

## TIMBERLINE Accounting Software – LinkTopia Setup

Please consider the following two questions if you are going to use LinkTopia to import information into Timberline accounting software. We at BuildTopia will work with you to ensure the export format you set up in our system works to match the version of Timberline you are using.

1. Do you want to import Commitments?  
[Commitments are **Open** Purchase Orders in BuildTopia]
  - i. You will need to provide the file format for your version of Timberline to Buildtopia. Within Timberline, in the Job Cost Help System look up the Commitments (Record ID = C) and Commitment Items (Record Id = CI) file formats
  - ii. In the LinkTopia setup
    - i. Export Open MUST be turned on
    - ii. File format at BuildTopia must be set to export Open Purchase Orders.
    - iii. Contact Buildtopia to review your format with you to determine which of our existing formats may be used for your exports. In the event we cannot match your specific format we can develop a new one for your use.
2. Or, do you want to import Approvals?  
[Approvals are **Approved** Purchase Orders in BuildTopia]
  - i. You will need to provide the file format for your version of Timberline to Buildtopia. Within Timberline, in the Help system look up the Approvals (Record Id = API) and Approval Line Items (Record Id = APD) file formats.
  - ii. In the LinkTopia setup
    - i. Export Approved MUST be turned on
    - ii. Contact Buildtopia and we can provide you with the Export Structure that matches the approved file format for your version of Timberline.