BillQuick
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Power Up Your Business

Wind2/Deltek FMS-BillQuick Conversion

Contents

Introduction

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

The goal of the **Wind2/Deltek FMS→BillQuick Conversion Guide** is to help new users effectively transfer data from Wind2 software (now Deltek FMS® by Deltek Systems) 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 Wind2/Deltek FMS data is converted to BillQuick, you have a single database to work with. You can then archive the Wind2/Deltek FMS data at your convenience. The Wind2/Deltek to BillQuick Conversion Utility, which is built into BillQuick, transfers critical information from Wind2/Deltek FMS 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 Wind2/Deltek FMS database. During testing, a 100-MB Wind2 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 Wind2/Deltek FMS→BillQuick data conversion process. Understanding how data transfers will help you visualize what is happening behind the scenes. Wind2/Deltek FMS to BillQuick Conversion Utility walks you through the entire conversion process, step-by-step. Finally, Data Flow explains the Wind2/Deltek FMS 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 Wind2 (version 2003.3.03 or later) or Deltek Financial Management System.

If you have a Wind2/Deltek FMS SQL database, contact BillQuick Support or your Account Rep to have a BillQuick Consultant do the conversion for you.

How Conversion Works

Understanding the basics of Wind2/Deltek FMS→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 Wind2/Deltek FMS program.

The table below shows the flow of data from Wind2/Deltek FMS to BillQuick. You can be very specific in determining how and what data flows to BillQuick.

Wind2/FMS Table Name	Dataflow	BillQuick Table Name
Labor Codes	→	Activity Codes
Expense Codes	→	Expense Codes
Employee	→	Employee
Client	→	Client
Project	→	Project
Time Record	→	Time Entry
Expenses	→	Expense Log
Invoice	→	Invoice
Payment	→	Payment

To review detailed, field-by-field mapping of records between Wind2/Deltek FMS and BillQuick, see BillQuick Help, Wind2/Deltek FMS Data Conversion, Data Field Mapping.

As you can see above, Wind2/Deltek FMS conversion with BillQuick is very comprehensive. The major benefit is that you do not have to re-enter Wind2/Deltek FMS data into BillQuick. BillQuick manages the process, using your conversion preferences.

Conversion Rules

To ensure accuracy and completeness of data transfer, Wind2/Deltek FMS→BillQuick Conversion follows a set of rules. These are:

1. **Backup Data:** Back up your Wind2/Deltek FMS 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 Wind2/Deltek FMS. Enter the required information such as Company Name, License Key, and Registration Key in the Company screen.

Conversion Utility

Existing Wind2/Deltek FMS 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 data file (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 Wind2/Deltek FMS at your convenience.

Wind2/Deltek FMS to BillQuick Conversion Utility

The Wind2/Deltek FMS to BillQuick Conversion Utility populates your BillQuick Company database with data from Wind2/Deltek FMS. 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 Wind2/Deltek FMS 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, New from the menu. 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 Data File dialog box, enter a name for your company 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 Wind2/Deltek FMS 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 Wind2/Deltek FMS. Click the Close button.
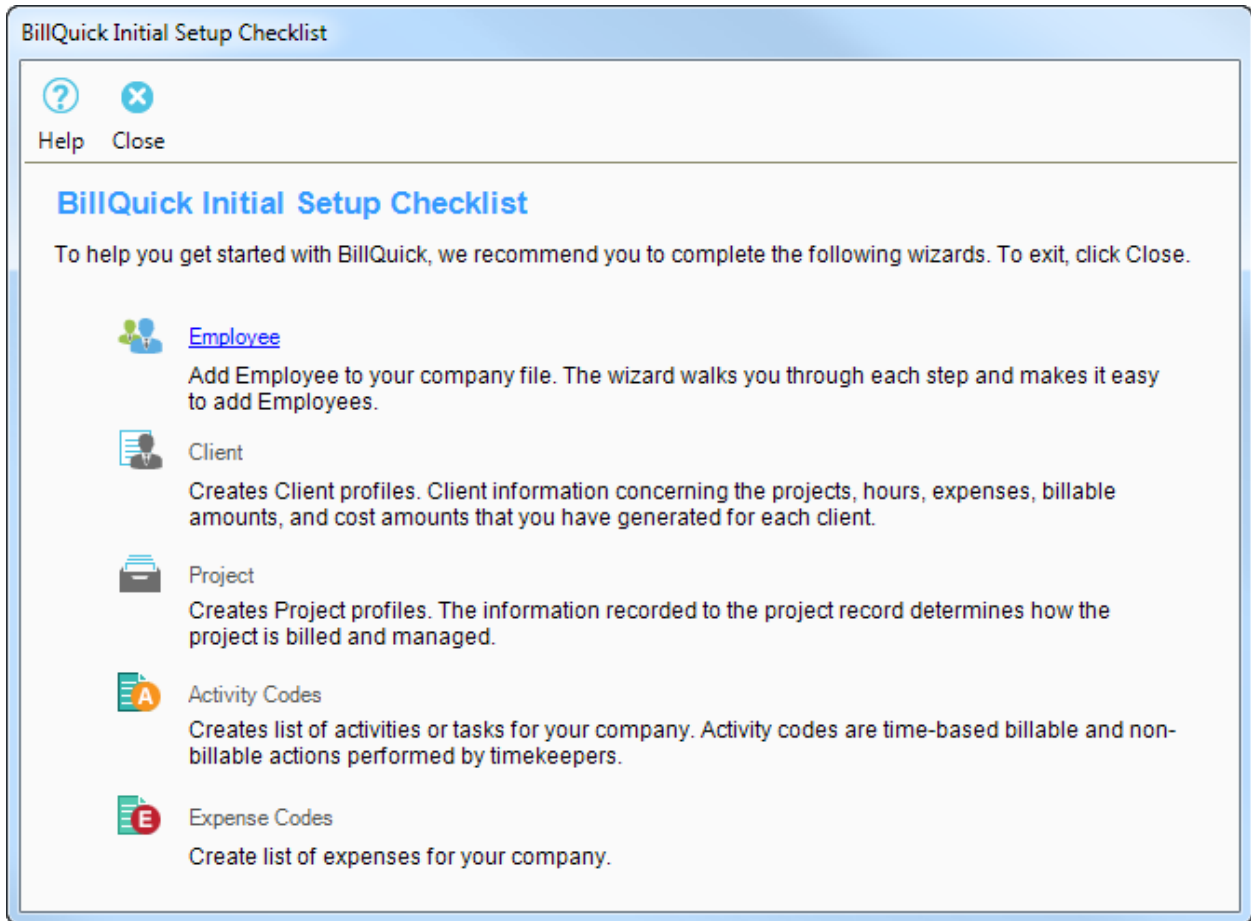
9. Next, the Company screen displays. Either complete the fields now and click the Save button when you have finished, or click the Close button and perform this task later.

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.
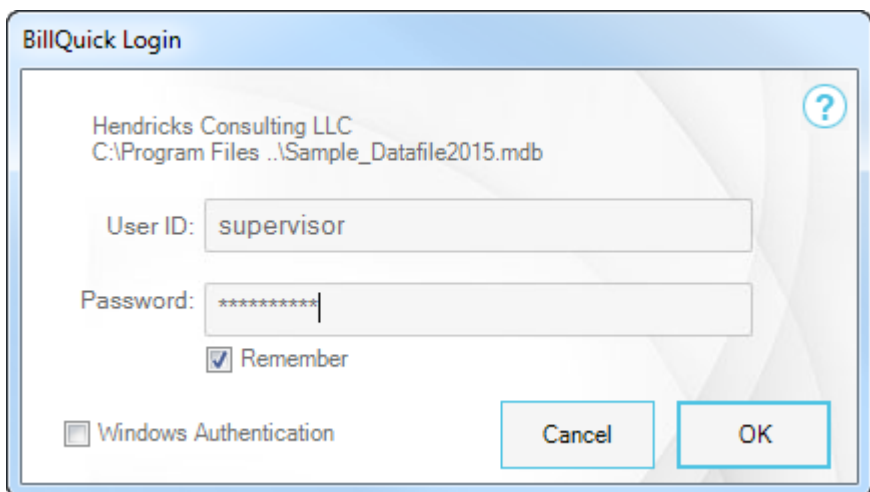
2. Backing up Database

Backup both your BillQuick and Wind2/Deltek FMS databases. Store a copy in another folder or on a separate storage device.

To backup data in BillQuick, select Utilities, Backup Database from the menu. Follow the normal procedure to back-up your Wind2/Deltek FMS database. Close both programs before proceeding. This clears internal settings and allows you to start fresh.

3. Converting Data

1. Choose Wind2/FMS Conversion from the File menu.

2. The 'Wind2/Deltek FMS to BillQuick Conversion Utility' displays. On the Welcome page, click Next.

3. On the BillQuick Database Type page, select the database you want to use for data transfer. Select the first option, 'Automatically detect…' to have BillQuick scan the currently open data file. Click Next.
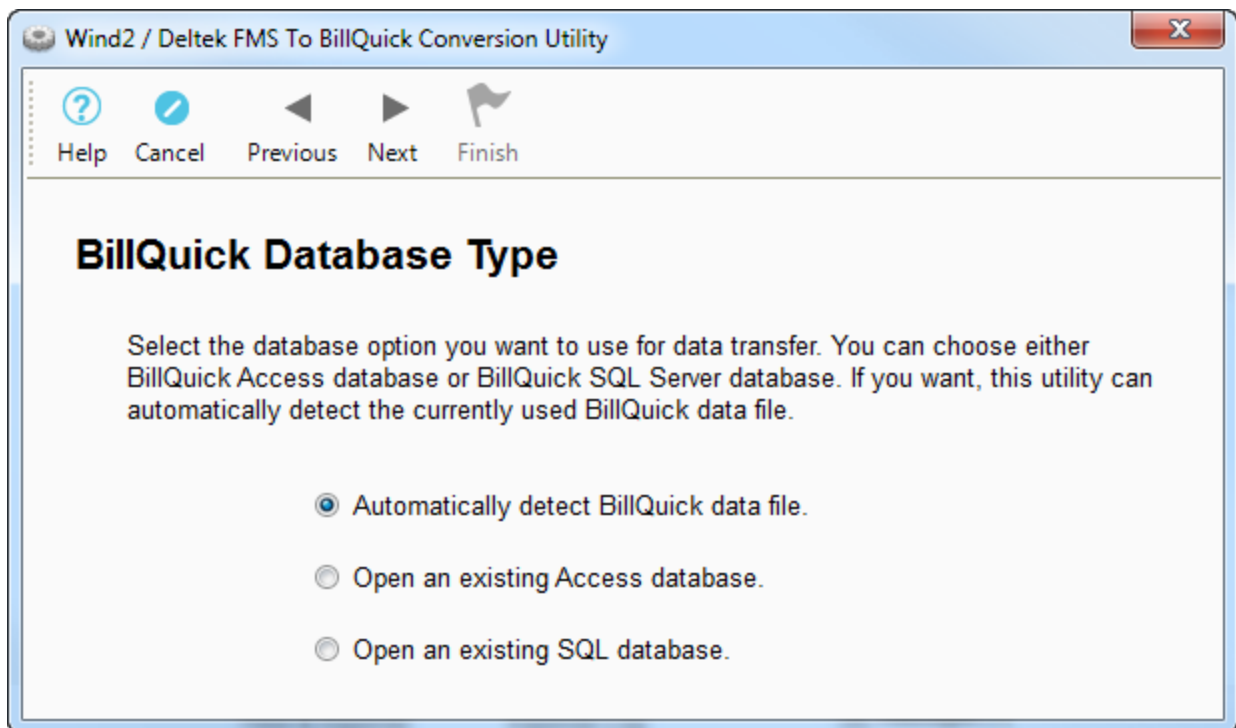
If you close and return to Wind2/Deltek FMS to BillQuick Conversion Utility at a later time, BillQuick remembers the database.

4. By default, the wizard accesses the currently open BillQuick Database. If you want to select another file, click [···] to browse to its location. Click Next.

Similarly, select the Wind2/FMS Database Name to be used for data conversion. Select the Non-SQL, SQL (Deltek) or SQL (Wind2) backend option. Wind2 main data file is typically named DATASET.DBC. Click Next.
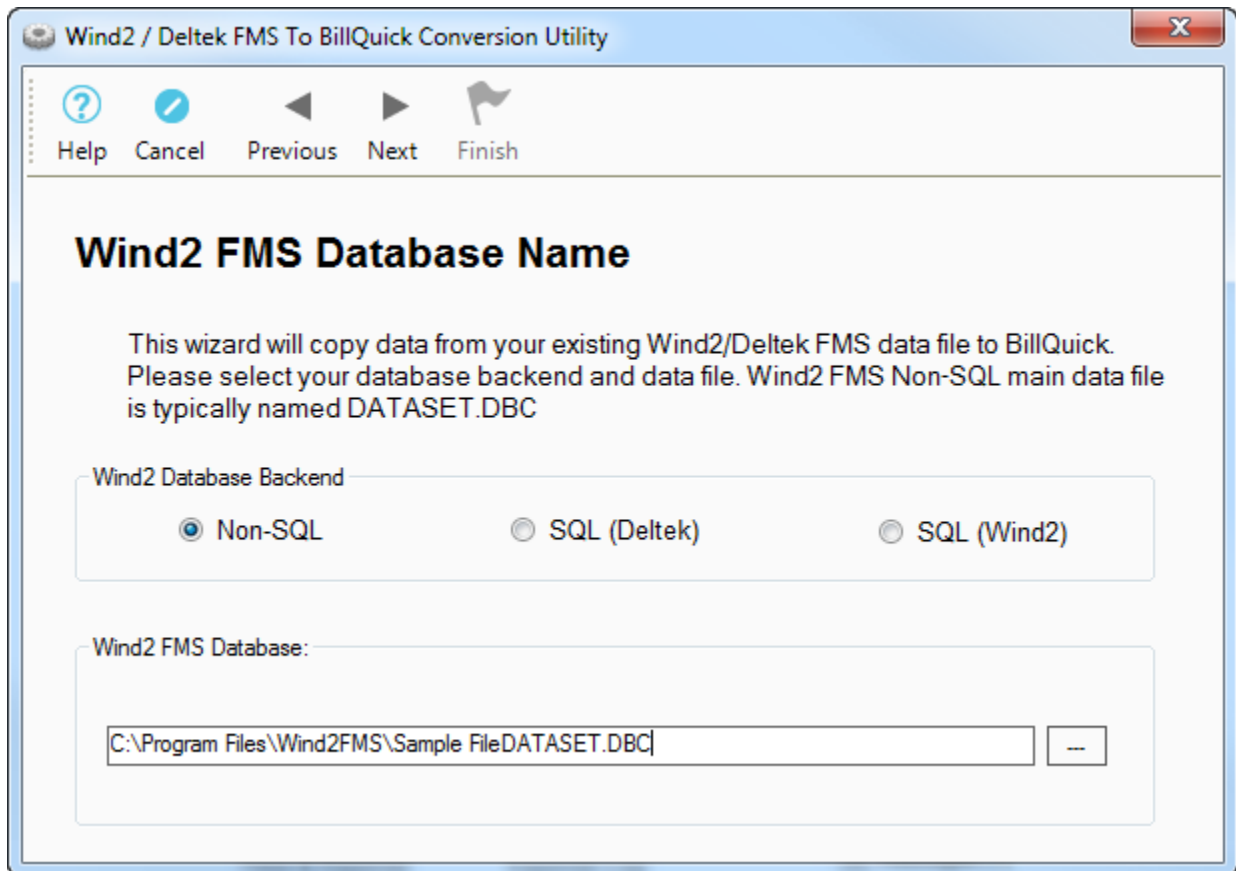
5. Identify where the Wind2/Deltek FMS Card File is. Wind2 Card File is typically named Sycont.DBF and located in your Wind2/Deltek FMS folder. Click [---] to browse to its location. Click Next.

6. Before beginning the transfer, you can verify information by clicking Previous on each page. When ready, click Finish to start the data conversion process.

As Wind2/Deltek FMS data transfers data into your BillQuick company database, a progress bar displays. It stops automatically and informs you when it the process is complete.

Data Flow

Data conversion from Wind2/Deltek FMS to BillQuick is completely automated with the Wind2/Deltek FMS to BillQuick Conversion Utility. However, if you want more details on how Wind2/Deltek FMS data maps to BillQuick data, please review this section.

> For additional information, see BillQuick Help, Wind2 FMS Data Conversion, Data Field Mapping.

Data Field Mapping

Data is stored in various tables in Wind2/Deltek FMS and BillQuick databases. Below is a list showing the flow of data from Wind2/Deltek FMS tables (modules) to the corresponding BillQuick tables (modules).

Wind2/FMS Table Name	Dataflow	BillQuick Table Name
Labor Codes	→	Activity Codes
Expense Codes	→	Expense Codes
Employee	→	Employee
Client	→	Client
Project	→	Project
Time Record	→	Time Entry
Expenses	→	Expense Log
Invoice	→	Invoice
Payment	→	Payment

The flow diagram shows a different view of the same movement of data.

Master information in Wind2/Deltek FMS flows into the master records in BillQuick. The same occurs for time and expenses, invoices and payments. BillQuick converts all pertinent data from Wind2/Deltek FMS, providing familiar and consistent information and production results on the screen and in reports. While the look and feel is different, the underlying data is the same.

Data fields in Wind2/Deltek FMS map to corresponding fields in BillQuick. Below are the field mappings between Wind2/Deltek FMS and BillQuick for each data table (module). The tables below include default values that transfer from Wind2/Deltek FMS to BillQuick.

Wind2/FMS Employees	Dataflow	BillQuick Employee
Employee ID	→	Employee ID
Last Name + MI + First Name	→	Last Name + MI + First Name
Hourly Billing Base Rate	→	Bill Rate
Hourly Cost Rate	→	Cost Rate

i You may notice an Employee ID 'FromWind2'. BillQuick automatically creates this employee record for time and expense entries transferred from Wind2/Deltek FMS if they are not against a specific employee. These entries are associated with this special Employee ID to ensure compliance with BillQuick data requirements.

Wind2/FMS Client	Dataflow	BillQuick Client
Client ID	→	Client ID
Name	→	Company
Address [associated card file]	→	Street
Address [associated card file]	→	Street2
City [associated card file]	→	City
State/Province [associated card file]	→	State
Country [associated card file]	→	Country
Postal Code [associated card file]	→	Zip
Fax [associated card file]	→	Fax
Inactive (check box)	→	Status

Wind2/FMS Labor Code	Dataflow	BillQuick Activity
AR	→	Code
Labor Code	→	Sub
(if Time Off code, it is set to non-billable)	→	Billable:
Set to 0	→	Bill Rate
Set to 0	→	Cost Rate

Wind2/FMS Expense Code	Dataflow	BillQuick Expense
Expense Code ID	→	Code
Description	→	Description
Billable Status: Billable/Ignore/Override	→	Cost
Classification: Inactive/Closed, Open	→	Billable
Multiplier*	→	MU%
Inactive	→	Inactive

*In Wind2/Deltek FMS, there are two ways to markup the expense, using a multiplier and a markup. When the figure is transferred to BillQuick, the MU percentage is calculated using both values.

Wind2 Projects	Dataflow	BillQuick Project
Project ID	→	*Project ID
Title	→	Name
Client	→	Client
Inactive/Completed (check box)	→	Status
Hourly by default	→	Contract Type
Set as 0	→	Contract Amount
Set as 0	→	Service Amount
Set as 0	→	Exp Amount
Default date of data Creation in Wind2	→	Start Date
Set as 0	→	% Complete
Manager*	→	Manager
State [associated card file attached]	→	State
City [associated card file attached]	→	City
Postal Code [associated card file attached]	→	Zip
Country [associated card file attached]	→	Country

*From Wind2/Deltek FMS, where no specific manager is attached to the Project.

Wind2/FMS Time Records	Dataflow	BillQuick Time Entry
Timekeeper	→	Employee ID
Project	→	Project ID
Lab Code	→	Activity
Bill Hours	→	Hours
Bill?	→	Billable
B? (checked)	→	Approved
Date	→	Date
OT Hours*	→	OT (check box)
Comment**	→	Description

In BillQuick, a separate time entry is made for overtime hours and the OT Flag is checked.
**If the Comment field is not filled, BillQuick transfers the description of the activity labor code.*

Wind2/FMS Expenses	Dataflow	BillQuick Expense Log
Employee ID (or FromWind2)	→	Employee ID
Project	→	Project ID
Transaction	→	Exp ID
Unit Cost	→	Cost
Bill? * (yes)	→	Billable
Billing Status: Billable/Override, Do not Bill/No Charge	→	MU
Charge	→	Amount
Comment	→	Description
Date	→	Date
Bill Units	→	Units

In Wind2/Deltek FMS, you can markup the cost using Unit Markup and/or Multiplier. When transferring data from Wind2/Deltek FMS to BillQuick, it calculates the MU based on both the figures.

Wind2/FMS Invoices	Dataflow	BillQuick Invoice
Invoice Number	→	Inv #
Invoice Date	→	Date
Project	→	Project ID
Invoice Amount	→	Amount
Invoice Balance	→	Balance
Total Paid	→	Paid
Client	→	Client ID

Wind2/FMS Payments	Dataflow	BillQuick Payment
Client	→	Client ID
Project	→	Date (payment)
Invoice	→	Amount (Payment)
Project Name	→	Memo
Date Paid	→	Date
Payment Type	→	Pay Method
Amount	→	Amount
Check #	→	Reference
Notes	→	Memo
Balance	→	Balance
Project	→	Project ID
Invoice	→	Invoice No
Date Paid	→	Date
Amount Paid	→	Paid
Balance	→	Balance

*Congratulations! You have now an understanding of data flow from Wind2/Deltek FMS 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.

BQE Software, Inc.

World Headquarters

NORTH & SOUTH AMERICA

3825 Del Amo Blvd.

Torrance, CA 90503

USA

Tel: (866) 945-1595 (toll-free) | +1 (310) 602-4010

Email: sales@bqe.com | support@bqe.com

AUSTRALIA, NEW ZEALAND & ASIA

Suite 7 255 Broadway
Glebe, New South Wales 2037
Australia

Tel: 1300 245 566 (toll-free) | +61 (02) 9249 7327

Email: aus-sales@bqe.com

EUROPE, MIDDLE EAST & AFRICA

Crosshaven Co. Cork
Ireland

Tel: +44 2034119852

Email: uk-sales@bqe.com

For more information, visit: www.bqe.com