

TIMBERSCAN MANUAL

XXXX Properties: Canadian End

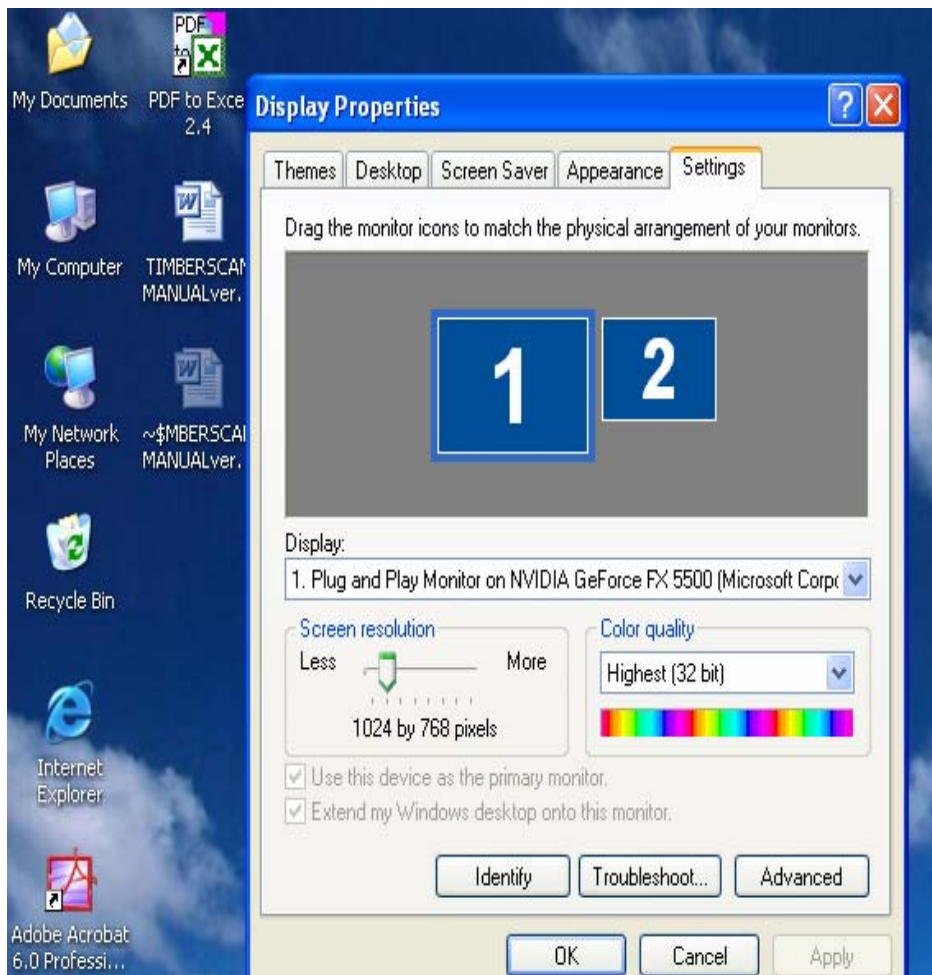
P B Tech Impact Solutions: Indian End

Key Observations for Accounts Payable Processing in XXXX Properties

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1. Display Setting on Remote Desktop Connection for TimberScan Software

I believe the application requires a minimum resolution of 1024 x 768. Running AP in my account in full screen,



2. Software related instructions

i. Instruction for software using at the time of "Acquiring the image"

- a. Please use terminal server ts.XXXproperties.com:33890 - FOR PB TECH ONLY
- b. Open TimberScan. (Click TimberScan icon on desktop)
- c. User ID **YYYY**
- d. Password = **XXXXXXXX**
- e. Click "Acquire" "Acquire Images"
- f. Image source - select "file"
- g. Image type - select "existing invoice" **This option is in "Image Type" not in "Invoice Type"**
- h. click "Open File"
- i. "Scan Type" box will pop up. Select the relevant option.
- j. Multiple image files can be selected together and then separated manually if preferred by clicking the "Mark as new invoice button"
- k. (it may be necessary to first click the "remove invoice markers" button if this option will be utilized.)

- i. all Donna's invoices using "data entry group" APDE01
- ii. all Antonia's invoices using "data entry group" APDE02
- iii. all Mary's invoices using "data entry group" APDE03
- iv. all Kathy's invoices using "data entry group" APDE05

(if you have been acquired the image with chosen wrong "data entry group" selected then you can send it to right group click "route" button and choose correct group.)

- l. click "Process" (bottom right of window)
- m. Do you wish to keep the original files that you imported? ... for now click "Yes"
- n. If you receive an error message during this setup phase click "Ignore"
- o. Do you want to send notifications ...answer "No"
- p. Close window.

ii. TS Software instructions for Linking the images of already captured invoices in TL

- a. From main TimberScan window Click "Invoice Entry" "Update Existing Invoices"
- b. Click "list" for list of vendors
- c. search for vendor using either vendor ID or Vendor Name (unlike DM, you can actually type more than one character here) and press enter
- d. type invoice number and press "tab" key (very important to note that only the "Tab" key will work here)
- e. ensure that the invoice date and amount now reflected in the relevant fields tie in to the image on screen

- f. attach method will default to "add new"
- g. click "accept" and then "Yes"

Useful short keys available on TS software

Legend of shortcut for Invoice entry buttons at bottom of window

- Alt + H = Hold
- Alt + L = List
- Alt + P = Print
- Alt + T = Route
- Alt + O = Comment
- Alt + V = View Notes
- Alt + S = Skip
- Alt + A = Accept
- Alt + X = Exit
- Alt + D = Delete distribution row

iii. Image downloading and Renaming

Now all the PO's and PS are downloaded local first and then checked with Invoices & PS for Quantity.

- a. PB Tech download the images of Invoice/PO/PS from t:/APSCAN to local computer server
- b. Review PO/PS# on local computer
- c. Rename PO/PS in relevant folder t:/APSCAN format of PO/PS name PO name should be **PO#_vendorID** and for PS name should be **vendorID_PO#/tickit#** and a separate sheet also maintain on our local computer of PO/PS name for lookup PO/PS easily.
- d. Extract the PO/PS separately in case multiple PO/PS in single file.

Example for PO renames.

PO#	VENDER ID	PO # Should
B30-05725	GEGRAE	B30-05725_GEGRAE
A40-05857	HAZMAS	A40-05857_HAZMAS
B30-05626	DUNRIT	B30-05626_DUNRIT
A40-05528	RONREV	A40-05528_RONREV

Example for PS renames

PS#	VENDER ID	PS# Should
B30-05725	GEGRAE	GEGRAE_ B30-05725
A40-05857	HAZMAS	HAZMAS_ A40-05857
B30-05626	DUNRIT	DUNRIT_ B30-05626
A40-05528	RONREV	RONREV_ A40-05528

Iv. Solution for wrongly acquired images with PO and PS

TS keep a record of “deleted” images. Please see “Deleted Invoices Inquiry”

It would perhaps be preferable to drag and drop PO and PS images onto the Invoice image in the “Invoice Entry” window as opposed to the “Acquire Images” window.

In the “Invoice Entry” window there is a button to “Remove” (top of window) an image from a set (if the incorrect PO or PS is attached to an Invoice). This does not track as a deleted image.

We can “remove” the image from the acquired invoice set (if the incorrect PO or PS is attached to an Invoice) in “Regular Invoice window” and insert the correct one, by drag and drop system. While we drag the image of PO or PS on the invoice, a small window will auto popup, and this window have multiple options for placing or attaching the image of PO or PS with this invoice.

This therefore means that there should, under normal circumstances, be no need to use the “delete” function. If a PO or PS is not yet available, that invoice should be placed on hold (in TS) awaiting the relevant documents for matching. This also will enable us to follow up with the relevant manager when an invoice has not been matched within 10 days

v. Property Management related invoices

PO's will be found in T:\APSCANS\PO Property Management.....
.....and the invoices in T:\APSCANS\InvoicTSMB

Please rename the PO's as you have been doing for Construction division. (i.e reflecting PO number and Vendor)

The relevant division and account coding will appear on PO's. (no job number applicable for rental property management invoices)

Please “acquire” the invoices using data entry group APDE03 (Mary)

We have implemented the PO based process as of 3 November 2008.

All invoices from that date onwards must be matched to a PO before “accepting”

As for construction, if there is no PO, place the invoice on “hold” until a PO can be matched.

For your information I have attached a list indicating Division codes (with relevant addresses) which have been set up in the TimberScan routing map for Euan's approval.

Please let myself or Mary know if you have any queries in this regard.

We would like to have the most appropriate controls possible in place to ensure that overpayments do not occur.

One of these controls would be to ensure that a PO is not inadvertently matched to an incorrect invoice, thereby potentially paying for the same goods or services twice.

We should therefore ensure that if a PO has been fully satisfied (i.e. all items have been received and invoices processed), that PO is removed from the “active” folder. (in T:\APSCANS\PO)

vi. Keep PO/PS after consume

We have been deleting some of these PO's however it may be prudent to keep them in a separate folder at this stage in case future lookup is necessary. For example where the vendor has reflected an incorrect PO number and we need to go back and find the correct one as advised by Dave.

I have created a folder "T:\APSCANS\PO\SatisfiedPOs.

Please place all "matched" PO's into this folder after matching to invoices in TS.

Dave will advise if backorders or multiple deliveries are applicable to a particular PO and then that PO can be moved back to the "active" folder for matching to subsequent invoices if necessary.

The same should be done for packing slips. I have created T:\APSCANS\PackSlip\MatchedPackSlip

This process will only be required until the TimberScan upgrade is made available early next year. The new release will cater for full PO and Pack Slip functionality within the software.

vii. Multiple invoices for a single PO

It is not acceptable to multiple invoices for a single service PO and most certainly not for differing activities. These should be emailed to Dave or the relevant Project Manager for investigation and feedback. (Currently Donna and Antonia are handling the emailing function however PB Tech can perform this action if comfortable. (it would be a good idea to copy the email Donna/Antonia) Of course sometimes vendors may place an incorrect PO number on invoices.

Instances where one PO may be matched to multiple invoices would be as follows:-

-The vendor does not supply all items ordered together. i.e. referred to as part supply or back order.

-Vendor supplying goods differs from vendor delivering goods (e.g. F&G delivery) both vendor names will be reflected on the PO with relevant coding. (Donna has been scanning these PO's twice so that they can be renamed accordingly, however if you do receive a PO reflecting two vendor names, please be sure that two copies are renamed/referenced. (e.g. A40-05549_FAIRWI and A40-05549_FGDELI)

viii. Construction ... PO based transactions

1. PO's issued by Dave and sites (currently hard copy, future possibly proprietary software)
2. Receptionist to Scan PO into T:\APSCANS\PO folder (single page tif format) (keep all current day paperwork for 2 days awaiting query from PB Tech re quality of scan)
How do we ensure that no paper is missed? (I'm not in favour of batching)
Any ideas?

There are some checks we can have

- a. We will be always looking out for POs which have been referenced in the invoice. So any missing POs will get highlighted (for which the vendor's invoice has a reference) will get highlighted
 - b. Scanning for POs can be done individually rather than in batches. So once the receptionist scans the POs, she counts the number of individual images files created in the PO folder on that day against the POs she has received. If a PO has supporting document, they are scanned together (hence counting as one image file)
3. Packing slips sent from sites to reception by courier or PM
 2. Receptionist to Scan Packing slips into T:\APSCANS\PackSlip folder (keep all current day paperwork for 2 days awaiting query from PB Tech re quality of scan)
 3. PB Tech to change image file names on T:\APSCANS*** to PO Number. (for PO's as well as Packing slips) This will facilitate later lookup of documentation for matching.
 4. Receptionist opens mail and scans all invoices to T:\APSCANS
 5. PB Tech to "acquire" invoice images in TimberScan (Acquire Images process described elsewhere) [See folder T:\APSCANS\INVOICETS](#)
 6. "Acquired" images will reside in TimberScan "Invoice Entry"> "Regular Invoices" screen awaiting processing by PB Tech. This screen displays the invoice image on the upper part of the window. The same invoice entry fields as seen in Timberline are reflected directly below the image.
 7. PB Tech. The invoice will usually display a PO number. By opening the T:\APSCANS\PO folder in filmstrip mode on the second monitor PB Tech will be able to locate the relevant PO. The details (items, quantity and price) on the Invoice and PO images must be compared for accuracy and if all is in order the PO image can be copy / pasted or drag & drop onto the invoice image in TimberScan.
 8. TimberScan will now contain the 2 images related to this transaction. (toggle between images if necessary by using mouse left click or right click as appropriate)
 9. PB Tech. Now open T:\APSCANS\PackSlips on the second monitor and find the relevant packing slip image. Compare the packing slip details (items and quantity) to the PO and if all is in order copy / paste or drag & drop the packing slip image onto the Invoice / PO image in TimberScan. TimberScan will now contain the 3 images related to this transaction. (toggle between images if necessary by using mouse left click or right click as appropriate)

10. PB Tech. Capture invoice details as per previous Timberline process, starting with header fields (i.e. Vendor, Invoice #, Date, Amt, Tax, etc. then moving on to the distribution fields. **NB! It is important to enter the GST amount into the header tax field from now on.** TimberScan will force the user to balance the tax in distribution section thereafter. The job and cost codes will appear on the PO. Please ensure these are captured in the distribution section accordingly as this will determine who receives the invoice for approval. **If PO cannot be found, the transaction should be placed on hold by clicking the "Hold" button for later follow up.**
11. PB Tech. If you have any concerns or queries regarding the Invoice, PO or Packing Slip items, quantities or prices, please click the "comments" button at the bottom of the window. A window will pop up allowing you to capture comments which will automatically pop up when the approver opens the transaction for approval.
12. PB Tech. Click the "Accept" button
13. This transaction will automatically be queued to the relevant manager for approval based on routing rules previously defined in TimberScan (i.e. job number, cost code, GL a/c code, vendor code etc)
14. PB Tech. Click skip if you would not like this transaction to go to the approver yet.
15. After relevant manager has approved the transaction it will be routed to AP in Canada for final review.
16. TimberScan are working on adding functionality to cater for PO and Packing slip. In the interim, I suggest that the PO number is entered into the description field.

ix. Concrete Invoices

WORK SAFE BC LETTER

Please note that for all **service** related invoices from October 2008 onwards we will now require a Work Safe BC clearance certificate. Please note that this will **not** be required for invoices related to the supply of **goods**.

Subject: **WorkSafeBC**

of Pages:

(including cover)

cc:

☐

Urgent

☐

For Review

☐

As Requested

☐

Please Reply

☐

For
Information

Notes:

It has recently been identified that some service providers to our company are not registered with or not paying contributions to WorkSafeBC.

To ensure that all suppliers performing services on our sites are registered and keeping contributions up to date, we will require a copy of your latest WorkSafeBC clearance letter to be submitted with your invoice.

It is important to ensure the letter indicates that vendor is “active and in good standing” with Work Safe BC at the date of the invoice.

3. Invoice Entry related instructions.

TimberScan fields for entry

1. Vendor
2. Invoice
3. Inv Date
4. Amount
5. Tax
6. Description
7. Pmt Date
8. Acct Date
9. Commitment
10. Job
11. Level
12. Catgry
13. Division
14. Account
15. Tax Grp
16. Units
17. Units Cost
18. Pre-Tax
19. Tax
20. Retainage
21. Description
22. Payment Company

1. Construction PO based invoice entry

i. Rental invoices.

What Donna is indicating here is a list of vendors for whom the invoices generally will not require a PO or Pack Slip.

Donna, please advise if you will update the list of “rental” vendors that do not require pack slips. (or possibly PO’s)

Dave will supply PO for rental items and images will be stored in a separate folder under T:\APSCANS.

Each time a rental invoice is received the PO must be attached to the invoice in TS.

In some instances AP personnel will not recognize that the invoice is a rental however the PO number should be quoted on all invoices received and if the PO cannot be found in the regular PO folder, please look in the Rental folder. Over time AP will become

more familiar with these transactions. Dave will advise AP when a PO is complete and can be deleted from the folder.

Once the invoice has been put on held requesting the Rental PO, I email Dave requesting the PO so that I can scan it into the PO FOLDER, rename the file and attach the PO to the invoice.

A list of vendors typically raising rental invoices would be useful. If we find a rental invoice related PO in the main folder, we will also move it to rental invoice folder.

ii. Matching packing slips and PO's to invoices. (PB Tech)

It is an important control to ensure that as soon as a PO or packing slip is matched to an invoice, that PO or packing slip is removed from T:\APSCANS**** so that it cannot inadvertently be matched to another invoice thereafter. This procedure will also assist in maintaining only a minimum number of PO's and packing slips in this folder waiting to be matched.(thereby making the matching process quicker and more efficient) *This, of course, excludes Rental PO's described above.*

In matching, we are having some difficulty recognizing the hand-written language in the POs and packing slips. So the matching process revolves around matching quantities and PO with invoice numbers. Further, the matching will involve the following steps:

1. Matching of PO# with the invoice number and packing slips. If they match, step 2 is done. If it doesn't, then the invoice is acquired and held.
2. We will match the quantities and prices (where specified), but if the quantities in invoice **is lower** than those specified in PO, then it will be acquired and processed (but not deleted) as this could be a back-order case (partially fulfilled PO). If the quantities in invoice **are higher** than those specified in PO (and the PO number is matching with the invoice), then this invoice is also acquired with the PO, but would be put **in as a held invoice**. (please confirm)

iii. Transportation invoices.

In some instances the same PO number will be quoted by both the supplier of the goods as well as the supplier of transport.

There is a "Ship Via:" line on the PO which Dave completes. Where a transport contractor is utilized for delivery, Dave will supply a second copy of the order highlighting the transport supplier with a "D" (for delivery) or by circling the transport contractor's name. The relevant delivery/cartage cost code will also be supplied.

Both copies of the PO will be scanned to the T:\APSCANS\PO folder. When renaming the files to PO number, the delivery PO number should be suffixed with the letter "D" as we cannot have two image files with the same name.

It is not necessary for F&G Delivery and Lower Mainland Fastfreight to have the PO's attached. The bills of lading are received with the invoice and scanned as backup with the invoice. As long as this process is done, there is no need to wait for any other

paperwork. Same goes for Peak Disposal, the ticket is attached to invoice when received by mail. We will scan the ticket with the invoice for you.

F & G Delivery-PO to be attached. For example, a PO is issued for Hilti via F & G. Dave is to circle the F & G so that is PO can be used for both good received and also for the delivery. Dave may forget to circle in which case it can be done by AP prior to scanning. Lower Mainland Fast Freight invoices comes to us with all the delivery tickets attached and in many cases there are many. [Every ticket is scanned with the invoice and Dave agreed that nothing more needs to be attached for approval.](#)

iv. Backorders.

Sometimes a supplier will deliver only part of an order and then deliver the balance at a later date. When the first invoice is routed to Dave for approval, he will be able to identify this and will send an email to AP with the relevant PO attached indicating that the PO should again be placed in the T:\APSCANS\PO folder awaiting the second invoice.

We will also be maintaining a separate excel sheet of open POs with invoice number and invoice date. This may be necessary as when a second invoice is received in backorders, we have to refer the first invoice to see what's been already supplied earlier. This is necessary to determine if the PO is still open after matching with second invoice. Using this sheet, we can refer invoices from TS and see what's been supplied earlier.

v. Collection of packing slips and PO's from sites.

Packing slips and PO's from our sites are sometimes arriving more than two weeks after the invoice. A courier service is used to collect these documents from some sites once a week and project manager bring over the paperwork for remaining sites. Steve and Tayfun, please remind the respective personnel that they should supply this documentation promptly. This will reduce the number of invoices on "hold" in accounting as well as the number of invoices forwarded to you without PO's and packing slips for follow up after ten days.

2. AP capture invoices to commitments (Contracts) procedure

1. Open AP enter invoices screen
2. Enter Vendor ID
3. Enter Invoice Number
4. Enter Invoice Date
5. Enter Amount (Invoice total amount appear on invoice incase holdback applicable after tax deduction and if holdback applicable before tax deduction then invoice total amount should be the amount on holdback applicable and add its 5%)
6. Enter Description ("job name")
7. Enter accounting date
8. In Commitment field press "F4"

9. Select relevant job number (A list of Job names and corresponding job numbers will be supplied) Item Nm 1 is always the base contract item.(subsequent Item Nm are change orders)
10. Look for attachment to invoice (page 2 or 3 etc) for change orders (we post change orders first then return to base contract)
11. Scroll to the right and ensure that the Commitment amount = the amount on invoice (Please note amount on screen includes 5% GST)
12. Press enter to select the relevant Item Nm
13. The Job, Cost Code and cat fields all auto-fill
14. The pre-tax field auto-fills with the commitment item balance. Please insert the amount reflected on Invoice
14. Tax and retainage fields will auto-fill (retainage should be 10% of invoice total amount) (Please note that TimberScan is not currently calculating retainage correctly. It is omitting the GST portion. Please manually overwrite this field with the correct figure until further notice).
15. Back to commitment field on next distribution line.... continue to enter following change orders
16. Finally select the base contract (Item Nm 1)
17. The Job, Cost Code, cat, pre-tax, tax and Retain fields all auto-fill as you tab across
18. On a calculator, add all pre-tax and tax amounts and subtract the retainage amounts. The result should equal the suppliers invoice total (we will place an asterix '*' next to the relevant amount on the invoice)

3. Over Head Invoices

I have added some more G & A suppliers to the "vendor list-No P.O.". I have also noted the cost breakdown for these (i.e. 3010-200 – 45%, 9000-100 – 38%, and 1010-100 – 17%). These calculations should be made on the amount "net" of the GST. The GST should be entered only once on the first distribution line with 3010-200. I will keep updating this as I come across more G & A invoices.

For central expenses like overheads, administrative expenses etc. JOB and COST codes cannot be allocated easily across projects, the combination of Division code and GL Account will always be specified

Note: All G & A "head office" invoices should be split as follows (using the amount net of GST:

<u>Division</u>	<u>Splitting%</u>
3010-200	45%
9000-100	38%
1010-100	17%

e.g. 1

An Invoice is received for \$105.00 (including GST) in the name of XXXX Properties Inc. and we choose to split (distribute) the cost across multiple companies.

<u>Company name on Invoice</u>	<u>Payment Company Number</u>	<u>Division</u>	<u>PreTax</u>	<u>Amount</u>	<u>Tax</u>
XXXX Properties Inc.	9000	9000-XXX	38.00		5.00
	9000	3010-XXX	45.00		
	9000	1010-XXX	17.00		

Please note that the payment company for "all" distribution lines is 9000 (BPI) in this example.

Please note that the "total" "tax" amount on the invoice is posted against Division 9000-XXX (BPI) and is not split.

e.g. 2

An Invoice is received for \$105.00 (including GST) in the name of XXXX Construction Inc. and we choose to split the (distribute) the cost across multiple companies.

<u>Company name on Invoice</u>	<u>Payment Company Number</u>	<u>Division</u>	<u>PreTax</u>	<u>Amount</u>	<u>Tax</u>
XXXX Construction Inc.	3010	3010-XXX	45.00		5.00
	3010	9000-XXX	38.00		
	3010	1010-XXX	17.00		

Please note that the payment company for "all" distribution lines is 3010 (BCI) in this example.

Please note that the "total" "tax" amount on the invoice is posted against Division 3010-XXX (BCI) and is not split.

Etc....

I have specifically shown in the examples above a distribution of "45% to BCI", "38% to BPI" and "17% to LPI" as many General (or central) costs are allocated/split in this fashion, which leads me to the next item.

In future we may send invoices simply reflecting..... "45/38/17" and the account e.g. "8317.0000"

The distribution should be captured as follows:-

Total invoice value for this example is \$210.00 (including GST) in the name of XXXX Properties Inc. for stationery purchased..... "45/38/17" "8317.0000" is written on the invoice.

<u>Company name on Invoice</u>	<u>Payment Company Number</u>	<u>Division</u>	<u>Account</u>	<u>PreTax</u>	<u>Amount</u>	<u>Tax</u>
XXXX Properties Inc.	9000	9000-100	8317.0000	76.00		
					10.00	
	9000	3010-100	8317.0000	90.00		
	9000	1010-100	8317.0000	34.00		

Please note that the payment company for "all" distribution lines is 9000 (BPI) in this example.

Please note that the "total" "tax" amount on the invoice is posted against Division 9000-XXX (BPI) and is not split...

5. Important instructions from XXXX

- a. A folder T:\APSCANS\INVOICETS where find invoices to be processed through the TS process. There is now an icon on the desktop for T:\APSCANS
- b. to click the "ignore" button for errors received. They relate predominantly to Misc_Ded and TimberScan will resolve this in due course.
- c. PS. It is my intention to create separate folders for PO's and Packing slips. Matching of PO, Packing slip and invoice could then be performed in India, by dragging the relevant images into TimberScan.
- d. I have renamed this folder InvoicTSDB.....for Donna Bradwell
I have also created new folders as follows:-

InvoicTSAM	Antonia Mackie
InvoicTSMB	Mary Basich
InvoicTSKN	Kathy Ng
- e. Please ensure that invoices captured directly into Timberline already have signatures. Invoices without signatures should be captured into TimberScan. Just a reminder as a cross over could easily occur.
- f. Invoices with "L" category coding will now route directly to PM's
i.e. will no longer include Dave in the routing flow.
- g. All rental invoices will be "accepted" by AP/PB Tech thereby moving the invoices along for approval even if no PO is available.
- h. The Category is always the last letter (alphabet) of a Job Code.
- i. To avoid having to "Skip" through many invoices in the "held" basket, you can select "invoices for a specific vendor" instead of "all invoices"

i. Invoice Numbers- Prepared by date

Your example (080912-0473) is correct.

The concern arose as there were different versions of the format being used which did not aide detection of duplicate invoice processing

E.g. an invoice could be captured as:-

JUN 12/08-0473

JUN12/08-0473

JUNE 12/08-0473

JUNE12/08-0473

This is an example of how one transaction could have one (or more) of the above mentioned identifiers in the invoice number field and I'm sure you would agree this is unacceptable.

"No Alpha characters" refers to the "date" portion of the invoice number only.

080120-QUAN is the answer to your query below.

We need to have the packing slip and PO before the invoice is forwarded for approval.

ii. GL accounts coding structure

Job code structure

Please note that on the "Current Projects" list we noted street address and or street names. These can be referenced to determine a job code if the actual job name is not on the invoice. For example, Superior Stone Slinger uses the delivery address "3338 Westbrook Mall" to reference the job instead of writing "Tapestry-UBC".

Also, a reminder that any P.O.'s that are B40-.... are XXXX GC jobs (BC-0633-01), B30-....are XXXX Formwork jobs (BF-0633-01) and A40-....are Axiom GC jobs (AX-9400-01).

I. Cost code structure

- a. BF jobs will never have a cost code beginning with "40"
- b. AX and BC jobs will never have a cost code beginning with "30"

(If you encounter incorrect coding please double check and if necessary place the invoice on hold with a relevant note.)

II. Structure of Division and Account# for Overhead related invoices

Example 1010-000-2205.1000

The GL account code consists of four components in a 4 / 3 / 4 / 4 character structure

1. The first four characters represent the "company" (known as company code)
In the above example 1010 denotes the company Loon Properties Inc.
2. The next 3 characters represent the "division" within a company

Division 000 is used for balance sheet accounts

Division 100 is used for "general" income statement

Specific divisions are used where, for example one company owns multiple properties or buildings also where one company has multiple operating divisions

Note: The above 7 characters together are also referred to in TL as the prefix

I say 7 characters because it is not necessary to type the "-" between the company and division. TL will automatically insert this.

3. The following four characters represent the "base" account

In the above example 2205 = Accounts Payable

In our account coding structure Balance sheet assets start with "1" and Liabilities start with "2"

The income statement accounts structure is broadly :-

Start with

"3" = Sales / Revenue

"4" = Cost of sales

"5" = Non recoverable rental property expenses

"8" = General & Administrative expenses

4. The last four characters are known as the "suffix" and are an extension of the base account. In the above example 2205.1000 = Accounts Payable - Internal

(2205.0000 = Accounts Payable - Third Parties)

5. You may notice that when managers write a code onto an invoice they may abbreviate the code... For example 9000 1420
We immediately know that 1420 is a balance sheet asset account because it starts with "1"
6. This then indicates that Division 000 would be applied
so 9000-000-1420.0000
7. The account suffix is most often not written on the invoice and is therefore usually assumed to be "0000"
In the example 9000 8245
8. We immediately know that 8245 is an income statement G&A account because it starts with "8"
Because a division has not been indicated "100" is generally assumed.

III. Cost Code Lookup from TS

There is another potential option to lookup cost codes. When in the invoice entry window, click "history" button. This will bring up a list of previous invoices for this vendor. The cost code could be viewed (written on the invoice on older transactions) TimberScan are working on including in this functionality the ability to see the distribution for previous invoices.

iii.Payment Company

The Payment Company code is preset for most of the job allocations. **However where the allocation is to Division and Account no preset is currently available**

The accounting date is the date of capture till we have passed the last date of the month. However when we have passed the last day of a month (e.g. Sept 30) and invoices dated Sept 30 and before are still being captured into that month for accounting purposes (until the cut-off date), we would use Sept 30 as the accounting date.

The payment company will normally be the company invoiced.....so **XXXX Construction Inc. (3010) or Axiom Builders Inc (8000) or XXXX Properties Inc. (9000) or Loon Properties Inc. (1010)**, even though we may choose to allocate a portion of the costs across to other companies.

<u>Company name on Invoice</u>	<u>Payment Company Number</u>	<u>Division</u>
XXXX Construction Inc.(BCI)	3010	3010-XXX
Loon Properties Inc.(LPI)	1010	1010-XXX
XXXX Properties Inc.(BPI)	9000	9000-XXX
Axiom Builders Inc.	8000	8000-XXX

iv Suppliers are gets paid by VISA

<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Should be used Vendor ID</u>
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Lafarge Canada Inc.	LAFARG	LAFARV
Curtis Lumber Co. Ltd	CURTIS	CURTIV
Kask Bros. Ready Mix Ltd.	KASKBR	KASKVISA
RBC Royal Bank	ROYABA	ROYABV
Valley Rite Mix		VALLRI

v. Vendors have Different Vendor ID

<u>Vendor Name</u>	<u>Vendor ID to be used</u>
JORDON SECURITY SERVICE	PHILMA
WESTAR WINDOWS LTD	OGIINS
FREDERICK GOERTZ LTD	FREDER
LAND MEASUREMENT SYSTEMS INC	FREDER

Corporate Courier Axiom # 301

Please note I will no longer attach a spreadsheet for this vendor. Please scroll down and find the sub total for each job and code accordingly as pre-tax amount. i.e.: Reference Miramar job AX-9400-01 or AX-9400-02, Esprit 1 job AX-9900-01 etc. Tax can be entered as a total amount on 1 distribution.

Entry of Vendor Invoice for "Fairwind Construction Products" and "Universal Form Clamp of Canada Inc"

Please note that vendor Fairwind Construction Products and Universal Form Clamp of Canada Inc are affiliated and both have the same mailing address. When capturing Fairwind Construction invoices please use the vendor ID FAIRWI and Universal Form Clamp as UNIVEF.

TIMBERSCAN MEETING ON September 30

The following points were discussed:-

- q. XXXX Formwork invoices to Axiom must be processed through TS for approval by Axiom PM's. Donna to process these for Esprit jobs Sept draws.
- r. Brian is unable to print invoices. He has been emailing them to himself for printing. Rob to request assistance from TS.
- s. Vendors often issue invoices reflecting an incorrect job name. i.e. Esprit 1 and 2 are often mixed. The immediate solution is for **AP/PB Tech** to enter the **job** reflected on the **PO** and **not** the job reflected on the **invoice**.
- t. The issue of Rental PO's was discussed again. PO's will only be attached to Invoices for rentals if the relevant PO's are available. All rental invoices will be "accepted" by AP/PB Tech thereby moving the invoices along for approval even if no PO is available.
- u. Invoices approved in error - also discussed again. i.e. clicking the "approve" button too quickly. There is a message box that pops up after clicking the "approve" button which allows the user a second chance to either proceed or return. If this function has been disabled by the user, and the user would like to double check / view that invoice again, the inquiry function should be used. If it is determined that an invoice has been inadvertently "approved" AP should be notified via email or phone call and AP will "reject" the invoice before exporting to Timberline.

- v. Dave is apparently still matching packing slips and PO's manually. A reminder to Tayfun and Steve that all packing slips and PO's collected from sites should be delivered to AP.
- w. Roll out. The team feels that we are ready to roll out TimberScan to the rest of construction with the exception of Jordan who is currently too busy to take on this implementation. Some issues require the intervention of senior management for the roll out to be successful....Superintendents to be advised that accurate and timely paperwork is imperative. PO's must be completed on the correct stationery i.e XXXX FW vs. Axiom GC etc.
- x. New vendors would be set-up by the Canadian end.
- y. There are three Job Codes: one for Form working (BF), other for General contracting (Usually BC, AX), and another for Development (Usually BP).
- z. For form working invoices, level codes will have to be specified. These codes refer to the floor in which the activity (that resulted in the cost) was incurred.
- aa. Cost codes refer to Codes within a job. They usually relate to a Material or services labor. Due to technical nature of the coding, these codes will continue to be specified by the Canadian end on an ongoing basis.
- bb. The Job Code and Cost code will always occur as a pair. **One can-not occur without the other.** Once both are entered, then the GL Acc is autoset.

6 Currently using Documents for guidelines

1. Job Code List
2. Cost Code List
3. Utility etc account Control List (we can find instruction for following type invoices from this sheet)
 - TELUS
 - RICOH
 - ROGERS
 - HYDRO
 - TELUS MOBILITY
 - TERESAN
 - SHAW
 - Vendors-no PO's
 - Rental Vendors
 - Vendors w Commitments
 - Concrete
4. TimberScan Acquiring_Approve_Entry Invoices Manual.doc
5. Daily invoice capturing report
6. Rename PO file

7. Rename PS file