

TRANSFERRING SELLING RATES TO EXCEL

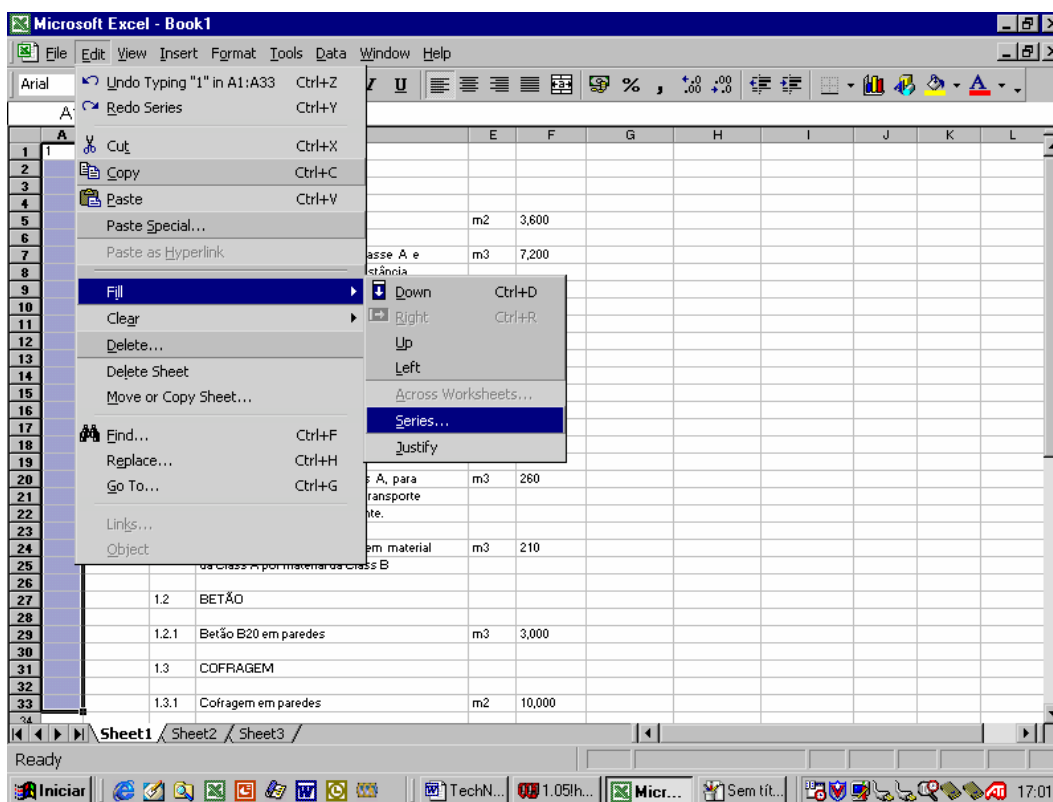
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Preparing the Bill of Quantities in Excel before importing into the CCS system

The client may require the contractor to enter his rates in the original Excel Bill and include this Excel file with his tender submission. CCS provides an easy way to enter the selling rates automatically in the client's original Excel Bill.

Certain steps must be followed when importing the Bill of Quantities from Excel, in order to take advantage of the facility to automatically export the Selling rates.

- Select all the information, *Copy*, *Open* a new file and *Paste* the information using the function *Paste Special, Values*.
- Insert two columns on the left side and write the number 1 on the top right side of the 1st (first) column (*Column A*);
- Create a new block on column A between the first and last line of the text and choose *Edit, Fill* and *Series*, to number all lines in number sequence.



- ...now, complete the dialog box that appears:

Series

Series in:

Rows

Columns

Type:

Linear

Growth

Date

AutoFill

Date unit:

Day

Weekday

Month

Year

Trend

Step value: Stop value:

OK Cancel

- Select all the information (including the numbered sequence column) and click on *Data, Sort*.

The sort dialogue that appears will enable you to select the column that corresponds to the Quantity column (in this case, is column *F*).

	A	B	C	D	E	F	G	H	I	J	K	L
1	1		1	ESTRUTURA								
2												
3			1.1	MOVIMENTO DE TERRAS								
4												
5			1.1.1	Limpeza de terra vegetal								
6												
7			1.1.2	Esovação em material da Classe A e								
8				Transporte a vazadouro à distância								
9				limite de 2Kms.								
10												
11			1.1.3	Esovação para fundações até 2m de								
12				profundidade								
13												
14			1.1.3	Esovação para fundações até 3m de								
15				profundidade								
16												
17			1.1.4	Esovação em terreno da Classe A,								
18				aterro e compactação a 95% AASHTO. mod.								
19												
20			1.1.5	Esovação em material Class A, para								
21				valas, aterro, compactação e transporte								
22				a vazadouro de material sobran.								
23												
24			1.1.6	Acréscimo para esoavações em material								
25				da Class A por material da Class B								
26												
27			1.2	BETÃO								
28												
29			1.2.1	Betão B20 em paredes	m3	3,000						
30												
31			1.3	COFRAGEM								
32												
33			1.3.1	Cofragem em paredes	m2	10,000						

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Arial 10 75% B I U

A1 = 1

Sort

Sort by

Column F

Column A

Column B

Column C

Column D

Column E

Column F

Sort by

Ascending

Descending

Ascending

Descending

Ascending

Descending

My list has

Header row

No header row

Options... OK Cancel

Ready Sum=26771

Iniciar TechN... 1.05h... Micr... Sem tit... 17:05

Select a block that will cover only the lines with the quantities, and click again on *Data, Sort*. On the dialogue that appears now, select column A.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	37		2.2.1	Caixas de Visita com 1000x1200x1500mm de profund. (dimensões são internas).	Un	4
2	39		2.2.2	Caixas de Visita com 1000x1200x1500mm de profund. (dimensões são internas).	Un	4
3	33		2.1.1.2	Porta tipo P2 c/ 0,90 x 2,10m.	Un	5
4	31		2.1.1.1	Porta tipo P1 c/ 0,60 x 2,10m.	Un	12
5	21		1.4.1	Aço em paredes	Ton	300
6	9		1.1.3	Escavação para fundações até 2m de profundidade	m3	750
7	13		1.2.1	Betão B20 em paredes	m3	3000
8	5		1.1.1	Limpeza de terra vegetal	m2	3600
9	7		1.1.2	Escavação em material da Classe A e Transporte a vazadouro à distância limite de 2Kms.	m3	7200
10	17		1.3.1	Cofragem em paredes	m2	10000
11	25		1.3.1	Cofragem em paredes	m2	10000
12	1		1	ESTRUTURA E1		
13	2					
14	3		1.1	MOVIMENTO DE TERRAS		
15	4					
16	6					
17	8					
18	10					
19	11		1.2	BETÃO		
20	12					
21	14					
22	15		1.3	COFRAGEM		
23	16					
24	18					
25	19		1.4	ARMADURAS		
26	20					
27	22					
28	23		2	DIVERSOS		
29	24					

The Sort dialog box is open, showing the following settings:

- Sort by: Column A
- Ascending (selected), Descending
- Then by: (empty dropdown), Ascending (selected), Descending
- Then by: (empty dropdown), Ascending (selected), Descending
- My list has: Header row (unselected), No header row (selected)

- Type the number *1* on the first line of column *B* and choose function *Edit*, *Fill*, *Series*, to be able to number all the lines in consecutive order.

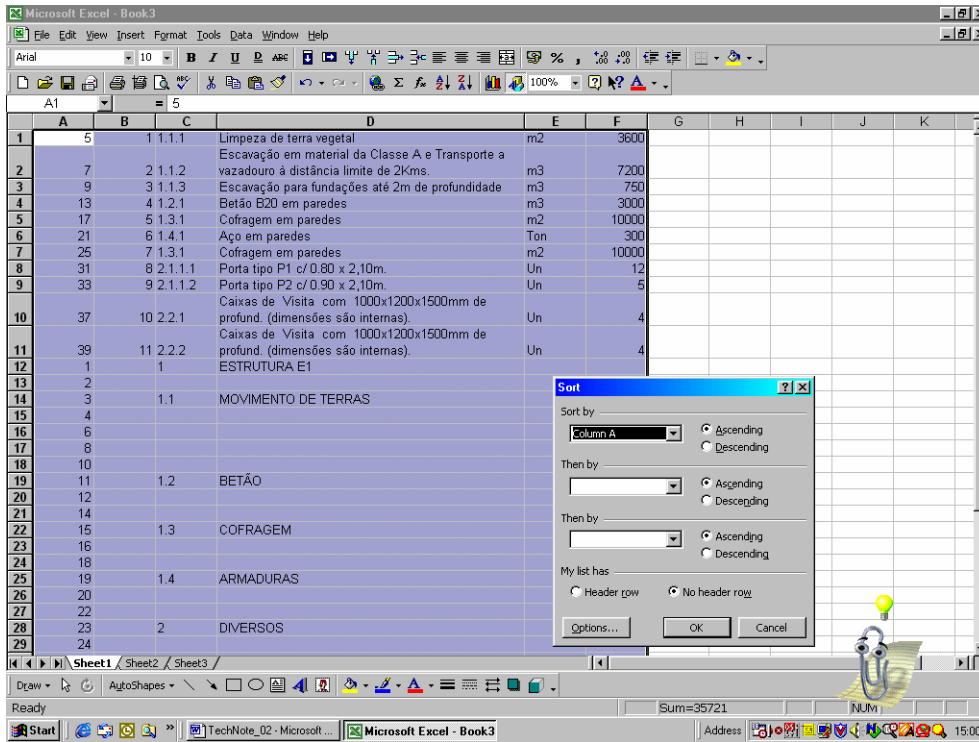
The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1								
2								
3			ITEM	DESCRIÇÃO	UNID	QUANTID.	PREÇO UN.	TOTAL
4								
5	5	1	1.1.1	Limpeza de terra vegetal	m2	3.600		
6	7	2	1.1.2	Escavação em material da Classe A e	m3	7.200		
7	11	3	1.1.3	Escavação para fundações até 2m de	m3	750		
8	14	4	1.1.4	Escavação em terreno da Classe A,	m2	440		
9	17	5	1.1.5	Escavação em material Class A, para	m3	260		
10	21	6	1.1.6	Acréscimo para escavações em material	m3	210		
11	26	7	1.2.1	Betão B20 em paredes	m3	3.000		
12	30	8	1.3.1	Cofragem em paredes	m2	10.000		
13	34	9	1.4.1	Aço em paredes	Ton	300		
14	44	10	2.1.1.1	Porta tipo P1 c/ 0.80 x 2,10m.	Un	12		
15	46	11	2.1.1.2	Porta tipo P2 c/ 0.90 x 2,10m.	Un	5		
16	50	12	2.2.1	Caixas de Visita com 1000x1200x1500mm	Un	4		
17	53	13	2.2.2	Caixas de Visita com 1000x1200x1500mm	Un	4		
18	1		1	ESTRUTURA E1				
19	2							
20	3		1.1	MOVIMENTO DE TERRAS				
21	4							
22	6							
23	8			Transporte a vazadoiro à distância				
24	9			limite de 2Kms.				

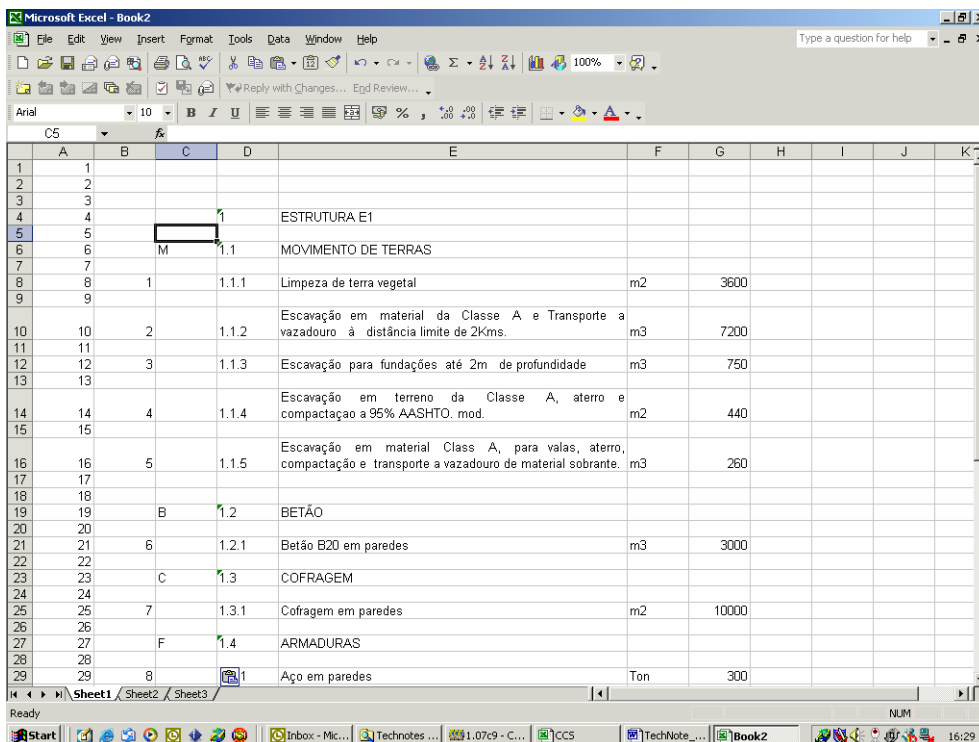
...now complete the dialogue box:

The 'Series' dialog box is shown with the following settings:

- Series in: Columns
- Type: Linear
- Date unit: Day, Weekday, Month, Year
- Trend: Trend
- Step value: 1
- Stop value: (empty)

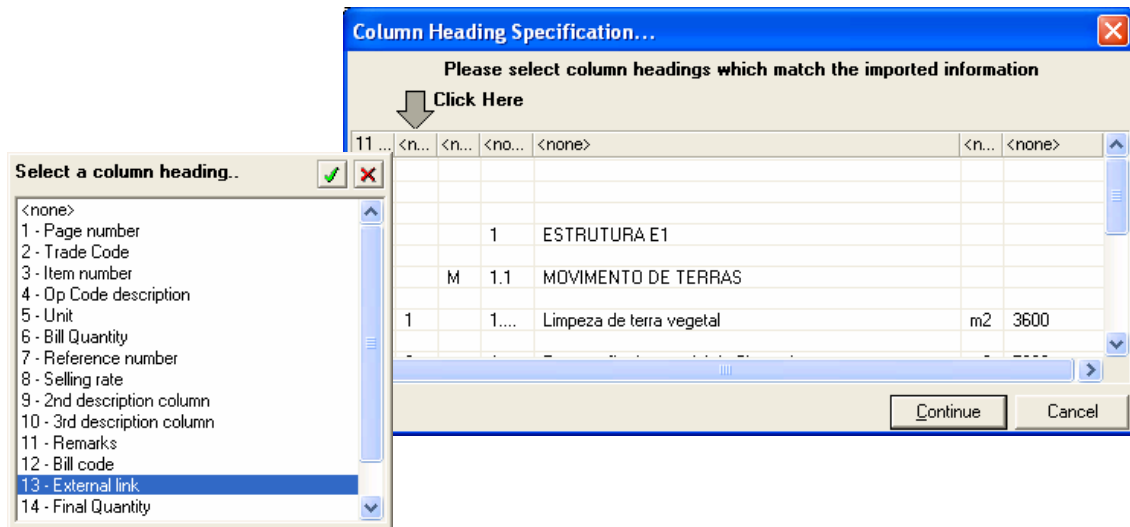


- Select all the information, click on *Data, Sort* and choose column *A*:



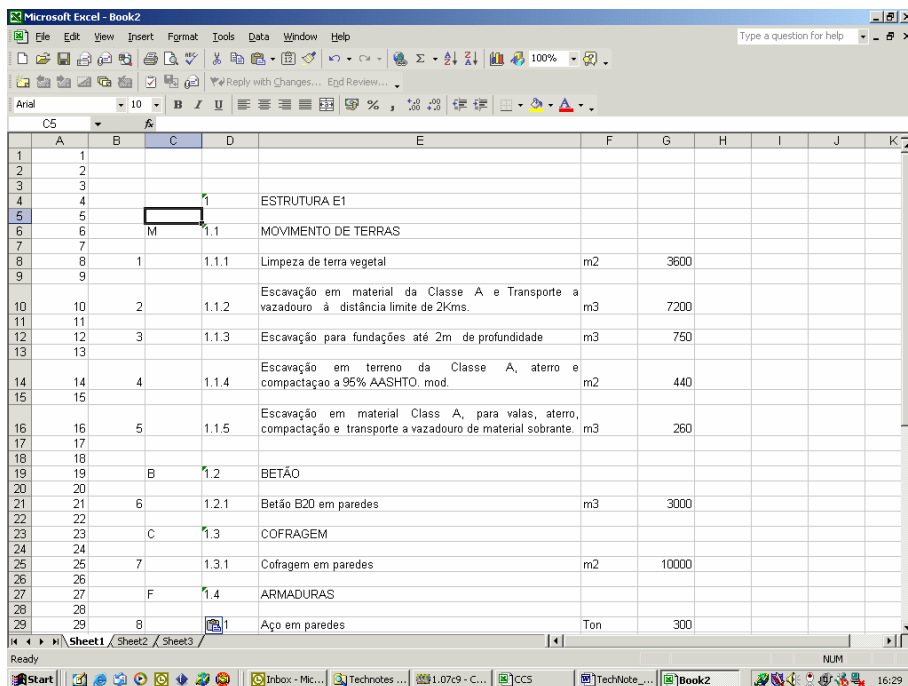
Insert a new column (column *C*) and define which Trades codes will be used in the CCS OpCode column. When importing the bill, CCS allocates a unique OpCode to each item. Using the Trade code during the import process will reduce the re-coding required once the bill has been imported. (Refer to column *C*, below).

- Import the text through the Menus *Candy System > Bill Preparation Menu > Bill Importation > Bill Importers (Delimited Files)* and define the column with new codes (*Column B*) as the External Link field.

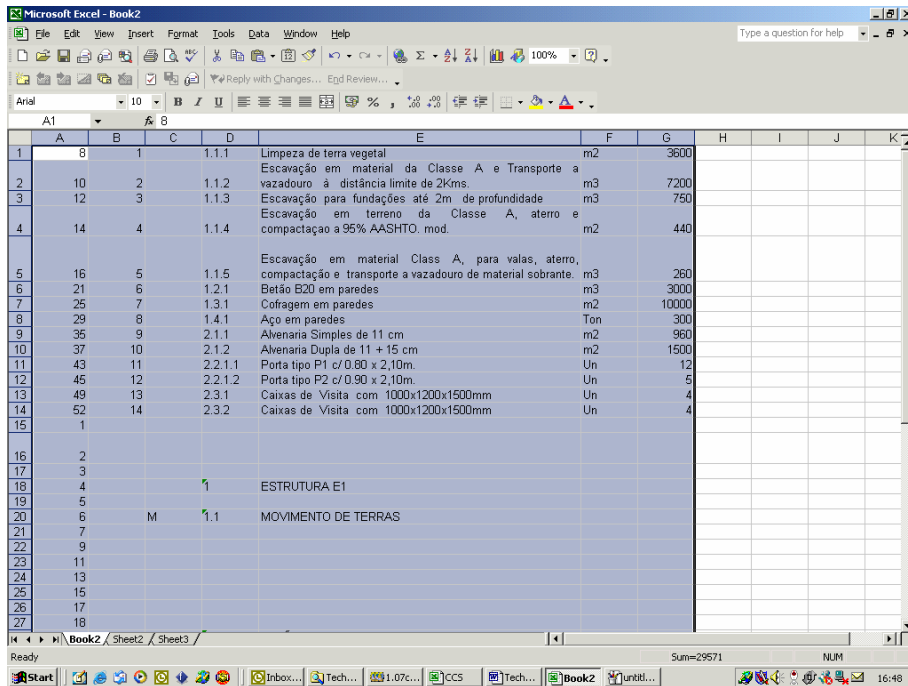


To export the selling rates from the CCS system to the client's Excel file.

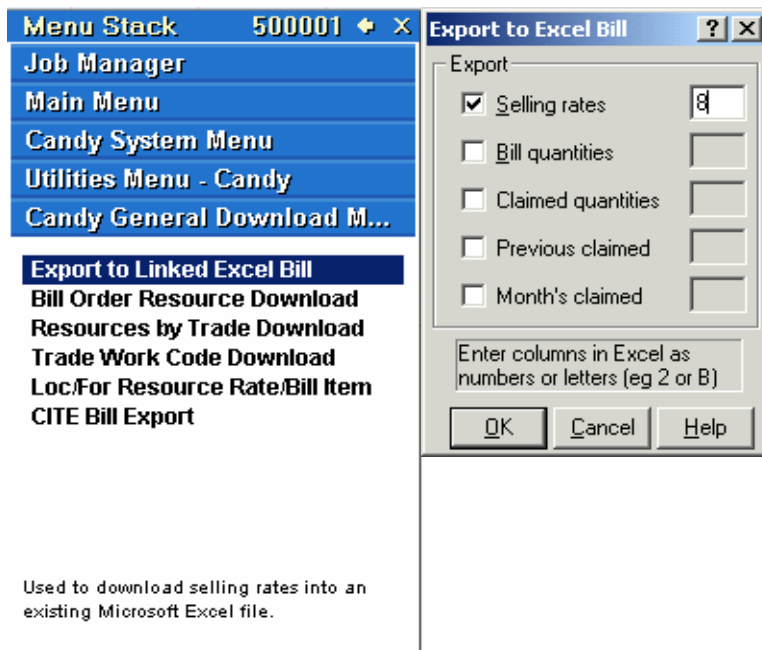
- Open the Client's Excel file, which was used to import the Bill of Quantities...

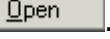


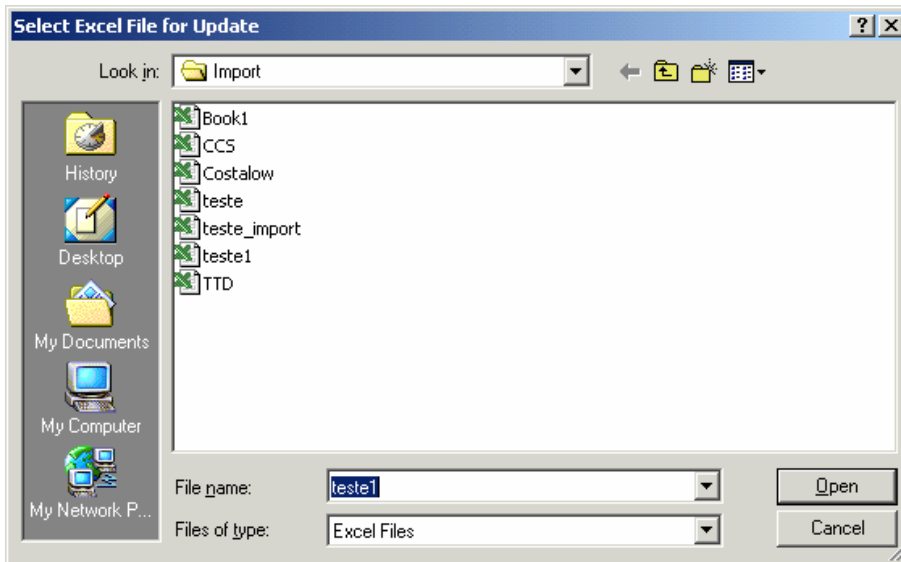
- Select all the information and click on *Data, Sort* and choose column *B*.



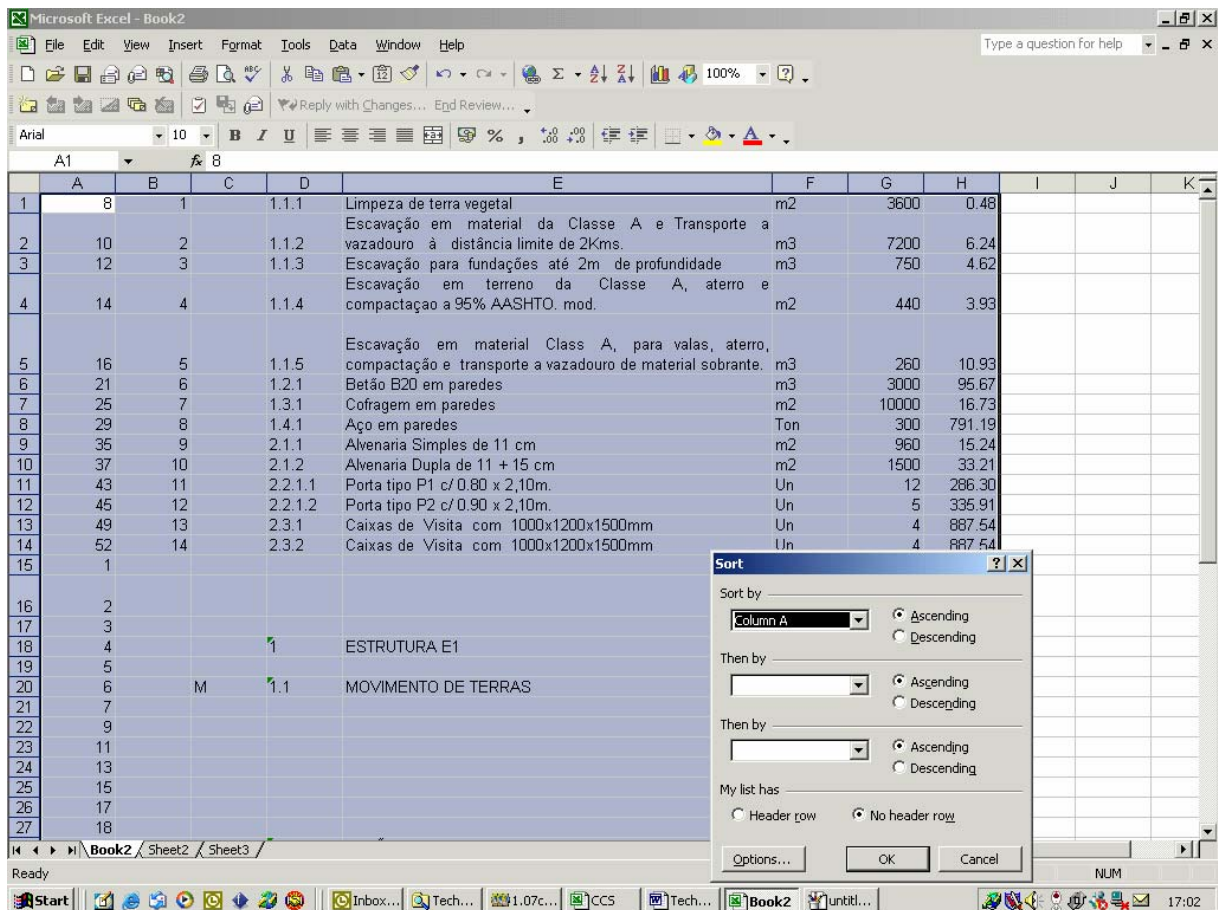
- Save this file with all the information sorted according with *External Link*.
- In *CCS* click on *Candy System, Candy Utilities Menu, and Candy General Download Menu* and select the option *Export to Linked Excel Bill*.
- In the Dialog Box that appears now select the option *Selling Rates* and, in the available field, define the number (or the letter) of the column (A=1; B=2; etc.) related to the Excel file where we want to export the selling rate: In our example column 8.



- Select the Excel file into which you want to export the selling rates and click on .



- After exporting the selling rates from CCS to the client's list, we should select all the information and do *Data, Sort* then choose column *A*.



NOTE: Verify all the information has been correctly transferred and, check if the Total value in Excel is the same as the one obtained in the CCS system.