

EXPORTING CANDY DATA TO EXCEL

Title	Exporting Candy data to Excel
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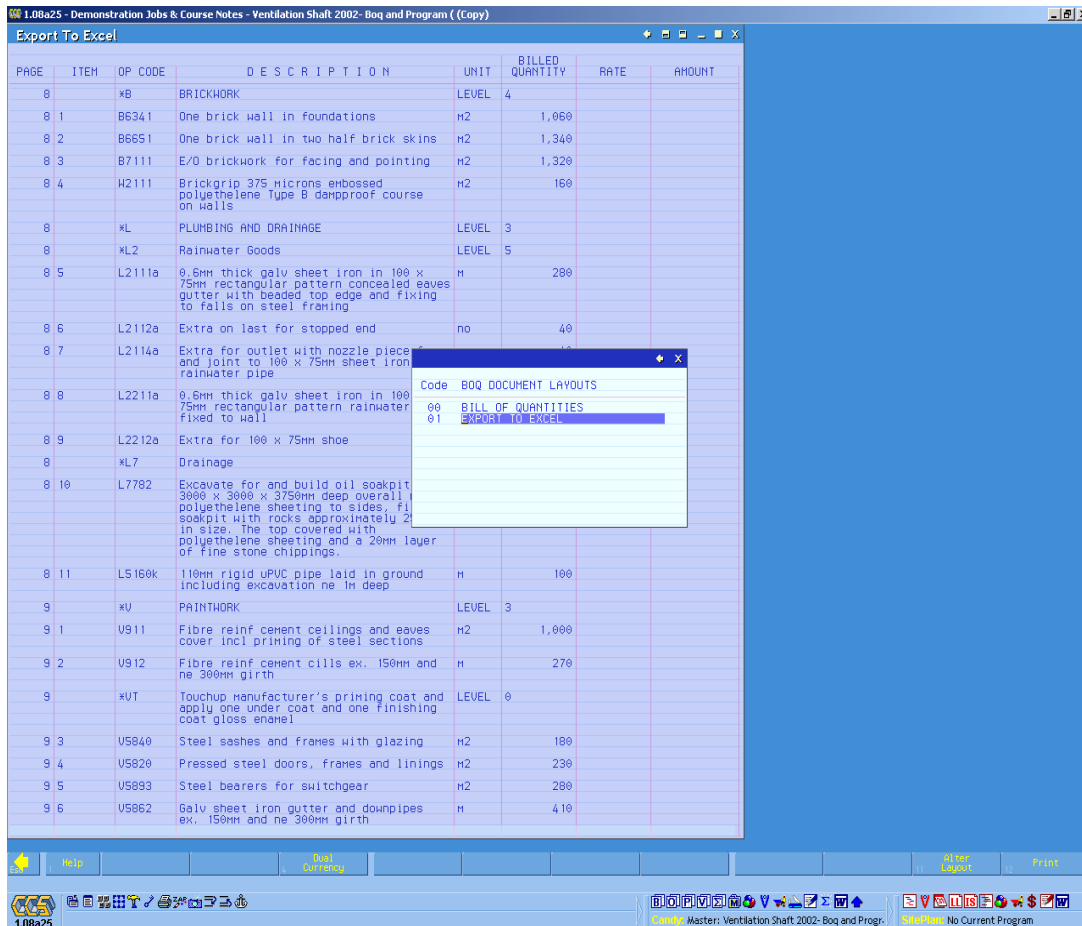
CREATING A LAYOUT TO EXPORT TO EXCEL

Before exporting your Bill of Quantities to Excel, create a layout that includes the columns of data you wish to export.

- Load the CCS System
- From the Main Menu, go to the

Candy System Menu
 Estimating Menu
 Bill of Quantities

- Create a new layout by moving the cursor down to a new line, entering a code and typing in a name for the new layout. Give the layout a descriptive name such as EXPORT TO EXCEL. The name is not important for the export but it will assist you in finding the layout in future.



The screenshot shows the CCS software interface with a window titled 'Export To Excel'. The main window displays a table with columns: PAGE, ITEM, OP CODE, DESCRIPTION, UNIT, BILLED QUANTITY, RATE, and AMOUNT. The table contains various construction items such as BRICKWORK, PLUMBING AND DRAINAGE, and PAINTWORK. A small dialog box is open over the table, titled 'Code BOQ DOCUMENT LAYOUTS', with a list of options: '00 BILL OF QUANTITIES' and '01 EXPORT TO EXCEL'. The '01 EXPORT TO EXCEL' option is highlighted.

PAGE	ITEM	OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY	RATE	AMOUNT
8	x8		BRICKWORK	LEVEL 4			
8 1	B6341		One brick wall in foundations	M2	1,060		
8 2	B6551		One brick wall in two half brick skins	M2	1,340		
8 3	B7111		E/O brickwork for facing and pointing	M2	1,320		
8 4	H2111		Brickgrip 375 microns embossed polyethelene Type B dampproof course on walls	M2	160		
8	xL		PLUMBING AND DRAINAGE	LEVEL 3			
8	xL2		Rainwater Goods	LEVEL 5			
8 5	L2111a		0.6mm thick galv sheet iron in 100 x 75mm rectangular pattern concealed eaves gutter with beaded top edge and fixing to falls on steel framing	M	280		
8 6	L2112a		Extra on last for stopped end	no	40		
8 7	L2114a		Extra for outlet with nozzle piece and joint to 100 x 75mm sheet iron rainwater pipe				
8 8	L2211a		0.6mm thick galv sheet iron in 100 x 75mm rectangular pattern rainwater Fixed to wall				
8 9	L2212a		Extra for 100 x 75mm shoe				
8	xL7		Drainage				
8 10	L7782		Excavate for and build oil soakpit 3000 x 3000 x 3750mm deep overall polyethelene sheeting to sides, fix soakpit with rocks approximately 2 in size. The top covered with polyethelene sheeting and a 20mm layer of fine stone chippings.				
8 11	LS160k		110mm rigid uPVC pipe laid in ground including excavation ne 1m deep	M	100		
9	xV		PAINTWORK	LEVEL 3			
9 1	V911		Fibre reinf cement ceilings and eaves cover incl priming of steel sections	M2	1,000		
9 2	V912		Fibre reinf cement cills ex. 150mm and ne 300mm girth	M	270		
9	xVT		Touchup Manufacturer's priming coat and apply one under coat and one finishing coat gloss enamel	LEVEL 0			
9 3	V5840		Steel sashes and frames with glazing	M2	100		
9 4	V5820		Pressed steel doors, frames and linings	M2	230		
9 5	V5893		Steel bearers for switchgear	M2	280		
9 6	V5862		Galv sheet iron gutter and downpipes ex. 150mm and ne 300mm girth	M	410		

- Once you have entered the name of the new layout, hit **Enter** to create the document and then **Enter** again to open the document.

CCS will display a standard Bill of Quantities document with the default columns selected and in single page mode.

- In this mode, CCS will only export the current page to Excel. Change the format of the document to Multi Page by clicking on the **Multi-page** SoftKey.

PAGE	ITEM	OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY	NETT RATE	NETT AMOUNT
1		*SECT1	SECTION 1: GENERAL	LEVEL	1		
1		*AF	PRELIMINARIES - FIXED CHARGES	LEVEL	2		
1.1	A810		Contractor's establishment	Item	1	0.00	0.00
1.2	A9121		Services	Item	1	0.00	0.00
1		*AV	PRELIMINARIES - VALUE RELATED CHARGES	LEVEL	2		
1.3	A310		Contractual requirements	Item	1	0.00	0.00
1.4	A810a		Contractor's establishment	Item	1	0.00	0.00
1		*AT	PRELIMINARIES - TIME RELATED CHARGES	LEVEL	2		
1.5	A810b		Contractor's establishment	Item	1	0.00	0.00
1.6	A9121b		Services	Item	1	0.00	0.00
2		*COLL1	COLLECTION OF SECTION 1	LEVEL	9		
3		*SECT2	SECTION 2: VENTILATION SHAFT	LEVEL	1		
3		*SCH11	SCHEDULE NO.1: FAN FOUNDATION	LEVEL	2		
3		*E	EARTHWORKS	LEVEL	3		
3.1	E1133		Clear and strip site	m2	3,600	0.91	3,276.00
3.2	E20921		Excavate in bulk, Class A material and dispose within 2km freshaul distance	m3	7,200	9.07	65,304.00
3.3	E42111		Excavation in foundations no 2m deep	m3	750	7.43	5,572.50
3.4	E52003		Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m3	440	5.40	2,376.00
3.5	9E30013		Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260	15.03	3,907.80
3.6	E603		Extra over all excavations in Class A material for Class B material	m3	210	73.14	15,359.40
3.7	E82245		Filling under floors and around foundations in layers of 150mm, compacted to 95% mod AASHTO	m3	7,680	6.90	52,992.00
3.8	E670		Overhaul	m3.km	14,400	0.44	6,336.00
3.9	E8110		Dewatering of excavations	Sum	1		Included
3.10	E670a		Stockpile excavated material on site	m3.km	0	0.11	Rate only
3		*C	CONCRETE, FORMWORK & REINFORCING	LEVEL	3		
3		*C1	CONCRETE	LEVEL	4		
3.11	C2212		10MPa concrete in blinding 50mm thick	m2	1,130	9.17	10,362.10
3.12	C341		20MPa concrete in foundations	m3	1,300	136.89	177,957.00
3.13	C3520		25MPa concrete in walls	m3	912	138.23	126,065.76
3.14	C3500		25MPa concrete in surface beds	m3	70	137.54	9,627.00

- In the current layout, CCS will export the following columns,

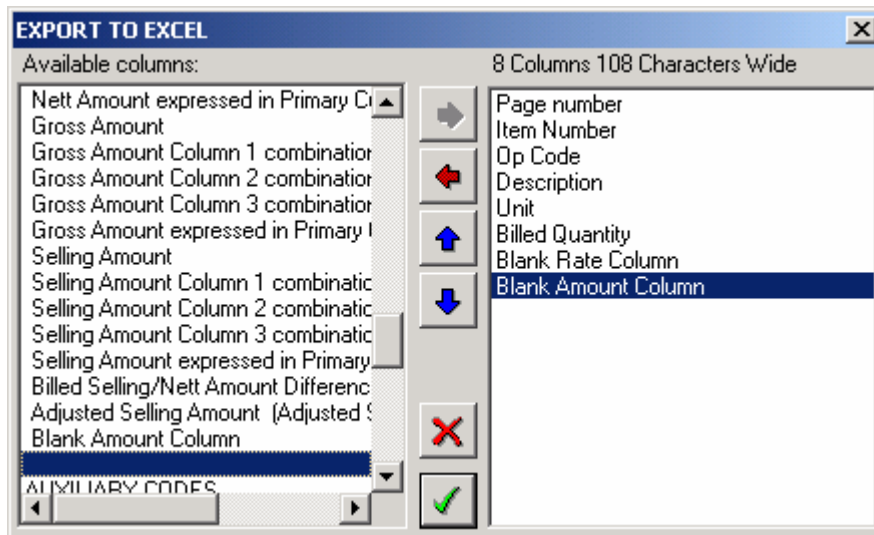
- Page
- Item
- Op Code
- Description
- Unit
- Billed Quantity
- Nett Rate
- Amount

CHANGE THE LAYOUT TO EXPORT THE COLUMNS YOU WANT

When exporting to Excel, CCS will export all of the columns that you have displayed in the current layout. If you would like to include or exclude particular columns, you will need to change the layout of the document.

- With the document visible on your screen, press **CTRL + F1** on your keyboard.

This will display the CCS Layout Pick List which allows you to choose which columns to display in the layout you created earlier.



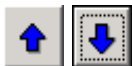
- The columns visible on the left hand side of the document are all of the columns that are available in the Estimating side of Candy. The columns on the right hand side of the document are the columns that will be displayed in the Bill of Quantities document.
- You can remove columns from the right hand side of the Pick List by selecting the item and clicking on the remove button which is depicted with a red arrow pointing to the left.



- You can add available columns by selecting them from the left hand side of the Pick List and clicking on the Add button which is depicted by a green arrow pointing to the right.



- To change the order of the columns, use the blue up and down arrows. Note that the top most column will be displayed on the left hand side of your document and the bottom most column will be displayed on the right hand side.



- Once you have selected your columns, save the layout by clicking on the Save button.



EXPORTING TO EXCEL

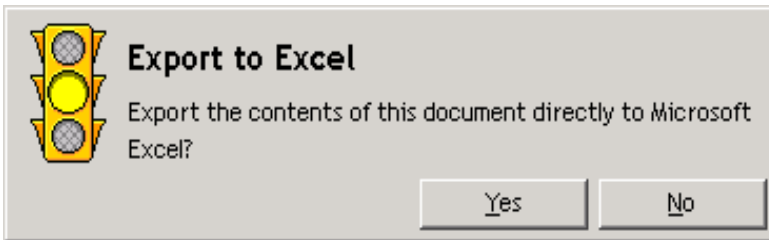
- With the document visible on your screen, click on the **More Keys** SoftKey.



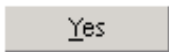
- Click on the Export to Excel SoftKey.



CCS will display a confirmation message asking you whether you wish to Export the contents of your Bill of Quantities into Excel.



- Click on Yes to continue.



CCS will directly export the contents of the Bill of Quantities to Microsoft Excel.

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3		*E	EARTHWORKS	LEVEL 3			
3	1	E1133	Clear and strip site	m2	3,600		
3	2	E20021	Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	7,200		
3	3	E42111	Excavation in foundations ne 2m deep	m3	750		
3	4	E52003	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m3	440		
3	5	9E30013	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		
3	6	E603	Extra over all excavations in Class A material for Class B material	m3	210		