

Feature	Basic	Professional
ADDRESS		
Client and Vendor Address Maintenance	✓	✓
Client and Vendor Contacts Maintenance	✓	✓
ITEMS		
Request for Quote	✓	✓
Specifications	✓	✓
Proposals	✓	✓
Orders	✓	✓
Invoices	✓	✓
Link Images to Items	✓	✓
Studio Capture	✓	✓
Client Portal	✓	✓
Vendor Portal	✓	✓
ACTIVITIES		
Schedule Meetings		✓
Follow Up Reminders		✓
Enter Reimbursable Expenses		✓
View Activities		✓
View Calendar by Day, Week and Month		✓
Create Time Billing Invoices		✓
PROPOSALS		
View Proposal List	✓	✓
View Proposal Detail	✓	✓
Void Proposals	✓	✓
Print, Email and Export Proposals	✓	✓
ORDERS		
View Order List	✓	✓
View Orders	✓	✓
Print, Email and Export Orders	✓	✓
INVOICES		
View Invoice List	✓	✓
View Invoice Detail	✓	✓
Void Invoices	✓	✓
Print, Email and Export Invoices	✓	✓

Feature	Basic	Professional
BALANCES		
View General Ledger Account Balances	✓	✓
MONEY IN		
Enter Cash Receipts from Clients	✓	✓
Apply Payments to Client Items	✓	✓
Enter Misc. Cash Receipts	✓	✓
MONEY IN		
Enter Cash Receipts from Clients	✓	✓
Apply Payments to Client Items	✓	✓
Enter Misc. Cash Receipts	✓	✓
MAKE DEPOSIT		
Transfer Money from Unapplied Funds to Cash Account	✓	✓
Produce Bank Deposit Slips	✓	✓
MONEY OUT		
Enter Office Expenses	✓	✓
Create Order Deposit and Final Payment Entries	✓	✓
Print Checks	✓	✓
Post Printed Checks	✓	✓
Post Manual Checks	✓	✓
Post Credit Card Payments	✓	✓
RECONCILIATION		
Reconcile Bank Checking Accounts	✓	✓
Reconcile Credit Card Accounts	✓	✓
JOURNAL ENTRIES		
Enter General Ledger Journal Entries	✓	✓
View Journal Entries	✓	✓
Post Journal Entries	✓	✓
GENERAL LEDGER		
View Detail General Ledger Accounting Entries	✓	✓
FILES		
Enter and Maintain Lookup Files Information	✓	✓
REPORTS		
View, Print, Email and Export Managements Reports	✓	✓
View, Print, Email and Export Income Statement	✓	✓
View, Print, Email and Export Balance Sheet	✓	✓
View, Print, Email and Export Trial Balance	✓	✓

Feature	Basic	Professional
REPORTS		
View, Print, Email and General Ledger	✓	✓
View, Print, Email and Export Journals	✓	✓
View, Print, Email and Export Sub Ledgers	✓	✓
View, Print, Email and Export Files Reports	✓	✓
MOBILE APP		
Address, Access Client and Vendor Names and Addresses	✓	✓
Address, Access and Dial Phone Numbers	✓	✓
Address, Access and Link to Websites	✓	✓
Activities, Access and Update Scheduled Meetings		✓
Activities, Enter New Meetings on the Fly		✓
Activities, Update Actual Time Spent for Time Billing		✓
Activities, Access and Update To Do List and Reminders		✓
Activities, View Activities in a Calendar Format		✓
Items, Access and Update Item Descriptions	✓	✓
Items, Enter New Items on the Fly	✓	✓
Items, Take Pictures and Link Them to Items	✓	✓
Items, Manage Images Linked to Images	✓	✓
Images, Take Pictures and Store Them in Project Folders	✓	✓
Images, Link Pictures to Project Folders	✓	✓
CUSTOM REPORT WRITER		
Create Custom Document and Report Formats	✓	✓
Define Font, Font Size, Font Color, Background, Borders, Fields	✓	✓
Display Custom Reports as PDF, Word or Excel	✓	✓
Export Data to Excel	✓	✓
PINTEREST		
Link Design Boards on Pinterest to Studio Designer	✓	✓
PAYSCAPE		
Accept Credit Card Payments on Proposals and Invoices	✓	✓
SUPPORT		
Access to Studio Designer User Guides	✓	✓
Access to Studio Designer Free Training Classes	✓	✓
Access to Recorded Training Classes	✓	✓
Free email and chat support	✓	✓
Free 15-minute phone support	✓	✓