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**EngineerOffice** 2014  
Problem Solved

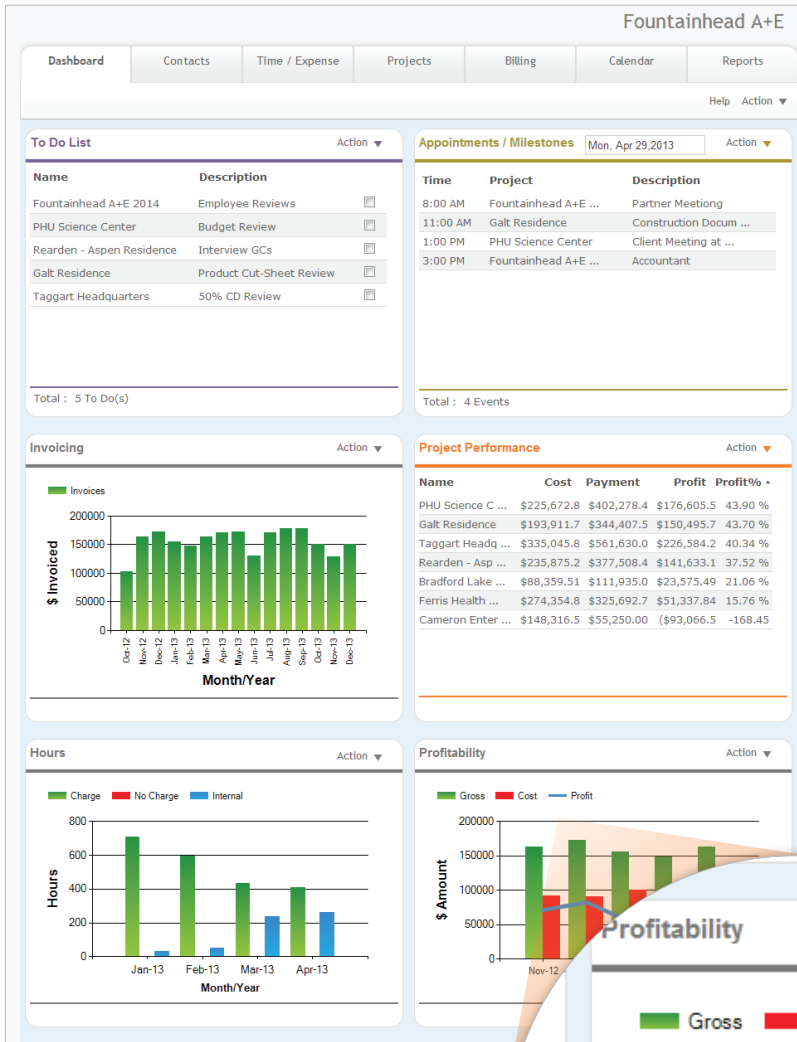


## We have the solution to your business problems.

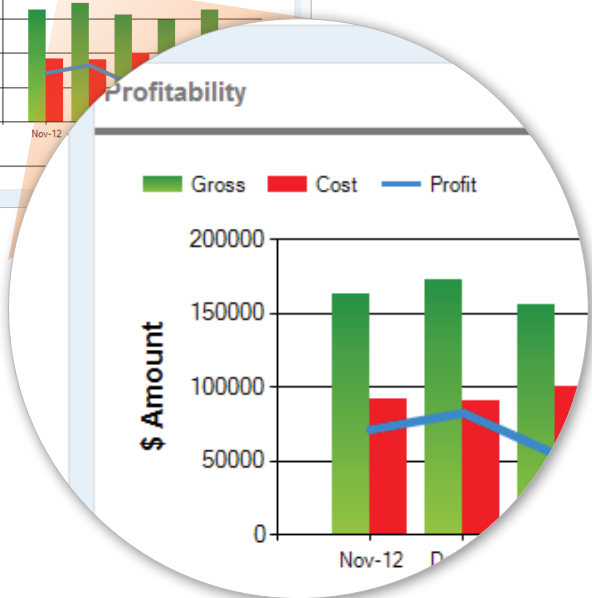
BQE EngineerOffice® is an award-winning time tracking, billing, and project management software for engineers. For more than 10 years, we have helped our customers efficiently manage people and projects, while they focus on core areas of their business. We provide project managers with easy-to-use tools to simplify their workload, increase cash flow, and generate more revenue. In our latest release, we have enhanced our reporting and invoicing features to be more intelligent, automated, and user-friendly. The powerful EngineerOffice 2014 brilliantly organizes and analyzes your data, presenting useful information to help you solve your everyday business management problems.

# Simple Usability

Intuitive, streamlined design that allows for efficiency and ease-of-use.



- Monitor KPIs on an organized Dashboard
- Accessible anywhere, anytime
- Access via iPhone, iPad, or Android devices
- Export data easily
- Color code your data
- Manage documents in one place
- Customize project folder locations
- Easily identify “No-charge” time
- Transfer retainers between projects
- Print Client Statements
- Customize Start of the Week on timecard and reports



# Powerful Time & Expense Tracking

Clearly track employees' time and expenses on a single screen.

The screenshot displays the 'Fountainhead A+E' software interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Contacts', 'Time / Expense' (which is highlighted), 'Projects', 'Billing', 'Calendar', and 'Reports'. Below this is a 'Print' button and a 'Help Action' dropdown. The main content area is divided into sections for 'Time', 'Expense', 'Detail', and 'Filter'. The 'Time' section shows a summary for employee 'Howard Roark' for the week beginning 'Sun, 12 May, 2013'. A table provides a breakdown of hours by day of the week, with Friday (05/17/2013) highlighted in yellow. Below this, a detailed view for 'Howard Roark - Friday, May 17, 2013' shows a list of tasks with columns for Date, Project, Phase, Job Code, Task/Description, Chg, and Hours. The tasks include 'Paid Time Off' (Vacation), 'Reflected Ceiling Plans', 'Code Analysis - Consultants', and 'In-House Meetings'. A 'Totals' field at the bottom right shows a value of 8.

	TOTALS	SUNDAY 05/12/2013	MONDAY 05/13/2013	TUESDAY 05/14/2013	WEDNESDAY 05/15/2013	THURSDAY 05/16/2013	FRIDAY 05/17/2013	SATURDAY 05/18/2013
Hours Chargeable	29	-	7	-	8	8	6	-
Hours Non-Chargeable	-	-	-	-	-	-	-	-
Hours Internal	11	-	1	8	-	-	2	-
Hours Entered	40	-	8	8	8	8	8	-
Hours Required	40	-	8	8	8	8	8	-
Hours Remaining	-	-	-	-	-	-	-	-
Slip Efficiency	72.5%	0.00%	87.5%	0.00%	100%	100%	75%	0.00%

Date	Project	Phase (0.00 %)	Job Code	Task/Description	Chg	Hours
05/17/2013	2013-0000 : Fountainhead A	Paid Time Off	Vacation		<input checked="" type="checkbox"/>	
05/17/2013	Ferris Health Clinic	04 Construction Document: Basic Services		Reflected Ceiling Plans	<input checked="" type="checkbox"/>	4 \$
05/17/2013	Ferris Health Clinic	04 Construction Document: Basic Services		Code Analysis - Consultants	<input checked="" type="checkbox"/>	2 \$
05/17/2013	Fountainhead A+E 2013	In-House Meetings	Office		<input checked="" type="checkbox"/>	2 ✓

Totals: 8

- Quickly review time and expenses by project or employee
- Configure settings so employees see only their assigned projects
- Write unlimited length notes for time and expenses
- Track Personal Time Off
- Flag items as Billable/Non-Billable
- Easily withhold selected time or expenses from being invoiced
- Turn Timer on/off
- Select and assign tasks for every project
- Link receipts, pictures, and files to expenses
- Easily track employees' schedules in real-time
- Instantly learn which team members are overextended or underutilized

# Smart Project Management

Business intelligence tools that help you stay organized and up-to-date on jobs.

The screenshot displays the 'Projects' tab in the Fountainhead A+E software. The interface includes a navigation menu at the top with options like Dashboard, Contacts, Time / Expense, Projects (selected), Billing, Calendar, and Reports. Below the menu is a search bar containing '2013-0003: Cameron Enterprises HQ' and navigation buttons for 'Previous', 'Next', 'Help', and 'Action'. The main content area is divided into several sections:

- Details Section:** Includes checkboxes for 'Use Task for Time' (checked) and 'Use Estimated Completion for Progress' (unchecked), along with an 'Action' dropdown.
- Phase Progress Table:** A table showing the progress of various project phases. The '02 Schematic Design' phase is highlighted in yellow.
- 02 Schematic Design Details:** A sub-section for the selected phase, featuring a 'Type' dropdown, 'Responsible' dropdown, 'Status' dropdown (set to 'Pending'), and an 'Action' dropdown.
- Task List Table:** A table listing tasks under the '02 Schematic Design' phase, including 'Building Elevations - Character', 'Typical Sections', 'Scope Specifications - all Divisions', and 'Schedules: Room Finish & Door'. Each task row includes columns for 'Start Date', 'Budget Hrs', 'Actual Hrs', and 'Status'.

Phase	%	Progress	Phase Budget Hrs	Task Budget Hrs	Phase Actual Hrs
01 Pre-Design	100.00 %	<div style="width: 100%;"></div>	0.00	66.50	78.75
02 Schematic Design	62.00 %	<div style="width: 62%;"></div>	648.65	686.25	606.25
03 Design Development	39.00 %	<div style="width: 39%;"></div>	933.33	951.00	617.00
04 Construction Documents	2.00 %	<div style="width: 2%;"></div>	1666.67	1560.25	38.00
06 Contract Administration	0.00 %	<div style="width: 0%;"></div>	0.00	202.00	
<b>Totals:</b>			<b>3248.65</b>	<b>3466.00</b>	<b>1340.00</b>

Task	Start Date	Budget Hrs	Actual Hrs	Status
Building Elevations - Character		96.00	37.75	Pending
Typical Sections		96.00	48.00	Pending
Scope Specifications - all Divisions		36.00	24.00	Pending
Schedules: Room Finish & Door		32.00	23.00	Pending
<b>Totals:</b>		<b>260.00</b>	<b>132.75</b>	

- Watch the status of tasks by phase
- Schedule, budget, and assign tasks as you see fit
- Track budget vs. actual hours and costs in real-time
- Track submittal-approval, drawing, and RFI workflows
- Identify inefficient employees and profit sources
- Prepare competitive, realistic fee proposals
- Customize phases and job codes
- Manage consultant fees
- Track % complete using Tasks
- Live access to all project documents
- Create secure notes for projects and contacts

# Flexible Invoicing

Dynamic invoicing features that make it easier for you to bill clients.

Fountainhead A+E

Dashboard    Contacts    Time / Expense    **Projects**    Billing    Calendar    Reports

2012-0003:PHU Science Center    Previous    Next    Help    Action ▼

Details    General    Logs    Documents    Events    Tasks    Slips    **Billing**

Summary ▼

Billing Client: Dr. Robert Stadler     Hours     \$/Hours    Action ▼

Basic Services	Budget				Actual			Invoiced			
	%	Hrs	Fee+NR Exp	Hr Fee	%	Hrs	Fee+NR Exp	%	Fee+NR Exp	Hr Fee	Remain
01 Pre-Design	3 %	50	\$10,000	\$0	103 %	46	\$10,325	100 %	\$10,000	0	\$0
02 Schematic Design	23 %	378	\$70,000	\$0	94 %	351	\$65,991	100 %	\$70,000	0	\$0
03 Design Development	28 %	472	\$85,000	\$0	86 %	389	\$73,135	100 %	\$85,000	0	\$0
04 Construction Documents	33 %	571	\$100,000	\$0	60 %	355	\$60,148	100 %	\$100,000	0	\$0
06 Contract Administration	13 %	267	\$40,000	\$0	25 %	53	\$9,925	95 %	\$38,000	0	\$2,000
<b>Totals</b>	<b>100 %</b>	<b>1738</b>	<b>\$305,000</b>	<b>\$0</b>	<b>72 %</b>	<b>1,194</b>	<b>\$219,524</b>	<b>0 %</b>	<b>\$303,000</b>	<b>\$0</b>	<b>\$2,000</b>

Hours     \$/Hours

Additional Services	Budget				Actual			Invoiced			
	%	Hrs	Fee+NR Exp	Hr Fee	%	Hrs	Fee+NR Exp	%	Fee+NR Exp	Hr Fee	Remain
Construction Management		83	\$12,500		0 %		0	0 %	0		\$12,500
Change Order #01		200	\$0		0 %		0	0 %	0		\$0
<b>Totals</b>		<b>283</b>	<b>\$12,500</b>		<b>0 %</b>	<b>0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$0</b>		<b>\$12,500</b>

<b>ALL SERVICES TOTAL:</b>	<b>100 %</b>	<b>2,022</b>	<b>\$317,500</b>	<b>\$0</b>	<b>72 %</b>	<b>1,194</b>	<b>\$219,524</b>	<b>0 %</b>	<b>\$303,000</b>	<b>\$0</b>	<b>\$14,500</b>
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- Select any of the 5 invoice methods:
  - Stipulated Sum
  - Hourly Rate
  - Percent of Construction
  - Unit Cost
  - Multiple of DPE/DSE
- Designate certain phases to bill hourly
- Batch invoicing
- Reverse or void invoices and payments
- Track GST and VAT
- Bill clients now with Progress Billing
- Assign custom or standard invoice template to a project

**INVOICE**

**BILL TO**

**Hank and Lilly Rearden  
330 Washington Avenue  
Pittsburgh, PA 15223**

**Project Description: Rearden - Aspen Residence**

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
REA-004	Apr 30, 2014	May 30, 2014	2012-0002	<b>\$48,834.00</b>

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
02 Schematic Design	20.00%	\$75,000.00	80.00%	\$60,000.00	100.00%	\$15,000.00	\$0.00
03 Design Development	25.00%	\$93,750.00	50.00%	\$46,875.00	70.00%	\$18,750.00	\$28,125.00
04 Construction Documents	40.00%	\$150,000.00	0.00%	\$0.00	10.00%	\$15,000.00	\$135,000.00
05 Construction Procurement	5.00%	\$18,750.00	0.00%	\$0.00	0.00%	\$0.00	\$18,750.00
07 Consultants	10.00%	\$37,500.00	0.00%	\$0.00	0.00%	\$0.00	\$37,500.00
MEP Engineering	3.00%	\$11,250.00	0.00%	\$0.00	0.00%	\$0.00	\$11,250.00
Structural Engineering	5.00%	\$18,750.00	0.00%	\$0.00	0.00%	\$0.00	\$18,750.00
Civil Engineering	2.00%	\$7,500.00	0.00%	\$0.00	0.00%	\$0.00	\$7,500.00
	<b>100.00%</b>	<b>\$375,000.00</b>	<b>28.50%</b>	<b>\$106,875.00</b>	<b>13.00%</b>	<b>\$48,750.00</b>	<b>\$219,375.00</b>

**Expenses**

Expense Type	Amount
02 Schematic Design	
Blueprinting	\$84.00
02 Schematic Design Total:	\$84.00
<b>Expenses Total:</b>	<b>\$84.00</b>

<b>Invoice Total:</b>	<b>\$48,834.00</b>
<b>Retainer Balance</b>	<b>\$10,000.00</b>

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

- Save invoices as PDF or RTF (Word)
- Attach task and description to itemized invoices
- Create draft invoices with a "Draft" watermark
- Create invoices with memorized dates and date ranges

# Enhanced Reporting

Robust reporting features that meet your specific business needs.

<b>Fountainhead A+E</b>							
<b>Budget vs Invoiced Report</b>							
	Hours Alloc	Hours Used	Hours Remain	\$ Budget	\$ Inv	\$ Remain	Inv%
<b>Peter Keating</b>							
<b>2012-0003 - PHU Science Center</b>							
01 Pre-Design	50.00	644.00	-594.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
02 Schematic Design	378.38	16,157.50	-15,779.12	\$70,000.00	\$70,000.00	\$0.00	100.00%
03 Design Development	472.22	14,004.00	-13,531.78	\$85,000.00	\$85,000.00	\$0.00	100.00%
04 Construction Documents	571.43	33,480.00	-32,908.57	\$100,000.00	\$130,450.00	-\$30,450.00	130.45%
06 Contract Administration	266.67	1,044.00	-777.33	\$40,000.00	\$100,500.00	-\$60,500.00	251.25%
<b>Totals for PHU Science Center</b>	<b>1,738.70</b>	<b>65,329.50</b>	<b>-63,590.80</b>	<b>\$305,000.00</b>	<b>\$395,950.00</b>	<b>-\$90,950.00</b>	<b>129.82%</b>
<b>2012-0004 - Taggart Headquarters</b>							
00 Marketing	0.00	44.00	-44.00	\$0.00	\$0.00	\$0.00	0.00%
01 Pre-Design	162.50	1,295.25	-1,132.75	\$32,500.00	\$32,500.00	\$0.00	100.00%
02 Schematic Design	577.78	22,125.25	-21,547.47	\$130,000.00	\$132,700.00	-\$2,700.00	102.08%
03 Design Development	1,114.29	53,438.00	-52,323.71	\$195,000.00	\$195,000.00	\$0.00	100.00%
04 Construction Documents	1,300.00	61,799.25	-60,499.25	\$195,000.00	\$189,150.00	\$5,850.00	97.00%
05 Construction Procurement	185.71	2,356.00	-2,170.29	\$32,500.00	\$8,125.00	\$24,375.00	25.00%
06 Contract Administration	371.43	468.00	-96.57	\$65,000.00	\$0.00	\$65,000.00	0.00%
<b>Totals for Taggart Headquarters</b>	<b>3,711.71</b>	<b>141,525.75</b>	<b>-137,814.04</b>	<b>\$650,000.00</b>	<b>\$557,475.00</b>	<b>\$92,525.00</b>	<b>85.77%</b>
<b>2013-0002 - Bradford Lake House</b>							
01 Pre-Design	56.25	812.50	-756.25	\$11,250.00	\$8,915.00	\$2,335.00	79.24%
02 Schematic Design	250.00	13,264.50	-13,014.50	\$45,000.00	\$58,670.00	-\$13,670.00	130.38%
03 Design Development	375.00	9,758.00	-9,383.00	\$56,250.00	\$48,375.00	\$7,875.00	86.00%
04 Construction Documents	500.00	1,721.25	-1,221.25	\$67,500.00	\$19,892.50	\$47,607.50	29.47%
06 Contract Administration	360.00	0.00	360.00	\$45,000.00	\$0.00	\$45,000.00	0.00%
<b>Totals for Bradford Lake House</b>	<b>1,541.25</b>	<b>25,556.25</b>	<b>-24,015.00</b>	<b>\$225,000.00</b>	<b>\$135,852.50</b>	<b>\$89,147.50</b>	<b>60.38%</b>
<b>2013-0003 - Cameron Enterprises HQ</b>							
01 Pre-Design	0.00	1,181.25	-1,181.25	\$0.00	\$14,462.50	-\$14,462.50	0.00%
02 Schematic Design	648.65	27,887.50	-27,238.85	\$120,000.00	\$84,000.00	\$36,000.00	70.00%
03 Design Development	933.33	20,361.00	-19,427.67	\$140,000.00	\$35,000.00	\$105,000.00	25.00%
04 Construction Documents	1,666.67	342.00	1,324.67	\$225,000.00	\$22,500.00	\$202,500.00	10.00%
06 Contract Administration	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Totals for Cameron Enterprises HQ</b>	<b>3,248.65</b>	<b>49,771.75</b>	<b>-46,523.10</b>	<b>\$485,000.00</b>	<b>\$155,962.50</b>	<b>\$329,037.50</b>	<b>32.16%</b>
<b>Totals for Peter Keating</b>	<b>10,240.30</b>	<b>282,183.25</b>	<b>-271,942.95</b>	<b>\$1,665,000.00</b>	<b>\$1,245,240.00</b>	<b>\$419,760.00</b>	<b>74.79%</b>
<b>Grand Totals</b>	<b>10,240.30</b>	<b>282,183.25</b>	<b>-271,942.95</b>	<b>\$1,665,000.00</b>	<b>\$1,245,240.00</b>	<b>\$419,760.00</b>	<b>74.79%</b>

- Choose from over 50 reports, including:
  - Work-in-Hand
  - WIP with A/R Aging
  - Bi-Weekly Timecard
  - Time and Expense
  - Payroll
  - Profitability



## Fountainhead A+E

Search Criteria:  
-Status: Active

### WIP with AR Aging - Project

#### 2012-0001 - Galt Residence

	Hrs/Units	Cost	Amount
Expenses:	53.00	\$9,476.40	\$43.00
Services:	23.75	\$3,817.15	\$4,010.00
<b>Total:</b>		<b>\$13,293.55</b>	<b>\$4,053.00</b>

#### Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
GALT-013	12/31/2013	\$3,000.00	\$0.00	\$3,000.00				\$3,000.00
								<b>\$3,000.00</b>

#### 2012-0002 - Rearden - Aspen Residence

	Hrs/Units	Cost	Amount
Expenses:	1.00	\$178.80	\$250.00
Services:	28.00	\$4,865.14	\$5,405.00
<b>Total:</b>		<b>\$5,043.94</b>	<b>\$5,655.00</b>

#### Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
REA-012	12/31/2013	\$16,004.00	\$0.00	\$16,004.00				\$16,004.00
								<b>\$16,004.00</b>

#### 2012-0003 - PHU Science Center

	Hrs/Units	Cost	Amount
Services:	26.00	\$4,083.76	\$5,940.00

#### Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
PHU-014	12/31/2013	\$2,030.00	\$0.00	\$2,030.00				\$2,030.00
								<b>\$2,030.00</b>

#### 2012-0004 - Taggart Headquarters

	Hrs/Units	Cost	Amount
Services:	28.25	\$4,252.70	\$4,237.50

#### Aging Summary

Invoice Number	Date	Bill Amount	Paid	Current	31 To 60	61 To 90	Above 90	Balance
TAG-015	12/31/2013	\$3,900.00	\$0.00	\$3,900.00				\$3,900.00
								<b>\$3,900.00</b>

- Create memorized reports from previously used templates
- Store reports as PDFs
- Customize reports and invoices using Crystal Reports®
- Filter reports by Status, Task, Project, Project Leader, etc.
- Run Profitability Reports based on a date range
- Sort Billing Reports by Project Status
- Create Project Performance Accrued and Cash Reports

# Seamless Integration

Seamlessly integrate and sync EngineerOffice 2014.

- QuickBooks® Integration (QuickBooks® 2008 Pro or better)
- Sync Email, Contacts and Calendar Events to Microsoft Outlook (PC only)
- Sync Email, Contacts and Calendar to Apple Mail, Contacts, and Calendar
- Sync Email, Contacts and Calendar Events to Entourage (Mac)



Outlook



Mail

## EngineerOffice 2014 will:

- Provide principals, project managers, and entire staff with the essential information they need to get work done on time and under budget
- Help you focus on applying creativity to the projects you design, rather than trying to figure out how to manage them
- Make your firm stand out as professional, efficient, and on the leading edge of technology
- Improve your cash flow with customizable invoices that align with your needs and client's expectations

Feature:	Description:
Web-Accessible	Keep information updated remotely and access anytime, anywhere from your computer, iPhone, iPad or Android device.
Visual Cues	Easily spot items that need attention or do a quick comparison.
Document Tracking	Always know where Submittals, Drawings and RFIs are in your project workflow.
Customizable Reports	Change reports to fit your firm's needs.
Memorized Reports	Memorize your favorite reports with search criteria.
Checklists and Tasks	Never miss an important task again by viewing the status of each task by phase.
User Permissions	Securely protect data and control access that is appropriate by role.
QuickBooks Integration	Expand the capabilities of your QuickBooks software and seamlessly sync data.
Microsoft Outlook, Entourage, Apple Mail, Apple Contacts and Apple Calendar Integration	Access your contacts, calendar appointments and emails, no matter where you are.
Document Management	Live access all project documents, create new documents from templates, apply consistent file names to documents, and automatically save and file documents in the correct place.



For more information, visit [www.EngineerOffice.com](http://www.EngineerOffice.com) or call (855) 687-1028.

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