

3.2.1.3.Overheads

The **Overhead** tab in the **Project Estimates** form records and manages indirect project costs, such as administrative fees, office expenses, or general services that are not directly linked to specific project activities.

#	Project Task	Expense Item	Cost Element	Quantity	UOM	Price	Price Includes VAT	VAT, %	Amount Excl. VAT
1		Overheads		1.000		10,000.00	<input type="checkbox"/>	Not Applicable	10,000.00

- **Project Task:** This is optional. It can be used to link the overhead to a specific task. Leave it blank for general overhead.
- **Expense Item:** Select the relevant overhead category, such as "Overheads" or "Administrative Costs".
- **Cost Element:** Optional field used to link the cost to a general ledger or internal cost code.
- **Quantity:** Enter the number of units. For a fixed overhead cost, enter "1.000".
- **UOM (Unit of Measure):** Enter the applicable unit. For lump-sum costs, this may be left blank or set to "Lump Sum".
- **Price:** Enter the total overhead cost. This should not include VAT unless the checkbox is selected.
- **Price Includes VAT:** Tick this checkbox only if the price entered includes VAT. Otherwise, leave it unchecked.
- **VAT %:** The system will indicate if VAT applies. For exempt or non-taxable items, it will display "Not Applicable".
- **Amount Excl. VAT:** This is auto-calculated. If VAT is not included, this will equal the price entered.

Fill Overheads

This option is used to calculate overhead based on a percentage of the direct costs listed in the **Costs** table. When the "Fill Overhead" option is selected, two choices are available: "Fill Overheads" and "Fill Overhead (by Task)." Once an option is selected, a dialog box will appear, prompting the user to enter the overhead percentage and select the relevant expense item. If "Fill Overhead (by Task)" is selected, the system will create separate overhead entries for each project task.

Main Revenue and Costs (4) Overhead (1)

Add ↑ ↓ **Fill Overheads -**

#	Project Task	Fill overheads
1	GF - Majli	Fill overheads (by tasks)

← → ★ Project Estimates MEPE25-0000001 dated 5/4/2025 8:05:15 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Generate - Settings Fill by Templates

Main Revenue and Costs (4) Overhead (1)

Add ↑ ↓ Fill Overheads -

#	Project Task	Expense Item	Cost Element	Quantity	UOM
1		Overheads		1.000	

Overheads Input Form [Close]

Enter Overheads %: [Calendar]

Expense Item: [Dropdown] [Copy]

Fill Overheads Close

Project Estimates MEPE23-0000001 dated 5/8/2023 3:20:48 PM *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Post Settings Generate - Fill by Templates Change Cost Set Markup - More actions - ?

Main Revenue and Costs (24) Overhead (10)

Add Fill Overheads - Search (Ctrl+F) More actions -

#	Project Task	Expense Item	Cost Element	Quantity	UOM	Price	Price Includes VAT	VAT, %	Amount Excl. VAT
1	Designs	Overheads		1.000		257.00	<input type="checkbox"/>	Not Applica...	257.00
2	Deetailed Drawings	Overheads		1.000		346.00	<input type="checkbox"/>	Not Applica...	346.00
3	Demolish & Removal	Overheads		1.000		1,082.00	<input type="checkbox"/>	Not Applica...	1,082.00
4	Pcc Sub Floor	Overheads		1.000		430.00	<input type="checkbox"/>	Not Applica...	430.00
5	Laminated Floor	Overheads		1.000		210.00	<input type="checkbox"/>	Not Applica...	210.00
6	Porcelain & Ceramic Tiles	Overheads		1.000		1,074.00	<input type="checkbox"/>	Not Applica...	1,074.00
7	Stone Cladding	Overheads		1.000		343.00	<input type="checkbox"/>	Not Applica...	343.00
8	Gypsum Ceiling	Overheads		1.000		12,894.00	<input type="checkbox"/>	Not Applica...	12,894.00
9	Plumbing	Overheads		1.000		4,379.00	<input type="checkbox"/>	Not Applica...	4,379.00
10	Led TVs	Overheads		1.000		400.00	<input type="checkbox"/>	Not Applica...	400.00

Posted Administrator In work (changed 5/8/2023) Discount: 0.00 Revenue: 306,525.83 AED Overhead: 21,415.00 AED
0.00 Costs: 214,150.00 AED Profit: 70,960.83 AED

Once overheads are entered, they should be distributed across the revenue lines for accurate total cost calculation. This helps apply markups that include both direct and overhead costs.

Project Estimates MEPE22-0000015 dated 2/2/2022 10:46:50 AM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Post Settings Generate - Fill by Templates Change Cost Set Markup - More actions - ?

Main Revenue and Costs (47) Overhead (1)

Revenue (47) Allocate Overhead Costs Upload BOQ Search (Ctrl+F) More actions -

Item	Content	Quantity	UOM	Unit Cost	Cost	Overhead	Total Cost	Markup, %	Markup Amount
Supply and installation... wallpaper	Supply and installation of ...	4.000	Roll	1,077.77	3,880.00	431.06	4,311.06	30.000	1,293.32
Supply, delivery					1,490.00	4,609.46	46,099.46	30.000	13,829.84
Supply, delivery					3,800.00	2,644.14	26,444.14	30.000	7,933.24
Supply cushion					1,200.00	133.32	1,333.32	30.000	400.00
Supply center					5,720.00	635.48	6,355.48	30.000	1,906.64

Costs (3)

#	Proje	Quantity per Unit	Quantity	UOM	Price	Price Incl
1	GF -	1.000	4.000	Roll	350.00	<input type="checkbox"/>
2	GF -	1.000	4.000		500.00	<input type="checkbox"/>
3	GF -	1.000	4.000	Nos	120.00	<input type="checkbox"/>

Select Method for Overhead Allocation

OK Cancel

Proportionally to Costs

Proportionally to Revenues