bqe BillQuick

2015 BillQuick Edition Comparison

Ease-of-Use

	Basic	Pro	Enterprise
Access via Internet/Intranet	optional	optional	optional
Wizards for Easy Setup and Billing	✓	✓	✓
Timeslips® and Wind2/FMS Data Conversion Wizards	✓	✓	✓
Custom Conversion	✓	✓	✓
Easily Import/Export Data	✓	✓	✓
Single-Click DCAA Compliance	✓	✓	✓
Track Collected and Paid Taxes (GST, PST, HST, VAT, etc.)	✓	✓	✓
Multiple Currencies	✓	✓	✓
Access via iPhone®, Windows 8 Phone and Android Devices		✓	✓
To-Do Lists and Tasks		✓	✓
Customizable Custom Fields			✓

Intelligent Time and Expense

	Basic	Pro	Enterprise
Write Up/Down Entries	✓	✓	✓
Run Simultaneous Timers for Multiple Projects and View on a Single Screen	✓	✓	✓
Track Overtime and Compensation Time	✓	✓	✓
Multiple Screens for Time and Expense Entry	✓	✓	✓
Auto-Apply Standard and Special Bill Rates	✓	✓	✓
Track Both Working and Idle Time with Timers	✓	✓	✓
Back Out Taxes Paid with Expense Items	✓	✓	✓
Record Unlimited Length Notes for Time and Expenses	✓	✓	✓
View Time and Expenses by Either Employee or Project	✓	✓	✓
Shorthand Codes for Memos	✓	✓	✓
Support for Multiple Currencies in Expense Sheets	✓	✓	✓
Auto-Check if Time or Expense Exceed Contract Amount	✓	✓	✓
Create Time Entries From To-Do Items		✓	✓
Submittal, Review and Approval Process		✓	✓

BillQuick

	Basic	Pro	Enterprise
Attach Web References/URLs to Records		✓	✓
Attachment and Memo Indicator in Time and Expense Records		✓	✓
Personal Time Off Management			✓
Analyze Time and Expense Entries for Multiple Projects or Employees on a Single Screen			✓

Robust Project Management

	Basic	Pro	Enterprise
Create Phases and Segments	✓	✓	✓
12 Contract Types Including 'Cost Plus' and 'Hourly'	✓	✓	✓
Custom Cloning of Projects	✓	✓	✓
Easily Monitor Unpaid Retainers on Project Screen	✓	✓	✓
Review Invoices, Vendor Bills & Purchase Orders on a Single Screen	✓	✓	✓
Project Performance Metrics	✓	✓	✓
Retainage per Project	✓	✓	✓
Specify Detailed Contract Amount at Project Phase Levels	✓	✓	✓
Assign Tasks with an Allocated Hour to Complete		✓	✓
Prioritize Scheduled Tasks for a Project and Give Tasks Custom Descriptions		✓	✓
Automatic Rescheduling of Dependent Tasks upon Parent Task Delay		✓	✓
Auto Notifications When Scheduled Tasks are Updated by Staff		✓	✓
Interactive Gantt Charts with Zoom and Print		✓	✓
Attach Contracts, NDAs, Engagement Letters, etc. to Emailed Estimates		✓	✓
Track % Complete in Budgets and Tasks (in Addition to Projects)		✓	✓
Assign Activities, Expenses and Employees to Projects		✓	✓
Employee Workload Forecast Calendar		✓	✓
Revenue Forecaster		✓	✓
Automatically Record Project Journal Entries on Specific Events		✓	✓
Analyze Budgets with Real-time Spent Information		✓	✓
Assign User-Defined Classes for All Transactions		✓	✓
Project Center - Everything You Need to Manage a Project in One Place			✓
Submittal-Approval Workflow Tracking			✓
Real-Time Tracking of Project Schedules			✓
Due Date Alerts			✓

BillQuick

	Basic	Pro	Enterprise
Merge Multiple Clients Into One			✓
Exception for Over Contract, Over Budget and Unprofitable Projects			✓
Quick Update of Project Percentage Complete			✓
Profitability Analysis Graph			✓
Billability Analysis Graph			✓
Project Efficiency Graph			✓
Earned Value Metrics and Graph			✓
Drill Down into and Analyze Job Cost Details			✓
Assign Accounts at the Project Level			✓
Edit Cumulative Budget at the Parent-Project Level			✓

Streamlined Billing

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

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Real-Time Accounts Receivable

	Basic	Pro	Enterprise
Reverse or Void Invoices and Payments	✓	✓	✓
Standard and As-Of Aging Reports with Contact Info and Collection Notes	✓	✓	✓
Auto, Selective and Manual Apply Payments	✓	✓	✓
Customer and Project Statements	✓	✓	✓
Electronic Invoices	✓	✓	✓
Attach Files to Invoices, Print/Email Them with the Invoice		✓	✓
Automatic Notifcations of Invoice Approval by Manager		✓	✓
Accept Credit Card Payments		✓	✓
Retainer Management		✓	✓
Collection Center - Key Information to Enhance Your Collection Efforts			✓
Automatic Payment Receipts			✓
Submittal and Approval of Invoices			✓
Printable Custom Fields for Invoices			✓
Attach Files to Payments Received (Ex: Scanned PDF of a Check)			✓
Support for Multiple A/R Accounts			✓

BillQuick Plus Accounting
(Optional accounting module available for purchase)

	Basic	Pro	Enterprise
Balance Sheet: Cash and Accrual, Current Year and Comparison	✓	✓	✓
Profit and Loss Report: Cash and Accrual, Current Year and Comparison	✓	✓	✓
Statement of Cash Flows	✓	✓	✓
Trial Balance: Cash and Accrual	✓	✓	✓
Chart of Accounts with Easy Number Changes	✓	✓	✓
General Ledger	✓	✓	✓
General Journal Entries and Journal Report	✓	✓	✓
Deposits and Transfers	✓	✓	✓
Bank Reconciliation	✓	✓	✓

BillQuick

	Basic	Pro	Enterprise
Vendor Expenses, Balances and Paid/Unpaid Bills	✓	✓	✓
Automatic Check Generation for Retainer Refunds	✓	✓	✓
Immediate or Batch Print of Deposit Slips	✓	✓	✓
Pay Vendor Bills	✓	✓	✓
Write and Print Checks	✓	✓	✓
Ability to Run Financial Reports by Class		✓	✓
Purchase Orders		✓	✓
Automatically Create Vendor Bills on a Specified Frequency		✓	✓
Automatically Write Checks on a Specified Frequency		✓	✓
Specify Vendor Level Payment Terms		✓	✓
Purchase Order History			✓
Vendor-Based A/P Account Assignment			✓

Powerful Reporting

	Basic	Pro	Enterprise
Report Center - Access to a Library of over 500 Report Templates	✓	✓	✓
500+ Standard Reports	✓	✓	✓
Favorite and Memorized Reports	✓	✓	✓
Report Customization: Change Fonts and Colors	✓	✓	✓
Customize Reports and Invoices using Crystal Reports®	✓	✓	✓
Performance Metrics (Realization, Utilization, Profit) on Single Screen	✓	✓	✓
View Available Vacation/Holiday/Sick Time in Real-Time	✓	✓	✓
Memorize Reports and Add to a Report Group	✓	✓	✓
Make Memorized Reports Private	✓	✓	✓
Change the Organization of Reports On-The-Fly	✓	✓	✓
Search for Reports by Keyword	✓	✓	✓
Preview Sample Report Without Running a Report	✓	✓	✓
List of Similar Reports for Each Standard Report	✓	✓	✓
Description for all Standard Reports	✓	✓	✓

BillQuick

	Basic	Pro	Enterprise
Re-Run Recent Reports for Up To Several Months	✓	✓	✓
Add Custom Reports to Report Groups with Unique Names	✓	✓	✓
Store Reports as PDFs		✓	✓
Dashboard Display of Key Performance Indicators		✓	✓

Smart Security

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

Seamless Integration

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

Database Support

	Basic	Pro	Enterprise
Microsoft Access®	✓	✓	✓
Microsoft SQL Express®		✓	✓
Microsoft SQL Server®			✓

Optional Add-Ons for Purchase

	Basic	Pro	Enterprise
BillQuick Online: Cloud-based Version of BillQuick	✓	✓	✓
BillQuick Web Suite: Customer-hosted, Browser-based Version of BillQuick	✓	✓	✓
BillQuick Outlook® Add-In: Convert Appointments, Tasks and Emails into Time Entries	✓	✓	✓
BillQuick Agent: Time Card Monitoring and Report Scheduling	✓	✓	✓
BillQuick HR: Human Resource Management	✓	✓	✓
BillQuick Mobile: Free Mobile App for iOS and Android Devices	✓	✓	✓

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For more information, visit www.bqe.com or call (866) 945-1595.

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