

Budgets and Period Distribution

This Focus Guide is designed for Spitfire Project Management System users. This guide deals specifically with the BFA workbook in Budget mode.

www.spitfiremanagement.com

Pocus Guide

Version 4.4

Page 2

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Table of Contents

About Our Documentation	
Guides	
White Papers	
The Knowledge Base	
Introduction	
Concepts	
Part I: Budgets	
Your Initial Budget	
With "As Bid" Budget	
Without "As Bid" Budget	
BFA Workbook in Budget Mode	12
Entering Your Data	
Manually Adding Rows A Note about Billing Codes	
A Note about Bring Codes	18
Delete Rows	
Copying an Existing Budget	
Using Budgets as Templates	
Importing a Budget	
Prerequisite: Consolidation Sheets	23
Budget Revisions	
Editing an Unapproved Budget	30
Approving Your Budget	
Revising Your Budget	31
Status Line	
Fiscal Periods	
Revised Budget Document and Workbook	34
Adding Rows that Already Exist	
Through Add Rows	
Through Copy Existing or Import Wizard	
Revised Budgets from Other Documents	
Budget Type	
Example	
Reviewing Prior Budgets	
Part II: Period Distribution	
Prerequisite	
Period Distribution Document The Post To Option	
PD Workbook	
Period Data Worksheet	
Date Range Determination	
Start Date	
End Date	
Columns and Rows	
Rows	
Columns	
Worksheet Colors	
Spitfire Menu	
Distributing Amounts	
Moving Distributed Amounts	59

Undistributing Amounts	. 60
Reviewing the Data	
Period Comparison	63
Period Comparison Form	63
Period Comparison Graph	63
Revising Your Period Distribution	64
Editing an Unapproved Period Distribution	64
Approving Your Period Distribution	65
Subsequent Period Distributions	65
Budget Changes from Period Distribution	67
Appendix A: Related Workbooks	69
Consolidation Sheets	
BFA Report Supplemental Workbook	
Other Supplemental Workbooks	
Named Ranges	
-	
Appendix B: How Distributions Are Calculated	
Distribute by Curve	
Distribute by Slope	74
Appendix C: BFA Budget Import Map	75
Appendix D: Related Reports	77
Budget Revision History Report	
Project Cost by Account Report	

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 <u>Overview Guide</u> 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 <u>Overview Guide</u> 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:

				Chris Demo 🌡 Help Home
INBOX				Help Browser X
	DocNo	Туре	Proj	Make a selection:
	0002	Budget	GC-	Knowledge Base
	0001	Budget	GC-	5
	0002	Budget	GC-	 Tutorial for Home Dashboard
	0003	Budget	GC-	Overview Guide
	0003	Budget	GC-	
	0002	Budget	GC-	
	0001	Budget	GC-	
	0004	Budget	GC-	Routing
	0001	Budget	GC-	Alerts and Compliance
	0005	Budget	GC-	Batch Processing
<u>5678</u>	<u>9 10</u>	'		 BFA Workbook Budgets and Period Distribution
DJECT L	IST			Contacts
pletion	Descripti	on	Loc	Doc Templates
L/2010			100	
, 2010			Mar	Forecast and Analysis Manage Dashboard
			84 E	-
)/2008			Arm	
/2008			120	
, 2000			Nor	► White Papers
)/2008			120 Nor	
				Blogs
1234				

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:

Chris Demo 🦊 🦰	Ip Home
Help Browser	×
Make a selection:	
 Knowledge Base KB About Home Dashboard Tutorial for Home Dashboard 	ţ
 Icon Quick Reference Overview Guide 	

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

Introduction

In order for you to create and track your project's financials, the Spitfire Project Management System (sfPMS) provides a Budget Doc type and a Forecast Doc type. Both of these Doc types open a BFA (Budget, Forecast and Analysis) workbook. Because the BFA workbook uses Microsoft Excel, many users become very comfortable with the BFA concept in Spitfire. You may even come to think of your BFA as your "budget." All data is entered and revised through these BFA workbooks associated with your Spitfire Budget and Forecast documents.

This guide deals specifically with the BFA workbook in Budget mode. For information about the BFA workbook in Forecast or Analysis mode, see the *Focus on Forecast and Analysis* guide.

For information about the BFA workbook in general, including its setup, see the *Focus on the BFA Workbook* guide.

This guide also deals with period distribution and the Spitfire Period Distribution (PD) workbook.

This guide assumes a basic understanding of sfPMS, as described in the *Overview Guide*.

Note: section, chapters and text that are new or changed from the V4.3 documentation appear with **green text** and sometimes an *.

Concepts

TIP

Although Spitfire ships with the three "buckets" mentioned—Original, EAC, FAC—your site may choose to implement or use these three differently.

Tip

Information about snapshots as well as the general use of the BFA workbook and its setup can be found in the <u>Focus on the BFA</u> <u>Workbook</u> guide. sfPMS keeps track of your BFA information in three "buckets"—Original, Estimate at Completion (EAC) and Forecast at Completion (FAC).

Depending on your implementation and setup, your budgets may function as follows.

• If you use the default setup, you enter data for your budget through the Initial Budget document's BFA workbook.

Budget- In Process		
Initial Budget	DOCUMENT HEADER	, ∎, ₽
		· · · · ·
Doc# 0001		
PROJECT AD-002	Imporium	
DESCRIPTION Initial Budge	et	
TYPE Project	~	
STATUS In Process 🔻	2 1	
DATE 08/21/2014	DUE	
,	,	
Details Notes		₩.
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File Budg				Acrobat						a 🕜 🗆 🖻	3 8
Contract Add Rows	Copy Existing		rsal Account								
Budget C	Greate/Copy	Budget R	evision								_
	B9	+ (*	f.								1
A	AND Dollor Marganese	B	1 1	1	N	0	AD	AE	AF	AG	
3 Imporium 4 AD-002 5 Totals as of		@ 1.28 PM		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0	
6 Filter: Cost Cod	des C	Description	Res	\$0.00 ginal enue dget	S0.00 Actual Revenue	S0.00 Original EAC	Vendor	S0.00 Original Commitment	\$0.00 Approved CCO	S0.0 Current Commitment	1
9 0	0			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.0	0
10 11 12 H + + H Data Ready	a Setup Exe	cutive Overview	Cost: Ane	NST 2	./		04		LII 100% -		+

This data is written to the Original, EAC and FAC buckets. From this point on, the three budget buckets have their own lineage and audit trail. As you create and approve additional Budget documents to revise your budget through additional BFA workbooks, your changes are written to the EAC bucket, which updates your "current" budget. The Original data and FAC are left alone. Change Order, Commitment and CCO documents can also make changes to the EAC. On the other hand, when you make changes through a Forecast document, those changes are written to the FAC bucket. The Original data and EAC are left alone.

 If you use the typical Bid Budget setup, you first enter data for your estimated budget through the As Bid Budget document's BFA workbook.

S Budget-	- • ×
As Bid Budget	× 🔺
DOCUMENT HEADER	
DOC# 0001	
PROJECT AD-004 ABB House	
DESCRIPTION As Bid Budget	
TYPE Project	
STATUS Approved 💌 🚺 on 1/6/2010	
DATE 1/6/2010 DUE	
Details Notes	

This data is written to the Original bucket only. Assuming the project is awarded, you then enter Initial EAC data into your next Budget's BFA workbook. This data is written to the EAC and FAC buckets. From this point on, the three budget buckets have their own lineage and audit trail. As you create and approve additional Budget documents to revise your budget through additional BFA workbooks, your changes are written to the EAC bucket, which updates your "current" budget. The Original data and FAC are left alone. Change Order, Commitment and CCO documents can also make changes to the EAC. On the other hand, when you make changes through a Forecast document, those changes are written to the FAC bucket. The Original data and EAC are left alone

Each Budget and Forecast document contains an entire snapshot of the financial state of your project at the time the document was created. Months later you can reopen any of these documents and see how the EAC, FAC and Original budgets compared at that time. By going from budget to budget (or forecast to forecast) you can revisit the history of how the current budget (or forecast budget) evolved.

# Part I: Budgets

## Your Initial Budget

When you create and save a new Project Setup document in sfPMS, a blank Initial Budget document is created automatically (by default). You can open this Initial Budget either from the Project Setup document (if it does *not* have a status of Committed) or from the Project Dashboard.

The Spitfire Budget document controls the security permissions for entering, editing, viewing and posting your budget.

#### With "As Bid" Budget

(*Optional*) If your site has the **ProjectConfig | BidBudget** rule turned on, sfPMS will automatically create an additional Budget document for each project, called, by default, the As Bid Budget because it is mostly used for budgets created during the Bid process.

BUDGET											
₽ ₽	Doc No	Description	Date	Due	Approved	Status	Priority				
<b>2</b>	0002	Initial Budget	1/5/2010 _©			In Process	Medium				
<b>2</b>	0001	As Bid Budget	1/5/2010 _©			In Process	Medium				

This As Bid Budget document has a corresponding <u>initial BFA workbook</u> (similar to that shown on page 12).

- You can open the As Bid Budget document <u>from the Project</u> <u>Dashboard</u> (see page 12).
- You can <u>enter your Original data</u> into the BFA workbook as described on page 13. In particular, if you have attached an estimating file to your Bid document, you can use <u>the Import</u> <u>Wizard</u> to import that data into your As Bid Budget's BFA workbook as described on page 23.
- After reviewing your budget information, you should save the BFA workbook and <u>Approve the As Bid Budget document</u>, as described on page 31.
- If you are awarded the project, you should continue with your Initial Budget document in order to create your initial EAC budget. When you first open that document's BFA workbook, it will copy the Cost Codes, Account Categories and Original amounts from your previous BFA workbook. You can use the Import Wizard again to import your Initial EAC data into the BFA, choosing to <u>replace the amounts</u> copied from the Original budget (see page 38). The Original numbers will remain in all BFA snapshots.

#### TIP

For more information about rules, see the *Focus on System* <u>Administration</u> guide and the <u>Rule and Rule Values</u> technical white paper.

## Without "As Bid" Budget

#### To open the Initial Budget from the Project Setup document:

- 1. Open your Project Setup document.
- 2. Select *P* Initial Budget. From the Document Options menu.

Project Setup- In Process			×
Imporium			
DOCUMENT HEADE	R		▋╷╤
CONTRACT NO. PROJECT AD-002 Imporium		Alerts Adventure Works View Changes Initial Budget	
DESCRIPTION Imporium CUSTOMER Adventure Works	X ≞ X	Clear Budget Change Project ID Delete Project	
moure horses with mour	~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	$\sim$

**Note**: the Initial Budget option will not appear until the first time you save the Project Setup document. On the other hand, once you change the document status to **Committed** (and save), the Initial Budget option will be replaced by the **Create Pay Application** option. In such situations, you will need to open the Initial Budget from the Project Dashboard as described in the next section.

A Budget document will open:

	🔄 Budget- In Process
	Initial Budget
	DOCUMENT HEADER
For more information about <u>the Type field</u> , see page 39.	Doc# 0001 PROJECT AD-002 Imporium DESCRIPTION Initial Budget TYPE Project
	STATUS IN Process V 1 DATE 08/21/2014 DUE
The <u>Period field</u> can be changed for Budget Revisions (see page 33). The current year and	Details Notes
month appear as the fiscal period by default on the	Attachments Route Detail
Initial Budget.	Name Size Note Item Incl Seq Cataloged
	Spittike

More information about the documents in general can be found in the *Focus on Document and Item Basics* guide.

More information about the SOV document can be found in the <u>Focus on</u> <u>Schedule of Values</u> (<u>SOV) Billing</u>guide.

#### To open the Initial Budget from the Project Dashboard:

- 1. Find **Budget** in the Documents Menu on the Project Dashboard for your project.
- 2. Click we to open the Initial Budget document.

۹D	-002 - Imporiu Documents	-	n 7 🛓 🖵			_	BUDG	ET - 1 OPEN DOC	UMENTS	May 8
	Type 🕇	o	<b>2</b>	₽	Ð	Doc No	Description	Date	Due	Appro
73	Budget	1	• (	Ē	)	0001	Initial Budget	5/8/2013®		

**Note:** If a Budget document was not created automatically when you first saved the Project Setup document, click  $\square$  to create the new Budget document and  $\blacksquare$  to save it.

## BFA Workbook in Budget Mode

The Budget document controls access to the BFA workbook.

#### To open the BFA workbook in Budget mode:

1. Click 🜌 in the Initial Budget.

🔄 Budget- In P	rocess	X
Initial Budg		_
	DOCUMENT HEADER	♠ 🖬 ì 🕇
Doc# Project Description		-
STATUS	Project  In Process  1 08/21/2014 DUE	
Details	Notes	<b>8</b> 7

The initial BFA workbook will open on the Data worksheet:

K R -		tfire BFA	Export Se	ettings	Acrobat	sfBFA	Al - Microsoft Excel				
Add Rows	s Almpor	Existing	> Assign Rever	sal Actouri							
- united	B9		¥ (*	f.							
1	A		8		1	Ň	0	AD	AE	AF	AG
3 Imporiun 4 AD-002 5 Totals at	s of 5/8	V2013 @ 1:	28 PM	-	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00		\$0.00		\$0.00
6 Filter: Cost	Codes	ow All Desc	ription	Re	iginal venue udget	Actual Revenue	Original EAC	Vendor	Original Commitment	Approved CCO	S0.00 Current Commitment
9 0	0			1	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
10 11 12 Ready	Data Setup	Executive	e Overview	Cost An	M8 / 2	1/				四 100% (一)	0 (+

**Note**: if the **ProjectConfig | ManualRevenue** rule has been set to **0**, the revenue amount from the Project Setup document will appear in the initial BFA workbook automatically, as shown below. (For more information about the Rules Maintenance tool, see the *Focus on System Administration* guide.)

#### **TTP** More information about the BFA workbook can

the BFA workbook can be found in the <u>Focus on</u> <u>the BFA Workbook</u> guide.

x → x → x SfBFA1 - Microsoft Excel					- Ο Σ	3				
F	ile Budget	Spitfire BFA	Export Settin	ngs Acrobat					a 🕜 🗆 🗗	23
-	🚰 Add Rows h Import Wizard 😔 Assign Reversal Account									
	Delete Rows 🛛 🖓 🕻	opy Existing								
·	Budget Create/	Сору	Budget Revisi	on						
			<b>-</b> (0	f _x =OriginalBu	dget					~
	А		В	D	F	Н	J	0	Р	
1 2 3	© Copyright 2007-2012 Sp DEMO Imporium		C. All Rights Reserved. t (0001) (Y,Y)							
4 5 6	AD-002 Totals as of: Filter:	8/21/2014 @ Show All	) 10:15 AM				\$900,000.00 \$900,000.00	\$0.00 \$0.00		
7	Cost Codes	De	scription	Billing Code	Unit of Measure	Original Units	Original Revenue Budget	Actual Revenue	Original EAC	
8	00000	General Defa	ault		LS	0	\$900,000.00	\$0.00	\$0.00	
9	00000	REVENUE			LS	0	\$900,000.00	\$0.00	\$0.00	l -
	Image: Market Analysis     Image: Market Analysis     Image: Market Analysis       Ready     Calculate     Image: Market Analysis     Image: Market Analysis									

## Entering Your Data

You can enter budget information by manually adding rows, importing an existing budget, or by copying a budget from an existing project.

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 is entered as a Summary row that sums the entries in the Account Category detail rows. For example, if you enter **Cost Code 03000 – Concrete** as your Cost Code, you could enter budget amounts for Labor, Permanent Materials and Equipment Rentals as details under Concrete.

In the worksheet, your entries would appear as four lines—one summary and three detail lines:

11	03000	Concrete	\$0	\$0	\$10,000
12	03000	_LABOR			\$5,000
13	03000	_MTRL PERM			\$3,000
14	03000	_EQ RENTAL			\$2,000

You can view just the summary lines (Cost Codes) or both the summary and detail lines (Account Categories) in your budget.

## Manually Adding Rows

#### To add rows manually:

1. Select Add Rows from the Budget ribbon:

Select Aud NOWS HOLL THE Dudget	nuu
🗶   🚽 🔊 - (۲ -   <del>-</del>	
File Budget Spitfire BFA	
Add Rows Add Rows	
Delete Rows 🗃 Copy Existing 🗧	
Budget Create/Copy	
An Enter/Browse dialog box will ap	pear
S Enter/Browse	<b>_</b> `
Cost Code Browse Key Format: xxxxx-xxxxxxxxx	
Account Category	
Clear Add Cancel	

- 2. In each Cost Code segment field, either click Browse to look up a value (if the button is enabled) or type in the field (if the button is disabled).
- 3. In **Account Category**, select your Account Category from the drop-down menu, for example:

S Enter/Browse	
Cost Code 🔌 🍇	Browse
03000 ·	
Concrete	
Account Category	
	~
EQ OWNED EQ RENTAL	
LABOR MTRL EXPEND	
_MTRL MFG	~v
_MTRL PERM	
SUB	~

**Note**: if you know your Account Category, you can start typing it in the field; matching Account Categories will appear in the dropdown. 4. (optional) If you want to clear either the Cost Code or the

Account Category field, click ¹ You can also click ^{Clear} to clear both fields at once:

S Enter/Browse	
Cost Code Key Format: XXXXX-XXXXXXXX 03000 ·	Browse
Concrete	
Account Category	
_LABOR	~
_LABOR	
Clear Add	Cancel

- Click on each Code Code segment field to see if the Browse button in enabled. The Browse button is enabled whenever the field section you are in offers a lookup for an exact match.
- Click on the drop-down arrow to select another Account Category.
- 5. Click

Note: If your Cost Code is not valid, the button will be disabled.

The Data worksheet will now contain both a summary and a detail row for your Cost Code and Account Category combination.

	G	Н	0	Т	U
1	© Copyright 2007 Spitfire N	Vanagement, LLC: All Rights Reserved.			
2	DEMO	Initial Budget (0001) (Y,Y)			
3	Hotel Hampton	Totals as of: 11/13/2008 @ 10:48 AM	\$0	\$0	\$0
4	EN-008	Show All	\$0	\$0	\$0
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC
8	ADD ROWS	0			
9	03000	Concrete Cost Code Summary	\$0	\$0	\$0
10	03000	_LABOR Account Category Detail			

6. Enter your Budget Amount for your detail row. Notice that the cell in the Original EAC column for your detail row has a green background. The green background indicates that this is a cell that will accept direct input.

**Note:** If your Account Category is a Revenue Account Category, the Original Revenue Budget column cell will be active. Expenses are entered in the Original EAC column; Revenue amounts are optional but, if entered, are entered in the Original Revenue Budget column:

#### TIP

You can change the description of a Cost Code in the Initial Budget regardless of how you enter your Budget data. Click on the Cost Code's description (the cell will become green) and type a different description.

#### TIP

If you do not see an Original Revenue Budget column, it is because a) the column has been renamed, b) the column has been hidden or c) you do not have permission to view Revenue. See your System Administrator.

	A	В	J	0	Р	2
1	@ Copyright 2007-2012 Spi	tlire Management, LLC: All Rights Reserved.				3
2	DEMO	Initial Budget (0001) (Y,Y)				-2
3	Imporium					Ş
4	AD-002					Ş
5	Totals as of:	8/21/2014 @ 10:15 AM	\$900,000.00	\$0.00	\$0.00	15
6	Filter:	Show All	\$900,000.00	\$0.00	\$0.00	R
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	
8	ADD ROWS					ß
9	00000	General Default	\$900,000.00	\$0.00	\$0.00	Ŕ
10	00000	REVENUE	\$900,000.00	\$0.00	\$0.00	ß
11	02000	Site Work	\$0.00	\$0.00	\$0.00	ß
12	02000	_SUB	\$0.00	\$0.00	\$0.00	R

- Click ADD ROWS or select the Add Rows option again to add another row to your budget. Repeat steps 2 – 6 to enter information for the new row. Remember, after clearing the Enter/Browse dialog box,
  - Browse is enabled whenever the field section you are in offers a lookup for an exact match.
  - Click on the drop-down arrow to select another Account Category.
- Repeat as necessary.
   Note: The ADD ROWS row will disappear if you change to another function such as a filter or sort.
- 9. When you have finished entering your data, check the Revenue and Budget totals listed at the top of the columns to ensure that you have entered your entire budget, for example:

1	A	В	J	0	P }		
1	© Copyright 2007-2012 Spi	Hire Management, LLC: All Rights Reserved.			\$		
2	DEMO	Initial Budget (0001) (Y,Y)			ž		
3	Imporium				Ş		
4	AD-002				Ş		
5	Totals as of:	8/21/2014 @ 10:15 AM	\$900,000.00	\$0.00	\$634,000.00		
6	Filter:	Show All	\$900,000.00	\$0.00	\$634,000.00		
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC		
8	ADD ROWS				Į		
9	00000	General Default	\$900,000.00	\$0.00	\$0.00		
10	00000	REVENUE	\$900,000.00	\$0.00	\$0.00		
11	02000	Site Work	\$0.00	\$0.00	\$634,000.00		
12	02000	SUB	\$0.00	\$0.00	\$634,000.00		
$\sim$							

- 10. Click 🛃 to save your BFA workbook.
- 11. Click K to close Microsoft Excel and return to the Spitfire Budget document.

#### A Note about Billing Codes

You can choose to include Billing Codes in your Initial (and subsequent) Budget. Billing codes are often supplied by the customer to organize the Schedule of Values (SOV) for payments. They provide a link between Cost Code lines in the budget and lines in the SOV. They can also be used to create line items in your Project Setup document. If you use Billing Codes, you'll be able to create your SOV workbook from your budget. (See the <u>Focus on Schedule of Values (SOV) Billing guide for</u> **more information**.)

You can include Billing Codes whether you enter your data manually, from another budget or through the Import Wizard.

If you want to include Billing Codes for data that you entered manually,

- You must first make the Billing Codes column visible through your Setup worksheet (see the <u>Focus on the BFA Workbook</u> for instructions).
- You may enter Billing Codes only on Cost Code lines (the cells will have the green background). Those Billing Codes will then apply to all Account Categories under that Cost Code.
- You can repeat Billing Codes on various Cost Codes in order to roll up those Cost Codes into one Billing Code.
- You can include a Revenue Account Category in each Cost Code that you want linked to a Billing Code or just include revenue on one Cost Code. All Billing Code rows will be carried over to the SOV.

	G	Н	J	0
1		Nanagement, LLC: All Rights Reserved.		
2	DEMO	Initial Budget (0001) (Y,Y)		· · · ·
3	Project Contract Two	Totals as of: 1/17/2008 @ 10:56 AM		\$200,000
4	GC-012	Show All		\$200,000
7	Cost Codes	Description	Billing Code	Original Budget Revenue
9	01000	General Conditions	BC-1000	\$20,500
10	01000	_LABOR	BC-1000	
11	01000	_MTRL PERM	BC-1000	
12	01000	_OTHER	BC-1000	
13	01000	REVENUE	BC-1000	\$20,500
14	01700	Contract Closeout	BC-1000	\$2,500
15	01700	_MTRL PERM	BC-1000	
16	01700	REVENUE	BC-1000	\$2,500
17	02000	Site Work	BC-2000	\$19,000
18	02000	_EQ RENTAL	BC-2000	
19	02000	_LABOR	BC-2000	
20	02000	_MTRL PERM	BC-2000	
21	02000	_OTHER	BC-2000	
22	02000	EQ PARTS	BC-2000	
23	02000	REVENUE	BC-2000	\$19,000

This will translate into Billing Code **BC-1000** with an amount of **\$23,000** (both BC-1000 rows rolled up) and **BC-2000** with an amount of **\$19,000**. This will translate into Billing Code **ProRev** with an amount of **\$200,000** and **GenCon, ConClo and SitWor** with amounts of **\$0.** 

	G	Н	J	0
1		Ionogement, LLC: All Rights Reserved.		
2	DEMO	Initial Budget (0001) (Y,Y)		
3	Project Name Here	Totals as of: 1/25/2008 @ 3:31 PM		\$200,000
4	CO-080	Show All		\$200,000
7	Cost Codes	Description	Billing Code	Original Budget Revenue
9	00000	General Default	ProRev	\$200,000
10	00000	REVENUE	ProRev	\$200,000
11	01000	General Conditions	GenCon	
12	2 01000	_LABOR	GenCon	1
13	3 01000	_MTRL PERM	GenCon	
14	01000	_OTHER	GenCon	
15	01700	Contract Closeout	ConClo	
16	6 01700	_MTRL PERM	ConClo	ĺ
17	02000	Site Work	SitWor	
18	3 02000	_EQ RENTAL	SitWor	<pre></pre>
19	02000	_LABOR	SitWor	
20	02000	_MTRL PERM	SitWor	
21	02000	_OTHER	SitWor	
22	2 02000	EQ PARTS	SitWor	

#### A Note about Production Units

You can choose to include Production Units in your Initial (and subsequent) Budget. If you use Units, you'll be able to track those units through the Production Units Doc type. (See the technical white paper *Working with Production Units* for more information.)

#### **Delete Rows**

If you have added a row in error, or at any point want to delete a row, you can do so by using the **Delete Rows** option on the Budget ribbon.

#### To delete a row:

1. Select Delete Rows from the Budget ribbon.

	0
File Budget Spitfire BFA	
Add Rows 🏠 Import Wizard 🗧	
Delete Rows 🖓 Copy Existing	
Ę	
Budget Create/Copy	
A Delete Rows dialog box will ap	pear:
S Delete Rows	
From:	
00000: Project 🔽	
To:	
00000: Project 🗸 🗸	
Account Category	
_LABOR	
Delete Cancel	

- 2. You can choose to delete one Account Category row, one Cost Code including all its Account Categories rows, or multiple Cost Code rows.
  - If you want to delete several Cost Codes, use the From and To drop-downs to select the first and last Cost Codes to delete. All Accounts within those Cost Codes

							Delete		
			will be de	eleted w	hen you	i click 느		, for	
			example:						
			· · ·						
	-	G	Н	0	Т	U	Y	AP 🔽	
	Copyright 2007 Spittle Management, LLC. All Rights Reserved.     DEMO Initial Budget (Y,Y)_								
	3	Hotel Hampton	Totals as of: 8/6/2007 @ 3:42 PM	\$15,000		\$20,000			
	4	GC-008	Show All	\$15,000		\$20,000			
	7	Cost Codes	Description	Original Budget Revenue	Actual Revenue	Original Budget	Revised Budget "EAC"	Actual Cost to Date	
	8	ADD ROWS					S Delete R	ows	
_	9	00000	Project	\$15,000					
Rows 15 – 19	10	00000	REVENUE	\$15,000			From:		
will be	11	03000	Concrete			\$10,000	05000:	Metal	~
	12	03000	_LABOR			\$5,000	00000.	moral	
	13	03000	_MTRL PERM			\$2,000			
		p3000	_EQ OWNED			\$3,000	To:		
			Metal			\$6,000	06000:	Wood & Plastics	~
		05000	_LABOR			\$5,000			
		05000	_MTRL EXPEND			\$1,000	Account Cati	egory	All Accounts?
			Wood & Plastics			\$4,000			~
	19	06000	_LABOR			\$4,000			
	20 21 22							Delete C	ancel
	22								
	H 4	🕞 🕨 🔪 Data 🖉 Set	up 🔏 Executive Overview 🔏 Cos	st Analysis	<				

 If you want to delete just one row (Account Category) in a Cost Code, select the Cost Code in both the From and To drop-downs then select the Account Category. That

one row will be deleted when you click Delete, for example:

		G	Н	0	Т	U	_	Y	AP T	~		
	1	© Copyright 2007 Spitfire N	Nanagement, LLC: All Rights Reserved.			-		-		ìL		
	2	DEMO	Initial Budget (Y,Y)								7	
	3	Hotel Hampton	Totals as of: 8/6/2007 @ 3:42 PM	\$15,000		\$20,000				I.		
	4	GC-008	Show All	\$15,000		\$20,000						
	7	Cost Codes	Description	Original Budget Revenue	Actual Revenue	Original Budget		Revised dget "EAC"	Actual Cost to Date			
	8	ADD ROWS						S Delete R	ows			$\mathbf{X}$
	9	00000	Project	\$15,000							-	
	10	00000	REVENUE	\$15,000				From:				
Row 16 will be	11	03000	Concrete			\$10,000		05000: 1	vetal.			~
		03000	_LABOR			\$5,000						
deleted.		03000	_MTRL PERM			\$2,000	_	To:				
		03000	_EQ OWNED			\$3,000		10;				
		05000	Metal			\$6,000		05000: 1	Metal			~
	16	05000	_LABOR			\$5,000						
	17	05000	_MTRL EXPEND			\$1,000		Account Cate	gory		All Acc	ounts?
	18	06000	Wood & Plastics			\$4,000		LABOR				~
	19	06000	_LABOR			\$4,000		_CADOK				
	20 21 22 23					-			elete	Can	cel	
1	I.I	🕒 🕨 🖂 Data 🖉 Set	t <mark>un /</mark> Executive Overview 🦯 Cos	st Analysis	<	111						

 If you want to delete all Accounts in one Cost Code, select the Cost Code in the From and To drop-downs then click the All Accounts? checkbox. All Accounts in that Cost Code will be deleted when you click

Delete, for example:

	G	Н	0	Т	U	Y	AP	~
1	© Copyright 2007 Spittire N	Vanagement, LLC: All Rights Reserved.						───────
2	DEMO	Initial Budget (Y,Y)						. 7
3	Hotel Hampton	Totals as of: 8/6/2007 @ 3:42 PM	\$15,000		\$20,000			
4	GC-008	Show All	\$15,000		\$20,000			
			Original			S Delete R	ows	
	Cost Codes	Description	Budget	Actual	Original	<b>E</b>		
	Cost Codes	Description	Revenue	Revenue	Budget	B From:		
7			Revenue			05000: 1	Metal	~
8	ADD ROWS							
9	00000	Project	\$15,000			To:		
10	00000	REVENUE	\$15,000					
11	03000	Concrete			\$10,000	05000: 1	Metal	~
12	03000	_LABOR			\$5,000	Account Cate	non	All Accounts?
13	03000	_MTRL PERM			\$2,000	FIGGOGIN GOL	goiy	All Accounts :
14	03000	_EQ OWNED			\$3,000	_LABOR		~
15	05000	Metal			\$6,000			
16	05000	_LABOR			\$5,000		elete	Cancel
17	05000	_MTRL EXPEND			\$1,000			
18	06000	Wood & Plastics			\$4,000			
19	06000	_LABOR			\$4,000			

#### Important Note:

Cost Codes and Account Categories with Actual or Committed Amounts will appear in BFA and cannot be deleted, but you can enter \$0.00 for the Budget Amount.

## Copying an Existing Budget

BFA supports entering data for a budget by copying the budget from an existing project. When you copy the budget from an existing project, you can choose to copy the existing project's Original, EAC, Actual or FAC amounts and/or to apply a multiple to the Amount or Units. Furthermore, you are able to preview the rows to be copied and select which rows to include or exclude in your copy.

#### **Using Budgets as Templates**

Because of the flexibility in copying existing budgets, you can choose to create a project for the sole purpose of creating a budget with zero amounts but with line items that will be used as a "template" for other project budgets. When it is time to create a budget for a real project, you can choose which line items you want from your "template" budget through the Copy Existing option. Also, providing there is no conflict in the work-breakdown-structure of your budget, you can use the Copy Existing option multiple times. This allows you to create "templates" for sections of your budget that can be added as needed. For example, you can create a template budget that contains only "Site Construction" line items (with Cost Codes beginning in 02) and another that contains only "Electrical" line items (with Cost Codes beginning in 16) and so on. When it is time to add data to a budget in a real project, you would use the Copy Existing option to get your line items from "Site Work" and then again to get line items from "Electrical," etc. and then you would enter your amounts manually.

**Note**: you can copy only from a project with an **Approved** Budget, so even template budgets must be Approved.

#### To copy a budget from an existing project:

- 1. Select Copy Existing from the Budget ribbon.

   File
   Budget
   Spitfire BFA

   Add Rows
   Import Wizard

   Delete Rows
   Copy Existing

   Budget Create/Copy
   A

   A Retrieve Existing Budget dialog box will appear:

   S Retrieve Existing Budget

   Project Id

   Project Name

   Copy Billing Codes?
- 2. Click is to browse for the existing project from which you want to copy budget rows. If you want to copy the Billing Codes also, click the Copy Billing Codes? checkbox. (See also page 17.)
- 3. Click Add
- 4. In the Select Import Rows box that appears, click on the **Pick** checkbox for the rows you wish to copy. (You can also click the

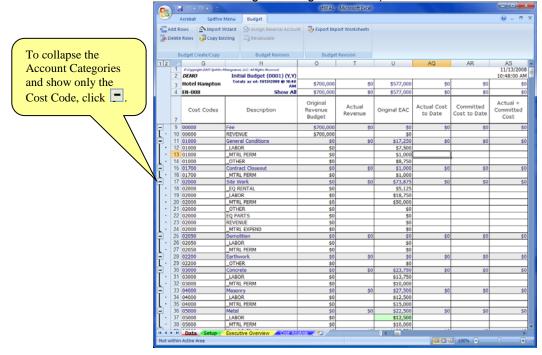
Select All button if you want to select all or most of the rows.) Conversely, you can click on a selected checkbox to unselect it

or click the Deselect All button to deselect all rows. Note: selecting or deselecting a Cost Code (summary) row, selects or deselects that Cost Code's associated Account Category (detail) rows.

Pick	Cost Code Id	Description	Account Category	Billing Code	Cost Mth	Orig. Amt.	Orig. Ul
✓	00000	Project			FP		
✓	00000		REVENUE		FP		
<b>v</b>	01000	General Conditions			FP	16,250	
✓	01000		_LABOR		FP	7,500	
<b>v</b>	01000		_MTRL PERM		FP		
✓	01000		_OTHER		FP	8,750	
Γ	01700	Contract Closeout			FP		
Γ	01700		_MTRL PERM		FP		
✓	02000	Site Work			FP	73,875	
<ul><li>✓</li></ul>	02000		_EQ RENTAL		FP	5,125	
✓	02000		_LABOR		FP	18,750	
✓	02000		_MTRL PERM		FP	50,000	~
2							>

5. (*optional*) Select the **Budget Source**: Original, EAC, Actual or FAC. The associated amounts and units from the source will be copied. Original is used as the Budget Source by default.

- (optional) Edit the Multiplier for Amount or Unit as required. The Multiplier adjusts the source amount/units accordingly, for example, a source of 108 and a multiplier of 1.25 create an entry of 135. To keep the amounts the same as the source, leave the Multipliers as 1.
- Results can be grouped. Click on the Group checkbox to select or unselect it, if necessary. The default of the Group checkbox is based on the number of import rows selected and the userdefined default on the Setup worksheet (see the <u>Focus on the</u> <u>BFA Workbook</u> guide for more information about the Setup worksheet).
- 8. Click Insert to copy the selected rows from the existing project to your new budget.
- 9. In the Budget worksheet, review your copied budget and make any additions (Add New Rows), deletions (Delete Rows), and edits as required. You can add amounts in any cell that has a green background when you click on it (in the Original Budget Revenue and Original Budget columns).



When you have finished entering your data, check the Revenue and Budget totals listed at the top of the columns to ensure that you have entered your entire budget.

- 10. Click 🚽 to save your entries.
- 11. Click 🖾 to close Microsoft Excel and return to the Spitfire Budget document.

## Importing a Budget

The Import Wizard allows you to locate a source document from which to create a Budget from existing data. You might, for example, use sophisticated estimating/bidding software that reviews every aspect of the project at a very deep level of granularity, resulting in a comprehensive work-breakdown-structure with pricing. Successful bids then need to be moved into the Project Management and Accounting systems. The primary task of the Import Wizard is to make this transition as efficient as possible. Whether you use off-the-shelf estimating/bid applications or home-built spreadsheets to create project bids, the Import Wizard can make light work of creating a budget for new projects.

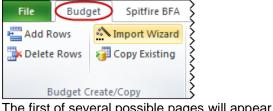
#### **Prerequisite: Consolidation Sheets**

The Import Wizard requires Consolidation Sheets. A Consolidation Sheet ensures that the spreadsheet to be imported matches the Cost Code-Account Category structure of BFA. (Cost Codes must be in rows and the Account Categories can be in either rows or columns.)

Before using the Import Wizard, make sure you have an appropriate Consolidation Sheet (see <u>Appendix A</u> on page 69 for details).

#### To import a budget:

1. Select Import Wizard from the Budget ribbon.



S Import Wiz		
	This wizard will your budget	step you through the process of importing a file into
	Local File	S:\Spitfire\BudgetFinancial
	Catalog	Estimate 👻
	Select Mapping	
	Oreate New	v
	🖢 🔘 Load	BFA Budget Import Map 🔹 🛄
		Budget as of Sept 18 2007.map
	Import Row	vs with Zero Amounts
		Back Next Finish Cancel

**Note**: As the Import Wizard steps you through the import process, the page appearing next depends on the selection input on the preceding page.

#### TIP

The number of maps that can be created is unlimited, but your company will probably have only one or two standard estimating formats from which to import a budget, in which case you will only need one or two mapping files.

- 2. At the Input Source section either
  - Select Local File, then browse for the file on your computer that contains the source data that you want to import into the BFA workbook.
  - Select Catalog, select a Doc type and browse for the file in the Spitfire Catalog that contains the source data that you want to import into the BFA workbook. This option allows you to access a source file that was previously attached to a Spitfire document (such as a Bid or Estimate document).
- 3. At the Select Mapping section either
  - Select **Create New** if you want to create a mapping file through the Import Wizard.
  - Select Load if you want to use an existing mapping file. A default mapping file might appear in the drop-down field if you previously used a mapping file or if there are mapping files in sfPMS (that were uploaded through the Templates tool—see <u>Appendix C</u> on page 75.) You can also browse for a mapping file on your computer. Note: the actual name of the file appears below the field.
- 4. If you want to include rows with a zero amount in your import, check the **Import Rows with Zero Amounts** checkbox.
- 5. (optional) If this is not the first time you are using the Import Wizard and you are selecting a mapping file that you have used before, click Finish and skip to step #14. Otherwise, continue with the following steps.

3.		Next	. The Workbook Options page will appear:
	🔄 Import Wi	zard	×
		o:	
	Workbook		
		fy the worksh ing guideline	neet in this workbook which contains data conforming to the s.
	Work	sheet Spit	✓
		Wor	ksheet exist in source workbook.
			Back Next Finish Cancel
			Dack INext Pinish Cancel

 At the Worksheet field, select the worksheet that contains the data to be imported (most likely the <u>consolidation sheet</u> described on page 69). A list of possible worksheets taken from the indicated workbook will be available. 8. Click Next . The Account Categories and Options page will appear. **Note:** The remaining instructions explain how to create a mapping. If you are using an existing mapping, you can review existing information as you view each of the following Wizard pages

Wizara pages.			
S Import Wizard			
Enter Account Categories and option	ne		
The Account Categories listed below are list as required. New entries are validate			
catagories do not have to be removed.			~
Account Categories to Import			
Account Category	Projected		~
_EQ OWNED	<b>V</b>		
_EQ RENTAL	<b>V</b>		
_LABOR	✓		~
Account Category Values			
Are in imported columns	🔘 Are ir	imported rows	
Cost Codes values stored descretely?			
E	lack	Next Finish	Cancel

This page displays all Account Categories defined in Microsoft Dynamics SL (or Work Categories in sfPMS if not integrated to Microsoft Dynamics SL) as Budget Accounts. It also offers a convenient way to select if the Account Category will be projected.

- Click on a radio button to select either Are in imported columns or Are in imported rows, depending on whether the spreadsheet being imported has information in columns or rows. Selecting the appropriate option will configure the Import Wizard to display the appropriate next page.
- 10. Click Next
- 11. If Account Category Values are in Imported Rows:

🗲 Import Wizard							
	ap Source columns to S les will be written to the pos	Spitfire Columns sition selected below during import.					
Source Columns		Target and Source Column Mapping					
A-Cost Code ID B-Description	Target	Source	<u>^</u>				
C-Costing Method	Cost Codes						
D-Projected	Description						
E-Threshold F-Revenue Amount	Category						
G-CC Amount	Billing Code						
H-Labor Amount	Costing Method						
I-Material Amount J-Equipment Amount	Unit of Measure						
K-Subcontractor Amoun	Projected						
L-G & A Amount	Threshold						
	Original Budget		~				
	J=						
	Back	Next Finish	Cancel				

This page contains two boxes. The left box is a list of each column in the source worksheet. The right box has two columns: Target and Source.

The object of this screen is to map the source document to the target locations.

 Drag and drop the appropriate column name from the left box to the appropriate row in the right box. For example:

Source Columns	Target and Source Column	Mapping
B-Description C-Costing Method	Target	Source
D-Projected	Cost Codes	A-Cost Code ID
E-Threshold	Description	
F-Revenue Amount G-CC Amount	Category	
H-Labor Amount	Billing Code	
I-Material Amount	Costing Method	
J-Equipment Amount K-Subcontractor Amoun	Unit of Measure	
L-G & A Amount	Projected	
	Threshold	
	Original Budget	

Not all column names in the left box need to be positioned. However, anything not mapped at this time will NOT be included in the import process. If another column should be needed, it may be necessary to revisit the Consolidation sheet structure.

• Click Next . (Skip to instruction #13.)

#### If Account Category Values are in Imported Columns:

	p Source columns to Acc will be written to the position :	-	g import.	
Source Columns	Map Source Columns to	Amount and/or U	nits	
A-Cost Code ID	Account Category	Amount	Units	UOM
B-Description C-Costing Method	EQ OWNED			
D-Projected	EQ RENTAL			
E-Threshold	LABOR			
F-Revenue Amount G-CC Amount	MTRL EXPEND			
H-Labor Amount	_MTRL PERM			
I-Material Amount	OTHER			
J-Equipment Amount K-Subcontractor Amoun	SUB			
L-G & A Amount	REVENUE			
	(Cost Code )			

This page contains two boxes. The left box is a list of each column in the source worksheet. The right box is a list of your Account Categories. The box has four columns: Account Category, Amount, Units, and UOM. The object of this screen is to map the source document to the target locations.

 Drag and drop the appropriate column name from the left box to the appropriate row and column in the right box. Not all columns in the left box need to be positioned.



		15	
🗲 Import Wizard			×
	ap Source columns to lues will be written to the po	Spitfire Columns sition selected below during import.	
Source Columns	Target and Source		
B-Description C-Billing Code	Target	Source	
D-Costing Method	Cost Codes		
E-Projected F-Threshold	Description		
H-CC Amount	Billing Code		
M-G & A Amount	Costing Method		
	Projected		
	Threshold		
	Back	Next Finish	Cancel

12. Map additional source columns on the next page:

Note: This step is not required if your import data is in rows.

This page also contains two boxes. The left box list the columns from the source worksheet that remain unmapped. The right box has two columns: Target and Source.

- Match the column names listed in the left box with those in the right box then drag and drop as appropriate. Not all columns in the left box need to be positioned. However, anything not mapped at this time will NOT be included in the import process.
- If another column is needed, it may be necessary to back up one step and complete the prior mapping, or revisit the Consolidation sheet structure.
- o Click Next
- 13. Save your mapping on the next page.

S Import Wizard	
Save Mapping Using saved mappings makes future imports easier and quicker. Mappings can be saved for common or personal use depending on the security attributes of the saved location. Enter the full path, or browse to locate the save location then type Mapping Name followed by the extension ".MAP" Save this mapping for future use?	
Replace this file	
Back Next Finish Cancel	

 If you do not want to save the mapping file on your computer (for example, if the mapping file is already available through sfPMS), click on the Save this mapping for future use? checkbox to unselect it.

- Otherwise, enter a path or click browse for a save location on your computer.
- Click the **Replace this file** checkbox if you want to override an existing mapping.

0	Click	Next

14. Preview your rows on the next page.

Preview the Import Data								
Cost Code	Description	Category	Billing Code	Amount	Units	UOM	Туре	^
49349.7342	General Conditio			\$0.00	0			
49349.7342	_LABOR	_LABOR		\$508,256.4	0		EΧ	_
49349.7342	REVENUE	REVENUE		\$163,520.0	0		ΒV	
1206.17700	Rough Carpentr			\$0.00	0			
1206.17700	_EQ OWNED	_EQ OWNE		\$39,584.30	0		EΧ	
1206.17700	LABOR	LABOR		\$41,621.88	0		EΧ	
1206.17700	REVENUE	REVENUE		\$137,113.4	0		ΒV	
6210.84155	Landscaping R			\$0.00	0			-
					- 1			-

15. (optional) If the values appear in the wrong columns, click

Back to get back to where you can fix the mapping error, or click Cancel to start again.

- 16. Click Finish to import your data. The Select Import Row window will open. (The external source document and Import Wizard will close.)
- 17. Review the rows one last time on the last page. (This is the same form used when you copy rows from an existing project.)

Pick	Cost Code Id	Description	Account Category	Billing Code	Cost Mth	Orig. Amt.	Orig. L
<ul><li>✓</li></ul>	01-00000	General Conditions R			FP	549,350	
<	01-00000	_LABOR	_LABOR		FP	508,256	
✓	01-00000	_OTHER	_OTHER		FP	41,093	
✓	01-00000	REVENUE	REVENUE		FP	163,520	
✓	01-01000	Rough Carpentry R			FP	81,206	
<b>V</b>	01-01000	_EQ OWNED	_EQ OWNED		FP	39,584	
<	01-01000	_LABOR	_LABOR		FP	41,622	
<	01-01000	REVENUE	REVENUE		FP	137,113	
<	01-02000	Landscaping R			FP	96,211	
<ul><li>✓</li></ul>	01-02000	_EQ OWNED	_EQ OWNED		FP	62,944	
✓	01-02000	_LABOR	_LABOR		FP	33,267	
•	01-02000	REVENUE	REVENUE		FP	109,591	
<							>

18. Click on the checkbox in the Pick column to uncheck/check the

rows you w	ant to import. You can also click	Select All	or
Deselect All	to facilitate your selections		

- 19. Edit the **Multiplier** for Amount or Unit as required.
- 20. Click Insert to add these rows to the BFA spreadsheet.
- 21. Back in the BFA worksheet, check your rows to make sure that you have entered what you intended.
- 22. Click 🛃 to save your entries.
- 23. Click to close Microsoft Excel and return to the Spitfire Budget document.

# **Budget Revisions**

## Editing an Unapproved Budget

The Spitfire Budget document controls access to your budget and also controls when that budget is approved/posted. As long as the status of your first Budget document (be it Initial or As Bid) is **In Process**, you can make changes to its BFA workbook as many times as needed.

#### To edit the BFA workbook of an unapproved first Budget document:

1. From the Project Dashboard, open the Budget document.

Click • to expand a Cost Code. Click • to collapse the Cost Code's Account Categories.

AD-002 - Imp	orium			0	$\sim$
DOCUME	итз 🍸 差 🕻	7			BUDGET
Type 🕇	0 🗃	D 🗗	Doc No	Description	Þ
Budget	1 •		0001	Initial Budget	5,

2. Click I to open the BFA workbook.

 If necessary, expand the Cost Code to get to the Account Categories, for example:

	16	01700	Contract Closeout		
	18	02000	Site Work		\$73,875
ŀ	19	02000	_EQ RENTAL		\$5,125
ŀ	20	02000	_LABOR		\$18,750
ŀ	21	02000	_MTRL PERM		\$50,000
ŀ	22	02000	_OTHER		
ŀ	23	02000	EQ PARTS		
ŀ	24	02000	REVENUE		
Ŀ	25	02000	_MTRL EXPEND		

- 4. Enter or edit your amounts directly in the Original Revenue Budget or Original EAC columns.
- (optional) Add or delete rows.
   Note: if you add an account Category that already exists for a Cost Code, the <u>Similar Row Election window</u> will open. See page 36.
- 6. Click 🛃 to save your changes.
- 7. Click 🛛 to close Microsoft Excel and return to the Budget document.

#### TIP

When a Budget is **Pending**, it is ready for review. The BFA workbook cannot be edited but those with proper permission can change the document status back to **In Progress** (for further edits) or **Approved**.

## Approving Your Budget

#### TIP

Through the

BudgetConfig | PreventNegativeEAC rule, approval can be prevented if posting a budget revision would cause a budget line to become negative. See the <u>Rules and Rule</u> <u>Values</u> technical white paper for more information. When your Budget document's BFA worksheet is as desired, the appropriate person should approve the Budget document.

#### To approve your Budget document:

- 1. Open the Budget document.
- 2. (*optional*) Make final changes to the BFA workbook, then save and close it.
- 3. Change the document status to Approved.

S Budget- In Process	
Initial Budget	
DOCUMENT HEADER	.↓ 🖪 ⊧ 🕇
Doc# 0001 PROJECT AD-002 Imporium	
DESCRIPTION Initial Budget TYPE Project	
STATUS Approved V DATE In Process Approved Canceled	
Details Pending	<b>P</b> 🗵

4. Save ( H) then close the document.

Once the status of the Initial Budget (or As Bid Budget) document has been changed to **Approved**, the "Original budget" amounts can no longer be edited. Revisions to the budget after that point are made through a new Budget document, which starts with data from the original Budget, as shown on the next page.

Your Initial Budget document is unique. By default, the values you enter through the Initial Budget are posted to all three budget buckets: Original, EAC and FAC. (You can choose to change this default.) Subsequent Budget documents will post budget revisions to the EAC bucket only. (**Note**: if you are using the As Bid Budget document as your first document, the values you enter through your first BFA workbook will be posted to the Original bucket only.)

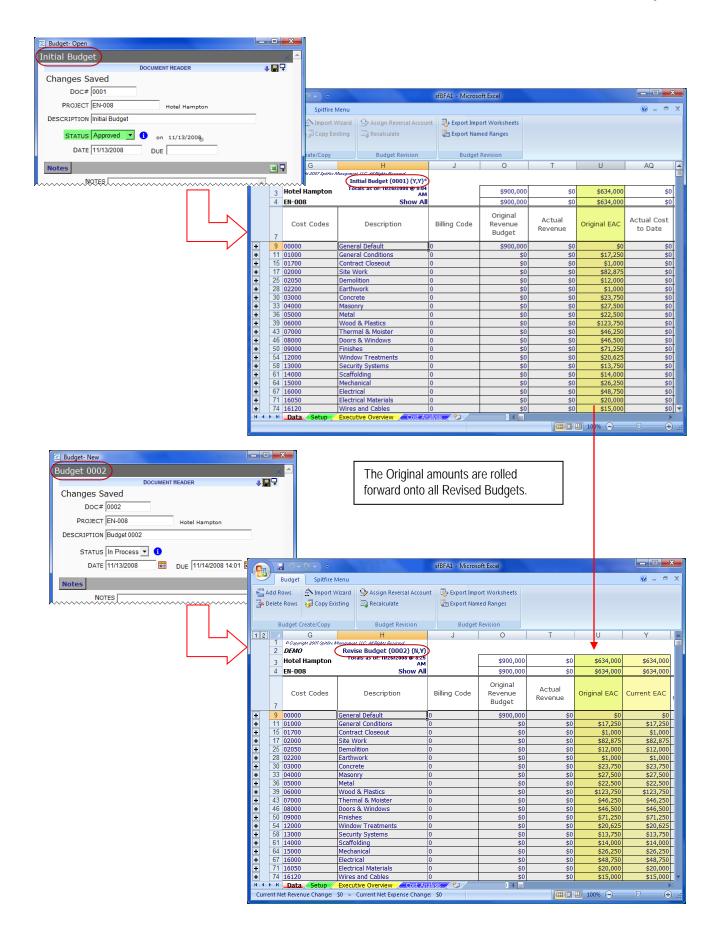
If you approve the Revised Budget (Budget #2), the next Budget document that you create (Budget #3) will carry over the Revised Budget information (EAC)—as well as the Original budget information in the Original EAC column.

You can create any number of Revised Budgets; however, by default, a Revised Budget document cannot be created until the previous Budget document has been **Approved**. Each new Budget carries over all previously approved revisions.

## Revising Your Budget

#### TIP

The default can be changed to allow multiple **In Progress** Budget documents at one time, through the **DocTypeConfig** | **AllowSingleOpen** rule. (See <u>KBA-01154</u> and the <u>Focus on System</u> <u>Administration</u> guide for more information.)

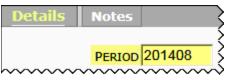


## **Status Line**

When you make changes to your data during Budget revisions, net revenue and expense changes are listed on the Status line:

#### **Fiscal Periods**

On any Budget document, you can specify the fiscal period into which the budget revision numbers should be posted. Once the Budget document is **Approved**, the month and year indicated on the Period field of the Budget document will be used as the fiscal period.



You can change what appears in the Period field to any year and month (*YYYYMM*) within the time frame of January of last year through December of next year. For example, if today is November, 2014, you could change the fiscal period to anytime between January, 2013 (201301) and December, 2015 (201512).

What appears in the Period field by default is determined by the **DocTypeConfig** | **FiscalPeriod** rule. (See <u>KBA-01154</u> and the <u>Focus</u> <u>on System Administration</u> guide for more information.)

#### TIP

The fiscal period can be indicated on other documents, such as Period Distribution, Forecast, Change Order, and Project Setup, also.

## Revised Budget Document and Workbook

#### To create a Revised Budget document and worksheet:

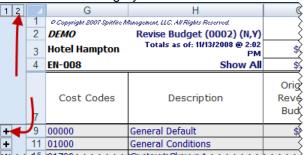
1. From the Project Dashboard, create a new Budget document:

		_				,					-
GC	-003 - Norther	'n	Light	ts Offic	te Bldg					Jun 1, 2007 -	Jan 31, 2008 🤳 🗦
	DOCUMENTS	7	7 🛓 📮			F	BUDGET - O O	PEN DO	UMENTS		74
		o	🛎 🔺		Doc No	Description	D	ate	Due	Approved	Status
	Bid	1	•				The second				
₽₿	Bid Package	3	•		get- New		_	_	-	-	
$\odot$	Budget	0	•	Budg	et 0002						× ^
78	ссо	1	•				DOCUMENT	HEADER	L		🔺 🖬 l 🖵
- <b>P</b> B	Cert & Appr	4	2								
Ð	Change Order	1			DOC# 0002						
₽₿	Commitment	3	2	PF	ROJECT GC-003	3	Northern I	ights Offi	ce Bldg		
Ð	Compliance Notification	1	1 -		IPTION Budget						

2. (*optional*) Select **Manual Revision** as the Budget Type (see page 39).

S Budget- New		
Budget 0005	i	
	DOCUN	IENT HEADER
		3
DOC#	0005	}
PROJECT	AD-002	BBC House
DESCRIPTION	Budget 0005	
TYPE	Manual Revision 💽	
STATUS	Manual Revision	\$
DATE	CCO	DUE 1/2/2010 10
Details No	Change Order Commitment Period Distribution Project	

- 3. (optional) Make changes to any of the fields on the document.
- 4. Save the document in order to enable the 🜌 icon.
- 5. Click 🜌 to open the BFA workbook.
- 6. If necessary, ungroup your Cost Codes. Changes must be made at the Account Category level.



- mutiliaroan and and a second and a second
- 7. (*optional*) Assign a Reversal Account (as described on page 41) if desired.

TIP

Only newly added Cost Code rows allow the Description to be changed.

- 8. At this point, you can use the <u>Copy Existing</u> option (see page 20) or the <u>Import Wizard</u> (see page 23). You can also make manual changes right on the worksheet. (In all cases, see page 36 on how to deal with <u>duplicate rows</u>.) For each row that you want to change manually:
  - Enter either an A (to add or subtract the amount to the existing amount) or an R (to replace the existing amount with a new amount) in the Manual EAC Change Type column.

**Note**: Depending on your Setup, one of these letters will appear by default in this column whenever you enter a change in the **Manual EAC Change Amount** column. If you know your default, and want that default, you do not need to enter anything in the **Manual EAC Change Type** column.

• Enter your changed amount in the Manual EAC Change Amount column.

**Note**: if the Original Budget amount is **0** or if you want to replace an amount with 0, the Manual EAC Change Type is forced to be an **A** regardless of your input and the Manual EAC Change Amount is calculated and automatically entered to give you the end result you desired. For example, if the current amount is \$100 and you entered **R** and **0** (because you want to replace the \$100 with \$0) the Data worksheet would change the R to an **A** and the \$0 to -**\$100**. 100 - 100 = 0 so the EAC Change Results would be 0, as you wanted in the first place.

• Tab out of the cell or click in another cell for the change to take effect.

		୭ . ୯ . ⇒ )					sfBFA1 -	Microsoft Excel		
r 🙂	I	Budget Spitfire N	/lenu							
	dd R	ows 🌕 Import V	/izard 🏼 🎐 Assign Reversal Accou	nt 🛛 📑 Export Imp	port Worksheets					
💿 🕁 D	elete	Rows 🛛 Copy Exi	sting	Export Na	med Ranges					
	В	udget Create/Copy	Budget Revision	Budget Wiza	ard Worksheets					
		AD17								
12		G	H	0	Т	U	Y	AC	AD	AF
	1	-	tlire Management, LLC. All Rights Reserved.	Ū		Ŭ			7.0	
	2	DEMO	Revise Budget (0002) (N,Y)						Rev:	\$751,000
	3	Northern Lights Plaza	Totals as of: 1/5/2010 @ 8:34 AM	\$750,000	\$27,203	\$575,000	\$575,000			\$577,898
	4	GC-003	Show All	\$750,000	\$27,203	\$575,000	\$575,000			
	7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
Ę.	9	00000	Project	\$750,000	\$27,203	\$0	\$0	A	\$0	\$1,000
Ŀ		00000	REVENUE	\$750,000	\$27,203	\$0	\$0	A	\$1,000	\$1,000
		01000	General Conditions	\$0	\$0	\$16,250	\$16,250	A	\$0	\$17,148
		01000 01000	_LABOR MTRL PERM	\$0 \$0	\$0 \$0	\$7,500 \$0	\$7,500 \$0	R A	\$7,849 \$549	\$7,849 \$549
		01000	DTHER	\$0	\$0	\$0	\$8,750	~	\$049	\$J49 1 \$0
		01700	Contract Closeout	\$0	\$0	\$0	\$0	A	\$0	\$2,000
Τ·		01700	_MTRL PERM		\$0	\$0	\$0		\$2,000	\$2,000
Ţ.	17     02000     Site Wor     Cost Codes and Account       18     02000     _EQ OW     Categories with changes					\$73,875 \$0 \$0				

#### TIP

For information on changing your Setup options, see the <u>Focus</u> <u>on the BFA Workbook</u> guide.

- 9. (optional) Add new rows, if necessary.
- 10. Click to close Microsoft Excel. A summary pop-up will ask if you want to save your changes, for example:

Summary of Changes
Summary of Manual budget Changes. Net Revenue change = \$1,000 Net Expense change = \$2,898 Net Revenue and Expense change = -\$1,898 If approved the new Revenue = \$751,000 If approved the new Expense = \$577,898 Save Changes?
Yes No Cancel

11. Click Yes to save your revisions, close BFA, and return to the Spitfire Budget document (or click No to close

BFA and return to the Spitfire Budget document without saving your changes).

- 12. (*optional*) Back in your Budget document, attach supporting files as appropriate.
- 13. (optional) Route as appropriate.
- 14. Click 🔚 to save your Revised Budget document.
- 15. As with the Initial Budget, you can open and change your Revised Budget and its BFA workbook as often as needed while the status is **In Process**. However, while the status is **Pending**, you will not be able to change the BFA workbook. Change the status back to **In Process** to make changes and to **Approved** when you are ready to post your revised numbers.

#### Adding Rows that Already Exist

When editing your Budget, you can use the Copy Existing and Import Wizard options described previously. You can also use the Add Rows option as often as necessary. However, if you try to add Cost Codes and related Account Categories that already exist in the BFA workbook, the Similar Row Election window will appear.

### **Through Add Rows**

Click

If you are adding a Cost Code – Account Category row through the Add Row option, the window will appear as follows:

Similar Row	Election			
BFA Row:	10 Cost Code:	01000: General Cor	nditions _LABO	R
	Account Category Found	Add to	Existing 🔘 F	Replace Existing
	Description	Amount	Units	This Row Only:
Current	LABOR	\$500,000	0	O
Import:	_LABOR	\$0	0	O
				Proceed
		Mala	- 0-1	
		маке	a Select	ion
L				

**Note**: Amounts and Units on the Account Category level and Units on the Cost Code level (if any) are indicated.

- If you want to keep the original row, select the **This Row Only: Current** radio button.
- If you want to use new data to change your row, select the **This Row Only: Import** radio button.
  - If you want the new amount/units to replace the existing amount/units, select the **Replace Existing** radio button.
  - If you want the new amount/units to be added to the existing amount/units, select the Add to Existing radio button.

0: General Conditions _LABOR	<u>}</u>
	)0: General Conditions _LABOR
· · · · · · · · · · · · · · · · · · ·	Add to Existing Replace Existing
	Proceed

### **Through Copy Existing or Import Wizard**

If you are using the Copy Existing or Import Wizard option and there are duplicate Cost Codes and related Account Categories, the Similar Row Election window will have additional choices, as shown on the next page.

Similar Row	Election						
BFA Row:	13 Cost Code	01010-00: Rough C	arpentry R_E	QOWNED			
	Account Category Found	Add to E	Existing 🔘 R	Replace Existing			
	Description	Amount	Units	This Row Only:			
Current	_EQ OWNED	\$41,000	0	O			
Import:	_EQ OWNED	\$39,584	0	$\odot$			
	This time and if additional Si	milar Rows are found;	ALWAYS	Proceed			
	Keep ALL Existing Budge	t Data 💿 Replace	ALL with Impo	rt Data			
	Add ALL Import to Existing data     Make a Selection						

- If you do not want to make changes to any of the rows that are duplicated, select the **Keep Budget Data** radio button.
- If you want to add the new amounts and units to all duplicate Account Category rows (and new units, if any, to all duplicate Cost Code rows), select the Add Import to Existing for all rows radio button.
- If you want to replace the amounts and units on all duplicate Account Category rows (and replace the units, if any, on all duplicate Cost Code rows), select the **Replace with Import Data** radio button.
- If you want to indicate how duplicate rows should be handled on a row by row basis, select either the Add to Existing or Replace Existing radio button for each duplicate row, as described in the previous section.



**Note**: the Similar Row Election window appears whether you are modifying your Initial Budget or a later Budget revision.

### TIP

For more information about Change Order workflows, see the <u>Change Order</u> <u>Management</u> white paper.

### TIP

If you open a snapshot of the BFA workbook that isn't the most current, and Cost Codes have been changed (for example, through a Change Order), the rows with

changes will have a on them. For more information, see the <u>Focus on the BFA</u> <u>Workbook</u> guide. Change Order documents can revise your EAC budget, both expense and revenue lines.

Approved or Committed CCO documents and Committed Commitment documents can also revise your EAC budget.

You can choose whether you want these documents to revise your budget automatically and whether you want Budget revision documents to be Approved (posted) automatically or not. (See your System Administrator or implementer for more information about how to set up your system for automatic budget revisions.)

When automatic budget revisions is turned on, changes to your budget can be seen through Budget documents (and corresponding BFA workbooks) that are created on your Project Dashboard.

### **Budget Type**

When a Budget document is created automatically, the Budget Type field indicates what created the Budget, for example:

S Budget-	
Adjustments from Ch	anges for Change Item 00
	DOCUMENT HEADER
DOC# 0003	
PROJECT AD-002	BBC House
DESCRIPTION Adjustments	from Changes for Change Item 00001
DESCRIPTION Adjustments	·
	nt 🔽

By default, the Budget Type can be any of the following:

- Project if created from the Project Setup document (Initial Budget),
- CCO if created from a CCO document,
- Change Order if created from a Change Order document,
- Commitment if created from a Commitment document,
- **Period Distribution** if created from a Period Distribution document (see page 67), or
- Manual Revision if you create the Budget document yourself though the icon.
   Note: unlike the other Budget Types, which appear automatically on the document, you need to select Manual Revision manually. If you do not select a Budget Type, the Budget Type will remain blank.

#### Example

1. You make a change in your BFA workbook and then Approve that Budget document (#0002):

			that L	uuyet u	ocument	. (#0002)				
	A	В		K	N	0	S	W	Х	Y
1		Hige Management, U.C. All Rights Reserved.								
2	DEMO (	Revise Budget (0002) (N,Y)								
3	BBC House									
4	AD-002									
5	Totals as of:	12/8/2010 @ 1:57 PM	\$750,000	\$750,000	\$0	\$575,000	\$575,000		Rev:	\$750,000
6	Filter:	Show All	\$750,000	\$750,000	\$0	\$575,000	\$575,000			\$575,500
			Original	Current	Actual			Manual EAC	Manual EAC	EAC Change
	Cost Codes	Description	Revenue	Revenue	Revenue	Original EAC	Current EAC	Change Type	Change	Results
7		-	Budget	Budget	Revenue	-		Change Type	Amount	Results
9	00000	General Default	\$750,000	\$750,000	\$0	\$0	\$0		\$0	
11	01000	General Conditions	\$0	\$0	\$0	\$16,250	\$16,250		\$0	
15	01700	Contract Closeout	\$0	\$0	\$0	\$0	\$0		\$0	\$500
16	01700	_MTRL PERM	\$0	\$0	\$0	\$0	\$0	А	\$500	\$500
17	02000	Site Work	\$0	\$0	\$0	\$73,875	\$73,875		\$0	
18	02000	EQ RENTAL	\$0	\$0	\$0	\$5,125	\$5,125		\$0	\$0
	02000	LABOR	\$0	\$0	\$0	\$18,750			\$0	

 You create a Change Order document with a corresponding Commitment document in your project. Your Commitment adds \$3000 to your expenses. When you **Commit** the Commitment, a Budget document with BFA workbook is created.



1 2	2	G	Н	0	Т	U	Y	AC	AD	AF 👌
	1	1 @ Copyright 2007-2009 Spittire Management, LLC: All Rights Reserved.								{
	2	DEMO	Revise Budget (0003) (N,Y)*						Rev:	\$750,000
	3	BBC House	Totals as of: 1/1/2010 @ 9:33 AM	\$750,000	\$0	\$575,000	\$575,500			\$578,500
	4	AD-002	Show All	\$750,000	\$0	\$575,000	\$575,500			
	7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
+	9	00000	General Default	\$750,000	\$0	\$0	\$0		\$0	\$0
-	11	01000	General Conditions	\$0	\$0	\$16,250	\$16,250	A	\$0	\$19,250
·	12	01000	_LABOR	\$0	\$0	\$7,500	\$7,500		\$0	\$0
· · ·	13	01000	_MTRL PERM	\$0	\$0	\$0	\$0		\$0	\$0
•	14	01000	_OTHER	\$0	\$0	\$8,750	\$8,750		\$0	\$0
L ·	15	01000	_SUB	\$0	\$0	\$0	\$0	A	\$3,000	\$3,000
+	16	01700	Contract Closeout		\$0	\$0	\$500		\$0	\$500

3. You add a 10% markup to your Change Item Budget Entries for a total of \$3300 revenue amount on the Change Order. You Approve the Change Item and then post the revenue change; a Budget document with BFA workbook is created:

		BUDGET		
P 🗗	Doc No	Description	Date	Du
<b>2</b>	0004	Adjustments from CO 0001	1/1/2010	
<b>2</b>	0003	Adjr S Budget-		
<b>2</b>	0002	But		
<b>2</b>	0001	Init Adjustments from CO 0001	× ₽∎♥	P
Contra (all iter Contra D&B R D&B R D&B R 	ns) acts eports al imail	DC# 0004 PROJECT AD-002 BBC House DESCRIPTION Adjustments from CO 0001 Type Change Order V STATUS Approved 1 on 1/1/2010 DATE 1/1/2010 DUE Details Notes		

4. You can review any of the BFA workbook snapshots, each created when a change was made to the budget:

		BUDGET				Ϋ́Ψ
D 🗗	Doc No	Description	Date	Due	Approved	Status
<b>2</b>	0004	Adjustments from CO 0001	1/1/2010 _©			Approved
<b>2</b>	0003	Adjustments from Changes for Change Item 00001:	1/1/2010			Approved
<b>2</b>	0002	Budget 0002	1/1/2010	1/2/2010 _©	1/1/2010 _©	Approved
<b>2</b>	0001	Initial Budget	1/1/2010		12/31/2009 ₀	Approved

### Reversal Accounts

Project contingency accounts are frequently used to accommodate unexpected costs during a project's life cycle. Funds are often redistributed so that the net change of revenue or costs remains zero. A Budget Reversal Account can help with this redistribution.

You can designate any Account Category as a Reversal Account while making your revisions. In fact, you can change the Reversal Account several times during your session. Revenue Reversal Accounts can be used for revenue only; likewise, expense Reversal Accounts can be used for expenses only. The Reversal Account is *not* saved when you leave the BFA workbook.

Once you assign a Reversal Account, changes that you make to another row will affect both that row and the Reversal Account row.

For example, let's say that you assigned **Site Work _MTRL PERM** as your Reversal Account. You then add \$1000 to **Demolition _MTRL PERM**. \$1000 will be added to Demolition __MTRL PERM and \$1000 will be subtracted from Site Work _MTRL PERM:

12		G	Н	0	Т	U	Y	AC	AD	AF
Copyright 2007 Spittic Monogement, LLC, All Rights Reserved,     DEMO Revise Budget (0003) (N,Y)										
	3	Hotel Hampton	Totals as of: 11/18/2008 @ 3:08	\$900,000	\$0	\$634,000	\$640,249			\$640,249
	4	EN-008	Show All	\$900,000	\$0	\$634,000	\$640,249			
	7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
-	18	02000	Site Work	\$0	\$0	\$82,875	\$82,875	A	\$0	\$0
•	19	02000	_EQ RENTAL	\$0	\$0	\$5,125	\$5,125		\$0	\$0
•	20	02000	_LABOR	\$0	\$0	\$18,750	\$18,750		\$0	\$0
•	21	02000	_MTRL PERM Reversal	Account \$0	\$0	\$50,000	\$50,000	A	-\$1,000	\$49,000
•	22	02000	_OTHER	\$0	\$0	\$2,000	\$2,000		\$0	\$0
•	23	02000	EQ PARTS	\$0	\$0	\$5,000	\$5,000		\$0	\$0
. · .	24	02000	_MTRL EXPEND	\$0	\$0	\$2,000	\$2,000		\$0	\$0 \$0
_	25	02050	Demolition	\$0	\$0	\$12,000	\$12,000	A	\$0	\$0
•	26	02050	_LABOR	\$0	\$0	\$7,000	\$7,000		\$0	\$0
· ·	27	02050	_MTRL PERM	\$0	\$0	\$5,000	\$5,000	A	\$1,000	\$6,000
• •	<b>H</b>	Data Setup	Executive Overview 🖌 Cost An	alysis 🖉 🏷						►
Curre	nt N	et Revenue Change:	\$0 ~ Current Net Expense Chang	e: \$0					<b>I</b> 100% 😑 —	-0

Because you used a Reversal Account, the Net Expense Change is \$0.

#### To assign a Reversal Account:

1. Select Assign Reversal Account from the Budget ribbon:

File	Budg	udget Spitfire BFA		Export	Settings	A
📇 Add Re			Import Wizard Copy Existing	Section R	eversal Accou	unt
Budget Create/Copy				Budge	t Revision	
The Assign Reversal Account pop-up box will appear.						

2. Select the Cost Code and Account Category that you wish to

assign as a Reversal Account from the drop-downs, for example:

S Assign Reversal Account
02000: Site Work 🗸
_MTRL PERM
_EQ RENTAL LABOR
MTRL PERM
_OTHER
EQ PARTS
MTRL EXPEND

3. Click Ok . The corresponding row will be designated as a Reversal Account. There will be no visible change to your worksheet until you make changes to other Account Categories.

#### To view, change or remove your Reversal Account:

- 1. Select Assign Reversal Account from the Budget ribbon again.
- 2. Notice the existing Reversal Account on the Assign Reversal Account pop-up:

S Assign Reversal Account
Current Reversal Account: 02000 : _MTRL PERM
00000: General Default 🗸
OTHER -
Remove Reversal Account
Ok Cancel

- If you just wanted to see which Account is currently the Reversal Account, click Cancel.
- If you want to change the Reversal Account, select a new Cost Code and Account as your new Reversal Account.
- If you want to remove your Reversal Account, click on the **Remove Reversal Account** checkbox.
- 3. Click Vour future changes to the worksheet will use the new Reversal Account, or no Reversal Account, depending on your choice.

**Note**: the status line will reflect all changes to the worksheet, regardless of how many Reversal Accounts you used.

12		G	Н	Т	U	Y	AC	AD	AF 🔺
	1		Vanagement, LLC. All Rights Reserved.						E
	2	DEMO	Revise Budget (0003) (N,Y) Totals as of: 11/18/2008 @ 3:08						
	3	Hotel Hampton	PM	\$0	\$634,000	\$640,249			\$640,249
	4	EN-008	Show All	\$0	\$634,000	\$640,249			
	7	Cost Codes	Description	Actual Revenue	Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
E.	18	02000	Site Work	\$0	\$82,875	\$82,875	А	\$0	\$0
· ·	19	02000	_EQ RENTAL	\$0	\$5,125	\$5,125		\$0	\$0
<b> </b>   ·	20	02000	_LABOR	\$0	\$18,750	\$18,750		\$0	\$0
·	21	02000	_MTRL PERM Reversal		\$50,000	\$50,000	А	-\$1,000	
• •		02000	_OTHER	\$0	\$2,000	\$2,000		<b>\$</b> 0	\$0
• •		02000	EQ PARTS	\$0	\$5,000	\$5,000		\$0	\$0
Ŀ		02000	_MTRL EXPEND	\$0	\$2,000	\$2,000		\$0	\$0
	25	02050	Demolition	\$0	\$12,000	\$12,000	A	\$0	\$0
· ·		02050	_LABOR	\$0	\$7,000	\$7,000		\$0	\$0
L.	27	02050	_MTRL PERM	\$0	\$5,000	\$5,000	A	\$1,000	
		02200	Earthwork	\$0	\$1,000	\$1,000		\$0	\$0
L.	29	02200	_OTHER	\$0	\$1,000	\$1,000		\$0	\$0
	30	03000	Concrete	\$0	\$23,750	\$23,750	A	\$0	\$0
· ·	31	03000	_LABOR Reversal		\$13,750	\$13,750	A	-\$2,000	
Γ·	32		_MTRL PERM	\$0	\$10,000	\$10,000		\$0	\$0
	33	04000	Masonry	\$0	\$27,500	\$27,500	A	\$0	\$0
•	34	04000	_LABOR	\$0	\$12,500	\$12,500	A	\$2,000	
Γ.	35		_MTRL PERM	\$0	\$15,000	\$15,000		\$0	\$0
	36	05000	Metal	\$0	\$22,500	\$22,500	A	\$0	\$0
•		05000	_LABOR	\$0	\$12,500	\$12,500		\$0	\$0
L.	38	05000	_MTRL PERM Reversal	40	\$10,000	\$10,000	A	\$3,000	
	39	06000	Wood & Plastics	\$0	\$123,750	\$123,750	A	\$0	\$0
•	40	06000	_LABOR	\$0	\$18,750	\$18,750	A	-\$3,000	
		Data Setup	Executive Overview Cost An	alvsis 🖉 🖏	¢50.000	¢50.000		¢n	enl
	_		\$0 ~ Current Net Expense Chang					100% —	:

**Note**: If you try to make a change to your Reversal Account, the following warning will appear:

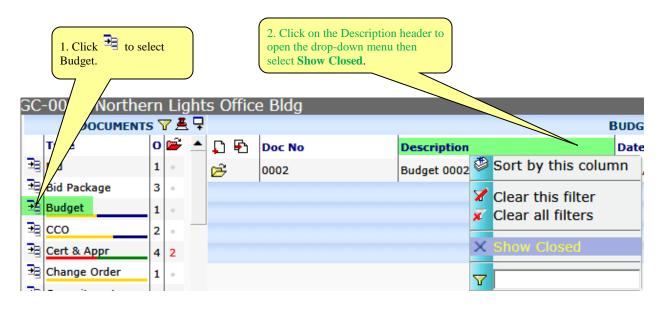
Account	Type Mismatch 🛛 🛛 🔀
(į)	The Source Row and Reversal Row are the same
	Automatic Reversal WILL NOT be applied
	ОК

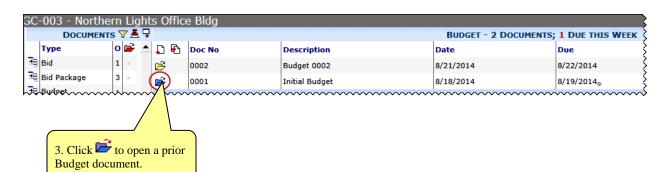
The Status Bar will be updated.

# **Reviewing Prior Budgets**

Budget documents and corresponding BFA workbooks that have been Approved (or Cancelled) are available for review only.

To review a prior Budget, start at the appropriate Project Dashboard:





S Budget-Approved Initial Budget 4. Click to open
Dog the BFA workbook in
Budget mode.
Doc# 0001
PROJECT GC-003 Northern Light e Bldg
DESCRIPTION Initial Budget
Түре
STATUS Approved 🗸 i on 8/18/2014
DATE 8/18/2014 DUE 8/19/2014 20:49
Details Notes

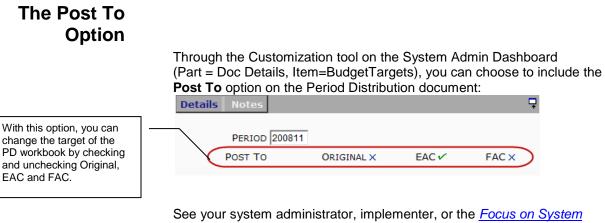
# **Part II: Period Distribution**

	Aside from the BFA workbook, Spitfire supports a Period Distribution (PD) workbook, which draws information from your current Budget so that you can spread Project Budget costs over financial periods representing the life of the Project. Period Distribution distributes and manages Original, EAC and Forecast amounts separately. By default, the PD workbook uses EAC data. You can select another target (Original or FAC) if you customize your Period Distribution document (see "The Post To Option" on the next page).
	Period Distribution within Spitfire allows for two different workflows:
	<ul> <li>Your Initial Budget includes your work-breakdown-structure and initial budget amounts, which are then distributed by period through the PD workbook.</li> </ul>
	• Your Initial Budget includes your work-breakdown-structure with all amounts initially set to zero. In this workflow for projected expenses, amounts are entered through the PD workbook and are then <u>posted back to the budget</u> , as explained on page 67.
	You access the PD workbook through a Period Distribution document.
Prerequisite	Before you can create your Period Distribution document, your Initial Budget document's status must be <b>Approved.</b>
Period Distribution Document	
	To create the Period Distribution document:
	<ol> <li>On your Project Dashboard, click Y at the documents menu to view all your Doc types.</li> </ol>
	<b>Note</b> : if Period Distribution does not appear on your documents menu, contact your System Administrator; the Doc type may have been renamed or needs to be made active for your site.
	<ul> <li>Click to select the Period Distribution Doc type, then click to create a new Period Distribution document.</li> <li>C-005 - Fabrikam Manufacturing Facility</li> <li>PERIOD DISTRIBUTION</li> </ul>

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DESCRIPTION	PROJECT GC-005 Fabrikam Manufacturing Facility DESCRIPTION Period Distribution 0001								
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44 🍐 1	Chris Demo (Project Staff)					Due: May 08 15:26 Viewed: May 08 15:26			
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- 3. (*optional*) Make changes to the document. For example, change the description and fiscal period or enter a note.
- 4. (*optional*) Add attachments or a route, as you would with any other document.
- 5. Click 🔚 to save your document. The 🜌 icon will not appear until the first time the document is saved so you must save even if you have made no changes to the document.



See your system administrator, implementer, or the <u>Focus on System</u> <u>Administration</u> guide for more information on customizing your document.

### **PD Workbook**

### To open the PD workbook:

• Click an on the Period Distribution document. (Remember to save if the icon is not yet visible):

S Period Distribution- New	
Period Distribution 0001	× ^
DOCUMENT HEADER	
Changes Saved	
Doc# 0001	
PROJECT GC-003 Northern Lights Office Bldg	
DESCRIPTION Period Distribution 0001	
STATUS In Process 🚽 🚺	
DATE 10/17/2012 DUE 10/18/2012 14:57	
Details Notes	

### The PD workbook will open:

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Set First Period       Up Slope       Clear Selection       Filter By Type       Supplemental Workbooks         Distribute Amounts       Selection       Display/Filter       Export/Other       About Spitfilter         H7       Image: Selection       Image: Selection       Display/Filter       Export/Other       About Spitfilter         H7       Image: Selection       Image: Selection       Image: Selection       Display/Filter       Export/Other       About Spitfilter         H7       Image: Selection       About Spitfilter       About Spitfilter       About Spitfilter         Image: Selection       About Spitfilter       About	J
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### Period Data Worksheet

### Date Range Determination

Several factors determine the start and end dates for the Initial Period Distribution Data worksheet.

### Start Date

• If the Project's Current Start Date (on the Dates tab of the Project Setup document) is filled out, then that date is used as the Period Start Date:

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- If actual costs exist and the earliest actual date is earlier than today or the Project's Start Date, then that date is used as the Period Start Date.
- Otherwise, today's date is used as the Period Start Date.

### TIP

Subsequent PD workbooks will use the same Start and End Dates unless actual costs are posted prior or after those dates or unless a range extension is created in a prior workbook.

#### End Date

• If the Project Current Finish Date (on the Date tab of the Project Setup/Contract document) is filled out, then that date is used as the Period End Date:

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Spitfire Menu Remainder Only Set First Period Distribute Arr H5 C 1 C 1 C C	By Curve Up Slope Down Slope tounts	Clear Selection Selection Clear Selection Selection Clear Selection Clear Selection Selection	Show All/Undistribu Filter By Type Display/Filter	ted Rows	Export Data At						
Spitfire Menu Remainder Only Set First Period Distribute An H5 C	By Curve Up Slope Down Slope tounts D Mangama, LC, All Rights	Clear Selection Selection Clear Selection Selection Fee Freesened Hotel Hampto	Show All/Undistribu Filter By Type Display/Filter	ted Rows Copy/E Copy/E G EAC Amounts	Export Data At	boul					
Spitfire Menu Remainder Only Set First Period Distribute Arr H5 C C C C C Project Name: 3 Project Number 4	By Curve Up Slope Down Slope Down Slope D Masgamack LLC. All Algebra : Perio	Clear Selection Selection Clear Selection Selection E Reserved Hotel Hampto EN-008 ~ Doc: Dod Revenue Tota	Show All/Undistribu Filter By Type Display/Filter F  0001 ~ Period Distribt I: \$900,000	G EAC Amounts pution 0001 \$900,000	U U	boul					
Spitfire Menu Remainder Only Set First Period Distribute Arr H5 C Project Number 3 Project Number	By Curve Up Slope Down Slope Down Slope D Masgamack LLC. All Algebra : Perio	Clear Selection Selection Clear Selection Selection Factorial Hotel Hampto EN-008 ~ Doc:	Show All/Undistribu Filter By Type Display/Filter F n 0001 - Period Distriti I: \$900.000 I: \$637,249	G EAC Amounts pution 0001 \$900,000	U U	boul					
Spitfire Menu Remainder Only Set First Period Distribute Arr H5 C C C 1 o c sympt 200 Spino 2 Project Name: 3 Project Number 4 5	By Curve     Up Stope     Down Stope     Down Stope     Devents     Devents     Perix     Perix     Perix	Clear Selection Selection Clear Selection Selection Hotel Hampto EN-008 ~ Doc: Od Revenue Tota od Expense Tota	Show All/Undistribut ✓ Filter By Type Display/Filter F n 0001 ~ Period Distrit 1: \$900,000 1: \$937,249 EAC	G G EAC Amounts bution 0001 \$900,000 \$637,249	Export Data At	boul					
Spitfire Menu Caracteristic Period Distribute Arr H5 Caracteristic Period Distribute Arr H5 Caracteristic Period Caracteristic Period Project Name: 3 Project Name: 5 Cost Code	By Curve Up Slope Down Slope Down Slope D Masgamack LLC. All Algebra : Perio	Clear Selection Selection Clear Selection Selection Hotel Hampto EN-008 ~ Doc: Od Revenue Tota od Expense Tota	Show All/Undistribu Filter By Type Display/Filter F  O001 ~ Period Distrib S603,249 EAC Required	G EAC Amounts pution 0001 \$900,000	U U	boul					
Spitfire Menu Remainder Only Set First Period Distribute Arr H5 C C C 1 o c sympt 200 Spino 2 Project Name: 3 Project Number 4 5	By Curve     Up Stope     Down Stope     Down Stope     Devents     Devents     Perix     Perix     Perix	Clear Selection Selection Clear Selection Free E Free E Fr	Show All/Undistribu Filter By Type Display/Filter F  P O001 ~ Period Distribu i: \$900,000 d: \$637,249 EAC Required	G G EAC Amounts bution 0001 \$900,000 \$637,249	U U 11/2009						

- If actual costs or projections exist and the latest date is later than a year from today or the Project's Finish Date, then the Actual Cost date is used as the Period End Date.
- If the last Period Distribution date is later than the abovementioned dates, then that date is used as the Period End Date.
- Otherwise, today plus one year is used as the Period End Date.

**Note**: Changing the dates on the Project Setup document after the PD workbook has been created will not change the dates in the current PD workbook. Period Distributions created after you've changed the Project's Finish Date will use that date as the End Date only if actuals and prior projections allow.

### Columns and Rows

The Data worksheet expands in columns and rows based on Project criteria. The worksheet is frozen to always display rows 1 - 6 and columns C - G. You cannot add or delete rows or columns.

_		n	ndicates "distrib node": Original, Revised EAC or	EAC,		
Ro	ws					
	C	D	E	F	G	ΗЗ
1	© Copyright 2007 Spittire N	Innogement, LLC: All Rights Re	plets Reserved.		EAC Amounts	2
2	Project Name:		Test Project			5
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Dist	ribution 0001	}
4		Period	Revenue Total:	\$3,982,93	36 \$3,982,936	E S
5		Period	Expense Total:	\$3,521,69	\$3,521,691	3
6	Cost Code	Description	Account Category	EAC Required Aggregate	Remainder	01/2007
22	01000-00	General Conditio	LABOR	\$508.25	6	Lanna S

Budget lines are listed starting in row 7. As many rows as needed are dynamically added to accommodate all the lines in the Budget.

### Columns

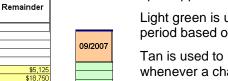
	С	D	E	F	G	Н	3
1	© Copyright 2007 Spittire N	Innagement, LLC: All Rights Re		EAC Amounts		<u> </u>	
2	Project Name:		Test Project				- 5
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distril	oution 0001		
4		Period	Revenue Total:	\$3,982,936	\$3,982,936		$\sum$
5		Period	Expense Total:	\$3,521,691	\$3,521,691		5
6	Cost Code	Description	Account Category	EAC Required Aggregate	Remainder	01/2007	02
7	01000-00	General Conditio	_LABOR	\$508,256	\$508,256		
8	01000-00	General Conditions	_OTHER	\$41,093	\$41,093		
9	01000-00	General Conditions	REVENUE	\$163,520	\$163,520		$\Box$
-10-	01010-00	Rough Carpentry	EQ.QWNED	\$39.584	\$39,584	~~~~~	5

Columns for the distribution period start at Column H. As many columns as needed are dynamically added to cover the range from Start Date to End Date.

**Note**: the colors that appear on the pictures above are there to identify the columns and rows and are not colors that actually appear on the worksheet.

In the PD workbook, light yellow is used in the Remainder column to highlight rows with any amount remaining to be distributed.

Cells colored in red are over-distributed and will <u>post back as revisions</u> upon approval of the PD (see page 67).



\$2,917

Light green is used to highlight the column representing the current period based on the current date.

Tan is used to highlight the target Starting Period for distributions whenever a change occurs to the Starting Period on a form. This is a momentary change to visually help you locate the correct starting period.

### TIP

Each budget line represents a unique combination of Cost Code and Account Category in your work breakdown structure.

### TIP

Cells in rows 1-6 or columns C – G are protected and don't allow your input. You can enter data starting in column H, row 7.

### **Worksheet Colors**

### **Spitfire Menu**

The Spitfire Menu on the PD workbook contains the options you can use in Period Distribution.

File	Spitfire M	lenu				۵
🛗 Remain 🎉 Set Firs	-	<ul> <li>▲ By Curve</li> <li>◆ Up Slope</li> <li>▲ Down Slope</li> </ul>	Move Selection  Clear Selection	Show All/Undistributed Rows	Copy/Export Data	S About Spitfire
D	)istribute Ar	· ·	Selection	Display/Filter	Export/Other	About Spitfire

You can use options from the Spitfire Menu as you distribute amounts among your period columns (see the next section).

Domoindor Only	Distributes amount from the Demainder column equally
Remainder Only	Distributes amount from the Remainder column equally
	among selected period columns. This option is
	enabled/disabled based on the location of the cell in
	focus. It is only available on the Remainder column.
Set First Period	Distributes a specified amount equally among periods
	with a specific amount in the first period.
By Curve	Distributes amount among period columns in a bell-like
	curve.
Up Slope	Distributes amount among selected period columns,
	increasing equally from the lowest amount (in the first
	period) to the highest amount (in the last period).
Down Slope	Distributes amount among selected period columns,
	decreasing equally from the highest amount (in the first
	period) to the lowest amount (in the last period).
Move Selection	Moves existing distributed amounts from one period to
	another.
Clear Selection	Clears selected distributed amount and returns the
	amount to the Remainder column
Show All/	Highlights rows that are not fully distributed
Undistributed Rows	
Filter by Type	Filters rows by Revenue or Expense
Copy/Export Data	Copies the data from the PD workbook onto a new
	Microsoft Excel workbook. The copy is not formatted
	and is no longer linked to Spitfire data. You can save
	the copy for your own purposes.
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.
About Spitfire	Provides the Build Number for the current Period
	Distribution workbook.

### Distributing Amounts

For each distribution line, the amount in the Remainder column is the amount you can distribute among its Period columns. You can distribute amounts for each Account Category row in different ways, if desired. You can distribute an amount manually, typing in a distributed amount in each of the appropriate monthly columns. Or you can use the distribution options listed above. You can also select and distribute amounts in several rows at a time. Remember to save your changes regularly and before closing the workbook.

#### To save your changes:

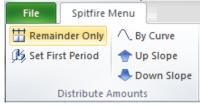
• Click 🛃.

#### To distribute Remainder Only:

1. Select the cell or cells that contain the amount(s) you want to distribute, for example:

	С	D	E	F	G	Н	1	J	K
1	© Copyright 2007 Spitlire N	Anagement, LLC: All Rights Re	served.		EAC Amounts				
2	Project Name:		Test Project						
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distrib	oution 0001				<
4		Period	Revenue Total:	\$3,982,936	\$3,982,936				
5		Period	Expense Total:	\$3,521,691	\$3,521,691				
				EAC					j
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007
6			Category	Aggregate					}
7	01000-00	General Conditio	LABOR	\$508.256	\$508,256				
8	01000-00	General Conditions		\$41,09B					
	01000-00	General Conditions		\$163.52					
10	a1910-09			\$29.584					h

#### 2. Select Remainder Only from the Spitfire menu:



- 3. On the dialog box that appears, type or use the spinners to indicate
  - the **Number of Periods** over which the amounts should be distributed
  - o the Starting Period (month and year), for example:

S Remainder Only Equal Distribution 🛛 🛛 🔀							
Number of Periods	5 🗢						
Starting Period	2 🗢 2007 🗢						
	OK Cancel						

4. When you click , the amounts will be equally distributed in each selected row (that contains an amount greater than zero):

	C	D	E	F	G		J	K	L	M
1	© Copyright 2007 Spitlire N	lanagement, LLC: All Rights Re	served		EAC Amounts					~
2	Project Name:		Test Project							
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distrik	oution 0001					~
4		Period	Revenue Total:	\$3,982,936	\$3,819,416	\$32,704	\$32,704	\$32,704	\$32,704	\$32,704
5		Period	Expense Total:	\$3,521,691	\$2,972,341	\$109,870	\$109,870	\$109,870	\$109,870	\$109,870
				EAC						
	Cost Code	Description	Account	Required	Remainder	02/2007	03/2007	04/2007	05/2007	06/2007
6			Category	Aggregate						
_	04000.00	0 10 11	14000			6404.054	6404 654	6404 054	\$404 CT4	6404 654
1	01000-00	General Conditio	_LABOR	\$508,256		\$101,651	\$101,651	\$101,651	\$101,651	\$101,651
8	01000-00	General Conditions	_OTHER	\$41,093		\$8,219	\$8,219	\$8,219	\$8,219	\$8,219
9	01000-00	General Conditions	REVENUE	\$163,520		\$32,704	\$32,704	\$32,704	\$32,704	\$32,704
10	01010-00	Rough Carpentry	EQ. OWNED	\$39,584	\$39,584			~~~~~	~~~~~~	

**Note**: Because decimal places are not shown in the columns, amounts with decimals appear rounded up or down in the cell. However, the full amount for each cell appears in the formula bar. That is the true amount. So, for example, the amount that appears in cell I-8 above (\$8219) is actually the following:

Image: A market and a marke							
Spitfire Menu		}					
🛗 Remainder Only 🛝 By Curve	Move Selection	Show All/Up					
🧏 Set First Period 🛛 👚 Up Slope	🥜 Clear Selection	🍸 Filter By Typ					
town Slope 🧢		l S					
Distribute Amounts	Selection	Displ					
H7	🗕 🕘 🗙 🖌 f.	8218.65944					
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						

If the amount (8218.65944) were to appear as currency with decimal places, it would appear as \$8218.66.

To distribute Set First Period:

 Select the cell that contains the amount that you want to distribute. The cell can be in the Remainder column or another column with a previously distributed amount, for example:

	C	D	E	F	G	M	N	0	P
1	© Copyright 2007 Spittire N	hanagement, LLC: All Rights Re.	served		EAC Amounts				~
2	Project Name:		Test Project						5
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distrik	oution 0001				X
4		Period	Revenue Total:	\$3,982,936	\$3,819,416	\$32,704			
5		Period	Expense Total:	\$3,521,691	\$2,972,341	\$109,870			
				EAC					
	Cost Code	Description	Account	Required	Remainder	06/2007	07/2007	08/2007	09/2007
6			Category	Aggregate					
7	01000-00	General Conditio	LABOR	\$508,256	\$	\$101,651			
8	01000-00	General Conditions		\$41,093	\$	\$8,219			
9	01000-00	General Conditions	REVENUE	\$163,520	(\$32,704)		
ww	\sim	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~	~~~~~~	~~~~~~	

TIP

The Distribute Amount options can also be used with multiple rows selected. In this case, the "Distribute Amount" form will cycle through the selected rows permitting your changes. The Distribute Amount option does NOT recognize multiple highlighted columns.

2. Select Set First Period Amount from the Spitfire menu:

File	Spitfire I	Menu						
🛗 Remai	nder Only	∧ By Curve						
🥦 Set Fir	st Period	👚 Up Slope						
	A Down Slope							
	Distribute Amounts							

- 3. On the dialog box that appears, type or use the spinners to indicate
 - the number of **Distribution Periods** over which the amounts should be distributed,

- the **Starting Period** (month and year) to receive the distributed amount,
- (The **Amount to Distribute** is displayed and cannot be changed.)
- the **Amount** to be distributed to the **Starting Period**, for example:

S "Distribute Set First	Period Amount" 🛛 🔀
Distribution Periods	4 📚
Starting Period	7 🗢 2007 🗢
Amount to Distribute	\$32,704
Amount for Starting Period	\$10,176
Distribution Amount	\$7,509
	OK Cancel

- (The Distribution Amount to all other periods is calculated by taking the "Amount to Distribute" and subtracting "Amount for Starting Period" and dividing the remainder by one less than the total "Distribution Periods.")
- 4. When you click , the amounts will be distributed as requested:

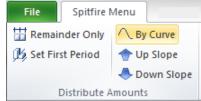
	C	D	E	F	G	M	N	0	P	Q
1	© Copyright 2007 Spitlire N	lanagement, LLC: All Rights Re	served.		EAC Amounts					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2	Project Name:		Test Project							5
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distrib	oution 0001					
4		Period	Revenue Total:	\$3,982,936	\$3,819,416		\$10,176	\$7,509	\$7,509	\$7,510 \$
5		Period	Expense Total:	\$3,521,691	\$2,972,341	\$109,870				
				EAC						
	Cost Code	Description	Account	Required	Remainder	06/2007	07/2007	08/2007	09/2007	10/2007
6			Category	Aggregate						8
7	01000-00	0	14000			6404 654				
- /		General Conditio		\$508,256	\$	\$101,651				
8	01000-00	General Conditions	_OTHER	\$41,093	\$	\$8,219				
9	01000-00	General Conditions	REVENUE	\$163,520			\$10,176	\$7,509	\$7,509	\$7,510

To distribute by Curve:

1. Select the cell(s) that contain(s) the amount that you want to distribute in a curve, for example:

	C	D	E	F	G	Н	1	J	K	L
1	© Copyright 2007 Spitlire N	Vanagement, LLC: All Rights Re	sorred.		EAC Amounts					X
2	Project Name:		Test Project							5
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distrik	oution 0001					3
4		Period	Revenue Total:	\$3,982,936	\$3,819,416		\$32,704	\$32,704	\$32,704	\$32,704
5		Period	Expense Total:	\$3,521,691	\$2,972,341		\$109,870	\$109,870	\$109,870	\$109,87Q
			Assaunt	EAC						5
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/2007
6		_	Category	Aggregate						
10	01010-00	Rough Carpentry	EQ OWNED	\$39,584	\$39,584	N				~
11	01010-00	Rough Carpentry	LABOR	\$41,622	\$41,622					5

2. Select **By Curve** from the Spitfire menu:



- 3. On the dialog box that appears, type or use the spinners to indicate
 - o The Start Period to receive the distributed amount,
 - (The total **Amount to be Distributed** is displayed and cannot be changed.)
 - The **Number of Periods**, including the Start Period, to receive the distributed amount,
 - The **Maximum Amount** to be distributed. **Note**: If there is an odd number of distribution periods, the maximum amount will be distributed to the middle column; if there is an even number of distribution periods, the maximum amount will be distributed in the middle two columns.
 - The **Minimum Amount** to be distributed to the first and last periods. Zero is a valid entry. For example:

S Distribute By Curve	
Start Period: Amount to be distributed: Number of Periods:	1 🗘 2007 📚 \$39,584.3 5 📚
Maximum Amount:	20000
Minimum Amount:	500
	OK Cancel

Note: The Distribute By Curve dialog will appear for each row that you want to distribute.

4. When you click , the amounts will be distributed with the Maximum Amount as the peak:

	C	D	E	F	G	Н		J	K	LK
1	© Copyright 2001 Spittire N	Anagement, LLC: All Rights Re	served		EAC Amounts					2
2	Project Name:		Test Project							5
3	Project Number: GC-008 ~ Doc: 00 <u>01 ~ Period Distribution 0001</u>									2
4		Period	Revenue Total:	\$3,982,936	\$3,819,416		\$32,704	\$32,704	\$32,704	\$32,704
5		Period	I Expense Total:	\$3,521,691	\$2,891,135	\$9,896	\$119,766	\$151,492	\$119,766	\$119,766
			0 t	EAC						Ś
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/2007
6			Category	Aggregate						k
_	01010-00	Rough Carpentry		\$39,584		\$4.896	\$4.896	\$20,000	\$4.896	\$4.896
11		Rough Carpentry	LABOR	\$41.622		\$5.000	\$5,000	\$20,000	\$5,000	\$5,000
	01010-00	rkough carpenny	LADOR	Φ41,022	Ψ	000,CQ	\$0,000	ØZ1,0ZZ	40 JUUU	40,000 K

TIP

While the Distribute by Curve is active, the Status line will advise you of the minimum Maximum Amount required for distribution.

TIP

For the logic behind the curve amounts, see <u>Appendix B</u> on page 74.

To distribute by Up Slope:

1. Select the cell(s) that contain(s) the amount that you want to distribute in an upward slope, for example:

	C	D	E	F	G	Н		J	К	k
1	© Copyright 2007 Spitfire N	Management, LLC: All Rights R	served.		EAC Amounts					~
2	Project Name:		Test Project							
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distril	oution 0001					<
4		Period	Revenue Total:	\$3,982,936	\$3,819,416		\$32,704	\$32,704	\$32,704	\$3
5		Perio	Expense Total:	\$3,521,691	\$2,891,135	\$9,896	\$119,766	\$151,492	\$119,766	\$11
				EAC						5
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/2
6		Category		Aggregate						
12	01010-00	Rough Carpentry	REVENUE	\$137,11	\$137,113					
ww	\sim	\sim		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						$\sim \sim \sim$

2. Select Up Slope from the Spitfire menu:

File	Spitfire I	Menu								
🛗 Remain	Remainder Only A By Curve									
🔥 Set Fir	st Period	👚 Up Slope								
🐣 Down Slope										
Distribute Amounts										

- 3. On the dialog box that appears, type or use the spinners to indicate
 - The number of **Distribution Periods**
 - The Starting Period (month and year)

S Distribute By Up Slop	e 🔀
Distribution Periods	🗢 व
Starting Period	1 🗢 2007 🜲
Amount to Distribute	\$137,113.43
	OK Cancel

• (The **Amount to Distribute** is displayed but cannot be changed.)

Note: The Distribute By Slope dialog will appear for each row that you want to distribute.

4. When you click , the amounts will be distributed in equally increasing amounts from the first period to the last.

	C	D	E	F	G	Н		J	К	L
1	© Copyright 2007 Spittire N	hangement, LLC: All Rights Re	sorred		EAC Amounts					
2	Project Name:		Test Project							
3	Project Number:		GC-008 ~ Doc: 00	oution 0001						
4		Period	Revenue Total:	\$3,982,936	\$3,682,302	\$9,141	\$50,986	\$60,127	\$69,268	\$78,408
5		Period Expense Total: \$3,521,6				\$9,896	\$119,766	\$151,492	\$119,766	\$119,766
				EAC						
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/2007
6		Category		Aggregate						
	01010-00		REVENUE	\$137,113		\$9,141	\$18,282	\$27,423		\$45,704

TIP

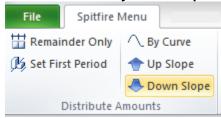
For the logic behind the slope amounts, see <u>Appendix B</u> on page 74.

To distribute by Down Slope:

1. Select the cell(s) that contain(s) the amount that you want to distribute in a downward slope, for example:

					• •					
	C	D	E	F	G	Н	1	J	К	L
1	© Copyright 2007 Spitlire N	Management, LLC: All Rights Re	sorrod.		EAC Amounts					
2	Project Name:		Test Project							
3	Project Number:		GC-008 ~ Doc: 00	01 ~ Period Distril	bution 0001					
4		Period	Revenue Total:	\$3,982,936	\$3,682,302	\$9,141	\$50,986	\$60,127	\$69,268	\$78
5		Period	l Expense Total:	\$3,521,691	\$2,891,135	\$9,896	\$119,766	\$151,492	\$119,766	\$119
				EAC						5
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/20
6			Category	Aggregate					-	
13	01020-00	Landscaping R	_EQ OWNED	\$62,944	\$62,944					
_	01020-00	Landscaping R	EQ OWNED		\$62,944					

2. Select **Distribute By Down Slope** from the Spitfire menu:



- 3. On the dialog box that appears, type or use the spinners to indicate
 - o The number of Distribution Periods,
 - The Starting Period (month and year),

S Distribute By Down S	lope	
Distribution Periods		5 🗢
Starting Period	1 🗢 2007	7 🜲
Amount to Distribute	\$62,943	3.53
	OK Car	ncel

• (The **Amount to Distribute** is displayed but cannot be changed.)

Note: The Distribute By Slope dialog will appear for each row that you want to distribute.

4. When you click , the amounts will be distributed in equally decreasing amounts from the first period to the last.

	C	D	E	F	G	Н		J	K	L
1	© Copyright 2007 Spitlire N	Innagement, LLC: All Rights Re	served		EAC Amounts					~
2	Project Name:		Test Project							5
3	Project Number:		oution 0001					2		
4		Period	Revenue Total:	\$3,982,936	\$3,682,302	\$9,141	\$50,986	\$60,127	\$69,268	\$78,408
5		Period	Expense Total:	\$3,521,691	\$2,828,191	\$30,877	\$136,551	\$164,081	\$128,158	\$123,962
				EAC						
	Cost Code	Description	Account	Required	Remainder	01/2007	02/2007	03/2007	04/2007	05/2007
6			Category	Aggregate						
	01020-00	Landscaping R	_EQ OWNED	\$62,944	\$	\$20,981	\$16,785		\$8,392	\$4,196

Moving Distributed Amounts

When your project schedule stalls, you can easily shift previously distributed amounts to future periods. Adding an amount to a period that already contains an amount results in that period containing the sum of both amounts.

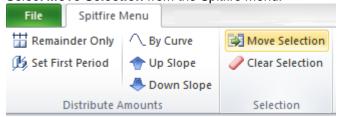
To move distributed amounts:

1. Highlight the cells that contain the distributed amounts that you want to move, for example:

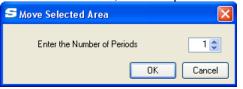
	C	D	E	F	G	Н	- I	J	К	\square			
1	© Copyright 2007 Spittire N	Innogement, LLC: All Rights Re	served.						₹				
2	Project Name:		GC-008							- 5			
3	Project Number:		Merrick Office Bu	ulding									
4		Period	Revenue Total:							\Box			
5	Revenue: - Expe	nse Period	Expense Total:	\$575,000	\$558,750	\$4,792	\$4,792	\$2,875	\$2,833				
			A	EAC						5			
	Cost Code	Description	Account	Required	Remainder	09/2007	10/2007	11/2007	12/2007	Ø			
6			Category	Aggregate						3			
8	01000	General Conditio	LABOR	\$7,500		\$1,875	\$1,875	\$1,875	\$1,875	3			
0.00													

Note: you can move multiple rows at a time.

2. Select Move Selection from the Spitfire menu:



3. On the dialog box that appears, type or use the spinners to indicate the number of columns to the right to move the distributed amounts, for example: _____



When you click , the amounts will be moved as requested:

	C	D	Ē	F	G	Н	1	J	K	
1	© Copyright 2007 Spittire N	Anogement, LLC: All Rights Re	served.						₹	
2	Project Name:		GC-008							- 3
3	Project Number:		Merrick Office Bu	ilding						
4		Period	Revenue Total:							Πž
5	Revenue: - Expense Period Expense Total:			\$575,000	\$558,750	\$2,917	\$4,792	\$4,750	\$2,833	B
				EAC						B
	Cost Code	Description	Account	Required	Remainder	09/2007	10/2007	11/2007	12/2007	σ
6			Category	Aggregate						Ş
8	01000	General Conditio	_LABOR	\$7,500			\$1,875	\$3,750	\$1,875	\Box
2	040000000000000000000000000000000000000	$\lambda \sim \sim$					~~~~~		~~~~~	t

Undistributing Amounts

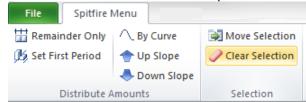
You can return one or more amounts in a row to the Remainder column. You can also choose several rows at a time.

To Clear Selections:

1. Highlight the cells that you want to clear, for example:

	C	U U	E	F	G	н		
1	© Copyright 2007 Spitlire N	Innogement, LLC: All Rights Re	served.		EAC Amounts			
2	Project Name:		GC-008					
3	Project Number:		Merrick Office Bu	ilding				
4		Period	Revenue Total:					
5	Revenue: - Expe	nse Period	Expense Total:	\$575,000	\$249,286	\$37,143	\$45,179	
				EAC				Г
	Cost Code	Description	Account	Required	Remainder	09/2007	10/2007	1
6			Category	Aggregate				· ·
-							_	L
22	03000	Concrete	_LABOR	\$13,750		\$2,292	\$2,292	<u> </u>
23	03000	Concrete	_MTRL PERM	\$10,000		\$1,667	\$1,667	
	04000	Masonary	LABOR	\$12,500		\$1,786	凸 \$1,786	Į.
l or	0.000	h.,		#4E 000		AC 4 40		<u> </u>

2. Select Clear Selections from the Spitfire menu:



The selected amounts in each row will be added back to its Remainder column:

	C	D	E	F	G	Н	<u> </u>	J
1	© Copyright 2007 Spitlire N	Anagement, LLC: All Rights Re	served		EAC Amounts			
2	Project Name:		GC-008					
3	Project Number:		Merrick Office Bu	ilding				
4		Period	Revenue Total:					
5	Revenue: - Expe	nse Period	l Expense Total:	\$575,000	\$260,774	\$31,399	\$39,435	\$51,387
				EAC				
	Cost Code	Description	Account	Required	Remainder	09/2007	10/2007	11/2007
6		-	Category	Aggregate				
22	03000	Concrete	LABOR	\$13,750	\$4,583			\$2,292
23	03000	Concrete	MTRL PERM	\$10,000	\$3,333			\$1,667
24	04000	Masonary	_LABOR	\$12,500	\$3,571			\$1,786

Reviewing the Data

You can choose to see all rows that are not distributed. In addition, you can choose to filter the Account Categories by revenue or expense.

To Show All/Undistributed Rows:

• Select Show All/Undistributed Rows from the Spitfire menu:

File Spitfire	Menu		
Hemainder Only	∧ By Curve	Move Selection	Show All/Undistributed Rows
🥦 Set First Period	👚 Up Slope	🥔 Clear Selection	🝸 Filter By Type
	🐣 Down Slope		
Distribute A	Amounts	Selection	Display/Filter

The worksheet will show only those rows with amounts in the Remainder column.

TIP

Under certain conditions, some Microsoft Excel functions (block copy, cut and paste) are not available.

Note: the option works as a toggle. To show all rows, select **Show All/Undistributed Rows** from the Spitfire menu again.

	C	D		E	F	G		Н		J	K	L	М					
1		Ionogement, LLC: All Rights Res				EAC Amour	nts											
	Project Name:		GC-008															
	Project Number:			Office Bu	ilding						1							
4				ie Total:					0.15.170									
5	Undistributed	Period	Expens	se Total:	\$575,	524	6,250	\$40,179	\$45,179	\$51,38	7 \$49,470	\$63,221	\$41,E	г				
			Acc	ount	EAC										Afte	r selecti	na	
	Cost Code	Description		egory	Required	l Remain	der	09/2007	10/2007	11/2007	12/2007	01/2008	02/20Ø			w All /		
6			Cale	egory	Aggregat	e												
33	08000	Doors & Windows	LABO	R	\$6,	500 \$	6,500								Und	listribut	ed	
34	08000	Doors & Windows	MTRL	PERM	\$15,	000 \$1	5,000								Row	/S		
	08000	Doors & Windows	_SUB		\$25,		5,000											
		Finishes	_LABO		\$11,		1,250							L				
		Finishes	_MTRL I	PERM	\$25,		5,000											
		Finishes	_SUB		\$35,		15,000											
		Window Treatme			\$6,		6,250											
		Window Treatment		PERM			5,000											
	12000 13000	Window Treatment		D			9,375											
		Security Systems Security Systems	_LABOI		\$8,		8,750 5,000				+							
	14000	Scaffolding	LABO		\$8.		8,000											
		Scaffolding	MTRL				6,000											
		Mechanical	LABO		C 0	D	10,000	E	F		G	Н			J	K	1	M
		Mechanical	MTRL	1 8000	-	gement, LLC. All Rights Re				EA	C Amounts				0	N		191
		Electrical	LABO		ct Name:	yemen, 220. An Argins A	GC-0	08			Anound							
49	16000	Electrical	MTRL		ct Number:			ick Office B	uildina									
50	16000	Electrical	SUB	4		Period		enue Total:										
				5		Period	i Expe	ense Total:	\$5	75,000	\$246,25	540,179	9 \$45	179	\$51,387	\$49,470	\$63,221	\$41,E
			ľ						EAC	:								
				Co	st Code	Description	A	ccount	Requi	red B	emainder	09/2007	10/20	07 11	1/2007	12/2007	01/2008	02/200
				6	St Obul	Beschption	С	ategory	Aggreg		emanaer	00/200/	10/20	• •		12/2007	0 112000	02,200
			ŀ	22 0300		oncrete	LAF	BUD		13.750		\$2,292	62	292	\$2,292	\$2,292	\$2.292	\$2,2
			ŀ	23 03000		oncrete		RL PERM		10,000		\$1,66		667	\$1,667	\$1,667	\$1.667	\$1,E
			ŀ	24 0400		lasonary	LAE			12,500		\$1,78		786	\$1,786	\$1,786	\$1,786	\$1,7
				25 04000		asonary		RL PERM		15,000		\$2,14		143	\$2,143	\$2,143	\$2,143	
				26 0500) N	letal	LAE			12,500		\$1,780		786	\$1,786	\$1,786	\$1,786	\$1,7
			ľ	27 05000) [V	etal	_MTF	RL PERM	\$	10,000		\$1,429	9 \$1	429	\$1,429	\$1,429	\$1,429	\$1,4
			[28 0600		ood & Plastics	LAE			18,750		\$2,679		679	\$2,679	\$2,679	\$2,679	\$2,6
			[29 06000		/ood & Plastics		RL PERM		50,000		\$7,14		143	\$7,143	\$7,143	\$7,143	\$7,1
			ļ	30 06000		ood & Plastics	_SUE			55,000		\$7,85		857	\$7,857	\$7,857	\$7,857	\$7,8
				31 0700		hermal & Moist				21,250		\$3,030		036	\$3,036	\$3,036	\$3,036	\$3,0
			-	32 07000		nermal & Moister		RL PERM		25,000	P.C. 701	\$3,57	\$3	571	\$3,571	\$3,571	\$3,571	\$3,5
			-	33 0800 34 08000		oors & Window		BOR RL PERM		\$6,500	\$6,50							
			ŀ	35 08000		oors & Windows oors & Windows				15,000	\$15,00 \$25,00							
			ŀ	36 0900		inishes	LAP			11,250	\$25,00							
			ŀ	37 09000		nishes		RL PERM		25,000	\$25,00							
			ŀ	38 09000		nishes	SUE			35,000	\$35,00							
				39 1200		indow Treatme				\$6.250	\$6,25			Δf+			how All	1 H
				40 12000) //	/indow Treatmen		RL PERM		\$5,000	\$5,00		-					' F
				41 12000		/indow Treatmen				\$9,375	\$9,37			Un	aistri	buted R	ows	F
				42 1300) S	ecurity Systems				\$8,750	\$8,75	0		aga	ain			
				43 13000		ecurity Systems		RL PERM		\$5,000	\$5,00							
			ļ	44 1400	<u>)</u> s	caffolding	LAE	BOR	<u> </u>	\$8,000	\$8,00							

To filter the rows:

1. Select **Filter by Type** from the Spitfire menu:

File	Spitfire I	Menu		
🛗 Remain	nder Only	∧ By Curve	Move Selection	Bhow All/Undistributed Rows
🥦 Set Fir	st Period	👚 Up Slope	🥒 Clear Selection	Y Filter By Type
		🐣 Down Slope		
	Distribute A	mounts	Selection	Display/Filter

2. Select an Account type (Revenue or Expense) at the dialog box that appears:

Select /	Account Type	
💿 Both	O Revenue	O Expense
	ОК	Cancel

TIP

The option to Show All/ Undistributed Rows shows both revenue and expense rows; however, if you select Show All/ Undistributed Rows then Filter by Type, just those rows of the appropriate type and undistributed amounts will be visible.

Note: Selecting **Both**, in effect, turns off the filter. The worksheet will show the results of the filter and indicate the filter type in Row 5:

	С	D	E	F	G	Н	
1	© Copyright 2001 Spittire N	hanagement, LLC: All Rights Re	served		EAC Amounts		
2	Project Name:		Hotel Hampton				
3	Project Number:		ution 0001				
4		Period	Revenue Total:	\$903,750	\$895,531		\$8,219
5 (Revenue)	Period	Expense Total:	\$640,249	\$640,249		
	ĺ		• •	EAC			
	Cost Code	Description	Account	Required	Remainder	10/2008	11/2008
6	•	-	Category	Aggregate	-	•	-
7	00000	General Default	REVENUE	\$903,750	\$895,531		\$8,219
55							

To change distributed amounts:

- 1. Click on the cell in the row that you want to adjust.
- 2. Manually change the amount for that month. Your change will likely result in an amount in the Remainder column.

	С	D	E	F	G		J	K	L	Μ	N
1	© Copyright 2007 Spittire M	anagement, LLC. All Rights Re.	served.		EAC Amounts						
2	Project Name:		Hotel Hampton								
3	Project Number:		EN-008 ~ Doc: 000	3 ~ Period Distrib	ution 0003						
4	Period Revenue Total			\$903,750		\$50,208	\$75,313	\$100,417	\$125,521	\$150,625	\$1 \
5	Period Expense Tot			\$640,249	\$619,566	\$1,448	\$1,829	\$2,094	\$2,417	\$2,740	
6	Cost Code	Description	Account Category	EAC Required Aggregate	Remainder	11/2008	12/2008	01/2009	02/2009	03/2009	04/2
7	00000	General Default	REVENUE	\$903.750		\$50.208	\$75.313	\$100.417	\$125.521	\$150.625	\$1)
8	01000	General Conditio	LABOR	\$8,000		\$1,000	\$1.000	\$1,000	\$1,000	\$1,000	4
9	01000	General Conditions	MTRL PERM	\$1,000	-\$75	\$125	\$200	\$125	\$125	\$125	$ \rightarrow $
10	01000	General Conditions	OTHER	\$8,999	\$8,999						
11	01000	General Conditions	PROP&EQUIP	\$3,000	\$17	\$83	\$150	\$250	\$333	\$417	3
12	01700	Contract Closeou	MTRL PERM	\$3,500		\$97	\$194	\$292	\$389	\$486	
		Site Work	EQ RENTAL	\$5,125		\$142	\$285	\$427	\$569	\$712	

Changing the distributed amount for 12/2008 results in an amount in the Remainder column. Negative remainders (an over distribution) appear with a red background. When this PD workbook is Approved (though the corresponding Period Distribution document), <u>a Budget revision will be created</u>. See page 67.

Period Comparison

Comparison Form

Period

You can access a line-specific, period distribution review of the amounts posted to Original Amount, EAC, and FAC. This information is available in both a form and a graph.

To view a period comparison in form mode:

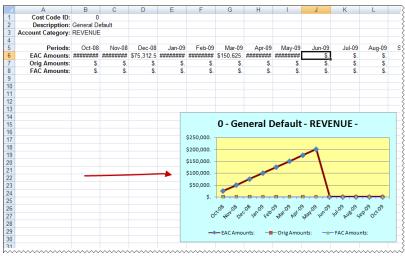
Right-click in an active cell for the desired budget line. The • Period Distribution form will appear:

	С	D	E	F		G	Н	1	J	K
1	© Copyright 2007 Spiklins N	hangement, LLC, All Rights Re	served.		EAC A	mounts				
2	Project Name:		Hotel Hampton							
3	Project Number:		EN-008 ~ Doc: 000	1 ~ Period Distril	bution (001				
4		Period	Revenue Total:	\$903,750			\$25,104	\$50,208	\$75,313	\$100,41
5		Period	Expense Total:	\$640,249		\$631,249	\$1,125	\$1,125	\$1,125	\$1,12
				EAC						
	Cost Code	Description	Account	Required	Ren	nainder	10/2008	11/2008	12/2008	01/2009
~	0001.0000	Description	Category				10,2000	1112000	12/2000	01/2000
6				Aggregate			\frown			
7	00000	General Default	REVENUE	\$903,750			\$25,104	\$50,208	\$75,313	\$100,417
8	01000	General Conditio		\$8,00	Perio	d Comparison	- Innat			×
9	01000	General Conditions		φ1, u	- Chot	a companson		-		
	01000	General Conditions		\$8,9	b0000	Contra	al Default			
11	01000	General Conditions		\$3,0	pooou					Detter nin
12	01700	Contract Closeou		\$3,5		REVE	NUE			
13	02000	Site Work	EQ RENTAL	\$5,1		Tot	al:	s	\$	٩
14	02000	Site Work Site Work	LABOR MTRL PERM	\$18,7						
15 16	02000	Site Work	OTHER	\$50,0 \$2,0		Undistribut	ied:	\$ -	\$903,750	\$
17	02000	Site Work	EQ PARTS	\$2,0		Period	Orig Amou	Int EAC Am	ount FAC Am	ount
18	02000	Site Work	MTRL EXPEND	\$2,0		10/2008	\$0.0			.00
19	02000	Demolition		\$7,0	,					
20	02050	Demolition	MTRL PERM	\$5,0		11/2008	\$0.0	\$50,2	08.33 \$0	.00
21	02200	Earthwork	OTHER	\$1.0		12/2008	\$0.0	\$75,3	12.50 \$0	.00
22	03000	Concrete	LABOR	\$13.7		01/2009	\$0.0) \$100. 4	16.67 \$0	.00
23	03000	Concrete	MTRL PERM	\$10,0		02/2009	\$0.0) \$125.5	20.83 en	.00
24	04000	Masonry	LABOR	\$12,5						
25	04000	Masonry	MTRL PERM	\$15,C		03/2009	\$0.0	\$150,6	525.UU \$ 0	.00
26	05000	Metal	LABOR	\$12,5		04/2009	\$0.0	\$175,7	729.17 \$0	.00
27	05000	Metal	MTRL PERM	\$10, 0		05/2009	\$0.0) \$200.8	133.33 S O	.00
28	06000	Wood & Plastics	LABOR	\$18,7		06/2009	\$0.0			.00
29	06000	Wood & Plastics	MTRL PERM	\$50, 0		00/2009	\$0.0	, 30.	50	.00
0.0	00000	147 1 0 01 1	0110	000		000				

Period Comparison Graph

To view period comparison in graph mode:

Batan n<mark>in</mark> At a Period Comparison form, click the graph icon . Period Comparison X 00000 General Default nin REVENUE The distributed amount \$ \$ \$ Fotal appears in one of these Undistributed: \$ -\$903,750 \$ columns depending on where you chose to Period Orig Amount EAC Amount FAC Amount Post To on the Period \$0.00 \$25,104.17 \$0.00 **Distribution document** 11/2008 \$0.00 \$50,208,33 \$0.00 (see page 47). EAC is 12/2008 \$0.00 \$75,312.50 \$0.00 the default if no Post To is specified. 01/2009 \$0.00 \$100,416.67 \$0.00 02/2009 \$0.00 \$125,520.83 \$0.00 03/2009 \$0.00 \$150,625.00 \$0.00 04/2009 \$0.00 \$175,729.17 \$0.00 05/2009 \$200,833.33 \$0.00 \$0.00 06/2009 \$0.00 \$0.00 \$0.00



A new worksheet, with the Period Comparison graph, will appear in the PD workbook:

Note: to return to your Period Data sheet, click on the tab at the bottom of the page:



Revising Your Period Distribution

Editing an Unapproved Period Distribution

Tip

When a Period Distribution document is **Pending**, it is ready for review. The PD workbook cannot be edited but those with proper permission can change the document status back to **In Progress** (for further edits) or **Approved**. The Period Distribution document controls access to your PD workbook. As long as the status of the Period Distribution document is **In Process**, you can open the document and make changes to its PD workbook as many times as needed.

To edit an unapproved Period Distribution:

1. From the Project Dashboard, open the Period Distribution document.

DOCUMEN	та 🏹 🖵				PERIO	D DISTRIBUTION
Pay Request	0 0 🔺	D 🗗	Doc No	Description	Date	Due
Period	1 0		0001	Period Distribution 0001	11/20/2008	11/21/2008

- 2. Click 🖾 to open the Period Distribution workbook.
- 3. Make changes to your Period Distribution using options from the Spitfire menu.
- 4. Click 🚽 on the Excel toolbar to save your changes.
- 5. Click K to close Excel and return to the Period Distribution document.

Approving Your Period Distribution

When your Period Distribution document and worksheet are as you want them, you should approve the Period Distribution document.

To approve your Period Distribution document:

- 1. Open your Period Distribution document.
- 2. Change the status to Approved.

🔄 Period Distr	ibution- In Process	• ×
Period Dist	ribution 0001	
	DOCUMENT HEADER	≁ 🖪 է 🖓
	GC-003 Northern Lights Office Bldg	_
	Period Distribution 0001 Approved In Process Approved Image: Concelled	
Details	Pending	₽ 🗵

3. Save (H) the document.

Subsequent Period Distributions

Once the status of the Period Distribution document has been changed to **Approved**, its workbook can no longer be edited. Revisions to the Period Distribution after that point are made through a new Period Distribution document and its PD workbook.

You can create any number of Period Distribution documents and workbooks; however, by default, a Period Distribution document cannot be created until the previous Period Distribution document has been **Approved.** Each new Period Distribution carries over all previously approved revisions.

Note: This default can be changed to allow multiple **In Progress** Period Distribution documents at one time, through the **DocTypeConfig** | **AllowSingleOpen** rule. (See <u>KBA-01154</u> and the <u>Focus on System</u> <u>Administration</u> guide for more information.)

TIP

Rows that you have not fully distributed will be noted in a <u>Budget</u> revision. See page 67.

eriod Distribut	Open tion 0001 DOCUMENT H	EADER	• • • • • • • • • • • • • • • • • • •				-	* indicates sheet is no		
DOC# 000	1				•					
PROJECT EN-	-008 He	otel Hampton								
DESCRIPTION Per	iod Distribution 0001									
STATUS Ap	proved 🔻 🚺									
DATE 11/2		D	E	F	G	1	J	K	L	M
Notes	2 Project Name:	Management, LLC: All Rights Re	Hotel Hampton		EAC Amounts					
	3 Project Number			01 Period Distrib	ution 0001					
NOTES	\$ 4	Period	Revenue Total:	\$903,750		\$50,208	\$75,313	\$100,417	\$125,521	\$15
<u>~~</u> ~~~~~	~ 5	Period	Expense Total:	\$640,249	\$631,249	\$1,125	\$1,125	\$1,125	\$1,125	\$
			Account	EAC						
	Cost Code	Description	Category	Required	Remainder	11/2008	12/2008	01/2009	02/2009	03/20
	6			Aggregate						
	7 00000	General Default	REVENUE	\$903,750		\$50,208	\$75,313	\$100,417	\$125,521	\$150
/	8 01000	General Conditio		\$8,000		\$1,000	\$1,000	\$1,000	\$1,000	\$
	9 01000 10 01000	General Conditions		\$1,000 \$8,999	\$8,999	\$125	\$125	\$125	\$125	
	11 01000	General Conditions		\$3,000	\$3,000					
	12 01700	Contract Closeou		\$3,500	\$3,500					
	13 02000	Site Work	EQ RENTAL	\$5,125	\$5,125					
	14 02000	Site Work	LABOR	\$18,750	\$18,750					
	15 02000	Site Work	_MTRL PERM	\$50,000	\$50,000					
	16 02000	Site Work	OTHER	\$2,000	\$2,000					
	17 02000 18 02000	Site Work	EQ PARTS	\$5,000	\$5,000					
				\$2,000						
Period Distribution-		Site Work		\$2,000 \$7,000	\$2,000 \$7,000					
	Open			× ^ \$7,000	\$2,000		~~~~~	~~~~~		
Doc# 000 PROJECT EN- DESCRIPTION Per STATUS IN F	Open tion 0002 DOCUMENT F 12 1008 Hd 10008 Hd 1002 Process 1	HEADER	<u> </u>	23 57,000 24 2	\$2,000 \$7,000					~~~~~
Doc# 000 PROJECT EN- DESCRIPTION PER	Open tion 0002 Document H 12 1008 Hd 100 Distribution 0002 Process I 2 2 C	HEADER Dotel Hampton	• • • •	× ^ \$7,000	\$2,000 \$7,000 \$7,000 \$6,000	1	J	К	L	
DOC# 000 PROJECT EN- DESCRIPTION PER STATUS INF DATE 11/2	Open tion 0002 Document H 12 1008 Hd 100 Distribution 0002 Process I 2 2 C	HEADER	• • • •	23 57,000 24 2	\$2,000 \$7,000	1	J	К	L	
DOC # 000 PROJECT EN- DESCRIPTION Per STATUS In F DATE 11/2 Notes	Open tion 0002 Document I 12 0008 He iod Distribution 0002 Process ▼ 1 a Copyright 2007 Sparter 2 C 1 a Copyright 2007 Sparter 2 Project Name: 3 Project Number:	HEADER otel Hampton D Massgument LC. All Rights R	E Hotel Hampton	S7,000 F 02 - (Period Distril	\$2,000 \$7,000 \$6,000 EAC Amounts	I	J	К	- L	
DOC# 000 PROJECT EN- DESCRIPTION PER STATUS INF DATE 11/2	Open tion 0002 Document i 22 008 He iod Distribution 0002 Process 1 2 2 2 C 2 Project Name: 3 4 Project Number:	HEADER Detel Hampton D Messgemmet, LLC, All Rights R : Period	E Hotel Hampton EN-008 ~ Doc: 00 Revenue Total:	E F	\$2,000 \$7,000 \$6,000 EAC Amounts	\$50,208	J \$75,313	K 3 \$100,417	\$125,521	
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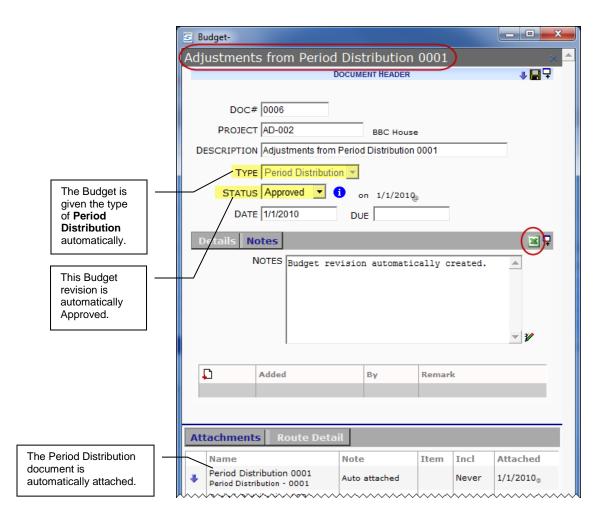
Budget Changes from Period Distribution

When you approve a Period Distribution document that contains distributed rows with remainders, a Budget document is automatically created and approved to eliminate any remainders. Its BFA workbook reflects changes made through your PD workbook. The purpose of the Budget revision is that the new budget amount now exactly matches the amount distributed. The remainder on the next PD workbook will start as zero.

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Period Distribution 0001	× 🔺
DOCUMENT HEADER	.↓ 🖬 🖓
DOC# 0001	
PROJECT AD-002 BBC House	
DESCRIPTION Period Distribution 0001	
STATUS Approved 💌 🚺	
DATE 1/1/2010 DUE 1/2/2010 12:36	
Details Notes	37

	С	D	E	F	G		J	K	L	M
1	© Copyright 2007 Spittire N	Anogement, LLC: All Rights Re	served		EAC Amounts					
2	Project Name:		BBC House							
3	Project Number:		AD-002 ~ Doc: 00	01 ~ Period Distrik	oution 0001					>
4		Period	Period Revenue Total:			\$125,550	\$125,550	\$125,550	\$125,550	\$1 ∕
5		Period	Expense Total:	\$578,500	\$566,000	\$2,083	\$2,083	\$2,083	\$2,083	\$
6	Cost Code	Description	Account Category	EAC Required Aggregate	Remainder	01/2010	02/2010	03/2010	04/2010	05/26
7	00000	General Default	REVENUE	\$753,300		\$125,550	\$125,550	\$125,550	\$125,550	\$12
8	01000	General Condition	_LABOR	\$7,500	\$6,750	\$125	\$125	\$125	\$125	
9	01000	General Conditions	_MTRL PERM)					$ \geq $
10	01000	General Conditions	OTHER	\$8,750		\$1,458	\$1,458	\$1,458	\$1,458	\$
11	01000	General Conditions	SUB	\$3,000		\$500	\$500	\$500	\$500	
40	04700	Contract Closecou		\$509						

	BUDGET								
D 🗗	Doc No	Description	Date	Due	Approved	Status			
Ø	0006	Adjustments from Period Distribution 0001	1/1/2010 ₀			Approved			
ĕ	0005	Budget 0005	1/1/2010	1/2/2010 ₀		In Process			
2	0004	Adjustments from CO 0001	1/1/2010 _©			Approved			
haanaa			haaaaaa						



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1	© Copyright 2007-2009 Spi	ittire Management, LLC: All Rights Reserved.							
2	DEMO	Revise Budget (0006) (N,Y)*						Rev:	\$753,300
3	BBC House	Totals as of: 1/1/2010 @ 12:36 PM	\$750,000	\$0	\$575,000	\$578,500			\$571,750
4	AD-002	Show All	\$750,000	\$0	\$575,000	\$578,500			
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	EAC Change Results
11	01000	General Conditions	\$0	\$0	\$16,250	\$19,250	A	\$0	\$12,500
12	01000	_LABOR	\$0	\$0	\$7,500	\$7,500	A	-\$6,750	\$750
	01000	_MTRL PERM	\$0	\$0	\$0	\$0		\$0	\$0

Appendix A: Related Workbooks

Consolidation Sheets

To import a budget into Spitfire, your data must be arranged in a format that Spitfire supports. The Spitfire Budget supports budget items at both the Cost Code and the Account Category level. Therefore your import spreadsheet must include both the Cost Code and the Account Category for each of your budget items.

If you use a detailed workbook to estimate a project, you can add a consolidation worksheet to your estimating workbook and map your detail to the consolidation worksheet for import into the Spitfire Budget.

<u>The Import Wizard</u> (see page 23) requires source data to be configured to meet certain requirements. Depending on how the source document is configured, you can use either the "Data in Columns" or "Data in Rows" format to organize the source data.

Row Format:

Cost Code	Description	Account Category	Budget Amount		
03000	Concrete	Labor	5000		
03000	Concrete	Equipment	3000		
03000	Concrete	Material	2000		

Column Format:

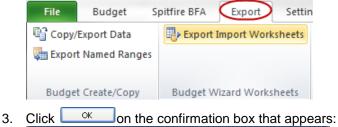
CostCode	Description	Labor	Material	Equipment
03000	Concrete	<mark>5000</mark>	<mark>2000</mark>	3000
15000	HVAC		20000	
16000	Electrical	4000	500	

Most Estimate and Bid applications are very detailed in their development of bid amounts. The level of detail used by Project Accounting Systems to monitor project progress, work-breakdownstructure and budget usually exist several levels higher with multiple constituent elements contained within one item definition. Consolidation Sheets are a way to provide a single worksheet for the consolidation of these items and to provide the Import Wizard a single worksheet in the source document.

We strongly suggest placing the appropriate Consolidation Sheet in either the off-the-shelf export file template or the home-grown application template.

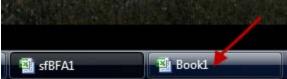
To create a Consolidation sheet:

- 1. Open the BFA workbook from a Budget document. The BFA workbook can be empty (without data).
- 2. Select **Export Import Worksheets** from the Budget ribbon:



Copy Data
Creates a New Workbook and copies the Column & Row Import Formats to the New Workbook. To change to New Workbook use the Windows Menu
OK Cancel

4. To get to the newly created workbook, click on **Book1** on the task bar at the bottom of your desktop.



- 5. You'll notice both a Column Import sheet and a Row Import sheet (shown on the next page). Choose the one depending on how your data is arranged (in columns or rows).
- 6. Map your data to the appropriate column and row in the Consolidation worksheet using standard Microsoft Excel references. You can map many data cells into one consolidation cell.
- 7. Rename Book1 and save it. You can now add this Consolidation worksheet in your source Microsoft Excel application
- 8. You can close the original BFA workbook at any time.

Correctly managed, the Consolidation worksheet should become a permanent component of your source Microsoft Excel workbook template. It should reside there without further attention to continue to provide the Import Wizard the necessary data.

TIP

The next time you use the **Export Import Worksheets** option, Book2 will be created, and so on.

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	Cost Code ID	Description	Billing Code	Costing Method	Projected	Threshold	Revenue Amount	CC Amount	сс иом	CC Units	Labor Amoun	Labor t UOM	Labor Units	Material Amount
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1	Cost Code ID	Description	Category	Billing Code	Rev/Exp Type	Costing Method	Projected	Threshold	Unit of Measure	Original Cost Amount					
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Other Supplemental Workbooks

TIP

More information about "from scratch" supplemental workbooks can be found in the technical white paper <u>Supplemental</u> Workbooks.

Named Ranges

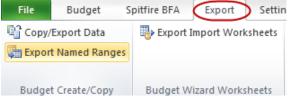
The BFA Report template is created through the BFA Report Tool to organize the data from the BFA workbook in custom ways in order to produce a BFA supplemental workbook. More information about the BFA Report Tool and the template file it creates is available in the technical white paper *The BFA Report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

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.

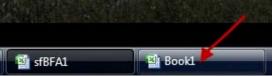
The Export Named Ranges option on the Spitfire Menu ribbon creates a workbook that contains the named ranges used in the BFA workbook, including the index, names and coordinates references. These named ranges are helpful when creating a supplemental workbook because direct cell references sometimes become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

To export the named ranges in BFA:

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



3. To get to the newly created workbook, click on **Book1** on the task bar at the bottom of your desktop.



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.)

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3	2	Row Import'!_Filte	rDatabase	2	='R	ow In	nport'!\$A\$	1:\$K\$2				
4	3	Soldata!_FilterData	abase		=S(oldata	!\$B\$1:\$BV	\$68				
5	5	Account_Class			=D	ata!\$0	\$7:\$C\$200	00				
6	6	Actual_Hours_divid	ded_by_U	nit	=D	ata!\$E	3G\$7:\$BG\$	2000				
7	7	Actual_plus_Comm	nitted		=D	ata!\$A	\S\$7:\$AS\$2	2000				
8	8	Actual_Revenue			=D	ata!\$T	\$7:\$T\$200	0				
9	9	Actual_to_Date			=D	=Data!\$AQ\$7:\$AQ\$2000						_
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Appendix B: How Distributions Are Calculated

Distribute by Curve

Curve amounts in Period Distribution worksheets are calculated as follows:

- 1. The minimum amount is entered for all columns in the distribution period range.
- 2. If the distribution period range has an odd number of columns, the maximum amount is entered in the middle column. If the distribution period range has an even number of columns, the maximum amount is entered in the middle two columns.
- 3. The distribution period range and remaining amount is reduced by the number of entries in step 1 and step 2. If the remaining amount divided by the remaining columns is greater than the maximum amount then the maximum amount is entered in the next two columns adjacent to the middle. This continues until the remaining amount divided by the remaining columns is less than the maximum amount.
- 4. Once the remaining amount divided by the remaining columns is less than the maximum amount, the distribution amount by column is equal to the remaining amount divided by the sum of the remaining columns multiplied by the column position.

Note: This evaluation is first run with the number of remaining columns equal to two less than the total (first and last) to see if the amount to be spread is less than the maximum. If so then the first and last column should remain at the minimum amount, otherwise the column amount is the sum of the minimum and amount by column.

Distribute by Slope

Upward and downward slope amounts in Period Distribution are calculated as follows.

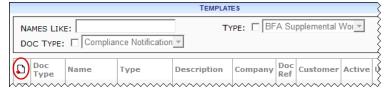
- 1. The amount to distribute is divided by the sum of the count of distribution periods.
- 2. If the distribution is "Distribute By Up Slope" then the **smallest** number is placed in the "Starting Period"
- 3. Likewise; if the distribution is "Distribute By Down Slope" then the **largest** number is placed in the "Starting Period"

Appendix C: BFA Budget Import Map

If you are the System Administrator (or have permission to use the Manage or System Admin Dashboard) you can upload a mapping file for use in the Import Wizard. Once the file is uploaded through the Templates tool, the file will appear by default as the mapping file in the Import Wizard's opening screen (see page 23).

To upload the BFA Budget Import Map:

- 1. Open the Templates tool from either the Manage or System Admin dashboard.
- 2. Click \square to add a new row.



- 3. In the **Doc Type** field, select **Budget**. Leave the subtype field blank unless you want the mapping file to apply to one Budget subtype only.
- 4. In the Name field, enter either the name of the saved file (on your computer) that holds your budget import mapping or another name for this file, such as "BFA Budget Import Map". Paths and file extensions are not necessary.
- 5. In the Type drop-down, select BFA Budget Import Map.
- 6. In the **Description** field, enter a description of the file, for example, "Default mapping file for the Budget's Import Wizard."
- 7. Click v to accept the row.
- 8. Click 🔚 to save the Templates tool.
- Click at row you just added. (You might need to look for it.) The Template Maintenance window will appear:

S Template Storage
Template Maintenance
Download Open

- 10. Click and browse for the saved mapping file on your computer.
- 11. Click Upload then to close the window.
- 12. Click 🖬 to save the Templates tool again. The row will now show the 👺 icon.

			TEMPLATES									
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Д.	Doc Type	Name	Туре	Description	Compa							
뿷 🥖 📋	Budget	BFA Budget Import Map	BFA Budget Import Map	Default mapping file for the Budget's Import Wizard								
2 🦯 🕲	Budget	Estimate Map	BFA Budget Import Map	Estimate Map								

Note: you can upload several mapping files through the Templates tool, as shown above. Users will be able to select which mapping file to use in the Import Wizard. At first, the first file alphabetically by filename appears as the default. After you use the Import Wizard, the last used mapping file appears by default in the Load field.

S Import Wiz	d								
	his wizard will step you through the process of importing a file into our budget Input Source								
	Local File S:\Spitfire\BudgetFinancial								
	Catalog Estimate								
	Select Mapping								
	Create New								
	Load BFA Budget Import Map BFA Budget Import Map Estimate Map S:\Sptfire\BudgetFinancial\Budget as of Sept 18 2007.map								
Import Rows with Zero Amounts									
	Back Next Finish Cancel								

To replace an existing Budget Import Map:

- 1. On the Templates tool, use the Type filter to find the BFA Budget Import Map file that you want to replace.
- 2. Click 🚟 to open the Template Maintenance dialog box.
- 3. Click on the Template Maintenance dialog box to find your more current mapping file on your computer/network.
- 4. Click Upload A message on the Template Maintenance dialog box will indicate that the upload was successful.
- 5. Click to close the dialog box and return to the Templates tool.
- 6. Click 🔚 to save the Templates tool.

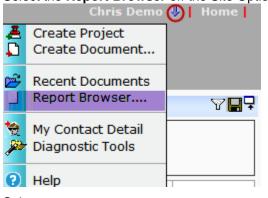
Appendix D: Related Reports

sfPMS offers several reports related to your budgets. If you have the proper permission, you can access these reports and then print them out, save them to your hard drive or email them to others.

Reports are accessed through the File menu.

To view reports:

1. Select the Report Browser off the Site Options menu:



2. Select your report.

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	× 🔺
RUN A REPORT	2
Make a selection:	
Admin	
Executive	
General	
Bid Analysis	
Bid Analysis By Customer	
Budget Revision History	
CCO LogChange Item Log	
Change Item Log Change Item Payment Log	_
Change Order Detail	
Commitment by Cost Code	
Commitment Log	
Commitment Summary	
Compliance Log	
Contact List	
Document Items	
Document Log	
Document Performance by Company	-

3. When the report opens up, enter filter information, for example,

	PROJEC	t Revision History CT GC003 CT I GC003 CTS IV All V n Report	COST CODE % PERIOD T 1/19/2010 + 1/19/2010
4.	Click	Run Report	

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Budget Revision History Report

Spitfire Bud	get Revision Histor	у					•				
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					For All Budge	t Revisions or		03			
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	00000	REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	Add	\$750,000.00	0		
	01000	_LABOR	\$0.00	\$0.00	\$0.00	\$0.00	Add	\$7,500.00	0		
		_MTRL PERM	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
	01700	_OTHER _MTRL PERM	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	Add 0	\$8,750.00 \$0.00	0		
	02000	_EQ RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	Add	\$0.00	0		
	02000	_LABOR	\$0.00	\$0.00	\$0.00	\$0.00	Add	\$18,750.00	0		
		- _MTRL EXPEND	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
		_MTRL PERM	\$0.00	\$0.00	\$0.00	\$0.00	Add	\$50,000.00	0		
		_OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
		EQ PARTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
		REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
	02050	_LABOR	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
	02200	_OTHER	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0		
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	_OT	THER	\$	0.00	\$	0.00		\$0.00	\$0.00	Add	\$8,750.00

Project Cost by Account Report

Note: the Project Cost by Account report is found on the Executive folder.

	Project Cost By Account											
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								Pr	oject Cost B			
		Account Category	Cost Code	Name	EAC	Actual	Committed	Uncommitted	FAC	Variance		
		Project : GC-0	03 Northe	rn Lights Plaza, North	ern Lights, Inc.				Contract Value:	\$750,000.00		
		_LABOR	01000	General Conditions	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00		
			02000	Site Work	\$18,750.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$0.00		
			02050	Demolition	\$0.00	\$875.00	\$0.00	(\$875.00)	\$0.00	\$0.00		
			03000	Concrete	\$13,750.00	\$0.00	\$0.00	\$13,750.00	\$13,750.00	\$0.00		
			04000	Masonry	\$12,500.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00	\$0.00		
			05000	Metal	\$12,500.00	\$0.00	\$0.00	\$12,500.00	\$12,500.00	\$0.00		
			06000	Wood & Plastics	\$18,750.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$0.00		
			07000	Thermal & Moister	\$21,250.00	\$0.00	\$0.00	\$21,250.00	\$21,250.00	\$0.00		
			08000		\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$0.00		
				Doors & Windows								
			09000	Drywall & Finishes	\$11,250.00	\$0.00	\$0.00	\$11,250.00	\$11,250.00	\$0.00		
			12000	Window Treatments	\$6,250.00	\$0.00	\$0.00	\$6,250.00	\$6,250.00	\$0.00		
			13000	Security Systems	\$8,750.00	\$0.00	\$0.00	\$8,750.00	\$8,750.00	\$0.00		
			14000	Scaffolding	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00		
			15000	Mechanical	\$13,750.00	\$0.00	\$0.00	\$13,750.00	\$13,750.00	\$0.00		
			16000	Electrical	\$9,500.00	\$0.00	\$0.00	\$9,500.00	\$9,500.00	\$0.00		
		_LABOR		Totals :	\$169,000.00	\$875.00	\$0.00	\$168,125.00	\$169,000.00	\$0.00		
		_MTRL PERM	01000	General Conditions	\$0.00	\$11,618.20	\$11,618.20	(\$23,236.40)	\$0.00	\$0.00		
			01700	Contract Closeout	\$0.00	\$215.00	\$0.00	(\$215.00)	\$0.00	\$0.00		
\$		Printed 1/19/2010 9:	54:20 AM							Page 1 of 3		
tegory	Cost Code	Name			EAC	Ac	tual	Committed	Uncon	nmitted	FAC	
: GC-0	03 Northe	ern Lights	Plaza,	Northern Ligh	nts, Inc.					C	Contract Value:	\$750
	01000	General C	Conditions		\$7,500.00	\$	0.00	\$0.00	\$7,	500.00	\$7,500.00	
	02000	Site Work			\$18,750.00	\$	0.00	\$0.00	\$18,	750.00	\$18,750.00	
	02050	Demolitio	n		\$0.00	\$87	5.00	\$0.00	(\$	375.00)	\$0.00	
	03000	Concrete			\$13,750.00		0.00	\$0.00		750.00	\$13,750.00	
	04000	Masonry			\$12,500.00	\$	0.00	\$0.00	\$12	500.00	\$12,500.00	
							0.00	\$0.00		500.00	\$12,500.00	