



## #2 - Linking IBSWIN Project / Phases / Lots to BudgetTrac’s Project / Phases

- Since IBSWIN has a lot level record, the main decision you will need to make on the commitment export is if you are going to track each lot in BudgetTrac as a separate phase record. Our default assumption is that you will be tracking the information by lot in IBSWIN, but only at phase level in BudgetTrac. If this is the case, then all you have to do in IBSWIN is make sure 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 BudgetTrac.
- If you have already setup the same project and/or phase in IBSWIN and BudgetTrac with different project/phase codes, you can enter an **Export Project No.** in the project record and an **Export Ph** in the phase record to correspond to your BudgetTrac project and phase codes. These codes will be used for the export process.

Projects For Pharaoh Homes - SoCal				
	Designated Lender	WIP GL	Export Proj No.	State Sales Tax%
Costs		1500		0.0
		1500		0.0

  

Phases For San Juan Estates				
Cost Cd	WIP GL	Export Phs	Flooring Master Phase	BudgetTrac Project
			02	
124584	001501		02	
446466			02	
			02	

- If you choose to setup each lot in BudgetTrac as a separate phase record, then you will need to choose in **Setup: Company Config** under the **Export** tab, and checking the box **Export Lot as Phase**. The lot numbers in IBSWIN must be identical to the phase numbers (4 characters) that you are using in BudgetTrac. Finally, in each phase record you will need to identify the **BudgetTrac Project** that you will be exporting to. The IBSWIN project number is ignored in this configuration.



## #3 - Linking Cost Coding from IBSWIN to BudgetTrac for Option POs

- You have 3 methods of linking IBSWIN Option POs to BudgetTrac cost codes. The default assumption is that each option PO will go to the **Option Cost Code** that is assigned to each trade code under **Setup: Subcontractor Trade Codes**. 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 with a **General Cost Code** to correspond to your BudgetTrac cost code.

Code	Description	Option Cost Code	Base Cost Code	Other Cost Co
APPGE	APPLIANCE-GE	40136		
APPL	APPLIANCES	40135	2301	23
ARCH	ARCHITECT	30120		
AUDI	AUDIO SYSTEMS	40165		
CABI	CABINETS	40210		
CARE	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		
CONP	CONCRETE PRECAST	40013		

- The second cost code linking option is to have a separate BudgeTrac 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).

Grp Code	Option Cost Code	Description	Option Type	Margin
IBASEH		1Base House Cost	BH	30.00
ILOTP		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	Carpets	O	35.00
CERA	482	Ceramic Tile - Group	O	35.00
CLOS	492	Closet Option Group	O	35.00
CODRI	230	Concrete Drive, 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

- The third cost code linking option is to link all option POs to one cost code in BudgeTrac. 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 BudgeTrac cost code in the phase **Cost Cd** field.

#### #4 - Vendor / Subcontractor Linking

- Make sure your vendor codes in IBSWIN and BudgeTrac are identical. We can import the vendors from BudgeTrac 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 BudgeTrac, then you can setup an **Export Sub** code in the IBSWIN subcontractor file (**Setup: Subcontractors**) that is identical to BudgeTrac 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 BudgeTrac vendor code in the **Export Sub** column and all exported records will consolidate under this vendor code.

#### #5 - Other miscellaneous export options

- One of the other export settings that you will have to make is to determine the BudgeTrac record type that you will be exporting from IBSWIN. This is based on the BudgeTrac software module(s) that will be exporting to. The BudgeTrac modules and corresponding record types are as follows:

<u>BudgeTrac Modules</u>	<u>IBSWIN Export</u>
1. Purchase Orders - (P)	Purchase Orders (Opt, Std, Flr)
2. Contract Staging - (S)	Onsite Contracts
3. Contract Management – (C)	Offsite Contracts

If you have all of the BudgeTrac modules, then you will not have to make any changes to the record types that are displayed in the **Export** folder in the **Company Config** setup table. This table allows you to change the export out of IBSWIN to export to any of the corresponding BudgeTrac modules by simply selecting the corresponding record type. For example, if you only have Contract Management in BudgeTrac and you want to feed the Purchase Orders and Onsite Contracts to CM, then change the record type to “C” in the Export folder for Purchase Orders and Contract Staging.

## #6 - 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 BudgeTrac. 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, you should export the file to the BTWINxx directory (where BTWINxx would be your current BudgeTrac program directory). This will make the **Restore** process in BudgeTrac easier. The IBSWIN system will create a comma delimited text file with .TXT 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. BudgeTrac **will not** allow duplicate POs or contracts to be imported.

## #7 - Restoring Contracts and POs in BudgeTrac

- You will first choose the commitment module that you desire to export the PO/Contract information into. For purposes of this example, we will use the Purchase Order module. Select the **Maintenance** tab, and choose the **CM522: Restore Contracts: POs program**. The **source file** is the export file name that you named in the IBSWIN Export. If you exported the file into the BTWINxx program directory, then all you will have to enter is the file name with a .TXT extension (i.e. PO0215.txt). Otherwise, enter the entire path and file name. Enter **F4** to proceed with the restore process.
- You can now go into the PO200 module (CM200 for contract management, CS200 for contract staging) to review the imported purchase order(s). Check out the coding carefully and make sure the coding information is correct. If it is then you can **Release** the purchase order (or contract) as you would any other PO.



Phase	Subcontractor	Contract#	Rev#	Export!
Big Ranch Phs: 01	CABINET FACTORY	0000088	01	
Big Ranch Phs: 01	CABINET FACTORY	00000166		
Big Ranch Phs: 01	CRAIG'S CONCRETE	00000050	3	
Big Ranch Phs: 02	MODERN ELECTRIC	TEST010		
ESTATES .PHASE2	ABC FRAMING	00000139		
ESTATES .PHASE2	BREN DRYWALL	SJE020918		
ESTATES .PHASE2	BREN DRYWALL	SJE020918	01	
ESTATES .PHASE2	BREN DRYWALL	SJE020918	02	
ESTATES .PHASE2	CRAIG'S CONCRETE	00000115	02	
SanJuane.Phase01	ABC FRAMING	ET000056		