

Richmond American - Lumber Lock Monthly Pricing Workbook

Complete System Documentation

File: ORE_-_Lumber_Lock_Template_Vendor.xlsm

Size: 21MB

Purpose: Monthly lumber pricing validation, vendor updates, and cost summary distribution

WORKBOOK STRUCTURE (27 Sheets)

Setup & Configuration

1. Lumber Lock Setup
2. Contact List
3. Checklist (K26:K31 = email distribution)

Data Input

4. Takeoff Upload Sheet
5. Item Generation
6. Item Cost Upload- Existing
7. Item Cost Upload- New Items
8. Item Conversion
9. Item Duplicates

Validation & Analysis

10. **Lumber Lock - Validation Tool** (PRIMARY - columns J & AK)
11. Takeoff Revisions
12. Current Lock vs Prev Lock
13. Plan Cost Variance Summary

Vendor Communication

14. Vendor Update (Commodity)
15. Vendor Update (Non-Commodity)

Summary & Reporting

16. Pricing Summary

17. Takeoff Summary 18-25. LbrRpt/PnlRpt (4 versions each)

Archive & History

26. Previous Lumber Lock (archived J & AK)

27. Previous Cost Summary

28. Consolidated Data

VBA MODULES

Module 1: Export Tool

Creates vendor-ready export file with selected sheets, converts formulas to values (except Validation Tool), protects sheet with password.

Action Required: Change password "YourPassword"

Module 2 & 5: Email Distribution (DUPLICATES)

Creates Outlook email with screenshots to recipients from Checklist K26:K31.

Action Required:

- Update SharePoint URL placeholder
- Delete duplicate module

Module 3: Archive Previous Lock

Copies current Validation Tool (columns J & AK) to Previous Lumber Lock, archives Pricing Summary.

Use: Run at END of month before starting next lock.

Module 4: BLANK

Available for future functionality.

MONTHLY WORKFLOW

Week 1: Data Collection (upload takeoffs, costs) **Week 2:** Validation (check variances, compare to previous)

Week 3: Vendor Communication (generate reports, export) **Week 4:** Distribution (email, SharePoint, archive)

KEY IMPROVEMENTS NEEDED

1. Remove duplicate email module (2 & 5 identical)

2. Update SharePoint URL placeholder
3. Change visible password in code
4. Add error handling/logging
5. Consolidate 8 similar report sheets?