Conversion Guide

BillQuick

Power Up Your Business

Timeslips-BillQuick Conversion Guide

Contents

Introduction

You will gain the most from this guide by first reviewing it. In addition, be sure to back up your data.

Timeslips→BillQuick Conversion Guide helps new users transfer data from Timeslips® (a time billing software from Sage Software) to BillQuick® by BQE Software. With BillQuick, you are equipped with the most powerful time entry and project management tools in the market. Full-featured, BillQuick Time and Billing helps you manage your company, whether your time, expense, billing and reporting needs are simple or you require complex billing, reporting and management capabilities.

Conversion means a one-way transfer of data from one program to another. After Timeslips data is converted to BillQuick, you have a single database to work with. You can then archive the Timeslips data at your convenience. The Timeslips to BillQuick Conversion Wizard, which is built into BillQuick, transfers critical information from Timeslips into BillQuick. This easy-to-use tool requires little or no manual effort! Compared with a manual conversion, you save days (even weeks) of non-billable time. You can start using BillQuick sooner!

Conversion time varies depending upon the size of your Timeslips database. During testing, a 100-MB Timeslips database with over 200,000 time entries required 1.5 hours for full data conversion into BillQuick.

How to Use This Guide

We encourage you to review How Data Conversion Works section. Written for users with a non-technical background, it explains the Timeslips→BillQuick data conversion process. Understanding how data transfers will help you visualize what is happening behind the scenes. Timeslips to BillQuick Conversion Wizard walks you through the entire conversion process, step-by-step. Finally, Data Flow explains the Timeslips to BillQuick conversion in detail, including data field mapping across the two programs.

Software Editions Supported

All BillQuick editions – Basic (Microsoft Access database), Pro (Microsoft Access and SQL Express database) and BillQuick Enterprise (Microsoft Access, SQL Express and SQL Server database) – can convert data from Timeslips (10 or later).

If you have an earlier version of Timeslips, you need to first update or convert the data to version 10 or later. If you need assistance, contact BillQuick Consulting Services at (888) 245-5669. A BillQuick Consultant will guide you through the conversion process.

How Conversion Works

Understanding the basics of Timeslips→BillQuick Conversion is important whether you have a technical background or not. It helps you visualize what is happening behind the scenes as BillQuick transfers data from your Timeslips program.

The table below shows the flow of data from Timeslips to BillQuick. You can be very specific in determining how and what data flows *to* BillQuick.

Timeslips Table Name	Dataflow	BillQuick Table Name
Task	→	Activity Codes
Expense	→	Expense Codes
Timekeeper	→	Employee
Client	→	Client
Client Reference	→	Project
Time Slip	→	Time Entry
Expense Slip	→	Expense Log
Invoice-A/R	→	Invoice
Payment-A/R	→	Payment

To review detailed, field-by-field mapping of records between Timeslips and BillQuick, see BillQuick Help, Timeslips Data Conversion, Data Field Mapping.

As you can see above, Timeslips conversion with BillQuick is very comprehensive. The major benefit is that you do not have to re-enter Timeslips data into BillQuick. BillQuick manages the process, using your conversion preferences.

Conversion Rules

To ensure accuracy and completeness of data transfer, Timeslips→BillQuick Conversion follows a set of rules. These are:

1. **Backup Data:** Back up your Timeslips databases. Store a copy in another folder or on a separate storage device.
2. **BillQuick Database:** Create a new BillQuick database prior to transferring data from Timeslips. Enter the required information such as Company Name, License Key and Registration Key in the Company screen.

3. **Version:** If you have an earlier version of Timeslips, you first need to update or convert the data to version 10 or later. This may result in zero invoice numbers. Check your Timeslips data for zero invoice numbers before beginning. However, BillQuick can handle zero invoice numbers if necessary.

Conversion Wizard

Existing Timeslips users who are new to BillQuick only need to merge data once. From that point onwards, your time and billing information will be in a single database (the BillQuick database). In other words, all your historical information – billed and unbilled time and expenses, paid and unpaid invoices, payment history – is now in BillQuick. After conversion, you can archive Timeslips at your convenience.

Timeslips to BillQuick Conversion Wizard

The Timeslips to BillQuick Conversion Wizard populates your BillQuick Company database with data from Timeslips. It automates and controls the conversion, stepping you through the process using a wizard to simplify the process. The wizard helps you to accomplish tasks that can be complex for the first time users and require experience.

To convert data from Timeslips to BillQuick, follow the steps mentioned below:

1. Creating BillQuick Company

As a new BillQuick user, you must first create a new BillQuick company database (*see BillQuick Help and other documentation for more details*).

1. In BillQuick, select File menu, New Company. Choose the type of database technology you want to use. If unsure, choose Standard.

   The database technology available to you depends on the BillQuick Edition purchased. If you are unsure what edition you licensed, select About BillQuick from the Help menu. The edition abbreviation displays right after the version number.

Edition	Database Technology
BillQuick Basic	Microsoft Access (Standard)
BillQuick Pro	Microsoft Access Microsoft SQL Express
BillQuick Enterprise	Microsoft Access Microsoft SQL Express Microsoft SQL Server

2. On the New BillQuick Database dialog box, enter a name for the new database. Most commonly, the company name is used for easy identification. Click the Open button. BillQuick creates the database and opens the BillQuick Start-Up Interview wizard.

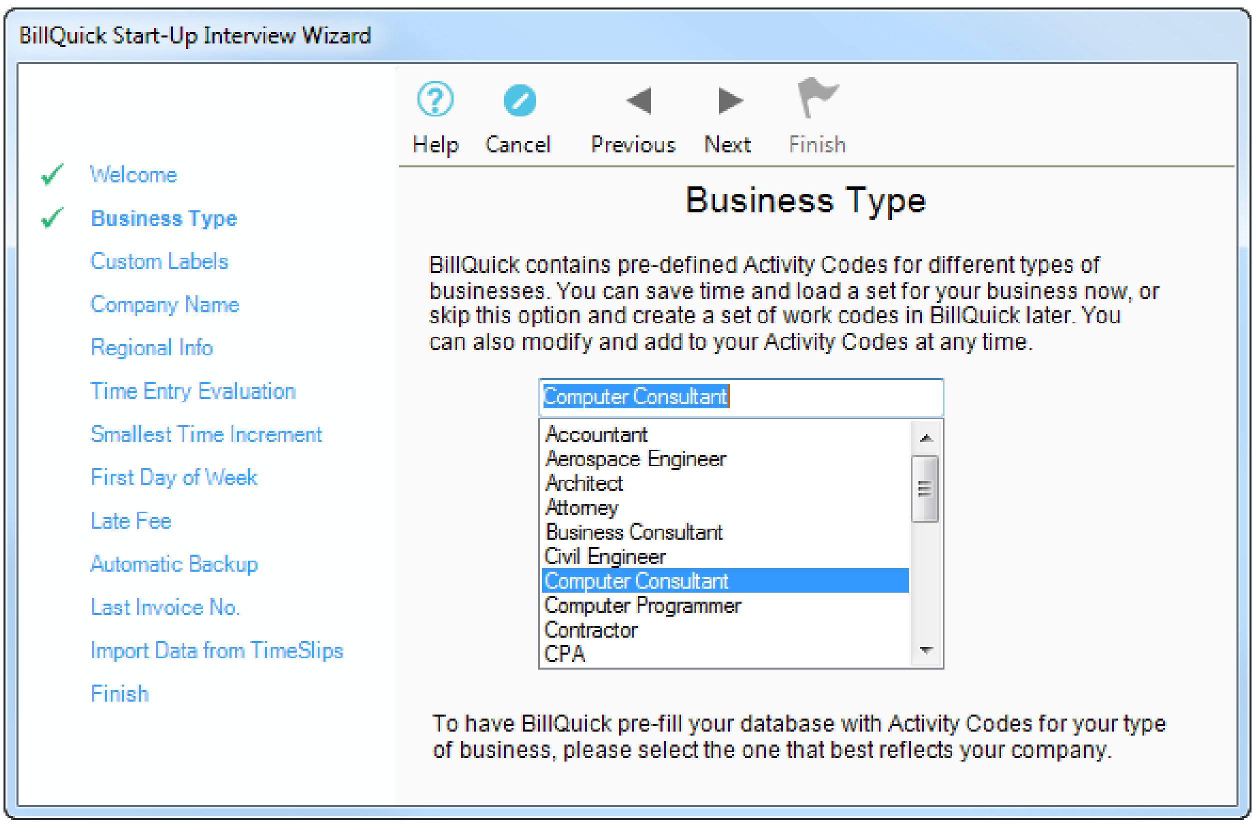
The BillQuick Start-Up Interview can be closed and reopened later. To do so, select Wizards, BillQuick Interview from the View menu.

3. On the BillQuick Start-Up Interview page, click the Next button.

4. Leave Business Type blank. If you select a type, BillQuick copies industry-specific activity (service) and expense codes into your company database. These codes are not needed because items will transfer from Timeslips into BillQuick. Click the Next button.

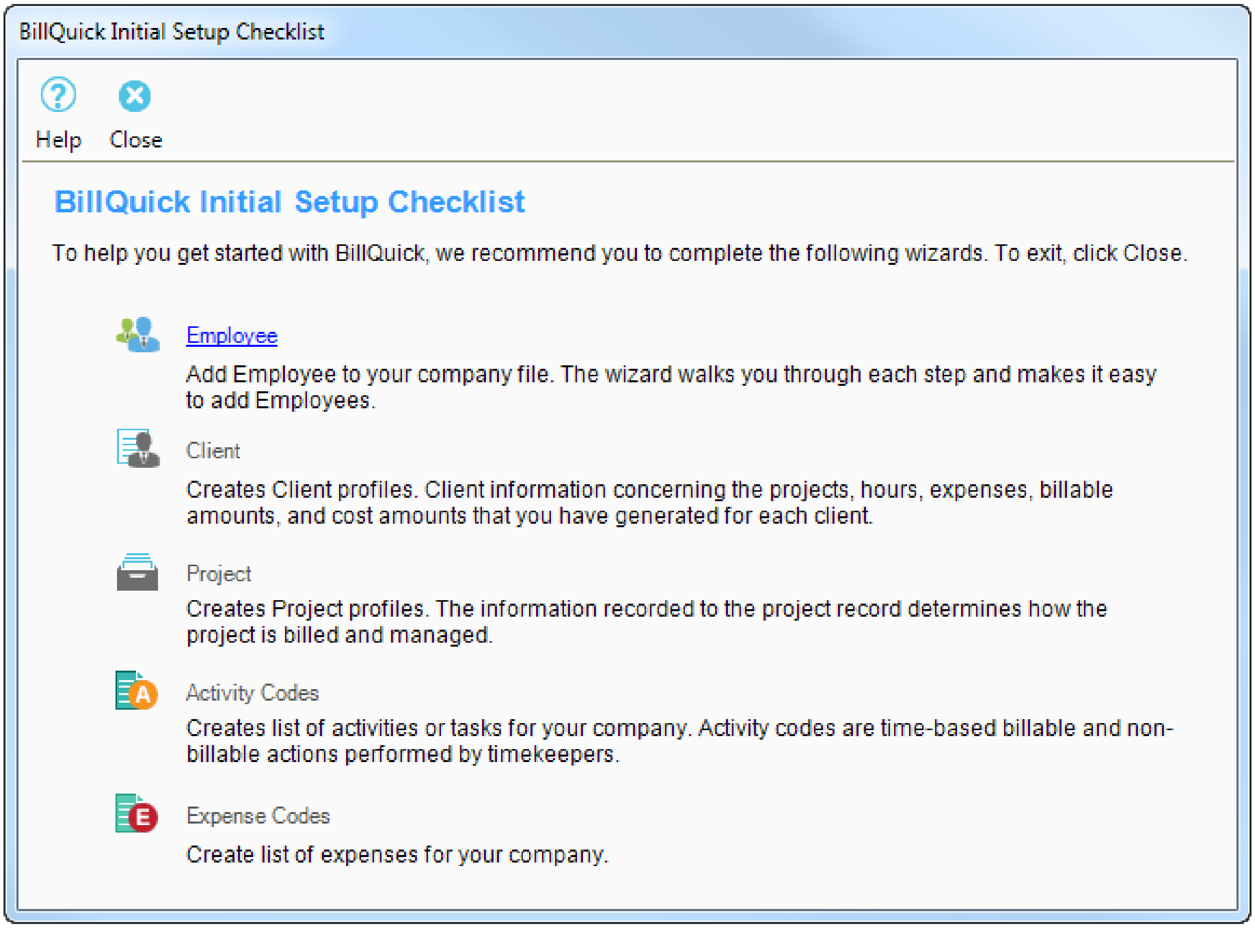
5. Custom Labels allow you to change key business terms to suit your professional and company-preferences in BillQuick. Customizing terms eases transition from your old time and billing solution. Select your preferred terms from the drop-down lists. When you have finished, click the Next button.

6. On the Company Name page, enter your company name. Spell it exactly as it appears on your License and Registration or the Evaluation Key document or email.



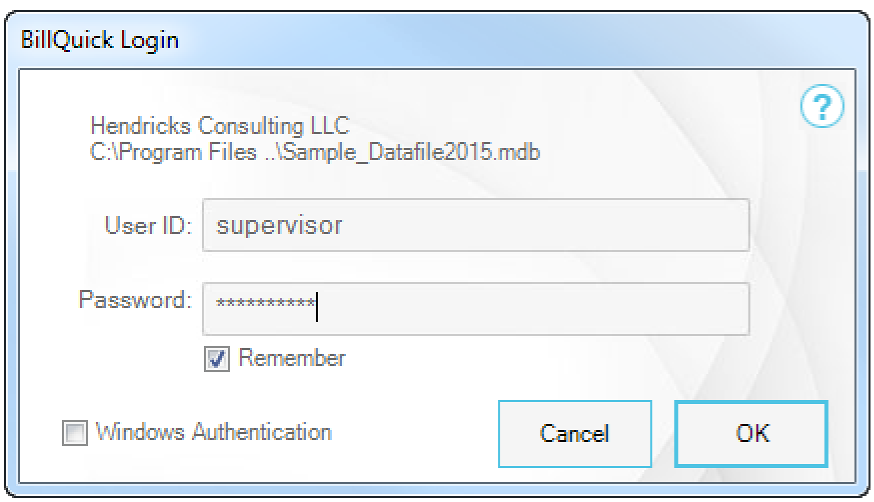
7. Click the Next button to accept the defaults on the remainder of the pages. You can update these options later in the Global Settings and User Preferences screen. On the last page, click the Finish button.

8. The BillQuick Initial Setup Checklist wizard displays. This wizard enables the first time user to create master information (employee, client, project, and so on). Skip this step as you shall transfer this data from Timeslips. Click the Close button.



9. Next, the Company screen displays. Either complete the data entry now and click the Save button when you have finished; or click the Close button and perform this task later.

10. From the File menu, select Login. For User ID, type 'supervisor' (without quotes), then for password, type 'supervisor' (without quotes). This gives you full security permissions in BillQuick to perform conversion tasks.



2. Backing up Database

Before beginning the conversion, create a security backup of your BillQuick and Timeslips databases. Store a copy of each database in a separate folder or on a separate storage device.

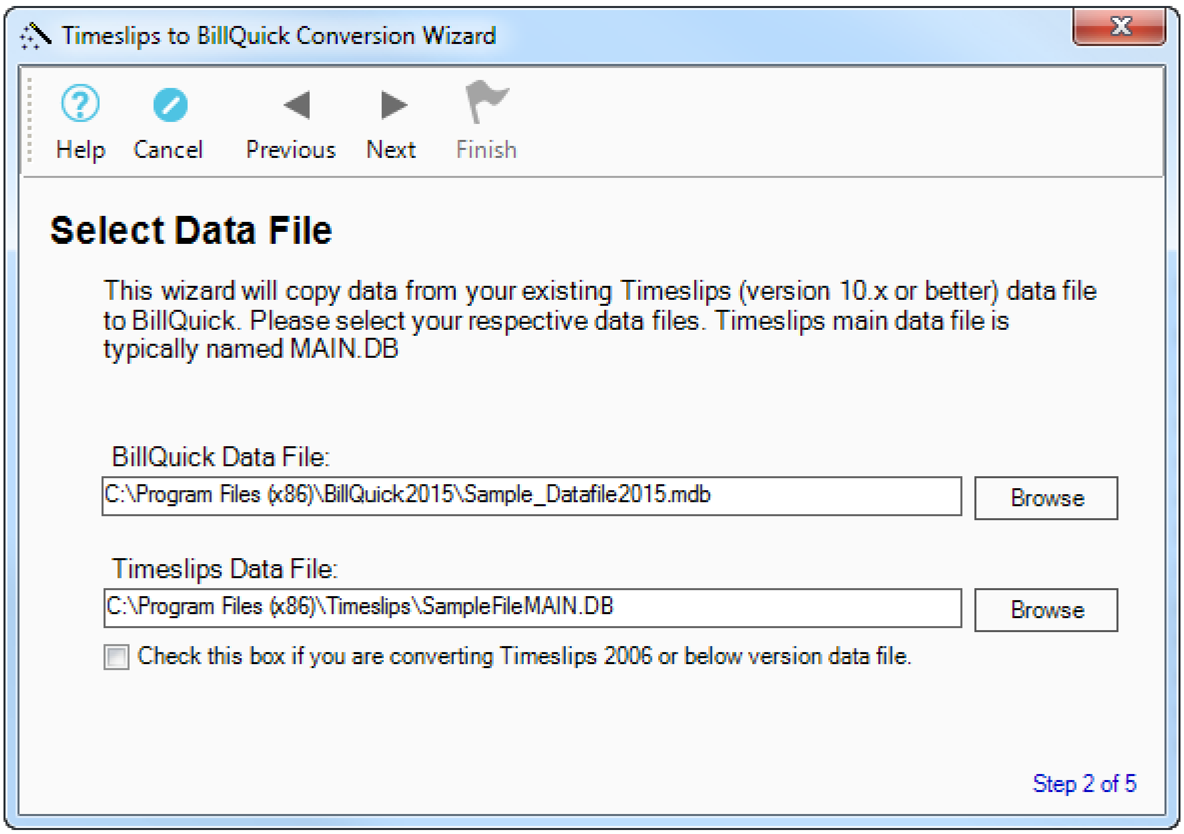
To backup data in BillQuick, select Utilities menu, Backup Database. For Timeslips, please use your normal backup procedure. Close Timeslips before continuing.

3. Converting Data

1. Open the Timeslips to BillQuick Conversion Wizard from the File menu or View menu.

2. Click Next on the Welcome page.

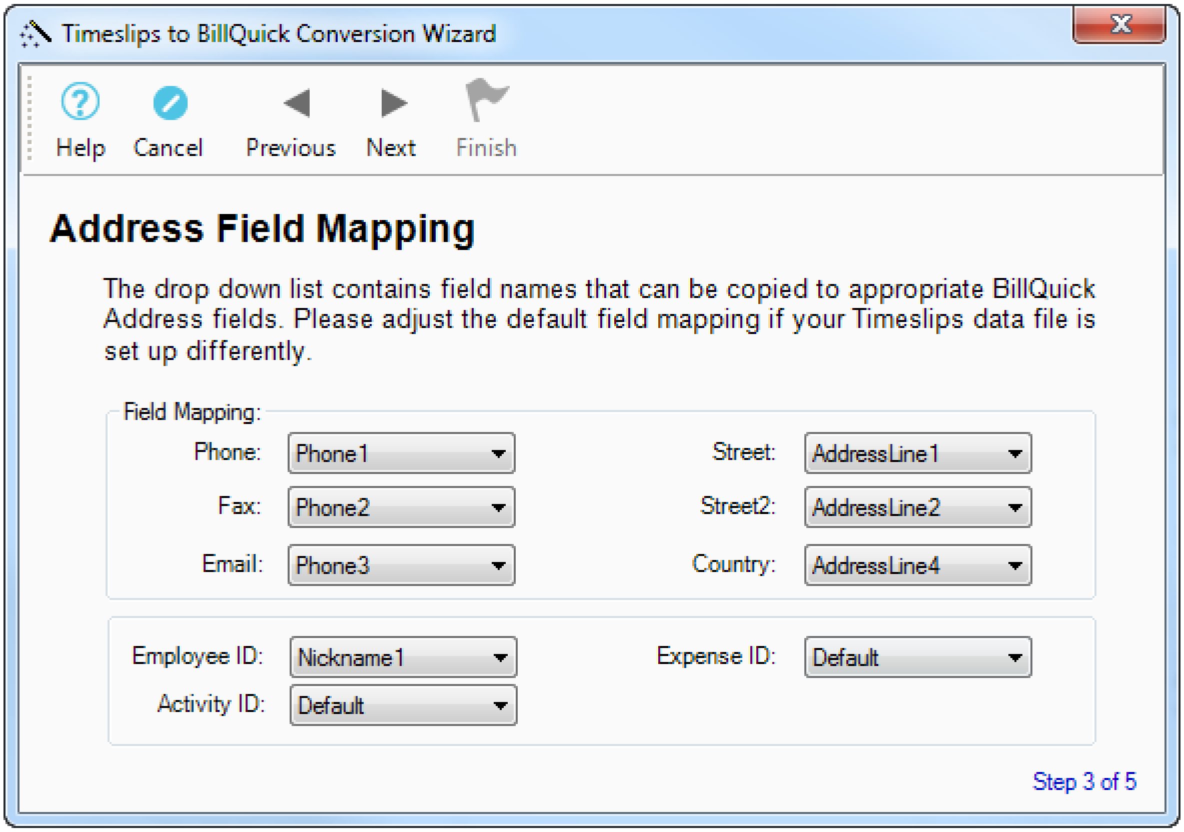
3. On the Select data file page, verify the BillQuick Data File to be used for data transfer. If it is not the one you want to use, click Browse to navigate to the location where it is stored.



Next, Browse to the location where the Timeslips Data File is located and select it. If you are converting a Timeslips 2006 or older version, check the option provided.

If you close and then return to Timeslips to BillQuick Conversion Wizard at a later time, the program remembers the location entered for the databases.

4. Address Field Mapping page displays the BillQuick field names. From the drop-down lists, identify which Timeslips fields map to these BillQuick fields. The most common choices or defaults are already selected.



Phone, Fax, Email, Street, Street2 and Country are the field names representing address information in BillQuick. For Employee ID, Activity ID and Expense ID in BillQuick, select what field you want to save the value for. See the table below for the options in each drop-down list.

BillQuick Fields	Timeslips Fields
Phone	Phone1/2/3/4, Address Line1/2/3/4, None
Fax	Phone1/2/3/4, Address Line1/2/3/4, None
Email	Email Address, Phone1/2/3/4, Address Line 1/2/3/4, None
Street	Phone1/2/3/4, Address Line 1/2/3/4, None
Street2	Phone1/2/3/4, Address Line 1/2/3/4, None
Country	Phone1/2/3/4, Address Line 1/2/3/4, None
Employee ID	Default, Nickname1, Nickname2
Activity ID	Default, Nickname1, Nickname2
Expense ID	Default, Nickname1, Nickname2

For detailed field mapping between Timeslips and BillQuick, see Data Flow section.

5. Move to the Client and Job Field Mapping page. Select Timeslips fields from the drop-down lists and map them to the BillQuick fields. Default choices are pre-selected.

See the table below for the values in each drop-down list.

BillQuick Fields	Timeslips Fields
Client ID	Default, Nickname1, Nickname2
Project ID	Default, Nickname1, Nickname2
Client Name	Client Name, AddressLine1/2/3/4, None
Project Name	Client Name, Nickname1, Nickname2
Project Separator	None, Nickname2, - . / : ; < = > ? (more)

6. Timeslips employs two methods to create projects-the Client References and Client Projects method.

   If you used the Client References method, check the 'Copy Client References as Projects' option to convert the Timeslips Client References to BillQuick Projects.

   If you used the Client Project method, do not check the box. In the Client Project method, Timeslips employs project separators to create multiple projects. For example, if Client A has two projects, they may be identified as A.P1 and A.P2. In this case the Project Separator is a period by default.

   When the Client Project method is used, BillQuick automatically identifies the client name as the text to the left of the project separator. This text transfers to the Project Name field as the default value. You can easily change project names in BillQuick.

7. If you needed to convert your older Timeslips database to a newer version, you were asked to check if there were any zero invoice numbers. If there are, check the Copy Zero Invoices option here. If not, leave the box unchecked.
8. Click the Previous button and verify your choices.
9. When ready, click the Finish button to start the conversion process. A progress bar keeps you informed about the data transfer.

Data Flow

Data conversion from Timeslips to BillQuick is completely automated with the Timeslips to BillQuick Conversion Wizard. However, if you want more details on how Timeslips data maps to BillQuick data, please review this section.

For additional information, see BillQuick Help, Timeslips Data Conversion, Data Field Mapping.

Data Field Mapping

Data is stored in various tables in Timeslips and BillQuick databases. Below is a list showing the flow of data from Timeslips tables (modules) to the corresponding BillQuick tables (modules).

Timeslips Module Name	Dataflow	BillQuick Module Name
Task	→	Activity Code
Expense	→	Expense Code
Timekeeper	→	Employee
Client	→	Client
Client Reference	→	Project
Expense Slip	→	Expense Log
Time Slip	→	Time Entry
Invoice-Account	→	Invoice
Payment-Account	→	Payment

Data fields in Timeslips map to corresponding fields in BillQuick. Below are the field mappings between Timeslips and BillQuick for each data table (module). The tables below include default values that transfer from Timeslips to BillQuick. If you chose to send a different value, for example, Nickname 2 for Employee ID, the values would change accordingly.

Timeslips Timekeeper	Dataflow	BillQuick Employee
Nickname 1	→	Employee ID
Full Name	→	Last Name + MI + First Name
*($1.00 by default)	→	Bill Rate
Overhead Cost	→	Cost Rate

* Employee Bill Rate does not exist in Timeslips. However, as it is a required field in BillQuick, a placeholder of '$1.00' is inserted in the Bill Rate field.

Timeslips Client	Dataflow	BillQuick Client
Nickname 1	→	Client ID
Full Name	→	Company
Address 1	→	Street
Address 2	→	Street2
City	→	City
State	→	State
Country	→	Country
Zip	→	Zip
Phone	→	Phone
Fax	→	Fax
Classification: Open, Inactive/Closed	→	Status: Active, Inactive

Timeslips Task	Dataflow	BillQuick Activity
Nickname 1+ Nickname 2	→	Activity ID
Nickname 1	→	Code
Nickname 2	→	Sub
Bill Status: Billable/Ignore/Override, Do Not Bill/No Charge	→	Billable: -1, 0
Full Name	→	Description
Description	→	Memo
Classification: Open	→	Inactive: 0

Timeslips Expense	Dataflow	BillQuick Expense
Expense (Nickname1+ Nickname2)	→	Exp ID
Nickname 1	→	Code
Nickname 2	→	Sub
Full Name	→	Description
Billable Status: Billable/Ignore/ Override	→	Billable
Classification: Inactive/Closed, Open	→	Inactive: -1, 0

Data Flow

Timeslips Client Reference	Dataflow	BillQuick Project
Nickname 1:NickName 2	→	*Project ID
Nickname 1	→	Code
Nickname 2	→	Phase
Nickname 1	→	Name
Client	→	Client ID
‘From Timeslips’	→	Employee ID

* To ensure compatibility and correct data processing, BillQuick automatically takes the name on the left side of the project separator as the BillQuick Project ID when no client references (projects) exist in Timeslips.

Timeslips Time Slip	Dataflow	BillQuick Time Entry
Timekeeper	→	Employee ID
Reference	→	Project ID
Task (Nickname 1 + Nickname 2)	→	Activity ID
Time Spent	→	Hours
Memo	→	Description
Start Date	→	Date
Billing Status: Billable/Override	→	Bill: -1
Rate	→	Bill Rate
Rate	→	Cost Rate
Memo	→	Memo
*Reference	→	Project Name
Time Estimated	→	Hours

* If the Reference is blank or None in Timeslips, BillQuick creates a Project Name using the Timeslips Client name.

Timeslips Expense Slip	Dataflow	BillQuick Expense Log
Timekeeper	→	Employee ID
Reference (Nickname1+ Nickname2)	→	Project ID
Expense (Nickname1 + Nickname2)	→	Exp ID
Memo	→	Description
Price	→	Cost
Billing Status: Billable/Override, Do Not Bill/No Charge	→	Billable: -1, 0
Value	→	Charge Amount
Memo	→	Memo
Start Date	→	Date
Quantity	→	Units

Timeslips Invoice	Dataflow	BillQuick Invoice
Inv No.	→	Inv #
Date	→	Date
*Client Name	→	Project ID
*Client Name	→	Project Name
Amount	→	Amount
Balance	→	Balance
Total Paid	→	Paid
‘From Timeslips’	→	Client ID
‘From Timeslips’	→	Employee ID

* Project ID is required in BillQuick and hence a Project ID is automatically created from the Client name in Timeslips if no client reference (project) exists therein.

Timeslips Payment	Dataflow	BillQuick Payment
Client	→	Client ID
Payment Date	→	Date (payment)
Payment Amount	→	Amount (Payment)
Memo	→	Memo

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*Congratulations! You have now an understanding of data flow from Timeslips to BillQuick and how to ensure that the data transfer is accurate. To learn more, check the **BillQuick Help**.*

For more information, visit us at www.bqe.com.If you have any trouble in using the conversion tool, 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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