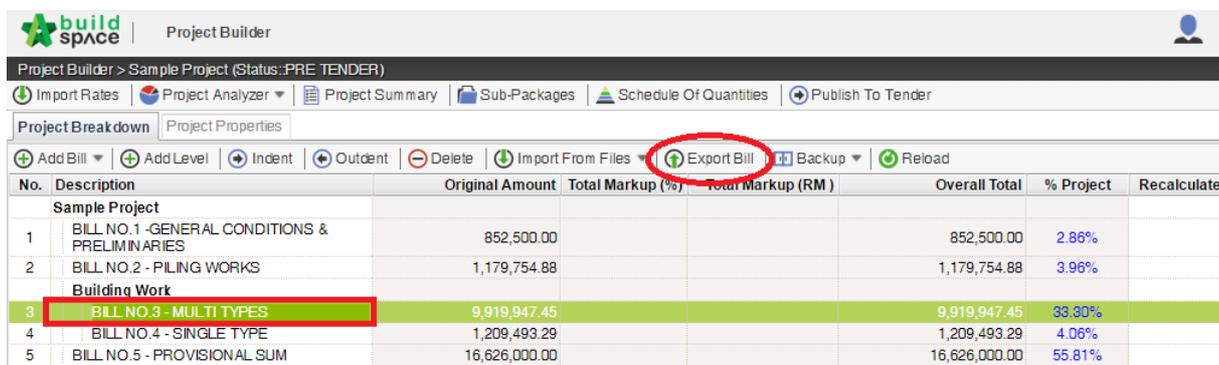


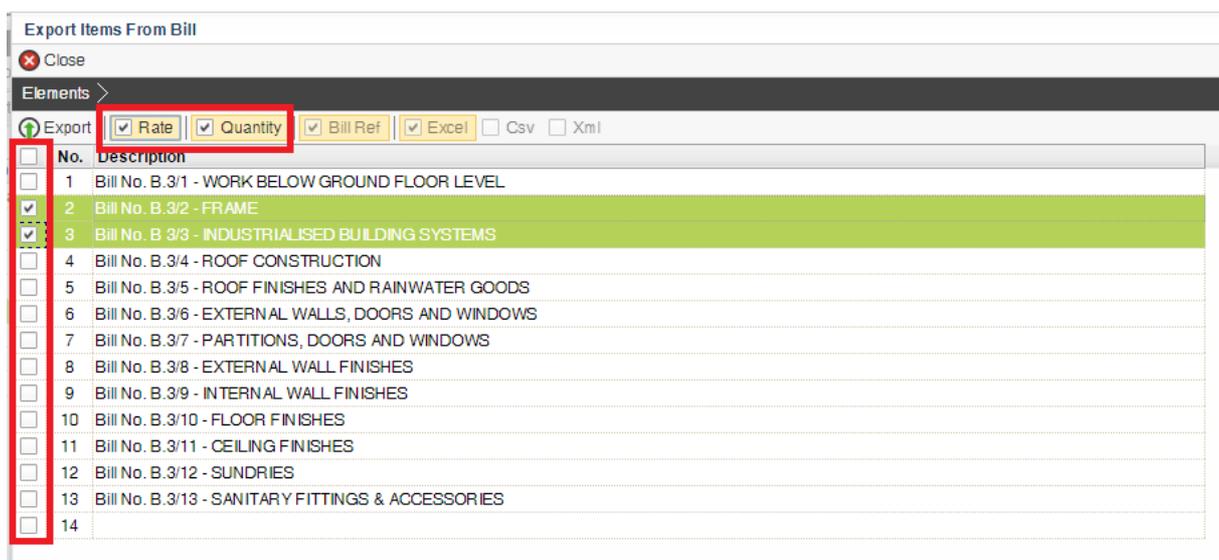
How to “Export Bill” & “Import Bill”

1. Select a bill that you want to export and then click “Export Bill” icon.



No.	Description	Original Amount	Total Markup (%)	Total Markup (RM)	Overall Total	% Project	Recalculate
Sample Project							
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	852,500.00			852,500.00	2.86%	
2	BILL NO.2 - PILING WORKS	1,179,754.88			1,179,754.88	3.96%	
Building Work							
3	BILL NO.3 - MULTI TYPES	9,919,947.45			9,919,947.45	33.30%	
4	BILL NO.4 - SINGLE TYPE	1,209,493.29			1,209,493.29	4.06%	
5	BILL NO.5 - PROVISIONAL SUM	16,626,000.00			16,626,000.00	55.81%	

2. Select which **elements** that you want to export and tick whether you want export “Rate” or “Quantity”. Then click “Export” button.



Export Items From Bill

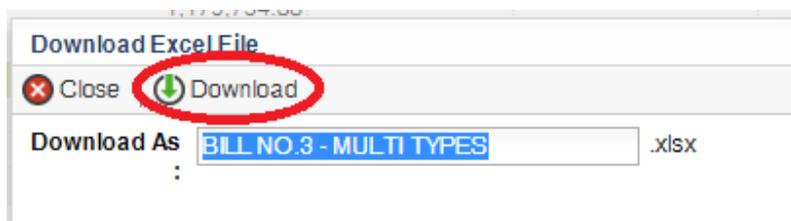
Close

Elements >

Export Rate Quantity Bill Ref Excel Csv Xml

No.	Description
<input type="checkbox"/>	1 Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL
<input checked="" type="checkbox"/>	2 Bill No. B.3/2 - FRAME
<input checked="" type="checkbox"/>	3 Bill No. B.3/3 - INDUSTRIALISED BUILDING SYSTEMS
<input type="checkbox"/>	4 Bill No. B.3/4 - ROOF CONSTRUCTION
<input type="checkbox"/>	5 Bill No. B.3/5 - ROOF FINISHES AND RAINWATER GOODS
<input type="checkbox"/>	6 Bill No. B.3/6 - EXTERNAL WALLS, DOORS AND WINDOWS
<input type="checkbox"/>	7 Bill No. B.3/7 - PARTITIONS, DOORS AND WINDOWS
<input type="checkbox"/>	8 Bill No. B.3/8 - EXTERNAL WALL FINISHES
<input type="checkbox"/>	9 Bill No. B.3/9 - INTERNAL WALL FINISHES
<input type="checkbox"/>	10 Bill No. B.3/10 - FLOOR FINISHES
<input type="checkbox"/>	11 Bill No. B.3/11 - CEILING FINISHES
<input type="checkbox"/>	12 Bill No. B.3/12 - SUNDRIES
<input type="checkbox"/>	13 Bill No. B.3/13 - SANITARY FITTINGS & ACCESSORIES
<input type="checkbox"/>	14

3. You can change the file name and click “Download”.

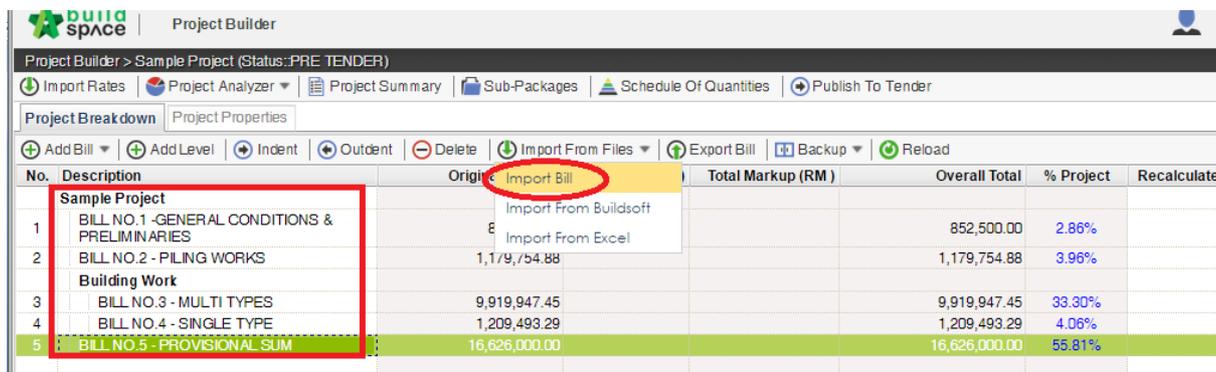


Download Excel File

Close Download

Download As: .xlsx

- To import, click at any bill and click at **“Import From File”** and select **“Import Bill”**.

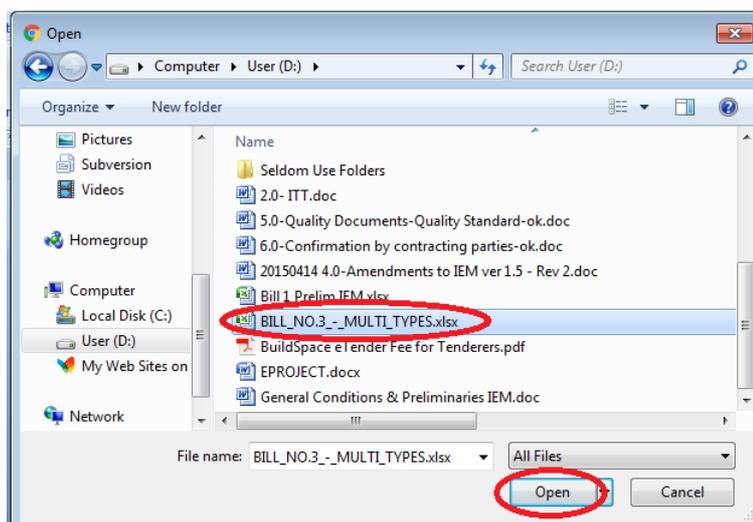


No.	Description	Origin	Total Markup (RM)	Overall Total	% Project	Recalculate
Sample Project						
1	BILL NO.1 -GENERAL CONDITIONS & PRELIMINARIES	Import From Buildsoft		852,500.00	2.86%	
2	BILL NO.2 - PILING WORKS	Import From Excel	1,179,754.88	1,179,754.88	3.96%	
Building Work						
3	BILL NO.3 - MULTI TYPES		9,919,947.45	9,919,947.45	33.30%	
4	BILL NO.4 - SINGLE TYPE		1,209,493.29	1,209,493.29	4.06%	
5	BILL NO.5 - PROVISIONAL SUM		16,626,000.00	16,626,000.00	55.81%	

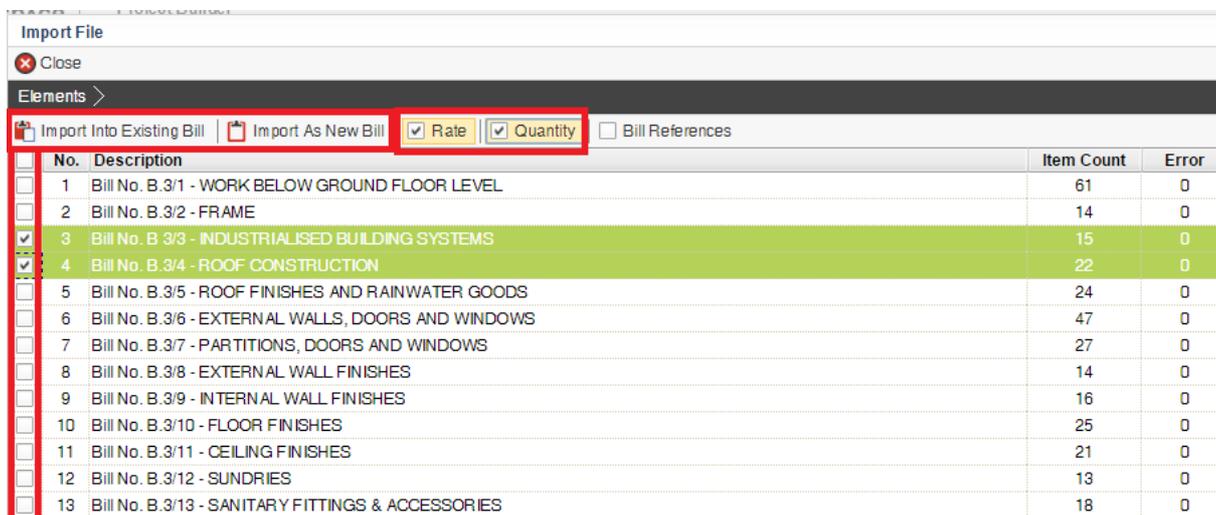
- Click at **“Select File”**.



- Browser the file and click **“Open”**.



7. Then **select the elements** and tick whether you want to import “Rate” and “Quantity”. Then click whether you want to “Import Into Existing Bill” or “Import As New Bill”.



The screenshot shows the 'Import File' dialog box with the following options and table:

Import Into Existing Bill
 Import As New Bill
 Rate
 Quantity
 Bill References

No.	Description	Item Count	Error
<input type="checkbox"/>	1 Bill No. B.3/1 - WORK BELOW GROUND FLOOR LEVEL	61	0
<input type="checkbox"/>	2 Bill No. B.3/2 - FRAME	14	0
<input checked="" type="checkbox"/>	3 Bill No. B.3/3 - INDUSTRIALISED BUILDING SYSTEMS	15	0
<input checked="" type="checkbox"/>	4 Bill No. B.3/4 - ROOF CONSTRUCTION	22	0
<input type="checkbox"/>	5 Bill No. B.3/5 - ROOF FINISHES AND RAINWATER GOODS	24	0
<input type="checkbox"/>	6 Bill No. B.3/6 - EXTERNAL WALLS, DOORS AND WINDOWS	47	0
<input type="checkbox"/>	7 Bill No. B.3/7 - PARTITIONS, DOORS AND WINDOWS	27	0
<input type="checkbox"/>	8 Bill No. B.3/8 - EXTERNAL WALL FINISHES	14	0
<input type="checkbox"/>	9 Bill No. B.3/9 - INTERNAL WALL FINISHES	16	0
<input type="checkbox"/>	10 Bill No. B.3/10 - FLOOR FINISHES	25	0
<input type="checkbox"/>	11 Bill No. B.3/11 - CEILING FINISHES	21	0
<input type="checkbox"/>	12 Bill No. B.3/12 - SUNDRIES	13	0
<input type="checkbox"/>	13 Bill No. B.3/13 - SANITARY FITTINGS & ACCESSORIES	18	0

8. Then you can see the bill had been imported.