

QUICK GUIDE

COST ITEM SETUP



◆ CBS OVERVIEW

Superior
 Cost item with child item(s) below it.

Subordinate
 Child item that has a related parent (superior).

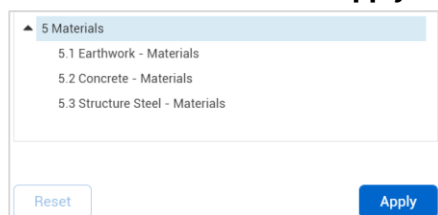
WBS phase code
 For sharing data with other software.

Terminal
 Cost items with no subordinates. Where costs and hours are tracked.

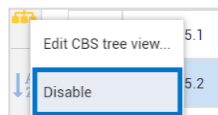
Tasks				Task details		
	CBS position	Description	WBS phase code	Resources	Forecast (T/O) qty	UoM
<input type="checkbox"/>	1	Job Overhead	1002		1.00	Lump Sum
<input type="checkbox"/>	2	Earthwork	1069	5	10,000.00	CY
<input type="checkbox"/>	3	Concrete	1071	5	10,000.00	CY
<input type="checkbox"/>	4	Structural Steel	1073		1,000.00	Ton
<input type="checkbox"/>	4.1	Erect Steel - Heavy	1074	5	800.00	Ton
<input type="checkbox"/>	4.2	Erect Steel - Light	1005	5	200.00	Ton
<input type="checkbox"/>	4.3	Bolted Connections	1006	5	2,000.00	Ea

◆ CBS TREE

1. Click on the icon.
2. Select a cost item and click **Apply** to filter to a cost item and its subordinates.

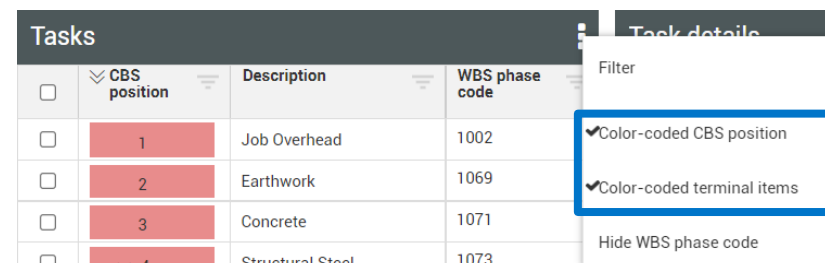


3. To clear the filter, click then select **Disable**.



◆ TURN ON/OFF CBS COLOR-CODING

1. Select the **Context menu** of the Tasks data block.
2. Click on color-coding setting(s) to turn either on or off.




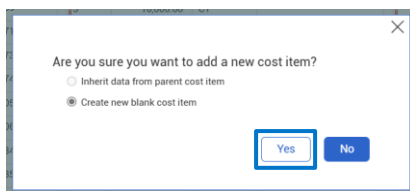
QUICK GUIDE

COST ITEM SETUP



CREATE A NEW COST ITEM

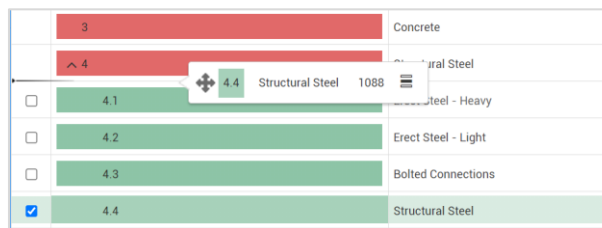
1. On the CBS tab, select the .
2. Select **Create a new blank cost item**, then click **Yes**.



3. Complete information on the Details tab of the slide out panel.
4. Click **X** to close the slide out panel.

MOVE A COST ITEM

1. From the CBS tab, right-click on a subordinate cost item.
2. Select **Adjust CBS position**.
3. Drag and drop the cost item into a new position.



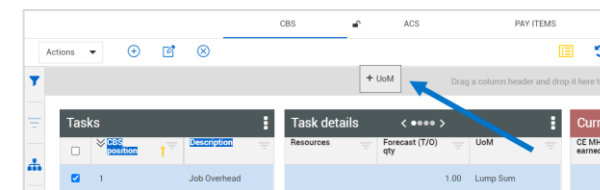
4. Click **Save**.

GROUP COST ITEMS

1. From the right toolbar, click on **Group columns**.

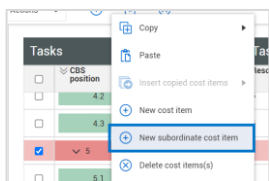


2. Drag 1+ column headers into the grey bar area.

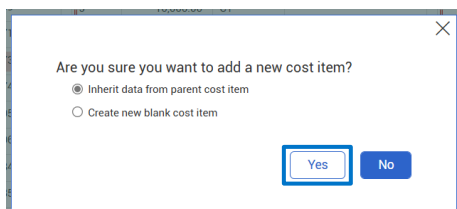


CREATE A SUBORDINATE COST ITEM

1. On the CBS tab, scroll down and find a **superior cost item**, and right-click on it.
2. Select **New subordinate cost item**.

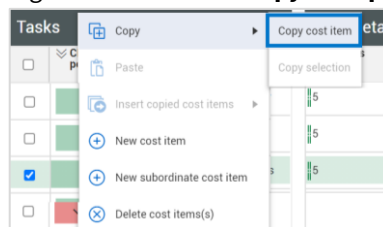


3. Select **Inherit data from parent cost item**, then click **Yes**.

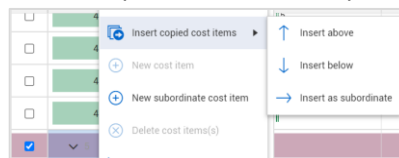


COPY A COST ITEM

1. From the CBS tab, select 1+ cost items.
2. Right-click and select **Copy** ► **Copy cost item**.



3. Right-click on another cost item and select **Insert copied cost items**.
4. Select the preferred insertion option.



NEED SOME MORE HELP?



Learn more in our Knowledge Library
learn.ineight.com



Take a course at InEight U
university.ineight.com