STACK Project Cost Calculator Instructions

Getting Started Guide

Project Cost Calculator Version # 1.1.4

Support Resources:
STACK Support Page
 Phone: 866-702-6078

Free Trial of STACK

The STACK Project Cost Calculator is used to estimate the total project cost including project specific pricing, markup, overhead, and profit.

The STACK Project Cost Calculator will import any CSV file exported from the STACK Reports page using the Export to Excel button. We recommend using the Items by Type Report as the best starting point for most STACK Pro users. This report displays unit cost grouped by cost types including material, labor, and equipment and can be further organized by area or phase using Label groups.

If you're a STACK Plus user or you're just looking for a simpler estimate based on the price per foot method, the Takeoff Quantity Report is a good starting point. This report displays cost for each takeoff condition and is the simplest method for estimating.

System Requirements:
Support for the calculator is limited to the most recent Windows Desktop version of Excel. Desktop Excel for Apple computers and the Office 365 on-line version of Excel are not supported.

The STACK Project Cost Calculator is not compatible with the STACK Report Sync Excel Add-In.
The calculator will import a CSV file from the STACK Reports page created with the Export to Excel command.

Getting Started:
After completing your takeoff using STACK Plus or Pro go to the reports page, select a report and click the **Export To Excel** button.
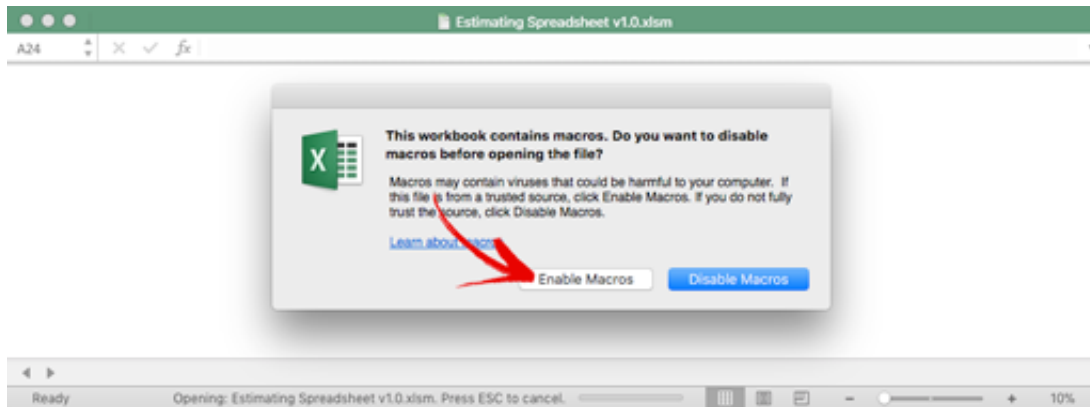

This creates a CSV file in your downloads folder with a name like ItemCostByTypeReport.csv

which can be imported into the project cost calculator spreadsheet.

Open the STACK Project Cost Calculator in the desktop version of MS Excel. When prompted, click the **Enable Macros** button. Macros are necessary for the calculator to work properly.

Click the **Enable Content** button when the Security Warning appears. This gives excel permission to display your takeoff report data in this sheet.
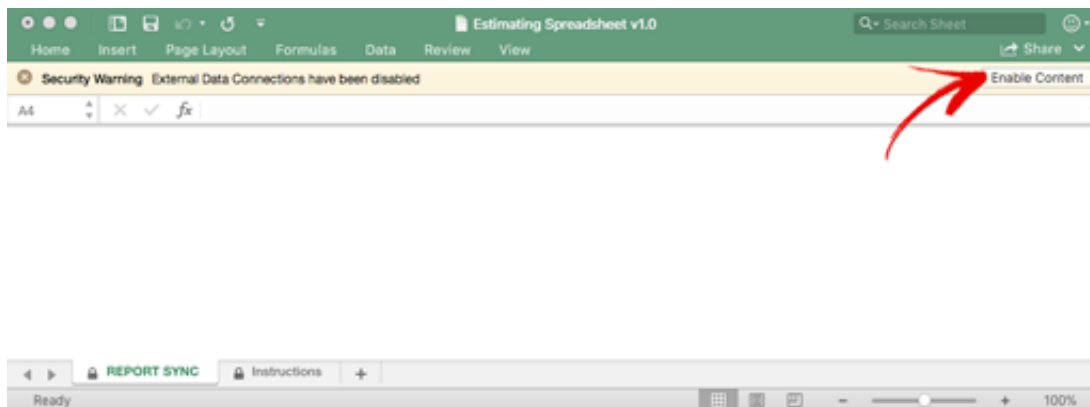
If you are starting fresh and you want to be sure your estimate is based on new pricing data, click the **Reset Form** button at the top of the page. This will erase all the information in the form and reset all you values to zero.
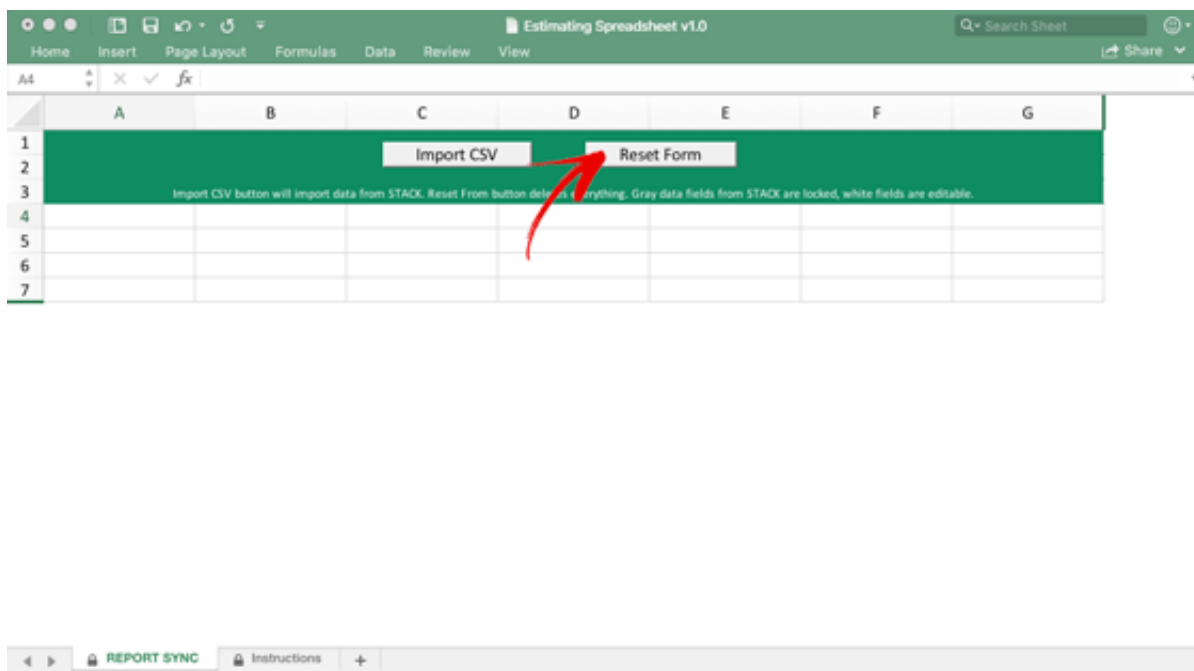
Click the **Import CSV** button at the top of the page, navigate to your downloads folder and select the report you want to base your estimate on. This will populate the project cost calculator with the takeoff quantities and cost information from the selected STACK Report.

Start by clicking the Import CSV Button and selecting any report created in STACK.

A sample STACK Report titled ItemCostByTypeReport1group.csv is included in the email.
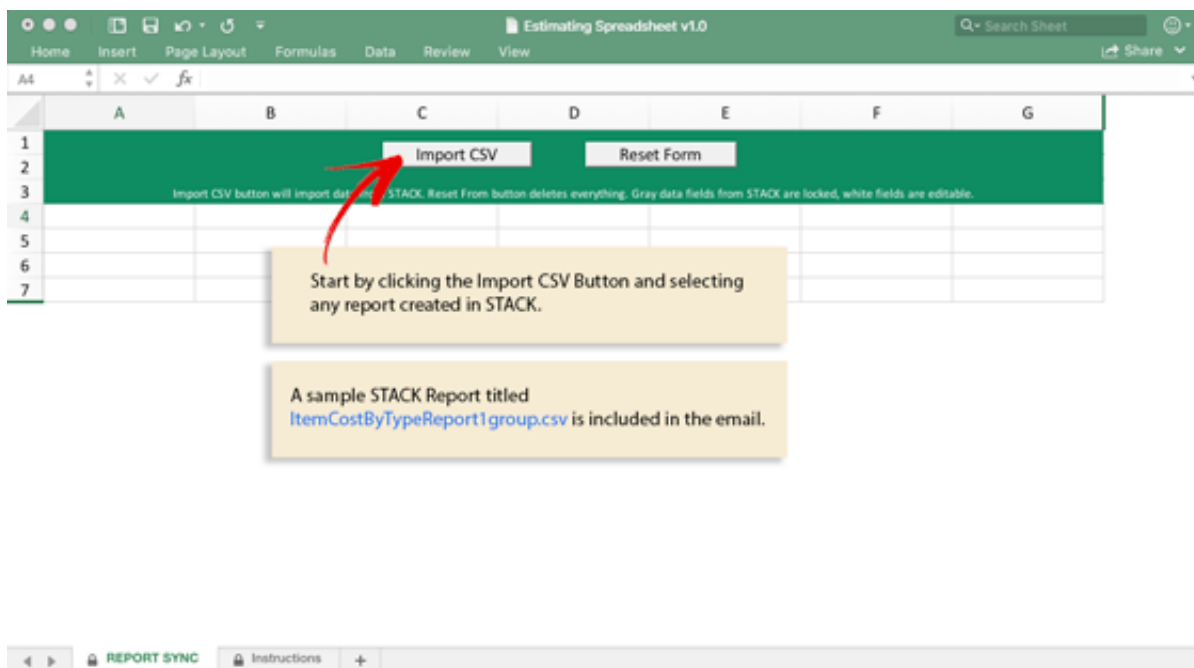
If your QTYs change in STACK project, simply re-export the file and repeat the **Import CSV** step to update the quantities in the project cost calculator.

The white columns in the project cost calculator spreadsheet are editable and the grey columns are locked. Unit Costs can be entered once anywhere on the form and they will automatically appear everywhere for that Takeoff Item. Changes to the unit cost will be remembered when you import new quantities from STACK.

Frequently Asked Questions

Q: **How do I enter a fraction of a percent?**
A: Excel treats whole numbers as a percentage so the number 10 is automatically as 10%. In cases where you would like to have a fraction of a percent you must enter a leading zero and a decimal. If you enter 0.15 it will be treated as .15%.

Q: **How do I clear my project pricing and other data?**
A: Clicking the **Reset Form** button will clear the page and remove all stored data.
Clicking the **Import CSV** button will update QTYs from the selected STACK report file.

Q: **How do I update my QTYs without effecting the prices I've already entered?**
A: Clicking the **Import CSV** button will update QTYs from the selected STACK report file without effecting the project prices you've already entered.

Q: **Why can't I change my item name, label group or QTY, etc?**
A: The grey columns are locked to prevent changes to data provided from your STACK Report. White columns are open for changes.

Q: **What's wrong with my waste factor?**
A: If you add a waste factor in the assembly settings during your takeoff, you should leave the waste factor in the project cost calculator at zero. Having the waste factor set in both locations inflate your costs.

Q: **How do I manage my project pricing in the cost calculator?**
A: STACK Catalog pricing data will be imported from STACK and will appear under Unit Cost in the project cost calculator where available. In cases where there are no prices stored in STACK, the Unit Cost will appear as $0.00.

Prices entered in the project cost calculator are stored locally and have no effect on your STACK items database. Prices only need to be entered once per item to appear everywhere in the sheet. The calculator will remember your project prices even when you update the QTYs from STACK by importing a new CSV file.

Manually entered Unit Costs are displayed in bold.

Column Headings and Definition of Terms:

Label1 (Optional) - If you group your report in STACK the primary grouping label will appear here.

Label 2 (Optional) - If you group your report in STACK the secondary grouping label will appear here.

Name - On the Takeoff Quantity Report, the name of the Takeoff Condition will appear in this column. For any of the Item reports the name of the Item will appear in this column.

Cost Type - Only the Item Cost by Type Report will include a cost type column. Cost types include Material, Labor, Subcontractor, Equipment and other. You can create custom cost types in your STACK Account Settings and the custom cost types will appear here.

Unit Cost - The purchase price for materials and services expressed in dollars. Defaults to zero if there are no STACK Catalog Prices available. Unit cost is an editable field, the spreadsheet will remember your prices and update all occurrences when you refresh the CSV file. To clear the Unit Cost, click the Reset Form button.

QTY - Measured values from your STACK Takeoff. You can update the quantities in the project cost calculator by clicking the Import CSV button and loading an updated file from your STACK Report.

Units - The units of measure associated with the QTY.

Waste - The percentage of additional material needed in excess of the estimated quantity required for construction. Only use the Estimating Spreadsheet waste factor if you have **NOT** already used the waste factor on your Assembly. Entering the waste factor in both places will result in excessive project totals.

Adjusted QTY - Combines the QTY and the Waste factor.

Adjusted Cost - Unit Cost times the Adjusted QTY.

Markup - The percent difference between cost and the sale price for material and labor required for construction.

Total - Adjusted Cost including Markup.

Overhead - The ongoing cost of running your business that can't be easily traced back to a project. For example the rent for office space or payroll services. Overhead is calculated as a percentage of the subtotal of the project cost.

Profit - The income generated for the business owner over and above the project cost. Profit is expressed as a percentage of the total project cost after adding overhead and markup.

Tax - Mandatory charges imposed by the government. Expressed as a percentage of material cost.

Insurance - Workers' compensation is a form of insurance providing wage replacement and

medical benefits to employees injured in the course of employment. Expressed as a percentage of labor cost.

Supported file type:

Items Cost by Type Report is recommended as the best starting point for most STACK Pro users. This report displays unit cost for each item grouped by cost type including material, labor and equipment costs. When imported into the calculator, the report presents each material and labor item on a new line and will produce a more detailed estimate.

Takeoff Quantity Report is recommended for all Plus user or any Pro users just looking for a simple estimate based on the price per foot method. This report displays unit cost for each takeoff condition and is the simplest method for doing a quick estimates.