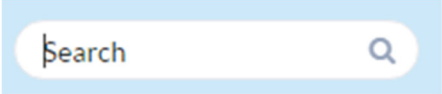


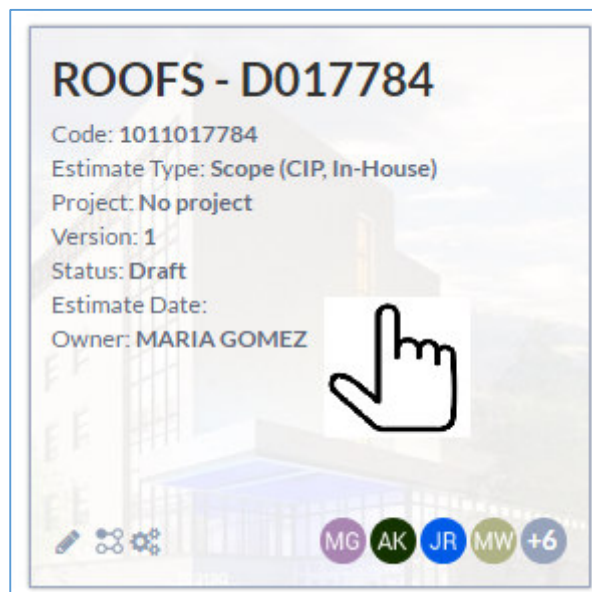
How to export Estimate to Excel

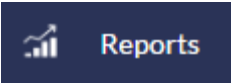
1. Click on the **Estimate Center**  icon.

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 Click on the Estimate Tile of the Estimate.



1.3 Click on the **Reports**  icon (located on left hand side of application)



Cost Estimating System: How to export Estimate to Excel

The screenshot shows the SCA School Construction Authority interface. On the left is a dark blue navigation menu with icons and labels for Home, Estimate Center, Relationships, Database, Tasks, and Reports. The Reports menu item is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Estimate' and '775 : ROOF REPLACEMENT AND PARAPETS'. It features a horizontal tab bar with 'Documents', 'Estimate', 'Takeoff', 'Sort Types', 'Tasks', and 'Summary'. Below the tabs is a table with two columns: 'Code' and 'Description'. The table contains three rows: a header row with 'Code' and 'Description', a row with 'Add New Item', and two data rows. The second data row is highlighted with a light blue background and contains the code '02000.02860.00210' and the description 'AE - Arch roof'. The third data row contains the code '02000.02070.00210' and the description 'AE - Brick parapet'.

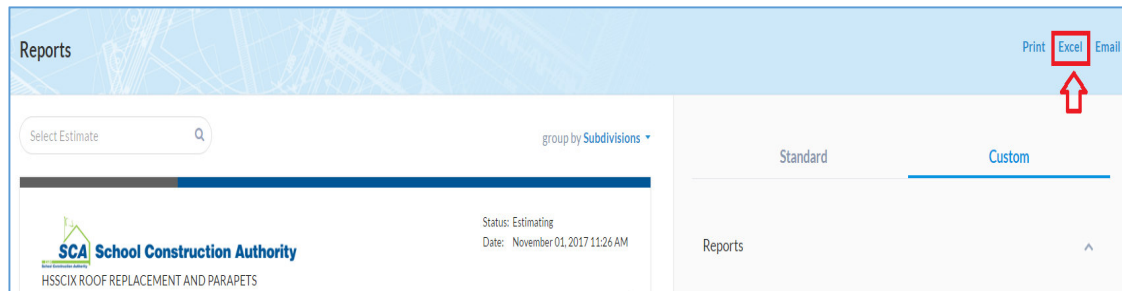
Code	Description
	Add New Item
02000.02860.00210	AE - Arch roof
02000.02070.00210	AE - Brick parapet

- 1.4 In the **Custom Tab** (located on right hand side), click on the **Scope** or **Design Estimate Report** Icon.

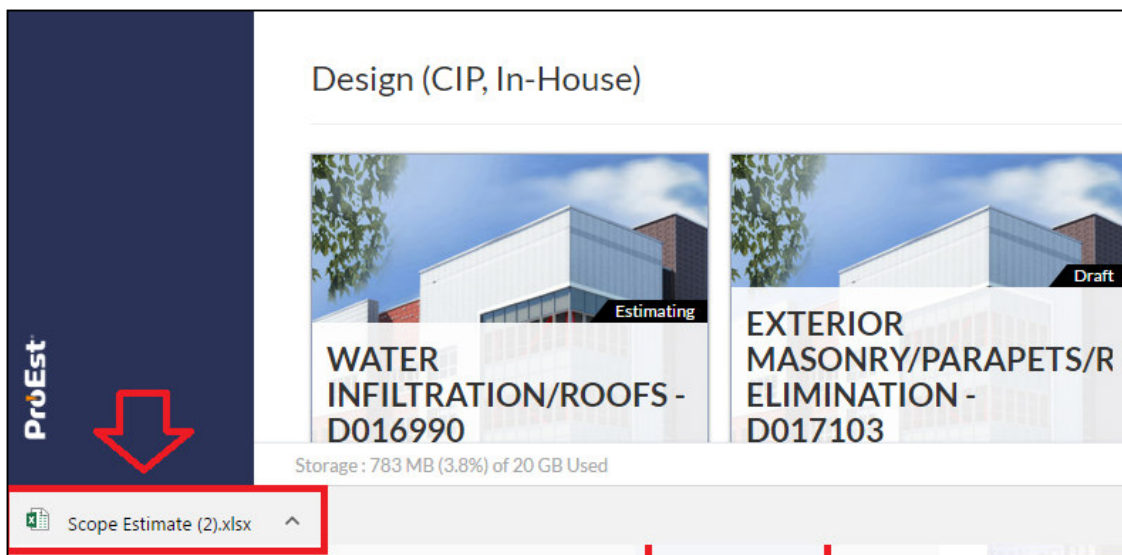
The screenshot shows the 'Reports' section of the SCA Cost Estimating System. At the top, there are two tabs: 'Standard' and 'Custom'. The 'Custom' tab is selected and highlighted with a red box. Below the tabs, there is a grid of report icons. The 'Design Estimate' icon is highlighted with a red box and a red arrow pointing down to it. The 'Scope Estimate' icon is also highlighted with a red box and a red arrow pointing up to it. Other report icons include Design Comparison, Design Estimate Log, Design Summary, Estimate Comparison, Line Items Added / Modified, and Project Comparison.

Cost Estimating System: How to export Estimate to Excel

- 1.5 After the Report shows on the screen, click on the **Excel** option (located on Upper Right Hand Side of application).



- 1.6 An Excel file is created based on the Estimate selected.



- 1.7 Click on the Excel file and Estimate will open in Excel.

	A	B	C	D
1	To	DAISY MANLAPIG		
2	From	In-House		
3	Description	ROOF REPLACEMENT AND PARAPETS		
4	LLW	1454		
5	Design	D000136		
6	School Code	HSSCIX		
7	Borough	BRONX		
8	Estimate Date			
9	Estimate Type	Scope (CIP, In-House)		
10				
11	The Total Cost of this Project	\$87,026.30		
12	Estimated by	Vijay Associates External		
13				
14				
15	Approved by	Marion Washington		
16				
17				
18				
19				
20		w/Direct Markups applied		
21	LLW #: 001454 \$0.00	\$0.00		
22				



Cost Estimating System: How to export Estimate to Excel

- 1.8 The Estimate Data will be divided into 4 tabs: **Custom Fields (Cover Sheet), Estimate Summary, Summary and Estimate Details.**

26			
27	The Total Cost of this Project	\$87,026.30	
28	Estimated by	Vijay Associates External	
29			
30			
31	Approved by	Marion Washington	
32			
33			
34			
35			
36		w/Direct Markups applied	
37	LLW #: 001454 \$0.00	\$0.00	
38			
39			
		Custom Fields Estimate Summary Summary Estimate Details	

- 1.9 Click on the **Estimate Details Tab** to get the line item information.

	A	B	C	D
1	Description	Quantity	Unit Cost	Total Cost
2	02000 SITE WORK			
3	02000.02070 SELECTIVE REMOVALS & DEMOLITION			
4	AE - Brick parapet	4.00 CF	16.75	66.98
5	AE - 12" Wide brick parapet 3'-6" height	5.00 LF	43.74	218.72
6	Totals			\$285.70
7	02000.02860 EARLY CHILDHOOD PLAYGROUND EQUIPMENT			
8	AE - Arch roof	50.00 EA	600	30,000.00
9	Totals			\$30,000.00
10	03000 CONCRETE			
11	03000.03400 PRECAST CONCRETE			
12	Please Build estimate	5.00	300	1,500.00
13	Totals			\$1,500.00
14	04000 MASONRY			
15	04000.04200 UNIT MASONRY			
16	AE - Parapet wall expansion joint per unit (4 LF assumed)	5.00 EA	187.83	939.14
		Custom Fields Estimate Summary Summary Estimate Details		