SPITFIRE SOFTWARE®

BFA Workbook

Focus Guide

This Focus Guide is designed for Spitfire Project Management System users. This guide focuses on those aspects of the BFA (Budget, Forecast and Analysis) workbook that are similar in all modes.

Version 4.5

www.spitfiremanagement.com

Revision Number: 4.5.11.10.2014

Spitfire Management, LLC.
7 Skyline Drive, Suite 350
Hawthorne, NY 10532
ph. 914.273.0809
fax: 914.273.4208
www.spitfiremanagement.com

Table of Contents

About Our Documentation

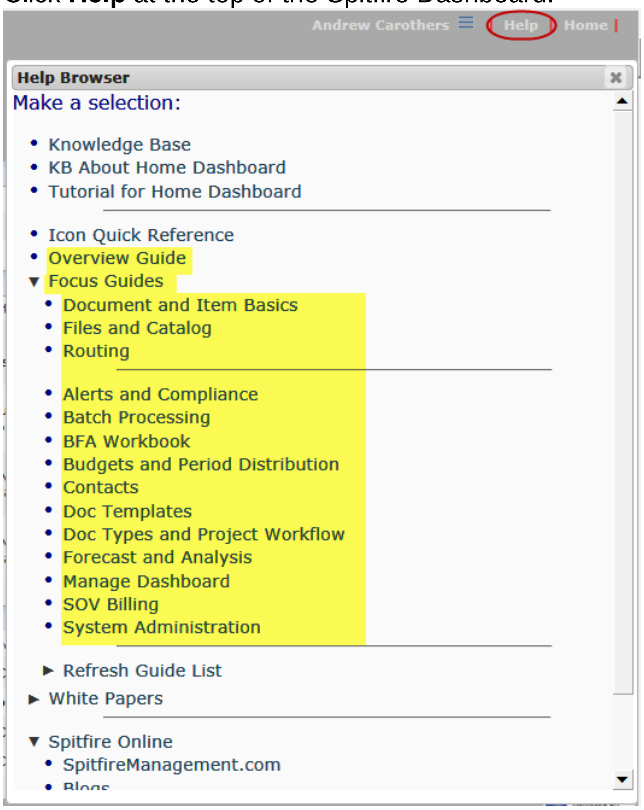
The Spitfire Project Management System (sfPMS) is extensive and powerful. Learning about all that you can do with it takes time. To help you learn, we provide various forms of documentation. Because one large all-inclusive manual would be too unwieldy and take too long to download, we provide smaller units of documentation—guides, knowledge base articles, and technical white papers.

Guides

Our guides, which include an *Overview Guide* and various other guides, focus on specific areas or tasks in sfPMS. Often, one Focus guide will refer you to a second Focus guide when an overlapping section is described in more detail in the second guide. By reading the guides, you will get a good understanding of the system in general and you will learn procedures for how to do many of the things that sfPMS allows you to do. We suggest you read the *Overview Guide* first, followed by other Focus guides as needed.

To access the guides:

1. Log in to sfPMS.
2. Click **Help** at the top of the Spitfire Dashboard:

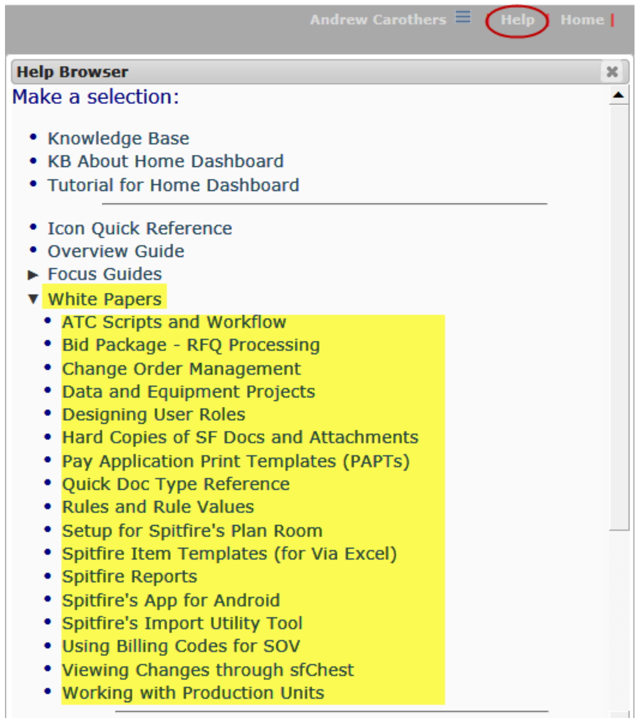


3. Select either **Overview Guide** or one of the choices under **Focus Guides**:

   The guide will appear as a PDF file.

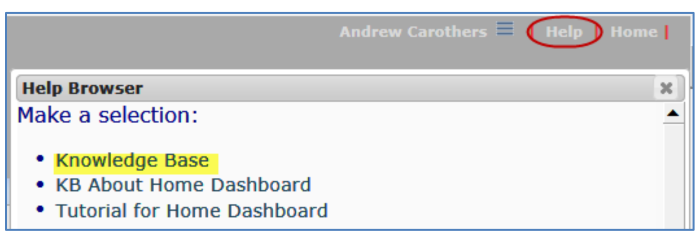
White Papers

White papers are documents that delve into some of the more technical or specific aspects of sfPMS. White Papers are accessed through the same Help menu:



The Knowledge Base

The Knowledgebase contains articles that cover either more specific or more technical information about sfPMS. The Knowledgebase is accessed through the same Help menu as the guides:



Articles in the Knowledgebase are numbered, for example, KBA-01044.

Introduction

In the Spitfire Project Management System (sfPMS) your budget is entered, viewed and maintained in the Budget, Forecast, and Analysis (BFA) workbook. BFA is a Microsoft Excel workbook with multiple worksheets and is designed to provide a single tool to create project budgets, forecast projections, and analysis of your projects' budget vs. expenses within the classic Microsoft Excel format.

Depending upon which access points in sfPMS you use to open the BFA workbook, BFA will open in one of the following modes.

Mode	***Access From…***	***Purpose***
Initial Budget	Budget document. For more information see the *Focus on Budgets and Period Distribution* guide.	Enter original Budget
Budget	Budget document. For more information see the *Focus on Budgets and Period Distribution* guide.	Update, revise Budget
Forecast	Forecast document. For more information see the *Focus on Forecast and Analysis* guide.	Enter, update, review Forecast
Analysis	Options menu on the Project Dashboard. For more information see the *Focus on Forecast and Analysis* guide.	Review current Budget, Forecast, Actuals, Commitments and Pending Change Orders

This guide focuses on those aspects of the BFA workbook that are similar in all modes.

This guide assumes some familiarity with sfPMS and its dashboards as described in the *Overview Guide*.

Note: Because sfPMS is configurable and because different users have different levels of access rights and permissions, the screens shown and the fields described in this guide may not be the same as those in your system.

Note: Aside from updated pictures and icons, the information herein is the same as the information in the V4.4 documentation. Also, icons are shown in size 16 only; larger sized icons are similar but not exactly the same.

Overview

The BFA workbook consists of a main worksheet—Data—as well as a Setup worksheet (which affects the Data worksheet) and Executive Overview, Cost Analysis, Division Totals, Account Category Totals and Billing Code Totals worksheets. The workbook is loaded via the web connection from the server. There is no local copy and no data is saved directly in the workbook or your computer.

The ability to access, read, edit and save information in a BFA workbook is determined by each person's Spitfire permission levels (as set up through roles).

The BFA workbook consists of worksheets, multiple Spitfire-generated forms, wizards and views designed to streamline operations and present information efficiently.

While in the BFA workbook, you can use some normal Microsoft Excel menus and functions. Some functions, however, have been disabled in order to ensure data consistency. If you attempt to use a disabled function, a message will alert you that the function is disabled.

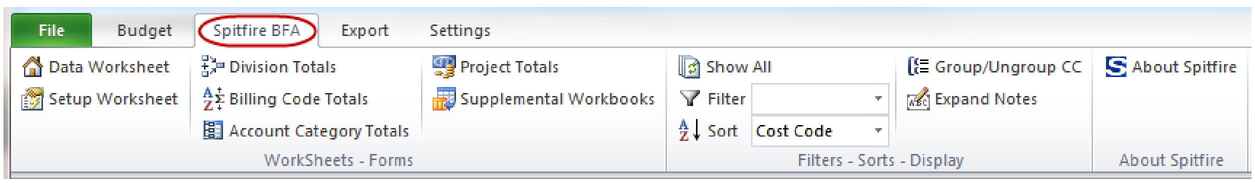
BFA Ribbon Options

The BFA workbook includes the Spitfire BFA, Export and Settings ribbons. You can use options from these ribbons as you create and edit your data regardless of the mode you are in (although some options are available only in one mode).

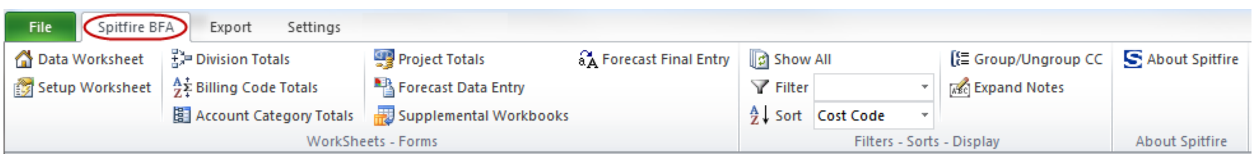
Note: The BFA workbook in Budget mode also includes the Budget ribbon options, which are explained in the *Focus on Budgets and Period Distribution* guide.

Spitfire BFA

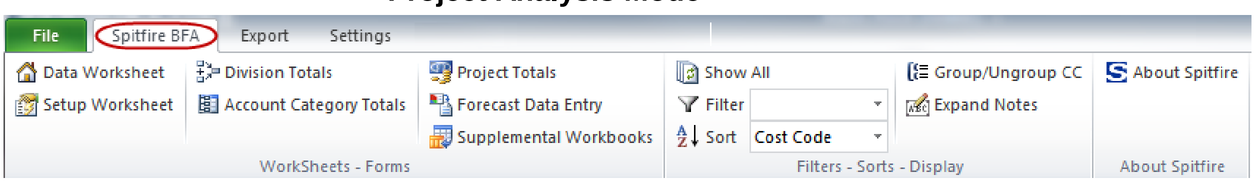
Budget Mode



Forecast Mode



Project Analysis Mode

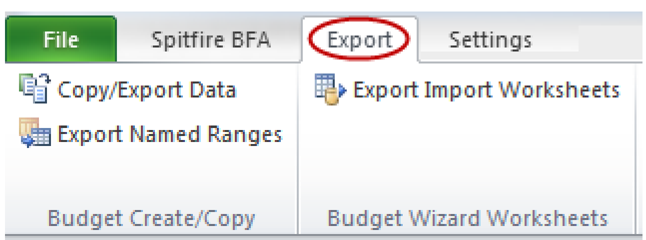


Options

Data Worksheet	Takes you to the Data worksheet in the current BFA workbook. The Data worksheet is where your data appears in rows and columns. See page 13 for more information.
Setup Worksheet	Takes you to the Setup worksheet in the current BFA workbook. The Setup worksheet is where you indicate how the Data Sheet should look. See page 44 for more information.
Division Totals	Creates a Division Totals worksheet containing a subtotal row for each group of like Cost Codes. Subtotals are calculated based on your Division Subtotal setting on the Setup worksheet. See page 19 for more information.
Billing Code Totals	Creates a Billing Code Totals worksheet containing a subtotal row for each of your Billing Codes. **Note**: this option and the Billing Codes Totals worksheet are available only on budgets that use Billing Codes. See page 22 for more information. *(continued on next page)*

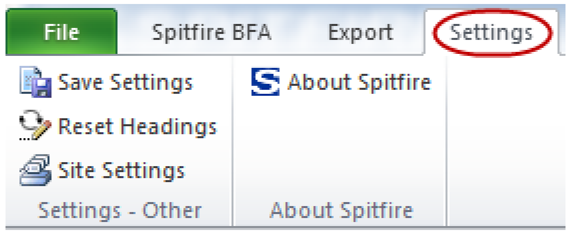
Account Category Totals	Creates an Account Category Totals worksheet containing a subtotal row for each of your Account Categories. See page 21 for more information.
Project Totals	Opens and maximizes the Project Totals form. See page 32 for more information.
Forecast Data Entry	Opens and maximizes the Forecast Data Entry form. See the *Focus on Forecast and Analysis* guide for more information.
Supplemental Workbooks	Opens a Microsoft Excel supplemental template or workbook, based on what you select. For more information, see the technical white paper *Supplemental Workbooks for BFA, SOV or Period Distribution Workbooks*.
Forecast Final Entry	Writes the Actual Cost to Date amounts to the Working FAC column as a final step prior to closing the project. For more information, see the *Focus on Forecast and Analysis* guide.
Show All	Removes all filters and sort selections and displays all the Cost Codes for the project in the order in which they were retrieved from Microsoft Dynamics SL (or Work Categories in sfPMS if not integrated to Microsoft Dynamics SL).
Filter	Allows you to choose a filter option to apply to Cost Codes of the current Data worksheet. See page 34 for more information.
Sort	Allows you to choose a sort option to apply to the Cost Codes of the current Data worksheet. See page 41 for more information.
Group/UnGroup CC	Toggles between grouping and ungrouping Cost Codes. See page 18 for more information.
Expand Notes/ Minimize Notes	Toggles between showing the Notes and/or Tracking Notes column in expanded and one-line views. See page 15 for more information.
About Spitfire	Provides information about the current workbook: the Build Number, the Code Version, and the snapshot. It also identifies if settings are the Spitfire defaults or user preferences, and if the Display Units are active. See page 45 for more information.

Export



Copy/Export Data	Creates a new Microsoft Excel workbook and copies the contents from the current Data worksheet to *sheet1*, then returns you to the Spitfire BFA workbook. The cell value of every row and user-defined column is copied.
Export Named Ranges	Creates a workbook that contains the named ranges used in the BFA workbook. See page 88 for more information.
Export Import Worksheets	Creates a new Microsoft Excel workbook and copies the column and row import formats to the new workbook.

Settings



Save Settings	Saves Setup settings. See Setting Your BFA Preferences beginning on page 44 for more information.
Reset Headings	Resets column headings to defaults. See Setting Your BFA Preferences beginning on page 44 for more information.
Site Settings/ Save Site Settings	Takes you to the Setup worksheet and allows you to set and save site defaults. **Note**: these options are available only to System Administrators. See page 65 for more information.
About Spitfire	Provides information about the current workbook: the Build Number, the Code Version, and the snapshot. It also identifies if settings are the Spitfire defaults or user preferences, and if the Display Units are active. See page 45 for more information.

The Worksheets

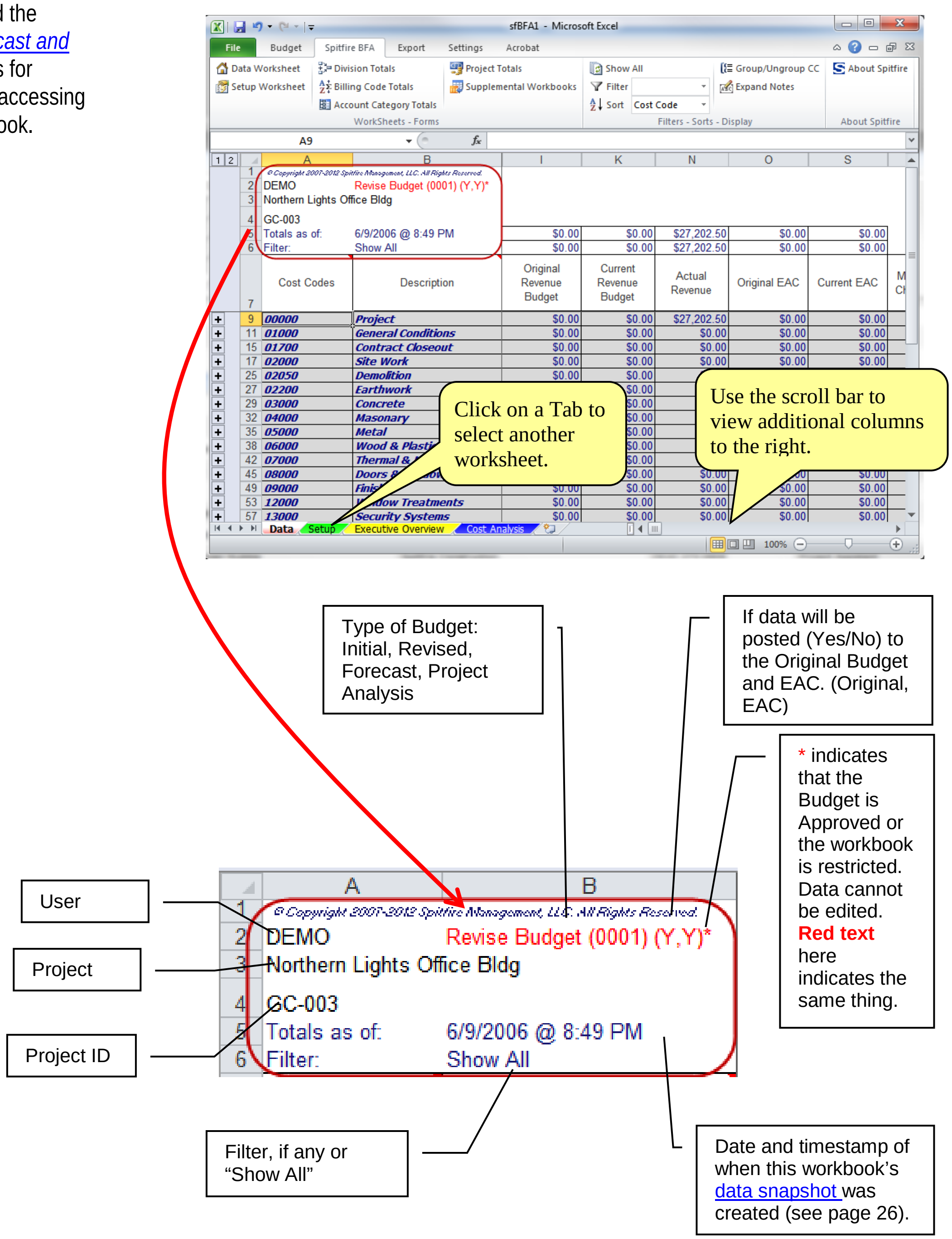
Data Worksheet

TIP

See the *Focus on Budgets and Period Distribution* and the *Focus on Forecast and Analysis* guides for information on accessing the BFA workbook.

No matter how you access your BFA workbook, your data will appear on the Data worksheet. A sample Data worksheet is shown below:

Depending on how the Data worksheet was set up, the first few columns might be frozen so that they stay in place when you scroll to the right (see page 53).



Cost Codes and Account Categories Rows

The BFA Data worksheet organizes data by Cost Codes (a.k.a. Tasks, WBS, Phases, etc.) and Account Category (a.k.a. Cost Type, Work Category, etc.). The Cost Code row sums the entries in the Account Category detail rows. In the example below, Cost Codes have a gray background and the Account Categories under each Cost Code have a white background:

	A	B	I	N	O	S
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.					
2	DEMO	Initial Budget (0001) (Y,Y)				
3	Office Building					
4	AD-002					
5	Totals as of:	5/28/2010 @ 1:02 PM	$750,000	$0	$575,000	$0
6	Filter:	Show All	$750,000	$0	$575,000	$0
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC
9	00000	General Default	$750,000	$0	$0	$0
10	00000	REVENUE	$750,000	$0	$0	$0
11	01000	General Conditions	$0	$0	$17,750	$0
12	01000	_LABOR	$0	$0	$7,500	$0
13	01000	_MTRL PERM	$0	$0	$500	$0
14	01000	_OTHER	$0	$0	$8,750	$0
15	01000	_SUB	$0	$0	$1,000	$0
16	01700	Contract Closeout	$0	$0	$5,000	$0
17	01700	_MTRL PERM	$0	$0	$5,000	$0
18	02000	Site Work	$0	$0	$125,125	$0
19	02000	_EQ OWNED	$0	$0	$750	$0
20	02000	_EQ RENTAL	$0	$0	$5,125	$0

The Columns

The columns that appear on your BFA Data worksheet depend on how the workbook has been set up for each of the modes—Initial Budget, Budget, Forecast, and Analysis. Columns can be renamed, reordered and made visible/hidden through the Setup worksheet (described on page 44).

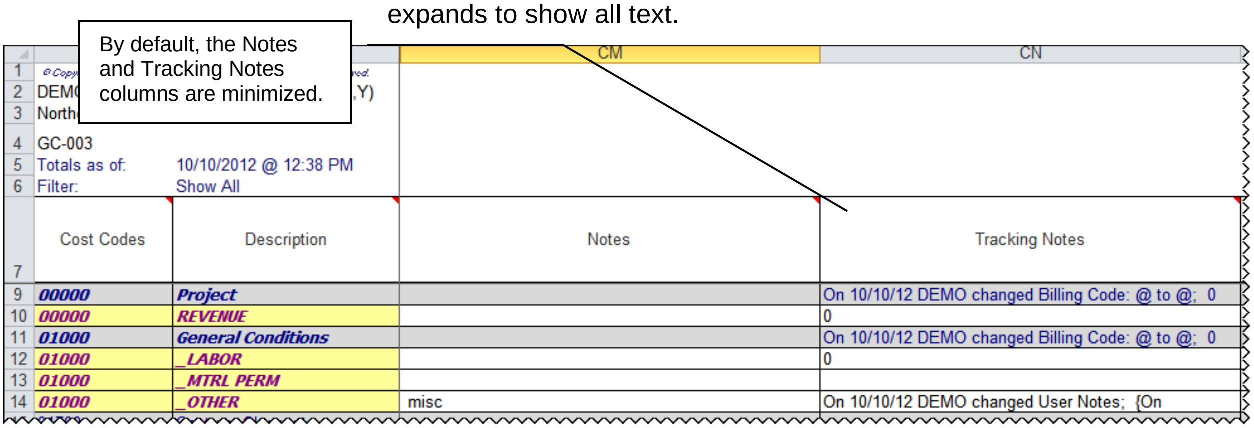
Page and Filter Totals

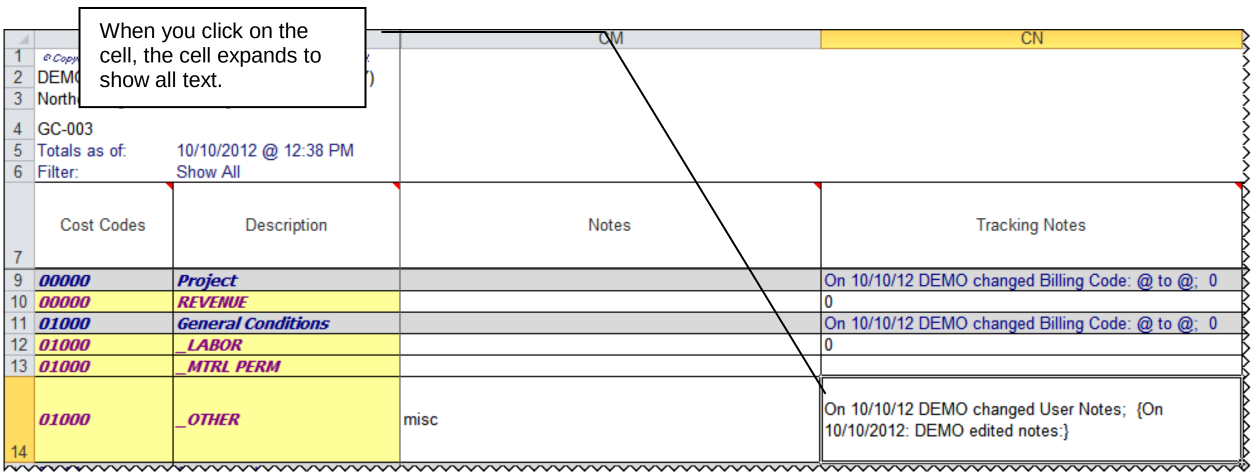
Two amounts appear at the top of many columns. The topmost amount is the sum of all the Cost Code amounts in that column. The second amount is the sum of all filtered Cost Code amounts in that column. If no filters are applied, both numbers are the same.

	A	B	I	K	N	O	S
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved.						
2	DEMO	Project Analysis					
3	Northern Lights Office Bldg						
4	GC-003						
5	Totals as of:	10/10/2012 @ 1:41 PM	$750,000.00	$750,000.00	$27,202.50	$575,000.00	$575,000.00
6	Filter:	Specific Cost Code(s)	$750,000.00	$750,000.00	$27,202.50	$90,125.00	$90,125.00
7	Cost Codes	Description	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Original EAC	Current EAC
9	00000	Project	$750,000.00	$750,000.00	$27,202.50	$0.00	$0.00
10	00000	REVENUE	$750,000.00	$750,000.00	$27,202.50	$0.00	$0.00
11	01000	General Conditions	$0.00	$0.00	$0.00	$16,250.00	$16,250.00
12	01000	_LABOR	$0.00	$0.00	$0.00	$7,500.00	$7,500.00
13	01000	_MTRL PERM	$0.00	$0.00	$0.00	$0.00	$0.00
14	01000	_OTHER	$0.00	$0.00	$0.00	$8,750.00	$8,750.00
15	01700	Contract Closeout	$0.00	$0.00	$0.00	$0.00	$0.00
16	01700	_MTRL PERM	$0.00	$0.00	$0.00	$0.00	$0.00
17	02000	Site Work	$0.00	$0.00	$0.00	$73,875.00	$73,875.00
18	02000	_EQ RENTAL	$0.00	$0.00	$0.00	$5,125.00	$5,125.00
19	02000	_LABOR	$0.00	$0.00	$0.00	$18,750.00	$18,750.00
20	02000	_MTRL PERM	$0.00	$0.00	$0.00	$50,000.00	$50,000.00
21	02000	_OTHER	$0.00	$0.00	$0.00	$0.00	$0.00
22	02000	EQ PARTS	$0.00	$0.00	$0.00	$0.00	$0.00

Text in the Notes and Tracking Notes columns

By default, the Notes and Tracking Notes columns (when visible) display only one line of text unless you click on the cell, at which point the cell expands to show all text.



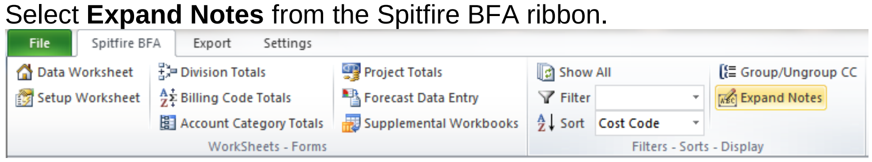


Note: When a note reaches 1000 characters, the block of text is written to SQL. A message in the cell will indicate that there is a note saved in SQL. You can right-click to get to the saved note. You can also type in the cell again; when the count reaches 1000 characters again, the second block will be written to SQL and so on.

You can choose to show all cells in the Notes and Tracking Notes columns expanded at the same time.

To expand all Notes:

- Select **Expand Notes** from the Spitfire BFA ribbon.



All cells in the Notes and Tracking Notes columns will expand as needed to show all text.

To return to Minimized View:

- Select **Minimize Notes** from the Spitfire BFA ribbon.

User-Defined Columns

Up to fifteen columns in BFA's Data worksheet can be user-defined. These columns can have any heading (title) and width. In addition, as with any column, these user-defined columns can be placed where most convenient. For more information, see page 62.

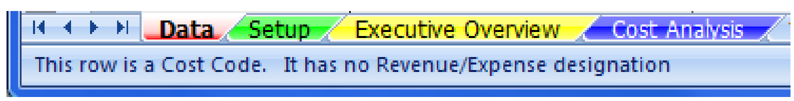
- Ten of these columns (User Calc Fields) hold the results of calculations. These columns do not accept user input, but rather use data within the Data worksheet for results. If the data changes between openings of the BFA workbook, so do these results. Nothing is saved to SQL.
- Two of these columns (User Save Text) hold any text values.
- Three of these columns (User Save Amount) hold any numeric amounts.

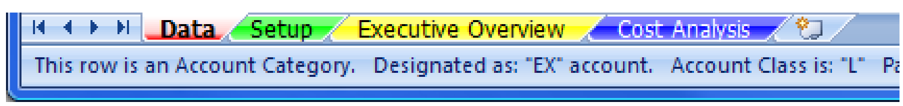
The Status Line

The Status line, found under the worksheet tabs, displays different types of information depending on the mode and function of the BFA workbook.

Row information

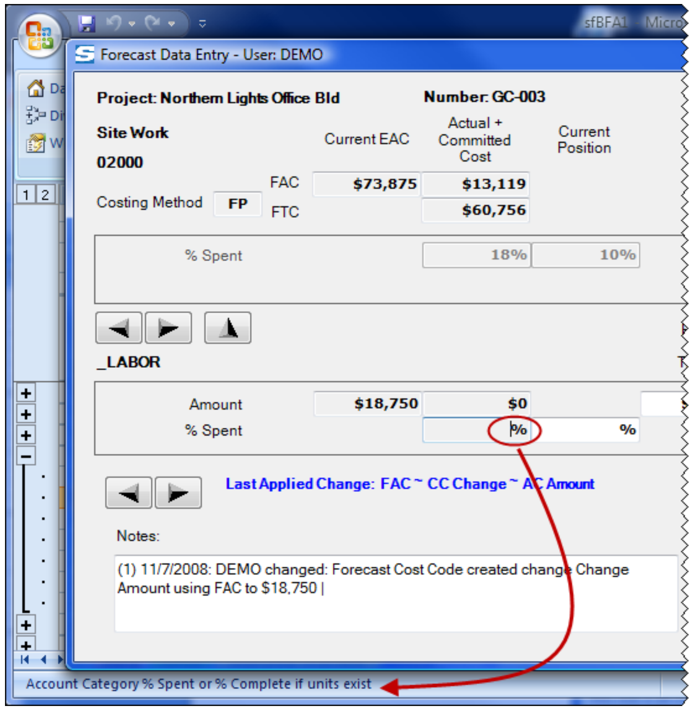
Right-click on the Cost Code column of a Cost Code or Account Category to see information about the row.





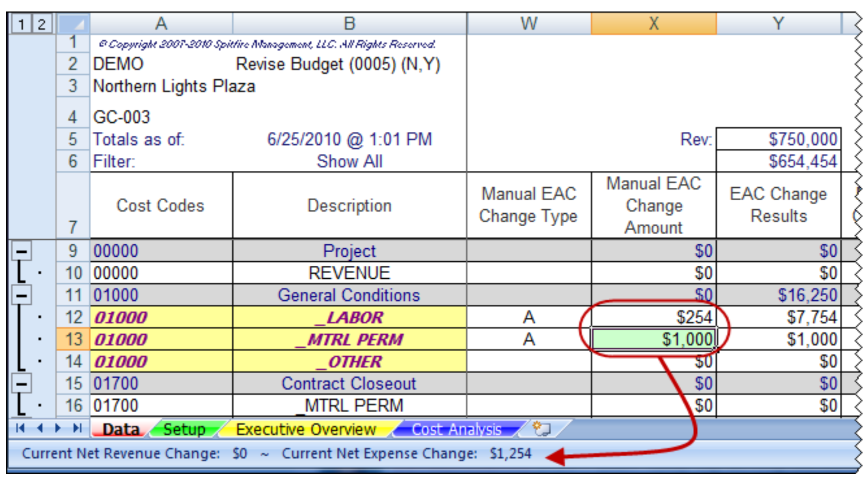
Forecast Data Entry information

Click on a field in the Forecast Data Entry form (in Forecast and Analysis modes) to see a definition of that field, for example:



Budget Revision information

When you make changes to your budget, the net change appears on the status line, for example:



Progress Thermometer

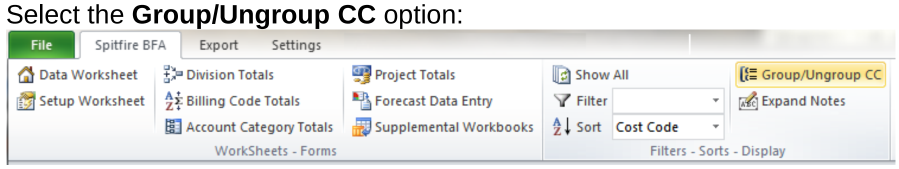
The status line also displays a progress thermometer for lengthy processes.

Grouped and Ungrouped Cost Codes

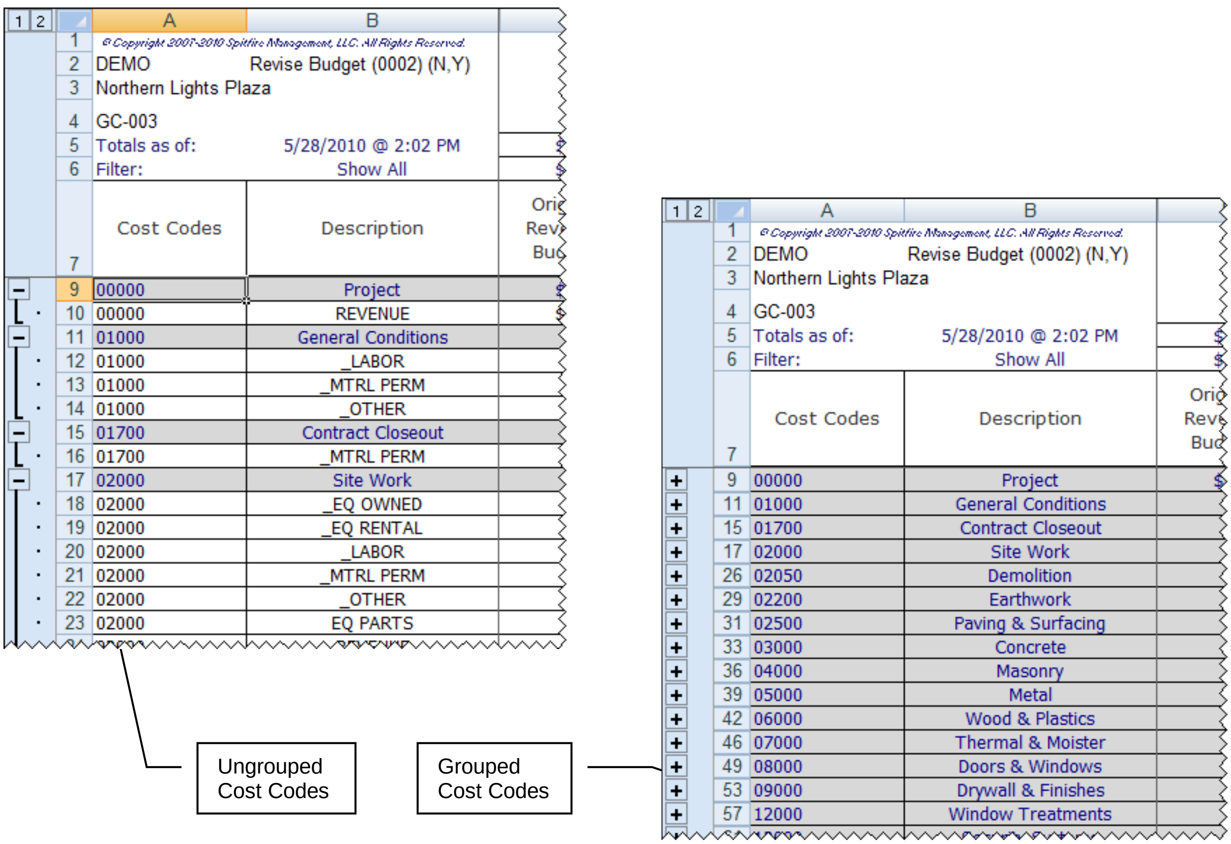
In the Data worksheet, you can choose whether to display all of your Cost Code's Account Categories (ungrouped) or just display the Cost Codes (grouped).

To toggle between Grouping and Ungrouping Cost Codes:

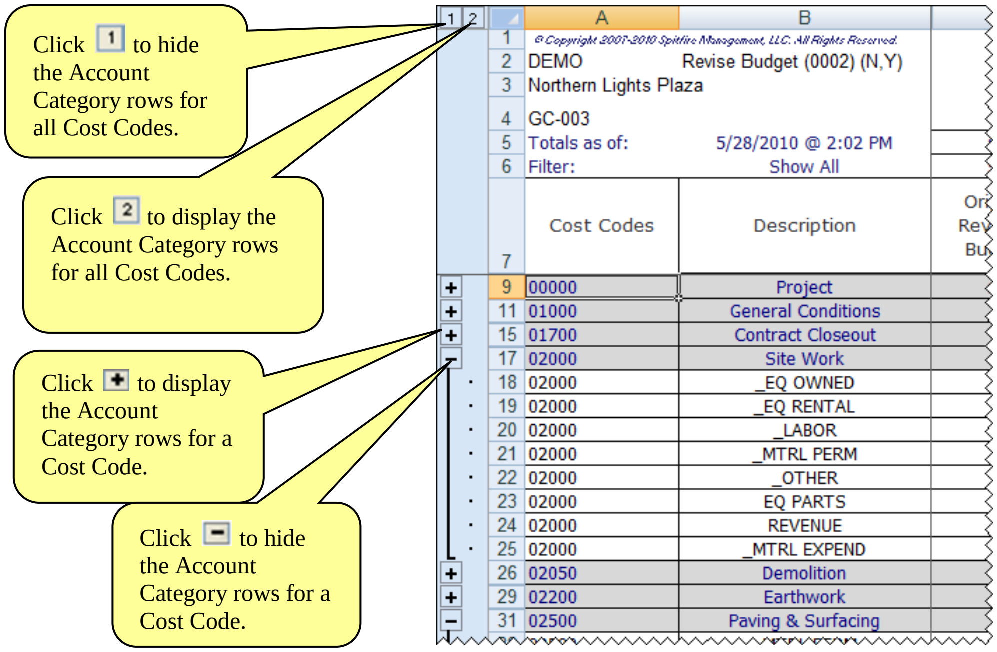
- Select the **Group/Ungroup CC** option:



Note: The Auto-Group setting entered on the Setup page (described on page 58) also affects the default of grouping when you first open the worksheet.



You can also group (hide) and ungroup (display) Account Categories for one or all Cost Codes by clicking on icons, as shown:



Division Totals Worksheet

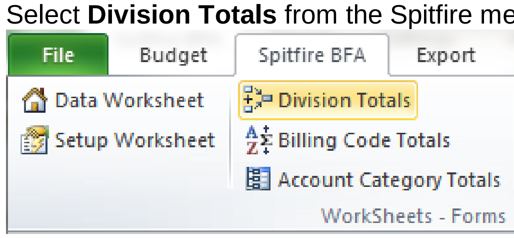
The Division Totals worksheet provides an additional level of grouping for Cost Codes and Account Categories, based on consolidating Cost Codes. For example, if you use CSI codes, you could see the totals for all 01xxx, 02xxx, 03xxx etc. Cost Codes.

TIP

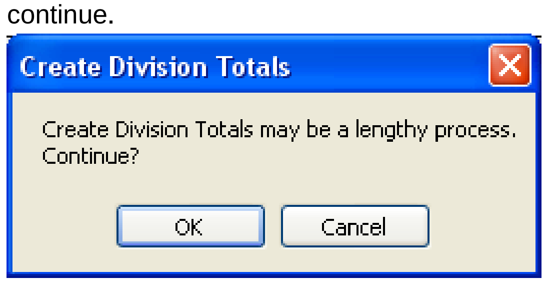
To change the grouping used for the Division Totals worksheet, see page 52.

To create a Division Totals worksheet:

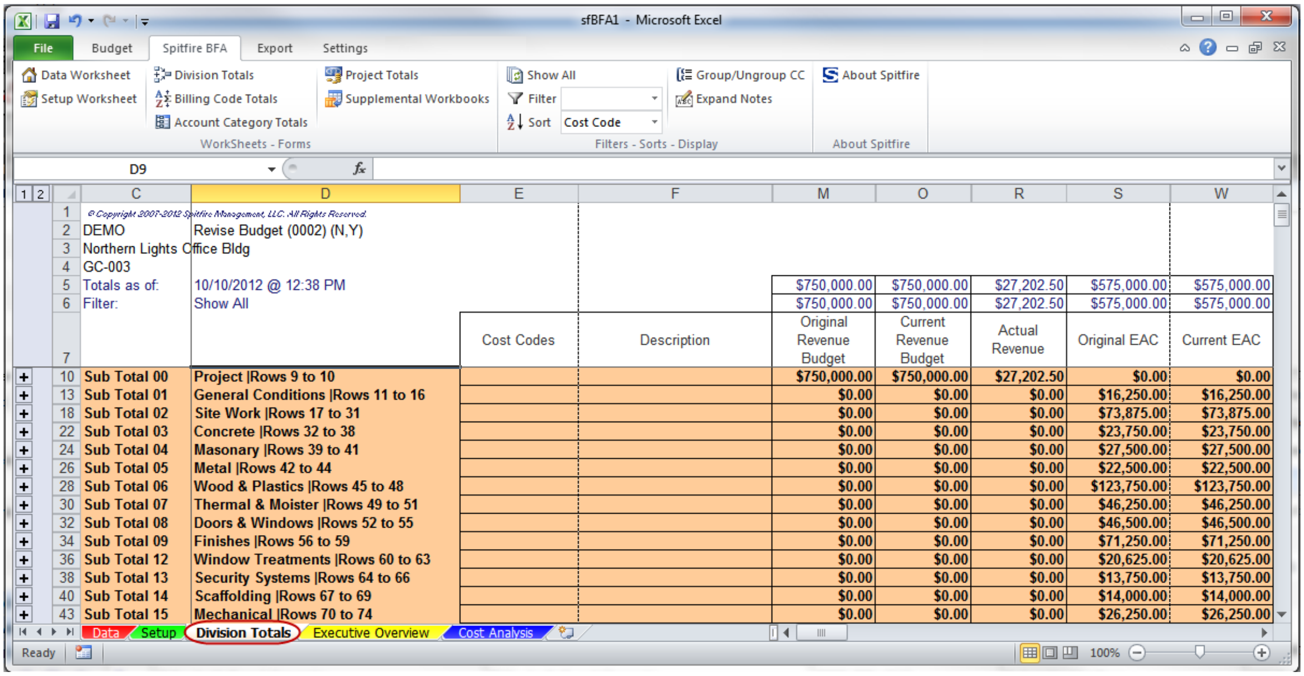
1. Select **Division Totals** from the Spitfire menu:



2. Because the creation of the Division Total worksheet can take some time, a confirmation box appears. Click OK to continue.



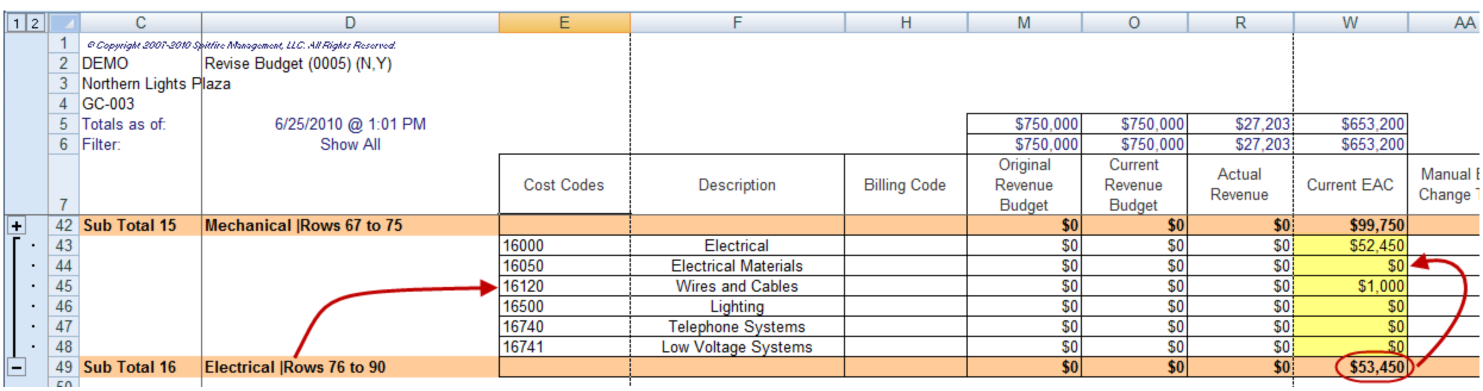
The Division Totals worksheet will appear, for example:



	C	D	E	F	M	O	R	S	W
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved.								
2	DEMO	Revise Budget (0002) (N,Y)							
3	Northern Lights Office Bldg								
4	GC-003								
5	Totals as of:	10/10/2012 @ 12:38 PM			$750,000.00	$750,000.00	$27,202.50	$575,000.00	$575,000.00
6	Filter:	Show All			$750,000.00	$750,000.00	$27,202.50	$575,000.00	$575,000.00
7			Cost Codes	Description	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Original EAC	Current EAC
10	Sub Total 00	Project |Rows 9 to 10			$750,000.00	$750,000.00	$27,202.50	$0.00	$0.00
13	Sub Total 01	General Conditions |Rows 11 to 16			$0.00	$0.00	$0.00	$16,250.00	$16,250.00
18	Sub Total 02	Site Work |Rows 17 to 31			$0.00	$0.00	$0.00	$73,875.00	$73,875.00
22	Sub Total 03	Concrete |Rows 32 to 38			$0.00	$0.00	$0.00	$23,750.00	$23,750.00
24	Sub Total 04	Masonary |Rows 39 to 41			$0.00	$0.00	$0.00	$27,500.00	$27,500.00
26	Sub Total 05	Metal |Rows 42 to 44			$0.00	$0.00	$0.00	$22,500.00	$22,500.00
28	Sub Total 06	Wood & Plastics |Rows 45 to 48			$0.00	$0.00	$0.00	$123,750.00	$123,750.00
30	Sub Total 07	Thermal & Moister |Rows 49 to 51			$0.00	$0.00	$0.00	$46,250.00	$46,250.00
32	Sub Total 08	Doors & Windows |Rows 52 to 55			$0.00	$0.00	$0.00	$46,500.00	$46,500.00
34	Sub Total 09	Finishes |Rows 56 to 59			$0.00	$0.00	$0.00	$71,250.00	$71,250.00
36	Sub Total 12	Window Treatments |Rows 60 to 63			$0.00	$0.00	$0.00	$20,625.00	$20,625.00
38	Sub Total 13	Security Systems |Rows 64 to 66			$0.00	$0.00	$0.00	$13,750.00	$13,750.00
40	Sub Total 14	Scaffolding |Rows 67 to 69			$0.00	$0.00	$0.00	$14,000.00	$14,000.00
43	Sub Total 15	Mechanical |Rows 70 to 74			$0.00	$0.00	$0.00	$26,250.00	$26,250.00

3. Click on the **Data** tab at the bottom of the worksheet to get back to the Data worksheet. The Divisions Total tab will remain.

Note: You can click **+** to expand a colored row on the Division Totals worksheet and show its constituent rows. Constituent rows appear above the totals row. For example:



	C	D	E	F	H	M	O	R	W	AA
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.									
2	DEMO	Revise Budget (0005) (N,Y)								
3	Northern Lights Plaza									
4	GC-003									
5	Totals as of:	6/25/2010 @ 1:01 PM				$750,000	$750,000	$27,203	$653,200	
6	Filter:	Show All				$750,000	$750,000	$27,203	$653,200	
7			Cost Codes	Description	Billing Code	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Current EAC	Manual E Change T
42	Sub Total 15	Mechanical |Rows 67 to 75				$0	$0	$0	$99,750	
43			16000	Electrical		$0	$0	$0	$52,450	
44			16050	Electrical Materials		$0	$0	$0	$0	
45			16120	Wires and Cables		$0	$0	$0	$1,000	
46			16500	Lighting		$0	$0	$0	$0	
47			16740	Telephone Systems		$0	$0	$0	$0	
48			16741	Low Voltage Systems		$0	$0	$0	$0	
49	Sub Total 16	Electrical |Rows 76 to 90				$0	$0	$0	$53,450	

Setup Worksheet

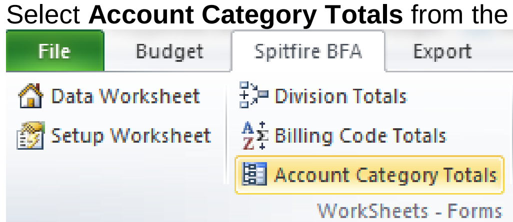
See the chapter beginning on page 44 for information about the Setup worksheet.

Account Category Totals

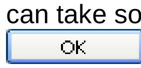
The Account Category Totals worksheet provides an additional level of grouping by Account Categories.

To create an Account Category Totals worksheet:

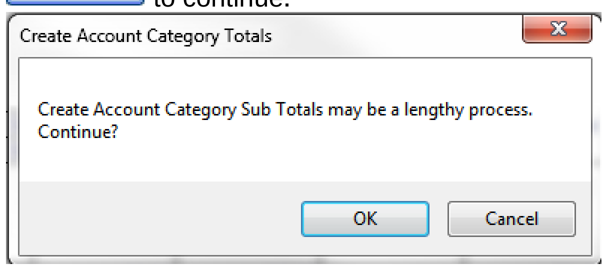
1. Select **Account Category Totals** from the Spitfire menu:



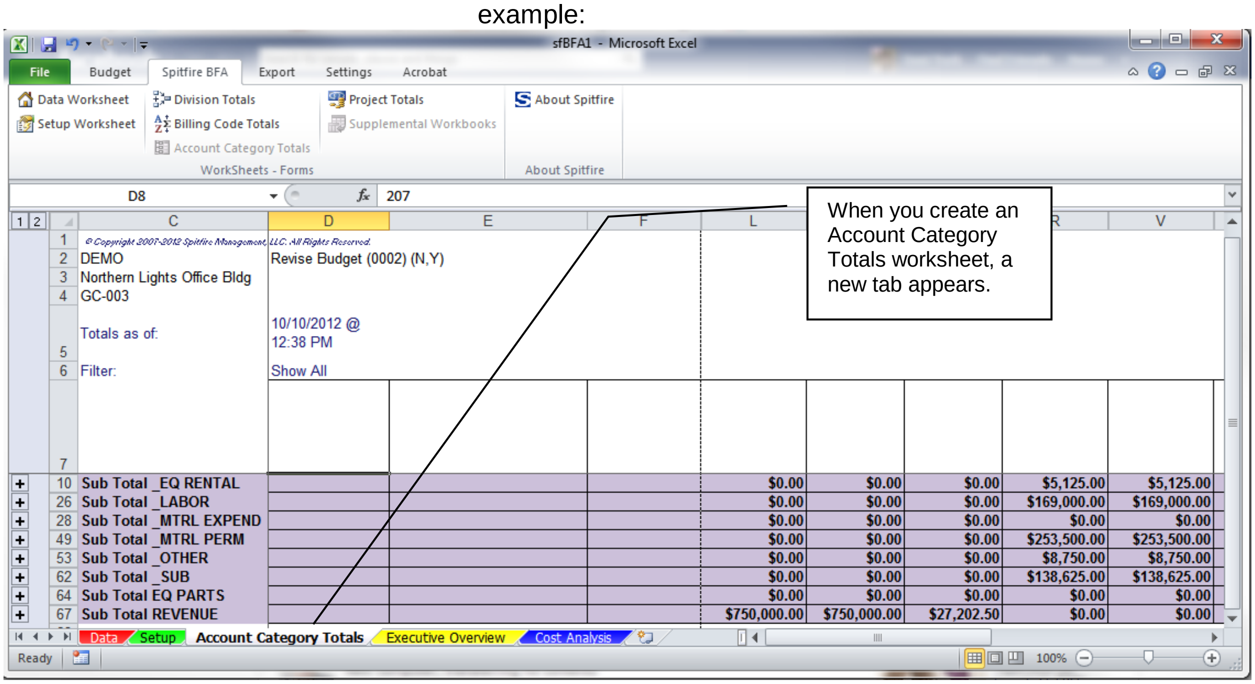
2. Because the creation of the Account Category Totals worksheet can take some time, a confirmation box appears. Click



to continue.



The Account Category Totals worksheet will appear, for example:



3. Click on the **Data** tab at the bottom of the worksheet to get back to the Data worksheet. The Account Category Total tab will remain.

Note: You can click + to expand a colored row on the Account Category Totals worksheet and show its constituent rows. Constituent rows appear above the totals row. For example:

10	Sub Total _EQ RENTAL				$0.00	$0.00	$0.00	$5,125.00	$5,125.00
11		01000	_LABOR	LABOR	$0.00	$0.00	$0.00	$7,500.00	$7,500.00
12		02000	_LABOR	LABOR	$0.00	$0.00	$0.00	$18,750.00	$18,750.00
13		02050	_LABOR	LABOR	$0.00	$0.00	$0.00	$0.00	$0.00
14		03000	_LABOR	LABOR	$0.00	$0.00	$0.00	$13,750.00	$13,750.00
15		04000	_LABOR	LABOR	$0.00	$0.00	$0.00	$12,500.00	$12,500.00
16		05000	_LABOR	LABOR	$0.00	$0.00	$0.00	$12,500.00	$12,500.00
17		06000	_LABOR	LABOR	$0.00	$0.00	$0.00	$18,750.00	$18,750.00
18		07000	_LABOR	LABOR	$0.00	$0.00	$0.00	$21,250.00	$21,250.00
19		08000	_LABOR	LABOR	$0.00	$0.00	$0.00	$6,500.00	$6,500.00
20		09000	_LABOR	LABOR	$0.00	$0.00	$0.00	$11,250.00	$11,250.00
21		12000	_LABOR	LABOR	$0.00	$0.00	$0.00	$6,250.00	$6,250.00
22		13000	_LABOR	LABOR	$0.00	$0.00	$0.00	$8,750.00	$8,750.00
23		14000	_LABOR	LABOR	$0.00	$0.00	$0.00	$8,000.00	$8,000.00
24		15000	_LABOR	LABOR	$0.00	$0.00	$0.00	$13,750.00	$13,750.00
25		16000	_LABOR	LABOR	$0.00	$0.00	$0.00	$9,500.00	$9,500.00
26	Sub Total _LABOR				$0.00	$0.00	$0.00	$169,000.00	$169,000.00

Billing Code Totals

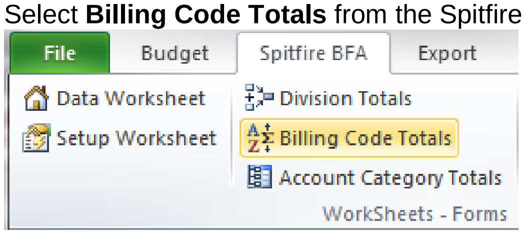
If (and only if) you include Billing Codes in your budget, the Billing Code Totals worksheet provides subtotals based on those Billing Codes.

TIP

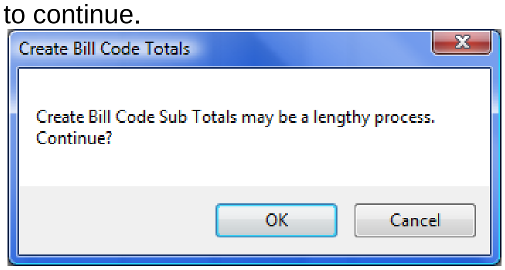
In order to include Billing Codes in your workbook, you need to make the Billing Codes column visible through the Setup worksheet. See page 46.

To create a Billing Code Totals worksheet:

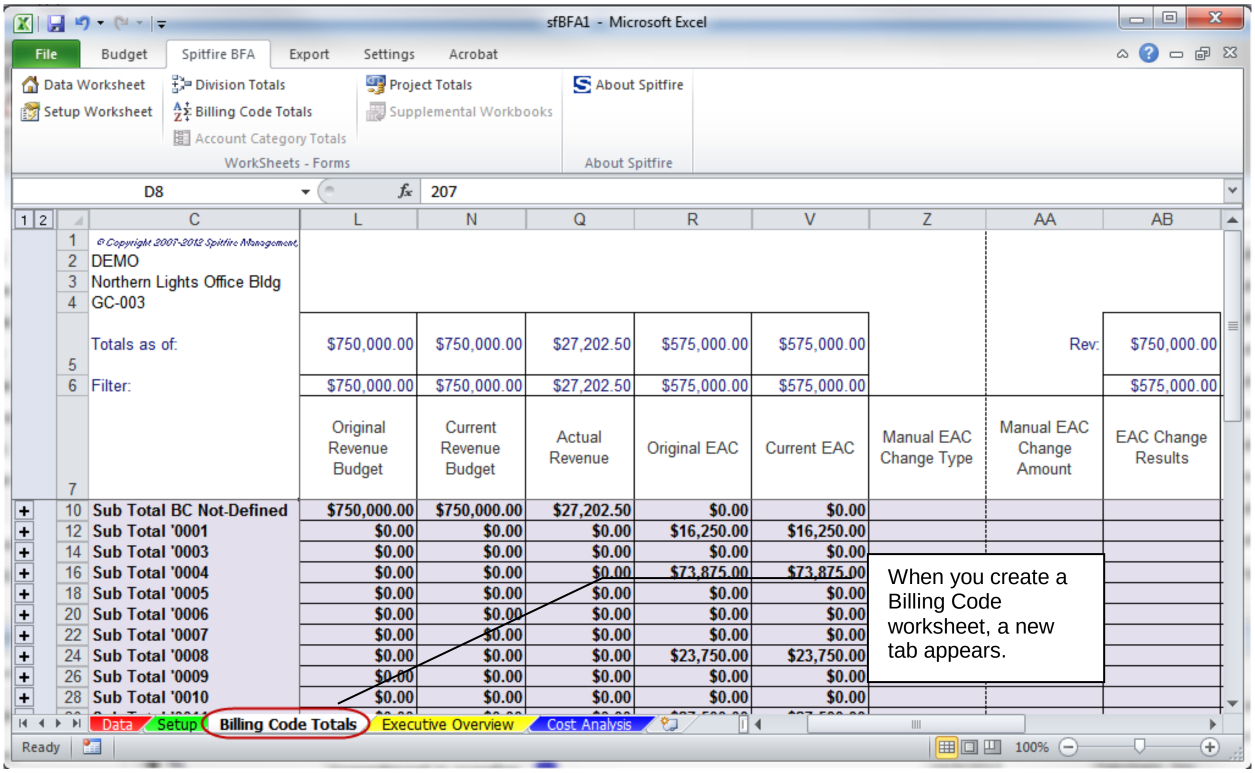
1. Select **Billing Code Totals** from the Spitfire menu:



2. Because the creation of a Billing Code Totals worksheet can take some time, a confirmation box appears. Click OK to continue.

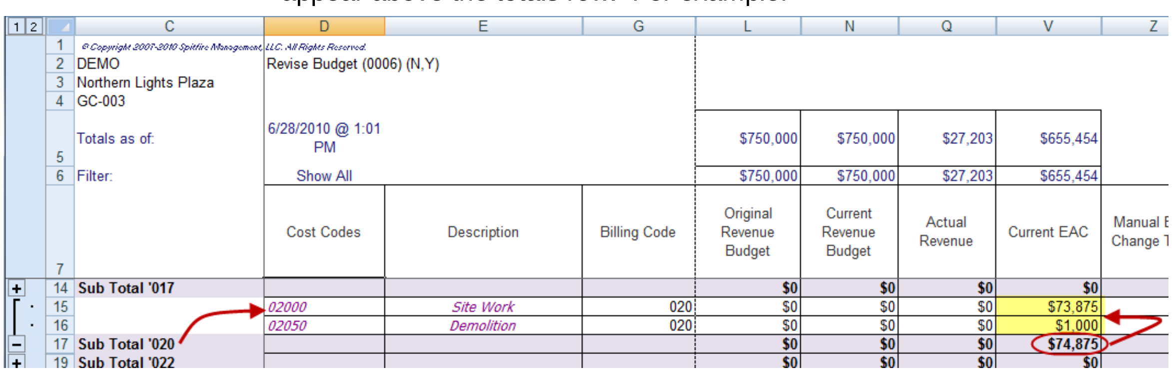


The Billing Code Totals worksheet will appear, for example:



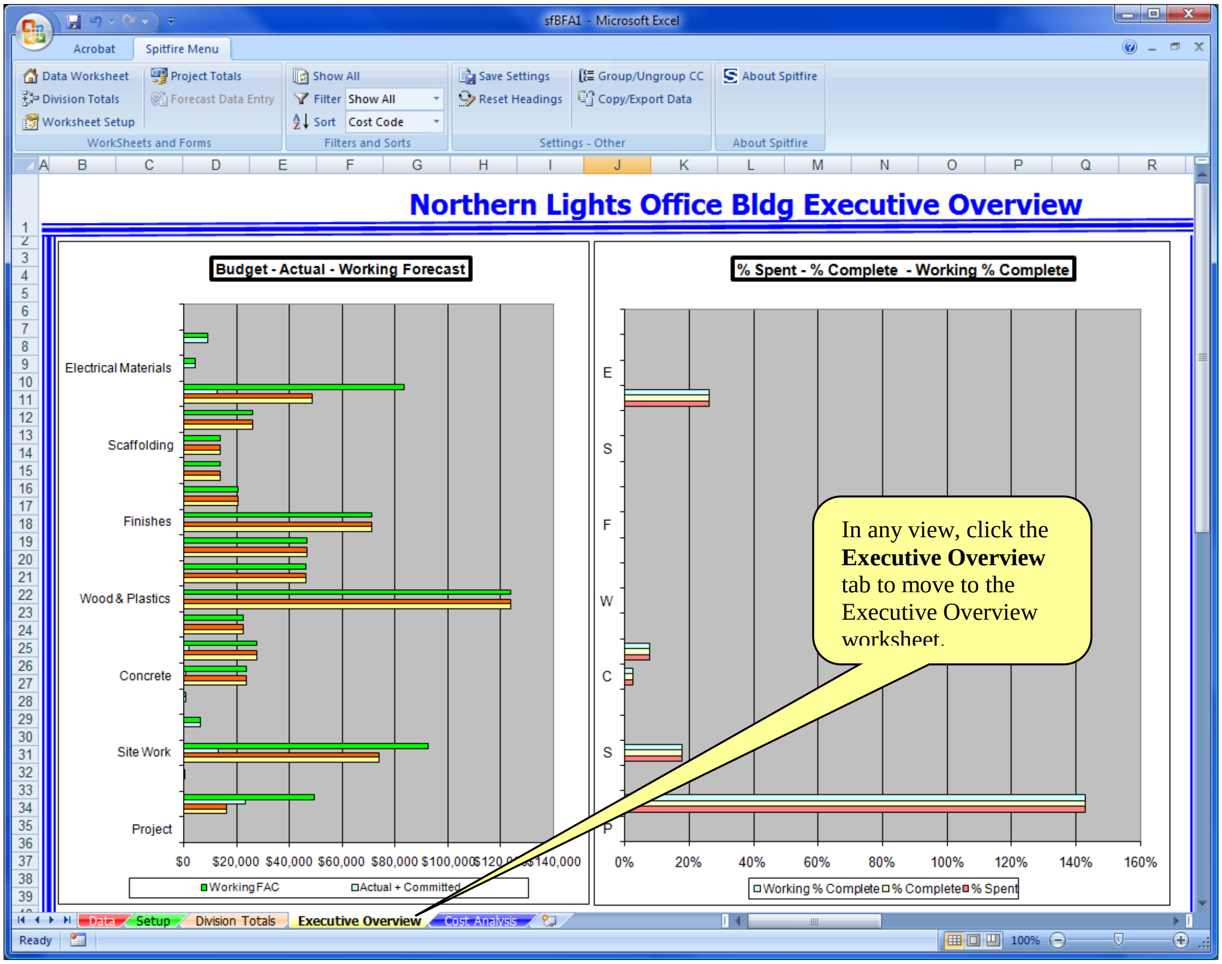
3. Click on the **Data** tab at the bottom of the worksheet to get back to the Data worksheet. The Billing code Totals tab will remain.

Note: You can click **+** to expand a colored row on the Billing Code Totals worksheet and show its constituent rows. Constituent rows appear above the totals row. For example:



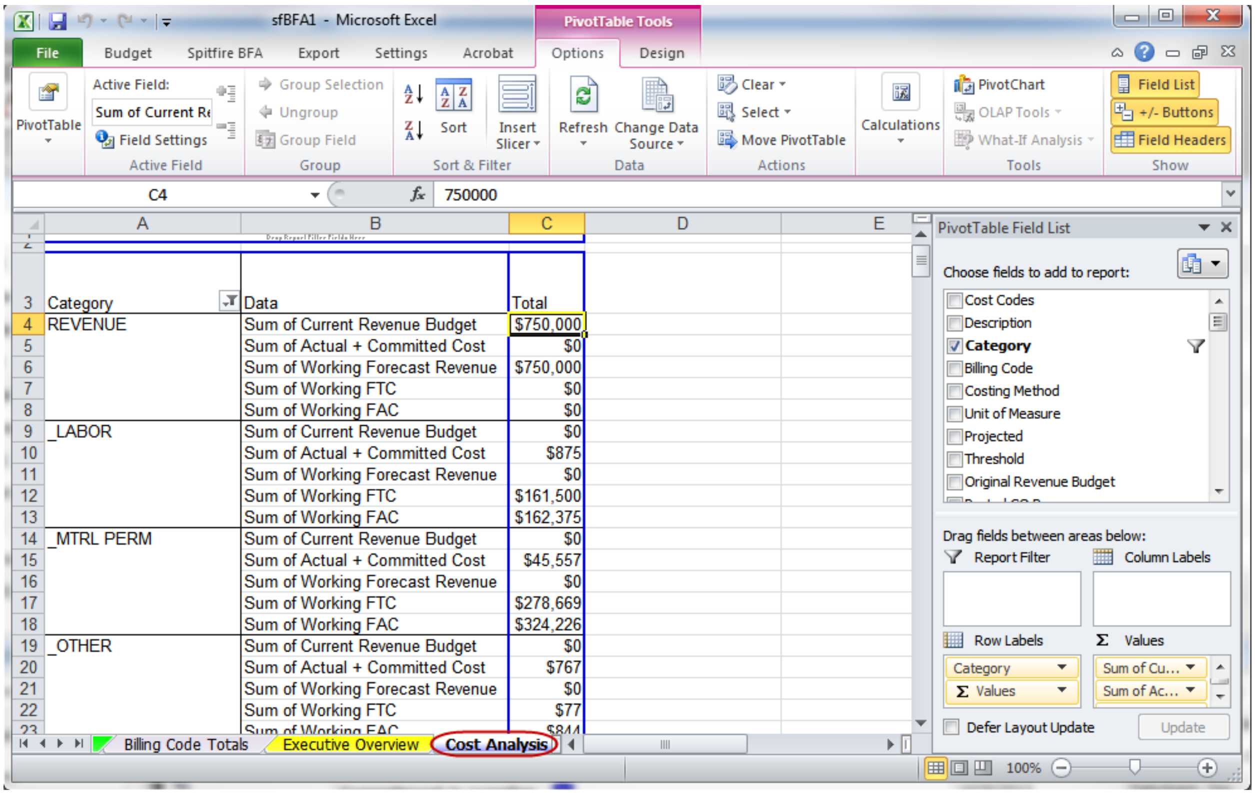
Executive Overview

The Executive Overview worksheet provides a graphical representation of some of the project's Key Performance Indicators (KPI).



Cost Analysis Worksheet

The Cost Analysis worksheet uses Pivot tables to display your data. Only users who are comfortable with Microsoft Excel Pivot tables should use this worksheet. The Cost Analysis worksheet is accessed through its tab.



BFA Snapshots

Explanation

Every BFA workbook is associated with an internal snapshot of all approved financial information for your project. Each snapshot includes:

- Original Budget
- EAC
- Forecast
- Change Orders and CCOs
- Commitments
- Pay Requests
- Actual posted amounts

Every time the BFA workbook is opened from a Budget or Forecast document or from the Project Dashboard (in Analysis mode), sfPMS takes the snapshot of all approved financial information and uses those amounts in the BFA workbook. Approved changes that you then make to the BFA workbook, or that you make through Commitments, CCOs, and Change Orders, are reflected in the next snapshot.

Date and timestamp tells you when the snapshot was taken. The date and time also appear above the Actual + Committed Cost column.

For example:

1. When the BFA workbook is opened from a Budget document (Budget mode), a snapshot is taken:

	A	B	I	N	S	W	X	Y
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.							
2	DEMO	Revise Budget (0002) (N,Y)						
3	Project for BFA test							
4	AD-002							
5	Totals as of:	6/29/2010 @ 10:24 AM	$750,000	$0	$585,942		Rev:	$750,000
6	Filter:	Show All	$750,000	$0	$585,942			$585,942
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
9	00000	General Default	$750,000	$0	$0		$0	$0
11	01000	General Conditions	$0	$0	$16,250		$0	$16,250
12	01000	_LABOR	$0	$0	$7,500		$0	$0
13	01000	_MTRL PERM	$0	$0	$0		$0	$0
14	01000	_OTHER	$0	$0	$8,750		$0	$0
15	01700	Contract Closeout	$0	$0	$0		$0	$0
17	02000	Site Work	$0	$0	$73,875		$0	$73,875
26	02050	Demolition	$0	$0	$2,000		$0	$2,000
29	02200	Earthwork	$0	$0	$1,000		$0	$1,000

2. Changes then made to the BFA workbook appear in the Change columns but not in the **Current EAC** column, even if the BFA workbook is saved, closed and reopened:

	A	B	I	N	S	W	X	Y
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.							
2	DEMO	Revise Budget (0002) (N,Y)						
3	Project for BFA test							
4	AD-002							
5	Totals as of:	6/29/2010 @ 10:24 AM	$750,000	$0	$585,942		Rev:	$750,000
6	Filter:	Show All	$750,000	$0	$585,942			$587,942
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
9	00000	General Default	$750,000	$0	$0		$0	$0
11	01000	General Conditions	$0	$0	$16,250		$0	$16,250
12	*01000*	*_LABOR*	$0	$0	$7,500	A	$2,000	$9,500
13	01000	_MTRL PERM	$0	$0	$0		$0	$0
14	01000	_OTHER	$0	$0	$8,750		$0	$0
15	01700	Contract Closeout	$0	$0	$0		$0	$0
17	02000	Site Work	$0	$0	$73,875		$0	$73,875

3. If the Budget is Approved, then the *next* BFA workbook (created in any mode) uses a new snapshot that includes the change:

Opened from the next Budget document, this is a new snapshot.

	A	B	I	N	S	W	X	Y
1		...anagement, LLC. All Rights Reserved.						
2		...vise Budget (0003) (N,Y)						
4	AD-002							
5	Totals as of:	7/1/2010 @ 10:06 AM	$750,000	$0	$587,942		Rev:	$750,000
6	Filter:	Show All	$750,000	$0	$587,942			$587,942
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
9	00000	General Default	$750,000	$0	$0		$0	$0
11	01000	General Conditions	$0	$0	$18,250		$0	$18,250
12	01000	_LABOR	$0	$0	$9,500		$0	$0
13	01000	_MTRL PERM	$0	$0	$0		$0	$0
14	01000	_OTHER	$0	$0	$8,750		$0	$0
15	01700	Contract Closeout	$0	$0	$0		$0	$0
17	02000	Site Work	$0	$0	$73,875		$0	$73,875

A new snapshot is created whenever BFA is opened in Analysis mode.

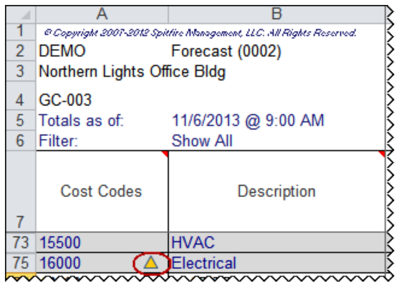
	A	B	Q	R	S	T	U	AD
1		...t, LLC. All Rights Reserved.						
2	DEMO	Project Analysis						
3	Project for BFA test							
4	AD-002							
5	Totals as of:	7/1/2010 @ 10:17 AM	$0	$0	$587,942	$587,942	$0	$0
6	Filter:	Above or Below $ Gain/Loss	$0	$0	$587,942	$587,942	$0	$0
7	Cost Codes	Description	Approved CO EAC Revisions	Committed CO EAC Revisions	Current EAC	Pending COs EAC Revisions	Potential Exposure	Actual Cost to Date
9	00000	General Default	$0	$0	$0	$0	$0	$0
11	01000	General Conditions	$0	$0	$18,250	$0	$0	$0
12	01000	_LABOR	$0	$0	$9,500	$0	$0	$0
13	01000	_MTRL PERM	$0	$0	$0	$0	$0	$0
14	01000	_OTHER	$0	$0	$8,750	$0	$0	$0
15	01700	Contract Closeout	$0	$0	$0	$0	$0	$0
17	02000	Site Work	$0	$0	$73,875	$0	$0	$0

The snapshot associated with each BFA workbook remains untouched. You can return to the BFA document months later and review the financial state of the project at that point in time. A series of Budget and Forecast documents provide a detailed financial history for your project.

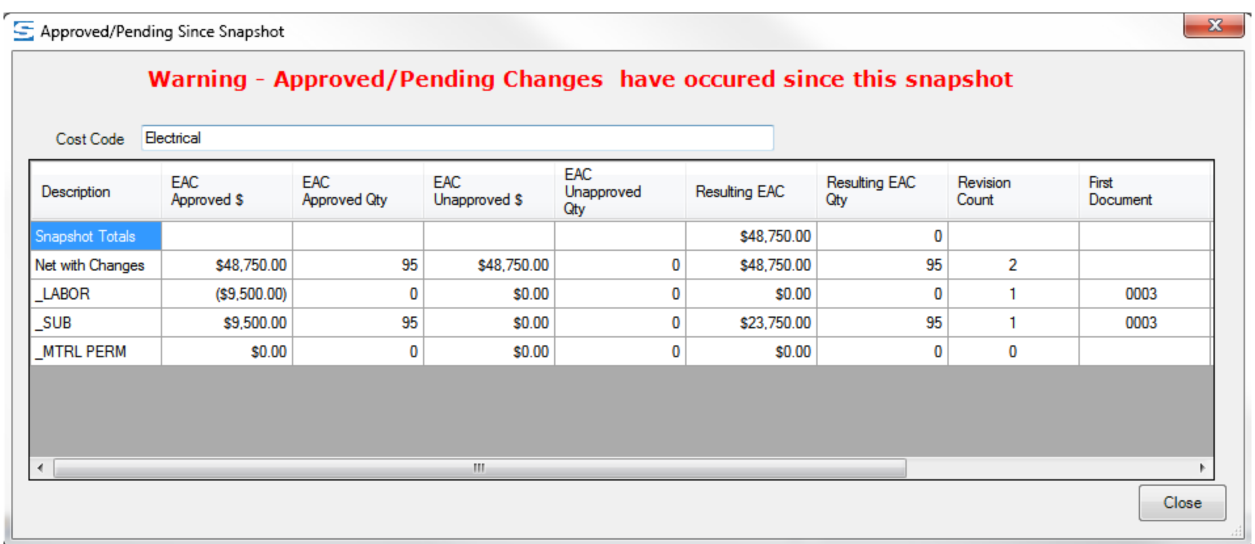
When There Is A Newer Snapshot

Because BFA snapshots show data at one point in time, it is possible to be looking at a snapshot that no longer reflects the most current information. In order to improve transparency in these situations, sfPMS warns you if you are not looking at the most current financial information on a BFA snapshot.

When you open the BFA workbook, if a Cost Code has been changed since the workbook's snapshot, a symbol will appear in the Cost Code cell.



- If you see this symbol, close the BFA workbook and either look for a more current version on your Project Dashboard or create a new Budget or Forecast document, which will create a newer BFA snapshot with up-to-date data.
- If you try to enter new data in an editable column for the marked row, the Approved/Pending Since Snapshot window will appear. This window indicates what changes have been approved or are pending for that Cost Code.
    - In Budget mode, the window appears if you try to type in the **Manual EAC Change Type** or **Manual EAC Change Amount** cell.
    - In Forecast mode, the window appears if you try to type in the **Working FTC**, **Working FAC**, **Working Forecast Revenue**, or **Working Unit** cell.


Approved/Pending Since Snapshot

Warning - Approved/Pending Changes have occured since this snapshot

Cost Code: Electrical

Description	EAC Approved $	EAC Approved Qty	EAC Unapproved $	EAC Unapproved Qty	Resulting EAC	Resulting EAC Qty	Revision Count	First Document
Snapshot Totals					$48,750.00	0		
Net with Changes	$48,750.00	95	$48,750.00	0	$48,750.00	95	2	
_LABOR	($9,500.00)	0	$0.00	0	$0.00	0	1	0003
_SUB	$9,500.00	95	$0.00	0	$23,750.00	95	1	0003
_MTRL PERM	$0.00	0	$0.00	0	$0.00	0	0	

Close

Review of BFA Information

Drill-Down

> **TIP**
> The Billing Codes column may need to be made visible through the [Setup worksheet](). See page 46.

"Drill-down" to more information is available on certain columns of the Data worksheet.

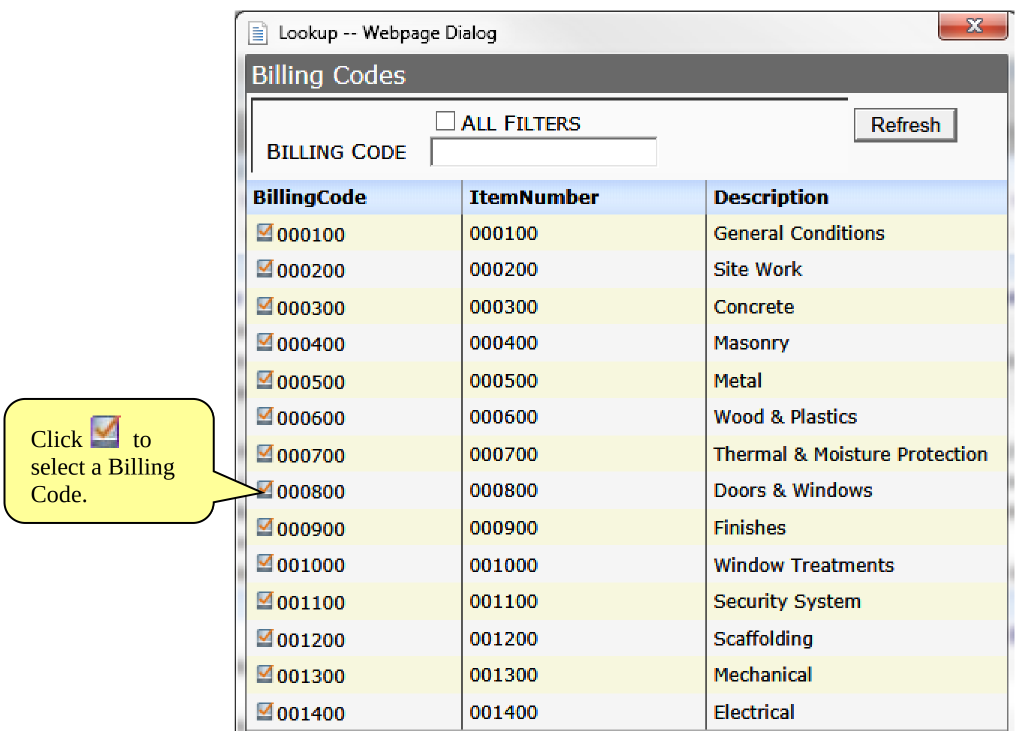
To drill down to additional information:

- Right-click on a cell in one of the following columns:

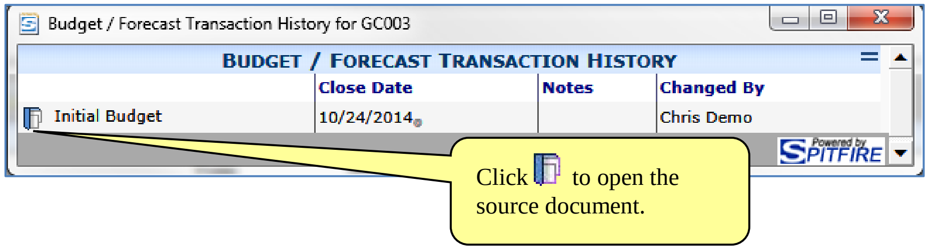
Column	***Opens***
Billing Codes	Billing Codes lookup
Actual Cost to Date	Transaction History window
Committed Cost to Date	Commitment Detail window
Original Commitment	Commitment Line Detail window
Approved CCO	Commitment Line Detail window
Pending CCO	Commitment Line Detail window
Approved Pay Request Total	Commitment Line Detail window
Approved Pay Request Retention	Commitment Line Detail window
Approved Pay Request Net Pay	Commitment Line Detail window
Pending Pay Amount Total	Commitment Line Detail window
Pending Pay Retention	Commitment Line Detail window
Notes	Budget/Forecast Transaction History window
Tracking Notes	Budget/Forecast Transaction History window

Note: Except on the Billing Codes column, where drill-down is available only on the Cost Code level, drill-down is available on both Account Category and Cost Code rows.

Billing Codes

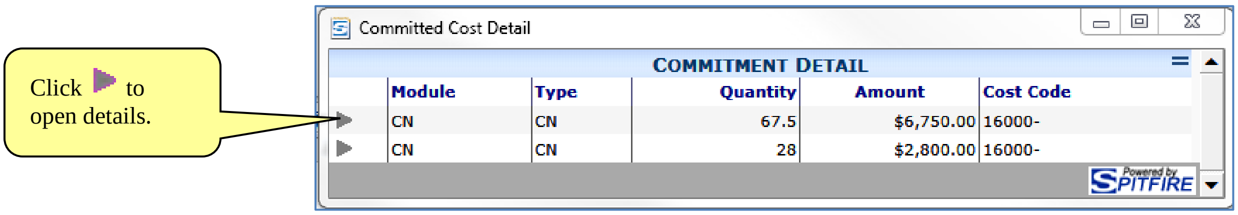


Budget/Forecast Transaction History



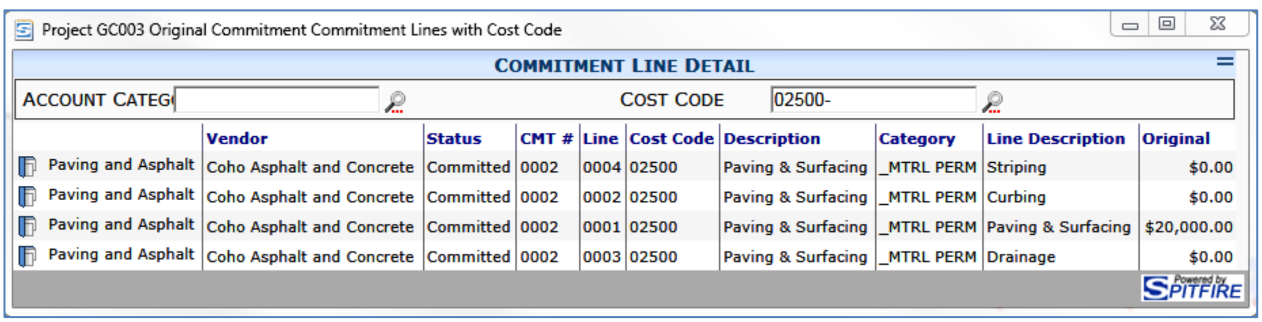
	Close Date	Notes	Changed By
Initial Budget	10/24/2014		Chris Demo

Commitment Detail



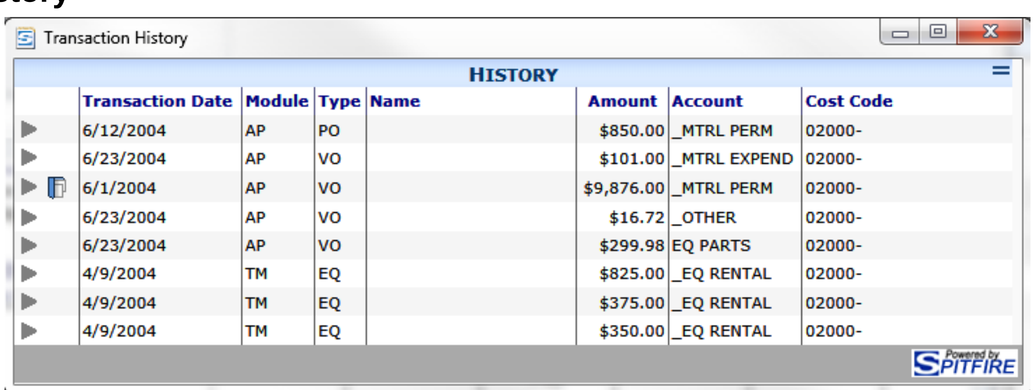
Module	Type	Quantity	Amount	Cost Code
CN	CN	67.5	$6,750.00	16000-
CN	CN	28	$2,800.00	16000-

Commitment Line Detail



	Vendor	Status	CMT #	Line	Cost Code	Description	Category	Line Description	Original
Paving and Asphalt	Coho Asphalt and Concrete	Committed	0002	0004	02500	Paving & Surfacing	_MTRL PERM	Striping	$0.00
Paving and Asphalt	Coho Asphalt and Concrete	Committed	0002	0002	02500	Paving & Surfacing	_MTRL PERM	Curbing	$0.00
Paving and Asphalt	Coho Asphalt and Concrete	Committed	0002	0001	02500	Paving & Surfacing	_MTRL PERM	Paving & Surfacing	$20,000.00
Paving and Asphalt	Coho Asphalt and Concrete	Committed	0002	0003	02500	Paving & Surfacing	_MTRL PERM	Drainage	$0.00

Transaction History



Transaction Date	Module	Type	Name	Amount	Account	Cost Code
6/12/2004	AP	PO		$850.00	_MTRL PERM	02000-
6/23/2004	AP	VO		$101.00	_MTRL EXPEND	02000-
6/1/2004	AP	VO		$9,876.00	_MTRL PERM	02000-
6/23/2004	AP	VO		$16.72	_OTHER	02000-
6/23/2004	AP	VO		$299.98	EQ PARTS	02000-
4/9/2004	TM	EQ		$825.00	_EQ RENTAL	02000-
4/9/2004	TM	EQ		$375.00	_EQ RENTAL	02000-
4/9/2004	TM	EQ		$350.00	_EQ RENTAL	02000-

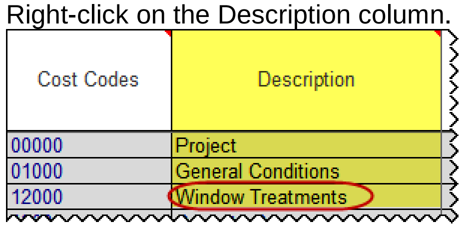
Note: The name columns shows the employee name, if you are allowed to see employee names, or vendor name.

Project/ Selection Analysis

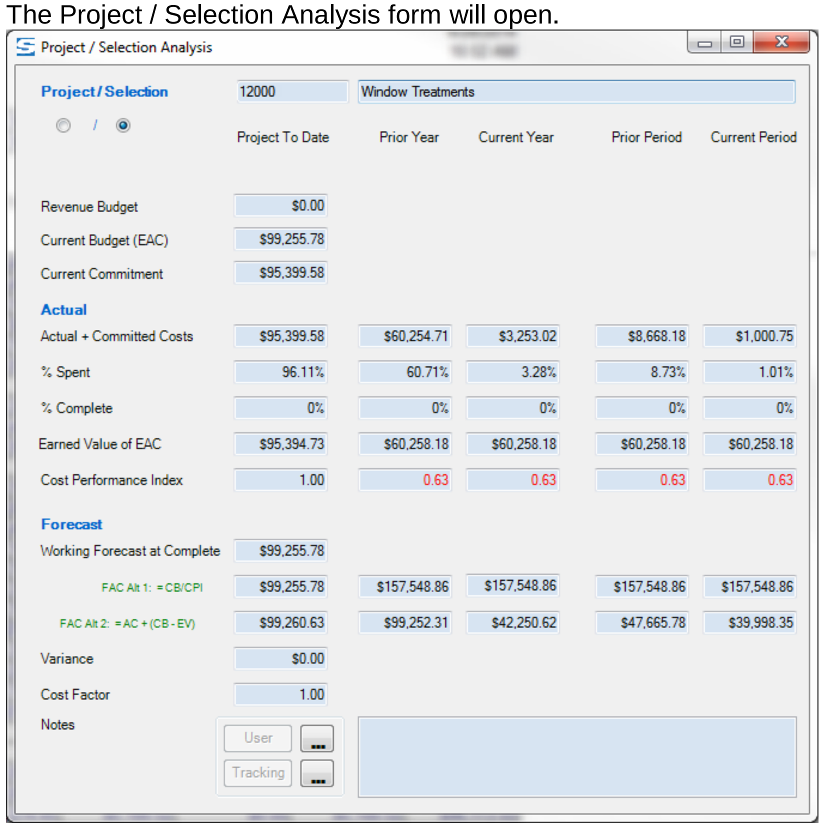
The Project/Selection Analysis form consolidates and presents, in a period-based format, the amounts for the selected Cost Code or Account Category or for the project.

To open the Project/Selection Analysis form:

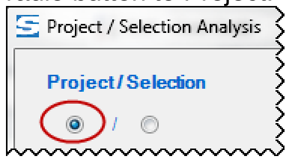
1. Find the Cost Code or Account Category for which you want information.
   Note: if you want information on the project-level, you can select any row.
2. Right-click on the Description column.



The Project / Selection Analysis form will open.



3. (*optional*) If you want to view project information, change the radio button to Project:

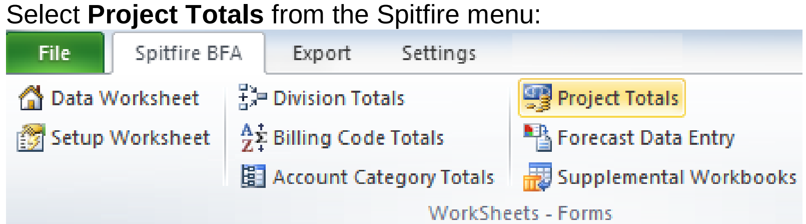


Project Totals

As mentioned previously, the Data worksheet provides Cost Code and Account Category information and the Division Totals worksheet consolidates Cost Codes to provide the next level of information. A further level of consolidation is available through the Project Totals form. The Project Totals form highlights the significant BFA elements at a high-level Project View.

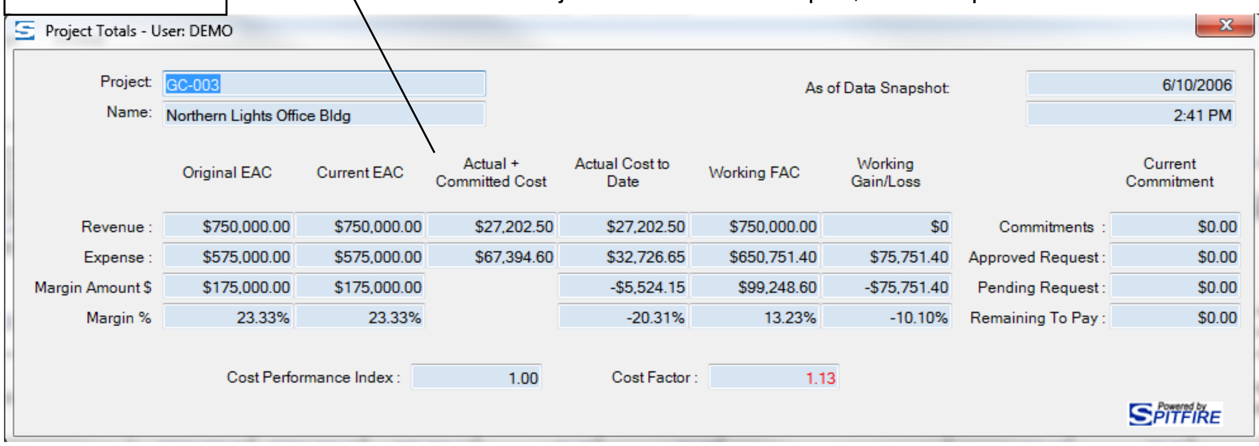
To open the Project Totals form:

1. Select **Project Totals** from the Spitfire menu:

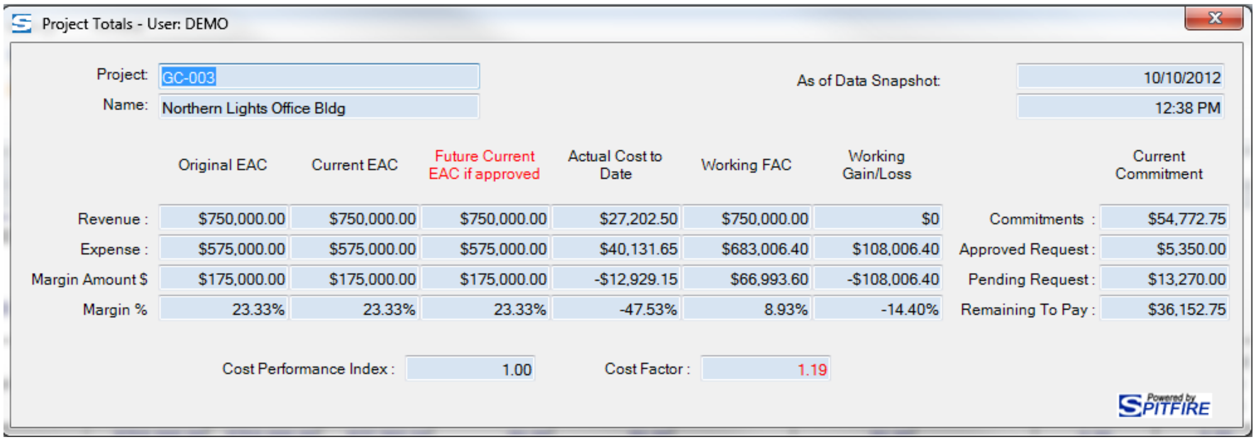


[It titles have been changed]() through the Setup worksheet (see page 47), those changes will be reflected here.

The Project Totals form will open, for example:



If you open the Project Totals from a BFA workbook in budget revision mode, the form will show the following columns:



Project Totals - User: DEMO

Project: GC-003

Name: Northern Lights Office Bldg

As of Data Snapshot: 10/10/2012 12:38 PM

	Original EAC	Current EAC	Future Current EAC if approved	Actual Cost to Date	Working FAC	Working Gain/Loss		Current Commitment
Revenue :	$750,000.00	$750,000.00	$750,000.00	$27,202.50	$750,000.00	$0	Commitments :	$54,772.75
Expense :	$575,000.00	$575,000.00	$575,000.00	$40,131.65	$683,006.40	$108,006.40	Approved Request :	$5,350.00
Margin Amount $	$175,000.00	$175,000.00	$175,000.00	-$12,929.15	$66,993.60	-$108,006.40	Pending Request :	$13,270.00
Margin %	23.33%	23.33%	23.33%	-47.53%	8.93%	-14.40%	Remaining To Pay :	$36,152.75

Cost Performance Index : 1.00 Cost Factor : 1.19

Powered by SPITFIRE

Note: you cannot make any changes directly on this form.

2. Click X to close the form.

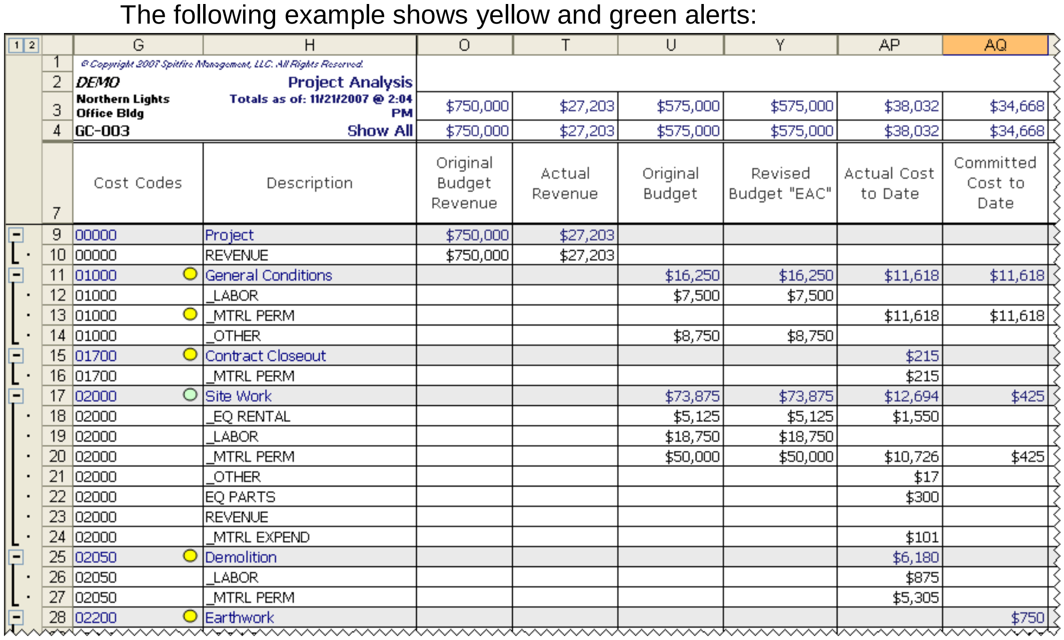
BFA Alerts

If Alerts are turned on (see page 57), a colored circle in the Cost Code column can tell you when an Account Category or Cost Code row has reached a trigger point. Trigger points are established on the Setup worksheet. By default the trigger points are:

- Forecast-to-Complete is less than the Actual Costs plus the Committed Costs (FTC < 0), [Red circle by default]
- Actual Costs plus Committed Costs are greater than the Estimate-At-Completion (ACT + C > EAC) [Yellow circle by default]
- Forecast-At-Completion is greater than the Estimate-At-Completion (FAC > EAC) [Green circle by default]

Note: other Alert trigger conditions can be established on Site Settings. (See page 76.)

The following example shows yellow and green alerts:



© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.

	G	H	O	T	U	Y	AP	AQ
2	DEMO	Project Analysis						
3	Northern Lights Office Bldg	Totals as of: 11/21/2007 @ 2:04 PM	$750,000	$27,203	$575,000	$575,000	$38,032	$34,668
4	GC-003	Show All	$750,000	$27,203	$575,000	$575,000	$38,032	$34,668
7	Cost Codes	Description	Original Budget Revenue	Actual Revenue	Original Budget	Revised Budget "EAC"	Actual Cost to Date	Committed Cost to Date
9	00000	Project	$750,000	$27,203				
10	00000	REVENUE	$750,000	$27,203				
11	01000	General Conditions			$16,250	$16,250	$11,618	$11,618
12	01000	_LABOR			$7,500	$7,500		
13	01000	_MTRL PERM					$11,618	$11,618
14	01000	_OTHER			$8,750	$8,750		
15	01700	Contract Closeout					$215	
16	01700	_MTRL PERM					$215	
17	02000	Site Work			$73,875	$73,875	$12,694	$425
18	02000	_EQ RENTAL			$5,125	$5,125	$1,550	
19	02000	_LABOR			$18,750	$18,750		
20	02000	_MTRL PERM			$50,000	$50,000	$10,726	$425
21	02000	_OTHER					$17	
22	02000	EQ PARTS					$300	
23	02000	REVENUE						
24	02000	_MTRL EXPEND					$101	
25	02050	Demolition					$6,180	
26	02050	_LABOR					$875	
27	02050	_MTRL PERM					$5,305	
28	02200	Earthwork						$750

Data Filters

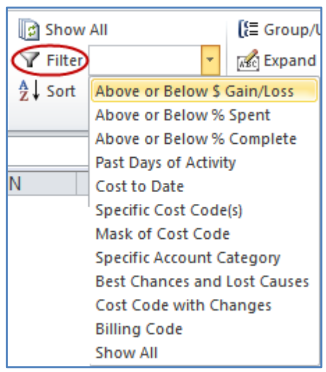
Filters limit the data displayed in the Data worksheet to only those rows that match the filter criteria. Combined Filter/Sorts are possible by first creating a filtered set, then applying the appropriate sort.

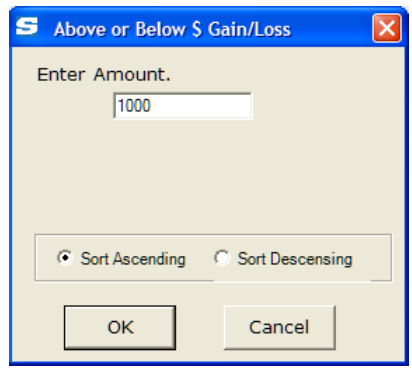
Note: three of the filters can be modified at the site level. (See page 78.)

To select a filter:

- On the Spitfire Menu, use the **Filter** drop-down to select the filter you want. The Spitfire-defined filters are described below.

Above or Below $ Gain/Loss

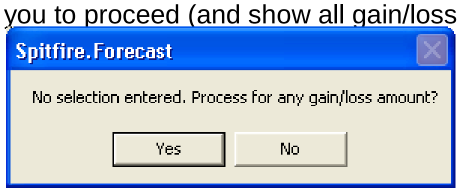




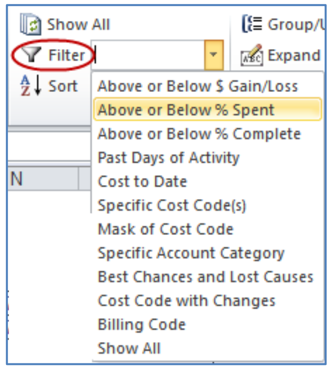
The **Above or Below $ Gain/Loss** filter finds Cost Codes that are outside the amount you specify. For example, if you enter $1,000 then all Cost Codes that have a gain or loss in excess of $1,000 will be displayed on the Data worksheet. **Sort Ascending** is the default; click on **Sort Descending** to change the direction of the sort.

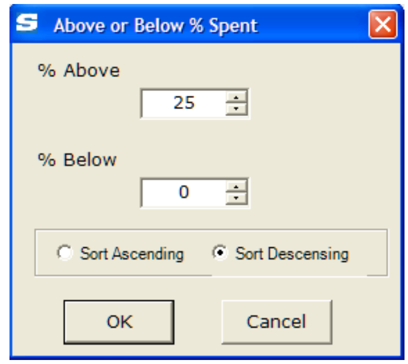
If you click 

without entering a range value, a prompt will ask you to proceed (and show all gain/loss cost codes) or cancel:



Above or Below % Spent

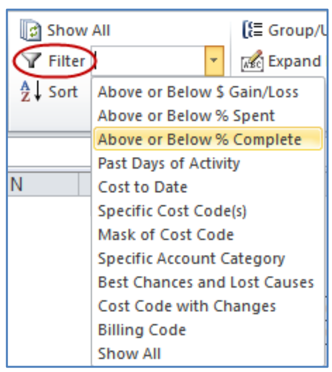


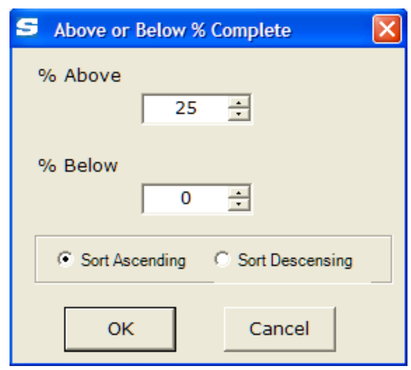


The **Above or Below % Spent** filter finds Cost Codes that are outside the percent you specify. You can specify both the upper and lower limits. **Sort Descending** is the default; click on **Sort Ascending** to change the direction of the sort.

Note: If you set the lower limit to 0, only those Cost Codes greater than the Above Limit are selected, effectively hiding all zero Cost Codes.

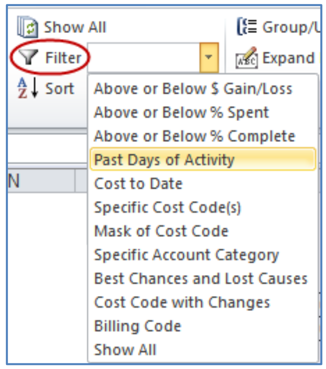
Above or Below % Complete





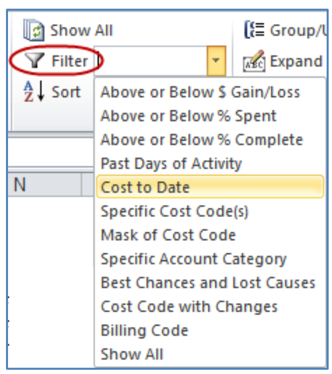
The **Above or Below % Complete** filter finds Cost Codes that are outside the percent you specify. If you are not using Units, then by default the % Complete and the % Spent are the same; otherwise % Complete is a production-based number. **Sort Ascending** is the default; click on Sort Descending to change the direction of the sort.

Past Days of Activity



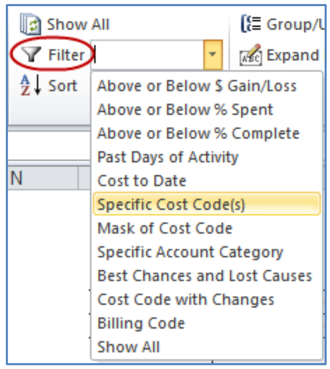
The **Past Days of Activity** filter finds Cost Codes that have recorded actual cost activity within the past *X* days prior to the workbook's snapshot date. The default is 30 days. **Sort Ascending** (most current date to the earliest date) is the default; click on **Sort Descending** to change the direction of the sort.

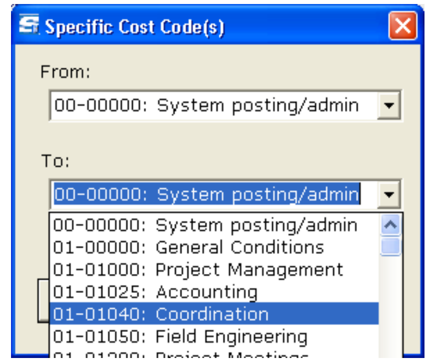
Cost to Date



The **Cost to Date** filter finds all Cost Codes that have had actual costs posted prior to the workbook's snapshot date. The results are sorted from the most current date to the earliest date.

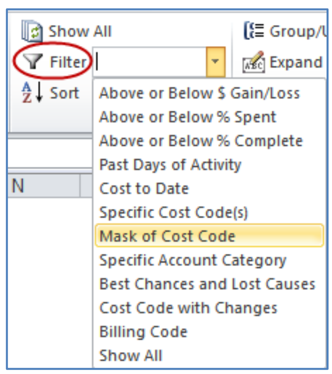
Specific Cost Code(s)





The **Specific Cost Code(s)** filter allows you to specify a range of Cost Codes. Use the **From** and **To** drop-downs to select the beginning and ending Cost Code for your range. Cost Codes are sorted in Ascending order.

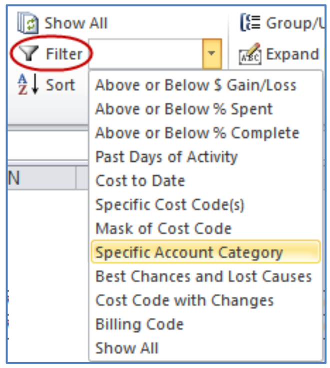
Mask of Cost Code

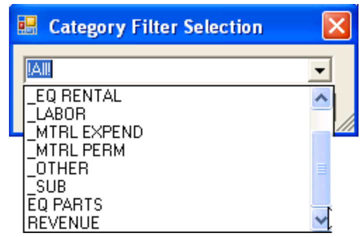


The **Mask of Cost Code** filter allows you to specify Cost Codes based on a user-defined mask. Using this filter, for example, you can find all the Cost Codes that end with 500 or that contain 010. The filter is designed to help you find a selection of specific Cost Codes based on a substring of the Cost Code ID. Through the use of mask placeholders, this filter zeros in on very specific Cost Code ID configurations. For example, if your Cost Codes have five digits and you are looking for all the Cost Codes beginning with 02 that end in a 2, enter 02##2 in the **Enter Cost Code** textbox. The **Place holder in positions** field auto-fills from your entry above and can be used to double-check your entry especially if your Cost Codes are large.

Sort Ascending is the default sort order; click Sort Descending to change the direction of the sort.

Specific Account Category



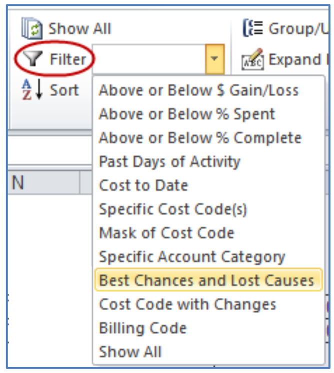


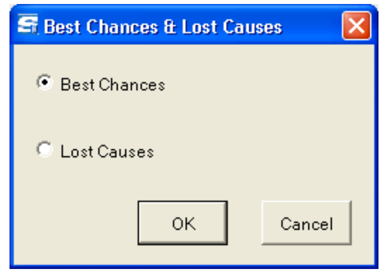
The **Specific Account Category** filter is unique in that it disregards the association between Cost Code and Account Category and makes visible each row identified by the filtered Account Category selection. It allows for cross-project view of amounts by Account Category, as shown on the next page:

	G	H	I	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	*DEMO*	**Project Analysis**				
3	**Northern Lights Office Bldg**	**Totals as of: 10/27/2008 @ 3:25 PM**		$750,000	$27,203	$575,000
4	**GC-003**	**Specific Account Category**		$750,000	$27,203	$575,000
7	Cost Codes	Description	Category	Original Revenue Budget	Actual Revenue	Original EAC
9	02000	Site Work	_EQ RENTAL	$0	$0	$5,125
10	01000	General Conditions	_LABOR	$0	$0	$7,500
11	02000	Site Work	_LABOR	$0	$0	$18,750
12	02050	Earthwork	_LABOR	$0	$0	$0
13	03000	Masonry	_LABOR	$0	$0	$13,750
14	04000	Metal	_LABOR	$0	$0	$12,500
15	05000	Wood & Plastics	_LABOR	$0	$0	$12,500
16	06000	Wood & Plastics	_LABOR	$0	$0	$18,750
17	07000	Doors & Windows	_LABOR	$0	$0	$21,250
18	08000	Doors & Windows	_LABOR	$0	$0	$6,500
19	09000	Finishes	_LABOR	$0	$0	$11,250
20	12000	Window Treatments	_LABOR	$0	$0	$6,250
21	13000	Scaffolding	_LABOR	$0	$0	$8,750
22	14000	Mechanical	_LABOR	$0	$0	$8,000
23	15000	Electrical	_LABOR	$0	$0	$13,750
24	16000	Electrical	_LABOR	$0	$0	$9,500
25	02000	Demolition	_MTRL EXPEND	$0	$0	$0
26	01000	Contract Closeout	_MTRL PERM	$0	$0	$0

Note: While this filter is in use, the navigation keys in the Forecast Data Entry form change to navigate among Account Categories regardless of Cost Code structure. See the *Focus on Forecast and Analysis* guide for more information.

Best Chances & Lost Causes



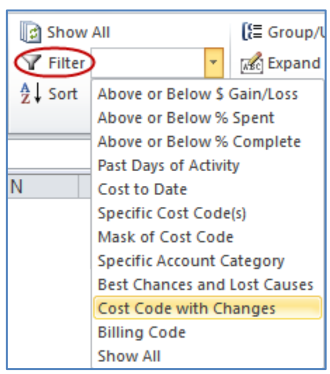


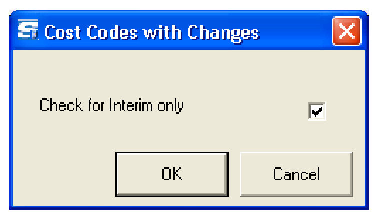
The **Best Chances & Lost Causes** filter is powerful; it is designed to help you focus on those Cost Codes needing very special attention. For each Cost Code with a loss, the filter calculates the spread between the Revised Budget (EAC) and the actual plus committed costs. The Best Chances filter sorts this group with the largest spread and the best chances for recovery at the top of the list. If you choose Lost Causes, then the Cost Codes are displayed in reverse order.

Cost Codes with Changes

TIP

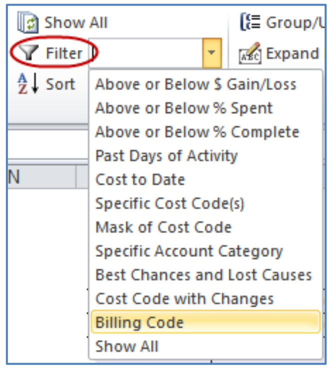
For more information about Budget revisions, see the *Focus on Budgets and Period Distribution* guide. For more information about the Forecast Data Entry form, see the *Focus on Forecast and Analysis* guide.





The **Cost Codes with Changes** filter includes only those Cost Codes changed by entries in Budget revision mode or on the Forecast Data Entry form. **Check for Interim only** is the default selection and includes only those Cost Codes with changes that have not yet been approved. (This will include any change of status not approved, for example, notes, clearing of previous posted/interim entries, revisions to existing entries and new changes.) When the checkbox is cleared, the result includes those Cost Codes with both posted and unapproved changes.

Billing Codes



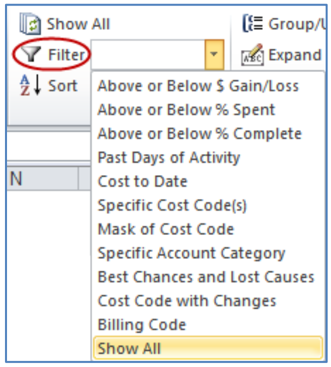
If Billing Codes are used to associate work-breakdown-structure cost codes to Contract billing items, this filter allows you to make visible each row identified by the filtered Billing Code selection. You can filter by All Billing Codes, in which case all rows will be grouped by Billing Code, as shown on the next page.

	G	H	J	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	***DEMO***	**Revise Budget (0002) (N,Y)**				
3	**Project with BC**	**Totals as of: 10/30/2008 @ 12:09 PM**		$700,000	$0	$573,750
4	**AD-006**	**Show All**		$700,000	$0	$573,750
7	Cost Codes	Description	Billing Code	Original Revenue Budget	Actual Revenue	Original EAC
9	00000	General Default	0	$700,000	$0	$0
11	01000	General Conditions	1000	$0	$0	$15,000
13	01700	Contract Closeout	1000	$0	$0	$0
15	02000	Site Work	1100	$0	$0	$73,875
23	02050	Demolition	1100	$0	$0	$0
26	02200	Earthwork	1200	$0	$0	$0
28	03000	Concrete	1200	$0	$0	$23,750
31	04000	Masonry	1200	$0	$0	$27,500
34	05000	Metal	1300	$0	$0	$22,500
37	06000	Wood & Plastics	1300	$0	$0	$123,750
41	07000	Thermal & Moister	1400	$0	$0	$46,250
44	08000	Doors & Windows	1500	$0	$0	$46,500
48	16000	Electrical	1800	$0	$0	$48,750
52	16050	Electrical Materials	1800	$0	$0	$0
55	16120	Wires and Cables	1800	$0	$0	$0
57	09000	Finishes	2100	$0	$0	$71,250
61	12000	Window Treatments	2100	$0	$0	$20,625

TIP

In order to include Billing Codes in your workbook, you need to make the Billing Codes column visible through the Setup worksheet. See page 46.

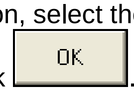
Show All



The **Show All** selection removes all filters and sort selections and displays all the Cost Codes for the project in the order in which they were retrieved. This should match the order in the Budget.

The Show All option is also available directly from the Spitfire menu.

Data Sorts

Sort options can be selected from the Spitfire menu. A Sort arranges the Cost Codes in order, based on the order selected. Compounded Filter/Sorts are possible by first creating a filtered set, then applying the appropriate sort. For each sort option, select the sort direction (ascending or descending) then click 

.

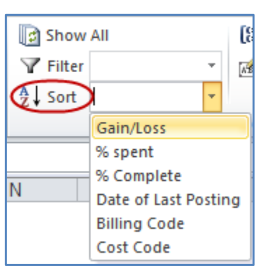
Note: three of the sort options can be defined at the site level. See page 79.

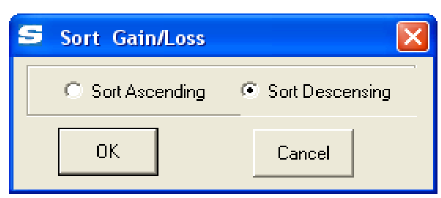
To select a sort:

- On the Spitfire Menu, use the **Sort** drop-down to select the sort you want.

The Spitfire-defined sort options are described below.

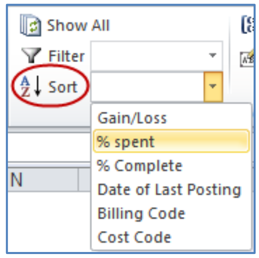
Gain/Loss

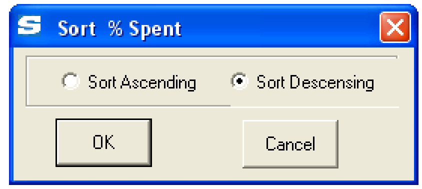




Gain/Loss sorts the visible Cost Codes by amount according to gains or losses. **Sort Descending** (from highest amount to lowest) is the default.

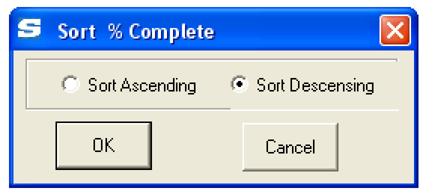
% Spent





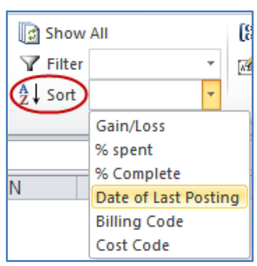
% Spent sorts the visible Cost Codes by percentage according to percent spent. **Sort Descending** is the default.

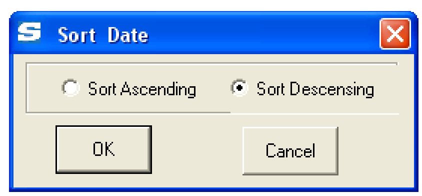
% Complete



% Complete sorts the visible Cost Codes by percentage according to the percent complete. **Sort Descending** is the default.

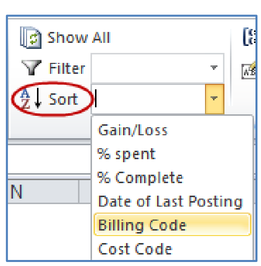
Date of Last Posting





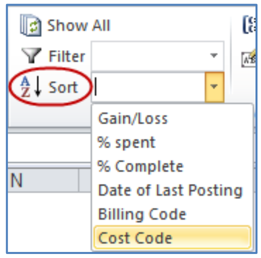
Date of Last Posting sorts the visible Cost Codes by date of last cost posting (prior to when the workbook's snapshot was created). **Sort Descending** is the default.

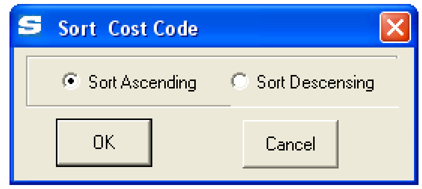
Billing Codes



Billing Codes sorts the visible Cost Codes by Billing Codes, if Billing Codes are used. **Note**: The Billing Code column must be visible in order to use this sort. See page 51.

Cost Code

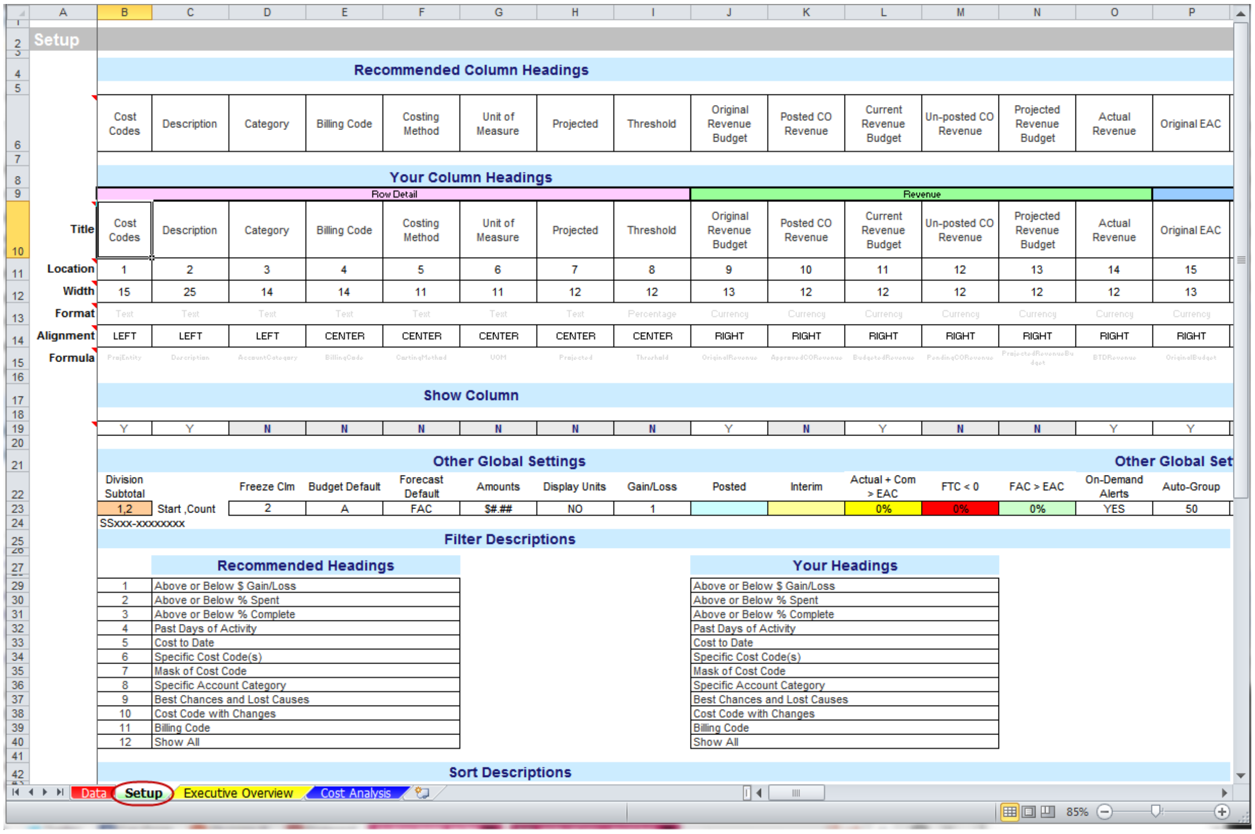




Cost Code sorts the visible Cost Codes by ID. **Sort Ascending** is the default.

Setting Your BFA Preferences

You set your BFA preferences on the Setup worksheet.



The primary function of the Setup worksheet is to configure the Data worksheet of the BFA workbook to present the available data according to your preferences. You can configure each of the four modes of the BFA workbook (Initial Budget, Budget, Forecast, and Analysis) independently. Your settings are stored on your local workstation (referred to as **local settings**) for your Log In ID. Once you've saved your Budget settings, they will be applied each time you open the BFA workbook in Budget mode. Once you've saved your Forecast settings, they will be applied each time you open the BFA workbook in Forecast mode. The same is true for Project Analysis.

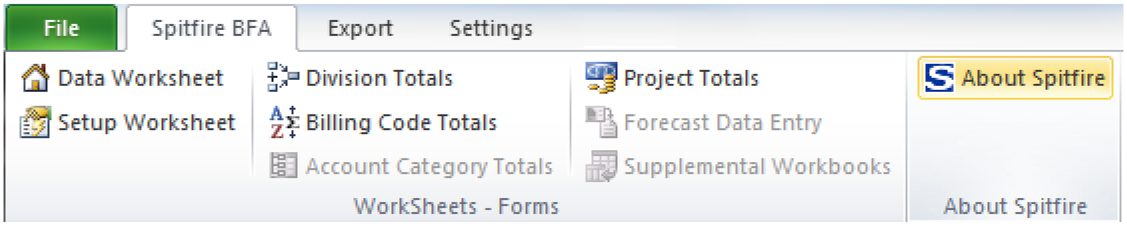
TIP

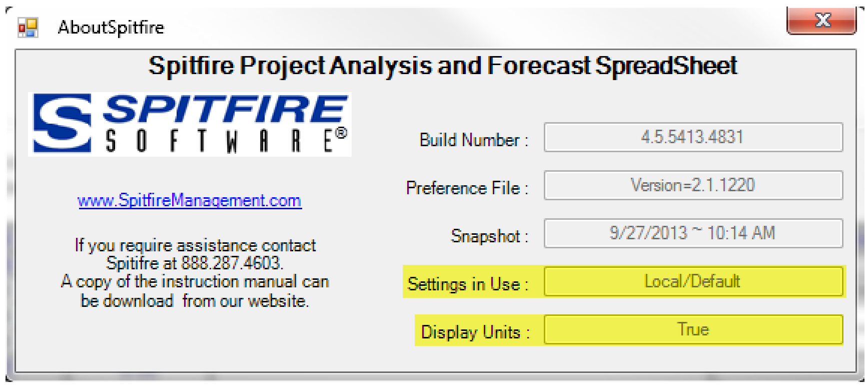
For more information about role capabilities, see the technical white paper *Designing User Roles*.

Global settings, however, impact all modes and are not mode-specific. Spitfire permits companies to establish global settings, referred to as **site settings**. This is usually done during the company's implementation. Site settings replace the Spitfire default settings during the load process. Furthermore, Company policy may limit the ability to save local settings. Local settings, if they exist, are applied last. Only users who have the **PART | Can Customize BFA settings (RS)** role capability can save site settings.

About Spitfire

You can see which settings are in use by selecting **About Spitfire** from the Spitfire menu in the BFA workbook.





Note: The ability to see revenue columns/data requires proper permission through the **LIST | Can see revenue transactions** role capability. Without that capability, you are locked out of revenue data.

Settings in Use

Settings in Use can be one of the following eight choices:

- **Default** – the settings used are those shipped by Spitfire.
- **Default/Rev Lock** – the settings used are those shipped by Spitfire but you cannot see revenue data.
- **Site** – the settings used are those set up during implementation.
- **Site/Rev Lock** – the settings used are those set up during implementation, but you cannot see revenue data.
- **Local/Default** – the settings used are local changes overriding the settings shipped by Spitfire.
- **Local/Site** – the settings used are local changes overriding the global implementation settings.
- **Local/Default/Rev Lock** – the settings used are local changes overriding the settings shipped by Spitfire but you cannot see revenue data.
- **Local/Site/Rev Lock** – the settings used are local changes overriding the global implementation settings, but you cannot see revenue data.

Display Units

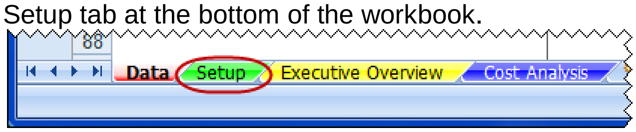
Display Units can be one of the following:

- **True** – unit-based columns appear
- **False** – unit-based columns do not appear

Changing Local Settings

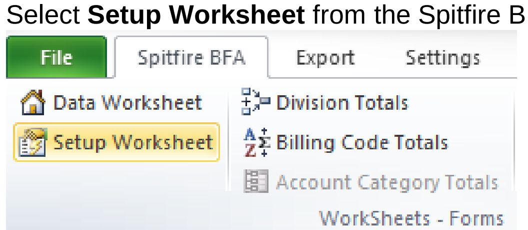
You indicate your BFA preferences and settings on the Setup worksheet. However, the parts of the Setup worksheet that you use depends on if you are changing local settings or site settings.

- To open the Setup worksheet for **local** settings, click on the Setup tab at the bottom of the workbook.



  -or-

  Select **Setup Worksheet** from the Spitfire BFA ribbon:

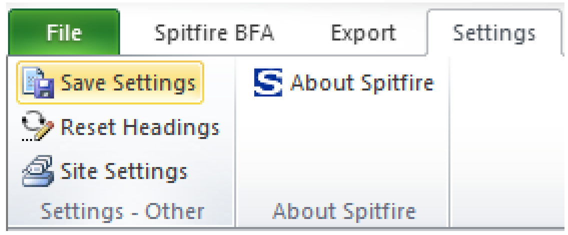


  The Setup worksheet (shown on page 44) will appear.

- (To open the Setup worksheet for site settings, see page 65.)

To make local changes on the Setup worksheet:

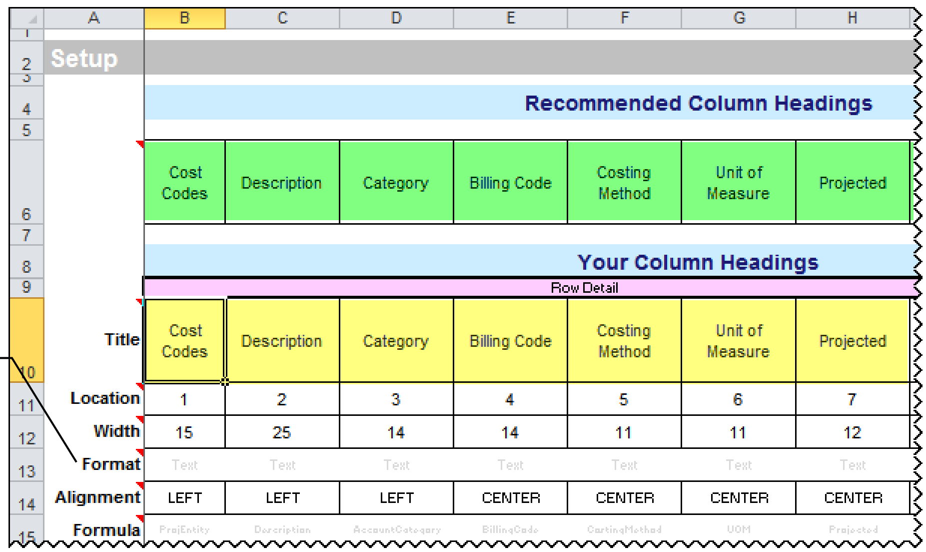
1. Open BFA in Initial Budget, Budget, Forecast or Analysis mode, depending on which mode you want to change.
   Note: Column visibility and settings in the Other Global Settings section will apply to all modes.
2. Click on the Setup tab to open the Setup worksheet.
3. Click on the cell in the section you want to change. Specifics are described in the following instructions.
4. Make your change.
5. Move out of the cell (by tabbing to the next cell or clicking on another cell). Some changes are made immediately on the Data worksheet. Some changes, like column reorganization, require you to save the local settings, and close and reopen the BFA workbook.
6. Change as many options as you want at one time.
7. (*optional*) To save your new change(s) for subsequent openings of the BFA workbook, select **Save Settings** from the Setting ribbon.



8. Click  at the confirmation box that appears.

Column Headings/Title (Local only)

You cannot change Format except for [User Calc Field columns](#) (see page 62).



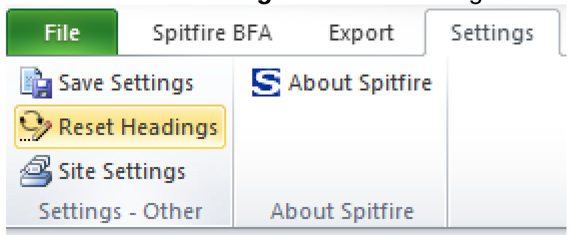
Spitfire- or Site-recommended column descriptions fill the **Recommended Column Headings** (shown above in green). These descriptions also fill the **Your Column Headings** cells (shown in yellow) until you make changes. Once you make a change, your change will be displayed automatically on the Data worksheet until you either make another change or reset the column headings.

To edit your column headings:

- On the **Title** row, type new column headings for the columns you want to change.

To reset your column headings back to Spitfire- or Site-recommended column headings:

- Select **Reset Headings** from the Settings ribbon:



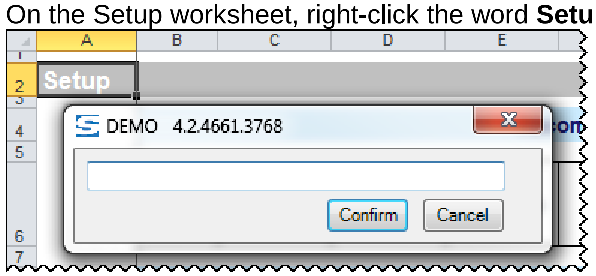
The Reset will affect the Data worksheet immediately.

CAUTION: The Reset Headings option affects **Filter Descriptions** and **Sort Descriptions** as well as **Your Column Headings.**

Note: If site-recommended column descriptions fill the **Recommended Column Headings**, you can still see Spitfire's default column headings.

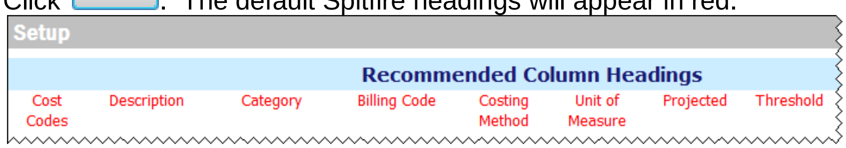
To see Spitfire's default column headings:

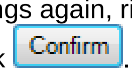
1. On the Setup worksheet, right-click the word **Setup**.



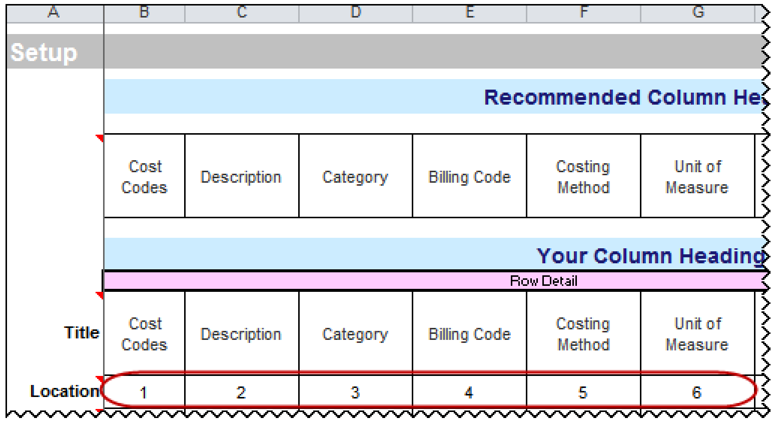
2. In the password box that appears, type **default**.

3. Click . The default Spitfire headings will appear in red.



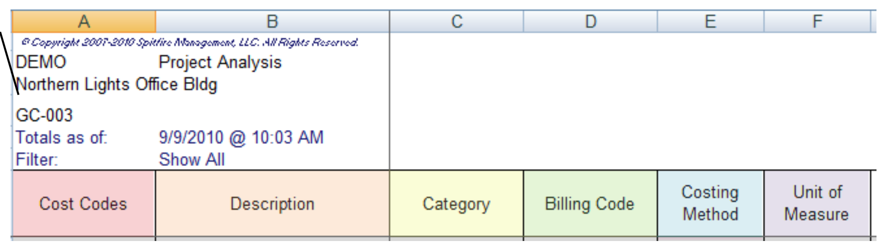
4. To hide the default Spitfire headings again, right-click on the word **Setup**, type **return** and click .

Location (Local only)



You can indicate the order of columns on the Data worksheet by changing the Location numbers on the Setup worksheet. You can also make a column inactive by changing its location to 0 (zero). For example, the columns as numbered above will be displayed as shown below (if all columns are visible):

Data worksheet

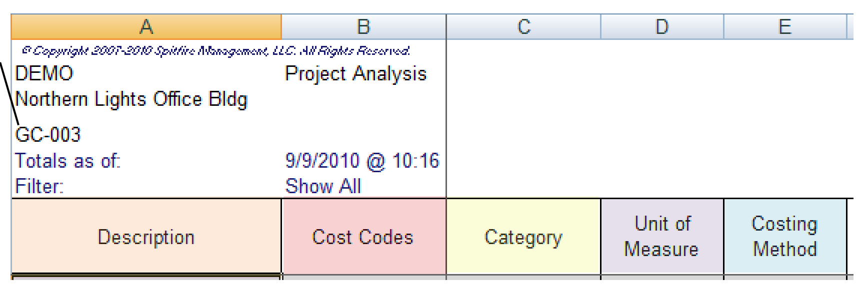


Changing the numbers as follows,

Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure
Location	2	1	3	0	5	4

will lead to the following display on the Data worksheet, after you save the settings, closing the workbook and reopen it again:

Data worksheet



Because Billing Codes indicates 0 (zero), that column is considered inactive and will not be visible regardless of the visibility flag (described on page 51).

Note: Changes to the order of columns apply to all modes of BFA—all modes use the same column order, although different columns can be visible/hidden on each of the modes.

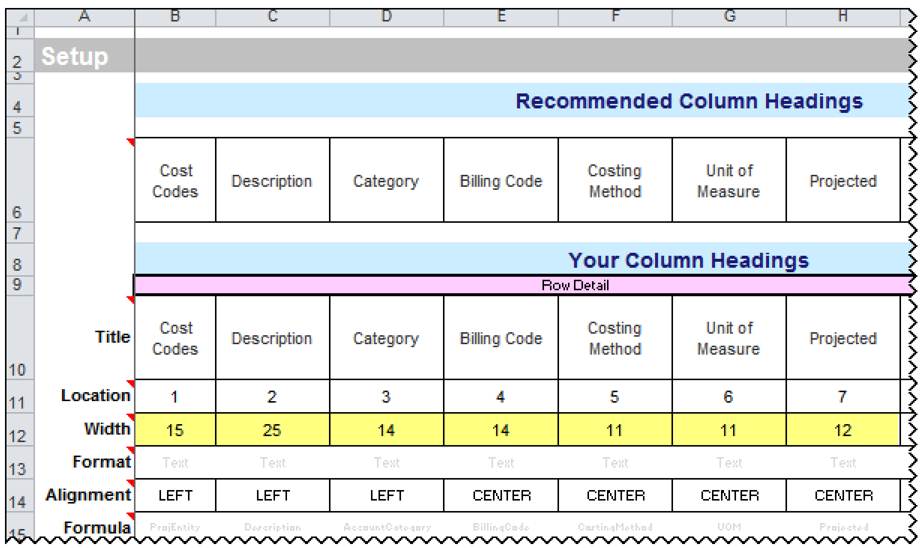
TIP

You can skip numbers when numbering your columns and you can use any numbers you'd like. For example, to maintain some flexibility for future reordering of columns, you could number your columns, in the order you want, as 5, 10, 15, 20, 25, 30, etc.

To reorder the Data worksheet columns:

1. Plan the order of the columns.
2. On the **Location** row, delete the current numbers of those columns whose position will change.
3. Type numbers (starting with 1 for the first column A) in the cells of those columns you want reordered.
   Note: cells that are blank or have the number 0 will be considered inactive and not displayed.
4. Review the **Location** row to make see if you have more than one column with the same number. Columns will be sorted numerically left to right, so if you have two columns with the same number, the first one (the leftmost one) will appear before the other column. If this is not what you intend, change the numbering.

Width (Local Only)



All columns on the Data worksheet have a default width. You can change this width for any of the columns.

To change the width of one or more columns:

- On the **Width** row, type new widths for the columns you want to change. The widths are in the Microsoft Excel unit of measure (characters).

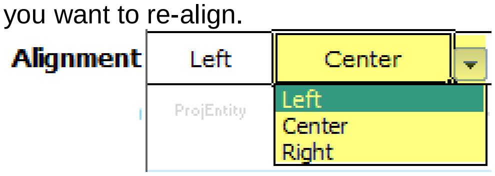
Alignment (Local Only)

	A	B	C	D	E	F	G	H
2	Setup							
4		Recommended Column Headings						
6		Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
8		Your Column Headings						
9		Row Detail						
10	Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
11	Location	1	2	3	4	5	6	7
12	Width	15	25	14	14	11	11	12
13	Format	Text	Text	Text	Text	Text	Text	Text
14	Alignment	LEFT	LEFT	LEFT	CENTER	CENTER	CENTER	CENTER
15	Formula	ProjEntity	Description	AccountCategory	BillingCode	CostingMethod	UOM	Projected

The text or numbers in the Data worksheet cells can be left-, center-, or right-aligned. You can change the defaults.

To change the alignment of one or more columns:

- On the **Alignment** row, select new alignments for the columns you want to re-align.

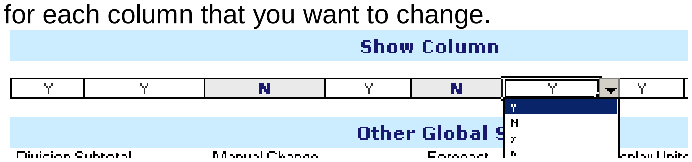


Show /Hide Columns (Local Only)

Show Column						
Y	Y	N	N	N	N	N

To show or hide a Column:

- In the **Show Column** Y/N row, select **Y** or **N** from the drop-down for each column that you want to change.



Y means "make visible"; **N** means "hide" column.

Notes:

- If a column has been made inactive (i.e., if the Location for that column is 0 or blank), the Show Column visibility choice is ignored. In addition, the Show Column cell is locked and you will get a warning if you try to change it.
- Hiding columns does not affect calculations that may be dependent on the data within cells in hidden columns.

Other Global Setting

Other Global Settings

Division Subtotal		Freeze Clm	Budget Default	Forecast Default	Amounts	Display Units	Gain/Loss	Posted	Interim
1,2	Start ,Count	2	A	FAC	$#.##	NO	1		
SSxxx-xxxxxxxx									

Other Global Settings

Actual + Com > EAC	FTC < 0	FAC > EAC	On-Demand Alerts	Auto-Group	On-Open Default	Print Zoom Data	Print Zoom Division	Print Zoom Billing Code	Print Zoom Acct. Cat.
0%	0%	0%	YES	50	NO	91	91	91	91

Other Global Settings affect all modes of the BFA workbook.

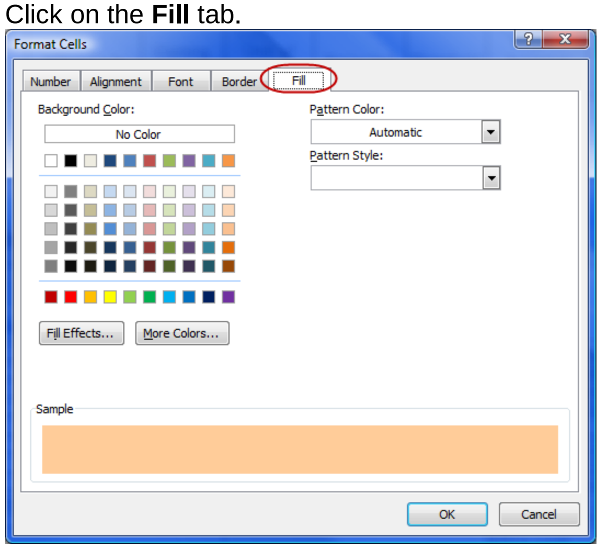
Division Subtotals

Division Subtotal	
1,2	Start ,Count
SSxxx-xxxxxxxx	

The Division Totals worksheet is created when you select the **Division Totals** command on the Spitfire menu (see page 19). You can modify the color and content of the subtotal rows through the Division Subtotal setting.

To set a color for your subtotal rows:

1. On the Setup worksheet, click in the **Division Subtotal** cell then right-click to open a pop-up menu and select **Format Cells…**
2. Click on the **Fill** tab.



3. Click on the color of your choice then click .

TIP

If your Cost Codes are standard CSI codes, enter 1,2 in the Division Subtotal cell. This will subtotal on the CSI Divisions (e.g., 02, 03, etc.)

Note: This color change will take effect the next time you choose the Division Totals option on your Data worksheet.

Changing the Content Format

The Content of the cell determines the start location and the length of the characters to be used for creating the Division subtotals.

The first digit signifies where the first "significant" subtotal digit (your division code) is found. For example, if your cost codes are standard CSI codes, the 1 digit would be the significant digit since that's where your CSI division code begins.

The second digit represents the number of digits to use when creating a subtotal group (how many digits in your division code). For example, if your cost codes have five digits (e.g., 02350, 03250, 03100, etc.), an entry of 2 will group your cost codes by two digits.

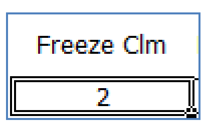
For example, if you use **1,2** in the Division Subtotal cell and if your BFA worksheet uses the CSI Codes (02350, 03250, 03100, etc.) your subtotals would use the first (first digit =1) as the starting point and two (second entry = 2) digits as the count of characters to evaluate and subtotal on 02 and 03.

Subtotal rows are created for each subtotal group and placed on the Division Totals worksheet. Subtotals are calculated for a group's constituent rows for each column that has a page total.

To change the content format for subtotals:

1. Click in the **Division Subtotal** cell.
2. Type a digit to signify which position begins the significant portion of your Cost Code for subtotaling purposes, a comma, then a digit to signify the number of significant characters to be used in your subtotal.

Freeze Clm

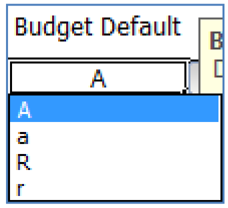


This setting indicates how many Data worksheet columns should be frozen when you scroll to the right.

To change the number of columns to be frozen:

- In the **Freeze Clm** cell, type the number of columns you want frozen. For example, **2** means freeze the first two columns (A and B) when scrolling so that those columns don't scroll.

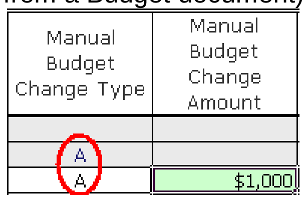
Budget Default



TIP

Regardless of the Manual Change default setting, if an amount is entered on a row where the original amount = 0, the Change Type will default to "A".

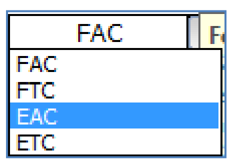
This setting provides the default used when entering manual changes to BFA in Budget mode. (For more information see the *Focus on Budgets and Period Distribution* guide.) Possible selections are **A**, which means "add to the existing Budget amount" or **R**, which means "replace the existing Budget amount."   The change type appears on the **Manual Budget Change Type** column when an amount is entered in the Manual Budget Change Amount column (when the BFA workbook is opened from a Budget document), for example:



To change your default Manual Change Type option:

- In the **Budget Default** cell, select **A** or **R** from the drop-down.

Forecast Default

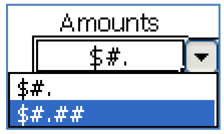


You can choose to set your default Forecast option to FAC (Forecast At Completion) or FTC (Forecast to Completion). If you call your forecasts "estimates" you can choose EAC or ETC instead. In the worksheet, you can use either method as you move from Cost Code to Cost Code or Account Category to Account Category, but your setting here will be the default value.

To set your default Forecast option:

- In the **Forecast** cell, select your default from the drop-down.

Amounts

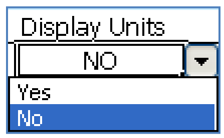


You can change whether numbers will appear as whole numbers ($#) or with two decimal places ($#.##).

To change your default Amounts format:

- In the **Amounts** cell, select your format choice from the drop-down.

Display Units



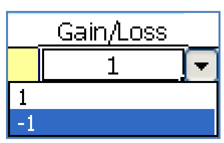
The Display Units option is a convenient way to show (Yes) or hide (No) all unit-related columns at once. The Display Units option also affects if the Forecast Data Entry form is presented with units or not.

To select the Display Units option:

- In the **Display Units** cell, select your choice from the drop-down.

Note: If your Local preferences have specifically hidden any units columns, the “Display Units” option will respect these selections.

Gain/Loss

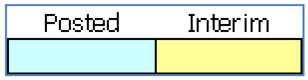


You can indicate whether amounts in gain/loss columns should appear as positive (1) or negative (-1) numbers. This setting also changes the gain/loss columns in the Forecast Data Entry form.

To set how losses appear in gain/loss columns:

- In the **Gain/Loss** cell, select your choice from the drop-down.

Posted and Interim



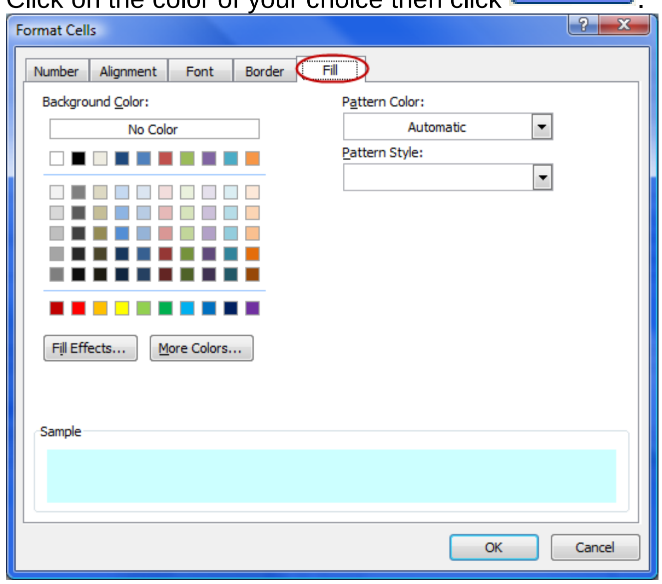
You can set the color of Posted items to be different from the Spitfire or Site default color by selecting a color for the Posted cell. You can also select the color of Interim items.

Note: Although the new color will not be applied to existing Interim changes already displayed in the Data worksheet, new Interim changes will use the new color. If Local settings are saved, then reopening the BFA workbook will have the new color selection applied. If multiple users are making interim changes or if you want to keep new changes visually separate from existing interim changes, you can change the interim color (without saving preferences). All changes from this point on will inherit the new color. You can repeat this multiple times as long as the workbook remains open. When closed and reopened, all interim changes will be in one color.

To set a color for your Posted and Interim rows:

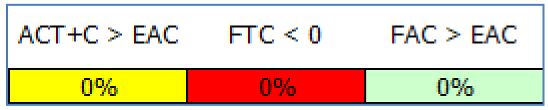
1. In the **Posted** or **Interim** cell, right-click to open a pop-up menu and select **Format Cells…**
2. Click on the color of your choice then click 

.



This color will appear the next time you open the BFA workbook.

Alert Indicators



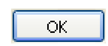
Spitfire includes three default Alert Indicators (see also page 33):

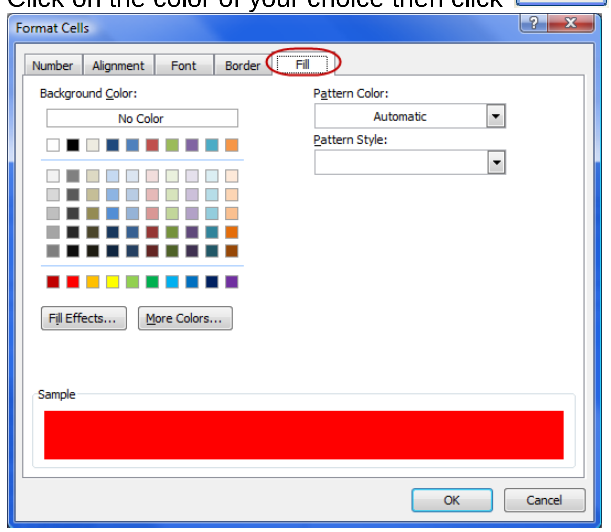
- When Actual Costs plus Committed Costs are greater than the Estimate-At-Completion (ACT + C > EAC),
- When Forecast-to-Complete is less than the Actual Costs plus the Committed Costs (FTC < 0),
- When Forecast-At-Completion is greater than the Estimate-At-Completion (FAC > EAC).

Each Alert Indicator allows you to set the alert's color and tolerance level.

Setting the Color

To set a color for your Alert Indicators:

1. In the **FTC<0, ACT+C>EAC,** or **FAC>EAC** cell, right-click to open a pop-up menu and select **Format Cells…**
2. Click on the color of your choice then click 
.



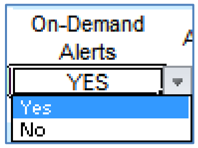
Setting the Tolerance Level

If the tolerance level is set to 0%, the alert is turned off. If the tolerance level is set to 1% or greater, the alert is turned on.
Note: 1% tolerance allows for rounding exclusions where the amounts are a few pennies and really not worth reporting.

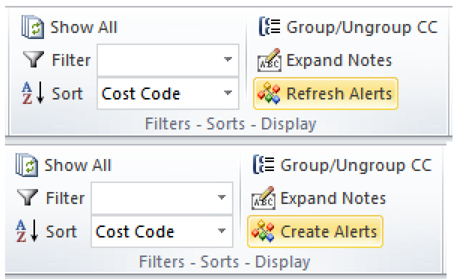
To set a tolerance level for your Alert Indicators:

- In an Alert Indicator cell, type the desired tolerance level.

On-Demand Alerts



By default, the Alerts are created automatically (No). You can choose to create Alerts manually just when you want (Yes). If you choose Yes (and have Alerts set up), a new option will appear on the Spitfire BFA ribbon when you go back to the Data worksheet. Use the **Create Alerts** option (or the **Refresh Alerts** option) when you want to create Alerts on demand:



To select the On-Demand Alerts option:

- In the **On-Demand Alerts** cell, select your choice from the drop-down.

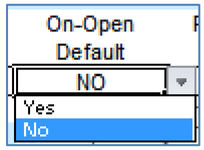
Auto-Group

The grouping and expand/collapse features of Account Categories within Cost Codes requires significant Microsoft Excel overhead, determined by the number of Cost Codes. If the grouping process significantly impedes the ability to navigate the worksheet and it is more convenient to not group the Cost Codes, you can change this setting to reduce the impact of Auto-Grouping. The entry identifies the number of Cost Code rows above which Auto-Grouping is turned off. Functions that require a grouped structure ignore this setting.

To set the Auto-Group number:

- In the Auto-Group cell, type the number of rows which should allow grouping. Rows above this number will not be grouped.

On-Open Default

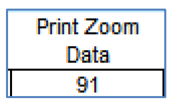


You can choose to open the Data worksheet in expanded view, where the Account Categories are visible within the Cost Codes (Yes) or to open the Data worksheet with the Cost Codes contracted (No). For this option to have effect, the Auto-Group count must exceed the Cost Code count.

To select the On-Open Default option:

- In the **On-Open Default** cell, select your choice from the drop-down.

Print Zoom Data



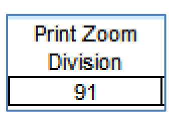
The worksheet page print area is automatically adjusted to include all visible rows and columns; therefore, column visibility and filters impact the print area. The Print Zoom Data feature provides you with some control to format the Data worksheet's printed output to fit a specific size.

You can set the print size, used when the worksheet is printed, as a percentage of the original (100%). You must enter a value between 10 (10%) and 400 (400%). Numbers under 100 reduce the print size; numbers over 100 enlarge the print size.

To set the print zoom level:

- In the **Print Zoom** cell, type the desired print percentage.

PrintZoom Division



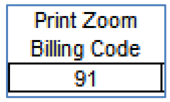
The Print Zoom Division feature provides you with some control to format the Division worksheet's printed output to fit a specific size.

You can set the print size, used when the worksheet is printed, as a percentage of the original (100%). You must enter a value between 10 (10%) and 400 (400%). Numbers under 100 reduce the print size; numbers over 100 enlarge the print size.

To set the print zoom level:

- In the **Print Zoom** cell, type the desired print percentage.

Print Zoom Billing Code



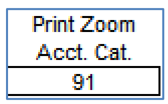
The Print Zoom Billing Code feature provides you with some control to format the Billing Code worksheet's printed output to fit a specific size.

You can set the print size, used when the worksheet is printed, as a percentage of the original (100%). You must enter a value between 10 (10%) and 400 (400%). Numbers under 100 reduce the print size; numbers over 100 enlarge the print size.

To set the print zoom level:

- In the **Print Zoom** cell, type the desired print percentage.

Print Zoom Acct. Cat



The Print Zoom Acct Cat feature provides you with some control to format the Account Category worksheet's printed output to fit a specific size.

You can set the print size, used when the worksheet is printed, as a percentage of the original (100%). You must enter a value between 10 (10%) and 400 (400%). Numbers under 100 reduce the print size; numbers over 100 enlarge the print size.

To set the print zoom level:

- In the **Print Zoom** cell, type the desired print percentage.

Filter and Sort Descriptions

	Filter Descriptions	
	Recommended Headings	**Your Headings**
1	Above or Below $ Gain/Loss	Above or Below $ Gain/Loss
2	Above or Below % Spent	Above or Below % Spent
3	Above or Below % Complete	Above or Below % Complete
4	Past Days of Activity	Past Days of Activity
5	Cost to Date	Cost to Date
6	Specific Cost Code(s)	Specific Cost Code(s)
7	Mask of Cost Code	Mask of Cost Code
8	Specific Account Category	Specific Account Category
9	Best Chances and Lost Causes	Best Chances and Lost Causes
10	Cost Code with Changes	Cost Code with Changes
11	Billing Code	Billing Code
12	Show All	Show All

	Sort Descriptions	
	Recommended Headings	**Your Headings**
1	Gain/Loss	Gain/Loss
2	% spent	% spent
3	% Complete	% Complete
4	Date of Last Posting	Date of Last Posting
5	Billing Code	Billing Code
6	Cost Code	Cost Code

Like Column headings, Filter and Sort descriptions may be edited. Your edits will appear in the Filter and Sort drop-downs in the Filter and Sort sub-menus on the Spitfire menu.

To edit your Filter and/or Sort descriptions:

1. In the **Filter Descriptions** or the **Sort Descriptions** area, locate the row of the Filter or Sort that you'd like to edit.
2. Double-click in the **Your Headings** cell on that row.
3. Type your new Filter/Sort heading.

To reset your Filter and Sort Headings to Spitfire defaults:

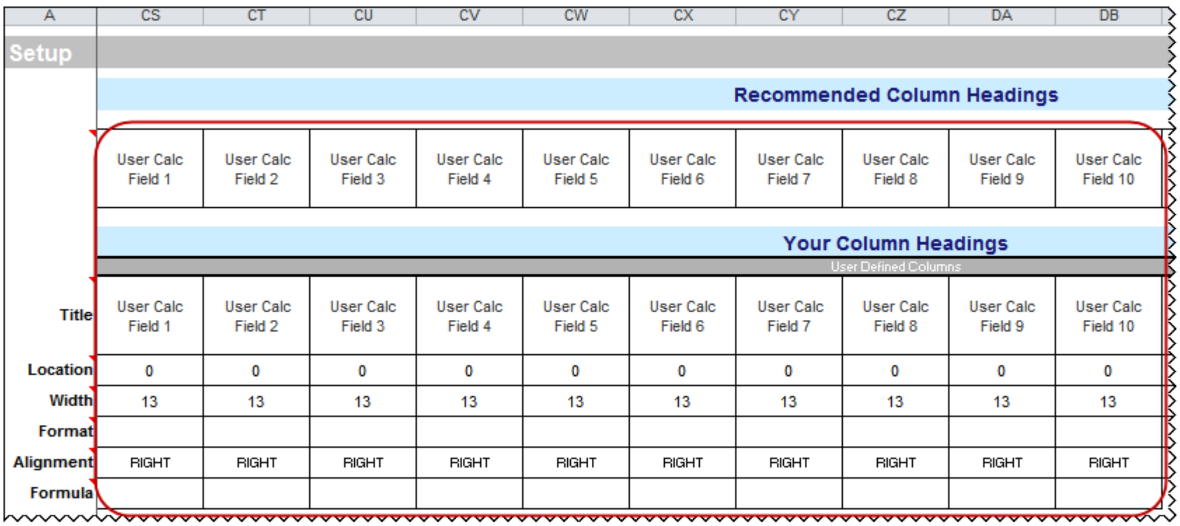
- Click on **Reset Headings** on the Settings ribbon.

Note: Your change takes effect immediately on the Data worksheet and the Spitfire Filter and Sort menu.

CAUTION: Reset Headings also affects Your Column Headings.

User Calc Field Columns (Local Only)

If you scroll to the right on the Setup worksheet, you will find ten possible user-defined calculation columns (initially called **User Calc Field 1** through **User Calc Field 10**). These columns can hold formulas and create data not elsewhere on the Data worksheet. Aside from changing the title, location, width and alignment of these columns (as described previously) you can specify a format and formula for each of these columns, as necessary.



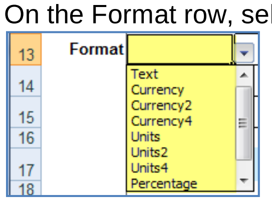
Format

TIP

If you select either Currency or Currency4 as the Format, both a page total and a filter total cell (see page 14) will appear at the top of the User Calc Field column.

To select a format for a User Calc Field column:

1. Scroll to a user-defined column.
2. On the Format row, select a format from the drop-down.



- **Text** – alphanumeric characters treated as text.
- **Currency** – numbers treated as currency, as defined in the Amounts setting (see page 55).
- **Currency2** – numbers treated as currency, with two decimal places, and never altered by other Setup settings such as Amounts.
- **Currency4** – numbers treated as currency, with four decimal places.
- **Units** – numbers treated as numerals, with no decimal places.
- **Units2** – numbers treated as numerals, with two decimal places.

- o **Units4** – numbers treated as numerals, with four decimal places.
- o **Percentage** – numbers treated as percentages without decimal places.
- o **Percentage2 –** numbers treated as percentages with two decimal places.
- o **Date** – numbers treated as dates..

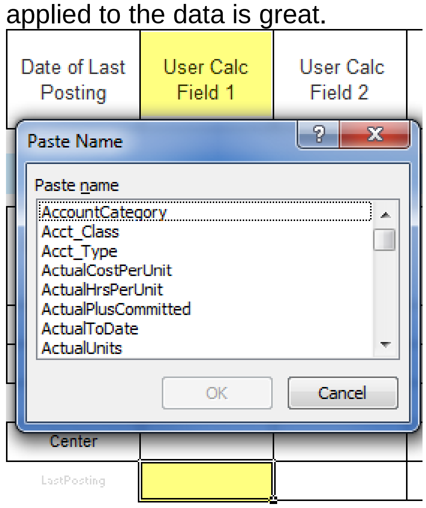
Formula

To indicate a formula for a User Calc Field column:

1. Scroll to a user-defined column.
2. On the Formula row, type a formula for that column, for example,

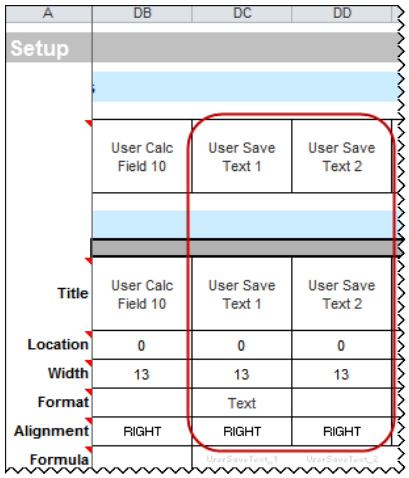
```
=IFERROR(ActualToDate/OriginalBudget,0)
```

Note: you can use the F3 key while in the User Calc Field cell to pop-up a Defined Names list. Selecting Defined Names for your formula is recommended—while direct references to a cell like "B3" will work, the probability of error when filters and sorts are applied to the data is great.



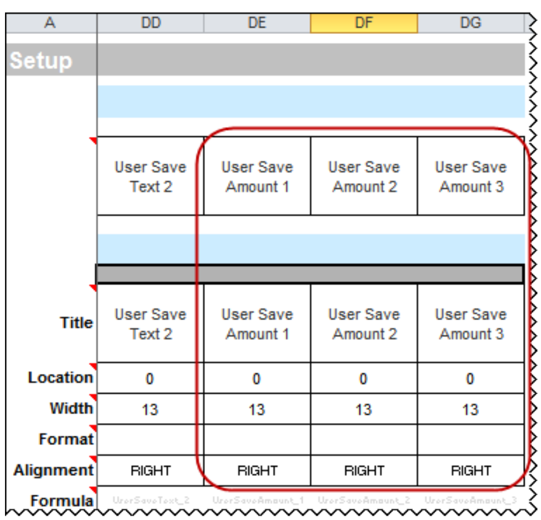
User Save Text Columns (Local Only)

If you scroll to the right on the Setup worksheet, you will find two possible user-defined text columns (initially called **User Save Text 1** and **User Save Text 2**). These columns can hold text not elsewhere on the Data worksheet. You can change the title, location, width and alignment of these columns as described previously.



User Save Amount Columns (Local Only)

If you scroll to the right on the Setup worksheet, you will find three possible user-defined amount columns (initially called **User Save Amount 1** through **User Save Amount 3**). These columns can hold numeric amounts not elsewhere on the Data worksheet. You can change the title, location, width and alignment of these columns as described previously.



Changing Site Settings

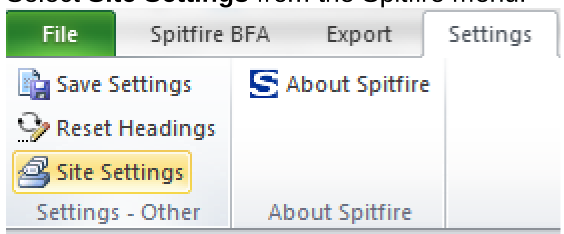
System Administrators (and anyone with the **PART | Can Customize BFA settings (RS)** role capability) can set site-specific settings for the BFA workbook that are then used instead of Spitfire defaults. Local (specific workstation) settings are always loaded last using either the Spitfire or site defaults as starting points.

TIP

While the Setup worksheet is available in all modes of the BFA workbook, it is recommended that you open BFA in Project Analysis mode in order to make Site Setting changes.

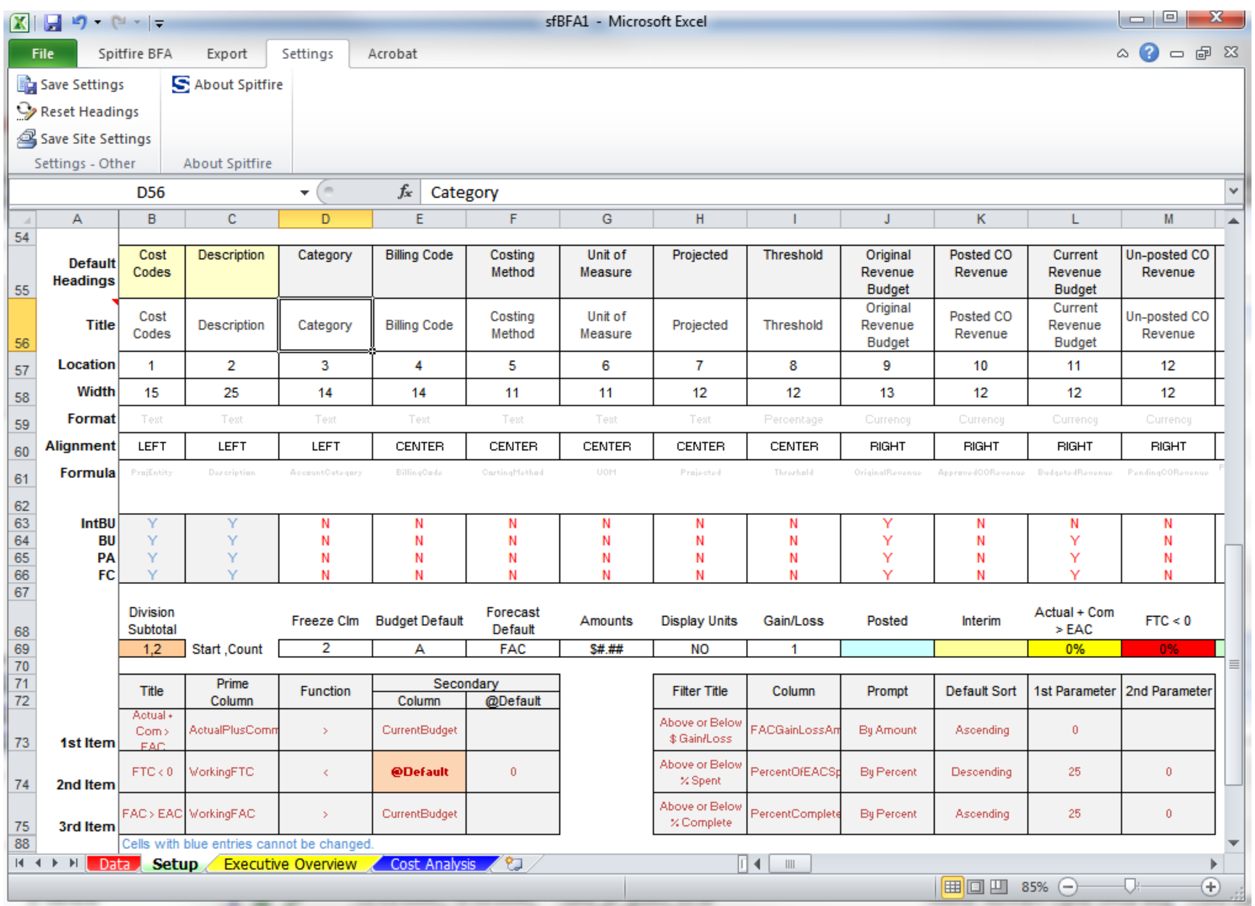
To open the Setup worksheet for site settings:

1. Select **Site Settings** from the Spitfire menu:



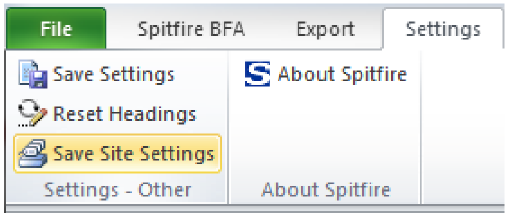
2. Click OK at the confirmation box that appears.

   The Setup worksheet will display the site setting area (which normally is hidden).

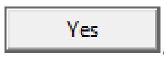


To make changes on the Setup worksheet on the site level:

1. Click on the cell in the section you want to change. Specifics are described in the following instructions.
2. Make your change(s).
3. Move out of the cell (by tabbing to the next cell or clicking on another cell).
4. Change as many options as you want at one time.
5. Save your new change(s) for subsequent openings of the BFA workbook by selecting **Save Site Settings** from the Spitfire menu.



A confirmation box will appear.

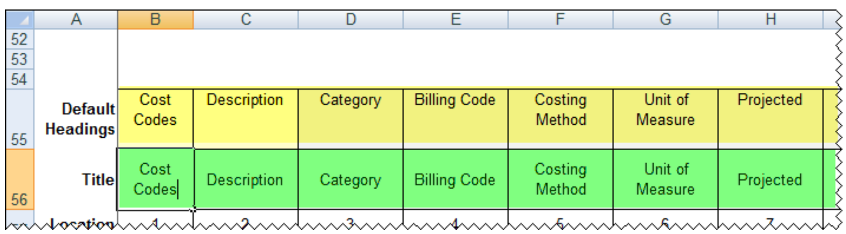
6. Click 

. The Save As dialog box will appear. While you can indicate any location for your Site Settings file, we recommend that you save the file, as named, on your desktop. You will need to upload your saved file to sfPMS in order to have the BFA workbook use those settings. Upload of the file is done through the Templates tool on the Manage or System Admin Dashboard.

TIP
For information about the Templates tool see the *Focus on the Manage Dashboard* guide.

Note: any columns that have been made inactive (see page 49) will ignore these settings.

Column Headings/Title (Site)

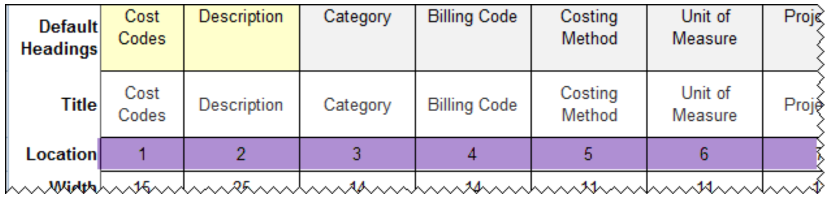


Spitfire-default column descriptions fill the **Default Headings** (shown above in yellow). These descriptions also fill the **Title** cells (shown in green) until you make changes.

To edit your column headings:

- On the **Title** row, type new column headings for the columns you want to change.

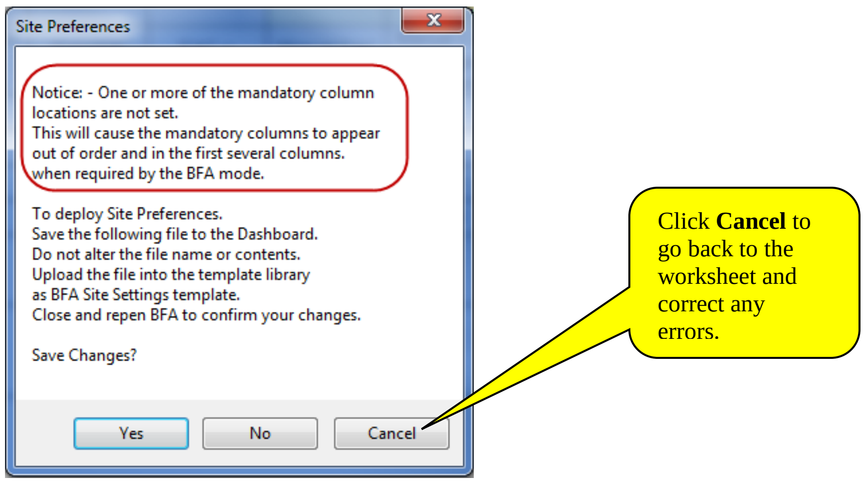
Location (Site)



Default Headings	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Proje
Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Proje
Location	1	2	3	4	5	6	
Width	15	25	11	11	11	11	

You can indicate the order of columns on the Data worksheet by changing the Location numbers on the Setup worksheet. You can also make a column inactive by changing its location to 0 (zero). (For an example of changed column locations, see page 49.)

On all modes of the BFA, certain columns are required. Those columns are indicated by a light yellow cell background (as shown above). You should ensure that all such columns have a location number. You can indicate which columns are visible for each mode in the Mode Selection area (see page 69), but if you do not give all mandatory columns a location number, you will see the following message when you save:



Changes to the order of columns apply to all modes of BFA—all modes use the same column order, although different columns can be visible/hidden on each of the modes, as mentioned.

TIP

You can skip numbers when numbering your columns and you can use any numbers you'd like. For example, to maintain some flexibility for future reordering of columns, you could number your columns, in the order you want, as 5, 10, 15, 20, 25, 30, etc.

To reorder the Data worksheet columns:

1. Plan the order of the columns.
2. On the **Location** row, delete the current numbers of those columns whose position will change.
3. Type numbers (starting with 1 for the first column A) in the cells of those columns you want reordered.
   Note: cells that are blank or have the number 0 will be considered inactive and not displayed.
4. Review the **Location** row to make see if you have more than one column with the same number. Columns will be sorted numerically left to right, so if you have two columns with the same number, the first one (the leftmost one) will appear before the other column. If this is not what you intend, change the numbering.

Width (Site)

A	B	C	D	E	F	G	H
Default Headings	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
Location	2	1	3	0	4	5	7
Width	15	25	14	14	11	11	12

All columns on the Data worksheet have a default width. You can change this width for any of the columns.

To change the width of one or more columns:

- On the **Width** row, type new widths for the columns you want to change. The widths are in the Microsoft Excel unit of measure (characters).

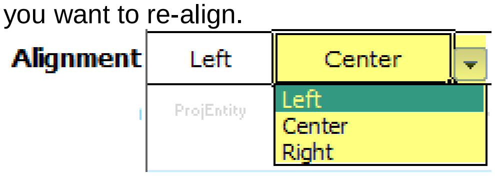
Alignment (Site)

Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
Location	2	1	3	0	4	5	7
Width	15	25	14	14	11	11	12
Format	Text	Text	Text	Text	Text	Text	Text
Alignment	Left	Left	Left	Center	Center	Center	Center

The text or numbers in the Data worksheet cells can be left-, center-, or right-aligned. You can change the defaults.

To change the alignment of one or more columns:

- On the **Alignment** row, select new alignments for the columns you want to re-align.



Mode Selection

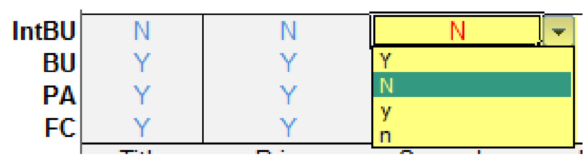
You can indicate which columns will be visible in which modes.

Title	Cost Codes	Description	Category	Billing Code	Costing Method	Unit of Measure	Projected
Location	2	1	3	0	4	5	7
Width	15	25	14	14	11	11	12
Format	Text	Text	Text	Text	Text	Text	Text
Alignment	Left	Left	Left	Center	Center	Center	Center
Formula	ProjEntity	Description	AccountCategory	BillingCode	CostingMethod	UOM	Projected
IntBU	N	N	N	N	N	N	N
BU	Y	Y	N	N	N	N	N
PA	Y	Y	N	N	N	N	N
FC	Y	Y	N	N	N	N	N

- **IntBU** Initial Budget mode
- **BU** Budget mode
- **PA** Project Analysis mode
- **FC** Forecast mode

To indicate in which modes a column should be visible/hidden:

In the row for your desired mode, select **Y** or **N** from the drop-down for each column that you want to change.



Y means "make visible"; N means "hide" column.

Notes:

- Cells on the Setup worksheet with blue entries cannot be changed.
- If a column has been made inactive (i.e., if the Location for that column is 0 or blank), the Show Column visibility choice is ignored. In addition, the Show Column cell is locked and you will get a warning if you try to change it.
- Hiding columns does not affect calculations that may be dependent on the data within cells in hidden columns.

User Calc Field Columns (Site)

TIP

You can also use a User Calc Field column as a spacer. For example, if you position this column next to the Description column, and give it no title, a small width, a format of Text, and a formula of "", you will have a blank spacer column after Description.

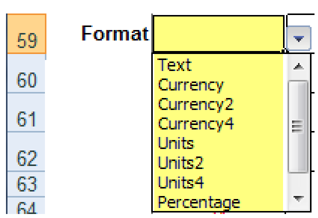
If you scroll to the right on the Setup worksheet, you will find ten possible user-defined calculation columns (initially called **UCF 1** through **UCF 5**). These columns can hold formulas and create data not elsewhere on the Data worksheet. Aside from changing the title, location, width and alignment of these columns (as described previously) you can specify a format and formula for each of these columns, as necessary and—if using a Division Totals or Billing Code Totals worksheet—a subtotal handling code.

	A	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG
55	Default Headings	User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4	User Calc Field 5	User Calc Field 6	User Calc Field 7	User Calc Field 8	User Calc Field 9	User Calc Field 10
56	Title	User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4	User Calc Field 5	User Calc Field 6	User Calc Field 7	User Calc Field 8	User Calc Field 9	User Calc Field 10
57	Location	0	0	0	0	0	0	0	0	0	0
58	Width	13	13	13	13	13	13	13	13	13	13
59	Format										
60	Alignment	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT
61	Formula										
62	Clm Total	T									
63	IntBU	N	N	N	N	N	N	N	N	N	N
64	BU	N	N	N	N	N	N	N	N	N	N
65	PA	N	N	N	N	N	N	N	N	N	N
66	FC	N	N	N	N	N	N	N	N	N	N
67		N	N	N	N	N	N	N	N	N	N

Format

To select a format for a User Calc Field column:

1. Scroll to a user-defined column.
2. On the Format row, select a format from the drop-down:



TIP

If you select either Currency or Currency4 as the Format, both a page total and a filter total cell (see page 14) will appear at the top of the User Calc Field column.

- **Text** – alphanumeric characters treated as text.
- **Currency** – numbers treated as currency, as defined in the Amounts setting (see page 55).
- **Currency2** – numbers treated as currency, with two decimal places, and never altered by other Setup settings such as Amounts.

- **Currency4** – numbers treated as currency, with four decimal places.
- **Units** – numbers treated as numerals, with no decimal places.
- **Units2** – numbers treated as numerals, with two decimal places.
- **Units4** – numbers treated as numerals, with four decimal places.
- **Percentage** – numbers treated as percentages.
- **Percentage2 –** numbers treated as percentages with two decimal places.
- **Date** – numbers treated as dates.

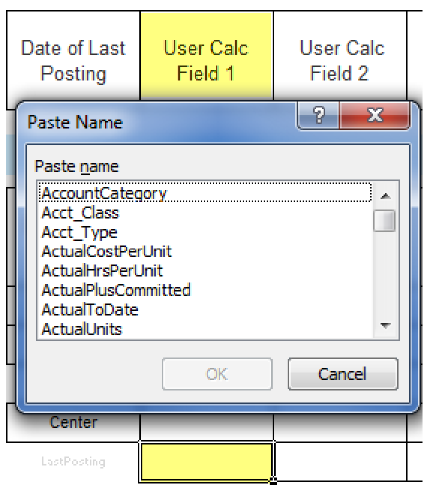
Formula

To indicate a formula for a User Calc Field column:

1. Scroll to a user-defined column.
2. On the Formula row, type a formula for that column, for example,

```
=IFERROR(ActualToDate/OriginalBudget,0)
```

Note: you can use the F3 key while in the User Calc Field cell to pop-up a Defined Names list. Selecting Defined Names for your formula is recommended—while direct references to a cell like “B3” will work, the probability of error when filters, sorts and column visibility are applied to the data is great.

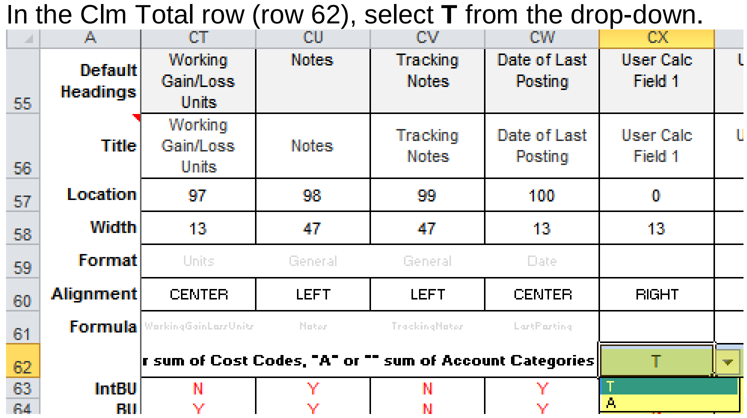


Column Totals

Column Totals refer to the totals that appear at the top of the column on the Data worksheet. Column Totals are blank if the format for a User Calc Field is blank or text. Otherwise, Column Totals are defaulted to the sum of the Account Categories. However, you can indicate that you want totals to be the sum of the Cost Codes instead.

To indicate that totals should sum by Cost Code:

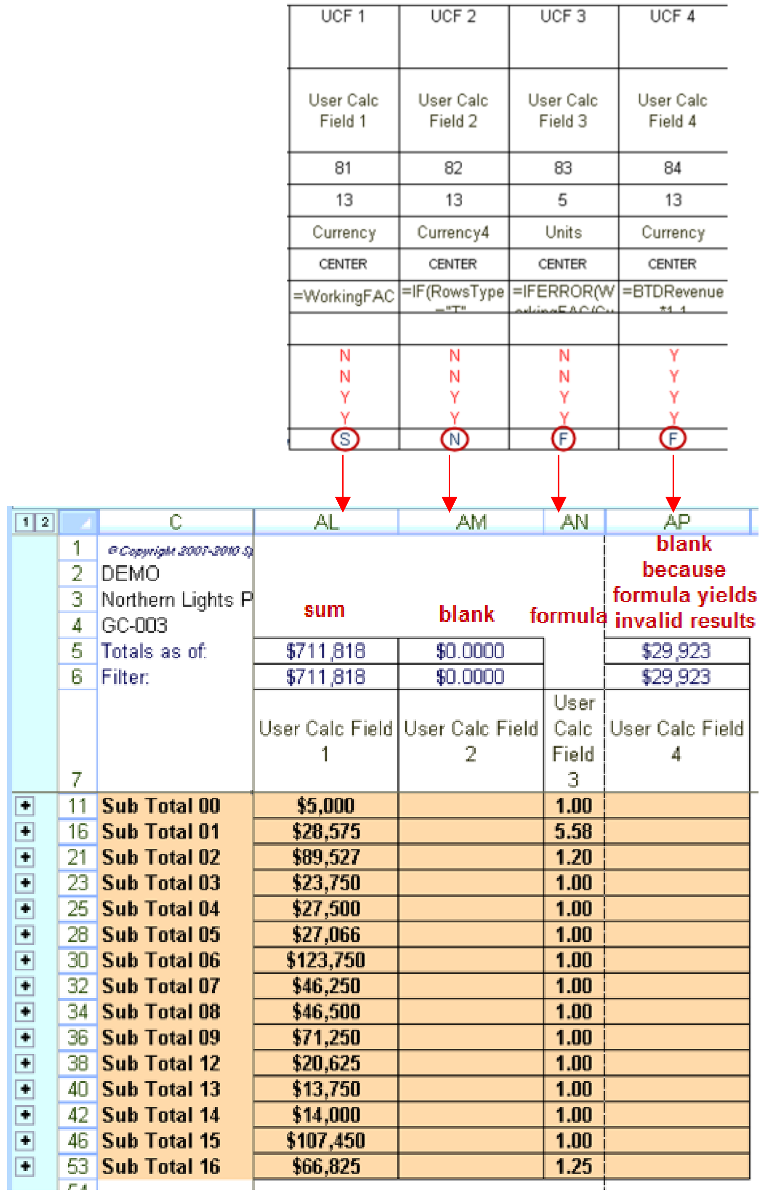
1. Scroll to a User Calc Field column.
2. In the Clm Total row (row 62), select **T** from the drop-down.



Subtotal Row Handling

If you want to use any of the User Calc Field columns in your Division Totals or Billing Code Totals worksheet, you should indicate how subtotal rows are to be handled on those columns—whether the subtotal row should sum its constituent amounts, should use a formula, or should remain blank. During the initial creation of the Division Totals or Billing Code Totals worksheet, User Calc Field formulas are reviewed and converted for use in the associated worksheet. The conversion remains in place during the session of BFA or until the user makes changes to the Setup data. If a formula would return invalid results, that User Calc Field column is treated as **N** for none (blank).

For example, the codes on the following User Calc Field columns would result in the following on the Division Totals worksheet:

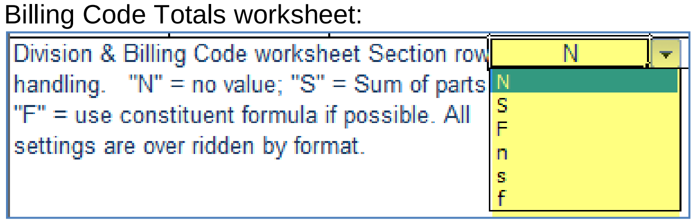


UCF 1	UCF 2	UCF 3	UCF 4
User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4
81	82	83	84
13	13	5	13
Currency	Currency4	Units	Currency
CENTER	CENTER	CENTER	CENTER
=WorkingFAC	=IF(RowsType	=IFERROR(W	=BTDRevenue
N N Y Y	N N Y Y	N N Y Y	Y Y Y Y
S	N	F	F

	C	AL	AM	AN	AP
1	© Copyright 2007-2010 S				blank because formula yields invalid results
2	DEMO				
3	Northern Lights P	sum	blank	formula	
4	GC-003				
5	Totals as of:	$711,818	$0.0000		$29,923
6	Filter:	$711,818	$0.0000		$29,923
7		User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4
11	Sub Total 00	$5,000		1.00	
16	Sub Total 01	$28,575		5.58	
21	Sub Total 02	$89,527		1.20	
23	Sub Total 03	$23,750		1.00	
25	Sub Total 04	$27,500		1.00	
28	Sub Total 05	$27,066		1.00	
30	Sub Total 06	$123,750		1.00	
32	Sub Total 07	$46,250		1.00	
34	Sub Total 08	$46,500		1.00	
36	Sub Total 09	$71,250		1.00	
38	Sub Total 12	$20,625		1.00	
40	Sub Total 13	$13,750		1.00	
42	Sub Total 14	$14,000		1.00	
46	Sub Total 15	$107,450		1.00	
53	Sub Total 16	$66,825		1.25	

To indicate a code for a User Calc Field column:

1. Scroll to a User Calc Field column.
2. On row 67, select a code from the drop-down to indicate how you want subtotals to be handled on your Division Totals or Billing Code Totals worksheet:



- **F** – use the formula indicated for the column (in row 61) converted to the appropriate worksheet (Division Totals or Billing Codes), possibly using ratios.
- **N** – no value; leave the cell blank. This option is used by Spitfire whenever the resulting value created by a sum or formula is nonsensical (such as when adding units with different units of measure).
- **S** – use the sum of the constituent amounts. This option is often used for money.

User Save Text Columns (Site)

If you scroll to the right on the Setup worksheet, you will find two possible user-defined text columns (initially called **UST 1** and **UST 2**). These columns can hold text not elsewhere on the Data worksheet. You can change the title, location, width and alignment of these columns as described previously.

A	DB	DC	DD	DE
Default Headings	UCF 10	UST 1	UST 2	USA 1
Title	User Calc Field 10	User Save Text 1	User Save Text 2	User Save Amount 1
Location	0	0	0	0
Width	13	13	13	13
Format				
Alignment	RIGHT	RIGHT	RIGHT	RIGHT
Formula		UserSaveText_1	UserSaveText_2	UserSaveAmount_1
IntBU	N	N	N	N
BU	N	N	N	N
PA	N	N	N	N
FC	N	N	N	N
	N	N	N	N

User Save Amount Columns (Site)

If you scroll to the right on the Setup worksheet, you will find three possible user-defined amount columns (initially called **USA 1** through **USA 3**). These columns can hold numeric amounts not elsewhere on the Data worksheet. You can change the title, location, width and alignment of these columns as described previously.

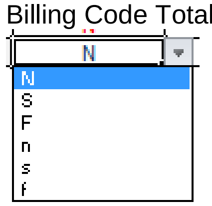
Subtotal Row Handling

If you want to use any of the User Save Amount columns in your Division Totals or Billing Code Totals worksheet, you should indicate how subtotal rows are to be handled on those columns—whether the subtotal row should sum its constituent amounts, should use a formula, or should remain blank.

During the initial creation of the Division Totals or Billing Code Totals worksheet, User Save Amounts are reviewed and converted for use in the associated worksheet. The conversion remains in place during the session of BFA or until the user makes changes to the Setup data. If a formula would return invalid results, that User Save Amount column is treated as **N** for none (blank).

To indicate a code for a User Save Amount column:

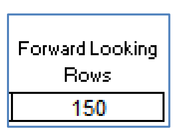
1. Scroll to a User Save Amount column.
2. On row 67, select a code from the drop-down to indicate how you want subtotals to be handled on your Division Totals or Billing Code Totals worksheet:



   - **F** – use the formula indicated for the column (in row 61) converted to the appropriate worksheet (Division Totals or Billing Codes), possibly using ratios.
   - **N** – no value; leave the cell blank. This option is used by Spitfire whenever the resulting value created by a sum or formula is nonsensical (such as when adding units with different units of measure).
   - **S** – use the sum of the constituent amounts. This option is often used for money.

Forward Looking Rows

You can indicate how many blank rows the Import Wizard should take into consideration when importing data from an import worksheet. This allows the import worksheet to have blank rows between data rows.



To set the number of forward-looking rows:

- In the **Forward Looking Rows** cell (column V), type the number of rows that the Import Wizard should skip over when looking for data.

Alerts

You can modify one, two or three of the Spitfire-default Alert triggers (see page 57). You can change the title of each Alert, as well as conditions that will trigger each alert.

		Title	Prime Column	Function	Secondary	
67						
68					Column	@Default
69	1st Item	Actual + Com > EAC	ActualPlusCommit	>	CurrentBudget	
70	2nd Item	FTC < 0	WorkingFTC	<	@Default	0
71	3rd Item	FAC > EAC	WorkingFAC	>	CurrentBudget	

The conditions, together with the tolerance level established elsewhere on the Setup worksheet (see page 57), determine when Alerts are triggered.

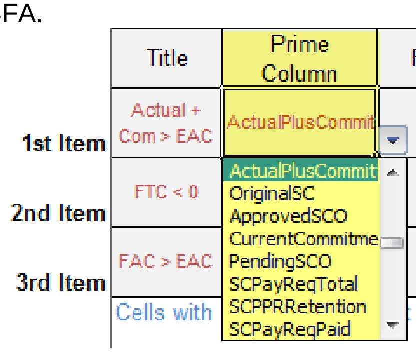
Note: Alerts are disabled if either the prime or secondary column is not active (i.e., location =0) in the Data worksheet, regardless of the tolerance level established for the Alert.

To change the title of an Alert:

- Type a new title in the **Title** column, then leave the cell.

To indicate the conditions to trigger the Alert:

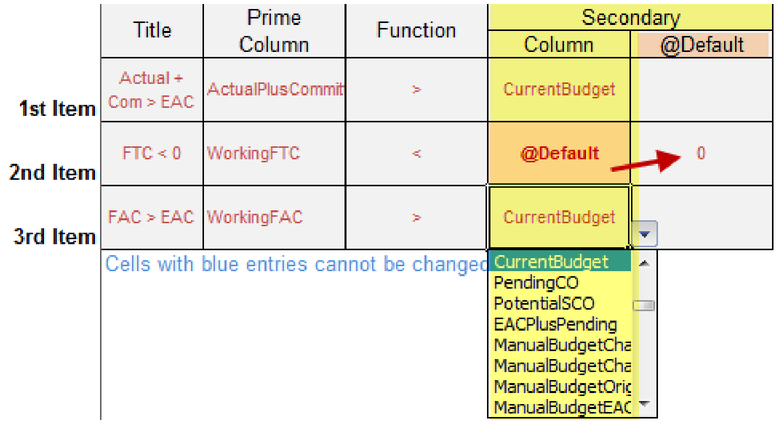
1. In the **Prime Column** cell, select your primary data column from the drop-down. Scroll down the drop-down if necessary. This data column must be one that contains amounts (not text) within BFA.



2. In the **Function** cell, select a function from the drop-down. Your choices are
   < less than
   > greater than
   ≤ less than or equal
   ≥ greater than or equal
   / divided by
   = equal to

   (See the next page for more information.)

3. In the **Secondary | Column** cell, either select a comparison data column from the drop-down or select **@Default** if you want to enter a constant (such as the **0** shown below) in the **@Default** cell.



Tip

If the Prime or Secondary value is zero, the alert is turned off for that specific row.

Note: Tolerance percentages are converted into decimals for calculation purposes (e.g., 10% = .10)

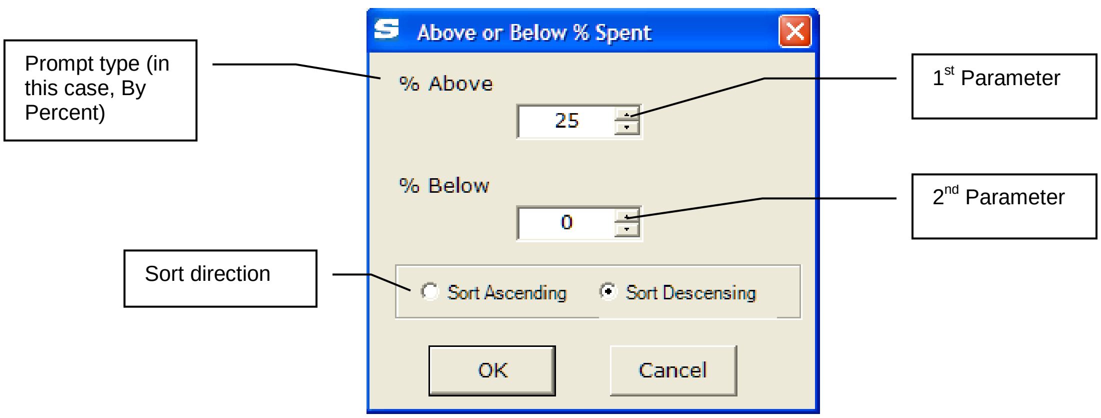
Alert Functions

	When Secondary is a data column	***When Secondary is a constant***
	Trigger Alert If	
<	Prime is less than Secondary OR (Prime – Secondary) < (Prime * Tolerance)	Prime * (1 + Tolerance) < Secondary
>	Prime is greater than Secondary OR (Prime – Secondary) > (Prime * (Tolerance * -1))	Prime * (1 + Tolerance) > Secondary
≤	Prime is less than or equal to Secondary OR (Prime – Secondary) <= (Prime * Tolerance)	Prime * (1 + Tolerance) < = Secondary
≥	Prime is greater than or equal to Secondary OR (Prime – Secondary) >= (Prime * (Tolerance * -1))	Prime * (1 + Tolerance) >= Secondary
/	Prime divided by Secondary is greater than Tolerance	
=	Prime equals the Secondary **Note**: although this calculation does not use Tolerance, a tolerance level other than 0 is needed to activate the Alert.	

Filters

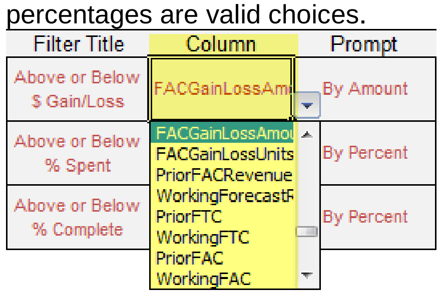
You can modify up to three Spitfire-default Filters (**Above or Below $ Gain/Loss**, **Above or Below % Spent**, and **Above or Below % Complete**; see page 34). You can re-label each filter, as well as select the column on which to filter, and set the default sort direction and default amounts/percentages.

Filter Title	Column	Prompt	Default Sort	1st Parameter	2nd Parameter
Above or Below $ Gain/Loss	PriorFAC	By Amount	Ascending	0	
Above or Below % Spent	PercentOfEACSpe	By Percent	Descending	0	0
Above or Below % Complete	PercentComplete	By Percent	Ascending	0	0



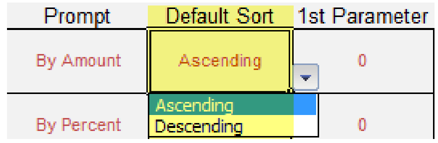
To modify a Filter:

1. In the **Filter Title** cell, enter a descriptive title for your filter.
2. In the **Column** cell, select the column on which you want to filter, from the drop-down. Only data columns with amounts or percentages are valid choices.



The data column you select will determine if the Prompt cell indicates **By Amount** or **By Percent**. If the data column you select is a User-Calc column, however, you can indicate if the Prompt should be By Amount or By Percent.

3. In the **Default Sort** cell, select a direction from the drop-down.



4. In the **1st Parameter cell**, type the default number that should appear in the first parameter field.
5. If appropriate, in the **2nd Parameter** cell, type the default number that should appear in the second parameter field.

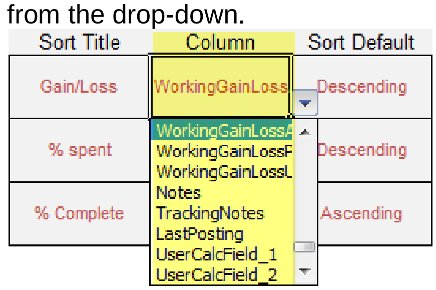
Sorts

You can modify up to three Spitfire-default Sorts (**Gain/Loss**, **% Spent**, **% Complete**; see page 41).

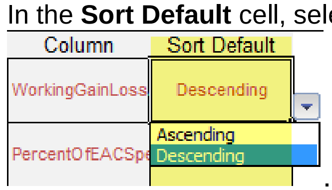
Sort Title	Column	Sort Default
Gain/Loss	WorkingGainLoss	Descending
% spent	PercentOfEACSp	Descending
% Complete	PercentComplete	Ascending

To modify a Sort:

1. (*optional*) In the **Sort Title** cell, enter a descriptive title for your sort. You can also keep the title given and just modify the remaining columns.
2. In the **Column** cell, select the column on which you want to sort, from the drop-down.



3. In the **Sort Default** cell, select a direction from the drop-down.



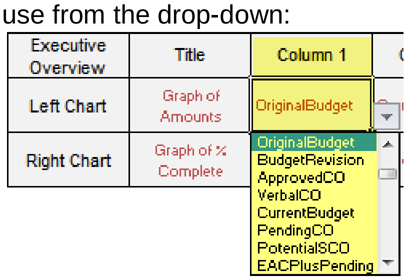
Executive Overview

These site settings control the contents of the two charts on the Executive Overview worksheet. You can change the title of each chart as well as change the data used for the columns in the charts.

Executive Overview	Title	Column 1	Column 2	Column 3	Column4
Left Chart	Graph of Amounts	OriginalBudget	CurrentBudget	ActualPlusComm	CurrentCommitment
Right Chart	Graph of % Complete	PercentOfEACSp	PercentComplete	PercentComplete	WorkingPercentComplete

To modify a chart:

1. In the **Title** cell, enter a descriptive title for your chart.
2. In each of the **Column** cells, look up the data that you want to use from the drop-down:



Appendix A – Data Worksheet Columns

Note: Depending on choices on the Setup worksheet, some of these columns may not be visible. In addition, they may be reordered or renamed at your site.

Data Source

In the Data Source table below,

- **WBS** = Work-breakdown-structure. If your site is integrated, the WBS is stored in Microsoft Dynamics SL; otherwise, it is stored in sfPMS.
- **SF** = Spitfire Project Management System.
- **Original** = Last posted Original Budget. If your site is integrated, the budget is stored in Microsoft Dynamics SL; otherwise, it is stored in Spitfire.
- **EAC** = Last posted EAC Budget. If your site is integrated, the budget is stored in Microsoft Dynamics SL; otherwise, it is stored in Spitfire.
- **FAC** = Last posted FAC Budget. If your site is integrated, the budget is stored in Microsoft Dynamics SL; otherwise, it is stored in Spitfire.
- **Calc** = Calculations on Data worksheet.
- **User** = User input.
- **MSDSL** = Actuals from Microsoft Dynamics SL (available for integrated sites only).
- **Project Charge Entry** = non-integrated sites only

	Description	Data Source: Integrated	Data Source: Non-integrated	Notes
Row Setup	Cost Codes	*WBS*	*WBS*	Cost Code ID
	Description	*WBS*	*WBS*	Cost Code Description
	Category	*WBS*	*WBS*	Account Category (Labor, Material, etc.)
	Billing Code	*SF*	*SF*	Billing Code
	Costing Method	*SF*	*SF*	By Cost Code (CP=Cost Plus, FP=Fixed Price, UP=Unit Price)
	Unit of Measure	*WBS*	*WBS*	LF=literal feet, SF=square feet, CY=cubic yards, HR=hours, etc.
	Projected	*SF*	*SF*	Election to use formulas to project FAC.
	Threshold	*SF*	*SF*	Minimum recorded costs to use formulas to project FAC
Revenue	Original Revenue Budget	*Original*	*Original*	Project or Cost Code Revenue amount
	Posted CO Revenue	*SF*	*SF*	Posted Project Change Order Revenue amount
	Current Revenue Budget	*Calc*	*Calc*	Budgeted Revenue + PCO Revenue Revision
	Un-posted CO Revenue	*SF*	*SF*	Un-posted PCO Revenue amount
	Projected Revenue Budget	*Calc*	*Calc*	Revised Revenue + Pending PCO Revenue
	Actual Revenue	*MSDSL*		Project or Cost Code Revenue billed to date

	Description	Data Source: Integrated	Data Source: Non-integrated	Notes
Budget	Original EAC	*Original*	*Original*	Initial anticipated Cost
	Non-CO EAC Revisions	*Calc*	*Calc*	Current Revenue – (Original Revenue + Approved CO Revenue)
	Posted CO EAC Revisions	*SF*	*SF*	Recorded and Posted Change Orders
	CO Expense Risk	*SF*	*SF*	Expense amount from Change orders that have had expenses posted, but which have *not* had the corresponding revenue posted
	Current EAC	*EAC*	*EAC*	Original Budget + Non-CO EAC Revisions + Approved CO EAC Revisions
	Pending COs EAC Revisions	*SF*	*SF*	COs with Verbal OK but not recorded in Microsoft Dynamics SL
	Potential Exposure	*SF*	*SF*	Sum of pending Commitments * the probability factor entered for each.
	EAC + Pending	*Calc*	*Calc*	EAC + Pending CO
	Manual EAC Change Type	*User*	*User*	User input (A or R)
	Manual EAC Change Amount	*User*	*User*	User input amount
	Original Change Results	*Calc*	*Calc*	Result of manual changes made to the Original amount. This column appears only if revisions will post to Original when approved.
	EAC Change Results	*Calc*	*Calc*	Result of manual changes made to the Current EAC amount. This column appears only if revisions will post to Current EAC when approved.
	Original Units	*Original*	*Original*	Initial anticipated Units
	Revision Units	*EAC*	*EAC*	Changes to Initial anticipated Units
	EAC Units	*Calc*	*Calc*	Original Units + Revision Units
	Manual EAC Change Units	*User*	*User*	User Input
	Original Unit Change Results	*Calc*	*Calc*	Result of manual changes made to the Original Units. This column appears only if revisions will post to Original when approved and if the Data worksheet includes units.
	EAC Units Change Results	*Calc*	*Calc*	Result of manual changes made to the EAC Units. This column appears only if revisions will post to Current EAC when approved and if the Data worksheet includes units.
	Composite Rate	*Calc*	*Calc*	EAC / EAC Units
	EAC Cost / Unit	*Calc*	*Calc*	Current Budget / EAC Units
	EAC Hours / Unit	*Calc*	*Calc*	Sum of Labor Account Codes / Cost Code Units
	EAC Units / Hour	*Calc*	*Calc*	Cost Code Units / Sum of Labor Account Codes
Actuals	Vendor	*SF*	*SF*	Vendor responsible for Commitment item
	Original Commitment	*SF*	*SF*	Approved Commitments
	Approved CCO	*SF*	*SF*	Approved Commitment Change Orders

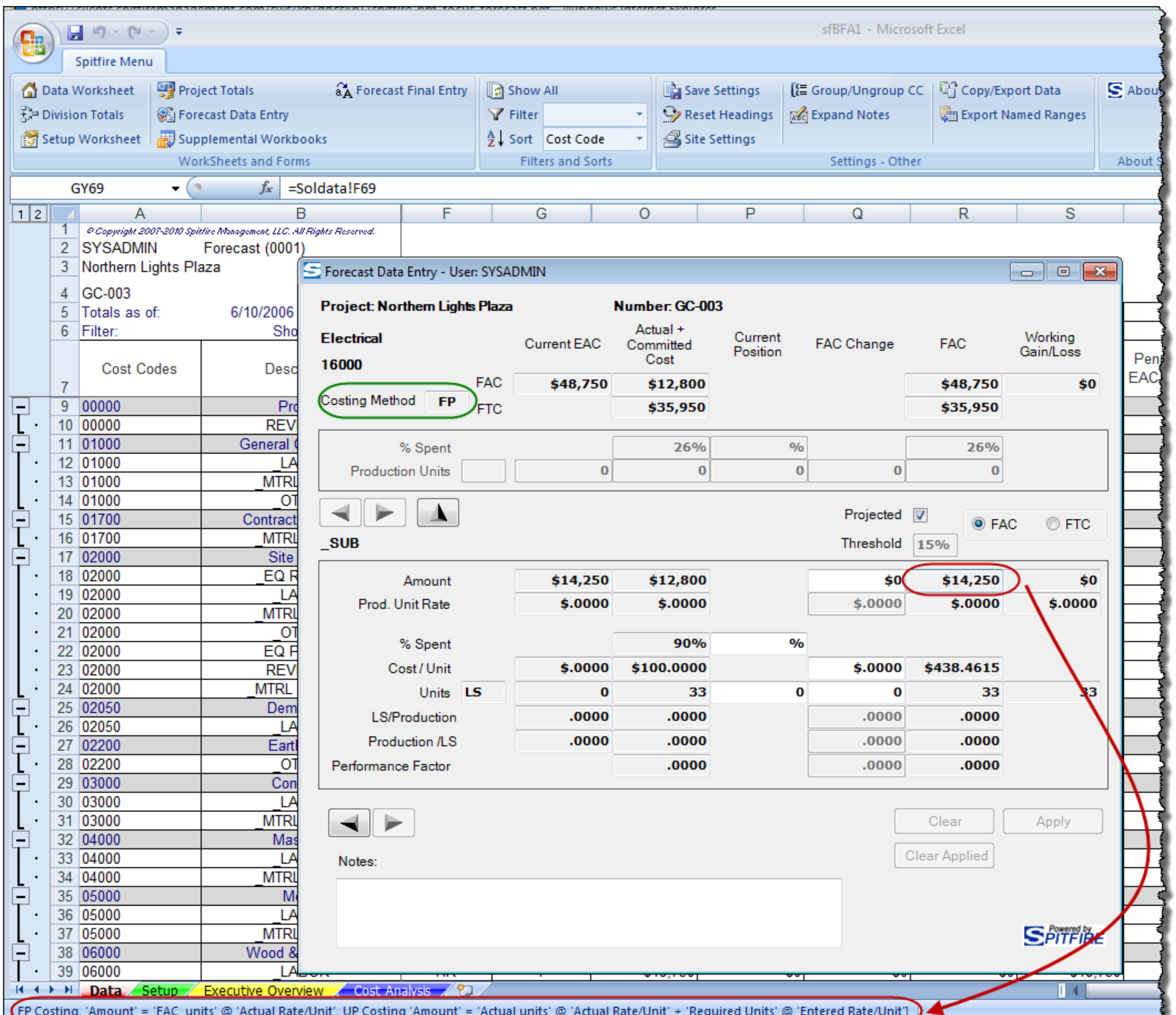
	Description	Data Source Integrated	Data Source Non-integrated	Notes
	Current Commitment	*SF*	*SF*	Approved Commitments + Approved Commitment Change Orders
	Pending Commitments	*SF*	*SF*	Sum of Commitment and Commitment Change Orders with a Pending status
	Approved Pay Request Total	*SF*	*SF*	Sum of Approved Pay Requests
	Approved Pay Request Retention	*SF*	*SF*	Sum of the Retention amount for Approved Pay Requests
	Approved Pay Request Net Pay	*SF*	*SF*	Approved Pay Request Total – Approved Pay Request Retention
	Pending Pay Request Total	*SF*	*SF*	Submitted but unapproved Pay Amount total
	Pending Pay Retention	*SF*	*SF*	Submitted but unapproved Pay Amount Retention total
	Remaining Commitment to Pay	*SF*	*SF*	Pre-process during data gathering to better reflect the total exposure based on a) status “closed” with or without remaining amounts, b) budget to actual, c) actual to pay request, d) actual to paid request. Notes: -If the Commitment is completed, then the remaining amount for the Commitment is zero. -If any Pay Request is marked final, then the remaining amount for this Commitment is zero. -Otherwise, the current contract amount on each Item is compared to the amount paid on each Item. Overpayments are ignored and the sum is the remaining pay amount for the Commitment.
	Work Order Open	*SF*	*SF*	Sum of expense amounts on Field Work Order documents that have not yet been approved (i.e., Signoff date is empty)
	Work Order Closed	*SF*	*SF*	Sum of expense amounts on Field Work Order documents that have been approved (i.e., Signoff date contains a value)
	Work Order Open Units	*SF*	*SF*	Sum of quantity on Field Work Order documents that have not yet been approved (i.e., Signoff date is empty)
	Work Order Closed Units	*SF*	*SF*	Sum of quantity on Field Work Order documents that have been approved (i.e., Signoff date contains a value)
	Actual Cost to Date	*MSDSL*	*Project Charge Entry*	Actual cost posted to date
	Direct Charges			Non-integrated: Sum of expense amounts on Charge Entry documents, regardless of status. Integrated with Microsoft DSL: Field remains zero because direct charges are counted along with all other actuals.
	Committed Cost to Date	*MSDSL*	*Project Charge Entry*	Actual committed cost posted to date

	Description	Data Source: Integrated	Data Source: Non-integrated	Notes
	Actual + Committed Cost	*Calc*	*Calc*	Actual Cost to Date + Committed Cost to Date (unless Committed amount less Remaining-to-Pay is greater than zero, then Actual is added to Committed minus Remaining-To-Pay)
	Actual Prior Year	*MSDSL*		Actual expenses posted during the prior fiscal year
	Actual Prior Period	*MSDSL*		Actual expenses posted during the prior fiscal period (normally last month)
	Actual Current Year	*MSDSL*		Actual expenses posted during the current fiscal year
	Actual Current Period	*MSDSL*		Actual expenses posted during the current fiscal period (normally this month)
	Actual Units	*MSDSL*	*Project Charge Entry*	Integrated: Cost Code = Production Units; Account Category = Operational Units
	Declared Units	*User*	*User*	User input
	Actual Units Prior Year	*MSDSL*		Actual units posted during the prior fiscal year
	Actual Units Prior Period	*MSDSL*		Actual units posted during the prior fiscal period (normally last month)
	Actual Units Current Year	*MSDSL*		Actual units posted during the current fiscal year
	Actual Units Current Period	*MSDSL*		Actual units posted during the current fiscal period (normally this month)
	Actual Cost / Unit	*Calc*	*Calc*	Actual Cost to Date / Actual Units
	Actual Hours / Unit	*Calc*	*Calc*	Sum of Labor Account Codes cost / Cost Code Units
	Actual Units / Hour	*Calc*	*Calc*	Cost Code Units / Sum of Labor Account Codes cost
	Performance Factor	*Calc*	*Calc*	Actual Hours / Budget Hours
	% of EAC Spent	*Calc*	*Calc*	Actual + Committed / EAC
	% Complete	*Calc*	*Calc*	
	% Complete Units	*Calc*	*Calc*	Actual Units / EAC Units
	Declared % Complete	*User*	*User*	User input
	Earned Value	*Calc*	*Calc*	Using the Cost Code % Complete, Cost Code Current Budget and Total Earned Value, computed by Cost Code
	Margin Amount	*Calc*	*Calc*	Current revenue – maximum amount in Current EAC, Actual + Committed or Actual Costs
	Margin %	*Calc*	*Calc*	Margin Amount / Current revenue
Forecast	*Forecasting Formulas are proprietary and vary based on the Cost Code's Cost Method. For more information on these calculations, view the base formula on the status bar of the BFA while using the Forecast Data Entry form (see screen shot below table) or the "Form Columns" page in the Focus on Forecast and Analysis guide. For more information on Costing Methods, see the following Costing Method table on page 87.*			
Forecast	Calculated FAC	*Calc*	*Calc*	System-generated Forecast calculation based on costing method
Forecast	Calculated FAC Units	*Calc*	*Calc*	System-generated Forecast calculation based on costing method

	Description	Data Source		Notes
		Integrated	Non-integrated	
	FAC Gain/Loss Amounts	*Calc*	*Calc*	System-generated Forecast calculation based on costing method
	FAC Gain/Loss Units	*Calc*	*Calc*	System-generated Forecast calculation based on costing method
	Last Posted Forecast Revenue	*FAC*	*FAC*	Posted Forecast Revenue from prior Forecast
	Working Forecast Revenue	*User*	*User*	The Current Revenue budget or a user entered amount
	Last Posted FTC	*Calc*	*Calc*	Working FTC from prior posted Forecast
	Working FTC	*Calc*	*Calc*	Calculation based on Costing Method OR user input
	Last Posted FAC	*Calc*	*Calc*	Working FAC from prior posted Forecast
	Working FAC	*Calc*	*Calc*	Calculation based on Costing Method OR manual override
	Working Units	*Calc*	*Calc*	Calculation based on Costing Method OR manual override
	Working Cost/ Unit	*Calc*	*Calc*	Working FAC / Working Units OR manual override
	Working Hour/ Unit	*Calc*	*Calc*	Sum of Labor Account Codes Working FAC / Working FAC Cost Code Units OR manual override
	Working Units /Hour	*Calc*	*Calc*	Working FAC Cost Code Units / Sum of Labor Account Codes Working FAC OR manual override
	Working Performance Factor	*Calc*	*Calc*	Working FAC Hours / Budget Hours OR manual override
	Last Posted FAC Units	*FAC*	*FAC*	Forecast Units from prior posted Forecast
	Last Posted % Complete	*Calc*	*Calc*	Working % Complete from prior posted Forecast
	Working % Complete	*Calc*	*Calc*	Calculation based on Costing Method & user input
	Working Gain/Loss	*Calc*	*Calc*	Calculation based on Costing Method & user input OR manual override
	Working Gain/Loss %	*Calc*	*Calc*	Calculation Row / Project total Gain/Loss
	Working Gain/Loss Units	*Calc*	*Calc*	Calculation based on Costing Method & user input
	Notes	*User*	*User*	User entered notes
	Tracking Notes	*SF*	*SF*	Information about who made a change when in the BFA workbook
	Date of Last Posting	*MSDSL*		The most recent transaction date of the sum amount
User-defined	User Calc Field 1 though 10	*User*	*User*	User-defined columns

	Description	Data Source: Integrated	Data Source: Non-integrated	Notes
	User Save Text 1 and 2	*User*	*User*	User-defined columns
	User Save Amount 1, 2 and 3	*User*	*User*	User-defined columns

Forecast formulas are displayed in Forecast mode when you use the Forecast Data Entry window.



Costing Methods

Costing Methods	***Calc at Cost Code level***	***Calc at Account Categories***	
		Integrated	***Non- Integrated***
Cost Plus - CP	Sum of the Account Categories	The greater of Current Budget or Actual + Committed	The greater of Current Budget or Current Commitment
Fixed Price - FP	Sum of the Account Categories;	If Projected: - At or above Threshold -- User Input (if it exist) -- Or Current Budget / Actual + Committed. - Otherwise the greater of Current Budget or Actual + Committed. If not Projected: - The greater of Current Budget or Actual + Committed - Or the User Input (if it exists)	If Projected: - At or above Threshold -- User Input (if it exist) -- Or Current Budget / Current Commitment. - Otherwise the greater of Current Budget or Current Commitment If not Projected: - The greater of Current Budget or Current Commitment - Or the User Input (if it exists)
Unit Pricing - UP	Sum of the Account Categories	If Projected: - At or above Threshold -- User Input (if it exists) -- Or Current Budget / Actual + Committed - Otherwise the greater of Current Budget or Actual + Committed providing the Actual Units are less than the EAC units. - Otherwise the amount is factored by the overrun or user input of units If not Projected: - The greater of Current Budget - or Actual + Committed - or the User Input (if it exists)	If Projected: - At or above Threshold -- User Input (if it exist) -- Or Current Budget / Current Commitment - Otherwise the greater of Current Budget - Or Current Commitment If not Projected: - The greater of Current Budget - Or Current Commitment - Or the User Input (if it exists)

Appendix B: Supplemental Workbooks

BFA Report Supplemental Workbook

The BFA Report template is created through the BFA Report Tool to organize the data from the BFA workbook in custom ways in order to produce a BFA supplemental workbook. More information about the BFA Report Tool and the template file it creates is available in the technical white paper *The BFA Report Tool*.

Other Supplemental Workbooks

TIP

More information about "from scratch" supplemental workbooks can be found in the technical white paper *Supplemental Workbooks for BFA, SOV or Period Distribution Workbooks*.

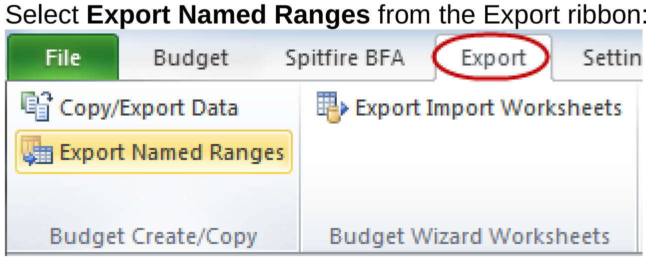
The BFA Report Tool simplifies the process of creating a supplemental workbook. However, if you feel confident enough, you can create other supplemental workbooks to use with your budget data. In general, all supplemental workbooks are a means to extract and then rework, reformat (display) and re-purpose data held in the BFA workbook.

The Export Named Ranges option on the Spitfire Menu creates a workbook that contains the named ranges used in the BFA workbook, including the index, names and coordinates references. These named ranges are helpful when creating a supplemental workbook because direct cell references sometimes become obsolete over time, whereas named ranges can be maintained.

Named Ranges

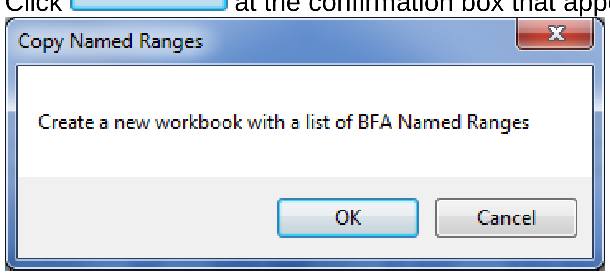
To export the named ranges in BFA:

1. Open the BFA workbook from a Budget document.
2. Select **Export Named Ranges** from the Export ribbon:



3. Click 

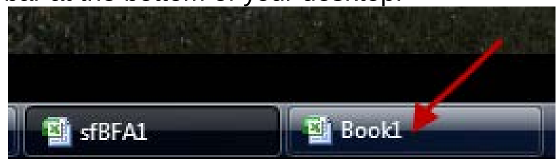
at the confirmation box that appears:



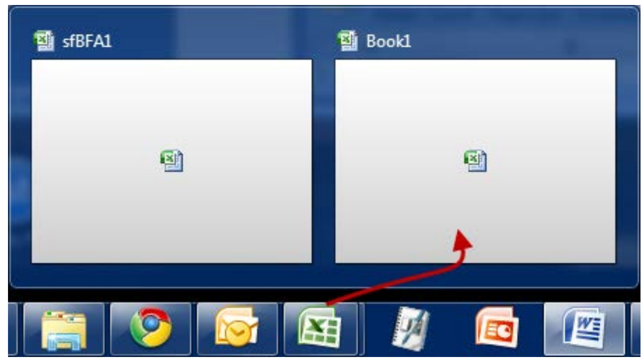
4. When the Named Ranges workbook has been created, click 

at the next confirmation box that appears.

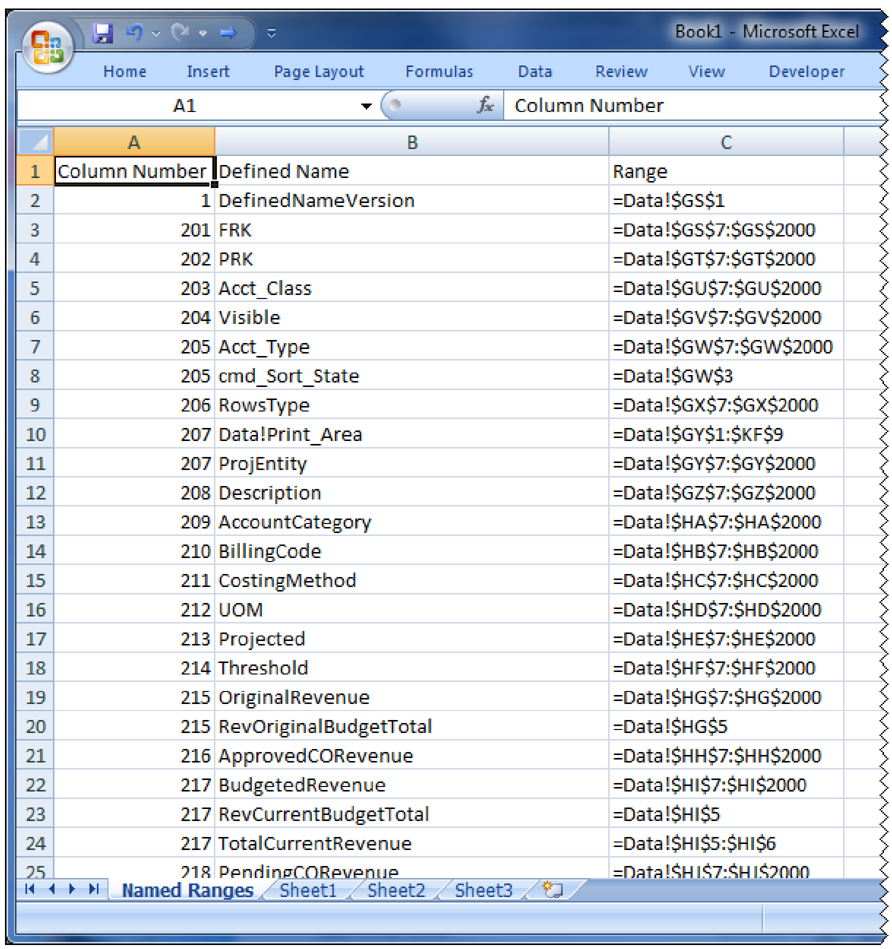
5. To get to the newly created workbook, find **Book1** on the task bar at the bottom of your desktop:



-or-



The workbook will contain columns for Defined Name and Range. (You may have to widen the columns first to properly see the names and ranges.)



	A	B	C
1	Column Number	Defined Name	Range
2	1	DefinedNameVersion	=Data!$GS$1
3	201	FRK	=Data!$GS$7:$GS$2000
4	202	PRK	=Data!$GT$7:$GT$2000
5	203	Acct_Class	=Data!$GU$7:$GU$2000
6	204	Visible	=Data!$GV$7:$GV$2000
7	205	Acct_Type	=Data!$GW$7:$GW$2000
8	205	cmd_Sort_State	=Data!$GW$3
9	206	RowsType	=Data!$GX$7:$GX$2000
10	207	Data!Print_Area	=Data!$GY$1:$KF$9
11	207	ProjEntity	=Data!$GY$7:$GY$2000
12	208	Description	=Data!$GZ$7:$GZ$2000
13	209	AccountCategory	=Data!$HA$7:$HA$2000
14	210	BillingCode	=Data!$HB$7:$HB$2000
15	211	CostingMethod	=Data!$HC$7:$HC$2000
16	212	UOM	=Data!$HD$7:$HD$2000
17	213	Projected	=Data!$HE$7:$HE$2000
18	214	Threshold	=Data!$HF$7:$HF$2000
19	215	OriginalRevenue	=Data!$HG$7:$HG$2000
20	215	RevOriginalBudgetTotal	=Data!$HG$5
21	216	ApprovedCORevenue	=Data!$HH$7:$HH$2000
22	217	BudgetedRevenue	=Data!$HI$7:$HI$2000
23	217	RevCurrentBudgetTotal	=Data!$HI$5
24	217	TotalCurrentRevenue	=Data!$HI$5:$HI$6
25	218	PendingCORevenue	=Data!$HJ$7:$HJ$2000