

Workaround: Build Multi-Level Phraseology Faster Using Excel Import

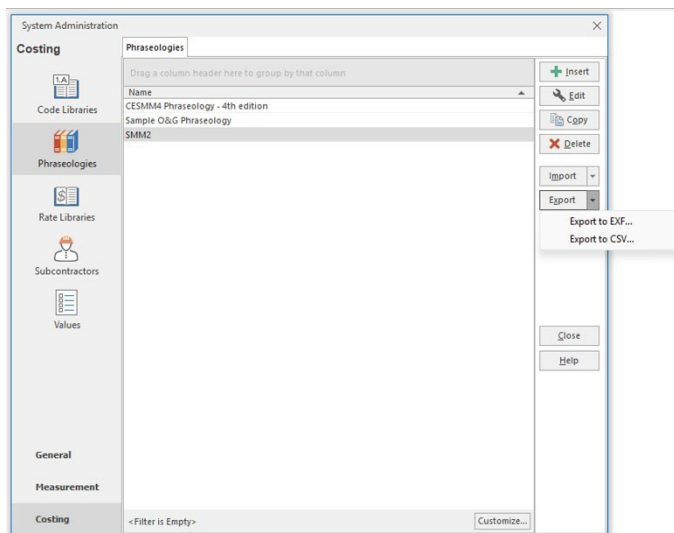
Phraseology is a powerful way to standardise BOQ descriptions. However, when Phraseology is dragged directly into the Workbook, only the top level is placed automatically. Lower-level descriptions must be manually dragged into subsequent Workbook levels, which can be time-consuming for large schedules.

A faster workaround is to use **Excel as an intermediate step**. This approach preserves the Phraseology hierarchy and allows CostX to automatically rebuild the correct Workbook structure.

How it works:

1. Export Phraseology to Excel (CSV)

Export the Phraseology so each description level appears in its own column (Level 1, Level 2, Level 3).



2. Review or Adjust in Excel

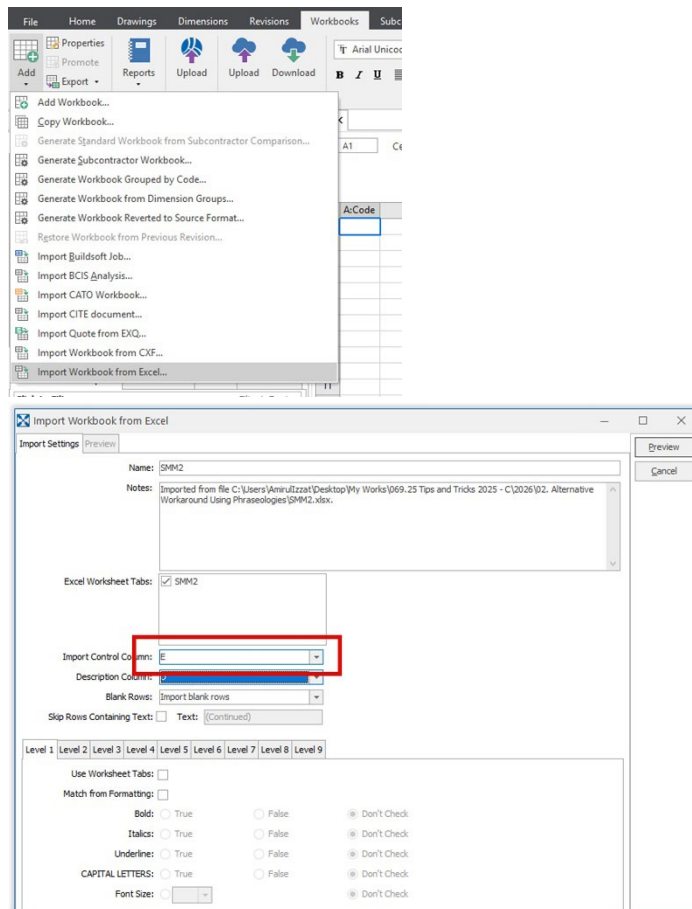
Excel allows quick bulk editing, re-ordering, or removal of unused descriptions before import. You can also control which columns represents each Workbook

level.

WORK BELOW LOWEST FLOOR FINISH	1
PILING WORKS (ALL PROVISIONAL)	2
General	2
Refer to the Specification and Preambles to all trades for description of materials and workmanship and general labour applicable to this Bill.	3
The Contractor may carry out his own soil investigation in addition to the information given on costs in connection therewith are deemed to be included in his tender.	3
Driving of piles shall commence from reduced ground level.	3
Rates of driving shall also include re-driving of heaved piles.	3
In the event that deviation from the correct alignment occurs or the eccentricity of any such piles does not conform to that shown on the construction drawings, the rectification of such piles will have to be carried out by the Contractor at his own expenses and to the entire satisfaction of the Engineer	3
The Contractor is to note that he will only be paid once for the cutting of pile heads to the required level even if it had taken him more than one operation to complete the task.	3
The Contractor shall submit all details of specification, load carrying capacity and other technical information related to the piles for the approval of the Engineer	3
The whole of the Works are to be carried out in a manner approved by the Engineer	3
Reject Piles	3
If any piles is rejected, either due to its incorrect position or poor workmanship or material, or due to unsettling or any other cause, the Engineer shall order an additional pile or if necessary two or three additional piles to be installed and the pile caps shall be redesigned and reconstructed to suit the incorporation of the additional pile(s) and no re-use of pile of whatsoever length is allowed for any pile point.	3
paid for the rejected pile but will be paid for ONE additional pile. The Contractor shall bear the cost of the second or third piles if more than one are ordered, plus the additional cost of amendment to pile cap work and all other additional cost associated with other necessary amendments to the structure as a result of the altered position of the piles and the amendments to the structure as a result of the altered position of the piles and the amended design of pile caps. The Contractor is deemed to have included in his prices for all cost in compliance therewith.	3
Payable Lengths	3
Piles are payable based on the rates for the configuration of pile lengths in this Bill. Prior approval must be obtained and the all new rates agreed with the Engineer before proceeding with the use of other pile lengths.	3

3. Import Workbook from Excel

Use **Import Workbook from Excel** and map each Excel column to the corresponding Workbook level. CostX automatically rebuilds the Workbook, placing descriptions at the correct levels without manual dragging.



Why it matters:

This method significantly reduces setup time, maintains consistent BOQ structure, and is ideal for projects using standard method-of-measure phraseology.