

# Forecast and Analysis

## Focus Guide



This Focus Guide is designed for Spitfire Project Management System users. This guide deals specifically with the BFA workbook in Forecast and Analysis modes.

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## About Our Documentation

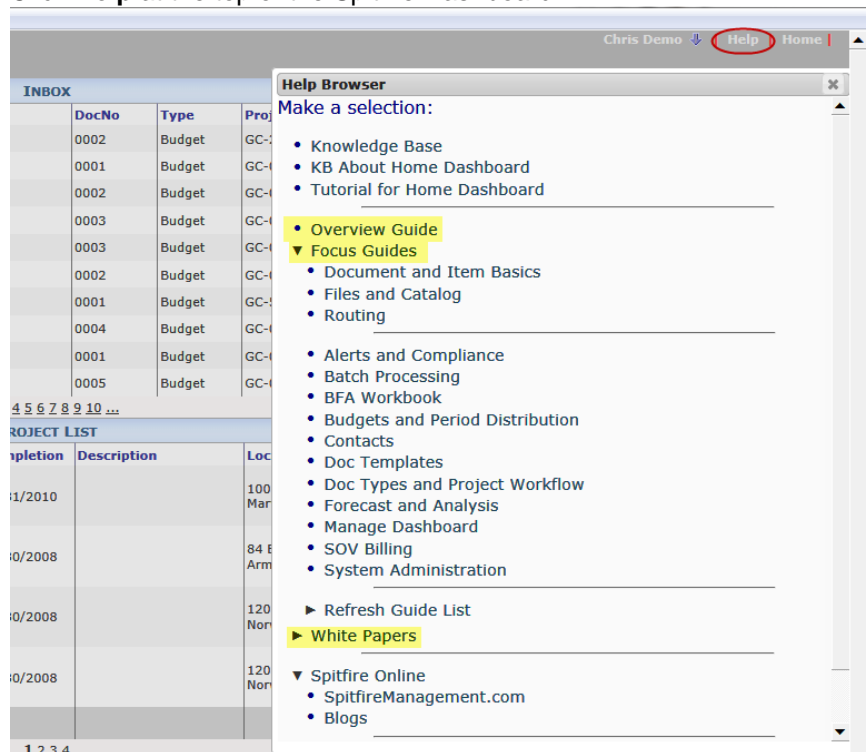
The Spitfire Project Management System (sfPMS) is extensive and powerful. Learning about all that you can do with it takes time. To help you learn, we provide various forms of documentation. Because one large all-inclusive manual would be too unwieldy and take too long to download, we provide smaller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

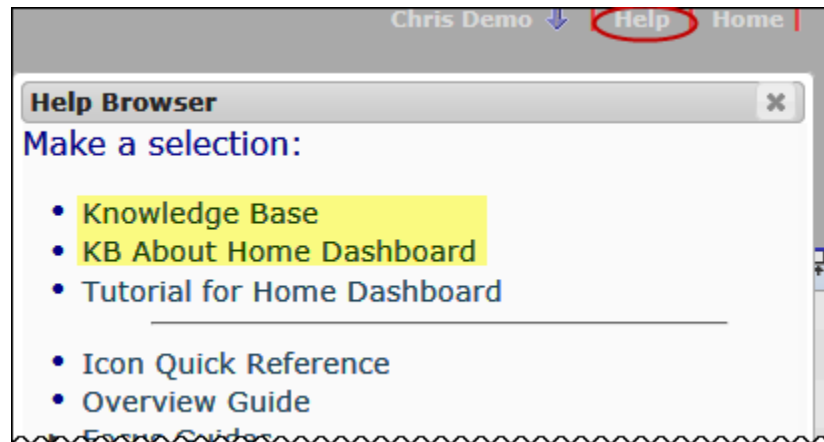


3. Select either **Overview Guide** or one of the choices under **Focus Guides**:

The guide will appear as a PDF file.

## The Knowledge Base

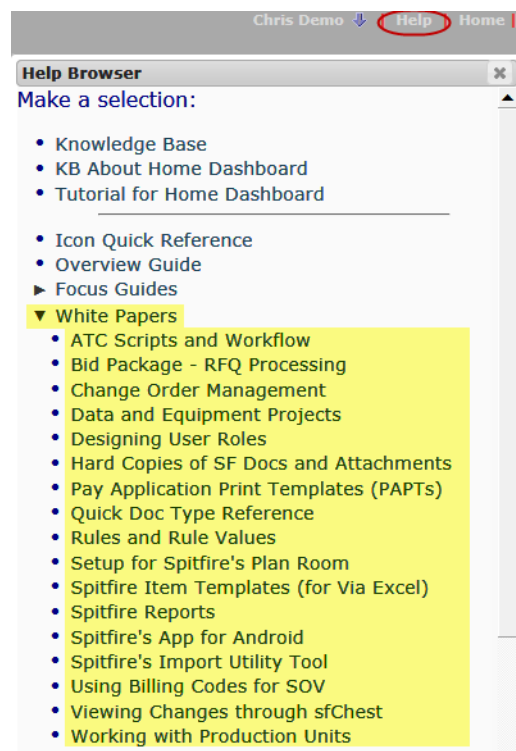
The Knowledgebase contains articles, often in a question-and-answer format, that cover either more specific or more technical information about sfPMS. The Knowledgebase is accessed through the same Help menu as the guides:



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

## White Papers

White papers (also known as technical white papers and TWP) are documents that delve into some of the more technical or setup aspects of sfPMS. White papers are accessed through the same Help menu:



# Introduction

In order for you to create, route, and approve project financial forecasts, sfPMS uses the Forecast Doc type. Each Forecast document opens the Microsoft Excel BFA workbook in Forecast mode. The BFA workbook can also be opened in Analysis mode directly from the Project Dashboard.

This guide deals specifically with the BFA workbook in Forecast and Analysis modes. (For general information about the BFA workbook, see the [Focus on the BFA Workbook](#) guide. For information about the BFA workbook in Budget mode, see the [Focus on Budgets and Period Distribution](#) guide.)

This guide assumes a basic understanding of sfPMS, as described in the [Overview Guide](#).

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

# Project Forecast

## Prerequisite

Before a Forecast document can be created, your project must have an Approved Initial Budget. The BFA workbook in Forecast mode takes a complete financial snapshot of your project, which requires your budget information. (See the [Focus on Budgets and Period Distribution](#) guide for details about creating and approving your budget, and about BFA snapshots.)



## Forecast Document

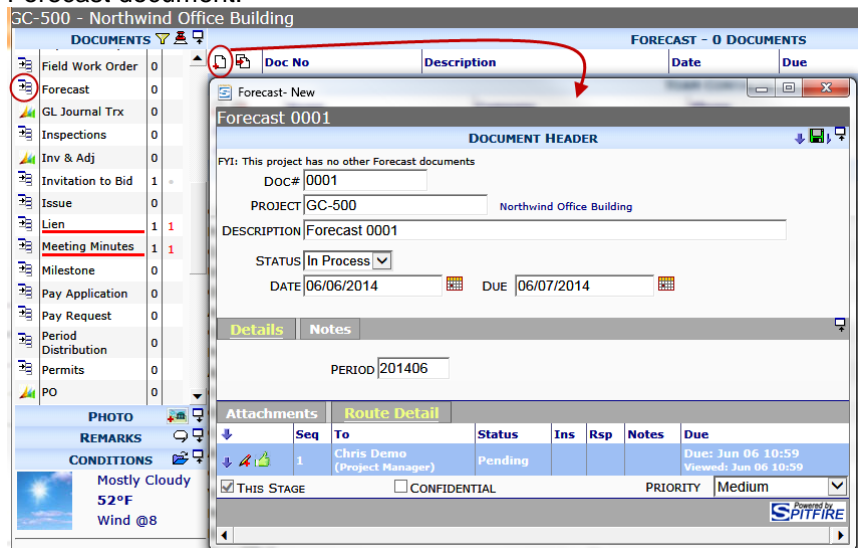
The Spitfire Forecast document controls the security permissions for entering, editing, viewing and posting your forecast. Like all Spitfire documents, the Forecast document can be routed (via the Route Detail tab) to other users for review and approval, and can include attached files (via the Attachment tab).

### TIP

For general information about documents, see the [Focus on Document and Item Basics](#) guide; for information about routing, see the [Focus on Routes](#) guide; and for information about attachments, see the [Focus on Files, Attachments and the Catalog Dashboard](#) guide.

### To create the Forecast document:



1. On the Project Dashboard, click  then  to create the first Forecast document:



The screenshot shows the 'Forecast - New' dialog box in the Spitfire Project Management System. The dialog box is titled 'Forecast - New' and contains the following information:

- Forecast 0001**
- DOC#** 0001
- PROJECT** GC-500 Northwind Office Building
- DESCRIPTION** Forecast 0001
- STATUS** In Process
- DATE** 06/06/2014 **DUE** 06/07/2014
- PERIOD** 201406
- Attachments** and **Route Detail** tabs are visible.
- Attachments** table:
 

Seq	To	Status	Ins	Rsp	Notes	Due
1	Chris Demo (Project Manager)	Pending				Due: Jun 06 10:59 Viewed: Jun 06 10:59
- Conditions**:  THIS STAGE,  CONFIDENTIAL, **PRIORITY** Medium

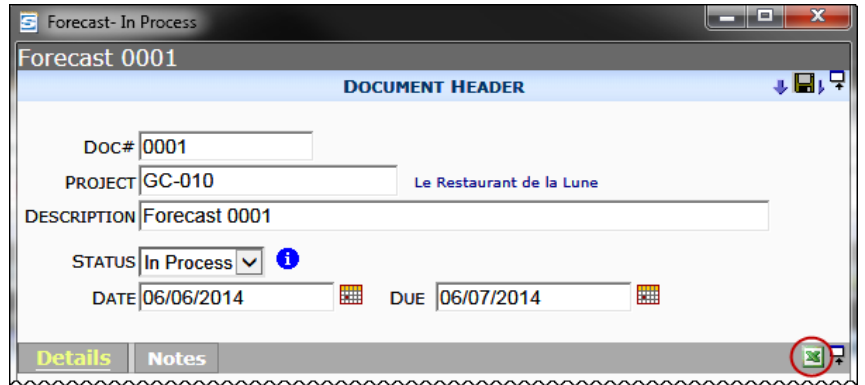
2. (optional) Change the **Description**, type a **Note**, and add routes or attachments.
3. Click  to save the document, even if you have not made changes to the document. **Note:** the  icon will not appear until the first time you save the document.

# BFA Workbook in Forecast Mode

The Forecast document controls access to the BFA workbook.

To open the BFA workbook in Forecast mode:



1. Click  in the Forecast document.



The BFA workbook will open in Forecast mode. The workbook contains current, approved budget information:

Cost Codes	Description	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Original EAC	Current EAC	Vendor
01000	General Conditions	\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00	
01050	Field Engineering	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	Wingtip Engineers
01700	Contract Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02000	Site Work	\$0.00	\$0.00	\$0.00	\$65,125.00	\$65,125.00	Tailspin Excavation
02050	Demolition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02200	Earthwork	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02500	Paving & Surfacing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03000	Concrete	\$0.00	\$0.00	\$0.00	\$31,750.00	\$31,750.00	Coho Asphalt and Concrete
03100	Concrete Formwork	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03200	Concrete Reinforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
04000	Masonry	\$0.00	\$0.00	\$0.00	\$27,500.00	\$27,500.00	
05000	Metal	\$0.00	\$0.00	\$0.00	\$28,500.00	\$28,500.00	Lucerne Metal Fabrication
06000	Wood & Plastics	\$0.00	\$0.00	\$0.00	\$123,750.00	\$123,750.00	
07000	Thermal & Moisture	\$0.00	\$0.00	\$0.00	\$46,250.00	\$46,250.00	
08000	Doors & Windows	\$0.00	\$0.00	\$0.00	\$46,500.00	\$46,500.00	
09000	Finishes	\$0.00	\$0.00	\$0.00	\$71,250.00	\$71,250.00	
12000	Window Treatments	\$0.00	\$0.00	\$0.00	\$20,625.00	\$20,625.00	
13000	Security Systems	\$0.00	\$0.00	\$0.00	\$13,750.00	\$13,750.00	



2. Use the Forecast Data Entry form (see next section) to enter your forecast. You can also make changes directly on the **Declared % Complete, Working FTC, Working FAC** and **Notes** column cells.
3. Click  to save your entries.
4. Click  to close the BFA workbook and return to the Spitfire Forecast document. As long as your Forecast document has a status of **In Process** or **Pending**, you'll be able to open and edit your Forecast workbook. (See page 28 for [approving your forecast](#).)

## Forecast Data Entry Form

The core objectives of the Forecast Data Entry form are 1) the review of current data on a Cost Code and/or Account Category basis and 2) a means to record an educated guess on what the cost will be at the completion of the Project.

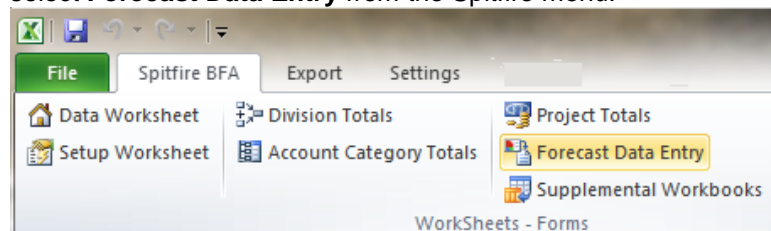
With countless columns of data on a worksheet, it becomes inefficient to scroll back and forth across the sheet reviewing the necessary information to make an informed decision. The Forecast Data Entry form combines this information in a single screen in an easy-to-use way. In addition it provides immediate feedback to “what-if” scenarios based on your entry.

The Forecast Data Entry form can be accessed from the BFA workbook in either Forecast or Analysis mode. (See page 33 for more on [Project Analysis](#).)



## Using the Form

### To open and use the Forecast Data Entry form:

1. From the BFA workbook (in either Forecast or Analysis mode), double-click on a cell in any data row  
-or-  
select **Forecast Data Entry** from the Spitfire menu:



Depending on whether you open the form from a Cost Code row or an Account Category row, and whether unit columns are visible, the form will appear in one of four views, described in the next section.

2. (optional) Change [options on the form](#), as described on page 17.
3. Enter [Forecast changes](#) on the form, as described on page 19.
4. Click  or  to minimize the Forecast Data Entry form. The form will not close until you close the BFA workbook.

## Four Views

There are four views in the Forecast Data Entry form:

1. Cost Code View without Units	Shows the constituent Account Categories in a grid
2. Cost Code View with Units	
3. Account Category View without Units	Displays various elements that can be adjusted to impact the working FAC
4. Account Category View with Units	

**Note:** to display units, set your Display Units to **Yes** on the Setup worksheet. Doing so will result in additional columns being visible on the Data worksheet. You can choose to hide those columns again without impacting the Forecast Data Entry form. See the [Focus on the BFA Workbook](#) guide for more information.

### Cost Codes without Units

This view appears when you open the form from a Cost Code row and your Display Units setting is "No."

The screenshot shows the 'Forecast Data Entry' form for 'Project: Le Restaurant de la Lune' (Number: GC-010). The selected cost code is '02000 Site Work'. The form displays the following financial data:

Costing Method	FAC	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
FP		\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00
FTC				\$65,125.00			\$65,125.00	
% Spent			\$0.00	0%	0%		0%	

The form also includes a table for cost breakdown by description:

Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss
EQ RENTAL	\$5,125.00	\$0.00	\$0.00	%	\$0.00	\$5,125.00	\$0.00
LABOR	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0.00
MTRL PERM	\$50,000.00	\$0.00	\$0.00	%	\$0.00	\$50,000.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0.00

### Account Categories without Units

This view appears when you open the form from a specific Account Category row and your Display Units setting is "No."

The screenshot shows the 'Forecast Data Entry' form for 'Le Restaurant de la Lune' project, Number: GC-010. The form is displayed over an Excel spreadsheet. The spreadsheet has a column of cost codes, with 'LABOR' (code 02000) selected and circled in red. The form displays the following data:

Site Work	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
02000	\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00
Costing Method	FP	FTC	\$65,125.00			\$65,125.00	
% Spent	\$0.00	0%	0%			0%	
Projected	<input checked="" type="checkbox"/>						
Threshold	0%						
Amount	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00
% Spent			0%	0%			

The background Excel spreadsheet shows a list of cost codes and descriptions:

Code	Description
01000	General Cond
01050	Field Enginee
01700	Contract Clo
02000	Site Work
02000	EQ RENTAL
02000	LABOR
02000	MTRL PERM
02000	OTHER
02000	SUB
02000	MTRL EXPE
02050	Demolition
02200	Earthwork
02500	Paving & Surf
03000	Concrete
03100	Concrete For
03200	Concrete Reir
04000	Masonry

### Cost Codes with Units

This view appears when you open the form from a Cost Code row and your Display Units setting is "Yes." It includes a Production Units row and a Prod. Unit Rate row:

The screenshot shows the 'Forecast Data Entry' form for 'Project: Le Restaurant de la Lune' and 'Number: GC-010'. The form is titled 'Forecast Data Entry - User: DEMO'. It displays the following data:

Cost Code	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
02000	\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00
Costing Method: <input checked="" type="radio"/> FP <input type="radio"/> FTC							
FTC: \$65,125.00							
% Spent		\$0.00	0%	0%		0%	
Production Units		0	0	0	0	0	0
Threshold: <input checked="" type="radio"/> FAC <input type="radio"/> FTC							
Amount	\$65,125.00	\$5,000.00	\$0.00		\$0.00	\$65,125.00	\$0.00
Prod. Unit Rate	\$0.0000		\$0.0000		\$0.0000	\$0.0000	\$0.0000

Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss
EQ RENTAL	\$5,125.00	\$0.00	\$0.00	%	\$0.00	\$5,125.00	\$0
_LABOR	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0
_MTRL PERM	\$50,000.00	\$0.00	\$0.00	%	\$0.00	\$50,000.00	\$0
_OTHER	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0

The interface also includes a 'Notes' section and a 'Clear Applied' button. The background shows an Excel spreadsheet with a list of cost codes and their descriptions, with '02000 Site Work' highlighted.

### Account Categories with Units

This view appears when you open the form from a specific Account Category row and your Display Units setting is "Yes." The form includes a Production Units row and additional information for the Account Category:

The screenshot shows the 'Forecast Data Entry' form for 'Le Restaurant de la Lune' project (Number: GC-010). The form is displayed over an Excel spreadsheet. The 'Forecast Data Entry' menu item in the Excel ribbon is circled in red. The form displays the following data:

Site Work	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
02000	\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00
Costing Method	FP	FTC	\$65,125.00			\$65,125.00	

Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prod. Unit Rate	\$0.0000		\$0.0000	\$0.0000	\$0.0000	\$0.0000
% Spent			0%	0%		
Cost / Unit	\$0.0000		\$0.0000	\$0.0000	\$0.0000	
Units	HR	0	0	0	0	0
HR/Production	0.0000		0.0000	0.0000	0.0000	
Production /HR	0.0000		0.0000	0.0000	0.0000	
Performance Factor			0.0000	0.0000	0.0000	

## Form Navigation

By default, the BFA Data worksheet (and therefore the Forecast Data Entry form) is organized by Cost Codes. The navigation buttons allow you to move from Cost Code to Cost Code and from one Account Category to the next within Cost Codes.

Click or to move to the prior or next Cost Code.

Click while reviewing Account Categories to return to the Cost Code view.

Click or to move to the prior or next Account Category within the selected Cost Code.

However, if you show the Category column in the BFA workbook and filter by Specific Account Category (as described in the [Focus on the BFA Workbook](#) guide) before opening the Forecast Data Entry form, the bottom navigation buttons will move from Cost Code to Cost Code:

Click or to move to the prior or next Cost Code.

## Form Sections

A closer look at the form in the Account Category View with Units version reveals the sections found in all the Forecast Data Entry forms.

Additional areas supply information and navigation support.

The screenshot shows the 'Forecast Data Entry - User: DEMO' window. At the top, it displays 'Project: Office Building' and 'Number: GC-011'. Below this is a table for 'Site Work' with columns for 'Current EAC', 'Actual + Committed Cost', 'Current Position', 'FAC Change', 'FAC', and 'Working Gain/Loss'. The 'FAC' value is \$73,875 and 'Actual + Committed Cost' is \$73,875. Below the table are fields for '% Spent' and 'Production Units'. A section labeled '\_LABOR' contains a grid with columns for 'Amount', 'Prod. Unit Rate', '% Spent', 'Cost / Unit', 'Units HR', 'HR/Production', 'Production /HR', and 'Performance Factor'. At the bottom, there is a 'Notes' area and buttons for 'Clear', 'Apply', and 'Clear Applied'. The Spitfire logo is in the bottom right corner.

**Two rows—Forecast At Completion (FAC) and Forecast to Completion (FTC)—display column data:** The column headings (Current EAC, Actual + Committed Cost, etc.) apply through to the bottom of the form. You can make changes to the **Current Position** and **FAC Change** columns.

**The top left-hand side shows the Project Name, Project Number, Cost Code description and Cost Code ID.** It also shows the **Costing Method** (see page 18).

**The top outlined box focuses on Cost Code-specific information and possible forecast changes.** Enter **% Spent** or **Production Units** in these rows.

**The bottom outlined box focuses on Account Category-specific information.** In the Cost Code View, only summary information is presented in this grid. The Account Category View displays all possible forecast changes.

**The Notes area** allows you to enter freeform notes. Also, system notes appear here. (See page 27).

This area is reserved for additional information related to Cost Code and Account Category which includes **Projected and Threshold**. (See page 17.)

### Form Columns

The label on the FAC Change column will vary based on the Forecast Default selection on the Data worksheet: FAC Change, FTC Change, EAC Change or ETC Change. Similarly, the title on the FAC column can be either FAC or EAC.

Forecast Data Entry - User: DEMO

Project: Northern Lights Office Bld      Number: GC-003

Project	Current Revenue Budget	Current Commitment	Actual Revenue	Current Position	FAC Change	FAC	Working Gain/Loss
00000	\$750,000.00	\$0.00	\$27,202.50			\$0.00	-\$750,000.00
Costing Method	FP	FTC	\$722,797.50			\$0.00	\$0.00

% Spent: \$0.00    0%    0%    0%

Threshold: 15%

Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss
REVENUE	\$750,000.00	\$0.00	\$27,202.50	%	\$0.00	\$750,000.00	\$0.00

	Current EAC	Current Commitment	Actual + Committed Cost	FAC	Working Gain/Loss
	Cost Code Level				
<b>FAC</b>	Sum of Account Category EAC	Sum of Current Commitments	Sum of Account Category Actual + Committed	Sum of Account Category FAC	Cost Code EAC – Cost Code FAC
<b>FTC</b>			FAC - Sum of Account Category Actual + Committed	FAC - Sum of Account Category Actual + Committed	
	ACCOUNT CATEGORY LEVEL				
<b>Amount</b>	Data sheet EAC (B)	Data sheet Current Commitments	Data sheet Actual + Committed (A)	Projected FAC	FAC Cost Code Units * Production Unit Rate Gain/Loss
<b>Prod. Unit Rate</b>	Account Category EAC Amount/ Cost Code Units		Account Category Actual + Committed / Cost Code Actual Units	FAC Amount / Cost Code Actual Units	EAC Production Unit Rate – FAC Production Unit Rate
<b>% Spent</b>			(A) / (B)		
<b>Cost/Unit</b>	Data Sheet Composite Rate Account Category Amount / Units		Account Category Amount / Cost Code Actual Units	FAC Account Category Amount / Cost Code Actual Units	
<b>Units</b>	Data Sheet Account Category EAC Units		Data Sheet Account Category Actual Units	FAC Projected Hrs	(EAC Hours / Units) - (FAC Hours / Units)
<b>HR / Production</b>	Data Sheet Account Category Units / Cost Codes Units (e.g., Units /Hours)		Data Sheet Account Category Units / Cost Codes Units (e.g., Units /Hours)	FAC Account Category Units / Cost Code Units	
<b>Production / HR</b>	Data Sheet Cost Codes Units / Account Category Units (e.g., Hours / Units)		Data Sheet Cost Codes Units / Account Category Units (e.g., Hours / Units)	(EAC Hours / Units) / (FAC Hours / Units)	
<b>Performance Factor</b>			EAC Sum of Account Category Labor Hrs / Cost Code Units	FAC Sum of Account Category Labor Hrs/ Cost Code Units	



## Form Options

### Projected Checkbox

Forecast Data Entry - User: DEMO

Project: Northern Lights Office Bld Number: GC-003

Site Work	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
02000	\$0.00	\$0.00	\$0.00			\$92,625.00	\$92,625.00
Costing Method: FP			\$0.00			\$79,506.30	
FTC							
% Spent	\$0.00	18%	0%			18%	

Projected  Threshold 15%

Costing Method: FP (selected), FTC

Forecast Type: FAC (selected), FTC

While on the Account Category row, you can toggle the **Projected** flag. This setting will be preserved when you save. If the **Projected** checkbox is clear (not checked), the Account Category is flagged not to project. As such, the FAC will be set to the greater of the EAC or Actual plus Committed.

If the **Projected** checkbox is checked, the forecast calculation engine is enabled for this Cost Code/Account Category. The forecast calculation engine uses industry standard algorithms to approximate the amounts and units required to finish the project. These results are presented as either Forecast At Completion (FAC) or Forecast To Completion (FTC) amounts. Critical to the calculations are the Costing Method, the Cost Code's current percent complete, and the Actual plus Committed cost. The forecast calculation engine is suppressed until the Actual plus Committed costs have met or exceeded the Threshold.

### Threshold

Forecast Data Entry - User: DEMO

Project: Northern Lights Office Bld Number: GC-003

Project	Current Revenue Budget	Current Commitment	Actual Revenue	FAC Change	FAC	Working Gain/Loss
00000	\$0.00	\$0.00	\$0.00		\$750,000.00	\$750,000.00
Costing Method: FP			\$0.00		\$722,797.50	
FTC						
% Spent	\$0.00	0%			0%	

Projected  Threshold 15%

Forecast Type: FAC (selected), FTC

Cost Codes must pass the **Threshold** (where the Actual plus Committed cost is greater than the Revised EAC times the Threshold) before the worksheet will use the appropriate calculation to generate the FAC. (Otherwise, the maximum of EAC or Actual plus Committed will be used.) The Threshold field has a blue background if the Cost Code is below the Threshold. While on a Cost Code, you can type in the Threshold field to alter the Threshold. Changes will trickle down to the constituent Accounts Codes. All changes will be preserved when you save.

The default threshold is established during implementation. You can override the default threshold in your Import Budget template. (See also [KBA-01240](#).)

## FAC vs. FTC

Project	Current Revenue Budget	Current Commitment	Actual Revenue	FAC Change	FAC	Working Gain/Loss
00000	\$0.00	\$0.00	\$0.00		\$750,000.00	\$750,000.00
Costing Method: FP			\$0.00		\$722,797.50	
% Spent		\$0.00	0%		0%	

Projected  Threshold 15%

FAC  FTC

The **FAC** (Forecast At Completion) vs. **FTC** (Forecast To Completion) option indicates if your entry in the Change column is a FAC or FTC value.

**Note:** FAC is the value at completion, whereas FTC is the value that is required over and above the current Actual plus Committed amount in order to see the project through to completion.

## Evaluated Conditions for the Form

Multiple conditions are evaluated each time the Forecast Data Entry form loads a Cost Code and Account Category. Evaluated conditions are

- Whether the selected line item is a Cost Code or Account Category
- The Costing Method
- Whether this Cost Code/Account Category is projected
- The Cost Code/Account Category's Threshold
- Whether values exist for EAC, Actual + Committed, Units for CC and/or AC

Depending upon these conditions, the Forecast Data Entry form enables or disables specific fields and calculations.

## Costing Method

There are three costing methods that govern the calculations used in the Spitfire Forecast:

- **Cost Plus** (CP) is a very straightforward projection. If budgeted, the Working FAC will be the greater of 1) EAC or 2) Actual-to-date. NO Gain/Loss is calculated for CP accounts.
- **Fixed Price** (FP) is the norm for most Project costs. It may include Cost Code Units of Production as well as Account Category units. Together they are used to generate production and productivity values. Gain/Loss calculations are based on EAC versus computed FAC values.
- **Unit Price** (UP) is handled similarly to FP up to 100% complete. Thereafter, the Gain/Loss calculations are based on the spread between the EAC Production Unit Rate and the FAC Production Unit Rate multiplied by the total production units at completion.

## Forecast Changes

### Declared Value Changes

Often the Project Manager knows the status of the Project better than the actual data portrays. It is for this reason that project managers can enter/declare units and percent complete positions at the Cost Code and Account Category levels. Where appropriate these new values will be used for calculation.

### Change Entry Fields

The change entry fields are enabled based on attributes related to the Cost Code or Account Category. The order in which you select the enabled change entry fields will also affect whether or not the other change entry fields are available.

- **Cost Code without Units**

The screenshot shows the 'Forecast Data Entry' window for a user named 'DEMO'. The project is 'Northern Lights Office Bld' with number 'GC-003'. The site work is '02000'. The interface includes several data fields and a table of cost codes.

**Project Summary:**  
 Project: Northern Lights Office Bld      Number: GC-003  
 Site Work: 02000  
 Costing Method:  FP  FTC

**Summary Values:**  
 Current EAC: \$73,875.00    Current Commitment: \$0.00    Actual + Committed Cost: \$13,118.70  
 FAC Change: \$0.00    FAC: \$92,625.00    Working Gain/Loss: \$18,750.00  
 FTC: \$60,756.30    FAC: \$79,506.30

**% Spent:**    \$0.00    18%    **Current Position:** 0%    18%

**Threshold:** 15%     FAC     FTC

**Table of Cost Codes:**

Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss
_EQ RENTAL	\$5,125.00	\$0.00	\$1,550.00	30%	\$0.00	\$8,728.48	\$3,603.48
_LABOR	\$18,750.00	\$0.00	\$0.00	%	\$0.00	\$18,750.00	\$0.00
_MTRL PERM	\$50,000.00	\$0.00	\$11,151.00	22%	\$0.00	\$62,794.34	\$12,794.34
_OTHER	\$0.00	\$0.00	\$16.72	%	\$0.00	\$94.15	\$94.15

Buttons: Clear, Apply, Clear Applied

Notes: [Empty text box]

Powered by SPITFIRE

• Cost Code with Units

Forecast Data Entry - User: DEMO

Project: Northern Lights Office Bld Number: GC-003

Site Work 02000

Costing Method	FAC	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
FP		\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00
FTC				\$60,756.30			\$79,506.30	

% Spent: \$0.00, 18%, 0%, 18%

Production Units: 0, 0, 0, 0

Threshold: 15%  FAC  FTC

Amount	\$73,875.00	\$0.00	\$13,118.70	\$0.00	\$92,625.00	\$18,750.00
Prod. Unit Rate	\$0.0000		\$0.0000	\$0.0000	\$0.0000	\$0.0000

Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss
EQ RENTAL	\$5,125.00	\$0.00	\$1,550.00	30%	\$0.00	\$8,728.48	\$3,603.48
_LABOR	\$18,750.00	\$0.00	\$0.00	%	\$0.00	\$18,750.00	\$0.00
_MTRL PERM	\$50,000.00	\$0.00	\$11,151.00	22%	\$0.00	\$62,794.34	\$12,794.34
OTHER	\$0.00	\$0.00	\$16.72	%	\$0.00	\$94.15	\$94.15

Buttons: Clear, Apply, Clear Applied

Notes:

Powered by SPITFIRE

• Account Category without Units

Forecast Data Entry - User: DEMO

Project: Northern Lights Office Bld Number: GC-003

Site Work 02000

Costing Method	FAC	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
FP		\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00
FTC				\$60,756.30			\$79,506.30	

% Spent: \$0.00, 18%, 0%, 18%

Projected   FAC  FTC

Threshold: 15%

Amount	\$18,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$0.00
% Spent			0%	0%	0%		

Buttons: Clear, Apply, Clear Applied

Notes:

Powered by SPITFIRE

• Account Category with Units

Forecast Data Entry - User: DEMO

**Project: Northern Lights Office Bld**      **Number: GC-003**

Site Work	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
<b>02000</b>							
Costing Method <input type="radio"/> FP <input type="radio"/> FTC	FAC <b>\$73,875.00</b>	<b>\$0.00</b>	<b>\$13,118.70</b>			<b>\$92,625.00</b>	<b>\$18,750.00</b>
			<b>\$60,756.30</b>			<b>\$79,506.30</b>	

% Spent		<b>\$0.00</b>	<b>18%</b>	<b>0%</b>		<b>18%</b>
Production Units	<input type="text"/>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Projected        FAC       FTC

Threshold

Amount	\$18,750.00	\$0.00	\$0.00	\$0.00	\$18,750.00	\$0.00
Prod. Unit Rate	<b>\$0.0000</b>		<b>\$0.0000</b>		<b>\$0.0000</b>	<b>\$0.0000</b>
% Spent			<b>0%</b>	<b>0%</b>		
Cost / Unit	<b>\$0.0000</b>		<b>\$0.0000</b>		<b>\$0.0000</b>	<b>\$0.0000</b>
Units <input type="text" value="HR"/>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
HR/Production	<b>0.0000</b>		<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>
Production /HR	<b>0.0000</b>		<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>
Performance Factor			<b>0.0000</b>		<b>0.0000</b>	<b>0.0000</b>

Clear      Apply

Clear Applied

Notes:

Powered by **SPITFIRE**

Change entry fields will accept numeric values in the appropriate format—percent, whole dollars, whole units, four position unit amounts and four position units. You may modify the existing value, review the changes and re-apply, clear the previously applied value and start over, or do nothing.

## Columns Affected in BFA

Changes that you make in the **Current Positions** column on the Forecast Data Entry form appear in the **Declared % Complete** column on the BFA workbook:

	A	B	BF	BG	BH	BI	BJ	BM
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved.							
2	DEMO	Forecast (0001)						
3	Northern Lights Office Bldg							
4	GC-003							
5	Totals as of:	6/10/2006 @ 2:41 PM	11.72%				\$42,686.93	\$650.75
6	Filter:	Show All	11.72%				\$42,686.93	\$650.75
7	Cost Codes	Description	% of EAC Spent	% Complete	% Complete Units	Declared % Complete	Earned Value	Calculated
15	01700	Contract Closeout	0.0%	0.0%	0.0%	0.0%	\$280.43	\$280.43
17	02000	Site Work	17.76%	18.0%	0.0%	0.0%	\$16,557.00	\$92,625.00
18	02000	EQ RENTAL	30.24%	30.0%	0.0%	0.0%	\$0.00	\$8,750.00
19	02000	LABOR	0.0%	10.0%	10.0%	10.0%	\$0.00	\$18,750.00
20	02000	MTRL PERM	22.3%	22.0%	0.0%	0.0%	\$0.00	\$62,750.00
21	02000	OTHER	0.0%	0.0%	0.0%	0.0%	\$0.00	\$0.00

Forecast Data Entry - User: DEMO

**Project: Northern Lights Office Bld**      **Number: GC-003**

**Site Work**

02000	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
	\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00
Costing Method: <b>FP</b>			\$60,756.30			\$79,506.30	
FTC							

% Spent:      \$0.00      18%      0%      18%

Production Units:      0      0      0      0

Projected       Threshold: 15%       FAC       FTC

**\_LABOR**

Amount	\$18,750.00	\$0.00	\$0.00	\$18,750.00	\$18,750.00	\$0.00
Prod. Unit Rate	\$0.0000		\$0.0000	\$0.0000	\$0.0000	\$0.0000
% Spent		0%	10%			
Cost/Unit	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000

Changes that you make on the **FAC (FTC) Change** column on the Forecast Data Entry form appear in the **Working FAC** (and/or **Working FTC**) column on the BFA workbook:

Cost Codes	Description	Last Posted Forecast Revenue	Working Forecast Revenue	Working FTC	Last Posted FAC	Working FAC	Working U
15 01700	Contract Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$215.00	0.00
17 02000	Site Work	\$0.00	\$0.00	\$61,756.30	\$73,875.00	\$74,875.00	0.00
18 02000	EQ RENTAL	\$0.00	\$0.00	\$7,178.48	\$5,125.00	\$8,728.48	45.05
19 02000	LABOR	\$0.00	\$0.00	\$1,000.00	\$18,750.00	\$1,000.00	0.00
20 02000	MTRL PERM	\$0.00	\$0.00	\$51,643.34	\$50,000.00	\$62,794.34	56.31
21 02000	OTHER	\$0.00	\$0.00	\$77.43	\$0.00	\$94.15	0.00

Forecast Data Entry - User: DEMO

**Project: Northern Lights Office Bld**      **Number: GC-003**

Site Work	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
02000	\$73,875.00	\$0.00	\$13,118.70			\$74,875.00	\$1,000.00
Costing Method: <b>FP</b>			\$60,756.30			\$61,756.30	
FAC							
FTC							

% Spent	Production Units	0	\$0.00	18%	0%	0	0	0	18%

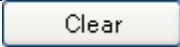
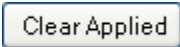
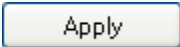
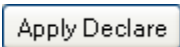
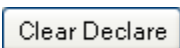
Projected       Threshold 15%

FAC       FTC

Amount	\$18,750.00	\$0.00	\$0.00	1000	\$1,000.00	\$17,750.00
Prod. Unit Rate	\$0.0000		\$0.0000	\$0.0000	\$0.0000	\$0.0000

## Action Buttons

The Action buttons appear only in Forecast mode. These buttons are enabled based on specific processing conditions:

Button	Enabled when...	Action
	... an entry is made in the FAC Change column and you leave the field.	Clears ALL entries
	... you have applied a change to your Forecast	Deletes all previously applied changes for this Cost Code or Account Category, resets the enabled fields, and updates the Data worksheet (logs note)
	... an entry is made in the FAC Change column and you leave the field.	The change is written to the BFA workbook (logs note)
	... an entry is made in the Current Position column and you leave the field.	The change is written to the BFA workbook (logs note)
	... an entry is made in the Current Position column and you leave the field.	Deletes all previously applied changes for this Cost Code or Account Category, resets the enabled fields, and updates the Data worksheet (logs note).



## Entering Changes

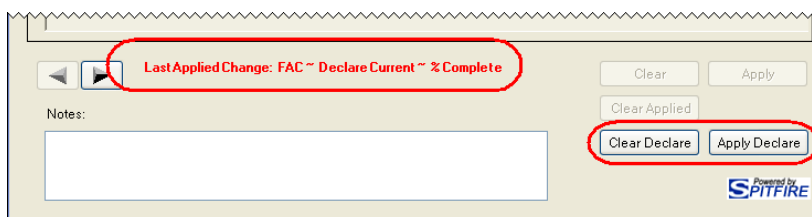
### TIP

Forecasting includes the ability to automatically change the FAC/FTC amount for Labor Burden based on corresponding FAC/FTC changes to the Labor Account Category within the same Cost Code. For setup, prerequisites and instructions see [KBA-01305](#).

### To enter a Current Position change:

1. In the Forecast Data Entry form, navigate to the appropriate Cost Code or Account Category.
2. Check that the FAC vs. FTC option is set appropriately.
3. Type your new value in the appropriate field (**% Spent or Production Units**).
4. Press **Tab** or **Enter** to indicate that your entry is complete.

A message will indicate your change and the  and  buttons will enable:





- Click **Apply Declare** to apply the change to your Forecast. A message to that effect will appear in the Notes field:

**Note:** if you change your mind, you can click **Clear Declare** to cancel your change. However, a message will still appear in the Notes field, for example:

- (optional) Navigate to another Account Category or Cost Code [using the arrow keys](#) (see page 14) then repeat steps 3-5.

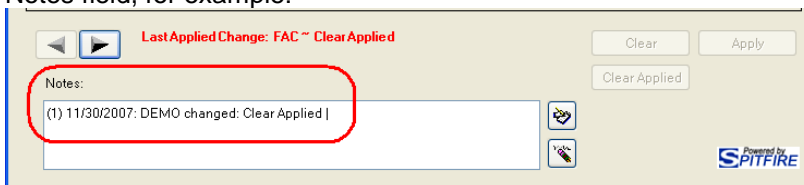
**To enter an FAC Change:**

- In the Forecast Data Entry form, navigate to the appropriate Cost Code or Account Category.
- Check that the FAC vs. FTC option is set appropriately.
- Type your new value in the appropriate field (Amount or Production Units).
- Press **Tab** or **Enter** to indicate that your entry is complete. A message will indicate that you have made a change and the

**Clear** and **Apply** buttons will enable:

- Click **Apply** to apply the change to your Forecast. A message to that effect will appear in the Notes field:

**Note:** if you change your mind, you can click **Clear Applied** to cancel your change. However, a message will still appear in the Notes field, for example:



6. (optional) Navigate to another Account Category or Cost Code [using the arrow keys](#) (see page 14) then repeat steps 3-5. Rows that have been changed will appear in a different color/font on the Forecast worksheet.

## Marking Changes

Changes to a Cost Code or Account Category are highlighted visually in several ways:

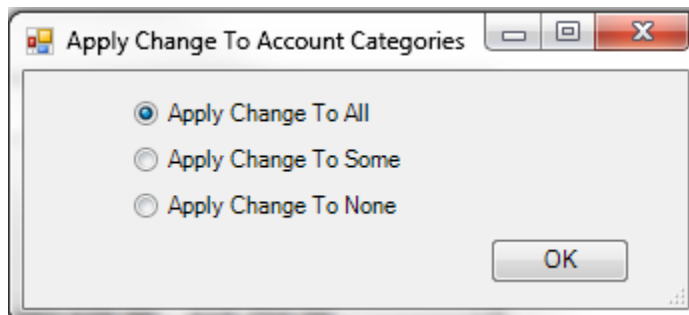
- The Cost Code row on the Forecast Data worksheet is changed to bold and italics and appears in a different font color.

Account Categories with changes also appear in bold and italics and have a different background color.

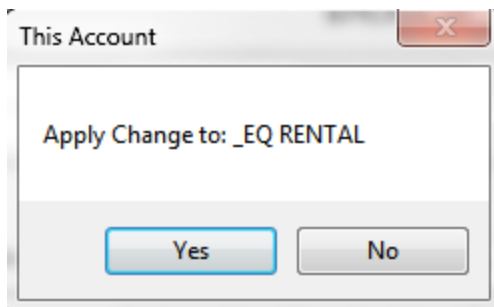
Cost Codes	Description
01700	Contract Closeout
<b><i>02000</i></b>	<b><i>Site Work</i></b>
02000	EQ RENTAL
<b><i>02000</i></b>	<b><i>LABOR</i></b>
02000	INTL DEMO

## Cost Code Changes

Special conditions exist while working with Cost Code level changes. When you change the **%Spent** or **Production Units** and tab out of the field, the following prompt will appear:

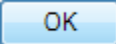


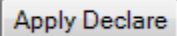
- If you select **Apply Change to All**, each subordinate expense Account Category will be recalculated.
- If you select **Apply Change to Some**, you will be prompted about each subordinated expense Account Category, for example:



The prompts allow you to apply the Cost Code change to only those Account Categories that should be changed.

- If you select Apply Change to none, no changes will be made.

Click  after you have made your selection.

**Note:** while the impact of the change is visible in the Grid on the Cost Code view, the change is not applied at the Account Category level until  is clicked.

## Changes at Dependent Levels

A message is displayed if a change has been applied to an Account Category when you navigate to a Cost Code in the Forecast Data Entry form and vice versa—that is, if you navigate to an Account Category, a message is displayed if a change has been applied at the Cost Code level. Nothing prohibits you from overwriting previous changes applied at either the Cost Code level or the Account Category level. Business policies and common sense must be established to deal with this condition.

## Notes

In Forecast mode, Notes for Cost Codes or Account Categories can be entered either directly in the BFA worksheet or in the Forecast Data Entry form.

### TIP

The Tracking Notes column is made visible through the Setup worksheet. For more information, see the [Focus on the BFA Workbook](#) guide.

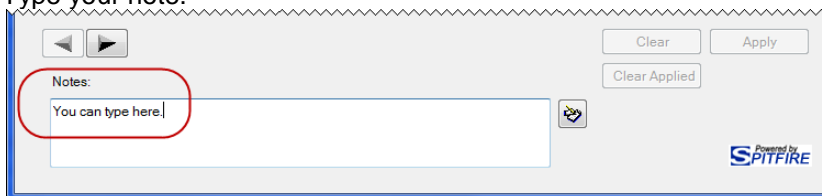
### To enter a Note for a Cost Code or Account Category in the BFA Data worksheet:


1. In the Data worksheet, navigate to the Cost Code or Account Category where you'd like to enter your Note.
2. Move to the Note column in the Data worksheet and click in the cell.
3. Type your note.
4. Move out of the cell. If the Tracking Notes column is visible, timestamp info will be included, for example:

Cost Codes	Description	Working Gain/Loss Units	Notes	Tracking Notes
02000	Site Work	0		
02000	EQ RENTAL	0	Just a note	[On 06/06/14 DEMO changed User Notes: {On 6/6/2014.


**To enter a Note for a Cost Code or Account Category in the Forecast Data Entry form:**

1. In the Data worksheet, navigate to the Cost Code or Account Category where you'd like to enter your Note.
2. Double-click on the row.
3. Click in the Notes field of the Forecast Data Entry form.
4. Type your note.



5. Click  to write your note to the Data worksheet. If the Tracking Notes column is visible, timestamp info will also be added:

Cost Codes	Description	Working % Complete	Working Gain/Loss	Notes	Tracking Notes
02050	Demolition	0 %	\$875.00		
02050	LABOR	0 %	\$875.00	You can type here.	{On 10/4/2012: DEMO edited notes:}
02200	Earthwork	0 %	\$750.00		

6. Click  to erase your new Note and restore the field's prior content.

## Approving Your Forecast

The Spitfire Forecast document controls access to your forecast and also controls when that forecast is approved/posted. Once approved, the forecast figures are posted and can no longer be edited from this Forecast document or BFA worksheet, but new Forecast documents can be opened to create a new Forecast. Subsequent Forecast documents will post revisions to the FAC budget bucket only.

**To approve your Forecast document:**

1. After you have made all necessary changes to your BFA through the Forecast Data Entry form, save and close Microsoft Excel.
2. Back on the Forecast document, select **Approved** from the document status drop-down.

Forecast-0001

DOCUMENT HEADER

DOC# 0001

PROJECT GC-003 Northern Lights Office Bldg

DESCRIPTION Forecast 0001

STATUS Approved

DATE In Process

DUE 2/15/2010 14:41

Approved

Canceled

Pending

Details No

- Click  to save your document.

**Note:** You can give your Forecast document the status of Pending for a period of time before changing the status to Approved, but the Pending status is not required before approval.

## Subsequent Forecast Documents

Once you Approve a Forecast document and create the next Forecast document, all approved forecast data as well as the most current approved budget and actual amounts will be carried over into the BFA workbook.

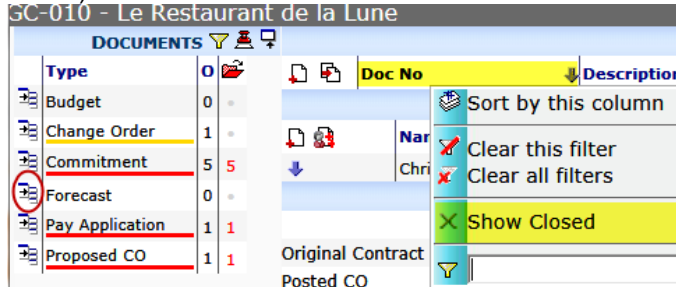
You can [create as many Forecast documents](#) as needed in the same manner as described on page 7.

## Reviewing Prior Forecasts



Once approved or cancelled, a Forecast document and its BFA workbook become read-only. They remain available for review. No matter when you open a prior forecast, the snapshot behind the BFA workbook provides a complete financial picture of the state of the project at the time the forecast was created. A series of Forecast documents and workbooks can thus provide you with a detailed financial history.

### To review a prior Forecast:

1. Select the Forecast Doc type at the appropriate Project Dashboard.
2. Click on the header of the **Doc No** column.
3. If the **Show Closed** option has an **X** in front of it, select this option. (If there is already a **✓** in front of this option, leave it alone.)



All closed Forecast documents will be included in the document list.

4. Click  to open the Forecast document.
5. Click  to open the BFA workbook in Forecast mode.

## Forecast Final Entry

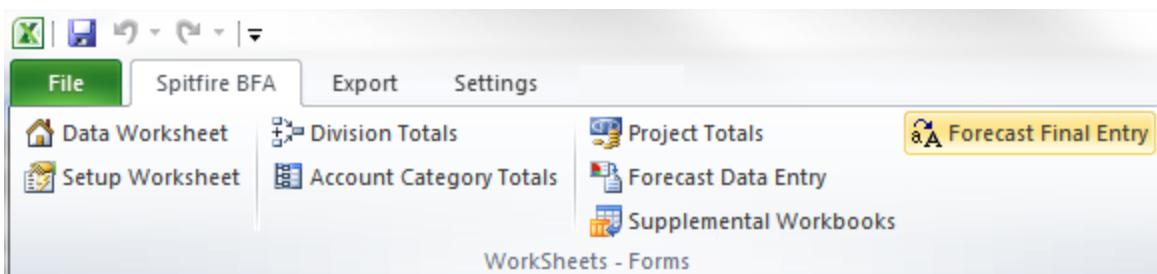
When it is time for your final entry in your forecast, you can use the Forecast Final Entry option, if it suits your purposes. The Forecast Final Entry option takes the total Actual costs for each line in your BFA workbook and applies that amount in the FAC bucket.

The Forecast Final Entry option can be used only when the BFA workbook is in Forecast mode.

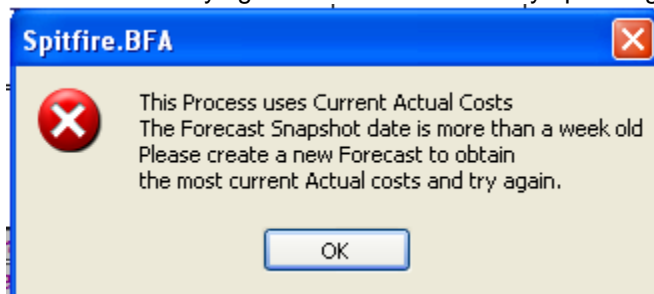
## Using the Option

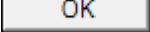
### To use the Forecast Final Entry option:

- On the BFA workbook in Forecast mode, select **Forecast Final Entry** from the Spitfire menu:

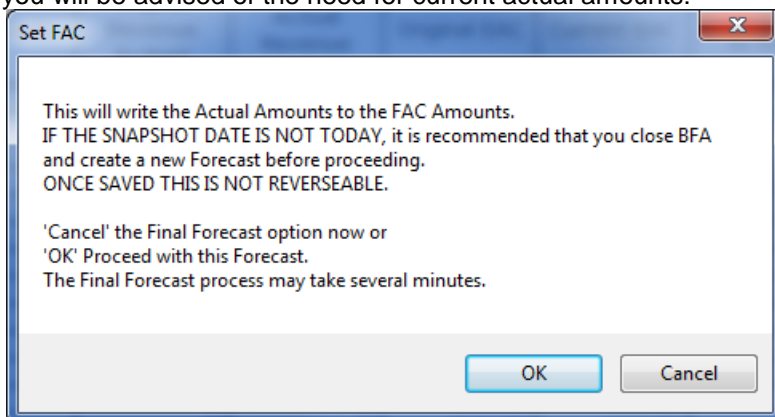


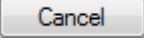
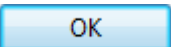
- Spitfire will check the snapshot date on the BFA workbook. If it is more than a week old, you will be advised to create a new forecast before trying the Forecast Final Entry option again:

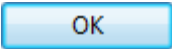


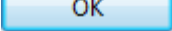
Click  then close the current BFA workbook, create a new Forecast, then try the Forecast Final Entry again.

- If the snapshot date on the BFA workbook is within the week, you will be advised of the need for current actual amounts:



- Click  if you want to enter new amounts before creating your final forecast.
- Click  if you want to continue with this final forecast.



If you click , all Actual costs and units for all rows will be copied to the FAC. Once the process is complete, each row will be marked as changed and the Tracking Notes column (if visible) will indicate that the FAC was set to Actual.

	Cost Codes	Description	Tracking Notes
7			
9	<i>00000</i>	<i>Project</i>	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
10	<i>00000</i>	<i>REVENUE</i>	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
11	<i>01000</i>	<i>General Conditions</i>	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
12	<i>01000</i>	<i>_LABOR</i>	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual

**TIP**

The Tracking Notes column is made visible through the Setup worksheet. For more information, see the [Focus on the BFA Workbook](#) guide.



## Project Analysis

The BFA workbook in Analysis mode is accessed from the Project Dashboard and gives you an overview of the current state of your project. While you cannot make changes to your budget data while in Analysis mode, you can view, filter, sort and print your data. For information on all the functionality available in Analysis mode, see the [Focus on the BFA Workbook](#) guide.

**Note:** because the BFA in Analysis mode is read-only, users who do not have the permission level to change the budget can be given access to the BFA through this mode, if appropriate.


## Prerequisites

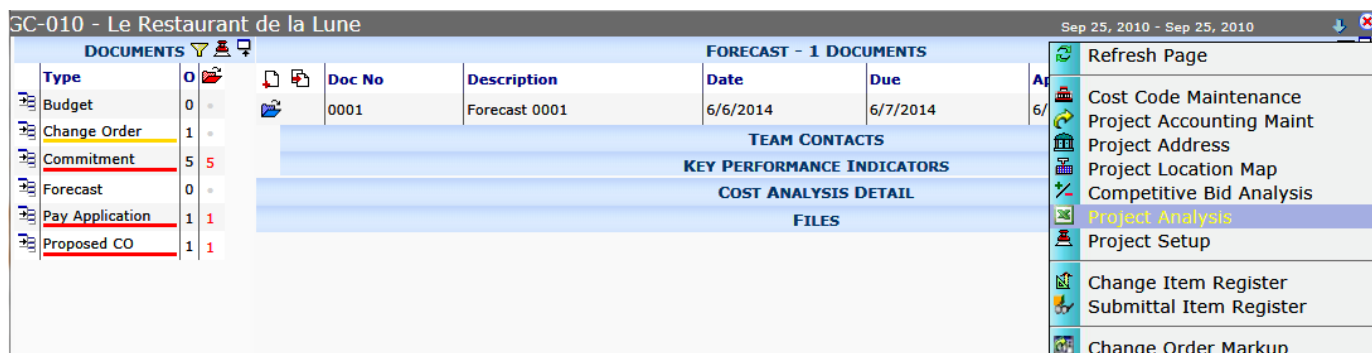
In order to access the BFA workbook in Analysis mode, the following must be done first:

- A Project Setup document must be created and saved. Saving the Project Setup creates the Project Dashboard for your project. (See the [Focus on Doc Types and Project Workflow](#) guide for more information.)
- The Initial Budget document must be Approved. (See the [Focus on Budgets and Period Distribution](#) guide for more information.)

## BFA in Analysis Mode

To open and close the BFA in Project Analysis mode:


1. Go to the Project Dashboard of your project.
2. Click  to open the Project Options menu.
3. Select **Project Analysis**:



The BFA workbook, in Project Analysis mode, will open:

Cost Codes	Description	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Original EAC	Current EAC	Vendor	Original Commitment
01000	General Conditions	\$0.00	\$0.00	\$0.00	\$16,250.00	\$16,250.00		\$0.00
01050	Field Engineering	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	Wingtip Engineers	\$5,000.00
01700	Contract Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
02000	Site Work	\$0.00	\$0.00	\$0.00	\$65,125.00	\$65,125.00	Tails핀 Excavation	\$5,000.00
02050	Demolition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
02200	Earthwork	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
02500	Paving & Surfacing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
03000	Concrete	\$0.00	\$0.00	\$0.00	\$31,750.00	\$31,750.00	Coho Asphalt and Concrete	\$4,000.00
03100	Concrete Formwork	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
03200	Concrete Reinforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
04000	Masonry	\$0.00	\$0.00	\$0.00	\$27,500.00	\$27,500.00		\$0.00
05000	Metal	\$0.00	\$0.00	\$0.00	\$28,500.00	\$28,500.00	Lucerne Metal Fabrication	\$3,000.00
06000	Wood & Plastics	\$0.00	\$0.00	\$0.00	\$123,750.00	\$123,750.00		\$0.00
07000	Thermal & Moisture	\$0.00	\$0.00	\$0.00	\$46,250.00	\$46,250.00		\$0.00
08000	Doors & Windows	\$0.00	\$0.00	\$0.00	\$46,500.00	\$46,500.00		\$0.00
09000	Finishes	\$0.00	\$0.00	\$0.00	\$71,250.00	\$71,250.00		\$0.00
12000	Window Treatments	\$0.00	\$0.00	\$0.00	\$20,625.00	\$20,625.00		\$0.00
13000	Security Systems	\$0.00	\$0.00	\$0.00	\$13,750.00	\$13,750.00		\$0.00

You can open the [Forecast Data Entry](#) form, read-only, from Analysis mode. (See the section beginning on page 9.)

5. Scroll to the right to see other columns of data.
6. When you want to close the workbook, click .