Doc Types and Project Workflow

Focus Guide

This Focus Guide is designed for Spitfire Project Management System users. This guide focuses on the Doc types available in sfPMS, which you might use during possible project workflows.

www.spitfiremanagement.com

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About Our Documentation

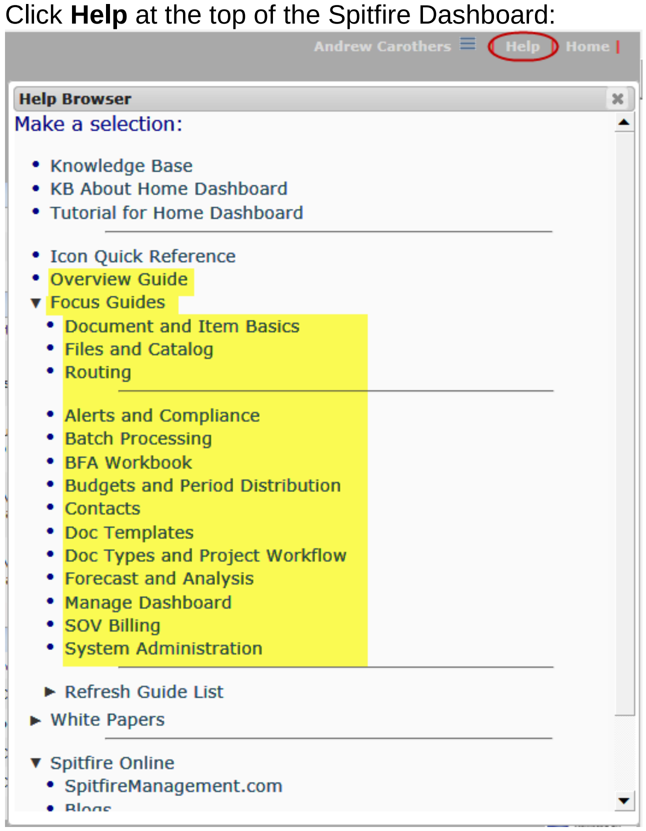
The Spitfire Project Management System (sfPMS) is extensive and powerful. Learning about all that you can do with it takes time. To help you learn, we provide various forms of documentation. Because one large all-inclusive manual would be too unwieldy and take too long to download, we provide smaller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

Guides

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

To access the guides:

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

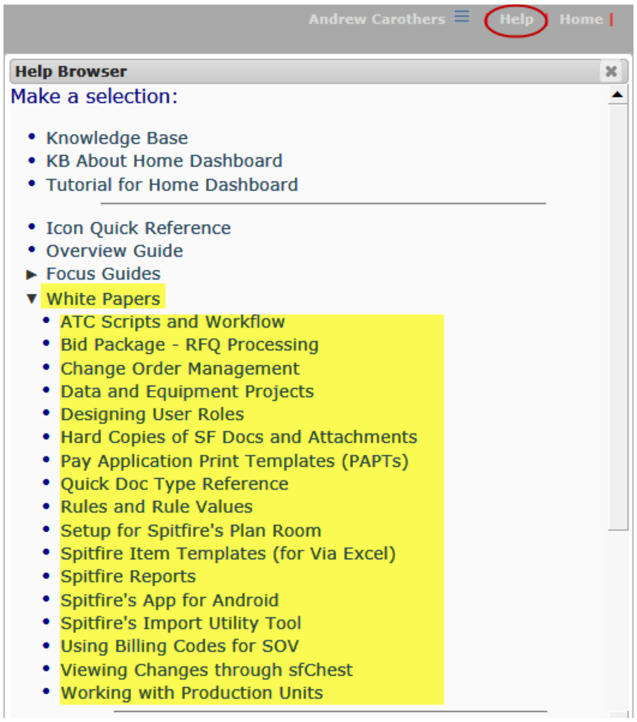


3. Select either **Overview Guide** or one of the choices under **Focus Guides**:

   The guide will appear as a PDF file.

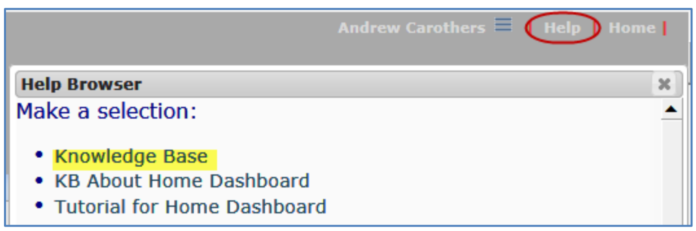
White Papers

White Papers (also known as Technical White Papers or TWPs) are documents that delve into some of the more technical aspects of sfPMS. White Papers are accessed through the same Help menu:



The Knowledge Base

The Knowledgebase contains articles, in a question-and-answer format, that cover either more specific or more technical information about sfPMS. The Knowledgebase is accessed through the same Help menu as the guides:



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

Introduction to This Guide

In Spitfire, the term "document" is used to describe a specific entity created in sfPMS from a document type (Doc type). There are many Doc types in the system, each with its own specific purpose.

This guide focuses on the Doc types available in Spitfire-Enterprise, which you might use during possible project workflows. In actuality, you might skip some of the Doc types mentioned or create and use custom Doc types.

This guide assumes some familiarity with sfPMS and its dashboards as described in the *Overview Guide* and with basic document and item information as described in the *Focus on Document and Item Basics* guide.

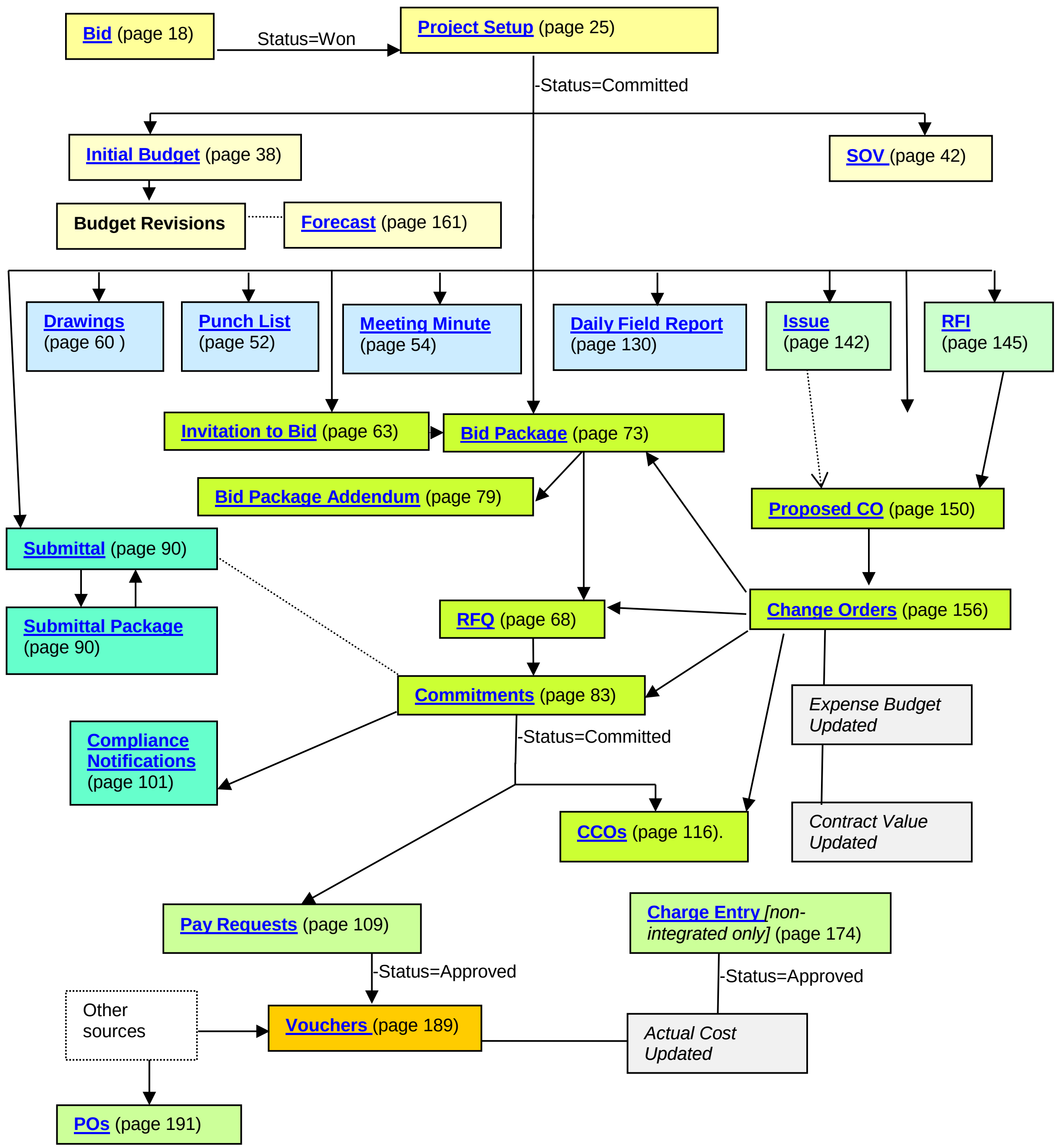
In addition, a summary of all Doc types is available in the *Quick Doc Type Reference* technical white paper.

Note: Because Doc types are configured during implementation, the Doc types and specific documents shown as examples in this guide might not be the same as the ones used in your own system.

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

The Big Picture

Project Workflow

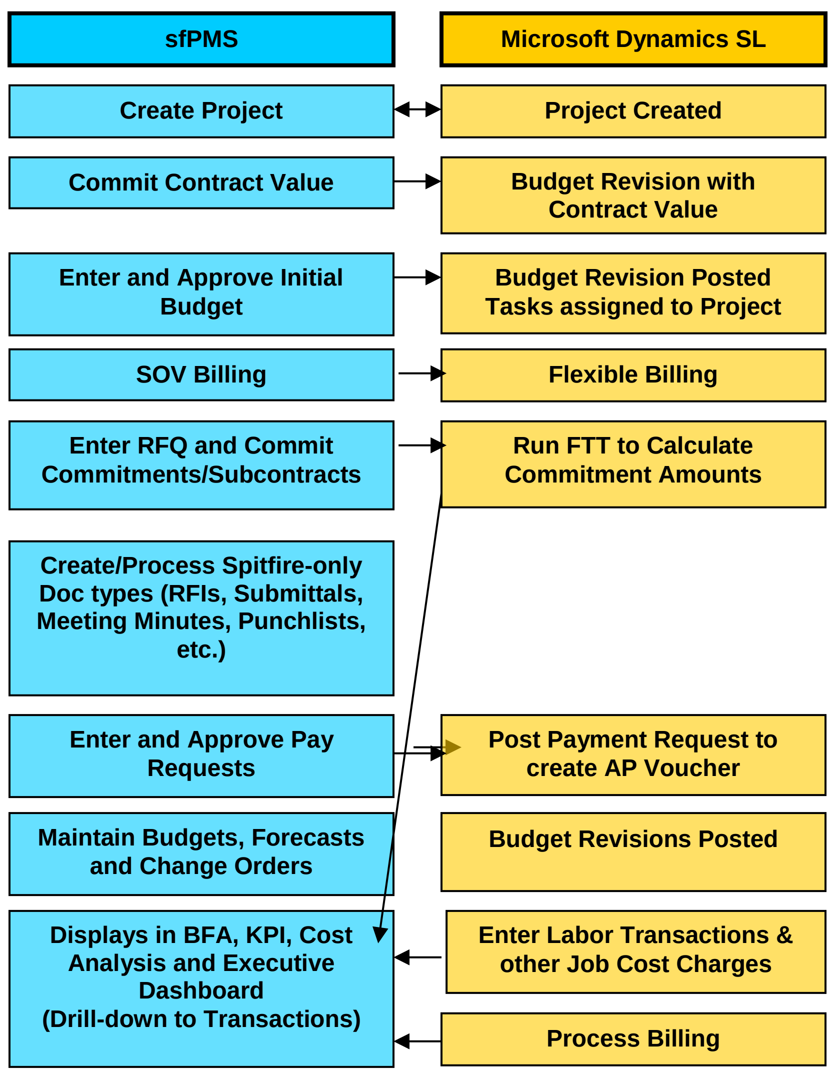


***Note**: Not all Doc types are included in this workflow. For a complete alphabetical list of all Doc types, see page 17.*

sfPMS and Integrated Accounting

sfPMS can be integrated with Microsoft Dynamics SL or Acumatica Cloud ERP.

- Projects are created in sfPMS and sfPMS in turn creates the corresponding project in the integrated accounting system.
- Contract value, Budgets and Change Orders are entered and maintained in sfPMS and sfPMS posts the data to the integrated accounting system.
- Commitments/Subcontracts are created and maintained in sfPMS and populate the integrated accounting system. Note: with Microsoft Dynamics, the Financial Transaction Transfer functions calculate and maintain Actuals and Commitments.
- Pay Requests are entered and approved in sfPMS, then posted in the integrated accounting system to create AP Vouchers
- Other job cost transactions (labor, expenses, overhead, etc.) and billings are entered and maintained in the integrated accounting system and sfPMS reads and displays the data.



sfPMS		***Acumatica***
Company/Divisions	⇐	Company
Contacts	⇐	Customers, Vendors, Employee
Project ID, Cost Codes (aka Tasks)	⇐	Project ID, Tasks (aka Cost Codes)
Account Categories	⇔	PM Account Groups (PM201000)
	⇐	GL Accounts/PM Group mapping
Projects	⇒	Projects (PM301000)
Tasks	⇒	Project Tasks (PM30200)
Budgets – *on approval*	⇒	Project Budget (PM303000)
Team – employees only	⇒	Projects (PM301000) | Employee tab
Commitments		*(none)*
Pay Requests – *on approval*	⇒	Bills And Adjustments (AP30100) Project Transactions (PM304000) Projects (PM301000) | Balances tab
Vouchers	⇒	Bills And Adjustments (AP301000) Project Transactions (PM304000) Projects (PM301000) | Balances tab
SOV Pay App – *on invoice*	⇒	Invoices and Memos (AR301000) Project Transactions (PM304000) Projects (PM301000) | Balances tab
Customer Invoice	⇐	Invoices and Memos (AR301000)
Actuals ■ Project KPI/Project BFA ■ Project Cost Analysis	⇔	Project Transactions (PM304000) Projects (PM301000) | Balances tab

Alphabetical Index

The chapters in this guide describe the various Doc types in a somewhat logical order. If you want to jump to a specific Doc type, the following alphabetical listing might prove helpful.

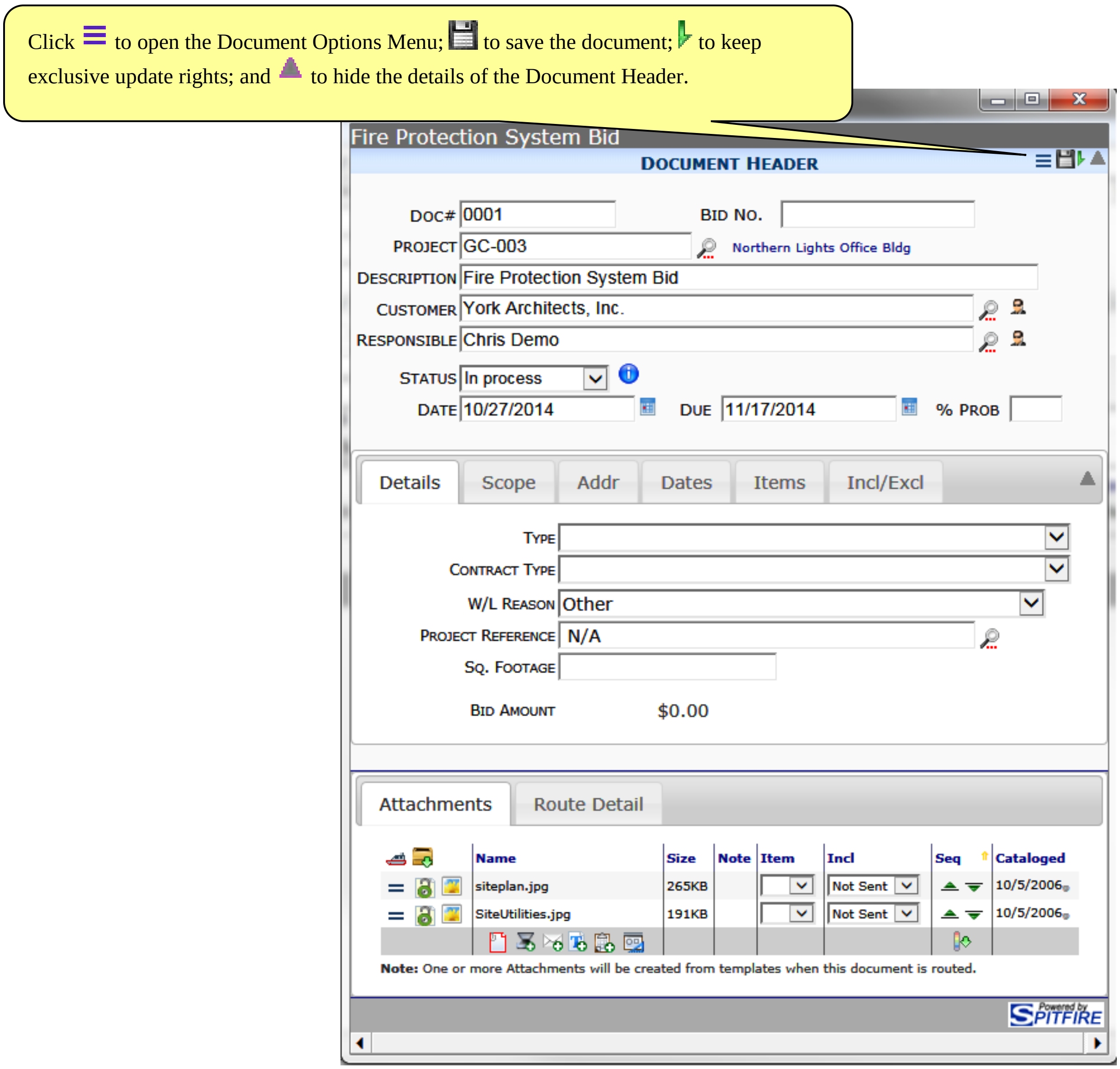
TIP

If you click on a link to get to another page in this guide, you can use the **Alt** + ←(left arrow) keys to return to the previous view.

Bid

Overview

Bid documents keep track of all your bids for prospective projects.



Where It Fits In

A Bid document is usually created before a project. Often, it is the first document you create in a project's workflow. One or more Estimate documents can be attached to the Bid document. The Bid document can lead to a Project Setup document.

Note: you can also create a Bid document from a Project Dashboard, if you want to create the Bid document after you have created the Project Setup document. In such a situation, use the lookup on the Bid document to find the **Project** number to associate with the Bid.

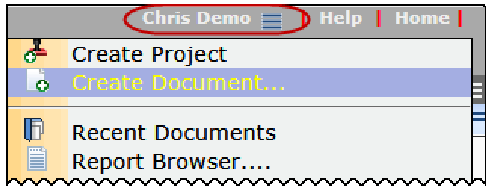
Creating a Bid

TIP

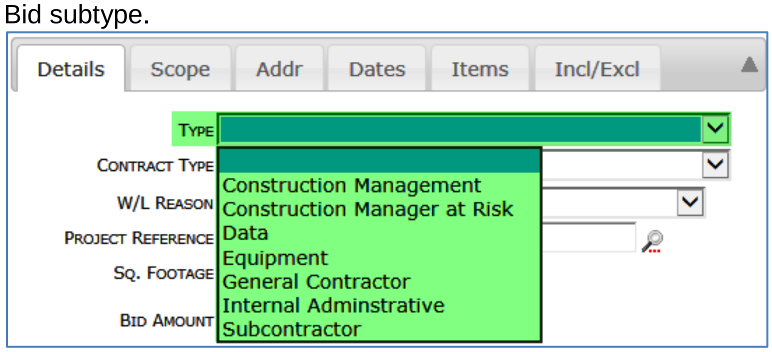
If your customer is not already in sfPMS and you do not want to enter all potential customers into sfPMS, you (or your System Administrator) can create one Contact called “Potential Customer” to use at this point. If the Bid leads to a project, the customers Contact information can be entered into sfPMS then. You will be able to change the Customer field on the Project Setup document.

To create a Bid document:

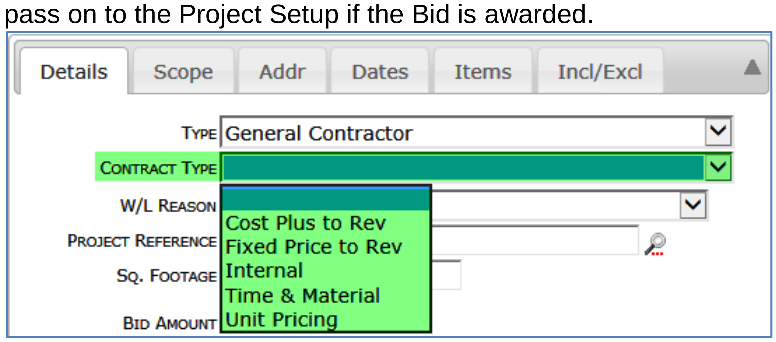
1. Click or your name to open the Site Options menu, then select **Create Document** from the Site Options menu:



2. Select **Create Bid**. A Bid document window will open.
3. If you want to potentially create the Project Setup from this Bid, leave the **Project** field blank. When you win the bid and create a Project Setup document, this field will be filled in automatically.
4. Enter a useful description in the **Description** field. This text will also be used as the title.
5. Look up a **Customer**. The customer must be a Contact in sfPMS.
6. Click to save (and actually create) the document.
7. (*optional*) On the Details tab, select a **Type** that will pass onto the Project Setup if the Bid is awarded. The type represents a Bid subtype.



8. (*optional*) On the Details tab, select a **Contract Type** that will pass on to the Project Setup if the Bid is awarded.

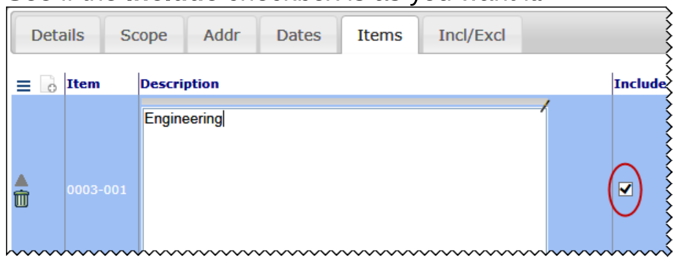


TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide.

9. **Add New** Items on the Items tab. This can be one Item that indicates your total Bid amount, or several Items that break down your Bid amount. For each item,

- See if the **Include** checkbox is as you want it.



All Items that are "included" are added together to determine the Bid Amount found on the Details tab.

TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

10. Add other information to the document, add attachments (for example, spreadsheets or Estimate documents) and create a route as appropriate.

11. (*optional*) If an Attachment template has been established for this Doc type, the attachment template icon will appear on the Attachments tab. Click on the icon to create the printout file for the Bid. This printout will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees.

12. Either route the document to another person or save the document, then close the document window.

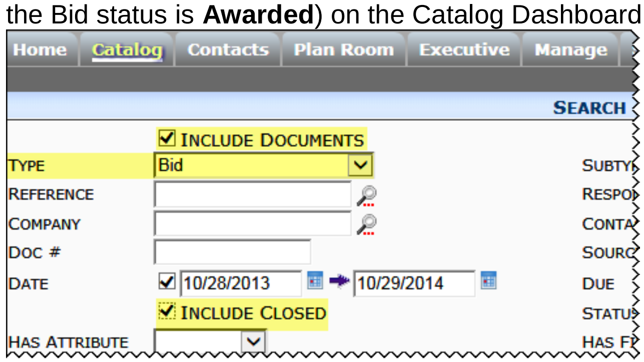
13. You can reopen the document as needed to make changes to it and to change its status.

    - As long as you don't route the Bid document, it will remain in your Inbox (on the Home Dashboard).

    - If the Bid document has been routed back to you, it will be in your Inbox.

TIP
If you need to get bids from your own vendors before you can determine your bid for this potential project, you can create a Bid Package document through the Document Options menu. See the next page.

    - If you need to find a Bid document that is not in your Inbox, use the **Type** filter (and **Include Closed** filter, if the Bid status is **Awarded**) on the Catalog Dashboard:

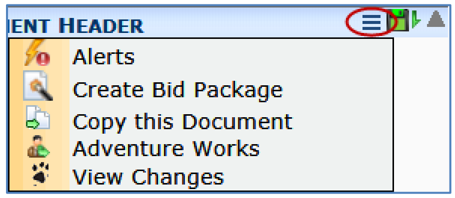


TIP
For more information about the Catalog, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

    - If you lose the bid, change its status to **Lost**. If you win the bid, change the status to **Awarded**. (The status must be **Awarded** before you can create a Project Setup document.)

Bid Options Menu

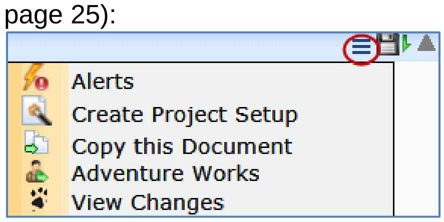
The Options menu for the Bid document offers the following choices after you first save:



Of Particular Note

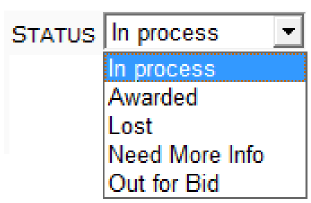
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

- indicates the Source Contact (person or company getting the bid) for this document. This option appears only after you look up a choice for the **Customer**.
- The choice to **Create Bid Package** allows you to create one or more Bid Package documents (see page 73) to obtain quotes before you send out your own Bid. This option appears only if you created the Bid from the Site Options menu.
- If you set the status to **Awarded** (and save)**,** the Bid Package option is replaced with a **Create Project Setup** option (see page 25):



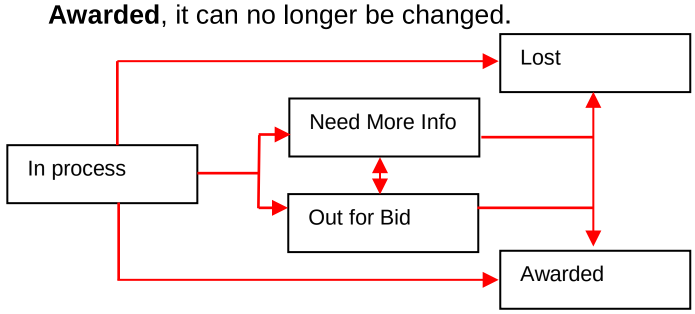
Statuses for Bid

By default, the Status drop-down offers the following choices:



TIP
A "Bid Analysis" report and a "Bid Analysis by Customer" report are offered by sfPMS. See the technical white paper *Spitfire Reports* for more information.

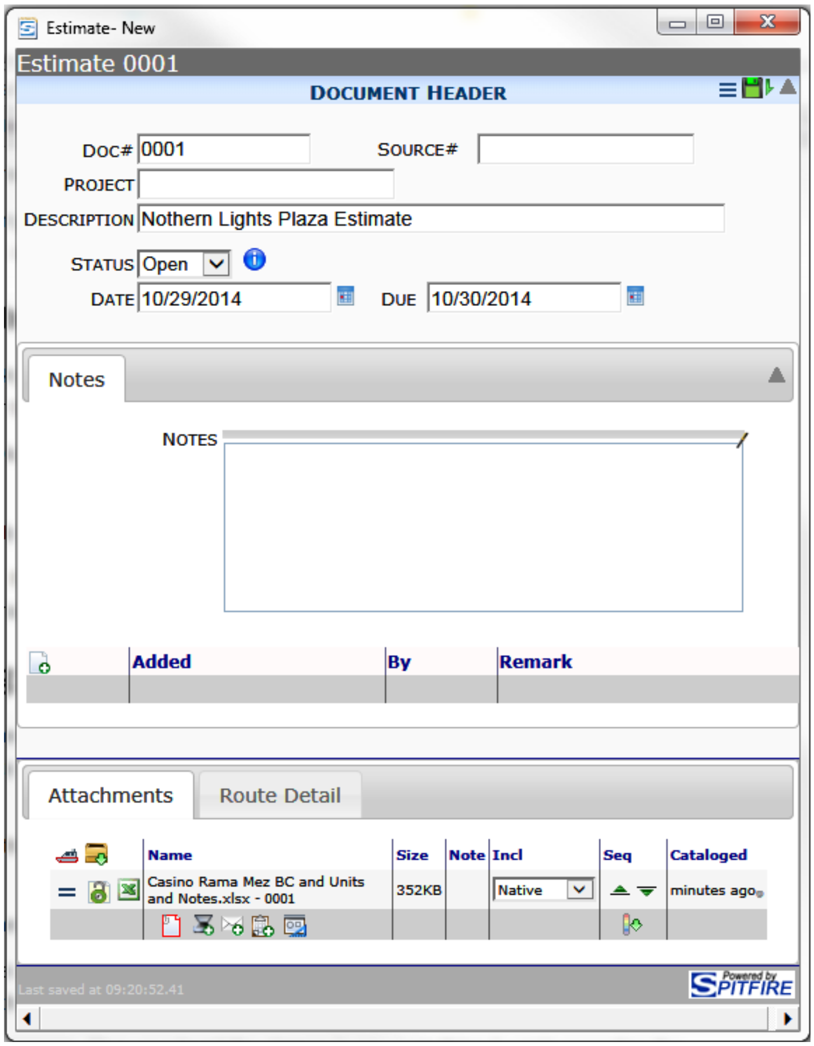
- In order to create a Project Setup document from a Bid, the status must be set to **Awarded**.
- **Lost** and **Awarded** are final statuses, which close the document and make it read-only. When a Bid document is **Lost** or **Awarded**, it can no longer be changed.



Estimate

Overview

Estimate documents largely serve as “wrappers” for routing attached estimate workbooks in Microsoft Excel.



Where It Fits In

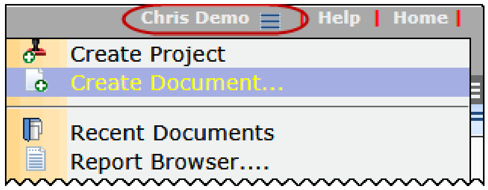
An Estimate document is usually created before, or in the earliest stages of, a project. Estimate documents with attached Microsoft Excel files are usually attached to Bid documents. If and when the Bid leads to a Project Setup, the Estimate document is automatically included in the project. Once part of a project, the Estimate’s attached spreadsheet can be used when importing data for the Initial Budget.

Note: if it fits better into your workflow, you can attach estimate files directly to your Bid document, bypassing the Estimate document.

Creating an Estimate

To create an Estimate document:

1. Select **Create Document** from the Site Options menu:



TIP
If Create Estimate does not appear as an option, see your Implementer.

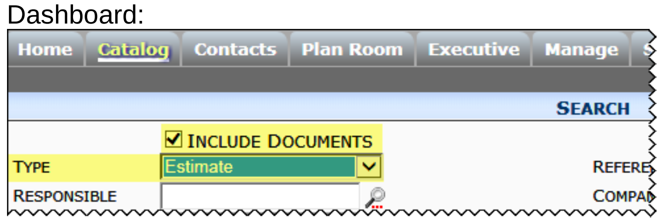
2. Select **Create Estimate**. An Estimate document window will open.
3. If no project exists yet for this estimate, leave the **Project** field blank. If you attach this Estimate to a Bid and then create a Project Setup from that Bid, this field will be filled in automatically.
4. (*optional*) Enter a more useful description in the **Description** field. This text will also be used as the title.

TIP
For more information about the Catalog and attachments in general and the Attachment template feature in specific, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

5. Click  to save (and actually create) the document.
6. If you are creating your estimate spreadsheet from a Microsoft Excel Attachment template, click  on the Attachments tab.
   - Give a name to the file, which will be attached to your document.
   - Enter your information in Microsoft Excel.
   - Save and close Microsoft Excel.
7. Add other information to the document (such as a Note), and create a route if appropriate.

TIP
For more information about routes, see the *Focus on Routes* guide.

8. Either route the document to another person or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it and to change its status. You can also edit the attached file to update its information.
   - As long as you don't route the Estimate document, it will remain in your Inbox (on the Home Dashboard).
   - If the Estimate document has been routed back to you, it will be in your Inbox.
   - If you need to find an Estimate document that is not in your Inbox, use the **Type** filter on the Catalog Dashboard:



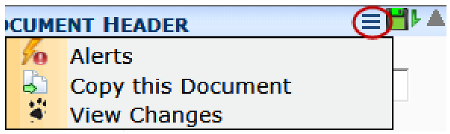
10. To attach the Estimate document to a Bid, open the Bid document and use the icon on the Bid's Attachments tab.

Note: you can also create an Estimate document from a Project Dashboard, if you want to create the Estimate document after you have created the Project Setup document. In such a situation, use the lookup on the Estimate document to find the **Project** number to associate with the Estimate.

Estimate Options Menu

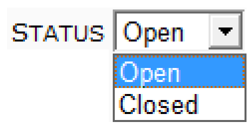
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Estimate document offers the following choices after you first save:



Statuses for Estimate

By default, the Status drop-down offers the following choices:

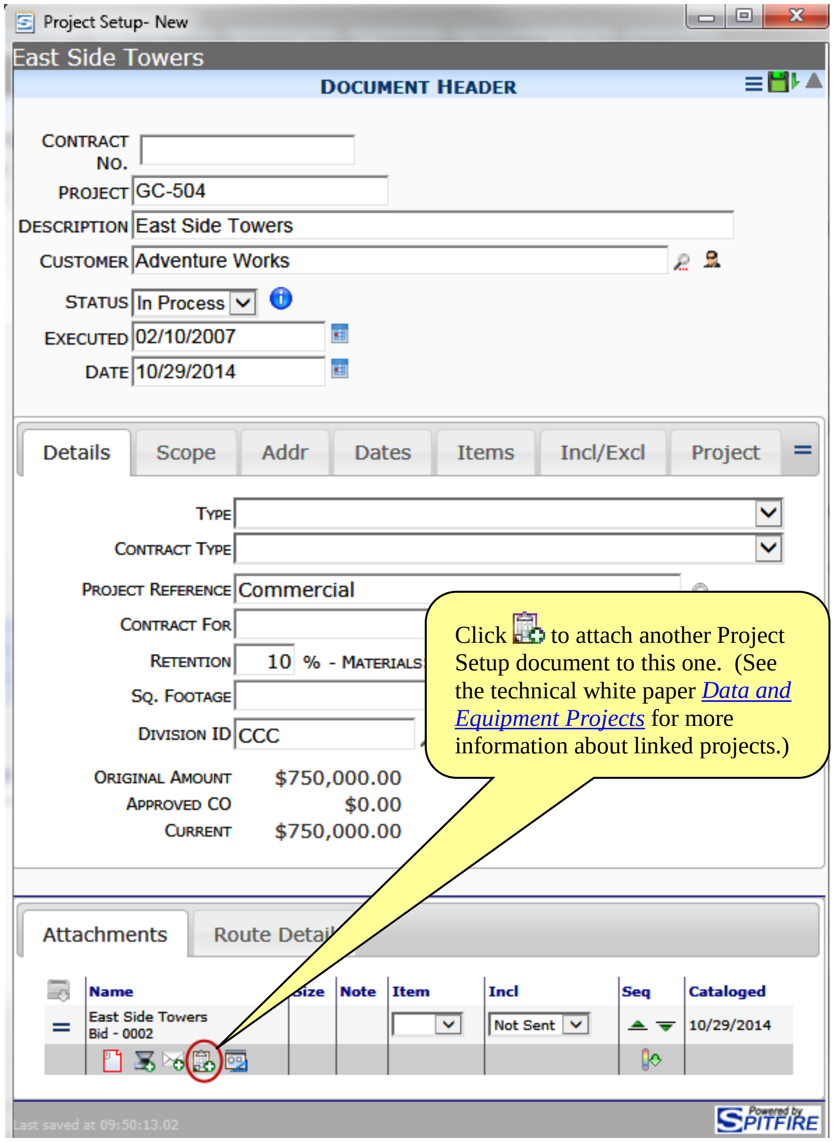


- **Closed** is a final status, which closes the document. When an Estimate document is **Closed,** it can no longer be changed.

Project Setup

Overview

The Project Setup document, containing project contract information, is the premier document for your project. Once the Project Setup is created and saved, you can access that project's dashboard and create other documents.

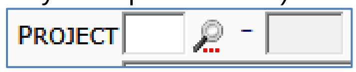


Where It Fits In

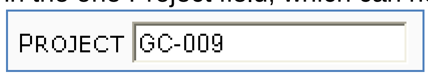
Because the Project Setup document creates the Project Dashboard, you have only one Project Setup document per project. A Project Setup document may have a Bid and/or Project Setup Info document attached to it. When the Project Setup is first saved, an Initial Budget document and a Submittal Item Register document are created automatically for the project. A Project Setup document also creates the first Pay Application document.

Project Field

At first, the **Project** field may consist of up to six segments (depending on your implementation). Some segments may be lookups, for example:



- Always fill in segments from left to right. Tab to get from one field to another.
- After you save the document, all segments (with dashes) appear in the one Project field, which can no longer be edited:



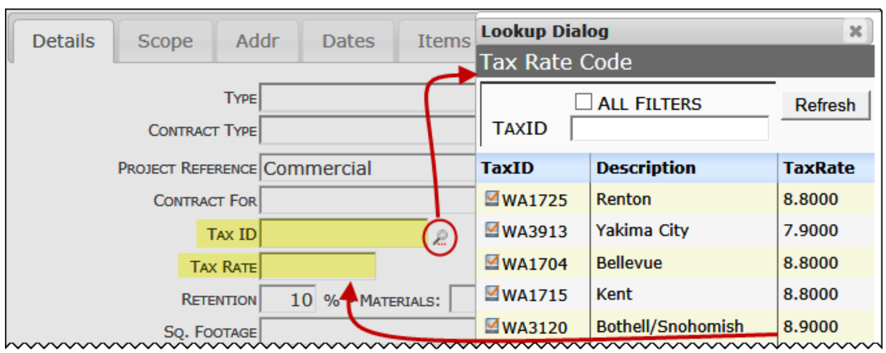
Note: if you have been given the **SYS | Change Project ID (RS)** role capability, you can change the Project ID as long as there are no actuals on the project. See the Project Setup Options Menu on page 29.

Optional Sales Tax Fields

TIP

See your System Administrator, Implementer, or the *Focus on System Administration* guide for more information on customization.

Through customization, a sales tax rate field (and corresponding tax ID lookup) can be included on your Project Setup document. These fields establish a tax rate for your project. This tax rate, in turn, is used to calculate taxes on your Schedule of Values. (See also page 43).



Creating a Project Setup

There are two common ways to create a Project Setup document:

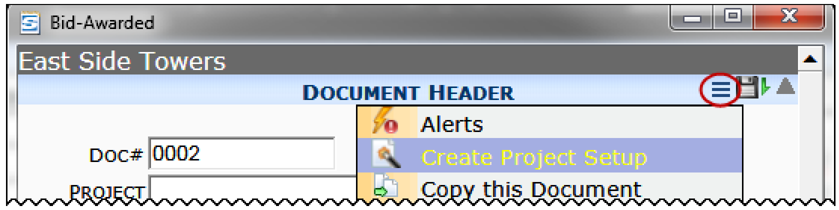
- From a Bid document with a status of **Awarded**
- Manually, without a Bid document

TIP

Once you save a Project Setup, the Project code will automatically be entered in the Bid document (and Estimate document if the Estimate was attached to the Bid) and the Project Setup will appear as an attachment on the Bid document.

To create a Project Setup from a Bid:

1. Open the Bid document. Make sure its status is set to **Awarded**.
2. Open the Document Options menu and select **Create Project Setup**:

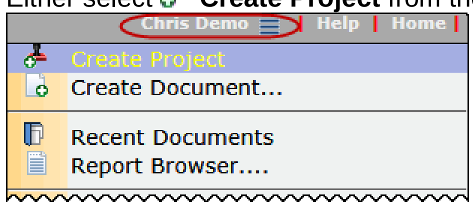


A Project Setup document will open. You can close the Bid document window.

3. Continue with step 2 of the following instructions, keeping in mind that some information from the Bid document will have been copied to the Project Setup document (for example, the Description, Customer, Contract Type, and included Items). You can enter or change any of these if necessary.

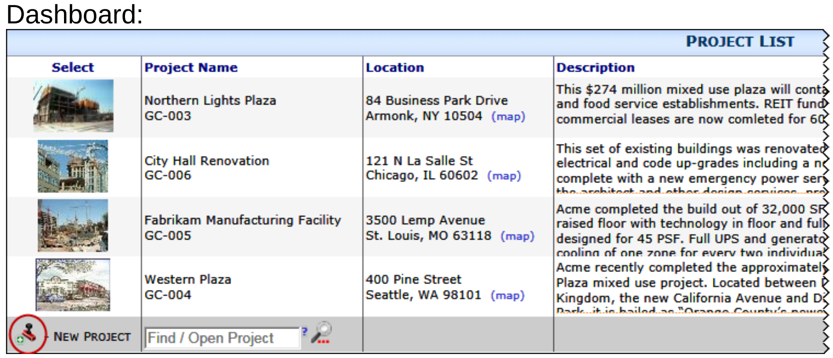
To create a Project Contract manually:

1. Either select **Create Project** from the Site Options menu:



-or-

Click at the bottom of the Project List part of the Home Dashboard:



A new Project Setup document will open.

2. Look up a **Project** code (according to how your Project ID is masked). If the project number is filled in automatically, you can change this number as long as you don't use an existing project number.

3. Change the **Description** to something related to your project.

4. Look up a **Customer**.

5. If not already filled out on the Details tab, look up a **Division ID**. This is a required field.

6. Click to save (and actually create) the document. When you save your Project Setup, a new Project Dashboard will be created and opened.

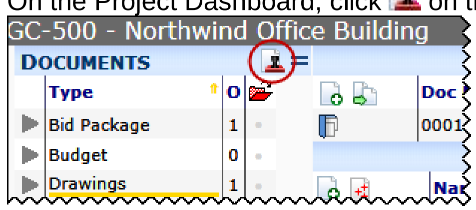
TIP
Changes you later make to the Date tab's Start and Finish dates will propagate to matching Commitment dates, if any.

TIP
For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

7. (*optional*) In the Details tab, select a **Type** (document subtype) if appropriate (e.g., if the project will be a Data or Equipment project).
   Note: for information about Data and Equipment projects, see the technical white paper *Data and Equipment Projects*.
8. (*optional*) In the Details tab, select a **Contract Type** for the project.
9. Click on the Dates tab and enter a **Start** and **Finish** date for the project at the Project Current row.
   - o You can add other dates as needed.
10. Add at least one Item in the Items tab. The amount entered for each Item will be totaled for the Contract Value. (The Contract Value is listed as "Original Amount" on the Details tab and also as "Original Contract" on the Key Performance Indicators part of the Project Dashboard.) When the Project Setup status is set to **Committed**, the Contract Value can be configured to also update your Budget.
    Note: it is possible that the Project Setup document was configured so that no Item is required.
11. When you have a contract date, add that date to the **Executed** field on the Document Header.
12. Add other information to the document, add attachments and create a route as appropriate.
13. Either route the document to another person or save the document, then close the document window.
14. You can reopen the document as needed to make changes to it and to change its status.

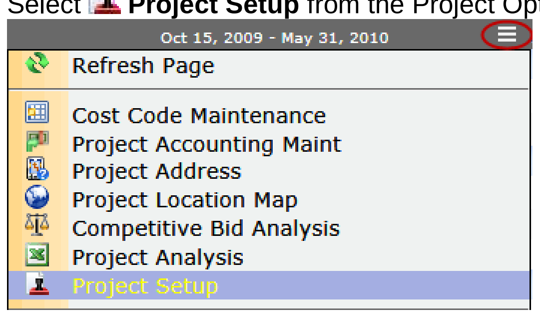
To reopen a Project Setup document:

- On the Project Dashboard, click on the Document Menu:



-or-

Select **Project Setup** from the Project Options menu:

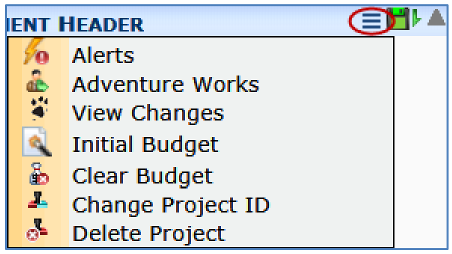


Project Setup Options Menu

TIP

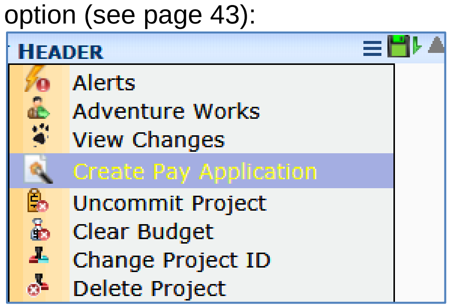
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Project Setup document initially offers the following choices after you save:

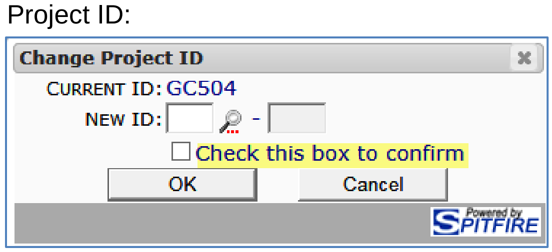


Of Particular Note

- indicates the Source Contact (person/company with whom you have the contract) for this document. This option appears only after you look up a choice for the **Customer**.
- The option to open the **Initial Budget** document (see page 38) appears only if the status is not yet Committed.
- After you set the status to **Committed** (and save), the Initial Budget option is replaced with a **Create Pay Application** option (see page 43):

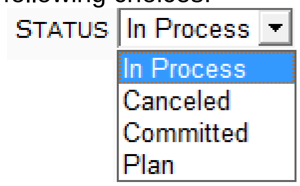


- An option to **Uncommit Project** may appear after the status is set to **Committed**, depending on your permission level. This option
  - o sets the document status back to **In Process**;
  - o creates and posts a budget revision with the contract value (and revenue, if applicable) netted out;
  - o adds a revision to the Project Setup document;
  - o flushes the project metrics cache (KPI, Cost Analysis, etc.)
- The option to **Change Project ID** may appear, depending on your permission level. This option allows you to change the Project ID:

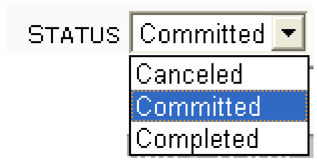


Statuses for Project Setup

By default, after you save the document, the Status drop-down offers the following choices:

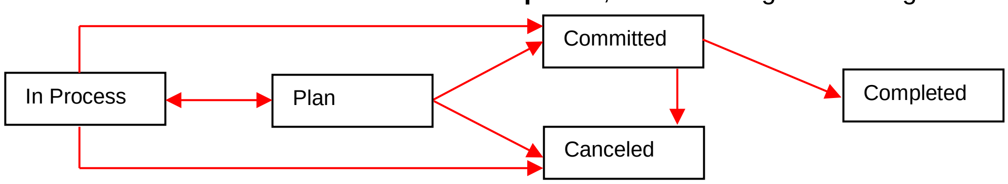


- Once a project is **Committed,** you change Items through Change Orders (see page 156). In addition, the drop-down offers different choices:



Most of the time during your project, the document status will be **Committed**.

- **Canceled** and **Completed** are final statuses, which close the document, making it read-only. When a Project Setup document is **Canceled** or **Completed**, it can no longer be changed.

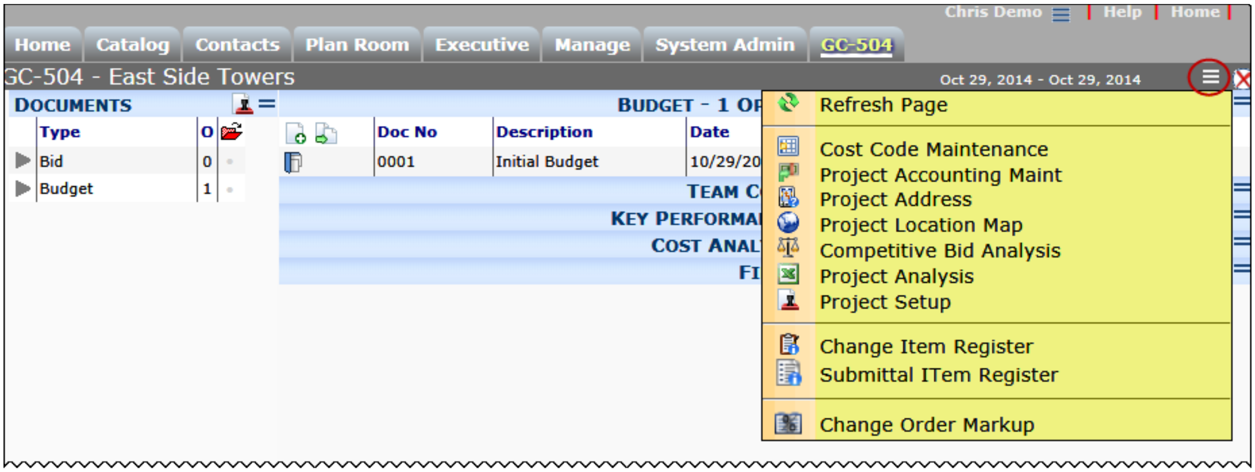


TIP

A “Project Log” is offered by sfPMS. See the *Spitfire Reports* technical white paper.

The Project Dashboard Options Menu

When you first save your new Project Setup document, sfPMS creates the Project Dashboard for that project. There is one dashboard for each project. At the top of the Project Dashboard is the Options Menu, accessed through , which leads you to various project data:



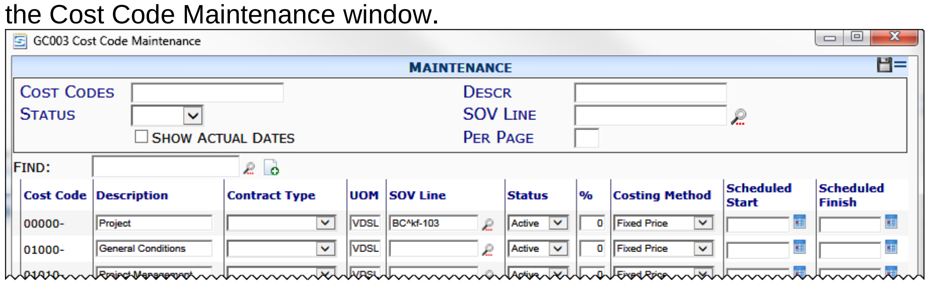
Note: the Project Options menu is slightly different on an Equipment Project Dashboard (see the technical white paper *Data and Equipment Projects*):

Refresh Page

Use this option to refresh data on the Project Dashboard.

Cost Code Maintenance

Use this option to review and edit the Cost Codes in your project through the Cost Code Maintenance window.



You can edit the following information for your Cost Codes:

- **Description**
- **Contract Type**
- **UOM** (Unit of Measure)
- **SOV Line**
- **Status** (Active, Inactive or Plan)

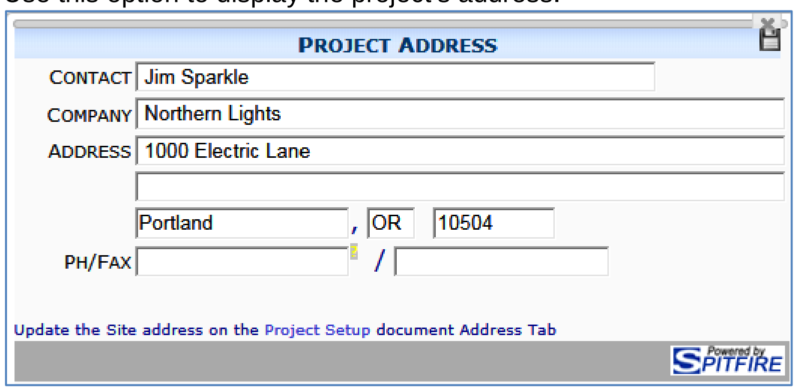
- **%** (Percent Complete)
- **Costing Method**
- **Scheduled Start** and **Scheduled Finish** dates

Project Accounting Maint

Use this option to open the Project Maintenance window in Microsoft Dynamics SL, if your site is integrated with Microsoft Dynamics SL.

Project Address

Use this option to display the project's address.



Project Location Map

Use this option to see the project location (as indicated in the project address) in Google Maps.

Competitive Bid Analysis

Use this option to open CoBRA (the Competitive Bid Response Analysis workbook). This Microsoft Excel workbook will contain a tab for each Bid Package document in your project. For more information, see the *Bid Package – RFQ Processing* white paper.

Project Analysis

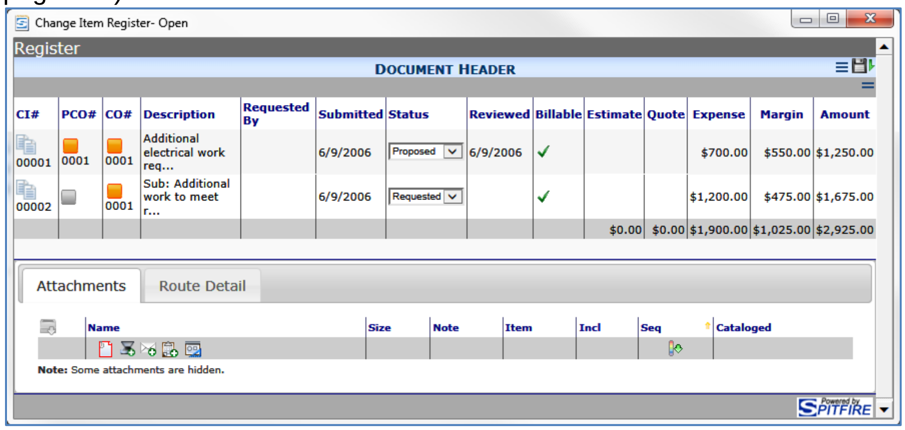
Use this option to open the BFA worksheet in Project Analysis mode. For more information, see the *Focus on Forecast and Analysis* and *Focus on the BFA Workbook* guides.

Project Setup

Use this option to open the Project Setup document for this project.

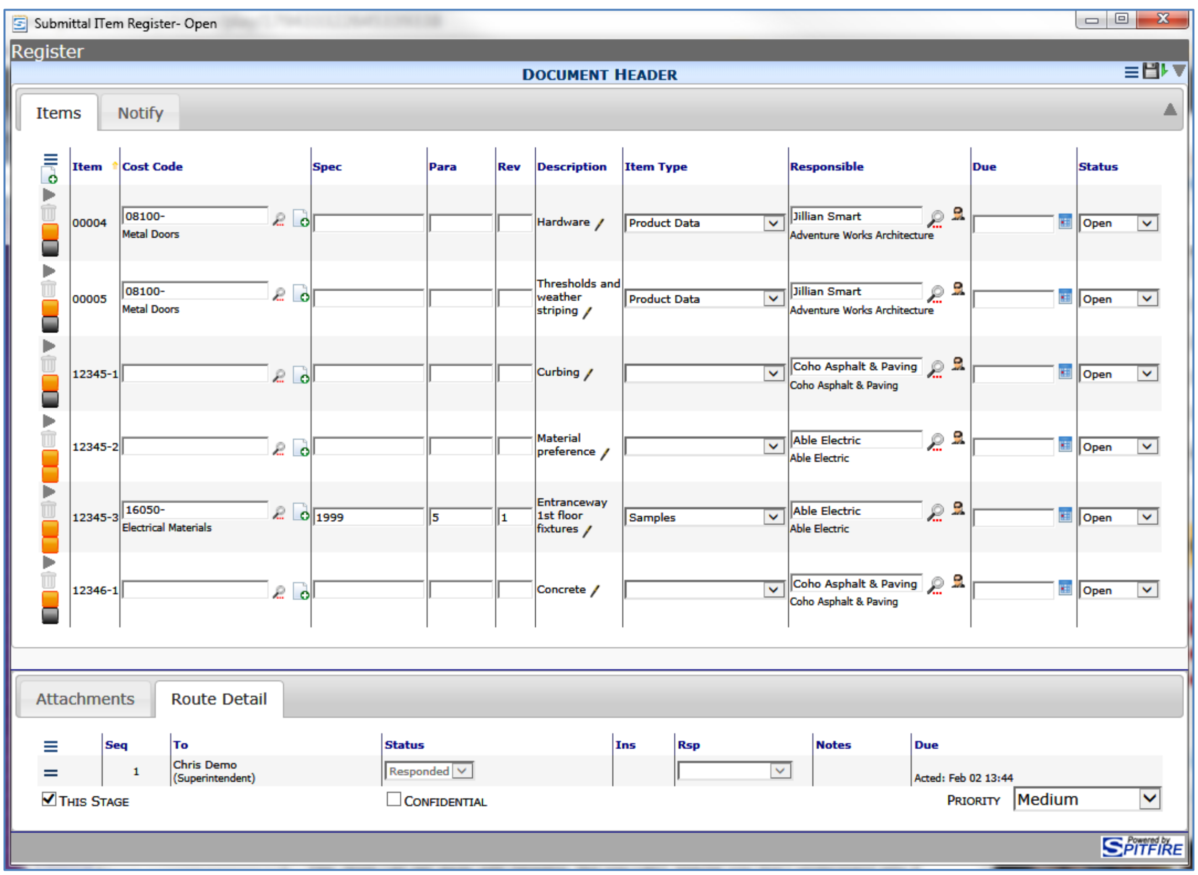
Change Item Register

Use this option to open the Change Item Register for the project (see page 154).



Submittal Register

Use this option to open the Submittal Item Register for the project (see page 90).



Change Order Markup

Use this option to open a list of all markups designated for Cost Code and Account Categories used in Change Order Budget Entries. (For more information, see the *Change Order Management* white paper.)


Change Order Markup - GC003

PROJECT CHANGE ORDER MARKUP

PROJECT: GC003

Cost Code	Account Category	Markup %
02200-	Equipment Costs Rental	20.000
02200-	Direct Labor	40.000
03200-	Material - Permanent	10.000
13000-	Subcontractor Cost	25.000
06200-	Material - Permanent	10.000
03200-	Direct Labor	30.000
03200-	Equipment Costs Rental	10.000
02200-	Material - Permanent	10.000
06200-	Direct Labor	40.000

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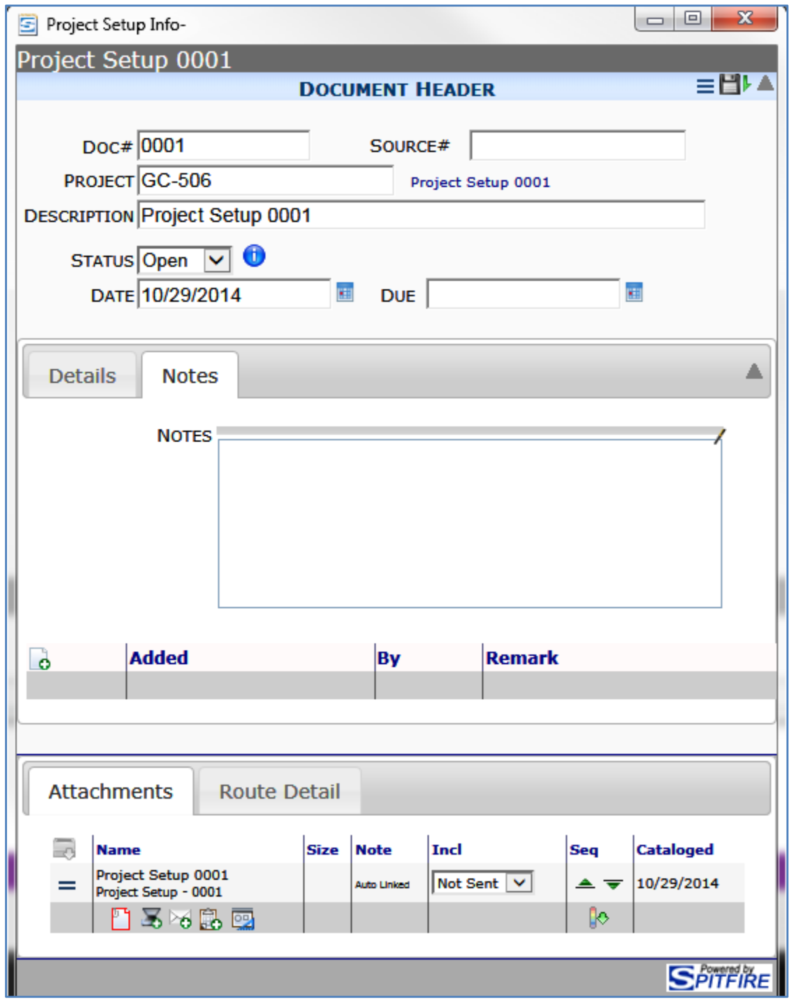
Equipment Profitability

Use this option to view the Equipment Profitability report. It is available only on an Equipment project. (For more information, see the *Spitfire Reports* technical white paper.)

Project Setup Info

Overview

The Project Setup Info document contains more information about a project than could be entered on the Project Setup alone. The Project Setup Info document is usually customized.



Where It Fits In

The Project Setup Info document is automatically created and attached to a Project Setup document, when the Project Setup is first saved. The Project Setup Info document, in turn, has the Project Setup as an attachment.

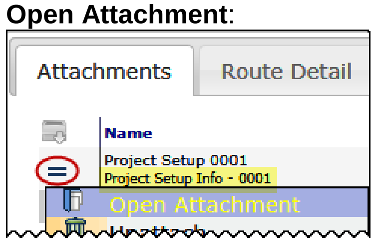
Opening the Project Setup Info

You cannot create a Project Setup Info document from the Project Dashboard, therefore you will not find it on the Project Dashboard menu. If the Project Setup Info Doc type has been made site-active, a Project Setup Info document will be automatically attached to each Project Setup document.

You can open the Project Setup Info document, as often as needed, from the Project Setup document.

To open a Project Setup Info document:

1. Open your Project Setup document (see page 28).
2. Go to the Attachments tab and find the Project Setup Info document.
3. Click to open the Attachments Options menu, then select **Open Attachment**:



The Project Setup Info document will open.

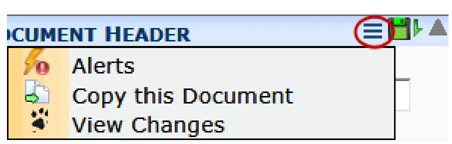
4. Add information to the document, add attachments and create a route as appropriate.
5. Either route the document to another person or save the document, then close the document window.
6. You can reopen the document as needed to make changes to it and to change its status.

Project Setup Info Options Menu

TIP

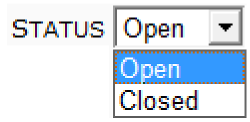
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Project Setup Info document offers the following choices after you first save:



Statuses for Project Setup Info

By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which closes the document. When a Project Setup Info document is **Closed,** it can no longer be changed.

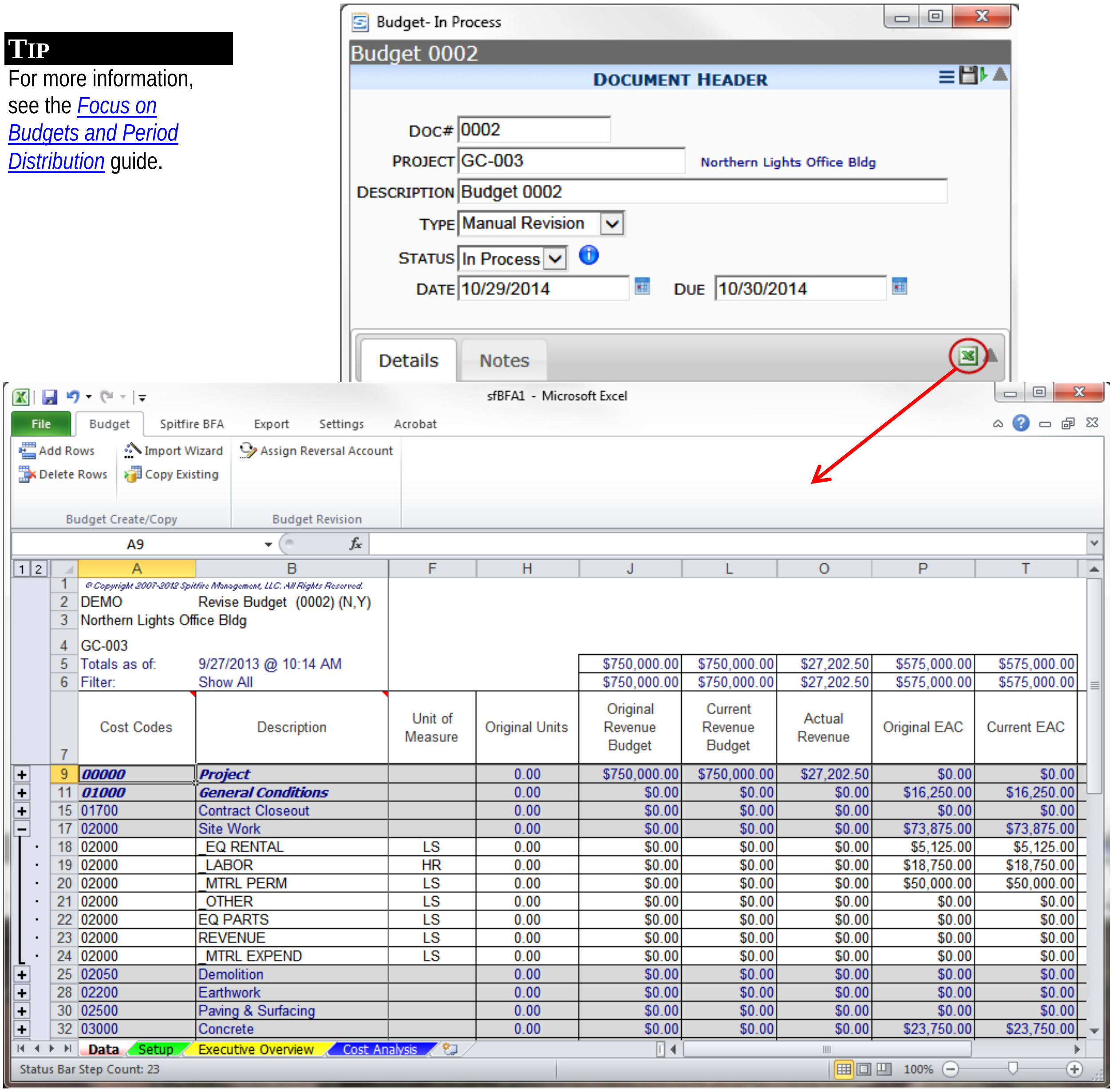
Budget

Overview

Budget documents detail the original and current anticipated spending for your project through corresponding BFA workbooks.

TIP

For more information, see the *Focus on Budgets and Period Distribution* guide.

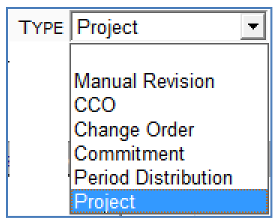


Where It Fits In

An Initial Budget document, with a blank BFA workbook, is created when you first save a Project Setup document; however, any number of Budget revision documents (and revised BFA workbooks) can be created throughout your project. You can create Budget revisions as needed. In addition, several Doc types (Change Orders, CCOs, Period Distributions and Commitments) can also create budget revisions.

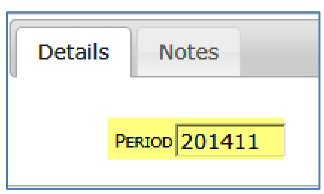
Budget Type

With the exception of Manual Revision, the **Type** field on the Document Header is populated automatically based on how the Budget document was created. Type can indicate that the Budget document was created from the **Project**, a **CCO**, a **Change Order**, a **Commitment** or a **Period Distribution**. If you create a Budget Revision document yourself (through), the **Type** field will start out blank, but you can select the appropriate type of “Manual Revision”.



Fiscal Period

The **Period** field on the Details tab is used to indicate the fiscal period to which the approved budget should post. The Period can be changed for budget revisions, in the format *YYYYMM* (for example, **201103** for March 2011). The current year and month appear as the fiscal period by default on the Initial Budget.



Creating the Initial Budget

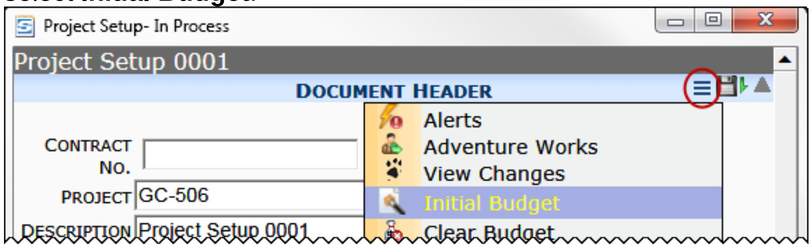
A blank Initial Budget document is created automatically when you first save a Project Setup document.

There are two ways to open the Initial Budget document in order to access the BFA workbook.

- From a Project Setup document that has not yet been Committed.
- From the Project Dashboard.

To open the Initial Budget from the Project Setup document:

1. Open the Document Options menu on the Project Setup and select **Initial Budget**:

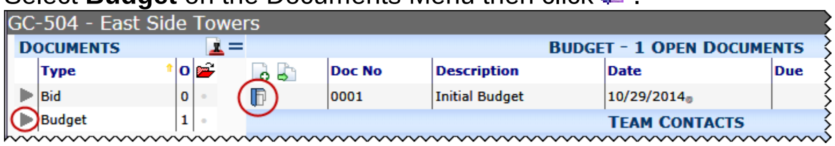


   The Initial Budget document will open. You can close the Project Setup window.

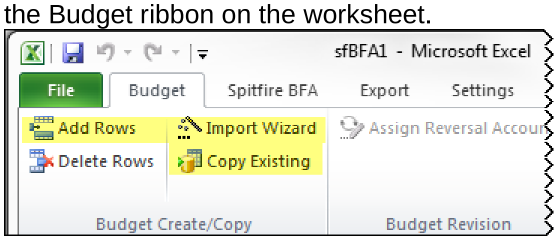
2. Continue with step 2 in the following instructions.

To open the Initial Budget document from the Project Dashboard:

1. Select **Budget** on the Documents Menu then click .



2. (*optional*) If you want to designate a different fiscal period for the budget, change the **Period** field on the Details tab.
3. Click (found on the Mid-section tab line) to open Microsoft Excel. An empty BFA workbook will appear.
4. Enter data for your budget through one of the options found on the Budget ribbon on the worksheet.



   Note: if you use the Import Wizard option, you can import data from a file in your Spitfire Catalog.

5. Close and save the Microsoft Excel workbook. Back at the Budget document you will notice that has changed to .
6. Add other information to the document, add attachments and create a route as appropriate.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status. When the Budget status is **Approved**, you will not be able to make any more changes to it.

TIP

For more information about budget option, see the *Focus on Budgets and Period Distribution* guide.

TIP

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

Creating Other Budget Documents

TIP
For more information about rules, see the *Rules and Rule Values* technical white paper.

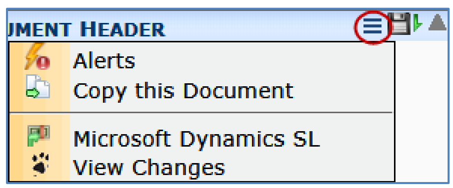
You can create more Budget documents as needed by selecting **Budget** on the Project Dashboard Documents menu then clicking . However, you may have only one “open” Budget document at a time—i.e., as long as the document status is **In Process** or **Pending** you cannot create a new Budget document. Each new budget begins with a snapshot of the project budget to date.

Note: the **BudgetConfig | PreventNegativeEAC** rule prevents approval of a budget revision if the revision causes a line to become negative.

Budget Options Menu

TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Option menu for the Budget document offers the following choices after you save:

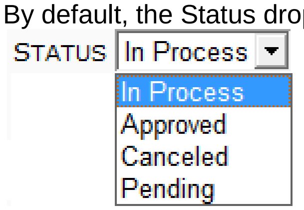


Of Particular Note

- links to **Microsoft Dynamics SL** or Acumatica Cloud ERP (if your site is integrated with an accounting system).

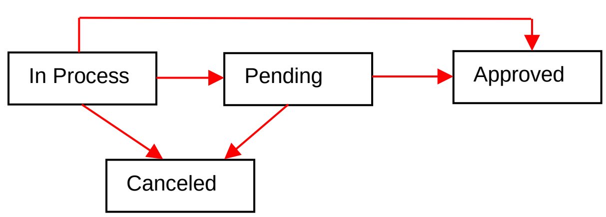
Statuses for Budgets

By default, the Status drop-down offers the following choices:



- Once you set the status to **Approved**, the budget is posted to Microsoft Dynamics SL, and the Budget document and corresponding BFA workbook become read-only.
- **Canceled** and **Approved** are final statuses, which close the document. When a Budget document is **Canceled** or **Approved**, it can no longer be changed.

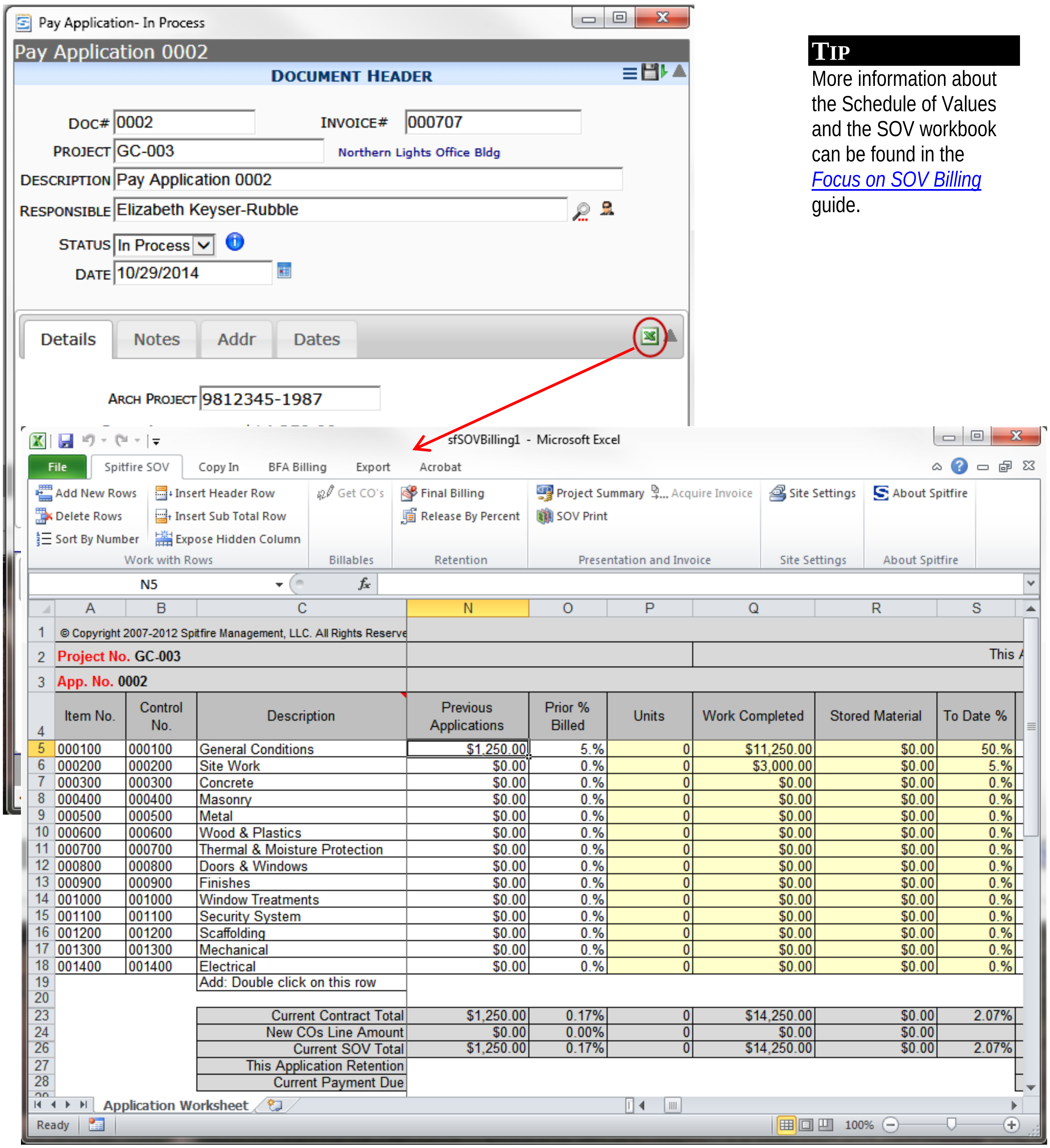
TIP
A “Budget Revision History” report is offered by sfPMS. See the *Spitfire Reports* technical white paper.



Pay Application

Overview

Pay Application documents are used to create and track the SOV (Schedule of Values) based AR billings for your project, through the SOV workbook.



TIP

More information about the Schedule of Values and the SOV workbook can be found in the *Focus on SOV Billing* guide.

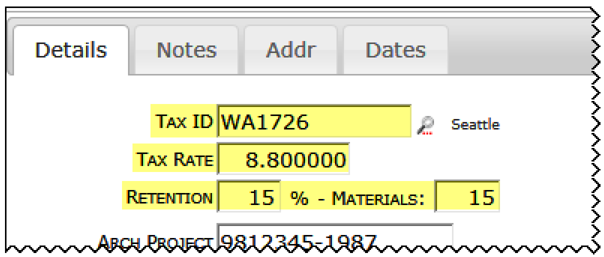
Where It Fits In

The first Pay Application document is created from a committed Project Setup document. The corresponding SOV workbook can be loaded from the Project Setup revenue Items, a summary of Commitments, the project budget or other user input. Each subsequent Pay Application document is created from the previous Pay Application document, creating a chain. You can have any number of Pay Application documents. You can also have more than one Pay Application chain.

Optional Tax and Retention Fields

TIP
See the *Focus on System Administration* guide for more information on customization.

Through customization, a sales tax rate field (and corresponding tax ID lookup) and/or retention fields for work and materials can be included on your Pay Application document. These fields are populated by the Project Setup document but can be overridden on the Pay Application. (See also page 26).



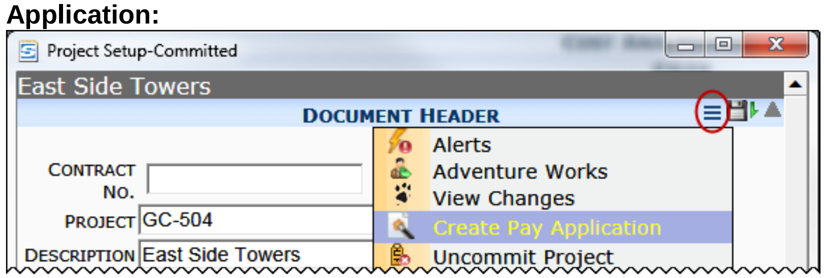
Creating a Pay Application

The way you create the first Pay Application is different from the way you create other Pay Application documents.

Note: The Project Setup document must be **Committed** before you can create the Pay Application and SOV for the project.

To create the initial Pay Application and SOV:

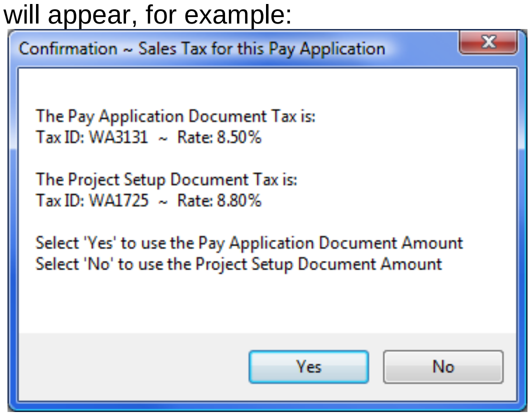
1. Open your Project Setup document (see page 28).
2. Open the Document Options menu and select **Create Pay Application:**



3. The Pay Application document will open. The Bid document, if there is one, will appear as an attachment. You can close the Project Setup document window.

4. (*optional*) Change the **Description**.
5. On the Dates tab, fill out the Start and Finish Application dates.
6. (*optional*) Add other information for your pay application, including sales tax info and retention percentages, if applicable.
7. Click to save the document.
8. Click to open the SOV workbook. The SOV takes certain information from the Project Setup document including Items, if any.

   If there is a discrepancy between the sales tax rate on the Pay Application and the Project Setup documents, a confirmation box will appear, for example:

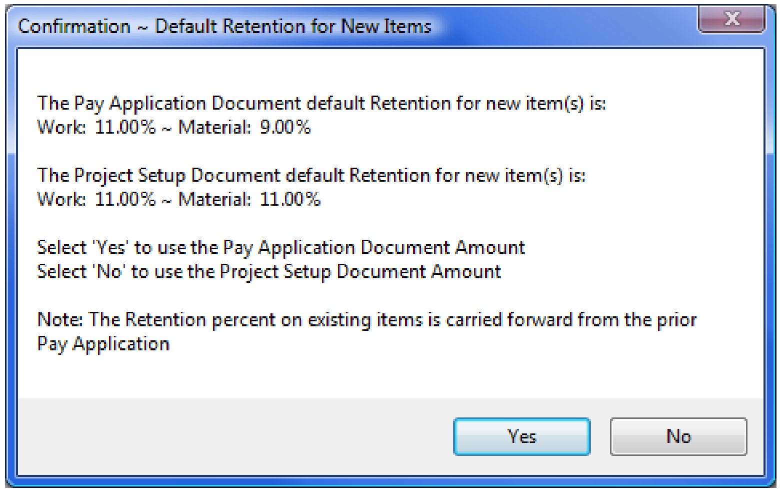


TIP
A confirmation box will also appear if the tax rate for a Tax ID changes in an integrated accounting system causing a discrepancy.

- If you want to use the information from the Pay Application, click Yes.
- If you want to use information from the Project Setup document, click No.
- **Note**: if there is a sales tax ID and/or rate on only the Project Setup or the Pay Application, that information will be used in the SOV and you will not see any confirmation box.

Note: If you did not enter retention percentages on your Project Setup document, nor on the Pay Application, the retention of zero is used.

If you did enter retention percentages on the Project Setup but there is discrepancy between that information and the retention on the Pay Application, a confirmation box will appear, for example:



- If you want to use the information from the Pay Application, click Yes.
- If you want to use information from the Project Setup/Contract, click No.
- **Note**: if there is retention information on only the Project Setup or the Pay Application document, that information will be used in the SOV and you will not see any confirmation box.
- **Note**: changes made to retention affect only new items in the SOV; retention on existing items (from prior Pay Applications) is not changed.

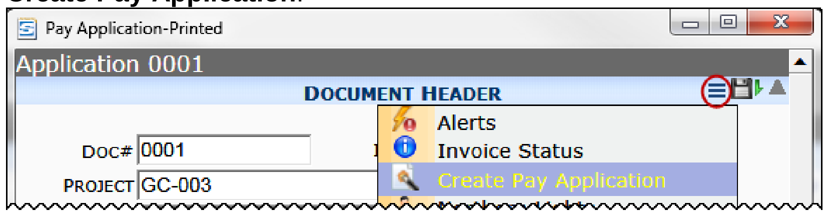
TIP
For information about the SOV workbook, see the *Focus on Schedule of Values (SOV) Billing* guide.

9. Edit the SOV workbook, if appropriate, then close it. When prompted to save, click Yes. After you save the workbook, the icon back on the SOV document will change to . You can subsequently click to access the SOV workbook.
10. Add other information to the document, add attachments and create a route as appropriate.
11. Either route the document to another person or save the document, then close the document window.
12. You can reopen the document as needed to make changes to it and to change its status.
    - The SOV must include a Revenue Code and an Account Category for each row before it can be **Invoiced**.
    - When the Pay Application is **Printed** or **Invoiced**, a new Pay Application can be created.
    - When the Pay Application status is **Completed**, the document can no longer be edited.

To create subsequent Pay Applications:

1. Open the current Pay Application document (provided its status is **Printed** or **Invoiced**).

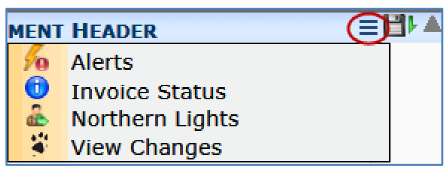
2. Click to open the Document Options menu and select **Create Pay Application**:



The new Pay Application document window will appear.

Pay Application Options Menu

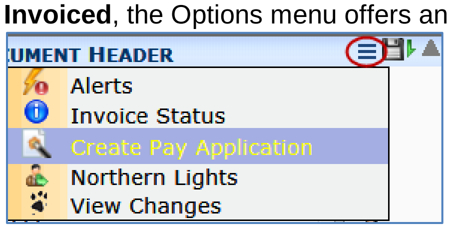
The Option menu for the Pay Application document offers the following choices after you save:



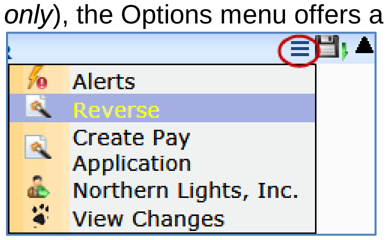
Of Particular Note

TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

- provides information on the invoice, once it has been sent to your integrated accounting system (if integrated).
- indicates the Source Contact for the Pay Application, which is typically the same as the project customer.
- After you change the Pay Application's status to **Printed** or **Invoiced**, the Options menu offers an additional choice:



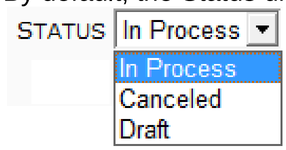
- If you set the Pay Application status to **Invoiced** and the invoice has been posted in Microsoft Dynamics SL (*integrated sites only*), the Options menu offers a new choice:



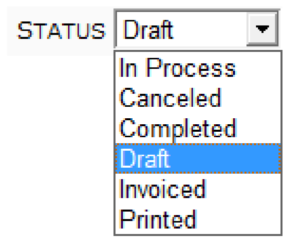
- allows you to **Reverse** a posted, invoiced Pay Application.

Statuses for Pay Applications

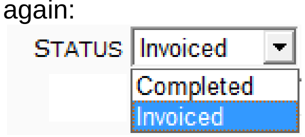
By default, the Status drop-down first offers the following choices:



- **In Process** allows full editing.
- When you set the status to **Draft** (and save), the SOV workbook and some fields of the Pay Application document become read-only. In addition, the Status drop-down offers new choices:



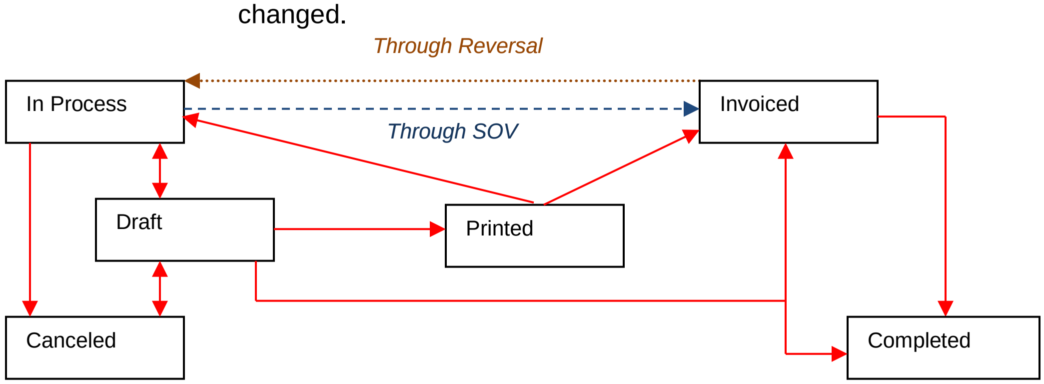
- The document must be set to **Printed** or **Invoiced** before you can create another Pay Application document.
- When the Pay Application document is **Invoiced**, SOV data is exported to Microsoft Dynamics SL Flexible Billing (*if integrated*). After the invoice is posted in Microsoft Dynamics SL, you can return the status to **In Process** by choosing the **Reverse** option from the Options menu (shown on the previous page). Reversing in Spitfire creates a reversal invoice in Microsoft Dynamics SL, which must then be posted.
- When the status is **Invoiced**, the Status drop-down changes again:



- **Completed** is a final status, which "closes" the document. When a Pay Application document is **Completed,** it can no longer be changed.

TIP

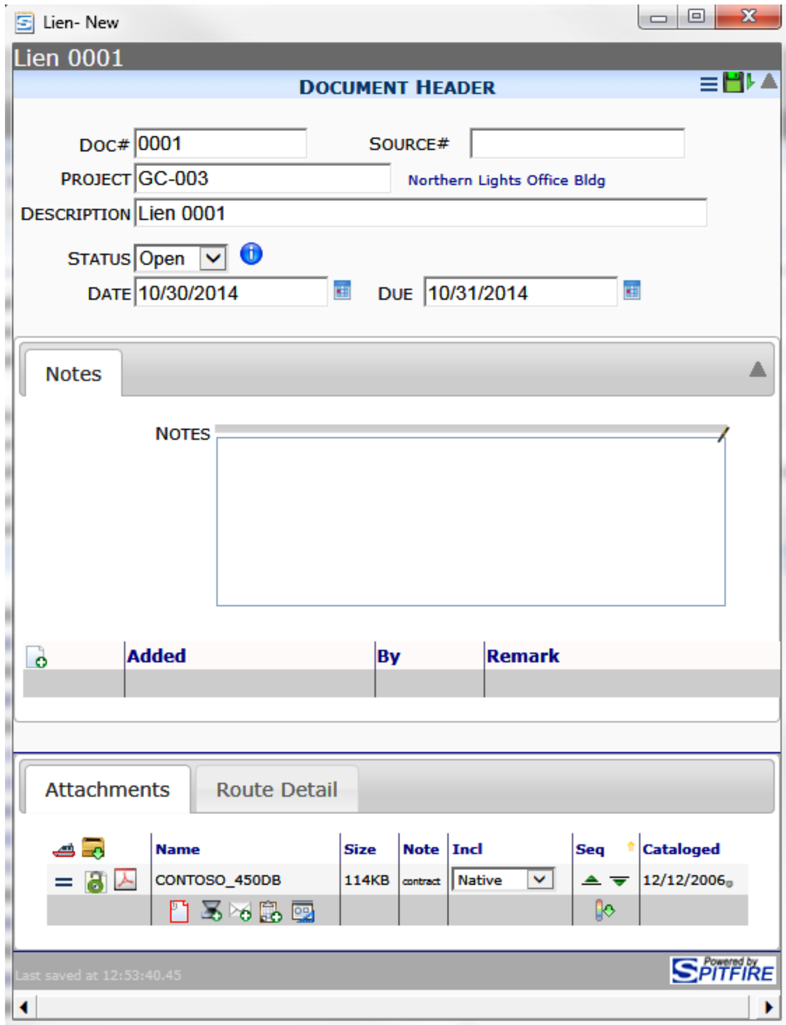
If you are integrated with Microsoft Dynamics SL, you can use the SOVConfig | SOVExportToFB rule to enable the "Acquire Invoice Number" option on the SOV workbook. This option changes the status of the Pay Application to Invoiced and provides an Invoice number from Microsoft Dynamics SL For more information, see KBA-01326 and KBA-01153 as well as the *Focus on Schedule of Value (SOV) Billing* guide.



Lien Waiver

Overview

Lien Waiver documents largely serve as “wrappers” for routing outbound lien waiver files.



Where It Fits In

Lien Waivers can be created at any time and as often as necessary. **Note**: PAPTs, associated with Pay Applications, can include outbound lien waiver information also.

Creating a Lien Waiver

To create a Lien Waiver document:

1. Click at the Project Dashboard to start a new Lien Waiver document.
2. (*optional*) Change the **Description**.

TIP

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

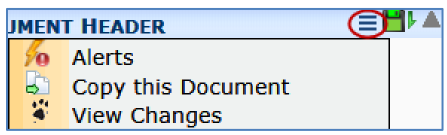
3. Click to save (and actually create) the document.
4. Add information to the document as appropriate.
5. On the Attachments tab, attach one or more files to the document.
   - Click to attach files from the Spitfire Catalog.
   - Click to upload or scan files from your computer.
6. Create a route, if necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status.

Lien Waiver Options Menu

TIP

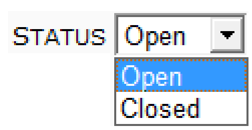
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Lien Waiver document offers the following choices after you first save:



Statuses for Lien Waiver

By default, the Status drop-down offers the following choices:

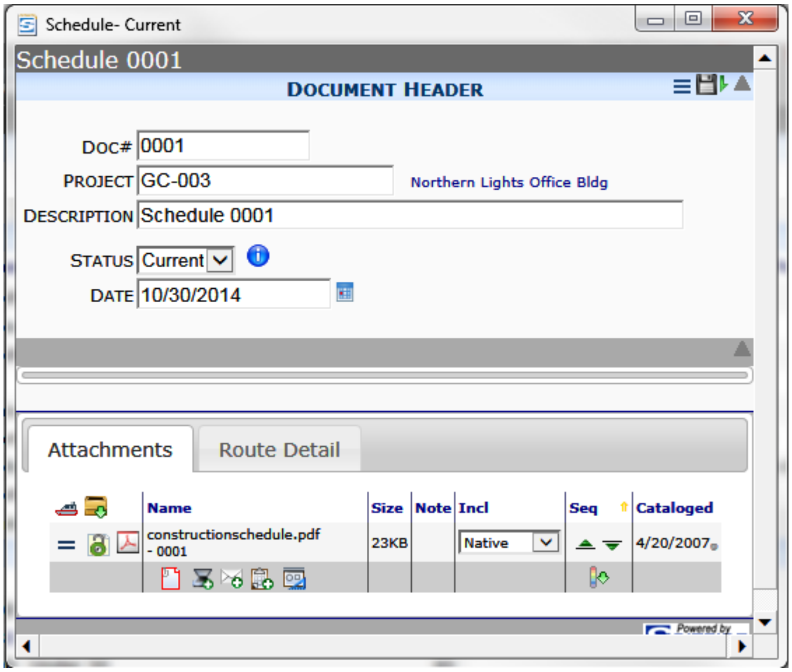


- **Closed** is a final status, which closes the document. When a Lien Waiver document is **Closed,** it can no longer be changed.

Schedule

Overview

The Schedule document primarily functions as a "wrapper" for routing attached schedule files in Microsoft Word, Excel, or Project or created by another scheduling software application.



Where It Fits In

A project can have one or more Schedule documents, created as needed.

Creating a Schedule

Schedules are often created early in the project's life cycle.

To create a Schedule document:

1. Click at the Project Dashboard to start a new Schedule document.
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.
4. On the Attachments tab, attach one or more files to the document.
   - Click to attach files from the Spitfire Catalog.
   - Click to upload or scan files from your computer.

TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

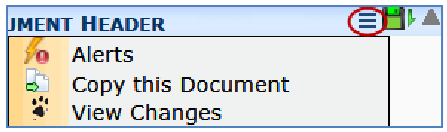
5. Create a route, if necessary.
6. Either route the document to another person or save the document, then close the document window.
7. You can reopen the document as needed to make changes to it and to change its status.

Schedule Options Menu

TIP

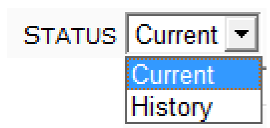
A description of all Document Options menu choices can be found on in the Focus on Document and Item Basics guide.

The Options menu for the Schedule document offers the following choices after you first save:



Statuses for Schedule

By default, the Status drop-down offers the following choices:

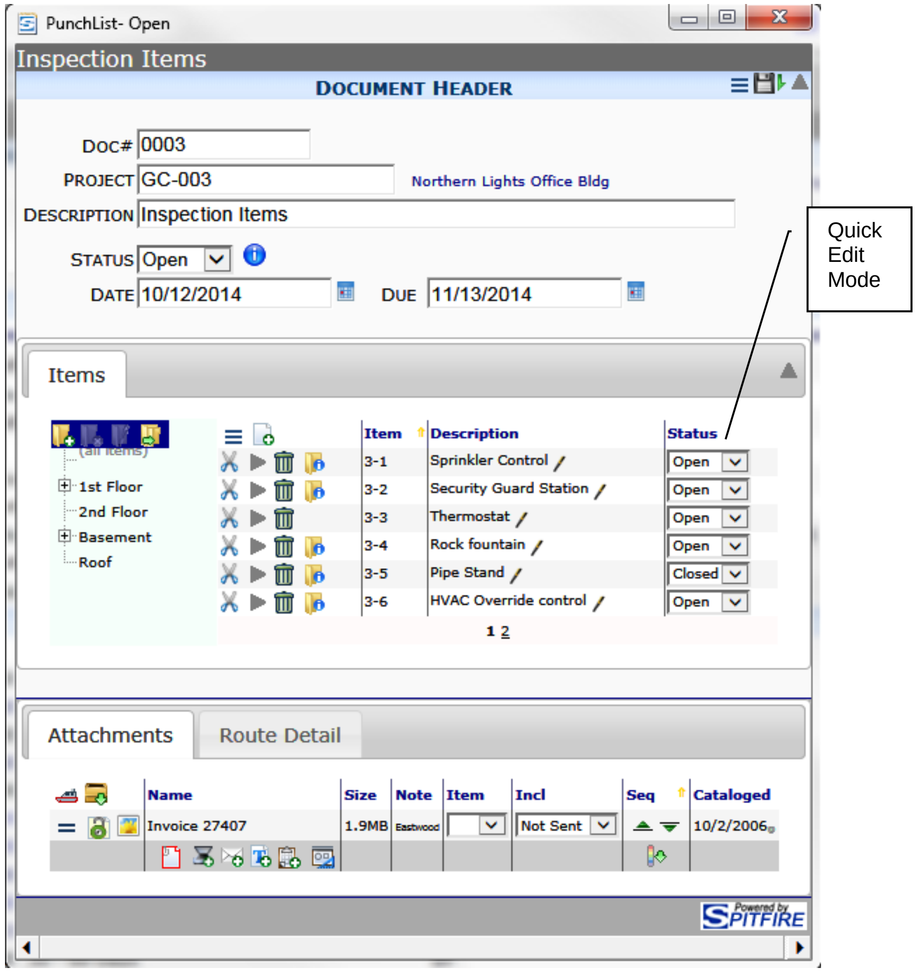


- **History** is a final status, which closes the document. When a Schedule document is **History,** it can no longer receive attachments.

PunchList

Overview

A PunchList document is a type of “to-do” or checklist document.



Where It Fits In

TIP

For more information about automatic workflow, see the ATC Scripts and Automatic Workflow technical white paper.

Once you have a project, you can create a PunchList either manually or through automatic workflow.

You can create as many PunchList documents per project as needed.

Creating a Punch List

PunchLists can be created at any time during the project's life cycle.

TIP
You can save time by creating a template punch list and then copying and pasting those Items where needed. See the *Focus on Document and Item Basics* guide for more information about copying Items.

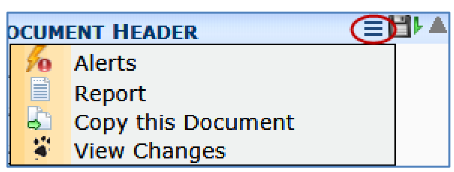
To create a PunchList document manually:

1. Click at the Project Dashboard to start a new PunchList document.
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.
4. On the Items tab, add your Punchlist Items. You will be able to "check off" (close) the Items as needed throughout the project.
5. Add other information to the document, add attachments and create a route as appropriate.
6. Either route the document to another person or save the document, then close the document window.
7. You can reopen the document as needed to make changes to it and to change its status to **Closed**. Once **Closed**, the document becomes read-only.

Punchlist Options Menu

TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Punch List document offers the following choices after you save:

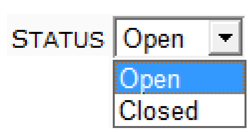


Of Particular Note

- **Report** opens a Spitfire Generic Print report that displays the Items on the document.

Statuses for PunchLists

By default, the Status drop-down offers the following choices:

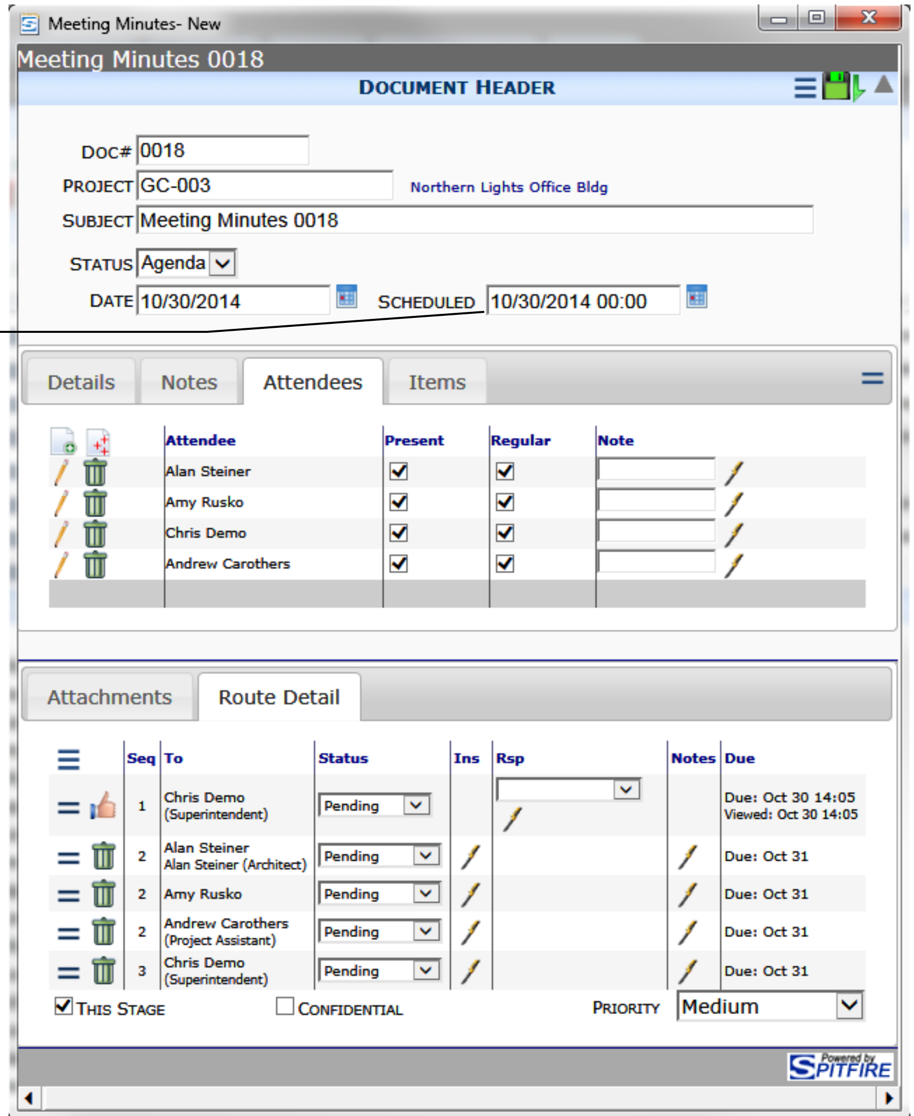


- **Closed** is a final status, which closes the document. When a PunchList document is **Closed,** it can no longer be changed.

Meeting Minutes

Overview

Meeting Minutes documents track project meetings.



Because the label for this date field is based upon status and is hard-coded, it cannot be customized. It is the **DocHeader_Due** field.

Where It Fits In

A project can have as many Meeting Minutes as needed. Meeting Minutes can be created manually or through automatic workflow. One Meeting Minutes document can create the next Meeting Minutes document in a chain.

TIP

For more information about automatic workflow, see the *ATC Scripts and Automatic Workflow* technical white paper.

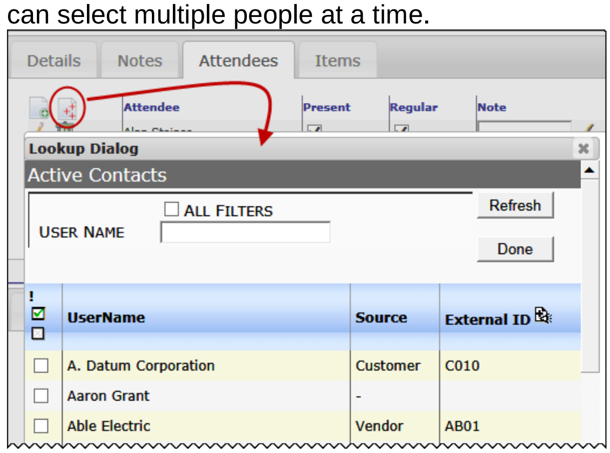
Creating a Meeting Minutes

Meeting Minutes can be created at any time during the project's life cycle.

To create a Meeting Minutes document manually:

1. Click at the Project Dashboard to start a new Meeting Minutes document (if it is the first one in a chain).
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.
4. On the Attendees tab, you can add names by using any combination of the following:
   - Click to look up a person and uncheck that person as a **Regular**, if appropriate. Regular attendees will be carried over to the next meeting document.
   - Click and then to switch to "freeform" mode. Freeform allows you to enter any name, even names that are not included in your system Contacts. Adding a name in this freeform name does not add the name to sfPMS.
   - Click to open the multi-select window, from which you can select multiple people at a time.

TIP
For more information about the Items tab, see the *Focus on Document and Item Basics* guide.

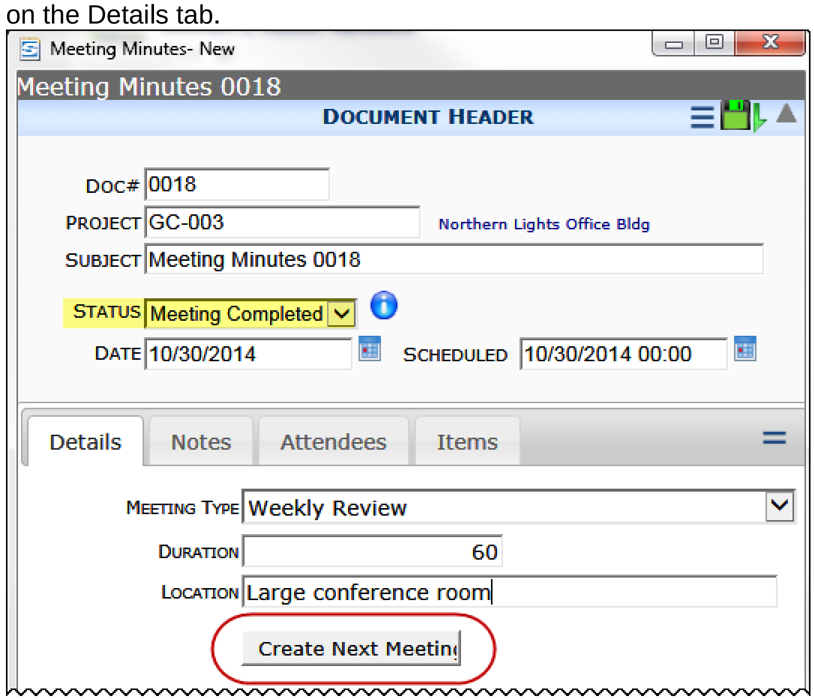


5. On the Items tab, add agenda items for the meeting:
   Note: when you save, a icon will be added to the Item Detail view. You can use that icon to add formal remarks related to the specific Item. Both remarks and notes remain with the Item if the Item is carried over to another Meeting Minutes document.
6. Add other information to the document, add attachments and create a route as appropriate.
7. Either route the document to another person or save the document, then close the document window.

8. You can reopen the document as needed to make changes to it and to change its status to **Meeting Completed** when appropriate (see the next section).

To create a "chain" of Meeting Minutes:

1. Once you have had your meeting, open the Meeting Minutes document.
2. On the Attendees tab, edit each row to indicate who actually was **Present** at the meeting. You can also add attendees:
3. On the Items tab, edit Item Descriptions if appropriate.
4. On the Items tab, change the status of each Item that was resolved to **Closed**. Such items will not be carried over to the next meeting. Items with a status of **Open** will be carried over and given a new status of Carried Over.
5. On the Document Header, change the status of the document to **Meeting Completed**. A Create Next Meeting button will appear on the Details tab.



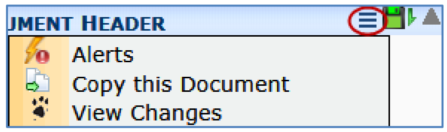
6. Click the Create Next Meeting button. A new Meeting Minutes document window will appear, with open items and attachments from the first meeting carried over. You can close the first Meeting Minutes document window.
7. Add information about the next meeting, save and close. After this second meeting, you can create a document for the third meeting, fourth meeting and so on using these same steps.

Meeting Minutes Options Menu

TIP

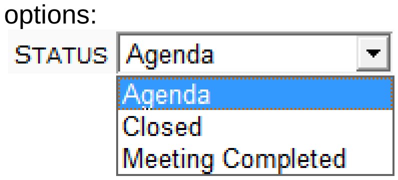
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Meeting Minute document offers the following choices after you save:

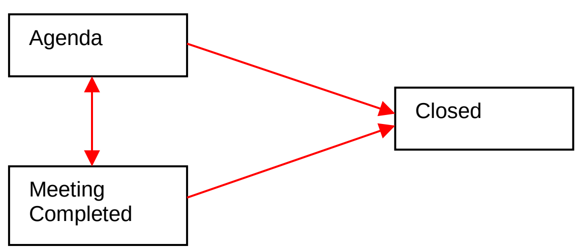


Statuses for Meeting Minutes

By default, the Status drop-down for Meeting Minutes offers the following options:



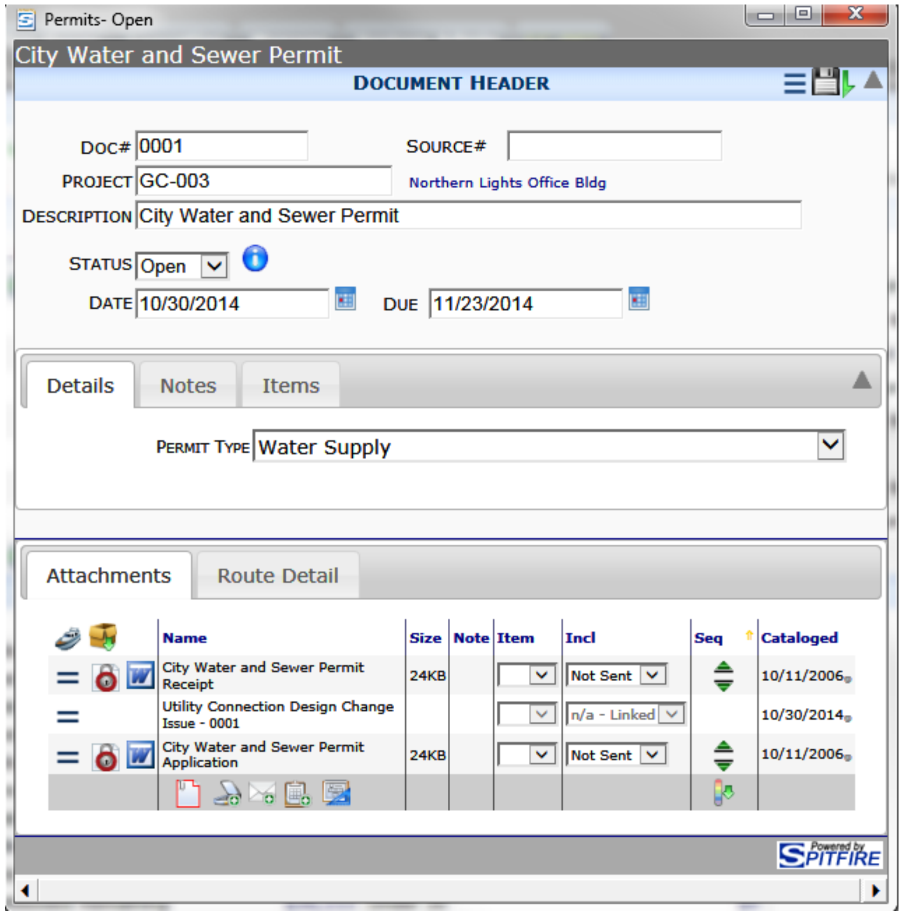
- In order to create a new Meeting Minutes from a previous Meeting Minutes document, the status of the previous document must be set to **Meeting Completed**. A Meeting Completed status still allows editing, however.
- **Closed** is a final status, which closes the document. When a Meeting Minute document is **Closed,** it can no longer be changed.



Permits

Overview

A Permits document tracks the permits associated with your project.



Where It Fits In

A project can have as many Permits documents as needed.

Creating a Permit

Permits can be created at any time during the project's life cycle.

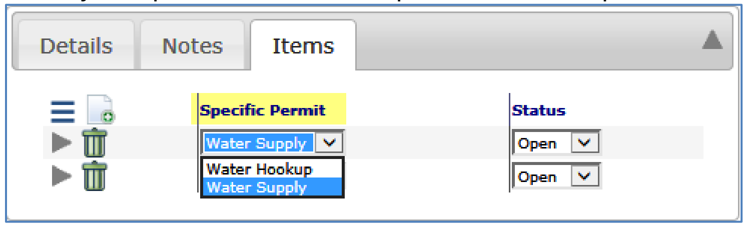
To create a Permits document:

1. Click at the Project Dashboard to start a new Permits document.
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

4. On the Items tab, add your Permits Items. You may need to select your specific Item from a Specific Permit drop-down.



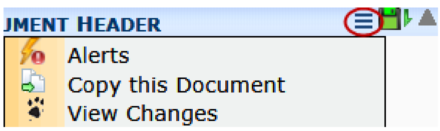
5. Add other information to the document, add attachments and create a route as appropriate.
6. Either route the document to another person or save the document, then close the document window.
7. You can reopen the document as needed to make changes to it and to change its status to **Closed**. Once **Closed**, the document becomes read-only.

Permits Options Menu

TIP

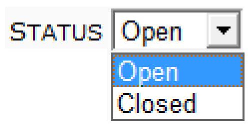
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Permits document offers the following choices after you first save:



Statuses for Permits

By default, the Status drop-down offers the following choices:

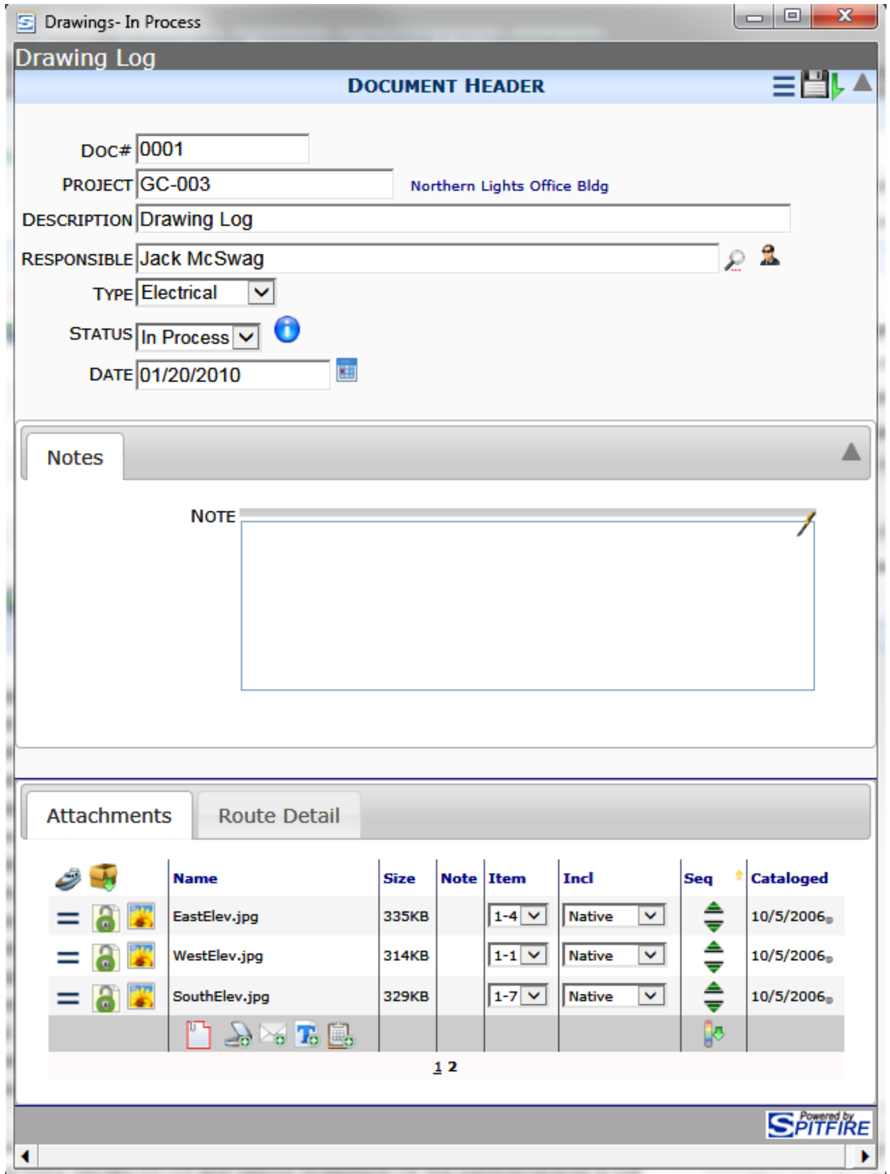


- **Closed** is a final status, which closes the document. When a Permits document is **Closed,** it can no longer be changed.

Drawings

Overview

A Drawings document tracks and identifies drawing files. Drawing files that are attached to one Drawings document serve as a drawing log for the project.



Where It Fits In

A project can have any number of Drawings documents, often grouped by subtype. Other Doc types (such as Commitments or Bid Packages) can attach the files that are attached to a Drawings document through the icon on their Attachments tab.

Creating a Drawings Document

Drawings documents can be created at any time during the project's life cycle.

To create a Drawings document:

1. Click at the Project Dashboard to start a new Drawings document.
2. (*optional*) Change the **Description**.
3. (*optional*) Look up a **Responsible** person.
4. (*optional*) Select a drawings **Type** from the drop-down.
5. Click to save (and actually create) the document.
6. On the Attachments tab, attach one or more files to the document.
    - Click to attach files from the Spitfire Catalog.
    - Click to upload or scan files from your computer.
7. Add other information to the document and create a route as appropriate.
8. Either route the document to another person or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it and to change its status to **Published** or **Closed**. By default, Published is a pending status that allows the Drawings document to be seen on the Plan Room Dashboard. Once **Closed**, the document cannot be changed in any way.

TIP

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

Drawings Documents on the Plan Room

Drawings is a Doc type that is often included on the Plan Room Dashboard. For more information about the Plan Room setup and use see

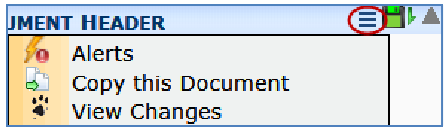
- The *Setup for Spitfire's Plan Room* technical white paper
- The *How to Use the Plan Room (from a public login)* instructions
- The *How to Use the Plan Room (from a vendor login)* instructions

Drawings Options Menu

TIP

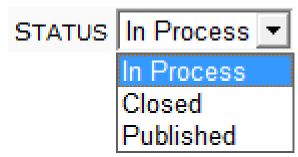
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Drawings document offers the following choices after you save:

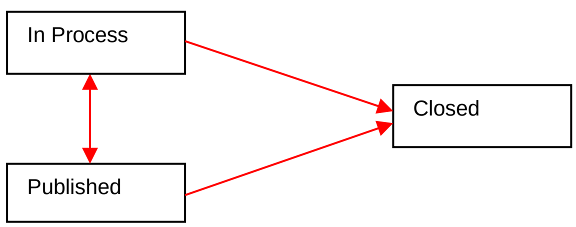


Statuses for Drawings

By default, the Status drop-down offers the following choices:



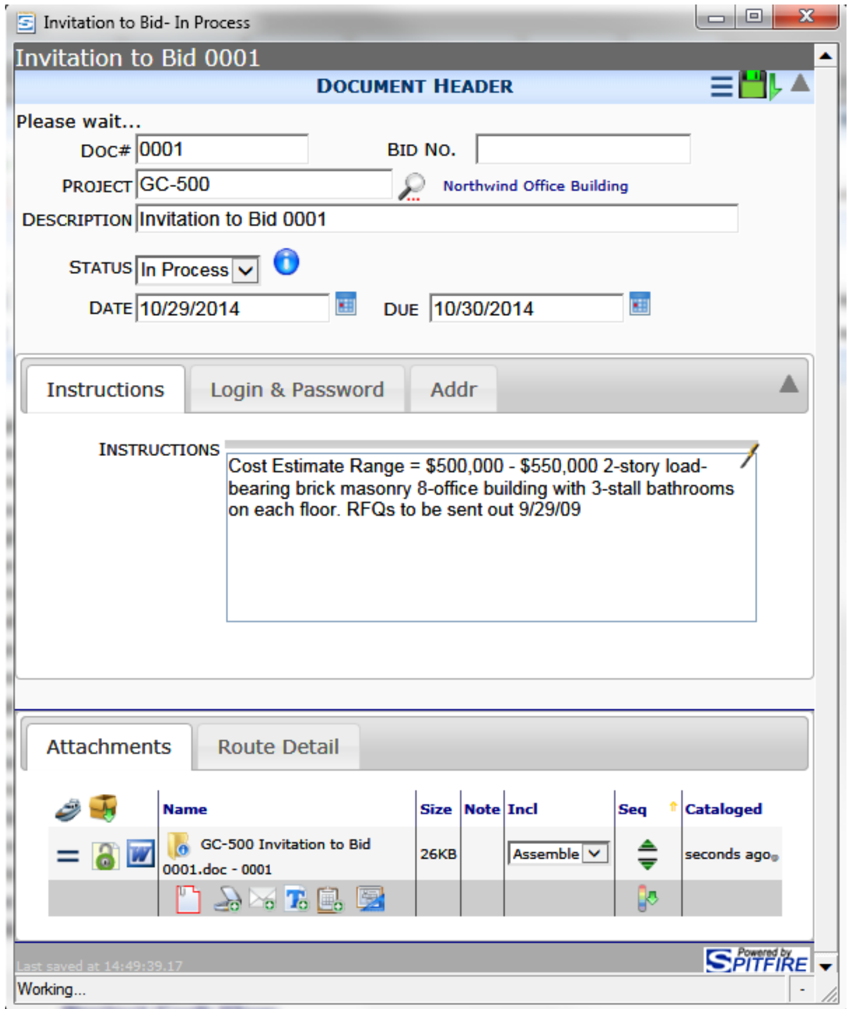
- **Published** is a pending status, which allows the document to appear in the Plan Room Dashboard.
- **Closed** is a final status, which "closes" the document. When a Drawings document is **Closed,** it can no longer be changed.



Invitation to Bid

Overview

Invitation to Bid documents are used to send general information about a project to a large number of potential vendors.



Where It Fits In

Invitation to Bid documents usually fit into one of two workflows:

- The Invitation to Bid document (through an Attachment or Transmittal template printout) and its attached files are routed via email, fax or hard copy to a number of vendors,
- The Invitation to Bid document is placed on the Plan Room Dashboard and vendors are given the login ID and password necessary to access it and any other related documents, such as Drawings.

Creating an Invitation to Bid

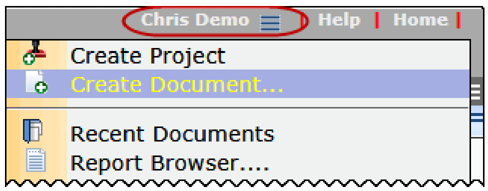
Invitation to Bid documents can be created at any time during the project's life cycle.

There are two ways to create an Invitation to Bid:

- From the File menu—use this method if you are not yet working on a project.
- From the Project Dashboard—use this method if you are already working on a project.

To create an Invitation to Bid from the Site Options menu:

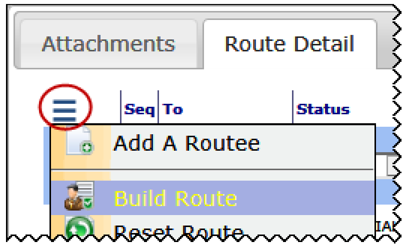
1. Select **Create Document**:



2. Select **Invitation to Bid**. An Invitation to Bid document window will open.
3. Continue with step 2 in the following instructions.

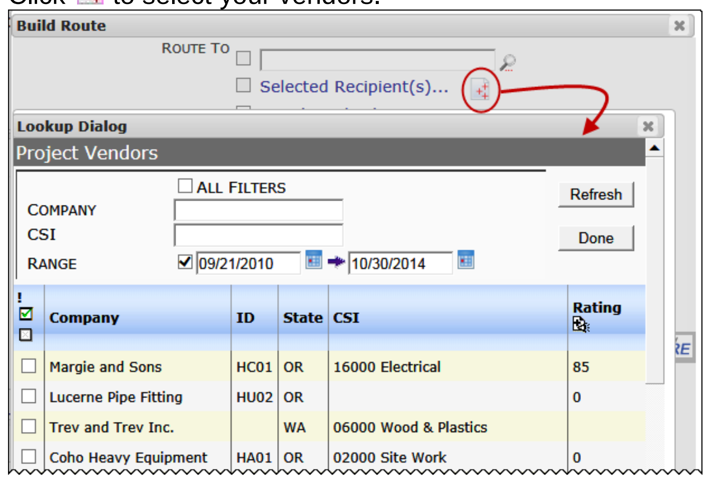
To create an Invitation to Bid from a Project Dashboard:

1. Click at the Project Dashboard to start a new Invitation to Bid document.
2. (*optional*) Change the **Description.**
3. Change the **Due Date** to reflect by when all bids must be received.
4. (*optional*) On the Addr tab, look up the **Respond To** whom the potential vendors will respond.
5. Click to save (and actually create) the document.
6. (*optional*) Add attachments if appropriate.
7. (*optional*) If the document has a merge template that will use the **Notes** on the document, enter information about your project on the Notes tab.
   Note: Invitation to Bids that will be emailed or faxed to vendors use templates (an Attachment and/or a Transmittal template) to create printouts of the document.
8. (*If you will route the document*) On the Route Details tab, click to open the Options menu, then select the **Build Route** option.

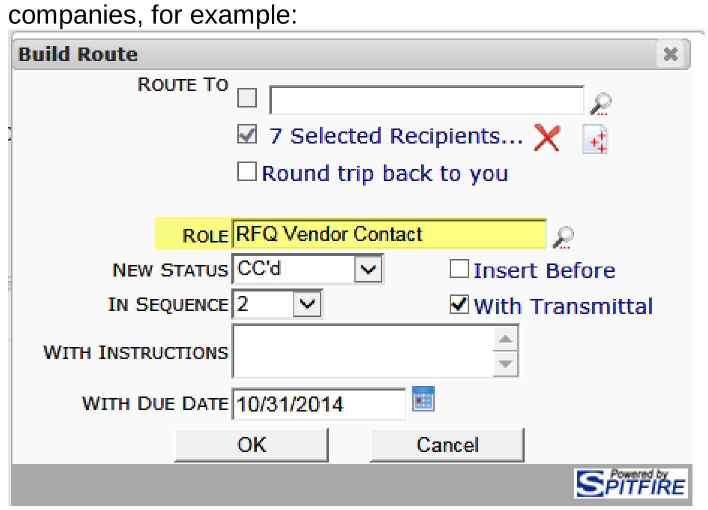


The Build Route window will open.

- Click to select your vendors.



- Use the filters to select the vendors to receive the Invitation to Bid.
- Back on the Build Route dialog box, lookup a **Role**, if one has been set up to identify Contacts on your vendor companies, for example:



Note: the **With Transmittal** option is checked by default. Click the checkbox to uncheck it if you do not want transmittals for all your vendors.

- Click OK.

TIP

For more information about the Build Route option, see the *Focus on Routes* guide.

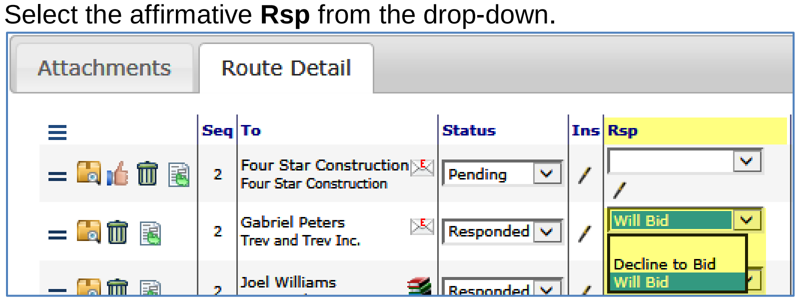
9. When appropriate, change the status of the document to **Published**. By default, Published is a pending status that allows the Invitation to Bid document to be seen on the Plan Room Dashboard (see the next page).
10. Either route the document to all your vendors or save the document, then close the document window.
11. You can reopen the document as needed to make changes to it and to change its status. Once the document is **Closed**, no further changes can be made to it.

Replies from Vendors

Once you hear back from your vendors, you can choose to create [RFQs](#) (see page 68) or a [Bid Package](#) depending on your workflow. In fact, you can easily attach the Invitation to Bid to the Bid Package and easily create RFQs on the Bid Package for the vendors who respond in the affirmative to the Invitation to Bid (see page 73).

To record affirmative responses:

1. On the Route Detail tab, edit the row for a vendor who has responded in the affirmative to the Invitation to Bid.
2. Select the affirmative **Rsp** from the drop-down.



3. Click ✓ to accept the Rsp and advance the route.

Note: it is also possible that a vendor will respond to an emailed Invitation to Bid directly, either by replying to the email or using the Response Wizard. (For more information, see the *[Focus on Routes](#)* guide.)

Invitation to Bid Documents on the Plan Room

Invitation to Bid is a Doc type that is often included on the Plan Room Dashboard. For more information about the Plan Room setup and use see

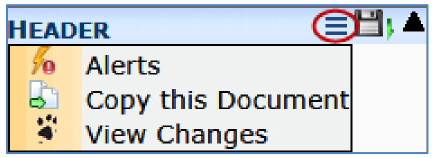
- The *[Setup for Spitfire's Plan Room](#)* technical white paper
- The *[How to Use the Plan Room (from a public login)](#)* instructions
- The *[How to Use the Plan Room (from a vendor login)](#)* instructions

Invitation to Bid Options Menu

TIP

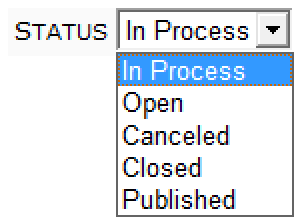
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options Menu for the Invitation to Bid document offers the following choices after you save:

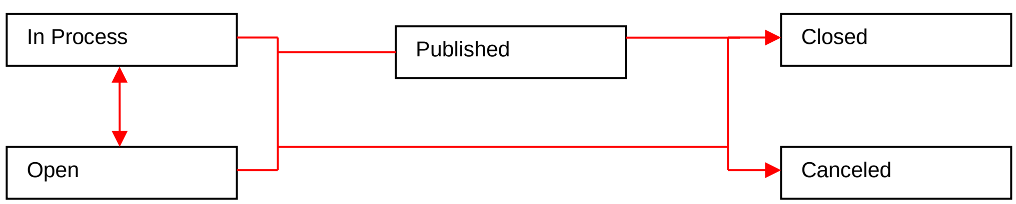


Statuses for Invitation to Bid

By default, the Status drop-down offers the following choices:



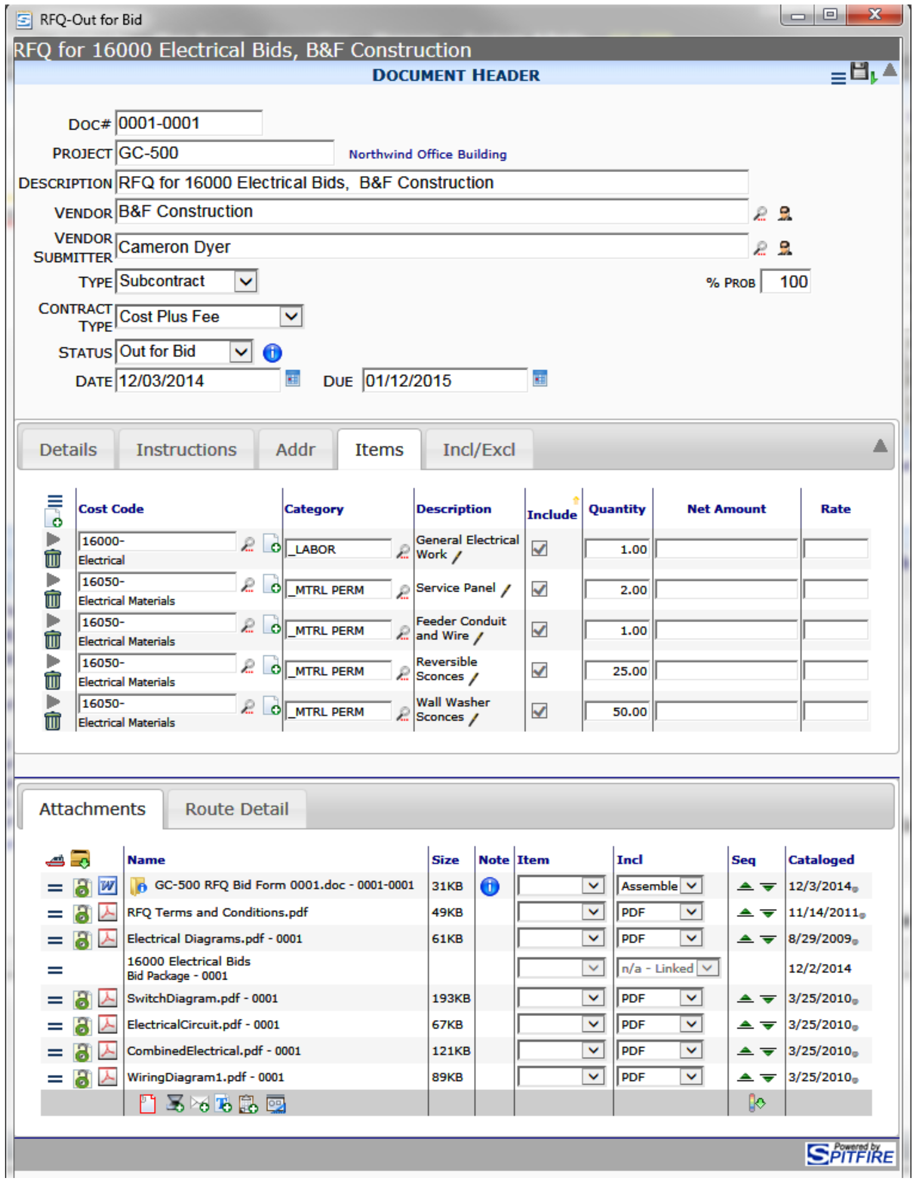
- **Published** is a (default) pending status, which allows the Invitation to Bid document to appear on the Plan Room Dashboard.
- **Canceled** and **Closed** are final statuses, which close the document. When an Invitation to Bid document is **Closed** or **Canceled**, it can no longer be edited.



RFQ

Overview

An RFQ (Request for Quote) document tracks your quote request to a subcontractor/vendor and his response (quote/bid). :



Where It Fits In

RFQs can be part of larger workflows, such as when RFQs are created from a Bid Package document and the awarded RFQ leads to a Commitment, or when a Change Order creates RFQs for those Commitments affected by the project change. However, you can also create stand-alone RFQs as needed whenever you want to record a quote from a vendor. RFQs can lead to either Commitments or CCOs.

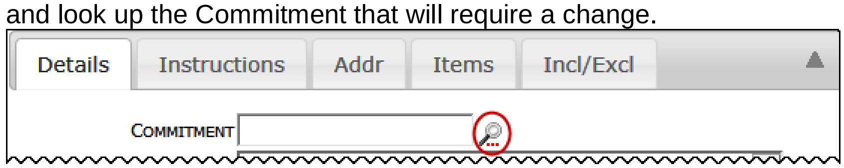
Creating an RFQ

There are three ways to create an RFQ document:

- From the Project Dashboard— use this method whenever you want a stand-alone quote that is not related to any Bid Package or Change Order document. The RFQ can lead to either a new Commitment or a CCO for an existing Commitment. (See below.)
- From a Bid Package document—use this method whenever the RFQ corresponds to the Bid Package document. **Note**: A Bid Package document can contain any number of RFQs. (See the *Bid Package – RFQ Processing* white paper.)
- From a Change Order document—use this method whenever the RFQ is part of your Change Order workflow. (See the *Change Order Management* white paper.)

To create an RFQ from the Project Dashboard:

1. Click at the Project Dashboard to start a new RFQ document.
2. (*optional*) Change the **Description** to something more descriptive of the RFQ or eventual Commitment or CCO.
3. Look up a **Vendor**.
4. (*optional*) Select a Commitment **Type** (subtype) and/or a **Contract Type**.
5. (*optional*) Look up or fill in other fields in the Document Header.
6. Click to save (and actually create) the document.
7. (*optional*) If this RFQ will lead to a CCO, go to the Details tab and look up the Commitment that will require a change.



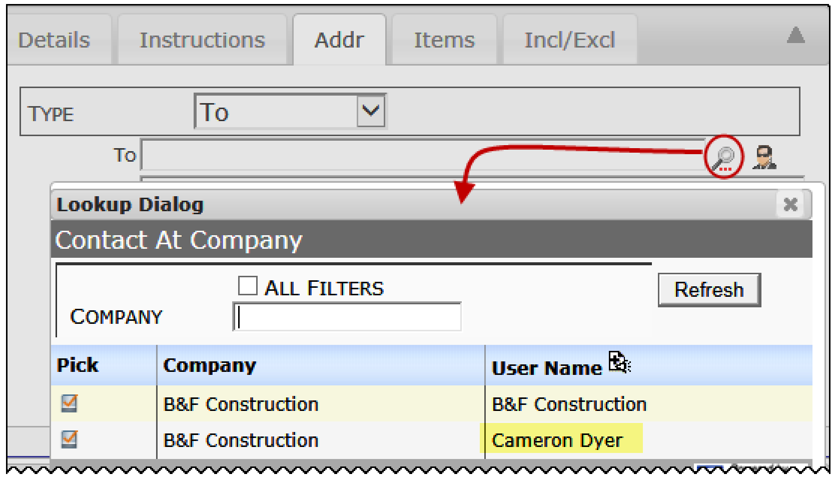
8. (*optional*) On the Addr tab, look up a specific person at the Vendor company, especially if you will use the Build Route option to add this vendor to your route:

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide.

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

For more information about routes, see the *Focus on Routes* guide.



9. Go to the Items tab and add your Item(s).
10. Add other information to the document and add attachments as appropriate.
11. (*optional*) Add the vendor as a routee, unless an automated route has already done so.
12. (*optional*) If an Attachment template has been established for this Doc type,  will appear on the Attachments tab. Click on  to create the printout file for the RFQ. This printout file will be emailed or faxed to potential customers who are set up as “via email” or “via fax” routees (along with other attached files).
13. Either route the document or save the document, then close the document window.
14. You can reopen the document as needed to make changes to it and to change its status.

Updating an RFQ

To enter amounts from a returned Bid/Quote:

1. Open the RFQ document from the Project Dashboard or your Inbox.
2. (*optional*) If you do not want to continue with this RFQ, change its status to **Rejected** and save the document. Otherwise, continue with the next step.
3. On the Document Header, look up the **Vendor Submitter** (i.e., the person who submitted the quote/bid).
4. Edit the Items on the Items tab to enter bid information.
5. Change the document status to **Bid Back**.
6. (*optional*) Click  to route the document if appropriate.
7. Close the document.

Awarding an RFQ

Before you can create a Commitment or a CCO from an RFQ, the RFQ's status must be **Awarded**.

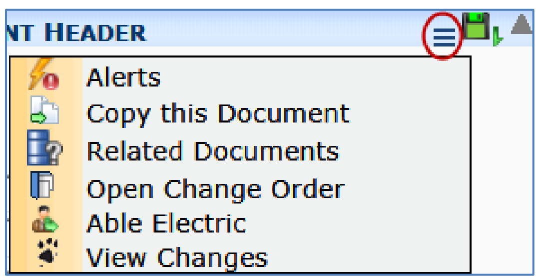
To Award the RFQ document:

1. Open the RFQ document if not already open.
2. (*If necessary*) Look up a **Vendor Submitter** (the person/vendor on record who has approved the quote).
3. Change the status of the document to **Awarded.**
4. Save the document. You can now create the Commitment or CCO document from the Options menu (as described in the next section).

RFQ Options Menu

TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

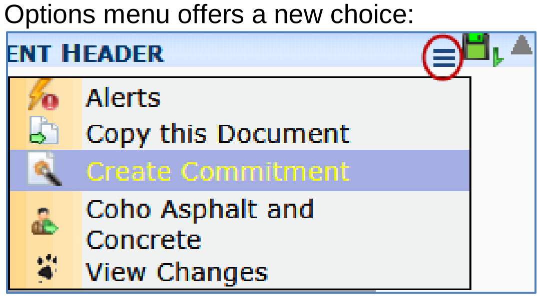
The Options menu for the RFQ document offers the following choices after you save:



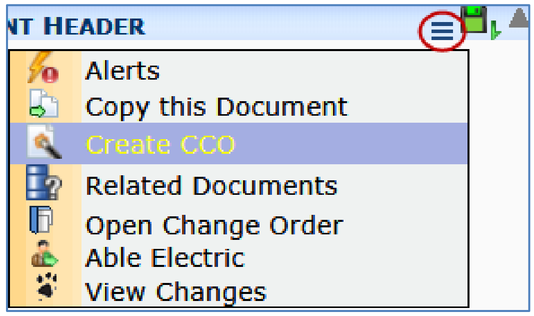
Of Particular Note

TIP
If you try to create a Commitment or CCO from an RFQ that was, in turn, created from a Change Order, a confirmation message will inform you of the fact. Unless you have special permission, you must create the Commitment or CCO through the Change Order in such a situation. For more information, see the *Change Order Management* white paper.

- The option to **Open Change Order** appears only if you created the RFQ from a Change Order document.
- The option for **Related Documents** appears only if the RFQ is linked to a Commitment.
- indicates the Vendor who is bidding. This option appears only after you look up a choice for the **Vendor** field.
- Once you set the RFQ status to **Awarded** (and save)**,** the Options menu offers a new choice:



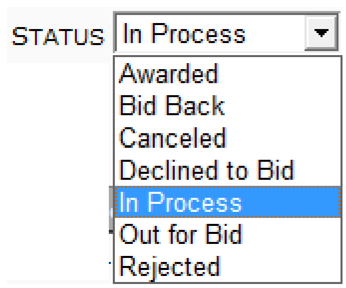
- or-



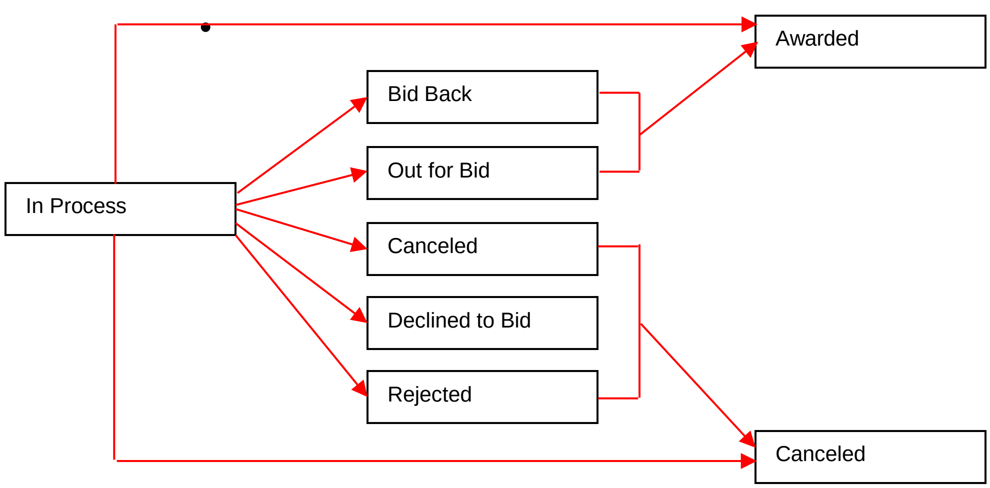
- The choice to **Create Commitment** will create a Commitment document based on the RFQ. (See page 83 for more information about Commitments.)
- The choice to **Create CCO** will create a CCO document based on the RFQ, if the RFQ was linked to an existing Commitment. (See page 116 for more information about CCOs.)

Statuses for RFQs

By default, the Status drop-down offers the following choices:



- The status must be set to **Awarded** before you can create Commitments/CCOs.
- **Canceled** and **Awarded** are final statuses, which close the document. When an RFQ document is **Awarded** or **Canceled**, it can no longer be edited.



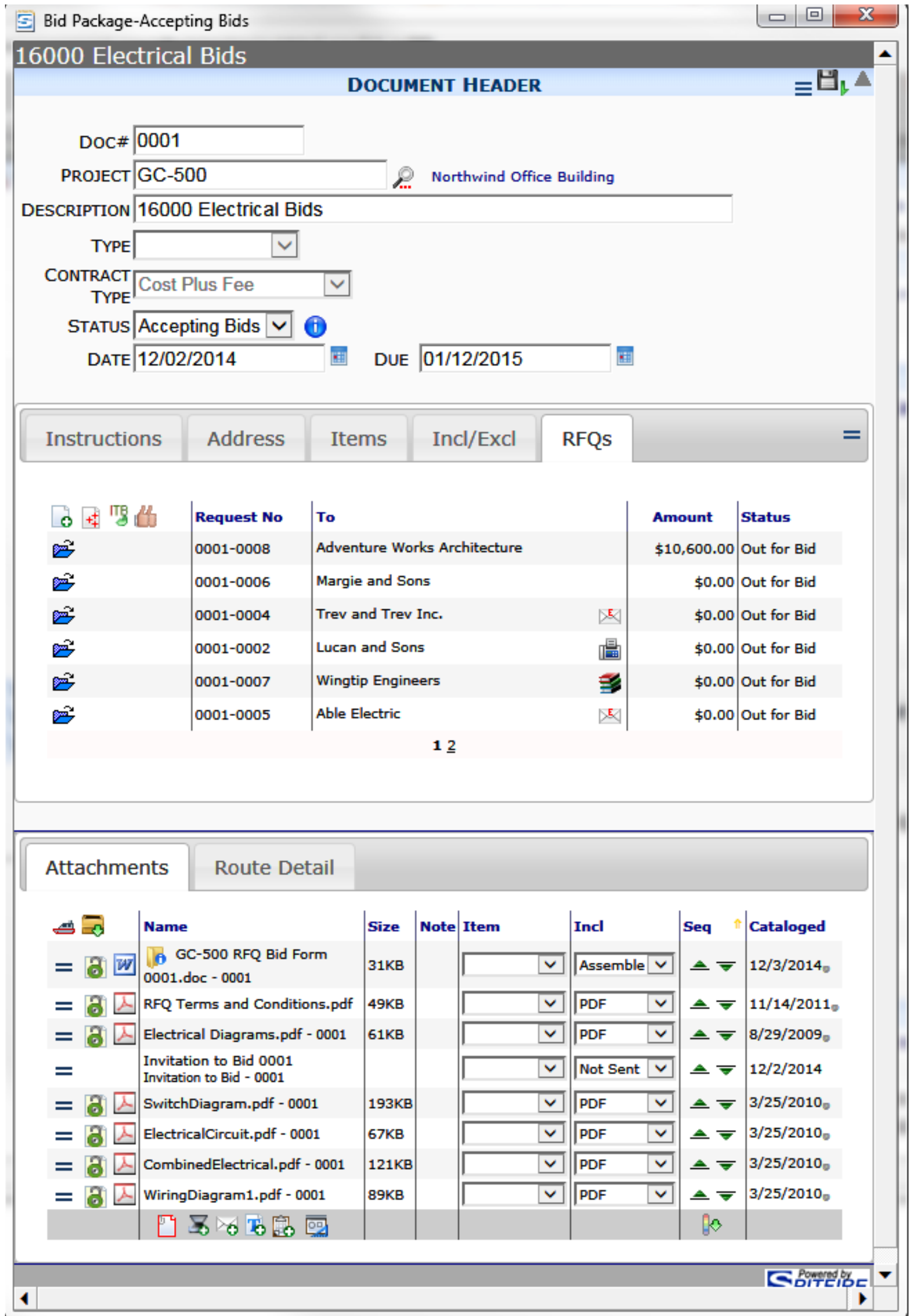
Bid Package

Overview

TIP

For more information see the [Bid Package – RFQ Processing] white paper

When the same RFQ is sent to more than one vendor, a Bid Package document is used to contain information about the quote request and all responses from the subcontractors/vendors receiving the RFQ.

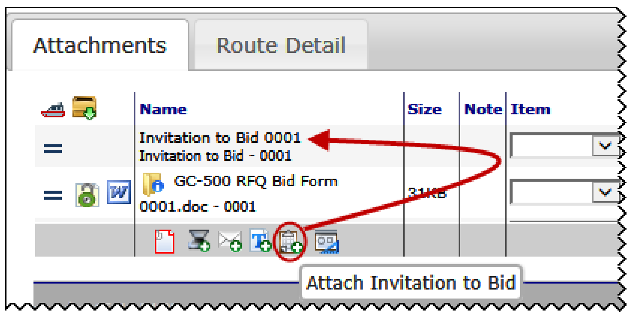


Where It Fits In

Bid Packages create corresponding RFQs, therefore, the Bid Package document is often used to start a Bid Package – RFQ – Commitment workflow. Bid Packages can be created during the early stages of a project (if you need quotes from vendors before you can submit your own bid) or at any time during a project's life cycle. Pending Bid Packages can appear on the Plan Room Dashboard. Bid Packages can also create Bid Package Addendums.

Attached Invitation to Bid

If your workflow starts with an Invitation to Bid, you can attach the corresponding Invitation to Bid to the Bid Package document (see the instructions that start on page 76).

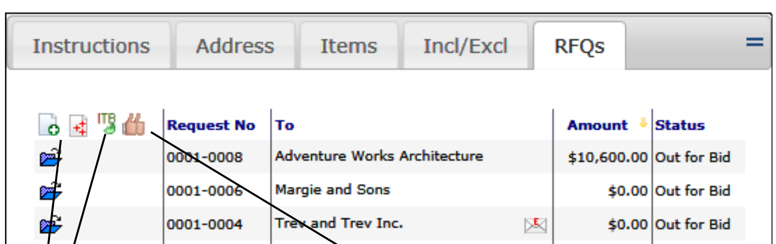


Once the Invitation to Bid document is attached to the Bid Package, and once vendors have responded to the Invitation to Bid, a new icon appears on the RFQ tab that allows you to create RFQs for the vendors who have responded in the affirmative to the Invitation to Bid (see the next section).

The RFQs Tab

The Bid Package document includes an RFQs tab. The RFQs tab allows you to quickly create as many RFQ documents as needed for your vendors and then route them. The RFQ tab also maintains the list of these RFQ documents, their amounts and their statuses. As information (Amount and Status) is changed on the RFQs, this information is updated on the Bid Package on its next refresh.

TIP
Once you create an RFQ, any new items added to the Bid Package will not be copied. Make sure your Bid Package is complete before creating RFQs.



You canuse a multi-select window to select vendors. sfPMS will create an RFQ document for each.

With one click, you can automatically select those vendors who accepted the Invitation to Bid.

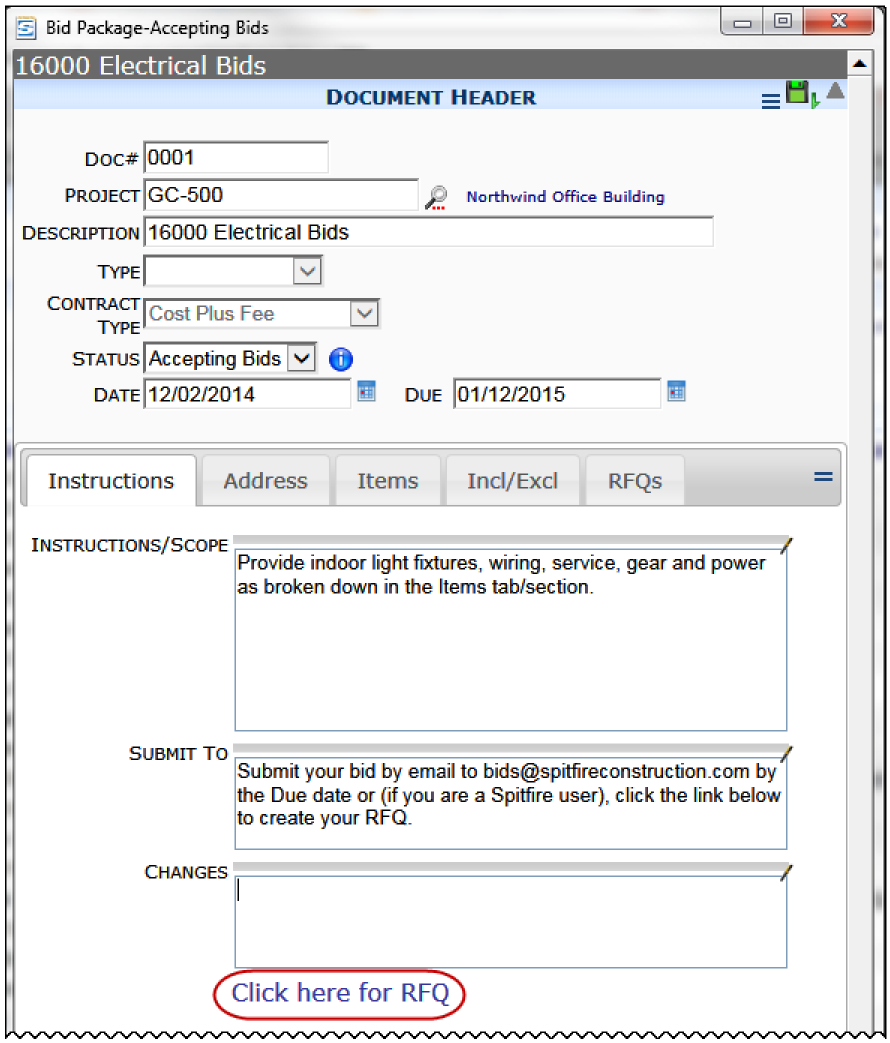
You can release (send) all RFQ documents on their routes with one click.

Bid Package Documents on the Plan Room

Bid Package is a Doc type that can be included on the Plan Room Dashboard. When a vendor opens the Bid Package from the Plan Room, he can create an RFQ (in order to enter his bid/quote) by clicking a link on the Instructions/Notes tab (shown below).

For more information about the Plan Room setup and use see

- The *Setup for Spitfire's Plan Room* technical white paper
- The *How to Use the Plan Room (from a public login)* instructions
- The *How to Use the Plan Room (from a vendor login)* instructions



Note: the RFQs tab on the Bid Package is hidden for vendors.

Creating a Bid Package

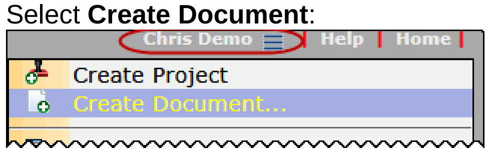
TIP
See the *ATC Scripts and Automatic Workflow technical white paper* for more information about script-based workflows and KBA-01468 for a specific example.

There are four ways to create a Bid Package document:

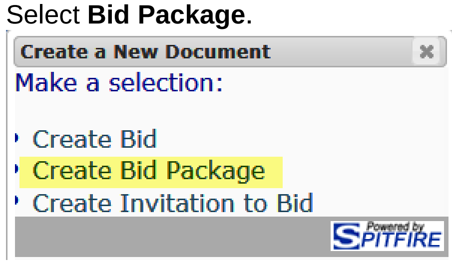
- From a Bid document—use this method when you are requesting quotes for a prospective project (see page 21.)
- From automatic workflow from an Invitation to Bid—use this method when your Invitation to Bids always result in Bid Packages.
- From the File menu—use this method when you want to create a Bid Package before you create a project.
- From a Project Dashboard—use this method when the Bid Package is your starting document in the Bid Package – RFQ – Commitment workflow.

To create a Bid Package document from the Site Options Menu:

1. Select **Create Document**:



2. Select **Bid Package**.



An Invitation to Bid document window will open. Continue with step 2 in the following instructions.

To create a Bid Package document from the Project Dashboard:

1. Click at the Project Dashboard to start a new Bid Package document.
2. (*optional*) Change the **Description**.
3. (*optional*) Select a **Type** (subtype) to indicate the type of subcontract that will result from the winning bid. This Type will be passed to the eventual Commitment.
4. (*optional*) Select a **Contract Type** for the Commitment that will result from the winning bid.
5. (*optional*) Look up or fill in other fields in the Document Header, for example the **Due** date.
6. Click to save (and actually create) the document.
7. On the Instructions tab, type your instructions to vendors.

TIP

For information on attaching files to a document, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

8. On the Items tab, add Items for the Bid Package. These Items will be copied to the RFQ documents that you will create. On each Item's Detail view,

    - Be sure the **Include** checkbox is checked if you want the Item to be included in the final calculation summarized on the Detail tab.
    - Look up a **Cost Code**.
    - Look up an **Acct Category**.
    - (*optional*) Enter a **Description** if you do not want the one that defaults from the Cost Code.
    - (*optional*) Enter **Units**.
    - Fill out other fields as needed.

9. (*optional*) Add information to other tabs, as appropriate, for example, inclusions and exclusions. This information will eventually be copied to a Commitment, if the Commitment is created from an Awarded RFQ from the Bid Package.

10. (*optional*) If an Attachment template has been established for this Doc type, will appear on the Attachments tab. Click on to create the printout file for the Bid Package. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).

TIP

For more information about the RFQs tab, see the *Bid Package – RFQ Processing* white paper

11. (*optional*) Attach any files that you want routed with the RFQs to your Vendors. Files that are attached to the Bid Package will automatically be attached to its RFQs.

12. (*optional*) If this Bid Package is part of an Invitation to Bid – Bid Package workflow, click on the **Attachments** tab to attach the corresponding Invitation to Bid to this Bid Package (see page 74).

13. On the **RFQs** tab, you can create RFQs by using any combination of the following:

    - Click to create one RFQ document. The RFQ document will open so that you can fill it out and save it. This method requires you to select a vendor on the RFQ.
    - Click to select your vendors from the multi-select window. When you click sfPMS will create an RFQ document for each vendor.
    - Click to have sfPMS automatically select the vendors that replied in the affirmative on an attached Invitation to Bid (see page 66). When you click sfPMS will create an RFQ document for each vendor.

TIP

After clicking ITB, you can click to add other vendors if you wish. In addition, if other affirmative responses are added to the Invitation to Bid, you can resuse ITB to add those vendors.

14. Click to route the RFQs to their next routees.

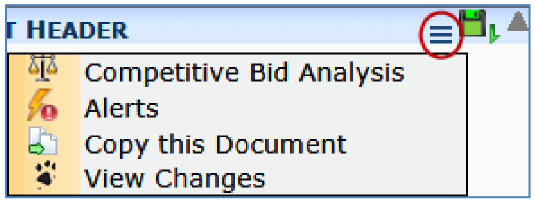
15. Save the document, then close the document window.

16. You can reopen the document as needed to review the RFQs tab and to change its status.

Bid Package Options Menu

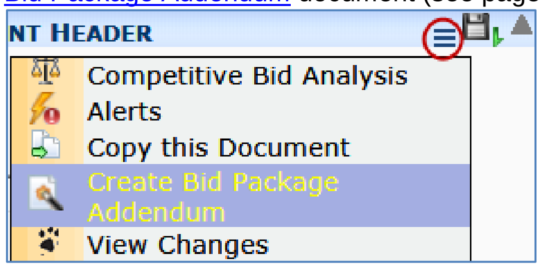
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide

The Options Menu for the Bid Package document offers the following choices after you save:



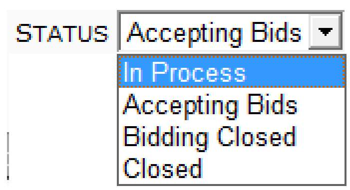
Of Particular Note

- After you change the Bid Package's status to **Accepting Bids** or **Bidding Closed**, the Options menu offers the choice to create a Bid Package Addendum document (see page 79).

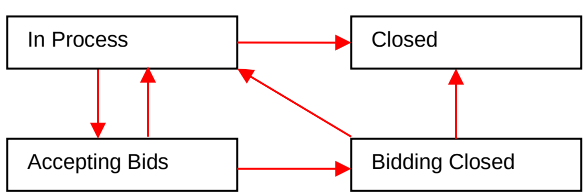


Statuses for Bid Packages

By default, the Status drop-down offers the following choices:



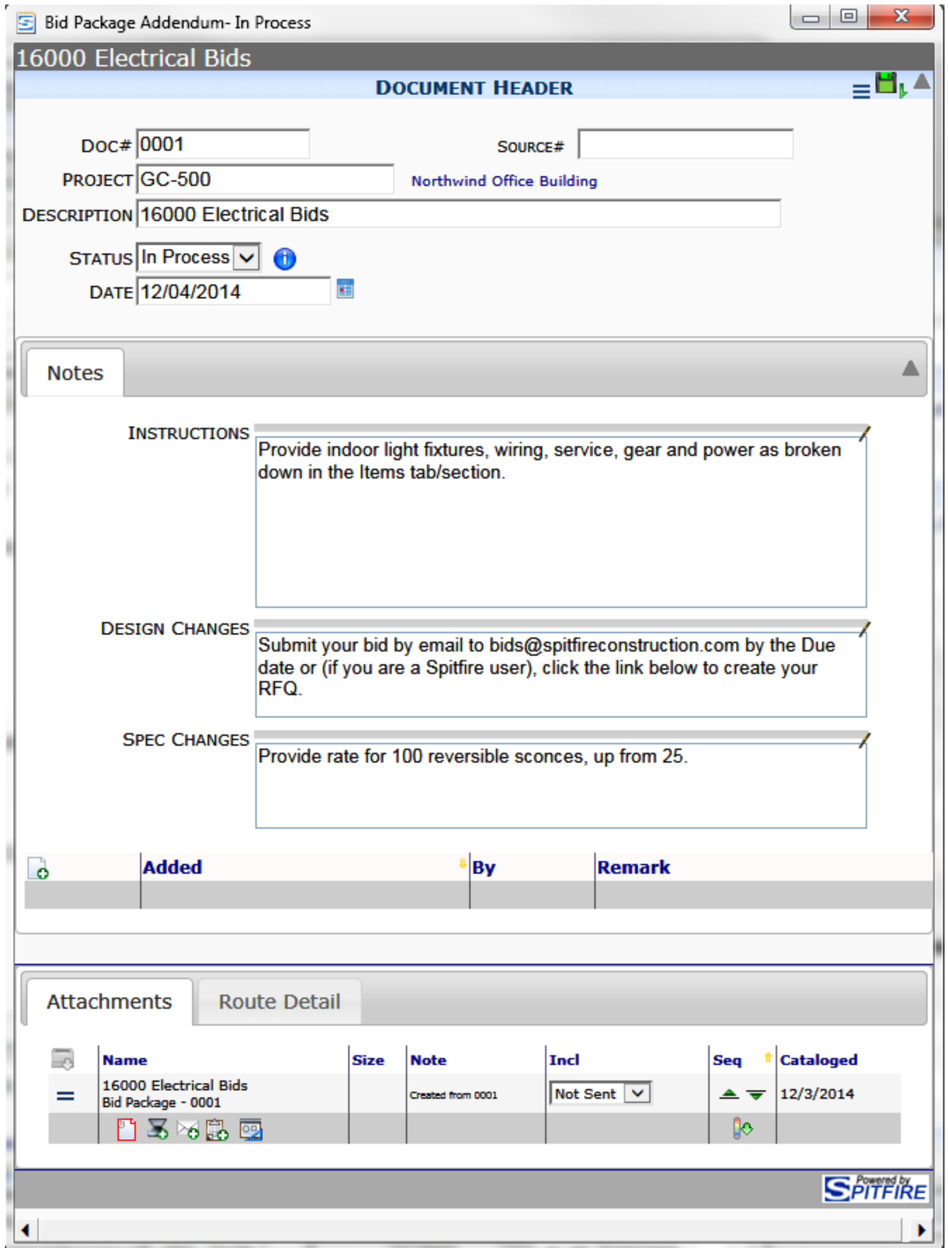
- **Accepting Bids** is a pending status, which allows the Bid Package to appear on the Plan Room Dashboard. **Bidding Closed** is also a pending status. When the document is pending, its status can return to **In Process** if changes are required.
- **Closed** is a final status, which "closes" the document. When a Bid Package document is **Closed,** it can no longer be changed.



Bid Package Addendum

Overview

A Bid Package Addendum document is used to add information to an existing Bid Package that was sent out to vendors.



Where It Fits In

Bid Package Addendums update or add information to Bid Packages. A Bid Package Addendum can appear on a Plan Room Dashboard or be routed to vendors as needed. You can create multiple Bid Package Addendum documents during the life cycle of a project.

Bid Package Addendum Documents on the Plan Room

Bid Package Addendum is a Doc type that can be included on the Plan Room Dashboard.

For more information about the Plan Room setup and use see

- The *Setup for Spitfire's Plan Room* technical white paper
- The *How to Use the Plan Room (from a public login)* instructions
- The *How to Use the Plan Room (from a vendor login)* instructions

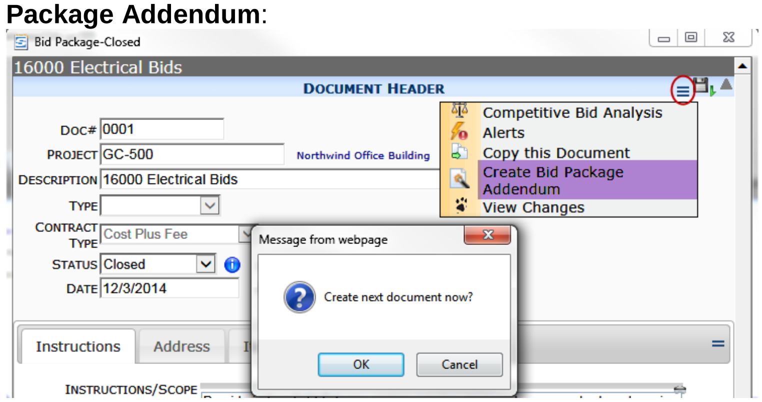
Creating a Bid Package Addendum

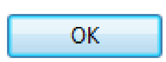
There are two ways to create a Bid Package Addendum document:

- Manually, with no automatic connection to a Bid Package.
- From a Bid Package document with a status of **Accepting Bids.**

To create a Bid Package Addendum from a Bid Package:

1. Open the Bid Package.
2. Open the Document Options menu and select **Create Bid Package Addendum**:



3. Click 

at the confirmation box that appears.
A Bid Package Addendum document will open. You can close the Bid Package window.
4. Notice that the Instructions, Design Changes and Spec Changes fields on the Notes tab have been filled in with the Instructions, Submit To and Changes fields from the Bid Package. Edit as necessary; you can cut and paste.
5. Continue with step 5 in the following instructions.
Note: The Bid Package document will already be attached.

To create a Bid Package Addendum manually:

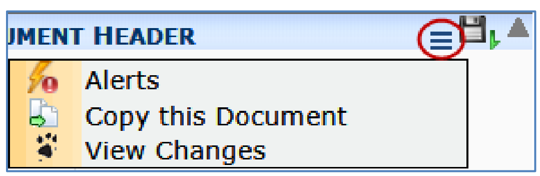
1. Click on the Project Dashboard to start a new Bid Package Addendum document.
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.
4. On the Notes tab, enter your instructions, design changes and/or spec changes.
5. Add attachments as appropriate. You can attach a Bid Package document also if desired.
6. (*optional*) Build a route to appropriate vendors, if the Bid Package Addendum will not be placed in the Plan Room.
7. Save () the document.
8. When the document is ready for your vendors, change the status to **Published**. By default, this pending status allows the Bid Package Addendum to appear on the Plan Room Dashboard.
9. Either send the document on its route or save the document.
10. Close the document window.

Bid Package Addendum Options Menu

TIP

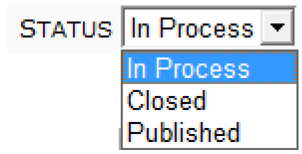
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Bid Package Addendum document offers the following choices after you save:

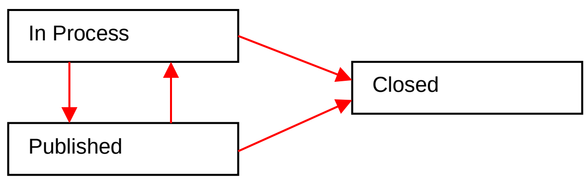


Statuses for Bid Package Addendums

By default, the Status drop-down offers the following choices:



- **Published** is a default pending status, which makes the Bid Package Addendum read-only and allows it to be included in the Plan Room Dashboard. Published documents can go back to **In Process** if changes are necessary.
- **Closed** is a final status, which closes the document. When a Bid Package Addendum document is **Closed,** it can no longer be changed in any way.



Commitment

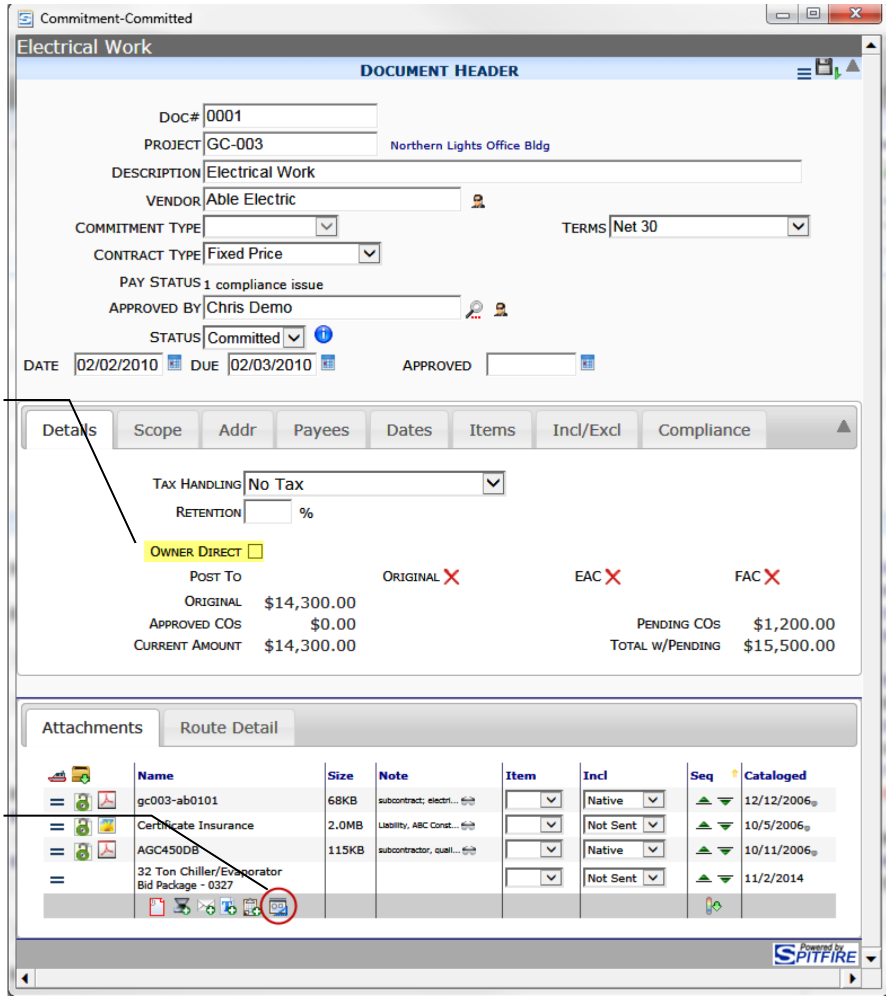
Overview

The Commitment document contains information on the contracts you have with vendors and subcontractors (subcontracts) and, optionally, suppliers (purchase orders).

When used at non-integrated sites, this checkbox is purely informational.

However, when used at integrated sites, checking the **Owner Direct** checkbox will prevent the Commitment (and its associated Pay Requests) from being exported to the accounting system.

You can easily attach files that are on a Drawings Log to your Commitment.



Where It Fits In

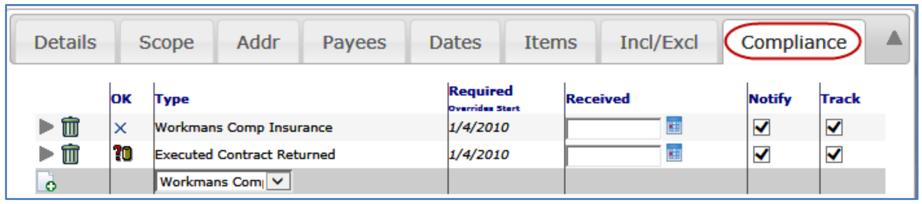
A project can have any number of Commitments of different subtypes. Commitments can be created from RFQs when they are part of a (Bid Package) – RFQ – Commitment workflow and they can also be created from Change Orders. Compliance tracking is tightly intertwined with Commitments. Once Committed (approved), Commitments require CCO documents for any changes made to the Commitment Items. Commitments can update the budget. Commitments are also linked to Pay Requests and, optionally, Receipts.

Compliance Tab

TIP

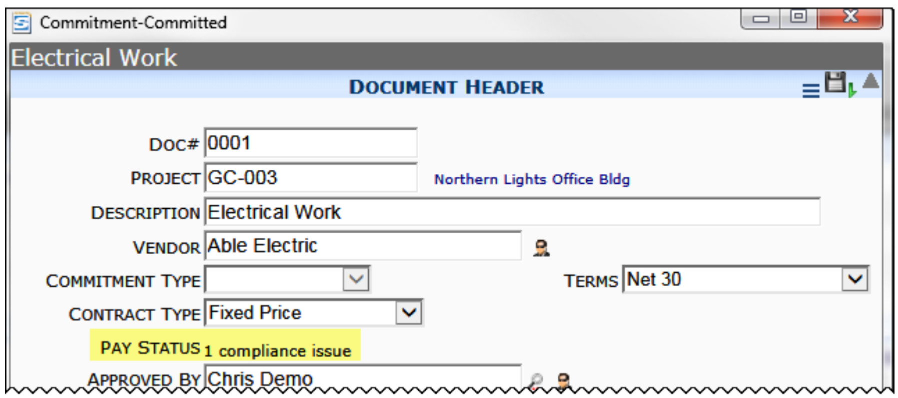
For more information about Compliance and its setup, see the *Focus on Alerts and Compliance* guide.

By default, the Commitment Doc type includes the Compliance tab, where compliance requirements are tracked for the specific Commitment against the Commitment's Start and Finish dates, Commitment amount and percent paid.



Pay Status

The Pay Status field informs you of compliance issues. You cannot edit this field.



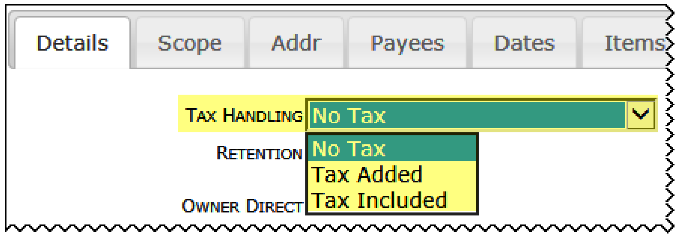
- If the Commitment is in-compliance, the message will say **In compliance**.
- If the Commitment is out of compliance, the message will say ***n* compliance issues**. This message can be changed only by entering compliance information under the Compliance tab.
- If the Vendor is out of compliance, the message will say ***n* vendor issues**. This message can be changed only by entering compliance information under the Compliance tab of the Vendor document.

Optional Tax/ Freight Handling

TIP

Remitted Sales Tax is part of the commitment expense like labor and materials. You may prefer to track the remitted tax portion of the expense explicitly because doing so makes it easier to offset Use Tax liabilities later in the project.

Commitment documents can be configured to track how remitted sales tax is handled. The Tax Handling drop-down on the Details tab indicates a default, which you can override.



- **No Tax** means that tax is not tracked on the Commitment.
- **Tax Included** means that the Item amounts include tax.
- **Tax Added** means that separate Items will be added for tax (see below).

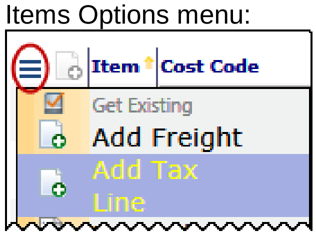
Commitment documents can also be configured to allow Items just for freight.

TIP

The tax line and freight options will not appear unless the site has been implemented with the WBAConfig rule. See KBA-01395,. "Tracking Freight and Remitted Sales Tax on Commitments."

To add separate freight and/or tax lines:

- To add an Item for tax, select the **Add Tax Line** option from the Items Options menu:

  Note: you must have at least one Item on the document before adding the tax line.

- To add an Item for freight, select the **Add Freight** option from the Items Options menu:

Creating a Commitment

There are three ways to create a Commitment document:

- From the Project Dashboard—use this method for a stand-alone Commitment (see the next page).
- From an RFQ document—use this method when you want the Commitment to be based on an Awarded RFQ (see page 71).
- From a Change Order document—use this method when the Commitment is part of a Change Order workflow. (See the *Change Order Management* white paper.)

To create a Commitment from the Project Dashboard:

1. Click on the Project Dashboard to start a new Commitment document.

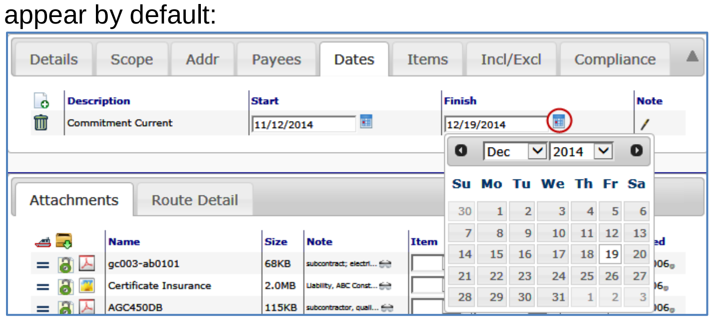
TIP
For more information about the CSI Maintenance tool, see the *Focus on System Administration* guide.

2. Change the **Description** to something more descriptive of the commitment/subcontract.
   Note: You might be able to type the beginning of a CSI code (and press Enter) to have the field filled in automatically, if CSI codes have been set up with Descriptions in the CSI Maintenance tool.
3. Look up a **Vendor**. You cannot set the status to Committed without a Vendor.
4. Select a **Commitment Type** (which is a document subtype) and a **Contract Type**.
5. Look up or fill in other fields in the Document Header. Use the **Date** field to indicate that execution date of the subcontract and the **Due** date for internal routing and alert purposes.

TIP
If you enter a Unit of 0 or 1 for your Item and the UOM is blank or LS (lump sum), sfPMS will blank out the quantity. A Unit of 1 and a UOM other than LS will be retained as entered.

For more information about the Items tab, see the *Focus on Document and Item Basics* guide.

6. Click to save (and actually create) the document.
7. (*optional*) Enter a **Retention** amount at the Details tab.
   Note: you can also enter a retention percentage on each individual Item.
8. (*optional*) Select a **Tax Handling** choice (see page 85).
9. On the Dates tab, edit **Start** and **Finish** Dates for the Commitment. The Project Contract Start and Finish dates appear by default:



   - You can also add other dates.

10. Go to the Items tab and add your Item(s).
    - (*If your site is integrated*) Each item should have a **Cost Code**, **Account Category** and **GL Account**. You will not be able to change the status of the document to Committed without this information. Look up the fields necessary.
    - (*optional*) Add a dedicated Tax Line and/or Freight Item if appropriate (see page 85).
11. Check the Compliance tab to see if you need to enter compliance information.
    - indicates that the status of this compliance line item is still unknown. Click to enter information for each compliance item.
12. (*optional*) Add information to other tabs, as appropriate.
13. Add attachments if desired and create a route if necessary.

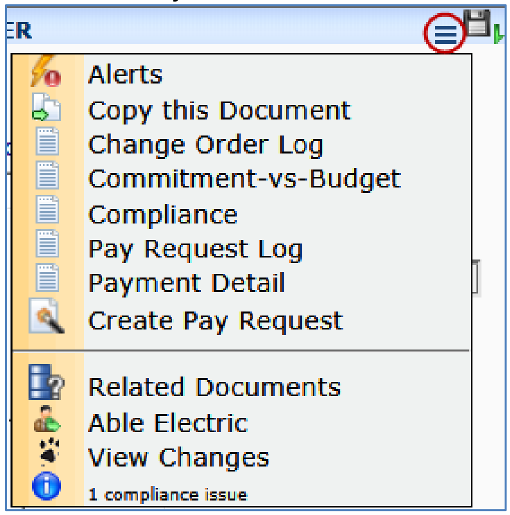
TIP
For information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard*. For information about routing documents, see the *Focus on Routes* guide.

14. (*optional*) If an Attachment template has been established for this Doc type, will appear on the Attachments tab. Click on to create the printout file for the Commitment. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
15. Either route the document to another person or save the document, then close the document window.
16. You can reopen the document as needed to make changes to it and to change its status.
    - Change the status to **Pending** and then **Committed** if and when appropriate. Once the Commitment is Committed, changes to Items are made through CCOs.

Commitment Options Menu

> **TIP**
> A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Commitment document offers the following choices when you save:



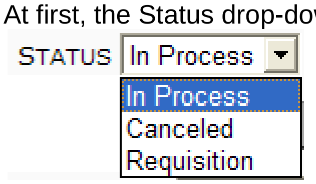
Of Particular Note

> **TIP**
> "Commitment Log" and "Commitment By Cost Code" reports are also offered by sfPMS. See the *Spitfire Reports* technical white paper for a description of all reports.

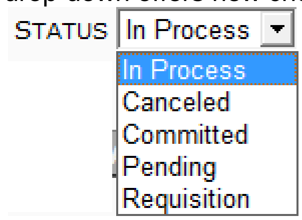
- The information note at the bottom of the Option menu will tell you if the Vendor is out of compliance.
- After you have Change Orders associated with this Commitment, the **Change Order Log** option opens the "Spitfire CCO Log".
- The **Commitment-vs-Budget** option opens the "Commitment Budget Comparison" report.
- If you are set up for Compliance tracking, the **Compliance** option opens the "Compliance Exception Log".
- After you have Pay Requests associated with this Commitment, the **Pay Request Log** option opens the "Spitfire Pay Request Log".
- If you have approved Pay Requests for this Commitment, the **Payment Detail** option will open the "Payment Detail" report, which lists information about the checks used to pay the Commitment.

Statuses for Commitments

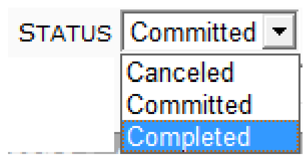
At first, the Status drop-down offers the following choices:



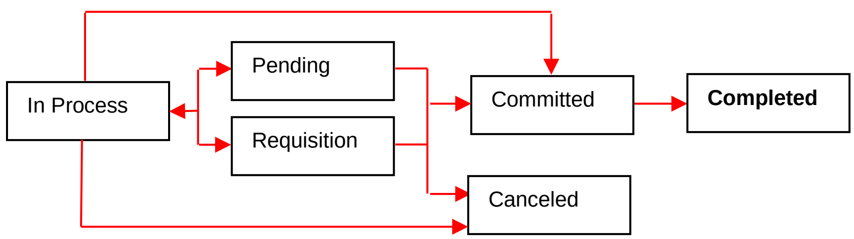
- Once you enter information and save the document, the Status drop-down offers new choices:



- Use **Pending** or **Requisition** to indicate that the Commitment is ready for consideration or approval.
- If the status is set to **Committed**, the Commitment document, when integrated, appears in Microsoft Dynamics SL (Contract Management Module).
- The Commitment must be **Committed** before you can create CCOs. In addition, the Status drop-down offers a new choice:



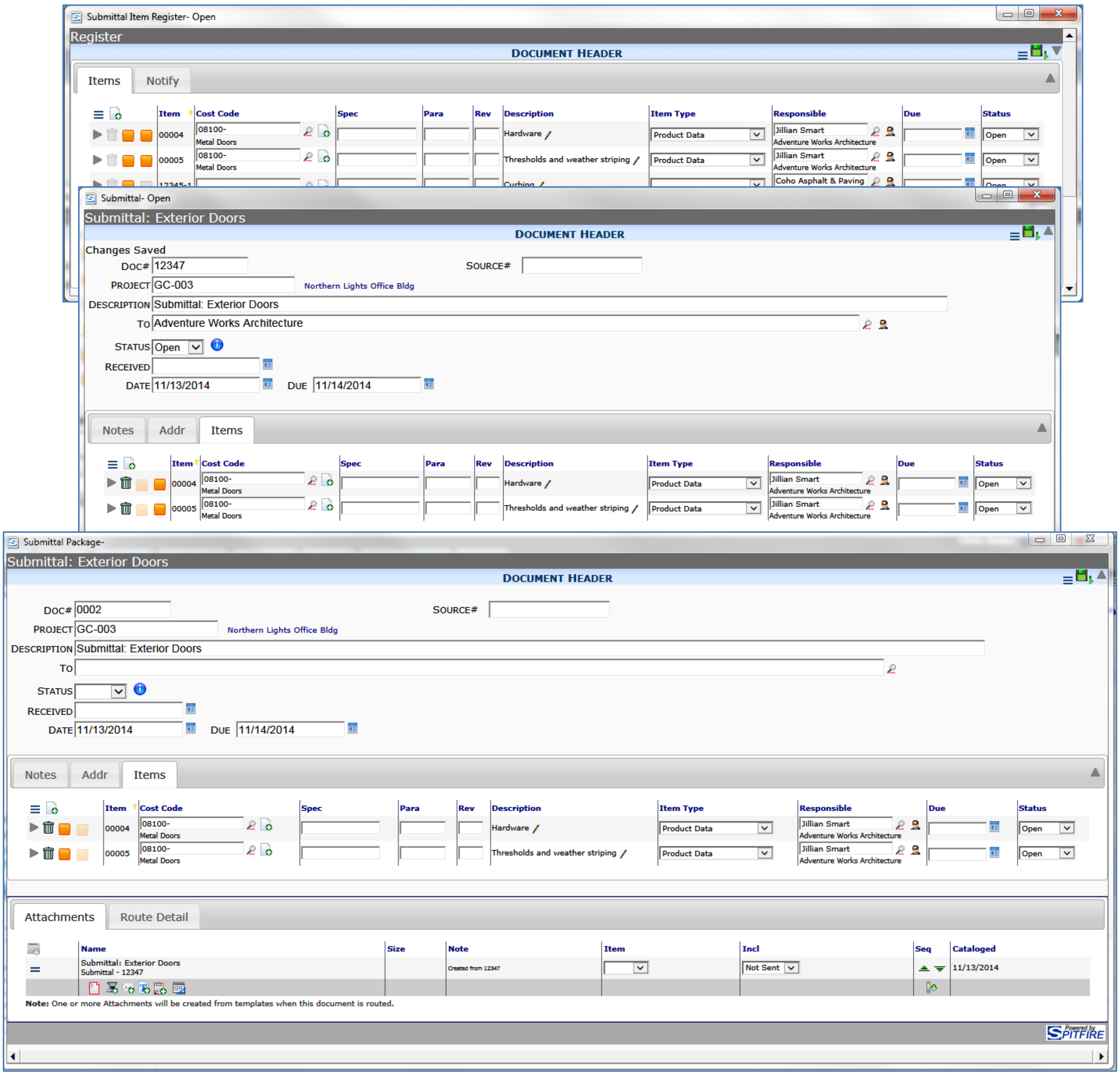
- **Canceled** and **Completed** are final statuses, which "close" the document. When a Commitment is **Canceled** or **Completed**, it can no longer be changed.



Submittal, Submittal Package, Submittal Item Register

Overview

Submittals, Submittal Packages and the Submittal Item Register are inter-related documents on a project. Submittals list and send details of a project, especially materials and documentation, to subcontractors or vendors. Submittal Packages list and send the materials and documentation to clients or architects. The Submittal Item Register tracks all Submittal Items for the project.



Where They Fit In

You can start the Submittal process with the Submittal, Submittal Item Register or (less often) the Submittal Package document. Every Submittal Item entered on a Submittal or Submittal Package also appears on the Submittal Item Register. Therefore, the Submittal Register is the master list of all Submittal Items with links to all corresponding Submittals and Submittal Packages. Each Submittal Item is its own entity with its own Item number and status. When you update a Submittal Item, the update is immediately displayed on the Submittal Item Register and on any Submittal/Submittal Package on which it appears.

You can create a Submittal Package from a Submittal and you can create a Submittal from a Submittal Package. The project's only Submittal Item Register, however, is created automatically when the Project Setup document on a new project is first saved.

The Submittal Icons

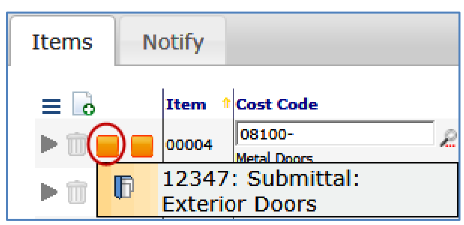
In the Item grid view of Submittals, Submittal Packages and Submittal Item Registers, the two columns of icons indicate the same thing. The first column indicates the status of the Submittal. The second column indicates the status of the Submittal Package.

 means the Item is not on a Submittal/Submittal Package.

 means the Item is on a Submittal/Submittal Package that is Closed.

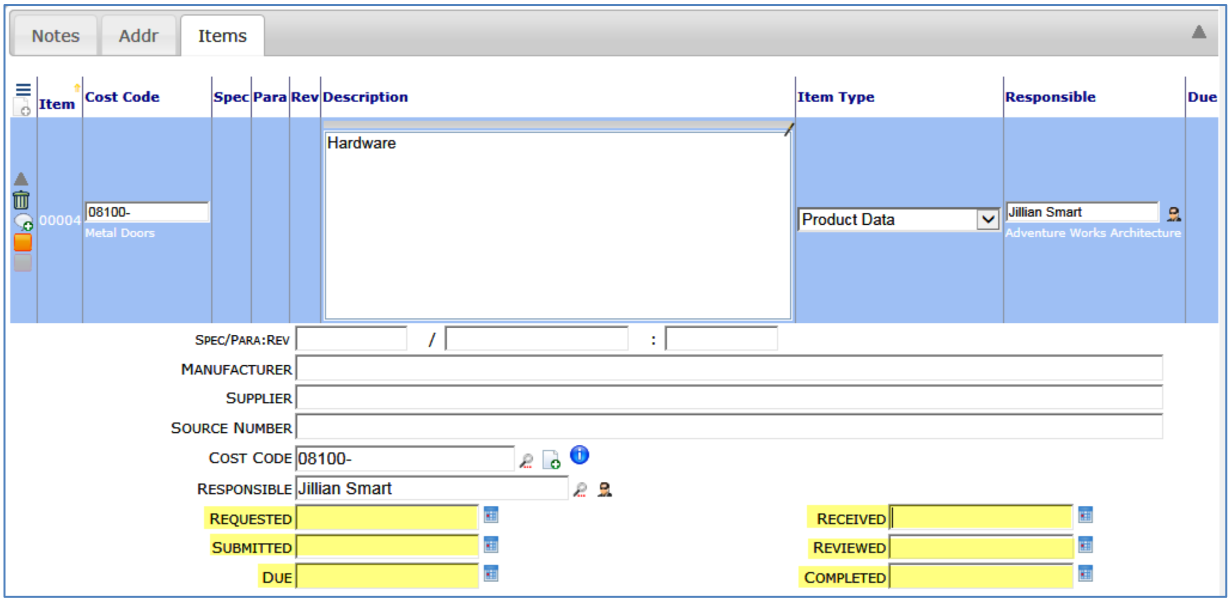
 means the Item is on a Submittal/ Submittal Package that is Open.

Clicking the icon will indicate the actual Submittal/Submittal Package document that contains the Item. You can click on document name to open the document.



Submittal Item Dates

Submittal Items can include up to six dates fields. While it is possible to hide, re-label or repurpose any of these fields, the date fields were designed as follows.



Requested – can indicate when a Submittal Item is added to a Submittal. You can enter any date you want in this field.

Received – can indicate when the Submittal Item is received from the subcontractor/vendor. You can enter any date you want in this field.

Submitted – can indicate when the Submittal Item is added to a Submittal Package or when it is routed to the client/architect. You can enter any date you want in this field.

Reviewed – indicates when the Submittal Item was reviewed. This date is populated automatically by Spitfire whenever the Item Status changes, although you can override the date. **Note**: if you override the date, it will no longer auto-populate when the status next changes.

Due – can indicate when the Submittal Item is due to be received. You can enter any date you want in this field.

Completed – can indicate when consideration of the Submittal Item is over. You can enter any date you want in this field.

Possible Workflow

1. Enter your Submittal Items into the Submittal Register.
2. Create a Submittal for your subcontractor or vendor requesting the Submittal Items for which they are responsible, using Items from the Submittal Item Register. You may want to enter Requested and Due dates at this point.

3. When the sub/vendor supplies the requested Submittal Items, enter the Received dates for the Items, then create a Submittal Package for the Items from the Submittal.
4. Enter Submitted dates for the Items and send that Submittal Package to the client/architect for approval.
5. If the Items are approved, notify the sub/vendor by routing the Submittal Item log to the responsible party. If the Items are not approved, create a new Submittal indicating that those Items need to be resubmitted, and repeat the process.
6. At the end, you may want to enter Completed dates.

At all times, the Submittal Item Register allows you to track each Submittal Item as it moves back and forth between you and the sub/vendor or between you and the client/architect. The Submittal Item Register allows routing to responsible parties as needed.

Note: You may want to set up your subcontractors or architects as "Web (conditional)" Spitfire users. See the *Focus on Contacts* and *Focus on Routes* guides for more information.

Submittal Item Workflow Example

Submittal Item on Submittal Item Register.
Submittal Item on Submittal document. Submittal document is routed to sub/vendor. Sub/vendor sends actual submittal item so Submittal document is Closed and Submittal Package is created.
Submittal Item on Submittal Package. Submittal Package document is routed to architect. Architect rejects Submittal Item so Item is set to Revise/Resubmit (which creates an Open copy of the Item when the document is saved), the Submittal Package is Closed and a new Submittal document is created.
Submittal Item on second Submittal document. Submittal document is routed to sub/vendor. Sub/vendor sends revised submittal item so Submittal document is Closed and new Submittal Package is created.
Submittal Item on second Submittal Package. Submittal Package document is routed to architect. Architect approves Submittal Item, so the Submittal Package is Closed.

TIP

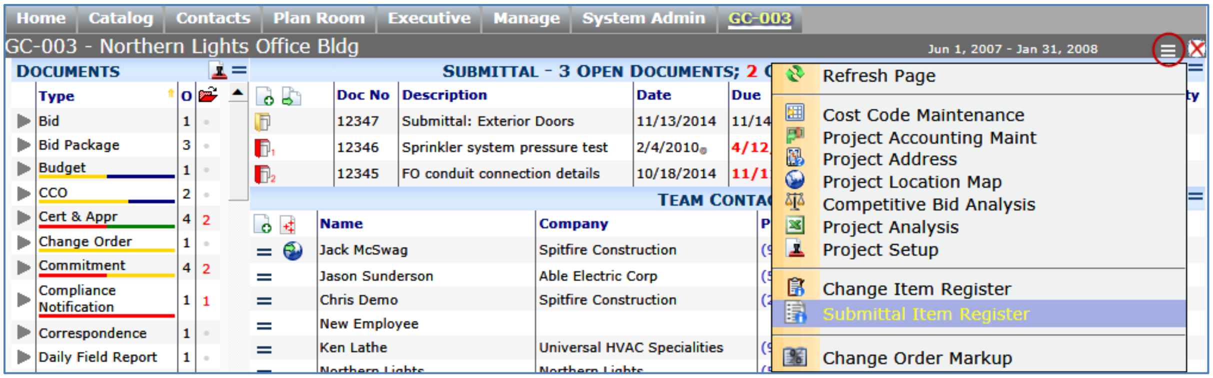
A "Submittal Item Log" is offered by sfPMS. See the *Spitfire Reports* technical white paper.

Adding to the Submittal Item Register

The Submittal Item Register does not appear on the Documents Menu and cannot be created by you. Instead, it is created as part of the project when the Project Setup document is first saved. Because it is a regular Spitfire document, so you can attach files and documents to it, and you can route it, if desired. You can enter Items directly into the register or you can enter Items directly onto Submittals (and Submittal Packages) and they will also appear in the Submittal Item Register.

To add Items to the Submittal Item Register:

1. Go to the Project Dashboard and click to open the Options Menu:



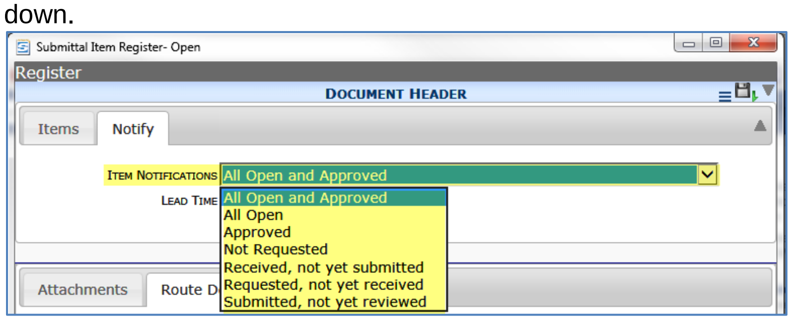
2. Select **Submittal Item Register**. The document will open.
3. Add Items to the Submittal Item Register.
4. Click to save the Submittal Item Register.

Notify Tab

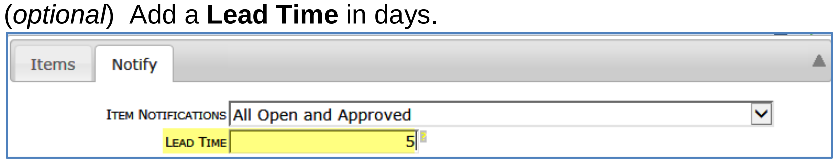
You can route notification of approved Submittal Items or Items with different statuses. This provides a way to let your subcontractors/vendors know that their submittal items have been approved. Although the Submittal Item Register contains all Submittal Items, the routed document or its corresponding print report will contain only those Submittal Items for which the routee is responsible.

To route a notification of approved/open/etc. Items:

1. Click on the Notify tab on the Submittal Item Register.
2. Select the appropriate **Item Notification** status from the drop-down.



3. (*optional*) Add a **Lead Time** in days.



4. Add your subcontractor(s) or others to the Route Detail tab.

TIP

For more information about routing, see the *Focus on Routes* guide.

5. Click [save icon] to save the Submittal Item Register. Your routee(s) will receive either the Submittal Item Register in their Inbox, or the Submittal Item Log via fax, email or hard copy printout, for example:

Submittal Item Log

GC202 - KC Store

								Submittal					Package				
Item #	Source	Spec/Para:Rev	CC	Description	Type	Responsible	Stat	Stat	Doc	Due	Rcvd	Clsd	Stat	Doc	Due	Rcvd	Clsd
00007		P5.01/A:2	09000	Shower Door Specs	Shop Drawings	Ferguson Enterprises	A	O	2/23	2/24			O	2/23	2/24		

Note: In both cases, only those Items for which the routee is responsible will appear.

Creating a Submittal

Your project can have as many Submittal documents as needed.

To create a Submittal document from the Project Dashboard:

1. Click [new document icon] from the Project Dashboard to start a new Submittal document.
2. (*optional*) Change the **Description**.
3. Look up the person or company to whom you are sending the Submittal in the **To** field.
4. Click [save icon] to save (and actually create) the document.
5. On the Items tab, **Add Items** or **Get Existing** Items from the Submittal Item Register.
6. Add other information to your Submittal as needed.
7. (*optional*) If an Attachment template has been established for this Doc type, [template icon] will appear on the Attachments tab. Click on [template icon] to create the printout file for the Submittal. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
8. Add attachments if desired and create a route if necessary.
9. Either route the document to another person or save the document, then close the document window.
10. You can reopen the document as needed to make changes to it and to change its status.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

Submittal Items

After you save, [icon] icons on the Items tab will identify the Item(s) as being on a Submittal.

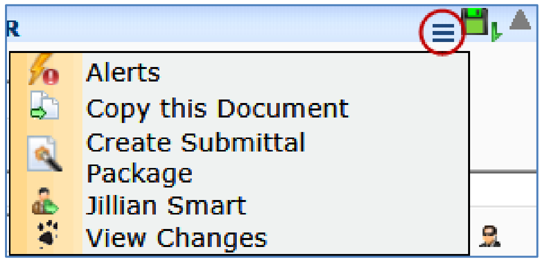
Submittals include the option for Quick Edit Mode in the Items tab. Usually, you do not change the status of an Item on the Submittal document (but rather on the Submittal Package document).

Submittal Options Menu

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Submittal document offers the following choices after you save:

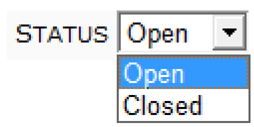


Of Particular Note

- You can **Create Submittal Package** only after you have entered at least one item on your Submittal and saved the document. Usually you do not create the Submittal Package until you have received the submittals from the sub/vendor. (See the next section on Submittal Packages.)
- indicates the Source Contact for this document. This option appears only after you look up a choice for the **To** field and save the Submittal document.

Statuses for Submittals

By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which closes the document. When the Submittal is **Closed**, it can no longer be edited. Normally, you close the document once you have received all Items on that Submittal.

Creating a Submittal Package

There are two ways to create a Submittal Package:

- From a Submittal document—use this method when you want to carry over information from an existing Submittal.
- From the Project Dashboard—use this method when you want to start with a Submittal Package.

To create a Submittal Package from a Submittal:

Note: if you are following the workflow described on page 92**,** you should change the status of the Submittal to Closed and save first. The Submittal should have at least one item.

1. On the Submittal, click ☰ to open the Options menu, then select **Create Submittal Package.**
2. Click OK on the confirmation box that appears. A new Submittal Package document will appear.
3. (*optional*) Change the **Description**.
4. Continue with step 4 of the following instructions, keeping in mind that all open Items from your Submittal will be copied onto the Submittal Package. You can choose to add other items using either the **Add New** or **Get Existing** options.
   Also note that when you change the status of the Submittal Package to **Closed**, you will no longer be able to edit it, so you should not Close the Submittal Package until Items have been approved or rejected by the architect (see the section on Submittal Item Statuses on the next page).

To create a Submittal Package from the Project Dashboard:

1. Click on the Project Dashboard to start a new Submittal Package document.
2. (*optional*) Change the **Description**.
3. In the **To** field, look up the person or company that will be getting the Submittal Package (e.g., the architect).
4. Click to save (and actually create) the document.
5. (*optional*) If you have more than one Contact records for the **To** company, click on the Addr tab and look up the exact person you want to receive the Submittal Package.
6. On the Items tab, **Add Items** or **Get Existing** Items from the Submittal Item Register.
7. Add other information to your Submittal Package as needed.

TIP
For more information about Items, see the *Focus on Document and Item Basics* guide.

8. Add attachments if desired and create a route if necessary. (See also the section on Submittal Package Item Covers on page 99.)
9. Either route the document to another person or save the document, then close the document window.
10. You can reopen the document as needed to make changes to it and to change its status.

Submittal Item Statuses

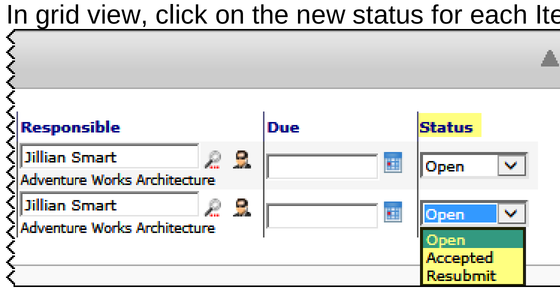
Depending on the access that architects have within Spitfire, they will either be able to change the status of Items directly on the Submittal Package and route the document back to you, or you (or some other staff member) will record the status changes after hearing from the architect.

TIP

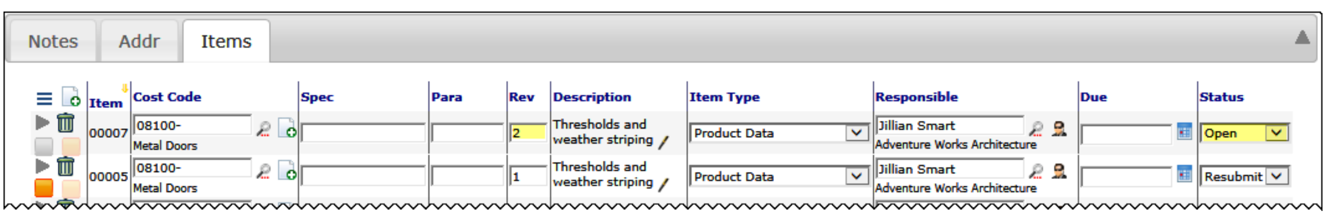
In order for Items to behave as described here, the DocItemConfig | AutoCopyWhen:*nn* rule must be set to 1 for Submittal Packages. If necessary, see KBA-01158.

To change the Item Status after review:

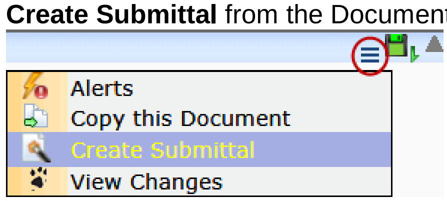
1. Open the Submittal Package and click on the Items tab.
2. In grid view, click on the new status for each Item.



3. Click to save. If an Item is given a “not-approved” status (for example, **Resubmit**), the Item will be copied onto the same Submittal Package document with an Open status and its revision number will be incremented.



4. Change the document status to **Closed** and save the Submittal Package.
5. Click to open the Document Options menu, then select **Create Submittal** from the Document Options menu:



A new Submittal document, with the open Item(s) will appear. This new Submittal can now be sent back to the subcontractor/vendor.

6. If all Items are **Approved**, close the document window and notify the sub/vendor (see page 94).

Submittal Package Item Covers

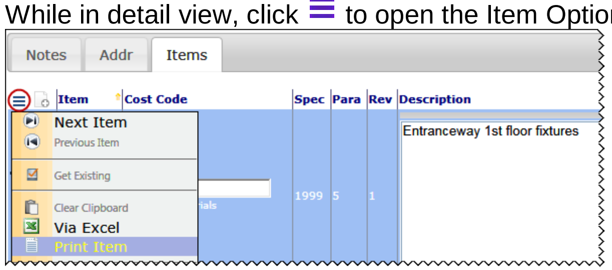
You can create and use a type of bookmark template (called an Item Cover) for your Submittal Items. These Item Covers take their information from each Item, so, for example, a document with three Items would have three Item Cover printouts. Item Cover printouts are converted into PDF before being faxed, emailed or printed. They can also be merged with files (Microsoft Word, Microsoft Excel or image files) that are attached to the specific Item.

TIP

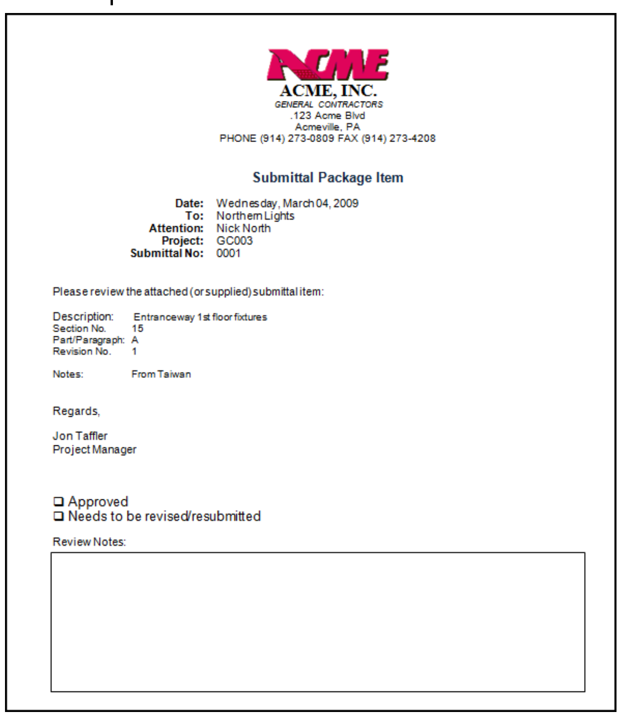
Item Cover templates are created in the same manner as other bookmark templates. For more information, see the *Focus on (Doc) Bookmark Templates* guide.

To view an Item's Item Cover:

1. Click at the desired Item to get to detail view.
2. While in detail view, click to open the Item Option menu:



3. Select **Print Item** to open the Item's Item Cover, for example:


ACME, INC.
GENERAL CONTRACTORS
123 Acme Blvd
Acmeville, PA
PHONE (914) 273-0809 FAX (914) 273-4208

Submittal Package Item

Date: Wednesday, March 04, 2009
To: Northern Lights
Attention: Nick North
Project: GC003
Submittal No: 0001

Please review the attached (or supplied) submittal item:

Description: Entranceway 1st floor fixtures
Section No. 15
Part/Paragraph: A
Revision No. 1

Notes: From Taiwan

Regards,

Jon Taffler
Project Manager

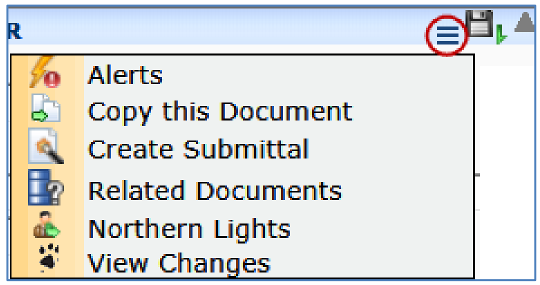
❑ Approved
❑ Needs to be revised/resubmitted

Review Notes:

Submittal Package Options Menu

The Options menu for the Submittal Package document is similar to that of the Submittal document. It offers the following choices after you save:

TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

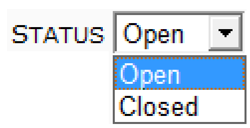


Of Particular Note

- Regardless of how you created the Submittal Package, you can **Create Submittal** from the Submittal Package.

Statuses for Submittal Packages

By default, the Status drop-down offers the following choices:

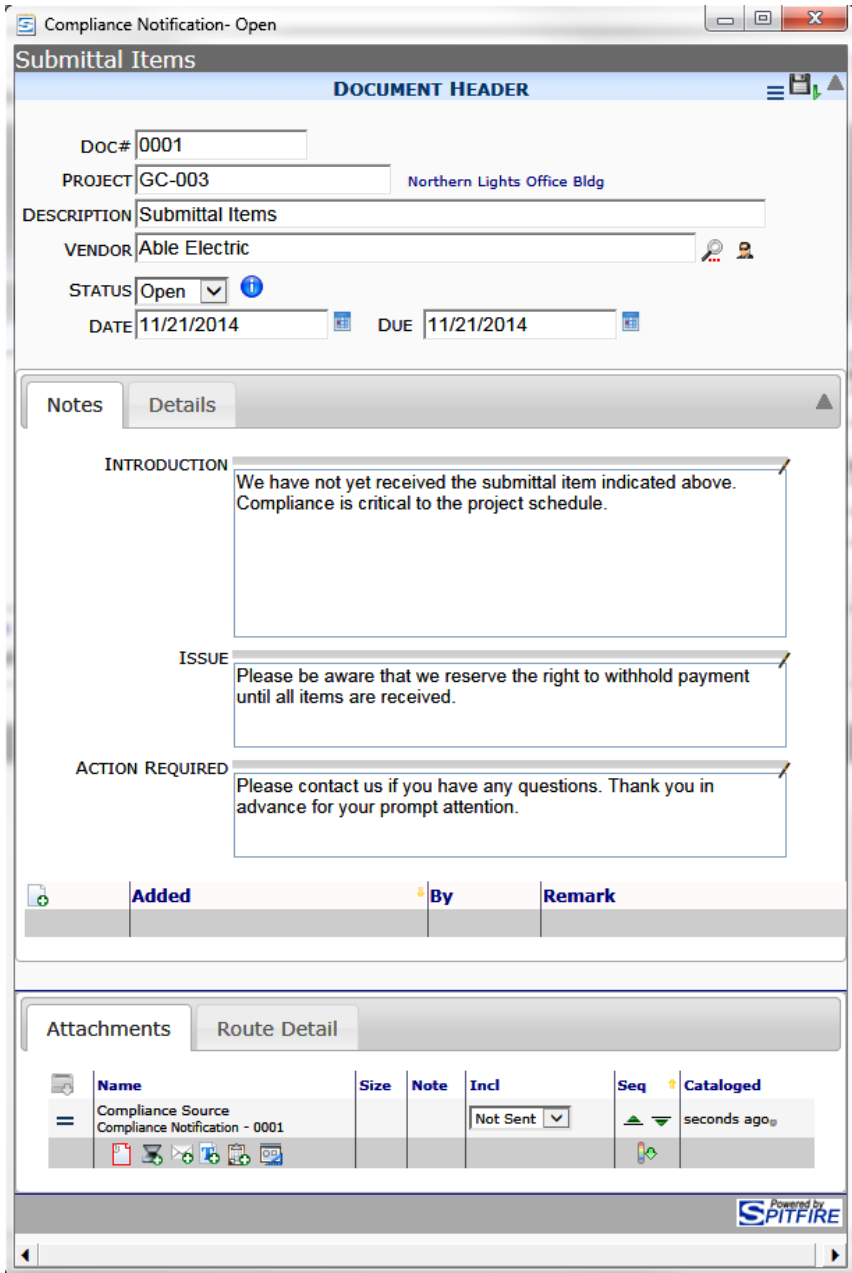


- **Closed** is a final status, which “closes” the document. When a Submittal Package document is **Closed,** it can no longer be changed.

Compliance Notification

Overview

Compliance Notification documents are automatically created and routed to appropriate people when Commitment or Vendor requirements are out of compliance.



Where It Fits In

TIP
For more information, see the *Focus on Alerts and Compliance* guide.

You do not directly create a Compliance Notification document. Assuming proper setup, when a compliance item triggers an out-of-compliance signal, a Compliance Notification document is created through an automatic workflow script. Based on routing rules and Contact setup, the Compliance Notification document is then routed to the appropriate people, often through a template-generated file.

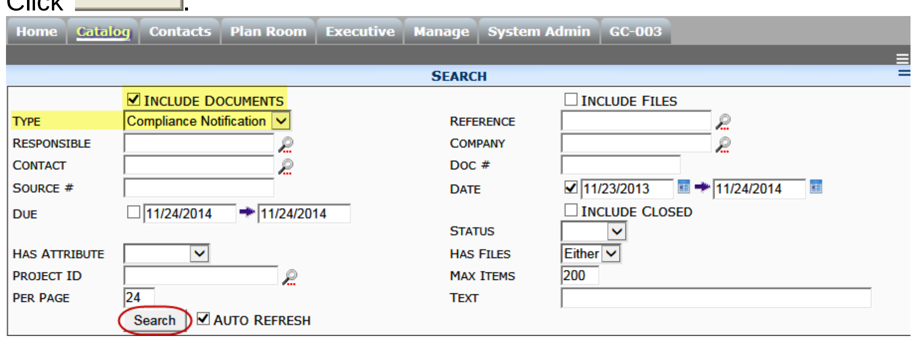
When a compliance requirement that has triggered a Compliance Notification document becomes in compliance, the Compliance Notification document is automatically closed. If instead, the requirement remains out of compliance after an allotted recurrence interval, the existing Compliance Notification document is automatically closed and a new Compliance Notification document is created and routed.

Opening a Compliance Notification

Compliance Notification documents can be opened from your Inbox (in the same manner as any other document) or from the Catalog.

To find a Compliance Notification through the Catalog:

1. Go to the Catalog Dashboard.
2. Click the **Include Documents** checkbox.
3. Click the **Type** checkbox and select **Compliance Notification** from the drop-down list.
4. Click Search.



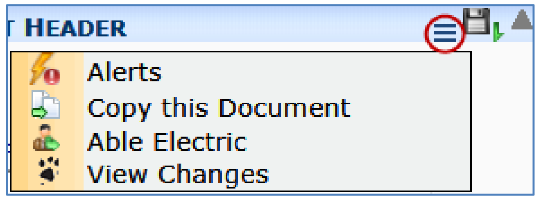
5. Find your Compliance Notification.
6. Click to open the document.
7. Review and take appropriate action.
8. If you edit the document, click to save it.

Compliance Notifications Options Menu

TIP

A description of all Document Options menu choices can be found on in the Focus on Document and Item Basics guide.

The Options Menu for the Compliance Notification document offers the following choices after you save:

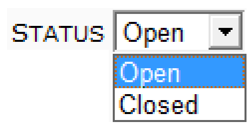


Of Particular Note

- indicates the vendor for the Item that is out of compliance.

Statuses for Compliance Notifications

By default, the Status drop-down offers the following choices:

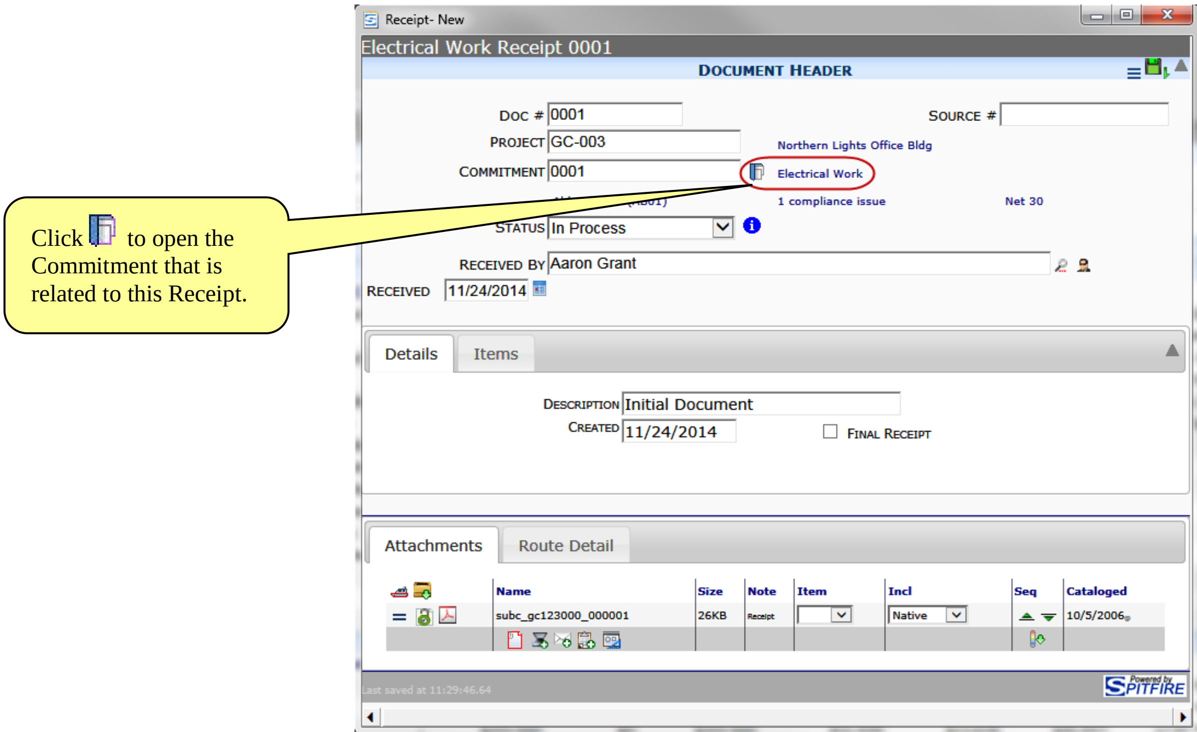


- **Closed** is a final status, which closes the document. When a Compliance Notification document is **Closed,** it can no longer be changed.

Receipt

Overview

Receipt documents track receipt of materials (or services) expected by Commitments.



Where It Fits In

Receipts are linked to Items on specific Commitments.

Creating a Receipt

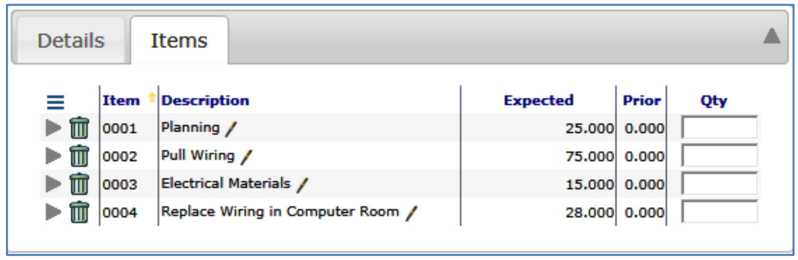
In order for a Receipt to be created, the corresponding Commitment must have its status set to **Committed**.

To create a Receipt from the Project Dashboard:

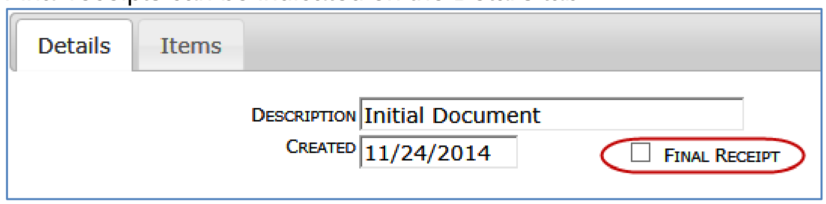
1. Click on the Project Dashboard to start a new Receipt document.
2. Look up or enter the **Commitment** to which you want to link the Receipt.
   Note: only Commitments with a status of **Committed** will appear in the lookup. This field is required.
3. Look up or enter the **Received By** person who actually received or is responsible for the material (service) received.
4. Click to save the document.

TIP
For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

5. On the Items tab, add Qty information to your Receipt as needed.



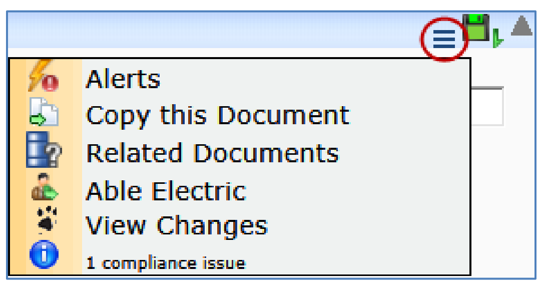
6. Final receipts can be indicated on the Details tab.



7. Add attachments if desired and create a route if necessary.
8. Either route the document to another person or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it and to change its status
Note: before you change the status to Received, you must look up a **Received By** person.

Receipt Options Menu

The Options menu for the Pay Request document offers the following choices after you save:



TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

Of Particular Note

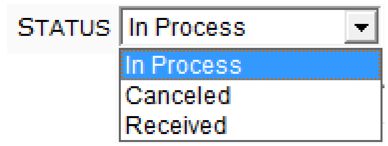
- indicates the subcontractor/vendor on the Commitment.
- **Related Documents** provides another way for you to open the Commitment to which the Receipt is linked.

Statuses for Receipt

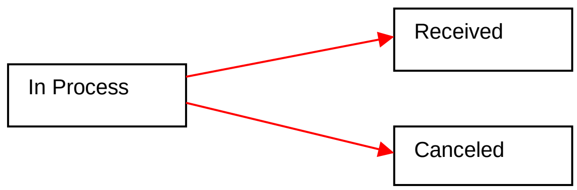
TIP

A "Receipt Log" is offered by sfPMS. See the *Spitfire Reports* technical white paper.

By default, the Status drop-down offers the following choices:



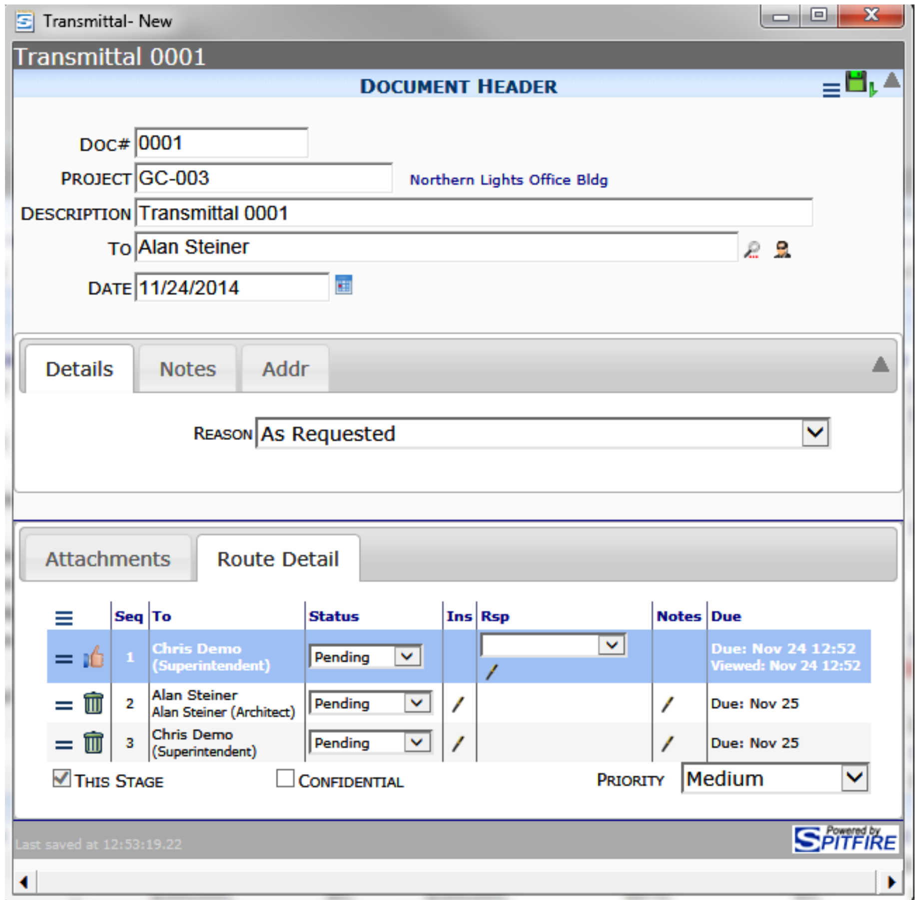
- Both **Received** and **Canceled** are final statuses, which close the document. When a Receipt document is **Received** or **Canceled,** it can no longer be changed.



Transmittal

Overview

Transmittal documents track delivery of project materials that are not elsewhere tracked.



Where It Fits In

Any number of Transmittal documents can be created as needed.

TIP

For more information about Transmittal cover sheets, see the *Focus on Routes* guide.

Note: Transmittal templates can generate transmittal cover sheets for routees on any Doc type, offering an option other than the Transmittal Doc type.

Creating a Transmittal

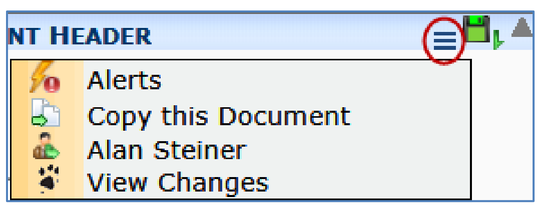
Transmittal documents can be created at any time during the project's life cycle.

To create a Transmittal document:

1. Click at the Project Dashboard to start a new Transmittal document.
2. (*optional*) Change the **Description**.
3. Look up a **To** person.
4. Click to save (and actually create) the document.
5. Add information to the document, as needed.
6. Add attachments and create a route, as necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it.

Transmittal Options Menu

The Options menu for the Transmittal document offers the following choices after you first save:



Of Particular Note

- indicates the Source Contact (person/company who sent/received the materials being transmitted) This option appears only after you look up a Contact in the Source field.

TIP

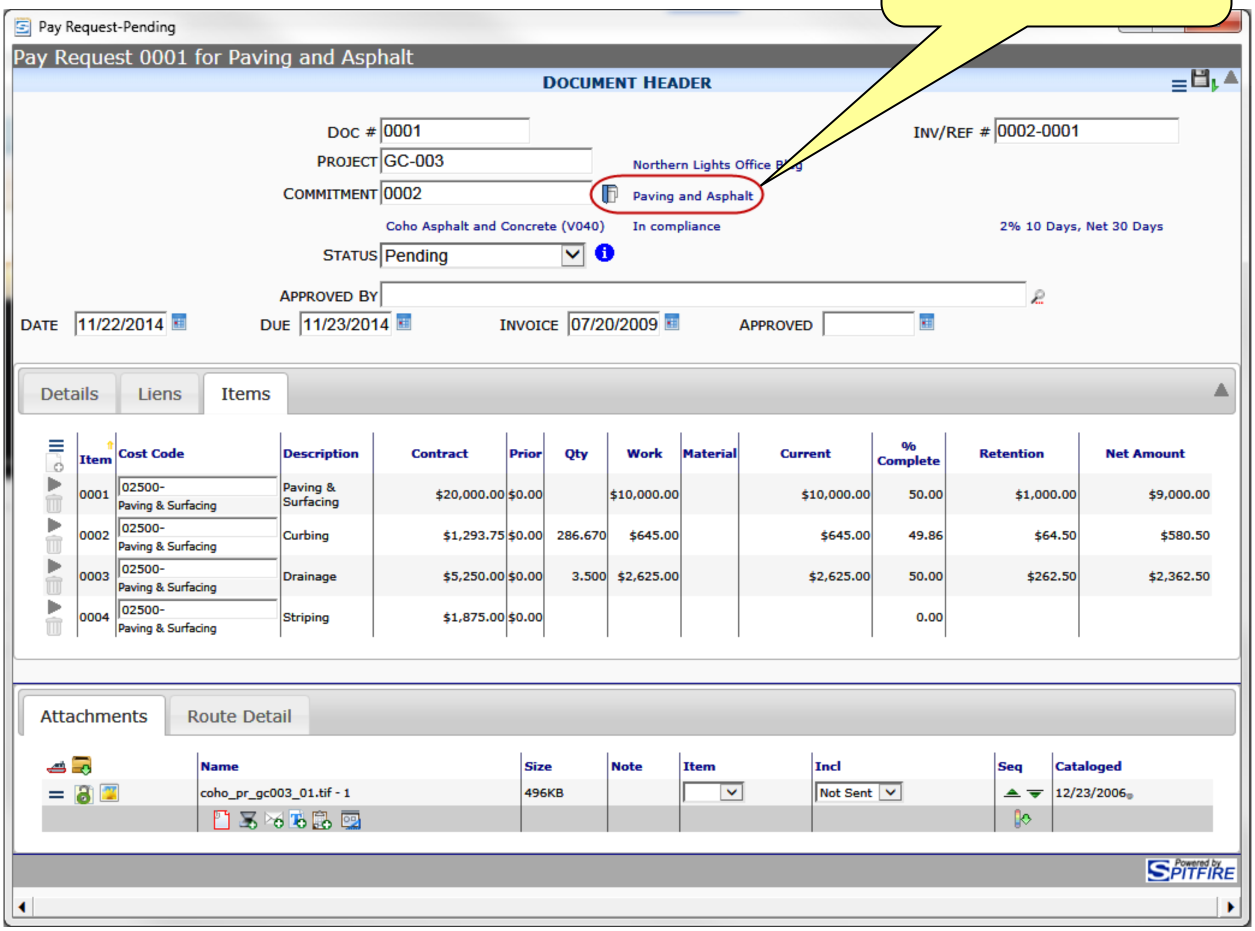
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

Pay Request

Overview

Pay Requests list and track the ongoing payment requests from vendors for particular Commitments.

Click to open the Commitment that is related to this Pay Request.



Where It Fits In

Pay Requests are tightly integrated with Commitment documents. Items on a Pay Request are drawn directly from the Commitment. The Item grid allows you to enter the current payment by percent or amount and includes range checking for capped lines. A Pay Request can also be linked to a specific CCO. A project generally has multiple Pay Requests for each Commitment. If your site is integrated with Microsoft Dynamics SL, Approved Pay Requests appear in the Microsoft Dynamics SL Subcontract Payment Review and Approval screen, ready to be posted and to generate a Microsoft Dynamics SL AP Voucher for payment. If your site is integrated with Acumatica, Approved Pay Requests generate one or more AP Vouchers in Acumatica.

Pay Requests can also be created during Batch Processing.

TIP

For more information about Batch Processing, see the *Focus on Batch Processing* guide.

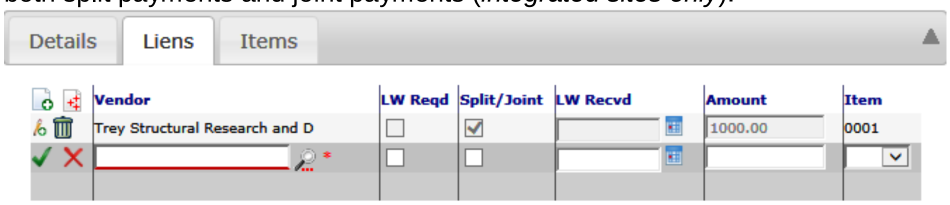
Dates on the Document Header

By default, there are four date fields on a Pay Request document.

- **Date** indicates the date of entry or date the Pay Request is received. Today's date appears by default but can be changed.
- **Due** indicates when the invoice is due.
- **Invoice** indicates the date on the invoice. This date is required for approval.
- **Approved** indicates when the Pay Request is approved.

Liens Tab

The Liens tab on the Pay Request (a type of Attendee tab) allows for both split payments and joint payments (*integrated sites only*).



- **Vendor** indicates the payee of record.
- **LW Reqd** indicates whether or not a lien waiver is required.
- **Split Pay** indicates a split or joint payment for the Pay Request. **Note: Joint payments** require changes to the Microsoft Dynamics SL check printing routine. Your Microsoft Dynamics SL Implementer should contact Spitfire for information.
- **LW Recvd** indicates the date the lien waiver was received.
- **Amount** indicates the amount to be printed on the check. **Note**: the amount of all split checks cannot be greater than the Pay Request amount after retention.
- **Item** indicates if the row is associated with a specific Item on the Pay Request.

TIP
For information on secondary lien holders, see KBA-01390.

Creating a Pay Request

In order for Pay Requests to be created, the corresponding Commitment must have its status set to **Committed**.

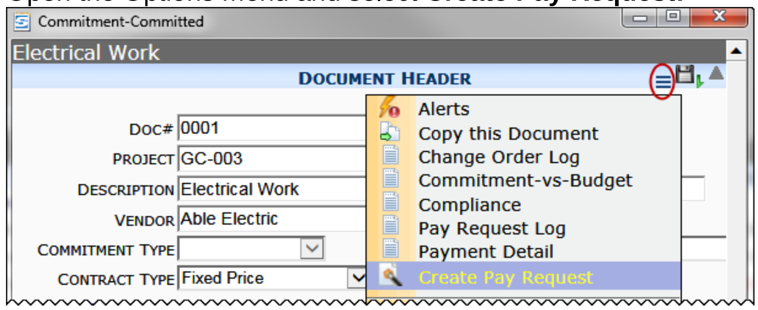
There are two ways to create a Pay Request:

- From a Commitment—use this method when you are in a particular Commitment document and are ready to create a Pay Request for that Commitment.
- From the Project Dashboard—use this method at any point to create a Pay Request for any Commitment.

To create a Pay Request from a Commitment:

Note: the Commitment must have a status of **Committed**.

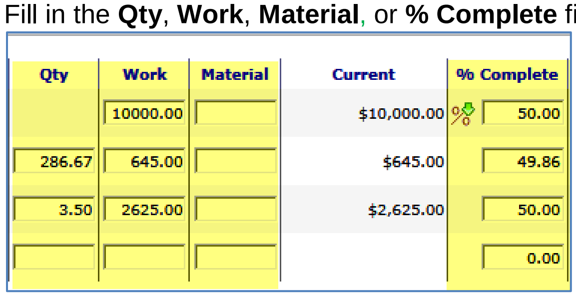
1. Open the Commitment document, if not already open.
2. Open the Options menu and select **Create Pay Request:**



3. Continue with step 3 of the following instructions.

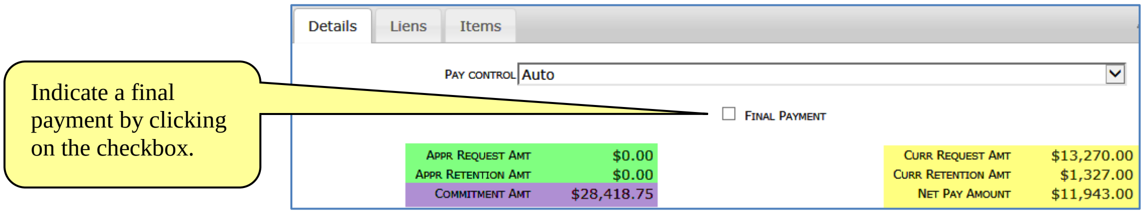
To create a Pay Request from the Project Dashboard:

1. Click at the Project Dashboard to start a new Pay Request document.
2. Look up or enter the **Commitment** for this Pay Request. Information for the Items tab will come from this Commitment. **Note**: only Commitments with a status of **Committed** will appear in the lookup. This field is required.
3. Enter an invoice number at the **Inv/Ref #** field.
4. Enter [dates on the Document Header] as appropriate (see page 110).
5. (*optional*) Look up a CCO, if appropriate and the CCO field appears on your document.
6. Click to save (and actually create) the document. The Items from the Commitment will appear on the Items tab.
7. Fill in the **Qty**, **Work**, **Material**, or **% Complete** fields as needed.



Note: if you are using the **% Complete** column and want all your Items to have the same percentage complete, enter the percentage for the first Item, then click to copy that number to all Items.

8. Note the information on the Details tab:



Green fields are the sum of all approved Pay Requests, the purple field is the total Commitment amount and the yellow fields are the sum of the Pay Request's line items.

TIP

For a workflow to handle attaching or editing Compliance items after the Pay Request has been Approved, see KBA-01469.

9. (*optional*) Add to the Liens tab, if appropriate. (See the section on page 110.)
10. Add attachments if desired (for example, a scanned version of the subcontractor's invoice) and create a route if necessary.
11. Either route the document to another person or save the document, then close the document window.
12. You can reopen the document and change the status as appropriate. During the life cycle of the Pay Request, the status will change several times until you **Approve** it.

Approving the Pay Request

TIP

If you are set up for Compliance tracking, out-of-compliance requirements might block approval of the Pay Request. For more information, see the *Focus on Alerts and Compliance* guide.

To Approve the Pay Request:

1. When you are ready to approve the Pay Request, enter an **Inv/Ref #** number, if one isn't there already.
2. Enter or select an **Invoice** date.
3. Look up an **Approved By** person.
4. Change the status to **Approved**.
5. Save the document.

Note: If your site is integrated with Microsoft Dynamics SL, Approved Pay Requests appear in the Microsoft Dynamics SL Subcontract Payment Review and Approval screen, ready to be posted and to generate a Microsoft Dynamics SL AP Voucher for payment. If your site is integrated with Acumatica, Approved Pay Requests generate one or more AP Vouchers in Acumatica.

Releasing Retention

Integrated Sites Only

If your site is integrated with an accounting system, there is no reason to release retention in sfPMS, as retention is released through the accounting package.

To release retention on the Pay Request:

1. Create a new Pay Request for the Commitment and (optionally) include Release Retention in the Description field. **Note**: your Pay Request may need customization to show this field.
2. If appropriate, click the Final Payment checkbox on the Details tab.
3. On the Items tab, enter 0 (zero) on each Item's Current field or leave them blank.
4. On the Route Details tab, enter a routing note that AP should release a specific amount of retention.
5. Save ( ), route and approve the Pay Request as usual.

Non-Integrated Sites Only

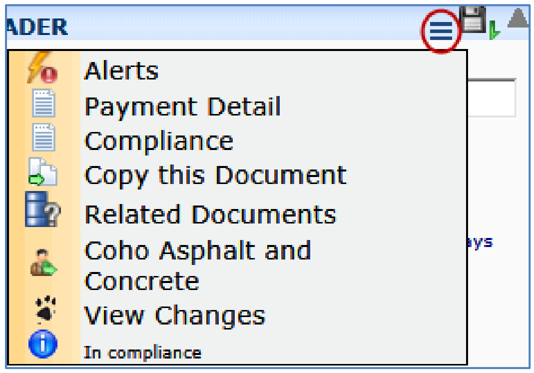
To release retention on the Pay Request:

1. Create a new Pay Request for the Commitment and (*optionally*) include **Release Retention** in the Description field. **Note**: your Pay Request may need customization to show this field.
2. If appropriate, click the **Final Payment** checkbox on the Details tab.
3. On the Items tab, enter **0** (zero) on each Item's **Current** field or leave them blank.
4. At the Items tab, click to expand each Item into detail view.
5. Type the retention amount you want to release as a negative number at the **Curr Retention** field.
6. Click to return to Grid view. You will notice that the **Net Amount** for this Item accurately reflects the amount you will be paying (i.e., the retention you will be releasing).
7. Save ( ), route and approve the Pay Request as usual.

Pay Request Options Menu

> **TIP**
> A description of all Document Options menu choices can be found on in the [Focus on Document and Item Basics]guide.

The Options menu for the Pay Request document offers the following choices after you save:



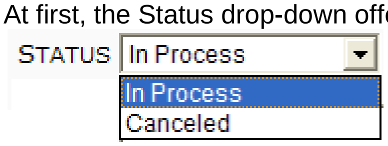
Of Particular Note

> **TIP**
> For a description of all reports, see the [Spitfire Reports] technical white paper.

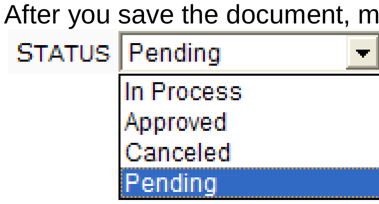
-  indicates the subcontractor who is requesting payment.
-  **Payment Detail** opens the "Payment Detail" report.
-  **Compliance** opens the "Compliance Exception Log."
-  **Related Documents** provides another way for you to open the parent Commitment, related CCOs and other Pay Requests.

Statuses for Pay Requests

At first, the Status drop-down offers the following choices:



- After you save the document, more choices appear:

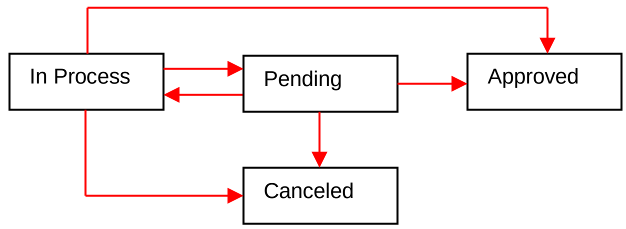


- Once you set the status to **Pending** (and save the document), you can no longer add or edit the Pay Request. You must change the status back to **In Process** in order to edit the document.
- **Canceled** and **Approved** are final statuses, which "close" the document. Once **Canceled** or **Approved**, the Pay Request cannot be edited.

TIP

A "Pay Request Log" is also offered by sfPMS. See the *Spitfire Reports* technical white paper.

- If the Pay Request is **Approved** and your site is integrated with Microsoft Dynamics SL, the Pay Request appears in the Microsoft Dynamics SL Subcontract Payment Review and Approval screen, ready to be posted and to generate a Microsoft Dynamics SL AP Voucher for payment. If your site is integrated with Acumatica, Approved Pay Requests generate one or more AP Vouchers in Acumatica..



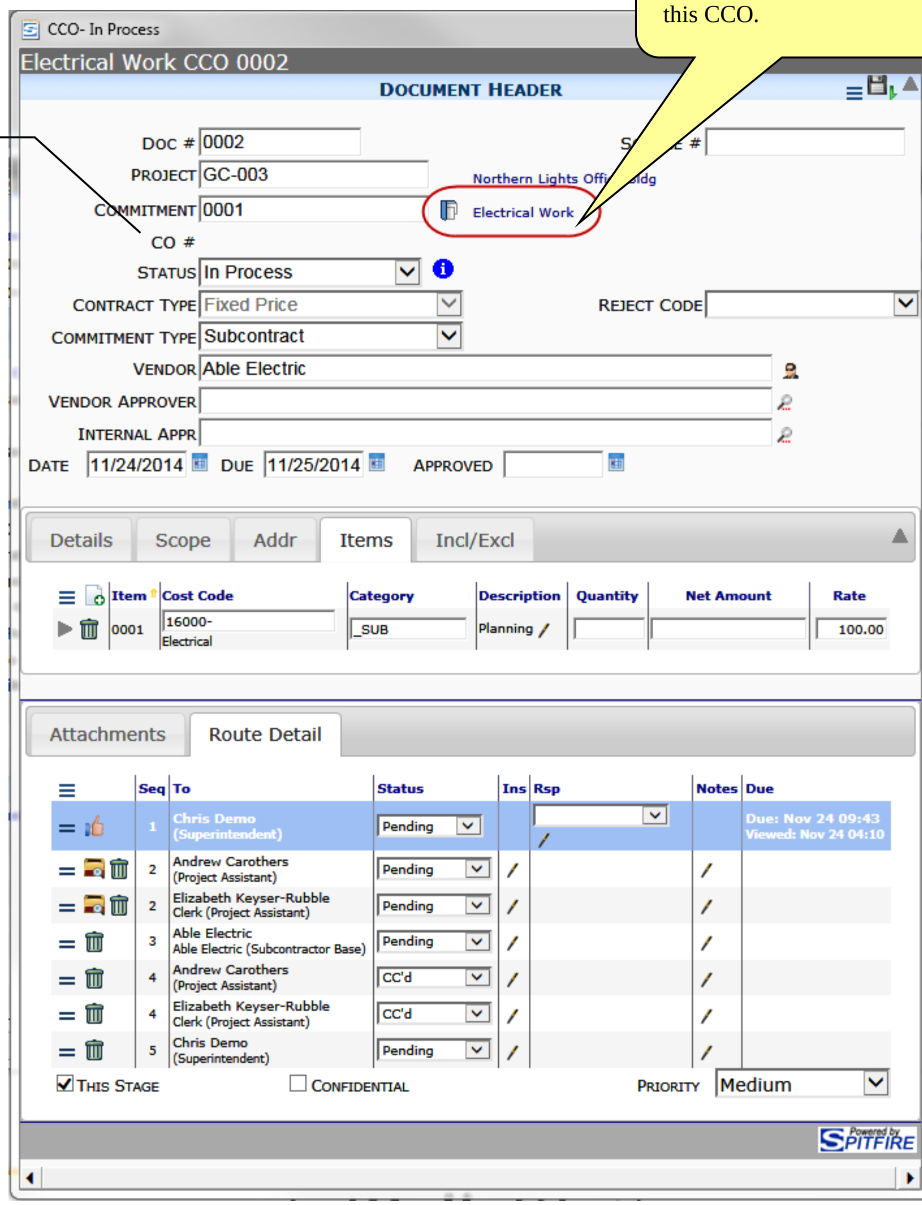
CCO

Overview

The CCO (Commitment Change Order) document is used to make changes or additions to Items on a Committed Commitment.

Click to open the Commitment that is related to this CCO.

If your project is integrated with an accounting system, the CO field is system-generated from the accounting system. Otherwise, it is blank. It is a read-only field that you cannot edit.



Where It Fits In

CCO documents are linked to Commitment documents and update Commitment Items when approved. If so configured, approved CCO documents can also update the budget (see KBA-01397). CCO documents can be created directly from RFQ documents that are linked to Commitments. Often CCO documents are created as part of a Change Order workflow.

Creating a CCO

You can create a CCO document at any time after the corresponding Commitment's status has been set to **Committed**. A project (and a Commitment) can have multiple CCOs. There are three ways to create a CCO:

- From the Project Dashboard—use this method when the CCO does not require a change to the Project contract, nor is a result of an RFQ (see below).
- From an Awarded RFQ that was linked to a Commitment—use this method when changes to a Commitment start with an RFQ that leads to the CCO. (See page 71). Information from the RFQ will be copied to the CCO.
- From within a Change Order—use this method when a change to the Commitment also causes a change to the Project contract. (See the *Change Order Management* white paper.)

To create a CCO document from the Project Dashboard:

1. Click on the Project Dashboard to start a new CCO document.
2. Look up or enter the **Commitment** to which you want to link the CCO.
   Note: only Commitments with a status of **Committed** will appear in the lookup. This field is required.
3. On the Details tab, change the **Title** to something more descriptive
4. On the Items tab, either **Add New** Items or **Get Existing** Items from the Commitment. (See KBA-01459 for more information.)
   - (*If your site is integrated*) Each item should have a **Cost Code**, **Account Category** and **GL Account**. You will not be able to approve the document without this information. Look up the fields necessary.
5. Add other information to your CCO as needed.
6. Add attachments if desired and create a route if necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status, first to **Pending** and then to **Approved**.

TIP

When editing Items on your CCO, you can increase (with positive numbers) or decrease (with negative numbers) your Units or Amounts.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

Approving a CCO

When a CCO is Approved, changes are made to the Commitment: new Items are added and existing Items are updated. In addition, if properly configured (see KBA-01397), the approved CCO updates the budget.

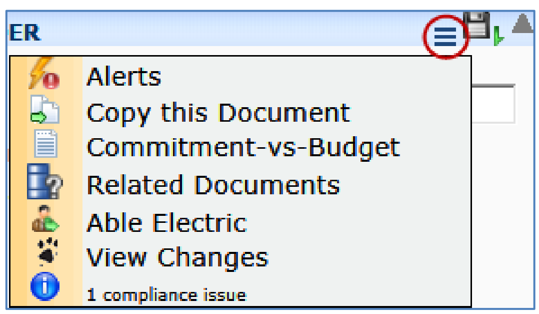
To Approve a CCO:

Note: The CCO must have a status of **Pending** before it can be Approved.

1. When you are ready to approve the CCO, look up a **Vendor Approver**.
2. Look up an **Internal Appr**.
3. Change the status either to **Approved**.
4. Save the document. Once the document is approved, the expense amount of CCO Items will be reflected on the corresponding Commitment's Detail tab.

CCO Options Menu

The Options menu for the CCO offers the following choices after you save:



TIP

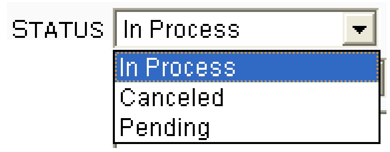
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

Of Particular Note

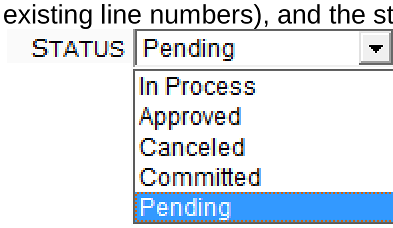
- The Commitment-vs-Budget option opens the "Commitment Budget Comparison" report.
- **Related Documents** provides another way for you to open the Commitment which the CCO affects.
- indicates the subcontractor.

Statuses for CCOs

When the CCO is first created, the Status drop-down offers the following choices:



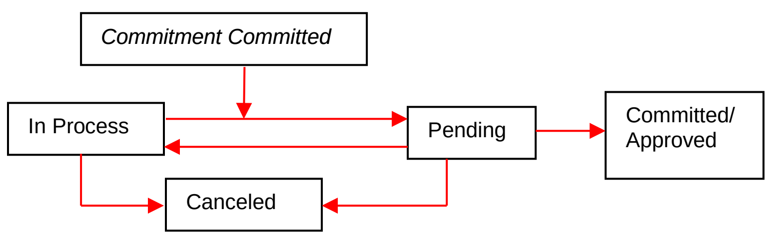
- When a CCO is **Canceled**, it is considered closed and can no longer be changed.
- Once you set the CCO status to **Pending** (and save the document), the CCO becomes read-only, new line items are added to the Commitment (with Item numbers that fit in with the existing line numbers), and the status drop-down changes:



- While the document is **Pending**, you can change the status back to **In Process** in order to edit the document.
- **Canceled** and **Committed** or **Approved** are final statuses, which close the document. When a CCO document is **Canceled, Committed** or **Approved**, it can no longer be edited.

TIP

The DocTypeConfig | AllowUnapprove rule can allow a user to reverse an Approval on a Change Order. See [KBA-01154](KBA-01154).



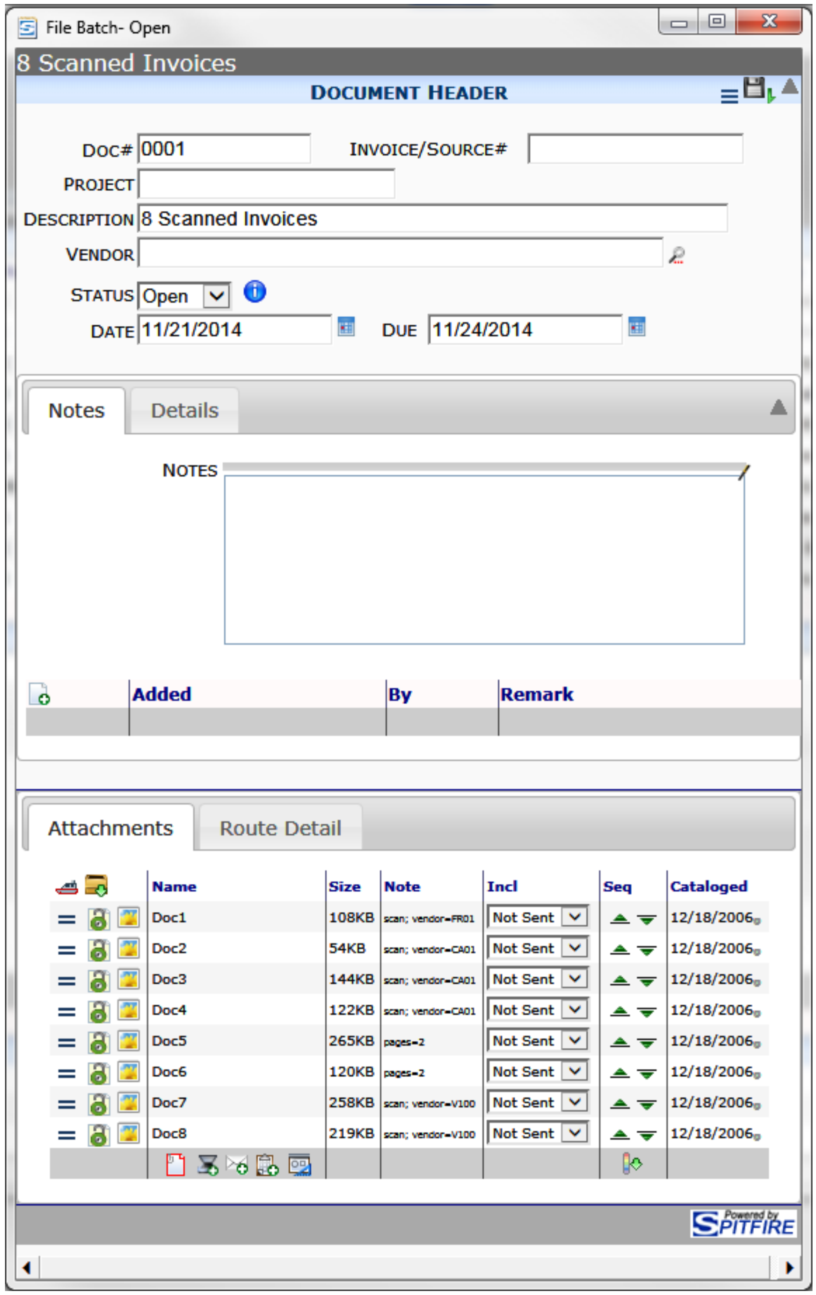
TIP

A "CCO Log" is offered by sfPMS. See the *Spitfire Reports* technical white paper.

File Batch

Overview

File Batch documents (formerly called AP Scans) are either created by Spitfire's Batch Upload Tool or from the Site Options menu and are usually routed through predefined routes to the person responsible for processing the batch files attached to the document.



TIP

For more information, see the *Focus on Batch Processing* guide.

Where It Fits In

File Batch documents are part of Batch Processing. They are either created by the Batch Upload Tool (and often not opened directly) or are created from the Site Options menu for the manual attachment of batch files. When the File Batch document is routed to someone's Inbox, the attached files can be processed through the Batch Viewer. The Batch Viewer allows the attached image files to be attached to Pay Requests or AP Vouchers.

File Types Supported

The Batch Viewer supports the following file types, all of which can be attached to the File Batch document:

- .PDF
- .TIFF
- .DOC, .DOCX
- .DOT, .DOTX
- .RTF
- .HTM, .HTML, .MHTML
- .TXT

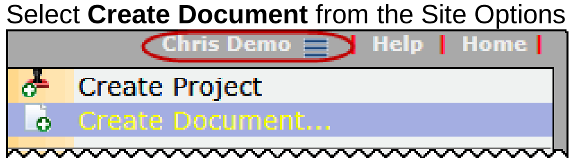
Creating a File Batch Document

You can create a File Batch document at any time. File Batch documents are not part of projects. There are two ways to create a File Batch document:

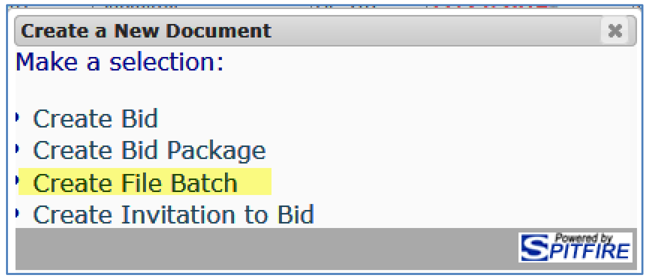
- From the Batch Upload Tool, which automatically creates the File Batch document. Use this method when you have many files to scan. (For more information, see the *Focus on Batch Processing* guide.)
- From the Site Options menu—use this method when you don't need to scan files, but rather just attach them to a document because they are already in electronic form.

To create a File Batch document from the Site Options menu:

1. Select **Create Document** from the Site Options menu:



2. Select **Create File Batch**:



A File Batch document window will open.

3. Click to save the document.

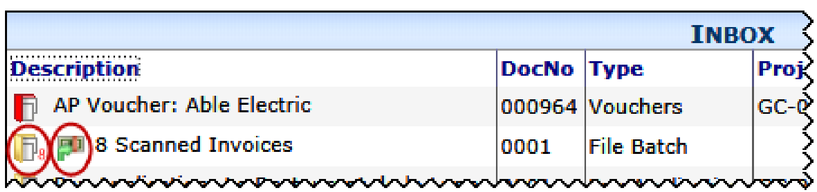
4. Use either the Add Files tool ( ) if the files were emailed to you or the Doc Attach tool ( ) if the files were previously uploaded to your Spitfire Catalog, to attach the files to the File Batch document. You can attach as many files as you want in this "batch".

5. Either route the document to another person or save the document, then close the document window.

TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

Dealing with a File Batch Document

When File Batch document appears in your Inbox, you can either open the document (to review the attached files or route the document to someone else, for example) or open the Batch Viewer to process the images that are attached to the document.



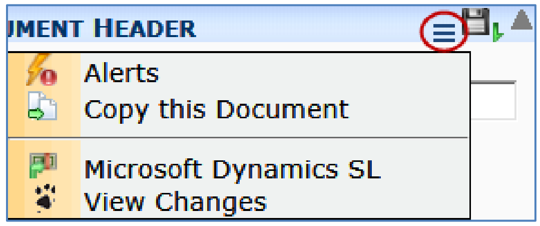
- Click to open the document from the Inbox. As with any Doc type, you can add a note, view attached files, change the status and route the document.

- Click to open the Batch Viewer from the Inbox. The Batch Viewer displays scanned images and (if integrated to Microsoft Dynamics SL) connects to Microsoft Dynamics SL Accounts Payable Voucher and Adjustment Entry. As you process the scanned images, you are able to attach each to a Pay Request or AP Voucher document or to route the image to someone else.

TIP
For more information about the Batch Viewer, see the *Focus on Batch Processing* guide.

File Batch Options Menu

The Options menu for the File Batch document offers the following choices after you save:

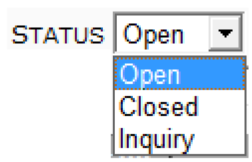


Of Particular Note

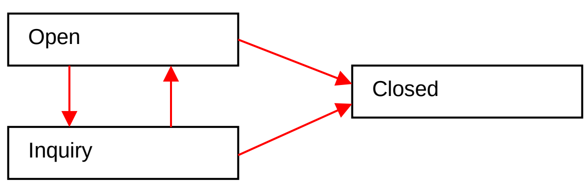
- links to the Batch Viewer (or Microsoft Dynamics SL).

Statuses for File Batch

By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which closes the document. When a File Batch document is **Closed,** it can no longer be changed.



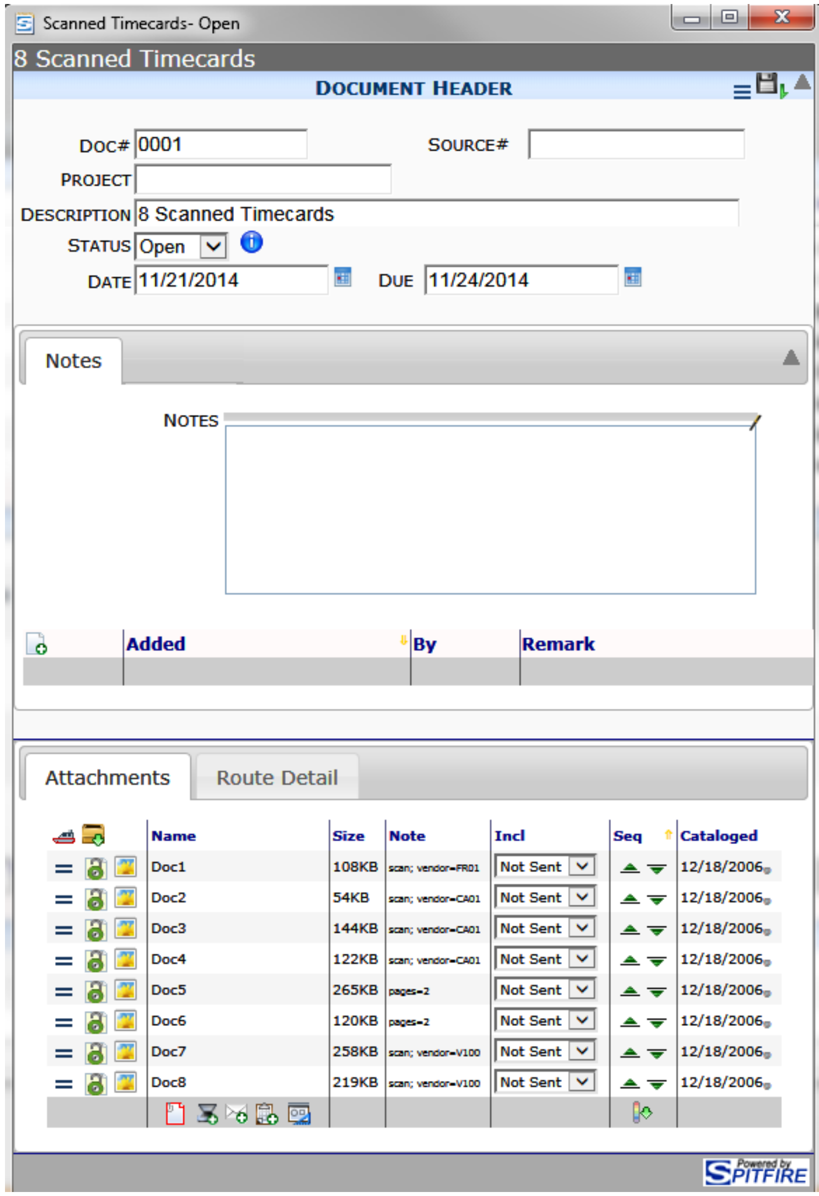
Scanned Timecards

Overview

Scanned Timecards documents are created by Spitfire's Batch Upload Tool and usually routed through automated routes to the person responsible for processing the timecards attached to the document.

TIP

For more information, see the *Focus on Batch Processing* guide.

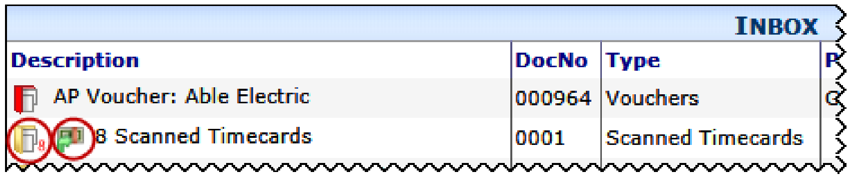


Where It Fits In

Scanned Timecards documents are part of Batch Processing. They are created by the Batch Upload Tool and are often not opened directly. Instead a Scanned Timecards document is routed to someone's Inbox so that the attached files can be processed through the Batch Viewer. The Batch Viewer allows the attached image files to be attached to other Spitfire documents.

Dealing with Scanned Timecards

When a Scanned Timecards document appears in your Inbox, you can either open the document (to review the attached files or route the document to someone else, for example) or open the Batch Viewer to process the images that are attached to the document.

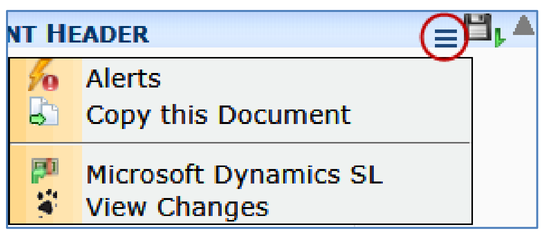


TIP
For more information about the Batch Viewer, see the *Focus on Batch Processing* guide.

- Click to open the document from the Inbox. As with any Doc type, you can add a note, view attached files, change the status and route the document.
- Click to open the Batch Viewer from the Inbox. As you process the scanned images, you'll be able to attach each to a Spitfire document or to route the image to someone else.

Scanned Timecards Options Menu

The Options menu for the Scanned Timecards document offers the following choices after you save:

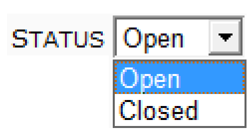


Of Particular Note

links to the Batch Viewer.

Statuses for Scanned Timecards

By default, the Status drop-down offers the following choices:



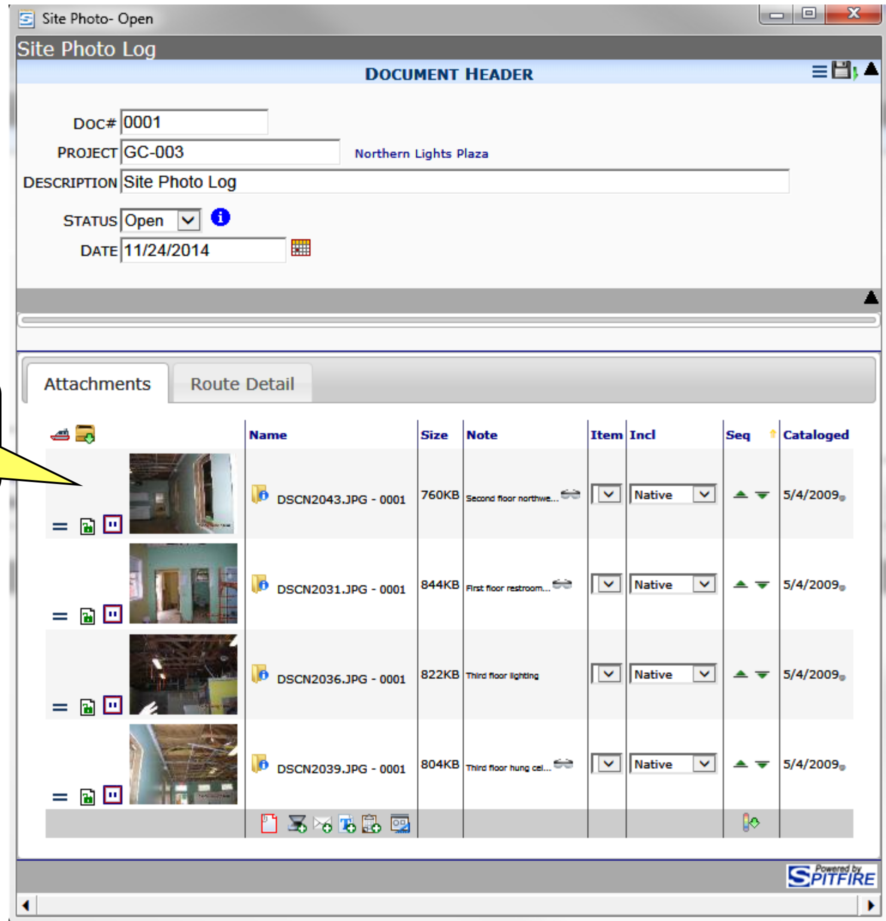
- **Closed** is a final status, which closes the document. When a Scanned Timecards document is **Closed,** it can no longer be changed.

Site Photo

Overview

The Site Photo document contains photos taken during the course of your project.

Click on either the thumbnail or the view icon to see the photo.



Where It Fits In

You can create any number of Site Photo documents for your project and attach photo files to the documents at any time. Photos can be attached through the Doc Attach or Add Files tool or through a mobile device running the Spitfire App for Android.

Creating a Site Photo

Site Photo documents can be created at any time for a project.

To create a Site Photo document:

1. Click at the Project Dashboard to start a new Site Photo document.
2. (*optional*) Change the **Description**.

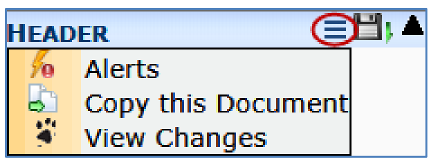
TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about Spitfire's mobile app, see the *Using Spitfire's App for Android* technical white paper.

3. Click to save (and actually create) the document.
4. Add other information to your Site Photo as needed.
5. Add photos as Attachments to the document.
   - o Click to attach photos that are already in the Spitfire Catalog.
   - o Click to upload or scan photos that are on your computer.
     Note: once your document is created, you can also attach photos by uploading them from a mobile device.
6. Create a route as necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status.

Site Photo Options Menu

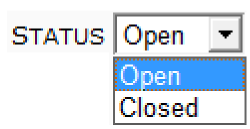
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Site Photo document offers the following choices after you save:



Statuses for Site Photo

By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which closes the document. When a Site Photo document is **Closed,** it can no longer be changed.

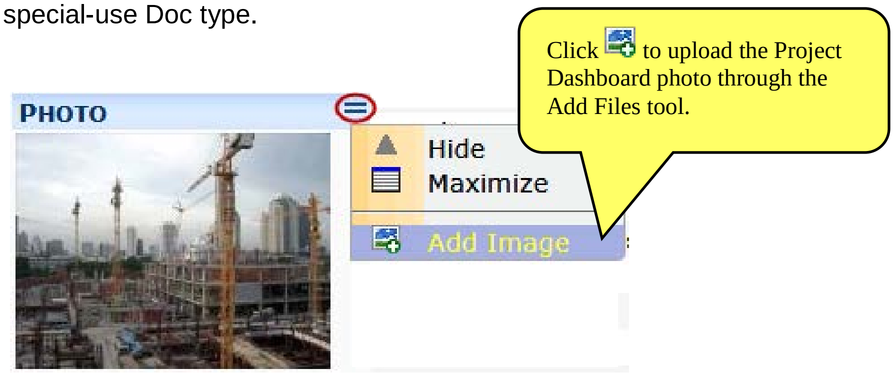
Project Dashboard Photo

Overview

TIP

For more information about the Add Files tool, see the *Focus on Files, Attachments and the Catalog Dashboard* guide.

Project Dashboard Photo is a special Doc type used internally by sfPMS to hold the photos that appear on a Project Dashboard's Photo part. Since you can upload photos to this part directly, you cannot access this special-use Doc type.



Where It Fits In

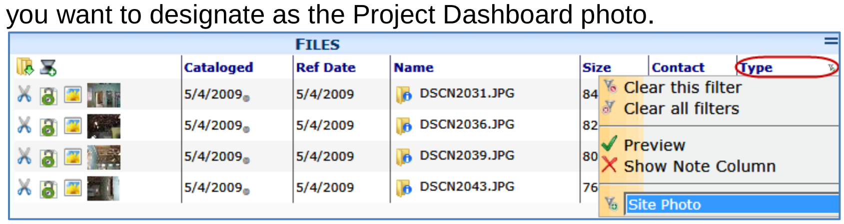
Although you cannot access this Doc type directly, you can select the Doc type at certain drop-downs.

Designating a File as the Project Dashboard Photo

sfPMS uses the most recent photo attached to the Project Dashboard Photo document as the one displayed on the Project Dashboard. If, instead of using the Add Images tool from the Photo part to upload a new photo (as shown above), you want to designate an existing project file as your Dashboard photo, you can do so through the File Properties for that file.

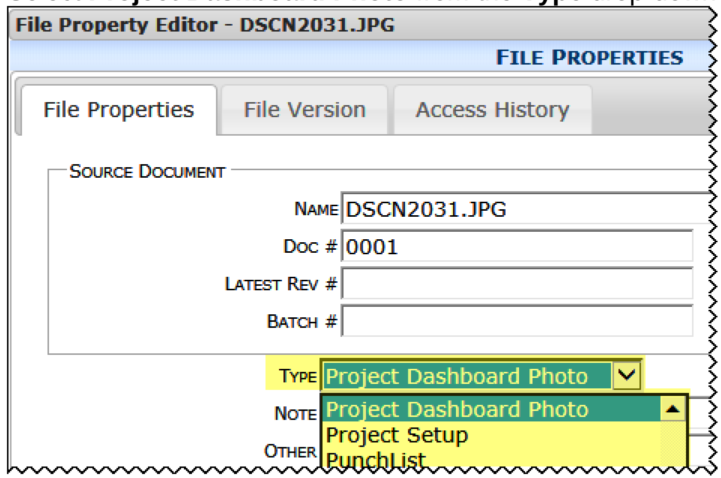
To designate a file as the Dashboard Photo:

1. Go to the Files part of your Project Dashboard.
2. (*optional*) Use the column filters and/or **Preview** to find the photo you want to designate as the Project Dashboard photo.



3. Click at the photo that you want to appear on the Photo part of the dashboard.

4. Select **Properties**.
5. Select **Project Dashboard Photo** from the **Type** drop-down.



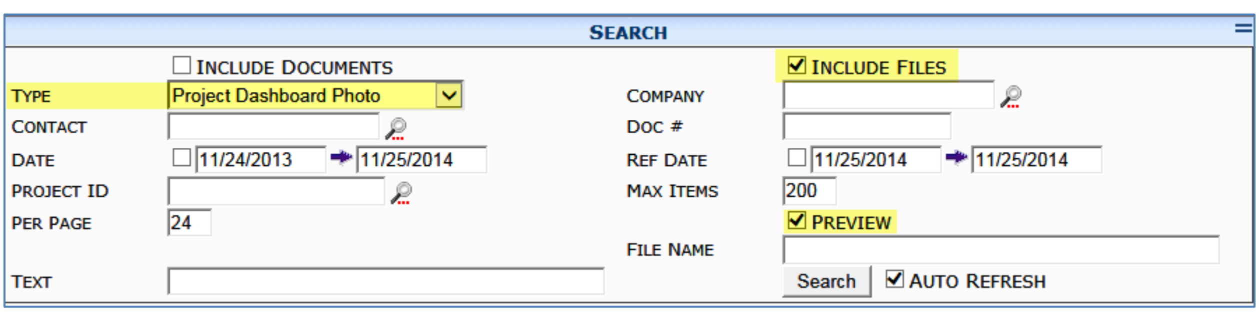
6. Click to save, then to close the File Properties window. Provided that the new photo actually has a more recent Cataloged date than any other Project Dashboard Photo, the new photo will appear in the Photo part the next time the part is refreshed.

Finding Project Dashboard Photo Files in the Catalog

Because Dashboard photos are internally attached to the Project Dashboard Photo Doc type, you can filter on this Doc type when searching for photo files.

To find Project Dashboard Photo files in the Catalog:

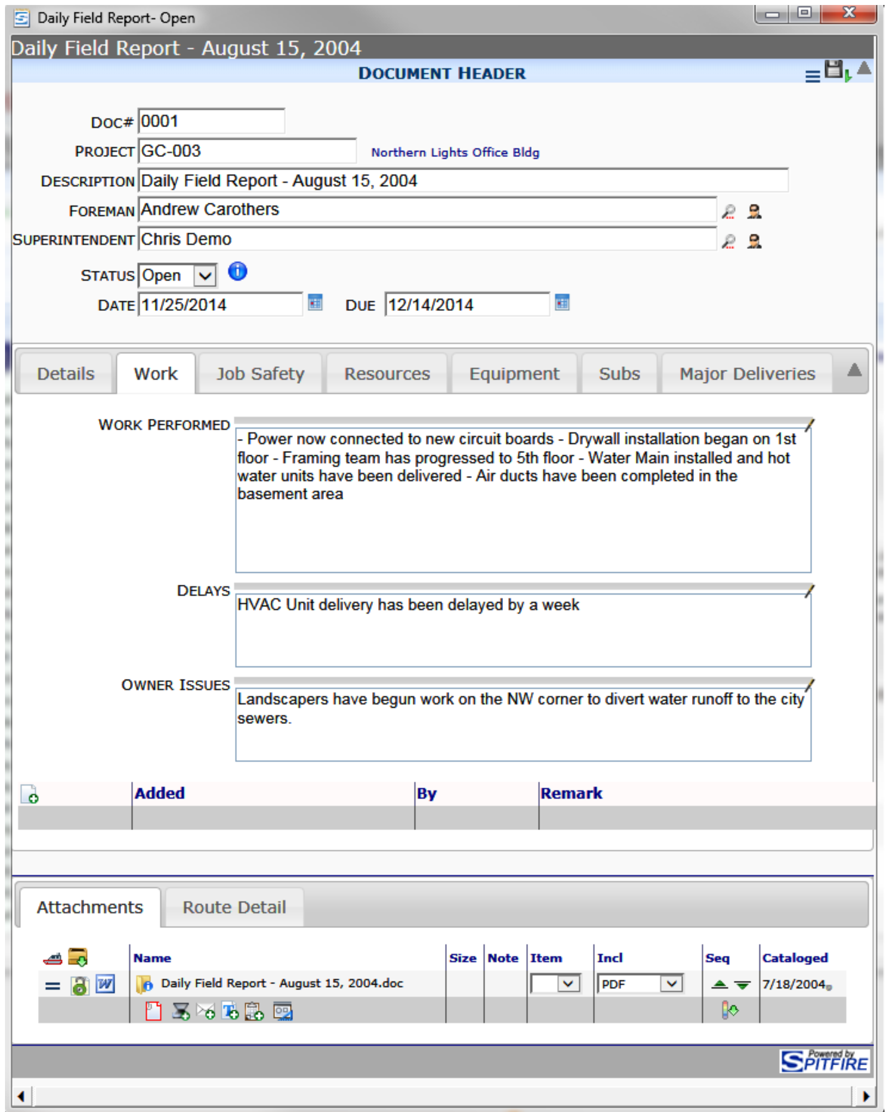
1. In the Catalog Dashboard, use both the **Include Files** and **Doc Type** (Project Dashboard Photo) filters to find photos that are, or have been, Dashboard photos.
2. (*optionally*) Click the **Preview** filter.
3. Click the Search button to see your results.



Correspondence, Daily Field Report, Task, Warranty

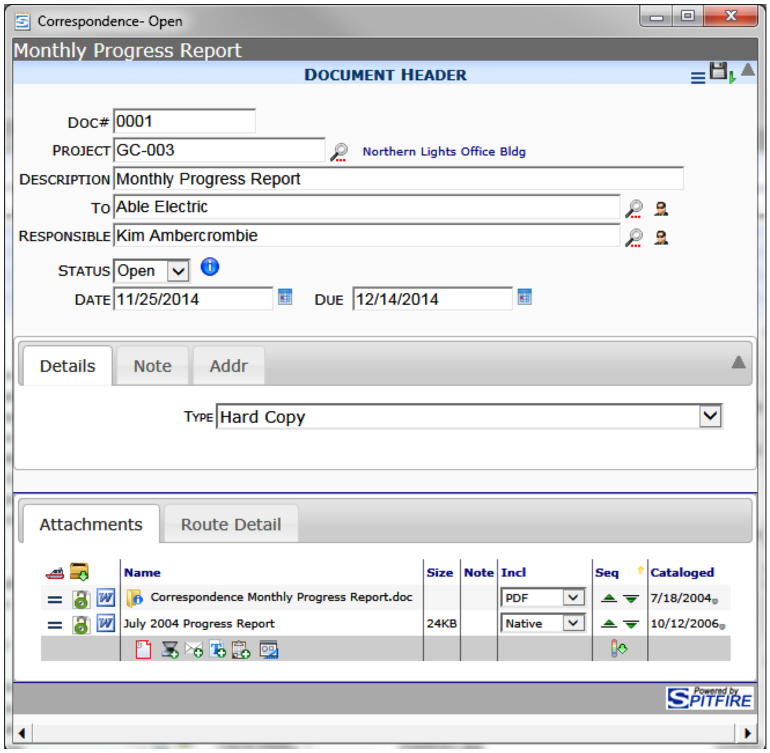
Overview of Daily Field Report

Daily Field Report documents are used for regular communication about the project.



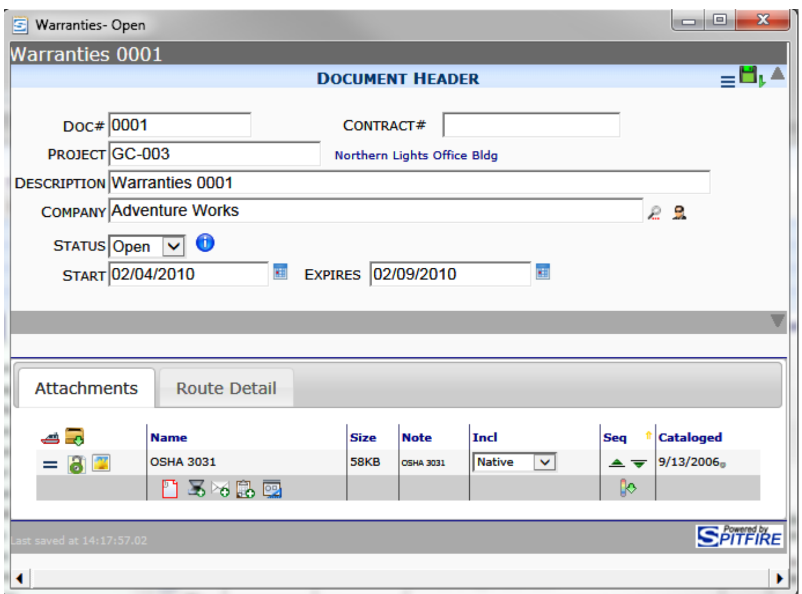
Overview of Correspondence

Correspondence documents track various forms of correspondence with others (for example, letters, phone calls, emails, etc.).



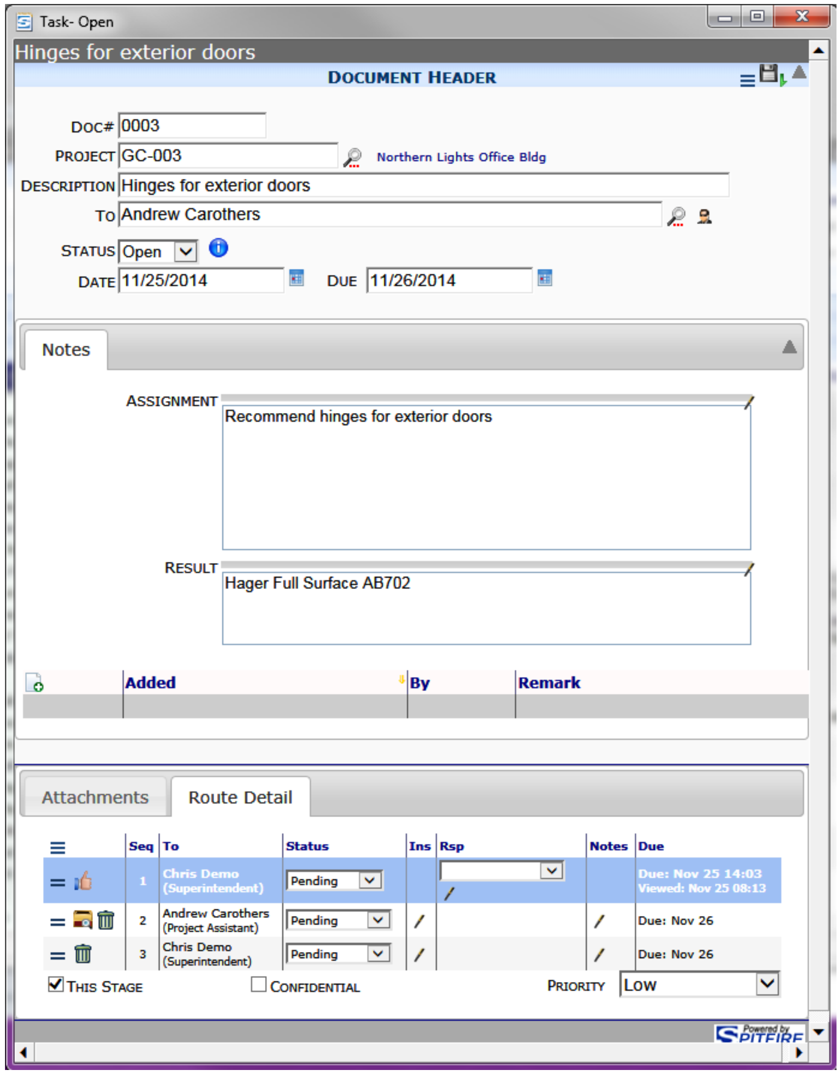
Overview of Warranty

Warranty documents track all types of warranties that are not elsewhere spelled out for a project.



Overview of Task

Task documents communicate tasks among project team members.



Where They Fit In

Any number of Correspondence, Daily Field Report, Task and Warranty documents can be created as needed. These Doc types can be customized to better reflect the type of communication you want tracked.

Creating One of These Documents

Correspondence, Daily Field Report, Task and Warranty documents can be created at any time during a project's life cycle.

To create a new document:

1. Click at the Project Dashboard to start a new document.
2. (*optional*) Change the **Description.**
3. Look up the person(s) with whom you are communicating.
4. Click to save (and actually create) the document.
5. Add other information to your document as needed.
6. (*for Daily Field Report*) If the report concerns safety issues, click the **Safety Meeting** checkbox on the Details tab.
7. (*optional*) If an Attachment template has been established for the Doc type, will appear on the Attachments tab. Click to create the printout file for the document. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
8. Add attachments if desired and create a route if necessary.
9. Either route the document to another person or save the document, then close the document window.
10. You can reopen the document as needed to make changes to it and to change its status.

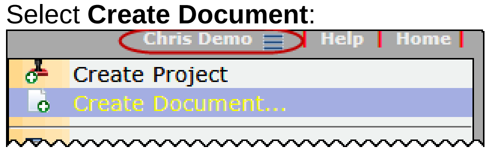
TIP

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

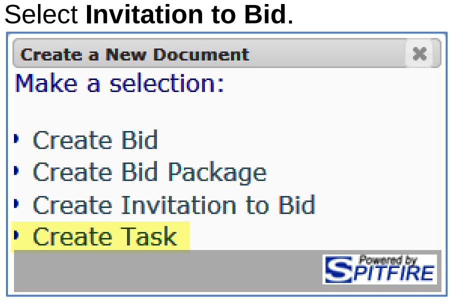
Note: Task documents can also be created from the Site Options menu:

To create a Task from the Site Options menu:

1. Select **Create Document**:



2. Select **Invitation to Bid**.



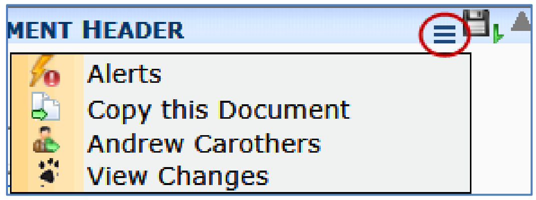
The Task document window will open.

Document Options Menu 1

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Correspondence, Task and Warranty documents offers the following choices after you first save:



Of Particular Note

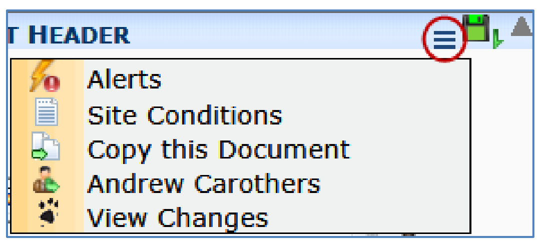
- indicates the Source Contact (person/company with whom you are communicating) for this document. This option appears only after you look up a Contact in the appropriate field (e.g., **Foreman**, **To**).

Document Options Menu 2

TIP

For more information about the Site Conditions log, see the *Spitfire Reports* technical white paper.

The Options menu for the Daily Field Report documents offers the following choices after you first save:

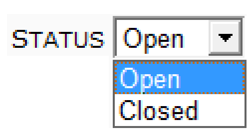


Of Particular Note

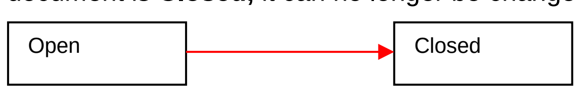
- The **Site Conditions** option on the menu defaults to the Site Conditions log.

Statuses for Documents

By default, the Status drop-down offers the following choices:



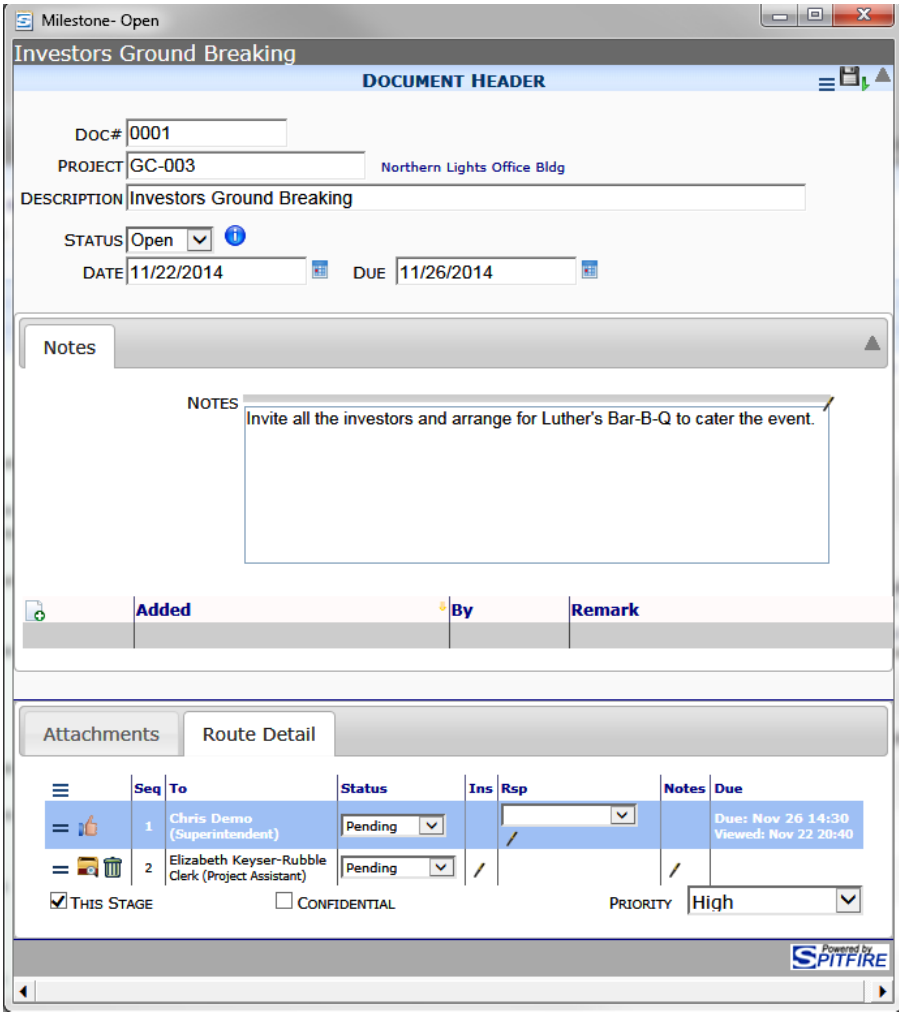
- **Closed** is a final status, which closes the document. When a document is **Closed,** it can no longer be changed.



Milestone, Field Work Order, Inspection, Safety Notice, Team Message and Certificates & Approvals

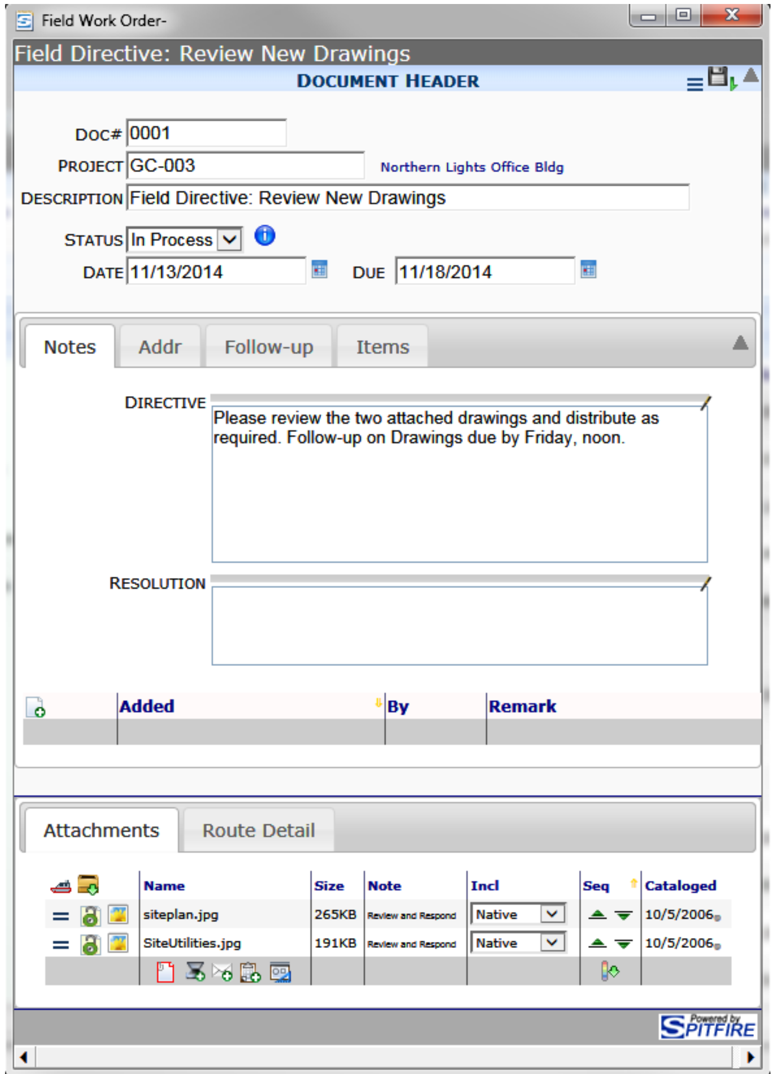
Overview of Milestone

Milestone documents record important achievements reached during the course of a project.



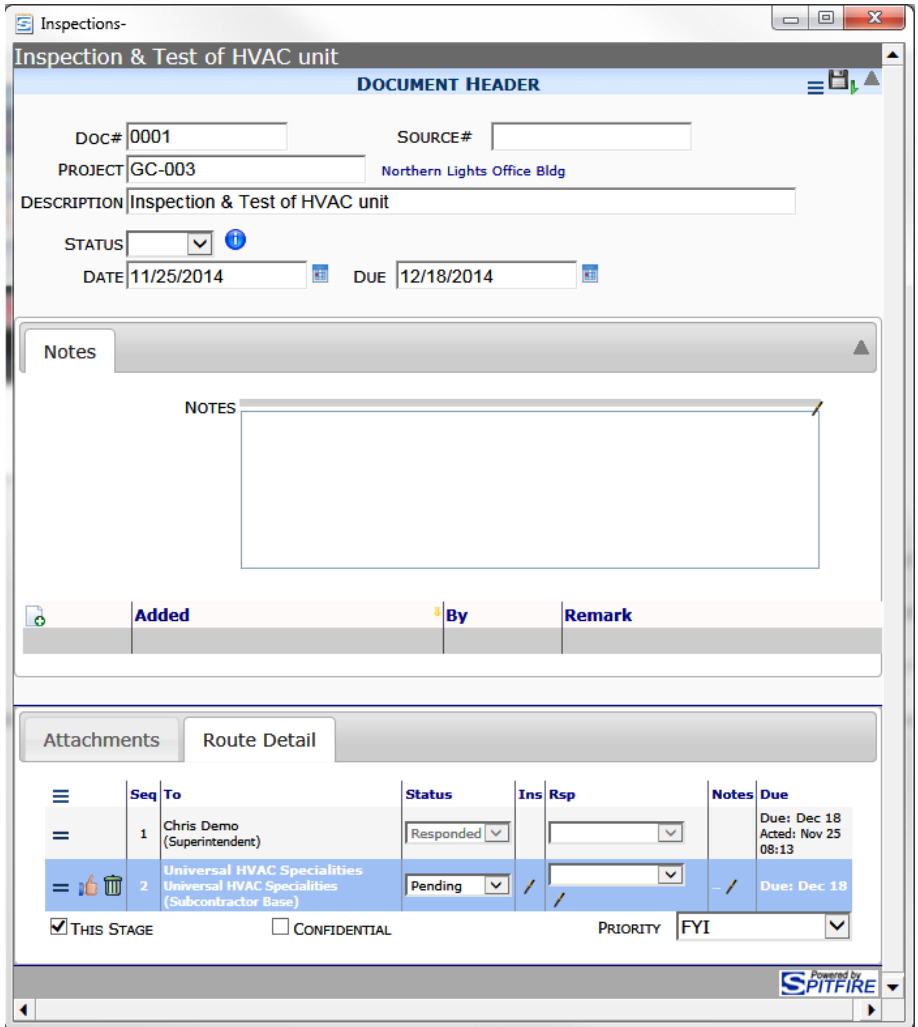
Overview of Field Work Order

Field Work Order documents are used for regular project-related directives and work orders.



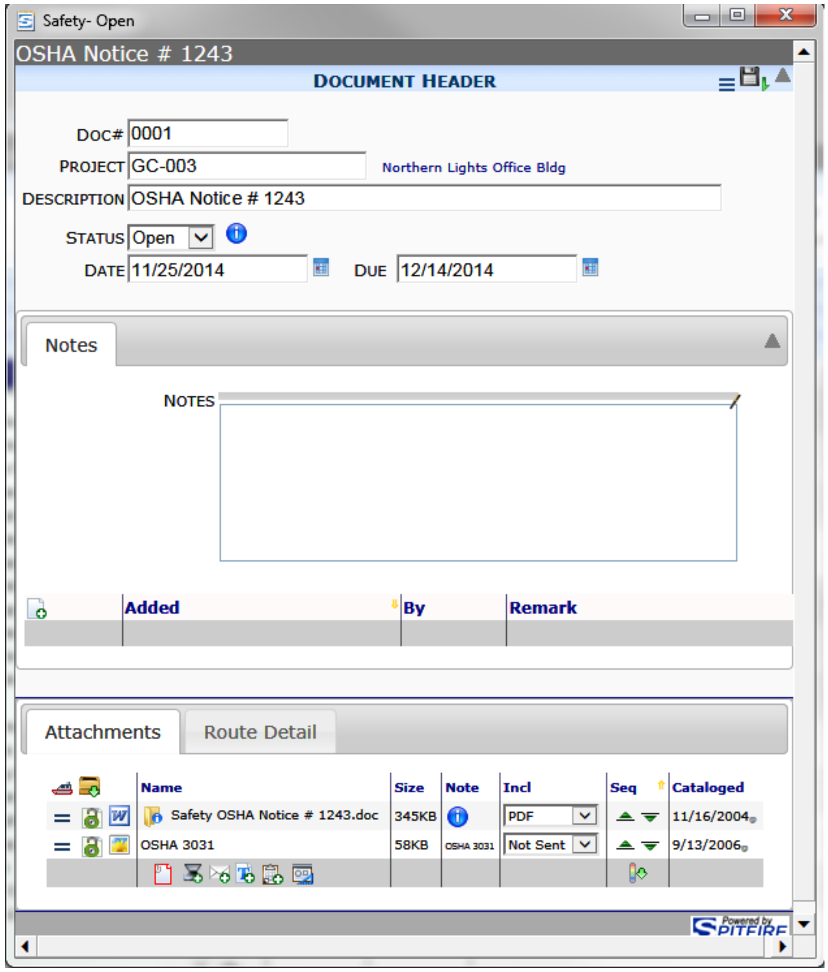
Overview of Inspection

The Inspection document tracks information concerning inspections and tests and often serves as a "wrapper" for routing attached inspection reports.



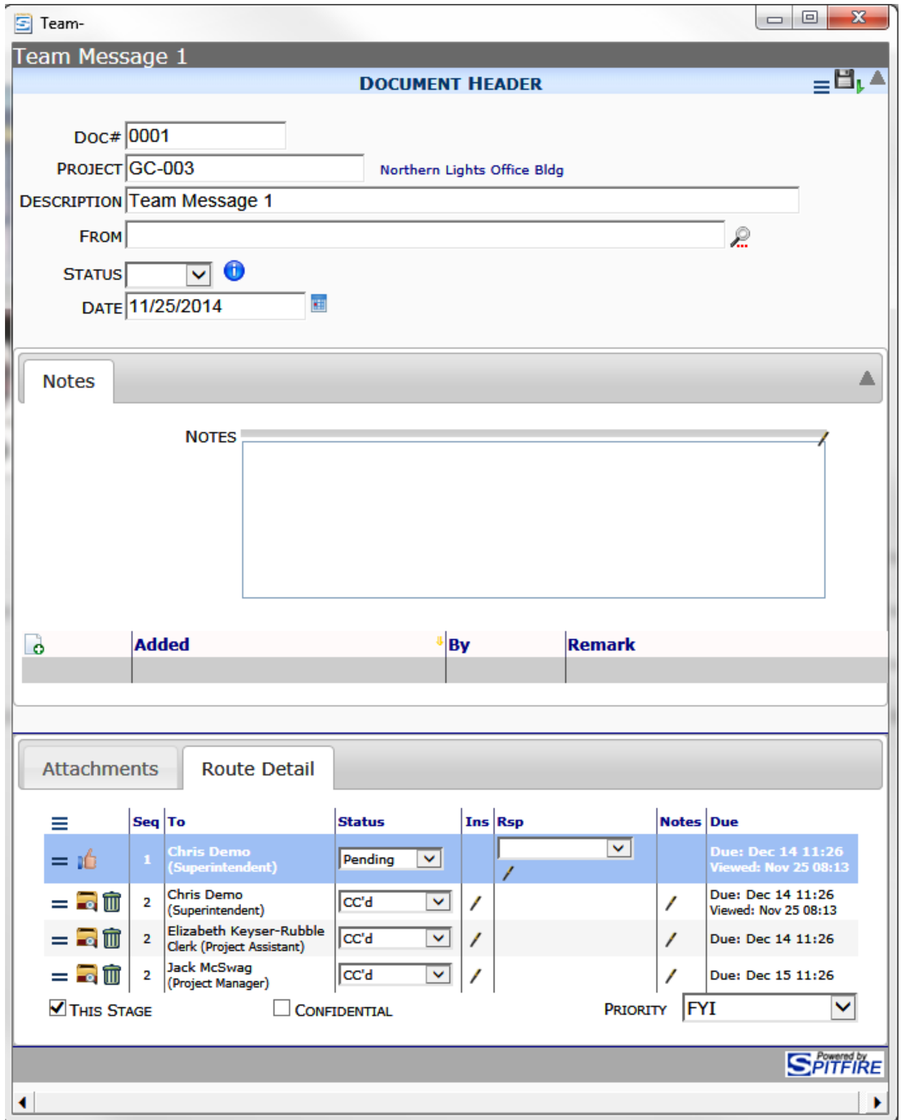
Overview of Safety Notice

Safety Notice documents track safety incidents and notices received during the course of the project.



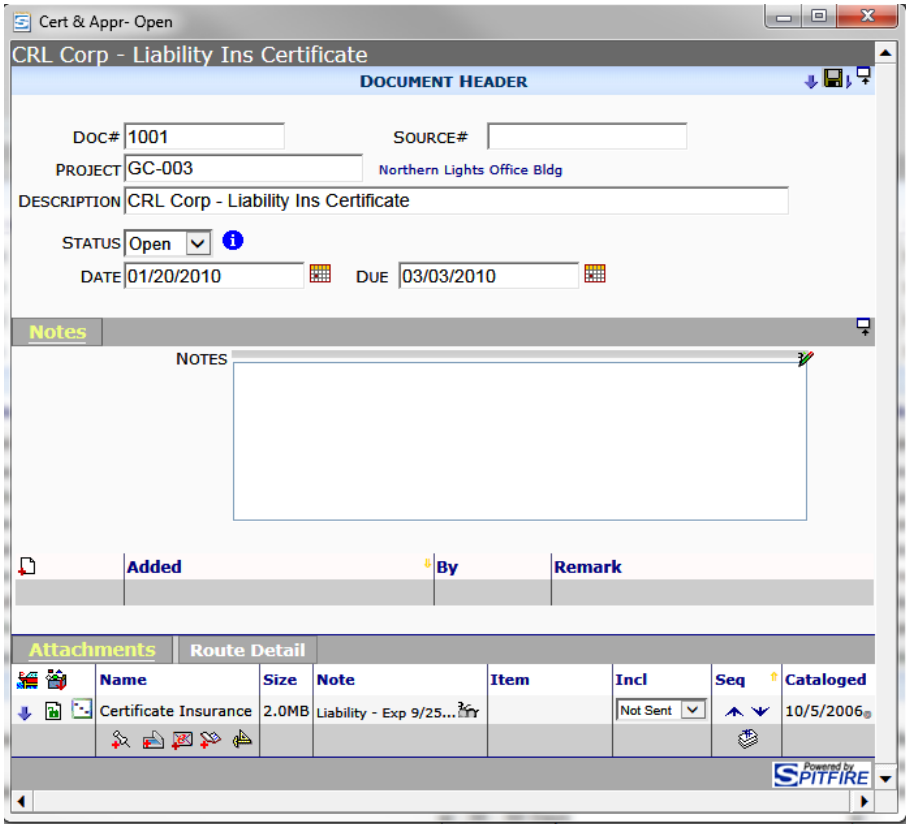
Overview of Team Message

Team Message documents communicate project-related messages among team members.



Overview of Certificates and Approvals

Certificate and Approval documents track the need and obtainment of certificate and approvals and often serves as a “wrapper” for routing attached certificate files..



Where They Fit In

Projects can have any number of Milestone, Field Work Order, Inspection, Safety Notice, Team Message and Certificate and Approval documents, created as needed.

Creating One of These Documents

Milestone, Field Work Order, Inspection, Safety Notice, Team Message and Certificate and Approval documents can be created at any time during a project's life cycle.

TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

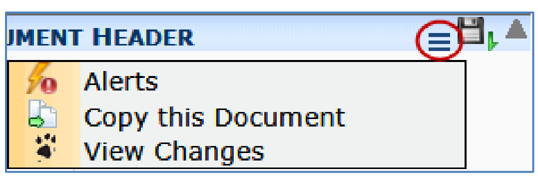
To create a new document:

1. Click at the Project Dashboard to start the new document.
2. (*optional*) Change the **Description.**
3. Enter appropriate dates.
4. (*for Team Message*) Look up a **From** person (i.e, the person who is sending out the message, probably you.)
5. Click to save (and actually create) the document.
6. Add information to the **Notes** tab and elsewhere on the document, as desired.
7. Add attachments if desired and create a route if necessary.
8. Either route the document to another person or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it and to change its status.

Document Options Menu

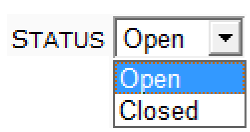
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for Milestone, Field Work Order, Inspection, Safety Notice and Team Message documents offers the following choices after you save:

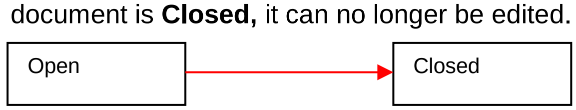


Statuses for These Documents

By default, the Status drop-down offers the following choices:



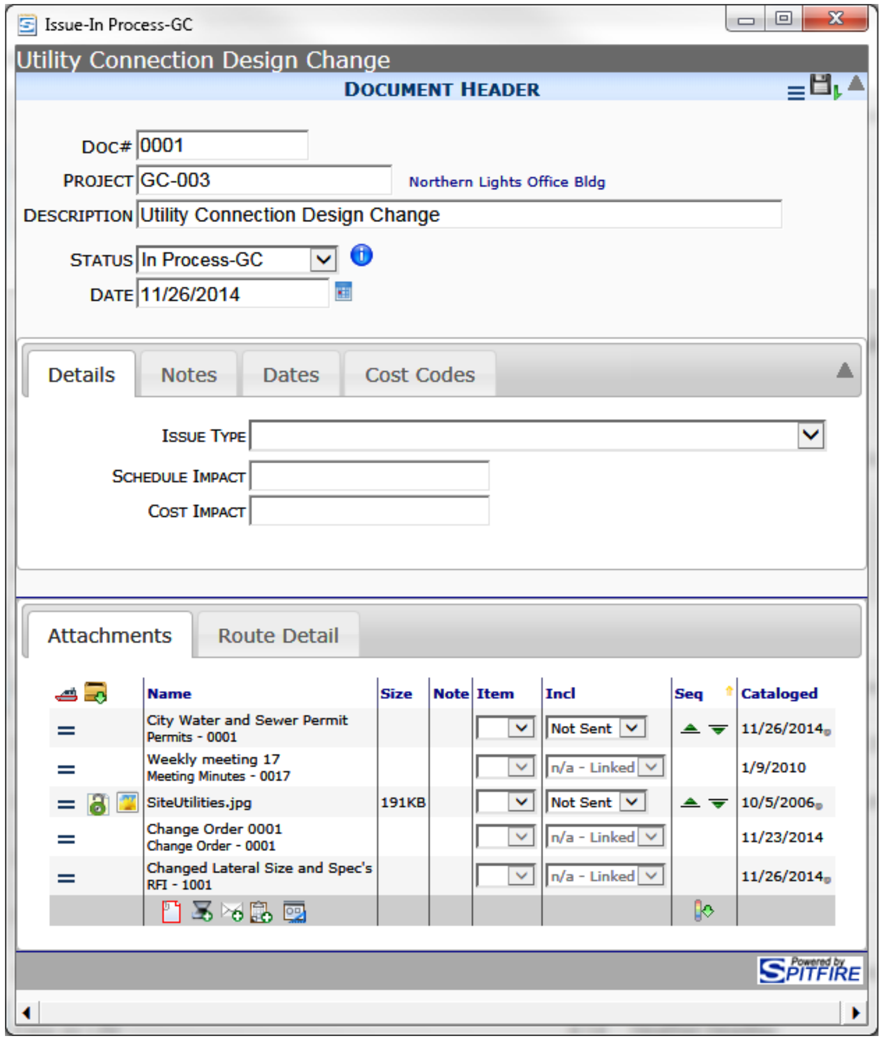
- **Closed** is a final status, which "closes" the document. When a document is **Closed,** it can no longer be edited.



Issue

Overview

An Issue document records problems or situations that occur during the course of a project.



Where It Fits In

A project can have multiple Issue documents, created as needed. Once in the project, an Issue document can easily be attached to other documents that stem from or deal with the issue. When an Issue document is attached to another document, that other document is attached to the Issue document also. Because of this functionality, the Attachments tab of an Issue document provides easy access to the issue-related documents.

Creating an Issue

Issue documents can be created at any time during the project's life cycle.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

To create an Issue:

1. Click at the Project Dashboard to start a new Issue document.
2. (*optional*) Change the **Description**.
3. Click to save (and actually create) the document.
4. **Add New** Items to the Cost Codes tab. (This is a type of Items tab.)
    - Look up a **Cost Code** for each Item.
5. Add other information to your document, as needed.
6. Add attachments if desired and create a route if necessary.
7. Either route the document to another person or persons or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status.

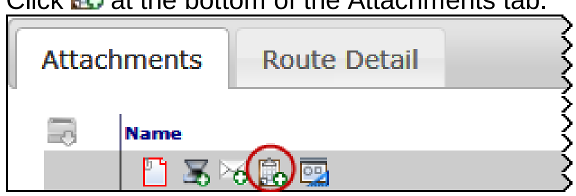
Attaching an Issue to Another Document

TIP

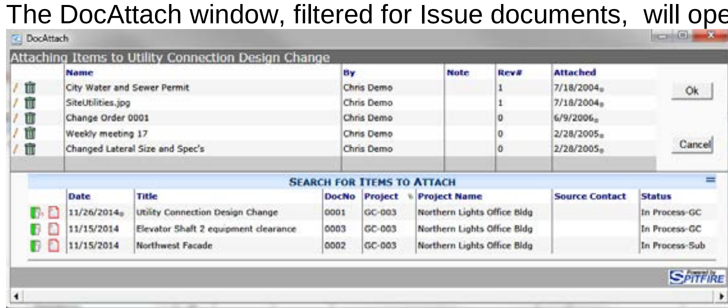
See the *Focus on Files, Attachments and the Catalog Dashboard* guide for more information.

To attach an Issue to a related document:

1. Open the related document.
2. Click the Attachments tab on the related document.
3. Click at the bottom of the Attachments tab.



The DocAttach window, filtered for Issue documents, will open.

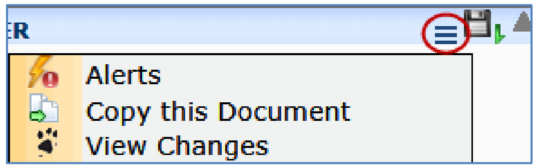


4. Click and Ok to attach the Issue to that document.
Note: when you attach an Issue to another document, that document is also attached to the Issue document.

Issue Options Menu

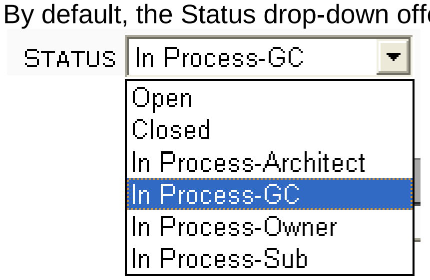
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Issue document offers the following choices after you save:

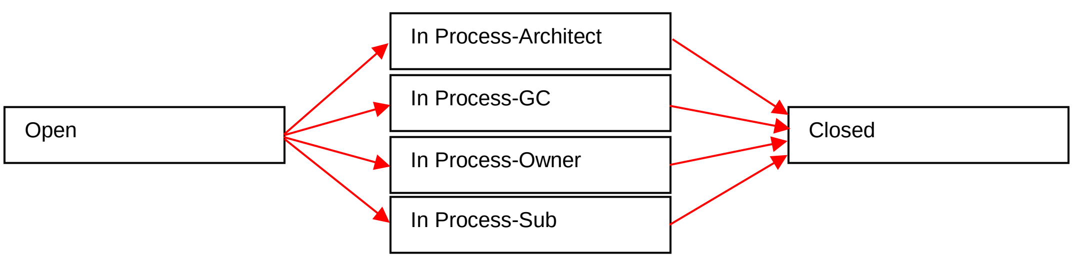


Statuses for Issues

By default, the Status drop-down offers the following choices:



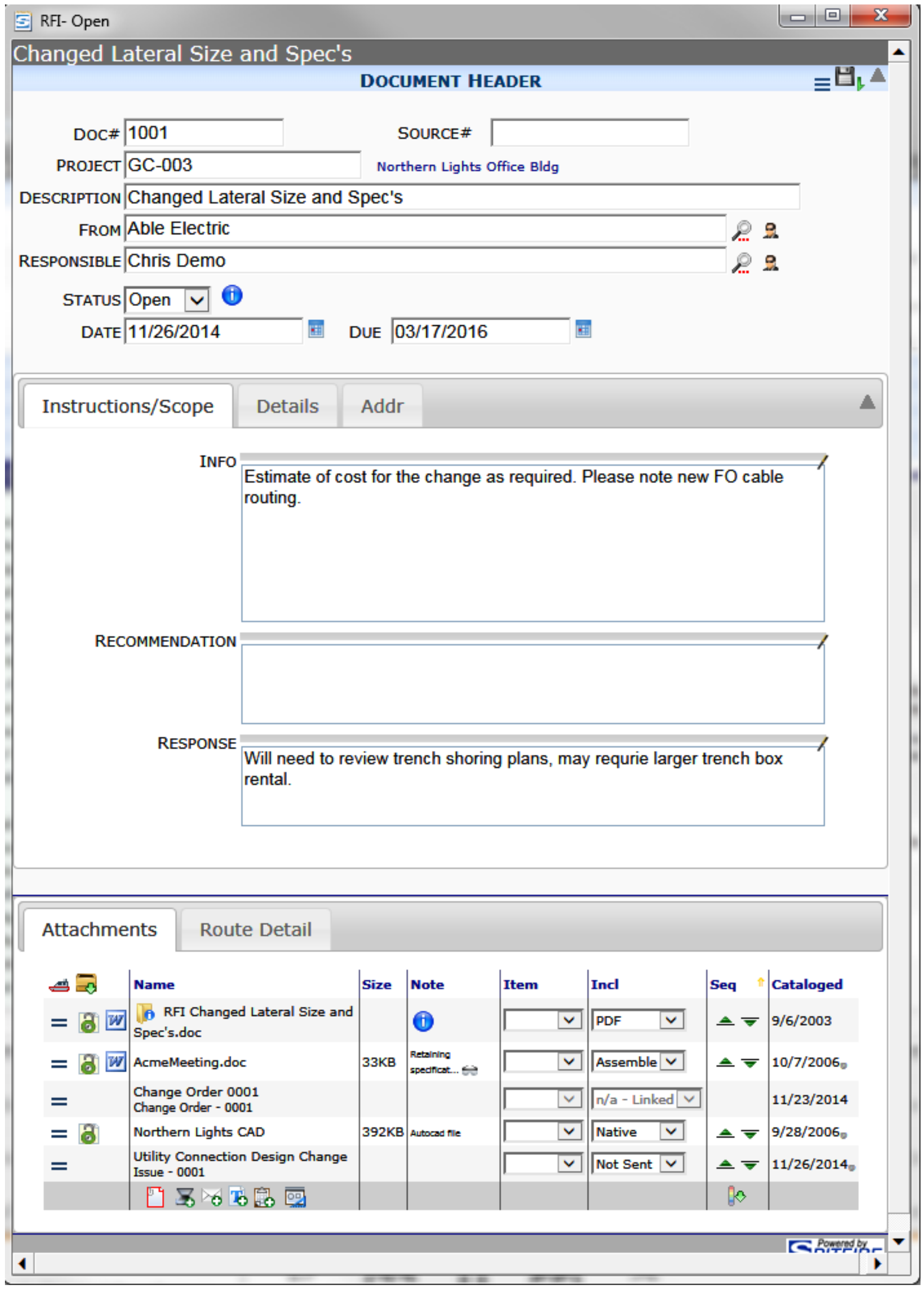
- **Closed** is a final status, which “closes” the document. When an Issue is **Closed**, it can no longer be changed.



RFI

Overview

RFI (Request for Information) documents track your requests for information throughout the project.



TIP

For more information about the role of an RFI in a Change Order workflow, see the *Change Order Management* white paper.

Where It Fits In

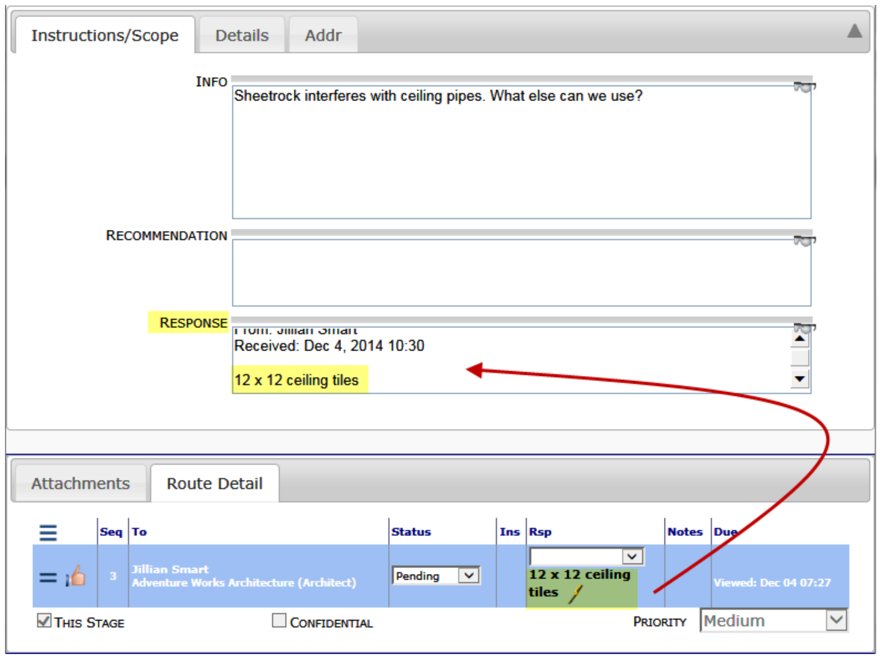
RFIs can lead to Proposed CO or Change Order documents, when the result of an inquiry is a change to the project. A project can have multiple RFI documents, created as needed.

Response Field

TIP

The EMailText | ResponseEchoTo rule allows you to indicate a different note field to receive the contents of the Rsp field. For more information see the technical white paper *Rules and Rule Values*, the *Focus on System Administration* guide or your System Administrator.

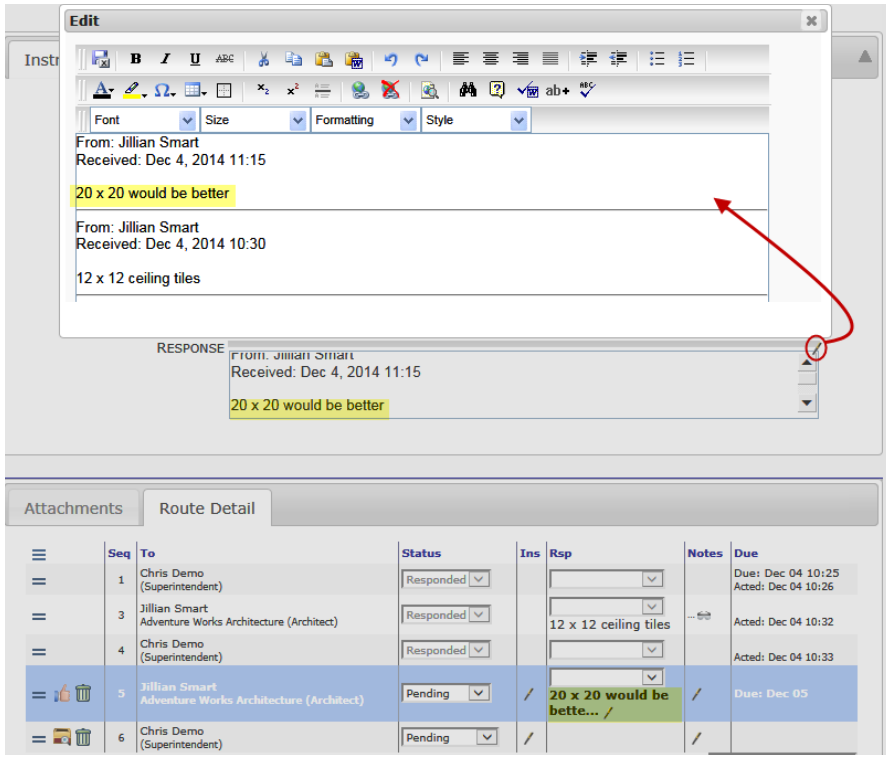
What you enter in the Response field on the Info tab will be copied onto a Proposed CO/Change Order document if you create the Proposed CO/Change Order from the RFI. If you have permission to do so (because you are the Originator of the document, for example) you can type directly in the field. Others, to whom the document is routed, might not have permission to type in the Response field. However, they can enter text in the **Rsp** field on the Route Detail—or send a reply email with a note--and this text will be copied to the Response field with a date/time stamp:



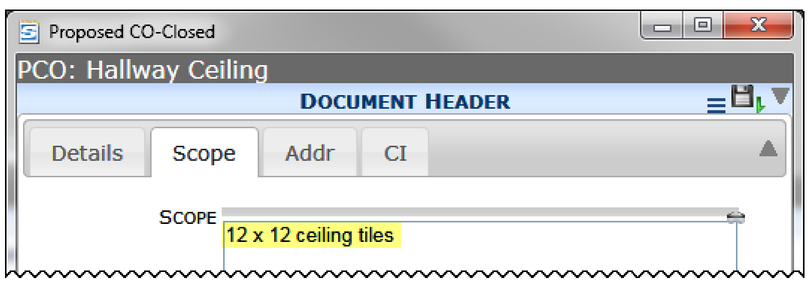
By design, if other routees add other Rsp notes, those notes will be pre-pended in the Response field, meaning that the newest note will be added to the top of the field, for example:

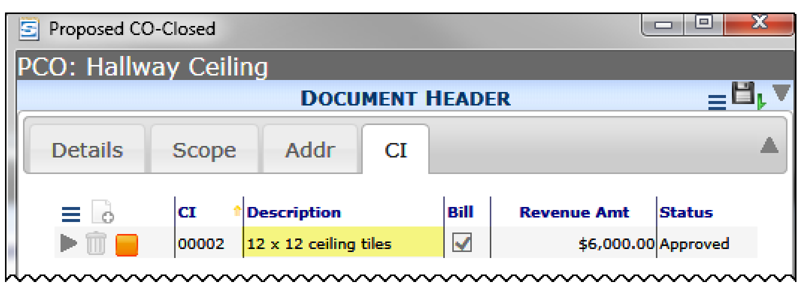
TIP

Changing the Response field will not change the Rsp field on the routee's row. You can always check that field to see what was originally posted in the Response field.



When you (the originator) reopen the document, you can edit the Response field. If the RFI is part of a workflow, the text in this field will be copied to other locations (for example: the Scope and Change Item Description fields on a Proposed CO) minus the date/time/name stamp:





Creating an RFI

You can create RFIs at any point during the project's life cycle.

To create an RFI document:

1. Click at the Project Dashboard to start a new RFI document.
2. Change the **Description**.
3. Look up the **From** person. This is the person who is requesting information. This person is the source contact for this document.
4. Look up the person who is **Responsible** for providing the requested information.
5. Enter a **Due** date.
6. Click to save (and actually create) the document.
7. Enter your request/question on the Info tab's **Info Required** tab.
8. Fill out or look up other fields on the document, as appropriate.
9. (*optional*) If an Attachment template has been established for the Doc type, will appear on the Attachments tab. Click on to create the printout file for the document. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
10. Add attachments if desired.
11. Either route the document to the Responsible person or save the document, then close the document window.
12. You can reopen the document as needed to make changes to it and to change its status.

TIP

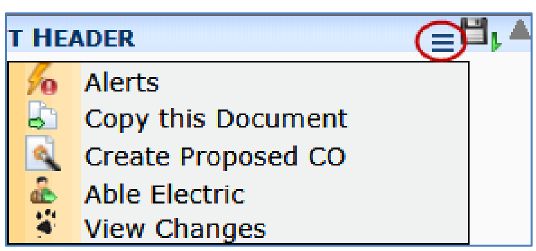
For more information about attachments, see the Focus on Files, Attachments and the Catalog Dashboard guide. For more information about routes, see the Focus on Routes guide.

RFI Options Menu

TIP

A description of all Document Options menu choices can be found on in the Focus on Document and Item Basics guide.

The Options menu for the RFI document offers the following choices after you save:



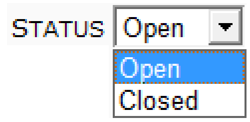
Of Particular Note

- **Create Proposed CO** appears only after you save the RFI. The Proposed CO will carry over some information from the RFI. (See page 150.)

  Note: if your site does not have the Proposed CO Doc type active, the option will say **Create Change Order** instead.

Statuses for RFIs

By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which closes the document. When an RFI document is **Closed,** it can no longer be changed.

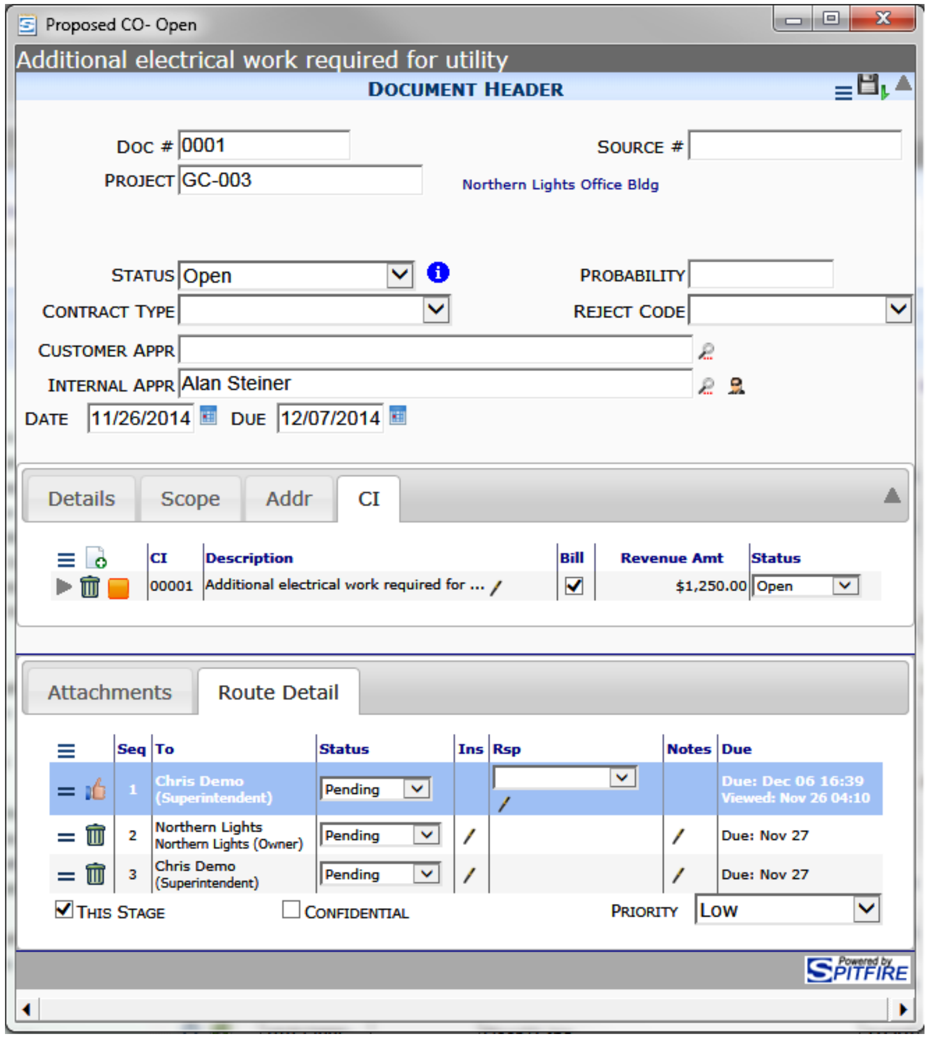
Proposed CO, Change Item Register

Overview

A Proposed CO (Change Order) document contains one or more proposed changes to the Project Contract. The Change Item Register is the master list of all Change Items (Items that appear on Proposed COs and Change Orders) for a project.

TIP

For more information about the role of a Proposed CO in a Change Order workflow, see the *Change Order Management* white paper.



Note: a picture of the Change Item Register appears on page 154.

Where It Fits In

Proposed COs can be created directly or from RFI documents. Proposed COs can lead to Change Order documents. A project may have several Proposed COs; however, each project has only one Change Item Register document. The Change Item Register contains all Change Items for the project. When you update a Change Item on a Proposed CO (or Change Order), the update is immediately reflected on the Change Item Register.

Change Items

You can have any number of Change Items on your Proposed CO. Each Change Item is its own entity with its own status. Whether you view a particular Change Item from a Proposed CO (or Change Order) or from the Change Item Register, it is the same Item. These Items can then be Approved or Canceled on an individual basis. Only Approved Items will be carried over to a Change Order document.

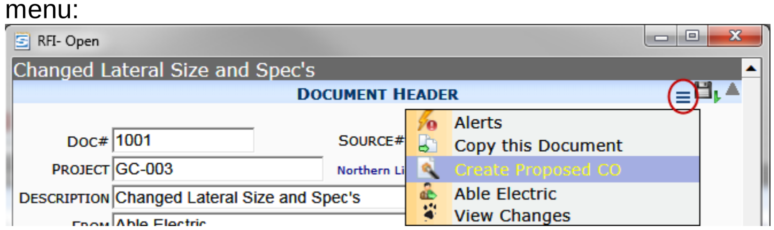
Creating a Proposed CO

Proposed CO documents can be created at any time. There are two ways to create a Proposed CO:

- From a saved RFI—use this method when you want information from an RFI to be carried over to the Proposed CO, as is often the case during a Change Order workflow.
- From the Project Dashboard—use this method when the Proposed CO is your starting document.

To create a Proposed CO document from an RFI:

1. Select **Create Proposed CO** from the RFI's Document Options menu:



2. Click 

at the confirmation box. The Proposed CO document will appear.
3. Although a Closed status is not required on the RFI in order to create the Proposed CO, you might decide to change the RFI's status to **Closed** now. In any case, you can close the RFI document window.
4. Continue with step 6 of the following instructions, keeping in mind that some information (Description, Change Item) will already appear on the document from the RFI..

Note: the Change Item that appears on the Proposed CO also appears on the Change Item Register.

To create a Proposed CO document from the Dashboard:

1. Click  at the Project Dashboard to start a new Proposed CO document.
2. Change the **Description** on the Details tab.

3. (*optional*) Select a **Contract Type** for the eventual Change Order. You will be able to enter this information later, on the Change Order document itself, also.
4. Click to save (and actually create) the document.
5. On the CI tab, **Add New** Items.
   Note: while you may have more than one Item on your Proposed CO, you need not have more than one Item. Items that you add here also appear on the Change Item Register.

TIP

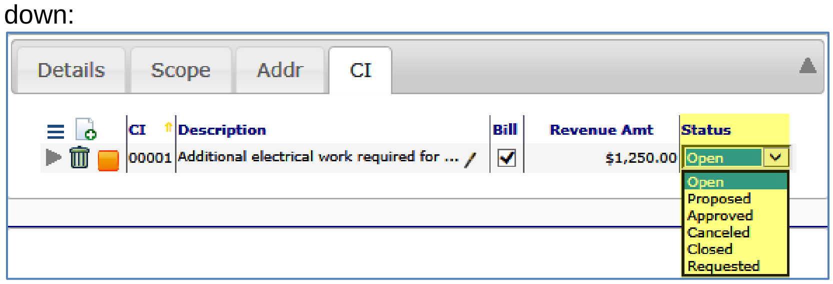
For more information about the Change Items tab and Budget Entries, see the *Change Order Management* technical white paper.

6. Fill out or look up other fields on the on the document, as appropriate.
7. Add attachments if desired and create a route, if necessary.
8. Either route the document or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it, to change the status of a Change Item, and to change the document status.
   - If you want to create a Change Order document from the Proposed CO, change the status to **Closed** first.

Approving Change Items

To Approve/Cancel a Change Item on a Proposed CO:

1. On the CI tab of a Proposed CO, find the Item you want to Approve or Cancel.
2. Select either **Approved** or **Canceled** from the Item Status drop-down:



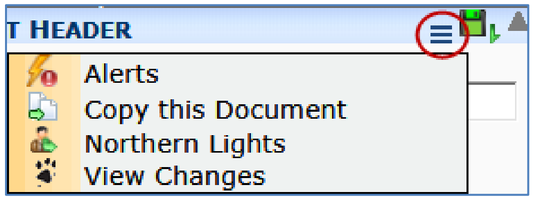
   Only Change Items with a status of Approved are copied over to the Change Order created from the Proposed CO.

3. Save () the document.

Note: the status of the Change Item can remain **Proposed** or changed to **Requested** if you do not want to cancel the Item, but are not ready to approve it yet.

Proposed CO Options Menu

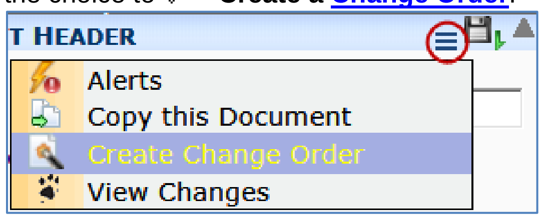
The Options menu for the Proposed CO document offers the following choices after you save:



Of Particular Note

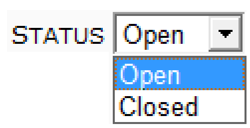
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide

- After you change the Proposed CO's status to **Closed** (and if you have at least one approved Item), the Options menu offers the choice to **Create a Change Order**:



Statuses for Proposed COs

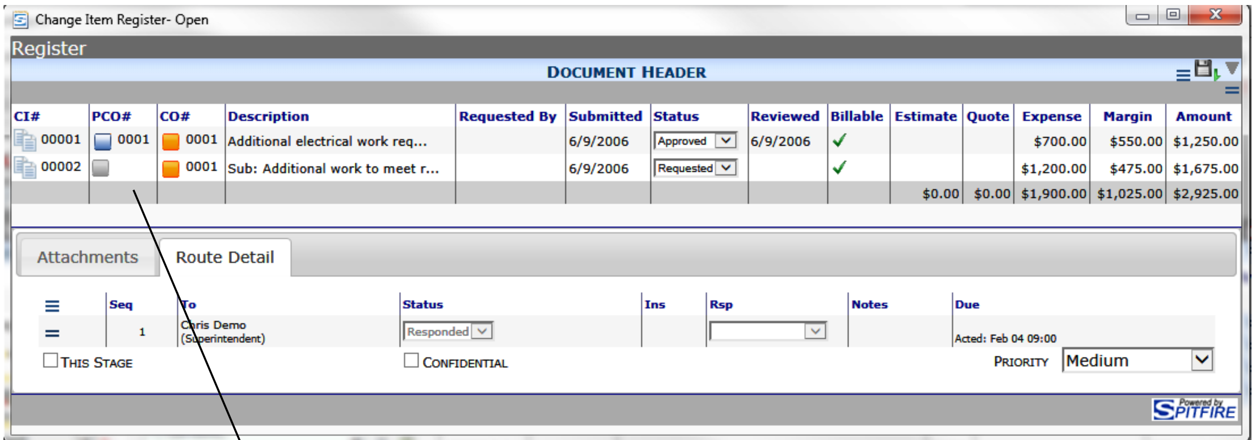
By default, the Status drop-down offers the following choices:



- **Closed** is a final status, which "closes" the document. When a Proposed CO document is **Closed,** it can no longer be changed. The status must be **Closed** before you can create a Change Order from the Proposed CO.

Change Item Register

The Change Item Register is the master list of all Change Items (Items that appear on Proposed COs and Change Orders) for a project. You can open the Change Item Register after you have added at least one Change Item to a Proposed CO or Change Order.



When you click on it, the icon opens the Proposed CO or Change Order where the Item can be found. Specifically, colors indicate:

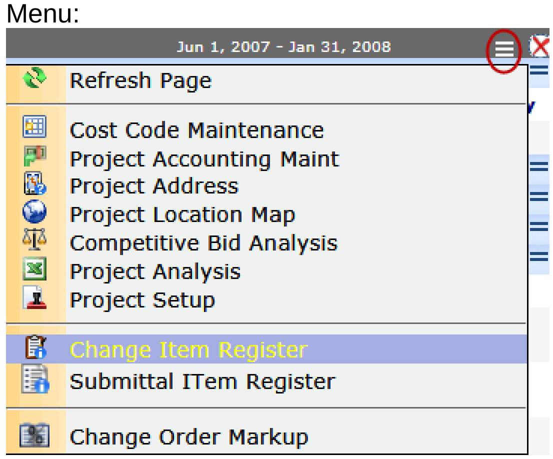
= no such document created yet

= document is Open

= document is Closed

To open and view the Change Item Register:

1. Go to the Project Dashboard and click to open the Options Menu:



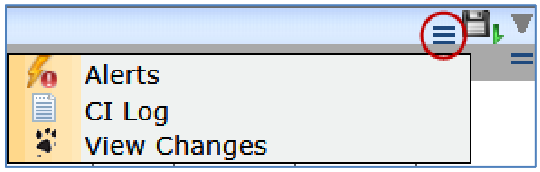
2. Click to open the **Change Item Register**.

Change Item Register Options Menu

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide

The Options menu for the Change Item Register document offers the following choices after you save:



Of Particular Note

- **CI Log** opens the Project CO Log.

TIP

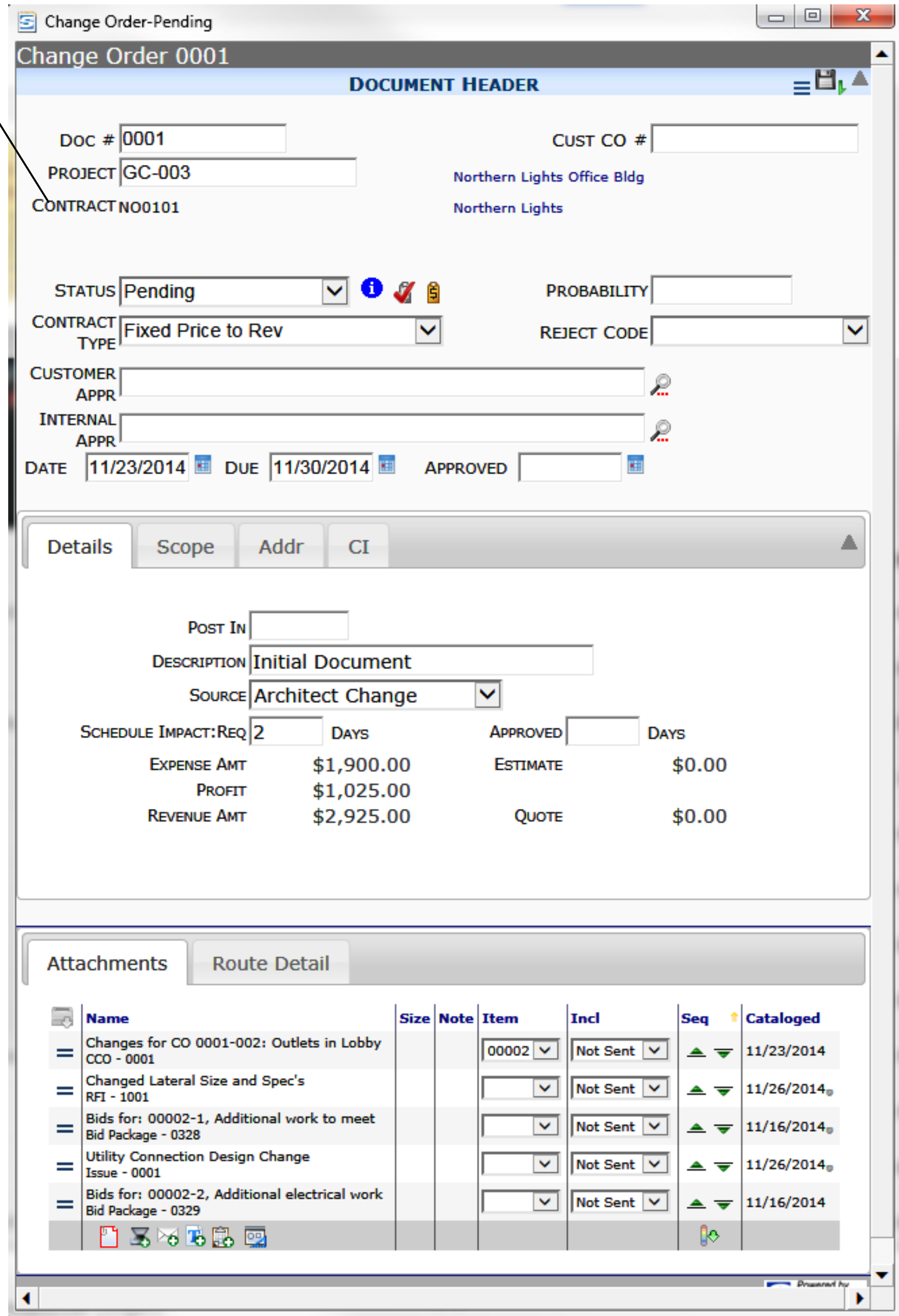
A description of all reports can be found in the *Spitfire Reports* technical white paper.

Change Order

Overview

Change Orders are used to track changes to the project's revenue and expenses.

If your project is integrated with an accounting system, the Contract field is system-generated from the accounting system. Otherwise, it is blank. It is a read-only field that you cannot edit.



TIP

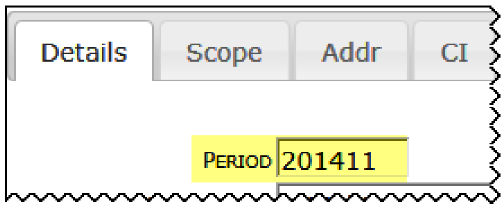
For more information about Change Orders, see the [Change Order Management](#) white paper.

Where It Fits In

Change Order documents cannot be created until the Project Setup is Committed. Each Change Order document updates your budget and contract value, and can update your schedule of values (SOV). Change Orders can be created from Proposed COs or RFI documents. Change Orders integrate with (and can create) RFQs, Commitments, and Commitment Change Orders (CCOs).

Fiscal Period

The optional **Period** field on the Details tab is used to indicate the fiscal period to which expenses and revenue should post. The Period can be changed for budget revisions, in the format *YYYYMM* (for example, **201103** for March 2011). The current year and month appear as the fiscal period by default on the Change Order.



Expense and Revenue Icons

Since sfPMS V4.1, Spitfire has been configured so that the Change Order status has no effect on the budget. Instead, you update the expenses and revenue in the budget through the and icons. (For alternate set up, talk to your implementer.)

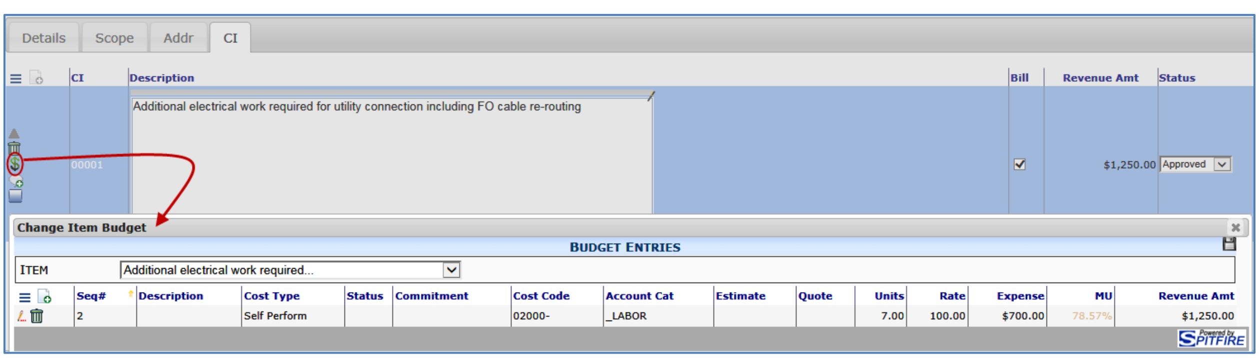
Change Items

TIP

The project's Change Item Register contains all Change Items for a project. Change Items that are neither cancelled, nor already on a Change Order can be added to a Change Order document through the Get Existing option

The Items on a Change Order are often referred to as Change Items; therefore, the tab is labeled CI. The CI tab found on Proposed CO and Change Order documents functions in the same way as other Item tabs; however, in Detail view, the CI tab offers the icon not seen elsewhere. In addition, each Change Item has its own status.

The icon opens the Budget Entries window for the Proposed CO or Change Order's Change Item. The Budget Entries window allows you to add Self-Perform and Revenue budget lines as well as create RFQ, Commitment and CCO documents. You can also add allocations and markups for all your budget entries.



For more information about Change Item statuses and the Budget Entries window, see the *Change Order Management* white paper.

Creating a Change Order

You can create a Change Order document at any time after the Project Setup's status has been set to **Committed**. A project can have multiple Change Orders. There are three ways to create a Change Order:

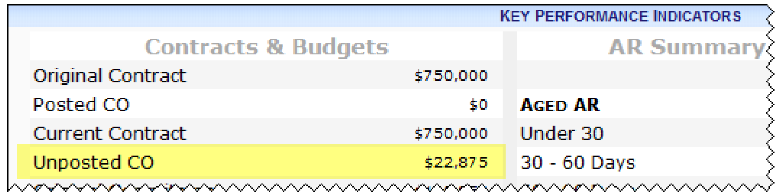
- From the Project Dashboard (see below)—use this method when the Change Order is your starting document.
- From an RFI (see page 148)—use this method when you want information from an RFI to be carried over directly to a Change Order (because you do not use Proposed COs).
- From a Closed Proposed CO (see page 153)—use this method when you want information from a Proposed CO to be carried over to the Change Order, as is often the case during a Change Order workflow.

TIP

While you may have more than one Item on your Change Order, you need not have more than one. Items that are added to a Change Order also appear on the Change Item Register when you save. For more information about the CI tab, see the *Change Order Management* white paper

To create a Change Order document from the Dashboard:

1. Click at the Project Dashboard to start a new Change Order document.
2. Change the **Description** on the Details tab.
3. Select a **Contract Type** at the Document Header.
4. Click to save (and actually create) the document.
5. On the CI tab, either **Get Existing** Items from the Change Item Register or **Add New** Items.
6. Fill out or look up other fields on the on the document, as appropriate.
   Note: What you enter on the Scope tab appears on the Project CO Request Form.
7. (*optional*) If an Attachment template has been established for the Doc type, will appear on the Attachments tab. Click on to create the printout file for the document. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
8. Add attachments if desired and create a route, if necessary.
9. Either route the document or save the document, then close the document window.
   Note: when you save a Change Order that has posted revenue amount in its Budget Entries, that amount is added to the Key Performance Indicators part on the Project Dashboard.

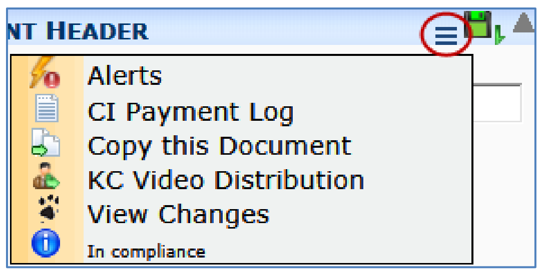


10. You can reopen the document as needed to make changes to it, to change the status of a Change Item, to change the document status and to click the and icons when you are ready to post your expense and revenue changes.

Change Order Options Menu

TIP
A “Change Item” report, “Change Order Detail” report, and a “Project CO Log” are also offered by sfPMS. See the *Spitfire Reports* technical white paper for information on all reports.

The Options menu for the Change Order document offers the following choices after you save:

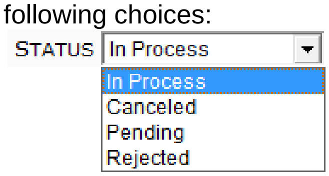


Of Particular Note

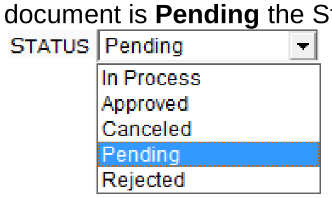
- **CI Payment Log** opens the Change Item Payment Log.

Statuses for Change Orders

When the Change Order is first created, the Status drop-down offers the following choices:



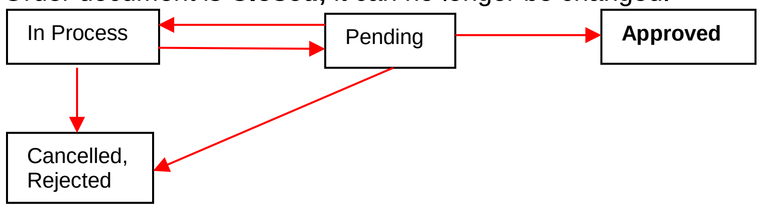
- If you set the status to **Pending** (and save the document), you can no longer add Change Items (on the CI tab). When the document is **Pending** the Status drop-down changes:



- While the document is **Pending**, you can change the status back to **In Process** in order to edit the document.

TIP
The DocTypeConfig | AllowUnapprove rule can allow a user to reverse an Approval on a Change Order.
See KBA-01154.

- **Approved** does not close the document, nor make the document read-only. However, once a Change Order has a status of Approved, the status cannot be changed.
- **Cancelled** and **Rejected** “close” the document. When a Change Order document is **Closed,** it can no longer be changed.



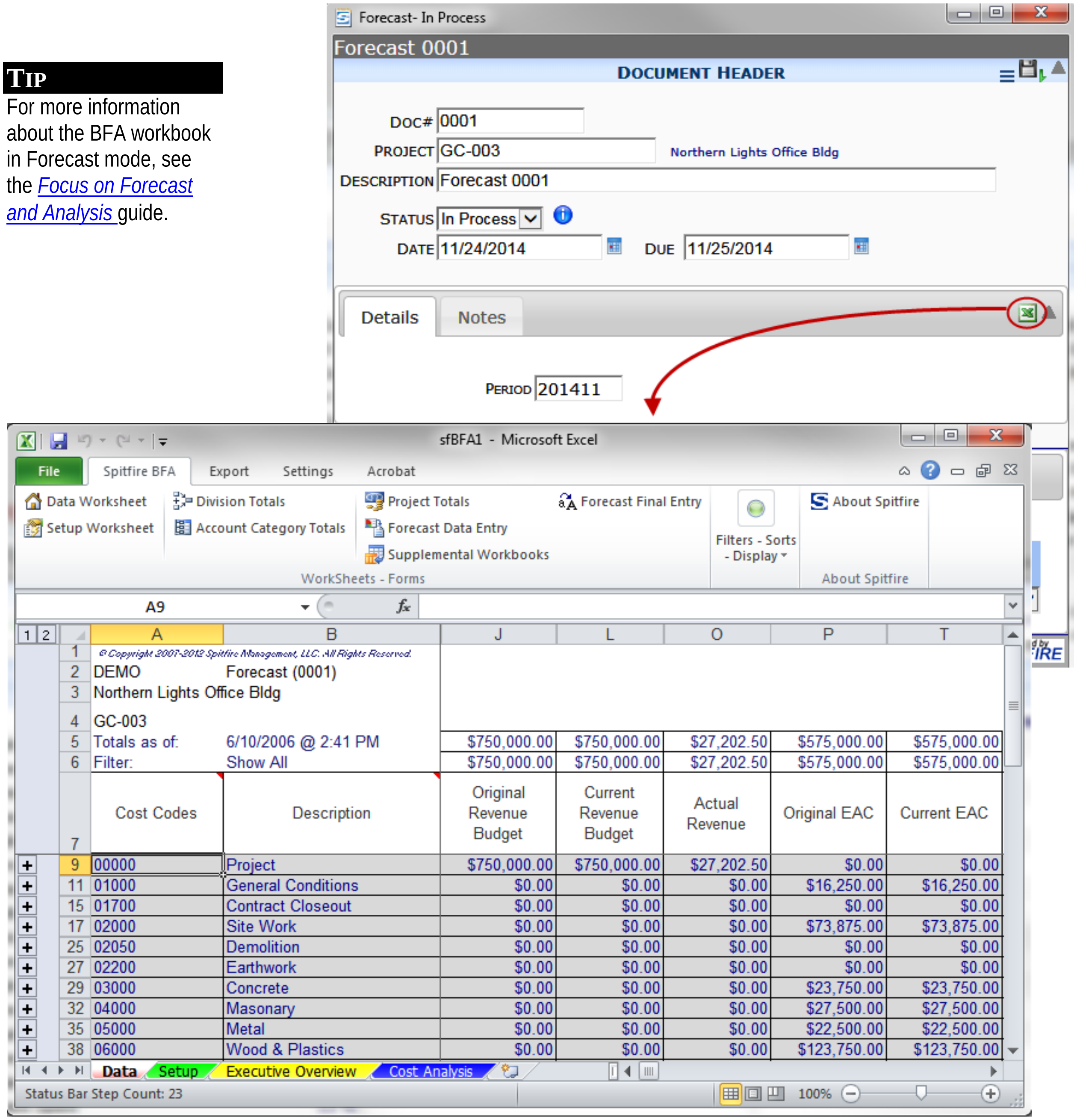
Forecast

Overview

Forecast documents detail financial forecasts throughout your project. Each Forecast document opens the BFA workbook in Forecast mode.

TIP

For more information about the BFA workbook in Forecast mode, see the *Focus on Forecast and Analysis* guide.

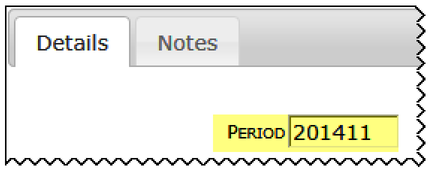


Where It Fits In

Forecast documents and corresponding BFA workbooks require that the project have an approved Initial Budget. The BFA workbook in Forecast mode takes a complete financial snapshot of your project, which requires your budget information. A project can have any number of Forecast documents.

Fiscal Period

The **Period** field on the Details tab is used to indicate the fiscal period to which the approved forecast should post. The Period can be changed in the format *YYYYMM* (for example, **201103** for March 2011).



Creating a Forecast

Once a project has an approved budget, Forecast documents can be created at any point during the project's life cycle.

To create a Forecast document:

1. Click at the Project Dashboard to start a new Forecast document.
2. (*optional*) Change the **Description** and type a **Note**.
3. (*optional*) Change the **Period** if you want to post to a different fiscal period.
4. Click to save (and actually create) the document.
   Note: the icon will not appear until the first time you save the document.
5. Click to open the BFA workbook in Forecast mode. (For more information about the BFA workbook in Forecast mode, see the *Focus on Forecast and Analysis* guide.) The workbook will show your budget's latest snapshot data, including any approved forecast data.
6. When you save and close the BFA workbook and return to the Forecast document, you will notice that the icon has changed to .
7. Add attachments to the document if desired and create a route, if necessary.
8. Either route the document or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it, and to change the document status. You can edit the BFA workbook in Forecast mode only as long as the document status is **In Process**.

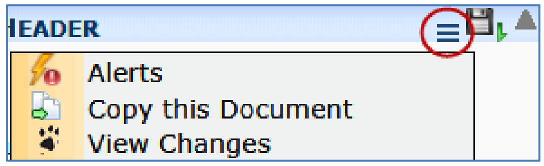
TIP

For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

Forecast Options Menu

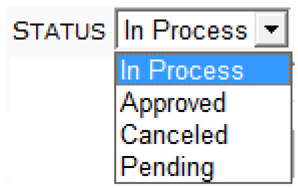
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Forecast document offers the following choices after you save:

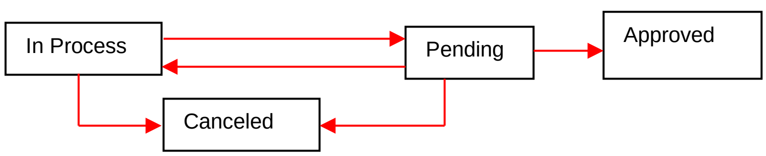


Statuses for Forecast

By default, the Status drop-down offers the following choices:



- While the document is **Pending**, you can make some changes to the document itself but not to the BFA workbook. You must change the status back to **In Process** to edit the workbook.
- **Canceled** and **Approved** are final statuses, which close the document. When a Forecast document is **Canceled** or **Approved**, it can no longer be edited.



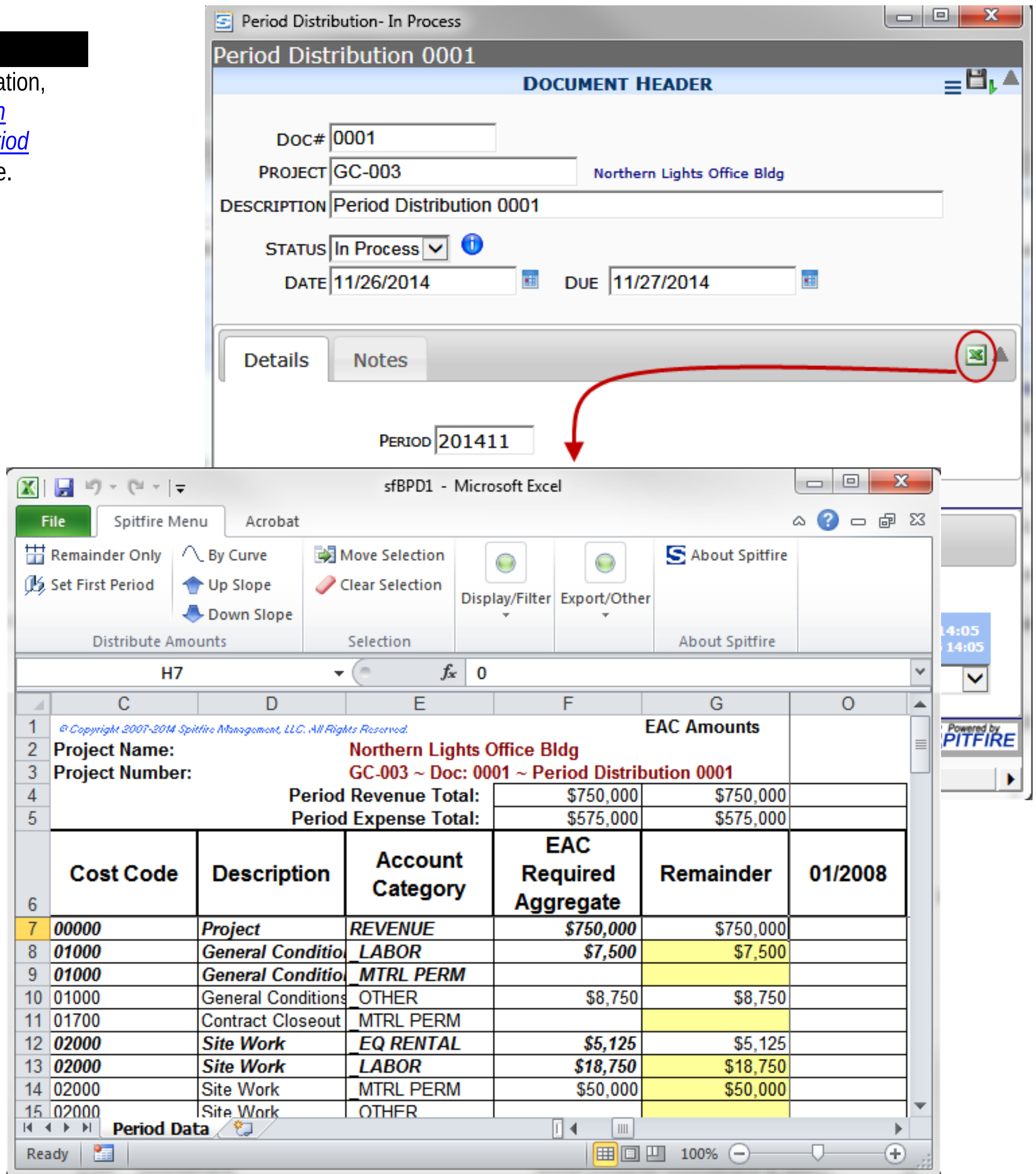
Period Distribution

Overview

Period Distribution documents contain the Period Distribution 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.

TIP

For more information, see the *Focus on Budgets and Period Distribution* guide.



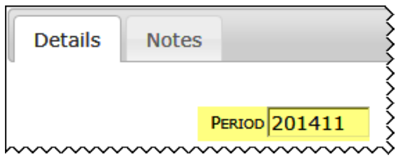
Where It Fits In

Before you can create any Period Distribution document, the Initial Budget document's status must be **Approved**. Period Distribution allows for two different workflows.

- Your initial budget includes initial amounts, which are then distributed by period through the PD workbook.
- Your initial budget has all amounts set to zero. Amounts are entered through the PD workbook and then posted back to the budget.

Fiscal Period

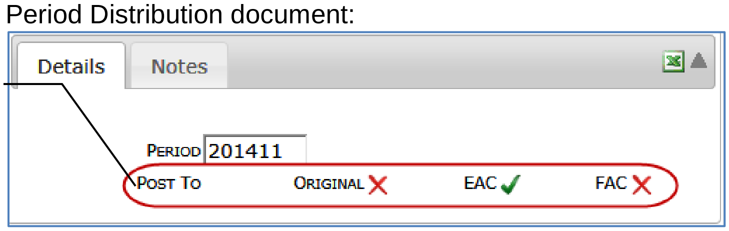
The **Period** field on the Details tab is used to indicate the fiscal period to which the approved Period Distribution should post. The Period can be changed in the format *YYYYMM* (for example, **201103** for March 2011).



The Post To Option

Through Customization, the **Post To** option can be included on the Period Distribution document:

With this option, you can change the target of the PD workbook by checking and unchecking Original, EAC and FAC.



Creating a Period Distribution

Once a project has an approved budget, Period Distribution documents can be created at any point during the project's life cycle.

To create a Period Distribution document:

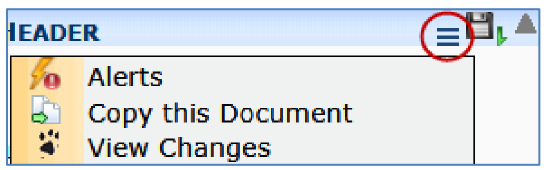
1. Click at the Project Dashboard to start a new Period Distribution document.
2. (*optional*) Change the **Description** and type a **Note**.
3. (*optional*) Change the **Period** on the Details tab if you want to post to a different fiscal period.
4. Click to save (and actually create) the document.
   Note: the icon will not appear until the first time you save the document.

5. Click to open the PD workbook. (For more information about the PD workbook, see the *Focus on Budgets and Period Distribution* guide.)
6. When you save and close the PD workbook and return to the Period Distribution document, you will notice that the icon has changed to .
7. Add attachments to the document if desired and create a route, if necessary.
8. Either route the document or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it, and to change the document status. You can edit the PD workbook only as long as the document status is **In Process**.

Period Distribution Options Menu

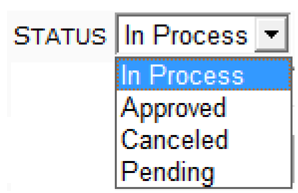
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Period Distribution document offers the following choices after you save:

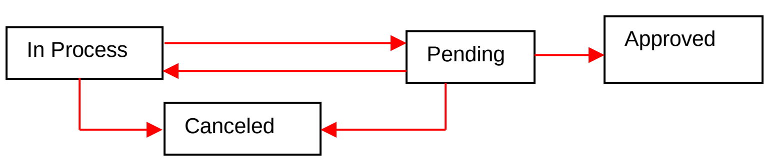


Statuses for Period Distribution

By default, the Status drop-down offers the following choices:



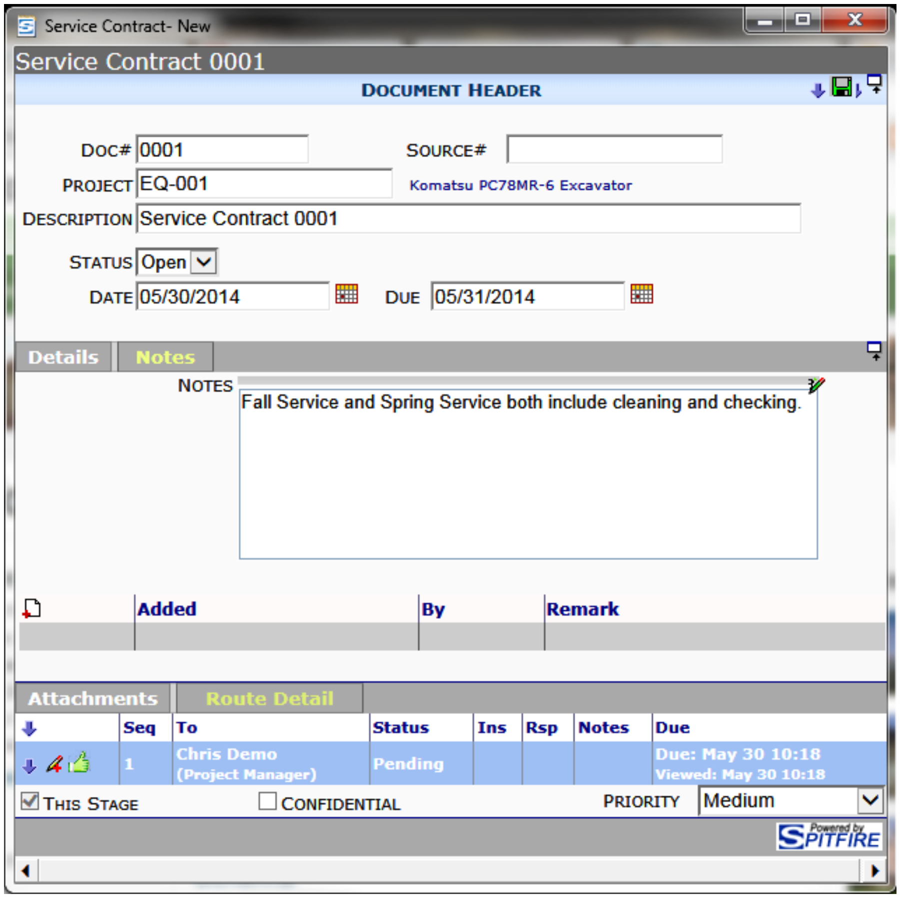
- While the document is **Pending**, you can make some changes to the document itself but not to the PD workbook. You must change the status back to **In Process** to edit the workbook.
- **Canceled** and **Approved** are final statuses, which close the document. When a Period Distribution document is **Canceled** or **Approved**, it can no longer be edited.



Service Contract

Overview

Available only for equipment projects, Service Contract documents largely serve as “wrappers” for attached service contract files.



Where It Fits In

Equipment projects can have any number of Service Contracts, created as needed. This Doc type is not available for other types of projects.

Creating a Service Contract

Service Contracts can be created at any time during an equipment project’s life cycle.

To create a Service Contract document:

1. Click at the Project Dashboard to start a new Service Contract.
2. (*optional*) Change the **Description**.

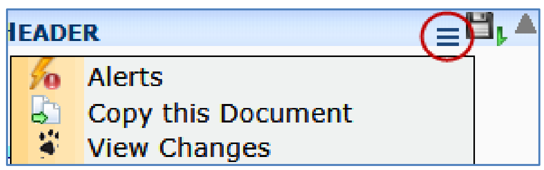
TIP
For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

3. Click to save (and actually create) the document.
4. Add other information to the document, as needed.
5. On the Attachments tab, attach one or more files to the document.
    - Click to attach files from the Spitfire Catalog.
    - Click to upload or scan files from your computer.
6. Create a route, if necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document as needed to make changes to it and to change its status.

Service Contract Options Menu

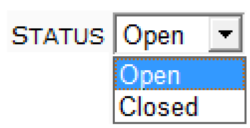
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Service Contract document offers the following choices after you save:

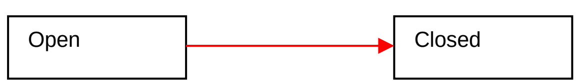


Statuses for Service Contract

By default, the Status drop-down offers the following choices:



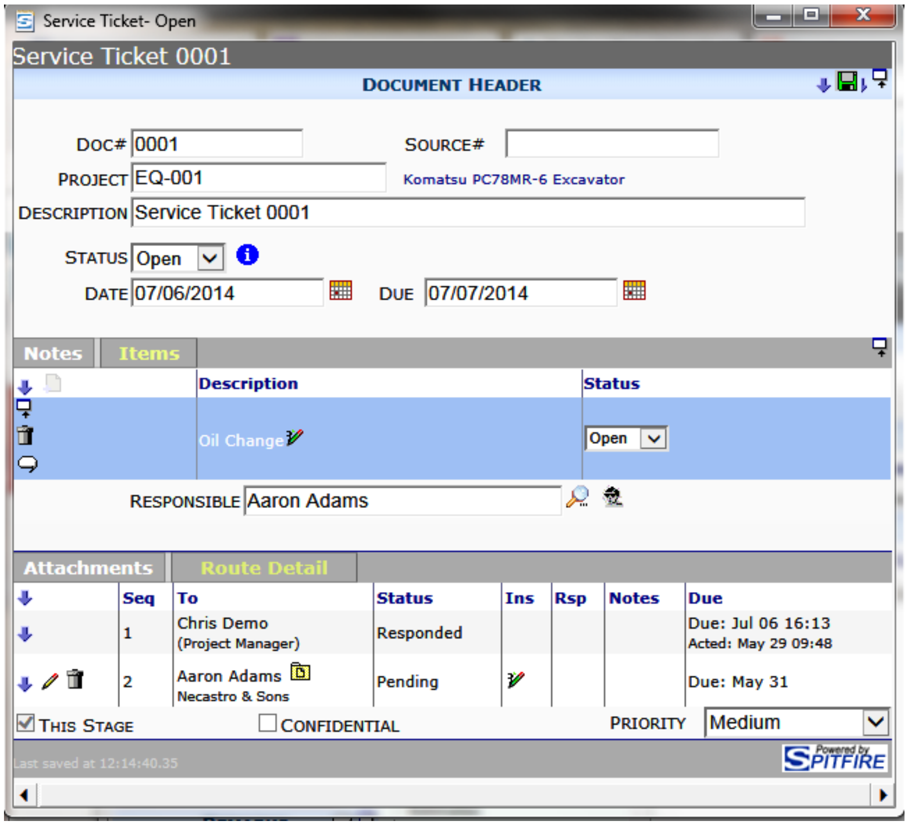
- **Closed** is a final status, which “closes” the document. When a Service Contract document is **Closed,** it can no longer be changed.



Service Ticket

Overview

Available only for equipment projects, Service Tickets track service-related incidents.



Where It Fits In

Equipment projects can have any number of Service Tickets, created as needed. This Doc type is not available for other types of projects.

Creating a Service Ticket

Service Ticket documents can be created at any time during an equipment project's life cycle.

To create a Service Ticket document:

1. Click at the Project Dashboard to start a new Service Ticket document.
2. Change the **Description**.
3. Click to save (and actually create) the document.

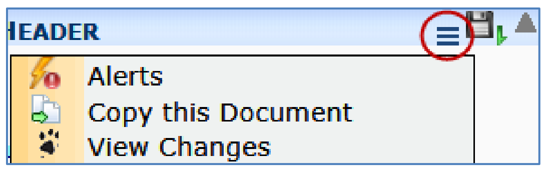
4. Add other information to the document and create a route as appropriate.
5. (*optional*) If an Attachment template has been established for the Doc type, will appear on the Attachments tab. Click on to create the printout file for the document. This printout file will be emailed or faxed to potential customers who are set up as "via email" or "via fax" routees (along with other attached files).
6. Either route the document to another person or save the document, then close the document window.
7. You can reopen the document as needed to make changes to it and to changes its status.

Service Ticket Options Menu

TIP

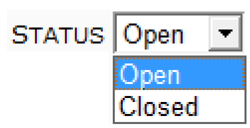
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Service Ticket document offers the following choices after you save:

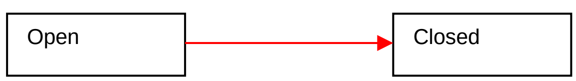


Statuses for Service Ticket

By default, the Status drop-down offers the following choices:



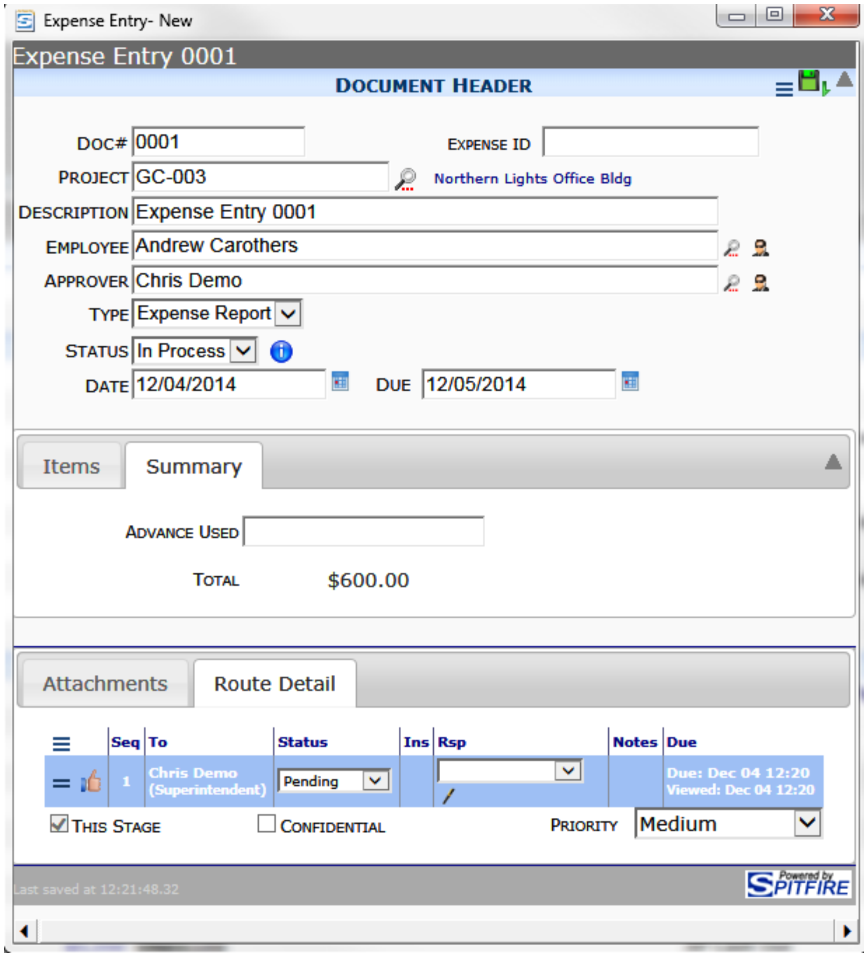
- **Closed** is a final status, which "closes" the document. When a Service Ticket document is **Closed,** it can no longer be changed.



Expense Entry

Overview

Available for integrated sites only, Expense Entry documents list and track the ongoing expense requests made by employees throughout a project.



Where It Fits In

Expense Entry documents can be created as needed. If your site is integrated, an Approved Expense Entry appears as a Travel and Expense Report Entry in Microsoft Dynamics SL and also appears in the Expense Report Review & Approval screen, where it is ready to be posted and to generate a Microsoft Dynamics SL AP Voucher for payment.

Creating an Expense Entry

Expense Entry documents can be created at any time during the project's life cycle.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

To create an Expense Entry:

1. Click at the Project Dashboard to start a new Expense Entry document.
2. Look up the **Employee** requesting the expense payment. The employee must have a vendor ID in Microsoft Dynamics SL.
3. Select a an expense **Type** from the drop-down.
4. Click to save (and actually create) the document.
5. On the Items tab, **Add New** Items. The sum of all Items will appear on the Summary tab.
6. Add attachments and create a route, if necessary.
7. Either route the document to another person or save the document, then close the document window.
8. You can reopen the document and change the status as appropriate.

Approving the Expense Entry

To Approve the Expense Entry:

1. When you are ready to approve the Expense Entry, enter an **Expense ID** number, if one isn't there already.
2. Look up an **Approved By** person.
3. Change the status to **Approved**.
4. Save the document.

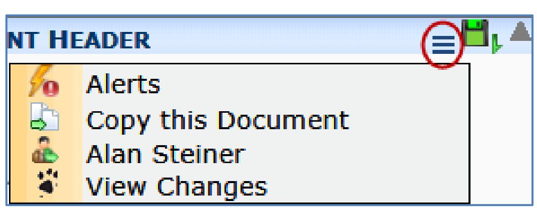
Note: if you are integrated with Microsoft Dynamics SL, approving the Expense Entry also sends the information to the Expense Report Review & Approval screen, where you can process (post) the Expense Entry (Report) to create an AP Voucher for payment.

Expense Entry Options Menu

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Expense Entry document offers the following choices after you save:

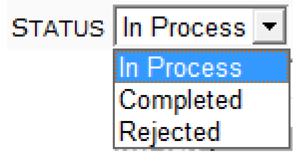


Of Particular Note

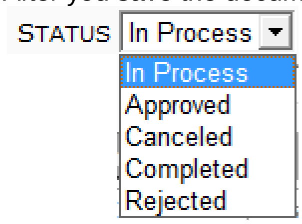
- indicates the person who is requesting payment.

Statuses for Expense Entry

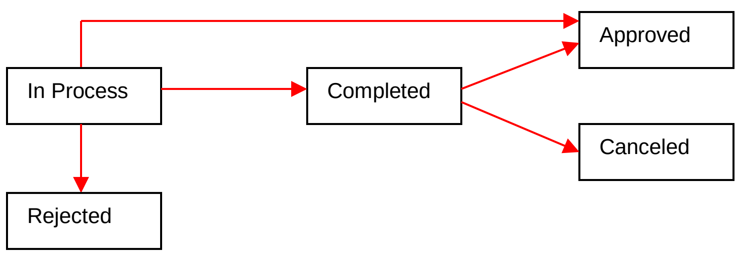
At first, the Status drop-down offers the following choices:



- After you save the document, more choices appear:



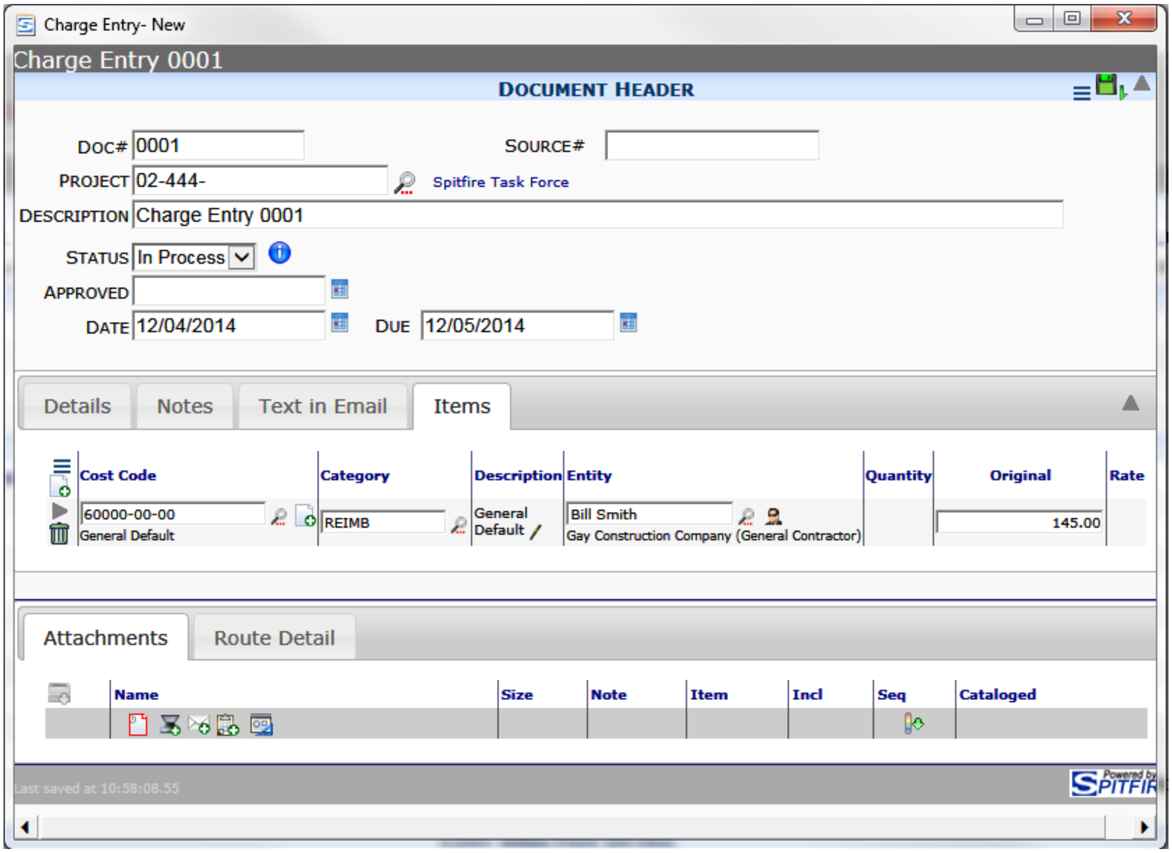
- **Canceled** and **Approved** are final statuses, which "close" the document. Once **Canceled** or **Approved**, the Expense Entry cannot be edited.
- If the Expense Entry is **Approved** and your site is integrated, a Travel & Expense Report Entry is created in Microsoft Dynamics SL and the Expense Entry information is available in the Expense Report Review & Approval screen, where you can select it and generate a Microsoft Dynamics SL AP Voucher for payment.



Charge Entry

Overview

Charge Entry documents, available for non-integrated sites only, keep track of all your actual expenses (time and material) that are not covered by Pay Requests.

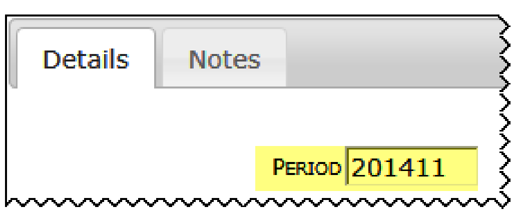


Where It Fits In

A Charge Entry document can be created outside specific projects and can track expenses for several projects at once. For this reason, it can be considered outside the project workflow.

Fiscal Period

The **Post Period** field on the Details tab is used to indicate the fiscal period to which the approved Charge Entry should post. The Period can be changed in the format *YYYYMM* (for example, **200904** for April 2009).



Creating a Charge Entry

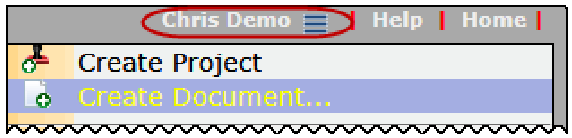
There are two ways to create a Charge Entry document:

- Outside of any project, from the File menu
- From a Project Dashboard

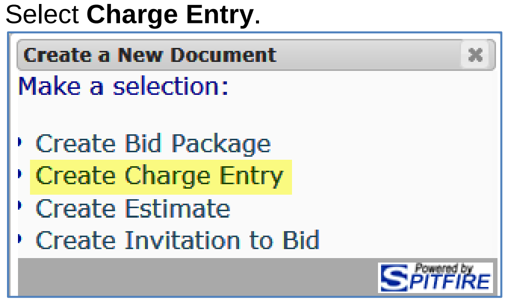
Note: the Charge Entry Doc type must be site active for it to be used. If it does not appear, see your System Administrator.

To create a Charge Entry from the Site Options menu:

1. Select **Create Document**:



2. Select **Charge Entry**.



The Task document window will open

3. If this Charge Entry will include Items from more than one project, leave the **Project** field blank. Otherwise, you can look up a Project ID.
4. Continue with step 2 in the section below.

To create a Charge Entry from the Project Dashboard:

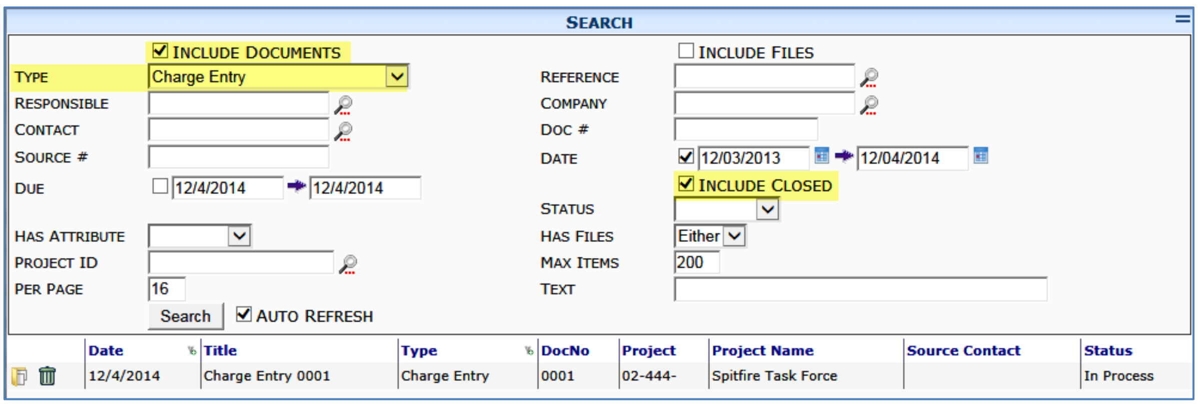
TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

1. Click to start a new Charge Entry.
2. Enter a useful description in the **Description** field. This text will also be used as the title.
3. Click to save (and actually create) the document.
4. (*optional*) On the Details tab, change the **Post Period** field if you want the total expense to post to a different fiscal period from the one that appears by default.
5. **Add New** Items on the Items tab. For each item:
   - Look up a Cost Code and Account Category.
   - (*optionally*) Edit the **Description** that was populated automatically by the Cost Code.
   - Look up an **Entity** (i.e., the person or company who will be paid).

- o Look up a **Project**, if appropriate.
- o Enter an expense amount, either as **Units** and **Rate** or as a total **Extended** amount.

6. (*optional*) Add other information to the document, as necessary.
7. Add attachments if desired and create a route if appropriate.
8. Either route the document or save the document, then close the document window.
9. You can reopen the document as needed to make changes to it and to change its status.
   - o As long as you don't route the Charge Entry document, it will remain in your Inbox (on the Home Dashboard).
   - o If you need to find a Charge Entry document that has left your Inbox, especially if it is not within any project, go to the Catalog Dashboard and use the **Type** filter (and **Include Closed** filter, if the Charge Entry status is **Approved**), for example:



10. When the Charge Entry is ready to be approved, enter an **Approved** date and change the status to **Approved** (or, if the charge is not approved, change the status to **Closed**).

Actual Amounts on the Project Dashboard

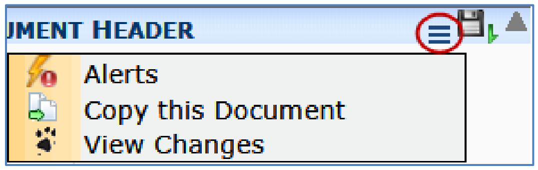
When a Charge Entry document is **Approved**, all projects listed within its Items are updated to reflect the corresponding charge amounts. Specifically, the project's KPI and Cost Analysis Detail on the Project Dashboard, and BFA in Analysis mode show the amounts as Actuals.

	G	H	O	T	U	Y	AQ
1	© Copyright 2007-2009 Spitfire Management, LLC. All Rights Reserved.						
2	***DEMO***	**Project Analysis**					
3	**Northern Lights Plaza**	**Totals as of: 5/11/2009 @ 2:28 PM**	$750,000	$0	$575,000	$575,000	$538
4	**GC-003**	**Show All**	$750,000	$0	$575,000	$575,000	$538
7	Cost Codes	Description	Original Revenue Budget	Actual Revenue	Original EAC	Current EAC	Actual Cost to Date
9	00000	Project	$750,000	$0	$0	$0	$0
11	01000	General Conditions	$0	$0	$16,250	$16,250	$0
15	01010	Project Management	$0	$0	$0	$0	$538
16	01010	_LABOR	$0	$0	$0	$0	$538
17	01700	Contract Closeout	$0	$0	$0	$0	$0

Charge Entry Options Menu

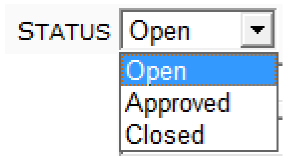
TIP
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Charge Entry document offers the following choices after you save:

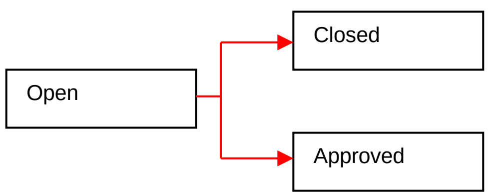


Statuses for Charge Entries

By default, the Status drop-down offers the following choices:



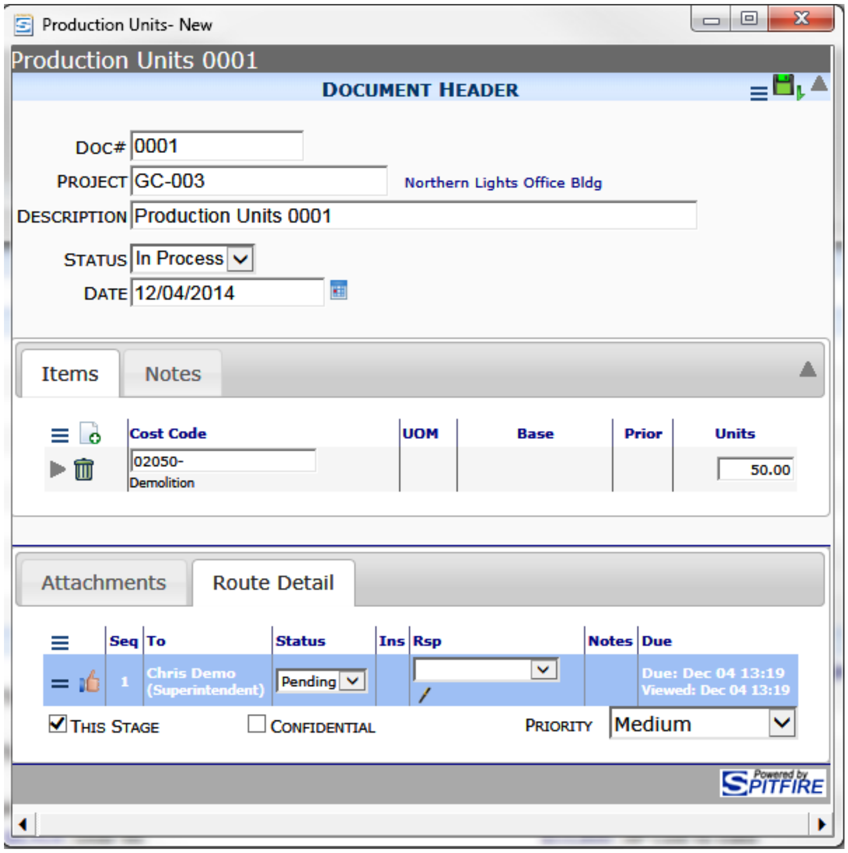
- **Closed** and **Approved** are final statuses, which "close" the document and make it read-only. When a Charge Entry document is **Closed** or **Approved**, it can no longer be changed.



Production Units

Overview

Production Unit documents are aggregated to update BFA financial information for Actual and Current units of production at the Cost Code level.



Where It Fits In

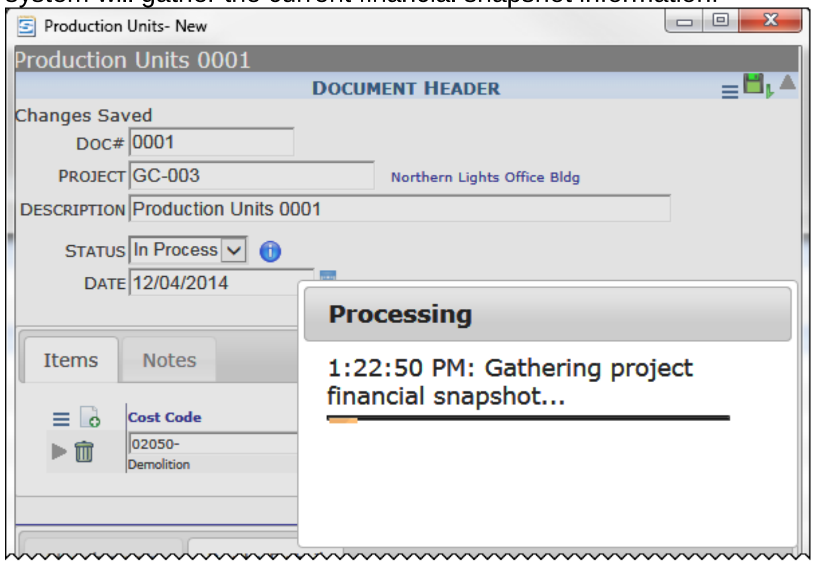
Production Unit documents update future BFA workbook snapshots on projects that have an approved Initial Budget. A project can have any number of Production Unit documents.

Creating a Production Units

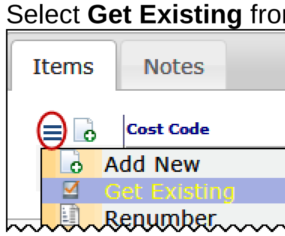
To create a Production Unit document from the Project Dashboard:

1. Click to start a new Production Units document.
2. Enter a useful description in the Description field. This text will also be used as the title.

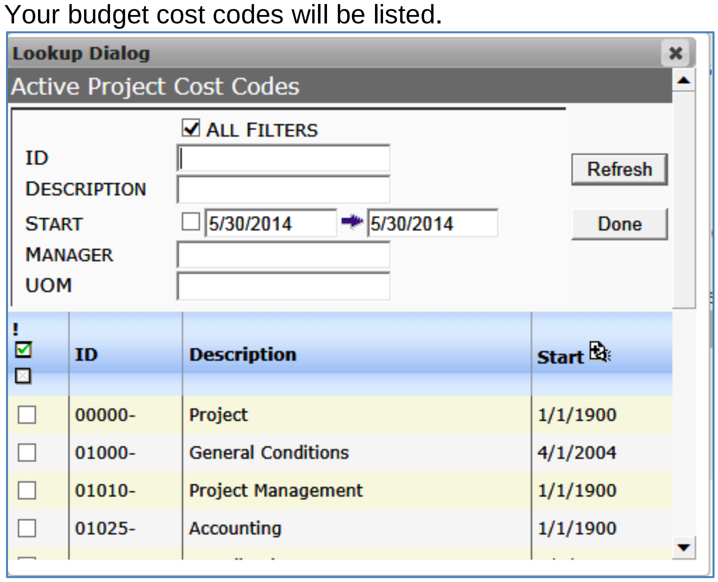
3. Click to save (and actually create) the document. The system will gather the current financial snapshot information:



4. Select **Get Existing** from the Items Options menu:



Your budget cost codes will be listed.



5. Click the **All Filters** checkbox to expand all filters.

6. Specify a **UOM** filter. For example, enter a specific Unit of Measure such as **CY** (cubic yard) or enter **%** for all cost codes with a unit of measure.

TIP

For more information about the Items tab, see the *Focus on Document and Item Basics* guide. For more information about attachments, see the *Focus on Files, Attachments and the Catalog Dashboard* guide. For more information about routes, see the *Focus on Routes* guide.

7. Select the applicable cost codes for this Production Units document and click Done.
8. Click ✔ to **Add Items**.
9. (*optional*) Add other information to the document, as necessary.
10. Add attachments if desired and create a route if appropriate.
11. Either route the document or save the document, then close the document window.
12. You can reopen the document as needed to make changes to it and to change its status.
13. When the Production Units document is ready to be approved, change the status to Approved. The BFA workbook will be updated only after the Production Units document is approved.

Actual Units on the BFA Workbook

When a Production Units document is approved, the Cost Codes listed within its Items are updated on the next BFA workbook snapshot to reflect the corresponding unit amounts. Specifically, the Actual Units column shows the unit amounts that were entered on the Production Units document.

Note: the **Actual Units** column must be made visible and the **Display Units** set to **Yes** on the BFA workbook through the Setup worksheet. For more information, see the *Working with Production Units* technical white paper.

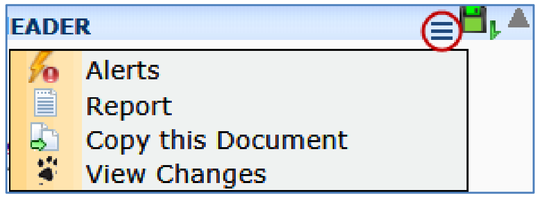
	A	B	BA
1	© Copyright 2007-2013 Spitfire Management, LLC. All Rights Reserved.		
2	DEMO	Revise Budget (0002) (N,Y)	
3	The Hotel		
4	GC-506		
5	Totals as of:	7/17/2013 @ 3:15 PM	
6	Filter:	Show All	
7	Cost Codes	Description	Actual Units
9	02050-01	Demolition - Carpet	0
11	02050-02	Demolition - Fixtures	0
13	08000-01	Doors	10
16	08000-02	Windows	12

Production Units Options Menu

TIP

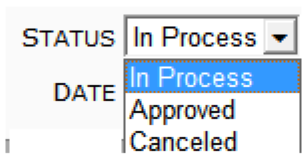
A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options menu for the Production Units document offers the following choices after you save

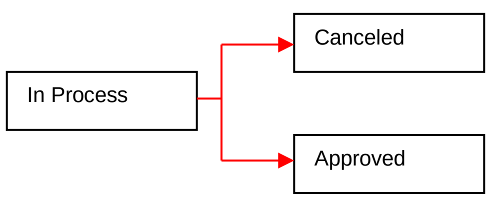


Statuses for Charge Entries

By default, the Status drop-down offers the following choices:



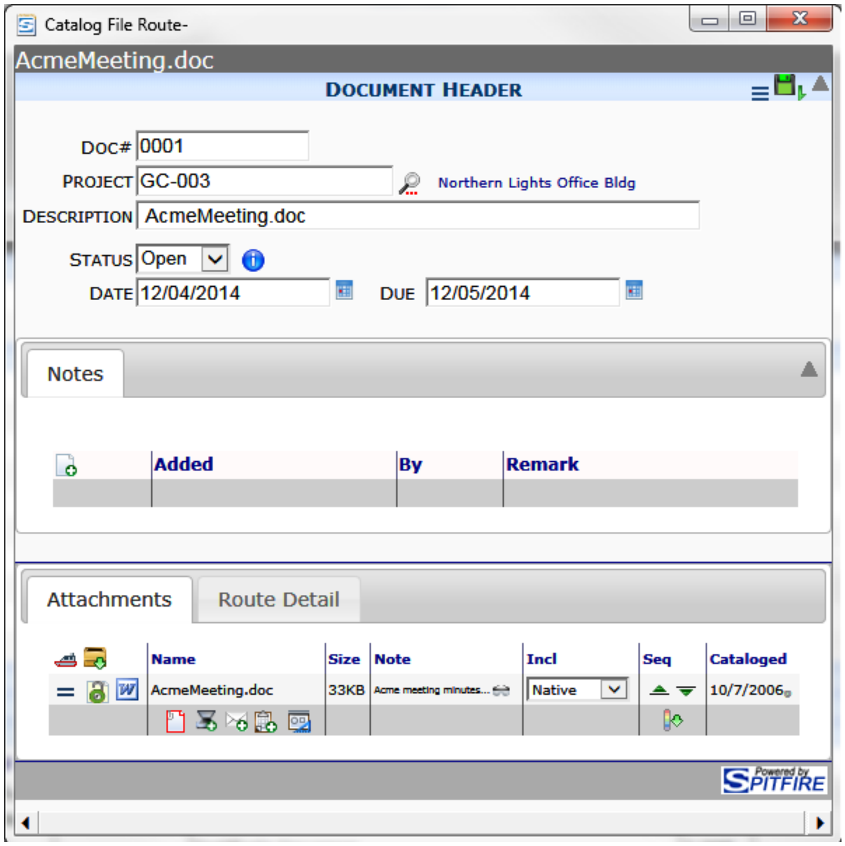
- **Canceled** and **Approved** are final statuses, which "close" the document and make it read-only. When a Production Unit document is Closed or Approved, it can no longer be changed.



Catalog File Route

Overview

The Catalog File Route document is a special document created by sfPMS for the sole purpose of routing a file to another person, thus allowing all Catalog files to be routed.



Where It Fits In

Catalog File Route documents are created when you choose to route a file from the Check In dialog box or File Options menu. A Catalog File Route document with its file attachment can then be routed as usual. Because they are Spitfire documents, Catalog File Routes can be found through the Catalog.

Creating Catalog File Route

There are two ways to create a Catalog File Route document.

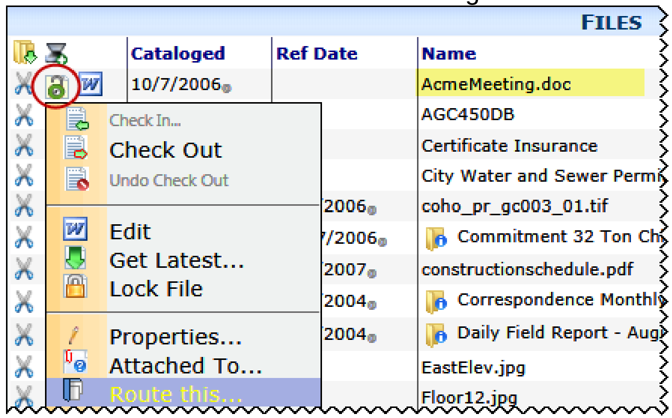
- From the File Options menu for any file.
- From the Add Files tool.

TIP

For more information about files, see the [Focus on Files, Attachments and the Catalog Dashboard]() guide.

To create a Catalog File Route document from the Options menu:

1. Click at the file to open its Options menu.
2. Select **Route This** to create the Catalog File Route document.



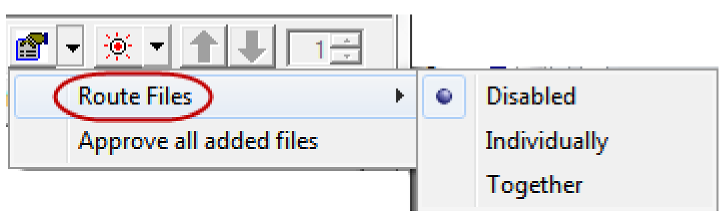
3. Click OK at the confirmation dialog box that appears.

   The document will open. You will notice that the file is attached to the document.

4. Build your route on the Route Detail tab.
5. Click to send the document and attached file to the next routee.

To create a Catalog File Route document from the Add Files tool:

1. After you have selected your file(s) through the Add Files tool, click the down arrow on the button.
2. Mouse over the Route Files option then choose either to route all files in one Catalog File Route document (**Together**) or route each file on its own Catalog File Route document (**Individually**)

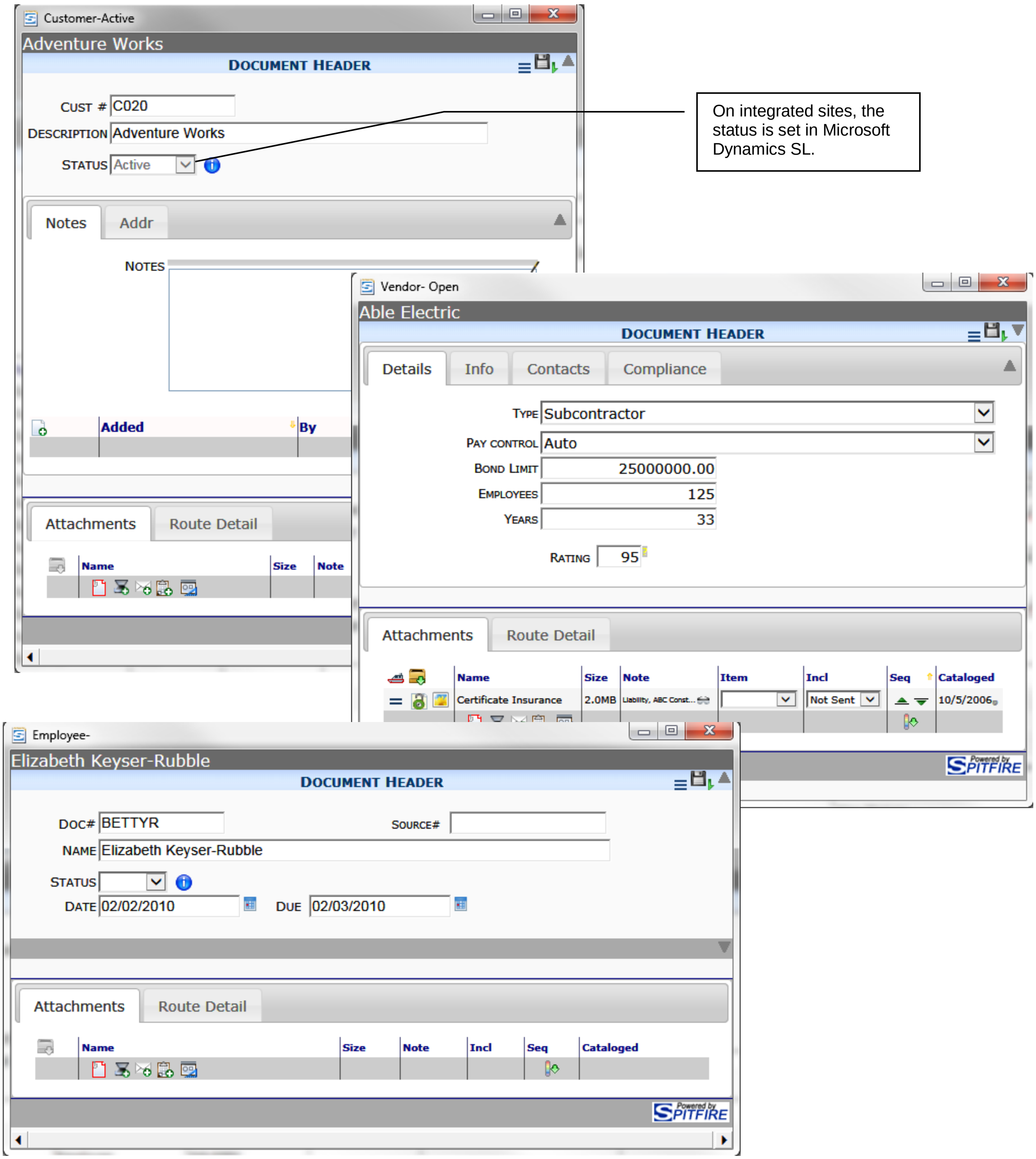


3. Click to add the file to the Catalog (and Project Dashboard and document, if appropriate).
4. Find the newly created Catalog File Route document(s) either in your Inbox or through the Catalog Dashboard.
5. Open (each) Catalog File Route document to build your route on the Route Detail tab.
6. Click to send the document and attached file to the next routee.

Customer, Vendor, Employee

Overview

The Customer, Vendor and Employee documents are created by sfPMS to hold additional information and pertinent attachments for Customer, Employee and Vendor Contacts.



On integrated sites, the status is set in Microsoft Dynamics SL.

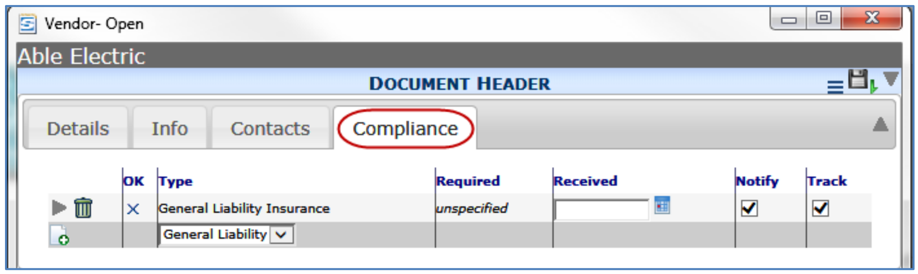
Where They Fit In

When you create a new Contact in Spitfire or sync Contact information from Microsoft Dynamics SL to Spitfire, an empty associated (Customer, Vendor or Employee) document is also created.

Compliance Tab on Vendor

TIP
For more information about compliance tracking, see the *Focus on Alerts and Compliance* guide.

By default, the Vendor Doc type includes the Compliance tab, where compliance requirements are tracked for the specific vendor.



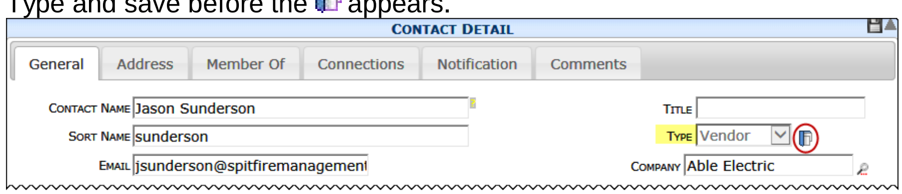
Opening a Customer, Employee or Vendor

TIP
For more information about these Doc types, see the *Focus on Contacts* guide.

Aside from being available from the Catalog Dashboard, Customer, Employee and Vendor documents can be opened from the Contact Detail window.

To open a corresponding document from the Contact Detail window:

1. Open a person or company's Contact Detail window (for example, from the Contact Dashboard).
2. On the General tab, notice the **Type**.
3. Click to open the document associated with the Type (Customer, Vendor or Employee).
   Note: if you create a new Contact, you will need to select the Type and save before the appears.



   The document will contain some information about the Contact, such as Name/Description.

4. Fill out appropriate fields (especially for Vendors).
5. Add attachments if desired and create a route if appropriate.

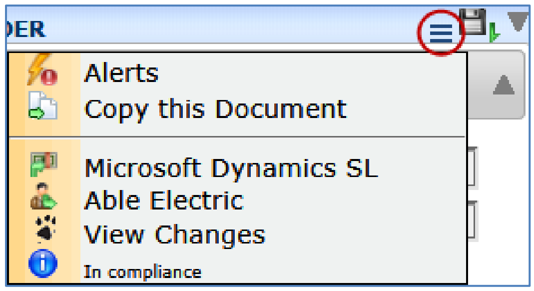
6. Either route the document or save the document, then close the document window.
7. You can reopen the document as needed.

Customer, Employee, Vendor Options Menu

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Option menu for the Customer, Employee and Vendor documents offers the following choices after you save:

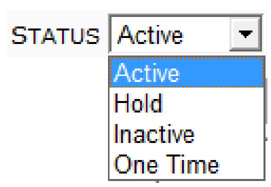


Of Particular Note

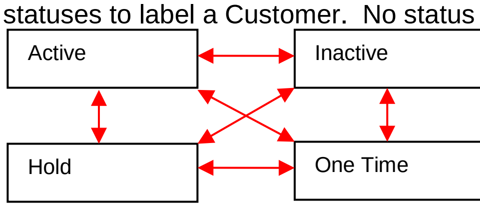
- links to **Microsoft Dynamics SL** (if your site is integrated).
- opens the Contact Detail window for the Contact associated with the document.

Statuses for Customer

By default, the Status drop-down offers the following choices:

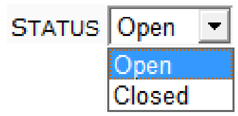


- If your site is integrated, the status is set in Microsoft Dynamics SL. If your site is not integrated, you can use any of these statuses to label a Customer. No status closes the document.



Statuses for Vendor, Employee

By default, the Status drop-down offers the following choices for non-integrated sites.



- **Closed** is a final status, which "closes" the document. When a Vendor or Employee document is **Closed,** it can no longer be changed.

Doc Types Created From Microsoft Dynamics SL

If your site is integrated with Microsoft Dynamics SL, there are some Doc types that are created from within Microsoft Dynamics SL. These documents function as any other Spitfire documents. This means that you can attach files to these documents and route them as usual. These documents also provide a link back to Microsoft Dynamics SL (if you are authorized).

Creating a Spitfire Document from DSL

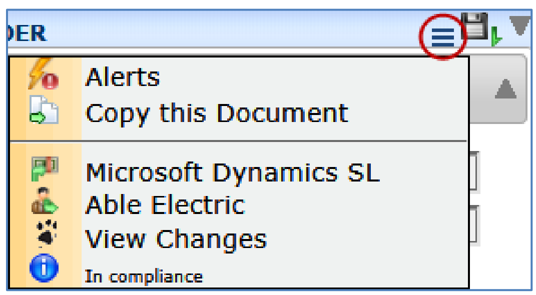
- To create a Spitfire document, use the Doc Control button on the corresponding Microsoft Dynamics SL screen (identified for each Doc type in the following pages).
  Note: once the Spitfire document exists, the Doc Control button can access the document again from Microsoft Dynamics SL.

Options Menu

TIP

A description of all Document Options menu choices can be found on in the *Focus on Document and Item Basics* guide.

The Options Menu for these documents offers the following choices after you save:



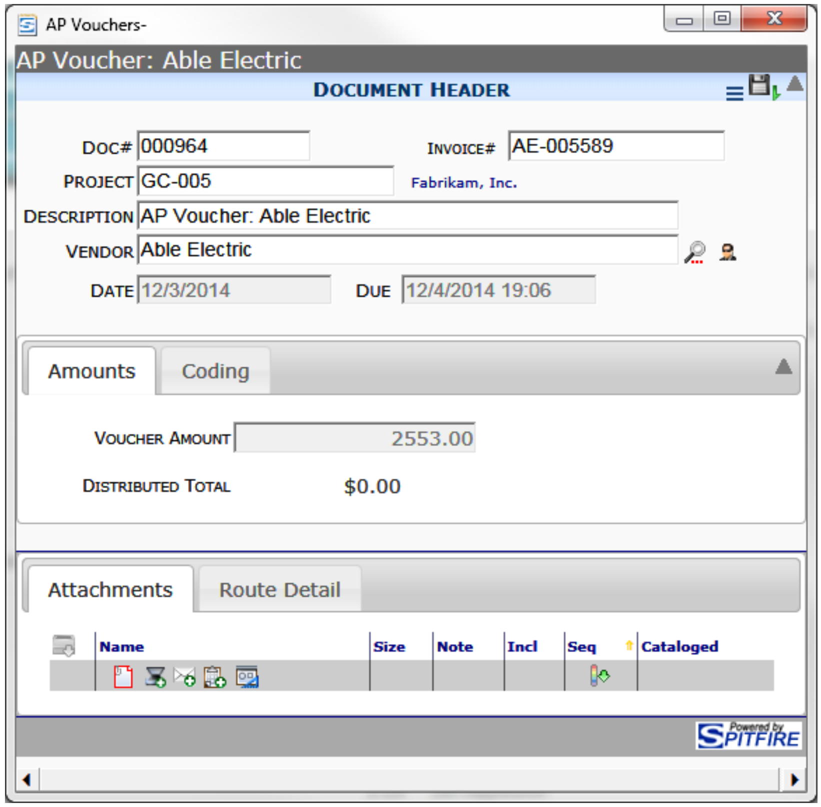
Of Particular Note

- links back to **Microsoft Dynamics SL.**

AP Voucher

Overview

AP Voucher documents are created through the Microsoft Dynamics SL Voucher and Adjustment Entry screen for approved Pay Requests and project related expenses.



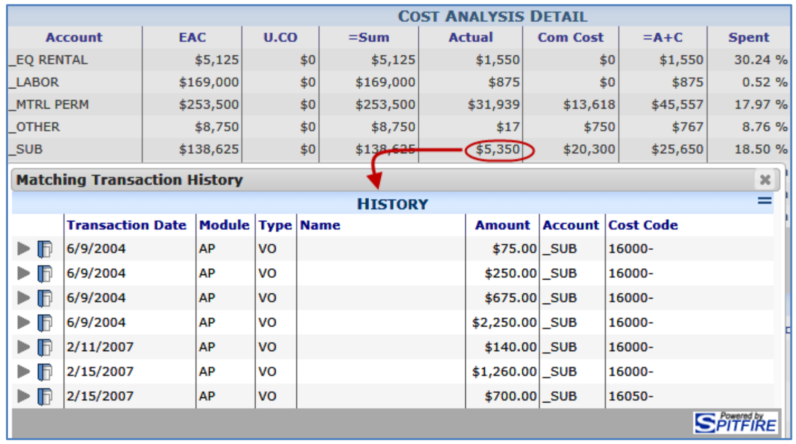
Reviewing an AP Voucher

AP Vouchers connect the actual expense to its project management history, such as the payment request and original subcontract.

Aside from the usual locations (Project Dashboard menu, Catalog), AP Vouchers can also be opened from the Cost Analysis Details part and the BFA workbook.

To open an AP Voucher document from Cost Analysis Details:

1. Go to the Cost Analysis Part of your Project Dashboard.
2. Click on a number in the **Actuals** column, for example, for the Subcontractor (_SUB). A Transaction History window will appear:


COST ANALYSIS DETAIL

Account	EAC	U.CO	=Sum	Actual	Com Cost	=A+C	Spent
_EQ RENTAL	$5,125	$0	$5,125	$1,550	$0	$1,550	30.24 %
_LABOR	$169,000	$0	$169,000	$875	$0	$875	0.52 %
_MTRL PERM	$253,500	$0	$253,500	$31,939	$13,618	$45,557	17.97 %
_OTHER	$8,750	$0	$8,750	$17	$750	$767	8.76 %
_SUB	$138,625	$0	$138,625	$5,350	$20,300	$25,650	18.50 %

Matching Transaction History

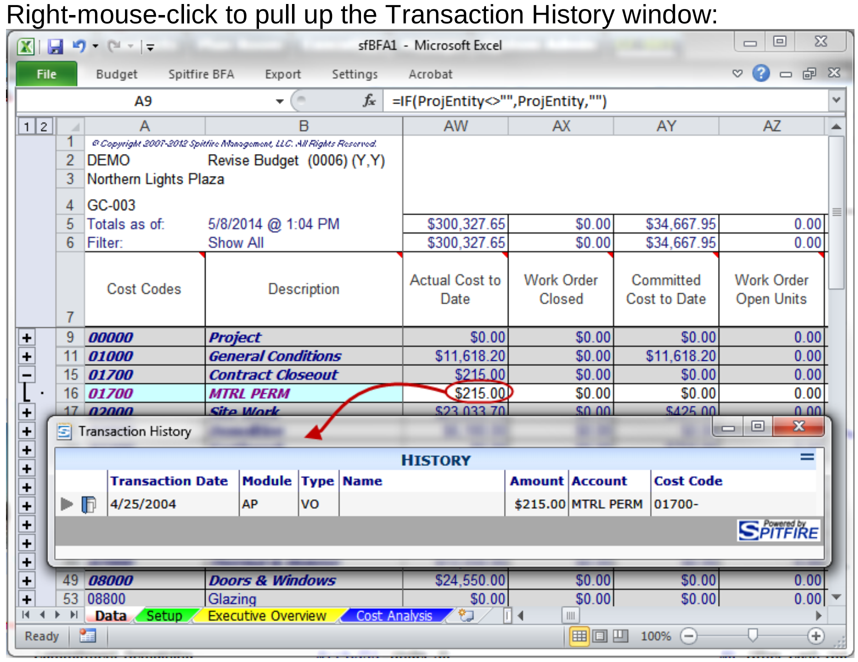
HISTORY

Transaction Date	Module	Type	Name	Amount	Account	Cost Code
6/9/2004	AP	VO		$75.00	_SUB	16000-
6/9/2004	AP	VO		$250.00	_SUB	16000-
6/9/2004	AP	VO		$675.00	_SUB	16000-
6/9/2004	AP	VO		$2,250.00	_SUB	16000-
2/11/2007	AP	VO		$140.00	_SUB	16000-
2/15/2007	AP	VO		$1,260.00	_SUB	16000-
2/15/2007	AP	VO		$700.00	_SUB	16050-

3. Click to open any of the Vouchers listed.

To open an AP Voucher document from BFA:

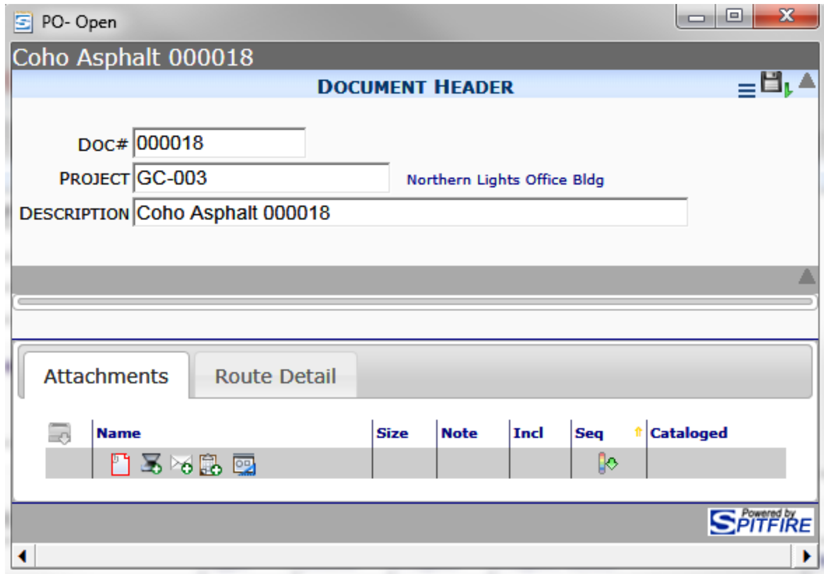
1. Open a Budget document and click to open the Microsoft Excel BFA workbook desired.
2. Get to the desired cell in the **Actual Cost to Date** column. (You may have to expand the column.)
3. Right-mouse-click to pull up the Transaction History window:



4. Click to open any of the AP Vouchers listed.

Other Doc Types

Most Doc types created by Microsoft Dynamics are very basic, with no Mid-section tabs, for example:



You can create this Spitfire Doc type	***From this Microsoft Dynamics SL screen***
AR Invoice	Invoice and Memo
Cash Trans	Cash Account Transactions
CBE	Construction Billing Entry
DSL – SPR **Note**: this Doc type is mutually exclusive with the Pay Request Doc type	Subcontract Payment Request Entry
GL Journal Trx	Journal Transactions
Inv & Adj	Invoice & Adjustment Maintenance
Item Request	Item Request
Pct Billing	Percent Complete Entry
PO **Note**: this Doc type routes the PDF of the purchase order to external vendors	Purchase Order Maintenance
Requisition	Requisition
Service Call Entry	Service Call Entry
Timecard	Timecard Entry
Timesheet	Project Timesheet with Rate/Amount Entry