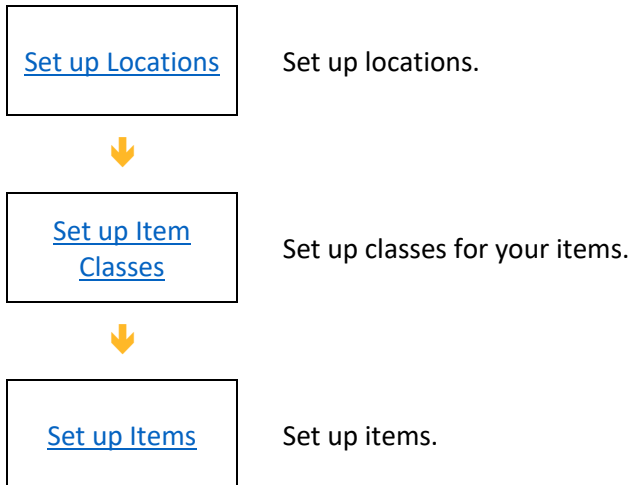


Purchasing

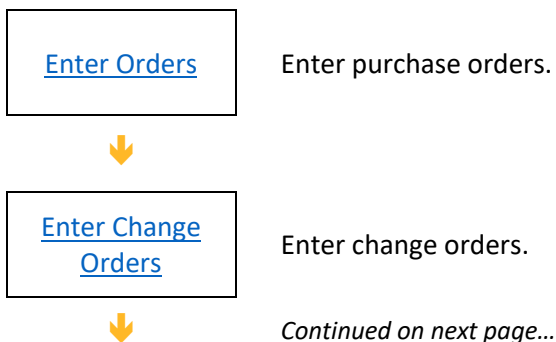
Setup Overview

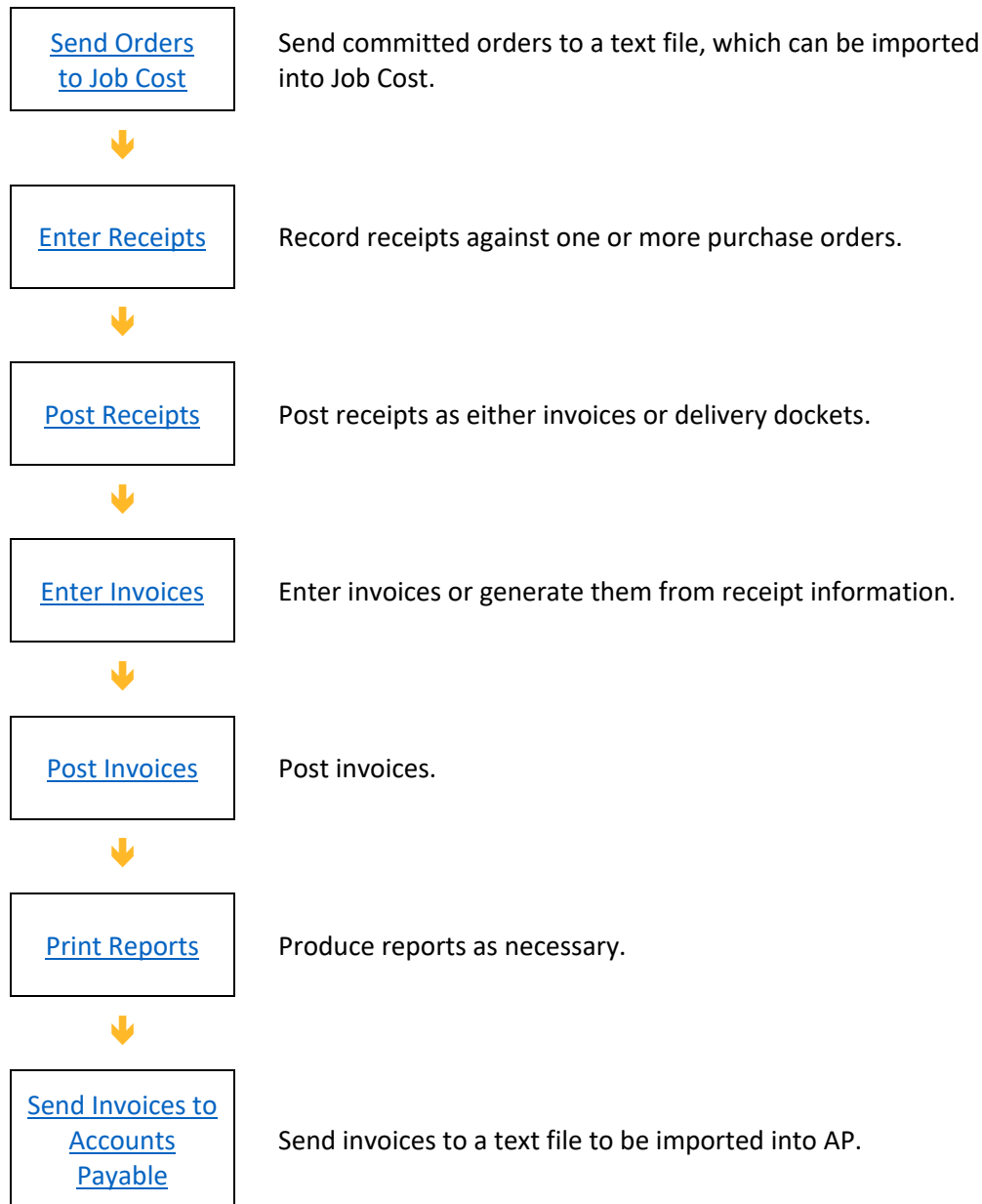
The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.



Workflow Overview

The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.





Set Up Locations

The following list identifies the typical steps and reports for this task. You must setup at least one location. For the most current and detailed information, refer to Timberline Help.

1. In Inventory, from the **Setup** menu, select **Location**.
2. Click **Add new record** at the bottom of the **Location Setup** window.
3. Enter a code for the location.
4. Enter a description for the location.
5. Enter or select an account prefix to use for all purchase orders not associated with a job or piece of equipment.
6. If required, select a tax group for the location. If a company has multiple store locations and if the locations are in different states, you may need a different tax group for each location.
7. Enter a next order number and PO Prefix if you are using the Use Location order number assignment method.
8. Enter address details.
9. Select the Synchronize with SM checkbox if the items in this location should be synchronized with Service Management.
10. If you selected the Synchronize with SM checkbox, enter or select the Service Management location that should be synchronized with this location.



Note: To synchronize item locations, quantities, and costs with Service Management, you must create the SM stocking location in Inventory.

11. Click **Close Window** to save changes and exit.

Set Up Item Classes

1. From the **Setup** menu, select **Item Class**.
2. Click **Add new record** or enter a new item class code.
3. Enter up to 10 characters for the class. Purchasing automatically capitalizes and sorts the code upon entry.
4. Enter a description for the code.
5. (Required) Enter or select a stock account to be associated with this item class. This will be used when you receive and issue stock for this item class.

6. (Optional) Enter or select a revenue account to be associated with this item class. This will be used when you issue stock to another location using a price list, when you transfer internally with a markup applied, or when you update items from billing.
7. (Optional) Enter or select a cost of goods sold account to be associated with this item class. This will be used when you issue stock to another location using a price list or when you transfer internally with a markup applied.
8. (Optional) Enter or select a tax group to be used when stock is purchased. This tax group will be retrieved based on the normal tax group hierarchy.
9. If this item class will include items that you want compared to the Service Management item file, select the **Synchronize with SM** check box.
10. Click **Close window** to save the information and close the window.



Notes: You can also set up item classes on the **General** tab of the **Item Master** window by clicking **Set Up Item Classes** next to the **Item Class** field.

If you enter a stock account for the item class, that account takes precedence over the GL Stock account specified within Data Folder Settings in Inventory. If you do not enter a stock account for the item class (and you are not using Inventory), the suspense account specified in GL Account Setup is used.

Set Up Items

1. From the **Setup** menu, select **Item**.
2. Click **Add New Item** and enter the code for the item.
3. Enter a description for the item.
4. Press TAB to go to the **General** tab. Enter the item's class, defaults and costing information.
5. Select the **UOM/Price Lists** tab. Enter the unit of measure and price list information for the item.
6. Select the **Vendors** tab. Vendors are created on this list automatically when you receive purchase orders.
7. Select the **Contract Pricing** tab. Enter quoted or contracted prices per vendor for the item.
9. Select the **Location Info** tab. The details are created on this list automatically when stock is received or shipped to or from a location.
10. Select the **Reorder** tab. Enter reorder point information for each of the item's stocking locations.
11. Select the **Alternates/Sets** tab. Enter alternate items or item set information for the item.
12. Select the **Other Information** tab. Enter Precision Estimating or United Nations hazardous materials information that apply to the item.

13. Select the **Purchase Order History** tab. All orders entered for an the item appear here.
14. Click **Accept** to accept and save the item details.
15. Click **Finish** to close the Item Master window.



Notes: Use **Prefill** and **Use Prefill** to simplify setting up items in your database.

During order entry, if you enter an item code that does not exist on the item master, a prompt appears asking whether to add that item to the master file. Click **OK** to enter the summary details for the item and add the item to the Item master file.

Enter Orders

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help.

1. From the **Tasks** menu, select **Enter Orders**.
2. Click **New** or enter a new purchase order number.
3. Enter the required header and item details.
4. Do one of the following:
 - Click **Commit** to commit the order.
 - Click the **Print** button to print the order.
 - Click **Finish** to exit the purchase order entry screen. This will leave the order with a status of Pending.
 - Click **New** to enter a new purchase order. This will leave the order with the status of Pending.

Enter Change Orders

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Change Orders**.
2. Enter the purchase order number for this change order or select one from the lookup table.
3. If this is the first change order for the purchase order, you will be prompted to add a new change order. Click **Yes** and the change order number will be prefilled. Otherwise, click **New** and the system will generate a change order number for you.
4. Enter the required header details.

5. In the change order detail grid, use the **CO Qty** and **Unit Rate** fields to enter an increase or decrease in the quantity or rate of the purchase order items. Another option is to use the shortcut menu (right-click) to reverse the original entry and then add a new line item.
6. Do one of the following:
 - Click **Commit** to commit the change order.
 - Click the **Print** button to print the change order.
 - Click **Finish** to exit the change order entry screen. This will leave the change order with a status of Pending.

Send Orders to Job Cost

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help.

1. From the **Tasks** menu, select **Send Orders to Job Cost**.
2. Select the check boxes as required:
 - The **Send Orders as Committed** box is selected as the default setting. Purchase orders will be committed when they are imported into the Timberline Job Cost application if the option in **JC Settings > Import > Commit Method** is set to “Determined by record.”
 - If the option in **JC Settings > Import > Commit Method** is not set to “Determined by record,” the orders will be imported with the default setting of uncommitted.
 - If the **Send Line Description to Scope** check box is selected, the line description will be sent as the scope on the line item.
 - To automatically launch the JC Import Commitments task at the completion of the Send Orders to Job Cost task, select the “Auto Import after sending” check box found under **File > Data Folder Settings > File Locations**.
3. If you want to change the location of the export file, click the lookup table to browse for a different location.
4. Click **Print** to print the PO Posting Journal.
5. Click **Post**. You will be asked to confirm the location that the purchase orders will be sent to.

Enter Receipts

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Receipts**.

2. Enter the vendor code for this receipt (optional). If a vendor is entered, the lookup table for committed purchase orders will be restricted to those for that vendor; if no vendor code is entered, the lookup will display the committed orders for all vendors.
3. Enter the purchase order number to be received or select one from the lookup table. A new receipt number will be input automatically by the system at this point.
4. To receive items, do one of the following.
 - To receive all items on the order, click **Rec All**.
 - To receive an individual line item in total, double-click the line.
 - To receive an individual line item that requires modifications to the quantity, rate, or delivery condition, right-click on the line item and select **Edit Detail**, or press the SPACE bar, or click **Show Detail**, or enter the details in the **Express Receipt** window.
5. Click **Addons** to record additional freight or other changes.
7. Click **New** to begin a new receipt, or **Finish** to close the Receipting window.

Post Receipts

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Receipts**.
2. Enter the receipt number in the receipt header or select the receipt that you wish to post from the lookup table.
3. Click **Post**.
4. In the **Post Receipt window**, select the document type to be posted—either **Invoice** or **Delivery Docket**.
5. Enter a reference number for the document. This number must be unique for the vendor.
6. Click **Print** to print the receipt document.
7. If the receipt is to be posted as an invoice, enter the required terms and dates.
8. Click **OK** to post the receipt and close the **Post Receipt** window.

Enter Invoices

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Invoices**.
2. Enter the invoice number.
3. Enter the vendor code or select the vendor from the lookup table.



Note: If you are entering invoices that did not arise from purchase orders or receipts, skip to step 7.

4. Enter the receipt number or click **Add Receipts to Invoice** to select a receipt from the list of pending receipts for this vendor.
5. Confirm the line item details on the receipt as required.
6. Add Addons, Additional Vendor Addons, and Notes as required.
7. Click **Invoice** to switch to the **Invoice** window and enter invoice details.
8. Click **New** to begin a new invoice or **Finish** to close the **Invoice** window.

Post Invoices

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Tasks** menu, select **Enter Invoices**.
2. Select the invoice that you wish to post from the lookup table.
3. Click **Post**.
4. In the **Post Invoice** window, enter invoice information such as terms and dates.
5. Click **Print** to print the invoice document.
6. Click **OK** to post the invoice and close the **Post Invoice** window.

Print Reports

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help. To view a report sample, refer to the Handling Your Reporting Needs document.

1. From the **Reports** menu, select the desired report.
 - Reports > Status > Open Orders
 - Reports > Status > Order Status
 - Reports > Back Orders > Back Orders

2. Complete any required or optional prompt fields, such as date range, purchase order number range, or vendor range.
3. Click **Start** to begin processing and printing the report.

Send Invoices to Accounts Payable

The following list identifies the typical steps and reports for this task. For the most current and detailed information, refer to Timberline Help.

1. From the **Tasks** menu, select **Send Invoices to Accounts Payable**.
2. Mark the check box as required. If the **Send Item Code to AP as Billing Standard Item** check box is selected, the item code will be sent to Accounts Payable to be used as a standard item in Billing.
3. Click **Print** to print the Accounts Payable Invoice Journal.
4. Click **Post**.
 - To automatically launch the AP Import Invoices task upon completion of Send Invoices to Accounts Payable, select the “Auto Import After Sending” check box under PO > Data Folder Settings > File Locations.
 - If you are using macros, a journal should begin printing. Do not continue with the following steps.
 - If you are not using macros or the auto import setting, continue with the following steps.
5. From the **Tools** menu in Accounts Payable, select **Import Invoices**.
6. Either browse for, or enter directly, the file name APINV.TXT into the **Import file** field.
7. Click **Start**.