



Update Provisional Sum

For Normal Users

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**(BuildSpace Version 3.5)**

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## Update Provisional Sum

1. Double click **“Provisional Sum”** to go sub level

Breakdown		Project Particulars	Project Info	Cost Data Information	Attachments
Overall Project Costing >					
Refresh              Comparison Report              Tender Comparison Report              Show/Hide Rows					
No.	Description				
	Provisional Sum				
	Prime Cost Sum				
	Project Rates Analysis				
Standard Items					
1	Site Clearance, Earthwork				
2	Foundation				
3	Car Park				

2. Press enter to type the **description** and press enter again to save same with **total amount for Approved Cost Plan & Awarded**

Cost Data - Sample Cost Data 1234				
Breakdown		Project Particulars		
Overall Project Costing > Provisional Sum >				
Delete              Refresh				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

3. To set **“Awarded Date”**, press enter and then click to choose the date and press enter again to save

Cost Data - Sample Cost Data 1234				
Breakdown		Project Particulars		
Overall Project Costing > Provisional Sum >				
Delete              Refresh				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

January 
  
 S M T W T F S
   
 30 31 1 2 3 4 5
   
 6 7 8 9 10 11 12
   
 13 14 15 16 17 18 19
   
 20 21 22 23 24 25 26
   
 27 28 29 30 31 1 2
   
 3 4 5 6 7 8 9
   
 2018 2019 2020

4. Click **“Overall Project Costing”** to go front page

Cost Data - Sample Cost Data 1234				
Breakdown		Project Particulars		
Overall Project Costing > Provisional Sum >				
Delete              Refresh <b>To go front page</b>				
No.	Description	Total Amount	Total Amount	Awarded Date
		Approved	Awarded	
1	Children Playground Equipment, Waterplay Equipment & EDPM Flooring	10,000.00	8,000.00	2019-01-17
2	Fixed Parasols	15,000.00	15,000.00	2019-01-17
3	Steel Frame Wire Mesh to Carpark Façade & Tower Façade	8,000.00	5,000.00	2019-01-19
4	Fire Protection Installations	7,000.00	6,000.00	2019-01-12
5				

5. Click “Refresh” to display the amount that already updated (blue colour means consist of cost breakdown)

Cost Data - Sample Cost Data 1234					
Breakdown		Project Particulars			
Overall Project Costing >					
Refresh		Show/Hide Rows			
No.	Description	Amount		% of Total Cost	
		Approved	Awarded		
	Provisional Sum	40,000.00	34,000.00	100.00%	100.00%
	Prime Cost Sum				
	Prime Cost Rate				
Standard Items					
1	Foundation				
2	Car Park				
3	Tower Block (Building)				
4					