

LEARN RA BILL

A Running Account Billing Software
for Item Rate Contracts

By :

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LEARN RA BILL

Learn RA Bill in 11 Easy Steps

INTRODUCTION

Step No 1 CREATION OF NEW DATABASE

Step No 2 ADDING COMPANYS INFO

Step No 3 ADDING PROJECT DETAILS

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INTRODUCTION

- **RA Bill is A Database Management Billing Software for Item Rate Contracts.**
- **A user shall start the billing process by entering Company's and Clients details. These details serves as default data during Bill reporting & printing options.**
- **The next step is to enter required Sections or groups. We have displayed standard section codes from A to Z and ZZ, with their respective descriptions. However a user can delete / rename or add his own Section Code and Description. Sections whose Items are used in previous RA bills cannot be deleted.**
- **After Editing Sections, user has to add items corresponding to required Sections/ groups. We have added various items to corresponding Sections. However user can delete / rename or add his own Item Code and description. Items used in previous RA bills cannot be deleted from the respective Section.**
- **User has to enter rate for each required item with proper unit which will serve as default data for the purpose of calculation of amount. However the rates of items can be changed at any time by selecting appropriate Section / item.**
- **The rates of all the items shall be added / edited before making any bill. If rates are changed after making number of RA bills then the old bills will not reflect the new rates and cost of items.**
- **Use Material Deduction option in case of materials supplied by Client. Total Cost of the material supplied by client will be deducted from the bills. A user can Add/ Edit materials including rates supplied by client as the project proceeds. The Cost of current Materials supplied by the client will be deducted from the current RA bill.**

- **First bill kick starts the item rate contracts billing process when a user enters the start up quantities and any additions / deductions including deduction for Security Deposit.
These quantities and corresponding amounts will be reflected in the RA bills.
Once first bill is created it can be edited / Printed using Edit first bill / View bill option.**
- **The Final Bill reflects all the Items and corresponding Cumulative Quantities and Amounts involved in the project along with write back of Security Deposit deducted from the previous bills.**
- **The Intermediate (RA) bills reflects all the updated cumulative quantities and amounts of previous bills.
While making current RA bill items used in all previous bills will be displayed along with their rate, quantity and cost while printing.**
- **Once the bill is made it can be edited until the next bill is created.
After Next bill is created the previous bill can be viewed / printed in the View bill option only.
Any correction or errors in the previous bill shall be accommodated in the current RA bill .**
- **If a user creates the final bill by mistake then he cannot create new RA bill, hence delete final bill option is given so that new RA bills can be created.**

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STEP 1 : CREATION OF NEW DATABASE / UTILITIES OPTION

In Order to Create A New Database , Select "FILE" on the Main Menu , from the drop down menu Select "Create New Database" as Shown below.



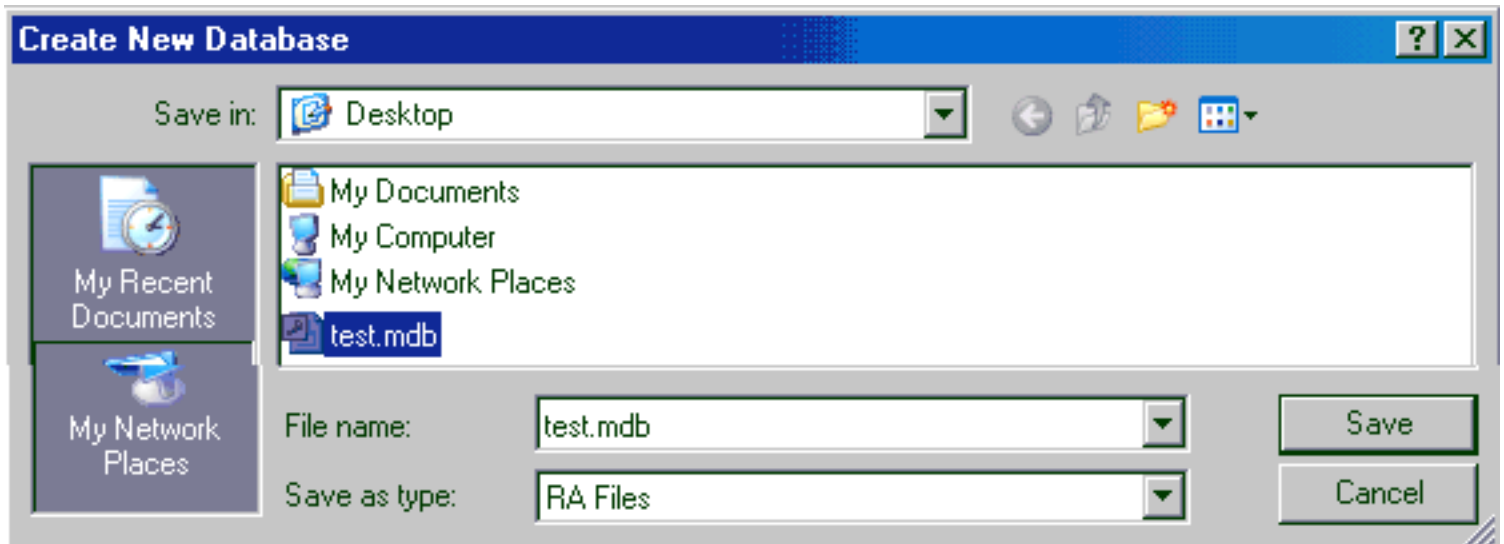
A window dialogue box appears asking you to name the file.

Lets name the file as " test ". The files extension will be (.mdb) as it created in Access. Save the file.

Please note that it is not required to create a Database/file every time you want to create a Bill.

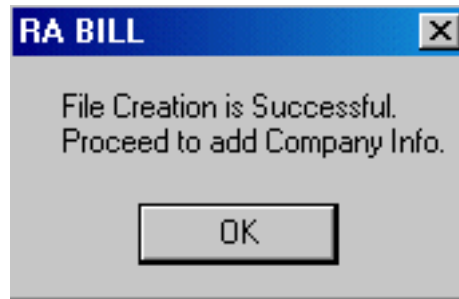
You can save as many Bills you want to, in one Database.

Also you should keep a back up of the file from time to time so that your data is not lost.



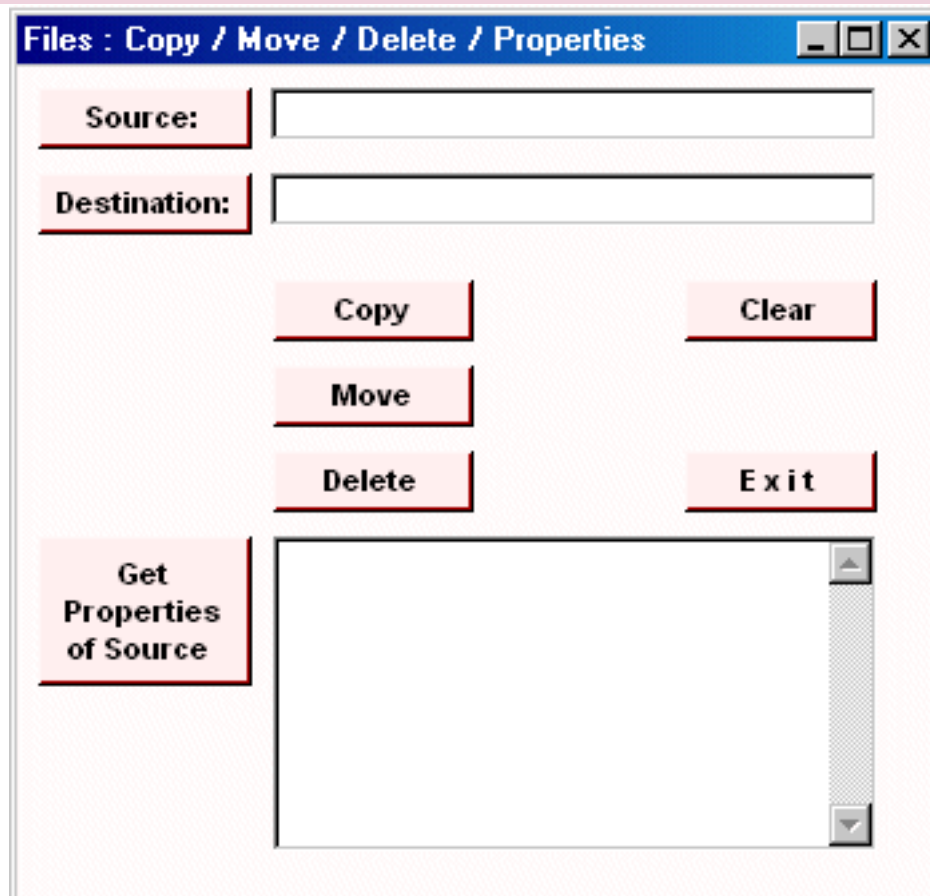
Following graphics is displayed.

Click on OK . A Database has been Created.



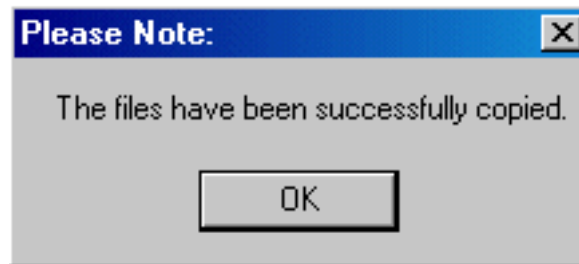
UTILITIES

This option is provided so that a user can move, delete, copy files from within the program.



Copy

In Order to Copy a file, browse for the source file by clicking on Source. Next browse for the destination file. Click on "Copy " button. Following Window is displayed.



Delete

Browse for the source file and click on "Delete" button.
Note that there will be no " Destination " file & destination text box shall be empty.

Move

In Order to Move a file , browse for the source file by clicking on Source.
Next browse for the destination files location and mention the destination file name in the textfield.
Click on "Move " button.

Properties

In Order to view properties of a File , Browse for the file name by clicking on "Source" button.
Click on "Get Properties of Source" button.

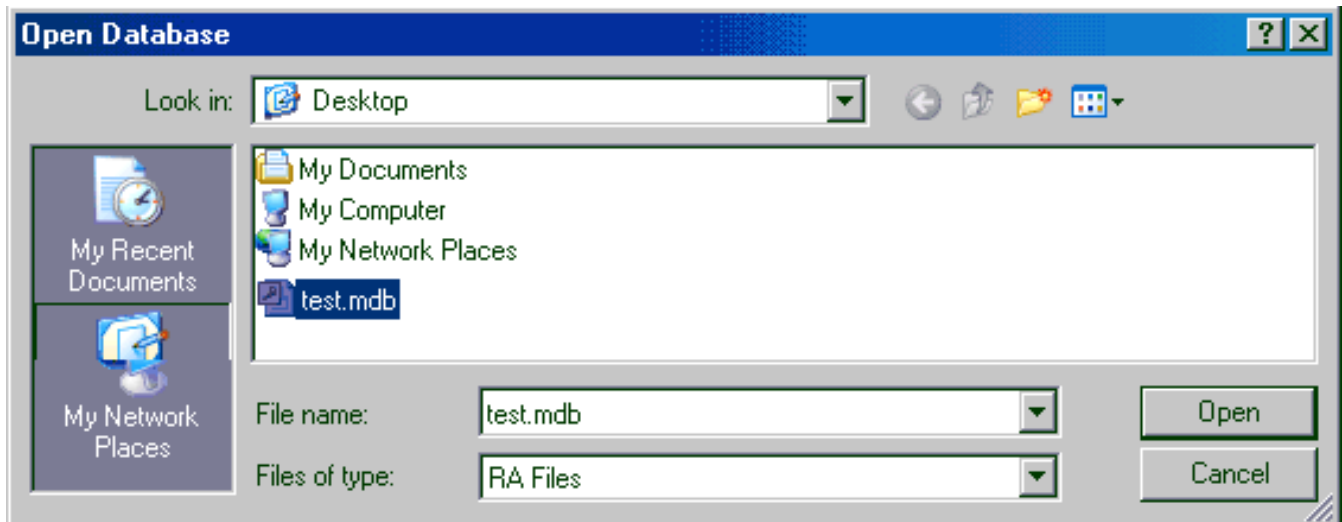
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STEP 2 : ADDING COMPANY'S INFO

To add your Company's Information , Select "Company Info" on the Main Menu .

File Company Info Project Details Sections Items Bill Reports Utilities Learn X

Following graphics will be displayed. Open the file created in Step No 1.
Click on " test.mdb " and Click on Open.



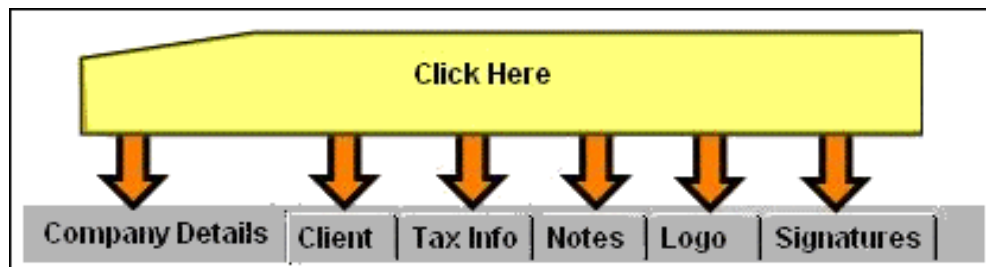
The Company Info page will Open up.

The screenshot shows a software window with a title bar containing icons for file operations and window control. Below the title bar is a tabbed interface with the following tabs: Company Details, Client, Tax Info, Notes, and Logo. The 'Company Details' tab is active, displaying the following information in a form:

Company Name :	Super Civil CD
Door No:	1802, Jamuna Amrut,
Street :	219 , Patel Estate , Jogeshwari (w)
City:	Mumbai
Pin:	400102
Contact No :	26783525 / 26774219
Cell No :	9820792254 / 9892306516
Email Address:	yaa@supercivilcd.com
Url:	www.supercivilcd.com

A Typical Company's Info is Displayed above.
 Over Write to Suit your Company's Details.
 The Fields left Blank will not be printed.

Click on Following options for Company details, Client, Tax Info, Notes , Logo and Signatures.



The Client tab displays the Client Name as shown below.

Client Name : xyz consultants

The Tax Info tab displays the Tax information as shown below.

M.VAT.R.C. NO:	27240072178V
C.S.T.R.C. NO:	27240072178C
Others	2724005678C

The Notes tab displays the notes that will appear at the bottom of each page while printing..

Note Line 1 :	Total Estimated Cost Of Works =
Note Line 2 :	Total Amount of Works Completed =
Note Line 3 :	Percentage Completed
Note Line 4 :	Duration of Contract / Works
Note Line 5 :	Time Elapsed =
Payment to Be Drawn In Favour Of :	Super Civil Cd or Y.A.Agboatwala
Kindly Make the Payment within	30 days.

The Logo tab displays your Company's logo which will be printed along with your Company's Details.

<input type="text"/>	<input type="button" value="Browse"/>
Maximum Size : (1.42 x 1.00) inch	

Browse for the file name containing your Company's logo.

The graphics can either be in jpeg, jpg or bmp format.

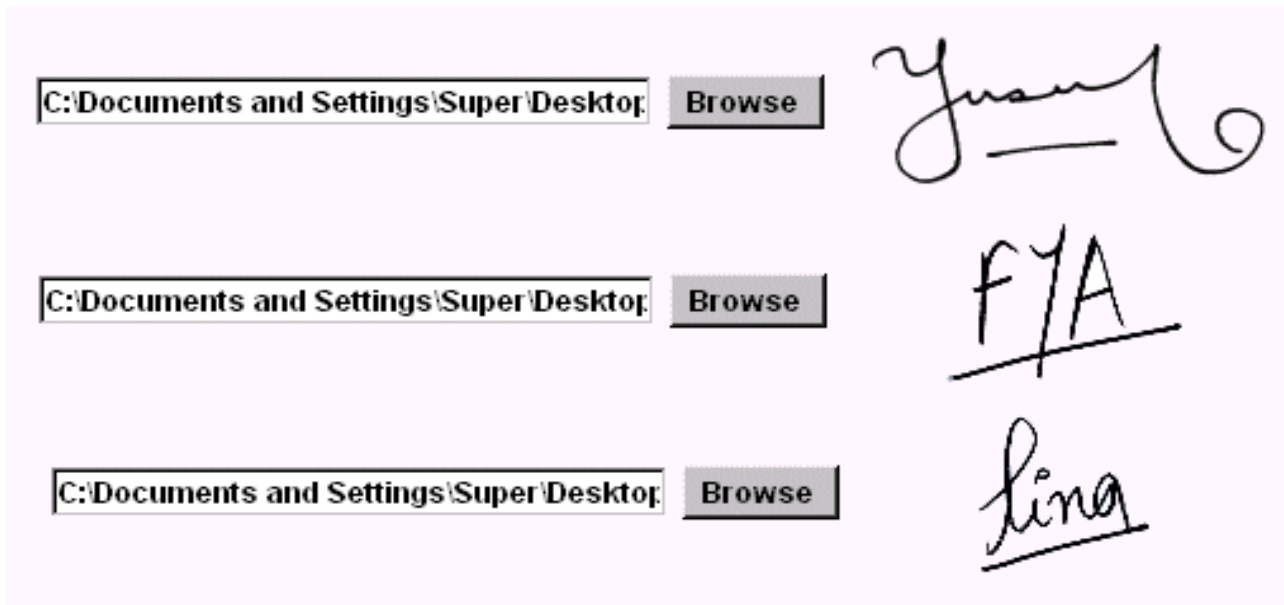
The Maximum size of the image shall be (1.42 * 1) inch.

It is not mandatory to insert Company's Logo.

Bill along with the Logo will be displayed while Printing or Exporting to PDF.



The Signatures tab displays Signatures which will be appear while Printing and Exporting bills.
Browse for the file name containing Signatures.
The graphics can either be in jpeg, jpg or bmp format.
The Maximum size of the image shall be (1.50 * 0.58) inch.
It is not mandatory to insert Signatures.



Click Read Me button to understand salient features of this Option.

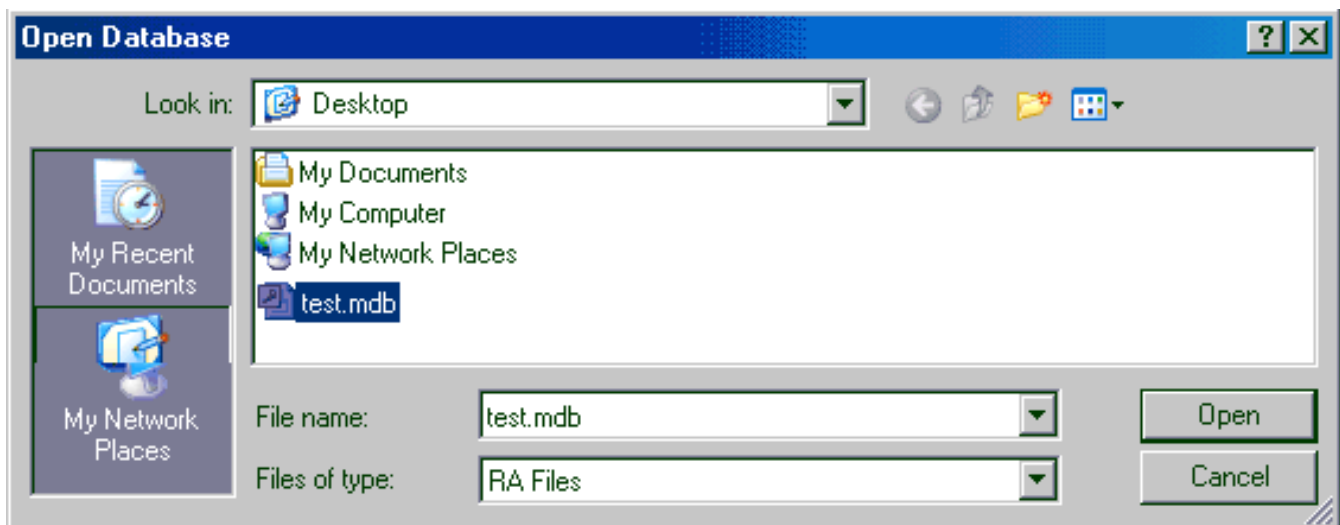
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STEP 3 : ADDING PROJECT DETAILS

To add your Project Details, Select "Project Details" on the Main Menu .

File Company Info Project Details Sections Items Bill Reports Utilities Learn X

Following graphics will be displayed. Open the file created in Step No 1.
Click on " test.mdb " and Click on Open.




The Project Details page will Open up.
Typical Project Details are Displayed below.
Over Write to Suit your Project Details.
The Fields left Blank will not be printed.

PROJECT DETAILS

Name Of Work :	Construction of building No 1
Situation Of Work :	S. V. Road, Bandra(W)
Number And Date Of Agreement :	123, 24 /10/2009
Date Of Written Order To Commence The Work :	30/10/2009
Date Of Proposed Completion Of Work :	2/2/2010
Mobilization Advance : (Rs)	5000

To Print / Export your Project Details Click on the Print button.
The Print Preview will be displayed as follows.

	Super Civil CD 1802, Janiwa Amrit, 219, Patel Estate, Jogesiwari (W) Mumbai - 400102 Phone : 26783525 / 26774219 Call : 9820792254 / 9892306516 Email : yaa@supercivilcd.com Uri : www.supercivilcd.com
PROJECT DETAILS	
Name Of Work :	Construction of building No 1
Situation Of Work :	S. V. Road, Baidra (W)
No. And Date Of Agreement :	123, 24 /10/2009
Date Of Written Order To Commence Work :	30/10/2009
Date Of Proposed Completion Of Work :	2/2/2010
Mobilization Advance :	5000

The Preview will contain your Companies Details, Logo and Project Details.
The Print Preview also has Export, Print, Refresh, Find and Zoom Options.
You can Export your Project Details in PDF (.pdf) , Excel (.xls), Word (.doc) etc Formats.

Click Read Me button to understand salient features of this Option.

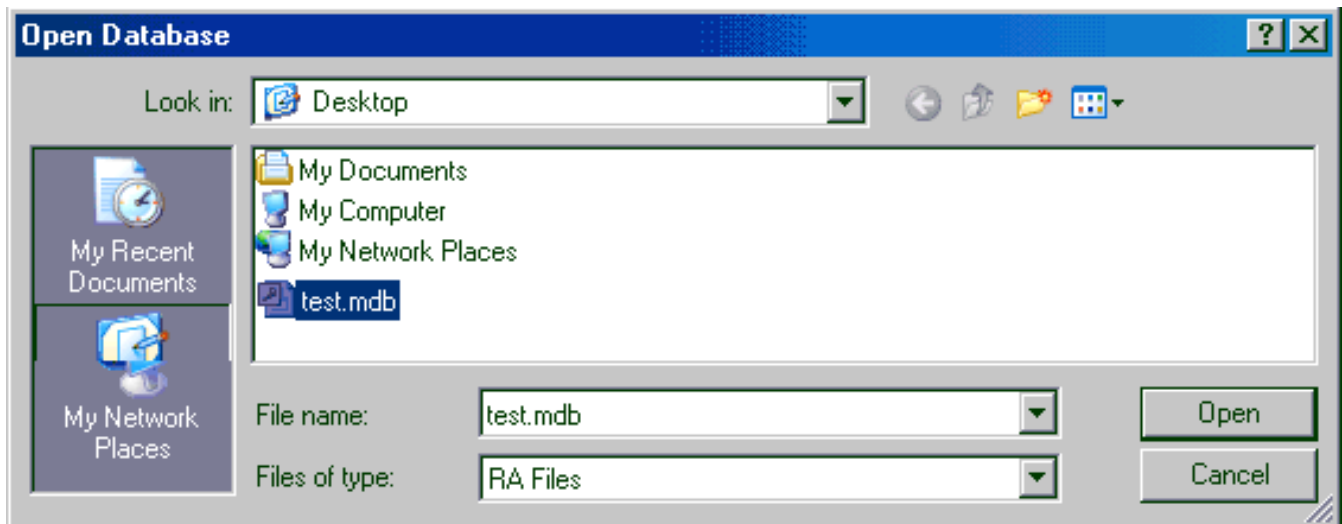
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STEP 4 : ADDING SECTIONS

Click on "Sections" from the Main Menu.

File Company Info Project Details Sections Items Bill Reports Utilities Learn X

Following graphics will be displayed. Open the file created in Step No 1.
Click on "test.mdb" and click open.

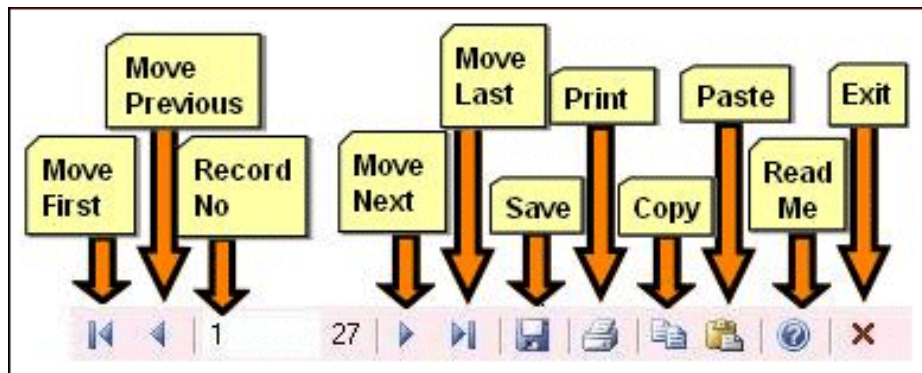


The Add / Delete / Edit / Display Sections page will open up.

ADD / DELETE / EDIT / DISPLAY SECTIONS


	SECTION CODE	SECTION DESCRIPTION
▶	A	Preparatory Work
	B	Earth Work / Anti Termite Treatment
	C	Mortars
	D	Plain Cement Concrete
	E	Reinforced Cement Concrete
	F	Brick Masonry Work
	G	Stone Work
	H	Marble Work
	I	Wood and PVC Work
	J	Door And Window Hardware
	K	Structural Steel Work
	L	Floor and Skirting
	M	Roofing / Terracing / Ceiling / RW Pipe
	N	Finishing /Plastering / Pointing
	P	Painting And Polishing
	Q	Building Repairs
	R	Dismantling & Demolishing
	S	Miscellaneous & Aluminium Work
	T	Road Work

Shown below is the Description of each Toolbar button.



[Add / Edit Sections.](#)


Typical Section Codes and Descriptions have been given.
 You can edit the codes / descriptions or add new ones depending on your Requirement.
 Double click the field to edit.
 To add new records go to last row and add new Code and Description.
 Thus a new record is automatically appended.
Section Code should be **unique**.

	Y	Pile Work
	Z	Water Proofing
	ZZ	Bridge Works
	AAA	
*		

Deleting Sections

In order to delete a Section(s), select the Row(s) as shown below and press the **Delete Key** on your **Keyboard**. (Multiple Selection & Deleting)
 Deleting a section will automatically delete the items under that section.
 It is advisable to delete the sections that are not required.
 Section whose Items are used in previous RA bills cannot be deleted .

Click here to select .
 Use shift, up and down keys on your keyboard to select more than one row.

	M	Roofing / Terracing / Ceiling / RW Pipe
	H	Finishing /Plastering / Pointing
	P	Painting And Polishing
	Q	Building Repairs
	R	Dismantling & Demolishing
	S	Miscellaneous & Aluminium Work

Copy Records

Select the record(s) and press the Copy button.

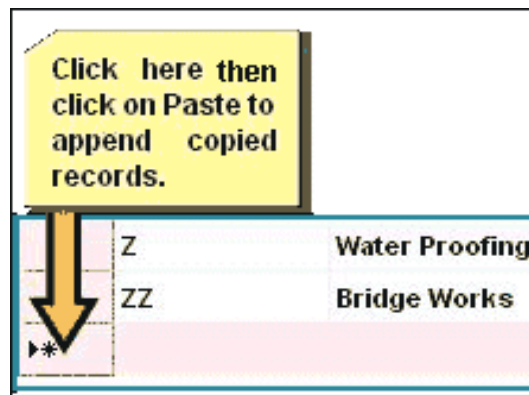
Paste Records

Select the records over which you want to paste the Copied Records and click on Paste button.

Append Records

1)Copy the records .

2) Select the last line in the table as shown below and click on Paste button.

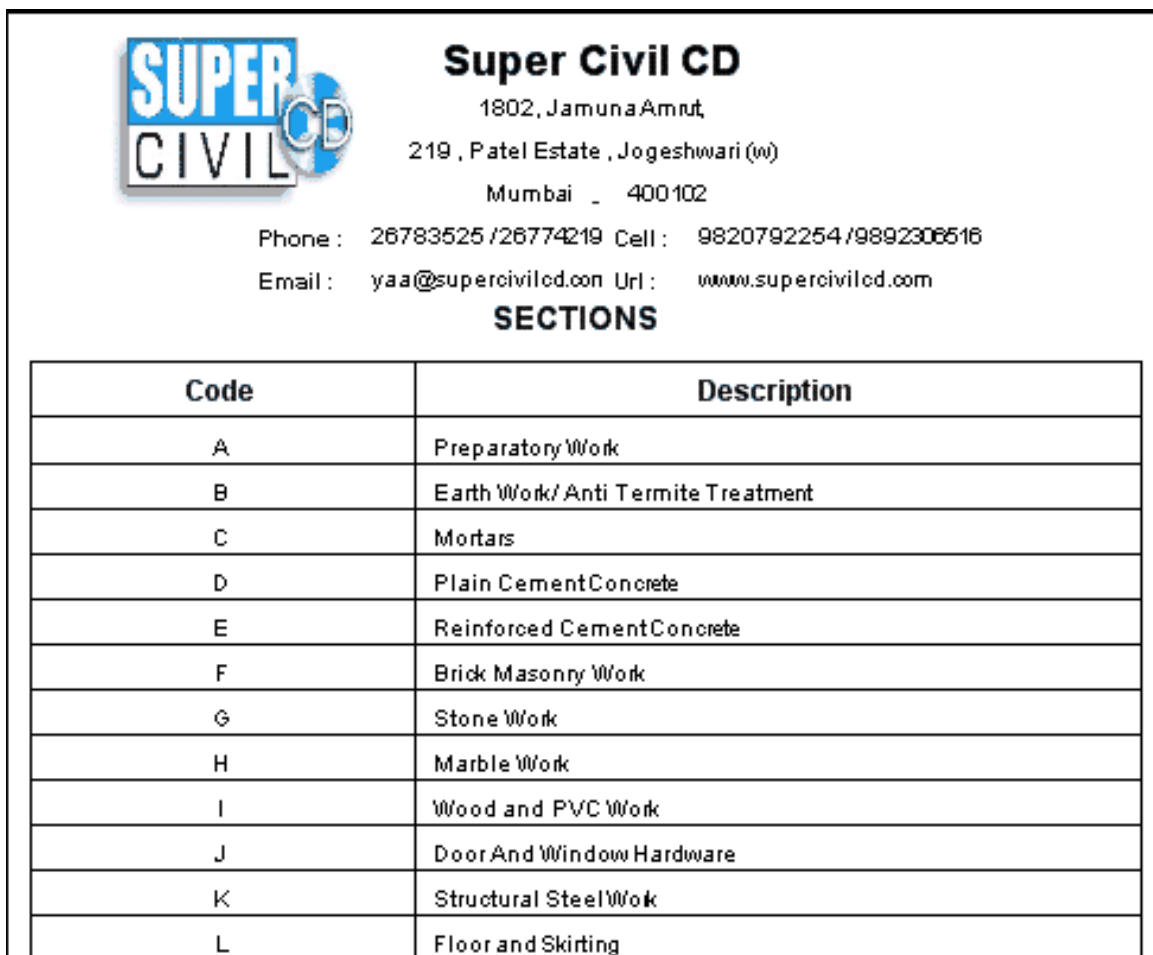


Click here then click on Paste to append copied records.

Z	Water Proofing
ZZ	Bridge Works

[Print](#)

To Print / Export Sections click on the Print button.
Following is a part display.



SUPER CIVIL CD
1802, Jamuna Amrut,
219, Patel Estate, Jogeshwari (W)
Mumbai - 400102
Phone : 26783525 / 26774219 Cell : 9820792254 / 9892306516
Email : yaa@supercivilcd.com Url : www.supercivilcd.com

SECTIONS

Code	Description
A	Preparatory Work
B	Earth Work/ Anti Termite Treatment
C	Mortars
D	Plain Cement Concrete
E	Reinforced Cement Concrete
F	Brick Masonry Work
G	Stone Work
H	Marble Work
I	Wood and PVC Work
J	Door And Window Hardware
K	Structural Steel Work
L	Floor and Skirting

The Preview will contain your Companies Details, Logo and Sections.
The Print Preview also has Export, Print, Refresh, Find and Zoom Options.
You can Export your Project Details in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

Click Read Me button to understand salient features of this Option.

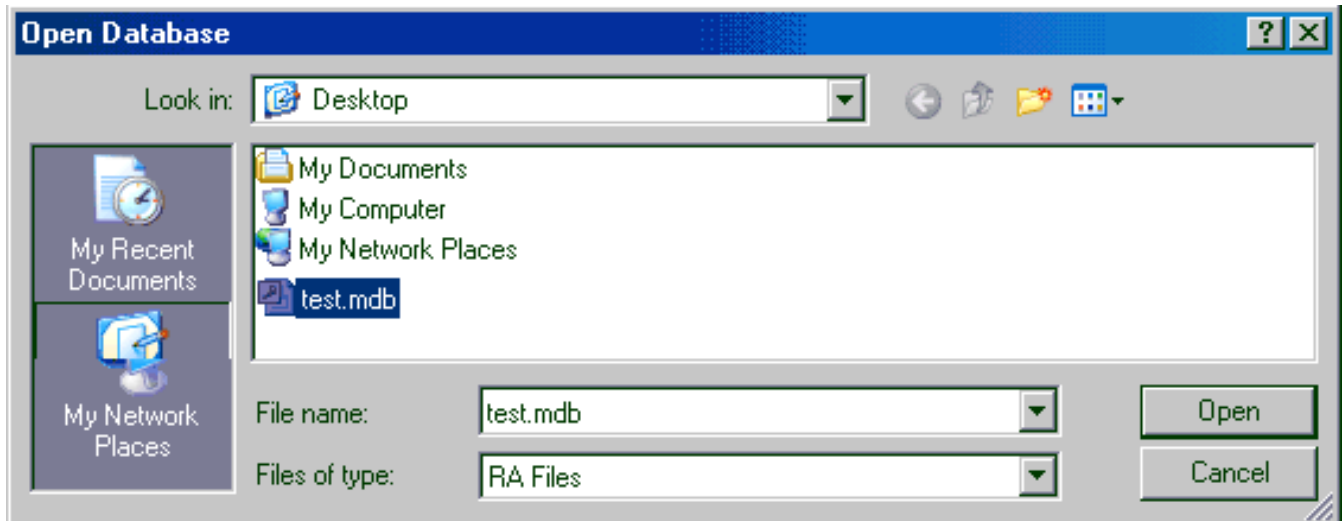
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STEP 5 : ADDING ITEMS

Click on "Items" from the Main Menu.

File Company Info Project Details Sections Items Bill Reports Utilities Learn X

Following graphics will be displayed. Open the file created in Step No 1.
Click on "test.mdb". and click open.



The Add / Delete / Edit / Display Items page will open up and Items of the First Section will be displayed in the table.

To View items/ add / Edit items of other Sections Change the section code from the drop down menu as indicated below.

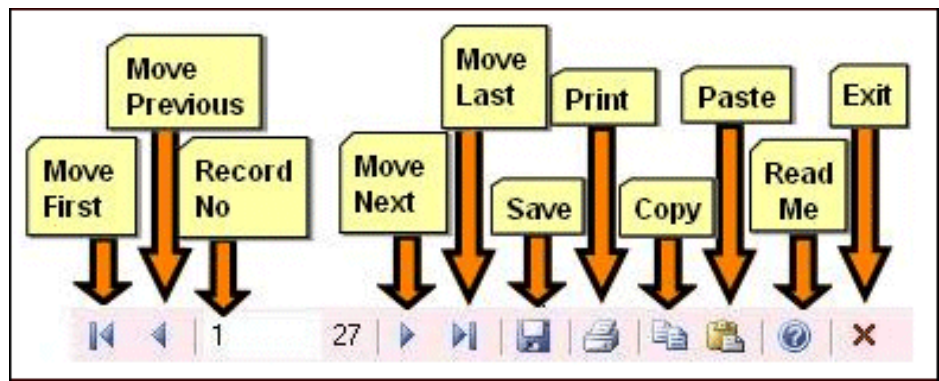
ADD / EDIT / DELETE / PART DISPLAY OF ITEMS

SECTION CODE : SECTION DESCRIPTION : Preparatory Work

ITEM CODE	ITEM DESCRIPTION	ITEM RATE	ITEM UNIT
A1	JUNGLE		M2
A10	< DEPTH < 12.0 M		M
A11	BORING 12.0 M < DEPTH < 18.0 M		M
A12	PROVIDING AND PLACING FILTER		M
A13	G. I. PIPE FOR TUBEWELL		M
A14	PROVIDING AND PLACING HAND PUMP		Hos
A15	PLOUGHING EXISTING GROUND		M2
A16	HOLE EXCAVATION III ALL TYPES OF SOIL		Hos
A17	HOLE EXCAVATION III SOFT ROCK WITH BLASTING		Hos
A18	HOLE EXCAVATION III SOFT ROCK WITHOUT BLASTING		Hos
A19	HOLE EXCAVATION III HARD ROCK WITH BLASTING		Hos
A2	CLEARING GRASS		M2
A20	HOLE EXCAVATION III HARD ROCK WITHOUT BLASTING		Hos
A21	SUPPLY AND ERECTION OF WATER TANK		Litre
A22	TEMPORARY FENCE CONSTRUCTION		M
A3	FELLING TREES AVERAGE GIRTH 45 CMS		Hos
A4	FELLING TREES AVERAGE GIRTH 90 CMS		Hos
A5	FELLING TREES AVERAGE GIRTH 180 CMS		Hos

Click here to change Section

Shown below is the Description of each Toolbar button.



Add / Edit Items.

Typical Codes, Descriptions and Units have been given.
 Enter Item Rates else the rates will be taken as zero.
 The rates of all the items shall be added / edited before making any bill.
 If rates are changed after making no. of RA bills the old bills will not reflect the new rates & bill cost.
 You can Edit the Codes / Descriptions/ Units / Rates or add new ones depending on your Requirement.
 Double click the field to edit.
 To add new records go to last row and add new Code, Description, Rate and Unit.
 Thus a new record is automatically appended.
Item Code should be **unique**.

Deleting Items

In order to delete an Item / Items , select the Row(s) (Multiple Selection) as shown below and press the **Delete Key** on your **Keyboard**.
 It is advisable to delete the Items that are not required.
 Items used in previous RA bills cannot be deleted from the respective Section.

<input type="checkbox"/>	A16	HOLE EXCAVATION III ALL TYPES OF SOIL	0	Mos
<input type="checkbox"/>	A17	HOLE EXCAVATION III SOFT ROCK WITH BLASTING	0	Mos
<input type="checkbox"/>	A18	HOLE EXCAVATION III SOFT ROCK WITHOUT BLASTING	0	Mos
<input type="checkbox"/>	A19	HOLE EXCAVATION III HARD ROCK WITH BLASTING	0	Mos
<input checked="" type="checkbox"/>	A2	CLEARING GRASS	0	M2
<input type="checkbox"/>	A20	HOLE EXCAVATION III HARD ROCK WITHOUT BLASTING	0	Mos

Copy Records

Select the Record(s) and press the Copy button.

Paste Records

Select the records over which you want to paste the copied records and click on Paste button.

Append Records


- 1) Copy the records.
- 2) Select the last line in the table and click on Paste button.

Print

To Print / Export your Project Details click on the Print button.
 Print Items page opens up.
 Select those Sections (by clicking in the checkbox) whose items you want to print.
 Click on "Select All" button to print all items.

Print Items

Select the Sections You Want To Print

	Section Code	Print
	A	<input checked="" type="checkbox"/>
	B	<input checked="" type="checkbox"/>
	C	<input checked="" type="checkbox"/>
	D	<input type="checkbox"/>
	E	<input type="checkbox"/>
	F	<input type="checkbox"/>
	G	<input type="checkbox"/>

Select All

OK

Exit

Click on OK.

Following is a part printout display.



Super Civil CD

1802, Jamuna Amrut,
219, Patel Estate, Jogeshwari (W)
Mumbai - 400102

Phone : 26783525 / 26774219 Cell : 9820792254 / 9892306516

Email : yaa@supercivilcd.com Url : www.supercivilcd.com

Section Code : A

ITEMS

Code	Description	Rate	Unit
A1	CLEARING OF JUNGLE	Rs 35.66	M2
A10	BORING 6.0 M < DEPTH < 12.0 M	Rs 23.99	M
A11	BORING 12.0 M < DEPTH < 18.0 M	Rs 14.55	M
A12	PROVIDING AND PLACING FILTER	Rs 59.33	M
A13	G. I. PIPE FOR TUBEWELL	Rs 54.33	M
A14	PROVIDING AND PLACING HAND PUMP	Rs 52	Nos
A15	PLOUGHING EXISTING GROUND	Rs 124	M2
A16	HOLE EXCAVATION IN ALL TYPES OF SOIL	Rs 36	Nos
A17	HOLE EXCAVATION IN SOFT ROCK WITH BLASTING	Rs 39	Nos
A18	HOLE EXCAVATION IN SOFT ROCK WITHOUT BLASTING	Rs 22	Nos
A19	HOLE EXCAVATION IN HARD ROCK WITH BLASTING	Rs 898	Nos
A2	CLEARING GRASS	Rs 44	M2
A20	HOLE EXCAVATION IN HARD ROCK WITHOUT BLASTING	Rs 599	Nos
A21	SUPPLY AND ERECTION OF WATER TANK	Rs 0	Litre

**The Preview will contain your Companies Details , Logo and Items.
The Print Preview also has Export, Print, Refresh, Find and Zoom Options.
You can Export your Project Details in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.**

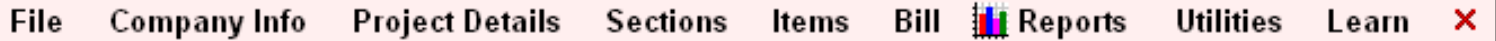
Click Read Me button to understand salient features of this Option.

LEARN RA BILL

STEP 6 : CREATING / EDITING FIRST BILL

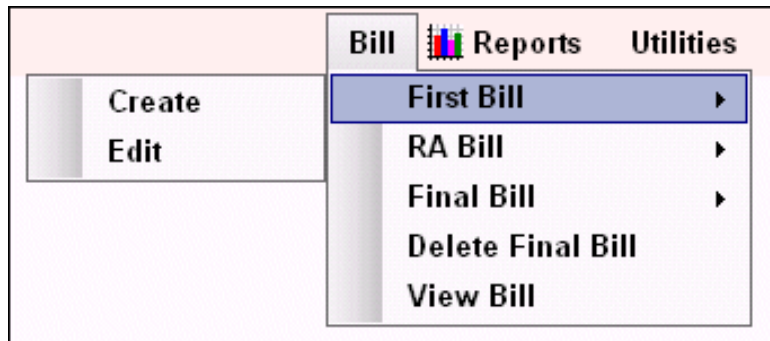
CREATING FIRST BILL

Click on "Bill" from the Main Menu.

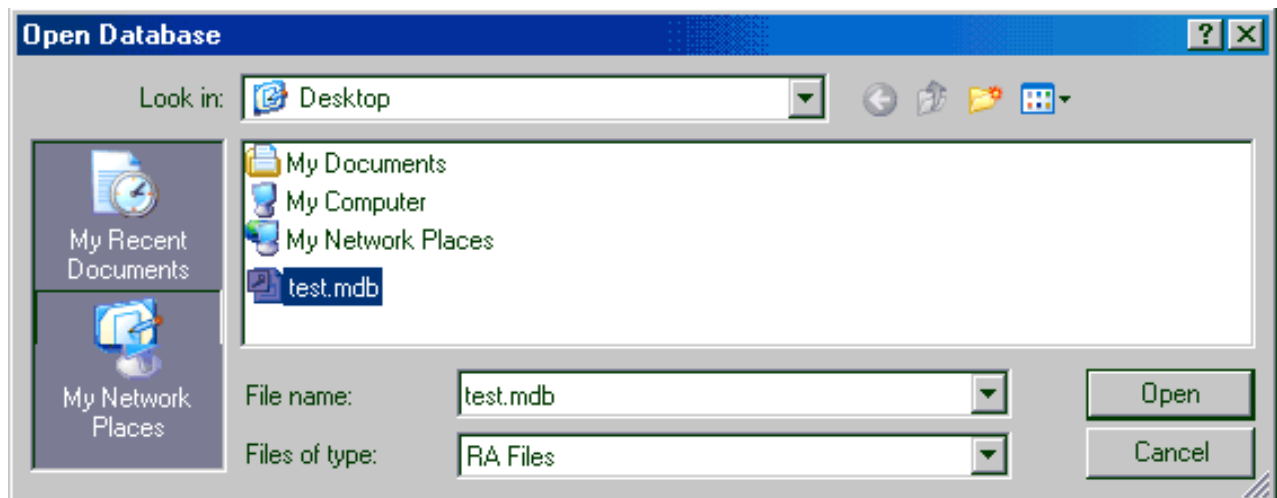


File Company Info Project Details Sections Items Bill Reports Utilities Learn X

From the drop down menu click on First bill.
Click on Create to Create the First bill.



Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on "test.mdb". and click open



Create First Bill page opens up.
Bill No is non Editable.

CREATE FIRST BILL

Bill No: Date:

ITEMS	Additions / Deductions	Material Deductions			
Code	Items of Work	Qty Up To Date	Rate	Unit	Amt Up To Date
▶▶					
Total Amt up to Date :					0

Adding Items to Bill.

In order to add items to your bill, select the item code from the drop down list as shown below or Just Type the Item Number.

ITEMS	Additions / Deductions
Code	Items of Work
▶*	
	<div style="border: 1px solid black; padding: 2px;"> A1 A10 A11 A12 A13 A14 A15 A16 </div>

Click Here to select Item Code

Press tab on your keyboard .

The corresponding Description, Rate and Unit appears in that row.

An Item cannot be repeated in a bill.

Next add the Quantity (Qty) .

The Amount will be automatically calculated.

The Total Amount (i.e. sum of individual Amount) is seen at the bottom of the table.

ITEMS	Additions / Deductions	Material Deductions				
Code	Items of Work	Qty Up To Date	Rate	Unit	Amt Up To Date	
▶	B1	ROUGH EXCAVATION / BANKING...	100	220	M3	22000
	E1	RCC 1 : 1 : 2 UP TO PLINTH LEVEL	10	6000	M3	60000
*						
Total Amt up to Date :					82000	

Deleting Records

In order to delete an Record / Records , select the Row/Rows as shown below and press the **Delete Key** on your **Keyboard**.

Material Deductions

Use Material Deduction tab in case of materials supplied by Client.
Click on Material Deductions tab for Material Deductions page.
Enter the Material, Quantity, Rate and Unit.
Total will be calculated Automatically for each Bill.
The display will be as follows.

ITEMS	Additions / Deductions	Material Deductions			
	MATERIAL	QUANTITY	RATE	UNIT	TOTAL
▶	Cement	70	250	bags	17500
*					
					Total : Rs 17500

The Total Material Deduction value will be reflected in the Additions / Deductions tab.

Additions / Deductions



Click on Additions/Deductions tab for Additions/Deductions page as shown Above.
The display will be a follows.

ITEMS	Additions / Deductions	Material Deductions	
Total Amt up to Date:		82000	
	Less Discount/ Rebate	(Rs) <input type="text" value="0"/>	
*	Additions/Deductions if any (1):	(Rs) <input type="text" value="0"/>	
Total Value Of Work Done :		82000	
Gross Amt Of this Bill:		82000	
Total Deduction For Materials Supplied :		17500	
	Retention Amount	(%) <input type="text" value="10"/>	8200
*	Additions/Deductions if any (2):	(Rs) <input type="text" value="0"/>	
Total Taxable Amount :		56300	
*	Taxes	(%) <input type="text" value="-4"/>	-2252
	Mobilization Advance	(%) <input type="text" value="10"/>	8200
Net Payment :		45848	
In Words :		Rupees Forty Five Thousand Eight Hundred Forty Eight Only	

A Negative sign will have to be added before to deduct the values of fields shown with an (*).
 Fields showing zero value will not be printed.
 Total Amount Up to date is Total of Amounts of Individual Items.

[Print](#)

[Print Bill](#)

To Print / Export bill click on the Print button.
 From the drop down Menu click on Bill.
 Following is a part display.



Super Civil CD

1802, Jamuna Amul,
219, Palel Estate, Jogeshwari (E)
Mumbai - 400 102

Phone : 26783525/26774219 Cell : 9820792254/9892306616
Email : yas@supercivilcd.com Url : www.supercivilcd.com

Bill No : 1

Bill Date : 23-Aug-2009

Name Of Work : Construction of building No- 1
Situation Of Work : S.V. Road, Bandra (E)
No. & Date of Agreement : 123,24/10/2009
Date of Written Order to Commence Work : 30/10/2009
Date of Proposed Completion of Work : 2/2/2010
Mobilization Advance : (Rs) 50000
Bill To : xyz const of bank

Code	Description	Quantity Up To Date	Rate	Unit	Amount Up To Date
B1	ROUGH EXCAVATION (BANKING IN ALL KIND)	100	220	M3	22000
C1	RCC 1 : 1 : 2 UPTO PLINTH LEVEL	10	6000	M3	60000

Total Amount Up To Date : (Rs) 82,000.00
 Total Value Of Work Done : (Rs) 82,000.00
 Gross Amount Of This Bill : (Rs) 82,000.00
 Deduction For Materials : (Rs) 17,500.00
 Retention Amount : (Rs) 10.00
 Taxes : (Rs) -4.00
 Mobilization Advance : (Rs) 10.00
 Net Payment : (Rs) 45,848.00
 Rupees Forty Five Thousand Eight Hundred Forty Eight Only

(1)

(2)

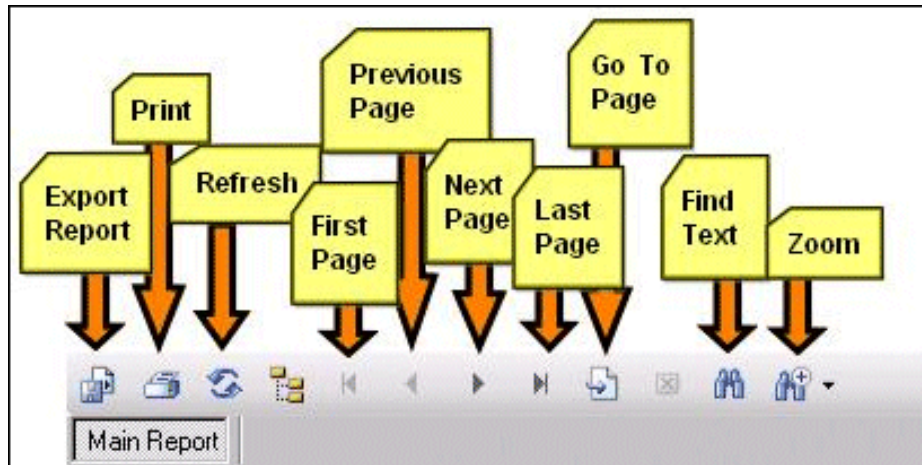
(3)

Authorized Signatures.

BWA I.H.C. NO. 2724600288V
C.S.T.R.C. NO. 2724600288C
Other: 2724600288C
TOTAL ESTIMATED COST OF WORK " ...
TOTAL AMOUNT OF WORK COMPLETED " ...

The Preview will contain your Companies Details, Logo, Signatures, Project Details, Bill Items, Additions / Deductions and Notes.


Print Preview Toolbar



The Print Preview also has Export, Print, Refresh, Find and Zoom Options as shown above. You can Export the Bill in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

Print Material Deductions

To Print / Export Material Deductions click on the Print Material Deductions button.
From the drop down Menu click on Material Deductions.
The display will be as follows.



Super Civil CD
1802, Jamuna Amrut,
219 , Patel Estate , Jogeshwari (w)
Mumbai . 400102

Phone : 26783525 / 26774219 **Cell :** 9820792254 / 9892306516
Email : yaa@supercivilcd.com **Url :** www.supercivilcd.com

DEDUCTIONS FOR MATERIALS

Bill No : 1 **Date :** 21-June-2009

Material	Quantity	Rate	Unit	Total
cement	70	250	bags	17,500.00

Total : Rs 17,500.00

The Preview will contain your Material deductions, Company Info and Logo.

The Print Preview also has Export, Print, Refresh, Find and Zoom Options.
You can Export Material Deductions in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

Once First bill is created it can be Edited / Printed using Edit First bill or View bill option.

EDITING FIRST BILL

Click on "Bill" from the Main Menu.
From the drop down menu click on First bill .
Click on Edit to Edit the First bill.

The Procedure for Add / Delete / Edit Records/ deductions is the same as mentioned above.

After RA bill is created the First bill can be viewed / printed in the View bill option only.
Click Read Me button to understand salient features of this Option.

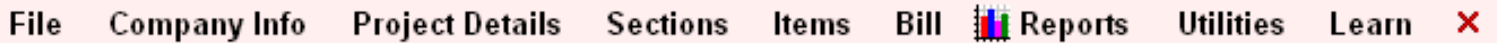
LEARN RA BILL

STEP 7 : CREATING / EDITING RA BILL

The Intermediate (Running Account) bills reflects all the Cumulative quantities and amounts of previous bills.

While making current RA bill items used in all previous bills will be displayed along with their rate, quantity and cost while printing.

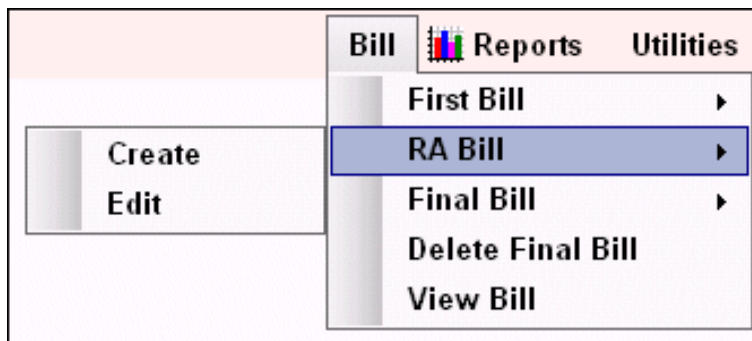
Click on "Bill" from the Main Menu.



File Company Info Project Details Sections Items Bill Reports Utilities Learn X

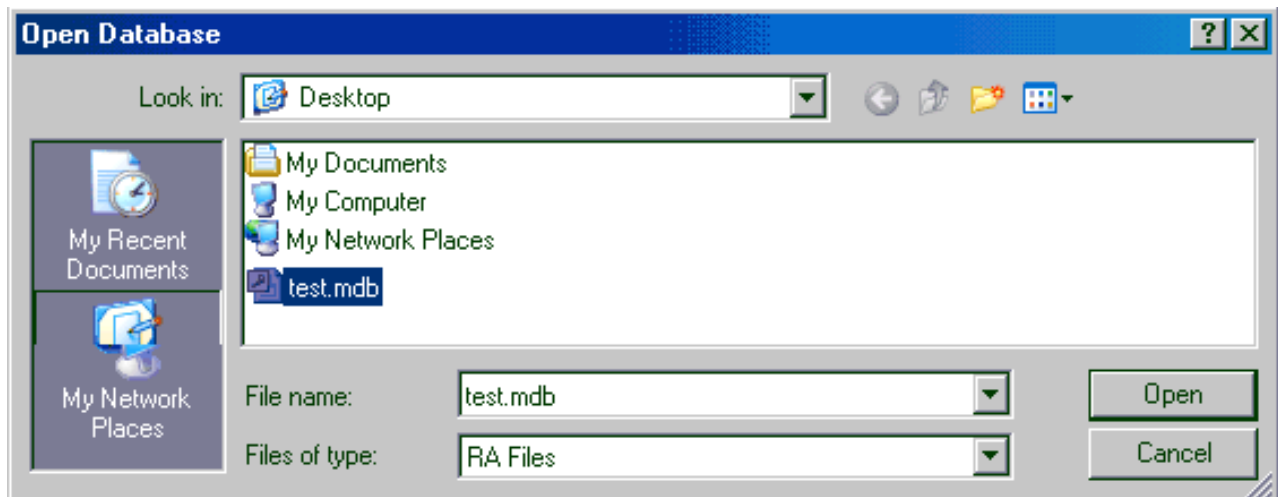
From the drop down menu click on RA bill.

Click on Create to Create the RA bill.



Following graphics will be displayed. You will have to open the file you created in Step No 1.

Click on "test.mdb". and click open



Create RA Bill page opens up as shown below.

Bill No is non Editable.

Total Amount Up To Date is Total Amount of Items of all previous bills which appears below the table as seen below.

CREATE NEW RA BILL

Bill No:

Date:

ITEMS	Additions / Deductions	Material Deductions						
Code	Items of Work	Qty Since Previous Bill (Current Qty)	Qty as per Previous Measurement	Total Qty	Rate	Unit	Amt Up To Date	Amt Since Previous Bill (Current Amt)
**								
							Total Amount up to Date:	82000
							Total Amount since Previous Bill:	0

Total Amount Up to Date Of Bill No. 1

Total Amount up to Date: 82000
Total Amount since Previous Bill: 0

The Procedure for Add / Delete / Edit Records is the same as Step No 7. In the graphics below : Total Amount up to date is the total Amount of all items from First bill including current bill and Total Amount since previous bill is the total Amount of all items of the current bill.

ITEMS	Additions / Deductions	Material Deductions						
Code	Items of Work	Qty Since Previous Bill (Current Qty)	Qty as per Previous Measurement	Total Qty	Rate	Unit	Amt Up To Date	Amt Since Previous Bill (Current Amt)
E45	STEEL REINFORCEMENT	10	0	10	67000	TON	670000	670000
K1	ROLLED SECTION - ISMB	1	0	1	70000	TON	70000	70000
*								
							Total Amount up to Date:	822000
							Total Amount since Previous Bill:	740000

Material Deductions

Use Material Deduction option in case of materials supplied by Client for Each Bill. Click on Material Deductions tab for Material Deductions page. Enter the Material, Quantity, Rate and Unit. Total will be calculated Automatically. The display will be as follows.

ITEMS	Additions / Deductions	Material Deduction		
MATERIAL	QUANTITY	RATE	UNIT	TOTAL
Reinforcement	10	50000	ton	500000
Steel	1	55000	ton	55000
**				
				Total : Rs 555000

Additions / Deductions

Click on Additions/Deductions tab for Additions/Deductions page as shown below.
The display will be as follows.

ITEMS	Additions / Deductions	Material Deductions	
Total Amount up to Date:	822000	Total Amount since Previous Bill:	740000
Less Discount/ Rebate	(Rs) <input type="text" value="700"/>		
* Additions/Deductions if any (1):	(Rs) <input type="text" value="500"/>		
Total Value Of Work Done :	821800		
Gross Value Of Work Done In Previous Bills:	82000		
Gross Amt Of this Bill:	739800		
Total Deductions For Materials Supplied :	555000		
Retention Amount	(%) <input type="text" value="10"/>		73980
Total Security Deposit Deducted :	82180		
* Additions/Deductions if any (2):	(Rs) <input type="text" value="0"/>		
Total Taxable Amount :	110820		
* Taxes	(%) <input type="text" value="-4"/>		-4432.8
Mobilization Advance	(%) <input type="text" value="10"/>		73980
Total Mobilization Advance Deducted :	82180		
Net Payment :	32407.2		
In Words :	Rupees Thirty Two Thousand Four Hundred Seven and Paise Twenty Only		

A Negative sign will have to be added before the values of fields shown with an (*) to deduct them. Note that Any Discount / Rebate, Security deposit and Mobilization advance will always be deducted. Fields showing zero value will not be printed.

Print Bill

To Print / Export your bill click on the Print button.
All the items since first bill will be printed along with their quantities and costs.
The Following is a display of items.



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Mumbai - 400102

Phone : 26783525 / 26774219 **Cell:** 9820792254 / 9892306516

Email : yaa@supercivilcd.co **Url:** www.supercivilcd.com

Bill No : 2

Bill Date : 22-June-2009

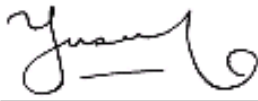
Name Of Work : Construction of building No - 1
Situation Of Work : S. V. Road, Bandra(W)
No. & Date of Agreement : 123, 24 /10/2009
Date of Written Order to Commence Work : 30/10/2009
Date of Proposed Completion of Work : 2/2/2010
Mobilization Advance : (Rs) 50000
Bill To : xyz consultants

Code	Description	Quantity Since Previous Bill	Quantity as per Previous Measurement	Total Qty	Rate	Unit	Amount Up To Date	Amount Since Previous Bill
B1	ROUGH EXCAVATION / BANKING	0	100	100	220	M3	22000	0
E1	RCC 1 : 1 : 2 UP TO PLINTH LEVEL	0	10	10	6000	M3	60000	0
E45	STEEL REINFORCEMENT	10	0	10	67000	TON	670000	670000
K1	ROLLED SECTION - ISMB	1	0	1	70000	TON	70000	70000

Following is a display of Additions / deductions

Total Amount Up To Date :	(Rs) 822,000.00
Less Discount/ Rebate	(Rs) 700.00
Additions/Deductions if any (1):	(Rs) 500.00
Total Value Of Work Done	(Rs) 821,800.00
Gross Value Of Works Done in Previous Bills	(Rs) 82,000.00
Gross Amount Of This Bill	(Rs) 739,800.00
Deduction For Materials	(Rs) 555,000.00
Retention Amount	(%) 10.00
Taxes	(%) 4.00
Mobilization Advance	(%) 10.00
Net Payment	(Rs) 32,407.20

Rupees Thirty Two Thousand Four Hundred Seven and Paise Twenty Only

(1) 

(2) 

(3) 

Authorised Signatures

M.VAT.R.C. NO: 27240072178V
C.S.T.R.C. NO: 27240072178C
Others 2724006878C

Total Estimated Cost Of Works =
Total Amount of Works Completed =
Percentage Completed
Duration of Contract/ Works
Time Elapsed =
Payment to Be Drawn in Favour Of : Super Civil Cd or Y.A.Aqboawala
Kindly Make the Payment within 30 days.

The Preview will contain your Companies Details , Logo, Signatures, Project Details, Bill Items, Additions / Deductions and Notes.

The Print Preview also has Export, Print, Refresh, Find and Zoom Options. You can Export the Bill in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

Print Material Deductions



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Mumbai . 400102

Phone : 26783525 / 26774219 Cell : 9820792254 / 9892306516
Email : yaa@supercivilcd.com Url : www.supercivilcd.com

DEDUCTIONS FOR MATERIALS

Bill No :2

Date : 22-June-2009

Material	Quantity	Rate	Unit	Total
Reinforcement	10	50000	ton	500,000.00
Steel	1	55000	ton	55,000.00

Total : Rs 555,000.00

The Preview will contain your Material deductions, Company Info and Logo.

The Print Preview also has Export, Print, Refresh, Find and Zoom Options.
You can Export Material Deductions in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

Once the bill is made it can be edited until the next bill is created.
After Next bill is created the previous bill can be viewed / printed in the view bill option.
Any correction or errors in the previous bill shall be accommodated in the current bill .

EDITING RA BILL

Click on "Bill" from the Main Menu.
From the drop down menu click on RA bill .
Click on Edit to Edit the Current RA bill.
Only the Current bill is Editable.

The Procedure for Add / Delete / Edit Records/ deductions is the same as mentioned above.

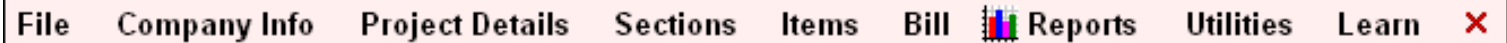
After Final bill is created the previous RA bill can be viewed / printed in the View bill option only.
Click Read Me button to understand salient features of this Option.

LEARN RA BILL

STEP 8 : CREATING / EDITING FINAL BILL

The Final Bill reflects all the Items and corresponding Cumulative Quantities and Amounts involved in the project along with right back of Security Deposit deducted from the previous bills.

Click on "Bill" from the Main Menu.



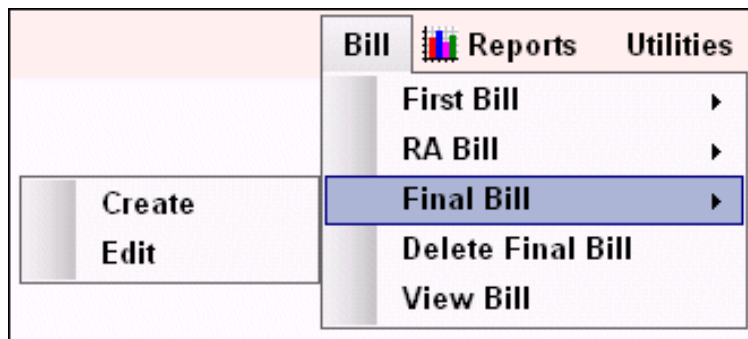
File Company Info Project Details Sections Items Bill Reports Utilities Learn X

From the drop down menu click on Final bill.

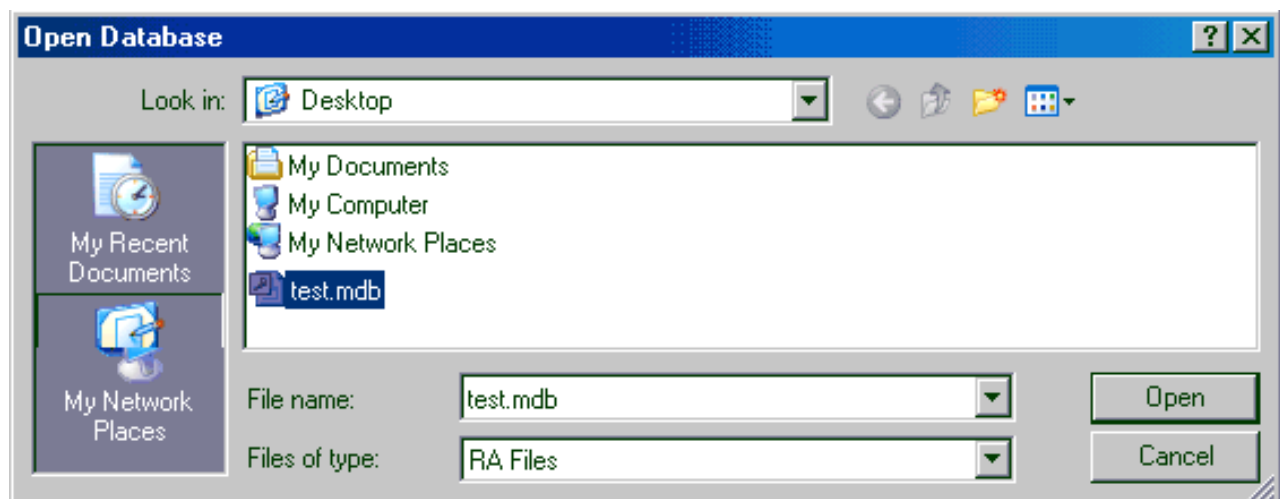
Click on Create to Create the Final bill.

Once Final bill is created RA bills are non Editable. No New Bills can be Created.

However a user can always create another file & start making new bills.



Following graphics will be displayed. You will have to open the file you created in Step No 1. Click on "test.mdb". and click open



Create Final Bill page opens up as shown below. Bill No is non Editable.

CREATE FINAL BILL

Bill No:

Date:

ITEMS		Additions / Deductions	Material Deductions						
	Code	Items of Work	Qty Since Previous Bill (Current Qty)	Qty as per Previous Measurement	Total Qty	Rate	Unit	Amt Up To Date	Amt Since Previous Bill (Current Amt)
▶	B1	ROUGH EXCAVATION / BAIKIL...	0	100	100	220	M3	22000	0
	E1	RCC 1 : 1 : 2 UP TO PLINTH LEV...	0	10	10	6000	M3	60000	0
	E45	STEEL REINFORCEMENT	0	10	10	67000	TON	670000	0
	K1	ROLLED SECTION - ISMB	0	1	1	70000	TON	70000	0
*									

Total Amount up to Date: **822000**

Total Amount since Previous Bill: **0**

All the Items used since First Bill will appears in the table with current quantity of zero. Total Amount of Items of all previous bills appears below the table as seen above. Change the Current Quantity or add New Items can be added depending on your requirement.. The Amounts will be calculated automatically.

Additions / Deductions

ITEMS	Additions / Deductions	Material Deductions	
Total Amount up to Date:	822000	Total Amount since Previous Bill:	0
	Less Discount/ Rebate	(Rs) ▼	0
*	Additions/Deductions if any (1):	(Rs) ▼	0
Total Value Of Work Done :			822000
Gross Value Of Work Done In Previous Bills:			821800
Gross Amt Of this Bill:			200
Total Deduction For Materials Supplied :			0
Add Back	Retention Amount	(Rs) ▼	82180
*	Additions/Deductions if any (2):	(Rs) ▼	0
Total Taxable Amount :			82380
*	Taxes	(Rs) ▼	0
	Mobilization Advance	(Rs) ▼	0
Net Payment :	82380		
In Words :	Rupees Eighty Two Thousand Three Hundred Eighty Only		

----- Summary -----	
Total Net Amount paid to Contractor as per Bills:	78455.2
Add Back Retention Amount :	82180
Add Back Mobilization Advance :	82180
Total Additions/Deductions if any (2):	0
Total taxes paid :	-6684.8
Total Amount paid to Contractor :	249500
Add Back Total deduction for Materials :	572500
Total Project Cost :	822000
Total Discount / Rebate:	700
Total Additions/Deductions if any (1):	500

The Security Deposit seen in the display above is the total of write backs of Security Deposit deducted from the previous bills. Similarly Cumulative total of Mobilization advance, Taxes, Addition Deductions and Rebate are displayed.



To Edit Final Bill go to Bill -> Final Bill -> Edit.

LEARN RA BILL

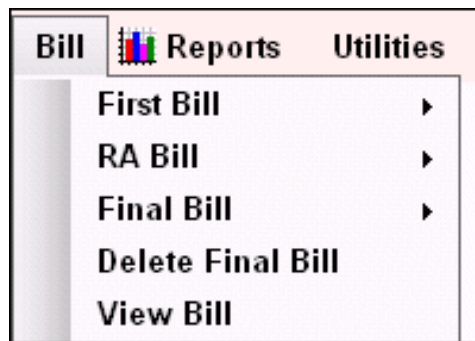
STEP 9 : DELETE FINAL BILL

If a user creates the final bill by mistake then he cannot create new RA bill. Hence delete final bill option is given so that new RA bills can be created.

Click on "Bill" from the Main Menu.

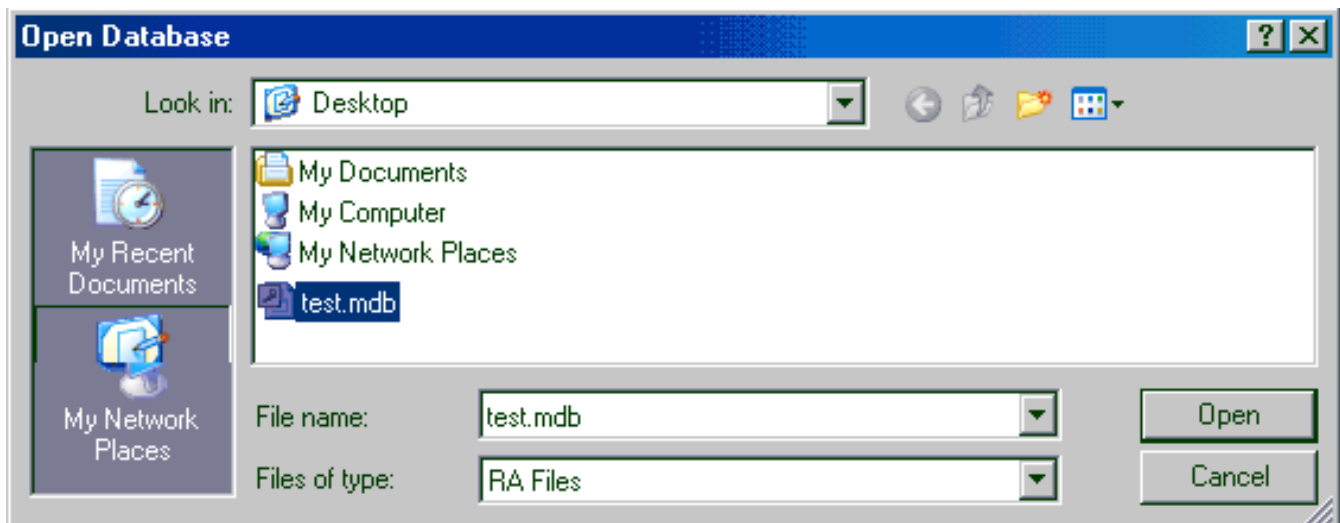
File Company Info Project Details Sections Items Bill  Reports Utilities Learn 

From the drop down menu click on Delete Final bill.

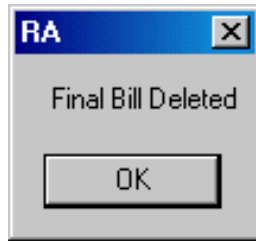


Following graphics will be displayed. You will have to open the file you created in Step No 1.

Click on "test.mdb". and click open



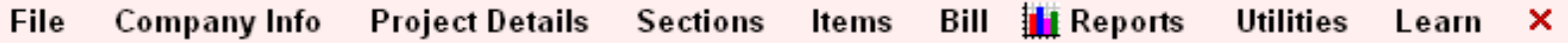
Final Bill is Deleted and the following Message is displayed.



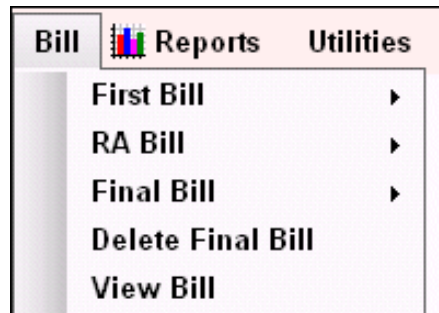
LEARN RA BILL

STEP 10 : VIEW BILL

Click on "Bill" from the Main Menu.

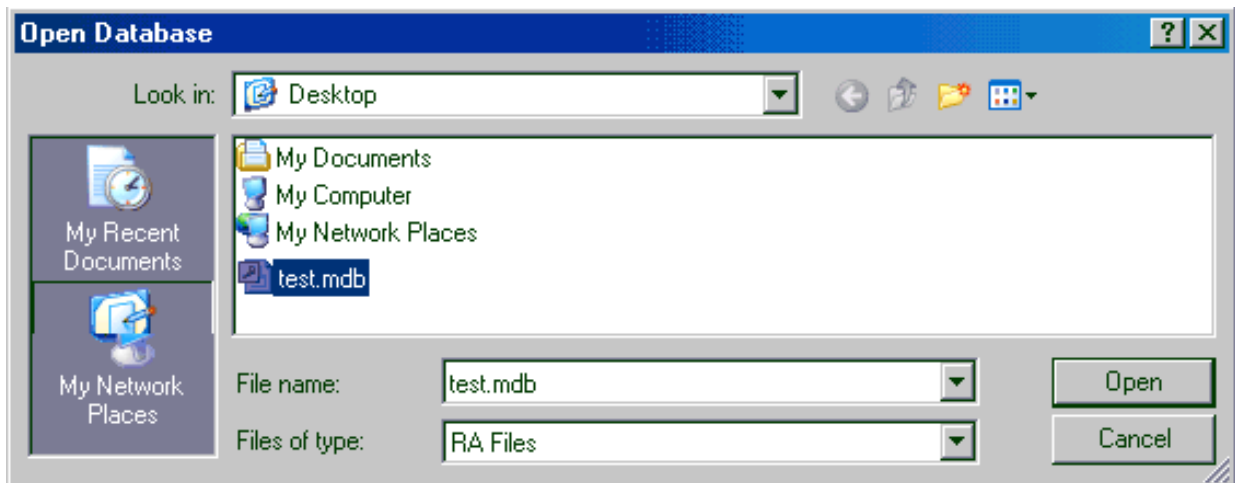


From the drop down menu click on View bill.



Following graphics will be displayed. You will have to open the file you created in Step No 1.

Click on "test.mdb". and click open



View bill page Opens Up.

By Default View " All Bills " category is selected in the search by Category.

Hence the first bill is viewed.

The search by categories are explained below.

The display for items is as follows.

Item Tab:

[FIRST BILL](#) | [PREVIOUS BILL](#) | **BILL 1** | **OF 3** | [NEXT BILL](#) | [LAST BILL](#)

VIEW BILL

Search By:

Bill No: VIEW

Date:

Items	Additions / Deductions	Material Deductions
	Code	Items Of Work
▶	B1	ROUGH EXCAVATION / BANKL...
	E1	RCC 1 : 1 : 2 UP TO PLINTH LE...
	Qty Up To Date	Rate
		Unit
		Amt Up To Date
		100
		220
		M3
		22000
		10
		6000
		M3
		60000

Material Deduction Tab:

Items	Additions / Deductions	Material Deductions
	MATERIAL	QUANTITY
	RATE	UNIT
	TOTAL	
▶	cement	70
		250
		bags
		17500
Total : Rs 17500		

Click on Additions / Deductions tab

The display is as follows.

Items	Additions / Deductions	Material Deductions
Total Amount Up to date:	82000	Total Amount since Previous Bill:
Less Discount/ Rebate		(Rs) 0
Additions/Deductions if any (1):		(Rs) 0
Total Value Of Work Done :		(Rs) 82000
Gross Value Of Work Done In Previous Bills:		(Rs) 0
Gross Amt Of this Bill:		(Rs) 82000
Deductions For Materials:		(Rs) 17500
Retention Amount		(%) 10 8200
Additions/Deductions if any (2):		(Rs) 0
Taxes		(%) -4 -2252
Mobilization Advance		(%) 10 8200
Net Payment :		(Rs) 45848
In Words :	Rupees Forty Five Thousand Eight Hundred Forty Eight Only	

SEARCH BY CATEGORIES

Search By:

- Bill No
- Date
- All

1) Bill no

To Search by bill no Select Bill No in the search by category.
Enter the bill no in the text field and click on View button.

2) Date

To Search by Date Select Date in the search by category.
Select the date and click on View button.
All bills with the mentioned date can be viewed.
However the first bill with the particular date will be displayed.
Click on Next, First, Last, Previous bill Buttons to view Respective bills.

3)All

To view all Bills Select All in the search by category.
Click on View button.
The first bill will be displayed.
Click on Next, First, Last, Previous bill Buttons to view Respective bills.

Print

In order to print currently viewed bill click on Print -> Bill.
In order to print currently viewed bills Material Deduction click on Print -> Material Deductions.
Click Read Me button to understand salient features of this Option.

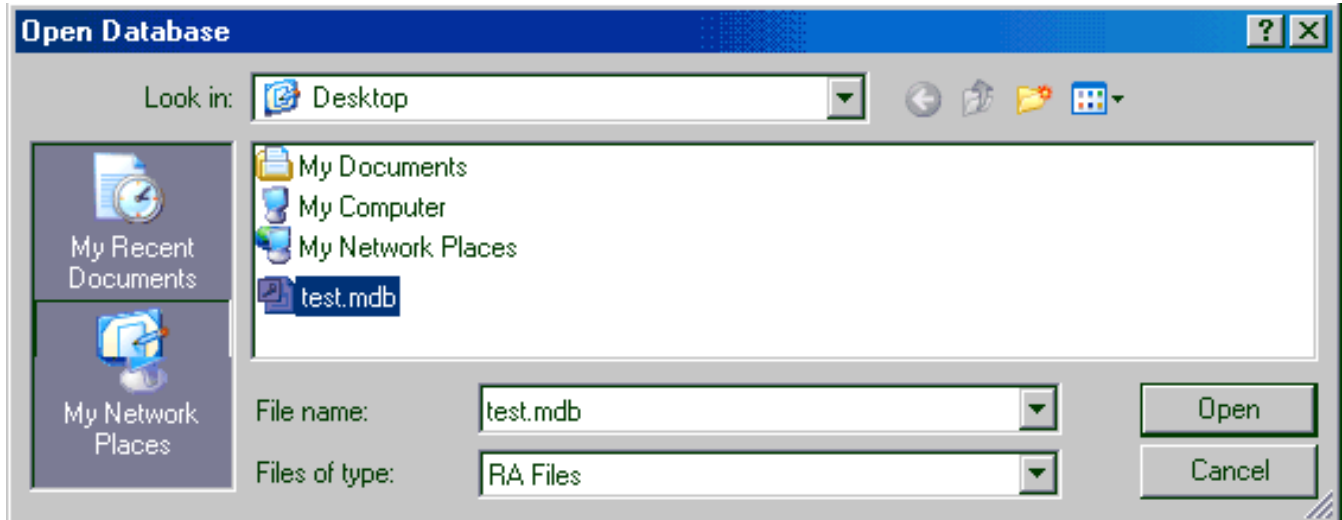
LEARN RA BILL

STEP 11 : REPORTS

Click on "Bill" from the Main Menu.

File Company Info Project Details Sections Items Bill Reports Utilities Learn X

From the drop down menu click on Reports.

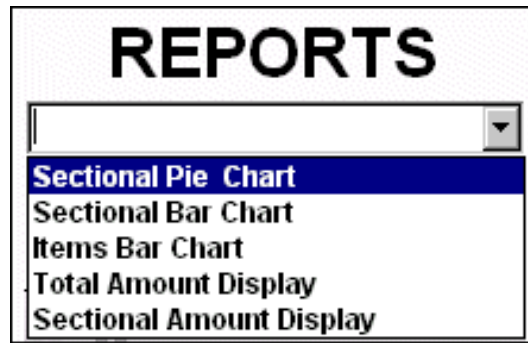


Following graphics will be displayed. You will have to open the file you created in Step No 1. Click on "test.mdb". and click open. The display will be as follows.

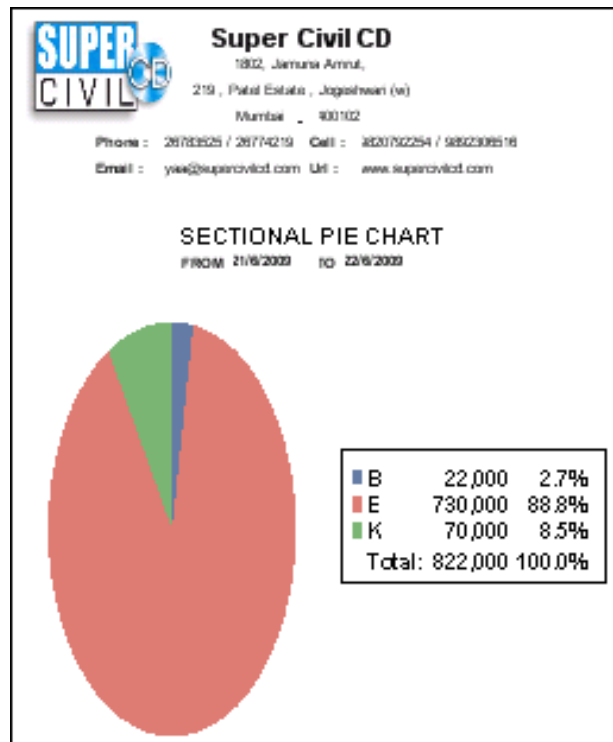
<h2>REPORTS</h2>	
	▼
From Bill Date :	22/ 6 /2009 ▼
To Bill Date :	22/ 6 /2009 ▼

1) Sectional Pie Chart

Select Sectional Pie chart from the drop down Menu.

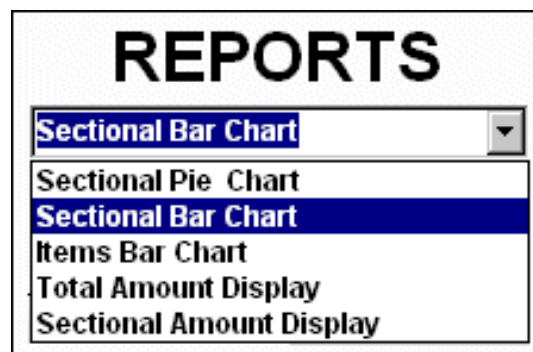


Select the From Bill Date and To Bill Date.
 Click on View.
 The display is as follows.



2) Sectional Bar Chart

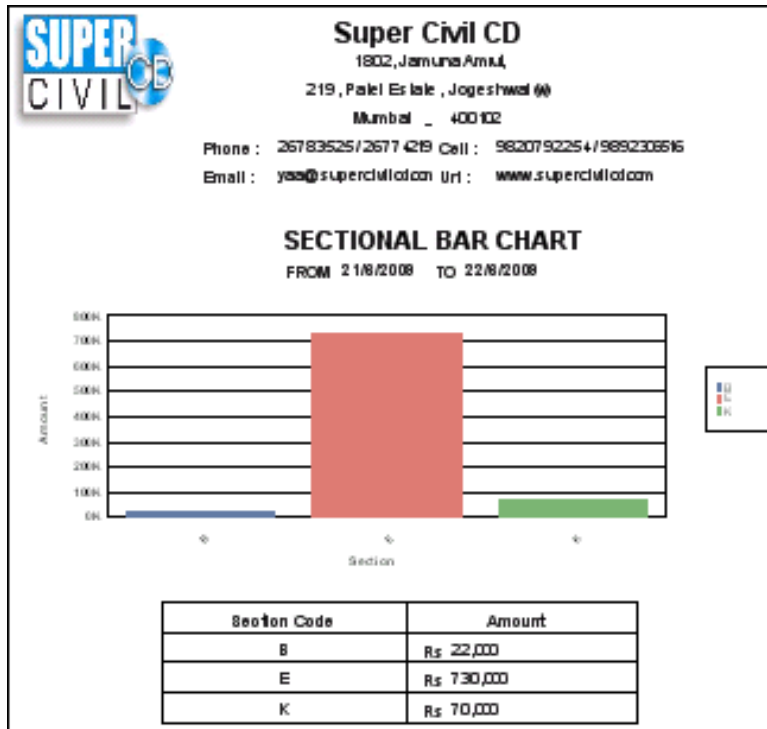
Select Sectional Bar chart from the drop down Menu.



Select the From Bill Date and To Bill Date.

Click on View.

The display is as follows.

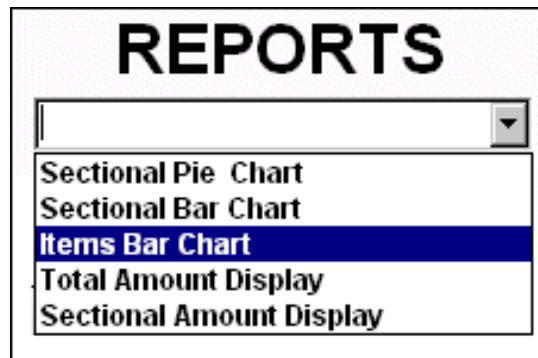


3) Items Bar Chart

Select Items Bar chart from the drop down Menu.


Select the From Bill Date and To Bill Date.

Click on View.

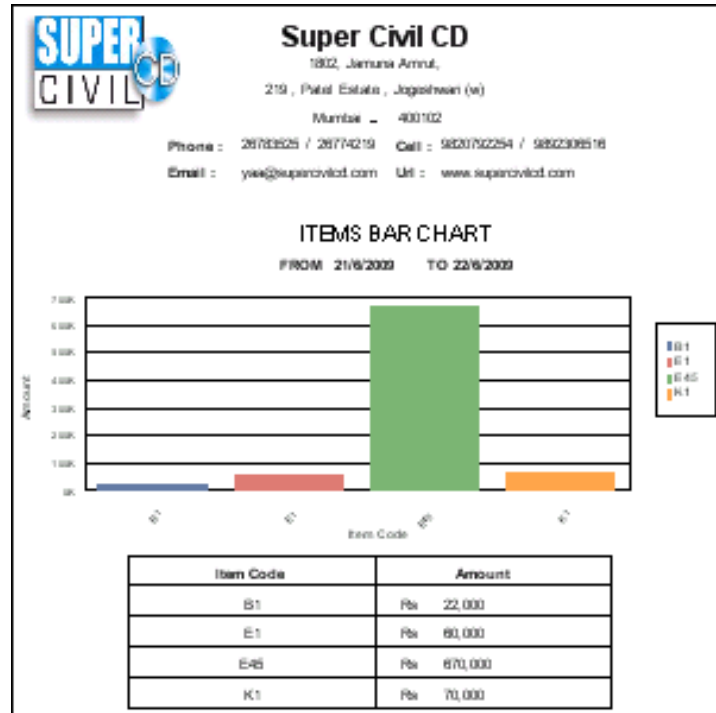


Those Sections will be displayed whose items are present in the bills.

Select the sections whose items you would like to print.

SECTION		
	B	<input checked="" type="checkbox"/>
	E	<input checked="" type="checkbox"/>
	K	<input checked="" type="checkbox"/>

Click on OK.
The display is as follows.



4) Total Amount Display

Select Total Amount Display from the drop down Menu.
Select the From Bill Date and To Bill Date.
Click on View.

REPORTS

Total Amount Display

Sectional Pie Chart
Sectional Bar Chart
Items Bar Chart
Total Amount Display
Sectional Amount Display

Click on View.
The display is as follows.



Super Civil CD

1802, Jamuna Amrut,
219 , Patel Estate , Jogeshwari (w)
Mumbai - 400102

Phone : 26783525 / 26774219 Cell : 9820792254 / 9892306516

Email : yaa@supercivilcd.com Url : www.supercivilcd.com

TOTAL AMOUNT DISPLAY

FROM 21/6/2009 TO 22/6/2009

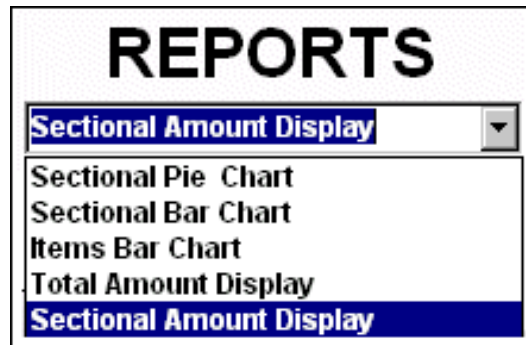
Section Code	Amount
B	Rs 22,000
E	Rs 730,000
K	Rs 70,000

5)Sectional Amount Display

Select Sectional Amount Display from the drop down Menu.

Select the From Bill Date and To Bill Date.

Click on View.



Those Sections will be displayed whose items are present in the bills.

Select the sections whose items you would like to print.

	SECTION	
	B	<input checked="" type="checkbox"/>
	E	<input checked="" type="checkbox"/>
	K	<input checked="" type="checkbox"/>

Click on OK.

The display is as follows.



Super Civil CD

1802, Jamuna Amrut,

219, Patel Estate, Jogeshwari (W)

Mumbai - 400102

Phone : 26783525 /26774219 Cell : 9820792254 /9892306516

Email : yaa@supercivilcd.com Url : www.supercivilcd.com

SECTIONAL AMOUNT DISPLAY

FROM 21/6/2009 TO 22/6/2009

Item Code	Amount
B1	Rs 22,000
E1	Rs 60,000
E45	Rs 670,000
K1	Rs 70,000

Click Read Me button to understand salient features of this Option.

OTHER SOFTWARES:

SUPER CIVIL CD - Single Point Solution To Your Civil Engineering Needs

SUPER RATE ANALYSIS - Rate Analysis Of 1299 Nos. Of Civil Engineering Items

2D FRAME ANALYSIS - Discover The Beauty Of Structural Analysis

R C F - A Software for Analysis, Design, Estimation & Costing of RCC Floors

S S F - Analysis, Design, Estimation & Costing of Steel Buildings, revised as per IS 800 : 2007

Q T Y - Quantity Estimation & Cost, Project Control

SUPER REAL VALUATION - A Software For Immovable Properties

ROADS - Pavement Design & Rate Analysis Of Road Items

ROAD ESTIMATE - Quantity Estimation & Cost, Project Control For Road

ELECTRIC COST - Costing, Project Control & MDS For Electrical Projects

HVAC COST - Costing, Project Control & Design For HVAC Engineers

BILLING JI - A Database Management Software For General Billing

BUILDERS BILL - A Database Management Software for Billing of Lump sum Contracts

BID ANALYSIS - A Software For Technical & Commercial Tender Analysis

RAFT FOUNDATION - Analysis, Design, Estimation, Costing & Drawing of RCC Raft Foundation

STEEL_2007 - Limit State design of Steel as per IS 800 : 2007

SITE CONTROL - A Management Software for Resource Control At Site.

DESIGN & DRAWING CONTROL - A DBM Software for Control of Design & Drawing Manhours.

COMPOSITE - A Software for Analysis, Design, Costing & Drawing of Composite Floor Buildings

INSTA COST - A Software for Estimating Project Cost & Tender SOQ Instantly

FLAT SLAB - A Software for Analysis, Design, Estimation, Costing & Drawings of Flat Slabs

FLAT RAFT - A Software for Analysis, Design, Estimation, Costing & Drawings of Rigid RCC Flat Rafts

OPTIMIZE BAR - A Software for Optimization of Reinforcements from Existing Bar Bending Schedule

OPTIMIZE STEEL - A Software for Optimization of Steel Sections from Existing Fabrication Drawing

AutoQty - A Software for Automatic Quantity & Cost Estimation from AutoCAD Drawings