

 **Viewpoint**
Jobpac Connect[™]

Schedule of Rates Upload
Function Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	31/05/2022	DMB	Initial Release

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Schedule of Rates Upload

Importing a Schedule from Expert Estimation

This section will cover how to upload the Item / Sub Item Structure from a csv file downloaded from Expert Estimation. An upload from any estimating system could be done via this method, providing the output from the estimating system can be in the same format. This layout is in an appendix.

The following are the steps required to upload a Pay Schedule from Expert Estimation

- Setup a template job if it does not exist. The Template Job defines the cost centres that are permitted on the project. The cost centres from this template will be used to create the project cost centres during the load process.
- Setup a SOR Job. To setup the job, refer to section, setting up a SOR Job.
- Setup required section codes. To setup section code, refer to section, Setting up Section code
- Setup SOR Parameter. To setup the parameter, refer to section to Setting up SOR parameter
- Run the upload program

Maintain Upload Parameters

To access Setup SOR Parameters from the Jobpac main menu, select Projects>Job Setup and Reports>Expert Upload / Setup>Set SOR Parameters.

Refer to Setting up SOR parameter on how to setup parameters for Schedule of rates jobs. The upload requires that preliminary section defined in the SOR parameter record will allow for multiple preliminary items.

Format of Upload File

For presentation purposes, the Template is described in three separate components.

Providing the project data can be described as per this template, it can be uploaded.

First Component.

Expert Estimation Upload Template <small>Please check which line data should begin on and delete columns headin</small>						
Sequence #	Trade/Section	Schedule Item Code	Sub Item	Description / Notes	Margin %	Resource
6.0 N	4 A	12 A	5.0 N	2000 A	5 A	10 A
1000		A.1		Build Footpath		
1001		A.1	1	100 M3 required		
1002	9000	P.1		Staff		
1003	9000	P.1	1	Part time PM required		
1004	9000	P.1	2	Part Time SE required		

Column	Description/ comments
--------	-----------------------

- | | |
|---------------|--|
| Sequence No | This must exist for every line in the upload, and must be unique. It determines the order of presentation in screens and reports. |
| Trade/Section | No mandatory, except for Prelims Items, in which case it must be 9000. On upload this will be replaced by the prelims section defined in the SOR Parameter |

Schedule of Rates Upload

Column	Description/ comments
Schedule Item code	This is the Schedule Item code. It can be blank. All subitems related to a SOR Item must have the same Schedule item Code.
Subitem	This must be blank for SOR Items, and must be present for Subitems
Description/Notes	For SOR Items this is the description of the SOR Item. For Subitems it is used for the Notes Field for Subitem displays.
Margin %	This is not used
Resource	This is only used for Subitems, if the Resource/Activity function is turned on for the project. This is different to Resource Names or Resource Descriptions associated with SOR Projects.

Second Component

Quantity	UOM	Rate	Value	Item Overhead	Margin Amount
15.4 N	5 A	15.4 N	15.4 N	15.4 N	15.4 N
100	M2	100	8000	1000	1000
100	M3	80	8000		
5	HRS	100	500		
5	HRS	60	300		

Column	Description/ comments
Quantity	This is Quantity for both SOR Items and Subitems
UOM	This is UOM for both SOR Items and Subitems
Rate	This is Rate for both SOR Items and Subitems
Value	This is Budget for SOR Items and Subitems. For SOR Items is it NOT QTY * Rate. This value for SOR Items should equal the sum of budgets for all subitems related to that SOR Item. For Subitems, if this has a Heading Type of TEXT, it must be zero
Item Overhead	This is only applicable to SOR Items, and is that component of the Item value assigned to Overheads. It will only have a value if the Spread Prelims function is active for the project.
Margin Amount	This is equal to QTY * RATE – Value - ITEM Overhead

Third Component

Cost Code	Cost Type	Resource Description	Forecasting Method	Parent Item Seq #	Heading Type	Item Type
8 A	2 A	30 A	2 A	6.0 N	10 A	2 A
			SC			
1002	MT	10MM Gravel				
			SC			
1001	LB	Project Manager				
1001	LB	Site Engineer				

Schedule of Rates Upload

Column	Description/ comments
Cost Code	This must be present for all Subitems, unless the Subitem line has a Heading Type of TEXT, in which case it must be blank, and blank for SOR Items.
Cost Type	This must be present for all Subitems, unless the Subitem line has a Heading Type of TEXT, in which case it must be blank, and blank for SOR Items.
Resource Description	This is the Resource Description or Resource Name for Subitems. It is blank for SOR Items.
Forecasting Method	This must be present for all SOT Items, and one of SC, SU, LS, CM, RO
Parent Item Sequence No	This is only applicable to SOR Items, and only if the load is actually from Expert Estimation
Heading Type	The options here are HEAD1, and HEAD2, and TEXT. HEAD1 and HEAD2 will provide subheadings and Subtotals within the SOR Schedule. TEXT is used for Subitem lines that are just description only and do not contribute to the Budget.

Loading an Estimate

Once the parameters have been setup for the job relating to the estimate you are loading and the Expert Estimator file has been uploaded to the Holding file on the server you are ready to load the estimate. This upload to a Holding file will be setup by your Jobpac consultant.

To access the Expert Upload from the Jobpac main menu, select Projects>Job Setup and Reports>Estimating Interfaces>Expert Estimation>SOR Upload

When the Expert Upload to Jobpac is selected from the menu the following screen is displayed.

Expert Estimation Upload

Complete the fields as follows:

Field	Description
Job No	The Job must be schedule of rates job and a template job has been associated to the job.
Create claim structure and cost budget	Set this to N if doing an initial load and want to check if all lines are valid. Set to Y when there are no invalid lines. By setting this field Y, the load process will update Jobpac. The update will only occur if there are no validation errors.
Evenly Spread Total OH Budget across all Schedule Items	Set this to Y if total Over Head budget is to be evenly spread across all items. Total Over Head budget is the total of the overhead amounts for all Schedule Items. The prelim contribution % will be calculated as total Over Head budget divided by total direct costs. The calculated % will then be used to calculate each Item Prelim Overhead by multiplying the % by each item total direct cost. Set this to N if overhead is not to be evenly spread across all items, i.e. the amounts nominated for each item will be used for that item. (This option not generally used.) Or if overhead spreading function is not used.
Cost Centre	The sub item lines shown on the screen are provisional Item from the schedule. Upload will identify all provisional items and sub items with a "PS" in item type. Expert Estimation has no facility to record a cost centre for provisional budgets. User must input the cost centre to be used for the budget for provisional sub item. Cost centre, if entered, must be a valid cost centre from the template job or user can use the search function to select from the cost centre scan window. This feature is only used if the upload is from Expert Estimation
Report Option	Select Spool file, PDF or Excel.
View Report	If you select this box, the report will be displayed on screen prior to printing.

When project is uploaded, it will automatically be copied to an "Original State" files, for audit purposes.

File can be re-uploaded if the following criteria have been met

- Budget has not been finalized
- No claims made against any of the item
- No quantity done
- Variation Schedule Items are not linked to variations

When re-uploading, upload will delete existing Schedule Items, sub items, worksheet entries, notes and descriptions including the "Original State" files. Cost Centres will be deleted if there is no cost committed against the cost centre. If there is, then budget and Forecast cost to complete will be set to zero, Forecast Final cost will be set to committed cost and Gain/loss will be recalculated.

Expert Upload Validation Report

A sample of the validation report produced by the upload program is embedded in this sheet.

Use the Excel option, so you can filter on the Error column.



Adobe Acrobat
Document

The validation report will list all lines regardless if the line is valid or not. Erroneous lines are flagged with starting error description of #ERR. If the uploaded item contract value is not the same as the calculated value and the difference is within the allowable variance defined in the system parameter EXTVAR, then a warning message will be printed. If not within the allowable variance, then an error message will be displayed. Uploaded item value is the sum of the direct cost, overhead cost and margin. Calculated item value is quantity (EIQTY) * rate (EIRATE).

When there is rounding difference between the parent and sum of the child items, the upload will create a rounding item where rounding item value will be set to the difference. The rounding items will be printed at the end of the report.

Totals are printed at the last page of the report.

Total Overhead Budget (Schedule Item Level) is the total of the uploaded overhead.

Nominated OH (Allocated OH) is the sum of the prelim section sub item lines. Prelim section will be have section code as defined in the SOR parameter.

Unallocated OH will be equal to the difference between Total Overhead Budget (Schedule Item Level) and Nominated OH.

Contract Sum is total of the calculated item value (Qty * rate)

Direct Cost Budget is the total of the sub item lines budget

Overhead budget is equal to the overhead budget at Schedule Item level

Total budget is the sum of direct cost budget & overhead budget

Margin is calculated as the difference between contract sum and total budget

Total number of records will be printed.

Total invalid records will also be printed.

When the file is uploaded,

The "9000" trade section will be replaced by the Preliminary section defined on the Schedule of rate parameter.

Forecasting method of provisional items will be set to "RO" and will not update the contract sum, budget and margin.

Parent code of parent item will be generated starting from AA, AB, AC, AD etc. The upload will add the code to the parent code table.

Project contract sum, budget and margin will be updated.