

Exporting Commitments from IBSWIN To Timberline

The IBSWIN software product provides a simple electronic interface of commitment information (purchase orders (all modules), onsite contracts and revisions, and offsite contracts and revisions) to the Timberline Construction Gold system. Although the actual interface and upload is simple, there are very specific setup steps that you must go through in order to insure that the commitment information from IBSWIN updates Timberline correctly. The purpose of this document is to make sure the structure and terminology is consistent between your IBSWIN and Timberline software.

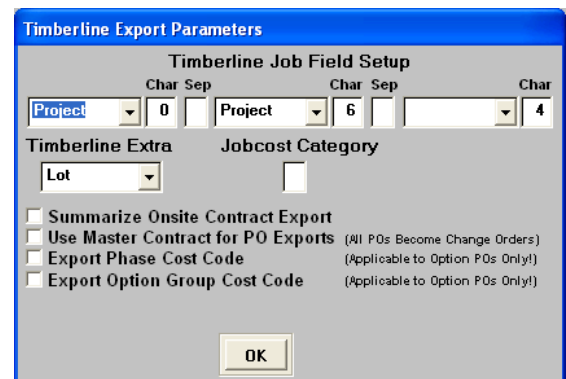
#1 - Linking IBSWIN Divisions Projects / Phases to Timberline’s Job Code

- When setting up new projects and phases it is recommended that the Project code (max. 6 characters in **Setup: Inventory: Projects**) and phase code (max. 4 characters in **Setup: Inventory: Phases**) is identical in both IBSWIN and Timberline.
- If you have setup the same project and/or phase in IBSWIN and Timberline with different project/phase codes, you can enter an **Export Project No.** in the project record and an **Export Phs** in the phase record to correspond to your Timberline project and phase codes. These codes will be used for the export process.

Projects For Pharaoh Homes - SoCal					Phases For San Juan Estates					
Costs	Designated Lender	WIP GL	Export Proj No.	State Sales Tax%	Yearly Pr	Cost Cd	WIP GL	Export Phs	Flooring Master Phase	BudgeTrac Project
		1500		0.0					02	
		1500		0.0		124584	001501		02	
						446466			02	
									02	

- The project/phase information for the export is setup in **Setup: Company Config** under the **Export** tab. By selecting **Timberline** you will get Timberline Export Parameters screen (pictured). In this screen you will define exactly what project/phase information will be used in creating the Timberline Export. This includes defining any special characters such as a – (dash) between the project/phase codes.

Example: If your timberline job code looked like this: 5600-120-02 (with 560 being the Project, 120 the phase, and 02 the lot) you would have to define it in the *Job Field Setup* section of the *Export Parameters* screen. From the dropdown you would select Project, then enter 4 in the **Char** field (for the number of characters), a – (dash) in **Sep** field (to denote the type of separator), and then continue to do the same for the Phase and Lot portions of your Timberline code.



- One key decision that needs to be made is whether or not you want to export lot level information. We normally recommend using the **Extras** in Timberline to do this. By selecting this option, IBSWIN will send the lot level information to Timberline as an Extra. This will allow you to print lot level, as well as, phase level reports within Timberline.

#2 - Linking Cost Coding from IBSWIN to Timberline for Option POs

- You have 3 methods of linking IBSWIN Option POs to Timberline cost codes. The default assumption is that each option PO will go to the **General Cost Code** that is assigned to each trade code in the **Subcontractor Trade Codes** table. If this is your choice, then all that you need to do is make sure each trade code in the Subcontractor Trade Codes table is setup to correspond to your Timberline cost code.
- The second cost code linking option is to have a separate Timberline cost code for each IBSWIN option group (i.e. Cabinets). This choice would require you to first make the following change in **Setup: Company Config** under the **Export** tab and check the **Export Option Group Cost Code** box. Then in **Setup: Options: Options Group** add the cost code that you would like to use for each group in the **Options Cost Code** field (as pictured).
- The third cost code linking option is to link all option POs to one cost code in Timberline. This choice would require you to first make the following change in **Setup: Company Config** under the **Export** tab and check the **Export Phase Cost Code** box. Then you would go into each phase record and enter the Timberline cost code in the phase **Cost Cd** field.

Code	Description	Option Cost Code	Base Cost Code	Other Cost Code
APPGE	APPLIANCE-GE	40136		
APPL	APPLIANCES	40135	2301	23
ARCH	ARCHITECT	30120		
AUDI	AUDIO SYSTEMS	40165		
CABI	CABINETS	40210		
CARF	CARPENTRY-FINISH	40115		
CARP	CARPET UPGRADES	40235		
CARR	CARPENTRY-ROUGH	40117		
CERA	CERAMIC TILE	40238		
CIVIL	CIVIL ENGINEERS	30125		
CLEA	CLEAN UP - FINAL	40310		
CLER	CLEAN UP - ROUGH FINISH	40155		
CLOS	CLOSET SHELVING	40120		
CONC	CONCRETE FOUNDATION/SLA	40010		
COMP	CONCRETE PRECAST	40013		

Grp Code	Option Cost Code	Description	Option Type	Margt
1BASEH		1Base House Cost	BH	30.00
1LOTP		1Lot Premium	BH	0.00
APPL	452	Appliance Group	O	35.00
AUDI	467	Audio Group	O	35.00
CABI	472	Cabinet - Option Group	O	35.00
CARPE	480	Carpeto	O	35.00
CERA	482	Ceramic Tile - Group	O	35.00
CLOS	492	Closet Option Group	O	35.00
CODRI	230	Concrete Driv, Walks, Patios	O	35.00
CONT		Const - Upgrades	O	0.00
CORN	495	Corian Counter Group	O	35.00
CSTM	999	Custom Options	X	0.00
ELEF	447	Electrical Fixtures Option Group	O	35.00
FICAR	452	Finish Carpentry	O	35.00
FIREP		Fireplaces	O	35.00

#3 - Vendor / Subcontractor Linking

- Make sure your vendor codes in IBSWIN and Timberline are identical. We can import the vendors from Timberline to IBSWIN to start out the process on the right foot.
- If for whatever reason the IBSWIN code is **not** identical the vendor code in Timberline, then you can setup an **Export Sub** code in the IBSWIN subcontractor file (**Setup: Subcontractors**) that is identical to Timberline and this will be used for export purposes only. This **Export Sub** is also important if you have subcontractor in IBSWIN involved in multiple trades and have assigned them multiple sub-codes. Simply enter the primary Timberline vendor code in the **Export Sub** column and all exported records will consolidate under this vendor code.

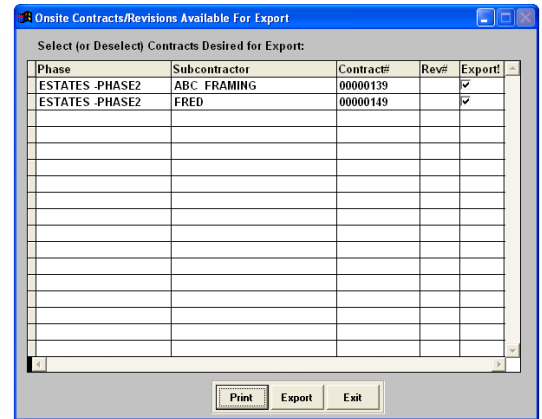
#4 - Processing the Export in IBSWIN

- The IBSWIN export for Onsite Contracts, Offsite Contracts, and Purchase Orders can be run from out of the **Tools: Export** menu. When selected you will need to specify the Phase that you would like to export POs or Contracts for. If you want to export all the commitments not previously exported check the **Toggle all contracts for export** box and

select **OK**. You will now see a display of all the non-exported commitments. You can deselect any items you do not wish to export. Before hitting the **Export** button (to start the export), we recommend using the **Print** button to print an export audit report. This gives you a printed record of what will be sent to Timberline. This should be provided to the accounting department as record of the export process.

Note: After you have assigned a name to the export file (see below) make sure that you write the file name on this report.

- To start the export function click on the **Export** button. The system will now ask you to name the export file and place it in a specified folder (the name must be alphanumeric and less than 8 digits long). We recommend using a code describing what it is: e.g. type of export and the date (PO0215). In addition, we recommend that you export the file to an export folder/directory under your current Timberline program directory. The IBSWIN system will create a comma delimited text file with .JCC extension in this folder.
- Internally IBSWIN will automatically enter an export date in each PO and contract detail line. This will not only let you know what has been exported but will also prevent these detail items from being exported a second time accidentally. To re-export a PO or contract, simply delete the export date and reprocess the export. Timberline *will not* allow duplicate POs or contracts to be imported.



#5 - Importing Contracts and POs in Timberline

- The IBSWIN POs and contracts are imported in Timberline in the **Job Cost** module. In Job Cost select **Tools: Import: Purchase Orders**. When the import screen opens choose the *gray box* next to the **Import file** field to browse your folders and select the IBSWIN export file created in step #3 (above). Hit the **Start** button to do the import and print the audit report. This will let you know if the file was imported without errors or not.
- You now will be able to go into **Accounts Payable: Enter Invoices** to pay the purchase orders and contracts that have been imported. The purchase orders and/or contracts should appear on the bottom half of the Invoice Entry screen so that you can apply invoice payments against them.