

Role-Based Brochure



BillQuick for Office Managers & Accountants



Why BillQuick?

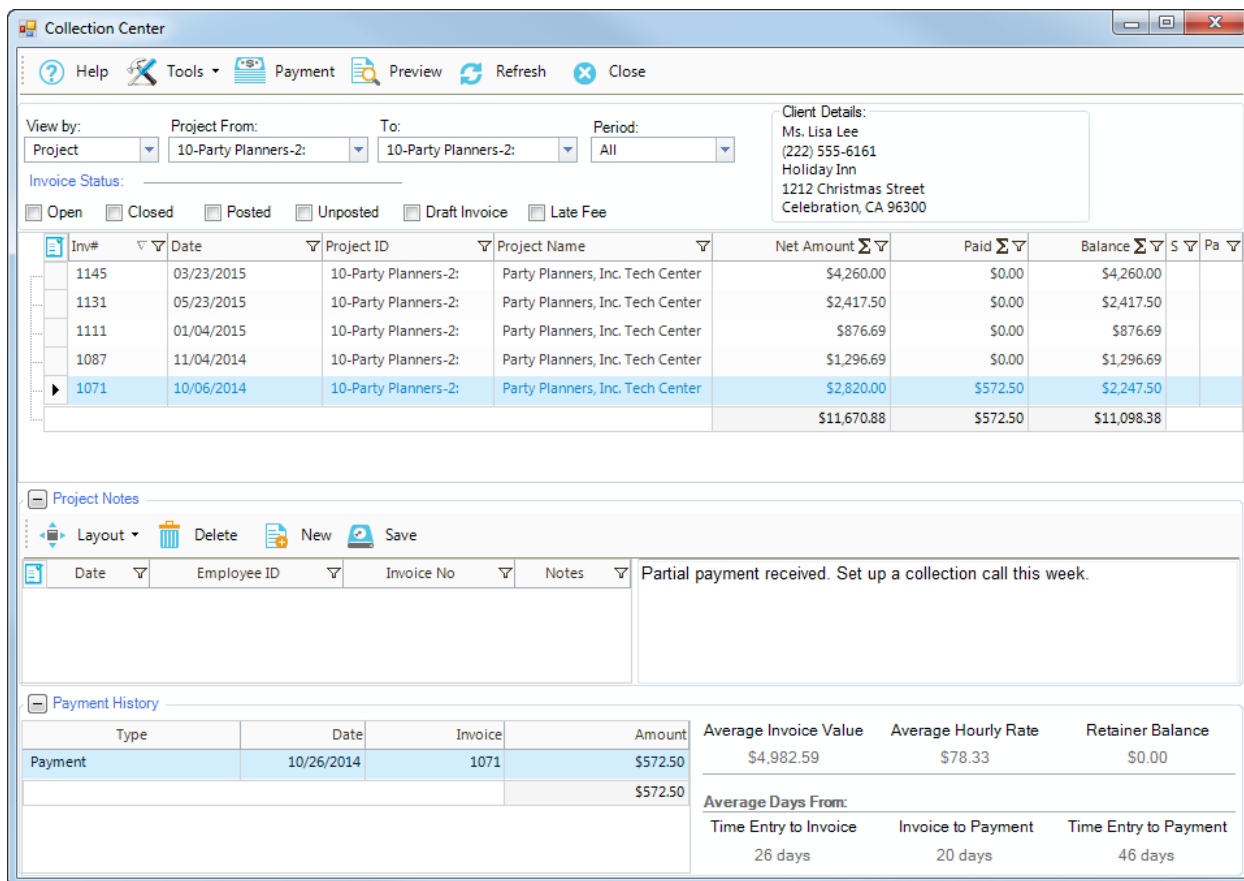
BillQuick is a project-centric system. This means that a project (job, matter or engagement) is the core element of the relationship between a company (firm) and its client (customer). It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

Implementation of BillQuick is the right step towards increasing the business productivity and investing in technology that helps you manage your office and accounts. This role-based brochure highlights the functions and features of BillQuick that are useful for office managers and accountants. It focuses on important information needed for effective and efficient management of your office, including human resources, payroll and general accounting. In other words, it answers your question "*What does BillQuick do for me?*"

Feature Overview

- Automatic reminders for tardy time sheets
- Submission-approval workflow tracking
- *Pay When Paid* vendor bills
- Multiple currencies for expense sheets
- Currency setup at client, project and employee level
- Collection Center for A/R and cash flow management
- Invoice templates by contract type or project
- Customizable invoices, reports and statements
- Standard and custom payment terms
- Void or reverse/delete invoices and payments
- Open-item, perpetual accounts receivable with instant access to all current and past invoices
- Multiple client and project statement formats
- Integration of invoices, payments and other data with QuickBooks, Sage 50 (formerly Peachtree Accounting) and MYOB (Australia)
- GST, PST, HST and other VAT invoice and item taxes
- Retainer management
- Payments via credit cards, checks, electronic transfers, and so on.
- Credit memos
- Built-in message system with email options
- Project journal notes throughout the processes
- More than 50 reports for managing invoices, payments and so on

Collection Center



Collection Center

Help Tools Payment Preview Refresh Close

View by: Project Project From: 10-Party Planners-2 To: 10-Party Planners-2 Period: All

Invoice Status: ☐ Open ☐ Closed ☐ Posted ☐ Unposted ☐ Draft Invoice ☐ Late Fee

Client Details:
Ms. Lisa Lee
(222) 555-6161
Holiday Inn
1212 Christmas Street
Celebration, CA 96300

Inv#	Date	Project ID	Project Name	Net Amount	Paid	Balance	S	Pa
1145	03/23/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center	\$4,260.00	\$0.00	\$4,260.00		
1131	05/23/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center	\$2,417.50	\$0.00	\$2,417.50		
1111	01/04/2015	10-Party Planners-2:	Party Planners, Inc. Tech Center	\$876.69	\$0.00	\$876.69		
1087	11/04/2014	10-Party Planners-2:	Party Planners, Inc. Tech Center	\$1,296.69	\$0.00	\$1,296.69		
1071	10/06/2014	10-Party Planners-2:	Party Planners, Inc. Tech Center	\$2,820.00	\$572.50	\$2,247.50		
				\$11,670.88	\$572.50	\$11,098.38		

Project Notes

Layout Delete New Save

Date	Employee ID	Invoice No	Notes
			Partial payment received. Set up a collection call this week.

Payment History

Type	Date	Invoice	Amount
Payment	10/26/2014	1071	\$572.50
			\$572.50

Average Invoice Value: \$4,982.59 Average Hourly Rate: \$78.33 Retainer Balance: \$0.00

Average Days From:

Time Entry to Invoice	Invoice to Payment	Time Entry to Payment
26 days	20 days	46 days

Back-office managers and staff are critical for managing cash flow, from timely reporting of work done to billing and collection. BillQuick make each task easier and faster. For example, BillQuick sends automatic reminders for time sheets. No more stressful office road trips! These hours flow to PTO, job costing, billing and analysis with no extra work. You can integrate hours with QuickBooks or Sage 50 or export them for payroll. You can email PTO reports to employees automatically. In fact, you can schedule and deliver any report to anyone. This cuts administrative tasks and allows you to focus on productive work.

Vendors are not a hassle. Subcontractors can enter their time and expenses into BillQuick or you can record their bills. With a few clicks, you can create a vendor bill with a *Pay When Paid* option or use the A/P features of BillQuick Plus, QuickBooks or Sage 50. The same applies to employee expense reports.

Real-time aging and cash flow information is available on-demand – A/R aging, billing reconciliation and analysis, cash receipts and other financial reports. Content for statements can be managed by choosing (or customizing) a format as well as through filters.

Finally, you can produce tax reports by state/province, project and client in detail or summary format for both main taxes and item taxes.

Bottom Line: Many of your tasks will be automated. Accounting updates take a mouse-click. Friction in tasks is reduced as much as possible. *Result:* You have more hours for productive work.

Office Management and Accounting Reports

Some of the most popular and useful BillQuick reports for office managers and accountants include:

Aging and Cash Flow Reports

1. Aging Report–90 Days
2. AR Reconciliation Detail by Client with Payments Summary
3. Cash Receipts Summary-Current Year & Last Year Comparison
4. Cash Receipts Detail with Pay Reference and Memo
5. Invoice List by Client and Date
6. Statement–All Invoices by Project with Summary Payments
7. Statement–Unpaid Invoices with Payments and AR Aging
8. Days Receivables Outstanding
9. Aging Summary by Client
10. AR Client Details by Project & Invoice with Payments Detail
11. AR Reconciliation Summary by Project
12. Billing Analysis by Project Manager (expanded)
13. Billing Reconciliation Summary by Client
14. Cash Receipts Journal by Client
15. Payment Details by Date
16. Invoice List by Project
17. Late Fee by Project
18. Retainer Reconciliation Detail by Client and Project

Payroll and HR Reports

1. Payroll Hours
2. Labor Distribution
3. Hours Breakdown by Employees–Monthly
4. Hours Details by Employee–Daily
5. Personal Time Off–Permitted, Taken and Remaining
6. Time Summary by Year and Employee
7. Timesheet by Employee & Project – Weekly

Tax Reports

1. Tax Summary by State and Client
2. Project Expenses with paid Taxes
3. Tax Detail by Project and Invoice

Below are selected report samples.

Hendricks Consulting LLC

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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

Hilliard Residence-Schematic Design (10-Hilliard: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-Hilliard:1-SD) Balance				\$141,115.50	\$0.00	\$0.00	\$0.00	\$141,115.50

Hilliard Residence-CA (10-Hilliard: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-Hilliard: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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AR Reconciliation Detail by Client with Payments

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Client ID - Company	Services Billed	Expenses Billed	Gross Billed	Discount Applied	Retainer Applied	Net Billed	Amount Paid*	Invoice Balance
Allied Tech - Allied Technology	\$37,500.00	\$513.40	\$38,013.40	\$0.00	\$0.00	\$38,013.40	\$32,553.40	\$5,460.00
City Services - City Services Dept.	\$135,660.00	\$23,497.56	\$159,159.84	\$0.00	\$0.00	\$159,159.84	\$140,518.43	\$18,641.41
County - County Municipal Offices	\$270,817.25	\$7,828.48	\$278,645.74	\$3,750.00	\$7,475.00	\$267,420.74	\$219,900.00	\$47,520.74
Factor Foundation - Factor Foundation	\$25,848.75	\$0.00	\$25,854.07	\$0.00	\$0.00	\$25,854.07	\$15,000.00	\$10,854.07
Global Tech - Global Technology	\$9,000.00	\$339.02	\$9,339.02	\$0.00	\$0.00	\$9,339.02	\$5,000.00	\$4,339.02
HILLARD - Hillard New Residence	\$73,768.50	\$0.00	\$73,768.50	\$0.00	\$0.00	\$73,768.50	\$48,500.00	\$25,268.50
Holiday Inn - Holiday Inn	\$49,825.88	\$0.00	\$49,825.88	\$0.00	\$0.00	\$49,825.88	\$8,727.50	\$41,098.38
HUD - Housing and Urban Development	\$369,566.00	\$10,632.30	\$380,198.29	\$500.00	\$0.00	\$379,698.29	\$137,775.00	\$241,923.29
LA DWP - Dept. Water & Power	\$20,447.50	\$0.00	\$20,457.15	\$0.00	\$0.00	\$20,457.15	\$13,557.50	\$6,899.65
Lancome - Lancome LLC	\$23,247.95	\$0.00	\$23,296.33	\$0.00	\$0.00	\$23,296.33	\$14,080.00	\$9,216.33
Widgets Inc - Widgets Inc	\$63,750.00	\$0.00	\$63,750.00	\$2,000.00	\$0.00	\$61,750.00	\$17,770.00	\$43,980.00
Grand Total:	\$1,079,431.83	\$42,810.76	\$1,122,308.22	\$6,250.00	\$7,475.00	\$1,108,583.22	\$653,381.83	\$455,201.39

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Cash Receipts Detail with Pay Reference & Memo

Printed on: 3/25/2014

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Filters Used:

- Payment Date: 1/1/2014 to 3/25/2014
- Project ID: 09-PV Country Club: to 10-Crystal Blue Water:

Inv Date	Pay Date	Inv Num	Client	Project ID	Method	Amount
12/4/2013	1/2/2014	1094	County	10-Crystal Blue Water:	EFT	\$2,175.00
↑ Reference: EFT#131254			Memo: Electronic fund transfer			
11/2/2013	1/2/2014	1078	County	10-CBS Support:	EFT	\$324.69
↑ Reference: EFT#131254			Memo: Electronic fund transfer			
11/2/2013	1/2/2014	1080	County	10 Municipal Offices - 3:	EFT	\$17.50
↑ Reference: EFT#131254			Memo: Electronic fund transfer			
12/4/2013	1/2/2014	1093	County	10-CBS New System:	EFT	\$2,000.00
↑ Reference: EFT#131254			Memo: Electronic fund transfer			
12/4/2013	1/2/2014	1098	County	10 Municipal Offices - 3:	EFT	\$35.00
↑ Reference: EFT#131254			Memo: Electronic fund transfer			
Day Total for 1/2/2014						\$4,552.19
Week ending Jan 2, 2014						\$4,552.19
12/3/2012	1/14/2014	1025	City Services	09-PV Country Club:	Check	\$6,263.75
↑ Reference: Chk# A-4523			Memo:			
Day Total for 1/14/2014						\$6,263.75
Week ending Jan 14, 2014						\$6,263.75
2/10/2013	1/23/2014	1042	City Services	09-PV Country Club:	Check	\$317.18
1/2/2013	1/23/2014	1033	City Services	09-PV Country Club:	Check	\$1,950.00
Day Total for 1/23/2014						\$2,267.18
Week ending Jan 23, 2014						\$2,267.18
Month of January 2014						\$13,083.12
12/4/2013	2/26/2014	1088	City Services	09-PV Country Club:	Check	\$49.45
2/10/2013	2/26/2014	1042	City Services	09-PV Country Club:	Check	\$950.55
Day Total for 2/26/2014						\$1,000.00
Week ending Feb 26, 2014						\$1,000.00
Month of February 2014						\$1,000.00
11/2/2013	3/25/2014	1075	City Services	10-City Health Dept:	Check	\$8.75
Day Total for 3/25/2014						\$8.75
Week ending Mar 25, 2014						\$8.75
Month of March 2014						\$8.75
Grand Total						\$14,091.87

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Cash Receipts Summary - Previous Year Comparison

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Project Name	Last Year	Current Year	Difference
PV Country Club (09-PV Country Club:)	\$0.00	\$9,530.93	\$9,530.93
Municipal Offices Technical Support (10-Municipal Offices - 3:)	\$0.00	\$52.50	\$52.50
Crystal Blue Waters New System Evaluation (10-CBS New System:)	\$0.00	\$2,000.00	\$2,000.00
Crystal Blue Waters Ongoing Support (10-CBS Support:)	\$0.00	\$324.69	\$324.69
Crystal Blue Waters New System Installation (10-Crystal Blue Water:)	\$0.00	\$2,175.00	\$2,175.00
Dept. of City Services (10-Dept Of City Services:)	\$0.00	\$4,815.52	\$4,815.52
Dept. of Water & Power (10-DWP:)	\$700.00	\$12,857.50	\$12,157.50
Fun Foods 2.0 Upgrade (10-Fun Foods:)	\$5,000.00	\$10,000.00	\$5,000.00
Green Thumb Starter System (10-Green Thumb:)	\$0.00	\$4,000.00	\$4,000.00
Long Beach Harbor Terminal Bldg. 42 (10-Harbor Bldg 42:)	\$0.00	\$180.31	\$180.31
Long Beach Harbor Terminal Bldg. 61 (10-Harbor Terminal Bldg 61:)	\$0.00	\$1,200.65	\$1,200.65
Long Beach Harbor (10-Harbor:)	\$0.00	\$3,199.35	\$3,199.35
Hilliard Residence-Schematic Design (10-Hilliard:1-SD)	\$0.00	\$7,000.00	\$7,000.00
Hilliard Residence Design Development (10-Hilliard:2-DD)	\$0.00	\$2,000.00	\$2,000.00
Hilliard Residence-CD (10-Hilliard:3-CD)	\$0.00	\$3,000.00	\$3,000.00
Hilliard Residence-CA (10-Hilliard:4-CA)	\$0.00	\$1,500.00	\$1,500.00
Housing and Urban Development - Add Services (10-HUD Add Services:)	\$0.00	\$7,570.00	\$7,570.00
Housing and Urban Development - Aspen, Colorado (10-HUD Aspen:)	\$0.00	\$1,500.00	\$1,500.00
Housing and Urban Development - Monte Carlo (10-HUD Monte Carlo:)	\$0.00	\$1,955.00	\$1,955.00
Housing and Urban Development - New York City (10-HUD NY:)	\$0.00	\$9,165.00	\$9,165.00
Housing and Urban Development - Richmond, VA (10-HUD Richmond:)	\$0.00	\$5,310.00	\$5,310.00
Municipal Offices Feasibility (10-Municipal Offices:)	\$0.00	\$17.50	\$17.50
Municipal Offices Development (10-Municipal Offices-2:)	\$0.00	\$45,250.00	\$45,250.00
Party Planners, Inc. System Upgrade (10-Party Planners:)	\$0.00	\$6,527.50	\$6,527.50
Redondo Beach Library (10-Redondo Library:)	\$500.00	\$1,684.48	\$1,184.48
Staples Center (10-Staple Center:)	\$0.00	\$6,969.07	\$6,969.07
Torrance Airport Upgrade (10-Torrance Airport:)	\$0.00	\$380.00	\$380.00
Grand Total:	\$6,200.00	\$150,165.00	\$143,965.00

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Invoice List by Client & Date

Printed on: 3/15/2013

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Inv. Date	Inv. Number	Project ID - Name	Services Billed*	Expenses Billed*	Net Bill Amount
HUD		Mark Summer - Housing and Urban Development			
8/17/2013	1190	10-HUD Richmond: - <i>Housing and Urban Developm</i>	\$6,048.00	\$1,763.22	\$7,811.21
8/20/2013	1186	10-HUD Aspen: - <i>Housing and Urban Development -</i>	\$0.00	\$1,200.00	\$1,200.00
8/20/2013	1187	10-HUD Monte Carlo: - <i>Housing and Urban Develop</i>	\$4,295.00	\$0.00	\$4,295.00
8/20/2013	1188	10-HUD NY: - <i>Housing and Urban Development - Ne</i>	\$8,775.00	\$0.00	\$8,775.00
8/20/2013	1189	10-HUD Queens: - <i>Housing and Urban Developmen</i>	\$5,280.00	\$0.00	\$5,280.00
HUD Total:			\$369,451.00	\$10,597.31	\$379,698.29
LA DWP		Monica Winter - Dept. Water & Power			
11/2/2011	1023	10-DWP: - <i>Dept. of Water & Power</i>	\$8,847.50	\$0.00	\$8,847.50
1/3/2012	1041	10-DWP: - <i>Dept. of Water & Power</i>	\$4,962.50	\$0.00	\$4,962.50
12/4/2012	1090	10-DWP: - <i>Dept. of Water & Power</i>	\$17.50	\$0.00	\$17.50
5/21/2013	1167	10-DWP: - <i>Dept. of Water & Power</i>	\$5,480.00	\$0.00	\$5,480.00
7/25/2013	1155	10-DWP: - <i>Dept. of Water & Power</i>	\$1,140.00	\$0.00	\$1,140.00
5/5/2012	LF-1041	10-DWP: - <i>Dept. of Water & Power</i>	\$0.00	\$0.00	\$9.65
LA DWP Total:			\$20,447.50	\$0.00	\$20,457.15
Lancome		Frank Markin - Lancome LLC			
10/5/2011	1016	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$3,500.00	\$0.00	\$3,500.00
11/2/2011	1018	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$1,700.00	\$0.00	\$1,700.00
1/3/2012	1034	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$8,508.75	\$0.00	\$8,508.75
2/11/2012	1043	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$2,250.00	\$0.00	\$2,250.00
2/11/2012	1049	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$480.00	\$0.00	\$480.00
3/4/2012	1051	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$2,130.00	\$0.00	\$2,130.00
4/5/2012	1055	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$240.00	\$0.00	\$240.00
3/6/2013	1134	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$3,911.20	\$0.00	\$3,911.20
6/19/2013	1138	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$88.00	\$0.00	\$88.00
8/17/2013	1195	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$440.00	\$0.00	\$440.00
5/5/2012	LF-1034	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$0.00	\$0.00	\$7.67
5/5/2012	LF-1043	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$0.00	\$0.00	\$31.50
5/5/2012	LF-1049	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$0.00	\$0.00	\$6.72
5/5/2012	LF-1051	10-Torrance Airport: - <i>Torrance Airport Upgrade</i>	\$0.00	\$0.00	\$2.49
Lancome Total:			\$23,247.95	\$0.00	\$23,296.33
Widgets Inc		Fredrick Fields - Widgets Inc			
10/4/2012	1059	10-WW New Systems: - <i>World Wide New Systems</i>	\$7,800.00	\$0.00	\$7,800.00
11/2/2012	1073	10-WW New Systems: - <i>World Wide New Systems</i>	\$11,670.00	\$0.00	\$9,670.00
11/10/2012	1114	10-WW New Systems: - <i>World Wide New Systems</i>	\$575.00	\$0.00	\$575.00
1/2/2013	1107	10-WW New Systems: - <i>World Wide New Systems</i>	\$5,850.00	\$0.00	\$5,850.00
3/6/2013	1135	10-WW New Systems: - <i>World Wide New Systems</i>	\$17,215.00	\$0.00	\$17,215.00
3/21/2013	1146	10-WW New Systems: - <i>World Wide New Systems</i>	\$10,000.00	\$0.00	\$10,000.00
8/17/2013	1196	10-WW New Systems: - <i>World Wide New Systems</i>	\$10,640.00	\$0.00	\$10,640.00
Widgets Inc Total:			\$63,750.00	\$0.00	\$61,750.00
Grand Total:			\$1,078,851.83	\$42,413.72	\$1,108,583.22

Summary

(+) Services	(+) Service Tax	(+) Expenses	(+) Expense Tax	=	Sub-Total
\$1,078,851.83	\$580.00	\$42,413.72	\$397.04	=	\$1,122,242.59
(+) LF Invoice	(-) Discounts	(-) Retainers	(-) Retainage	=	Net Bill Amount
\$65.62	\$6,250.00	\$7,475.00	\$0.00	=	\$1,108,583.22

Hendricks Consulting LLC

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Tel: (310) 555-1212 Fax: (310) 555-2121

Payroll Hours

Printed on: 3/25/2014

Page 1 of 1

Employee ID - Name	Sick Hrs	Vac Hrs	Hol Hrs	Reg Hrs	OT Hrs	Adj Reg Hrs*	Total Hrs
AM - Allen Marcello	12.25	18.00	72.00	1,507.75	0.00	1,405.50	1,507.75
BD - Bob Duncan	0.00	24.00	50.00	730.50	0.00	656.50	730.50
BW - Bert Woolmer	0.00	18.00	61.00	1,902.75	0.00	1,823.75	1,902.75
CJ - Curtis James	0.00	15.50	58.00	2,518.50	0.00	2,445.00	2,518.50
Geo Engineering - Greg Wang	0.00	0.00	0.00	46.00	0.00	46.00	46.00
JA - Jennifer Arlington	0.00	57.00	79.00	1,188.00	0.00	1,052.00	1,188.00
JD Consulting - John Ramsey	0.00	0.00	0.00	46.50	0.00	46.50	46.50
MK - Mark Kerns	0.00	40.00	80.00	2,327.50	0.00	2,207.50	2,327.50
RC - Richard Curtis	0.00	16.00	68.00	1,058.25	0.00	974.25	1,058.25
RT - Riley Thomas	0.00	18.00	60.00	1,038.00	0.00	960.00	1,038.00
SB - Sarah Beth	0.00	18.00	58.00	1,937.75	0.00	1,861.75	1,937.75
SE - Rose Annbach	6.00	26.75	77.00	884.25	0.00	774.50	884.25
SL - Sally Lawrence	8.00	40.00	96.00	1,912.50	0.00	1,768.50	1,912.50
WB - Walter Birch	0.00	38.00	72.00	1,891.75	0.00	1,781.75	1,891.75
Grand Totals:	26.25	329.25	831.00	18,990.00	0.00	17,803.50	18,990.00

Time Entries Range from: **12/2/2011** TO: **3/17/2016**

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Labor Distribution Report

Printed on: 3/10/2012

Page 1 of 1

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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Statement

Printed on: 3/15/2013

Page 1 of 1

Ms. Carolyn Summer
City Services Dept.
123 Main Street
First Floor
Your Town, CA 90500

Project ID - Name: 09-PV Country Club: - PV Country Club

Invoice Number	Invoice Date	Bill Amount	Amount Paid	Last Pay Date	Invoice Balance
1015	10/4/2011	\$7,283.75	\$7,283.75	11/23/2012	\$0.00
1017	11/2/2011	\$4,191.25	\$4,191.25	12/10/2012	\$0.00
1025	12/4/2011	\$6,263.75	\$6,263.75	1/14/2013	\$0.00
1033	1/3/2012	\$1,950.00	\$1,950.00	1/23/2013	\$0.00
1042	2/11/2012	\$4,980.00	\$4,980.00	9/19/2013	\$0.00
1119	4/14/2012	\$4,646.95	\$4,646.95	9/19/2013	\$0.00
LF-1042	5/5/2012	\$2.27			\$2.27
1088	12/4/2012	\$49.45	\$49.45	2/26/2013	\$0.00
1123	3/6/2013	\$1,102.50	\$1,102.50	9/19/2013	\$0.00
1139	3/6/2013	\$5,373.75	\$5,373.75	9/19/2013	\$0.00
1205	3/15/2013	\$92.40			\$92.40
1214	3/15/2013	\$13,705.75			\$13,705.75
1161	5/21/2013	\$2,735.00	\$2,719.92	9/19/2013	\$15.08
1150	7/25/2013	\$640.00	\$640.00	8/20/2013	\$0.00

09-PV Country Club: Balance: \$13,815.50



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Statement

Printed on: 3/15/2013

Page 1 of 2

Mr. Mark Summer
Housing and Urban Development
652 Third Avenue
New York, NY 10001

HUD Balance: \$241,923.29

☐ Visa ☐ MC ☐ AMEX ☐ Other _____

Acct#: _____

Amount enclosed: \$ _____ Exp. Date _____

Please return top portion with remittance Signature _____

STATEMENT OF ACCOUNT

Prior Invoices:

Invoice Number	Invoice Date	Due Date	Bill Amount	Amount Paid	Pay Method	Last Pay Date	Balance
1118	11/10/2012	11/10/2012	\$8,250.00				\$8,250.00
1100	12/4/2012	2/2/2013	\$3,847.50	\$1,250.00	Check	2/27/2013	\$2,597.50
1101	12/4/2012	2/2/2013	\$5,257.50	\$1,500.00	Check	2/27/2013	\$3,757.50
1103	12/4/2012	2/2/2013	\$1,667.50	\$500.00	Check	2/27/2013	\$1,167.50
1106	12/5/2012	2/3/2013	\$6,147.50	\$2,500.00	Check	2/27/2013	\$3,647.50
1110	2/5/2013	4/6/2013	\$2,495.54	\$480.00	Check	8/22/2013	\$2,015.54
1207	3/15/2013	3/15/2013	\$5,710.00				\$5,710.00
1208	3/15/2013	3/15/2013	\$18,810.00				\$18,810.00
1211	3/15/2013	5/14/2013	\$8,784.82				\$8,784.82
1117	4/3/2013	6/2/2013	\$375.00				\$375.00
1126	4/19/2013	6/18/2013	\$4,995.00				\$4,995.00
1128	4/19/2013	6/18/2013	\$8,001.11				\$8,001.11
1199	4/19/2013	6/18/2013	\$7,380.00				\$7,380.00
1200	4/19/2013	6/18/2013	\$4,775.00				\$4,775.00
1201	4/19/2013	6/18/2013	\$6,820.00				\$6,820.00
1202	4/19/2013	6/18/2013	\$1,965.00				\$1,965.00
1203	4/19/2013	6/18/2013	\$5,040.00				\$5,040.00
1204	4/19/2013	6/18/2013	\$15,272.61				\$15,272.61
1174	6/19/2013	8/18/2013	\$16,160.00				\$16,160.00
1175	6/19/2013	8/18/2013	\$9,310.00				\$9,310.00
1176	6/19/2013	8/18/2013	\$20,802.50				\$20,802.50
1177	7/20/2013	9/18/2013	\$32,640.00	\$22,000.00	Check	8/22/2013	\$10,640.00
1178	7/20/2013	9/18/2013	\$40,320.00	\$10,305.00	Check	8/22/2013	\$30,015.00
1179	7/20/2013	9/18/2013	\$25,821.50				\$25,821.50
1159	7/25/2013	9/23/2013	\$1,079.00				\$1,079.00
1160	7/25/2013	9/23/2013	\$4,425.00				\$4,425.00
1190	8/17/2013	10/16/2013	\$7,811.21				\$7,811.21
1186	8/20/2013	10/19/2013	\$1,200.00				\$1,200.00
1187	8/20/2013	10/19/2013	\$4,295.00				\$4,295.00
1188	8/20/2013	10/19/2013	\$8,775.00	\$7,775.00	EFT	8/27/2013	\$1,000.00

HUD Balance: \$241,923.29

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Tax Summary by State & Client

Printed on: 3/15/2013

Page 1 of 1

Client State	SERVICE					EXPENSE					Invoice
Client ID	Amount	Main Tax	Item Tax 1	Item Tax 2	Item Tax 3	Amount	Main Tax	Item Tax 1	Item Tax 2	Item Tax 3	Amount
Client State: CA											
Allied Tech	\$37,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$513.40	\$0.00	\$0.00	\$0.00	\$0.00	\$38,013.40
City Services	\$135,390.00	\$270.00	\$0.00	\$0.00	\$0.00	\$23,260.51	\$237.00	\$0.00	\$0.00	\$0.00	\$159,157.57
County	\$270,622.25	\$195.00	\$0.00	\$0.00	\$0.00	\$7,703.48	\$125.00	\$0.00	\$0.00	\$0.00	\$274,895.74
Factor Foundation	\$25,848.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,848.75
Global Tech	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$339.02	\$0.00	\$0.00	\$0.00	\$0.00	\$9,339.02
HILLARD	\$73,768.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,768.50
Holiday Inn	\$49,825.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,825.88
LA DWP	\$20,447.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,447.50
Lancome	\$23,247.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,247.95
Widgets Inc	\$63,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,750.00
CA Totals:	\$709,400.83	\$465.00	\$0.00	\$0.00	\$0.00	\$31,816.41	\$362.00	\$0.00	\$0.00	\$0.00	\$736,294.31
Client State: NY											
HUD	\$369,451.00	\$115.00	\$0.00	\$0.00	\$0.00	\$10,597.31	\$35.00	\$0.00	\$0.00	\$0.00	\$379,698.29
NY Totals:	\$369,451.00	\$115.00	\$0.00	\$0.00	\$0.00	\$10,597.31	\$35.00	\$0.00	\$0.00	\$0.00	\$379,698.29
Grand Totals:	\$1,078,851.83	\$580.00	\$0.00	\$0.00	\$0.00	\$42,413.72	\$397.00	\$0.00	\$0.00	\$0.00	\$1,115,992.60



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