

# Schedule of Values (SOV) Billing



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

Revision Number: 4.6.04.06.2016

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## About Our Documentation

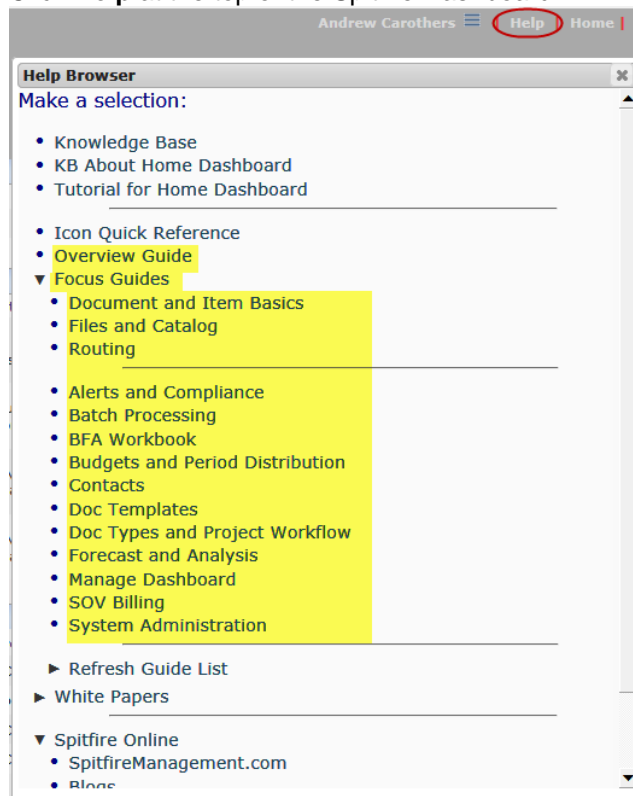
The Spitfire Project Management System (sfPMS) is extensive and powerful. Learning about all that you can do with it takes time. To help you learn, we provide various forms of documentation. Because one large all-inclusive manual would be too unwieldy and take too long to download, we provide smaller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

### Guides

Our guides, which include an [Overview Guide](#) and various other guides, focus on specific areas or tasks in sfPMS. Often, one Focus Guide will refer you to a second Focus Guide when an overlapping section is described in more detail in the second guide. By reading the guides, you will get a good understanding of the system in general and you will learn procedures for how to do many of the things that sfPMS allows you to do. We suggest you read the [Overview Guide](#) first, followed by other Focus Guides as needed.

#### To access the guides:

1. Log in to sfPMS.
2. Click **Help** at the top of the Spitfire Dashboard:

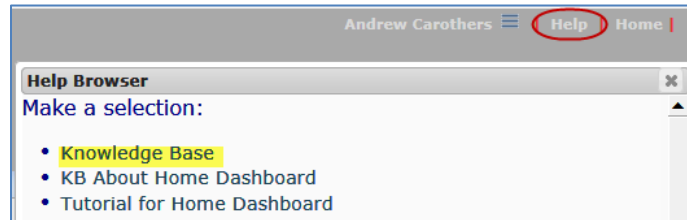


3. Select either **Overview Guide** or one of the choices under **Focus Guides**:

The guide will appear as a PDF file.

## The Knowledge Base

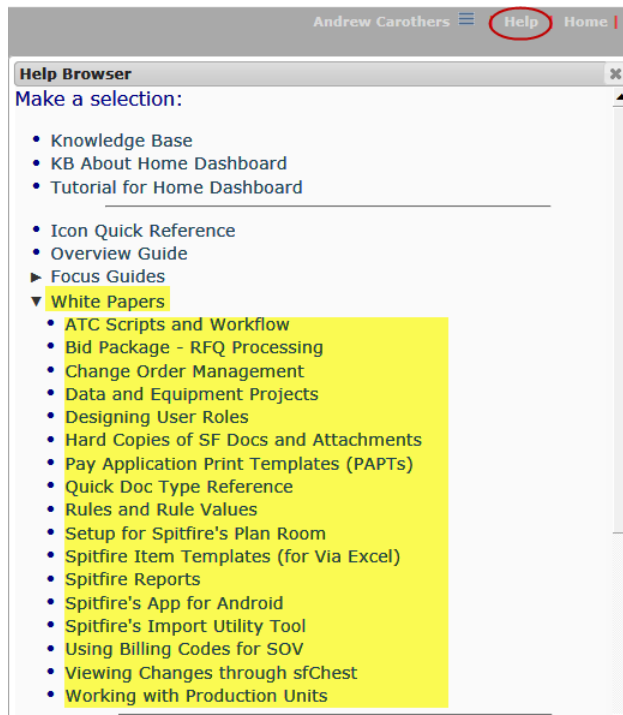
The Knowledgebase contains articles, in a question-and-answer format, that cover either more specific or more technical information about sfPMS. The Knowledgebase is accessed through the same Help menu as the guides:



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

## White Papers

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



# Overview

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

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

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

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

**Note:** Chapters, sections and information that are new or changed from the V4.5 documentation appear in **green**. Also, icons are shown in size 16 only; larger sized icons are similar but not exactly the same.

# How SOV Works

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

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

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

For more information about PAPT's, see the technical white paper [Pay Application Print Templates \(PAPT's\)](#).

The screenshot displays three overlapping windows from the Spitfire Project Management System V4.6:

- Pay Application - In Process:** Shows document details for 'Pay Application 0002' with Doc# 0002 and Invoice# 000707. The project is 'Northern Lights Office Bldg'.
- sfSOVBilling1 - Microsoft Excel:** Displays a spreadsheet with columns for Item No., Control No., Description, Subtotal Criteria, Revenue Cost Code, GL Account Number, Scheduled Value, Previous Applications, Prior % Billed, Work Completed, Stored Material, and To Date %.
- Application and Certification for Payment:** A printed form for 'SPITFIRE APPLICATION AND CERTIFICATION FOR PAYMENT'. It includes project information (Northern Lights Plaza, GC003), contractor details (Spitfire Construction), and a payment summary table.

Line Item	Description	Amount
1	ORIGINAL CONTRACT SUM	\$750,000.00
2	Net Change By Change Orders	
3	CONTRACT SUM TO DATE (LINE 1+2)	\$750,000.00
4	TOTAL COMPLETE & STORED TO DATE (Column G on G703)	\$2,000.00
5	RETAINAGE	\$250.00
6	TOTAL EARNED LESS RETAINAGE (LINE 4 LESS LINE 5 TOTAL)	\$250.00
7	LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$250.00
8	CURRENT PAYMENT DUE	\$2,470.00
9	BALANCE TO FINISH INCLUDING RETAINAGE (LINE 3 LESS LINE 6)	\$747,530.00

## Where SOV Info Comes From

### TIP

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

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

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

Some of the information contained in the SOV workbook comes from the Project Setup document and some comes from the Pay Application document. The SOV item rows themselves can come from the Project Setup or Pay Application, or more commonly, from an outside workbook through [the Copy-In option](#) (explained on page 38). You can also add SOV row data to the Application worksheet directly. Throughout the project, rows can also be added through Pay Requests, Change Orders and Commitments.

## SOV Application Worksheet

Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Revenue Cost Code	GL Account Number	Scheduled Value	Previous Applications	Prior % Billed	Work Completed	Stored Material
5	000200	Contract		00000	REVENUE	\$1,000,000.00	\$0.00	0%	\$0.00	\$0.00
6	000300	General Conditions		00000	REVENUE	\$125,000.00	\$0.00	0%	\$0.00	\$0.00
7	000400	Site Work		00000	REVENUE	\$54,000.00	\$0.00	0%	\$0.00	\$0.00
8	000500	Concrete		00000	REVENUE	\$35,000.00	\$0.00	0%	\$0.00	\$0.00
9	000600	Masonry		00000	REVENUE	\$40,000.00	\$0.00	0%	\$0.00	\$0.00
10	000700	Metal		00000	REVENUE	\$35,000.00	\$0.00	0%	\$0.00	\$0.00
11	000800	Wood & Plastics		00000	REVENUE	\$150,000.00	\$0.00	0%	\$0.00	\$0.00
12	000900	Thermal & Moisture Protection		00000	REVENUE	\$75,000.00	\$0.00	0%	\$0.00	\$0.00
13	001000	Doors & Windows		00000	REVENUE	\$70,000.00	\$0.00	0%	\$0.00	\$0.00
14	001100	Finishes		00000	REVENUE	\$85,000.00	\$0.00	0%	\$0.00	\$0.00
15	001200	Window Treatments		00000	REVENUE	\$30,000.00	\$0.00	0%	\$0.00	\$0.00
16	001300	Security Systems		00000	REVENUE	\$20,000.00	\$0.00	0%	\$0.00	\$0.00
17	001400	Scaffolding		00000	REVENUE	\$20,000.00	\$0.00	0%	\$0.00	\$0.00
18	001500	Mechanical		00000	REVENUE	\$55,000.00	\$0.00	0%	\$0.00	\$0.00
19	001600	Electrical		00000	REVENUE	\$50,000.00	\$0.00	0%	\$0.00	\$0.00
Add. Double click on this row										
Original Contract Amount						\$1,844,000.00	\$0.00	0.00%	\$0.00	\$0.00
Distributed COs Amount						\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Current Contract Total						\$1,844,000.00	\$0.00	0.00%	\$0.00	\$0.00
New COs Line Amount						\$0.00	\$0.00	0.00%	\$0.00	\$0.00
CO Total						\$0.00	\$0.00	0.00%	\$0.00	\$0.00
Current SOV Total						\$1,844,000.00	\$0.00	0.00%	\$0.00	\$0.00
This Application Retention										
Current Payment Due										
8.8000%						\$162,272.00	\$0.00			\$0.00
Project Total with Tax						\$2,006,272.00	\$0.00			\$0.00
									Tax Basis	\$0.00
									Project Total Less Retention Plus Tax	

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

### SOV Item Rows

The initial rows on your SOV workbook can be entered manually or through [the Copy-In option](#) (explained on page 38).

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

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

### Tax and Retention Information

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

**TIP**

If your documents do not show the Tax ID and Tax Rate fields, and you want them to, have your System Administrator use the UI Configuration tool to make these fields visible. See the [Focus on System Administration](#) guide for more information about configuration.

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

If information is entered in both documents and there is a discrepancy between the two, you will be prompted to choose which information you want on the SOV workbook when you [first create the SOV workbook](#) (see page 25).

## SOV Project Summary

The Project Summary form is accessed from the SOV workbook:

The screenshot shows the 'Project Summary' form with the following data:

Summary ~ APPLICATION FOR PAYMENT ~ With Sales Tax View ~	
Project:	Northern Lights Office Building
Project No:	GC504
1000 Electric Lane	
Portland	OR 97212
Doc. Desc:	Pay Application: Northern Lights Office Buildii
Application No:	0001
Invoice No:	
App. Date:	3/23/2016
From:	3/23/2016
Contract Date:	3/23/2016
To:	4/1/2016
Contract For:	
Bill:	Elizabeth Keyser-Rubble
Submitted To:	Northern Lights
1234 River Gorge	
Roseburg	OR 97470
From:	Spitfire Construction
80 Busines Park DriveSTE 104	
Armonk	NY 10504-2222
Architect:	
Architects No:	
Current Contract Total: \$1,844,000.00	
New COs Line Amount: \$0.00	
Current SOV Total: \$1,844,000.00	
Total Completed and Stored: \$0.00	
Retention on Work: \$0.00	
Retention on Material: \$0.00	
Total Retention: \$0.00	
Total Earned Less Retention: \$0.00	
Less Previous Applications: \$0.00	
Current Payment Due: \$0.00	
Balance to Finish with Ret.: \$1,844,000.00	
Amounts with Tax: \$2,006,272.00	
Taxed Now: \$0.00	
Taxed Now: \$0.00	
Taxed Now: \$2,006,272.00	

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

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

Project:	Northern Lights Office Building		
Project No:	GC504		
	1000 Electric Lane		
	Portland OR 97212		
Doc. Desc:	Pay Application: Northern Lights Office Buildi		
Application No:	0001	Invoice No:	
App. Date:	3/23/2016	From:	3/23/2016
Contract Date:	3/23/2016	To:	4/1/2016
Contract For:			
Bill:	Elizabeth Keyser-Rubble		

comes from...

Project Setup-Committed

Northern Lights Office Building

DOCUMENT HEADER

CONTRACT NO. [ ]

PROJECT GC-504 Northern Lights Office Building

DESCRIPTION Northern Lights Office Building

CUSTOMER Northern Lights

STATUS Committed

EXECUTED 03/23/2016

DATE 03/23/2016

Details Scope Addr Dates Items Incl/Ex

TYPE General Contractor

CONTRACT TYPE Cost Plus to Rev

PROJECT REFERENCE N/A

CONTRACT FOR [ ]

Project Setup-Committed

Northern Lights Office Building

DOCUMENT HEADER

Details Scope Addr Dates Items Inc

TYPE Site

CONTACT [ ]

COMPANY [ ]

ADDRESS 1000 Electric Lane

Portland , OR 97212

Pay Application- In Process

Pay Application: Northern Lights Office Building

DOCUMENT HEADER

DOC# 0001 INVOICE# [ ]

PROJECT GC-504 Northern Lights Office Building

DESCRIPTION Pay Application: Northern Lights Office Building

RESPONSIBLE Elizabeth Keyser-Rubble

STATUS In Process

DATE 03/23/2016

Details Notes Addr Dates

Description	Start	Finish	Note
Application Period	03/23/2016	04/01/2016	

Likewise,

Submitted To:	Northern Lights
	1234 River Gorge
	Roseburg OR 97470
From:	Spitfire Construction
	80 Busines Park DriveSTE 104
	Armonk NY 10504-2222
Architect:	York Architects, Inc.
Architects No:	AR-1475
	555 Madison Ave.
	New York NY 10012

comes from...

Project Setup-Committed

Northern Lights Office Building

DOCUMENT HEADER

Details Scope Addr Dates Items Incl/Ex

TYPE **To**

To

COMPANY Northern Lights

ADDRESS 1234 River Gorge

Roseburg , OR 97470

Project Setup-Committed

Northern Lights Office Building

DOCUMENT HEADER

Details Scope Addr Dates Items Incl/Ex

TYPE **From/Author**

FROM Chris Demo

COMPANY Spitfire Construction

ADDRESS 80 Busines Park Drive

STE 104

Armonk , NY 10504-2222

Pay Application-In Process

Pay Application: Northern Lights Office Building

DOCUMENT HEADER

Details Notes Addr Dates

TAX ID WA1726 Seattle

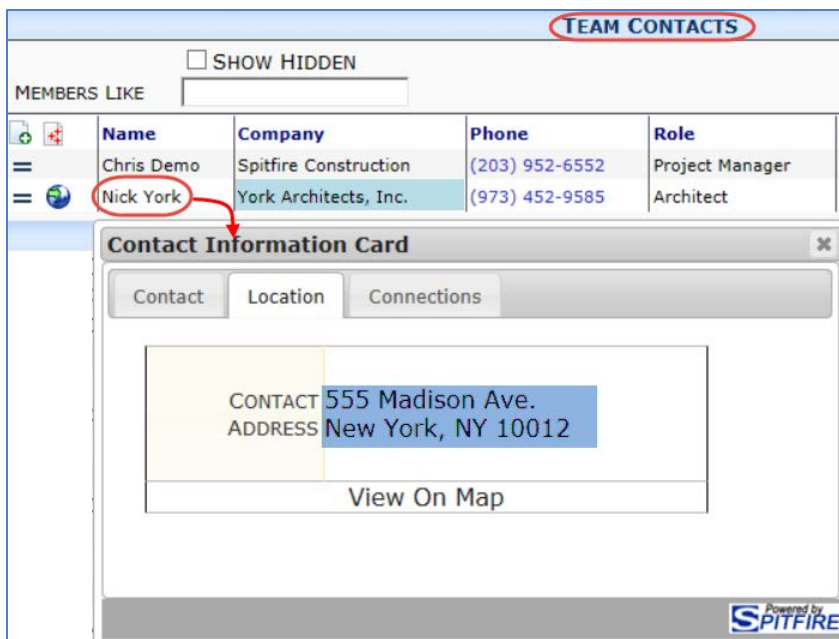
TAX RATE 8.800000

ARCH PROJECT AR-1475

and...

### Architect Information

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



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

**To add an Architect to a Project’s Contact list:**

1. On the Project Dashboard, check the **Show Hidden** checkbox.



2. Look through the Contact list by role. It is possible that the Architect for this project is there but currently hidden (i.e., has the Show checkbox unchecked). If that is the case, click the **Show** check box on the Architect’s row. Hidden architects do not show up on the Project Summary form.
3. Otherwise, to add an Architect, click
4. In the **Name** field, either type the beginning of the name, then select the name from the auto-complete choices or click to look up and select the Architect for the project. **Note:** if the person you want is not on the list, see the System Administrator or Manager, who will need to add this person’s Contact information.
5. Click on the **Role** field to look up and select **Architect** as the role for this person. **Note:** if Architect is not an available choice, see the System Administrator or Manager, who will need to assign this role to this person.
6. Click to accept your information. It is saved automatically.

**TIP**  
For more information about Contacts, see the [Focus on Contacts](#) guide.

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

# Pay Application Document

**TIP**

For more information on routing, see the [Focus on Routes](#) guide.

For general information on documents, see the [Focus on Document and Item Basics](#) guide.

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

The screenshot shows a 'Pay Application: Northern Lights Office Building' document in 'In Process' status. The interface includes a 'DOCUMENT HEADER' section with fields for Doc#, Invoice#, Project, Description, Responsible, Status, and Date. Below this is a 'Details' section with tabs for 'Notes', 'Addr', and 'Dates'. The 'Details' section contains fields for Tax ID, Tax Rate, and Arch Project, followed by a summary table of financial amounts. At the bottom, there are 'Attachments' and 'Route Detail' sections. A table in the 'Route Detail' section shows a routing step by 'Chris Demo (Project Manager)' with a 'Pending' status. Callouts point to a status dropdown, a green 'X' icon, a tax ID field, a routing button, and the routing table.

Track status and Approve.

Override the Project Setup's Tax ID, Tax Rate

Click to open the SOV workbook.

Route for input and Approval.

Attach supporting files.

GROSS AMOUNT	\$0.00
LESS RETENTION	\$0.00
NET DUE	\$0.00
PLUS TAXES	\$0.00

Seq	To	Status	Ins	Rsp	Notes	Due
1	Chris Demo (Project Manager)	Pending				Due: Today 09:12 Viewed: Today 09:12

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

## Creating Pay Applications

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

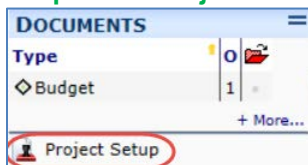
### Prerequisite

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

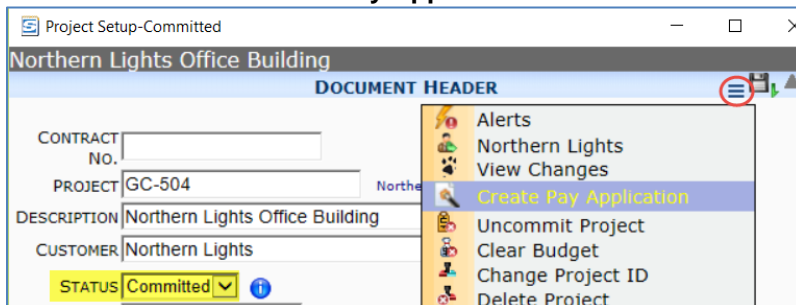
### Initial Pay Application

To create the initial Pay Application:

1. At the Project Dashboard, click  under the Document menu to open the Project Setup document.



2. On the Project Setup, click  to access the Document Options menu and select  **Create Pay Application:**



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

The Pay Application document will open.

3. (optional) Enter a different **Description** for the Pay Application.
4. Look up or enter someone as the **Responsible** (a.k.a. Biller) person.

5. On the Dates tab of the Pay Application document, fill out Application dates:

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6. (optional) Add other information to your document as needed (see page 9).
7. Click to save the Pay Application.
8. Click to open the [SOV workbook](#) (described on page 25).
9. (optional) Add SOV rows to the workbook through the [Copy-In option](#) (described on page 38).
10. Edit and save, close and reopen the SOV workbook as needed.
11. Save, close and reopen the Pay Application document and change its status as needed throughout its draft to invoiced process (see the next section).
12. When appropriate, reopen the SOV workbook and use the [SOV Print Form](#) to print the PAPT output for distribution to the client (see page 72).
13. When you are ready to invoice, change the status to **Invoiced**.
- o If you are not integrated with an accounting system, type a number in the **Invoice #** field then save ().
  - o If you are integrated with an accounting system, save after changing the status. An invoice number from the accounting system will appear in the **Invoice #** field.

**Note:** you can also change the status to **Invoice** and [acquire or assign the Invoice number](#) from within the SOV workbook. (See page 76.)

## SOV Document Status

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

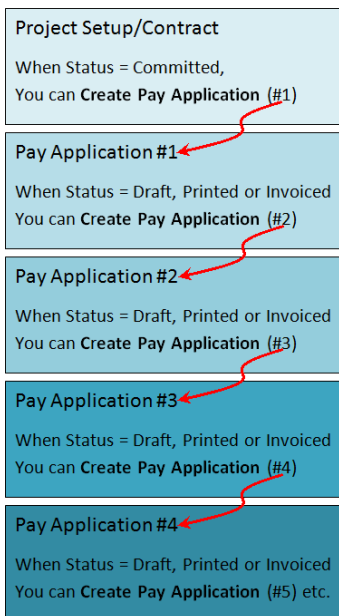
<b>Status</b>	<b>Purpose</b>
In Process	You can edit the Pay Application document and the SOV workbook.
Draft / Printed	You can edit the Pay Application document but the <b>SOV workbook is in read-only</b> mode for reviews. The data in the SOV workbook will be in the exact state as when last saved. You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

When the SOV workbook is read-only, a red asterisk appears next to the App. No.:

	A	B	C
1	© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.		
2	<b>Project No. GC-003</b>		
3	<b>App. No. 0001 *</b>		


**Note:** Since **In Process** is the only status that allows you to make changes to the SOV workbook, make sure the Pay Application document status is **In Process** if you need to make a change in the corresponding SOV workbook.

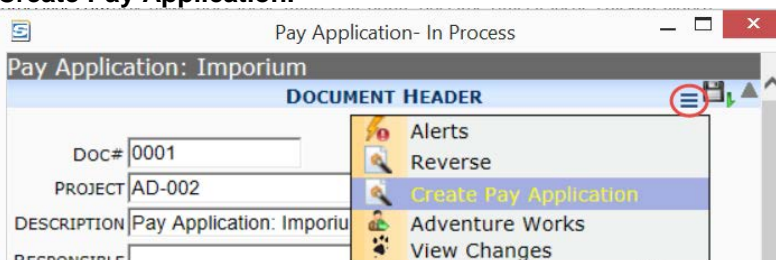
## Creating Subsequent Pay Applications



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

### To create subsequent Pay Applications:

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



The new Pay Application document window will appear.

5. Edit the document and [access the SOV workbook](#) as described on page 25. On the SOV workbook, the **Previous Application** column will contain the sum of the previous applications. The **Work Completed, Stored Materials, and To Date %** columns are ready for your input. **Note:** if the sum of the Previous Application and the current Application amounts exceed the Scheduled Value amount, the background color of the affected cells will change.
6. Change the status of the Pay Application document as appropriate. Once the status is **Draft, Printed or Invoiced**, you can create the next Pay Application.
7. Click (📁) to save the Pay Application.

### Tip

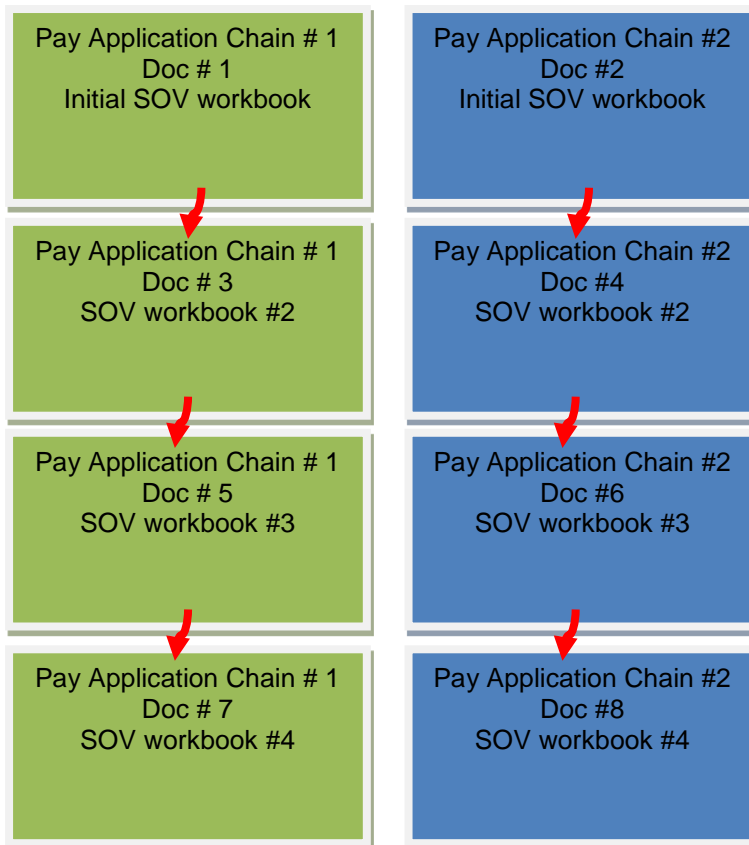
The **Unit** column will also appear if your SOV workbook has been configured to include units, through the [Setup worksheet](#) (see page 31)

## Creating Multiple Chains of Pay Applications

### TIP

The [SOVConfig](#) | [SOVPlural](#) rule must be checked (on) in order for multiple Pay Application chains to be allowed. See the [Focus on System Administration](#) guide, [KBA-01369](#), or your System Administrator for more information.

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



To create multiple chains, [create an Initial Pay Application](#) document (as described on page 16), link the Pay Application document to itself, and [access the SOV workbook](#) for that Pay Application (as described on page 25) then, before using the SOV workbook, create the next Initial Pay Application by going back to the Project Setup document and repeating those steps. Keep in mind the following:

### TIP

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

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

- You can start with blank or one-line SOVs and then use the [Copy-In option](#) (see page 38) to add rows to each initial SOV.
- If your SOV lines come from the same source, remember that you can change and delete them once the items are on the Application worksheet. For example, you may want to delete different lines on each chain:

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

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

Initial SOV for chain #1

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

Initial SOV for chain #2

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

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

	A	B	H	I	L
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.				
2	<b>Item No.</b>	<b>Description</b>	<b>Revenue Cost</b>	<b>Account Category</b>	<b>Scheduled Value</b>
3					
4	000100	Engineering	00000	UNBILLED	\$3,000.00
5	000200	Coordination	00000	UNBILLED	\$5,000.00
6	000300	Demolition	00000	UNBILLED	\$2,500.00
7	000400	Roofing	00000	UNBILLED	\$12,000.00
9	Add: Double click on this row				
10					

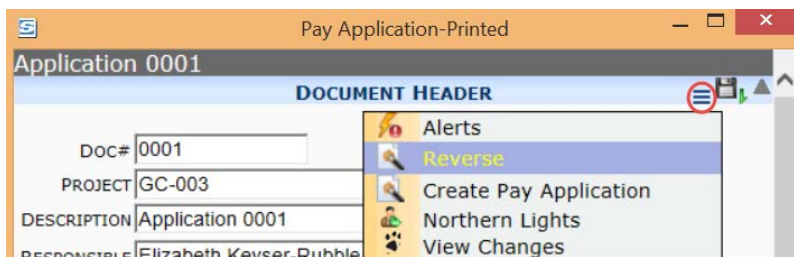
Initial SOV for chain #1

	A	B	H	I	L
1	© Copyright 2007 Spitfire Management, LLC. All Rights Reserved.				
2	<b>Item No.</b>	<b>Description</b>	<b>Revenue Cost</b>	<b>Account Category</b>	<b>Scheduled Value</b>
3					
4	100100	Engineering	00000	UNBILLED	\$2,000.00
5	100200	Coordination	00000	UNBILLED	\$2,000.00
6	100300	Demolition	00000	UNBILLED	\$1,500.00
7	100400	Roofing	00000	UNBILLED	\$9,000.00
9	Add: Double click on this row				
10					

Initial SOV for chain #2

## Pay Application Reversals if Integrated

If your site is integrated with an accounting system, when you [invoice the Pay Application](#) (as described on pages 17 and 76), that Pay Application invoice is entered into that accounting system. When you post the invoice in the accounting system, Spitfire records this information and offers a Reverse option on the Pay Application's Options menu:



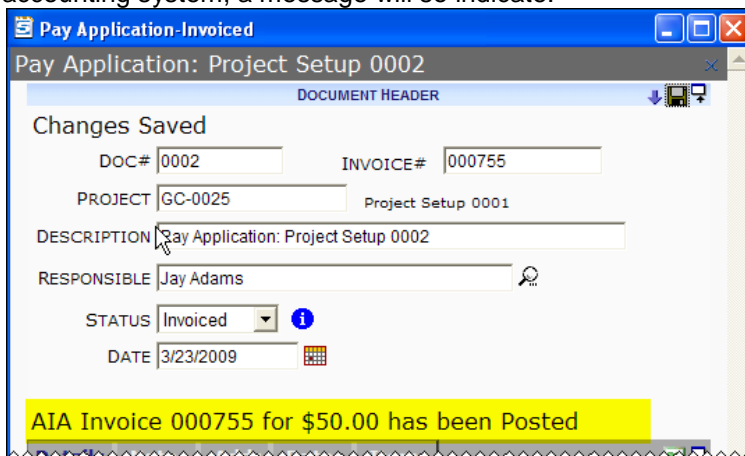
If you need to reverse an invoiced Pay Application, you should use the Reverse option on your Pay Application instead of reversing the invoice from within your accounting system.



### WARNING

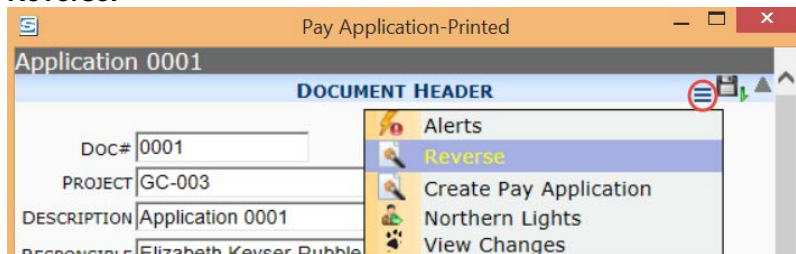
If you reverse the invoice from within your integrated accounting system, the link with Spitfire will be broken and, therefore, Spitfire will no longer be able to accurately reflect the Pay Application information.

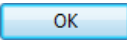
### To reverse an invoiced Pay Application:

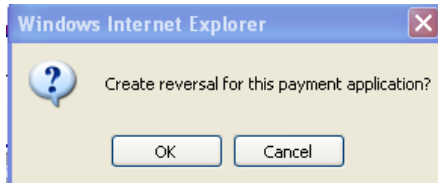
1. Open the Pay Application.  
**Note:** this Pay Application must have a status of **Invoiced** and already be posted in your integrated accounting system.
2. Save (📄) the document. If the invoice has been posted in your accounting system, a message will so indicate:



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



- Click  at the confirmation prompt that appears:



- Save the document again. The document status will revert to **In Process**, although the invoice number will remain. In addition, the reversal invoice will be entered into the accounting system.
- Go to your accounting system and post the reversal invoice. You will notice that the reversal invoice has its own Invoice ID number.

# SOV Workbook

## Accessing the SOV Workbook

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

### To create an SOV workbook:

1. At a Pay Application document, click :

#### TIP

See page 16 for [how to create](#) the Pay Application document.

#### TIP

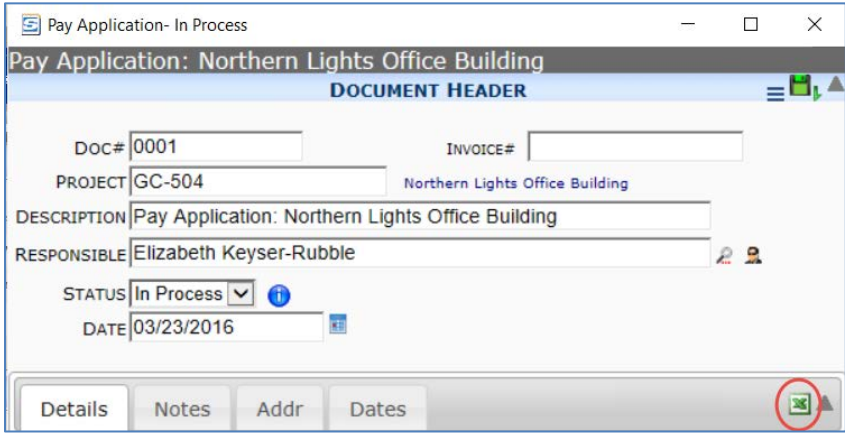
The Tax ID and Tax Rate fields, like most fields, are configurable. They may not appear on your document. See your System Administrator if you feel that fields are not as they should be.

#### TIP

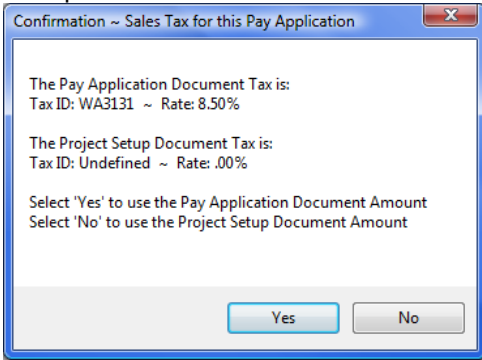
The tax rate is also compared to the tax rate in the Tax Tables in Microsoft Dynamics SL. If there is a discrepancy (because the Tax Table has changed its rates), you'll be prompted to select which rate you want to use.

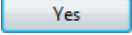
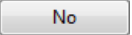
#### TIP

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

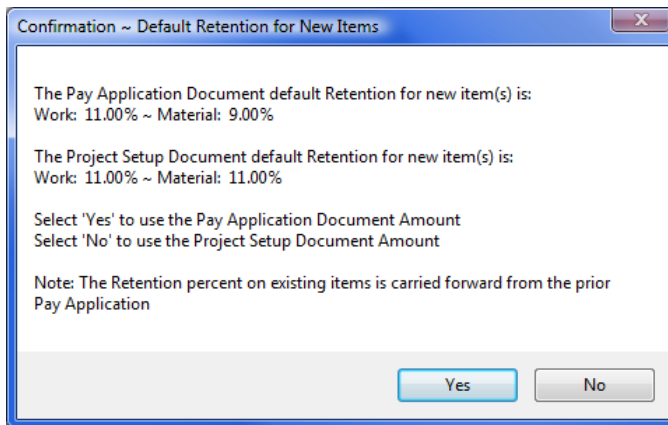


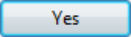
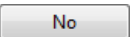
2. (If you are dealing with sales tax) If there is a discrepancy between indicated sales tax rate on the Project Setup document and the Pay Application, a confirmation box will appear, for example:



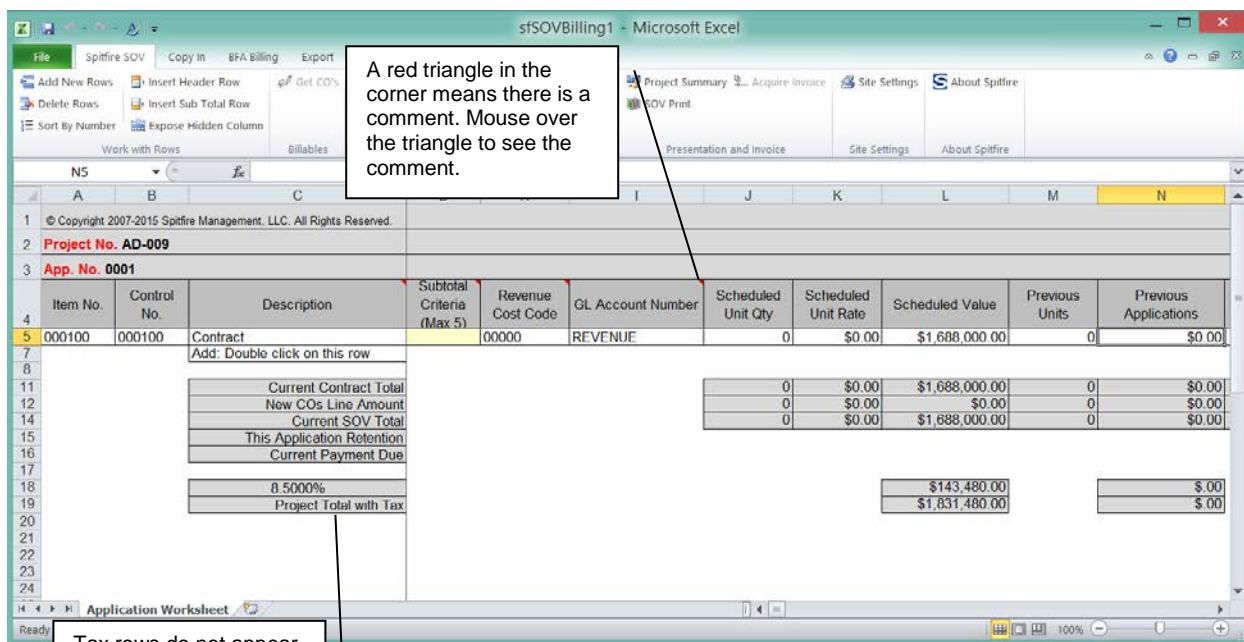
- If you want to use the information from the Pay Application, click .
- If you want to use information from the Project Setup, click .

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



- o If you want to use the information from the Pay Application, click .
- o If you want to use information from the Project Setup/Contract, click .

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



**Note:** Once the Project Setup's Items are exported to the initial SOV workbook, the link between items is severed. You can add and delete SOV rows without changing the Project Setup. You can also use the [Copy In option](#) (see page 38) to add to the rows in the SOV.

Because the SOV Items can later be updated by Change Orders, the SOV workbook includes a **Get COs** option that allows you to import the project's [Change Orders](#) to the SOV (see page 64). The SOV workbook can also include a [Get Current Commitments](#) option that allows you to [build SOV items from Commitments](#) (see page 44).

## Parts of the SOV Workbook

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

- [The Application worksheet](#) (described on page 49) is where you enter information for your payment application. All your current SOV Items appear here.
- [The Copy In worksheet](#) (see page 38) allows you to append SOV Items, along with header and subtotal rows, to the end of your current SOV Items. The Copy In worksheet becomes visible when you select the **Show Worksheet** option from the Copy In ribbon.
- [The Billings worksheet](#) (see page 46) allows you to build your SOV rows from the budget through billing codes.
- The **Project Details** worksheet holds global information about the project that is passed to the Application worksheet during opening. It is normally hidden but can be exported to a blank workbook. Contents of this worksheet are used by the PAPT for print output purposes.
- [The Setup worksheet](#) (see page 31) is where you indicate the placement of data and the control of the print behavior in the PAPT. The Setup worksheet becomes visible when you select the **Save Site Settings** option from the Spitfire SOV ribbon.
- The **App Detail** worksheet contains the format for the PAPT for use in creating your print output. It is normally hidden but can be exported to a blank workbook.
- The **sfData** worksheet manages data coming from and going to SQL tables. It is normally hidden and does not require user input.
- The **Setup** worksheet is a blank worksheet used during the opening process.

The SOV workbook uses a form:

- [The Project Summary/SOV Print form](#) (see pages 70 and 72) summarizes your payment application and allows you to print.

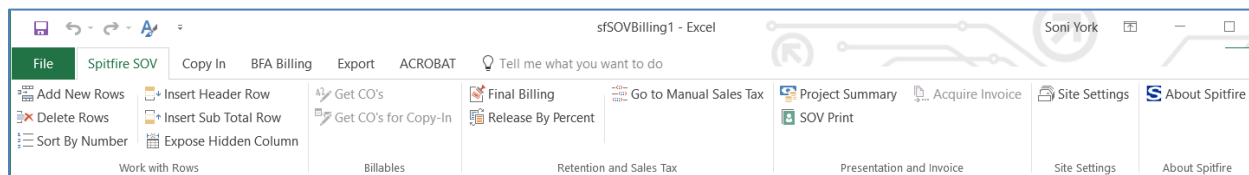
In addition, a Spitfire Menu provides options for the SOV workbook.

### TIP

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

## Spitfire SOV Ribbon

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

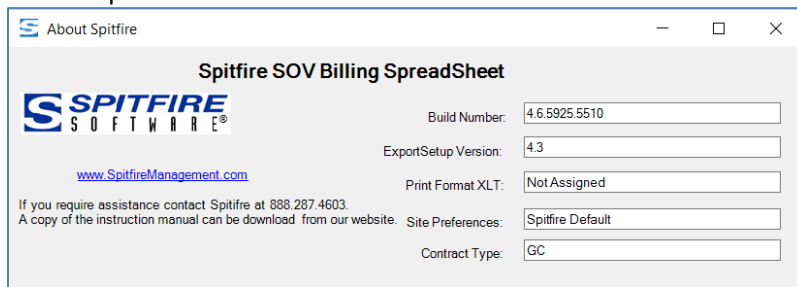


- [Add New Rows](#) (page 57)
- [Delete Rows](#) (page 57)
- [Sort by Number](#) (page 58)
- [Insert Header Row](#) (page 58)
- [Insert Sub Total Row](#) (page 59)
- [Expose Hidden Column](#) (page 51)
- [Get COs](#) (page 64)  
**Note:** this option appears only if there are posted Change Orders.
- [Get CO's for Copy-In](#) (page 66)—the same as Get CO's but data is placed in the Copy-In worksheet.  
**Note:** this option appears only if there are posted Change Orders.
- [Get Approved Pay Requests](#) (page 69)  
**Note:** this option appears only if the [SOVConfig | BFCL-Enabled](#) rule is on and there are approved Pay Requests.
- [Final Billing](#) (page 79)
- [Release By Percent](#) (see page 63)
- [Go to Manual/Automatic Sales Tax](#) (see page 61)  
**Note:** this option appears only if the project has tax information.
- [Project Summary](#) (page 70)
- [SOV Print](#) (page 72)
- [Assign Invoice](#) (see page 76)
- [Site Settings/Save Site Settings](#) (see page 31)  
**Note:** this option appears only if you have system administration rights.

### TIP

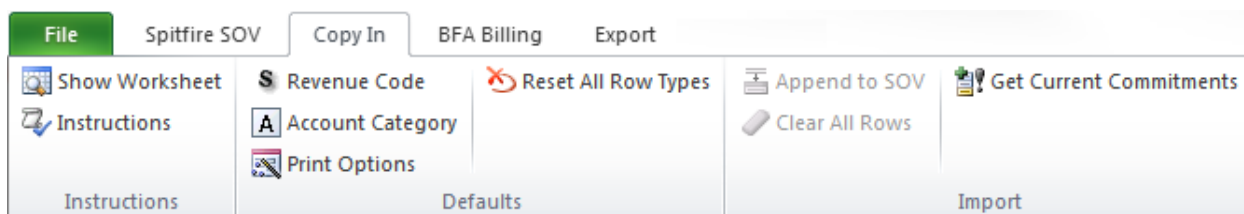
For more information about the SOVConfig rule group, see [KBA-01369](#).

- **About Spitfire**—information about the current version of SOV, for example:



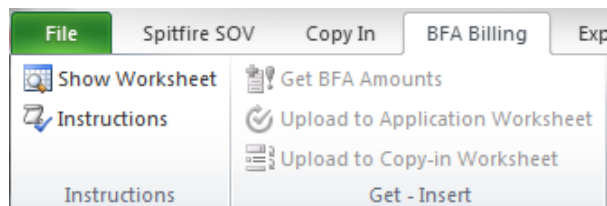
## Copy In Ribbon

The Copy In ribbon contains Copy In-related options.



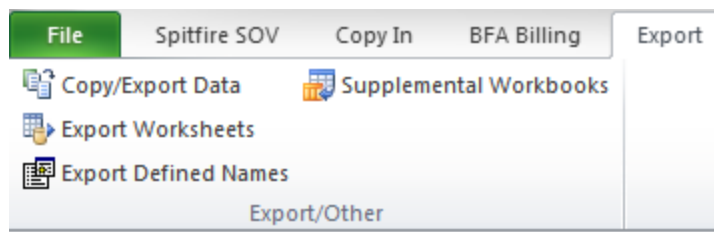
- [Show Worksheet](#) (see page 39)
- **Instructions**—displays information on how to use the Copy In worksheet
- [Revenue Code](#) (see page 39)
- [Account Category](#) (see page 40)
- [Print Options](#) (see page 41)
- **Reset All Row Types**—resets all rows to SOV type
- [Append to SOV](#) (see page 41)
- **Clear All Rows**—clears the Copy-In worksheet
- [Get Current Commitments](#) (see page 44)  
**Note:** this option appears only if the [SOVConfig | BFCL-Enabled](#) rule is on.

## BFA Billing Ribbon



- [Show Worksheet](#) (see page 46)
- **Instructions**—displays information on how to use the Billings worksheet.
- [Get BFA Amounts](#) (see page 46)
- [Upload to Application Worksheet](#) (see page 48)
- [Upload to Copy-in Worksheet](#) (see page 47)

## Export Ribbon



- [Copy/Export Data](#) (page 82)
- **Export Worksheets** (see the technical white paper [Pay Application Print Templates \(PAPTs\)](#))
- **Export Defined Names** (see the technical white paper [Pay Application Print Templates \(PAPTs\)](#))
- [Supplemental Workbooks](#) (page 83)

# Setup

## TIP

For more information about the Template tool, see the [Focus on the Manage Dashboard](#) guide.

You set your SOV workbook preferences on the Setup worksheet.

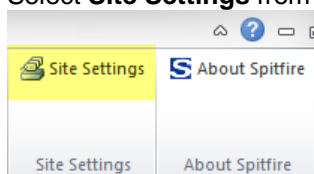
The primary function of the Setup worksheet is to configure the Application worksheet of the SOV workbook to present the available data according to your preferences. Once you make your changes to the Setup worksheet, use the **Save Settings** option to save the worksheet, then upload the **sfSOVSetupPreferences.xml**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

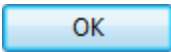
## Changing Site Settings

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

### To open the Setup worksheet for site settings:

1. [Open the SOV workbook](#) from a Pay Application document (see page 25).
2. Select **Site Settings** from the Spitfire SOV ribbon:



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

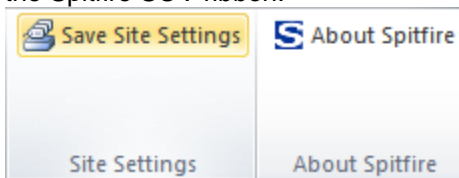
	A	B	C	D	E	F	G	H	I	J	K	L	M
	Title	Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Type	First Bill Date	CO No.	Billing Code	Revenue Cost Code	GL Account Number	Scheduled Unit Qty	Scheduled Unit Rate
10													
11	Location	1	2	3	4	0	6	7	8	9	10	11	12
12	Width	9	9	28	9	8	16	9	10	11	17	11	11
13	Format	Custom	Custom	Text	Text	Text	Date	Text	Text	Custom	Text	Units	Currency2
14	Alignment	LEFT	LEFT	LEFT	LEFT	LEFT	CENTER	LEFT	LEFT	LEFT	LEFT	RIGHT	RIGHT
15	Formula	ItemNo	ControlNo	Description	SortSet	RowType	FirstLogDate	PCONo	BillingCode	CostCode	AccountCatego	ScheduledUnits	ScheduledUnitRa
16													
17	Show Column												
19		Y	Y	Y	Y	N	Y	Y	N	Y	Y	N	N
21													
22													
23													
24													
25													
26	Top of Form Title	Row	Column	Count of columns	Label								
27		1	ItemNo	4	© Copyright 2007-2012 Spitfire Management, LLC. All Rights Reserved								
28		2	ItemNo	4	Project + Project ID								
29		2	ItemNo	4	Application # + Application Status								
30		2	CompletedAr	5	This Application								
31		2	entionWorkPer	2	Retention %								
32		0	0	0	Title6								
33		0	0	0	Title7								
34		0	0	0	Title8								
35		0	0	0	Title9								
36		0	0	0	Title10								
37		0	0	0	Title11								
38		0	0	0	Title12								
39													
40													
41	Bottom of Form	Recommended Column Headings			Your Column Headings								
42		Original Contract Amount			Original Contract Amount								
43		Distributed COs Amount			Distributed COs Amount								
44		Current Contract Total			Current Contract Total								
45		New COs Line Amount			New COs Line Amount								
46		CO Total			CO Total								

**Tip**

A little red triangle in the corner of a cell means there is a comment. Mouse over the triangle to read the comment.

**To make changes on the Setup worksheet:**

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



A confirmation box will appear.

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

## Column Headings/Title

4		Recommended Column Headings						
5								
6		Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Type	First Bill Date	
7								
8		Your Column Headings						
9		Row Detail						
10		Title	Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Type	First Bill Date

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

### To edit your column headings:

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

## Location

	A	B	C	D	E	F	G
10	Title	Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Type	First Bill Date
11	Location	1	2	3	4	0	6

### TIP

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

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

### To reorder the Application worksheet columns:

- Plan the order of the columns.
- On the Location row, delete the current numbers of those columns whose position will change.
- Type numbers (starting with 1 for the first column A) in the cells of those columns you want reordered.
 

**Note:** cells that are blank or have the number 0 will be considered inactive and not displayed.
- Review the Location row to see if you have more than one column with the same number. Columns will be sorted numerically left to right, so if you have two columns with the same number, the first one (the leftmost one) will appear before the other column. If this is not what you intend, change the numbering.

## Width

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

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

### To change the width of one or more columns:

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

## Format

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

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

### To select a format for a User Calc Field column:

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

User Defined Columns					
User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4	User Calc Field 5	
0	0	0	0	0	
16	16	16	16	16	
Currency2	Currency2	Currency2	Currency2	Currency2	
Text	RIGHT	RIGHT	RIGHT	RIGHT	
Currency	CalcField	serCalcField	serCalcField	serCalcField	
Currency2					
Units					
Units2					
Percentage	40	41	42	43	
Percentage2					
Date	N	N	N	N	

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

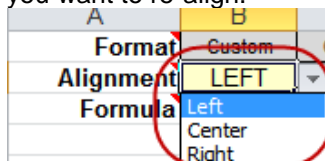
## Alignment

	A	B	C	D	E	F	G
13	Format	Custom	Custom	Text	Text	Text	Date
14	Alignment	LEFT	LEFT	LEFT	LEFT	LEFT	CENTER

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

### To change the alignment of one or more columns:

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



## Formula

	A	B	C	D	E	F	G
14	Alignment	Right	LEFT	LEFT	LEFT	LEFT	CENTER
15	Formula	ItemNo	ControlNo	Description	SortSet	RowType	FirstLogDate

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

### To indicate a formula for a User Calc Field column:

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

AL	AM	AN	AO	AP	AQ	AR
User Saved Text	User Saved Amount	User Calc Field 1	User Calc Field 2	User Calc Field 3	User Calc Field 4	User Calc Field 5
37	38	0	0	0	0	0
17	16	16	16	16	16	16
Text	Currency2	Currency2	Currency2	Currency2	Currency2	Currency2
LEFT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT	RIGHT
UserSaveText	UserSaveAmount	UserCalcField	UserCalcField	UserCalcField	UserCalcField	UserCalcField

Paste Name

Paste name

- AccountCategory
- Application\_Date
- Application\_No
- Architects\_No
- Balance\_to\_Finish\_with\_Retenition\_Spelled
- Balance\_to\_Finish\_with\_Retenition\_w\_tax\_Spelled
- BalanceToFinishAmount
- BillingActualToDate

OK Cancel

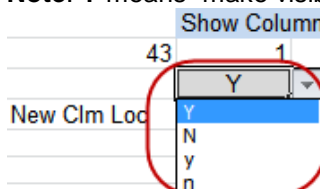
## Show Column

	A	B	C	D	E	F
16						
17		Show Column				
18	43	1	2	3	4	5
19		Y	Y	Y	Y	N

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

### To show or hide a column:

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



## Freeze Column Count

	A	B	C	D
22				
23		Freeze Column Count		3

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

### To change the number of columns to be frozen:

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

## Units Visible\*

### TIP

For a unit column to be displayed, it must have a Location greater than zero. Possible unit columns are Scheduled Unit Qty, Scheduled Unit Rate, Previous Units and Units.

	A	B	C	D
24			Units Visible	N
25				Y
26	Top of Form Tr	Row	Column	N
27			ItemNo	y
				n

This setting indicates if you want unit columns to be visible on the Application worksheet.

### To show or hide unit columns:

- Select Y or N from the drop-down. Y means “show unit columns” and N means “hide unit columns.”

## Top of Form Titles

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

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

### To change the Top of Form:

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

## Bottom of Form

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

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

### To change the bottom row headings:

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

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

# The Copy In Option

## TIP

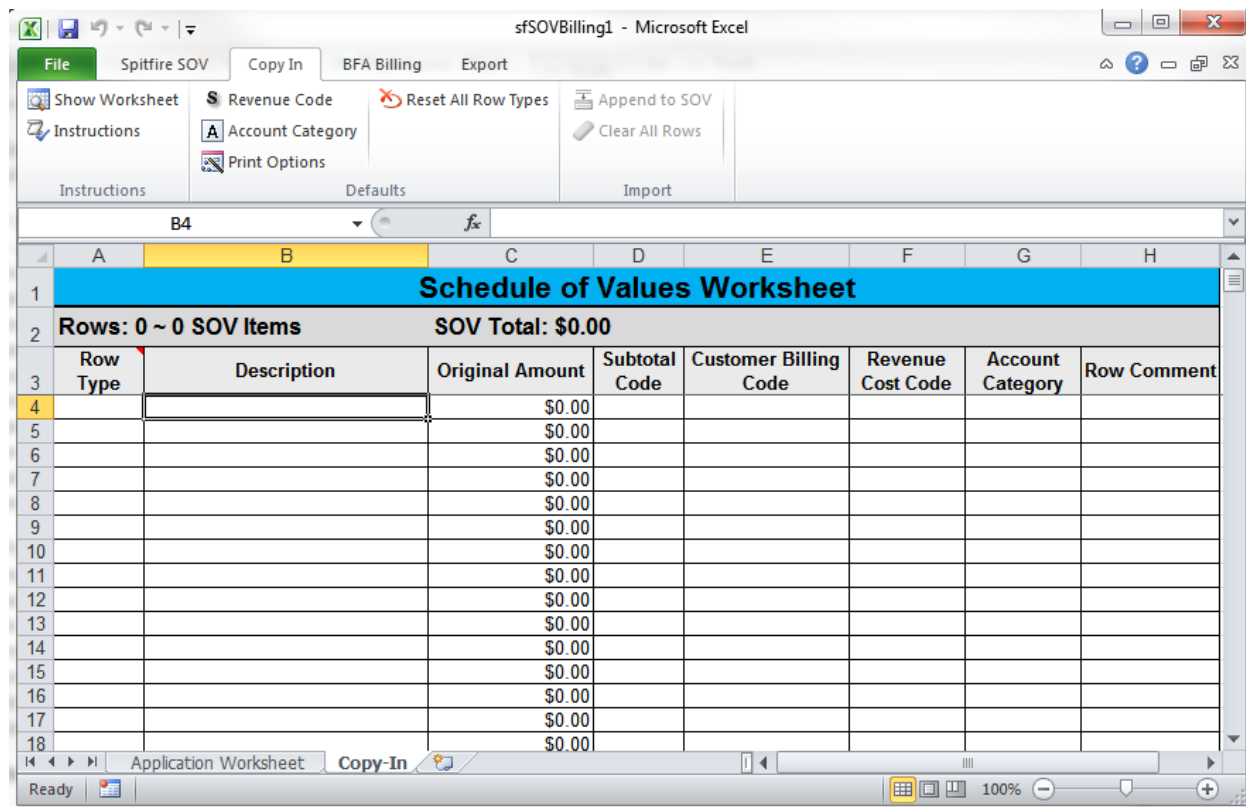
You (or your System Administrator) must set up the [ProjectConfig | AllowNoItems](#) rule if you want the Project Setup to contain no Items. See [KBA-01153](#).

If your Project Setup document has one or more Items, by default your initial SOV workbook is populated with those Items. You can also use the [Add New Rows](#) option (described on page 57) to add rows manually or use the Copy In option to input your SOV rows. The Copy In option appends to existing SOV rows.

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

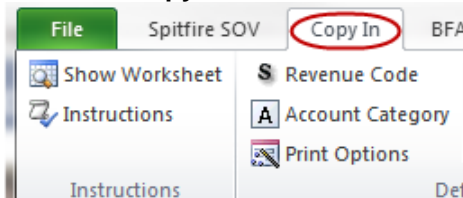
**Note:** because the Copy In option appends new rows to the end of any existing rows—and was designed to facilitate the input of many rows of data—you may find that the Add New Rows option is the better choice in some situations. Add New Rows adds rows one at a time, but allows you to add them throughout any existing rows. On the other hand, you can [reposition rows](#) brought in by the Copy In option by changing their Control numbers and sorting the rows (see page 58).

## Copy-In Worksheet

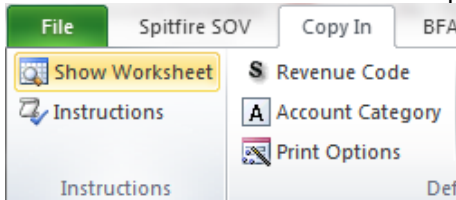


**To add or append SOV Items through the Copy-In Option:**

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

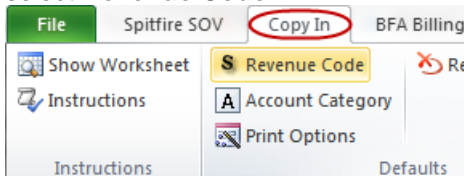


2. Select **Show Worksheet** from the Copy In ribbon:



The Copy In worksheet (shown on the previous page) will appear:

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



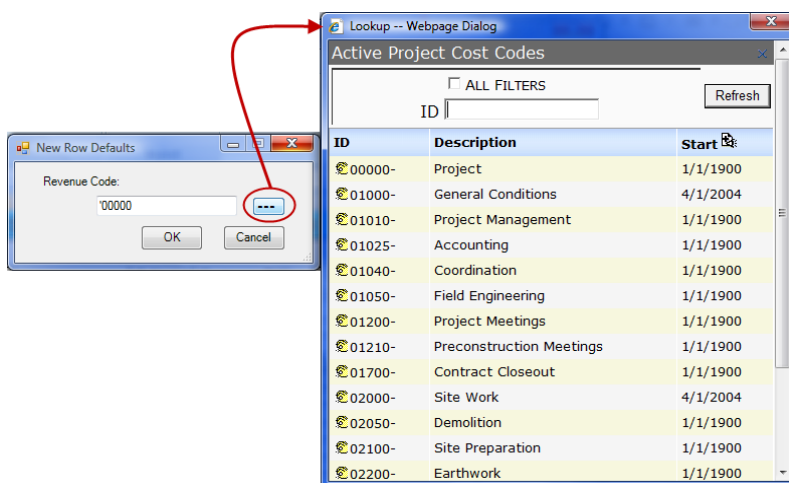
- o Browse for the Revenue Code at the New Row Default dialog box that appears then click :

**WARNING**

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

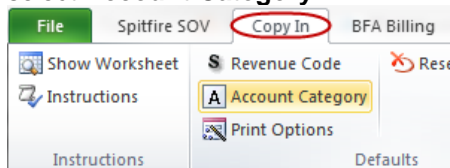
**TIP**

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

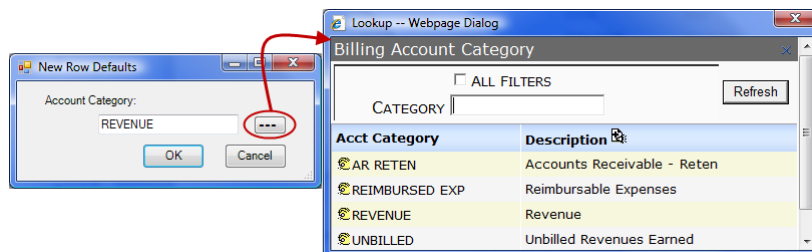


The selected code will appear on all the rows that you add to the Copy In worksheet, except on rows that already indicate a Revenue Code. Also, you will be able to manually override this Revenue Code for any rows necessary.

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

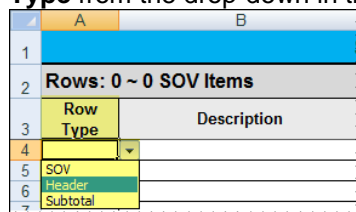


- o Browse for the Account Category at the New Row Default dialog box that appears then click .



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

5. Either type your SOV rows in the Copy In worksheet or copy them from another Microsoft Excel spreadsheet (or do both).
  - o Rows default to a type of **SOV**. If any row is a Header or Subtotal row ([explained on page 58](#)), select the **Row Type** from the drop-down in the first column:



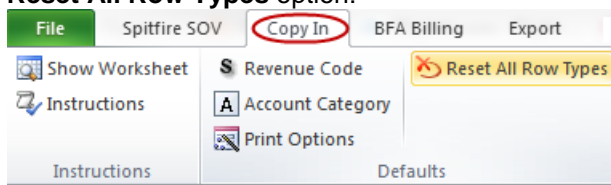
**Note:** you need not enter a subtotal amount on Subtotal rows because any amount will be disregarded during the import to the SOV workbook.

- o You should, however, enter a **Subtotal Code** for each row to be added into the subtotal and for the subtotal row itself. The Subtotal Code is any five-character combination, but must contain at least one alpha (letter) character. For example,

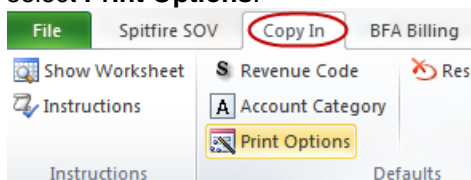
Row Type	Description	Original Amount	Subtotal Code
Header	Phase I	\$0.00	
SOV	Electrical labor	\$10,000.00	PH001
SOV	Electrial materials	\$15,000.00	PH001
Subtotal	Phase I	\$0.00	PH001

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

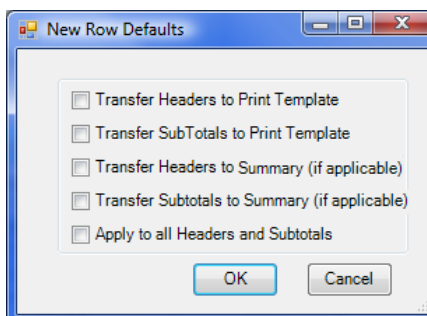
- o You can reset all rows to the SOV type by selecting the **Reset All Row Types** option:



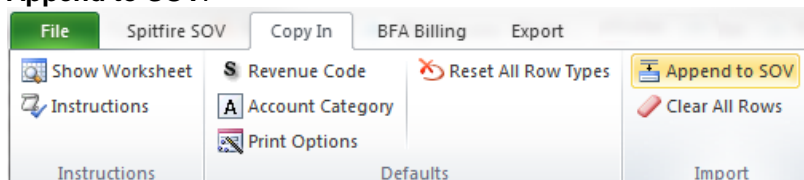
6. (optional) If your SOV rows will include Headers and Subtotals, select **Print Options**:



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



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



All your rows will appear on the Application worksheet, after any rows already there. If you added subtotal rows and did not indicate a Subtotal Code for them on the Copy In worksheet, you will need to set up criteria for them and all related rows on the Application worksheet. ([See page 59.](#))

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

Example 1

The image shows two overlapping Excel windows. The top window, titled 'sfSOVBilling1 - Microsoft Excel', displays a 'Schedule of Values Worksheet' for 'Project No. AD-004 Work Completed App. No. 0001'. The worksheet lists SOV items grouped by phase (Phase One, Phase Two, Phase Three) with columns for Row Type, Description, Original Amount, Subtotal Code, and Customer Billing Code. A 'Copy-In' button is highlighted in the bottom right of this window.

The bottom window, also titled 'sfSOVBilling1 - Microsoft Excel', shows the 'Application Worksheet' with columns for Item No., Control No., Description, Revenue Cost Code, Account Category, and Scheduled Value. The 'Application Worksheet' tab is highlighted, and a 'Copy-In' button is also visible.

A callout box on the right side of the image contains the following text:

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

Example 2

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

Current Contract Total: \$50,000  
New COs Line Amount:

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

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

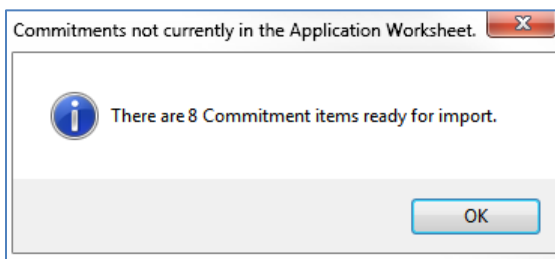
In this example, the SOV Application worksheet (the third in the project) has a number of SOV Items. Three more Items are added to the Copy In worksheet. These rows are appended to the Application workbook. Notice that they appear as the last item rows.

## Build From Commitment Feature

### Commitment Items

**Note:** If you want to create SOV lines from Commitment Items, the [SOVConfig | BFCL-Enabled](#) rule must be enabled. For other related BFCL rules, see [KBA-01369](#).

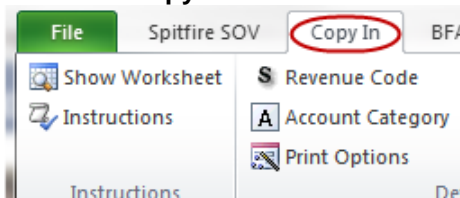
When you have approved Commitment Items on your project and you open the SOV workbook, a message will inform you of the Commitment Items, for example:



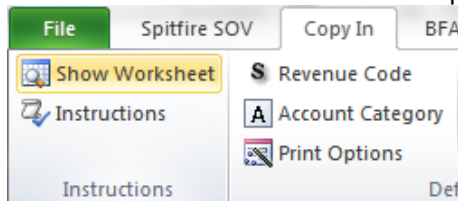
You can choose to create new SOV lines on the Application workbook from these approved Commitment Items.

#### To create SOV lines from Commitments:

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

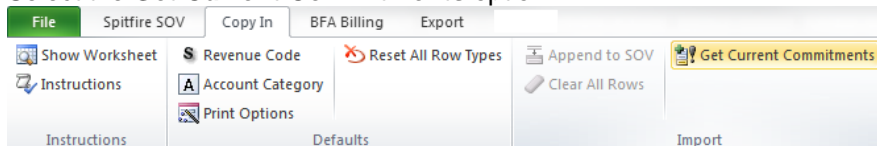


2. Select **Show Worksheet** from the Copy In ribbon:



The Copy In worksheet will appear.

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



The Copy In worksheet will populate with Commitment Item information:

#### TIP

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

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

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

# BFA Billing

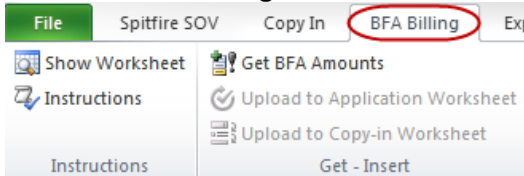
If you use billing codes in your budget and want to create your SOV from those billing codes, you can do so from the SOV workbook.

**TIP**

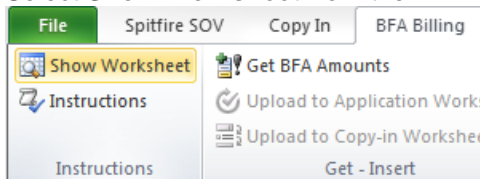
For more information about setting up your budget, see the [Focus on Budgets and Period Distribution](#) guide.

**To add SOV Items through the BFA Billing Option:**

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



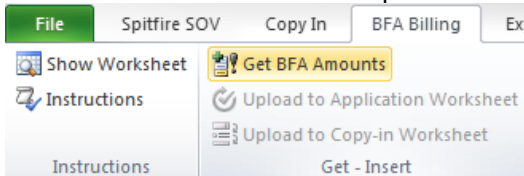
2. Select **Show Worksheet** from the BFA Billing ribbon.



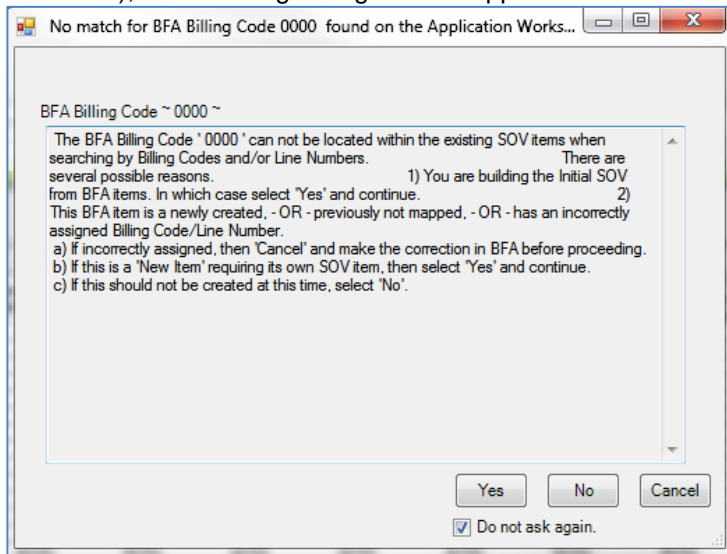
The Billings worksheet will appear:

Pay Application Amount														Suggested SOV Amounts: \$0.00	
SOV Worksheet				Actual Amounts				Upload to SOV							
Item Number	Description	Billing Code	Scheduled Value	Previous Application	Current Commitment	Approved Pay Request	Current Budget	Actual To Date	Committed to Date	Current Period	BFA Declared % Complete	Calculated Percent Complete	Work Completed	To Date %	
5			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
6			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
7			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
8			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
9			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
10			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
11			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
12			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
13			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
14			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
15			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
16			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
17			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
18			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
19			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
20			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
21			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
22			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
23			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
24			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
26			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
28			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
29			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
30			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
31			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
33			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
34			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	
35			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	

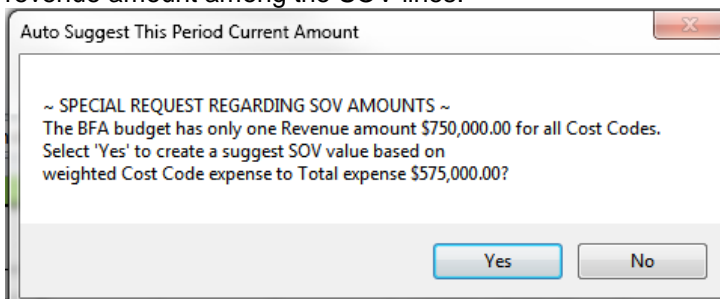
3. Select the **Get BFA Amounts** option.



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

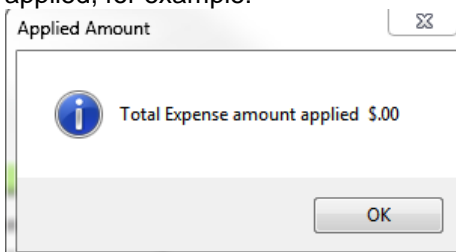


5. If the Budget contains only one revenue amount, the following message will appear. Click  to prorate the single revenue amount among the SOV lines.



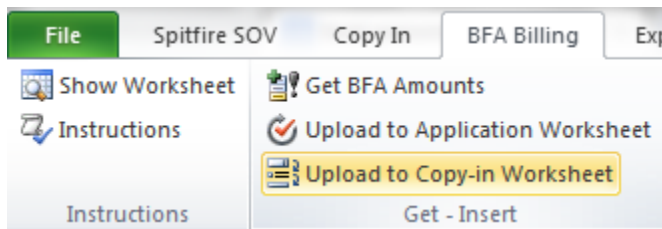
**Note:** suggested SOV amounts will have a green interior color. Amounts are calculated based on the Cost Code's EAC amount compared to the total EAC amount.

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

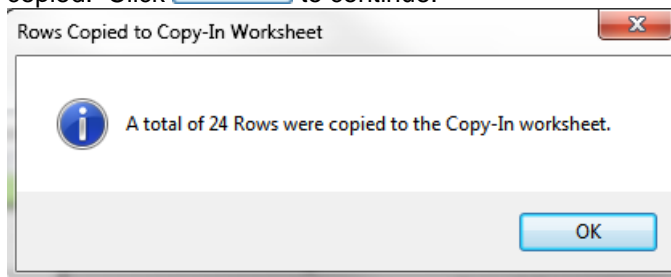


Click  to continue.

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



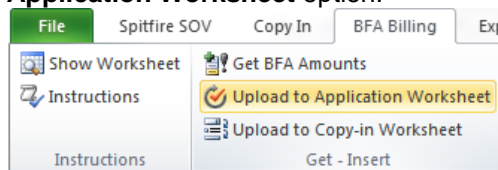
- o A confirmation box will indicate how many rows were copied. Click  to continue.



- o All rows will default to the type of SOV. Change the type to either Header or Subtotal as needed. (See page 40 for more information.)

Row Type	Description	Original Amount
SOV	General Default	\$0.00
SOV	General Conditions	\$21,195.65
Header	Contract Closeout	\$0.00
Subtotal		
SOV	Site Work	\$96,358.70
SOV	Demolition	\$0.00
SOV	Earthwork	\$0.00
SOV	Paving & Surfacing	\$0.00

- o When your rows are how you want them, select the **Append to SOV** option from the Copy In ribbon.
  - o Save the worksheet.
8. If you do not need the Copy In step, select **Upload to Application Worksheet** option:



Your rows will appear in the Application worksheet.

9. Save the SOV workbook.

# Application Worksheet

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

The Application worksheet displays the columns shown below. (Whether [unit-related columns](#) appear actually depends on your configuration; see page 36.) Columns A and B are held in "freeze panes" to allow scrolling of the columns to the right of Description.

**Cells that allow for user input become green when you click in that cell.**

	A	B	C	N	O	P	Q	R	S	T	
1	© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.										
2	Project No. GC-003			This Application							
3	App. No. 0002 *										
4	Item No.	Control No.	Description	Previous Applications	Prior % Billed	Units	Work Completed	Stored Material	To Date %	Total	Previous
5	000100	000100	General Conditions	\$1,250.00	5.0%	0	\$11,250.00	\$0.00	50.0%	\$11,250.00	\$0.00
6	000200	000200	Site Work	\$0.00	0.0%	0	\$3,000.00	\$0.00	5.0%	\$3,000.00	\$0.00
7	000300	000300	Concrete	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
8	000400	000400	Masonry	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
9	000500	000500	Metal	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
10	000600	000600	Wood & Plastics	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
11	000700	000700	Thermal & Moisture Protection	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
12	000800	000800	Doors & Windows	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
13	000900	000900	Finishes	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
14	001000	001000	Window Treatments	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
15	001100	001100	Security System	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
16	001200	001200	Scaffolding	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
17	001300	001300	Mechanical	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
18	001400	001400	Electrical	\$0.00	0.0%	0	\$0.00	\$0.00	0.0%	\$0.00	\$0.00
20	Add: Double click on this row										
24	Current Contract Total			\$1,250.00	0.17%	0	\$14,250.00	\$0.00	2.07%	\$14,250.00	\$0.00
25	New COs Line Amount			\$0.00	0.00%	0	\$0.00	\$0.00		\$0.00	\$0.00
27	Current SOV Total			\$1,250.00	0.17%	0	\$14,250.00	\$0.00	2.07%	\$14,250.00	\$0.00
28	This Application Retention									\$1,425.00	
29	Current Payment Due									\$12,825.00	
31	8.8000%			\$0.00			Tax Basis	\$14,250.00		\$1,254.00	
32	Project Total with Tax			\$1,250.00			Project Total Less Retention Plus Tax			\$14,079.00	\$0.00

## Using the Application Worksheet

### To update the Application worksheet:

1. Review the SOV items on the Application worksheet and add or delete rows, including [Headers and Subtotals](#) (see page 58), as necessary.
2. Work your way down the rows, entering your billing amounts by entering a **Units** number (if you are using Units), **Work Completed** amount, **Stored Materials** amount or **To Date %** percentage.

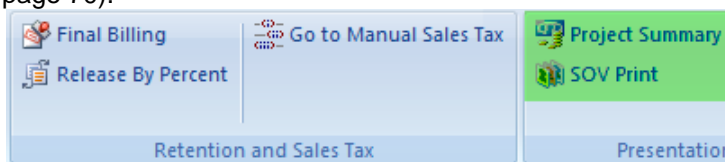
### Tip

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


© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.										
Project No. GC-003			This							
App. No. 0002										
Item No.	Control No.	Description	Work Completed	Stored Material	To Date %					
000100	000100	General Conditions	\$11,250.00	\$0.00	50.0%					
000200	000200	Site Work	\$3,000.00	\$0.00	5.0%					
000300	000300	Concrete	\$0.00	\$0.00	0.0%					

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


3. (optional) Review this billing application's summary by selecting [Project Summary](#) or **SOV Print** from the Spitfire menu (see page 70).



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

4. (optional) Use options to change the [sales tax](#) amount manually (see page 61) or to [release prior retention](#) (see page 63) if applicable.
5. (optional) [Print your SOV](#) worksheet (see page 72).
6. Save your changes (  ) then close the workbook. You can open the SOV workbook as many times as necessary as you gather your data, prepare, and review your billing application.

#### To reopen the SOV workbook:

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

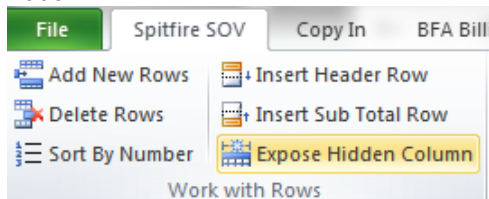
## Columns

### Expose/Hide Hidden Columns

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

#### To show hidden worksheet columns:

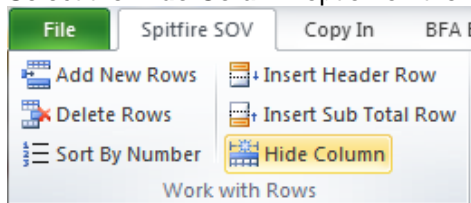
- Select the **Expose Hidden Column** option on the Spitfire SOV ribbon.



All columns in the worksheet will be visible.

#### To hide worksheet columns:

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



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

### Column Descriptions

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

**(B) Control No.** is a user-based field also used to identify the row and SOV item. Control numbers [can be changed for the row](#) at any time and can be duplicated (see page 58). You can sort the worksheet by Control number. Adding rows to the end of the existing line items will increment the Control number by 100. Adding rows to the beginning of the existing line items will decrement the Control number by 10. Adding rows between the first and last existing line number will create a number equal to the prior number plus the after number divided by two and rounded to an integer. If the system is unable to resolve the number, a default number of 99999 is entered. A warning is then issued allowing you to change the Item number.

**(C) Description** contains a description of the line item, a section header, a subtotal title or an indication of which lines have been changed by a [Change Order](#). (See page 64.)

**(D) Subtotal Criteria** (5 characters maximum) is an entry field that contains the criteria indicating that the row(s) should be included in the corresponding Subtotal's amount. The Subtotal row contains an **All:** prefix before the criteria. This column is hidden by default and becomes visible when a [Subtotal row is inserted](#). (See page 59.)

**(E) Type** is an unused, hidden column.

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

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

**(H) Billing Code** (a.k.a. "Customer Billing Code," "Pay Items" or "SOV Items") contains an alphanumeric (possibly customer-defined) reference number for each SOV line item. [Billing codes](#) can be referenced in the Budget to associate various budget lines with individual SOV lines. (See page 46.) If you are not using billing codes in your project, this column is hidden by default. Otherwise, the Billing Code column appears and allows user input.

**(I) Revenue Cost Code** contains the Microsoft Dynamics SL Revenue Cost Code number for each line item, if available. You can [drill down](#) to auto-populate the Cost Code from the Microsoft Dynamics SL list (see page 55). If the Description cell for the row is blank when you drill down for a Cost Code, the default Cost Code description will auto-fill the Description. If not integrated, the column is open for user input.

**(J) Account Category/GL Account Number** depends on if the site is integrated with Microsoft Dynamics SL: If integrated, Account Category holds the Microsoft Dynamics SL Revenue Account Category for the line item. You can [drill down](#) to auto-populate the Account Category (see page 55). If not integrated, the column header is **GL Account Number** and the column is open for user input.

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

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

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

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

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

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

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

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

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

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

#### **This Application:**

**(U) Units** is an entry field where you can enter the number of units for this pay application period. Doing so will cause the system to calculate the “Work Completed” and “To Date %” amounts, using columns J, K, P, T & L respectively.

**(V) Work Completed** is an entry field where you can enter the Work Completed billing amount. Doing so will cause the system to calculate the “To Date %” percentage.

**(W) Stored Materials** is an entry field where you can enter the Stored Materials billing amount. Doing so will cause the system to calculate the “To Date %” percentage. If you enter Stored Materials after entering the Work Complete amount, the Work Complete amount will be adjusted to maintain the percent complete. Conversely, if you enter the Stored Material first then the Work Completed, the percent complete will be adjusted.

**(X) To Date %** is an entry field where you can enter the percentage completed to date. Doing so will cause the system to calculate the “Work Completed” billing Amount. If you enter the Stored Material amount first, then the percent complete, the Work Complete amount will be adjusted to account for the Stored Material amount. Changing the “To Date %” cell will not adjust the Units column, however; this requires a manual entry.

**(Y) Total** is a calculated field that contains the sum of this application’s Work Completed and the Stored Material for the line item

**(Z) Rate** *is for future use.*

**(AA) Amount** *is for future use.*

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

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

#### **TIP**

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

#### **Retainage:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**0** = regular item row

**1** = change order row

**2** = header row

**3** = subtotal row

**4** = reserved

**5** = distributed change order row

**6** = special sales tax row

This information is particularly useful when creating your PAPT (Pay Application Print Template).

## Work Zone

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

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

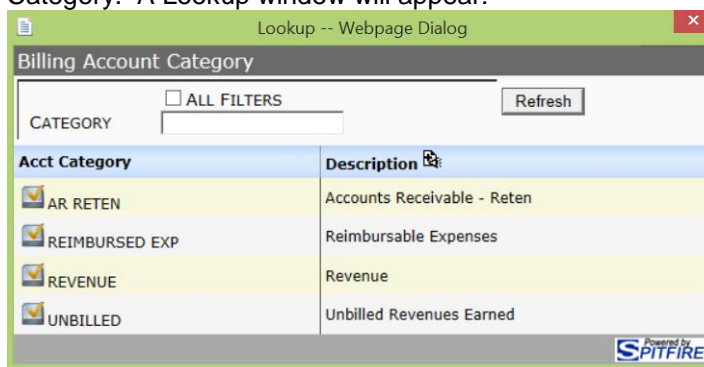
- Cells from the **Item No.** column to the **Previous Application** column are controlled by the state of the application and the state of the row. While the application for payment is in the initial building stage, the content of cells within this range can be edited regardless of the number of times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



## Drill Down

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

### To drill down to data tables from the Application worksheet:

1. On the Application worksheet, navigate to the **Cost Code** or **Account Category** column.
2. Right click on the cell for the selected Cost Code or Account Category. A Lookup window will appear:



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

## Rows

The column headers (rows 1 – 4) are descriptions for the columns.

1	© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.					
2	<b>Project No. GC-003</b>					
3	<b>App. No. 0002</b>					
4	Item No.	Control No.	Description	Subtotal Criteria (Max 5)	Revenue Cost Code	GL Account Number

The SOV line items (rows 5 – virtually unlimited) are of four types. At first only regular line items will appear. As you edit and use the SOV workbook, other types of line items will be added.

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

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

- Headers, used to group the line items that come after, appear as italicized purple text on a light gray background.  
*Phase I*
- Subtotals, used for the sum of items identified through a criteria, appear as bold black text on a cyan background.  
**000700 Phase One All: PH001**

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

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

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

### TIP

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

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

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

**Tax Rate** row (if applicable) contains the tax rate as well as the tax amount for each appropriate column, including total tax amount and tax balance to finish. (See page 61 for more information about [sales tax](#) in your SOV.)

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

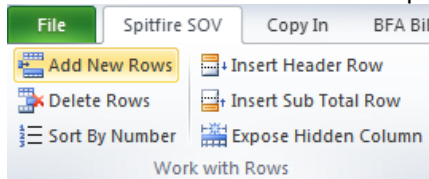
## Adding and Deleting Rows

### TIP

If you have rows to add from another Microsoft Excel spreadsheet, you can also append those rows through the [Copy In option](#). See page 38.

#### To add a row:

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



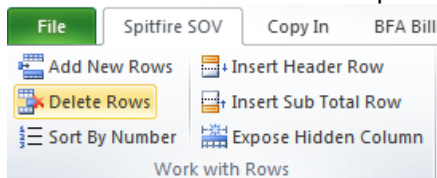
Either way, the Application worksheet will add a row and give it a system Item number (that cannot be changed) as well as a Control number (that you can change) based on the location of the current active cell (i.e., where you clicked or double-clicked) according to the rules described below:

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

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

#### To delete a row:

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



You will be asked to confirm that you want to delete the row.

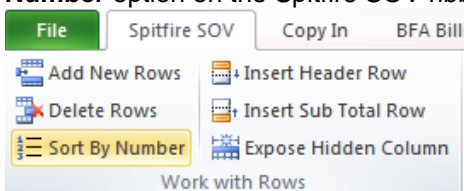
**Note:** if the row has prior values or current values, a status line message will inform you that the row has a value and cannot be deleted. If the row has only scheduled values, it can be deleted.

## Reordering Rows

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

### To change Control numbers and sort by new Control numbers:

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



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

## Subtotaling Rows

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

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

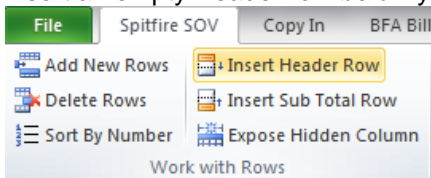
Header Row

Rows 5 and 6 are subtotaled because they contain the established criteria.

The Subtotal row dynamically adjusts the Scheduled Value amount.

### To insert a Header row:

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



### TIP

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

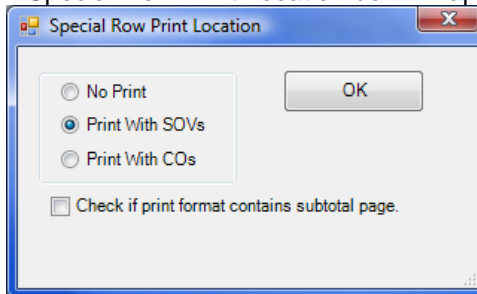
**TIP**


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

**TIP**

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

A Special Row Print Location box will appear:



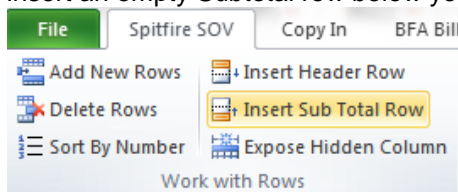
3. If the Header should be printed with regular SOV items, select the **Print with SOVs** radio button; if the Header should be printed with Change Order items, select the **Print with COs** radio button; if you do not want the Header printed at all, select **No Print**.
4. (optional) Check the **Check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

Enter Header
7. (optional) If you want the header row to appear elsewhere, change the Control number then select [Sort By Number](#) from the Spitfire Menu. (See page 58.)

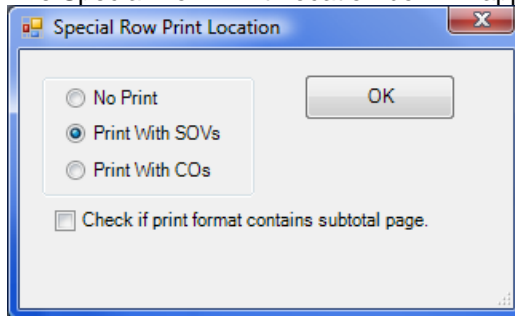
**Note:** you can also add Header rows through the [Copy In option](#). See page 38.

**To insert a Subtotal row and indicate the criteria:**

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

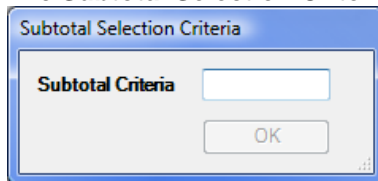


The Special Row Print Location box will appear.

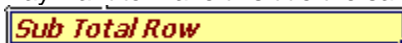


3. If the Subtotal should be printed with regular SOV items, select the **Print with SOVs** radio button; if the Subtotal should be printed with Change Order items, select the **Print with COs** radio button; if you do not want the Subtotal printed at all, select **No Print**.
4. (optional) Check the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

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



7. Enter the criteria that you will use up to indicate the rows to be included in the subtotal. Criteria are limited to five (5) alphanumeric characters, for example **PH1**.
8. Click .
9. In the **Description** column, enter a title for the Subtotal. You may want to make this title the same as the Header's title.



**Note:** if you add Subtotal rows through the [Copy In option](#) (see page 38) and do not indicate the Subtotal Code in the Copy In worksheet, you need to set up the subtotal selection criteria once you are back at the Application worksheet. To pop up the Subtotal Selection Criteria dialog box, right-click on the subtotal row at the Description column.

**TP**

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

**TP**

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

**To include Item rows in the Subtotal group:**

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

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

## Sales Tax

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

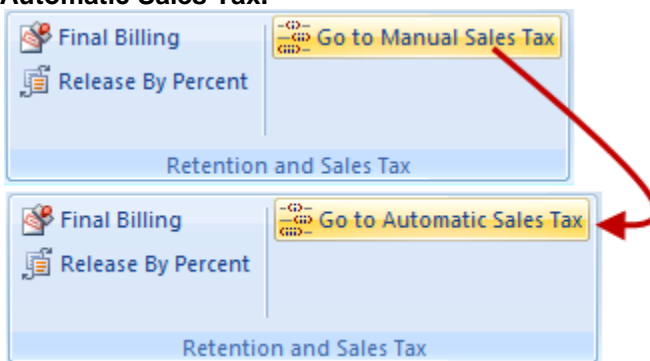
The tax calculation is based on the total Application amount and the [tax rate as entered on the Project Setup or Pay Application document](#) (see page 9). You can also choose to manually change an existing tax amount for the application directly on the SOV Application worksheet. Once you switch to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

**To enter sales tax manually:**

**TIP**

The Sales Tax options will appear only if tax was entered on the Project Setup and/or Pay Application document.

1. On the Spitfire SOV ribbon, toggle the **Go to Manual Sales Tax** option to go to manual tax entry. The option will switch to **Go To Automatic Sales Tax**.



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

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

Current Contract Total:	\$15,500.00	2%	\$0.00	\$0.00	1.89%	\$0.00
New COs Line Amount:	\$0.00	0%	\$0.00	\$0.00		\$0.00
Current SOV Total:	\$15,500.00	2%	\$0.00	\$0.00	1.89%	\$0.00
This Application Retention:						\$0.00
Current Payment Due:						\$0.00
8.800000%	\$0.00		Tax Basis	\$0.00		\$0.00
Project Total with Tax:	\$13,950.00		Project Total less Retention Plus Tax:			\$0.00

**To return to automatic tax calculation:**

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

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

(See also page 80 for information about [sales tax during final billing.](#))

The screenshot displays the 'Project Summary' window for 'Northern Lights Office Building'. It includes fields for Project No., Address, Dates, and Billing information. On the right, a summary table shows financial totals:

Current Contract Total:	\$844,000.00
New COs Line Amount:	\$0.00
Current SOV Total:	\$844,000.00
Total Completed and Stored:	\$25,000.00
Retention on Work:	\$3,750.00
Retention on Material:	\$0.00
Total Retention:	\$3,750.00
Total Earned Less Retention:	\$21,250.00
Less Previous Applications:	\$0.00
Current Payment Due:	\$21,250.00
Balance to Finish with Ret.:	\$822,750.00

A red box highlights the 'Amounts with Tax' section, which includes:

Amounts with Tax	\$844,000.00
Taxes	\$21,300.00
<b>Total</b>	<b>\$891,072.00</b>

At the bottom, there is a 'Print Format: Not Selected' dialog box with a 'Close Window' button.

## Retention

**TIP**  
 For more information about the [SOVConfig](#) | [SOVRetention](#) rule, see [KBA-01369](#).

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

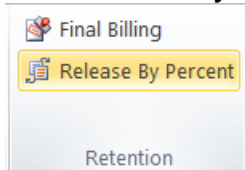
	A	B	C	W	X	Y
1	© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.					
2	<b>Project No. GC-504</b>			Retention %		
3	<b>App. No. 0001</b>					
4	Item No.	Control No.	Description	Work	Material	Retention Amount
5	000300	000300	General Conditions	15.0%	15.0%	\$3,750.00
6	000400	000400	Site Work	15.0%	15.0%	\$0.00
7	000500	000500	Concrete	15.0%	15.0%	\$0.00
8	000600	000600	Masonry	15.0%	15.0%	\$0.00
9	000700	000700	Metal	15.0%	15.0%	\$0.00
10	000800	000800	Wood & Plastics	15.0%	15.0%	\$0.00
11	000900	000900	Thermal & Moisture Protection	15.0%	15.0%	\$0.00

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

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

### To release retention based on a new rate:

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



The Retention Amount column will show the newly calculated amounts.

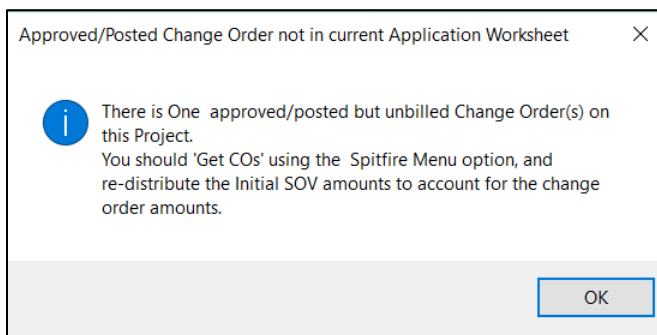
Z	AA	AB	AC	AD	AE
Retainage		Retention Amount	Prior Work Retention	Prior Material Retention	Work Retention
Work	Materials				
15.00%	10.00%	\$1,875.00	\$1,250.00	\$0.00	\$625.00
10.00%	10.00%	\$300.00	\$300.00	\$0.00	\$0.00

See also page 80 for [retention options at final billing](#).

# Change Order Items

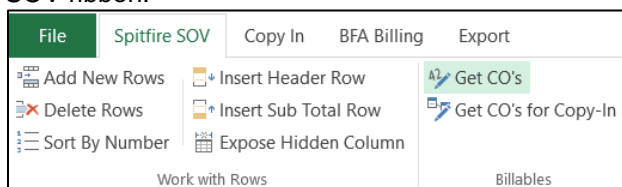
**TIP**  
 More information about Change Orders and their Budget Entries can be found in the [Change Order Management](#) white paper.

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

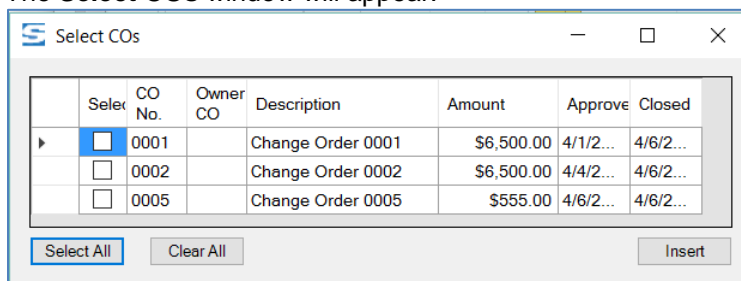


## To add items from a Change Order document directly to Application worksheet of the SOV:

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



The **Select COs** window will appear:



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

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

2. Click on the **Select** checkbox for any Change Orders you want to add to your worksheet (or click the **Select All** button).
3. Click **Insert**.
  - o New SOV lines added by the Change Order will appear as bold text.
  - o The **Description** column will be filled out as follows:

- If there is only one Change Item, then the Change Order Title (Description) will be used.
  - If there are multiple Change Items that consolidate into one SOV line, then the Change Order Title (Description) will be used.
  - If there are multiple Change Items and each Change Item creates a new SOV line, then the CI Description, truncated to a length of 60, will be used, followed by the word **New**.
  - If there are multiple Change Items designated to existing rows, then **See CO Details** will be used.
- The **CO No:** column will indicate the number of the Change Orders making the change or addition.
  - The **First Bill Date** will appear with the date on which the Change Order information was added to the SOV workbook.
  - Informative rows in italics with a blue background will indicate which SOV lines were affected by the Change Order.
  - The Scheduled Value column will update footer rows.

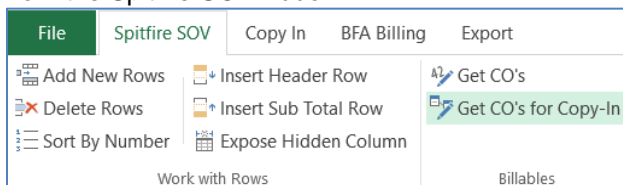
	A	B	C	E	F	G	H	I	L
1	© Copyright 2007-2015 Spitfire Management, LLC. All Rights Reserved.								
2	<b>Project No. GC-504</b>								
3	<b>App. No. 0002</b>								
4	Item No.	Control No.	Description	First Bill Date	CO No.	Billing Code	Revenue Cost Code	GL Account Number	Scheduled Value
5	000300	000300	General Conditions				00000	REVENUE	\$125,000.00
6	000400	000400	Site Work				00000	REVENUE	\$54,000.00
7	000500	000500	Concrete				00000	REVENUE	\$35,000.00
8	000600	000600	Masonry				00000	REVENUE	\$40,000.00
9	000700	000700	Metal				00000	REVENUE	\$35,000.00
10	000800	000800	Wood & Plastics				00000	REVENUE	\$150,000.00
11	000900	000900	Thermal & Moisture Protection				00000	REVENUE	\$75,000.00
12	001000	001000	Doors & Windows				00000	REVENUE	\$70,000.00
13	001100	001100	Finishes				00000	REVENUE	\$85,000.00
14	001200	001200	Window Treatments				00000	REVENUE	\$30,000.00
15	001300	001300	Security Systems				00000	REVENUE	\$20,000.00
16	001400	001400	Scaffolding				00000	REVENUE	\$20,000.00
17	001500	001500	Mechanical				00000	REVENUE	\$55,000.00
18	001600	001600	Electrical ~ See CO Details. ~	04/06/16	1,5		00000	REVENUE	\$51,555.00
19	<i>001700</i>	<i>001700</i>	<i>Lines: 001600</i>	<i>04/06/16</i>	<i>1</i>				<i>\$1,000.00</i>
20	<b>001800</b>	<b>001800</b>	<b>More Site Work-New</b>	<b>04/06/16</b>	<b>1</b>		<b>00000</b>	<b>REVENUE</b>	<b>\$2,500.00</b>
21	<b>001900</b>	<b>001900</b>	<b>Extra stuff-New</b>	<b>04/06/16</b>	<b>1</b>		<b>00000</b>	<b>REVENUE</b>	<b>\$3,000.00</b>
22	<b>002000</b>	<b>002000</b>	<b>Changes-New</b>	<b>04/06/16</b>	<b>2</b>		<b>00000</b>	<b>REVENUE</b>	<b>\$3,500.00</b>
23	<b>002100</b>	<b>002100</b>	<b>Additional Changes-New</b>	<b>04/06/16</b>	<b>2</b>		<b>00000</b>	<b>REVENUE</b>	<b>\$3,000.00</b>
24	<i>002200</i>	<i>002200</i>	<i>Lines: 001600</i>	<i>04/06/16</i>	<i>5</i>				<i>\$555.00</i>
26	Add: Double click on this row								
27									
28	Original Contract Amount								\$844,000.00
29	Distributed COs Amount								\$1,555.00
30	Current Contract Total								\$845,555.00
31	New COs Line Amount								\$12,000.00
32	CO Total								\$13,555.00
33	Current SOV Total								\$857,555.00

For example, the above information indicates that line 001600 was changed by Change Order 1 and Change Order 5. Those two changes are indicated in 001700 and 002200. In addition, Change Order 1 added two new lines—001800, More Site Work and 001900, Extra Stuff—and Change Order 2 added two new lines—002000, Changes and 002100, Additional Changes.

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

### To add items from a Change Order document using the Copy In worksheet of the SOV:

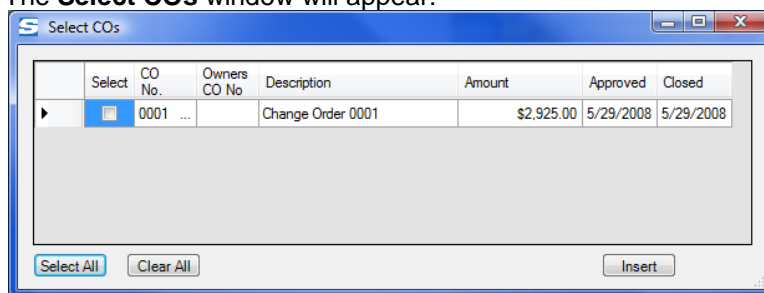
1. From the Application worksheet, select **Get COs for Copy-In** from the Spitfire SOV ribbon.



#### TIP

Change Items on the Change Orders must all indicate **New SOV** lines in order to be brought into the Copy-In worksheet. See the "Change Items" chapter in the [Change Order Management](#) technical white paper.

The **Select COs** window will appear:



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

2. Click on the **Select** checkbox for any Change Orders you want to add to your worksheet (or click the **Select All** button).
3. Click **Insert**. Your Change Items will appear as rows on the [Copy-In worksheet](#) (see page 38). The **Description** column will be filled out as follows:
  - o If there is only one Change Item, then the Change Order Title (Description) will be used.
  - o If there are multiple Change Items that consolidate into one SOV line, then the Change Order Title (Description) will be used.
  - o If there are multiple Change Items and each Change Item creates a new SOV line, then the CI Description, truncated to a length of 60, will be used.
4. (optional) Add Subtotal rows ([explained on page 58](#)), by selecting the appropriate **Row Type** from the drop-down in the first column.

**Rows: 2 ~ 0 SOV Items**

Row Type	Description
CO	Changes
CO	Additional Changes
CO Header	
Subtotal	

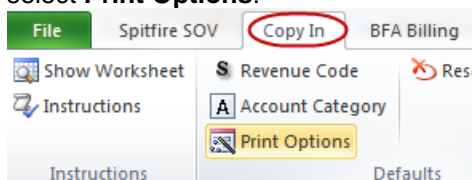
**Note:** you need not enter a subtotal amount on Subtotal rows because any amount will be disregarded during the import to the SOV workbook.

- o You should, however, enter a **Subtotal Code** for each row to be added into the subtotal and for the subtotal row itself. The Subtotal Code is any five-character combination, but must contain at least one alpha (letter) character. For example,

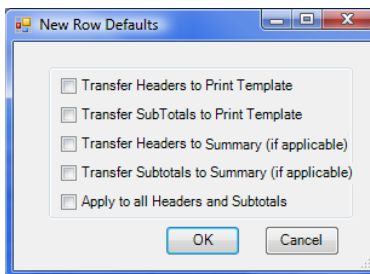
Row Type	Description	Original Amount	Original Work	Original Material	Subtotal Code
CO	Changes	\$3,500.00			PH01
CO	Additional Changes	\$3,000.00			PH01
Header	Phase 1	\$0.00			
Subtotal	Phase 1	\$0.00			PH01

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

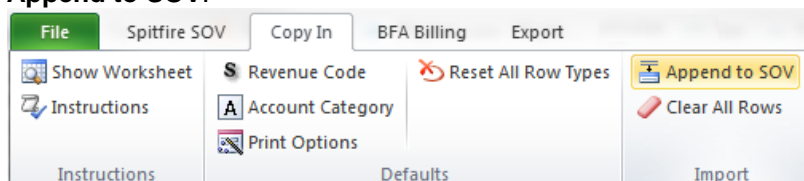
5. (optional) If your new rows will include Headers and Subtotals, select **Print Options**:



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



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



All your rows will appear on the Application worksheet, after any rows already there.

- The **CO No:** column will indicate the number of the Change Order making the change or addition.
  - The **First Bill Date** will appear with the date on which the Change Order information was added to the SOV workbook.
7. If you added subtotal rows and did not indicate a Subtotal Code for them on the Copy In worksheet, you will need to set up criteria for them and all related rows on the Application worksheet. ([See page 59.](#))

# SOV Changes From Pay Requests

## TIP

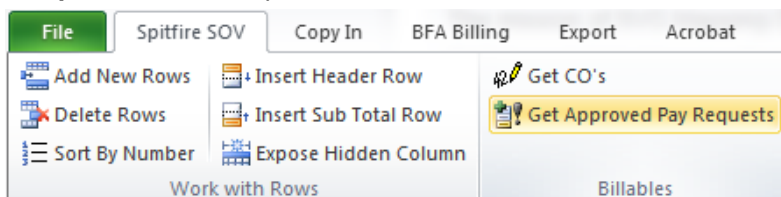
The **Get Approved Pay Requests** option won't be enabled until Commitment Items have been added to the Application workbook and been saved. Also, the **Get Approved Pay Requests** option requires an application end date.

If you have SOV lines created from Commitments on the Application worksheet, either brought in through the Copy In worksheet (see page 44) or through Change Orders (see above), you can edit those lines through corresponding Pay Requests.

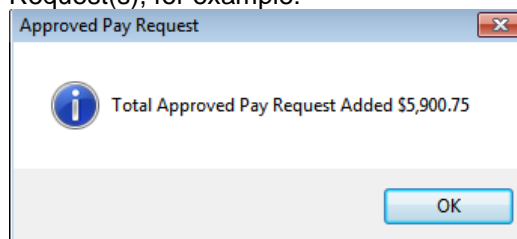
**Note:** Your approval date on the Pay Request must be within the Pay Application's date range.

### To get approved Pay Request information:

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



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



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

Item No.	Control No.	Description	Previous Units	Previous Application	Prior % Billed	Units	Work Completed	Stored Materials	To Date %	Total
21	001800	Paving & Surfacing		\$0.00	0.00%		\$5,000.00	\$0.00	25.00%	\$5,000.00
22	001900	Curbing		\$0.00	0.00%		\$0.75	\$0.00	0.06%	\$0.75
23	002000	Drainage		\$0.00	0.00%		\$25.00	\$0.00	0.48%	\$25.00
24	002100	Striping		\$0.00	0.00%		\$875.00	\$0.00	46.67%	\$875.00
25	002200	HVAC Unit (see spec)		\$0.00	0.00%		\$0.00	\$0.00	0.00%	\$0.00
26		Add: Double click on this row			0.00%					\$0.00
<b>Current Contract Total:</b>				\$15,500.00	2%		\$5,900.75	\$0.00	2.68%	\$5,900.75

Item	Cost Code	Description	Contract	Prior	Qty	Work	Material	Current	% Complete	Retention	Net Amount
0001	02500-Paving & Surfacing	Paving & Surfacing /	\$20,000.00	\$10,000.00		5000.00	0.00	5000.00	75.00	500.00	4500.00
0002	02500-Paving & Surfacing	Curbing /	\$1,293.75	\$645.00	0.33	0.75	0.00	0.75	49.91	0.08	0.67
0003	02500-Paving & Surfacing	Drainage /	\$5,250.00	\$2,625.00	0.03	25.00	0.00	25.00	50.48	2.50	22.50
0004	02500-Paving & Surfacing	Striping /	\$1,875.00	\$0.00	175.00	875.00	0.00	875.00	46.67	87.50	787.50

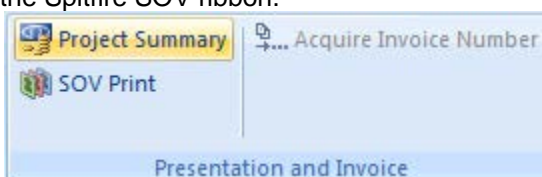
# Project Summary Form

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

In addition, it is better [to change or select the PAPT](#) from the Project Summary form (as opposed to the SOV Print form) because PAPT's are not opened and closed each time a selection is made, making the selection process quicker (see page 71).

### To access the Project Summary form:

- From the Application worksheet, select **Project Summary** from the Spitfire SOV ribbon.



The Project Summary form will appear:

The screenshot shows the 'Project Summary' window for 'NORTHERN LIGHTS ~ With Sales Tax View ~'. The form is divided into several sections:

- Project Information:** Project: Northern Lights Office Bldg, Project No: GC003, Address: 1000 Electric Lane, Portland, OR 10504.
- Application Information:** Doc. Desc: Pay Application 0003, Application No: 0003, Invoice No: [blank], App. Date: 10/26/2012, From: 1/1/2007, Contract Date: 11/5/2004, To: [blank].
- Contract Information:** Contract For: General Construction, Biller: Elizabeth Keyser-Rubble.
- Submitted To:** Northern Lights, 1234 River Gorge, Roseburg, OR 97470.
- From:** Spitfire Construction, 80 Busines Park Drive STE 104, Amonk, NY 10504-2222.
- Architect:** York Architects, Inc., 9812345-1987, 555 Madison Ave., New York, NY 10012.
- Financial Summary:**



Current Contract Total:	\$818,900.00
New COs Line Amount:	\$0.00
Current SOV Total:	\$818,900.00
Total Completed and Stored:	\$15,500.00
Retention on Work:	\$1,550.00
Retention on Material:	\$0.00
Total Retention:	\$1,550.00
Total Earned Less Retention:	\$13,950.00
Less Previous Applications:	\$13,950.00
Current Payment Due:	\$0.00
Balance to Finish with Ret.:	\$804,950.00
- Amounts with Tax:**

	\$889,599.20
	\$13,950.00
	\$0.00
	\$875,649.20

Callout boxes provide additional information:

- Callout 1:** By default, the Biller is the Responsible person entered in the Pay Application document, but this field can be edited by using the browse button to look up an active Contact.
- Callout 2:** If you do not use tax information, this section will not appear.
- Callout 3:** Printing is not available in Project Summary. However, you can [select or change the PAPT](#) (see page 71).

### To make changes to the Project Summary form:

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

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

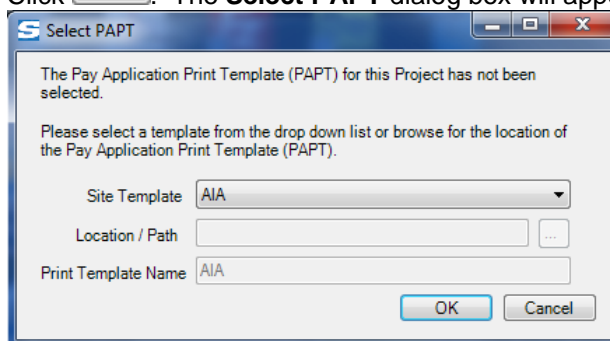
## PAPTs



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

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

### To select or change the PAPT:

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



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

# SOV Print Form

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

The screenshot shows the 'SOV Print ~ APPLICATION FOR PAYMENT ~ With Sales Tax View' window. It contains several sections:

- Project Information:** Project: Northern Lights Office Building, Project No: GC504, 1000 Electric Lane, Portland, OR, 97212.
- Application Details:** Doc. Desc: Pay Application: Northern Lights Office Buildir, Application No: 0001, Invoice No: [blank], App. Date: 4/4/2016, From: 3/23/2016, Contract Date: 3/23/2016, To: 4/1/2016.
- Financial Summary:** Current Contract Total: \$844,000.00, New COs Line Amount: \$0.00, Current SOV Total: \$844,000.00, Total Completed and Stored: \$422,000.00, Retention on Work: \$63,300.00, Retention on Material: \$0.00, Total Retention: \$63,300.00, Total Earned Less Retention: \$358,700.00, Less Previous Applications: \$0.00, Current Payment Due: \$358,700.00, Balance to Finish with Ret.: \$487,300.00.
- Submitted To:** Northern Lights, 1234 River Gorge, Roseburg, OR, 97470.
- From:** Spitfire Construction, 80 Busines Park Drive STE 104, Armonk, NY, 10504-2222.
- Architect:** York Architects, Inc., AR-1475, 555 Madison Ave., New York, NY, 10012.
- Print Section:** Print Format: PAPT Structured Rept Single Receiving Worksheet. A 'Distribution To:' list is shown with roles like Owner, General Contractor, Architect, Construction Manager, Lender, and Other. A 'Close Window and Print Format Work' button is at the bottom.

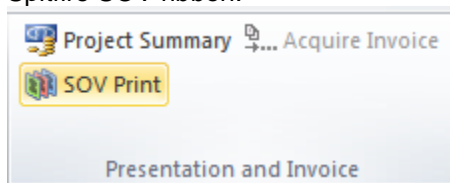
Callout boxes provide the following instructions:

- Click to see contact information for the partner.
- A Distribution List allows you to select whom to address and the number of copies to send to each Project partner. Based on the PAPT, a discrete cover sheet will be created for each selection.
- Click to change the PAPT to use.
- The Pay Application Print Template (PAPT) is attached to each Project.

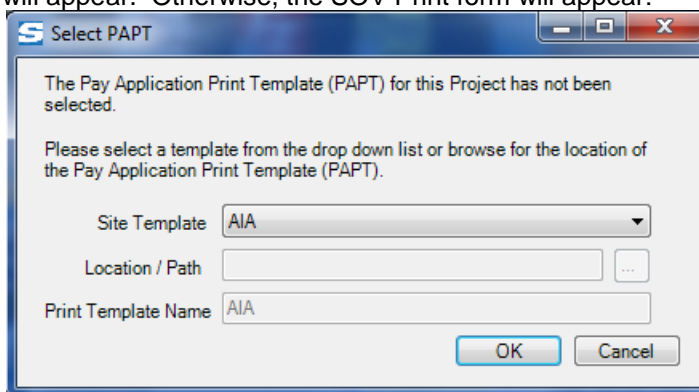
## Printouts

To preview and print the SOV application:

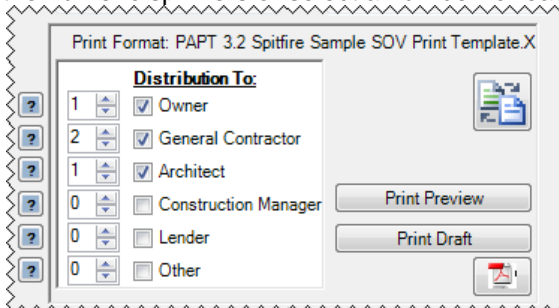
- From the Applications worksheet, select **SOV Print** from the Spitfire SOV ribbon.



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



- o If necessary, use the **Site Template** drop-down to find the PAPT you want to use. If no PAPT has been added to your site's template library, you can use the browse button to locate your PAPT on your computer's file system.
  - o Click . The SOV Print form will appear.
- Use the **Distribution To** area on the form to indicate how many copies you need for Owners, General Contractors, Architects, Construction Managers, Lenders or Others. Click on checkboxes to select them (or unselect them) and either type in the numeric spinners or select a number for each, for example:



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



Sample Construction Application for Payment

Page 1 of 2 Pages

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

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

Contract For: General Construction

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

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

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

Contractors' Application For Payment

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

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

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

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

Contractor: Northern Lights, Inc.  
By: Elizabeth Keyser-Rubble  
State of: \_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2009

Contractor personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and so I affirm to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.  
Notary Public: \_\_\_\_\_ Expires: \_\_\_\_\_

**Owner Approval of Payment**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Owner believes that to the best of the Owner's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.  
Amount Approved: No Dollars and No Cents

(Attached explanation if amount approved differs from the amount applied for: Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)  
Owner: Northern Lights, Inc.  
BY: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

knowledge and belief.  
Notary Public: \_\_\_\_\_ Expires: \_\_\_\_\_

**GC Approval of Payment**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the GC believes that to the best of the GC's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.  
Amount Approved: No Dollars and No Cents

(Attached explanation if amount approved differs from the amount applied for: Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)  
GC: 0  
BY: \_\_\_\_\_ Date: \_\_\_\_\_

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

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


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

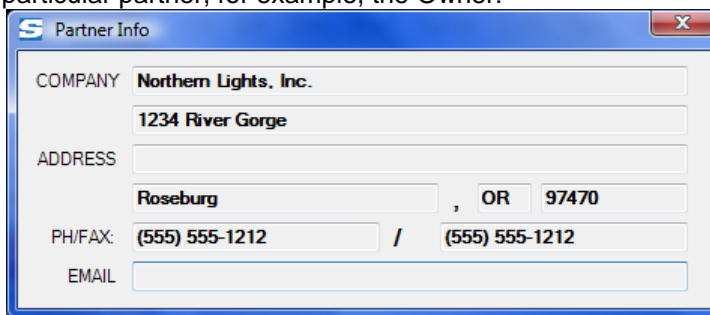
knowledge and belief.  
Notary Public: \_\_\_\_\_ Expires: \_\_\_\_\_





**Architect Approval of Payment**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect believes that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to the payment of the Amount Approved.  
Amount Approved: No Dollars and No Cents

(Attached explanation if amount approved differs from the amount applied for: Initial all figures on the application and on the Continuation Sheets that changed to conform to the amount approved.)  
Architect: York Architects, Inc.  
BY: \_\_\_\_\_ Date: \_\_\_\_\_

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

- Click  next to the spinners to see contact information for the particular partner, for example, the Owner:



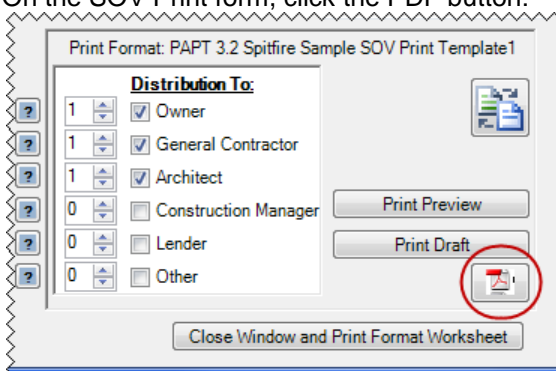
- (optional) Click  to preview your printout. **Note:** you will have the opportunity to end the preview mode every 5 pages. (After the last page, you'll return to the SOV Print form.)
- Notice that the PAPT and the SOV workbook are both open.
- If your Pay Application status is **In Process** or **Draft**,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

## PDFs

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

### To create/print to a PDF file:

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



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

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

## Acquiring/ Assigning Invoice Number

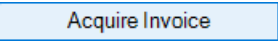
### Integrated with an Accounting System

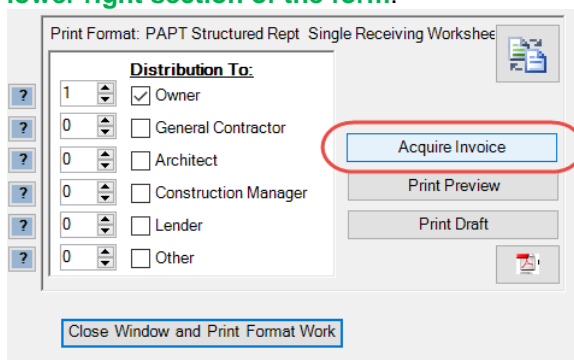
If your site is integrated with an accounting system such as Microsoft Dynamics SL or with Acumatica Cloud ERP, you can choose to acquire an Invoice number from the accounting system while in the Application worksheet. Doing so will also change the status on the Pay Application to **Invoiced**. In addition,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

#### Tip

The Acquire Invoice Number option (for integrated sites only) requires a rule setup. The result value must equal **V** on the [SOVConfig](#) | [SOVExportToFB](#) rule. For more information, see your System Administrator or [KBA-01369](#).

#### To acquire an Invoice number from accounting:

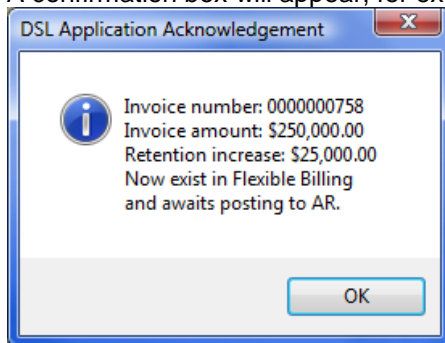
1. From the Applications worksheet, select **SOV Print** from the Spitfire SOV ribbon.
2. If necessary, select the PAPT for your Application. The SOV Print (Project Summary) form will open.
3. Click the  button that appears in the lower right section of the form:

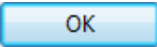



Value	Role	Checked
1	Owner	<input checked="" type="checkbox"/>
0	General Contractor	<input type="checkbox"/>
0	Architect	<input type="checkbox"/>
0	Construction Manager	<input type="checkbox"/>
0	Lender	<input type="checkbox"/>
0	Other	<input type="checkbox"/>

Buttons: Acquire Invoice, Print Preview, Print Draft, Close Window and Print Format Work

4. A confirmation box will appear, for example:



5. Click .
6. When you are done with the SOV Print form, click the  button. You may then save and close the Application workbook.
7. When you return to the Pay Application document, you'll notice that the Invoice number appears there and that the document status has changed to **Invoiced** automatically.

## Non-integrated

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

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

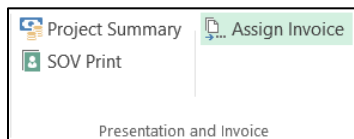
### To acquire/assign an Invoice number from the Application worksheet:

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

**TIP**

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

4. Go back to your Application worksheet and select **Assign Invoice**.



5. When you are done with the SOV Print form, click the **Close Window** button. You may then save and close the Application workbook.
6. When you return to the Pay Application document, you'll notice that the Invoice number appears there and that the document status has changed to **Invoiced** automatically.

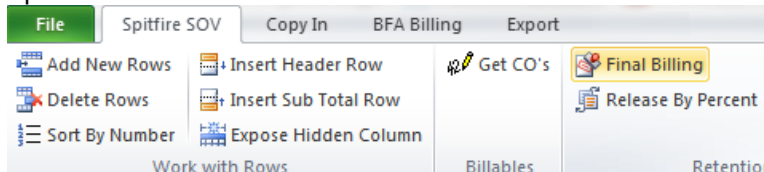
**Note:** once the Pay Application is **Invoiced**, the SOV workbook is locked against further edits.

# Final Billing

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

## To prepare your SOV workbook for final billing:

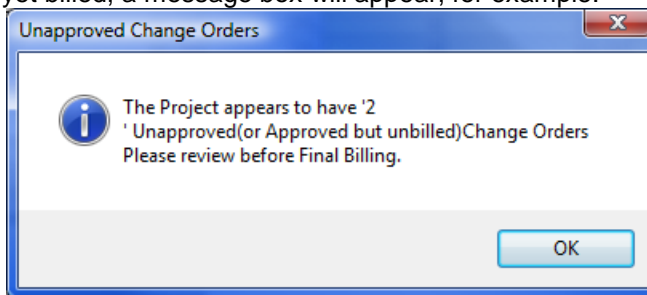
1. From your Application worksheet, select **Final Billing** from the Spitfire SOV ribbon.

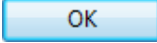


### TIP

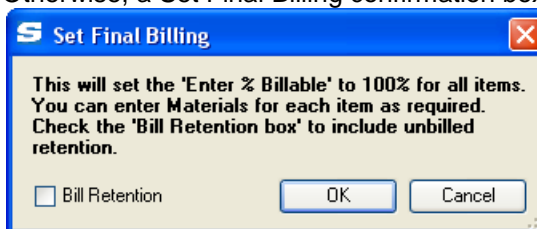
If the [SOVConfig | BFCL-Enabled](#) rule has been set, the SOV workbook will check for Commitments and Approved Pay Requests also upon Final Billing.

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

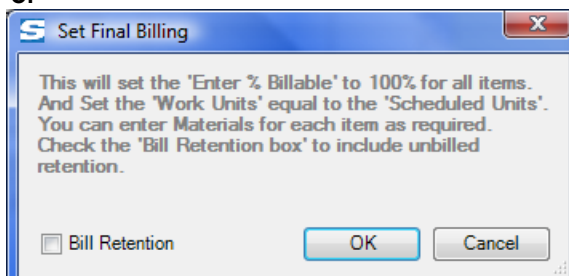


If that is the case, click , cancel the Final Billing and take care of your Change Orders.

Otherwise, a Set Final Billing confirmation box will appear:



-or-



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

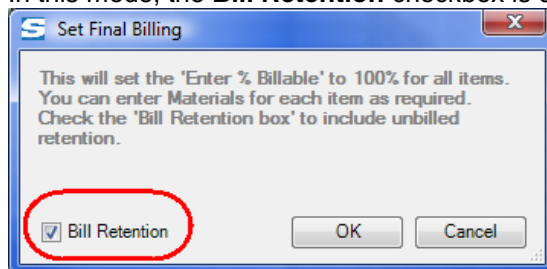
3. Click . All rows in the **To Date %** column will be set to 100%.
4. Edit other cells as needed and print your SOV application when ready.

## Retention and Sales Tax

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

### Released at Final Billing

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

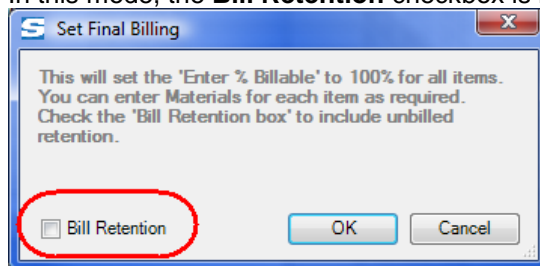


The **To Date %** column will be set to 100% for all SOV line items that are not yet at or above 100%. This action causes the work amounts in the Application to equal the SOV amount less previous billing amounts but retention is NOT calculated on these new amounts.

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

### Released at a Later Date

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



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


#### TIP

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

At this point, you can [acquire an invoice number](#) (see page 76).

At a later time, you would [create the next Pay Application](#) from this current Pay Application document (see page 19) and you would check the **Bill Retention** box for final billing, causing the retention amounts to be moved to the **Total** column. The sales tax (if any) would be set to zero because sales tax was already billed. Acquiring an invoice number would then result in a zero amount invoice.

## Saving and Closing

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

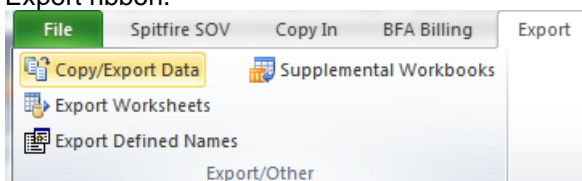
**Note:** if you click the save icon but get prompted to **Save As**, you need to change some settings in Microsoft Excel first. See [KBA-01639](#).

## Copy/ Export Data

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

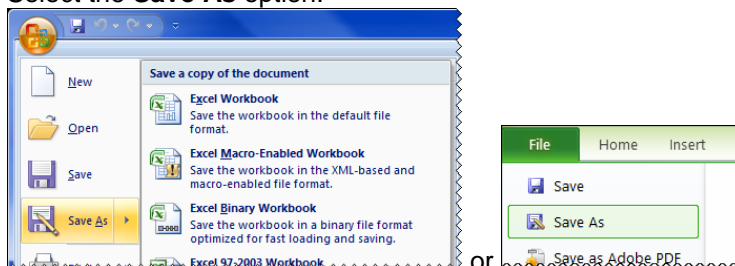
### To copy the SOV Application worksheet:


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



An unnamed copy of the worksheet will appear.

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



3. Give your copied worksheet a new workbook name and click .
4. You can now edit, resave and close this workbook as desired. The original SOV workbook will remain open until you close it.

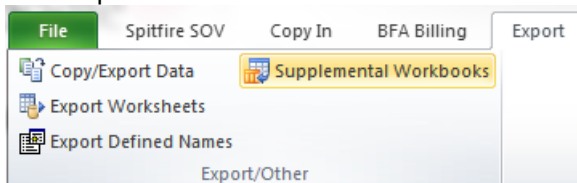
## Supplemental Workbooks

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

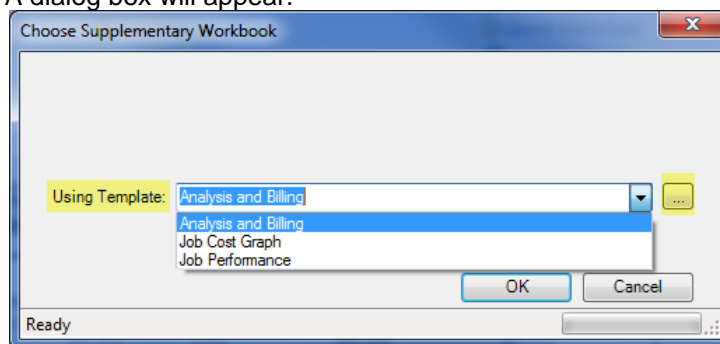
(For more information about supplemental workbooks, see the technical white paper [Supplemental Workbooks](#).)


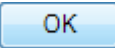
### To open a supplemental workbook:

1. On the Application worksheet, select **Supplemental Workbooks** from Export ribbon.



A dialog box will appear.



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