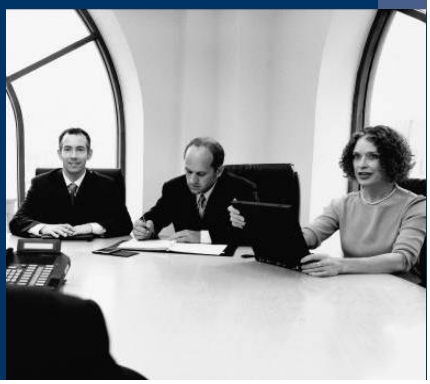

Construction.One

Documentation

November 2020

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How to handle this documentation

The symbol notes. Here you will find particularly important additional information on the topic described.

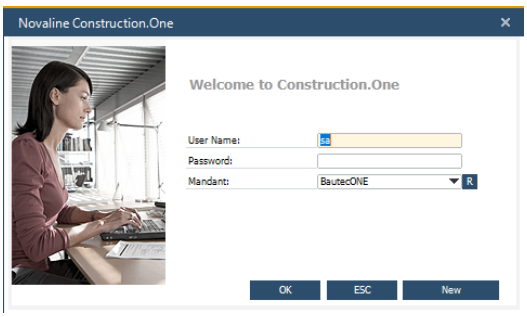
Tips and tricks are marked with the symbol. This information simplifies working with the programme.

Start over with NOVALINE Construction.One

General operating instructions

I. **Start programme**

Start the programme from the entry under "Start > All programmes > Novaline Software > NOVALINE Construction.One or the start routine from the desktop.

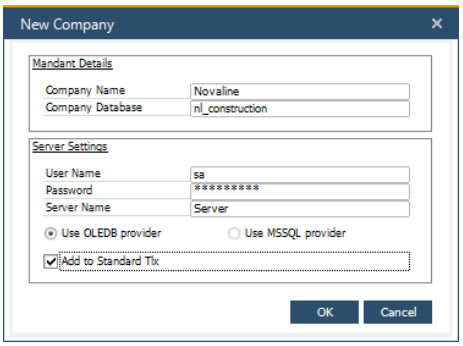


Log in to the programme with your user name and password.

Here you can select the client you want to edit in NOVALINE Construction.One.

Attention:
The client must already have been created for this.

With the "New" button you can create a new, empty client: To do this, enter the company name and the associated database under "Client data". If this database does not exist, it will be created when the client is started for the first time.



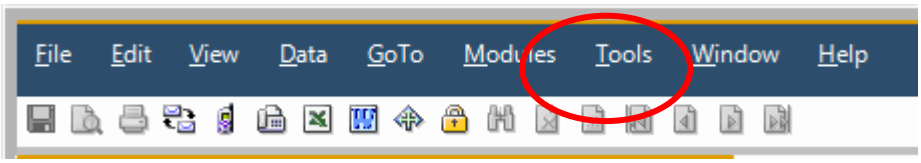
For the required access to the database server, a user name with the required rights including password and the name of the SQL server must be entered under "Server settings". If the programme is only used at one location, the server name can also be entered as (local).

Unless otherwise agreed/stated, access is provided as OLEDB provider.
To enable other users in the network to use the client immediately, set the marker at “add to Standard TLX”.

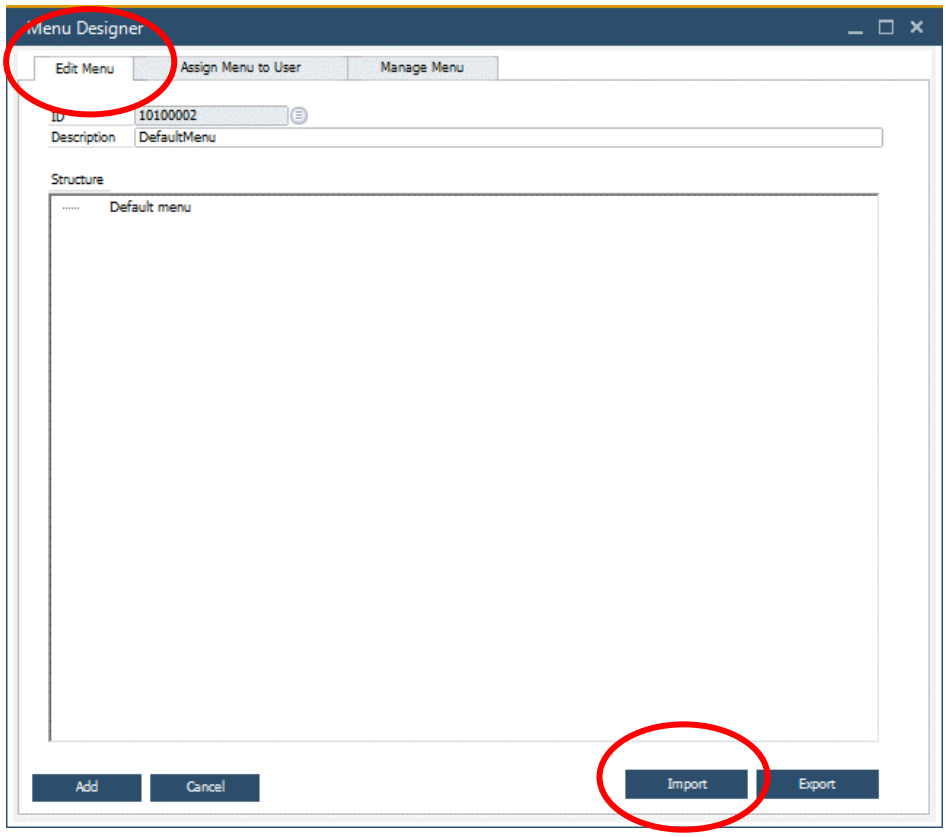
II. Create menu

After installing NOVALINE Construction.One and creating an empty database (for details please refer to the documentation "Installation Guide NOVALINE Construction.One"), the first step is to assign a menu to the user.

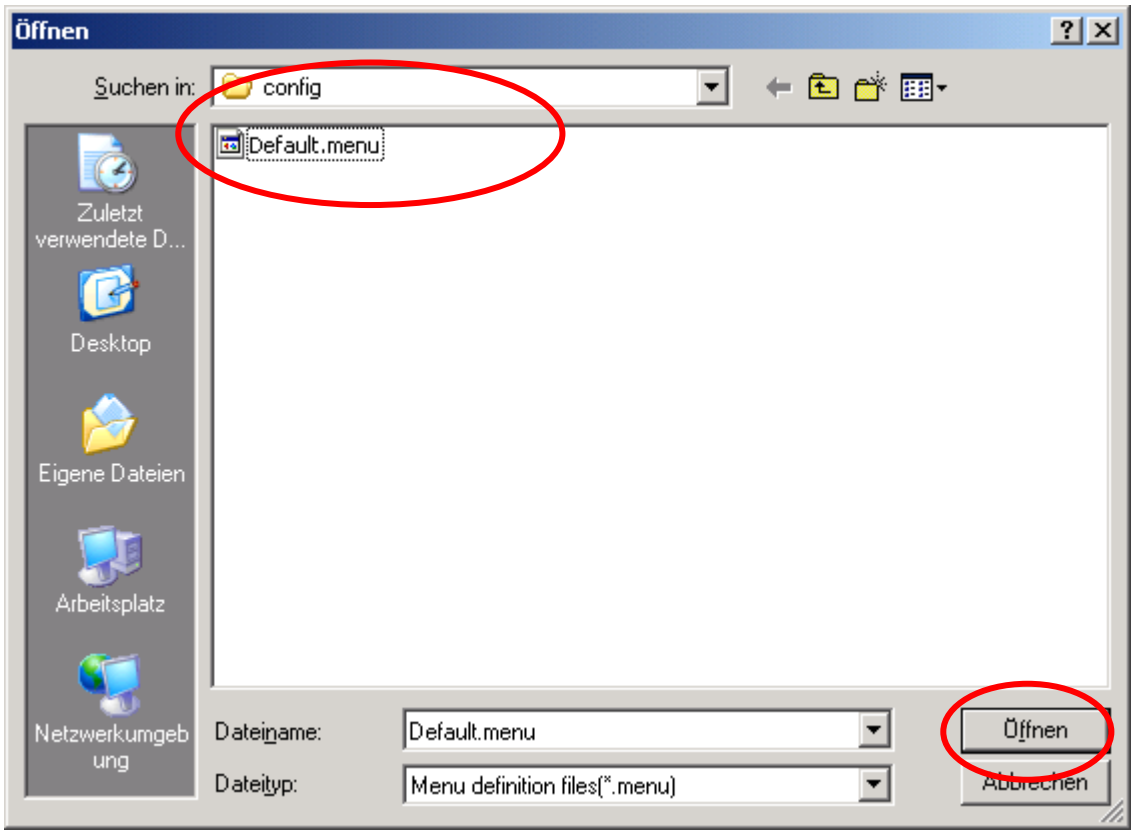
To set up the menu, start the **menu designer** under the item **Tools.**



The empty dialogue - Menu Designer - Edit Menu is displayed.

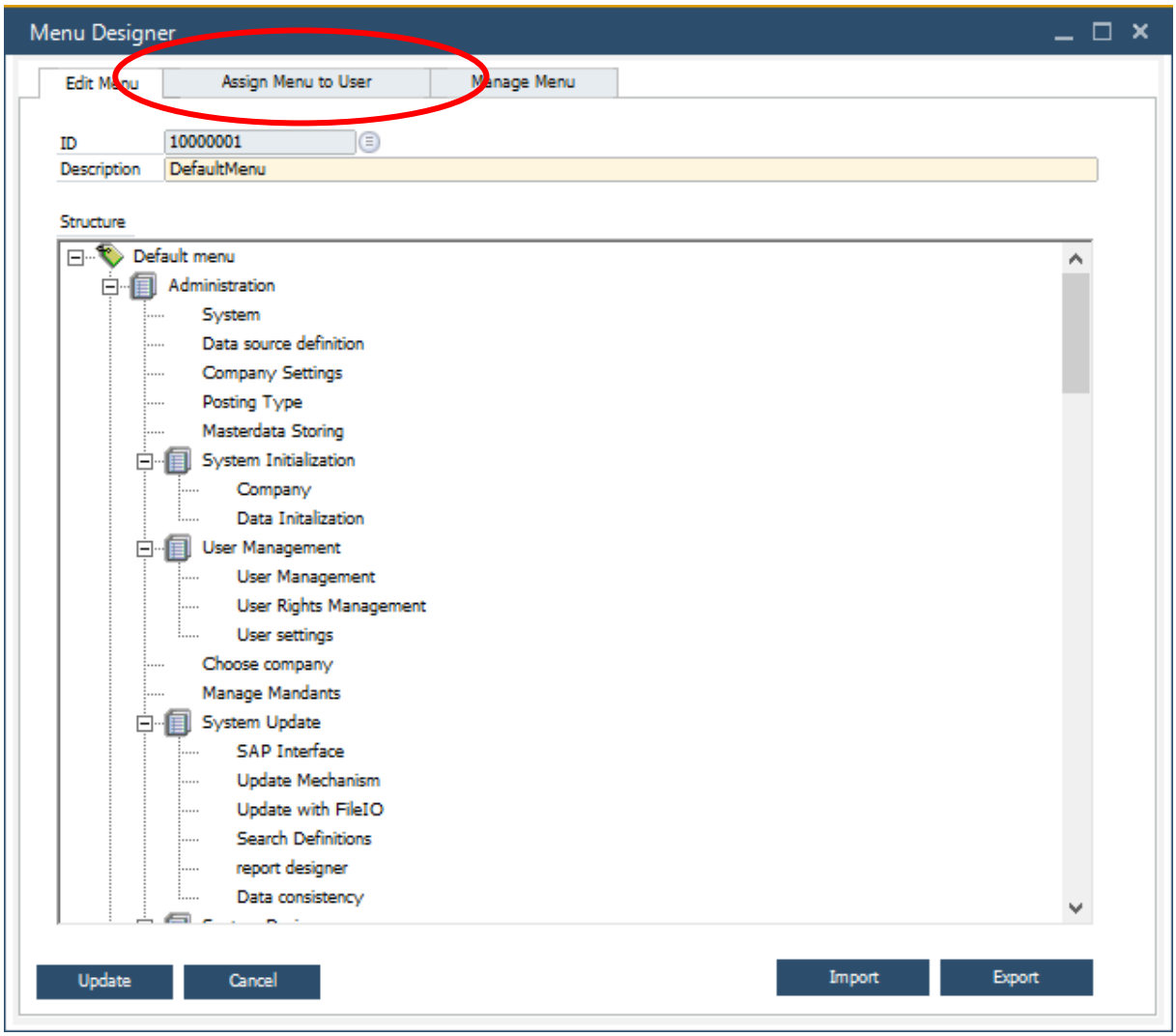


Under the **Edit Menu** tab, start importing the standard menu with **<Import>.**



In the mask opened with **Import**, the **Default.menu** file is offered.

The file offered is to be selected and **read in** with **<Open>.**

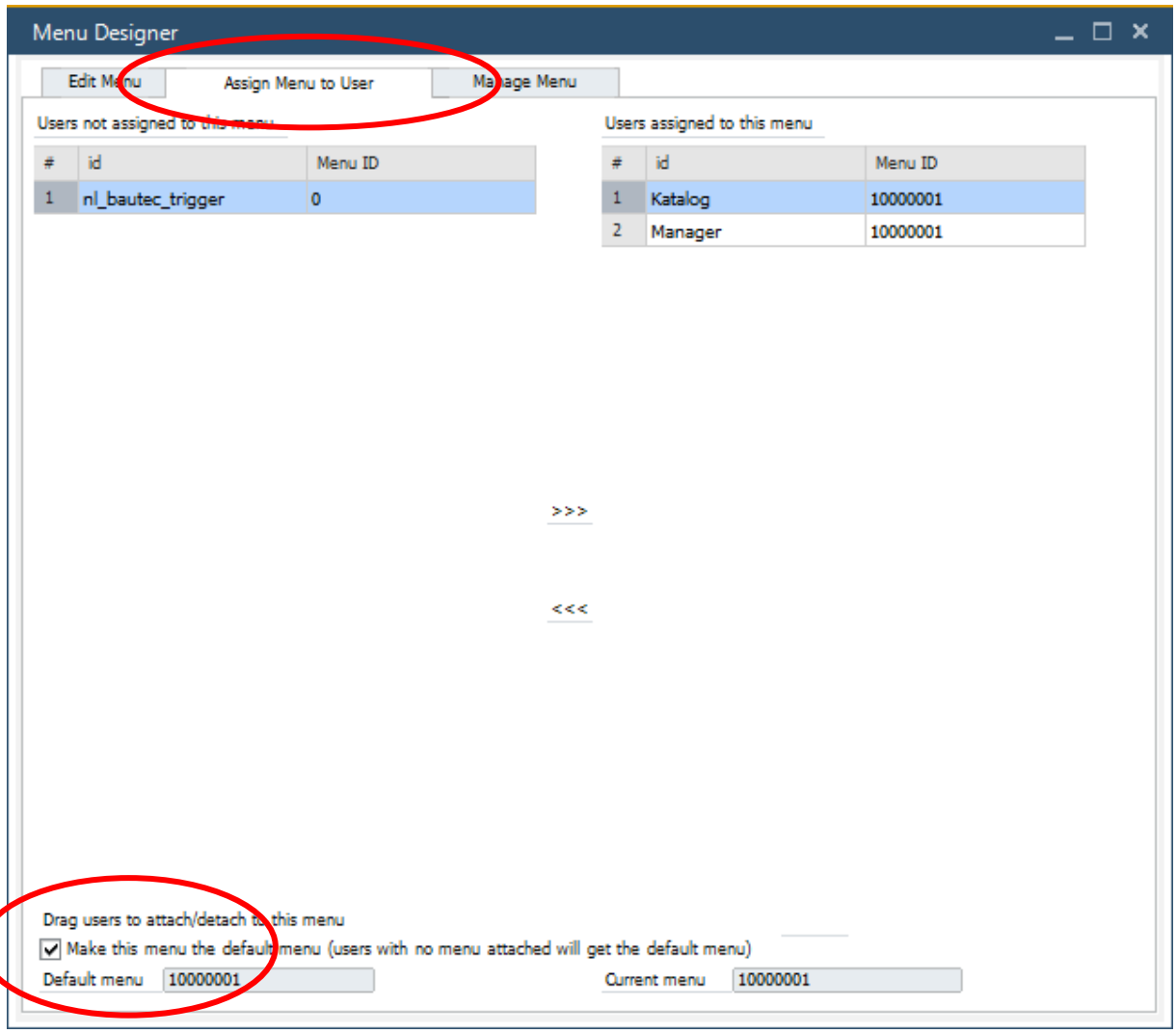


Switch to the **Assign menu to User** tab.

The name of the menu can also be changed in this dialogue if necessary.

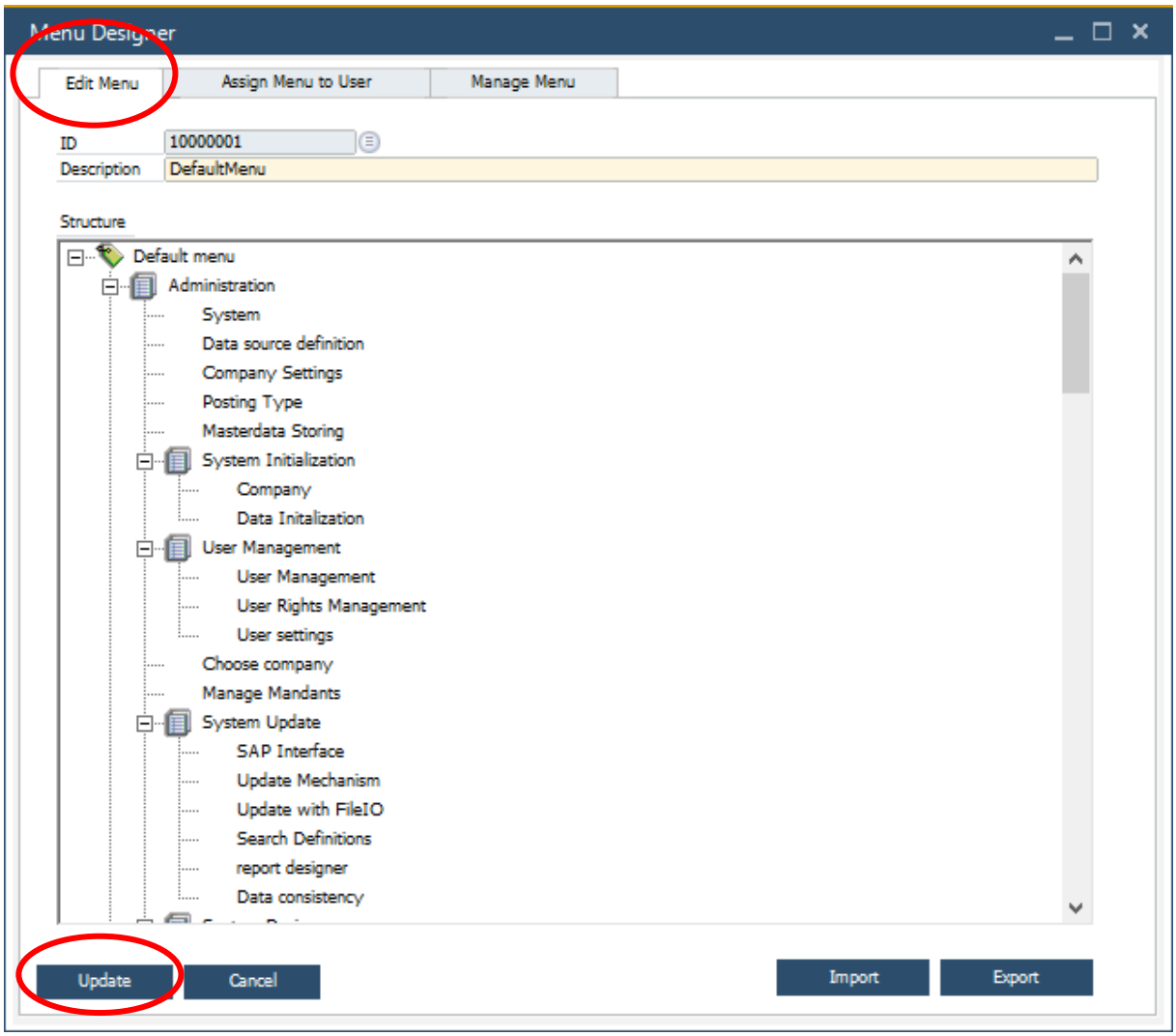
In the example, Standard Menu was entered.

If different staff members should have different menus via the permissions, the name of the staff group can also be entered here.

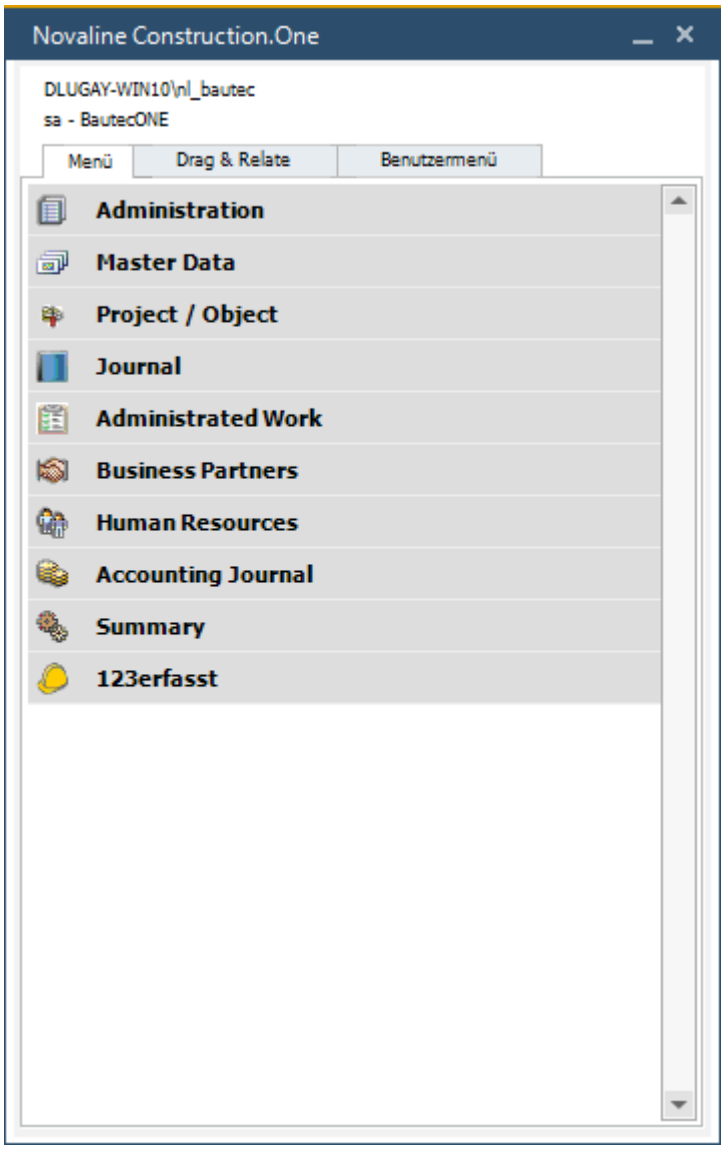


Here you activate the checkbox **Make this menu the default menu.**

Staff can be added to the selected menu by dragging and dropping.



Switch back to the **Edit menu** tab and finish the installation with **<Update>** and **<OK**>.



The menu is now completely set up.

The user gets the information at the top left of the menu:

- On which server am I located = Display name of the SQL server
- Which database do I work with = nl_Construction
- With which user name am I logged in = manager
- What is the name of the client = Sample man

III. Symbols and Icons

To operate the programme, please use the **toolbar** at the top of the screen:

The individual symbols have the following functions:

- Print preview (display of a printout on the screen)
- Direct printout
- Delete record (delete the marked / displayed record)
- Add (recording a new data set)
- First record (jump to first record)
- Previous record (call up the previous record)
- Next data set (call up the following data set)
- Last record (jump to last record)

You can use this toolbar for example for:

- For direct printing of quotations and measurements, the symbol
- the print preview for printing quotations, measurements and invoices the symbol
- the new inclusion of master data articles the symbol for insert.

Further symbols are available in the dialogues:

Crosslink: Via this symbol, the programme branches to another dialogue (e.g. master data) for adding or changing a data record. The corresponding dialogue is called up.

The function can be called up with the F-8 shortcut

Browser: with this symbol existing data records (e.g. addresses) can be searched for and taken over. A dialogue is displayed in which the existing data are listed in a table. A click on the table header sorts the entries in descending or ascending order
If you do not see the desired entry, a comprehensive search is available. Enter the appropriate search term in the corresponding field. The entries found are displayed in the table.

The function can be called up via the F-9 shortcut

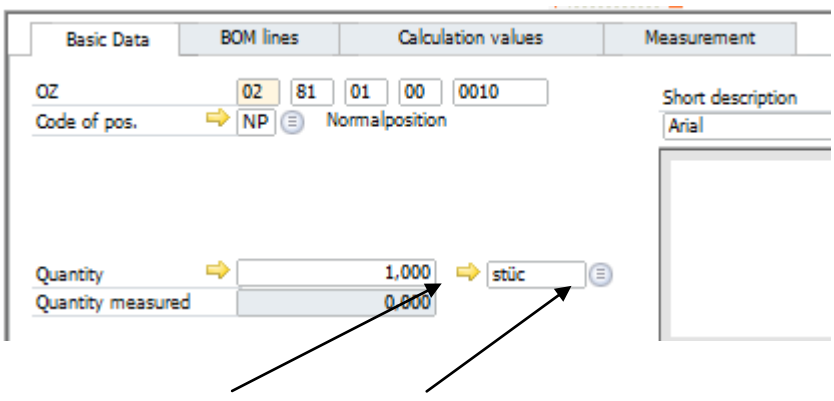
E-mail: if an e-mail address is entered, the standard e-mail programme is opened and a new e-mail is created with this address.

Web: if an Internet address is entered, the standard Internet browser is opened with this address.

Example General Functions

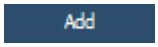
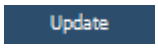
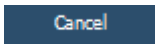
To select articles, units of measure, etc., the search browser can be started with the mouse or by pressing the F9 shortcut.

The selection of master data or special fields such as texts or calculations can be started with the mouse or the F8 key the crosslink arrow.



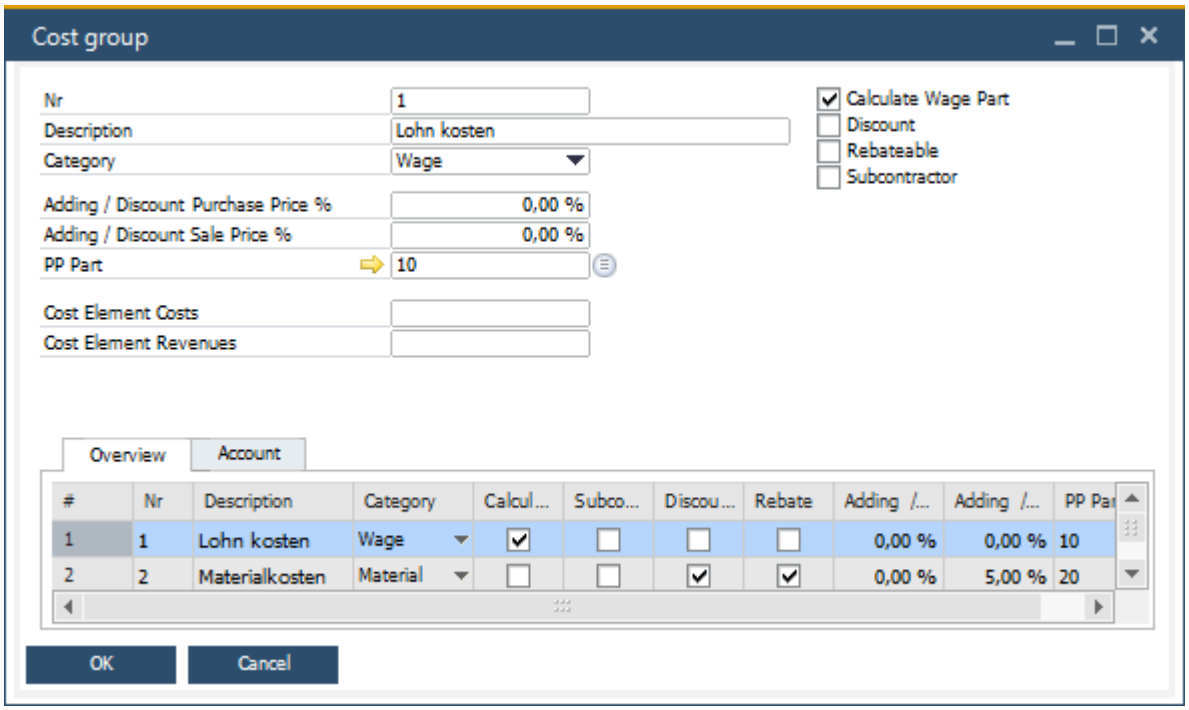
IV. Dialogues

The dialogues offer you different modes in which different functions are possible:

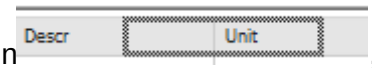
	The button at the bottom left of the dialogue shows "**Add**". The dialogue is empty, a new record can be added.
	The button at the bottom left of the dialogue shows "**Update**". Changes in the data set are saved.
	The dialogue is closed with the "**OK**" button.
	The "**Cancel**" button can be used to cancel changes made (if the left button shows "**Update**" or "**Add"**). If the left button shows "**OK**", the dialogue is closed.

V. The Grid

In many dialogues, a list of existing records is displayed by a table, the ***grid***.



In some dialogues, each column can be sorted in ascending or descending order by clicking on the column header. A red triangle then marks the sorting in the column header.
The width of the columns can be varied. Drag the mouse in the area between 2 columns until a left / right arrow appears on both sides. Keep the left mouse button pressed and now move the size to the left or right.

The order of the columns can also be changed in some dialogues. To do this, click on the column header with the left mouse button, keep the button pressed and now move the column. A frame shows you the current position 

, a vertical mark between the columns the place where the column would find its new position.

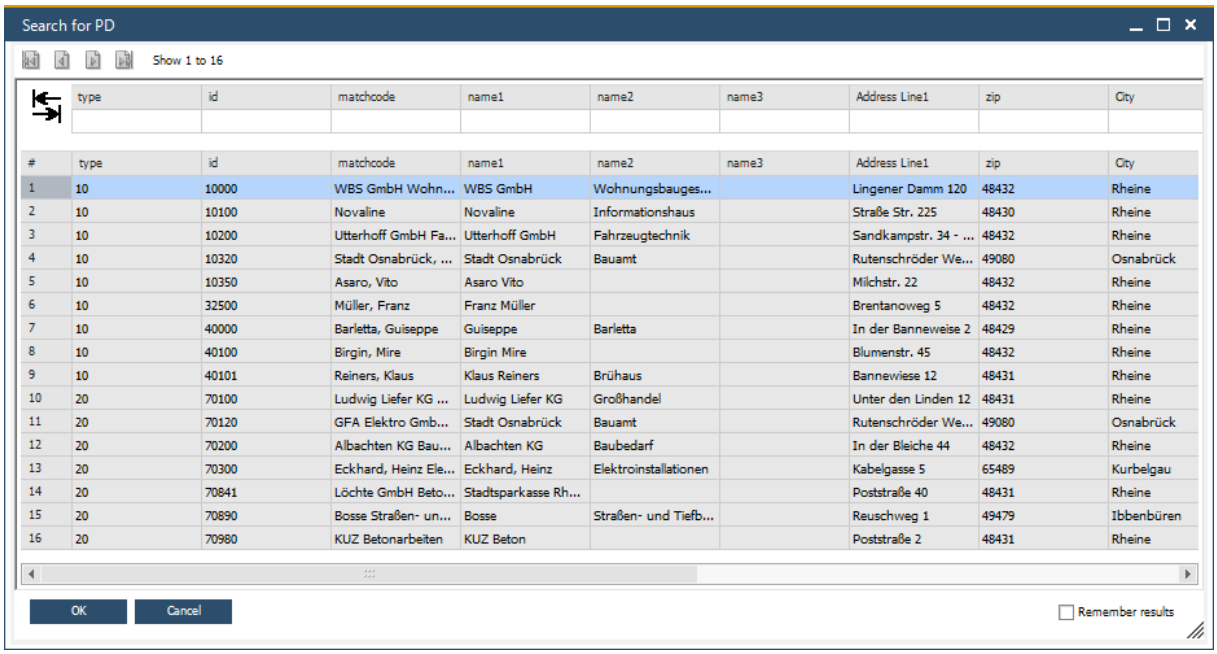
The display is saved user-specifically and is available the next time you call up the corresponding dialogue in the setting you have made.

VI. The search browser

The "Browser" button opens the "Search for ..." dialogue. The dialogue offers a comfortable possibility to search for existing data in order to take over a search result.

The available entries are displayed in the form of a table. The sorting, whether ascending or descending, can be changed by clicking on the respective column header. A small red triangle in the column header indicates the active sorting.

The width of the columns can be changed; as soon as the mouse pointer is positioned between 2 column headers, the mouse pointer changes to a double arrow; with the left mouse button pressed, the column border can be moved sideways; this setting is saved per workstation.

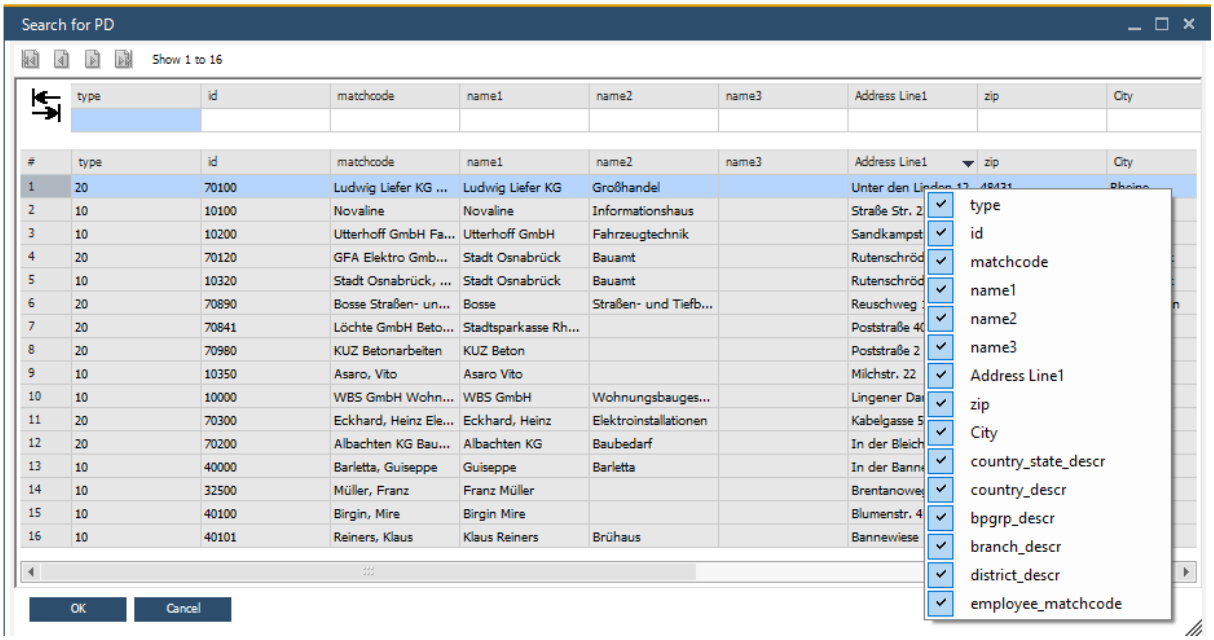


#	type	id	matchcode	name1	name2	name3	Address Line1	zip	City
1	10	10000	WBS GmbH Wohn...	WBS GmbH	Wohnungsbauges...		Lingener Damm 120	48432	Rheine
2	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 225	48430	Rheine
3	10	10200	Utterhoff GmbH Fa...	Utterhoff GmbH	Fahrzeugtechnik		Sandkampstr. 34 - ...	48432	Rheine
4	10	10320	Stadt Osnabrück, ...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
5	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22	48432	Rheine
6	10	32500	Müller, Franz	Franz Müller			Brentanoweg 5	48432	Rheine
7	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banneweise 2	48429	Rheine
8	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 45	48432	Rheine
9	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese 12	48431	Rheine
10	20	70100	Ludwig Liefer KG ...	Ludwig Liefer KG	Großhandel		Unter den Linden 12	48431	Rheine
11	20	70120	GFA Elektro Gmb...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
12	20	70200	Albachten KG Bau...	Albachten KG	Baubedarf		In der Bleiche 44	48432	Rheine
13	20	70300	Eckhard, Heinz Ele...	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	65489	Kurbelgau
14	20	70841	Löchte GmbH Beto...	Stadtsparkasse Rh...			Poststraße 40	48431	Rheine
15	20	70890	Bosse Straßen- un...	Bosse	Straßen- und Tiefb...		Reuschweg 1	49479	Ibbenbüren
16	20	70980	KUZ Betonarbeiten	KUZ Beton			Poststraße 2	48431	Rheine

The marker " Remember search" at the bottom right of the browser window allows the selection made to be displayed again with the same data.

If, for example, all customers in a location are to be checked, they will reappear each time a new selection is made without having to make a new choice.

Or, within the BOM lines, you want to search for partial service groups. The new search shows the previously selected area again.



The columns displayed can be selected according to your own preferences: Right-clicking on the table shows a list of the available columns. They are arranged in the order in which they are displayed. With the left mouse button you activate / deactivate the column.

In this display, the position of the columns can be changed: click with the left mouse button on the field label above the search line, keep the mouse button pressed and move the column to the desired position (drag & drop).

The changes made are saved and thus remain.

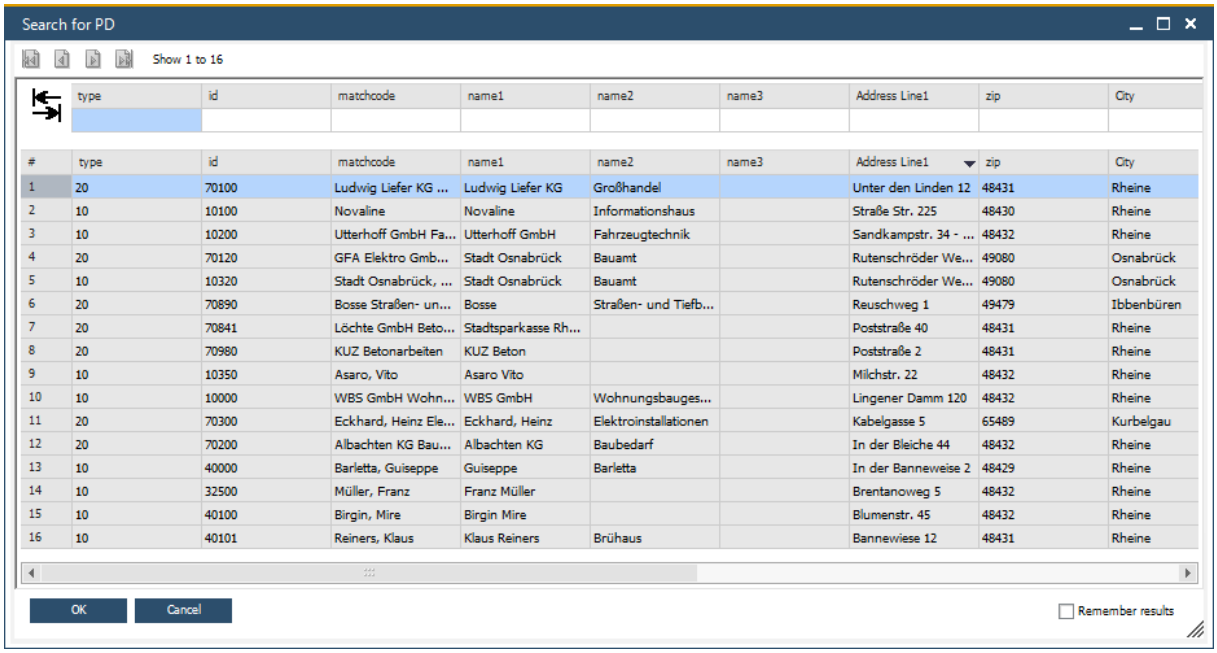
Above the table is a single search line. This search line can be displayed in 2 variants:

- **Variant 1:**
  For each table column, there is a field in the search line with the same designation as the column below. In these fields, the entries in the corresponding column can be searched for; the search can be combined with several fields in order to further limit the results in the table.

- Within each search field, you can again search in two forms.
  - The search term is entered and searched from left to right. All entries with the search criterion are displayed one below the other.
  - The search term is preceded by the indicator - *. Now the browser searches the entire text of this section for the characters in the search field.

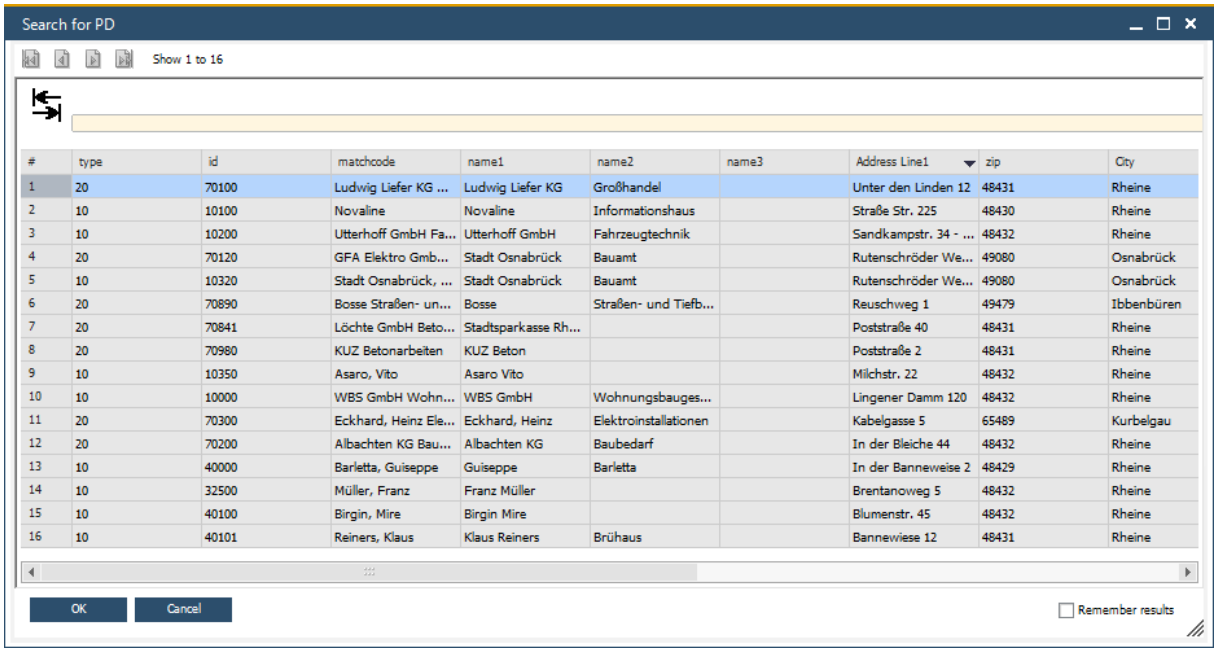
- Example:
  The name "Bosse - Roads and Civil Engineering" is to be sought.

  Either the search field says: **Bosse**... the programme finds all entries that begin with these letters
  or
  The search field is filled with: ***streets** is entered in the search field and all terms that have this text string will be displayed.



#	type	id	matchcode	name1	name2	name3	Address Line1	zip	City
1	20	70100	Ludwig Liefer KG ...	Ludwig Liefer KG	Großhandel		Unter den Linden 12	48431	Rheine
2	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 225	48430	Rheine
3	10	10200	Utterhoff GmbH Fa...	Utterhoff GmbH	Fahrzeugtechnik		Sandkampstr. 34 - ...	48432	Rheine
4	20	70120	GFA Elektro Gmb...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
5	10	10320	Stadt Osnabrück, ...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
6	20	70890	Bosse Straßen- un...	Bosse	Straßen- und Tiefb...		Reuschweg 1	49479	Ibbenbüren
7	20	70841	Löchte GmbH Beto...	Stadtsparkasse Rh...			Poststraße 40	48431	Rheine
8	20	70980	KUZ Betonarbeiten	KUZ Beton			Poststraße 2	48431	Rheine
9	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22	48432	Rheine
10	10	10000	WBS GmbH Wohn...	WBS GmbH	Wohnungsbauges...		Lingener Damm 120	48432	Rheine
11	20	70300	Eckhard, Heinz Ele...	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	65489	Kurbelgau
12	20	70200	Albachten KG Bau...	Albachten KG	Baubedarf		In der Bleiche 44	48432	Rheine
13	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banneweise 2	48429	Rheine
14	10	32500	Müller, Franz	Franz Müller			Brentanoweg 5	48432	Rheine
15	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 45	48432	Rheine
16	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese 12	48431	Rheine

- **Variant 2:**
  There is only one search line; however, the search goes across all columns. This can be used for a search where it is not known in which column the search term is located. A combination of several search terms is not possible.



#	type	id	matchcode	name1	name2	name3	Address Line1	zip	City
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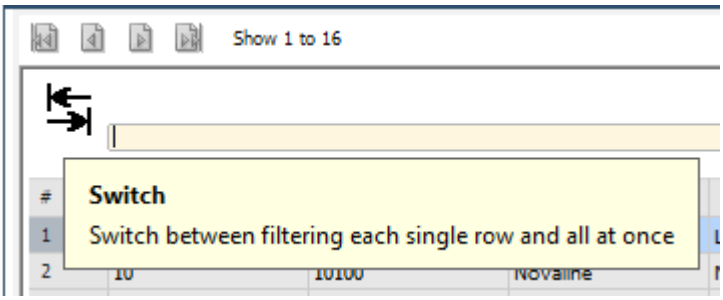
2	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 225	48430	Rheine
3	10	10200	Utterhoff GmbH Fa...	Utterhoff GmbH	Fahrzeugtechnik		Sandkampstr. 34 - ...	48432	Rheine
4	20	70120	GFA Elektro Gmb...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
5	10	10320	Stadt Osnabrück, ...	Stadt Osnabrück	Bauamt		Rutenschröder We...	49080	Osnabrück
6	20	70890	Bosse Straßen- un...	Bosse	Straßen- und Tiefb...		Reuschweg 1	49479	Ibbenbüren
7	20	70841	Löchte GmbH Beto...	Stadtsparkasse Rh...			Poststraße 40	48431	Rheine
8	20	70980	KUZ Betonarbeiten	KUZ Beton			Poststraße 2	48431	Rheine
9	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22	48432	Rheine
10	10	10000	WBS GmbH Wohn...	WBS GmbH	Wohnungsbauges...		Lingener Damm 120	48432	Rheine
11	20	70300	Eckhard, Heinz Ele...	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	65489	Kurbelgau
12	20	70200	Albachten KG Bau...	Albachten KG	Baubedarf		In der Bleiche 44	48432	Rheine
13	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banneweise 2	48429	Rheine
14	10	32500	Müller, Franz	Franz Müller			Brentanoweg 5	48432	Rheine
15	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 45	48432	Rheine
16	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese 12	48431	Rheine

Switch between the two variants:

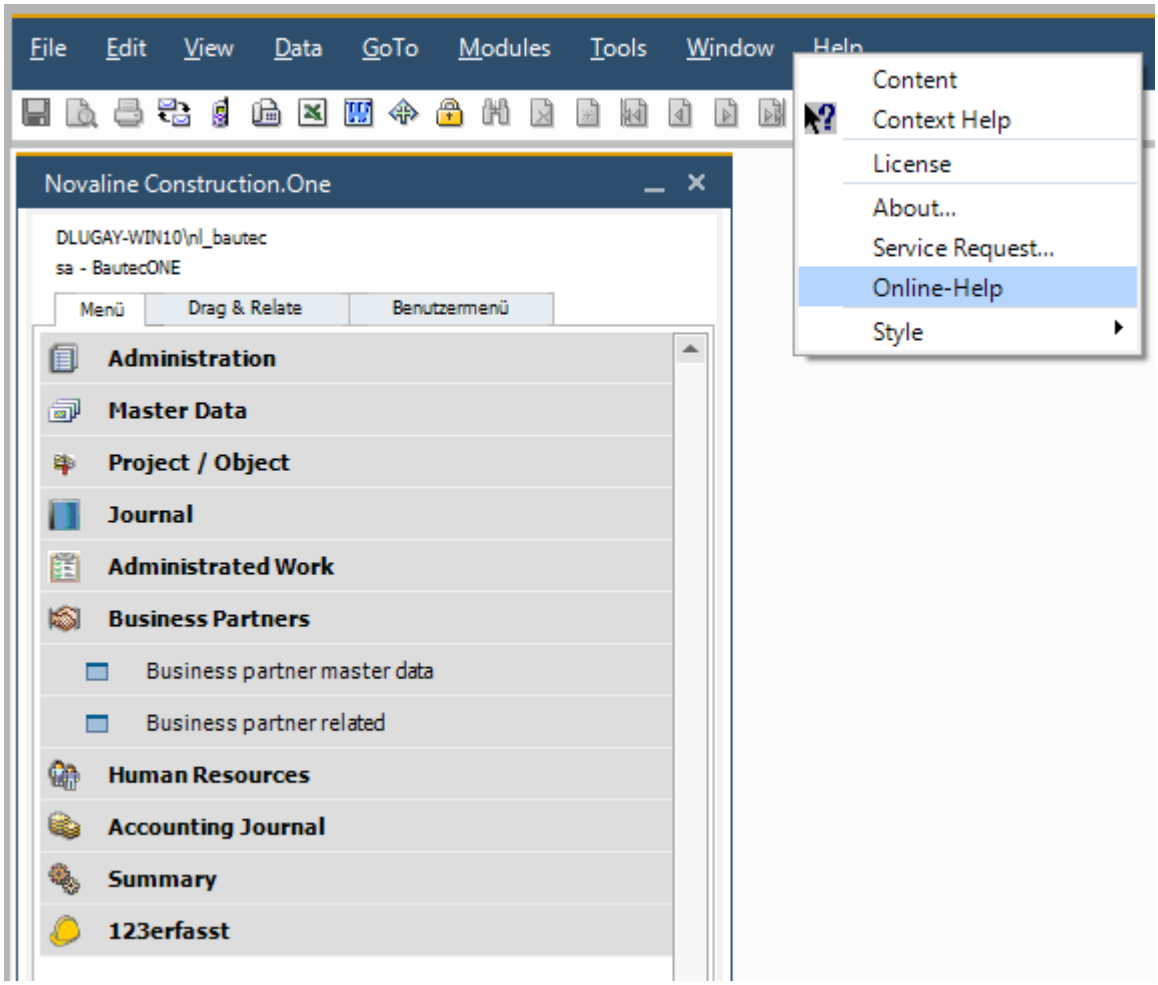


The double arrow at the top left switches between the two search variants.

The search term can be extended with the wildcard *: "Nova*" finds all entries beginning with "Nova"; "*line" finds all entries ending with "line" or containing "*line".
No distinction is made between upper and lower case.

VII. Online help

Online support for questions about the programme has been integrated into the menu control.



It is located in the menu under the term "Help".

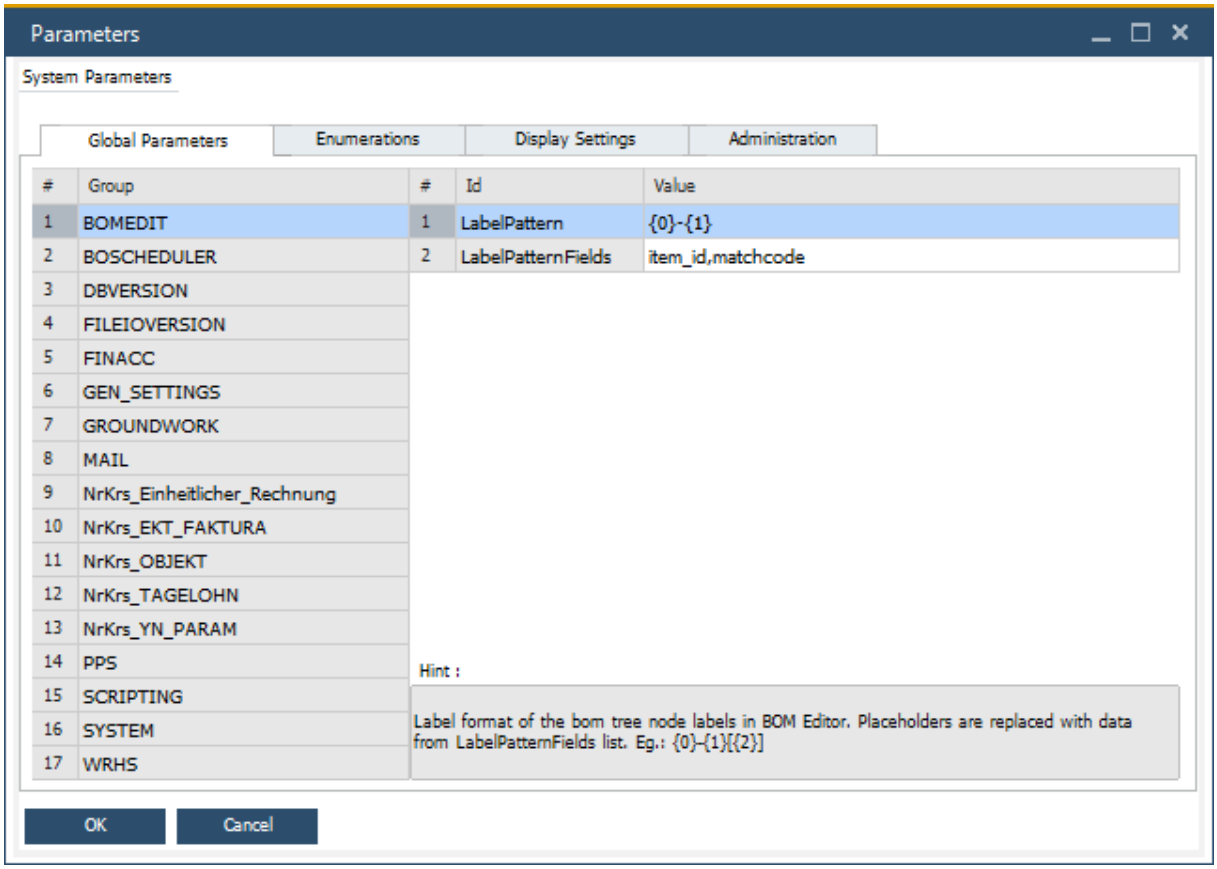
The user can directly choose the online way to the Novaline service without having to leave the programme.

The first start for establishing the connection may take a moment as the corresponding programme is being downloaded.

1. Administration

1.1. System

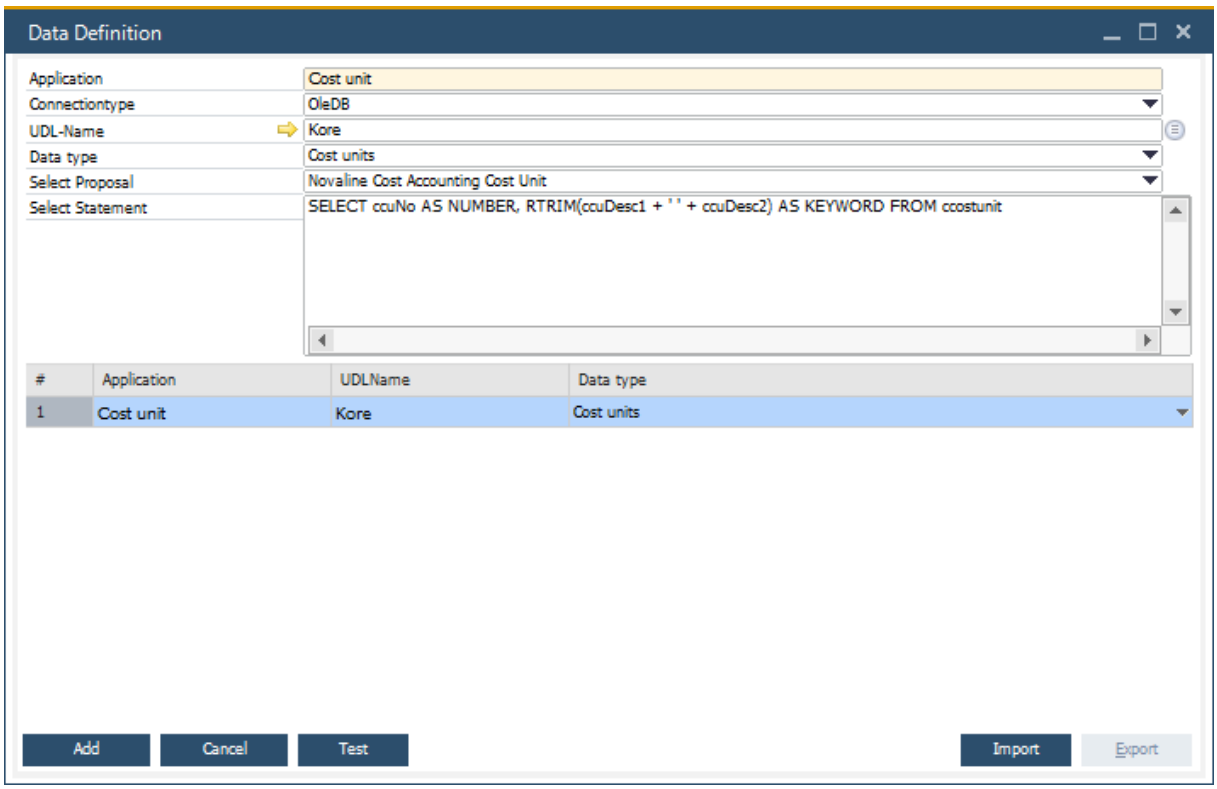
The system parameters are needed for adjustment only.



The programme is started exclusively by Novaline Support.

1.2. External data definition

The external data definitions allow access to data from other databases or data files from other programmes. This may be necessary, for example, if postings from the construction programme are to be transferred to financial accounting and thus to cost accounting.



Via Add, a new empty set is first created.

The name of the application is freely selectable.

By entering a name in the field - Name UDL - the crosslink arrow is offered.

The arrow opens the dialogue after selection. - Data link properties.

Setting up the UDL / data linkage

- On the Provider - page, if an SQL database is selected, Microsoft OLE DB for SQL Server is selected.

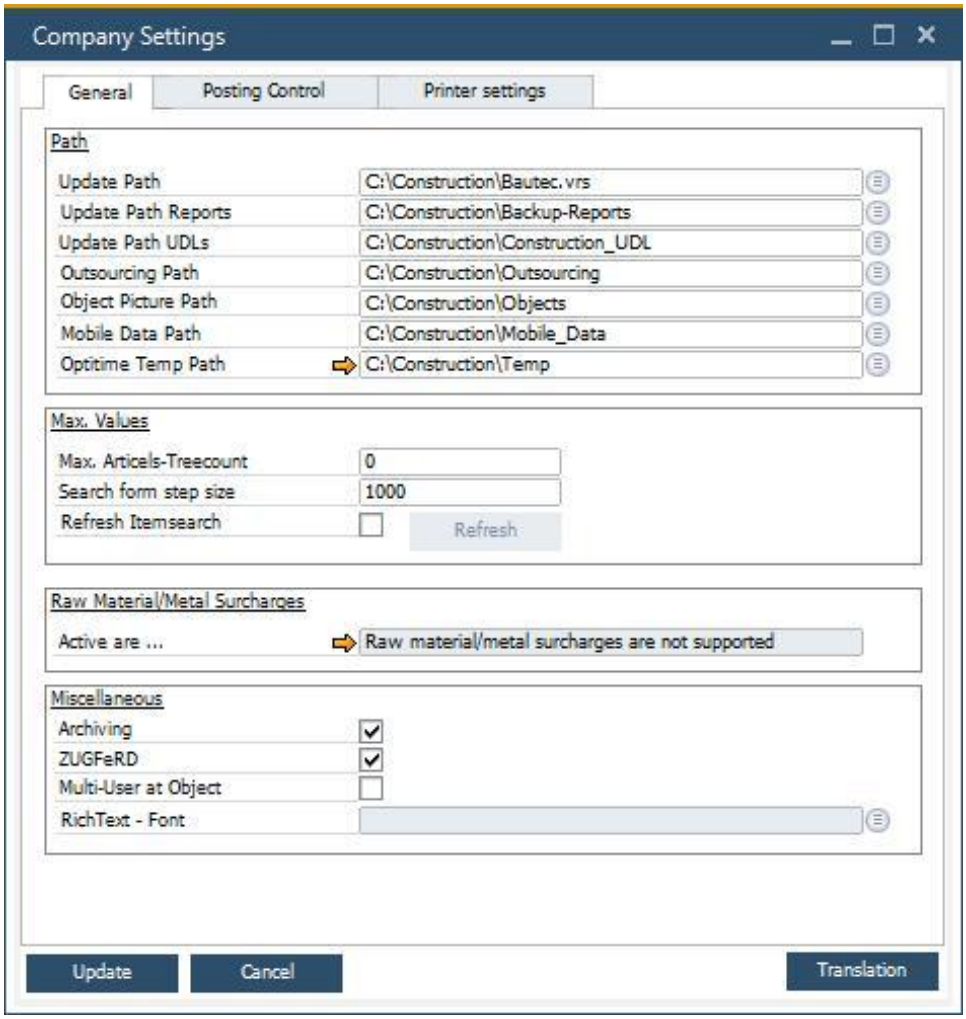
- On the Connection page, the connection data to the desired database are entered.

The SQL server name, login to the SQL server and the corresponding password are requested. The storage of the password must be entered. A corresponding note appears when saving the password.

1.3. Company Settings

1.3.1. Company Settings General Tab

Global Settings for the Construction.One environment.



The update path.
Is deposited for setting up the programme. It is needed if the programme is installed on several places in the company. The administrator selects a generally accessible directory on the server and stores the complete contents of the programme CD in this directory. When updates are made, the contents are exchanged. The connected workstations get the update automatically.

The update path for reports.
Is set up if there are individual reports and several users in the network. The customised reports are placed in the specified directory. The workstations fetch the report files automatically.

The update path for UDLs
We set this up if external databases are to be accessed for accessing cost centres, etc. The workstations fetch the report files automatically. The workstations fetch the report files automatically.

Outsourcing path
The objects can be swapped out and deleted from the database in one step. The data path can be stored here for quick removal and convenient access.

Object Picture path
Images can be stored in the positions and printed out. A data path can be stored for quick access.

Attention:
The images are only stored in the hard disk directory and do not end up in the database when used! (Data backup)

Mobile data path.
Connection to the mobile measurement of the company Optitime
If you are interested in mobile measurement recording, please contact Novaline Sales on telephone no. 05971 / 868 260 or send an e-mail to: Vertrieb@Novaline.de

In the field Max. Number of articles in the tree, you can decide from which quantity of articles the tree display should be hidden when managing the article master data.

In the Search Browser Novaline field, you can set up how many data records are to be displayed first when the search browser is started. For very large amounts of data, it makes sense to select a smaller amount than the total amount of e.g. articles in order to get faster access to the data.

Build item search is always used when large quantities of items have been deleted or changed.

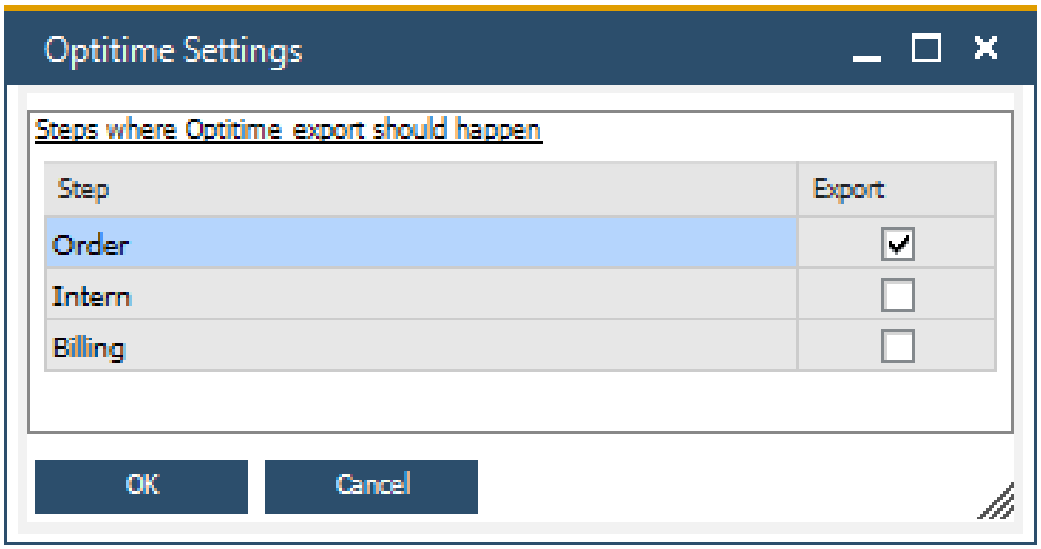
Optitime Temp. path

In this directory the transfer files are stored according to Optitime from the transfer of an offer by order.

With the file stopped, a new object and the associated time recording can take place in Optitime.

The data from the time recording can be transferred to Novaline Personal Accounting.

The progress at which the file is created can be freely selected.



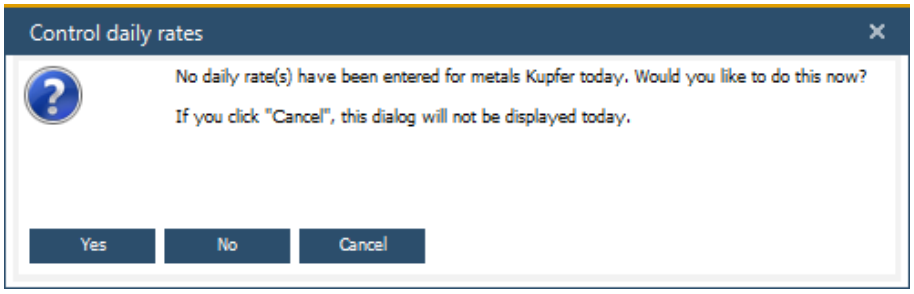
Max number of articles in the tree
In the field Max. values - number of articles in the tree you can decide whether the tree display should be used when managing the article master data.

Search browser - step size
The number entered determines how many data records the search browser should immediately display for each search process. In the case of large amounts of data, this prevents all data from first being in the browser before a display appears.

Raw material/ metal surcharges
The programme masters the calculation of metal surcharges on material.

In the default setting, this function is switched off.

After activating surcharges, the current daily price for the deposited non-ferrous metals is queried once a day.



If the daily rate is entered, the dialogue does not appear again on this day. However, it can also be closed with the Cancel function.

The data of the daily rate non-ferrous metals can also be changed in the dialogue of the non-ferrous metals at any time.

Archiving
Activates the display of the archiving fields in the dialogues provided for this purpose.

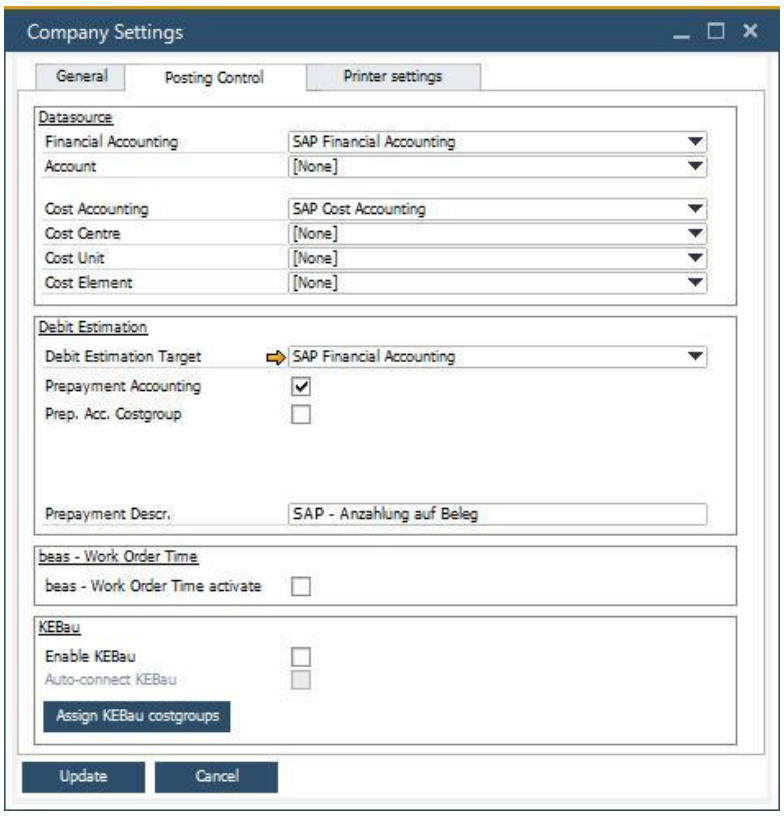
ZUGFeRD
Data can be stored in the ZUGFeRD and X-Rechnung procedures. This is a separate module. If required, please contact our sales department.

Multi-user in the object
This switch can be used to determine whether several users can work in one object.

This is useful, for example, if parts of the object are to be processed simultaneously by different employees in the case of larger service specifications.

Rich text font .
In this field, you can specify the font to be used for the text modules to be stored.

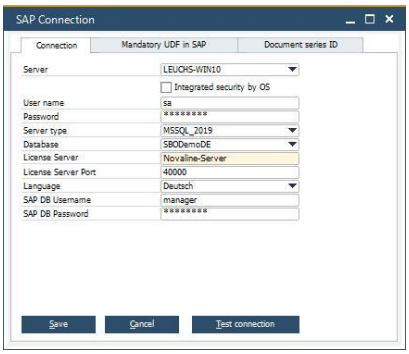
1.3.2. Company Settings Posting Control Tab



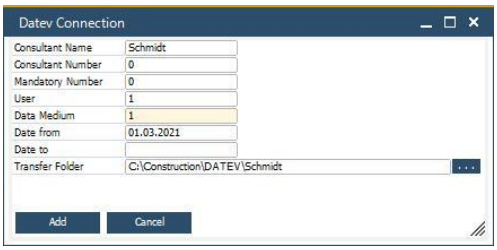
The link to the selected programme stored in the data sources is stored in the financial accounting field; the same applies to the link to the G/L accounts.

If a data source definition for cost accounting has been set up, it can be entered here.

The debit position interface queries the parameters for transferring the invoice to the respective system.
The transfer to SAP B1 and DATEV is currently supported.



SAP connection
Please ask your SAP B1 dealer for the SAP access data.



Datev connection
You can find out the Datev access data from your tax advisor.

As a further alternative, the INTERN (statistics only) variant can be selected.

Note: If down payment accounting is marked, only the invoice mode transfer of written invoices to SAP B1 is possible.
.

Beas working time

The interface to the BEAS programme is the data transfer of the personnel time recording from the BEAS programme to the Novaline control room work.

After activating the function, automatic data access to the BEAS database is realised.

If you are interested, please contact Novaline Sales.

KEBau

Activate KEBau.

KEBau automatically connect.

Assign cost groups to KEBau.

KEBau is an interface that provides the company with ready-calculated partial services from various construction sectors.

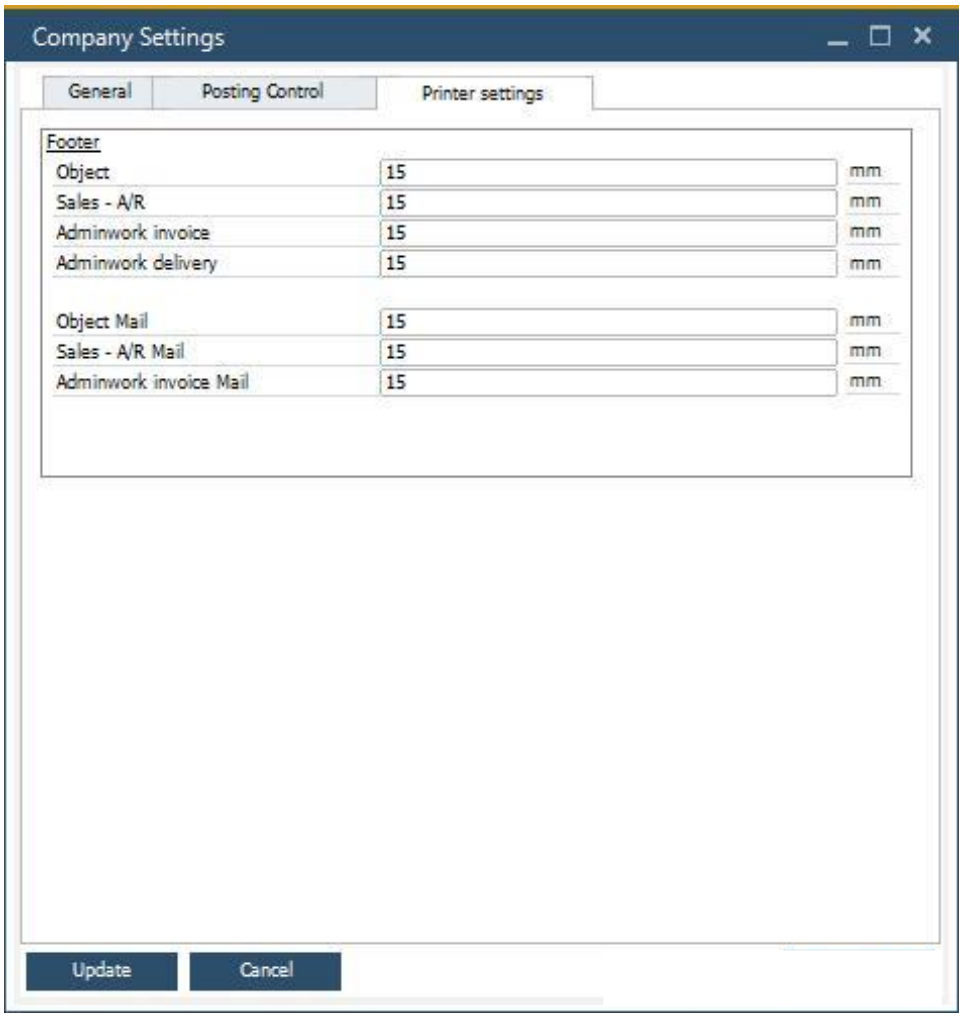
The interface must first be activated. In addition, the automatic transfer of data from KEBau can be selected.

For the correct transfer of the different cost elements, an assignment of the KEBau data to the own cost groups is necessary.

The activated interface is displayed in the bottom right-hand corner of the object editing screen.

If you are interested, please contact HOB - Stutensee, Mr. Herrmann, telephone 07244 / 92876. Mail info@hob-baudaten.de .

1.3.3. Company Setting Printer Settings Tab



Under the tab "Printer settings" you can define the desired spacing (height) of the footer.

The foot height determines the space required on the printouts, which must not be overwritten in the business form.

For the individual report, you can also set how high the footer lines should be in the finished report.

Under Object Mail etc. the deviating foot height can be entered. In the print dialogue you can switch between the normal foot = dispatch by post or dispatch by mail. The set foot height is also shown in mm and can also be changed for each object print.

1.4. Posting type

Two different posting types can be created for transfer to financial accounting programmes.

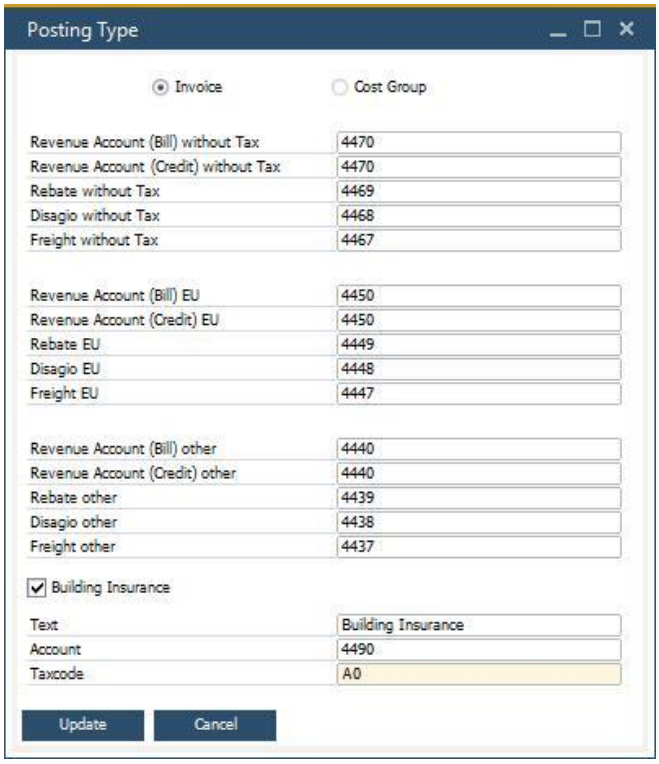
- Transfer of values according to invoice
- Transfer of booking values according to cost groups

In addition, a separate control can be set up for building insurance.

The building insurance, if deposited here, is automatically used for invoicing.

The amount of the building insurance is calculated from the net amount of the invoice and deducted from the gross amount.

See example:

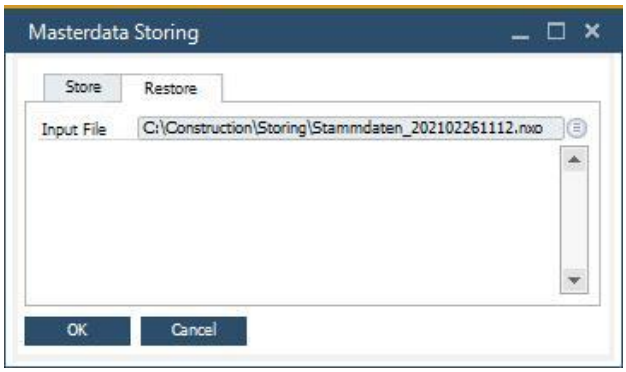


1.5. Master data Storing

The master data storing offers the user the possibility to store all basic data of Novaline Construction.One as a backup. The data can be read in/restored on another system, e.g. laptop. The same applies to objects. You can find a description of this in the object editing section.

The programme expects you to enter a file path where the backup is to be stored. The name of the swap file is suggested by the programme. It can also be changed if desired.

The steps of the removal appear in the dialogue. At the end - Backup successful - is displayed.



With Restore master data, the previously stored file can be read in again.

1.6. System Initialization

This menu is intended for support by Novaline.

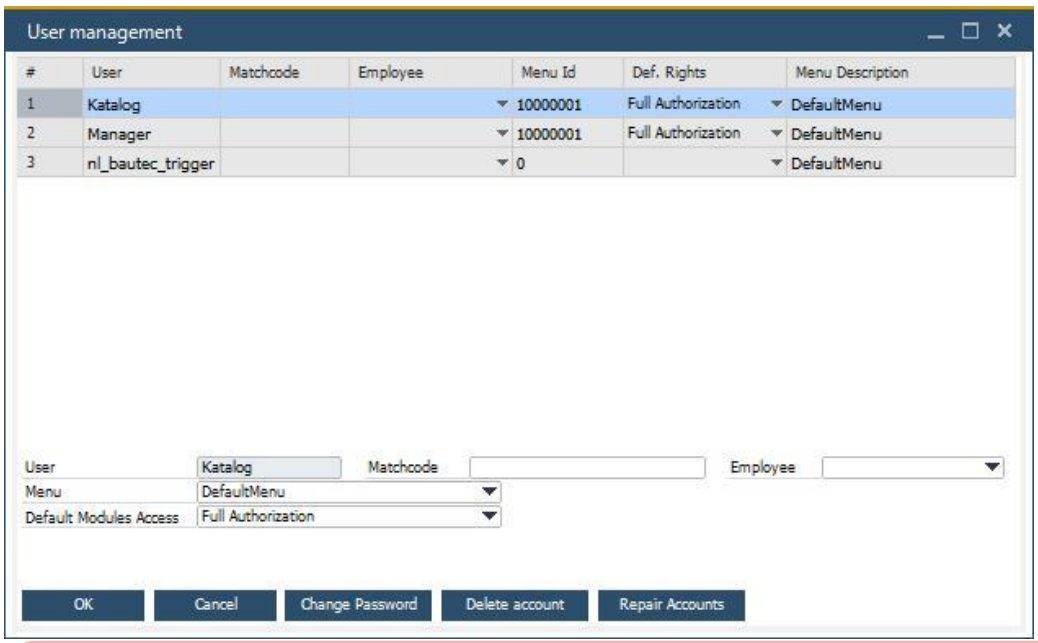
1.7. User Management

1.7.1. User Management

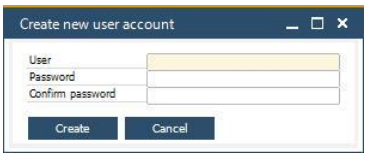
For each client, the employees working with the programme are created in the user management.

If the programme is installed on only one computer - i.e. only one employee works with the programme - the creation of users can be omitted.

The default login "sa" and password for the MS SQL Server are always present.



Attention: New users can only be created if they have logged into Construction.One with the SQL server's sa and password. The corresponding note appears.

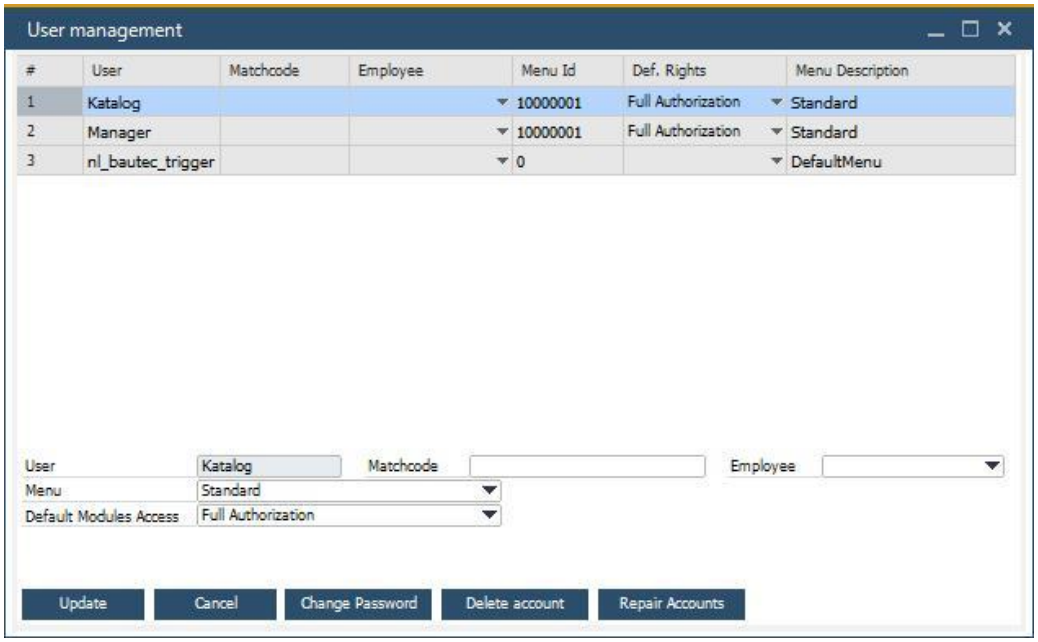


To create a new user, click on the "**Add**" icon .

In the dialogue "Create new user account", the new user is entered in the field "**User**" with the designation with which the login to the programme is to be carried out.

A password *can be* assigned for the user.

If the fields - Password/Confirm Password - remain empty, a corresponding note will appear when saving and a query will ask whether the user should be created without a password.



After saving the new user data, it is displayed in the "User Management" dialogue in the "**User**" field.

In the field "**Menu**", assign the menu to the user which is to be made available to the new user after his login to Construction.One. In the field "**Default module access**", "**Full authorisation" is** set as the default for all dialogues. These can then be further differentiated in the "**User rights"** dialogue.

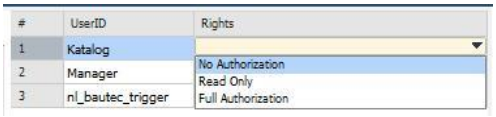
The term with which the user is to be displayed in the search menu is entered in the Matchcode field.

Note: The **Employee** field has a connection to: Personnel Employees The employee master data stored there is automatically used when a new object is created. They appear in the basic data of the object as well as in the print formatting of the offer, order, invoice and credit note.

1.7.2. User Rights Management

In the rights management, each dialogue can be designed with differentiated rights. In the "**Menu**" field, select a menu that you want to edit. This menu is then displayed as a tree structure.
To edit a dialogue, expand the display by clicking on the + sign until the dialogue is displayed as the last step. Select the entry you want to edit.
All available users are displayed in the table on the right. Now select which permissions the user should receive:

- No authorisation: the dialogue cannot be opened
- Read only: Changes in the dialogue are not saved
- Full authorisation: no restriction



1.7.3. User settings

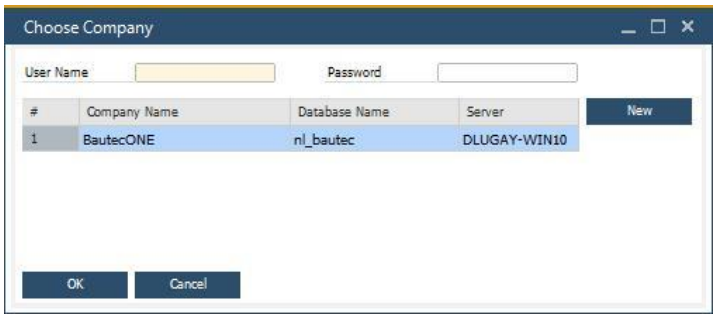
If the checkbox is activated, you can use the mouse wheel in the object area. This allows you to scroll up and down comfortably using the mouse wheel without using the bar.

Multi-user administration in Construction.One

Construction.One allows several users to work in the programme at the same time. The prerequisite is that each user logs into Construction.One with their own user ID and, if necessary, password.

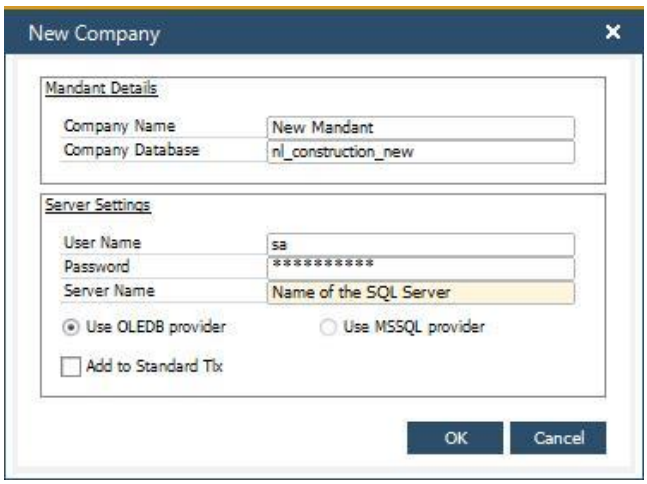
1.7.4. Choose Company

Client selection



The existing clients are listed with their designation, name, the associated database and the database server. Select the desired client and log in with your user name and password.

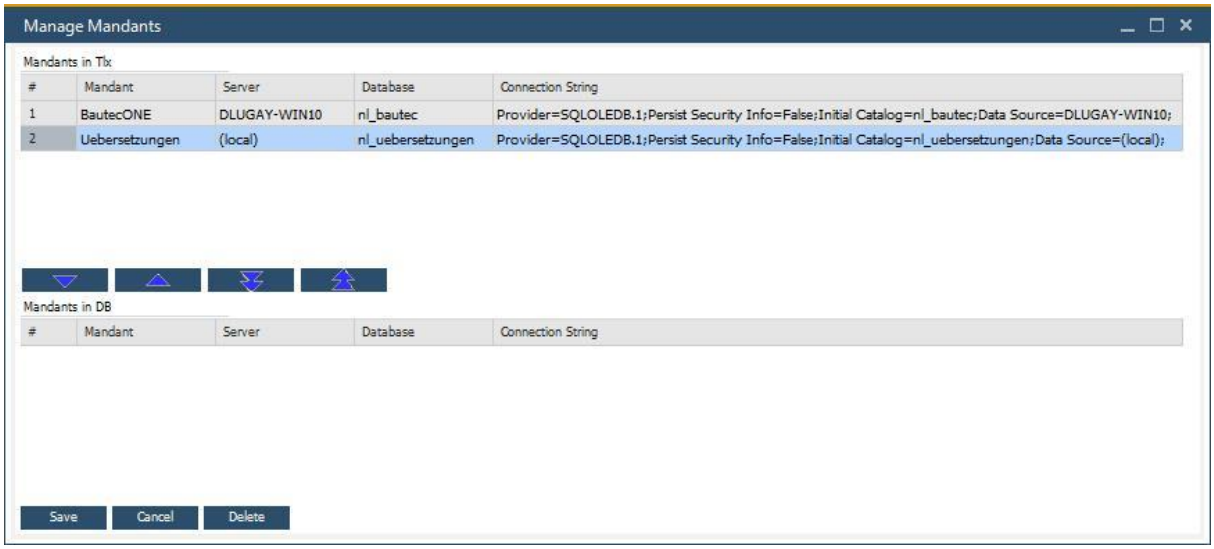
Create new client



You can create a new client via the "**New**" button. Enter a name under Client Name for the new company and the name of the new database.

Then enter the details for the connection to a database server and click on "**OK**". The database is created.

1.7.5. Manage Mandants



The created clients are saved in the TLX.ini file for each location.

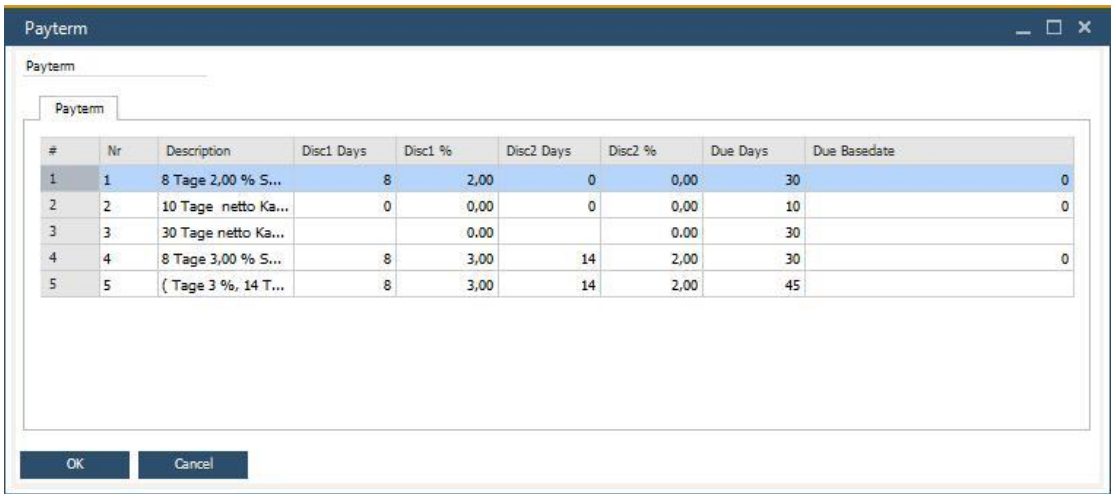
In order to allow newly created clients to access other places, the client can be entered in be stored in the database. The other places can get the stored clients in the local start file.

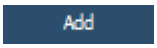
1.7.6. System Update

This menu is intended for Novaline support.

1.7.7. Banking

1.7.7.1. Conditions and Terms



The terms of payment are offered with invoice programmes and with object offer printing.
If there are no payment terms yet, the button is set to 

If payment terms are available, they are shown in the grid display and can be selected with **OK.**

The payment condition can be set up as a pure text or also as a calculating condition.

Possible is the calculation of:

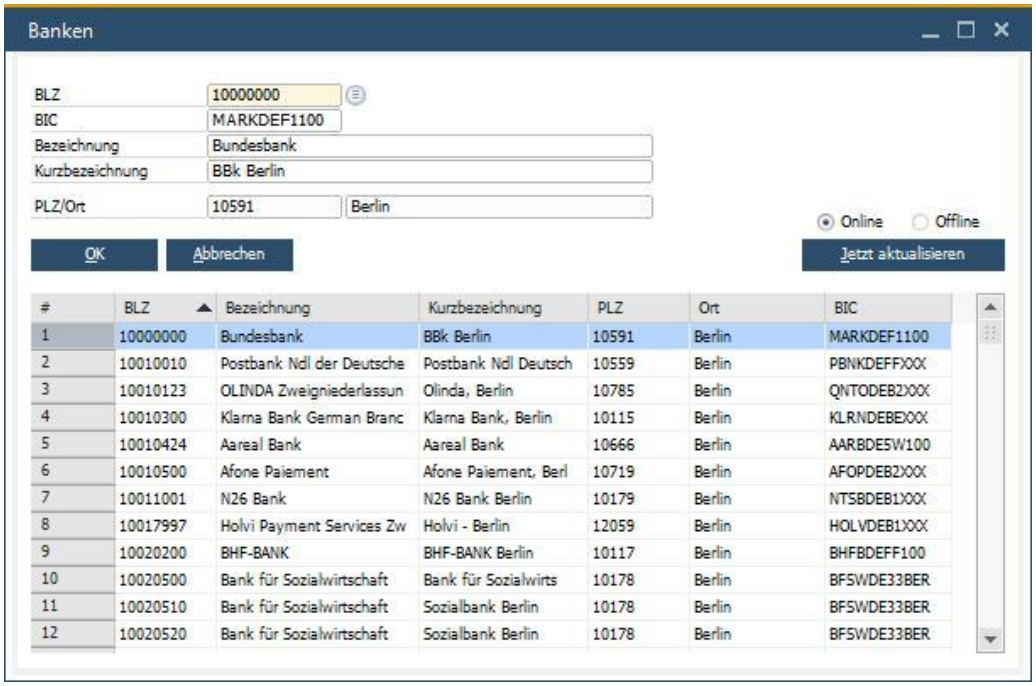
- Discount Days 1 + Discount %Rate
- Discount Days 2 + Discount %Rate
- Net days
- Maturity

Discount days 2 can only be entered if the first heading with discount days 1 and % rate are also filled.

Net days and net due are calculated and shown in the programme.

A payment term can also be entered **without!** Conditions - only as text - can be entered.
For example : 8 days 2% discount - 30 days net cash.

1.7.7.2. Bank



In the dialogue, the "**Update now**" button can be used to import the list of German banks provided by the Bundesbank.
In NOVALINE Construction.One you can access this list when creating banks and take over the existing information. Typing errors when entering the bank code or the name are thus avoided.

If "**Online**" is marked, the directory is read in via the Bundesbank's internet server; an internet connection is required for this. Depending on the load on the server and the speed of the internet connection, this may take a moment.

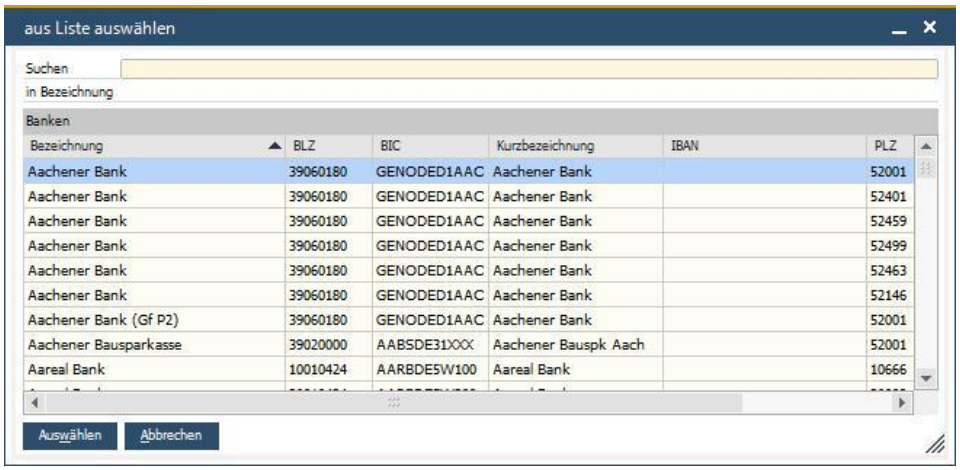
You can also download and read in this file yourself: To do this, mark "**Offline**" and enter the path where you downloaded the file.

Once read in, the data is listed, the selected entry is displayed in the fields at the top and can be edited or changed there if necessary.

Attention: Please note that an entry changed here will not be retained in the next import! You can also make the changes in the attachment of the banks

The "**Select**" button opens a dialogue in which you can search for a specific bank. To do this, click on the header of the column containing the information you are looking for. The column is now sorted. Another click changes the sorting order. Now enter the first characters for the value you are looking for in the "**Search**" field: the list jumps to the next matching value.

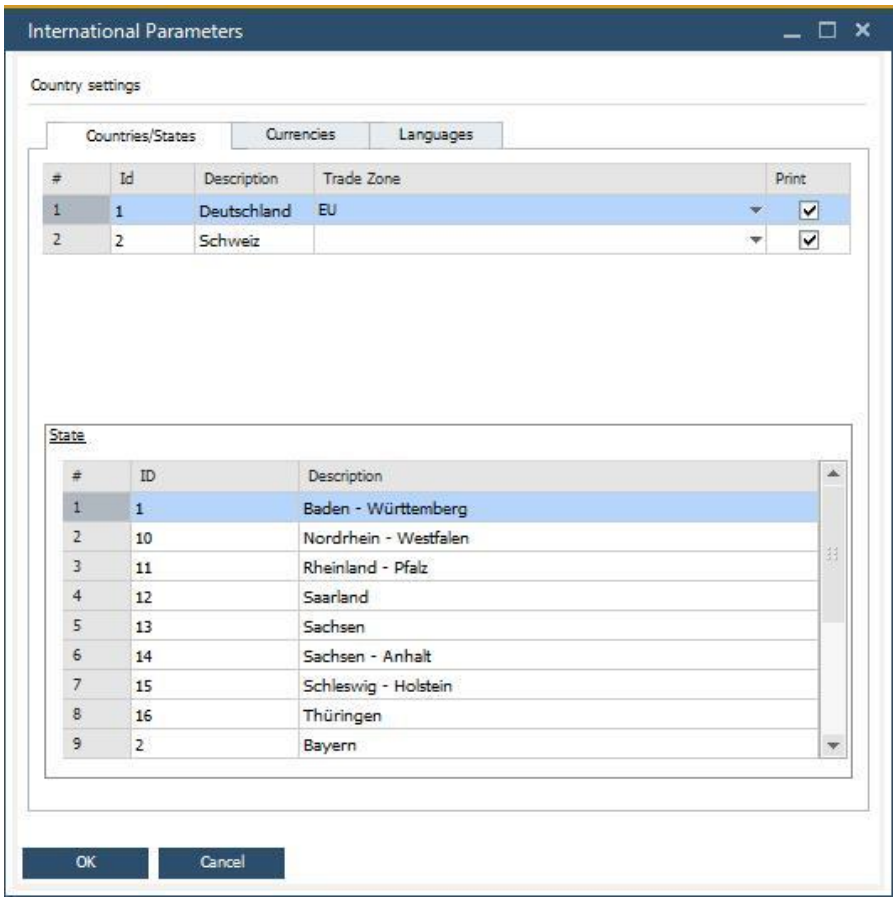
The further you complete the value, the more exactly the marked value will match the search.



As an alternative to the listed procedure of reading in online or downloading a file and reading it in manually, the banks can also be set up manually. In the empty dialogue, a new bank can be set up via i Add new bank must be saved with .

1.7.7.3. International

Countries/States

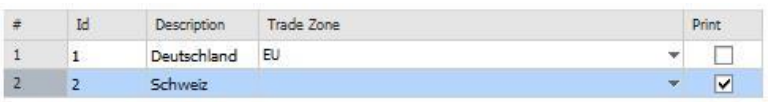


In the "**International Parameters"** dialogue, different countries, their federal states, the affiliation to trade zones as well as their currency can be recorded.

In addition, the language of the respective country can be entered.

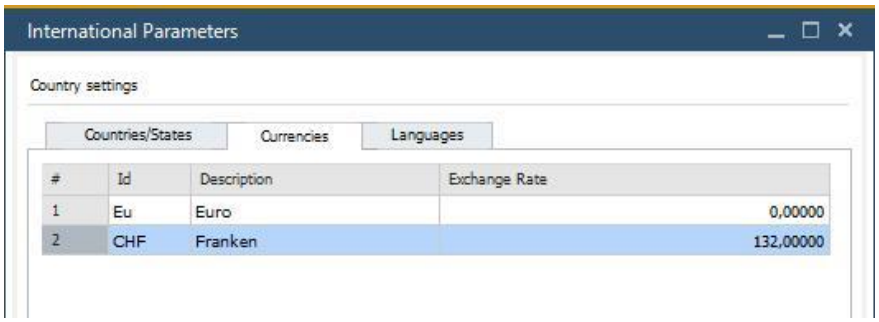
The data is set up for the internationalisation of the software in general.

Any number of countries and associated federal states can be included.



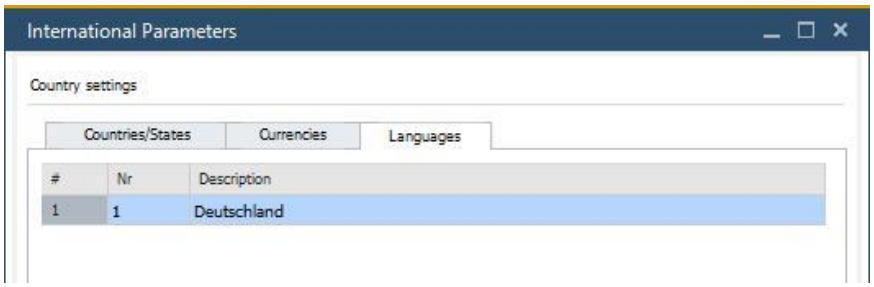
If the checkbox is activated, the country is included in the sender printout.

Currencies



A currency designation and an exchange rate can be entered for each country set up.

Languages



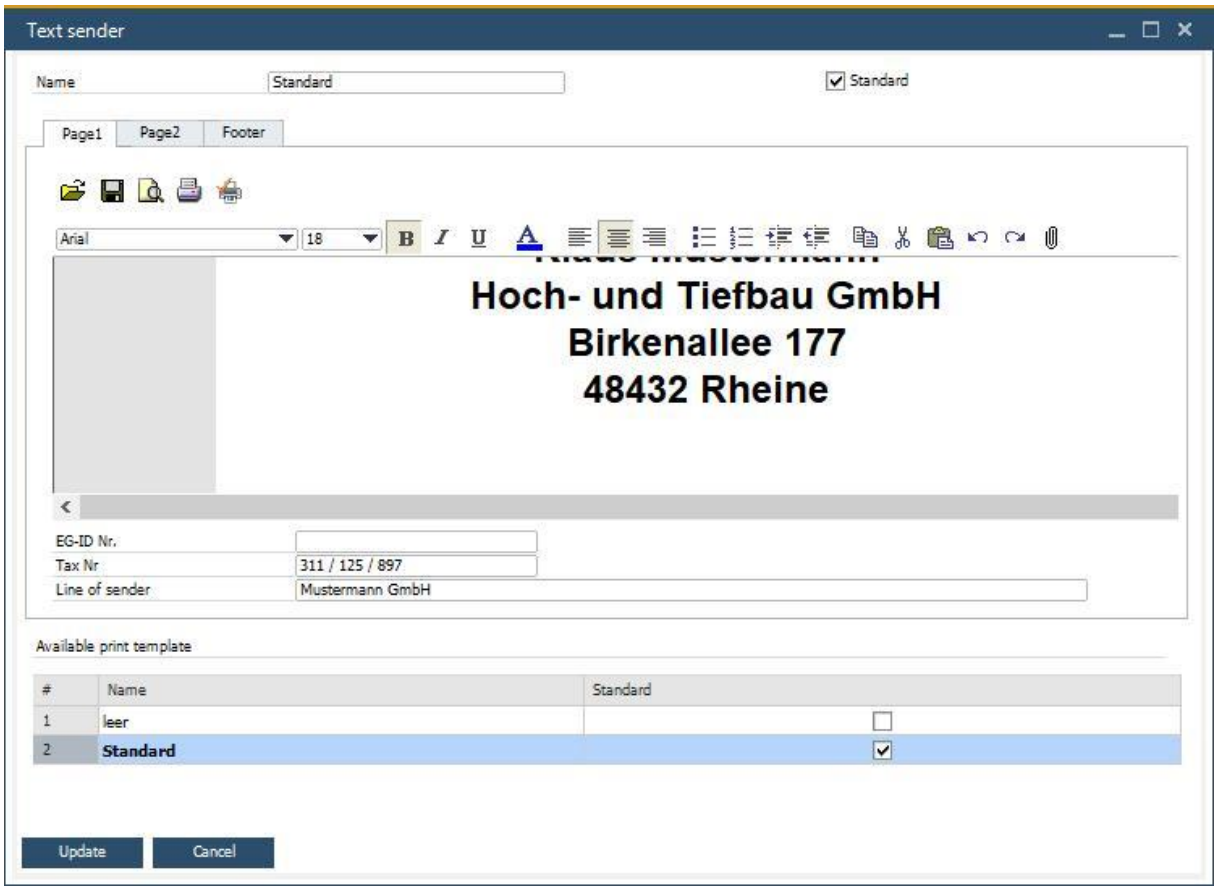
Each country can be assigned its own language.

2. Master data

2.1. General master data

2.1.1. Textsender

Tab: Page 1



Entering a sender is always useful if no ready-made forms are to be used in the company or individual programme parts work with different forms. Any number of different sender data can be set up.

Example :
They have deposited sender information for the company, but also sometimes work in a consortium with another company and have taken over the technical and commercial processing.
Additional sender information can be stored for this case.

The sender input is divided into three dialogues: Print on: page 1, from page 2 and footer text.

Page 1 control offers the option of printing the data on the first page or on all subsequent pages.

If control is only set up for the 1st page, sender can be selected from page 2. If the first page is printed on all other pages, the dialogue from page 2 cannot be selected.

The EC ID number and tax number fields are included in the header information on invoices.

The line entered in the Sender field is printed so that it can be read as the sender line in a window envelope.

Note: Even if no sender is to be printed or an individual report is to be used, an empty sender must be set up with blank lines on page 1, page 2 and the footer text as placeholders.

The sender control defines how the sender is to be used.

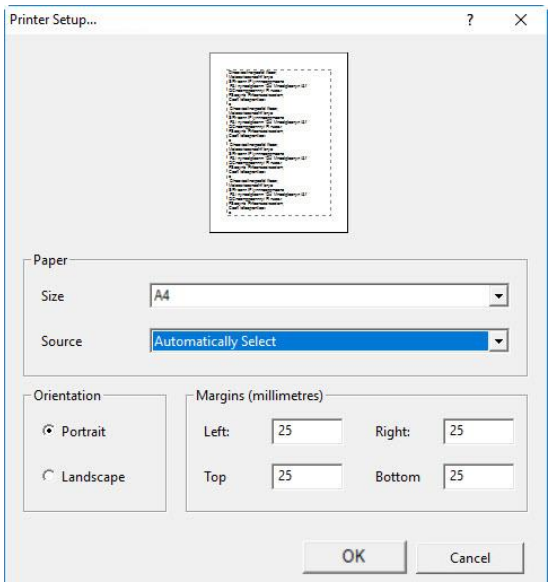
New, additional senders entered are displayed in alphabetical order in the list. The default sender is marked in the **Default** field.

The sender is automatically offered in various print areas.

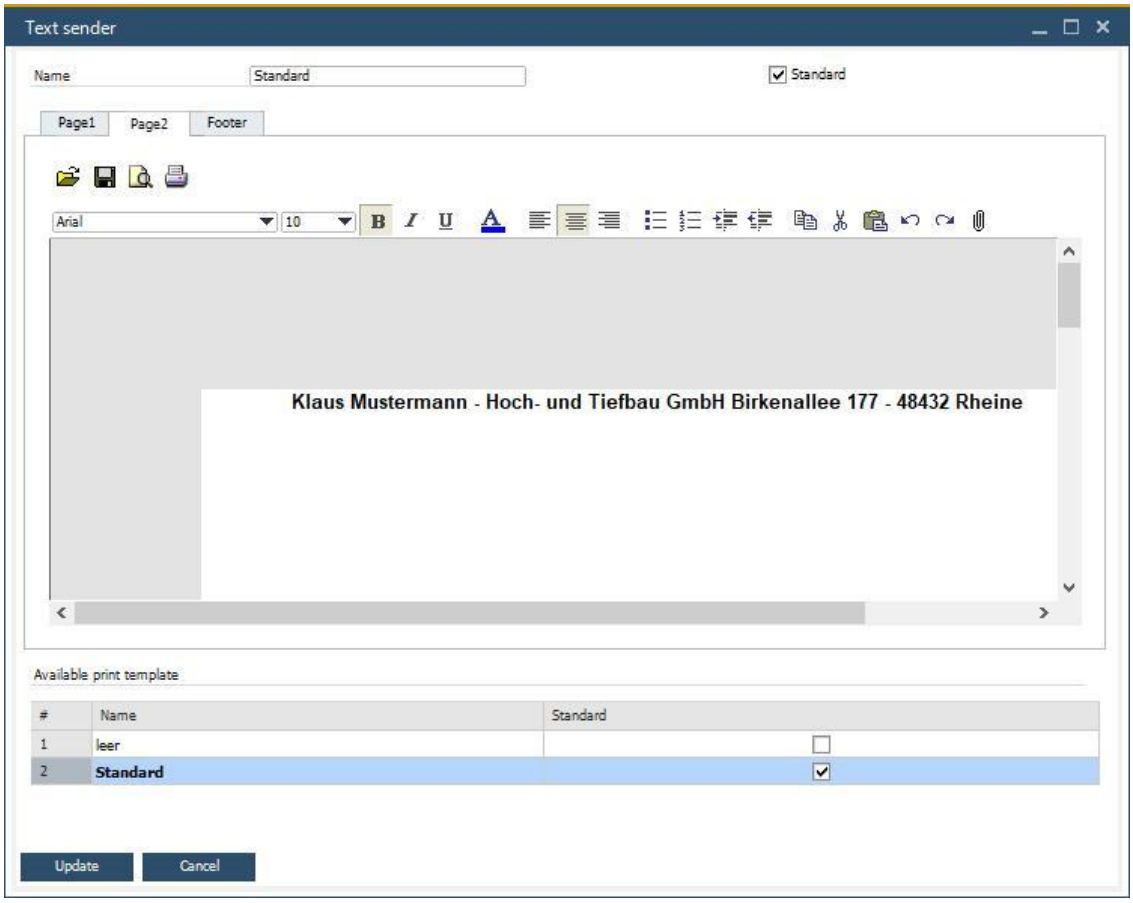
In deviation from the proposal, a different sender can be selected for each printing process or it can be dispensed with altogether.

The sender's text design corresponds to the possibilities of a word processor with all options such as text type, text size, colour, positioning, etc.

This button allows you to set up your page in the sender area. The margins top, bottom, right and left can be adjusted.



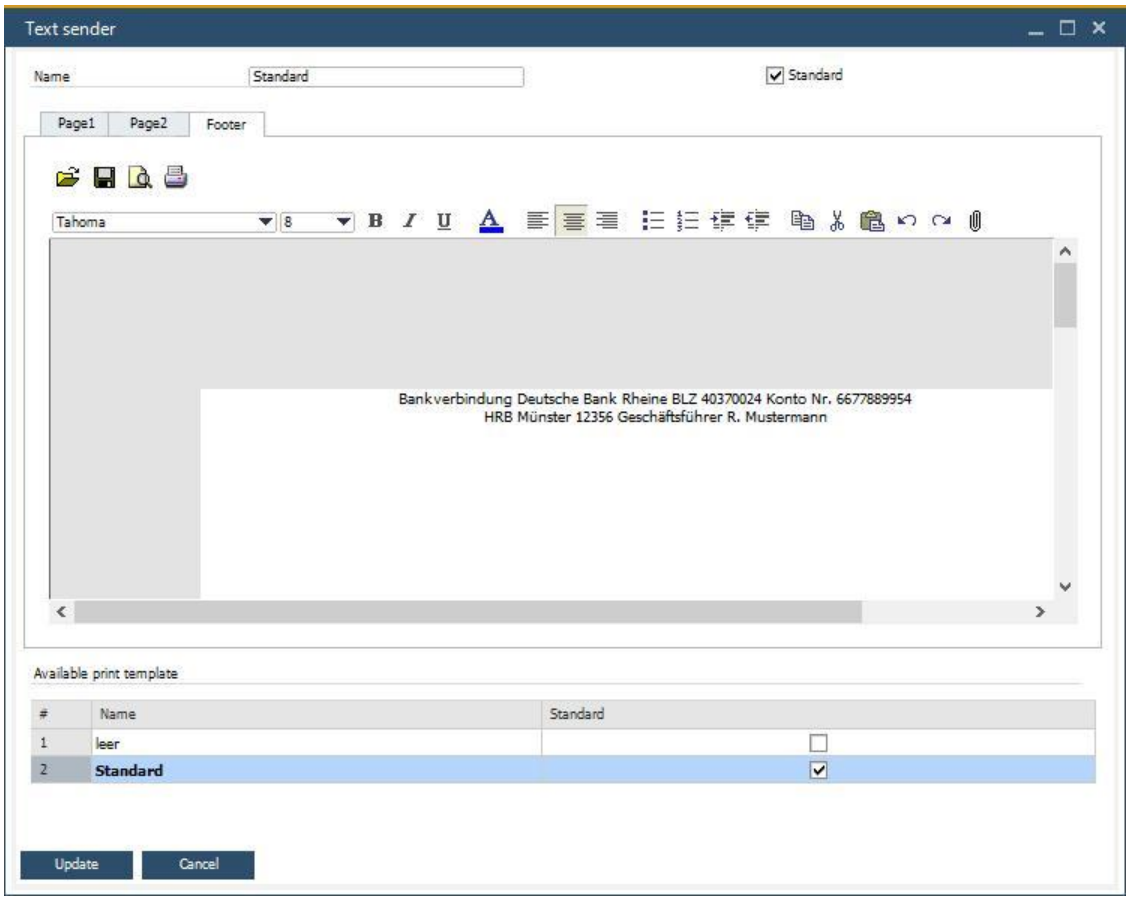
Tab: Page 2



The information from "**Sender Page 2"**, if the Page 1 control is set up to print only on the first page, will be printed as header information from the 2nd page and on all subsequent pages.

The print lines from the body of the offer, invoice etc. are printed from the 2nd page directly under the sender stored here.

Tab: Footer



The "**footer text"** can be freely designed textually, just like the header information.

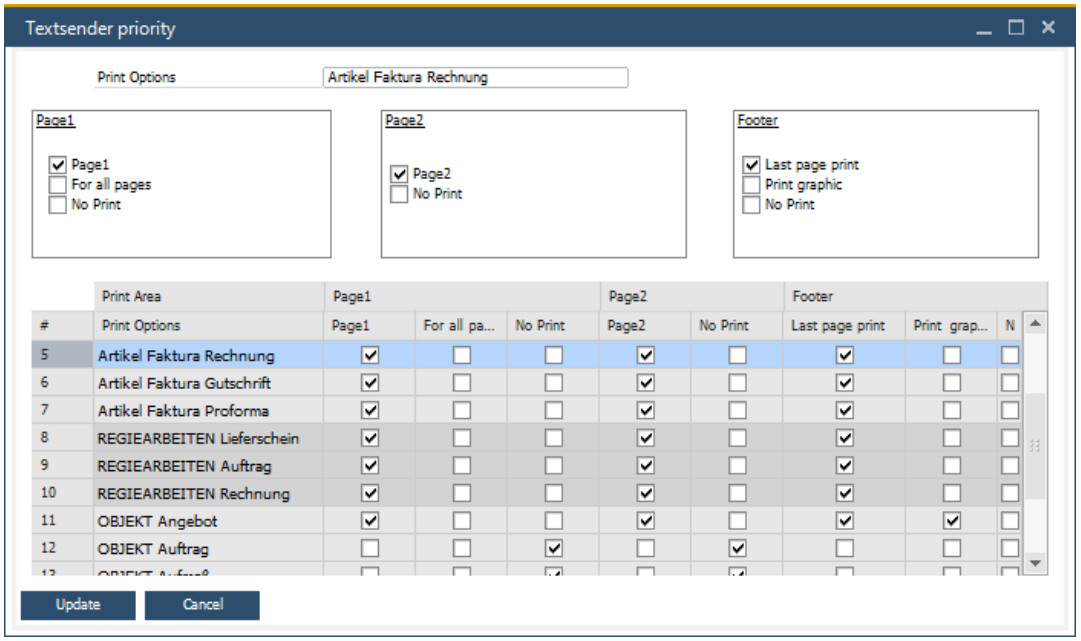
The lines of the footer text are in the header of the text area in the display, but are printed below the text body of the offer, invoice, etc.

This usually involves bank information, trade register entries, managing directors, etc.

The entered footer text is always printed on the last page.

Graphics can also be integrated into the footer text. In this case, the programme must be informed within the sender control that the footer text is to be printed as a graphic.

2.1.2. Textsender priority



The sender priority is used to decide how the stored sender is to be taken into account when printing.

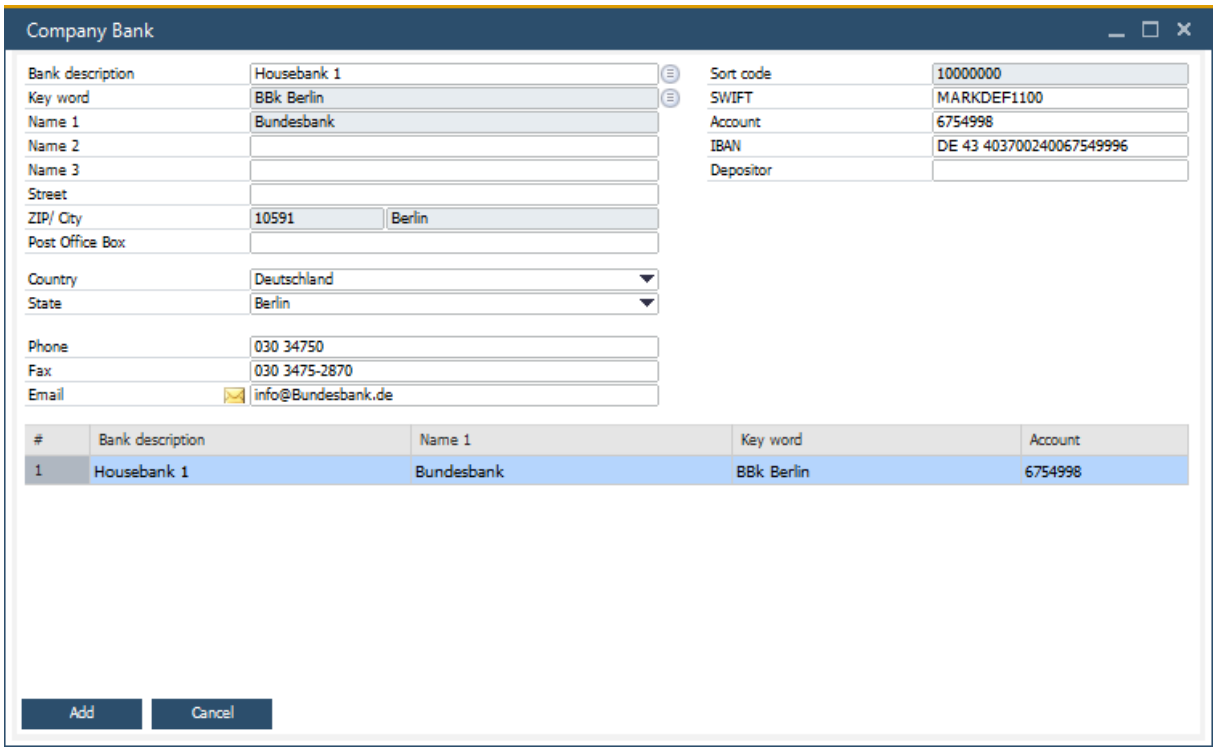
The dialogue shows the three possible areas in which the control is used.

- Article Invoice
- Administrated Work
- Object printouts

Each of the listed documents may have a separate control.

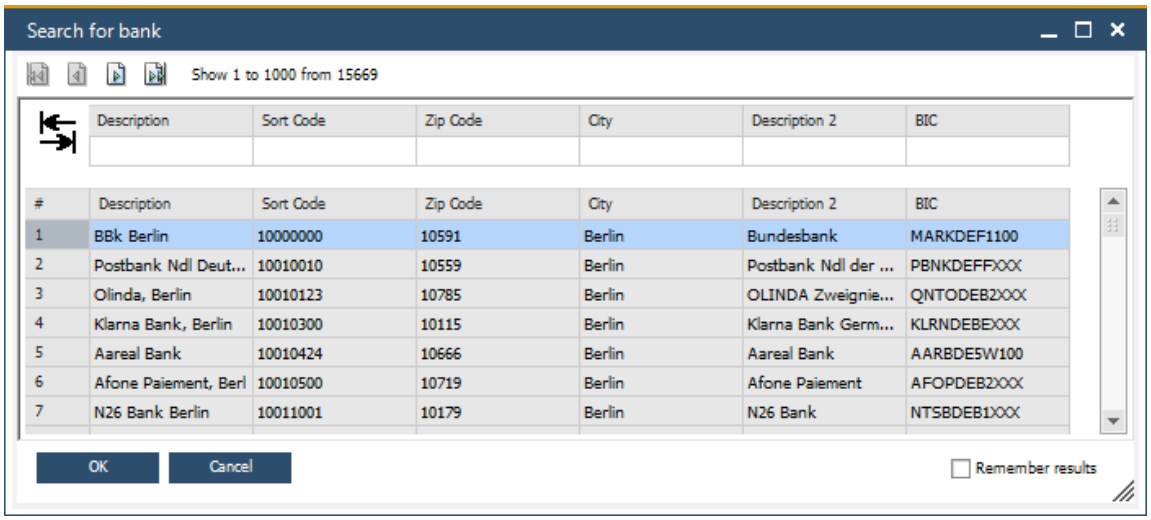
The control stored for a document can be selected with the context menu button (right mouse button).
be adopted either for the group or for all groups.

2.1.3. Company Banks



Any number of house banks can be created. The information "**house bank"** is used in the billing programmes. After entering the **"Bank Name"**, the list of banks created / imported under **"Administration > Banking**" can be accessed. The information of the created bank is taken over and can be completed if necessary.
If an electronic invoice of the type ZUGFeRD or X-Rechnung is to be created with our additional module, the bank details of the invoicing office must be entered here.

Search selection Banks by selection



The quickest and easiest way to select a bank is to select a city. All banks available in the selected city are displayed. These can be taken over from the selection.

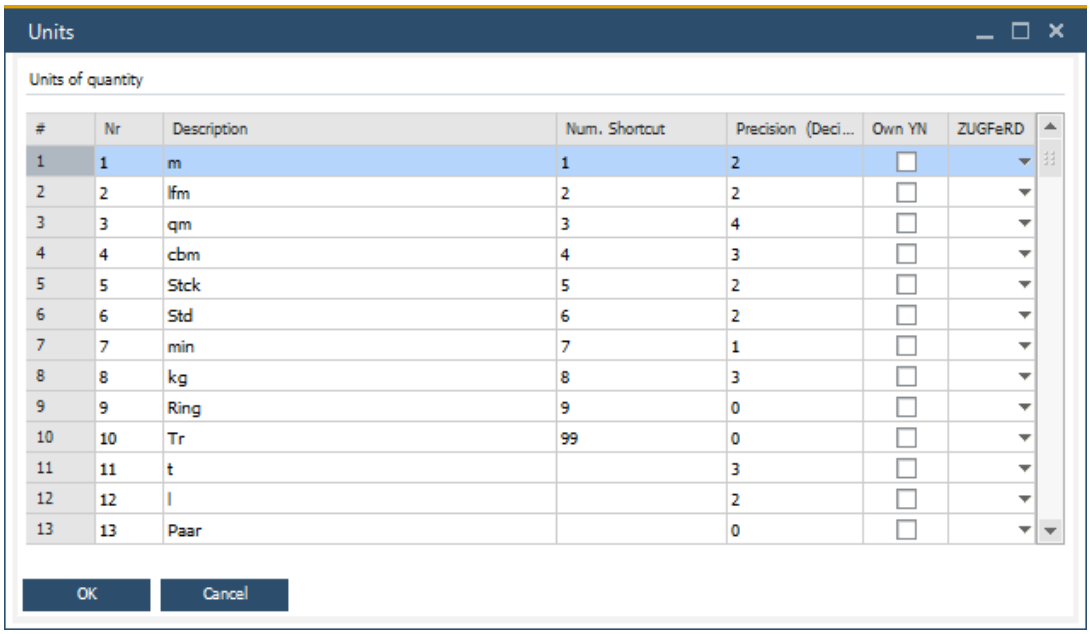
After taking over a bank from the existing selection, the data can be supplemented.

The address, telephone and fax number as well as an e-mail address can be stored. The writing of e-mails can be started directly from here.

Furthermore, the account details are stored with information on the account holder.

The information "**Bank name"**, "**Bank code"** and "**Account number"** appear on the selected printouts.

2.1.4. Units



The entry of the unit of measure consists of a sequential number, a designation and the number of NK (= decimal) digits to be used in calculations.

In addition, a keyboard shortcut can be assigned to the units of measure in order to have quick access to the stored units of measure.

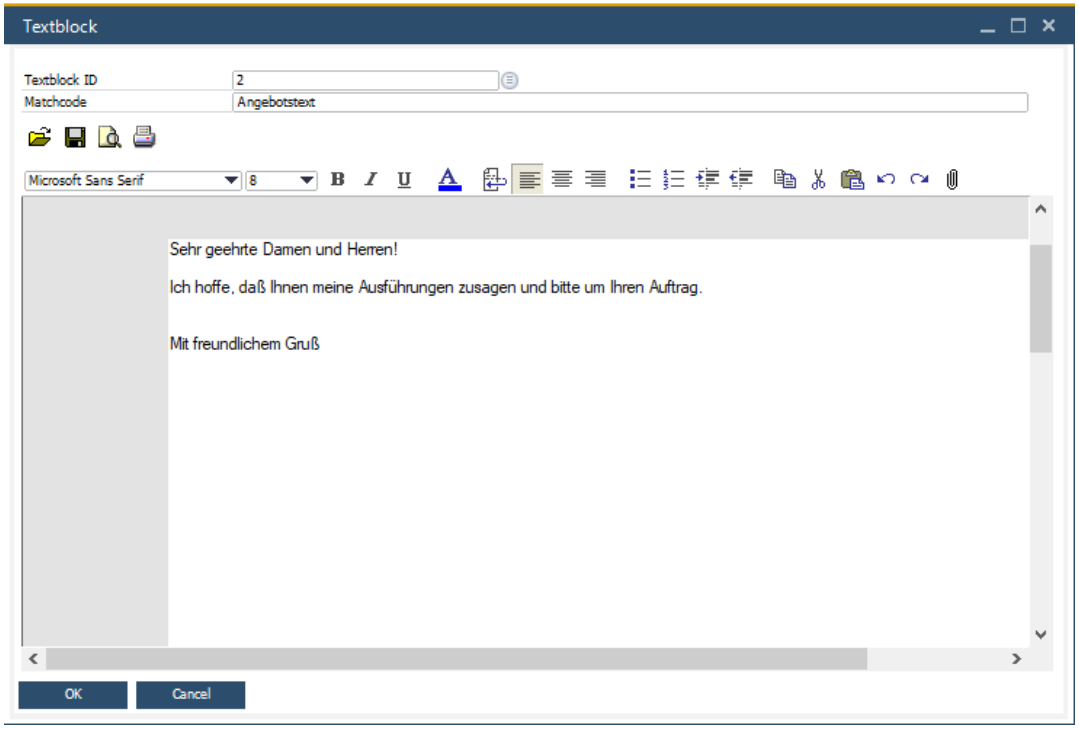
The units of measure are required for the articles, the services, the items in the bills of quantities, in the journal, the day labour / direct labour and the article billing.

The appropriate notation is always required, as well as the number of decimal places (**NK**) with which the calculation is to be made. When taking over GAEB data, a comparison is made with the units of measure. MEs that do not exist are automatically included.

Attention:
Never delete existing units of measure, even if they exist several times in different notations. (Use keyboard shortcut)

With the indicator - Own - the browser can be restricted to the own ME during the selection.

2.1.5. Textblock



The Textblock consist of a Textblock number, a Matchcode and the corresponding text.

They serve as "prepared text" for the user, storing recurring text as a template.

The prepared texts can be adapted to the respective needs after adoption.

Cover letters for offers etc. can be compiled from several Textblocks.

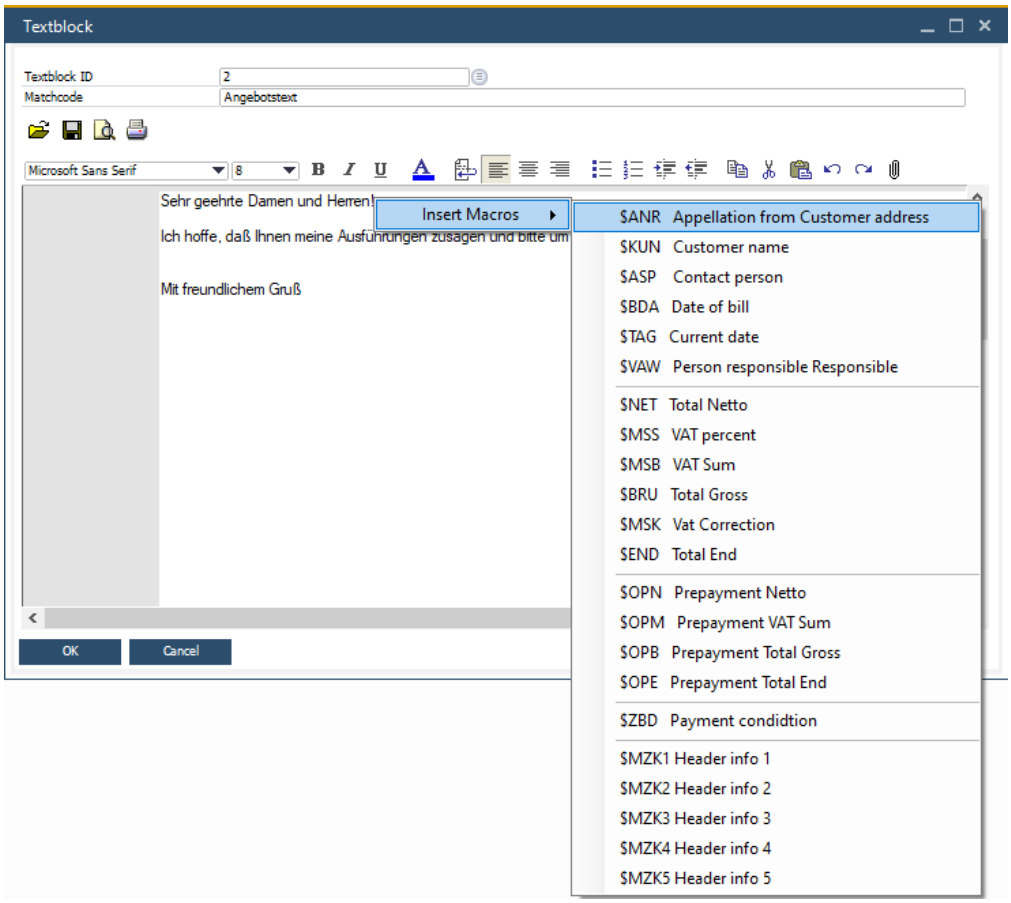
Texts can be included in any form. Changing fonts, step size and colour is possible.

Textblocks can be copied with the right mouse button context menu.

The programme creates a placeholder (_) behind the already created Textblock during the copying process. This can be replaced by a new number.

Text macros in Textblocks

Text macros can be integrated as placeholders in Textblocks.



The function "**Insert macros**" is activated with the right mouse button in the text field.

The following macros are currently available:

- $ANR Salutation from customer address
- $KUN Customer name
- $ASP Contact
- $BDA Document date
- $DAY Today's date
- $VAW Responsible

The following macros can also be integrated into the offer printout:

- $NET Sum net
- $MSS Value Added Tax Percent
- $MSB VAT amount
- $BRU Gross total
- $ZBD Payment term

The following macros are available for printing invoices:

- $MSK results in the amount of the VAT correction (German Corona VAT correction 2020).
- $END results in the final invoice amount minus the VAT correction.
- $OPN Balance paymentNetto
- $OPM Final payment VAT amount
- $OPB BalanceGross
- $OPE = Final payment after VAT. Correction.

Macros in the text module:

- $MZK1 Header information 1
- $MZK2 Header information 2
- $MZK3 Header information 3
- $MZK4 Header information 4
- $MZK5 Header information 5

The macros can be transferred to the respective text by selecting them with the left mouse button.

In addition, if non-ferrous metals are to be calculated, the values, weights and the calculation basis can be used as a macro.

Macros for set up non-ferrous metal surcharges:

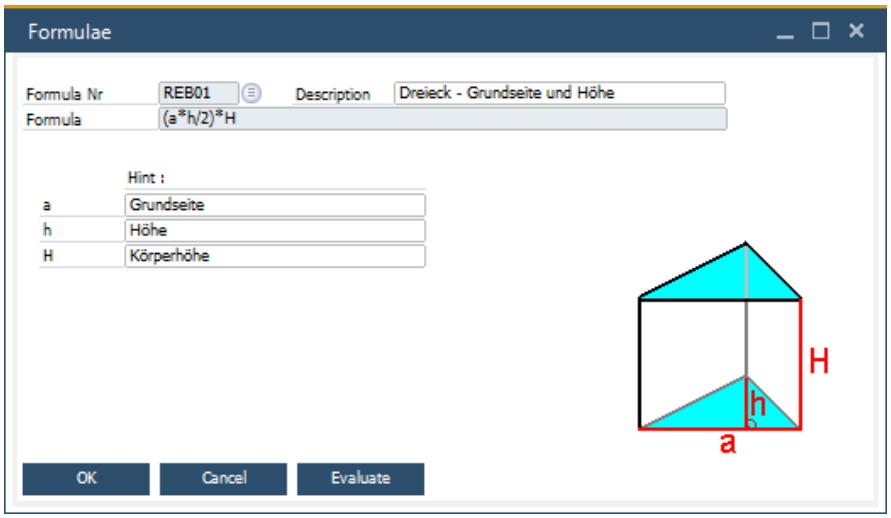
- $MZW1 Value1 from metal surcharge
- $MZW2 Value2 from metal surcharge
- $MZW3 Value3 from metal surcharge
- $MZW4 Value4 from metal surcharge

- $MZG1 Weight1 from metal aggregate
- $MZG2 Weight2 from metal aggregate
- $MZG3 Weight3 from metal aggregate
- $MZG4 Weight4 from metal aggregate

- $MZB1 Calculation basis1 from metal surcharge
- $MZB2 Calculation basis2 from metal surcharge
- $MZB3 Calculation basis3 from metal surcharge
- $MZB4 Calculation basis4 from metal surcharge

The text macros can be provided with the available attributes, just like normal text.

2.1.6. Formulae



A formula consists of the formula number, the formula designation and the formula structure.

In the example above, a triangle is calculated with a formula.

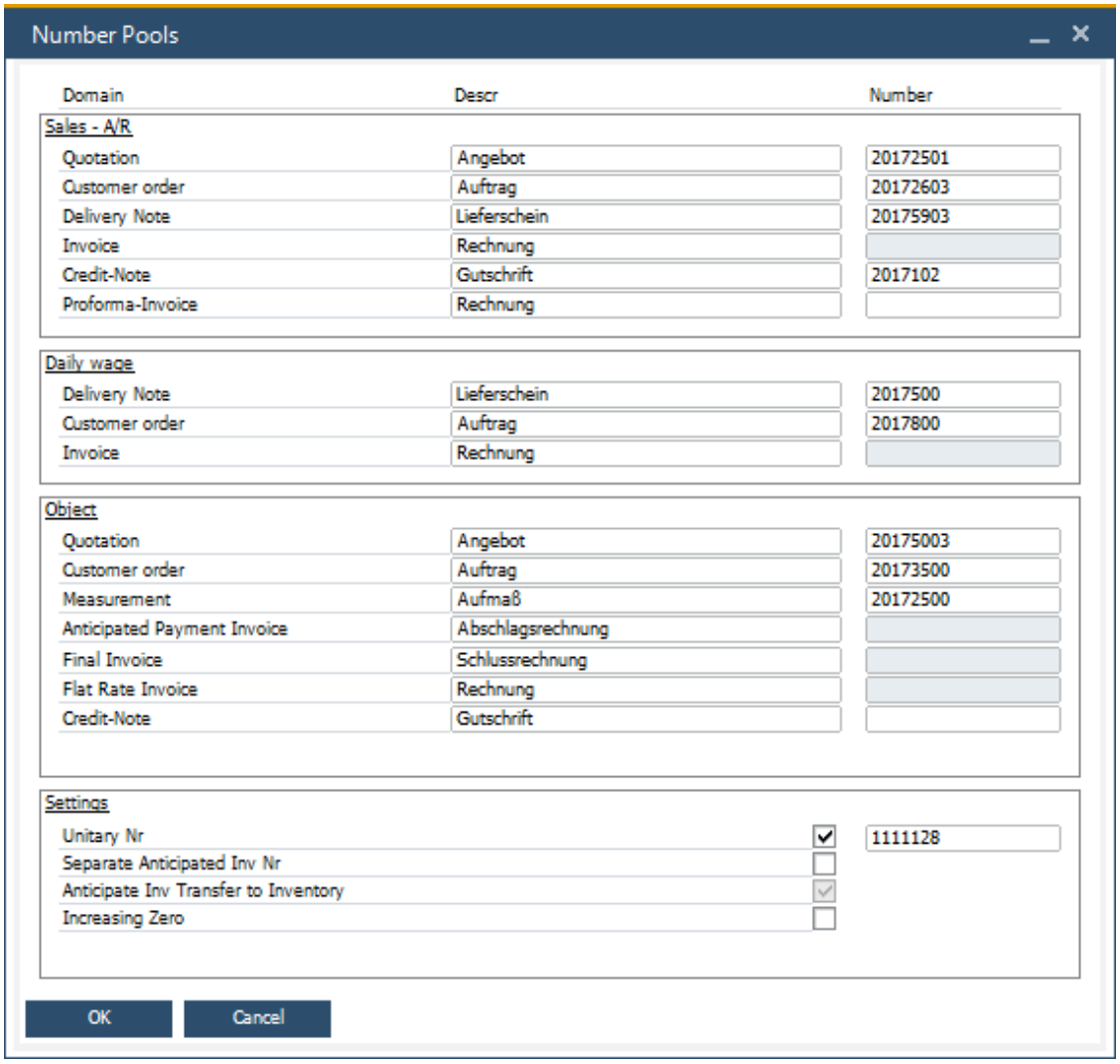
The programme automatically takes the values a - h - H as variables.
The variables can be named with a designation.

After creating a formula, the values to be calculated can be entered and calculated. The result is displayed in the "**Result**" field.

Any number of formulas can be included. The formulas to be used in the REB procedure description 23.003 are already stored with a graphic representation. They can also be used in the free mass determination.

Formulas are used exclusively to determine quantities, primarily in measurement.

2.1.7. Number Pools



The number pool control which number and description are to be proposed in the connected document types.

There are various control options available.

Attention: If the number pools dialogue is open, no printouts can be selected. A message appears stating that the range is currently in use.

The number pools are subdivided according to areas. These are:

- Sales A/R (not includet in Construction.One)
- Daily wage (administrated Work)
- Objects

Designation of the documents

A text can be entered as a suggestion for the documents in the individual areas.

When the programme is newly set up, the fields of the designation are empty.
Please enter the title of the documents in the proposal.

Within the object expression, the designation can be changed.

The control system allows various settings

Uniform number (Unitary Nr.)
Separate invoice no. for partial invoices (Separate Anticipated Inv Nr.)
Separate invoice no. for partial final invoices (Anticipate Inv Transfer to Inventory)
Leading zeros

Importance of control:

Uniform invoice number
With this setting, all invoice documents are numbered in the order in which they are created/printed.

The input fields of the individual areas are locked. Only the field "**Uniform invoice number**" is open,

Note: If the field "**Uniform invoice number**" is not marked, all input fields for each document are open.

A separate number can be performed for each document type.

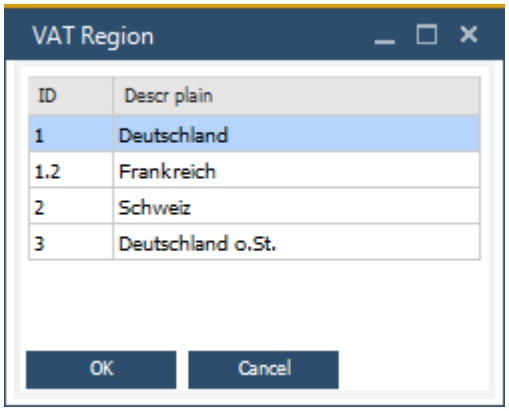
Separate Invoice No. Partial Invoices
As an exception to the first rule, a separate number can be assigned for partial invoices. In this case, the input field for partial invoices is opened. A number can be entered.

Separate invoice no. for partial final invoices
As an exception to the first rule, a separate number can also be assigned for partial final invoices. In this case, the input field for partial final invoices is opened. A number can be entered.

Transfer partial invoices to financial accounting
In order to also get the automatic booking of partial invoices, it must be set up in the control that they are also to be transferred to the financial accounting. Otherwise, these invoices are not taken into account during the transfer.

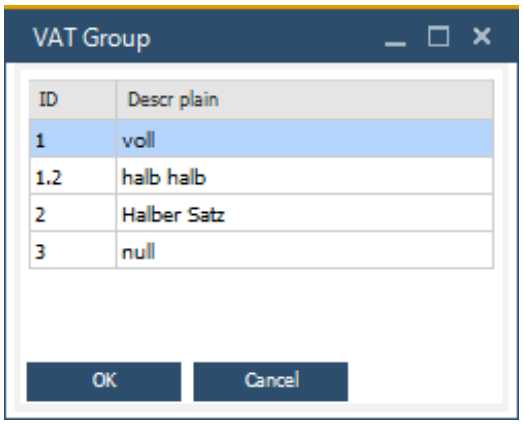
2.1.8. Value added tax (VAT)

2.1.8.1. Value Added Tax (VAT) - Region



The VAT region, in conjunction with the group, determines which taxes are added to the receipt.

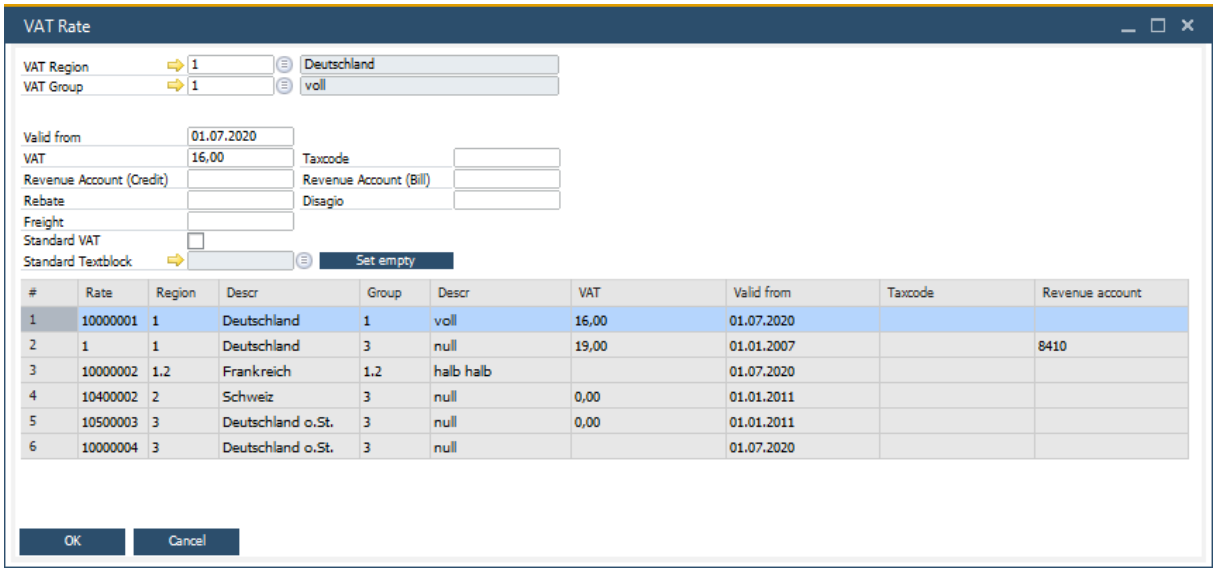
2.1.8.2. Value Added Tax Group



In the value added tax group, the various taxes are listed.

They serve as placeholders for the % rate of tax that is deposited in each case.

2.1.9. Value added tax rate



With Add a new sentence is added.

The region and the group are assigned. The validity date indicates from when this control key is used.

G/L accounts must be stored for the booking of invoices.

Otherwise, these fields can remain empty.

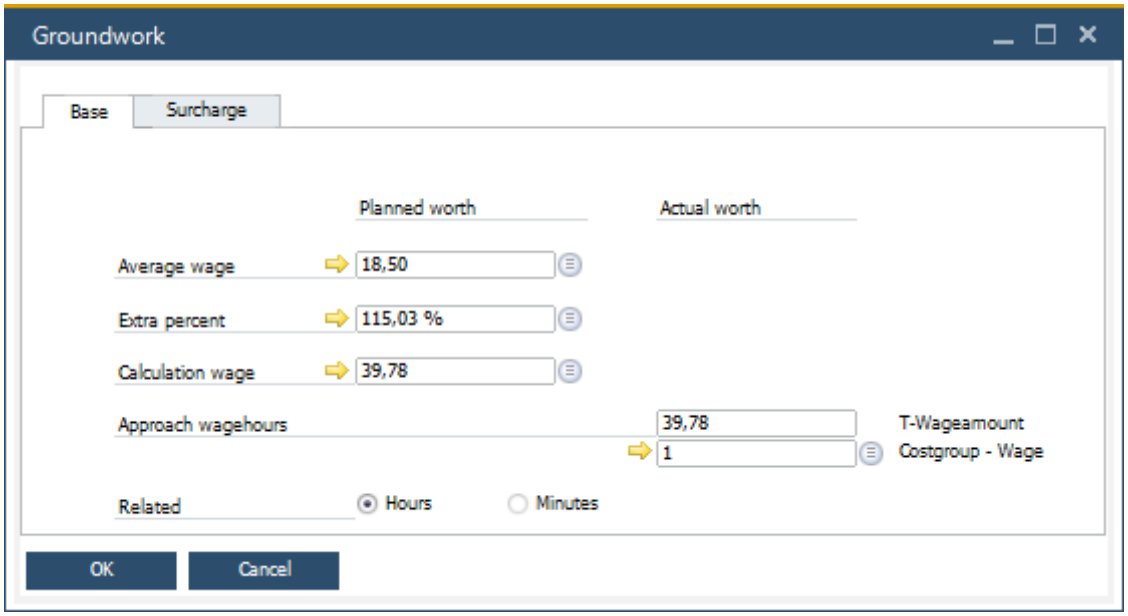
The checkbox Standard tax rate ensures that the stored tax rate is automatically suggested for the respective customer and country.

With Standard Textblock, a fixed textblock can be stored, which is automatically drawn at the respective tax rate.

The text is shown as the closing text on an invoice.

2.2. Basic data calculation

2.2.1. Groundwork



Novaline Construction.One can work with two different wage approaches.

The first possibility is a "wage" article. Here, an article is created with a number that represents as a value the calculation wage of an employee or the company, often referred to as the average wage. The article wage can be set up as an hourly wage or also by minute wage.

The second possibility is the calculation of consructionsite-related wages. The programme also calls this calculated wage a Z-wage. The Z-wage is always stored as an hourly wage.

The Z-wage is determined anew for each construction site. The background to the Z-wage is that the composition of the construction site personnel changes per construction site.

The proposed construction site wage is calculated in this dialogue. The programme can be used in such a way that the values for the average wage, supplement and calculation wage are entered manually. However, calculation by means of a form is also possible.

The result of the calculation is shown in the Z-wage field. This value can also be changed. For the overhead calculation, the wage is assigned to the appropriate cost group.

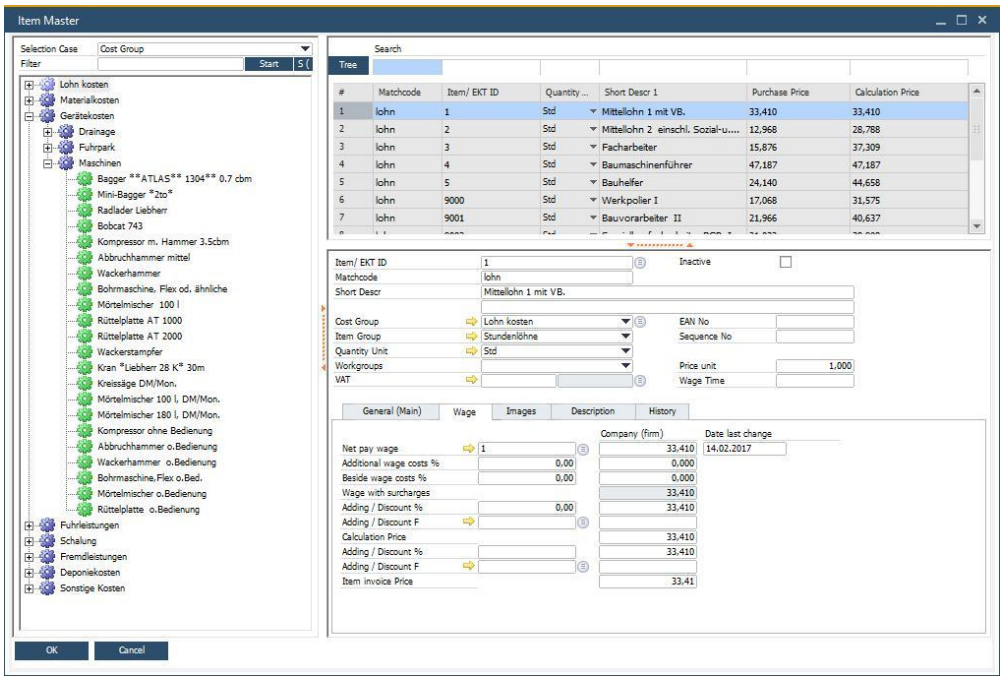
All newly started objects receive the Z wage entered here as a template.

The Z-Wage can also be used with the item master data.

In this case, the minute quantity (20 minutes) is not entered in the wage quantity, but the % share of an hour. For 20 minutes this is 0.33

Within the article category Devices, a wage share can also be set up for each device. become.

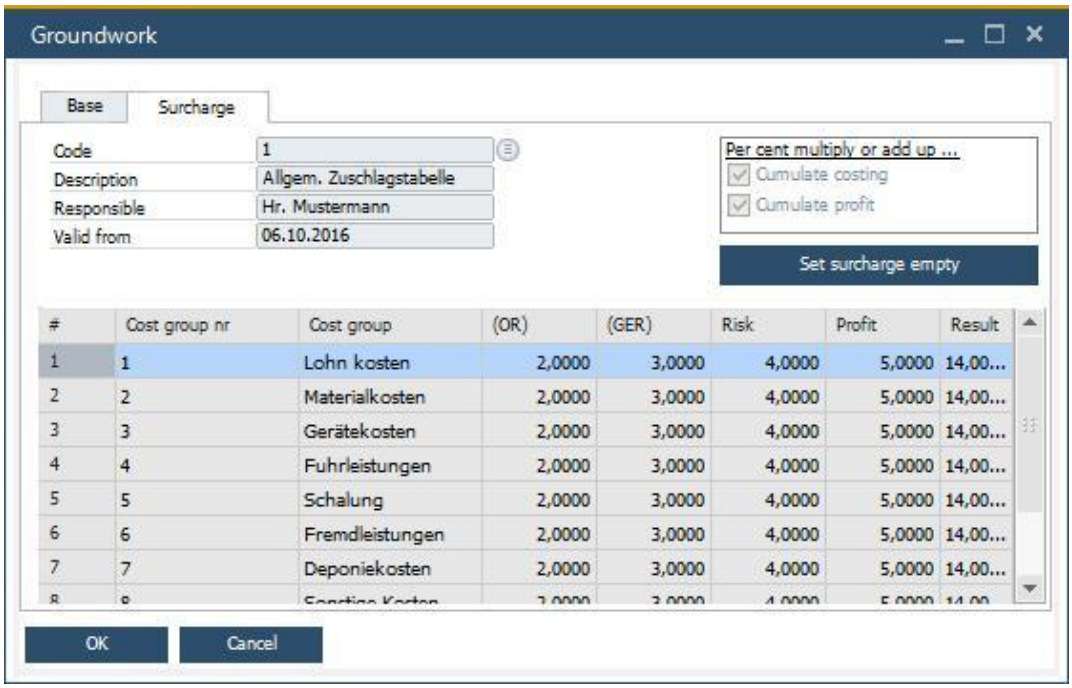
This results in the wage share entered being supplied when used in a BOM lines/master data or calculation.



For the unit article, you can set whether the Z-wage or the article wage is to be used for the calculation.

For this purpose, either the Z-wage or the article wage is marked in the article master data. In the case of the Z-wage, the wage calculated in the basic data is taken into account; in the case of the article wage, the relevant article number can be entered. In addition, the quantity of the wage share is entered in both cases.

Units that have this entry automatically appear in the application with a pay line in the BOM lines.



A surcharge table can be entered within the basic data. By selecting with , all created surcharge tables of the company are displayed. Select one of the surcharge tables for transfer to the basic data.

The table is only displayed. It cannot be changed here.

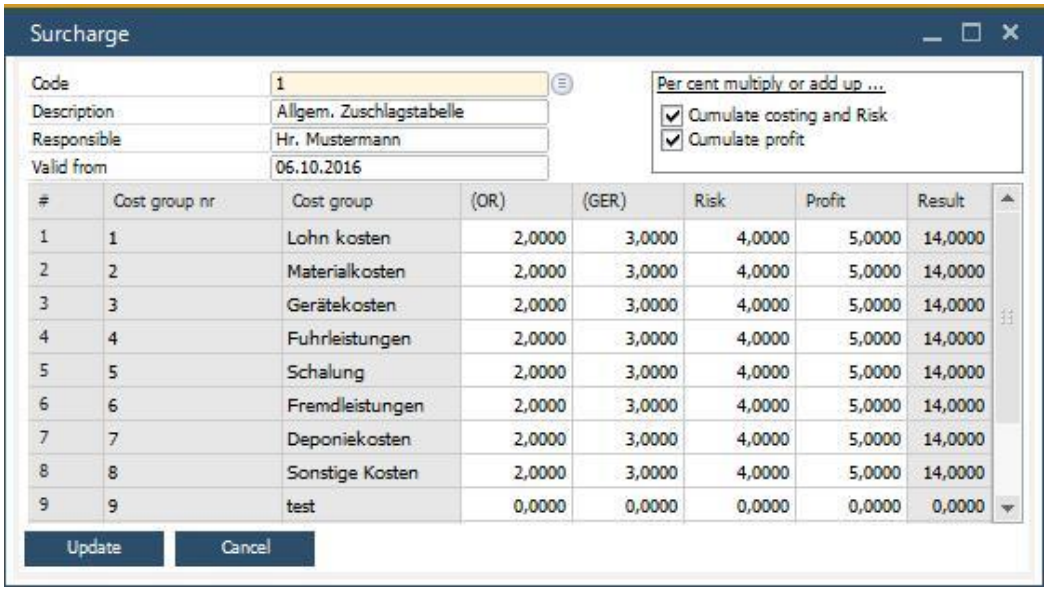
This is because the table is automatically stored for all objects that are created in this company.

The advantage of attaching this table is:
Already during the entry of the calculation, a net as well as gross price is displayed; the setting up of the surcharges can thus not be forgotten.

The surcharges can be changed within the object.

A stored surcharge table can also be removed again if desired.

2.2.2. Surcharge tables



#	Cost group nr	Cost group	(OR)	(GER)	Risk	Profit	Result
1	1	Lohn kosten	2,0000	3,0000	4,0000	5,0000	14,0000
2	2	Materialkosten	2,0000	3,0000	4,0000	5,0000	14,0000
3	3	Gerätekosten	2,0000	3,0000	4,0000	5,0000	14,0000
4	4	Fuhrleistungen	2,0000	3,0000	4,0000	5,0000	14,0000
5	5	Schalung	2,0000	3,0000	4,0000	5,0000	14,0000
6	6	Fremdleistungen	2,0000	3,0000	4,0000	5,0000	14,0000
7	7	Deponiekosten	2,0000	3,0000	4,0000	5,0000	14,0000
8	8	Sonstige Kosten	2,0000	3,0000	4,0000	5,0000	14,0000
9	9	test	0,0000	0,0000	0,0000	0,0000	0,0000

Any number of surcharge tables can be set up within the master data.

The surcharge tables are the basis for calculating surcharges on calculated net prices! However, they are only to be understood as a suggestion; the surcharges can be changed in the object down to item level.

The pricing of the items should therefore be such that the user can see, in the course of the calculation, up to where his own costs go and at what point the offer price falls below his own costs.

It is important for this that the items are recorded so that the entered price of the BOM lines represents the own net price.

The fields "**Cumulate costing and Risk"** and "**Cumulate profit**"ˆ can be deactivated in the **control.**

Example of calculation of material costs:

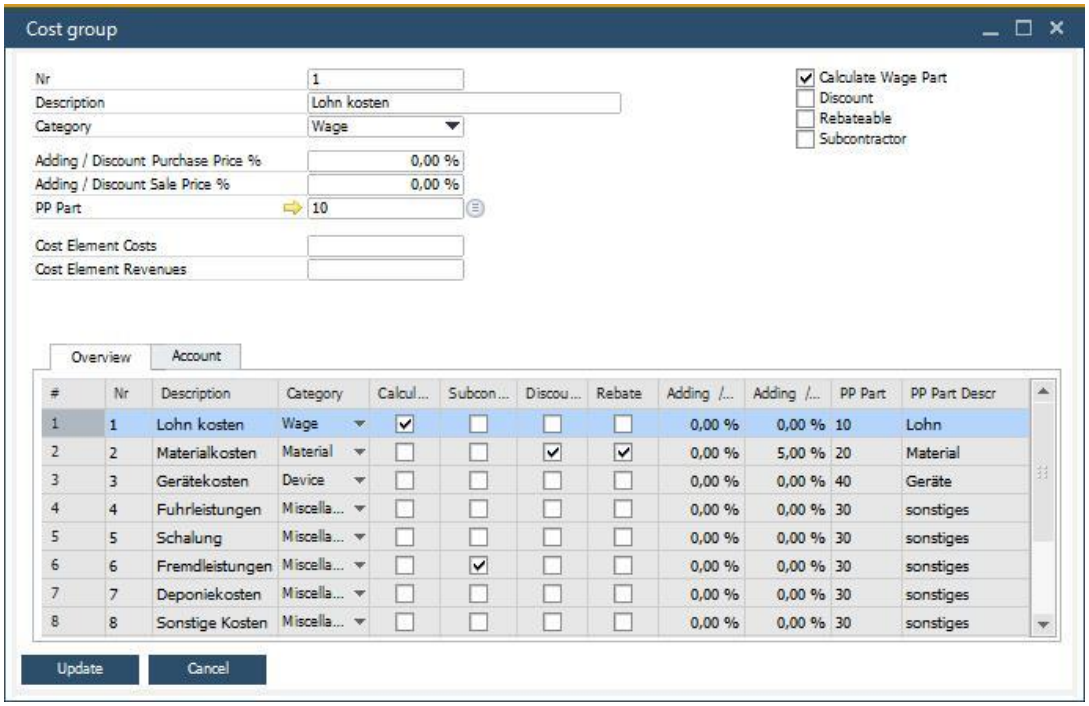
☑ Cumulate costing and Risk ☑ Cumulate profit
100.00 EUR + 20% = 120.00 EUR

☐ Cumulate costing and Risk ☑ Cumulate profit
((100.00 EUR + 4%) + 7%) + 6% = 117.96 EUR + 3% = 121.50 EUR

☑ Cumulate costing and Risk ☐ Cumulate profit
100.00 EUR + 17% = 117.00 EUR + 3% = 120.51 EUR

☐ Cumulate costing and Risk ☐ Cumulate profit
((100.00 EUR + 4%) + 7%) + 6% = 117.96 EUR + 3% = 121.50 EUR

2.2.3. Cost groups



A maximum of 999 cost groups can be included. They consist of a number and a designation. In addition, each cost group must be assigned to a category. The category determines which fields are displayed when the item is included.

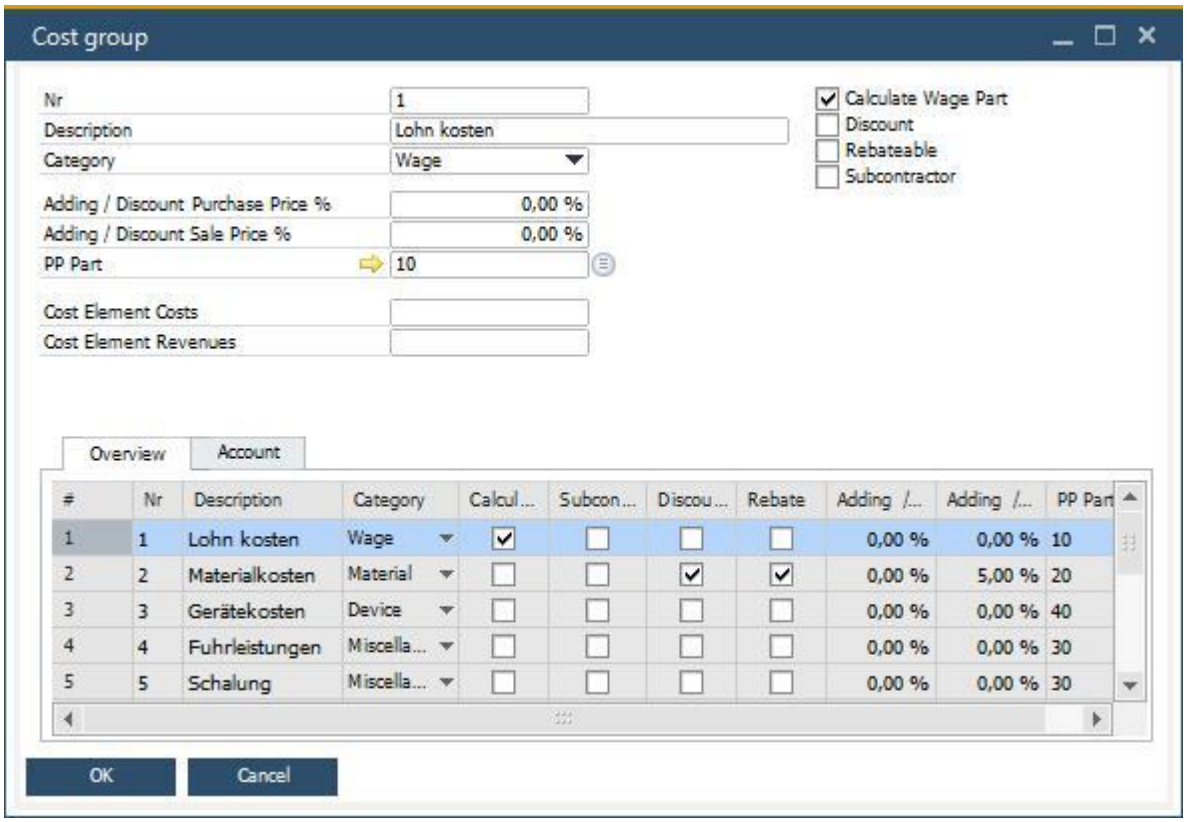
The main types of costs of the enterprise are defined in cost groups.

Cost groups are, for example, wage costs, material costs, device costs etc.

Cost groups are essential for effective costing. They form the basis of the surcharges according to cost groups. According to KLR Bau, costing with predefined surcharges is calculated on the basis of the cost groups and surcharges - divided into 4 groups.

Control of the cost groups

For further control in the programme, various parameters are given to the cost groups.



Meaning of the parameters:

Parameter category

The parameter category knows 4 different groups, these are:

- Wage
- Material
- Devices
- Miscellaneous

These groups control the recording dialogue when recording items. In the case of wages, only wage data is recorded, in the case of material there is purchase/sale, in the case of equipment there is the determination of equipment costs and in the case of Miscellaneous it is assumed that mainly material is entered. For this reason, the material and miscellaneous dialogue boxes are identical.

Parameter Adding / Discount Purchase Price

For the price calculation of the articles, fixed % rates for surcharge/discount can be given to the cost groups. All articles that belong to this cost group automatically receive the stored surcharge/discount rate as a calculation for the calculation price.

Parameter Adding / Discount Sale Price

For the price calculation of the articles, fixed % rates for surcharge/discount can be given to the cost groups. All articles that belong to this cost group automatically receive the stored surcharge/discount rate as a calculation for the article billing price.

Parameter Calculate Wage Part

All cost groups that are to be used for the summation of wage hours/wage minutes receive this marking.

This means that both the wage cost group and a subcontractor who only supplies wage shares can be totalled with a separate cost group.

The sum of the wage hours is shown in the final price calculation.

Parameters Discount

Cost groups that have this parameter set are taken into account in the discount calculation within the article invoice. However, the parameter "**eligible for cash discount**" can also be assigned subsequently.

Parameter Rebateable

Cost groups that have this parameter set are taken into account in the Rebate calculation within the article invoice. However, the parameter "**Rebateable**" can also be assigned subsequently.

Parameter Subcontractor

The parameter Subcontractor has 2 functions. In the EFB form, all items that contain subcontractor services are to be marked. Cost groups with this indicator are taken into account if they have been entered in the parts list of the cost estimate.

Within the final price calculation, the summation of the own costs as well as a further summation of the subcontractor costs are shown.

The sum of both areas gives the total value of the items.

Following this summation, the surcharges from the surcharge table are applied.

Parameter PP Part

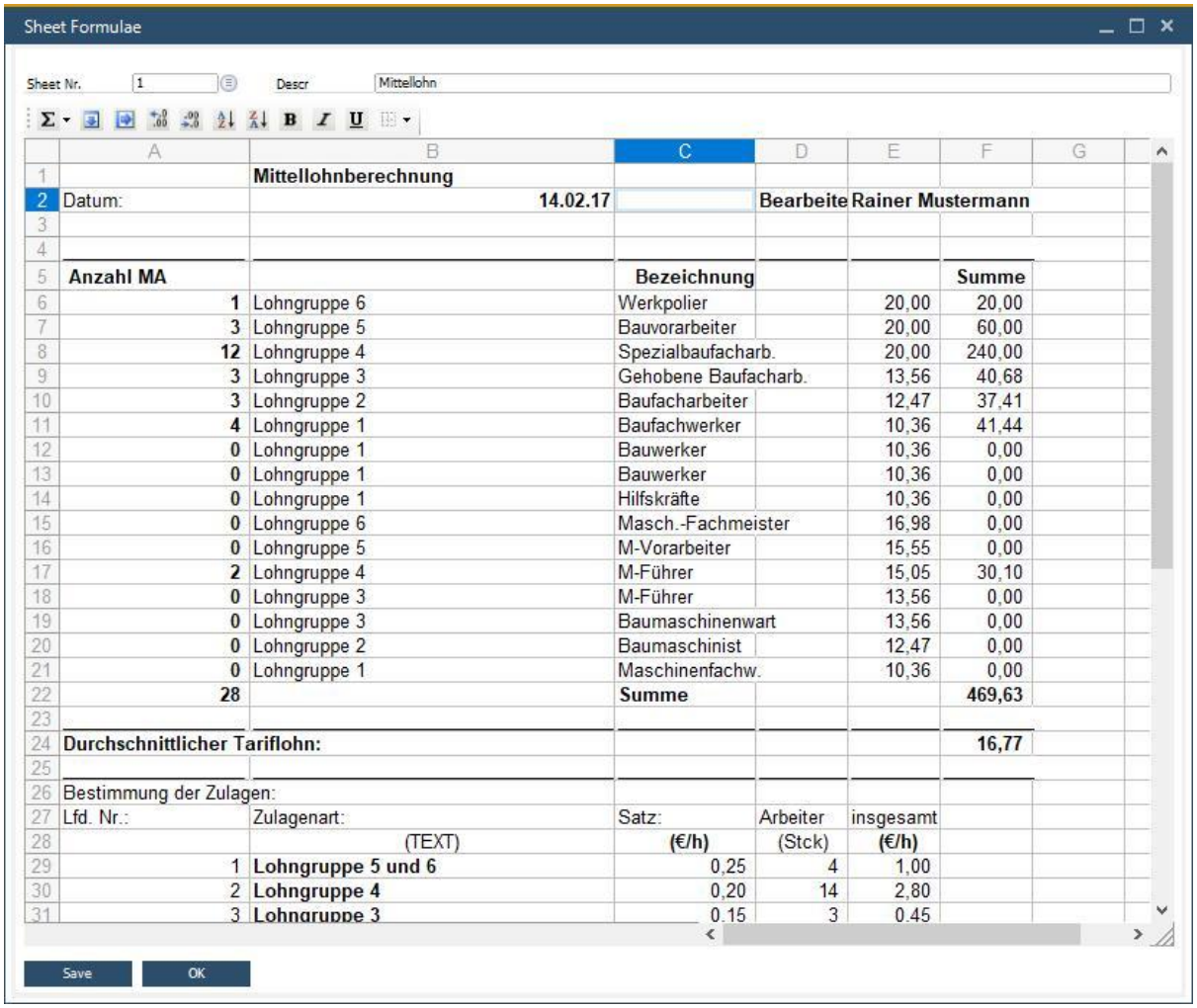
In planning for post-calculation with third-party programmes such as CACNAM

Account

As an alternative to booking by invoice, booking by cost group is also possible.

If cost groups have been selected within the administration posting type, they will receive the corresponding posting accounts in the Account sheet.

2.2.4. Sheet



	A	B	C	D	E	F	G
1		**Mittellohnberechnung**					
2	Datum:	**14.02.17**		**Bearbeite**	**Rainer Mustermann**		
3							
4							
5	**Anzahl MA**		**Bezeichnung**			**Summe**	
6	**1**	Lohngruppe 6	Werkpolier		20,00	20,00	
7	**3**	Lohngruppe 5	Bauvorarbeiter		20,00	60,00	
8	**12**	Lohngruppe 4	Spezialbaufacharb.		20,00	240,00	
9	**3**	Lohngruppe 3	Gehobene Baufacharb.		13,56	40,68	
10	**3**	Lohngruppe 2	Baufacharbeiter		12,47	37,41	
11	**4**	Lohngruppe 1	Baufachwerker		10,36	41,44	
12	**0**	Lohngruppe 1	Bauwerker		10,36	0,00	
13	**0**	Lohngruppe 1	Bauwerker		10,36	0,00	
14	**0**	Lohngruppe 1	Hilfskräfte		10,36	0,00	
15	**0**	Lohngruppe 6	Masch.-Fachmeister		16,98	0,00	
16	**0**	Lohngruppe 5	M-Vorarbeiter		15,55	0,00	
17	**2**	Lohngruppe 4	M-Führer		15,05	30,10	
18	**0**	Lohngruppe 3	M-Führer		13,56	0,00	
19	**0**	Lohngruppe 3	Baumaschinenwart		13,56	0,00	
20	**0**	Lohngruppe 2	Baumaschinist		12,47	0,00	
21	**0**	Lohngruppe 1	Maschinenfachw.		10,36	0,00	
22	**28**		**Summe**			**469,63**	
23							
24	**Durchschnittlicher Tariflohn:**					**16,77**	
25							
26	Bestimmung der Zulagen:						
27	Lfd. Nr.:	Zulagenart:	Satz:	Arbeiter	insgesamt		
28		(TEXT)	**(€/h)**	(Stck)	**(€/h)**		
29	1	**Lohngruppe 5 und 6**	0,25	4	1,00		
30	2	**Lohngruppe 4**	0,20	14	2,80		
31	3	**Lohngruppe 3**	0,15	3	0,45		

Forms are aids for the calculation and determination of hourly rates of a company or a bill of quantities.

Forms can be used to determine the annual average wage or the construction site average wage.

The forms have the calculation possibilities of an MS-Excel sheet.

The result of the calculation should be in the last column. In programme sections that use forms, the values determined are taken over.

Forms can be copied and pasted from Microsoft Excel applications.

2.3. Partition / Bill of Material

Basic principles:

The partition / BOM include the description of a construction service as part of the entire structure or component.

Partitions can be nested with each other.

Depending on the invitation to tender, partitions are described as independent items or are shown as "assemblies" with an overall description.

Example 1:

Set up construction site

TL 1=Establishment of the construction fence
TL 2=Attach building sign
TL 3=Construction water connection
TL 4=Construction power connection

However, the partition can also look like this:

Example 2:

Set up construction site including all necessary work, construction sign, construction electricity, construction water, etc.

TL 10 =Site set-up complete incl. all associated work

Consisting of TL1/TL2/TL3/TL4

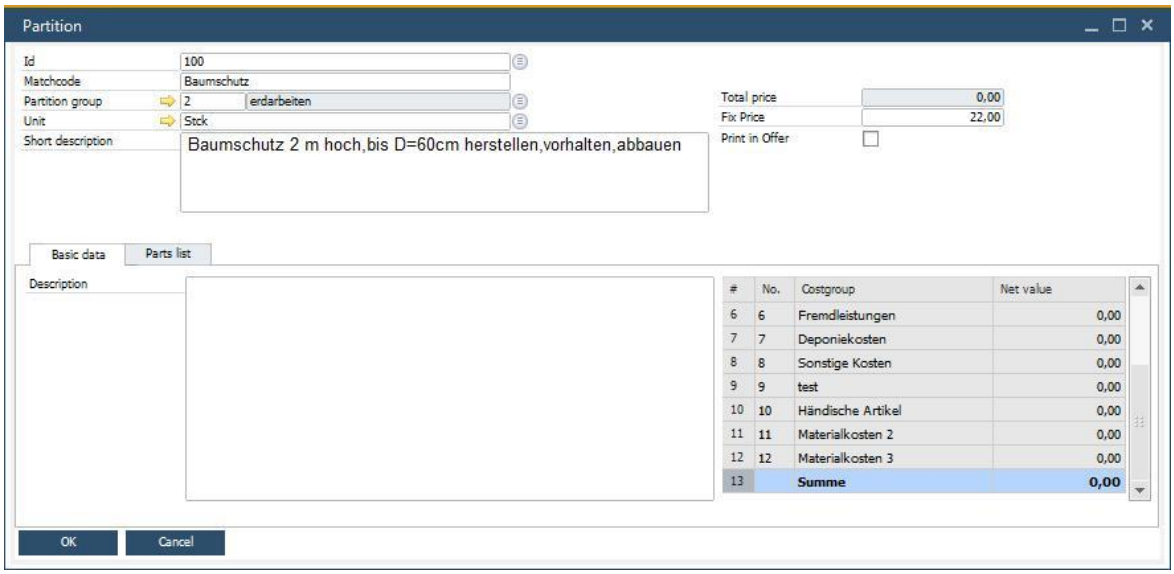
In **example 1,** 4 items are actually addressed in the bill of quantities, whereas in **example 2,** one item covers the entire work/partial work.

A partial performance as in example 1 - erection of the construction fence - consists in itself of various articles from which a partial performance arises.

In example 1 these are:

- Proportions of wage hours,
- Post construction fence,
- Fence elements.

Basic data tab



Partitions are completed parts as a service of an entire construction contract. The storage of partitions allows the user to take over this data within the calculation of objects, etc. The data is stored in a database.

Recurring services of a company can thus be stored in a meaningful way and do not have to be compiled anew when required.

Accepted partial services can be modified within the offer data or other areas.

The basic data of a partition consists of a number, a search word, a group (optional), a unit of measure, the short text and possibly a long text.

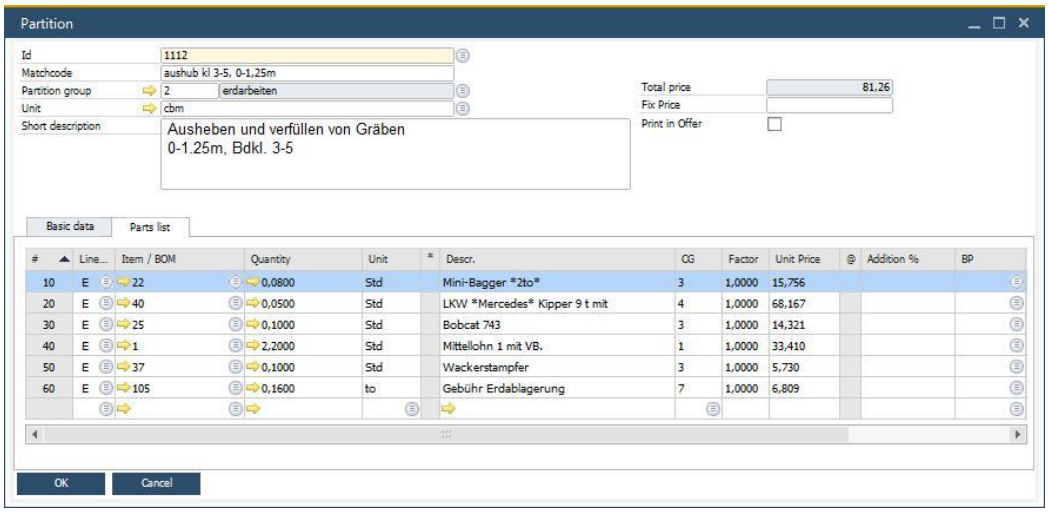
A summary of the totals by cost group is also shown on the basic page of the basic data.

The purpose of assigning a partition to a group is that within the calculation it is possible to find a special service more quickly via groups than searching in all partitions. It is not absolutely necessary to create a group.

For the inclusion of partitions, the already existing items in objects can also be used. Via the context menu Take over as service - each item can be taken over into partitions. The first line number of the partition is carried forward manually. The first serial number of the partition is entered manually. After that, the programme automatically continues counting.

A partition to be stored is given a search term and the assignment to a partition group.

Parts list tab



#	Line...	Item / BOM	Quantity	Unit	*	Descr.	CG	Factor	Unit Price	@	Addition %	BP
10	E	22	0,0800	Std		Mini-Bagger *2to*	3	1,0000	15,756			
20	E	40	0,0500	Std		LKW *Mercedes* Kipper 9 t mit	4	1,0000	68,167			
30	E	25	0,1000	Std		Bobcat 743	3	1,0000	14,321			
40	E	1	2,2000	Std		Mittellohn 1 mit VB.	1	1,0000	33,410			
50	E	37	0,1000	Std		Wackerstampfer	3	1,0000	5,730			
60	E	105	0,1600	to		Gebühr Erdablagerung	7	1,0000	6,809			

The parts list of the partition contains all the data that is required for costing purposes as part of a partition.

The BOM Code can be entered manually. However, it is also possible to adopt it after calling up the selection of line types.

In each new line, the programme automatically suggests the BOM Code E= Article.

Partitions can be nested as desired.

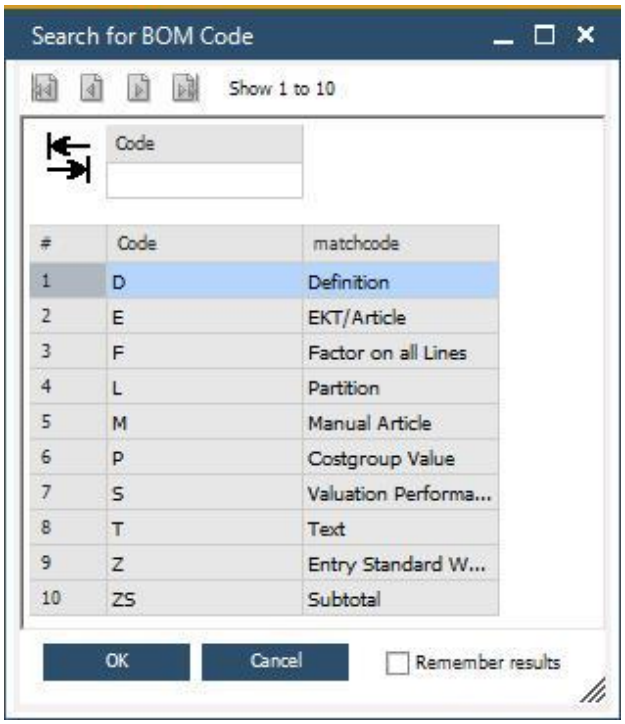
ATTENTION: Please record partition numbers numerically only.

When taking over an item in the schedule as a partition, this ensures that the next following number is always automatically displayed.

Partitions can be generated from the existing items of an object.
Context menu - right mouse button - on a position in the explorer. Apply as performance - select

The dialogue for creating a new partition appears. A Matchcode is expected after the TL number. In addition, TLs can be assigned to groups. Finding and further processing is thus significantly simplified.

The following BOM Codes are available within the parts list:



General:

The indicator of the respective line can be selected manually or via a selection. For this purpose, a selection button is available in the first line in the dialogue for the selectable BOM Codes. The indicator can be entered manually without selection.

When the parts list is called up, the programme is in the column of article no./ service no. The default setting of the BOM Code is set to E-article.

If something other than an item is to be selected, use the mouse or the Shift-TAB key to switch to the BOM Code field and enter it manually or select the appropriate BOM Code via the BOM Code selection.

Functionality of the individual BOM Codes

BOM Code D= Definition

BOM Code **D** can hold basic values for the following lines.

For example, the term - length, width and height - can be used as an indicator.

The terms are supplemented by the respective value.

If an area or a resulting volume is to be calculated with the various items, the following D-lines are necessary.

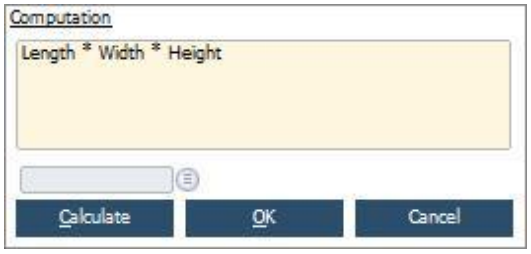
So the first line says:	Length	4,60
In the second line:	Width	1,50
In the third line:	Height	0,5

The single line Material receives the information within the calculation:

Length * Width

Or

Length * Width * Height



The result is taken from the headers **D** -.

The idea is to use materials in the basic calculation that are to be calculated according to the given basic values.

The basic values can be changed within the calculation - the changes flow directly into the individual lines of the parts list.

BOM Code E = Article

If an existing number is entered in the current processing, the programme assumes that it is an article number. If it exists, the article is taken over and fills the entire line. The corresponding entry is made in the Quantity field. If no master data record is available, the message - Article not available is displayed. The programme returns to the initial situation and displays the previously entered number. A new selection can be made.

The article master data area can be opened with the crosslink arrow. A new item can be added. If there is already an entry in the Article number field, the crosslink arrow changes to the article master data and shows the master data of the selected article.

BOM Code F = Factor over all lines

Factor over all lines that follow this line and have a factor. The factor can also be set up via additional functions.

BOM Code L = Power

This BOM Code can be selected via the BOM Code selection or via manual entry of the letter **L.** The partitions are displayed via the browser. If a service is selected from the master data, it appears here with all the individual lines that were previously entered in the master data.

When transferring the partition into the offer entry, the header info of the partition is always shown - the individual lines appear below it. These can be changed in the object.

BOM Code M = Manual item

This BOM Code can be selected via the selection BOM Code or via manual entry of the letter **M.**

The function is the same as for a normal article, but with the difference that the Article No. field remains empty. The programme does not branch to existing articles but allows manual entry with the same fields as for articles.

In the compilation of material in the entire offer, the quantities of the same terms are added and shown as a total. Manual items can also be printed in the material summary.

BOM Code P = Flat rate cost group

This BOM Code can be selected via the selection BOM Code or via manual entry of the letter **P.**

After selecting the BOM Code **P,** the programme next goes to the Designation field.
Here the user can enter terms for the blanket default.

If the transfer of prices to flat-rate cost groups is selected during the calculation, the name of the selected cost group appears in the Name field.

BOM Code S = Power/time approach

This BOM Code can be selected via the selection BOM Code or via manual entry of the letter **S.**

BOM Code S controls the calculation of all subsequent lines of the cost group Wages and Equipment. With this BOM Code, only the quantity and time for a work operation is entered.

For better separation of the individual service areas, the S line is set off in colour.

After selecting the line, two fields are opened in which the quantity is entered as the first value and the time estimate in the second field. After the calculation is completed, the information of the calculation is entered in the designation line. The result of the calculation is in the Quantity field.

All subsequent rows that belong to the cost group Wages or Equipment are entered with the calculated value.

This is valid until the value for the calculation is set to 1/1 again in another new S-row.

Example:

The contractor shall submit a quotation for 50,000 cbm earthmoving. The E-price per 1 cbm multiplied by the quantity offered is to be shown. The contractor enters the known quantity of processing for a unit at the rate S. This is then calculated to the quantity 1 and used as the basis for the item calculation. This is then calculated on the quantity 1 and used as the basis for the item calculation.
For example, a machine can do 750 cbm in 6.5 hours. The calculation is then 6.5 / 750. The result is 0.0087. This value is used to calculate all subsequent lines that belong to the KG Wage or Equipment. This is done until the calculation is set to 1/1 again via line type S.

BOM Code T = Text

This BOM Code can be selected via the selection BOM Code or via manual entry of the letter **T.**

The BOM Code **T** opens a text field in which the user can enter notes on the parts list. The text can be of any length. The first line appears in the parts list in the Designation field after completion.

BOM Code Z = Time wage approach

This BOM Code can be selected via the selection BOM Code or via manual entry of the letter **Z.**

Within the master data, an hourly wage rate can be determined via the company's hourly wage rate determination. The wage rate determined in this way is transferred to the parts list with the BOM Code **Z.** The individual areas of the determination of the company average wage are also used in the calculation of an object-related average wage.

BOM Code ZS = Subtotal

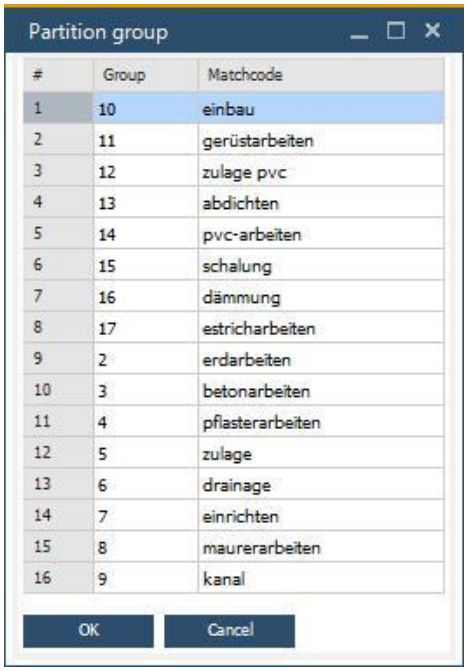
The BOM Code ZS = Subtotal adds up all lines entered in the parts list up to that point. The value in the column Total Price Net/Gross is determined.

2.4. Partition groups

Partition groups are assigned within the Partition.

They enable the user to quickly access the created master data within the calculation.

The data of the partition group can be entered either separately or via the partition.



The partition groups are given a serial number and a designation.

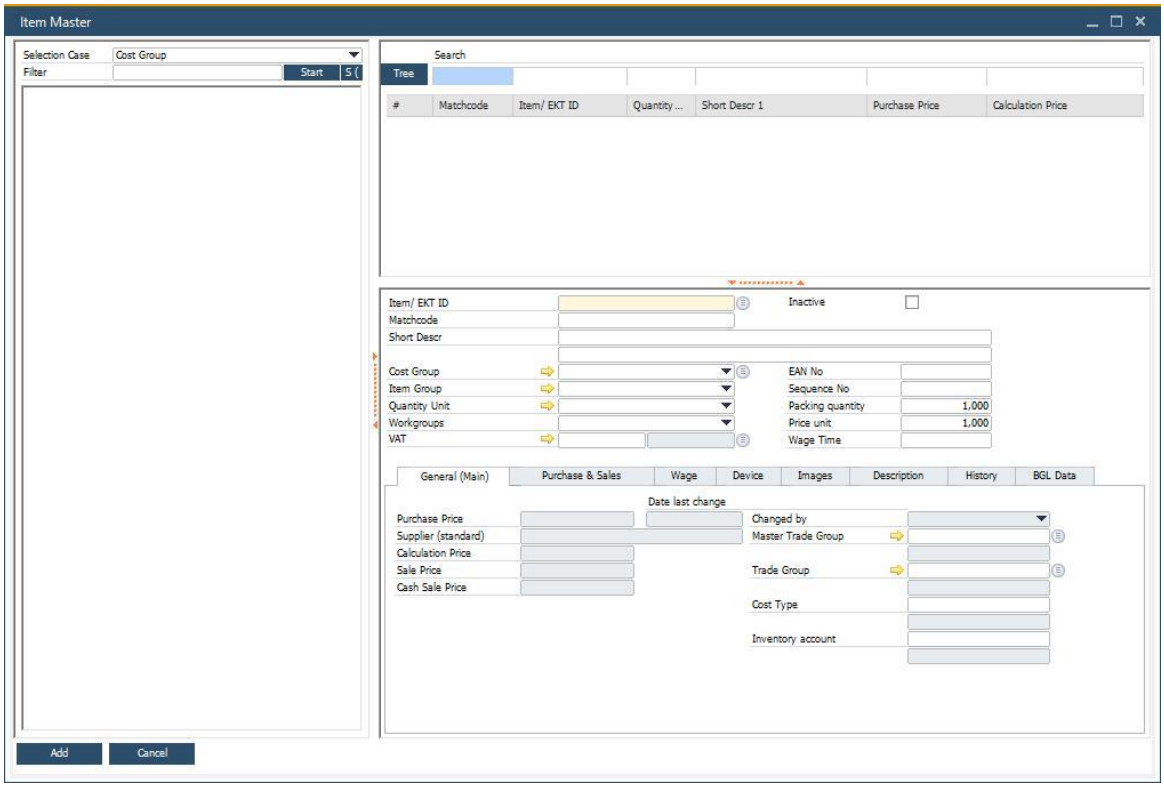
2.5. Item - Master data

In addition to the partition, the Item master is a central point for Novaline Construction.One when it comes to detailed costing. Items can be created from scratch and existing Item can be changed. All costing-relevant articles such as wages, equipment, materials and other articles can be entered here.

It is essential that several item masters from different suppliers can be stored next to each other. The main supplier is marked as such. This is initially suggested in the application, but it can be replaced by other suppliers that are also stored with the Item.

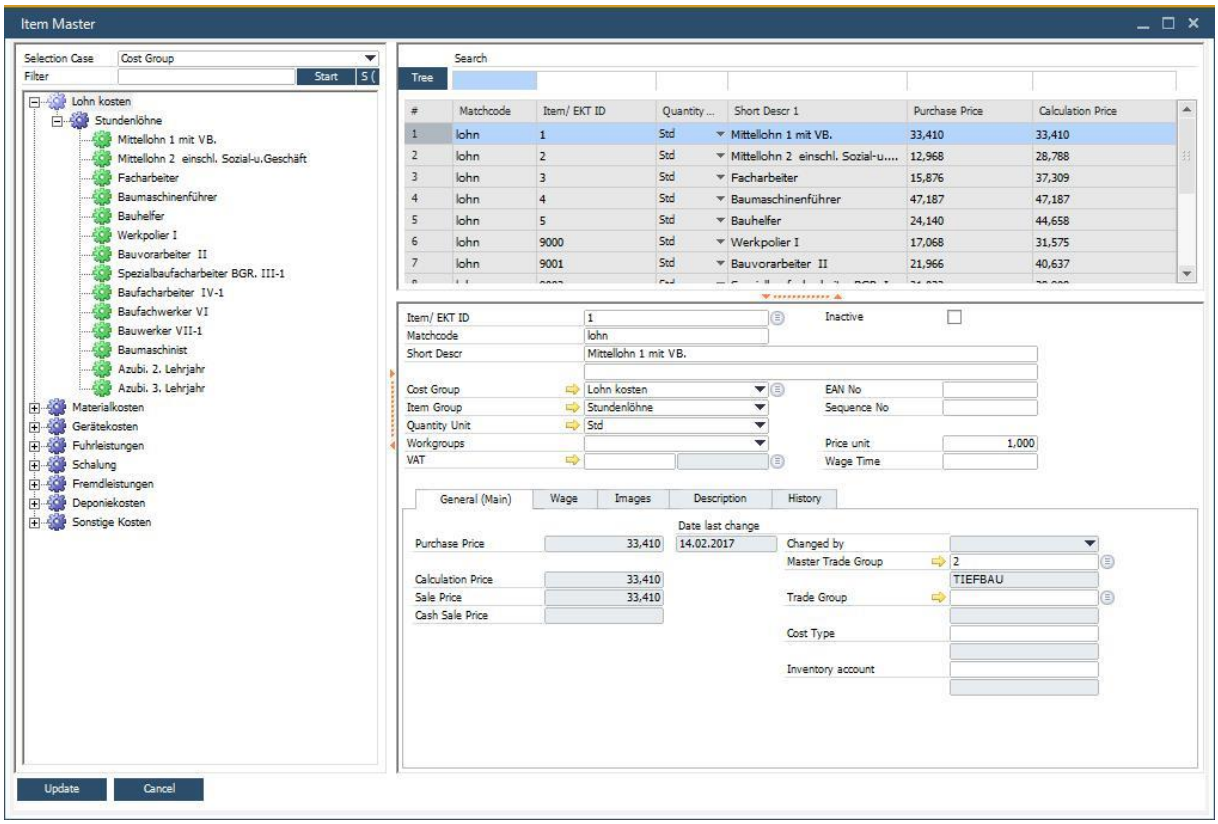
The prices can be calculated here by calculating the cost price relevant to the calculation as well as the sales price with the calculation surcharges from the cost group, material group or discount group.

2.5.1. Item Master



After starting "**Item Master**" the programme shows the above view if there are no articles. Otherwise the programme is at the first article in the first cost group.

Selection

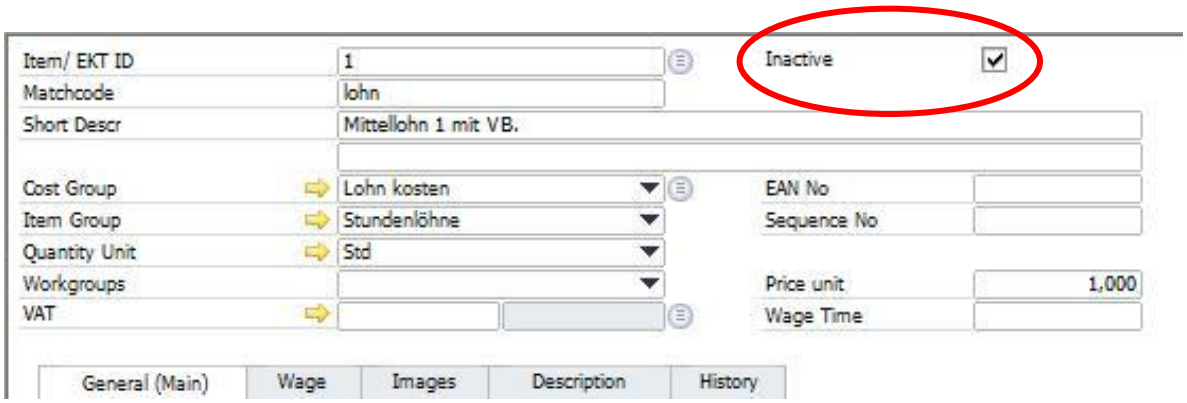


The following selections are currently available for displaying the articles:

- Cost groups
- Item / EKT ID
- Matchcode
- BP ItemID
- Master Trade group
- Trade group
- Supplier

The display shown in the example shows the selection according to cost groups.

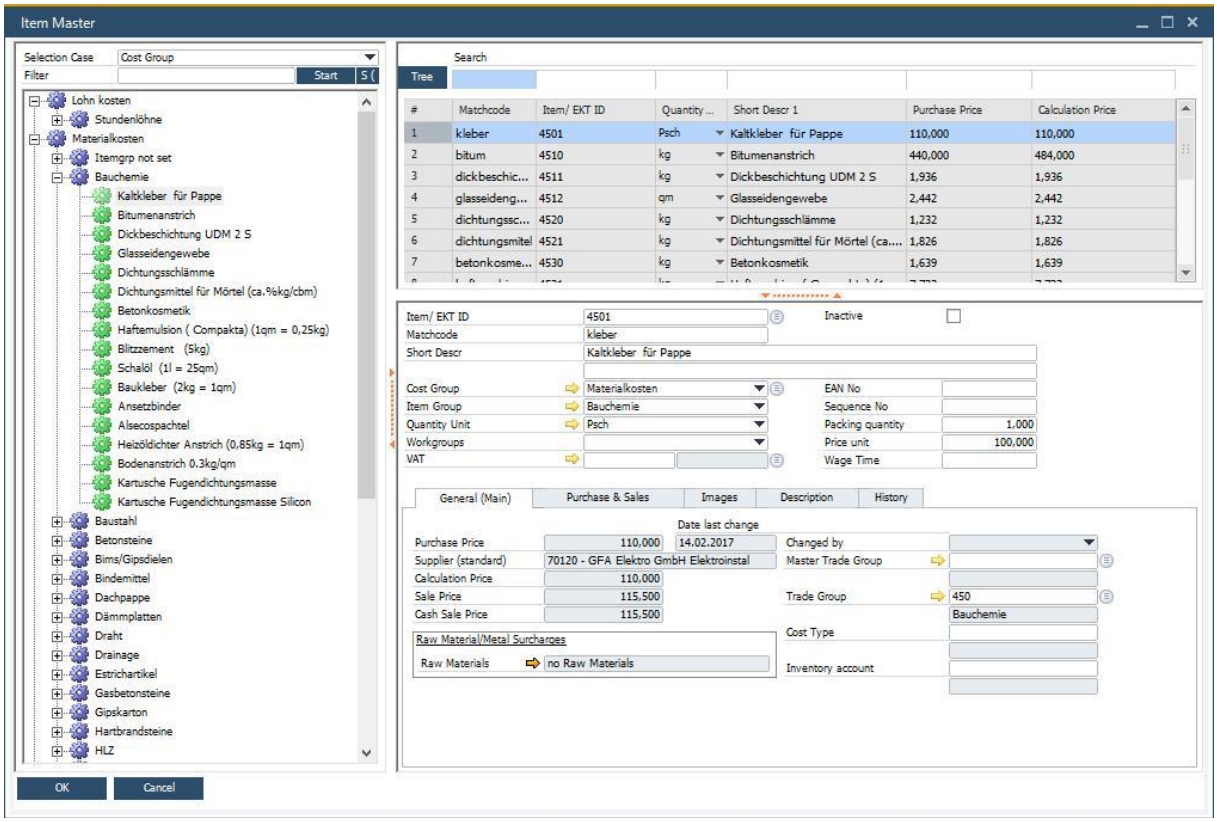
Set Item Master Data Inactive.
For better organisation, individual articles can be marked as inactive. These are accordingly no longer available for use. In parts lists etc. where these articles have been used, they are greyed out and marked with "i" for inactive.



Inactive article in a LV.

#	Line...	Item / BOM	Quantity	Unit	*	Descr.	CG	Factor	Unit Price	@	Addition %	BP	Total	C	Te...	Printing
10	E	1	1,0000	Std		Mittellohn 1 mit VB.	1	1,0000	33,410				33,41			
20	E	100	1,0000	cbm		Gebühr Deponie Bauschutt	7	1,0000	15,136			Eigener	15,14			

General (Main) tab

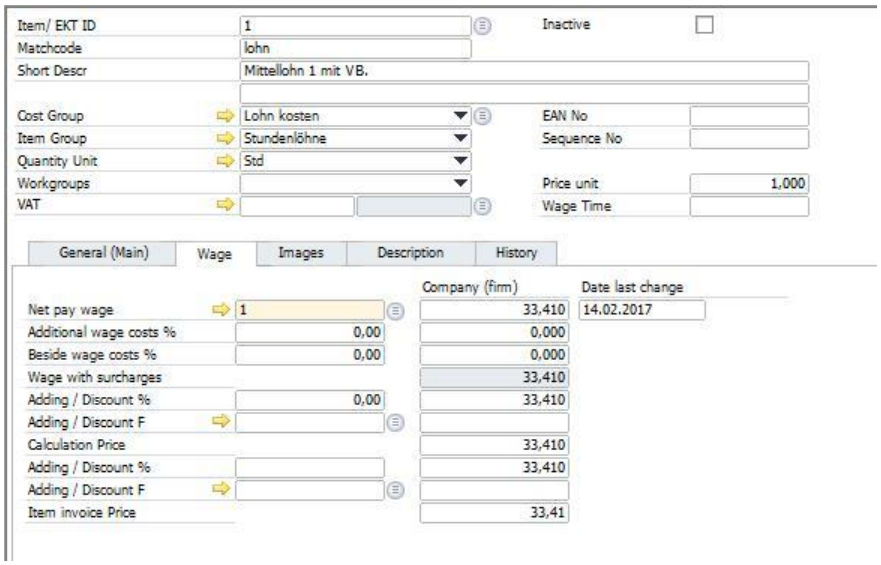


The basic data offers the user a view of all information that is necessary in a quick overview. These are: Purchase price, calculation price, sales price for the article Invoice, price valid since ..., last change was made by... main commodity group, commodity group, cost type and the Fibu revenue account.

Wage tab

If the cost group for "wage costs" is selected, the dialogue boxes for wage appear.

On the **Wages tab** you will now find special fields for entering wage costs



Either the hourly wage of the employee or the calculated average wage of the enterprise is entered in the net wage field (if you click on the yellow arrow, a calculation help for the company average wage opens, which can then be taken over). This is the pure net wage. The surcharges are entered in the field Additional wage costs % and Incidental wage costs in order to determine the wage with all employer's shares and costs as the company wage.

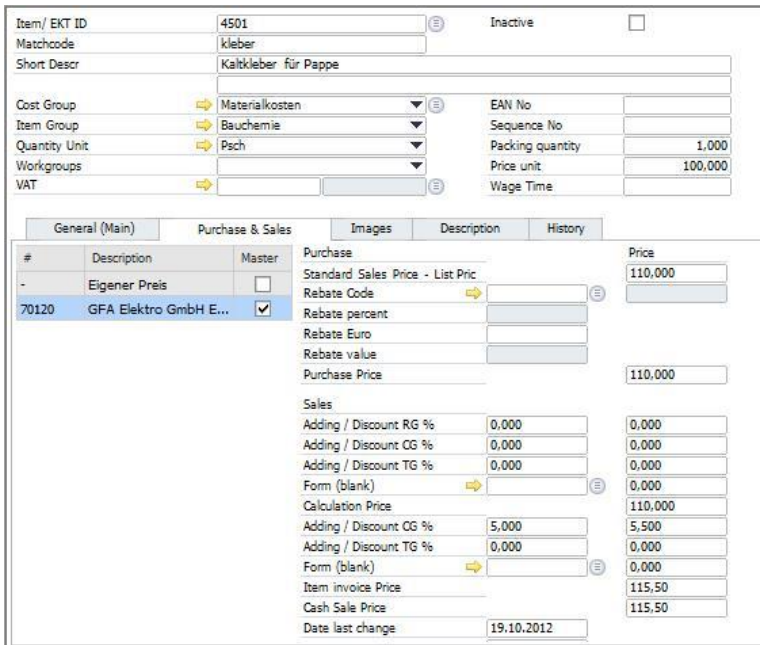
Note: The calculated wage after surcharges is the net calculation wage. It represents the basis of your calculation. This wage value must be added to:
GMK = construction site overheads, AGK = general business costs, risk and profit.

For the calculation of an article sales price, a further surcharge can be entered after the calculation price or calculated by means of a form. The resulting price is the article invoice price or director's settlement price.

Purchase & Sales tab (material costs)

If the cost group for "material costs" is selected, the dialogue boxes for purchasing & sales appear.

On the **Purchasing & Sales** tab you will now find special fields for entering material costs.



The purchasing information shows the user all the necessary values for determining the purchase, calculation and sales price of material items.

A new item initially displays the price entered as its own price. In addition, further suppliers can be entered or existing suppliers can be deleted via the context menu (right mouse button).

After a new supplier is to be stored with the context menu, the list of existing suppliers can be displayed via the selection. New suppliers can be added.

The tick shows which price is to be used as a suggestion in the programme. This price is in the parts list when the article is taken over. Within the parts list/calculation, other stored suppliers can be used.

The list price stated by the supplier is entered as the price. If a certain discount rate has been agreed via a group, this can also be stored (see description of discount groups). The programme then calculates the purchase price. The discount can also be entered manually, as a % rate or as an amount. The programme displays the current purchase price.

Surcharges/discounts via discount groups, cost groups or commodity groups are taken over here, as far as the article belongs to a group.

A cost calculation can also be carried out with the help of forms. The result is then displayed next to the Form field.

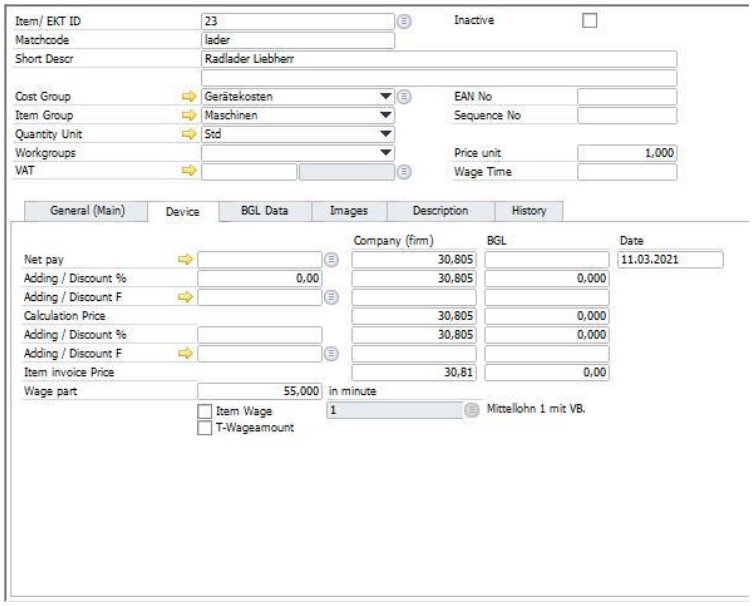
A surcharge/deduction amount can also be entered manually.

The calculated price after these input fields is the calculation price.

As with the purchase price, a sales price can also be formed for the article invoice via surcharges, discounts, etc. The sales price can also be used for the purchase price.

Device tab

Different dialogues are displayed depending on the cost group.
In the article "**Equipment**" there are the headings "Operation" and "Construction equipment list".



The net billing rate for the unit is entered in the "**Company**" column.
The Surcharge/Discount % field records a % rate to be calculated as a discount or surcharge on the price.

A cost calculation can also be carried out with the help of forms. The result is displayed next to the Form field. An overhead/reduction amount can also be entered manually.
The calculated price after these input fields is the calculation price.

As with the purchase price, a sales price can also be formed for the article invoice via surcharges, discounts, etc. The sales price can also be used for the purchase price.

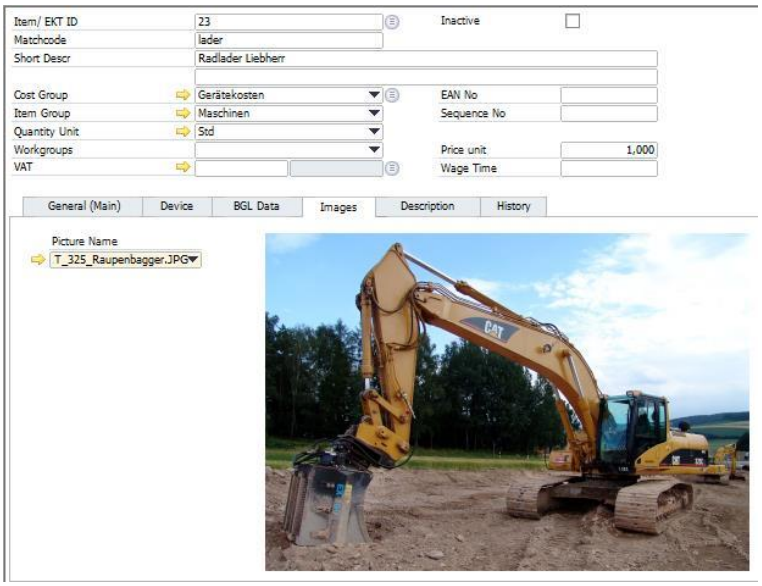
If a wage share for the operator is to be included in the calculation when a device is transferred to the parts list, either an article wage or the mark Z wage share and the quantity wage minutes can be entered here.

Depending on the selection, the piece list below the unit automatically shows the wage share you have specified. The data can be changed in the parts list.

Comparative data can be entered in the fields of the construction equipment list.

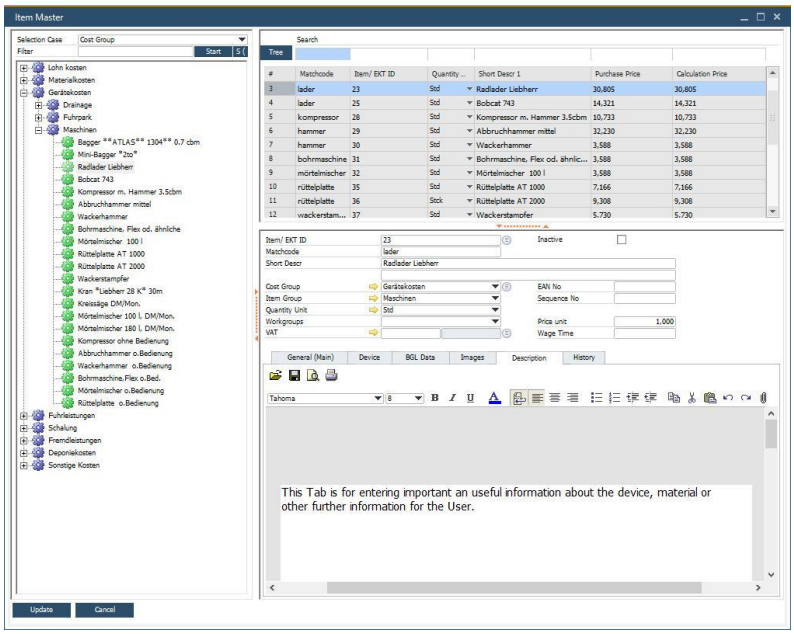
Images tab

Images can be stored for each article.



Images can be stored for each item. These images can be printed accordingly when an invoice is printed out.

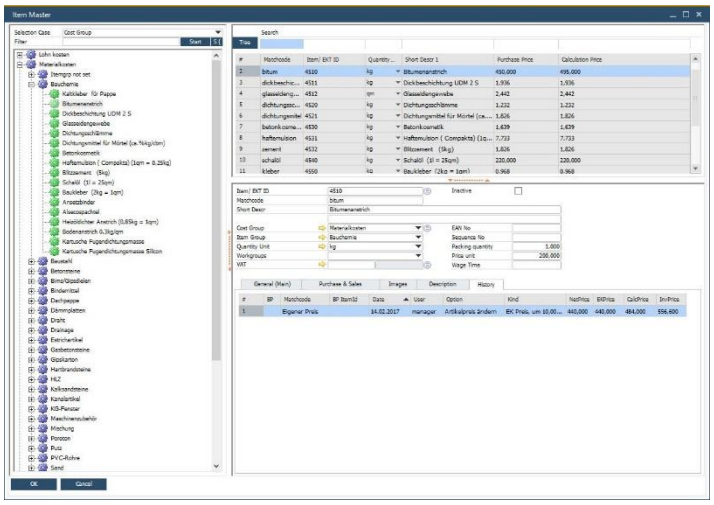
Description tab



The Description gives the user the possibility to enter detailed text for the respective article.

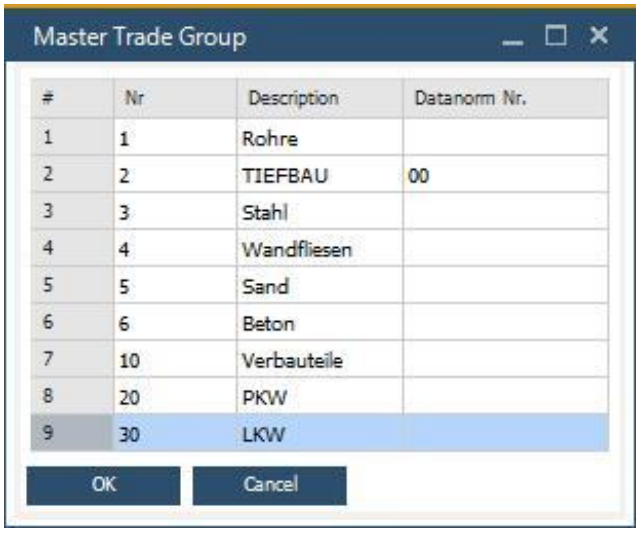
The Description can be used as a print variant for the article invoice.

History tab



The price changes carried out with the programme - Change item price - are stored in the history.

2.5.2. Master Trade groups

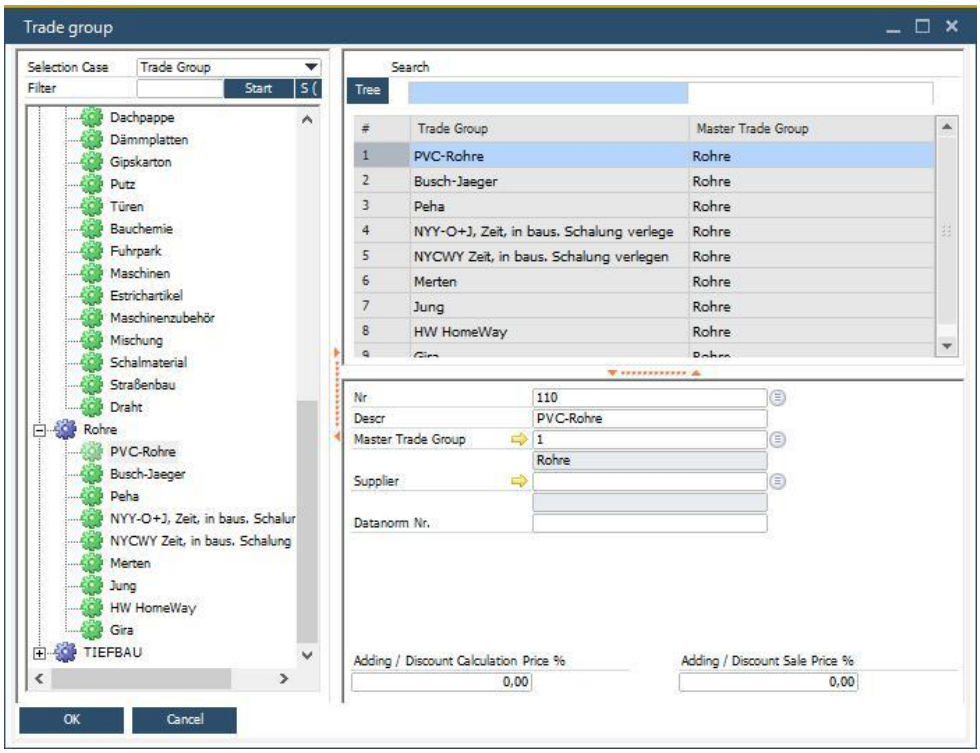


Master Trade groups divide commodity groups into further sub-areas.
They consist of a number and a designation.

Main commodity groups are used wherever the quantities of articles and commodity groups are so extensive that further subdivision seems to make sense.

By integrating the data via the Datanorm interface, the supplier's main product groups are automatically taken over, if available.

2.5.3. Trade groups



A commodity group is the division of articles into groups. There are various reasons for grouping articles. First of all, articles can be found much more easily via groups; furthermore, pricing and pricing can be carried out more comfortably via groups.

Datanorm data is very often supplied with commodity groups. The commodity groups can be supplemented with costing surcharges if desired. These surcharges have priority over the surcharges from the respective cost groups.

The articles assigned to the merchandise group can always be given a percentage mark-up or discount. It is possible to calculate cost prices and sales prices separately.

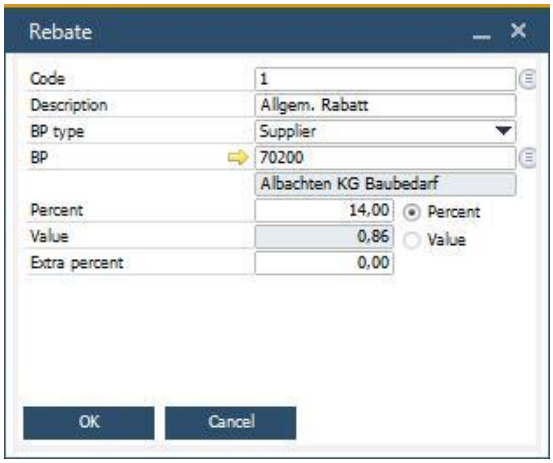
Note: Commodity groups can be assigned to a supplier.

The link to main merchandise groups can be made, but is not mandatory. The main merchandise categories and the merchandise categories they contain are displayed in the overview.

The surcharge/discount is displayed in the item data area during the sale.

2.5.4. Rebate

The discount or discount groups allow you to assign the discounts given by the supplier to the items. You can enter the discount rate as a percentage or result (decimal factor / discount multi).



"**Rebate**" consists of a number or designation, a long text designation and optionally a supplier. The discount group does not necessarily have to have a supplier.

Either enter a % value or a result.

If the discount granted by the supplier is not to be passed on by you! enter a rate in the Surcharge % field in order to extrapolate the discount granted again.

Please note that a discount of 10 % with a surcharge of 10 % does not result in the initial value.

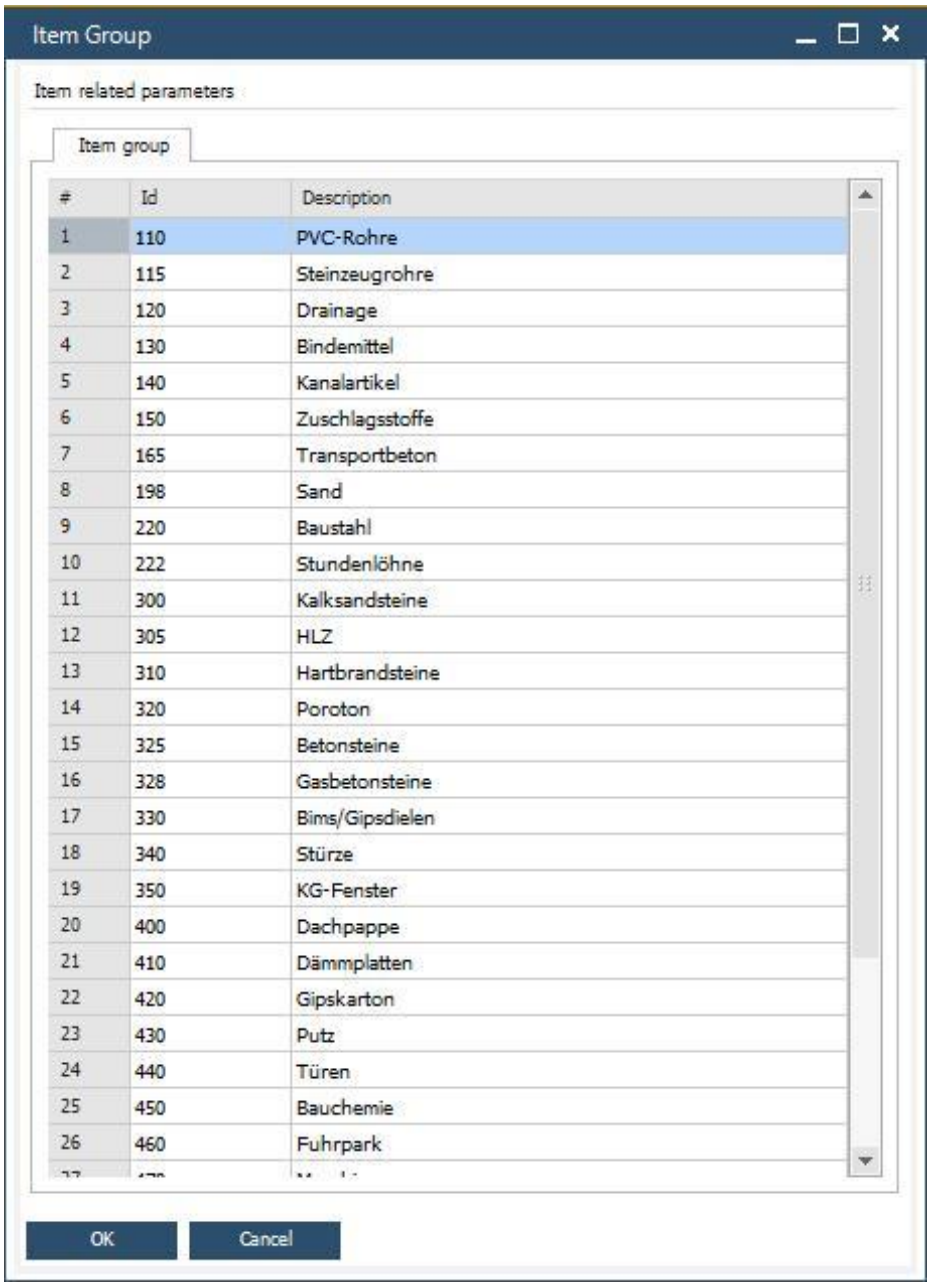
Discount groups can be created automatically with Datanorm data. If you have any questions about discount groups and pricing, please contact your data supplier.

In addition to the discount groups, Datanorm offers several other possibilities to form the EC price.

2.5.5. Item Group

Item groups serve the user to distinguish between different articles and to get faster search results in the search browser Article Master.

Existing product groups can be transferred to article groups by means of the consistency check.



#	Id	Description
1	110	PVC-Rohre
2	115	Steinzeugrohre
3	120	Drainage
4	130	Bindemittel
5	140	Kanalartikel
6	150	Zuschlagsstoffe
7	165	Transportbeton
8	198	Sand
9	220	Baustahl
10	222	Stundenlöhne
11	300	Kalksandsteine
12	305	HLZ
13	310	Hartbrandsteine
14	320	Poroton
15	325	Betonsteine
16	328	Gasbetonsteine
17	330	Bims/Gipsdielen
18	340	Stürze
19	350	KG-Fenster
20	400	Dachpappe
21	410	Dämmplatten
22	420	Gipskarton
23	430	Putz
24	440	Türen
25	450	Bauchemie
26	460	Fuhrpark

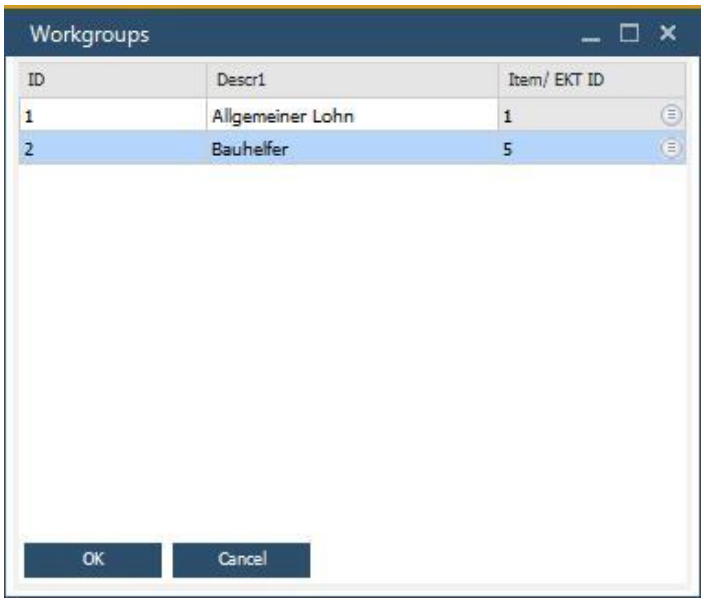
2.5.6. Workgroups

Working groups can be used for the material articles.

The background:
For each article, a wage time and a work group can be stored that is to be used for the calculation. The work group, in turn, has a link to the stored wage types.

Identical articles with the same type of shoring are thus calculated with the same wage type, even if they are used in different positions.

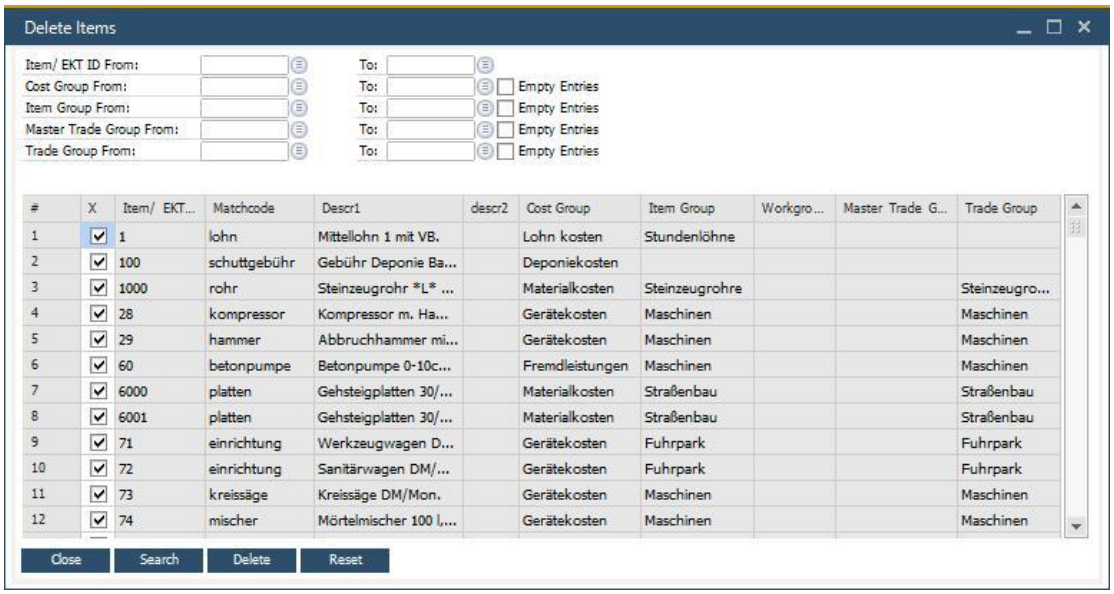
When depositing the time and work group, the time share per material is supplied immediately, as with the equipment.



2.5.7. Item Administration

2.5.7.1. Delete Items

Items that are no longer needed can be deleted with this dialogue.



The search offers various parameters.

The "found" articles are first displayed in a list.

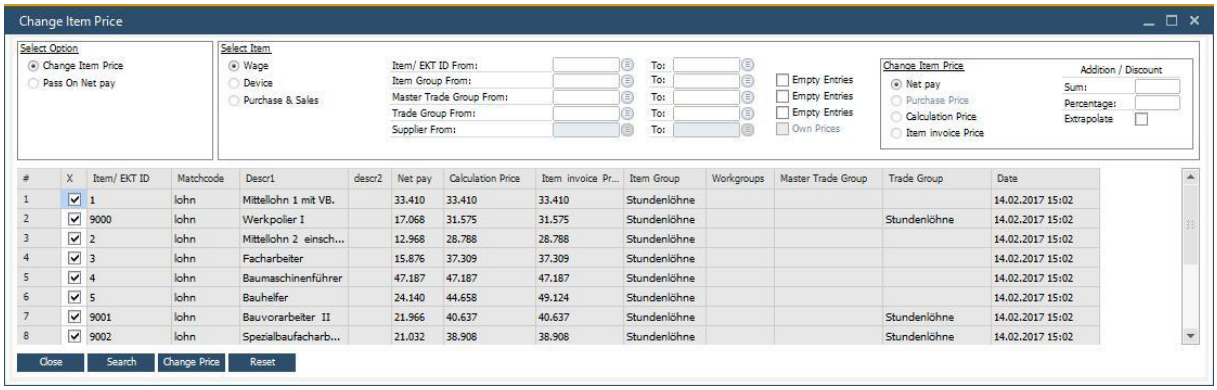
With the context menu, all markers can be easily removed and set

Each line can also be added or removed manually.

After the selection has been made and the deletion process has been started, the system first checks whether the item is in use. The deletability is shown. The item can be removed.

2.5.7.2. Change Item Price

With this comprehensive tool, item prices can be changed very conveniently and easily.



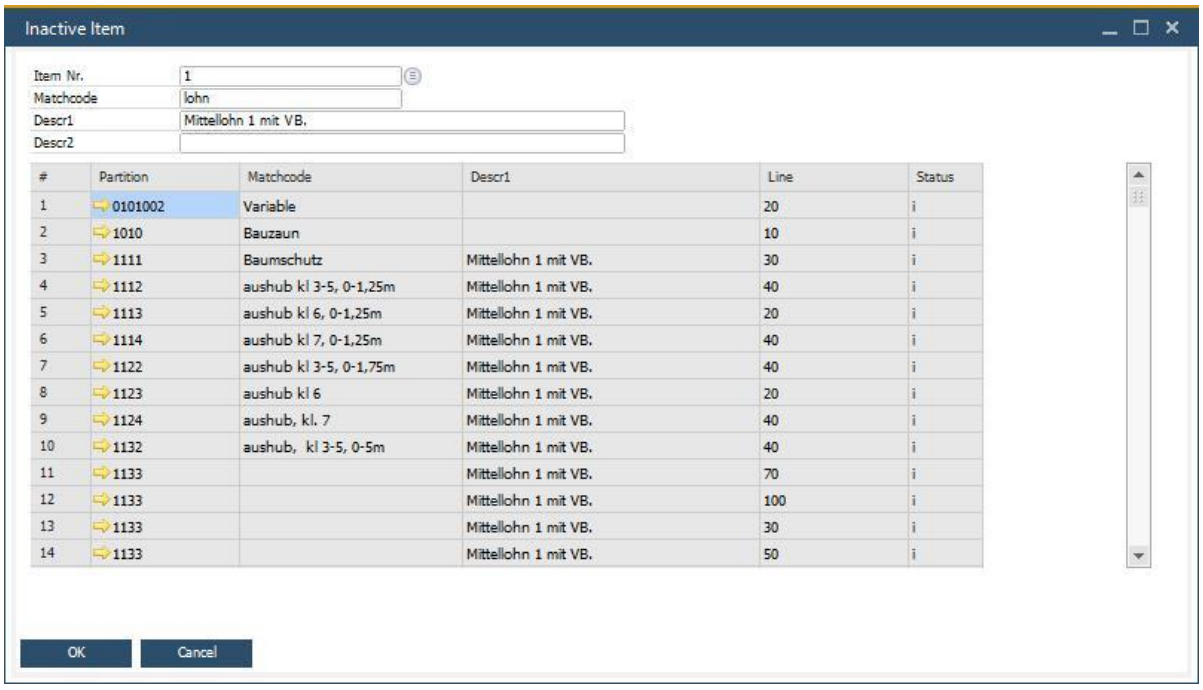
Two basic areas control whether item prices are to be changed or whether the entered list price is to be carried forward.

Extensive selection and setting options are available for the price change.

The price changes made are shown for the item under History.

2.5.7.3. Inactive Item

In this menu you can filter for inactive articles and all partial services in which they were used. Articles can also be conveniently removed from partial services from here.

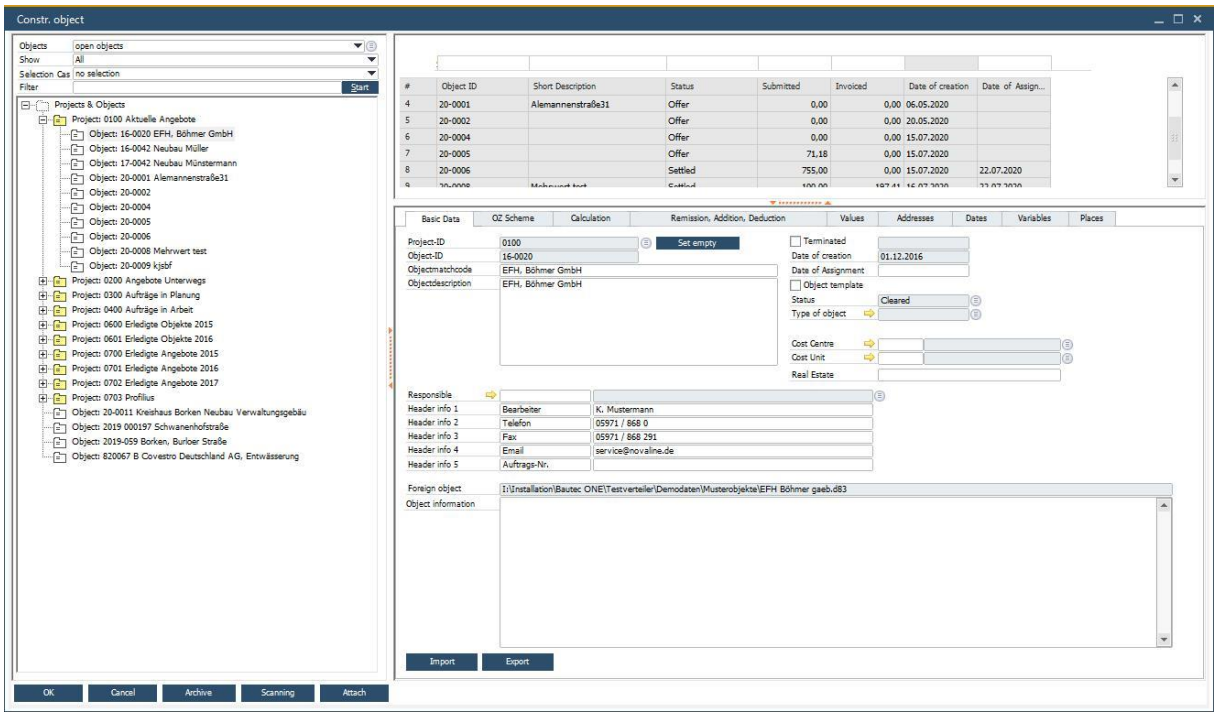


3. Projects/ Objects

3.1. Edit objects

Object control in general

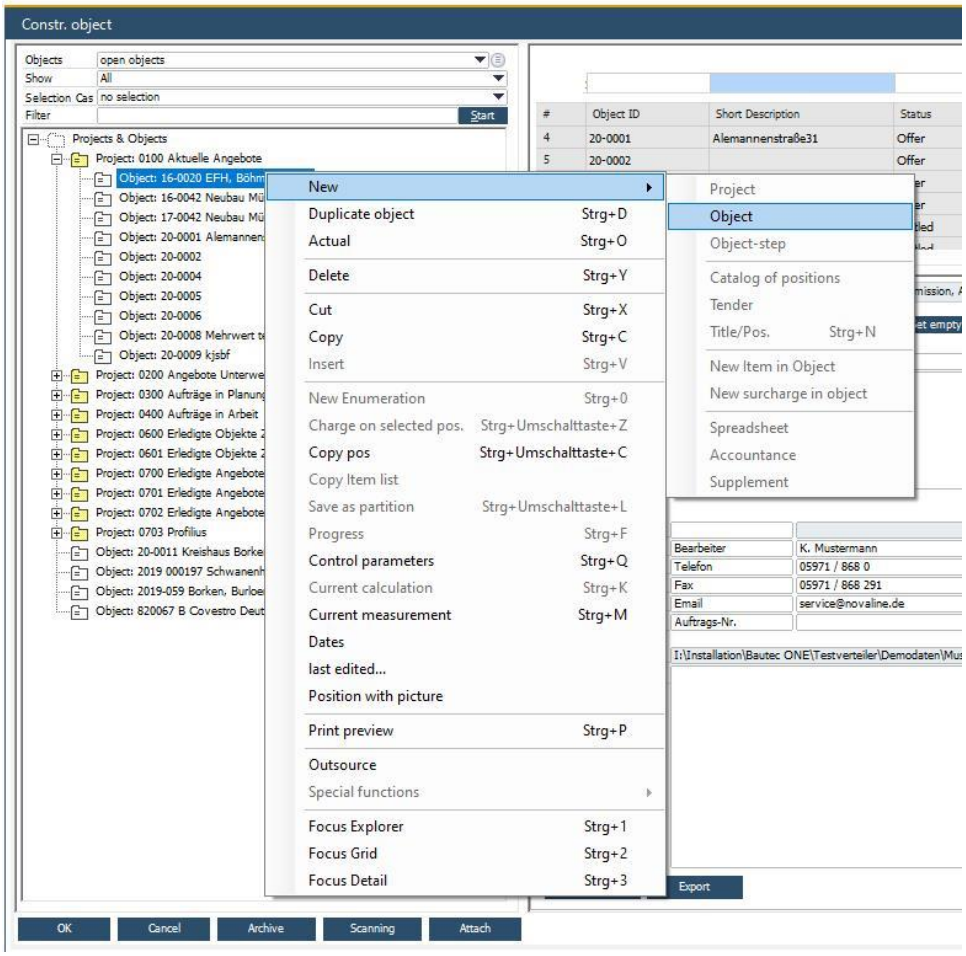
Object overview/ object basic data



After starting Edit objects, the user receives an overview of all existing open projects/objects. An individual object can be edited by simply clicking on it in this selection in the basic data.

The object name - which appears on the printouts - and the information about the object can be changed. In addition, the data of the object can be supplemented at this point. The object status as well as the object type, responsible person, cost centre and, if applicable, a cost unit can be entered.

As information, the user receives a display of the object origin if the object data has been read in via the GAEB interface.



The "context menu"

With the right mouse button, a menu is offered in the object editing. This menu differs depending on the position/location. It shows the user the object editing options available at the respective location.

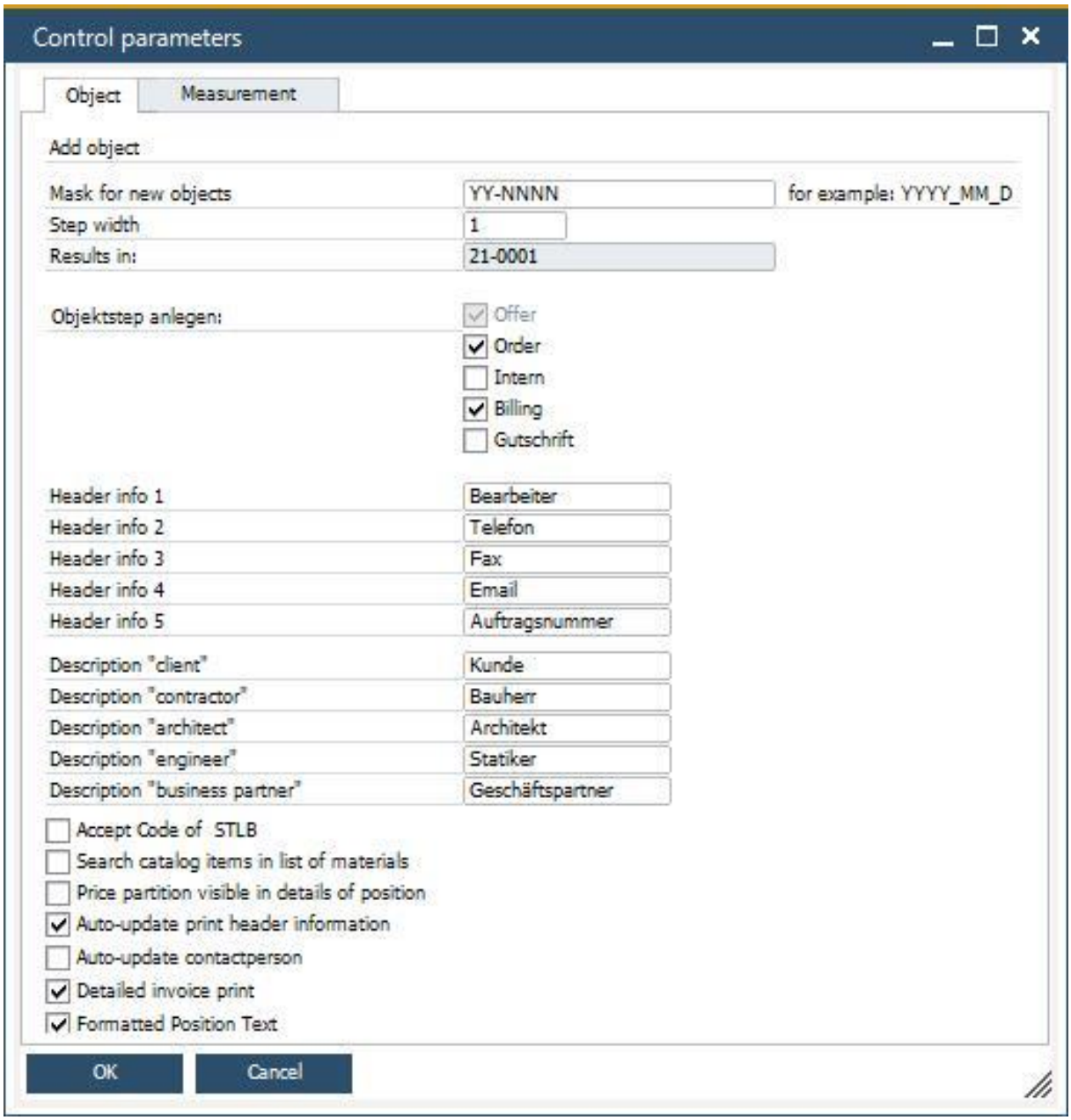
Several functions are available in the example.

- New objects can be created
- Objects can be duplicated
- Data entered can be updated
- Objects can be deleted
- Data can be cut or copied
- Object positions can be copied
- With - progress - an object can be transferred from offer to another folder
- Control Parameters can be displayed. They control various data fields within the object (see separate description).
- The current allowance can be determined
- Appointments can be entered - edited - displayed.
- With ... last edited, quick re-entry after an interruption is possible.
- The print preview can be started via the context menu or the editing bar
- Objects can be outsourced

- Calling up special functions
- Focus Explorer/ Grid and Detail allow quick access to the three fields of the cockpit

In the example shown, the programme is set to New object creation. New projects, objects and other parts of the programme can be selected here.

Control/ Parameter - Object



Objects can be automatically numbered consecutively so that there is no confusion with the numbering. The numbering scheme can be set according to the following parameters.

Preset for new object number:

The object number can be managed automatically by the programme.

It offers various parameters for this purpose:

Parameter year	YYYY = Current calendar year 2 - 4 digits - The calendar year changes automatically with the date. The advertisement states as an example: 1, or 01 or 001 or 2001
Parameter month	MM = The programme changes the object number automatically each month. The advertisement states as an example: 01 - 12
Parameter Tag	DD = The programme creates objects on each calendar day starting with the number 1 up to the number 99 The advertisement states as an example: 01 – 99
Parameter Numeric	NNNNN = The programme creates objects with a numerical Key from 1 - 6 digits The advertisement states as an example: 1 – 999999

Examples for object number:

When using all parameters in maximum length, the object number looks like this:

2018-12-01-000001

When setting the object number with year, month and 6-digit numbers, the display is:

2018-12-000001

When setting the object number with year and 6-digit number, the display is:

2018-000001

If the object number is set to numeric only, the display is 6-digit:

000001

The step size determines in which step the programme should suggest the next object number. The default setting is 1.

The next object number is then set one counter higher.

The result of the settings of object number is displayed as an example in the dialogue.

Create object control/object step

The Object Steps
Offer
Order
Internal
Invoice
Credit note

Can be created automatically in each object.

The step offer cannot be deselected in the control unit.

For normal object processing we recommend Offer + Invoice

The change in this area affects all objects that are created from the change period onwards. To be recorded, from.

Object control/ parameters

Header information 1 - 5

The header information, when filled, is used on the quotations, invoices, etc.

They appear at the top right of the form printout.

The default setting for the fields is: **Agent**

Phone

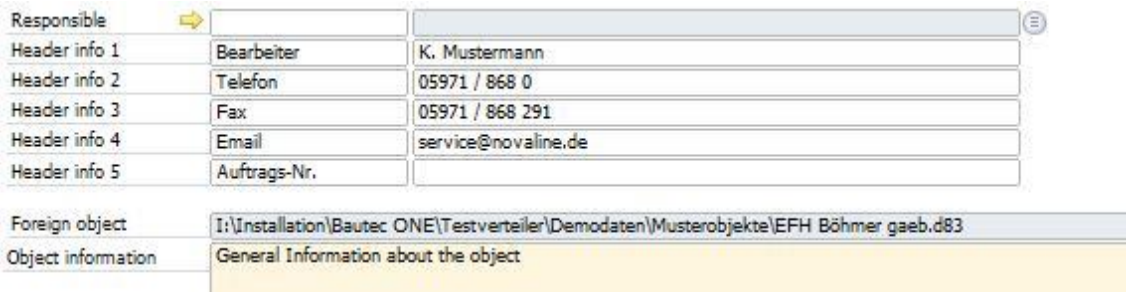
Fax

Email

Order no.

Any other information can also be entered.

The information is displayed in the object header - Basic Data.



The user can fill in the data manually. However, it is also possible to enter the data automatically.

The following steps are necessary for automatic operation:

- Creation of data per employee under Personnel Employees
- Creating users in the user administration
- Linking employees within the user administration

If the staff information is stored automatically, it will be re-read each time it is printed out, if:

is activated in the control " Automatic transfer of personal header information".

Example:

Employee **A** has created and edited the object.

This information is available in the basic data from the time the object is created.

Employee **B** prints an invoice for the object at a later date.

The employee information of employee **B** is re-read and entered in the printout.

If the field is not activated, the entered data is retained when printed.

The automatic takeover of the contact person automatically takes over the standard contact person in the print dialogue, if these have been stored with the business partners.

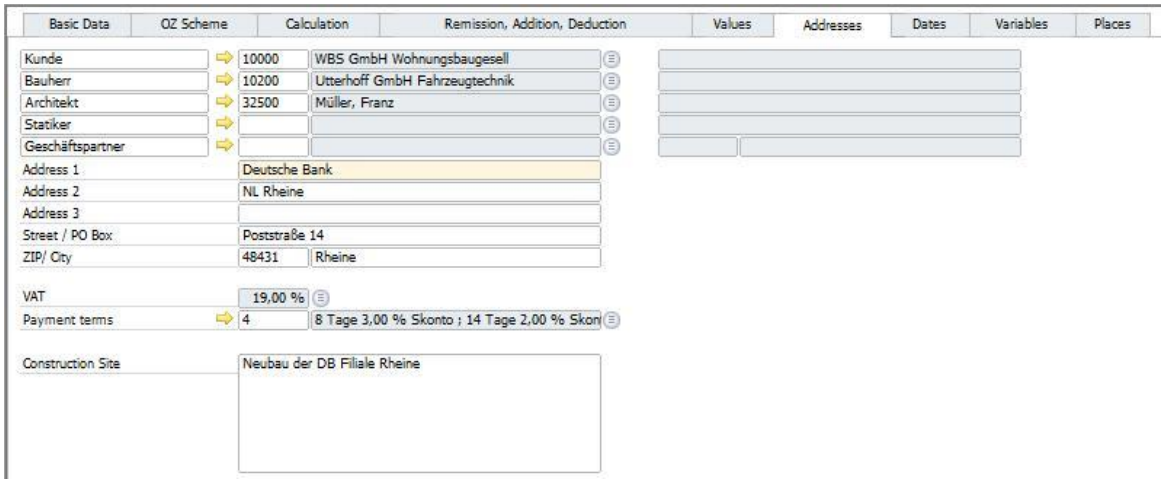
Object control/ parameters

Name "Client	Proposal: Client
Designation "Building owner	Proposal: Building owner
Designation "Architect	Proposal: Architect
Designation "structural engineer	Proposal: Structural engineer
Designation "Business partner	Proposal: Business partner

Up to 5 addresses can be stored for each object.

To identify the address, a corresponding term can be entered under Designation. The name of an address can also be changed for each object.

The display of the different addresses appears in the object basic data on the Addresses folder.



The desired addresses can be entered via the address selection.

The information on the stored address is displayed to the right of the address number when the mouse is over it.

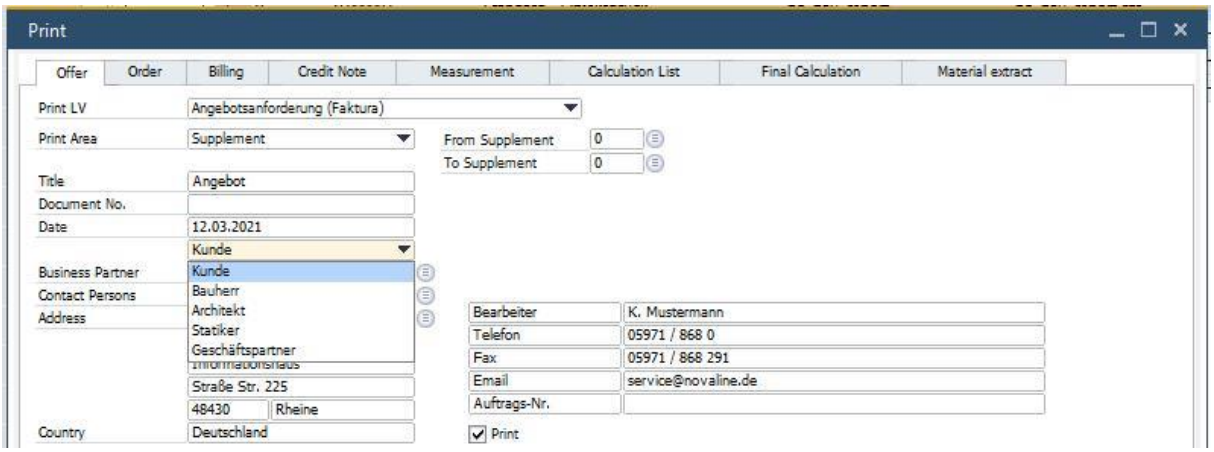
The crosslink function takes you from here to the master data of the stored address or to the new entry of another address.

A stored payment term of the customer is automatically transferred to the object master and is available from then on in the offer and invoice.

In addition to the stored addresses, a manual address can be added.

This always seems to make sense when, for example, an object is created and the customer does not yet exist as such in the system.

The manual address, if it is to be used, is selected via the business partner.



In the print dialogue, the address "Customer" is suggested first. The other addressees can be selected with the arrow key.

A selected address remains as default for the next print.

The site information appears on the blank measurement sheet and assembly order sheet.

For each address there is a default address in the business partner master data which is suggested during selection. The additional addresses stored for the business partner can be selected below the address selection in the print dialogue.

Example:
The business partner is Deutsche Bank in Frankfurt.
Additional addresses are the branches in the surrounding area that belong to the clientele.
The address of the branch can be added after selecting the master address.

The additionally selected address is available when the print dialogue is selected again.

Sub-account - This field is filled when prepayment accounting is set up. The written partial / final invoices are automatically posted correctly when transferred.

Enter STLB number

The STLB number field can be enabled if desired. It is displayed on the base page of the object position,

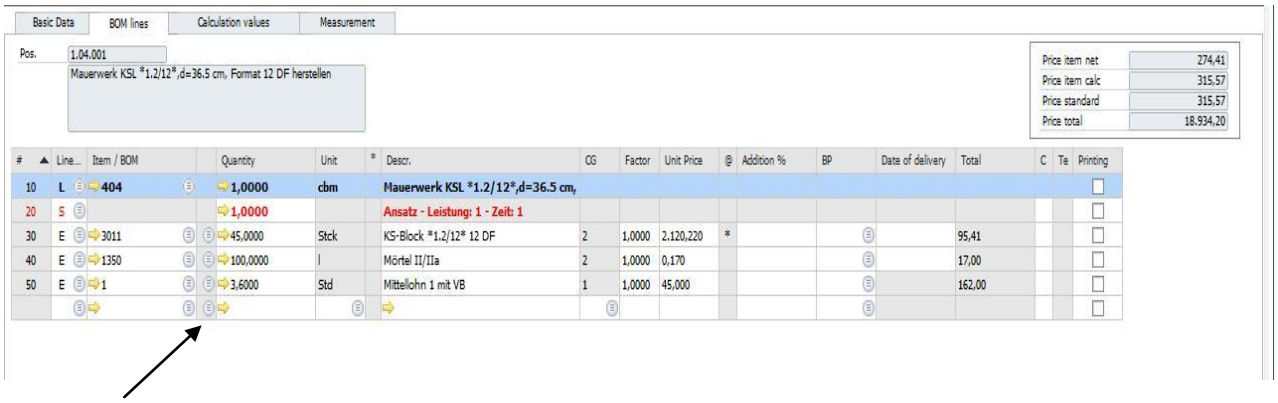
The field is for information only. It will be taken into account in the printout.

Call up catalogue items from the parts list

For data storage of articles, an additional database can be set up with the Novaline catalogue programme.

Supplier articles can be "parked" in this catalogue. In this way, the actual construction database is not immediately overwhelmed with all the articles that a supplier offers as a Datanorm / Excel file.

To access the catalogue database, an additional browser is displayed within the parts list if this checkbox is set.



After activating/installing Novaline Katalog.One, you can branch directly to the catalogue in the parts list.

A search term stored in the search browser of articles is passed directly to the catalogue if no search is found in the master data created.

Price allocation visible in details of the position

The price entry of the item prices can be set in the basic data of the object - Calculation folder - in such a way that instead of a fixed price, the price is divided according to cost groups.

The set price fields appear in the grid; they can additionally be displayed in the basic data of the individual item. The price entry can be made both in the grid and at the item.

The price entry automatically generates an entry in the parts list. With the flat rate line and the assignment of an overhead table, a rough calculation is possible.

Automatic transfer of the personal header information.

The data set up in Personnel/Employee can, if linked to the logged-in user, be automatically taken over when the object is created.

The data is shown on all print receipts.

Automatic takeover of the contact person
If the user who is actually logged in is to be printed instead of the user entered when printing an offer, order, invoice, etc., this mark must be set.

Detailed invoice summary
This parameter controls whether the invoices already written, e.g. from budget billing 1 - 4, should appear on the object invoice in the compilation.

The increase of the current partial invoice appears under the written invoices.

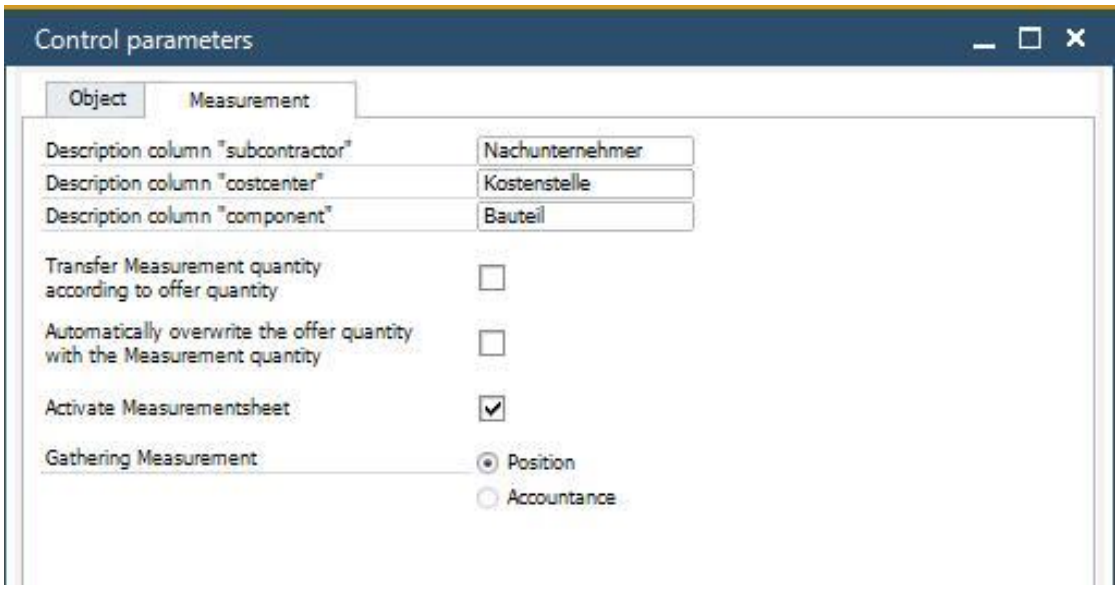
Deposits received are deducted from the total amount due, so that the currently open amount is shown.

Duplicate object behaviour
Objects can be duplicated.

The user can decide whether the next object number or the same object number with a placeholder should be offered during this process.

By default, it is set up to suggest a new number.

Control Parameters - Measurement



Within the normal measurement, three additional fields can be displayed, which can also be taken into account when printing the measurement.

The default values for the fields are subcontractor, cost centre and component.

The designation can be changed as desired.

Measurement quantity transfer to offer quantity
After setting the mark, the take-over is requested for each position.

Automatically overwrite the measurement quantity with the allowance quantity
If this mark is set, the entered measurement is automatically transferred to the quotation quantity in the quotation sheet.

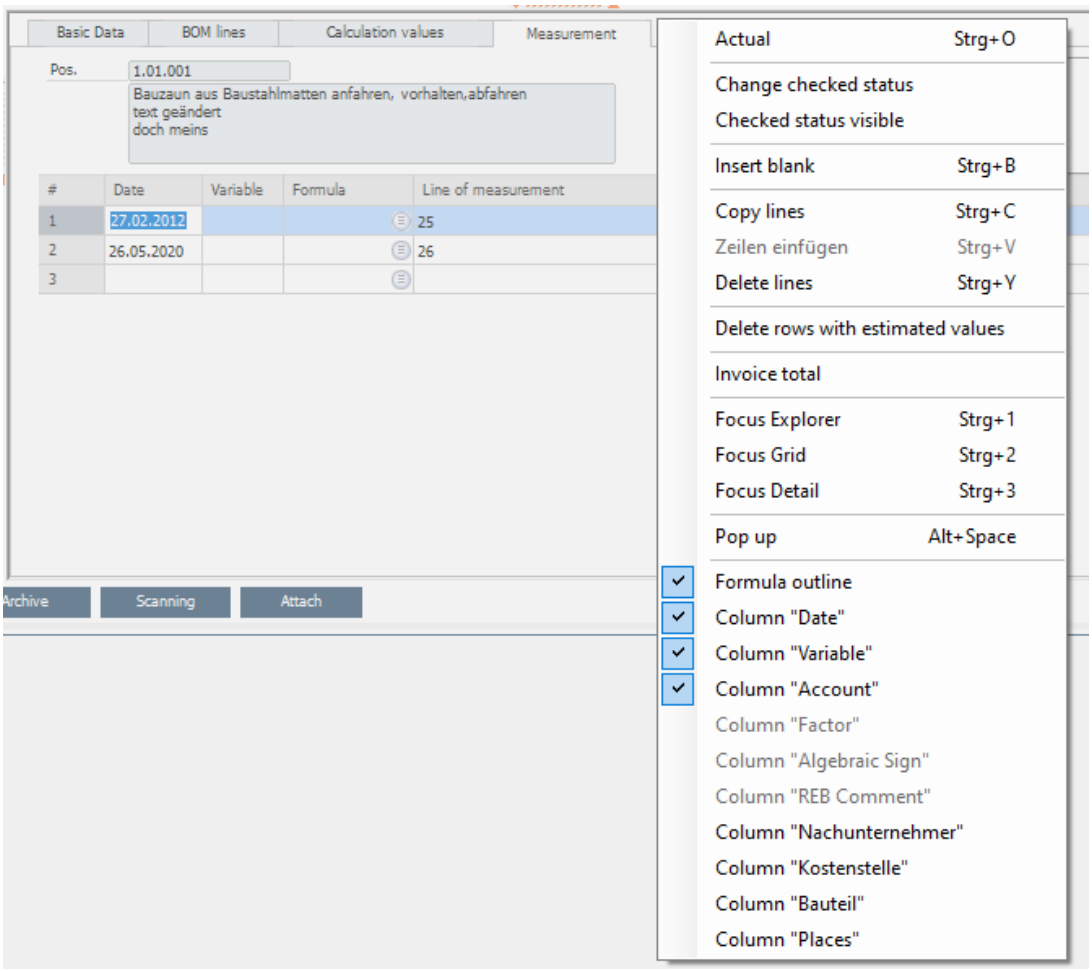
Activate measurement sheets:
Here you can predefine whether it is possible to create measurement sheets in the individual objects.

Enter measurement lines under:

If the marker is set to Position, the measurement entry under the position is carried forward as a default for each new object. It can also be changed to a discount for each object.

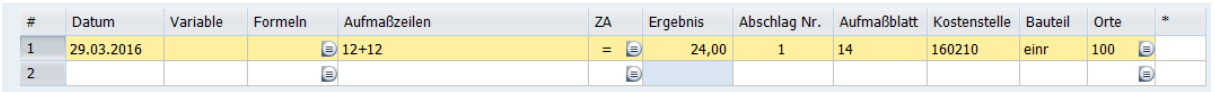
If the marker is set to discount, the measurement entry under discount is carried forward as default for each new object. It can also be changed for each object to entry at the item.

Additional fields measurement



With the context menu right mouse button within the normal measurement this menu is displayed.

The fields subcontractor, cost centre and component and locations can be switched on here.



In the allowance, they are displayed after the current markdown.

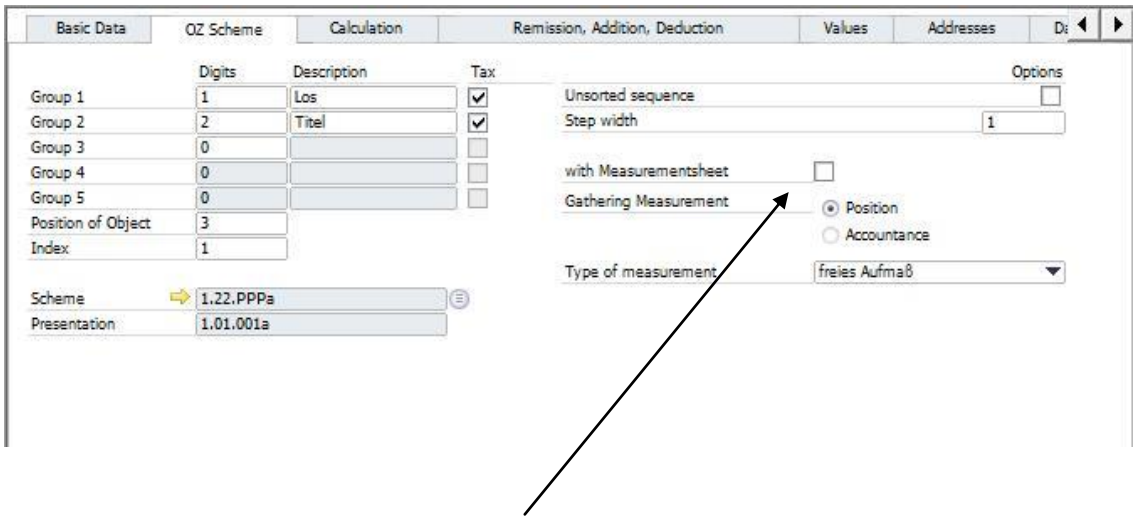
When printing the measurement, the additionally activated fields of the object are offered as a print option.

Activate measurement sheets

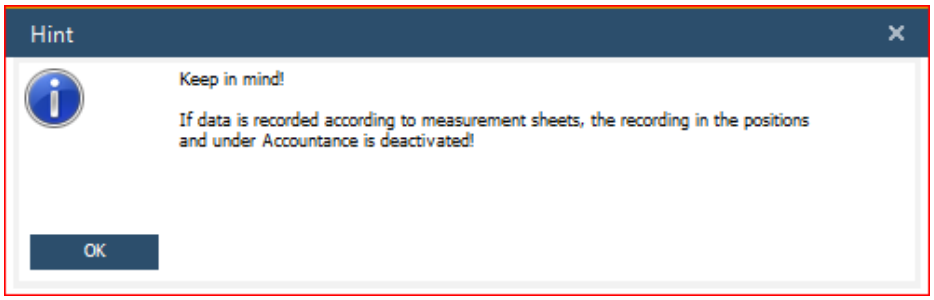
Within the allowance, it is possible to record either according to deductions or according to measurement sheets.

In the standard variant, data is recorded after deductions.

The checkbox Activate measurement sheets initially only sets the option to decide per object whether measurement sheets are to be used.



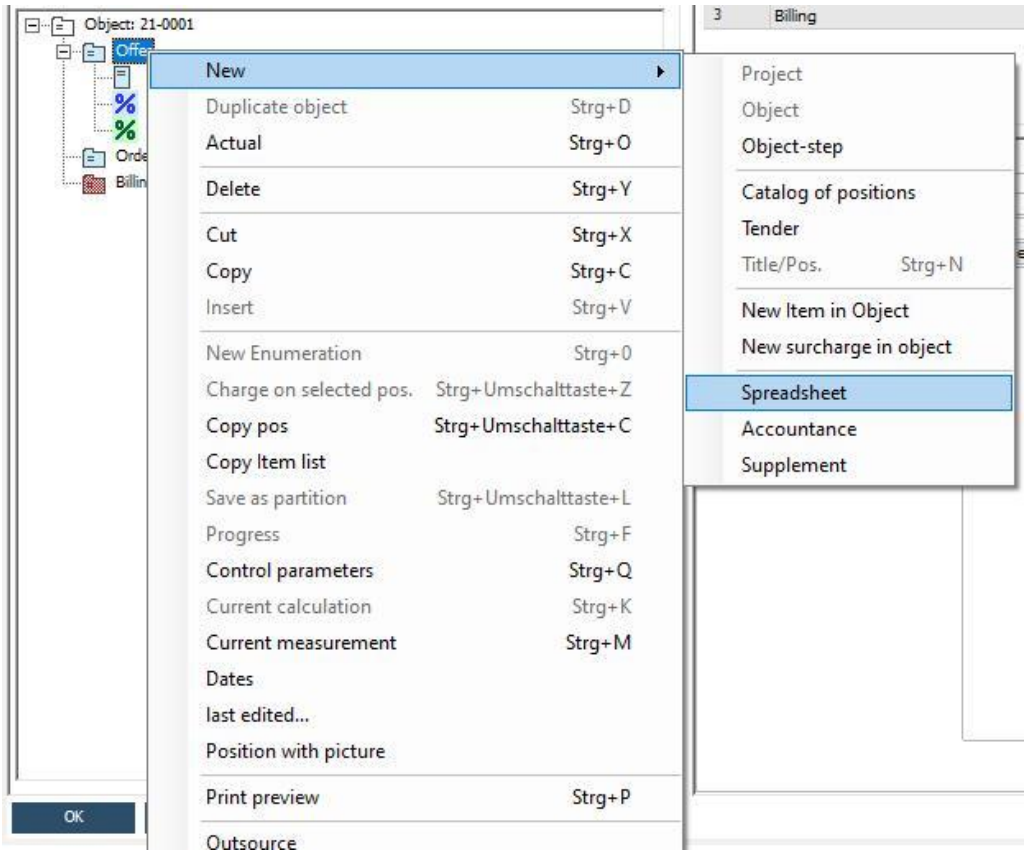
This marker is used to decide whether measurement sheets are to be used in the respective object. The selection is only visible if measurement sheets have been selected in the object control.



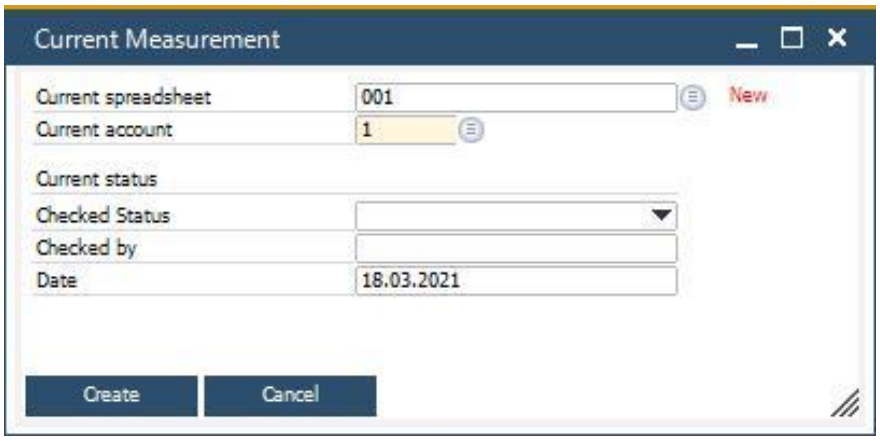
This information appears when the mark - with measurement sheets - is set.

The recording of masses via the position or markdowns is then no longer possible.

Creation of a new measurement sheet



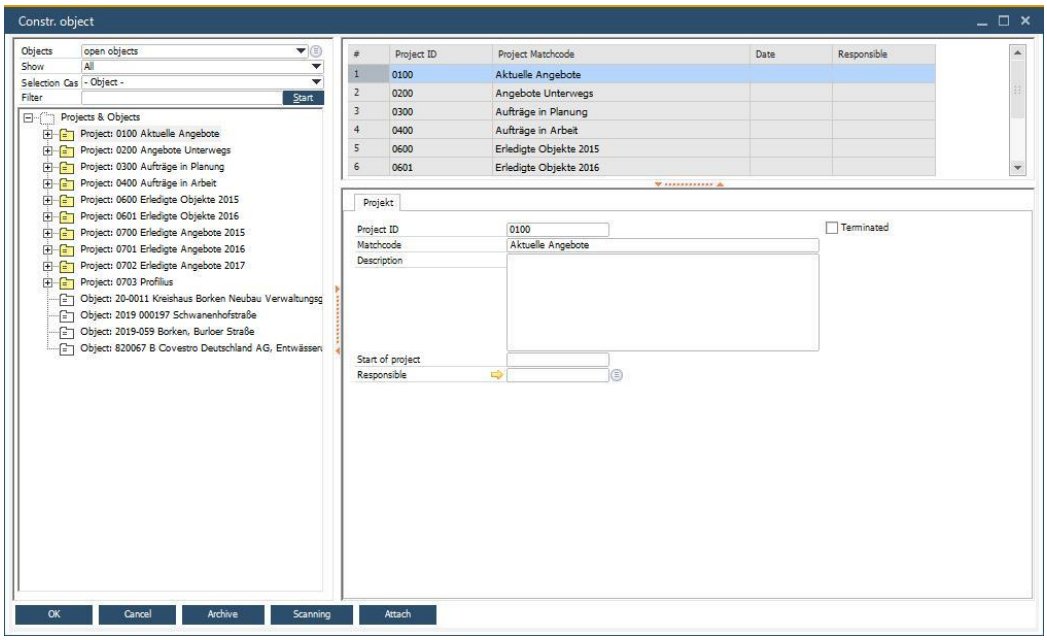
In the context menu, the new addition of measurement sheets is now also displayed when creating a new deduction.



Different measurement sheets can be created for the existing reductions.

For a clear presentation, it would be important to create the measurement sheets with 3 digits or even larger from the beginning.

Create new objects



General:

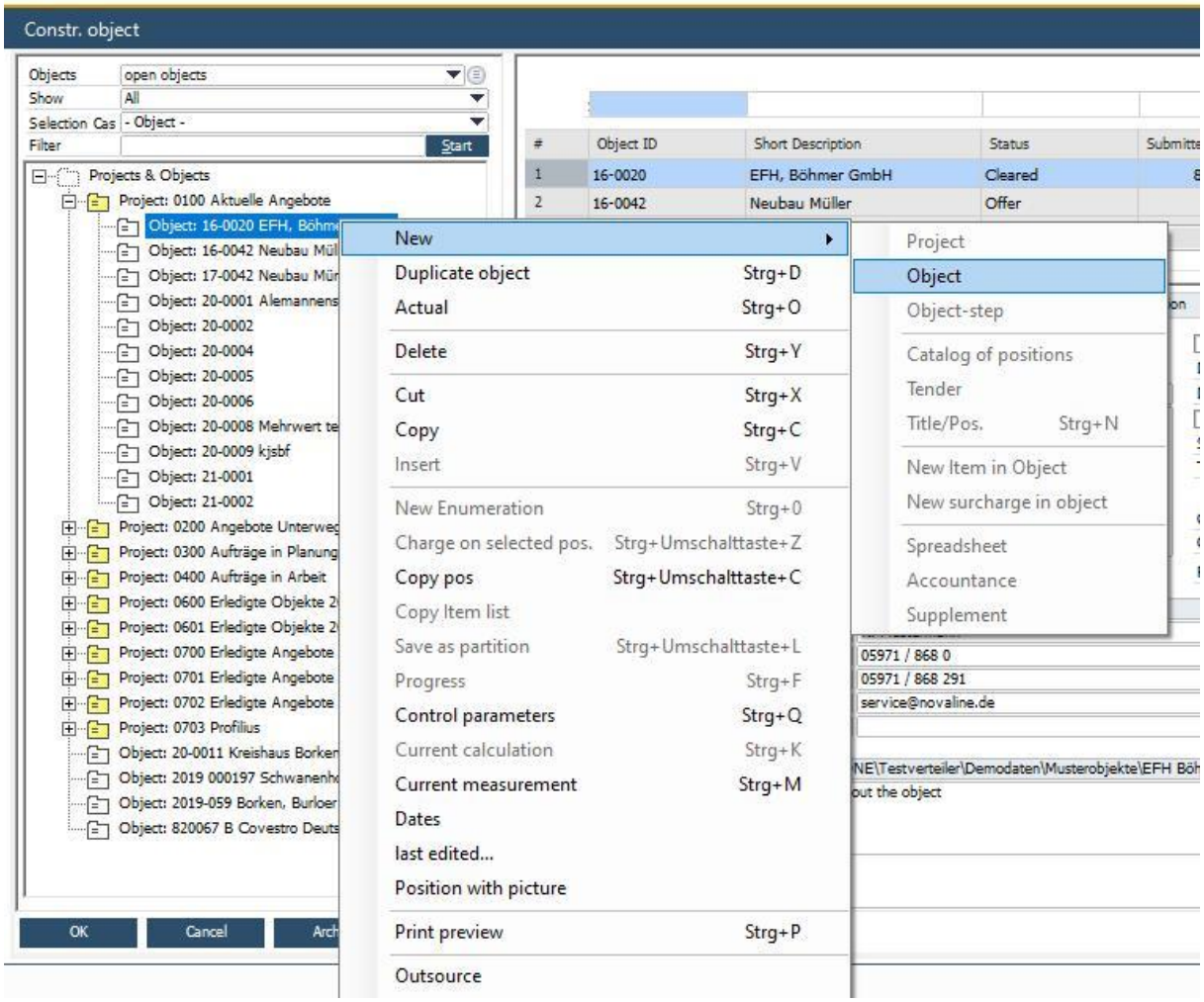
Projects are "collectors" or brackets of objects. To keep the display of current objects as small as possible, we recommend sorting the objects by theme.

Example:

- 0100 Current offers
- 0200 Offers on the road
- 0300 Orders in planning
- 0400 Work in progress
- 0700 Completed bids 2015
- 0701 Completed offers 2016
- 0702 Completed offers 2017
- 0703 Completed offers 2018
- 0800 Completed orders 2015
- 0801 Completed orders 2016
- 0802 Completed orders 2017
- 0803 Completed orders 2018
- 0900 Object templates
- 0999 Temporary contracts

If a new project is selected in the context menu, the programme shows the recording dialogue of the project data. A project consists of a number, a search word and a description. There is also a start date for the project and a person responsible.

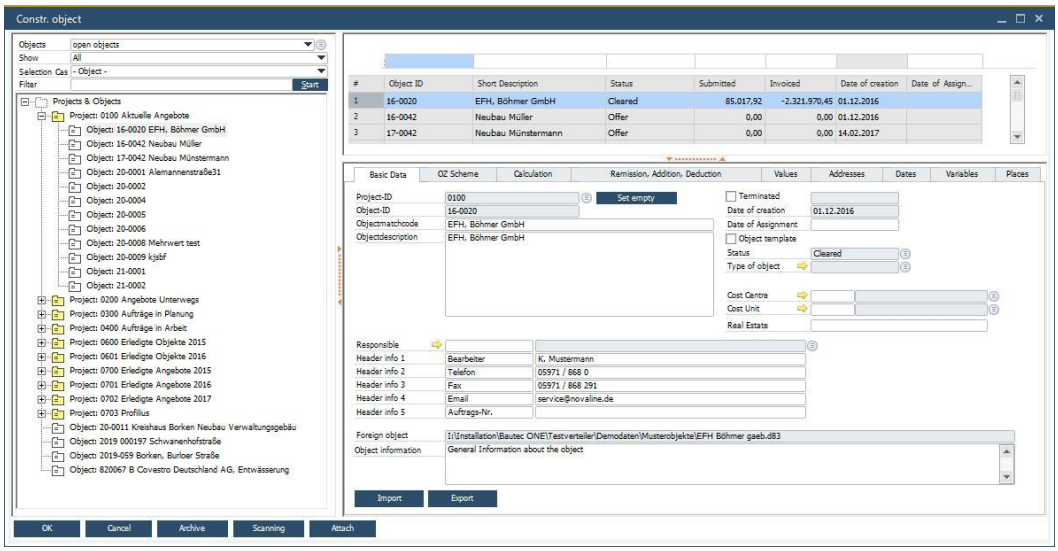
Objects that have already been created can be moved into projects by drag & drop.



When creating a new object via the context menu - right mouse button New object - the programme is in the dialogue Base data of a new object.

The object number is suggested automatically, but can be changed or added. The object search word is used when objects are to be searched for via the search browser. The object name appears in printouts

The creation date is the current date on which the object is created. It is assigned automatically. The date - completed - suggests the current date.



Further information is: Person responsible, cost centre and, if applicable, cost unit. The status of the object is entered as an offer at the beginning. It can be changed manually; for example, if the object starts as an order. The status of the object is transferred with the - progress - transfer.

The status of the object is displayed in the object overview. The status can be referred to within the object selection.

The object type can be stored. New object types can be created via the crosslink arrow.

The fields Header Information 1 - 4 are displayed empty if nothing is set up in Personnel Staff and in User Administration.

The designations of the header information 1 - 5 can be changed for each object.

The variable fields of the header information, if filled, are shown on the printouts in the offer, order and invoice in the header information.

Angebot Seite 1 von 9

Kunden-Nr.:	10100
Beleg-Nr.:	20185067
Datum	20.02.2018
Bearbeiter	K. Mustermann
Telefon	05971 / 868 0
Fax	05971 / 868 291
Email	Mustermann@Bautec.de

Note: If the object is created via the GAEB import, the short text and long text information is automatically filled. Once the new object number has been entered, the user can start importing the data.

The object origin shows the storage location where the GAEB file was saved.

In addition, the file also gives the information in which format the file was created.

The 90 GAEB file has the extension	D83
The 2000 GAEB file has the extension	P83
The XML file has the extension	X83

The pre-text of a read GAEB file is stored in the "**Object information**". They have a purely informal character at this point.

GAEB exchange formats

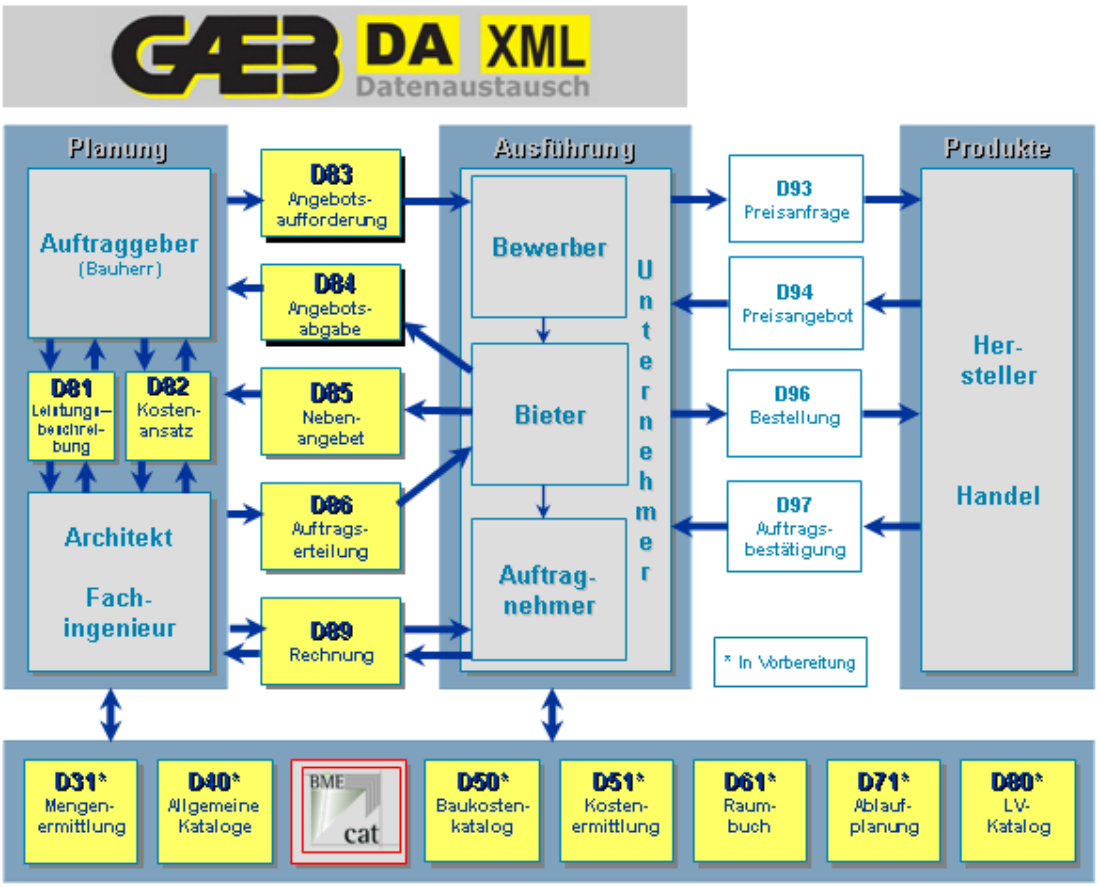
GAEB stands for: Gemeinsamer Ausschuss Elektronik im Bauwesen (Joint Committee on Electronics in Construction)

The **Joint Committee on Electronics in Construction** (GAEB) has set itself the task of promoting rationalisation in the construction industry by means of data processing. It is managed by the Federal Office for Building and Regional Planning (BBR) in the portfolio of the Federal Ministry of Transport, Building and Housing (BMVBS).

The GAEB headquarters in Bonn

GAEB has been incorporated into the German Contract Awards and Contract Committee for Construction Services (DVA) since 1 January 2005. The basic principles of GAEB's work are anchored in the DVA's statutes

The aim of GAEB is to enable efficient *tendering, awarding and invoicing of* construction works (AVA). In this context, conformity with the technical regulations of (DIN) and the German Construction *Contract Procedures* (VOB) must be followed.



The following GAEB data formats are supported by Novaline Construction.One:

GAEB format 1990

Data type 81	Service description	D81
Data type 83	Request for quotation	D83
Data type 84	Bid submission	D84
Data type 85	Secondary offer	D85
Data type 86	Contract award	D86

GAEB format 2000

Data type 81	Service description	P81
Data type 83	Request for quotation	P83
Data type 84	Bid submission	P84
Data type 85	Secondary offer	P85
Data type 86	Contract award	P86

GAEB format XML

Data type 81	Service description	X81
Data type 83	Request for quotation	X83
Data type 84	Bid submission	X84

Data type 85	Secondary offer	X85
Data type 86	Commissioning	X86

The Extention of the GAEB file gives the user the information which notation **(90/2000/XML)** the issuer has chosen.

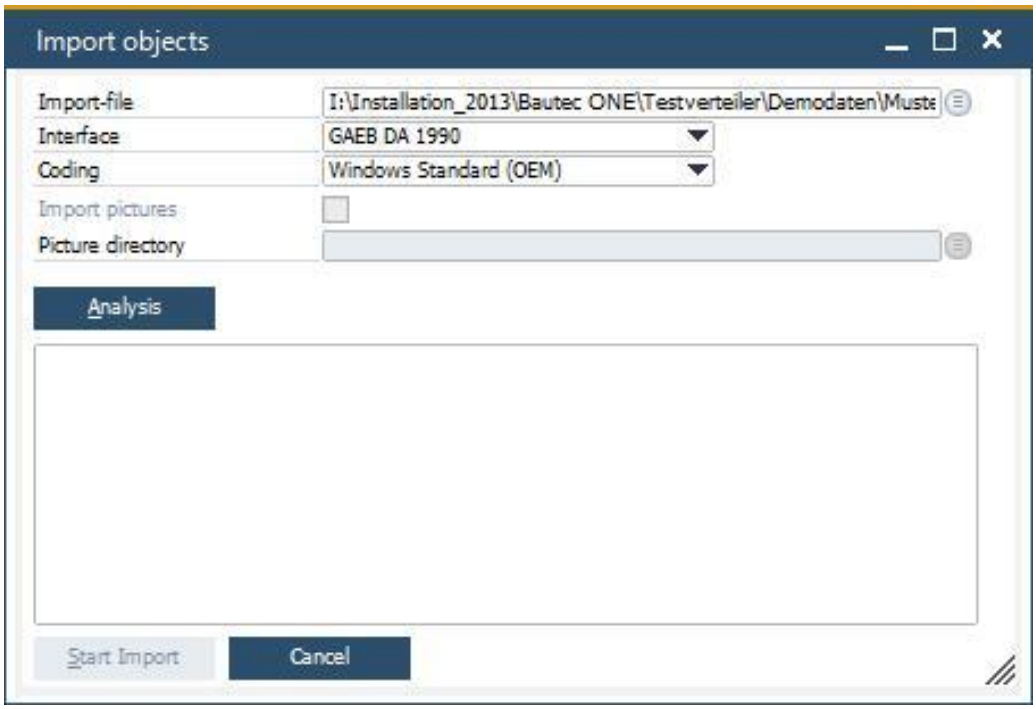
This can be important if the calculated prices are to be returned as a GAEB file.

Construction.One offers all formats **(90/2000/XML)** when exporting data.

Note: We recommend the use of MWM- Primo. The programme can be downloaded free of charge from the website www.MWM.de. MWM Primo is a GAEB viewer - it shows the user all information on existing GAEB files. Also errors!

In the basic data of the object, you can import a GAEB file by using the Import Button. The import dialogue is opened for this purpose.

GAEB Import



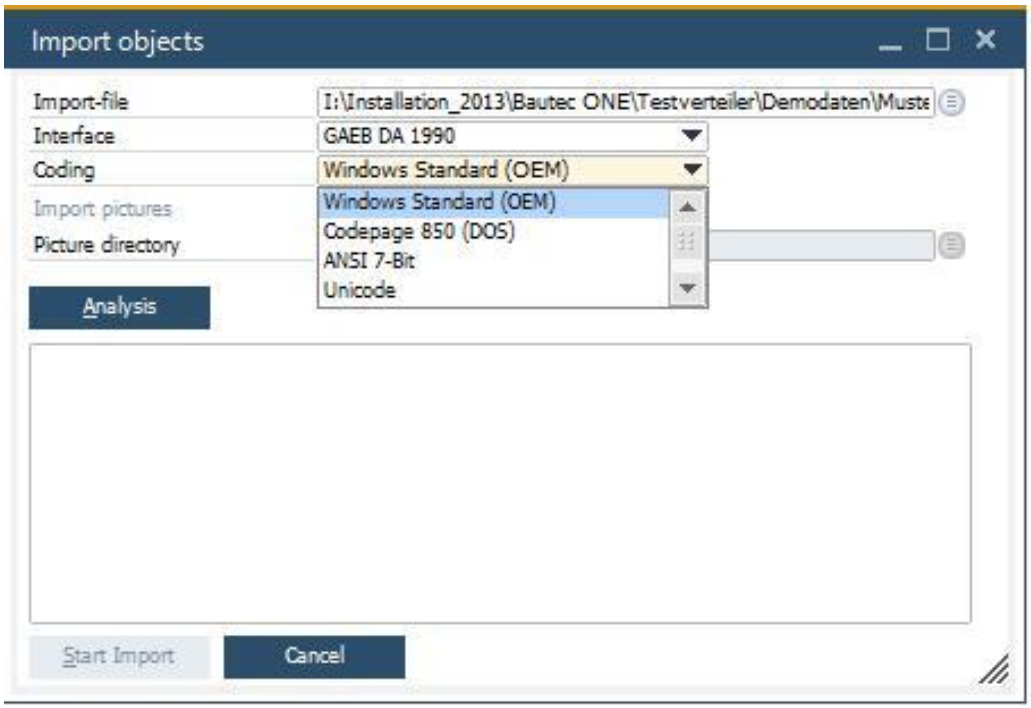
After selecting Import, this dialogue is displayed.

First, the browser is used to specify the data path under which the file is stored.

After selecting the GAEB file, the data format of the file can be determined manually. **However, this is only necessary if an analysis of the file does not indicate a unique value.**

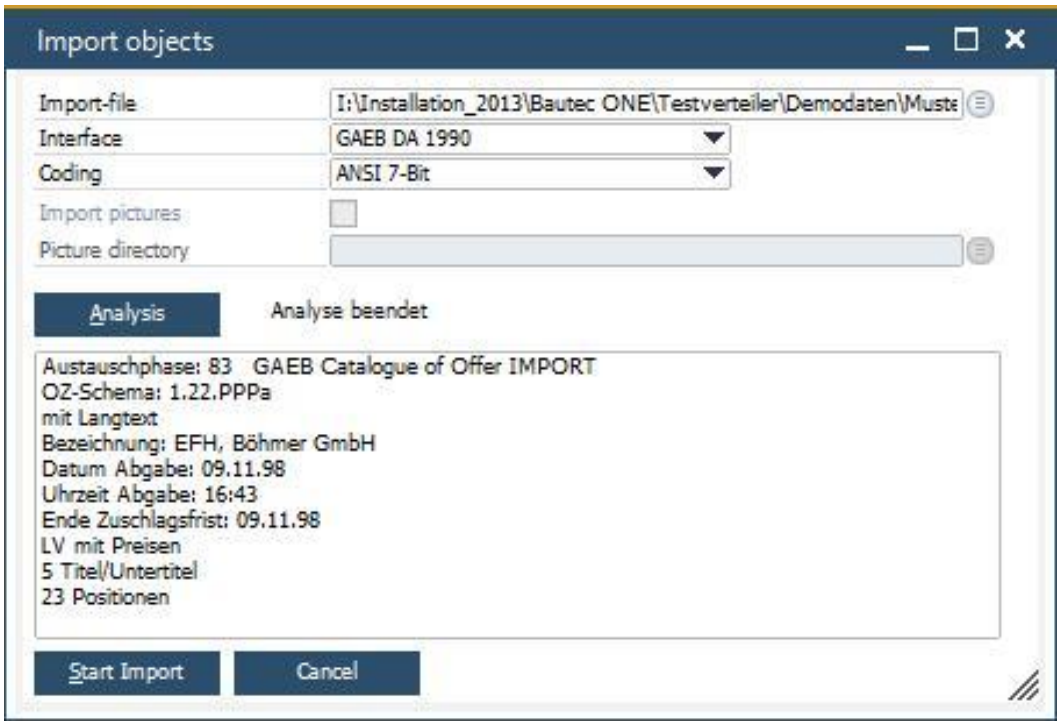
The coding, i.e. the notation in which the GAEB file was created, is set to Windows Standard by default. Most programmes today generate files in this format. However, there is also data in DOS format. The user will most quickly recognise these differences in the LV texts. For example, umlauts and special characters are not displayed correctly.

If special characters or umlauts are already contained in the header information, this is usually already apparent during the analysis. In this case, it is necessary to change to a different coding.



If Windows Standard (OEM) is displayed and umlauts do not appear, select code page 850 (DOS). If Codepage 850 (DOS) is displayed and the display is incorrect, proceed in reverse.

Import analysis



The analysis of the GAEB file gives the user information that was supplied with the object.

Displayed:

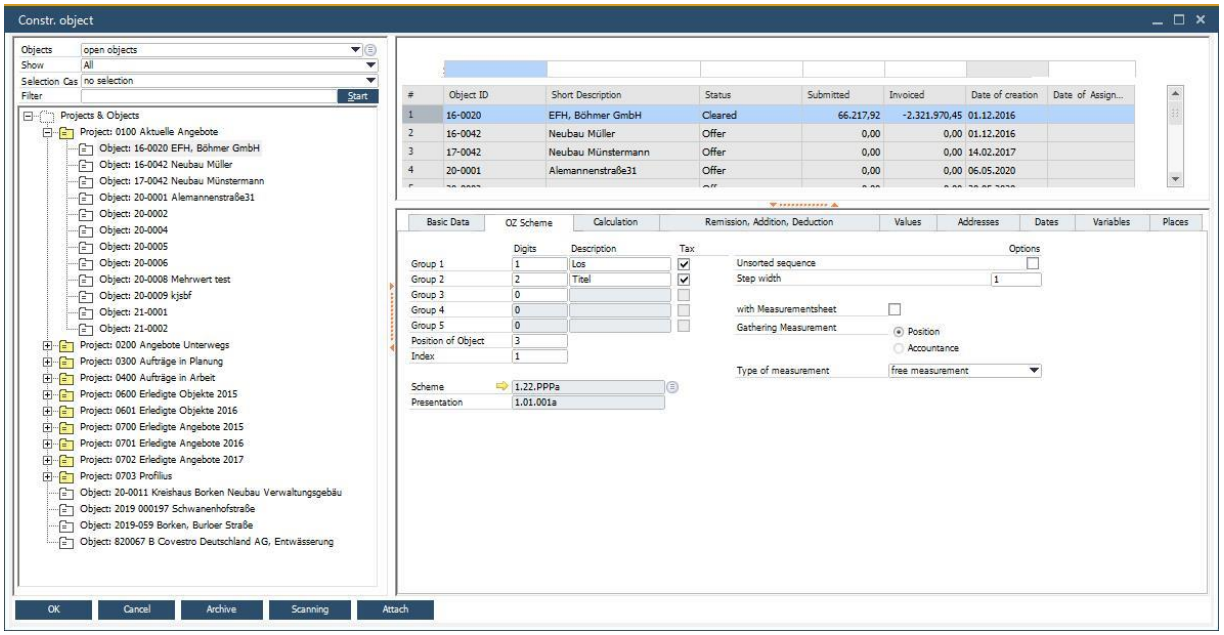
GAEB format 1990

- Exchange phase in the example GAEB DA83 with long text:
- OZ- scheme
- Object designation
- Submission date: optional
- Time of delivery: optional
- End of the award period: optional
- Number of titles and positions

With "**Start import**" the contained items of the GAEB file run on the screen. The data in the created object is then available for processing.

Basic data tab

Tab OZ scheme



The ordinal numbering scheme "**OZ-Scheme**" represents the hierarchical structure of a bill of quantities.

The minimum setting is a one-digit position number.
This allows a maximum of 10 positions to be recorded: Position 0 - 9.

The maximum setting includes 5 LV groups and 6 digit position numbers.

Caution: Once an OZ scheme has been set up, it can be extended per ***existing group*** or position once positions have been included. Adding more groups is not allowed.

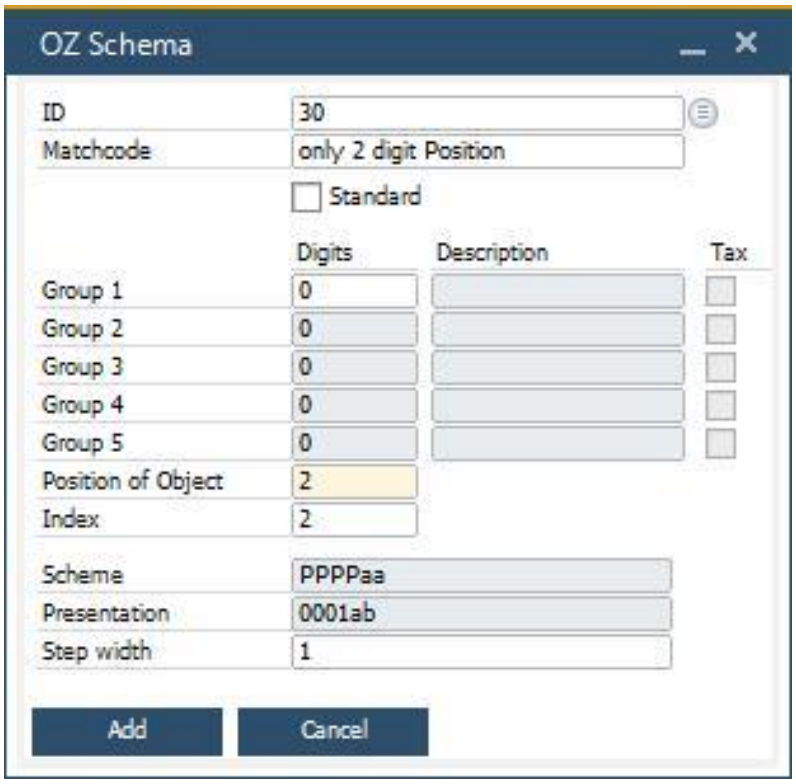
Example:
The tendering body has set up 9 titles and a maximum of 999 positions per title. Subsequently, a supplementary title 10 is to be set up. This is possible by extending the positions of the 1st LV group from 1 to 2 positions.

In this situation, it would not be possible to set up another group in front of the titles.

The OZ scheme is set up with a default assignment unless otherwise selected.

The OZ scheme default can be changed either manually or by selecting other OZ schemes already stored.

Create OZ scheme



In the submenu "**OZ scheme**", ➪ another dialogue can be opened with . It allows the user to create or edit already stored OZ schemes.

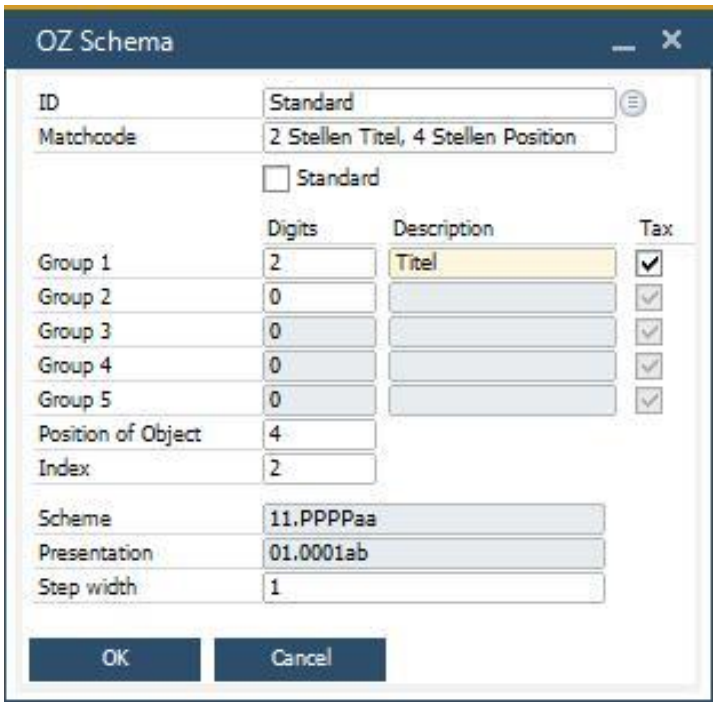
The display shows the stored standard OZ scheme.

The standard OZ scheme is automatically carried forward when a new object is created.

In addition, the increment of the new position can be carried forward.

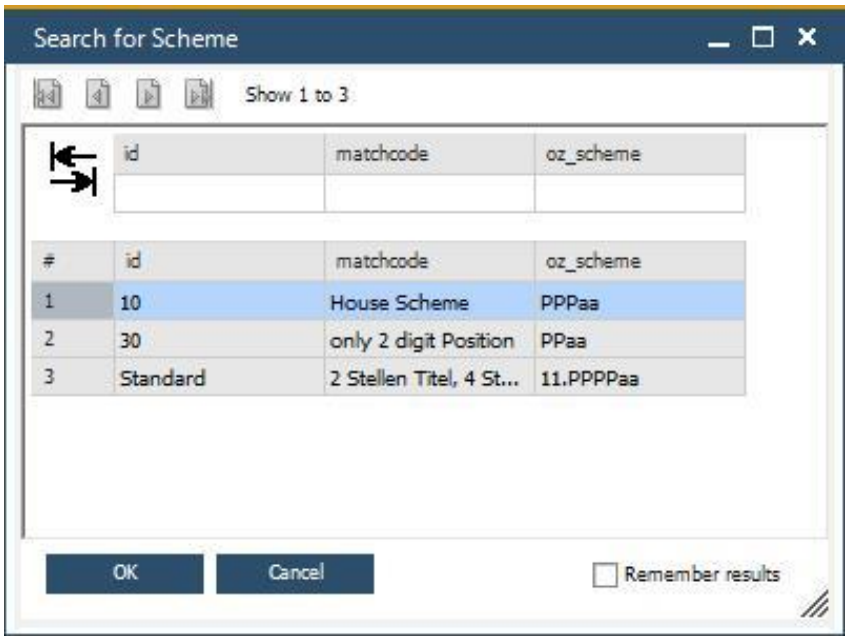
Note: A GAEB file always contains the information on the OZ scheme. They are automatically assigned to the object. Nothing more needs to be set manually after importing the GAEB file.

OZ scheme templates



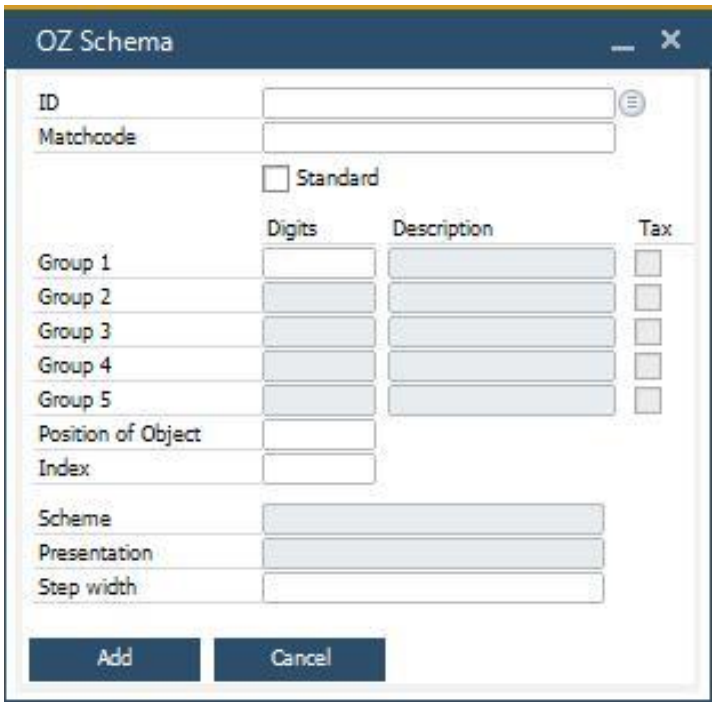
When the dialogue is started, the programme displays the currently stored standard scheme.

OZ scheme selection



Via the search browser or with the arrow keys, the already existing OZ schemes are displayed. They can be selected and edited.

Create OZ scheme



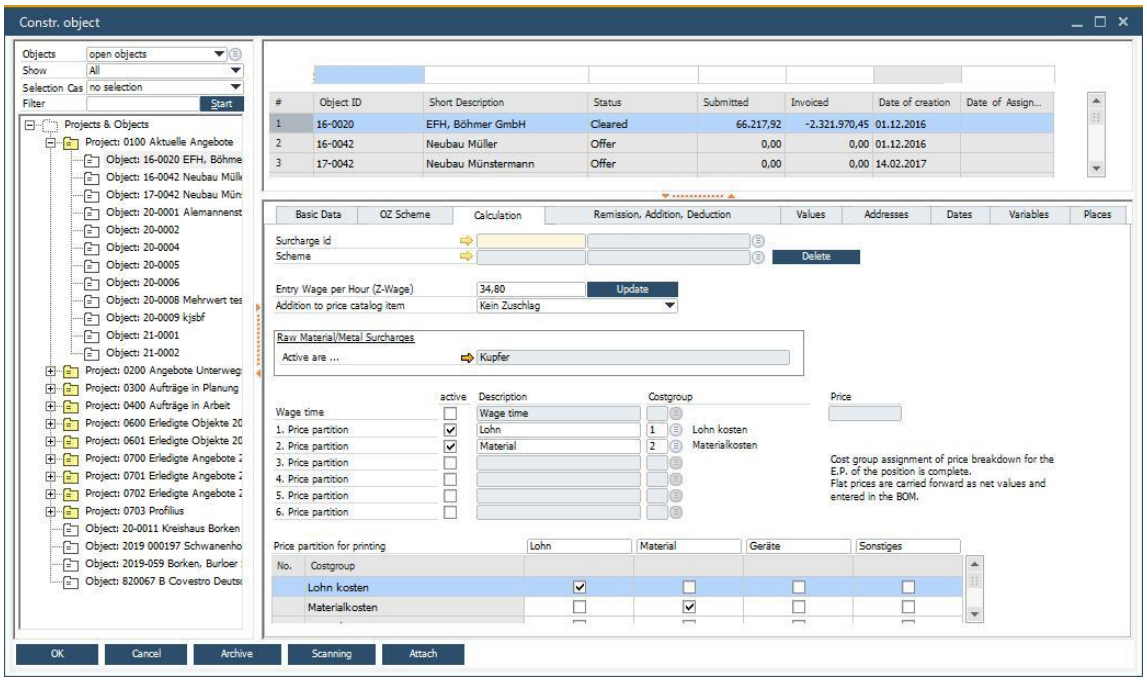
The new creation of an OZ scheme is done via the control bar.

With Add, the dialogue is made empty.

A number or name, a search term for the OZ scheme and the digits of the LV groups as well as the item number and index are entered.

The tick Standard Standard ensures that all further objects that are started from now on get this proposal scheme.

Calculation tab



The basic settings of the object setup for pricing are entered in the "**Calculation**" dialogue.

These are:
The object surcharge table, the hourly wage rate or the surcharge on item price

The object surcharge table

It can be set up automatically if an surcharge table is entered in the "Master - Basic data" "Calculation - Basic data".

Advantage:
The object is already calculated with the entered surcharges during the entry. They can be changed on an object-specific basis.

The field Surcharge table can also remain empty.

Wage per Hour (Z-wage)

A wage rate determined for a construction site is called a Z-wage in the programme. The Z-wage can be brought up to date with Update .
This can be the case, for example, if an object has been calculated and settled and is to serve as a template for a copy of the same object at a later date.

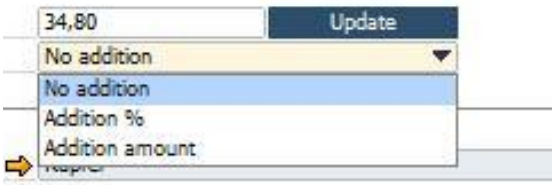
Update fetches the current billing rate of the company into the respective object.
The billing rate can be changed manually.

Note: If an item wage rate is used within the BOM calculation instead of the Z wage rate, this field can be ignored.

Addition to price catalog item

The price control in the object can be set up in such a way that the E. price of an item is charged or settled either with a % rate or a Euro amount.

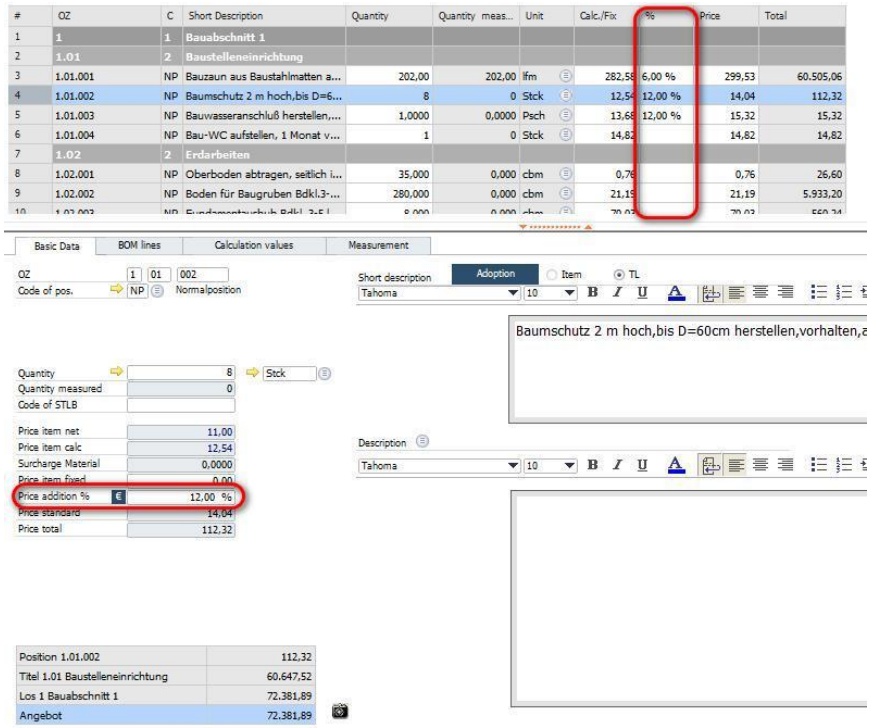
The basic setting does not bring a surcharge. This can be set differently for each object.



The display in the dialogue brings the selection - No surcharge, Surcharge % or Surcharge as amount.

The surcharge % rate or euro amount can also be a discount. In this case, it is preceded by the sign (-).

Display %/ Euro surcharge



The % surcharge on the item price, if active, is displayed in the detail data of the item as well as the grid.

It can be entered in both places.

The surcharge can be applied either individually or via selected positions.

Related positions can be marked in the grid display with shift + mouse or arrow key.

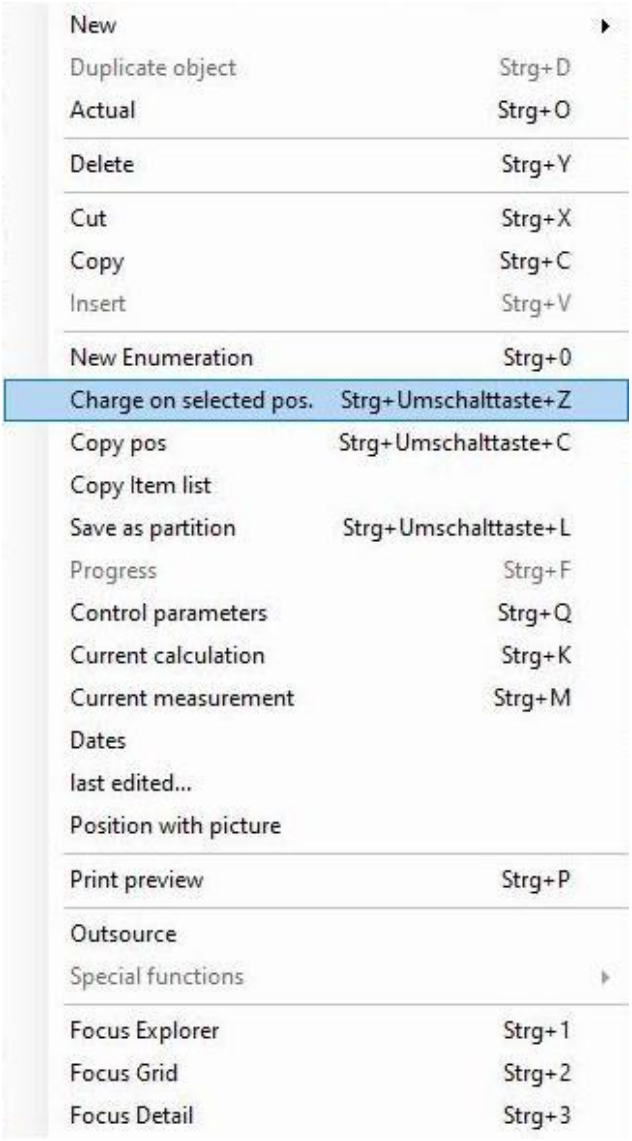
If the items that are to receive a surcharge are not contiguous, they can be marked with CTRL + mouse.

If the marker is on an LV group in the grid, this group can also be selected as a whole.

The selection for the surcharge is offered via the context menu right mouse button.

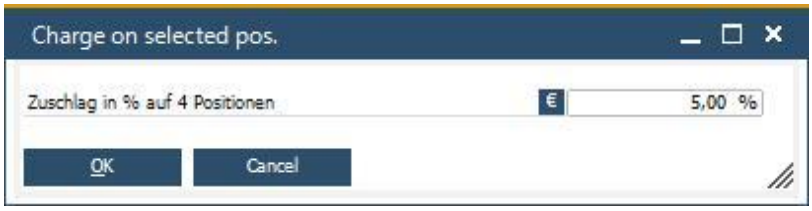
Attention: A fixed scheme can be stored in order to have the % surcharge in every new object.

Surcharge in %/ control



In the context menu: Surcharge on selected items - is selected.

The input window appears with the information, quantity, selected items and the input field of the surcharge or discount.



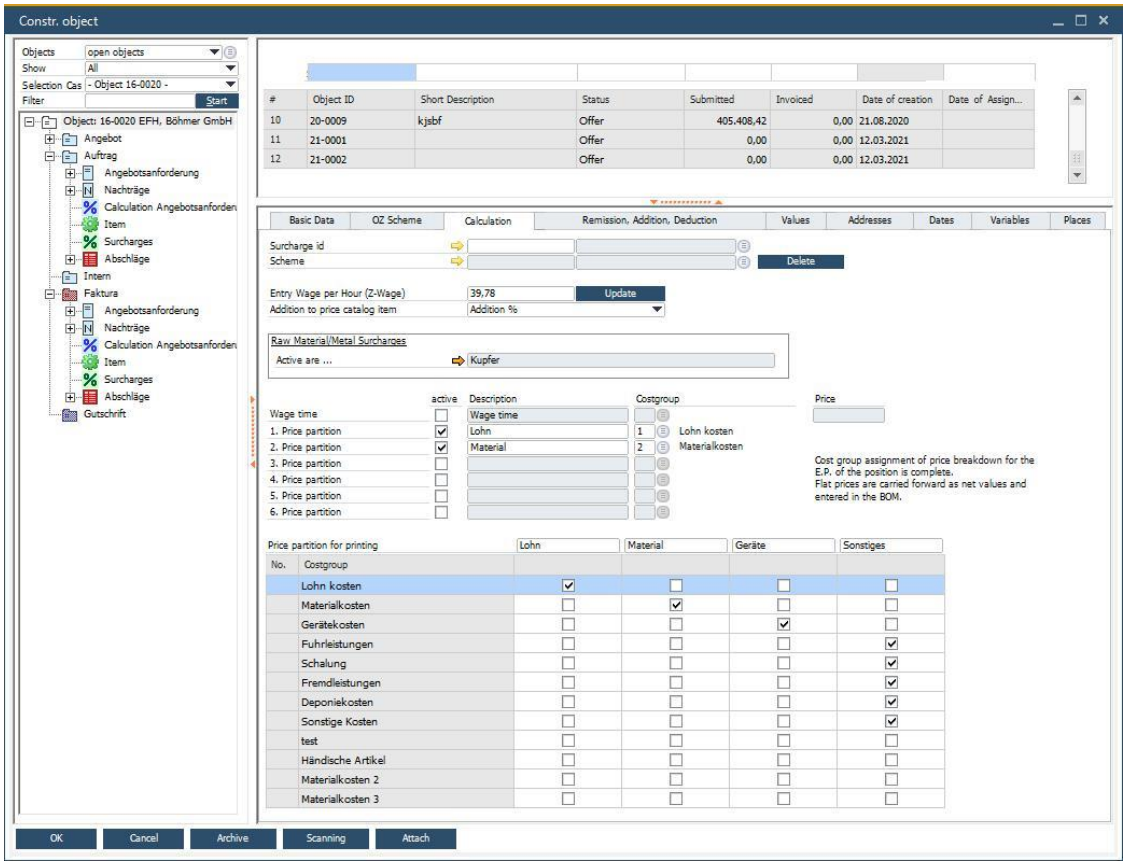
The entered value is transferred to the selected positions.

Price breakdown per position/ fixed price

The price breakdown gives the user the option of entering a group price instead of a differentiated calculation with articles. Up to 6 groups can be set up. The name of the groups is freely selectable. The entered groups must be assigned to a cost group.

Within the entry, the price fields set up are displayed at the position and in the grid display.

Price breakdown for printing



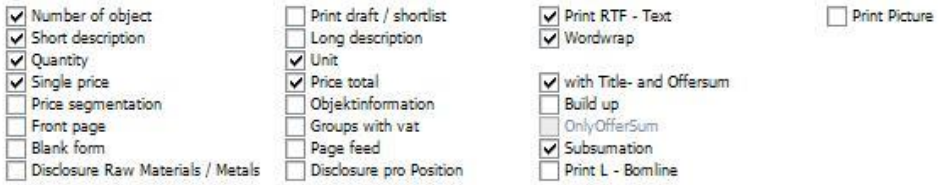
The price breakdown for printing shows the cost groups created.

A division into a maximum of 4 price parts is possible.

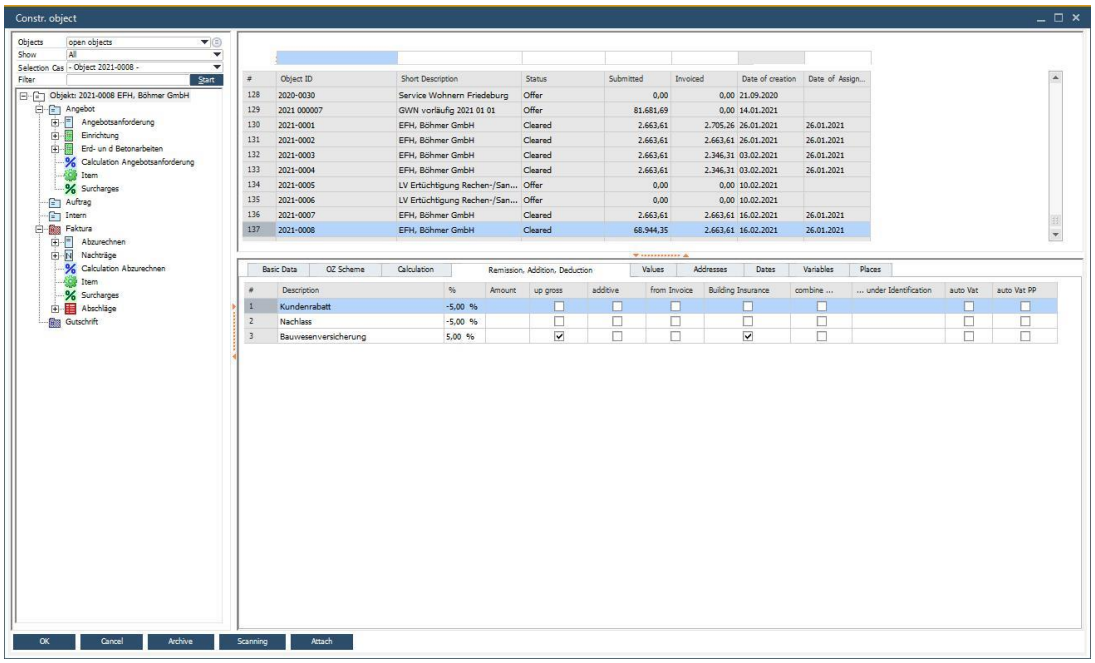
The name of the price breakdown can be freely assigned in the header information in the detailed display.

The assignment of the tick marks controls in which of the 4 groups of BOM prices are to be included.

The print parameter can be used to decide whether the price breakdown should appear.



Object Discounts, surcharges, deductions

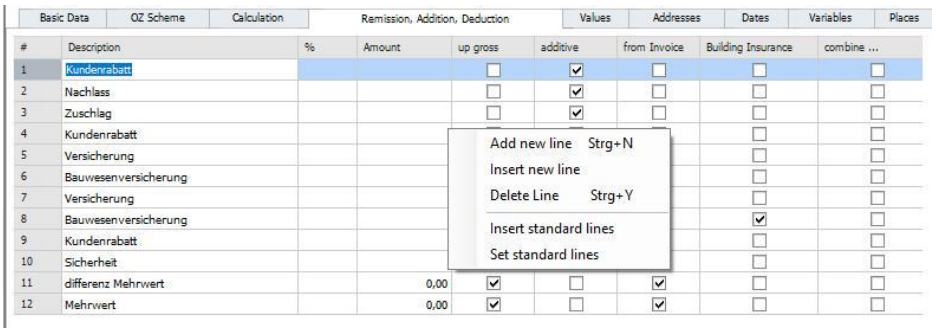


When new objects are created, the stored standard scheme is set up.

The scheme can be changed as desired.

The context menu can be used to insert or append new lines, delete existing lines, read in the standard schema or set the template made as the standard.

Note: If construction insurance is activated in the booking types, it appears as a trade in the statement.



Meaning of the individual headings of each line:

% rate
Here you can enter the rate that is to be taken into account as a surcharge or discount in the bill of quantities. If a deduction is to be made, the value must be entered with a (-) minus.

Amount
Here you can enter the amount that is to be taken into account as a surcharge or discount in the bill of quantities. If a deduction is to be made, the value must be entered with a (-) minus.

On gross
If the field remains empty, the entered % rate or amount is entered after the compilation and before the tax determination .If the mark is set, the amount after tax and total value appears.

Example:

Summe Los 1	2.663,61
Summe Netto	2.663,61
Kundenrabatt -5,00 % von 2.663,61	-133,18
Nachlass -5,00 % von 2.530,43	-126,52
Summe	2.403,91
+ 19,00 % MwSt	456,74
Summe - Angebot	2.860,65
Bauwesenversicherung 5,00 % von 2.663,61	133,18
Summe - Angebot	2.993,83

In this example, the surcharge is listed after calculation of the tax - i.e. gross. It only reduces the total amount in the offer or invoice.

Additive
The surcharges, discounts etc. entered can either always have the total value up to the compilation as a basis, or they are calculated per line from the result of the previous line.

Additive composition

Rainer Mustermann - Hoch- und Tiefbau GmbH Birkenallee 177 - 48432 Rheine

Objekt: 2021-0008
EFH, Böhmer GmbH

Angebot

Seite 3 von 3

Kunden-Nr.: 10200
Beleg-Nr.: 20158293
Datum 23.03.2021

Pos.-Nr.	Menge	Einheit / Bezeichnung	E.-Preis	Gesamt €
Zusammenstellung				**Betrag**
Los 1		**Bauabschnitt 1**		
Titel 1.01		Baustelleneinrichtung		2.663,61
Titel 1.02		Erdarbeiten		0,00
Titel 1.03		Betonarbeiten		0,00
Titel 1.04		Maurerarbeiten		0,00
		Summe Los 1		**2.663,61**
		Summe Netto		**2.663,61**
		Kundenrabatt -5,00 % von 2.663,61		**-133,18**
		Nachlass -5,00 % von 2.530,43		**-126,52**
		Summe		**2.403,91**
		+ 19,00 % MwSt		**456,74**
		Summe - Angebot		**2.860,65**
		Bauwesenversicherung 5,00 % von 2.663,61		**133,18**
		Summe - Angebot		**2.993,83**

Zahlungsbedingung: 2% 10 Tage, Netto 30 Tage

In this example, the individual additions/deductions have always been recalculated in stages. Determination = additive.

Composition not additive

Rainer Mustermann - Hoch- und Tiefbau GmbH Birkenallee 177 - 48432 Rheine

Objekt: 2021-0008
EFH, Böhmer GmbH

Angebot

Kunden-Nr.: 10200
Beleg-Nr.: 20158293
Datum 23.03.2021

Pos.-Nr.	Menge	Einheit / Bezeichnung	E.-Preis	Gesamt €
Zusammenstellung				**Betrag**
Los 1		**Bauabschnitt 1**		
Titel 1.01		Baustelleneinrichtung		2.663,61
Titel 1.02		Erdarbeiten		0,00
Titel 1.03		Betonarbeiten		0,00
Titel 1.04		Maurerarbeiten		0,00
		Summe Los 1		**2.663,61**
		Summe Netto		**2.663,61**
		Kundenrabatt -5,00 % von 2.663,61		**-133,18**
		Nachlass -5,00 % von 2.663,61		**-133,18**
		Summe		**2.397,25**
		+ 19,00 % MwSt		**455,48**
		Summe - Angebot		**2.852,73**
		Bauwesenversicherung 5,00 % von 2.663,61		**133,18**
		Summe - Angebot		**2.985,91**

Zahlungsbedingung: 2% 10 Tage, Netto 30 Tage

In this example, the additions/deductions are always calculated from the net total. Determination = not additive.

From invoice
The tick determines from which step in the object the entries made are to take effect. If the tick is set, this surcharge/deduction only appears from the invoice onwards. Otherwise, these lines are already printed in the offer.

Building insurance
The indicator controls whether building insurance should be deducted with this entry.

The building insurance deduction is calculated from the net amount and subtracted from the gross amount.

In the example, it looks like this:

Final invoice value net	1.000, 00 Euro
Value added tax 19 %	190,00 Euro
Gross invoice amount	1.190,00 Euro
Building insurance:	-100,00 Euro
Invoice amount - payment amount	1.090,00 Euro

The following amounts are determined for accounting purposes:

Invoice amount net:	1.000,00 Euro
VAT:	190,00 Euro
Building insurance	- 100,00 Euro

Control discounts, surcharges, deductions

Summarise

The user can set up any number of lines that are to appear on the printout as a partial amount of a total value with a sum.

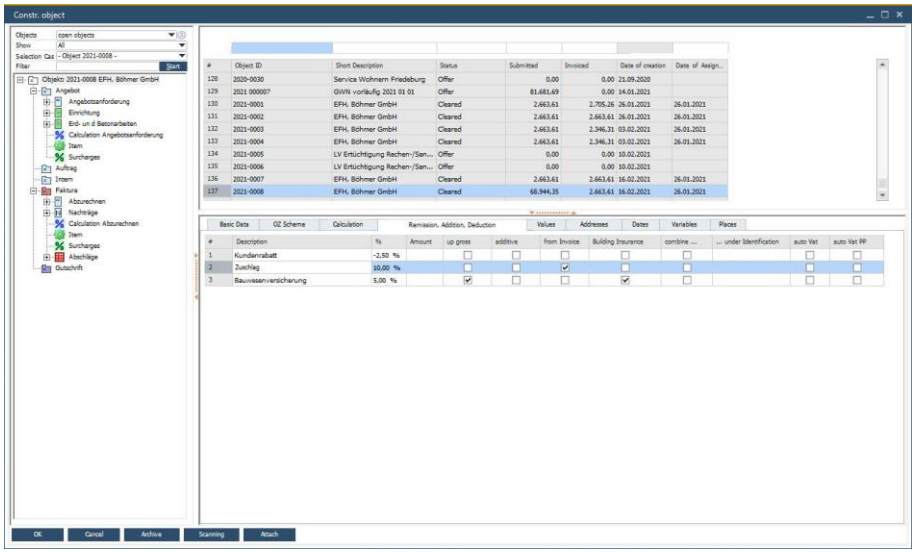
- Construction site electricity
- Construction water
- Building sign
- General insurance
- Sewerage fees

- General costs

Each individual line has a single value. The calculator has an overview of the individual costs. The marker "Summarise" brings only the total value = general costs on the printout.

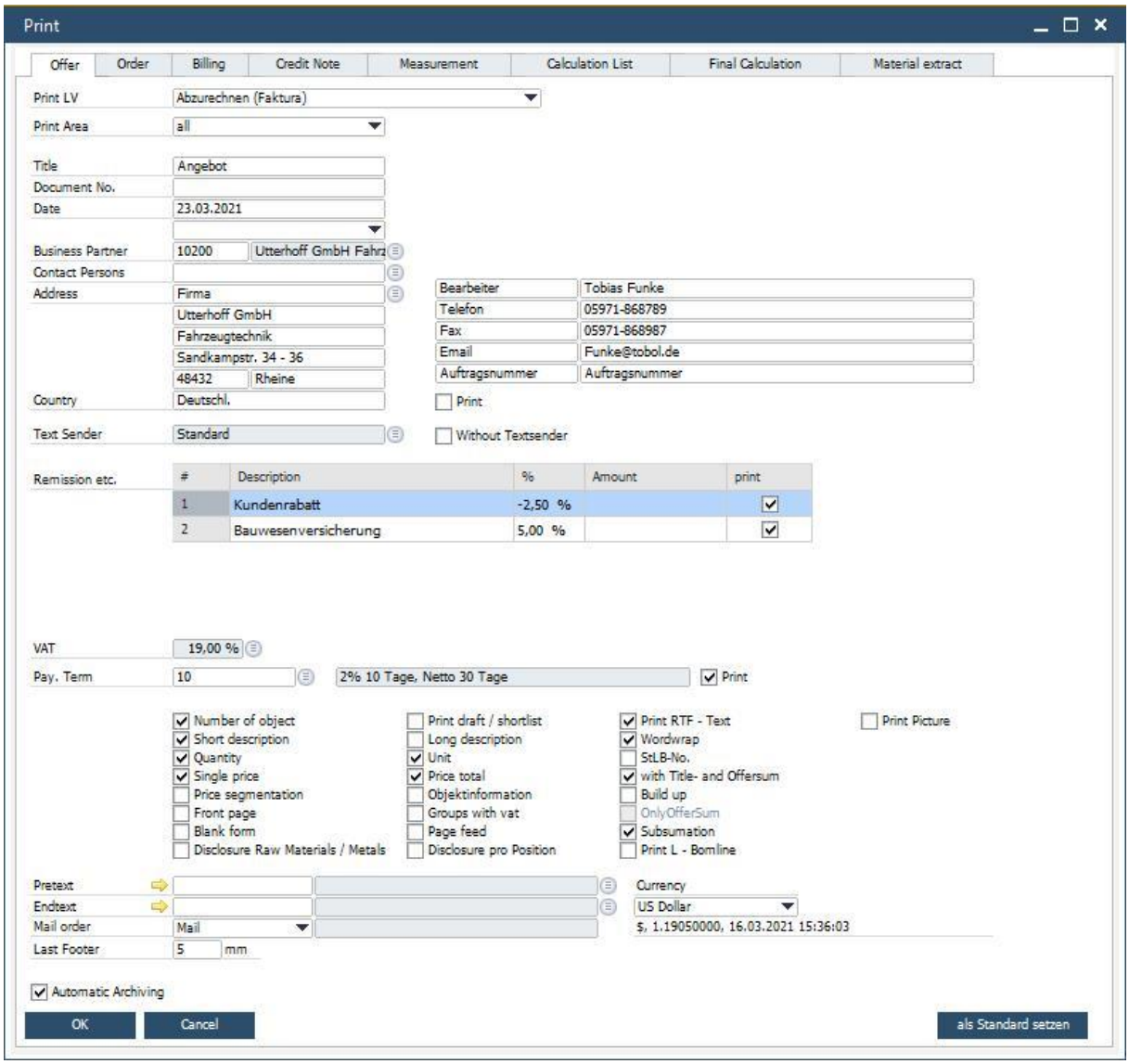
Under designation

The individual lines are shown under the term = General costs, as shown above.



Example of a compilation

Control discounts, surcharges, deductions



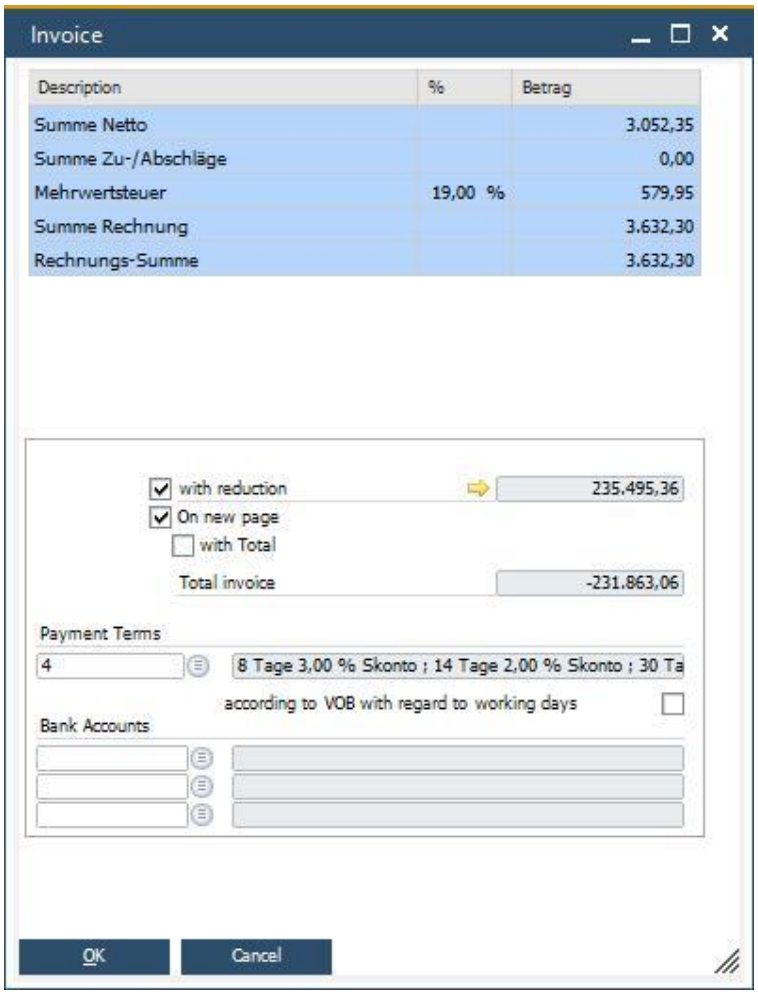
The surcharges and discounts appear in the print preview.

The print marker controls whether the entered line discount / surcharge etc. is to be printed.

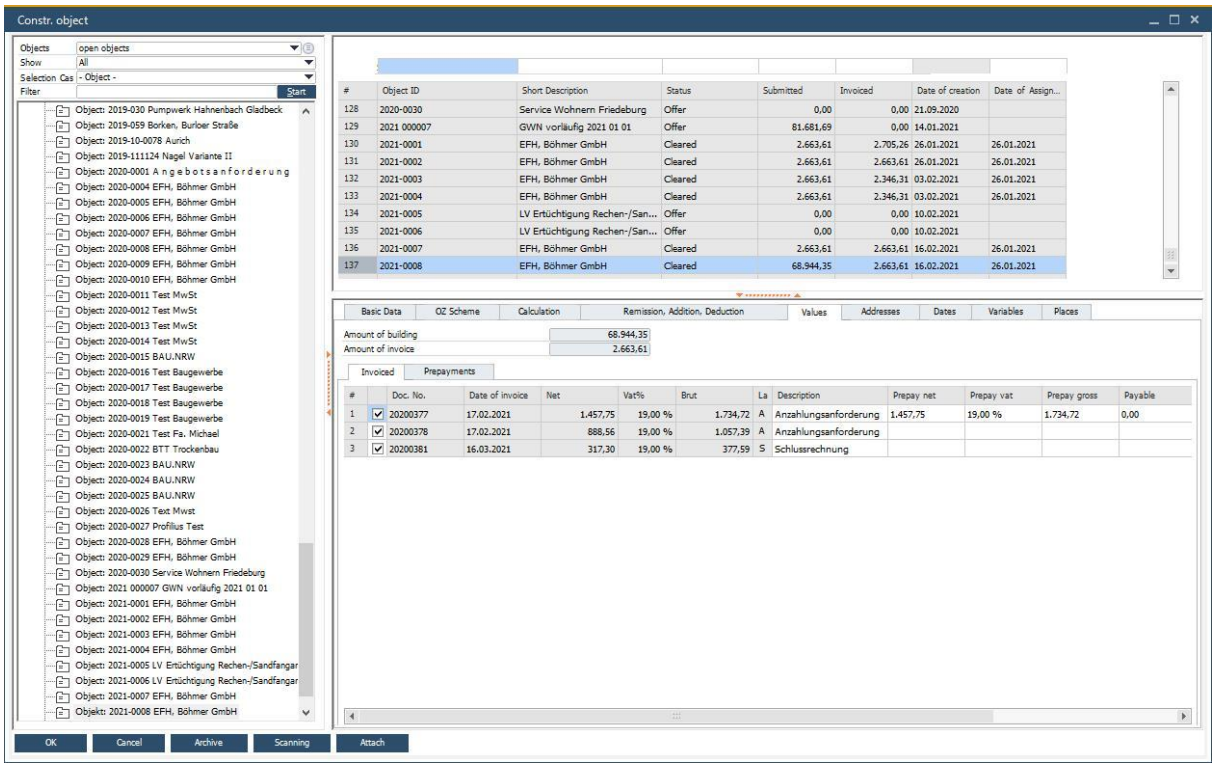
The data comes from the object basic data. They can be changed here.

Control discounts, surcharges, deductions

Only the total value - General costs - will appear in the billing summary. The individual values will not be shown.



Object/ Values - Invoices



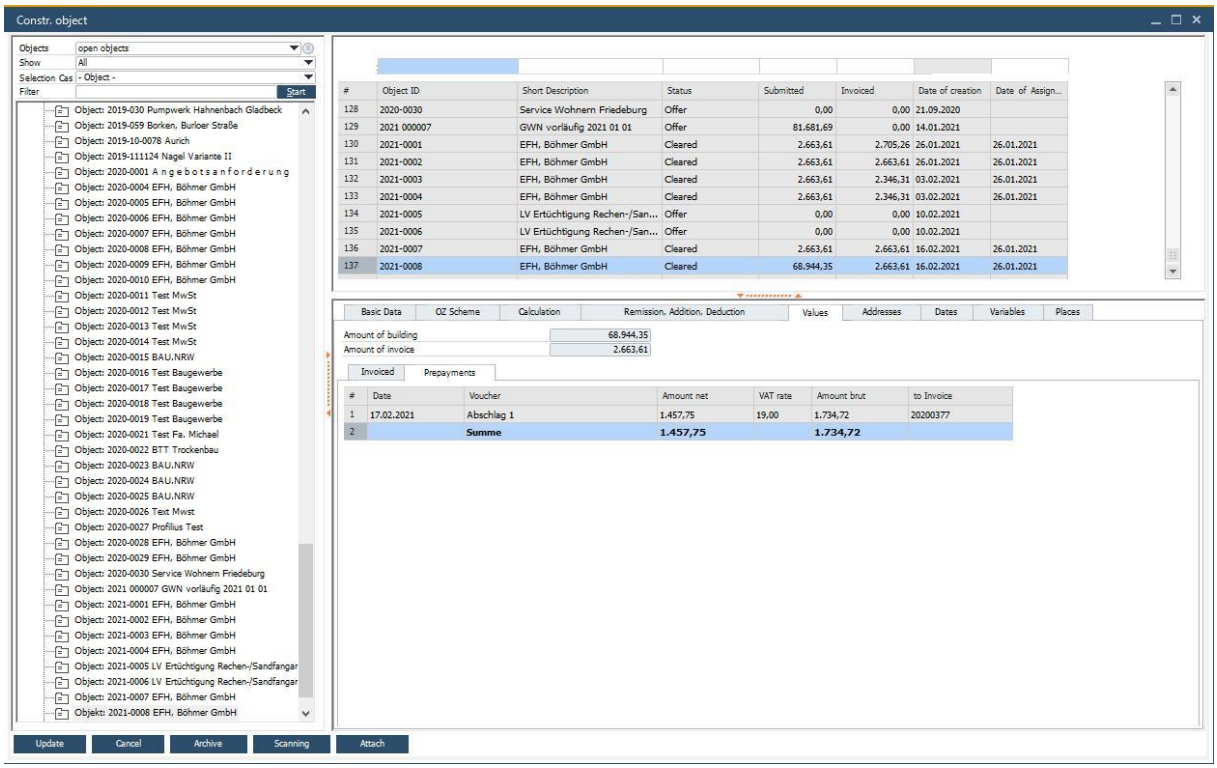
All values determined in the object from invoice and prepayment are shown in this dialogue.

The invoices issued appear in this dialogue for information purposes. They are stored here when the invoice has been printed.

At the same time, the invoice is transferred to the Accounting journal.

The value of the invoices entered here appears in the grid view as calculated.

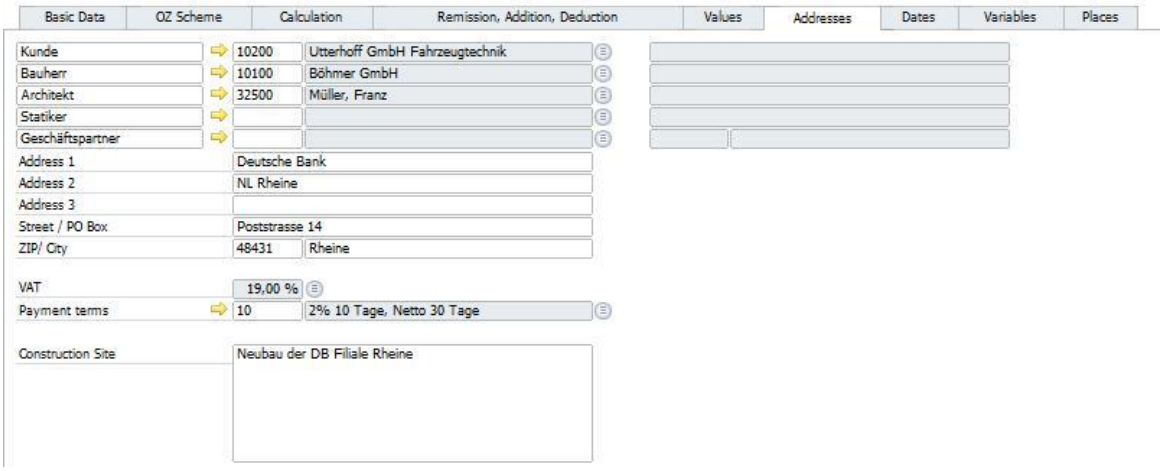
Object/ values - prepayments



On the "**Prepayments**" page, a new prepayment can be deposited via the context menu. Existing prepayment amounts can be changed or deleted.

The prepayments can also be entered in the print dialogue of the "**Invoice from masses**".

Object/ Addresses



Up to 5 addresses can be stored for each object.

To indicate which address is involved, a corresponding term can be entered under Designation. Customer, builder, structural engineer, etc. The designation of an address can also be changed for each object.

The designations from the object control are automatically entered here.

The desired addresses can be entered via the address selection.

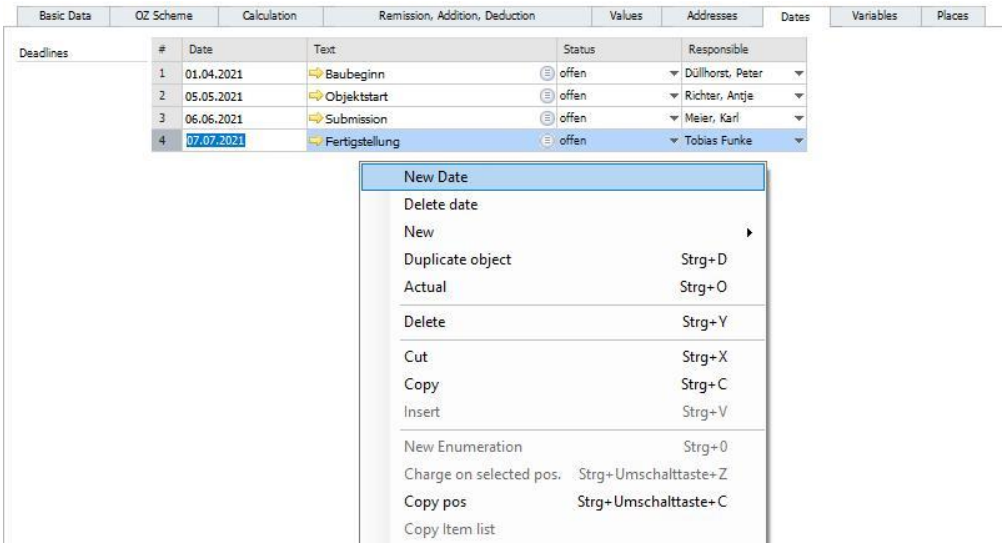
The information on the stored address is displayed to the right of the address number when the mouse is over it.

The crosslink function takes you from here to the master data of the stored address or to the new entry of another address.

A stored payment condition and the VAT key according to the customer's region are automatically transferred to the object master and are available from then on in the offer and invoice.

In addition, there is the option to enter a construction site address. It appears on the empty measurement sheet or the assembly order sheet.

Object/ Dates

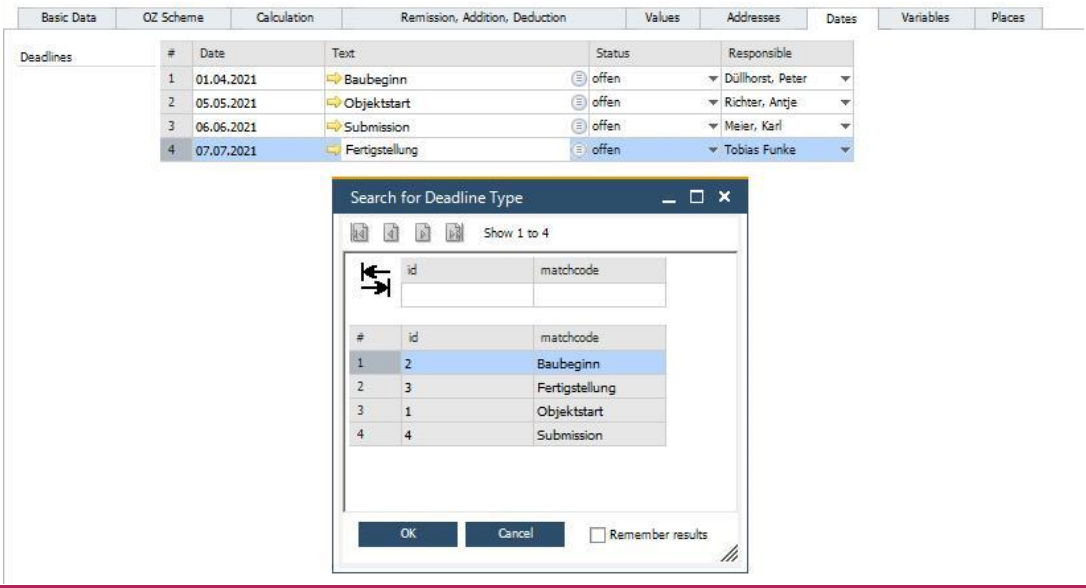


All important dates, e.g. intermediate dates for the construction process, can be stored in the dialogue.

Using the context menu - right mouse button in the free field - any number of interim appointments and their objectives can be entered / managed.

With - New date - a new empty line is created.
Please enter a date for resubmission here.

Any free text can be entered in the text field.



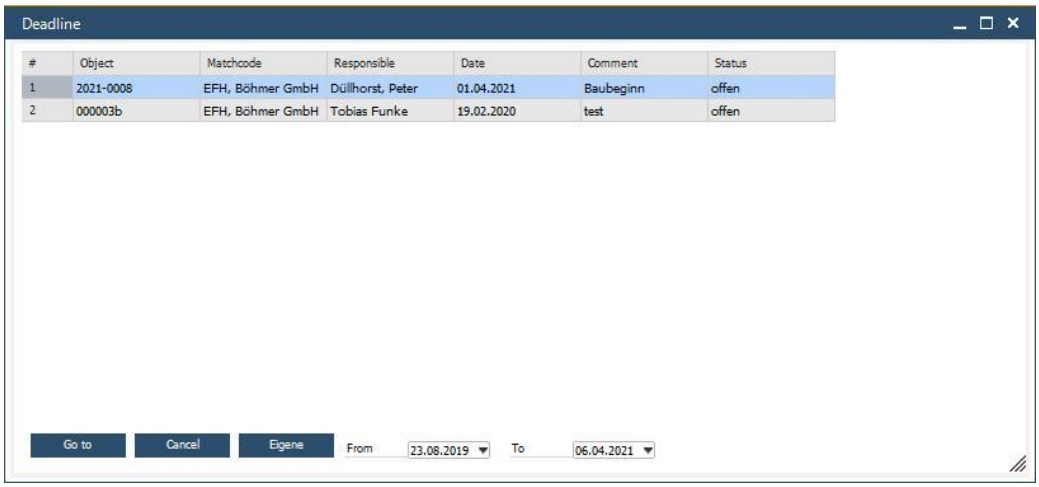
In addition, recurring texts can be retrieved via the browser or set up again with the crosslink arrow.

The status shows whether the appointment is still open.

A responsible person can be entered for the display of the dates.

The set-up appointments appear automatically on the screen over a 14-day period when the object processing is started.

From the appointment view, it is possible to switch directly to the displayed object.



The display can be created at any time via the context menu.

You can view either your own appointments or all appointments from the Construction.One programme.

Object variable

The values stored in the object variables are automatically carried forward when a new object is created.

The variables are used for the item quantities in the offer as well as within the parts list for the calculations.

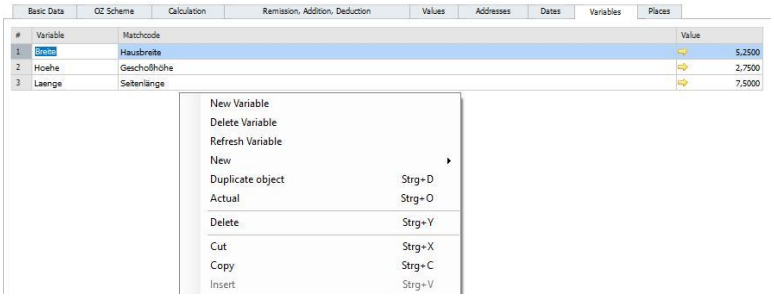
The stored values of the table are passed through to the individual positions in which they are located.

This enables the user to significantly simplify recurring procedures within object processing.

For the sake of clarity, the variables can also be deleted if they do not come into play in the respective object.

In addition, further specific variables can be created for each object.

With the context menu right mouse button on the table the deposited possibilities appear.

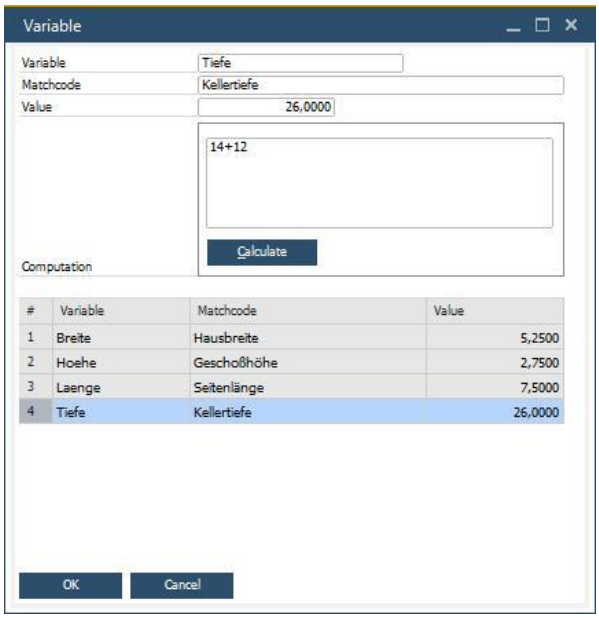


By updating the variables, the deleted variables are brought back into the object.

Within the object master data, variables can be created that will be used again and again in objects.

For example, wall lengths, screed heights, etc.

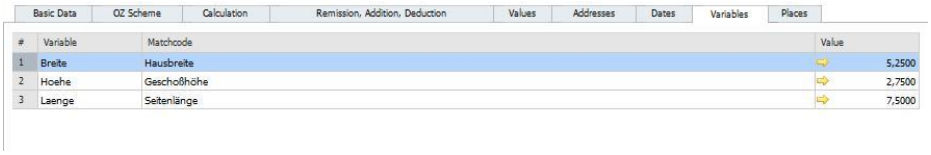
The variables are automatically transferred to each object and are adapted to the specific values when used in the object. This allows recurring values to be stored and maintained in a central location.



A new variable is initiated via -Add-. First, the variable is given a short name that can be used in the calculation. In addition, the variable is given a search term so that it can be found again.

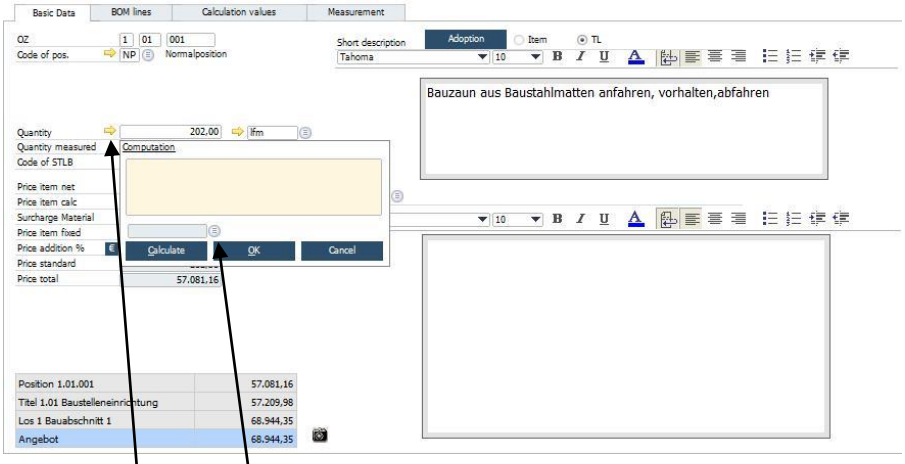
A value can also be entered immediately that should always be suggested for this variable.

Within the objects, the master data is transferred to the Variables folder.



The variables taken over from the master data are displayed in the object folder of each object. The values are changed centrally for the object.

Specific additional variables can be created in the object. They are then only valid in this object.
The variables are available once in the item quantity and within the parts list in the quantity calculation.



Click on the crosslink arrow to open the calculation field.

The search browser displayed in the calculation field showed the selection of available object variables.

The selection is also available for the parts lists in the Quantity field.

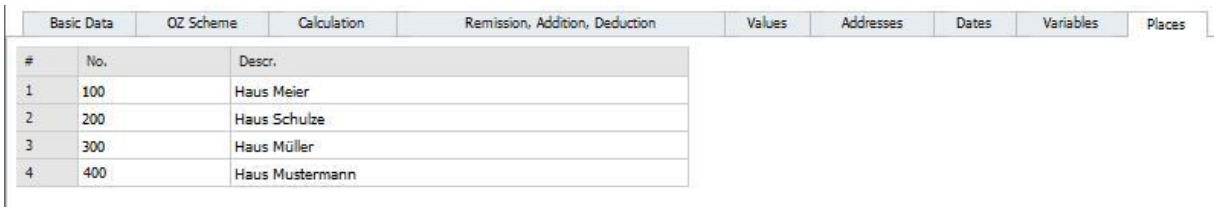
Places tab

Objects can be settled separately according to construction stage or area.

A maximum of 999 locations can be created for the subdivision.

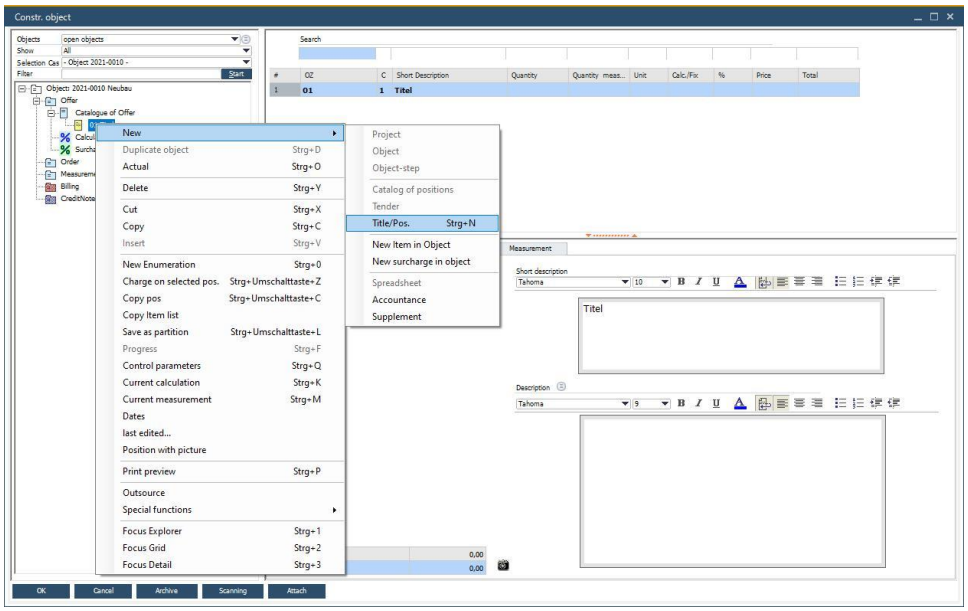
In the measurement, the line can be assigned to a location for each item.

Within the invoicing process, the partial and also the final invoice can be issued according to ORT
be created.



With the context menu - right mouse button - the new recording is started. Each location is given a number and a designation.

Object Master Data First Steps



After creating a new object and selecting the object data, the programme is in the empty first dialogue of the offer processing.

The object processing stages:

- **Offer**
- **Order**
- **Internal**
- **Invoice**
- **Credit note**

are displayed.

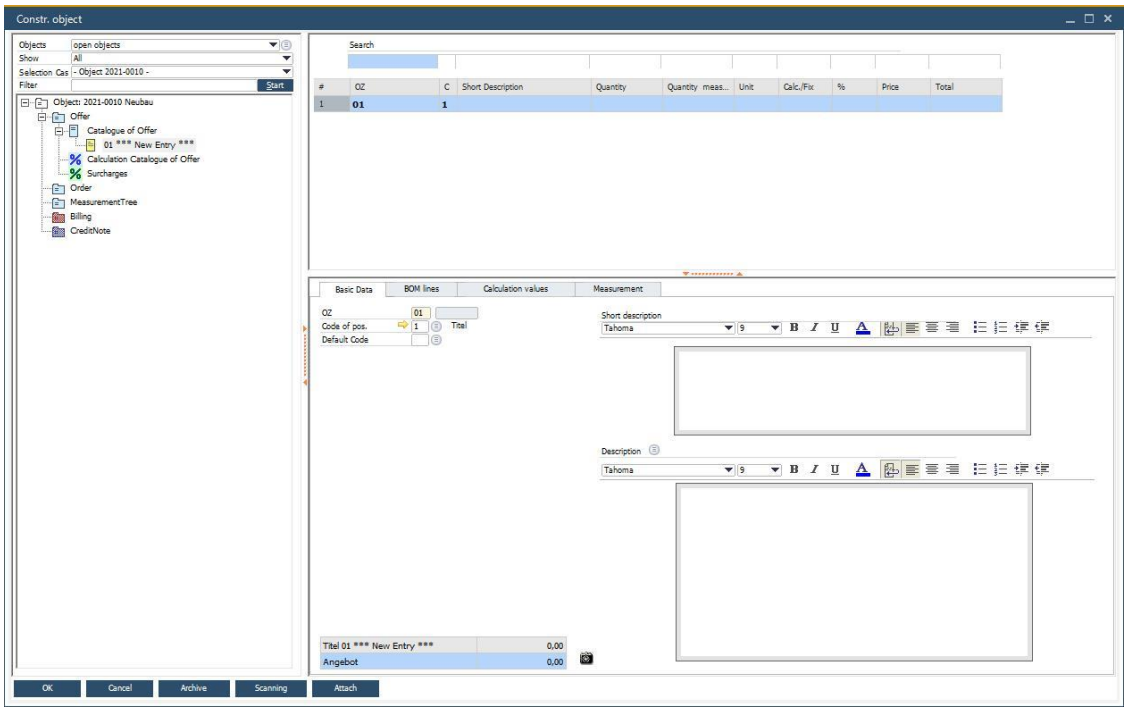
(Normally, the steps quotations and billing are set up via the control).

Below **Offer** the programme shows the processing step **Request for quotation** as well as the possibility of **calculation**. If an overhead table is stored in the master data Basic data Calculation Basic data, it also appears here in the first display.

The surcharge table has been transferred to the object and can be adapted to the object even before the item entry begins.

ATTENTION:
The display of the object steps can be set up via the context menu - Control parameters. Normally, the steps offer and invoice are sufficient for everyday processing. Missing or additional object steps can be set up at any time.

Enter object LV groups/items



Via the context menu or keyboard shortcut CTRL + N the recording of the first LV group or position within the - request for quotation - is started.

The template is the set-up OZ scheme of the respective object.

The programme shows the first group or the first position as a suggestion.

In the tree and in the grid display, the note ***New recording*** appears.

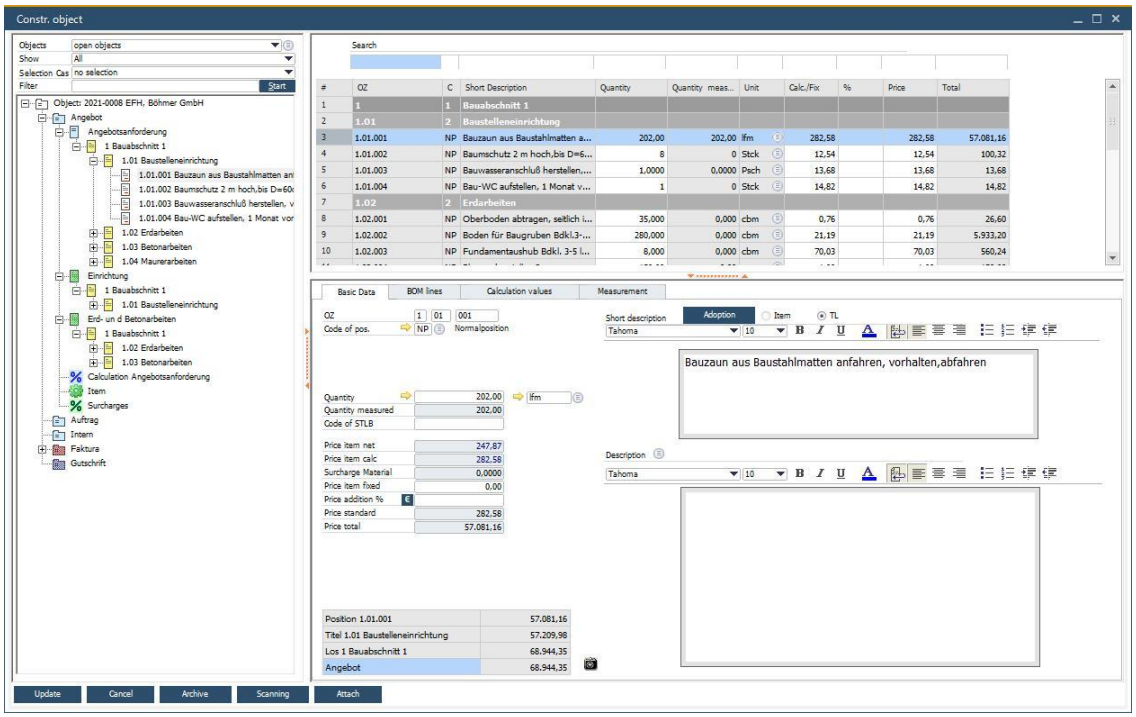
In the detail area, the programme is on the first proposed position number.

With the ENTER or TAB key, the programme changes to the next field of the position editing. From the short text and long text fields, you can only change to the next step with the TAB key or the mouse. ENTER switches to the next text line for short or long text.

After leaving the long text, the edited position is saved. The next following position is suggested automatically.

If the recording is to be interrupted, use the mouse or keyboard - CTRL + 1 - to move to the left display of the last recorded position. The automatic sequence is stopped. It can be resumed at any time via the context menu or CTRL + N.

Edit Object - Basic Data



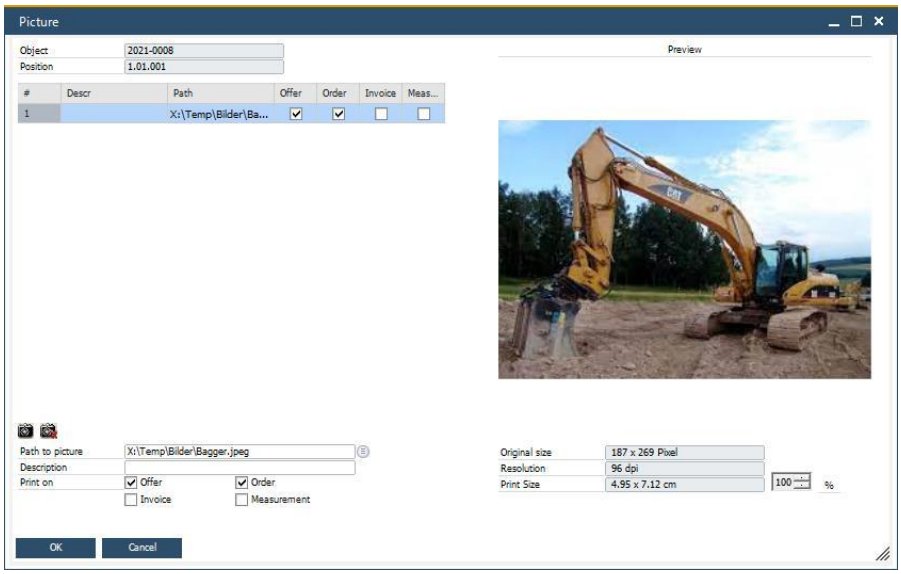
Recorded items or items read in via the GAEB interface can be edited in the "**Basic data**" dialogue. The text can be supplemented or changed. Fixed prices can be entered. Quantities and units of measure can be changed.

In addition, pictures for the position can also be stored at this point.

The images can be entered for offer, order, measurement and invoice.

Any number of images can be stored for each position.

Edit Object - Basic Data - Images



Click on the camera icon to open the stored path.

The stored image can be selected and adopted here.

Branching to other directories is possible.

The selected image is displayed in the right part of the dialogue.

In addition, a picture text can be entered. This text appears in the print.

Determine in which print dialogue the image should appear.

Images that are incorrectly assigned in this position can be removed again with the delete symbol.

Attention:
The image size is displayed with 100 % and the centimetre indication below the image.

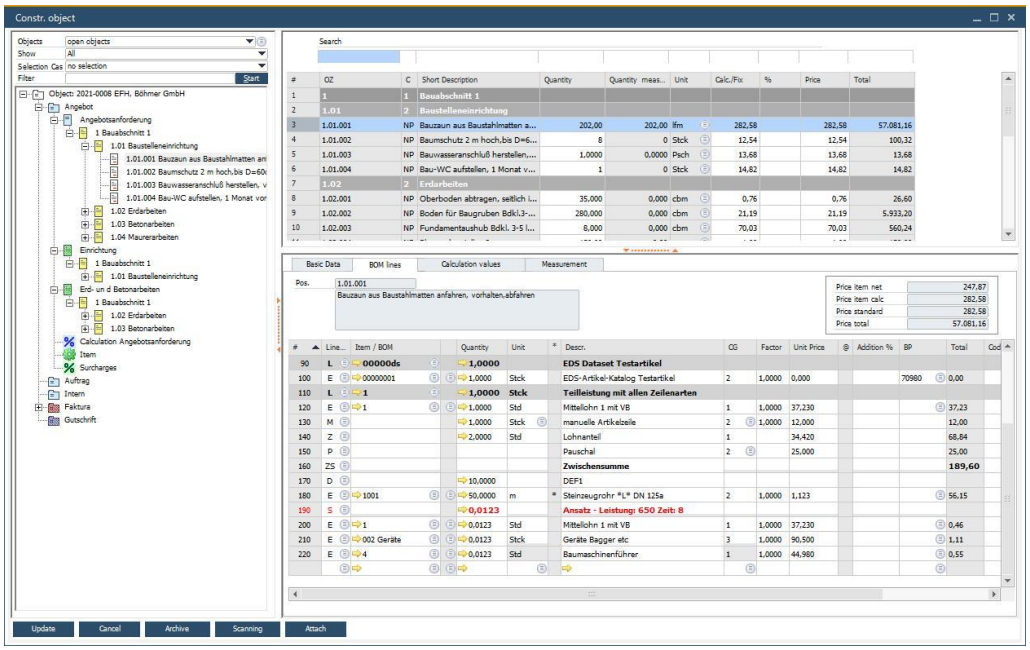
The ideal size for pictures is approx. 12 X 12 centimetres.

Images that are too large can be reduced in size by 75, 50 and 25 % using the % selection.

Images that are too large create a picture break in the print and are therefore not desirable.

If necessary, the image size can be reduced using on-board tools or, for example, the freely available Irfanview programme.

Edit object – Bill of materials (BOM lines)



The bill of materials is the core of the calculation.

Here you can enter the data that is important for pricing an item in the offer.

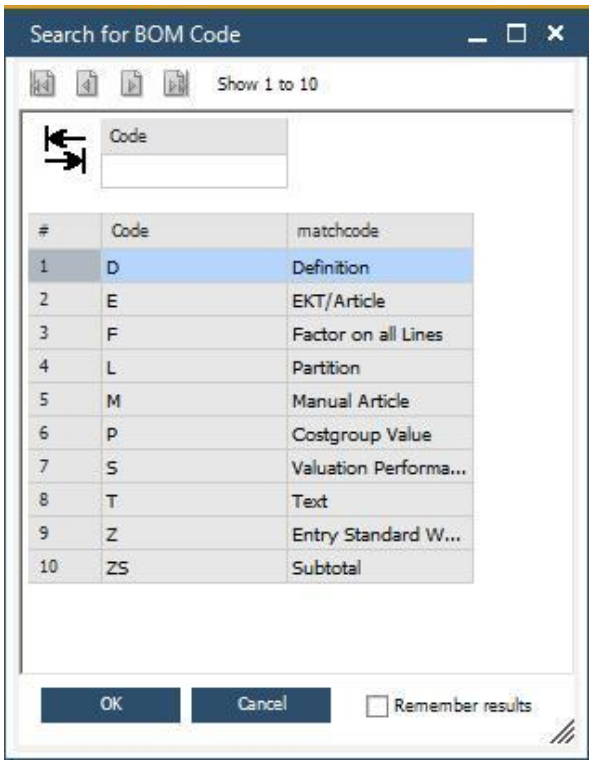
The following line types are available within the BOM lines:

D = Definition
E = Article
F = Factor over all rows
L = partial performance
M = Manual item
P = Flat rate costs
S = Power / time approach
T = Text line
Z = time wage share
ZS = Subtotal

In each new line, the programme automatically suggests the line type E = Article.

ATTENTION: The master data price is taken over for all articles during the first transfer. The price can be changed centrally for the entire object.
For the different construction situations, an individual % rate surcharge can be entered for each line. In all lists used, the % rate surcharge on the net price is taken into account.

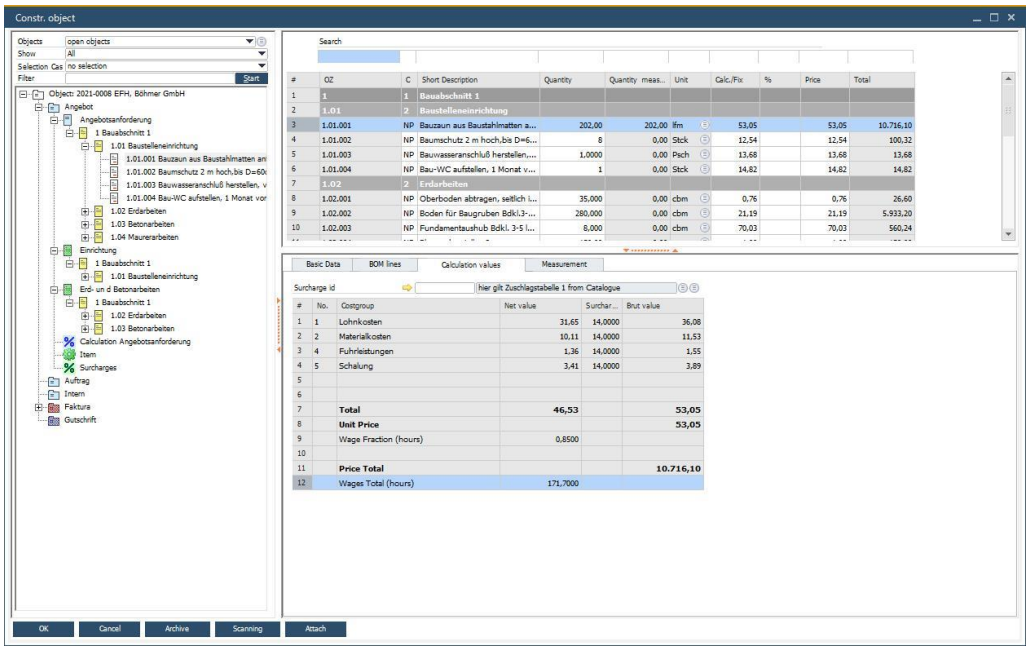
Selection of line types in the BOM lines



The selection of the line types is in the first selectable field of the BOM lines.
The line type E = Article is suggested.

Other line types can be entered via the selection or manually directly with the respective code letter.

Edit Object - Calculation Values



The dialogue "**Calculation values**
" of a position or LV group shows the user all information for pricing the position, the LV group or the entire offer.

Listed according to cost groups:

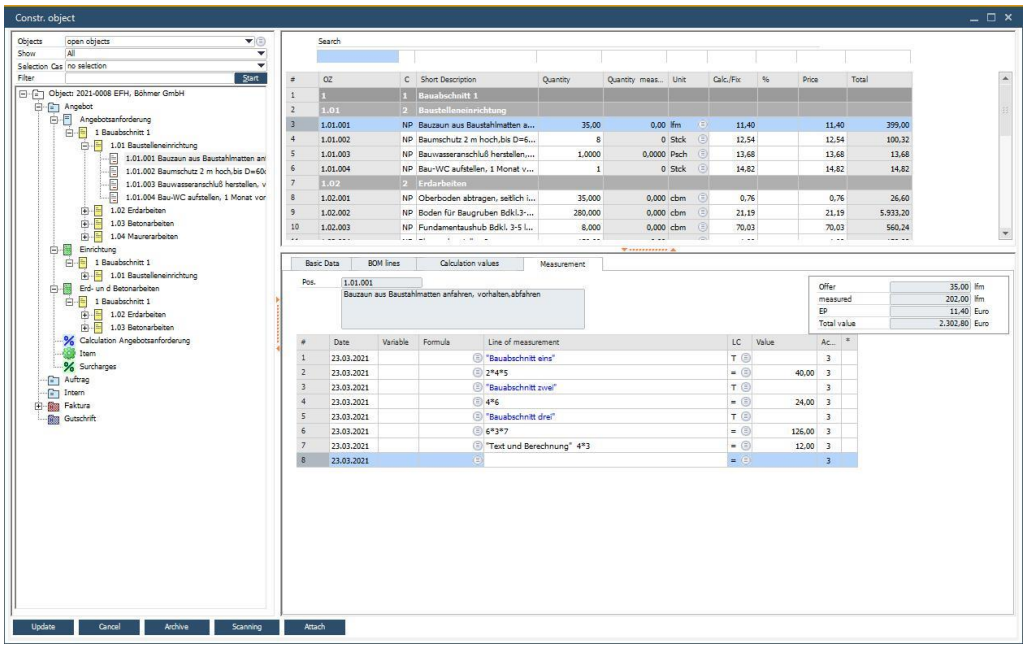
- Summation of the net values
- Surcharge rate from the selected surcharge table
- the calculated gross amount of the item.

In addition, the wage hours are displayed as a total from the BOM lines and for the total position.

Further information on this page is the net and gross total price of the item as well as a possibly entered fixed price.

If non-ferrous metals are included in the calculation, these values also appear here.

Edit object - measurement



In this dialogue, the masses for the calculation basis and settlement can be entered. If the programme is in the "**Offer**" processing stage, the determined masses from the measurement can be transferred to the offer.

When saving the position, a corresponding prompt appears.

Attention:

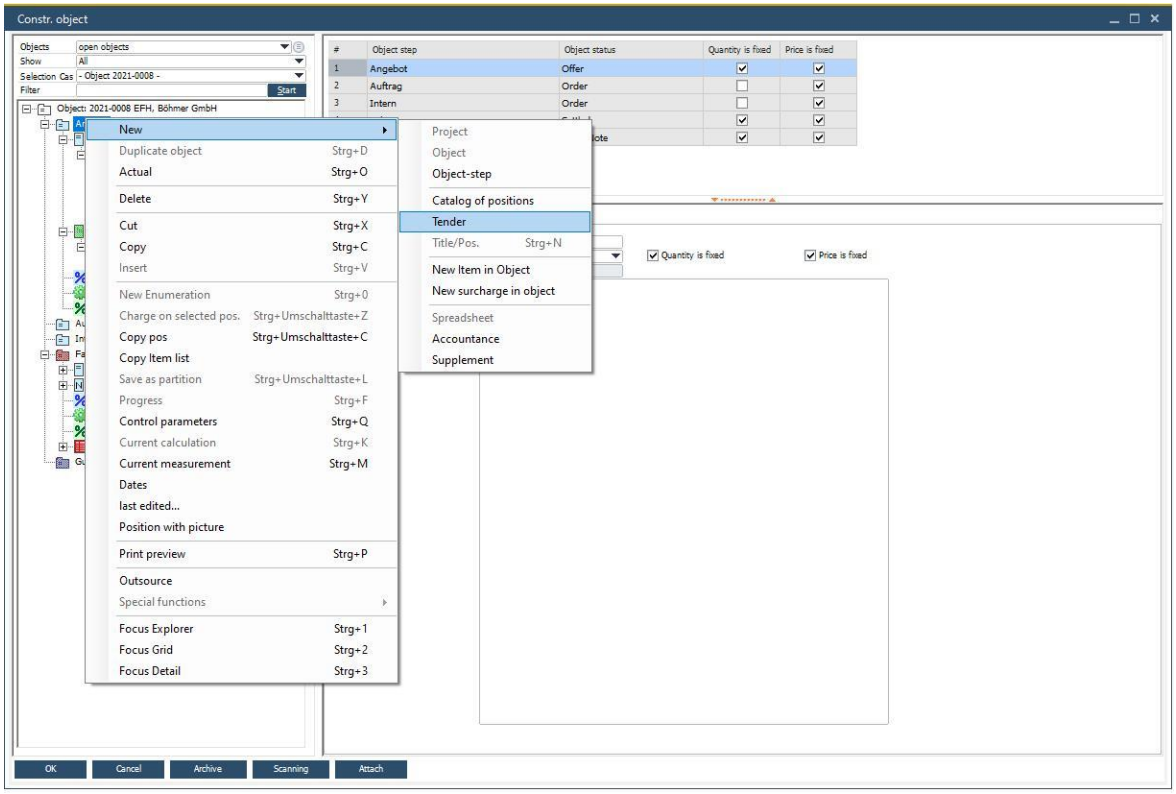
The quotation allowance is kept separately and saved with the allowance number 1 - as info.

The quotation measurement can also be printed with this specification.

When progressing to the billing document, the measurement lines are taken along. They can be changed for invoicing and completely deleted for a new recording according to installed quantities.

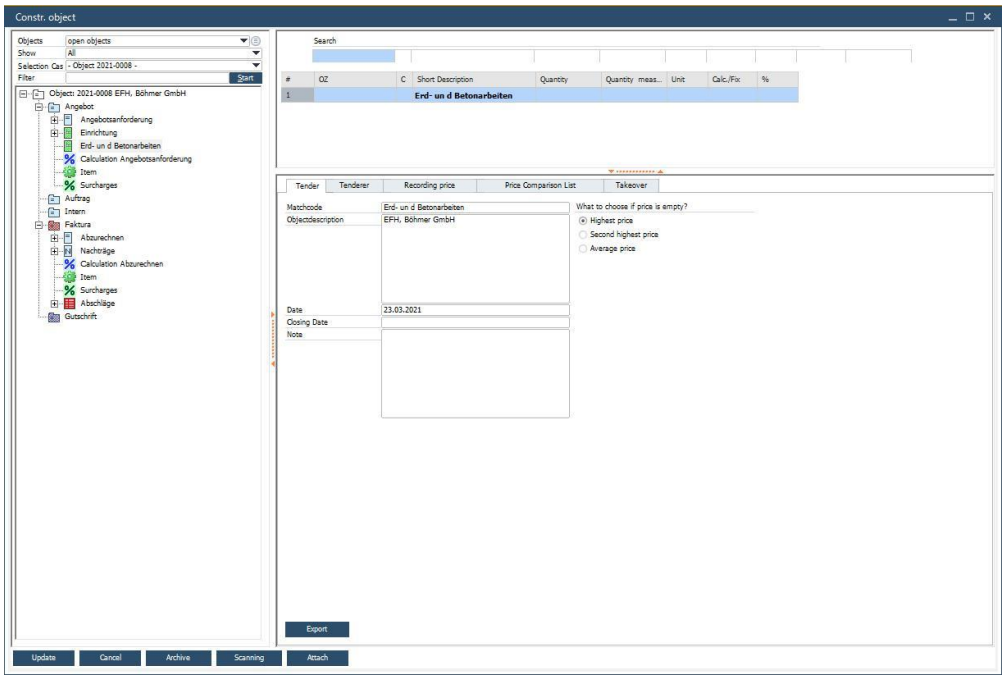
Object tender

Object Tender - Create New Tender



Any number of invitations to tender can be set up for each object. Via the context menu on the processing level Offer, a new folder is created below the object level with New Tender.

Object tender - basic data



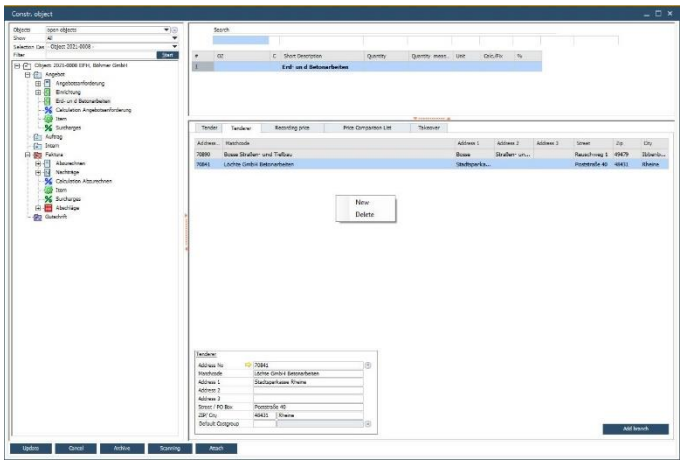
When a new alert is created, the object information is taken over from the master object.

The tender is given a term for identification. In addition, it is possible to set up which price is to be used if no prices were submitted for individual items by one of the bidders.
The data can be extended by the submission date and a note.
After completing the data, the tender can be added.

Attention:
When creating a new tender, only the basic data can be entered. The bidders can only be entered once the tender has been created.

The completed tender can be created directly via export as a GAEB file and forwarded to the bidders.

Object Tender - Create Bidder.



Any number of bidders can be created for a tender.

To create a new bidder, a new empty record is created with the right mouse button context menu on the Bidder dialogue.

The bidder can then: - manually record

- be selected from the list of existing business partners

or

- Bidders in an entire industry let themselves be taken over.

The allocation of the sectors is carried out with the business partners.

In addition, the search browser of the business partners has the selection option of the branches.

Bidders that are to be taken over from brownfields but are not to be taken into account during the takeover can be deleted by selecting them and using the context menu right mouse button - delete.

Transfer of the positions into the tender

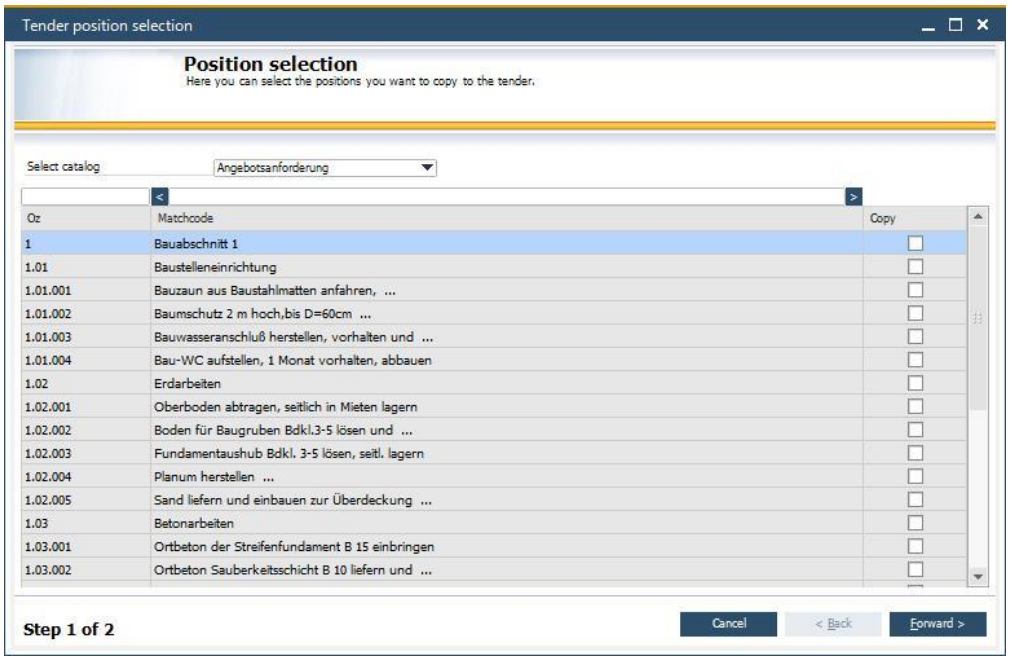
After a new tender has been created, it is displayed below the entry of the tender.

The positions for the tender are taken over by means of a wizard.

The start process for taking over positions is the same as for adding new positions to an offer.

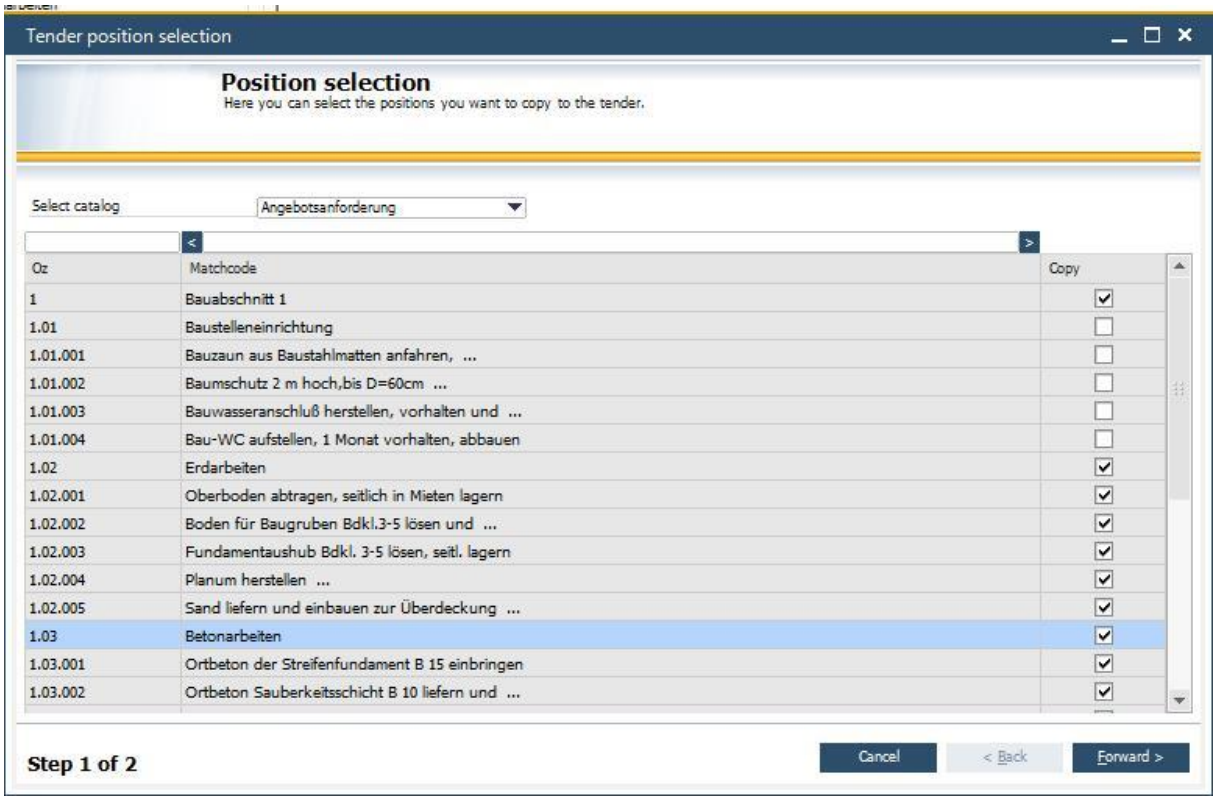
The programme/marker is on the newly created alert.

The process is triggered with the right mouse button New Title/Positions or with CTRL + N.



The wizard for marking and transferring the positions to a tender appears in the display.

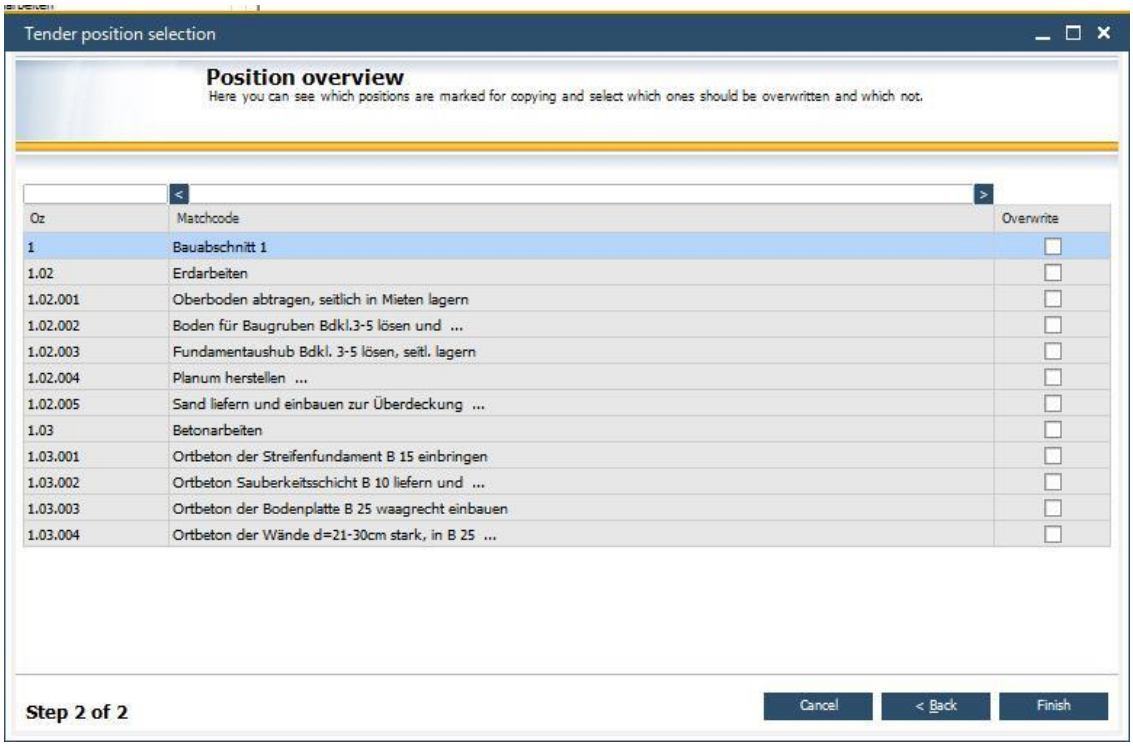
Mark the positions for transfer:



Each item can be marked individually for transfer. The marking can also be done via the group. If individual items are marked, the programme automatically takes over all associated LV groups.

When the marker is removed from the group, the markers of the associated positions are also removed.

Overview of the selection made:

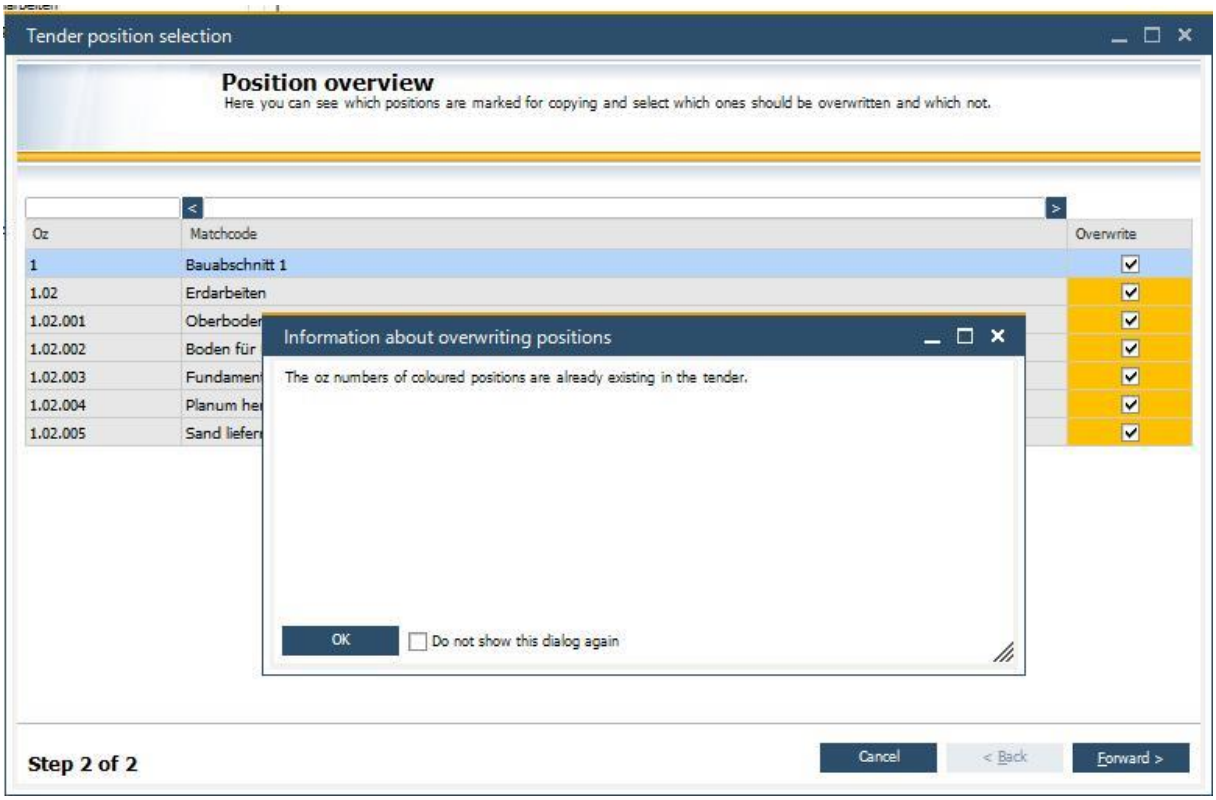


After the positions matching the advertisement have been selected/marked, they will appear in a compilation on the next advertisement page.

The transfer of positions to an alert can be made as often as desired.

The dialogue is also displayed when the transfer of the positions is carried out again.

Transferring the positions to a tender again:



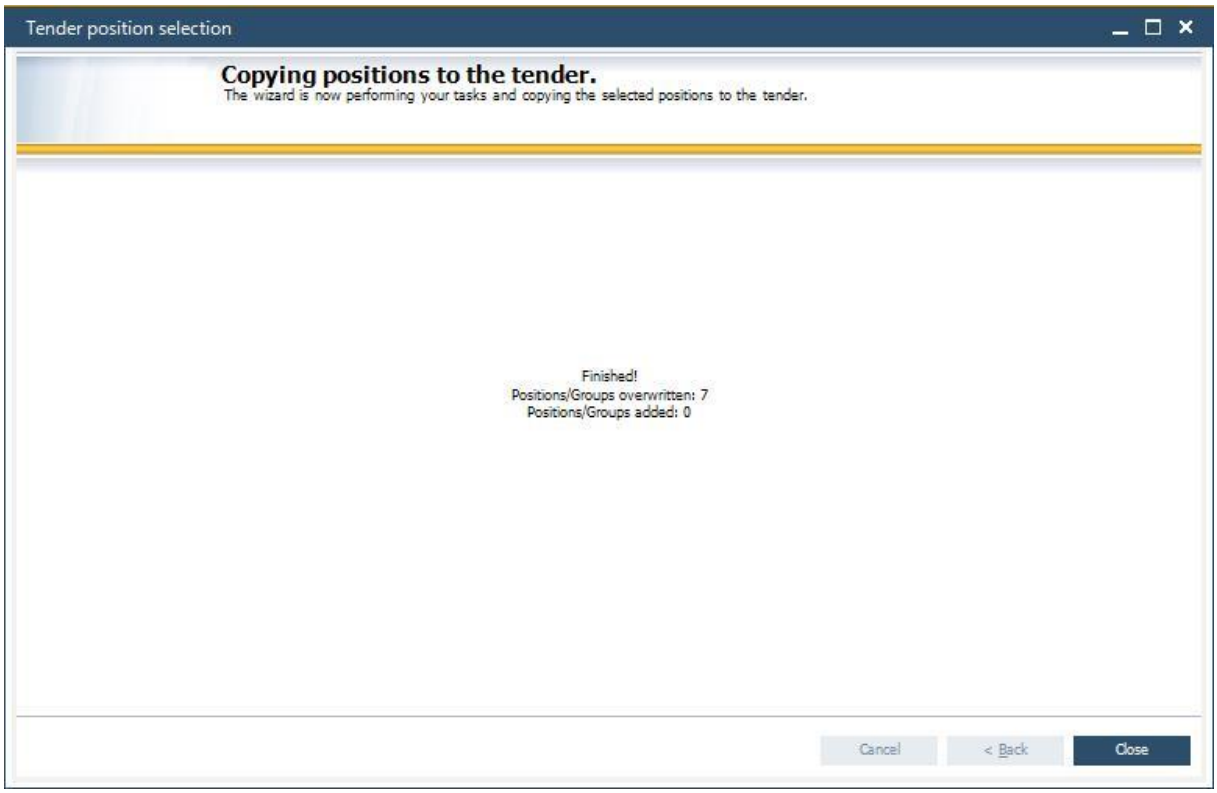
When processing the tender, it may happen that further items from the master object are to flow into the tender. The transfer/admission is started in the same way as for the first process.

When compiling the position, positions that have already been taken over once are marked in colour. They can either be taken over again or remain untouched.

A note to this effect is displayed on the screen.

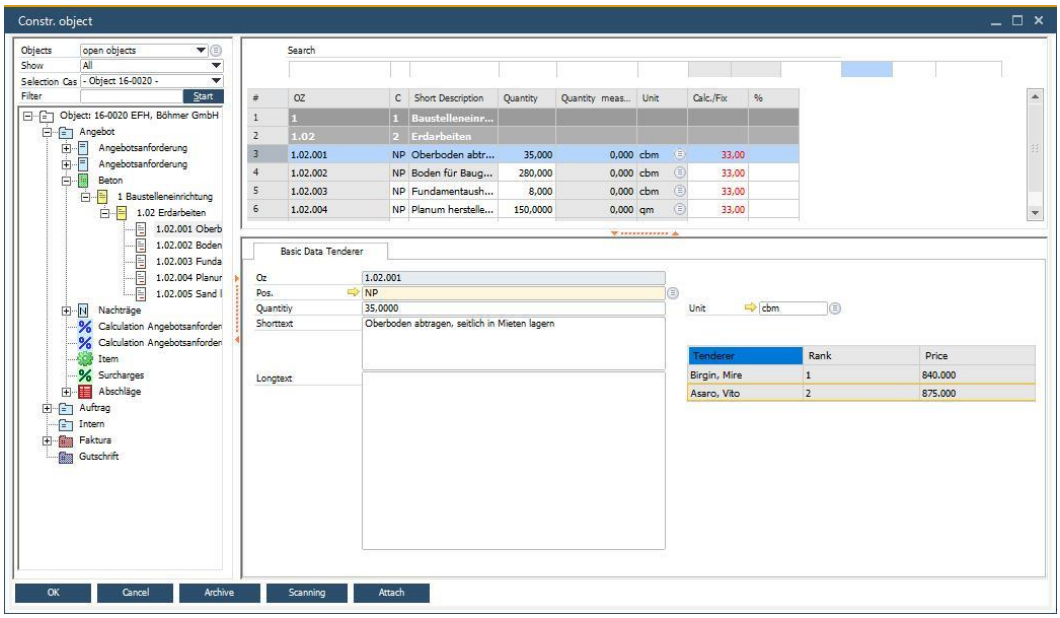
Protocol of the assumption of the position:

Once the positions have been taken over, the overview shows how many positions have been included in the tender.



After closing this display, the positions in the tender can be viewed and edited.

Display of the positions of an alert:



In the screen display the taken over positions of the invitation to tender are shown - just like in the offer entry.

The quantity, the unit of measure, the short text/long text and the item type can be changed.

Object tendering/ price recording

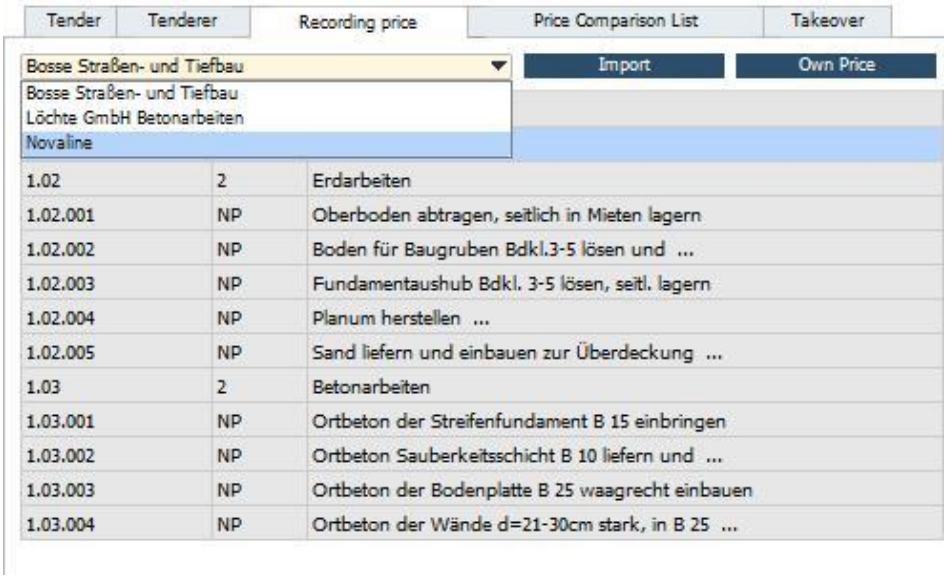
Oz Number	Number	Matchcode	Quantity	Price	Rebate	Final Price
1	1	Bauabschnitt 1				
1.02	2	Erdarbeiten				
1.02.001	NP	Oberboden abtragen, seitlich in Mieten lagern	35,0000	33,000	0,00	1.155,00
1.02.002	NP	Boden für Baugruben Bdkl.3-5 lösen und ...	280,0000	27,000	0,00	7.560,00
1.02.003	NP	Fundamentaushub Bdkl. 3-5 lösen, seitl. lagern	8,0000	15,000	0,00	120,00
1.02.004	NP	Planum herstellen ...	150,0000	11,000	0,00	1.650,00
1.02.005	NP	Sand liefern und einbauen zur Überdeckung ...	25,0000	20,000	0,00	500,00
1.03	2	Betonarbeiten				
1.03.001	NP	Ortbeton der Streifenfundament B 15 einbringen	8,0000	56,000	0,00	448,00
1.03.002	NP	Ortbeton Sauberkeitsschicht B 10 liefern und ...	1,5000	89,000	0,00	133,50
1.03.003	NP	Ortbeton der Bodenplatte B 25 waagrecht einbauen	4,5000	54,000	0,00	243,00
1.03.004	NP	Ortbeton der Wände d=21-30cm stark, in B 25 ...	12,0000	22,000	0,00	264,00

The price entry display shows the screen with all LV groups as well as positions.

The first bidder is displayed at the top left of the Price Entry tab.

The bidder prices are entered in the Price field of the respective position. The programme automatically calculates the total value of the position The values can thus be compared directly with the list of bidders.

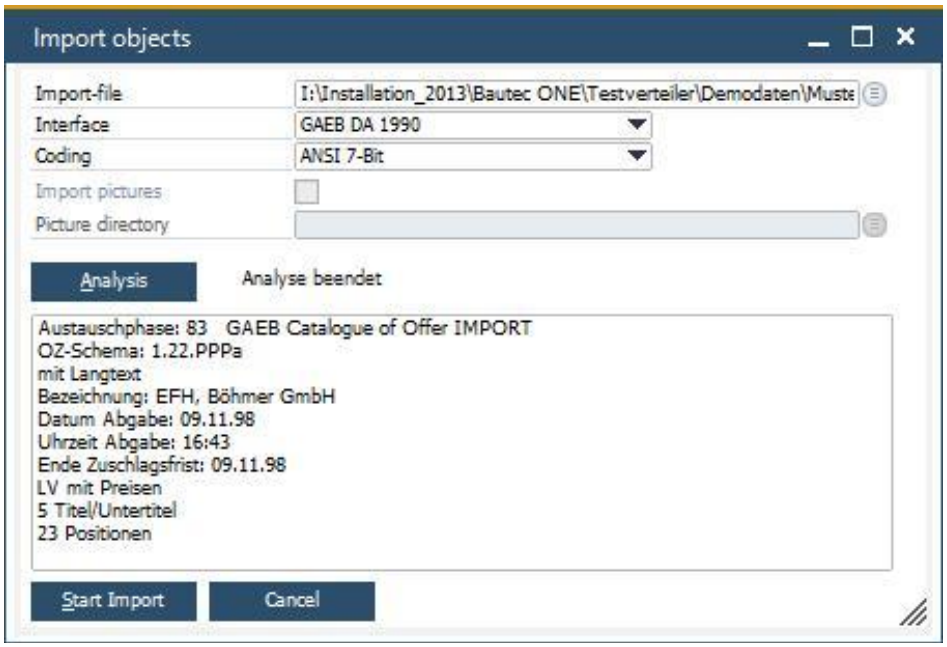
After entering the prices of the first bidder, the selection switches to the next bidder.



For comparison, the own calculated value can also be used for the overview. The company is included as a bidder, just like third-party bidders. When entering the price, the company is selected and the - OWN price - is taken over.

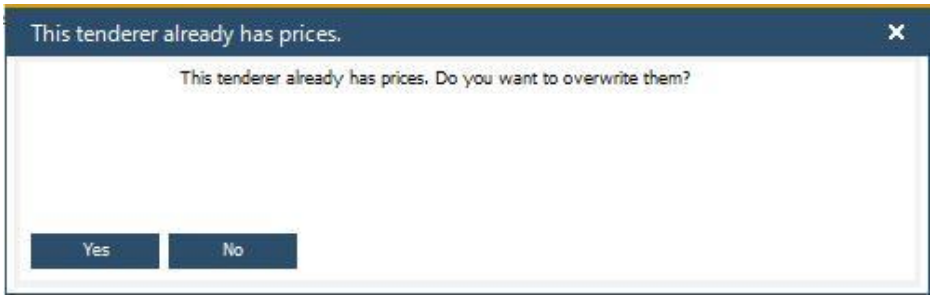
Object Tender - Read GAEB Price File

As an alternative to manually entering the bidder prices per item, the prices can also be read in with a GAEB file D, P or X84.



The read-in process is identical to the items in the offer.

If there have already been price entries before a GAEB file was read in, a corresponding warning message appears.



If the prices from the GAEB file are to overwrite the prices already entered, the dialogue must be closed with "yes".

Otherwise, the dialogue is exited with "no".

Object tender - price comparison list

The price comparison list offers the user a quick view of all positions in a tender.

After selecting the "Price list" tab, only the total overview of the tender is displayed.

If only positions without groups are available, they are displayed.

The existing groups of the alert can be opened in 2 ways.

Either click on the horizontal triangle of the uppermost group to open the other LV group below or open the function - Expand all with the right mouse button context menu.

All positions are displayed with information on the position of the individual bidders in the position and in the bill of quantities.

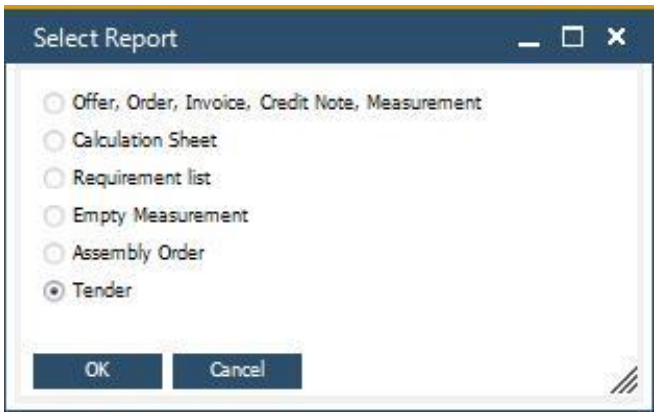
Outliers, i.e. positions of bidders who are actually on the 2nd or further rank in the overall LV, but have the best price for a position, are highlighted in blue.

Object tender - Print price list

The price list can be printed out for control/ overview.

Printing can be started either via direct printing or via the print preview with the various start parameters.

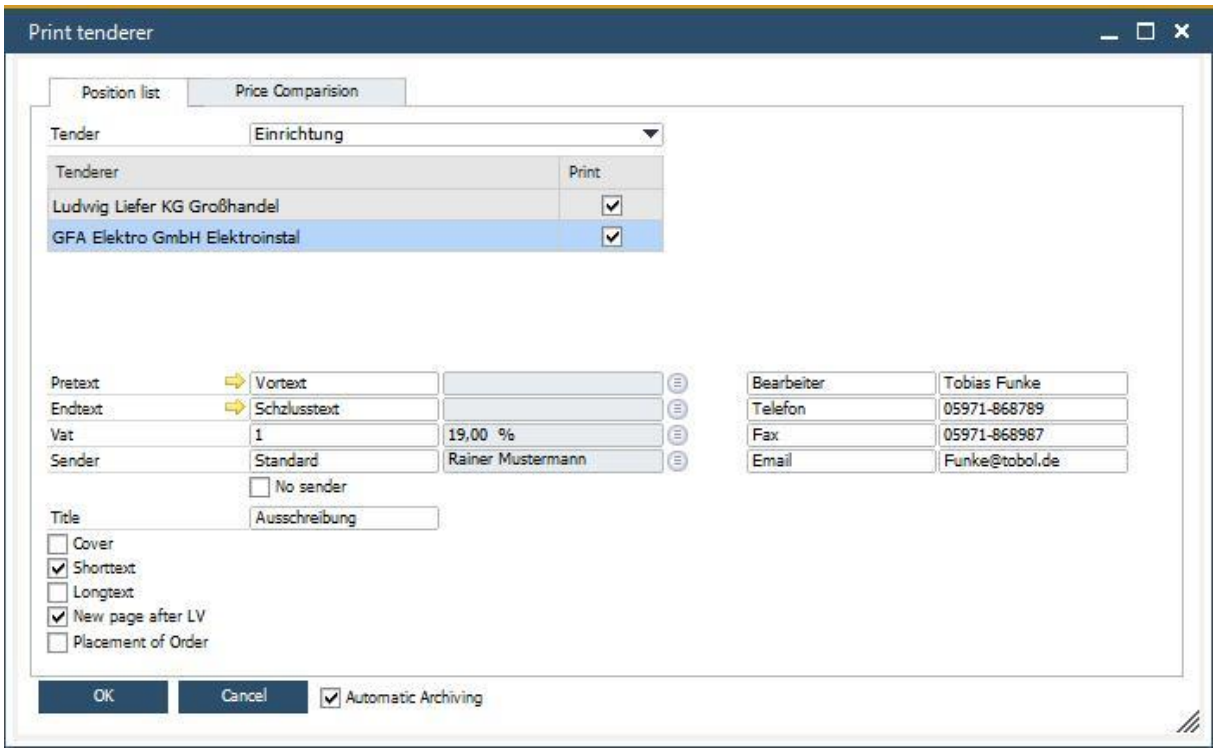
First, the preselection of the selectable printouts of an object appears.



In this dialogue, please select the item Tender.

The item is only active if there are "alerts" in the object.

Object Tender - Print Tender



The invitation to tender can be printed out, just like an offer.

The agent information is transferred from the object

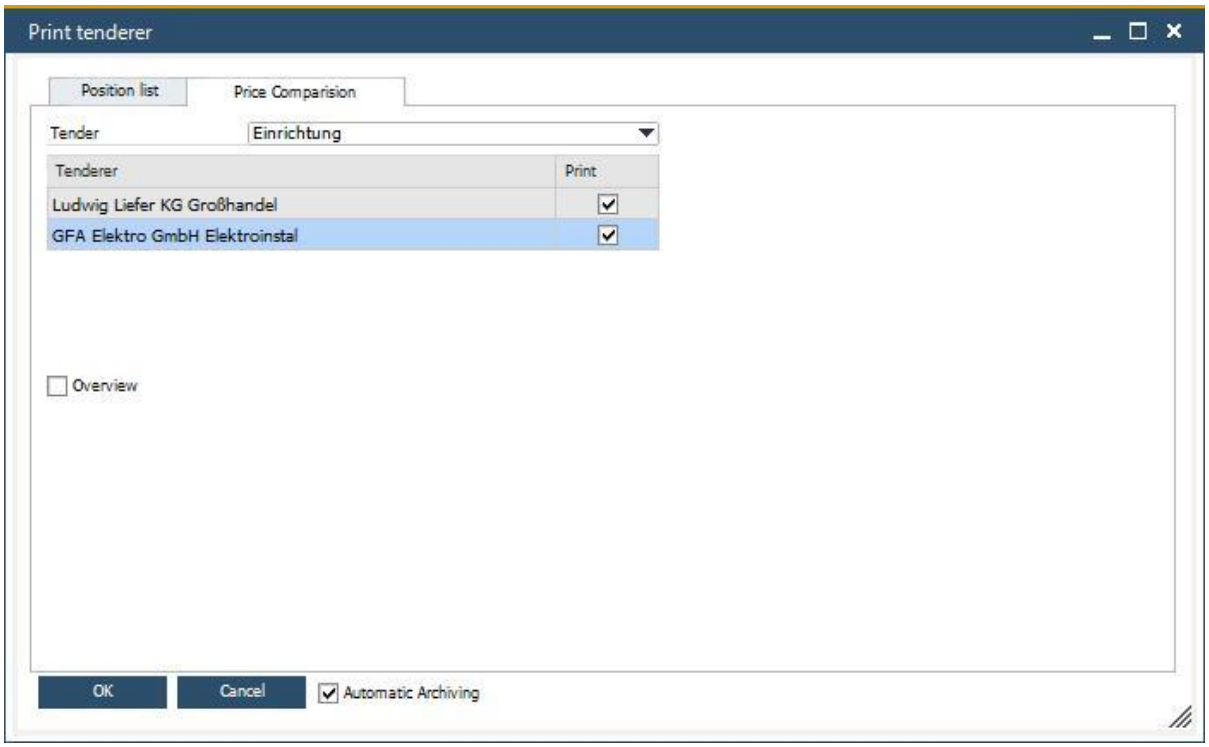
Various parameters are available.

At least one bidder shall be admitted for printing.

After the bidding process has been completed, a contract award can be drawn up for the most favourable bidder.

Object tender - Print price list

After the selection has been made - print tender - the dialogue is displayed in which the bidders can be displayed and selected.



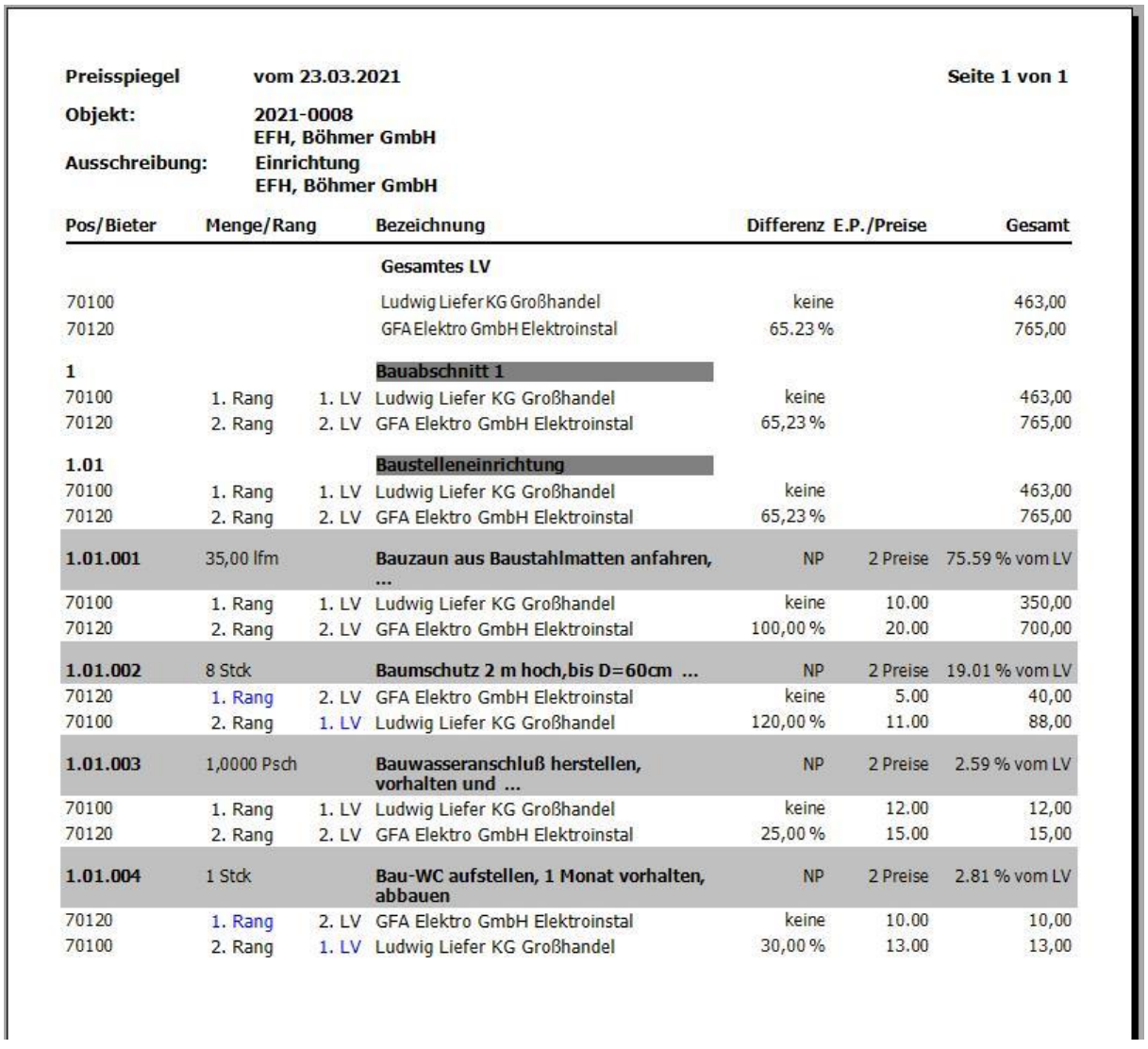
Each bidder can receive an individual evaluation without also seeing the prices of the competition.

In addition, a total overview can be printed to see the value of the individual positions in the LV.

Object tender/ Print price list

The total list shows all positions with the existing bidders as well as the individual evaluations of the bidder prices.

Here you can also see that the "outliers" marked in blue are very quickly recognisable and give the user the information that the lowest bidder might have to rework some prices.



Preisspiegel vom 23.03.2021 **Seite 1 von 1**

Objekt: 2021-0008
EFH, Böhmer GmbH

Ausschreibung: Einrichtung
EFH, Böhmer GmbH

Pos/Bieter	Menge/Rang		Bezeichnung	Differenz	E.P./Preise	Gesamt
			Gesamtes LV			
70100			Ludwig Liefer KG Großhandel	keine		463,00
70120			GFA Elektro GmbH Elektroinstal	65.23 %		765,00
1			**Bauabschnitt 1**			
70100	1. Rang	1. LV	Ludwig Liefer KG Großhandel	keine		463,00
70120	2. Rang	2. LV	GFA Elektro GmbH Elektroinstal	65,23 %		765,00
1.01			**Baustelleneinrichtung**			
70100	1. Rang	1. LV	Ludwig Liefer KG Großhandel	keine		463,00
70120	2. Rang	2. LV	GFA Elektro GmbH Elektroinstal	65,23 %		765,00
1.01.001	35,00 lfm		**Bauzaun aus Baustahlmatten anfahren, ...**	NP	2 Preise	75.59 % vom LV
70100	1. Rang	1. LV	Ludwig Liefer KG Großhandel	keine	10.00	350,00
70120	2. Rang	2. LV	GFA Elektro GmbH Elektroinstal	100,00 %	20.00	700,00
1.01.002	8 Stck		**Baumschutz 2 m hoch,bis D=60cm ...**	NP	2 Preise	19.01 % vom LV
70120	1. Rang	2. LV	GFA Elektro GmbH Elektroinstal	keine	5.00	40,00
70100	2. Rang	1. LV	Ludwig Liefer KG Großhandel	120,00 %	11.00	88,00
1.01.003	1,0000 Psch		**Bauwasseranschluß herstellen, vorhalten und ...**	NP	2 Preise	2.59 % vom LV
70100	1. Rang	1. LV	Ludwig Liefer KG Großhandel	keine	12.00	12,00
70120	2. Rang	2. LV	GFA Elektro GmbH Elektroinstal	25,00 %	15.00	15,00
1.01.004	1 Stck		**Bau-WC aufstellen, 1 Monat vorhalten, abbauen**	NP	2 Preise	2.81 % vom LV
70120	1. Rang	2. LV	GFA Elektro GmbH Elektroinstal	keine	10.00	10,00
70100	2. Rang	1. LV	Ludwig Liefer KG Großhandel	30,00 %	13.00	13,00

Example :
For item 01.03.0030, one bidder is ranked 1st, in the rest of the LV he is ranked 2nd.

Object tender/ Print price list/ Overview

The overview shows the user the positions of the tender, the number of existing bidders and the % rate share of each position in the total tender.

Preisspiegel **vom 23.03.2021** **Seite 1 von 1**

Objekt: **2021-0008**
EFH, Böhmer GmbH

Ausschreibung: **Einrichtung**
EFH, Böhmer GmbH

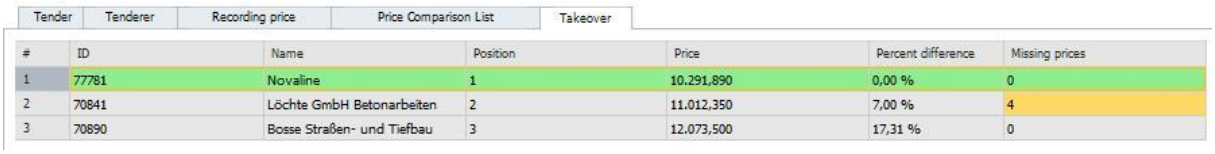
Pos/Bieter	Menge/Rang	Bezeichnung	Differenz	E.P./Preise	Gesamt
1		Bauabschnitt 1			
1.01		Baustelleneinrichtung			
1.01.001	35.00 lfm	Bauzaun aus Baustahlmatten anfahren, ...	NP	2 Preise	75.59 % vom LV
1.01.002	8 Stck	Baumschutz 2 m hoch, bis D=60cm ...	NP	2 Preise	19.01 % vom LV
1.01.003	1.0000 Psch	Bauwasseranschluß herstellen, vorhalten und ...	NP	2 Preise	2.59 % vom LV
1.01.004	1 Stck	Bau-WC aufstellen, 1 Monat vorhalten, abbauen	NP	2 Preise	2.81 % vom LV

The overview provides the user with brief information on which items in the bill of quantities have a price-deciding effect on the entire tender.

Object Tender - Price Acceptance

The basic dialogue of the takeover first shows all bidders in the order of the prices submitted.

The lowest bidder is at the top. The lowest bidder is at the bottom.



#	ID	Name	Position	Price	Percent difference	Missing prices
1	77781	Novaline	1	10.291,890	0,00 %	0
2	70841	Löchte GmbH Betonarbeiten	2	11.012,350	7,00 %	4
3	70890	Bosse Straßen- und Tiefbau	3	12.073,500	17,31 %	0

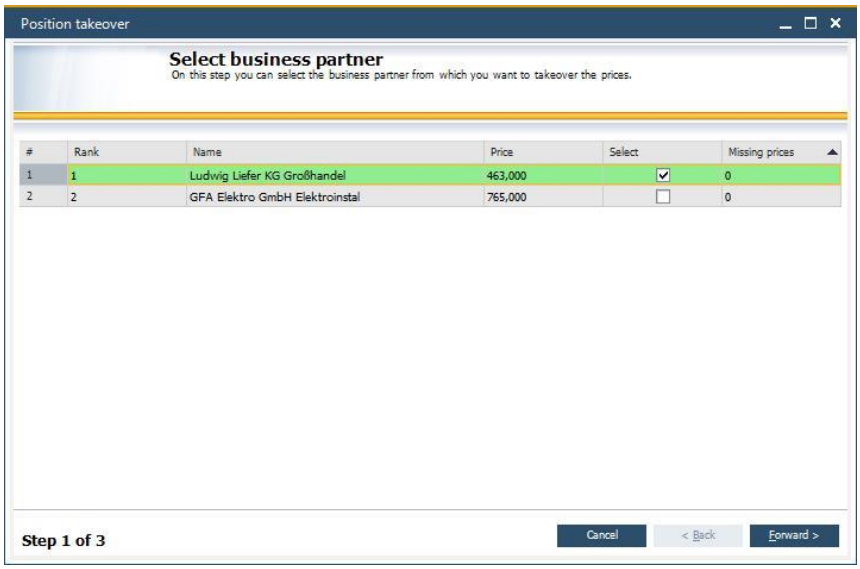
The programme shows the information on the individual bidders at this point.

The position of the prices within the tender, the total value of the tender, the %-difference calculation as well as an info on the submitted or missing prices.

From here, the transfer wizard can be started.

Object Tender - Position Takeover

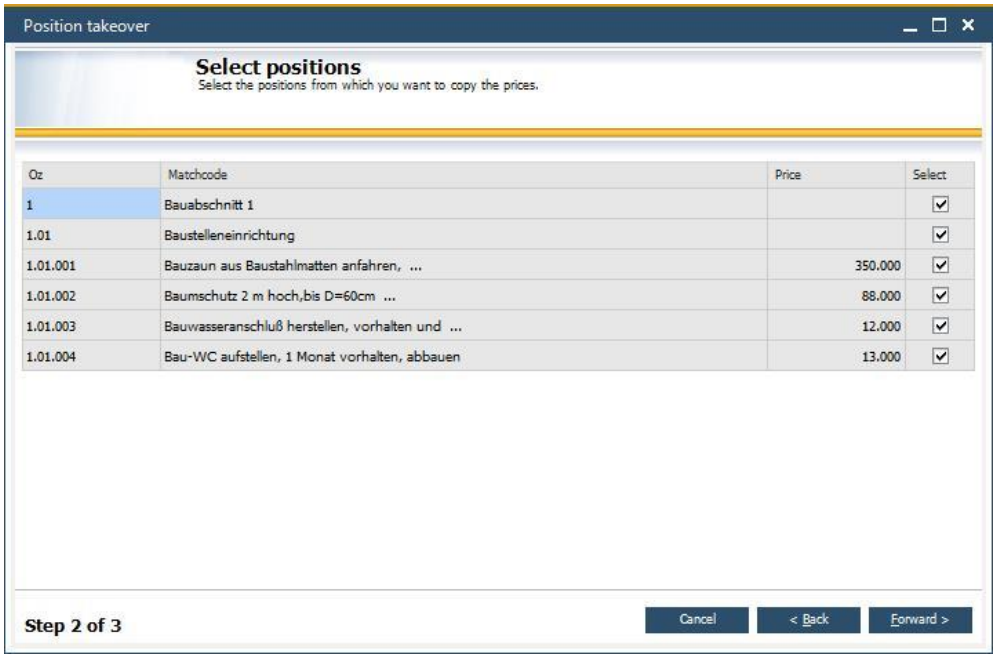
The tender wizard first shows the user the existing bidders of the respective tender.



The "most favourable" bidder is selected And on to the next dialogue.

Object Tender - Position Takeover

The existing positions of the tender are displayed here.



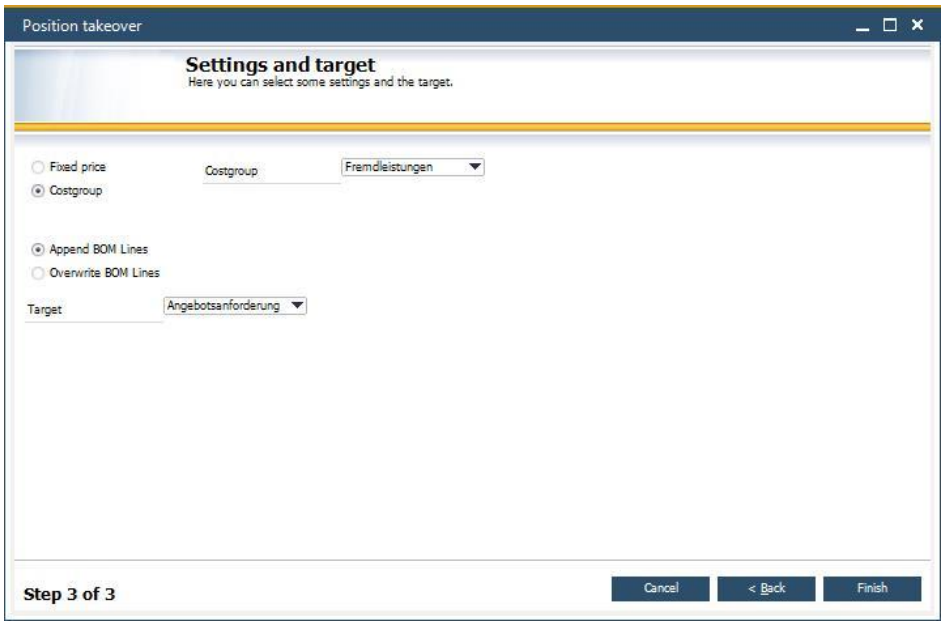
In this dialogue the adoptable positions of the alert appear.

All positions are already marked for transfer.

Just as with the selection for transferring the positions to the tender, all positions can be selected/deselected here for transfer to the positions via the LV group.

Object Tender - Position Takeover

In the third dialogue of the transfer wizard, the user decides where the prices are to be entered by the transfer.



The price can be adopted either as a fixed price or as a cost group price.

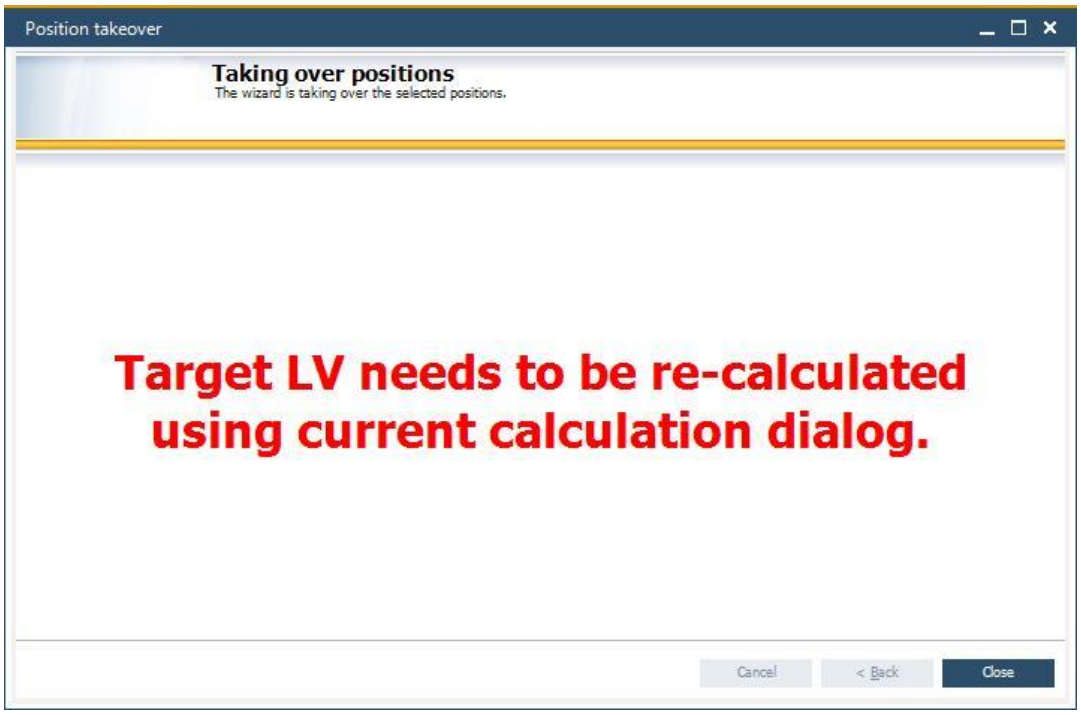
When transferring by fixed price, only the destination to which the prices are to be transferred has to be selected.

With the transfer according to cost groups, the selection browser of the cost groups can also be opened.

Furthermore, it can be decided whether the cost group transfer appends a BOM lines line. In this case, own lines can already be included, which are supplemented by the tender value.

If the BOM lines are overwritten with the transfer, only the value of the tender item remains.

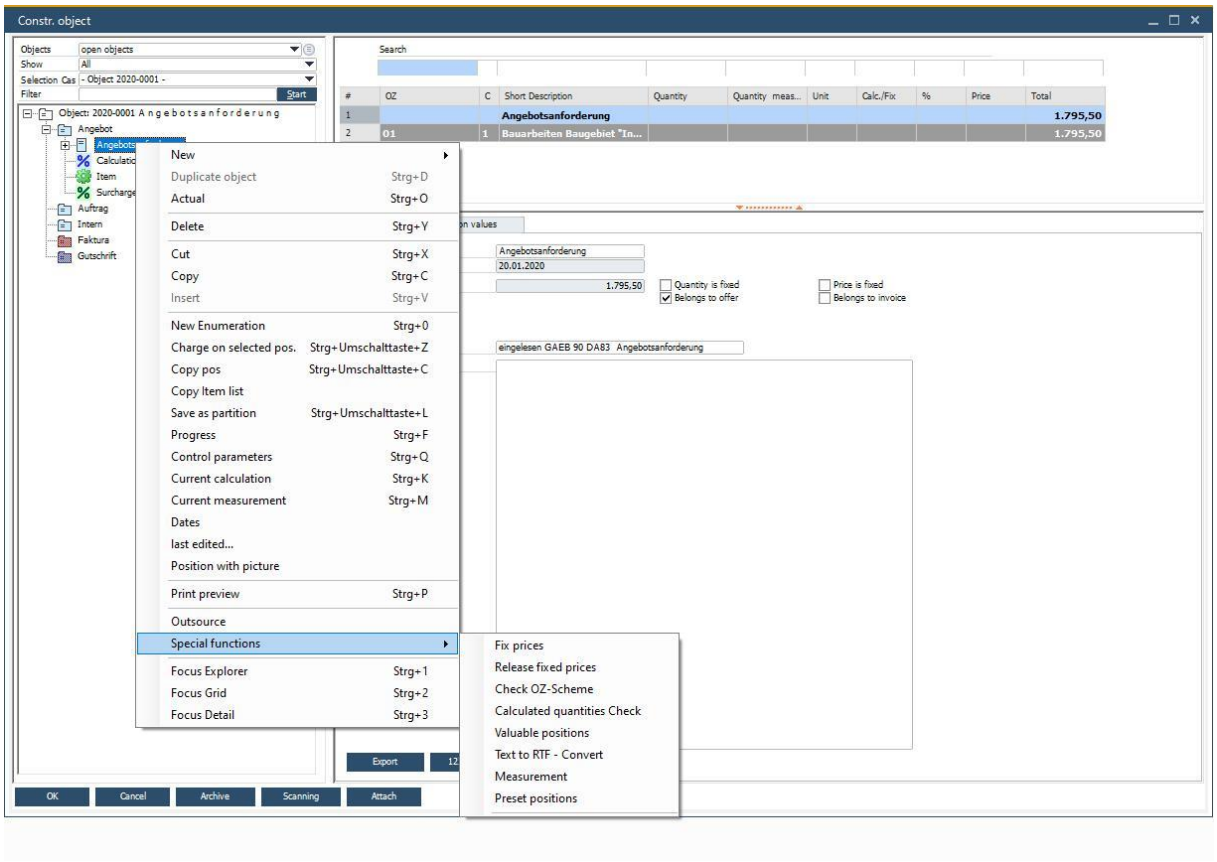
In both cases the programme enters a BOM lines line with the type - P -. This indicates the bidder and his price.



After the takeover has taken place, it is pointed out that the values in the object must be recalculated.

Close" closes the dialogue.

Object master data Special function



The special functions offer the user various options.

Fix prices.

You have agreed on an annual contract with a municipality or similar. You have calculated the prices for the services to be provided.
There is a master schedule - from which the services to be performed are each created in a new object.

In this case, you can fix the calculated prices as fixed prices. This ensures that the item prices are calculated correctly.

Release fixed prices.

You have calculated an annual contract. The prices were changed to fixed prices for the lfs. The prices have been changed to fixed prices for lfs. billing.

Now you want to recalculate the schedule for the next billing period. In this case, the fixed prices are removed. The item prices are recalculated with the calculation.

Check OZ scheme

You have received a GAEB file or have included items manually. The LV groups available according to the OZ schema are missing. With Check OZ Schema the missing groups are determined and newly created. The following note appears in the display: Without text.

Check calculated quantity

The quantities recorded with a measurement sheet are not completely displayed in the grid.

This function recalculates the quantities and also transfers them to the grid display.

Valuable positions

The display of important items provides information on which items are "involved" with how much of the total LV.

The display can be changed by value or % rate.

From the display, the information can be printed as a PDF.

Convert texts to RTF

Outsourced objects that have not yet been converted to RTF can be subsequently converted with this function after they have been read in again.

Measurement
The entire measurement area is a separate dialogue with which the measurement can be copied in different directions. In addition, the entire measurement can be deleted in the dialogue.

Preset positions
After reading in a GAEB file, the user can preallocate all or selected items in the LV with one or more articles or partial services.

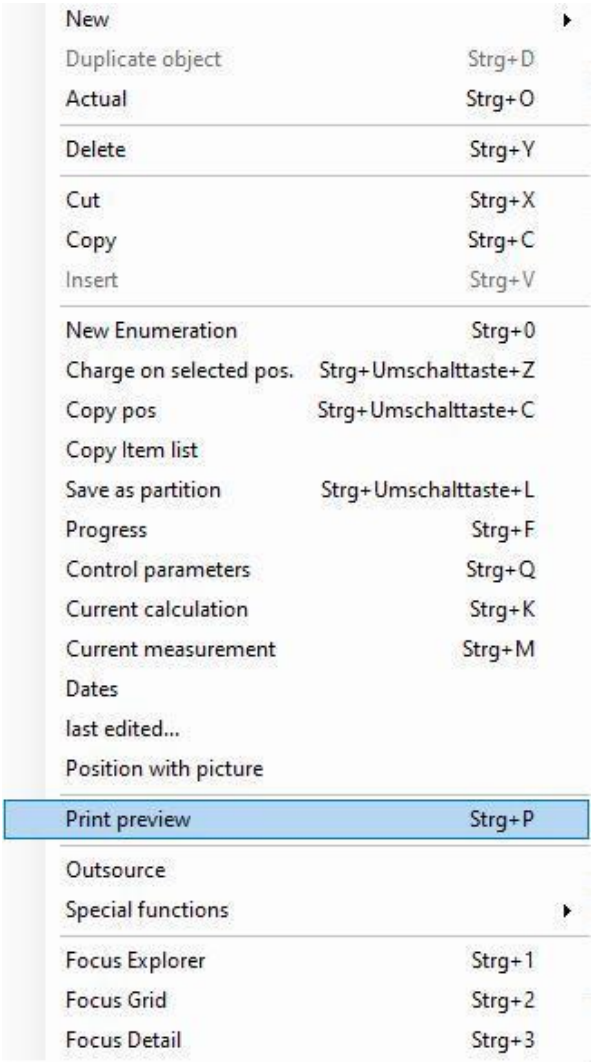
The effect is that you can get a differentiated calculation without exact article specifications that can be run through quickly within the entry.

Object printing, offer etc.

The print options are controlled so that they always refer to the number range of the master data.

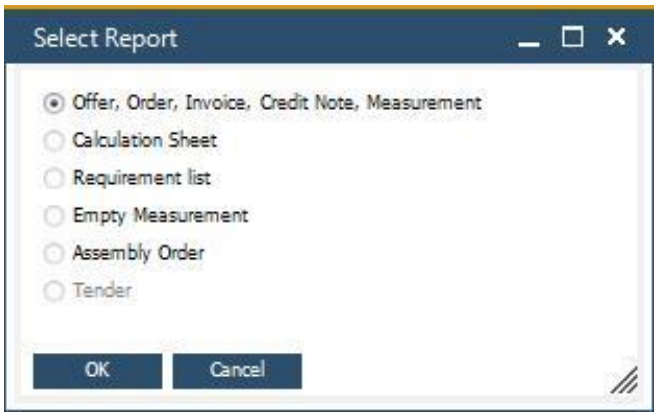
Each time a document is printed, it is assigned a corresponding number.

The print dialogue can be started simultaneously from several places.



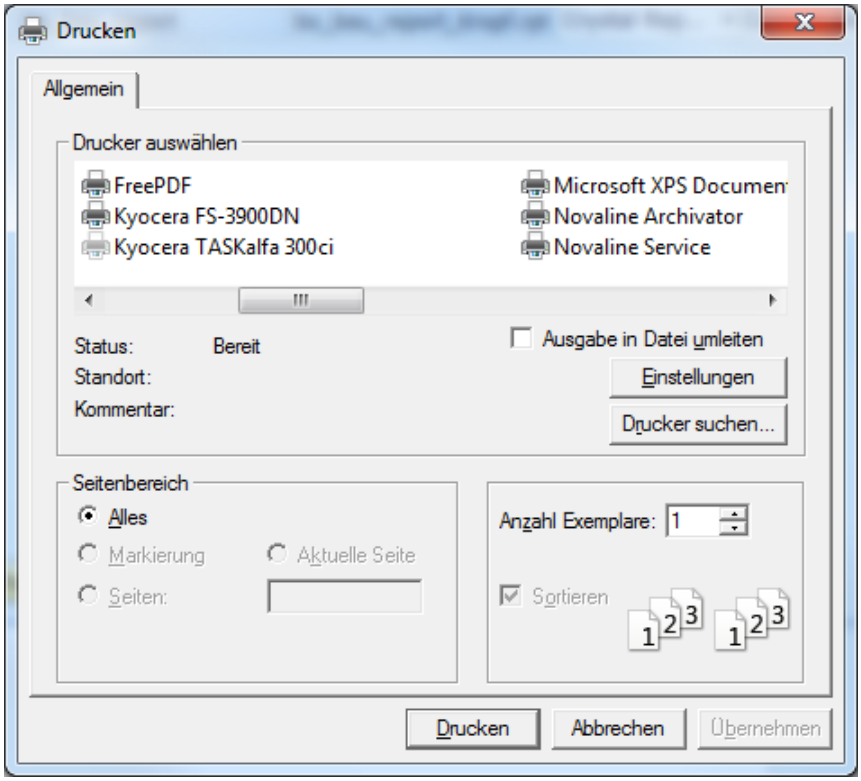
Either with the context menu via the right mouse button, or via the editing bar Print Preview or via the keyboard shortcut CTRL + P the menu shown above appears.

After selecting Print Preview, the report selection dialogue is displayed first.

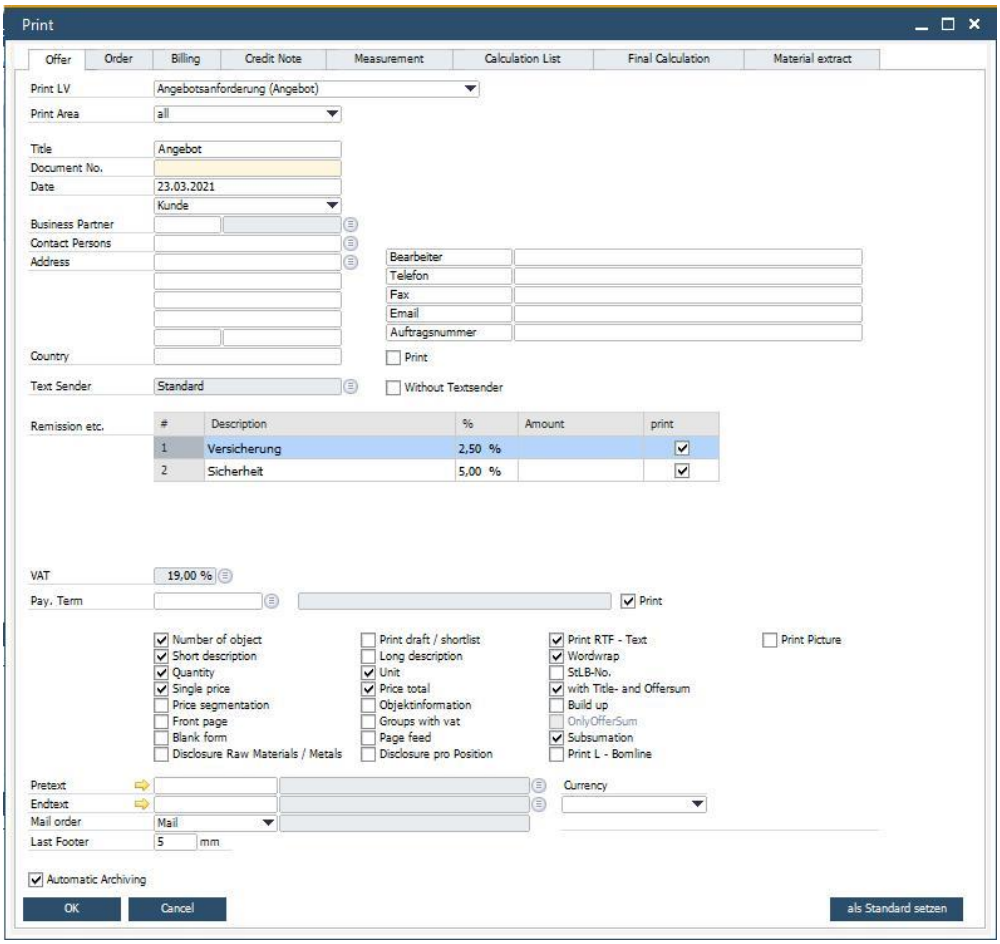


Here the user makes a preselection of the report to be printed.

If direct printing is selected, the selection of available printers appears first. After its selection, the report selection also appears.



Print settings



The user can switch between the different document types.

The print settings, such as parameter settings, front-text, end-text, etc., can be set from several places at the same time.

The corresponding area is only locked with OK - to print. This means that other users cannot send this dialogue for printing. A corresponding note appears.

The voucher number is assigned when printing starts.

At this moment, other users receive the message that the print of user XXX is occupied.

The lock is released when the document is printed. The "causing" employee can remain in the preview after the printout.

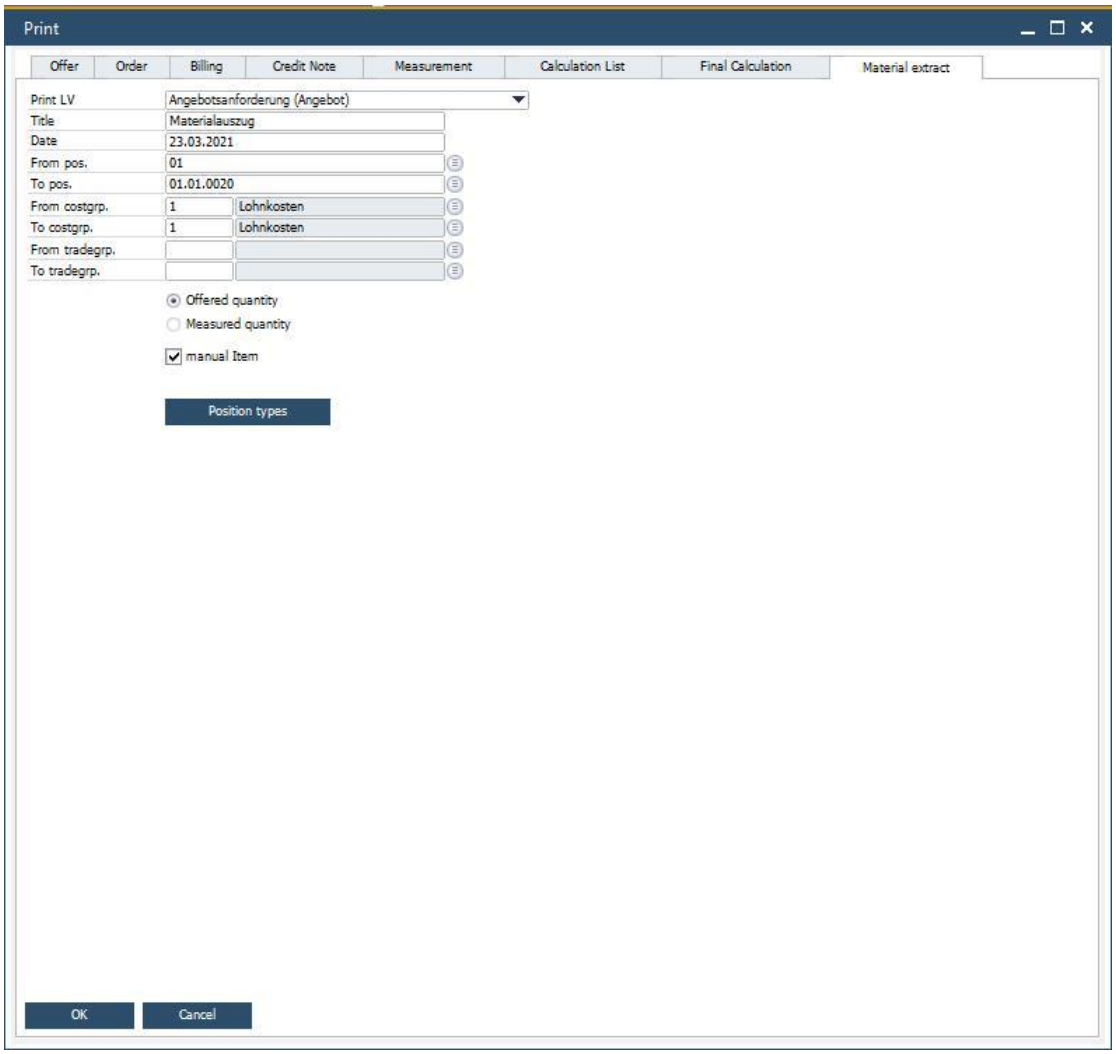
The area is released again. Other users can print.

Note: Locking the different print areas ***is overridden*** if a document number is entered manually in the Document Number field.

A draft printout is possible with the option - EXPORT to PDF.

Print material statement totals

The printout of the material statement totals the items included in the bill of quantities. They can be selected according to items, cost groups and material groups.



The offer quantity or the allowance quantity can be used as the basis for the printout.

After completion of construction, a quick comparison can be made to see whether all the materials that were planned have actually been used.

If desired, the manually recorded items can also be printed out. Sorting of these items is not possible.

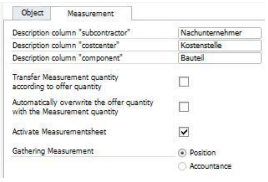
The control of the item type can be selected directly from the dialogue. With the item category, it can be decided whether it should be taken into account in the material statement.

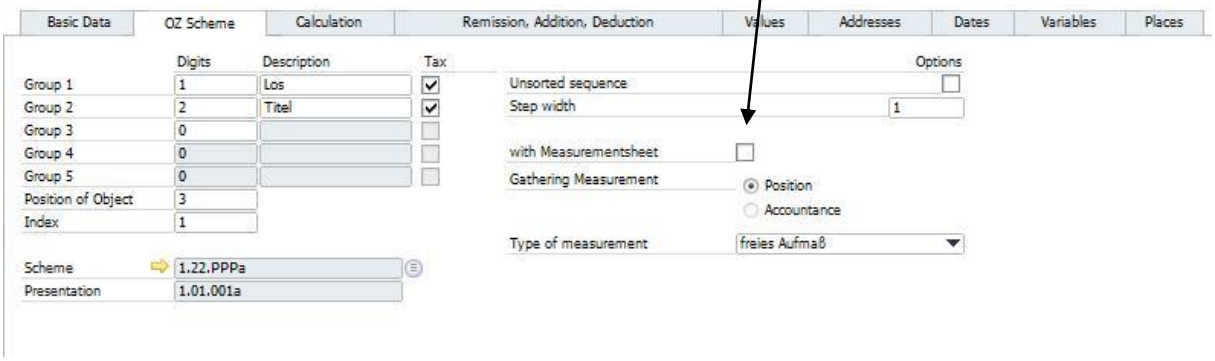
Object measurement

The programme masters two methods for including built-up quantities in an messurment.

- **Free messurment**
  - There is no specification for the exact procedure for recording quantities in the measurement.
  - The measurement can only be taken after deductions.
  - Three additional fields can be freely named via the object control and optionally switched on during measurement; they also appear on request in the printout of the measurement.

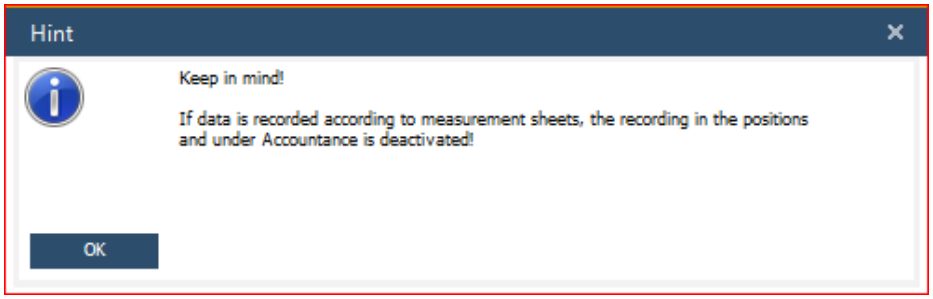
- **Working with measurement sheets**
  - You can activate the option for measurement sheets per object under Control parameters.
  - This must also be activated under the OZ Scheme tab.





If the checkbox is activated, from now you can only work with measurement sheets in the current object.

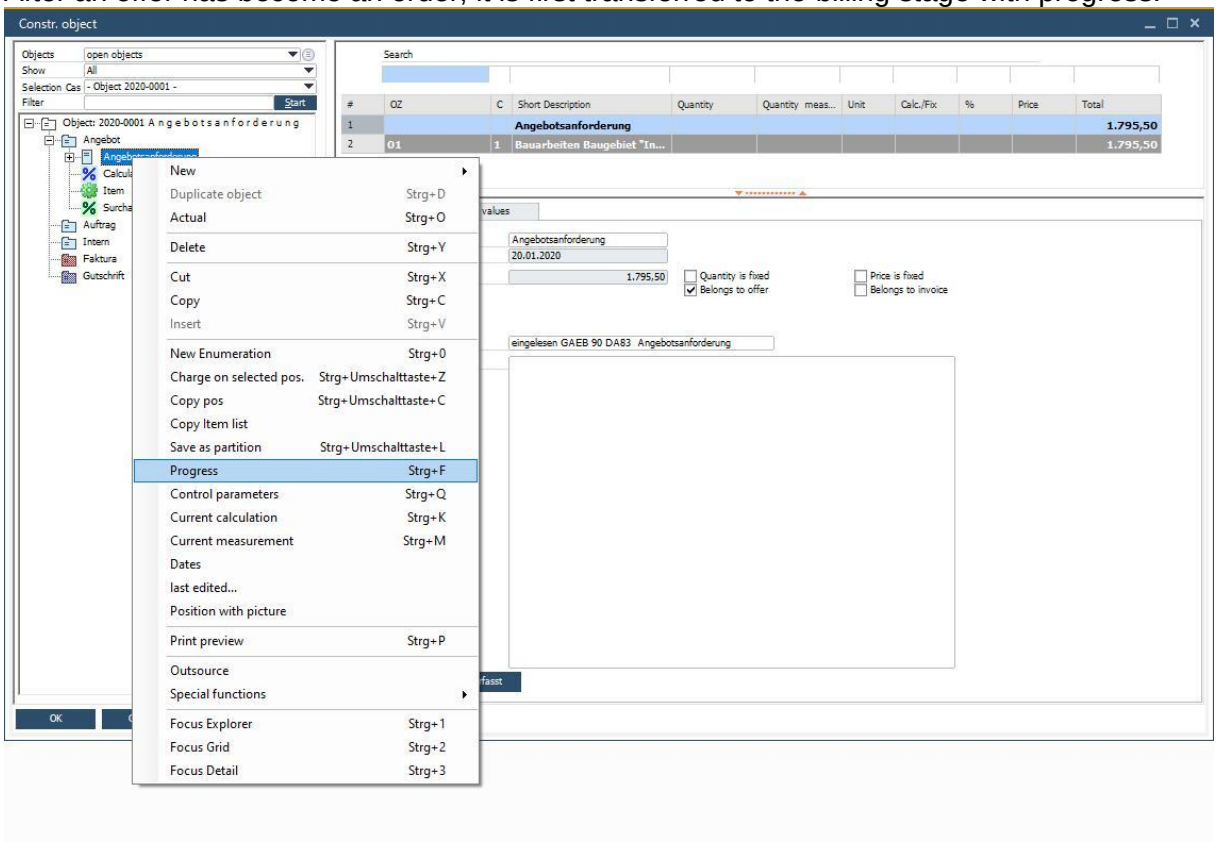
After activating the checkbox for measurement sheets you will get a hint that the entry in the positions and under the deductions is deactivated.



Measurement according to REB 23.003
The recording works exactly according to the specifications of this regulation.
The description is stored on the programme CD and can be called up / printed out via the Explorer if required.

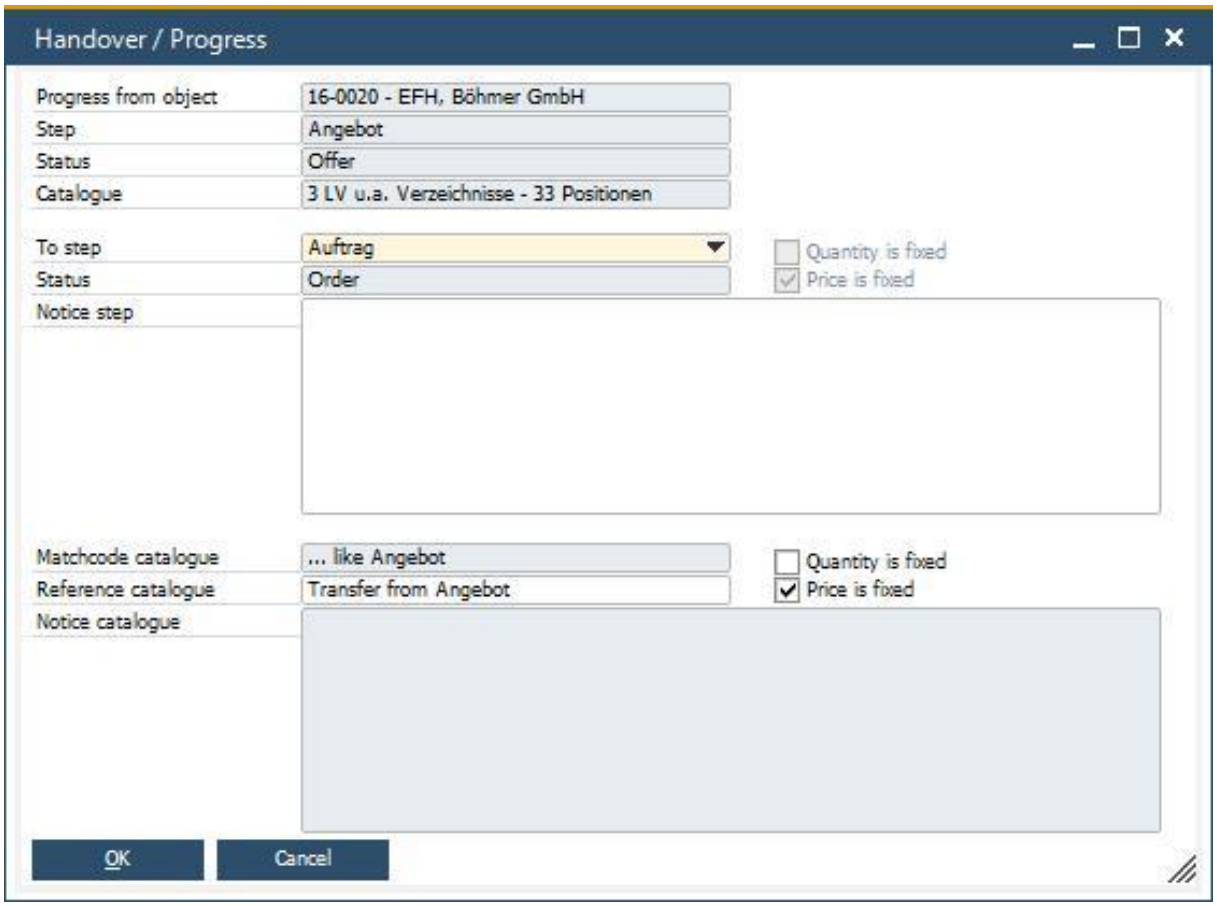
Free measurement

After an offer has become an order, it is first transferred to the billing stage with progress.



With the right mouse button context menu, the object is transferred via progress to the billing stage.

Handover/ Progress



If nothing else is planned, select the progress from offer to invoice.

You can enter a note and adjust the term for the processing catalogue.

The term request for offer or similar is taken as a suggestion. Depending on what was set up under Offer when entering the level.

Attention:
The quantities and prices from the offer can be fixed for the billing step.

In the case of existing positions, this data can then no longer be changed.

The mark can also be set or removed later.

Under Invoice you will now find the same data as under Offer.

The creation of the first deductions is done automatically

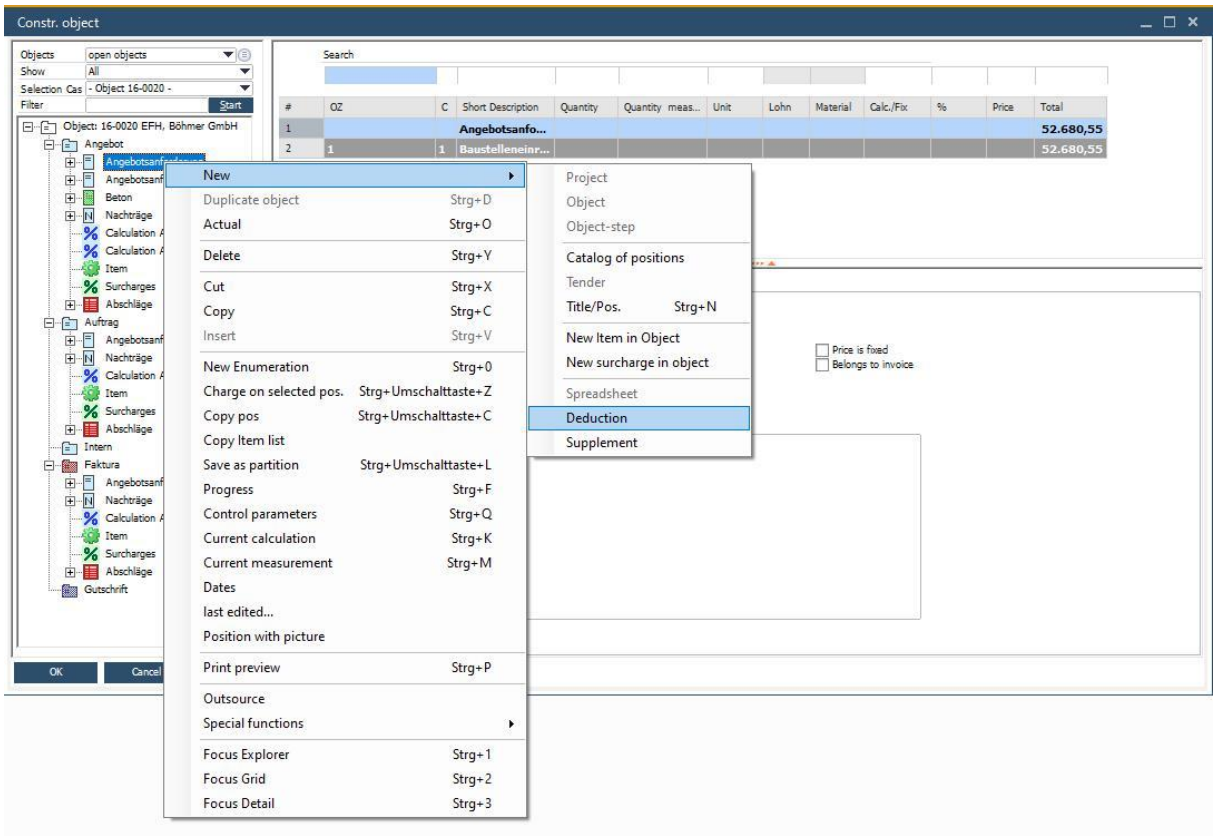
The programme can use different bases for the calculation of a partial/final invoice.

- The invoice can be calculated with the offer quantities.

When printing the invoice, the corresponding parameter - quotation quantity - must be set.

- The invoice will be issued according to deductions in ascending order.

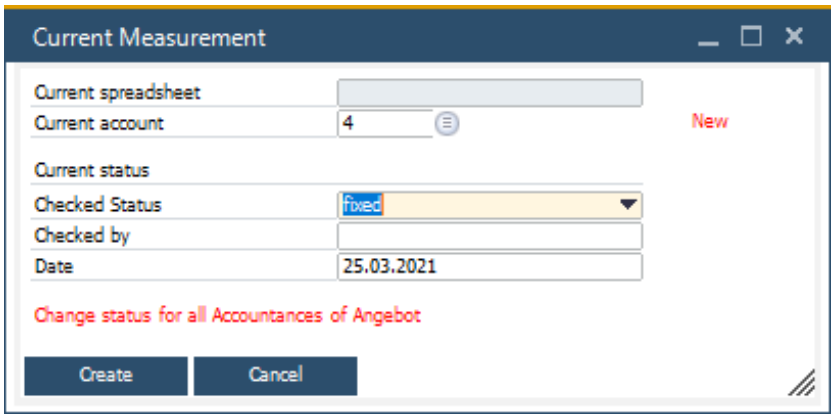
The regular deductions are set up for this purpose.



Attention:

A new budget billing amount is automatically included with the number 1 directly after the progress to the invoice; further budget billing amounts can be set up via the context menu.

Set up deductions



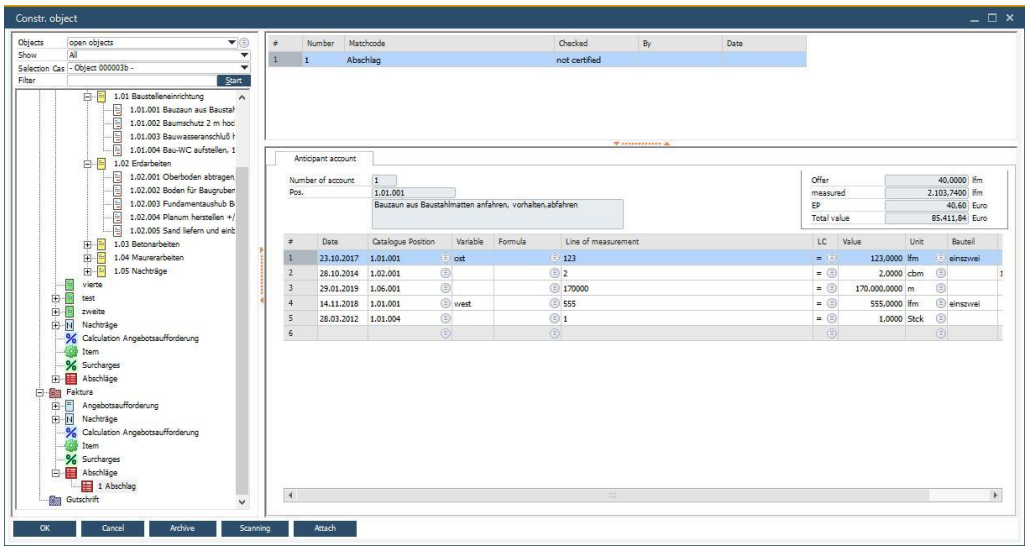
This dialogue appears when a new deduction is to be included, or a specific deduction is to be used for the inclusion of masses.

The dialogue - Current measurement - can be called up again at a later time to enter the status and an inspection note.

The inspection notes etc. are displayed in the grid display of the measurement.

In the case of a deduction billing, the query for increasing the current deduction billing number appears after printing. The same dialogue appears as with the manual setup.

After a new deduction has been created, it is displayed in the programme. The programme is in the process of recording lines for this deduction.



The programme shows the first and further markdowns after a new installation.

It is in the recording of positions and measurement lines.

Attention:

If nothing else is selected, the programme is in the recording for a free measurement.

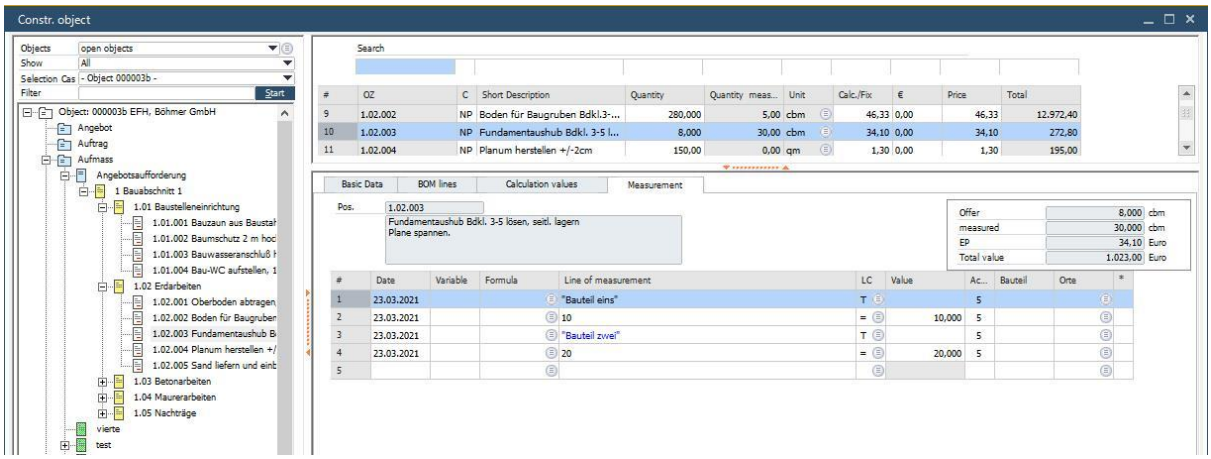
With the additional module REB measurement, the measurement can be selected according to REB 23.003.

The recording of measurement lines can always be done in two versions.

- Either the programme is at the current budget billing rate
  - For the recording, the position and the masses or texts are recorded

- The programme is available at the position;
  - The current budget billing number is automatically added to each entry line.

Attention:
The two options cannot be mixed. So either record the measurement for the item or for the markdown.
At least for checking purposes, the measurement lines can be viewed from the item entry under markdown.



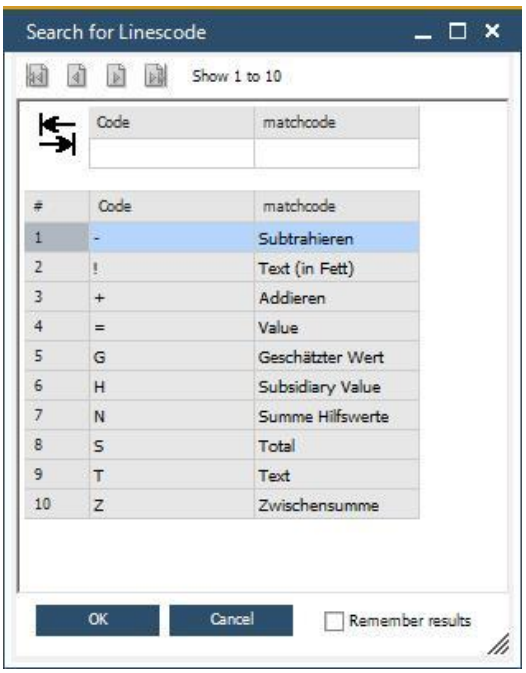
As an alternative to recording the masses under the deductions, you can also enter the values for each position.

The programme automatically recognises the input lines and automatically displays calculations and text correctly.

Exceptions:

- Text and calculation are in one line
  - In this case, the "TEXT" must be placed in inverted commas.

- In the calculation line, neither a calculation nor a text should be be mapped.
  - In this case, select the checkbox at the end of the calculation line to enter the other options.



All possible line types are available for selection

The selection can be made either via F9 or the browser.

Set up supplements

Supplementitems that arise in the course of the construction progress after the calculation has been carried out can be managed separately.

The administration serves the clarity of the supplements made as well as the deposit of the persons involved = Application made by... on date and approved by... on date....

In this way, it is also quickly recognisable in the later course of the construction site who has submitted the application for a supplement and who has given the commitment for further services, which can also be invoiced separately.

In addition, it can be seen which works were additionally included with which supplement.

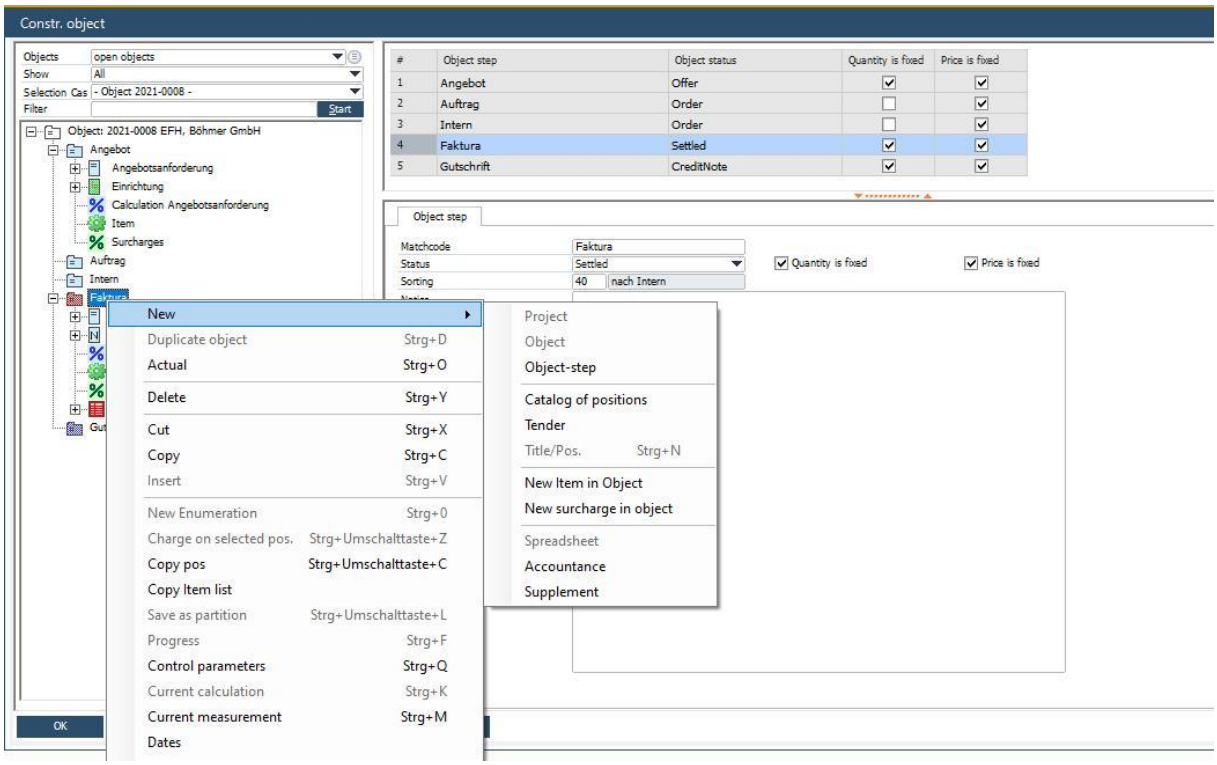
After an offer has become an order, it should be made into an invoice object using the right mouse button context menu of the offer.

Objects can thus be quickly and efficiently differentiated between the offer items and invoice items.

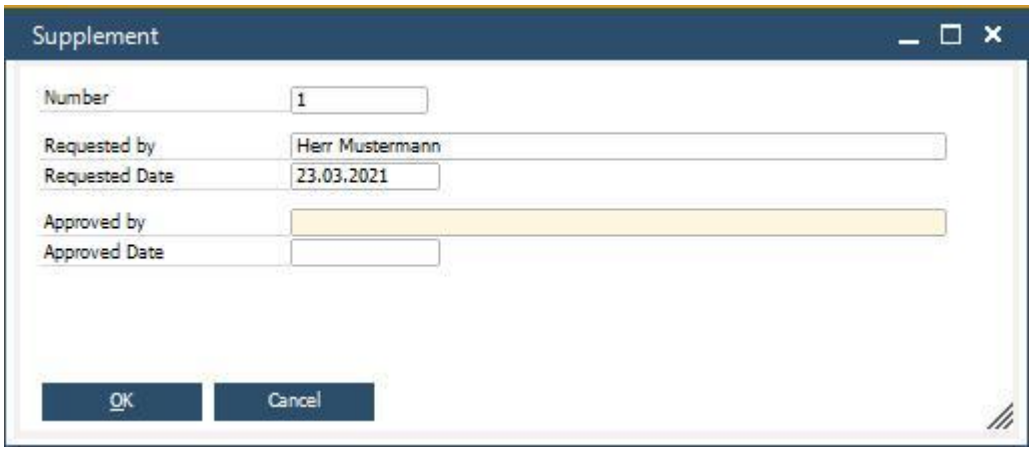
In addition, if an allowance has been recorded within the quotation entry, this can be transferred to the invoice with the progress - adjusted to the actual quantities used.

Set up a new addendum

A new supplement is set up via the context menu right mouse button.



In the context menu, the start for the new creation of a supplement is set.

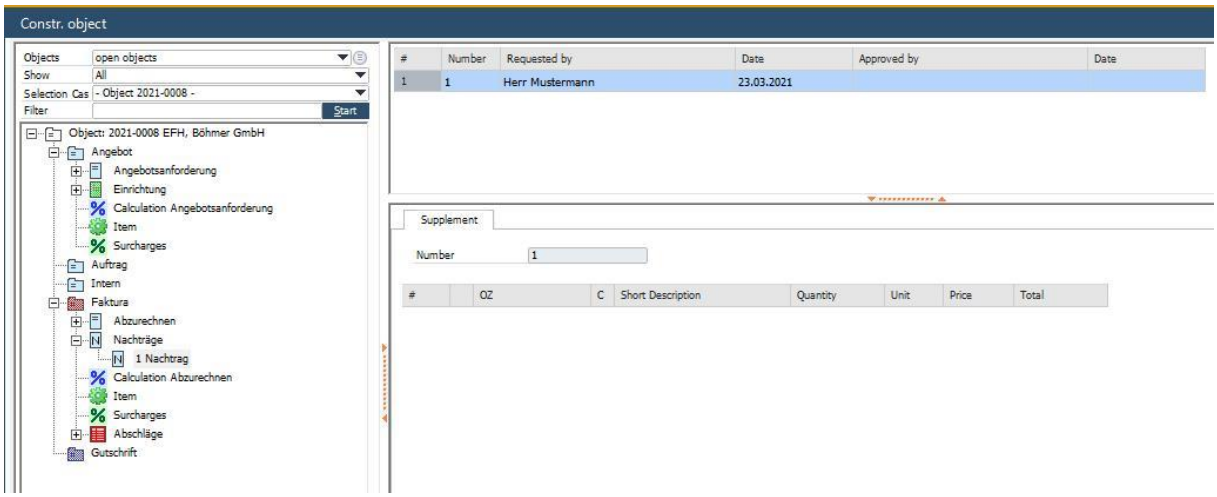


When a new supplement is created, the programme automatically suggests No. 1 and the next numbers thereafter.

Additional information in the new entry is the name of the employee requesting the supplement and the date on which this supplement was entered.

If it is already clear at the time of installation that the work will be approved in the supplement, this data can be entered at the same time.

If approval is not granted until later, the missing data can be entered in the grid of the supplementary administration.

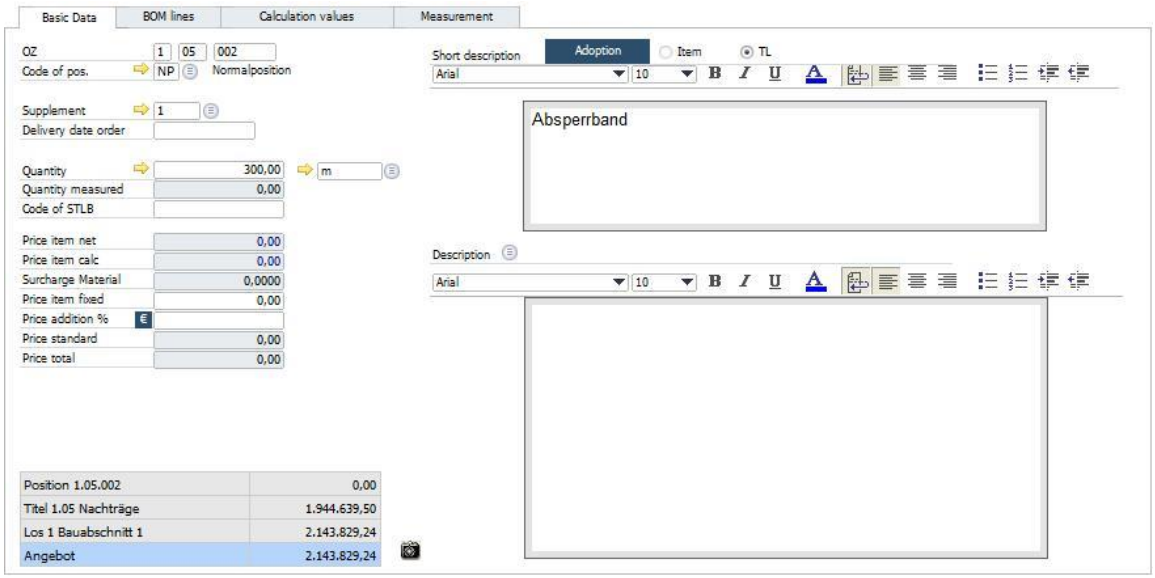


The programme creates a new folder "Supplement" below the position catalogue. The current supplements are displayed below this folder. Initially, the display in the detail area is empty.

The items to be included for a supplement can either take place directly in the already existing LV groups of the master catalogue, depending on the specifications of the contracting parties.

Alternatively, additional groups are created for the individual supplements.

In both cases, the recording is identical to the normal recording of positions.

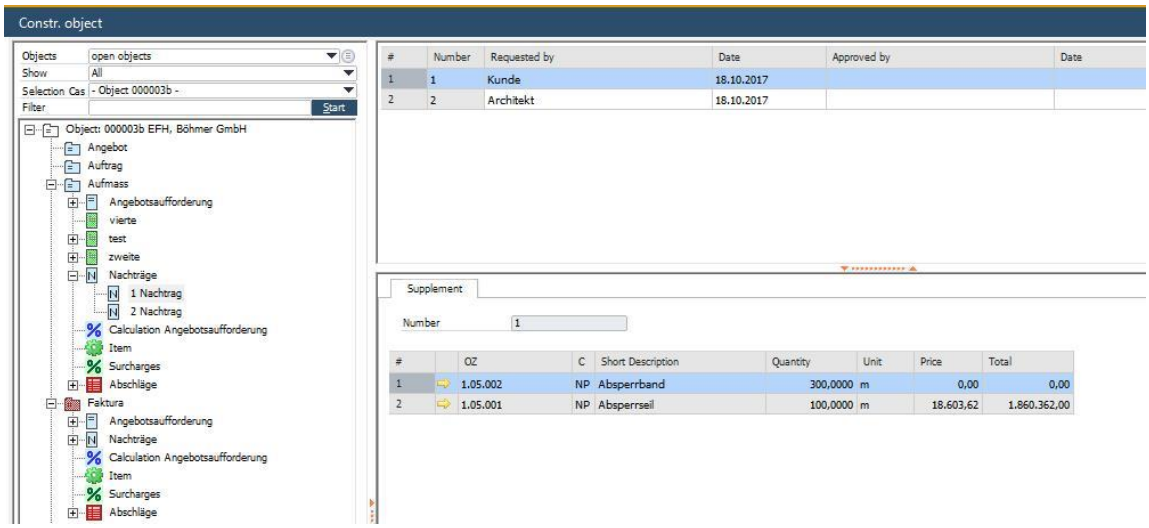


Within the item entry, the supplement field is also shown.

Each LV group or position can be assigned to the existing supplements.

Via the browser, the user gets the display of the already existing supplements.

The crosslink arrow is used to switch to the management of supplements.



The supplements created appear below the position catalogue.

The data includes the date and name of the employee who submitted the addendum.

In addition, the name and date are entered by the approving employee of the principal.

Within the supplement management, the user is shown exactly which positions belong to the supplement that has been created.

The crosslink arrow can be used to go directly to the position from here.

Print supplements

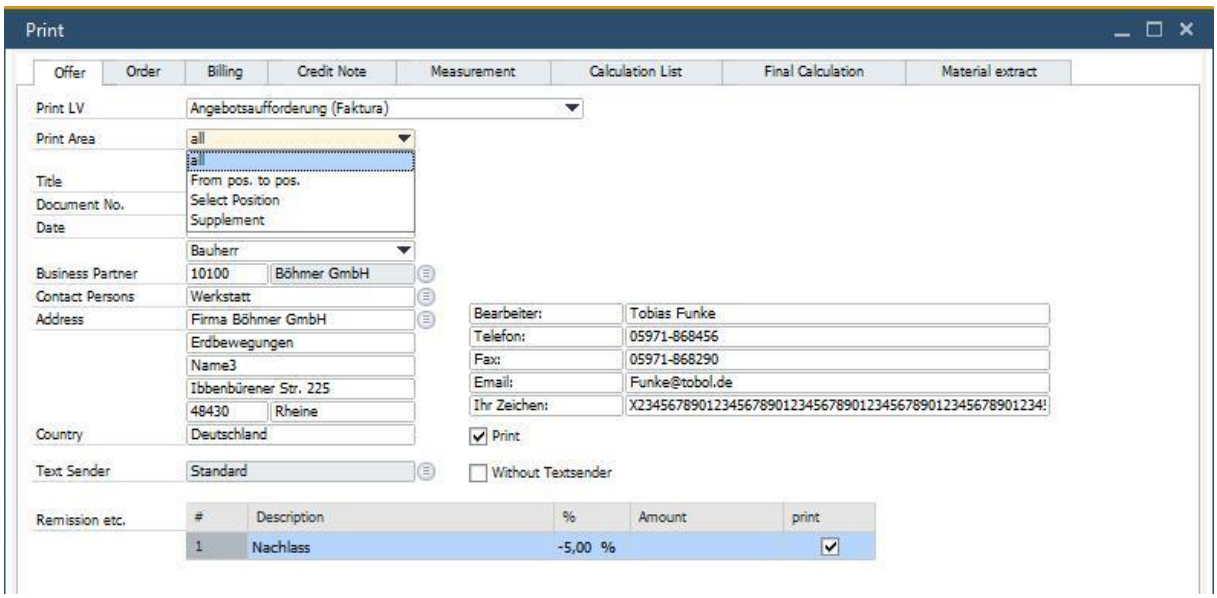
Subsequently added items that arise during the construction phase can be printed out separately when printing quotations and invoices.

When printing an Offer, the supplement item is selected in the print area.

The display from ... to ... appears to the right of the print area and the supplement is displayed.

Here you can select which supplement or supplements are to be printed.

The remaining fields are filled in as for the offer printout.



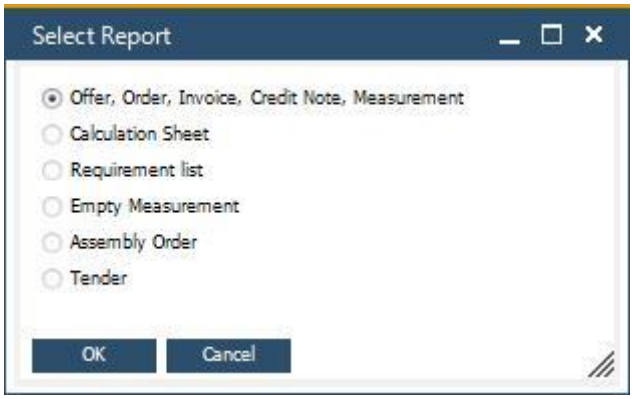
Object invoice

The billing process in the object can always be started in two ways, as with the offer printout.

Either select the print preview
The composition of the desired printout first appears on the screen - can be printed from there
The printout is started via the direct print
The selection appears - then printing starts immediately

In the first process, the printer is selected at the end, in instant printing the printer is selected first.

After that, the selection appears for both variants:

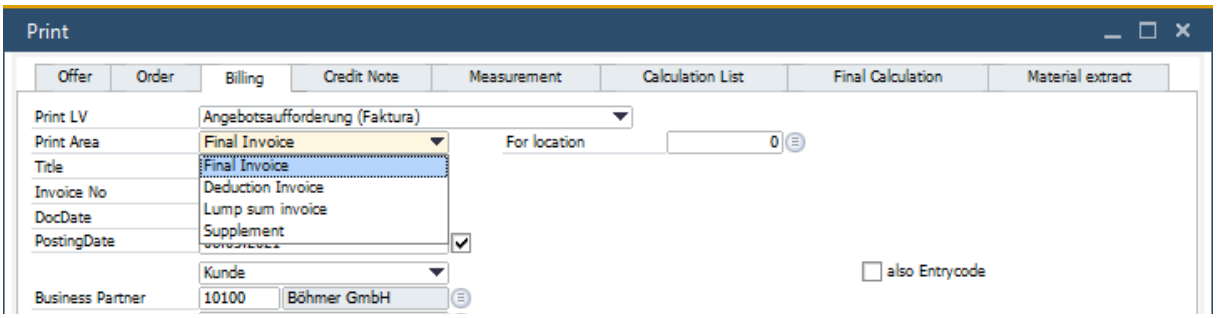


In the preselection, the area from which something is to be printed is selected first.

In the case of invoices, the point for the selection is directly after the display in the correct field.

General:

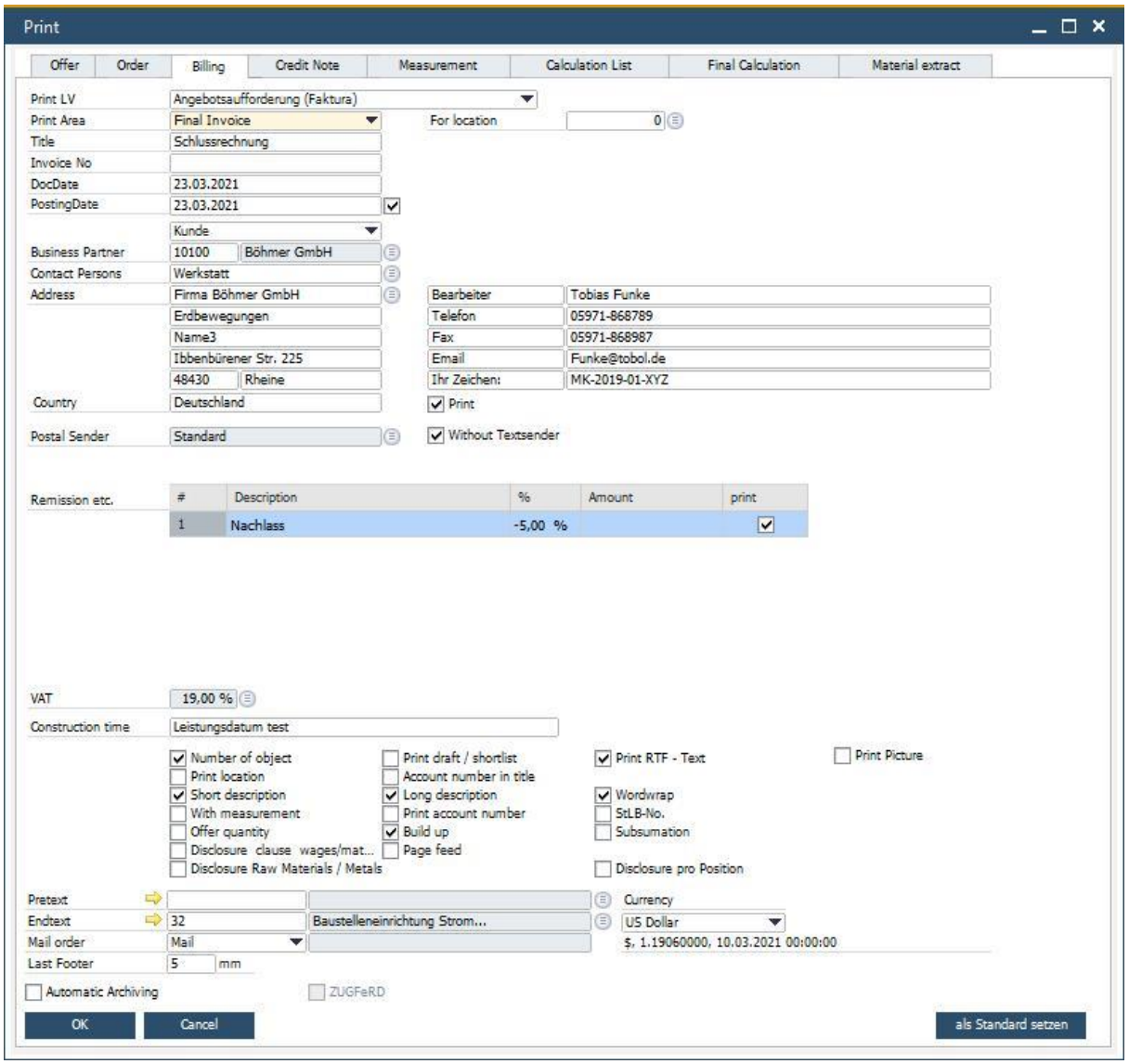
Basically, there are four ways to create an object invoice.



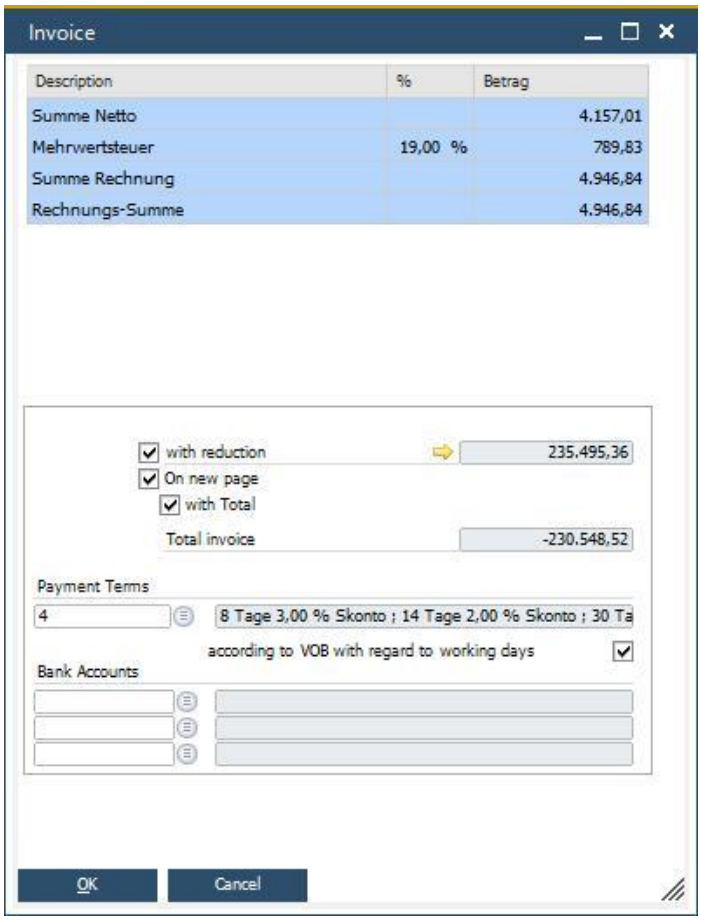
In the invoice dialogue, the above selection is offered under Print Area.

- **Final invoice**
    - After taking prepayments, the last invoice is issued as the final invoice - all prepayments to date are taken into account - prepayments received are also listed.
- **Deduction invoice**
    - Invoices are created according to previously recorded payments - either for one or several payments. Advance payments (payments made) are taken into account.
- **Lump sum invoice**
    - The print dialogue is called up, a lump sum invoice is selected, an amount is entered and printed.
- **Supplementary invoice**
    - The items included via supplement can be printed separately, but also via budget billing/final invoice.

Final account



In the dialogue, the complementary data are entered after selecting "Final invoice".

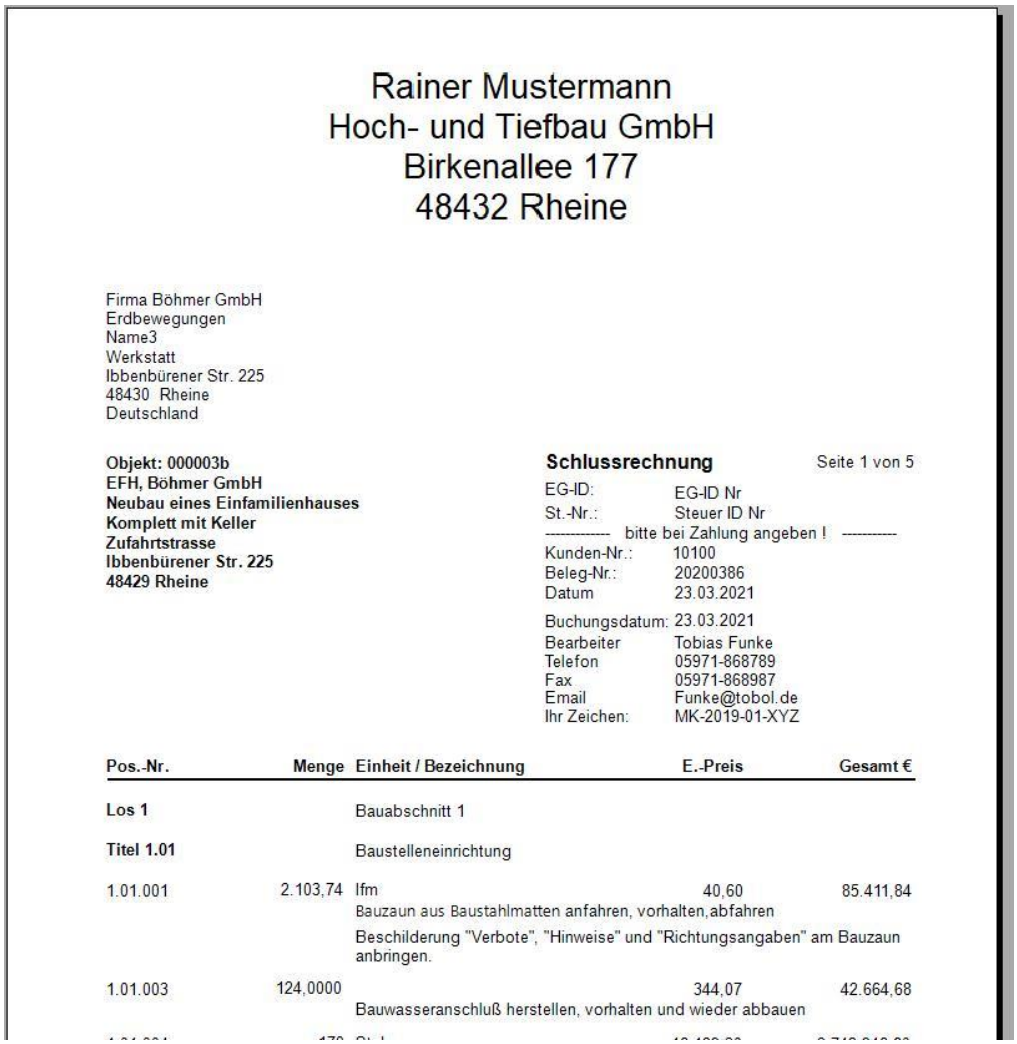


In the next dialogue the programme shows the total value as well as any discounts etc. granted.

In addition, the deposited prepayments can be selected/deselected or supplemented.

The payment terms stored with the business partner and the bank details to be printed are displayed.

After that, the print compilation takes place.



Rainer Mustermann
Hoch- und Tiefbau GmbH
Birkenallee 177
48432 Rheine

Firma Böhmer GmbH
Erdbewegungen
Name3
Werkstatt
Ibbenbürener Str. 225
48430 Rheine
Deutschland

Objekt: 000003b
EFH, Böhmer GmbH
Neubau eines Einfamilienhauses
Komplett mit Keller
Zufahrtstrasse
Ibbenbürener Str. 225
48429 Rheine

Schlussrechnung Seite 1 von 5

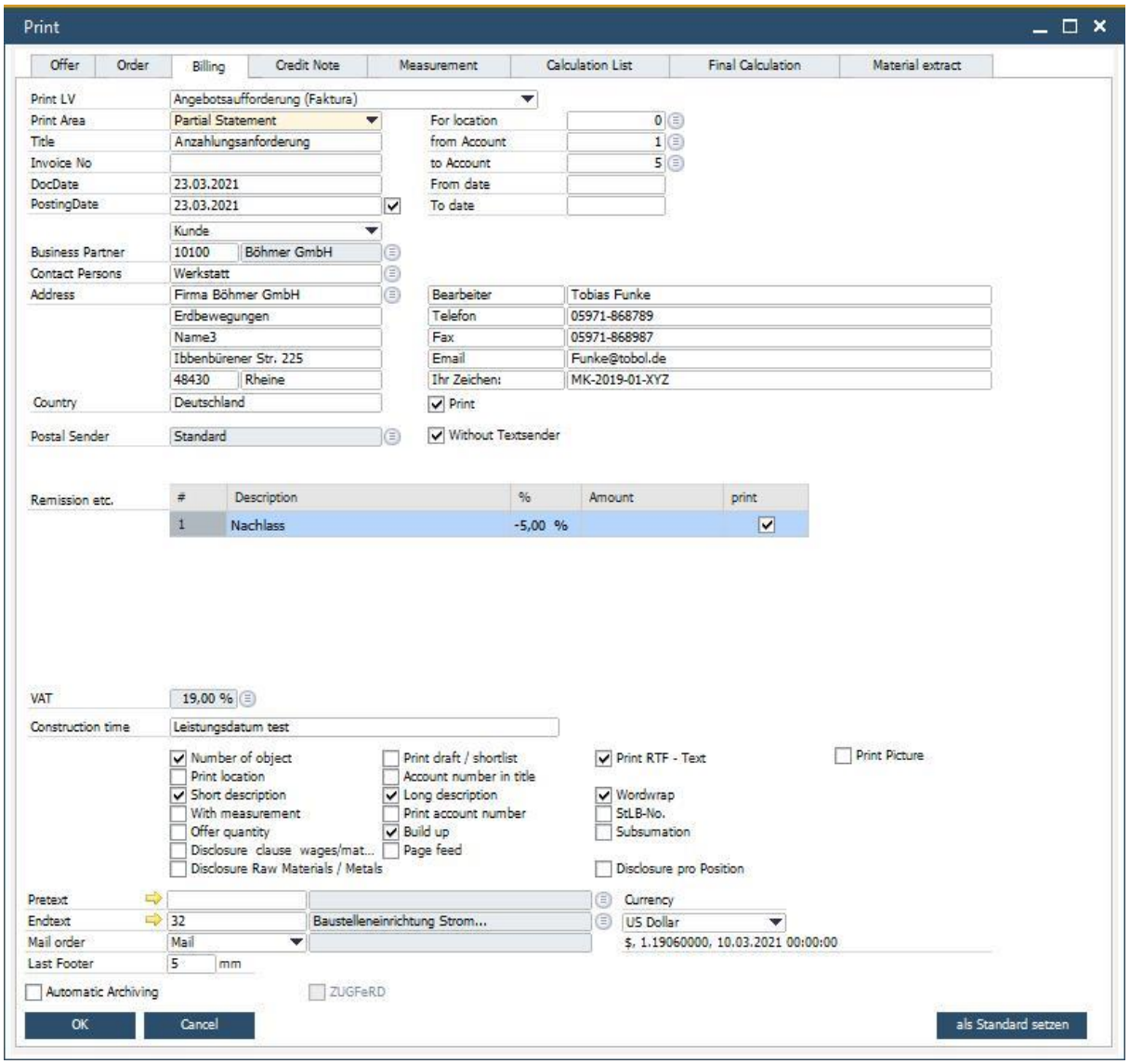
EG-ID: EG-ID Nr
St.-Nr.: Steuer ID Nr
---------- bitte bei Zahlung angeben ! ----------
Kunden-Nr.: 10100
Beleg-Nr.: 20200386
Datum 23.03.2021
Buchungsdatum: 23.03.2021
Bearbeiter Tobias Funke
Telefon 05971-868789
Fax 05971-868987
Email Funke@tobol.de
Ihr Zeichen: MK-2019-01-XYZ

Pos.-Nr.	Menge	Einheit / Bezeichnung	E.-Preis	Gesamt €
Los 1		Bauabschnitt 1		
Titel 1.01		Baustelleneinrichtung		
1.01.001	2.103,74	lfm Bauzaun aus Baustahlmatten anfahren, vorhalten,abfahren Beschilderung "Verbote", "Hinweise" und "Richtungsangaben" am Bauzaun anbringen.	40,60	85.411,84
1.01.003	124,0000	Bauwasseranschluß herstellen, vorhalten und wieder abbauen	344,07	42.664,68

After compilation, the programme shows the first page of the final invoice.

Deductional invoice

In contrast to the final invoice, the area to be invoiced is precisely delimited in the deductions



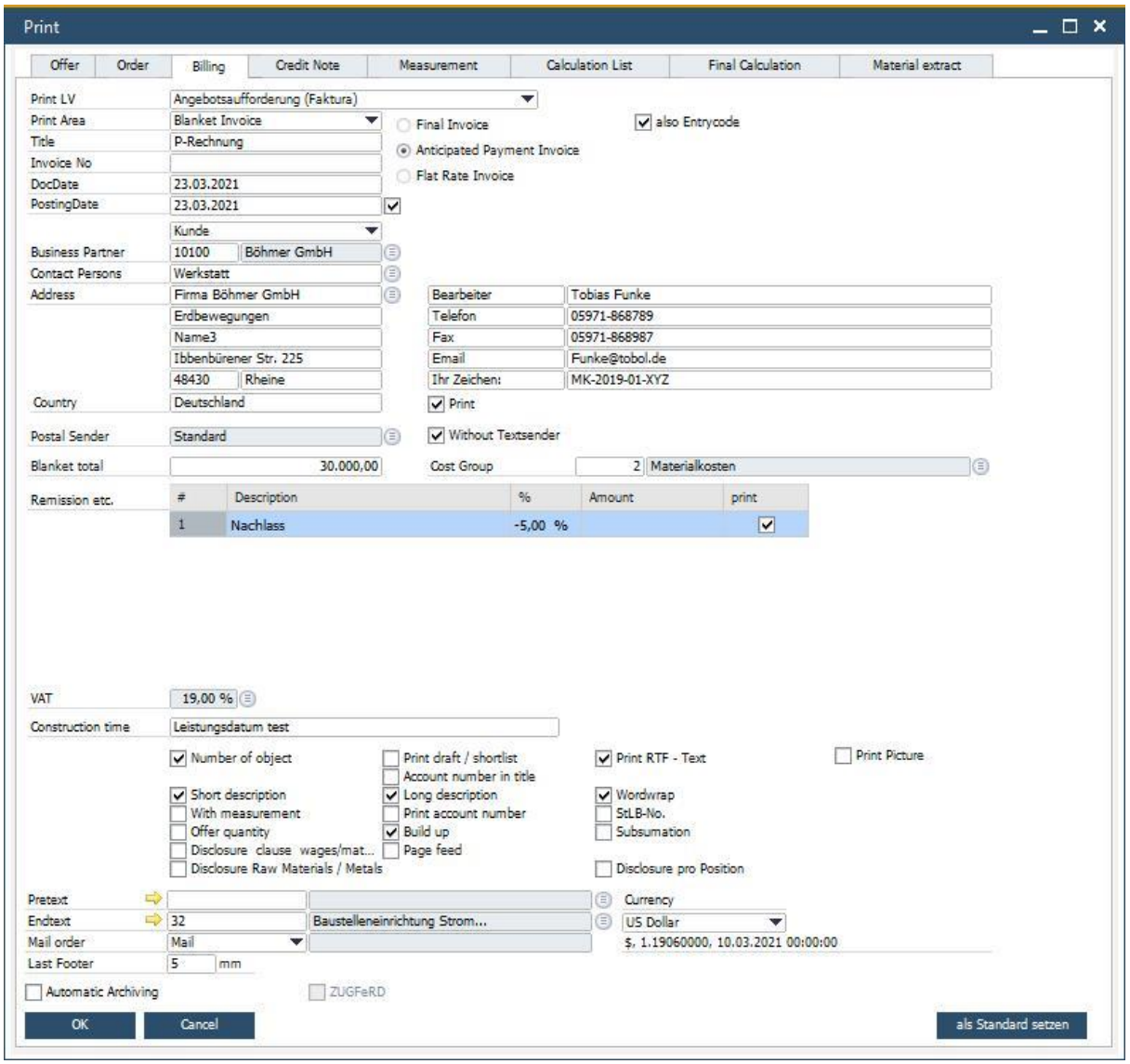
In the listed "pattern", a discount of 1 - 1 is placed.

The composition of the invoice is after this the same as for a final invoice.

The printout also corresponds to that of a final invoice.

Lump sum invoice

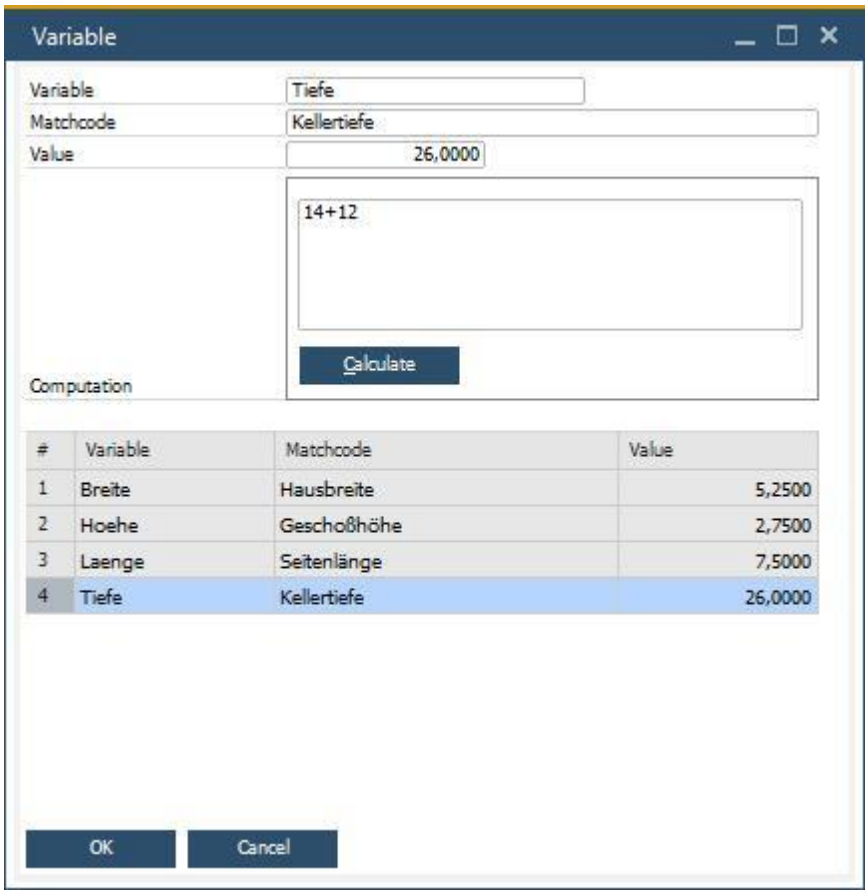
For the Lump sum invoice, this is selected in the print area.



The data has to completed. The amount is entered; the execution period, etc.

Then, as with the final and partial invoice, comes the compilation and the printout.

3.2. Object variables



Within the BOM lines as well as the quantity in the item, recurring variables can be calculated.

The recorded variables are automatically stored in each object.

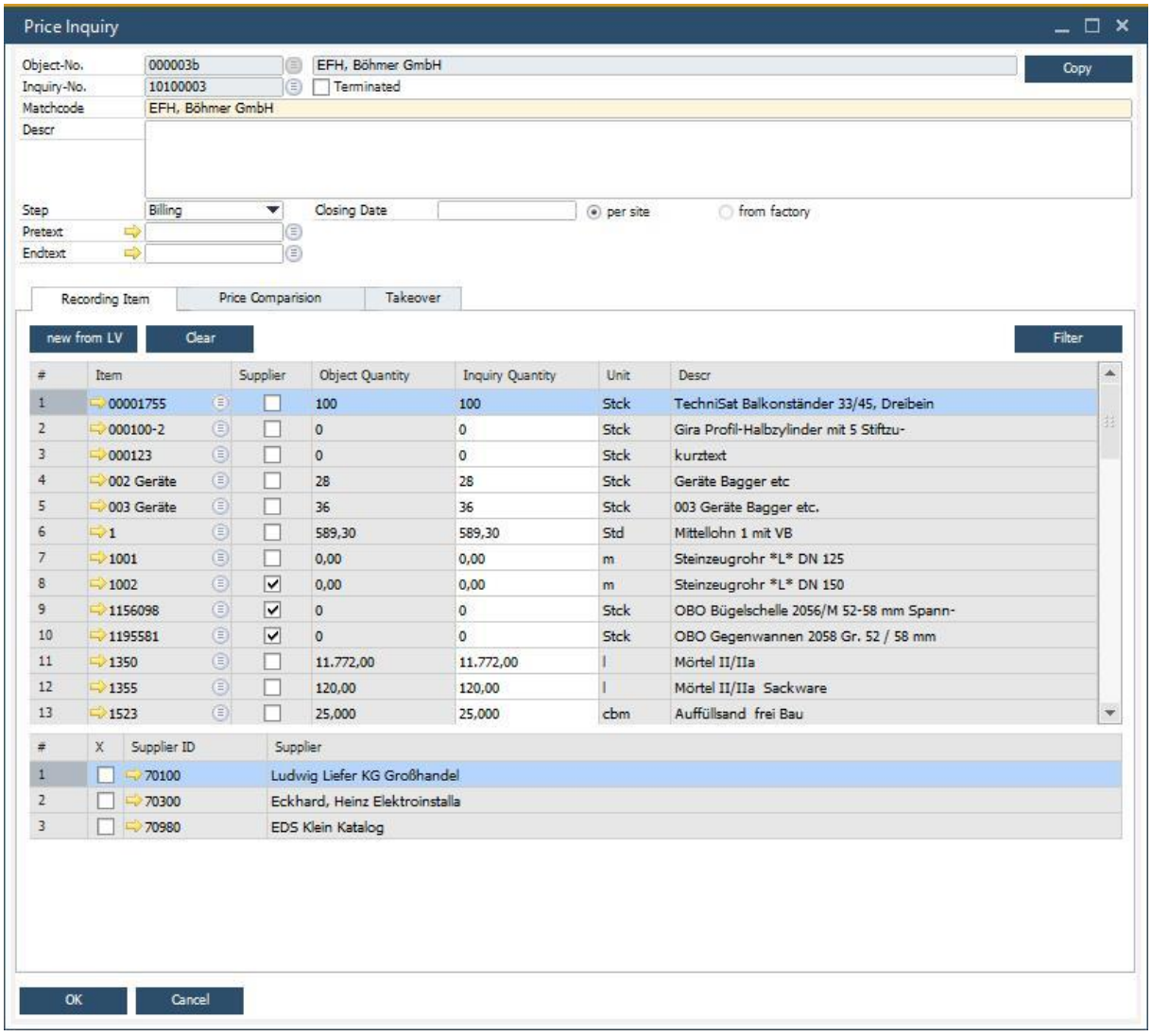
The corresponding values can be changed for each object to suit the building situation.

3.3. Price request

The price request is always object-related.

Within the object processing, a price enquiry can be stored for the enquiry of article prices.

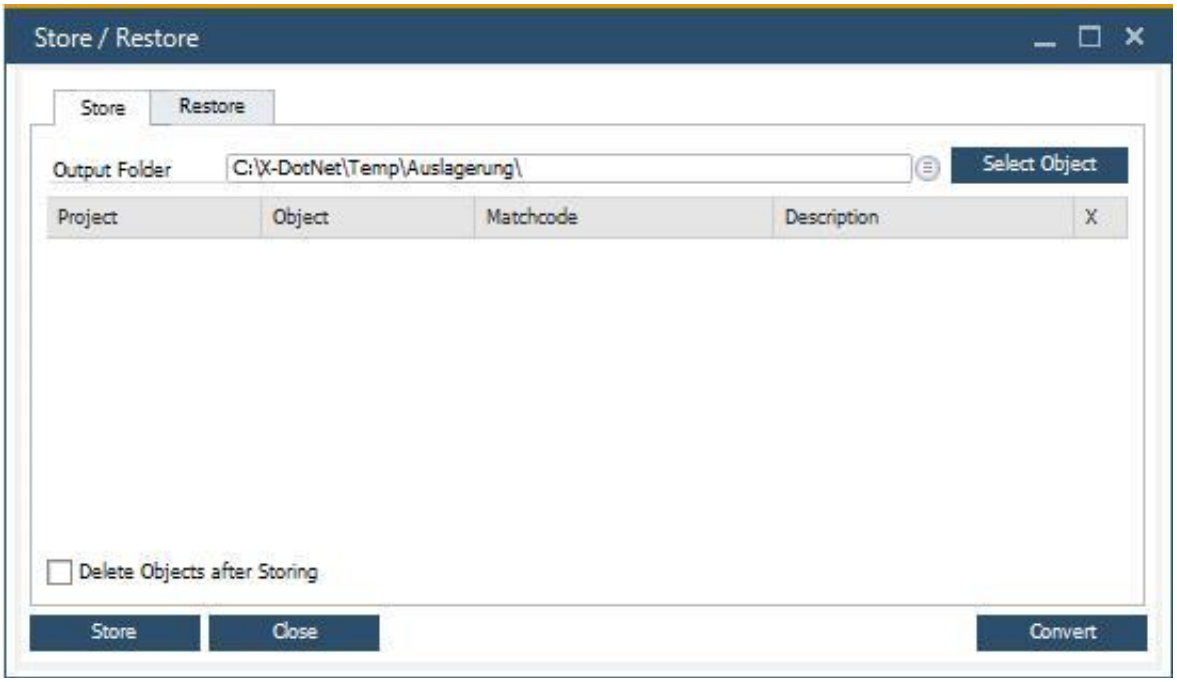
Outside of the objects, the user has quick access to the price requests created here.



3.4. Backup / Restore

With Backup / Restore, objects can be removed from or restored to the database.
This procedure is always required when the number of objects is so large that a clear overview of the object selection is no longer possible. Objects can be set aside as completed in projects for each processing year. They then no longer appear in the direct view. These objects can be removed from the database and can be easily restored again if necessary.

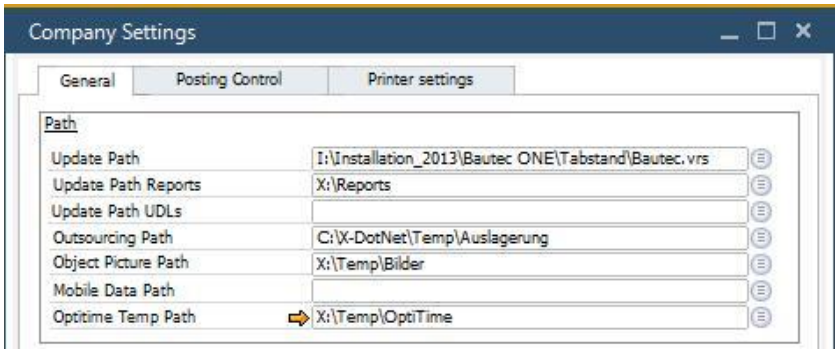
When backuped, objects can be deleted directly in the database.



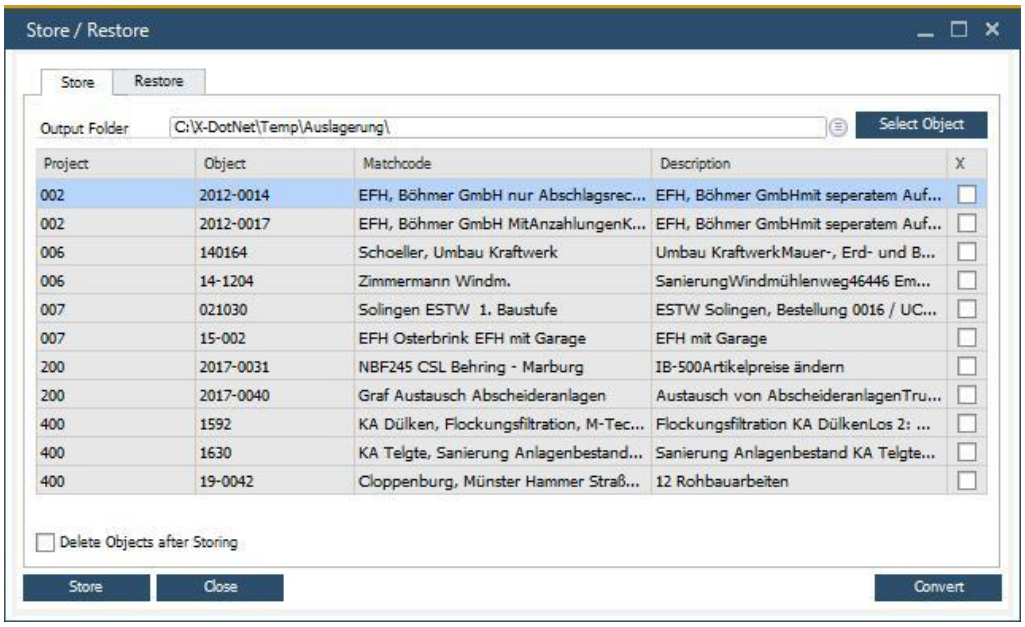
First, a general directory is created in which the outsourced objects are "stored".

The data path is stored in the company control system so that all employees can access it.

Administration Company Control General



Backup / Restore

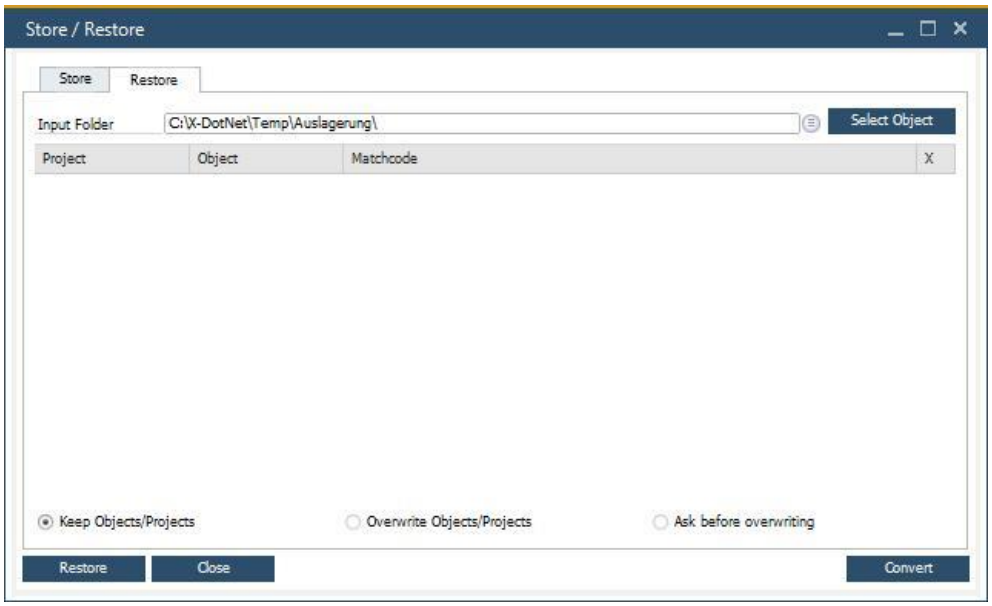


With Select object one or more objects can be selected.

The selected objects appear in the display,

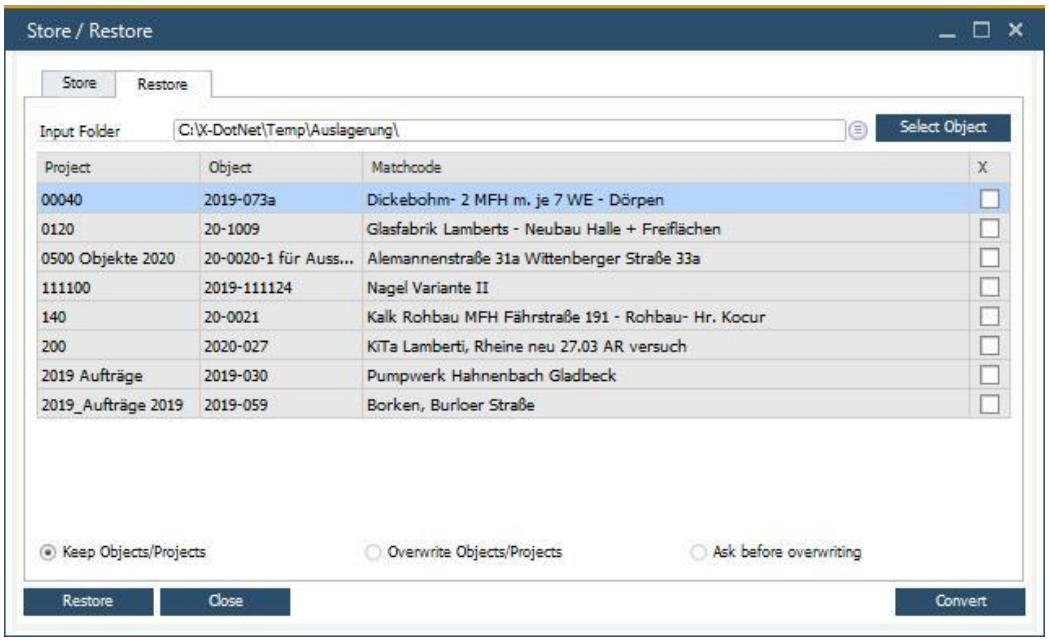
With the option: Delete objects after backup - the database can be reduced in size.

Attention:
Accidentally deleted objects can also be restored with this function. If necessary, please contact Novaline Service for more information.



The programme is initially in the empty selection and branches into the preset swap directory.

With - Select object - the programme displays the projects and objects in the directory.



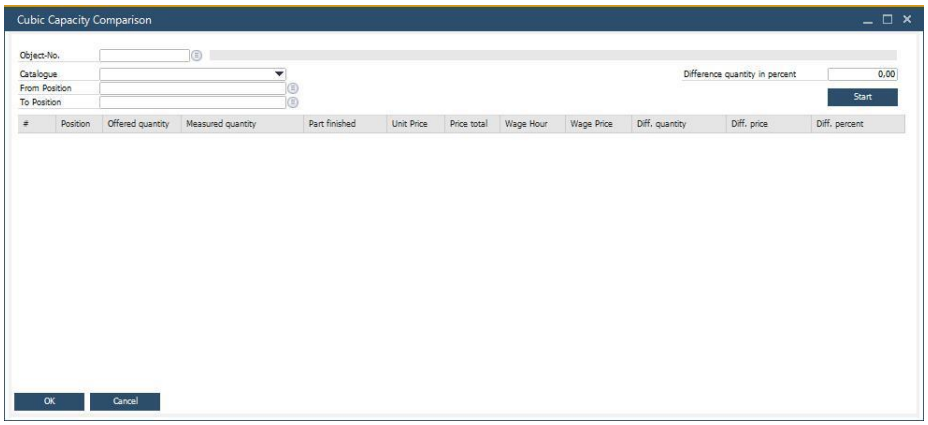
The object(s) can be marked and restored again.

Various parameters for the selection are available.

Before restoring, you can decide whether the object is to be overwritten or not.

3.5. Comparison of building masses

Basic dialogue



The building mass comparison gives the user a quick overview of the current state of individual objects.

The quantity of the offer, the quantity recorded by measurement/quantity determination and a manually entered quantity of partially completed services are listed.

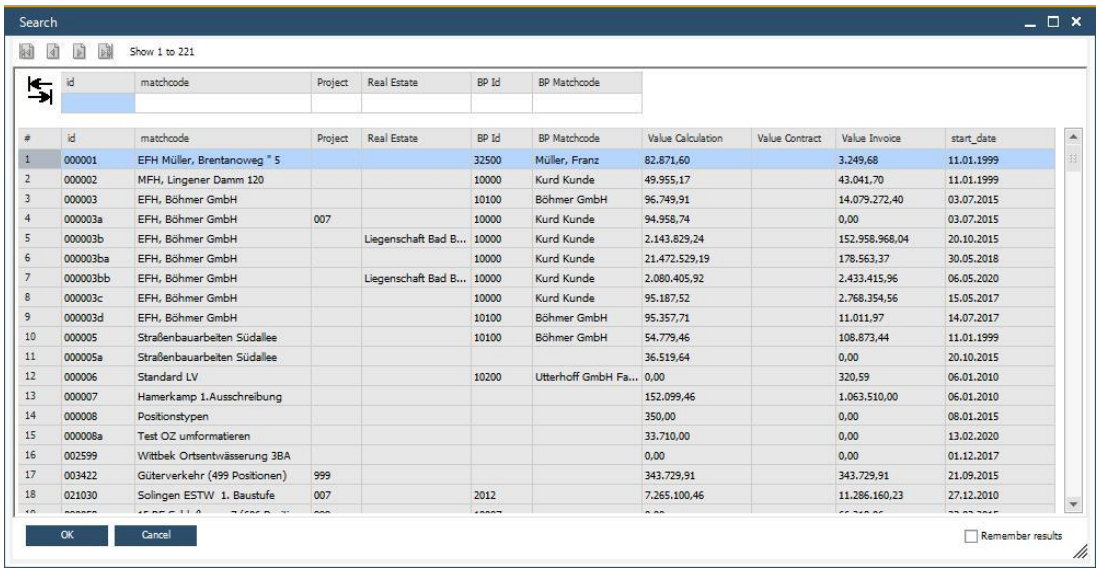
If, for example, the last measurement was made in November and the company needs a list of the construction work performed on the construction site so far for the annual accrual, these can be entered in the list as partially completed work. These partially completed services are taken into account in the same way as the measurement and result in an up-to-date view of the construction site.

In addition, it can be selected whether only positions with a predetermined % specification are to be shown.

When a % deviation is selected, the programme shows both the undercoverage and the overcoverage of the preselected % rate.

At the end of an object, all positions can be evaluated very quickly and clearly.

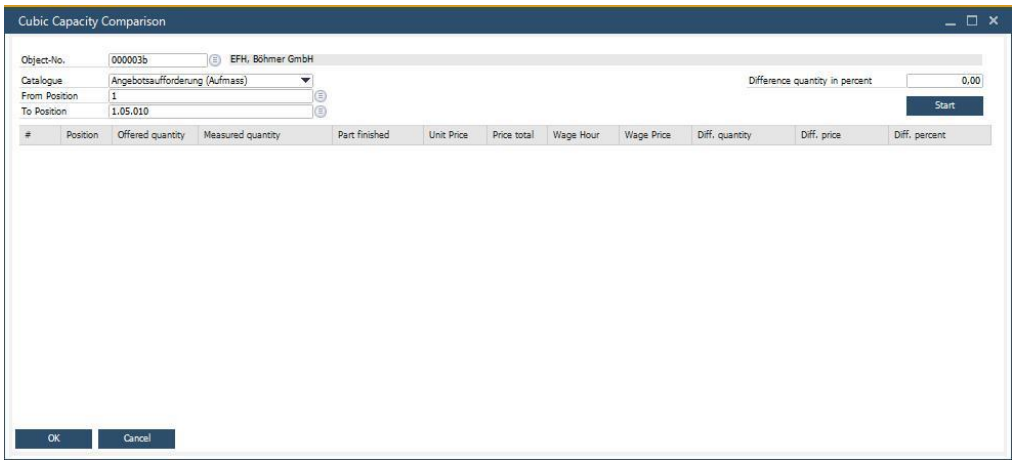
Select object



After selecting the building mass comparison, the object to be evaluated is selected first.

See example

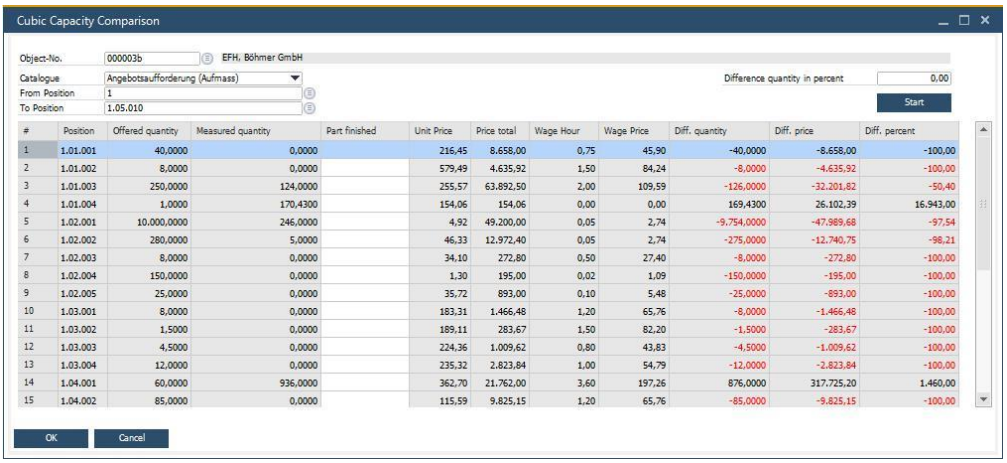
Selectioncriteria



After selecting the object, you can choose from which catalogue of the LV the evaluation should be taken.

In addition, a % deviation can be entered if not all positions are to appear in the overview.

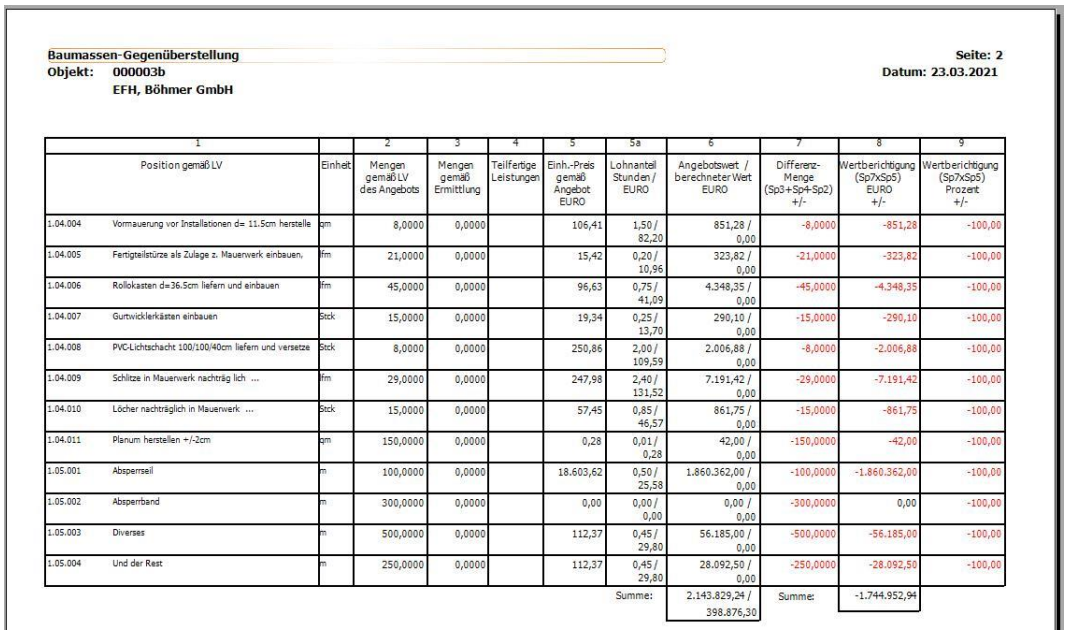
Item overview



#	Position	Offered quantity	Measured quantity	Part finished	Unit Price	Price total	Wage Hour	Wage Price	Diff. quantity	Diff. price	Diff. percent
1	1.01.001	40,0000	0,0000		216,45	8.658,00	0,75	45,90	-40,0000	-8.658,00	-100,00
2	1.01.002	8,0000	0,0000		579,49	4.635,92	1,50	84,24	-8,0000	-4.635,92	-100,00
3	1.01.003	250,0000	124,0000		255,57	63.892,50	2,00	109,59	-126,0000	-32.201,82	-50,40
4	1.01.004	1,0000	170,4300		154,06	154,06	0,00	0,00	169,4300	26.102,39	16.943,00
5	1.02.001	10.000,0000	246,0000		4,92	49.200,00	0,05	2,74	-9.754,0000	-47.989,68	-97,54
6	1.02.002	280,0000	5,0000		46,33	12.972,40	0,05	2,74	-275,0000	-12.740,75	-98,21
7	1.02.003	8,0000	0,0000		34,10	272,80	0,50	27,40	-8,0000	-272,80	-100,00
8	1.02.004	150,0000	0,0000		1,30	195,00	0,02	1,09	-150,0000	-195,00	-100,00
9	1.02.005	25,0000	0,0000		35,72	893,00	0,10	5,48	-25,0000	-893,00	-100,00
10	1.03.001	8,0000	0,0000		183,31	1.466,48	1,20	65,76	-8,0000	-1.466,48	-100,00
11	1.03.002	1,5000	0,0000		189,11	283,67	1,50	82,20	-1,5000	-283,67	-100,00
12	1.03.003	4,5000	0,0000		224,36	1.009,62	0,80	43,83	-4,5000	-1.009,62	-100,00
13	1.03.004	12,0000	0,0000		235,32	2.823,84	1,00	54,79	-12,0000	-2.823,84	-100,00
14	1.04.001	60,0000	936,0000		362,70	21.762,00	3,60	197,26	876,0000	317.725,20	1.460,00
15	1.04.002	85,0000	0,0000		115,59	9.825,15	1,20	65,76	-85,0000	-9.825,15	-100,00

The item overview shows the user the preselected items with the quantity offered and determined. Partially completed services can be entered in this overview. These also switch the display directly to the entered values, or total valuation.

Printout of the building mass comparison



Baumassen-Gegenüberstellung **Seite: 2**

Objekt: 000003b **Datum: 23.03.2021**

EFH, Böhmer GmbH

1			2	3	4	5	5a	6	7	8	9
Position gemäß LV		Einheit	Mengen gemäß LV des Angebots	Mengen gemäß Ermittlung	Teilfertige Leistungen	Einh.-Preis gemäß Angebot EURO	Lohnanteil Stunden / EURO	Angebotswert / berechneter Wert EURO	Differenz-Menge (Sp3+Sp4-Sp2) +/-	Wertberichtigung (Sp7xSp5) EURO +/-	Wertberichtigung (Sp7xSp5) Prozent +/-
1.04.004	Vormauerung vor Installationen d= 11.5cm herstelle	qm	8,0000	0,0000		106,41	1,50 / 82,20	851,28 / 0,00	-8,0000	-851,28	-100,00
1.04.005	Fertigteilstürze als Zulage z. Mauerwerk einbauen,	lfm	21,0000	0,0000		15,42	0,20 / 10,96	323,82 / 0,00	-21,0000	-323,82	-100,00
1.04.006	Rollokasten d=36.5cm liefern und einbauen	lfm	45,0000	0,0000		96,63	0,75 / 41,09	4.348,35 / 0,00	-45,0000	-4.348,35	-100,00
1.04.007	Gurtwicklerkästen einbauen	Stck	15,0000	0,0000		19,34	0,25 / 13,70	290,10 / 0,00	-15,0000	-290,10	-100,00
1.04.008	PVC-Lichtschacht 100/100/40cm liefern und versetze	Stck	8,0000	0,0000		250,86	2,00 / 109,59	2.006,88 / 0,00	-8,0000	-2.006,88	-100,00
1.04.009	Schlitze in Mauerwerk nachträg lich ...	lfm	29,0000	0,0000		247,98	2,40 / 131,52	7.191,42 / 0,00	-29,0000	-7.191,42	-100,00
1.04.010	Löcher nachträglich in Mauerwerk ...	Stck	15,0000	0,0000		57,45	0,85 / 46,57	861,75 / 0,00	-15,0000	-861,75	-100,00
1.04.011	Planum herstellen +/-2cm	qm	150,0000	0,0000		0,28	0,01 / 0,28	42,00 / 0,00	-150,0000	-42,00	-100,00
1.05.001	Absperrseil	m	100,0000	0,0000		18.603,62	0,50 / 25,58	1.860.362,00 / 0,00	-100,0000	-1.860.362,00	-100,00
1.05.002	Absperrband	m	300,0000	0,0000		0,00	0,00 / 0,00	0,00 / 0,00	-300,0000	0,00	-100,00
1.05.003	Diverses	m	500,0000	0,0000		112,37	0,45 / 29,80	56.185,00 / 0,00	-500,0000	-56.185,00	-100,00
1.05.004	Und der Rest	m	250,0000	0,0000		112,37	0,45 / 29,80	28.092,50 / 0,00	-250,0000	-28.092,50	-100,00
							Summe:	2.143.829,24 / 398.876,30	Summe:	-1.744.952,94	

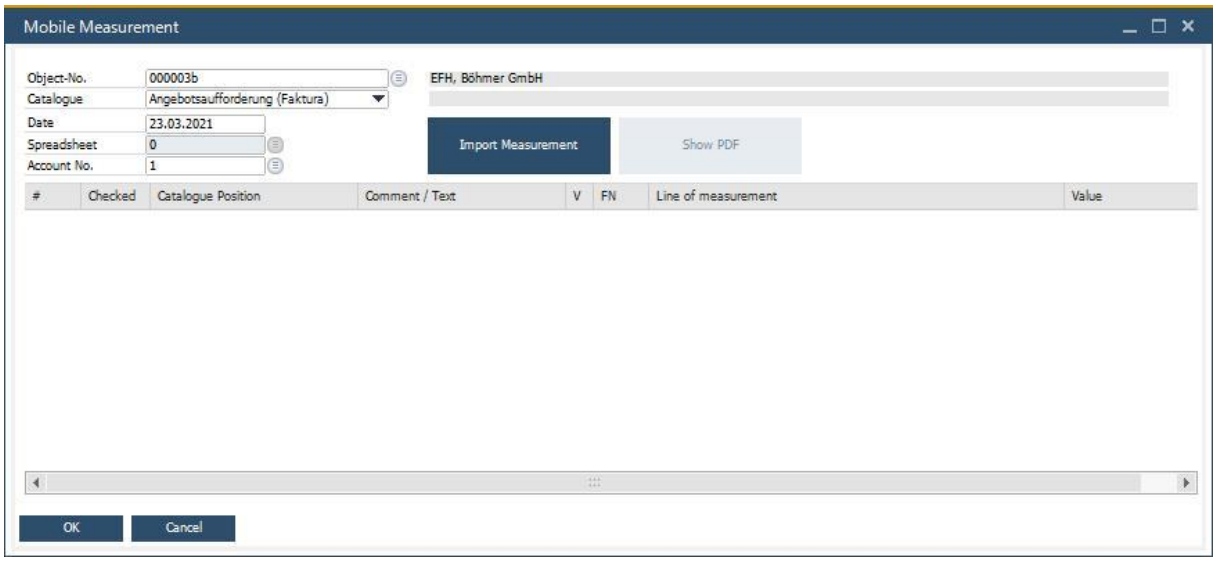
The sum shows the difference between the quantity offered and the quantity invoiced.

3.6. Mobile measurement

Mobile measurement is a programme for reading measurement values in XML format from Optitime under the menu item "Project/Object".

If you have any questions about this programme, please contact our sales department

The measurement values set up with the OptiTime programme are sent by e-mail to the target computer.



First select the object and the object step into which the measurement values are to be transferred.

The data received by mail is available in the appropriate folder and can be imported.

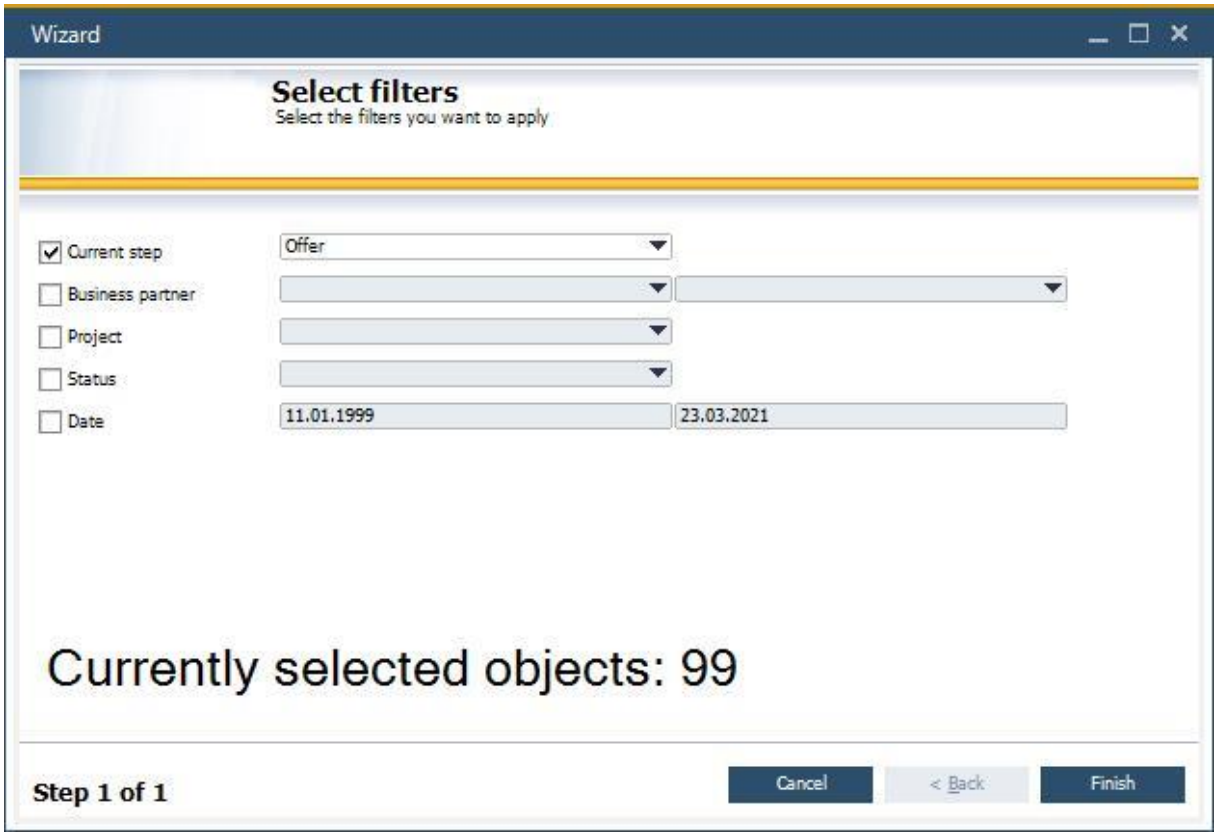
If not available, the item number of the LV is added and the check mark is set.

The measurement line has been transferred to the object and assigned to the correct position.

In addition to the XML data variant, the measurement sheet is sent in PDF format. This way, it can be read in "plain text".

3.7. Evaluation

3.7.1. Object evaluation



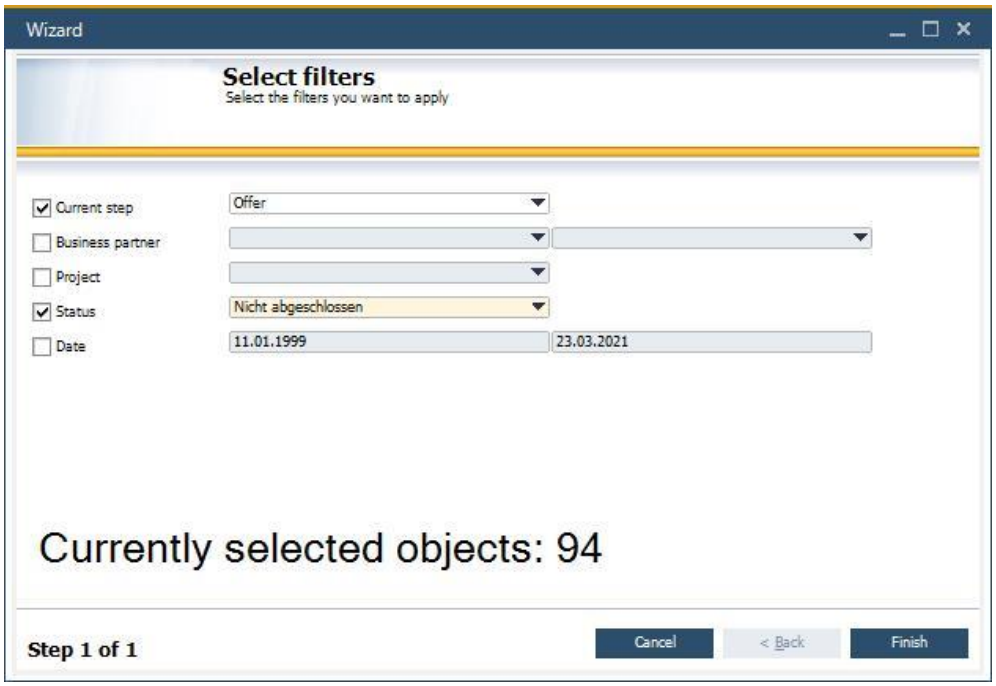
With the object evaluation, the user has the possibility to print the offer / settlement values of existing objects after preselection.

The selection criteria can be combined with each other.

In this way, objects can be listed that were set up in the period from ... to ... and have the status Offer. The list shows the user the respective objects with the calculated offer totals and adds them up.

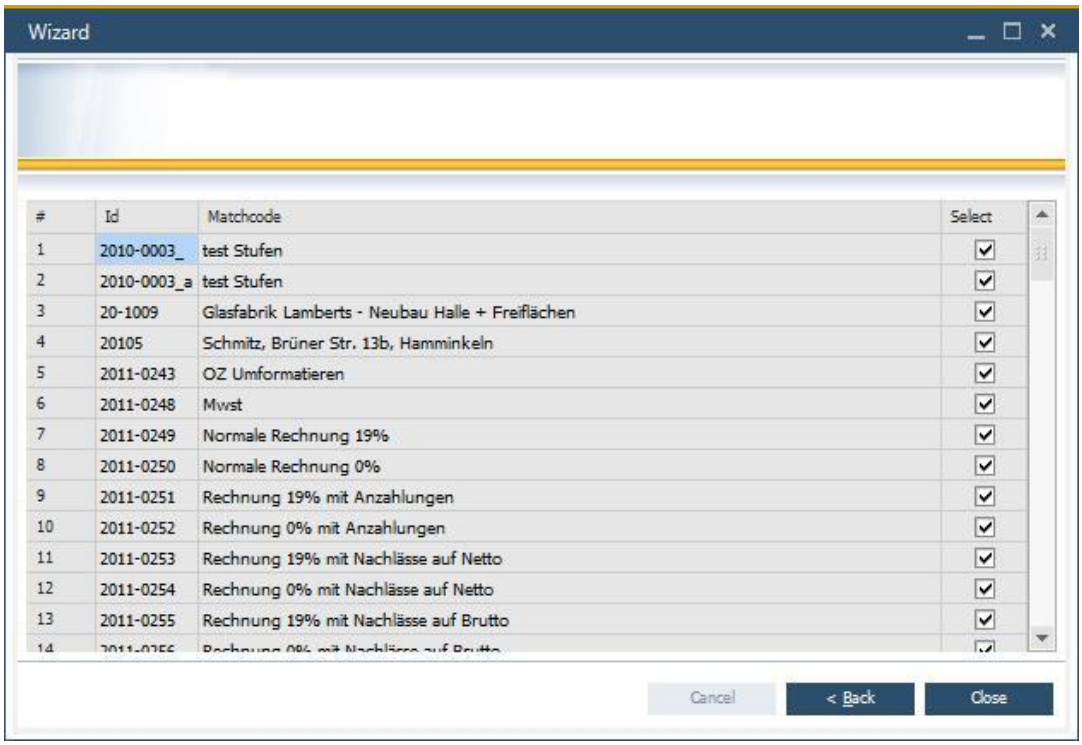
Or, a list shows how many objects have been created with a business partner in the predefined period.

Or, objects have the status - resubmission - and should provide the user with a monthly list of these objects.



The selection could look like this.

The user receives a list of the open offers over the specified time period



After the selection has been made, the programme compiles a list of the selected objects. Individual objects can be marked or removed.

Objekt-Auswertung

Auswahl:

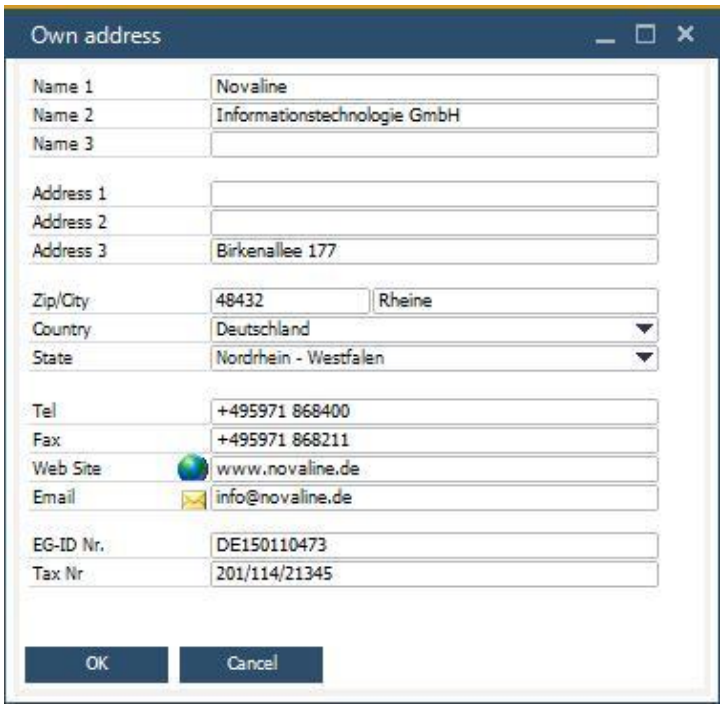
Current step: Offer
Status: Nicht abgeschlossen

23.03.2021

Objekt	Beschreibung	Kunde	Angebotswert	Abgerechnet
2010-0003_	test Stufen		1.675,40	2.603,08
2010-0003_a	test Stufen	12345 Andreas Holterhus	2.151,43	2.603,08
20-1009	Glasfabrik Lamberts - Neubau Halle + Freiflächen		3.096.462,85	0,00
20105	Schmitz, Brüner Str. 13b, Hamminkeln		157.770,52	0,00
2011-0243	OZ Umformatieren		0,00	0,00
2011-0248	Mwst	10000 Kurd Kunde	278,67	2.487,49
2011-0249	Normale Rechnung 19%	10100 Böhmer GmbH	116,00	216,00
2011-0250	Normale Rechnung 0%	10100 Böhmer GmbH	116,00	216,00
2011-0251	Rechnung 19% mit Anzahlungen	10100 Böhmer GmbH	116,00	196,00
		Gesamt	3.258.686,87	8.321,65

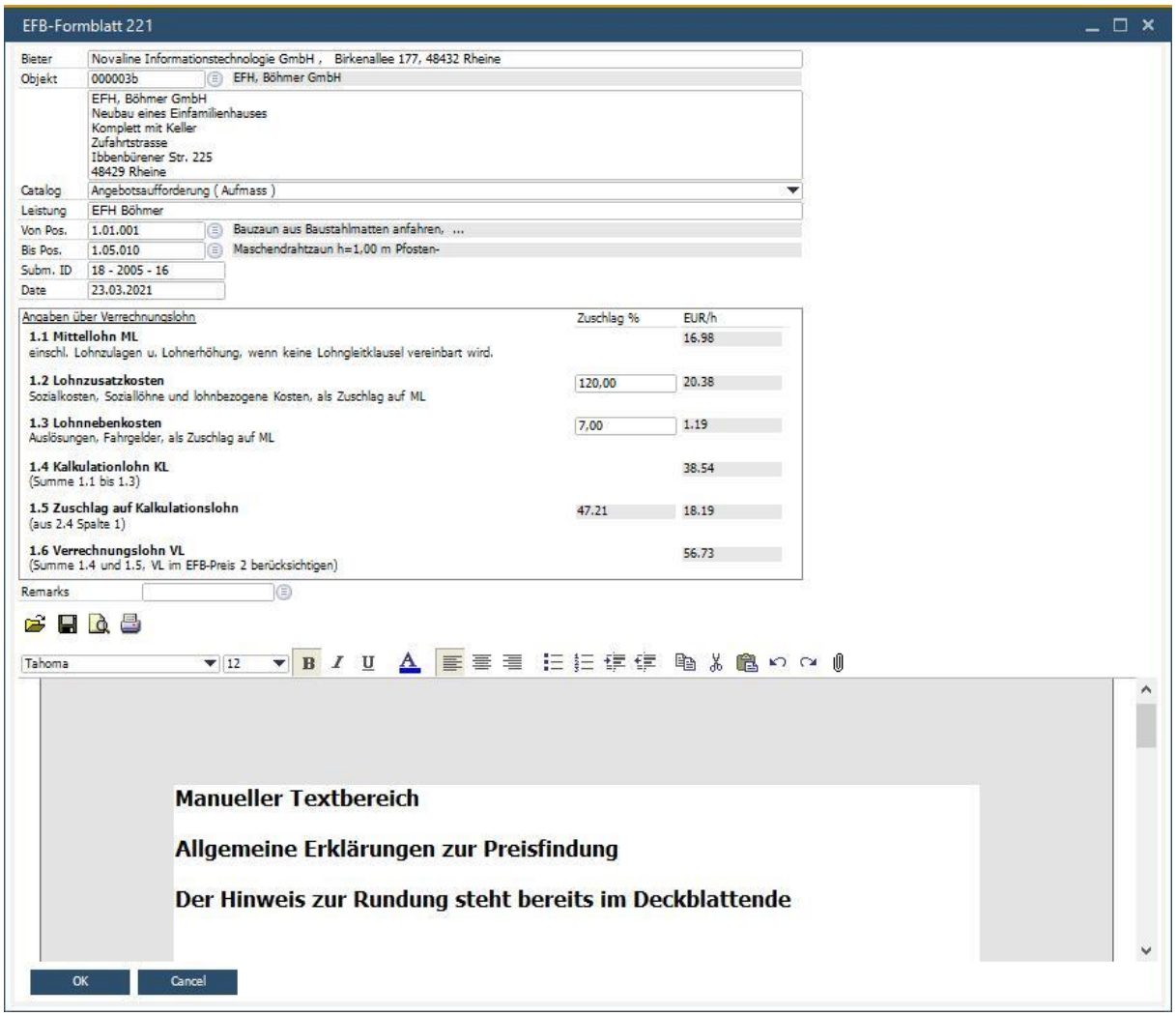
This list shows all objects in the status offer - not completed; i.e. objects that are currently being worked on. You can see the offer sum and the settled sum.

3.7.2. Own address



This address is used for printing the EFB forms under Project//Object Evaluation EFB Form 221 and 223 used.
And for the creation of X-Rechnung

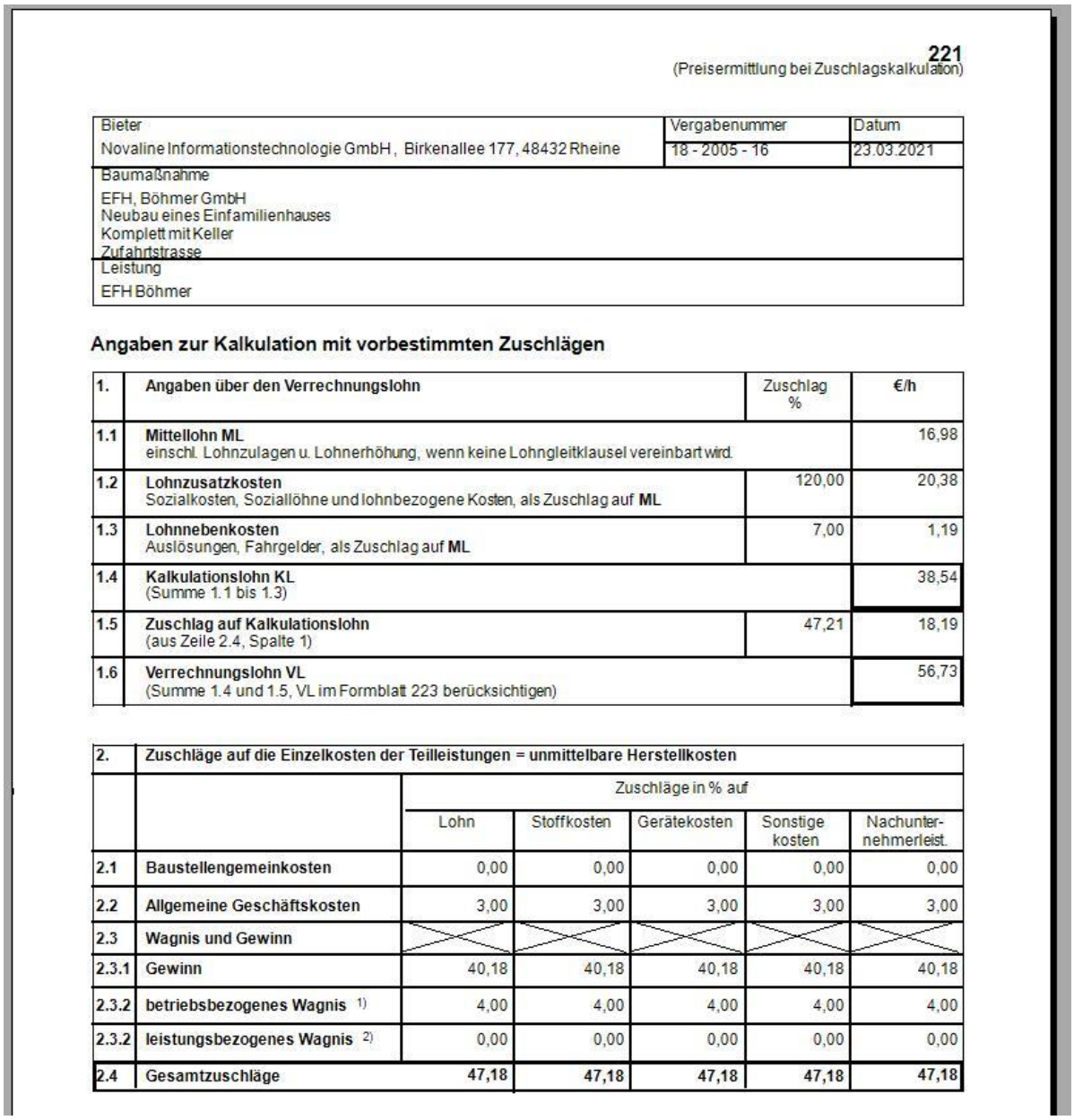
3.7.3. EFB Form 221



When submitting a bid in the public sector, the documentation of the pricing according to EFB forms is mandatory. We print this after selection of the object and the supplementary data.

The header information for the EFB sheet comes from: Own address

Printout EFB Sheet 221



221
(Preisermittlung bei Zuschlagskalkulation)

Bieter	Vergabenummer	Datum
Novaline Informationstechnologie GmbH , Birkenallee 177, 48432 Rheine	18 - 2005 - 16	23.03.2021
Baumaßnahme EFH, Böhmer GmbH Neubau eines Einfamilienhauses Komplett mit Keller Zufahrtstrasse		
Leistung EFH Böhmer		

Angaben zur Kalkulation mit vorbestimmten Zuschlägen

1.	Angaben über den Verrechnungslohn	Zuschlag %	€/h
1.1	**Mittellohn ML** einschl. Lohnzulagen u. Lohnerhöhung, wenn keine Lohngleitklausel vereinbart wird.		16,98
1.2	**Lohnzusatzkosten** Sozialkosten, Soziallöhne und lohnbezogene Kosten, als Zuschlag auf **ML**	120,00	20,38
1.3	**Lohnnebenkosten** Auslösungen, Fahrgelder, als Zuschlag auf **ML**	7,00	1,19
1.4	**Kalkulationslohn KL** (Summe 1.1 bis 1.3)		38,54
1.5	**Zuschlag auf Kalkulationslohn** (aus Zeile 2.4, Spalte 1)	47,21	18,19
1.6	**Verrechnungslohn VL** (Summe 1.4 und 1.5, VL im Formblatt 223 berücksichtigen)		56,73

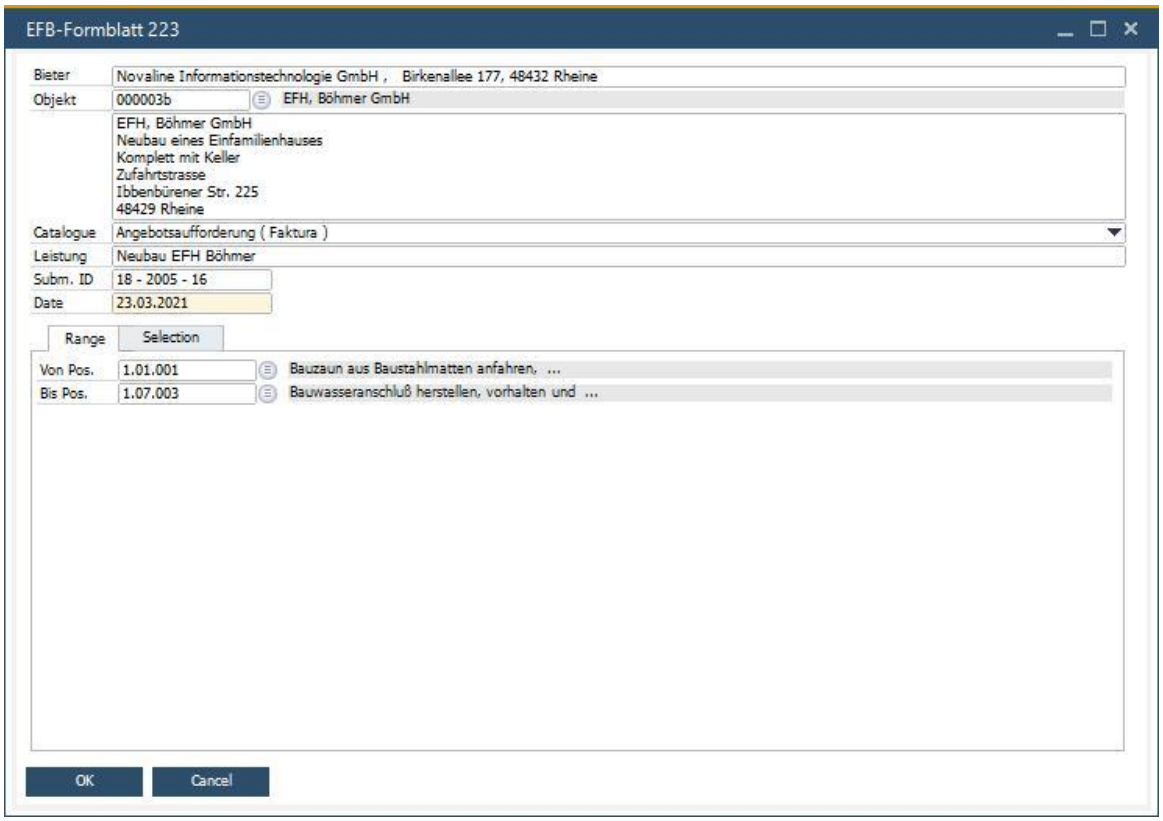
2.	Zuschläge auf die Einzelkosten der Teilleistungen = unmittelbare Herstellkosten					
		Zuschläge in % auf				
		Lohn	Stoffkosten	Gerätekosten	Sonstige kosten	Nachunter-nehmerleist.
2.1	**Baustellengemeinkosten**	0,00	0,00	0,00	0,00	0,00
2.2	**Allgemeine Geschäftskosten**	3,00	3,00	3,00	3,00	3,00
2.3	**Wagnis und Gewinn**					
2.3.1	**Gewinn**	40,18	40,18	40,18	40,18	40,18
2.3.2	**betriebsbezogenes Wagnis** [1]	4,00	4,00	4,00	4,00	4,00
2.3.2	**leistungsbezogenes Wagnis** [2]	0,00	0,00	0,00	0,00	0,00
2.4	**Gesamtzuschläge**	**47,18**	**47,18**	**47,18**	**47,18**	**47,18**

The printed form of the EFB sheet 221 looks like this.

Any desired changes can be made via the EXPORT to Word.

3.7.4. EFB Form 223

EFB form selection dialogue



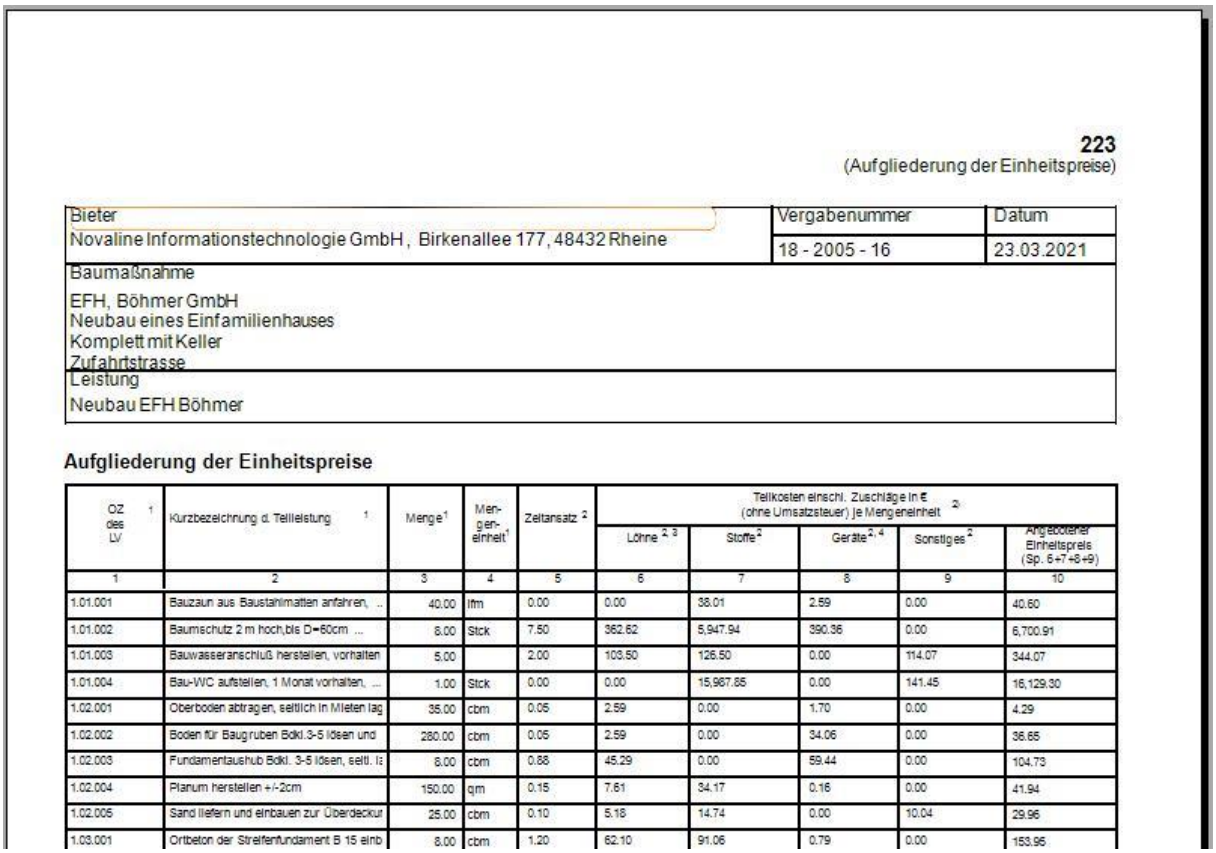
In addition to the Form 221, a list of the items with their pricing is also required for public contracting authorities.

The object and the position selection can be entered with the dialogue.

The data record is completed with the award number and the date of creation.

Either the positions from ... to ... are selected or individual, predetermined positions are printed via selection.

EFB Form 223 Printout



223
(Aufgliederung der Einheitspreise)

Bieter	Vergabenummer	Datum
Novaline Informationstechnologie GmbH , Birkenallee 177, 48432 Rheine	18 - 2005 - 16	23.03.2021

Baumaßnahme

EFH, Böhmer GmbH
Neubau eines Einfamilienhauses
Komplett mit Keller
Zufahrtstrasse

Leistung

Neubau EFH Böhmer

Aufgliederung der Einheitspreise

OZ des LV [1]	Kurzbezeichnung d. Teilleistung [1]	Menge [1]	Mengeneinheit [1]	Zeitansatz [2]	Teilkosten einschl. Zuschläge in € (ohne Umsatzsteuer) je Mengeneinheit [2]				
					Löhne [2, 3]	Stoffe [2]	Geräte [2, 4]	Sonstiges [2]	Angebotener Einheitspreis (Sp. 6+7+8+9)
1	2	3	4	5	6	7	8	9	10
1.01.001	Bauzaun aus Baustahlmatten anfahren, ..	40.00	lfm	0.00	0.00	38.01	2.59	0.00	40.60
1.01.002	Baumschutz 2 m hoch,bis D=60cm ...	6.00	Stck	7.50	362.62	5,947.94	390.36	0.00	6,700.91
1.01.003	Bauwasseranschluß herstellen, vorhalten	5.00		2.00	103.50	126.50	0.00	114.07	344.07
1.01.004	Bau-WC aufstellen, 1 Monat vorhalten, ...	1.00	Stck	0.00	0.00	15,987.85	0.00	141.45	16,129.30
1.02.001	Oberboden abtragen, seitlich in Mieten lag	35.00	cbm	0.05	2.59	0.00	1.70	0.00	4.29
1.02.002	Boden für Baugruben Bdkl.3-5 lösen und	280.00	cbm	0.05	2.59	0.00	34.06	0.00	36.65
1.02.003	Fundamentaushub Bdkl. 3-5 lösen, seitl. la	6.00	cbm	0.88	45.29	0.00	59.44	0.00	104.73
1.02.004	Planum herstellen +/-2cm	150.00	qm	0.15	7.61	34.17	0.16	0.00	41.94
1.02.005	Sand liefern und einbauen zur Überdeckur	25.00	cbm	0.10	5.18	14.74	0.00	10.04	29.96
1.03.001	Ortbeton der Streifenfundament B 15 einb	8.00	cbm	1.20	62.10	91.06	0.79	0.00	153.95

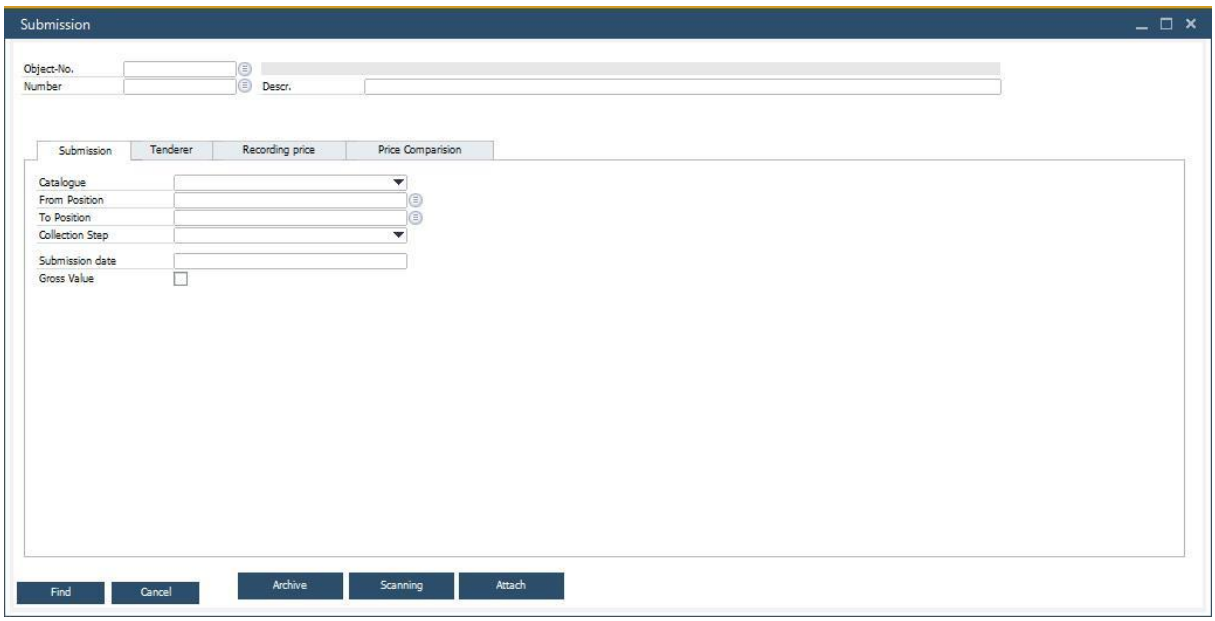
3.7.5. Submission

Submission - basic data

Submission is the administration of the submissions that have taken place for the individual objects.

After selecting the Submission programme, the basic dialogue is displayed.

Any number of different submissions can be carried out within an object.

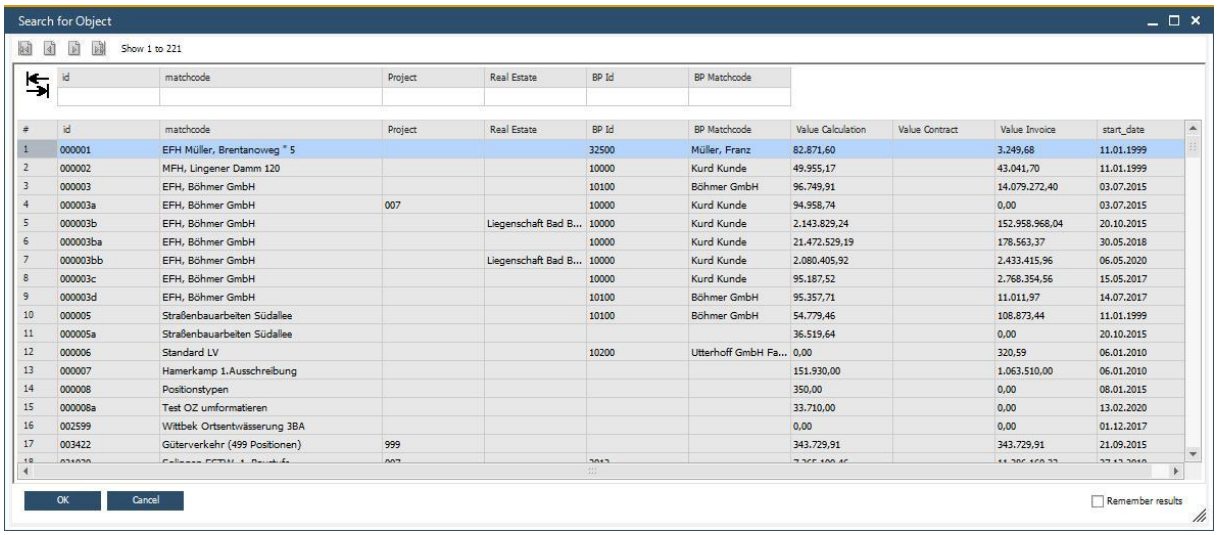


Comparisons of the submission can be entered by total tender or by tender groups or items.

In addition, the catalogue can also be ordered from ... to ... position can be restricted.

Submission - Object selection

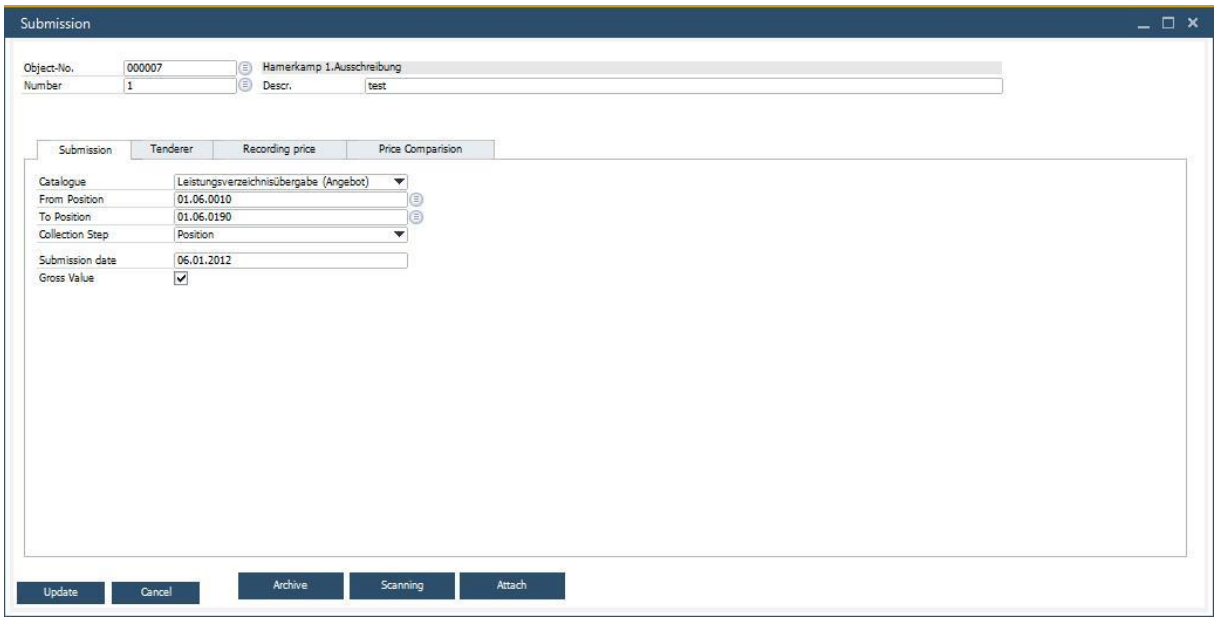
The first process for further recording is the selection of the object for which the submission data is to be recorded.



After selecting the object browser, all existing objects are displayed first.

Select the object for which the submission is to be entered.

Submission of new data/ selection of existing data



After selecting the object, it is displayed in the topmost category.

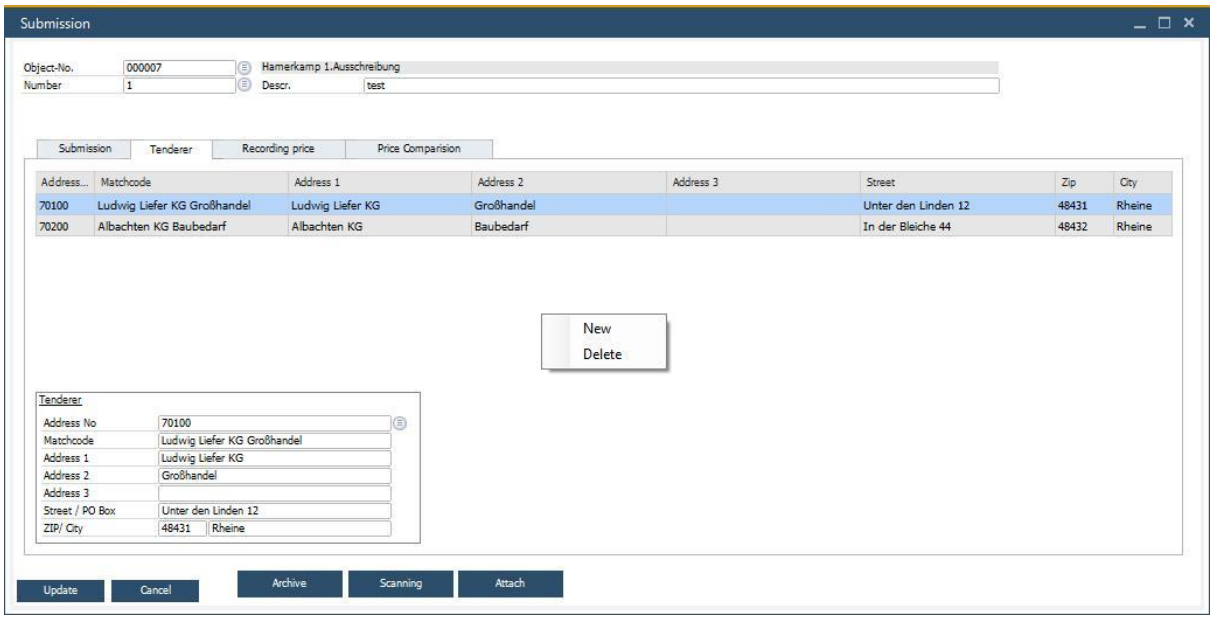
Any number of individual submissions with different levels can be created for the object from here.

First select the object catalogue from which the submission data is to be created. The existing positions from ... to... are automatically displayed.

With the selection for the positions, the complete catalogue can be limited.

After defining the positions, the LV level is selected for which the values are to be recorded. Possible choices are the total LV, existing LV groups or positions.

select bidder



After setting up the basic data, the existing bidders are entered.

Any number of bidders can be created.

A new record for a bidder is opened with the context menu right mouse button.

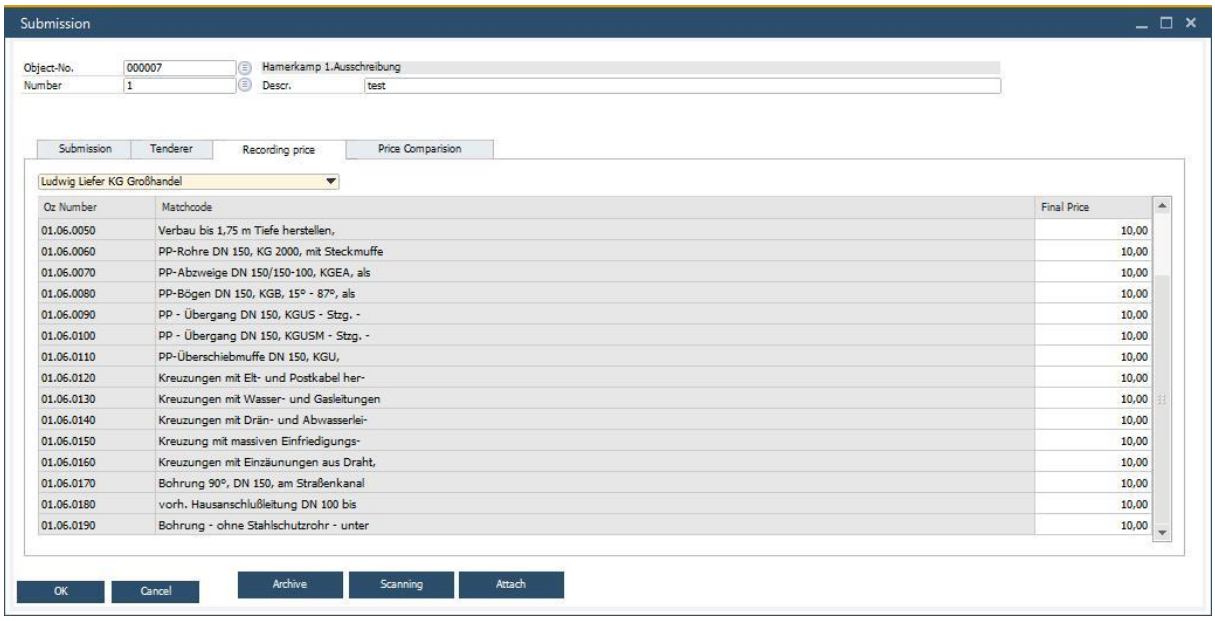
After selecting - New - the programme shows an empty new bidder.

Bidders can be included manually. The data fields can be written to.

In addition, the stored business partners can be accessed with the selection.

Bidders that should no longer appear in the overview are marked with the left mouse button - with the context menu right mouse button - delete - removed from the overview.

Price entry according to positions



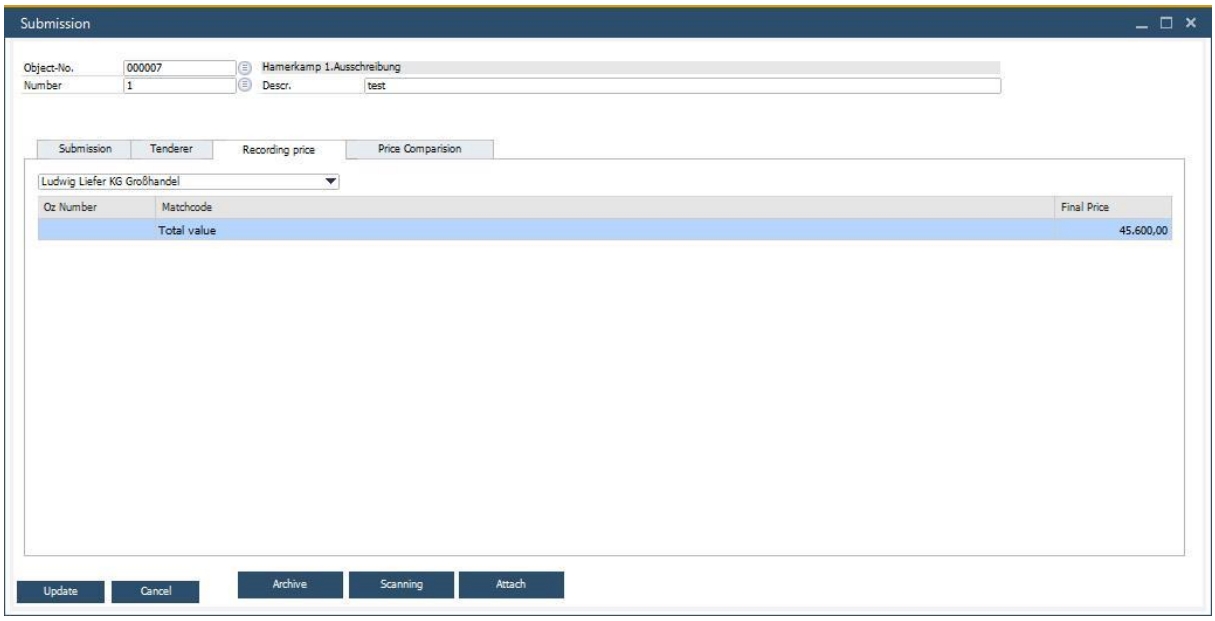
The selection of bidders is offered in the upper left area of the dialogue.

With the selection arrow all available bidders are displayed.

First, the bidder is selected for whom the submission prices are to be recorded.

The existing prices are entered under the heading - Final price.

Price entry according to total value:

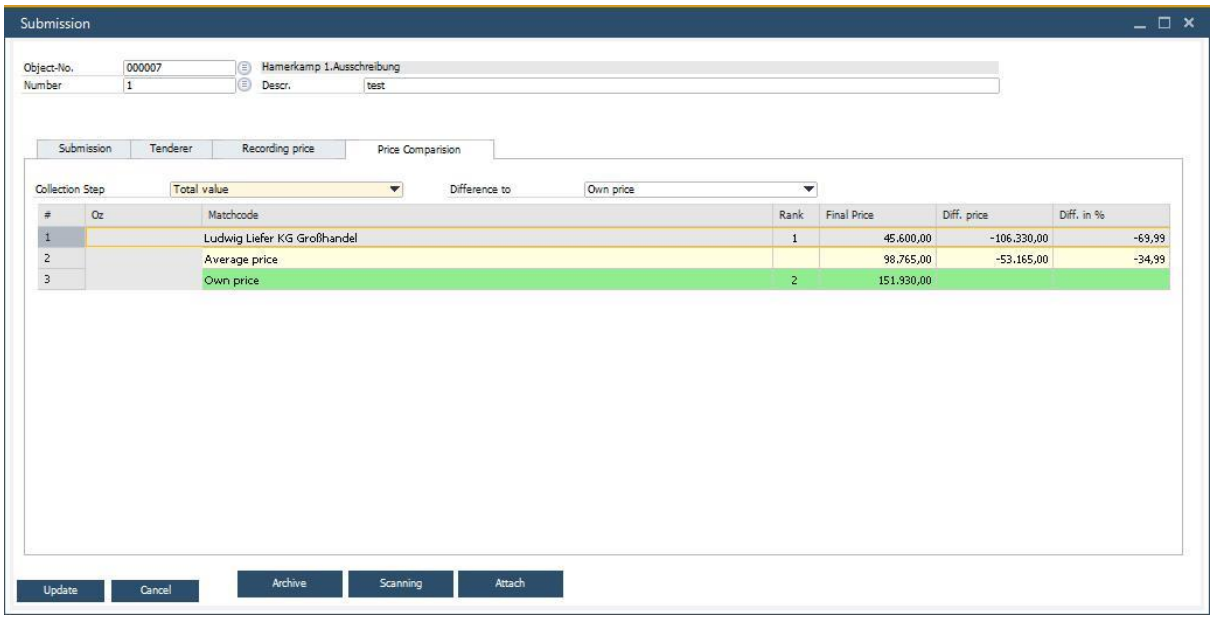


As an alternative to entering prices by position, the submission can also be set up so that only the total values of the individual bidders are entered.

The next bidder is selected in the top left display. The total amount of the bid is recorded.

Price list

Disclosure of total values:



Various displays can be set up within the evaluation/price comparison list.

If the tender is divided into subgroups or even positions, these can also be displayed within the price comparison list.

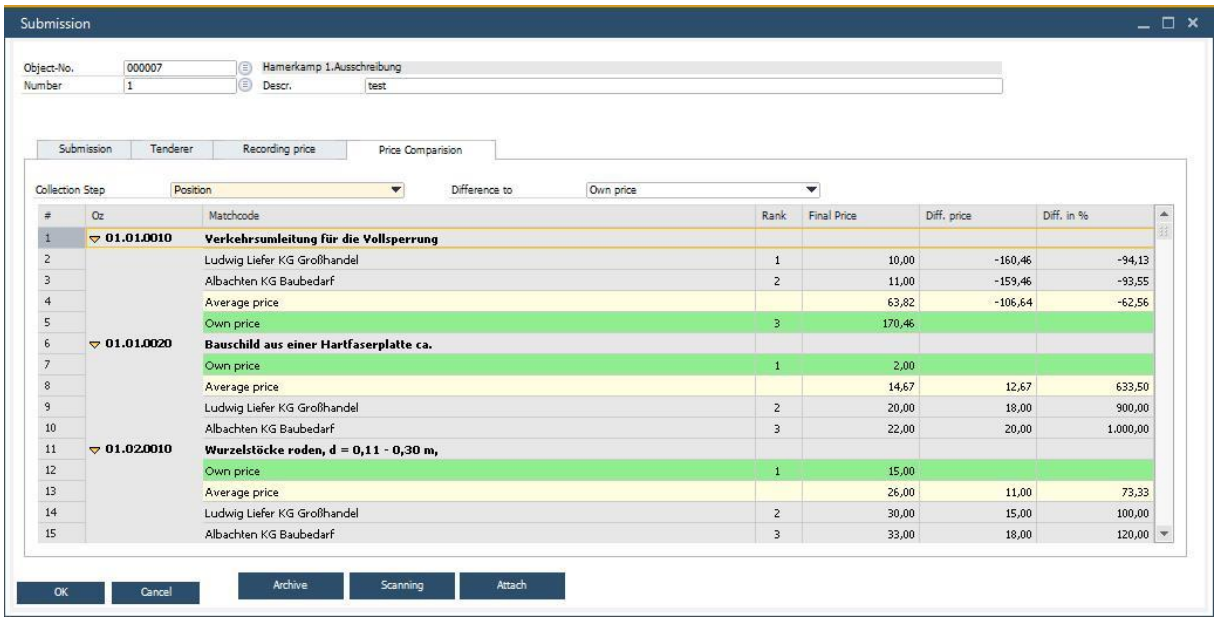
Difference displays can be switched as the basis for the display.

These are: Difference to own price

Difference to the lowest price

Difference to average price

Disclosure of the position values:



#	Oz	Matchcode	Rank	Final Price	Diff. price	Diff. in %
1	01.01.0010	**Verkehrsumleitung für die Vollsperrung**				
2		Ludwig Liefer KG Großhandel	1	10,00	-160,46	-94,13
3		Albachten KG Baubedarf	2	11,00	-159,46	-93,55
4		Average price		63,82	-106,64	-62,56
5		Own price	3	170,46		
6	01.01.0020	**Bauschild aus einer Hartfaserplatte ca.**				
7		Own price	1	2,00		
8		Average price		14,67	12,67	633,50
9		Ludwig Liefer KG Großhandel	2	20,00	18,00	900,00
10		Albachten KG Baubedarf	3	22,00	20,00	1.000,00
11	01.02.0010	**Wurzelstöcke roden, d = 0,11 - 0,30 m,**				
12		Own price	1	15,00		
13		Average price		26,00	11,00	73,33
14		Ludwig Liefer KG Großhandel	2	30,00	15,00	100,00
15		Albachten KG Baubedarf	3	33,00	18,00	120,00

With LV level, if set up, the display can be switched from the total value to the group or item level.

Each LV group or each position is then mapped with the set difference display.

Difference displays can be switched as the basis for the display.

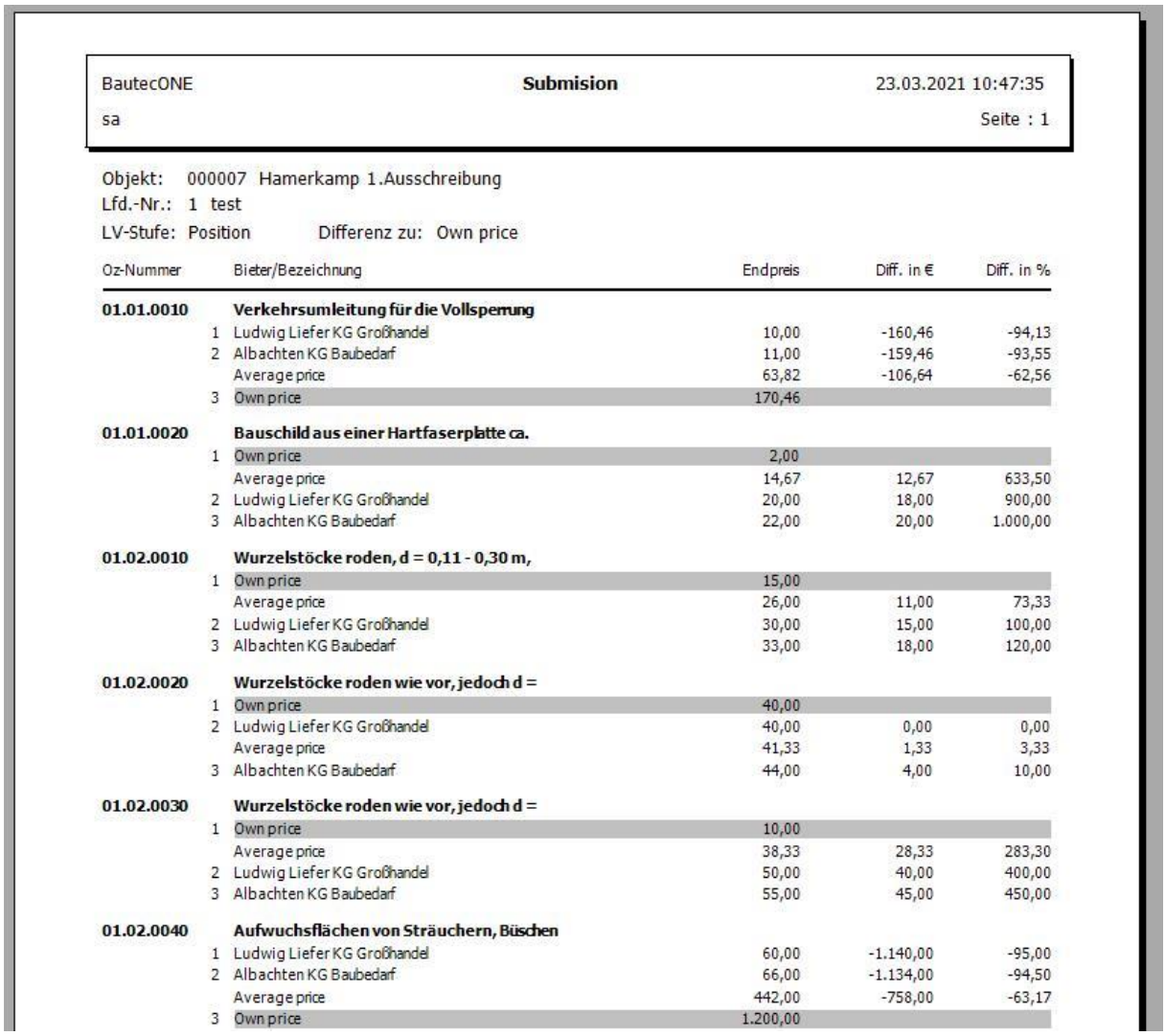
These are: Difference to own price

Difference to the lowest price

Difference to average price

Printout of the submission results:

After displaying the results of a submission, the process displayed on the screen can also be printed.



BautecONE **Submision** 23.03.2021 10:47:35

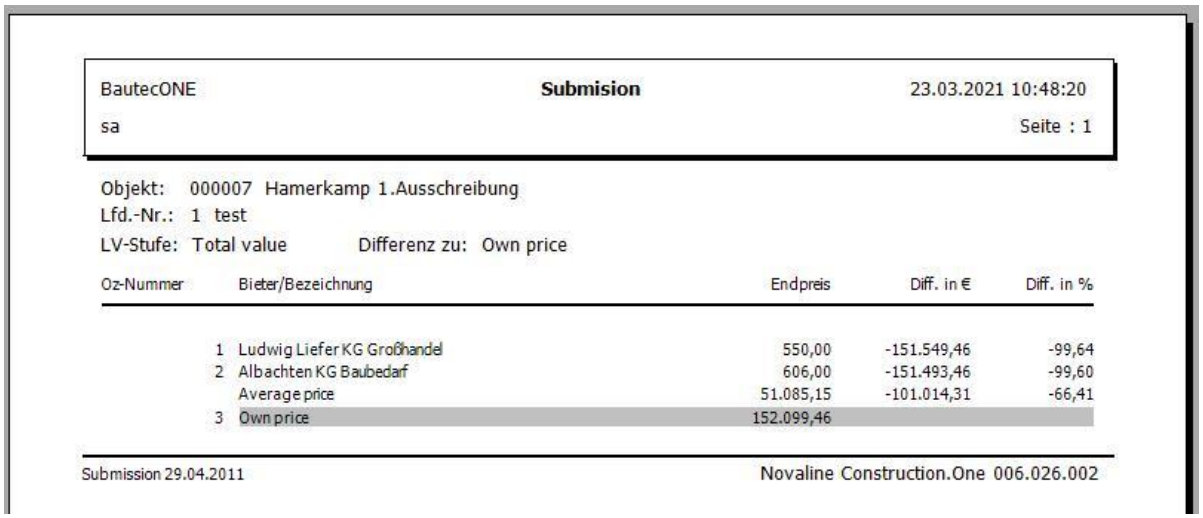
sa Seite : 1

Objekt: 000007 Hamerkamp 1.Ausschreibung
Lfd.-Nr.: 1 test
LV-Stufe: Position Differenz zu: Own price

Oz-Nummer		Bieter/Bezeichnung	Endpreis	Diff. in €	Diff. in %
01.01.0010		**Verkehrsumleitung für die Vollsperrung**			
	1	Ludwig Liefer KG Großhandel	10,00	-160,46	-94,13
	2	Albachten KG Baubedarf	11,00	-159,46	-93,55
		Average price	63,82	-106,64	-62,56
	3	Own price	170,46		
01.01.0020		**Bauschild aus einer Hartfaserplatte ca.**			
	1	Own price	2,00		
		Average price	14,67	12,67	633,50
	2	Ludwig Liefer KG Großhandel	20,00	18,00	900,00
	3	Albachten KG Baubedarf	22,00	20,00	1.000,00
01.02.0010		**Wurzelstöcke roden, d = 0,11 - 0,30 m,**			
	1	Own price	15,00		
		Average price	26,00	11,00	73,33
	2	Ludwig Liefer KG Großhandel	30,00	15,00	100,00
	3	Albachten KG Baubedarf	33,00	18,00	120,00
01.02.0020		**Wurzelstöcke roden wie vor, jedoch d =**			
	1	Own price	40,00		
	2	Ludwig Liefer KG Großhandel	40,00	0,00	0,00
		Average price	41,33	1,33	3,33
	3	Albachten KG Baubedarf	44,00	4,00	10,00
01.02.0030		**Wurzelstöcke roden wie vor, jedoch d =**			
	1	Own price	10,00		
		Average price	38,33	28,33	283,30
	2	Ludwig Liefer KG Großhandel	50,00	40,00	400,00
	3	Albachten KG Baubedarf	55,00	45,00	450,00
01.02.0040		**Aufwuchsflächen von Sträuchern, Büschen**			
	1	Ludwig Liefer KG Großhandel	60,00	-1.140,00	-95,00
	2	Albachten KG Baubedarf	66,00	-1.134,00	-94,50
		Average price	442,00	-758,00	-63,17
	3	Own price	1.200,00		

Printout of the submission by position.

Print submission



BautecONE **Submision** 23.03.2021 10:48:20

sa Seite : 1

Objekt: 000007 Hamerkamp 1.Ausschreibung
Lfd.-Nr.: 1 test
LV-Stufe: Total value Differenz zu: Own price

Oz-Nummer	Bieter/Bezeichnung	Endpreis	Diff. in €	Diff. in %
1	Ludwig Liefer KG Großhandel	550,00	-151.549,46	-99,64
2	Albachten KG Baubedarf	606,00	-151.493,46	-99,60
	Average price	51.085,15	-101.014,31	-66,41
3	Own price	152.099,46		

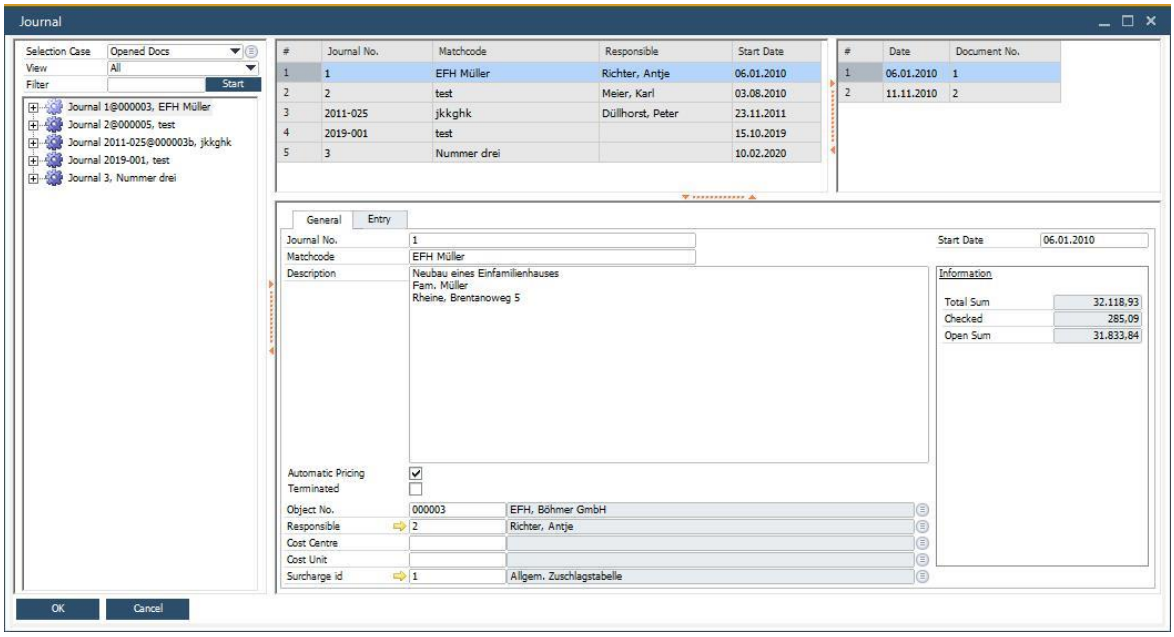
Submission 29.04.2011 Novaline Construction.One 006.026.002

Printout of the submission with total values.

4. Journal

4.1. Journal

Journal/ overview



The journal is essentially used to monitor the costs of a construction site or an object. The cost monitoring can refer to an object that has been recorded in the object processing area, a daily wage construction site or also a construction site that has not been processed with Novaline Construction.One.

When starting the dialogue "**Journal**", the user receives a complete overview of all existing open journals. All information that is important for the evaluation of the building book is already displayed here.

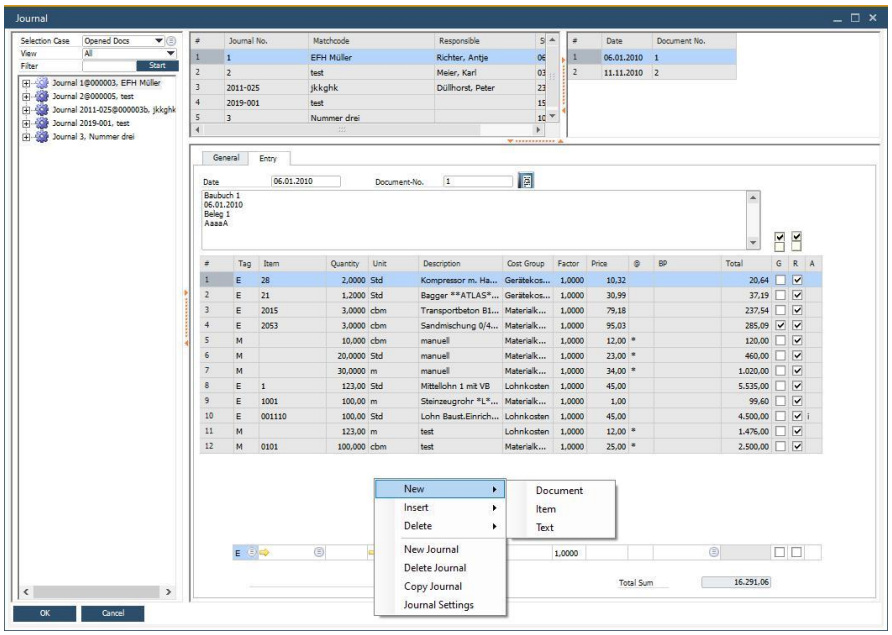
Next to the building book number is the object number, if a comparison is to be made with an object.

The total value entered, checked and unchecked line values are displayed. In addition, all existing vouchers are displayed.

A new journal can be created either via the context menu or the toolbar.

The totals list can compare exact values in conjunction with an object and the stored overhead table.

Start up a Journal



In the "**Entry lines**" dialogue, new vouchers can be included and new lines can be inserted or deleted.

The context menu displays the available options.

In the case of a new voucher, the programme stands at the current (system) date, which can be changed if necessary. The new voucher is entered on this date.

If both information - date and voucher no. - are available, you can start entering the lines.

The programme offers different types of lines.

Possible are:
- Article
- Manual articles
- Text line

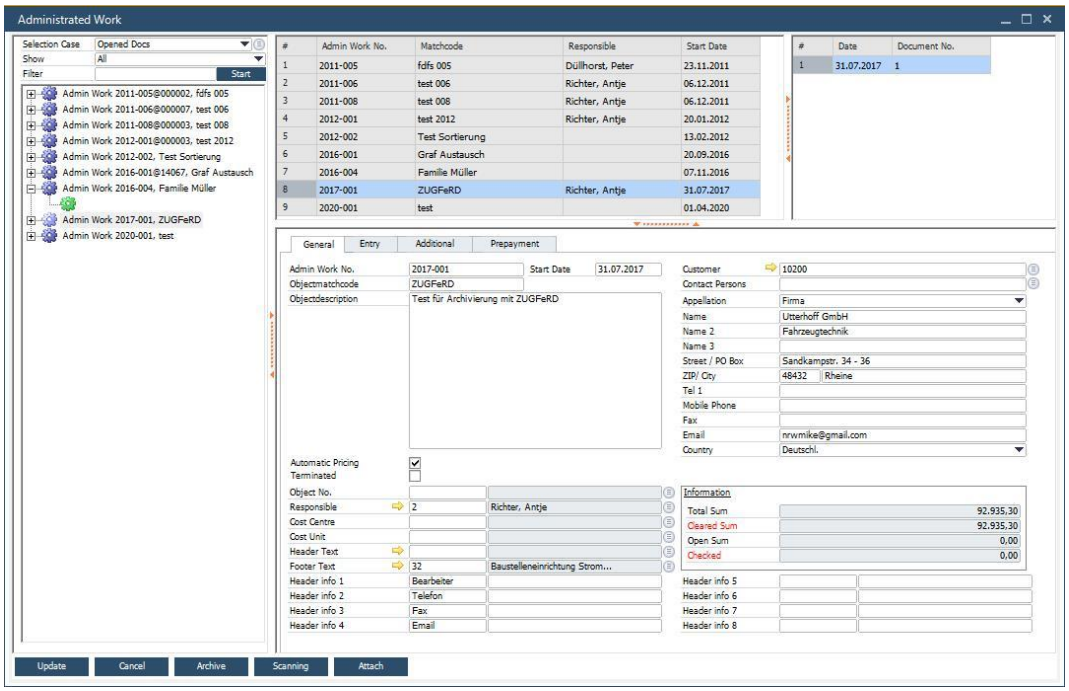
In addition to the text of a line, a separate report can be set for each journal voucher. The symbol next to the voucher number opens the recording dialogue for the work report of the voucher.

A total sum shows the user the value of the captured voucher.

5. Administrated Work

5.1. Administrated Work

Administrated Work - General



The Administrated Work programme is always used when an object is worked on over a short period of time without prior planning and precise task definition. Another area can be hourly wage work for planned objects that require additional work that could not be considered in the object planning.

Invoices can be printed differentiated by entry or as a total invoice. Prepayments can be taken into account.

Director objects are managed, created and deleted in the general data. A numbering scheme can be set up via the numbering control.

The "header information" - entered for the director object - is recorded in the general data. In addition to the serial number, which can also be assigned automatically, this information includes a search term and the exact designation of the object.

The price determination in the aktual object can be done automatically. If this is not the case, the programme takes the respective item price from the master data. If an object is entered, the prices are taken from it.

The display at the start of Administrated work shows all "Open Administrated objects". However, the selection can also be used to display all or the completed objects.

This selection ensures that the user only sees the current objects. This is controlled by the "completed" indicator.

Other information includes the person responsible, a cost centre or cost unit, a pre-text and footer text for the government invoice.

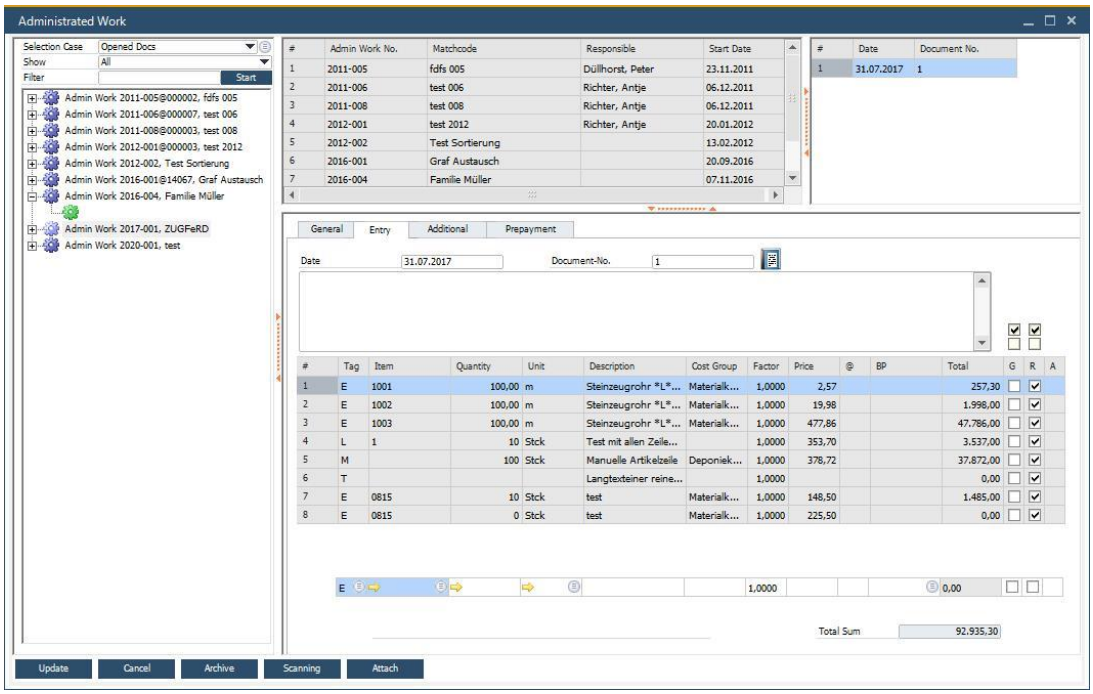
In addition, the Information of the fields "Header information 1 - 4" can be added.

The designation of the fields can be assigned within the control.

The billing address can be taken over from the business partner area or a new address can be set up.

The total value of the object and the sum of settled entries are displayed as information. In addition, there is an overview of audited and unaudited vouchers.

Administrated work - data entry lines



The entry or deletion of a document is started via the context menu.

The selection **New** -> Document, Article or Text appears.

Alternatively, **Delete** - Document or Line.

After selecting "New voucher", a date and a voucher number are entered.

The display is then in the line entry. The default setting is to take over articles.

The indicator - E - appears. The line indicators are:

E = Article
M = manual article ,
L = partial performance
T = Text.

The selection can be displayed either via the "F9" key or the selection browser.

After selecting "E" or "L", the existing articles or partial services can be displayed and selected in the next field.

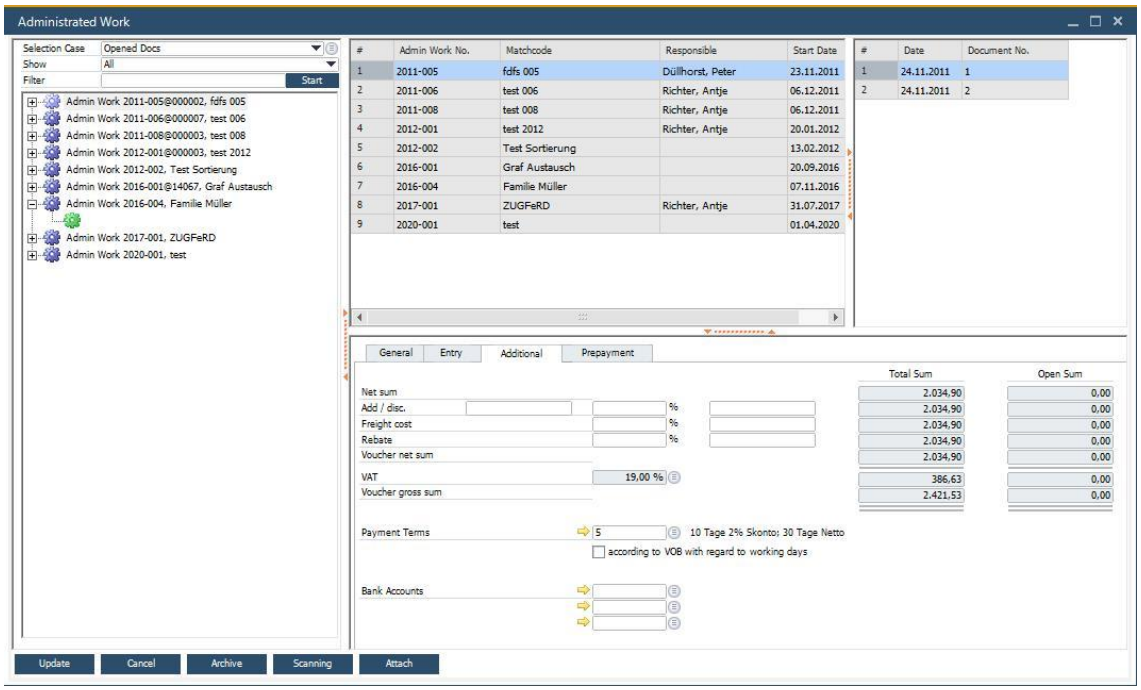
The item price comes either from the master data of the entered object or from a previously entered price in this control object. The first text line is entered from the partial services. The price is taken either from the BOM lines or from an existing fixed price. The fixed price has priority.

In the case of automatic price determination, the programme enters a price once again the next time it is entered. If this price is changed, a dialogue appears asking whether this changed price should only be valid for this entry, for all new entries or for the entire directed object.

After entering the quantity and price, a different business partner price can be entered. At the end of the lines, an indicator, "checked and settled", can be set or removed.

In the dialogue, the accumulated total value of the control object is displayed. If the line is then confirmed with ENTER, the recording appears at the top of the GRID. The programme is in the process of recording another line.

Administrated Work - Additional Information



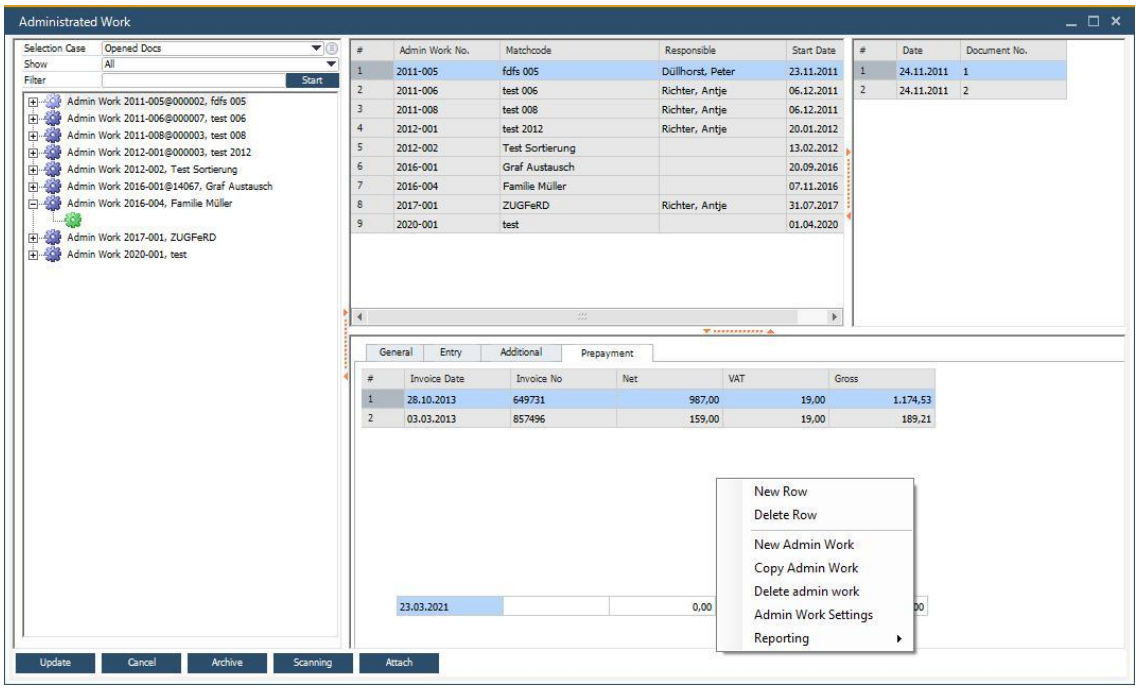
The "Conditions" of the invoice are entered on the Additional Information dialogue page.

Discount, rebate, additional freight charges can be entered.

The VAT rate is entered automatically if this has been set up. A different tax key can also be used.

As a conclusion, the payment condition as well as a maximum of 3 bank details are entered. In the overview, the user receives the listing of the total value as well as the sum of the unchecked vouchers.

Administrated work - prepayments



The prepayments received on Administrated work invoices already issued can be entered after receipt of payment.

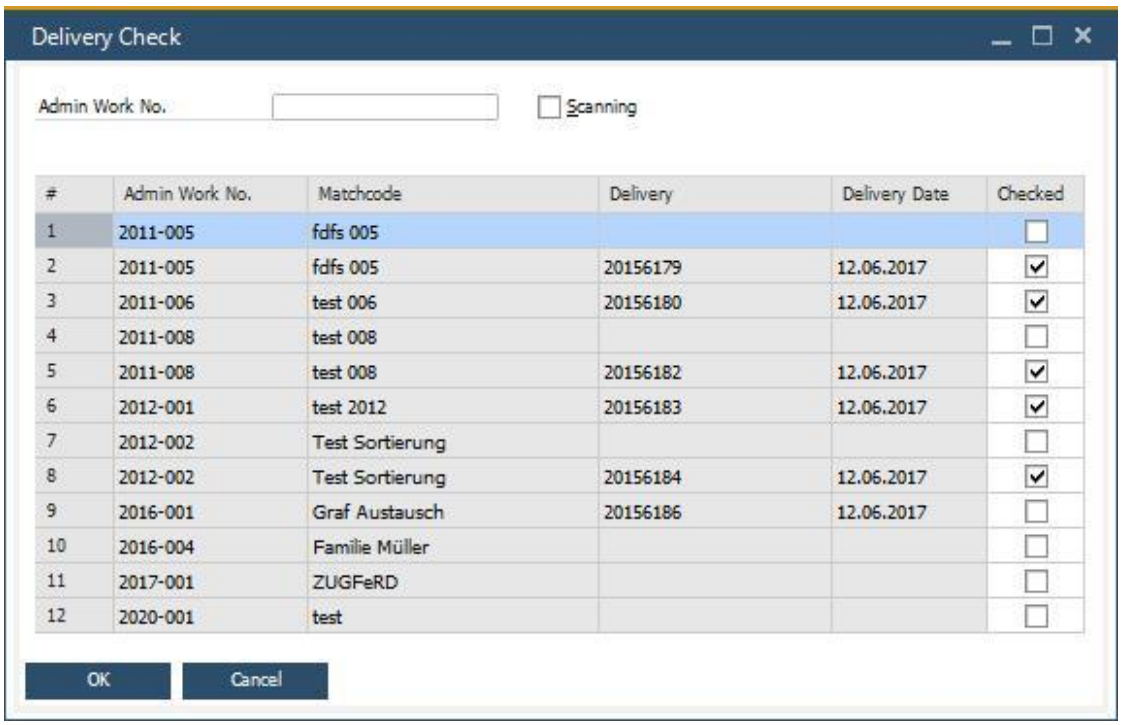
They will be taken into account in the next invoicing.

5.2. Delivery check

Lines marked as checked.

The mark - checked - is requested when the invoices are printed, so that the user can control that only checked data appears in the invoice.

However, the delivery check is not a knock-out criterion for printing an invoice.



#	Admin Work No.	Matchcode	Delivery	Delivery Date	Checked
1	2011-005	fdfs 005			☐
2	2011-005	fdfs 005	20156179	12.06.2017	☑
3	2011-006	test 006	20156180	12.06.2017	☑
4	2011-008	test 008			☐
5	2011-008	test 008	20156182	12.06.2017	☑
6	2012-001	test 2012	20156183	12.06.2017	☑
7	2012-002	Test Sortierung			☐
8	2012-002	Test Sortierung	20156184	12.06.2017	☑
9	2016-001	Graf Austausch	20156186	12.06.2017	☐
10	2016-004	Familie Müller			☐
11	2017-001	ZUGFeRD			☐
12	2020-001	test			☐

The delivery check programme shows the user a list of all the Administrated work/objects. The view shows the information on the printed delivery note with number and date.

Only printed delivery notes can be marked as checked in the "Return".

The marking is transferred to the respective delivery note. In the document, the individual lines are marked as checked.

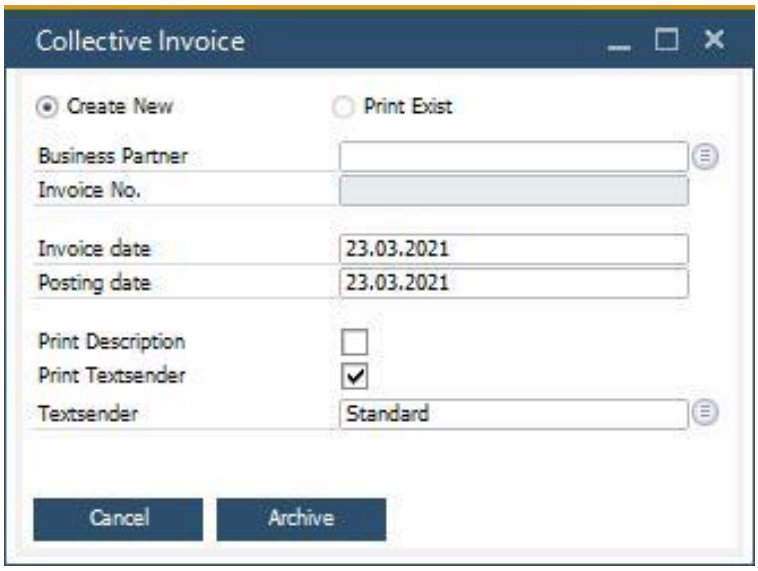
The mark - checked - is requested when the invoices are printed, so that the user can control that only checked data appears in the invoice.

However, the delivery check is not a knock-out criterion for printing an invoice.

5.3. Print

5.3.1. Invoice

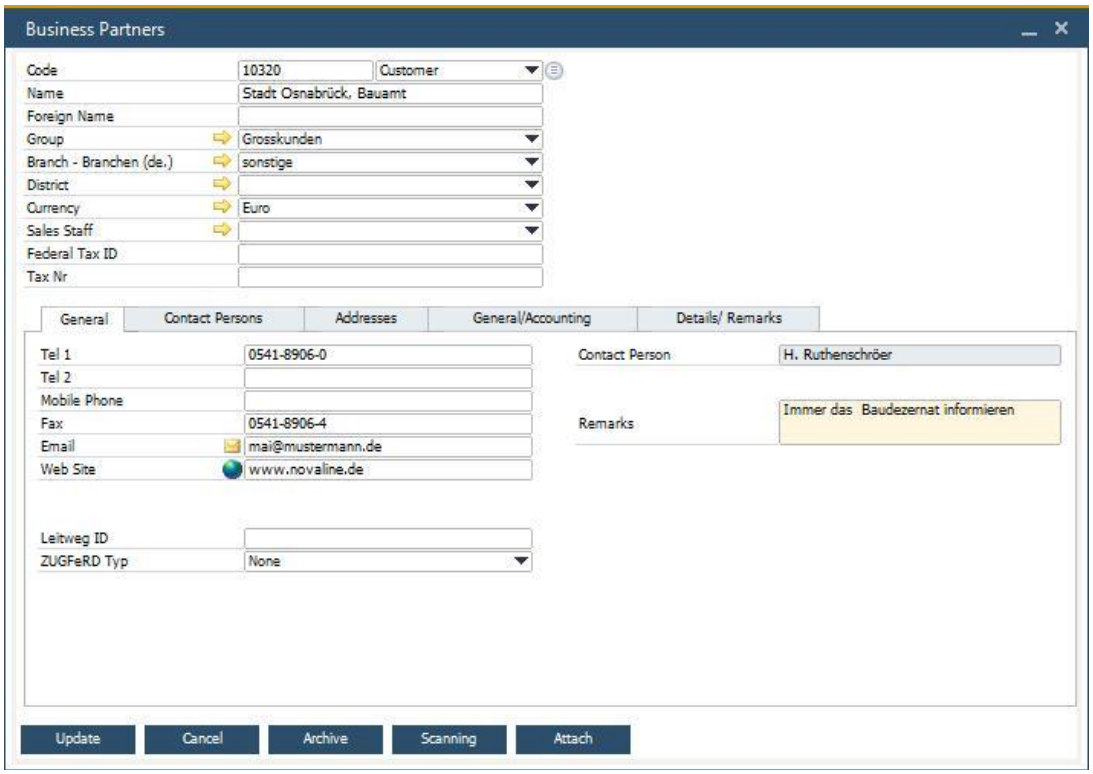
5.3.2. Collective Invoice



With the collective invoice, the user has the possibility to create several Administrated works of different objects from the same customer as a collective invoice.

6. Business partners

6.1. Business partners master data

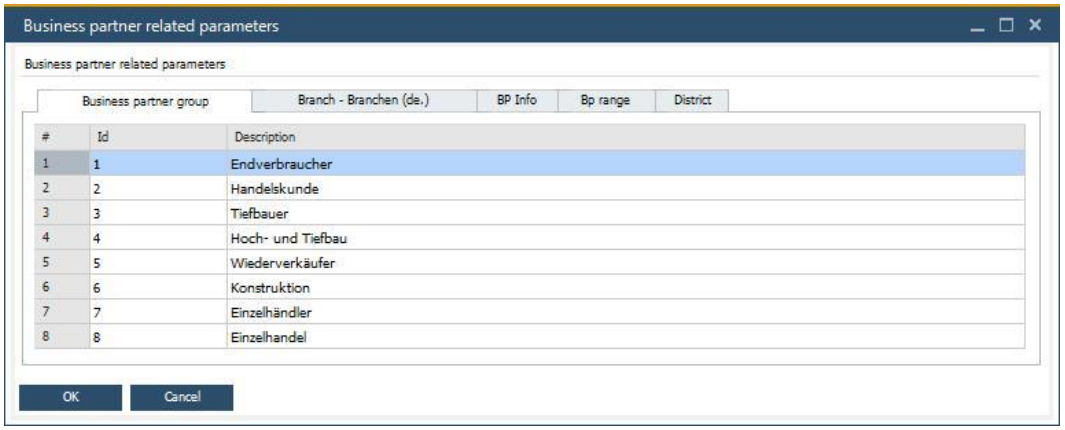


Business partners master data contains all data that is important when dealing with customers, suppliers and interested parties.

They give the user information on contact persons, addresses for invoices, quotations, etc....

ATTENTION:
When creating a new one, at least the name and an address must be included.

6.2. Business partner parameters



Business partner "**parameters**" give the user the possibility to form groups of his business partners,

The stored sectors are displayed in the search browser of the business partners. This further improves quick access to the data.

In addition, the sectors can be used within the tender. BP of a sector can be transferred to the tender with one click.

The additional info fields offer the user 4 freely definable fields that can provide additional information according to customer and supplier.

With the "**business partner number ranges**", the user can make the separation between customers, suppliers and interested parties when it comes to assigning independent numbers for these ranges.

The programme proceeds in such a way that the next free number in the customer, supplier or interested party area is automatically selected.

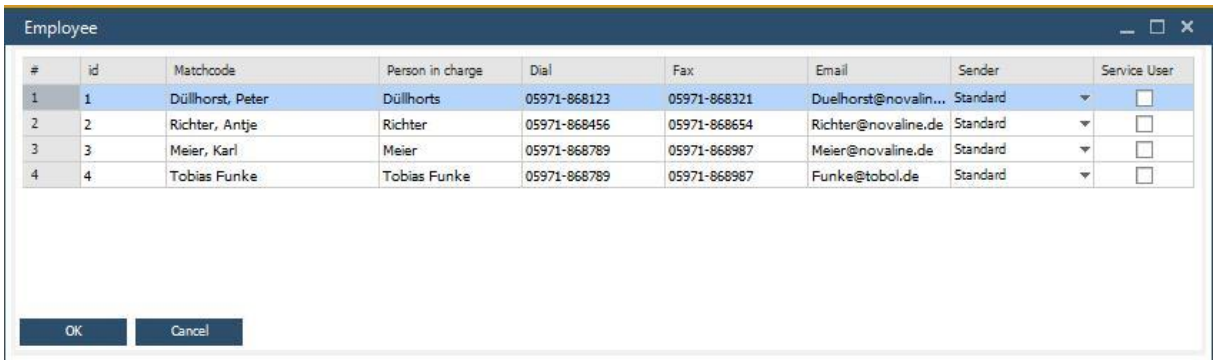
For this funktion only the number range must be filled.

Enter the numbers from ... to ...for customers, suppliers and interested parties.

Areas divide the clients into set up areas. These become usable within the statistics.

7. Staff

7.1. Employees



Employees are created with a number and the name.

The search word is offered within the user administration.

The fields agent, telephone, fax and email can be entered automatically in the object if the employee has been bound to the user administration.

In addition, it can be marked whether the employee is created as a service user and is thus activated for this additional module.

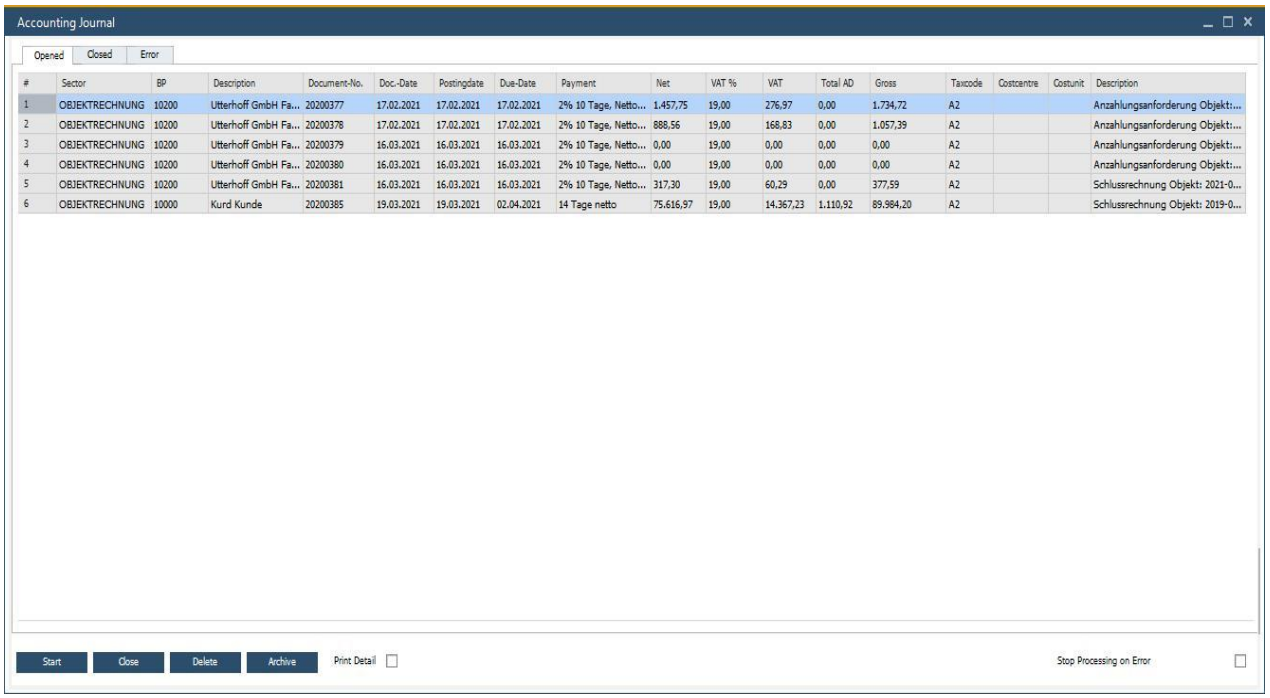
The deposited employees can be deployed in different programme areas.

In the user administration, the staff member can be assigned to the menu. In the objects, the staff member can be entered as the person responsible.

In the business partner master data, the employee can be stored as a sales employee.

8. Accounting journal

8.1. Show Accounting Journal



#	Sector	BP	Description	Document-No.	Doc.-Date	Postingdate	Due-Date	Payment	Net	VAT %	VAT	Total AD	Gross	Taxcode	Costcentre	Costunit	Description
1	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa...	20200377	17.02.2021	17.02.2021	17.02.2021	2% 10 Tage, Netto...	1.457,75	19,00	276,97	0,00	1.734,72	A2			Anzahlungsanforderung Objekt:...
2	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa...	20200378	17.02.2021	17.02.2021	17.02.2021	2% 10 Tage, Netto...	888,56	19,00	168,83	0,00	1.057,39	A2			Anzahlungsanforderung Objekt:...
3	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa...	20200379	16.03.2021	16.03.2021	16.03.2021	2% 10 Tage, Netto...	0,00	19,00	0,00	0,00	0,00	A2			Anzahlungsanforderung Objekt:...
4	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa...	20200380	16.03.2021	16.03.2021	16.03.2021	2% 10 Tage, Netto...	0,00	19,00	0,00	0,00	0,00	A2			Anzahlungsanforderung Objekt:...
5	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa...	20200381	16.03.2021	16.03.2021	16.03.2021	2% 10 Tage, Netto...	317,30	19,00	60,29	0,00	377,59	A2			Schlussrechnung Objekt: 2021-0...
6	OBJEKTRECHNUNG	10000	Kurd Kunde	20200385	19.03.2021	19.03.2021	02.04.2021	14 Tage netto	75.616,97	19,00	14.367,23	1.110,92	89.984,20	A2			Schlussrechnung Objekt: 2019-0...

The Accounting Journal keeps track of all receipts that have been created and printed as an invoice or credit note.

In the folder open - are all the receipts that have not yet been passed on to an accounting system.

Individual or all lines can be marked for transfer.

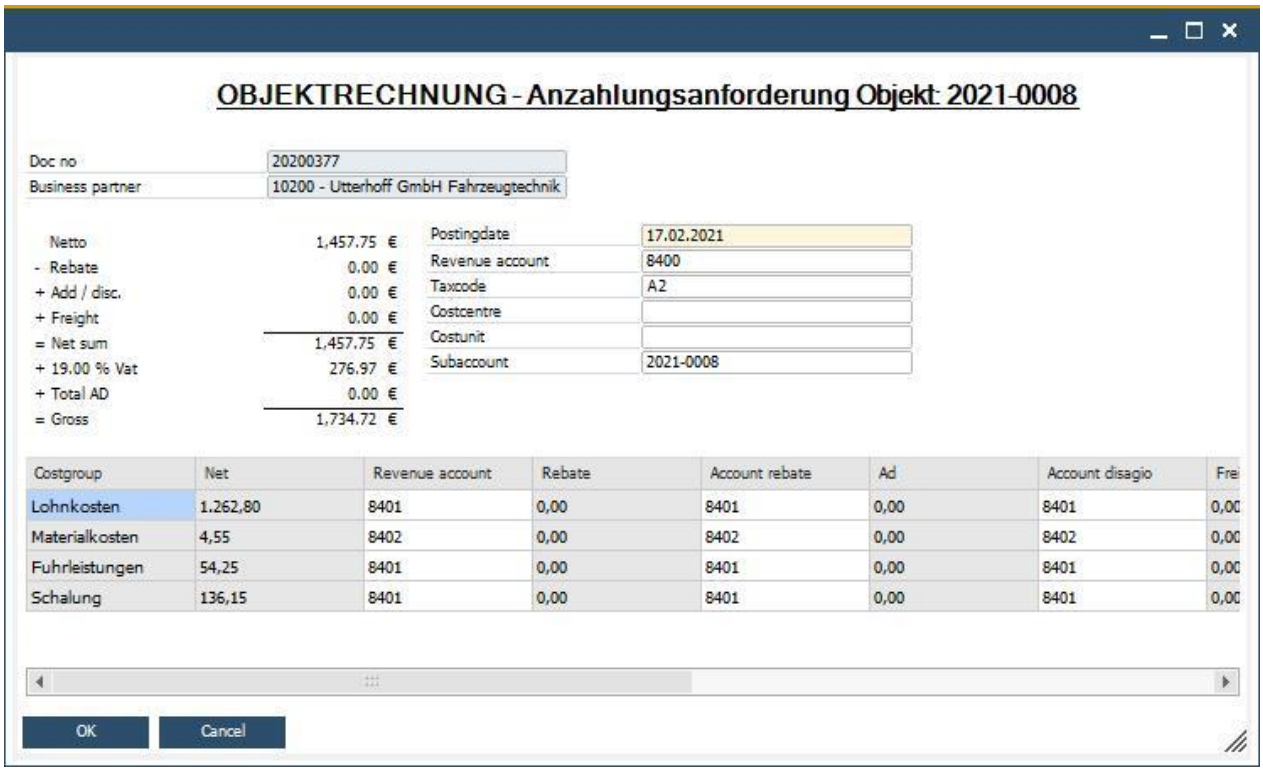
Booked invoices are transferred to the "Booked" folder after they have been transferred. The invoice is then closed and cannot be created again.

If an error occurs during the transfer of an invoice, the programme places the booking in the "Error" folder. A text "Info" informs the user why the receipt could not be posted.

After supplementing / changing the incorrect data, the invoices can be transferred again.

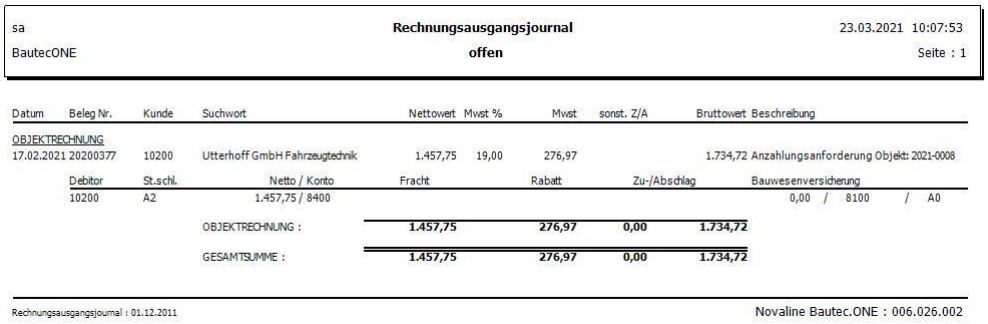
Attention: If the invoices were missing information such as tax key, business partner or terms of payment when they were transferred to the accounting journal, the document must be created again with the same data + the addition.

8.2. Display and change the Accounting journal



To use this function, **double-click** on the respective document in the Accounting journal. Here you can see the information you need and, if necessary, make changes / additions.

8.3. Print Accounting Journal



sa — **Rechnungsausgangsjournal** — 23.03.2021 10:07:53
BautecONE — **offen** — Seite : 1

Datum	Beleg Nr.	Kunde	Suchwort	Nettowert	Mwst %	Mwst	sonst. Z/A	Bruttowert	Beschreibung
OBJEKTRECHNUNG									
17.02.2021	20200377	10200	Utterhoff GmbH Fahrzeugtechnik	1.457,75	19,00	276,97		1.734,72	Anzahlungsanforderung Objekt: 2021-0008

Debitor	St.schl.	Netto / Konto	Fracht	Rabatt	Zu-/Abschlag	Bauwesenversicherung
10200	A2	1.457,75 / 8400				0,00 / 8100 / A0

OBJEKTRECHNUNG :	**1.457,75**	**276,97**	**0,00**	**1.734,72**
GESAMTSUMME :	**1.457,75**	**276,97**	**0,00**	**1.734,72**

Rechnungsausgangsjournal : 01.12.2011 — Novaline Bautec.ONE : 006.026.002

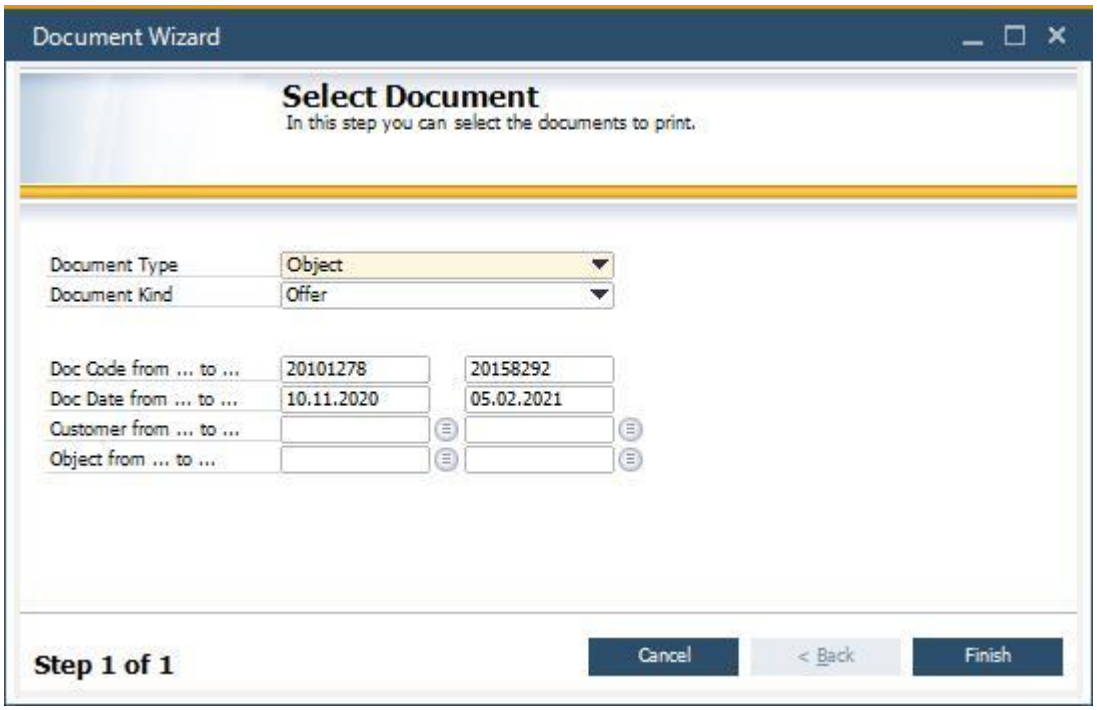
Via the print preview or the direct printout, the Accounting journal can be printed according to the preselection.

The selection is made with the Shift + Mark key from... to... is set up. Alternatively, a selected choice can be made with the CTRL + Mark key.

If the checkbox for a detailed printout is activated, you will receive a detailed version of the printout.

9. Evaluations

9.1. Document Wizard

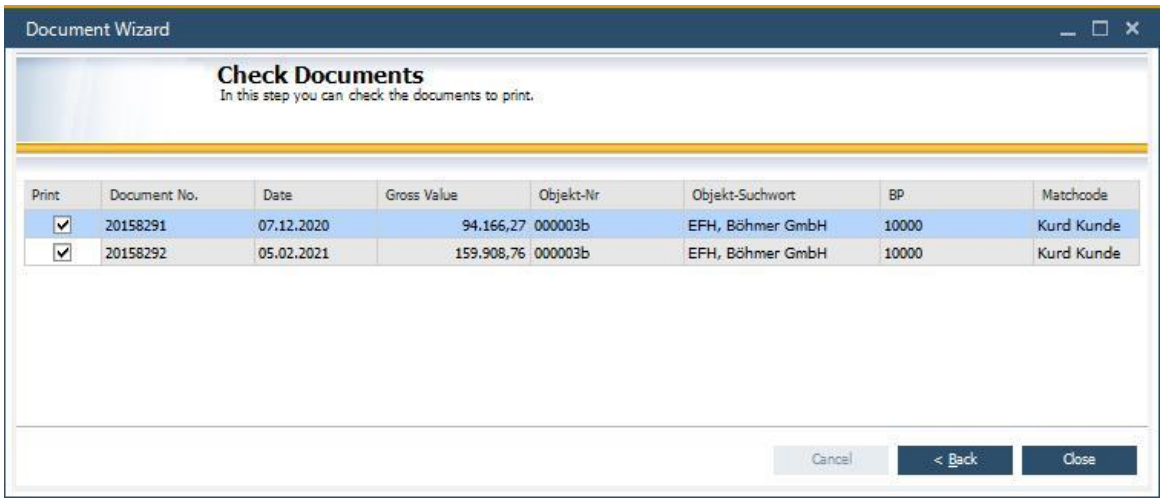


With the Document Wizard, all documents created with the programme can be printed out again. The original voucher number as well as the date and layout of the created vouchers are used.

In the objects these are:
- Offers
- Orders
- Bills
- Credits

In director's works these are:
- Delivery note
- Invoice
- Collective billing document

In article invoice:
- Offer
- Order
- Delivery note
- Invoice
- Credit note



After the selection has been made, the documents found are displayed. All / no vouchers can then be selected via the context menu.

Direct print or print preview initiates the printing process.

9.2. Statistics

9.2.1. Business partner statistics

This statistic shows the user the turnover of a business partner of choice for one year with the values per month and, if applicable, the quantities.

9.2.2. Article statistics

same statistics after item selection

9.2.3. Company statistics

same statistics by company choice

9.2.4. BP Article Statistics

same statistics by BP and article

9.2.5. Article BP Statistics

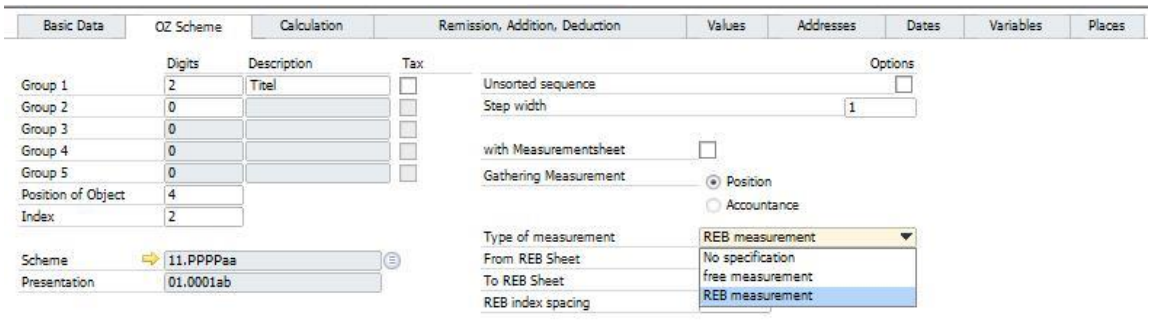
same statistics by article and business partner

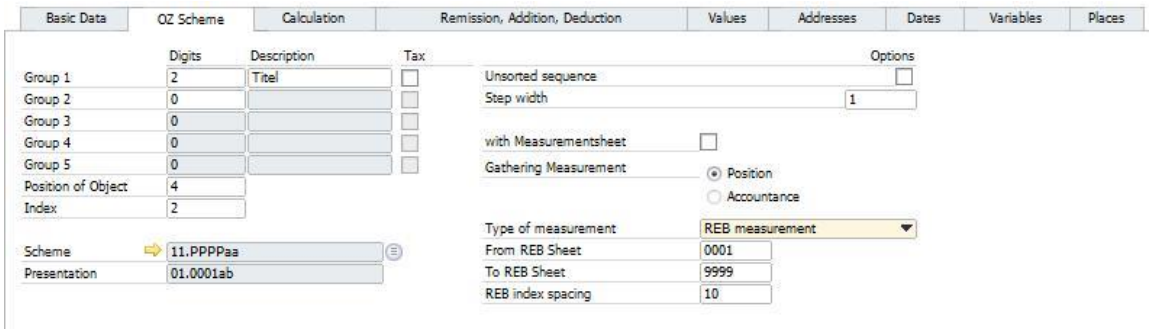
Note: The values of the statistics are filled by voucher creation and invoice transfer to a financial accounting or the internal interface.

10. Additional modules

10.1. REB measurement add-on module

To enter the messurment according to the REB 23.003 method, the messurment according to REB must be selected in the object within the basic data - OZ - scheme.





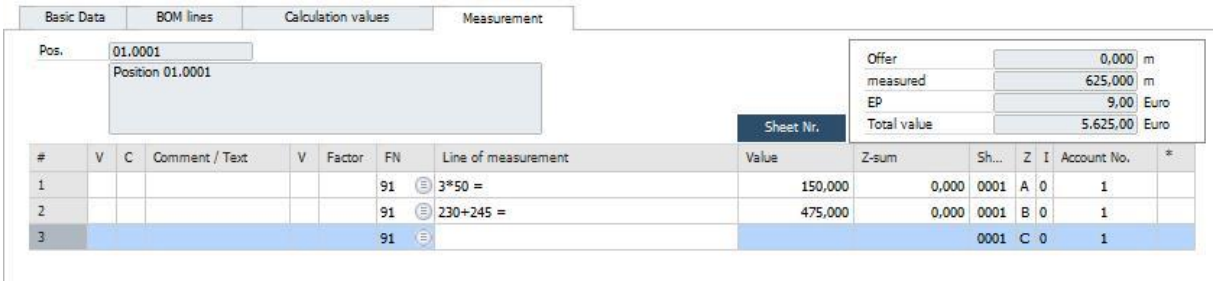
In addition to the general control, the address range and the step size of the index line can be preselected.

The standard is that the address starts at 0001A0 and continues counting in steps of 10.

Attention:
If a messurment has already been recorded in free notation, it is no longer possible to switch to REB.

The existing lines would have to be deleted beforehand.

Recording the quantities via the positions



When recording the masses by positions, the programme is in the first measurement line.

The default formula of each row is formula number 91(free mathematical formula).

The end of the calculation line comes automatically after the calculation line has been entered.

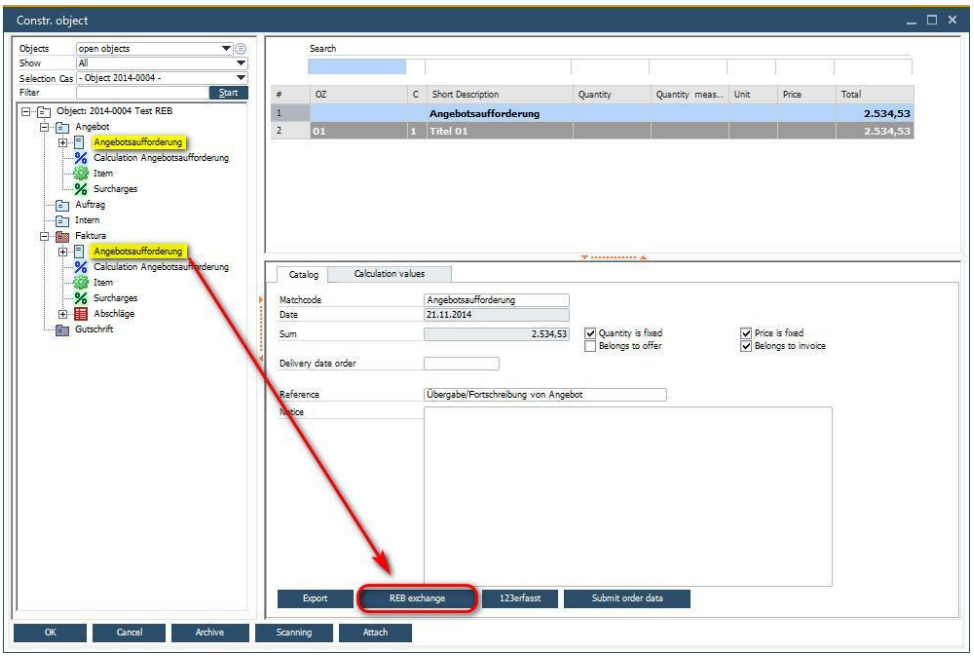
The addressing is done automatically. A different sheet number can be selected via the button "Sheet number".

In addition to the "normal" recording, there is an additional heading - Z-Sum. Values appear in these lines if a Z - was previously entered under the heading KZ as an indicator for a subtotal (german Zwischensumme=Z).

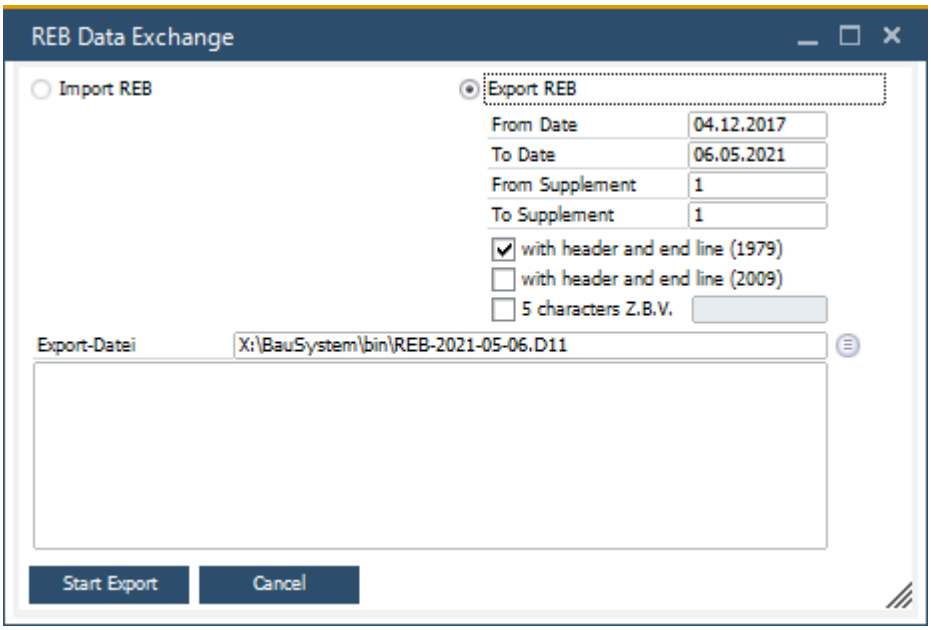
The subtotal can be the result of a calculation line. However, it can also be entered as a separate line.

Export and import of the REB measurement as DA11 file.

With the additional module REB Aufmaß, the measurement can be easily prepared for electronic data exchange. Data can thus be easily exchanged between building owners and architects, etc. To do this, select the catalogue level and click on the "REB data exchange" button.



The window For REB data exchange opens, here you can select whether the measurement is to be imported or exported. In addition, when exporting, there are the options of selecting a specific date range, specific reductions or the type of header and end line according to version 1979 or 2009.



10.2. Add-on module 123 Erfasst

123 Erfasst is a software that can record and further process the construction site situations.

Among other things, this also includes recording the construction site hours of the employees.

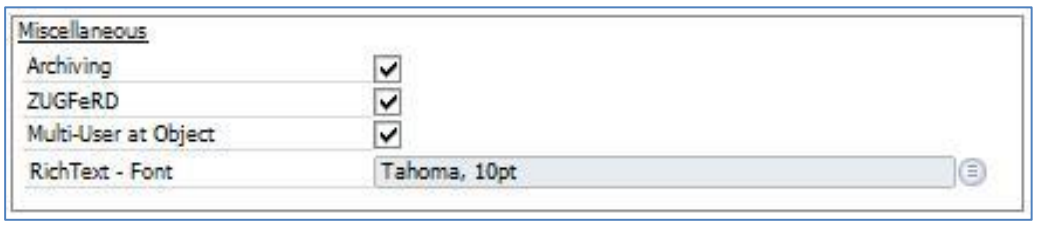
The construction sites created in Construction.One can be transferred to the online Service of 123 Erfasst.

With the export interface from 123 Erfasst to Novaline Personal.One, the recorded hours can be transferred.

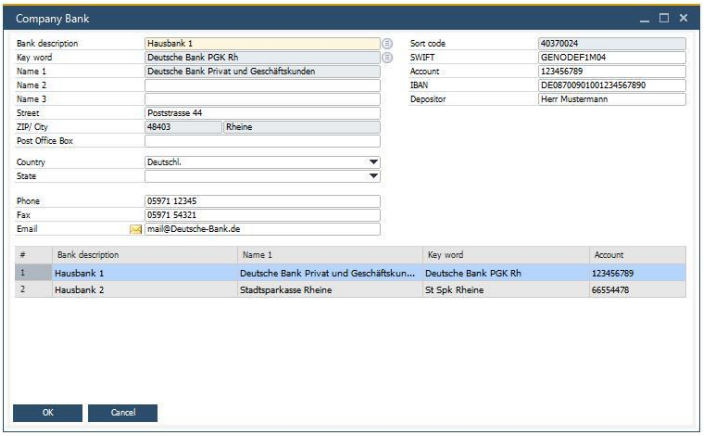
If required, we will be pleased to put you in touch with 123 Erfasst or show you the application online.

10.3. Add-on module Electronic Invoice ZUGFeRD and XInvoice

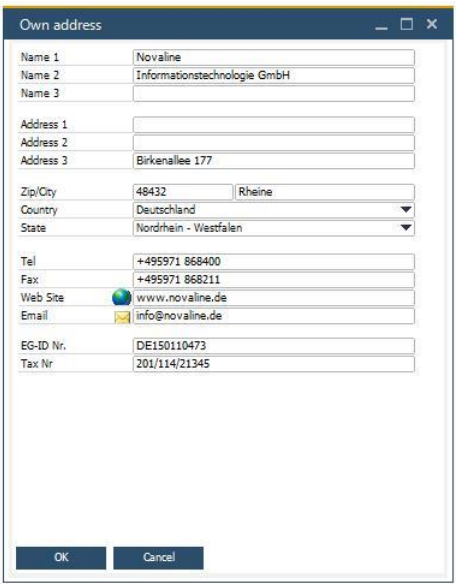
Preparations:
Under *Administration* > *Company Control,* on the *General* tab *in the* section "other", the option "ZUGFeRD" and "archiving" must be activated.



Under *Master Data* > *General Master Data* > *House Banks,* a bank account must be set up. This is used as the bank account for the electronic invoice.



Under *Project/Object* > *Evaluation* > *Own Address*, the address, the e-mail, the EC ID (VAT ID) and the tax number *must be* entered.



Business partner master data:
If you create a business partner, the "ZUGFeRD type" (ZUGFeRD or X-Rechnung) must be entered here on the *General tab.* Only when using the "XRechnung" type must the “Leitweg ID” also be entered. The respective setting determines which type of electronic invoice is generated.

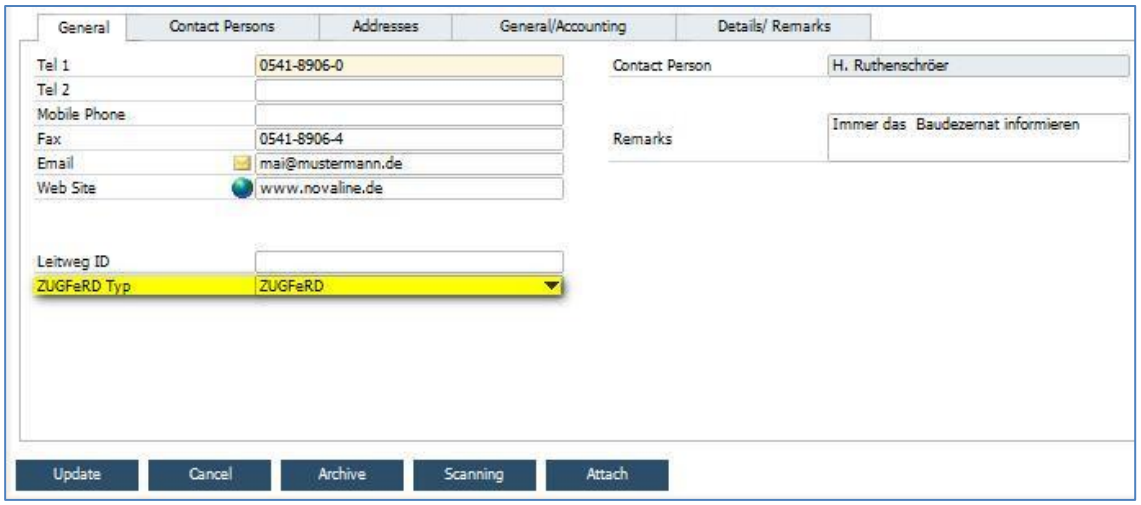


Fig. for setting with selection "ZUGFeRD".

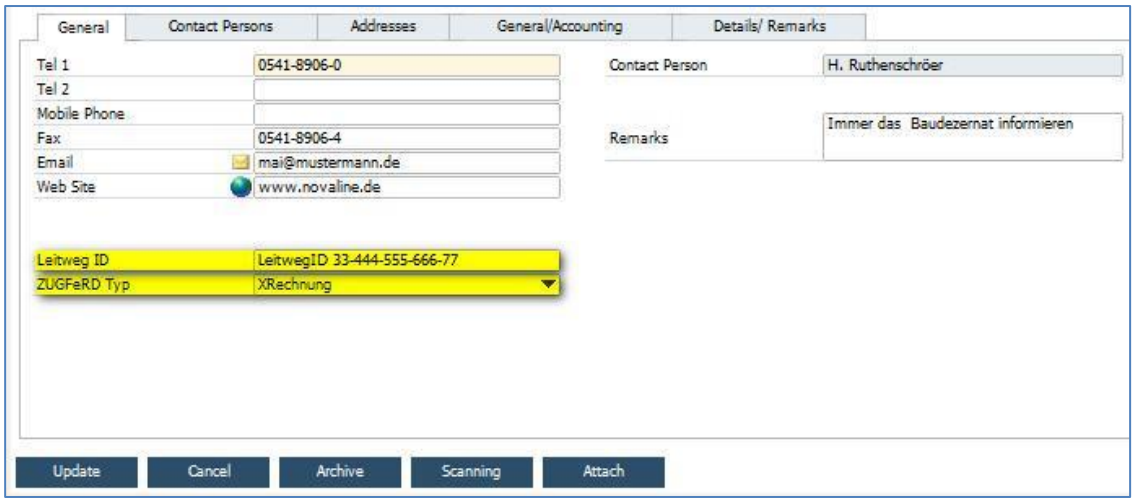
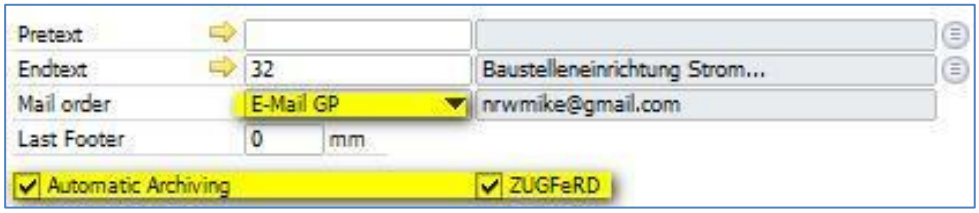
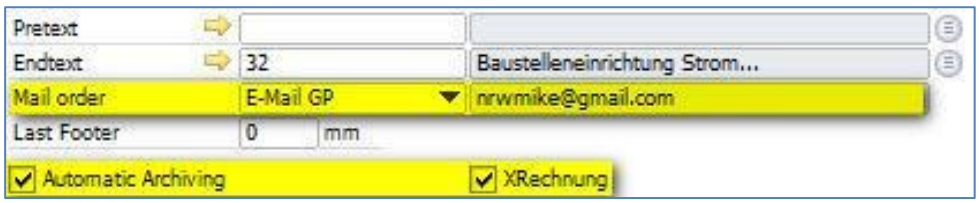


Fig. for setting with selection "X-Rechnung".

Create an electronic invoice:

To create an electronic invoice in ZUGFeRD or X-Rechnung format, create an object invoice. It is important that the Mail order type is changed to "e-mail to BP" and that "automatic archiving" is activated.





If you now confirm the preview dialogue with *Print* and then click *Close,*
Novaline archiving starts and passes the finished electronic invoice to MS Outlook.

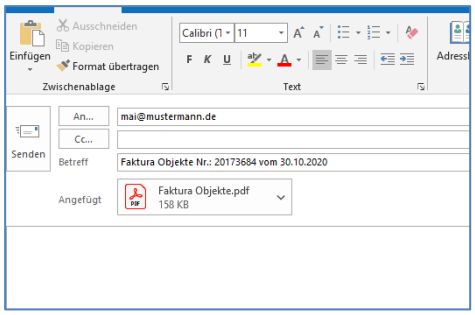


Fig. MS-Outlook "ZUGFerd

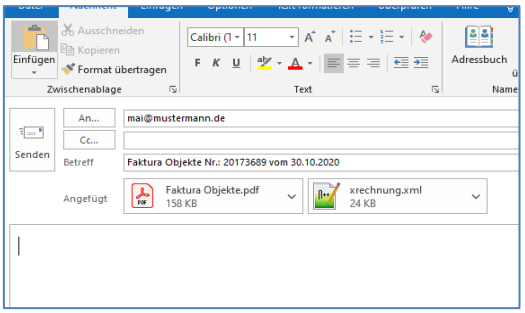


Fig. MS-Outlook "XInvoice

For ZUGFeRD a PDF file is generated with stored electronic invoice.

For the Forma X-Rechnung, the e-invoice is generated in XML format and an additional PDF invoice is issued. So there are two files.

10.4. Programme Novaline Catalogue.One

For data storage of articles, an additional database can be set up with the Novaline catalogue programme.

Supplier articles can be "parked" in this catalogue. In this way, the actual Construction.One and SAP database is not immediately overwhelmed with all the articles that a supplier offers as a Datanorm / Excel file.

To access the catalogue database, an additional browser is displayed within the BOM lines, if this checkbox is set.

#	Line...	Item / BOM		Quantity	Unit	*	Descr.	CG	Factor	Unit Price	@	Addition %	BP	Date of deliv...	Total	Code active	Tender	Printing
10	S			0,0115			Ansatz - Leistung: 650,000000 Zeit:...											
20	E	002 Geräte		0,0115	Stck		Geräte Bagger etc	3	1,0000	90,500					1,04			
30	E	00001525		1,0000	Stck		TechniSat Multifeed-Erweiterung (für	2	1,0000	15,260	@		Eigener		15,26			
40	S			0,0115			Ansatz - Leistung: 650,000000 Zeit:...											
50	E	002 Geräte		0,0115	Stck		Geräte Bagger etc	3	1,0000	90,500					1,04			
60	E	00001525		1,0000	Stck		TechniSat Multifeed-Erweiterung (für	2	1,0000	15,260	@		Eigener		15,26			

After activating/installing Novaline Katalog.One, you can branch directly to the catalogue in the BOM lines.

If a search term is entered in the search browser of articles and no search is found in the master data created, it is passed on directly to the catalogue and searched for there.

The Novaline team wishes you much success with Construction.One!

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