

# Kahua Quick Reference Guide

## Uniformat Estimate

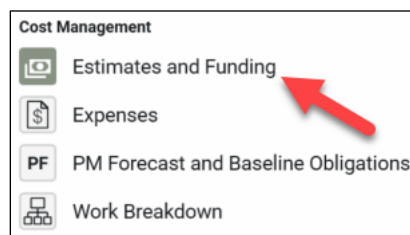
### About Uniformat Estimate

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- [View Uniformat Estimate in Work Breakdown](#)

The Uniformat Estimate tool is a tab of the Estimating and Budgeting application that allows users to enter in their planning estimates into Kahua so that it appears in the Work Breakdown and is available for reporting to compare to current estimates and actual cost.

### Navigate to Uniformat Estimate

1. Open the project using Project Finder on the left side bar.
2. Select **Estimates and Funding** from the App launcher.

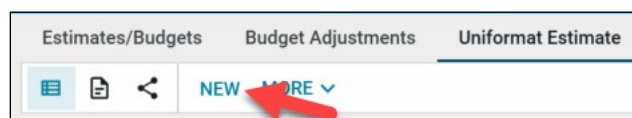


3. Click the **Uniformat Estimate** tab below the project name.

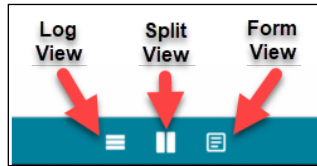
### Create a Uniformat Estimate

This activity is typically created by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-PBS Budget, GSA-PM/COR, GSA-National SME, GSA-Regional SME, or EXT-PM.**

1. In the log toolbar, click **NEW** to open the Uniformat Estimate form view.



**Note:** Use the three focus buttons in the bottom blue bar to adjust your form view if necessary.

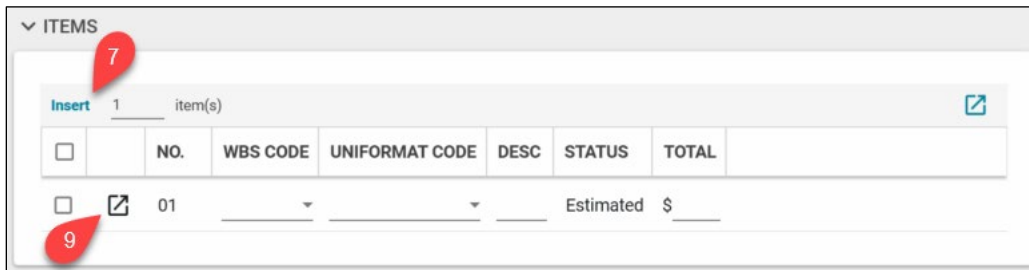


### Details Section

2. The **Number** and **Date** will auto populate but can be changed if necessary.
3. Enter a **Subject** in the required field.
4. Enter a **Description**, if necessary.
5. Select an **Estimator** and **Signed Date**.
6. Enter any **Notes**, if necessary.

### Items Section

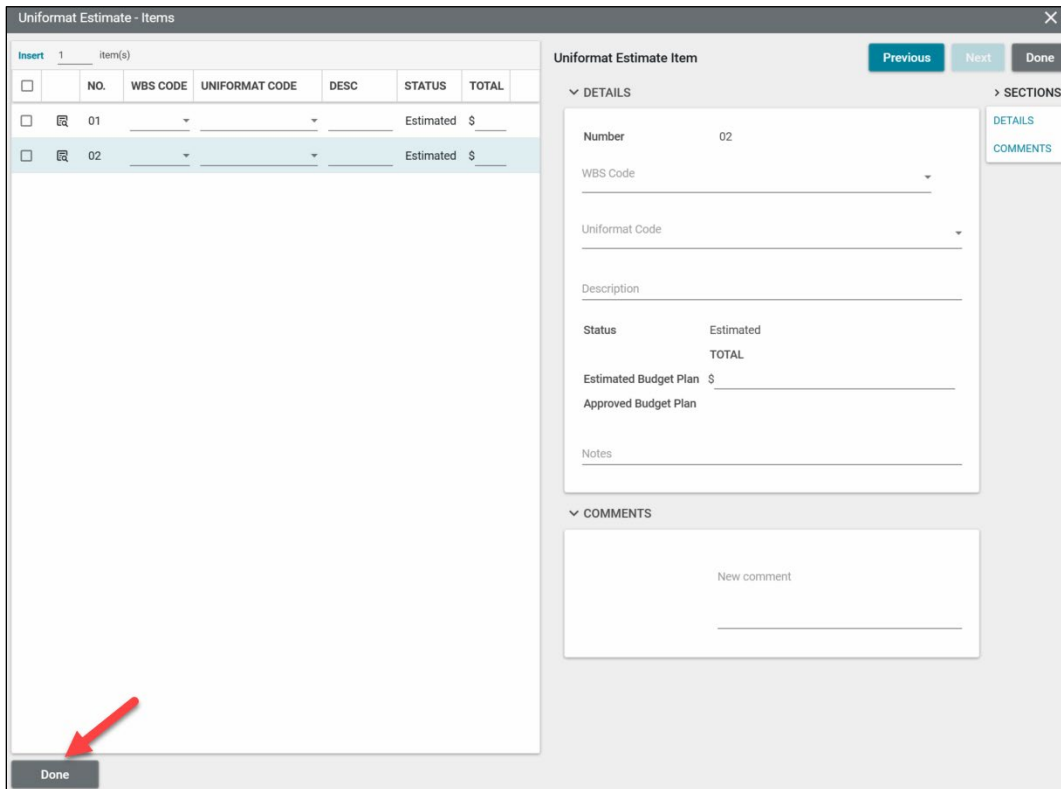
7. Click **Insert**. If there are multiple Items, change the number 1 to the number of Items, then click **Insert**.
8. The No. and Status columns auto-populate.
9. Click the **flyout button** next to the new line item to open the **Uniformat Estimate Item** window.



10. Select the **WBS Code**.

**Note:** The WBS Code can be filled in later, if necessary, by returning to the Uniformat Estimate. If you are adding the WBS codes later, follow the instructions in the [Add WBS Codes to Uniformat Estimate](#) section of this QRG.

11. Select the **Uniformat Code** from the drop-down list, which will populate a description. If necessary, the description can be changed.
12. Enter a value in the **Total Estimated Budget Plan** field.
13. Enter any **Notes** or **Comments**.
14. If you entered multiple lines in step 7, use the **Next** and **Previous** buttons to fill out the information for each line item.
15. Click the **Done** button to close the window.



**Comments Section**

16. Add any comments in the comments section if necessary for the Uniformat Estimate.

**References Section**

- 17. Attach any supporting documentation such as photos or pdf files by clicking **UPLOAD** or **ADD KAHUA DOC**, navigating to the appropriate file, clicking **Open**, adding **Comments**, and clicking the **OK** button.
- 18. Click the **Save/Close** button to complete the creation of the Uniformat Estimate.

**Add WBS Codes to Uniformat Estimate**

This activity is typically completed by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-PBS Budget, GSA-PM/COR, GSA-National SME, GSA-Regional SME, or EXT-PM.**

**Note:** If WBS Codes have already been added to the Uniformat Estimate, you can skip this section

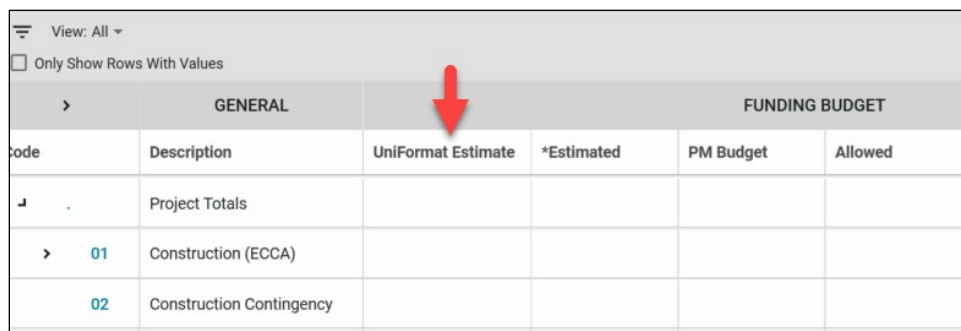
- 1. Use the app launcher on the left navigation pane to open the **Estimates and Funding** application.
- 2. Click Uniformat Estimate tab, and click on the Uniformat Estimate you wish to edit from the log. Then click **Edit** in the log toolbar.
- 3. In the **Items** section, add WBS codes to each line item.

4. Click the **Save/Close** button to complete adding WBS Codes to Uniformat Estimate.

### View Uniformat Estimate in Work Breakdown

This activity is typically completed by the following roles: **Domain Administrator, GSA-Administrator Group, GSA-Regional KPM, GSA-Regional Manager, GSA-Regional CILP, GSA-CO Portfolio (CILP), GSA-Measures Manager, GSA-PBS Budget, GSA-PM/COR, GSA-Observer, or EXT-PM.**

1. Open the app launcher in the left navigation pane and find the **Work Breakdown** app.
2. Find the **Uniformat Estimate** column in the WBS and view the Estimated Budget Plan amount pulled in after adding WBS codes.



View: All ▾					
<input type="checkbox"/> Only Show Rows With Values					
> GENERAL		FUNDING BUDGET			
code	Description	UniFormat Estimate	*Estimated	PM Budget	Allowed
└	Project Totals				
> 01	Construction (ECCA)				
02	Construction Contingency				

**Note:** To learn more about the Work Breakdown app, please make sure to review the Work Breakdown Quick Reference Guide or eLearning video.