

Role-Based Brochure



# BillQuick for Project Managers

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# Why BillQuick?

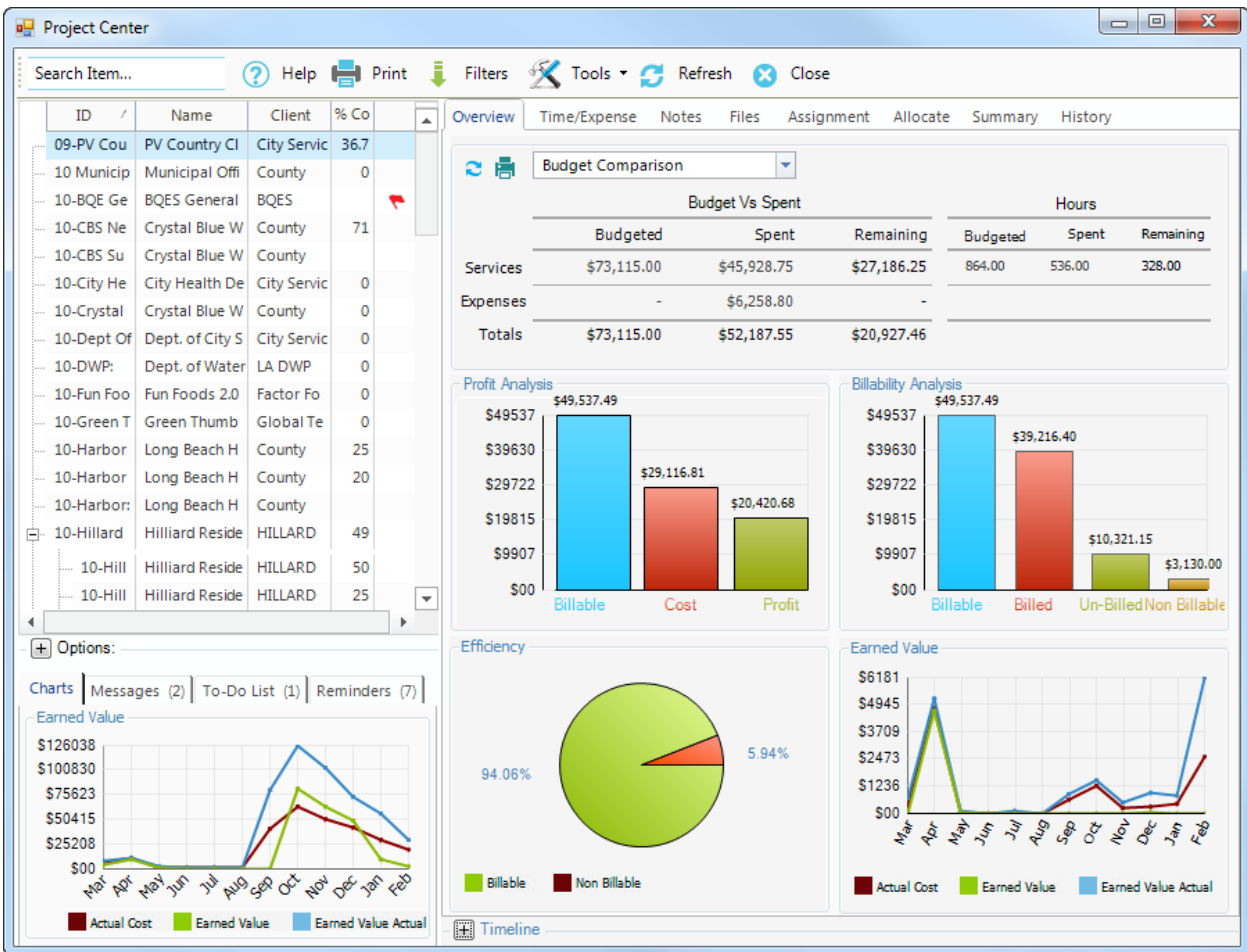
BillQuick is a project-centric system. This means that a project (job, matter or engagement) is the core element of the relationship between a company (firm) and its client (customer). It defines the scope of work being done for a client, how it should be processed, how it should be billed, and so on.

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

## Feature Overview

- Project Center for efficient, all-in-one-place information
- Project account summary
- Project history for invoices, purchase orders and vendor bills with drill down
- Contract analysis with spent and remaining amounts
- Extensive job cost reporting
- Budgets and estimates with comparisons
- Dashboard with key performance metrics
- Extensive project reporting
- 4-level work breakdown: projects, phases, segments and sub-segments
- 12 contract types including Hourly, Fixed Fee, Recurring and Cost Plus
- Separate contract type and amount for each project and phase
- Service and expense fee schedules for special rates
- Task allocation to employees with workload and revenue forecasting
- To-do tasks with dates
- Assignment of employees, activities and expenses to projects
- Extensive journal note-taking throughout the life of a project
- Attachments of any file type
- Tracking projects by due date and percent complete
- Retainage and retainer on projects
- Automatic billing on project basis
- Project contacts
- Customization of processing rules
- Group projects for advanced power
- Project merging
- Submit-approve workflow tracking
- Document management

## Project Center



You can filter the project list as needed and control whether you want a visual alert for projects that are unprofitable, over budget or over contract. It enables you to view your messages, to-do tasks and reminders right there.

At a glance, you can scan high-level information about a project. You can view contract or budget spent. Then you can scan profitability, billability, efficiency and earned value information to gauge progress for the selected project.

For more detail, click the Time/Expense tab to view labor and expenses charged to the project, seeing both their bill value and cost. Use its filters to drill down to billed, unbilled, approved, unapproved, time only, expenses only and more. The Journal tab includes all notes for a project; you can even add new notes here. The Files tab lists attachments added to project, time and other records. To view a receipt, analysis, video or other file, double-click the link. For project control, you can add and view assignments (employee, activities, expense codes). The Allocate tab allows you to view who has been assigned to tasks for a project and how many hours were allocated to them.

Finally, the Project Center summarizes cost, billable, billed and unbilled information, as well as other key items, on the Account tab. The History tab lists invoices with payments, purchase orders and vendor bills for a project. Double-click any row to drill down for details.

*Bottom Line:* The information to manage projects or monitor project progress is all in one place.

## Project Management Reports

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

1. Budget Vs. Actual by Activity
2. Contract Spent by Project–Services (Project Service Amount Spent)
3. Task Assignment-Allocated vs. Spent by Project (Control Hours by Project)
4. Project Management List by Project Manager (Project Management)
5. To-Do Tasks–Project (To-Do Tasks By Project)
6. Contract Analysis
7. Time Summary by Project, Employee & Activity (Project Time Records by Emp-Activity)
8. Expense Detail by Vendor & Project (Vendor Expense Details)
9. Contract Services–Percentage Billed (Percentage Billed)
10. Profit by Project–Billable Summary (Project Profitability Summary)
11. Project Assignments
12. Project Account Summary
13. Time & Expense Detail–Phased Projects with Cost
14. Time & Expense Summary by Project
15. Expense Detail by Project and Expense Code
16. Hours Detail by Project and Activity with Memo
17. Billing Analysis by Project Manager
18. Contract Services & Expenses–Percentage Billed
19. Investment Summary by Project
20. Work in Hand by Project
21. Due Date by Client & Project
22. Journal Notes

Below are a few report samples.

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## Budget Vs Actual by Activity

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**Project ID: 10-Redondo Library:**  
**Project Name: Redondo Beach Library**

Item	Budgeted				Actual				Difference			
	Hrs/Units	Billable	Cost	Margin	Hrs/Units	Billable	Cost	Margin	Billable	Cost	Margin	
<b>Service Budget</b>												
Client Conf:	55.00	\$5,500.00	\$0.00	\$5,500.00	7.50	\$650.00	\$325.00	\$325.00	\$4,850.00	(\$325.00)	\$5,175.00	
CMR:	65.00	\$5,200.00	\$0.00	\$5,200.00	0.00	\$0.00	\$0.00	\$0.00	\$5,200.00	\$0.00	\$5,200.00	
Comp Ins:	100.00	\$8,000.00	\$0.00	\$8,000.00	0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	
Conf Call:	40.00	\$3,000.00	\$0.00	\$3,000.00	4.00	\$327.50	\$163.75	\$163.75	\$2,672.50	(\$163.75)	\$2,836.25	
Cost Est:	10.00	\$700.00	\$0.00	\$700.00	0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	
Liaison:	20.00	\$1,400.00	\$0.00	\$1,400.00	6.00	\$485.00	\$242.50	\$242.50	\$915.00	(\$242.50)	\$1,157.50	
Marketing:	5.00	\$500.00	\$0.00	\$500.00	1.00	\$100.00	\$50.00	\$50.00	\$400.00	(\$50.00)	\$450.00	
Measurement:	35.00	\$2,625.00	\$0.00	\$2,625.00	5.00	\$400.00	\$200.00	\$200.00	\$2,225.00	(\$200.00)	\$2,425.00	
Prelim Design:	150.00	\$12,000.00	\$0.00	\$12,000.00	0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00	
Preparation:	12.50	\$562.50	\$0.00	\$562.50	0.00	\$0.00	\$0.00	\$0.00	\$562.50	\$0.00	\$562.50	
Report:	37.00	\$2,590.00	\$0.00	\$2,590.00	0.50	\$17.50	\$8.50	\$9.00	\$2,572.50	(\$8.50)	\$2,581.00	
Research:	0.00	\$0.00	\$0.00	\$0.00	17.00	\$1,360.00	\$680.00	\$680.00	(\$1,360.00)	(\$680.00)	(\$680.00)	
Review:	25.00	\$2,000.00	\$0.00	\$2,000.00	0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	
Site Insp:	50.00	\$3,750.00	\$0.00	\$3,750.00	6.50	\$520.00	\$260.00	\$260.00	\$3,230.00	(\$260.00)	\$3,490.00	
Web Serv:	65.00	\$5,200.00	\$0.00	\$5,200.00	0.00	\$0.00	\$0.00	\$0.00	\$5,200.00	\$0.00	\$5,200.00	
<b>Expense Budget</b>												
Copy:	500.00	\$275.00	\$250.00	\$25.00	6.00	\$88.63	\$80.56	\$8.07	\$186.37	\$169.44	\$16.93	
DEL:	15.00	\$259.88	\$236.25	\$23.63	0.00	\$0.00	\$0.00	\$0.00	\$259.88	\$236.25	\$23.63	
Mileage:	225.00	\$112.50	\$112.50	\$0.00	375.00	\$187.50	\$187.50	\$0.00	(\$75.00)	(\$75.00)	\$0.00	
Outside Cons:	0.00	\$0.00	\$0.00	\$0.00	1.00	\$3,750.00	\$3,750.00	\$0.00	(\$3,750.00)	(\$3,750.00)	\$0.00	
Photos:	300.00	\$247.50	\$225.00	\$22.50	0.00	\$0.00	\$0.00	\$0.00	\$247.50	\$225.00	\$22.50	
Rental:	0.00	\$0.00	\$0.00	\$0.00	4.00	\$451.84	\$410.76	\$41.08	(\$451.84)	(\$410.76)	(\$41.08)	
<b>TOTALS:</b>												
<b>Services:</b>	669.50	\$53,027.50	\$0.00	\$53,027.50	47.50	\$3,860.00	\$1,929.75	\$1,930.25	\$49,167.50	(\$1,929.75)	\$51,097.25	
<b>Expenses:</b>	1,040.00	\$894.88	\$823.75	\$71.13	386.00	\$4,477.97	\$4,428.82	\$49.15	(\$3,583.10)	(\$3,605.07)	\$21.98	
<b>Grand Totals:</b>		<b>\$53,922.38</b>	<b>\$823.75</b>	<b>\$53,098.63</b>		<b>\$8,337.97</b>	<b>\$6,358.57</b>	<b>\$1,979.40</b>	<b>\$45,584.41</b>	<b>(\$5,534.82)</b>	<b>\$51,119.23</b>	

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## Contract Spent by Project - Services & Expenses (Options)

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Filters Used:

- Project ID: 09-PV Country Club: to 10-HUD Monte Carlo:

Project ID (Name)	Billable Services			Billable Expenses w/o Taxes		
	Contract Amount	Spent	Balance	Contract Amount	Spent	Balance
09-PV Country Club: (PV Country Club)	\$58,115.00	\$42,798.75	\$15,316.25	\$15,000.00	\$6,231.30	\$8,768.70
10 Municipal Offices - 3: (Municipal Offices Technical Support)	\$85,000.00	\$189,917.25	(\$104,917.25)	\$15,000.00	\$5,002.85	\$9,997.15
10-BQE General: (BQES General Office)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-CBS New System: (Crystal Blue Waters New System Evaluation)	\$2,000.00	\$6,240.00	(\$4,240.00)	\$1,500.00	\$0.00	\$1,500.00
10-CBS Support: (Crystal Blue Waters Ongoing Support)	\$7,000.00	\$21,169.25	(\$14,169.25)	\$800.00	\$0.00	\$800.00
10-City Health Dept: (City Health Department)	\$55,000.00	\$67,778.75	(\$12,778.75)	\$20,000.00	\$1,382.08	\$18,617.92
10-Crystal Blue Water: (Crystal Blue Waters New System Installation)	\$10,000.00	\$37,940.00	(\$27,940.00)	\$0.00	\$575.00	(\$575.00)
10-Dept Of City Services: (Dept. of City Services)	\$0.00	\$29,557.50	(\$29,557.50)	\$0.00	\$110.00	(\$110.00)
10-DWP: (Dept. of Water & Power)	\$31,000.00	\$21,287.50	\$9,712.50	\$15,000.00	\$1,077.50	\$13,922.50
10-Fun Foods: (Fun Foods 2.0 Upgrade)	\$15,000.00	\$21,237.50	(\$6,237.50)	\$0.00	\$0.00	\$0.00
10-Green Thumb: (Green Thumb Starter System)	\$10,500.00	\$26,273.75	(\$15,773.75)	\$0.00	\$339.58	(\$339.58)
10-Harbor Bldg 42: (Long Beach Harbor Terminal Bldg. 42)	\$45,000.00	\$11,305.00	\$33,695.00	\$30,000.00	\$523.10	\$29,476.90
10-Harbor Terminal Bldg 61: (Long Beach Harbor Terminal Bldg. 61)	\$157,000.00	\$7,010.00	\$149,990.00	\$0.00	\$326.95	(\$326.95)
10-Harbor: (Long Beach Harbor)	\$0.00	\$5,882.50	(\$5,882.50)	\$0.00	\$8,765.24	(\$8,765.24)
10-Hilliard Resd: (Hilliard Residence)	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00
10-Hilliard:1-SD (Hilliard Residence-Schematic Design)	\$20,000.00	\$2,985.00	\$17,015.00	\$0.00	\$5,000.00	(\$5,000.00)
10-Hilliard:2-DD (Hilliard Residence Design Development)	\$10,000.00	\$20,987.50	(\$10,987.50)	\$0.00	\$0.00	\$0.00
10-Hilliard:3-CD (Hilliard Residence-CD)	\$50,000.00	\$18,168.00	\$31,832.00	\$0.00	\$3,200.00	(\$3,200.00)
10-Hilliard:4-CA (Hilliard Residence-CA)	\$20,000.00	\$42,702.00	(\$22,702.00)	\$0.00	\$0.00	\$0.00
10-HUD Add Services: (Housing and Urban Development - Add Ser	\$0.00	\$42,640.00	(\$42,640.00)	\$0.00	\$314.00	(\$314.00)
10-HUD Aspen: (Housing and Urban Development - Aspen, Colora	\$0.00	\$26,752.50	(\$26,752.50)	\$0.00	\$1,800.00	(\$1,800.00)
10-HUD Monte Carlo: (Housing and Urban Development - Monte C	\$0.00	\$45,915.00	(\$45,915.00)	\$0.00	\$814.00	(\$814.00)
	<b>\$675,615.00</b>	<b>\$688,547.75</b>	<b>(\$12,932.75)</b>	<b>\$97,300.00</b>	<b>\$35,461.60</b>	<b>\$61,838.40</b>

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## Task Assignment - Allocated vs. Spent by Project

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Filters Used:

- Project ID: 09-PV Country Club: to 10-DWP:

### 09-PV Country Club: (PV Country Club)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
RC	Inspection:	8.00	2.75	5.25
AM	AR:DC	24.00	13.00	11.00
WB	Plan Review:	16.00	12.50	3.50
BD	Cad Plot:	42.00	22.50	19.50
CJ	Cost Est:	10.00	8.50	1.50
<b>Total Control Hours</b>		<b>100.00</b>	<b>59.25</b>	<b>40.75</b>
<b>Total</b>		<b>100.00</b>	<b>59.25</b>	<b>40.75</b>

### 10 Municipal Offices - 3: (Municipal Offices Technical Support)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
WB	Conf Call:	20.00	20.00	0.00
SL	Conf Call:	12.00	4.00	8.00
SL	Measurement:	20.00	20.00	0.00
SE	Conf Call:	12.00	4.00	8.00
SL	Prelim Design:	16.00	12.00	4.00
SL	Plan Review:	16.00	12.00	4.00
WB	Client Conf:	14.00	16.00	-2.00
SL	Cost Est:	16.00	12.00	4.00
<b>Total Control Hours</b>		<b>126.00</b>	<b>100.00</b>	<b>26.00</b>
<b>Total</b>		<b>126.00</b>	<b>100.00</b>	<b>26.00</b>

### 10-CBS New System: (Crystal Blue Waters New System Evaluation)

Employee	Activity / Exp ID	Hours / Units Assigned	Hours / Units Consumed	Hours / Units Remaining
<b>Services</b>				
CJ	Marketing:	10.00	0.75	9.25
AM	Prelim Design:	15.00	5.00	10.00
AM	Conf Call:	14.00	7.00	7.00
AM	Plan Review:	13.00	3.00	10.00
JA	Client Conf:	14.00	8.00	6.00
CJ	Conf Call:	12.00	4.00	8.00
CJ	Client Conf:	14.00	24.00	-10.00
AM	Measurement:	12.00	2.00	10.00
JA	Conf Call:	12.00	3.00	9.00
CJ	Cost Est:	13.00	6.00	7.00
<b>Total Control Hours</b>		<b>129.00</b>	<b>62.75</b>	<b>66.25</b>
<b>Total</b>		<b>129.00</b>	<b>62.75</b>	<b>66.25</b>

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## Project Management List by Project Manager

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### Project Manager: Jennifer Arlington (JA)

Project ID	Project Name	Type	Contract	Spent*	Status	Under/Over	Phone	Comments \ Memo
09-PV Country Club:	PV Country Club	Hourly	\$73,115.00	\$47,788.75	UNDER	\$25,326.25	(310)-555-2233	Project Complete.
10 Municipal Offices - 3:	Municipal Offices Technical Support	Hourly	\$0.00	\$194,920.10	NA		(310)-555-3322	
10-City Health Dept:	City Health Department	HNTE	\$75,000.00	\$67,778.75	UNDER	\$7,221.25	(310)-555-2233	Schedule conference call for Wed. 10/21.
10-Dept Of City Services:	Dept. of City Services	Hourly	\$0.00	\$29,681.25	NA		(310)-555-2233	
10-DWP:	Dept. of Water & Power	HNTE	\$46,000.00	\$22,365.00	UNDER	\$23,635.00	(310)-555-1212	Set up final meeting for project.
10-Green Thumb:	Green Thumb Starter System	Fixed	\$10,500.00	\$26,453.75	OVER	(\$15,953.75)	(575)-444-5656	Project 95% complete
10-Harbor Bldg 42:	Long Beach Harbor Terminal Bldg. 42	HNTE	\$75,000.00	\$11,305.00	UNDER	\$63,695.00	(310)-555-3322	
10-Harbor Terminal Bldg 61:	Long Beach Harbor Terminal Bldg. 61	%	\$157,000.00	\$7,010.00	UNDER	\$149,990.00	(310)-555-3322	
10-Harbor:	Long Beach Harbor	Hourly	\$0.00	\$15,097.74	NA		(310)-555-3322	
10-HUD Aspen:	Housing and Urban Development - Aspen, Colorado	Hourly	\$0.00	\$28,552.50	NA		(213)-555-9966	Set up client conference Tues. 10/21.
10-HUD NY:	Housing and Urban Development - New York City	Hourly	\$0.00	\$82,684.05	NA		(213)-555-9966	Project 75% complete.
10-HUD Queens:	Housing and Urban Development - Queens	Hourly	\$0.00	\$96,035.00	NA		(213)-555-9966	Project 45% complete.
10-HUD Richmond:	Housing and Urban Development - Richmond, VA	Hourly	\$0.00	\$76,966.77	NA		(213)-555-9966	Estimated completion 60 days.
10-Main:	Housing & Urban Development	Fixed	\$125,000.00	\$0.00	UNDER	\$125,000.00	(213)-555-9966	Set up client conference Tues. 10/21.
10-MAIN:1-SD	HUD - Schematic Design	Fixed	\$25,000.00	\$20,240.00	UNDER	\$4,760.00	(213)-555-9966	
10-MAIN:2-CD	HUD - Construction Documents	Fixed	\$87,500.00	\$48,230.00	UNDER	\$39,270.00	(213)-555-9966	
10-MAIN:3-CA	HUD - Construction Administration	Fixed	\$12,500.00	\$675.00	UNDER	\$11,825.00	(213)-555-9966	
10-Municipal Offices:	Municipal Offices Feasibility	Fixed	\$2,200.00	\$1,922.50	UNDER	\$277.50	(310)-555-3322	
10-Municipal Offices-2:	Municipal Offices Development	Fixed	\$65,000.00	\$21,085.00	UNDER	\$43,915.00	(310)-555-3322	Change order needed ASAP.
10-Professional:	Professional Organizations	Marketing	\$0.00	\$35,120.00	NA		(888)-245-5669	
<b>Contracted Project Totals:</b>			<b>\$753,815.00</b>	<b>\$274,853.75</b>	<b>UNDER</b>	<b>\$478,961.25</b>		
<b>Non-Contracted Spent Total:</b>				<b>\$559,057.41</b>				
						<b>\$494,915.00</b>	<b>Under Spent Amount</b>	
						<b>\$15,953.75</b>	<b>Over Spent Amount</b>	



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## To-Do Tasks - Project

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### Project: 10-Hillard Rescd:

<u>Description</u>	Finalize designs for landscaping	<u>Priority</u>	Medium	<u>Start Date</u>	3/12/2012	<u>Remind on</u>	3/13/2012
<u>Assigned To</u>	BD	<u>% Complete</u>	0.0%	<u>End Date</u>	3/14/2012	<u>Completed</u>	
<u>Status</u>	Active						
<u>Memo</u>	You need to finalize the designs for landscaping and also procure garden supplies by 14th.						

<u>Description</u>	Meet with the supplier	<u>Priority</u>	High	<u>Start Date</u>	3/8/2012	<u>Remind on</u>	3/8/2012
<u>Assigned To</u>	AM	<u>% Complete</u>	0.0%	<u>End Date</u>	3/9/2012	<u>Completed</u>	
<u>Status</u>	Active						
<u>Memo</u>	Meet with the supplier to finalize the order for the project. Prices still need to be negotiated.						

<u>Description</u>	Schedule a call with client	<u>Priority</u>	Medium	<u>Start Date</u>	2/3/2012	<u>Remind on</u>	
<u>Assigned To</u>	SE	<u>% Complete</u>	0.0%	<u>End Date</u>	2/3/2012	<u>Completed</u>	
<u>Status</u>	Active						
<u>Memo</u>	In this meeting I would like to go through the design changes approved by Art Jury.						

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## Contract Analysis

Date Range - 01/01/2013 to 03/15/2013

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\*billed excludes discounts and extras

[enable breakdown](#)

Project ID - Name	Contract Amount	Filtered Period (spent)	Filtered Period (billed)	Project To Date (spent)	Project To Date (billed)	Contractual Balance (spent)	Contractual Balance (billed)	Est. % Comp.	Act. % Comp.
09-PV Country Club: - <i>PV Country Club</i>	\$73,115.00	\$9,780.00	\$8,615.00	\$42,813.75	\$34,408.75	\$30,301.25	\$38,706.25	58.6%	47.1%
10-CBS New System: - <i>Crystal Blue Waters Ne</i>	\$3,500.00	\$0.00	\$0.00	\$2,630.00	\$2,500.00	\$870.00	\$1,000.00	75.1%	71.4%
10-CBS Support: - <i>Crystal Blue Waters Ongo</i>	\$7,800.00	\$855.00	\$0.00	\$7,375.00	\$5,225.00	\$425.00	\$2,575.00	94.6%	67.0%
10-City Health Dept: - <i>City Health Departme</i>	\$75,000.00	\$300.00	\$53,847.50	\$67,478.75	\$53,856.25	\$7,521.25	\$21,143.75	90.0%	71.8%
10-Crystal Blue Water: - <i>Crystal Blue Waters N</i>	\$10,000.00	\$2,660.00	\$1,335.00	\$21,080.00	\$10,335.00	(\$11,080.00)	(\$335.00)	210.8%	103.4%
10-DWP: - <i>Dept. of Water &amp; Power</i>	\$46,000.00	\$1,647.50	\$0.00	\$21,525.00	\$13,827.50	\$24,475.00	\$32,172.50	46.8%	30.1%
10-Fun Foods: - <i>Fun Foods 2.0 Upgrade</i>	\$15,000.00	\$3,280.00	\$0.00	\$20,965.00	\$15,380.00	(\$5,965.00)	(\$380.00)	139.8%	102.5%
10-Green Thumb: - <i>Green Thumb Starter Syste</i>	\$10,500.00	\$340.00	\$0.00	\$18,603.75	\$5,000.00	(\$8,103.75)	\$5,500.00	177.2%	47.6%
10-Harbor Bldg 42: - <i>Long Beach Harbor Term</i>	\$75,000.00	\$1,688.75	\$1,328.75	\$2,837.50	\$1,328.75	\$72,162.50	\$73,671.25	3.8%	1.8%
10-Harbor Terminal Bldg 61: - <i>Long Beach Ha</i>	\$157,000.00	\$1,865.00	\$0.00	\$7,010.00	\$2,755.00	\$149,990.00	\$154,245.00	4.5%	1.8%
<b>10-Hillard Resd: - <i>Hilliard Residence</i></b>									
10-Hillard:1-SD - <i>Hilliard Residence-Schematic</i>	\$20,000.00	\$3,210.00	\$12,985.00	\$3,210.00	\$12,985.00	\$16,790.00	\$7,015.00	16.1%	64.9%
10-Hillard:2-DD - <i>Hilliard Residence Design De</i>	\$10,000.00	\$218.75	\$6,495.00	\$10,493.75	\$8,995.00	(\$493.75)	\$1,005.00	104.9%	90.0%
10-Hillard:3-CD - <i>Hilliard Residence-CD</i>	\$50,000.00	\$0.00	\$25,000.00	\$9,084.00	\$25,000.00	\$40,916.00	\$25,000.00	18.2%	50.0%
10-Hillard:4-CA - <i>Hilliard Residence-CA</i>	\$20,000.00	\$17,659.00	\$0.00	\$31,893.00	\$5,000.00	(\$11,893.00)	\$15,000.00	159.5%	25.0%
<b>10-Hillard Resd: Totals:</b>	<b>\$100,000.00</b>	<b>\$21,087.75</b>	<b>\$44,480.00</b>	<b>\$54,680.75</b>	<b>\$51,980.00</b>	<b>\$45,319.25</b>	<b>\$48,020.00</b>	<b>54.7%</b>	<b>52.0%</b>
<b>10-Main: - <i>Housing &amp; Urban Development</i></b>									
10-MAIN:1-SD - <i>HUD - Schematic Design</i>	\$25,000.00	\$5,060.00	\$5,710.00	\$5,710.00	\$8,210.00	\$19,290.00	\$16,790.00	22.8%	32.8%
10-MAIN:2-CD - <i>HUD - Construction Docume</i>	\$87,500.00	\$14,610.00	\$18,810.00	\$18,810.00	\$24,060.00	\$68,690.00	\$63,440.00	21.5%	27.5%
10-MAIN:3-CA - <i>HUD - Construction Administr</i>	\$12,500.00	\$0.00	\$0.00	\$675.00	\$500.00	\$11,825.00	\$12,000.00	5.4%	4.0%
<b>10-Main: Totals:</b>	<b>\$125,000.00</b>	<b>\$19,670.00</b>	<b>\$24,520.00</b>	<b>\$25,195.00</b>	<b>\$32,770.00</b>	<b>\$99,805.00</b>	<b>\$92,230.00</b>	<b>20.2%</b>	<b>26.2%</b>
10-Municipal Offices: - <i>Municipal Offices Fea</i>	\$2,200.00	\$0.00	\$1,905.00	\$1,922.50	\$1,922.50	\$277.50	\$277.50	87.4%	87.4%
10-Municipal Offices:2: - <i>Municipal Offices D</i>	\$65,000.00	\$6,490.00	\$0.00	\$19,945.00	\$75,000.00	\$45,055.00	(\$10,000.00)	30.7%	115.4%
10-Party Planners: - <i>Party Planners, Inc. System</i>	\$30,000.00	\$0.00	\$17,500.00	\$8,137.50	\$25,637.50	\$21,862.50	\$4,362.50	27.1%	85.5%
10-Redondo Library: - <i>Redondo Beach Libra</i>	\$75,000.00	\$0.00	\$3,750.00	\$3,860.00	\$7,310.00	\$71,140.00	\$67,690.00	5.1%	9.7%
10-Staple Center: - <i>Staples Center</i>	\$250,000.00	\$0.00	\$0.00	\$8,040.00	\$7,040.00	\$241,960.00	\$242,960.00	3.2%	2.8%
10-Torrance Airport: - <i>Torrance Airport Upgra</i>	\$100,000.00	\$0.00	\$3,911.20	\$25,970.64	\$22,719.95	\$74,029.36	\$77,280.05	26.0%	22.7%
10-WW New Systems: - <i>World Wide New Syste</i>	\$25,600.00	\$3,430.00	\$23,065.00	\$57,655.00	\$43,110.00	(\$32,055.00)	(\$17,510.00)	225.2%	168.4%
<b>Grand Totals:</b>	<b>\$1,245,715.00</b>	<b>\$73,094.00</b>	<b>\$184,257.45</b>	<b>\$417,725.14</b>	<b>\$412,106.20</b>	<b>\$1,188,060.00</b>	<b>\$833,608.80</b>	<b>33.5%</b>	<b>33.1</b>

# Hendricks Consulting LLC

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## Time Summary by Project, Employee & Activity

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### Project ID - Name (Manager): 10 Municipal Offices - 3: - *Municipal Offices Technical Support* (Jennifer Arlington)

Employee Name	Activity ID	Description	Hours	Amount
<b>BW - Bert Woolmer, Director</b>				
	Field Insp:	Field Inspection	360.00	\$39,600.00
			<b>BW Total:</b>	<b>360.00</b>
				<b>\$39,600.00</b>
<b>CJ - Curtis James, Senior Engineer</b>				
	Cad Plot:	Cad Plotting	264.00	\$39,600.00
			<b>CJ Total:</b>	<b>264.00</b>
				<b>\$39,600.00</b>
<b>Geo Engineering - Greg Wang, Geotechnical Engineers</b>				
	Accounting:	Accounting	2.00	\$150.50
			<b>Geo Engineering Total:</b>	<b>2.00</b>
				<b>\$150.50</b>
<b>JA - Jennifer Arlington, Principal</b>				
	Client Conf:	Client Conference/Meeting	132.00	\$7,920.00
			<b>JA Total:</b>	<b>132.00</b>
				<b>\$7,920.00</b>
<b>JD Consulting - John Ramsey, MEP Engineers</b>				
	Survey:	Field Surveying	5.00	\$501.25
			<b>JD Consulting Total:</b>	<b>5.00</b>
				<b>\$501.25</b>
<b>MK - Mark Kerns, Jr. Architect</b>				
	Measurement:	Site Measurement	384.00	\$36,480.00
	Report:	Report/Letter	2.50	\$87.50
			<b>MK Total:</b>	<b>386.50</b>
				<b>\$36,567.50</b>
<b>SE - Rose Annbach, Office Manager</b>				
	Conf Call:	Telephone Call/Conference	4.00	\$320.00
	Coordination:	Consultant Coordination	120.00	\$8,040.00
	Tech Sup:	Technical Support	64.00	\$5,120.00
			<b>SE Total:</b>	<b>188.00</b>
				<b>\$13,480.00</b>
<b>SL - Sally Lawrence, Jr. Architect</b>				
	Conf Call:	Telephone Call/Conference	4.00	\$342.00
	Cost Est:	Preliminary Cost Estimate	12.00	\$1,026.00
	Measurement:	Site Measurement	20.00	\$1,710.00
	Plan Review:	Plan Review	12.00	\$1,026.00
	Prelim Design:	Preliminary Design	12.00	\$1,026.00
	Review:	Review	6.00	\$513.00
	Site Insp:	Site Inspection	4.00	\$342.00
	Site Super:	Site Supervision	6.00	\$513.00
			<b>SL Total:</b>	<b>76.00</b>
				<b>\$6,498.00</b>
<b>WB - Walter Birch, General Manager</b>				
	Client Conf:	Client Conference/Meeting	16.00	\$1,600.00
	Conf Call:	Telephone Call/Conference	20.00	\$2,000.00
	Site Insp:	Site Inspection	240.00	\$42,000.00
			<b>WB Total:</b>	<b>276.00</b>
				<b>\$45,600.00</b>
			<b>Project 10 Municipal Offices - 3: Total:</b>	<b>1,689.50</b>
				<b>\$189,917.25</b>

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## Expense Detail by Vendor & Project

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### Geo Engineering - Greg Wang , Geotechnical Engineers

\* 📄 = Invoiced (mouse over for #), ✎ = Marked as Billed

Date	Description	Units	Cost	Reimb Cost	Mu %	Amount		
<b>09-PV Country Club: - PV Country Club</b>								
4/4/2012	SPECIAL DELIVERY/COURIER	1.00	\$19.95	\$0.00	10.00	\$21.95	📄	*
4/4/2012	Outside Consultant Fees	1.00	\$3,500.00	\$0.00	0.00	\$3,500.00	📄	*
3/6/2013	Outside Consultant Fees	1.00	\$2,500.00	\$0.00	0.00	\$2,500.00	📄	
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$6,021.95</b>		
<b>09-PV Country Club: Total:</b>				<b>\$0.00</b>		<b>\$6,021.95</b>		
<b>10 Municipal Offices - 3: - Municipal Offices Technical Support</b>								
4/14/2012	SPECIAL DELIVERY/COURIER	1.00	\$23.50	\$0.00	10.00	\$25.85	📄	*
3/21/2013	Outside Consultant Fees	1.00	\$2,150.00	\$0.00	0.00	\$2,150.00	📄	
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$2,175.85</b>		
<b>10 Municipal Offices - 3: Total:</b>				<b>\$0.00</b>		<b>\$2,175.85</b>		
<b>10-Crystal Blue Water: - Crystal Blue Waters New System Installation</b>								
3/21/2013	Outside Consultant Fees	1.00	\$575.00	\$0.00	0.00	\$575.00	📄	
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$575.00</b>		
<b>10-Crystal Blue Water: Total:</b>				<b>\$0.00</b>		<b>\$575.00</b>		
<b>10-Harbor: - Long Beach Harbor</b>								
3/21/2013	Outside Consultant Fees	1.00	\$8,200.00	\$0.00	0.00	\$8,200.00		
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$8,200.00</b>		
<b>10-Harbor: Total:</b>				<b>\$0.00</b>		<b>\$8,200.00</b>		
<b>10-Hillard:1-SD - Hilliard Residence-Schematic Design</b>								
3/21/2013	Outside Consultant Fees	1.00	\$5,000.00	\$0.00	0.00	\$5,000.00		*
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$5,000.00</b>		
<b>10-Hillard:1-SD Total:</b>				<b>\$0.00</b>		<b>\$5,000.00</b>		
<b>10-Hillard:3-CD - Hilliard Residence-CD</b>								
3/21/2013	Outside Consultant Fees	1.00	\$3,200.00	\$0.00	0.00	\$3,200.00		
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$3,200.00</b>		
<b>10-Hillard:3-CD Total:</b>				<b>\$0.00</b>		<b>\$3,200.00</b>		
<b>10-Redondo Library: - Redondo Beach Library</b>								
3/21/2013	Outside Consultant Fees	1.00	\$3,750.00	\$0.00	0.00	\$3,750.00	📄	
<b>Billable Expenses Total:</b>				<b>\$0.00</b>		<b>\$3,750.00</b>		
<b>10-Redondo Library: Total:</b>				<b>\$0.00</b>		<b>\$3,750.00</b>		
<b>Geo Engineering Total:</b>				<b>\$0.00</b>		<b>\$28,922.80</b>		

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## Contract Services - Percentage Billed

Printed on: 3/15/2013

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Show Monthly Details

Project ID - Name	Type	Contract Amt	Contract Billed*	Contract Bal.	% Billed
09-PV Country Club: - PV Country Club	HNTE	\$73,115.00	\$35,618.75	\$37,496.25	48.72
10 Municipal Offices - 3: - Municipal Offices Technical Support	Hourly		\$11,734.75		
10-CBS New System: - Crystal Blue Waters New System Evaluation	Fixed	\$3,500.00	\$2,740.00	\$760.00	78.29
10-CBS Support: - Crystal Blue Waters Ongoing Support	Hourly	\$7,800.00	\$17,895.00	(\$10,095.00)	229.42
10-City Health Dept: - City Health Department	HNTE	\$75,000.00	\$67,478.79	\$7,521.21	89.97
10-Crystal Blue Water: - Crystal Blue Waters New System Installation	Fixed	\$10,000.00	\$19,000.00	(\$9,000.00)	190.00
10-Dept Of City Services: - Dept. of City Services	Hourly		\$28,567.50		
10-DWP: - Dept. of Water & Power	HNTE	\$46,000.00	\$20,447.50	\$25,552.50	44.45
10-Fun Foods: - Fun Foods 2.0 Upgrade	Fixed	\$15,000.00	\$25,848.75	(\$10,848.75)	172.33
10-Green Thumb: - Green Thumb Starter System	Fixed	\$10,500.00	\$9,000.00	\$1,500.00	85.71
10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg. 42	HNTE	\$75,000.00	\$20,822.50	\$54,177.50	27.76
10-Harbor Terminal Bldg 61: - Long Beach Harbor Terminal Bldg. 61	%	\$157,000.00	\$34,035.00	\$122,965.00	21.68
10-Harbor: - Long Beach Harbor	Hourly		\$5,882.50		
10-Hillard:1-SD - Hilliard Residence-Schematic Design	Fixed	\$20,000.00	\$10,000.00	\$10,000.00	50.00
10-Hillard:2-DD - Hilliard Residence Design Development	Fixed	\$10,000.00	\$9,432.50	\$567.50	94.33
10-Hillard:3-CD - Hilliard Residence-CD	Fixed	\$50,000.00	\$25,000.00	\$25,000.00	50.00
10-Hillard:4-CA - Hilliard Residence-CA	Fixed	\$20,000.00	\$26,351.00	(\$6,351.00)	131.76
10-HUD Add Services: - Housing and Urban Development - Add Servic	Hourly		\$41,940.00		
10-HUD Aspen: - Housing and Urban Development - Aspen, Colorado	Hourly		\$26,392.50		
10-HUD Monte Carlo: - Housing and Urban Development - Monte Carl	Hourly		\$44,925.00		
10-HUD NY: - Housing and Urban Development - New York City	Hourly		\$68,100.00		
10-HUD Queens: - Housing and Urban Development - Queens	Hourly		\$85,715.00		
10-HUD Richmond: - Housing and Urban Development - Richmond, VA	Hourly		\$63,618.50		
10-Long Beach Harbor: - Long Beach Harbor - Recurring	Recurring		\$8,000.00		
10-MAIN:1-SD - HUD - Schematic Design	Fixed	\$25,000.00	\$2,500.00	\$22,500.00	10.00
10-MAIN:2-CD - HUD - Construction Documents	Fixed	\$87,500.00	\$5,250.00	\$82,250.00	6.00
10-MAIN:3-CA - HUD - Construction Administration	Fixed	\$12,500.00	\$500.00	\$12,000.00	4.00
10-Municipal Offices: - Municipal Offices Feasibility	Fixed	\$2,200.00	\$1,922.50	\$277.50	87.39
10-Municipal Offices-2: - Municipal Offices Development	Fixed	\$65,000.00	\$147,830.00	(\$82,830.00)	227.43
10-Party Planners: - Party Planners, Inc. System Upgrade	Fixed	\$30,000.00	\$38,137.50	(\$8,137.50)	127.13
10-Party Planners-2: - Party Planners, Inc. Tech Center	Hourly		\$11,670.88		
10-Redondo Library: - Redondo Beach Library	HNTE	\$75,000.00	\$3,760.00	\$71,240.00	5.01
10-Staple Center: - Staples Center	Fixed	\$250,000.00	\$37,500.00	\$212,500.00	15.00
10-Torrance Airport: - Torrance Airport Upgrade	C+FF	\$100,000.00	\$23,247.95	\$76,752.05	23.25
10-WW New Systems: - World Wide New Systems	Fixed	\$25,600.00	\$63,750.00	(\$38,150.00)	249.02
<b>Grand Total:</b>		<b>\$1,245,715.00</b>	<b>\$648,067.74</b>	<b>\$597,647.26</b>	
<b>Grand Total (no contract):</b>			<b>\$396,546.63</b>		

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## Profit by Project - Billable Summary

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Project ID - Name	B-Hrs	Units	Cost Amount	Bill Amount*	Profit/Loss	%
<b>09-PV Country Club:</b> - PV Country Club	528.00	389.00	\$38,948.81	\$60,647.49	\$21,698.68	36
<b>10 Municipal Offices - 3:</b> - Municipal Offices Technical S	1,689.50	14.00	\$68,811.48	\$194,920.10	\$126,108.62	65
<b>10-BQE General:</b> - BQES General Office	4,106.50	2.00	\$87,407.27	\$4,325.00	(\$83,082.27)	-1,921
<b>10-CBS New System:</b> - Crystal Blue Waters New System	66.75	0.00	\$2,542.50	\$4,940.00	\$2,397.50	49
<b>10-CBS Support:</b> - Crystal Blue Waters Ongoing Support	259.50	0.00	\$10,155.75	\$21,169.25	\$11,013.50	52
<b>10-City Health Dept:</b> - City Health Department	883.00	721.00	\$38,401.99	\$72,712.87	\$34,310.88	47
<b>10-Crystal Blue Water:</b> - Crystal Blue Waters New System	462.50	1.00	\$19,688.00	\$27,515.07	\$7,827.07	28
<b>10-Dept Of City Services:</b> - Dept. of City Services	367.75	225.00	\$14,890.75	\$29,681.25	\$14,790.50	50
<b>10-DWP:</b> - Dept. of Water & Power	270.50	14.00	\$11,721.00	\$22,365.00	\$10,644.00	48
<b>10-Fun Foods:</b> - Fun Foods 2.0 Upgrade	245.75	0.00	\$10,662.02	\$26,068.73	\$15,406.71	59
<b>10-Green Thumb:</b> - Green Thumb Starter System	329.00	438.00	\$13,555.21	\$15,244.55	\$1,689.34	11
<b>10-Harbor Bldg 42:</b> - Long Beach Harbor Terminal Bldg.	130.25	460.00	\$5,694.04	\$24,923.07	\$19,229.03	77
<b>10-Harbor Terminal Bldg 61:</b> - Long Beach Harbor Termi	97.25	310.00	\$3,813.21	\$34,361.97	\$30,548.76	89
<b>10-Harbor:</b> - Long Beach Harbor	80.25	285.00	\$11,889.67	\$14,647.74	\$2,758.07	19
<b>10-Hilliard:1-SD</b> - Hilliard Residence-Schematic Design	40.75	1.00	\$6,604.00	\$7,985.00	\$1,381.00	17
<b>10-Hilliard:2-DD</b> - Hilliard Residence Design Developme	202.50	0.00	\$7,633.90	\$19,707.50	\$12,073.60	61
<b>10-Hilliard:3-CD</b> - Hilliard Residence-CD	170.00	1.00	\$9,018.00	\$37,284.04	\$28,266.04	76
<b>10-Hilliard:4-CA</b> - Hilliard Residence-CA	321.00	0.00	\$12,705.12	\$40,585.02	\$27,879.90	69
<b>10-HUD Add Services:</b> - Housing and Urban Developme	539.50	2.00	\$21,633.00	\$42,954.00	\$21,321.00	50
<b>10-HUD Aspen:</b> - Housing and Urban Development - As	333.75	6.00	\$15,176.00	\$28,552.50	\$13,376.50	47
<b>10-HUD Monte Carlo:</b> - Housing and Urban Developme	588.75	2.00	\$23,276.00	\$45,739.00	\$22,463.00	49
<b>10-HUD NY:</b> - Housing and Urban Development - New Y	1,145.75	6.00	\$41,825.90	\$82,684.05	\$40,858.15	49
<b>10-HUD Queens:</b> - Housing and Urban Development - Q	1,297.00	0.00	\$48,017.00	\$96,035.00	\$48,018.00	50
<b>10-HUD Richmond:</b> - Housing and Urban Development	914.00	23.00	\$39,723.22	\$76,946.77	\$37,223.55	48
<b>10-Long Beach Harbor:</b> - Long Beach Harbor - Recurrin	604.50	0.00	\$22,713.00	\$11,156.05	(\$11,556.95)	-104
<b>10-MAIN:1-SD</b> - HUD - Schematic Design	262.00	0.00	\$10,114.00	\$20,240.00	\$10,126.00	50
<b>10-MAIN:2-CD</b> - HUD - Construction Documents	597.50	0.00	\$24,103.00	\$48,230.00	\$24,127.00	50
<b>10-MAIN:3-CA</b> - HUD - Construction Administration	4.50	0.00	\$157.50	\$675.00	\$517.50	77
<b>10-Municipal Offices:</b> - Municipal Offices Feasibility	20.50	603.00	\$1,293.72	\$2,258.50	\$964.78	43
<b>10-Municipal Offices-2:</b> - Municipal Offices Developme	266.25	1,183.00	\$12,024.25	\$99,351.99	\$87,327.74	88
<b>10-Overheads:</b> - Company Overhead	208.50	0.00	\$8,220.50	\$0.00	(\$8,220.50)	0
<b>10-Party Planners:</b> - Party Planners, Inc. System Upgrade	99.00	0.00	\$4,077.25	\$8,155.00	\$4,077.75	50
<b>10-Party Planners-2:</b> - Party Planners, Inc. Tech Center	144.00	0.00	\$5,827.44	\$11,670.90	\$5,843.46	50
<b>10-Professional:</b> - Professional Organizations	321.00	0.00	\$17,560.00	\$0.00	(\$17,560.00)	0
<b>10-Redondo Library:</b> - Redondo Beach Library	47.50	386.00	\$6,358.57	\$8,237.97	\$1,879.40	23
<b>10-Staple Center:</b> - Staples Center	105.50	792.00	\$4,509.23	\$38,013.40	\$33,504.17	88
<b>10-Torrance Airport:</b> - Torrance Airport Upgrade	314.25	0.00	\$13,105.86	\$22,844.36	\$9,738.50	43
<b>10-WW New Systems:</b> - World Wide New Systems	925.50	0.00	\$36,441.00	\$65,335.24	\$28,894.24	44
<b>Grand Totals:</b>	<b>18,990.00</b>	<b>5,864.00</b>	<b>\$730,299.16</b>	<b>\$1,368,163.38</b>	<b>\$637,864.22</b>	<b>47</b>



**BQE Software, Inc.**

## **World Headquarters**

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