

## Construction.One

## **Documentation**





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## How to handle this documentation

The symbol *A* 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.

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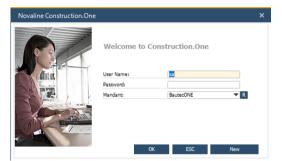


#### Start over with NOVALINE Construction.One

**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).

Company Name	Novaline
Company Database	nl_construction
erver Settings	
User Name	sa
Password	*******
Server Name	Server
<ul> <li>Use OLEDB provider</li> </ul>	O Use MSSQL provider
Add to Standard Tix	

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".

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#### 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.

enu Design	er	_ 🗆 ×
Edit Menu	Assign Menu to User Manage Menu	
IJ	10100002	
Description	DefaultMenu	
Structure		
De	fault menu	
Add	Cancel	Import Export

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





Öffnen							<u>? ×</u>
<u>S</u>	uchen in:	😂 config			- + 6	È 💣 🎟	-
Zul	etzt dete D	Default.menu	]	)			
Des	ktop						
Eigene	) Dateien						
Arbei	<b>j</b> tsplatz						
		Datainanan	Defection			_	Ŭ <u>f</u> fnen
	rkumgeb ng	Datei <u>n</u> ame: Dateitun:	Default.menu	files(* menu)			
		Datei <u>t</u> yp:	Menu definition	n files(*.menu)		•	Abbrechen

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

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





enu Design	ier	_ 0
Edit Menu	Assign Menu to User Manage Menu	
_		
ID Description	1000001 (E)	
Description	Delautimenu	
Structure		
	fault menu	^
🔅 🗊	Administration	
	··· System	
	··· Data source definition	
	··· Company Settings	
-	Posting Type	
	··· Masterdata Storing	
<u> </u>	System Initialization	
	Company	
	Data Initalization	
	User Management	
	User Rights Management	
	User settings	
	··· Choose company	
	··· Manage Mandants	
	SAP Interface	
	Update Mechanism	
	Update with FileIO	
	Search Definitions	
	report designer	
	Data consistency	~
Update	Cancel Import	Export
opoate	Cancel	CAPOIL

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.





	Edit Menu	Assign Menu to User	Majage Men	u			
Jser	rs not assigned to t			Usen	s assigned to this me	nu	
#	id	Menu ID		#	id	Menu ID	
1	nl_bautec_trigg	ger O		1	Katalog	10000001	
				2	Manager	10000001	
			>:	>>			
				<<			
Dra	g users to attach/d	letach to this menu					
	Make this menu th	ne defaultimenu (users wi	thing many attached w	ill oot the	default menu)		

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

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

(





enu Design	er	_ 🗆 ×
Edit Menu	Assign Menu to User Manage Menu	
ID	10000001	
Description	DefaultMenu	
_		
Structure		
🖃 🔊 🖻		<u>^</u>
🖻 🗐	Administration	
	-,	
	rooming rype	
Ē	System Initialization	
	Company	
	Data Initalization	
	User Management	
	User Management	
	User Rights Management	
	User settings	
	Hanage Hanamo	
	System Update	
	SAP Interface	
	Update Mechanism	
	Update with FileIO Search Definitions	
	report designer	
	Data consistency	~
Update	Cancel Import	Export

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

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## 

Novaline Construction.One		_ ×
DLUGAY-WIN10\nl_bautec sa - BautecONE		
Menü Drag & Relate	Benutzermenü	
Administration		<b>^</b>
Master Data		
Project / Object		
📗 Journal		
Administrated Work		
🔊 Business Partners		
😭 Human Resources		
😂 Accounting Journal		
🌯 Summary		
👃 123erfasst		
		•

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
- Which database do I work with
- With which user name am I logged in
- What is the name of the client

- = Display name of the SQL server
- = nl\_Construction
- = manager
- = 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:

- Review (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:

- $\square$  For direct printing of quotations and measurements, the symbol  $\square$
- □ the print preview for printing quotations, measurements and invoices the symbol
- $\Box$  the new inclusion of master data articles the symbol  $\blacksquare$  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.

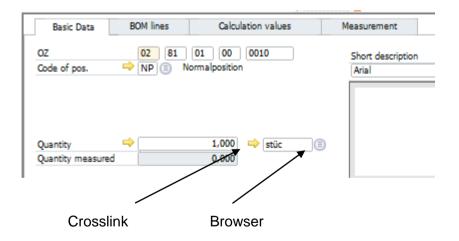
The function can be called up via the F-9 shortcut

- 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:

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

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## V. The Grid

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

\r			ĺ	1					•	Calculate W	age Part			
Descript	tion		Ì	Lohn	kost	en				Discount				
Categor	ry		Ĵ	Wage			•		[	Rebateable				
dding	/ Discount	t Purchase Price %	ſ			0,00	%		L					
-		t Sale Price %	Ì			0,00	%							
P Part	t			10			8							
	ement Cos ement Rei	-												
Cost Ele		-												
Cost Ele	ement Rev	venues	Cate	egory		Calcul	Subco	Discou	Rebate	Adding /	Adding	<i>I</i>	PP Pa	
Oost Ele	ement Rev Overview	Account	Cate			Calcul		Discou	Rebate	Adding / 0,00 %	_			
Ost Ele	ement Rev Overview	Account Description		je	•			Discou	Rebate		0,00	%	10	

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 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								
		id	matchcode				Address Line1		
	type			name1	name2	name3		zip	City
	10	10000	WBS GmbH Wohn		Wohnungsbauges		Lingener Damm 120	48432	Rheine
	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 225	48430	Rheine
	10	10200	Utterhoff GmbH Fa		Fahrzeugtechnik		Sandkampstr. 34		Rheine
	10	10320	Stadt Osnabrück,	Stadt Osnabrück	Bauamt		Rutenschröder We	49080	Osnabrück
	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22	48432	Rheine
	10	32500	Müller, Franz	Franz Müller			Brentanoweg 5	48432	Rheine
	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banneweise 2	48429	Rheine
	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 45	48432	Rheine
	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese 12	48431	Rheine
0	20	70100	Ludwig Liefer KG	Ludwig Liefer KG	Großhandel		Unter den Linden 12	48431	Rheine
1	20	70120	GFA Elektro Gmb	Stadt Osnabrück	Bauamt		Rutenschröder We	49080	Osnabrück
2	20	70200	Albachten KG Bau	Albachten KG	Baubedarf		In der Bleiche 44	48432	Rheine
3	20	70300	Eckhard, Heinz Ele	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	65489	Kurbelgau
4	20	70841	Löchte GmbH Beto	Stadtsparkasse Rh			Poststraße 40	48431	Rheine
5	20	70890	Bosse Straßen- un	Bosse	Straßen- und Tiefb		Reuschweg 1	49479	Ibbenbüren
6	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.





1		show 1 to 16							
×	type	id	matchcode	name1	name2	name3	Address Line1	zip	City
	type	id	matchcode	name1	name2	name3	Address Line1 🔻	zip	City
	20	70100	Ludwig Liefer KG	Ludwig Liefer KG	Großhandel		Unter den Lipdon 17	49421	Rhoine
2	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 2 🖌	type	
	10	10200	Utterhoff GmbH Fa	Utterhoff GmbH	Fahrzeugtechnik		Sandkampst 🖌	id	
	20	70120	GFA Elektro Gmb	Stadt Osnabrück	Bauamt		Rutenschröd 🗸	matchcode	
	10	10320	Stadt Osnabrück,	Stadt Osnabrück	Bauamt		Rutenschröd 🗸	name1	
	20	70890	Bosse Straßen- un	Bosse	Straßen- und Tiefb		Reuschweg :		
	20	70841	Löchte GmbH Beto	Stadtsparkasse Rh			Poststraße 40	name2	
	20	70980	KUZ Betonarbeiten	KUZ Beton			Poststraße 2 💙	name3	
	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22 🗸	Address Line1	
0	10	10000	WBS GmbH Wohn	WBS GmbH	Wohnungsbauges		Lingener Dai 🧹	zip	
1	20	70300	Eckhard, Heinz Ele	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	•	
2	20	70200	Albachten KG Bau	Albachten KG	Baubedarf		In der Bleich	City	
3	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banne 🗹	country_state_desc	r
4	10	32500	Müller, Franz	Franz Müller			Brentanoweg 🗸	country_descr	
5	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 4 🗸	bpgrp_descr	
6	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese	branch descr	
								district descr	
								employee matchco	

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
→									
	type	id	matchcode	name1	name2	name3	Address Line1	zip	City
	20	70100	Ludwig Liefer KG	Ludwig Liefer KG	Großhandel		Unter den Linden 12	48431	Rheine
	10	10100	Novaline	Novaline	Informationshaus		Straße Str. 225	48430	Rheine
	10	10200	Utterhoff GmbH Fa	Utterhoff GmbH	Fahrzeugtechnik		Sandkampstr. 34	48432	Rheine
	20	70120	GFA Elektro Gmb	Stadt Osnabrück	Bauamt		Rutenschröder We	49080	Osnabrück
	10	10320	Stadt Osnabrück,	Stadt Osnabrück	Bauamt		Rutenschröder We	49080	Osnabrück
	20	70890	Bosse Straßen- un	Bosse	Straßen- und Tiefb		Reuschweg 1	49479	Ibbenbürer
	20	70841	Löchte GmbH Beto	Stadtsparkasse Rh			Poststraße 40	48431	Rheine
	20	70980	KUZ Betonarbeiten	KUZ Beton			Poststraße 2	48431	Rheine
	10	10350	Asaro, Vito	Asaro Vito			Milchstr. 22	48432	Rheine
0	10	10000	WBS GmbH Wohn	WBS GmbH	Wohnungsbauges		Lingener Damm 120	48432	Rheine
1	20	70300	Eckhard, Heinz Ele	Eckhard, Heinz	Elektroinstallationen		Kabelgasse 5	65489	Kurbelgau
2	20	70200	Albachten KG Bau	Albachten KG	Baubedarf		In der Bleiche 44	48432	Rheine
3	10	40000	Barletta, Guiseppe	Guiseppe	Barletta		In der Banneweise 2	48429	Rheine
4	10	32500	Müller, Franz	Franz Müller			Brentanoweg 5	48432	Rheine
5	10	40100	Birgin, Mire	Birgin Mire			Blumenstr. 45	48432	Rheine
6	10	40101	Reiners, Klaus	Klaus Reiners	Brühaus		Bannewiese 12	48431	Rheine



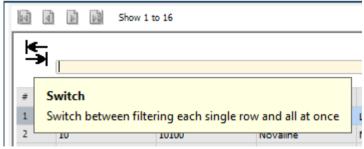


#### Variant 2:

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.

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

<u>F</u> ile	Edit	<u>V</u> ie	w	Da	ata	Go	То	Ν	Λodι	ules	I	ools	w	/ind	ow	Heli	n
											_			_			Content
E D	9		8		×		<b></b>	۳	H	×		44	4			<b>N</b> ?	Context Help
Nova	aline (	onstr	ucti	on (	)ne								. ×			_	License
					, inc								- ^				About
	SAY-WI BautecO	_	baute	ec.													Service Request
	enü		ia & F	Relate	1		Ben	utzem	nenü								Online-Help
a		inisti	-			_								11			Style 🕨
_																	
J	Mas	ter D	ata														
*	Proj	ect /	Obj	ect													
	Jou	nal															
1	Adm	inisti	rate	dW	ork												
	Busi	ness	Par	tner	s												
	<b>E</b>	Busine	ss p	artn	erm	aster	data	э									
	<b>E</b>	Busine	ss p	artn	erre	lated											
<b>6</b>	Hun	ian Re	esou	ırce	s												
	Acce	ountir	ng J	ourr	nal												
۰	Sum	mary	,														
٥	123	erfase	st														

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.

sten	n Parameters						
	Global Parameters	Enumerations	Display Settings	Ad	dministration		
#	Group	#	Id	Value			
1	BOMEDIT	1	LabelPattern	{0}-{1}			
2	BOSCHEDULER	2	LabelPatternFields	item_id,mat	chcode		
3	DBVERSION						
4	FILEIOVERSION						
5	FINACC						
6	GEN_SETTINGS						
7	GROUNDWORK						
8	MAIL						
9	NrKrs_Einheitlicher_Rechn	ung					
10	NrKrs_EKT_FAKTURA						
11	NrKrs_OBJEKT						
12	NrKrs_TAGELOHN						
13	NrKrs_YN_PARAM						
14	PPS	Hint					
15	SCRIPTING						
16	SYSTEM		I format of the born tree LabelPatternFields list. I			aceholders are replaced with data	
17	WRHS	101	Coverration interest istant	911 1971 14/10	-73		

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.

Data D	Definition			_ 🗆 ×
Applicati	ion	Cost unit		
Connect		OleDB		•
UDL-Nar	me 📫	Kore		3
Data typ	pe	Cost units		•
Select P	roposal	Novaline Cost Accounting Cost Unit		•
Select S	itatement	SELECT ccuNo AS NUMBER, RTRI	M(ccuDesc1 + ' ' + ccuDesc2) AS KEYWORD FROM ccostunit	*
		4		×
#	Application	UDLName	Data type	
1	Cost unit	Kore	Cost units	+
Ad	dd Cancel	Test	Import	Export

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  $\Rightarrow$  offered.

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





### Setting up the UDL / data linkage

🗊 Data	Link Properti	es			(
Provider	Connection	Advanced	All		
1.	the following t lect or enter a		SQL S	erver data:	
	Novaline-Serv	er		~	Refresh
(	ter information ) Use Windo ) Use a spec	ws NT Integra	ated se	curity	
	User name	sa			1
	Password:			••	
	Blank p	assword	Allo	w saving passv	vord
3. 🔘	Select the dat				
	SBODemoD				$\sim$
0	Attach a data	oase file as a	databa	ise name:	
	Using the file	name:			
				Test Conn	ection

- 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.

General	Posting Control	Printer settings				
Path						
Update Path		C:\Construction\Bautec.vrs	0			
Update Path	Reports	C:\Construction\Backup-Reports	1			
Update Path UDLs		C:\Construction\Construction_UDL	(1)			
Outsourcing	Path	C:\Construction\Outsourcing	18			
Object Pictu	re Path	C:\Construction\Objects	()			
Mobile Data	Path	C:\Construction\Mobile_Data				
Optitime Ter	mp Path 🗖	C:\Construction\Temp	8			
Raw Material Active are	/Metal Surcharges	Raw material/metal surcharges are not s	supported			
Miscellaneous						
Archiving	<u>.</u>					
ZUGEeRD						
Multi-User at	t Object	Ē.				
RichText - Fo			0			

#### 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: <u>Vertrieb@Novaline.de</u>

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.



# 

Optitime Settings	_ 🗆 ×
Steps where Optitime export should happen	
Step	Export
Order	~
Intern	
Billing	
OK Cancel	

#### 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

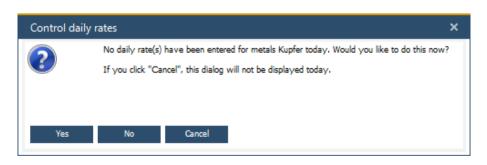
The number entered determines how many data records the search browser should immediately display for each search process. In the case of large amounts of data, this prevents all data from first being in the browser before a display appears.

#### 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 <u>ZUGFeRD</u> and <u>X-Rechnung</u> 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

General Posting Cont	rol Printer settings	
Datasource		
Financial Accounting	SAP Financial Accounting	-
Account	[None]	*
Cost Accounting	SAP Cost Accounting	*
Cost Centre	[None]	•
Cost Unit	[None]	-
Cost Element	[None]	
Prep. Acc. Costgroup	_	
Prepayment Descr.	SAP - Anzahlung auf Beleg	
Prepayment Descr. Deas - Work Order Time beas - Work Order Time activa		
peas - Work Order Time		
beas - Work Order Time beas - Work Order Time activa		

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.

Connection	Mandatory UDF in SAP		Document	series ID
Server		LEUCHS-WIN10		
		Integrated secur	ity by OS	
User name		sa		
Password		*******	1	
Server type		M55QL_2019	•	
Database		SBODemoDE	•	
License Server		Novaline-Server		
License Server Port		40000	10	
Language		Deutsch	•	
SAP DB Username		manager	1	
SAP DB Password		*******	1	

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

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Consultant Name	Schmidt	
Consultant Number	0	
Mandatory Number	0	
User	1	
Data Medium	1	
Date from	01.03.2021	
Date to		
Transfer Folder	C:\Construction\DATEV\Schmidt	

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 <u>info@hob-baudaten.de</u>.





## 1.3.3. Company Setting Printer Settings Tab

General	Posting Control	Printer settings	
ooter			
Object		15	mm
Sales - A/R		15	mm
Adminwork invoice		15	mm
Adminwork d	lelivery	15	mm
Object Mail		15	mm
Sales - A/R M	lail	15	mm
Adminwork in		15	mm

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.

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## 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:

<ul> <li>Invoice</li> </ul>	Cost Group
Revenue Account (Bill) without Tax	4470
Revenue Account (Credit) without Tax	4470
Rebate without Tax	4469
Disagio without Tax	4468
Freight without Tax	4467
Revenue Account (Bill) EU	4450
Revenue Account (Credit) EU	4450
Rebate EU	4449
Disagio EU	4448
Freight EU	4447
Revenue Account (Bill) other	4440
Revenue Account (Credit) other	4440
Rebate other	4439
Disagio other	4438
Freight other	4437
Building Insurance	
Text	Building Insurance
Account	4490
Taxcode	AO

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### 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.

Store	Restore	
Output File	C:\Construction\Storing\Stamm	rdaten_202102261113.nxo
		*
		-

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.

Store	Restore	
Input File	C:\Construction\Storing\Stammdaten_2	02102261112.nxp
		-

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.

ŧ	User	Matchcode	Employee		Menu Id	Def. Rights		Menu Description	
10	Katalog			+	10000001	Full Authorization		DefaultMenu	
2	Manager			-	10000001	Full Authorization	+	DefaultMenu	
3	nl_bautec_trigge	er		-	0		*	DefaultMenu	
User Menu		Katalog DefaultMenu	Matchcode			Er	nploye	e [	

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.

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User	
Password	
Confirm password	

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.

	Matchcode	Employee	Menu Id	Def. Rights	Menu Description
1 Katalog			10000001	Full Authorization	Standard
2 Manager			10000001	Full Authorization	Standard
3 nl_bautec_trig	gger		0	-	DefaultMenu
User Menu	Katalog	Matchcode		Employ	ee T

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 <u>Employees</u> 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

#	UserID	Rights
1	Katalog	The second se
2	-	No Authorization
4	Manager	Read Only
3	nl_bautec_trigger	Full Authorization

• 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**

ser N	lame 🗌	Password		
	Company Name	Database Name	Server	New
	BautecONE	nl_bautec	DLUGAY-WIN10	

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

Mandant Details		
Company Name	New Mandant	
Company Database	nl_construction_new	
Server Settings		1
User Name	sa	
Password	********	
Server Name	Name of the SQL Server	
Use OLEDB provider	O Use MSSQL provider	
Add to Standard Tix		

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

anda	ents in Tb:			
	Mandant	Server	Database	Connection String
	BautecONE	DLUGAY-WIN10	nl_bautec	Provider=SQLOLEDB.1;Persist Security Info=False;Initial Catalog=nl_bautec;Data Source=DLUGAY-WIN10;
	Uebersetzungen	(local)	nl_uebersetzungen	Provider=SQLOLEDB.1;Persist Security Info=False;Initial Catalog=nl_uebersetzungen;Data Source=(local);
	▼ ▲	¥ 2		
	ints in DB	<b>V</b>		
anda t	Ints in DB Mandant	Server 2	Database	Connection String

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

	Nr	Description	Disc1 Days	Disc1 %	Disc2 Days	Disc2 %	Due Days	Due Basedate	
	1	8 Tage 2,00 % S	8	2,00	0	0,00	30		(
	2	10 Tage netto Ka	0	0,00	0	0,00	10		1
	3	30 Tage netto Ka		0.00		0.00	30		
	4	8 Tage 3,00 % S	8		14	2,00	30		
:	5	( Tage 3 %, 14 T	8	3,00	14	2,00	45		
1	5	( Tage 3 %, 14 T	8	3,00	14	2,00	45		

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  $\ensuremath{\text{OK.}}$ 

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 <u>without!</u> Conditions - only as text - can be entered. For example : 8 days 2% discount - 30 days net cash.

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# 1.7.7.2. Bank

BLZ		10000000	1					
BIC		MARKDEF1100						
Bezeich	nung	Bundesbank	÷		Ĩ			
Kurzbez	eichnung	BBk Berlin			- 0			
PLZ/Ort		10591	Berlin					
							Online Off	line
	OK A	bbrechen					Jetzt aktualisiere	n n
#	BLZ 🔺	Bezeichnung		Kurzbezeichnung	PLZ	Ort	BIC	
1	1000000	Bundesbank		BBk Berlin	10591	Berlin	MARKDEF1100	33
2	10010010	Postbank Ndl der	r Deutsche	Postbank Ndl Deutsch	10559	Berlin	PBNKDEFFXXX	
3	10010123	OLINDA Zweignie	derlassun	Olinda, Berlin	10785	Berlin	QNTODEB2XXX	
4	10010300	Klarna Bank Gerr	nan Branc	Klarna Bank, Berlin	10115	Berlin	KLRNDEBEXXX	
5	10010424	Aareal Bank		Aareal Bank	10666	Berlin	AARBDE5W100	
6	10010500	Afone Paiement		Afone Paiement, Berl	10719	Berlin	AFOPDEB2XXX	
7	10011001	N26 Bank		N26 Bank Berlin	10179	Berlin	NTSBDEB1XXX	
<i>x</i>	10017997	Holvi Payment Se	ervices Zw	Holvi - Berlin	12059	Berlin	HOLVDEB1XXX	
	10020200	BHF-BANK		BHF-BANK Berlin	10117	Berlin	BHFBDEFF100	
		Bank für Sozialwi	irtschaft	Bank für Sozialwirts	10178	Berlin	BFSWDE33BER	
8	10020500	Darine Ten Statistic						
8 9	10020500 10020510	Bank für Sozialwi	irtschaft	Sozialbank Berlin	10178	Berlin	BFSWDE33BER	

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.

Suchen						
n Bezeichnung						
Banken						
Bezeichnung	BLZ	BIC	Kurzbezeichnung	IBAN	PLZ	-
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52001	33
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52401	
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52459	
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52499	
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52463	
Aachener Bank	39060180	GENODED1AAC	Aachener Bank		52146	
Aachener Bank (Gf P2)	39060180	GENODED1AAC	Aachener Bank		52001	
Aachener Bausparkasse	39020000	AABSDE31XXX	Aachener Bauspk Aach		52001	
Aareal Bank	10010424	AARBDE5W100	Aareal Bank		10666	
4 1-1			· · ·	-	Þ	

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**

COL	untries/States	Curre	ncies	Languages		
•	Id D	escription	Trade Zo	one		Print
8	1 De	eutschland	EU		*	
2	2 50	hweiz			+	~
tate						
	15		Description	0		
# 1	ID 1		Description			-
#	22877.		Baden - W	) /ürttemberg - Westfalen		
#	1		Baden - W	/ürttemberg - Westfalen		33
# 1 2	1 10		Baden - W Nordrhein	/ürttemberg - Westfalen		
# 1 2 3	1 10 11		Baden - W Nordrhein Rheinland	/ürttemberg - Westfalen		
# 1 2 3 4	1 10 11 12		Baden - W Nordrhein Rheinland Saarland	/ürttemberg - Westfalen - Pfalz		
# 1 2 3 4 5	1 10 11 12 13		Baden - W Nordrhein Rheinland Saarland Sachsen	/ürttemberg - Westfalen - Pfalz Anhalt		
# 1 2 3 4 5 6	1 10 11 12 13 14		Baden - W Nordrhein Rheinland Saarland Sachsen Sachsen -	/ürttemberg - Westfalen - Pfalz Anhalt - Holstein		

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.

#	Id	Description	Trade Zone		Print
1	1	Deutschland	EU	*	
2	2	Schweiz		*	

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

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# Currencies

untry	settings					
	Countries/Sta	ites	Currencies	Langua	ges	
#	Id	Desc	ription		Exchange Rate	
1	Eu	Euro				0,00000
2	CHF	Fran	ken			132,00000

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

## Languages

Country	settings				
	Countries/St	ates	Currencies	Languages	
#	Nr	Desc	ription		
1	1	Deuts	schland		

Each country can be assigned its own language.





2. Master data

# 2.1. General master data

2.1.1. Textsender

# Tab: Page 1

Vame		Standard		Standard Standard
Pa	age1 Page2 Footer			
é	ê 🖬 🖪 🖨			
Ari	ial	▼18 ▼ B I <u>U</u>		≢律 ≞ ≵ іቈ ∽ ⊂ ∥
		Но	ch- und Tiefba	au GmbH
			Birkenallee	
			Bintenunee	
			48432 Rhe	ine
			48432 Rhe	ine
<			48432 Rhe	ine
EG-	-ID Nr.	311/175/897	48432 Rhe	ine
EG- Tax		311 / 125 / 897 Mustermann GmbH	48432 Rhe	ine
EG- Tax Line	-ID Nr. × Nr		48432 Rhe	ine
EG- Tax Line Wailat	-ID Nr. x Nr e of sender		48432 Rhe	ine
EG- Tax Line Availat	-ID Nr. x Nr e of sender ble print template			ine
EG- Tax Line	-ID Nr. k Nr e of sender ble print template Name			ine

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 <u>no</u> 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.

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nter Setup			? ×
	A standard at 1 - standard at 2 - standard at 3 - stan		
Paper			
Size A	4		-
Source	utomatically Select		•
Orientation	Margins (millimetr	res)	
Portrait	Left: 25	Right:	25
C Landscape	Top 25	Bottom	25
		ок	Cancel

## Tab: Page 2

lame	ender	Standard	Standard		
	ge1 Page2 Footer				
Aria	i 🖬 🖻 🖶		≡≡≡ 目詰健健 噛よ亀り♀∥		
					^
		Klaus Mustermann - Hoch	h- und Tiefbau GmbH Birkenallee 177 - 48432 Rheine	9	
<				>	~
	ble print template				
vailat			120200		
	Name		Standard		
#	leer				
#					
#	leer				

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.

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## Tab: Footer

and the second s	ender																		ш
Name		Standard					]				1000	🗸 Stan	dard						
Pag	ge1 Page2 Footer	r ]																	
Ê	; 🖬 🖻 🖶																		
	homa	▼ 8	▼ F	3 <i>I</i>	U	A			ŧΞ			E Ba	X	ß	S	C	0		
				20 95		-			-							29.11.			^
				Ban	kverbi	indung	Deutsche Münster 1	Bank R	heine E	BLZ 40	0370024	Konto N	Ir. 66	778899	954				
						HRB	Munster 1	12356 G	eschaft	stuhre	er R. Mu	sterman	n						
<																		>	~
<																		>	~
_	ole print template																	>	~
vailab			_				Stand	dard				_						>	~
	ole print template						Stano	dard										>	*

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

	Print Options	Artikel Faktu	ira Rechnung						
	Page1 For all pages No Print		e2 Page2 No Print			<b>D</b> P	L ast page print rint graphic o Print		
#	Print Area Print Options	Page1 Page1	For all pa	No Print	Page2 Page2	No Print	Footer Last page print	Print grap	N
5	Artikel Faktura Rechnung				V				
6	Artikel Faktura Gutschrift				Image: A state of the state				H.
7	Artikel Faktura Proforma								
8	REGIEARBEITEN Lieferschein	Image: A start of the start			~		~		
9	REGIEARBEITEN Auftrag	<b>~</b>			<b>~</b>		<b>~</b>		
10	REGIEARBEITEN Rechnung	$\checkmark$			~		✓		
11	OBJEKT Angebot	$\checkmark$			~		✓	~	
12	OBJEKT Auftrag			~		•			
12	ODIEKT Auf								

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

Comp	oany Bank					_ 🗆 ×
Bank d	escription	Housebank 1		8	Sort code	1000000
Key wo	brd	BBk Berlin		()	SWIFT	MARKDEF1100
Name	1	Bundesbank			Account	6754998
Name	Name 2				IBAN	DE 43 403700240067549996
Name	3				Depositor	
Street						
ZIP/ O		10591	Berlin			
Post O	ffice Box					
Countr	v	Deutschland		•		
State	,	Berlin		•		
Phone		030 34750				
Fax		030 3475-2870				
Email		info@Bundesbank	de			
#	Bank description		Name 1		Key word	Account
1	Housebank 1		Bundesbank		BBk Berlin	6754998
	Add Cancel					

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 <u>electronic invoice of the type</u> ZUGFeRD or X-Rechnung is to be created with our additional module, the bank details of the invoicing office must be entered here.

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## Search selection Banks by selection

1	🗎 🔊 🔊 Show 1 t	o 1000 from 15669	,				
5	Description	Sort Code	Zip Code	City	Description 2	BIC	
->							
ŧ	Description	Sort Code	Zip Code	City	Description 2	BIC	
L	BBk Berlin	1000000	10591	Berlin	Bundesbank	MARKDEF1100	
2	Postbank Ndl Deut	10010010	10559	Berlin	Postbank Ndl der	PBNKDEFFXXX	
	Olinda, Berlin	10010123	10785	Berlin	OLINDA Zweignie	QNTODEB2XXX	
ŧ	Klarna Bank, Berlin	10010300	10115	Berlin	Klarna Bank Germ	KLRNDEBEXXX	
5	Aareal Bank	10010424	10666	Berlin	Aareal Bank	AARBDE5W100	
5	Afone Paiement, Berl	10010500	10719	Berlin	Afone Paiement	AFOPDEB2XXX	
7	N26 Bank Berlin	10011001	10179	Berlin	N26 Bank	NTSBDEB1XXX	

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

#	Nr	Description	Num. Shortcut	Precision (Deci	Own YN	ZUGFeRD	4
1	1	m	1	2		-	3
2	2	lfm	2	2		-	
3	3	qm	3	4		-	
4	4	cbm	4	3		-	
5	5	Stck	5	2		-	
6	6	Std	6	2		-	
7	7	min	7	1		-	
8	8	kg	8	3		-	
9	9	Ring	9	0		-	
10	10	Tr	99	0		-	
11	11	t		3		-	
12	12	I		2		-	
13	13	Paar		0		-	

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

Textblock		_ 🗆 ×
Textblock ID Matchcode	2 I I I I I I I I I I I I I I I I I I I	
Dicrosoft Sans Serif	▼® ▼ B I U ▲ 卧言言言 註註律律 陶 X 亀 ♡ ♡ ∅	
	Sehr geehrte Damen und Herren!	^
	Ich hoffe, daß Ihnen meine Ausführungen zusagen und bitte um Ihren Auftrag.	
	Mit freundlichem Gruß	- 11
		~
<		>
ОК	Cancel	

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.

Textblock		_ □
Textblock ID	2	
latchcode	Angebotstext	
🖻 🖬 🗟 🍮		
Microsoft Sans Serif	▼® ▼ B I U A ₽ ≣ ≡ ≡	
	Sehr geehrte Damen und Herrent	\$ANR Appellation from Customer address
	Ich hoffe, daß Ihnen meine Ausführungen zusagen und bitte um	
	Mit freundlichem Gruß	\$ASP Contact person
	Mit freundlichen Grus	\$BDA Date of bill
		\$TAG Current date
		\$VAW Person responsible Responsible
		\$NET Total Netto
		\$MSS_VAT percent
		\$MSB_VAT Sum
		\$BRU Total Gross
		\$MSK Vat Correction
		\$END Total End
		\$OPN Prepayment Netto
٢		SOPM Prepayment VAT Sum
ОК	Cancel	SOPB Prepayment Total Gross
		\$OPE Prepayment Total End
		\$ZBD Payment condidtion
		\$MZK1 Header info 1
		\$MZK2 Header info 2
		\$MZK3 Header info 3
		\$MZK4 Header info 4
		\$MZK5 Header info 5

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

Formulae				_ 🗆 ×
Formula Nr Formula	REB01 (a*h/2)*H	Description	Dreieck - Grundseite und Höhe	]
a h H	Hint : Grundseite Höhe Körperhöhe			<b>^</b>
				н
ОК	Cancel	Evaluate		a

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

Domain	Descr	Number
Sales - A/R		
Quotation	Angebot	20172501
Customer order	Auftrag	20172603
Delivery Note	Lieferschein	20175903
Invoice	Rechnung	
Credit-Note	Gutschrift	2017102
Proforma-Invoice	Rechnung	
Daily wage		
Delivery Note	Lieferschein	2017500
Customer order	Auftrag	2017800
Invoice	Rechnung	
Quotation Customer order Measurement Anticipated Payment Invoice Final Invoice	Angebot Auftrag Aufmaß Abschlagsrechnung Schlussrechnung	20175003 20173500 20172500
Flat Rate Invoice	Rechnung	
Credit-Note	Gutschrift	
Unitary Nr Separate Anticipated Inv Nr Anticipate Inv Transfer to Inventory Increasing Zero		<ul> <li>✓</li> <li>✓</li> <li>✓</li> </ul>

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, <u>all input fields for each</u> 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.

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## 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

VATE	Region _ 🗆 🗙	:
ID	Descr plain	1
1	Deutschland	
1.2	Frankreich	
2	Schweiz	
3	Deutschland o.St.	
	OK Cancel	

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

	2.1.8.2.	Value	Added	Tax	Group
--	----------	-------	-------	-----	-------

VAT	Group _ 🗆 🗙
ID	Descr plain
1	voll
1.2	halb halb
2	Halber Satz
3	null
	OK Cancel

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

AT Reg		-		utschland					
/AT Gro	up	📫 1	I vo	I					
/alid fro	m	01.0	07.2020						
/AT		16,0	00 Tax	Taxcode					
levenu	e Account (Cre			venue Account (	Bill)				
Rebate			Dis	agio					
reight Standan									
	d VAI d Textblock	⇒		Set empty	,				
#	Rate	Region	Descr	Group	Descr	VAT	Valid from	Taxcode	Revenue account
1	10000001	1	Deutschland	1	voll	16,00	01.07.2020		
1 2	10000001 1	1 1	Deutschland Deutschland	1	null	16,00	01.07.2020		8410
		1							8410
2	1	1 1.2	Deutschland	3	null		01.01.2007		8410
2 3	1 10000002	1 1.2 2	Deutschland Frankreich	3 1.2 3	null halb halb	19,00	01.01.2007 01.07.2020		8410

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

. 🗆 :	_						work	roundv
						rge	Surcharge	Base
			Actual worth		Planned worth			
				3	18,50	je 🛱	Average wage	4
				8	115,03 %	t =	Extra percent	
					39,78	rage 🛋	Calculation wage	
	T-Wageamount Costgroup - Wag	8	39,78 ➡ 1			gehours	Approach wageho	
				Minutes	<ul> <li>Hours</li> </ul>		Related	
	-	®		O Minutes	<ul> <li>Hours</li> </ul>	igehours Cancel	Related	

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.

ion Case Cost Group	-	Search										
Start	5 ( Tree											
🐉 Lohn kasten		Matchcode	Item/ E	KT ID	Quantity	Share	Darce 1		Purchase Price	0	alculation Price	1
Materialkosten	. 0755				Std							
Gerätekosten	1	lohn	1				lohn 1 mit VB.		33,410		1,410	
Drainage	2	lohn	2		Std		lohn 2 einschl.	Sozial-u			1,788	
Fuhrpark	3	lohn	3		Std	* Fach	1.		15,876		,309	
Maschinen	4	lohn	4		Std		aschinenführer		47,187	47	,187	
Bagger **ATLAS** 1304** 0.7 cbm	5	lohn	5		Std	▼ Bauh	elfer		24,140	44	l,658	
Mini-Bagger *2to*	6	lohn	9000		Std		polier I		17,068	31	,575	
Radlader Liebherr	7	lohn	9001		Std	* Bauv	orarbeiter II		21,966	40	,637	
Bobcat 743					~							
Kompressor m. Hammer 3.5cbm						_	¥ 4	é			00-1100	
Abbruchhammer mittel	Item/ E			1			Inaligna	ctive				
Wackerhammer	Matchoo			lohn								
Märtelmischer 100	Short D	escr		Mittellohn 1	mit VB.							
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1											
	Cost Gn			Lohn kosten Stundenlöhn	<u> </u>			l No				
	Item Gr			Stundeniohn	6		Sec	uence No				
	Quantit Workgn		-	500						1.000		
	VAT	pops	-				Price unit     Wage Time			1,000		
Kreissäge DM/Mon.     Mörtelmischer 100 J. DM/Mon.			47		_			ye nine				
Morteimischer 100 l, DM/Mon.		General (Main)	Wage	Images	Des	cription	History					
Kompressor ohne Bedienung			T wage				102 . 04					
Abbruchhammer o.Bedienung							any (firm)	Date last				
Wackerhammer o.Bedienung		ay wage	=>	1	0.00		33,410		17			
Bohrmaschine, Flex o, Bed,		onal wage costs 9 e wage costs %	0		0.00	-	0,000					
Mörtelmischer o. Bedienung		with surcharges			0,00	-	33.410					
Rüttelplatte o.Bedienung		a / Discount %			0.00		33,410					
Fuhrleistungen		g / Discount F			0,00		22,110					
Schalung		ation Price					33,410	ñ				
Fremdleistungen	Addin	g / Discount %			1		33,410	Ĩ.				
Deponiekosten	Addin	g / Discount F	4		18							
Sonstige Kosten	Item i	invoice Price					33,41					

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.





Base	Surcharge							
Code		1	0		Per cent mult	tiply or add up		-
Descri	ption	Allgem. Zuschlagstabelle			Cumulate			
Respo		Hr. Mustermann			Cumulate	e profit		
Valid f	rom	06.10.2016			-		222	
					Set	surcharge em	рту	
#	Cost group nr	Cost group	(OR)	(GER)	Risk	Profit	Result	1
1	1	Lohn kosten	2,0000	3,0000	4,0000	5,0000	14,00	
2	2	Materialkosten	2,0000	3,0000	4,0000	5,0000	14,00	
3	3	Gerätekosten	2,0000	3,0000	4,0000	5,0000	14,00	i
4	4	Fuhrleistungen	2,0000	3,0000	4,0000	5,0000	14,00	
5	5	Schalung	2,0000	3,0000	4,0000	5,0000	14,00	l
6	6	Fremdleistungen	2,0000	3,0000	4,0000	5,0000	14,00	l
7	7	Deponiekosten	2,0000	3,0000	4,0000	5,0000	14,00	
9	0	Constine Verten	7 0000	2 0000	4 0000	E 0000	14.00	l

A surcharge table can be entered within the basic data. By selecting with ,  $\square$  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

Code		1	18	Per	cent multiply a	r add up		
Descri	ption	Allgem. Zuschlagstabe	lle	V	Cumulate cost	ing and Risk		
Respo	nsible	Hr. Mustermann		$\checkmark$	Cumulate prof	t		
Valid f	nom	06.10.2016		_				
#	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	3
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	Ŧ

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" 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

Vr			1								alculate W	age Part	
Descript	ntion		Lohn	kost	ten						liscount		
Categor	ry		Wage	•		•					lebateable ubcontract		
dding .	/ Discount	t Purchase Price %	-		0,00	96							
Adding .	/ Discount	t Sale Price %	(		0,00	96							
P Part	13		=> 10			0							
lost Ele	ement Cos	sts	1			-							
lost Ele	ement Rev	venues	1										
	Verview	Account	-		-	-		-	A105.5 (	444 - 1	55 5		
#	Nr	Description	Category		Calcul	Subcon	Discou	Rebate		Adding /			
# 1	Nr 1	Description Lohn kosten	Wage	*	Calcul	Subcon			0,00 %	0,00 %	10	Lohn	
# 1 2	Nr 1 2	Description Lohn kosten Materialkosten	Wage Material	*	0.2010.000	Subcon	Discou	Rebate	0,00 % 0,00 %	0,00 % 5,00 %	10 20	Lohn Material	
# 1 2 3	Nr 1 2 3	Description Lohn kosten Materialkosten Gerätekosten	Wage Material Device	*	0.2010.000	Subcon			0,00 % 0,00 % 0,00 %	0,00 % 5,00 % 0,00 %	10 20 40	Lohn Material Geräte	
# 1 2 3 4	Nr 1 2	Description Lohn kosten Materialkosten	Wage Material Device Miscella	* * *	0.2010.000	Subcon			0,00 % 0,00 %	0,00 % 5,00 %	10 20 40	Lohn Material	
# 1 2 3	Nr 1 2 3	Description Lohn kosten Materialkosten Gerätekosten	Wage Material Device	* * *	0.2010.000	Subcon			0,00 % 0,00 % 0,00 %	0,00 % 5,00 % 0,00 %	10 20 40 30	Lohn Material Geräte	
# 1 2 3 4	Nr 1 2 3 4	Description Lohn kosten Materialkosten Gerätekosten Fuhrleistungen	Wage Material Device Miscella	* * * *	0.2010.000	Subcon			0,00 % 0,00 % 0,00 % 0,00 %	0,00 % 5,00 % 0,00 % 0,00 %	10 20 40 30 30	Lohn Material Geräte sonstiges	
# 1 2 3 4 5	Nr 1 2 3 4 5	Description Lohn kosten Materialkosten Gerätekosten Fuhrleistungen Schalung	Wage Material Device Miscella Miscella	* * * * *	0.2010.000				0,00 % 0,00 % 0,00 % 0,00 % 0,00 %	0,00 % 5,00 % 0,00 % 0,00 %	10 20 40 30 30 30	Lohn Material Geräte sonstiges sonstiges	

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.

lr 👘				1					<ul> <li>Calculate W</li> </ul>	/age Part		
escrip	tion			Lohn ka	sten				Discount			
ategor	ry			Wage		*			Rebateable			
dding	/ Discour	t Purchase Price %	8		0,0	00 %						
dding	/ Discour	nt Sale Price %		1	0,0	00 %						
P Part	Part 📫					8						
lost Ele	ement Co	sts		-								
lost Ele		STATISTICS CONTRACTOR										
0	werview	Account										
0 #		_	Cate	:gory	Calcul	Subcon	Discou	Rebate	Adding /	Adding /	PP Par	
1.5	Verview	Account	Cate	ener.	Calcul	Subcon	Discou	Rebate	Adding / 0,00 %	Adding / 0,00 %		
#	lverview	Account		e *		Subcon	Discou	Rebate		0,00 %	10	
# 1	lverview Nr 1	Account Description Lohn kosten	Wage	e 💌 rial 👻		Subcon			0,00 %	0,00 % 5,00 %	10 20	
# 1 2	Iverview Nr 1 2	Account Description Lohn kosten Materialkosten	Wage Mate Devic	e 💌 rial 👻		Subcon			0,00 % 0,00 %	0,00 % 5,00 % 0,00 %	10 20 40	
# 1 2 3	Verview Nr 1 2 3	Account Description Lohn kosten Materialkosten Gerätekosten	Wage Mate Devic Misce	e v rial v ce v		Subcon			0,00 % 0,00 % 0,00 %	0,00 % 5,00 % 0,00 %	10 20 40 30	

#### 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 <u>cost groups</u> have been selected within the administration posting type, they will receive the corresponding posting accounts in the Account sheet.





2.2.4. Sheet

hee	t Nr. 1	Descr Mittellohn						
Σ	- 💽 💽 號 👭 🎝	<u>λ</u> ↓ <b>B</b> <i>I</i> <u>U</u> ⊞ -						
	A	В	С	D	E	F	G	
1		Mittellohnberechnung						
2	Datum:	14.02.17		Bearbeite	Rainer Mu	stermann		
3						Ľ		
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		Lohngruppe 4	Spezialbaufacha		20,00	240,00		
9	3	Lohngruppe 3	Gehobene Baufa	charb.	13,56	40,68		
0		Lohngruppe 2	Baufacharbeiter		12,47	37,41		
1	4	Lohngruppe 1	Baufachwerker		10,36	41,44		
2	0	Lohngruppe 1	Bauwerker		10,36	0,00		
3		Lohngruppe 1	Bauwerker		10,36	0,00		
4	0	Lohngruppe 1	Hilfskräfte		10,36	0,00		
5	0	Lohngruppe 6	MaschFachme	ister	16,98	0,00		
6	0	Lohngruppe 5	M-Vorarbeiter		15,55	0,00		
7	2	Lohngruppe 4	M-Führer		15,05	30,10		
8	0	Lohngruppe 3	M-Führer		13,56	0,00		
9	0	Lohngruppe 3	Baumaschinenw	art	13,56	0,00		
0	0	Lohngruppe 2	Baumaschinist		12,47	0,00		
1	0	Lohngruppe 1	Maschinenfachw	i,	10,36	0,00		
2	28		Summe		· · · · · · · · · · · · · · · · · · ·	469,63		
3	2 2			-				
4	Durchschnittlicher T	ariflohn:				16,77		
5								
6	Bestimmung der Zulag							
7	Lfd. Nr.:	Zulagenart:	Satz:	Arbeiter	insgesamt			
8		(TEXT)	(€/h)	(Stck)	(€/h)			
29		Lohngruppe 5 und 6	0,25	4	1,00			
30		Lohngruppe 4	0,20	14	2,80			
31	3	Lohnaruppe 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.

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#### Basic data tab

Partition						(	• •
Id Matchcode	100 Baumschutz	(3)					
Partition group		0	Tota	price		0,00	
	Stck	(6)	Fix P	rice		22,00	
Short description	Baumschutz 2 m hoch,bis	D=60cm herstellen,vorhalten,abbauen	Print	in Offer			
Basic data Parts	list						
Description	_		#	No.	Costgroup	Net value	*
			6	6	Fremdleistungen	0,0	0
			7	7	Deponiekosten	0,0	0
			8	8	Sonstige Kosten	0,0	0
			9	9	test	0,0	0
			10	10	Händische Artikel	0,0	0
			11	11	Materialkosten 2	0,0	0
			12	12	Materialkosten 3	0,0	0
			13		Summe	0,00	0 📮
OK Car	icel						

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

đ	1112									
latchcode	aushub kl 3	-5, 0-1,25m								
		erdarbeiten			Total price		4	8:	1,26	
	cbm			3	Fix Price		-		-	
hort description		en und verfüllen n, Bdkl. 3-5	von Graben							
Basic data Parts	0	Quantity	Unit	* Descr.	CG	Factor	Unit Price	@ A	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		(Ξ) ⇔0,1000	Std	Bobcat 743	3	1,0000	14,321			(
40 E 🖲 📫 1		(3) 📫 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			(
(B) 🔿		(i)	6		(	Ð				
4										)

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.

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The following BOM Codes are available within the parts list:

	ৰ 🗈 🗟 s	how 1 to 10	
5	Code		
#	Code	matchcode	
1	D	Definition	
2	E	EKT/Article	
3	F	Factor on all Lines	
4	L	Partition	
5	м	Manual Article	
6	P	Costgroup Value	
7	S	Valuation Performa	
8	т	Text	
9	z	Entry Standard W	
10	ZS	Subtotal	
	ОК	Cancel Remember result	

## 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

mputation ength * Width * He	aight	
)(	Ð	
Calculate	<u>O</u> K	Cancel

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.

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## 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.

ŧ	Group	Matchcode
1	10	einbau
2	11	gerüstarbeiten
3	12	zulage pvc
4	13	abdichten
5	14	pvc-arbeiten
6	15	schalung
7	16	dämmung
В	17	estricharbeiten
9	2	erdarbeiten
10	3	betonarbeiten
11	4	pflasterarbeiten
12	5	zulage
13	6	drainage
14	7	einrichten
15	8	maurerarbeiten
16	9	kanal

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

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#### 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.

n Case Cost Group	▼ Sea	irch							
	Start S ( Tree								
		1.1		La distante da	1		1	1.	
	# Ma	atchcode	Item/ EKT ID	Quantity	Short Desc	1	Purchase Price	e Calo	culation Price
						······ 🔺			
	Item/ EKT ID				0	Inactive			
	Matchcode		1		1				
	Short Descr								
	P market						<u></u>		
	Cost Group				•8	EAN No			
	Item Group Quantity Unit				*	Sequence No Packing quar		1,000	
	Workgroups				-	Price unit	nercy	1,000	
	VAT					Wage Time		2,000	
	Genera	al (Main)	Purchase & Sal	es Wage	e Dev	ce Images	Description	History	BGL Data
				Date last					
	Purchase Pr					Changed by			•
	Supplier (sta					Master Trade Group	-		0
	Calculation I Sale Price	Price			88	Trade Group			6
	Cash Sale P	rice				naue cloup			
		-			10	Cost Type			
						Inventory account			

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

tem Master		_										(	_ □
Selection Case	Cost Group		Search										
Filter	Start S (	Tree											
E- Cohn ko		#	Matchcode	Item/ E	KT ID	Quantity	. Short D	lescr 1		Purcha	ise Price	Calculation Price	
E 🔅 St.	Mittellohn 1 mit VB.	1	lohn	1	s	td	▼ Mittelloł	hn 1 mit V	в.	33,410		33.410	
	Mittellohn 1 mit VB. Mittellohn 2 einschl. Sozial-u.Geschäft	2	lohn	2	s	td	▼ Mittellok	hn 2 einsc	hl. Sozial-u	-		28,788	
25	Facharbeiter	3	lohn	3	s	td	* Fachart			15.876		37,309	
980	Baumaschinenführer	4	lohn	4		td	▼ Baumas		rer	47,187		47,187	
	Bauhelfer	5	lohn	5		td	▼ Bauhelf			24,140		44,658	
	Werkpolier I	6	lohn	9000		td	* Werkpo			17,068		31,575	-
	Bauvorarbeiter II	7	lohn	9001		td	* Bauvon			21,966		40,637	
	Spezialbaufacharbeiter BGR, III-1	,	i i	5001					1			40,037	
250	Baufacharbeiter IV-1			100485		22				15-01-1	2		
250	Baufachwerker VI	Item/ E	KT ID		1		10	8	Inactive				
-92	Bauwerker VII-1	Matche	ode		lohn		- Di						
- 22	Baumaschinist	Short D	)escr		Mittellohn 1 mit	VB.							
10 010 010	Azubi. 2. Lehrjahr Azubi. 3. Lehrjahr	1		-	Lohn kosten			0	EAN No	-			
+ 🙆 Materia		Cost Gr			Stundenlöhne				Sequence No			-	
+ Geräte		Quantit			Std				Sequence no		<u>.</u>		
E- Fuhrleis		Workg		hude		~	-		Price unit		1,0	00	
E Schalun		VAT		=				0	Wage Time				
	eistungen												
🗄 🍓 Deponie	ekosten	3	General (Main)	Wage	Images	Des	cription	History					
🕂 🍓 Sonstig	e Kosten					Date la	st change						
		Purch	ase Price		33,410	14.02.	2017	Change	d by			-	
								Master	Trade Group		2	9	
			lation Price		33,410			Sector sector sector			TIEFBAU		
		Sale	1.11 (del	_	33,410			Trade G	Broup				
		Cash	Sale Price					Cost Ty					
								COSt Ty	pe		+		
								Invento	ry account				
									16				
Update	Cancel												

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.

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# 

Item/ EKT ID		1		Inactive	
Matchcode		lohn			
Short Descr		Mittellohn 1 mit VB.			
Cost Group	-	Lohn kosten	<b>V</b> B	EAN No	1
Item Group	-	Stundenlöhne	×	Sequence No	1
Quantity Unit		Std	•		
Workgroups			-	Price unit	1,000
VAT			(3)	Wage Time	

### Inactive article in a LV.

#	Line	. Item / BOM	Quantity	Unit	*	Descr.	CG	Factor	Unit Price	0	Addition %	BP		Total	С	Te	Printing
10	E	)=1	€ ₽1,0000	Std		Mittellohn 1 mit VB.	1	1,0000	33,410					33,41	1		
20	E	0 📫 100	ⓐ ⇒1,0000	cbm		Gebühr Deponie Bauschutt	7	1,0000	15,136			Eigener	۲	15,14			
	(		(□ ->	(3)		⇒	(3)					1	۲				

## General (Main) tab

election Case	Cost Group	•		Search											
ilter	Star	t  S(	Tree												
🗄 🎆 Lohn ke		^		Matchcode	Item/ E	KT ID	Quantity.		Short De	eser 1		Purcha	ase Price	Calculation Price	
🗄 🎲 St			1	kleber	4501		Psch			er für Papp		110.00		110.000	
Materia			2	bitum	4510		kg			anstrich	ť	440.00	-	484,000	
	amgrp not set		3	dickbeschic						ianstrich ichi <mark>chtung U</mark>		1.936		1,936	
E 🍪 Ba	Kaltkleber für Pappe						kg				DM 2 5			121222	
	Bitumenanstrich		4	glasseideng			qm			engewebe		2,442		2,442	
	Dickbeschichtung UDM 2 S		5	dichtungssc			kg			gsschlämme		1,232		1,232	
	Glasseidengewebe		6	dichtungsmitel	4521		kg	*	Dichtun	gsmittel für I	lörtel (ca	1,826		1,826	
	Dichtungsschlämme		7	betonkosme			kg		Betonko			1,639		1,639	
	Dichtungsmittel für Mörtel (ca.%kg/cbm)		n	10 1-			1			1. 10					
	Betonkosmetik		-			(							-		
2	Haftemulsion ( Compakta) (1om = 0.25kg)		Item/ EK Matchcoc			4501 kleber			(	Inal	ctive				
	Blitzzement (Skg)		Short Des	-		Kleber Kaltkleber fü	Denne							1	
	Schalöl (1l = 25gm)		Short Des	501		Kalkiebei iu	Pappe							-0	
	Baukleber (2kg = 1gm)		Cost Grou	ar	=	Materialkoster	10		•	EA EA	N No			-6	
	Ansetzbinder		Item Gro	up	=>	Bauchemie			-		quence No			1	
	Alsecospachtel		Quantity	Unit		Psch			-	Pa	cking quantity		1,00	0	
	Heizöldichter Anstrich (0,85kg = 1qm)	4	Workgrou	Jps					•	Pri	ce unit		100,00	0	
	Bodenanstrich 0.3kg/qm		VAT		E)					Wa	ige Time				
	Kartusche Fugendichtungsmasse								-			-			
	Kartusche Fugendichtungsmasse Silicon		Ge	eneral (Main)	Pu	rchase & Sales	Ir	mage	25	Description	Histor	y			
🕀 🎇 Ba							Date la	ast c	hange						
🕂 🎡 Be			Purchas	e Price	[	110,00	0 14.02	.201	7	Changed b	У			•	
	ns/Gipsdielen			r (standard)	70120	- GFA Elektro	COLORADO AND COLORADO	ktroir	nstal	Master Tra	de Group	=	× [	(3)	
🕂 🎲 Bi				tion Price		110,00									
	chpappe		Sale Pri		1	115,50				Trade Grou	IP	Ę	450	0	
🕀 🍪 Da			Cash Sa	ale Price	1	115,50	0						Bauchemie		
	aht		Raw M	aterial/Metal Surc	harges					Cost Type			++		
🕀 🎇 Dr			Raw M	Materials 🛋	no Rav	w Materials				Inventory	account				
Es								-	-	Inventory	and a second sec				
	isbetonsteine														
🕀 🍪 Gi	pskarton Intbrandsteine														
H AN HE															
H 🚟 HL	4	~													

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.

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## Wage tab

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

Inactive Item/ EKT ID 0 1 lohn Matchcode Mittellohn 1 mit VB. Short Descr Lohn kosten EAN No Cost Group TE Item Group Stundenlöhne ¥ Sequence No Std **Ouantity Unit** ¥ 1.000 Workgroups Ŧ Price unit VAT Wage Time Description General (Main) Wage Images History Date last change Company (firm) 33,410 Net pay wage 14.02.2017 0.00 0.000 Additional wage costs % 0.00 0.000 Beside wage costs % 33,410 Wage with surcharges Adding / Discount % 0.00 33.410 Adding / Discount F 33,410 Calculation Price Adding / Discount % 33,410 Adding / Discount F 33.41 Item invoice Price

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.

Item/ EKT	T ID		4501			0	Inactiv	/e		
Matchcod	le		kleber		- i					175-117
Short Des	scr		Kaltkleber f	ür Pappe						
		100	Materialkost			10	EAN N			
Cost Grou		1000		en		8	-	The second second		
Item Gro	A		Bauchemie Psch					nce No		1.000
Quantity			PSCN				Price u	g quantity		
Workgrou VAT	lba	=		10	-	-				100,000
VAI		Ling P					Wage	lime		
Ge	eneral (Main)	Dur	chase & Sales	Imag	es.	Descript	tion	History		
#	Description		Master	Purchase						Price
<b>T</b>			Master	Standard Sales Price - List Pric						110,000
-	Eigener Preis		Rebate Code		=	1				
70120	GFA Elektro	GmbH E	🔽	Rebate perce	nt					3 <del>8</del> 8
				Rebate Euro			1		i	
				Rebate value			1		Î	
				Purchase Price	2					110,000
				Sales						
				Adding / Disco	unt RG	96	0.000		i -	0,000
				Adding / Disco			0.000		i –	0.000
				Adding / Disco	unt TG	96	0,000		Ì	0,000
				Form (blank)			-			0,000
				Calculation Pr	ice					110,000
				Adding / Disco	unt CG	96	5,000	9	1	5,500
				Adding / Disco	unt TG	96	0,000		1	0,000
				Form (blank)		=>	-		(3)	0,000
				Item invoice I	Price					115,50
				Cash Sale Pric	e					115,50
				Date last char	nge		19.10.	2012	1	

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.

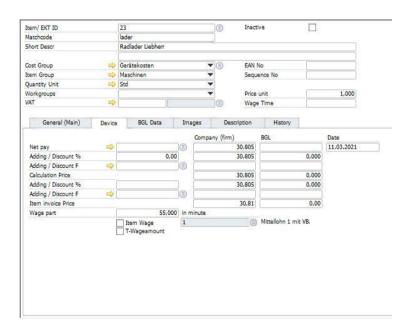
A surcharge/deduction amount can also be entered manually.

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.

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# **Description tab**

ction Case Cost Group	-	Search							
Start	S( Tree								
Dohn kosten		Matchcode	Item/ E	KT ID Quanti	V	Short Descr 1	Purchase Price	Calculation Price	1
Materialkosten	3	lader	23	Std		Radlader Liebberr	30.805	30,805	
Gerätekosten	4	lader	25	Std		Robcat 743	14.321	14,321	
Drainage     Fuhrpark	5	kompressor	28	Std		Kompressor m. Hammer 3.5cbm		10,733	
H- W Fuhrpark	5			Std		Abbruchhammer mittel			
Baccer ** ATLAS** 1304** 0.7 cbm	0	hammer	29				32,230	32,230	
Mini-Bagger "2to"	7	hammer	30	Std		Wackerhammer	3,588	3,588	
Radlader Liebherr	8	bohrmaschine		Std		Bohrmaschine, Flex od. ähnlic		3,588	
Bobcat 743	9	mörtelmischer	32	Std	*	Mörtelmischer 100 l	3,588	3,588	
Kompressor m. Hammer 3.5cbm	10	rüttelplatte	35	Std	*	Rüttelplatte AT 1000	7,166	7,166	
Abbruchhammer mittel	11	rüttelplatte	36	Stok		Rüttelplatte AT 2000	9,308	9,308	
- Kale Wackerhammer	12	wackerstam	37	Std	-	Wackerstampfer	5.730	5.730	
Bohrmaschine, Flex od, ähnliche			- 10- 	100000		¥ A			
Mortelmischer 100	Item	EKT ID		23		Inactive			
Rüttelplatte AT 1000	Match	code		lader					
Rüttelplatte AT 2000	Short	Descr		Radlader Liebherr					
Wackerstampfer									
Kran *Liebherr 28 K* 30m	Cost			Gerätekosten		EAN No			
		Group		Maschinen		Sequence No			
Mörtelmischer 100 L DM/Mon.		Bty Unit proups		Std		Price unit		1.000	
	VAT	gioups	-	-		Wage Time	14	1,000	
	4					JO Inde time			
		General (Main)	Device	BGL Data	Ima	ges Description Histo	ev.		
Bohrmaschine, Flex o.Bed.		🖬 🖻 🖶							
	Tab			8 <b>7</b> B 2				Ro V P C	
	Lan	oma		8 V D 1	<u>u</u>		1 1 1 1 1 1 1		- 0
Duhrleistungen									
Schalung									
Fremdleistungen									
Deponiekosten									
Sonstige Kasten									
		This Tab is fo	or ente	ering important	an i	useful information abou	it the device,	material or	
		other further	inform	nation for the U	ser.				
	<								>

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**

ection Case	Cost Group	· · · · · · · · · · · · · · · · · · ·	Search														
•		Start S( To	•														
🚭 Lohn ko	scham	^ ·	Hatch		Item/ E	de tra	Quantity_	there	Danry 1		24	Purchase Price		Calculator	Dana.		
Materia	(kaster)	2	bitum		4310			* DDum				50.000		195.000			
	mgrp not set									ana UDM (							
🖻 🥥 Bo		3		echic								.936		1.996			
	Kaltkleber für Pappe	22.0		ideng				* Glasse				,442		2,442			
	Bitumenenetrich Dickbeschichtung UDM 2 S	2		ngssc				* Dichts				232		1.232			
	Glasseidengewebe	6		ngemitel						el für Marte				1.826			
	Dichtungsschillimme	7	beton	kosme	4530			* Beton				,639		1,639			
1.17	Dichtungsmittel für Mörtel (ce.16kg/dbm)	8	hafter	nuision	4531		kg :	+ Hafter	nu/sion i	Compakt	a) (1q 7	.733		7,733			
	Betoricometik	9	zenen	1	4532		kp ·	· Oltcon	ment (	skg)	3	.826		1,826			
	Haftemultion ( Compekta) (Iom = 0.25ka)	10	schalo	6	4540		kg .	- Schald	= 12) 12	(mp?s		20.000		220,000			
1.175	Bitzement (Skg)	22	kieber		4550		ko :	· Bruch	ther (2	ka = tam)		968	- 3	0.958			
	Schald (11 = 25pm)	1								-							
1.07	Baukleber (2kg = Jam)	Det	DI DIT ID			4510			(E)	Inective							
1.1.7	Angetzbinder	Hat	cheade			bitum											
	Alsecospachoel	Sho	n Destr			Blumenanetri	ch.										
	Heipöldichter Arstrich (0.85kg = 1gm)																
1.1.1	Bodenanstrich 0.3kp/om		t Group		4				0	EAN No							
	Kartusche Fugendichtungsmasse		Group		- 44	Bauchemie		-		Sequen							
	Katusche Fugendichtungsmasse Silicon		reley Unit korouos			kg				Packing Price un	quertity		1.000				
	usahi	VIC			- 10	6	10		6	Wage T			200,000				
🕀 🎡 Be		4							10	Analysis a							
	ma/Gipadiaian		General ()	(ain)	Pa	rchana & Salas	in in	-	Desc	roton	History						
🔁 🍓 Bir																	
🕀 🆓 De				Matcho		8P Itamid	Date	A 10		Option		Kind			EXPrice	CalcPrice	InvPrice
🕀 🎲 De		1		Egene	Preis		14.02.201	7 ma	nager	Artikelpre	ais ändern	EK Preis, un	n 10,00	. 440,000	440,000	484,000	556,600
🔅 🎡 Da																	
e 🌚 Di																	
E 🖓 Ei	monentelle																
E 😴 Gr																	
	skanon Intrandisteine																
њани 19-449-ни																	
	kandmine																
E A Ka																	
E AN KS																	
	achinensubehör																
10-400 Mg																	
E AP																	
P. OP Pu																	
D-40 PV	C-Rohr																
1 4 4 Se		~															

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





# 2.5.2. Master Trade groups

Ŧ	Nr	Description	Datanorm Nr.
1	1	Rohre	
2	2	TIEFBAU	00
3	3	Stahl	
4	4	Wandfliesen	
5	5	Sand	
6	6	Beton	
7	10	Verbauteile	
8	20	PKW	
9	30	LKW	

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 <u>Datanorm</u> interface, the supplier's main product groups are automatically taken over, if available.





# 2.5.3. Trade groups

Selection Case Trade Group	-	1	Search				
ilter Start S	(	Tree					
Dachpappe		#	Trade Group		Master Tra	de Group	1
		1	PVC-Rohre		Rohre		
		2	Busch-Jaeger		Rohre		
Türen		3	Peha		Rohre		
Bauchemie		4		aus, Schalung verlege			
Fuhrpark		5		us. Schalung verlegen	Rohre		
		6	Merten	of sending renegati	Rohre		
		7	Jung		Rohre		
🤯 Maschinenzubehör		8	HW HomeWay		Rohre		
		0	Gio		Rohro		
		1	0.8716.1	*			
Straßenbau		Nr		110	18		
alla a		Descr		PVC-Rohre		3	
		Master	Trade Group 🛛 📫			6	
				Rohre			
Peha		Supplie	r 🗢				
NYY-O+J. Zeit, in baus, Schalur		Datano	m Nr			-2	
NYCWY Zeit, in baus, Schalung		Datano	nni, 1984.	75			
Merten							
Jung							
Gira							
TIEFBAU V		Adding	/ Discount Calculation P	rice %	Adding / Disco	ount Sale Price %	
< >			0,00			0,00	

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).

Description All	gem, Rabatt	
BP type Sup	oplier	
BP 📫 702	200	Ĩ
Alb	achten KG Baul	pedarf
Percent	14,00	Percent
Value	0,86	O Value
Extra percent	0,00	

"**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 <u>not to</u> 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.

m rela	ited parameters	<b>1</b>	
Iter	n group		
#	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	4
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	
77	170	NA 8-	





## 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.

Workgrou	ps	1	_ 🗆 ×
ID	Descr1	Item/ EKT	ID
1	Allgemeiner Lohn	1	۲
2	Bauhelfer	5	(3)
ОК	Cancel		





# 2.5.7. Item Administration

#### 2.5.7.1. Delete Items

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

Item/ E	KT ID F	rom:	0	) To:	(3)						
Cost G	oup Fro	m:	1		0	Empty Entries					
Item G	roup Fro	: רחוכ	0		3	Empty Entries					
		Broup From:	<u> </u>			Empty Entries					
Trade (	Group Fr	iom:	e	) To:		Empty Entries					
											10
Ŧ	х	Item/ EKT	Matchcode	Descr1	descr2	Cost Group	Item Group	Workgro	Master Trade G	Trade Group	4
1	~	1	lohn	Mittellohn 1 mit VB.		Lohn kosten	Stundenlöhne				
2	~	100	schuttgebühr	Gebühr Deponie Ba		Deponiekosten					
3	~	1000	rohr	Steinzeugrohr *L*		Materialkosten	Steinzeugrohre			Steinzeugro	
4	~	28	kompressor	Kompressor m. Ha		Gerätekosten	Maschinen			Maschinen	
5	~	29	hammer	Abbruchhammer mi		Gerätekosten	Maschinen			Maschinen	
6	~	60	betonpumpe	Betonpumpe 0-10c		Fremdleistungen	Maschinen			Maschinen	
7	~	6000	platten	Gehsteigplatten 30/		Materialkosten	Straßenbau			Straßenbau	
8	~	6001	platten	Gehsteigplatten 30/		Materialkosten	Straßenbau			Straßenbau	
9	~	71	einrichtung	Werkzeugwagen D		Gerätekosten	Fuhrpark			Fuhrpark	
10	~	72	einrichtung	Sanitärwagen DM/		Gerätekosten	Fuhrpark			Fuhrpark	
11	~	73	kreissäge	Kreissäge DM/Mon.		Gerätekosten	Maschinen			Maschinen	
12	~	74	mischer	Mörtelmischer 100 l	. 10 (	Gerätekosten	Maschinen			Maschinen	

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.

Select	Option		5	elect Item											
.00	nange It	tem Price		<ul> <li>Wage</li> </ul>		Item/ EKT			۲	To:	۲		Change Item Price	Addition	Discount
OP	ass On M	Net pay		O Device		Item Grou			۲	To:	0	Empty Entries	<ul> <li>Net pay</li> </ul>	Sum:	
				Purchase & Sales			de Group From:			To:		Empty Entries	O Purchase Price	Percentage:	
						Trade Grou			9	To:		Own Prices	Calculation Price	Extrapolate	
						Supplier Fr	om:		8	To:		Uwin Prices	O Item invoice Price		
#	х	Item/ EKT ID	Matchcode	Descr1	descr2	Net pay	Calculation Price	Item invoice Pr	Ten	m Group	Workgroups	Master Trade Group	Trade Group	Date	
					Uesu z							Master Hade Gloup	Trade Gloup		
1	~		lohn	Mittellohn 1 mit VB.		33.410	33.410	33.410		Indenlöhne				14.02.2017 15:02	
2		9000	lohn	Werkpolier I		17.068	31.575	31.575	Stu	Indenlöhne			Stundenlöhne	14.02.2017 15:02	
3	~		lohn	Mittellohn 2 einsch		12.968	28.788	28.788	Stu	undenlöhne				14.02.2017 15:02	
4	~	3	lohn	Facharbeiter		15.876	37.309	37.309	Stu	Indenlöhne				14.02.2017 15:02	
5	~	4	lohn	Baumaschinenführer		47.187	47.187	47.187	Stu	Indenlöhne				14.02.2017 15:02	
6	~	5	lohn	Bauhelfer		24.140	44.658	49.124	Stu	undenlöhne				14.02.2017 15:02	
7	~	9001	lohn	Bauvorarbeiter II		21.966	40.637	40.637	Stu	undenlöhne			Stundenlöhne	14.02.2017 15:02	
8	~	9002	lohn	Spezialbaufacharb		21.032	38.908	38.908	Stu	Indenlöhne			Stundenlöhne	14.02.2017 15:02	

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.

Item Nr		1 (E				
Matchco Descr1	DOE	Mittellohn 1 mit VB.				
Descr2		Mitteloin 1 mit VD.				
#	Partition	Matchcode	Descr1	Line	Status	
1	0101002	Variable		20	1	33
2		Bauzaun		10	ī	
3	->1111	Baumschutz	Mittellohn 1 mit VB.	30	i	
4	📫 1112	aushub kl 3-5, 0-1,25m	Mittellohn 1 mit VB.	40	i	
5	📫 1113	aushub kl 6, 0-1,25m	Mittellohn 1 mit VB.	20	1	
6	📫 1114	aushub kl 7, 0-1,25m	Mittellohn 1 mit VB.	40	ī	
7	=>1122	aushub kl 3-5, 0-1,75m	Mittellohn 1 mit VB.	40	i	
8	📫 1123	aushub kl 6	Mittellohn 1 mit VB.	20	i	
9	📫 1124	aushub, kl. 7	Mittellohn 1 mit VB.	40	1	
10	=>1132	aushub, kl 3-5, 0-5m	Mittellohn 1 mit VB.	40	ī	
11	<b>1133</b>		Mittellohn 1 mit VB.	70	i	
12	=>1133		Mittellohn 1 mit VB.	100	i	
13	📫 1133		Mittellohn 1 mit VB.	30	i	
14	📫 1133		Mittellohn 1 mit VB.	50	i	-





- 3. Projects/ Objects
  - 3.1. Edit objects

**Object control in general** 

## Object overview/ object basic data

Bjetts       ogen objetti         Opjett 30       Objett 10         Statu       Submitted         Image: Statu	Places
gen         gent         gent         by Object 10         Short Description         Sauar         Submitted         Date of earlies           Projects & Object         Project S0 Object         Offer         0.000         0.000         0.66.5.2020         Image: Control Atabale Angebore         0.000         0.000         0.66.5.2020         Image: Control Atabale Angebore         0.000         0.000         0.000         0.66.5.2020         Image: Control Atabale Angebore         0.000	Places
Projects 8. Objects         4         20:0001         Alemanmentrale31         Offer         0.00         0.00         0.65.2020           C Object 16:000 FHx Boltiner GmbH         C Object 16:000 FHx Boltiner GmbH         0.00         0.00         15.07.2020           C Object 16:000 FHx Boltiner GmbH         C Object 16:000 FHx Boltiner GmbH         0.00         0.00         15.07.2020           C Object 16:000 FHx Boltiner GmbH         C Object 16:000 FHx Boltiner GmbH         0.00         15.07.2020           C Object 16:000 FHx Boltiner GmbH         C Object 10:0001 FK7.2020         0.00         15.07.2020           C Object 20:0001 Alemanwertrafe31         C Object 20:0001 Alemanwertrafe31         0.00         15.07.2020           C Object 20:0001 Exc 20:0001 FK         Basc Data         C Exclusion         Remision, Addioon, Deduction         16.07.2020           C Object 20:0001 FK         Basc Data         C Schemet Calculation         Remision, Addioon, Deduction         16.07.2020           C Object 20:0005 FK         Basc Data         C Schemet Calculation         Remision, Addioon, Deduction         16.02.2016           C Object 20:0005 FK         Data of Assignment         Object 10:000         Settempt         16.02.2016           C Object 20:0005 FK         Data of Assignment         Object 10:000         15.07.2020         15.0	Places
En         Project 9000 Aktalia Angabota         5         200002         Offer         0.00         0.00 15.07.3202           C         Object 16002 FH-Bohme CmbH         5         200004         Offer         0.00         0.00 15.07.3202           C         Object 15000 Aktalia Angabota         5         200004         Offer         0.00         0.00 15.07.3202           C         Object 200001 Akmanentratife31         6         20-0005         Offer         7.118         0.00         15.07.3202           C         Object 200001 Akmanentratife31         6         20-0005         Settled         75.00         0.00         15.07.3202         22.07.2020           C         Object 200001 Akmanentratife31         6         20-0005         Settled         75.00         0.00         15.07.3202         22.07.2020           C         Object 200001 Akmanentratife31         6         20-0005         Settled         75.00         10.07.2020         22.07.2020           C         Object 200005         Settled         75.00         0.00         15.07.3020         10.07.2020         22.07.2020           C         Object 200005         Settled         File         Settled         75.00         10.07.2020         22.07.2020	Places
6         20-0004         Offer         0.08         0.000 15.07.2020           C) Object 15-0001 Mediaw Minlemmann         6         20-0005         Offer         7.1.8         0.000 15.07.2020           C) Object 15-0001 Mediaw Minlemmann         6         20-0005         Offer         7.1.8         0.000 15.07.2020           C) Object 15-0001 Mediaw Minlemmann         6         20-0005         Offer         7.1.8         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         8         20-0005         Settled         75.00         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         8         20-0005         Settled         75.00         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         9         Nu-nove         Settled         75.00         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         9         Nu-nove         Settled         75.00         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         9         Nu-nove         Settled         75.00         0.000 15.07.2020           C) Object 12-0001 Alemannestra@21         0.000         Settled         75.00         0.001 15.07.2020           C) Object 12-0001 Alemannestra@21         0.000         Settled         75.00         0.001 15.07.2020	Places
C Object 1:6002 Nuebas Miller         7         20:005         Offer         71.18         0.001         15:07:3220         22:07:2020           C Object 1:20002         C Object 1:20:002         State         7         20:005         State         7:00         7:00         15:07:3220         22:07:2020         2:07:2020	Places
C Object 1: 2003 Verbala         C Objec	Places
Column State 2000 Advance of Same 2000 Advance	Places
C Object 20000     C Object	Places
C Object 20004     State 20004       C Object 20005     Basc Data       C Object 20006     Calculation       C Object 20006     Set empty       D Object 20006     Data       C Object 20006     Data       C Object 20006     Set empty       D Object 20006     Data       C Object 20006     Data       C Object 20006     Data       D Polytice 20006	Places
□     Object: 20:0005     □     Sate: Data     02: Scheme     Calculation     Remission, Addicon, Deduction     Value     Addresses     Data     Varables       □     Object: 20:0006     Mohrwert test:     0100     □     Set: empoy     □     Terminated       □     Object: 20:0006     Mohrwert test:     0100     □     Set: empoy     Data     Object: 20:006       □     Object: 20:0006     Mohrwert test:     □     Object: 10:002     Data     Object: 20:006       □     Object: 20:0006     Mohrwert test:     □     Object: 10:002     Data     Object: 10:002       □     Project: 0000 Andrebase in Planung     □     □     Data     Object: terminate     □       □     Project: 0000 Andrebase in Planung     □     □     □     Data     Object: terminate       □     Project: 0000 Andrebase in Planung     □     □     □     □     □       □     Project: 0000 Andrebase in Planung     □     □     □     □       □     Project: 0000 Endedge: Object: terminate     □     □     □       □     Project: 0000 Endedge: Object: terminate     □     □     □       □     Project: 0000 Endedge: Object: terminate     □     □     □       □	Places
C Object: 20:0006     Project: CD     0100     G Sett empty     Terminated       D Object: 20:0006 Mightine Yeast     Object: AD     16:0020     Date of creation     01.12.2016       C Object: 20:0006 Mightine Yeast     Object: AD     16:0020     Date of creation     01.12.2016       Project: 0000 Ardgebox Interwegs     Object: AD     Date of creation     01.12.2016       Project: 0000 Ardgebox Interwegs     Object: Athere on the H     Date of creation     Distance       Project: 0000 Ardgebox Interwegs     Object: Athere on the H     Object: Athere on the H     Object: Athere on the H       C Project: 0000 Erdelige Dolphice: 2016     EFH, Bohmer GmbH     Status     Cleared     Type of object: 00       C Project: 0000 Erdelige Dolphice: 2016     EFH, Bohmer GmbH     Cost Cante     Cost Cante     Cost Cante       C Project: 0000 Erdelige Dolphice: 2016     EFH, Bohmer GmbH     Cost Cante     Cost Cante     Cost Cante	
C Object 20008 Herkvert test         <	
□     ○ Object 20.00% (s)dF     Object 20.00% (s)dF     Date of Assignment.       □     ○ Project 0000 Angebres Unterways     Object/data (s)dFH     ○ Object 20.00% (s)dFH       □     ○ Project 0000 Angebres Unterways     ○ Object/data (s)dFH     ○ Object 20.00% (s)dFH       □     ○ Project 0000 Endiget Object 20.05%     ○ Project 0000 Endiget Object 20.05%       □     ○ Project 0000 Endiget Object 20.05%     ○ Object 20.00% (s)dFH       □     ○ Project 0000 Endiget Object 20.05%     ○ Object 20.00% (s)dFH	
De Polycin (200 Angelose Unterweys)     Object/discription     EFH, Bohmer GmbH     Object template       Status     Cleared     Status     Cleared     Status       De Polycin (2000 Endeling objects 2015     EFH, Bohmer GmbH     Status     Cleared     Status       De Polycin (2000 Endeling Angelose 2015     Status     Cleared     Status     Status       De Polycin (2000 Endeling Angelose 2015     Status     Cost Unit     Status     Status	
Poject: 0400 Auffräge in Arbeit     Type of object:      Type of ob	
Bright: 6601 Efieldige Objekte 2016         Gott Centre         Gott Centre <t< td=""><td></td></t<>	
De Polycie: 0000 Erdelige Angelote 2015     Care Unit:      Care Unit:      Care Unit:      Care Unit:      Care Unit:      Care Unit:	
CT C2 Design 0701 Educine Assessed 2016	(3)
	(6)
The state of the	
H E Project 0/02 Chellow Angeore 2017	
r ⊂ Polject ovo Folkaus G° Object 20011 Keistaus Borken Neubau Verwaltungsgebäu Header info 1 Bearbeiter   K. Mustermann	
GD Object: 2019 000197 Schwanenhofstraße Header info 2 Telefon 05971 / 868 0	
Header info 3 Fax 05971 / 868 291	
C Object 820067 B Coverts Deutschland AG Entwäreren en Header into 4 Email service@novaline.de	
Header info 5 Auftrage Ne.	
Foreign object [1/Entraliation/Bautec ONE/Testverteile/Demodaten/Musterobjekte/EFH Böhmer gaeb.dB3	
Object information	1

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.



# 

ojects	open objects		10				
now	All						
	s no selection		<b>•</b>			-	1.000
ilter		Sta			Short Des	diaman and	Status
	ojects & Objects		4 20-000	3	Alemanne	nstraße31	Offer
	Project: 0100 Aktuelle Angebote		5 20-000	2			Offer
	Object: 16-0020 EFH, Böhm	New		•	Project		er
	Diject: 17-0042 Neubau Mü	Duplicate object	Strg+E	1	Object		er
	Diject: 20-0001 Alemannen	Actual	Strg+C		Object-s	tep	lec.
		Delete	Strg+\	0	Catalog	of positions	
	Cbject: 20-0005	Cut	Strg+>		Tender	1	mis
	Object: 20-0006	Сору	Strg+0	~	Title/Pos	. Strg+N	et
	Dbject: 20-0009 kjsbf	Insert	Strg+\		New Iten	n in Object	
	Project: 0200 Angebote Unterwe Project: 0300 Aufträge in Planung	New Enumeration	Strq+(	)		harge in object	
	Project: 0400 Aufträge in Arbeit		Strg+Umschalttaste+2		Spreadsh	eet	
1	Project: 0600 Erledigte Objekte 2 Project: 0601 Erledigte Objekte 2	Copy pos S	Strg+Umschalttaste+C		Account		
	Project: 0700 Erledigte Angebote	Copy Item list			Supplem	ent	
	Project: 0701 Erledigte Angebote Project: 0702 Erledigte Angebote	Save as partition	Strg+Umschalttaste+I	-			_
	Project: 0703 Profilius	Progress	Strg+I		arbeiter		
	Object: 20-0011 Kreishaus Borke	Control parameters	Strg+C		arbeiter lefon	K. Mustermann 05971 / 868 0	
	Object: 2019 000197 Schwanenh Object: 2019-059 Borken, Burloe	Current calculation	Strg+k	-		05971 / 868 291	8
	Object: 2019-059 Borken, Bunde Object: 820067 B Covestro Deut			En	nail	service@novalin	e.de
		Current measurement	Strg+N	Au	lftrags-Nr.		
		Dates		In	Installation\Bau	tec ONE\Testverteiler\	Demodate
		last edited					
		Position with picture					
		Print preview	Strg+F				
		Outsource					
		Special functions		- 14			
		Focus Explorer	Strg+				
		Focus Grid	Strg+2				
		Focus Detail	Strg+3	Б	xport		

## 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

Object Measurement		
Add object		
Mask for new objects	YY-NNNN	for example: YYYY_MM_D
Step width	1	
Results in:	21-0001	
Objektstep anlegen:	Offer Order Intern Billing Gutschrift	
Header info 1	Bearbeiter	
Header info 2	Telefon	
Header info 3	Fax	
Header info 4	Email	
Header info 5	Auftragsnummer	
Description "client"	Kunde	
Description "contractor"	Bauherr	
Description "architect"	Architekt	
Description "engineer"	Statiker	
Description "business partner"	Geschäftspartner	
Accept Code of STLB Search catalog items in list of mate Price partition visible in details of p Auto-update print header informati Auto-update contactperson Detailed invoice print Formatted Position Text	osition	

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

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## 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.

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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.

Responsible 🛛	>		3
Header info 1	Bearbeiter	K. Mustermann	100
Header info 2	Telefon	05971 / 868 0	
Header info 3	Fax	05971 / 868 291	
Header info 4	Email	service@novaline.de	
Header info 5	Auftrags-Nr.		
Foreign object	[Illestallation]Paul	tec ONE\Testverteiler\Demodaten\Musterobiekte\EFH Böhmer gaeb.d83	
Object information	General Information	on about the object	

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.

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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.

Basic Data	OZ Schen	ne	Calc	ulation	Remission, Addition	, Deduction	Values	Addresses	Dates	Variables	
Kunde	1		10000	WBS GmbH \	Vohnungsbaugesell	3					
Bauherr	1		10200	Utterhoff Gm	bH Fahrzeugtechnik	0					
Architekt		-	32500	Müller, Franz							
Statiker	1					6					
Geschäftspartner						3					
Vddress 1			Deutsche B	Bank							
Address 2			NL Rheine								
Address 3											
Street / PO Box			Poststraße	14							
ZIP/ City			48431	Rheine							
/AT			10.00.01								
		-	19,00 %								
Payment terms			4	8 Tage 3,00 9	% Skonto ; 14 Tage 2,00 9	/6 Skon((≣)					
Construction Site			NO. 1.	r DB Filiale Rh	58251						
Lonstruction Site			Neubau de	r DB Hillale Kn	eine						

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.

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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.

Offer Ord	ler Billing	Credit Note		Measurement	Cal	culation List	Final Calculation	Material extract	
Print LV	Angebotsa	anforderung (Faktura)	0		•				
Print Area	Suppleme	nt	•	From Supplement	0	0			
	12 - 11			To Supplement	0	18			
Title	Angebot								
Document No.			- 11						
Date	12.03.202	1							
	Kunde		-						
Business Partner	Kunde			3					
Contact Persons	Bauherr		(	3					
Address	Architekt		1	Bearbeiter		K. Mustermann			
	Statiker			Telefon		05971 / 868 0			
	Geschäfts			Fax		05971 / 868 293	1		
	Straße St	. 225		Email		service@novalir	ne.de		
				Auftrags-Nr.		TH .			

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 <u>business partner master data which is</u> 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.

Pos.		1.04.001													Price	e item net	274,41
		Mauerwerk KSL *1.2	/12*,d=36	5.5 cm, Format 12 DF	herstellen											e item calc	315,57
															Price	e standard	315,57
		3													Price	e total	18.934,20
	Line	e Item / BOM		Quantity	Unit	Descr.	CG	Factor	Unit Price	0	Addition %	BP	Date of delivery	Total	C	Te Printing	
10	L	⊜⇔404		⇒1,0000	cbm	Mauerwerk KSL *1.2/12*,d=36.5 cm,											
20	5	(3)		\$1,0000		Ansatz - Leistung: 1 - Zeit: 1											
30	E	3011	8	(1) 45,0000	Stck	KS-Block *1.2/12* 12 DF	2	1,0000	2.120,220	*		۲		95,41			
40	Е	(=) 📫 1350	۲	ⓐ ⇔ 100,0000	I	Mörtel II/IIa	2	1,0000	0,170			۲		17,00			
50	E	3 1	٢	3,6000	Std	Mittellohn 1 mit VB	1	1,0000	45,000			(3)		162,00			
		(3⇒	(3)	00	۲	⇒	(	9				(3)					

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**

Control parameters		
Object Measurement		
Description column "subcontractor"	Nachunternehmer	
Description column "costcenter"	Kostenstelle	
Description column "component"	Bauteil	
Transfer Measurement quantity according to offer quantity Automatically overwrite the offer quantity with the Measurement quantity		
Activate Measurementsheet	$\checkmark$	
Gathering Measurement	Position	
	Accountance	

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.

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## Additional fields measurement

Basic Data	a BO	)M lines	Calculation v	alues	Measurement		Actual	Strg+O
Pos.	1.01.001 Bauzaun a text geänd doch meir	dert	Imatten anfahren, v	orhalten, abfahre	n		Change checked stat Checked status visib	
							Insert blank	Strg+B
	)ate 7.02.2012	Variable	Formula	Line of measu	rement		Copy lines	Strg+C
	5.05.2020			25			Zeilen einfügen	Strg+V
3							Delete lines	Strg+Y
							Delete rows with esti	mated values
							Invoice total	
							Focus Explorer	Strg+1
							Focus Grid	Strg+2
							Focus Detail	Strg+3
							Pop up	Alt+Space
		_			[	~	Formula outline	
	Scanning		Attach			~	Column "Date"	
						~	Column "Variable"	
						~	Column "Account"	
							Column "Factor"	
							Column "Algebraic S	Sign"
							Column "REB Comm	nent"
							Column "Nachunter	nehmer"
							Column "Kostenstell	e"
							Column "Bauteil"	
							Column "Places"	

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.

#	Datum	Variable	Formeln	Aufmaßzeilen	ZA	Ergebnis	Abschlag Nr.	Aufmaßblatt	Kostenstelle	Bauteil	Orte	*
1	29.03.2016			12+12	= 🗐	24,00	1	14	160210	einr	100	
2											6	

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

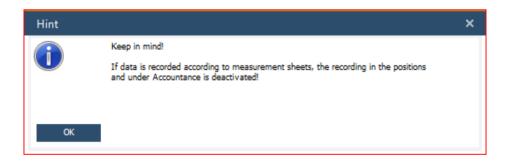
Within the allowance, it is possible to record either according to deductions or according to measurement sheets.

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.

Basic Data (	DZ Scheme	Calculation	Re	emission, Addition, Deduction	Values	Addresses	Di	1
	Digits	Description	Tax			c	ptions	
Group 1	1	Los	~	Unsorted sequence				
Group 2	2	Titel	~	Step width		1		
Group 3	0					0.00		
Group 4	0	1		with Measurementsheet				
Group 5	0			Gathering Measurement	O Position			
Position of Object	3				Account			
Index	1	1			O Account	ance		
				Type of measurement	freies Aufma	ав	-	
Scheme 📫 📫	1.22.PPPa		0					
Presentation	1.01.001a							
	And the second s		]©	Type of measurement	freies Aufma	aß		

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

Offer New	•	Project
Duplicate object	Strg+D	Object
Actual	Strg+O	Object-step
Delete	Strg+Y	Catalog of positions
Cut	Strg+X	Tender
Сору	Strg+C	Title/Pos. Strg+N
Insert	Strg+V	New Item in Object
New Enumeration	Strg+0	New surcharge in object
Charge on selected po	s. Strg+Umschalttaste+Z	Spreadsheet
Copy pos	Strg+Umschalttaste+C	Accountance
Copy Item list		Supplement
Save as partition	Strg+Umschalttaste+L	
Progress	Strg+F	
Control parameters	Strg+Q	
Current calculation	Strg+K	
Current measurement	Strg+M	
Dates		
last edited		
Position with picture		
Print preview	Strg+P	2
Outsource		

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

Ourrent spreadsheet	001	New
Current account	1	
Current status		
Checked Status		•
Checked by		
Date	18.03.2021	

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.

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# Create new objects

Objects     opan objects <ul> <li>Project ID</li> <li>Project Matchcode</li> <li>Date</li> <li>1</li> <li>0100</li> <li>Aktuelle Angebote</li> <li>2</li> <li>0200</li> <li>Angebote Unterwags</li> <li>2</li> <li>0200</li> <li>Angebote Unterwags</li> <li>2</li> <li>0200</li> <li>Angebote Unterwags</li> <li>3</li> <li>04478 per in Afrage in Planung</li> <li>0400</li> <li>Aufträge in Afrage</li> <li>0500</li> <li>Erledigte Objekte 2015</li> <li>0601</li> <li>Erledigte Objekte 2015</li> <li>0601</li> <li>Erledigte Objekte 2015</li> <li>0601</li> <li>0100</li> <li>0</li></ul>	e Responsible		
Ber         Object -         V           1         0100         Aktuelle Angebote           2         0200         Angebote Unterwegs           3         0300         Aufträge in Planung           4         0400         Aufträge in Arbeit           5         0600         Erleidigte Objekte 2015           6         000         Erleidigte Objekte 2015           7         Project:         0600	Terminaced		
ter         Spint         2         2020         Angebote Unterwegs           Image: Projects 8. Objects         3         0300         Aufträge in Planung         3           Image: Project 0200 Aktselle Angebote         4         0400         Aufträge in Arbeit         4           Image: Project 0200 Aktselle Angebote         5         6600         Erleidigte Objekte 2015         6           Image: Project 0400 Aufträge in Arbeit         5         6601         Erleidigte Objekte 2016         6           Image: Project 0600 Fieldigte Objekte 2015         1         1         1         1         1           Image: Project 0600 Fieldigte Objekte 2015         1 <td< td=""><td>Teminated</td><td></td></td<>	Teminated		
Projects & Objects         3         0300         Aufträge in Planung           ⊕ ⊡ Project 0200 Arkele Angebote         4         0400         Aufträge in Arbeit           ⊕ ⊡ Project 0200 Arkeje in Zinste         5         0600         Erledigte Objekte 2015           ⊕ ⊡ Project 0300 Aufträge in Arbeit         6         6601         Erledigte Objekte 2015           ⊕ ⊡ Project 0400 Aufträge in Arbeit         €         Freidigte Objekte 2015         €           ⊕ ⊡ Project 0600 Elindigte Objekte 2015         €         Freidigte Objekte 2015         €	Terminated		
⊕	Terminated		
Project: 0200 Angebote Unterwegs               5             0600	Terminated		
☐         Project: 0400 Aufräge in Arbeit           ☐         Project: 6600 Erhedige Objekte 2015           ☐         Project: 6601 Erhedige Objekte 2015	Terminated	- ()	
Car Project: 0600 Erledigte Objekte 2015     Projekt:     Project: 0601 Erledigte Objekte 2016	Terminated		
Project: 0601 Erledigte Objekte 2016	Terminated		
	Terminated		
Project: 0700 Eledigie Angebote 2015     Matchcode Aktuelle Angebote			
Project 0702 Eneligte Angebote 2017     Description			
Object: 2019-059 Borken, Burber Straße     Object: 820067 B Covestro Deutschland AG, Entwässen     Start of project     Responsible     G			
OK Cancel Archive Scanning Attach			

#### 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.



# 

Objects open objects		▼(Ξ)								
ihow All		•	-		-				-	
election Cas - Object -								1		
ilter	<u>S</u> tart			Object ID		Short Description		Status	Submit	
⊡					16-0020 EFH, Böhme			Cleared		
Project: 0100 Aktu			2 :	16-0042	Neubau Müll	er		Offer		
	Contraction of the second s	New			•		Project		1	
······[=_] Object: 16-0042 Neubau Mül	Duplicate object Strq+D		Object							
		Actual			Strq+O				on	
	200 COLUMN 201 COLUMN 20	Actual			Sug+0	Object-step or				
Cbject: 20-00	04	Delete Strg+Y			of positions					
🕞 Object: 20-00	A				Tender					
Cbject: 20-00	2 9 V	Cut	Cut Strg+X				10000			
[= Object: 20-00		Сору			Strg+C		Title/Po:	s, Strg+N		
Object: 20-00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Insert	Strg+V			New Item in Object				
G Object: 21-00						New surcharge in object				
The Project: 0200 Angebote Unterwed			neration Strg+0							
	Charge on selected pos. Strg+Umschalttaste+Z			Spreadsheet						
E Project: 0400 Auft				pos Strg+Umschalttaste+C			Accountance			
Project: 0600 Erled		Copy Item list	st		Supplement					
Project: 0601 Erlec		Save as partition Strg+Umschalttaste+L			de a la de caracter a d					
Project: 0700 Erlet					05971 / 868 0					
Project: 0701 Erlec					Strg+F	05971 / 868 291 service@novaline.de				
Fine Project: 0702 Eried		Control parame	ters		Strg+Q	Servi	cegnovaline	.de		
G Object: 20-0011 K	State and a state of the	Current calculat	tion		Strg+K					
		Current measur	ement		Strg+M	NE\Testverteiler\Demodaten\Musterobjekte\EF				
	Borken, Burloer					out th	e object			
Diject: 820067 B Covestro Deuts	Dates				I .					
	last edited				-					
	Position with picture									
OK Cancel	Arch	Print preview			Strg+P	P				
27 a 10	8			0000	-					

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.





jects open objects												
ow All		1										
ection Cas - Object -		Object ID	Shi	ort Description		Status	Submitted	Invoiced	Date of crea	tion Date of	Assign	
-("") Projects & Objects	1	16-0020	EFI	H, Böhmer Gmb	н	Cleared	85.017,92	-2.321	970,45 01.12.2016			
Project: 0100 Aktuelle Angebote	2	16-0042	Nec	ubau Müller		Offer	0,00		0,00 01.12.2016			
Object: 16-0020 EFH, Böhmer GmbH	3	17-0042	Nec	ubau Münsterm	ann	Offer	0,00		0,00 14.02.2017			
🖅 Object: 16-0042 Neubau Müller												
Cobject: 17-0042 Neubau Münstermann	-						*********					_
Object: 20-0001 Alemannenstraße31	- 1	Basic Data	OZ Scheme	Calculatio	n	Remission, Addition	, Deduction	Values	Addresses	Dates	Variables	Pla
	Proj	ect-ID	0100		E	Set empty	Termin	ated		-		
		ect-ID	16-0020		-	Jet chipty	Date of cr	eation	01.12.2016			
	Obj	actmatchcode	EFH, Böhn	ner GmbH			Date of Ad	signment				
	Obj	ectdescription	EFH, Böhn	ner GmbH			Object	template				
G Object: 20-0009 kjsbf	A						Status		Cleared	33		
							Type of o	bject 📫		<b>a</b>		
Project: 0200 Angebote Unterwegs	4						Cost Centr					0
🗄 💼 Project: 0300 Aufträge in Planung	1						Cost Unit	-	ļ			C
E Project: 0400 Aufträge in Arbeit							Real Estat	20				
Project: 0600 Erledigte Objekte 2015		ponsible	4						6			
Project: 0601 Erledigte Objekte 2016		der info 1	Bearbeiter		Musterman	n						
Project: 0700 Erledigte Angebote 2015      Project: 0701 Erledigte Angebote 2016		der info 2 der info 3	Telefon		971 / 868 0							
Project: 0701 Energipte Angebote 2016     Project: 0702 Energipte Angebote 2017		der info 3 der info 4	Fax		971 / 868 29 rvice@nova							
Project: 0702 Energie Angebole 2017     Project: 0703 Profilius		der info 5	Auftracs-N		vicegnova	ine.de						
Object: 20-0011 Kreishaus Borken Neubau Verwaltungsgebäu		001 1100 5	Hereagene									
Object: 2019 000197 Schwanenhofstraße		sign object				r\Demodaten\Musterobje	akte\EFH Böhmer gaeb	v.d83				
Object: 2019-059 Borken, Burloer Straße	Obje	et information	General In	formation about	the object							*
Object: 820067 B Covestro Deutschland AG, Entwässerung												-
												v
		Import	Export									
		15										

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.: Beleg-Nr.: Datum Bearbeiter Telefon Fax Email

10100 20185067 20.02.2018 K. Mustermann 05971 / 868 0 05971 / 868 291 Mustermann@Bautec.de

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**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 (<u>BBR</u>) in the portfolio of the Federal Ministry of Transport, Building and Housing (<u>BMVBS</u>).

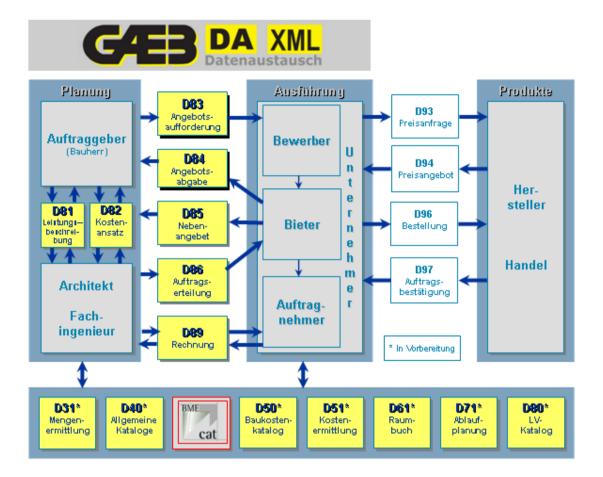
The GAEB headquarters in Bonn

GAEB has been incorporated into the German Contract Awards and Contract Committee for Construction Services (<u>DVA</u>) 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 ( $\underline{AVA}$ ). In this context, conformity with the technical regulations of ( $\underline{DIN}$ ) and the German Construction *Contract Procedures* ( $\underline{VOB}$ ) 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
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Data type 85 Data type 86 Secondary offer Commissioning X85 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 <u>www.MWM.de.</u> 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.

Import objects		_ 🗆 >
Import-file	I:\Installation_2013\Bautec ONE\Testverteiler\Demodate	en\Muste 🗐
Interface	GAEB DA 1990 💌	
Coding	Windows Standard (OEM)	
Import pictures		
Picture directory		18

# GAEB Import

After selecting Import, this dialogue is displayed.

First, the browser is used to  $\square$  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.

Interface     GAEB DA 1990       Coding     Windows Standard (OEM)       Import pictures     Windows Standard (OEM)       Picture directory     Codepage 850 (DOS)       Analysis     Imicode	Import-file	I:\Installation_2013\Bautec ONE	E\Testverteiler\Demod	aten\Muste
Import pictures Windows Standard (OEM) Codepage 850 (DOS) ANSI 7-Bit Unicode	Interface	GAEB DA 1990		100
Picture directory Codepage 850 (DOS) ANSI 7-Bit	Coding	Windows Standard (OEM)	•	
Picture directory Codepage 850 (DOS) ANSI 7-Bit	Import pictures			
Unicoda			31	8
Analysis			*	

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.

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## Import analysis

Import-file	I:\Installation_2013\Bautec ONE\Testverteiler\Den	nodaten\Mustel(
Interface	GAEB DA 1990	
Coding	ANSI 7-Bit	
Import pictures		
Picture directory		1
Analysis Austauschphase: 83 OZ-Schema: 1.22.PP mit Langtext Bezeichnung: EFH, B Datum Abgabe: 09.11	öhmer GmbH	

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

a open objects ♥[0]  All   on Oss ino selection <b>Start</b>   Projects & Objects   Copject 0100 Aktuelle Angebote	#		_								
on Cas no selection Start Projects & Objects Project 0100 Aktuelle Angebote	-	4									
Projects & Objects Projects 0100 Aktuelle Angebote	#										
Projects & Objects	-	Object ID	Sł	ort Description		Status	Submitted	Invoiced	Date of creation	Date of Assign	
Project: 0100 Aktuelle Angebote	1	16-0020	EF	H, Böhmer GmbH		Cleared	66.217,92	-2.321.9	70,45 01.12.2016		
	2	16-0042	Ne	ubau Müller		Offer	0,00		0,00 01.12.2016		
Object: 16-0020 EFH, Böhmer GmbH	3	17-0042	Ne	ubau Münstermann		Offer	0,00		0,00 14.02.2017		
Object: 16-0042 Neubau Müller	4	20-0001	Ak	emannenstraße31		Offer	0,00		0,00 06.05.2020		
Dbject: 17-0042 Neubau Münstermann	~					~"					*
Direct: 20-0001 Alemannenstraße31						****	······ 🛦				
Cbject: 20-0002	В	asic Data	OZ Scheme	Calculation		Remission, Addition	, Deduction	Values	Addresses D	ates Variables	Place
Object: 20-0005			Digits	Description	Tax				Options		
- E Object: 20-0006	Group	5 1	1	Los		Unsorted se	quence				
Object: 20-0008 Mehrwert test	Group		2	Titel	~	Step width			1		
- 📄 Object: 20-0009 kjsbf	Group		0			21.24	rementsheet	-			
	Group		0								
Object: 21-0002		on of Object	3			Gathering M	easurement	<ul> <li>Position</li> </ul>			
Project: 0200 Angebote Unterwegs	4 Index		1					Account	ance		
- Project: 0500 Aufträge in Planding						Type of me	asurement	free measu	rement 🔻		
Project: 0600 Erledigte Objekte 2015	Scher		1.22.PPPa		0						
Project: 0601 Erledigte Objekte 2016	Prese	ntation	1.01.001a								
Project: 0700 Erledigte Angebote 2015											
Project: 0701 Erledigte Angebote 2016											
Project: 0702 Erledigte Angebote 2017											
Project: 0703 Profilius											
💼 Object: 20-0011 Kreishaus Borken Neubau Verwaltungsgebäu											
📄 Object: 2019 000197 Schwanenhofstraße											
Object: 2019-059 Borken, Burloer Straße											

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.

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# **Create OZ scheme**

ID	30		)(3)
Matchcode	only 2 di		
	Digits	ard Description	Tax
Group 1	0		
Group 2	0		
Group 3	0		
Group 4	0		
Group 5	0		
Position of Object	2		
Index	2		
Scheme	PPPPaa		1
Presentation	0001ab		1
Step width	1		5

In the submenu "**OZ scheme**",  $\Rightarrow$  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



# 

ID	Standard		)©
Matchcode	2 Stellen	Titel, 4 Stellen Positio	n
	Standa	bre	
	Digits	Description	Tax
Group 1	2	Titel	Image: A start of the start
Group 2	0		4
Group 3	0		V
Group 4	0		~
Group 5	0		~
Position of Object	4		7.544.62
Index	2		
Scheme	11.PPPP	aa	1
Presentation	01.0001a	Ь	j.
Step width	1		5

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

# **OZ** scheme selection

5	id	matchcode	oz_scheme			
+	ы	matchcode	oz_scheme			
1	10	House Scheme	PPPaa			
2	30	only 2 digit Position	PPaa	)aa		
3	Standard	2 Stellen Titel, 4 St	11.PPPPaa			

Via the search browser  $\bigcirc$  or with the arrow keys, the  $\boxed{1}$   $\boxed{1}$  already existing OZ schemes are displayed. They can be selected and edited.

## Create OZ scheme



# 

ID			0
Matchcode	1		
	Standa	bre	
	Digits	Description	Tax
Group 1			
Group 2			
Group 3	6		
Group 4			
Group 5			
Position of Object			
Index	1		
Scheme			7
Presentation			
Step width	1		- 51

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

s open objects												
on Cas no selection	1									1.0		
Start	# Object ID	Short Des	cription	Status		Submit	tted	Invoiced	Date of crea	tion Date of	Assign	*
Projects & Objects	1 16-0020	EFH, Böh	imer GmbH	Cleared	Ы		66.217,92	-2.321.9	70,45 01.12.2016			33
Project: 0100 Aktuelle Angebote	2 16-0042	Neubau 1	füller	Offer			0,00		0,00 01.12.2016			
	3 17-0042	Neubau 1	lünstermann	Offer			0,00		0,00 14.02.2017			*
📄 Object: 16-0042 Neubau Mülk	5 N											
📄 Object: 17-0042 Neubau Mün					W							
[=_] Object: 20-0001 Alemannenst	Basic Data OZ S	cheme	Calculation	Remiss	sion, Additi	on, Deduction		Values	Addresses	Dates	Variables	Place
Object: 20-0002	Surcharge id						0					
Cbject: 20-0004	Scheme	4						Delete				
Object: 20-0005			ning and a start of the start o									
	Entry Wage per Hour (Z-Wa	pe)	34,80	U	pdate							
Object: 20-0008 Mehrwert tes     Object: 20-0009 kjsbf	Addition to price catalog iter	n	Kein Zuschlag			3						
	Raw Material/Metal Surchar							_				
Cbject: 21-0001		0-00										
Project: 0200 Angebote Unterweg	Active are	5	Kupfer									
Project: 0300 Aufträge in Planung	12							10				
Project: 0400 Aufträge in Arbeit	Wage time	active	Description		Costg	roup		Pri	ce			
Project: 0600 Erledigte Objekte 20	1. Price partition		Wage time Lohn		1	<ul> <li>Lohn kos</li> </ul>						
Project: 0601 Erledigte Objekte 20	2. Price partition	× •	Material			<ul> <li>Lonn kos</li> <li>Materialk</li> </ul>						
Project: 0700 Erledigte Angebote 2	3. Price partition		17102501300					Co	st group assignment	of price breakd	lown for the	
	4. Price partition					9			of the position is out orices are carried for the position of the position		al an and	
Project: 0701 Erledigte Angebote 2	5. Price partition					0			tered in the BOM.	orward as net v	alues and	
						6)						
Project: 0702 Erledigte Angebote 2	6. Price partition											
Project: 0702 Erledigte Angebote 2	6. Price partition						Geräte		Sonstiges			
Project: 0702 Erledigte Angebote 2     Project: 0703 Profilus     Object: 20-0011 Kreishaus Borken     Object: 2019 000197 Schwanenho	6. Price partition Price partition for printing	_	Lohn		Materia	al .						
Project: 0702 Erledigte Angebote 2            Project: 0703 Profilius            Project: 20-0011 Kreishaus Borken            Object: 2019 000197 Schwanenho            Object: 2019-059 Borken, Burloer			Lohn		Materia	al .				*		
Project: 0702 Erledigte Angebote 2     Project: 0703 Profilus     Object: 20-0011 Kreishaus Borken     Object: 2019 000197 Schwanenho	Price partition for printing		Lohn	>	Materia					11		
Project: 0702 Erledigte Angebote 2            Project: 0703 Profilius            Project: 20-0011 Kreishaus Borken            Object: 2019 000197 Schwanenho            Object: 2019-059 Borken, Burloer	Price partition for printing		Lohn	<b>&gt;</b>	Materia							

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 Zwage 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.

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**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.

34,80	Update
No addition	+
No addition	
Addition %	
Addition amount	
rapici	

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

	1								Quantity	Quantity meas.	. Unit		Calc./i	FIX	0.20		Price		10	otal		
				B	uabscl	mitt 1																
_	1.01																					
	1.01.001		N	в	uzaun a	ius Bau	istahlmatte	en a	202,00	202,0	0 lfm			282,58	6,00	0 %		299,5	3	6	60.505,	06
	1.01.002		N	в	umschu	tz 2 m	hoch,bis I	D=6	8		0 Stck			12,54	12,0	00 %		14,0	14		112,	32
	1.01.003		N	в	uwasse	ransch	luß herstel	len,	1,0000	0,000	0 Psch			13,68	12,0	00 %		15,3	2		15,	32
	1.01.004		N	B	u-WC	ufstelle	en, 1 Mona	at v	1		0 Stck			14,82				14,8	12		14,	82
	1.02				darbei										0							
	1.02.001		N	0	perbode	en abtr	agen, seitl	ich i	35,000	0,0	0 cbm			0,76			г	0,7	6		26,	60
6	1.02.002	2 NP Boden für Baugruben Bdkl.3		280,000	0,00	0 cbm			21,19			г	21,1	9		5.933,	20					
0	1 03 003		M		ndama		- Pall 2		0.000	0.00	n cha	<b>(B)</b>		70.07		_	,	70.0	2		560	74
										1	¥	*****	**		_			_	_	_	_	_
Basic	ic Data	BC	M lines		Calc	ulation	values		Measurement													
oz			1 01	00	0				Short descriptio	Adoptic	n	Ite	m	• T	L							
Code of	pos.	=>	NP	Non	alpositio	n						_	1 12	I	U	•	141	-	=	-	13	1=
									Tahoma		10		B	*	<u><u> </u></u>	<b>A</b>	e	F	-		1000	3-
Quantity	y measured	<b>-</b>			8		Stck	)(3)	Tahoma								=60ci	- Kontona			vorha	-
Quantity	y measured				8		Stck	)®	Tahoma								1.00	- Kontona			vorha	
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Quantity Code of Price iter Price iter	y measured FSTLB am net am calc	1			8 0 11,00 12,54		Stck	)®	Description (E		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of Price iter Price iter Surcharg	y measured f STLB am net am calc ge Material	1			8 0 11,00 12,54 0,0000		Stck	)®				nschi	utz 2	m ho		bis D	1.00	m he	rste	ellen,		alter
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Quantity Code of Price iter Price iter Surcharg Price iter Price ado	y measured FSTLB am net am calc ge Material am fixed diction % andard	1			8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04		Stck	8	Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of Price iter Price iter Surcharg Price iter Price ado	y measured FSTLB am net am calc ge Material am fixed diction % andard	1			8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04		Stck	)8	Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of Price iter Price iter Surcharg Price iter Price ado	y measured FSTLB am net am calc ge Material am fixed diction % andard	1			8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04		Stock	)8	Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of Price iter Price iter Surcharg Price iter Price ado Price tota	y measured FSTLB am net am calc ge Material diction % andard tal	E			8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04			8	Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of 1 Price iter Price iter Price iter Price ado Price ado Price sta Price tota	y measured f STLB am net am calc ge Material m foed dition % andard tal	E			8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04		112,32	8	Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of 1 Price iter Price iter Price iter Price iter Price ado Price ado Price sta Price tota	y measured f STLB am net am calc ge Material am fixed difition % andard tal n 1.01.002 01 Baustell	E	ichtung		8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04		112,32		Description		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter
Quantity Code of 1 Price iter Price iter Drice iter Price iter Price ado Price ado Price ado Price tota	y measured f STLB am net am calc ge Material dificion % andard tal n 1.01.002 01 Baustell Bauabschn	E	richtung		8 0 11,00 12,54 0,0000 0,00 2,00 % 14,04	⇒  <b>&gt;</b>	112,32	0	Description (		Baum	nschi	utz 2	m ho		bis D	=60c	m he	rste	ellen,		alter

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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

New	
Duplicate object	Strg+D
Actual	Strg+O
Delete	Strg+Y
Cut	Strg+X
Сору	Strg+C
Insert	Strg+V
New Enumeration	Strg+0
Charge on selected pos.	Strg+Umschalttaste+Z
Copy pos	Strg+Umschalttaste+C
Copy Item list	
Save as partition	Strg+Umschalttaste+L
Progress	Strg+F
Control parameters	Strg+Q
Current calculation	Strg+K
Current measurement	Strg+M
Dates	
last edited	
Position with picture	
Print preview	Strg+P
Outsource	
Special functions	
Focus Explorer	Strg+1
Focus Grid	Strg+2
Focus Detail	Strg+3

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.

Charge on sele	_ 🗆 ×		
Zuschlag in % auf 4	Positionen	€	5,00 %
<u>o</u> ĸ	Cancel		1.

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

open objects	-										
Cas - Object 16-0020 -	4										
<u>St</u> art #	Object ID	Short Des	scription	9	tatus	Submitted	Invoiced	Date of creat	tion [	ate of Assign	
bject: 16-0020 EFH, Böhmer GmbH 10	20-0009	kjsbf		c	ffer	405.408,42	0,0	0 21.08.2020			
Angebot 11	21-0001			c	ffer	0,00	0,0	0 12.03.2021			
Auftrag 12	21-0002			c	ffer	0,00	0,0	0 12.03.2021			
Nachträge											
Item	Basic Data OZ Schem	e	Calculation	F	temission, Addition,	Deduction	Values	Addresses	Dates	Variables	
04	rcharge id	4				10					
	neme					10	Delete				
] Intern											
	try Wage per Hour (Z-Wage)		39,78		Update						
	dition to price catalog item		Addition %		•						
	w Material/Metal Surcharges						1				
70 Calculation Angebotsaniorden	ctive are	2	Kupfer				1				
% Surcharges			(								
		active	Description		Costgrou	D	Price				
Gutschrift Wa	ige time		Wage time								
	Price partition	~	Lohn								
	Price partition	~	Material		2 3	Materialkosten	<b>C 1 1 1</b>		al and an	breakdown for the	
	Price partition Price partition						E.P. of	the position is co	omplete.		
	Price partition Price partition							ces are carried fo	prward a	s net values and	
	Price partition	H					enteret	ar the bown			
	e partition for printing			Lohn	Material	Geräte	2	ionstiges			
	Costgroup										
No	and the second se			✓							
No	Lohn kosten					✓					
No	Materialkosten				Ŀ	•					
No							2				
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No	Materialkosten Gerätekosten Fuhrleistungen Schalung				] [ [ ]			Y			
No	Materialkosten Gerätekosten Fuhrleistungen Schalung Fremdleistungen							Y			
No	Materialkosten Gerätekosten Fuhrleistungen Schalung Fremdleistungen Deponiekosten							Y			
No	Materialkosten Gerätekosten Fuhrleistungen Schalung Fremdleistungen Deponiekosten Sonstige Kosten							y y y y			
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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.





Number of object	Print draft / shortlist	Print RTF - Text	Print Picture
Short description	Long description	Vordwrap	and the second sec
Quantity	V Unit		
✓ Single price	Price total	vith Title- and Offersum	
Price segmentation	Objektinformation	Build up	
Front page	Groups with vat	OnlyOfferSum	
Blank form	Page feed	Subsumation	
Disclosure Raw Materials / Metals	Disclosure pro Position	Print L - Bomline	

# **Object Discounts, surcharges, deductions**

open objects		_		_											
Cas - Object 2021-0008 - 💌		4													
Start	#	Object ID		Short Descrip			Status	Su	ibmitted	Invoiced	Date of creation	Date of Assign	n		
Objekt: 2021-0008 EFH, Böhmer GmbH	128	2020-0030		Service Woh			Offer		0,00		21.09.2020				
Angebot	129	2021 00000	07	GWN vorläu			Offer		81.681,69		14.01.2021				
Angebotsanforderung     Einrichtung	130	2021-0001		EFH, Böhme			Cleared		2.663,61		5 26.01.2021	26.01.2021			
Erd- un d Betonarbeiten	131	2021-0002		EFH, Böhme			Cleared		2.663,61		1 26.01.2021	26.01.2021			
Calculation Angebotsanforderung	132	2021-0003		EFH, Böhme			Cleared		2.663,61		03.02.2021	26.01.2021			
Item	133	2021-0004		EFH, Böhme	er GmbH		Cleared		2,663,61	2.346,3	03.02.2021	26.01.2021			
% Surcharges	134			LV Ertüchtig					0,00		10.02.2021				
Auftrag	135	2021-0006		LV Ertüchtig					0,00		10.02.2021				
Intern	136	2021-0007		EFH, Böhme			Cleared		2.663,61	2.663,63	16.02.2021	26.01.2021			
Faktura H	137	2021-0008		EFH, Böhme	er GmbH		Cleared		68.944,35	2.663,63	16.02.2021	26.01.2021			
Abzurechnen     Nachträge									· · · · · · · · · · · · · · · · · · ·						
	Ba	sic Data	OZ Scheme	Calculation		Remission	Addition, Dedu	ction	Values	Addresses	Dates	Variables	Places		
		Description	n		96	Amount	up gross	additive	e from 1	Invoice Building	g Insurance d	ombine	under Identification	auto Vat	auto Vat PP
Abschläge	1	Kundenra	batt		-5,00 %										
Gutschrift	z	Nachlass			-5.00 %			Ē							
	3	Bauwesen	versicherung		5.00 %		~			n	~				
·															
·															
·															

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.





Ba	asic Data	OZ Scheme	Calculation		Remission, Additio	n, Deduction	Value	es Addresse	es Dates	Variables P
#	Descripti	on		96	Amount	up gross	additive	from Invoice	Building Insurance	combine
1	Kundenra	abatt								
2	Nachlass	k					~			
3	Zuschlag	1					~			
4	Kundenr	abatt				Add	new line St	a+N		
5	Versiche	rung				Add new line Strg+N				
6	Bauwese	enversicherung					Insert new line			
7	Versiche	rung				Delet	e Line St	rg+Y		
8	Bauwese	enversicherung				Incer	t standard lin	ar.	~	
9	Kundenr	abatt								
10	Sicherhe	it				Set st	andard lines			
11	differenz	Mehrwert			0,00	~		<b>V</b>		
12	Mehrwei	rt			0,00	~		~		

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 <u>after the compilation and before</u> the tax determination .If the mark is set, the amount <u>after tax and total value appears</u>.

## 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

Objekt: 2021-0008 EFH, Böhmer GmbH			Angebot Kunden-Nr.: Beleg-Nr.: Datum	10200 20158293 23.03.2021	Seite 3 von
PosNr.	Menge	Einheit / Bezeichnung		EPreis	Gesamt
Zusammenstellung					Betra
Los 1		Bauabschnitt 1			
Titel 1.01		Baustelleneinrichtung			2.663,6
Titel 1.02		Erdarbeiten			0,0
Titel 1.03		Betonarbeiten			0,0
Titel 1.04		Maurerarbeiten			0,0
		Summe Los 1			2.663,6
		Summe Netto			2.663,6
		Kundenrabatt -5,00 %	von 2.663,61		-133,1
		Nachlass -5,00 % von	2.530,43		-126,5
		Summe		3 <del>3</del>	2.403,9
		+ 19,00 % MwSt		12	456,7
		Summe - Angebot		-	2.860,6
		Bauwesenversicherung	5,00 % von 2.	663,6 <mark>1</mark>	133,1
		Summe - Angebot			2.993,8

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

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# Composition not additive

Objekt: 2021-0008 EFH, Böhmer GmbH			Angebot Kunden-Nr.: Beleg-Nr.: Datum	10200 20158293 23.03.2021	Seite 3 von
PosNr.	Menge	Einheit / Bezeichnung		EPreis	Gesamt
Zusammenstellung					Betra
Los 1		Bauabschnitt 1			
Titel 1.01		Baustelleneinrichtung			2.663,6
Titel 1.02		Erdarbeiten			0,0
Titel 1.03		Betonarbeiten			0,0
Titel 1.04		Maurerarbeiten			0,0
		Summe Los 1		Sa.	2.663,6
		Summe Netto			2.663,6
		Kundenrabatt -5,00 %	von 2.663,61		-133,1
		Nachlass -5,00 % von	2.663,61		-133,1
		Summe			2.397,2
		+ 19,00 % MwSt			455,4
		Summe - Angebot		=	2.852,7
		Bauwesenversicherung	j 5,00 % von 2.	663,61	133,1
		Summe - Angebot			2.985,9

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

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#### 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 Value added tax 19 %	1.000, 00 Euro 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

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### 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.

a lopen objects V(3)		-												
on Cas - Object 2023-0008 -		Object ID	Short Desc			Status		britted	Invoked	Providence of an and an	Date of Assic			
Objekt: 2021-0008 EFH, Schmer GmbH	128	2020-0030		ohnern Fried		Offer	50	0.00		0.00 21.09.2020	Care or vest	9n		
Golden 2021-0008 EPH, sonner Gribh	120	2020-0030		bufig 2021 01		Offer		61,681,69		0.00 14.01.2021				
Angebotsanforderung	130	2021-0000	EFH, Böhn			Cleared		2,663,61		705.26 26.01.2021	26.01.2021			
Enrichtung	131	2021-0001	EFH, Böhn			Cleared		2,663,61		663.61 26.01.2021	26.01.2021			
Erd- un d Betonarbeiten	132	2021-0002	EFH, Bohn			Cleared		2.663.61		346.31 03.02.2021	26.01.2021			
K Calculation Angebotsanforderung	133	2021-0003	EFH, Bohn			Cleared		2,663,61		346.31 03.02.2021	26.01.2021			
🏭 Item	134	2021-0005		igung Reche				0.00		0.00 10.02.2021	anov.euri			
% Sucharges	135	2021-0005		igung Reche				0.00		0.00 10.02.2021				
- C Auftrag	136	2021-0005	EFH. Böhn			Cleared		2.663.61		663.61 16.02.2021	26-01-2021			
- Re Faktura	137	2021-0005	EFH, Böhn			Cleared		68,944,35		663.61 16.02.2021	26.01.2021			
Abzurechnen	Desc.	1011 0000	LITTE DOTIN	an onen		Centro		00.000.22	-	PROVING ADDRESSES	ANIVALENES			
Nachträge														
- % Calculation Absurechnen	8	asic Data 02 Scheme	Calculation		Remission	Addition, Dedu	ction	Values	Addre	sses Dates	Variables	Places		
10em		Description		16	Amount	up gross	additive	e from	Invoice 8	uiking Insurance	combine	under Identification	auto Vat	auto Vat PP
Abschläge	1	Kundenrabatt		-2,50 %										
	2	Zuschlag		10,00 %					¥					
Gutachvift														
- Suschrift	3	Bauwesenversicherung		5,00 %		2	0			×				
Guschvit		Bauwesenversicherung		5,00 %		Y	0			N				
👔 Gusovit		Bauwesenversicherung		5,00 %		V		]		X				
Suadvit:		Bauwesenverscherung		5,00 %		X	C	]		×				
Suadvik		Bauwesenversicherung		5,00 %		X				R				
Scoold		Bauwesenversichenung		5,00 %		Y				X				
Badorit		Bauwesenversichenung		5,00 %		Y				X				
- Guolifi		Bauwsenvarsicherung		5,00 %		X				X				
🔮 Gaadwith		Baumannanscharung		5,00 %		X				X				
🔮 Gaalvit		Baumannanscherung		5,00 %		×				X				
🔮 Gaalvit		Bauwaanvarscharung		5,00 %		×				×				
🔮 Gaalvit		Bauwaanvantichanung		5,00 %		×				X				
🔮 Gaalvit		Bauwstenversicherung		5,00 %		×				×				
🔮 Gaalvit		Burearrendhang		5,00 %		×				×				
🔮 Gaalvit		BurdenierSchung		5,00 %		×				N				

Example of a compilation

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Offer Order	Billing	a Alexandra and	Mea	asurement		Ilation List	Final Calculation	Material extract
Print LV	Abzurech	hnen (Faktura)						
Print Area	all		•					
Title	Angebo	É						
Document No.								
Date	23.03.20	021						
			-					
Business Partner	10200	Utterhoff GmbH I	-ahrz 🗊					
Contact Persons								
Address	Firma			Bearbeiter		Tobias Funke		
	Utterhof	f GmbH		Telefon		05971-868789		
		gtechnik	-	Fax		05971-868987		-
		mpstr. 34 - 36		Email		Funke@tobol.de		
	48432	Rheine	-	Auftragsnu	immer	Auftragsnummer		
Country	Deutsch		-	Print				
	- Corbell			C Print.				
Text Sender	Standan	d		Without	Textsender			
							10.000	
Remission etc.	#	Description			96	Amount	print	
Remission etc.	#	Description Kundenrabatt			% -2,50 %	Amount		
Remission etc.	-		ung		in the second second	Amount		
VAT	1 2 19,00	Kundenrabatt Bauwesen versichen		Netto 30 Taos	-2,50 %	Amount		
	1	Kundenrabatt Bauwesen versichen		Netto 30 Tage	-2,50 %	Amount		
VAT	1 2 19,00 10 V Numl V Short V Quan V Single Price From Blank	Kundenrabatt Bauwesenversichen % (=) (=) 2% ber of object description tity	> 10 Tage,	Netto 30 Tage Print draft / s Long descript Unit Price total Objektinform Groups with 1 Page feed Disclosure pro	-2,50 % 5,00 % e e shortlist tion vat	Print: RT Vordwra Stl.B-No Vith Tid Build up Onlyup Subsum	Print F - Text ap e- and Offersum arSum	Print Picture
VAT	1 2 19,00 10 V Numl V Short V Quan V Single Price Front Blank Discle	Kundenrabatt Bauwesenversichen 96 (2) (2) ber of object description tity a price segmentation page form	> 10 Tage,	Print draft / s Long descript Unit Price total Objektinform Groups with v Page feed	-2,50 % 5,00 % e e shortlist tion vat	Print: RT Vordwra Stl.B-No Vith Tid Build up Onlyup Subsum	Print F - Text ap e- and Offersum erSum ation Bomline	Print Picture
VAT Pay, Term	1 2 19,00 10 V Numi V Short V Quan V Single Price Front Blank Discle	Kundenrabatt Bauwesenversichen 96 (2) (2) ber of object description tity a price segmentation page form	> 10 Tage,	Print draft / s Long descript Unit Price total Objektinform Groups with v Page feed	-2,50 % 5,00 % e e shortlist tion vat	V Print RT V Wordwrz St.B-No V with Trid Build up OnlyOffa V Subsum Print L -	Print F - Text ap e- and Offersum ation Bomline	Print Picture
VAT Pay, Term	1 2 19,00 10 V Numi V Short V Quan V Single Price Front Blank Discle	Kundenrabatt Bauwesenversichen 96 (2) (2) ber of object description tity a price segmentation page form	> 10 Tage,	Print draft / s Long descript Unit Price total Objektinform Groups with v Page feed	-2,50 % 5,00 % e e shortlist tion vat	Print RT Wordwra Stl.B-No With Titl Build up Of Subsum Print L G Currency US Dolla	Print F - Text ap e- and Offersum ation Bomline	

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.





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

				_ 0
Description			96	Betrag
5umme Nett	io i			3.052,35
5umme Zu-/	Abschläge	e		0,00
Mehrwertste	uer		19,00 %	579,95
Summe Rech	hnung			3.632,30
Rechnungs-	Summe			3.632,30
	vith with	reduction		235,495,36
	1000	ew page th Total invoice	ſ	-231.863,06
Payment Ter	Total	th Total	ſ	-231.863,06
Payment Ter 4	Total	th Total invoice	% Skonto ; 14 Tage 2	-231,863,06
4	Total	th Total invoice 8 Tage 3,00 9	% Skonto ; 14 Tage 2 B with regard to work	2,00 % Skonto ; 30 Taj
	Total	th Total invoice 8 Tage 3,00 9	estople to ve	2,00 % Skonto ; 30 Taj
4	Total	th Total invoice 8 Tage 3,00 9	estople to ve	2,00 % Skonto ; 30 Taj

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# **Object/ Values - Invoices**

	open objects	11														
jects ow	Al															
lection	Cas - Object -				-											1.00
er	Start		ŧ	Object ID	S	nort Descri	ption	St	atus	5	Submitted	Invoiced	Date of cre	aation Date of	Assign	*
-6	Cobject: 2019-030 Pumpwerk Hahnenbach Gladbeck		128	2020-0030	Se	rvice Wo	hnern Fried	eburg Of	fer		0,00		0,00 21.09.2020			
	Object: 2019-059 Borken, Burloer Straße		129	2021 000007	G	VN vorlä	ufig 2021 01	01 Of	fer		81.681,69		0.00 14.01.2021			
-	Object: 2019-10-0078 Aurich		130	2021-0001	E	H. Böhm	er GmbH	c	eared		2,663,61	2.7	05.26 26.01.2021	26.01.202	11	
	Object: 2019-111124 Nagel Variante II		131	2021-0002	E	H Böhm	er GmbH	d	eared		2,663,61	26	63,61 26.01.2021	26.01.202	21	
	🗂 Object: 2020-0001 Angebotsanforderung			2021-0003			er GmbH		eared		2.663,61		46,31 03.02.2021			
-	Object: 2020-0004 EFH, Böhmer GmbH			2021-0003			er GmbH er GmbH		eared eared				46,31 03.02.2021			
	Dbject: 2020-0005 EFH, Böhmer GmbH								12422		2.663,61				1	
-0	Dbject: 2020-0006 EFH, Böhmer GmbH			2021-0005			gung Recher				0,00		0,00 10.02.2021			
	Dbject: 2020-0007 EFH, Böhmer GmbH			2021-0006			gung Recher				0,00		0,00 10.02.2021			
	Cobject: 2020-0008 EFH, Böhmer GmbH		136	2021-0007	E	H, Böhm	er GmbH	C	eared		2.663,61	2.6	63,61 16.02.2021	26.01.202	1	188
	Object: 2020-0009 EFH, Böhmer GmbH	1	137	2021-0008	E	H, Böhm	er GmbH	C	eared		68.944,35	2.6	63,61 16.02.2021	26.01.202	11	-
	Cobject: 2020-0010 EFH, Böhmer GmbH															- Line
	Object: 2020-0011 Test MwSt									¥	****** ▲					
	Dbject: 2020-0012 Test MwSt		Basi	ic Data OZ	Scheme Ca	culation		Remission, A	ddition, Deducti	on	Values	Addres	ses Dates	Variables	Places	
	Object: 2020-0013 Test MwSt		Imount	of building			60 1	944.35								
	Dbject: 2020-0014 Test MwSt			of invoice				563.61								
	Diject: 2020-0015 BAU.NRW							000/01								
	Object: 2020-0016 Test Baugewerbe		Invo	piced Prepar	yments											
6	Dbject: 2020-0017 Test Baugewerbe			Doc. No.	Date of invoice	Net		Vat%	Brut	1.	a Description		Prepay net	Prepay vat	Prepay gross	Payable
	Object: 2020-0018 Test Baugewerbe		-			THE .										
	Cobject: 2020-0019 Test Baugewerbe			20200377	17.02.2021		1.457,75	19,00 %			Anzahlungsan		1.457,75	19,00 %	1.734,72	0,00
	Dbject: 2020-0021 Test Fa. Michael			20200378	17.02.2021		888,56	19,00 %	1.053	7,39 A	Anzahlungsan	forderung				
	Dbject: 2020-0022 BTT Trockenbau		3	20200381	16.03.2021		317,30	19,00 %	377	7,59 S	Schlussrechnu	ung				
	Dbject: 2020-0023 BAU.NRW															
	Object: 2020-0024 BAU.NRW															
	Dbject: 2020-0025 BAU.NRW															
	Object: 2020-0026 Text Mwst															
	Dbject: 2020-0027 Profilius Test															
	Dbject: 2020-0028 EFH, Böhmer GmbH															
	Dbject: 2020-0029 EFH, Böhmer GmbH															
	Cobject: 2020-0030 Service Wohnern Friedeburg															
	Object: 2021 000007 GWN vorläufig 2021 01 01															
6	Object: 2021-0001 EFH, Böhmer GmbH															
6	Object: 2021-0002 EFH, Böhmer GmbH															
	_															
	Object: 2021-0003 EFH, Böhmer GmbH															
	Object: 2021-0003 EFH, Böhmer GmbH     Object: 2021-0004 EFH, Böhmer GmbH															
	Object: 2021-0004 EFH, Böhmer GmbH															
	Object: 2021-0004 EFH, Böhmer GmbH															
	Dbject: 2021-0004 EFH, Böhmer GmbH Dbject: 2021-0005 LV Ertüchtigung Rechen-/Sandfangar Dbject: 2021-0006 LV Ertüchtigung Rechen-/Sandfangar															
	Object: 2021-0004 EFH, Böhmer GmbH		4													

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

jects	open objects														
DW	All		1												
ection Ca: er	I - Object -	#	Object I	n		hort Descrip	1.00	Status	Submitted	Invoi	and .	Date of creation	Data of Ar	rico	
													Date of As	sign	
	Object: 2019-030 Pumpwerk Hahnenbach Gladbeck	128	2020-003				hnern Friedeburg	Offer		,00		21.09.2020			
	Object: 2019-059 Borken, Burloer Straße	129	2021 000				ifig 2021 01 01	Offer	81.681			14.01.2021			
	Object: 2019-10-0078 Aurich Object: 2019-111124 Nagel Variante II	130	2021-000	01	E	FH, Böhme	er GmbH	Cleared	2.663	61	2,705,26	26.01.2021	26.01.2021		
	Object: 2019-111124 Nagel Variante II Object: 2020-0001 Angebots an forderung	131	2021-000	02	E	FH, Böhm	er GmbH	Cleared	2.663	61	2.663,61	26.01.2021	26.01.2021		
	Object: 2020-0001 A ng e b o t s a ni o na e r u ng Object: 2020-0004 EFH, Böhmer GmbH	132	2021-000	13	E	FH, Böhme	er GmbH	Cleared	2.663	,61	2.346,31	03.02.2021	26.01.2021		
	Object: 2020-0004 EPH, Böhmer GmbH Object: 2020-0005 EFH, Böhmer GmbH	133	2021-000	04	E	FH, Böhme	er GmbH	Cleared	2.663	.61	2.346,31	03.02.2021	26.01.2021		
	Object: 2020-0006 EFH, Böhmer GmbH	134	2021-000	05	U	/ Ertüchtic	ung Rechen-/San	Offer	(	.00	0.00	10.02.2021			
	Object: 2020-0007 EFH, Böhmer GmbH	135	2021-000	16	12	/ Ertüchtic	ung Rechen-/San	Offer		.00	0.00	10.02.2021			
	Object: 2020-0008 EFH, Böhmer GmbH	136	2021-000	17		FH, Böhme	-	Cleared	2,663			16.02.2021	26.01.2021		
	Object: 2020-0009 EFH, Böhmer GmbH	137	2021-000			FH, Böhme		Cleared	68.944			16.02.2021	26.01.2021		
	Object: 2020-0010 EFH, Böhmer GmbH	121	2021-000	16	E	-H, Bonme	er GmDH	Cleared	68.944	.35	2.663,61	16.02.2021	25.01.2021		
	Object: 2020-0011 Test MwSt	<u></u>													
	Object: 2020-0012 Test MwSt		lasic Data	07 Scheme	0	culation	Pomirci	n. Addition. Deduction	Valu		Addresses	Dates	Variables	Places	
	Object: 2020-0013 Test MwSt			OZ Scheme	L.	culation	Kemissi	in, Addition, Deduction	Valu	25	AUGlesses	Dates	Variables	PidCes	
	Object: 2020-0014 Test MwSt	Amou	int of building	1			68.944,35								
	Object: 2020-0015 BAU.NRW	Amou	int of invoice				2.663,61								
	Object: 2020-0016 Test Baugewerbe		nvoiced	Prepayments											
	Object: 2020-0017 Test Baugewerbe			repaymenta	-										
	Object: 2020-0017 Test Baugewerbe	+	Date	Voi	ucher -			Amount net	VAT rate	mount bru	a l	to Invoice			
	Object: 2020-0019 Test Baugewerbe	1	17.02.2021	Abs	schlag 1			1.457,75	19,00 1	734,72		20200377			
	Object: 2020-0021 Test Fa. Michael	2		Sur	nme			1.457,75	-	.734,72					
	Object: 2020-0022 BTT Trockenbau				inite.			1107770							
	Object: 2020-0023 BAU.NRW														
	Object: 2020-0024 BAU.NRW														
	Object: 2020-0025 BAU.NRW														
	Object: 2020-0026 Text Mwst														
	Object: 2020-0027 Profilius Test														
	Object: 2020-0028 EFH, Böhmer GmbH														
	Object: 2020-0029 EFH, Böhmer GmbH														
	Object: 2020-0030 Service Wohnern Friedeburg														
	Object: 2021 000007 GWN vorläufig 2021 01 01														
	Object: 2021-0001 EFH, Böhmer GmbH														
	Object: 2021-0002 EFH, Böhmer GmbH														
	Object: 2021-0003 EFH, Böhmer GmbH														
	Object: 2021-0004 EFH, Böhmer GmbH														
	Object: 2021-0005 LV Ertüchtigung Rechen-/Sandfangar														
	Object: 2021-0006 LV Ertüchtigung Rechen-/Sandfangar														
	Object: 2021-0007 EFH, Böhmer GmbH														
	Objekt: 2021-0008 EFH, Böhmer GmbH														

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

Basic Data	OZ Sche	eme	Ca	loulation	Remission, Addition	n, Deduction	Values	Addresses	Dates	Variables	Places
Kunde			10200	Utterhoff Gm	bH Fahrzeugtechnik	0					
Bauherr			10100	Böhmer Gmb	н	0					
Architekt			32500	Müller, Franz		6					
Statiker						0					
Geschäftspartner				1		0					
Address 1			Deutsche	Bank							
Address 2			NL Rheine								
Address 3											
Street / PO Box			Poststrass	e 14							
ZIP/ City			48431	Rheine							
VAT			19,00 %								
Payment terms			10	2% 10 Tage	, Netto 30 Tage	8					
Construction Site			Neubau d	er DB Filiale Rh	ieine						

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 scrosslink 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**

Basic Data	OZ Sche	me	Calculation	1	Remission, Addition, Deduction		Values	Addresses	Dates	Variables	Places
Deadlines	#	Date		Text		Status		Responsible			
	1	01.04	2021	📫 Baubegin	n (B)	offen		🔻 Düllhorst, Pete	er 🖉 💌		
	2	05.05	2021	📫 Objektsta	rt 🗐	offen		🕶 Richter, Antje	•		
	3	06.06		Submissio		offen		♥ Meier, Karl	-		
	4	07.07	.2021	🤝 Fertigstell	ung 🥘	offen		▼ Tobias Funke	*		
					New Date						
					Delete date New Duplicate object Actual			► Strg+D Strg+O			
					Delete			Strg+Y			
					Cut			Strg+X	I		
					Сору			Strg+C	I		
					Insert			Strg+V			
					New Enumeration			Strg+0			
					Charge on selected pos	Strg	+Umscha	lttaste+Z			
					Copy pos	Strg	+Umscha	lttaste+C			
					Copy Item list						

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.

Basic Data	OZ Sche	me	Calculation		Remission, Add	ition, Deduction		Values	Adi	dresses	Dates	Variables	Places	
Deadlines	#	Date		Text			Status		Re	sponsible				
	1	01.04.202	21	📫 Baubeg	inn	(1)	offen	82	r Dül	lhorst, Peter				
	2	05.05.202	21	📫 Objekts	tart	(3)	offen	0	Ric	hter, Antje	*			
	3	06.06.202	21	Submise 🖓	iion		offen		Mei	ier, Karl	-			
	4	07.07.202	21	🤤 Fertigste	ellung	۲	offen		Tob	oias Funke	*			
				Searc	h for Deadline	Туре		_ 0	×	1				
						Show 1 to 4								
				5	id	matchcod	de							
				→										
				#	id	matchcor	de							
				1	2	Baubegir	n							
				2	3	Fertigste	llung							
				3	1	Objektst	art							
				4	4	Submissi	on							
					ОК	Cancel	Rem	ember results	11					
						www.no	ovali	ne.de						





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.

6	Object	Matchcode	Responsible	Date	Comment	Status	
	2021-0008	EFH, Böhmer GmbH	Düllhorst, Peter	01.04.2021	Baubeginn	offen	
	000003b	EFH, Böhmer GmbH	Tobias Funke	19.02.2020	test	offen	

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.

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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.

	Basic Data	OZ Scheme	Calculation	Remission, Addition, Deduct	ion Values	Addresses	Dates	Variables	Places		
	Variable	Match	ode							Value	
1	Breite	Hausb	reite								5,25
2	Hoehe	Gesch	oôhöhe							4	2,75
3	Laenge	Seiten	änge							-	7,50
			Ref Nei Duj Act	olicate object	Strg+D Strg+O Strg+Y						

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.

Varia	able	Tiefe	
Mate	chcode	Kellertiefe	
Valu	e	26,0000	
		14+12	
	putation	Calculate	
#	Variable	Matchcode	Value
1	Breite	Hausbreite	5,2500
2	Hoehe	Geschoßhöhe	2,7500
3	Laenge	Seitenlänge	7,5000
4	Tiefe	Kellertiefe	26,0000

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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.

- 61	Basic Data	OZ Scheme	Calculation	Remission, Addition, Deduction	Values	Addresses	Dates	Variables	Places		
*	Variable	Match	code							Value	
18	Breite	Hausb	reite								5,250
2	Hoehe	Gesch	oßhöhe								2,750
3	Laenge	Seiten	änge								7,500

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.

OZ 1 01 001		Short description	Adoption	Item	• TL						
	alposition	Tahoma	▼  10	▼ B	IU	A	₩ =	- -		目前	e (je
			Bauzaun aus Ba	ustahlma	atten a	nfahren	ı, vorhalt	en,abfa	hren		1
	202,00 📫 lfm 📋										
Quantity measured Computation											
Code of SILB											
Price item net											
Price item calc		(1)									
Surcharge Material			▼ 10	▼ B	I U	A	風≣	<b>3</b> 3		1 -	- + III
Price item fixed	6				- 50 - 7		100-1-	<b>.</b>			-
Price addition %	<u>o</u> k	Cancel									
Price standard											
Price total 57	.081,16										
Position 1.01.001 Tatel 1.01 Baustelleneinrichtung	57.081,16										
Los 1 Bauabschnitt 1	68.944,35	1									
Angebot	68.944,35								_		

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.

В	asic Data	OZ Scheme Calculation Remissio		Remission, Addition, Deduction	Values	Addresses	Dates	Variables	Places
#1	No.	Desc	x,						
1	100	Haus	Meier						
2	200	Haus	Schulze						
3	300	Haus	Müller						
4	400	Haus	Mustermann						

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

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# **Object Master Data First Steps**

open objects	· · · · · · · · · · · · · · · · · · ·		Search										
All Cas - Object 202	T-0010 -												
	Start	+	OZ	C Short De	scription	Quantity	Quantity meas	Unit	Calc./Fix	96	Price	Total	
Object: 2021-001	0 Neubau	1	01	1 Titel									
Offer	e of Offer												
	New	_	1			-							
% Calcul Surcha	Duplicate object		Strq+D	Project									
Order	Actual		Strg+0	Object									
Measureme			155	Object-step									
Biling CreditNote	Delete		Strg+Y	Catalog of p	ositions								
	Cut		Strg+X	Tender									
	Сору		Strg+C	Title/Pos.	Strg+N								
	Insert		Strg+V	New Item in	Object	Measurement	7	·					
	New Enumeration		Strg+0	New surchar	ge in object								
		Jmscha	Ittaste+Z	Spreadsheet		Short descri Tahoma	iption	10	<b>-</b> B /	U A	E4. =	= =	目目律律
			Ittaste+C	Accountanc			-			-	105-1-		
	Copy Item list			Supplement			Titel						
	Save as partition Strg+	Umscha	Ittaste+L		8								
	Progress		Strg+F										
	Control parameters		Strg+Q										
	Current calculation		Strg+K			Description							
	Current measurement		Strg+M			Tahoma		9	▼ B Z	U A	日言	= =	日日律律
	Dates							0.60		-			
	last edited												
	Position with picture												
	Print preview		Strg+P										
	Outsource												
	Special functions												
	Focus Explorer		Strg+1										
	Focus Grid		Strg+2										
	Focus Detail		Strg+3		0,00	8							

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.

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# Enter object LV groups/items

Constr. object													_ 🗆 ×
Objects open objects		Search											
Show All  Selection Cas - Object 2021-0010 -													
Filter Start	#		C Short Description		Quantity	Quantity meas	Unit	Calc./Fix	96	Price	Total		
Color     Object: 222:001 Mexicos       Catalogue of Offer     Catalogue of Offer       Schulation Craslogue of Offer     %       Sucharges     Catalogue of Offer       Massurement Tree     Massurement Tree       Iming     Catalogue of Offer	1	01 Assic Data BOM lines	1 Calculation values		Aeasurement	▼ ••••••••••••••••••••••••••••••••••••	•						
		01 01 01 01 01 01 01 01 01 01 01 01 01 0	Trei		Short description	•	9	• B <i>I</i>	<u>U</u> <u>A</u>		83		ε
					Description (3)								
					Tahoma		9 ,	• B Z	υA	品三	<b>E B</b>	日日日日	e
		01 *** New Entry ***		.00			<u> </u>		_				107
μ	Ang	jebot	0	.00		8 <u></u>							
OK Cancel Archive Scanning	A	ttach											

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

open objects	Se	earch												
All														
n Cas no selection 💌														
Start	# C	oz	С	Short Description	Quantity	Quantity meas	Unit	Calc./F	¢	96	Price	Total		
Object: 2021-0008 EFH, Böhmer GmbH	1 1		1	Bauabschnitt 1										
Angebot	2			Baustelleneinrichtung										
Angebotsanforderung	3 1	1.01.001	NP	Bauzaun aus Baustahlmatten a	202.00	202.00	Ifm	(ii) 2	32,58		282.58	57.08	31.16	
E Bauabschnitt 1	4 1.	1.01.002	NP	Baumschutz 2 m hoch bis D=6	8	0	Stck		2.54		12.54	10	0.32	
1.01 Baustelleneinrichtung		1.01.003		Bauwasseranschluß herstellen	1,0000	0.0000			3.68		13.68		3.68	
		1.01.004		Bau-WC aufstellen, 1 Monat v	1		Stck		4.82		14.82		4.82	
1.01.002 Baumschutz 2 m hoch,bis D=60x     1.01.003 Bauwasseranschluß herstellen, v	-	102		Erdarbeiten	1	0	SILK	9	4,62		14,02		14,02	
1.01.003 Bauwasseranschluß herstellen, v 1.01.004 Bau-WC aufstellen, 1 Monat vor								0						
1.02 Erdarbeiten	-	1.02.001		Oberboden abtragen, seitlich i	35,000	0,000			0,76		0,76		26,60	
1.02 Erderberten		1.02.002		Boden für Baugruben Bdkl.3	280,000	0,000		100	21,19		21,19		83,20	
1.04 Maurerarbeiten		1.02.003	NP	Fundamentaushub Bdkl. 3-5 l	8,000	0,000	cbm		70,03		70,03		50,24	
Einrichtung						*		1001			1.000			
Bauabschnitt 1	Basic D	Data BOM	CA.	Calculation values	Measurement									
Erd- un d Betonarbeiten	Code of po	os. 📫 NP	(E) N	ormalposition	Tahoma	-	10	▼ B	IL	JA	出言		E 1E 1	E (E
18ausbechnit 1     10 Justechnit 1     10 Zestaheten     10 Zestaheten     20 Z	Quantity Quantity n Code of 5' Price item Price item Surcharge	measured STLB 1 net 1 calc e Material		202.00 🏟 lfm 🕃 202.00 247.87 282.58 0.0000	Tahoma Description (3) Tahoma	Bauzaun a	us Ba	ustahlma	ten a	infahrer	Norhalten	abfahren,		
1 Gaustachott 1     1 Gaustachott 1     1 Gaustachott 1     1:0 Zortabalott     1:0 Zortabalott     2:0 I.03 Betonarbeiten     Caclueton Angebotsanforderung     tem     Sorthanges     Adrag     Fakma     Fakma	Quantity Quantity n Code of S Price item Price item Surcharge Price item	measured STLB n net n calc k Material n fixed		202.00 ↔ ffm ③ 202.00 247.87 282.58	Description (3)	Bauzaun a	us Ba	ustahlma	ten a	infahrer	n, vorhalten	abfahren,		
18ausbechnit 1     10 Justechnit 1     10 Zestaheten     10 Zestaheten     10 Zestaheten     20 Z	Quantity Quantity n Code of 5' Price item Price item Surcharge	messured TLB net nat e Material fixed ition %		202.00 ↔ Ifm ⓒ 202.00 247.87 28.25 0.0000 0.00	Description (3)	Bauzaun a	us Ba	ustahlma	ten a	infahrer	n, vorhalten	abfahren,		
18ausbechnit 1     10 Justechnit 1     10 Zestaheten     10 Zestaheten     10 Zestaheten     20 Z	Quantity Quantity n Gode of S Price item Surcharge Price item Price item	measured TLB I net I calc I fosed Ition % C		202.00 🏟 lfm 🕃 202.00 247.87 282.58 0.0000	Description (3)	Bauzaun a	us Ba	ustahlma	ten a	infahrer	n, vorhalten	abfahren,		
19=abch/nt 1     1     1     10.2 Erdarbeiten     1     10.2 Erdarbeiten     10.3 Betranteiten     10.2 Erdarbeiten     10.2 Erda	Quantity Quantity of Code of 5' Price item Price item Price tem Price total Price total	I DI LOL COL		202.00 202.00 204.07 282.58 282.58 57.081.16 57.081.16 57.081.16	Description (3)	Bauzaun a	us Ba	ustahlma	ten a	infahrer	n, vorhalten	abfahren,		
1944both 1     102 Erdshelm     102 Erdshelm     103 Escrarbeiten     202 Erdshelm     202 Erdshelten     202 Erdshelten	Quantity Quantity of Code of 5' Price item Price item Price tem Price total Price total	IDL005		202.00 202.00 247.87 282.58 57.061.16 57.061.15	Description (3) Talioma	Bauzaun a	us Ba	ustahlma	ten a	infahrer	n, vorhalten	abfahren,		

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

Picture								
Object	2021-000	08	Ĩ					Preview
Position	1.01.001							
# De	ISCI	Path	Offer	Order	Invoice	Meas		
1		X:\Temp\Bilder\Ba	~	~				
Path to pictur	re X:\Temp	\Bilder\Bagger.jpeg			<b>(B)</b>		Original size	187 x 269 Pixel
	re X:\Temp				8		Original size Resolution Print Size	187 x 269 Pixel 96 dpi 4.95 x 7.12 cm

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.

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# Edit object - Bill of materials (BOM lines)

jects	open objects	3	Sea	rch																	
m –		•																			
ection C	AS IN SCIENCIN	×																			
	Start		02				Description			Quantity	Quantity meas	Unit		Calc./Fix	%	Price		Total			
	bject: 2021-0008 EFH, Böhmer GmbH	1	1																		
	Angebot Angebotsanforderung	2	- 25																		
1 1	Angeootsantorderung	3	1.0	1.001	NP	Bauzau	in aus Bausta	himatte	an a	202,00	202,00	lfm		282,58			282,58	57.08	1,16		
11	E 1.01 Baustelleneinrichtung	4	1.0	1.002	NP	Bauma	chutz 2 m ha	ch,bis	D=6	8	0	Stck		12,54			12,54	10	0,32		
	1.01.001 Bauzaun aus Baustahimatten	5	1.0	1.003	NP	Bauwa	sseranschluß	herste	len,	1,0000	0.0000	Psch	(3)	13,68			13,68	1	3,68		
11	1.01.002 Baumschutz 2 m hoch bis D=6		1.0	1.004	NP	Bau-W	C aufstellen,	1 Mon	at v	3	0	Stck	٢	14,82			14,82	1	4,82		
	1.01.003 Bauwasseranschluß herstellen.		11			Erdar	beiten														
	1.01.004 Bau-WC aufstellen, 1 Monat v	or 8	1.0	2.001	NP	Oberb	oden abtrage	n, seiti	ich i	35.000	0.000	cbm		0.76			0.76	2	6.60		
	🕀 🗧 1.02 Erdarbeiten	9	1.0	2.002	NP	Boden	für Baugrub	en Bdk	1.3	280,000	0,000	cbm		21,19			21,19	5.93	13,20		
11	😥 🔚 1.03 Betonarbeiten	10	1.0	2.003			mentaushub			8.000	0.000	cbm		70.03			70.03	56	0.24		
	1.04 Maurerarbeiten					-1							0								
Ę	Einrichtung								1.0		*		_								_
	Buabschnitt 1		Basic Da	BOM lines	8		Calculation val	es.		leasurement											
11	Erd- un d Betonarbeiten	Pos	5.	1.01.001													Drina	item net		247.8	27
	- Bauabschnitt 1			Bauzaun aus Baus	tahim	atten ar	fahren, vorha	ten, abl	ahren											282,5	
	(a) - 1.02 Erdarbeiten																Price	Price item net Price item calc Price standard Price standard		282,5	8
11	(i) i 1.02 Eldarbaten																Price	total		57.081,1	16
	% Calculation Angebotsanforderung	_																			
11				ne Item / BOM			Quantity		init	* Descr.				CG	Factor	Unit Price	0	Addition %	BP	Total	G
	% Surcharges	9		🕖 🗢 00000ds			-1,00				set Testartikel										
	Auftrag	10	10 E	ⓒ ⇔ 00000001		Ξ	3 - 1,0000	S	tck	EDS-Artike	el-Katalog Testartik	el		2	1,0000	0,000			70980	(3) 0,00	
	Intern	11	0 L	. © 🗣 1			-1,00	00 5	tck		ng mit allen Zeile	narter									
	Faktura	12	0 E	(i) \$		۲	€ \$1,0000	S	td	Mitteliohn	L mit VB			1	1,0000	37,230				37,23	
-	Gutschrift	13	10 M	E				S	tek 🤅	manuelle A	rtikelzeile			2 🕞	1,0000	12,000				12,00	
		14	io z	8			=> 2,0000	s	td	Lohnanteil				1		34,420				68,84	
		15	0 P							Pauschal				2 🖲		25,000				25,00	
		16	i0 Z	5 (B)						Zwischen	summe									189,60	
		17	0 0	(3)			⇒ 10.000	0		DEF1											
		18	0 E	(□ ⇔ 1001		(3)	€ \$50,000	0 m	D.	* Steinzeugr	ohr *L* DN 125a			2	1.0000	1.123				3 56,15	
		19		(1)			\$0.01				eistung: 650 Ze	t: 8									
		20		0.01		(3)	€ ⇒ 0.0123		ы	Mittellohn				1	1 0000	37,230				(= 0.46	
		20	-	□ → 1			(= - 0,0123		tck	Gerâte Bac					1.0000	90,500				(3 1.11	
		22		(E) - 4			(=) (-) 0.0123			Baumaschi						44,980				(=) 0.55	
			.0 E				() ↓ 0,0123	2	6		nendanter				1,0000	44,200				(3) 0,35	
				64		G	04		e											0	
		4																			
																					10

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

5	Code	
#	Code	matchcode
1	D	Definition
2	E	EKT/Article
3	F	Factor on all Lines
4	L	Partition
5	м	Manual Article
6	P	Costgroup Value
7	S	Valuation Performa
8	Т	Text
9	z	Entry Standard W
10	ZS	Subtotal

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

Constr. object														_ 🗆 ×
Objects open objects		Search												
Show All														
Selection Cas no selection													·	
Filter Start	#	OZ		Short Description		Quantity	0	Quantity meas	Unit	Calc./Fix	%	Price	Total	-
Diject: 2021-0008 EFH, Böhmer GmbH	1	1												
Angebot	2	1.01												
Angebotsanforderung     Bauabschnitt 1	3	1.01.001	NF	Bauzaun aus Bausta	shimatten a		202,00	202,00	lfm /	53,05	5	53,05	10.716,10	
1.01 Baustelleneinrichtung	4	1.01.002	NF	Baumschutz 2 m ho	ch,bis D=6		8	0,00	Stck	12,54	4	12,54	100,32	
1.01.001 Bauzaun aus Baustahlmatten an	5	1.01.003	NF	Bauwasseranschluß	herstellen,	1 3	1,0000	0,00	Psch (	3,68	в	13,68	13,68	
1.01.002 Baumschutz 2 m hoch bis D=60	6	1.01.004	NF	Bau-WC aufstellen,	1 Monat v		1	0,00	Stck (	14,83	2	14,82	14,82	
1.01.003 Bauwasseranschluß herstellen, v	7	1.02												
1.01.004 Bau-WC aufstellen, 1 Monat vor	8	1.02.001	NE	Oberboden abtrag	en, seitlich i	1	35,000	0,00	cbm (	0,7	5	0,76	26,60	
1.02 Erdarbeiten	9	1.02.002	NF	Boden für Baugrub	en Bdkl.3	21	80,000	0,00	cbm (	21,19	9	21,19	5.933,20	
1.03 Betonarbeiten	10	1.02.003	NF	Fundamentaushub			8,000	0,00	cbm (	70,03	3	70,03	560,24	1000
1.04 Maurerarbeiten	**									al				
Einrichtung	1	Basic Data		1		Measureme		******	A					
I Bauabschritt 1		Basic Data	BOM lines	Calculation val	ues	Measureme	nt							
Erd- un d Betonarbeiten	Surc	tharge id	4	hle	gilt Zuschlags	tabelle 1 from	n Catalog	ve	BB					
1 Bauabschnitt 1			taroup		Net value		Surrhar							
1.02 Erdarbeiten	1		nkosten		IVEL VEIDE		14.00							
1.03 Betonarbeiten	-		nkosten erialkosten			10,11			36,08					
Calculation Angebotsanforderung			rleistungen			10,11			11,53					
- 🤯 Item	4		alung alung						3,89					
Surcharges	4	5 Sch	alung			3,41	14,00	00	3,89					
	6													
E- Faktura	7													
Gutschrift	8	Tot				46,53			53,05					
	8		Price						53,05					
	10	Wag	ge Fraction (hou	irs)		0,8500								
	100000													
	11		e Total			20000008		10	716,10					
	12	Wag	ges Total (hours)	)		171,7000								
	1													
	I													
	I													
	I													
	1													
	1													
OK Cancel Archive Scanning		The second s												
OK Cancel Archive Scanning		Attach												

#### 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

s open objects 💌		Search													
A	a l	Junior													
on Cas no selection		k.													
Start		OZ	с	Short Description	n	Quantity	Quantity meas	Unit	C	Calc./Fox	% Pric	e	Total		
Object: 2021-0008 EFH, Böhmer GmbH	1	1	1	Bauabschnitt	1										
Angebot	2	1.01													
Angebotsanforderung	3	1.01.001	NP	Bauzaun aus Br	austahlmatten a	35,00	0,00	fm		11,40		11,4	0	399,00	
1 Bauabschnitt 1	4	1.01.002	NP	Baumschutz 2 r	m hoch,bis D=6	8	0	Stck		12,54		12.5	4	100.32	
1.01 Baustelleneinnchtung     1.01.001 Bausaun aus Baustahlmatten a	5	1.01.003	NP	Bauwasseransc	hluß herstellen,	1,0000	0,0000	Psch	(3)	13,68		13,6	8	13,68	
1.01.002 Baumschutz 2 m hoch bis D=6		1.01.004	NP	Bau-WC aufste	elen, 1 Monat v	1	0	Stck	(3)	14.82		14.8	2	14.82	
1.01.003 Bauwasseranschluß herstellen,		1.02	2	Erdarbeiten											
1.01.004 Bau-WC aufstellen, 1 Monat vo		1.02.001	NP	Oberboden ab	tragen, seitlich i	35,000	0.000	cbm	(3)	0.76		0.7	6	26.60	
1.02 Erdarbeiten	9	1.02.002			aruben Bdkl.3	280,000	0.000	cbm	(2)	21.19		21.1	9	5.933.20	
1.03 Betonarbeiten	10	1.02.003	NP	Fundamentaus	hub Bdkl. 3-5 l	8,000	0.000	cbm	(3)	70.03		70.0	3	560.24	
1.04 Maurerarbeiten									0						
Einrichtung							*******		_						
Bauabschnitt 1     1.01 Baustelleneinrichtung	8	lasic Data	BOM lines	Calculation	n values	Neasurement									
Erd- un d Betonarbeiten	Po											Offer			35.00 lfm
Erd- un d Betonarbeiten		Bauzaun aus Baustahlmatten anfahren, vorhalten, abfahren									meas.	red		202,00 Hm	
1.02 Erdarbeiten												EP			11,40 Eun
1.03 Betonarbeiten											Total	alue		2.302,80 Eur	
Calculation Angebotsanforderung		Date	Variable	Formula	Line of measu	rement				LC	Value	Ac	*		
	1	23.03.202	1		Bauabschnitt	eins"				T 🗐		3			
% Surcharges	2	23.03.202	1		2*4*5					= 🗉	40,00	3			
Intern	3	23.03.202	1		Bauabschnitt	zwei"				т 🗉		3			
- Faktura	4	23.03.202	1		4*6					- 🖲	24,00	3			
Gutschrift	5	23.03.202	1		Bauabschnitt	drei"				TE		3			
E000	6	23.03.202	1		6*3*7					= (3)	126,00	3			
	7	23.03.202	1		Text und Ber	echnung" 4*3				- 3	12,00	3			
	8	23.03.202	1		(E)					= (=)		3			

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

cts open o		# Object st	ep Object	t <mark>status</mark>	Quantity is fixed	Price is fixed	
tion Cas - Object	rt 2021-0008 -	1 Angebot					
r cojek	Start	2 Auftrag	Order				
Dbject: 202	1-0008 EFH, Böhmer GmbH	3 Intern	Order				
P P A	New	•	Project	lote	✓ ✓	<b>V</b>	
	Duplicate object	Strg+D	Object	ote	V		
	Actual	Strg+O	Object-step				
	Delete	Strg+Y	Catalog of positions		******************		
	Cut	Strg+X	Tender				
ė-	Сору	Strg+C	Title/Pos. Strq+N				
	Insert	Strg+V	New Item in Object	· ·	Quantity is fixed	Price is fixed	
**************************************	New Enumeration	Strg+0	New surcharge in object				
	Charge on selected pos. Strg+Umsch	1000 B 1000 B	Spreadsheet				
	Copy pos Strg+Umsch		Accountance				
	Copy Item list	iaittaste+ C	Supplement				
Ē	Save as partition Strg+Umscl		Supplement	1			
	Progress	Strq+F					
	Control parameters	Strq+Q					
~%	Current calculation	Strg+K					
E G	Current measurement	Strg+M					
- Kound	Dates	stig-m					
	last edited						
	Position with picture						
	Print preview	Strg+P					
		Sug+P					
	Outsource						
	Special functions	+					
	Focus Explorer	Strg+1					
	Focus Grid	Strg+2					
	Focus Detail	Strg+3					

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

Constr. object						_ 🗆 ×
Objects         open objects         ♥           Show         Al         ♥           Selection Cas         ♥         ♥           Filter         Satt         ♥	Search	C Short Description	Quantity	Quantity meas Unit	Galc./Fix %	
Dijecti 2021-0008 EFH, Böhmer GmbH	1	Erd- un d Betonarbeiten	Quantity	Quantity meas Unit	Calc/Fox %	
Angebot Ang	1	trd- un d Betonarbeiten				
Calculation Angebotsanforderung	1			¥		
Surcharges	Tender Tenderer	Recording price Price	Comparison List	Takeover		
Auftrag						
intern	Matchcode Objectdescription	Erd- un d Betonarbeiten EFH, Böhmer GmbH		choose if price is empty? hest price		
E-F Abzurechnen	Collectorescription	Cirit boline circle		ond highest price		
Abzurechnen				rage price		
Calculation Abzurechnen						
Item						
E Baschläge	Date	23.03.2021				
Gutschirt	Closing Date	(				
	Note					
	Export					
P						
Update Cancel Archive Scanning	Attach					

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.

ects open objects	•)@	Search												
av Al	*	2000												
emon the Object 2021-0008	-	_		۰.										
	5000	07		c	Short Description	Quantity	Quentity mean.	Urit C	No. Px	1.04				
Chyers 2023-0008 EFFH, Balvier GebH	1				End: un d Betomerbeiten									
FE CT Anosher														
III 🖪 Argebottanforderung														
E C Enfchung														
- 8 Erd- on d Betonarbeiten														
1% Calculation Angebotsenforderung														
- litem	1.00	ender	Tendew		eardine price Price	Comparison Littl	Takeover							
- Ca Autrag	100	eroer	landew.		testong pros	E LOTPERSON LIEE	12×20×6r							
(2) Intern	Ad	dan. H	athode					Address 1	Addres	a.2	Address 3	Street	20.	City .
El Alto Faktura	208	90 B.	au Brahm us	rd To	6m			Rese	Strate			Reuschweg 1	19479	Riveb.
H - Alexachtan	20	41 1.4	chte Gmbii Bel	Innad	and an a			Stadeparks.				Posterale 40		Sheine
H Nachange			0.01 0.000 0.00	-										
K Calculation Absurachmen														
ttem														
% Sucharges						New								
🕀 🔠 Abschläge														
- Gutechrit						Delete								
	-													
	ITer	derer.				1								
		diam No.	10 2004:			1(1)								
		atende			vi Betonarbeiten									
		dama 1			an Shine									
		dest 2		-										
		(mm )												
	20	net / PO Re												
		YON Y	45433	1 []	Owine									
	04	risult Coreg	roup			8							Aid b	-
						1000							Aars	deside.

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.

	Position selection Here you can select the positions you want to copy to the tender.		
Select catalog	Angebotsanforderung 💌		
Oz	Karbode S	Сору	
1	Rauabschnitt 1	Сору	-
1.01	Baustelleneinrichtung		
1.01.001	Bausaun aus Baustahlmatten anfahren,		
1.01.002	Baumschutz 2 m hoch bis D=60cm		- 44
1.01.003	Bauwasseranschluß herstellen, vorhalten und		33
1.01.004	Bau-WC aufstellen, 1 Monat vorhalten, abbauen		
1.02	Erdarbeiten		
1.02.001	Oberboden abtragen, seitlich in Mieten lagern		
1.02.002	Boden für Baugruben Bdkl.3-5 lösen und		
1.02.003	Fundamentaushub Bdkl. 3-5 lösen, seitl. lagern		
1.02.004	Planum herstellen		
1.02.005	Sand liefern und einbauen zur Überdeckung		
1.03	Betonarbeiten		
1.03 <mark>.0</mark> 01	Ortbeton der Streifenfundament B 15 einbringen		
1.03.002	Ortbeton Sauberkeitsschicht B 10 liefern und		-
			1000

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

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# Mark the positions for transfer:

	Position selection Here you can select the positions you want to copy to the tender.	
Select catalog	Angebotsanforderung	
2.02		>
Oz	Matchcode	Сору
1	Bauabschnitt 1	
1.01	Baustelleneinrichtung	
1.01.001	Bauzaun aus Baustahlmatten anfahren,	
1.01.002	Baumschutz 2 m hoch,bis D=60cm	
1.01.003	Bauwasseranschluß herstellen, vorhalten und	
1.01.004	Bau-WC aufstellen, 1 Monat vorhalten, abbauen Erdarbeiten	
1.02	Oberboden abtragen, seitlich in Mieten lagern	
1.02.001	Boden für Baugruben Bdkl.3-5 lösen und	
1.02.002	Fundamentaushub Bdkl, 3-5 lösen, seitl, lagern	
1.02.003	Planum herstellen	
1.02.004	Sand liefern und einbauen zur Überdeckung	
1.02.005	Betonarbeiten	
1.03.001	Ortbeton der Streifenfundament B 15 einbringen	V
1.03.002	Ortbeton Sauberkeitsschicht B 10 liefern und	
1.03.002		

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:

	Position overview Here you can see which positions are marked for copying and select which ones should i	be overwritten and which not.
2	3	>
Oz	Matchcode	Overwrite
1	Bauabschnitt 1	
1.02	Erdarbeiten	
1.02.001	Oberboden abtragen, seitlich in Mieten lagern	
1.02.002	Boden für Baugruben Bdkl.3-5 lösen und	
1.02.003	Fundamentaushub Bdkl. 3-5 lösen, seitl. lagern	
1.02.004	Planum herstellen	
1.02.005	Sand liefern und einbauen zur Überdeckung	
1.03	Betonarbeiten	
1.03.001	Ortbeton der Streifenfundament B 15 einbringen	
1.03.002	Ortbeton Sauberkeitsschicht B 10 liefern und	
1.03.003	Ortbeton der Bodenplatte B 25 waagrecht einbauen	
1.03.004	Ortbeton der Wände d=21-30cm stark, in B 25	

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:

	Posi Here yo	tion overview u can see which positions are marked for copying and select which ones should be overwritten a	and which not.
	<		>
Oz	Matchcode		Overwrite
1	Bauabschnitt	1	<b>V</b>
1.02	Erdarbeiten		<b>V</b>
1.02.001	Oberboder	Information about overwriting positions	_ 🗆 × 🚽
1.02.002	Boden für	-information about overwriting positions	
1.02.003	Fundament	The oz numbers of coloured positions are already existing in the tender.	
1.02.004	Planum her		
1.02.005	Sand liefen		
		OK Do not show this dialog again	<i>//</i> /
	<u></u>		

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.

Tender position selection	_ 🗆 ×
Copying positions to the tender. The wizard is now performing your tasks and copying the selected positions to the tender.	
Finished! Positions/Groups overwritten: 7 Positions/Groups added: 0	
Cancel < Back	Close

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

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# Display of the positions of an alert:

ijects open objects 💌 🗐		Search											
ow All 💌												2 S	
ter Start	#	OZ	C	Short Description	Quantity	Quantity meas	Unit		Calc./Fix	96	1		
Object: 16-0020 EFH, Böhmer GmbH	1	1	1	Baustelleneinr									
Angebot	2	1.02									1		
Angebotsanforderung	3	1.02.001	NF	Oberboden abtr	35,000	0,000	cbm		33,00				
Angebotsanforderung	4	1.02.002	NF	Boden für Baug	280,000	0,000	cbm		33,00				
Beutit     Baustelleneinrichtung	5	1.02.003	NF	Fundamentaush	8,000	0,000	cbm		33,00				
E 1.02 Erdarbeiten	6	1.02.004	NF	Planum herstelle	150,0000	0,000	qm		33,00				
	1					×							
1.02.005 Sand I	Pos.		NP										
	Oz	-	1.02.001				-	0					
H-N Nachträge	Quan		35.0000				-		Unit	> cbm			
% Calculation Angebotsanforder	Short	orttext Oberboden abtragen, seitlich in Mieten lagern											
									Tenderer		Rank	Price	
% Surcharges	Long	text					-		Birgin, Mire		1	840.000	
									Asaro, Vito		2	875.000	
Auftrag     Auftrag     Intern     Braktura     Gutschrift													

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

Tender Te	enderer	Recording price	Price Comparison List	Takeover				
Bosse Straßen- un	d Tiefbau	11	▼ Import	Own Price				
Oz Number	Number	Matchcode			Quantity	Price	Rebate	Final Price
1	1	Bauabschnitt 1						
1.02	2	Erdarbeiten						
1.02.001	NP	Oberboden abtrage	en, seitlich in Mieten lagern		35,0000	33,000	0,00	1.155,00
1.02.002	NP	Boden für Baugrub	en 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 ei	nbauen zur Üb <mark>e</mark> rdeckung …		25,0000	20,000	0,00	500,00
1.03	2	Betonarbeiten						
1.03.001	NP	Ortbeton der Streif	enfundament B 15 einbringen		8,0000	56,000	0,00	448,00
1.03.002	NP	Ortbeton Sauberke	itsschicht B 10 liefern und		1,5000	89,000	0,00	133,50
1.03.003	NP	Ortbeton der Bode	nplatte B 25 waagrecht einbaue	n/:	4,5000	54,000	0,00	243,00
1.03.004	NP	Ortbeton der Wänd	de 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.

Tender	Tenderer	Recording price	Price Comparison List	Takeover
Bosse Straße	en- und Tiefbau		▼ Import	Own Price
	en- und Tiefbau H Betonarbeiten			
Novaline				
1.02	2	Erdarbeiten		
1.02.001	NP	Oberboden abtrag	en, seitlich in Mieten lagern	
1.02.002	NP	Boden für Baugrub	en Bdkl.3-5 lösen und …	
1.02.003	NP	Fundamentaushub	Bdkl. 3-5 lösen, seitl. lagern	
1.02.004	NP	Planum herstellen		
1.02.005	NP	Sand liefern und ei	nbauen zur Üb <mark>e</mark> rdeckung …	
1.03	2	Betonarbeiten		
1.03.001	NP	Ortbeton der Streif	enfundament B 15 einbringen	
1.03.002	NP	Ortbeton Sauberke	eitsschicht B 10 liefern und	
1.03.003	NP	Ortbeton der Bode	nplatte B 25 waagrecht einbaue	0//
1.03.004	NP	Ortbeton der Wän	de d=21-30cm stark, in B 25	

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.

Import-file	I:\Installation_2013\Bautec ON	E\Testverteiler\Den	odaten\Muste
Interface	GAEB DA 1990	-	
Coding	ANSI 7-Bit	-	
Import pictures			
Picture directory	-		10
Austauschphase: 83 OZ-Schema: 1.22.PPP mit Langtext Bezeichnung: EFH, Bö			

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.

This tenderer already has prices.	×
This tenderer already has prices. Do you want to overwrite them?	
Yes No	

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.

Tender	Tenderer	Recording price	Price Comparison List	Takeover			
#	Oz	Matchcode	Code	Quantity	Unit	Final Price	Kind of price
1	▶ 1	Bauabschnitt 1	1				

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.

Tende	r Tenderer	Recording price	Price Comparison List	Takeover			
#	Oz	Matchcode	Code	Quantity	Unit	Final Price	Kind of price
1	⊽ 1	Bauabschnitt 1	1				
2	⇒ 1.01	Baustelleneinrichtung	2				
3	⇒ 1.01.001	Bauzaun aus Baustahlmat	NP	35.0000	lfm	2 Preise	
4	1.01.001	Ludwig Liefer KG Großha	0.00 %	1. Rang (Pos.)	1. Rang(LV)	350.000	Own price
5	1.01.001	GFA Elektro GmbH Elekt	100.00 %	2. Rang (Pos.)	2. Rang(LV)	700.000	Own price
6	♥ 1.01.002	Baumschutz 2 m hoch,bis	NP	8.0000	Stck	2 Preise	
7	1.01.002	GFA Elektro GmbH Elekt	0.00 %	1. Rang (Pos.)	2. Rang(LV)	40.000	Own price
8	1.01.002	Ludwig Liefer KG Großha	120.00 %	2. Rang (Pos.)	1. Rang(LV)	88.000	Own price
9	⇒ 1.01.003	Bauwasseranschluß herst	NP	1.0000	Psch	2 Preise	
10	1.01.003	Ludwig Liefer KG Großha	0.00 %	1. Rang (Pos.)	1. Rang(LV)	12.000	Own price
11	1.01.003	GFA Elektro GmbH Elekt	25.00 %	2. Rang (Pos.)	2. Rang(LV)	15.000	Own price
12	⇒ 1.01.004	Bau-WC aufstellen, 1 Mo	NP	1.0000	Stck	2 Preise	
13	1.01.004	GFA Elektro GmbH Elekt	0.00 %	1. Rang (Pos.)	2. Rang(LV)	10.000	Own price
14	1.01.004	Ludwig Liefer KG Großha	30.00 %	2. Rang (Pos.)	1. Rang(LV)	13.000	Own price

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.

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# Object Tender - Print Tender

Position list	Price Comparision	1					
Tender	Einrichtung			-			
Tenderer			Print				
Ludwig Liefer KG G	iroßhandel		~				
GFA Elektro GmbH	Elektroinstal						
Endtext Vat	Schzlusstext 1 Standard	19,00 % Rainer Mustern	nann		Telefon Fax Email	05971-868789 05971-868987 Funke@tobol.de	
Sender							
Sender	No sender						
Sender Title Tover	No sender Ausschreibung						

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.

Position list	Price Comparision		
Tender	Einrichtung		
Tenderer		Print	
Ludwig Liefer KG	Großhandel		
GFA Elektro Gmbi	H Elektroinstal		
Overview			
Overview Overview			
Overview			

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	23.03.2	021			Seite 1 von 1
Objekt:		-0008 Böhme	r GmbH			
Ausschreibun	g: Einri	chtung	r GmbH			
Pos/Bieter	Menge/Rai	ng	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 %		765,0
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%		765,0
1.01.001	35,00 <mark>l</mark> fm		Bauzaun aus Baustahlmatten anfahren,	NP	2 Preise	75.59 % vom L\
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 L\
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	88,0
1.01.003	1,0000 Psch		Bauwasseranschluß herstellen, vorhalten und	NP	2 Preise	2.59 % vom L\
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	15,0
1.01.004	1 Stdk		Bau-WC aufstellen, 1 Monat vorhalten, abbauen	NP	2 Preise	2.81 % vom L\
70120	1. Rang	2. LV	GFA Elektro GmbH Elektroinstal	keine	10.00	10,00
70100	2. Rang	1 I V	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 23.0	3.2021			Seite 1 von 1
Objekt:	2021-000 EFH, Böhi	8 mer GmbH			
Ausschreibu		ng mer 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 Stdk	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.

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**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.

Ten	der Tenderer	Recording price	Price Comparison List	Takeover			
#	ID	Name	Position		Price	Percent difference	Missing prices
1	77781	Novaline	1		10.291,890	0,00 %	0
2	70841	Löchte Gmb	H Betonarbeiten 2		11.012,350	7,00 %	4
3	70890	Bosse Straße	en- 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.

		Select business partner On this step you can select the business partner fro	om which you want to takeov	er the prices.		
Ŧ	Rank	Name	Price	Select	Missing prices	
i	1	Ludwig Liefer KG Großhandel	463,000	✓	0	
2	2	GFA Elektro GmbH Elektroinstal	765,000		0	

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.

Or.     Matchcode     Price       1     Bauabschnitt 1     -       1.01     Baustelleneinrichtung     -       1.01.001     Bauzaun aus Baustahlmatten anfahren,     350.000       1.01.002     Baumschutz 2 m hoch,bis D=60cm     888.000       1.01.003     Bauwasseranschluß herstellen, vorhalten und     12.000       1.01.004     Bau-WC aufstellen, 1 Monat vorhalten, abbauen     13.000		Select positions Select the positions from which you want to copy the prices.		
Baustelleneinrichtung         350.000           L.01.001         Bauzaun aus Baustahlmatten anfahren,         350.000           L.01.002         Baumschutz 2 m hoch, bis D=60cm         88.000           L.01.003         Bauwasseranschluß herstellen, vorhalten und         12.000	Jz	Matchcode	Price	Select
Bauzaun aus Baustahlmatten anfahren,         350.000           L01.001         Baumschutz 2 m hoch, bis D=60cm         88.000           L01.003         Bauwasseranschluß herstellen, vorhalten und         12.000		Bauabschnitt 1		
L01.002         Baumschutz 2 m hoch,bis D=60cm         88.000           L01.003         Bauwasseranschluß herstellen, vorhalten und         12.000	.01	Baustelleneinrichtung		•
1.01.003 Bauwasseranschluß herstellen, vorhalten und 12.000	.01.001	Bauzaun aus Baustahlmatten anfahren,	350.000	
	.01.0 <mark>0</mark> 2	Baumschutz 2 m hoch,bis D=60cm	88.000	•
1.01.004 Bau-WC aufstellen, 1 Monat vorhalten, abbauen 13.000	.01.003	Bauwasseranschluß herstellen, vorhalten und	12.000	•
	.01.004	Bau-WC aufstellen, 1 Monat vorhalten, abbauen	13.000	~

In this dialogue the adoptable positions of the alert appear.

All positions are already marked for transfer.

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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.

Settings and ta Here you can select some	arget settings and the target				
Costgroup	Fremdleistungen	T			
ebotsanforderung 🔻					
			Cancel	< <u>B</u> ack	Finish
	Ebotsanforderung <b>v</b>			ebotsanforderung 💌	ebotsanforderung 🔻

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.





# **Object Tender - Price Acceptance**

Position takeover	_ O ×
Taking over positions The wizard is taking over the selected positions.	
Target LV needs to be re using current calculati	and the second sec
	Cancel < <u>B</u> ack Close

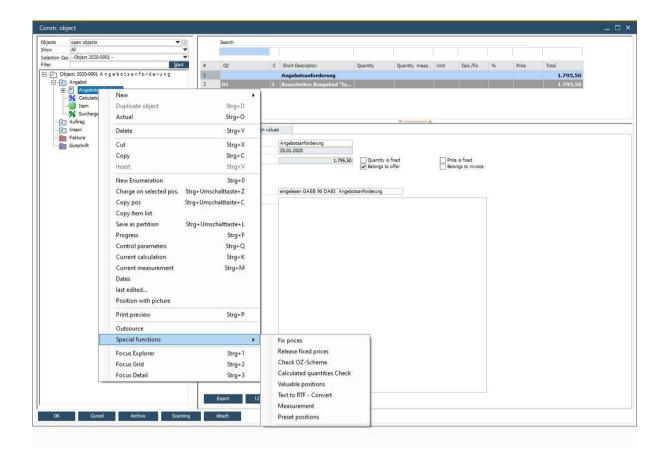
After the takeover has taken place, it is pointed out that the values in the object must be recalculated.

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.

New		
Duplicate object	Strg+D	
Actual	Strg+O	
Delete	Strg+Y	
Cut	Strg+X	
Сору	Strg+C	
Insert	Strg+V	
New Enumeration	Strg+0	
Charge on selected pos.	Strg+Umschalttaste+Z	
Copy pos	Strg+Umschalttaste+C	
Copy Item list		
Save as partition	Strg+Umschalttaste+L	
Progress	Strg+F	
Control parameters	Strg+Q	
Current calculation	Strg+K	
Current measurement	Strg+M	
Dates		
last edited		
Position with picture		
Print preview	Strg+P	
Outsource		
Special functions		,
Focus Explorer	Strg+1	
Focus Grid	Strg+2	
Focus Detail	Strg+3	

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.

Drucken	X
Allgemein	,
Drucker auswählen	
🖶 FreePDF 🖶 Kyocera FS-3900DN 🖶 Kyocera TASKalfa 300ci	Microsoft XPS Documen <sup>®</sup> Novaline Archivator Novaline Service
•	•
Status: Bereit Standort: Kommentar:	Ausgabe in Datei <u>u</u> mleiten <u>E</u> instellungen Drucker suchen
Seitenbereich	
Alles     O Markierung     O Aktuelle Seite	An <u>z</u> ahl Exemplare: 1 📫
C Seiten:	Sortieren 123 123
	cken Abbrechen Übernehmen

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# Print settings

Offer Order	Billin	Credit Note	Me	asurement	Calcu	ulation List	Final Calculation	Material extract	
Print LV	Anneho	sanforderung (Angebot	1		<b>T</b>				
Print Area	all	an and a for the second	·		<u> </u>				
Print Area	ап								
Title	Angebo	t	1						
Document No.									
Date	23.03.2	021							
	Kunde		•						
Business Partner	ŝ	3	0						
Contact Persons	_		0	Bearbeiter		1			
Address	-		0	Telefon		1			
			_	Fax					
			_	Email		1			
			_	Auftragsnu	immer	1			
Country	<u> </u>		-	Print		S			
Text Sender	Standar	d	)©	Without	Textsender				
							10 art		
21000000000	1.4	Description					Constant of the second s		
Remission etc.	*	Description			96	Amount	print		
Remission etc.	1	Description Versicherung			% 2,50 %	Amount			
Remission etc.	100	and the second se				Amount	1.1.1.20		
VAT	1 2	Versicherung Sicherheit %			2,50 %	Amount	Y		
	1 2	Versicherung Sicherheit			2,50 %	Amount			
VAT	1 2 19,00 V Num V Shor V Qual V Sing Price Price Blan	Versicherung Sicherheit		Print draft / s Long descrip 2 Unit Price total Objektinform Groups with Disclosure pr	2,50 % 5,00 %	Print R1     Woodwr     StB-No     Woh Tit     Build up     OnlyOff     Sub-Na	Print F - Text Ppi le- and Offersum Forum	Print, Picture	
VAT Pay, Term	1 2 19,00 V Num V Shor V Qua V Shor V Qua V Shor V Qua V Shor V Disclosed	Versicherung Sicherheit 96 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		Long descrip Unit Price total Objektinform Groups with Page feed	2,50 % 5,00 %	Print R1     Wordwr     StLB-Wc     Widh Tit     Build up     Only Off     Subsum     Print L	Print F - Text ap Ne and Offersum erform action Bomline	Print Picture	
VAT Pay, Term Pretext	1 2 19,00 V Num V Shor V Quat V Sing Price Fron Blan Discl	Versicherung Sicherheit 96 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		Long descrip Unit Price total Objektinform Groups with Page feed	2,50 % 5,00 %	Print R1     Wordwr     StiB-Ne     wich Tie     Bulid up     Onlyoff     Substim     Print L     Currency     Currency	Print F - Text ap Ne and Offersum erform action Bomline	Print Picture	
VAT Pay, Term Pretext	1 2 19,00 V Num V Shor V Quat V Sing Price Fron Blan Discl	Versicherung Sicherheit 96 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		Long descrip Unit Price total Objektinform Groups with Page feed	2,50 % 5,00 %	Print R1     Wordwr     StLB-Wc     Widh Tit     Build up     Only Off     Subsum     Print L	Print F - Text ap Ale and Offersum ersum ation Bomline	Drint Picture	

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.

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## **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.

Print			97A				_ 🗆 ×
Offer Order	Billing	Credit Note	Measurement	Calculation List	Final Calculation	Material extract	1
Print LV	Angebotsanf	orderung (Angebot)		•			
Title	Materialausz		1				
Date	23.03.2021						
From pos.	01		13				
To pos.	01.01.0020		(3)				
From costgrp.	1	Lohnkosten	(3)				
To costgrp.	1	Lohnkosten	0				
From tradegrp.			0				
To tradegrp.			0				
ОК	Cancel						

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

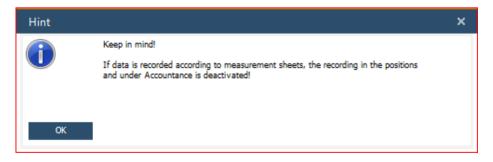
- You can activate the option for measurement sheets per object under Control parameters.
- This must also be activated under the OZ Scheme tab.

Object	Measurement	
Description (	column "subcontractor"	Nachunternehmer
Description (	column "costcenter"	Kostenstelle
Sescription (	column "component"	Bautell
Fransfer Me according to	asurement quantity offer quantity	
utomatical with the Me	y overwrite the offer quantity asurement quantity	
ctivate Me	asurementsheet	
Sathering M	easurement	Position
		Accountance

Basic Data	OZ Scheme	Calculation	R	emission, Addition, Deduction	Values	Addresses	Dates	Variables	Places
	Digits	Description	Tax			0	ptions		
Group 1	1	Los	<b>~</b>	Unsorted sequence					
Group 2	2	Titel	~	Step width	1	1			
Group 3	0				•				
Group 4	0			with Measurementsheet					
Group 5	0			Gathering Measurement	Position				
Position of Object	3				Accountar				
Index	1	2			U Accountai	lice			
				Type of measurement	freies Aufmaß	8	•		
Scheme	📫 1.22.PPPa								
Presentation	1.01.001a								

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.



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# 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.

w All ection Cas - Object 2020-0	•												
ction Cas - Object 2020-0	<u>S</u> tart	#	OZ	С	Short Description	Quantity	Quantity meas	Unit	Calc./Fix	96	Price	Total	
	ngebotsanforderung	1			Angebotsanforderung							1.7	95,50
Angebot		2	01	1	Bauarbeiten Baugebiet "In							1.7	95,50
Calcul Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Surcha Calcul Calcul Surcha Calcul Ca	New Duplicate object Actual Delete Cut Copy Insert New Enumeration Charge on selected pos. S	trg+Um	Strg+D Strg+O Strg+Y Strg+X Strg+C Strg+V Strg+0 schalttaste+Z	values	Angebotsanforderung 20.01.2020 1.795,50 eingelesen GAEB 90 DA83 Angeb	Quantity i	s fixed o offer		te is fixed ongs to invoice				
	Copy pos Si Copy Item list Save as partition S	trg+Um	schalttaste+C ischalttaste+L Strg+F										
	Progress		Strg+P Strg+Q										
	Control parameters Current calculation		Strg+Q Strg+K										
	Current reasurement Dates last edited Position with picture		Strg+M										
	Print preview		Strg+P										
	Outsource Special functions		,	fasst									
ок	Focus Explorer		Strg+1										
	Focus Grid		Strg+2										

With the right mouse button context menu, the object is transferred via progress to the billing stage.





# Handover/ Progress

Handover / Progres	5	_ 🗆 '
Progress from object	16-0020 - EFH, Böhmer GmbH	
Step	Angebot	
Status	Offer	
Catalogue	3 LV u.a. Verzeichnisse - 33 Positionen	
To step	Auftrag	Quantity is fixed
Status	Order	Price is fixed
Notice step		
Matchcode catalogue Reference catalogue	like Angebot	Quantity is fixed
Reference catalogue	Transfer from Angebot	Price is fixed
Notice catalogue		
	Cancel	

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.

open objects			Search												
All on Cas - Object 16-0020	• •								la la						4
tion Cas - Object 16-0020	Start	#	OZ		C	Short Description	Quantity	Quantity meas	Unit	Lohn	Material	Calc./Fix	96	Price	Total
Object: 16-0020 EFH,		1				Angebotsanfo									52.680,55
Angebot		2	1			Baustelleneinr									52.680,55
+= Angebotsanf						•	Project			1					
+ Beton	Duplicate	phiect			SI	rq+D	Object			1					
🕀 N Nachträge	Actual	Jeer				rg+O				1					
Calculation A	100 (27 (27 (20)))					States -	Object-	step	_						
	Delete				St	trg+Y	Catalog	of positions		117 A					
% Surcharges	Cut				St	trg+X	Tender								
主 🖬 Abschläge	Сору					rg+C	Title/Po	s. Strg-	-N						
Auftrag	Insert					trq+V	New Ite	m in Object		1					
H Nachträge								rcharge in object		1	Price it				
% Calculation A	New Enum					trg+0	New su	rcharge in objec	I.		Belong	ps to invoice			
Item	Charge on	selected pos. Strg+Umschalttaste+Z Strg+Umschalttaste+C					Spreads	heet							
% Surcharges	Copy pos						Deducti	ion							
Intern	Copy Item	list					Suppler	ment				10			
Faktura	Save as pa	tition	Str	g+Umsch	altta	ste+L				-					
Angebotsanf	Progress				S	trg+F									
Nachträge     Nachträge     Calculation A	Control pa	rameters			St	rg+Q									
	Current ca	lculation			St	trg+K									
% Surcharges	Current m	easuremer	t			rq+M									
Abschläge     Gutschrift	Dates					2									
- Cubernite	last edited														
	Position w														
		2010 M 2010 1 2010				x 1 x 1									
OK Cancel	Print previ	ew			St	trg+P									
2000	Outsource					-									
	Special fur	ctions													
	2. C. S.	840408480 				19									
	Focus Expl					trg+1									
	Focus Grid					trg+2									
	Focus Deta	il.			S	trg+3									

# 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



# 

Ourrent spreadsheet		
Current account	4 🗐	New
Current status		
Checked Status	fixed	•
Checked by		
Date	25.03.2021	

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.

	en object		Ð. #	Numbe	r Mato	choode			Checked	By	Date				
A			• 1	1	Abso	plag			not certified						
on Cas - C	Object 00	1003b - Start	-			-									
		1.01 Baustelleneinrichtung         /           1.01.001 Bausaun aus Baustał         1.01.002 Baumschutz 2 m hod           1.01.002 Baumschutz 2 m hod         1.01.003 Bauwasseranschluß ł           1.01.004 Bau-WC aufstellen, 1         1.01.004 Bau-WC aufstellen, 1							***						
	8-8	1.02 Erdarbeiten 1.02.001 Oberboden abtragen		Anticipant a		1						Offer	ſ		40,0000 Ifm
	-	1.02.002 Boden für Baugruben		Pos.		1.01.001						measu	red		103,7400 lim
		- 1.02.003 Fundamentaushub B - 1.02.004 Planum herstellen +/				Bauzaun aus Bausta	himatten anfi	ahren, vorhalten at	fahren			EP			40,60 Euro
		1.02.004 Planum herstellen +/										Total v	alue		85.411.84 Euro
		1.03 Betonarbeiten		# Da	be -	Catalogue Position	Variable	Formula	Line of measurem	ient		LC	Value	Unit	Bauteil
	😐 📑	1.04 Maurerarbeiten		1 23.	10.2017	1.01.001	ost		123			= (6	123,0000	lfm	🕘 einszwei
-	Ē	1.05 Nachträge		2 28.	10.2014		Ð		2			= (3	2,0000	cbm	8
	vierte			3 29.0	01.2019		Ð	0	170000			= (3	170.000,0000	m	8
B-0	test zweite		•	4 14.	11.2018	1.01.001	west	0	555			= @	555,0000	lfm	einszwei
				5 28.0	3.2012	1.01.004	Ð	0	1			= (3)	1,0000	Stck	Ξ
		ge ion Angebotsaufforderung		6											
	Angebo Nachträ	ge tsaufforderung ge jon Angebotsaufforderung ges ge													
G G		loschiag	. [	4											

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 <u>REB measurement, the measurement can be selected according</u> 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.





-		_											1
#	OZ	C	Short Description		Quantity	Quantity meas	Unit	Calc./Fix	€ P	rice	Total		
9	1.02.002	NP	Boden für Baugru	uben Bdkl.3	280,000	5,00	cbm 🤇	46,33	0,00	46,3	3 12.9	72,40	
10	1.02.003	NP	Fundamentaushu	b Bdkl. 3-5 l	8,000	30,00	cbm 🤅	34,10	0,00	34,1	0 2	72,80	
11	1.02.004	NP	Planum herstellen	+/-2cm	150,00	0,00	qm 🤅	1,30	0,00	1,3	0 1	95,00	
						*	*				2		
Ba	sic Data B	IOM lines	Calculation v	alues	Measurement								
Pos									Γ	Offer	í.	8.0	00 cbm
			idkl. 3-5 lösen, seitl. I	agern							d		00 cbm
	Plane sp	annen.								EP		34,	10 Euro
										Total val	ue 🗌	1.023,	00 Euro
	Date	Variable	Formula	Line of measur	ement			LC	Value	Ac	Bauteil	Orte *	
1	23.03.2021			"Bauteil eins"				T (6)		5			
	23.03.2021							= (1)	10.0	0 5		(1)	
			· · · · · · · · · · · · · · · · · · ·										
2 III III III									20.0				
S2	LUIUUU							2002	20/0				
-								6				9	
	10 11 Pos.	10 1.02.003 11 1.02.004 Basic Data B Pos. 1.02.004 Plane sp Plane sp 1 23.03.2021 2 23.03.2021 4 23.03.2021 4 23.03.2021	10         1.02.003         NF           11         1.02.004         NP           Basic Data         BOM lines         Pos           Pos         1.02.003         Fundametraubuho E           Plane spannen.         Pota         Variable           1         23.03.2021         2           2         23.03.2021         2           3         23.03.2021         4	I0         1.02.003         NP         Fundamentauchu           I1         1.02.004         NP         Planum henstellen           Baic Data         BMI lines         Calculation v           Pos.         1.02.003         Fundamentauchu           Pundamentauchu         BAki. 3:5 lösen, seki.           Plane spannen.         BAki. 3:5 lösen, seki.           I         2.303.2021         Image: Spannen.           2         23.03.2021         Image: Spannen.           4         2.303.2021         Image: Spannen.	ID         L02.003         NP         Fundamentauchub Bdkl. 3-5 I.u.           II         1.02.004         NP         Planum hentellen +/-2cm           Basic Data         80M lines         Calculation values           Pos.         1.02.003         Fundamentauchub Bdkl. 3-5 licsen, seid. lagem           Fundamentauchub Bdkl. 3-5 licsen, seid. lagem         Fundamentauchub Bdkl. 3-5 licsen, seid. lagem           #         Date         Variable         Formula         Line of measure           1         2.03.2021         © 10 ung         3         2.03.2021         © 10 ung           4         2.03.2021         © 20         2         2         2         2	ID         ID <thid< th="">         ID         ID         ID<!--</td--><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 I         8.000         30.00           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00           Basic Data         BMI Ines         Calculation values         Measurement           Pos.         1.02.003         Fundamentaushub Bdkl. 3-5 kisen, settil lagern         Plane spannen.           P Date         Variable         Formula         Line of measurement.           1         23.03.2021         Image: Spannen.         Image: Spannen.           2         23.03.2021         Image: Spannen.         Image: Spannen.           4         23.03.2021         Image: Spannen.         Image: Spannen.</td><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 i         8.000         30.00 cbm         30.00 cbm</td><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 I         8.000         30.00 cbm         34.10           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30           Besic Data         BOM Ines         Calculation values         Measurement           Pos.         1.02.003         Fundamentaushub Bdkl. 3-5 lösen, setti lagen         Plane spannen.           P Date         Variable         Formula         Line of measurement         LC           1         23.03.2021         0         10         = 0           3         23.03.2021         0         10         = 0           4         23.03.2021         0         20         = 0</td><td>10         1.02.003         NP         Fundamentauhub Bdkl. 3-51         8,000         30,00 cbm ①         34,10 0,00           11         1.02.004         NP         Planum hentellen +/-2cm         150,00         0.00 qm ②         1.30 0,00           Basic Data         60M lines         Calculation values         Measurement         0.00 qm ③         1.30 0,00           Pos.         1.02.003         Foundamentauhub Bdkl. 3-5 lissen, seld. lagern         Plane spannen.         0           #         Data         Variable         Formula         Line of measurement.         LC         Value           1         2.03.0201         ⑤         10         = ⑥         10,00           3         23.03.2021         ⑤         10         = ⑧         10,00           4         2.03.02021         ⑤         20         = ⑨         20,00</td><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 L.         8.000         30.00 cbm         34,10 0.00         34,11           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30 0.00         1.3           Basic Data         BOM ines         Calculation values         Measurement           Offer measure Plane spannen.           0         Date         Variable         Formula         Line of measurement         LC         Value         Ac           1         22.03.2021         0         0         =         0         1.0000 S         3         2.23.03.2021         % Bautell aveit         T         S         S           4         22.03.2021         % Bautell aveit         T         S         <t< td=""><td>I0         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34.10         0.00         34.10         2           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         0.00         1.30         3           Besic Data         BOM lines         Calculation values         Measurement         Offer         measured         P           Fundamentaushub Bdkl. 3-5 losen, settil lagern         Fundamentaushub Bdkl. 3-5 losen, settil lagern         Offer         measured         P           #         Date         Variable         Formula         Line of measurement         LC         Value         Ac         Buttel           1         23.03.2021         ® Bautel lens"         T         0         S         3           2         23.03.2021         ® Date         real value         T         S         5         4         23.03.2021         0         S         5</td><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34,10         0.00         34,10         272.80           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         1.30         1.50           Basic Data         BOM ines         Calculation values         Measurement         Image: Calculation values         Measurement         Offer         8.00         30.00 cbm         34.10         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00</td></t<></td></thid<>	10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 I         8.000         30.00           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00           Basic Data         BMI Ines         Calculation values         Measurement           Pos.         1.02.003         Fundamentaushub Bdkl. 3-5 kisen, settil lagern         Plane spannen.           P Date         Variable         Formula         Line of measurement.           1         23.03.2021         Image: Spannen.         Image: Spannen.           2         23.03.2021         Image: Spannen.         Image: Spannen.           4         23.03.2021         Image: Spannen.         Image: Spannen.	10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 i         8.000         30.00 cbm         30.00 cbm	10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 I         8.000         30.00 cbm         34.10           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30           Besic Data         BOM Ines         Calculation values         Measurement           Pos.         1.02.003         Fundamentaushub Bdkl. 3-5 lösen, setti lagen         Plane spannen.           P Date         Variable         Formula         Line of measurement         LC           1         23.03.2021         0         10         = 0           3         23.03.2021         0         10         = 0           4         23.03.2021         0         20         = 0	10         1.02.003         NP         Fundamentauhub Bdkl. 3-51         8,000         30,00 cbm ①         34,10 0,00           11         1.02.004         NP         Planum hentellen +/-2cm         150,00         0.00 qm ②         1.30 0,00           Basic Data         60M lines         Calculation values         Measurement         0.00 qm ③         1.30 0,00           Pos.         1.02.003         Foundamentauhub Bdkl. 3-5 lissen, seld. lagern         Plane spannen.         0           #         Data         Variable         Formula         Line of measurement.         LC         Value           1         2.03.0201         ⑤         10         = ⑥         10,00           3         23.03.2021         ⑤         10         = ⑧         10,00           4         2.03.02021         ⑤         20         = ⑨         20,00	10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 L.         8.000         30.00 cbm         34,10 0.00         34,11           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30 0.00         1.3           Basic Data         BOM ines         Calculation values         Measurement           Offer measure Plane spannen.           0         Date         Variable         Formula         Line of measurement         LC         Value         Ac           1         22.03.2021         0         0         =         0         1.0000 S         3         2.23.03.2021         % Bautell aveit         T         S         S           4         22.03.2021         % Bautell aveit         T         S <t< td=""><td>I0         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34.10         0.00         34.10         2           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         0.00         1.30         3           Besic Data         BOM lines         Calculation values         Measurement         Offer         measured         P           Fundamentaushub Bdkl. 3-5 losen, settil lagern         Fundamentaushub Bdkl. 3-5 losen, settil lagern         Offer         measured         P           #         Date         Variable         Formula         Line of measurement         LC         Value         Ac         Buttel           1         23.03.2021         ® Bautel lens"         T         0         S         3           2         23.03.2021         ® Date         real value         T         S         5         4         23.03.2021         0         S         5</td><td>10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34,10         0.00         34,10         272.80           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         1.30         1.50           Basic Data         BOM ines         Calculation values         Measurement         Image: Calculation values         Measurement         Offer         8.00         30.00 cbm         34.10         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00</td></t<>	I0         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34.10         0.00         34.10         2           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         0.00         1.30         3           Besic Data         BOM lines         Calculation values         Measurement         Offer         measured         P           Fundamentaushub Bdkl. 3-5 losen, settil lagern         Fundamentaushub Bdkl. 3-5 losen, settil lagern         Offer         measured         P           #         Date         Variable         Formula         Line of measurement         LC         Value         Ac         Buttel           1         23.03.2021         ® Bautel lens"         T         0         S         3           2         23.03.2021         ® Date         real value         T         S         5         4         23.03.2021         0         S         5	10         1.02.003         NP         Fundamentaushub Bdkl. 3-5 l         8.000         30.00 cbm         34,10         0.00         34,10         272.80           11         1.02.004         NP         Planum herstellen +/-2cm         150.00         0.00 qm         1.30         1.30         1.50           Basic Data         BOM ines         Calculation values         Measurement         Image: Calculation values         Measurement         Offer         8.00         30.00 cbm         34.10         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.30         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00         1.50         0.00

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.

5	Code	matchcode
÷	Code	matchcode
1	-	Subtrahieren
2	1	Text (in Fett)
3	+	Addieren
4	=	Value
5	G	Geschätzter Wert
6	н	Subsidiary Value
7	N	Summe Hilfswerte
В	S	Total
9	т	Text
10	z	Zwischensumme

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.

open ob	ojects		# Object step			Object status		Quantity is fixed	Price is fixed
All	t 2021-0008 -	<b>v</b>	1 Angebot			Offer			
- Object	1 2021-0008 -	Start	2 Auftrag			Order			<b>V</b>
ect: 2021	-0008 EFH, Böhmer GmbH		3 Intern			Order			
Angebot	DJ		4 Faktura			Settled			
	ebotsanforderung		5 Gutschrift			CreditNote		~	<b>V</b>
Einr	ichtung culation Angebotsanforderung							▼ ▲	
Iten			Object step						
% Sur			Matchcode		Faktura				
Auftrag			Status		Settled	•	Quantity is f	bied	Price is fixed
Intern Faktura			Sorting		40 nach Intern		(		
	New		•	Project	E .				
N	Duplicate object		Strg+D	Object					
N %	Actual		Strg+O	Object	-step				
%	Delete		Strg+Y	Catalo	g of positions				
Gut	Cut		Strg+X	Tender					
	Сору		Strg+C	Title/P	os. Strg+	N			
	Insert		Strg+V	New It	em in Object				
	New Enumeration		Strg+0	New s	urcharge in objec	t			
	Charge on selected pos. S	trg+Umscha	alttaste+Z	Spread	sheet				
	Copy pos S	trg+Umscha	alttaste+C	Accou	ntance				
	Copy Item list			Supple	ment				
	Save as partition	strg+Umsch	alttaste+L						
	Progress		Strg+F						
	Control parameters		Strg+Q						
	Current calculation		Strg+K						
	Current measurement		Strg+M						
	Dates		3.00						

In the context menu, the start for the new creation of a supplement is set.

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Number	1	
Requested by	Herr Mustermann	
Requested Date	23.03.2021	
Approved by		0
Approved Date		179 1
ок	Cancel	

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.

Constr. object									
Objects open objects	#	Number	Requested by		Date	Approved by			Date
Show         All           Selection Cas         - Object 2021-0008 -           Filter         Start	1	1	Herr Mustermann		23.03.2021				
Cobject: 2021-0008 EFH, Böhmer GmbH Angebot 						•			
- % Calculation Angebotsanforderung % Item % Surcharges Auftrag		upplement mber	1	]					
	*	OZ	c	Short Description	Quant	ity Unit	Price	Total	

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.

Basic Data	BC	OM lin	es	Calcu	lation values	Measurement															
oz			05	002		Short description	Adoptio	n (	) Item		• 1	n.								82	15
Code of pos.		NP	8	Normalposition	1	Arial		▼  10	•	B	I	U	A	1		畫		Ξ	4245	律	ŧ
Supplement		1	10	Ð			Absperrbar	al l													
Delivery date orde	r						Absperrbar	IU													
Quantity		<u> </u>		300,00	📫 m 📧																
Quantity measured	1	-		0,00																	
Code of STLB				)																	
Price item net				0,00																	
Price item calc				0,00		Description	)							-							
Surcharge Material				0,0000		Arial		<b>v</b> 10	•	в	I	U	A		E	畫	1	Ξ	E	tE .	ŧ.
Price item fixed				0,00				and the second	18	125.00	143	222.2			877508	0.0000	17.100 	5			1.1.1.1.1
Price addition %	€																				
Price standard				0,00																	
Price total				0,00																	
Position 1.05.002					0,00																
Titel 1.05 Nachtra	1000				1.944.639,50																
Los 1 Bauabschn	itt 1				2.143.829,24																
Angebot					2.143.829,24	<b>T</b>	1														

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.

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Objects	open objects		Number	Requested by		Date A	proved by		Dat
Show	All		1	Kunde		18.10.2017			
	is - Object 000003b -	2	2	Architekt		18.10.2017			
Filter	2	art	2	Architekt		18.10.2017			
	oject: 000003b EFH, Böhmer GmbH								
	Angebot								
6	Auftrag								
<b>E</b>	Aufmass								
÷	Angebotsaufforderung								
	vierte								
÷.	- test								
	zweite								
	N Nachträge						*	* ▲	
	N 1 Nachtrag		Supplement						
	N 2 Nachtrag								
	-% Calculation Angebotsaufforderung	N	umber	1					
			02	c C	Short Description	Quantity	Unit	Price	Total
		#							
+		#		5.002 NP	Absperrband	300,00	00 m	0,00	0,00
	Surcharges 		🤿 1.0			300,00		0,00	
ė 💼	Surcharges 	1	🤿 1.0		Absperrband				
		1	🤿 1.0		Absperrband				
	- Xurcharges Abschläge Faktura 	1	🤿 1.0		Absperrband				
	Surcharges Abschläge Fektura 	1	🤿 1.0		Absperrband				
	Surcharges       Abschläge       Faktura       Image botsaufforderung       Nachträge       Scalulation Angebotsaufforderung	1	🤿 1.0		Absperrband				

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

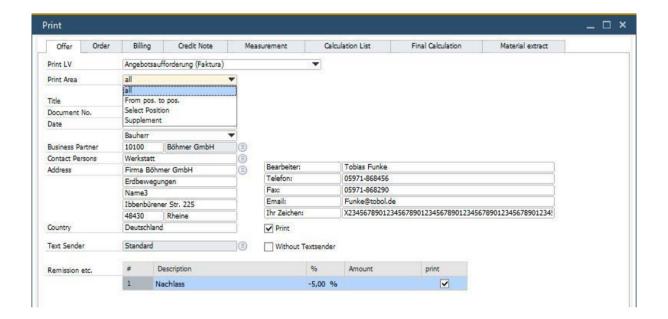
Subsequently added items that arise during the construction phase can be printed out separately when printing quotations and invoices.

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.



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**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

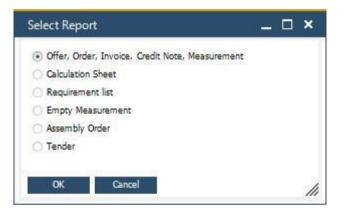
The composition of the desired printout first appears on the screen - can be printed from there

#### 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.

Print						_ 🗆 ×
Offer Order	Billing	Credit Note	Measurement	Calculation List	Final Calculation	Material extract
Print LV	Angebotsauf	forderung (Faktura)		•		
Print Area	Final Invoio	e '	<ul> <li>For location</li> </ul>	0	3	
Title	Final Invoice	2				
Invoice No	Deduction In	woice				
DocDate	Lump sum ir					
PostingDate	Supplement		~			
	Kunde				also Entrycode	
Business Partner	10100	Böhmer GmbH	8			

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**

Offer Order	Billing	Credit Not		Me	asurement	Cak	culation List	Final Calculation	Material extract
Print LV	Angebotsa	aufforderung (Fakt	ura)			-			
Print Area	Final Inv	oice			For location	2.3	0		
Title	Schlussre	chnung		i l					
Invoice No	1			î.					
DocDate	23.03.202	21		Î.					
PostingDate	23.03.202	21		~					
	Kunde			1					
Business Partner	10100	Böhmer GmbH							
Contact Persons	Werkstatt			e					
Address	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER	hmer GmbH		ia	Bearbeiter	1	Tobias Funke		
	Erdbewee			1	Telefon		05971-868789		
	Name3			8	Fax		05971-868987		
	1 Alter and a second second	ener Str. 225		1	Email		Funke@tobol.de		
	48430	Rheine			Ihr Zeichen:		MK-2019-01-XYZ		
Country	Deutschla			8	Print				
				10					
Postal Sender	Standard			6	Without T	fextsender			
	1	Nachlass				% -5,00 %	Amount	print	
	1	Nachlass							
VAT	1								
VAT Construction time	19,00 %								
	19,00 % Leistungso Print lo Short d Ukth m Offer q Disclos	atum test		Ac Lo Pri Bu Pa	int draft / short count number i ng description int account num ild up ge feed	-5,00 %		τ	Print Picture
Construction time	19,00 % Leistungso Print lo Short o Uich m Offer q Disclos	datum test datum test cation description reasurement juantity ure clause wages ure Raw Materials	/ Metak	Ac Lo Pri Bu Pa	count number i ng description int account num ild up ge feed	-5,00 %	Print RTF - Text Wordwrap StLB-No. Subsumation Disclosure pro E Currency	τ	Print Picture
Construction time Pretext	19,00 % Leistungsc Vinumbe Print lo Vich m Offer q Disclos	atum test er of object cation description reasurement juantity ure clause wages ure Raw Materials Bau	/ Metak	Ac Lo Pri Bu Pa	count number i ng description int account num ild up	-5,00 %	Print RTF - Text Wordwrap StLB-No. Subsumation Disclosure pro Currency US Dollar	t Position	
Construction time	19,00 % Leistungso Print lo Short c Disclos Disclos	datum test datum test cation description reasurement juantity ure clause wages ure Raw Materials	/ Metak	Ac Lo Pri Bu Pa	count number i ng description int account num ild up ge feed	-5,00 %	Print RTF - Text Wordwrap StLB-No. Subsumation Disclosure pro Currency US Dollar	t Position	

In the dialogue, the complementary data are entered after selecting "Final invoice".



# 

				_ 0
Descriptio	on		96	Betrag
Summe I	Netto			4.157,01
Mehrwer	rtsteuer		19,00 %	789,83
Summe P	Rechnung			4.946,84
Rechnun	igs-Summe			4.946,84
	Total : Terms	w page h Total invoice	⇒[	235,495,36 -230,548,52
4	On ne On ne On ne Total Total	w page h Total invoice	5konto ; 14 Tage 2	-230.548,52
4	V On ne V wit Total	w page h Total invoice 8 Tage 3,00 % 5	5konto ; 14 Tage 2	-230.548,52
Payment 4 Bank Acc	On ne Wit Total Terms	w page h Total invoice 8 Tage 3,00 % 5	5konto ; 14 Tage 2	-230.548,52

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 Mus		A STORE STREET	
	H	loch- und Tie		Han	
		Birkenall			
		48432 F	Rheine		
Firma Böhmer Gm	ъbН				
Erdbewegungen Name3					
Werkstatt Ibbenbürener Str.	225				
48430 Rheine	220				
Deutschland					
Objekt: 000003b			Schlussrec	hnung	Seite 1 von 5
EFH, Böhmer Gm Neubau eines Eir		10	EG-ID:	EG-ID Nr	
Komplett mit Kell		:5	StNr.:	Steuer ID Nr e bei Zahlung angebe	an I
Zufahrtstrasse Ibbenbürener Str	225		Kunden-Nr.:	10100	all is <u></u> -
48429 Rheine	. LLU		Beleg-Nr.: Datum	20200386 23.03.2021	
			Buchungsdatu	m: 23.03.2021	
			Bearbeiter Telefon Fax Email Ihr Zeichen:	Tobias Funke 05971-868789 05971-868987 Funke@tobol.de MK-2019-01-XYZ	
			Inr Zeichen:	WIK-2013-01-X12	
PosNr.	Menge	Einheit / Bezeichnung	Inr Zeichen:	EPreis	Gesamt€
PosNr. Los 1	M <mark>e</mark> nge	Einheit / Bezeichnung Bauabschnitt 1	Inr Zeichen:		Gesamt€
1	Menge		Inr Zeichen:		Gesamt €
Los 1	<b>Menge</b> 2.103,74	Bauabschnitt 1 Baustelleneinrichtung Ifm		EPreis 40,60	Gesamt € 85.411,84
Los 1 Titel 1.01		Bauabschnitt 1 Baustelleneinrichtung Ifm Bauzaun aus Baustahlma Beschilderung "Verbote"	tten anfahren, vo	EPreis 40,60 orhalten,abfahren	85.411,84
Los 1 Titel 1.01		Bauabschnitt 1 Baustelleneinrichtung Ifm Bauzaun aus Baustahlma	tten anfahren, vo	EPreis 40,60 orhalten,abfahren	85.411,84

After compilation, the programme shows the first page of the final invoice.

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# **Deductional invoice**

In contrast to the final invoice, the area to be invoiced is precisely delimited in the deductions

Offer Order	Billing	Credit Note	6	Meas	surement	Calo	ulation List	Final Calculation	Material extract	
Print LV	Annebote	saufforderung (Fakti	(ra)			-				
Print Area	the second se	tatement	<b>T</b>	1	For location		0 (3)			
Title		ngsanforderung			from Account	8	10			
Invoice No			-		to Account		50			
DocDate	23,03,20	21	-		From date	- B				
PostingDate	23,03,20		_		To date	1				
	Kunde	599				1				
Business Partner	10100	Böhmer GmbH		(1)						
Contact Persons	Werkstat			8						
Address		öhmer GmbH			Bearbeiter	1	Tobias Funke			
	Erdbewe				Telefon		05971-868789			
	Name3		_		Fax		05971-868987			
		rener Str. 225			Email		Funke@tobol.de			
	48430	Rheine			Ihr Zeichen:		MK-2019-01-XYZ			
Country	Deutschl		-		Print					
						on territoria				
Postal Sender	Standard	1		3	Without T	extsender				
-		-								
Remission etc.	#	Description Nachlass				96 -5,00 %	Amount	print		
Remission etc.	-	Nachlass								
	1	Nachlass								
VAT	1 19,00 ° Leistung: V Numb Short With Offer Disclo	Nachlass 16	/mat	Acco Long Print Build Page	t draft / short sunt number i g description t account num d up e feed	-5,00 %			Print Picture	
VAT	1 19,00 <sup>4</sup> Leistunge V Numb Short With Offer Disclo	Nachlass	/mat	Acco Long Print Build Page	ount number i g description t account num d up	-5,00 %	Print RTF - Text Wordwrap St.B-No. Subsumation		Print Picture	
VAT Construction time Pretext	1 19,00 <sup>4</sup> Leistunge V Numb Short With Offer Disclo	Nachlass	/mat ( / Metals	Acco Long Print Build Page	ount number i g description t account num d up	-5,00 %	Print RTF - Text  Wordwrap StLB-No. Subsumation Disclosure pro Print		Print Picture	
VAT Construction time Pretext	1 19,00 ° Leistung: ♥ Numb Print I ♥ Short ₩ith r Disclo Disclo	Nachlass	/mat ( / Metals	Acco Long Print Build Page	ount number i g description t account num d up e feed	-5,00 %	Print RTF - Text Wordwrap StLB-No. Subsumation Disclosure pro Pa G Currency G US Dollar			

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.

Offer Order	Billing	Credit Note	М	easurement	Calcu	lation List	Final Calculation	Material extract
Print LV	Angebotsau	fforderung (Faktura)			•			
Print Area	Blanket Inv		100	Final Invoice	Cond 1	✓ also Er	ntrvcode	
Title	P-Rechnung	1						
Invoice No		- etc	100	Anticipated Pay		2		
DocDate	23.03.2021		10	Flat Rate Invoi	ice			
PostingDate	23.03.2021		~					
	Kunde		•					
Business Partner	10100	Böhmer GmbH	10					
Contact Persons	Werkstatt		-iei					
Address	Firma Böhn	ner GmbH	10	Bearbeiter	1	Fobias Funke		
	Erdbewegu	ingen		Telefon	Î	)5971- <mark>8</mark> 68789		
	Name3	69		Fax	0	05971-868987		
	Ibbenbüren	er Str. 225		Email	F	Funke@tobol.de		
	48430	Rheine		Ihr Zeichen:	1	MK-2019-01-XYZ		
Country	Deutschland	d		Print				
Postal Sender	Standard		10	Without	Taxtsandar			
distant and a state	Standard			Vinnour	rextsender			
Blanket total		30.000,	00	Cost Group		2 Materia	lkosten	3
Remission etc.	# 0	Description						
		a series and a series of the s			96	Amount	print	
	-	lachlass			% -5,00 %	Amount	print	
VAT	-	achlass				Amount		
VAT Construction time	1 N	achlass ()				Amount		
	1 N 19,00 % Leistungsda V Number Short de With me Offer qu Disclosur	achlass tum test of object scription asurement		rint draft / short ccount number ong description rint account nur uild up lage feed	-5,00 %	Print RTF - Te         Vordwrap         StLB-No.         Subsumation         Disclosure pro	₽Ă	Print Picture
	1 N 19,00 % Leistungsda V Number Short de With me Offer qu Disclosur Disclosur	turn test     of object     scription     asurement     antity     e clause wages/mat		ccount number ong description rint account nur uild up	-5,00 %	Print RTF - Te VOrdwrap StLB-No. Subsumation	₽Ă	Print Picture
Construction time Pretext	1 N 19,00 % Leistungsda V Number Short de With me Offer qu Disclosur Disclosur	E turn test of object scription asurement antity wages/mat e clause wages/mat		ccount number ong description rint account nur uild up	-5,00 %	Print RTF - Te Vordwrap StLB-No. Subsumation Disclosure pro	₽Ă	Print Picture
Construction time	1 N 19,00 % Leistungsda V Number Vich me Offer qua Disclosur Disclosur	E turn test of object scription asurement antity wages/mat e clause wages/mat		ccount number ong description rrint account nur uild up lage feed	-5,00 %	Print RTF - Te Vordwrap StLB-No. Subsumation Disclosure pro C Currency US Dollar	₽Ă	

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

Varia	able	Tiefe	
Mato	chcode	Kellertiefe	
Valu	e	26,0000	
		14+12 Calculate	
	putation		1
#	Variable	Matchcode	Value
1	Breite	Hausbreite	5,2500
2	Hoehe	Geschoßhöhe	2,7500
3	Laenge	Seitenlänge	7,5000
4	Tiefe	Kellertiefe	26,0000

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.

bject-N		00003b	G	EFH, Böhmer Gmb	н			Com
nguiry-M		0100003						Сору
latchco		FH, Böhmer (						
escr	1							
ер	E	Silling	•	Closing Date		() per site	from factory	
etext			E				Comp. (Alastic Schwadel) * 11	
dtext	⇒[		0	)				
_			_		14			
R	ecording Item	Pric	e Compari	sion Takeove	er			
new	from LV	Clear						Filter
#	Item		Supplier	Object Quantity	Inquiry Quantity	Unit	Descr	-
1	000017	55 🛞		100	100	Stck	TechniSat Balkonständer 33/45, Dreibein	
2	000100	·2 🔅		0	0	Stck	Gira Profil-Halbzylinder mit 5 Stiftzu-	
3	000123			0	0	Stck	kurztext	
4	📫 002 Ger	räte 💿		28	28	Stck	Geräte Bagger etc	
5	📫 003 Ger	räte 🔅		36	36	Stck	003 Geräte Bagger etc.	
6	⇒1			589,30	589,30	Std	Mittellohn 1 mit VB	
7	-> 1001	۲		0,00	0,00	m	Steinzeugrohr *L* DN 125	
8	=> 1002		~	0,00	0,00	m	Steinzeugrohr *L* DN 150	
9	->115609	B (E)	~	0	0	Stck	OBO Bügelschelle 2056/M 52-58 mm Spann-	
10	119558	1 (3)		0	0	Stck	OBO Gegenwannen 2058 Gr. 52 / 58 mm	
11	-> 1350			11.772,00	11.772,00	E.	Mörtel II/IIa	
12	->1355			120,00	120,00	1	Mörtel II/IIa Sackware	
13	-> 1523	۲		25,000	25,000	cbm	Auffüllsand frei Bau	1
#	X Sup	plier ID	Sup	plier				
1		0100	Lud	wig Liefer KG Großha	ndel			
		0300		hard, Heinz Elektroin:				
2		0980		Klein Katalog				





# 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.

tore / Restore Store Re	istore			- 0
Output Folder	C:\X-DotNet\Temp	Auslagerung\		Select Object
Project	Object	Matchcode	Description	Х
_ Delete Object	s after Storing			

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

General	Posting Control	Printer settings	
ath			
Update Path		I:\Installation_2013\Bautec ONE\Tabstand\Bautec.vrs	0
Update Path	Reports	X:\Reports	10
Update Path	UDLs		
Outsourcing I	Path	C:\X-DotNet\Temp\Auslagerung	
Object Pictur	e Path	X:\Temp\Bilder	
Mobile Data	Path	hi	
Optitime Ten	np Path 🛋	X:\Temp\OptiTime	TIE





#### Backup / Restore

Output Folder	C:\X-DotNet\Temp\A	uslagerung\	elect Obje	ct
Project	Object	Matchcode	Description	х
002	2012-0014	EFH, Böhmer GmbH nur Abschlagsrec	EFH, Böhmer GmbHmit seperatem Auf	C
002	2012-0017	EFH, Böhmer GmbH MitAnzahlungenK	EFH, Böhmer GmbHmit seperatem Auf	
006	140164	Schoeller, Umbau Kraftwerk	Umbau KraftwerkMauer-, Erd- und B	
006	14-1204	Zimmermann Windm.	SanierungWindmühlenweg46446 Em	
007	021030	Solingen ESTW 1. Baustufe	ESTW Solingen, Bestellung 0016 / UC	
007	15-002	EFH Osterbrink EFH mit Garage	EFH mit Garage	
200	2017-0031	NBF245 CSL Behring - Marburg	IB-500Artikelpreise ändern	
200	2017-0040	Graf Austausch Abscheideranlagen	Austausch von AbscheideranlagenTru	
400	1592	KA Dülken, Flockungsfiltration, M-Tec	Flockungsfiltration KA DülkenLos 2:	
400	1630	KA Telgte, Sanierung Anlagenbestand	Sanierung Anlagenbestand KA Telgte	
400	19-0042	Cloppenburg, Münster Hammer Straß	12 Rohbauarbeiten	C

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.





Store Rest	tore			
nput Folder	C:\X-DotNet\Temp	Auslagerung	)@ Se	lect Object
Project	Object	Matchcode		х

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.

Store Restore	(L		
Input Folder C:	\X-DotNet\Temp\Auslag	erung\	Select Object
Project	Object	Matchcode	х
00040	2019-073a	Dickebohm- 2 MFH m. je 7 WE - Dörpen	
0120	20-1009	Glasfabrik Lamberts - Neubau Halle + Freiflächen	
0500 Objekte 2020	20-0020-1 für Auss	Alemannenstraße 31a Wittenberger Straße 33a	
111100	2019-111124	Nagel Variante II	
140	20-0021	Kalk Rohbau MFH Fährstraße 191 - Rohbau- Hr. Kocur	
200	2020-027	KīTa Lamberti, Rheine neu 27.03 AR versuch	
2019 Aufträge	2019-030	Pumpwerk Hahnenbach Gladbeck	
2019_Aufträge 2019	2019-059	Borken, Burloer Straße	
<ul> <li>Keep Objects/Project</li> </ul>	<del>1</del> 2	Overwrite Objects/Projects	writing

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

Oppus     Image: Constraint of the state of	bject-N		0								
seldon © Start									Differe	nce quantity in percent	0,0
											Start
and a second	PUSIC	Offered quantity	Measured quantity	10	Unit Price	Price total	Wage Hour	Wage Price	Diff. quantity	Diff, price	Diff. percent
		Contraction of the second									

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-todate 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

4		Show 1 to 221									
5	id	matchcode	Project	Real Estate	BP Id	BP Matchcode					
->											
2	id	matchcode	Project	Real Estate	BP Id	BP Matchcode	Value Calculation	Value Contract	Value Invoice	start_date	3
L	000001	EFH Müller, Brentanoweg * 5			32500	Müller, Franz	82.871,60		3.249,68	11.01.1999	- 3
2	000002	MFH, Lingener Damm 120			10000	Kurd Kunde	49.955,17		43.041,70	11.01.1999	
3	000003	EFH, Böhmer GmbH			10100	Böhmer GmbH	96.749,91		14.079.272,40	03.07.2015	
\$	000003a	EFH, Böhmer GmbH	007		10000	Kurd Kunde	94.958,74		0,00	03.07.2015	
5	000003b	EFH, Böhmer GmbH		Liegenschaft Bad B	10000	Kurd Kunde	2.143.829,24		152.958.968,04	20.10.2015	
6	000003ba	EFH, Böhmer GmbH			10000	Kurd Kunde	21.472.529,19		178.563,37	30.05.2018	
7	000003ЬЬ	EFH, Böhmer GmbH		Liegenschaft Bad B	10000	Kurd Kunde	2.080.405,92		2.433.415,96	06.05.2020	
3	000003c	EFH, Böhmer GmbH			10000	Kurd Kunde	95.187,52		2.768.354,56	15.05.2017	
9	000003d	EFH, Böhmer GmbH			10100	Böhmer GmbH	95.357,71		11.011,97	14.07.2017	
LO	000005	Straßenbauarbeiten Südallee			10100	Böhmer GmbH	54.779,46		108.873,44	11.01.1999	
1	000005a	Straßenbauarbeiten Südallee					36.519,64		0,00	20.10.2015	
12	000006	Standard LV			10200	Utterhoff GmbH Fa	0,00		320,59	06.01.2010	
13	000007	Hamerkamp 1.Ausschreibung					152.099,46		1.063.510,00	06.01.2010	
14	000008	Positionstypen					350,00		0,00	08.01.2015	
15	000008a	Test OZ umformatieren					33.710,00		0,00	13.02.2020	
16	002599	Wittbek Ortsentwässerung 3BA					0,00		0,00	01.12.2017	
17	003422	Güterverkehr (499 Positionen)	999				343.729,91		343.729,91	21.09.2015	
.8	021030	Solingen ESTW 1. Baustufe	007		2012		7.265.100,46		11.286.160,23	27.12.2010	
		15 05 5 11 0 3 (cor p 3)	~~~~				0.00				

After selecting the building mass comparison, the object to be evaluated is selected first.

See example





#### Selectioncriteria

oject-N	Vo.	000003b	EFH, Böhmer GmbH	н							
talogu	ue	Angebotsaufforderur	ng (Aufmass) 🛛 🔻						Differ	ance quantity in percen	t 0,0
	osition	1		18							Start
Positi	tion	1.05.010		0							Start
	Position	Offered quantity	Measured quantity	Part finished	Unit Price	Price total	Wage Hour	Wage Price	Diff. quantity	Diff. price	Diff, percent

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

Object	No.	000003b	EFH, Böhmer GmbH									
atalo	jue	Angebotsaufforderung	g (Aufmass)						Difference	quantity in percent	0,00	
rom I	osition	1	0									
o Pos	ition	1.05.010	6								Start	
ŧ	Position	Offered quantity	Measured quantity	Part finished	Unit Price	Price total	Wage Hour	Wage Price	Diff. quantity	Diff. price	Diff. percent	
	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	
ŧ	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	
5	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	
3	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

Seite:		)						sen-Gegenüberstellung	Baumass
Datum: 23.03.202								000003b EFH, Böhmer GmbH	Objekt:
7 8 9	6	5a	5	4	3	2	Î Î	1	
Differenz- Menge (Sp7xSp5) (Sp3+Sp4-Sp2) +/- +/- +/- +/- +/- Wertberichtigung (Sp7xSp5) EURO Prozent +/- +/-	Angebotswert / berechneter Wert EURO (	Lohnantei Stunden / EURO	EinhPreis gemäß Angebot EURO	Teilfertige Leistungen		Mengen gemäß LV des Angebots	Einheit	Position gemäß LV	
-8,0000 -851,28 -100,	851,28 / 0,00	1,50/ 82,20	106,41		0,0000	8,0000	qm	Vormauerung vor Installationen d= 11.5cm herstelle	1.04.004
-21,0000 -323,82 -100,	323,82 / 0,00	0,20/ 10,96	15,42		0,0000	21,0000	lfm	Fertigteilstürze als Zulage z. Mauerwerk einbauen,	1.04.005
-45,0000 -4.348,35 -100,	4.348,35 / 0,00	0,75/ 41,09	96,63		0,0000	45,0000	lfm	Rollokasten d=36.5cm liefern und einbauen	1.04.006
-15,0000 -290,10 -100,	290,10 / 0,00	0,25/ 13,70	19,34		0,0000	15,0000	Stck	Gurtwicklerkästen einbauen	1.04.007
-8,0000 -2.006,88 -100,	2.006,88 / 0,00	2,00/ 109,59	250,86		0,0000	8,0000	Stck	PVC-Lichtschacht 100/100/40cm liefern und versetze	1.04.008
-29,0000 -7.191,42 -100,	7.191,42 / 0,00	2,40/ 131,52	247,98		0,0000	29,0000	lfm	Schlitze in Mauerwerk nachträg lich	1.04.009
-15,0000 -861,75 -100,	861,75 / 0,00	0,85/ 46,57	57,45		0,0000	15,0000	Stck	Löcher nachträglich in Mauerwerk	1.04.010
-150,0000 -42,00 -100,	42,00 / 0,00	0,01/ 0,28	0,28		0,0000	150,0000	qm	Planum herstellen +/-2cm	1.04.011
-100,0000 -1.860.362,00 -100,	1.860.362,00 / 0,00	0,50/ 25,58	18.603,62		0,0000	100,0000	m	Absperrseil	1.05.001
-300,0000 0,00 -100,	0,00 / 0,00	\00,0 0,00	0,00		0,0000	300,0000	m	Absperrband	1.05.002
-500,0000 -56.185,00 -100,	56.185,00 / 0,00	0,45 / 29,80	112,37		0,0000	500,0000	m	Diverses	1.05.003
-250,0000 -28.092,50 -100,	28.092,50 / 0,00	0,45/ 29,80	112,37		0,0000	250,0000	m	Und der Rest	1.05.004
Summe: -1,744,952,94	2,143,829,24 /	Summe:							

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.

		s	522				
bject-N		000003b		EFH, Böhmer GmbH			
atalogu	Je	Angebotsaufforderung (Faktura)	•				
ate		23.03.2021					
preads	heet	0		Import Measurement		Show PDF	
count	No.	1					
6	Checked	Catalogue Position	Comment	/ Text	FN	Line of measurement	Value
					FA	Line of measurement	Value
				7 ( 1546 ) 7	PA	Line or measurement	value

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

	Select filters Select the filters you want to apply		
	Offer	•	
Current step		•	-
Project		-	04
Status		T	
Date	11.01.1999	23.03.2021	
Current	y selected object	is: 99	
Currenti			

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.

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Wizard			_ 🗆 ×
	Select filters Select the filters you want to apply	6	
Current step	Offer	<b></b>	
Business partner		▼[	•
Project			
Status	Nicht abgeschlossen	•	
Date Date	11.01.1999	23.03.2021	
Current	y selected ob	jects: 94	
Step 1 of 1		Cancel	< <u>B</u> ack Finish

The selection could look like this.

The user receives a list of the open offers over the specified time period

Vizar	d			
*	Id	Matchcode	Select	3
Ĺ	2010-0003_	test Stufen	$\checkmark$	000
2	2010-0003_a	test Stufen		
3	20-1009	Glasfabrik Lamberts - Neubau Halle + Freiflächen	$\checkmark$	
ŧ	20105	Schmitz, Brüner Str. 13b, Hamminkeln	$\checkmark$	
5	2011-0243	OZ Umformatieren		
6	2011-0248	Mwst		
7	2011-0249	Normale Rechnung 19%		
3	2011-0250	Normale Rechnung 0%	$\checkmark$	
9	2011-0251	Rechnung 19% mit Anzahlungen	$\checkmark$	
10	2011-0252	Rechnung 0% mit Anzahlungen		
11	2011-0253	Rechnung 19% mit Nachlässe auf Netto	$\checkmark$	
12	2011-0254	Rechnung 0% mit Nachlässe auf Netto	$\checkmark$	
13	2011-0255	Rechnung 19% mit Nachlässe auf Brutto		
	2011-0256	Pachauna 0% at Nachlässa auf Poutto		18

After the selection has been made, the programme compiles a list of the selected objects. Individual objects can be marked or removed.





	Objekt-A	uswertung		
Auswahl: Current step: Status: Nicht	Offer 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 <mark>U</mark> mformatieren		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
	Normale Rechnung 0%	10100 Böhmer GmbH	116,00	216,00
2011-0250		10100 Böhmer GmbH	116,00	196,00

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.

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# 3.7.2. Own address

Name 1	Novaline	
Name 2	Informationstechnologie GmbH	
Name 3		
Address 1	Ť	
Address 2		1
Address 3	Birkenallee 177	
Zip/City	48432 Rheine	
Country	Deutschland	
State	Nordrhein - Westfalen	•
Tel	+495971 868400	Ĩ
Fax	+495971 868211	
Web Site	www.novaline.de	
Email	info@novaline.de	
EG-ID Nr.	DE150110473	
Tax Nr	201/114/21345	

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

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# 3.7.3. EFB Form 221

EFB-For	mblatt 221				_ 🗆 ×
Bieter	Novaline Informationstechnologie GmbH , Birkenallee 177, 48432 Rheine			12	
Objekt	000003b EFH, Böhmer GmbH				
	EFH, Böhmer GmbH Neubau eines Einfamilienhauses Komplett mit Keller Zufahrtstrasse Ibbenbürener Str. 225 48429 Rheine				
Catalog	Angebotsaufforderung ( Aufmass )				
Leistung	EFH Böhmer				
Von Pos.	1.01.001 Bauzaun aus Baustahlmatten anfahren,				
Bis Pos.	1.05.010 Maschendrahtzaun h=1,00 m Pfosten-				
Subm. ID					
Date	23.03.2021				
Angaben ü	ber Verrechnungslohn	Zuschlag %	EUR/h		
	ellohn ML		16.98		
einschl. L	ohnzulagen u. Lohnerhöhung, wenn keine Lohngleitklausel vereinbart wird.				
	<b>12usatzkosten</b> ten, Soziallöhne und lohnbezogene Kosten, als Zuschlag auf ML	120,00	20.38		
	n <mark>nebenkosten</mark> gen, Fahrgelder, als Zuschlag auf ML	7,00	1.19		
	ulationlohn KL 1.1 bis 1.3)		38.54		
1.000	hlag auf Kalkulationslohn	47.21	18.19		
1.6 Verre	echnungslohn VL 1.4 und 1.5, VL im EFB-Preis 2 berücksichtigen)		56.73		
Remarks			陶 ※ 🏨 🕫	~ ⊶ II	
					Â
	Manueller Textbereich				
	Allgemeine Erklärungen zur Prei	sfindung			
	Der Hinweis zur Rundung steht b	ereits im De	eckblattende		
0	K Cancel				×

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

				(Preisermi	ttlung bei Zusc	22 hlagskalkulator
Biete	r			Vergabenu	mmer	Datum
Nova	aline Informationstechnologie GmbH ,	Birkenallee 177	, 48432 Rheine	18 - 2005 -	2	23.03.2021
EFH, Neut Kom Zufa Leist	naßnahme Böhmer GmbH Jau eines Einfamilienhauses plett mit Keller hrtstrasse ung Böhmer					
Anga 1.	ben zur Kalkulation mit vorb Angaben über den Verrechnungsk		uschlägen		Zuschlag	€/h
1.1	Mittellohn ML einschl. Lohnzulagen u. Lohnerhöhu	ung, wenn keine L	.ohngleitklausel	vereinbart wird.	N	16,9
1.2	Lohnzusatzkosten Sozialkosten, Soziallöhne und lohnt	bezogene Kosten,	als Zuschlag au	f ML	120,00	20,38
1.3	Lohnnebenkosten Auslösungen, Fahrgelder, als Zusch	lag auf ML			7,00	1,19
1.4	Kalkulationslohn KL (Summe 1.1 bis 1.3)			2 P.P.		38,54
1.5	Zuschlag auf Kalkulationslohn (aus Zeile 2.4, Spalte 1)				47,21	18,1
1.6	Verrechnungslohn VL (Summe 1.4 und 1.5, VL im Formbla	t 223 berücksich	ntigen)	AL.		56,73
2.	Zuschläge auf die Einzelkosten de	r Teilleistungen	= unmittelbare	Herstellkosten		
			Zu	uschläge in % auf	8	
		Lohn	Stoffkosten	Gerätekosten	Sonstige kosten	Nachunter- nehmerleist.
2.1	<b>Baustellengemeinkosten</b>	0,0 <mark>0</mark>	0,00	0,00	0,00	0,0
2.2	Allgemeine Geschäftskosten	3,00	3,00	3,00	3,00	3,0
2.3	Wagnis und Gewinn	$\geq$	$>\!$	$>\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$	$\times$	$>\!$
2.3.1	Gewinn	40,18	40,18	40,18	40,18	40,1
2.3.2	betriebsbezogenes Wagnis 1)	4,00	4,00	4,00	4,00	4,0
2.3.2	leistungsbezogenes Wagnis <sup>2)</sup>	0,00	0,00	0,00	0,00	0,00
2.4	Gesamtzuschläge	47,18	47.18	47.18	47.18	47,1

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

FB-Form	platt 223		_ 🗆 ×
Bieter	Novaline Informat	ionstechnologie GmbH , Birkenallee 177, 48432 Rheine	
Objekt	000003b	(=) EFH, Böhmer GmbH	
	EFH, Böhmer Gml Neubau eines Einfa Komplett mit Kelle Zufahrtstrasse Ibbenbürener Str. 48429 Rheine	amilienhauses r	
Catalogue	Angebotsaufforderu	ung ( Faktura )	•
Leistung	Neubau EFH Böhn	ner	
Subm. ID	18 - 2005 - 16		
Date	23.03.2021		
Range	Selection		
Von Pos.	1.01.001	(E) Bauzaun aus Baustahlmatten anfahren,	
Bis Pos.	1.07.003	Bauwasseranschluß herstellen, vorhalten und	
ОК	Cancel		

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

# (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		

#### Aufgliederung der Einheitspreise

oz	Kurzbezeichnung d. Teilleistung 1	Menge <sup>1</sup>	Men- gen- einheit <sup>1</sup>	Zeltansatz <sup>2</sup>	Telikosten einschl. Zuschläge in € (ohne Umsatzsteuer) je Mengeneinheit						
des LV					Löhne <sup>2, 3</sup>	Stoffe <sup>2</sup>	Geräte <sup>2,4</sup>	Sonetiges <sup>2</sup>	Angebotener Einheltspreis (Sp. 6+7+8+9)		
1	2	3	4	5	6	7	8	9	10		
1.01.001	Bauzaun aus Baustahimatten anfahren,	40.00	Ifm	0.00	0.00	38.01	2.59	0.00	40.60		
1.01.002	Baumschutz 2 m hoch,bis D=60cm	8.00	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 abtragien, 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 Bokl.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, selti. Ia	8.00	com	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		

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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.

Submission								_ 🗆 ;
Object-No.		Descr.						
Number		Descr.						
Submission	Tenderer	Recording price	Price Comparision	1				
Catalogue								
From Position			0					
To Position								
Collection Step	12							
Submission date Gross Value								
Find	Cancel	Archive	Scanning	Attach				

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.

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# Submission - Object selection

The first process for further recording is the selection of the object for which the submission data is to be recorded.

ler -	id	matchcode	Project	Real Estate	BP Id	BP Matchcode					_
5	N.	matchooe	Pioject	Redi Estate	DP IU	DP Matchtode					
				d.							
	id	matchcode	Project	Real Estate	BP Id	BP Matchcode	Value Calculation	Value Contract	Value Invoice	start_date	
L	000001	EFH Müller, Brentanoweg * 5			32500	Müller, Franz	82.871,60		3.249,68	11.01.1999	
	000002	MFH, Lingener Damm 120			10000	Kurd Kunde	49.955,17		43.041,70	11.01.1999	
	000003	EFH, Böhmer GmbH			10100	Böhmer GmbH	96.749,91		14.079.272,40	03.07.2015	
	000003a	EFH, Böhmer GmbH	007		10000	Kurd Kunde	94.958,74		0,00	03.07.2015	
	000003b	EFH, Böhmer GmbH		Liegenschaft Bad B	10000	Kurd Kunde	2.143.829,24		152.958.968,04	20.10.2015	
	000003ba	EFH, Böhmer GmbH			10000	Kurd Kunde	21.472.529,19		178.563,37	30.05.2018	
	00000366	EFH, Böhmer GmbH		Liegenschaft Bad B	10000	Kurd Kunde	2.080.405,92		2.433.415,96	06.05.2020	
3	000003c	EFH, Böhmer GmbH			10000	Kurd Kunde	95.187,52		2.768.354,56	15.05.2017	
	000003d	EFH, Böhmer GmbH			10100	Böhmer GmbH	95.357,71		11.011,97	14.07.2017	
0	000005	Straßenbauarbeiten Südallee			10100	Böhmer GmbH	54.779,46		108.873,44	11.01.1999	
1	000005a	Straßenbauarbeiten Südallee					36.519,64		0,00	20.10.2015	
2	000006	Standard LV			10200	Utterhoff GmbH Fa	0,00		320,59	06.01.2010	
3	000007	Hamerkamp 1.Ausschreibung					151.930,00		1.063.510,00	06.01.2010	
.4	000008	Positionstypen					350,00		0,00	08.01.2015	
5	000008a	Test OZ umformatieren					33.710,00		0,00	13.02.2020	
.6	002599	Wittbek Ortsentwässerung 3BA					0,00		0,00	01.12.2017	
7	003422	Güterverkehr (499 Positionen)	999				343.729,91		343.729,91	21.09.2015	
•	011010	Calance CCDM + Daugh A.	007		2012		7 365 100 46		11 300 100 33	37 13 3010	

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

				_ □
ct-No.	000007	Hamerkamp 1.A.	chraikupo	
	1	Descr.	test	
	-			
Submission	Tenderer	Recording price	Price Comparision	
atalogue	Leistungsv	erzeichnisübergabe (Ang	ot) 🔻	
rom Position	01.06.001		(8)	
Position	01.06.019	0	8	
lection Step	Position			
bmission date	06.01.201	2		
ross Value	~			

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

	000007	Hamerkamp 1.	Ausschreibung					
nber	1	Descr.	test			]		
Submission	Tenderer	Recording price	Price Compar					
Submission	Tengerer	Recording price	Price Company	Insidin				
Address Ma	chcode	Address	1	Address 2	Address 3	Street	Zip	City
70100 Lud				Großhandel		Unter den Linden 12	48431	Rheine
70200 Alb	chten KG Baubeda	rf Albacht	en KG	Baubedarf		In der Bleiche 44	48432	Rheine
				Nev Del				
T								
Address No	70100	r VG Großbandel	®					
	Ludwig Liefe	er KG Großhandel er KG	©					
Matchcode		ar KG	©					
Address No Matchcode Address 1 Address 2 Address 3	Ludwig Liefe Ludwig Liefe Großhandel	er KG	©					
Address No Matchcode Address 1 Address 2	Ludwig Liefe Ludwig Liefe Großhandel Unter den L	er KG						

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

Final Price 10,00	
	-
	-
	Euro-
	Tool of
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
10,00	
	-
	10,00 10,00 10,00 10,00 10,00 10,00 10,00

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:

ect-No.	000007	Hamerkamn 1.A	Descr.     test	
mber	1	0007               Hamerkamp 1.Ausschreibung             E Descr. test         Tenderer     Recording price       Bhandel         Matchcode     Final Price		
Submission	Tenderer	Recording price	Price Comparision	
udwig Liefer K	G Großhandel			
Oz Number	Matchcode			Final Price
	Total value			45.600,4
			test	

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:

ject-No		000007	-	Hamerkamp 1.A	and a large						
mber				namerkamp 1.A	sschleibung						
mper		1	]@	Descr.	test						
Su	bmission	Tenderer	F	Recording price	Price Comp	arision					
Collectio	on Step	Total	value		•	Difference to	Own price				
#	Oz		Matchco	de				Rank	Final Price	Diff. price	Diff. in %
1			Ludwig	Liefer KG Großhan	del			1	45.600,00	-106.330,00	-69,99
2			Average	price					98,765,00	-53.165,00	-34,99
3			Own pri	ce				2	151.930,00		

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:

ject-No	n	000007		Hamerkamp 1.	Ausschreibung							
umber		1	8	Descr.	test							
SL	Ibmission	Tenderer	Re	cording price	Price Comp	parision						
		-					Contraction		1000			
Collecti	on Step	Posit			•	Difference to	Own price		•			-
#	Oz		Matchcod					Rank	Final Price	Diff. price	Diff. in %	*
1	▽ 01.	01.0010			r die Vollsperrun	ıg						102.31
2			Conservation - Conservation	iefer KG Großha				1	10,00	-160,46	-94,13	
3				n KG Baubedarf				2	11,00	-159,46	-93,55	
4			Average						63,82	-106,64	-62,56	
5			Own pric					3	170,46			
6	▽ 01.	01.0020			artfaserplatte ca.							
7			Own pric					1	2,00			
8			Average						14,67	12,67	633,50	
9				iefer KG Großha				2	20,00	18,00	900,00	
10				n KG Baubedarf				3	22,00	20,00	1.000,00	
11	♥ 01.	02.0010			l = 0,11 - 0,30 n	n,						
12			Own pric					1	15,00			
13			Average						26,00	11,00	73,33	
14			10100000. <b></b>	iefer KG Großha				2	30,00	15,00	100,00	
15			Albachter	n 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		23.03.202	1 10:47:35
sa				Seite:1
34				Jeile . I
Objekt: 00000	7 Hamerkamp 1.Ausschreibung			
LfdNr.: 1 tes	t			
LV-Stufe: Positio	on Differenz zu: Own price			
Oz-Nummer	Bieter/Bezeichnung	Endpreis	Diff. in €	Diff. in %
01.01.0010	Verkehrsumleitung für die Vollsperrung			2
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		and an
01.01.0020	Bauschild aus einer Hartfaserplatte ca.			
1	Own price	2,00	1	
	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 =			
	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
	Own price	1.200,00	Å.	

Printout of the submission by position.

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### Print submission

BautecONE	Submision		23.03.202	1 10:48:20 Seite : 1
Objekt: 000007 Hamerkamp 1.Ausschreibu LfdNr.: 1 test LV-Stufe: Total value Differenz zu: Ov Oz-Nummer Bieter/Bezeichnung		Endpreis	Diff. in €	Diff. in %
1 Ludwig Liefer KG Großhandel 2 Albachten KG Baubedarf Average price 3 Own price		550,00 606,00 51.085,15 152.099,46	-151.549,46 -151.493,46 -101.014,31	-99,64 -99,6( -66,4:

Printout of the submission with total values.





4. Journal

## 4.1. Journal

### Journal/ overview

lection Case	Opened Docs	-8	#	Journal No.		Matchcod	e	Responsible	Start Date		1	Date	Document No.	
ew	All	•	1	1		EFH Mülk	ər	Richter, Antje	06.01.2010	1	12	06.01.2010	1	
er		Start	2	2		test	C).	Meier, Karl	03.08.2010	2		11.11.2010		
	1@000003, EFH Mülle	8r	3	2011-025		jkkghk		Düllhorst, Peter	23.11.2011				17:	
	2@000005, test		4	2019-001		test		Dumbroy ( cici	15.10.2019					
	2011-025@000003b, j	kkghk	5	3		Nummer	deni		10.02.2020					
	2019-001, test		-	3		regimmer			10.02.2020					
Journal	Journal 3, Nummer drei													
			-			1		W 141	********					
				ieneral Entry	6									
			Journa			1						S	tart Date	06.01.2010
				Description		EFH Müller	infamilienhause							
			Descri	iption		Neubau eines E Fam, Müller	intamilienhause					1	Information	
						Rheine, Brentar	noweg 5						Total Sum	32.11
													Checked .	28
													Open Sum	31.83
				natic Pricing										
			Termi											
			Object			000003	and the second sec	mer GmbH				0		
			Respo Cost C			2	Richter, A	ntje						
			Cost C				_							
					-	1	Allgem, Zi	uschlagstabelle						
				100										

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

arr         Control 1, 2000003, EFH Mular         Control 1, 2000         Control	election Case	Opened Docs 💌 🤅		\$	Journal	No.	Matchcode		Responsible	5 4	- #	Date	Document No.			
2     2     test     Meer, Karl     01       2     2     test     Meer, Karl     01       3     20110-05, beck     jiklyhk     Dillinord, Read     11       3     2013-00.0     test     12       4     2019-00.0     test     12       4     2019-00.0     test     12       5     3     Control 31 Nummer drei     12       6     6     6     6       8     6     1     2000 Std       6     1     1000 Std     1000       7     M     20000 Std     Std       7     M     20000 Std     Meeralike       7     M     20000 Std     Meeralike       7     M     20000 Std     Meeralike       8     1     12000 Std     Meeralike       9     0011     1000 Std     Std       6     1     2000 Std     Meeralike       10     10000 Std     10000 Std     10000	few .			1	1		EFH Müller		Richter, Antje	OE	1	06.01.20	10 1			
	iter		. 8	2	2		test		Meler, Karl	03	2	11.11.20	10 2			
				3	2011-02	5	jkkghk		Düllhorst, Peter	23						
Bandl 2015 001, teet         Bandle Teet         10*           Bandle Teet         Bandle Teet         December No.         1         December No.         December No.           Bandle Teet         Bandle Teet         Bandle Teet         December No.         1         December No.         December No.           F Tag         Barn         Quarkty         Unit         Description         Cert Group         Factor         Pice         BP         Teal         C         R A           A assA         E         2         E         2         1,0000         Std         Karrahov.         1,0000         10.32         20.46         Image: Cert Group         Std         A           S         Barn         Quarkty         Unit         Description         Cert Group         Factor         Pice         BP         Teal         Cert A         A           Z         E         2         2         1,0000         Std         Bargort **ATLS**.         Gerateloce.         1,0000         10.32         20.46         Image: Std         <			3	4	2019-00	1	test			15	1					
Bound 3. Nummer del         Image: Stand 1. Nummer del           General Error         Documentio. I         Image: Stand 2. Nummer del           General Error         Documentio. I         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del           Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del         Image: Stand 2. Nummer del <thi< td=""><td>H- Star Journa</td><td>al 2011-025@000003b. jkkgh</td><td>۲ I</td><td>5</td><td>3</td><td></td><td>Nummer drei</td><td></td><td></td><td>10 1</td><td>- 4</td><td></td><td></td><td></td><td></td><td></td></thi<>	H- Star Journa	al 2011-025@000003b. jkkgh	۲ I	5	3		Nummer drei			10 1	- 4					
General         Entry           Date         (66.01.2010)         DecumentNo.         1         12           Baskoch 1         Belog 1         Baskoch 1         Belog 1         Baskoch 1           Belog 1         Baskoch 1         Belog 1         Baskoch 1         Belog 1           AssaA         Image: State 1           Image: State 1         Image				4						•	1					
Diste         06.01.2020         Document-No.         1         Image: Control of the state of the sta	T - Sa South	a sy reaminer area	E	(c)						*						
Baubuch 1 Bolige, 1 Baubuch 1 Ba				Ger	neral	Entry										
Baubuch 1 Bolige, 1 Baubuch 1 Ba				Date		06.01.20	10	Dece	mant No. 1							
Ø6.51.0100 bases         Ø					ach 1	00102120		0000	menerios (*							
Assă         Y         Tag         Bam         Quartery         Unit         Description         Cert Group         Factor         Pica         III         IIII         IIIII         IIIIIII         IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				06.01	.2010											
#         Tag         Item         Quartery         Unit         Description         Cost Group         Factor         Pice         Ø         BP         Total         G         R         A           8         E         28         2.0000         Side         Kompressor.m. Nam.         Geräfelson         1.0000         10.32         200.64         C           2         E         21         1.2000         Side         Marrialkon         1.0000         10.32         200.64         C           3         E         2015         3.0000         Side         TransportMeton B1         Mathrialkon         1.0000         79.18         227.54         C           4         E         2053         3.0000         cbm         Sindimichung Q1         Mathrialkon         1.0000         79.18         227.54         C            6         M         2.0000         Sindimichung Q1         Mathrialkon         1.0000         70.00         120.00         *         120.00         *         120.00         C         460.00         C          460.00         C         *         460.00         C         *         460.00         C         *         460.00 <td></td>																
#         Tag         Item         Quartery         Unit         Description         Cost Group         Factor         Pice         Ø         BP         Total         G         R         A           8         E         28         2.0000         Side         Kompressor.m. Nam.         Geräfelson         1.0000         10.32         200.64         C           2         E         21         1.2000         Side         Marrialkon         1.0000         10.32         200.64         C           3         E         2015         3.0000         Side         TransportMeton B1         Mathrialkon         1.0000         79.18         227.54         C           4         E         2053         3.0000         cbm         Sindimichung Q1         Mathrialkon         1.0000         79.18         227.54         C            6         M         2.0000         Sindimichung Q1         Mathrialkon         1.0000         70.00         120.00         *         120.00         *         120.00         C         460.00         C          460.00         C         *         460.00         C         *         460.00         C         *         460.00 <td></td> <td>-</td> <td>~ ~</td> <td></td>														-	~ ~	
Image: Second State         2,0000         State         Kompressor m. Ha         Gerätekon         1,0000         10,32         20,64         ✓           2         E         21         1,0000         State         Bagger **ATLAS*         Gerätekon         1,0000         30,99         27,14         ✓           3         E         2015         3,0000         chm         Tangorer         7,000         7,918         227,54         ✓           4         E         2053         3,0000         chm         Standfinschung QH         Matrialku         1,0000         75,03         28,569         ✓         ✓           5         M         10,0000         chm         Standfinischung QH         Matrialku         1,0000         15,03         120,00         ✓           6         M         20,0000         chm         manuell         Matrialku         1,0000         120,00         ✓           7         M         20,0000         manuell         Matrialku         1,0000         34,60          1,0000         ✓           8         E         1         21,200         Stat         Matrialku         1,0000         46,600         ✓         ✓     <																
2         E         21         1.2000         Sidd         Bagger **ATLAS*         Gwratekon         1.0000         30.99         37.15         ✓           3         E         2015         3.0000 cbm         Transportbaton BL         Matrialk         1.0000         79.18         227.94         ✓           4         E         2015         3.0000 cbm         Transportbaton BL         Matrialk         1.0000         79.18         227.94         ✓           5         M         10000 cbm         manuell         Matrialk         1.0000         12.00         *         120.00         ✓           6         M         2.0000 cbm         manuell         Matrialk         1.0000         23.00         *         460.00         ✓           7         M         30.0000 cbm         manuell         Matrialk         1.0000         34.00         *         10.000         ✓         460.00         ✓           8         E         1         123.200 Sid         Matrialk         1.0000         45.00         55.55.00         ✓           9         E         1011         100.000 Sid         Lohnkoater         1.0000         1.000         99.60         ✓         <				#	Tag	Item	Quantity	Unit	Description	Cost Group	Factor	Price (	p BP	Total	GRA	5
3         E         2015         3.0000 cbm         Transportbeton 81         Materialk         1.0000         79.18         227.54         Image: Comparison of the compari				1	E	28	2,0000	Std	Kompressor m. Ha	Gerätekos	1,0000	10,32				
4         E         2533         3,0000 cbm         Sandmachung 0/4         Materialku         1,0000         95,03         256,09         ✓           5         M         10,000 cbm         manuali         Materialku         1,0000         120,00         ✓           6         M         20,000 35d         manuali         Materialku         1,0000         120,00         ✓           7         M         20,000 35d         manuali         Materialku         1,0000         1,0000         1,0000         ✓           8         E         1         120,00 35d         Miterialku         1,000         45,00         ✓           9         E         101         100,00 15m         Miterialku         1,000         1,00         5,555,00         ✓           19         E         0112         100,00 15m         Miterialku         1,000         1,00         45,000         ✓         1,000         45,000         ✓         1,000         1,000         1,000         1,000         1,000         1,000         1,000         45,000         ✓         ✓         ✓         ✓         ✓         ✓         ✓         ✓         ✓         ✓         ✓         ✓					E	21	1,2000	Std	Bagger **ATLAS*	Gerätekos	1,0000	30,99				
5         M         10,000 cbm         manuell         Materialk         10,000         12,000         I				3	E	2015	3,0000	cbm	Transportbeton B1	Materialk	1,0000	79,18		237,54		
6         M         22,0000         Skd         manuell         Maturialku.         1,0000         23,00         *         460,00         ♥           7         M         30,0000 m         manuell         Maturialku.         1,0000         34,00         ±         1,000,00         ♥           8         E         1         21,300         Sdd         Maturialku.         1,0000         46,00         €         5,35,60         ♥           9         E         1001         100,00 m         Starszegroft * 1 <sup>m</sup> /m.         Maturialku.         1,000         4,600         €         5,35,60         ♥           10         E         0011         100,00 fmd         Starszegroft * 1 <sup>m</sup> /m.         Maturialku.         1,000         4,600         €         5,35,60         ♥				4	E	2053	3,0000	cbm	Sandmischung 0/4	Materialk	1,0000	95,03		285,09	~ ~	
7         M         30,0000 m         manuel         Materialk         1,0000         34,00°         1,020,00         ✓           6         E         1         123,00 Sid         Mitteliohn 1 mit VB         Lohknotter         1,0000         45,00         5535,50         ✓           9         E         1001         100,00 m         Steinzegrohr *1. <sup>3</sup> Materialk         1,000         1,00         996,40         ✓           10         E         00110         100,00 Sid         Lohn BautzEnrich         Lohnkotter         1,000         45,000         ✓			4	5	м		10,000	cbm	manuell	Materialk	1,0000	12,00 *		120,00		
6         E         1         123.00         Skd         Materialism         1.0000         45.00         5.535.00         ✓           9         E         1001         100.00         Im         Starszugrofn * 1 <sup>4</sup> , Materialism         1.000         45.00         5.035.00         ✓           10         E         00110         100.00         Starszugrofn * 1 <sup>4</sup> , Materialism         1.000         45.00         45.00         ✓         i				6	м		20,0000	Std	manuel	Materialk	1,0000	23,00 *		460,00		
9         E         1001         100.00 m         Stainasugrohr *L™.         Materials         1,000         1,00         99,60         ✓           10         E         001110         100.00 Std         Lohn Bautt.Einrich         Lohnkosten         1,000         450.00         ✓         i				7	м		30,0000	m	manuel	Materialk	1,0000	34,00 *		1.020,00		
10 E 001110 100.00 Std Lohn Baut-Einrich Lohnkosten 1.0000 45.00 4.500.00 🗌 🗹 i				8	E	1	123,00	Std	Mittellohn 1 mit VB	Lohnkosten	1,0000	45,00		5.535,00		
				9	E	1001	100,00	m	Steinzeugrohr *L*	Materialk	1,0000	1,00		99,60		
11 M 123.00 m test Lohnkosten 1.0000 12.00 * 1.475.00				10	E	001110	100,00	Std	Lohn Baust.Einrich	Lohnkosten	1,0000	45,00		4.500,00	🗆 🗹 i	
				11	м		123,00	m	test	Lohnkosten	1,0000	12,00 *		1.476,00		
12 M 0101 100,000 cbm test Materialk 1,0000 25,00 * 2,500,00				12	м	0101	100,000	cbm	test	Materialk	1,0000	25,00 *		2.500,00		
									New 🕨	Doc	ument					
									Insert +	Iten	n					
									Delete +	Text						
Insert > Item								-	New January	-		_				
Insert   Item Delete  Text					EG	-	(E)	•			1,0000					
Insert → Item Delete → Text New Journal 1.0000 ①									Delete Journal							
	<							-	Copy Journal	1		Tota	Sum	16.291,06		
E 3 a O O O O O O O O O O O O O O O O O O			111					-	Journal Settings	-						

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

election Case	Opened Docs 💌 🔳	# Admin V	lork No.	Matchcode		Responsible		Start Date	17	Date	Document No.	
ow	Al	1 2011-00		fdfs 005		Düllhorst, Peter		23.11.2011	1	31.07.2017	1	
er	Start	2 2011-00		test 006		Richter, Antje		06.12.2011		Construction of the local sectors of the local sect		
	Work 2011-005@000002, fdfs 005	3 2011-00		test 008		Richter, Antie		06.12.2011				
	Work 2011-006@000007, test 006	4 2012-00		test 2012				20.01.2012	- 1			
	Work 2011-008@000003, test 008					Richter, Antje			- 1			
	Work 2012-001@000003, test 2012	5 2012-00		Test Sortieru				13.02.2012	- 1			
	Work 2012-002, Test Sortierung	6 2016-00	1	Graf Austau				20.09.2016				
	Work 2016-001@14067, Graf Austausch	7 2016-00	1	Familie Mülle	er -			07.11.2016				
Admin	Work 2016-004, Familie Müller	8 2017-00	L	ZUGFeRD		Richter, Antje		31.07.2017				
L		9 2020-00	1	test				01.04.2020				
	Work 2017-001, ZUGFeRD	1		Diversity.								
Admin	Work 2020-001, test	General	Entry	Additional	Prepayment	1						
						1						
		Admin Work No.		2017-001	Star	t Date 31.07.2017		Customer	-> 1020	D		
		Objectmatchcod		ZUGFeRD				Contact Persons				
		Objectdescription	1	Test für Archiv	ierung mit ZUGFe	RD		Appellation	Firma			v
		1						Name		hoff GmbH		
								Name 2	Fahra	teugtechnik		
								Name 3				
								Street / PO Box	Sand	kampstr. 34 - 36		
		4						ZIP/ City	4843	2 Rheine		
								Tel 1				
								Mobile Phone				
								Fax				
								Email	nrwn	nike@gmail.com		
				<u></u>			-	Country	Deuts	schl.		•
		Automatic Pricin Terminated	9									
		Object No.					3	Information				
		Responsible		2	Richter, Antje		1	Total Sum			92,935,3	30
		Cost Centre					6	Cleared Sum			92,935.3	30
		Cost Unit					0	Open Sum			0.0	30
		Header Text	4				0	Checked			0,0	30
		Footer Text	4	32	Baustellenein	ichtung Strom	0					_
		Header info 1		Bearbeiter				Header info 5				
		Header info 2		Telefon				Header info 6				
		Header info 3		Fax			_	Header info 7				
		Header info 4		Email				Header info 8				
				25								
Update	Cancel Archive	Scanning	Attach									

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

election Case	Opened Docs	<b>V</b> B	#	Admin W	lork No.	Matchcode		Responsible	Start Dat	e l	* #	Date		Document No.			_
wow	All	•	1	2011-005		fdfs 005		Düllhorst, Peter	23.11.20	u	1	31.07	2017	1			
ter			2	2011-006		test 006		Richter, Antie	06.12.20	11							
	n Work 2011-005@000002, fo		3	2011-008		test 008		Richter, Antje	06.12.20	11	# <b>1</b>						
	Admin Work 2011-006@000007, test 006 Admin Work 2011-008@00003, test 008 Admin Work 2012-001@00003, test 2012 Admin Work 2012-001@14067, Graf Austau Admin Work 2016-001@14067, Graf Austau Admin Work 2016-004, Familie Müller		4	2012-001		test 2012		Richter, Antje	20.01.20	12							
	Admin Work 2011-008@000003, test 008 Admin Work 2012-001@000003, test 2012 Admin Work 2012-002, Test Sortierung Admin Work 2012-002, Test Sortierung Admin Work 2016-004, Familie Müller		5	2012-002		Test Sortierung			13.02.20	12							
ALD			6	2016-001		Graf Austausch			20.09.2016		4						
			7	2016-004	,	Familie Müller			07.11.20	16	-						
			4							Þ							
1.83	Admin Work 2017-001, ZUGFeRD							₩	A								_
			Gen	eral	Entry	Additional Pre	payment										
Admir	n Work 2020-001, test							1.9258/77									
			Date		31.0	07.2017	Docu	ment-No. 1									
	Admin Work 2020-001, test																
		•															
		8													~	-	
		1												-	-		
				1223522	Item	Quantity	122					1.55	23			R	1
			#	Tag	item	Quantity	Unit	Description	Cost Group	Factor	Price	@ B	P	Total	G		
			# 1	E	1001	Quantity 100,00		Description Steinzeugrohr *L*		Factor 1,0000	Price 2,5		P	Total 257,30		~	
			10120				m		Materialk			,	P			>	
			1	E	1001	100,00	m	Steinzeugrohr *L*	Materialk Materialk	1,0000	2,5	7	P	257,30		-	
			1 2	E	1001 1002	100,00 100,00 100,00	m	Steinzeugrohr *L* Steinzeugrohr *L*	Materialk Materialk	1,0000 1,0000	2,5 19,9	, 8 5	P	257,30 1.998,00		•	
			1 2 3	E	1001 1002 1003	100,00 100,00 100,00 100,00	m m m	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L*	Materialk Materialk Materialk	1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8	7	P	257,30 1.998,00 47.786,00		> >	
			1 2 3 4	E E L	1001 1002 1003	100,00 100,00 100,00 100,00	m m Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile	Materialk Materialk Materialk Deponiek	1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7	7	P	257,30 1.996,00 47.786,00 3.537,00		> > >	
			1 2 3 4 5	E E L M	1001 1002 1003	100,00 100,00 100,00 100 100	m m Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile	Materialk Materialk Materialk Deponiek	1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7	7 8 5 9 2	P	257,30 1.998,00 47.786,00 3.537,00 37.872,00		$\mathbf{X}$	
			1 2 3 4 5 6	E E L M	1001 1002 1003 1	100,00 100,00 100,00 100 100 100	m m Stck Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile Langtexteiner reine	Materialk Materialk Materialk Deponiek	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5: 19,94 477,84 353,74 378,75	2 5 5 2	P	257,30 1.998,00 47.786,00 3.537,00 37.872,00 0,00		$\mathbf{X}$	
		1111 <b>4</b>	1 2 3 4 5 6 7	E E L M T E	1001 1002 1003 1 0815	100,00 100,00 100,00 100 100 100	m m Stck Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	2 5 5 2	P	257,30 1.998,00 47.786,00 3.537,00 37.872,00 0,00 1.485,00		$\mathbf{X}$	
			1 2 3 4 5 6 7	E E L M T E	1001 1002 1003 1 0815	100,00 100,00 100,00 100 100 100	m m Stck Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	2 5 5 2	P	257,30 1.998,00 47.786,00 3.537,00 37.872,00 0,00 1.485,00		$\mathbf{X}$	
			1 2 3 4 5 6 7	E E L M T E	1001 1002 1003 1 0815	100,00 100,00 100,00 100 100 100	m m Stck Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	2 5 5 2	P	257,30 1.998,00 47.786,00 3.537,00 37.872,00 0,00 1.485,00		$\mathbf{X}$	
		1111- <b>4</b>	1 2 3 4 5 6 7	E E L M T E E	1001 1002 1003 1 0815 0815	100,00 100,00 100,00 100 100 100 100	m m Stck Stck Stck	Steinzeugrohn *L* Steinzeugrohn *L* Steinzeugrohn *L* Manuelle Artikebele Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	2 5 5 2	P	257,30 1.996,00 47,796,00 3.537,00 37,872,00 0,00 1.485,00 0,00		XXXXXXX	
		,	1 2 3 4 5 6 7	E E L M T E	1001 1002 1003 1 0815 0815	100,00 100,00 100,00 100 100 100 100	m m Stck Stck Stck	Steinzeugrohr *L* Steinzeugrohr *L* Steinzeugrohr *L* Test mit allen Zeile Manuelle Artikelzeile Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	7 8 5 9 2	P	257,30 1.996,00 47,796,00 3.537,00 37,872,00 0,00 1.485,00 0,00		XXXXXXX	
			1 2 3 4 5 6 7	E E L M T E E	1001 1002 1003 1 0815 0815	100,00 100,00 100,00 100 100 100 100	m m Stck Stck Stck	Steinzeugrohn *L* Steinzeugrohn *L* Steinzeugrohn *L* Manuelle Artikebele Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5 19,9 477,8 353,7 378,7 148,5	7 8 5 9 2	P	257,30 1.996,00 47,796,00 3.537,00 37,872,00 0,00 1.485,00 0,00		XXXXXXX	
		,	1 2 3 4 5 6 7	E E L M T E E	1001 1002 1003 1 0815 0815	100,00 100,00 100,00 100 100 100 100	m m Stck Stck Stck	Steinzeugrohn *L* Steinzeugrohn *L* Steinzeugrohn *L* Manuelle Artikebele Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5: 19,94 477,84 353,74 378,7: 148,56 225,56		P	257,30 1,998,00 47,786,00 3,537,00 0,00 1,485,00 0,00 0,00		XXXXXXX	
			1 2 3 4 5 6 7	E E L M T E E	1001 1002 1003 1 0815 0815	100,00 100,00 100,00 100 100 100 100	m m Stck Stck Stck	Steinzeugrohn *L* Steinzeugrohn *L* Steinzeugrohn *L* Manuelle Artikebele Langtexteiner reine test	Materialk Materialk Materialk Deponiek Materialk	1,0000 1,0000 1,0000 1,0000 1,0000 1,0000 1,0000	2,5: 19,94 477,84 353,74 378,7: 148,56 225,56	7 8 5 9 2	P	257,30 1.996,00 47,796,00 3.537,00 37,872,00 0,00 1.485,00 0,00		XXXXXXX	

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

	Opened Docs 💌		Admin Work No.	Matchcode	Responsible	Start Date	#	Date	Document No.	
n	All	1	2011-005	fdfs 005	Düllhorst, Peter	23.11.2011	1	24.11.2011	1	
r	Start	2	2011-006	test 006	Richter, Antje	06.12.2011	2	24.11.2011	2	
	Work 2011-005@000002, fdfs 005	3	2011-008	test 008	Richter, Antie	06.12.2011				
	Work 2011-006@000007, test 006	4	2012-001	test 2012	Richter, Antje	20.01.2012				
	Work 2011-008@000003, test 008	5	2012-002	Test Sortierung		13.02.2012				
	Work 2012-001 0000003, test 2012	6	2016-001	Graf Austausch		20.09.2016				
	Work 2016-001@14067, Graf Austausch	7	2016-004	Familie Müller		07.11.2016				
	Work 2016-004, Familie Müller	8	2017-001	ZUGFeRD	Richter, Antie	31.07.2017				
1.283		9	2020-001	test	increase of the second	01.04.2020	4			
Admin	Work 2017-001, ZUGFeRD	-	2020-001	UESL		01.04.2020				
		-	General Entry	Additional Prepaym				Total Sum		Open Sum
		Net	sum					2.034.9		C C
		Add	/ disc.		96			2.034,9	0	
			/ disc. ht cost		%			2.034,9		C
		Freig Rebi	ht cost ste					2.034,9 2.034,9	0	0 0 0
		Freig Rebi	ht cost		96			2.034,9	0	0 0 0 0
		Freig Rebi Voud VAT	ht cost ate her net sum		%			2.034,9 2.034,9 2.034,9 386,6	0	( ( (
		Freig Rebi Voud VAT	ht cost ste		96			2.034,9 2.034,9 2.034,9	0	( ( (
		Freig Rebi Vout VAT Vout	ht cost ste her net sum her gross sum		96 96 19,00 % (E)	onto: 30 Tage Netto		2.034,9 2.034,9 2.034,9 386,6	0	0 0 0 0
		Freig Rebi Vout VAT Vout	ht cost ate her net sum	¢5	96			2.034,9 2.034,9 2.034,9 386,6	0	0 0 0
		Freig Rebi Vout VAT Vout	ht cost ste her net sum her gross sum		96 96 19,00 % 3 5 10 Tage 2% 5kt			2.034,9 2.034,9 2.034,9 386,6	0	0 0 0 0
		Freig Rebi Vouc VAT Vouc Payr	ht cost ste her net sum her gross sum	ao	96 96 19.00 96 © 10 Tage 2% 5kd ording to VOB with regard to we			2.034,9 2.034,9 2.034,9 386,6	0	0 0 0 0
		Freig Rebi Vouc VAT Vouc Payr	iht cost ite her net sum her gross sum nent Terms	ao	96 19,00 % (3 3) 10 Tage 2% Sk ording to VOB with regard to w			2.034,9 2.034,9 2.034,9 386,6	0	0 0 0 0

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

Sant         1         2011:005         6f6 005         Dullhords, Peter         23.11.201         1         24.11.2011         1           A dmin Work 2011:005@000002, fdfs 005         4         2011:005         fdfs 005         Richter, Antje         60.12.2011         2         2         2.11.2011         1         24.11.2011         1         2         2.11.2011         1         2         2.11.2011         1         2         2.11.2011         1         2         2         2.11.2011         1         2         2.11.2011         1         2         2.11.2011         1         2         2         2.11.2011         1         2         2         2.11.2011         1         2 <t< th=""><th>ction Case</th><th>Opened Docs</th><th>* 🗊 #</th><th>Ac</th><th>min Work No.</th><th>Matchcode</th><th></th><th>Responsible</th><th>Start Date</th><th>#</th><th>Date</th><th>Document No.</th><th></th></t<>	ction Case	Opened Docs	* 🗊 #	Ac	min Work No.	Matchcode		Responsible	Start Date	#	Date	Document No.	
Admin Work 2011-005@000002, fdfs 005       2       2011-006       test 006       Richter, Antje       06.12.2011       2         Admin Work 2011-005@000007, test 006       Admin Work 2012-002, test 006       Richter, Antje       06.12.2011       2       2       24.11.2011       2         Admin Work 2012-002, test 006       Admin Work 2012-002, test 006       Test Sortherung       13.00.2012       5       2012-002       Test Sortherung       13.00.2012       5       2016-001       Graf Austausch       20.09.2016       2016-001       Graf Austausch       20.09.2016       5       2017-001       2UGFaRD       Richter, Antje       31.07.2017       9       2020-001       test       01.04.2020       9       2020-001       test       01.04.2020       01.04.202		All	<b>v</b> 1	20	1-005	fdfs 005		Düllhorst, Peter	23.11.2011	1	24.11.2011	1	
Admin Work 2011-006@000007, test 006       3       2011-006       test 008       Richter, Antje       06-12-2011         Admin Work 2012-002, Test Sortierung       3       2012-001       test 2012       Richter, Antje       20.01.2012         Admin Work 2012-002, Test Sortierung       6       2016-001       Graf Austausch       20.09.2015         Admin Work 2016-001, Famile Müller       7       2016-001       Graf Austausch       20.09.2016         Admin Work 2017-001, ZUIGFeRD       Admin Work 2017-001, ZUIGFeRD       8       2017-001       ZUGFeRD       Richter, Antje       31.02.2020         Admin Work 2012-001, test       6       2016-001       Graf Austausch       20.09.2016       9       2020-001       test       01.04.2020         Admin Work 2017-001, ZUIGFeRD       Admin Work 2020-001, test       9       2020-001       test       01.04.2020       01.04.2020         Image: State Stat			Start 2	20	11-006	test 006		Richter, Antje	06.12.2011	2	24.11.2011	2	
4       2012-001       test 2012       Richter, Antje       20.01.2012         A Admin Work 2012-00189000003, test 2012       5       2012-002       Test Sortierung       13.02.2012         A Admin Work 2012-0018000003, test 2012       6       20.6-001       Graf Austausch       20.09.2016         A Admin Work 2012-001, Test Sortierung       13.02.2012       5       2012-002       Test Sortierung       13.02.2012         A Admin Work 2016-004, Famile Müller       01.04.2020       7       2016-004       Famile Müller       01.04.2020         A Admin Work 2017-001, ZUGFeRD       Admin Work 2020-001, test       9       2020-001       test       01.04.2020         Admin Work 2020-001, test       Imolice Date       Invoice No       Net       VAT       Gross			3	20	11-008	test 008		Richter, Antje	06.12.2011				
A dmini Work 2012-0019000003. test 2012     5     2012-002     Test Sortierung     13.02.2012       A dmini Work 2012-002, Test Sortierung     6     2016-001     Graf Austausch     20.09.2016       A dmini Work 2012-001, Crief Austausch     7     2016-004     Familie Muller     07.11.2016       A dmini Work 2012-001, test     9     2020-001     ZUGFeRD     Richter, Antje     31.07.2017       9     2020-001     test     01.04.2020       4			4	20	12-001	test 2012		Richter, Antje	20.01.2012				
Admin Work 2012-002, Test Sortierung       6       2016-001       Graf Austausch       2009-2016         Admin Work 2016-001, Pamile Müller       07-11.2016       07-2016-004       Pamile Müller       07-11.2016         Admin Work 2016-001, ZUGFeRD       2010-001       ZUGFeRD       Richter, Antje       31.07-2016         Admin Work 2012-001, test       01.042.020       01.042.020       01.042.020         Imolia Control			5	20	12-002	Test Sortierung			13.02.2012				
Admin Work 2016-004, Familie Müller         Admin Work 2017-001, ZUGF-RD         Admin Work 2020-001, test         B       2017-001         ZUGF-RD         Reference         General         Entry         Additional         Prepayment         #         Invoice No         Net         VAT			6	20	16-001	Graf Austausch			20.09.2016				
Admin Work 2017-001, ZUGFeRD Admin Work 2020-001, test General Entry Additional Prepayment Prepayment Prepayment			7	20	16-004	Familie Müller			07.11.2016				
Admin Work 2012-001, ZuGFeRD	Admin	Work 2016-004, Familie Müller	8	20	17-001	ZUGFeRD		Richter, Antje	31.07.2017				
Admin Work 2020-001, test			9	20	10-001	test			01.04.2020	1			
General Entry Additional Prepayment           #         Invoice No         Net         VAT         Gross	Admin	Work 2020-001, test											
General Entry Additional Prepayment # Invoice Date Invoice No Net VAT Gross													
General         Entry         Additional         Prepayment           #         Invoice Date         Invoice No         Net         VAT         Gross			1						×				
# Invoice Date Invoice No Net VAT Gross				-				*	***** &				_
				Genera	Entry	Additional	Prepayment				12		
			1.1	1	Invoice Date	Invoice No	Net	VAT	Gr	555			
						649731		987,00			1.174,53		
2 03.03.2013 857496 159,00 19,00 189,21				2	3.03.2013	857496		159,00	19,00		189,21		
									New Row				
Delete Kow									New Row Delete Row				
Delete kow New Admin Work Copy Admin Work Delete admin work									Delete Row New Admin Wor Copy Admin Wo	rk			

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.

dmin	Work No.		Scanning		
#	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

Create New	O Print Exist	
Business Partner	1	8
Invoice No.	1	
Invoice date	23.03.2021	
Posting date	23.03.2021	
Print Description		
Print Textsender		
Textsender	Standard	18

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.

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6. Business partners

## 6.1. Business partners master data

de	10320	Qustome	er 💌	<b>a</b>			
ame	Stadt Osr	nabrück, Bauamt					
oreign Name							
roup 🛱	Grosskund	den	•				
	sonstige		•				
strict 📫			*				
urrency	Euro						
les Staff 🛛 🗖	2						
ederal Tax ID	1						
ax Nr							
		y					20
General Contact Pe	arsons	Addresses	General/Acc	ounting	Details/ R	emarks	
Tel 1	0541-890	06-0	1	Contact I	Person	H. F	Ruthenschröer
Tel 2							
Mobile Phone						In	ner das Baudezernat informieren
Fax	0541-890	06-4		Remarks	8	100	nel uas baudezernat mormieren
Email	📑 mai@mu	ustermann.de					
Web Site	www.nc	ovaline.de					
Leitweg ID			].				
	None		•				

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

Iness	partner related paramete					
	Business partner group	Branch - Branchen (de.)	BP Info	Bp range	District	
•	Id	Description				
L	1	Endverbraucher				
2	2	Handelskunde				
	3	Tiefbauer				
ł	4	Hoch- und Tiefbau				
5	5	Wiederverkäufer				
5	6	Konstruktion				
7	7	Einzelhändler				
8	8	Einzelhandel				

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

id	Matchcode	Person in charge	Dial	Fax	Email	Sender		Service User
1	Düllhorst, Peter	Düllhorts	05971-868123	05971-868321	Duelhorst@novalin	Standard	*	
2	Richter, Antje	Richter	05971-868456	05971-868654	Richter@novaline.de	Standard	*	
3	Meier, Karl	Meier	05971-868789	05971-868987	Meier@novaline.de	Standard	*	
4	Tobias Funke	Tobias Funke	05971-868789	05971-868987	Funke@tobol.de	Standard	*	

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

Ope	1050 H	ror															
	Sector	BP	Description	Document-No.	DocDate	Postingdate	Due-Date	Payment	Net	VAT %	VAT	Total AD	Gross	Taxcode	Costcentre	Costunit	Description
	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 Objek
	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 Objek
	OBJEKTRECHNUNG	10200	Utterhoff GmbH Fa		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 Objek
	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 Objek
	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-
	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

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.





		20200377						
Business partner		10200 - Utterhoff G	mbH Fahrzeug	technik				
Netto		1,457,75 €	Postingdate		17.02.2021			
- Rebate		0.00 €	Revenue ac	count	8400			
+ Add / disc.		0.00 €	Taxcode		A2			
+ Freight		0.00 €	Costcentre					
= Net sum		1,457.75 €	Costunit Subaccount		2021-0008			
+ 19.00 % Vat + Total AD		276.97 €	Subaccount		2021-0000			
+ Total AD = Gross		0.00 €						
- 01035		1,151,12						
		and the second se	nue account	Rebate	Account rebate	Ad	Account disagio	F
Costgroup	Net	Reve	nue account					
Costgroup Lohnkosten	Net 1.262,80		nue account	0,00	8401	0,00	8401	0,
Lohnkosten			nue account	0,00	8401 8402	0,00	8401 8402	0,
	1.262,80	8401		1.11.1.1		1.00		-

# 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

Suchwort Utterhoff GmbH Fahrzeugtednik	Nettowert	Mwst %	Mwst	sonst, Z/A	Bruttowert	Beschreibung				
Utterhoff GmbH Fahrzeugtednik	1.457,75	19.00	0000000							
		10,00	276,97		1.734,72	Anzahlungsa	inform	derung O	bjekt: 2	.021-0008
Netto / Konto	Fracht		Rabatt	Zu-/Abs	schlag	Bauwesenve	rsiche	erung		
1.457,75 / 8400						0,00	1	8100	1	AO
OBJEKTRECHNUNG :	1.457,75		276,97	0,00	1.734,72					
GESAMTSUMME :	1.457,75		276,97	0,00	1.734,72					
	1.457,75 / 8400 OBJEKTRECHNUNG :	1.457,75 / 8400 OBJEKTRECHNUNG : 1.457,75	1.457,75 / 8400 OBJEKTRECHNUNG : 1.457,75	1.457,75 / 8400 OBJEKTRECHNUNG : 1.457,75 276,97	1.457,75 / 8400 OBJEKTRECHNUNG : 1.457,75 276,97 0,00	1.457,75 / 8400 OBJEKTRECHNUNG : 1.457,75 276,97 0,00 1.734,72	1.457,75/ 8400         0,00           OBJEKTRECHNUNG :         1.457,75         276,97         0,00         1.734,72           GESAMTSUMME :         1.457,75         276,97         0,00         1.734,72	1.457,75 / 8400         0,00 /           OBJEKTRECHNUNG :         1.457,75         276,97         0,00         1.734,72           GESAMTSUMME :         1.457,75         276,97         0,00         1.734,72	1.457,75 / 8400         0,00 / 8100           OBJEKTRECHNUNG :         1.457,75         276,97         0,00         1.734,72           GESAMTSUMME :         1.457,75         276,97         0,00         1.734,72	1.457,75 / 8400         0,00 / 8100 /           OBJEKTREGHNUNG :         1.457,75         276,97         0,00         1.734,72

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

	Select Do			ients i	to print.	
Document Type	Object			•		
Document Kind	Offer			•		
Doc Code from to	20101278	1	20158292			
Doc Date from to	10.11.2020		05.02.2021			
Customer from to		0		6		
Object from to	1	08	[	0	D	

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





		Check Docur n this step you can d	ments heck the documents to print	<b>k</b> 3			
Print	Document No.	Date	Gross Value	Objekt-Nr	Objekt-Suchwort	BP	Matchcode
~	20158291	07.12.2020	94.166,27	000003b	EFH, Böhmer GmbH	10000	Kurd Kunde
~	20158292	05.02.2021	159.908,76	000003b	EFH, Böhmer GmbH	10000	Kurd Kunde

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.

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### 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.

Basic Data	OZ Scheme	Calculation	Re	mission, Addition, Deduction	Values	Addresses	Dates	Variables	Places
	Digits	Description	Tax			0	ptions		
Group 1	2	Titel		Unsorted sequence					
Group 2	0			Step width		1			
Group 3	0								
Group 4	0			with Measurementsheet					
Group 5	0			Gathering Measurement	Position				
Position of Object	4				Account				
Index	2								
				Type of measurement	REB measu		•		
Scheme 4	11.PPPPaa	3	18 1	From REB Sheet	No specifica				
Presentation	01.0001ab			To REB Sheet	free measu REB measu		-		
				REB index spacing	IKED measu	rement	-		
		-					-		-1
Basic Data	OZ Scheme	Calculation	Re	mission, Addition, Deduction	Values	Addresses	Dates	Variables	Places
	Digits	Description	Tax			0	ptions		
Group 1	2			Unsorted sequence					

	Digits	Description	Tax			Optic
Group 1	2	Titel		Unsorted sequence		
Group 2	0			Step width		1
Group 3	0					
Group 4	0			with Measurementsheet		
Group 5	0			Gathering Measurement	Position	
Position of Object	4				Accountan	22
Index	2				() Accountant	Ue .
				Type of measurement	REB measure	ment
Scheme E	> 11.PPPP	aa	0	From REB Sheet	0001	
Presentation	01.0001a	ab		To REB Sheet	9999	
				REB index spacing	10	

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

Basic	Data		BOM lines	Calcu	lation valu	Jes		Measurement							
Pos.		01.00							Ē	Offer	ſ		0.0	00	m
		Positi	ion 01.0001							measured			625,0		
									12 (2)	EP	1		9,	00	Euro
									Sheet Nr.	Total value			5.625,	00	Euro
#	٧	С	Comment / Text	v	Factor	FN		Line of measurement	Value	Z-sum	Sh	Z	I Account N	D.	*
1						91	(3)	3*50 =	150,000	0,000	0001	A	0 1		
2						91	(	230+245 =	475,000	0,000	0001	в	0 1		
3						91					0001	C	0 1		

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.

Constr. o	bject											- 🗆
bjects	open objects	•		Search								
how	All	•										
election ( Iter	Cas - Object 2014-0004 -	Start		OZ	0	Short Description	Quantity	Quantity meas	Data	Price	Total	
	Object: 2014-0004 Test REB	2000	1	02	L.	Angebotsaufforderung	Quantity	Quantity meas	Unic	Price	2.534,53	
	Angebot		2	01		Titel 01			-		2.534,53	
	Calculation Angebots     Term     Surcharges     Aufrag     Intern     Faktura     Faktura     Calculation Angebots     term     Surcharges     Laboblage     Gustchrift	42:02	Matc Date Sum			s Angebotsauffordeung 22.11.2014 2.534.1	i3 V Quantity i Belongs to	s fixed		e is fixed ongs to invoice		
			Refe			Übergabe/Fortschreibung von An	gebot					
OK	Cancel	Archive	Scann	Export	REB exc ch	hange 123erfasst	Submit orde	er data				

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.

REB Data Exchan	ge		_	. 🗆 ×
O Import REB		Export REB		
		From Date	04.12.2017	
		To Date	06.05.2021	
		From Supplement	1	
		To Supplement	1	
		with header and e	and line (1979)	
		with header and e	and line (2009)	
		5 characters Z.B.	Ι.	
Export-Datei	X:\BauSystem\bin\REB-2	021-05-06.D11		8
Start Export	Cancel			//

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### 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 > <u>Company Control</u>, on the General tab in the section "other", the option "ZUGFeRD" and "archiving" must be activated.

Miscellaneous		
Archiving	<b>v</b>	
ZUGFeRD	<b>v</b>	
Multi-User at Object	V	
RichText - Font	Tahoma, 10pt	(3)

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.

Bank d	escription	Hausbank 1		3	Sort code	40370024
Key wo	brd	Deutsche Ban	k PGK Rh	0 9	SWIFT	GENODEF1M04
Name	1	Deutsche Ban	k Privat und Geschäftskunden	1	Account	123456789
Name	2			,	IBAN	DE08700901001234567890
Name	3			1	Depositor	Herr Mustermann
Street		Poststrasse 44				
ZIP/ Cr		48403	Rheine			
Post O	ffice Box					
Countr	v	Deutschl.		-		
State				•		
Phone		05971 12345				
Fax		05971 54321				
Email		mail@Deutsch	ie-Bank.de			
#	Bank description		Name 1		Key word	Account
1	Hausbank 1		Deutsche Bank Privat und	d Geschäftskun	. Deutsche Bank PGK Rh	123456789
2	Hausbank 2		Stadtsparkasse Rheine		St Spk Rheine	66554478
1	Hausbank 1		Deutsche Bank Privat und	i Geschäftskun	Deutsche Bank PGK Rh	1234567

Under *Project/Object > Evaluation > Own Address*, the address, the e-mail, the EC ID (VAT ID) and the tax number <u>must be</u> entered.

Name 1	Novaline	
Name 2	Informationstech	nologie GmbH
Name 3		
Address 1	ß	
Address 2		
Address 3	Birkenallee 177	
Zip/City	48432	Rheine
Country	Deutschland	Kiletie
State	Nordrhein - West	falan 🐨
Tel	+495971 868400	1. ·
Fax	+495971 868211	
Web Site  🎑	www.novaline.d	le
Email 🖂	info@novaline.de	
EG-ID Nr.	DE150110473	
Tax Nr	201/114/21345	
Tax Nr	201/114/21345	

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#### Business partner master data:

If you create a business partner, the "ZUGFeRD type" (ZUGFeRD or X-Rechnung) must be entered here on the <u>General tab.</u> Only when using the "XRechnung" type must the "Leitweg ID" also be entered. The respective setting determines which type of electronic invoice is generated.

14	Constant and				
Tel 1	0541-89	905-0	Contact	Person	H. Ruthenschröer
Tel 2					
Mobile Phone					Immer das Baudezernat informieren
Fax	0541-89	906-4	Remarks	5	
Email	🖂 mai@m	ustermann.de			
Web Site	www.n	iovaline.de			
Leitweg ID	711/20-0		-		
COMPANY PROPERTY.	ZUGFeR	RD	<b>•</b>		
CONTRACTOR OF THE OWNER	ZUGFeR	RD	•		
Concerning Frankling	ZUGFeR	RD	•		
CONTRACTOR OF THE OWNER	ZUGFeR	RD	•		
CONTRACTOR OF THE OWNER	ZUGFeR	RD	•		
CONTRACTOR OF THE OWNER	ZUGFeR	XD	<b>v</b> i		
Leitweg ID ZUGFeRD Typ	ZUGFeR	XD	V		

Fig. for setting with selection "ZUGFeRD".

el 2 Indefine Indefin	General	Contact Pers	ions Addresses	General/Accounti	ng Detai	ils/ Remarks
Nobile Phone     Immer das Baudezernat informieren       ax     0541-8906-4       imail     Immer das Baudezernat informieren       web Site     www.novaline.de	el 1		0541-8906-0		Contact Person	H. Ruthenschröer
Fax 0541-8906-4 Remarks Immer das Baudezernat informieren Email Immer das Baudezernat informieren Web Site www.novaline.de Leitweg ID LeitwegID 33-444-555-666-77	Tel 2		(			
Fax 0541-8906-4 Remarks Email imai@mustermann.de Web Site www.novaline.de Leitweg ID LeitwegID 33-444-555-666-77	Mobile Phone					Immer das Baudezernat informieren
Web Site www.novaline.de	Fax		0541-8906-4		Remarks	
Leitweg ID LeitwegID 33-444-555-666-77	Email		mai@mustermann.de			
	Neb Site	0	www.novaline.de			
	UGEeRD Typ		XRechnung	-		

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.

Pretext 📫				3
Endtext 📫	32		Baustelleneinrichtung Strom	(3)
Mail order	E-Mail GP		nrwmike@gmail.com	
Last Footer	0	mm		
Automatic Archiving			ZUGFeRD	

Pretext 📫	-	18	1	E
Endtext 🤤	32		Baustelleneinrichtung Strom	0
Mail order	E-Mail GP 💌		nrwmike@gmail.com	
Last Footer	0	mm		
Automatic Archiving			XRechnung	

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.

Einfügen Zwischenablage		Kauschn Einfügen Zwischenablage
Senden Betreff F	al@mustermann.de	Image: Terminal state sta
		1

Fig. MS-Outlook "ZUGFerd

Einfügen	🔏 Ausschne E Kopieren 🎺 Format ü				E • E •	Adressbuch
Zv	vischenablage	5		Text	12	Nam
۳ <b>۲۰۰</b> Senden	An Cc Betreff		jekte Nr.: 20173689		xrechnung.xml	
	Angefügt		ktura Objekte.pdf 8 KB	~	24 KB	~

Fig. MS-Outlook "XInvoice

For ZUGFeRD <u>a PDF</u> 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	<sup>e</sup> Descr.	CG	Factor	Unit Price	0	Addition %	BP	Date of deliv	Total	Code active	Tender	Printing
10	5 (E)			0,0115		Ansatz - Leistung: 650,000000 Zeit:											
20	Е 🗍	📫 002 Geräte		€ 0,0115	Stck	Geräte Bagger etc	3	1,0000	90,500			(		1,04			
30	E 🖲		0	ⓐ 📫 1,0000	Stck	TechniSat Multifeed-Erweiterung (für	2	1,0000	15,260	0		Eigener 🤅		15,26			
40	s 🖲			⇒0,0115		Ansatz - Leistung: 650,000000 Zeit:											
50	E 🗐	📫 002 Geräte	۲	€) 📫 0,0115	Stck	Geräte Bagger etc	3	1,0000	90,500			e		1,04			
60	Е 🖲	00001525		3 📫 1,0000	Stck	TechniSat Multifeed-Erweiterung (für	2	1,0000	15,260	0		Eigener (		15,26			
	(3)	4	(1)	(i)	(3)		(3	)				G					

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!

This document does not claim to be complete. Subject to change without notice.  $\ensuremath{\mathbb{C}}$  by Novaline Informationstechnologie GmbH, Rheine

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