

(3 Hours) Estimating Database Setup and Philosophy

Session 1 (3 hours)

- I. Numbering Scheme
 - A. Hierarchy of Phases
 - B. Hierarchy of Items
 - C. Hierarchy of Material Classes
 - D. Hierarchy of Assemblies
- II. Five-step Setup Process
 - A. Phase Setup
 - B. Item Setup
 - i. Adding items
 - ii. Add/prefill
 - iii. Add/copy
 - C. Material Class Setup
 - D. Assembly Setup
 - E. Replication
- III. Database Editor
 - A. When to use on phases
 - B. When to use on items
- IV. When to Use Model Manager

(4 hours, Two Sessions) WMS Setup and Integration

Session 1: (2 hours)

- I. Company Setup
 - A. Establishing Company Information
 - B. Company Folder/E-mail/Fax Settings
 - C. Scheduling Settings
 - D. Sales Center Integration Settings
 - E. Company Reporting

- II. Integration Menu for Accounting
 - A. Accounting Database Settings
 - i. Database Path
 - ii. Accounting Options
 - iii. Synchronization
 - iv. Accounting Configuration
 - v. Taxes
 - vi. PO Approval Options
 - B. Security Access Requirements for Sage Timberline
 - C. Updating All Files
 - D. Sharing Job Information
 - E. Sharing Suppliers
 - F. Sharing Tax Tables
 - G. Controls
 - H. Receiving Job Cost Categories/Cost Codes
 - I. Job Cost Category Types

- III. Integration Menu for Estimating
 - A. Estimating Configuration: Database Path and Assembly Number Format
 - B. Replication Settings
 - C. Estimate Cover Page
 - D. WBS Code Assignments
 - E. Model Manager
 - F. Replicate Estimating
 - G. Renumbering Process
 - H. Pushing Supplier Costs to Estimating

Session 2: (2 hours)

- I. Division Setup
- II. Custom Descriptions
- III. Area Setup
- IV. Job Setup
- V. Supplier Setup
- VI. Purchasing Activities

(3 hours) Basic Purchasing Workflow

Introduction to Production Workflow

- I. Production Workflow Diagram
- II. Role of Purchasing Module

Create Estimate

- I. Steps to Create Estimate/Budget
- II. Summary of Steps for Creating Estimate/budget
- III. Price Agreements from Subs and Suppliers
- IV. Creating Estimates
 - A. Folder and estimate names
 - B. Estimate information/cover page Info
- V. Assembly Takeoff

Issue Budgets

- I. Receive Jobs from Job Cost
- II. Create Estimate
- III. Budget Management
 - A. Issuing budgets by estimate, option, cost code or release
 - B. Changing the budget
 - C. Refreshing Estimates, Costs and Suppliers
 - D. Reports

Send Budgets to Accounting

- I. Sorting Views and Navigation
- II. How to Send to Accounting

Integration with Job Cost

Issue Purchase Orders

- I. Explanation of Icons (Handout)
- II. Reports (Open Purchase Orders by Vendor Report, etc.)
- III. Printing Purchase Orders
- IV. E-mailing Notification to Suppliers

Send Purchase Orders to Accounting

- I. Sorting Views and Navigation
- II. How to Send to Accounting
- III. Deleting Purchase Orders in Send to Accounting Screen

Approve Purchase Orders for Payment

- I. Full Payments
- II. Partial Payments
- III. Invoice History

Send Invoices to Accounting

- I. Sorting Views and Navigation
- II. How to Send to Accounting
- III. Viewing Import and Posting Errors

Change Orders

- I. Change Orders for Issued Budgets
 - A. When to issue change orders for the budget
 - B. Hands-on example
- II. Change Orders for Issued Purchase Orders
 - A. When to issue change orders for purchase orders
 - B. Hands-on example

Issue Budgets for Change Orders

Variance Purchase orders

- I. How to Issue Variance Purchase Orders
- II. How to Send Variance Purchase Orders to Accounting (generally, there is no budget to send)

Cancel and Delete Purchase orders

- I. When Cancellation Function is/is not Available
- II. When Deletion Function is/is not Available

Edit Purchase Orders

- I. Availability of Editing Function
- II. Change Supplier Function

(3 hours) Purchasing Exception Workflow

Variance Purchase Orders

- I. Adding Items on the Fly

Multi-Cancel/Delete Wizard

- I. When to Cancel/Delete Multiple Budgets
- II. When to Cancel/Delete Multiple Purchase Orders
- III. Hands-on Example
 - A. Budgets
 - B. Purchase Orders
- IV. Impact on Budgets and Purchase Orders
- V. Overview of Unconditional Deletions
 - A. Deletes all issued purchase orders (canceled and fully/partially approved)
 - B. Hands-on examples for budgets/purchase orders
- VI. Steps in taking jobs back to dirt
 - A. Involves Accounting with AP invoicing
 - B. Multi-Cancel/Delete Wizard

Rejections

- I. What Happens when Send Function Completes with Errors
- II. Steps to Correct Rejections
 - A. What causes rejections
 - i. PO errors will cause invoicing rejections
 - ii. Deleted variance categories in Job Cost do not delete in WMS
 - iii. No GL Account number exists for job
 - iv. Inadequate security rights in Job Cost
 - v. AP/Job Cost settings conflict with WMS Send function
 - B. Sending/print-previewing Import Report to view rejections
 - C. Fixing purchase orders
 - D. Re-sending purchase orders (fixes invoices automatically)
- III. File Maintenance of Rejects
- IV. Where Rejection Files Reside on Server

(3 hours) Bid Management Workflow: Managing Supplier Bids

Bid Management Conceptual Overview

Required Setup for Bid Management

Bidding Methods

- I. Model/Option
- II. Job
- III. Activity

Cost Update Methods

- I. Trade Portal Interface
- II. Excel Import
- III. Bid Item

Bid Management Workflow

- I. Using the Bid Dashboard
- II. Understanding Bid Status
- III. Creating Bids
- IV. Publishing the Bid
- V. Bid Notifications
 - A. Trade Portal
 - B. Excel
- VI. Rebid Requests
- VII. Accept/Deny Bids
- VIII. Effects on In Progress Jobs
- IX. Effects on Cost Management

(2.5 hours) Cost Management Techniques: Maintaining Supplier Costs

Estimate Spreadsheets for Bulk Cost-Loading

- I. When to Use in WMS
 - A. No existing cost for plan
 - B. No existing cost for option

Excel Spreadsheets

- I. Supplier Cost Maintenance
- II. Adapting to Supplier Cost Changes
- III. Sending Spreadsheet to Supplier for Updates
 - A. Highlighting columns
 - B. Securing the spreadsheet
 - C. Adding comparison columns
 - D. Tips on making user-friendly spreadsheets
 - E. Changing spreadsheet back to original format
 - F. Importing spreadsheet back into WMS

Cost Management Screen

- I. Updating Costs and Spot Maintenance
- II. Adding/Editing Costs
- III. Copying Costs
- IV. Removing/Deleting Costs
- V. Rollover Costs: Common Errors and Cost Lookup Sequence
- VI. Importing/Exporting Costs to File
- VII. Cost Management Reports
 - A. Import Costs Report
 - B. Supplier Cost Comparison Report
 - C. Estimate Cost Comparison Report
 - D. Estimate Activity (Current Cost) Report

Supplier Contracts

- I. Setting Up Sales Pricing Module
- II. Purchasing Activities Screen: Required Fields

4 Hours (2 Sessions) Sales Pricing

Session 1: (2 hours) Sales Pricing Settings and Setup

- I. Company Settings
- II. Division Settings
- III. Required Fields (See handout of required fields for Sales Simplicity or Sales1440)
- IV. Trades
- V. Purchasing Activities
- VI. Plan Types
- VII. Option Types
- VIII. Cutoff Phases
- IX. Master Models/Options Setup

Session 2: (2 hours) Sales Pricing Workflow

- I. Master Models and Options by Community
- II. Sales Worksheets
- III. Send to Sales Center
- IV. Round Trip: Approving Sales Contracts
- V. Error Corrections
 - A. Removing or Deleting Configurations
 - B. Resolving Errors/Rejections

(4 Hours) Scheduling Module

Session 1: (2 hours) Settings in Setup Menu

- I. Required Job Data
- II. Trades
- III. Trade Supplier Assignments
- IV. Workday Calendars
- V. Scheduling Activities
- VI. Purchasing Activities
 - A. Linking to Scheduling Activities
 - B. Default Supplier Assignments
- VII. Data Flow Diagram
 - A. Understanding Default Supplier
 - B. Default Supplier Retrieval for Job Schedule

Session 2: (2 hours) Scheduling Menu, Scheduling Central and Reporting

- I. Scheduling Menu Overview
 - A. Milestones
 - B. Templates
 - i. Predecessors/multiple predecessors
 - ii. Hands-on Examples
 - C. Schedules
 - i. How to create schedules
 - ii. Schedule Workflow
 - D. Checklists
 - E. Supplier Notifications
 - F. Resource Allocation
- II. Scheduling Central
- III. Reporting

(1.5 hours) Basic ReportBuilder & Report Modifications

Introduction to ReportBuilder

- I. Report Explorer
- II. Parts of Report Builder
 - A. Data tab
 - B. Calc tab
 - C. Design tab
 - D. Preview tab
- III. Parts of Report Builder
 - A. Adding toolbars
 - B. Adding & moving fields
 - C. Saving & applying changes to reports in use
- IV. How to set a report as the default report in WMS