Using Billing Codes to Create the SOV

sfPMS V4.1

Using the Billing Codes from your Budget to create corresponding lines in your SOV

Spitfire Management, LLC.
84 Business Park Drive
Armonk, NY 10504

ph. 914.273.0809
fax: 914.273.4208

www.spitfiremanagement.com

Table of Contents

Introduction

This technical white paper describes how you can use billing codes in your budget to generate lines in your SOV (Schedule of Values) workbook. As such, this technical white paper should be read after you have an understanding of the Budget and Pay Application documents in general and the BFA and SOV workbooks in specific.

More information, related to this topic, can be found in the following guides:

- *Focus on Doc Types and Project Workflow*

- *Focus on the BFA Workbook*

- *Focus on Budgets and Period Distribution*

- *Focus on Schedule of Value (SOV) Billing*

All documentation referred to within this white paper can be found on the Spitfire Help menu.
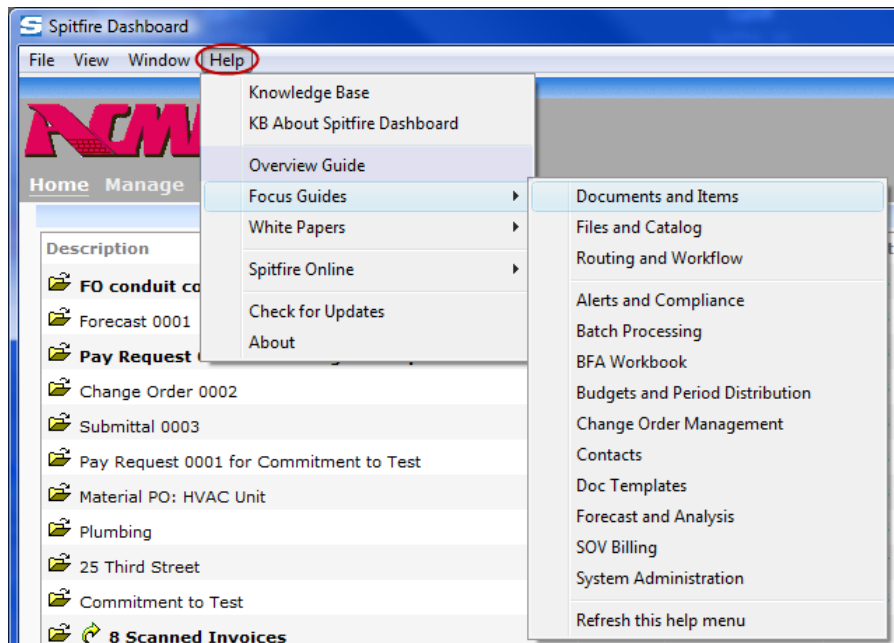
Workflows

Billing codes can be used in your project as a way to associate Cost Codes in your budget with SOV line items. Billing codes are often established between you and the customer. There are several workflows available to get billing codes and their revenue data from your budget into your SOV. This white paper describes three such workflows.

SOV Different From Project Setup

The first two workflows keep the Items on the Project Setup document separate from the Pay Application document and SOV rows.

These workflows are best for companies that need to commit their Project Setup document before they establish their billing codes. Also, companies that do not want detailed lines in their Project Setup document, but do want them in the Pay Application document and SOV workbook, should use either of these workflows.

Both workflows start with the following steps:

1. Create a Project Setup document with one Item.

2. Commit the Project Setup document.

3. Add budget rows with billing codes and revenue amounts to your Initial Budget.

For <u>specific instructions</u>, see page 14.

1. Using the SOV Copy In Option

The first workflow continues with the following steps:

4. From the BFA workbook, create a supplemental workbook using the **BFA Billing Codes to SOV Copy-In.xltm** template file.

5. Create a Pay Application document.

6. Open the SOV workbook.

7. Use the SOV's **Supplemental Workbook** option to open the supplemental workbook you just created. The rows on the supplemental workbook will be copied to the Copy In worksheet.

8. Add headers and subtotals to your rows, if desired.

9. Use the SOV's **Copy In** option to add all rows to the SOV workbook.

This workflow allows for the easy inclusion of special rows (headers and subtotals) in the SOV workbook and provides more of a what-you-see-is-what-you-get structure.

For <u>specific instructions</u>, see page 20.

2. Using Via Excel from the Pay Application

The second workflow continues with the following steps:

4. Create a Spitfire Item file through the **Project Contract Items Import.xltm** template file.

5. Create a Pay Application document.

6. Use the Pay Application's **Via Excel: Update from Spitfire Item File** function to add the Items on the Spitfire Item file to the Pay Application document,

7. Create the SOV workbook, which gets its rows from the Pay Application.

For specific instructions, see page 24.

SOV from Project Setup

3. Using Via Excel from the Project Setup

A third workflow is best for companies that know their billing codes before they need to commit their Project Setup document. Also, companies that want to review Project Setup (contract) lines in Microsoft Dynamics SL should use this workflow.

The workflow includes the following steps:

1. Create a Project Setup document,

2. Add budget rows with billing codes and revenue amounts to your Initial Budget's BFA workbook,

3. Use the **Project Contract Items Import.xltm** template file to create a Spitfire Item file that includes billing codes,

4. Use the Project Setup's **Via Excel: Update from Spitfire Item File** function to add the revenue line items on the Spitfire Item file to the Project Setup document,

5. *Commit the Project Setup document,*

6. *Create a Pay Application document,*

7. Create the SOV workbook, which gets its line items from the Project Setup document and includes billing codes.

For specific instructions, see page 28.

The Supplemental Template Workbooks

As part of any of these workflows, you will need a supplemental template workbook—either **BFA Billing Codes to SOV Copy-In.xltm** or **Project Contract Items Import.xltm**. The files are available from the Installation and Configuration Tool (ICTool).

Note: if you do not have access to ICTool, contact your System Administrator or Spitfire Support. It is also possible that one or both of these templates have already been added to the Spitfire template library through the Templates tool on the Manage or System Admin Dashboard (see page 12).

From ICTool

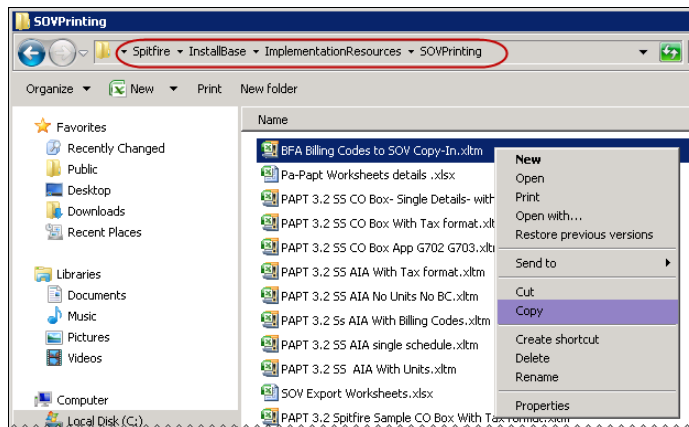**To get the supplemental template workbooks from ICTool:**

1. Open ICTool from the desktop.

2. Select **Install Base Folder** from the View menu:
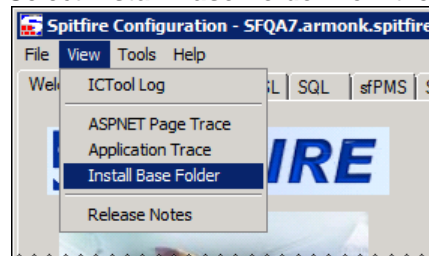
3. To get the **BFA Billing Codes to SOV Copy-In.xltm** file**,**

   o Expand ImplementationResources then double-click on **SOVPrinting**.

   o Right-click on **BFA Billing Codes to SOV Copy-In.xltm** then chose to **Copy** the file.

4. To get the **Project Contract Items Import.xltm** file,

   o Expand **ImplementationResources** then double-click on **ViaExcelTemplates**.

   o Right-click on **Project Contract Items Import.xltm** then chose to **Copy** the file.
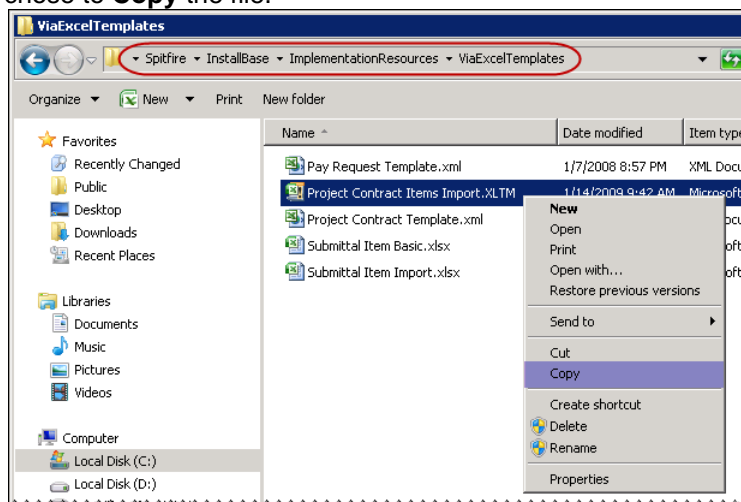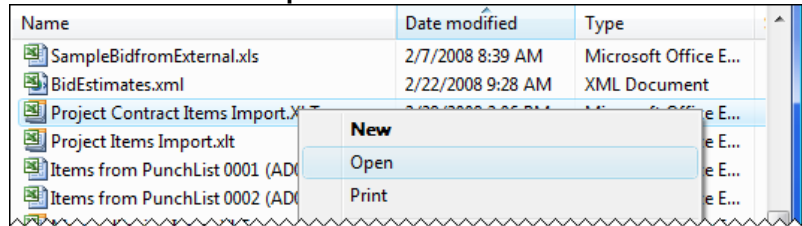

5. Paste the supplemental template file in a local location, where it will be easy to access.

Customize the Workbook

The **BFA Billing Codes to SOV Copy-In.xltm** file is ready to be used. However, you can choose to customize the **Project Contract Items Import.xltm f**ile before using it.

To customize Project Contract Items Import.xltm:

1. At the location you placed the template workbook, right-click on the file and choose to **Open** it:

Name	Date modified	Type
SampleBidfromExternal.xls	2/7/2008 8:39 AM	Microsoft Office E...
BidEstimates.xml	2/22/2008 9:28 AM	XML Document
Project Contract Items Import.X~T		e E...
Project Items Import.xlt	**New**	e E...
Items from PunchList 0001 (AD(	**Open**	e E...
Items from PunchList 0002 (AD(	**Print**	e E...

IMPORTANT: in order to make changes to this template, you should not open the file by double-clicking on it.
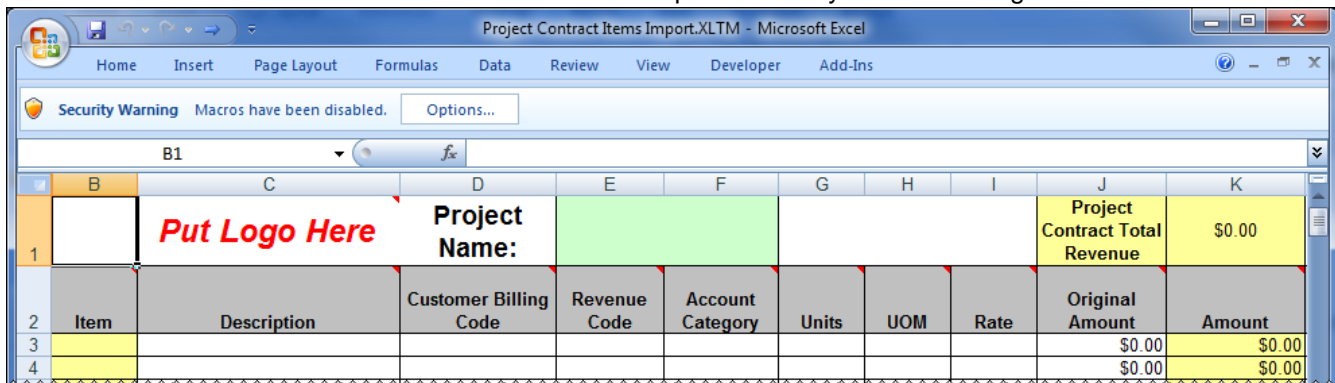
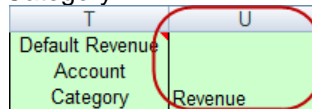2. (*optional*) Scroll to S1 and enter a default revenue Cost Code:

R	S
Default Revenue Cost Code	00000
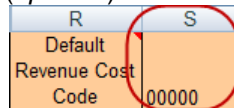
This revenue Cost Code will appear as the default for all rows on your SOV workbook.

3. (*optional*) Scroll to U1 and enter a default revenue Account Category:

T	U
Default Revenue Account Category	Revenue

This revenue Account Category will appear as the default for all rows on your SOV workbook.

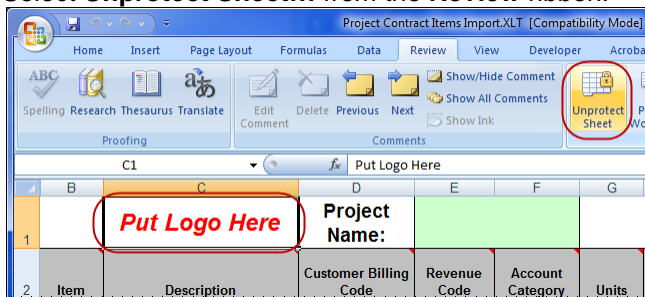4. Verify that W2 says Yes. If it does not, select **Yes**.

5. (*optional*) Place your logo in the area (C1) that says "Put Logo Here":

**Note**: If you find that the worksheet is protected, you will need to first do the following:

○ Select **Unprotect Sheet…** from the **Review** ribbon:

○ Type the password. By default, the password is **Unlock**. This password can be changed in cell AA-1.
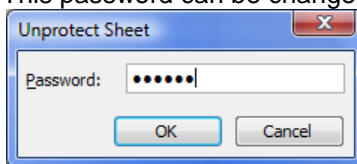
○ Click [OK]. The worksheet will allow changes now. For example, you can use the **Picture** option on the Insert ribbon to add your logo file to C1.

○ If you want to protect the worksheet again after your changes, select **Protect Sheet…** from the Review ribbon. You will be prompted for the password to be used to unprotect the sheet:
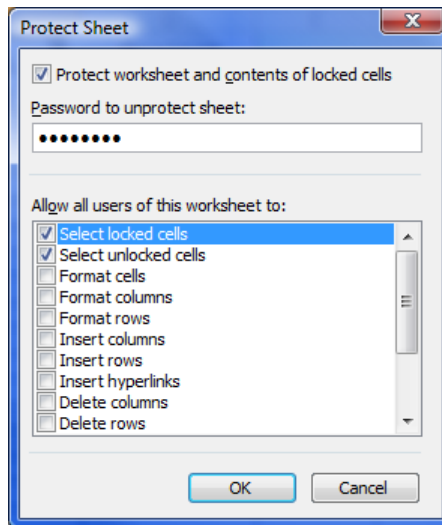
o After you enter the password (either **Unlock** or a password of your choosing), enter it again to confirm:
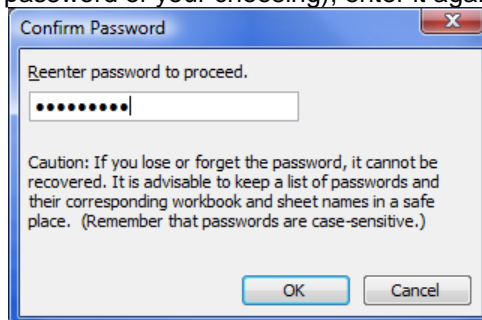
Note: whatever password you indicate here must match the password in AA1. If necessary, change the password in AA1. In order to see the password that is "hidden" there, scroll over and highlight columns Z and AA:
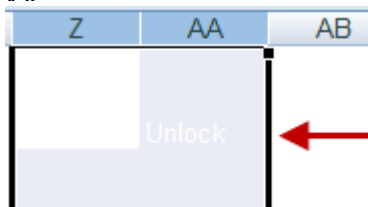

6. Click Microsoft Word's 🖫 to save your changes.

7. Close **Project Items Import.xltm**.

Place in Spitfire Templates Tool

Whichever template file will be used for one of the billing code workflows should be added to the template library through the Templates tool.

**To upload your template workbooks into Spitfire:**

1. Go to the Templates tool on either the Manage or System Admin Dashboard.
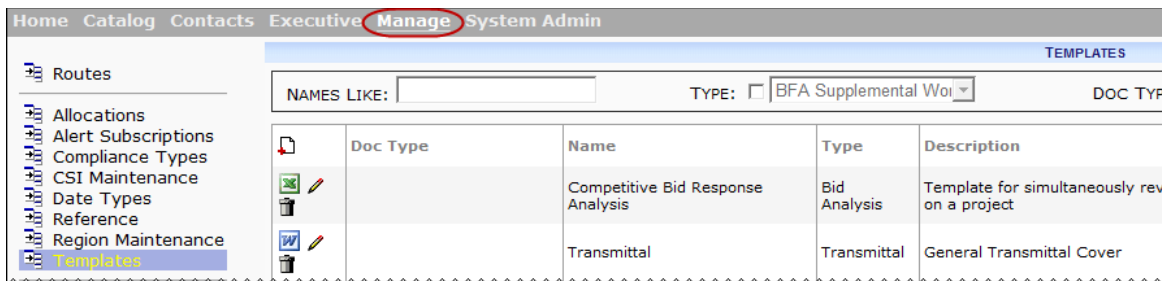
2. Check the **Type** box and select **BFA Supplemental Workbook**. If there are any BFA templates already in Spitfire, they will be listed. You can have multiple BFA templates, but only one should be the supplemental workbook used for billing codes.
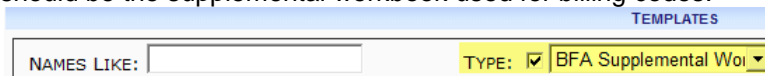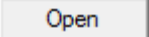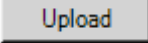

3. Click 🗋 to add a new row.

4. Select **Budget** from the Doc Type drop-down. You can also select a subtype or leave that field blank.

5. In the **Name** field, enter a name for your template workbook.

6. Keep **BFA Supplemental Workbook** as the Type.

7. Enter a **Description** for this template file. The description will help users identify it as the one they want later.
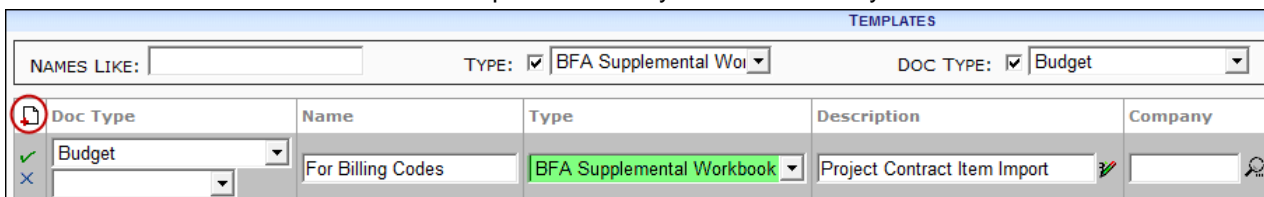
8. Click ✔ to accept your information.

9. Click 💾 to save the row. A 📇 will appear on your row.

10. Click 📇 to open the Template Maintenance dialog box.

11. Click [...] to browse for either your **Project Contract Item Import** or **BFA Billing Codes to SOV Copy-In** template file on your computer. (It should have an .xltm extension).
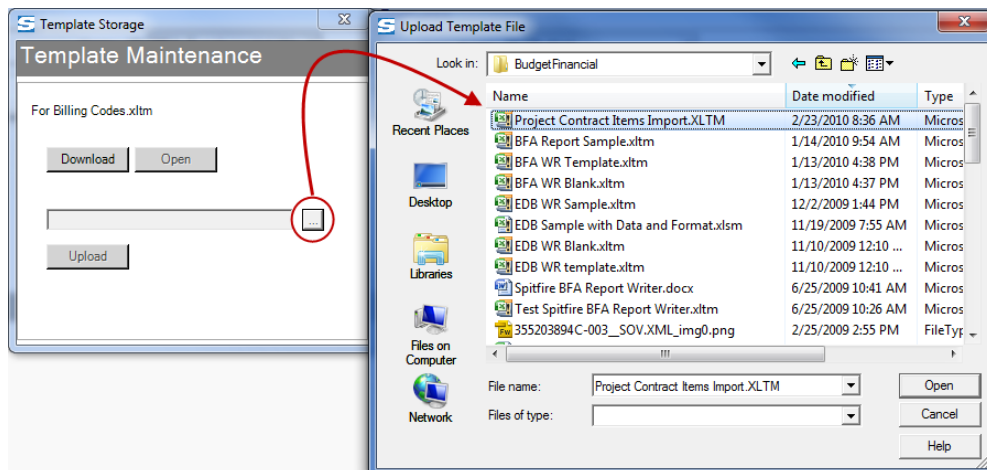
12. Click [Open] to select your file.

13. Back on the Template Maintenance dialog box, click [Upload].

14. When the Template Maintenance dialog box says "Upload successful," click [X] to close it.

15. Back on the Templates tool, click 💾 to save it again.

Beginning Instructions for First Two Workflows

## From Budget to Spitfire Item File

Project Setup

1. Create a Project Setup document from either a Bid document or the Home Dashboard. (For more information, see the *Focus on Doc Types and Project Workflow* guide.)

2. Enter information for your Project Setup (contract) including retention percentages and one Item with your contract value. You will be adding a more detailed Schedule of Values later.

3. Click 💾 to save your Project Setup document. You can route the document and edit it as needed.

4. When your Project Setup (contract) is as you want it, change the document status to **Committed** and save your document again. You will not be able to make direct changes to your Item after the document is Committed (because changes are then made through Change Orders). You can close the Project Setup document window.
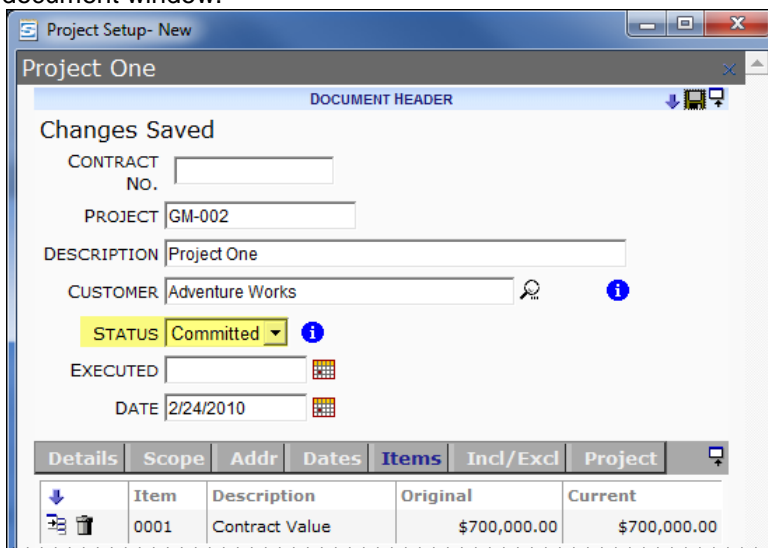
Initial Budget

5. When you are ready to do so, open your Initial Budget from the Project Dashboard:
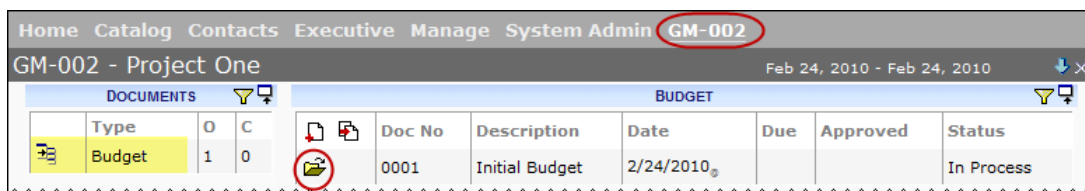
BFA Workbook

6. Click on the Initial Budget document to open the BFA workbook.

7. (*If the Billing Codes column is not visible*) Make the Billing Code column visible:

   o Click on the **Setup** tab at the bottom of the Data worksheet to get to the Setup worksheet.

   o Indicate **Y** for Billing Code.

   o Click the **Data** tab to return to the Data worksheet.

   o (*optional*) If you want to save this change for subsequent openings of the BFA workbook, select **Save Settings** from the Spitfire menu:

8. Add data to your BFA workbook by manually entering rows, copying an existing budget with billing codes, and/or using the Import Wizard and including billing codes. (For more information, see the *Focus on Budgets and Period Distribution* guide.) If you manually enter rows, enter billing codes at the Cost Code rows only. The billing codes will then be expanded to the Account Categories for each Cost Code.

	G	H	J	O	T	U
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.					
2	*DEMO*	Initial Budget (0001) (Y,Y)				
3	**Project One**	Totals as of: 2/24/2010 @ 1:17 PM		$700,000	$0	$491,291
4	**GM-002**	Show All		$700,000	$0	$491,291
7	Cost Codes	Description	Billing Code	Original Revenue Budget	Actual Revenue	Original EAC
9	00000	General Default	BC-000	$200,000	$0	$0
10	00000	REVENUE	BC-000	$200,000	$0	$0
11	01040	Coordination	BC-010	$17,000	$0	$16,475
12	01040	_SUB	BC-010	$0	$0	$16,475
13	01040	REVENUE	BC-010	$17,000	$0	$0
14	01050	Field Engineering	BC-010	$15,000	$0	$14,400
15	01050	_SUB	BC-010	$0	$0	$14,400
16	01050	REVENUE	BC-010	$15,000	$0	$0
17	02050	Demolition	BC-020	$43,000	$0	$42,000

Note: Only Cost Code rows with billing codes will be copied to the supplemental workbook so make sure that your data is organized properly. You can include revenue amounts for each Cost Code, as shown:

	G	H	J	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	*DEMO*	Initial Budget (0001) (Y,Y)				
3	**Project Contract One**	Totals as of: 12/2/2008 @ 8:58 AM		$700,000	$0	$585,000
4	**GC-012**	Show All		$700,000	$0	$585,000

|	G	H	J	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	*DEMO*	Initial Budget (0001) (Y,Y)				
3	**Project Contract One**	Totals as of: 11/4/2008 @ 3:04 PM		$700,000	$0	$573,750
4	**GC-012**	Show All		$700,000	$0	$573,750
7	Cost Codes	Description	Billing Code	Original Revenue Budget	Actual Revenue	Original EAC
9	00000	General Default	0000	$700,000		$0
10	00000	REVENUE	0000	$700,000		$0
11	01000	General Conditions	1000	$0		$15,000
12	01000	_LABOR	1000	$0		$15,000
13	01700	Contract Closeout	1000	$0		$0
14	01700	_MTRL PERM	1000	$0		$0
15	02000	Site Work	1100	$0		$73,875
16	02000	_EQ RENTAL	1100	$0		$5,125
17	02000	_LABOR	1100	$0		$18,750
18	02000	_MTRL PERM	1100	$0		$50,000
19	02000	_OTHER	1100	$0		$0
20	02000	EQ PARTS	1100	$0		$0
21	02000	REVENUE	1100	$0		$0
22	02000	_MTRL EXPEND	1100	$0		$0
23	02050	Demolition	1100	$0		$0
24	02050	_LABOR	1100	$0		$0

You can include all revenue amounts in one Cost Code, as shown below. You'll be able to disburse the revenue amount to individual billing codes later.

Cost Codes with the same billing code will be rolled up in the supplemental workbook. For example, the rows on the next page will produce one Item with an amount of $8000:
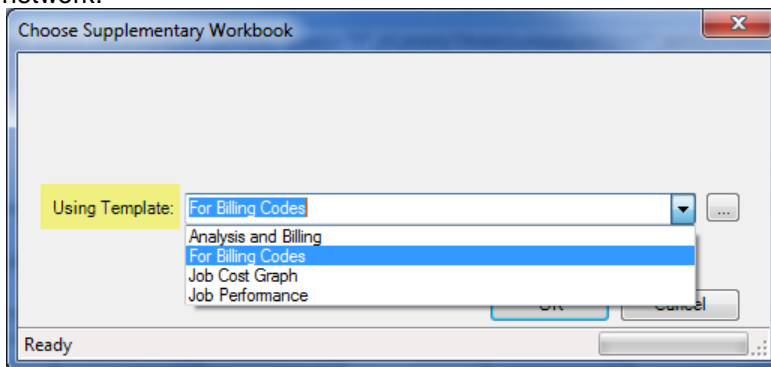
	G	H	J	O
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.			
2	DEMO	Initial Budget (0001) (Y,Y)		
3	Project Contract One	Totals as of: 1/16/2008 @ 9:55 AM		$200,000
4	GC-011	Show All		$200,000
7	Cost Codes	Description	Billing Code	Original Budget Revenue
9	01000	General Conditions	GenCon	$20,500
14	01700	Contract Closeout	ConClo	$2,500
17	02000	Site Work	SitWor	$19,000
24	02050	Demolition	Demoli	$11,000
28	02200	Earthwork	EarWor	$15,000
31	03000	Concrete	Concre	$3,000
35	04000	Masonary	Masona	$4,000
39	05000	Metal	Metall	$24,000
43	06000	Wood & Plastics	WooPla	$14,000
48	07000	Thermal & Moister	TheMoi	$6,000
52	08000	Doors & Windows	DooWin	$12,000
57	09000	Finishes	Finish	$8,000
62	12000	Window Treatments	WinTre	$22,000
67	13000	Security Systems	SecSys	$15,000
71	14000	Scaffolding	Scaffo	$16,000
75	16000	Electrical	Electr	$3,000
80	16050	Electrical Materials	Electr	$4,000
84	16120	Wires and Cables	Electr	$1,000

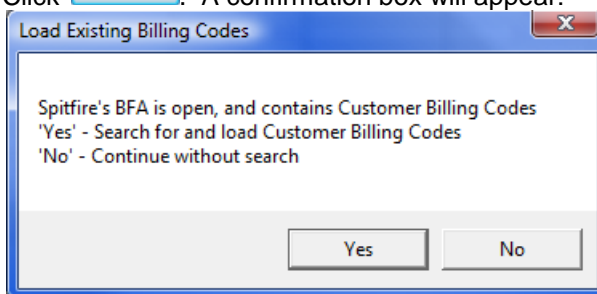Billing codes can be composed of letters and/or numbers.

9. Click 🖫 to save your BFA workbook and select ⟨ Yes ⟩ at the confirmation box that appears.

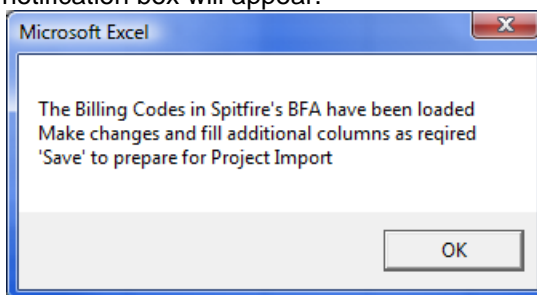10. Select **Supplemental Workbooks** from the Spitfire Menu:
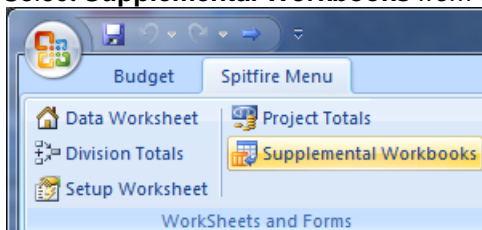
11. Use the drop-down to find and select the template file you want (either **BFA Billing Codes to SOV Copy-In.xltm** if you are following workflow #1 or **Project Contract Item Import.xltm** if you are following workflow #2). If the desired supplemental template file does not appear on the list, it might not have been uploaded into the Templates tool properly (see page 12) in which case you can click ⟨...⟩ to find the file on your computer or network.

Choose Supplementary Workbook

Using Template: For Billing Codes

- Analysis and Billing
- For Billing Codes
- Job Cost Graph
- Job Performance

Ready

12. Click [OK]. A confirmation box will appear:

Load Existing Billing Codes

Spitfire's BFA is open, and contains Customer Billing Codes
'Yes' - Search for and load Customer Billing Codes
'No' - Continue without search

[Yes] [No]

13. Click [Yes] to continue. When the data has been copied, a notification box will appear.

Microsoft Excel

The Billing Codes in Spitfire's BFA have been loaded
Make changes and fill additional columns as reqired
'Save' to prepare for Project Import

[OK]

14. Click [OK]. Your data will appear in a file created from the template.

Item	Description	Customer Billing Code	Revenue Code	Account Category	Units	UOM	Rate	Original Amount	Amount
	Put Logo Here	Project Name:	Project One				Project Contract Total Revenue	$700,000.00	
000100	General Default	BC-000	00000	Revenue				$200,000.00	$200,000.00
000200	Field Engineering	BC-010	00000	Revenue				$32,000.00	$32,000.00
000300	Demolition	BC-020	00000	Revenue				$43,000.00	$43,000.00
000400	Concrete Formwork	BC-031	00000	Revenue				$30,000.00	$30,000.00
000500	Structural Metal Framing	BC-051	00000	Revenue				$40,000.00	$40,000.00
000600	Insulation	BC-072	00000	Revenue				$150,000.00	$150,000.00
000700	Roofing	BC-073	00000	Revenue				$36,000.00	$36,000.00
000800	Finishes	BC-090	00000	Revenue				$31,000.00	$31,000.00
000900	Gypsum Board	BC-092	00000	Revenue				$37,000.00	$37,000.00
001000	Plumbing	BC-154	00000	Revenue				$38,000.00	$38,000.00
001100	Electrical Materials	BC-160	00000	Revenue				$63,000.00	$63,000.00

15. (*optional*) If you didn't enter revenue amounts for each billing code previously, but only entered one total revenue row, you can disburse that revenue now in the Project Contract Total Revenue column.

16. Click ![save icon] to save the worksheet. You will be prompted for a location for the newly created file. *Remember where you place this file because you will need it later.* The name of the file is created from the project ID and description, followed by the .**xlsx** extension. **You should not change this filename.**

17. Click [Save] to save the file. This file contains your line items with billing codes. When the save is complete, a notification box will appear.
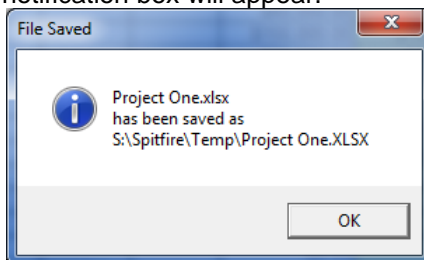
18. Click [OK] then close the file (![X button]).

19. Close your BFA workbook also (![X button]).

20. Back at the Initial Budget document, you can Approve it and/or route it, if appropriate, then save it and close it.
    Note: the status of the Initial Budget will not affect the rest of this workflow.

21. Continue with either the workflow for the Copy In option on page 20 or the workflow for the Via Excel option on page 24.

Using the SOV Copy In Option

Instructions

Project Setup

1. When you are ready to create your Schedule of Values, open your Project Setup document (for example, from the Project Options menu):
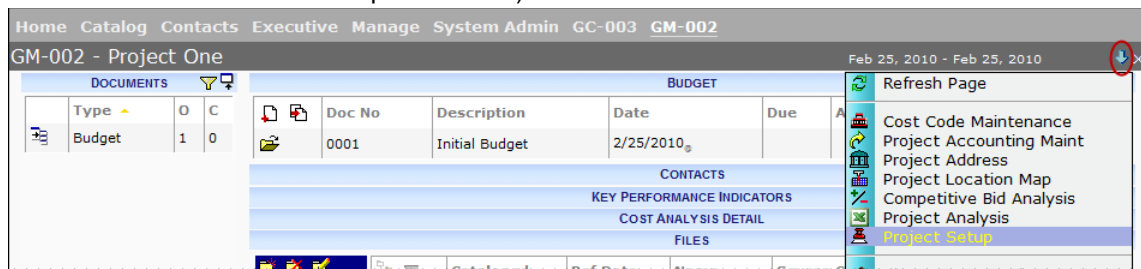
2. Click 💾 to refresh the Project Setup document.

3. From the Document Options menu, click on **Create Pay Application**:
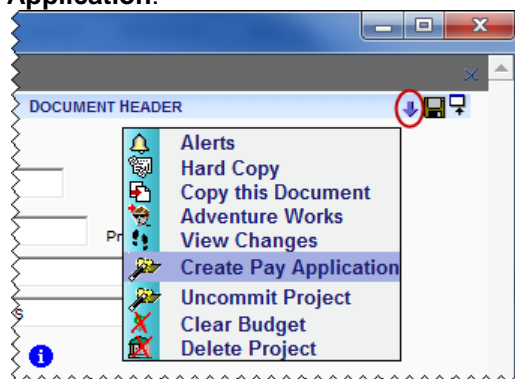
A Pay Application document will open. You can close the Project Setup document.

Pay Application Document

4. Look up a **Responsible** person.

5. On the Dates tab, edit the **Application Period** row to enter a start and finish date for the pay application period.

Details	Notes	Addr	Dates			
	Description			Lead Time	Start	Finish
✏️🗑️	Application Period			0	2/22/2010	2/27/2010

6. Enter any other necessary information on the Pay Application document.

7. Click 💾 to save the document.

TIP

For more information about the Pay Application document and the SOV workbook, see the *Focus on Schedule of Values (SOV) Billing* guide.

SOV Workbook
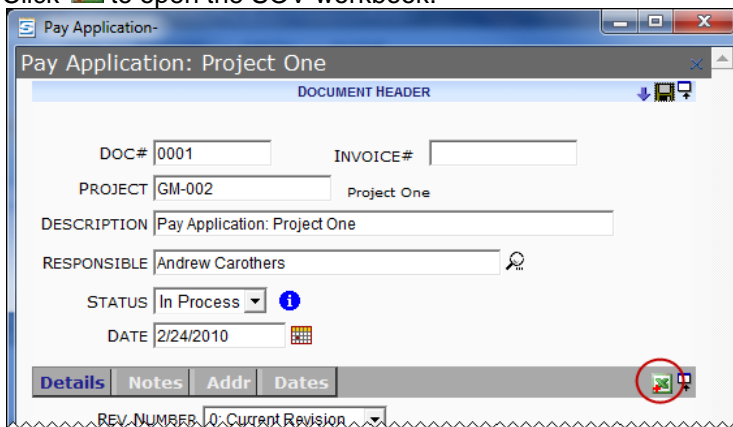
8. Click to open the SOV workbook.

9. If a retention percentage was not entered in the Project Setup document, you will be prompted for a default retention; click **OK**. The SOV workbook will appear with your item (if any) from your Project Setup.

10. Select **Supplemental Workbooks** from the Spitfire Menu:
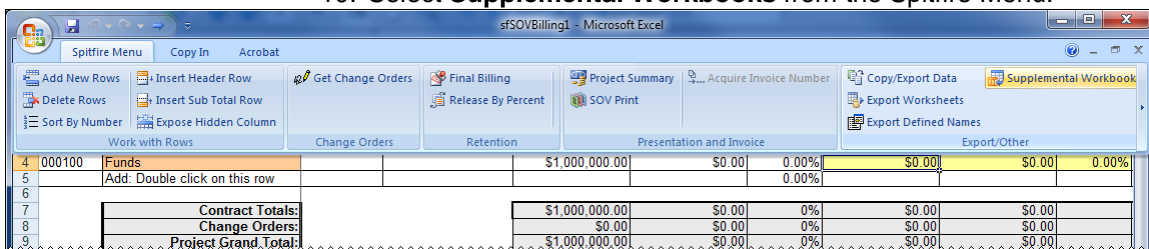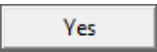
A dialog box will appear.

11. At the **Using Template** field, click to browse for the supplemental workbook file (*not template*) that you saved on your computer (i.e., the file with the project ID in the name).

12. Click **Open** to select the file and again on the dialog box. A confirmation box will appear.

Populate the Copy-In Worksheet

The Pay Application Project ID AD-002
Project ID for the Billing Code data AD-002 match
Would you like to populate the Copy-In worksheet?

Yes   No
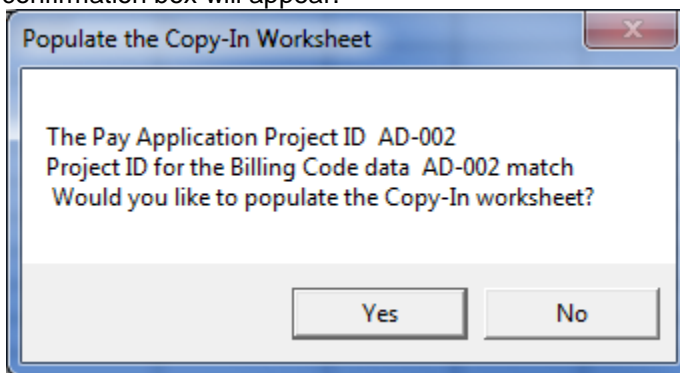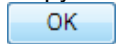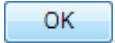
13. Click **Yes**. The Copy-In worksheet on the SOV workbook will populate with the rows from the supplemental workbook file. A second confirmation box will appear:
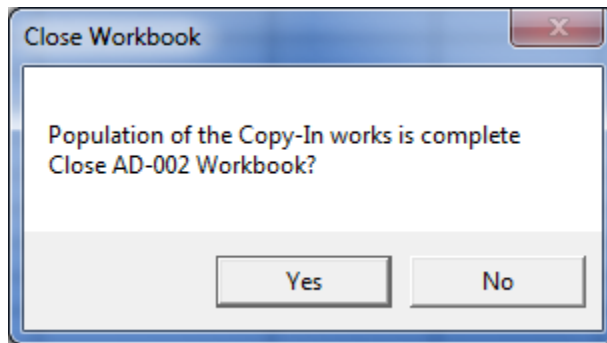
14. Click [Yes] to close your supplemental workbook file. You will be at the Copy-In worksheet.

	Row Type	Description	Original Amount	Subtotal Code	Customer Billing Code	Revenue Cost Code	Account Category	Row Comment	Units	Rate
1	Schedule of Values Worksheet									
2	Rows: 7 ~ 7 SOV Items		SOV Total: $3,982,935.66							
4	SOV	Sewerage & Drainage	$487,302.62		SW 1	00000	Revenue			
5	SOV	Concrete	$545,622.33		CT 2	00000	Revenue			
6	SOV	HVAC R	$194,498.20		HV 3	00000	Revenue			
7	SOV	Electrical	$142,547.98		EL 5	00000	Revenue			
8	SOV	Site Work	$328,356.99		SW 6	00000	Revenue			
9	SOV	Site Preparation	$2,196,891.80		SP 7	00000	Revenue			

15. On the Copy-In worksheet, enter a default Revenue Cost Code and Account Category for the SOV rows.

   o Select **Revenue Code** from the Copy In ribbon to look up a default Revenue and click [OK].

   o Select **Account Category** from the Copy In ribbon to look up a default Account Category and click [OK].
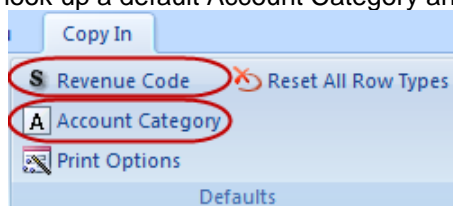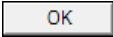
16. (*optional*) Enter Headers and Subtotals in the Copy-In worksheet, if desired. For more information, see the *Focus on Schedule of Values (SOV) Billing* guide.
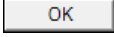
17. Select **Append to SOV** from the Copy In ribbon.
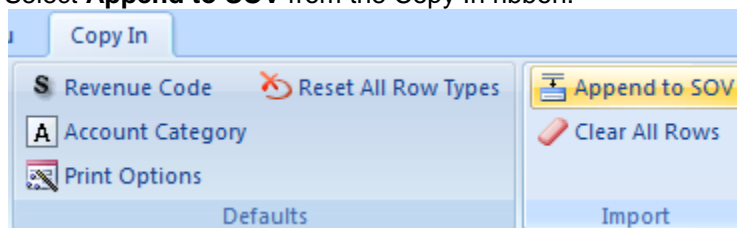
The Application worksheet will open with your new rows appended after your original SOV row.

18. (*optional*) Click in the cell of your first row description and select **Delete Rows** from the Spitfire Menu if you do not want the existing Item from the Project Setup (i.e., your first row) to be part of your SOV.

    o Click [OK] then save the worksheet.

19. You can make changes to the SOV workbook. These changes will not be reflected back on the Project Setup document.

20. Click 💾 to save the SOV. The workbook is now ready for you to use throughout your project. (See the *Focus on Schedule of Value (SOV) Billing* guide for more information.)

21. Click [X] to close the SOV workbook. If you have not yet closed your Spitfire Item file, you will see a message:
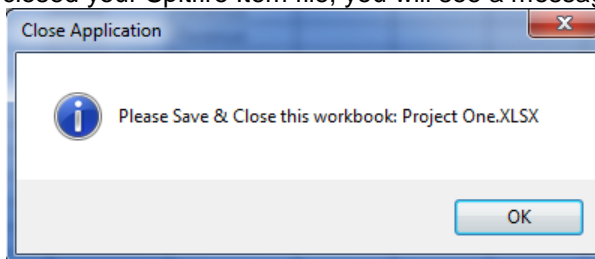
    o After you click [OK], close the Spitfire Item file then close the SOV workbook again.

22. After closing the SOV workbook, remember to save the Pay Application document 💾.

    Note: if you have an Items tab on your Pay Application, you will notice that all your SOV rows (appended through the Copy In function) also appear as Items on the Pay Application document (although these Items no longer have any connection to the Project Setup document).

Using Via Excel from the Pay Application

Prerequisite

For this workflow, your Pay Application document must include an Items tab. If needed, use the Customization tool on the System Admin Dashboard to add the Items tab to the Pay Application Doc type:

Instructions

1. Open your Project Setup document (for example, from the Project Options menu):

2. Click 💾 to refresh the Project Setup document.

3. From the Document Options menu, click on **Create Pay Application**:

Pay Application Document

A Pay Application document will open. You can close the Project Setup document.

4. Look up a **Responsible** person.

5. On the Dates tab, edit the **Application Period** row to enter a start and finish date for the pay application period.

6. Go to the Items tab. If you had an Item on your Project Setup document, you will notice that Item on your Pay Application. You will deal with that in a moment.

7. Click 💾 to save the Pay Application document.

8. Select **Via Excel** from the Items Options menu:
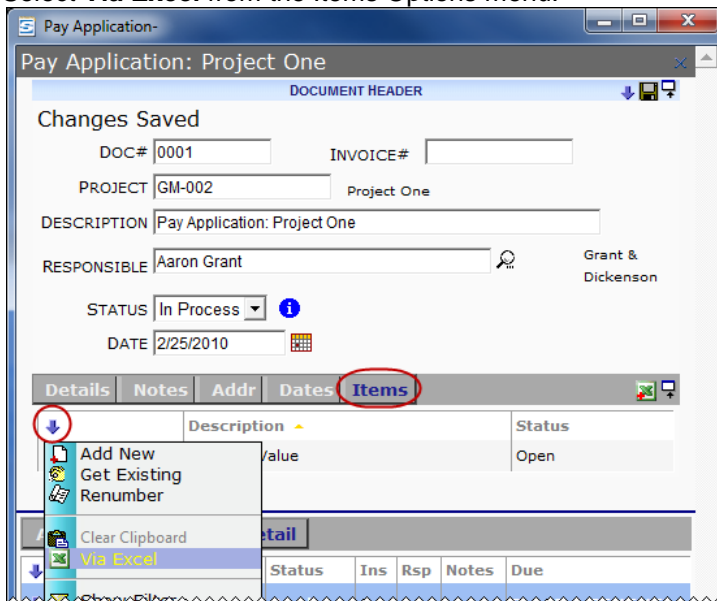
9. Select the **Update them from a Spitfire Item file** radio button then click ⟦...⟧ to browse for the file you created from the supplemental template workbook (i.e., the file with the project in the name).
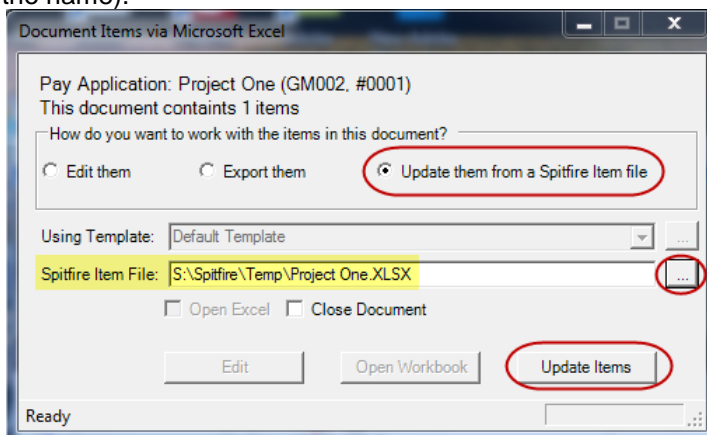
10. Click ⟦ Update Items ⟧. The rows from the Spitfire Item file will be imported into the Pay Application and the Pay Application document (which had closed) will reopen.

11. Go to the Items tab. You'll notice the newly added Items are listed there. If you had an Item from the Project Setup, and this Item is now redundant, you can delete the original Item.
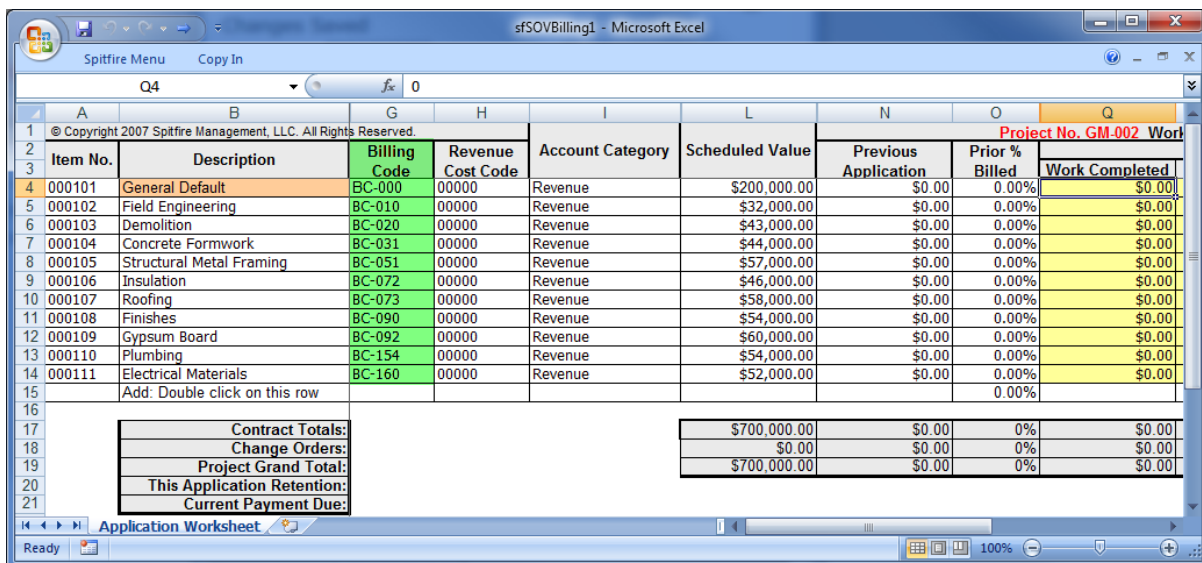
- o Click 🗑 at the Item row to delete it.

  Note: if 🗑 does not appear, it is probable that you do not have permission to delete rows. See your System Administrator.

- o Click [OK] at the confirmation box that appears.

12. (*optional*) Make other changes to your Items, if desired and enter other information to the Pay Application document as needed. (For more information, see the *Focus on Schedule of Value (SOV) Billing* guide.)

13. Click 💾 to save the Pay Application document.

14. Click 📊 to open the SOV workbook.

15. If you did not enter a retention percentage on the Project Setup document, you will be prompted to enter your default retention; click [OK]. The SOV workbook will appear with your billing code items.

16. You can make changes on the SOV workbook. For example, if your revenue still appears on one line, you can disburse this amount by changing the **Scheduled Value** of your SOV rows. These changes will not be reflected back on the Project Setup document.

17. Click ![save icon] to save the SOV. The workbook is now ready for you to use throughout your project. (See the *Focus on Schedule of Value (SOV) Billing* guide for more information.)

18. Click ![close button] to close the SOV workbook.

19. After closing the SOV workbook, remember to save the Pay Application document (![save icon]).

Using Via Excel from the Project Setup

Instructions

Project Setup

1. Create a Project Setup document from either a Bid document or the Home Dashboard. (For more information, see the *Focus on Doc Types and Project Workflow* guide.)

2. Enter information for your Project Setup (contract) but keep the Items tab empty for now. You will be adding Items later.

3. Click 💾 to save your document.
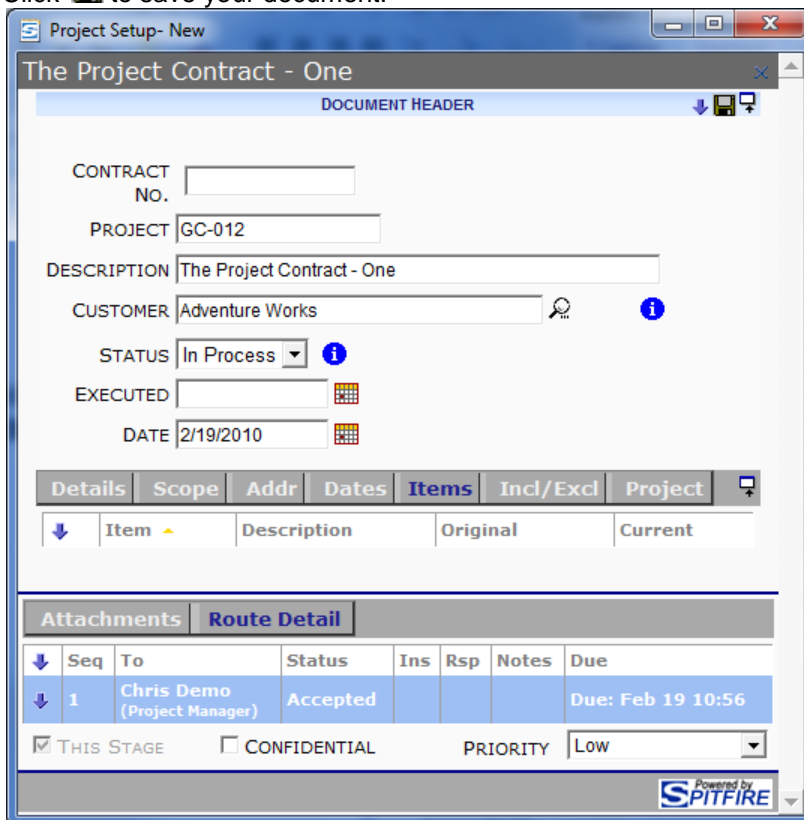
Note: it is important, for this workflow, that you do *not* change the status of the Project Setup document to Committed at this point.

Initial Budget

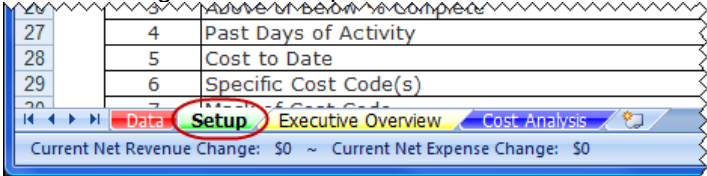4. Select **Initial Budget** from the Project Setup's Options menu:
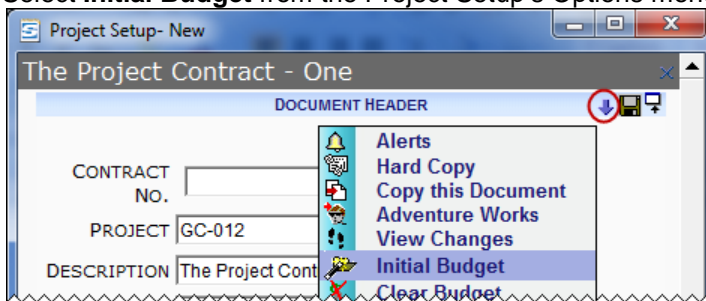
Your Initial Budget document will open.

BFA Workbook

5. Click to open the BFA workbook.

6. (*If the Billing Codes column is not visible*) Make the Billing Codes column visible:

   o Click on the **Setup** tab at the bottom of the Data worksheet to get to the Setup worksheet.

   o Indicate **Y** for Billing Code.

   o Click the **Data** tab to return to the Data worksheet.

7. Add data to your BFA workbook by manually entering rows, copying an existing budget with billing codes, or using the Import Wizard and including billing codes. (For more information, see the *Focus on Budgets and Period Distribution* guide.) If you manually enter rows, enter billing codes at the Cost Code rows only. The billing codes will then be expanded to the Account CateBC-gories for each Cost Code.

TIP

If you are using the Copy Existing options you can choose to include or exclude billing codes in your data. When you select the "copy from" project, there is a checkbox that controls whether or not to copy billing codes.

☐ Copy Billing Codes?

Note: Only Cost Code rows with billing codes will be copied to the Project Setup document so make sure that your data is organized properly. You can include revenue amounts for each Cost Code, as shown:

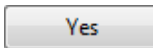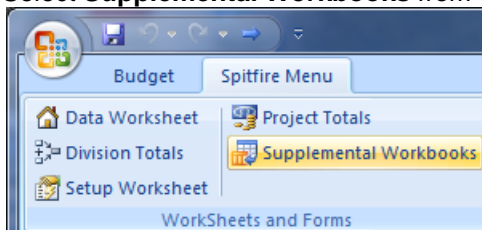|	G	H	J	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	**DEMO**	**Initial Budget (0001) (Y,Y)**				
3	Project Contract One	Totals as of: 12/2/2008 @ 8:58 AM		$700,000	$0	$585,000
4	GC-012	Show All		$700,000	$0	$585,000
7	Cost Codes	Description	Billing Code	Original Revenue Budget	Actual Revenue	Original EAC
8	ADD ROWS	0				
9	01000	General Conditions	0100	$25,000	$0	$16,250
10	01000	_LABOR	0100	$0		$7,500
11	01000	_OTHER	0100	$0		$8,750
12	01000	REVENUE	0100	$25,000		
13	02000	Site Work	0200	$90,000		$73,875
14	02000	_EQ RENTAL	0200	$0		$5,125
15	02000	_LABOR	0200	$0		$18,750
16	02000	_MTRL PERM	0200	$0		$50,000
17	02000	REVENUE	0200	$90,000		$0
18	02050	Demolition	0200	$10,000	$0	$5,000
19	02050	_LABOR	0200	$0		$3,000
20	02050	_MTRL PERM	0200	$0		$2,000
21	02050	REVENUE	0200	$10,000		
22	03000	Concrete	0300	$30,000	$0	$23,750
23	03000	_LABOR	0300	$0		$13,750
24	03000	_MTRL PERM	0300	$0		$10,000
25	03000	REVENUE	0300	$30,000		

-or-

You can include all revenue amounts in one Cost Code, as shown below. You'll be able to disburse the revenue amount to individual billing codes later.

|	G	H	J	O	T	U
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.					
2	**DEMO**	**Initial Budget (0001) (Y,Y)**				
3	Project Contract One	Totals as of: 11/4/2008 @ 3:04 PM		$700,000	$0	$573,750
4	GC-012	Show All		$700,000	$0	$573,750
7	Cost Codes	Description	Billing Code	Original Revenue Budget	Actual Revenue	Original EAC
9	00000	General Default	0000	$700,000		$0
10	00000	REVENUE	0000	$700,000		$0
11	01000	General Conditions	1000	$0		$15,000
12	01000	_LABOR	1000	$0		$15,000
13	01700	Contract Closeout	1000	$0		$0
14	01700	_MTRL PERM	1000	$0		$0
15	02000	Site Work	1100	$0		$73,875
16	02000	_EQ RENTAL	1100	$0		$5,125
17	02000	_LABOR	1100	$0		$18,750
18	02000	_MTRL PERM	1100	$0		$50,000
19	02000	_OTHER	1100	$0		$0
20	02000	EQ PARTS	1100	$0		$0
21	02000	REVENUE	1100	$0		$0
22	02000	_MTRL EXPEND	1100	$0		$0
23	02050	Demolition	1100	$0		$0
24	02050	_LABOR	1100	$0		$0

Cost Codes with the same billing code will be rolled up in the Project Setup document. For example, the rows on the next page will produce one Item on the Project Setup document with an amount of $8000:

	G	H	J	O
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.			
2	**DEMO**	**Initial Budget (0001) (Y,Y)**		$200,000
3	Project Contract One	Totals as of: 1/16/2008 @ 9:55 AM		$200,000
4	GC-011	**Show All**		$200,000
7	Cost Codes	Description	Billing Code	Original Budget Revenue
9	01000	General Conditions	GenCon	$20,500
14	01700	Contract Closeout	ConClo	$2,500
17	02000	Site Work	SitWor	$19,000
24	02050	Demolition	Demoli	$11,000
28	02200	Earthwork	EarWor	$15,000
31	03000	Concrete	Concre	$3,000
35	04000	Masonary	Masona	$4,000
39	05000	Metal	Metall	$24,000
43	06000	Wood & Plastics	WooPla	$14,000
48	07000	Thermal & Moister	TheMoi	$6,000
52	08000	Doors & Windows	DooWin	$12,000
57	09000	Finishes	Finish	$8,000
62	12000	Window Treatments	WinTre	$22,000
67	13000	Security Systems	SecSys	$15,000
71	14000	Scaffolding	Scaffo	$16,000
75	16000	Electrical	Electr	$3,000
80	16050	Electrical Materials	Electr	$4,000
84	16120	Wires and Cables	Electr	$1,000

8. Click 💾 to save the BFA workbook (and click [Yes] at the confirmation box that appears).

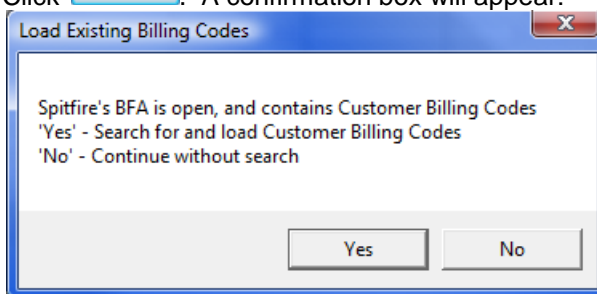9. Select **Supplemental Workbooks** from the Spitfire Menu:

10. If the proper template workbook (i.e., the Project Contract Items Import file for billing codes) does not appear by default in the **Using Template** field, use the drop-down to select it.
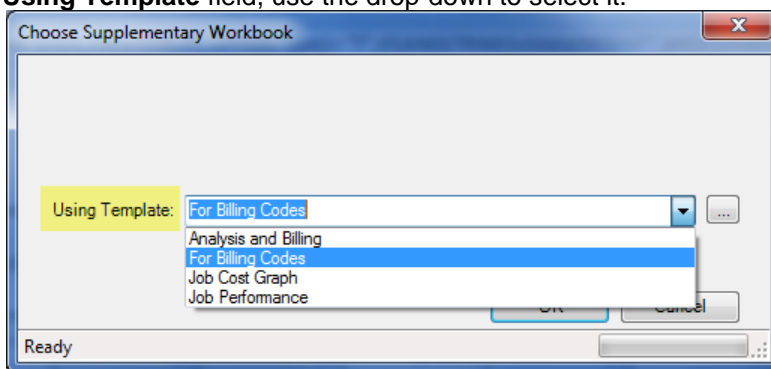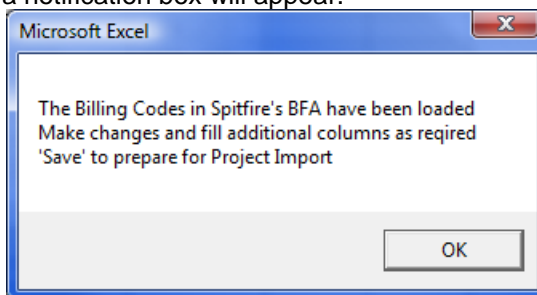

Note: if the desired template file does not appear on the list, it might not have been uploaded into the Templates tool properly

(see page 12) in which case you can click [...] to find it on your computer or network.

11. Click [OK]. A confirmation box will appear:

Load Existing Billing Codes

Spitfire's BFA is open, and contains Customer Billing Codes
'Yes' - Search for and load Customer Billing Codes
'No' - Continue without search

[Yes]   [No]

12. Click [Yes] to continue. When the data has been copied,
a notification box will appear.

Microsoft Excel

The Billing Codes in Spitfire's BFA have been loaded
Make changes and fill additional columns as reqired
'Save' to prepare for Project Import

[OK]

13. Click [OK]. Your data will appear in a file created from
the template workbook, named "Project Contract Items Import1."

Item	Description	Customer Billing Code	Revenue Code	Account Category	Units	UOM	Rate	Original Amount	Amount
							Project Name: The Project Contract - One	**Project Contract Total Revenue**	$118,409.00
000100	General Default	00GEN	00000	Revenue				$7,000.00	$7,000.00
000200	General Conditions	01GEN	00000	Revenue				$6,153.00	$6,153.00
000300	Site Work	02SIT	00000	Revenue				$22,574.00	$22,574.00
000400	Concrete	03CON	00000	Revenue				$6,587.00	$6,587.00
000500	Masonary	04MAS	00000	Revenue				$9,852.00	$9,852.00
000600	Metal	05MET	00000	Revenue				$9,874.00	$9,874.00
000700	Wood & Plastics	06WOO	00000	Revenue				$9,852.00	$9,852.00
000800	Thermal & Moister	07THE	00000	Revenue				$9,874.00	$9,874.00
000900	Doors & Windows	08DOO	00000	Revenue				$6,547.00	$6,547.00
001000	Finishes	09FIN	00000	Revenue				$3,698.00	$3,698.00
001100	Window Treatments	12WIN	00000	Revenue				$8,345.00	$8,345.00
001200	Security Systems	13SEC	00000	Revenue				$3,574.00	$3,574.00
001300	Scaffolding	14SCA	00000	Revenue				$2,345.00	$2,345.00
001400	Mechanical	15MEC	00000	Revenue				$2,258.00	$2,258.00
001500	Electrical	16ELE	00000	Revenue				$9,876.00	$9,876.00

14. Notice that the Revenue Code and Account Category columns
have been filled in for your rows, based on the defaults
established in the Project Contract Items Import.xltm file.
Revenue Codes and Account Categories are required in the
SOV workbook. You can edit these columns now, if necessary.

15. (*optional*) If you didn't enter revenue amounts for each billing code previously, but only entered one total revenue row, you can disburse that revenue now in the Project Contract Total Revenue column.
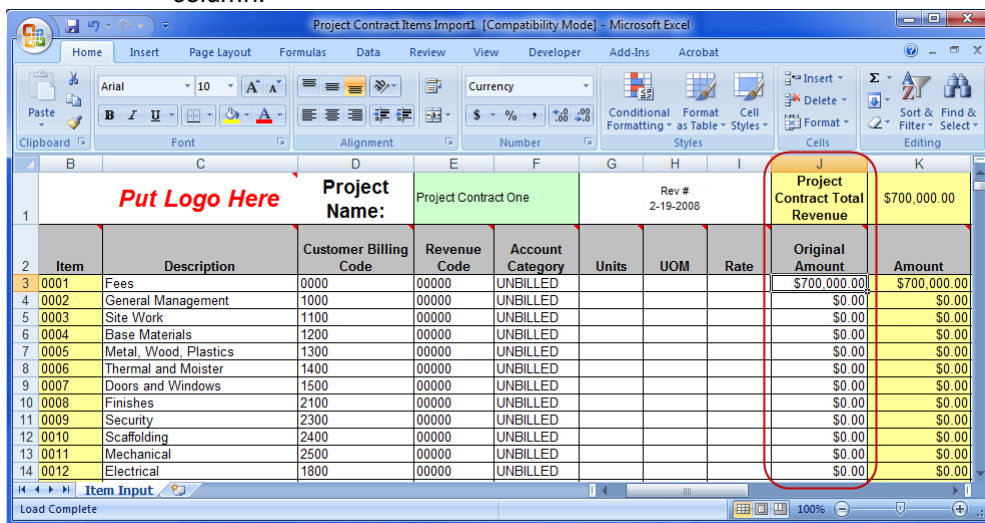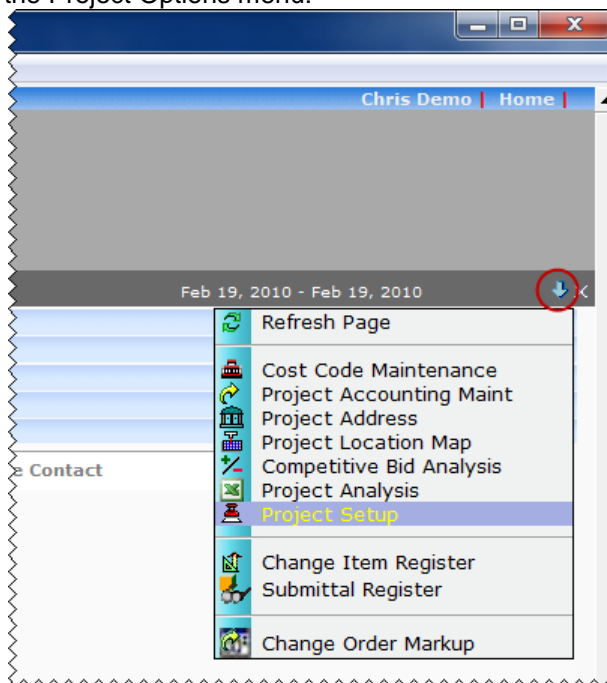

Spitfire Item File

16. Click ![save icon] to save the worksheet. You will be prompted for a location for the newly created Spitfire Item file. *Remember where you place this file; you will need it later.* The name of the file is created from the project (which appears at the top of columns E and F) followed by the .**xlsx** extension.

17. Click ![Save button] to save the Spitfire Item file. This file contains your line items with billing codes. When the save is complete, a notification box will appear.
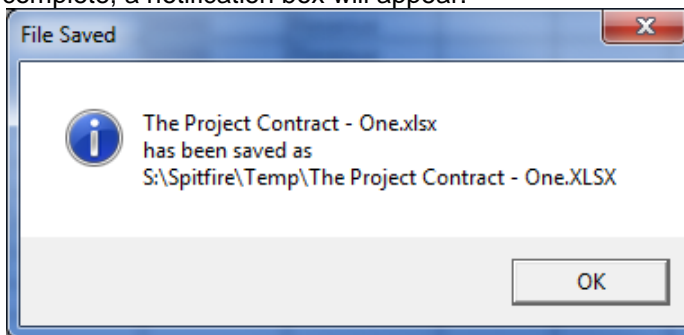
18. Click ![OK button] then close the Spitfire Item file (![X button])

19. Close your BFA workbook also (![X button]).

20. Back at the Initial Budget document, you can Approve it and/or route it, if appropriate, then save it and close it.
    Note: the status of the Initial Budget will not affect the rest of this workflow.

Project Setup

21. If you had closed the Project Setup document, open it again from the Project Options menu:

22. Click on the Items tab.

23. Click 🖫 to save the document.

24. Select **Via Excel** from the Items Options menu:
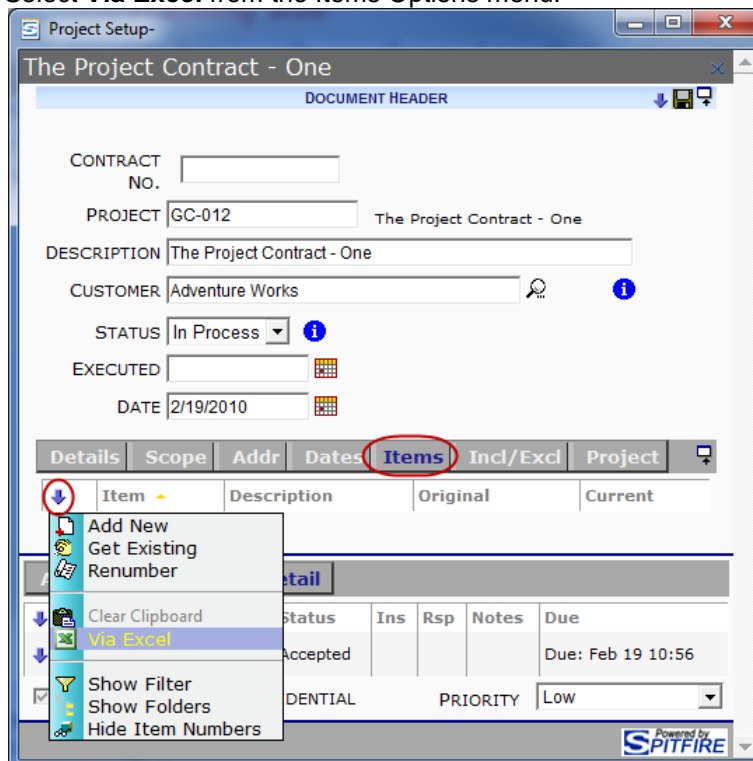
25. Select the **Get them from a Spitfire Item file** radio button then click [...] to browse for the Spitfire Item file you created.
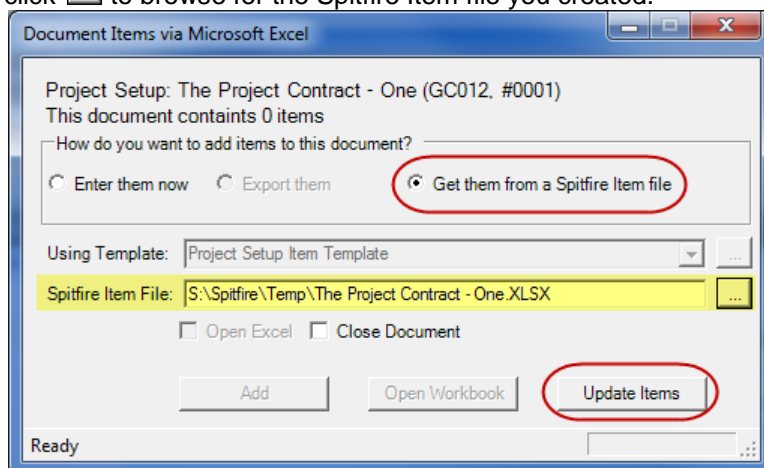
26. Click [Update Items]. The rows from the Spitfire Item file will be imported into the Project Setup document and the Project Setup document (which had closed) will reopen.

27. Go to the Items tab and notice the Items that were brought over by the billing codes. You can edit these Items, if desired.

28. When no more edits will be needed on the Project Setup document, change the document status to **Committed** and click [💾] to save the document.

29. Select **Create Pay Application** from the Project Options menu:
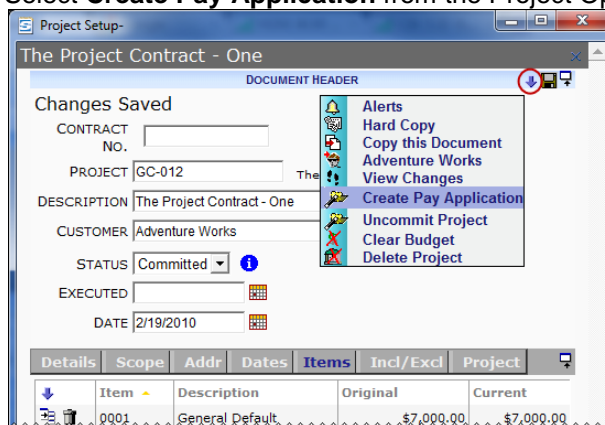
The Pay Application document will open. You can close the Project Setup document window.

30. Fill out fields on the document, especially Responsible, Tax ID and Tax Rate if applicable, then save the document. (For more information, see the *Focus on Schedule of Value (SOV) Billing* guide.)

Pay Application Document/ SOV Workbook

31. Click to open the SOV workbook.

32. If a retention percentage was not entered in the Project Setup document, you will be prompted for a default retention; click

    [OK]. The SOV workbook will appear with your billing code items and descriptions as taken from your Project Setup.

You can make changes to the SOV workbook. These changes will not be reflect back on the Project Setup document.

33. Click to save the SOV. The workbook is now ready for you to use throughout your project. (See the *Focus on Schedule of Value (SOV) Billing* guide for more information.)

34. After closing the SOV workbook, remember to save the Pay Application document .

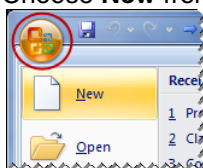# Appendix A

Place as Microsoft Excel Template

If you do not want your supplemental template workbook in the Spitfire Templates tool, you can optionally place your file as a template within Microsoft Excel.

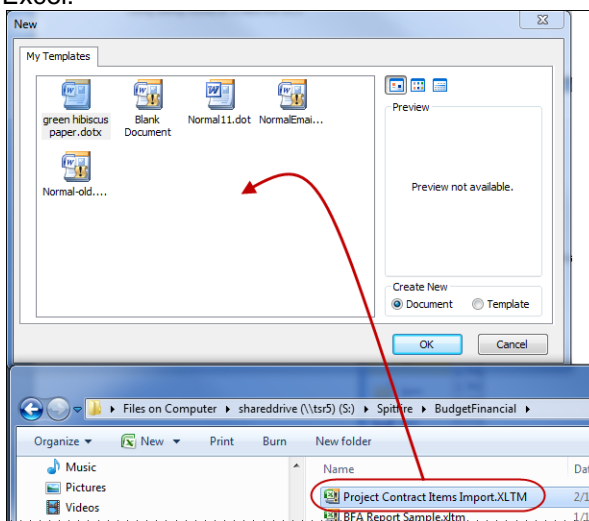**To establish your supplemental workbook as a template:**

1. Open Microsoft Excel, as you would normally (outside of Spitfire).

2. Choose **New** from the Office button:
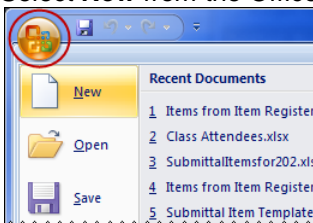

3. Select **My templates…**l:
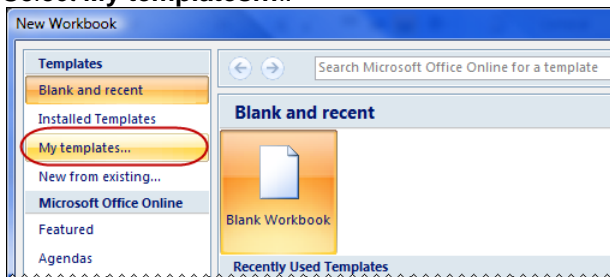
4. Drag the **BFA Billing Codes to SOV Copy-In.xltm** and/or **Project Contract Items Import.xltm** file from Windows Explorer (where you placed it) to the window that opened in Microsoft Excel:

5. Click [Cancel] twice. The supplemental worksheet will now be recognized as a template file by Microsoft Excel.
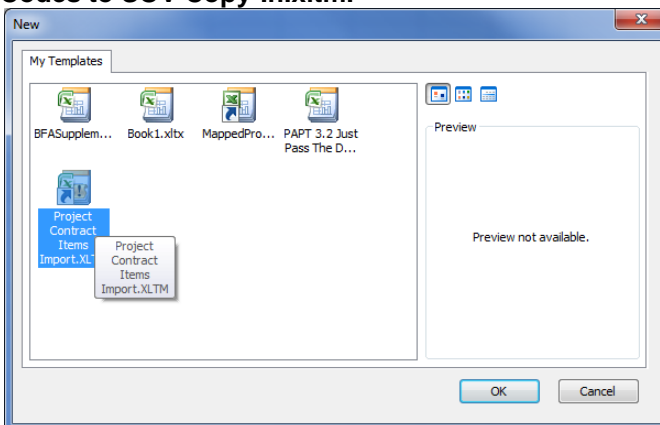
Using a Template From Microsoft Excel

Supplemental Worksheet

1. Click 🖫 to save the BFA workbook (and click [Yes] at the confirmation box that appears).

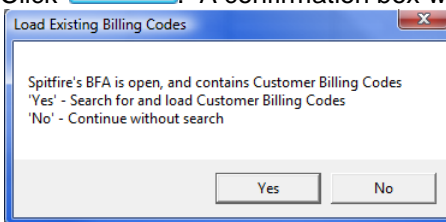2. Select **New** from the Office button on the BFA workbook.

3. Select **My templates…** on the right-hand panel.

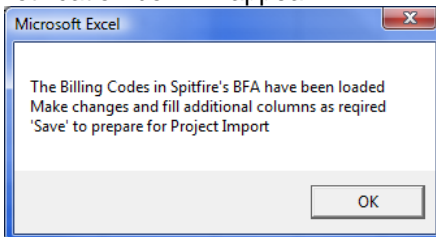4. Click on **Project Contract Items Import.xltm** or **BFA Billing Codes to SOV Copy-In.xltm.**

Note: if the file is not there,

5. Click [OK]. A confirmation box will appear:

6. Click [Yes] to continue. When the data has been copied, a notification box will appear.

7. Continue with previous instructions.