InEight Estimate
CBS Excel Import

Changelog

This changelog contains only significant or other notable changes to the document revision. Editorial or minor changes that do not affect the context of the document are not included in the changelog.

Rev	Date	Description
1.0	08-JUL-2021	Initial publication

Contents

Overview

This document explains the process for importing cost items from an Excel file into the CBS (Cost Breakdown Structure).

CBS Excel Import

The Excel import provides a way for you to define cost item data in a spreadsheet, and then import that data into the Master CBS or the Estimate CBS.

This depends on how the data in the spreadsheet is mapped to Estimate fields in the corresponding Cost Breakdown Structure (CBS) Register.

You may want to first export your current CBS to be used as a template to import back into your Estimate. This way, you can alter an Excel spreadsheet that was exported directly from your Estimate, and copy/paste data from one Excel spreadsheet into the one you will import.

Additionally, a CBS Import Template is provided for you within the Documentation folder of your local Estimate install (Estimate Update > Version xx > InEight Estimate version xx > Bin > Documentation).

	A	B	C	D	E	F	G	H	I	J	K	L
1	CBS Position Code	Description	Forecast (T/O) Quantity	Unit of Measure	Optional Code	Account Code	Quote Group	Tag 1	Tag 2	Tag 3	Tag 4	Tag 5
2												
3												
4												
5												
6												

NOTES:	• All currency values imported from Excel are assumed to be in the job default currency. • Excel imports that have an impact on a job's price and cost generate entries in the PBS Changes Register.

Prerequisites

The following items are required before you import:

- An Excel file (workbook) containing the source data to import into your CBS.
  Enter the CBS column header names in your Excel file that you want to import into your CBS.

- If the workbook contains multiple worksheets, the import routing will read and import the first worksheet in the workbook regardless of its title.

- Determine whether you are:
  - Importing new cost items (without affecting existing cost items).
  - Importing new cost items and updating existing cost items (by re-importing a modified version of the spreadsheet to support incremental changes to the scope of the work).

Importing Data

Selecting the Import File

1. In the Cost Breakdown Structure (CBS) Register menu, go to More Actions > Import/update CBS from > **Excel**.
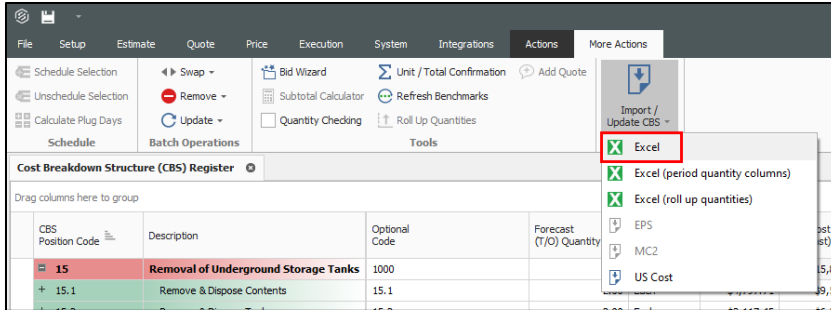
2. In the Import File field, click the ellipsis to browse to your file system and to the preferred workbook (Excel file). Select the file, and then click **Open**.

Define the Import Rules

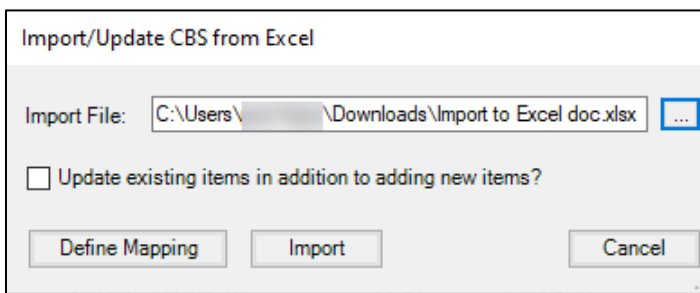The import routine lets you to add new cost items to the Cost Breakdown Structure (CBS) Register while not affecting existing cost items, or to add new cost items to the Cost Breakdown Structure (CBS) Register and, at the same time, update cost items that already exist in the CBS.

NOTE:	When updating existing items, the data fields for existing items are updated to reflect what is currently in the spreadsheet for the currently mapped fields. The items in the spreadsheet are matched to the items in the Cost Breakdown Structure (CBS) Register, based on the matching field specified on the Define Mapping dialog.

3. Now that your Excel file is selected, check the **Update existing items in addition to adding new items checkbox.**
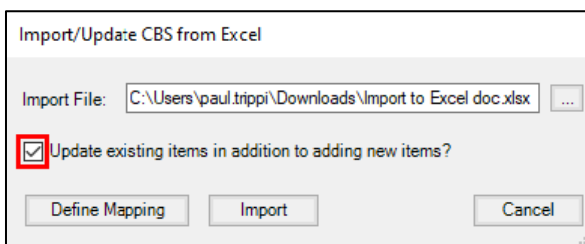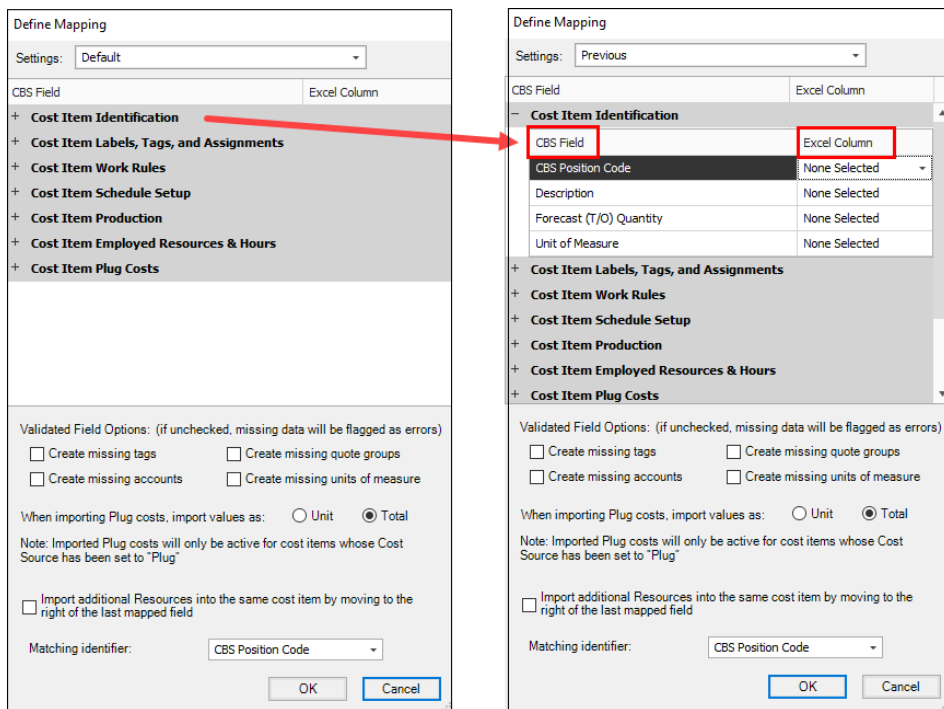

- Alternatively, leaving the box unchecked will only add new cost items and not affect existing ones.

4. Select the **Define Mapping box.**
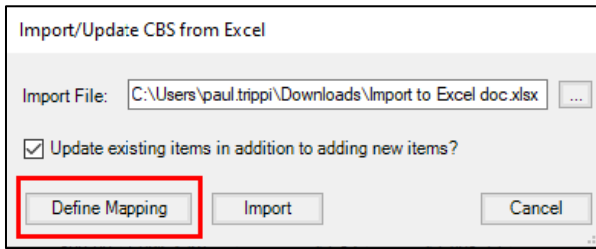
5. The Define Mapping pop-up window appears. Selecting the + icon expands each of the CBS Field column names that show the CBS fields on the left, and the available Excel fields on the right to import.

6. Start the mapping process by selecting the Excel Column fields and mapping each one to the CBS Fields.

   For example: Click within the Description field under the Excel column, then select the Excel header name that you entered as a Description header in Excel.
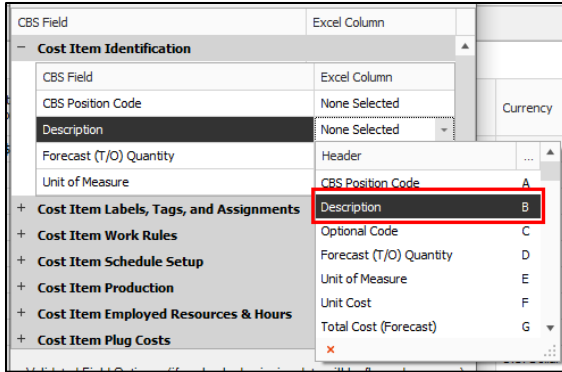
7. Perform the same actions in the previous step for all of the Excel column headers you wish to import into the CBS.

- It's also possible to import hierarchical relationships in Excel such as importing superior subordinate cost items. In this scenario, create 2 records withing your Excel file. The first record will be your superior cost item, and the second record will be your subordinate.

8. The *Validate Field Options* located on the bottom half of the Define Mapping pop up window allows the system to create certain missing records.

In this case, since all the options are unchecked, missing data will be flagged as errors. If one or all fields are checked, and you are attempting to import tags, accounts, quote groups, and/or UOMs, the system will create this data in the Foundation Setup Data register.
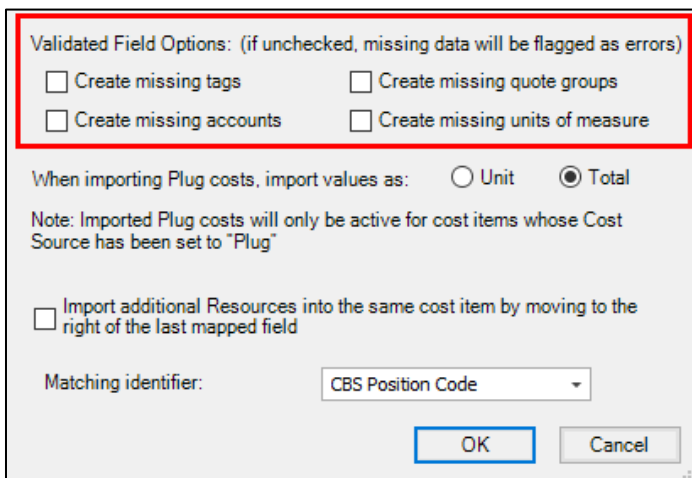
9. You also have the option to import Plug costs as either Unit or Total values. Total is the default selection.

10. Selecting the Import additional Resources option lets you setup your Excel file with additional columns to import resources. However, the columns need to be identical for each imported resource.
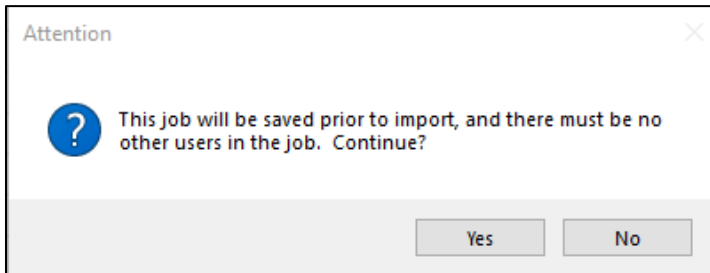

- If imported resource codes match existing resources in the estimate, the resource description, cost (based on production), and type will populate for the resource associated with the cost item.

	CBS Position Code	Description	Forecast (T/O) Quantity	Unit of Measure	Man-Hours (Duration Driven)	Hours (Duration Driven)	Resource Code	Resource Quantity	Resource Code	Resource Quantity	Resource Code	Resource Quantity	Resource Code	Resource Quantity	Resource Code	Resource Quantity
2	1	Mobilization	1	LS	160.00		LL1	1	LT1	1	ETLT	1	ETTT	1		
3	2	Clearing & Grubbing	15	Acre		120.00	LL2	2	LO4	1	LT1	1	LO1	2		
4	3	Unclassified Excavat	50000	Cubic Yard												
5	3.1	Excavation	60000	Cubic Yard		300.00	LO2	1	LL2	1	LT1	5	LO4	1		
6	3.2	Embankment	50000	Cubic Yard		180.00	LO4	1	LL2	1	LO1	3	EG14G	1		

11. Select the OK button.

12. Select the Import button.

13. A prompt may appear telling you that the job will be saved prior to the import. Select Yes.

Attention ✕

❓ This job will be saved prior to import, and there must be no other users in the job. Continue?

Yes   No

Post Import

- In this scenario, the Define Mappings columns are defined as follows:

Define Mapping

Settings: Previous ▾

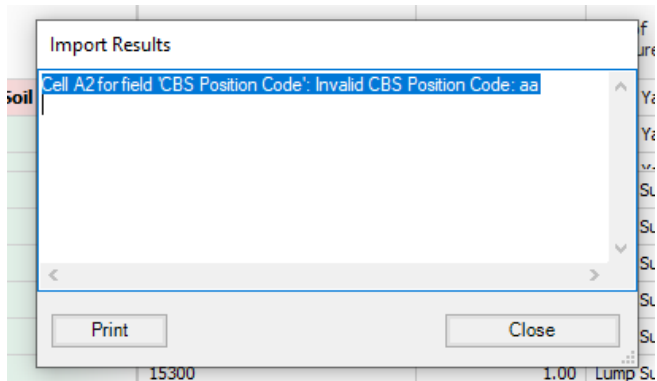| CBS Field	Excel Column	
− **Cost Item Identification**		▲
CBS Field	Excel Column	
CBS Position Code	CBS Position Code	
Description	Description	
Forecast (T/O) Quantity	Forecast (T/O) Quan...	
Unit of Measure	Unit of Measure	▾

- Accordingly, the 3 cost items in Excel are also defined as follows:

  o CBS Position Code

  o Description

  o Forecast (T/O) Quantity

  o Unit of Measure

◢	A	B	C	D
1	CBS Position Code ▾	Description ▾	Forecast (T/O) Quantity ▾	Unit of Measure ▾
2	26	Pipe fittings for section 1A	100.00	Each
3	27	Concrete	1.00	Ton
4	28	Steel square tubes	20.00	Each

- CBS import results now display 3 records imported into the existing CBS with a CBS Position Code, Description, Quantity

- If errors exist within your Excel file, the Import Results window will appear showing you the location of any errors. In this example, cell A2 contains a CBS Position Code of aa. Since the CBS Position Code is a numeric field, you will need to re-import this record with the correct values.
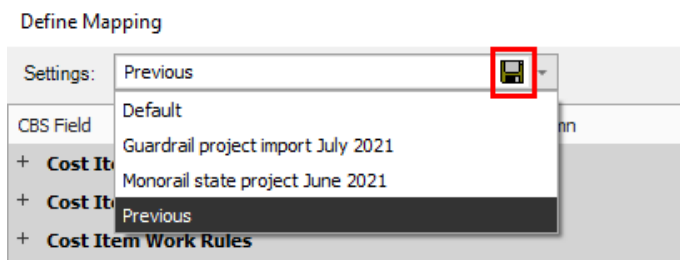

Save Mapping Settings

Save your mapped settings for future use. If you want to re-use these mapped settings later, you can save them to avoid having to go through the exercise of mapping your Excel columns with the CBS fields again.
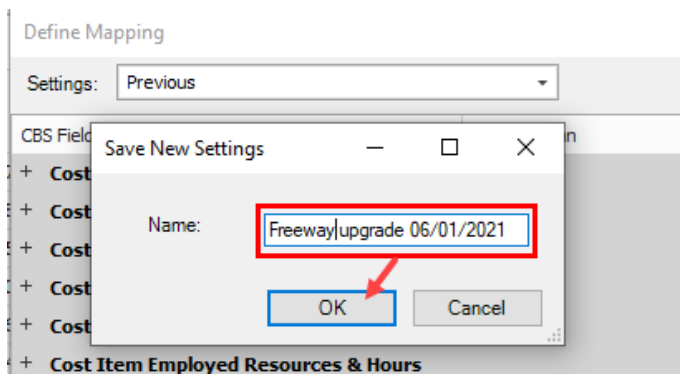
1. Navigate back into the Define Mapping window.

2. Select the drop down arrow next to Settings.
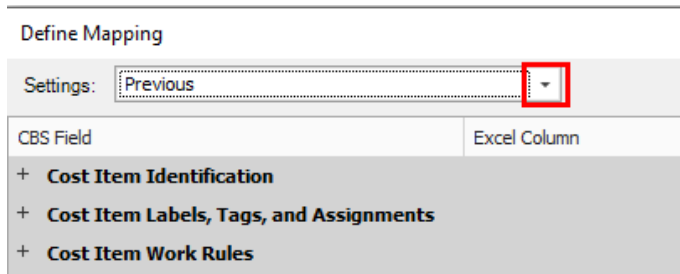
3. Select the Save icon.

4. Type in a name for the new settings, then select OK.

- The new setting is now saved and available for future use.