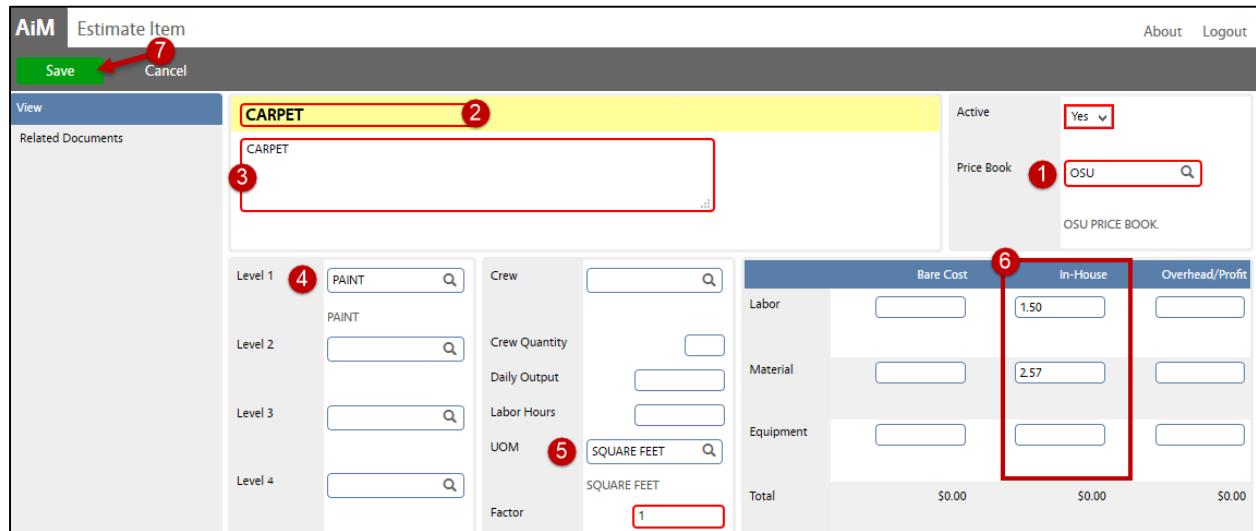
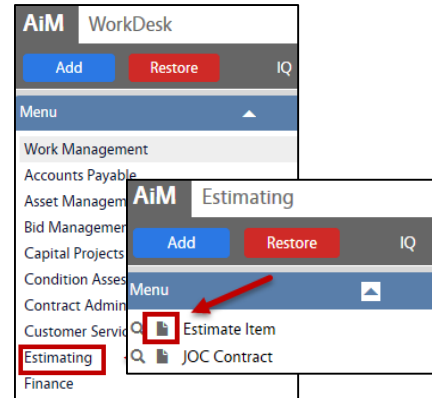


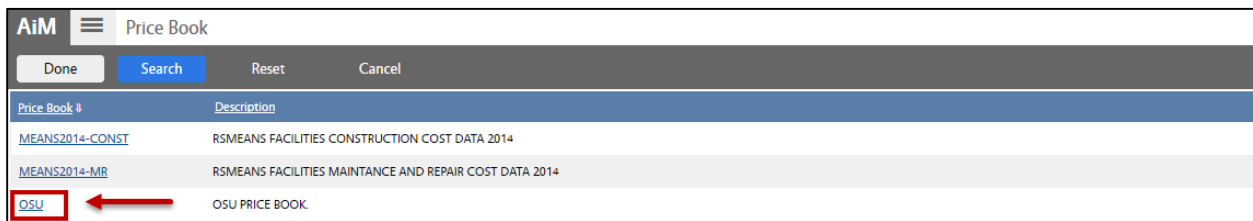
Building the OSU Price Book

In AiM, estimating is performed against each phase on a work order.

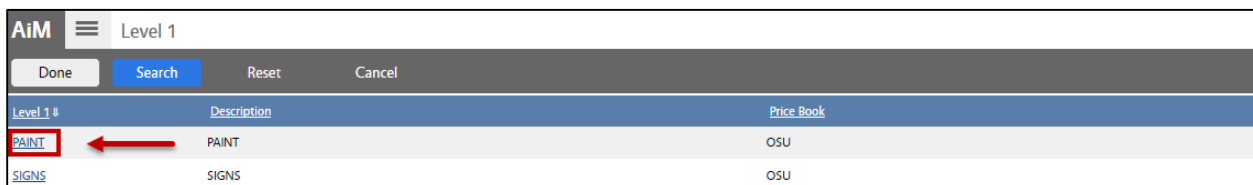
To enter an Estimate Item, go to the **Estimating** module located on the work desk. Click: **NEW** (next to **Estimate Item**)




1. From **Price Book**, click: Zoom. Select **OSU**



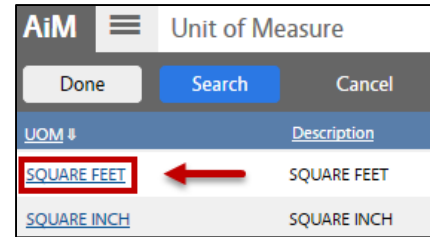
2. Enter name of **Item**
3. Enter a **Description** of the **Item**.
4. **Level 1**, click: Zoom. Select a value from the list. Each item that you create will be associated with the level that you assign it to, levels resemble the format for the OSU BCL.



5. **UOM**, click:  Zoom, select a Unit of Measurement

6. Next, add **In-House** costs for:

NOTE: The price of Labor, Material, and Equipment is dependent on the UOM per item.



- a. **Labor** Manually calculate & enter (*hours to complete x labor rate – no markup*)
- b. **Material** Cost of material per UOM
- c. **Equipment** **Not in use by OSU.** This cost would be for rental equipment.

7. Once the prices have been inserted into the **In-House** costs of the item, click: **SAVE**

Once the Estimate Item is saved, it becomes part of the **Phase**.

