



ProjectVIEW^{ERP}

Cost Monitoring Solution

Templates/Cost Sheets

This section describes the functionality of Templates/Cost sheets within the Tendering module.

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1 Introduction

In order to facilitate, speed-up and ensure minimum error frequency, ProjectVIEW ERP uses templates as a way to assign costs to budget/BOQ lines.

Templates can be thought of as recipes. Each contains a cost analysis including materials, labor, machinery etc and can be used repeatedly within a BOQ or budget.

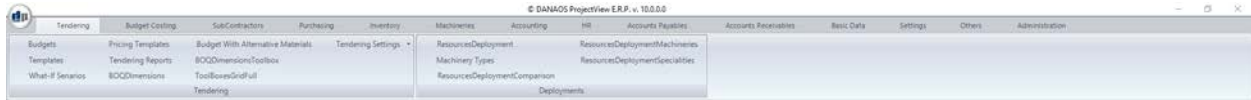
Templates are similar to a single BOQ line. Each has a quantity, unit of measurement and the same cost categories as a BOQ.

After templates have been created, a user can assign one to a BOQ line. Having done that, that BOQ line will acquire the costs included in the associated template multiplied by BOQ line quantity. This makes adding/updating costs for standardized items/services very fast, easy and efficient.

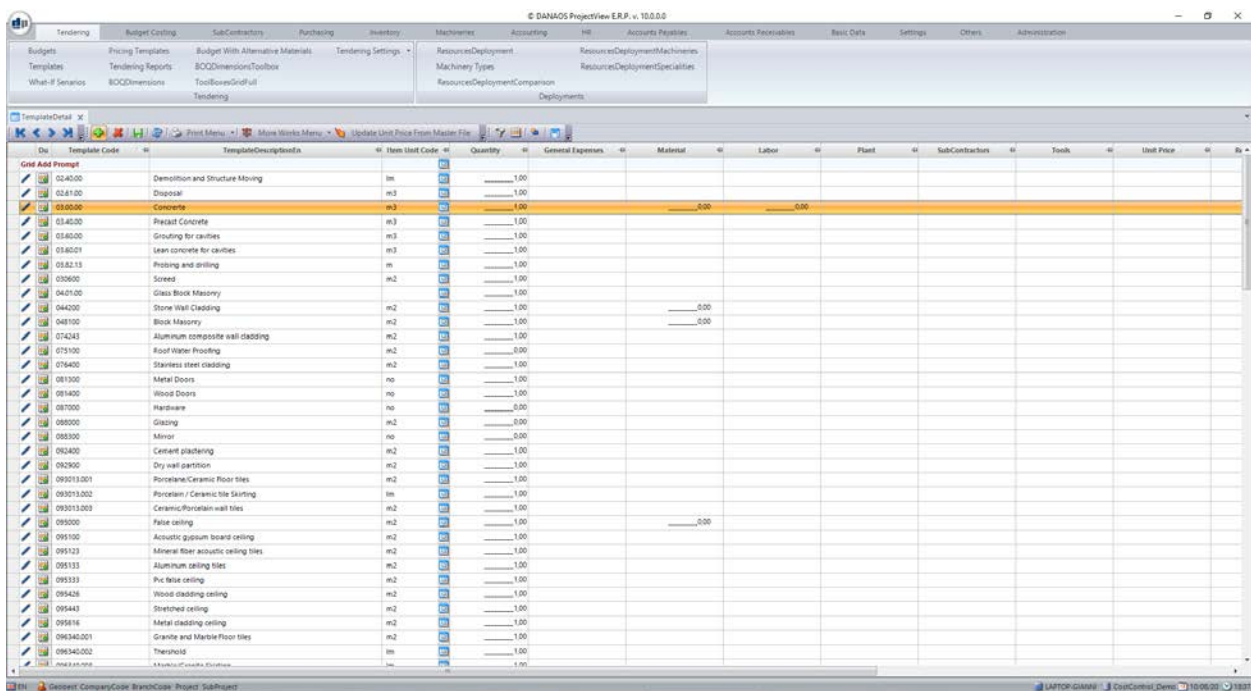
2 Templates

To access the list of available templates in order to review, edit, add or remove templates, the user must navigate to:

“Tendering” > “Tendering” > “Templates”



Templates are collections of resources that can be used throughout projects. In order to facilitate the creation and edit of templates they are organized in the same way a budget and its lines are.



2.1 Creating templates

To create a new template, the user must simply click on the “*Add Rec*” button in the toolbar. A new line stating “*Grid Add Prompt*” is displayed. By completing this line, a new template is created. The following fields should be filled in:

- ✓ Template Code
- ✓ Template Description
- ✓ Item Unit Code
- ✓ Quantity

Following the completion of the above, the user **must save** the new template by clicking on the appropriate button on the toolbar.

After saving this template, the user can proceed to the next step which involves the

Note

A saved template is available for all projects and budgets.

2.2 Adding Costs

There are six main Cost Categories in this analysis:

1. General Expenses
2. Material
3. Labor
4. Plant
5. SubContractors
6. Tools

The sum of all the costs is calculated in the field “Total Amount”.

The user can fill these cost amounts by providing a “Resource Analysis” which is accomplished by pressing the “Browse” button inside each cost category cell. The following form will be displayed:

Qty	U	Item Code	Item Description	Item Unit Code	Qty For One Unit	U Price	Supplier Code	Supplier Description	Item Unit Description	Waste/Proc.	Item Spec
0.00		033900	Concrete Curing	m ²	1.00	0.00				0.00 %	
2.00		03310005	Stations Pumps & Extension Pipes	m ³	2.00	17.00				0.00 %	
3.00		03110005	Plywood for forms, 2 x Use	m ²	3.00	23.32				0.00 %	
0.00		03110006	Plywood for forms, 7 x Use	m ²	0.00	7.29				0.00 %	
0.00		03110007	Timber for forms, 2 x Use	m ³	0.00	500.00				0.00 %	
0.00		03110008	Timber for forms, 7 x Use	m ³	0.00	542.86				0.00 %	
0.00		03100001	Nails, 0.018 etc.	m ²	0.00	1.60				0.00 %	
0.00		0311133	Falsework or Formwork Scaffolding	m ²	0.00	10.00				0.00 %	
7.00		032100	Reinforcement Bars	kg	7.00	3.86				0.00 %	
0.00		032200	Fabric and Grid Reinforcing	kg	0.00	2.86				0.00 %	
0.00		03230001	Galvanized Tie Wire 22 Gauge Flexible	kg	0.00	0.00				0.00 %	
0.00		03100002	Chain spacers	m ²	0.00	1.50				0.00 %	
0.00		03151601	Hy-Fib Metal Lath for Construction Joints (Bpamet-4)	m ²	0.00	45.00				0.00 %	
1.00		031513	Waterstops	m	1.00	36.00				0.00 %	
0.00		03110001	Filter Board 1225x2220mm	m ²	0.00	16.39				0.00 %	
0.00		079200	Joint Sealants	m	0.00	6.00				0.00 %	
0.00		079123	Becker Rods	m	0.00	1.40				0.00 %	
0.00		03111301	Tie Rod	Lm.	0.00	3.00				0.00 %	
0.00		03310006	Additional ICE to Concrete for Temperature	m ³	0.00	10.00				0.00 %	
1.00		03310001	Readymix Concrete Type-IV, 15 Mpa	m ³	1.00	0.00				0.00 %	
0.00		03310005	Readymix Concrete Type-IV, 28 Mpa	m ³	0.00	233.00				0.00 %	
0.00		03300001	Screed OPC 1:5 Mpa	m ²	0.00	271.00				0.00 %	
0.00		03310011	Readymix Concrete Type-I, 40 Mpa	m ³	0.00	236.00				0.00 %	
0.00		03310012	Readymix Concrete Type-I, 40 Mpa	m ³	0.00	240.00				0.00 %	
0.00		03310004	Readymix Concrete Type-I, 20 Mpa	m ³	0.00	222.00				0.00 %	

Depending on the cost category of which the “Resource Analysis” the user is editing, the following fields can be available:

Cost Category	Fields displayed
Material & Tools	<ul style="list-style-type: none"> ✓ Item Code ✓ Quantity ✓ Unit Price
Labor	<ul style="list-style-type: none"> ✓ Employee Code OR ✓ Specialty Code ✓ Hours or Days ✓ Cost of Hours or Days
Plant	<ul style="list-style-type: none"> ✓ Machinery Code OR ✓ Machinery Type Code ✓ Hours or Km ✓ Cost of Hours or Km
SubContractors	<ul style="list-style-type: none"> ✓ Supplier Code OR ✓ Supplier Description ✓ Quantity ✓ Cost

Having filled-in the resource analysis form, the user has to **save** in order to return the calculated summarized amounts to the previous “Budget Analysis” form.

Note

- ✓ Instead of using the quantity field in the “Resource Analysis” form, the “Qnt For One Unit” can be used. With this, the user only inputs the quantity of resources needed for a single unit in the budget (that is, a single unit in the BOQ line). ProjectVIEW will then calculate the total amount of the resources using the quantity in the budget and the “Qnt For One Unit” for every single resource in that unit.
- ✓ The user must not forget to **save** before exiting the “Budget Analysis” Grid View.



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