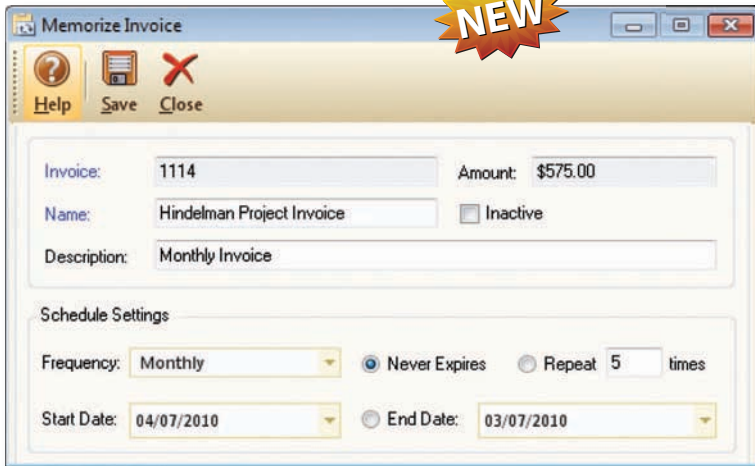


# What's New In BillQuick® 2010

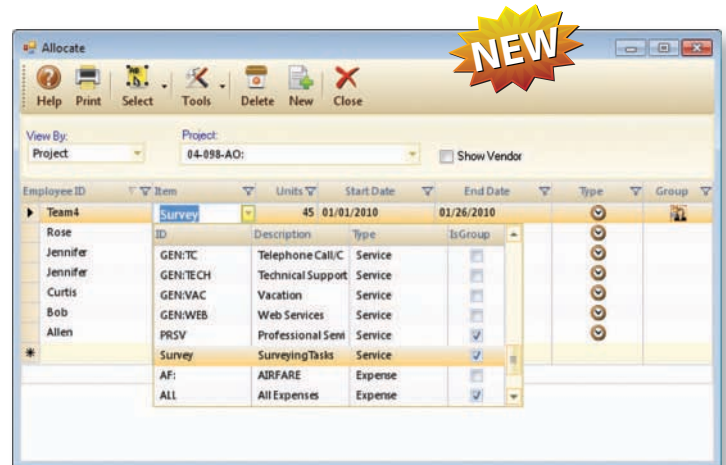


## Memorized Invoices

The key factor for cash flow problems is delayed billing. BillQuick 2010 solves this problem with Memorized Invoices. No longer do you need to generate the same invoice month after month. With BillQuick 2010's new Memorized Invoices feature, you can schedule an invoice to be processed at your desired frequency. The memorized invoice will be processed and ready for you on the day you want it to be processed. This will significantly improve your business cash flow!

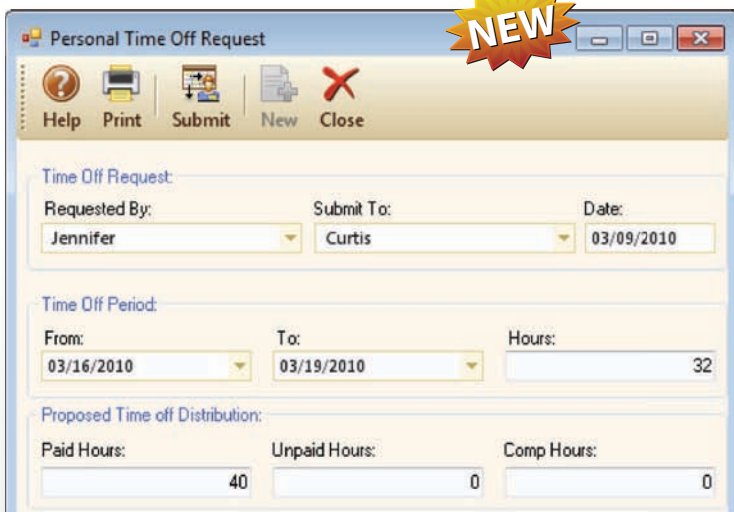
## Employee Task Assignment

This brand new screen will add significant value to your business management. The new Allocate screen allows you to assign tasks and hours to your staff. The start and end date will let you limit the allocated hours to a specified date range. To add to its power, you can send this schedule to each staff member with one click and it will populate their Outlook calendar.



## Personal Time Off Management

Most businesses do not manage proper records for time off requests. Generally this is handled via email or verbal requests and lost or forgotten soon after. Our brand new PTO management feature will take your business management to a new level of efficiency by providing a simple yet effective tool for your staff and managers to request, review and approve all PTO requests. With couple of clicks, you digitize every request and enhance the procedure for requesting, approving and recording PTO.



### Customer QUOTE

"BillQuick has not only met my needs, it has exceeded my expectations. My business is now more organized, clients have no billing frustrations"

- Dan Connaghan  
The Big Brain

**Microsoft**  
CERTIFIED  
Partner



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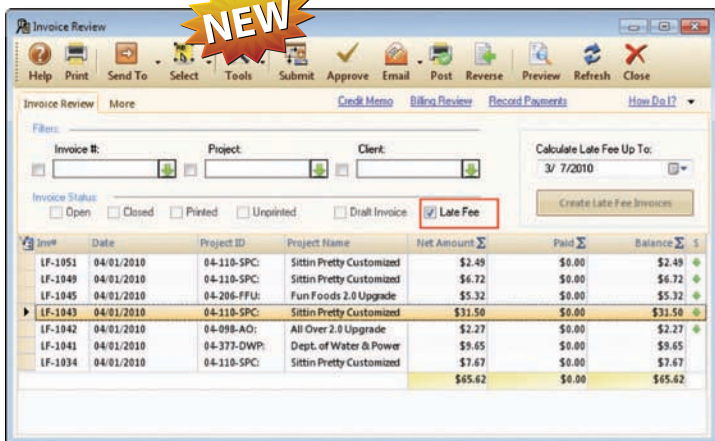
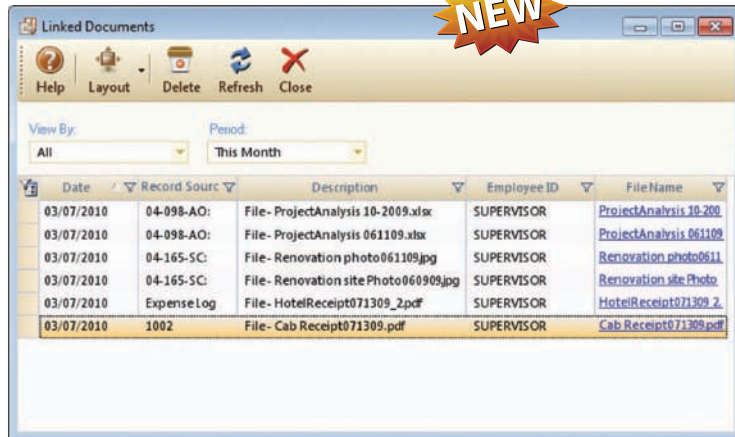
[www.BillQuick.com](http://www.BillQuick.com)

## Enhanced File Linking

We added the file linking ability to almost all the screens, including purchase orders.

No more guessing which expense records or time entries have files linked to them. The new visual indicator helps you clearly see which records have linked files.

To make it easier for you to manage these linked documents, you will enjoy the brand new Linked Documents screen that centralizes all the linked files.

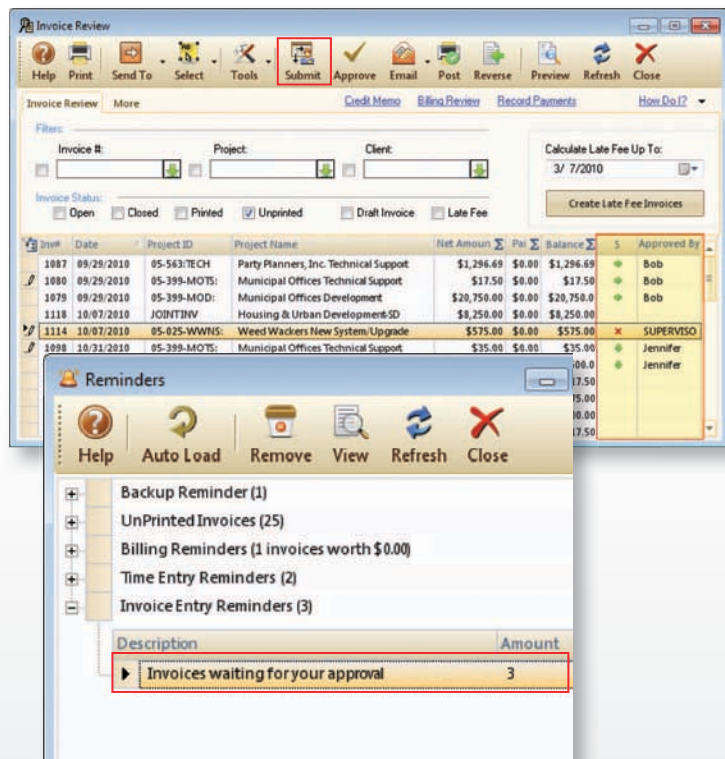


## Enhanced Late Fees

We made a major improvement for processing late fee invoices in BillQuick 2010 which is guaranteed to save you time and effort. The new late fee invoices can be generated with a single click for all past due accounts. Because this new late fee feature generates actual late fee invoices, they will be synced with your accounting software just as your normal invoices do.

## Invoice and Vendor Bill Approval

BillQuick 2010 now allows you to submit invoices, vendor bills and purchase orders to managers for review and approval. No longer do you need to print draft invoices and leave them on a manager's desk. With a couple of clicks you can submit invoices. The manager will get notified via email and when the review has been completed, you will be notified via email too.



### Customer QUOTE

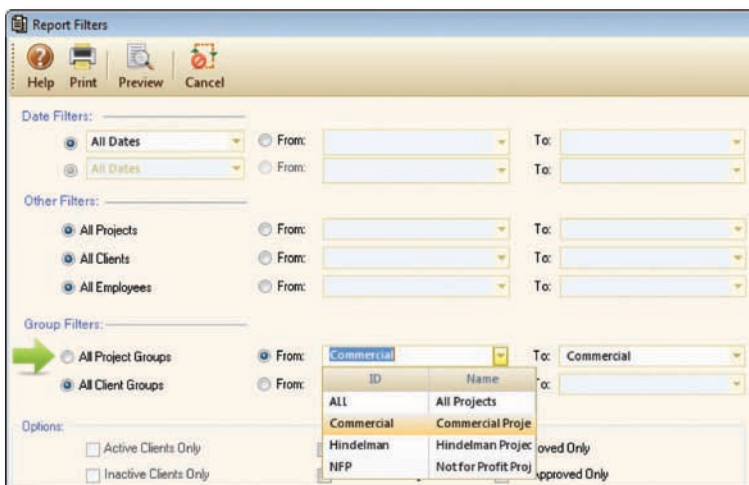
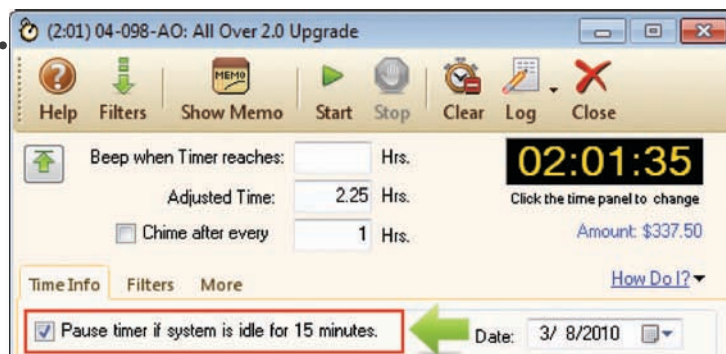
"Our purchase and use of BillQuick has had a tremendous impact on our revenues. Being a professional services company, having an accurate, 'easy to use' way to record our billable hours has resulted in a net gain of over \$30,000 in our first year of use alone. Highly recommended!"

- Al Truss (Architect)  
Fountain head Group Consulting Ltd.

# Over 200 New & Improved Features . . .

## Time Tracking Gets Smarter .....

You will love the new auto-pause feature we added to the Timer. If you step out for lunch and forget to pause your timer, the new smart timer will pause itself when it detects no computer activity for several minutes. When you get back, it will ask you if you want to ignore or include the idle time.

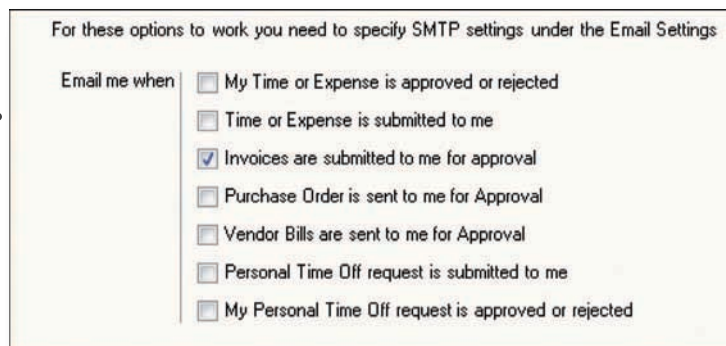


## ....Groups Redefined

This was one of the most requested features; provide the ability to filter reports by group. Every report, including the ones you may have customized, can now be filtered by related groups. Quickly and easily report on virtually any group, like departments, project types or employee groups to name a few. Can you imagine the power it brings to your reports!

## Workflow Notifications .....

Know when your time is approved or when invoices are sent to you for review. You can now stay in touch with your business via event-driven email notifications. A powerful feature designed to eliminate your workflow delays.



## •••New Staff Workload Widget

This new widget added to the dashboard allows you to quickly view the work assigned to your employees. Know which employees are over assigned and who is available with one-click!



The Most Improved User Interface Ever!

# Designed For My Business!

## Purchase Orders and Vendor Bills.....

Managing purchase orders has always been a challenge for business managers. To help solve this problem, BillQuick 2010 offers a new purchase order history screen that shows you the complete history of the items received against a purchase order, the date received and associated vendor bills. No more spreadsheets to manage purchase orders.

Date	Project ID	Item ID / Invoice No.	Type	Units/Hrs (Actual)	Units/Hrs (Received/Billed)
03/07/2010	04-BQES	AR-SP	Item Received	15	15
03/07/2010	04-BQES	AR-CAD	Item Received	100	100



## ....QuickBooks Integration

- Assign Payroll Items to employee groups rather than one employee at a time. Add a new employee to that group in BillQuick and it will auto-assign the payroll items to that group.
- Assign accounts and classes to Groups and never again revisit the Sync settings screen.
- Send Cost-Plus contract type invoices as summary invoices.
- Allocate a different GL account to late fees billed and collected.

## Other Enhancements

### Auto Complete On-The-Fly

In any memo field, simply highlight your text, click the new Auto Complete button, and create a custom acronym on-the-fly.

### Smart Fee Schedules

If you change the pay rate of an employee, BillQuick will prompt you to update your fee schedules automatically if your schedules use pay rate multiplier.

## Engine Improvements

BillQuick's new "multi-thread processing" technology allows you to continue working during process-heavy tasks. For example, when you preview a large report, BillQuick will give control back to you immediately, allowing you to continue working, while the background process is preparing the report.

The background processor also monitors changes made by other users and refreshes your screen in real time.

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designed for  
**QuickBooks**

Windows 7

See system requirements for version information

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