

Note: if you don't see the indirect cost item specified (e.g., Job Management & Equipment), you can copy it from the Library Cost Breakdown Structure.

ADD JOB MANAGEMENT & EQUIPMENT COSTS

1. Select **Cost Breakdown Structure (CBS)**.
2. Double click on the **Job Management & Equipment** row header.

CBS Position Code	Description
+	Job Management & Equipment

3. On the Detail tab, add a **labor resource** by clicking in the Code column and selecting the icon.

Row Number	Code
+	1 

4. Select the **Production** tab.
5. Enter a **numeric value** in the Days field.

Production

Duration Driven Resources

[Customize Display](#)

Days:

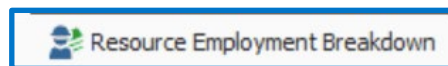
6. Click **OK** to close the record.

ADD GENERAL EXPENSE COSTS (AD HOC)

1. Select **Cost Breakdown Structure (CBS)**.
2. Right click on the **General Expense** row header and select **Open**.
3. On the Detail tab, type in a **description** the Description column.
4. Enter a **number** in the Quantity field.
5. For the **Unit of Measure** field, select a Unit of Measure from the drop down.

Description	Quantity	Unit of Measure
Builders Risk Insurance	1.00	Each 
General Office Supplies	1.00	Each

6. Click on (highlight) that **row**, and then click the **Resource Employment Breakdown** tab.



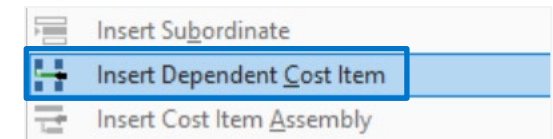
7. Enter a **number** in the Undefined Supplies cost category.

Cost Category	Scale 1
Supplies	\$0.00
Undefined Supplies	\$7.14

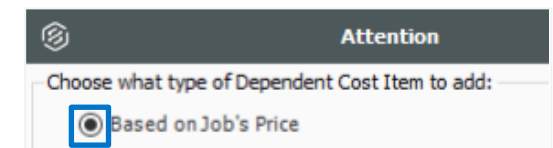
8. Click **OK** to close the record.

DEFINE A PRICE % ADD-ON

1. From the **Cost Breakdown Structure (CBS)** Register, right click on the JOB **row header** and select **Insert Dependent Cost Item**.



2. On the resulting Attention prompt, select **Based on Job's Price**.



3. Click **OK**.
4. Double click on the **Price % Add On** row header to open the record.
5. The Price % Add-on Record opens to the **Description** tab. Type a **description** in the Description field and enter a **numeric value** for rate.

Description	Dependency	Rate	Account Code
Drag columns here to group			
AGC Dues		0.50	

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

DEFINE A DIRECT COST ADD-ON

- From the **Cost Breakdown Structure (CBS)**, right click on the JOB **row header** and select **Insert Dependent Cost Item**.

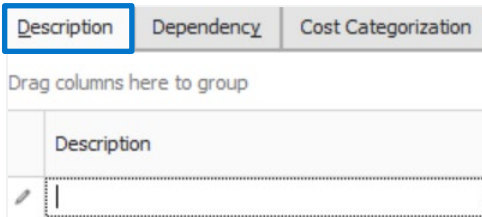


- Select **Based on Direct Costs** ▶ Click **OK**.



- Double click on the **Direct Cost Add-On** row header.

- Under the **Description** tab, type a **description** in the Description column, then press **Tab**.



- Click on the **Dependency** tab to see what contributes to your subject cost.

- Click back to **Description** tab.

- Under Cost Breakdown, enter a **numeric value** in the Rate field for Labor, then press **Tab**.

Cost Category	Subject Cost	Rate
▼ Total	\$12,448,103.56	0.00
> Labor	\$2,216,668.01	0.00

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

ADD USER-DEFINED INDIRECT COST ITEMS

- At the bottom of the **CBS**, create a new cost item and define the Forecast (T/O) Quantity and Unit of Measure.

CBS Position Code	Description	Forecast (T/O) Quantity	Unit of Measure
→			

- Add subordinate cost items as needed, with quantities and units of measure.
- Open each subordinate cost item and add resources as needed.
- Add resource quantities.
- If your cost items contain labor or equipment resources, add production on each cost item's Production tab.

Production		
	Duration Driven Resources	Qty Driven Hourly Resources
	Customize Display	
Days:	7.14	0.00
Shifts:	7.14	0.00
Hours:	57.14	0.00
Man-Hours:	457.14	0.00

- Right-click on the row header to select Subordinate Cost Items as needed. Since your new cost items are not assigned to a pay item, they will be considered indirect cost by default (Job Overhead).
- Click **OK**.

NEED SOME MORE HELP?



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