Focus Guide

Schedule of Values (SOV) Billing

This Focus Guide is designed for Spitfire Project Management System users. This guide focuses on the Pay Application document and its related SOV workbook.

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About Our Documentation

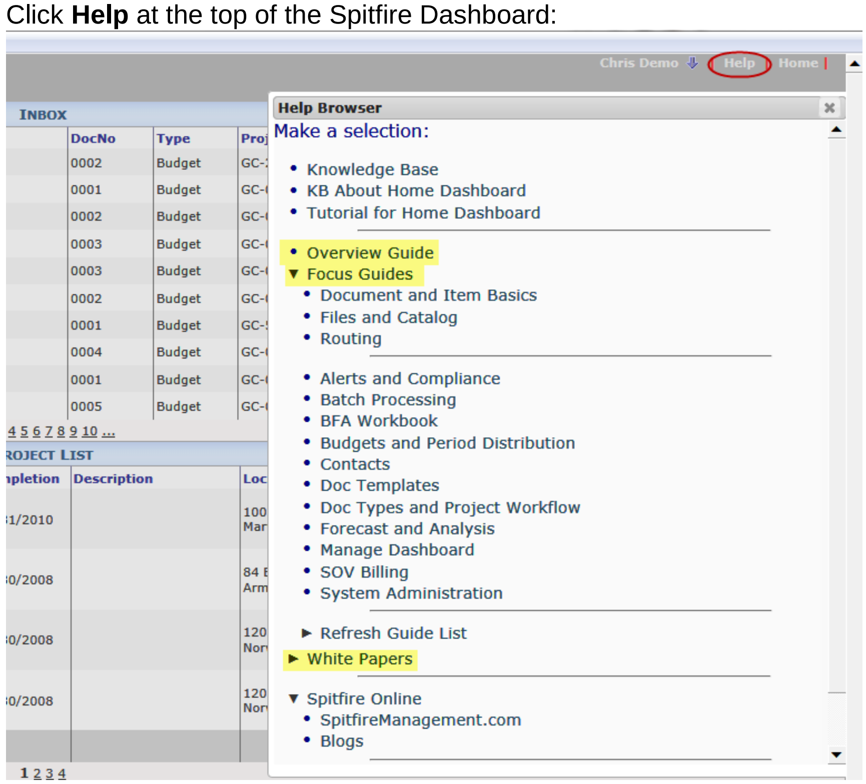
The Spitfire Project Management System (sfPMS) is extensive and powerful. Learning about all that you can do with it takes time. To help you learn, we provide various forms of documentation. Because one large all-inclusive manual would be too unwieldy and take too long to download, we provide smaller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

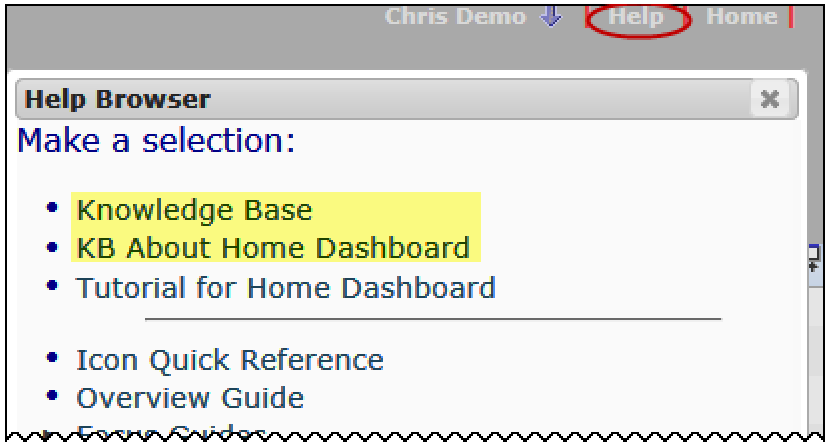


3. Select either **Overview Guide** or one of the choices under **Focus Guides**:

   The guide will appear as a PDF file.

The Knowledge Base

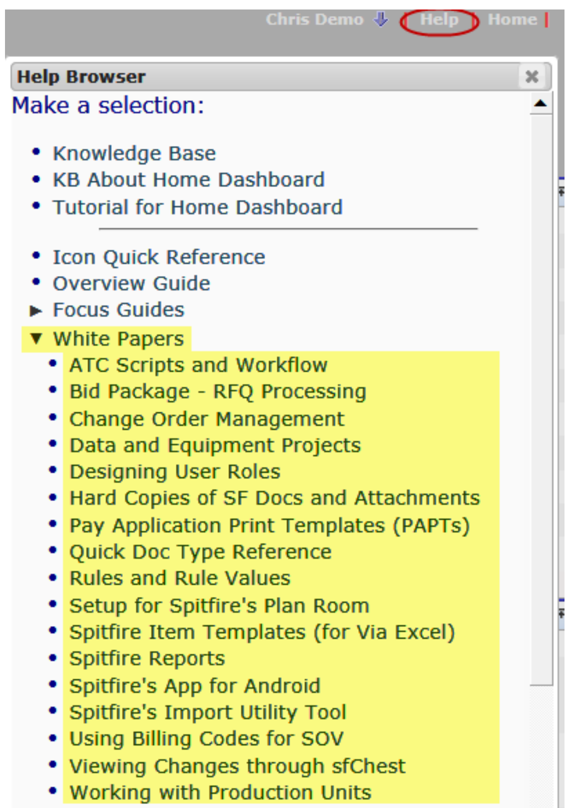
The Knowledgebase contains articles, in a question-and-answer format, that cover either more specific or more technical information about sfPMS. The Knowledgebase is accessed through the same Help menu as the guides:



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

White Papers

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



Overview

In order for you to create your project's Schedule of Values (SOV) and track SOV billing, the Spitfire Project Management System (sfPMS) provides a Pay Application Doc type. Pay Application documents open the SOV workbook—a workbook that combines the project-specific data stored in sfPMS with the user interface, data manipulation and data presentation strengths of Microsoft Office Excel.

The SOV workbook has several worksheets. These worksheets are password protected to safeguard calculations and prevent unintentional deletions. The SOV workbook is loaded via the web connection from the server. There is no local copy of the SOV workbook. Project-related data is retrieved from and saved to the SQL database. No data is saved with the SOV Workbook. ***For this reason, you should never use Microsoft Excel's AutoRecovery feature for the SOV workbook.***

Note: This guide assumes a basic understanding of sfPMS and Spitfire documents, as described in the *Overview Guide* and the *Focus on Document and Item Basics* guide, both found on the Spitfire Help menu.

Because sfPMS is configurable and because different users have different levels of access rights and permissions, the screens shown and the fields described in this guide may not be the same as those in your system. In addition, note that this documentation assumes the workflow most commonly used by clients. Your implementer may have different instruction for how to use the Project Setup and Pay Application documents.

Note: text, sections and chapters that are new or changed from the V4.2 documentation appear in **green** and sometimes with an *.

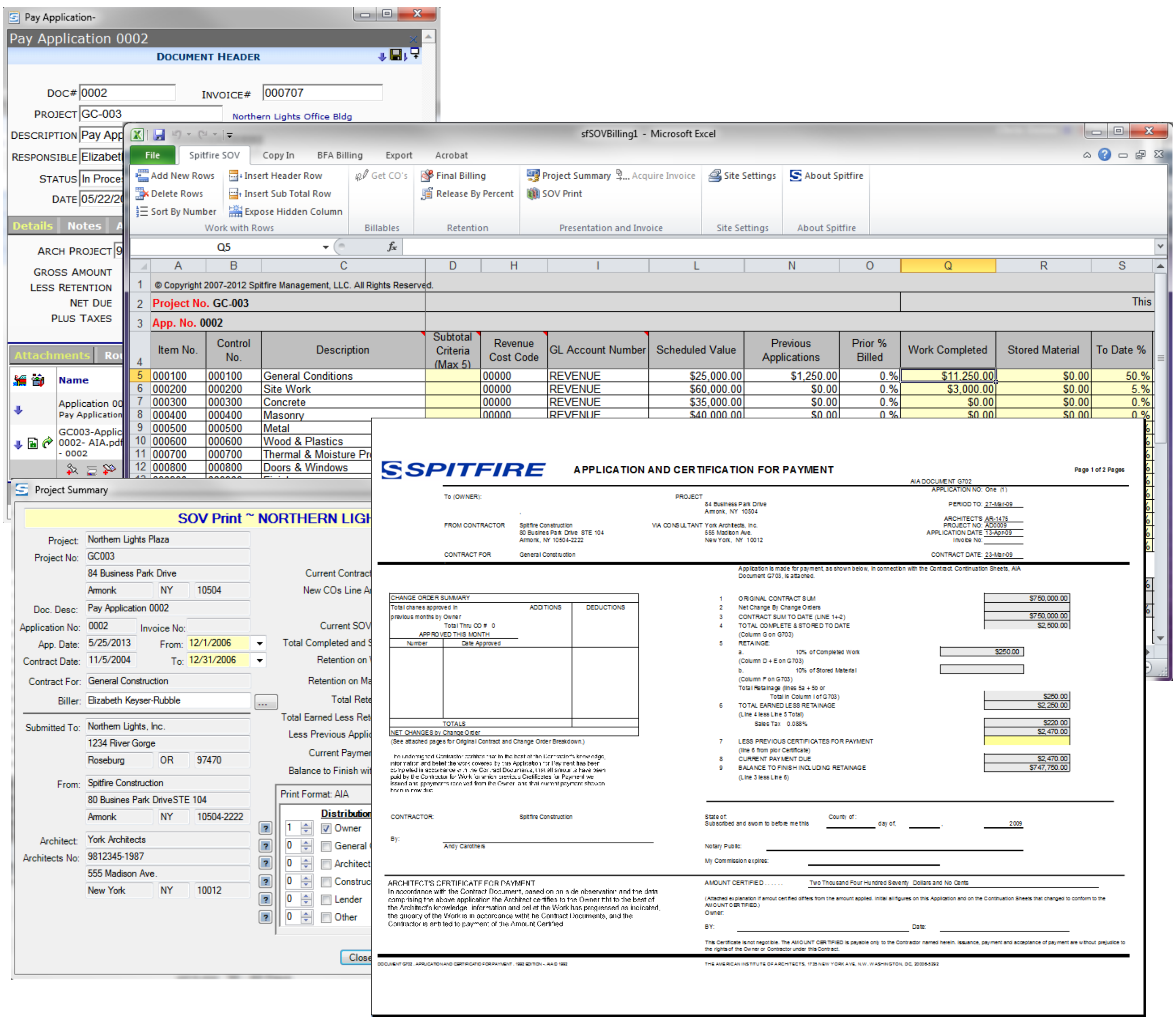
How SOV Works

The primary SOV (Schedule of Values) workbook acquires project-specific data from sfPMS. You add and edit data in this workbook to arrive at the appropriate amounts for this period's SOV billing application. All changes are saved back to sfPMS.

The SOV workbook can use a PAPT (Pay Application Print Template) to create print output for your Pay Application data. PAPTs are uploaded into Spitfire through the Templates tool. Once they are part of your system, PAPTs can be accessed by you and other users.

A default PAPT is assigned to each project. Multiple PAPT workbooks can be created to handle specific Project or Customer needs.

For more information about PAPTs, see the technical white paper *Pay Application Print Templates (PAPTs)*.



Where SOV Info Comes From

TIP

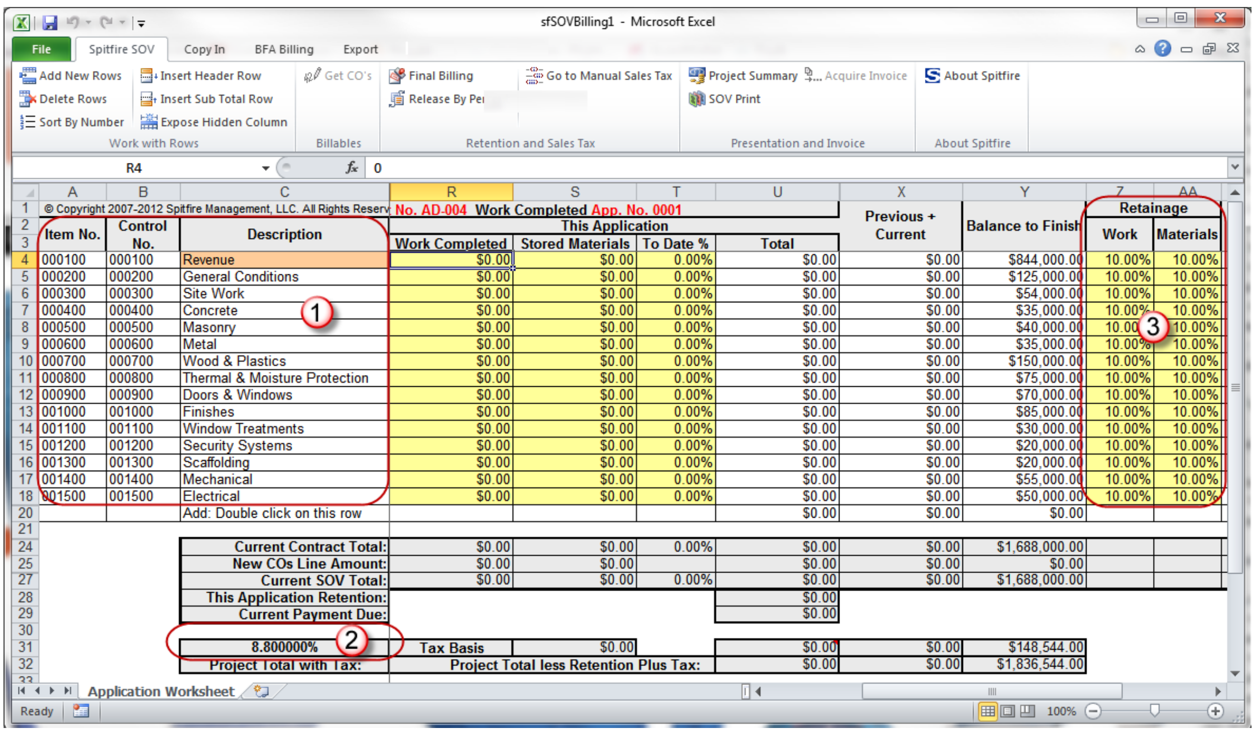
Information about starting a project, the Project Setup document, and the Pay Application document can be found in the *Focus on Doc Types and Project Workflow* guide.

Before you can create an SOV workbook, you must create a Project Setup document and set its status to **Committed**.

You then create a Pay Application document from the Project Setup document and open the SOV workbook from that Pay Application document.

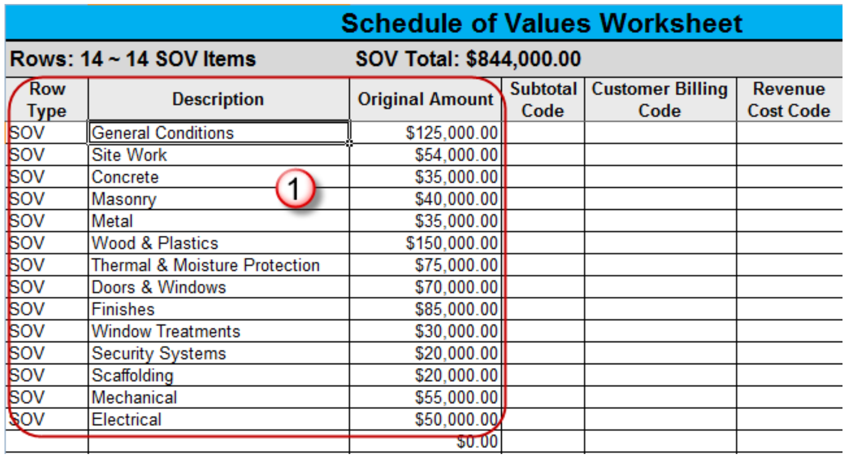
Some of the information contained in the SOV workbook comes from the Project Setup document and some comes from the Pay Application document. The SOV item rows themselves can come from the Project Setup or Pay Application, or more commonly, from an outside workbook through the Copy-In option (explained on page 39). You can also add SOV row data to the Application worksheet directly. Throughout the project, rows can also be added through **Pay Requests**, Change Orders and Commitments.

SOV Application Worksheet



SOV Item Rows

The initial rows on your SOV workbook can be entered manually or through the Copy-In option (explained on page 39).



Schedule of Values Worksheet					
Rows: 14 ~ 14 SOV Items		SOV Total: $844,000.00			
Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code	Revenue Cost Code
SOV	General Conditions	$125,000.00			
SOV	Site Work	$54,000.00			
SOV	Concrete	$35,000.00			
SOV	Masonry	$40,000.00			
SOV	Metal	$35,000.00			
SOV	Wood & Plastics	$150,000.00			
SOV	Thermal & Moisture Protection	$75,000.00			
SOV	Doors & Windows	$70,000.00			
SOV	Finishes	$85,000.00			
SOV	Window Treatments	$30,000.00			
SOV	Security Systems	$20,000.00			
SOV	Scaffolding	$20,000.00			
SOV	Mechanical	$55,000.00			
SOV	Electrical	$50,000.00			
		$0.00			

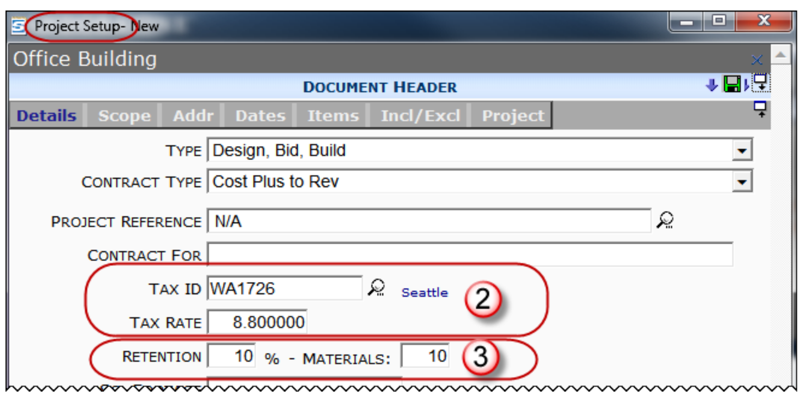
Note: when you create a Pay Application document, any Items on the Project Setup document are automatically copied to the Pay Application document (even if the Pay Application does not show the Items) and, when you first open the SOV workbook, any Items on the Pay Application (even if revised) are copied to the SOV workbook. So the SOV Application worksheet may include Copy-In Items as well as Items from the Project Setup/Pay Application until you delete the unnecessary Item rows.

Tax and Retention Information

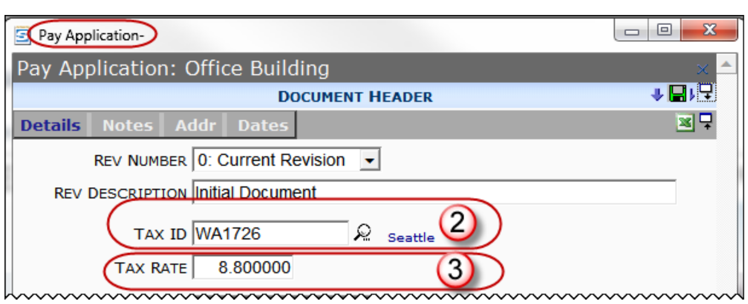
Tax ID, Tax Rate and Retention percentages can all be indicated on the Project Setup document.

TIP

If your documents do not show the Tax ID and Tax Rate fields, and you want them to, have your System Administrator use the customization tool to make these fields visible. See the *Focus on System Administration* guide for more information about customization.



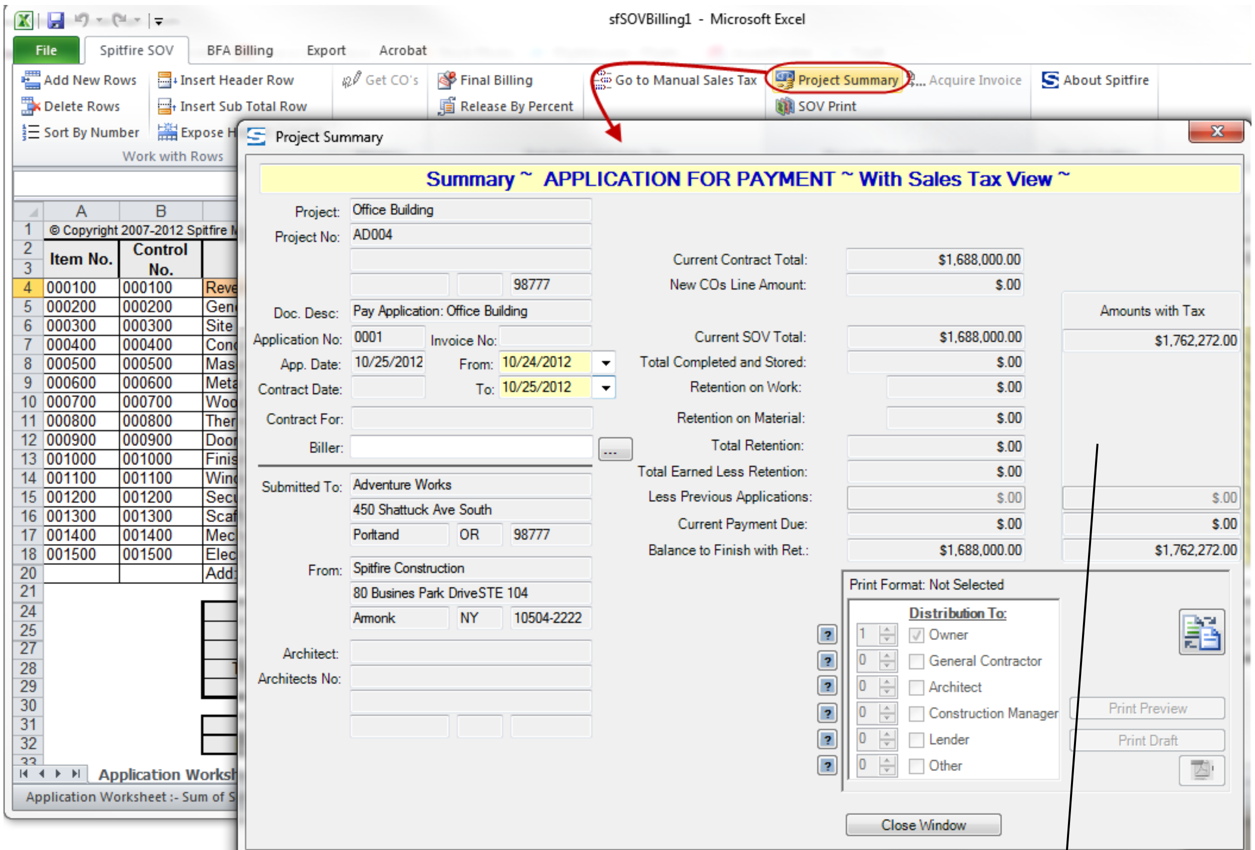
This information can also be entered or changed on the Pay Application document.



If information is entered in both documents and there is a discrepancy between the two, you will be prompted to choose which information you want on the SOV workbook when you first create the SOV workbook (see page 26).

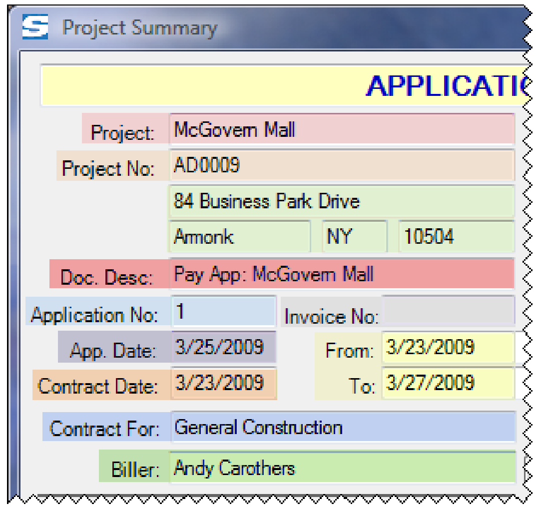
SOV Project Summary

The Project Summary form is accessed from the SOV workbook:

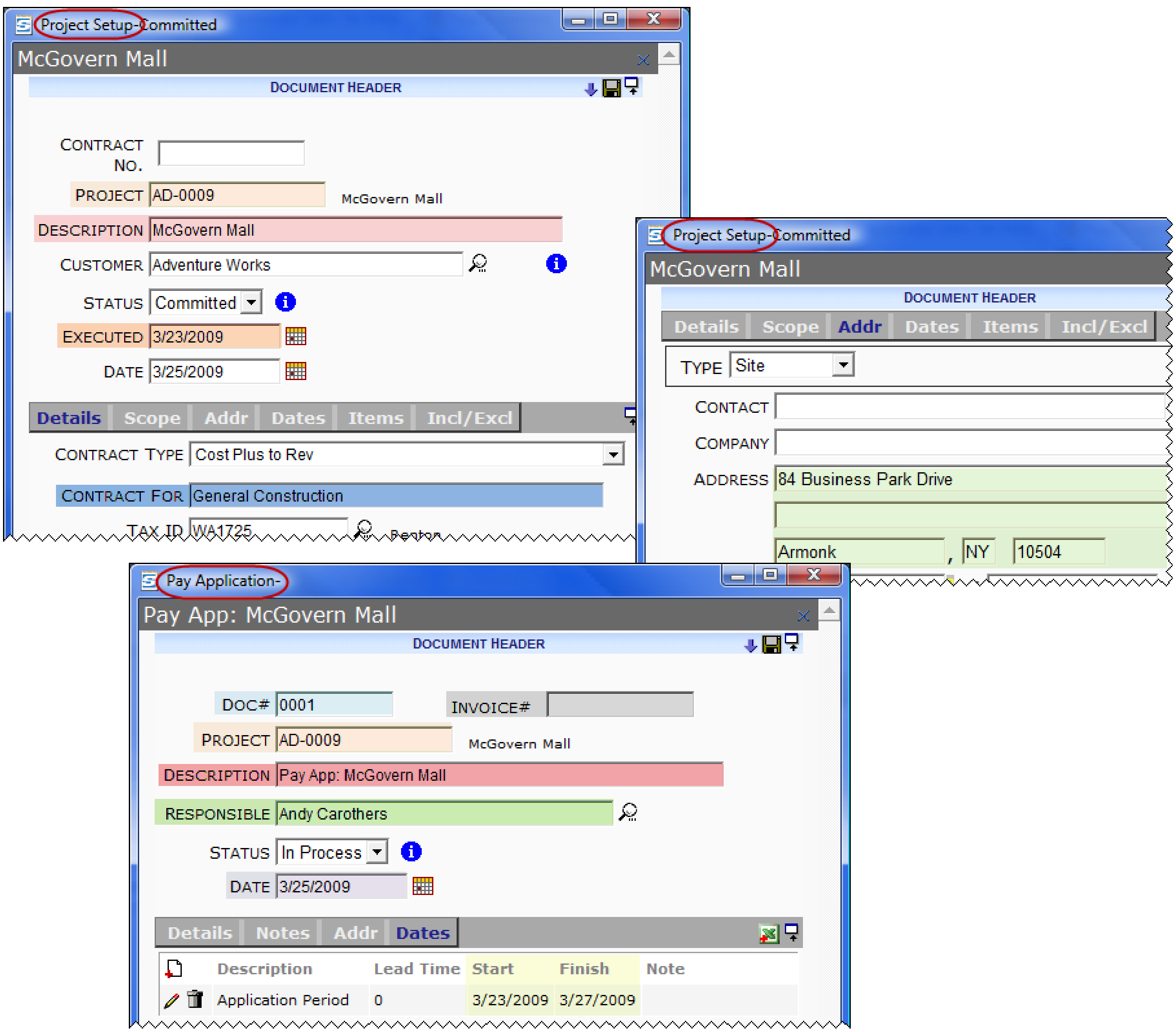


Tax information appears only if a Tax ID has been selected on the Project Setup or Pay Application document.

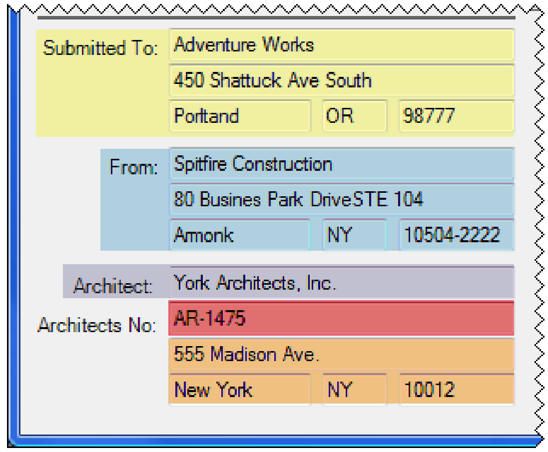
The information on the right side of the form comes from various locations.


Project Summary
APPLICATI
Project: McGovern Mall
Project No: AD0009
84 Business Park Drive
Armonk NY 10504
Doc. Desc: Pay App: McGovern Mall
Application No: 1
Invoice No:
App. Date: 3/25/2009
From: 3/23/2009
Contract Date: 3/23/2009
To: 3/27/2009
Contract For: General Construction
Biller: Andy Carothers

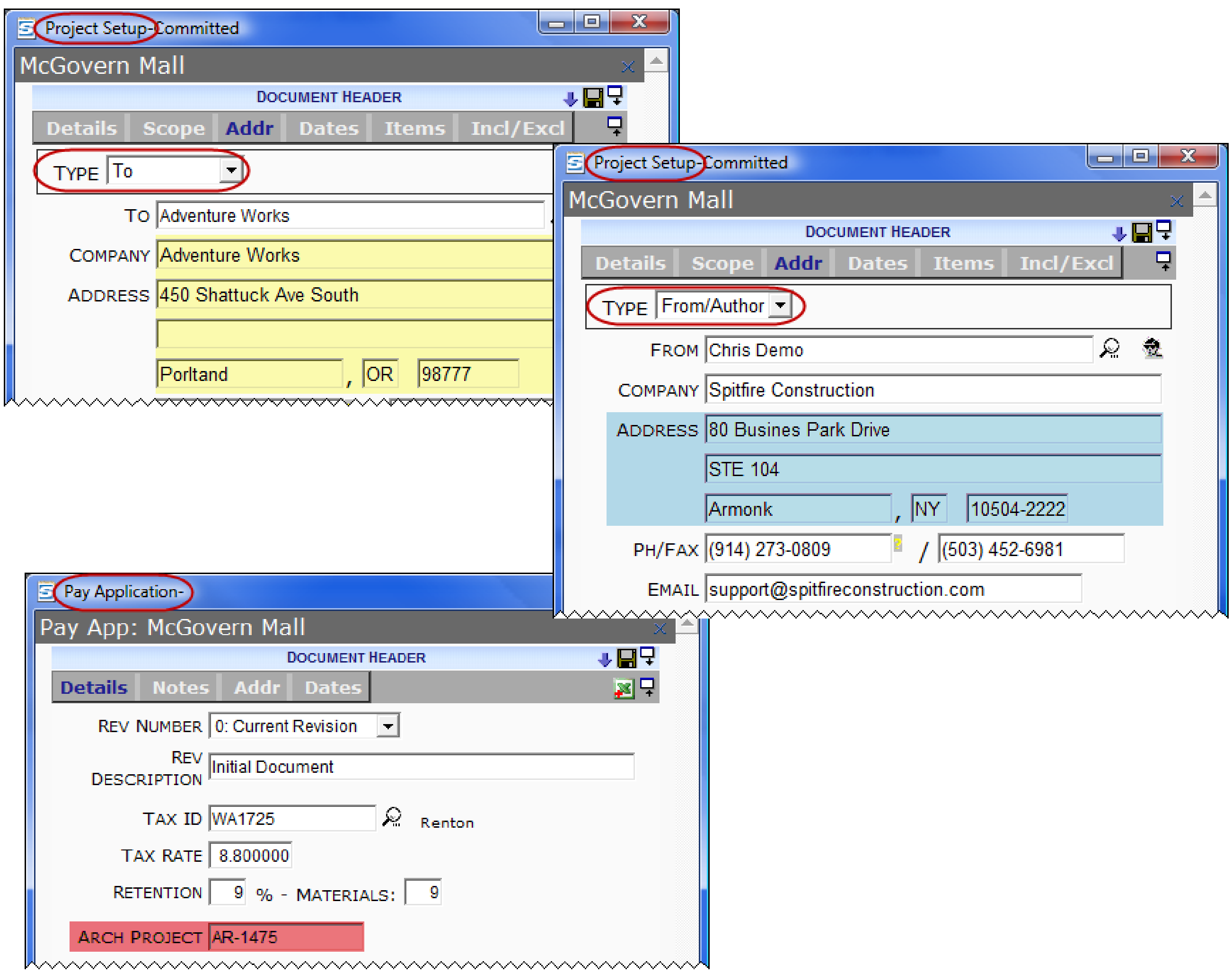
comes from…


Project Setup-Committed
McGovern Mall
DOCUMENT HEADER
CONTRACT NO.
PROJECT AD-0009 McGovern Mall
DESCRIPTION McGovern Mall
CUSTOMER Adventure Works
STATUS Committed
EXECUTED 3/23/2009
DATE 3/25/2009
Details Scope Addr Dates Items Incl/Excl
CONTRACT TYPE Cost Plus to Rev
CONTRACT FOR General Construction
TAX ID WA1725
Project Setup-Committed
McGovern Mall
DOCUMENT HEADER
Details Scope Addr Dates Items Incl/Excl
TYPE Site
CONTACT
COMPANY
ADDRESS 84 Business Park Drive
Armonk , NY 10504
Pay Application-
Pay App: McGovern Mall
DOCUMENT HEADER
DOC# 0001
INVOICE#
PROJECT AD-0009 McGovern Mall
DESCRIPTION Pay App: McGovern Mall
RESPONSIBLE Andy Carothers
STATUS In Process
DATE 3/25/2009
Details Notes Addr Dates
Description Lead Time Start Finish Note
Application Period 0 3/23/2009 3/27/2009

Likewise,



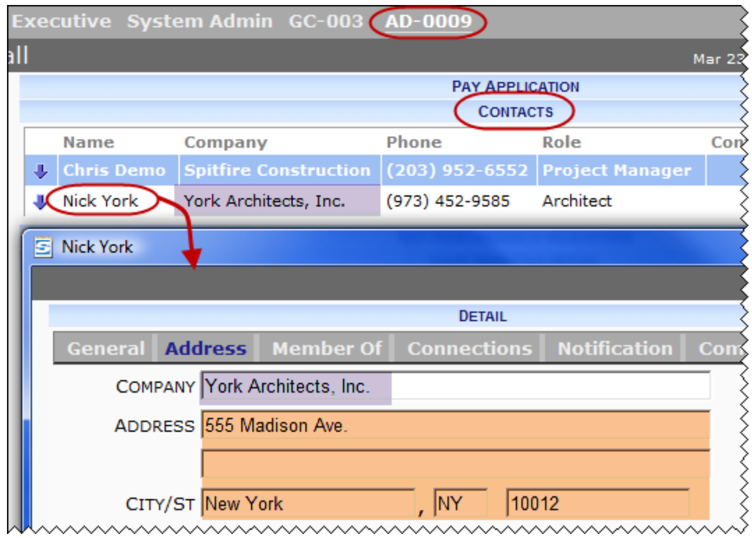
comes from…



and…

Architect Information

The Architect's name and address for the SOV workbook is taken from the Contact Details of the person assigned the role of "Architect" on this project. The Architect should appear on the Project Dashboard's Contact part.

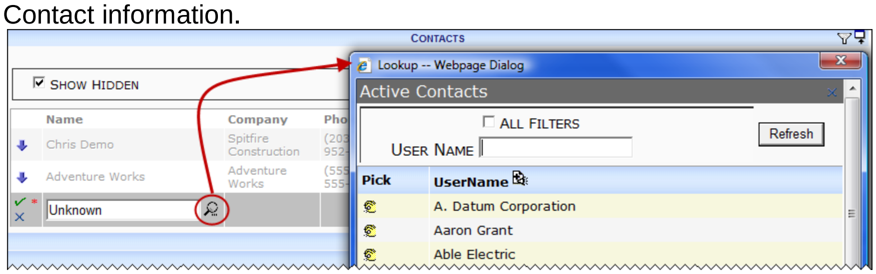


If the Architect does not appear, you will have to add him or her.

To add an Architect to a Project's Contact list:

1. On the Project Dashboard, click at the Team Contacts part.

2. Click the **Show Hidden** checkbox to check it.
3. Look through the Contact list by role. It is possible that the Architect for this project is there but currently hidden (i.e., has the Show checkbox unchecked). If that is the case, click the **Show** check box on the Architect's row. Hidden architects do not show up on the Project Summary form.
4. Otherwise, to add an Architect, click .
5. Click on the **Name** field to look up and select the Architect for the project.
Note: if the person you want is not on the list, see the System Administrator or Manager, who will need to add this person's Contact information.



TIP

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

TIP

One member from each role assigned to a project will flow through to the SOV worksheet and be available for use in the Pay Application Print Template (PAPT).

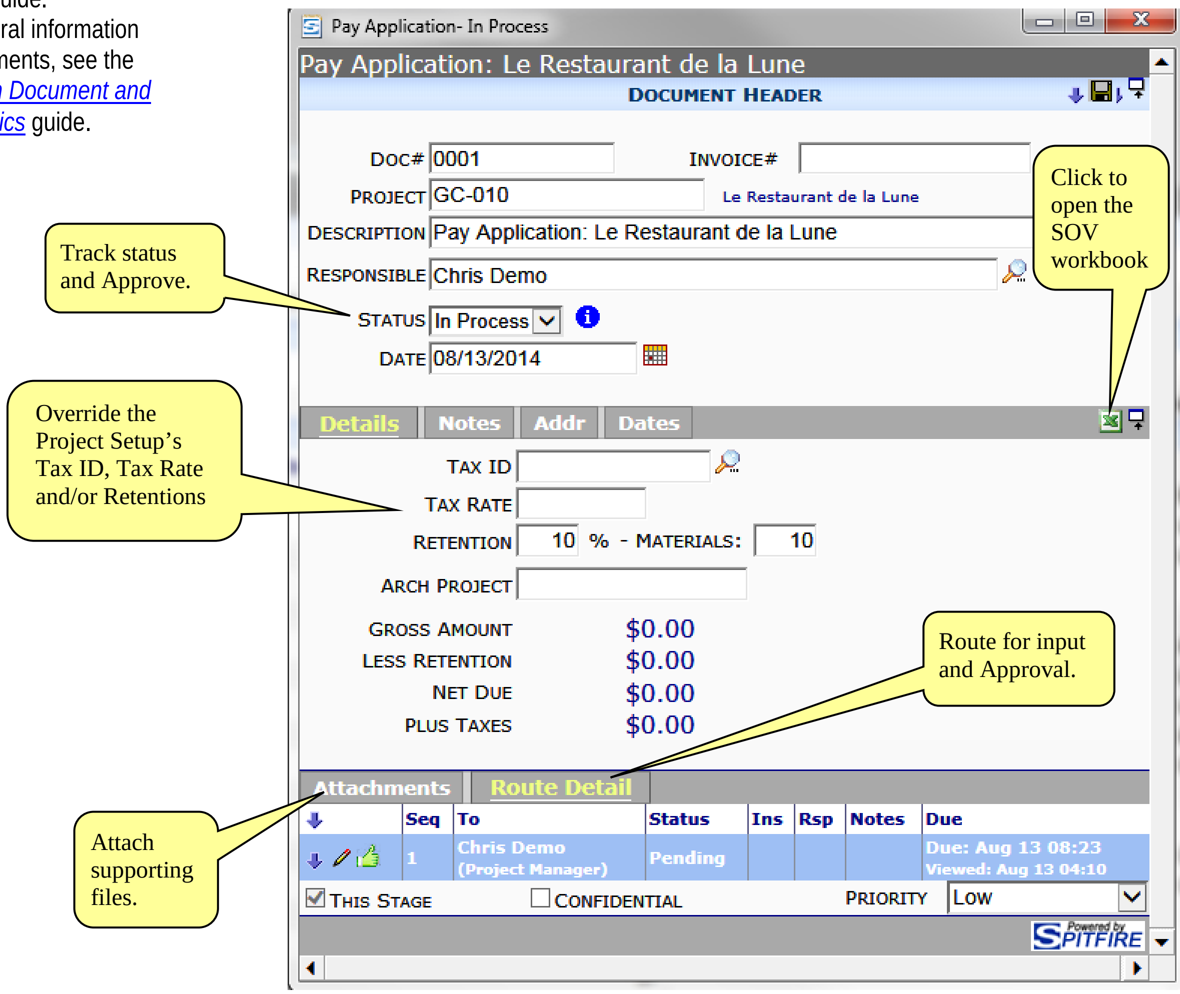
6. Click on the **Role** field to look up and select **Architect** as the role for this person.
Note: if Architect is not an available choice, see the System Administrator or Manager, who will need to assign this role to this person.

7. Click to accept your information. It is saved automatically.

Pay Application Document

TIP
For more information on routing, see the *Focus on Routes* guide.
For general information on documents, see the *Focus on Document and Item Basics* guide.

Like all Spitfire documents, the Pay Application document allows you to attach files to it and route these attachments, as well as the attached SOV workbook, for approval. (If your routee has update or collaborative permissions, he or she will be able to open and edit the SOV workbook. If your routee does not have update or collaborative permission, he or she will only be able to view the SOV workbook.)



The icon opens the SOV workbook with the current project data. When a new Schedule of Values is created for a Project, you build the SOV by adding new Items (if they do not already exist) and retrieving project-specific Change Orders. Each additional application allows you to define the Work Completed and Stored Materials as well as the appropriate retention.

Creating Pay Applications

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

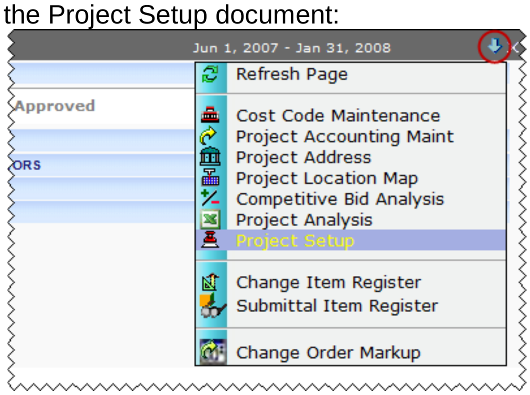
Prerequisite

The Project Setup document must have a status of **Committed** before you can create the initial Pay Application document (and first SOV workbook) for the project.

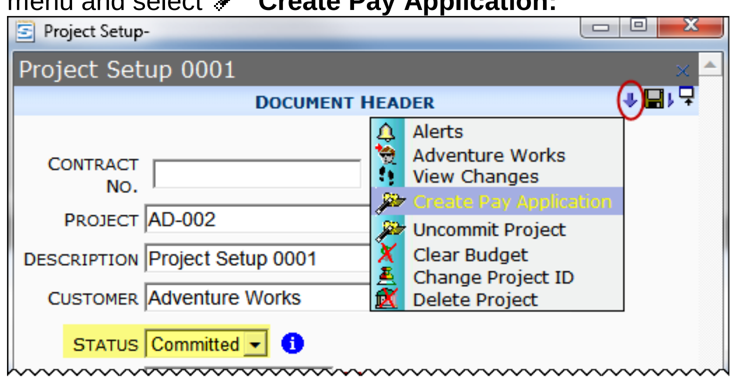
Initial Pay Application

To create the initial Pay Application:

1. Go to the Project Dashboard and click to open the Project Options menu.
2. Select **Project Setup** from the Project Options menu to open the Project Setup document:



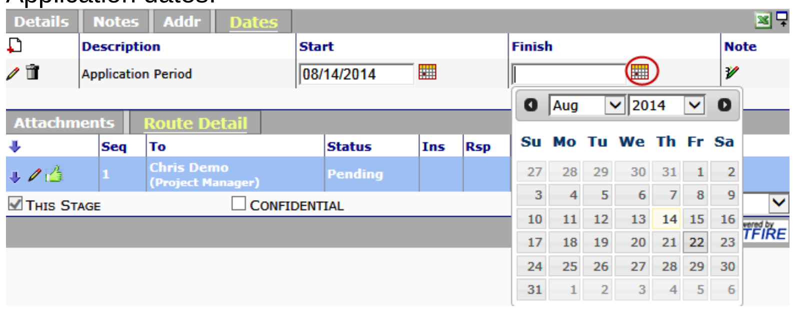
3. Save () the Project Setup document.
4. On the Project Setup, click to access the Document Options menu and select **Create Pay Application:**



Note: If you are integrated with Microsoft Dynamics SL, Spitfire will populate Construction Billing Entry with your Project Setup Items. However, if you have activated the Spitfire Pay Application Doc type, the Project Setup document will populate the Pay Application document instead of Microsoft Dynamic SL's Construction Billing Entry.

The Pay Application document will open.

5. Enter a **Description** for the Pay Application.
6. (*optional*) Change the source contact on the **To** field, if it is different from the default that comes from the Project Setup document.
7. On the Dates tab of the Pay Application document, fill out Application dates:

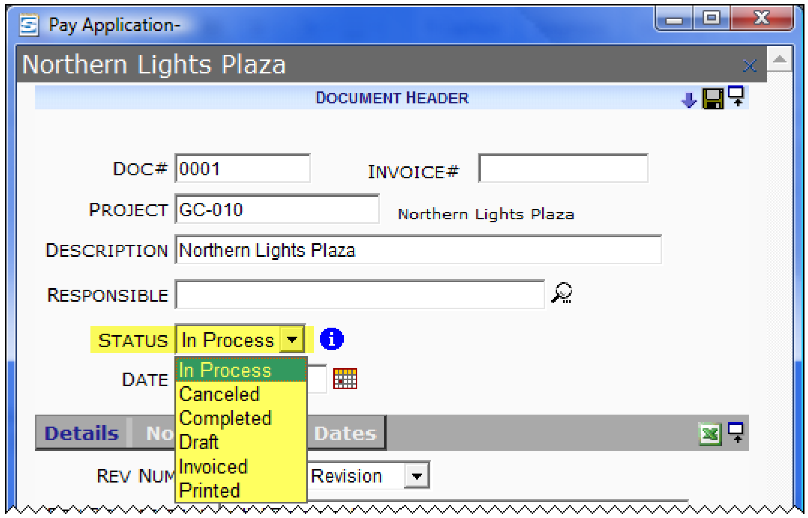


8. *(optional*) Add other information to your document as needed (see page 9).
9. Click to save the Pay Application.
10. Click to open the SOV workbook (described on page 26).
11. (*optional*) Add SOV rows to the workbook through the Copy-In option (described on page 39).
12. Edit and save, close and reopen the SOV workbook as needed.
13. Save, close and reopen the Pay Application document and change its status as needed throughout its draft to invoiced process (see the next section).
14. When appropriate, reopen the SOV workbook and use the SOV Print Form to print the PAPT output for distribution to the client (see page 70).
15. When you are ready to invoice, change the status to **Invoiced.**
    - If you are not integrated, type a number in the **Invoice #** field then save ( ).
    - If you are integrated, save after changing the status. An invoice number from Microsoft Dynamics SL will appear in the **Invoice #** field.

> **Note**: you can also change the status to **Invoice** and acquire or assign the Invoice number from within the SOV workbook. (See page 74.)

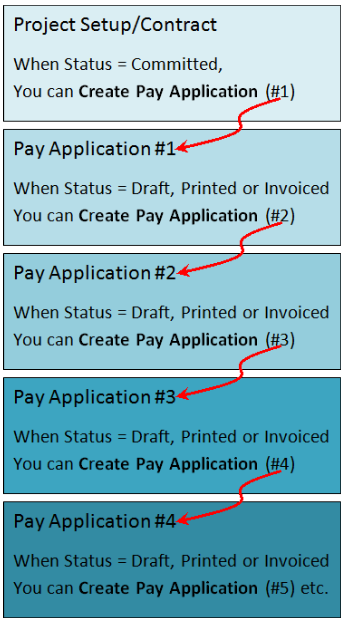
SOV Document Status

The Status field on the Pay Application document controls the status of the SOV workbook. Once you change the status to **Draft**, you will get all the status choices, as shown below. **Note**: If your site is integrated, the approval process updates the Microsoft Dynamics SL database.



Status	***Purpose***
In Process	You can edit the Pay Application document and the SOV workbook.
Draft / Printed	You can edit the Pay Application document but the SOV workbook is in read-only mode for reviews. The data in the SOV workbook will be in the exact state as when last saved. You must return the status to In Process if you want to edit the SOV workbook. You can create a new Pay Application document.
Invoiced	The Pay Application document and SOV workbook are read-only. The document status is either locked or allows only a change to Completed (if you have the proper access level). You can create a new Pay Application document. If integrated, SOV data is exported to Microsoft Dynamics SL Flexible Billing.
Completed / Canceled	The Pay Application document and SOV workbook are read-only. The document is considered “closed”.

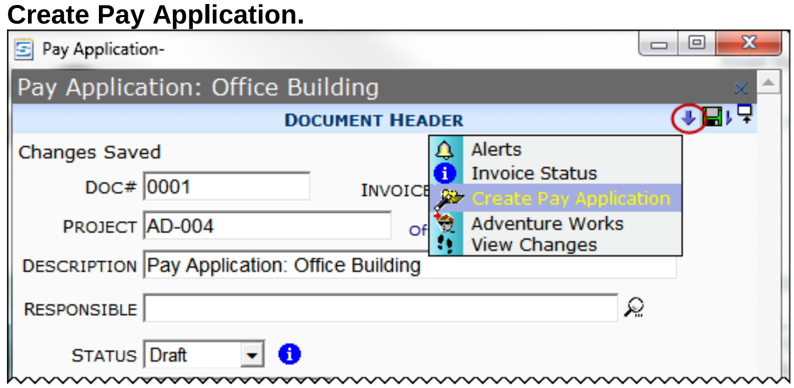
Creating Subsequent Pay Applications



A subsequent Pay Application document is created from the previous Pay Application document. The status of a Pay Application must be **Draft**, **Printed** or **Invoiced** before the next Pay Application can be created. Creating the next Pay Application from the current Pay Application establishes a chain of Pay Applications.

To create subsequent Pay Applications:

1. Open the current (last) Pay Application document.
2. Ensure that the status of the Pay Application is set to **Draft**, **Printed** or **Invoiced**. If not, change the status (and enter an Invoice number if appropriate).
3. Save ( ) the document (even if you have not made any changes).
4. Click to access the Document Options menu and select **Create Pay Application.**



The new Pay Application document window will appear.

5. Edit the document and access the SOV workbook as described on page 26. On the SOV workbook, the **Previous Application** column will contain the sum of the previous applications. The **Work Completed**, **Stored Materials**, and **To Date %** columns are ready for your input.
   Note: if the sum of the Previous Application and the current Application amounts exceed the Scheduled Value amount, the background color of the affected cells will change.
6. Change the status of the Pay Application document as appropriate. Once the status is **Draft**, **Printed** or **Invoiced**, you can create the next Pay Application.
7. Click to save the Pay Application.

TIP

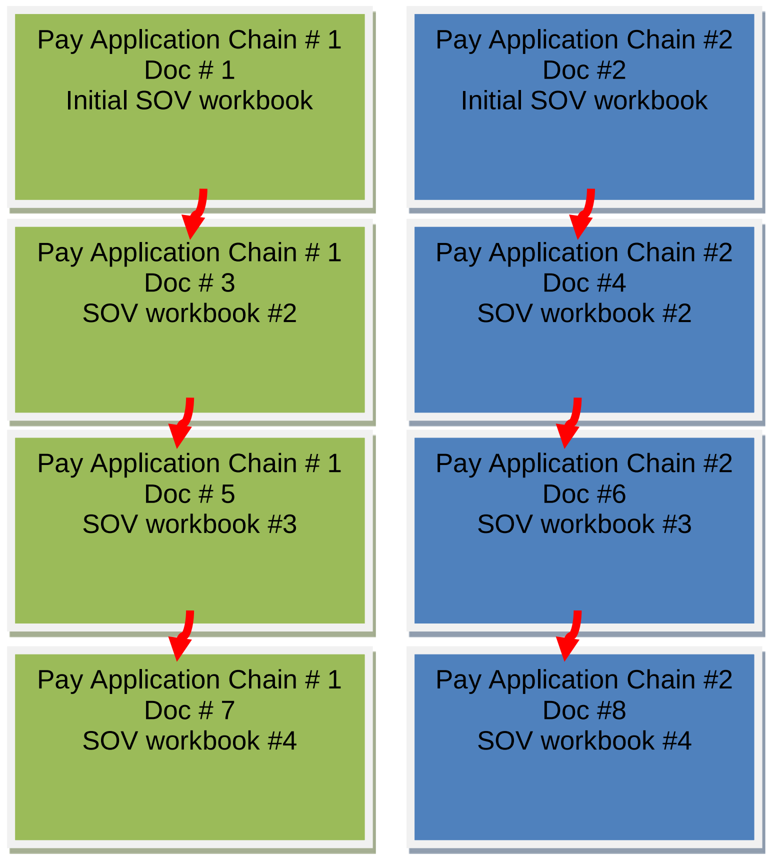
The **Unit** column will also appear if your SOV workbook has been configured to include units, through the Setup worksheet (see page 32)

Creating Multiple Chains of Pay Applications

TIP

The SOVConfig | SOVPlural rule must be checked (on) in order for multiple Pay Application chains to be allowed. See the *Focus on System Administration* guide, the *Rules and Rule Values* technical white paper, or your System Administrator for more information.

If your site has been set up to allow multiple chains of Pay Applications, you can create two or more initial Pay Application documents with corresponding SOV workbooks. Each of these initial Pay Application documents would then serve as the starting point for chains of Pay Application documents.



TIP

In order to link a Pay Application to itself, some setup is required. Contact your implementer.

To create multiple chains, create an Initial Pay Application document (as described on page 17), link the Pay Application document to itself, and access the SOV workbook for that Pay Application (as described on page 26) then, before using the SOV workbook, create the next Initial Pay Application by going back to the Project Setup document and repeating those steps. Keep in mind the following:

- If you want each Pay Application chain to have its own source contact, you will need to customize the Pay Application document to show the source contact (To) field. By default, the source contact for a Pay Application comes from the Project Setup and is not shown on the Pay Application. By displaying this field, you'll be able to look up a source contact (To) person or vendor for each Pay Application chain.

- You can start with blank or one-line SOVs and then use the Copy-In option (see page 39) to add rows to each initial SOV.
- If your SOV lines come from the same source, remember that you can change and delete them once the items are on the Application worksheet. For example, you may want to delete different lines on each chain:

	A	B	C	D	E
1			Schedule of Values Worksheet		
2	Rows: 17 ~ 17 SOV Items		SOV Total: $200,000.00		
3	Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code
4	SOV	Engineering	$5,000.00		
5	SOV	Coordination	$7,000.00		
6	SOV	Demolition	$4,000.00		
7	SOV	Roofing	$21,000.00		
8	SOV	Electrical Material	$6,000.00		
9	SOV	Electrical Labor	$8,000.00		
10	SOV	Concrete Formwork	$4,000.00		
11	SOV	Structural Metal Framing Material	$21,000.00		
12	SOV	Structural Metal Framing Labor	$16,000.00		
13	SOV	Insulation Material	$15,000.00		
14	SOV	Insulation Labor	$7,000.00		
15	SOV	Gypsum Board Material	$21,000.00		
16	SOV	Gypsum Board Labor	$19,000.00		
17	SOV	Finishing Material	$6,000.00		
18	SOV	Finishing Labor	$21,000.00		
19	SOV	Plumbing Material	$10,000.00		
20	SOV	Plumbing Labor	$9,000.00		

	A	B	H	I	L
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.				
2-3	Item No.	Description	Revenue Cost	Account Category	Scheduled Value
4	000100	Engineering	00000	UNBILLED	$5,000.00
5	000200	Coordination	00000	UNBILLED	$7,000.00
6	000300	Demolition	00000	UNBILLED	$4,000.00
7	000400	Roofing	00000	UNBILLED	$21,000.00
9		Add: Double click on this row			
10					

Initial SOV for chain #1

Initial SOV for chain #2

	A	B	H	I	L
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.				
2-3	Item No.	Description	Revenue Cost	Account Category	Scheduled Value
4	000500	Electrical Material	00000	UNBILLED	$6,000.00
5	000600	Electrical Labor	00000	UNBILLED	$8,000.00
6	000700	Concrete Formwork	00000	UNBILLED	$4,000.00
7	000800	Structural Metal Framing Material	00000	UNBILLED	$21,000.00
8	000900	Structural Metal Framing Labor	00000	UNBILLED	$16,000.00
9	001000	Insulation Material	00000	UNBILLED	$15,000.00
10	001100	Insulation Labor	00000	UNBILLED	$7,000.00
11	001200	Gypsum Board Material	00000	UNBILLED	$21,000.00
12	001300	Gypsum Board Labor	00000	UNBILLED	$19,000.00
13	001400	Finishing Material	00000	UNBILLED	$6,000.00
14	001500	Finishing Labor	00000	UNBILLED	$21,000.00
15	001600	Plumbing Material	00000	UNBILLED	$10,000.00
16	001700	Plumbing Labor	00000	UNBILLED	$9,000.00
18		Add: Double click on this row			
19					

- Also, you can disburse SOV amounts among the SOV chains:

	A	B	C	D	E
1			Schedule of Values Worksheet		
2	Rows: 17 ~ 17 SOV Items		SOV Total: $200,000.00		
3	Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code
4	SOV	Engineering	$5,000.00		
5	SOV	Coordination	$7,000.00		
6	SOV	Demolition	$4,000.00		
7	SOV	Roofing	$21,000.00		

	A	B	H	I	L
1					
2–3	Item No.	Description	Revenue Cost	Account Category	Scheduled Value
4	000100	Engineering	00000	UNBILLED	$3,000.00
5	000200	Coordination	00000	UNBILLED	$5,000.00
6	000300	Demolition	00000	UNBILLED	$2,500.00
7	000400	Roofing	00000	UNBILLED	$12,000.00
9		Add: Double click on this row			
10					

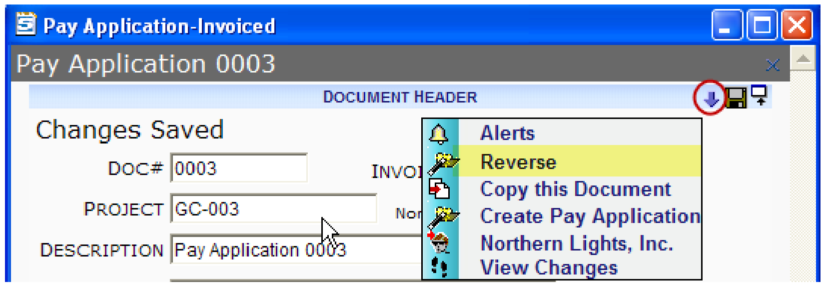
Initial SOV for chain #1

	A	B	H	I	L
1					
2–3	Item No.	Description	Revenue Cost	Account Category	Scheduled Value
4	100100	Engineering	00000	UNBILLED	$2,000.00
5	100200	Coordination	00000	UNBILLED	$2,000.00
6	100300	Demolition	00000	UNBILLED	$1,500.00
7	100400	Roofing	00000	UNBILLED	$9,000.00
9		Add: Double click on this row			
10					

Initial SOV for chain #2

Pay Application Reversals

If your site is integrated with Microsoft Dynamics SL, when you invoice the Pay Application (as described on pages 18 and 74), that Pay Application invoice is entered into Microsoft Dynamics SL's Flexible Billing. When you post the invoice in Microsoft Dynamics SL, Spitfire records this information and offers a Reverse option on the Pay Application's Options menu:



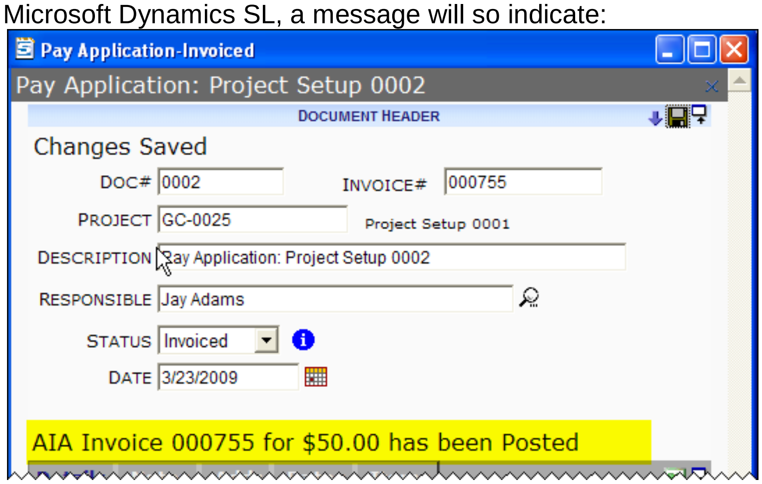
WARNING
If you reverse the invoice from within Microsoft Dynamics SL, the link with Spitfire will be broken and, therefore, Spitfire will no longer be able to accurately reflect the Pay Application information.

If you need to reverse an invoiced Pay Application, you should use the Reverse option on your Pay Application instead of reversing the invoice from within Microsoft Dynamics SL.

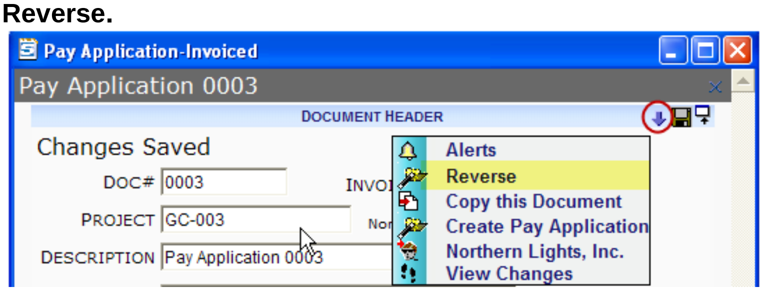
To reverse an invoiced Pay Application:

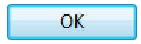
1. Open the Pay Application.
   Note: this Pay Application must have a status of **Invoiced** and already be posted in Microsoft Dynamics SL.

2. Save ( ) the document. If the invoice has been posted in Microsoft Dynamics SL, a message will so indicate:

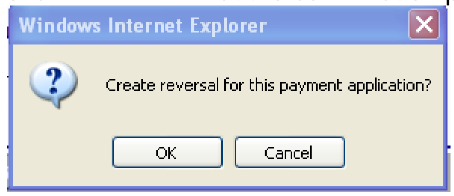


3. Click to access the Document Options menu and select **Reverse.**

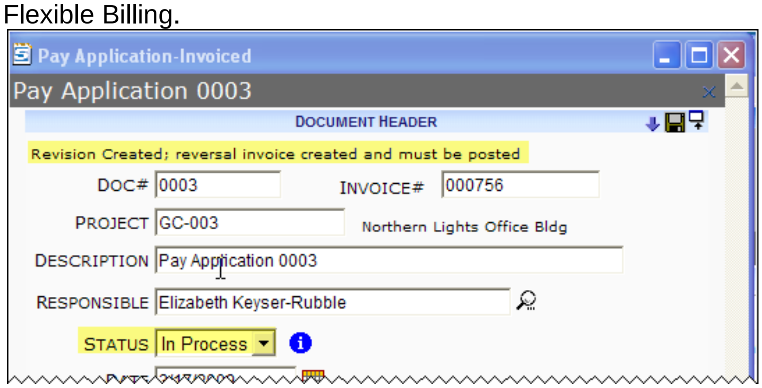


4. Click 

at the confirmation prompt that appears:



5. Save the document again. The document status will revert to **In Process**, although the invoice number will remain. In addition, the reversal invoice will be entered into Microsoft Dynamic SL's Flexible Billing.



6. Go to Microsoft Dynamics SL and post the reversal invoice. You will notice that the reversal invoice has its own Invoice ID number.

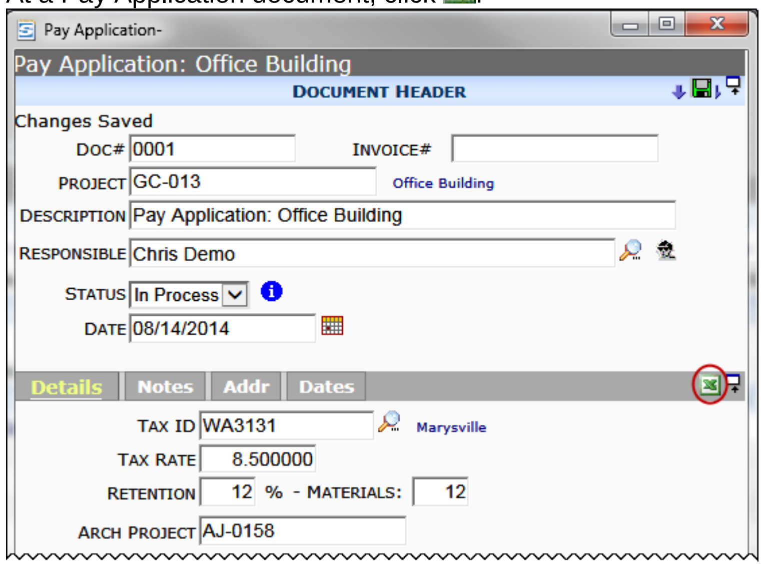
SOV Workbook

Accessing the SOV Workbook

A Microsoft Excel SOV workbook is associated with each Pay Application. (The term "workbook" refers to a collection of worksheets.)

To create an SOV workbook:

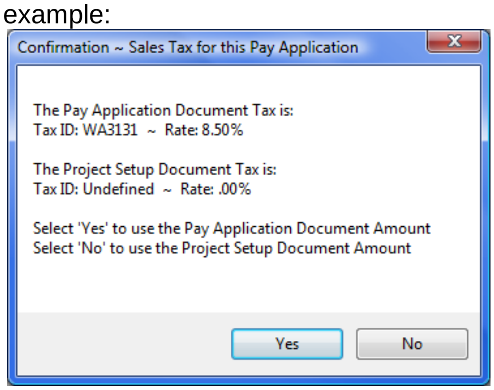
1. At a Pay Application document, click :



TIP
See page 17 for how to create the Pay Application document.

TIP
The Tax ID and Tax Rate fields, like most fields, are customizable. They may not appear on your document. See your System Administrator if you feel that fields are not as they should be.

2. (*If you are dealing with sales tax*) If there is a discrepancy between indicated sales tax rate on the Project Setup document and the Pay Application, a confirmation box will appear, for example:

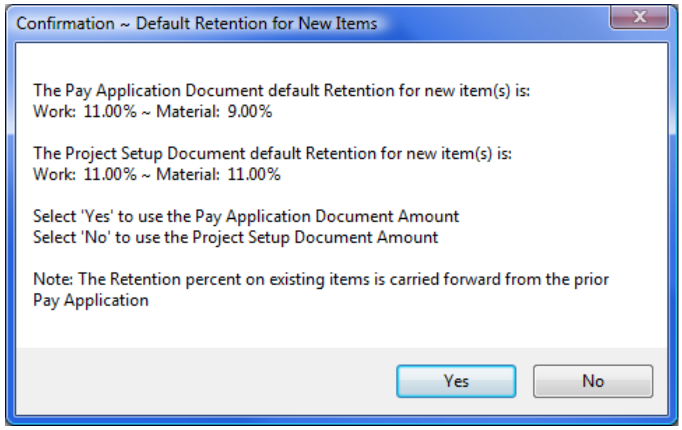


- If you want to use the information from the Pay Application, click Yes.
- If you want to use information from the Project Setup, click No.

TIP
The tax rate is also compared to the tax rate in the Tax Tables in Microsoft Dynamics SL. If there is a discrepancy (because the Tax Table has changed its rates), you'll be prompted to select which rate you want to use.

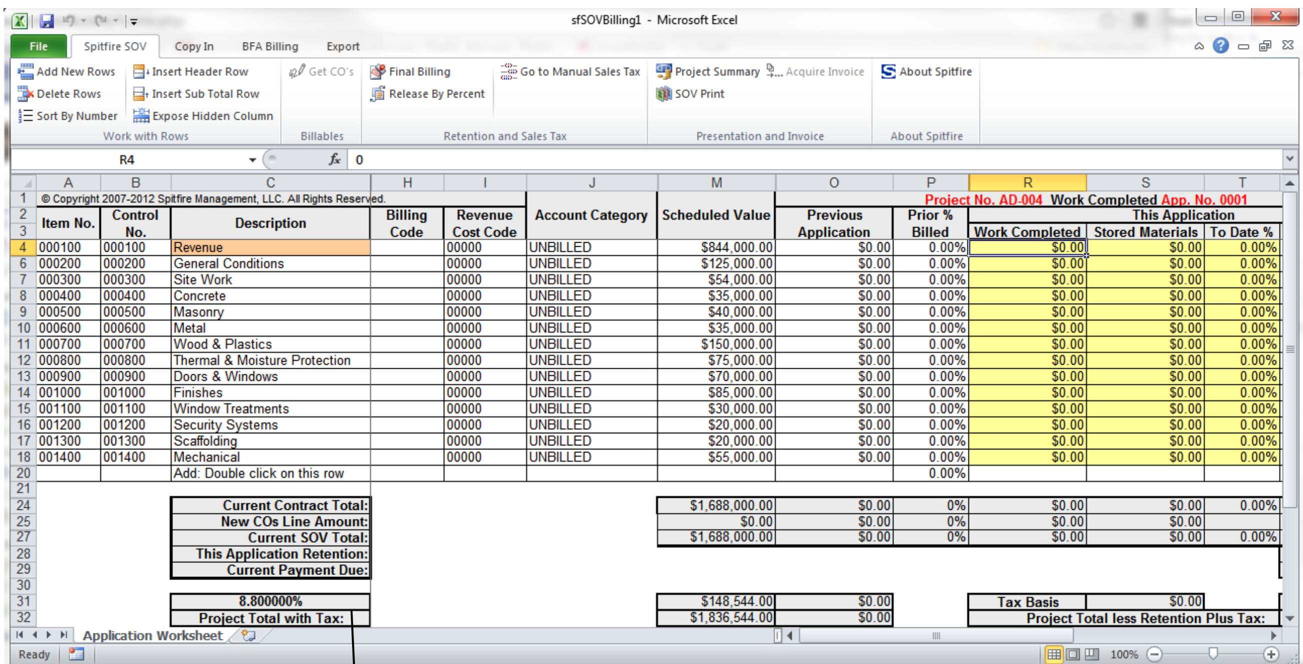
Note: If you entered retention percentages on the Project Setup document but there is discrepancy between that information and the retention on the Pay Application, a confirmation box will appear, for example:

TIP
The default retention for the SOV workbook can come from either the Project Setup or Pay Application document. It can also be indicated through the SOVConfig | SOVRetention rule (which defaults to 10).



- If you want to use the information from the Pay Application, click Yes.
- If you want to use information from the Project Setup/Contract, click No.

The SOV workbook will open at the Application worksheet with the Items from the Project Setup document (if any), for example:



	A	B	C	H	I	J	M	O	P	R	S	T
2–3	Item No.	Control No.	Description	Billing Code	Revenue Cost Code	Account Category	Scheduled Value	Previous Application	Prior % Billed	This Application: Work Completed	Stored Materials	To Date %
4	000100	000100	Revenue		00000	UNBILLED	$844,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
6	000200	000200	General Conditions		00000	UNBILLED	$125,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
7	000300	000300	Site Work		00000	UNBILLED	$54,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
8	000400	000400	Concrete		00000	UNBILLED	$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
9	000500	000500	Masonry		00000	UNBILLED	$40,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
10	000600	000600	Metal		00000	UNBILLED	$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
11	000700	000700	Wood & Plastics		00000	UNBILLED	$150,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
12	000800	000800	Thermal & Moisture Protection		00000	UNBILLED	$75,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
13	000900	000900	Doors & Windows		00000	UNBILLED	$70,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
14	001000	001000	Finishes		00000	UNBILLED	$85,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
15	001100	001100	Window Treatments		00000	UNBILLED	$30,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
16	001200	001200	Security Systems		00000	UNBILLED	$20,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
17	001300	001300	Scaffolding		00000	UNBILLED	$20,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
18	001400	001400	Mechanical		00000	UNBILLED	$55,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
20			Add: Double click on this row						0.00%			
21												
24			Current Contract Total:				$1,688,000.00	$0.00	0%	$0.00	$0.00	0.00%
25			New COs Line Amount:				$0.00	$0.00	0%	$0.00	$0.00	
27			Current SOV Total:				$1,688,000.00	$0.00	0%	$0.00	$0.00	0.00%
28			This Application Retention:									
29			Current Payment Due:									
30												
31			8.800000%				$148,544.00	$0.00		Tax Basis	$0.00	
32			Project Total with Tax:				$1,836,544.00	$0.00		Project Total less Retention Plus Tax:		

Tax rows do not appear if you are not including tax information on your Project Setup or Pay Application document.

Note: Once the Project Setup's Items are exported to the initial SOV workbook, the link between items is severed. You can add and delete SOV rows without changing the Project Setup. You can also use the Copy In option to add to the rows in the SOV.

Because the SOV Items can later be updated by Change Orders, the SOV workbook includes a **Get COs** option that allows you to import the project's Change Orders to the SOV (see page 65). The SOV workbook can also include a Get Current Commitments option that allows you to build SOV items from Commitments (see page 45)

Parts of the SOV Workbook

Each SOV workbook contains several worksheets, only one of which is visible when you first open the workbook:

- The **Application** worksheet (described on page 50) is where you enter information for your payment application. All your current SOV Items appear here.
- The **Copy** In worksheet (see page 39) allows you to append SOV Items, along with header and subtotal rows, to the end of your current SOV Items. The Copy In worksheet becomes visible when you select the **Show Worksheet** option from the Copy In ribbon.
- The Billings worksheet (see page 47) allows you to build your SOV rows from the budget through billing codes.
- The **Project Details** worksheet holds global information about the project that is passed to the Application worksheet during opening. It is normally hidden but can be exported to a blank workbook. Contents of this worksheet are used by the PAPT for print output purposes.
- The **Setup** worksheet (see page 32) is where you indicate the placement of data and the control of the print behavior in the PAPT. The Setup worksheet becomes visible when you select the **Save Site Settings** option from the Spitfire SOV ribbon.
- The **App Detail** worksheet contains the format for the PAPT for use in creating your print output. It is normally hidden but can be exported to a blank workbook.
- The **sfData** worksheet manages data coming from and going to SQL tables. It is normally hidden and does not require user input.
- The **Setup** worksheet is a blank worksheet used during the opening process.

The SOV workbook uses a form:

- The Project Summary/SOV Print form (see pages 68 and 70) summarizes your payment application and allows you to print.

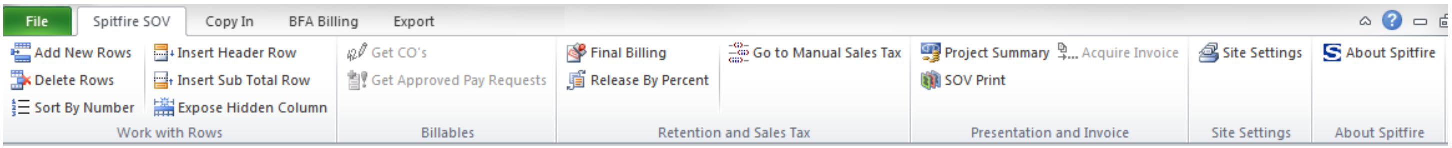
In addition, a Spitfire Menu provides options for the SOV workbook.

TIP

For more information about the Project Details, and App Details worksheets and the PAPT, see the technical white paper *Pay Application Print Templates (PAPTs)*.

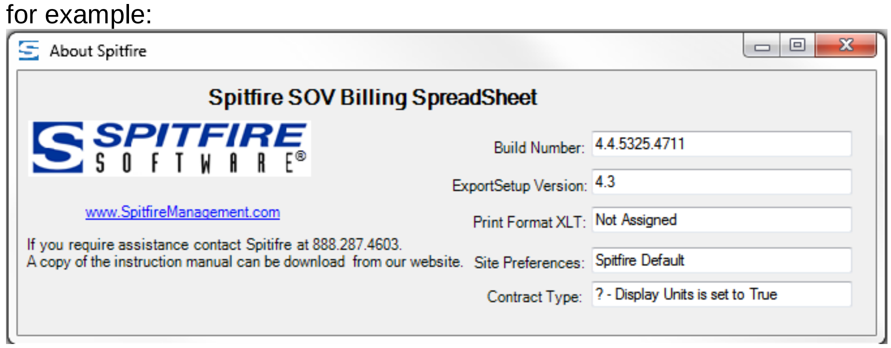
Spitfire SOV Ribbon

The Spitfire SOV ribbon appears in the SOV workbook. It contains commands to access Spitfire SOV functions for the Application worksheet.



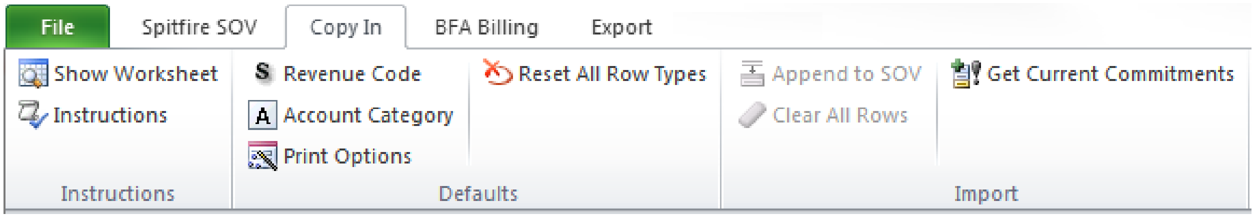
TIP
For more information about rules, see the *Rules and Rule Values* technical white paper.

- Add New Rows (page 58)
- Delete Rows (page 59)
- Sort by Number (page 59)
- Insert Header Row (page 60)
- Insert Sub Total Row (page 61)
- Expose Hidden Column (page 52)
- Get COs (page 65)
- Get Approved Pay Requests (page 67)
  Note: this option appears only if the **SOVConfig | BFCL-Enabled** rule is on and there are approved Pay Requests.
- Final Billing (page 76)
- Release By Percent (see page 64)
- Go to Manual/Automatic Sales Tax (see page 62)
  Note: this option appears only if the project has tax information.
- Project Summary (page 68)
- SOV Print (page 70)
- Acquire (Assign) Invoice (see page 74)
- Site Settings/Save Site Settings (see page 32)
  Note: this option appears only if you have system administration rights.
- **About Spitfire**—information about the current version of SOV, for example:



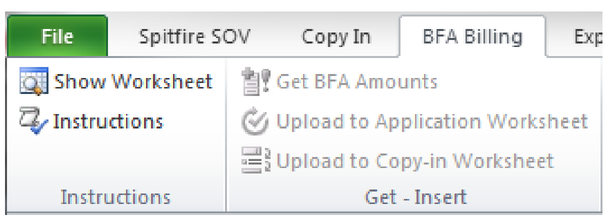
Copy In Ribbon

The Copy In ribbon contains Copy In-related options.



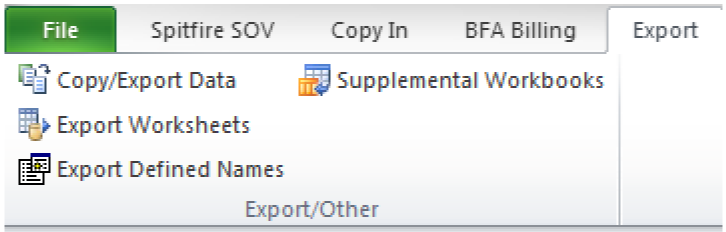
- **Show Worksheet** (see page 39)
- **Instructions**—displays information on how to use the Copy In worksheet
- **Revenue Code** (see page 40)
- **Account Category** (see page 41)
- **Print Options** (see page 42)
- **Reset All Row Types**—resets all rows to SOV type
- **Append to SOV** (see page 42)
- **Clear All Rows**—clears the Copy-In worksheet
- **Get Current Commitments** (see page 45)
  Note: this option appears only if the **SOVConfig | BFCL-Enabled** rule is on.

BFA Billing Ribbon



- **Show Worksheet** (see page 47)
- **Instructions**—displays information on how to use the Billings worksheet.
- **Get BFA Amounts** (see page 47)
- **Upload to Application Worksheet** (see page 49)
- **Upload to Copy-in Worksheet** (see page 48)

Export Ribbon



- **Copy/Export Data** (page 78)
- **Export Worksheets** (see the technical white paper *Pay Application Print Templates (PAPTs)*)
- **Export Defined Names** (see the technical white paper *Pay Application Print Templates (PAPTs)*)
- **Supplemental Workbooks** (page 79)

Setup*

You set your SOV workbook preferences on the Setup worksheet.

The primary function of the Setup worksheet is to configure the Application worksheet of the SOV workbook to present the available data according to your preferences. Once you make your changes to the Setup worksheet, use the **Save Settings** option to save the worksheet, then upload the **sfSOVSetupPreferences.xml** file into the Template library as a Pay App (SOV) Site Settings template file.

TIP

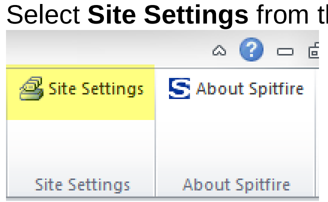
For more information about the Template tool, see the *Focus on the Manage Dashboard* guide.

Changing Site Settings

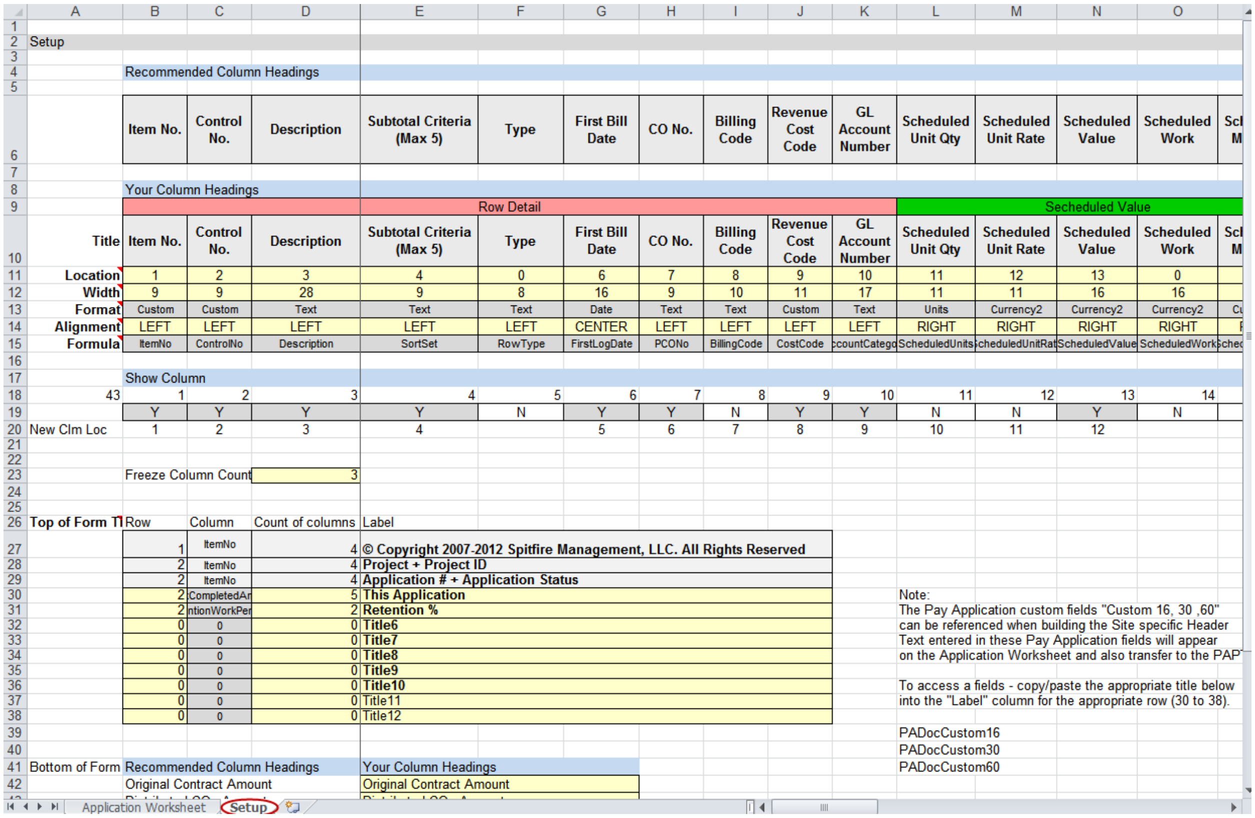
System Administrators can set site-specific settings for the SOV workbook.

To open the Setup worksheet for site settings:

1. Open the SOV workbook from a Pay Application document (see page 26).
2. Select **Site Settings** from the Spitfire SOV ribbon:

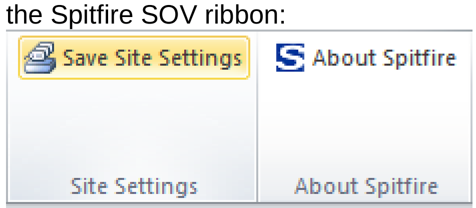


3. Click  at the confirmation box that appears.
   The Setup worksheet will appear:

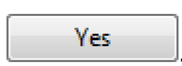


To make changes on the Setup worksheet:

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

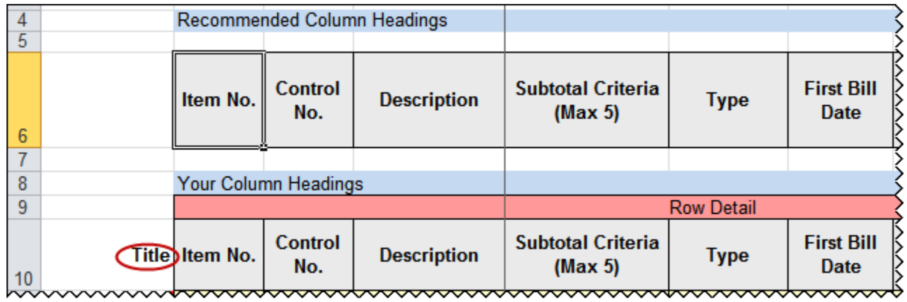


A confirmation box will appear.

6. Click 

. The Save As dialog box will appear. While you can indicate any location for your Site Settings file, we recommend you save the file, as named, on your desktop. You should then upload the file to the Spitfire Template library, as described in the *Focus on the Manage Dashboard* guide.

Column Headings/Title

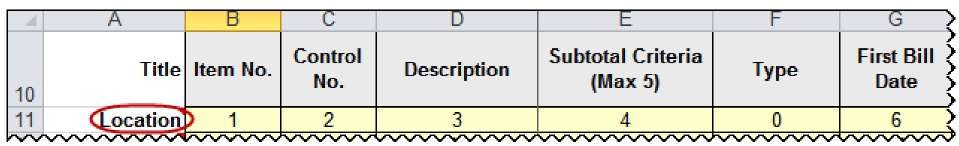


Spitfire-default column descriptions fill the top row. These descriptions also fill the Title row until you make changes.

To edit your column headings:

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

Location



You can indicate the order of columns on the Application worksheet by changing the Location numbers on the Setup worksheet. You can also make a column inactive by changing its location to 0 (zero). A column location set to zero does not impact the associated column data, functionality or workbook functionality. The data for a column with a location of zero is still available for Supplemental workbooks.

TIP

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

To reorder the Application worksheet columns:

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

Width

	A	B	C	D	E	F	G
11	Location	1	2	3	4	0	6
12	Width	9	9	28	9	8	16

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

To change the width of one or more columns:

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

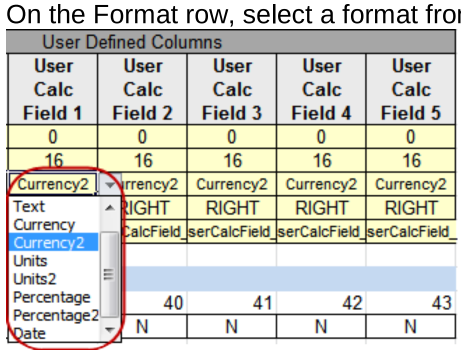
Format

	A	B	C	D	E	F	G
12	Width	9	9	28	9	8	16
13	Format	Custom	Custom	Text	Text	Text	Date

You can change the format for the User Calc Field columns only.

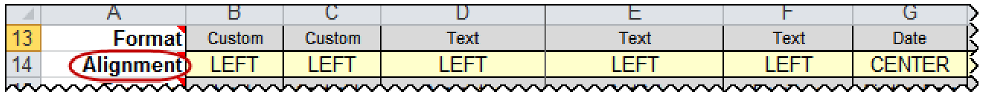
To select a format for a User Calc Field column:

1. Scroll to a User Calc Field column.
2. On the Format row, select a format from the drop-down:



- o **Text** – alphanumeric characters treated as text.
- o **Currency** – numbers treated as currency.
- o **Currency2** – numbers treated as currency, with two decimal places, and never altered by other Setup settings such as Amounts.
- o **Units** – numbers treated as numerals, with no decimal places.
- o **Units2** – numbers treated as numerals, with two decimal places.
- o **Percentage** – numbers treated as percentages without decimal places.
- o **Percentage2** – numbers treated as percentages with two decimal places.
- o **Date** – numbers treated as dates.

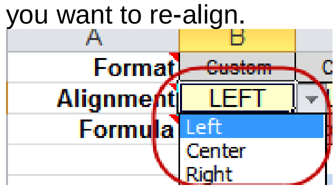
Alignment



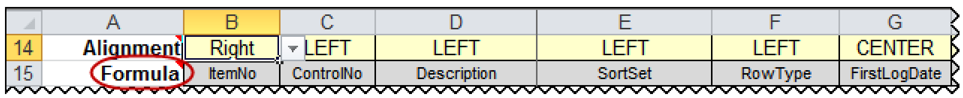
The text or numbers in the Application worksheet cells can be left-, center-, or right-aligned. You can change the defaults.

To change the alignment of one or more columns:

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



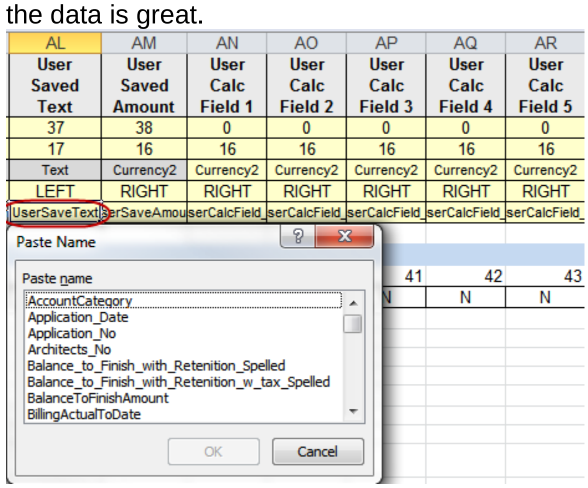
Formula



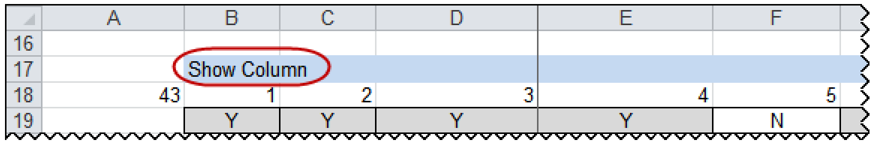
You can change the formula for the user-defined columns (User Saved Text, User Saved Amount, and User Calc Fields) only.

To indicate a formula for a User Calc Field column:

1. Scroll to a User Calc Field column.
2. On the **Formula** row, type a formula for that column.
   Note: you can use the F3 key while in the cell to pop up a Defined Name list. Selecting Defined Names for your formula is recommended. While direct references to a cell like "B3" will work, the probability of error when filters and sorts are applied to the data is great.



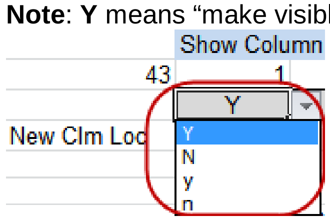
Show Column



You can determine which columns on the Application worksheet are visible.

To show or hide a column:

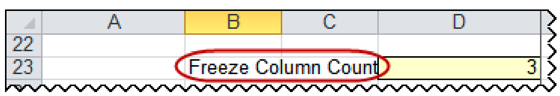
- In the Show Column Y/N row, select Y/y or N/n from the drop-down for each column that you want to change.
  Note: **Y** means “make visible”; **N** means “hide” column.



New Clm Loc

This setting is used by the system and is not editable.

Freeze Column Count

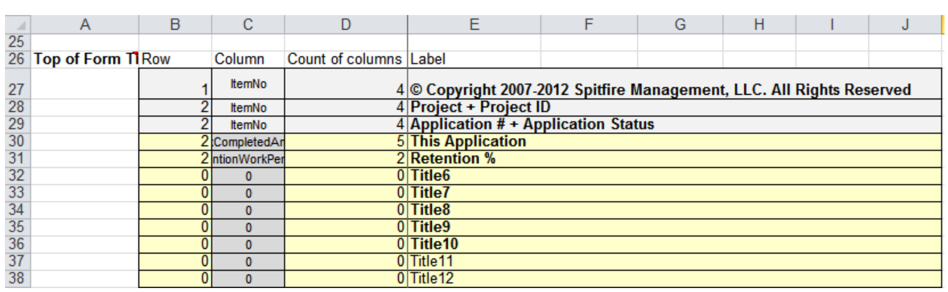


This setting indicates how many Application worksheet columns should be frozen when you scroll to the right.

To change the number of columns to be frozen:

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

Top of Form Titles



	A	B	C	D	E	F	G	H	I	J
25										
26	**Top of Form Ti**	Row	Column	Count of columns	Label					
27		1	ItemNo	4	**© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved**					
28		2	ItemNo	4	**Project + Project ID**					
29		2	ItemNo	4	**Application # + Application Status**					
30		2	:CompletedAr	5	**This Application**					
31		2	ntionWorkPer	2	**Retention %**					
32		0	0	0	**Title6**					
33		0	0	0	**Title7**					
34		0	0	0	**Title8**					
35		0	0	0	**Title9**					
36		0	0	0	**Title10**					
37		0	0	0	Title11					
38		0	0	0	Title12					

These settings indicate what to display at the top of the Application worksheet. You cannot change the first three settings (in the gray background).

To change the Top of Form:

- Change the **Label** for Row 2 for the indicated Column and/or
- Add a **Row** and **Column** location, indicate how many columns the label should appear in, and indicate the **Label**.

Bottom of Form

	A	B	C	D	E	F	G
40							
41	Bottom of Form	Recommended Column Headings			Your Column Headings		
42		Original Contract Amount			Original Contract Amount		
43		Distributed COs Amount			Distributed COs Amount		
44		Current Contract Total			Current Contract Total		
45		New COs Line Amount			New COs Line Amount		
46		CO Total			CO Total		
47		Current SOV Total			Current SOV Total		
48		This Application Retention			This Application Retention		
49		Current Payment Due			Current Payment Due		
50		Project Total with Tax			Project Total with Tax		
51		Tax Basis			Tax Basis		
52		Project Total Less Retention Plus Tax			Project Total Less Retention Plus Tax		

You can change the column headings of the rows that appear at the bottom of the Application worksheet.

To change the bottom row headings:

- In column E, type a new heading for the bottom of form rows that you want to change, for example:

Bottom of Form	Recommended Column Headings	Your Column Headings
	Original Contract Amount	Original Contract Amount
	Distributed COs Amount	Distributed Change Order Amount

The Copy In Option

TIP

You (or your System Administrator) must set up the ProjectConfig | AllowNoItems rule if you want the Project Setup to contain no Items.
See KBA-01153.

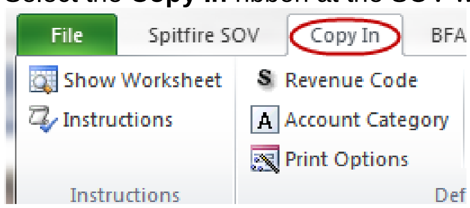
If your Project Setup document has one or more Items, by default your initial SOV workbook is populated with those Items. You can also use the Add New Rows option (described on page 58) to add rows manually or use the Copy In option to input your SOV rows. The Copy In option appends to existing SOV rows.

The Copy In option is particularly useful if you have your SOV information in another Microsoft Excel spreadsheet, already with headers and subtotals, and you want to copy all that information to your sfPMS SOV workbook.

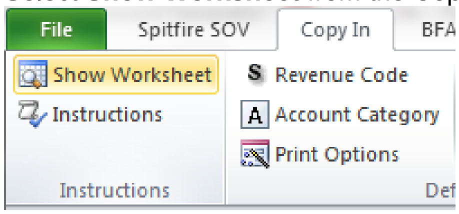
Note: because the Copy In option appends new rows to the end of any existing rows—and was designed to facilitate the input of many rows of data—you may find that the Add New Rows option is the better choice in some situations. Add New Rows adds rows one at a time, but allows you to add them throughout any existing rows. On the other hand, you can reposition rows brought in by the Copy In option by changing their Control numbers and sorting the rows (see page 59).

To add or append SOV Items through the Copy-In Option:

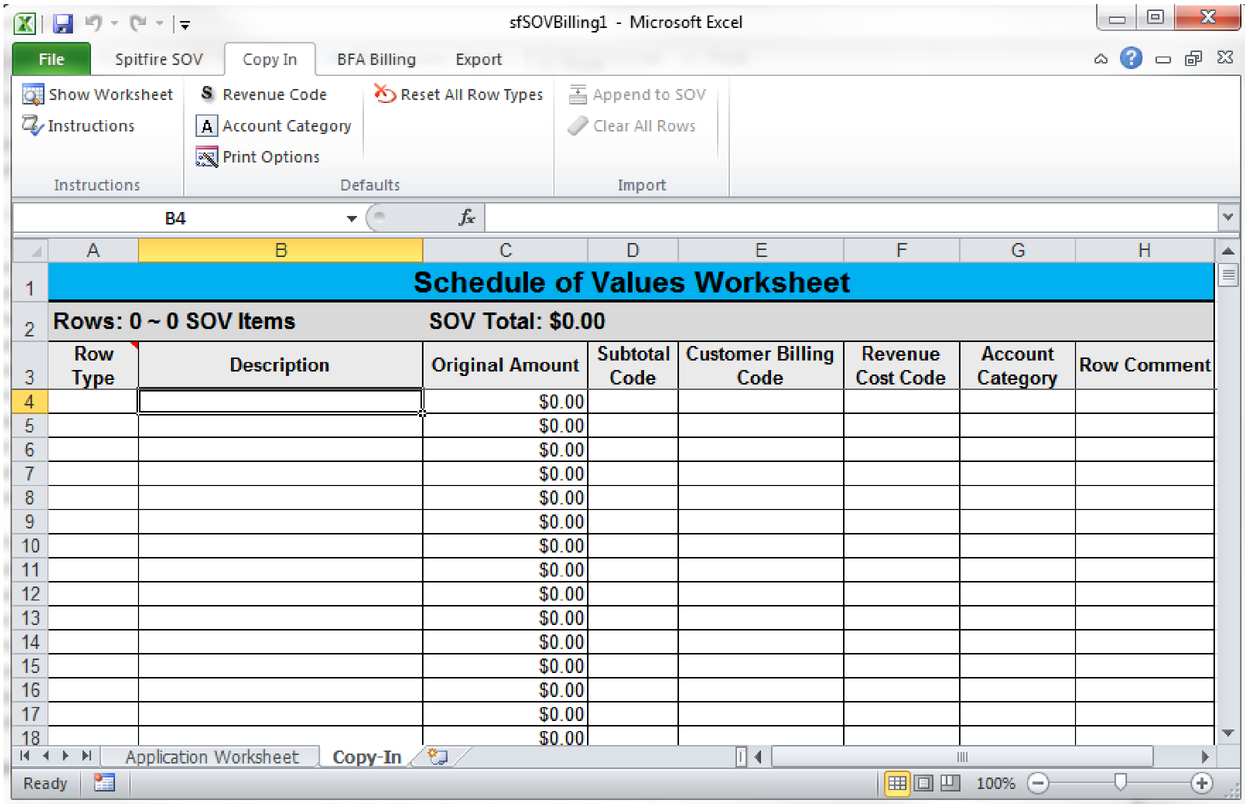
1. Select the **Copy In** ribbon at the SOV workbook:



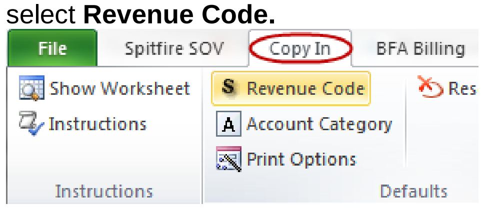
2. Select **Show Worksheet** from the Copy In ribbon:

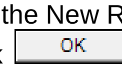


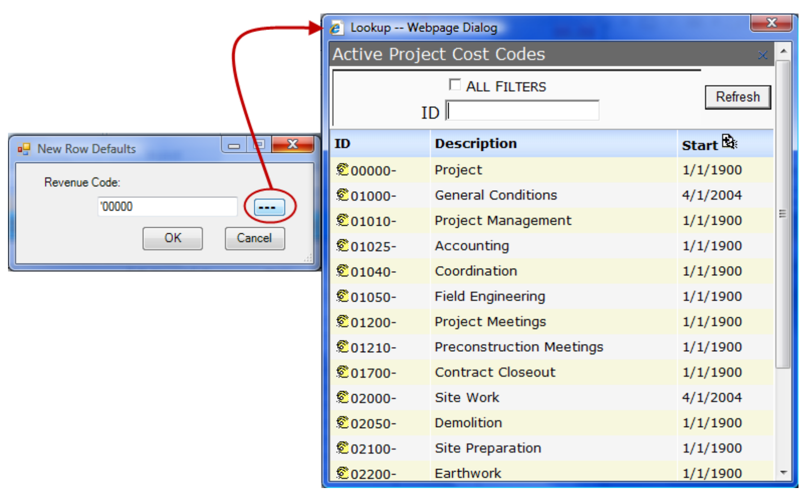
The Copy In worksheet will appear:



3. (*if not set up through the **SOVConfig | RevenueWBCode** rule*) If you need to set the default Revenue Code for the SOV rows, select **Revenue Code.**



- Browse for the Revenue Code at the New Row Default dialog box that appears then click :



WARNING

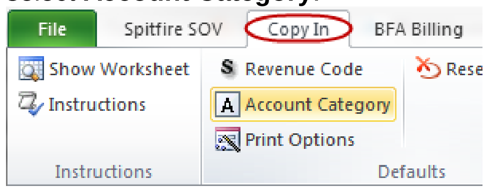
If your site is not integrated with Microsoft Dynamics SL, you will only be able to browse for a code if the supporting table has been set up. Otherwise, you can enter any text value as your default Revenue Code, but it will not be validated. The same is true for Account Categories.

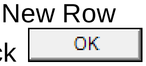
TIP

If a Revenue Code and Account Category were entered on the SOV workbook, these codes appear by default on the dialog box.

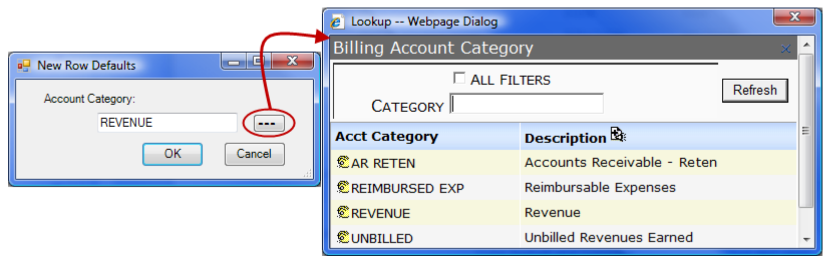
The selected code will appear on all the rows that you add to the Copy In worksheet, except on rows that already indicate a Revenue Code. Also, you will be able to manually override this Revenue Code for any rows necessary.

4. (*if not set up through the* ***SOVConfig | RevenueAccount*** *rule*) If you need to set the default Account Category for the SOV rows, select **Account Category**.



   - Browse for the Account Category at the New Row Default dialog box that appears then click 

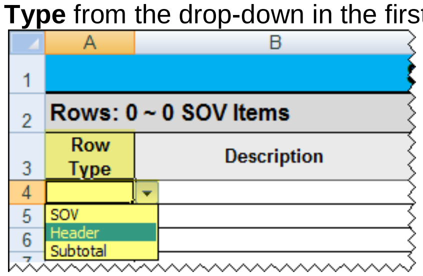
.



The selected Account Category will appear on all the rows that you add to the Copy In worksheet, except on rows that already indicate an Account Category. Also, you will be able to manually override this Account Category for any rows necessary.

5. Either type your SOV rows in the Copy In worksheet or copy them from another Microsoft Excel spreadsheet (or do both).

   - Rows default to a type of **SOV**. If any row is a Header or Subtotal row (explained on page 59), select the **Row Type** from the drop-down in the first column:



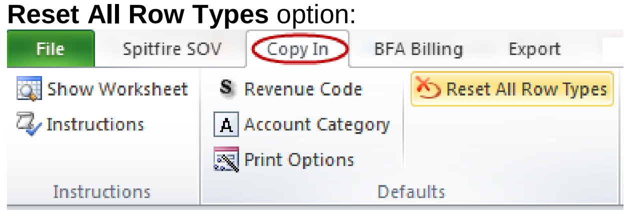
Note: you need not enter a subtotal amount on Subtotal rows because any amount will be disregarded during the import to the SOV workbook.

   - You should, however, enter a **Subtotal Code** for each row to be added into the subtotal and for the subtotal row itself. The Subtotal Code is any five-character combination. For example,

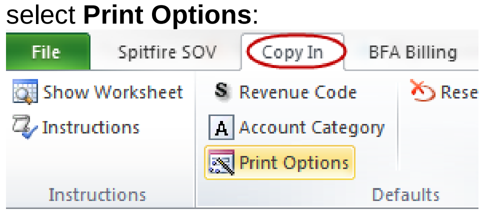
Row Type	Description	Original Amount	Subtotal Code
Header	Phase I	$0.00	
SOV	Electrical labor	$10,000.00	PH001
SOV	Electrial materials	$15,000.00	PH001
Subtotal	Phase I	$0.00	PH001

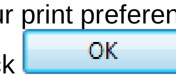
Note: the **All** prefix will be added to the subtotal row automatically during the import.

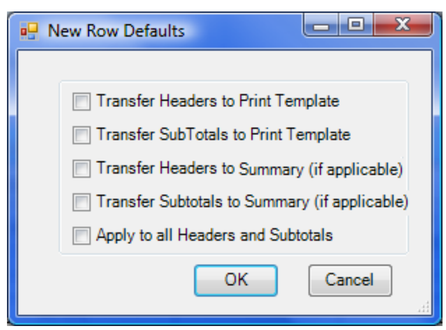
- You can reset all rows to the SOV type by selecting the **Reset All Row Types** option:



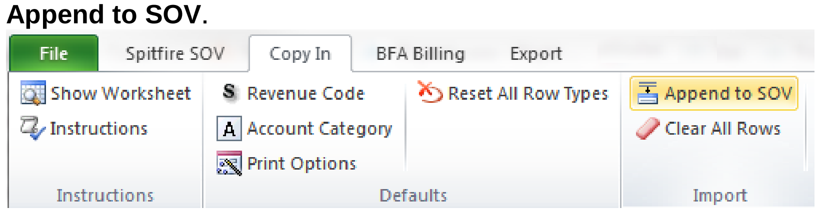
6. (*optional*) If your SOV rows will include Headers and Subtotals, select **Print Options**:



- Use the checkboxes on the New Row Defaults dialog box to indicate your print preferences for headers and subtotals, then click :



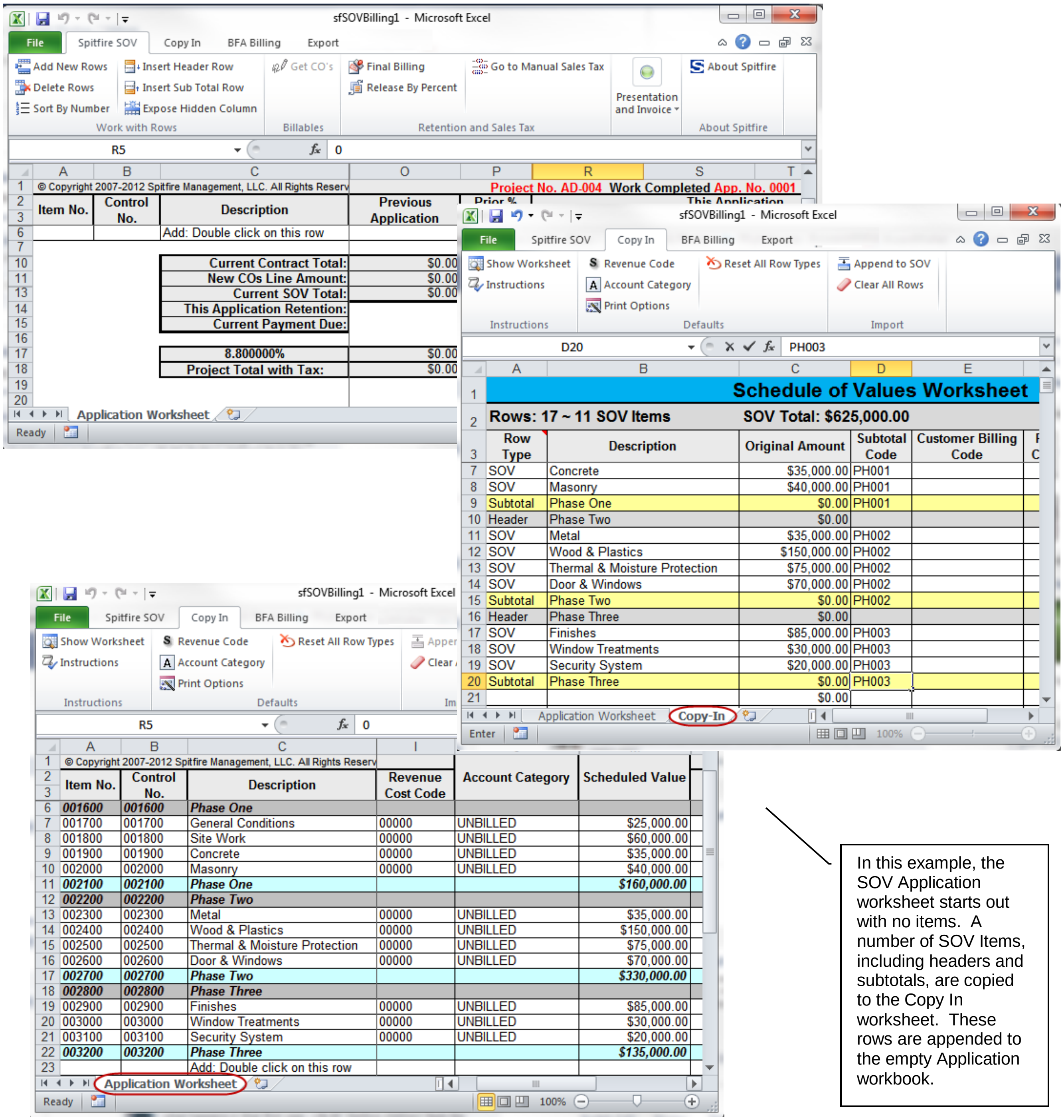
7. When all your rows are on the Copy In worksheet, select **Append to SOV**.



All your rows will appear on the Application worksheet, after any rows already there. If you added subtotal rows and did not indicate a Subtotal Code for them on the Copy In worksheet, you will need to set up criteria for them and all related rows on the Application worksheet. (See page 61.)

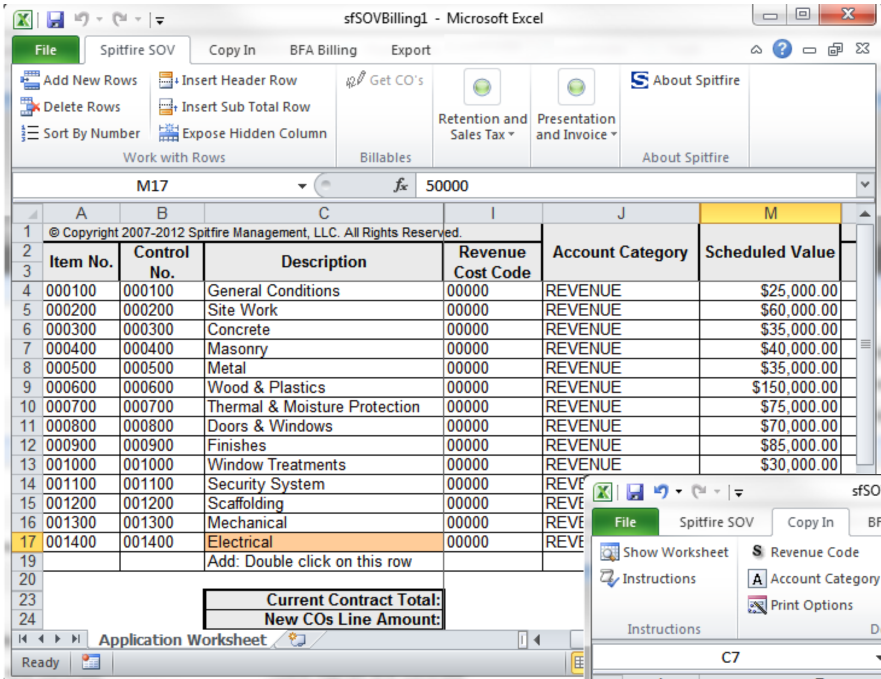
Note: if your Pay Application document has been customized to show the Items tab, you will notice that when the Copy In worksheet appends Items to the Application worksheet, it also appends Items on the Pay Application document. These Items will remain on the Pay Application document until they are deleted from the SOV workbook. If, however, you do not save the SOV workbook after appending Items, the Items on the Pay Application will not be saved either.

Example 1

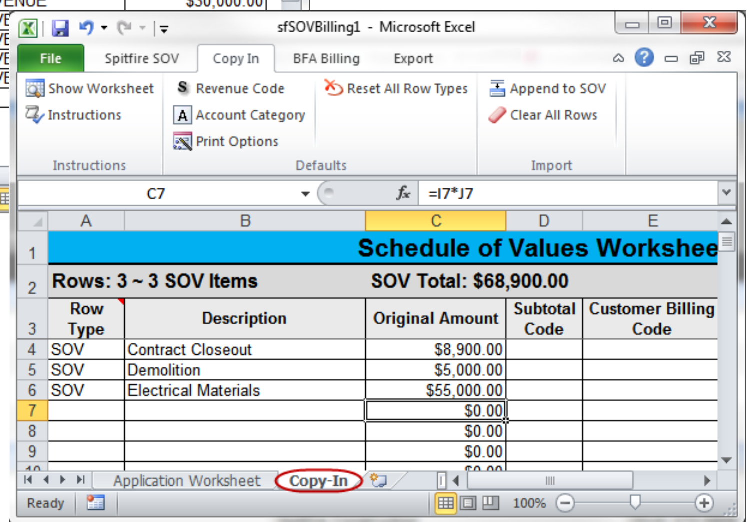


In this example, the SOV Application worksheet starts out with no items. A number of SOV Items, including headers and subtotals, are copied to the Copy In worksheet. These rows are appended to the empty Application workbook.

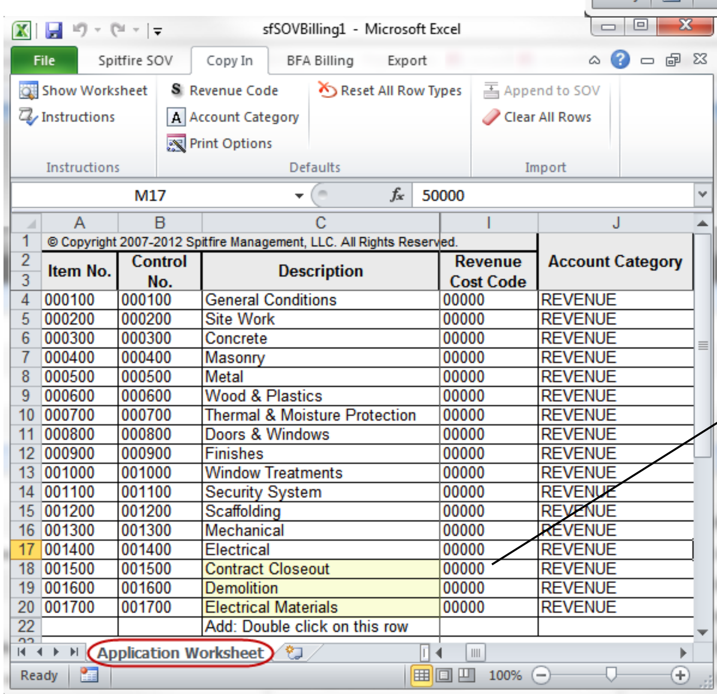
Example 2



Item No.	Control No.	Description	Revenue Cost Code	Account Category	Scheduled Value
000100	000100	General Conditions	00000	REVENUE	$25,000.00
000200	000200	Site Work	00000	REVENUE	$60,000.00
000300	000300	Concrete	00000	REVENUE	$35,000.00
000400	000400	Masonry	00000	REVENUE	$40,000.00
000500	000500	Metal	00000	REVENUE	$35,000.00
000600	000600	Wood & Plastics	00000	REVENUE	$150,000.00
000700	000700	Thermal & Moisture Protection	00000	REVENUE	$75,000.00
000800	000800	Doors & Windows	00000	REVENUE	$70,000.00
000900	000900	Finishes	00000	REVENUE	$85,000.00
001000	001000	Window Treatments	00000	REVENUE	$30,000.00
001100	001100	Security System	00000	REVE	
001200	001200	Scaffolding	00000	REVE	
001300	001300	Mechanical	00000	REVE	
001400	001400	Electrical	00000	REVE	



Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code
SOV	Contract Closeout	$8,900.00		
SOV	Demolition	$5,000.00		
SOV	Electrical Materials	$55,000.00		
		$0.00		
		$0.00		
		$0.00		



Item No.	Control No.	Description	Revenue Cost Code	Account Category
000100	000100	General Conditions	00000	REVENUE
000200	000200	Site Work	00000	REVENUE
000300	000300	Concrete	00000	REVENUE
000400	000400	Masonry	00000	REVENUE
000500	000500	Metal	00000	REVENUE
000600	000600	Wood & Plastics	00000	REVENUE
000700	000700	Thermal & Moisture Protection	00000	REVENUE
000800	000800	Doors & Windows	00000	REVENUE
000900	000900	Finishes	00000	REVENUE
001000	001000	Window Treatments	00000	REVENUE
001100	001100	Security System	00000	REVENUE
001200	001200	Scaffolding	00000	REVENUE
001300	001300	Mechanical	00000	REVENUE
001400	001400	Electrical	00000	REVENUE
001500	001500	Contract Closeout	00000	REVENUE
001600	001600	Demolition	00000	REVENUE
001700	001700	Electrical Materials	00000	REVENUE

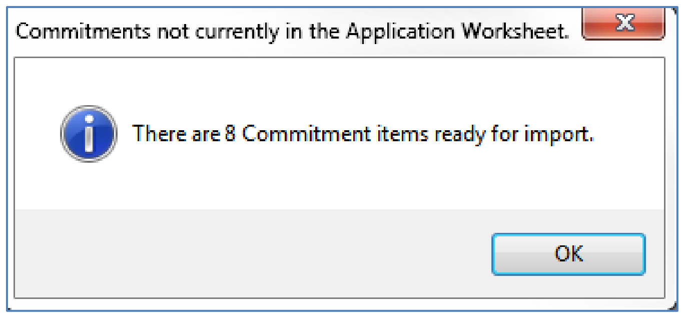
In this example, the SOV Application worksheet (the third in the project) has a number of SOV Items. Three more Items are added to the Copy In worksheet. These rows are appended to the Application workbook. Notice that they appear as the last item rows.

Build From Commitment Feature

Note: If you want to create SOV lines from Commitment Items, the **SOVConfig | BFCL-Enabled** rule must be enabled. For other related BFCL rules, see the SOVConfig chapter of the *Rules and Rule Values* technical white paper.

Commitment Items

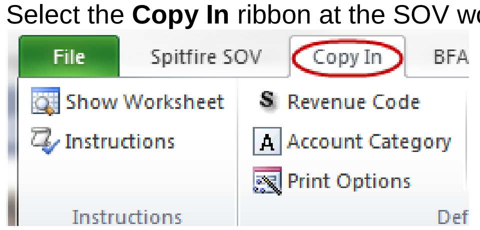
When you have approved Commitment Items on your project and you open the SOV workbook, a message will inform you of the Commitment Items, for example:



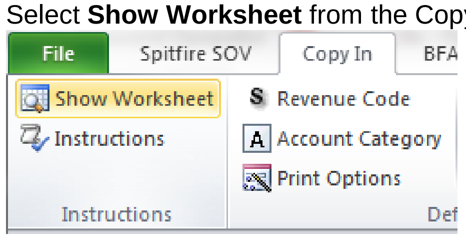
You can choose to create new SOV lines on the Application workbook from these approved Commitment Items.

To create SOV lines from Commitments:

1. Select the **Copy In** ribbon at the SOV workbook:



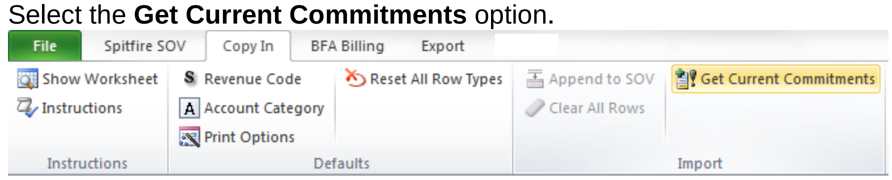
2. Select **Show Worksheet** from the Copy In ribbon:



The Copy In worksheet will appear.

TIP
If you mouse over an option that is currently disabled, the reason it is disabled appears in a tool tip.

3. Select the **Get Current Commitments** option.



The Copy In worksheet will populate with Commitment Item information:

	A	B	C	D	E	F	G	H
1						Schedule of Values Workshee		
2	Rows: 8 ~ 8 SOV Items		SOV Total: $47,272.75					
3	Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code	Revenue Cost Code	Account Category	Row Comm
4	SOV	Planning	$2,500.00					
5	SOV	Electrical Materials	$1,500.00					
6	SOV	Replace Wiring in Computer Room	$2,800.00					
7	SOV	Paving & Surfacing	$20,000.00					
8	SOV	Curbing	$1,293.75					
9	SOV	Drainage	$5,250.00					
10	SOV	Striping	$1,875.00					
11	SOV	HVAC Unit (see spec)	$12,054.00					

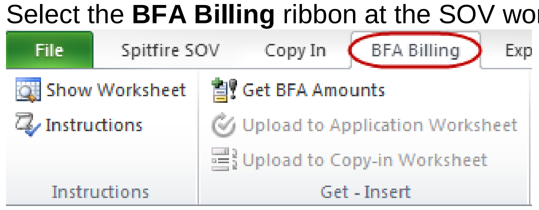
4. Select the **Append to SOV** option. The new lines will be added to the end of your Application worksheet.
5. Save your SOV workbook.

BFA Billing

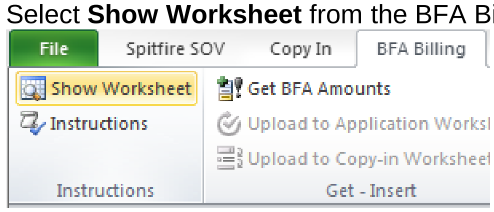
If you use billing codes in your budget and want to create your SOV from those billing codes, you can do so from the SOV workbook.

To add SOV Items through the BFA Billing Option:

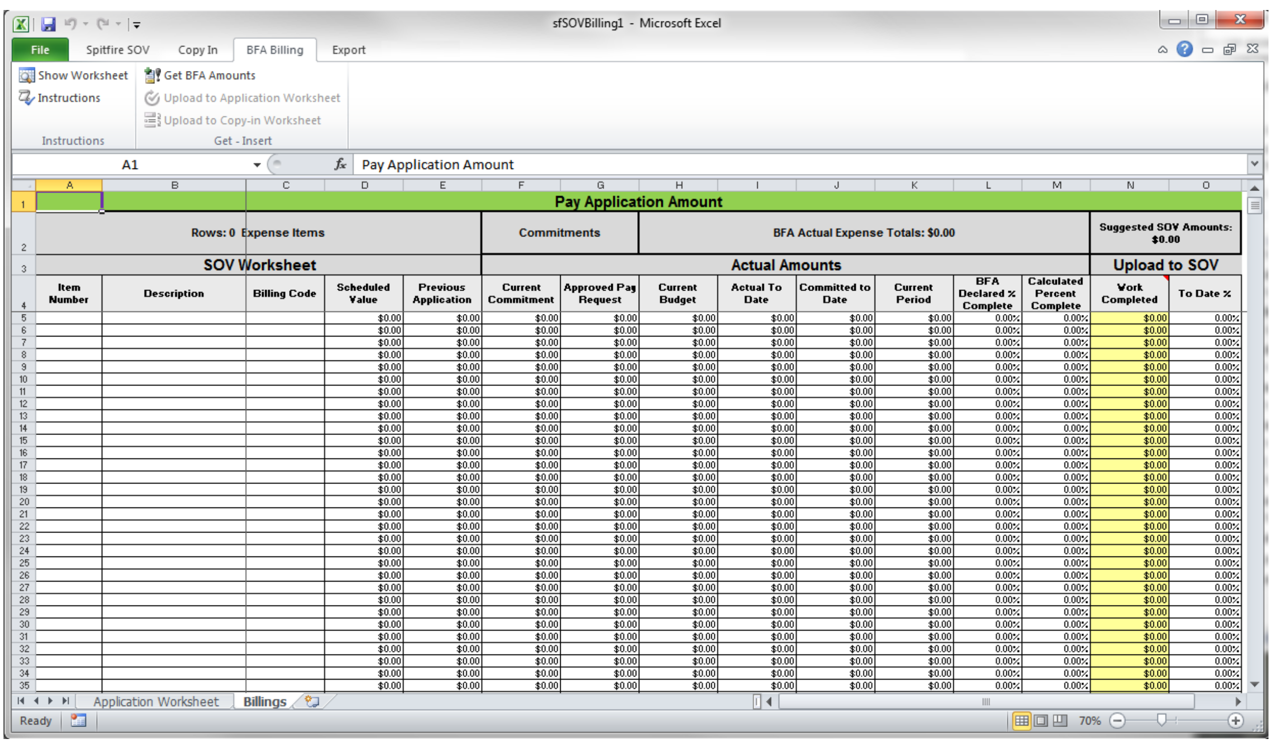
1. Select the **BFA Billing** ribbon at the SOV workbook:



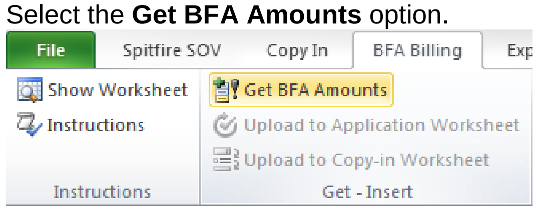
2. Select **Show Worksheet** from the BFA Billing ribbon.



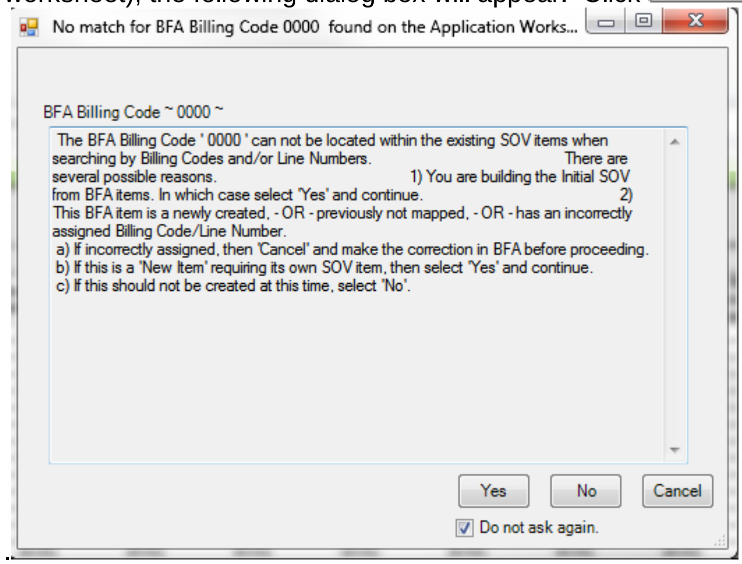
The Billings worksheet will appear:



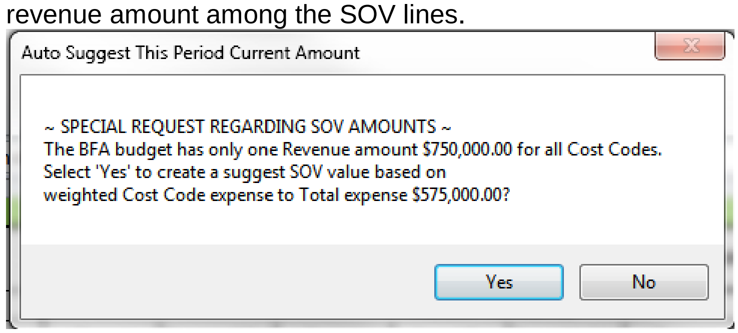
3. Select the **Get BFA Amounts** option.



4. If the SOV workbook cannot locate a billing code within existing SOV items (which is true if you are creating the initial Application worksheet), the following dialog box will appear. Click Yes

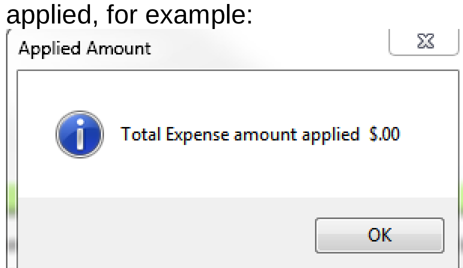


5. If the Budget contains only one revenue amount, the following message will appear. Click Yes to prorate the single revenue amount among the SOV lines.



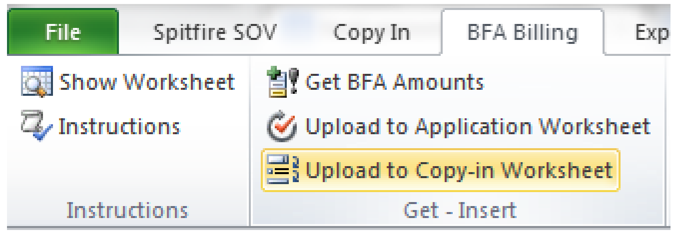
Note: suggested SOV amounts will have a green interior color. Amounts are calculated based on the Cost Code's EAC amount compared to the total EAC amount.

6. When the information is pulled into the Billings worksheet, a confirmation box will appear indicating the total expense amount applied, for example:

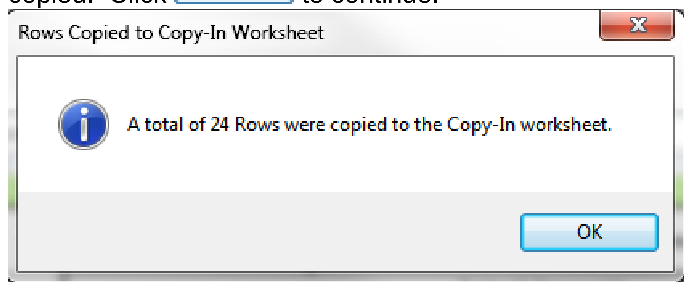


Click OK to continue.

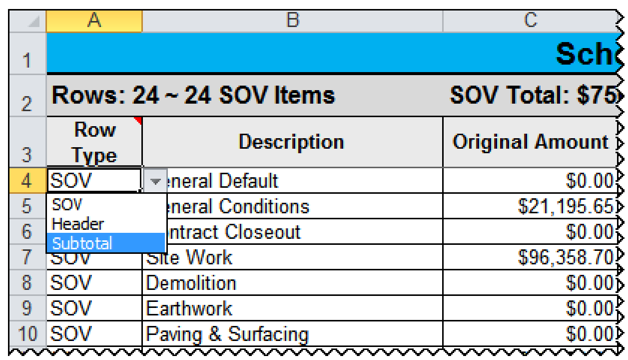
7. (*optional*) If you want to add headers and subtotals through the Copy In worksheet, select the **Upload to Copy-in Worksheet** option.



- A confirmation box will indicate how many rows were copied. Click OK to continue.

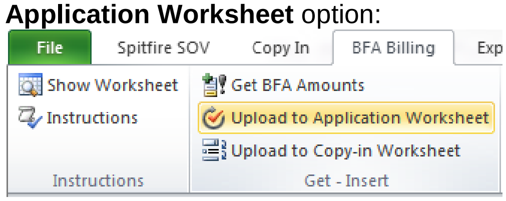


- All rows will default to the type of SOV. Change the type to either Header or Subtotal as needed. (See page 41 for more information.)



- When your rows are how you want them, select the **Append to SOV** option from the Copy In ribbon.
- Save the worksheet.

8. If you do not need the Copy In step, select **Upload to Application Worksheet** option:



Your rows will appear in the Application worksheet.

9. Save the SOV workbook.

Application Worksheet

The SOV workbook opens to the Application worksheet, which is the main worksheet used to create the project's Schedule of Values billing.

The Application worksheet displays the columns shown below. (Whether unit-related columns appear actually depends on implementation; see page 53.) Columns A and B are held in "freeze panes" to allow scrolling of the columns to the right of Description.

The row that is "in focus" has an orange background on the Description cell.

Project No. GC-003 Work Completed App. No. 0003

	A	B	C	H	I	J	M	O	P	R	S	T
										This Application		
2–3	Item No.	Control No.	Description	Billing Code	Revenue Cost Code	Account Category	Scheduled Value	Previous Application	Prior % Billed	Work Completed	Stored Materials	To Date %
5	000100	000100	General Conditions		00000	REVENUE	$25,000.00	$12,500.00	50.00%	$0.00	$0.00	0.00%
6	000200	000200	Site Work		00000	REVENUE	$60,000.00	$3,000.00	5.00%	$0.00	$0.00	0.00%
7	000300	000300	Concrete		00000	REVENUE	$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
8	000400	000400	Masonry		00000	REVENUE	$40,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
9	000500	000500	Metal		00000	REVENUE	$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
10	000600	000600	Wood & Plastics		00000	REVENUE	$150,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
11	000700	000700	Thermal & Moisture Protection		00000	REVENUE	$75,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
12	000800	000800	Doors & Windows		00000	REVENUE	$70,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
13	000900	000900	Finishes		00000	REVENUE	$85,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
14	001000	001000	Window Treatments		00000	REVENUE	$30,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
15	001100	001100	Security System		00000	REVENUE	$20,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
16	001200	001200	Scaffolding		00000	REVENUE	$20,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
17	001300	001300	Mechanical		00000	REVENUE	$55,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
18	001400	001400	Electrical		00000	REVENUE	$50,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
19	001500	001500	Contract Closeout		00000	REVENUE	$8,900.00	$0.00	0.00%	$0.00	$0.00	0.00%
20	001600	001600	Demolition		00000	REVENUE	$5,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
22			Add: Double click on this row						0.00%			
23												
26			Current Contract Total:				$818,900.00	$15,500.00	2%	$0.00	$0.00	1.89%
27			New COs Line Amount:				$0.00	$0.00	0%	$0.00	$0.00	
29			Current SOV Total:				$818,900.00	$15,500.00	2%	$0.00	$0.00	1.89%
30			This Application Retention:									
31			Current Payment Due:									
32												
33			8.800000%				$70,699.20	$0.00		Tax Basis	$0.00	
34			Project Total with Tax:				$889,599.20	$13,950.00		Project Total less Retention Plus Tax:		

U	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
			Retainage								
Total	Previous + Current	Balance to Finish	Work	Materials	Retention Amount	Prior Work Retention	Prior Material Retention	Work Retention	Material Retention	Comments	Special User Amount
$0.00	$12,500.00	$12,500.00	10.00%	10.00%	$1,250.00	$1,250.00	$0.00	$0.00	$0.00		0.00
$0.00	$3,000.00	$57,000.00	10.00%	10.00%	$300.00	$300.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$35,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$40,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$35,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$150,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$75,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$70,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$85,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$30,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$20,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$20,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$55,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$50,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$8,900.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$5,000.00	10.00%	10.00%	$0.00	$0.00	$0.00	$0.00	$0.00		0.00
$0.00	$0.00	$0.00			$0.00						
$0.00	$15,500.00	$803,400.00			$1,550.00	$1,550.00	$0.00	$0.00	$0.00		
$0.00	$0.00	$0.00			$0.00	$0.00	$0.00	$0.00	$0.00		
$0.00	$15,500.00	$803,400.00			$1,550.00	$1,550.00	$0.00	$0.00	$0.00		
$0.00											
$0.00											
$0.00	$0.00	$70,699.20									
$0.00	$13,950.00	$874,099.20									

Using the Application Worksheet

To update the Application worksheet:

1. Review the SOV items on the Application worksheet and add or delete rows, including Headers and Subtotals (see page 59), as necessary.

2. Work your way down the rows, entering your billing amounts by entering a **Units** number (if you are using Units), **Work Completed** amount, **Stored Materials** amount or **To Date %** percentage.

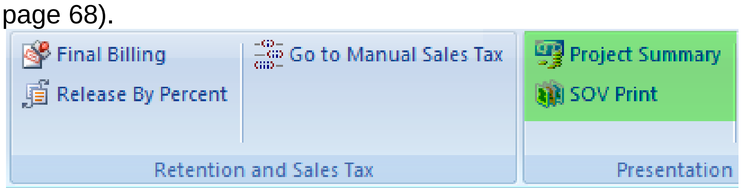
L	N	O	Q	R	S
	Project No. GC-003 Work Completed App. No. 2				
Scheduled Value	Previous Application	Prior % Billed	This Application		
			Work Completed	Stored Materials	To Date %
$25,000.00	$1,250.00	5.00%	$11,250.00	$0.00	50.00%
$60,000.00	$0.00	0.00%	$3,000.00	$0.00	5.00%
$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
$40,000.00	$0.00	0.00%	$0.00	$0.00	0.00%
$35,000.00	$0.00	0.00%	$0.00	$0.00	0.00%

Note: If you enter a Units number, the worksheet will calculate the Work Completed and To Date % amount. Using the Schedule Value unit rate, the resulting Work Completed amount can be edited if required. If you enter a Work Completed or Stored Materials, the worksheet will calculate the To Date % amount. If you enter a To Date % amount, the worksheet will calculate the Work Completed. If you enter a Work Completed amount and then enter a Stored Materials amount, the worksheet will automatically reduce your Work Completed by the Stored Materials amount to maintain the same % Billable. If you enter the Stored Materials amount and then enter your Work Completed amount, the % Billable will update to accommodate both amounts.

TIP

If you use Units, amounts are computed using the SOV rate for the unit on the row. If the calculated amount differs from the actual amount (because the SOV cost per unit is no longer valid), you can edit the calculated amount.

3. (*optional*) Review this billing application's summary by selecting **Project Summary** or **SOV Print** from the Spitfire menu (see page 68).



If some data is missing or not correct, return to the SOV worksheet to correct the billing amounts, or return to the Pay Application, Project Setup or Project Dashboard to enter or correct information. (See page 9.)

4. (*optional*) Use options to change the sales tax amount manually (see page 62) or to release prior retention (see page 64) if applicable.

5. (*optional*) Print your SOV worksheet (see page 70).

6. Save your changes ( ) then close the workbook. You can open the SOV workbook as many times as necessary as you gather your data, prepare, and review your billing application.

To reopen the SOV workbook:

1. Find and open the current Pay Application document.
2. Click . The existing SOV workbook will open at the Application worksheet.

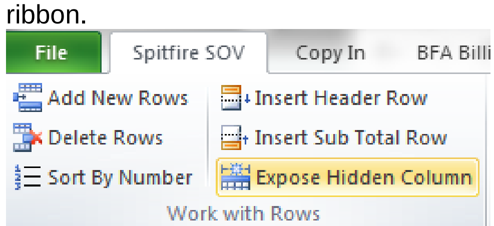
Columns

Expose/Hide Hidden Columns

By default, some columns are hidden until needed or used. However, you can choose to show all hidden columns at any time.

To show hidden worksheet columns:

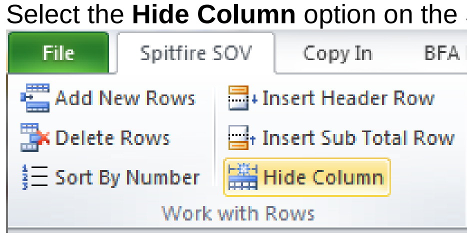
- Select the **Expose Hidden Column** option on the Spitfire SOV ribbon.



All columns in the worksheet will be visible.

To hide worksheet columns:

- Select the **Hide Column** option on the Spitfire SOV ribbon.



Note: If no data exists in any rows on the usually hidden columns, then those columns are hidden again. If data exists and the data is identical in all rows, then those columns are hidden. However, if data exists and is not identical on all rows, then that column will remain visible.

Column Descriptions

(A) Item No. contains a string of numbers to identify the row and SOV item. This number is automatically generated by the system.

(B) Control No. is a user-based field also used to identify the row and SOV item. Control numbers can be changed for the row at any time and can be duplicated (see page 59). You can sort the worksheet by Control number. Adding rows to the end of the existing line items will increment the Control number by 100. Adding rows to the beginning of the existing line items will decrement the Control number by 10. Adding rows between the first and last existing line number will create a number equal to the prior number plus the after number divided by two and rounded to an integer. If the system is unable to resolve the number, a default number of 99999 is entered. A warning is then issued allowing you to change the Item number.

(C) Description contains a description of the line item, a section header, a subtotal title or an indication of which lines have been changed by a Change Order. (See page 65.)

(D) Subtotal Criteria (5 characters maximum) is an entry field that contains the criteria indicating that the row(s) should be included in the corresponding Subtotal's amount. The Subtotal row contains an **All:** prefix before the criteria. This column is hidden by default and becomes visible when a Subtotal row is inserted. (See page 61.)

(E) Type is an unused, hidden column.

(F) First Bill Date is populated when a Change Order is first added to the SOV application and refers to the date the Change Order was added.

(G) CO No is populated when a Change Order is added to the SOV. The Customer Change Order number is used by default. If no Customer Change Order exists, then CO No defaults to the Change Order document number. A row can contain multiple Change Order numbers.

(H) Billing Code (a.k.a. "Customer Billing Code," "Pay Items" or "SOV Items") contains an alphanumeric (possibly customer-defined) reference number for each SOV line item. Billing codes can be referenced in the Budget to associate various budget lines with individual SOV lines—see the technical white paper *Using Billing Codes to Create the SOV* for more information.) If you are not using billing codes in your project, this column is hidden by default. Otherwise, the Billing Code column appears and allows user input.

> **TIP**
> Unit Based Billing
> Columns dealing with units (columns J, K, M, P) appear only if a site has configured the system to include them, through the SOVConfig | SOVWithUnits rule. (See the *Rules and Rule Values* technical white paper for more information.) Configuring SOV to display unit columns allows you to create invoices based on quantity and unit rates.

(I) Revenue Cost Code contains the Microsoft Dynamics SL Revenue Cost Code number for each line item, if available. You can drill down to auto-populate the Cost Code from the Microsoft Dynamics SL list (see page 56). If the Description cell for the row is blank when you drill down for a Cost Code, the default Cost Code description will auto-fill the Description. If not integrated, the column is open for user input.

(J) Account Category/GL Account Number depends on if the site is integrated with Microsoft Dynamics SL: If integrated, Account Category holds the Microsoft Dynamics SL Revenue Account Category for the line item. You can drill down to auto-populate the Account Category (see page 56). If not integrated, the column header is **GL Account Number** and the column is open for user input.

(K) Scheduled Unit Qty is an entry field that contains the total units for the line item.

(L) Scheduled Unit Rate is an entry field that contains the price per unit for the line item.

(M) Scheduled Value is the total Revenue amount for the line item.

(N) Scheduled Work is an entry field that contains the total scheduled work amount for the line item.

(O) Scheduled Material is an entry field that contains the total scheduled material amount for the line item.

(P) Previous Units is the sum of all previous application units for the line item.

(Q) Previous Applications is the sum of all previous applications.

(R) Previous Work is the sum of the work amounts on all previous applications.

(S) Previous Material is the sum of the material amounts on all previous applications.

(T) Prior % Billed is the sum of all previous applications divided by the Scheduled Value.

This Application:

> **(U) Units** is an entry field where you can enter the number of units for this pay application period. Doing so will cause the system to calculate the "Work Completed" and "To Date %" amounts, using columns J, K, P, T & L respectively.
>
> **(V) Work Completed** is an entry field where you can enter the Work Completed billing amount. Doing so will cause the system to calculate the "To Date %" percentage.
>
> **(W) Stored Materials** is an entry field where you can enter the Stored Materials billing amount. Doing so will cause the system to calculate the "To Date %" percentage. If you enter Stored Materials after entering the Work Complete amount, the Work Complete amount will be adjusted to maintain the percent complete. Conversely, if you enter the Stored Material first then the Work Completed, the percent complete will be adjusted.
>
> **(X) To Date %** is an entry field where you can enter the percentage completed to date. Doing so will cause the system to calculate the "Work Completed" billing Amount. If you enter the Stored Material amount first, then the percent complete, the Work Complete amount will be adjusted to account for the Stored Material amount. Changing the "To Date %" cell will not adjust the Units column, however; this requires a manual entry.
>
> **(Y) Total** is a calculated field that contains the sum of this application's Work Completed and the Stored Material for the line item
>
> **(Z) Rate** *is for future use.*
>
> **(AA) Amount** *is for future use.*

(AB) Previous + Current is a calculated field that contains the sum of the previous application amounts added to the current application amount.

(AC) Balance to Finish is a calculated field that contains the scheduled value less the sum of the previous applications and the current application amount.

TIP

Subsequent SOV applications for this project will use the Work and Materials Retainage amounts for each row from the prior application. This allows for the Retainage to be reduced during the life of the project.

Retainage:

(AD) Work is an entry field where you can edit the Work Retainage percentage for the retention calculation. The percentage from the Pay Application (and/or the Project Setup) appears by default.

(AE) Material is an entry field where you can edit the Stored Materials Retainage percentage for the retention calculation. The percentage from the Pay Application (and/or the Project Setup) appears by default.

(AF) Retention Amount is a calculated field that contains the sum of all prior and current application Work and Stored Material retention amounts for this line.

(AG) Prior Work Retention is a calculated field that contains the sum of all prior Work retention amounts for this line.

(AH) Prior Material Retention is a calculated field that contains the sum of all prior Stored Material retention amounts for this line.

(AI) Work Retention is a calculated field that contains the sum of the current application Work retention amount for this line. You can override this amount by typing in the cell.

(AJ) Material Retention is a calculated field that contains the sum of the Stored Material retention amounts for this line. You can override this amount by typing in the cell.

(AK) User Saved Text is an alphanumeric entry field where you can enter text for the SOV line item.

(AL) User Saved Amount is a numeric entry field where you can enter any kind of number that you want to associate with the SOV line item.

(AM – AQ) are five fields where you can enter formulas for computations associated with the SOV line item.

GUID [hidden but copied during export] is the Global Unique Identifier, a 36-character identifier unique to the row.

Row Definition [hidden but copied during export] is an SOV-controlled field used to define the type of row and the subtotal selection criteria. Contents can range from a single value to seven characters. This information can be useful when creating PAPTs.

Row Type [hidden but copied during export] is an SOV-controlled field used to define the type of row with a range of values from 0 to 6.

0 = regular item row

1 = change order row

2 = header row

3 = subtotal row

4 = reserved

5 = distributed change order row

6 = special sales tax row

This information is particularly useful when creating your PAPT.

Work Zone

The Work Zone is defined as all cells within the range bordered by the **Item No.** column to the left, the **Special User Amount** column on the right, the first row after the headers on the top and the last row after the SOV lines on the bottom. Cell areas outside the Work Zone are locked.

Protection and editing of each cell within the Work Zone is controlled by several factors.

- Cells from the **Item No.** column to the **Previous Application** column are controlled by the state of the application and the state of the row. While the application for payment is in the initial building stage, the content of cells within this range can be edited regardless of the number of times the SOV workbook is opened and closed.
- Once the second application for payment is created, cells in this range are locked from further edit with one exception: Creating or adding a new row to the Application worksheet in subsequent applications will allow editing to the cells within this range for the new row until a subsequent application for payment is created.
- You cannot edit any cell that contains a formula.
- Cells with a yellow background are always open for your entry, provided the workbook is not locked.

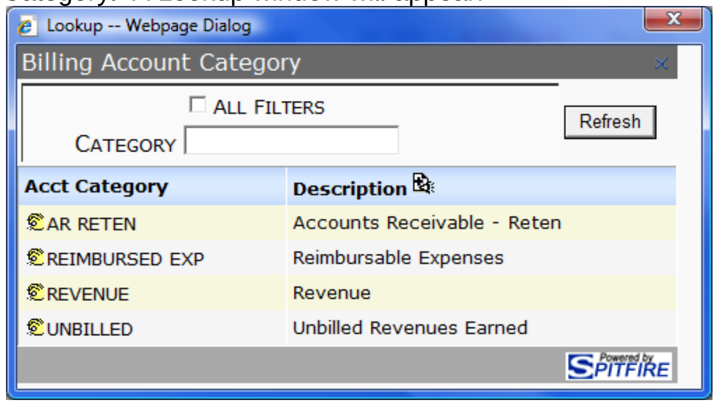
Drill Down

Drill down to supporting data tables is available for the **Cost Code** and **GL Account** columns as well as the **Biller** field on the Project Summary form.

To drill down to data tables from the Application worksheet:

1. On the Application worksheet, navigate to the **Cost Code** or **Account Category** column.

2. Right click on the cell for the selected Cost Code or Account Category. A Lookup window will appear:



3. Click to select the desired Cost Code or Account Category. **Note**: If the Description field for the row is blank when you drill down for the Cost Code, the Description will be auto-filled with the default Cost Code description.

4. Click to close the Lookup window.

Rows

The column headers (rows 1 – 3) are descriptions for the columns.

	A	B	H	I
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.			Account Category
2	Item No.	Description	Revenue Cost	
3				

The SOV line items (rows 4 – virtually unlimited) are of four types. At first only regular line items will appear. As you edit and use the SOV workbook, other types of line items will be added.

- Regular line items (manually added or copied from the Project Setup) appear as regular black text on white background.
- New lines created by Change Orders (i.e., line items copied from an approved Change Order) are identified by bold text.
- Information rows indicating which SOV lines have been changed through a Change Order appear as italics text on purple background.

Item No.	Description	First Bill Date	CO No:	Revenue Cost Code	Account Category	Scheduled Value
000100	Fees Item: More Fees ~ See CO		2,4,6	00000	REVENUE	$699,333.00
000200	Management ~ See CO Details. ~		3,5,6	00000	REVENUE	$54,300.00
000300	**New Revenue ~ See CO Detail**	**08/24/2011**	**1,4,7,8**	**00000**	**REVENUE**	**$30,000.00**
000400	*Lines: 000100*	*08/24/2011*	*2*	*00000*	*REVENUE*	*$111.00*
000500	*Lines: 000200*	*08/24/2011*	*3*	*00000*	*REVENUE*	*$3,000.00*

- Headers, used to group the line items that come after, appear as italicized purple text on a light gray background.

Phase I				

- Subtotals, used for the sum of items identified through a criteria, appear as bold black text on a cyan background.

000700	***Phase One***	***All: PH001***	

Current Contract Total (after SOV line items) is the sum of all original SOV values as they are after any changes.

New COs Line Amount is the sum of all Change Order SOV values listed above.

Current SOV Total is the sum of all regular and Change Order SOV values.

TIP

The tax rows appear only if there is a Tax ID on either the Project Setup or Pay Application, or if sales tax exists on a prior Pay Application for the project.

This Application Retention is the sum of the work and material retention for the completed work and material on this application.

Current Payment Due is the total payment due for this application.

Tax Rate row (if applicable) contains the tax rate as well as the tax amount for each appropriate column, including total tax amount and tax balance to finish. (See page 62 for more information about sales tax in your SOV.)

Project Total with Tax (last row, if applicable) contains the sum of the project values with tax for each appropriate column.

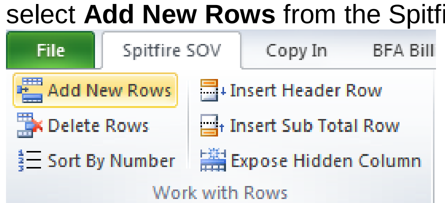
Adding and Deleting Rows

TIP

If you have rows to add from another Microsoft Excel spreadsheet, you can also append those rows through the Copy In option. See page 39.

To add a row:

1. Double-click on a cell within a row *or* click once on the cell and select **Add New Rows** from the Spitfire Menu.



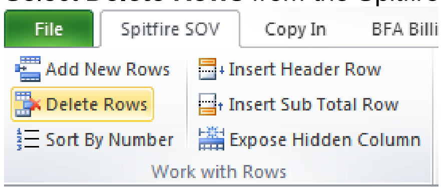
Either way, the Application worksheet will add a row and give it a system Item number (that cannot be changed) as well as a Control number (that you can change) based on the location of the current active cell (i.e., where you clicked or double-clicked) according to the rules described below:

If current cell is	***Row is added***	***Control number is***
Below last item row (where it says “Double-click on this row”)	Below last item (making it last)	Last Item number plus 100
First item row	Above first item (making it first)	First Item number minus 10
Somewhere in the middle	Above the current cell	An Item number approximately halfway between the Item numbers where the row was inserted. If the spread is 1, the number is defaulted to 99999. You will need to provide a suitable number manually.

2. Type a description then press Tab to get to other cells (in yellow) to enter your information.

To delete a row:

1. Click on a cell within the row you want to delete.
2. Select **Delete Rows** from the Spitfire Menu.



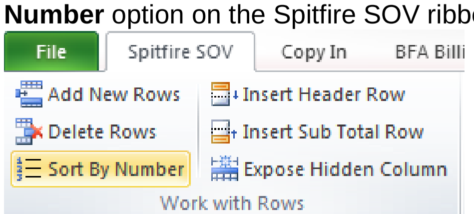
You will be asked to confirm that you want to delete the row. **Note**: if the row has prior values or current values, a status line message will inform you that the row has a value and cannot be deleted. If the row has only scheduled values, it can be deleted.

Reordering Rows

Although your SOV items are numbered automatically, you can change the Control numbers for your SOV items. You can then resort your rows. Renumbering is particularly useful when you add Header and Subtotal rows (see next page).

To change Control numbers and sort by new Control numbers:

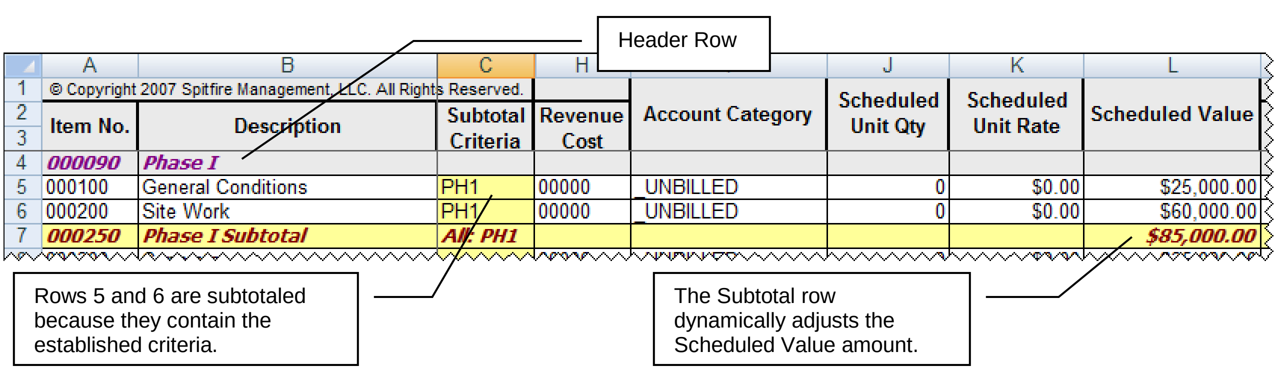
1. Click on a cell in the **Control No.** column.
2. Type your new number.
3. Repeat as desired on other rows.
4. To sort by your new Item numbers, select the **Sort by Number Number** option on the Spitfire SOV ribbon.



Your rows will appear in their new order, according to the Control number.

Subtotaling Rows

You can add Header and Subtotal rows to better group your items and calculate their subtotal amount, for example:



TIP

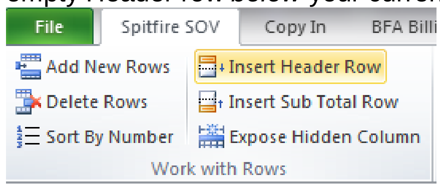
If you want to add a header above the first row, double-click on the first row, then follow the instruction to the right. You can delete the extra row after you insert your Header row.

TIP

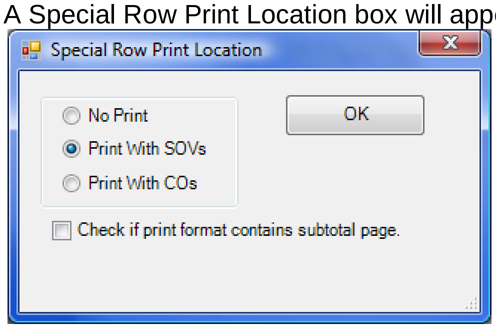
The Print Location option works with instructions in the PAPT. If instructions in the PAPT dictate that Change Order items are to be copied onto a separate worksheet, then all Headers and Subtotals with the **Print with COs** option will be copied also.

To insert a Header row:

1. Click on a cell within the row above which you want to insert the Header row (for example, row # 4 in the picture above).
2. Select **Insert Heading Rows** from the Spitfire Menu to insert an empty Header row *below* your current position.



A Special Row Print Location box will appear:

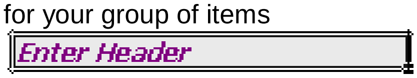


3. If the Header should be printed with regular SOV items, select the **Print with SOVs** radio button; if the Header should be printed with Change Order items, select the **Print with COs** radio button; if you do not want the Header printed at all, select **No Print**.
4. (*optional*) Check the **Check if print format contains subtotal page** checkbox if your PAPT contains a unique sheet just for Headers and Subtotals (see the technical white paper *Pay Application Print Templates (PAPTs)* for more information).
   - Once checked, another checkbox will appear. Check the **Include Headers on Subtotal Transfer Page** checkbox if you want this Header to be included in the Subtotal page.

TIP

If you want to change the Header Description or Subtotal Criteria, right-click on the cell. The Special Row Location box will reappear. After you click OK, you can make changes in the cell.

5. Click .

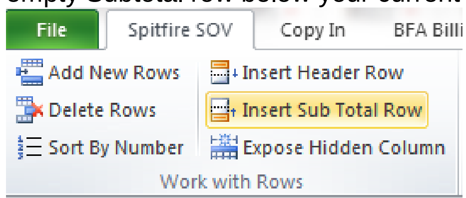
6. In the **Description** column of the new Heading row, enter a title for your group of items .

7. (*optional*) If you want the header row to appear elsewhere, change the Control number then select **Sort By Number** from the Spitfire Menu. (See page 59.)

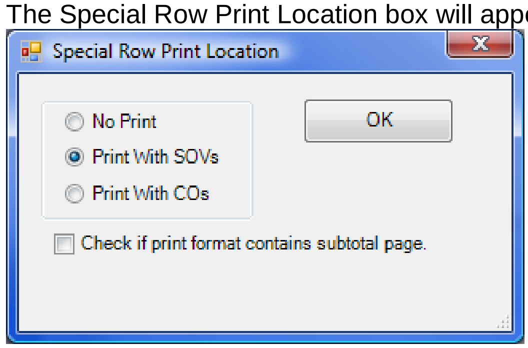
Note: you can also add Header rows through the Copy In option. See page 39.

To insert a Subtotal row and indicate the criteria:

1. Click on a cell on the last row you want in your group (for example, the Site Work row in the picture on the previous page).
2. Select **Insert Subtotal Rows** from the Spitfire Menu to insert an empty Subtotal row below your current position.

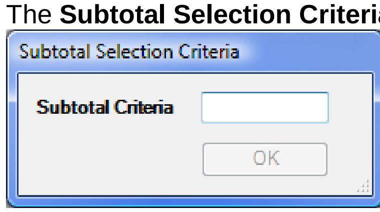


The Special Row Print Location box will appear.



3. If the Subtotal should be printed with regular SOV items, select the **Print with SOVs** radio button; if the Subtotal should be printed with Change Order items, select the **Print with COs** radio button; if you do not want the Subtotal printed at all, select **No Print**.
4. (*optional*) Check the **Check if print format contains subtotal page** checkbox if the PAPT contains a unique sheet just for Headers and Subtotals (see the technical white paper *Pay Application Print Templates (PAPTs)* for more information).
   - Once checked, another checkbox will appear. Check the **Include Headers on Subtotal Transfer Page** checkbox if you want this Subtotal to be included in the Subtotal page.
5. Click  .

6. The **Subtotal Selection Criteria** box will appear:



7. Enter the criteria that you will use up to indicate the rows to be included in the subtotal. Criteria are limited to five (5) alpha-numeric characters, for example **PH1**.
8. Click  .

TIP

Microsoft Excel's copy down feature is enabled for the Subtotal Criteria column, so you can enter the criteria in the first couple of rows then highlight the additional rows below and copy.

9. In the **Description** column, enter a title for the Subtotal. You may want to make this title the same as the Header's title.

Sub Total Row

Note: if you add Subtotal rows through the Copy In option (see page 39) and do not indicate the Subtotal Code in the Copy In worksheet, you need to set up the subtotal selection criteria once you are back at the Application worksheet. To pop up the Subtotal Selection Criteria dialog box, right-click on the subtotal row at the Description column.

TIP

Rows do not have to be between the Header and the Subtotal rows to be added to the subtotal. All rows with the same criteria identifier are included. This allows for Subtotal rows above the summed rows.

To include Item rows in the Subtotal group:

1. Click on the **Subtotal Criteria** column of the first row to be included. (The Subtotal Criteria column may have been hidden before, but appears now as Column C.)
2. Enter the criteria that you established previously for the Subtotal row, for example **PH1**.
3. Enter the criteria at each additional row you want to include in the Subtotal amount. As you include rows, the Scheduled Value amount for the Subtotal row will change to reflect these rows.

	A	B	C	H	I	J	K	L
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.							
2–3	Item No.	Description	Subtotal Criteria	Revenue Cost	Account Category	Scheduled Unit Qty	Scheduled Unit Rate	Scheduled Value
4	*000090*	*Phase I*						
5	000100	General Conditions	PH1	00000	_UNBILLED	0	$0.00	$25,000.00
6	000200	Site Work	PH1	00000	_UNBILLED	0	$0.00	$60,000.00
7	*000250*	*Phase I Subtotal*	*All: PH1*					*$85,000.00*

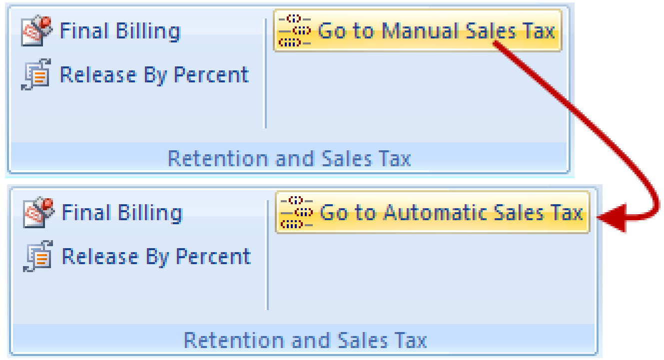
Sales Tax

The addition of sales tax to a project offers the ability to automatically calculate, display, print and post the applicable sales tax while creating each SOV Application.

The tax calculation is based on the total Application amount and the tax rate as entered on the Project Setup or Pay Application document (see page 9). You can also choose to manually change an existing tax amount for the application directly on the SOV Application worksheet. Once you switch to manual tax entry, the SOV workbook will expect manual tax information and will not use the defaults established in the Project Setup and Pay Application documents to calculate a tax amount, until and unless you choose to go back to automatic tax entry.

To enter sales tax manually:

1. Toggle the **Go to Manual Sales Tax** option to go to manual tax entry. The option will switch to **Go To Automatic Sales Tax.**



The tax amount cells (tax basis and tax amount) will now allow user input.

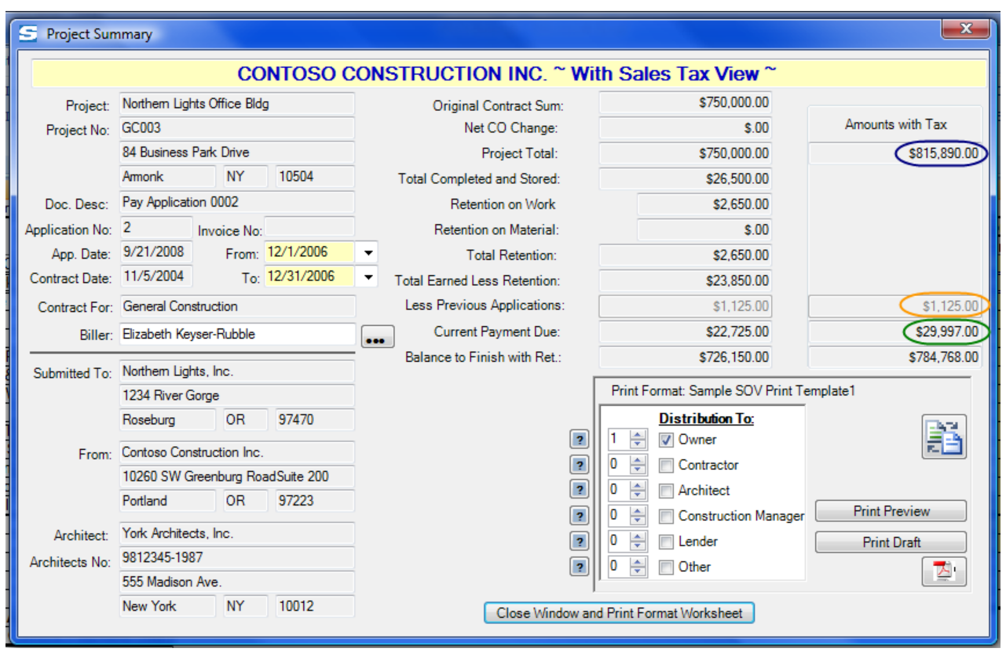
2. Type in the application's tax basis and/or amount in the cell(s).

To return to automatic tax calculation:

- Select **Go to Automatic Sales Tax** from the Spitfire Menu to go to automatic tax entry. The option will switch back to **Go to Manual Sales Tax.** The sales tax ID, prior amounts and current amounts are included in the data that are copied to the SOV Print Format template.

As you enter information on the Application worksheet, sales tax is calculated for total work, materials and retention. The following diagram shows where tax information appears on the Print Summary/SOV Print form.

(See also page 77 for information about sales tax during final billing.)



Retention

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

You can indicate retention rates on the Project Setup and/or Pay Application document. **You can also set a system-wide default retention rate through the SOVConfig | SOVRetention rule**. These rates are then used as the default for all your SOV lines.

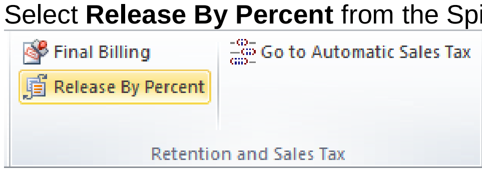
	A	B	C	Z	AA
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserv			Retainage	
2-3	Item No.	Control No.	Description	Work	Materials
5	000100	000100	General Conditions	10.00%	10.00%
6	000200	000200	Site Work	10.00%	10.00%
7	000300	000300	Concrete	10.00%	10.00%
8	000400	000400	Masonry	10.00%	10.00%
9	000500	000500	Metal	10.00%	10.00%
10	000600	000600	Wood & Plastics	10.00%	10.00%
11	000700	000700	Thermal & Moisture Protection	10.00%	10.00%
12	000800	000800	Doors & Windows	10.00%	10.00%
13	000900	000900	Finishes	10.00%	10.00%
14	001000	001000	Window Treatments	10.00%	10.00%
15	001100	001100	Security System	10.00%	10.00%
16	001200	001200	Scaffolding	10.00%	10.00%
17	001300	001300	Mechanical	10.00%	10.00%
18	001400	001400	Electrical	10.00%	10.00%
19	001500	001500	Contract Closeout	10.00%	10.00%

You can change the retention rate for any SOV line at any point. When you do, the new rate will be carried forward for that SOV line on your remaining applications. **Note**: Existing rows are not affected by changes made to retention rate.

The SOV workbook allows you to release retention amounts based on a new rate. For example, if the retention at 10% equaled $1400 and you changed the rate to 5% and wanted to release the difference ($700), you could do so.

To release retention based on a new rate:

1. Enter your new retention rate for work and/or materials for all applicable rows. Make sure to leave the cell after each change.
2. Select **Release By Percent** from the Spitfire Menu:



The Retention Amount column will show the newly calculated amounts.

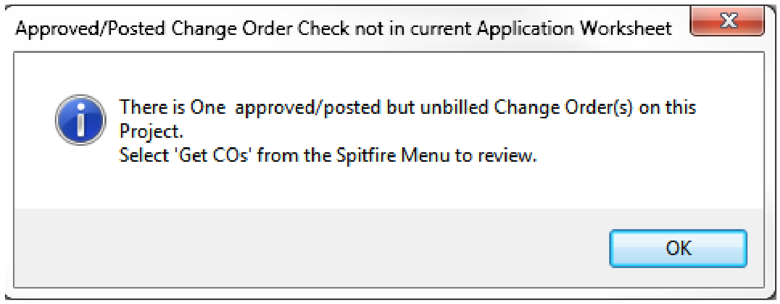
Z	AA	AB	AC	AD	AE
Retainage		Retention Amount	Prior Work Retention	Prior Material Retention	Work Retention
Work	Materials				
15.00%	10.00%	$1,875.00	$1,250.00	$0.00	$625.00
10.00%	10.00%	$300.00	$300.00	$0.00	$0.00

See also page 77 for retention options at final billing.

Change Order Items

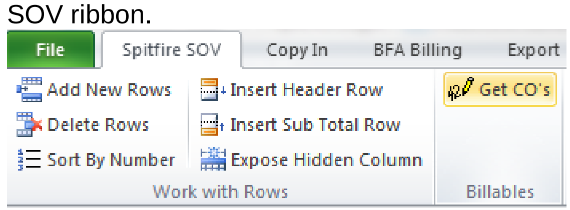
TIP
More information about Change Orders and their Budget Entries can be found in the *Change Order Management* white paper.

You can add information from Change Orders to your Application worksheet. A Change Order must contain billable revenue and this revenue must be posted before it can be added to the SOV worksheet. In fact, if you have posted Change Orders, the following box will appear when you first open the SOV workbook:

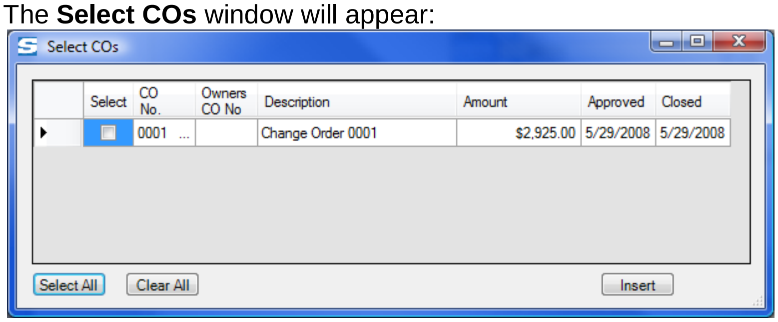


To add items from a Change Order document to the SOV:

1. From the Application worksheet, select **Get COs** from the Spitfire SOV ribbon.

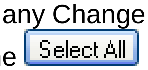


The **Select COs** window will appear:



The grid itemizes all unbilled Change Orders recorded for this project.

TIP
Whether your Change Orders appear on a new SOV line or update existing SOV lines is determined on the CI tab of the Change Order document. For more information, see the *Change Order Management* white paper.

2. Click on the **Select** checkbox for any Change Orders you want to add to your worksheet (or click the  button).

3. Click .

   - New SOV lines added by the Change Order will appear as bold text.
   - The **Description** column will be filled out as follows:
     - If there is only one Change Item, then the Change Order Title (Description) will be used.

- If there are multiple Change Items that consolidate into one SOV line, then the Change Order Title (Description) will be used.
- If there are multiple Change Items and each Change Item creates a new SOV line, then the CI Description, truncated to a length of 60, will be used.
- If there are multiple Change Items designated to existing rows, then **See CO Details** will be used.

o The **CO No:** column will indicate the number of the Change Order making the change or addition.

o The **First Bill Date** will appear with the date on which the Change Order information was added to the SOV workbook.

o Informative rows in italics with a purple background will indicate which SOV lines were affected by the Change Order.

	A	B	C	F	G
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved.				
2–3	**Item No.**	**Control No.**	**Description**	**First Bill Date**	**CO No:**
4	999998	999998	*** Sales Tax ***		
5	000100	000100	General Conditions ~ See CO Det	10/29/2012	4
6	000200	000200	Site Work ~ See CO Details. ~ S	10/29/2012	3,5
7	000300	000300	Concrete Item: Two Changes	10/29/2012	4
8	000400	000400	Masonry		
9	000500	000500	Metal		
10	000600	000600	Wood & Plastics		
11	000700	000700	Thermal & Moisture Protection		
12	000800	000800	Doors & Windows		
13	000900	000900	Finishes		
14	001000	001000	Window Treatments		
15	001100	001100	Security System		
16	001200	001200	Scaffolding		
17	001300	001300	Mechanical		
18	001400	001400	Electrical		
19	001500	001500	Contract Closeout		
20	001600	001600	Demolition		
21	001700	001700	Electrical Materials		
22	**001800**	**001800**	**Additional electrical work requ**	**10/29/2012**	**1**
23	**001900**	**001900**	**Sub: Additional work to meet r**	**10/29/2012**	**1**
24	**002000**	**002000**	**Additional Revenue**	**10/29/2012**	**2**
25	*002100*	**002100**	**Lines: 000200**	**10/29/2012**	**3**
26	*002200*	**002200**	**Lines: 000100, 000300**	**10/29/2012**	**4**
27	*002300*	**002300**	**Lines: 000200**	**10/29/2012**	**5**

For example, the above information indicates that Change Order 1 added two new lines (**001800 Additional electrical work requ** and **001900 Sub: Additional work to meet**), Change Order 2 added a new line (**002000 Additional Revenue**), Change Order 3 changed line **000200**, Change Order 4 changed both line **000100** and **000300**, Change Order 5 also changed line **000200**.

4. Edit your new rows (for example, change the descriptions) and save the workbook.

SOV Changes From Pay Requests

TIP

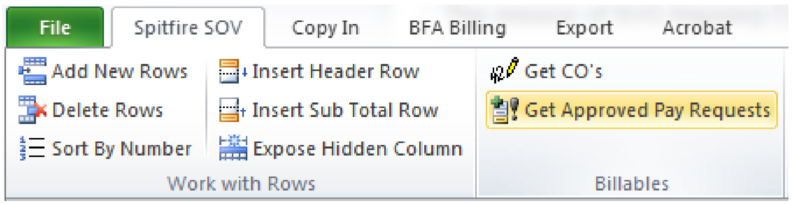
The Get Approved Pay Requests option won't be enabled until Commitment Items have been added to the Application workbook and been saved. Also, the Get Approved Pay Requests option requires an application end date.

If you have SOV lines created from Commitments on the Application worksheet, either brought in through the Copy In worksheet (see page 45) or through Change Orders (see above), you can edit those lines through corresponding Pay Requests.

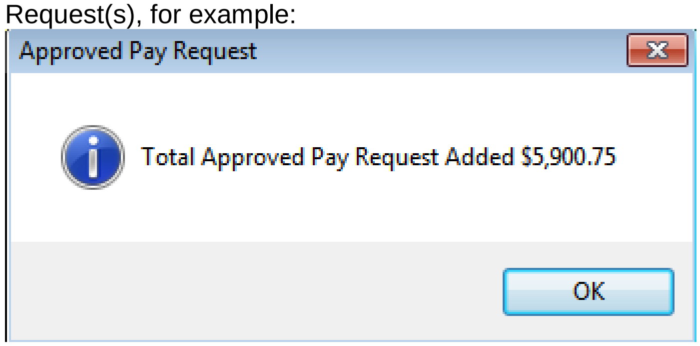
Note: Your approval date on the Pay Request must be within the Pay Application's date range.

To get approved Pay Request information:

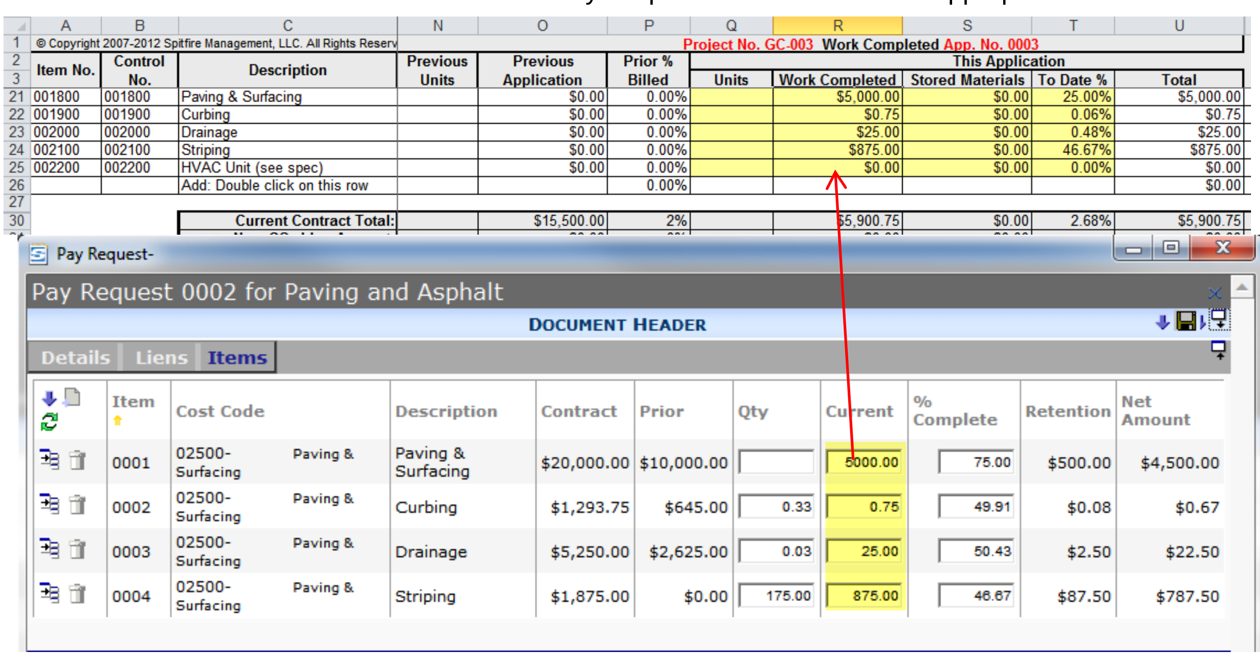
1. On the Application worksheet, select **Get Approved Pay Requests** from the Spitfire SOV ribbon.



A message will tell you the total amount from the Pay Request(s), for example:



2. Click . The Application workbook will be updated with the Pay Request information on the appropriate lines:



	A	B	C	N	O	P	Q	R	S	T	U
1	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserv						Project No. GC-003 Work Completed App. No. 0003				
2	Item No.	Control No.	Description	Previous Units	Previous Application	Prior % Billed	This Application				
3							Units	Work Completed	Stored Materials	To Date %	Total
21	001800	001800	Paving & Surfacing		$0.00	0.00%		$5,000.00	$0.00	25.00%	$5,000.00
22	001900	001900	Curbing		$0.00	0.00%		$0.75	$0.00	0.06%	$0.75
23	002000	002000	Drainage		$0.00	0.00%		$25.00	$0.00	0.48%	$25.00
24	002100	002100	Striping		$0.00	0.00%		$875.00	$0.00	46.67%	$875.00
25	002200	002200	HVAC Unit (see spec)		$0.00	0.00%		$0.00	$0.00	0.00%	$0.00
26			Add: Double click on this row			0.00%					$0.00
27											
30			Current Contract Total:		$15,500.00	2%		$5,900.75	$0.00	2.68%	$5,900.75

Pay Request-

Pay Request 0002 for Paving and Asphalt

DOCUMENT HEADER

Details | Liens | Items

Item	Cost Code		Description	Contract	Prior	Qty	Current	% Complete	Retention	Net Amount
0001	02500-Surfacing	Paving &	Paving & Surfacing	$20,000.00	$10,000.00		5000.00	75.00	$500.00	$4,500.00
0002	02500-Surfacing	Paving &	Curbing	$1,293.75	$645.00	0.33	0.75	49.91	$0.08	$0.67
0003	02500-Surfacing	Paving &	Drainage	$5,250.00	$2,625.00	0.03	25.00	50.43	$2.50	$22.50
0004	02500-Surfacing	Paving &	Striping	$1,875.00	$0.00	175.00	875.00	46.67	$87.50	$787.50

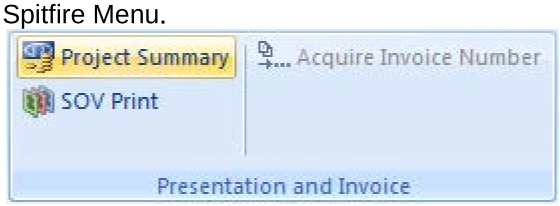
Project Summary Form

The Project Summary form (which is the same as the SOV Print form without the printing functionality) allows you to review the data related to this Application for payment, edit the Biller information using the browse function, and edit the From and To dates.

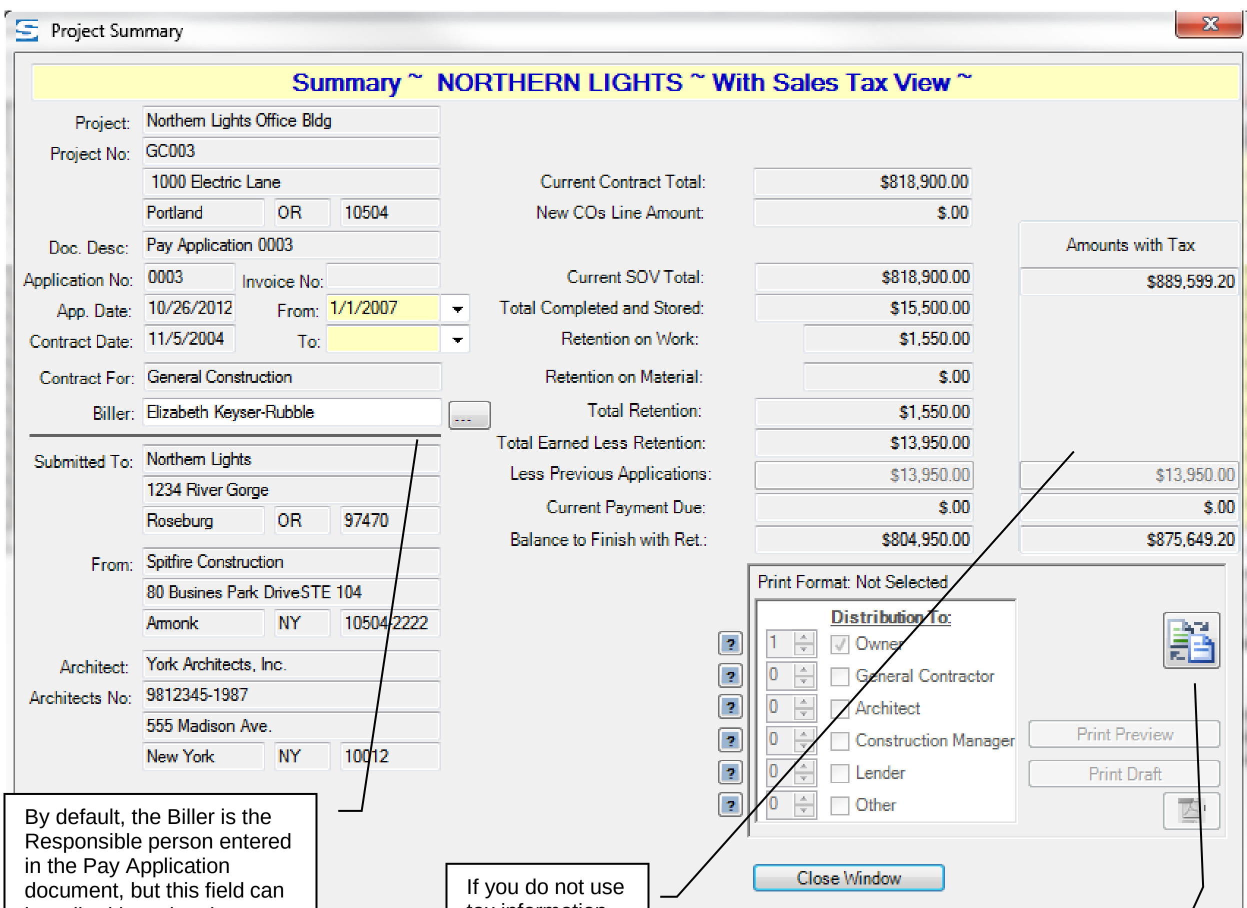
In addition, it is better to change or select the PAPT from the Project Summary form (as opposed to the SOV Print form) because PAPTs are not opened and closed each time a selection is made, making the selection process quicker (see page 69).

To access the Project Summary form:

From the Application worksheet, select **Project Summary** from the Spitfire Menu.



The Project Summary form will appear:



By default, the Biller is the Responsible person entered in the Pay Application document, but this field can be edited by using the browse button to look up an active Contact.

If you do not use tax information, this section will not appear.

Printing is not available in Project Summary. However, You can select or change the PAPT (see page 69).

To make changes to the Project Summary form:

1. (*optional for non-integrated sites*) Type an Invoice number in the **Invoice No:** field.
2. (*optional for non-integrated sites*) Change the **Less Previous Payment** amount.
3. (*optional*) Click ... at the **Biller** field to look up and select another person as Biller.
4. (*optional*) Click the down arrows to change the **From** or **To** date.
5. Click Close Window to close the Project Summary form.

Note: You cannot change most of the fields on this form. To change information on fields not mentioned in the above instructions, you have to go back to the source and make your changes there. (See page 9.) The fields on the right-hand side are taken from the SOV Application worksheet.

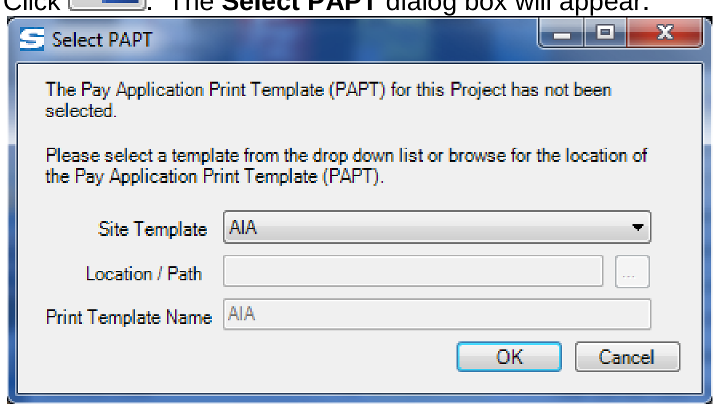
PAPTs

Before you can print your SOV application, you must have a Pay Application Print Template (PAPT). This may have been created for you during installation and implementation. Otherwise, see the technical white paper *Pay Application Print Templates (PAPTs)* for information on creating and modifying PAPTs. You can select your PAPT from either the Print Summary or SOV Print form, although it is quicker to select it from the Print Summary form.

Note: once you identify the PAPT for a project, the SOV workbook remembers it.

To select or change the PAPT:

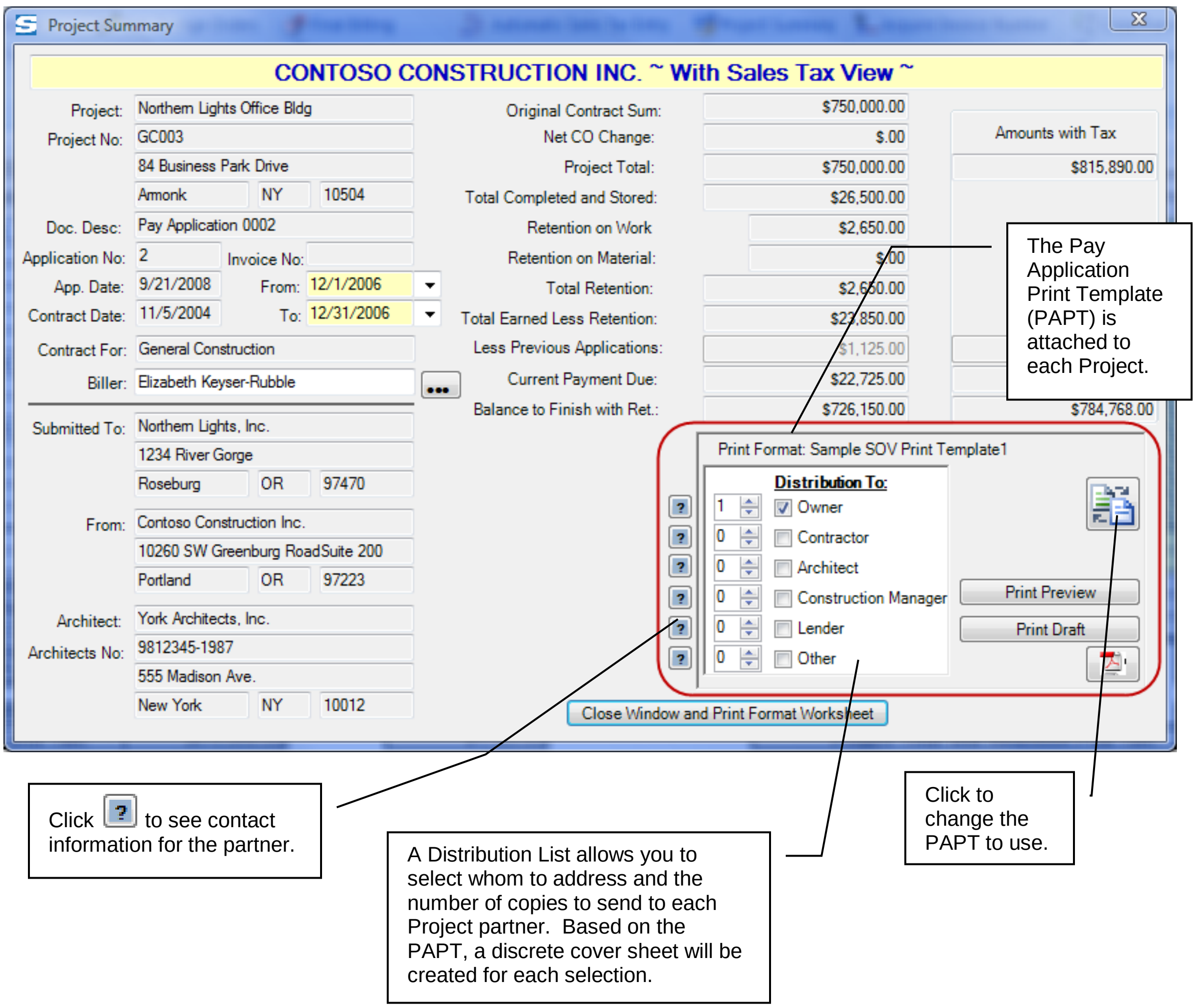
1. Click . The **Select PAPT** dialog box will appear.



2. If necessary, use the **Site Template** drop-down to find the PAPT you want to use. If no PAPT has been added to your site's template library, you can use the browse button ... to locate your PAPT on your computer's file system.
3. Click OK.

SOV Print Form

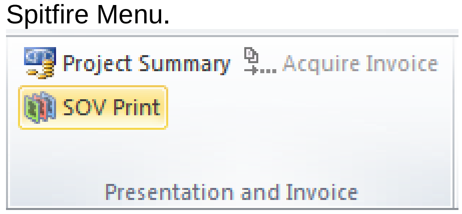
The SOV Print form is the Project Summary form with the print section enabled. Using the print section of the form, you can select whom to address from a distribution list and the number of copies of the Application that you want printed using the project's PAPT (Pay Application Print Template). You can also preview the Application before printing. (The Preview and Print functions work like the Microsoft Excel functions, with a couple of exceptions.)



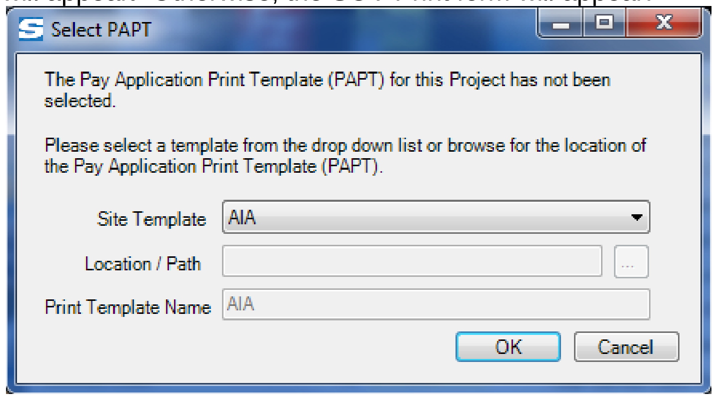
Printouts

To preview and print the SOV application:

1. From the Applications worksheet, select **SOV Print** from the Spitfire Menu.

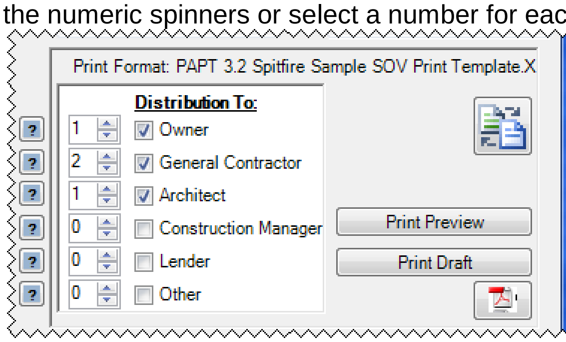


If no PAPT has yet been selected, the **Select PAPT** dialog box will appear. Otherwise, the SOV Print form will appear:

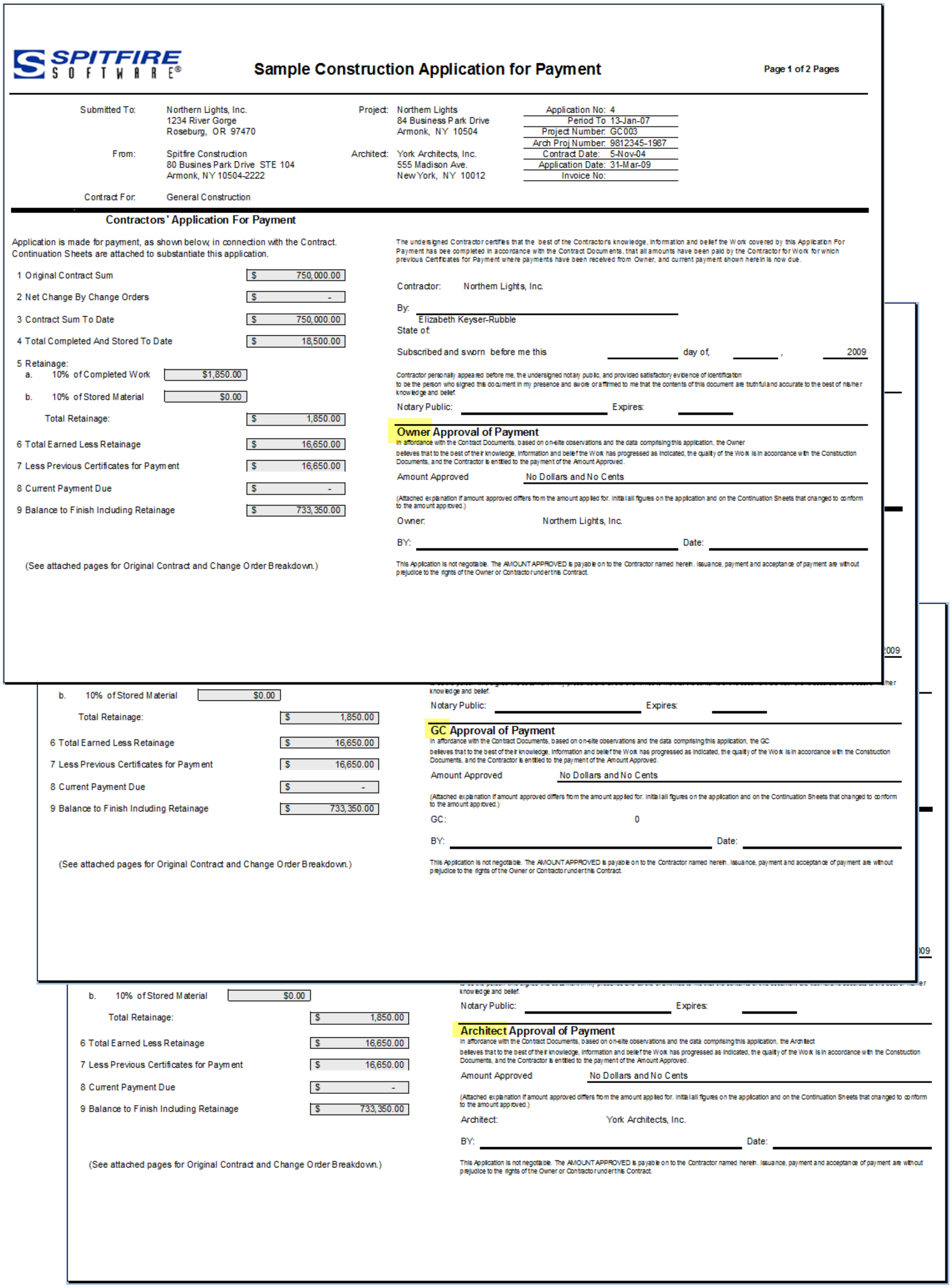


- o If necessary, use the **Site Template** drop-down to find the PAPT you want to use. If no PAPT has been added to your site's template library, you can use the browse button ... to locate your PAPT on your computer's file system.
- o Click OK. The SOV Print form will appear.

2. Use the **Distribution To** area on the form to indicate how many copies you need for Owners, General Contractors, Architects, Construction Managers, Lenders or Others. Click on checkboxes to select them (or unselect them) and either type in the numeric spinners or select a number for each, for example:



Note: Providing the cover sheet is so designed, it will change as it prints for each of your selected Distribution parties, but the detail pages will be identical, for example:



SPITFIRE SOFTWARE®

Sample Construction Application for Payment

Page 1 of 2 Pages

Submitted To: Northern Lights, Inc.
1234 River Gorge
Roseburg, OR 97470

From: Spitfire Construction
80 Busines Park Drive STE 104
Armonk, NY 10504-2222

Contract For: General Construction

Project: Northern Lights
84 Business Park Drive
Armonk, NY 10504

Architect: York Architects, Inc.
555 Madison Ave.
New York, NY 10012

Application No: 4
Period To 13-Jan-07
Project Number: GC003
Arch Proj Number: 9812345-1987
Contract Date: 5-Nov-04
Application Date: 31-Mar-09
Invoice No:

Contractors' Application For Payment

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheets are attached to substantiate this application.

1 Original Contract Sum		$ 750,000.00
2 Net Change By Change Orders		$ -
3 Contract Sum To Date		$ 750,000.00
4 Total Completed And Stored To Date		$ 18,500.00
5 Retainage:		
a. 10% of Completed Work	$1,850.00	
b. 10% of Stored Material	$0.00	
Total Retainage:		$ 1,850.00
6 Total Earned Less Retainage		$ 16,650.00
7 Less Previous Certificates for Payment		$ 16,650.00
8 Current Payment Due		$ -
9 Balance to Finish Including Retainage		$ 733,350.00

(See attached pages for Original Contract and Change Order Breakdown.)

The undersigned Contractor certifies that the best of the Contractor's knowledge, information and belief the Work covered by this Application For Payment has bee completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment where payments have been received from Owner, and current payment shown herein is now due.

Contractor: Northern Lights, Inc.

By: ______________________
Elizabeth Keyser-Rubble
State of:

Subscribed and sworn before me this ________ day of, ________ , 2009

Contractor personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public: ______________ Expires: ________

Owner Approval of Payment

In affordance with the Contract Documents, based on on-site observations and the data comprising this application, the Owner believes that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.

Amount Approved No Dollars and No Cents

(Attached explanation if amount approved differs from the amount applied for. Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)

Owner: Northern Lights, Inc.

BY: ______________________ Date: ____________

This Application is not negotiable. The AMOUNT APPROVED is payable on to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner or Contractor under this Contract.

b. 10% of Stored Material	$0.00	
Total Retainage:		$ 1,850.00
6 Total Earned Less Retainage		$ 16,650.00
7 Less Previous Certificates for Payment		$ 16,650.00
8 Current Payment Due		$ -
9 Balance to Finish Including Retainage		$ 733,350.00

(See attached pages for Original Contract and Change Order Breakdown.)

knowledge and belief.

Notary Public: ______________ Expires: ________

GC Approval of Payment

In affordance with the Contract Documents, based on on-site observations and the data comprising this application, the GC believes that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.

Amount Approved No Dollars and No Cents

(Attached explanation if amount approved differs from the amount applied for. Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)

GC: 0

BY: ______________________ Date: ____________

This Application is not negotiable. The AMOUNT APPROVED is payable on to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner or Contractor under this Contract.

b. 10% of Stored Material	$0.00	
Total Retainage:		$ 1,850.00
6 Total Earned Less Retainage		$ 16,650.00
7 Less Previous Certificates for Payment		$ 16,650.00
8 Current Payment Due		$ -
9 Balance to Finish Including Retainage		$ 733,350.00

(See attached pages for Original Contract and Change Order Breakdown.)

knowledge and belief.

Notary Public: ______________ Expires: ________

Architect Approval of Payment

In affordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect believes that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.

Amount Approved No Dollars and No Cents

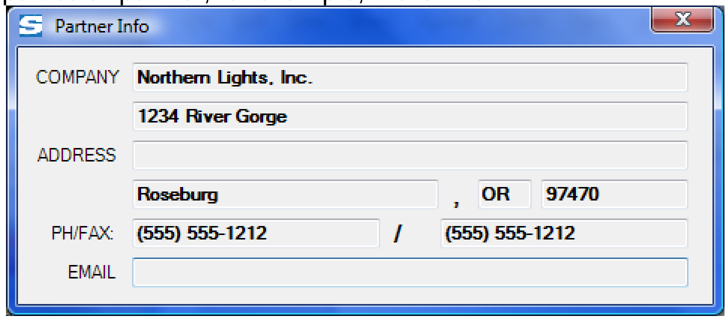
(Attached explanation if amount approved differs from the amount applied for. Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)

Architect: York Architects, Inc.

BY: ______________________ Date: ____________

This Application is not negotiable. The AMOUNT APPROVED is payable on to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner or Contractor under this Contract.

3. Click ? next to the spinners to see contact information for the particular partner, for example, the Owner:



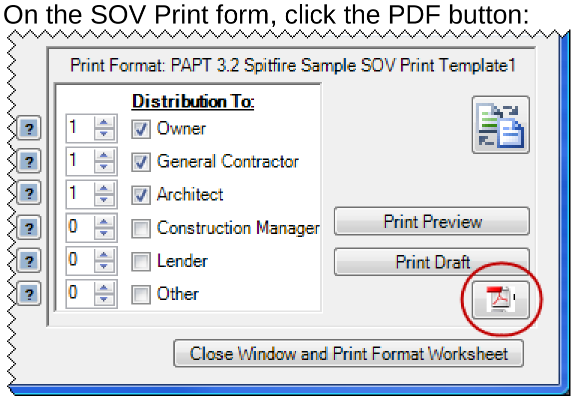
4. (*optional*) Click Print Preview to preview your printout. **Note**: you will have the opportunity to end the preview mode every 5 pages. (After the last page, you'll return to the SOV Print form.)
5. Notice that the PAPT and the SOV workbook are both open.
6. If your Pay Application status is **In Process** or **Draft**, you can print a draft by clicking Print Draft in the SOV Print form. If your Pay Application status is **Invoiced**, you can print by clicking Print on the SOV Print form.
7. Click Close Window and Print Format Worksheet to close both the SOV Print form and the PAPT.

PDFs

Assuming that the PAPT for your SOV workbook includes printing instructions, you can choose to print to a PDF file from the SOV Print form.

To create/print to a PDF file:

1. Follow steps 1 – 4 of the previous instructions.
2. On the SOV Print form, click the PDF button:



- If the Pay Application status is **In Process** or **Draft**, you will be prompted for a location on your computer to save the PDF file.

- o If the Pay Application status is **Invoiced, Printed** or **Closed**, the PDF file will be automatically attached to the Pay Application document.

Acquiring/ Assigning Invoice Number

If your site is integrated with Microsoft Dynamics SL, you can choose to acquire an Invoice number from Microsoft Dynamics SL while in the Application worksheet. Doing so will also change the status on the Pay Application to **Invoiced**. **In addition, a PDF will be created and attached to the Pay Application to record all the particulars about what amounts were in the SOV workbook and the transfer, and what Microsoft Dynamics SL acknowledged.**

If your site is not integrated, you can choose to assign an Invoice number to the Pay Application while in the Application worksheet. Doing so will also change the status on the Pay Application to **Invoiced**.

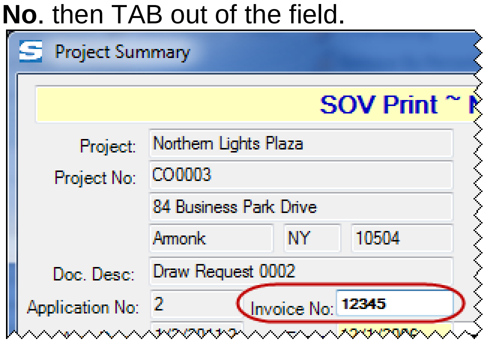
Note: the status on the Pay Application must be **In Process** in order for this option to be available.

TIP

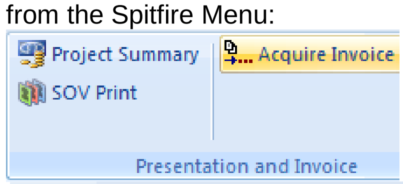
The Acquire Invoice Number option (for integrated sites only) requires a rule setup. The result value must equal V on the SOVConfig | SOVExportToFB rule. For more information, see your System Administrator or the *Rules and Rule Values* technical white paper.

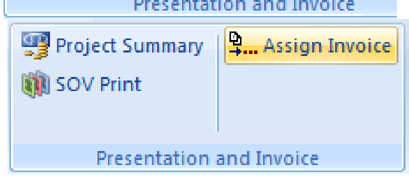
To acquire/assign an Invoice number from the Application worksheet:

1. From the Applications worksheet, select **SOV Print** from the Spitfire Menu.
2. If necessary, select the PAPT for your Application. The SOV Print (Project Summary) form will open.
3. (*only if non-integrated*) On the SOV Print form, enter an **Invoice No**. then TAB out of the field.



4. With the SOV Print form open, select either **Acquire Invoice Number** (if integrated) **or Assign Invoice** (if non-integrated) from the Spitfire Menu:



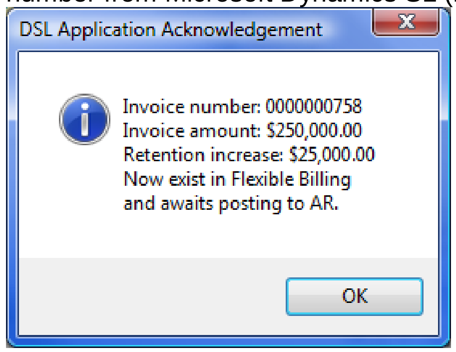


TIP

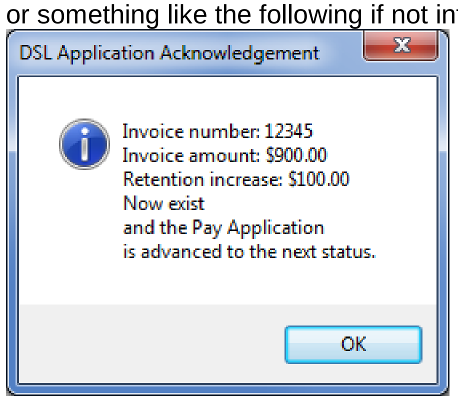
The Assign Invoice option does not appear until you have entered something in the Invoice No. field and tabbed out of the field.

> **TIP**
> If integrated, during the Acquire Invoice process, a Flexible Billing Transfer file is created and attached to the Pay Application. This file provides a record of the amounts in the SOV at the time of transfer and what was recognized by Microsoft Dynamics SL as entries passed to the FB module.

5. A confirmation box will appear, either something like the following when the SOV workbook has acquired the Invoice number from Microsoft Dynamics SL (if integrated):



or something like the following if not integrated:



   - Click OK. The SOV Print form will remain open should you wish to then print your Application.

6. When you are done with the SOV Print form, click the Close Window and Print Format Worksheet button. You may then save and close the Application workbook.

7. When you return to the Pay Application document, you'll notice that the Invoice number appears there and that the document status has changed to **Invoiced** automatically.

Note: once the Pay Application is **Invoiced**, the SOV workbook is locked against further edits.

Final Billing

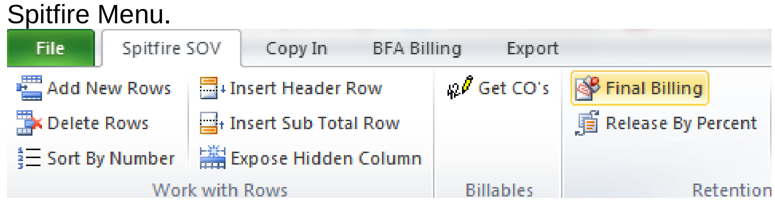
Throughout the course of your project, you can create, open and update your SOV workbook as many times as necessary. When it is time for final billing, you can use the Final Billing option to quickly set the **To Date%** column of all rows (that are not yet at or above 100%) to 100%.

TIP

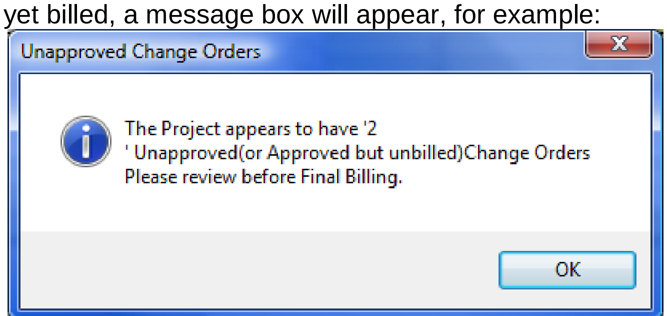
If the SOVConfig | BFCL-Enabled rule has been set, the SOV workbook will check for Commitments and Approved Pay Requests also upon Final Billing.

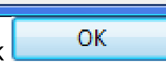
To prepare your SOV workbook for final billing:

1. From your Application worksheet, select **Final Billing** from the Spitfire Menu.

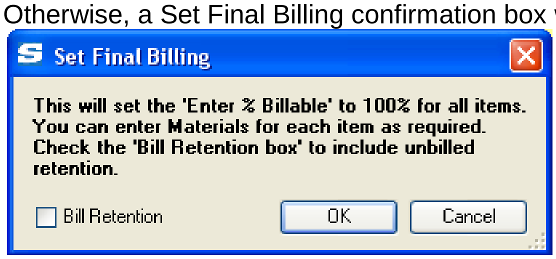


If your project has any Change Orders with a status of **In Process** or **Pending**, or **Approved** Change Orders for items not yet billed, a message box will appear, for example:

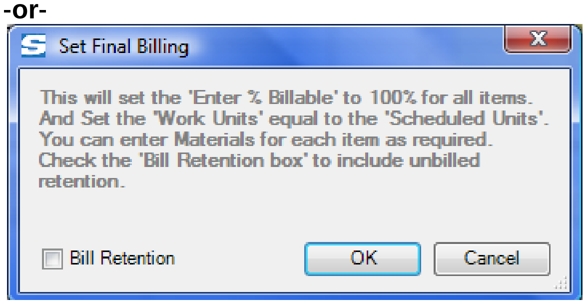


If that is the case, click , cancel the Final Billing and take care of your Change Orders.

Otherwise, a Set Final Billing confirmation box will appear:



-or-



2. (*optional*) If you want to release retention in your final billing, click the **Bill Retention** checkbox.

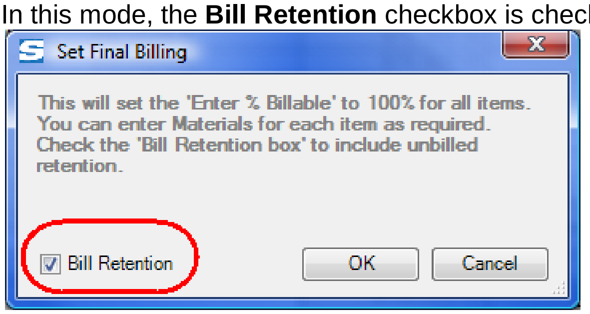
3. Click . All rows in the **To Date %** column will be set to 100%.
4. Edit other cells as needed and print your SOV application when ready.

Retention and Sales Tax

You can choose to release retention at final billing or at a later date. During the final billing process, the calculation of sales tax (if any) becomes more complex because of these two ways to process final billings.

When Retention is Released at Final Billing

In this mode, the **Bill Retention** checkbox is checked:

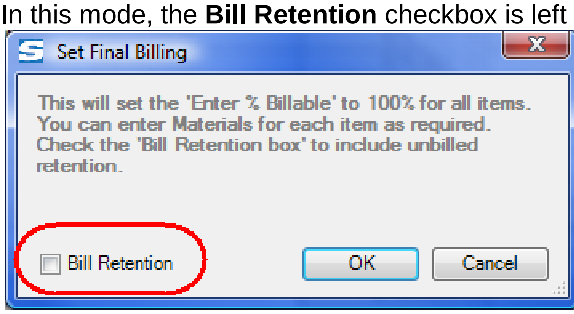


The **To Date %** column will be set to 100% for all SOV line items that are not yet at or above 100%. This action causes the work amounts in the Application to equal the SOV amount less previous billing amounts but retention is NOT calculated on these new amounts.

At this time, sales tax (*if any*) is calculated ONLY on the applicable new work or material amounts, not the prior retention amounts. Acquiring an invoice number would result in an amount equal to the new work and the new work sales tax.

When Retention is Released at a Later Date

In this mode, the **Bill Retention** checkbox is left unchecked:



TIP

If you are in a country that does not collect sales tax on retention until the retention amount is released, your System Administrator should check (on) the SOVConfig | TaxRetentionWhenReleased rulet. See KBA-01369.

The **To Date %** column will be set to 100% for all SOV line items that are not yet at or above 100%. This action causes the work amounts in the Application to equal the SOV amount less previous billing amounts and the retention to increase as it would if the work complete amount was entered manually. The sales tax is calculated on the total amounts in the **Work Completed** and **Stored Materials** columns.

At this point, you can acquire an invoice number (see page 74).

At a later time, you would create the next Pay Application from this current Pay Application document (see page 20) and you would check the **Bill Retention** box for final billing, causing the retention amounts to be moved to the **Total** column. The sales tax (if any) would be set to zero because sales tax was already billed. Acquiring an invoice number would then result in a zero amount invoice.

Saving and Closing

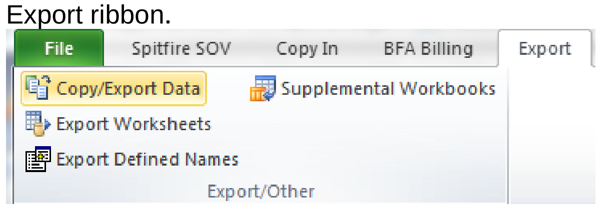
At any time, you can save your SOV workbook (). The process of saving has been modified to save only the data related to changes. The same is true if you close prior to save. It is strongly recommended that you limit the use of the Spitfire-initiated Microsoft Excel session to SOV activity.

Copy/ Export Data

You can copy the entire contents of the SOV Application worksheet to a new workbook and then save the contents for other uses.

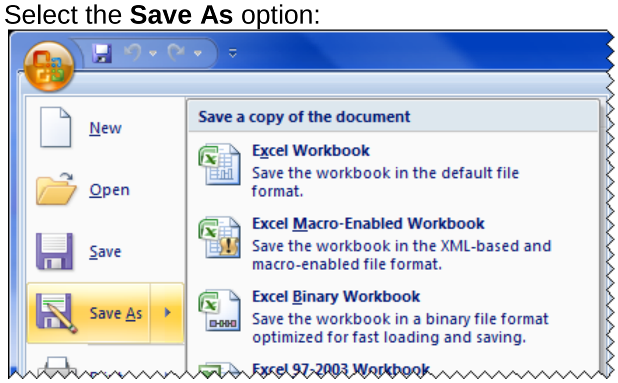
To copy the SOV Application worksheet:

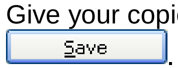
1. On the Application worksheet, select **Copy/Export Data** from the Export ribbon.

   An unnamed copy of the worksheet will appear.

2. Select the **Save As** option:

3. Give your copied worksheet a new workbook name and click .

4. You can now edit, resave and close this workbook as desired. The original SOV workbook will remain open until you close it.

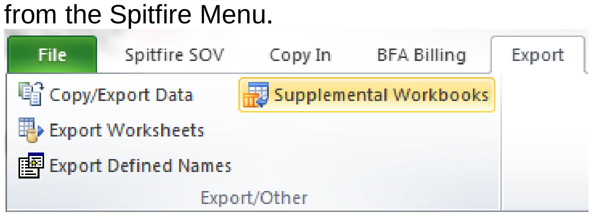
Supplemental Workbooks

If you have created a supplemental workbook to use with your SOV data, you can easily access that supplemental workbook from within the SOV workbook.

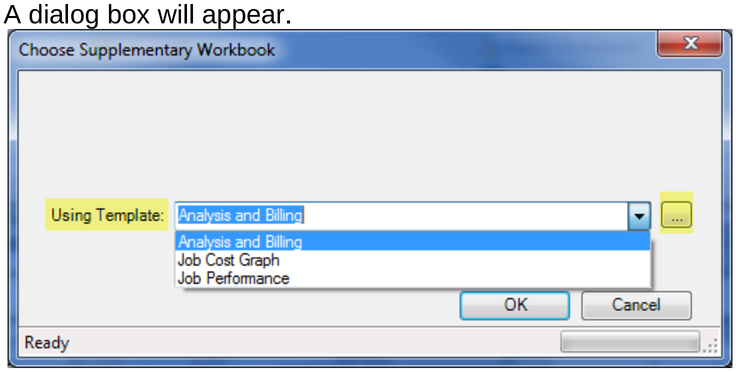
(For more information about supplemental workbooks, see the technical white paper *Supplemental Workbooks*.)

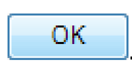
To open a supplemental workbook:

1. On the Application worksheet, select **Supplemental Workbooks** from the Spitfire Menu.



   A dialog box will appear.



2. If your supplemental workbook was uploaded into Spitfire's Template library (through the Templates tool), it will appear on the **Using Template** drop-down. Select your workbook. You can also click  to browse for the supplemental workbook on your computer.
3. Click . Your supplemental workbook will open with data from your SOV workbook.
4. You can save and close this workbook as desired. The original SOV workbook will remain open until you close it also.