

# **BuildTopia/Microsoft Dynamics SL Interaction** **(Formerly MS Solomon)**

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Version 1.0 (August 2006)



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## Overview

Microsoft Dynamics SL (formerly known as Solomon and referred to as such throughout this document) offers integrated applications for small and mid-sized organizations and divisions of large enterprises delivered through channel partners. Ideal for project-centric organizations, Microsoft Solomon product suites include financial management, payroll, project management and project accounting, e-business software and comprehensive customization tools.

Project or job-driven organizations can increase project efficiency and realization with unlimited work breakdown structures and budgets, complex allocations, proactive alerts and workflow. Solomon brings together information from every facet of your organization and allows you to analyze information to make more profitable decisions.

The purpose of this document is to describe how to best integrate BuildTopia and Solomon to provide the best total solution. In terms of the integration itself, BuildTopia has a module, commonly referred to as LinkTopia, which manages the exporting of approved Purchase Order transactions from BuildTopia to be imported into Solomon as accounts payable vouchers and debit adjustments. Furthermore, Solomon has an import function called Transaction Import. Transaction Import is a utility provided within the System Manager module to allow for the import and validation of information into Solomon transactions. LinkTopia creates CSV files, based on a pre-defined format, that are then imported into Solomon.

The Project Controller modules of Solomon will serve as the “job cost subsidiary” to BuildTopia. The Project field in Solomon will contain the Project and Lot Codes from BuildTopia. The Task field in Solomon will be the Cost Code from BuildTopia. These fields are available on all transactions throughout Solomon to enable job cost reporting by lot with the extensive standard reports available in Solomon. Listed below are the required modules to support this integration.

### Microsoft Solomon Required Modules:

- System Manager
- General Ledger
- Accounts Payable
- Project Controller
- Multi-Company
- Customization Manager

From an accounting and bookkeeping perspective, Solomon manages financial reporting, accounts payable, banking, cash management, non-direct costs, payroll and intercompany transactions; BuildTopia manages all aspects of Direct Construction Costs and Sales, including payment approval and deposit management.

## Common Vocabulary

| Microsoft Solomon  | BuildTopia   |
|--|--|
| <b>Company</b> (Corporate Entity)                        | <b>Projects</b> – One or more projects may be in a Company   |
| <b>Projects</b> (Lot, Unit, Job)                         | <b>Lots</b> – Project ID equal to concatenation of Project Accounting Code defined in Project Setup and Lot Accounting Code defined in Lot Setup |
| <b>GL Account</b> (WIP account)                          | <b>Cost Code Accounting Category</b> – Can have different WIP accounts assigned to groups of different Cost Codes                                |
| <b>Task</b> (Cost Code)                                  | <b>Cost Code Accounting Code</b>   |
| <b>Accounts Payable Vouchers &amp; Debit Adjustments</b> | <b>Purchase Orders</b> – Approved only   |
| <b>Vendors</b>   | <b>Trade Partners</b>  |

### Accounts Payable Processing

The purchasing process related to Direct Construction Costs is managed entirely in BuildTopia. Purchase Orders (POs) are generated and ultimately approved in BuildTopia. The PO approval step in BuildTopia is intended to act as the payment approval point and thus only approved PO transactions are sent to Solomon.

Purchase Orders are approved in BuildTopia and sent to Solomon as Accounts Payable Vouchers and Debit Adjustments (negative POs or credits). The General Ledger (GL) entry for each transaction is a Debit to Work-In-Process (WIP) and a Credit to Accounts Payable (AP). Multiple WIP accounts may be used by assigning different Accounting Categories to groups of Cost Codes. The AP account defaults from the Vendor Maintenance during the Transaction Import. For reconciliation purposes, it is recommended that a dedicated Work-In-Process account(s) be created to manage direct costs exclusively from BuildTopia.

In AP payment processing, there are two generally accepted principles relating to the payment process that are both supported – Auto Pay or match POs to vendor invoices.

If a builder chooses Auto Pay, then all approved POs from BuildTopia would be approved for payment and no additional processing is necessary to pay out of Solomon.

If choosing to match vendor invoices to purchase orders sent from BuildTopia, it will be important to establish a method to discern documents in Solomon that have and have not been reconciled to vendor invoices; in this case the user will only pay documents that have been reconciled. A methodology to make this differentiation could include entering/updating the following fields when vendor invoices are reconciled in Solomon Document Maintenance coming from BuildTopia:

1. Update the Invoice Number field to include the vendor invoice number. *The import macro can be modified to remove this field from the import so it is blank on all documents originating out of BuildTopia. See the section “Solomon Setup” for details.*
2. Update the Invoice Date field to reflect the vendor invoice date.

## **Job Costing in Solomon**

In addition to being able to perform detailed job costing functions within BuildTopia, the Solomon/BuildTopia integration can be set up to support summarized and detailed job costing and profitability analysis at the project level, building level and lot level within Solomon. The Project Controller modules of Solomon will serve as the Job Cost Subsidiary to BuildTopia. The Project field in Solomon will contain the BuildTopia Project and Lot accounting codes from BuildTopia. The Task field in Solomon will be the Cost Code from BuildTopia. These fields are available on all transactions throughout Solomon to enable job cost reporting by lot/unit with the extensive standard reports available in Solomon. The job costing capabilities utilize Solomon Company, GL Account, Subaccount, Project and Task fields pursuant to the following parameters:

For Single-Family builders, job costing and profitability is analyzed at both the project and lot levels. Solomon Subaccounts and/or Companies can be configured to match or group BuildTopia Projects. Solomon Projects are BuildTopia Lots and Solomon Tasks are BuildTopia Cost Codes. For example, one Solomon Company could represent multiple BuildTopia Projects, therefore use Solomon Subaccounts to group each project's transactions for detailed and summary reporting.

For Multi-Family builders, profitability is analyzed at the project, building, and unit levels. In this scenario, Solomon Subaccounts or Project IDs can be configured for BuildTopia Projects and Buildings. Solomon Projects are BuildTopia Units. Solomon Tasks are BuildTopia Cost Codes. The Subaccount segments can be defined as Project-Building to facilitate roll-up reporting. Also, the second segment of the Project ID (Lot Accounting Code) could be configured to be the Building and Unit such as A100, A200, B100, B200, etc.

Based on the above configurations, project profitability is provided in Solomon using FRx Financial Reports. Multiple Project Controller module reports provide details of the lot/unit including Project Cost Analysis, Project Profitability, Project Task Analysis and Project Task Summary. Most reports subtotal by project manager and GL Subaccount. All reports are customizable using Crystal Reports.

Please note that since only approved transactions are sent to Solomon, only BuildTopia will have data as it relates to all committed costs, including open Purchase Orders, and Cost to Complete.

## **Closing Entries**

When homes/units are settled, journal entries need to be made to recognize revenue and corresponding costs of sales (Closing Journal Entry). The elements of closing entries may include the following:

1. Revenue: Base House, Options, NSO, Land
2. Cost of Sales: Base House, Options, NSO, Land
3. Settlement Expenses
4. Construction Loan Payoff
5. Deposits: Base House and Options
6. Commissions
7. Settlement Proceeds
8. Work-In-Process: Indirect and Direct Costs, including Base House, Options, NSOs, Variances and Cost to Complete

Closing entries are dependent upon reports out of Solomon and BuildTopia. Depending upon the needs of your organization as they relate to the break down of financial reports by revenue and costs of sales, the corresponding information can be pulled from either or both systems.

In many cases, what will be required to report from BuildTopia is the Cost to Complete and the breakdown of revenue and costs that correlate to the desired P&L structure (i.e. revenue and Cost of Sales breakdown of Base House, Options and NSOs).

Cost to Complete is comprised of the outstanding committed costs that have not been sent to Solomon from BuildTopia. For Solomon customers, the open POs that have not been approved within BuildTopia will not be recorded in Solomon at the time of the Closing Journal Entry. Thus, at the time of the Closing Entry, open POs that have not been approved on the corresponding lot should be reported out of BuildTopia's On-Demand Reporting. The balance of these POs can be included as an adjustment or accrual in the Closing Journal Entry.

For builders that desire to have their P&L break down revenue and Cost of Sales by Base House, Options and NSOs, it is recommended to utilize the Job Cost Variance Report in BuildTopia to get the corresponding breakdown of cost information and ensure that all related costs are accounted for. On the revenue side, the best method for grouping information is to create a custom On-Demand report using the Sales-Workups dataset within BuildTopia.

## ***Financial Reporting***

Using the above methodologies, Solomon can easily support different styles of financial reporting where management can see financial reports summarized the way they prefer, including detail from the Solomon project accounting functions, in addition to the detail available from BuildTopia.

It is recommended that Cost Code detail not be retained on the Chart of Accounts, but rather maintained through Solomon Project Controller.

Another feature of Solomon and FRx is the concept of Reporting Trees. Multiple Reporting Trees can be created to provide the ability to group and roll-up Companies and Subaccounts for financial reporting. The default Solomon setup includes a mapping of the BuildTopia Lots in each

Project to the Solomon Subaccount, thereby supporting the capability to break out financials by Project and/or Phase.

## Configuration Considerations & Settings

### Master Configuration and Data Structure

BuildTopia recommends that the following structure be reflected in both your Solomon and BuildTopia configurations:

| Solomon Data   | BuildTopia Entry  |
|--|---|
| Vendor ID<br>[Accounts Payable > Vendor Maint]               | Vendor Accounting Code (or if blank, Vendor Name)<br>[Data Library > Trade Partners > Edit] |
| Company ID<br>[Project Controller > Project Maint]           | Company Accounting Code<br>[Admin > Projects > Modify]                                      |
| Project ID Segment 1<br>[Project Controller > Project Maint] | Project Accounting Code<br>[Admin > Projects > Modify]                                      |
| Project ID Segment 2<br>[Project Controller > Project Maint] | Lot Accounting Code (or if blank, Lot Number)<br>[Project Setup > Lots > Lot Details]       |
| Task ID<br>[Project Controller > Project Maint]              | Cost Code Accounting Code (or if blank, Cost Code)<br>[Data Library > Cost Codes > Edit]    |
| GL WIP Account<br>[Accounts Payable > Voucher & Adj Maint]   | Cost Code Accounting Category<br>[Data Library > Cost Codes > Edit]                         |

BuildTopia contains accounting codes for Projects, Companies, Vendors, Lots and Cost Codes. The data in these codes control the mapping to Solomon. The following are some considerations to make when defining your coding structure:

- The Vendor ID and Vendor Accounting Code must match or the Transaction Import will fail.
- The BuildTopia Project Accounting Code and Lot Accounting Code are concatenated to form the Solomon Project ID when the LinkTopia file is created. In cases where there are more than nine lots, a leading zero should be included in the Lot Accounting Code and Solomon Project ID Segment 2 so that the projects will sort correctly in the lookups. The lookup will display as follows (with the Project Accounting Code = PRJ):

| With leading zero | Without leading zero |
|-------------------|----------------------|
| PRJ01             | PRJ1                 |
| PRJ02             | PRJ10                |
| PRJ03             | PRJ11                |
| PRJ10             | PRJ2                 |
| PRJ11             | PRJ3                 |

- If fields have segment separators, such as dashes, displayed in Solomon, they should not be included in the corresponding BuildTopia field. For example, a Solomon Subaccount of GEN-01 would be entered as GEN01 in the BuildTopia Lot Sub Accounting Code field.
- The Lot Sub Accounting Code is not used in the LinkTopia file.
- If the Projects in BuildTopia are separate Companies in Solomon the “Create separate files by Company Accounting Code” box should be checked in BuildTopia > Accounting > Setup. When importing the files, the user must verify that they are logged into the correct company in Solomon.

## ***Solomon Versions Supported***

Currently the LinkTopia interface supports versions 6.0 and 6.5 of Microsoft Dynamics SL (Solomon).

## **LinkTopia Setup**

### ***Overview***

During the export process, LinkTopia gathers any Purchase Orders that match the criteria established either in the LinkTopia setup process or in the Advanced Export process, and which have a new status of “Approved” since the last LinkTopia export was completed. Approved Purchase Orders that have not previously been included in a LinkTopia file will be exported in one CSV file, or one CSV file per Company Accounting Code (if specified in Setup).

LinkTopia does not export open Purchase Orders, budgets or estimates for import into Solomon. Only approved Purchase Orders are included and will be imported into the Solomon Voucher and Adjustment Entry screen.

LinkTopia also has a user interface to manage previous exports from BuildTopia. Users have the ability to view previous exports and re-export any transactions based on user-defined queries.

Configuring LinkTopia to achieve the integration described in this document requires three settings to be made within the LinkTopia Setup function within BuildTopia. Note: There are multiple Solomon interfaces to choose from. See LinkTopia Export Definition section for additional information.



| Setup  |                                     |                 |                                     |
|--|-------------------------------------|-----------------|-------------------------------------|
| Accounting System                                | Solomon                             | Export Open     | <input type="checkbox"/>            |
| Create separate files by Company Accounting Code | <input checked="" type="checkbox"/> | Export Approved | <input checked="" type="checkbox"/> |
| Use Option Codes as Cost Codes                   | <input type="checkbox"/>            | Export Void     | <input type="checkbox"/>            |

1. Specify Accounting System: Solomon.
2. Specify to only “Export Approved” transactions.

While LinkTopia can send over additional data, there are currently no file formats defined for this data.

3. Specify “Create separate files by Company Accounting Code.”

When using the Multi-company module in Solomon, each BuildTopia Project may be a different company in Solomon. Great care must be taken to import the files into the correct company.

## Complete LinkTopia Setup

### Navigation Path

BuildTopia > Admin > Accounting > Setup link

### Notes

This task is limited to users with administrative access to BuildTopia.

### Steps

Select Solomon from the Accounting System pull-down menu.

If your company uses a separate Company Accounting Code and multiple companies in Solomon for each company, select the checkbox for Create Separate File by Company Accounting Code.

NOTE: The Company Accounting Code is populated in the project definition, accessed at the following navigation path: Admin > Projects > Modify link.

Select Export Approved for the Purchase Order statuses to be exported.

Select the Save button to save the LinkTopia setup changes, or select the Cancel button to discard the changes.

## **Export from LinkTopia**

### **Navigation Path**

BuildTopia > Admin > Accounting > New Export

### **Notes**

Exports can be filtered by one of two methods: Basic and Advanced.

### **Steps**

1. Select the Basic or Advanced tab, as appropriate.
2. To perform a Basic export filter:
  - a. Select the Project Name from the pull-down menu.
  - b. Select the Begin Export button.
3. To perform an Advanced export filter:
  - a. Enter all or some of the following fields:
    - i. Use the text field to enter the WO/PO #.
    - ii. Select the Project Name from the pull-down menu.
    - iii. Following selection of the project:
      1. Select the Lot Number(s) from the list of lots.
        - a. To select a group of lot numbers, press and hold the SHIFT key, then click on the first and last lot numbers for the group.
        - b. To select multiple individual lot numbers, press and hold the CTRL key, then select each individual lot number.
      2. Use the pull-down menu to Include or Exclude the selected lots for export.
    - iv. Use the pull-down menu to select the PO Types.
    - v. To filter by a WO/PO Amount:
      1. Use the pull-down menu to select the amount filter type:
        - a. “=” WO/PO amount must equal the amount entered in the text field.
        - b. “Not =” WO/PO amount must not equal the amount entered in the text field.
        - c. “<” WO/PO amount must be greater than the amount entered in the text field.
        - d. “>” WO/PO amount must be less than the amount entered in the text field.
        - e. “<=” WO/PO amount must be greater than or equal to the amount entered in the text field.
        - f. “>=” WO/PO amount must be less than or equal to the amount entered in the text field.
      2. Use the text field to enter the amount.

- vi. Use the text fields to enter the From and To Date Created or use the Pick Date link to select Date Created from a calendar view. Manually entered dates must be entered in the correct format, e.g. MM/DD/YY.
- vii. Use the text fields to enter the From and To Date Approved or use the Pick Date link to select Date Approved from a calendar view. Manually entered dates must be entered in the correct format, e.g. MM/DD/YY.
- viii. To filter by a specific trade partners:
  1. Select the Show List of Trade Partners button.
  2. Use the pull-down menu to indicate that the export should Include or Exclude the selected Trade Partners.
  3. Select one or more Trade Partners from the list, or select the All Trade Partners item from the list to select all trade partners.
    - a. To select a group of Trade Partners, press and hold the SHIFT key, then click on the first and last trade partner for the group.
    - b. To select multiple individual trade partners, press and hold the CTRL key, then select each individual trade partner.
  - b. Select the Begin Export button.
4. Use the text fields to enter the Payment Date or use the Pick Date link to select the Payment Date using a calendar view. Manually entered dates must be entered in the correct format, e.g. MM/DD/YY.
5. To exclude WO/POs from the download:
  - a. Select the checkbox(es) for each WO/PO to be excluded from the export.
  - b. Select the Remove Selected button.
  - c. At the prompt, "Are you sure you wish to remove these WO/PO(s) from the Export?" select the OK button to remove the selected WO/POs, or, as appropriate, select the Cancel button to leave the selected WO/POs in the export.
6. As appropriate, select the Preview Export link to view / save the WO/PO information to be exported in a CSV format.
7. Select the Complete Export button to export the file in CSV format for Solomon.
8. At the File Download prompt, select the Save button to save the exported file to your hard drive (or the location on your server).
9. In the Export dialog box:
  - a. Navigate to the desired location where the file should be created.
  - b. Modify the file name for the exported file, as appropriate.
  - c. Select the Save button to create the new file, or select the Cancel button to stop the export process.

## ***Search Previously Exported Files***

### **Navigation Path**

BuildTopia > Admin > Accounting > Search Previously Exported link

### **Notes**

The search defaults to All Projects and Approved WO/POs.

## To Find All WO/POs Exported

Leave all fields blank to search and generate all WO/POs.

### Steps

1. Use one or more of the following filters to generate a list of all WO/POs matching the specified filter criteria.
  - a. Select the Show Exported Status of checkbox(s) to return WO/POs with statuses of Open, Approved and/or Void.
  - b. Use the text fields to enter the From and To dates for the Date Exported or use the Pick Date link to select the Date Exported using a calendar view. Manually entered dates must be entered in the correct format, e.g. MM/DD/YY.
  - c. Use the text fields to enter the From and To dates for the Date Approved or use the Pick Date link to select the Date Approved using a calendar view. Manually entered dates must be entered in the correct format, e.g. MM/DD/YY.
  - d. Use the pull-down menu to select the Project Name.
  - e. Use the text field to enter the Audit Number.
  - f. Use the text field to enter the WO/PO #.
  - g. Use the text field to enter the Lot Number.
  - h. Use the text field to enter the WO/PO Description.
  - i. Use the Trade Partner Contains text field to enter all or part of the trade partner name.
2. Select the Submit button.

## Import into Accounting System

### Navigation Path

Solomon Main Menu > Utility > Transaction Import

### Notes

Solomon Setup must be completed prior to attempting import. See **Solomon Setup** section.

### Steps

1. From the Solomon Main Menu, Select **Utility > Transaction Import**.
2. Select **Actions > Template**.
3. Select the LinkTopia template from the Lookup (F3). Select **Paste**.

Template (98.230.00)

Screen: Transaction Import (98.500.00) Paste

Template ID: LINKTOPIA Save

Description: Delete

Visibility: Public Close

Application Field Selection

Section: [All]

Load lower levels

Transaction Import (98.500.00)

Actions

Detail (F4 - for grid/form view)

Selected

Data File Name: I:\SOLOMON\IMPORT\CLK041006.CSV

Data File Type: Ascii

Screen ID: 0301000

Control File Name: I:\SOLOMON\LINKTOPIA.CTL

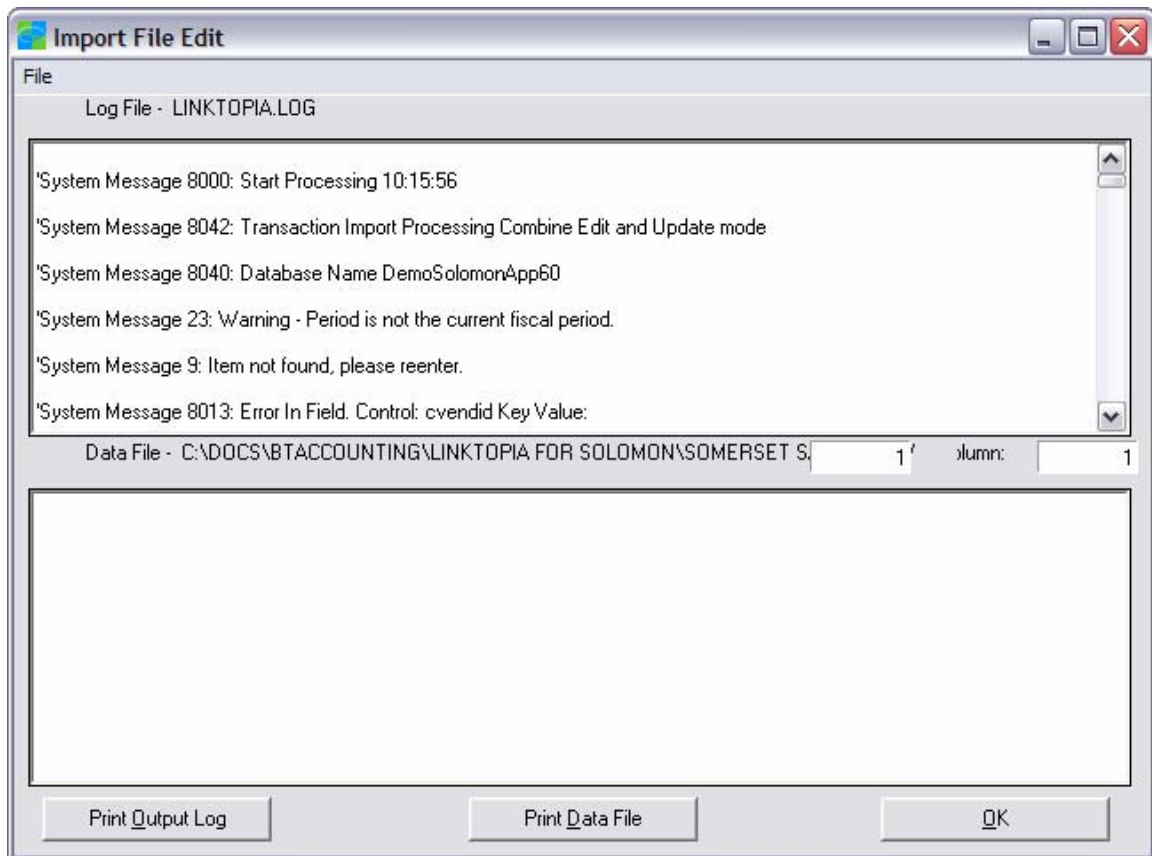
Output Log File: I:\SOLOMON\LINKTOPIA.LOG

Minimized

Select All Clear All Edit Errors Options Begin Processing

0060 SYSADMIN 7/26/2006

4. In the Data File Name field, navigate (F3 to browse) to the location where the LinkTopia files are saved.
5. Select the file created in the previous step. Select OK.
6. Change the Output Log File name, if desired.
7. Select Begin Processing.
8. Once processing completes, select Edit Errors.
9. Scroll to the bottom of the Log File section.
10. When successful, the number of Errors should be zero.



11. If there are Errors listed, go to the **Troubleshooting** section for assistance.
12. The transactions are now a batch with the status of "Release Later" in the Voucher & Adjustment Maintenance screen.
13. **If there were errors**, select Accounts Payable > Voucher and Adjustment Maintenance. Enter or select the batch from the lookup. Click in the Batch Number field and select the Delete (X) button on the toolbar. Select to delete the batch. ***The batch(es) must be deleted if multiple imports are attempted that resulted in errors. A batch is created every time the import is attempted. ONLY RELEASE THE BATCH THAT RESULTED IN NO ERRORS!***
14. If there were no errors, select **Accounts Payable > Release AP Batches**. Check the Selected box for the batch and select Begin Processing to release the batch.

## Solomon Setup

Because of the complexity and the importance of your accounting system to your company, BuildTopia recommends consulting your accounting professional prior to making any changes or modifications to your accounting system configuration.

### ***Customizing the AP Voucher & Adjustment Maintenance Screen (optional)***

Many customers have chosen to customize the Solomon Accounts Payable Voucher & Adjustment maintenance screen to include the Project ID field in the Document section of the screen so that this field can be printed on the Check Stubs.

Some customers have requested that the Variance Code from BuildTopia Manual Purchase Orders be imported into Solomon. The APTRAN.User2 field can be added to the Document section to store this code. The List function in Customization Manager can be used to provide a lookup list and validation. The Data Values in the List must match the Variance Accounting Codes as defined in BuildTopia Admin > Company Setup > Variance Codes.

Also, the Option Code from Purchase Orders is included on the Transaction line in the data file. The Transaction section of the Voucher and Adjustment screen can be customized to add the APTRAN.User1 field to store this data.

Consult your Microsoft Dynamics consultant to add these fields to the AP Voucher and Adjustment screen using the Customization Manager module.

Here's an example of the screen after customization:

**\*Voucher and Adjustment Entry (03.010.00)**

Actions

Batch Number: [ ] Status: Hold Total: 0.00  
 Per to Post: 05-2006 Handling: Hold Control: 0.00

Document Ref Nbr: [ ] Vendor ID: ABETER Date: 8/3/2006 Invoice Date: 8/3/2006  
 Type: Voucher A Bell Termite & Pest Co Invoice Nbr: [ ] Balance: 0.00

Voucher/Adjustment Defaults Override Manual Check Apply Adjustment

Terms: 01 Net 30 Days Active PO Nbr: [ ] Discount Date: 8/3/2006  
 Amount: 0.00 Company ID: MB1 Due Date: 9/2/2006  
 Project/Lot: [ ] Moser Builders, Inc. Discount: 0.00 Pay Date: 9/2/2006

| Company ID * | Account * | Project/Lot | Cost Code/Task | Subacct * | Inv Amount | 1099 Box | Tran Description | Option Code | Ext Ref Nbr | Variance Code |
|--------------|-----------|-------------|----------------|-----------|------------|----------|------------------|-------------|-------------|---------------|
| MB1          |           |             |                | 00000     | 0.00       | <None>   | ABETER           |             |             |               |

General Purchasing Detail... Tag...  
 MB1 SYSADMIN 8/3/2006

## Creating Control Macro for Transaction Import

Transaction Import uses a Control Macro to read the data file in Solomon. This file must be created prior to attempting to import files into Solomon. Follow this process to create the file:

1. From the Utilities menu, access the Control Macro Generator option.
2. Enter 0301000 in the Screen field.
3. Leave the Control File Type set to Intelligent.
4. Specify the control file name and location. The default location is the Solomon installation folder. Name the file something that is easy to remember, such as LINKTOPIA.CTL.
5. Click OK to generate this control file.
6. Review the output of the generation process by clicking on View Macro.
7. Make modifications, as necessary, to follow the **LinkTopia Export Data Definition** below.
8. Consult your Microsoft Dynamics consultant to assist with modifying this file.

## Create Template for Transaction Import

### Navigation Path

Solomon Main Menu > Utility > Transaction Import

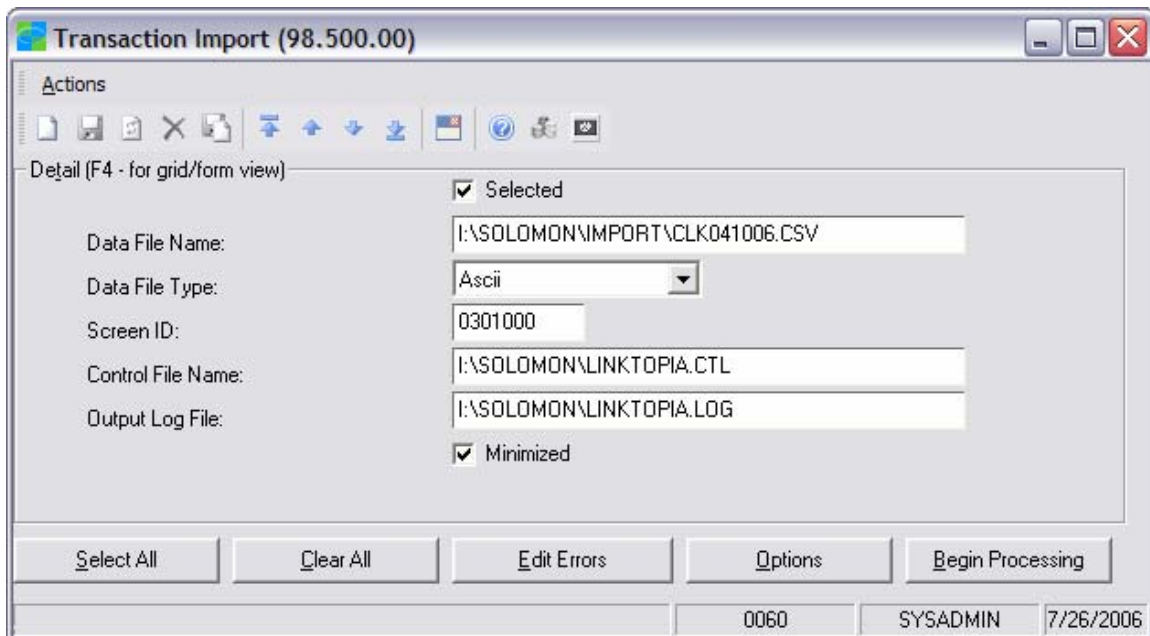


## Notes

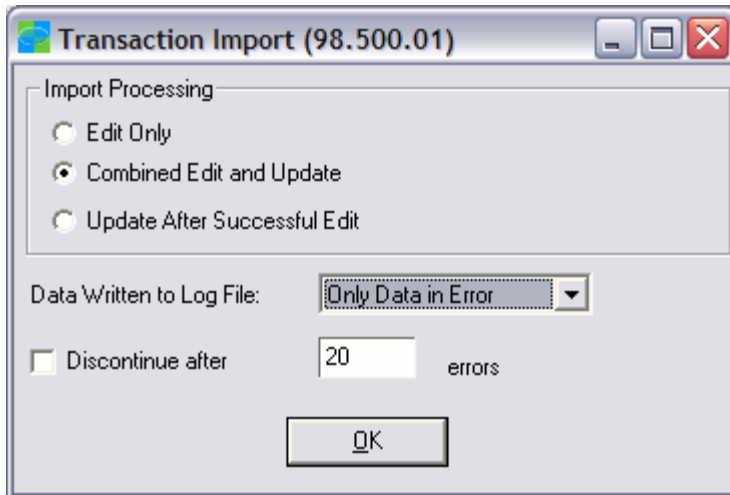
Creating a screen Template for the Transaction Import can make the import process much easier for users.

## Steps

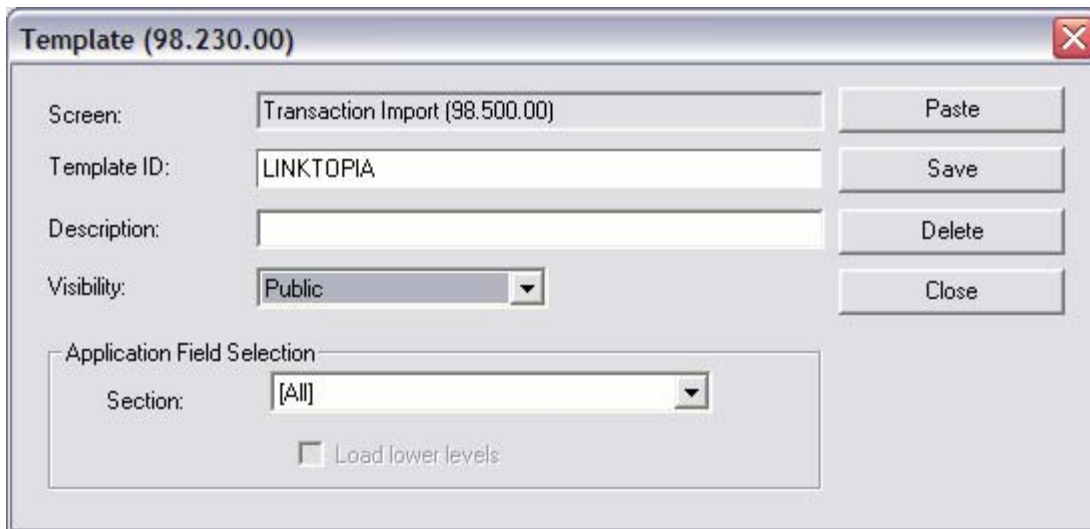
1. Navigate (F3 to browse) to the location where the LinkTopia files will be saved.
2. Select a file and select OK.
3. Leave the Data File Type set to ASCII.
4. Enter 0301000 or select 0301000 – Voucher & Adjustment Maintenance.
5. Navigate (F3 to browse) to the location where the Control Macro File was saved.
6. Enter an Output Log File name. The default location is the Solomon installation folder.
7. Uncheck the Minimized box.



8. Select the Options button to change the settings as needed. Common settings are to change the Data Written to Log File to Only Data in Error and to uncheck the Discontinue after XX Errors.



9. Once you have all the fields completed as desired, select Actions > Template.
10. Enter Template ID such as LINKTOPIA.
11. Enter Description, if desired.
12. Set Visibility to Public.
13. Select Save.



14. Close the Transaction Import screen.

## LinkTopia Export Data Definition

### *Solomon Version 3 (Draft to be confirmed)*

The following tables represent the three different sections of the Accounts Payable Voucher and Adjustment Maintenance screen: Batch, Document and Transaction. There will be one batch record per file and one document and transaction record for each PO.

Note: The Solomon Version 3 of LinkTopia is designed to be compatible with BuildTopia Release 5.6 that supports multiple transactions per Purchase Order. This version 3.0 will become Solomon version 5.6 upon the BuildTopia Release of version 5.6.

| Batch Record – Level0 |  |
|-----------------------|--|
| Solomon Field         | LinkTopia Export   |
| Batch Number          | <<BLANK>>  |
| Period to Post        | Current date converted to YYYYMM                             |
| Batch Status          | B – Release Later  |
| Control Total         | Total of Absolute Value of all Purchase Orders in the export |

| Document Record – Level1 |   |
|--------------------------|---|
| Solomon Field            | LinkTopia Export  |
| Reference Number         | <<BLANK>>   |
| Document Type            | VO if positive PO amount, AD if negative PO amount            |
| Vendor ID                | Vendor Accounting Code (or if blank, Vendor Name)             |
| Document Date            | Current Date  |
| Invoice Number           | PO Number   |
| Invoice Date             | Approval Date   |
| Terms                    | <<BLANK>>   |
| Document Amount          | PO Total Amount (absolute value)                              |
| PO Number                | PO Number   |
| Project ID               | Project Accounting Code concatenated with Lot Accounting Code |

| Transaction Record – Level4 |                               |
|-----------------------------|-------------------------------|
| Solomon Field               | LinkTopia Export              |
| Company ID                  | Company Accounting Code       |
| Line Type                   | N                             |
| GL Account                  | Cost Code Accounting Category |

|                              |   |
|------------------------------|---|
| Project ID                   | Project Accounting Code concatenated with Lot Accounting Code   |
| Task ID                      | Cost Code Accounting Code (or if blank, Cost Code)              |
| GL Subaccount                | <<Blank>> (Defaults from Project Maintenance in Solomon)        |
| Transaction Amount           | PO Total Amount   |
| 1099 Box                     | <<Blank>>   |
| Transaction Description      | PO Description  |
| Option Code (aptran.user1)   | Option Name   |
| Ext Ref Nbr                  | Option Description  |
| Variance Code (aptran.user2) | Variance Accounting Code concatenated with Variance Description |

### **Solomon Version 5.6 (Successor to Solomon 3.0 upon Release 5.6)**

The following tables represent the three different sections of the Accounts Payable Voucher and Adjustment Maintenance screen: Batch, Document and Transaction. There will be one batch record per file and one document record per Purchase Order and as many transaction records as there are activities on the PO.

| Batch Record – Level0 |  |
|-----------------------|--|
| Solomon Field         | LinkTopia Export   |
| Batch Number          | <<BLANK>>  |
| Period to Post        | Current date converted to YYYYMM                             |
| Batch Status          | B – Release Later  |
| Control Total         | Total of Absolute Value of all Purchase Orders in the export |

| Document Record – Level1 |   |
|--------------------------|---|
| Solomon Field            | LinkTopia Export  |
| Reference Number         | <<BLANK>>   |
| Document Type            | VO if positive PO amount, AD if negative PO amount            |
| Vendor ID                | Vendor Accounting Code (or if blank, Vendor Name)             |
| Document Date            | Current Date  |
| Invoice Number           | PO Number   |
| Invoice Date             | Approval Date   |
| Terms                    | <<BLANK>>   |
| Document Amount          | PO Total Amount (absolute value)                              |
| PO Number                | PO Number   |
| Project ID               | Project Accounting Code concatenated with Lot Accounting Code |

| Transaction Record – Level4  |   |
|------------------------------|---|
| Solomon Field                | LinkTopia Export  |
| Company ID                   | Company Accounting Code   |
| Line Type                    | N   |
| GL Account                   | Cost Code Accounting Code 2                                     |
| Project ID                   | Project Accounting Code concatenated with Lot Accounting Code   |
| Task ID                      | Cost Code Accounting Code 1 (or if blank, Cost Code)            |
| GL Subaccount                | <<Blank>> (Defaults from Project Maintenance in Solomon)        |
| Transaction Amount           | Total Price   |
| 1099 Box                     | <<Blank>>   |
| Transaction Description      | Activity Description  |
| Option Code (aptran.user1)   | Option Name   |
| Ext Ref Nbr                  | Option Description  |
| Variance Code (aptran.user2) | Variance Accounting Code concatenated with Variance Description |

## Troubleshooting

### **Common Reasons for Import Errors**

The following is a list of some common causes of import errors found when importing a CSV file into Solomon.

1. **Vendor ID is not found** – A new Trade Partner has been added to BuildTopia but has not been added to Solomon or the Vendor Accounting Code in BuildTopia does not match the Solomon Vendor ID. The message in the log file will look similar to this:

'System Message 9: Item not found, please reenter.

'System Message 8013: Error In Field. Control: cvendid Key Value:

'System Message 8004: Data File Record/Line Number: 448 Column: 12

'Level1,,VO,"GINGER",07/25/2006,030-1182,7/25/2006,,986.0,030-1182,0300M079," "

'System Message 8055: =====Error Processing Level1 Data Line=====

2. **Task ID is not found** – A Cost Code has been created in BuildTopia that has not been added to the Projects in Solomon or the Cost Code Accounting Code contains the wrong information.

'System Message 9: Item not found, please reenter.

'System Message 8013: Error In Field. Control: ctaskid Key Value:

3. Opening a CSV file in Microsoft Excel, then re-saving it, may change the format of the file, causing errors. If any numbers have leading zeros, these are dropped by Excel when the file is opened.
4. If the Company, GL Account, Project ID, Task ID (Cost Code) or Vendor ID are not configured so that the BuildTopia data mirrors the Solomon data, imports will fail and errors will be listed in the log file.

### **Searching the Log File for Errors**

The Log File created during Transaction Import can be searched in the Edit Errors screen. Position your cursor at the top of the Log File. Select File > Search Log File. In the Search String blank type Error. Select Find Next button. The first occurrence of the word "error" will be highlighted.

Usually the following text will identify the field causing the error such as cvendid (Vendor ID), ctaskid (Task ID), or cprojectID (Project ID). The next lines should list the data record beginning with Level1 for the document section of the screen and level4 for the transaction section of the screen.

The data fields will be separated by commas and will follow the order listed in the **LinkTopia Export Data Definition** tables. From this you will be able to identify the data in the file and compare it to what is in Solomon.

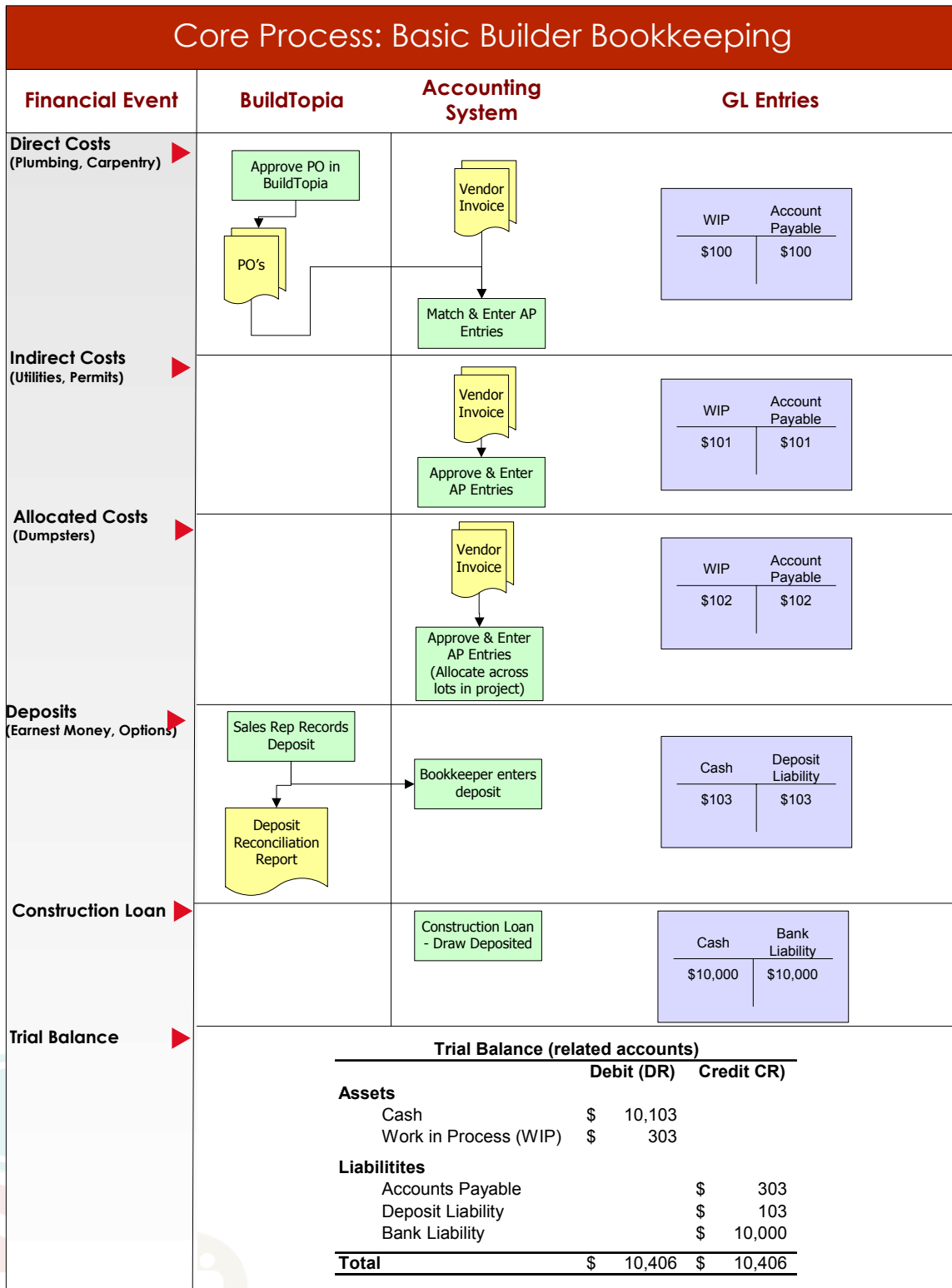
*\*\*If the Transaction Import screen has already been closed, you may view the Log File by locating the file in the path specified at the time of importing and opening it using Notepad.*

## **Technical Support**

The Customer Support Center provides support for BuildTopia customers for the entire application, including LinkTopia. The Customer Support Center can be reached by telephone at 800.773.0711 or by email at [support@buildtopia.com](mailto:support@buildtopia.com).

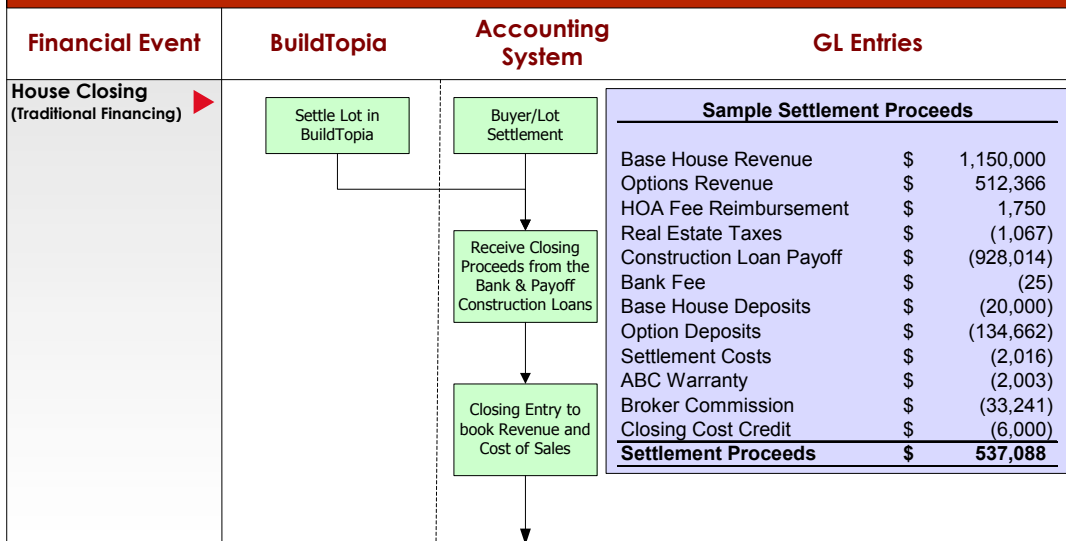
If a customer is still in the implementation process and the configuration of LinkTopia was included as part of the implementation, the Implementation Manager may also be contacted for support.

## Appendix: Bookkeeping Workflow Diagrams





## Core Process: Basic Builder Bookkeeping - Closing Entry



### Closing Entry - Sample House

| Sample Settlement Proceeds |                   | GL Account                        | Debit (DR) | Credit (CR)  |
|----------------------------|-------------------|-----------------------------------|------------|--------------|
| Base House Revenue         | \$ 1,150,000      | Base House Revenue                | Revenue    | \$ 1,150,000 |
| Options Revenue            | \$ 512,366        | Options Revenue                   | Revenue    | \$ 512,366   |
| HOA Fee Reimbursement      | \$ 1,750          | WIP - Indirect Construction Costs | Asset      | \$ 1,750     |
| Real Estate Taxes          | \$ (1,067)        | COS - Indirect Costs              | Expense    | \$ 1,067     |
| Construction Loan Payoff   | \$ (928,014)      | Construction Loan                 | Liability  | \$ 928,014   |
| Bank Fee                   | \$ (25)           | COS - Indirect Construction Costs | Expense    | \$ 25        |
| Base House Deposits        | \$ (20,000)       | Deposits                          | Liability  | \$ 20,000    |
| Option Deposits            | \$ (134,662)      | Deposits                          | Liability  | \$ 134,662   |
| Settlement Costs           | \$ (2,016)        | COS - Settlement Costs            | Expense    | \$ 2,016     |
| ABC Warranty               | \$ (2,003)        | COS - Indirect Construction Costs | Expense    | \$ 2,003     |
| Broker Commission          | \$ (33,241)       | COS - Commissions                 | Expense    | \$ 33,241    |
| Closing Cost Credit        | \$ (6,000)        | Closing Credits                   | Expense    | \$ 6,000     |
| <b>Settlement Proceeds</b> | <b>\$ 537,088</b> | Cash                              | Asset      | \$ 537,088   |

#### Other Journal Entries

|                                   |         |            |            |
|-----------------------------------|---------|------------|------------|
| Cost of Sales - Finished Lot Cost | Expense | \$ 344,545 |            |
| WIP - Finished Lot Cost           | Asset   |            | \$ 344,545 |
| COS - Direct Construction Costs   | Expense | \$ 462,809 |            |
| WIP - Direct Construction Costs   | Asset   |            | \$ 462,809 |
| COS - Option Costs                | Expense | \$ 377,000 |            |
| WIP - Option Costs                | Asset   |            | \$ 377,000 |
| COS - Indirect Costs              | Expense | \$ 34,610  |            |
| WIP - Indirect Costs              | Asset   |            | \$ 34,610  |
| COS - Financing Costs             | Expense | \$ 11,000  |            |
| WIP - Financing Costs             | Asset   |            | \$ 11,000  |

|              |                     |                     |
|--------------|---------------------|---------------------|
| <b>Total</b> | <b>\$ 2,894,080</b> | <b>\$ 2,894,080</b> |
|--------------|---------------------|---------------------|

## Core Process: Basic Builder Bookkeeping - Unit P&L

| Financial Event                                 | BuildTopia   | Accounting System   | GL Entries |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
|---|--|---------------------|------------|--------------------|----|-----------|-----------------|----|---------|----------------------|--|---------------------|---------------------------|----|---------|--------------|----|---------|-------------------|----|---------|----------------|----|--------|-------------|----|--------|-----------------|----|--------|-----------------|----|-------|------------------|----|-------|----------------------------|--|---------------------|
| Generate P&L <span style="color: red;">▶</span> |  |                     |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
|   | <p><b>P&amp;L (Impact from the completion of a single lot)</b></p> <hr/> <p><b>Revenue</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Base House Revenue</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">1,150,000</td> </tr> <tr> <td>Options Revenue</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">512,366</td> </tr> <tr> <td><b>Total Revenue</b></td> <td></td> <td style="text-align: right;"><b>\$ 1,662,366</b></td> </tr> </table> <p><b>Cost of Sales (COS)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Direct Construction Costs</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">462,809</td> </tr> <tr> <td>Option Costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">377,000</td> </tr> <tr> <td>Finished Lot Cost</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">344,545</td> </tr> <tr> <td>Indirect Costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">37,705</td> </tr> <tr> <td>Commissions</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">33,241</td> </tr> <tr> <td>Financing Costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">11,000</td> </tr> <tr> <td>Closing Credits</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">6,000</td> </tr> <tr> <td>Settlement Costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,016</td> </tr> <tr> <td><b>Total Cost of Sales</b></td> <td></td> <td style="text-align: right;"><b>\$ 1,274,316</b></td> </tr> </table> <hr/> <p><b>Gross Margin</b> <span style="float: right;">\$ 388,050</span></p> <p style="text-align: right;">23%</p> |                     |            | Base House Revenue | \$ | 1,150,000 | Options Revenue | \$ | 512,366 | <b>Total Revenue</b> |  | <b>\$ 1,662,366</b> | Direct Construction Costs | \$ | 462,809 | Option Costs | \$ | 377,000 | Finished Lot Cost | \$ | 344,545 | Indirect Costs | \$ | 37,705 | Commissions | \$ | 33,241 | Financing Costs | \$ | 11,000 | Closing Credits | \$ | 6,000 | Settlement Costs | \$ | 2,016 | <b>Total Cost of Sales</b> |  | <b>\$ 1,274,316</b> |
| Base House Revenue                              | \$   | 1,150,000           |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Options Revenue                                 | \$   | 512,366             |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| <b>Total Revenue</b>                            |  | <b>\$ 1,662,366</b> |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Direct Construction Costs                       | \$   | 462,809             |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Option Costs                                    | \$   | 377,000             |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Finished Lot Cost                               | \$   | 344,545             |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Indirect Costs                                  | \$   | 37,705              |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Commissions                                     | \$   | 33,241              |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Financing Costs                                 | \$   | 11,000              |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Closing Credits                                 | \$   | 6,000               |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| Settlement Costs                                | \$   | 2,016               |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |
| <b>Total Cost of Sales</b>                      |  | <b>\$ 1,274,316</b> |            |                    |    |           |                 |    |         |                      |  |                     |                           |    |         |              |    |         |                   |    |         |                |    |        |             |    |        |                 |    |        |                 |    |       |                  |    |       |                            |  |                     |

## Third Party Resources – MS Solomon

### Cardamel Consulting, Inc.

Melissa Douez, Vice President

303-646-4197

[www.cardamel.com](http://www.cardamel.com)

[mdouez@cardamel.com](mailto:mdouez@cardamel.com)

**Description:** **Cardamel Consulting, Inc.** is a Microsoft Certified Business Solutions Partner focused on the homebuilding industry. Cardamel is a reseller of Microsoft Dynamics, BuildTopia, and Intuit QuickBooks. The employees and partners of Cardamel have over 25 years of experience within the Homebuilding Industry. Cardamel has multiple consultants certified on Dynamics SL and is also certified to implement BuildTopia and has a thorough knowledge of how they are best deployed together.

### NAHB Chart of Accounts

[www.nahb.org](http://www.nahb.org) – search for “Chart of Accounts”

**Description:** Developed by CPAs specifically for homebuilders, remodelers, developers and commercial builders, the NAHB Chart of Accounts is the foundation of a well-organized accounting system. Use it to classify financial accounting data as assets, liabilities, owners' equity, revenues, and expenses. The Chart of Accounts' detailed subsidiary ledgers will structure your managerial accounting system and organize data for analysis, reporting and control.

1. NAHB Chart of Accounts (MS Word Document)
2. Part A: Outline of NAHB Chart of Accounts (MS Excel File – easy-to-import)
3. Part B: The Complete NAHB Chart of Accounts (MS Excel File – easy-to-import)
4. Part C: Basic Accounts for Small Volume Builders (MS Excel File – easy-to-import)
5. Part D: Direct Construction Costs Subsidiary Ledger (MS Excel File – easy-to-import)
6. Part E: Indirect Construction Costs Subsidiary Ledger (MS Excel File – easy-to-import)
7. Part F: Land Development Costs Subsidiary Ledger (MS Excel File – easy-to-import)

### Accounting and Financial Management – For Residential Construction

By Emma Shinn

Available at [www.builderbooks.com](http://www.builderbooks.com)

**Description:** Maximize your financial performance! A sold resource for any builder, developer, or contractor involved in residential construction, this revised and expanded fourth edition provides an understanding of how an accounting system operates, and the basic principles for processing financial data.