

AS-BUILTS SUMMARIES PROCEDURE

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Overview

Updating or creating new summaries for As-Built Plan Production.

Process Guide

Application/Tool(s): AutoCAD / Civil 3D
Version(s): 13.8.1704.0 Civil 3D 2026.2.1
Environment: MDT State Kit 2026.1.0
Released/Revised: 7/31/2026



SUPPORT
[Open a Case](#)

Statement of Need

This procedure demonstrates the steps necessary to create, amend, and finalize Summary frames for As-Built Construction Plans.

References

[Update Excel Manager Base File](#)

[Summary Sheets in Autodesk](#)

Revisions

7/31/2026 New Process Document

Summary Sheet Process

Section I. Updating Excel Manager File

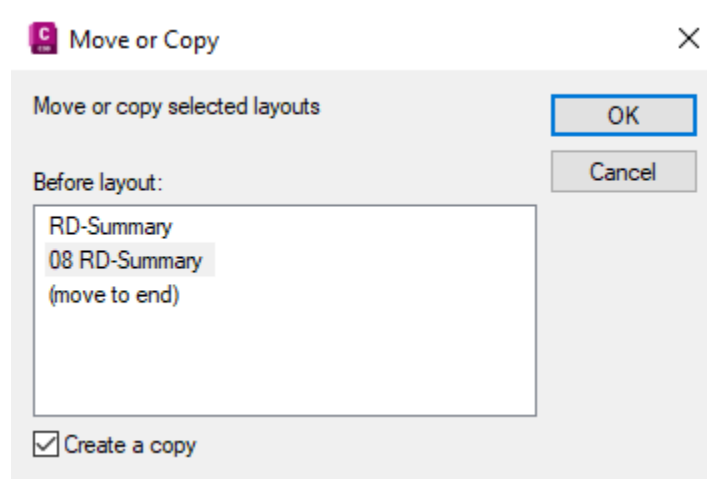
Open RDSUMXXX file in Civil 3D. Double click desired summary table. This will open the summary frame contained in the Excel Manager file. Once open, click the "Enable Content" button on the top of the page.

Make all applicable changes in Excel. Edit any quantity and station changes. All changes need to be in Bold & Italics. Pay attention to rounding. As-Builts should match rounding criteria in Table 109-1 of the Standard Specs. If additional quantities of any item were added, add rows in Excel to document these. If items were not installed, use strikethrough text to show the items not installed.

Once changes have been made, save the Excel file. The updated frame should now be shown in Civil 3D. If the updated summary frame does not show up in Civil 3D, a workaround is to simply select the summary frame and delete it from the drawing. Then in Excel, highlight the new frame, copy, and paste it into Civil 3D. Use the text size conversion guidance below.

Section II. Adding Sheets

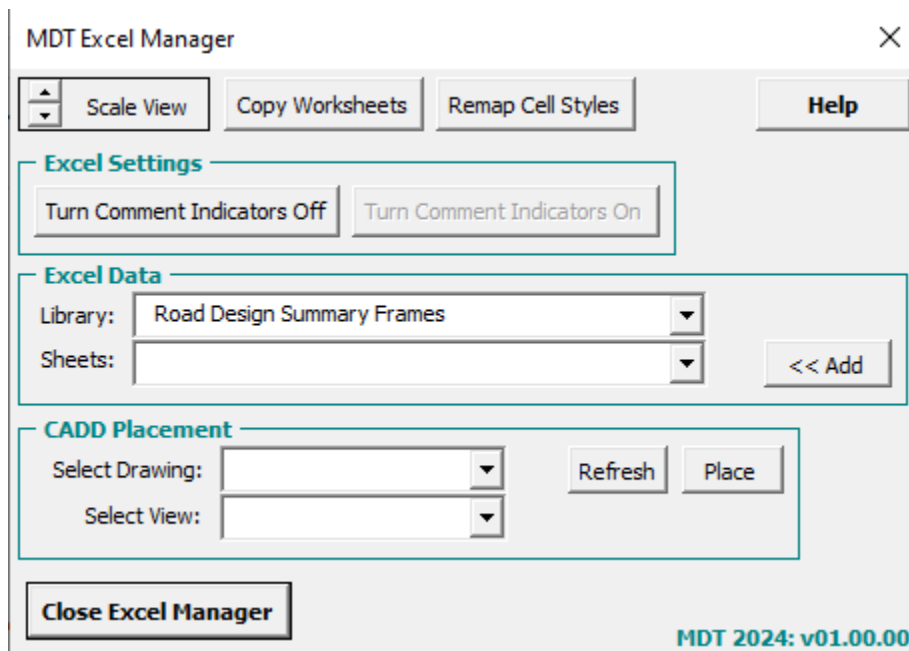
Right click on one of the existing Summary Layouts on the bottom tabs in Civil 3D. Select Move or Copy. Highlight layout you wish to copy. Make sure Create a Copy is checked. Hit OK. Copy of layout will now be one of the tabs on the bottom.



Rename the tab to reflect the appropriate name of the summary sheet added.

Section III. Adding Additional Summary Frames

In the RDQMG/RDEMG excel file. Verify that you are on the "Start" tab of the excel sheet. Verify that the "Enable Content" macro button has been selected. Select RUN MDT Excel Manager, select library for necessary summary frames (most likely Road Design), then <<Add.



Section IV. Text Size Conversions & Updating OLE Links

See the guidance on [Summary Sheets in Autodesk](#) for tips to update OLE links. Page 10 has the text size conversion table for information copying and pasting new frames into Civil 3D.

Section V. Information to Update on the Summary Sheets

Every bid item (including change order bid items) need to be shown in the As-Built Summary's. If the bid items do not have their own summary, they can be placed into a "Miscellaneous Bid Items Summary".

All Contract Adjustments (QA Adjustments, Fuel Price, LD's, etc.) also need to be included in a Summary. That summary is called "Contract Adjustments Summary".

The Surfacing Summary only requires that totals be entered at the bottom of the summary. (If your project has different categories show those totals separate and place the accumulative total at the bottom of the summary)

Summaries requiring more detail include Guardrail, Fencing, Sidewalk, Irrigation, Drainage Structures, and Culverts – you should show stationing where these items are installed.

When completing the Approach or Culvert Summaries only includes the option of pipe that was installed, delete the other options that were not used.

Only totals are used when completing the Signing & Delineation Quantities Summary. Show specific changes in the Sign Location and Specifications Summary.

Only totals are used when completing the Electrical Summaries. Show specific changes in the Pole and Luminaire Schedule.