Technical White Paper

Spitfire Integration with Microsoft Dynamics™ SL

sfPMS V4.0

How to Prepare Microsoft Dynamics SL for Spitfire (including Contacts)

Revision Number: 4.1.04.20.2011

Spitfire Management, LLC.
84 Business Park Drive
Armonk, NY 10504
ph. 914.273.0809
fax: 914.273.4208
www.spitfiremanagement.com

Table of Contents

Overview

This technical white paper is designed to help you understand the integration points between Microsoft Dynamics SL data and Spitfire Project Management System (sfPMS, Spitfire). This information will show you the steps to take to prepare your Microsoft Dynamics SL data for Spitfire, particularly the integration of contacts. Spitfire imports all of your Microsoft Dynamics SL customers, vendors, and employees.

sfPMS integrates with Microsoft Dynamics SL at the following touch points:

- Company
  *Maintained in Microsoft Dynamics SL and **manually refreshed** in Spitfire*
- Contacts
  *Maintained in Microsoft Dynamics SL and **automatically** synched in Spitfire*
  - Customers
  - Vendors
  - Employees
- FlexKeys / Mask Maintenance
  *Maintained in Microsoft Dynamics SL and **manually refreshed** in Spitfire*
  - Project ID
  - Cost Code ID
- Cost Codes
  *Maintained in Microsoft Dynamics SL and **automatically** synched in Spitfire*
- Account Categories
  *Maintained in Microsoft Dynamics SL and **manually refreshed** in Spitfire*
- Tax Rates
  *Maintained in Microsoft Dynamics SL and **automatically** synched in Spitfire*

In Microsoft Dynamics SL, each of your contact groups is entered into a separate file, but in sfPMS all of these contacts are unified into one Spitfire Contact file.

Before integrating your Microsoft Dynamics SL system with sfPMS, you can use the following information to prepare your database for the integration.

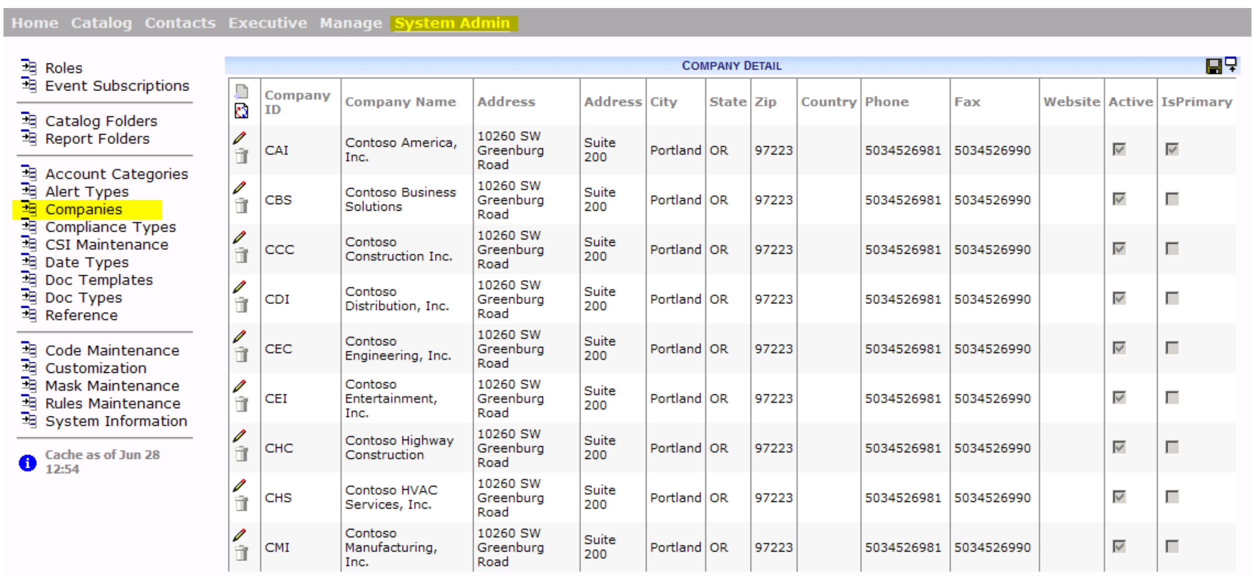
Companies

Spitfire integrates to a Microsoft Dynamics SL Application database. That Application database may or may not have multiple companies. In either case, your Spitfire website will display data for all the projects in that Application database.

During implementation, Spitfire syncs your Companies, but if you make edits to your Companies in Microsoft Dynamics SL (add a company, update an address or phone number, etc.) you will need to refresh the Companies in Spitfire.

To sync your Microsoft Dynamics SL Companies in Spitfire:

1. Open the sfPMS System Admin Dashboard.
2. Click on **Companies** in the left panel to open the Companies tool.
3. Click and then confirm that you want to refresh the Company data from Microsoft Dynamics SL.
4. Click to save your changes.


Home Catalog Contacts Executive Manage System Admin

Roles
Event Subscriptions
Catalog Folders
Report Folders
Account Categories
Alert Types
Companies
Compliance Types
CSI Maintenance
Date Types
Doc Templates
Doc Types
Reference
Code Maintenance
Customization
Mask Maintenance
Rules Maintenance
System Information
Cache as of Jun 28 12:54

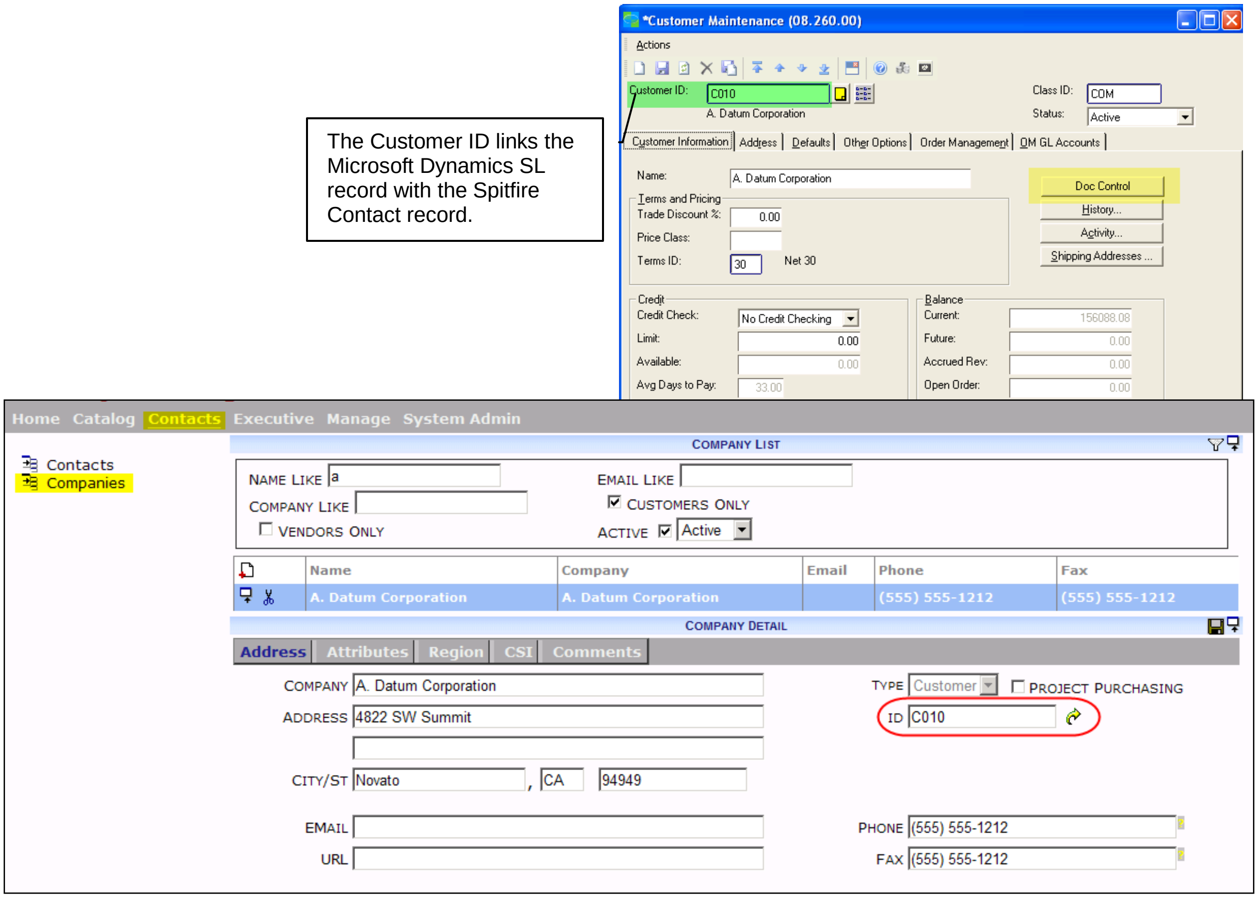
COMPANY DETAIL

Company ID	Company Name	Address	Address	City	State	Zip	Country	Phone	Fax	Website	Active	IsPrimary
CAI	Contoso America, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☑
CBS	Contoso Business Solutions	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CCC	Contoso Construction Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CDI	Contoso Distribution, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CEC	Contoso Engineering, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CEI	Contoso Entertainment, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CHC	Contoso Highway Construction	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CHS	Contoso HVAC Services, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐
CMI	Contoso Manufacturing, Inc.	10260 SW Greenburg Road	Suite 200	Portland	OR	97223		5034526981	5034526990		☑	☐

Contacts

Customers

Spitfire will create a primary customer record for each of your Microsoft Dynamics SL customer records.

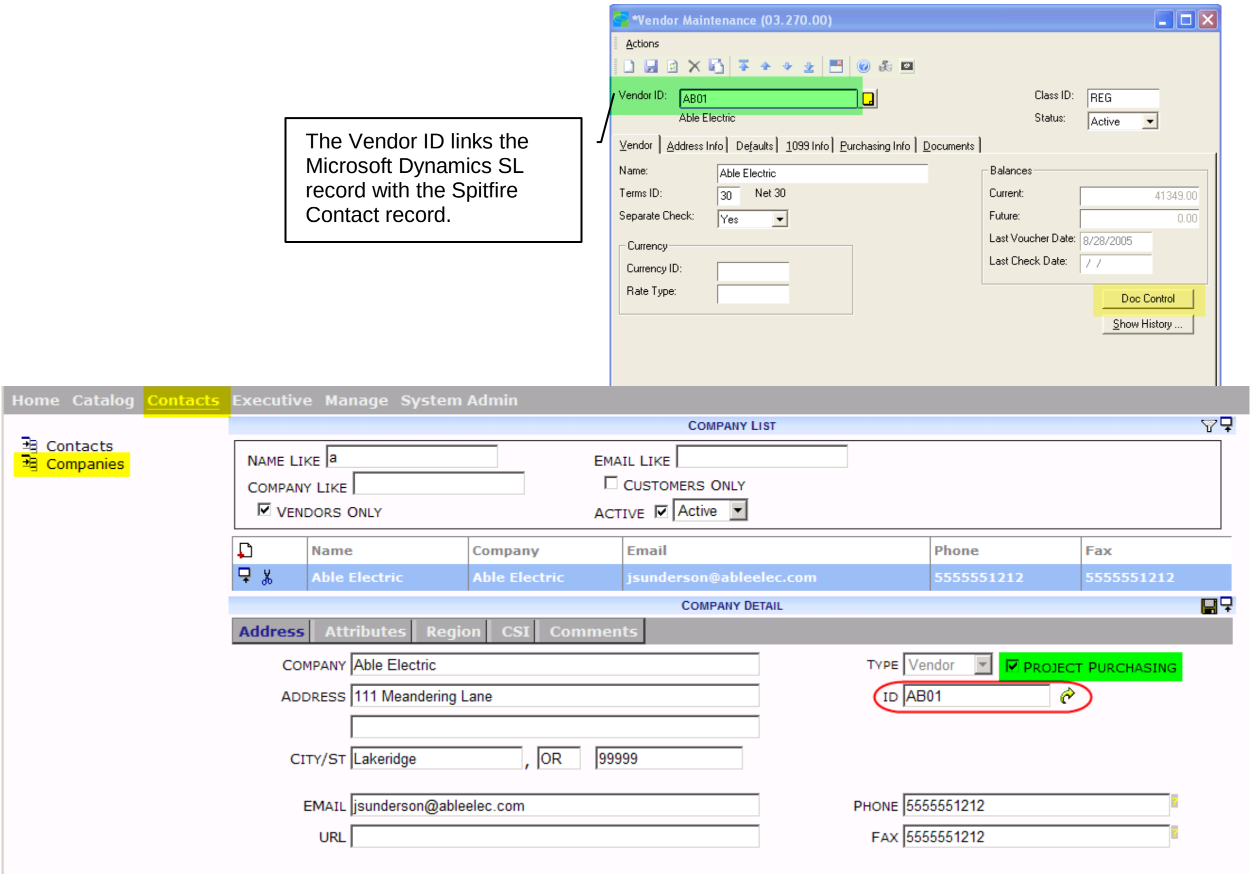


To prepare your Microsoft Dynamics SL customers for import to Spitfire:

- Check your AR Customer file and make the appropriate entries or edits:
    - **Status:** Spitfire will consider a customer contact Active or Inactive based on your Microsoft Dynamics SL status field. Only Active customers are imported.
    - **E-mail address:** Spitfire will use the e-mail address from the Main Address on the Address tab as the customer's e-mail address.
    - **Company address:** Spitfire will use the Main Address on the Address tab for the customer's address.

Vendors

Spitfire will create a primary customer record for each of your Microsoft Dynamics SL vendor records.



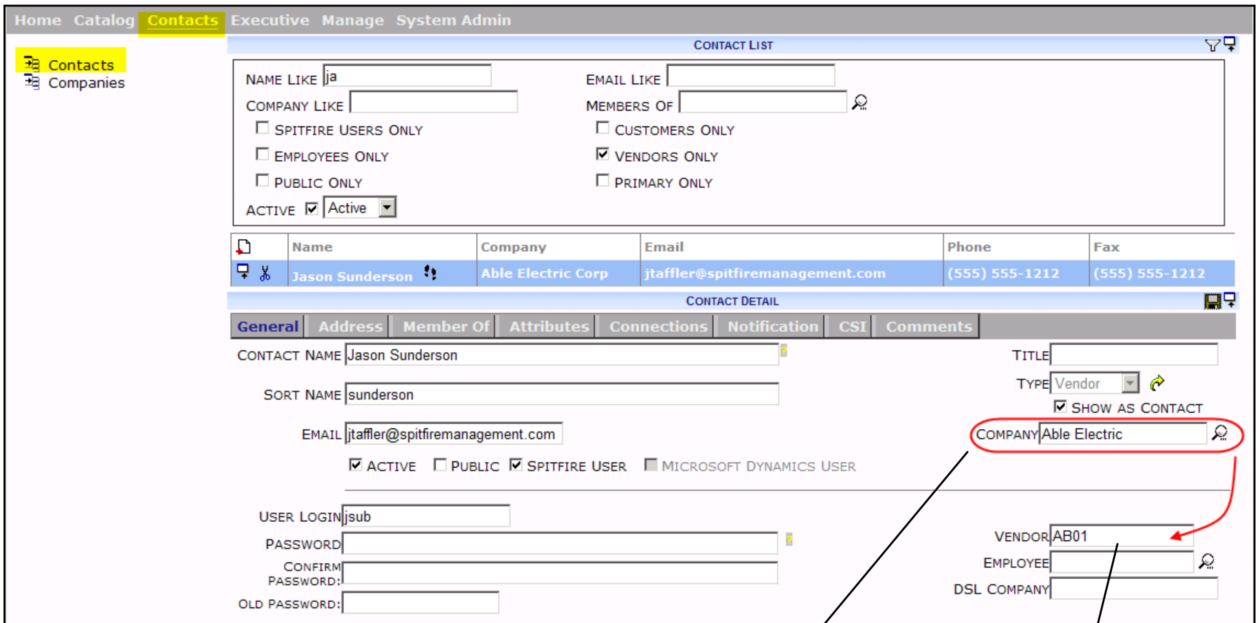
To prepare your Microsoft Dynamics SL vendors for import to Spitfire:

- Check your AP Vendor file and make the appropriate entries or edits:
    - **Status:** Spitfire will consider a vendor contact Active or Hold based on your Microsoft Dynamics SL status field.
    - **E-mail address:** Spitfire will use the e-mail address from the Main Address on the Address Info tab as the vendor's e-mail address.
    - **Company address:** Spitfire will use the Main Address on the Address Info tab for the vendor's address.

Important Note: If Employees are also Vendors, be sure to link your Employee ID to the Vendor ID using the **Project Controller | Employee and Resource Maintenance** screen as detailed in the Employee's section on page 10.

Contacts at Customers and Vendors

Once you have entered your Customers and Vendors in Microsoft Dynamics SL, Spitfire considers these the primary records for these companies. In Spitfire, you may enter contacts at these companies. The contacts will be connected to the Customer Company or Vendor Company by the Customer ID or Vendor ID. This ensures that all accounting transactions (AR Invoices, Subcontractor Pay Requests, etc.) will be transferred to Microsoft Dynamics SL using the appropriate Customer ID or Vendor ID.



This contact is a Vendor. The Company field links this contact to the Microsoft Dynamics SL company.

The Vendor ID is displayed in the Vendor field.

In the following screen shot, you'll notice that the Vendor contact has the same address as the Company, but could be configured for a different address. Note too, that the contact's connection information (e-mail and phone info) is separate from the Company and therefore entered and maintained in Spitfire.

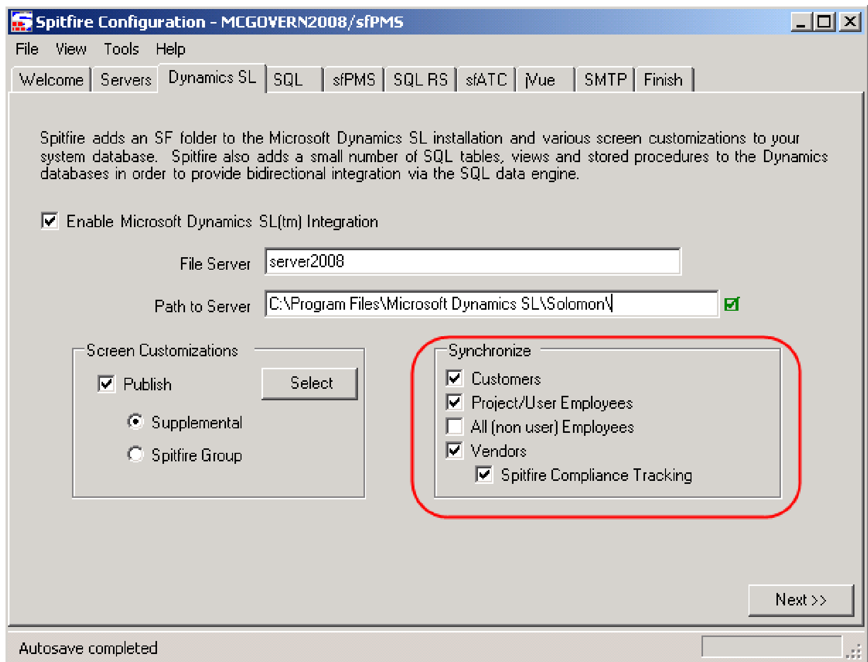
Employees

Employees come in three varieties:

- All employees
- Project Employees
- Microsoft Dynamics SL Users

Importing Employees

Your Microsoft Dynamics SL users will be automatically imported when you install sfPMS. By configuration, you may choose to import all of your employee, or just your Microsoft Dynamics SL Project employees. This setting is configured in the Spitfire Configuration tool, ICTool.



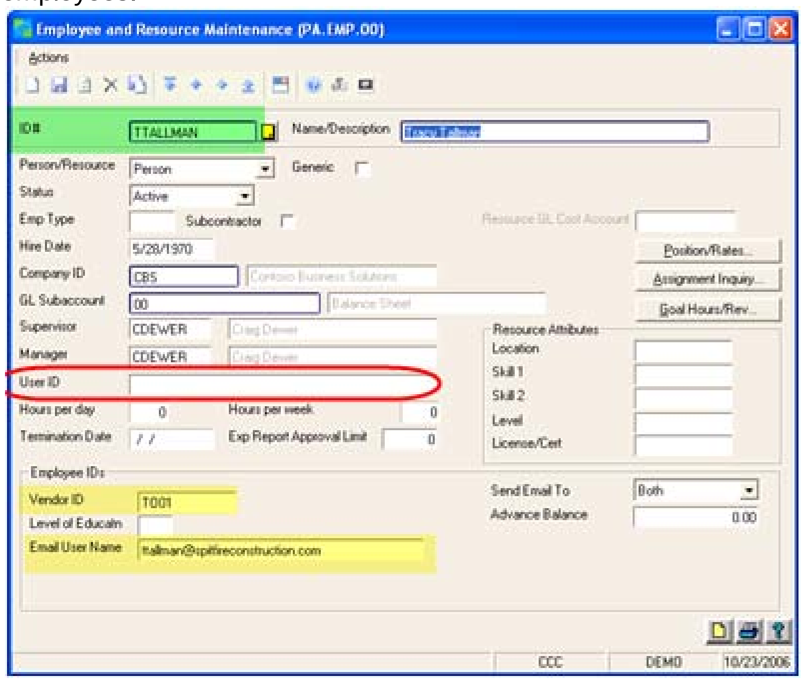
Your Microsoft Dynamics Employees will be imported from your **Project Controller | Employee and Resource Maintenance** file. Like your Customer and Vendor contacts, Spitfire will link to the Microsoft Dynamics SL Employee ID.

You have two options for importing employees: all or Microsoft Dynamics users only.

If you …	***Then…***
Check the "Non-employee users" option.	… all of your employees will be imported into Spitfire.
Do NOT check the "Non-employee users" option.	… only Microsoft Dynamics SL users who are employees will be imported AND you will be able to manually select which employees to add.
Check the Project Employee/User Employee option	All employees with **Project Controller | Employee and Resource Maintenance** records will by imported along with all the Microsoft Dynamics SL users.

To prepare your Microsoft Dynamics SL employees for import:

1. Open the Microsoft Dynamics SL **Project Controller | Employee and Resource Maintenance** screen.
2. In the UserID field, enter the employee's Microsoft Dynamics SL User ID.
3. In the VendorID field, enter the Vendor ID for any employee who is also a vendor.
   Note: This is a critical item. If your employee's record does not link his or her vendor record, Spitfire will import both a vendor record and an employee record. Since Spitfire will treat each record as a different contact, your Spitfire users will be confused when two records appear in the Spitfire Contact lookup for these employees.

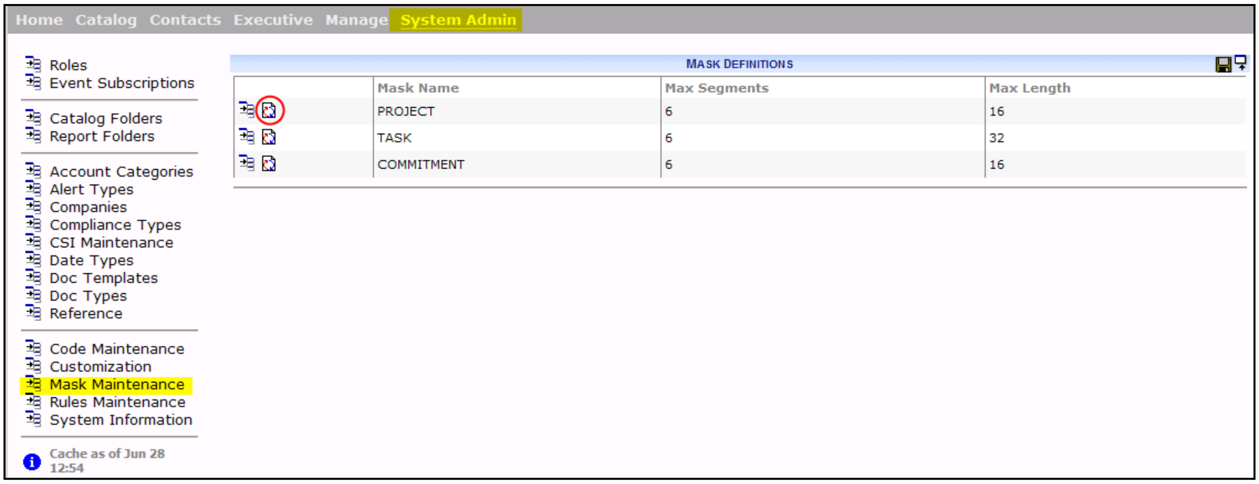


4. Edit or enter the employee's e-mail address.
5. Save and repeat for each employee that will be imported into Spitfire.

FlexKeys

FlexKeys are created in Microsoft Dynamics SL and synchronized to Spitfire.

Note: if the FlexKeys in Microsoft Dynamics SL change, the sync process needs to be run in Spitfire in order to keep the Project ID and the Task IDs in sync.

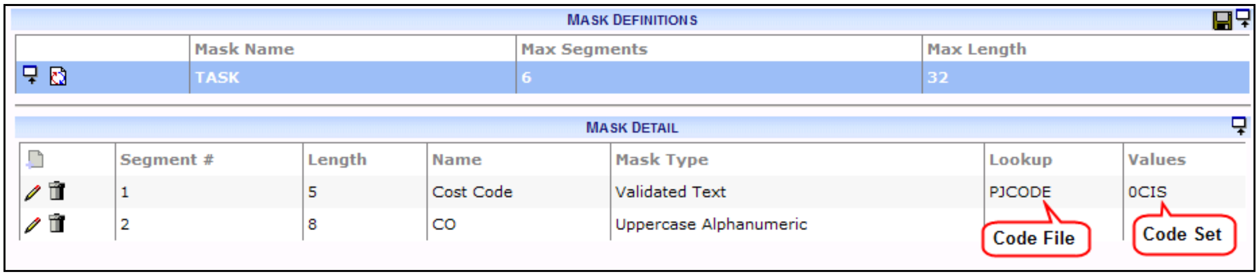


To sync your Microsoft Dynamics SL FlexKeys in Spitfire:

1. Open the sfPMS System Admin Dashboard.
2. Click on **Mask Maintenance** in the left panel to open the Mask Maintenance tool.
3. Click and then confirm that you want to refresh the mask from Microsoft Dynamics SL.
4. Click to save your changes.

Cost Codes

If the Microsoft Dynamics SL Task ID FlexKey is configured to use a Code Set in the Microsoft Dynamics SL Code File, the sync of FlexKey will also connect Spitfire to the Code Set. Any changes to the Code Set in Microsoft Dynamics SL will also be available in Spitfire, since Spitfire will be reading from the same table.



PJCode is Spitfire's link to the Microsoft Dynamics SL Code File. The Code Set from the FlexKey definition is added in the Values column.

Account Categories

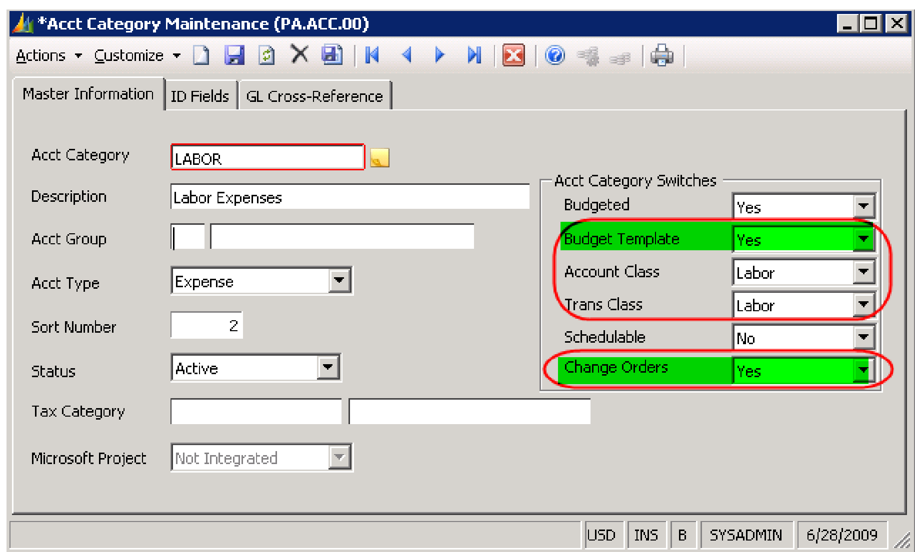
Spitfire syncs Account Categories with Microsoft Dynamics SL. Changes made in Microsoft Dynamics SL must be refreshed in Spitfire, just as changes to the FlexKey are maintained in Microsoft Dynamics SL and synchronized to Spitfire.

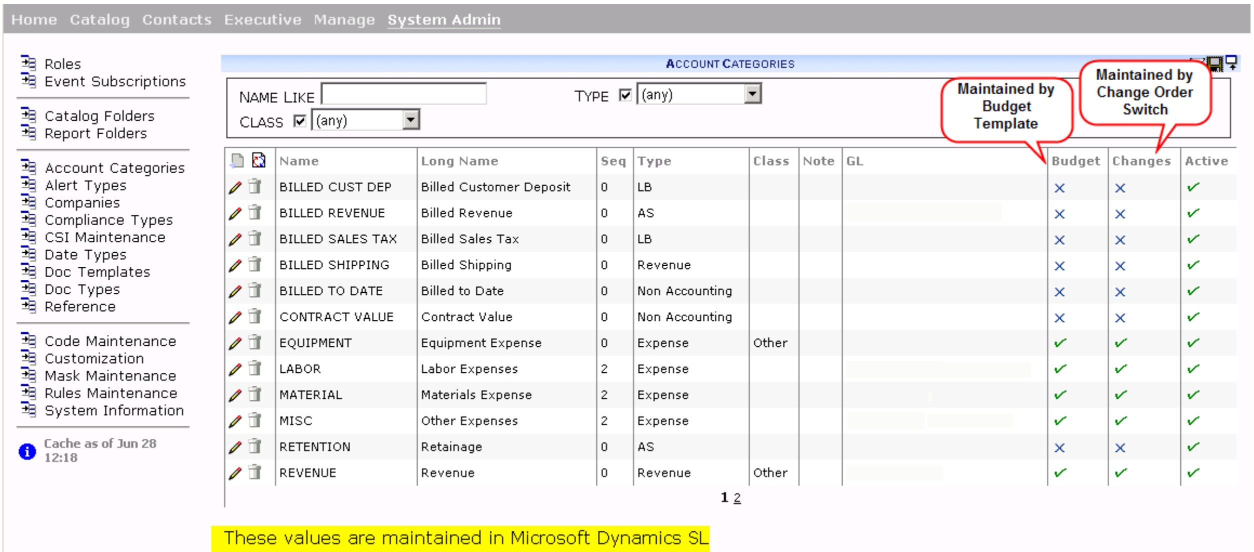
Note: In Microsoft Dynamics SL, Spitfire has a customization on the Acct Category Maintenance screen (Change Orders at the bottom of the Acct Category Switches column).

Two Acct Category switches control which Account Categories are available in the Account Category Lookups:

- **Budget Template** controls which Account Categories appear in the Account Category Lookup in Budgeting. Only Account Categories marked **Yes** will be displayed.
- **Change Orders** controls which Account Categories appear in the Account Category Lookup in a Change Order. Only Account Categories marked **Yes** will be displayed.

Two additional Acct Category switches are optional but, if set, can provide filter/sort information to Spitfire for use in the BFA workbook. Labor and Revenue account categories are of particular note here if you use multiple account categories for either (for example: Office Labor, Field Labor).





To sync your Microsoft Dynamics Account Categories to Spitfire:

1. Open the sfPMS System Admin Dashboard.
2. Click on **Account Categories** in the left panel to open the Account Categories tool.
3. Click and then confirm that you want to refresh the Account Category data from Microsoft Dynamics SL.
4. Click to save your changes.

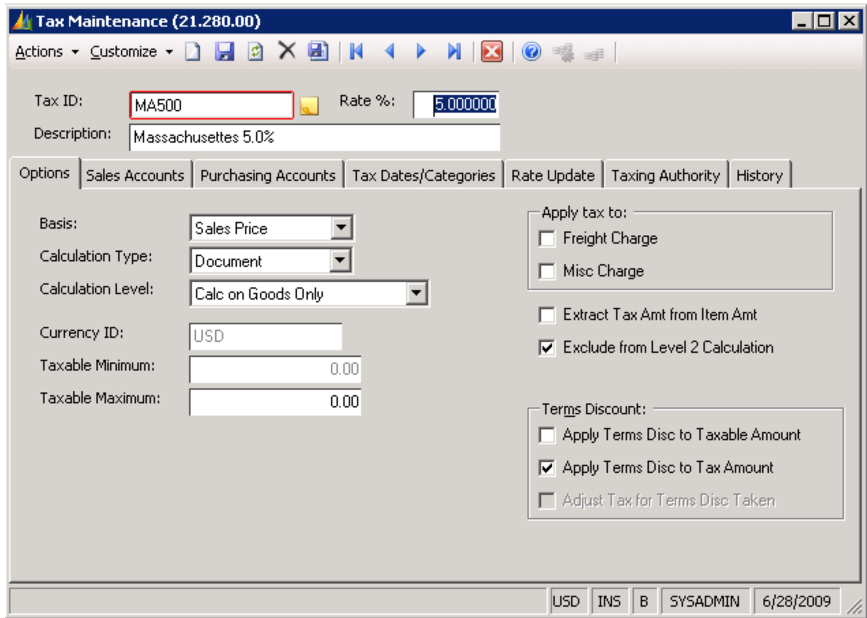
Account Category Maintenance (PA.ACCT.00)

Account Category Switches in pjacct

Name	**Field**	**Options**
Budgeted	ID1_SW	Y=Yes N=No
Budget Template	ID2_SW	1=Yes 0=No
Account Class	ID3_SW	L=Labor P=Production Units O=Other blank=n/a
Trans Class	ID5_SW	L=Labor R=Revenue A=Adjustment X=Expense blank=n/a
Schedulable	ID4_SW	(not used by Spitfire)
Change Orders	USER1	Yes No

Tax Rates

Spitfire automatically syncs with the Tax Maintenance entries in Microsoft Dynamics SL. Since Spitfire's integration is directed to Microsoft Dynamics SL's Project Series, Spitfire only uses Tax Maintenance tax rates (not Tax Groups) like Microsoft Dynamics SL Flexible Billing.



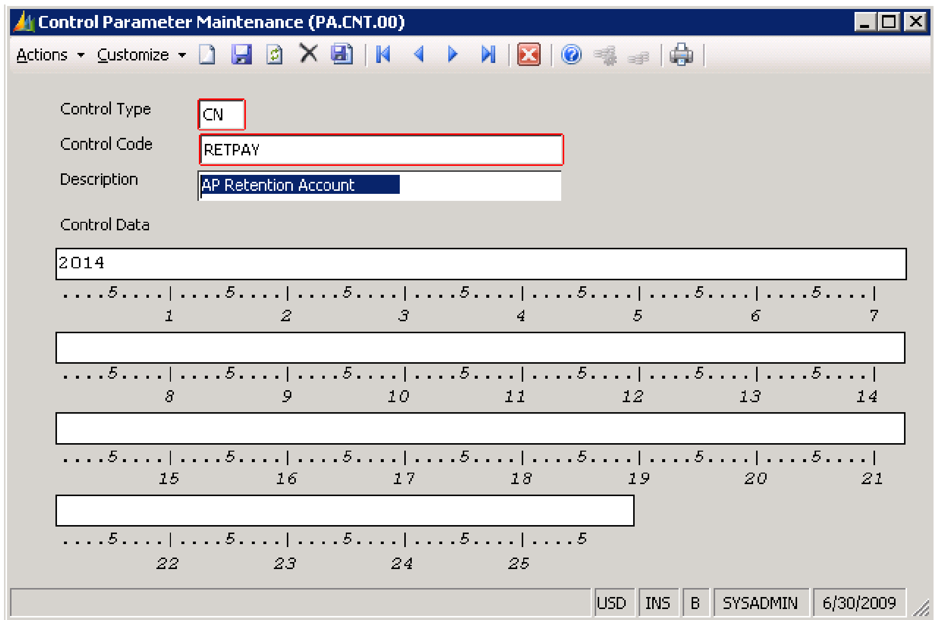
Control Parameters

Microsoft Dynamics SL allows you enter Control Parameters for posting Sub Pay Requests. When Spitfire uploads the Approved Pay Requests into Microsoft Dynamics SL for posting and the creation of AP Vouchers, the following Control Parameters should be set:

- RETPAY
- APRELEASE

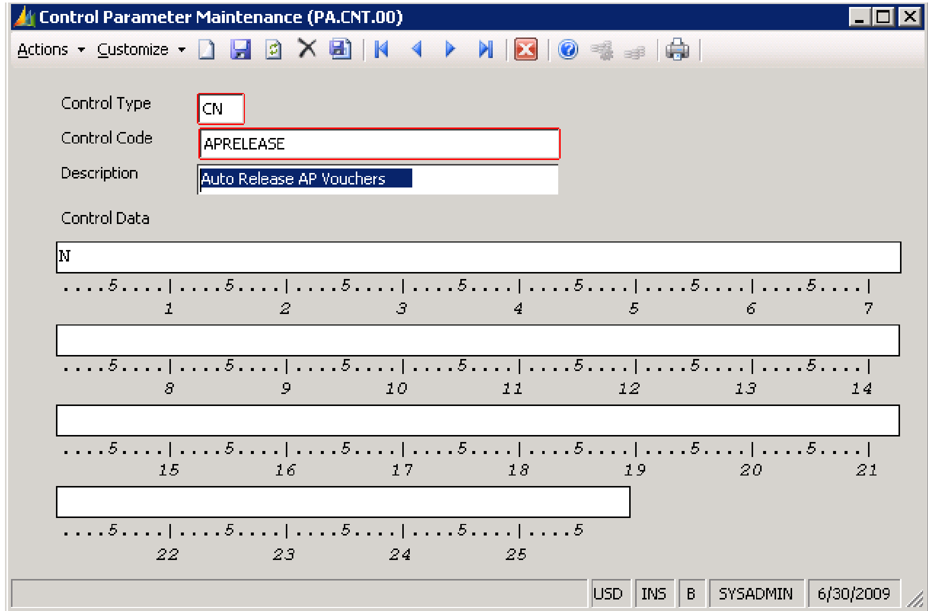
RETPAY

RETPAY assigns the correct GL Account for AP Retention Vouchers that may be created in the posting process. Even if you do not use AP Retention, the posting process will check to see if this GL Account is available just in case it needs it. This control parameter is required.



APRELEASE

APRELEASE releases the new batch of AP Voucher or not depending upon your setting. If you do not enter this control paramenter, the default **Y** will be used and your batch will be released. If you enter the control parameter as **N**, your new batch will not be released and you will be able to edit your vouchers and then release the batch. This control parameter is not required. If not entered, the default will be used and your batches will be set to release as soon as the posting / create Vouchers process finishes.


Control Parameter Maintenance (PA.CNT.00)
Actions
Customize
Control Type
CN
Control Code
APRELEASE
Description
Auto Release AP Vouchers
Control Data
N
USD
INS
B
SYSADMIN
6/30/2009