


Cost Estimating System: How to add new line items to an Estimate (not part of SCA Database)

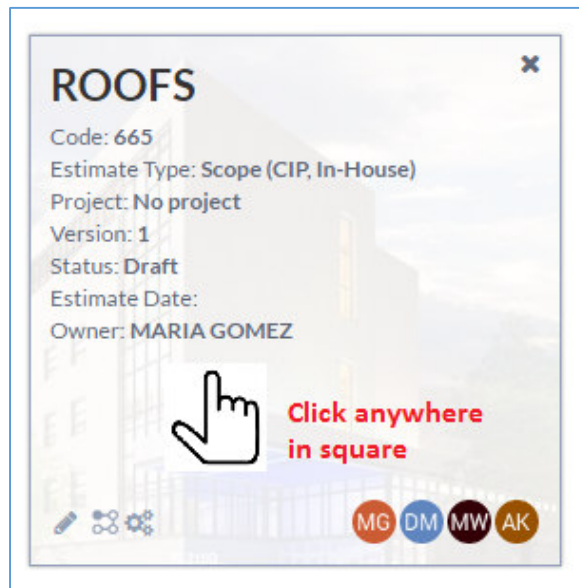
Adding new line items to an Estimate

1. Click on the **Estimate Center**  icon.

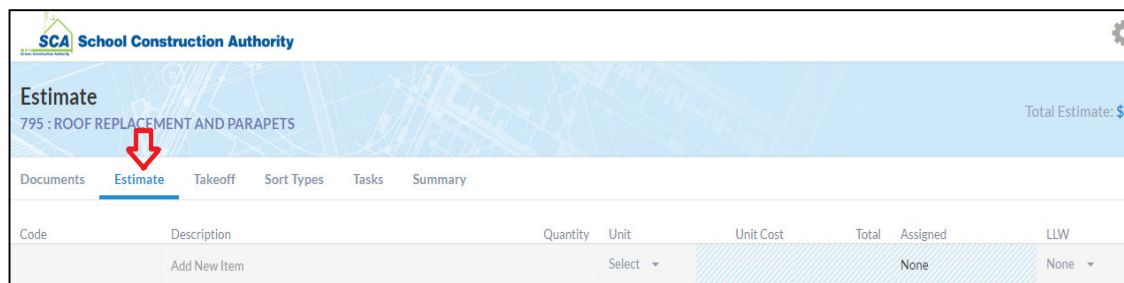
- 1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

Note: Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.

- 1.2 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.



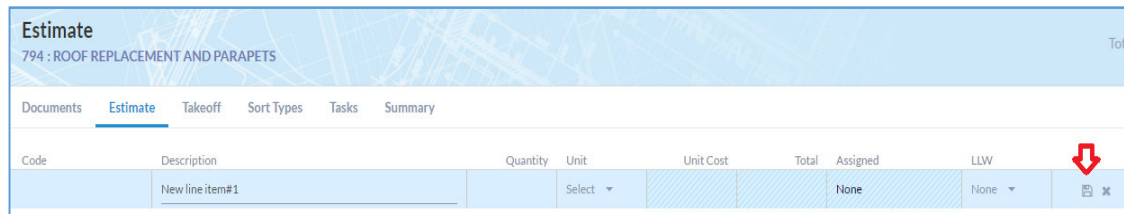
- 1.3 Click on the **Estimate** tab.



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1.4 In the **Add New Item** field, type in your Description and when finished, click on

Enter or the **Save**  icon.

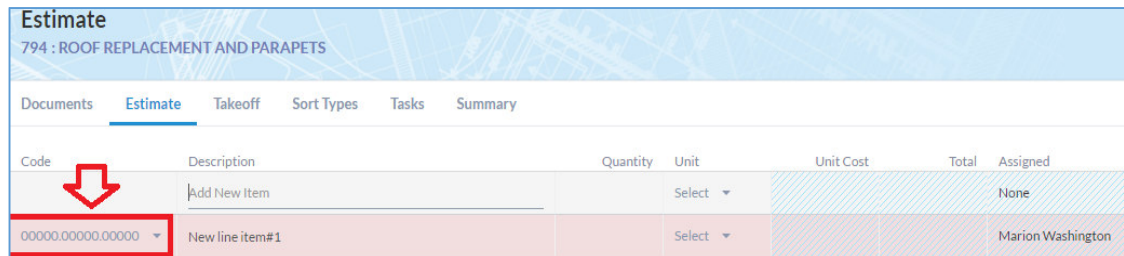


Estimate
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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	New line item#1		Select			None	None

1.5 Once the line item is saved, it is added to the Estimate with a **Code** of **00000.00000.00000**.

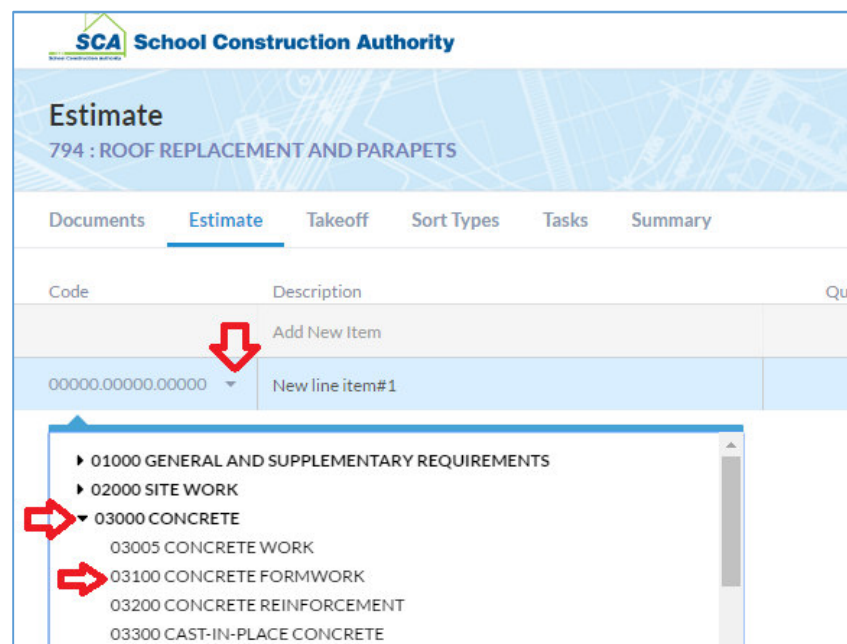


Estimate
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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned
	Add New Item		Select			None
00000.00000.00000	New line item#1		Select			Marion Washington

1.6 Click on the Code drop-down to associate this line item to a CSI Division & Sub Division.



SCA School Construction Authority

Estimate
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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Qua
	Add New Item	
00000.00000.00000	New line item#1	

- ▶ 01000 GENERAL AND SUPPLEMENTARY REQUIREMENTS
- ▶ 02000 SITE WORK
- ▶ 03000 CONCRETE
 - 03005 CONCRETE WORK
 - ▶ 03100 CONCRETE FORMWORK
 - 03200 CONCRETE REINFORCEMENT
 - 03300 CAST-IN-PLACE CONCRETE



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1.7 Repeat steps 1.4 thru 1.6 to added additional new line items.

Estimate					
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Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary					
Code	Description	Quantity	Unit	Unit Cost	Total
	Add New Item		Select ▾		
03000.03005.00000 ▾	New line item #1		Select ▾		
03000.03005.00000 ▾	New Line Item #2		Select ▾		
03000.03005.00000 ▾	New Line Item #2		Select ▾		
03000.03005.00000 ▾	New Line Item #4		Select ▾		

Note: Until all the newly added line items are associated to a CSI Division & Sub Division, the process button (checkbox) will remain grayed out.

Total Estimate: \$0 Status: Estimating Type: Scope (CIP, In-House)

V4 - Scope (CIP, In-House): 2-A&E TSS Manager Submits to A&E Lead Estimator or External Consultant

MW Marion Washington
A&E TSS - Manager

All items have to be assigned to divisions

1.8 Add quantity to the line items by entering a number in the **Quantity** Field.

Estimate					
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Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary					
Code	Description	Quantity	Unit	Unit Cost	Total
	Add New Item		Select ▾		
03000.03005.00000 ▾	New line item #1	10.00	Select ▾		
03000.03005.00000 ▾	New Line Item #2	15.00	Select ▾		
03000.03005.00000 ▾	New Line Item #2	20.00	Select ▾		
03000.03005.00000 ▾	New Line Item #4	25.00	Select ▾		



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1.9 Click on the **Unit** Field drop down and select a unit of measure.

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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost
	Add New Item		Select	
03000.03005.00000	New line item #1	10.00	LF	
03000.03005.00000	New Line Item #2	15.00		
03000.03005.00000	New Line Item #2	20.00		
03000.03005.00000	New Line Item #4	25.00		

1.10 Click on the **Pencil**  icon to edit the **Unit Cost**.

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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	Add New Item		Select			None	None
03000.03005.00000	New line item #1	10.00	LF			Marion Washington	None
03000.03005.00000	New Line Item #2	15.00	SF			Marion Washington	None
03000.03005.00000	New Line Item #2	20.00	EA			Marion Washington	None
03000.03005.00000	New Line Item #4	25.00	CY			Marion Washington	None

1.11 Enter the **Material, Labor** and/or **Equipment** cost.

Code: 03000.03005.00000

Description: New line item #1


Quantity: 10.00 Unit: LF

▼ Cost

Description	Cost	Total	Unit Cost
Material	100.00	1,000.00	100.00
Labor	250.00	2,500.00	250.00
SubContractor			
Equipment			



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1.12 Once finished, click on the  to close the Edit screen.

Description	Cost	Total	Unit Cost	Accounting	Labor Type	Productivity	Labor Hours	Man Days	Crew Days
Material	100.00	1,000.00	100.00	None					
Labor	250.00	2,500.00	250.00	None	None	/ Select			

1.13 Repeat **Steps 1.10 thru 1.12** to edit additional Unit Cost.

Assigning line items in an Estimate

2.1 In the **Assigned** column, click on the drop-down to see list of Estimators.

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	Add New Item		Select			None	None
15400.15410.00210	AE - 8" Steam/chilled water piping		LF	128.84		Vijay Associates Ex...	None
15400.15410.01010	AE - 10" Steam/chilled water piping		LF	152.27			None
15400.15410.00160	AE - Chilled water piping		LF	37.85			None



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2.2 Select an Estimator (Assist, Sub Consultant, etc.) for each line item.

Estimate									Total Estimate: \$8,000
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Documents Estimate Takeoff Sort Types Tasks Summary									
Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW		
	Add New Item		Select			None	None		
15400.15410.00210	AE - 8" Steam/chilled water piping		LF	128.84		CATHERINE HUE	None		
15400.15410.01010	AE - 10" Steam/chilled water piping		LF	152.27		MICHEAL CASTILL...	None		
15400.15410.00160	AE - Chilled water piping		LF	37.85		VICTOR LAZEBNIK	None		



2.3 Once finished, click on the **Process Button** and select Submit Items to Assist Estimator button.

Estimate
951 : ROOF REPLACEMENT AND PARAPETS (Version: 2)
Total Estimate: \$8,000 Status: Estimating Type: Scope (CIP, In-House)

Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	Add New Item		Select			None	None
15400.15410.00210	AE - 8" Steam/chilled water piping		LF	128.84		CATHERINE HUE	None
15400.15410.01010	AE - 10" Steam/chilled water piping		LF	152.27		MICHEAL CASTILL...	None
15400.15410.00160	AE - Chilled water piping		LF	37.85		VICTOR LAZEBNIK	None

Process Workflow | Status: Estimating

Summary

Sub-Total (Direct Cost)	\$0
Sub-Total (Indirect Cost)	\$0
Total Estimate	\$8,000.00

Notes

Enter Notes

Submit Items to Assist Estimator Cancel