

Forecast and Analysis

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

Version 4.4

Jocus Guide

www.spitfiremanagement.com

Page 2

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

To access the guides:

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

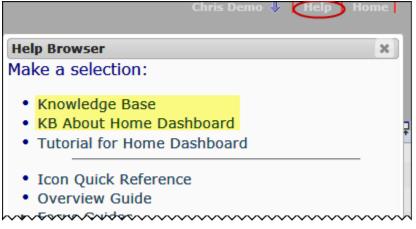
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	0002	Budget	GC-	 Document and Item Basics 		
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	0004	Budget	GC-	Routing		
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3. Select either **Overview Guide** or one of the choices under **Focus 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:

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Overview Guide	
Focus Guides	
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Bid Package - RFQ Processing	
Change Order Management	
Data and Equipment Projects	
Designing User Roles	
Hard Copies of SF Docs and Attachments	
Pay Application Print Templates (PAPTs)	
Quick Doc Type Reference	
Rules and Rule Values	
Setup for Spitfire's Plan Room	Ŧ
Spitfire Item Templates (for Via Excel)	
Spitfire Reports	
Spitfire's App for Android	
Spitfire's Import Utility Tool	
Using Billing Codes for SOV	
Viewing Changes through sfChest	
 Working with Production Units 	

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 <u>Focus on the BFA Workbook</u> guide. For information about the BFA workbook in Budget mode, see the <u>Focus on Budgets and Period</u> <u>Distribution</u> guide.)

This guide assumes a basic understanding of sfPMS, as described in the <u>Overview Guide</u>.

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

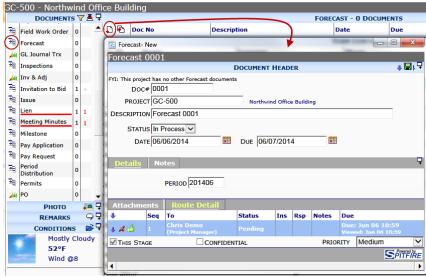
TIP

For general information about documents, see the <u>Focus on Document</u> <u>and Item Basics</u> guide; for information about routing, see the <u>Focus on</u> <u>Routes</u> guide; and for information about attachments, see the <u>Focus on Files,</u> <u>Attachments and the</u> <u>Catalog Dashboard</u> guide. snapshots.)

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).

To create the Forecast document:

1. On the Project Dashboard, click ³→ then ¹→ to create the first Forecast document:



- 2. (*optional*) Change the **Description**, type a **Note**, and add routees 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.

The Forecast document controls access to the BFA workbook.

To open the BFA workbook in Forecast mode:

1. Click 🜌 in the Forecast document.

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Forecast 0001		
	DOCUMENT HEADER	, ∎, ₽
Doc# 0001 PROJECT GC-010 DESCRIPTION FORECAST 0001	Le Restaurant de la Lune	
STATUS In Process V () DATE 06/06/2014 Details Notes	🕅 DUE 06/07/2014 🔛	(N)

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

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- 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.
- 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 <u>approving your</u> <u>forecast</u>.)

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 <u>Project</u> <u>Analysis</u>.)

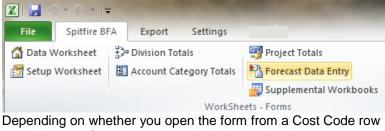
Using the Form

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:



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 <u>Forecast changes</u> on the form, as described on page 19.
- 4. Click c or k to minimize the Forecast Data Entry form. The form will not close until you close the BFA workbook.

Four Views

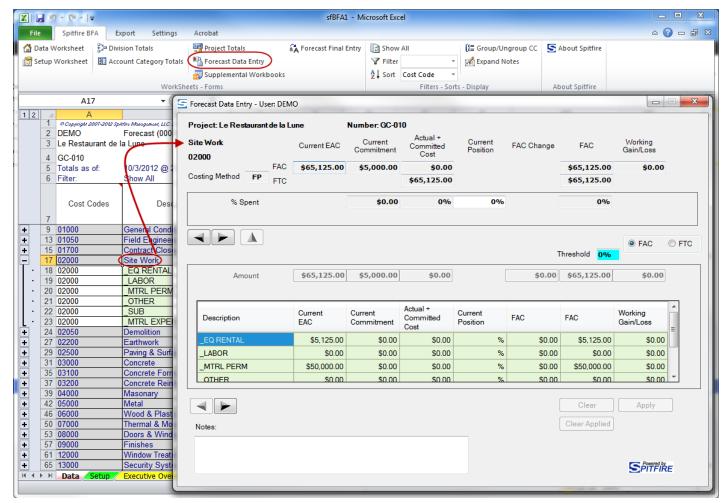
There are four views in the Forecast Data Entry form:

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

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 <u>Focus on the BFA</u><u>Workbook</u> 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."



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."

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Account Categories with Units

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Г			A19	-	🔄 Fo	recast Data Entry - U	ser: DEM	10							• X
1	2	1	A © Copyright 2007-2012 Sp DEMO Le Restaurant de GC-010	Forecast (00	Sit	oject: Le Restauran te Work 000	ıt de la Lı	une N Current EAC	lumber: GC-01 Current Commitment	0 Actual + Committed Cost	Current Position	FAC Chang	le FAC	Working Gain/Loss	
		4	Totals as of:	10/3/2012 @			FAC	\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00	
			Filter:	Show All	Co	sting Method FP	FTC			\$65,125.00			\$65,125.00		
		7	Cost Codes	Des		% Spent Production Units		0	\$0.00	0%	0%		0%		
+++		13 15	01000 01050 01700 02000	General Con Field Engine Contract Cle Site Work		ABOR							Projected 📝 Threshold 0%	FAC	© FTC
ľ	•		02000	EQ RENTA		Amount		\$0.00	\$0.00	\$0.00		\$0.0	00 \$0.00	\$0.00	
	•	19	02000	LABOR		Prod. Unit Rate		\$0.0000		\$0.0000		\$0.000		\$0.0000	
	:	21	02000 02000	MTRL PER						0%	0%				
	•		02000	_SUB MTRL EXPE		% Spent		¢0,0000			0%	\$0.000	to 0000		
L +	1		02050	Demolition		Cost / Unit Units	un	\$0.0000		\$0.0000	0	\$0.000	0 \$0.0000 0 0	0	
+			02200	Earthwork			пк				U	0.000		U	
+			02500	Paving & Sur		HR/Production		0.0000		0.0000		0.000			
+		31	03000 03100	Concrete Concrete For		Production /HR		0.0000		0.0000		0.000			
÷			03200	Concrete Pol		erformance Factor				0.0000		0.000	0.0000		
÷		39	04000	Masonary											
+			05000	Metal		◀ ►							Clear	Apply	
++		46	06000 07000	Wood & Plas Thermal & M									Clear Applie	a	
÷			08000	Doors & Win		Notes:							Cical Applic		
+		57	09000	Finishes											
+			12000	Window Trea											the state of the s
++++			13000	Security Sys										SPITE	ĨŔE
+			14000 15000	Scaffolding Mechanical			_								

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 L to		Forecast Data Entry - User: DEM								
move to the prior or next Cost Code.	s	Project: Le Restaurant de la Li iite Work 2000	une Current EAC	Number: GC-01 Current Commitment	I 0 Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss	
		FAC	\$65,125.00	\$5,000.00	\$0.00			\$65,125.00	\$0.00	
	C	costing Method FP FTC			\$65,125.00			\$65,125.00		
		% Spent		\$0.00	0%	0%		0%		
	-	Production Units	0		0	0	0	0		
Click while reviewing Account Categories to return to the Cost Code							1	Threshold 0%	● FAC	© FTC
view.		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	
Click or to move to	\rightarrow	_LABOR	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0	
the prior or next Account		_MTRL PERM	\$50,000.00	\$0.00	\$0.00	%	\$0.00	\$50,000.00	\$0	
Category within the selected		LOTHER	\$0.00	\$0.00	\$0.00	%	\$0.00	\$0.00	\$0 T	
Cost Code.	[Notes:						Clear Clear Applied	Apply	
									SPITF	ŘE

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

	Construction of the local division of the lo	and the	5	fBFA1 - Microsof	t Excel		1 100	a statement	and the second second	
File Spitfire BF	A Export Settings A	crobat								ت (؟ م
😭 Data Worksheet	🐉 Division Totals	Project Totals	🖧 Forecast Final Entry	Show All	[[= G	roup/Ungroup CC	S About Sp	oitfire		
Setup Worksheet	Account Category Totals	Forecast Data Er	ntry	Filter Specific		xpand Notes				
21		🚽 Supplemental W								
	WorkSheets			21	uc .	_				
Δ9		f _≭ =IF(Pro	Forecast Data Entry - User: DEM	10						
A	B	Jx =IF(PIO	Project: Le Restaurant de la L	une	Number: GC-01	0				
	pitline Management, LLC. All Rights Reserved.	C	-			Actual +				
DEMO	Forecast (0001)		General Conditions	Current EAC	Current Commitment	Committed	Current Position	FAC Change	FAC	Working Gain/Loss
Le Restaurant de	a la Lune		01000		Communent	Cost	Position			Gamileoss
GC-010			FAC	\$16,250.00	\$0.00	\$0.00			\$16,250.00	\$0.00
Totals as of:	10/3/2012 @ 2:19 PM		Costing Method FP FTC			\$16,250.00			\$16,250.00	
Filter:	Specific Account Category									
			% Spent		\$0.00	0%	0%		0%	
Cost Codes	Description	Categor	Production Units	0		0	0	0	0	
01000	Site Work	LABOR						1	Projected 🔽	● FAC ◎ FTC
0 02000	Window Treatments	LABOR	LABOR					т	hreshold 0%	PAC OFIC
1 02050	Field Engineering	LABOR	_LABOR						Inesticia 0%	
2 03000	Concrete Formwork	LABOR	Amount	\$7,500.00	\$0.00	\$0.00		\$0.00	\$7,500.00	\$0.00
3 04000	Window Treatments	LABOR	Prod. Unit Rate	\$0.0000		\$0.0000		\$0.0000	\$0.0000	\$0.0000
05000	Mechanical	LABOR	Flog. Onic Rate	\$0.0000		\$0.0000		\$0.0000	\$0.0000	\$0.0000
06000	Wires and Cables	LABOR	% Spent			0%	0%			
6 07000	Contract Closeout	LABOR	Cost/Unit	\$0.0000		\$0.0000	0.0	\$0.0000	\$0.0000	
7 08000 3 09000	Paving & Surfacing Masonary	LABOR LABOR					_			
12000	Doors & Windows	LABOR	Units HR	0		0	0	0	0	0
13000	Scaffolding	LABOR	HR/Production	0.00		_		0.0000	0.0000	
14000	Electrical Materials	LABOR	Production /HR	0.0	Click <	or 🕨	to	0.0000	0.0000	
15000	Earthwork	LABOR	Performance Factor					0.0000	0.0000	
16000	Wood & Plastics	LABOR			move to t	the prior o	r			
L					next Cost	t Code				
i					next Cos	i Coue.			Clear	Apply
5 7								/	Clear Applied	
			Notes:	-						

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.

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.

🔄 Forecast Data Entry - User: DEMO The top left-hand side Project: Office Building Number: GC-011 shows the Project Name, Actual + Site Work Working Gain/Loss Project Number, Cost Current Current EAC FAC Change FAC Committed Position Cost 02000 Code description and AC \$73,875 **\$0** \$73,875 **\$**0 Cost Code ID. It also Costing Method FP FTC \$73,875 \$73,875 shows the Costing Method (see page 18). % Spent % % % Production Units 0 0 0 0 0 ◀ ► A Projected V The top outlined box FAC ◎ FTC focuses on Cost Code-LABOR Threshold specific information and Amount \$18,750 \$0 **\$0** \$18,750 **\$**0 possible forecast changes. Prod. Unit Rate \$.0000 \$.0000 \$.0000 \$.0000 \$.000 Enter % Spent or Production Units in these % Spent % % rows. \$.0000 \$.0000 \$.0000 \$.0000 Cost / Unit Units HR 0 0 0 0 0 HR/Production .0000 .0000 .0000 .0000 Production /HR .0000 .0000 .0000 .0000 The bottom outlined box Performance Factor .0000 .0000 .0000 focuses on Account Category-specific information. In the Cost Code View, only summary Clear Applied information is presented in Notes this grid. The Account Category View displays all possible forecast changes. SPITFIRE This area is reserved for The Notes area allows you additional information related to enter freeform notes. to Cost Code and Account Also, system notes appear Category which includes here. (See page 27). Projected and Threshold. (See page 17.)

Working Gain/Loss

● FAC ◎ FTC

\$0.00

\$0.00

SPITFIRE

Working Gain/Loss

Clear Apply

\$0.00 -\$750,000.00

FAC

Threshold 15%

\$0.00 \$750,000.00

FAC

\$0.00 \$750,000.00

\$0.00

0%

FAC Change

FAC

%

Form Columns -

<u> </u>	Forecast Data Entry - Us	er: DEN	10			
Change column will vary	Project: Northern Ligh Project	Actual Revenue	Current			
Default selection on the	Costing Method FP	FAC FTC	Budget \$750,000.00	Commitment \$0.00	\$27,202.50 \$722,797.50	
Change, FTC Change, EAC Change or ETC Change.	% Spent	0%	0%			
Similarly, the title on the FAC column can be either FAC or EAC.						
	Amount		\$750,000.00	\$0.00	\$27,202.50	
	Description		Current EAC	Current Commitment	Actual + Committed Cost	Current Position
	REVENUE		\$750,000.00	\$0.00	\$27,202.50	%

Notes:

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

Form Options

Projected Checkbox

roject: Northern Ligh	s Office	Bld	Number: GC-003	3					
ite Work 2000		Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss	
	FAC	\$0.00	\$0.00	\$0.00			\$92,625.00	\$92,625.00	
costing Method FP	FTC			\$0.00			\$79,506.30		
% Spent			\$0.00	18%	0%	[18%		
							Projected V		

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

er: DEMO	D						x
s Office	Bld	Number: GC-00	3				
	Current Revenue Budget	Current Commitment	Actual Revenue	FAC Change	FAC	Working Gain/Loss	
FAC	\$0.00	\$0.00	\$0.00		\$750,000.00	\$750,000.00	
FTC			\$0.00		\$722,797.50		
		\$0.00	0%		0%		
						● FAC ○ F	тс
	s Office	Current Revenue Budget FAC \$0.00	s Office BId Number: GC-003 Current Revenue Budget FAC \$0.00 \$0.00 FTC	S Office BId Number: GC-003 Current Revenue Budget Current Commitment Actual Revenue FAC \$0.00 \$0.00 FTC \$0.00	Soffice Bld Number: GC-003 Current Revenue Budget Current Commitment Actual Revenue FAC Change FAC \$0.00 \$0.00 FTC \$0.00 \$0.00 0%	s Office Bld Number: GC-003 Current Revenue Budget Current FAC \$0.00 \$0.00 \$0.00 FTC \$0.00 \$0.00 \$7750,000.00 \$722,797.50 \$0.00 0% Projected	Soffice Bld Number: GC-003 Current Revenue Budget Current Commitment Actual Revenue FAC Change FAC Working Gain/Loss FAC \$0.00 \$0.00 \$750,000.00 \$750,000.00 FTC \$0.00 \$0.00 \$722,797.50

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 <u>KBA-01240</u>.)

FAC vs. FTC

🗧 Forecast Data Entry - L	Jser: DEM	0						×
Project: Northern Lig	hts Office	Bld	Number: GC-003	3				
Project 00000		Current Revenue Budget	Current Commitment	Actual Revenue	FAC Change	FAC	Working Gain/Loss	
	FAC	\$0.00	\$0.00	\$0.00		\$750,000.00	\$750,000.00	
Costing Method FP	FTC			\$0.00		\$722,797.50		
% Spent			\$0.00	0%		0%		
]					Projected	● FAC ◎	FTC
REVENUE					1	Threshold 159	•	

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.

roject: Northern Lights Office	Bld	Number: GC-00	03	\frown				
ite Work 2000	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss	
FAC	\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00	
osting Method FP FTC			\$60,756.30			\$79,506.30		
% Spent		\$0.00	18%	0%		18%		
					6			0.5
						hreshold 15%		© F1
Amount	\$73,875.00	\$0.00	\$13,118.70	[\$0.00	\$92,625.00	\$18,750.00	
Description	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC	FAC	Working Gain/Loss	* E
Description			Committed		FAC \$0.00	FAC \$8,728.48		* III
	EAC	Commitment	Committed Cost	Position			Gain/Loss	* III
_EQ RENTAL	EAC \$5,125.00	Commitment \$0.00	Committed Cost \$1,550.00	Position 30%	\$0.00	\$8,728.48	Gain/Loss \$3,603.48	- III
_EQ RENTAL _LABOR	EAC \$5,125.00 \$18,750.00	Commitment \$0.00 \$0.00	Committed Cost \$1,550.00 \$0.00	Position 30% %	\$0.00 \$0.00	\$8,728.48 \$18,750.00	Gain/Loss \$3,603.48 \$0.00	
_EQ RENTAL _LABOR _MTRL PERM	EAC \$5,125.00 \$18,750.00 \$50,000.00	Commitment \$0.00 \$0.00 \$0.00	Committed Cost \$1,550.00 \$0.00 \$11,151.00	Position 30% % 22%	\$0.00 \$0.00 \$0.00	\$8,728.48 \$18,750.00 \$62,794.34	Gain/Loss \$3,603.48 \$0.00 \$12,794.34	
_EQ RENTAL _LABOR _MTRL PERM	EAC \$5,125.00 \$18,750.00 \$50,000.00	Commitment \$0.00 \$0.00 \$0.00	Committed Cost \$1,550.00 \$0.00 \$11,151.00	Position 30% % 22%	\$0.00 \$0.00 \$0.00	\$8,728.48 \$18,750.00 \$62,794.34 \$94.15	Gain/Loss \$3,603.48 \$0.00 \$12,794.34 \$94.15 Apply	
LABOR MTRL PERM OTHER	EAC \$5,125.00 \$18,750.00 \$50,000.00	Commitment \$0.00 \$0.00 \$0.00	Committed Cost \$1,550.00 \$0.00 \$11,151.00	Position 30% % 22%	\$0.00 \$0.00 \$0.00	\$8,728.48 \$18,750.00 \$62,794.34 \$94.15 Clear	Gain/Loss \$3,603.48 \$0.00 \$12,794.34 \$94.15 Apply	

• Cost Code without Units

• Cost Code with Units

roject: Northern Lights Office	Bld	Number: GC-00	13					
ite Work 2000	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss	
posting Method FP FTC	\$73,875.00	\$0.00	\$13,118.70 \$60,756.30			\$92,625.00 \$79,506.30	\$18,750.00	
% Spent		\$0.00	18%	0%	[18%		
Production Units	0		0	0	0	0		
					(1	hreshold 15%		© FT
Amount	\$73,875.00	\$0.00	\$13,118.70	ſ	\$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	* II
_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	Ŧ
						Clear	Apply	
Notes:						Clear Applied	1	

• Account Category without Units

roject: Norther	m Light	s Office	Bld	Number: GC-00	3				
ite Work 2000			Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
		FAC	\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00
osting Method	FP	FTC			\$60,756.30			\$79,506.30	
% S	pent			\$0.00	18%	0%		18%	
LABOR								Projected 👿	● FAC ◎
	ount		¢18 750 00	¢0.00	\$0.00		<u> </u>		
Amo	ount pent		\$18,750.00	\$0.00	\$0.00 0%	0%	\$0.00	\$18,750.00	\$0.00
Amo			\$18,750.00	\$0.00		0%	<u> </u>		
Amo			\$18,750.00	\$0.00		0%	<u> </u>	\$18,750.00	\$0.00
Am % Sj			\$18,750.00	\$0.00		0%	<u> </u>	\$18,750.00	\$0.00

Project: Northern Lights Offic	æ Bld	Number: GC-00					
Site Work 12000	Current EAC	Current Commitment	Actual + Committed Cost	Current Position	FAC Change	FAC	Working Gain/Loss
FAC	\$73,875.00	\$0.00	\$13,118.70			\$92,625.00	\$18,750.00
Costing Method FP FTC			\$60,756.30		[\$79,506.30	
% Spent		\$0.00	18%	0%	[18%	
Production Units	0		0	0	0	0	
LABOR	\$18 750 00	\$0.00	\$0.00			hreshold 15%	
Amount	\$18,750.00	\$0.00	\$0.00		\$0.00	\$18,750.00	\$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	0
offits fit	0.0000		0.0000		0.0000	0.0000	
HR/Production					0.0000	0.0000	
HR/Production Production /HR	0.0000	_	0.0000	Ļ			
HR/Production			0.0000		0.0000	0.0000	
HR/Production Production /HR					0.0000		Apply
HR/Production Production /HR					0.0000	Clear	Apply
HR/Production Production /HR					0.0000		
HR/Production Production /HR Performance Factor					0.0000	Clear	

• Account Category with Units

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:

2		A		В		BF	BG	BH	BI	BJ	BI
	1				Reserved						
	2			ast (0001)							
	3	Northern Lights	Office Bl	dg							
	4	GC-003									
	5	Totals as of:	6/10/2	2006 @ 2:41 PN	Λ	11.72%				\$42,686.93	\$650
	6	Filter:	Show	All		11.72%				\$42,686.93	\$650
	7	Cost Codes		Description		% of EAC Spent	% Complete	% Complete Units	Declared % Complete	Earned Value	Calculat
1	15	5 01700	Contr	act Closeout		0.%	0.%	0.%	0.%	\$280.43	9
1		02000	Site	Work		17.76%	18.%	0.%	0.%	\$16,557.00	\$92
•	18	3 02000	EQ	RENTAL	İ	30.24%	30.%	0.%	0.%	\$0.00	\$8
•	19	02000	LAL	BOR		0.%	10.%	10.%	10.%	\$0.00	\$18
•	20	02000	MTF	RL PERM		22.3%	22.%	0.%	8	\$0.00	\$62,
	21	02000	OTH	IER		0 %	0 %	0 %	1%	<u>so oo</u>	- x
F	Proje	ecast Data Entry - Us ject: Northern Ligh	-		Number: GC				/		
F	Proje	ject: Northern Ligh Work	-		Number: GC Current Commitmer	Actual +	Current	FAC Change	FAC	Working Gain/Loss	
F	Proje Bite 1	ject: Northern Ligh Work	-	Bld	Current	Actual + Committe Cost	d Current Position	FAC Charge	FAC \$92,625.00	Working	
F S O	Proje Site)200	ject: Northern Ligh Work	ts Office	BId I	Current Commitmer	Actual + Committe Cost	d Current Position	FAC Charge		Working Gain/Loss	
F S O	Proje Site)200	ject: Northern Ligh Work 00	ts Office	BId I	Current Commitmer	Actual + Committe Cost \$13,118 \$60,756	d Current Position		\$92,625.00	Working Gain/Loss	
F S O	Proje Site)200 Costi	iect: Northern Ligh Work 00 ting Method FP	ts Office	BId I	Current Commitmer <mark>\$0.0</mark>	Actual + Committe Cost \$13,118 \$60,756	d Current Position .70 .30		\$92,625.00 \$79,506.30	Working Gain/Loss	
	Proje Site V)200 Costi	iect: Northern Ligh Work 00 ing Method FP % Spent	ts Office	BId Current EAC \$73,875.00	Current Commitmer <mark>\$0.0</mark>	Actual + Committe Cost \$13,118 \$60,756	d Current Position .30	% 9 0	\$92,625.00 \$79,506.30	Working Gain/Loss \$18,750.00	© FTC
	Proje Site V)200 Costi	iect: Northern Ligh Work 00 ing Method FP % Spent Production Units (ts Office	BId Current EAC \$73,875.00	Current Commitmer <mark>\$0.0</mark>	Actual + Committe Cost \$13,118 \$60,756	d Current Position .30 .30	% 9 0	\$92,625.00 \$79,506.30 18% 0 Projected V	Working Gain/Loss \$18,750.00	© FTC
	Proje Site V)200 Costi	iect: Northern Ligh Work 00 ting Method FP % Spent Production Units (BOR	ts Office	BId Current EAC \$73,875.00	Current Commitmer \$0.0	Actual + Committe Cost \$13,118 \$60,756	d Current Position .30 .30 .30 .00	% 	\$92,625.00 \$79,506.30 18% 0 Projected ♥ Threshold 15%	Working Gain/Loss \$18,750.00	© FTC
	Proje Site V)200 Costi	iect: Northern Ligh Work 00 ting Method FP % Spent Production Units BOR Amount	ts Office	Bld Current EAC \$73,875.00	Current Commitmer \$0.0	Actual + Committe Cost \$13,118 \$60,756 0 18 0 \$0.00	d Current Position .30 .30 .30 .00	\$18,750.00 \$0.0000	\$92,625.00 \$79,506.30 18% 0 Projected ♥ Threshold 15% \$18,750.00	Working Gain/Loss \$18,750.00	● FTC

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:

1 2		A		D		DQ	DK	DI	во	DV	DVV
	1	© Copyright 2007-2012 Sp			leserved.						
	2	DEMO		ast (0001)							
	3	Northern Lights O	ffice Bl	dg							
	4	GC-003									
	5	Totals as of:	6/10/2	2006 @ 2:41 PN	1 -	\$0.00	\$750,000.00	\$565,606.80	\$575,000.00	\$633.001.40	
	6	Filter:	Show			\$0.00	\$750,000.00		\$575,000.00	\$633,001.40	
						Last Posted	Working	MI 1. 570	Last Posted		
		Cost Codes		Description		Forecast	Forecast	Working FTC	FAC	Working FAC	Working U
	7					Revenue	Revenue				
+	15	01700	Contr	act 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	EQI	RENTAL		\$0.00	\$0.00	\$7,178.48	\$5,125.00	\$8,728.48	45.05
•	19	02000	LAB	BOR		\$0.00	\$0.00	\$1,000.00	\$18,750.00	\$1,000.00	0.00
· ·	20	02000	MTR	L PERM		\$0.00	\$0.00	\$51,643.34	\$50,000.00	\$62,794.34	56.31
1	21	02000	OTH	IER		<u>00 02</u>	\$0.00	\$77.43	\$0.00	\$9/ 15	0.00
		cast Data Entry - Use	-		Number: GC	C-003			1		x
F	Proje Site \	ect: Northern Lights Work	-		Number: GC Current Commitme	Actual +	Current	FAC Change	FAC	Working Gain/Loss	
F	Proje	ect: Northern Lights Work	-	BId P	Current	Actual + Committe Cost	d Current Position	FAC Change		Working Gain/Loss	
F	Proje Site \ 200	ect: Northern Lights Work	s Office	Bld I	Current Commitme	Actual + Committe Cost	d Current Position	FAC Change	FAC \$74,875.00 \$61,756.30	Working	
F	Proje Site \ 200	ect: Northern Lights Work	s Office	BId P	Current Commitme	Actual + Committe Cost 00 \$13,118 \$60,756	d Current Position		\$74,875.00	Working Gain/Loss	
F	Proje Site \ 200 Costin	ect:Northern Lights Work NO ng Method FP	s Office	BId P	Current Commitme \$0.	Actual + Committe Cost 00 \$13,118 \$60,756	d Current Position .70 .30		\$74,875.00 \$61,756.30 18%	Working Gain/Loss	
	Proje Site \ 200 Costin	ect: Northern Lights Work 20 ng Method FP % Spent Production Units	s Office	BId Current EAC	Current Commitme \$0.	Actual + Committe Cost 00 \$13,118 \$60,756	d Current Position .30	%	\$74,875.00 \$61,756.30 18%	Working Gain/Loss \$1,000.00	FTC
	Proje Site V 2200 Costin	ect: Northern Lights Work 20 ng Method FP % Spent Production Units	s Office	BId Current EAC	Current Commitme \$0.	Actual + Committe Cost 00 \$13,118 \$60,756	d Current Position .30 3% 0 0	%	\$74,875.00 \$61,756.30 18% 0 Projected Threshold 15%	Working Gain/Loss \$1,000.00	

Action Buttons

enabled t	based on specific processing co	naitions:
Button	Enabled when	Action
Clear	an entry is made in the FAC Change column and you leave the field.	Clears ALL entries
Clear Applied	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)

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

		the Data worksheet (logs note)
Apply	an entry is made in the FAC Change column and you leave the field.	The change is written to the BFA workbook (logs note)
Apply Declare	an entry is made in the Current Position column and you leave the field.	The change is written to the BFA workbook (logs note)
Clear Declare	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 <u>KBA-01305</u>.

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**).
- Press **Tab** or **Enter** to indicate that your entry is complete. A message will indicate your change and the Clear Declare and Apply Declare buttons will enable:

	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~
Last Applied	1Change: FAC ~ Declare Current ~ % Complete	Clear Apply
Notes:		Clear Applied
		Clear Declare Apply Declare
		SPitfiRe

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

LastApplied Change: FAC ** Declare Current ** & Complete	Clear	Apply
Notes:	Clear Applied	
(1) 11/27/2007: DEMO changed: Changed Declare % Complete to: 10%	Clear Declare	
		<b>S</b> PITFIRE

**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:

LastApplied Change: FAC ~ Clear Applied ~ & Complete	Clear	Apply
Notes:	Clear Applied	
(1) 11/27/2007: DEMO changed: Clear Declare		

6. (*optional*) Navigate to another Account Category or Cost Code <u>using the arrow keys</u> (see page 14) then repeat steps 3-5.

#### To enter an FAC 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 (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:

Please Clear or Apply your change.	Clear Apply
Notes:	Clear Applied
	S Powered by E

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

	Last Applied Change: FAC ~ AC Change ~ AC Amount	Clear	Apply
	Notes:	Clear Applied	۵
(	(1) 11/30/2007: DEMO changed: Change Amount to \$5,000		

**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:

Last Applied Change: FAC ~ Clear Applied	Clear Apply
Notes:	Clear Applied
(1) 11/30/2007: DEMO changed: Clear Applied	
	S PITFIRE

 (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			
02000	Site Work			
02000	EQ RENTAL			
02000	LABOR			
92999				

#### 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:

💀 Apply Change To Account Categories	
Apply Change To All	
Apply Change To Some	
Apply Change To None	
	ОК

- 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:

			This Account		
			Apply Change to: _EQ RENTAL		
			Yes No		
			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	OK after you have made your selection.		
		Code	while the impact of the change is visible in the Grid on the Cost view, the change is not applied at the Account Category level until Declare is clicked		
		(1440)	is clicked.		
	Changes at lent 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		ecast mode, Notes for Cost Codes or Account Categories can be d either directly in the BFA worksheet or in the Forecast Data form.		
<b>TIP</b> The Trackin	g Notes		ter a Note for a Cost Code or Account Category in the BFA vorksheet:		
column is m through the	Setup	1.	In the Data worksheet, navigate to the Cost Code or Account Category where you'd like to enter your Note.		
worksheet. information, <u>Focus on th</u>	see the	2.	Move to the Note column in the Data worksheet and click in the cell.		
<u>Workbook</u> g	uide.	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 02000	Site Work _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.

		Clear	Apply
Notes:		Clear Applied	
You can type here.	<b>&gt;</b>		

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
	Demolition	0.%	\$875.00		
02050	LABOR	0.%	\$875.00	You can type here.	{On 10/4/2012: DEMO edited notes:}
02200	lEarthwork	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.

S Forecast-		_ 0 X
Forecast 0001		× 🔺
	DOCUMENT HEADER	↓ 🖬 🖓
DOC# 0001	1	
PROJECT GC-003	Northern Lights Office Bldg	
DESCRIPTION Forecast 0001		
STATUS Approved -	0	
DATE In Process Approved	DUE 2/15/2010 14:41	
Details No Pending		

3. 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 <u>create as many Forecast documents</u> 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 × 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.

- Click by to open the Forecast document.
- 5. Click 述 to open the BFA workbook in Forecast mode.

#### Forecast Final Entry

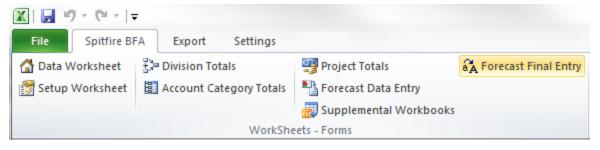
When it is time for your final entry in your forecast, you can use the Forecast Final Entry option, if it suits your purposes. The Forecast Final Entry option takes the total Actual costs for each line in your BFA workbook and applies that amount in the FAC bucket.

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:

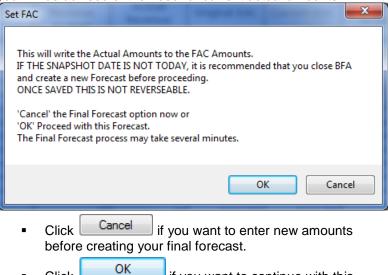


 Spitfire will check the snapshot date on the BFA workbook. If it is more than a week old, you will be advised to create a new forecast before trying the Forecast Final Entry option again:

Spitfire.BFA								
8	This Process uses Current Actual Costs The Forecast Snapshot date is more than a week old Please create a new Forecast to obtain the most current Actual costs and try 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 continue with this final forecast.

If you click OK, 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
-		-	
1			
9	00000	Project	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
10	00000	REVENUE	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
11	01000	General Conditions	(1) 10/4/2012: DEMO changed: ~ FAC set to Actual
12	01000	_LABOR	(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 <i>Focus on the BFA Workbook</i> guide.
	<b>Note</b> : 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:
	<ul> <li>A Project Setup document must be created and saved. Saving the Project Setup creates the Project Dashboard for your project.</li> </ul>

- A Project Setup document must be created and saved. Saving the Project Setup creates the Project Dashboard for your project. (See the <u>Focus on Doc Types and Project Workflow</u> guide for more information.)
- The Initial Budget document must be Approved. (See the <u>Focus</u> <u>on Budgets and Period Distribution</u> 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  $\clubsuit$  to open the Project Options menu.
- 3. Select Project Analysis:

GC	GC-010 - Le Restaurant de la Lune										Sep 25, 2010 - Sep 25, 2010 🛛 🕴 🛎		
	DOCUMENTS $ abla E =  abla P $					FORECAST - 1 DOCUMENTS				3	Refresh Page		
	Туре	0	<b></b>	D 🗗	Doc No	Description	Date	Due	Ap	<b>.</b>			
	Budget	0	•	<b>2</b>	0001	Forecast 0001	6/6/2014	6/7/2014	6/	= ⇒	Cost Code Maintenance Project Accounting Maint		
	Change Order	1	•			TEAM CONTACTS					Project Address		
	Commitment	5	5			K	EY PERFORMANCE IN	DICATORS		X	Project Location Map		
3	Forecast	0	•				ETAIL	>	*-	Competitive Bid Analysis			
3	Pay Application	1	1				FILES				Project Analysis		
3	Proposed CO	1	1							≛	Project Setup		
										1 	Change Item Register Submittal Item Register		
									8	<u>90</u> *	Change Order Markup		

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

X	1	) = (2 =   =				sfBFA1 -	Microsoft Exce	1			
File		Spitfire BFA Ex	ort Settings	Acrobat							a 🕜 🗆 🗗 🔀
<b>d</b> D	ata W	Vorksheet 🐉 Divi	sion Totals ount Category Totals	Project T Forecast		Show All ▼ Filter 2↓ Sort Cost	*	}≣ Group/Ungroup ∰ Expand Notes	CC 🔄 About Sp	itfire	
			WorkSheets - Forms				Filters - Sorts -	Display	About Spit	fire	
		A9	<del>-</del> (8	$f_{x}$							¥
12		А	В		J		0	Р	Т	AD	AE 🔺
1     @ Copyright 2007-0018 Splitty: Absorber Resorved.       2     DEMO       3     Le Restaurant de la Lune       4     GC-010											
			6/6/2014 @ 12:17	PM	\$0.00	\$0.00	\$0.0		\$600,000.00		\$21,000.00
	6	Filter:	Show All		\$0.00	\$0.00	\$0.0	\$600,000.00	\$600,000.00		\$21,000.00
	7	Cost Codes	Descripti	on	Original Revenue Budget	Current Revenue Budget	Actual Revenue	Original EAC	Current EAC	Vendor	Original Commitment
+	9	01000	General Conditions	S	\$0.00	\$0.00	\$0.0	\$16,250.00	\$16,250.00		\$0.00
+	13	01050	Field Engineering		\$0.00	\$0.00	\$0.0	\$10,000.00	\$10,000.00	Wingtip Engineers	\$5,000.00
+		01700	Contract Closeout		\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		02000	Site Work		\$0.00	\$0.00	\$0.0			Tailspin Excavation	\$5,000.00
+		02050	Demolition		\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		02200	Earthwork		\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		02500	Paving & Surfacing	]	\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		03000	Concrete	-	\$0.00	\$0.00	\$0.0			Coho Asphalt and Concrete	\$4,000.00
+		03100	Concrete Formwor		\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		03200	Concrete Reinforce	ement	\$0.00	\$0.00	\$0.0		\$0.00		\$0.00
+		04000	Masonary		\$0.00	\$0.00	\$0.0		\$27,500.00	L MARINE LINE	\$0.00
++		05000 06000	Metal Wood & Plastics		\$0.00	\$0.00 \$0.00	\$0.0		\$28,500.00 \$123,750.00	Lucerne Metal Fabrication	\$3,000.00
+		07000	Thermal & Moister		\$0.00 \$0.00	\$0.00	\$0.00 \$0.00		\$123,750.00 \$46,250.00		\$0.00 \$0.00
+		08000	Doors & Windows		\$0.00	\$0.00	\$0.0		\$46,250.00		\$0.00
+		09000	Finishes		\$0.00	\$0.00	\$0.0		\$46,500.00		\$0.00
+		12000	Window Treatment	te	\$0.00	\$0.00	\$0.0		\$20,625.00		\$0.00
+		13000	Security Systems		\$0.00	\$0.00	\$0.0		\$13,750.00		\$0.00
						0.00	<b>40.0</b>		\$13,730.00		0.00
I4 4 Statu		Step Count: 22	Executive Overview	Cost An	nalysis 👘						

You can open the <u>Forecast Data Entry</u> 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  $\blacksquare$ .