

## A + B Incentive/Disincentive Bonuses

You must have a pending estimate out there to make this type adjustment.

- Double click on the **Contractor Payments** tab from the **Main Panel**.
- Double click on the **Contract Adjustments** icon.
- Double click on the **Contract Adjustments** icon again.
- If you don't have a contract selected, you must do it now.
- Click on the **New** button (looks like a white piece of paper) on the tool bar to create a blank row.
- Select an adjustment type from the drop list under **Adjustment Description**.
- Enter in the adjustment amount in the **Adjustment Amount** field.
- Enter all information related to why the adjustment is taking place under the **Remarks** field. Save your information.
- When you view the estimate in SiteManager, the incentive/disincentive will be displayed in the **Other Adjustments** field.