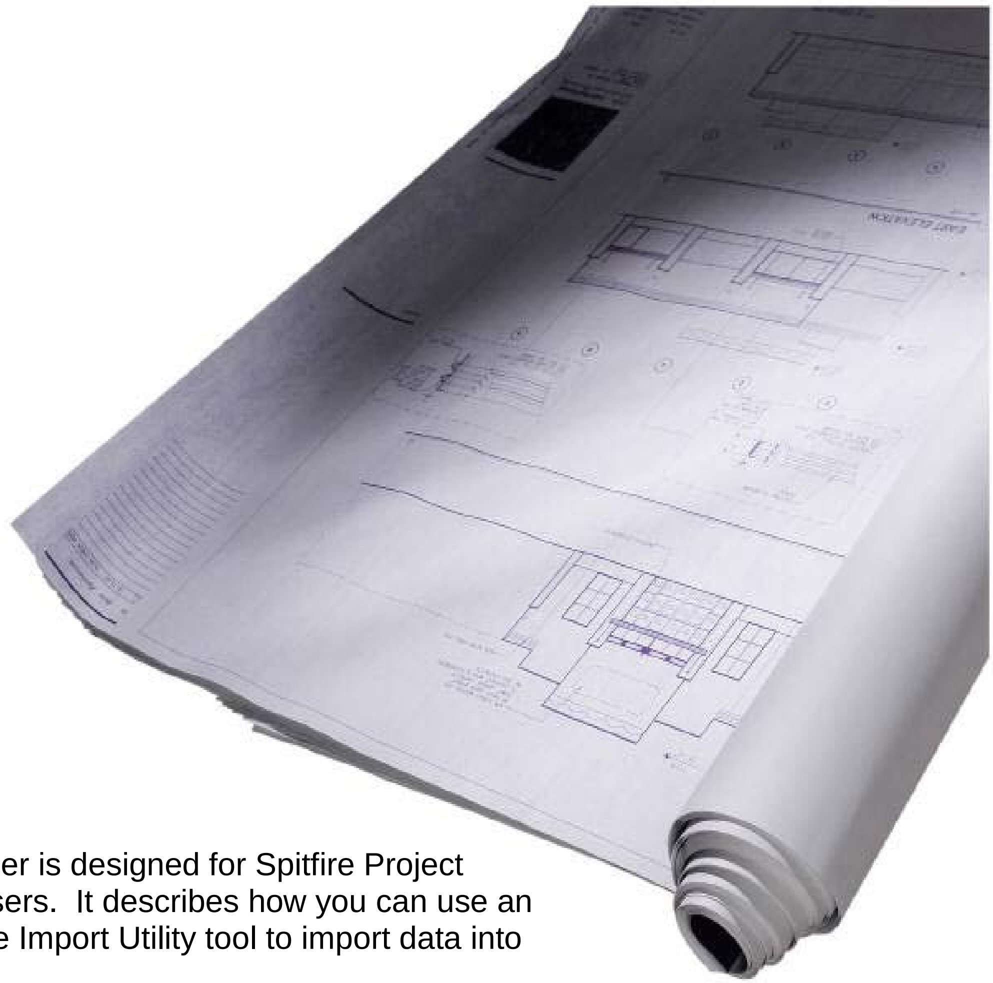
Technical White Paper

Spitfire's Import Utility Tool



This technical white paper is designed for Spitfire Project Management System users. It describes how you can use an import workbook and the Import Utility tool to import data into your sfPMS site.

Version 4.4

www.spitfiremanagement.com

Revision Number: 4.4.06.05.2014

Spitfire Management, LLC.
7 Skyline Drive, Suite 350
Hawthorne, NY 10532

ph. 914.273.0809
fax: 914.273.4208

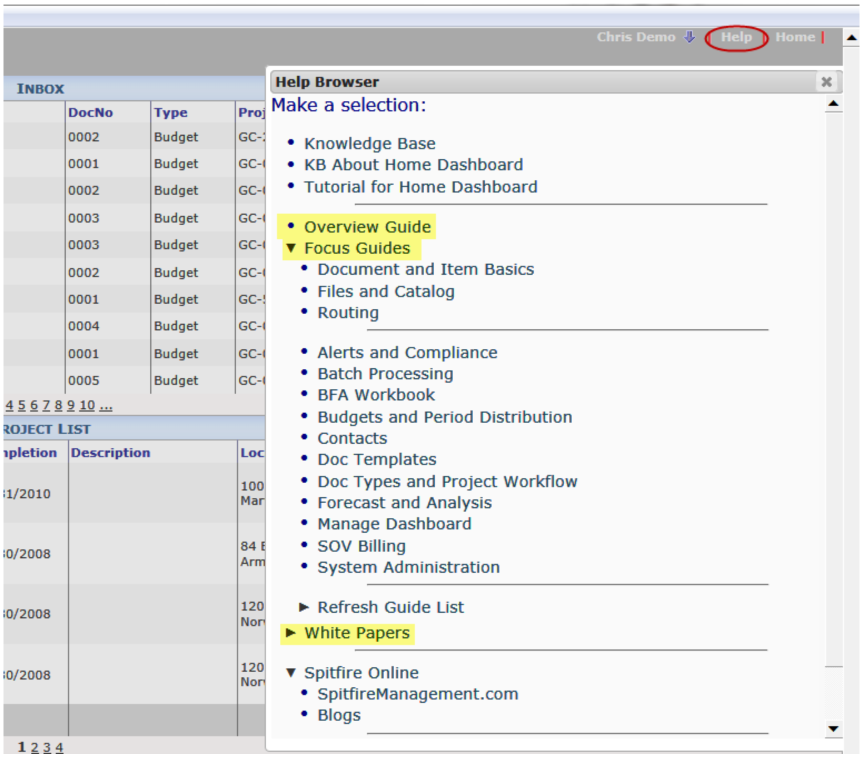
www.spitfiremanagement.com

Table of Contents

Introduction

This technical white paper describes how you can use an import workbook and the Import Utility tool to import data into your sfPMS site. Importing of data is usually done during a client's implementation stage. As such, it is assumed that you have—or are working with someone who has—an understanding of sfPMS concepts, and that you have a log in ID with the System Admin role.

More information about sfPMS can be found in the *Overview Guide* and the many focus guides that are available from the Spitfire Help menu.

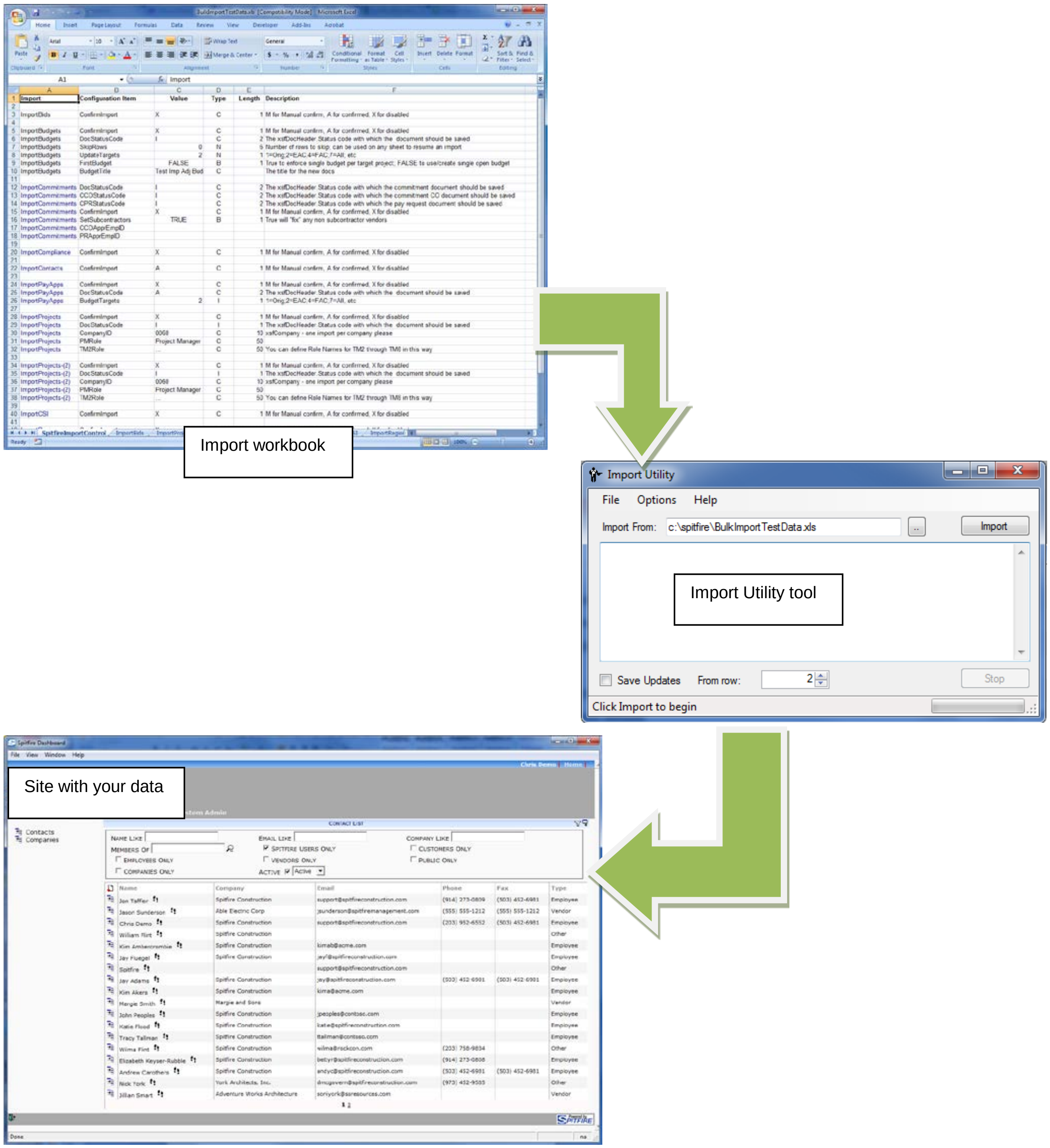


Note: the Import Utility tool should never be used as part of an ongoing, standardized operating procedure for production work.

Note: aside from some updated pictures, the information herein is the same as the information in the V4.3 documentation.

Concepts

Before you start using sfPMS, you may want to import existing data—such as Bids, Projects, CSI codes, and Contacts—into your system. Using the Import Utility tool, the import process is fairly simple once you have set up your import workbook properly. The import workbook contains your data and tells sfPMS what to do with that data.



Getting Started

Importing data is never easy or trivial. There is always substantial cost involved. Before data can be imported, it must generally be exported from wherever it is currently stored. The formatting of the data must be precise and all irregularities and contingencies handled in a consistent manner.

Undertaking to import data is a task that is therefore mostly about preparation and testing. We recommend that you do initial testing on a staging or other non-production server.

Your implementer will provide you with a copy of the Import workbook.

Preparation

To prepare the Import workbook for use with the Import Utility tool:

1. With the help of the following documentation, study the different import worksheets to understand them and to decide which you will need.
2. Study also the **SpitfireImportControl** worksheet to understand how the rules (rows) for each worksheet are established.
3. Review the configuration options (columns) for each desired worksheet and decide if you will need multiple import sets for any category in order to use different configurations, (for example **ImportProjects** for current projects vs. **ImportProject (2)** for historical projects).
    - If you need multiple import sets, decide if you will create separate workbooks for each or instead use multiple worksheets for certain categories.
    - You can copy any import worksheet and give the new worksheet the same name with a numerical suffix. You will then need to include any new worksheets on the SpitfireImportControl worksheet.
4. Remove (delete) any worksheets you do not intend to use.
5. Copy or export data from your existing system into the corresponding columns on your worksheets. Be especially mindful of
    - Apostrophes and quote marks
    - Empty values
    - Out-of-range, unexpected values
6. Indicate on the SpitfireImportControl worksheet how sfPMS should handle the import worksheets.
7. Save the Import workbook. It is now ready for the Import Utility Tool, described on page 46.
8. After using the Import Utility Tool, review the results of your import. Repeat from step 5 as necessary.

Recommendation

Instead of trying to import all data at one time, we recommend that you create several Import workbooks, each with only one or two worksheets. You can use the Import Utility tool as many times as needed to import your different Import workbooks.

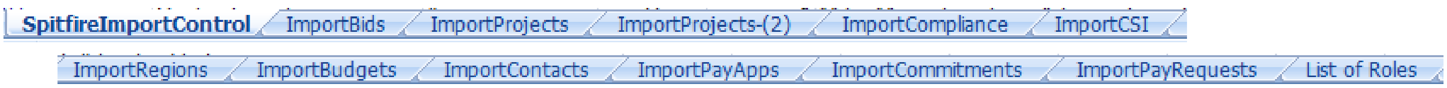
Although not all import worksheets need be used, you should approach the imports in roughly the following order:

- ImportCSI
- ImportRegions
- List of Roles
- ImportContacts
- ImportBids
- ImportProjects
- ImportBudgets
- ImportCommitments
- ImportPayApps
- ImportPayRequests
- ImportCompliance

TIP

It is a good idea to fill out your worksheets with only a few rows of data at first. After you import your workbook, you can check to see if information is importing correctly and make adjustments accordingly. When all is correct, you can copy the rest of your data to the worksheets and use the Import Utility tool again.

The Import Workbook

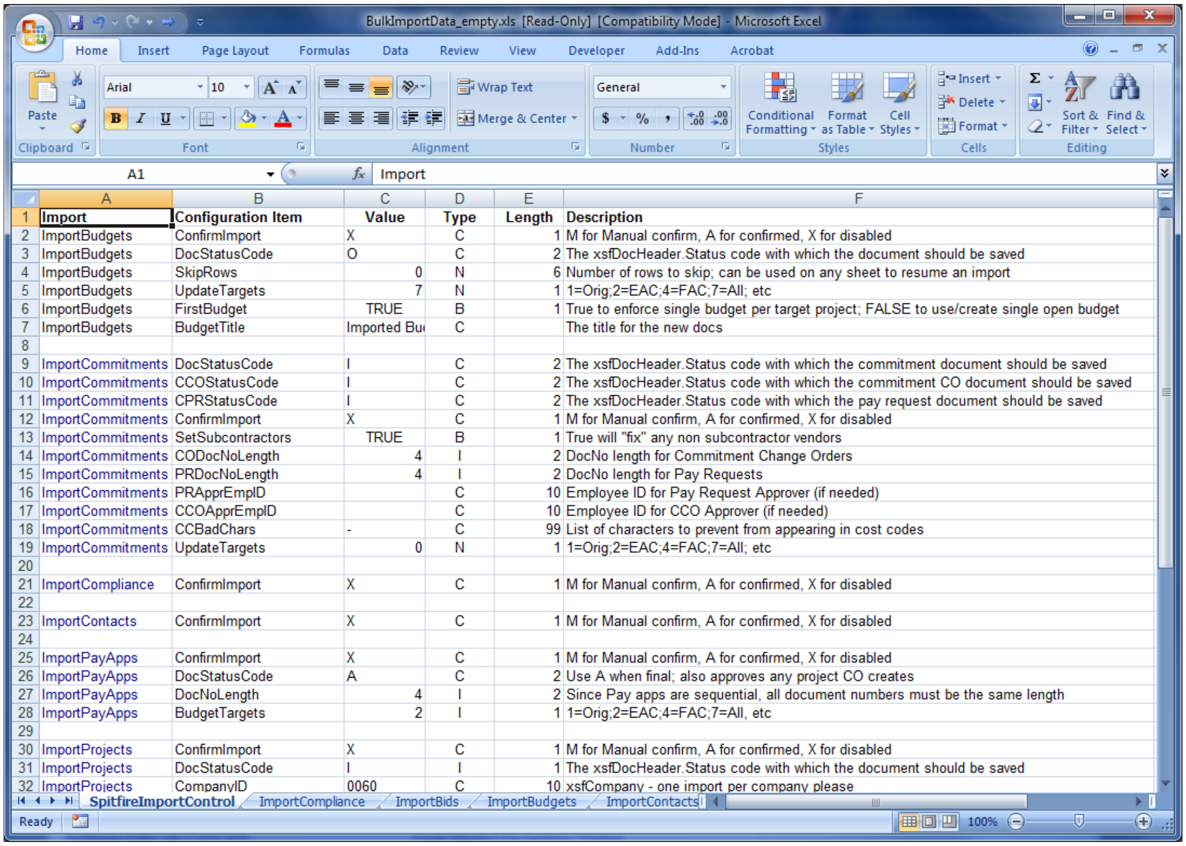


By default, the Import workbook consists of the following worksheets (in alphabetical order except for SpitfireImportControl):

- **SpitfireImportControl** – the "rules" which tell sfPMS what to do with the data in the other worksheets.
- **ImportBids** – data used to create Bid documents.
- **ImportBudgets** – data to create a Budget document and corresponding BFA workbook for each specified project.
- **ImportCommitments** – data to create Commitment documents for each specified project. Optionally, this worksheet can also include data to create an aggregate CCO document and an aggregate Pay Request document for each Commitment.
- **ImportCompliance** – data for Compliance tabs on Commitment and Vendor documents.
- **ImportContacts** – data for Contacts.
- **ImportCSI** – data for the CSI Maintenance tool (on the Manage and System Admin Dashboards).
- **ImportPayApps** – data to create Pay Application documents for each specified project, as well as to create necessary Change Orders.
- **ImportPayRequests** – data to create Pay Request documents for each specified project.
- **ImportProjects** – data to create a Project Setup document for each imported project, as well as to establish team members for each project.
- **ImportProjects (2)** – same as above; an example of how a worksheet can be repeated.
- **ImportRegions** – data for the Region Maintenance tool (on the Manage Dashboard).
- **List of Roles** – not used for import but can be used for reference.

Note: your implementer may have renamed some worksheets.

SpitfireImportControl Worksheet



	A	B	C	D	E	F
1	Import	Configuration Item	Value	Type	Length	Description
2	ImportBudgets	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
3	ImportBudgets	DocStatusCode	O	C	2	The xsfDocHeader.Status code with which the document should be saved
4	ImportBudgets	SkipRows	0	N	6	Number of rows to skip; can be used on any sheet to resume an import
5	ImportBudgets	UpdateTargets	7	N	1	1=Orig;2=EAC;4=FAC;7=All; etc
6	ImportBudgets	FirstBudget	TRUE	B	1	True to enforce single budget per target project; FALSE to use/create single open budget
7	ImportBudgets	BudgetTitle	Imported Bu	C		The title for the new docs
8						
9	ImportCommitments	DocStatusCode	I	C	2	The xsfDocHeader.Status code with which the commitment document should be saved
10	ImportCommitments	CCOStatusCode	I	C	2	The xsfDocHeader.Status code with which the commitment CO document should be saved
11	ImportCommitments	CPRStatusCode	I	C	2	The xsfDocHeader.Status code with which the pay request document should be saved
12	ImportCommitments	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
13	ImportCommitments	SetSubcontractors	TRUE	B	1	True will "fix" any non subcontractor vendors
14	ImportCommitments	CODocNoLength	4	I	2	DocNo length for Commitment Change Orders
15	ImportCommitments	PRDocNoLength	4	I	2	DocNo length for Pay Requests
16	ImportCommitments	PRApprEmpID		C	10	Employee ID for Pay Request Approver (if needed)
17	ImportCommitments	CCOApprEmpID		C	10	Employee ID for CCO Approver (if needed)
18	ImportCommitments	CCBadChars	-	C	99	List of characters to prevent from appearing in cost codes
19	ImportCommitments	UpdateTargets	0	N	1	1=Orig;2=EAC;4=FAC;7=All; etc
20						
21	ImportCompliance	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
22						
23	ImportContacts	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
24						
25	ImportPayApps	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
26	ImportPayApps	DocStatusCode	A	C	2	Use A when final; also approves any project CO creates
27	ImportPayApps	DocNoLength	4	I	2	Since Pay apps are sequential, all document numbers must be the same length
28	ImportPayApps	BudgetTargets	2	I	1	1=Orig;2=EAC;4=FAC;7=All, etc
29						
30	ImportProjects	ConfirmImport	X	C	1	M for Manual confirm, A for confirmed, X for disabled
31	ImportProjects	DocStatusCode	I	I	1	The xsfDocHeader.Status code with which the document should be saved
32	ImportProjects	CompanyID	0060	C	10	xsfCompany - one import per company please

Columns

- (A) **Import** – the name of the worksheet to be affected. (Worksheets are explained in the following pages.)
- (B) **Configuration Item** – an instruction or "rule" concerning the worksheet.
- (C) **Value** – how the instruction is to be treated.
- (D) **Type** – the type of configuration item:
  - o **B** = boolean (true/false)
  - o **C** = character
  - o **I** = integer
  - o **N** = number
- (E) **Length** – a maximum character or number length
- (F) **Description** – a description of the possible values for the configuration item.

Rows

The rows in the SpitfireImportControl worksheet are organized, first by worksheet name, then by configuration item. Except where indicated, you should type, in column C, the appropriate Value for each configuration item.

Notes

- The following worksheet names are in alphabetical order, which may be different from the order on your worksheet.
- If you remove worksheets from the workbook, you need not remove the corresponding rows from the SpitfireImportControl worksheet.
- However, if you add worksheets to the workbook, you must copy the appropriate rows for that worksheet and use the correct worksheet name.

Common Configuration Items

These configuration items can be used for each worksheet.

- **ConfirmImport** – whether or not the worksheet will be imported.
    - **A** = the worksheet will be imported automatically.
    - **M =** you will be prompted to import the worksheet.
    - **X =** this worksheet will not be imported.
- **SkipRows** – the number of rows to skip (starting from the top of the worksheet) before starting the import.

ImportBids

A	B	C	D	E
Import	**Configuration Item**	**Value**	**Type**	**Length**
ImportBids	ConfirmImport	A	C	1
ImportBids	ProjectDateType	FBCCB57C-D5C9-4!	C	50
ImportBids	AltDateType	FBCCB57C-D5C9-4!	C	50

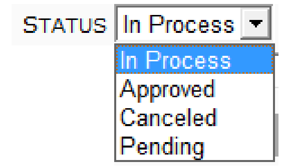
- **ProjectDateType** – the GUID for the Date type.
- **AltDateType** – the GUID for the date type used in the AltDue column.

ImportBudgets

A	B	C	D	E
Import	**Configuration Item**	**Value**	**Type**	**Length**
ImportBudgets	ConfirmImport	X	C	1
ImportBudgets	DocStatusCode	O	C	2
ImportBudgets	SkipRows	0	N	6
ImportBudgets	UpdateTargets	7	N	1
ImportBudgets	FirstBudget	TRUE	B	1
ImportBudgets	BudgetTitle	Imported Budget	C	

TIP
You may want to run multiple imports, first for Approved budgets and later for In Process budgets.

- **DocStatusCode** – the code of the status with which the Budget documents should be saved. By default the codes are
  - **A** = Approved,
  - **C** = Canceled,
  - **O** = In Process,
  - **P** = Pending.



- **UpdateTargets** – the specific budget buckets that will be updated during the import.
  - **1** = Original
  - **2** = EAC
  - **3** = Original + EAC
  - **4** = FAC
  - **6** = EAC + FAC
  - **7** = All
- **FirstBudget** – whether or not (TRUE/FALSE) the budget being imported must be the first and only budget on the project.
- **BudgetTitle** – the title for all Initial Budget documents created during the import. The default is ***Imported Budget***.

Import Commitments

A	B	C	D	E
Import	**Configuration Item**	**Value**	**Type**	**Length**
ImportCommitments	DocStatusCode	I	C	2
ImportCommitments	CCOStatusCode	I	C	2
ImportCommitments	CPRStatusCode	I	C	2
ImportCommitments	ConfirmImport	X	C	1
ImportCommitments	SetSubcontractors	TRUE	B	1
ImportCommitments	CODocNoLength	4	I	2
ImportCommitments	PRDocNoLength	4	I	2
ImportCommitments	PRApprEmpID		C	10
ImportCommitments	CCOApprEmpID		C	10
ImportCommitments	CCBadChars	-	C	99
ImportCommitments	UpdateTargets	0	N	1

- **DocStatusCode** – the code of the status with which the Commitment documents should be saved. By default the codes are
  - **C** = Canceled,
  - **D** = Completed,
  - **I** = In Process,
  - **M** = Committed,
  - **P** = Pending,
  - **R** = Requisition

- **CCOStatusCode** – the code of the status with which the aggregate CCO document (for the Commitment) should be saved. By default the codes are
  - **A** = Approved
  - **C** = Canceled
  - **I** = In Process
  - **M** = Committed
  - **P** = Pending
- **CPRStatusCode** – the code of the status with which the aggregate Pay Request document (for the Commitment) should be saved. By default the codes are
  - **A** = Approved
  - **C** = Canceled
  - **I** = In Process
  - **P** = Pending
- **SetSubcontractors** – how to handle vendors on the imported Commitments who are not flagged as Project Purchasing.
  - **TRUE** = all vendors who appear on the imported Commitments will be flagged as Project Purchasing.
  - **FALSE** = all vendors who appear on the imported Commitments who are not Project Purchasing will generate an error message.
- **CODocNoLength** – the length of the Doc No. on the CCOs.
- **PRDocNoLength** – the length of the Doc No. on the Pay Requests. The default is **4**.
- **PRApprEmpID** – the Employee ID of the Pay Request Approver (if needed).
- **CCOApprEmpID –** the Employee ID of the CCO Approver (if needed).
- **CCBadChar** – a list of characters, for example, a dash (-) that cannot appear in Cost Codes imports. Cost Codes that include the indicated characters will be treated as errors.
- **UpdateTargets** – the specific budget buckets that will be updated during the import.
  - **0** = None
  - **1** = Original
  - **2** = EAC
  - **3** = Original + EAC
  - **4** = FAC
  - **6** = EAC + FAC
  - **7** = All

ImportCompliance

A	B	C	D	E
Import	Configuration Item	Value	Type	Length
ImportCompliance	ConfirmImport	X	C	1

ImportContacts

A	B	C	D	E
Import	Configuration Item	Value	Type	Length
ImportContacts	ConfirmImport	X	C	1

ImportCSI

A	B	C	D
Import	Configuration Item	Value	Type
ImportCSI	ConfirmImport	M	C

ImportPayApps

A	B	C	D	E
Import	Configuration Item	Value	Type	Length
ImportPayApps	ConfirmImport	X	C	1
ImportPayApps	DocStatusCode	A	C	2
ImportPayApps	DocNoLength	4	I	2
ImportPayApps	BudgetTargets	2	I	1

- **DocStatusCode** – the code of the status with which the Pay Application documents should be saved. By default the codes are
  - **A** = Completed
  - **C** = Canceled
  - **I** = In Process
  - **M** = Printed
  - **P** = Draft
  - **V** = Invoiced
- **DocNoLength** – the length of the Pay Application Doc No.
- **BudgetTargets** – the specific budget buckets that will be set for Change Orders created during the import.
  - **1** = Original
  - **2** = EAC
  - **3** = Original + EAC
  - **4** = FAC
  - **6** = EAC + FAC
  - **7** = All

ImportPayRequests

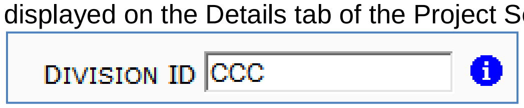
A	B	C	D	E
Import	**Configuration Item**	**Value**	**Type**	**Length**
ImportPayRequests	ConfirmImport	A	C	1
ImportPayRequests	DocStatusCode	I	I	1
ImportPayRequests	PRDocNoLength	5	I	2
ImportPayRequests	PRApprEmpID	Dem1	C	10

- **DocStatusCode** – the code of the status with which the Pay Request documents should be saved. By default the codes are
    - **A** = Approved
    - **C** = Canceled
    - **I** = In Process
    - **P** = Pending
- **PRDocNoLength** – the length of the Doc No. on the Pay Requests. The default is **4**.
- **PRApprEmpID** – either the Employee ID or the email address of the person who approved the Pay Request.

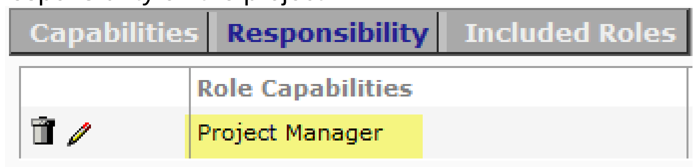
ImportProjects

A	B	C	D	E
Import	**Configuration Item**	**Value**	**Type**	**Length**
ImportProjects	ConfirmImport	X	C	1
ImportProjects	DocStatusCode	I	I	1
ImportProjects	DelaySaveOnNewProjects	FALSE	B	1
ImportProjects	CompanyID	0060	C	10
ImportProjects-(2)	DocStatusCode	I	I	1
ImportProjects-(2)	CompanyID	0060	C	10
ImportProjects-(2)	PMRole	Project Manager	C	50
ImportProjects-(2)	TM2Role	...	C	50

- **DocStatusCode** – the code of the status with which the Project Setup documents should be saved. By default the codes are
    - **C** = Canceled
    - **D** = Completed
    - **G** = Plan (Charges)
    - **I** = In Process
    - **M** = Committed
    - **N** = Plan
- **DelaySaveOnNewProjects** – whether or not (TRUE/FALSE) the project should be held in memory and saved late in the import cycle. Enable this option if you have extended validations configured that require data before a project can be saved.
- **CompanyID** – the ID of the company division for the project, displayed on the Details tab of the Project Setup document.



- **PMRole** – the name of the role that has the Project Manager responsibility on the project.



- **TM2Role** through **TM8Role** – up to 7 additional roles that you can define through responsibilities.

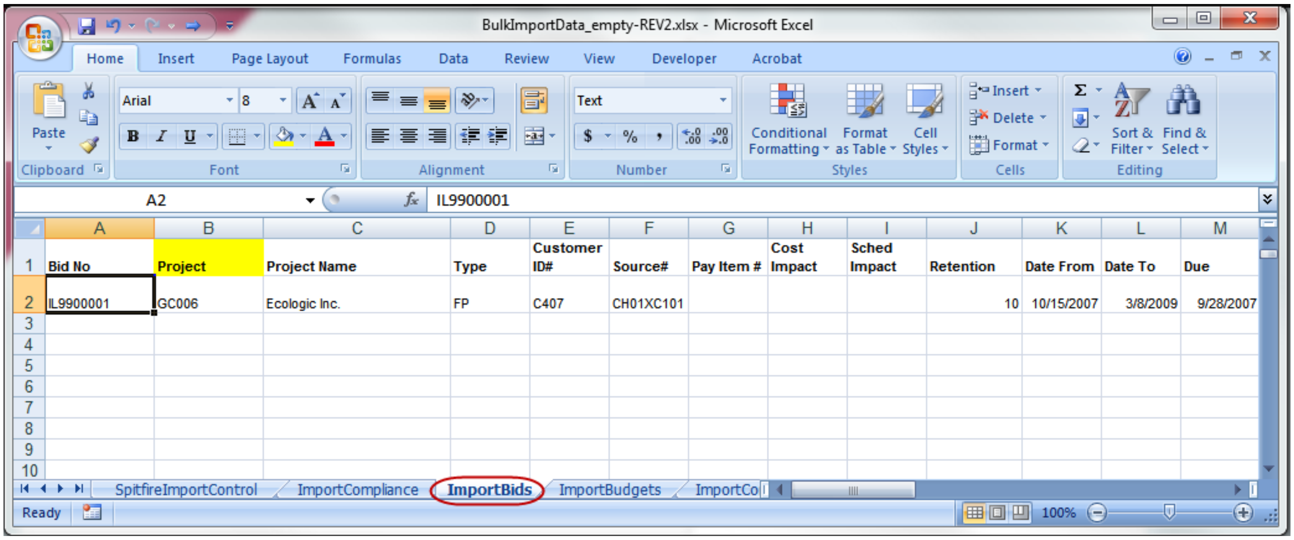
ImportRegions

Import	Configuration Item	Value	Type
ImportRegions	ConfirmImport	M	C

The Other Worksheets

The worksheets are presented here in alphabetical order.

ImportBids

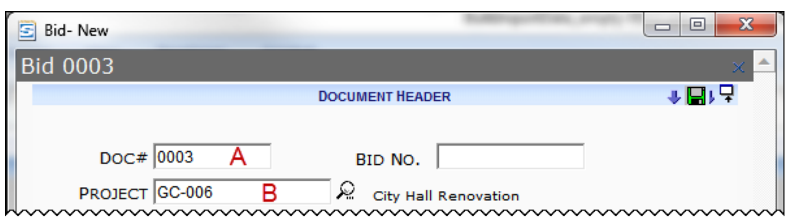


The ImportBids worksheet provides data for the Bid documents (columns A through AD) and for Items on each Bid document (columns AE through AJ).

Columns

Bid Identification

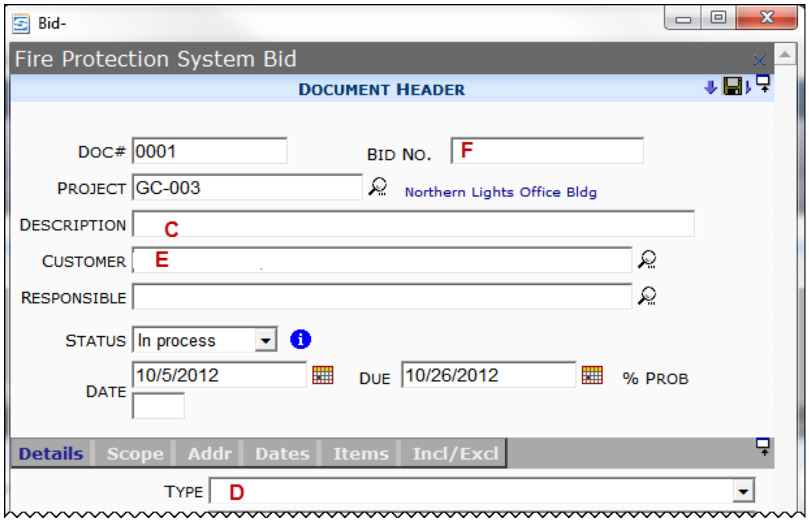
These columns are required on every row.



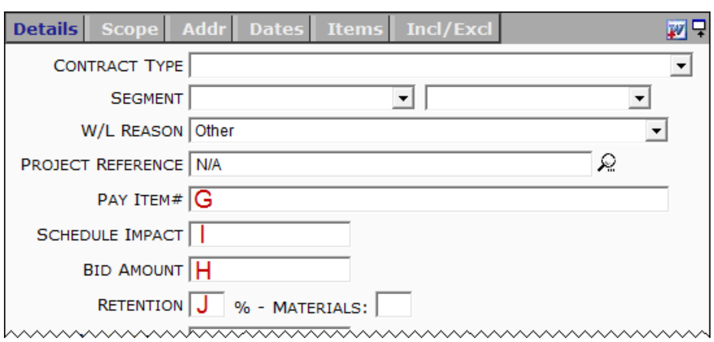
- (A) **Bid No** – the number given to the Bid document, displayed on the Doc # field.
- (B) **Project** – the ID code for the Project, displayed on the Document Header.

Bid Information

After the first row for the Bid, the following columns can be left blank for Bids with multiple line items (i.e., with columns AD through AK).



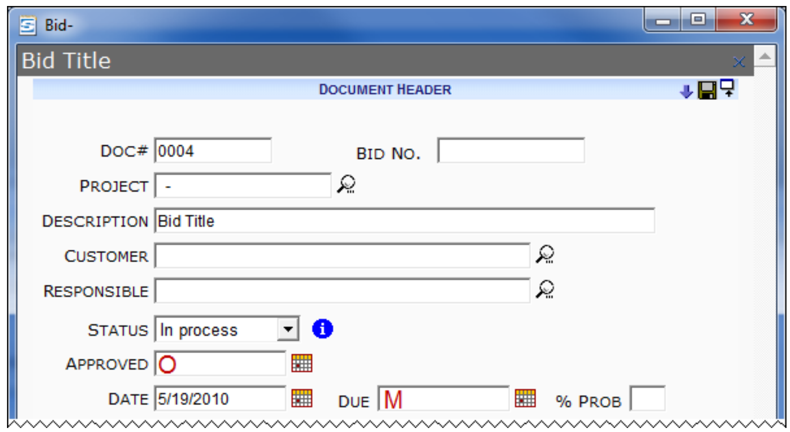
- (C) **Project Name** – the name of the project, displayed on the Description field. This column is required on the first row.
- (D) **Type** – the Subtype code for the Bid (as established in the Code Maintenance tool).
- (E) **Customer ID#** - the ID of the customer on the Project Setup. The name of the Customer is displayed on the Document Header.
- (F) **Source#** - the number for the Bid, displayed on the Bid No. or Source No. field.



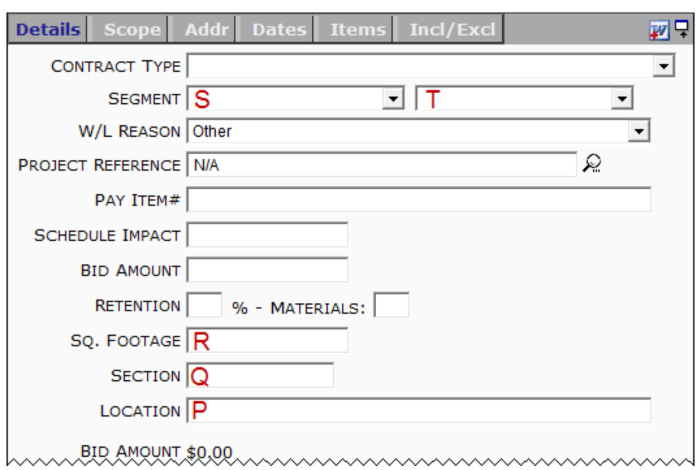
TIP
Fields that seem to be missing from your document can be made visible through the Customization tool. See the *Focus on System Administration* guide for more information.

- (G) **Pay Item #** - the number for the Pay Item, displayed on the Details tab.
- (H) **Cost Impact** – the Bid amount, displayed on the Details tab.
- (I) **Sched Impact** – the Schedule Impact data, displayed on the Details tab.
- (J) **Retention** – the Retention percentage, displayed on the Details tab.

- (K) **Date From** – the project's current Start date, displayed on the Dates tab.
- (L) **Date To** – the project's current Finish date, displayed on the Dates tab.



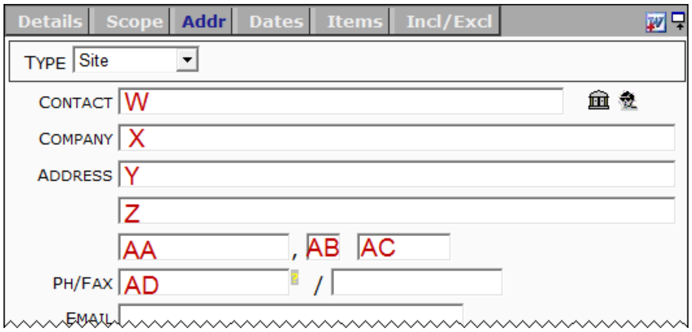
- (M) **Due** – the Due date, displayed on the Document Header.
- (N) **Alt Due** – (*not shown*) a date, of the type indicated on the SpitfireImportControl worksheet (through the AltDateType configuration item).
- (O) **Awarded** – the Approved date, displayed on the Document Header.



- (P) **Location** – the Location, in latitude and longitude. The location is displayed on the Bid document's Details tab.
- (Q) **Section** – the Section, displayed on the Bid document's Details tab.

- (R) **Area** – the Area (or Sq. Footage), displayed on the Bid document's Details tab.
- (S) **Segment** – the Segment, displayed on the Bid document's Details tab.
- (T) **Subsegment** – the Subsegment, displayed on the Bid document's Details tab (next to the Segment).

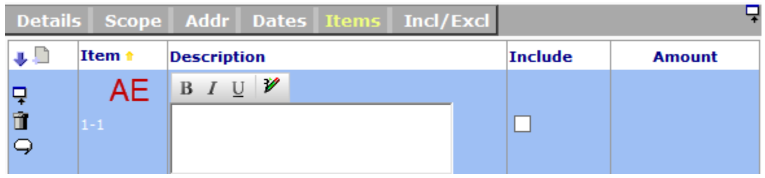
- (U) **Notes** – the main Note, displayed on the Scope tab.



- (V) **Parent Proj List** – *(not shown below)* a list of project IDs, separated by ; (semicolons). The projects specified here become the parents of this project.
- (W) **Contact** – the Contact on the "Site" Address, displayed on the Addr tab.
- (X) **Company –** the Company on the "Site" Address, displayed on the Addr tab.
- (Y) **Addr1** – the first line of the "Site" street Address, displayed on the Addr tab.
- (Z) **Addr2** – the second line of the "Site" street Address, displayed on the Bid document's Addr tab.
- (AA) **City** – the city in the "Site" Address, displayed on the Bid document's Addr tab.
- (AB) **ST** – the state in the "Site" Address, displayed on the Bid document's Addr tab.
- (AC) **Zip** – the ZIP code in the "Site" Address, displayed on the Bid document's Addr tab.
- (AD) **Site Phone** – the phone number for the "Site", displayed on the Bid document's Addr tab.

Item Identification

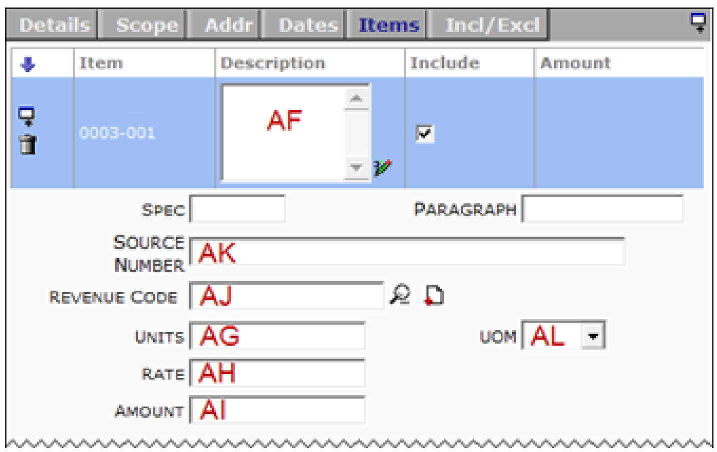
This column is required for each Item on the Bid.



- (AE) **Line # -** the number of the line Item, displayed on the Bid document's Items tab. You can have any number of Line #s, each on a separate row, for example:

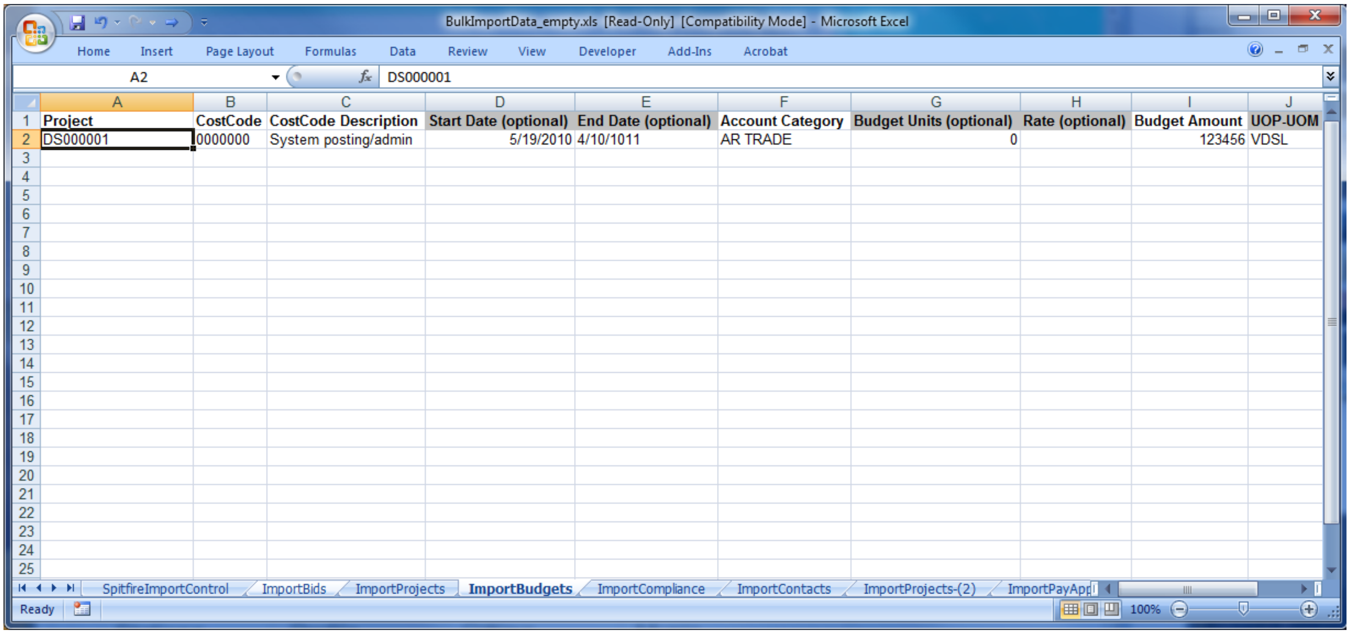
AE	AF	AG	AH	AI	AJ	AK	AL
Line #	Description	Units	Rate	Amount	Revenue Code	Billing Code	UOM
0001	Demo			123456.78	00000		
0002	Materials			23456.78	00000		
0003	Labor	3456	98.76	341314.56	00000		EA

Item Information



- (AF) **Description** – the Description of the Item, displayed on the Item tab.
- (AG) **Units** – the number of Units of the Item, displayed on the Items tab.
- (AH) **Rate** – the Rate for the Item, displayed on the Items tab.
- (AI) **Amount** – the Amount of the Item, displayed on the Items tab.
- (AJ) **Revenue Code** – the Item's Revenue Code, displayed on the Items tab.
- (AK) **Billing Code** – the Item's Source Number, displayed on the Items tab.
- (AL) **UOM** – the Item's Unit Of Measure, displayed on the Items tab.

ImportBudgets

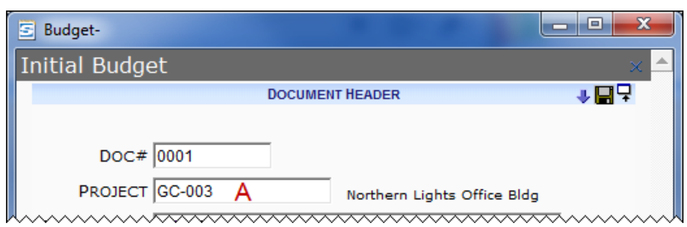


The ImportBudgets worksheet provides data for a Budget document and its corresponding BFA workbook on the specified projects.

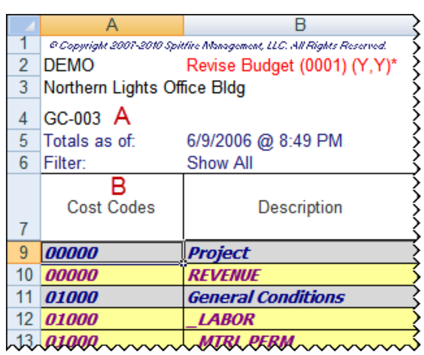
Columns

Budget Identification

These columns are required on every row.

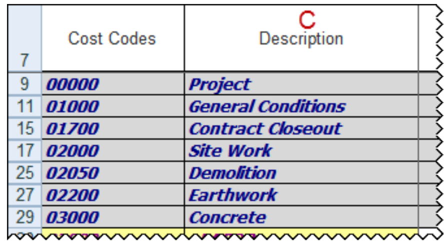


- (A) **Project** – the ID number given to the Project, displayed on the Document Header and also on the BFA workbook.



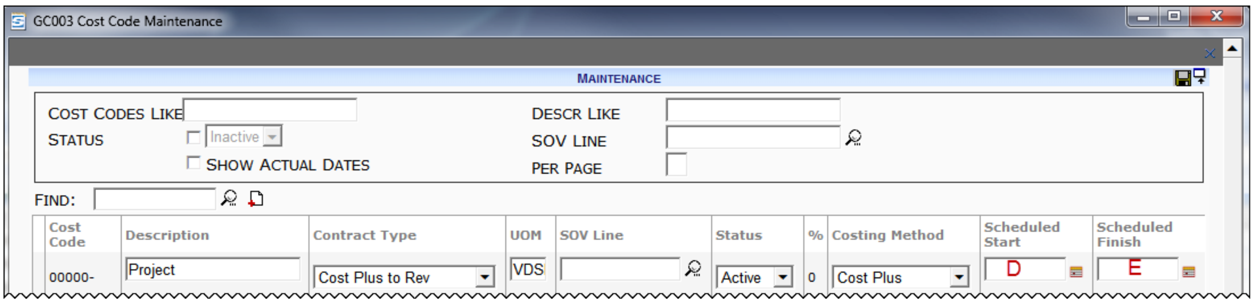
- (B) **Cost Code** – the Cost Code for the budget line item, displayed in the BFA workbook.

Budget Lines

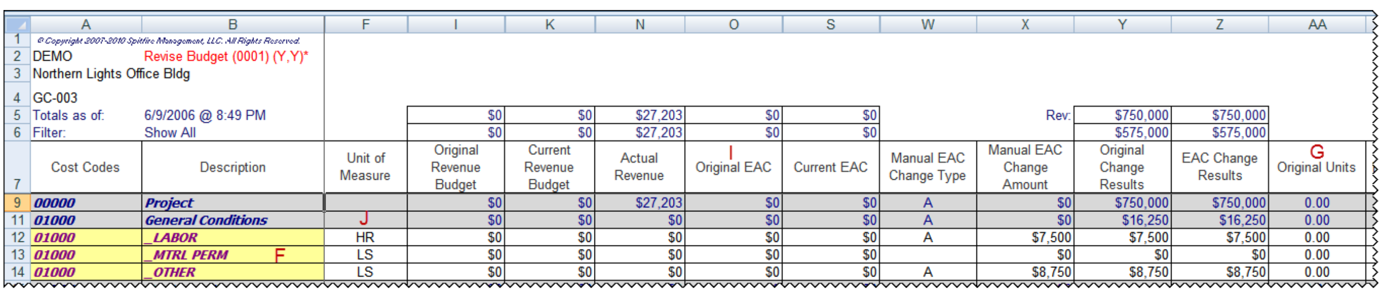


7	Cost Codes	C Description
9	***00000***	***Project***
11	***01000***	***General Conditions***
15	***01700***	***Contract Closeout***
17	***02000***	***Site Work***
25	***02050***	***Demolition***
27	***02200***	***Earthwork***
29	***03000***	***Concrete***

- (C) **Cost Code Description** – the Description of the budget cost code line item, displayed in the BFA workbook.



- (D) **Start Date** – the Scheduled Start date, displayed on the Cost Code Maintenance window.
- (E) **End Date** – the Scheduled Finish date, displayed on the Cost Code Maintenance window.



	A	B	F	I	K	N	O	S	W	X	Y	Z	AA
1	© Copyright 2007-2010 Spitfire Management, LLC. All Rights Reserved.												
2	DEMO	Revise Budget (0001) (Y,Y)*											
3	Northern Lights Office Bldg												
4	GC-003												
5	Totals as of:	6/9/2006 @ 8:49 PM		$0	$0	$27,203	$0	$0		Rev:	$750,000	$750,000	
6	Filter:	Show All		$0	$0	$27,203	$0	$0			$575,000	$575,000	
7	Cost Codes	Description	Unit of Measure	Original Revenue Budget	Current Revenue Budget	Actual Revenue	I Original EAC	Current EAC	Manual EAC Change Type	Manual EAC Change Amount	Original Change Results	EAC Change Results	G Original Units
9	***00000***	***Project***		$0	$0	$27,203	$0	$0	A	$0	$750,000	$750,000	0.00
11	***01000***	***General Conditions***	J	$0	$0	$0	$0	$0	A	$0	$16,250	$16,250	0.00
12	***01000***	***_LABOR***	HR	$0	$0	$0	$0	$0	A	$7,500	$7,500	$7,500	0.00
13	***01000***	***_MTRL PERM*** F	LS	$0	$0	$0	$0	$0		$0	$0	$0	0.00
14	***01000***	***_OTHER***	LS	$0	$0	$0	$0	$0	A	$8,750	$8,750	$8,750	0.00

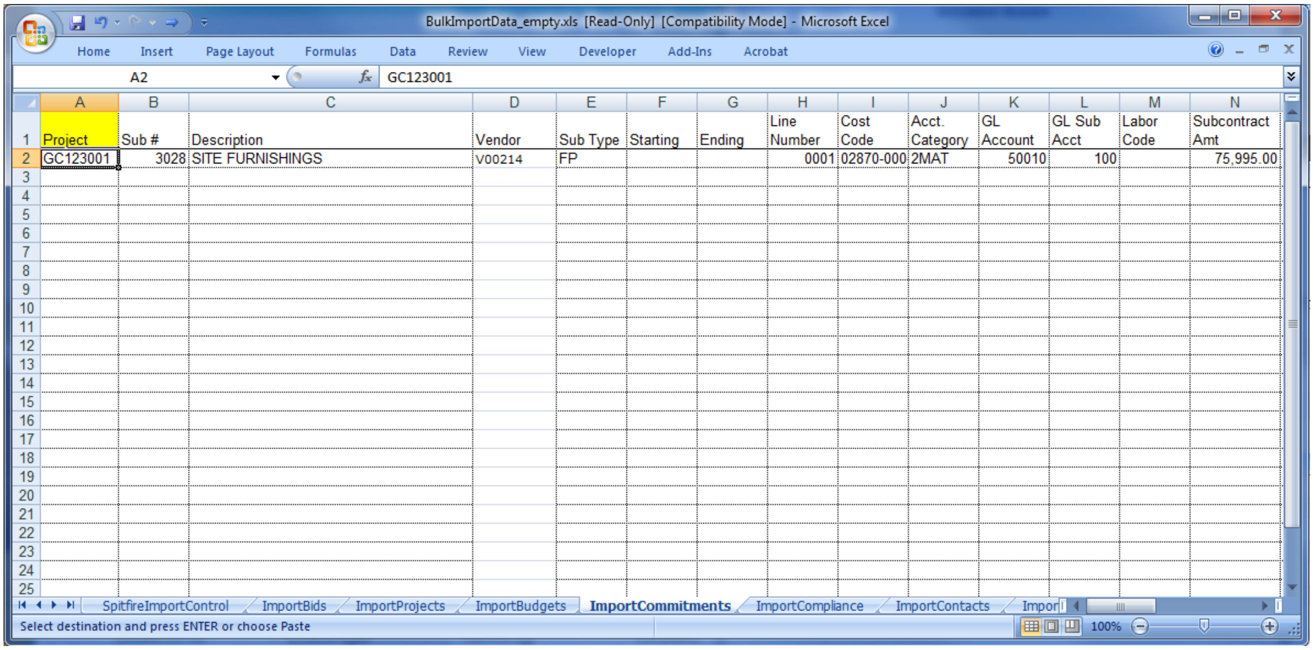
TIP

For units of production, use an Account Category of UOP.

Only budgetable revenue and expense account categories are valid.

- (F) **Account Category** – the Account Category of the budget line item, displayed in the Description column in the BFA workbook.
- (G) **Budget Units** – the units for the Cost Code/Account Category, displayed in the Original Units column in the BFA workbook.
- (H) **Rate** – *(not shown above)* if units are entered, the rate is used to double-check that amount divided by rate = units.
- (I) **Budget Amount** – the budget amount for the Cost Code/Account Category, displayed in the Original EAC column in the BFA workbook. Note: this amount must be entered; it will not be calculated, even if you enter Rate.
- (J) **UOP - UOM** – the Unit of Production or Unit of Measure, displayed in the Unit of Measure column in the BFA workbook

Import Commitments

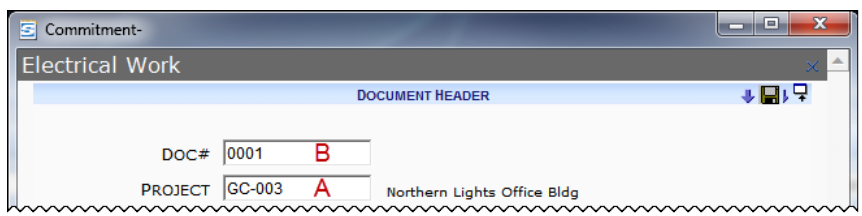


The ImportCommitments worksheet provides data for Commitment documents and can create corresponding aggregate CCO and Pay Request documents.

Columns

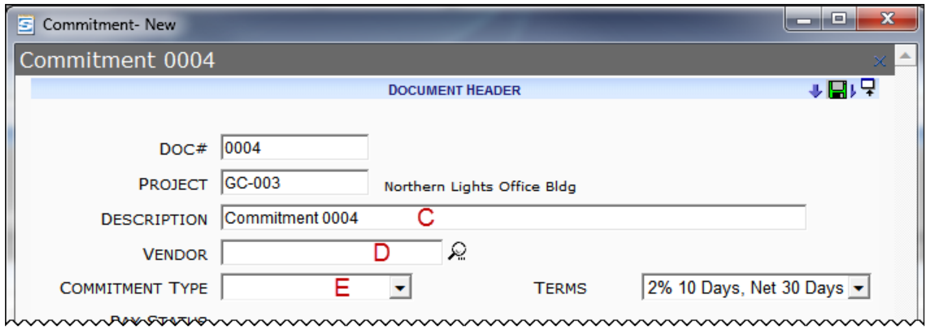
Commitment Identification

These columns are required on every row.



- (A) **Project** – the ID number given to the Project, displayed on the Document Header.
- (B) **Sub #** – the Commitment Doc No, displayed on the Document Header.

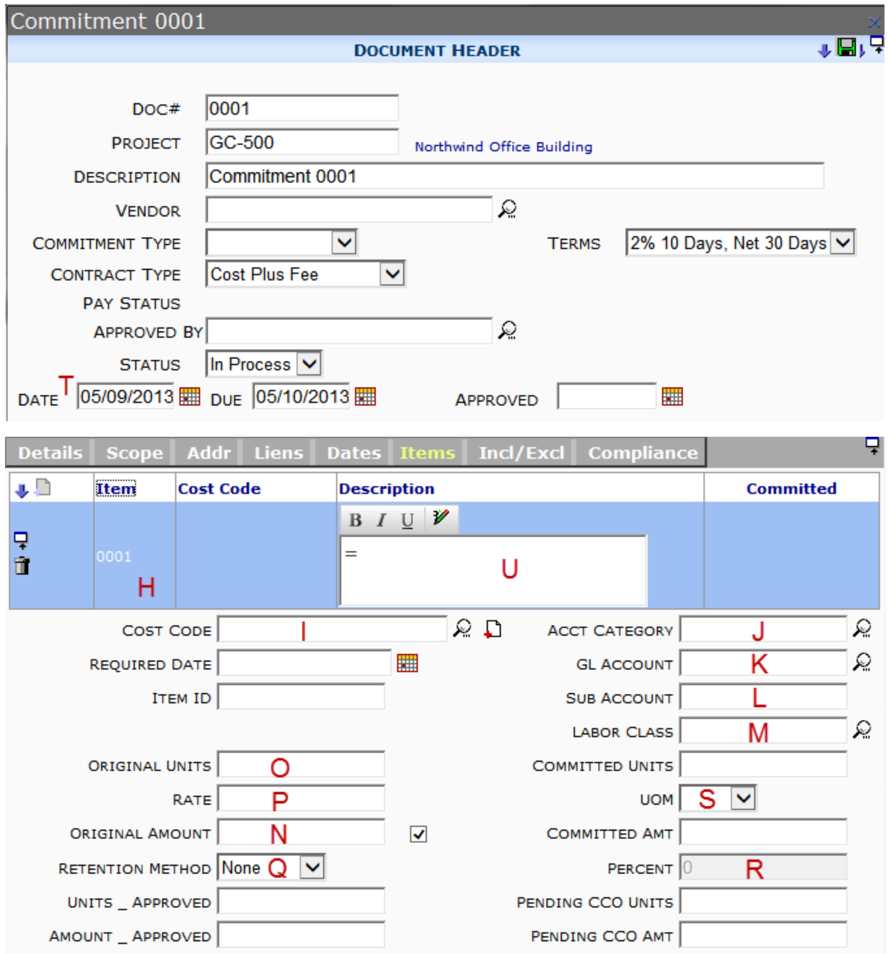
Commitment Information



- (C) **Description** – the Commitment Description, displayed on the Document Header.
- (D) **Vendor** – the ID of the Commitment's Vendor. (For integrated sites, enter the Microsoft Dynamics SL Vendor ID) The corresponding Vendor name is displayed on the Document Header. This Vendor must have the Project Purchasing flag set.
- (E) **Sub Type** – the Commitment Type, displayed on the Document Header.

- (F) **Starting** – the Commitment Current Start date, displayed on the Dates tab. The Project Start Date is used otherwise.
- (G) **Ending** – the Commitment Current Finish date, displayed on the Dates tab. The Project End Date is used otherwise.

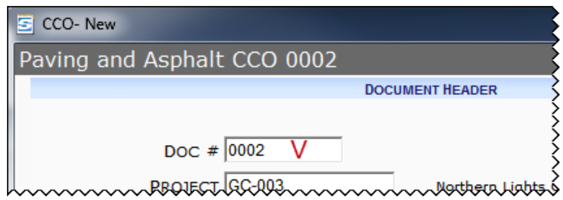
Item Information



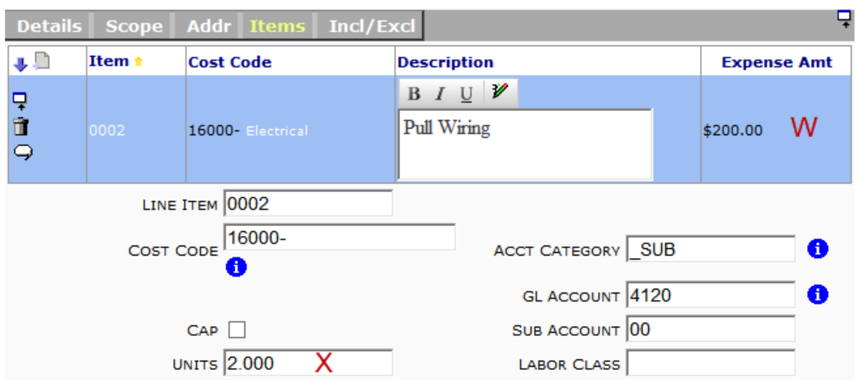
- (H) **Line Number** – the Item number, displayed on the Items tab.
- (I) **Cost Code** – the Item's Cost Code, displayed on the Items tab.
- (J) **Acct. Category** – the Item's Account Category, displayed on the Items tab.
- (K) **GL Account** – the Item's GL Account (if any), displayed on the Item's tab.
- (L) **GL SubAccount** – the Item's GL Sub Account (if any), displayed on the Item's tab.
- (M) **Labor Code** – the Labor Class code (as established in the Code Maintenance tool) for the Item. The Labor Class description is displayed on the Items tab.
- (N) **Subcontract Amt** – the Item's Original Amount, displayed on the Item's tab.
- (O) **Unit** – the Item's Units, displayed on the Items tab.
- (P) **Rate** – the Item's Rate, displayed on the Items tab.

- (Q) **Retention Method** – the Retention Method code for the Item. Use **TL** to indicate % of total or **00** for none. The Retention Method description is displayed on the Items tab.
- (R) **Retention Percent** – the Percent for the retention (e.g., **5** for 5%), displayed on the Items tab.
- (S) **Unit of Measure** – the Item's UOM, displayed on the Items tab.
- (T) **Creation Time** – the date the Commitment is created.
- (U) **Description** – the Item's Description, displayed on the Items tab.

Aggregate CCO Information

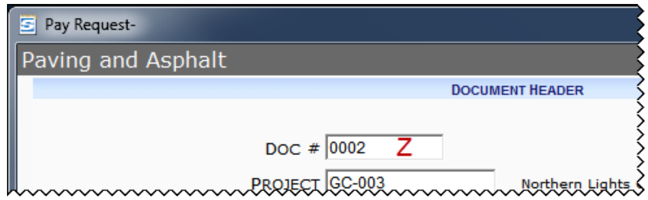


- (V) **Last SCO #** - the most recent CCO Doc No.for the commitment, displayed on a created CCO.

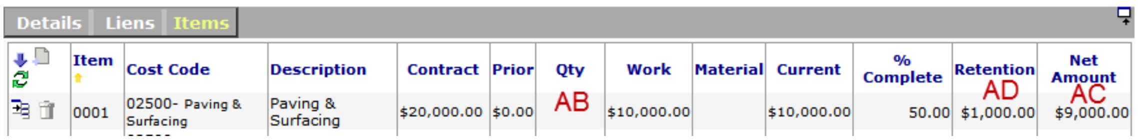


- (W) **Total SCOs** – the aggregate amount of existing CCOs for the commitment line item, displayed on the CCO's Item tab
- (X) **Change Units** – the total number of Units of existing CCOs for the Commitment Item, displayed on the CCO's Items tab.
- (Y) **Current Contract** – *not used.*

Aggregate Pay Request Information

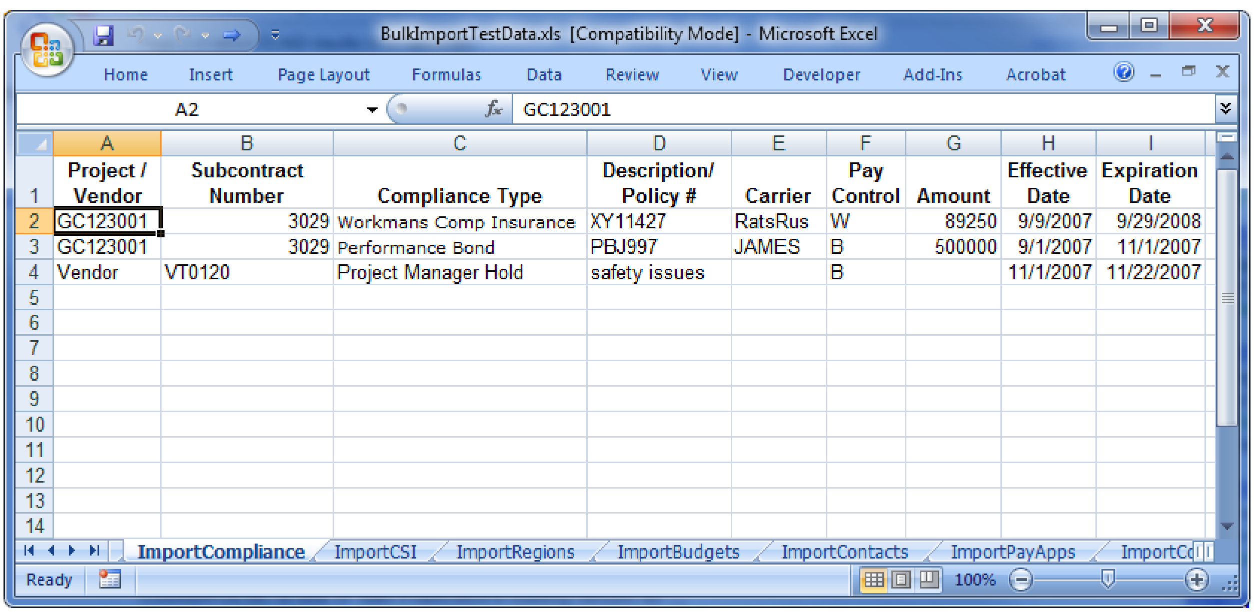


- (Z) **Last Pay #** - the most recent Pay Request Doc No. for the commitment, displayed on a created Pay Request.



- (AA) **Billed** – *(not shown above)* – the billed amount. If specified, Billed must equal (AC) Paid + (AD) Retained.
- (AB) **Billed Units** – the Curr Req Units (Qty) for the aggregate item, displayed on the Pay Request's Item tab.
- (AC) **Paid** – the Net Amount (Net Pay Amount) for the aggregate item, displayed on the Pay Request's Item tab.
- (AD) **Retained** – the total Retention for the Item, displayed on the Pay Request's Item tab.

Import Compliance

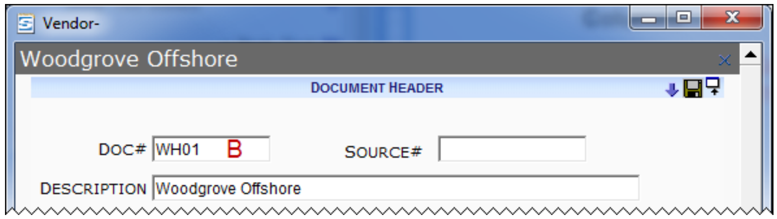


	A	B	C	D	E	F	G	H	I
1	Project / Vendor	Subcontract Number	Compliance Type	Description/ Policy #	Carrier	Pay Control	Amount	Effective Date	Expiration Date
2	GC123001	3029	Workmans Comp Insurance	XY11427	RatsRus	W	89250	9/9/2007	9/29/2008
3	GC123001	3029	Performance Bond	PBJ997	JAMES	B	500000	9/1/2007	11/1/2007
4	Vendor	VT0120	Project Manager Hold	safety issues		B		11/1/2007	11/22/2007

The ImportCompliance worksheet provides data for Compliances on Commitment and Vendor documents.

Columns

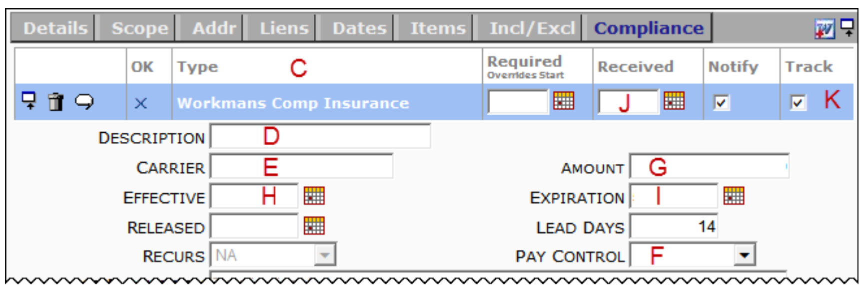
Commitment/Vendor Identification



These columns are required on every row.

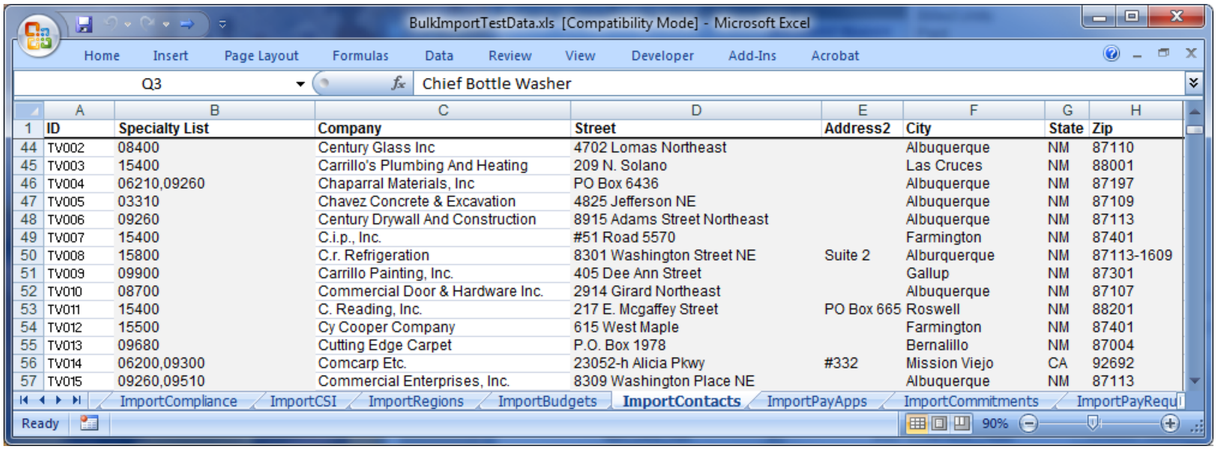
- (A) **Project/Vendor** – *(not shown above)* the ID number given to the Project, or the word "Vendor" if the Compliance is on a Vendor document.
- (B) **Subcontract Number** – either the Commitment Doc No or the Vendor Doc No. (Vendor ID), displayed on the corresponding Document Header.

Compliance Information



- (C) **Compliance Type** – the Type, displayed on the Compliance tab.
- (D) **Description/Policy # -** the Description, displayed on the Compliance tab.
- (E) **Carrier** – the Carrier, displayed on the Compliance tab.
- (F) **Pay Control** – the code for the Pay Control (A = Auto, B = Block, W = Warn). The description of the Pay Control is displayed on the Compliance tab.
- (G) **Amount** – the Amount, displayed on the Compliance tab.
- (H) **Effective Date** – the Effective date, displayed on the Compliance tab.
- (I) **Expiration Date** – the Expiration date, displayed on the Compliance tab.
- (J) **Recv'd** – the Received date, displayed on the Compliance tab.
- (K) **Tracked** – whether or not (TRUE/FALSE) the Compliance is currently being tracked.

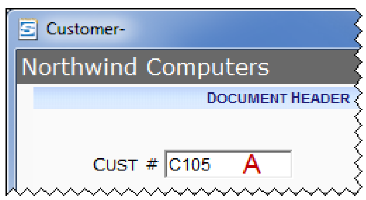
ImportContacts



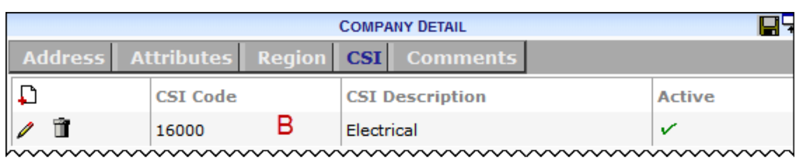
	ID	Specialty List	Company	Street	Address2	City	State	Zip
44	TV002	08400	Century Glass Inc	4702 Lomas Northeast		Albuquerque	NM	87110
45	TV003	15400	Carrillo's Plumbing And Heating	209 N. Solano		Las Cruces	NM	88001
46	TV004	06210,09260	Chaparral Materials, Inc	PO Box 6436		Albuquerque	NM	87197
47	TV005	03310	Chavez Concrete & Excavation	4825 Jefferson NE		Albuquerque	NM	87109
48	TV006	09260	Century Drywall And Construction	8915 Adams Street Northeast		Albuquerque	NM	87113
49	TV007	15400	C.i.p., Inc.	#51 Road 5570		Farmington	NM	87401
50	TV008	15800	C.r. Refrigeration	8301 Washington Street NE	Suite 2	Alburquerque	NM	87113-1609
51	TV009	09900	Carrillo Painting, Inc.	405 Dee Ann Street		Gallup	NM	87301
52	TV010	08700	Commercial Door & Hardware Inc.	2914 Girard Northeast		Albuquerque	NM	87107
53	TV011	15400	C. Reading, Inc.	217 E. Mcgaffey Street	PO Box 665	Roswell	NM	88201
54	TV012	15500	Cy Cooper Company	615 West Maple		Farmington	NM	87401
55	TV013	09680	Cutting Edge Carpet	P.O. Box 1978		Bernalillo	NM	87004
56	TV014	06200,09300	Comcarp Etc.	23052-h Alicia Pkwy	#332	Mission Viejo	CA	92692
57	TV015	09260,09510	Commercial Enterprises, Inc.	8309 Washington Place NE		Albuquerque	NM	87113

The ImportContacts worksheet provides data for Companies and Contacts in your system.

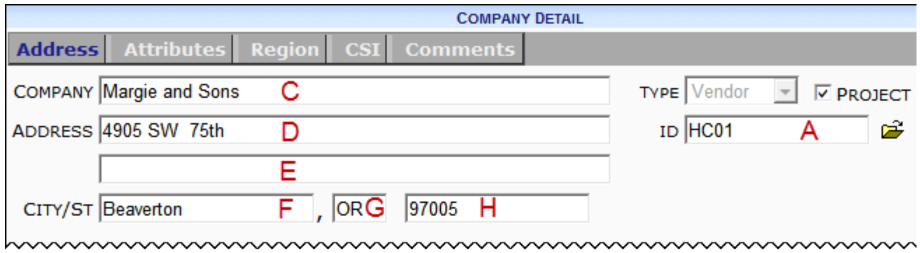
Company Information



- (A) **ID** – the Company ID, displayed on the Company Detail's Address tab as well as the company's Customer or Vendor document.

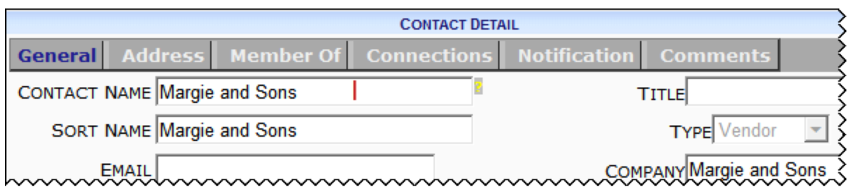


- (B) **Specialty List** – CSI codes, separated by commas or semicolons. CSI codes are displayed on the Company Detail's CSI tab for Vendors only.
  Note: CSI codes need to be entered into Spitfire's CSI Maintenance tool prior to the import.

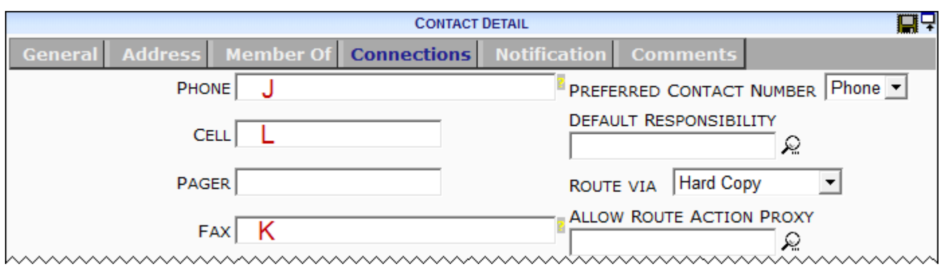


- (C) **Company** – the company's name, displayed on the Company Detail's Address tab. This is the primary vendor record.
- (D) **Street** – the first line of the company's street address, displayed on the Address tab.
- (E) **Address2** – the second line of the company's street address, displayed on the Address tab.
- (F) **City** – the company's city, displayed on the Address tab.
- (G) **State** – the company's state, displayed on the Address tab.
- (H) **Zip** – the company's ZIP code, displayed on the Address tab.

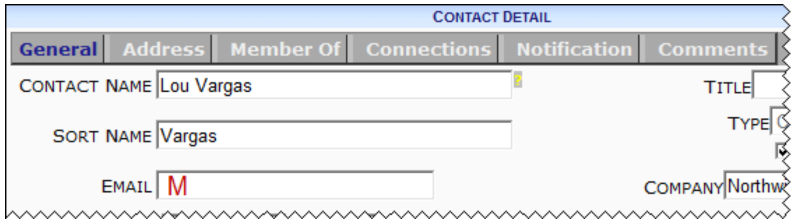
Contact Information



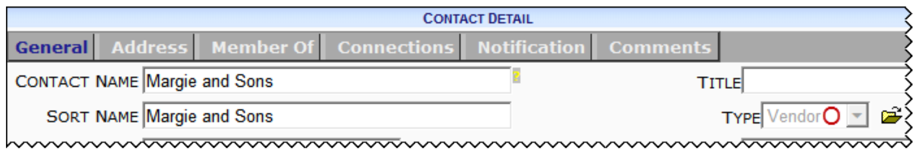
- (I) **Contacts** – the name of a Contact/Company, displayed on the Contact Detail's General tab.



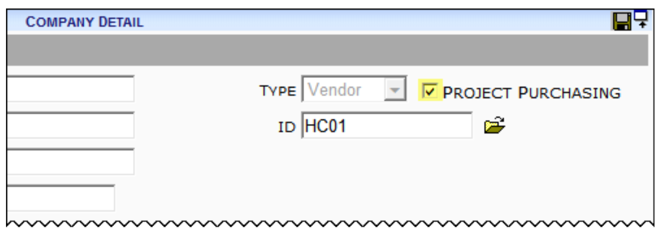
- (J) **Office Phone** – the Contact's Phone number, displayed on the Contact Detail's Connections tab. Area codes are required.
- (K) **Fax Phone** – the Contact's Fax number, displayed on the Connections tab. Area codes are required.
- (L) **Mob. Phone** – the Contact's Cell phone number, displayed on the Connections tab. Area codes are required.



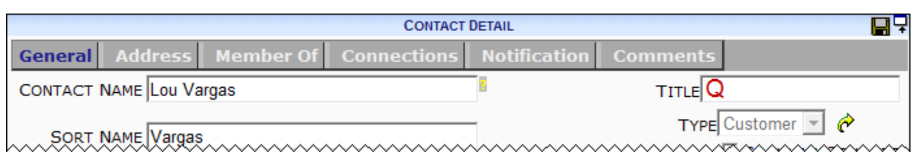
- (M) **E-Mail Address** – the Contact's Email address, displayed on the Contact Detail's General tab.
- (N) **Lic #** - *not used*



- (O) **Contact Type** – the Contact Type (Customer, Vendor, Employee or Other), displayed on the Contact Detail's General tab and the Company Detail's Address tab.

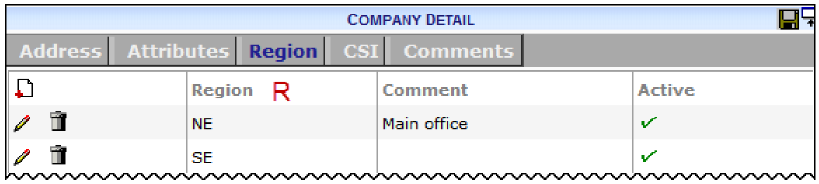


- (P) **Role** – The role for the Contact. If the role is "Subcontractor", the Project Purchasing flag, displayed on the Company Detail's Address tab, will be set.
  Note: Roles need to be entered into Spitfire's Role Maintenance tool prior to the import.

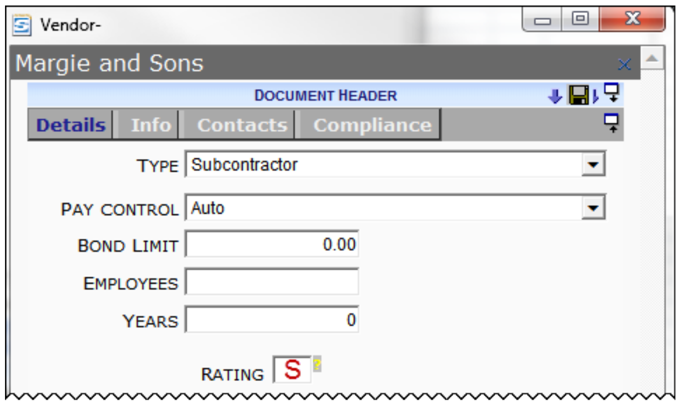


- (Q) **Title** – the Contact's Title, displayed on the Contact Detail's General tab.

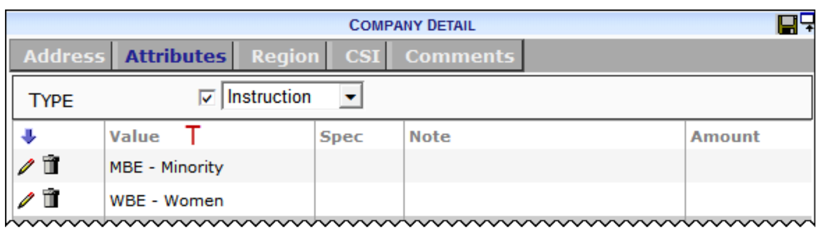
More Company Info



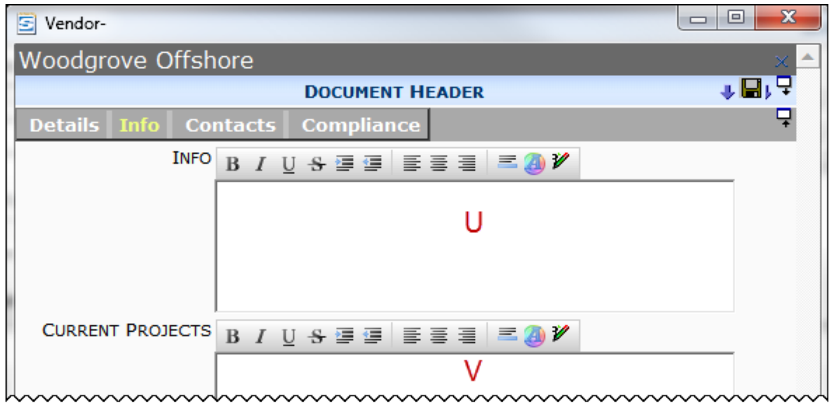
- (R) **Region List** – Regions, separated by commas or semicolons. Regions are displayed on the Company Detail's Region tab.



- (S) **Rating** – the Rating, as displayed on the Vendor document's Details tab.

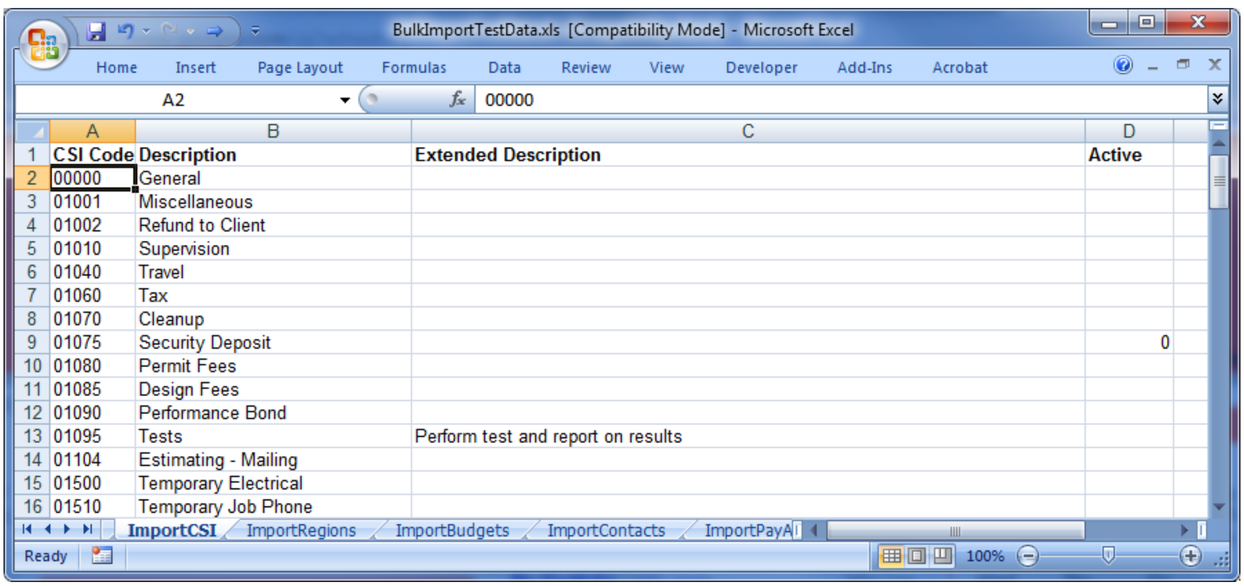


- (T) **AttribList** – Attributes, separated by commas or semicolons. Attributes are displayed on the Company Detail's Attribute tab. **Note**: Attributes must be entered into Spitfire's Code Maintenance tool (AttrType) prior to import.



- (U) **NoteA** – The first note (text box) displayed on the Vendor/Customer document's Note/Info tab.
- (V) **NoteB** – The second note (text box) displayed on the Vendor/Customer document's Note/Info tab.

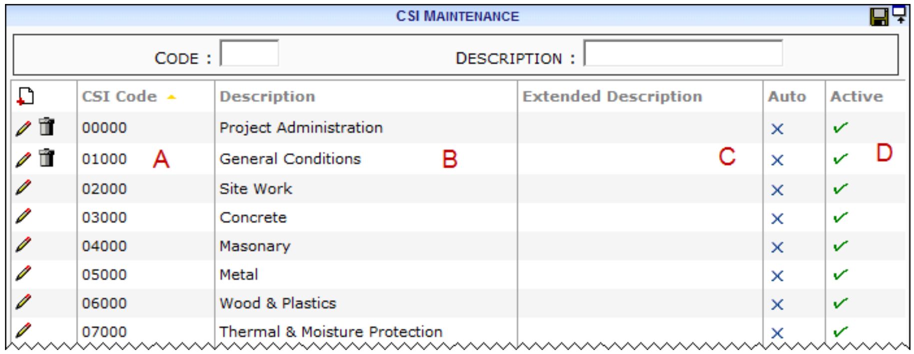
ImportCSI



	A	B	C	D
1	**CSI Code**	**Description**	**Extended Description**	**Active**
2	00000	General		
3	01001	Miscellaneous		
4	01002	Refund to Client		
5	01010	Supervision		
6	01040	Travel		
7	01060	Tax		
8	01070	Cleanup		
9	01075	Security Deposit		0
10	01080	Permit Fees		
11	01085	Design Fees		
12	01090	Performance Bond		
13	01095	Tests	Perform test and report on results	
14	01104	Estimating - Mailing		
15	01500	Temporary Electrical		
16	01510	Temporary Job Phone		

The ImportCSI worksheet provides data for the CSI Maintenance tool on the Manage and System Admin Dashboards.

Columns



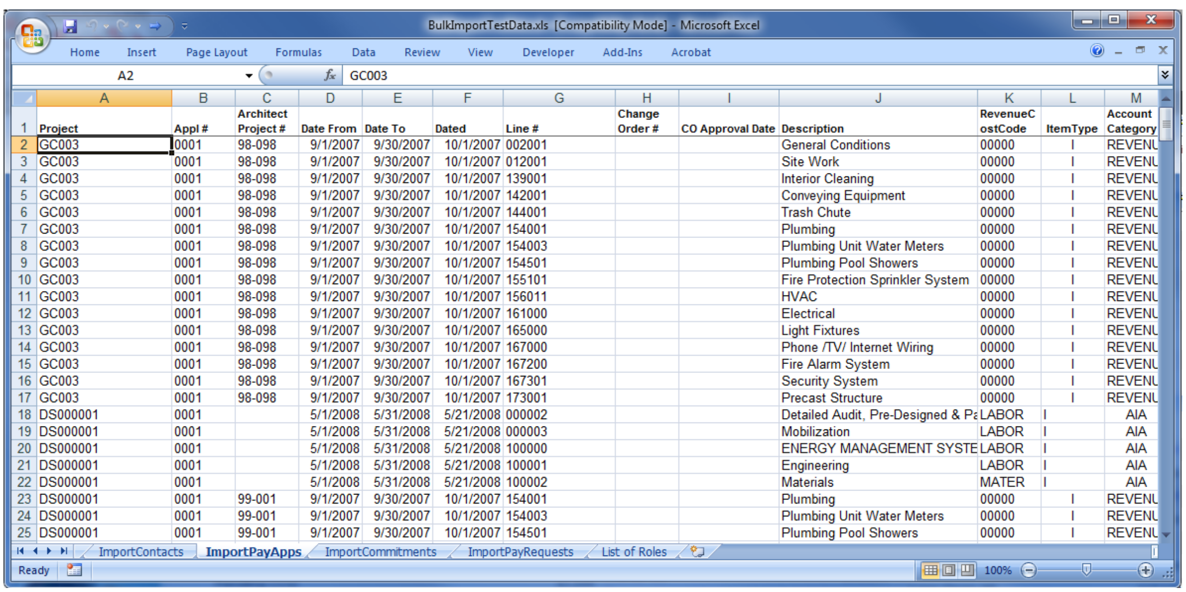
CSI MAINTENANCE

CODE : DESCRIPTION :

	CSI Code	Description	Extended Description	Auto	Active
	00000	Project Administration		×	✓
	01000 A	General Conditions B	C	×	✓ D
	02000	Site Work		×	✓
	03000	Concrete		×	✓
	04000	Masonary		×	✓
	05000	Metal		×	✓
	06000	Wood & Plastics		×	✓
	07000	Thermal & Moisture Protection		×	✓

- (A) **CSI Code** – the CSI code, displayed on the CSI Maintenance tool.
- (B) **Description** – the short description of the CSI code, displayed on the CSI Maintenance tool.
- (C) **Extended Description** – the longer description of the CSI code, displayed on the CSI Maintenance tool.
- (D) **Active** – whether the CSI code is active.
    - o 0 = inactive
    - o 1 (or blank) = active

ImportPayApps



BulkImportTestData.xls [Compatibility Mode] - Microsoft Excel

A2 GC003

	Project	Appl #	Architect Project #	Date From	Date To	Dated	Line #	Change Order #	CO Approval Date	Description	RevenueCostCode	ItemType	Account Category
2	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	002001			General Conditions	00000	I	REVENU
3	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	012001			Site Work	00000	I	REVENU
4	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	139001			Interior Cleaning	00000	I	REVENU
5	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	142001			Conveying Equipment	00000	I	REVENU
6	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	144001			Trash Chute	00000	I	REVENU
7	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	154001			Plumbing	00000	I	REVENU
8	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	154003			Plumbing Unit Water Meters	00000	I	REVENU
9	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	154501			Plumbing Pool Showers	00000	I	REVENU
10	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	155101			Fire Protection Sprinkler System	00000	I	REVENU
11	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	156011			HVAC	00000	I	REVENU
12	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	161000			Electrical	00000	I	REVENU
13	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	165000			Light Fixtures	00000	I	REVENU
14	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	167000			Phone /TV/ Internet Wiring	00000	I	REVENU
15	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	167200			Fire Alarm System	00000	I	REVENU
16	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	167301			Security System	00000	I	REVENU
17	GC003	0001	98-098	9/1/2007	9/30/2007	10/1/2007	173001			Precast Structure	00000	I	REVENU
18	DS000001	0001		5/1/2008	5/31/2008	5/21/2008	000002			Detailed Audit, Pre-Designed & Pa	LABOR	I	AIA
19	DS000001	0001		5/1/2008	5/31/2008	5/21/2008	000003			Mobilization	LABOR	I	AIA
20	DS000001	0001		5/1/2008	5/31/2008	5/21/2008	100000			ENERGY MANAGEMENT SYSTE	LABOR	I	AIA
21	DS000001	0001		5/1/2008	5/31/2008	5/21/2008	100001			Engineering	LABOR	I	AIA
22	DS000001	0001		5/1/2008	5/31/2008	5/21/2008	100002			Materials	MATER	I	AIA
23	DS000001	0001	99-001	9/1/2007	9/30/2007	10/1/2007	154001			Plumbing	00000	I	REVENU
24	DS000001	0001	99-001	9/1/2007	9/30/2007	10/1/2007	154003			Plumbing Unit Water Meters	00000	I	REVENU
25	DS000001	0001	99-001	9/1/2007	9/30/2007	10/1/2007	154501			Plumbing Pool Showers	00000	I	REVENU

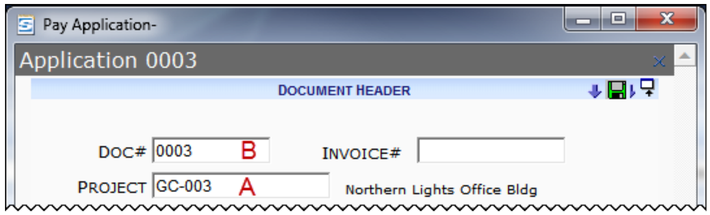
ImportContacts | ImportPayApps | ImportCommitments | ImportPayRequests | List of Roles

The ImportPayApps worksheet provides data for Pay Application documents

Columns

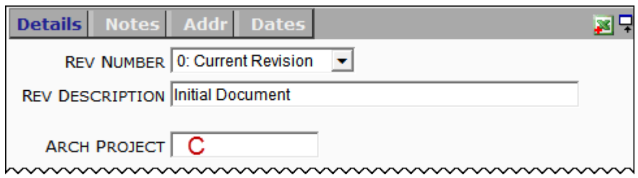
Pay Application Identification

These columns are required on every row.

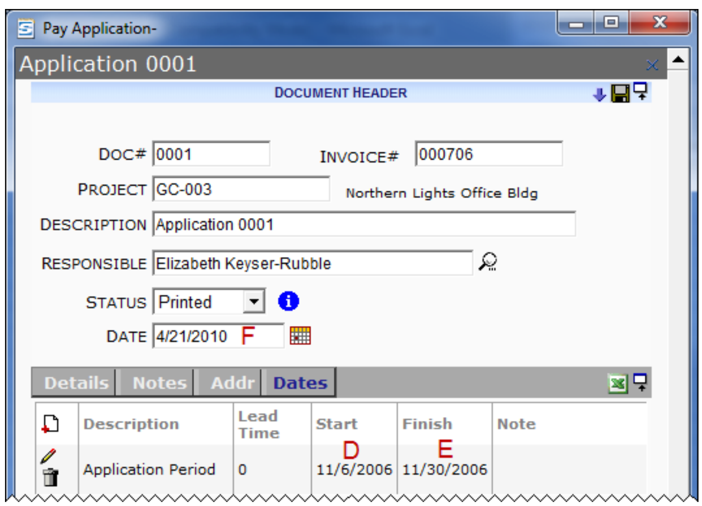


- (A) **Project** – the ID number given to the Project, displayed on the Document Header.
- (B) **Appl #** – the Pay Application Doc No, displayed on the Document Header.

Pay Application Information

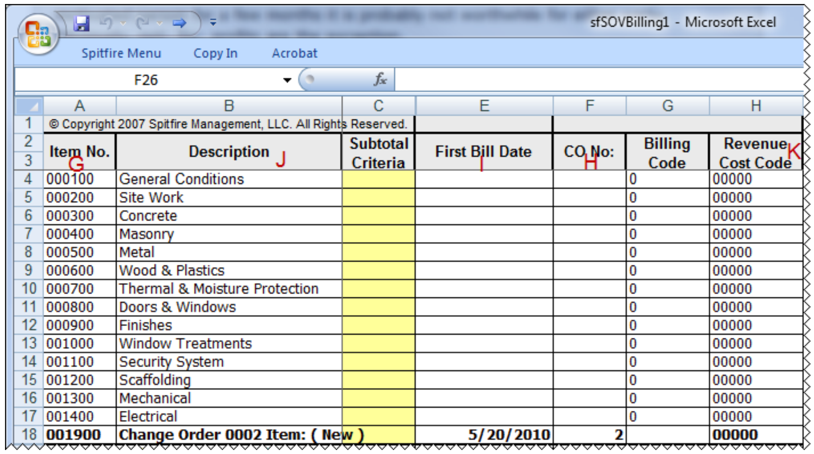


- (C) **Architect Project #** - the Arch Project number, displayed on the Details tab.



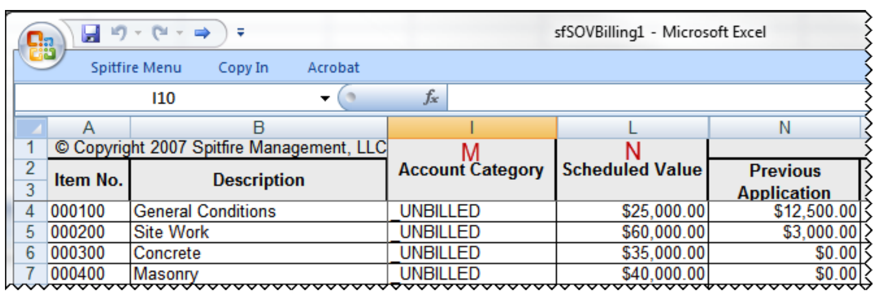
- (D) **Date From** – the Application Period Start date, displayed on the Dates tab.
- (E) **Date To** – the Application Period Finish date, displayed on the Dates tab.
- (F) **Dated** – the Pay Application Date, displayed on the Document Header.

SOV Information



	A	B	C	E	F	G	H
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.						
2–3	Item No.	Description	Subtotal Criteria	First Bill Date	CO No:	Billing Code	Revenue Cost Code
4	000100	General Conditions				0	00000
5	000200	Site Work				0	00000
6	000300	Concrete				0	00000
7	000400	Masonry				0	00000
8	000500	Metal				0	00000
9	000600	Wood & Plastics				0	00000
10	000700	Thermal & Moisture Protection				0	00000
11	000800	Doors & Windows				0	00000
12	000900	Finishes				0	00000
13	001000	Window Treatments				0	00000
14	001100	Security System				0	00000
15	001200	Scaffolding				0	00000
16	001300	Mechanical				0	00000
17	001400	Electrical				0	00000
18	**001900**	**Change Order 0002 Item: (New)**		**5/20/2010**	**2**		**00000**

- (G) **Line # -** the SOV line number, displayed in the SOV workbook. Leave space for inserts in the future.
- (H) **Change Order # -** the CO No. (for a Change Order line item), displayed in the SOV workbook. Include changes included through the last Pay App.
- (I) **CO Approval Date** – the First Bill Date for the CO, displayed in the SOV workbook.
- (J) **Description** – the line item Description, displayed on the SOV workbook.
- (K) **RevenueCostCode** – the line item Revenue Cost Code, displayed on the SOV workbook.
- (L) **ItemType** – *(not shown)* an internal line type for the line item.



	A	B	I	L	N
1	© Copyright 2007 Spitfire Management, LLC				
2–3	Item No.	Description	Account Category	Scheduled Value	Previous Application
4	000100	General Conditions	UNBILLED	$25,000.00	$12,500.00
5	000200	Site Work	UNBILLED	$60,000.00	$3,000.00
6	000300	Concrete	UNBILLED	$35,000.00	$0.00
7	000400	Masonry	UNBILLED	$40,000.00	$0.00

- (M) **Account Category** – the line item Account Category, displayed on the SOV workbook.
- (N) **SOV Amount** – the line item's Scheduled Value, displayed on the SOV workbook. Use **I** unless otherwise directed.
- (O) *not used*

	A	B	P	Q	R	S	T	U	V	W	X
1	© Copyright 2007 Spitfire Management, LLC		roject No. GC-003 Work Completed App. No. 0003					Previous + Current	Balance to Finish	Retainage T	
2	Item No.	Description	This Application							Work	Materials
3			Units	Work Completed	Stored Materials	To Date %	Total				
4	000100	General Conditions	Q 0	R $0.00	S $0.00	P 0.00%	$0.00	$12,500.00	$12,500.00	10.00%	0.00%
5	000200	Site Work	0	$0.00	$0.00	0.00%	$0.00	$3,000.00	$57,000.00	10.00%	10.00%
6	000300	Concrete	0	$0.00	$0.00	0.00%	$0.00	$0.00	$35,000.00	10.00%	10.00%

- (P) **% Complete** – the line item's To Date %, displayed on the SOV workbook.
- (Q) **Units in Place** –the line item's Units, displayed on the SOV workbook.
- (R) **Work in Place** – the line item's Work Completed amount, displayed on the SOV workbook.
- (S) **Stored Material** – the line item's Stored Materials amount, displayed on the SOV workbook.
- (T) **Retention % -** the line item's Work and Material Retainage percentage, displayed on the SOV workbook.

	A	B	Y	Z	AA	AB	AC
1	© Copyright 2007 Spitfire Management, LLC		Retention Amount	Prior Work Retention	Prior Material Retention	Work Retention	Material Retention
2	Item No.	Description					
3							
4	000100	General Conditions	$1,250.00	$1,250.00	$0.00	U $0.00	V $0.00
5	000200	Site Work	$300.00	$300.00	$0.00	$0.00	$0.00
6	000300	Concrete	$0.00	$0.00	$0.00	$0.00	$0.00

- (U) **Current Retention** – the line item's Work Retention amount, displayed on the SOV workbook.
- (V) **SM Retention** – the line item's Material Retention amount, displayed on the SOV workbook.

Import PayRequests

BulkImportTestData.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

A2 GC123001

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Project	Sub #	Pay Req#	Creation Time	Invoice#	Line Number	Unit	Rate	Retention Percent	Unit of Measure	Billed	Billed Units	Paid	Retained
2	GC123001	3028	0009			0001			0		7,209.18		7,209.18	0
3	GC123001	4076	0011			0001			5		17,800.00		16,910.00	890
4	GC123001	4076	0011			0002			5		0		0	0
5	GC123001	4076	0011			0003			5		1250		1000	250
6	GC123001	3029	0123			0001			0		20,217.00		20,217.00	0
7	GC123001	3032	0032			0001			0		88,226.11		55,976.11	32,250.00
8	GC123001	3034	0034			0001			0		172,817.44		49,535.01	123282.43
9	GC123001	3051	0051			0001			0		1,114,716.97		1,041,184.05	73532.92
10	GC123001	3081	0081			0001			0		3,958.65		1,400.00	2558.65
11	GC123001	3099	0099			0001			0		16,500.00		15,675.00	825
12	GC123001	3160	0160			0001			0		120,333.00		110,600.00	9733
13	GC123001	4020	0020			0001			5		19,613.75		13,810.38	4822.67
14	GC123001	4022	0022			0001			5		135,500.00		126,950.00	8,475.00
15	GC123001	4025	0000			0001			5		0		0	0

ImportContacts ImportPayApps ImportCommitments ImportPayRequests List of Roles

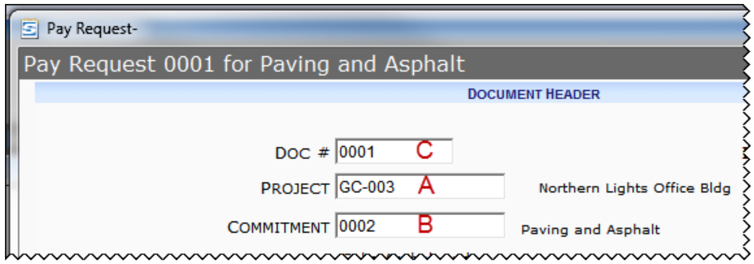
Ready 100%

The ImportPayRequest worksheet provides data for Pay Request documents.

Columns

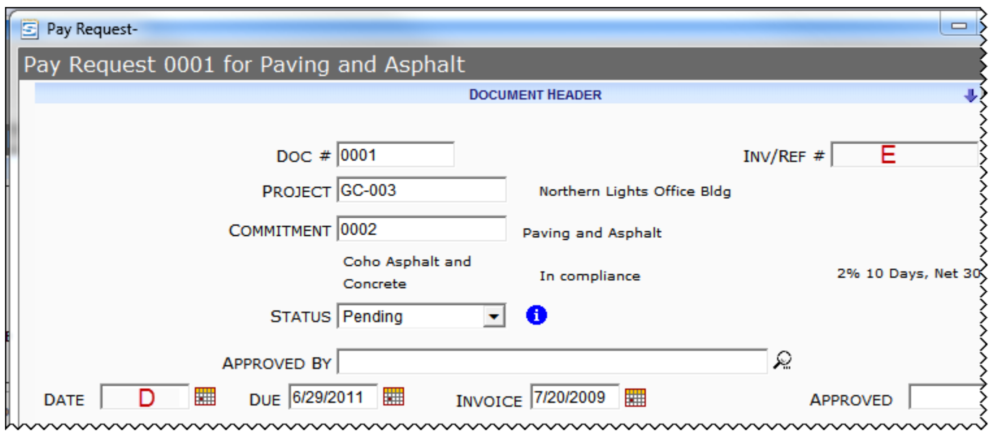
Pay Request Identification

These columns are required on every row.



- (A) **Project** – the ID number given to the Project, displayed on the Document Header.
- (B) **Sub #** - the Commitment Doc No., displayed on the Document Header.
- (C) **Pay Req #** - the Pay Request Doc No., displayed on the Document Header.

Pay Request Information



- (D) **Creation Time** – the document Date, displayed on the Document Header.
- (E) **Invoice #** - the Invoice/Ref #, displayed on the Document Header.

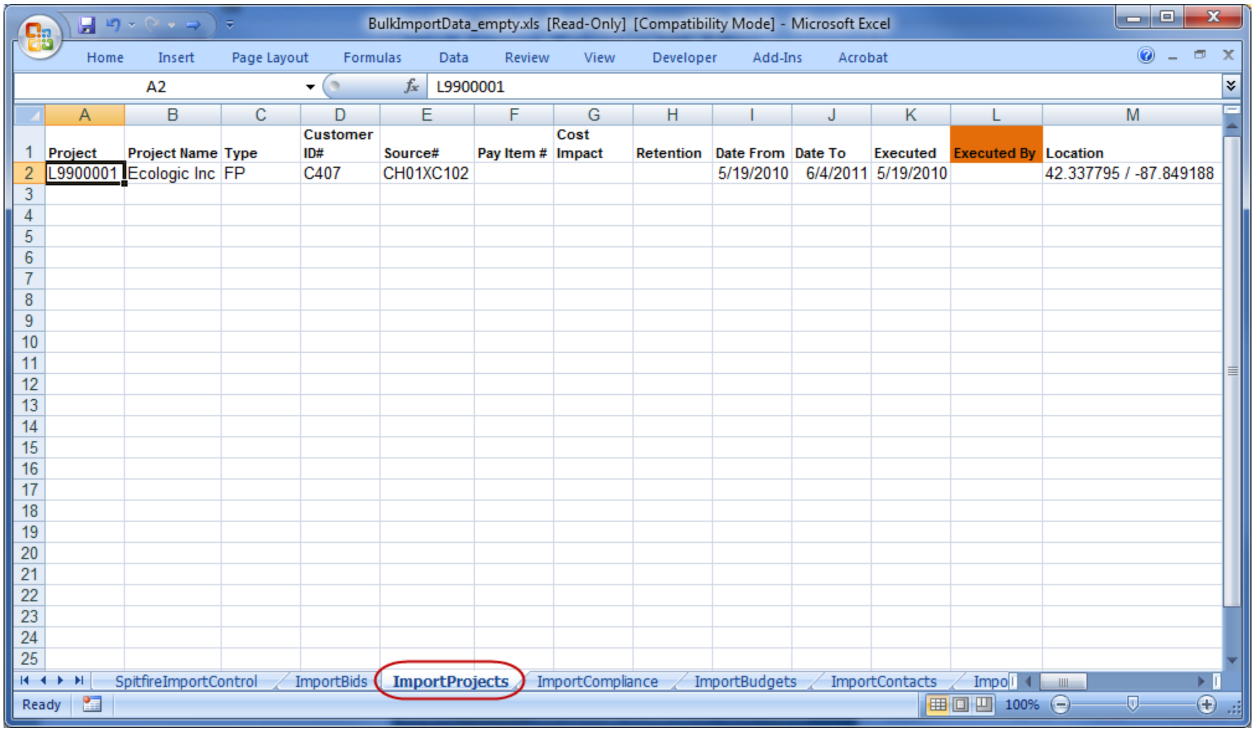
Item Information

Details | Liens | Items

	Item	Cost Code	Description	Contract	Prior	Qty	Work	Material	Current	% Complete	Retention	Net Amount
	F					L			K		N	M
	0001	02500- Paving & Surfacing	Paving & Surfacing	$20,000.00	$0.00		$10,000.00		$10,000.00	50.00	$1,000.00	$9,000.00

- (F) **Line Number** – the Item number, displayed on the Items tab.
- (G) **Unit** – *not used.*
- (H) **Rate** – *(not shown above)* the rate of the Item. This rate is not displayed but rather used with Billed Units to verify the Billed amount.
- (I) **Retention Percent** – *(not shown above)* the percentage of the retention. This percentage is not displayed but rather used to validate (M) Paid and (N) Retained.
- (J) **Unit of Measure** – *not used.*
- (K) **Billed** – the Current Request Amount, displayed on the Items tab.
- (L) **Billed Units** – the Current Request Units (Qty), displayed on the Items tab.
- (M) **Paid** – the Net Pay Amount, displayed on the Items tab
- (N) **Retained** – the Current Retention, displayed on the Items tab.

ImportProjects

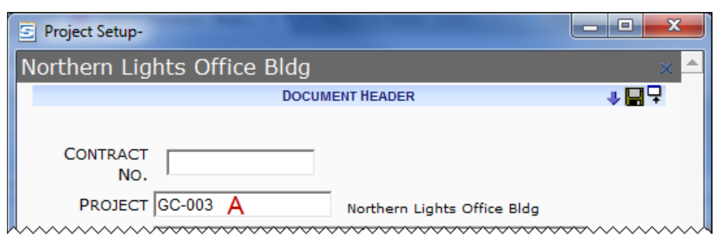


The ImportProjects worksheet provides data for the Project Setup documents (columns A through AA), for Items on each Project Setup document (columns AB through AI) and team member information for each project.

Columns

Project Identification

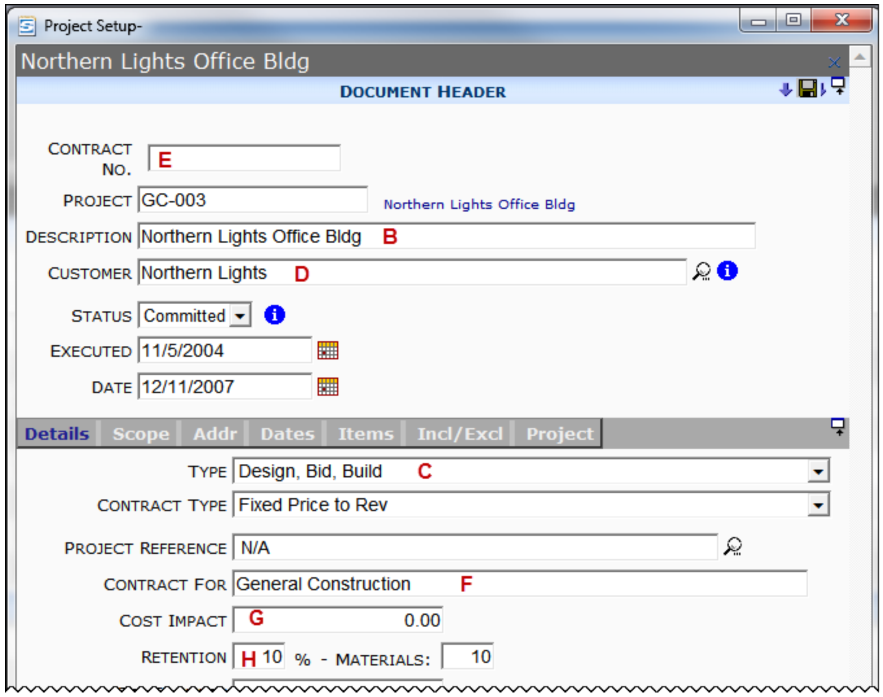
This column is required on every row.



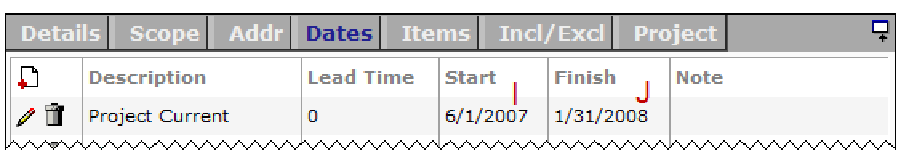
- (A) **Project** – the ID number given to the Project, displayed on the Document Header.

Project Information

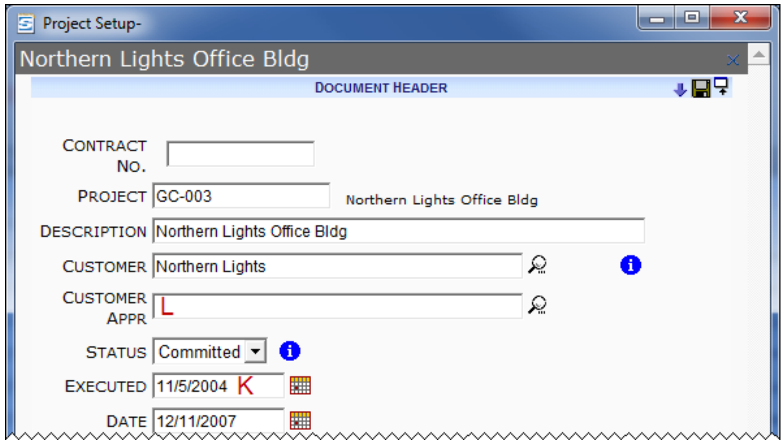
After the first row for the Project, the following columns can be left blank for Project Setups with multiple line items (i.e., with columns AB through AI).



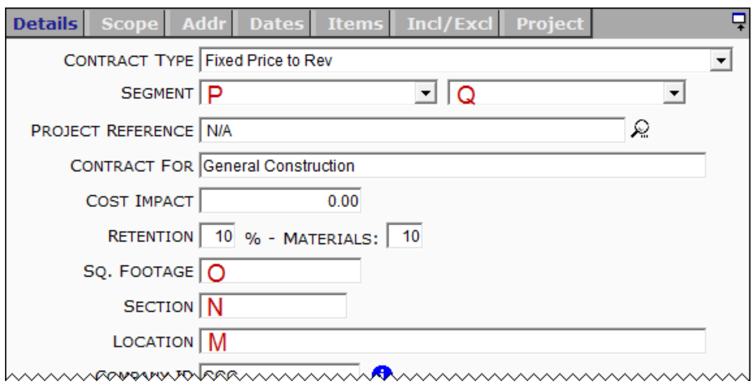
- (B) **Project Name** – the name of the project, displayed on the Description field. This column is required.
- (C) **Type** – the Subtype code for the Project Setup (as established through the Subtype code in the Code Maintenance tool). The type is displayed on the Details tab.
- (D) **Customer ID#** - the ID of the customer for the Bid. The name of the Customer is displayed on the Document Header.
- (E) **Source#** - the number for the Project Setup, displayed on the Contract No. field.
- (F) **Pay Item #** - the Pay Item, displayed in the Pay Item/Contract For field.
- (G) **Cost Impact** – the Cost Impact amount, displayed on the Details tab.
- (H) **Retention** – the Retention percentage, displayed on the Details tab.



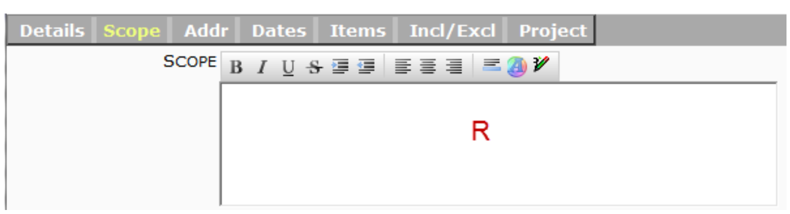
- (I) **Date From** – the project's current Start date, displayed on the Dates tab.
- (J) **Date To** – the project's current Finish date, displayed on the Dates tab.



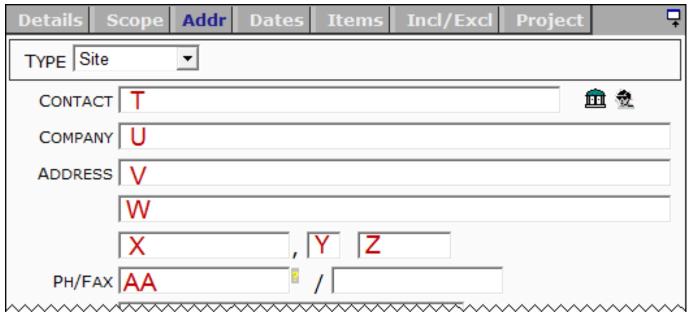
- (K) **Executed** – the project's Signoff date, displayed in the Executed date field.
- (L) **Executed By** – the project's Owner Approver, displayed on the Document Header.



- (M) **Location** – the Location, in latitude and longitude. The location is displayed on the Details tab.
- (N) **Section** – the Section, displayed on the Details tab.
- (O) **Area** – the Area, displayed on the Details tab.
- (P) **Segment** – the Segment, displayed on the Details tab.
- (Q) **Subsegment** – the Subsegment, displayed on the Details tab (next to the Segment).



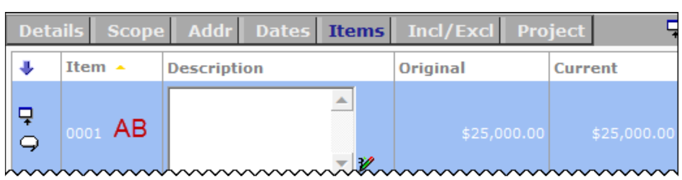
- (R) **Notes** - the main Note, displayed on the Scope tab.



- (S) **Parent Proj List** – *(not shown below)* a list of project IDs, separated by ; (semicolons). The projects specified here become the parents of this project.
- (T) **Contact** – the Contact on the “Site” Address, displayed on the Addr tab.
- (U) **Company –** the Company on the “Site” Address, displayed on the Addr tab.
- (V) **Addr1** – the first line of the “Site” street Address, displayed on the Addr tab.
- (W) **Addr2** – the second line of the “Site” street Address, displayed on the Addr tab.
- (X) **City** – the city in the “Site” Address, displayed on the Addr tab.
- (Y) **ST** – the state in the “Site” Address, displayed on the Addr tab.
- (Z) **Zip** – the ZIP code in the “Site” Address, displayed on the Addr tab.
- (AA) **Site Phone** – the phone number for the “Site”, displayed on the Addr tab.

Item Identification

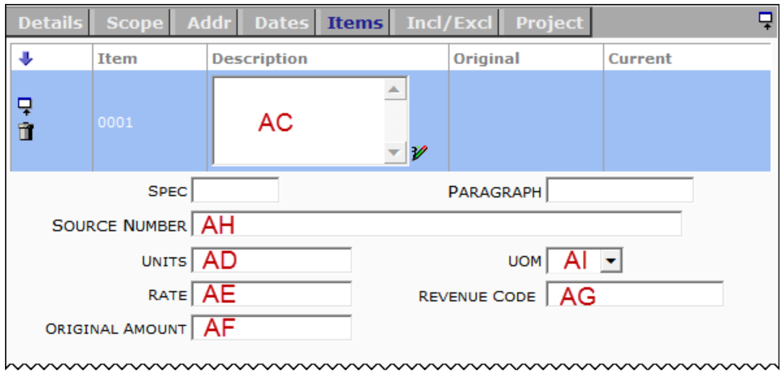
This column is required for each Item on the Project Setup.



- (AB) **Line # -** the number of the line Item, displayed on the Items tab. You can have any number of Line #s, each on a separate row, for example:

AB	AC	AD	AE	AF
Line #	**Description**	**Units**	**Rate**	**Amount**
0001	Demo			123456.78
0002	Materials			234567.89
0003	Labor	3456	98.76	341314.56

Item Information

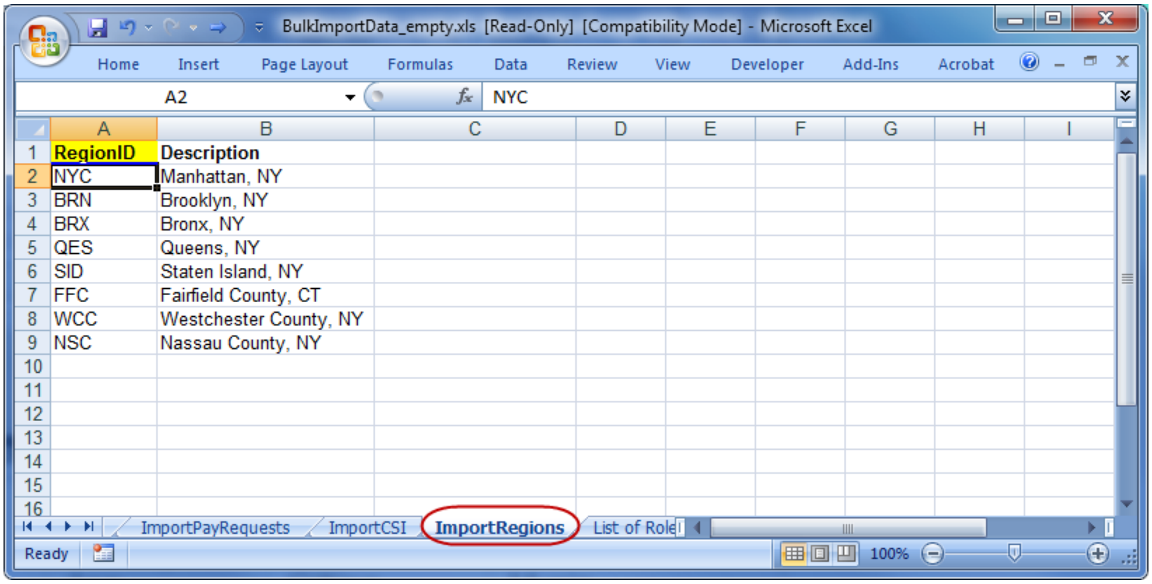


- (AC) **Description** – the Description of the Item, displayed on the Item tab.
- (AD) **Units** – the number of Units of the Item, displayed on the Items tab.
- (AE) **Rate** – the Rate for the Item, displayed on the Items tab.
- (AF) **Amount** – the Original Amount of the Item, displayed on the Items tab.
- (AG) **Revenue Code** – the Item's Revenue Code, displayed on the Items tab.
- (AH) **Billing Code** – the Item's Source Number, displayed on the Items tab.
- (AI) **UOM** – the Item's Unit Of Measure, displayed on the Items tab.

Team Member Information

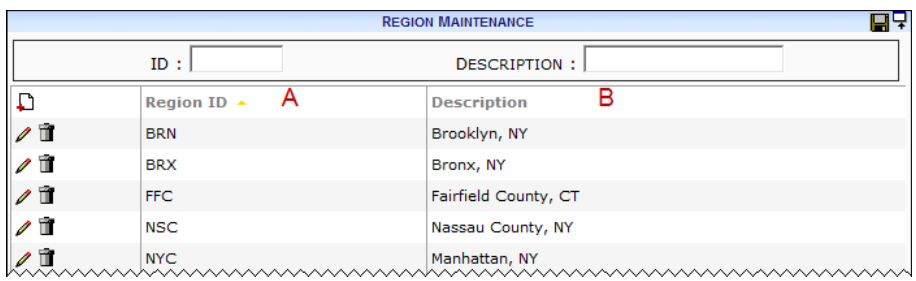
- (AJ) **PM** – the Employee ID or email address of the PM on the project.
- (AK - AQ) **Team Member 2** through **Team Member 8** – the Employee IDs or email addresses of other team members on the project.

ImportRegions



The ImportRegions worksheet provides data for the Region Maintenance tool on the Manage Dashboard.

Columns



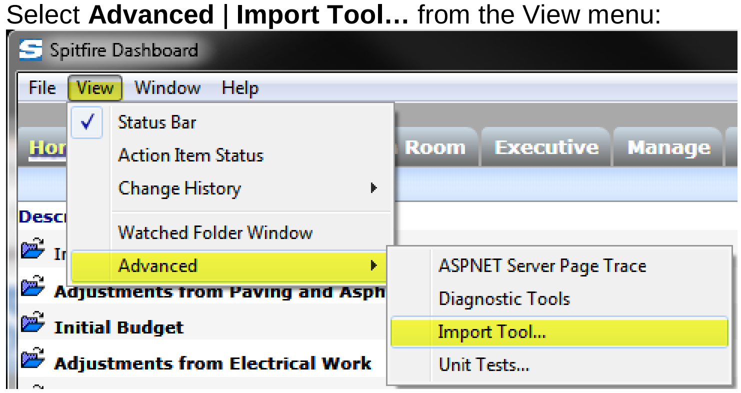
- (A) **RegionID** – the Region ID code, displayed on the Region Maintenance tool.
- (B) **Description** – the description of the region, displayed on the Region Maintenance tool.

The Import Utility Tool

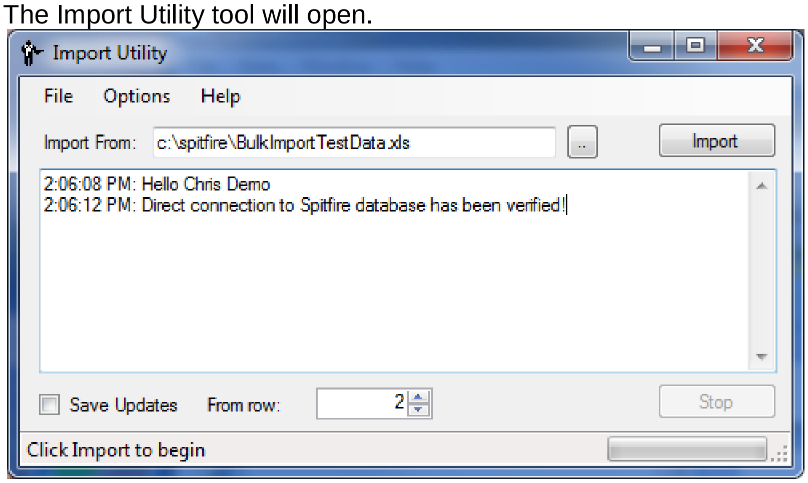
Once you have filled out the Import workbook's worksheets with the information that you want to import, and have filled out the SpitfireImportControl worksheet with the appropriate "rules," you are ready to import the data to your sfPMS site.

To import data:

1. (*optional*) Review the Import workbook, make any last minute changes, and save the file.
2. Back up your database.
3. Launch sfPMS.
4. Log in as a user with System Administrator rights.
5. Select **Advanced** | **Import Tool…** from the View menu:



The Import Utility tool will open.

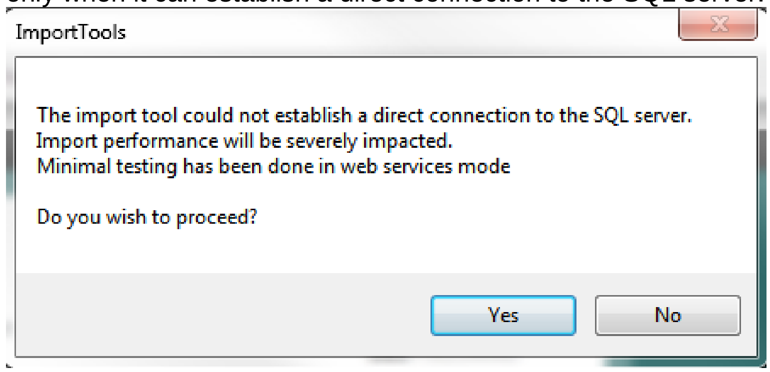


Note: if this is the first time you select **Import Tool…**, you will be asked to install the Import Utility tool. You can keep or change the default location for the tool, then click OK.

TIP

You can use the Import Utility tool as many times as needed. Rows in any worksheet with the same primary ID column (key) As existing data will update the data in sfPMS.

Note: if you receive the following message, we recommend you click NO. We highly recommend running the Import Utility tool only when it can establish a direct connection to the SQL server.



6. At the **Import From:** field, click   to browse for your import workbook.
7. Click the **Save Updates** checkbox to check it.
8. (*optional*) At the **From row:** field, select or enter the first row in your import workbook that contains data. For example, if your import workbook has notes in row 1, headers in row 2, and data starting in row 3, you would enter or select **3**. The number 2, for row 2, appears in this field by default.
9. Click  to start the import process.
   Note: if you indicated that you wanted a manual confirmation for any of the import worksheets, a confirmation dialog box will appear before that worksheet is imported.
   - Click  to import that worksheet.

TIP
The Import Utility tool writes a log file in C:\Spitfire. This log file should be reviewed when checking results and troubleshooting.