

## Section 5 - Client Bill Over Typing

When the original client's bill has to be submitted with the tender, valuable time can be saved by using the Candy Bill Over-Printer rather than writing up the bill by hand.

The Bill Over-Printer is a report that prints only the **Rate, Amount** and **Page Totals** at a given position on the page. Some advantages of over-printing the Client's bill are :

- More time can be spent finalising the tender.
- Over-printing the bill is much faster than writing it up by hand and transcription errors are eliminated.
- The routine work of capturing the printing co-ordinates can be completed while the bill is being priced – it is not dependent upon having the final rates available.

This section of the Candy manual contains the following topics:

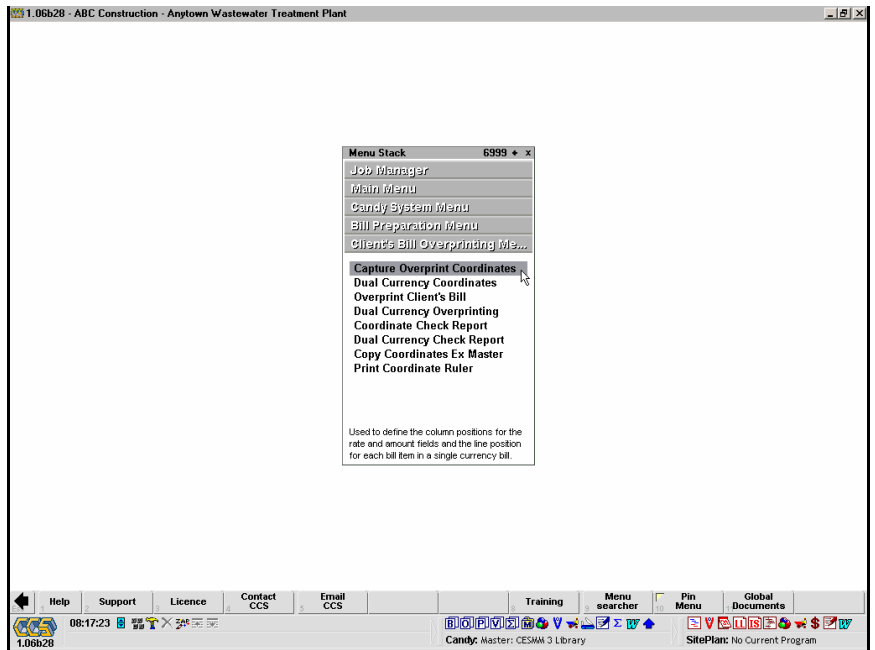
- Single currency co-ordinates - Sheet 5.01 to 5.03
- Dual currency co-ordinates - Sheet 5.04 to 5.05
- Copy co-ordinates from master - Sheet 5.06
- Print co-ordinate ruler - Sheet 5.07
- Error messages - Sheet 5.07



## Capturing the Co-Ordinates

The system needs to be told where the column positions for the rate and amount fields and the line position for each bill item are.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Capture Overprint Co-Ordinates**.



The overprinting co-ordinates document is displayed.

You need to measure the following dimensions from the client's original bill pages.

**For each page** - The measurements from the left hand edge of the sheet to the **Rightmost Digit** of where the **Rate** and the **Amount** should be printed.

**For each item** - The measurement from the top edge of the sheet to the **Bottom** of where the **Rate** should be printed.

All measurements must be made in millimetres (mm).

Client's page no.	B/forward	co-ords	O'PRINT	RATE	AMOUNT
(Enter all co-ordinates in mm)	Page total	co-ords	LINE	COLUMN	COLUMN
DESCRIPTION			PGE/ITEM		
1					
SECTION 1: GENERAL					
PRELIMINARIES - FIXED CHARGES	1				
Contractor's establishment	1/A				
Services	1/B				
PRELIMINARIES - VALUE RELATED CHARGES	1				
Contractual requirements	1/C				
Contractor's establishment	1/D				
PRELIMINARIES - TIME RELATED CHARGES	1				
Contractor's establishment	1/E				
Services	1/F				
COLLECTION OF SECTION 1					
SCHEDULE NO. 1: VENTILATION SHAFT	2				
EARTHWORKS	3				
Clear and strip site	3/A				
Excavate in bulk, Class A material and	3/B				
Excavation in foundations ne 2m deep	3/C				
Excavate for working space in Class A	3/D				
Excavate in class A material for	3/E				
Extra over all excavations in Class A	3/F				
Filling under floors and around	3/G				
Overhaul	3/H				
Dewatering of excavations	3/I				
Stockpile excavated material on site	3/J				
CONCRETE, FORMWORK & REINFORCING	3				
CONCRETE	3				
C10 Concrete in blinding 50mm thick	3/K				
C20 Concrete in Foundations	3/L				
C25 Concrete in walls	3/M				
C25 Concrete in ground slabs	3/N				
Wood float finish	3/O				
FORMWORK	4				
Vertical formwork to sides of	4/A				
Vertical formwork to walls	4/B				
Formwork to sides and soffits of beams	4/C				
Formwork not exceeding 150mm high	4/D				
REINFORCEMENT	4				
16mm dia. HTS reinforcement	4/E				
E/O 16mm HTS for bars of dia 16mm	4/F				
E/O 16mm HTS for bars of dia 25mm	4/G				
Welded Mesh reinforcement Ref 395	4/H				
H. D. BOLTS AND MISCELLANEOUS METALWORK	4				
Supply, place and cast into position,	4				
M20 HD bolts in lengths ex. 750mm and	4/I				
M30 HD bolts in lengths ex. 1250mm	4/J				
The following in galvanised mild steel	4/K				
6mm thick chequer plate duct covers cut	4/L				

The measurement for each item from the top edge of the sheet to the bottom of where the rate should be printed can be entered in the column headed **O'Print Line**.

The measurements for each page from the left hand edge of the sheet to the rightmost digit of where the rate and the amount should be printed can be entered in the columns headed **Rate Column** and **Amount Column** respectively.

If the rate and amount columns are a consistent measurement from the left-hand edge of every sheet, this information only needs to be entered against the first page.

**Brought Forward Totals** and/or **Page Totals** can be printed on each sheet of the bill by using the **Pg Tot Co-ords** softkey.

Client's page no.	B/forward	co-ords	O'PRINT	RATE	AMOUNT
(Enter all co-ordinates in mm)	Page total	co-ords	LINE	COLUMN	COLUMN
DESCRIPTION			PGE/ITEM		
2					
3					
SECTION 1: GENERAL					
PRELIMINARIES - FIXED CHARGES	1				
Contractor's establishment	1/A		50.00	163.00	195.00
Services	1/B		60.00		
PRELIMINARIES - VALUE RELATED CHARGES	1				
Contractual requirements	1/C		80.00		
Contractor's establishment	1/D		80.00		
PRELIMINARIES - TIME RELATED CHARGES	1				
Contractor's establishment	1/E		110.00		
Services	1/F		120.00		
COLLECTION OF SECTION 1					
SCHEDULE NO. 1: VENTILATION SHAFT	2				
EARTHWORKS	3				
Clear and strip site	3/A				
Excavate in bulk, Class A material and	3/B				
Excavation in foundations ne 2m deep	3/C				
Excavate for working space in Class A	3/D				
Excavate in class A material for	3/E				
Extra over all excavations in Class A	3/F				
Filling under floors and around	3/G				
Overhaul	3/H				
Dewatering of excavations	3/I				
Stockpile excavated material on site	3/J				
CONCRETE, FORMWORK & REINFORCING	3				
CONCRETE	3				
C10 Concrete in blinding 50mm thick	3/K				
C20 Concrete in Foundations	3/L				
C25 Concrete in walls	3/M				
C25 Concrete in ground slabs	3/N				
Wood float finish	3/O				
FORMWORK	4				
Vertical formwork to sides of	4/A				
Vertical formwork to walls	4/B				
Formwork to sides and soffits of beams	4/C				
Formwork not exceeding 150mm high	4/D				
REINFORCEMENT	4				
16mm dia. HTS reinforcement	4/E				
E/O 16mm HTS for bars of dia 16mm	4/F				
E/O 16mm HTS for bars of dia 25mm	4/G				
Welded Mesh reinforcement Ref 395	4/H				
H. D. BOLTS AND MISCELLANEOUS METALWORK	4				
Supply, place and cast into position,	4				
M20 HD bolts in lengths ex. 750mm and	4/I				
M30 HD bolts in lengths ex. 1250mm	4/J				
The following in galvanised mild steel	4/K				
6mm thick chequer plate duct covers cut	4/L				




## Page Totals

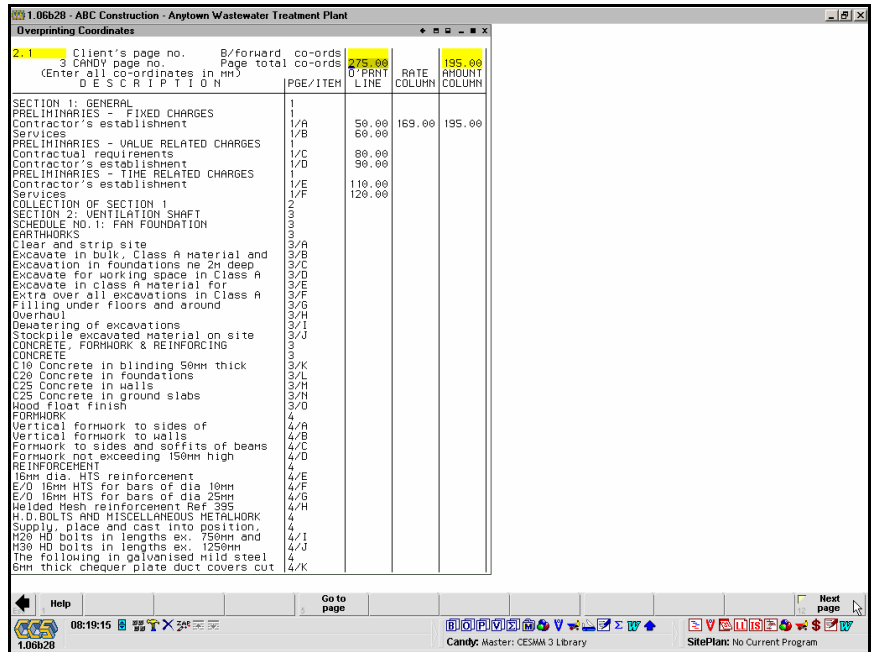
The cursor is positioned in the area at the top right of the overprinting co-ordinates document.

For each total you need to measure and enter the following dimensions from the client's original bill pages.

**Field above the Amount Column** - The measurement from the left-hand edge of the sheet to the **Rightmost Digit** of where the **Total Amount** should be printed.

**Field above the O'Print Line Column** - The measurement from the top edge of the sheet to the **Bottom** of where the **Total Amount** should be printed.

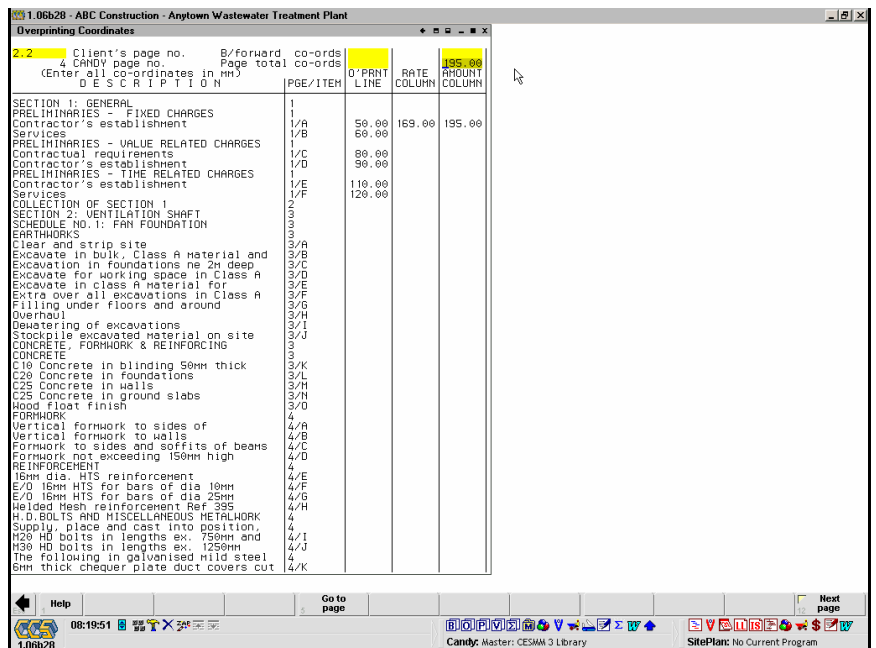
Use the  softkey.



Client's page no. (Enter all co-ordinates in MM) D E S C R I P T I O N	B/forward Page total	co-ords co-ords	O'PRINT LINE	RATE COLUMN	AMOUNT COLUMN
SECTION 1: GENERAL					
PRELIMINARIES - FIXED CHARGES	1				
Contractor's establishment	1/A	50.00	169.00	195.00	
Services	1/B	60.00			
PRELIMINARIES - VALUE RELATED CHARGES	1				
Contractual requirements	1/C	80.00			
Contractor's establishment	1/D	90.00			
PRELIMINARIES - TIME RELATED CHARGES	1				
Contractor's establishment	1/E	110.00			
Services	1/F	120.00			
COLLECTION OF SECTION 1	2				
SECTION 2: VENTILATION SHAFT	3				
SCHEDULE NO. 1: FAN FOUNDATION	3				
EARTHWORKS	3				
Clear and strip site	3/A				
Excavate in bulk, Class A material and	3/B				
Excavation in foundations ne 2m deep	3/C				
Excavate for working space in Class A	3/D				
Excavate in class A material for class A	3/E				
Extra over all excavations in Class A	3/F				
Filling under floors and around	3/G				
Overhaul	3/H				
Dewatering of excavations	3/I				
Stockpile excavated material on site	3/J				
CONCRETE, FORMWORK & REINFORCING	3				
CONCRETE	3				
C10 Concrete in blinding 50mm thick	3/K				
C20 Concrete in foundations	3/L				
C25 Concrete in walls	3/M				
C25 Concrete in ground slabs	3/N				
Wood float finish	3/O				
FORMWORK	4				
Vertical formwork to sides of	4/A				
Vertical formwork to walls	4/B				
Formwork to sides and soffits of beams	4/C				
Formwork not exceeding 150mm high	4/D				
REINFORCEMENT	4				
16mm dia. HTS reinforcement	4/E				
E/O 16mm HTS for bars of dia 16mm	4/F				
E/O 16mm HTS for bars of dia 25mm	4/G				
Welded Mesh reinforcement Ref 395	4/H				
H. D. BOLTS AND MISCELLANEOUS METALWORK	4				
Supply, place and cast into position,	4				
M20 HD bolts in lengths ex. 750mm and	4/I				
M30 HD bolts in lengths ex. 1250mm	4/J				
The following in galvanised mild steel	4				
6mm thick chequer plate duct covers cut	4/K				

Enter the required co-ordinates for each sheet of the Client's bill.

Notice that the **Client Page Number**, for the page on which the cursor is positioned, is displayed in a field in the top left of the overprinting co-ordinates document.

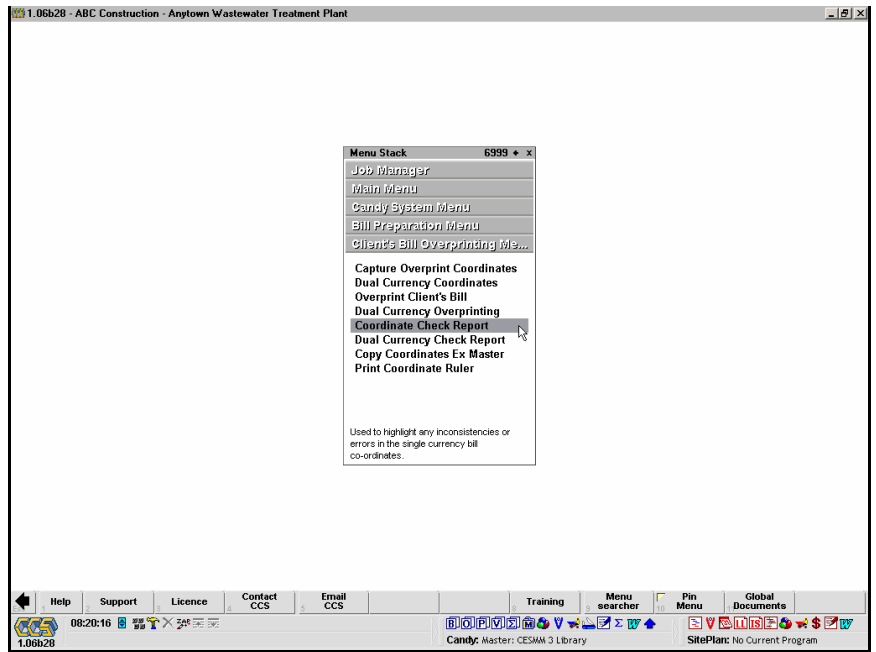


Client's page no. (Enter all co-ordinates in MM) D E S C R I P T I O N	B/forward Page total	co-ords co-ords	O'PRINT LINE	RATE COLUMN	AMOUNT COLUMN
SECTION 1: GENERAL					
PRELIMINARIES - FIXED CHARGES	1				
Contractor's establishment	1/A	50.00	169.00	195.00	
Services	1/B	60.00			
PRELIMINARIES - VALUE RELATED CHARGES	1				
Contractual requirements	1/C	80.00			
Contractor's establishment	1/D	90.00			
PRELIMINARIES - TIME RELATED CHARGES	1				
Contractor's establishment	1/E	110.00			
Services	1/F	120.00			
COLLECTION OF SECTION 1	2				
SECTION 2: VENTILATION SHAFT	3				
SCHEDULE NO. 1: FAN FOUNDATION	3				
EARTHWORKS	3				
Clear and strip site	3/A				
Excavate in bulk, Class A material and	3/B				
Excavation in foundations ne 2m deep	3/C				
Excavate for working space in Class A	3/D				
Excavate in class A material for class A	3/E				
Extra over all excavations in Class A	3/F				
Filling under floors and around	3/G				
Overhaul	3/H				
Dewatering of excavations	3/I				
Stockpile excavated material on site	3/J				
CONCRETE, FORMWORK & REINFORCING	3				
CONCRETE	3				
C10 Concrete in blinding 50mm thick	3/K				
C20 Concrete in foundations	3/L				
C25 Concrete in walls	3/M				
C25 Concrete in ground slabs	3/N				
Wood float finish	3/O				
FORMWORK	4				
Vertical formwork to sides of	4/A				
Vertical formwork to walls	4/B				
Formwork to sides and soffits of beams	4/C				
Formwork not exceeding 150mm high	4/D				
REINFORCEMENT	4				
16mm dia. HTS reinforcement	4/E				
E/O 16mm HTS for bars of dia 16mm	4/F				
E/O 16mm HTS for bars of dia 25mm	4/G				
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M20 HD bolts in lengths ex. 750mm and	4/I				
M30 HD bolts in lengths ex. 1250mm	4/J				
The following in galvanised mild steel	4				
6mm thick chequer plate duct covers cut	4/K				

## Co-Ordinate Check Report

Having captured the co-ordinates, a report can be produced which highlights any inconsistencies or errors.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Co-Ordinate Check Report**.



A selector is displayed on which various options can be selected.


### Selection

- **Page range** - Select all pages or specify a range of CCS page numbers.


### Rates

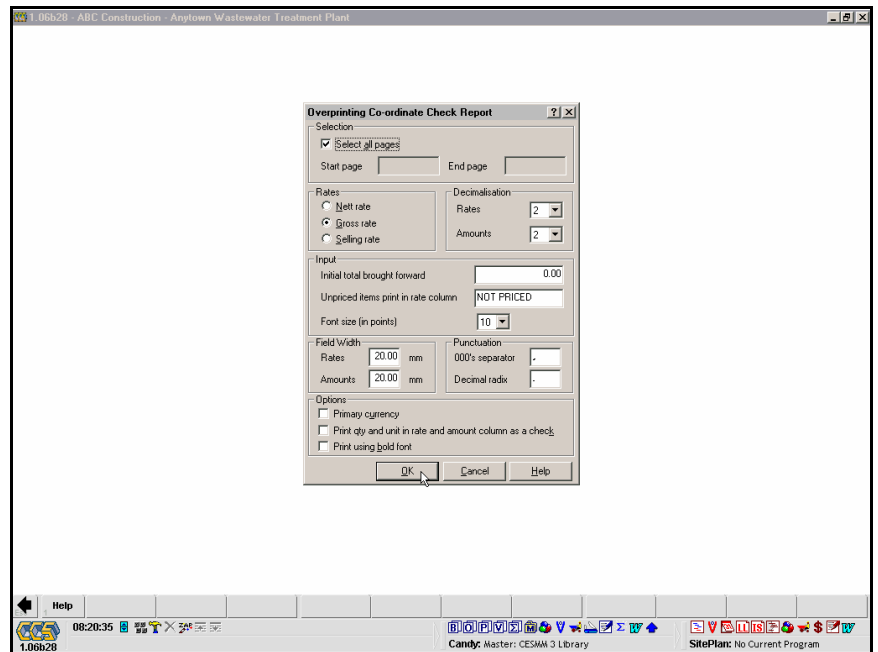
- **Rate** - Select Nett, Gross or Selling rate.

### Decimalisation

- **Rates & amounts** - Use the  button to specify the number of decimal places

### Input

- **Initial total** - Enter a value if not printing the whole bill from the start in order to ensure that the totals are correct.
- **Unpriced items** - Enter the required text string for unpriced items.
- **Font size** - Use the  button to select a point size.



### Field Width

- **Rates & amounts** - Enter the width in mm of both the rate and amount fields in the Client's bill.

### Punctuation

- **000's separator & decimal radix** - Uses the system default for 000's separator and decimal point. Select any other characters as required.

### Options

- **Primary currency** - Select this option to print all rates and amounts in the primary foreign currency.
- **Print quantity and unit as check** - Select this option to print the billed quantity and the unit in the place of the rate and amount. This serves as a check for the positioning and also allows the unit and quantity in the computer to be compared with that in the client's bill.
- **Print Using Bold Font** - Select this option to print using a **bold** typeface.

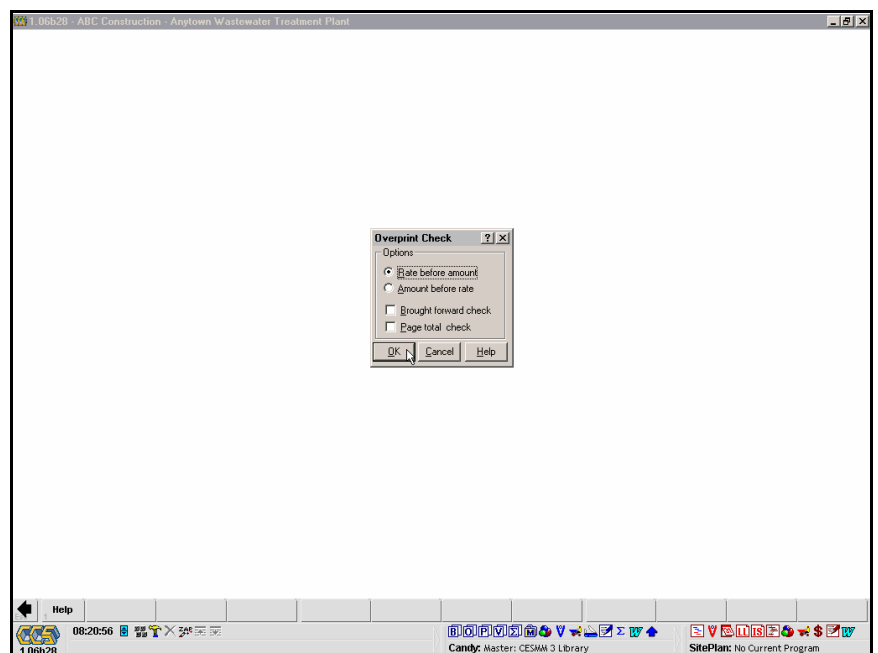
Use the  button to continue.

Refer to sheet 5.07 of this section for a complete list and explanation of the possible error messages produced by this report.

### Overprint Check Selector

This selector controls the co-ordinate check report. The following options are available:

- **Rate before amount** - Select this option if the client's bill has the Rate column before the Amount column.
- **Amount before rate** - Select this option if the client's bill has the Amount column before the Rate column.
- **Brought forward check** - Select this option to include the checking of brought forward totals co-ordinates in the co-ordinate check report.
- **Page total check** - Select this option to include the checking of page total co-ordinates in the co-ordinate check report.



Use the  button to print the report.

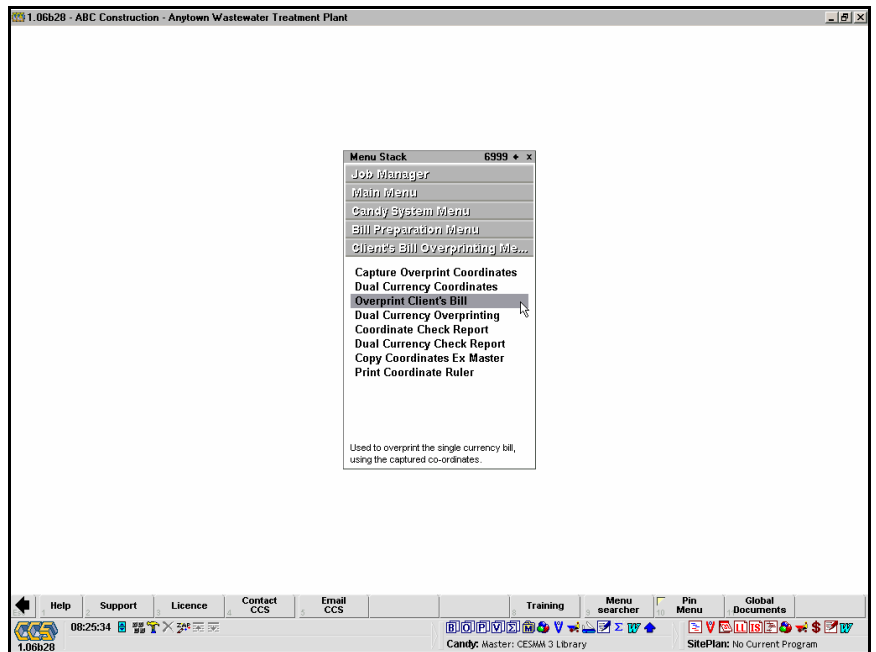
## Overprint Client's Bill

Having printed the check report and resolved any problems, the actual overprinting can be done. It is recommended that a trial run be done on a photocopy of the Client's bill to ensure that the co-ordinates have been captured correctly and that the paper is correctly loaded into the printer.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Overprint Client's Bill**.

A selector is displayed which is identical to that which was encountered in the co-ordinate check report. Any settings that were made during the co-ordinate check report are retained and displayed on this selector.

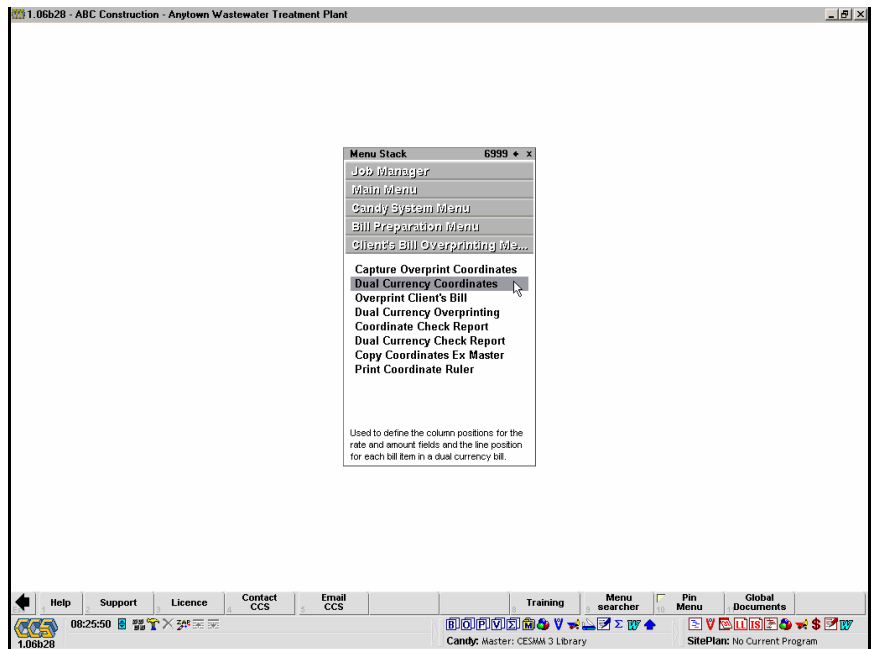
Use the  button to overprint the Client's bill.



## Capturing Dual Currency Co-Ordinates

International tenders may require the rate and amount to be submitted in two currencies, i.e. a **Local** component and a **Foreign** component.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Dual Currency Co-Ordinates**.



The dual currency overprinting co-ordinates document is displayed.

The measuring and entering of co-ordinates is very similar to the procedure that is described earlier in this section for single currency bills.

In this case there are two sets of **Rate** and **Amount** measurements for each page – The distance from the left hand edge of the sheet to the **Rightmost Digit** of where both **Rate** and **Amount** figures should be printed.

Similarly there are two sets of **Page Total** co-ordinates that may be entered.

All measurements must be made in millimetres (mm).

1.06b28 - ABC Construction - Anytown Wastewater Treatment Plant

Dual Currency Overprinting Coordinates

1.1	Client's page no. 1 CANDY page no.	B/forward Page total	co-ords co-ords	LINE FORGN	CO-ORD LOCAL	RATE FORGN	COLUMN LOCAL	AMOUNT FORGN	195.00 COLUMN LOCAL
D E S C R I P T I O N				PGE/ITEM					
SECTION 1: GENERAL				1					
PRELIMINARIES - FIXED CHARGES				1/A		50.00			
Contractor's establishment				1/B		50.00	145.00	165.00	183.00
Services				1					
PRELIMINARIES - VALUE RELATED CHARGES				1/C		80.00			
Contractor's establishment				1/D		50.00			
PRELIMINARIES - TIME RELATED CHARGES				1					
Contractor's establishment				1/E		110.00			
Services				1/F		120.00			
COLLECTION OF SECTION 1				3					
SECTION 2: VENTILATION SHAFT				3					
SCHEDULE NO.1: FAN FOUNDATION				3					
EARTHWORKS				3					
Clear and strip site				3/A					
Excavate in bulk, Class A material and				3/B					
Excavation in foundations ne 2m deep				3/C					
Excavate for working space in Class A				3/D					
Excavate in class A material for				3/E					
Extra over all excavations in Class A				3/F					
Filling under floors and around				3/G					
Overhaul				3/H					
Dewatering of excavations				3/I					
Stockpile excavated material on site				3/J					
CONCRETE, FORMWORK & REINFORCING				3					
CONCRETE				3					
C10 Concrete in blinding 50mm thick				3/K					
C20 Concrete in foundations				3/L					
C25 Concrete in walls				3/M					
C25 Concrete in ground slabs				3/N					
Wood Float finish				3/O					
FORMWORK				4					
Vertical formwork to sides of				4/A					
Vertical formwork to walls				4/B					
Formwork to sides and soffits of beams				4/C					
Formwork not exceeding 1500mm high				4/D					
REINFORCEMENT				4					
16mm dia. HTS reinforcement				4/E					
E/O 16mm HTS for bars of dia 10mm				4/F					
E/O 16mm HTS for bars of dia 25mm				4/G					
Welded Mesh reinforcement Ref 395				4/H					
H.B.BOLTS AND MISCELLANEOUS METALWORK				4					
Supply, place and cast into position,				4					
M20 HD bolts in lengths ex. 750mm and				4/I					
M30 HD bolts in lengths ex. 1250mm				4/J					
The following in galvanised mild steel				4					
8mm thick chequer plate duct covers cut				4/K					

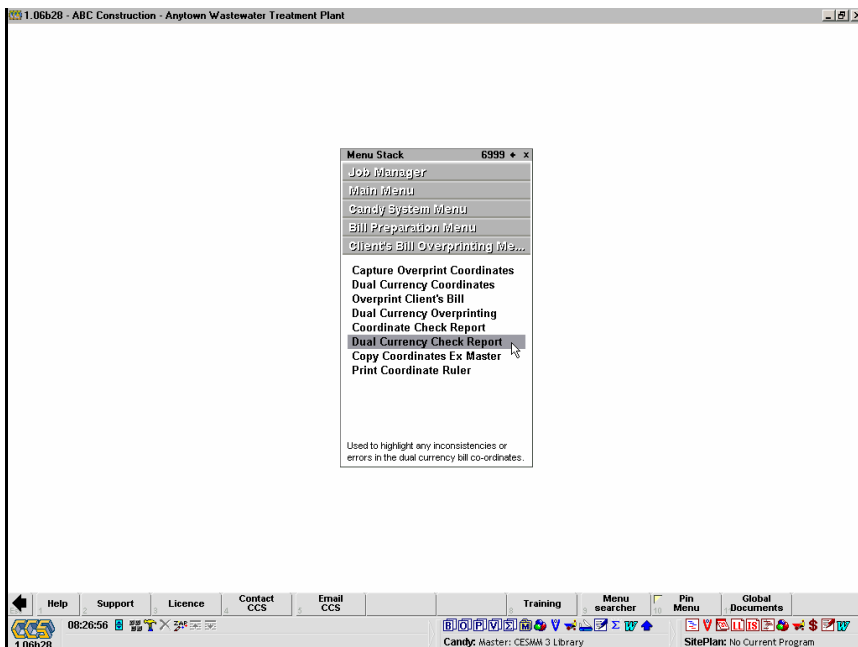
Help Zoom Change desc display Go to page More keys Pg tot co-ords Clear co-ords Worksheet

08:26:39 Candy: Master: CESMAM 3 Library SitePlan: No Current Program

## Dual Currency Check Report

Having captured the co-ordinates, a report can be produced which highlights any inconsistencies or errors.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Dual Currency Check Report**.



A selector is displayed on which many of the options are the same as previously described for a single currency check report.

Additional options are specifically related to the dual currency overprinting.

### Selection

- **Local currency** - Select a currency code or leave blank for Pricing Currency.

### Rates

- **Mark up** - Use Local/Foreign Ratio.

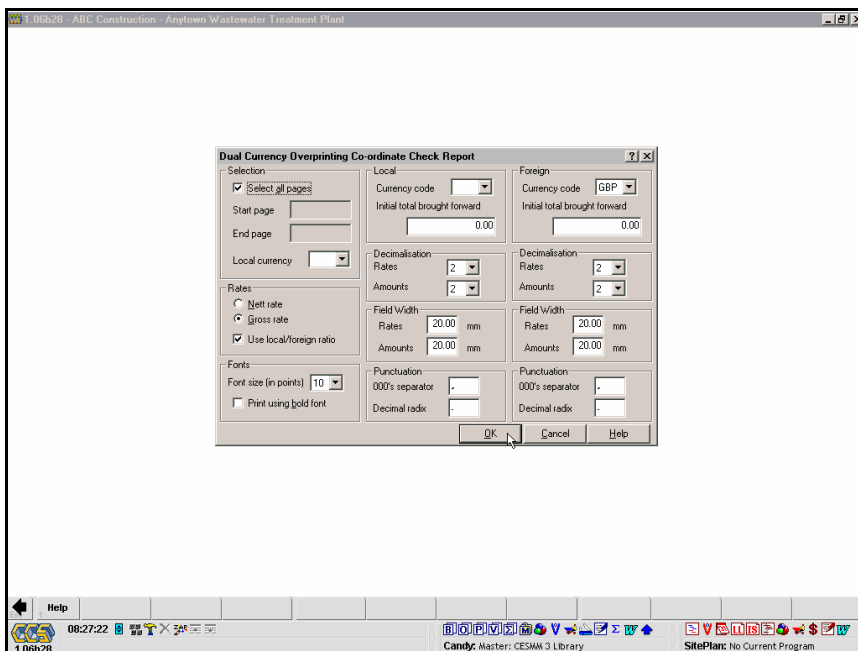
### Local Component

- **Currency code** - Select a currency code or leave blank for Pricing Currency.

### Foreign Component

- **Currency code** - Select a currency code or leave blank for Pricing Currency.

Use the  button to print the report.

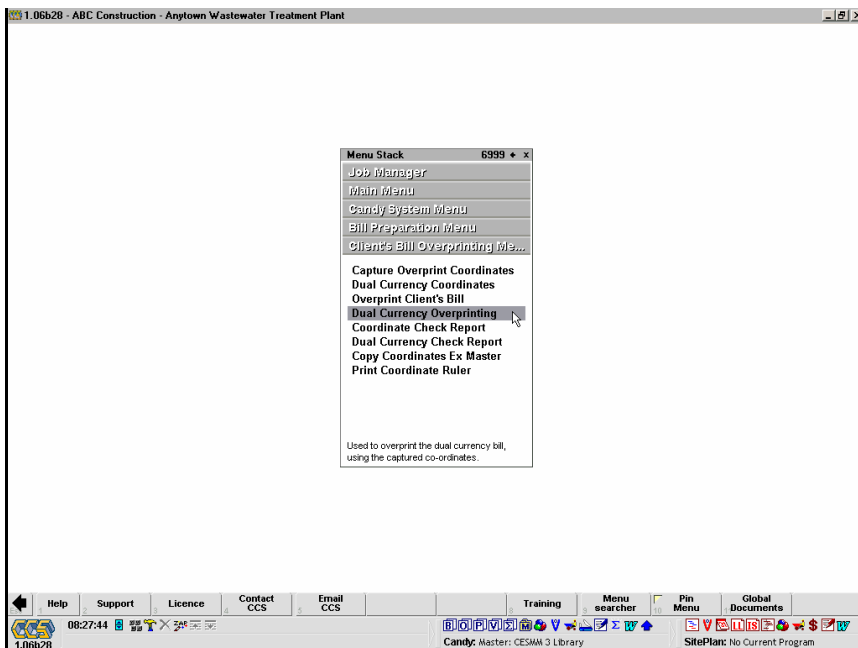


## Dual Currency Overprinting

Having printed the check report and resolved any problems, the actual dual currency overprinting can be done.

It is recommended that a trial run be done on a photocopy of the Client's bill to ensure that the co-ordinates have been captured correctly and that the paper is correctly loaded into the printer.

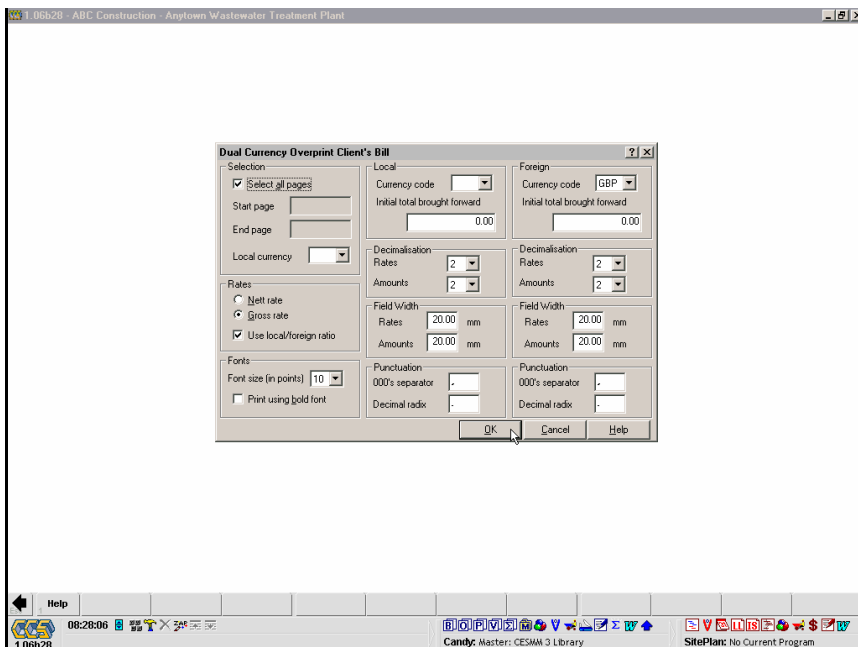
From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Dual Currency Overprinting**.



A selector is displayed which is identical to that which was encountered in the dual currency check report.

Any settings that were made during the co-ordinate check report are retained and displayed on this selector.

Use the **OK** button to overprint the Client's bill.



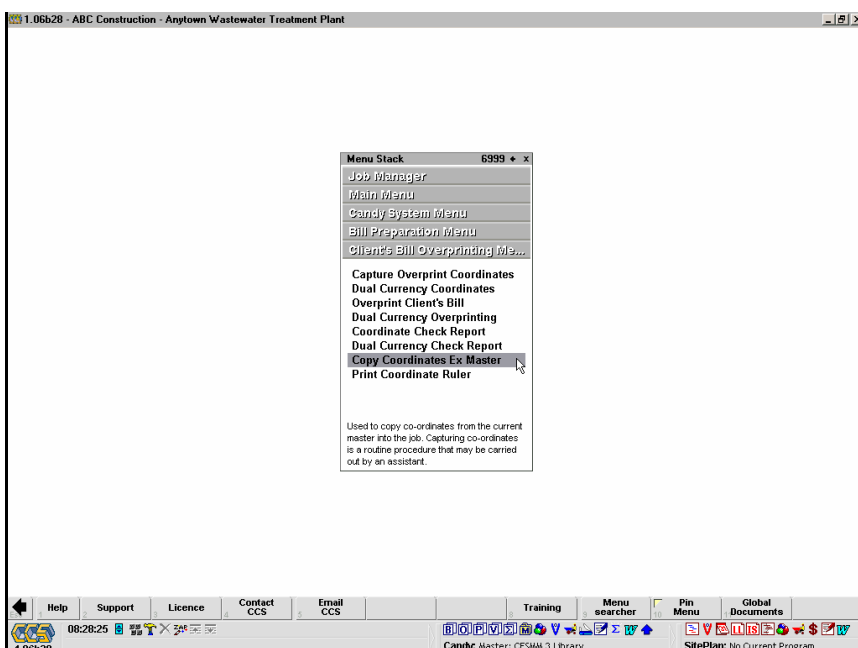
### Copy Co-Ordinates Ex Master

*Capturing the co-ordinates is a routine procedure that can be carried out by an assistant, freeing the estimator to proceed with the pricing.*

*Once the bill has been created in Candy, the job can be copied onto a second computer, and the co-ordinates captured there.*

*At some point in the future, the co-ordinates can be copied back into the estimator's live job.*

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Copy Co-Ordinates Ex Master**.

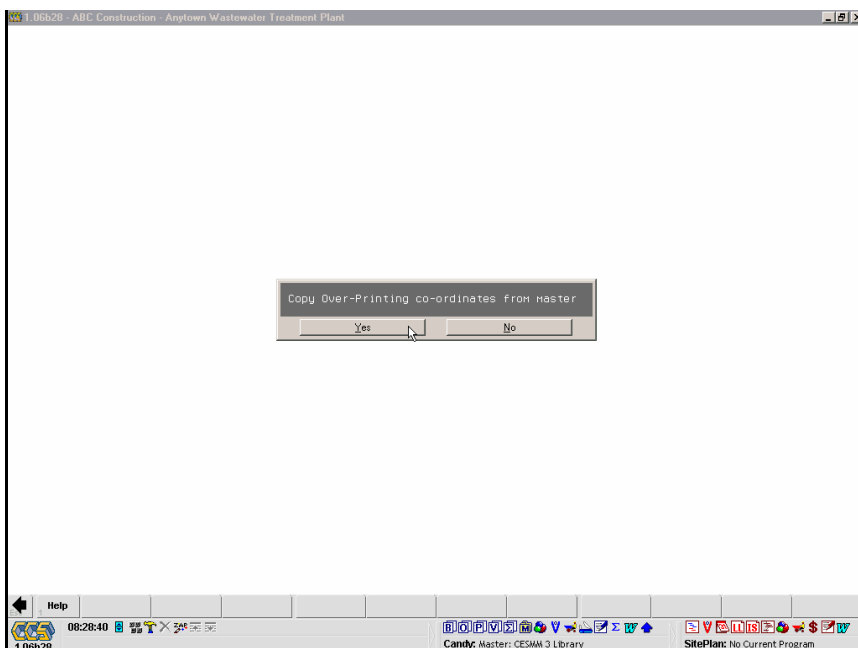


A message is displayed which confirms what you are about to do.

Use the **Yes** button to continue.

When the co-ordinate copying is complete, a message is displayed that informs you what has been done.

Hit any key to continue.

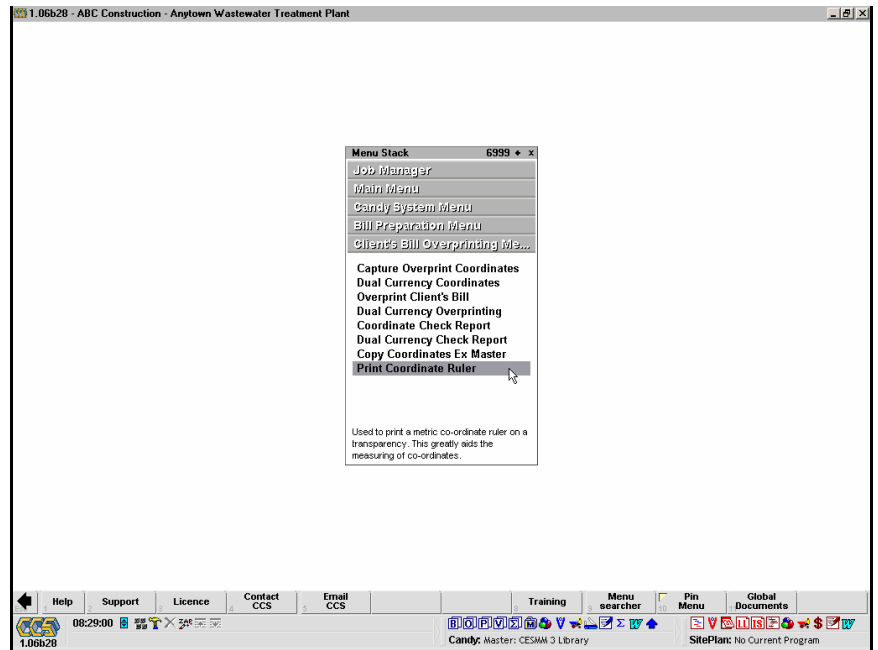


## Print Co-Ordinate Ruler

You may print a metric co-ordinate ruler for printing on a transparency. This greatly aids the measuring of co-ordinates.

From the **CCS Menu** follow the path to **Candy System** to **Bill Preparation** to **Client's Bill Overprinting** and select **Print Co-Ordinate Ruler**.

The printing sheet is displayed, from which the co-ordinate ruler may be printed.



## Error Messages

The following is a complete list of messages that may be displayed during a co-ordinate check report:

- **Amount overflows field** - The amount at the decimalisation selected and with separators overflows the amount field. Separators and/or decimals are dropped. Possible solutions are: Increase the field width, or reduce the number of decimal places.
- **Rate overflows field** - Similar to the amount check described above, but checks the rate field.
- **Line co-ord not given** - No line (Y co-ordinate) has been entered for this bill item.
- **Column co-ord not given** - Either the rate or the amount column (X co-ordinate) has not been entered for this bill item.
- **Line co-ords swapped** - The line (Y co-ordinate) for this bill item is less than the co-ordinate for the previous item. This can happen if the bill items have been swapped after the co-ordinates have been captured.
- **Line co-ord off page** - The line (Y co-ordinate) for this bill item exceeds the number of lines on the page.
- **Column co-ords swapped** - One of the check report settings specifies whether the rate or the amount is to be printed first. This error is reported if the rate and amount column co-ordinates for an item conflict with this setting.
- **Column co-ord off page** - A column (X co-ordinate) for this bill item is beyond the rightmost printable character on the page.
- **Fields overlap** - The size of the amount field has been increased to the point where it overlaps the rate field or the default amount field size is too large for the bill being over-printed and must be reduced. Be sure to run the check report again after reducing the field size to ensure that the reduction does not result in field overflows.
- **Section start; page total zeroed** - Reported at the start of each new section where there is no total brought forward. Check that a co-ordinate was not captured by mistake at the start of a section, or that a co-ordinate was omitted where a total brought forward should be printed.
- **Undefined error** - This is an unknown error. If it occurs, examine the current item carefully and report the incident to CCS.

