Getting Started Guide

BillQuick Getting Started Guide

Contents

Introduction

Welcome to BillQuick® from **BQE Software**!

BillQuick is a time tracking, billing, and business management software. It offers an easy and efficient way to reduce the overhead of your business, accurately track professional hours, and increase your revenue. BillQuick incorporates flexible and robust features that adjust to fit your business the way you run it, allowing you to rapidly benefit from its capabilities. The entire BillQuick Family is continuously improved, implementing your ideas and inspired features to make it more valuable.

The goal of this **BillQuick Getting Started Guide** is to help you get started and become comfortable interacting with the BillQuick program. It explains the concepts and procedures involved in setting up of BillQuick, focusing on its installation, activation, registration, basic and main functionalities such as master information and the flow of data throughout the program, time and expense tracking, project management, billing and reporting. Thus, this Guide enables you to quickly educate yourself on how to run and utilize BillQuick effectively and efficiently.

Depending upon your business type, BillQuick adjusts its terminology and activity codes to your industry:

Industry-Specific Terminology			
Architects and Engineers	**IT and Computer Consultants**	**Accountants and CPAs**	**Attorneys and Paralegals**
Employee	Employee	Timekeeper	Employee
Client	Customer	Client	Client
Project	Job	Engagement	Matter
Activity	Activity	Task/Service	Activity
Company	Company	Company	Firm
Vendor	Vendor	Consultant	Consultant
Budget	Budget	Budget	Estimate

BillQuick Getting Started Guide is not a complete training solution. It is a guided tour designed to set up and familiarize you with BillQuick. After completing the guide, we recommend that you explore the **BillQuick Help**. In particular, check out the How Do I help items. You can also check out the **BillQuick Report Book**. Based on your preferred learning style and available time, you can choose self-learning or guided learning. Guided learning utilizes role-based and custom training courses. *Check out our trainings for more*.

BillQuick Setup Checklist

	✓	Task	Resources and References
Pre-Installation	☐	Decide about the BillQuick edition/flavor you want to install	Edition Comparison Chart
	☐	Check our system requirements	Hardware Requirements Software Requirements
Installation	☐	Download BillQuick setup	BillQuick Support Downloads
	☐	Log in as an administrator and install BillQuick	Read Installation
	☐	Existing Users: Install BillQuick 2015 and convert your existing data to the new version	Upgrade to BillQuick 2015 What's New in BillQuick 2015
Start-Up	☐	Start BillQuick 2015	Starting Up BillQuick
	☐	Create or open your company file	BillQuick Database
	☐	Set up BillQuick company and preferences Sync or import your company data	BillQuick Startup Interview BillQuick Initial Setup Checklist Data Integration Data Conversion Services
	☐	Activate and license BillQuick	Product Activation License and Registration
Deployment	☐	Set up company and other master profiles	Master Information Global Settings User Preferences
	☐	Sync or import company data and start using BillQuick	Time and Billing Reports BillQuick Help or Help PDF Manual BillQuick Trainings

System Requirements

For successful installation and implementation of your BillQuick software, be sure your computer systems meet or exceed the requirements mentioned below.

Mac and Unix Operating Systems require Web Suite.

Hardware Requirements

- 2.0 GHZ Intel Pentium IV-class processor or faster
- 2048 MB RAM or more
- 500 MB or more of free hard disk space, plus 350 MB additional free hard disk space for installation
- 1024 x 768 screen resolution or more

Be sure your network server contains sufficient memory and other resources for efficient, high speed operation.

Software Requirements

Here are the operating system and other software requirements for BillQuick.

Operating System Requirements

- Microsoft Windows 8, Windows 7, Windows Vista (all flavors), Windows XP Home and Professional
- Microsoft Windows Server 2012, Small Business Server 2011, Windows 2008 Server, Windows 2003 Server
- 32-bit or 64-bit operating system (dual compatibility)

Be sure to install the latest Windows service packs and critical updates. Check the Microsoft website for the latest updates to Windows, .Net Framework, and Data Access Components. Some versions of Windows include an automatic update option.

Other System Requirements

- Microsoft .NET Framework 4.0 or later (automatically installed with BillQuick)
- Microsoft SQL Server 2008 or later (for BillQuick Enterprise edition)
- Microsoft Data Access Components 2.8 or later (automatically installed with BillQuick)
- Microsoft Windows Installer 3.0 or later (typically installed or updated with Windows)
- Microsoft Internet Explorer 9 or later (for accessing BillQuick Online)
- An Internet connection with a 256 KBps or faster modem, DSL, cable modem or other broadband connection (for accessing BillQuick Online and for Automatic Updates)

Installation

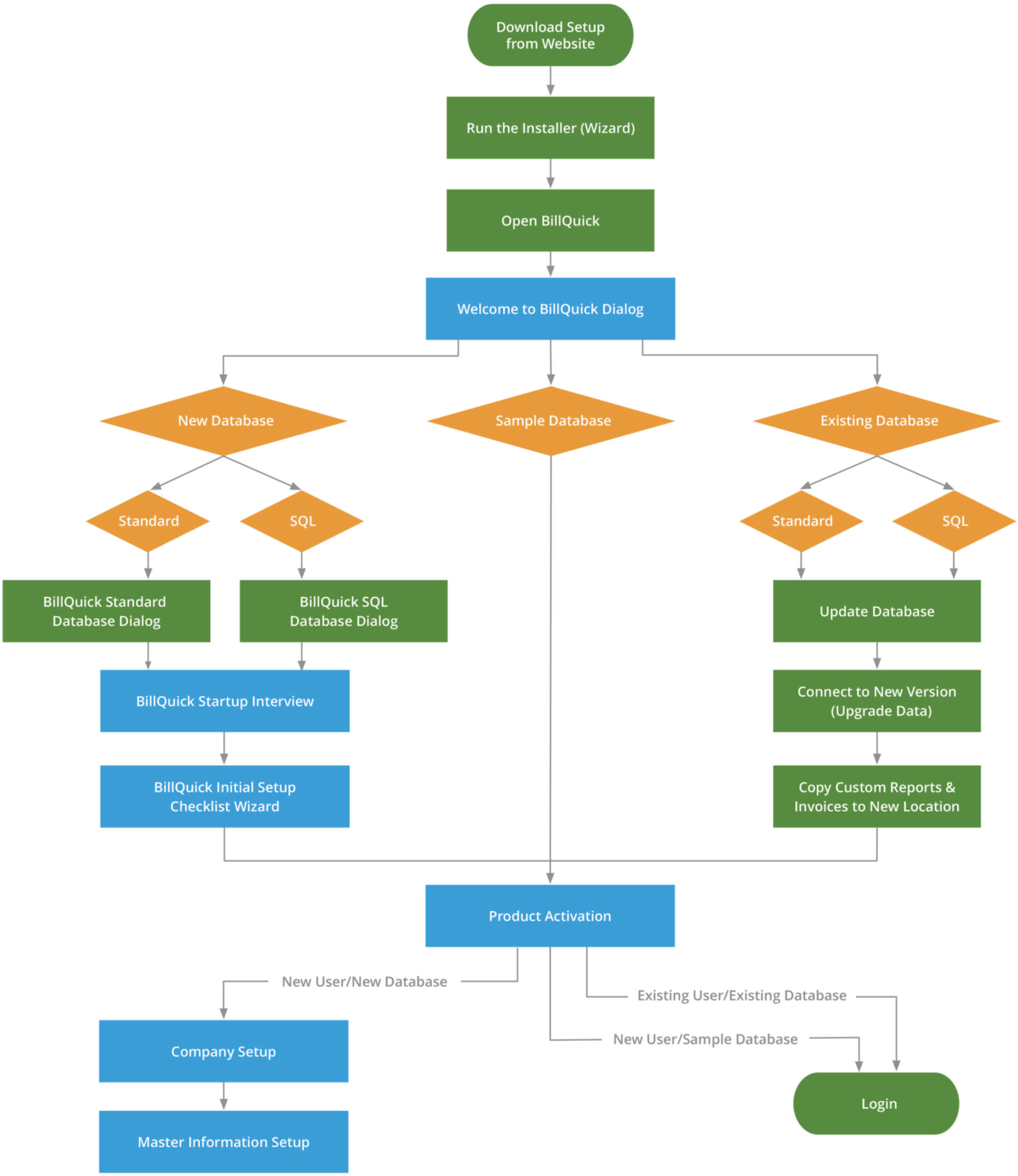
A 'BillQuick Supervisor' is responsible for planning and implementing the initial setup and deployment of BillQuick. To install BillQuick, you should be logged in as an administrator. Basic start-up procedures for BillQuick involve a few quick steps:

1. Install BillQuick.
2. Create a BillQuick database.
3. Activate and license BillQuick.

Before installing the software, please read the End User License Agreement (EULA).

You can see the basic steps in the below flowchart.

BillQuick Startup



Installing on a Computer System

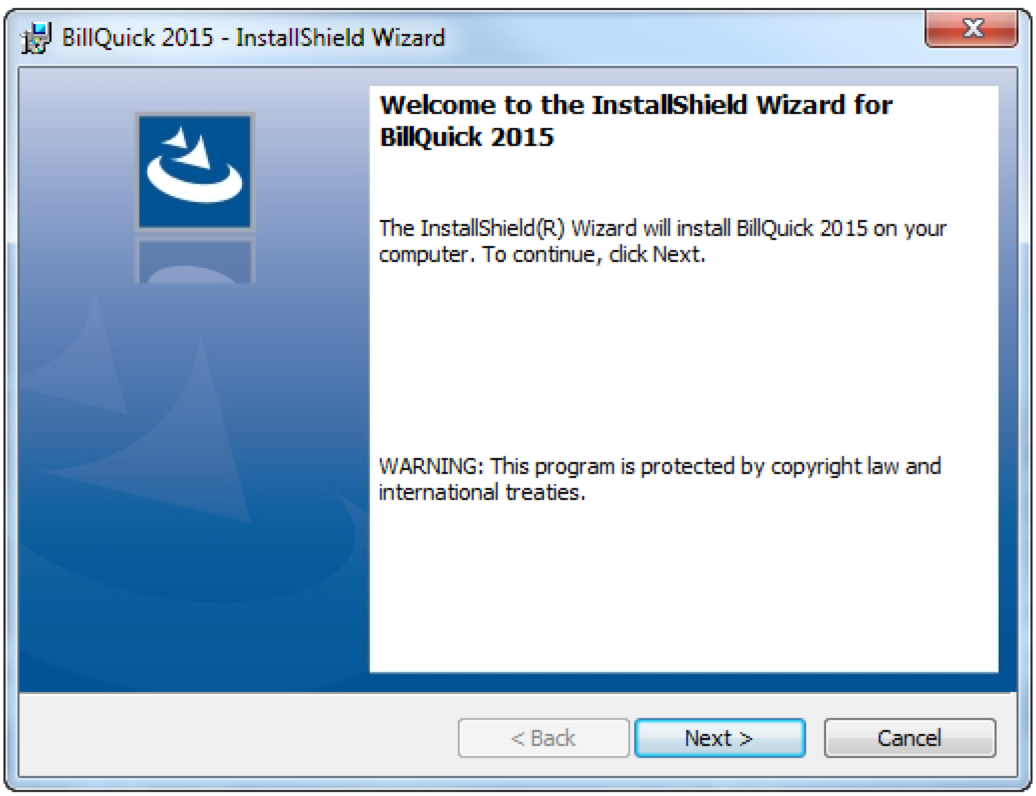
BillQuick can be installed on a single-user system or a network environment. BillQuick operates in a network environment, both peer-to-peer networks and ones with network servers. In either scenario the BillQuick database will be located in a folder on a personal computer or shared drive.

Follow the steps below to install BillQuick on a personal computer.

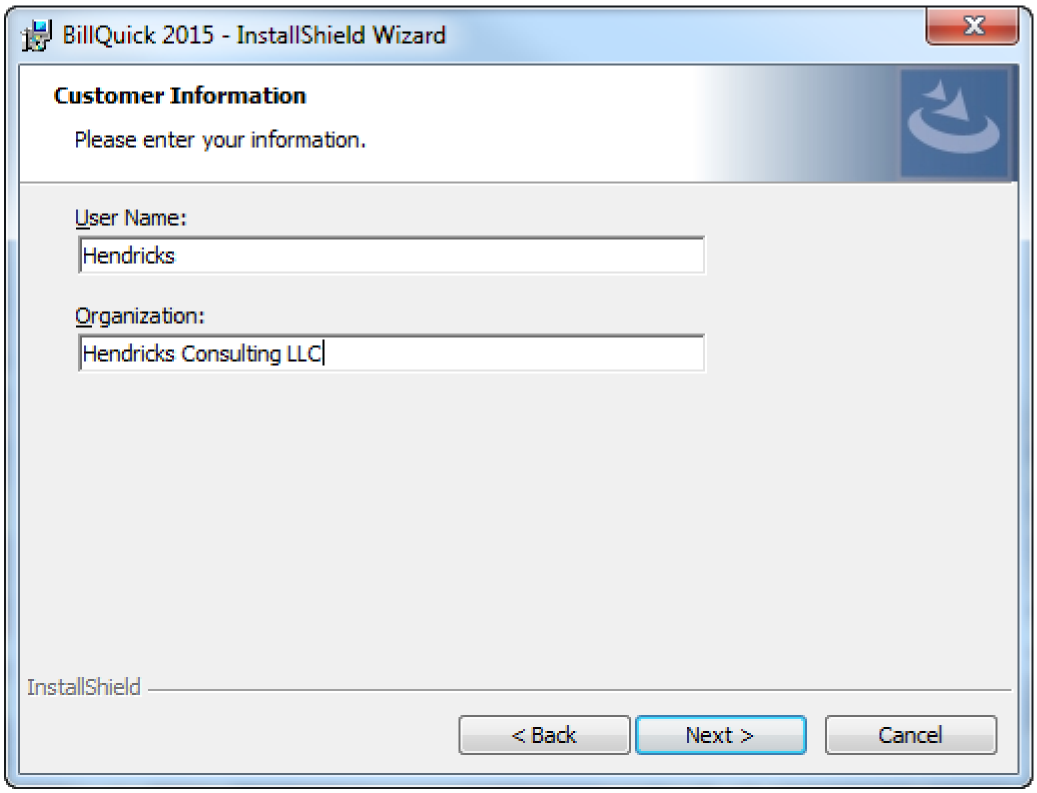
1. Downloaded a copy of BillQuick from www.BillQuick.com or www.bqe.com/Try, save the file on your local machine where you can access it easily, preferably your desktop. Unzip the contents of the file to your desktop.

    The downloaded copy of BillQuick is in a Zip format. You will need a Zip archiving or extraction program such as WinZip (from a shareware website or a software store).

2. Right-click on the setup icon on your desktop and click Open.
3. When the first BillQuick installation screen appears, read the information and follow the instructions on each screen by clicking Next.



4. Read the License Agreement and select the 'I accept…' option. Click Next.
5. Accept or modify the User Name and Organization. Click Next.



6. The Destination Folder screen allows you to accept the default directory path for BillQuick or enter a new path. To accept the default, click Next. To change the path, click Change.
7. After the installation begins, a progress bar displays. When the Finished screen appears, click Finish.
8. When prompted, restart your computer to complete the installation.
9. Double-click on the BillQuick icon on your desktop to start the program.
10. If you have already been using a previous version of BillQuick, you will be prompted to upgrade your database. Click Yes to upgrade. Else, click No and move to step 13.
11. BillQuick will now convert your previous database to BillQuick 2015.
12. After finishing, BillQuick will display the Welcome screen where you can choose to create a new database (Access or SQL) or select an existing one. *See BillQuick Database for more.*
13. In case of a new database, you will be prompted with the BillQuick Startup Interview and then the Product Activation screen.

Installing in a Network Environment

In a network environment, you will add more users in BillQuick. We do not recommend installing the BillQuick program to a network drive. Only the database should be on the network drive. BillQuick needs to be installed on the computer of each person who needs to access it. With the above steps complete on each personal computer, you will:

1. Install BillQuick (*see above*).

2. Make sure the BillQuick database is in a shared folder. You can place your company database on a network directory or company server. Please make sure that all users have Read and Write access to that directory.
3. Start BillQuick.
4. Select File menu, Open Company and navigate to the shared folder.
5. Select your BillQuick database. BillQuick remembers the location each time you open it.

BillQuick also works in other network scenarios. Contact BillQuick Support for more information (310-602-4030).

Peer-to-Peer Network Environment

To install BillQuick on a peer-to-peer network:

1. On the computer used by your primary BillQuick user (BillQuick Supervisor), complete the steps for installing BillQuick (*as mentioned above*), creating a database (*see BillQuick Database*), and activating BillQuick (*see Product Activation below)*.
2. Install BillQuick on the first computer from which you want a user to access BillQuick (*follow the steps above)*.
3. Start BillQuick.
4. Select File menu, Open Company and navigate to the shared folder.
5. Select your BillQuick database. BillQuick remembers the location each time the user opens BillQuick.

Network Server Environment

To install BillQuick in a network server environment, you can:

1. Install BillQuick, point to the database, and register the computer (*follow the same steps as for a peer-to-peer network above*).
2. Utilize Active Directory Services on a domain network. With this capability, you can 'push' BillQuick to the workstations.

   For more information, see the BillQuick Knowledge Base article How to Install BillQuick on Workstations using Active Directory Services.

BillQuick installs as a separate program. You can upgrade from your current version of BillQuick or uninstall it. When upgrading, BillQuick database conversion makes a backup of your database prior to converting it. However, the personal settings and report mappings are not retained.

Installing with Microsoft SQL Express or SQL Server

BillQuick installation does not require SQL Scripts or special items to create a SQL Server or SQL Express database for your company. All logic is built into BillQuick.

Support for full SQL Server as a backend is available in the BillQuick Enterprise edition only.

1. Install and configure Microsoft SQL Express or SQL Server before installing BillQuick. Specifically:

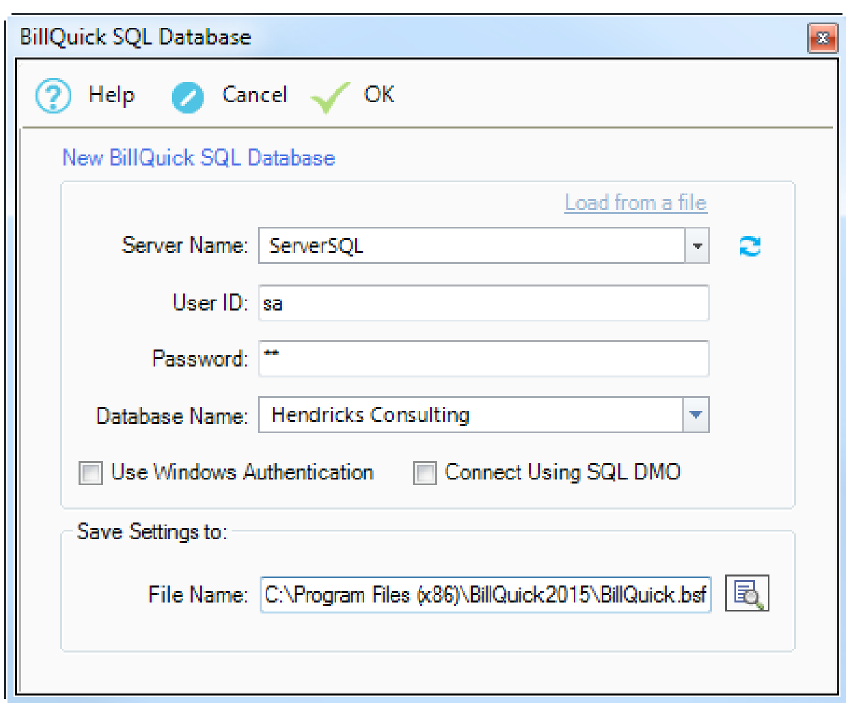
   - Make sure to enable TCP/IP and Named Pipes for the SQL instance to which you are connecting.
   - Make sure SQL browser is running.
   - If you receive a message with *Error 5*, it is possibly a network or firewall issue. Please check all firewalls (including Windows) and make sure to add either port 1433 or BillQuick as an exception.

   You can check our Installation Guides for SQL Server 2008 or SQL Server 2012 for details.

2. Install BillQuick on the primary computer that is accessed by the Supervisor. (*See above.*)

3. Start BillQuick and go to File menu, New Company, SQL Server Database.

4. Enter the Server Name, User ID, Password and Database Name. *Typically, the database name is similar to the company name.*



5. Click OK to create the database.

If your Server Name and SQL Instance Name do not display, go to My Computer, right-click and select Properties. On the Computer Name tab, find the Full Computer Name. In the Server Name field here, enter that name, backslash, and the instance name (default is 'SQLEXPRESS').

If you receive error messages or have any other trouble connecting to the SQL Server during BillQuick installation, please look up our Knowledge Base for related issues. Else, contact our Technical Support at (310)602-4030.

Installing an Upgrade

An *upgrade* contains significantly more new features, new reports, new functionality, and perhaps new user interface elements. When upgrading from one version of BillQuick to another, it does not retain your personal settings and report mappings. Upon starting, you will be asked to locate your database.

If you had been using a MSDE or SQL Server database, BillQuick will create a newly converted database, with the same name as the existing one but with '2015' concatenated at the end. It will leave the previous database as a backup in the *pre-2015* format. In the case of Microsoft Access database, BillQuick will automatically make a copy of your database that is compatible with your current version. In addition to your main database, BillQuick will upgrade your archive file.

Please check the Upgrade to BillQuick 2015 whitepaper for details.

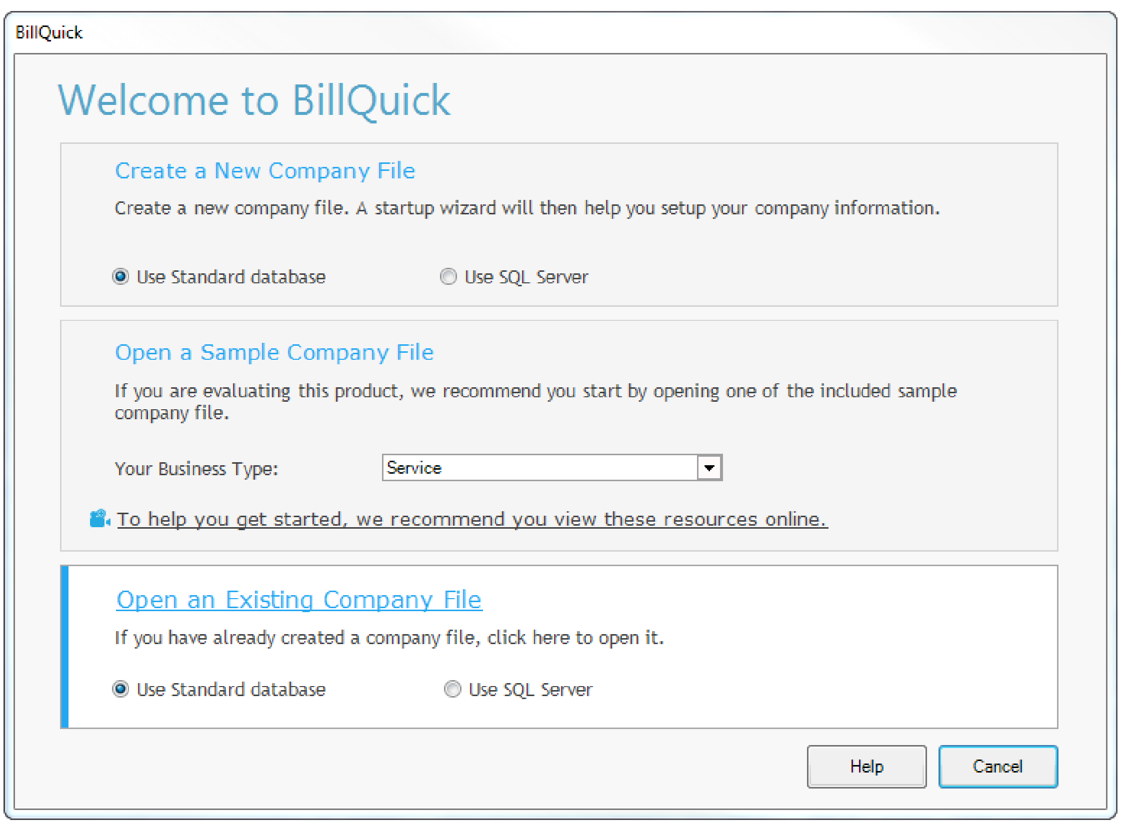
Start-Up

In order to start BillQuick and create a company file, please follow the steps below. At this point BillQuick should already be installed on your computer.

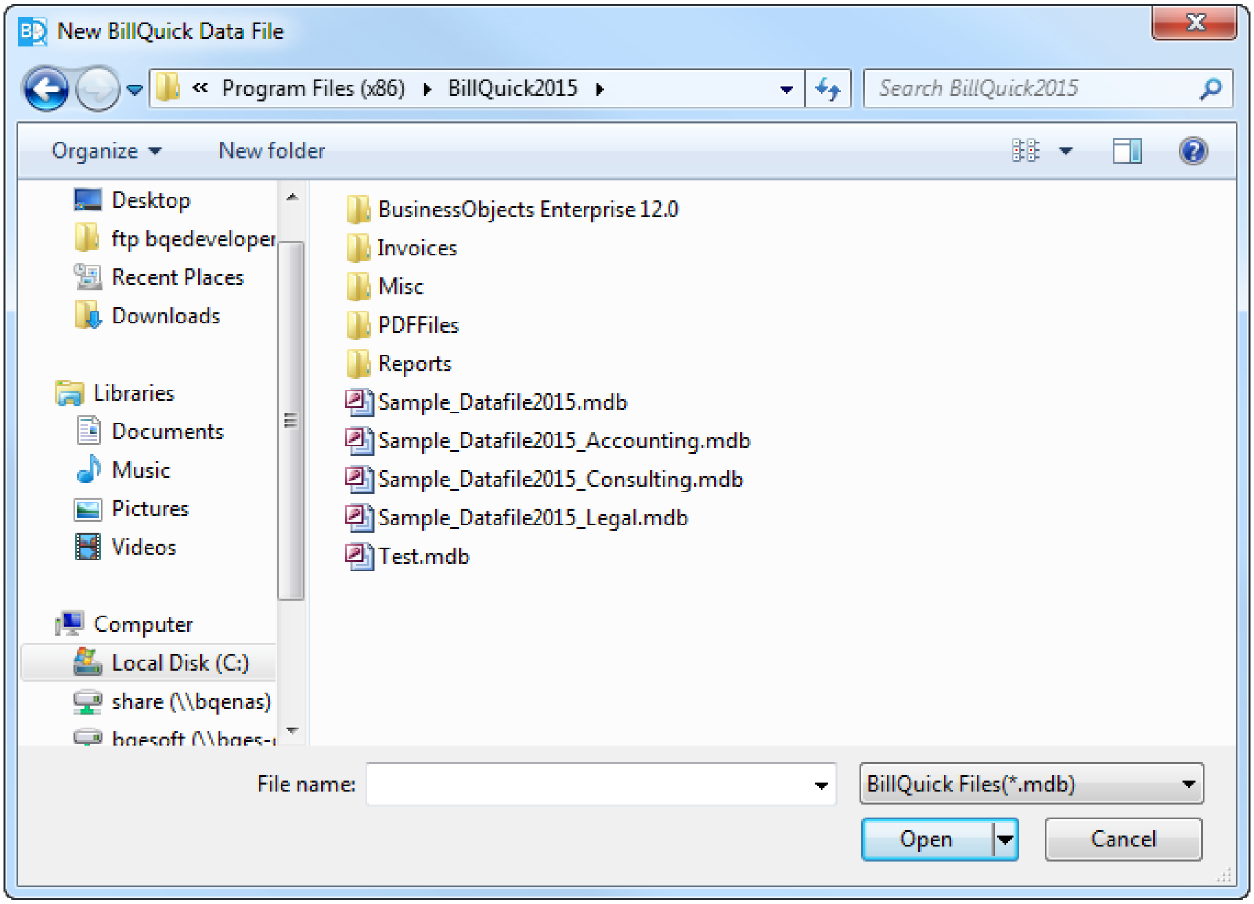
Setting up BillQuick Database

If you have previously used BillQuick on your machine, BillQuick will automatically open the last used database. The first time you start BillQuick, it will prompt you to select a company file and database type. Creation of BillQuick database requires system administrative privileges. Typically, a BillQuick Supervisor (or an IT administrator) handles this task and then informs the other users about its location, User ID and Password (if applicable).

You can create a new company file in either a Standard database (Microsoft Access) or an SQL database (Microsoft SQL Express or SQL Server). Your options depend on which edition of BillQuick you purchase: Basic, Pro or Enterprise. If you are working with a trial version of BillQuick, it is BillQuick Enterprise Edition by default. For evaluation purposes, most users choose the Standard option. After purchasing BillQuick and when you are ready to 'go live', a company file using the Standard database can be converted to an SQL database with only a click.



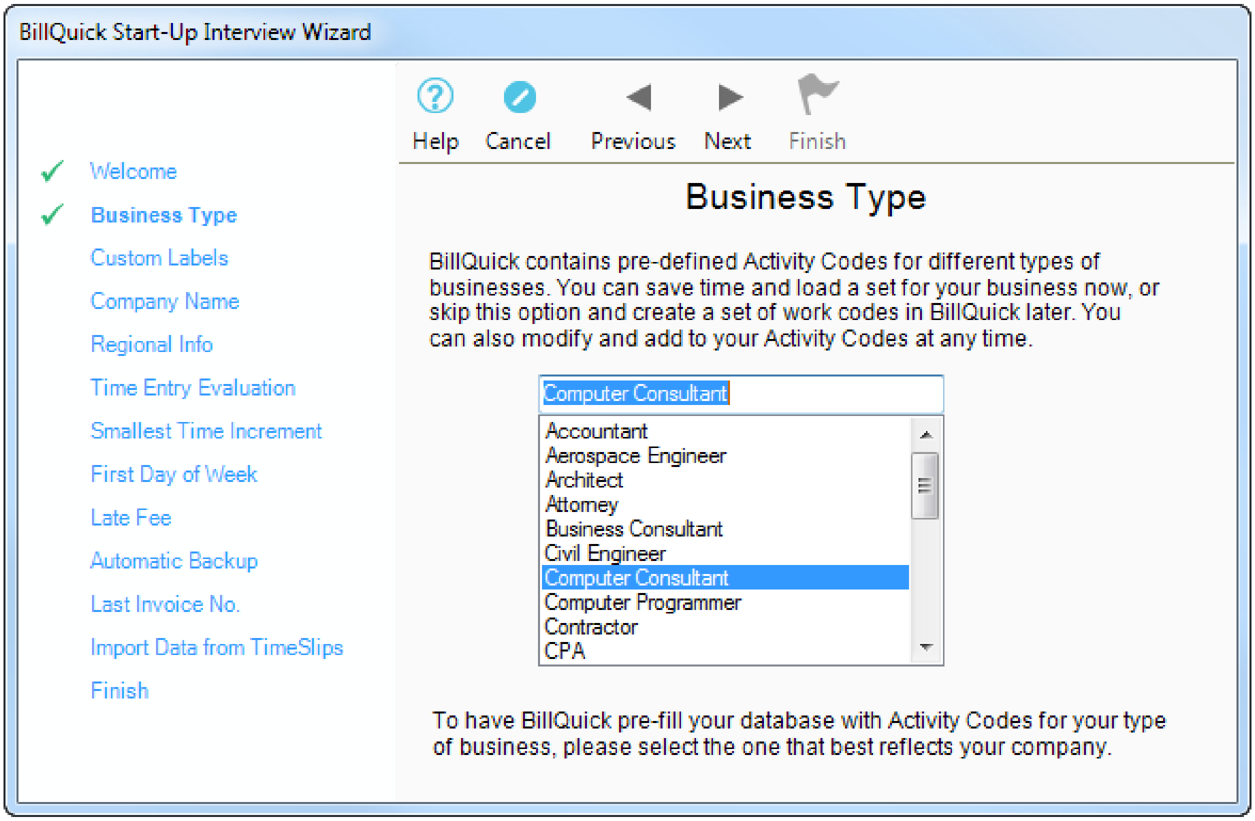
1. Click on the 'Create a New Company File' option (make sure the radio button is on Use Standard Database).
2. Navigate to the folder where you want to store your company database. *If you are in a network environment, this should be a shared folder.* Place this file in a safe location such as My Documents or Program Files\BillQuick2015 folder.



3. Enter a name for the file (for example, your company name) and click Open.
4. You will receive a message confirming that your database was created successfully. Click OK and move on.

Next, you will be prompted with the BillQuick Startup Interview wizard to provide basic information for your BillQuick company file. To do so, please follow these steps:

1. Select your Business Type. Depending upon your selection, pre-defined activity codes will be loaded into your database.



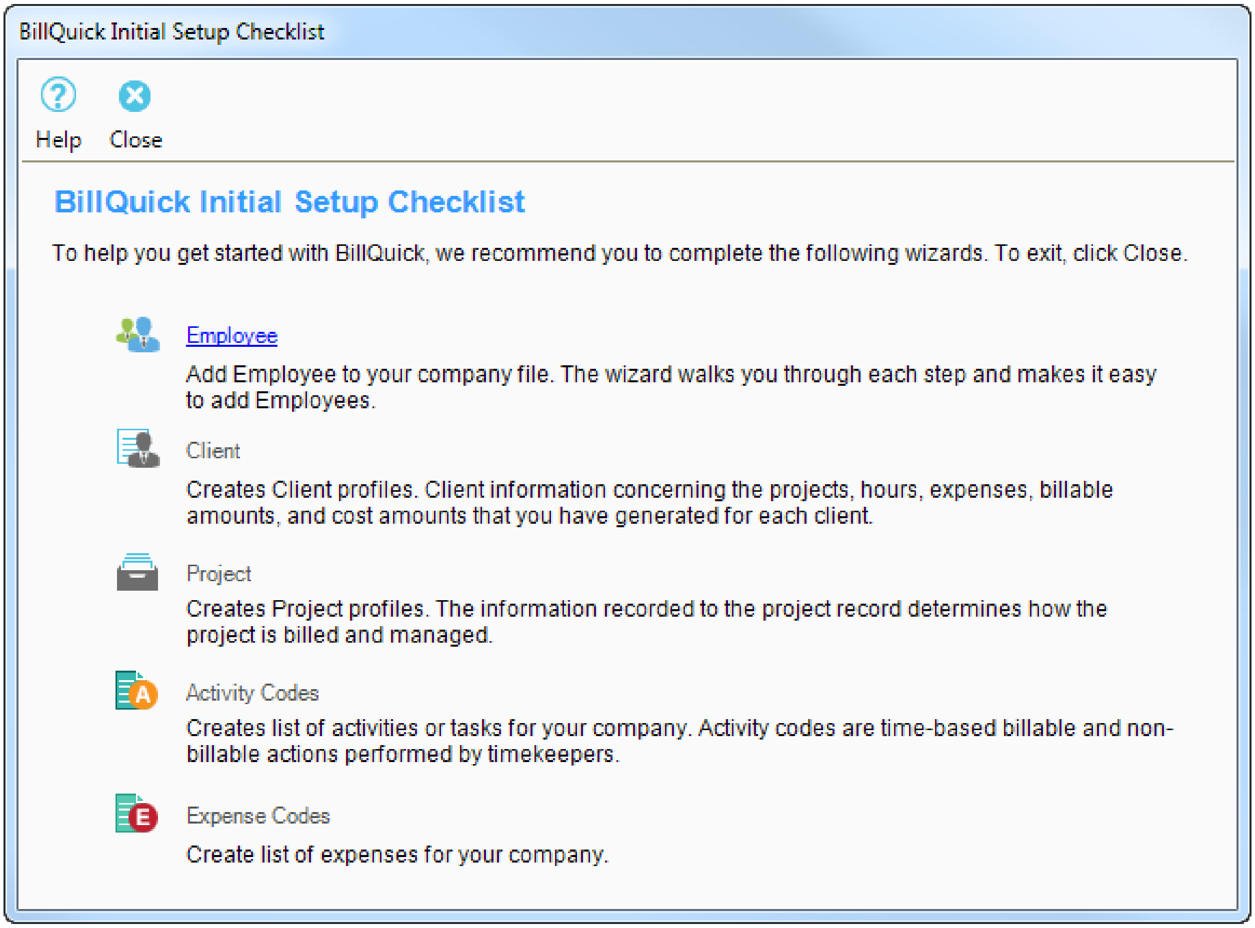
2. Based on your business type, BillQuick adjusts its terminology and labels. You can accept those labels or choose your own Custom Labels from the drop-down list.
3. In the Company Name field, please enter your company name ***exactly*** as you would like it to appear on your invoices to be printed from BillQuick.
4. Step through the other options and complete it to the best of your ability using the Next button. Click Help to check out the explanations where needed.

   You do not require License and Registration keys in order to complete the Interview.

5. Click Finish and then close.

   All of the settings that you choose in the *Start-Up Interview* can be edited later.

6. The BillQuick Initial Setup Checklist wizard displays. You can walk through a few of the wizards to set up master information or click Close. *We will cover each major type of master information later in the Guide*.

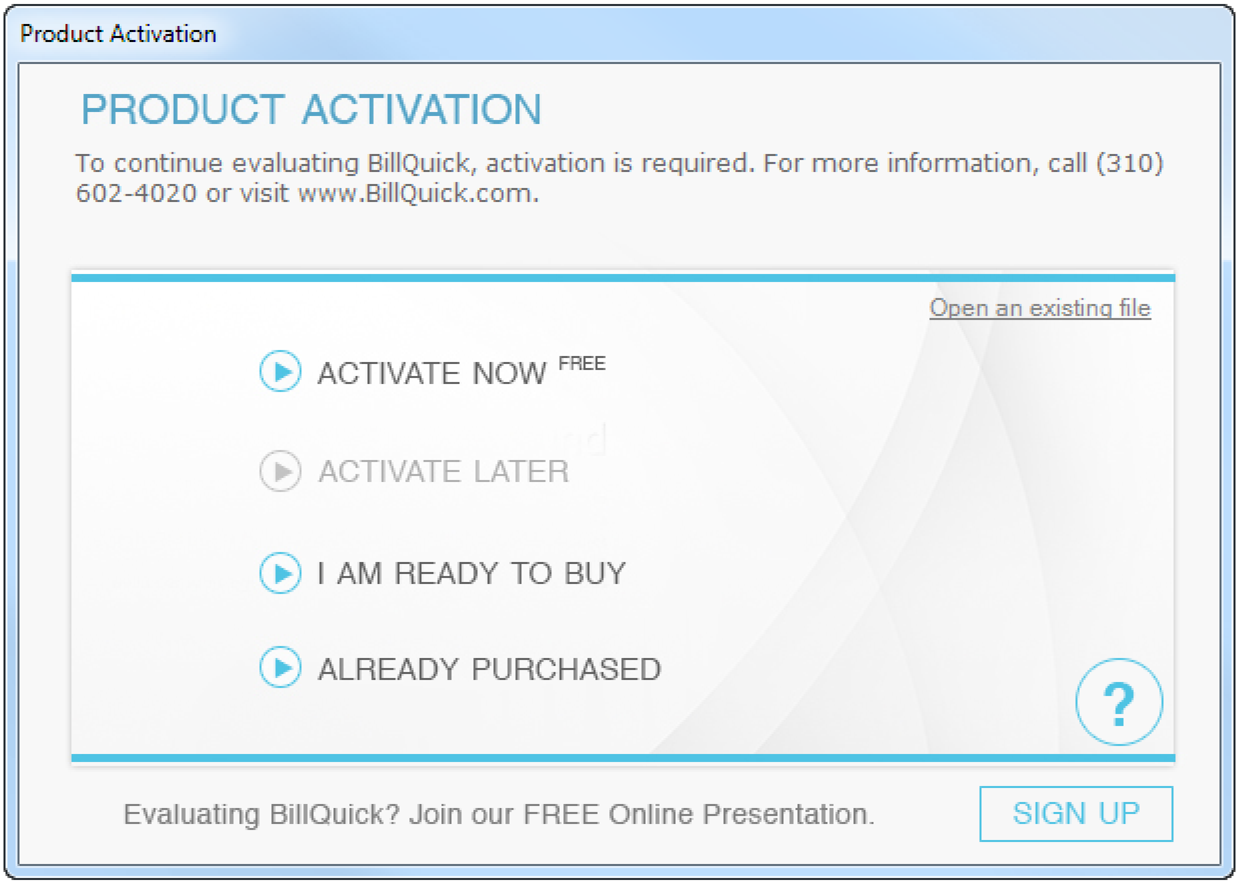


After you have successfully created your company database, you can activate and register your product.

Activating Product

When you start up BillQuick and it is either not yet activated or in the evaluation mode, the Product Activation screen displays. The screen provides four options.

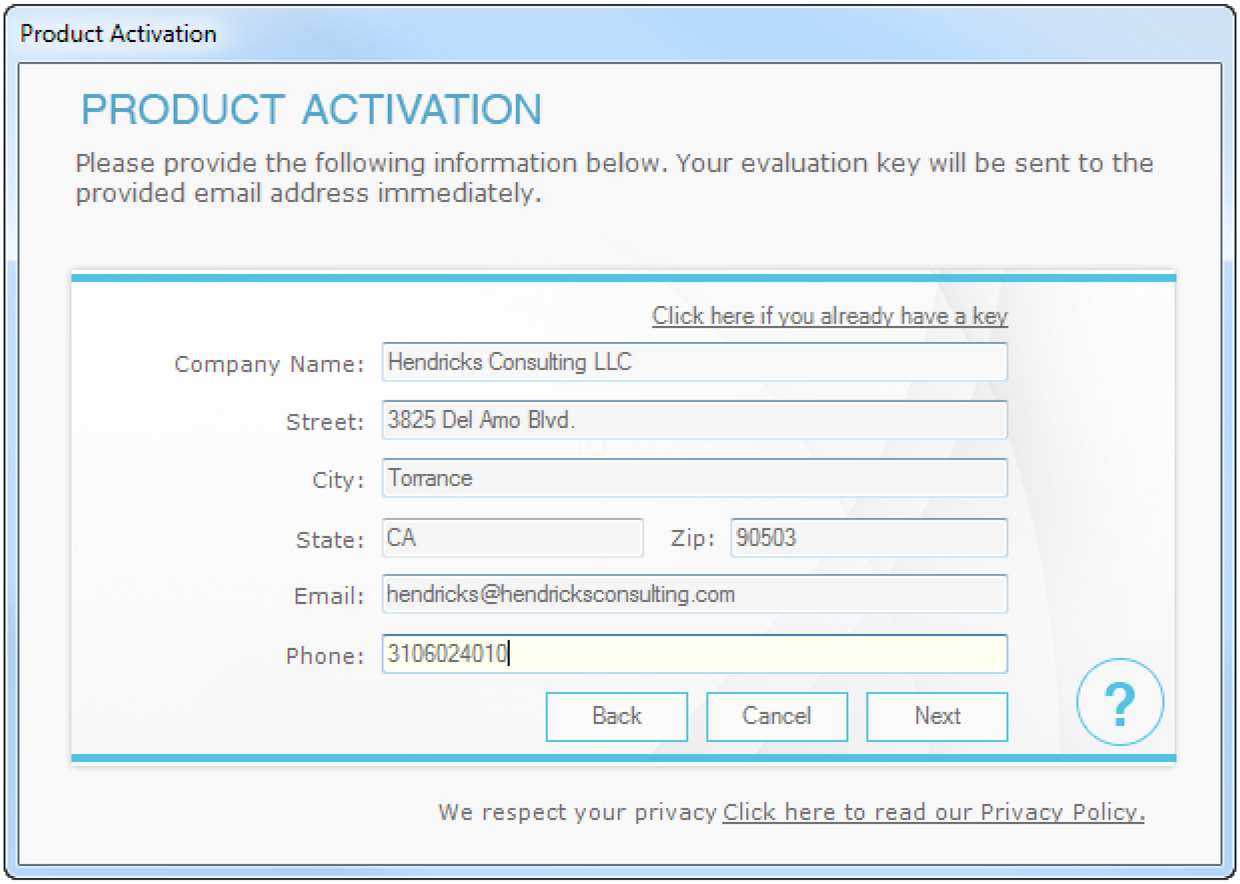
- **Activate Now** – Enter a key to continue your free 15-day trial.
- **Activate Later** – Continue your free 7-day period of review.
- **Ready to Buy** – Go to www.BillQuick.com to subscribe and purchase the software license.
- **Already Purchased** – Enter your license and registration keys to fully activate BillQuick.



Evaluating BillQuick

If you are evaluating BillQuick, you may choose Activate Now or Activate Later. Click Activate Now to provide your details to BQE Software and obtain evaluation key. Activate Later allows you to continue working with BillQuick during a 7-day free trial. After this period you must obtain an evaluation key or subscribe to a full software license.

1. Please enter valid information in the screen. This is how BQE Software will contact you with your evaluation, license and registration keys. When all the information is entered, click Next to continue.



2. Within a few minutes you will receive your 15-day evaluation key via email. Alternatively, you can generate an evaluation key via the web or by calling BQE Software at (310) 602-4020.
3. Enter this Evaluation Key in the space provided. Click Activate.
4. BillQuick will now open with a reminder message stating that you are using an evaluation copy and to continue beyond 15 days, you need to subscribe and purchase the software.

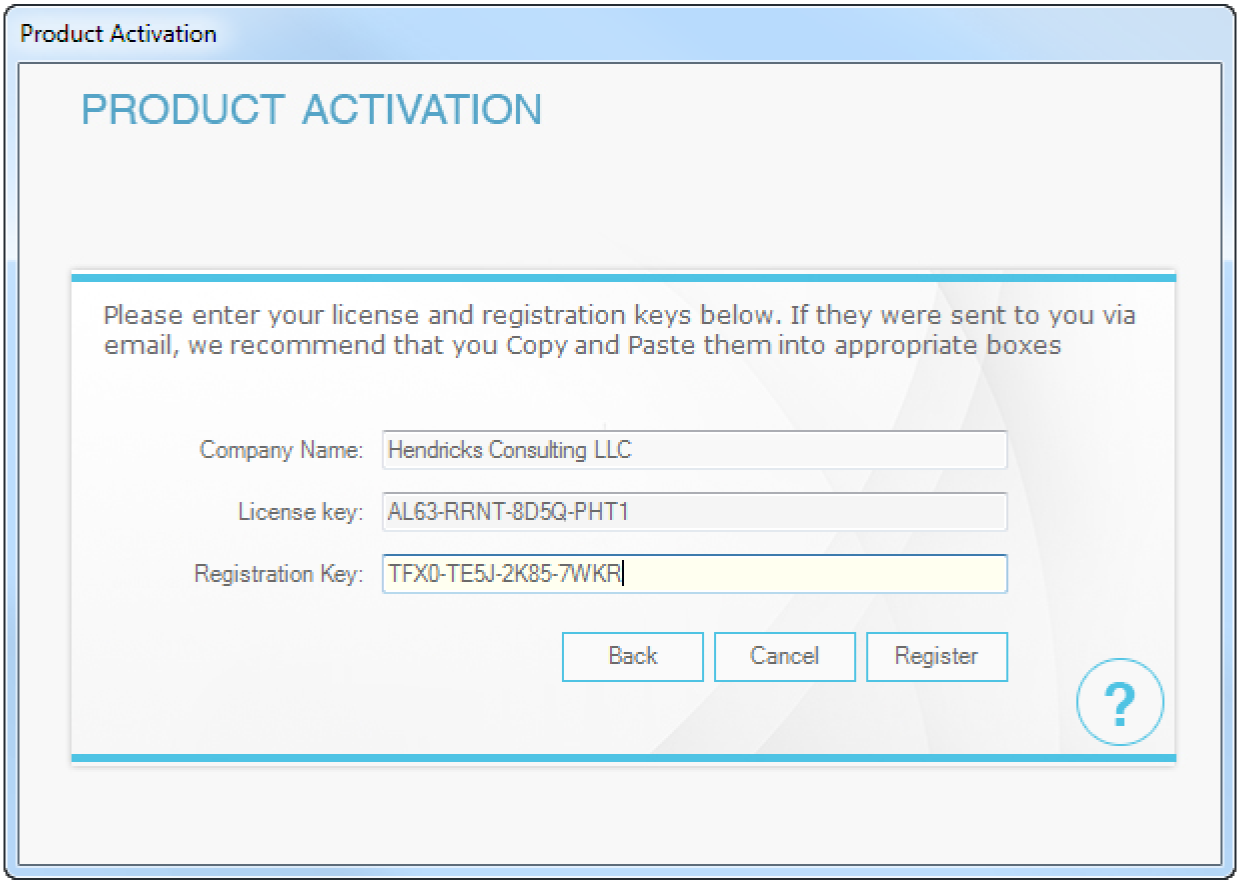
While in evaluation mode, continue to use BillQuick. All of the information entered now will be saved and made available after switching from evaluation to licensed mode.

Licensing and Registering

BQE Software provides various options for licensing and registering your copy of BillQuick. You can use the Product Activation, Company or Product Licensing and User Management screen in BillQuick to do so. The BillQuick Supervisor usually subscribes and registers the BillQuick software.

Follow these steps to proceed:

1. When you are ready to purchase and license BillQuick, click 'I Am Ready to Buy' option on the Product Activation screen. Purchase your subscription from the BillQuick website or call BQE Software at (310) 602-4020 to speak with a BillQuick Account Rep.
   You will receive your license and registration keys via email at the email address that you provide.
2. After subscribing to a full software license, click 'Already Purchased' on the Product Activation screen. It asks for your company name, license and registration keys.

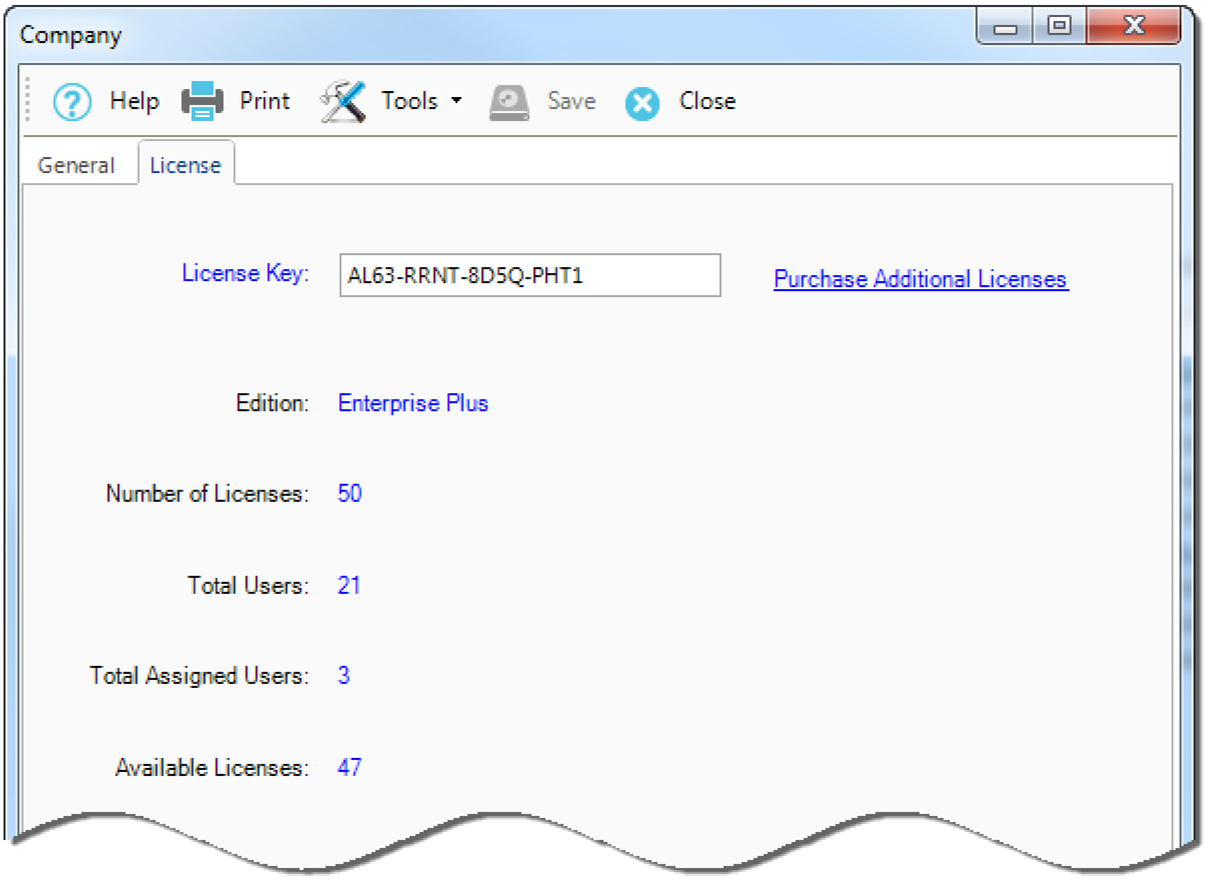


3. Using the email you received, enter or cut-and-paste the information. It should be exactly the same as you see in the email (if you want to make a change, contact your BillQuick Account Rep.).
4. Click Register. BillQuick is now licensed for the subscribed period.

When you evaluate other modules in the BillQuick Family, you can run the evaluation software and licensed software together.

Alternatively, you can do the same thing using the Company screen. To do so:

1. Select Company from the View menu.
2. Enter your company name on its General tab. It should be exactly as printed on the email you received. Click Save.
3. On the License tab, enter or cut-paste the License Key from the email.



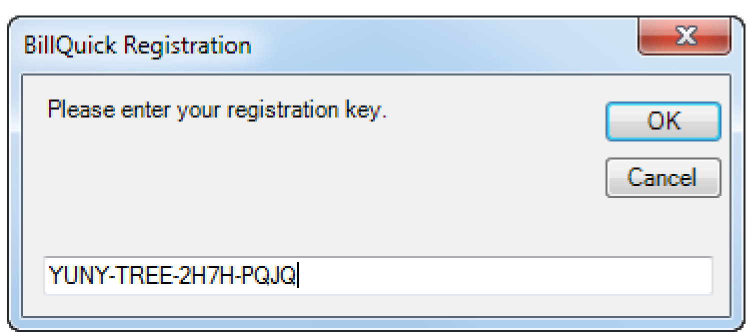
4. Click Tools and select Validate License Key.
5. Click Save. It displays the Edition and Number of Licenses purchased by you.
6. Click Tools and select Register Software.
7. Enter or cut-paste the Registration Key from your email. Click OK.

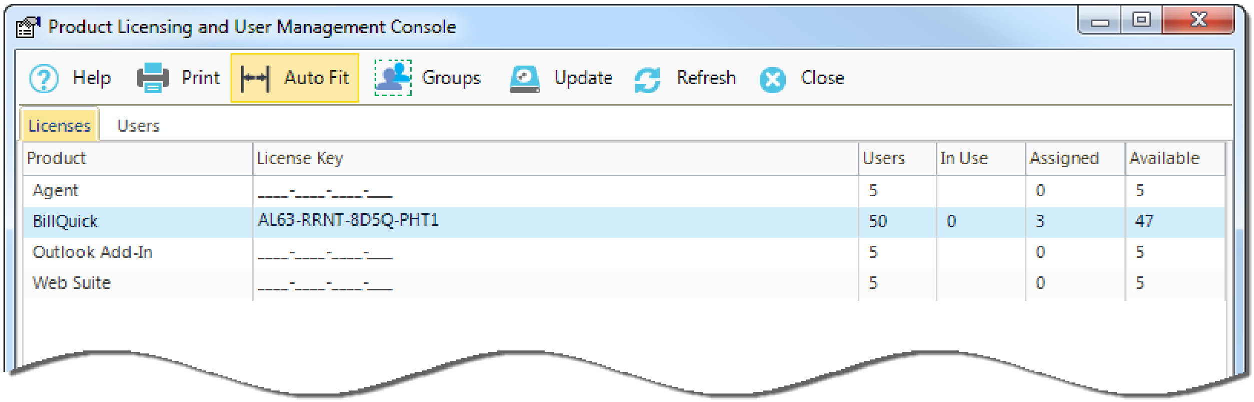
You have successfully subscribed and registered your BillQuick!

In a networked environment, the supervisor or IT administrator needs to repeat the same procedure on each computer.

To license BillQuick using the Console:

1. Open the Product Licensing and User Management screen from the File menu.
2. Enter the License Key against the relevant product (BillQuick) on the Licenses tab.





3. Click Update to save the license information.

4. Move to the Users tab. You can grant employees and vendors access to BillQuick and other add-on modules by marking the check box in the appropriate column.

   Alternatively, you can select rows and use the shortcut menu or button panel to Assign or Un-Assign a user to the relevant programs.

5. Choose the desired Security profile for an employee or vendor from the list, for example, Full Access, Time and Expense Only, Billing Only and so on. If you prefer to select individual security permissions for employees or vendors, click Security to do so from the Security screen.

6. When you have finished, click Close.

BillQuick Basics

After installing BillQuick, you need to have an understanding of the basic options and procedures related to login, navigation and other general features. This section focuses on the basics of the BillQuick environment:

- Starting Up BillQuick
- Logging into BillQuick
- Navigating BillQuick

Starting Up

To start up BillQuick, do one of the following:

- In Windows, click Start and select Programs from the menu. From the program list, choose BillQuick 2015.
- On your desktop, double click the BillQuick desktop icon 

.

If you have previously worked with BillQuick on your computer, BillQuick will automatically open the database that you were in the last time you used the software. You can skip to ***Log-in*** below.

When you start BillQuick for the first time, it prompts you with the BillQuick Startup Interview in order to set up your company file. After you have successfully created your company database and the security is turned on, you will be prompted for a login.

Logging In

When security is turned on, the Supervisor and other BillQuick Users – employees and vendors – are supposed to log into the program to access its functions and features. Only employees and vendors designated as BillQuick Users (in their profiles) can access the software.

By default, the Employee ID (or Vendor ID) of a user is also its login user ID and password. If you change the Employee ID of a user, the User ID is also changed. You can change the login password as needed and make them case-sensitive (*from Global Settings screen*).

BillQuick allows you to have a separate Employee ID and Login ID, thus letting you customize your login name. For example, a user 'Curtis James' may have an Employee ID 'CJ' and Login ID 'Curtis'. The new

Login ID supports Windows Authentication, allowing you to bypass the BillQuick Login screen completely. *This ID can be set in the Employee or Vendor screen*.

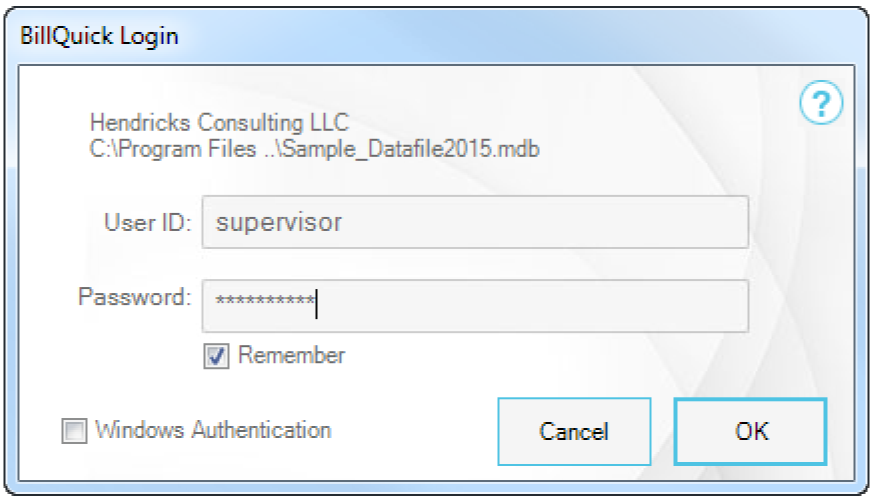
You can choose between the following login options:

- Logging into Standard Database
- Logging into SQL Database

Logging into Standard Database

The BillQuick Login dialog box displays the company name and database location. To log into a BillQuick standard (Microsoft Access) database, note the following:

1. For the BillQuick Supervisor, the default User ID and Password is 'supervisor' (without quotes). ***Please change the Supervisor password before deploying BillQuick in your company.***



2. Enter your User ID and Password provided by the Supervisor.

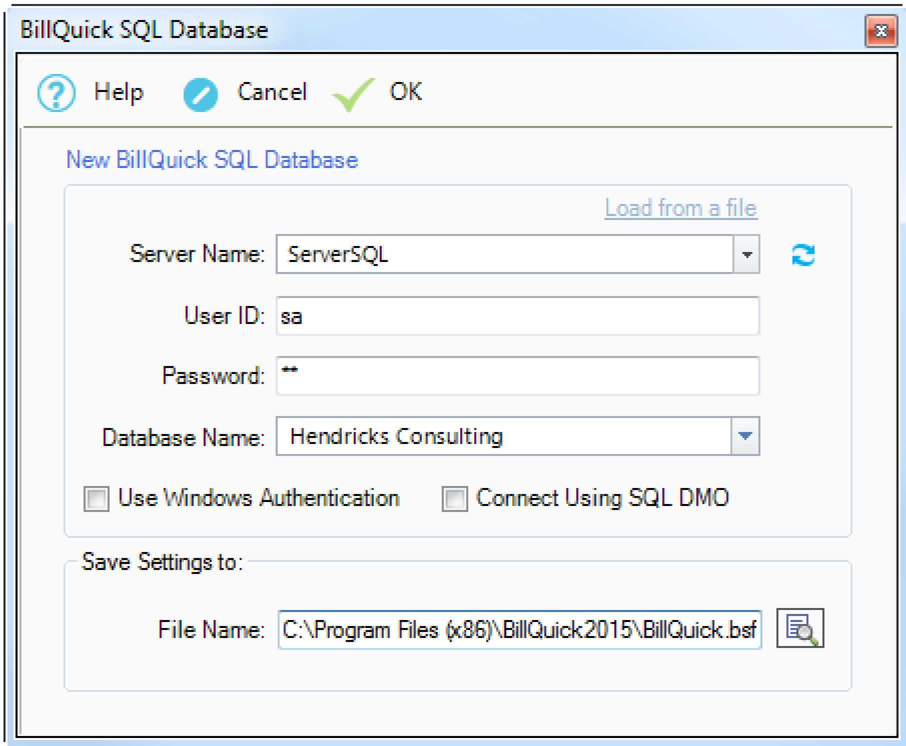
3. When only one person uses a particular computer, mark the Remember check box to make your User ID the default.

4. Check the Windows Authentication option if you want to bypass the BillQuick login in future. Your access to the BillQuick database is controlled by your Windows NT account or group, which is authenticated when you log on to the Windows operating system on your system (client machine).

5. Click OK to access BillQuick.

Logging into SQL Database

If you are using a SQL Server database, you have to log in with correct User ID, Password and other information. The SQL Server will not complete a connection unless it has verified your login ID, a process called authentication.



Support for full SQL Server as a backend is available in the BillQuick Enterprise edition only.

When BillQuick Enterprise creates or up-sizes a database on the SQL Server, it creates two logins:

- BillQuickSQL with password ‘admin’
- BillQuickGuest with password ‘Guest’

You can change the password of BillQuickSQL User using Global Settings from the Settings menu.

The BillQuickGuest user has *read-only* access to the database while the BillQuickSQL user has *full* access to the database.

Do not delete or change these two logins and their privileges. If deleted, the program will not be able to connect to the SQL database.

BillQuick allows you to connect to the SQL Server via

- *Windows Authentication* (*Trusted Connection*): establishes connection to the SQL Server using the Windows Logon credentials (that is, Windows User ID and Password). It does not need your login ID; or
- *SQL Server Authentication* (*Standard Security*): establishes connection to the SQL Server using your assigned SQL Server login ID and password.

See BillQuick Help for more on SQL Login and Authentication.

After logging in, the default or role-based navigator appears.

Navigating BillQuick

Anyone familiar with Microsoft Windows and Microsoft Office will find BillQuick easy to use. Role-based and standard navigators, menu bar, sidebar, icon toolbars, action buttons, screen layouts, spreadsheet-like grids, shortcut keys, and other user interface elements look and feel like these programs.

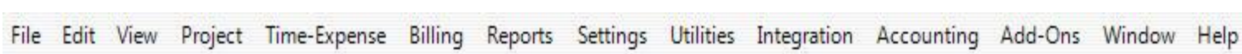
Security permissions determine what features, functions, and information a user can view and access on the navigators, toolbars, menu bar and screens. BillQuick disables or grays out unavailable items.

There are actually four ways to navigate and use the program:

- Menu Bar
- Toolbar
- Sidebar
- Navigators

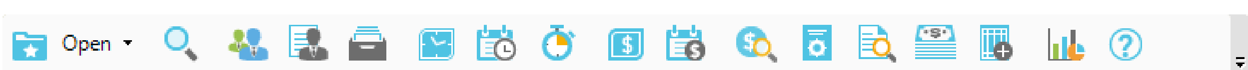
Menu Bar

Like all Windows applications, BillQuick has a menu bar at the top, from where you can access the following menus:



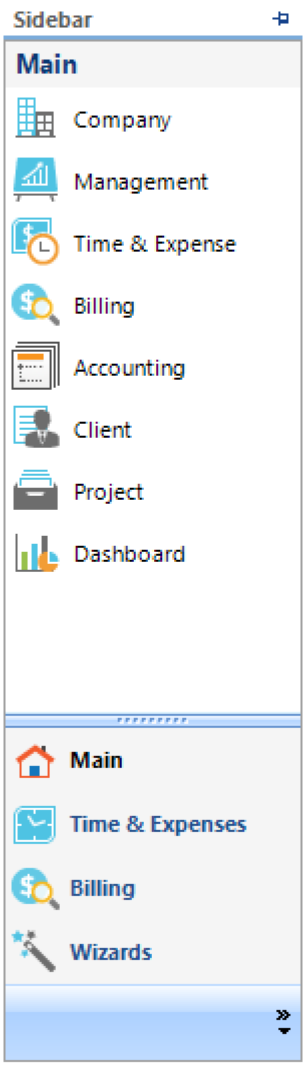
Toolbar

The toolbar allows you to quickly access BillQuick functions. You can turn it on or off from the User Preferences screen or by right-clicking on the menu bar.



Sidebar

On the left side of the BillQuick desktop, you can conveniently access major functions from the Sidebar. The bar is divided into 4 panels, grouping the common functions together under each.



Main

- Company navigator
- Management navigator
- Time & Expense navigator
- Billing navigator
- Accounting navigator
- Client
- Project
- Dashboard

Time and Expenses

- Home (Time & Expense navigator)
- Time Entry (Sheet View)
- Calendar View
- Timer
- Expense Log

Billing

- Home (Billing navigator)
- Billing Review
- Manual Invoice
- Invoice Review
- Payments

Wizards

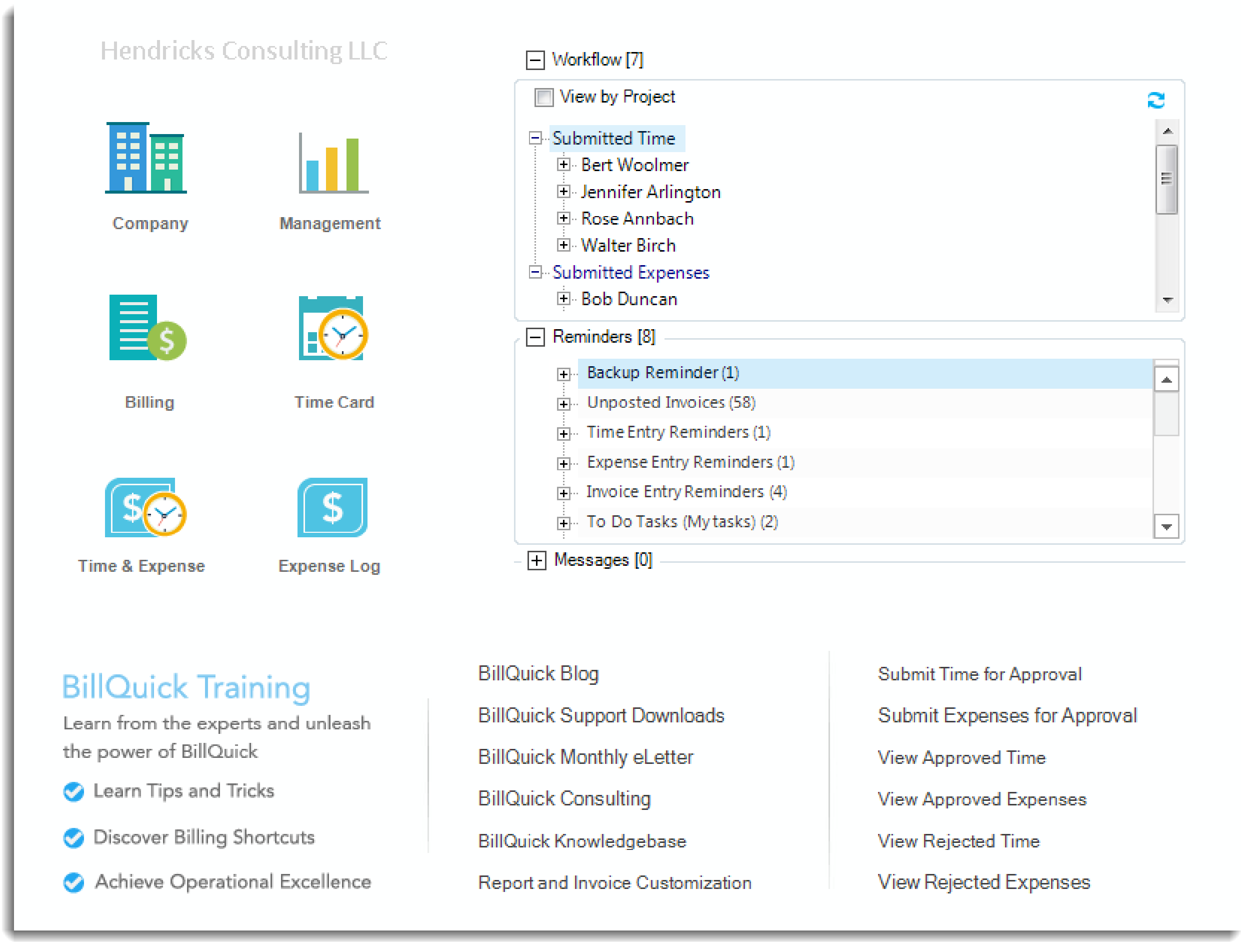
- BillQuick Interview
- Employee
- Client
- Project
- Phased Invoice
- Activity
- Expense
- SFS
- EFS
- Timeslips Conversion
- Invoice

Navigators

BillQuick navigators let you easily understand the workflow and quickly access important features and modules of the program. BillQuick provides you with a default role-based navigator and five function-based navigators. You can choose to make any of them your default navigator.

The function-based navigators include: Company, Business Management, Time and Expense Workflow, Billing and Accounting. You can choose a navigator from the Sidebar or from the corresponding menu.

The role-based navigator is a customized navigator giving you easy access to the most often used functions according to your role. Since you have logged in as the Supervisor, it would display the Default navigator (home page). Other roles include: Time and Expense, Billing and Principal/Management.



You can find other easy options for navigation within various BillQuick screens. You can access related screens from the 'View' drop-down menu as in case of Sheet View, Expense Log, and so on. Alternatively, screens may contain links to other related screens; for example, you can directly access the Invoice Review screen from the Billing Review screen and Payment screen from the Invoice Review screen.

Besides this, you can quickly switch between open screens by using Ctrl+Alt+Tab. BillQuick also supports various keyboard shortcuts.

Master Information

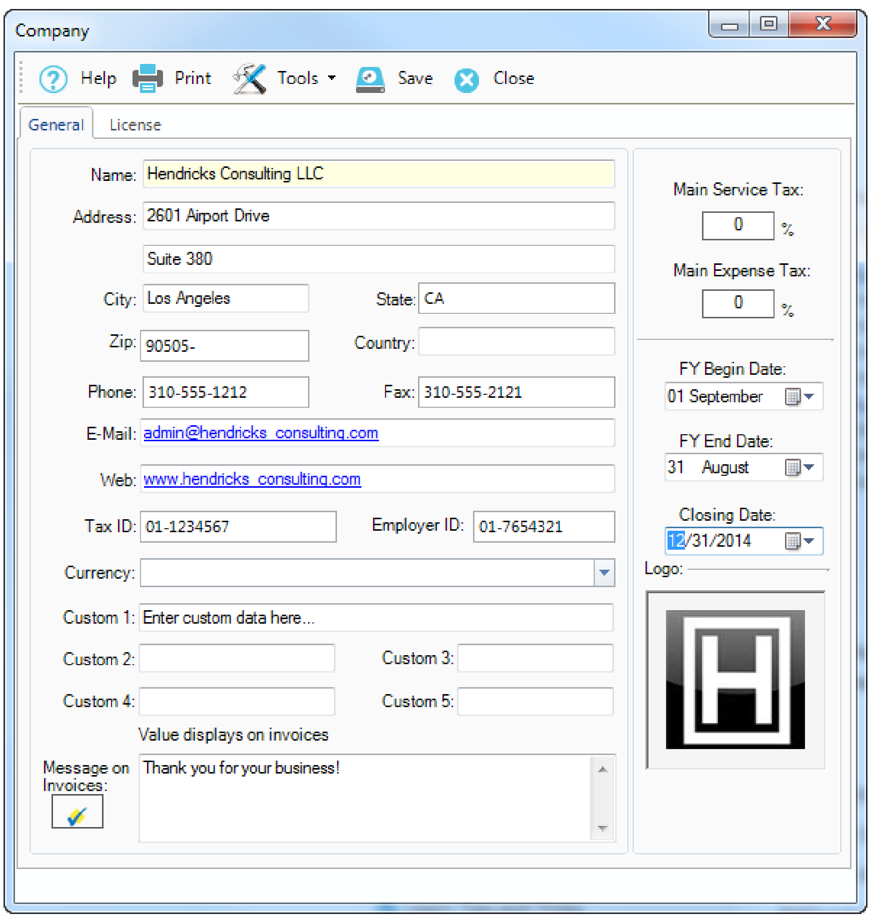
Master information is the foundation of any time and billing system. This section covers the basics of master information maintained in BillQuick.

Basic master information can be set up using BillQuick wizards via the View menu, Wizards. Blue field labels on the screens indicate required information.

Entering Company Information

The Company screen contains a profile of your company. Information on this screen appears on reports and invoices. It also affects how BillQuick processes your company's information.

1. When you close the BillQuick Initial Setup Checklist wizard, the Company screen automatically opens (if it does not, click View menu, Company).



2. On the General tab, enter your company name, address and all other relevant contact information in the appropriate fields.
3. When finished, click Save and then Close.

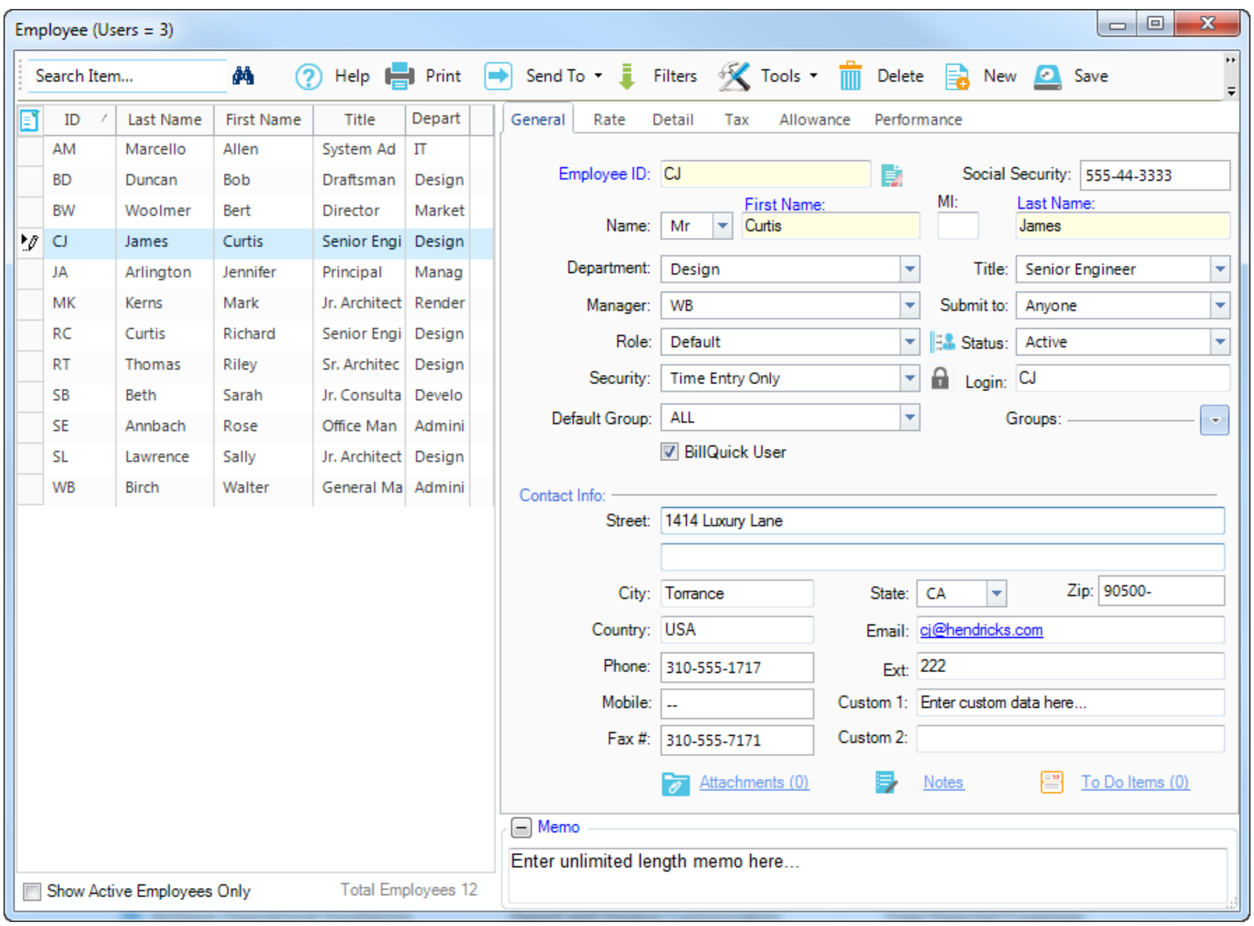
Your company information is now saved in the database. Let's create an employee profile.

Entering Employee Information

Employee screen represents a profile of a person working in a company on various projects. This screen allows you to add and maintain employee-related data, including tax, allowance, performance, and so on. Employee information prints on reports and invoices.

To create an employee profile:

1. Open the Employee screen from the Company navigator or View menu.
2. If this is your first employee, the pointer will default to the Employee ID field. If other employees exist in your company database, click New on the button bar. This places the pointer in the Employee ID field and you are ready to create a new employee profile.



3. Enter the Employee ID. You can use numbers, letters or a combination of both, up to 65 characters. For example, if the name of the employee is Curtis James, you may enter CJ as his ID.
4. Enter all relevant and required data. Press the Tab key to move from field to field or click on the next field.
5. Now, click the Rate tab. Enter the default Bill Rate and Cost Rate (Pay Rate x Overhead Multiplier) for the employee. For example, enter $100 as the Bill Rate, $40 as the Pay Rate and 2 as the OM.
6. When you have finished, click Save and then Close.

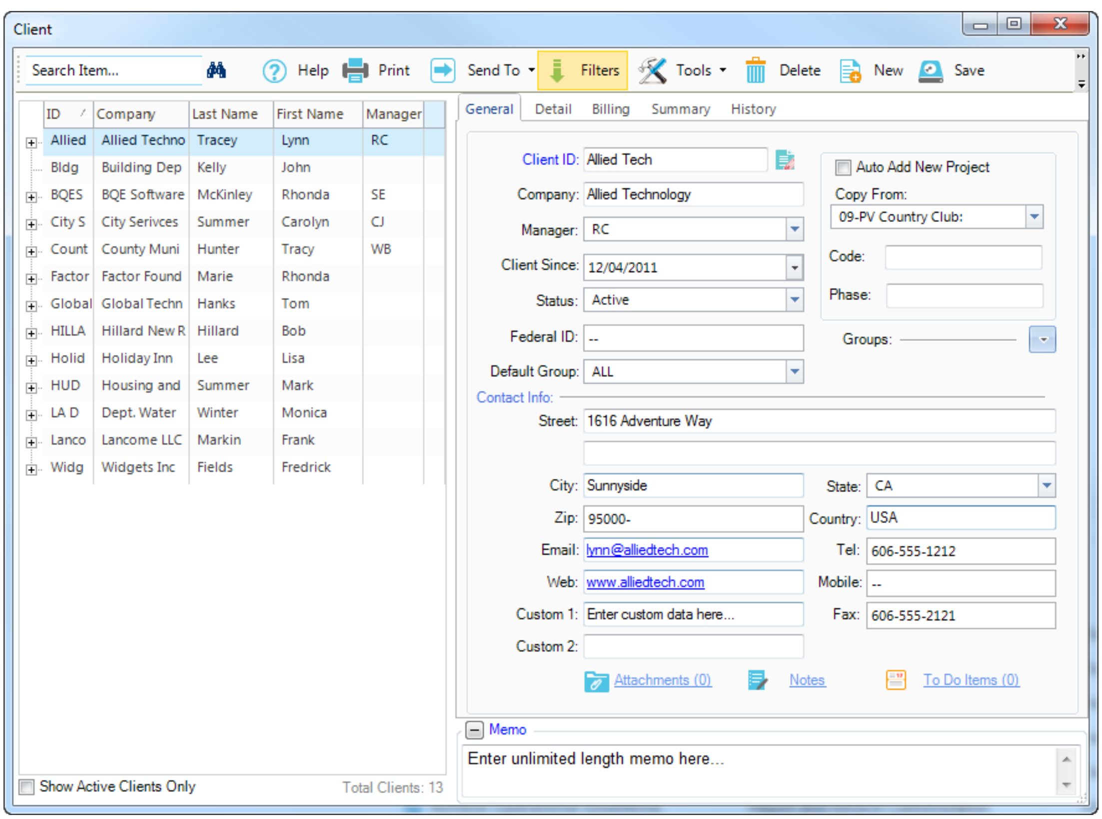
Similarly, you can create a vendor/consultant profile in the Vendor screen (View menu).

Entering Client Information

The Client screen contains company name, address, and other client information, plus you can maintain an unlimited number of contacts per client. In addition, you can set billing options, view summary account information and transaction history of a client from here.

To create a client profile:

1. Open the Client screen from the Company navigator or View menu.



2. If this is your first client, the pointer is automatically placed in the Client ID field. Otherwise, click New to create a new client record.
3. Select easy to remember letters or numbers as the ID for the client. For example, BQES for BQE Software.

> Many users make the Client ID similar to the Company name. Rather than numbers or a cryptic abbreviation, they use more of the 65 available characters for the ID. For example, rather than AT or 4555 for the Client ID, the ID would be Allied Tech.

4. Enter all relevant and required data. Press the Tab key to move from field to field or click on the next field.
5. When you have finished, click Save and then Close.

Entering Project Information

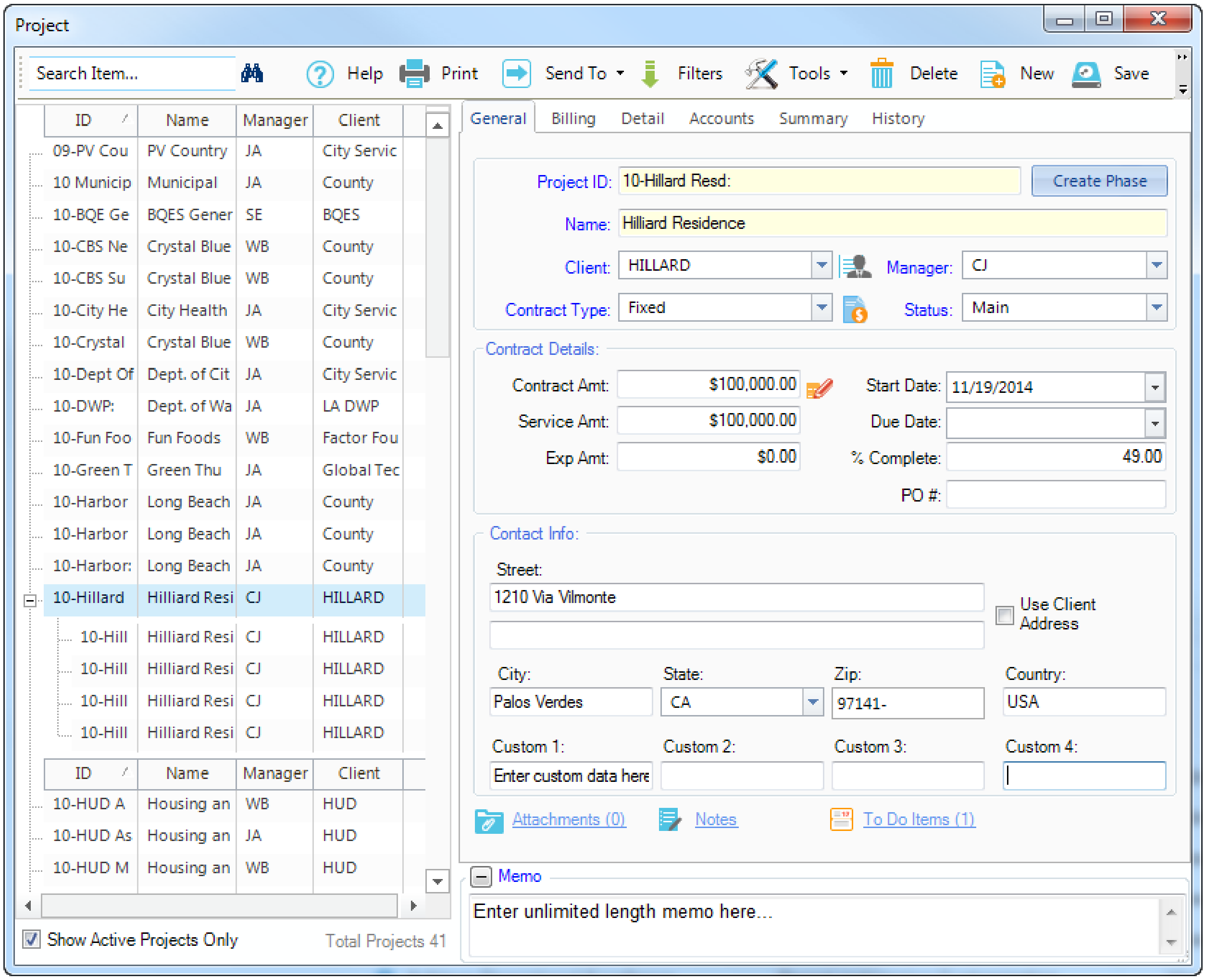
Using the Project screen, you can create and maintain profile for each project that you work on. Project information affects how data is processed, billing is done and flows to various reports and invoices.

To create a project:

1. Open the Project screen from the Company navigator or Project menu.
2. If this is your first project, the pointer is automatically placed in the Code field. Otherwise, click New to create a new project record.
3. Enter a Code for the project. If necessary, you can break down this project into phases, though Phase is not a required field. When you save the project, BillQuick automatically combines the Project Code and Phase fields into a single Project ID.

> An expanding best practice is to utilize the 65-character length of the Project ID field to make it easier and faster for users to recognize what the project is for and for whom the project is being done. The best practice is to repeat the Client ID as part of the Project Code.

4. Enter other required data: Name, Client, Manager, Status, and Contract Type.
5. Under Contract Type, select the right type of contract or billing arrangement (hourly, fixed, cost plus, and so on). If a lump sum contract is selected, be sure to fill in the Contract Amount.

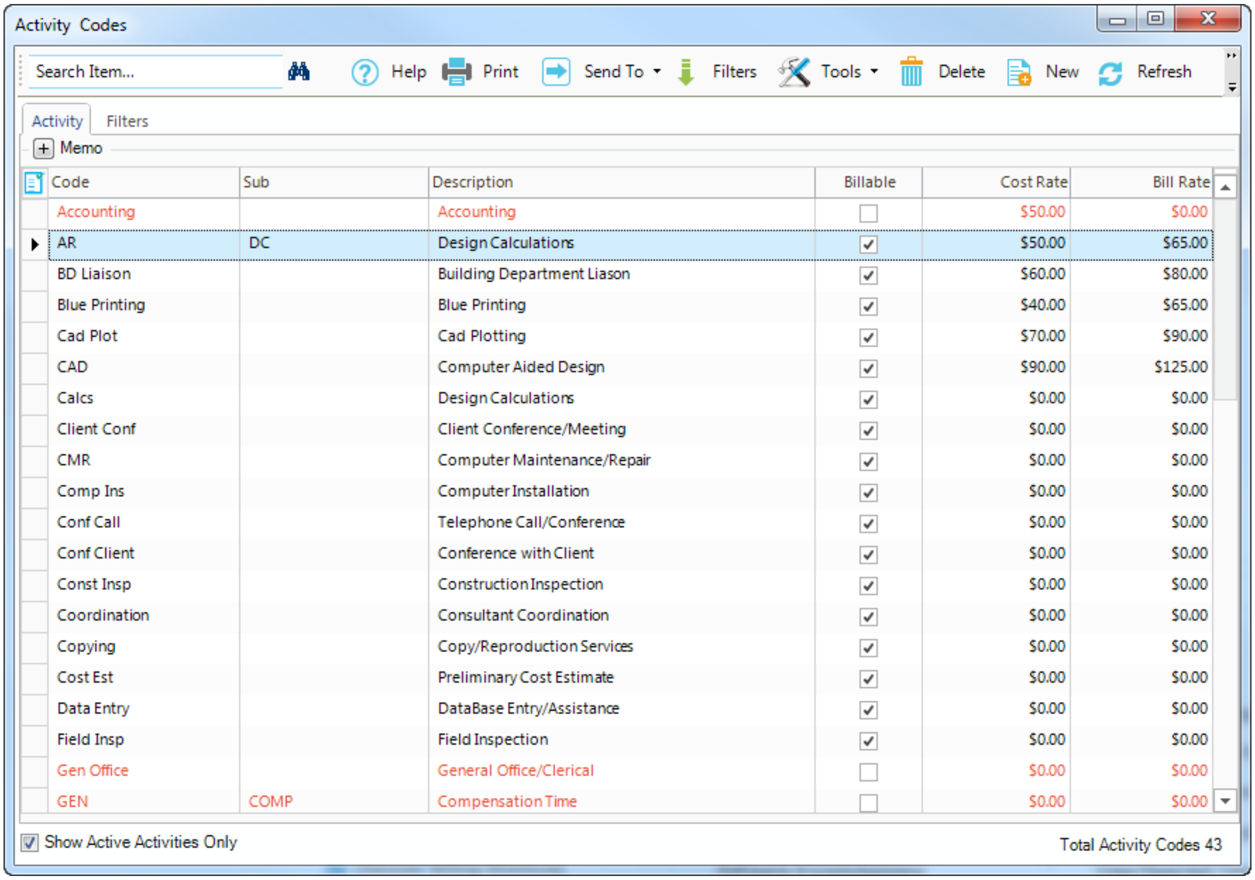


6. Enter all relevant data. Press the Tab key to move from field to field or click on the next field.
7. When you have finished, click Save and then Close.

Entering Activity Codes

On the Activity Codes screen, you can create and maintain a list of standard activities performed by employees (or vendors) on projects. Depending on your industry and company preferences, you can choose a standard list of activity codes. Activity information flows to the invoices and reports.
To create an activity code:

1. Open the Activity Codes screen from the Company navigator or View menu.



Code	Sub	Description	Billable	Cost Rate	Bill Rate
Accounting		Accounting	☐	$50.00	$0.00
AR	DC	Design Calculations	☑	$50.00	$65.00
BD Liaison		Building Department Liason	☑	$60.00	$80.00
Blue Printing		Blue Printing	☑	$40.00	$65.00
Cad Plot		Cad Plotting	☑	$70.00	$90.00
CAD		Computer Aided Design	☑	$90.00	$125.00
Calcs		Design Calculations	☑	$0.00	$0.00
Client Conf		Client Conference/Meeting	☑	$0.00	$0.00
CMR		Computer Maintenance/Repair	☑	$0.00	$0.00
Comp Ins		Computer Installation	☑	$0.00	$0.00
Conf Call		Telephone Call/Conference	☑	$0.00	$0.00
Conf Client		Conference with Client	☑	$0.00	$0.00
Const Insp		Construction Inspection	☑	$0.00	$0.00
Coordination		Consultant Coordination	☑	$0.00	$0.00
Copying		Copy/Reproduction Services	☑	$0.00	$0.00
Cost Est		Preliminary Cost Estimate	☑	$0.00	$0.00
Data Entry		DataBase Entry/Assistance	☑	$0.00	$0.00
Field Insp		Field Inspection	☑	$0.00	$0.00
Gen Office		General Office/Clerical	☐	$0.00	$0.00
GEN	COMP	Compensation Time	☐	$0.00	$0.00

2. To add a new activity, click New.
3. Type the desired Code and, optionally, Sub (code) in the grid.
4. Make sure that each billable activity has a check in the Billable column and non-billable items are left unchecked.
5. Enter all relevant and required data. Press the Tab key to move from field to field or click on the next field.

If you charge taxes for your services, use the Field Chooser to show the Tax 1/2/3 fields by marking those check boxes.

6. To save an activity record, click on another row or press the Tab key through the end of the row.
7. When you have finished, click Close.

BillQuick automatically adds GEN:HOL, GEN:SICK and GEN:VAC activity codes to your database. Activity Codes for these special items can be customized in the Global Settings screen. Similarly, you can create expense items in the Expense Codes screen.

Time and Billing

This section focuses on time entry and billing capabilities of BillQuick. It helps you to understand the basics of how to enter, edit and review time entries and how to bill them effectively. This section covers the following:

- Time Entry
- Billing Review
- Invoice Review
- Payments

Entering Time

There are four time entry options in BillQuick:

- Sheet View
- Simple Time Card
- Calendar View
- Timer

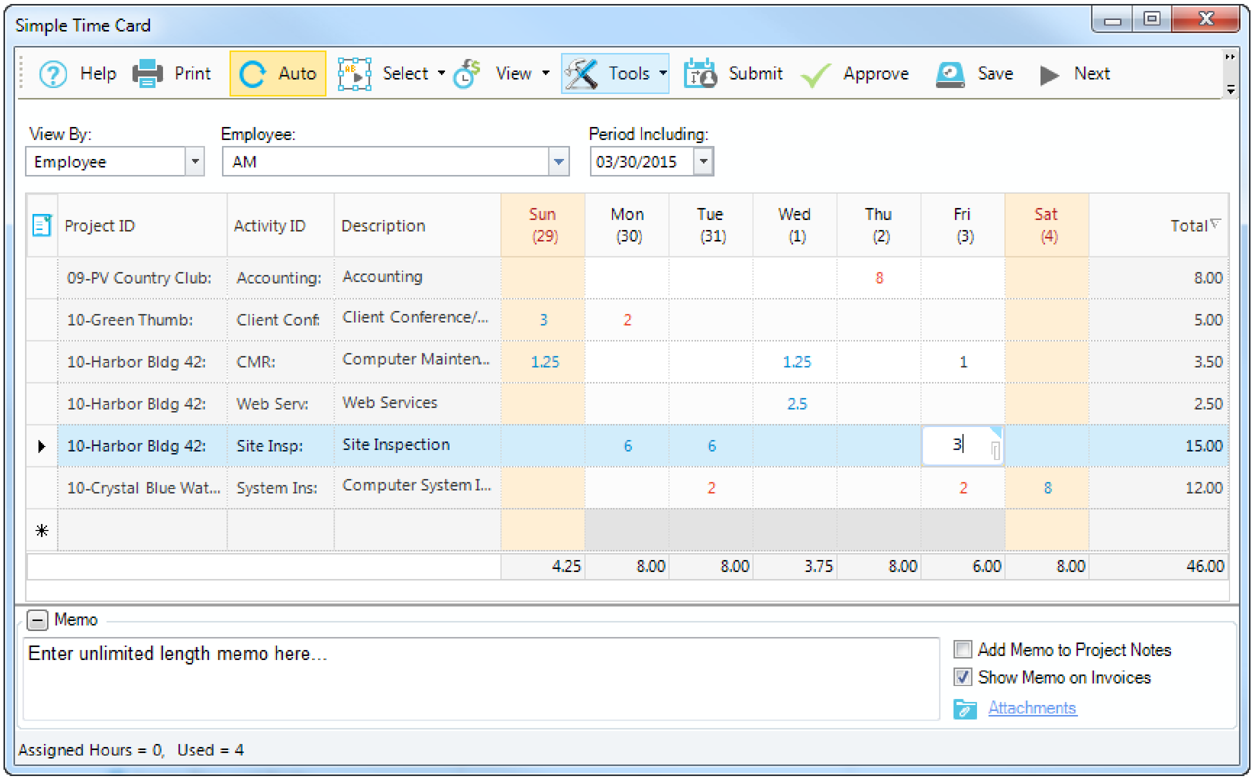
All time entries are saved in the same database. You can edit and review entries on the Sheet View, Simple Time Card and Calendar View screens.

To record a time entry using the Simple Time Card:

1. Open the Simple Time Card screen from the navigator or Time-Expense menu.
2. Select the View By: Employee mode. *The Simple Time Card allows you to view time entry by Employee or Vendor*.
3. In the Employee field, select the desired employee from the drop-down list.
4. Next, select the Period Including date for which you want to record or review hours. If any time was recorded during that week, it displays automatically.
5. Select the desired Project ID from the drop-down list. *BillQuick also supports selecting projects by name.*
6. Select an Activity ID from the drop-down list. The Description for the activity automatically displays.

   Whether a time entry is billable or not depends on the default value that you assign to the activity in the Activity Codes screen (*see Activity Codes above*).

7. In the appropriate cell (under the desired day or date of the week), enter the hours worked on a specific activity-project combination. Use decimals if needed.



8. To add a memo, press Ctrl+M or click [+] to open it at the bottom of the screen. Enter as much text as you want; then press Ctrl+M to return to the grid. A corner tag appears in the grid cell as a visual indicator. You can spell-check, edit or date-time stamp your time memo, if desired.

   Depending on the invoice format chosen, a time entry memo can appear on your invoices. Memos also print on various reports.

9. When you have finished, click Save and then Close.

   Similarly, you can record expense entries in the Expense Log or Simple Expense Log screen.

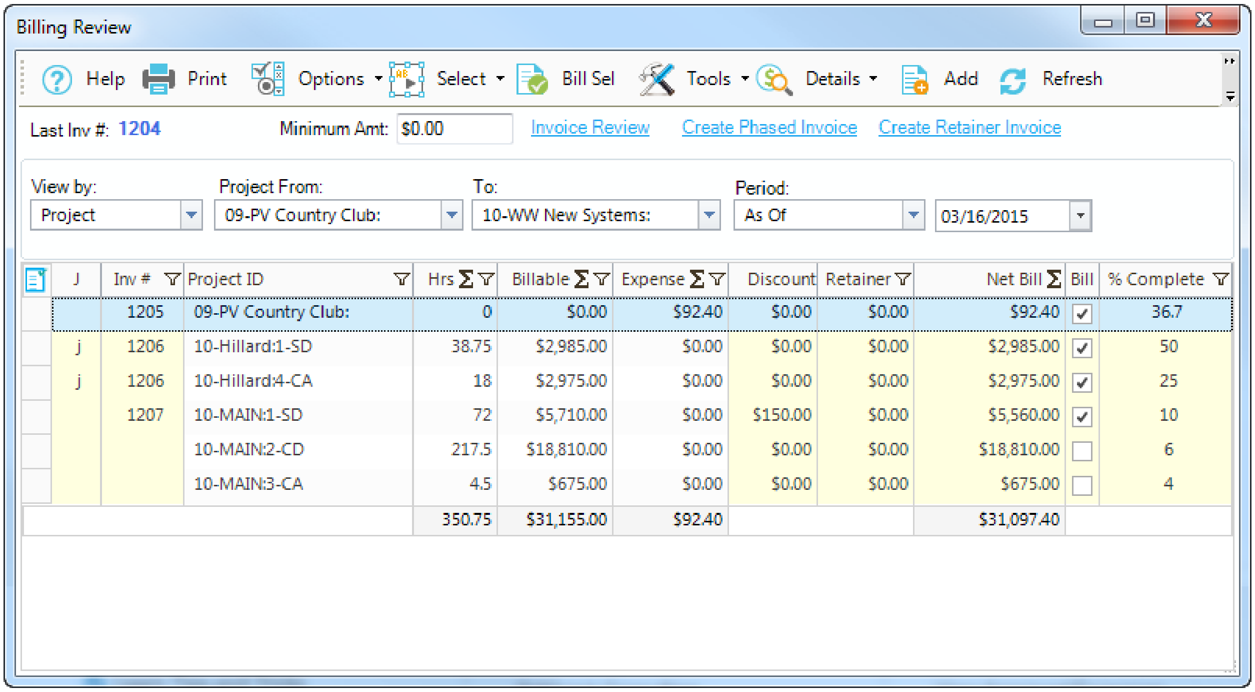
Billing

BillQuick allows you to generate invoices by client, project, manager, contract type and by whatever billing period you wish. You can display as much or as little detail as you want on your invoices when you print or email them to your clients.

To generate an invoice:

1. Open the Billing Review screen from the Billing navigator or Billing menu.

2. Using the 'View by' drop-down, select Project. *You can also select other options*.



3. Using the Project From-To fields, select relevant projects to bill from the drop-down list.
4. In the Period field, select your billing period (for example, if you bill by month, select This Month). You can also specify any Custom date range.
5. After setting the filters, click Refresh. BillQuick displays all billing records that meet your criteria.
6. Review all entries before continuing. To drill down to individual time and expense entries for a billing record, select the row and click Details in the button bar. From the list, select Time Details or Expense Details as needed.
7. If desired, adjust the Net Bill amount by applying a discount, retainer on account, or writing up or down individual time entries. Else, adjust the Net Bill amount manually to any value you want.

> Net Bill is the amount *to be billed* to the client. Depending on the contract type of the project, the Net Bill amount may be the total value of time and expenses charged to a project, a fixed fee amount, a scheduled bill amount, a recurring amount or a percent complete computation.

8. To process a billing record into an invoice, check the Bill option in the row. If desired, you can 'batch bill' multiple records at one time. Select the rows to bill and then click Bill Sel.
9. Finally, click Process and select Process Final from the list. If you want to produce a draft invoice, select the 'Process as Draft' option. The selected billing records disappear and move to the Invoice Review screen.
10. When you have finished, click Close.

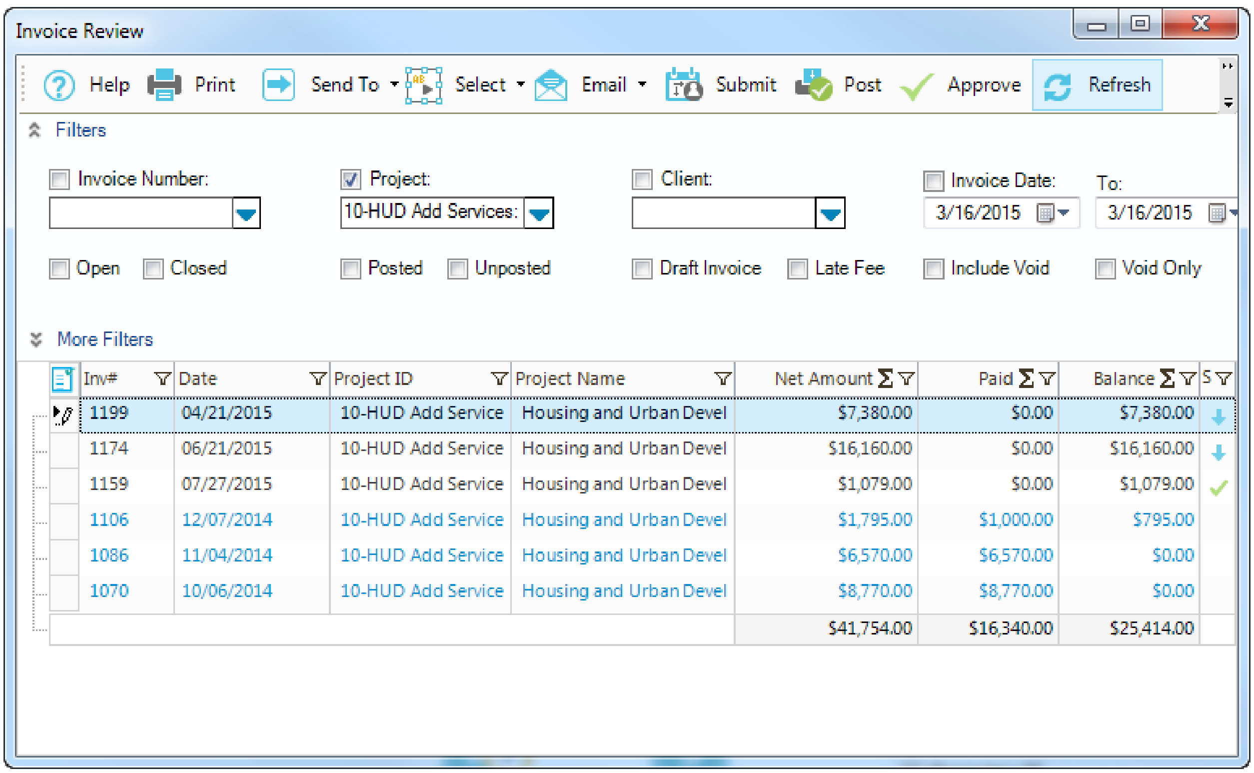
Now you are ready to review and print your invoices before sending them to your clients.

Reviewing Invoices

From the Invoice Review screen, you can review and finalize invoices, including draft and late fee invoices. All billing records processed from the Billing Review and Manual Invoice screens display here and can be printed or emailed to the clients.

To review and print your invoice:

1. Open the Invoice Review screen from the Billing navigator or Billing menu.



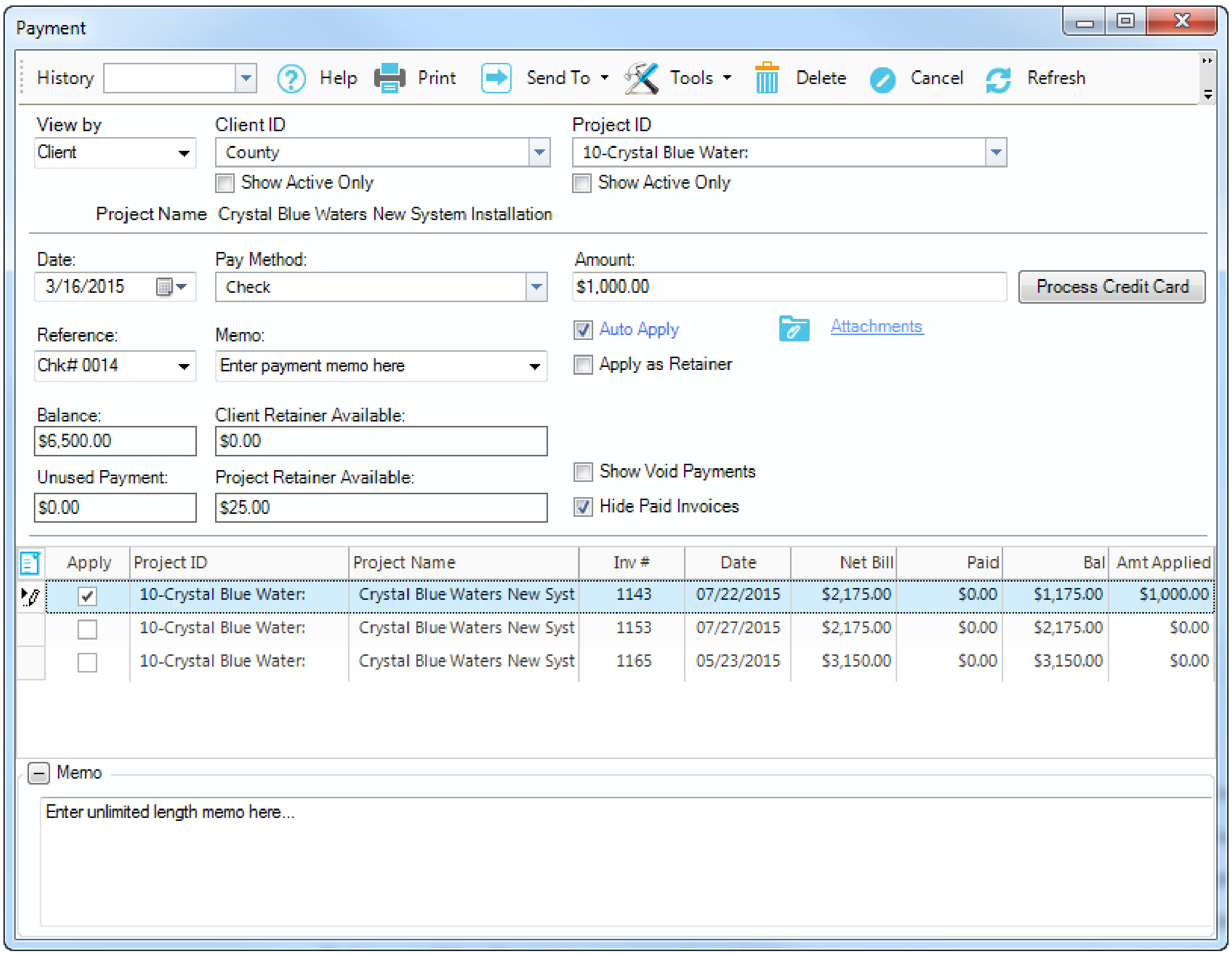
2. The top panel of the screen contains Filters and More Filters section, letting you specify filters for selective viewing of invoices. For now, uncheck all filters and click Refresh to display all invoices (*if you created a draft invoice, check the Draft check box and click Refresh*).
3. Select an invoice on the grid and review it. Click Print to produce a hard copy of the invoice. You can also Post, Email or Preview it.
4. When you have finished, click Close.

Recording Payments

On the Payment screen, you can record payment amount received from clients. These payments can be applied to invoices or recorded as retainers (funds on account or advance). When recording payments, you can distribute the amount over multiple invoices.

To apply a payment:

1. Open the Payment screen from the Billing navigator or Billing menu.
2. Select the View by: Client option and choose the desired Client ID.



3. Select a Project ID (optional), Date and Pay Method to be used for recording payments.
4. Enter the total payment in the Amount field.
5. Now decide which invoices should receive the payment. To automatically apply the payment amount (oldest to newest invoice), check the Auto Apply option. To apply the payment manually to individual invoices, check the Apply option in the grid.
6. BillQuick automatically updates the Balance due for the listed invoices as you apply the payment. When you have finished, click Save.
7. BillQuick prompts you to save any unapplied amount as a retainer. Click Close.

Reports

Reports contain information to help you understand what exists in your company database, what is due to you, the status of work being performed, utilization of resources, unbilled and billed work, and much more. They compile and present recorded and processed information. BillQuick includes more than 500 reports and 180 invoice templates, each with filter options that allow you to review precisely the information you need.

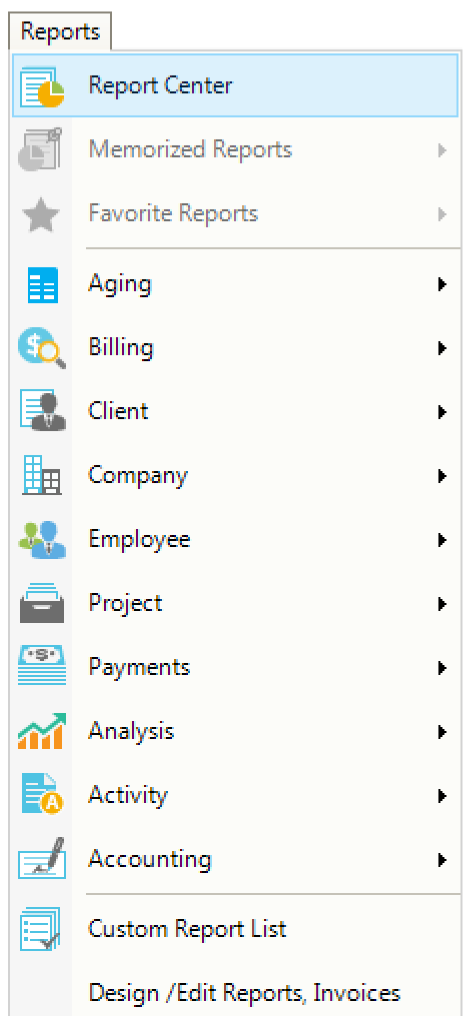
BQE Software develops all reports using Crystal Reports, the most widely used report writer software. In addition, all your reports and invoice formats can be customized by the BQE Reports Team.

Reporting

BillQuick reports can be produced by selecting one from the Reports menu, Report Center or any BillQuick screen (in-context reports).

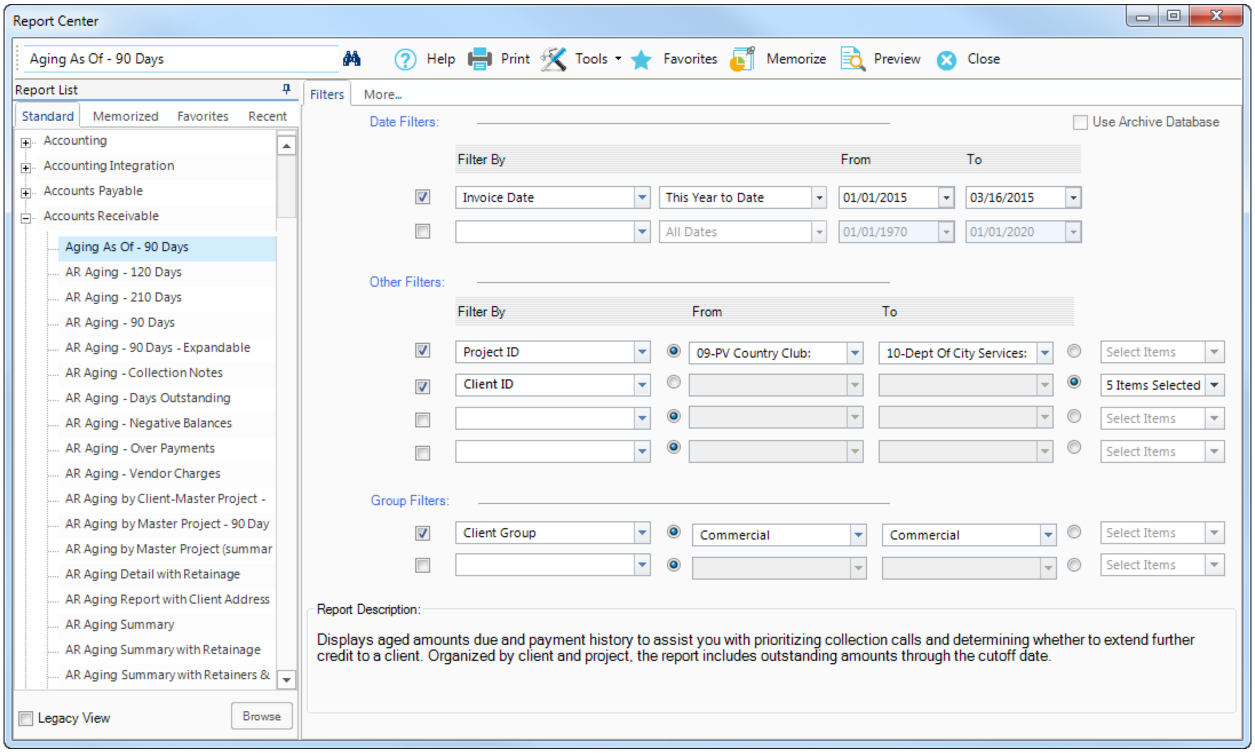
To view or print a report:

1. Select a report from the Reports menu. For example, Analysis, Gross Margins.
2. From the Report Filters screen, apply filters to view specific data (by dates, clients or projects).
3. After you have applied the desired filters, click Preview or Print.



Alternatively,

1. Open the Reports menu and choose Report Center.



2. Under Report List, click ⊞ to open a category of reports and select the desired one. You can see its preview on the More tab.
3. On the Filters tab, you can apply Date, Other and Group Filters by selecting items from the drop-down lists.
4. Click Print or Preview to view the report.
5. When you have finished, click Close.

BillQuick comes with several sample databases. Select one from the File menu, Open Sample Company. Use it to preview reports to better understand the information within each.

Congratulations! You have now successfully installed BillQuick and understood its basic functionality. If you have any troubleshooting or technical issues while installing or setting up the software, please visit our Knowledge Base.

*To learn more about this program, check the **BillQuick Help** or visit BQE Products. You can also check out the BillQuick Help Manual and **BillQuick Report Book**. For more information, visit us at www.bqe.com. If you have any trouble using BillQuick, please contact BillQuick Support at (310) 602-4030 or Support@bqe.com. For other questions, please call us at (888) 245-5669 (US and Canada) or (310) 602-4020; or email Sales@bqe.com.*

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