

# Data and Equipment Projects

This technical white paper is designed for Spitfire Project Management System users. sfPMS allows for various types of projects. Data and Equipment are two of the alternative project types you can have. This paper also explains child projects.

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## Introduction

The Spitfire Project Management System (sfPMS) is designed to track and record your job cost projects, from bids to contracts to payments to closing. The <u>Focus on Doc Types and Project Workflow</u> guide describes the Project Dashboard and the many documents that are used for this process.

However, there are a number of other project types that can be used in sfPMS. This technical white paper discusses Data projects and Equipment projects and their corresponding dashboards. It assumes a basic understanding of sfPMS and its dashboards, as described in the <u>Overview Guide</u>.

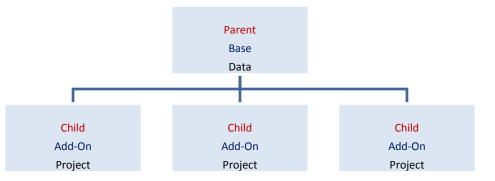
				Chris Demo 🌡 (Help) Home
INBOX	C			Help Browser
	DocNo	Туре	Proj	Make a selection:
	0002	Budget	GC-:	Knowledge Base
	0001	Budget	GC-	
	0002	Budget	GC-	<ul> <li>Tutorial for Home Dashboard</li> </ul>
	0003	Budget	GC-	Overview Guide
	0003	Budget	GC-	
	0002	Budget	GC-	Document and Item Basics
	0001	Budget	GC-	<ul> <li>Files and Catalog</li> </ul>
	0004	Budget	GC-	Routing
	0001	Budget	GC-	Alerts and Compliance
	0005	Budget	GC-	Batch Processing
<u>15678</u>	<u>9 10</u>			BFA Workbook
ојест І				<ul> <li>Budgets and Period Distribution</li> <li>Contacts</li> </ul>
pletion	Descript	ion	Loc	
			100	
1/2010			Mar	
				Manage Dashboard
0/2008			84 E Arm	cor bining
				System Administration
0/2008			120	► Refresh Guide List
., 2000			Nor	► White Papers
			120	
0/2008			Nor	
				Blogs
100				
1 <u>234</u>	ł			

**Note**: Data projects provide one way to group similar "child" projects together. sfPMS also offers the option of Programs, which can be used to group related projects. For more information about Programs, see the *Focus on the Manage Dashboard* guide.

**Note**: Except for some updated pictures, this documentation is the same as that for V4.3.

# **Linked Projects**

sfPMS allows projects to be linked in a parent/child relationship. What this means is that one project (for example, a Data project or a Main project) is created first and then other projects are created from within that project so that they share information (Customer, Address, Project Setup Details, files, etc.) and a link.



## **Parent Projects**

When you want to have projects linked in a parent/child relationship, you must first create the parent project. If the parent project is to be a regular project with workflow and financials, see the <u>Focus on Doc Types and</u> <u>Project Workflow</u> guide. If the project is to be a <u>data project</u>, see page 6. If the project is to be an <u>equipment project</u>, see page 16.

**Note**: Programs, described in the *Focus on the Manage Dashboard* guide, offers an alternative way to organize projects.

## **Child Projects**

Once you have a parent project, you can create other projects that will become child projects to that project. A parent project can have any number of child projects. For more information, see page 12.

# **Data Projects**

	Data projects are a special type of project because they do not reflect or track the work done on any particular project. Instead they hold some basic information (such as the Customer and Customer address and Project Setup Details), and files in the Catalog. The Data project serves as a base/umbrella/parent project that holds files and other information that can be accessed by a number of other subsequent ("child") projects. After you have a Data project in your system, you can create a regular job-cost project from the Data project, linking the two projects. Once linked, those who can access the job-cost project can also access all the files in the Data project's Catalog (assuming proper permissions have been given). For example, let's say that you are to build several retail stores for a customer. The Data project would hold the information about the customer and all files that are in common for the retail stores. Each actual location would then get its own project in sfPMS, but be linked to the Data project documents.
Setup of Data Projects	
-	In order to be able to create a Data project, some setup is required on the System Admin Dashboard. Users identify a project as a Data project by selecting <b>Data</b> (or some equivalent at your site) as the Type on the Project Setup document. The Data Type must, therefore, be given a code in the Code Maintenance tool. That code is then used in the <b>ProjectConfig   Project Setup</b> rule to identify the project as a Data project. Other ProjectConfig rules govern aspects of the Data project as well.
Code Maintenance	
	To set up a code for Data projects:
	<ol> <li>Open the Code Maintenance tool on the System Admin Dashboard.</li> </ol>
	2. Expand the <b>Subtype</b> code set.
	3. Filter for the <b>Project Setup</b> Doc type.
	4. Click 📮 to add a new row.
	<ol> <li>Type <b>DP</b> as the code and <b>Data Project</b> as the description (or letters and a description that make more sense to you).</li> </ol>
	SET NAME LIKE: SubType

/ 🖵 🗊	Set Name SubType	Set Type DocTypeSu	bcodes	Flag	Next Set	Size 8
SET NAM	ле SubType ке:	•		TON LIKE:	up 💌	
	Doc Туре		Code	Descripti	on	
/ 🕯 👘	Project Setup		CPR	Cost Plus	to Rev	
/ î	Project Setup		CPW	Cost Plus	to WIP	
✓×	Project Setup	•	DP	Data Proj	ect	

6. Click  $\checkmark$  to accept the row and  $\blacksquare$  to save your changes.

## Rules Maintenance

#### To define a Data project:

- 1. Open the Rules Maintenance tool on the System Admin Dashboard.
- 2. Expand the **ProjectConfig** rule group.
- 3. Select the **ProjectType** rule from the drop-down.

RULE MAINTENANCE				
GROUP:				
Rule Group		Filter Info		
ProjectConfig			>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
		RULE ENTRI	ES	
RULE NAME	E ONLY		ES	
Rule	e		Filter Value	
GLSAMapBLen GLSAMapBRaw	tionMet	hod	Ś	
GLSAMapBStart	tionRate	eTable	}	
GLSAMapFrom GLSAMapLen	Approv	er	Ì	
GLSAMapping GLSAMapRaw	Rule		Ś	
GLSAMapStart	actCost	Code		
GLSubaccount InvoiceFormat	accoun	t	Š	
InvoiceTextMap LaborAccount	Account		\$	
LaborRateTable	RateTab		Š	
ManualBudget ManualProjectInfo			<u>}</u>	
ManualRevenue ManualSubmittalRegister	IReven			
ManualValue		1 <u>2</u>		
ModuleStatus OwnerDirectCommitments	current	currently displayed		
PAStatusByCustomer PAStatusMap			~	
PAStatusReject				
ProjectNoteMap ProjectType			}	
××××××××××××××××××××××××××××××××××××××				

4. Click  $\square$  to add a new row.

5. Type **DP** as the filter value (or if you set up a different code in Code Maintenance, use that code) and **D** as the result value.

Ð	Rule Group	)	Filter Info	-,	Туре	Description
₽ (	ProjectConfig		Subtype			Allows customization of project
RULE ENTRIES						
RULE N SUB TY	SITE ONLY					
<u>а</u>		Rule		Filter Value		Result Value
/ 🖻 🚺 🗊		UtilizationTyp	e			DIR
✓ ×		ProjectType		DP		D

6. Click  $\checkmark$  to accept the row and  $\blacksquare$  to save your changes.

#### **Other ProjectConfig Rules**

There are other rules that you may want to use in setting up your Data project. Use **DP** (or your code) as your filter value.

 If you do not want any items on your Project Setup (most Data projects do not have items), add the AllowNoltems rule to the ProjectConfig rule group.

AllocationMethod	Rule	Filter Value	Result Value
✓ ×	AllowNoltems	DP	<b>V</b>

 If you do not want a customer for the Data project, add the AllowNoCustomer rule to the ProjectConfig rule group.
 Note: if all your child projects will have the same customer, you will want to be able to enter that customer on your Data project so you will need to keep AllowNoCustomer off (no).

AllocationMethod	Rule	Filter Value	Result Value
✓ ×	AllowNoCustomer	DP	

• Since a Data project does not include budget information, add the **ManualBudget** rule to the ProjectConfig rule group. This will prevent the Initial Budget document from being created automatically when you first save the Project Setup.

AllocationMethod	Rule	Filter Value	Result Value
✓ ×	ManualBudget	DP	

 Since a Data project does not include submittals, add the ManualSubmittalRegister rule to the ProjectConfig rule group. This will prevent the empty Submittal Register from being automatically created.

	Rule	Filter Value	Result Value
✓ ×	ManualSubmittalRegis	DP	<b>V</b>

 $\overline{\mathbf{v}}$ 

If the Data project will not be integrated with Microsoft Dynamics SL (as is often the case whether or not other projects are integrated), add the SpitfireOnly rule to the ProjectConfig rule group.

 **Project Config Rule**

DP

**Note**: After making changes to the Rules Maintenance tool, click **w** twice to save and push the change through the cache.

SpitfireOnly

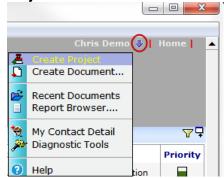
## Creation of Data Project

Once Data projects have been defined, any user with proper permission can create a Data project.

#### To create a Data project:

v x

 Click 4 to open the Site Options menu and select Create Project.



An empty Project Setup document will appear.

- 2. Fill in the **Project** ID according to your site's established rules for data project coding. For example, if there is a lookup, click  $\searrow$  to look up a Project code appropriate for Data projects.
- 3. Enter a **Description**. We recommend that the description identify this project as a Data project.
- 4. (*optional*) Click  $\stackrel{\frown}{}$  to look up a **Customer**. This customer, and corresponding address, will appear on all child projects. If you do not want the same customer to appear on all child projects, leave this field blank.

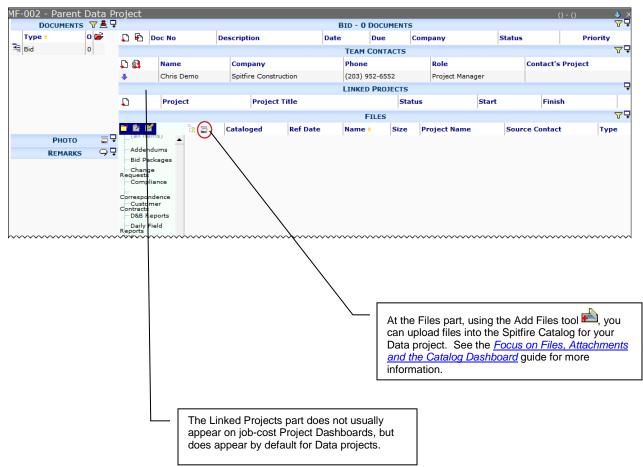
5. Select **Data** (or your equivalent) from the Type field on the Details tab:

Project Setup- New
Project Setup 0001 🛛 🔺 🔺
DOCUMENT HEADER
CONTRACT NO.
PROJECT MF 🔎 - 002
DESCRIPTION Parent Data Project
STATUS In Process -
EXECUTED
DATE 6/21/2012
Details Scope Addr Dates Items Incl/Excl Project
TYPE Data Project
CONTRACT TYPE Data Project Design, Bid, Build Design, Build

- Enter any other information that you want copied over to your child projects, for example, a **Tax ID** or **Retention**. (For more information about the Project Setup document, see the <u>Focus on</u> <u>Doc Types and Project Workflow</u> guide.)
- 7. Click 📕 to save your Project Setup document.
- 8. Either now or at some future time, change the project status to **Committed** and save. Data projects should be committed.

## Data Project Dashboard

When you first save the Project Setup document, a Project Dashboard will be created for your Data project. This Project Dashboard is similar to job-cost Project Dashboards except it does not include the Key Performance Indicator, Cost Analysis or Site Conditions parts and does include a Linked Projects part (see next section). In addition, by default, a Data project lists only the Bid Doc type in the Documents menu.



## Creation of Child Project

Starting with a Project Setup Document

Creating a Project Setup document (and hence a project) from a parent project such as your Data project links the two projects together.

#### To create the child project from the Linked Projects part:

- 1. Open the Project Dashboard for your Data (or other parent) project.
- 2. Click in the Linked Project part to create a child Project Setup document.

		LINK	ED PROJECTS
	Project	Project Title	Status
$\sim$	~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~

- 3. Look up the appropriate **Project** ID for this project.
- 4. Change the **Description**.
- 5. (*optional*) If there is no customer from the Data/parent project, look up a **Customer** now.
- 6. On the Details tab, select a more appropriate **Type**.
- Continue as you would with any Project Setup document. (See the <u>Focus on Doc Types and Project Workflow</u> guide.) You'll notice that some information may already be there because the new project is linked to the parent project.
- 8. When you save the document, the parent project's Project Setup document will appear as an attachment on the Attachment tab.

🔄 Project	Setup- New							- • ×
Tower :	1							× ^
			DOCUM	ENT HEA	DER			
Changes	Saved							
CONTR	NO.							
PRO	JECT GC-507							
DESCRIPT	TION Tower 1							
CUSTO	MER Fabrikam						୍ 🔎 🚺	)
STA	TUS In Process	- 0						
EXECU	JTED							
C	DATE 04/10/2013							
Details	Scope Add	ir Da	ites Iter	ns Inc	l/Excl Pro	oject		₽
₽	Description		Lead Ti	me	Start	Finis	sh	Note
/ 🗊	Project Current		0		4/10/2013	8/23	/2013	2
/ 🗊	Project Closeout		0					2
Attach	ments Route	Detai	1					
🗃 Name	8	Size	Note	Item	Incl		Seq 🕇	Cataloged
Projec	t Data Project t Setup - 0001				Not Ser	nt 💌	**	4/10/2013
↓ Tower Project	r 1 t Setup Info - 0001	1	Auto Linked		n/a - Lir	nked 👻		4/10/2013 <sub>0</sub>
\$2	⊉ 🏁 🗳						٨	
Last saved	at 14:25:05.72							

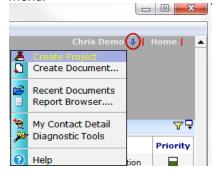
You will also notice that the child project's dashboard (i.e., the dashboard of the project you just created) lists the Data or parent project in the Linked Projects part:

Но	me Catalog Co	ontacts	Plai	n Ro	om Executive M	lanage	System Admin MF	-002 GC-507						
GC-	507 - Tower 1	1										Apr 10, 2013	Apr 10, 2013	🤳 🗙
	DOCUMENTS	7 差 📮					I	BUDGET - 1 OPEN [	осим	ENTS				7₽
		0 🞬	₽	Ð	Doc No	Descript	ion	Date		Due	Approve	d	Status	
73	Budget	1 •	<b>&gt;</b>		0001	Initial Bud	lget	4/10/2013 <sub>©</sub>					In Process	
								TEAM CONTA	ACTS					7₽
								LINKED PROJ	ECTS					7
			₽		Project	Proje	ect Title		Statu	5		Start	Finish	
			è		MF-002	Paren	t Data Project		Comm	itted				×
~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~	$\sim$	$\sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~	~~~~~	~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~

It is also possible to create a project in the usual way (from the Project List on the Home Dashboard) and then link it to a parent (Data) project.

#### To link a child project to an existing parent project:

1. Create a new Project Setup document from the Site Options menu:



- 2. Look up the appropriate **Project** ID for this project.
- 3. Change the **Description**.
- 4. (*optional*) If there is no customer from the Data/parent project, look up a Customer now.
- 5. On the Details tab, select a more appropriate **Type**.
- 6. Continue as you would with any Project Setup document. (See the *Focus on Doc Types and Project Workflow* guide.)
- 7. Save the document twice.
- 8. Click on the Attachments tab.
- Click <sup>\*\*</sup> to attach the current project (through the Project Setup document) as a subset of another project.

At	tachments	Route De	etail		
<b>*</b>	Name		Size	Note	Item
٠	Tower 2 Project Setup In	nfo - 0001		Auto Linked	
	🎄 🖅 🌮	4			

The DocAttach window, filtered for Project Setup documents, will appear.

	Name	Ву	Note		Rev#	Attached	Ok
ľ	Tower 2	Chris Demo	Auto Link	ed	1	4/10/2013 <sub>0</sub>	Cancel
		5	SEARCH FOR	ITEMS TO ATTACH	ł		7₽
SUBTYPE RESPONS CONTACT SOURCE DUE STATUS HAS FILE COMMITM MAX ITEI TEXT	IBLE # 4/10 F 14/10 F	An anager at Risk		REFERENCE COMPANY DOC # DATE HAS ATTRIBUTH PROJECT ID COST CODE PER PAGE		2013 4/10/2013 JDE CLOSED Juction	
	Date	Title	Project	Project Name		Source Contact	Status

10. (*optional*) Use the Project ID filter to more easily find your Data (or other parent) project.

11. Click A at the desired parent project, then click Ok. The Project Setup document for the parent project will appear as an attachment on your new child Project Setup document (and vice-versa). In addition, because the projects are now linked, each project will show the Linked Projects part on its dashboard.

Project Setup-	Chris Demo	Home A
Parent Data Project	S Project Setup-	
DOCUMENT H	Tower 2	× 🔺
	DOCUMENT HEADER	
CONTRACT NO.		
PROJECT MF-002 Parent Da	CONTRACT NO.	
DESCRIPTION Parent Data Project	ROJECT GC-508 Tower 2	
CUSTOMER	DESCRIPTION Tower 2	
STATUS Committed 🚽 🚺	CUSTOMER Fabrikam	<u>ନ</u> 🚺
EXECUTED	STATUS In Process 🚽 🤨	
DATE 04/ 0/2013	EXECUTED	
Details Scope Addr Dates Items Inc	DATE 04/10/2013	
TYPE Data	Deta ls Scope Addr Dates Items Incl/Excl Project	₽
CONTRACT TYPE Fixed Price to Rev	TYPE General Contractor	-
PROJECT REFERENCE N/A	CONTRACT TYPE Fixed Price to Rev	-
CONTRACT FOR	PROJECT REFERENCE N/A	R
RETENTION 15 % - MATERIALS:	CONTRACT FOR	
SQ. FODTAGE	RETENTION % - MATERIALS:	
DIVISION ID CCC	SQ. FOOTAGE	
ORIGINAL AMOUNT \$0.00	DIVISION ID CCC 🔎 🤉 🚺	
APPROVED CO \$0.00	ORIGINAL AMOUNT \$70,000.00	
CURRENT \$0.00	APPROVED CO \$0.00	
Attachments Route Detail	CURRENT \$70,000.00	
Attacimients         Aute Detail           Image: Size Note         Item	Attachments Route Detail	
Tower 1	Attachments         Route Detail           Image: Size Note         Item	Seq  Cataloged
Project Setup - 0001 Tower 2	Parent Data Project	
Project Setup - 0001	Project Setup - 0001	▲ ♥ 4/10/2013
Parent Data Project Auto Linked Project Setup Info - 0001	Project Setup Info - 0001 Auto Linked	4/10/2013 <sub>0</sub>
		٢
		SPITFIRE -

## Starting with a Bid Document

After creating a Data or other parent project, you can start the workflow for your job-cost projects with the Bid document and still have those projects linked to the parent project.

#### To create a child project through the Bid document:

- 1. Open the Project Dashboard for the parent project.
- 2. Click D on the **Bid** part to create a new Bid.

Home Catalog Contacts Plan Room Ex	ecutive Manage System Adn	nir MF-002			
MF-002 - Parent Data Project				() -	· () 🕹 🗡
DOCUMENTS V A P	BID	- O DOCUMEN	TS		7₽
Type 🕇 🛛 🖉 🚺 🔁 Doc No			Company	Status	Priority
- Ferder	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	

3. Continue as you would with any Bid document. (See the *Focus* <u>on Doc Types and Project Workflow</u> guide.) If you eventually create a Project Setup document from this Bid (after you Award the Bid), the project will be linked to the parent project (XX-0007 in our example above.)

# **Equipment Project**

Equipment projects track the service needs of equipment at sites that are integrated with certain accounting systems. In addition, Equipment projects provide a report of all equipment expenses and revenue, as entered into the accounting system. Equipment projects are not specific to any job-cost project.

## Setup of Equipment Projects

In order to be able to create an Equipment project in Spitfire, some setup is required on the System Admin Dashboard. Users identify a project as an Equipment project by selected **Equipment** (or some equivalent at your site) as the Type on the Project Setup document. The Equipment Type must, therefore, be given a code in the Code Maintenance tool. That code is then used in the **ProjectConfig | Project Setup** rule to identify a project as an Equipment project. Other ProjectConfig rules govern aspects of the Equipment project as well.

#### **Code Maintenance**

#### To set up a code for Equipment projects:

- 1. Open the Code Maintenance tool on the System Admin Dashboard.
- 2. Expand the Subtype code set.
- 3. Filter for the **Project Setup** Doc type.
- 4. Click 📮 to add a new row.
- 5. Type **EP** as the code and **Equipment Project** as the description (or letters and a description that make more sense to you).

		COORE	MAINTENANCE			
SET I	NAME LIKE: SubType					
	Set Name	Set Type		Flag	Next Set	Size
/ 🖵 '	SubType	DocTypeSub	codes		×	8
SET I	NAME SubType	•	DESCR	IPTION LIKE:		
CODE	E LIKE:		DOC T	YPE Project	Setup	•
D)	<b>Doc Туре</b>		Code	Descripti	on	
1	Project Setup		CPR	Cost Plus t	o Rev	
/ î	Project Setup		CPW	Cost Plus t	o WIP	
/ î	Project Setup		DP	Data Proje	ct	
	Project Setup		EP	Equipmen		-

6. Click  $\checkmark$  to accept the row and  $\blacksquare$  to save your changes.

## Rules Maintenance

#### To define an Equipment project:

- 1. Open the Rules Maintenance tool on the System Admin Dashboard.
- 2. Expand the **ProjectConfig** rule group.
- 3. Select the **Project Type** rule from the drop-down:

	R	ULE MAINTE	NANCE		
GROUP:	V CODE	SET			
Rule Group	Rule Group Filter Info				
ProjectConfig		Subtype			
		RULE ENTRI	ES		
RULE NAME SUB TYPE	ONLY		ES		
Rule			Filter Value		
GLSAMapBLen GLSAMapBRaw	tionMet	hod	Ś		
GLSAMapBStart	tionRate	eTable	}		
GLSAMapFrom GLSAMapLen	Approve	er	Š		
GLSAMapping	Rule				
GLSAMapRaw GLSAMapStart	actCost	Code	Ì		
GLSubaccount	accoun		<u> </u>		
InvoiceTextMap			Ì		
LaborAccount LaborRateTable	Account		<u>}</u>		
ManualBudget ManualProjectInfo	RateTab				
ManualRevenue	IReven	ue			
ManualSubmittalRegister ManualValue		1 <u>2</u>	Ś		
ModuleStatus OwnerDirectCommitments	current	ly displayed			
PAStatusByCustomer PAStatusMap					
PAStatusReject					
ProjectNoteMap ProjectType			}		

4. Click  $\square$  to add a new row.

5. Type **EP** as the filter value (or if you set up a different code in Code Maintenance, use that code) and **E** as the result value.

4	Rule Group		Filter Info		Туре	Description
₽ (	ProjectCon	fig				Allows customization of projected and the customization of the the customiza
				RULE ENTRIES		
RULE NA SUB TYP	PE	Site Only				
Þ	Ŧ	Rule		Filter Value		Result Value
/ 🖻 🖪	1	ProjectType		DP		D
✓ ×		ProjectType		EP		E ¥

6. Click  $\checkmark$  to accept the row and  $\blacksquare$  to save your changes.

#### Other ProjectConfig Rules

There are other rules that you may want to use in setting up your Equipment project. Use **EP** (or your equivalent) as your filter value.

 Since Equipment projects do not include items on the Project Setup, add the AllowNoltems rule to the ProjectConfig rule group.

	Rule	Filter Value	Result Value
✓ ×	AllowNoltems	EP	

 Since Equipment projects should not require customers on the Project Setup document, add the AllowNoCustomer rule to the ProjectConfig rule group.

AllocationMethod	Rule	Filter Value	Result Value
<ul> <li>✓ ×</li> </ul>	AllowNoCustomer	EP	

• Since an Equipment project does not include budget information, add the **ManualBudget** rule to the ProjectConfig rule group. This will prevent the Initial Budget document from being created automatically when you first save the Project Setup.

/ 🖻 🖪 🕯	AllowNoCustomer	EP	✓ ▼
AllocationMethod	Rule	Filter Value	Result Value

 Since an Equipment project does not include submittals, add the ManualSubmittalRegister rule to the ProjectConfig rule group. This will prevent the empty Submittal Register from being automatically created.

AllocationMethod	Rule	Filter Value	Result Value
✓ ×	ManualSubmittalRegis	EP	

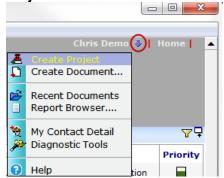
**Note**: After making changes to the Rules Maintenance tool, click wice to save and push the change through the cache.

## Creation of Equipment Project

Once Equipment projects have been defined, any user with proper permission can create an Equipment project.

#### To create an Equipment project:

 Click 4 to open the Site Options menu and select Create Project.



An empty Project Setup document will appear.

- Fill in the **Project** ID according to your site's established rules for equipment project coding. For example, if there is a lookup, click to look up a Project code appropriate for Equipment projects. **Note**: we recommend that your Project ID be the same as the ID in your accounting system for this equipment.
- 3. Enter a **Description**. We recommend that the description identify this project as the equipment that will be tracked.
- 4. Select Equipment (or your equivalent) from the Type field:

Project Setup- New		
Project Setup 0001		
DOCUMENT HEA	DER	↓ ■ 1 5
CONTRACT NO. PROJECT EQ Q - 002 DESCRIPTION Komatsu PC78MR-6 Excavator CUSTOMER STATUS In Process EXECUTED DATE 6/25/2012	<u></u>	
Details Scope Addr Dates Items Incl/I	Excl Project	9
TYPE Equipment Project		-
CONTRACT TYPE Data Project Design, Bid, Build		
PROJECT REFERENCE Design, Build Equipment Project		
CONTRACT FOR	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

5. Click 📕 to save your Project Setup document.

## Equipment Project Dashboard

When you first save the Project Setup document, a Project Dashboard will be created for your Equipment project. This Project Dashboard is similar to job-cost Project Dashboards except that it does not include the Key Performance Indicator, Cost Analysis and Site Conditions parts. In addition, Service Contract and Service Ticket are the only Doc types available by default.

**Note**: if the Doc types do not appear by default on the dashboard, they need to be made site-active through the Doc Types tool. (For more information, see the *Focus on System Administration* guide.)

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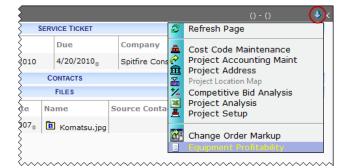
### Equipment Profitability Report

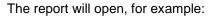
Another feature of the Equipment Project Dashboard is the Equipment Profitability choice on the Project Options menu, which allows you to open an expense and revenue report for your equipment.

**Note**: this report gathers information from certain accounting systems, such as Microsoft Dynamics SL's Equipment/Resource Maintenance, Project Timesheet, and Billing Information Maintenance.

#### To open the Equipment Profitability Report:

 Select Equipment Profitability from the Equipment Project Options menu:





#### sfPMS Report

#### Equipment Profitability

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