⬡ ADD PROFIT AS A PERCENTAGE OF TARGET PRICE

1. Select the **Price** tab.

2. Select **Price Breakdown Structure (PBS)** from the Overhead and Profit section.

3. On the Target Profit row, enter a **numeric value** in the % of Target Price column, then press **Tab**.

⬡ DEFINE CURRENT PRICING MANUALLY

1. Click on the **Price** tab ▶ Select **Pay Item & Proposal**.

2. Select a **pay item**.

3. First, define pricing manually. In the **Total Price (current) field** for your selected pay item, enter a **dollar amount**.

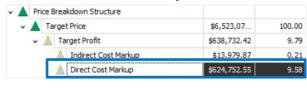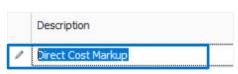| Unit Price (current)	Total Price (current)	Unit Price (balanced)	Total Price (balanced)
$386,800.00	$386,800.00	$18,200.00	$18,200.00

4. Use Go to Column (<Ctrl> - G) to find the **% Margin** column, bring it next to the Total Price (current) column, & adjust your % Margin amount as needed.

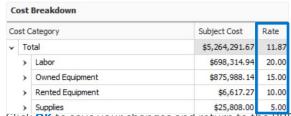| Unit Price (current)	Total Price (current)	% Margin	Unit Price (balanced)
$386,800.00	$386,800.00	95.81	$18,200.00

⬡ MODIFY THE DIRECT COST MARKUP RECORD

1. On the Price Breakdown Structure (PBS) form, double click on the **Direct Cost Markup** row.

Price Breakdown Structure		
▴ Target Price	$6,523,07...	100.00
⚠ Target Profit	$638,732.42	9.79
⚠ Indirect Cost Markup	$13,979.87	0.21
⚠ Direct Cost Markup	$624,752.55	9.58

Description
✎ Direct Cost Markup

2. In the Rate column on the Dependency Cost Breakdown, enter a numeric value for your rates in the Labor Cost, Owned Equipment, Materials, and Fees categories. Reset the other categories back to **0**.

Cost Breakdown		
Cost Category	Subject Cost	Rate
Total	$5,264,291.67	11.87
› Labor	$698,314.94	20.00
› Owned Equipment	$875,988.14	15.00
› Rented Equipment	$6,617.27	10.00
› Supplies	$25,808.00	5.00

3. Click **OK** to save your changes and return to the PBS.

4. Click the **Refresh Summary Data** button on the PBS to see the changes reflected.

Refresh Summary Data

⬡ USE AUTOPRICE TO BALANCE AND HIT THE TARGET TOTAL

1. Click on the **Price** tab ▶ Select **Pay Item & Proposal**.

2. On the Pay Item & Proposal Register menu, choose **Actions** ▶ **Balanced Bid** ▶ **Hit Target Total**.

Balanced Bid ▾
　⊕ Hit Target Total
　⚖ Use Item Unit Price

3. Review the Proposal Recap and see that the Variance is now $0.00. Now that the job is balanced, you can see that the Current Price and the Target Price are the same, indicating that the costs and profit are spread proportionately over your pay items.

⬡ UNBALANCE HIT TARGET TOTAL

1. You may have overrun and/or underrun items in the Pay Item & Proposal Register of your job.

Description	Pay Quantity	Forecast (T/O) Quantity
Asphalt Concrete Hot...	38,000.00	35,000.00
Aggregate Base	40,000.00	45,000.00

2. If you do, you can highlight the row for each item to view its current balanced item recap.

3. On the Pay Item & Proposal Register menu, choose **Actions** ▶ **Unbalanced Bid**.

Unbalanced Bid

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