

## IMPORTING A BILL OF QUANTITIES FROM EXCEL

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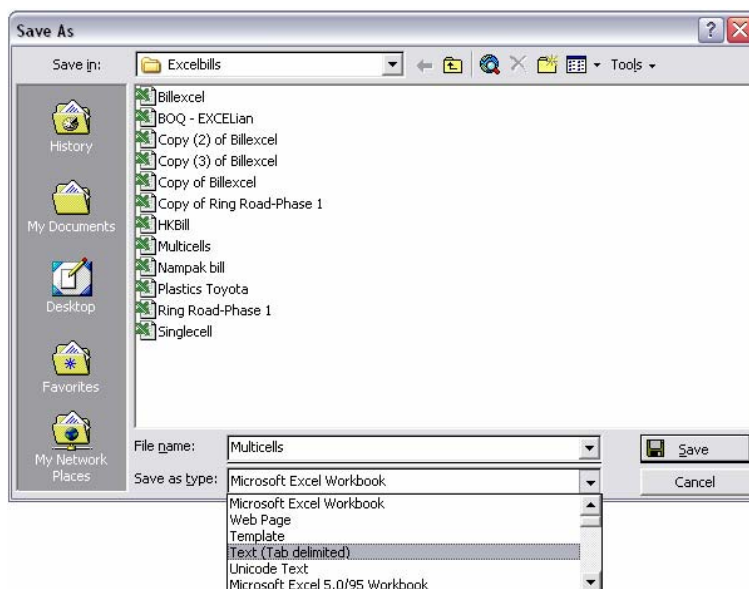
### Section A: The Excel File

Find and open your Bill of Quantities in Excel

	A	B	C	D
1				BILLED
2	ITEM	DESCRIPTION	UNIT	QUANTITY
3		SECTION 2: VENTILATION SHAFT		
4				
5		SCHEDULE NO.1: FAN FOUNDATION		
6				
7		EARTHWORKS		
8				
9	A	Clear and strip site	m2	5,400
10				
11	B	Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	10,800
12				
13				
14	C	Excavation in foundations ne 2m deep	m3	1,125

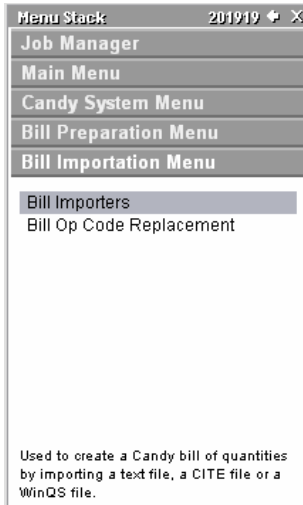
Try in Excel to edit the bill into its simplest format i.e. Unhide columns, normal view, cell formatting, auto fit column selection etc, which may adversely affect the import into CCS.

Now from your *File* menu select *Save As* and save as type: *Text (Tab delimited) (\*.txt)*.



## Section B: Importing Into CCS

Create a new job in CCS and select *Candy System, Bill Preparation menu, Bill importation, Bill importers*.



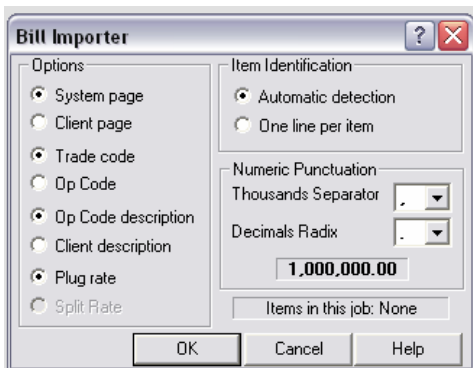
If you have a master or any previous job with trade and resource definitions, it is advised to select a master when prompted by the system as all the necessary definitions will be copied from your selected master job.


The system now prompts you for the type of file that you would like to import.

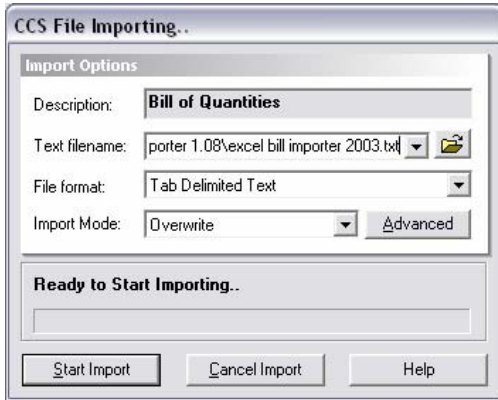


Once the delimited files have been selected you now need to specify the type of information that you are importing.

I.e. is the page numbering on the original Excel file the numbering on the hard copy or system numbering?

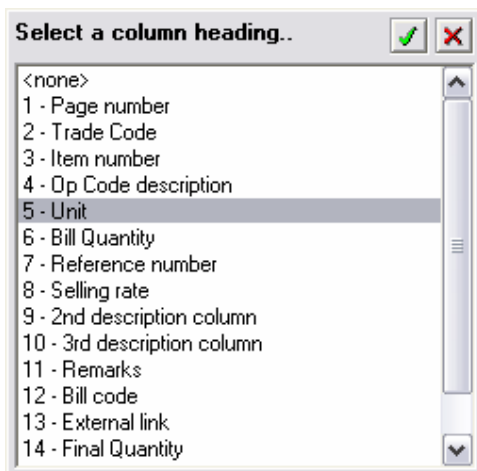
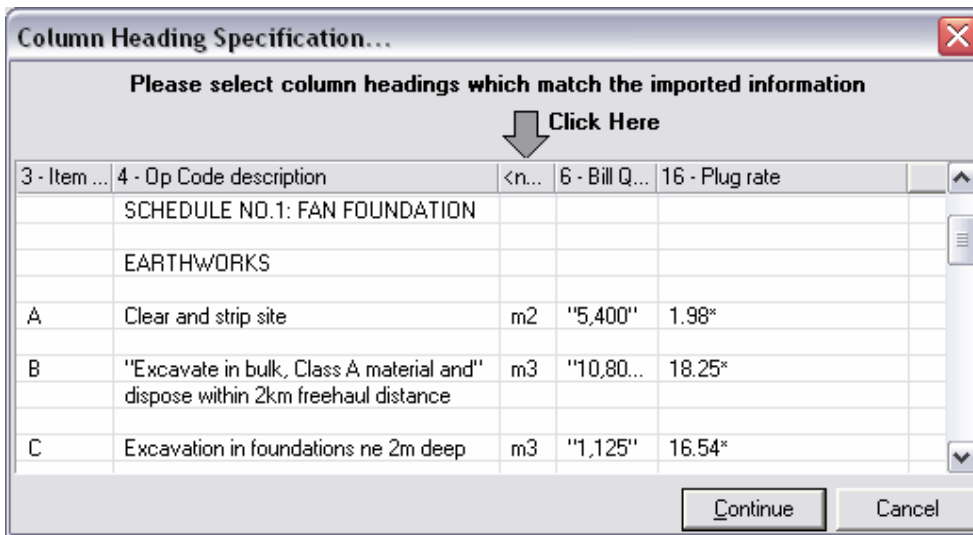



You will be prompted to browse for the (\*.txt) file to be imported using  and then select Start Import to begin the importing process.



Once imported successfully the column heading specification dialog will appear.

Now simply left click on the column heading and select the appropriate headings for each column. Once the headings have been selected hit the continue button.



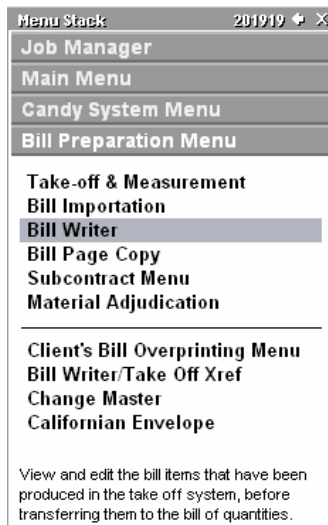
The client's bill is imported directly into the Candy Bill of Quantities. One can view this using the Bill of quantities tool bar button  on the candy tool bar at the bottom of your screen.

PAGE	ITEM	OP CODE	DESCRIPTION	ATTR	UNIT	BILLED QUANTITY	NETT RATE	NETT AMOUNT
1	ITEM	A0001	DESCRIPTION SECTION 2: VENTILATION SHAFT	P	UNIT	0	0	
1		*A0002	SCHEDULE NO.1: FAN FOUNDATION		LEVEL	0		
1		*A0003	EARTHWORKS		LEVEL	0		
1	A	A0004	Clear and strip site	P	m2	5,400	1.98	10,692.0
1	B	A0005	Excavate in bulk, Class A material and dispose within 2km freehaul distance	P	m3	10,800	18.25	197,100.0
1	C	A0006	Excavation in foundations ne 2m deep	P	m3	1,125	16.54	18,607.5
1	D	A0007	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	P	m3	660	13.21	8,718.6
1	E	A0008	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	P	m3	390	36.47	14,223.3
1	F	A0009	Extra over all excavations in Class A material for Class B material	P	m3	315	139.50	43,942.5
1	G	A0010	Filling under floors and around foundations in layers of 150mm, compacted to 95% Mod AASHTO	P	m3	11,520	17.41	200,563.2
1	H	A0011	Overhaul	P	m3.km	21,600	0.85	18,360.0
1	I	A0012	Dewatering of excavations	P	SUM	1	0.00	0.0
1	J	A0013	Stockpile excavated material on site	P	m3.km	0	0.21	Rate onl
1		A0014	CONCRETE, FORMWORK & REINFORCING	U	LEVEL	3		<Not priced
1		A0015	CONCRETE	U	LEVEL	4		<Not priced

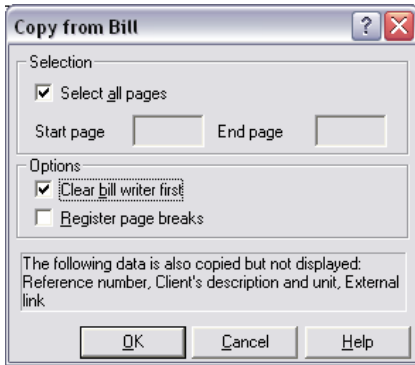
Note the system has generated the Op code; hence they all start with A or the first trade that you have defined in trade definitions.


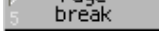
### Section C: Editing the Bill Lines

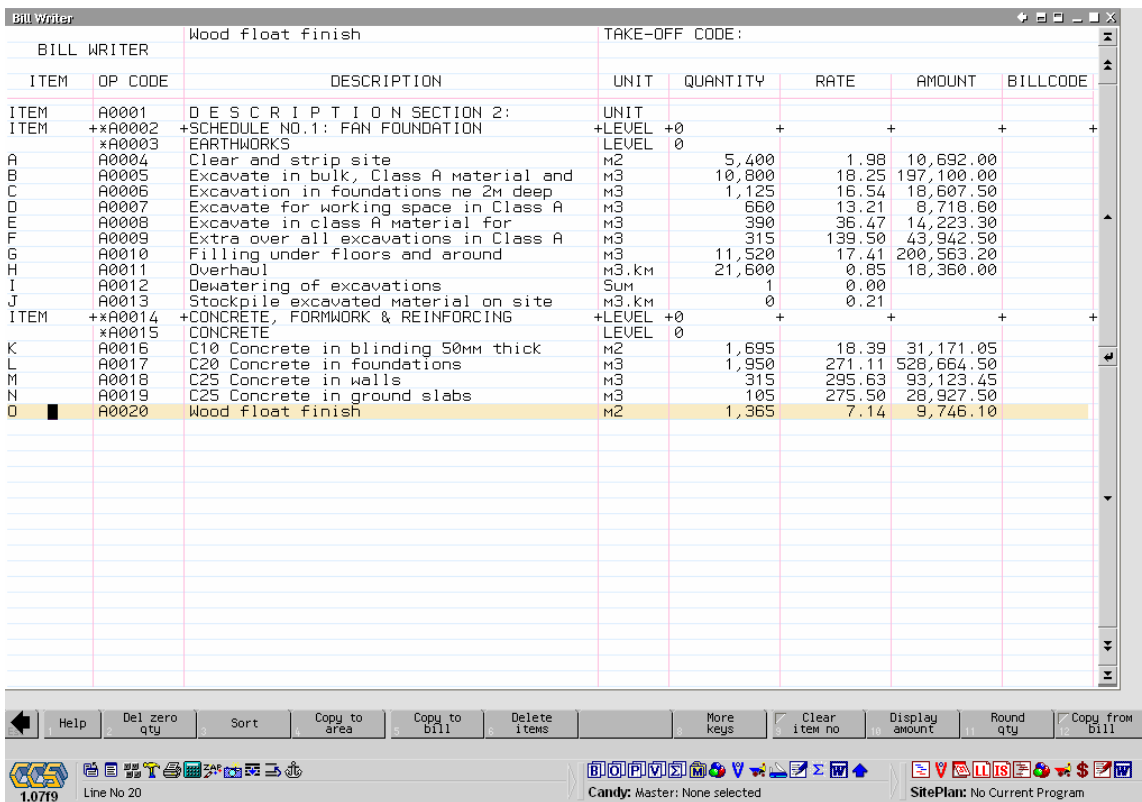
When viewing the bill, page breaks may not be in the correct position. CCS Bill Writer can be used to correct the page breaks and remove unwanted lines such as column headings i.e. Item, Description, Unit and Quantity. These could also have been edited out in the original Excel document before importing the file.



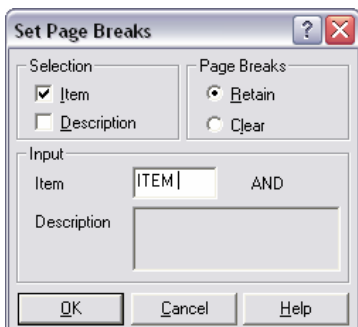
In Bill Writer the Bill of Quantities is imported by selecting the soft keys [More Keys] and the [Copy from bill]. Clear Bill Writer first if data exists in Bill Writer.



The new page breaks can be inserted by selecting the following soft keys   the page break will be represented by a `+` on the vertical lines and is set at the current line cursor position.



Note that when you select {Shift} [Page break] the dialog below appears. Here the user specifies the criteria to set the new page breaks i.e. where "ITEM." is found. Other common lines to page on are page totals and print control characters like dates and times.

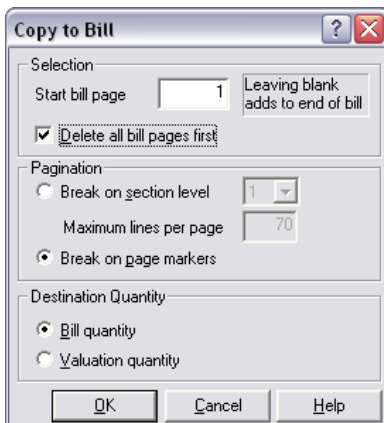


The lines that are not required such as Item, Description, and Unit can be removed in a similar manner by selecting **More keys** **Delete items** this will delete all occurrences of a line with 'ITEM' in the item number column.



ITEM	OP CODE	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	BILLCODE
ITEM	A0001	D E S C R I P T I O N SECTION 2:	UNIT				
ITEM	++A0002	+SCHEDULE NO.1: FAN FOUNDATION	+LEVEL	+0			
	*A0003	EARTHWORKS	LEVEL	0			
A	A0004	Clear and strip site	M2	5,400	1.98	10,692.00	
B	A0005	Excavate in bulk, Class A material and	M3	10,800	18.25	197,100.00	
C	A0006	Excavation in foundations ne 2m deep	M3	1,125	16.54	18,607.50	
D	A0007	Excavate for working space in Class A	M3	650	13.21	8,718.60	
E	A0008	Excavate in class A material for	M3	390	36.47	14,223.30	
F	A0009	Extra over all excavations in Class A	M3	315	139.50	43,942.50	
G	A0010	Filling under floors and around	M3	11,520	17.41	200,563.20	
H	A0011	Overhaul	M3.KM	21,600	0.85	18,360.00	
I	A0012	Dewatering of excavations	SUM	1	0.00		
J	A0013	Stockpile excavated material on site	M3.KM	0	0.21		
ITEM	++A0014	+CONCRETE, FORMWORK & REINFORCING	+LEVEL	+0			
	*A0015	CONCRETE	LEVEL	0			
K	A0016	C10 Concrete in blinding 50mm thick	M2	1,695	18.39	31,171.05	
L	A0017	C20 Concrete in foundations	M3	1,950	271.11	528,664.50	
M	A0018	C25 Concrete in walls	M3	315	295.63	93,123.45	
N	A0019	C25 Concrete in ground slabs	M3	105	275.50	28,927.50	
O	A0020	Wood float finish	M2	1,365	7.14	9,746.10	

After inserting the new page breaks and deleting the unwanted items the Bill is copied back to Candy by selecting **More keys** **Copy to bill** and select Delete the bill pages first and Break on page markers.



## Section D: Re-Coding the Op Codes

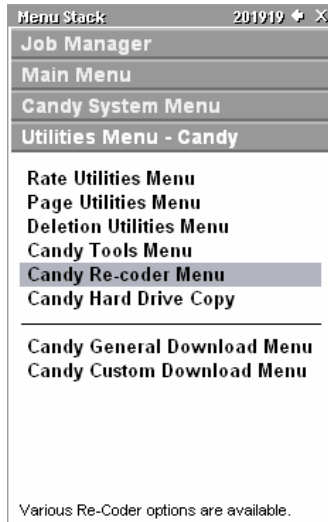
Op codes can be re-coded to match master Op codes and / or into predefined trades, using two methods:

Re-coding Op codes in Op code order.

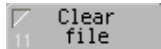
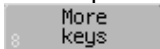
Re-coding Op codes in Bill order.

### Re-Coding Method A

Select *Candy System, Candy Utilities Menu, Candy Re-coder Menu, Re-code Op Codes.*

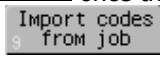


If the Op code re-coder contains previous entries when entering for the first time clear the file by selecting



once the document is blank, import the current Op Codes from the Candy Bill of

Quantities by selecting



Please note this document re-codes Op codes in alphabetic order once they have been imported. The system-generated codes are displayed on the left hand side under the heading 'Old

codes'. Using shift on the candy toolbar menu will enable you to view the master Op code list (if a master has been selected) for easy reference and the new codes can be typed into the 'New code' column.

Once the Op Codes have been re-coded the softkey should be selected to ensure no duplications.

**Master Op Codes**

OP CODE	DESCRIPTION	UNIT	NETT RATE
E1133	Clear and strip site	m2	1.86
E20021	Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	16.87
E3251	Excavate in soft for trenches NE 2m deep	m3	7.30
E42111	Excavation in foundations ne 2m deep	m3	14.17
E52003	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m3	12.37
E603	Extra over all excavations in Class A material for Class B material	m3	115.77
E603a	Extra over all excavations in Class A	m3	115.77

**Op Code Changer**

Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.

OLD CODE	NEW CODE	UNIT	DESCRIPTION
x A0015		LEVEL	CONCRETE
x A0002		LEVEL	SCHEDULE NO.1: FAN FOUNDATION
x A0003		LEVEL	EARTHWORKS
x A0014		LEVEL	CONCRETE, FORMWORK & REINFORCING
x A0015		LEVEL	CONCRETE
A0001		UNIT	D E S C R I P T I O N SECTION 2:
A0004	E1133	m2	Clear and strip site
A0005		m3	Excavate in bulk, Class A material and
A0006		m3	Excavation in foundations ne 2m deep
A0007	E52003	m3	Excavate for working space in Class A
A0008		m3	Excavate in class A material for
A0009		m3	Extra over all excavations in Class A
A0010		m3	Filling under floors and around
A0011		m3.km	Overhaul
A0012		SUM	Dewatering of excavations

Help | Check codes | Full desc | Clear new code | Convert job | Import codes from file | More keys | Import codes from job | Import ex autorecoder | Clear file | Match master desc

CCS 1.0719 | Candy: Master: Bill 1 (DEMO) | SitePlan: No Current Program

### Re-Coding Method B

By selecting Re-code in bill order from the Candy Re-coders menu the codes can be re-coded in original bill order. For quick re-coding in bill order type an \* asterisk in the revised op code column followed by the relevant trade at each section heading i.e. \*E at the start of earthworks and \*C at the start of concrete


**Op Code Re-coder In Bill Order**

PGE/ITEM	OP CODE	REVISED OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY
1	x A0002	*E	SCHEDULE NO.1: FAN FOUNDATION	LEVEL	0
1	x A0003		EARTHWORKS	LEVEL	0
1/A	A0004		Clear and strip site	m2	5,400
1/B	A0005		Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	10,800
1/C	A0006		Excavation in foundations ne 2m deep	m3	1,125
1/D	A0007		Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m3	660
1/E	A0008		Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	390
1/F	A0009		Extra over all excavations in Class A material for Class B material	m3	315
1/G	A0010		Filling under floors and around foundations in layers of 150mm, compacted to 95% mod AASHTO	m3	11,520
1/H	A0011		Overhaul	m3.km	21,600
1/I	A0012		Dewatering of excavations	SUM	1
1/J	A0013		Stockpile excavated material on site	m3.km	0
1	x A0014	*C	CONCRETE, FORMWORK & REINFORCING	LEVEL	0
1	x A0015		CONCRETE	LEVEL	0
1/K	A0016		C10 Concrete in blinding 50mm thick	m2	1,695

Help | Zoom | Clear new code | Go to page | Auto recode | Description match | Find | Page break | Repaginate bill | Convert job

CCS 1.0719 | Candy: Master: report | SitePlan: No Current Program

Now press the soft key [Auto recode] and your bill is re-coded in bill order with the correct trades, similar to the original bill importer instruction.

Other options of multiple line re-coding are illustrated below. The first method is to hold down the Ctrl button and simultaneously left click on your mouse to make a random selection. The second method is to use shift left click to start and end a selected range. Both methods will highlight the selected lines in blue. You can now re-code the selected Op codes to a specific trade by using the  softkey.

PGE/ITEM	OP CODE	REVISED OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY	PGE/ITEM	OP CODE	REVISED OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY
1/A	A0002		EARTHWORKS (PROVISIONAL)	LEVEL	0	1/A	A0002		EARTHWORKS (PROVISIONAL)	LEVEL	0
1/1	A0003		Cut to stockpile on site for later re-use	M3	1,000	1/1	A0003		Cut to stockpile on site for later re-use	M3	1,000
1/2	A0004		Stockpile to fill behind retaining walls	M3	254	1/2	A0004		Stockpile to fill behind retaining walls	M3	254
1/3	A0005		Cut to spoil	M3	8,075	1/3	A0005		Cut to spoil	M3	8,075
1/4	A0006		Establish earthworks subcontractor	Item	1	1/4	A0006		Establish earthworks subcontractor	Item	1
1/5	A0007		Stockpile to fill to parking areas	M3	886	1/5	A0007		Stockpile to fill to parking areas	M3	886
1/6	A0008		Cut to fill	M3	125	1/6	A0008		Cut to fill	M3	125
1/7	A0009		Dewater House and Outbuildings	Item	1	1/7	A0009		Dewater House and Outbuildings	Item	1
1/8	A0010		Extra over bulk excavation for Rock	M3	461	1/8	A0010		Extra over bulk excavation for Rock	M3	461
1/9	A0011		Rip scarify & compact to 93%	M2	3,344	1/9	A0011		Rip scarify & compact to 93%	M2	3,344
1/10	A0012		Stockpile to fill 150 selected layer stabilised with 2.5% DPK to 95%	M2	335	1/10	A0012		Stockpile to fill 150 selected layer stabilised with 2.5% DPK to 95%	M2	335
1/11	A0013		150mm basecourse C4 imported to 95%	M2	255	1/11	A0013		150mm basecourse C4 imported to 95%	M2	255
1/12	A0014		Clear site	M2	3,876	1/12	A0014		Clear site	M2	3,876
1/13	A0015		Soil conditions report	Item	1	1/13	A0015		Soil conditions report	Item	1

**Note:** changes made to either re-coding document will automatically make a change to the other

PGE/ITEM	OP CODE	REVISED OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY
1	*A0002	*SCH11	SCHEDULE NO.1: FAN FOUNDATION	LEVEL	0
1	*A0003	*E	EARTHWORKS	LEVEL	0
1/A	A0004	E1133	Clear and strip site	M2	5,400
1/B	A0005	E20021	Excavate in bulk, Class A material and dispose within 2km freehaul distance	M3	10,800
1/C	A0006	E42111	Excavation in foundations ne 2m deep	M3	1,125
1/D	A0007	E52003	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	M3	650
1/E	A0008		Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	M3	390
1/F	A0009	E603	Extra over all excavations in Class A material for Class B material	M3	315
1/G	A0010	E82245	Filling under floors and around foundations in layers of 150mm, compacted to 95% mod AASHTO	M3	11,520
1/H	A0011	E670	Overhaul	M3.KM	21,600
1/I	A0012	E8110	Dewatering of excavations	Sum	1
1/J	A0013	E670a	Stockpile excavated material on site	M3.KM	0
1	*A0014	*C	CONCRETE, FORMWORK & REINFORCING	LEVEL	0
1	*A0015	*C1	CONCRETE	LEVEL	0
1/K	A0016	C2212	C10 Concrete in blinding 50mm thick	M2	1,695

Once the Op Codes have been re-coded the [Check Codes] SoftKey should be selected to ensure no duplications.

The Job can now be converted by selecting the softkey [Convert Job].

The old codes are now substituted with the revised new code in the bill.

PAGE	ITEM	OP CODE	D E S C R I P T I O N	ATTR	UNIT	BILLED QUANTITY	NETT RATE	NETT AMOUN
1		*SCH11	SCHEDULE NO.1: FAN FOUNDATION		LEVEL	0		
1		*E	EARTHWORKS		LEVEL	0		
1	A	E1133	Clear and strip site	P	m2	5,400	1.98	10,692.0
1	B	E20021	Excavate in bulk, Class A material and dispose within 2km freehaul distance	P	m3	10,800	18.25	197,100.0
1	C	E42111	Excavation in foundations ne 2m deep	P	m3	1,125	16.54	18,607.5
1	D	E52003	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	P	m3	660	13.21	8,718.6
1	E	A0008	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	P	m3	390	36.47	14,223.3
1	F	E603	Extra over all excavations in Class A material for Class B material	P	m3	315	139.50	43,942.5
1	G	E82245	Filling under floors and around foundations in layers of 150mm, compacted to 95% mod AASHTO	P	m3	11,520	17.41	200,563.2
1	H	E670	Overhaul	P	m3.km	21,600	0.85	18,360.0
1	I	E8110	Dewatering of excavations	P	Sum	1	0.00	0.0
1	J	E670a	Stockpile excavated material on site	P	m3.km	0	0.21	Rate onl
1		*C	CONCRETE, FORMWORK & REINFORCING		LEVEL	0		
1		*C1	CONCRETE		LEVEL	0		
1	K	C2212	C10 Concrete in blinding 50mm thick	P	m2	1,695	18.39	31,171.0