

# QUICK GUIDE COST BREAKDOWN STRUCTURE



## OVERVIEW – COST BREAKDOWN STRUCTURE (CBS) REGISTER

The screenshot displays the 'Cost Breakdown Structure (CBS) Register' window. The top ribbon includes 'Actions' and 'More Actions' tabs. The 'Actions Menu' (1) contains icons for Print, New, Copy, Toggle Suspended, Indent, Split, Cost Item, Assembly, Subordinate Cost Item, Subordinate Assembly, Dependent Cost Item, Merge Cost Items, Expand/Collapse, and Filter. The 'CBS Tree Filter Mode (drop-down)' (2a) shows a 'CBS Tree Filter' dropdown menu with options for 'Filter', 'Clear Filter', 'CBS Tree Filter', and 'Expand CBS Tree'. The 'Left CBS register' (3) shows a tree view of cost items under 'JOB', including Prime Bond, Price % Add-On, Job Financing, Indirect Cost Escalation, Direct Cost Escalation, Indirect Cost Add-On, and Direct Cost Add-On. The 'Right CBS register' (4) is a table with columns for CBS Position Code, Description, Forecast (T/O) Quantity, Unit of Measure, Unit Cost, Total Cost (Forecast), and Currency. The table shows a total forecast quantity of 0.00 and a total cost of \$0.00. A callout (2b) points to the 'CBS Tree Filter or Navigation Mode' in the left register.

CBS Position Code	Description	Forecast (T/O) Quantity	Unit of Measure	Unit Cost	Total Cost (Forecast)	Currency
	<b>JOB</b>	20.00	Mile	\$293,460.62	\$5,869,212.37	U.S. Dollar
+	<b>Prime Bond</b>	1.00	Lump Sum	\$47,080.93	\$47,080.93	U.S. Dollar
+	<b>Price % Add-On</b>	1.00	Lump Sum	\$295,028.38	\$295,028.38	U.S. Dollar
+	<b>Job Financing</b>	1.00	Lump Sum	\$20,232.63	\$20,232.63	U.S. Dollar
+	<b>Indirect Cost Escalation</b>	1.00	Lump Sum	\$2,131.11	\$2,131.11	U.S. Dollar
+	<b>Direct Cost Escalation</b>	1.00	Lump Sum	\$15,048.80	\$15,048.80	U.S. Dollar
+	<b>Indirect Cost Add-On</b>	1.00	Lump Sum	\$5,888.67	\$5,888.67	U.S. Dollar
+	<b>Direct Cost Add-On</b>	1.00	Lump Sum	\$104,088.34	\$104,088.34	U.S. Dollar
+	<b>1 SITEWORK &amp; ROADWAY</b>	1.00	Each	\$2,464,161.56	\$2,464,161.56	U.S. Dollar
+	<b>2 WATER &amp; SEWER</b>	1.00	Each	\$553,789.30	\$553,789.30	U.S. Dollar
Σ	<b>1</b>	<b>0.00</b>			<b>\$0.00</b>	
	<b>16</b>				<b>\$5,869,212.37</b>	

### 1 ACTIONS MENU

Shortcut icons allow you to edit cost items and import items from other sources such as Excel.

### 2a CBS TREE FILTER MODE (DROP-DOWN)

Shows the CBS hierarchy and can quickly filter cost items. Choose between a filter mode or a new navigation mode.

### 2b CBS TREE FILTER OR NAVIGATION MODE

Gives you visibility to your CBS structure and the option to navigate and filter the CBS estimate.

### 3 LEFT CBS REGISTER

This side contains all the estimate activities (cost items) that you create or import, organized into a parent-child hierarchy.

### 4 RIGHT CBS REGISTER

This side of the register contains columns for cost detail, production values, and user-defined tags and fields.

# QUICK GUIDE

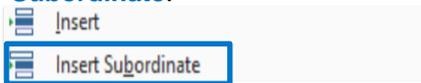
# COST BREAKDOWN STRUCTURE



## CREATE A SUBORDINATE COST ITEM

1. Select **Cost Breakdown Structure (CBS)**.

2. Right click on a cost item and select **Insert Subordinate**.



3. For the subordinate cost item, enter a **Description**.

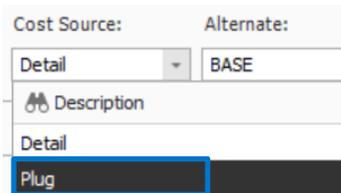
4. Add a quantity and select your **Unit of Measure**.

## DEFINE A PLUGGED COST

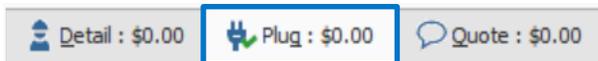
1. Select **Cost Breakdown Structure (CBS)**.

2. Right click on the **row header** for a cost item and select **Open**.

3. In the **Cost Source** drop-down field select **Plug**.



4. In the left section of the Cost Item, select the **Plug** tab.



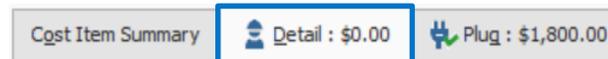
5. Click in a unit or total cost field and enter a numeric value.

## ADD COST DETAIL

1. Select **Cost Breakdown Structure (CBS)**.

2. Right click on the **row header** for a terminal cost item and select **Open**.

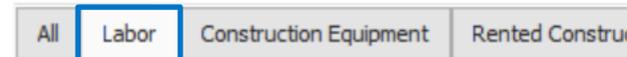
3. Select the **Detail** tab.



4. In the empty row, and with your cursor in the **Code** field, click the **Resource Selection** icon.

Row Number	Code	Resource Assembly	Description

5. On the **Labor** tab, select a **labor resource**.



6. Select **OK**.

7. On the **Construction Equipment** tab, select an **equipment resource**.

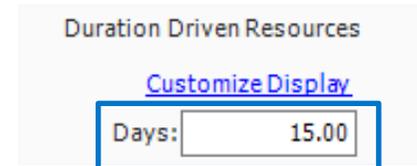


8. Click **OK**.

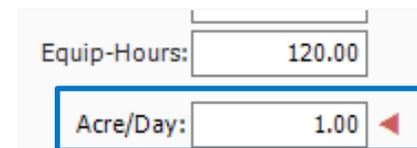
9. Because these are duration-based resources, you need to enter a Production value. From the lower-right section of the form, select the **Production** tab.



10. Enter a **numeric value** in the Days field, then press **Tab**.



11. Next, adjust the production by entering a **numeric value** in the Acre/Day field (or field appropriate to your equipment).



12. Click **OK** to close the record.