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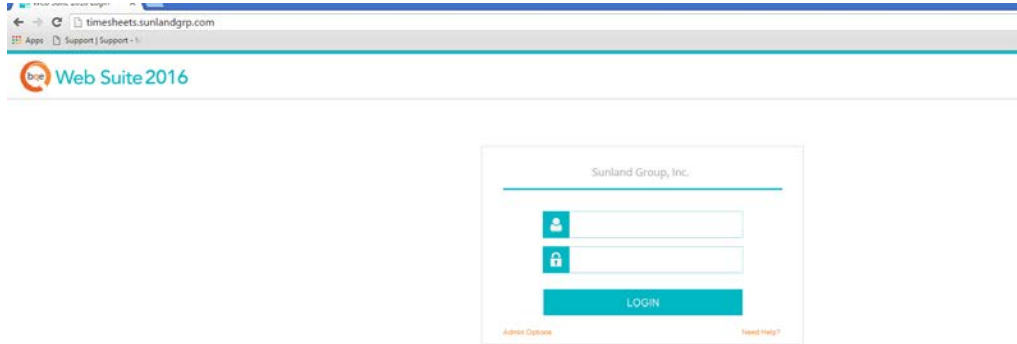
### Welcome to Web Suite

Web Suite is a web-based time tracking and project management system by Bill Quick Enterprises.  
Bill Quick is the desktop version of this software.

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## GETTING TO WEB SUITE

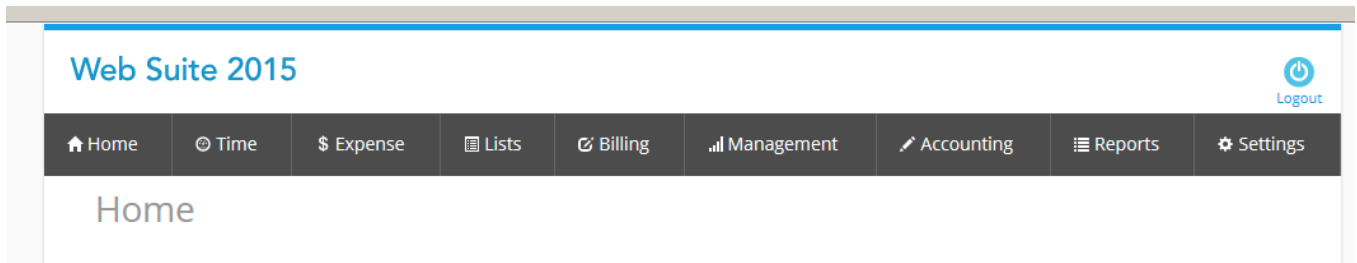
In your internet address bar type in <http://timesheets.sunlandgrp.com> and save this page to your favorites. There is also an Employee Login link at the top of our webpage.



**LOG-ON** is your email address

**PASSWORD** is your first initial last initial and last four of your social security number (ex: ab1234)

Once you have logged in the home page displays a navigation tool bar at the top that represents the



major functions of the program.

When exiting Web Suite please make sure to use the log-out option located at the top right. Do not close your browser directly as that leaves your connection open on the server for up to 20 minutes and can impact server performance. Thank you!

## TIMESHEETS

Remember! Timesheets are due by 10am every Monday for the previous week. Managers then have until 2pm to have all changes done and timesheets approved.

### ENTERING YOUR TIME

- Clicking on the Time icon in the navigation bar displays your Simple Time Card.
- VERY IMPORTANT: Make sure the dates on the timesheet are correct. If not use the “Period Including” calendar box to pick the correct week and hit “Refresh”.
- Click the drop down arrow beside “Project” and it will list all projects that you are approved to bill against to choose from.
- Choose a Service ID, (for example “Project/Const M: PMCM/EST”).
- Enter the amount of time worked each day (in hours, to the quarter hour if needed).
- Click “Save”.
- If you are unsure of what project/service ID to use, or if you need any other assistance, please call Jessica at 512-590-7960 for help.

### SUBMITTING YOUR TIME FOR APPROVAL

Remember at the end of the week when all time has been entered and saved you still must submit it to your employee manager for approval.

- Find the saved timesheet you wish to submit by using the calendar box. Click “Submit”. When you hit “Submit” it will take you to the approval screen.
- On the approval screen you need to check the box stating “I certify all time and expenses reported to be complete and accurate.”
- And then click “OK” at the top right.
- It will ask if you want to submit your timesheet to your employee manager- select “OK”. Then you are done!

The screenshot shows the 'Simple Timesheet' submission interface in Web Suite 2015. At the top, there is a navigation bar with icons for Home, Time, Expense, Lists, Billing, Management, Accounting, Reports, and Settings. Below the navigation bar, the page title is 'Simple Timesheet'. A notification banner at the top of the form area states: 'Free update is available for Web Suite. You can [click here to download](#) this update (view log file). Important: Downloaded patch must only be installed on the web server.' Below the notification, there are two buttons: 'OK' and 'Cancel'. The main form area is titled 'Submit To:' and contains several sections: 1. Radio buttons for 'Client Manager', 'Project Manager', and 'My Manager' (which is selected). 2. Radio buttons for 'Specific' (selected) and 'General'. The 'Specific' section has a dropdown menu showing 'Aetna Inc [.] VEN' and a checked 'Show Vendors' checkbox. 3. Radio buttons for 'Approve', 'Reject', and 'Un-Submit'. 4. A 'WorkFlow Type:' dropdown menu set to 'Billing and Payroll'. 5. An 'I Agree' checkbox, which is highlighted by a red arrow. Below the checkbox is a text area containing the text: 'By using this program, I certify all time and expense reported to be complete and accurate.' 6. A 'Memo:' field with a text area and a small icon.



## TIMESHEET OPTIONS

Select “Options” on the Timesheet navigation bar and you will see there are various options to help you.

**Show Memo-** To add a memo to a time entry, click Options and check “Show Memo”. Click the desired cell (the one that has the number of hours in it) and type your notes in floating memo box. There is no limit on the amount of text. When you are done click save.

**Memo to Notes-** If you select this option any memo that you enter will also be put on the Project Notes (a section in the project management side to help keep everyone on the same page). We don’t want this inundated with standard notes about time and nothing special cause then when we go look at the Project Notes it’ll be really long with just your time entries and the memo “estimating” (or whatever you enter). So if you do select this keep it relevant and only put info that is important and needed by the project manager and others working on the job.

**FILTERS-** Near the top of the time card there is a drop-down Filter selection box. See example.

The screenshot shows the 'Simple Time Card' interface. At the top is a navigation bar with links: Home, Time, Expense, Lists, Billing, Management, Accounting, Reports, and Settings. Below the navigation bar is a notification banner: 'Free update is available for Web Suite. You can [click here to download this update](#)(view log file). Important: Downloaded patch must only be installed on the web server.' Below the banner are buttons: Help, Copy, Print, Options, Submit All, Save, and Refresh. The main area has filters: 'View By: Employee', 'Employee: Leefeldt Jessica T', 'Period Including: 6/22/2016', and 'More Filters: Show All'. A blue arrow points to the 'More Filters' dropdown. Below the filters is a table with columns: Project Name, Service ID, Description, Mon 20, Tue 21, Wed 22, Thu 23, Fri 24, Sat 25, Sun 26, and Total. The table contains one row: '77777 Indirect', 'Overhead:Gen OH', 'General Overhead', 9, 9, and a total of 18. A '+ New' button is at the bottom left of the table.

Project Name	Service ID	Description	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Total
77777 Indirect	Overhead:Gen OH	General Overhead	9	9						18
+ New			9.00	9.00						18.00

I highly recommend you select “Show All”. This allows you to see all time that has been entered for the week shown. There are other options including “Submitted”, “Approved”, and so forth, which can be useful, but keep in mind they restrict what you can see- which can cause problems like double entries.

**Print-** If you want to print your timesheet, hover your mouse over “Print”, and a menu appears. Clicking on a timesheet print option will give you a preview and you can go from there. There are several different versions you can print (w/memo, etc).

## TIME SHEET APPROVAL

As the employee manager, you are responsible for making sure that your employees have submitted their timesheet by 10am on Monday. When you log in to Web Suite, any submitted time or expense entries that need your approval will show up on your Home page in a section called “Submitted Time, Expense, Invoices, Bills”. The entries will be listed by employee. This is the easiest way to view the

The screenshot shows the 'Web Suite 2015' interface. The top navigation bar includes 'Home', 'Time', 'Expense', 'Lists', 'Billing', 'Management', 'Accounting', 'Reports', and 'Settings'. The 'Home' section contains several widgets: 'Reminders', 'Messages', and a large section titled 'Submitted Time, Expense, Invoices, Bills' which is highlighted by a red arrow. This section lists entries for two employees: Brian Nasky and Zackaria Pearce, with details on project codes and hours. To the right, there are four charts: 'Non-Billable Time' (a bar chart for May, Jun, Jul), 'Billable Time' (a bar chart for the last 12 months), and 'Un-Billed Time' (a bar chart for the last 12 months).

information.

## APPROVING TIME

- Click on the Employees name on the Home page box.
- It will bring up a “Sheet View” of that employees timesheet. This will show all submitted entries awaiting your approval.
- If there is a memo attached to an entry, there will be a “Y” in the “M” column. To view this memo, hover your mouse over the blank area at the far right of the time entry and an icon of a pencil writing, and an “X” will appear. Click on the pencil and the full time entry including memo will pop up. After reading you can click “Return” to go back.

- Select the time entries you wish to approve by checking the boxes to the left, or you can use the top button in the gray portion of the menu to select all.
- If you wish to approve all, Click “Approve”.

- If you wish to reject the entries, select them, click “Submit”, and on the pop up page select “Reject”. If you “Reject” a time entry, it goes back to the person who submitted it. You have the option of sending a message to that person letting them know why.

### APPROVING ENTRIES (REVIEWER Screen)

There is another option to approving entries. If you are a designated employee manager and you are required to approve time/expense for other people, in addition to accessing the entries through your Home screen, you can also use “Reviewer”. This is located in both the “Time” and “Expense” categories at top of the page. Essentially this is just another view of the same information.

- From the Home page hover over the “Time” menu on the toolbar, select “Reviewer”
- This shows the time for all of the employees assigned to you.
- You can select to view one employee by editing the “View By” filter to the correct employees name or you can leave it and view all the employees at once.
- Click on “Show more filters”.
- Select “Un-approved Only”
- Hit the “Refresh” button and this will show you all unapproved time.
- One difference is here is in order to see memos attached to the entries, you click on the “+” at the end of the row.
- Like previously mentioned, select the entries you wish to approve, click “Approve”. To reject, same as before.

The good thing about this screen is that instead of selecting “Un-approved Only” under the “Show more filters” you can also select “Un-submitted” and see who has entered a timesheet but forgot to do the final step and submit it. Just remember to change it back when you’re looking for un-approved time.

## EDITING TIME SHEETS

IF A TIMESHEET HAS BEEN SUBMITTED **AND** APPROVED YOU CANNOT EDIT IT. This is because it is already in Accounting, see the next section on changing such timesheet.

Has the timesheet been saved already? If not, leave the page and the entries will be lost.

If it has been saved (even saved and submitted):

- Simply delete the **hours** from the cells, tabbing from cell to cell making the changes.
- You can delete the project if you like, or start a new row below to add time to a new project. A row with **no hours** won't be saved or make a difference.
- After correcting the timesheet, click "Save" to save the changes.
- You do not need to resubmit. The changes will carry through and show up where your manager can see them.

## EDITING TIME SHEETS- AFTER APPROVAL

Since we are using two integrated software systems when changes need to be made to a timesheet that has already been submitted and approved the following process must be followed.

- The employee must print out their timesheet and hand make the changes
- The employee must sign the timesheet thereby stating the change is correct
- The employee gives the timesheet to their supervisor
- The supervisor signs the timesheet authorizing the change
- The supervisor sends the timesheet (with both signatures) to Accounting. Please email it to [wpearce@sunlandgrp.com](mailto:wpearce@sunlandgrp.com) and [jleefeldt@sunlandgrp.com](mailto:jleefeldt@sunlandgrp.com) or if you're in the corporate office bring it to Wendy Pearce. We will then correct the timesheet system, invoicing system, and payroll system.

## EXPENSE REPORTS

First, a few things about expenses. Besides entering your out-of-pocket expenses please enter all project related expenses.

- Did you take the company car to that meeting- enter it.
- Did you use the corporate account to send a Fedex- enter it.
- Did you pay for it with the company Amex- enter it.

This helps us to correctly track and identify all expenses related to the projects so that we can better bid on future projects. Second, we cut expense checks and mail them the same weeks as payroll. If you need a check sooner for a large out of pocket expense let us know- we are flexible. Lastly, in order for it to be paid it must be submitted and approved by your supervisor prior to Accounting cutting checks that



week (we cut checks on Wednesday morning). As per IRS requirements, please always attach a receipt for a dollar amount, or a memo explaining mileage.

### ENTERING EXPENSES

- Once you are logged into Web Suite click on the “Expense” icon in the navigation bar. “Simple Expense Log” should pull up.
- Choose your name from the drop-down menu.
- VERY IMPORTANT: Choose a date in the “Period Including” field. Use the date the expense was incurred.
- After you select the desired date, you must click “Refresh”.
- Make sure the “Amount” button is clicked if you are entering dollar amounts (everything except mileage). If you are reporting mileage, use “Units”. **If you need both types of expense on the report, do them on separate lines and SAVE YOUR ENTRIES in between before toggling to other type.**
- Choose a project from the drop-down if your expenses are associated with a particular project. If they are not, put them to our General Overhead project, 77777 Indirect.
- Choose an expense code from the drop-down as well. See page 23 for detailed explanation of the expense codes. If you have questions regarding which Project ID or Expense ID to use, please let us know and we will help. When you select a Project ID, only the Expense ID’s that are approved for use for that project will appear as options. If you need additional options please call us and we can add instantly.
- Fill out the amounts for each day. If necessary, click the “Options” button, and select “Show Memo”. This will allow you to attach notes/explanations for each expense. A little dialogue box will pop up, when you select the box to enter the amount (just like on the timesheets).
- When you are finished, click “Save”, then “Refresh”.
- **Attaching receipts: YOU MUST HAVE A SAVED EXPENSE ENTRY CELL SELECTED**, i.e. highlighted in blue, or you cannot attach anything. So, click in the cell that corresponds with the receipt you want to attach.

The screenshot displays the 'Simple Expense Report' interface in Web Suite 2016. The top navigation bar includes 'Home', 'Time', '\$ Expense', 'Lists', 'Billing', 'Management', 'Accounting', 'Reports', and 'Settings'. The main area shows a report for Employee 'Leefelot Jessica T' for the period '6/23/2016'. The report table has columns for Project ID, Expense ID, Description, and days of the week (Mon 20 to Sun 26), plus a Total column. Two entries are visible: '77777 Indirect: 600250: Continuing Education' with a value of 25 on Monday, and '77777 Proposal: 600650: Indirect (non-billable) Travel' with a value of 65 on Tuesday. A red arrow points to the 'Attachments' button in the top toolbar. A modal dialog box is open over the table, showing a 'test run' message and options for 'Billable', 'Approved', 'Billed', 'Paid', 'Extra', and 'Reimbursable'.



- When you select the cell, the gray “Attachments” button appears. See above. Click here, and a pop up window will come up. Follow the instructions to add a file or link. MAKE SURE POP UP BLOCKER IS OFF. If you have trouble, hit “Save”, then “Refresh” and try again.
- After attaching the files and returning to the Expense Report, click “Refresh”. A tiny gray paperclip icon should appear in one of the date boxes to indicate the attachment is now present.
- When you are ready to submit, click “Submit All”. It should show that the submission is going to “My Manager”.
- Check the “I Agree” box.
- Click “OK”.
- The computer will ask you if you are sure you want to submit. Click “OK”. The expense report plus attachments will now show up on your manager’s home page so they can review and approve or reject it.

Again, there are filter buttons at the top where you can see “Submitted”, “Show All”, “Approved”, etc to give you as much information as possible. You can go back to make sure it’s been submitted, or if you want to check that your supervisor has approved.

## EXPENSE REPORT APPROVAL

Approving expense reports is very similar to approving time entries.

- When you login to Web Suite, if there are expense entries waiting for your approval, they will be listed by employee in the Submitted Time, Expense, Invoice, Bills section of the Home Page.
- Click on the entry pulls up the Simple Expense Log that was submitted.

Date	Employee	Expense	Description	Units	Cost	Amount	B	A	M	Created	Invoice No	Cost Amt A
4/21/2015	Flynn Robin A	600700:	Supplies	1.00	\$74.66	\$74.66	N	N	N	6/2/2015		\$74.66
5/26/2015	Flynn Robin A	600651:	Non-Billable Mileage	48.00	\$0.57	\$27.60	N	N	Y	6/2/2015		\$27.36
5/27/2015	Flynn Robin A	600651:	Non-Billable Mileage	44.00	\$0.58	\$25.30	N	N	Y	6/3/2015		\$25.30
5/28/2015	Flynn Robin A	600651:	Non-Billable Mileage	72.00	\$0.58	\$41.40	N	N	Y	6/3/2015		\$41.40

- If the expense log has attachments for backup, there will be a little paperclip icon to the far right of the expense entry. If you click on that, the attached files should pop up for your perusal.
- If there is a Memo attached, there will be a “Y” in the “M” column. To view memo, hover mouse over the blank area to the far right of the time entry (see above example). An icon of a pencil writing and an “X” will appear. Click on the pencil to view full expense entry with memos.

- As with time sheets, select the entries you would like to approve or reject, and either “Approve”, or click “Submit” (to get to the “Reject” option).
- If you reject the report, it goes back to the person who submitted it. You have the option of adding a message to explain the rejection.

### REVIEWER SCREEN

If you are a designated employee manager and you are required to approve time/expense for other people, in addition to accessing the entries through your Home screen, you can also use “Reviewer”. This is located in both the “Time” and “Expense” categories at top of the page. Essentially this is just another view of the same information.

Date	Employee ID	Project ID	Item	Hrs/Units	Charge Amount	B	M	T	S	Billed	A
6/3/2015	Leefeldt Jessic...	77777 Indirect:	Overhead:Gen...	5.00	\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/> + <input type="checkbox"/> i
6/2/2015	Leefeldt Jessic...	77777 Indirect:	Overhead:Gen...	5.50	\$5.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/> + <input type="checkbox"/> i
6/1/2015	Leefeldt Jessic...	77777 Indirect:	Overhead:Gen...	5.00	\$5.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N	<input type="checkbox"/> + <input type="checkbox"/> i
				Units=0.00							
				Hrs.=15.5	\$15.50						

- The main difference here is in order to see memos attached to T/E entries, you click on the “+” at the end of the row. Also, “submitted” entries show a blue arrow, while “approved” entries show a green checkmark.
- If there were an attachment, there would be the blue paperclip icon to click on.

### BILLQUICK MOBILE

NOT YET-

Not in front of a computer or home sick? Don’t let that stop you! The BillQuick Mobile app enables BillQuick users to quickly and easily track time, record expenses, and submit/approve these entries—all from the convenience of your phone. It then allows you to seamlessly sync this data with your main



company data file. It is available on all phone systems- just search BillQuick and it's the program with the orange symbol.

WE HAVE NOT HOOKED UP YET- GIVE US A FEW MORE MONTHS 😊

## PREFERENCES

If you go to “Settings” at the far right of the navigation toolbar, you can reach “Preferences”. This is where you can select options for useful features of Web Suite. At the bottom of the Time/Expense tab, you can choose to have the timesheets autofill selected, choose current week autofill, etc. On for notifications, like whether or not you get for example. You can also choose whether messages, or messages within Web Suite. separate here, so you would get a minimum of notifications! So feel free to set it up how it please allow notifications when hours and units notify you when you are added to a budget in the system.



with the last few projects you the More tab, you can select options notified when your time is approved, these notifications are email Word to the wise: each time entry is five emails for a regular week of works best for you. All we ask is to are allocated to you; this helps us

Please do not do anything on the “Exchange” tab.

If you wish to change your password, that is under “Settings” as well.

## **COMPANY INFORMATION**

Web Suite requires us to set up a 'project' for every item that you will charge time. This makes Indirect (overhead), PTO, Proposal and Holiday be listed with the projects. We added pertinent documents to those Overhead 'projects' as attachments. For example in the Holiday 'project' you will find the current list of company paid Holidays.

To access these attachments hover over "Lists" on the toolbar and click on "Project". This will bring up the project list. If you click on Project ID it will sort it numerically, hit it twice and it will have the Overhead 'projects' listed at the top.

### **HOLIDAY**

Under the Project ID column select 99999 Holiday and it will bring up the project information. Since this is an Overhead account there will be no specific information (client, contract type, etc.) But if you hover over "Options" the second one down is "Attachments". Click on this and it will bring up a dialogue box with the current company paid Holiday Schedule for you to view/print. Hit return to go back to the project list.

### **INDIRECT**

Select Project ID column "77777 Indirect" and "Options" "Attachments" and you will be able to access:

- Current company phone list
- Current insurance policy information
- 401K Summary Plan Description
- Soon we will add other documents (employee handbook, safety manual, direct deposit change form, etc). We will keep you updated as these items are added.

### **PROPOSAL**

Select Project ID column "ZZZZZ Proposal" and "Options" "Attachments" and you will be able to access a list of abbreviated client names. See the next section Project Management for more information on this.

### **PTO**

Sunland combines sick and vacation into one category called Personal Time Off (PTO). PTO must be scheduled in advance and approved by your supervisor.



To request time off:

- Hover over “Time” in the toolbar and click on “PTO Request”. This pulls up the PTO Online Request Form.
- Your name should appear in the “Requested By” box. If not, enter it and click “Refresh”
- Enter your supervisors name in the “Submit To” box.
- Under “Time Off Period” enter the beginning and ending dates you wish to take and the total number of hours.
- Under “Proposed Time Off Distribution” you can specify how the time off hours will be distributed. Almost everyone will enter their hours under paid. This will ensure that you get paid for the time taken off. In some rare circumstances such as you have to take time off but don’t have PTO available you will enter the hours in the box next to unpaid hours. You will not be paid by the company for the time taken off for the specified hours.
- Sunland does not employ comp or sick time. There is no pay for sick leave at Sunland Group. Accrued PTO may be used during absences due to sickness, injury, vacation, or personal time off.
- Close to the bottom you will see “View Requester's Time Off Usage”. This shows your PTO balance and amount used. You’ll notice that the filter on the top of the section automatically shows This Year to Date.
- The final box is “Reason for Personal Time Off”. Please enter any notes or additional comments.
- Press the “Submit” button. This will give you an option to send an email to the supervisor as well.
- APPROVING PTO: PTO requests will pop up on your Home screen just like all the other time/expense stuff. You can click on the entry to review and approve/reject. Unfortunately, the PTO amounts remaining for the employee are not visible on this screen. However, you can view this information by going to “PTO Request”, and selecting the employee’s name in the drop down menu (always hit refresh after). Then you can see their hours used/remaining, if that helps make your decision to approve/reject.



## **PROJECT MANAGEMENT**

The main reason we switched to Web Suite is so that we could have better information and communication about our projects. If you take the time to set them up correctly in the beginning you will have great information throughout your project. I'm going to follow the normal progression of the project. Starting off with estimates (proposals between you and the client) then moving to a new project, converting that estimate into a project budget, adding the employees so they can bill their time, and reports that show the progress.

Before we start let's talk about names. Web Suite runs off of projects and in a lot of windows it ignores the client. So, to help us easily locate items from a list the project name will always have the number, the client's initials, and then the project title. For example 2014014 GNS ABIA Terminal/Apron Expansion. The number is automatically generated (more on that later) the GNS stands for Gensler and then the contract title. A list of clients and the abbreviated name to use will be an attachment to the 'project' ZZZZZ-Proposal.

### **ESTIMATES**

An estimate is between you and the client. Estimates support later-stage marketing efforts with a bid to provide specified services. An estimate is a proposed task list with estimated service hours, expense units and computed amount for each. It can be changed as many times as you like. You can keep multiple copies (with different revision numbers R1, R2, etc.) or you can change and save over the original.

To enter a new estimate:

- On the toolbar hover over "Management" and click on "Estimate"
- On the Estimate toolbar click "New" and this will pull up a small window box entitled create new estimate.
- Enter the ID- start with the client abbreviation then use a short title (up to 15 characters total).
- Enter the Description- go into more detail here make sure it gives enough information
- Hit OK at the top and that will pull up your new estimate page.
- On the bottom portion there are two tabs- Service and Expense
- To add services click the "+ Add" button on the bottom right to pull up a details screen.
- In the details screen select a service.
- In the next boxes enter the rate and number of hours assigned
- In the description box enter the specific line item information to show on the estimate- example: SD Phase Cost Estimator or SD Phase Brian Nasky, Architect



- Click “Save” at the top of the screen and then “Return” to go back to the Estimate Sheet
- Continue adding tasks-employees using the “+ Add” button until estimate is complete
- You can add an attachment if you need to using the “Attachment” button
- Select the “Print” button and it will show as a PDF, which you can print or download.

## PROJECTS

Web Suite projects can be broken down into as many phases as needed and if you need to break down into additional sub-tasks Web Suite supports up to four levels in a project hierarchy. Beware, the more you slice and dice the more information you have to enter and management work you have to do to make sure all is running smoothly. I prefer that the projects be set up to follow the contracts. If it is a rotation list, you will have a main project number and then a subtask as you get assigned projects. If it's a cost estimating project that is to be invoiced in phases; enter the main project number and then a phase for each section. One contract and only one invoice to be sent should be one project number. Then if we get an amendment that should be phase (or -01).

## NEW PROJECT

- On the Web Suite main toolbar hover over “Lists” and select “Project”. This will bring up the current project list. FYI- Under the “Project ID” column are the project numbers. If there is a “+” in front of the project number then there are phase associated with that project.
- Click the “New” button and it will take you to the new project worksheet (see image below)
- Web Suite automatically numbers the project with the year and then the next numerical number up from the last project number.
- Notice that there are 8 tabs to this screen. We will go through each one.

## General Tab

- In the name box enter the project number, the client id and a short description (like the example used earlier 2014014 GNS ABIA Terminal/Apron Expansion).
- Status- you have seven options to choose from. The main two that you will be using in the beginning are Active and Main.
  - **Active**- This is an active and ongoing project.
  - **Archived**- Not a user selection. Archived status is set automatically by the Archive and Restore tool when projects and related time and expense entries are archived.
  - **Completed**- This is for projects that have been completed. Previously recorded time and expenses can be billed but no new entries made. Completed projects, however, do allow for billing pending invoices and recording payments against them.
  - **Hold**- You can use this status when work on project has been stopped until certain issues are resolved. For example, if there is a disagreement between the client and the company with regards to the work progress, the project can be kept on hold until such issues are resolved. Recorded time and expenses cannot be billed nor new entries be recorded, since the project is locked. Time and expense entries can be recorded after the project work is resumed.
  - **Inactive**- You can use this option when the work on a project has been temporarily stopped due to scheduling or other issues within the company. The project can be reactivated after the resources are available. Recorded time and expense transactions can be billed, but no new entries can be recorded as future work on the project is uncertain. Inactive projects are similar to those on hold and hence do not allow for time and expense entry till work is resumed. However, you can bill previously recorded time and expenses, and also record payments against them.
  - **Main**- Identifies the parent project to which phases are linked. No time and expense entries can be charged to a project with a main status. You cannot create an invoice for the main project but for its phases.
  - **Cancelled**- This project status is used when the project work has been stopped indefinitely, say due to breach of contract by the client. Previous invoices can be billed but no new entries can be recorded because the project has been cancelled.
- Select the client from the drop down menu
- Select the project manager from the drop down menu





- Project Type- It is important for you to understand contract types and their effect on the billing process. Web Suite has a lot of options. In our industry we can narrow that down to three. Please choose one of the choices below.
  - **Fixed** (Lump Sum) - contracts are based on a fixed firm price or a contract amount agreed upon by the client and your company. The contract can be billed in full or in incremental flat amounts and percentages. The impact is that a maximum contract amount or ceiling is ensured and automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, Web Suite displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, Web Suite does automatically change billable to non-billable status.
  - **Hourly**- hourly contracts are typically billed based on time and expense entries recorded for the project.
  - **Hourly Not to Exceed**- contracts are based on a contract amount agreed upon by the client and your company. They are similar to fixed contracts except they are billed by the hour. The impact is that automatic checking of each time and expense entry is made possible so that it does not push the project total over the contract amount. If it does, Web Suite displays a warning and adjusts the time or expense entry so the maximum is not exceeded. Hitting the ceiling of a contract amount does not block the recording of additional time and expense; however, Web Suite does automatically change billable to non-billable status. These processing rules can be overridden on a project-by-project basis.
- Enter the contract amount.
- If specified by the contract, enter the amount for expenses. Web Suite assumes the contract amount is 100% service, as you update the expense amount it will automatically recalculate the services down to the correct dollar amount.
- PO Number- Most of our contracts require a PO number, contract number, internal reference number be placed on each of our invoices. This is where you would input that information.
- Contract Start and End date if known.
- Address details- enter the clients address information. Most of our clients have multiple offices. Enter the address to where notices and invoices need to be sent.
- Type- for future marketing purposes please pick the project type from the drop down list. This will make it much easier on our B&P department.

#### **Billing Tab**

- Web Suite offers the ability to invoice through their software. For now, we are just using it for timesheet, expenses and managing projects so a majority of this tab will be left blank.
- The only item you will use is the Budget located on the right column about half way down. Please see page 18 for setting up Budgets.

#### **Details Tab**



- In the second section down it says Choose Rules with a little down arrow beside it. This is a great feature that allows you various options on your project. Some of them deal with invoicing so for now we'll skip those and just focus on the main management options.
  - **Lock at Contract Amount-** Locks out additional time and expenses *after the total amount charged to a project equals the contract amount*. You can use this rule when a strict contract limit is in place and the project manager must negotiate additional authorization before continuing.
  - **Prevent Time/Expense Entries-** This locks out time and expenses for a project. These check boxes are great options for tasks that haven't started. You can also activate these rules if there is a temporary issue or dispute with a client about a project, such as lack of payment. You can apply it to any project regardless of its contract type. Once the issue is settled or the task begins just go in and unclick the box and the project is ready to go.
  - **Budgeted Expenses/Employee Only-** These check boxes restricts charging of time and expenses to only those employees and expenses that are included in a budget and assigned to the project.

#### Accounts Tab

- This pertains to doing invoicing through Web Suite. Please leave this tab blank.

#### Templates Tab

- This pertains to doing invoicing through Web Suite. Please leave this tab blank.

#### Summary Tab

- Gives you an overview of the project. Values shown on the automatically accumulate as you record time and expenses to projects, bill projects, and receive payments.
- Date Filters- if needed
- Show Cumulative Data checkbox- When selected for a parent project with child projects below it in a hierarchy, Web Suite rolls up data from the child projects (phases, segments and sub-segments) into the account fields. By default, this check box is not selected.

#### Assign Tab

- This tab adds the employees, services, and expenses to your employee's timesheets. It is very important. Without it all employees can put time to your project and all employees will claim they are the project manager of your project.
- There are three option- Employee, Service and Expense. Highlight and fill out one at a time.
- The "Re-assign Employee" link allows you to re-assign or replace the employees by new employees. Re-assignment of employees is done when some employees are not available for work and you want to assign their work to different employees. For now if you want to do this please call accounting and we will help you through the process until we have time to write the detailed instructions.
- Assign- Select the check box to assign the selected employee/service item/expense/ to a project. Once checked the item will show on their timesheets and expense reports.
- Any services listed on the Budget (see Budget section below) must be checked on the Assign tab to show up on the timesheet.
- Click Save
- Click Return to get back to the project worksheet.



## PROJECT PHASES

A parent project can be broken down into child projects called phases. Phases can be further broken down into segments and segments into sub-segments. Each of these has a complete project profile including an optional budget, fee schedule and other elements.

- Open Project screen from the Lists menu.
- Click the ID of a listed project. This will be the parent project for the new phase.
- On the General tab, click Create Phase. The Project Phase screen opens.
- Enter the phase details: Phase, Description, Name, Contract Amount and Contract Type.
- Click Save and then Close.

## PROJECT NOTES

The Notes feature allows you to add and view notes for a project. Notes is a centralized repository of project issues, events, billing decisions, change orders and other qualitative information related to a project. By tracking project information in one 'central' place, you do not waste time trying to get in touch with the project manager or employee about a project.

- On the project worksheet toolbar, click on "Notes"
- Show Notes for Child Projects- Displays project notes for child projects when a main project is selected
- This pulls up the Notes screen. At the bottom all notes on the project will be listed.
- To make a new note- click "New" in the toolbar. The information should autofill to where all you need to do is select a category of what the note pertains to and type in the memo field.
- Make sure you click "Save" and when done "Return" will take you back to the Notes screen where you should now see your note among the others that have been entered.
- Changing some attributes of the project like the Client, Project Manager, Contract Type, Contract Amount, Project Status, etc. in the Project screen creates a note automatically, providing the date when any of these fields were changed, the Employee ID of the user who made the changes and some additional information.
- You can also add attachments here if you would like by using the "Attachments" button. Make sure you select the note. You can attach one or more files to each individual note.

## ATTACHMENTS

You can link scanned documents, web links and graphics to Web Suite records like employee, client, project, time, expense, etc. For instance, you might want to attach letters, contracts, scanned receipts, site pictures, consultant invoices, bills or anything that is digital to records for quick reference. All this can be done using the Attachments screen in Web Suite, accessible from various screens. When you attach a file to a project, be consistent and name it the project number, followed by the client initials then a short description. For example, 2015027 EEA Approved Rates.

Web Suite allows you to link any type of file:

- Graphics
- Microsoft Excel
- Microsoft Word
- Auto CAD
- Scanned plans
- Scanned research drawings

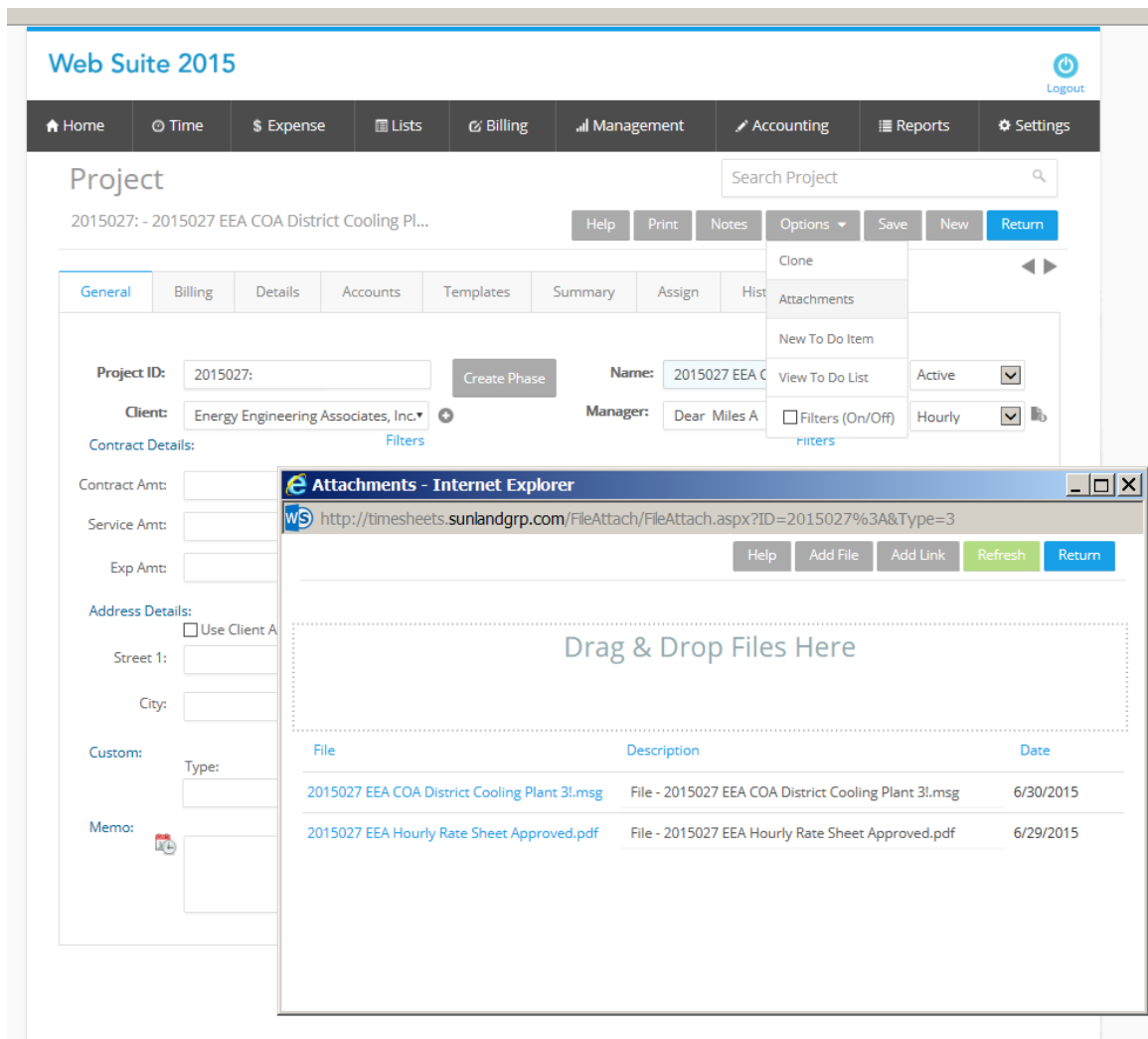


- WordPerfect
- Microsoft Visio
- Other scanned document
- Portable Document Format (PDF)

Web Suite does not link programs (executable files), DLLs (Dynamic Link Library), folders or similar files.

To add an attachment to a project:

- Go to the project worksheet for that project (Lists-Project-select the project#)
- On the project worksheet toolbar hover over “Options” and select “Attachments”
- This will pull up an attachment box.



- A dd File-Click to attach the selected files to the Web Suite record.
- A dd Link-Allows you to attach rem

ote files and web links to your Web Suite records. It enhances the existing Attachments feature by allowing you to link any web reference, such as a You Tube video, blog article, documents on your Google Drive, Drop box or Sky Drive, and so on. Clicking this button allows you to paste the copied web link and save it as a reference.

- Refresh- Click to view the files or web links that have been attached to the selected record.
- Return- Closes the Attachments screen.

## BUDGETS

Budgets combine detailed service and expense items to compute the total costs of a project. Every project entered will have a budget associated with it. These numbers will show up in the reports below and let you know where you stand. First I will go over creating a new budget, then how to convert an estimate into a budget and finally assigning that budget to the project.

### To create a new budget

- On the tool bar hover over “Management” and select “Budget”. This will bring up the budget screen. It will already have a project budget shown.
- On the top right toolbar of the budget screen click “New Budget”
- On the Create New Budget screen, enter an ID and a Description for the budget. The ID must be the project number followed by the client abbreviation. You can enter what you want in the description.
- The “Base your Budget” on an existing one lets you take another budget make a carbon copy of it and make changes for your new budget. This is a great option. If you have a project with an “approved billing rate list” I will have it entered in here (as the project number, client abbreviation, and the Approved Rate Sheet or something similar). Then each task you receive you can base your budget off that list and make the adjustments to staff, hours, etc. I will also enter the current company billing rates by profit percentage (Private 10%, Private 15%, FAR 10%, etc.). Use this option and you will know that the rates you are using are current and correct.
- When you have finished, click OK.
- Notice that on the bottom portion there are two tabs- Service and Expense. This is where you will enter your budget.
- Select the Services tab and click Add Activity to enter details for the budget.
- Select an Employee
- Select the Service that closely resembles what the employee will be performing.
- Enter the number of hours budgeted for the employee-service combination.
- Leave employee group and service group blank.
- Leave the cost rate as it is (this box may not show up depending on your security level).
- In the Description field enter the title EXACTLY as it is in the contract (Grand Master Estimating)

- If this budget is not based upon a previous budget then enter a new rate for the employee-service combination in the “Rate” box. This box is automatically filled with our current Private Multiplier at 15% Profit.
- Click “Save” and the Amount is calculated automatically for the budget item (Hours x Rate) on the top portion of the screen.
- Click Return to go back to the Budget screen and repeat the process for additional employees.
- Next, select the Expenses tab and click Add Expense to enter expense details for the budget. Make sure you enter subconsultant, travel (going to meetings, parking, etc.), printing, badging, and supply costs here.
- On the add expense screen you will not pick a specific employee but instead go to the next box “Employee Group” and select all employees. This will allow anyone assigned to the project to be able to enter an expense report. Select the appropriate expense (see Expense List Details on page 21) from the lists.
- Click Save and then Return and repeat as needed.
- The final step. Once all the information is entered you’ll need to assign this budget to the project.
- Go back to the project worksheet (List-Project- select your project) and click on the billing tab.

The screenshot shows the 'Web Suite 2015' interface. At the top, there is a navigation menu with options: Home, Time, Expense, Lists, Billing, Management, Accounting, Reports, and Settings. Below this is a search bar for 'Project' and a search icon. The main content area is titled 'Project' and shows the project ID '2015025 - 2015025 PAR HJR IAH PMSS'. There are buttons for Help, Print, Notes, Options, Save, New, and Return. Below the project information, there are several tabs: General, Billing, Details, Accounts, Templates, Summary, Assign, and History. The 'Billing' tab is selected. The 'Billing' section contains various input fields and dropdown menus. A red arrow points to the 'Billing' tab with a text box that says 'The second tab "Billing"'. Another red arrow points to the 'Budget' dropdown menu with a text box that says 'Use the drop down menu to find your budget'. The 'Budget' dropdown menu is currently set to 'Budget'.

- Use the drop down menu next to “Budget” on the right hand column to select your budget.
- Click “Save” and your budget is now assigned to the project.

### To covert an Estimate to a Budget

- You can do this directly from the Estimate Screen. Hover over “Management” and click on “Estimate”
- Select your estimate from the Estimate ID drop down list.
- Under “Options” select “Covert”
- This will pull up a “Convert Estimate to Budget” window. Enter the Budget ID as the project number, client abbreviation, and short name (this only allows 21 characters)
- Enter a description and click “OK”
- It will ask you if you would like to open the saved budget screen- click yes.
- Your estimate is now a budget. You will need to edit the lines and change it from Group All Employees to the actual employee you’re assigning hours. And make any additional changes that you need.
- The final step. Once all the information is entered you’ll need to assign this budget to the project.
- Go back to the project worksheet (List-Project- select your project) and click on the billing tab.
- Use the drop down menu next to “Budget” on the right hand column to select your budget.
- Click “Save” and your budget is now assigned to the project.

## **REPORTS**

Right now we are working with BQE to create some memorized reports specific to what we want to see. BQE has hundreds of reports to choose from and can be a bit overwhelming at first. We will do our best to create and save the key reports that you will need for your project and employee management. Once we have completed this we will update this section and train you on the report module. In the meantime you are welcomed to try it out, we promise you won’t break anything.

## Expense Code Details

These are the account codes that you will be using in the expense report, estimate and project budget screens.

500300	Billable-Materials/Supplies	All supplies and materials purchased that will be reimbursed by the client (such as binders, labels, tabs, printing, badging costs, etc.).
500400	Billable- Travel Costs (excluding mileage)	All travel costs that will be reimbursed by the client (such as parking, meals while on the road, hotel, etc.).
500401	Billable- Mileage, Company Car	All mileage that is going to be reimbursed by the client that is done in a company owned vehicle. This is calculated at the current IRS mileage rate, enter the number of miles driven.
500402	Billable- Mileage, Own Car, Reimbursable	All mileage that is going to be reimbursed by the client that is done in your personal vehicle. This is calculated at the current IRS mileage rate, enter the number of miles driven.
500500	Billable-Shipping	All shipping and delivery costs that will be reimbursed by the client.
500600	Billable-Subconsultant	Used on the estimate and budget screens this is for subconsultants on a project.
500700	Billable-Other Reimbursable Expense	Any other expense that is going to be reimbursed by the client that does not fit into one of the above categories.
600250	Continuing Education	CEU's that you pay for to maintain your professional license.
600450	Dues and Registrations	Costs associated with maintaining your professional licenses and organizations.
600480	Employee Morale	For costs associated with business meeting with only employees in attendance.
600500	Client Entertainment	Costs associated with general client meetings.





600650	Indirect (non-billable) Travel (excluding mileage)	All travel costs which are not going to be billed to the client (such as parking, meals while on the road, hotel, etc.).
600651	Non-Billable Mileage	All mileage which is not going to be billed to the client and is done in your personal vehicle.
600700	Supplies	All supplies bought for the company and not billable to the project.
600880	Repair/Maintenance	Any out of pocket costs for repairs/maintenance on company property (including company vehicle oil changes).

## HELP

At the top of every screen, usually located on the pages tool bar is a help button. It has been of great use to me so please give it a try first.

**Contact Technical Support** at 310-602-4030 and we do have GOLD level support in order to make sure you get all your questions answered without having to wait on the phone. You can also email them any questions that you have at [support@bqe.com](mailto:support@bqe.com).

**Want to learn more?** Check out <http://bqe.com/Support.asp>. On the left hand side there are links to the knowledge base, e-letter archives, FAQs and other support documents. Or go to <http://bqe.com/Events/Default.asp> to watch webinars.

### **Suggestions**

The one great thing about Bill Quick and Web Suite is that they are constantly upgrading, streamlining and adding features. They have a feature request list. If you have suggestions for improvement they ask that you email them at [BQ-Ideas@bqe.com](mailto:BQ-Ideas@bqe.com). They want to make this software specific for the A/E/C industry.

## Upcoming Features

Bill Quick and Web Suite have many modules and options that we can use to help us as a company with better project management and communication. The ones listed throughout the above document (Bill Quick mobile app, reports, etc.) will be our first priorities. After that we will take a look at some of the additional things the software does to see what we want to enact next. Some of those include:

- Exchange calendar which will connect to the Microsoft Exchange Calendar keeping your desktop and your system in sync and available for you to view anywhere you are.
- Timesheet Agent- which will send emails reminding you to enter your timesheet.
- And they are adding more every few months.