



U.S. Department of Transportation
**Federal Highway
Administration**

Reports and Dashboard Participant Guide



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2. Introduction to Using Participant Guide

The Reports and Dashboard Guide helps you get started with process of generating the reports configured for FHWA.

You can generate various reports that comprise information based on the roles assigned to you, and the various projects or contracts to which you are invited. Additionally, you can view selected information using filters and generate reports in multiple report formats.

Dashboards provide a quick view of project information. You can access various dashboards that illustrate views of information with graphical representations.

FHWA uses reports and dashboards interchangeably. It's only the difference in the user interface that they access to get the information. However, the information generated is the same for the report and dashboard with the same name.

3. Project Reports

Based on the roles assigned to you, you can generate various project reports that illustrate various types of information. These reports enable various project stakeholders to stay up-to-date on the status of projects.

Note: Users with contractor roles cannot generate project reports.

You can generate various project reports from:

- [3.1. Projects List Page](#)
- [3.2. Project Report Gallery](#)

3.1. Project List Page Reports

Based on the roles assigned to you, you can generate various list page reports that illustrate project information.

You can generate the following reports:

- Construction Status Report
- Project Status Report

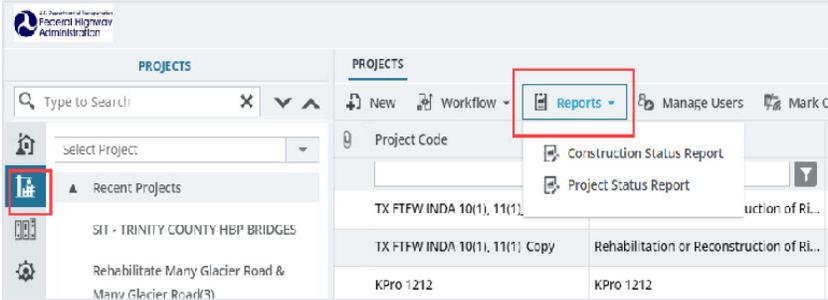
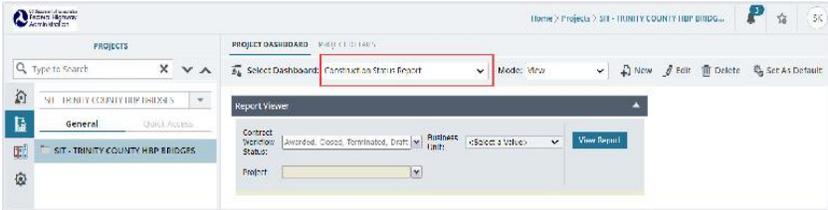
Construction Status Report

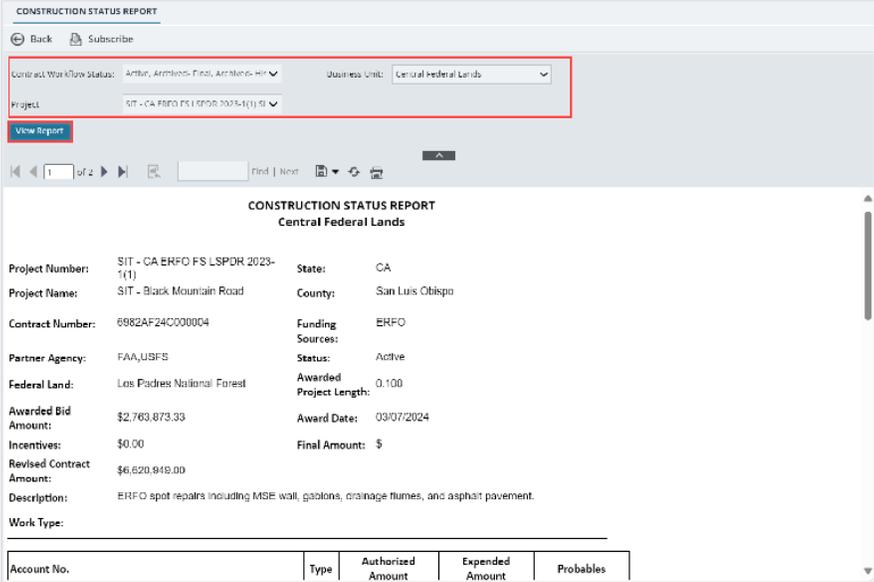
To generate this report, the logged-in user must be assigned any of the following roles:

- Pay Item Team
- Project Viewer
- Design Component Lead
- Designer
- Lead Designer
- Design QA/QC
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager/QA QC

- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Construction Status Report** displays the progression of the construction work in a project.

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Project List Page > Reports > Construction Status Report  <p style="text-align: center;"><i>Figure 1: Project List Page – Navigation</i></p> <ul style="list-style-type: none"> • Projects Module > Project List Page > Appropriate project > Select Dashboard > Construction Status Report  <p style="text-align: center;"><i>Figure 2: Project Dashboard – Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Contract Workflow Status: From the drop-down list, select the appropriate option. Available options are Awarded, Closed, Terminated, Draft, On-hold, etc. 2. Business Unit: From the drop-down list, select the appropriate business unit. |

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Available options are Central Federal Lands, Western Federal Lands, and Eastern Federal Lands.</p> <p>3. Project: From the drop-down list, select the appropriate project. Available options are the projects to which you are invited.</p> <p>Note: Unless you select the Business Unit, the Project field does not display any options.</p> |
| <p>Sample Report</p> |  <p style="text-align: center;"><i>Figure 3: Construction Status Report</i></p> |

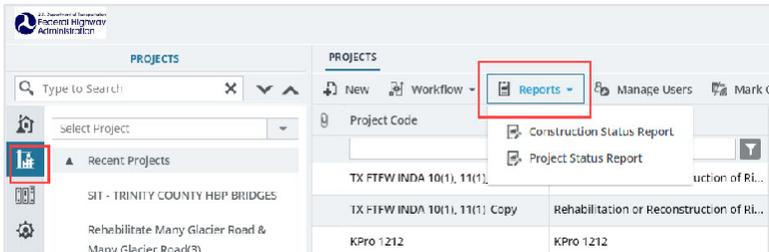
Project Status Report

To generate this report, the logged-in user must be assigned any of the following roles:

- Pay Item Team
- Project Viewer
- Design Component Lead
- Designer
- Lead Designer
- Design QA/QC
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff

- Construction Engineer
- Highway Construction Manager/QA QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Project Status Report** displays the completion and fund utilization status of active and completed projects in the database.

| | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Project List Page > Reports > Project Status Report</p>  <p style="text-align: center;"><i>Figure 4: Project List Page – Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Report Version: From the drop-down list, select the appropriate option. Available options are Active Projects and Completed Projects. Note: Unless the Report Version is selected, you cannot generate the report. 2. Percent Complete Greater Than: Enter the appropriate numeric value. 3. Positive \$ Value Difference: Enter the appropriate numeric value. 4. Negative \$ Value Difference: Enter the appropriate numeric value. |

Sample Report

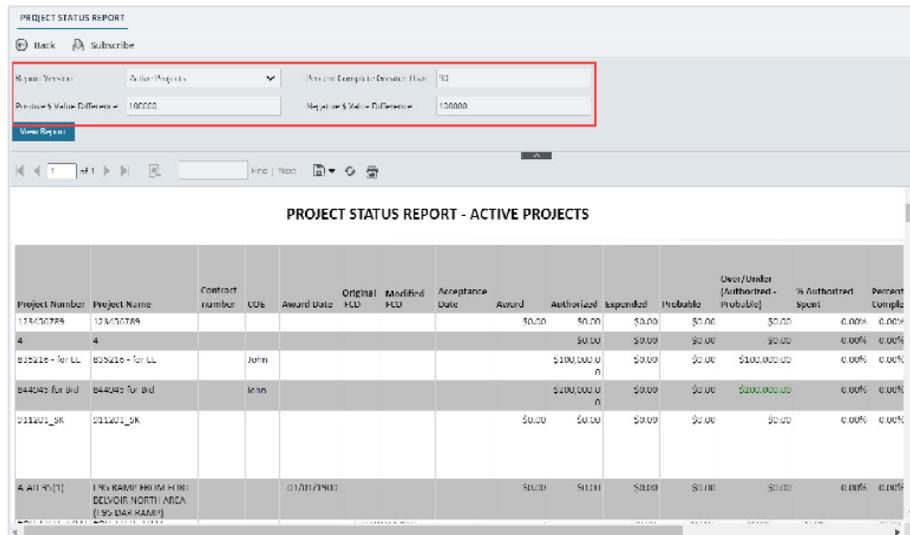


Figure 5: Project Status Report

3.2. Project Report Gallery

To generate the report, the logged-in user must be assigned the **Acquisitions** role.

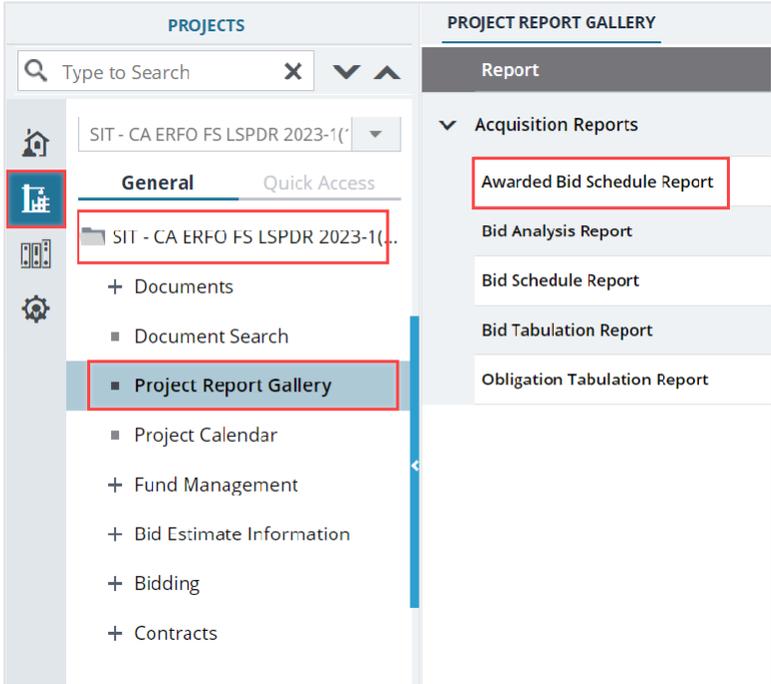
You can generate various reports that illustrate project and bid-related information.

You can generate the following reports:

- [Awarded Bid Schedule Report](#)
- [Bid Analysis Report](#)
- [Bid Schedule Report](#)
- [Bid Tabulation Report](#)
- [Obligation Tabulation Report](#)

Awarded Bid Schedule Report

An Awarded Bid Schedule Report provides a detailed list of pay items or tasks involved in a project, along with their associated quantities and estimated costs, after the bid is awarded to a specific contractor.

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Project List Page > Specific Project > Project Report Gallery > Awarded Bid Schedule Report</p>  <p style="text-align: center;"><i>Figure 6: Project Report Gallery - Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Base Schedule: From the drop-down list, select the appropriate option. For example, A. 2. Options: From the drop-down list, select the appropriate option. 3. Starting Page Letter: Enter the starting page letter. 4. Starting Page Number: Enter the starting page number. |

Sample Report

AWARDED BID SCHEDULE REPORT

Back Subscribe

Bidder: Key Stone Limited Date Schedule: A

Options: Starting Page Letter: A

Starting Page Number: 1

View Report

1 of 47

A 1

Bidder/Officer please note: Before preparing the bid, carefully read the Solicitation Provisions. Insert a unit bid price, in figures, for each pay item for which a quantity appears in the bid schedule. Multiply the unit price by the quantity for each pay item and show the amount bid. Should any mathematical check made by the Government show a mistake in the amount bid, the corrected unit price extension shall govern. When the word "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for each lump sum pay item. When a sum based on a fixed rate appears for any pay item in the amount bid column, include the Government inserted amount bid for the item in the total bid amount. Total all of the amounts bid for each pay item and show the total bid amount.

Figure 7: Awarded Bid Schedule Report - Page 1

AWARDED BID SCHEDULE REPORT

Back Subscribe

Bidder: Key Stone Limited Date Schedule: A

Options: Starting Page Letter: A

Starting Page Number: 1

View Report

1 of 47

AWARDED BID SCHEDULE

A-2

Project No: SIT - CA FRFD P5 | SPDR 2025-(11) Schedule: A Schedule Type: Base

Project Name: SIT - Black Mountain Road

Contract Quantity Pay Items

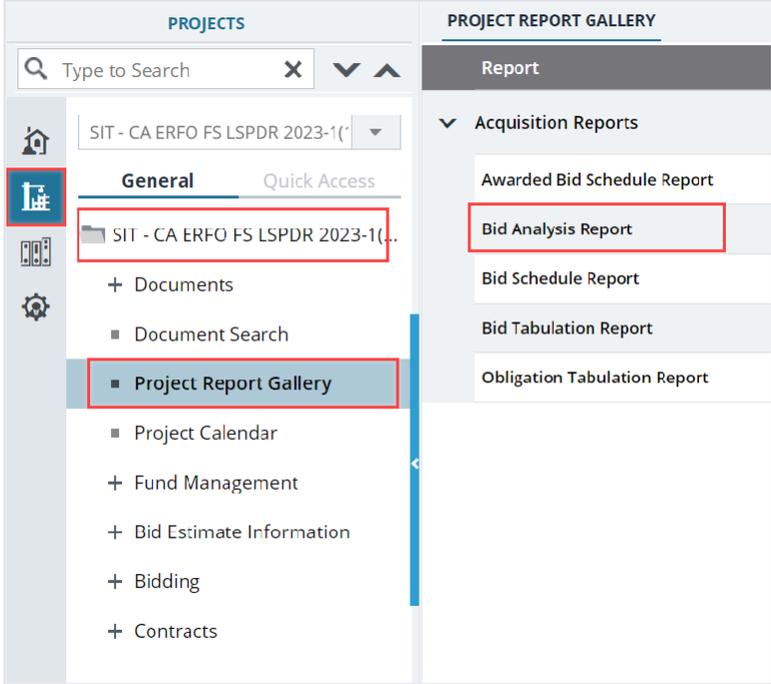
No Contract Quantity Pay Items

| Amendment | Line Item Number | Pay Item Number | Description | Quantity | Unit | Unit Price | Amount |
|-----------|------------------|-----------------|---------------------------------|----------|------|------------|--------------|
| | A0000 | 15101-0000 | MOBILIZATION | 1.00 | ALL | LPSM | \$328,790.44 |
| | A0010 | 15201-0000 | CONSTRUCTION SURVEY AND STAKING | 1.00 | ALL | LPSM | \$56,671.31 |
| | A0060 | 15301-0000 | CONTRACTOR QUALITY CONTROL | 1.00 | ALL | LPSM | \$230,295.32 |
| | A0090 | 15401-0000 | CONTRACTOR | 1.00 | ALL | LPSM | \$81,186.80 |

Figure 8: Awarded Bid Schedule Report - Page 2

Bid Analysis Report

A **Bid Analysis Report** assesses and compares the bids received from bidders or vendors for a particular project. It's primary aim is to evaluate the competitiveness and viability of each bid, assisting project owners or stakeholders in selecting the most appropriate bidder for award.

| | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Project List Page > Specific Project > Project Report Gallery > Bid Analysis Report</p>  <p style="text-align: center;"><i>Figure 9: Project Report Gallery - Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Minimum Deviation %: Enter the percentage of minimum deviation. 2. Maximum Deviation %: Enter the percentage of maximum deviation. |

Sample Report

BID ANALYSIS REPORT

Back | Subscribe

Bidder: Key Stone Limited | Minimum Deviation %: 0.1

Maximum Deviation %: 80

View Report

Source Selection Information – see FAR 2.103 and 2.104

BID ANALYSIS REPORT

Project No: SIT - CA ERFO FS LSPDR 2023 1(1) | State: CA | Division: Central Federal Lands

Project Name: SIT - Black Mountain Road | County: San Luis Obispo | PM:

FLMA No: | Federal Land: Los Padres National Forest | Designer: FP: FP 14

Engineer's Estimate Versus Key Stone Limited's Bid Check

Key Stone Limited's Bid Items found that are less than 0.1% of Engineer's Estimate or greater than 80% of Engineer's Estimate

| Line Item Number | Pay Item Number | Description | Quantity | Unit | Engineer's Estimate/Bidder | Unit Price | Amount | Percentage |
|------------------|-----------------|--------------|----------|------|---------------------------------|------------|--------------|------------|
| A0020 | 15101 0000 | MOBILIZATION | 1.000 | LPSM | Key Stone Limited Engineer's | LPSM | \$328,790.44 | (32.90)% |

Figure 10: Bid Analysis Report - Page 1

BID ANALYSIS REPORT

Back | Subscribe

Bidder: Key Stone Limited | Minimum Deviation %: 0.1

Maximum Deviation %: 80

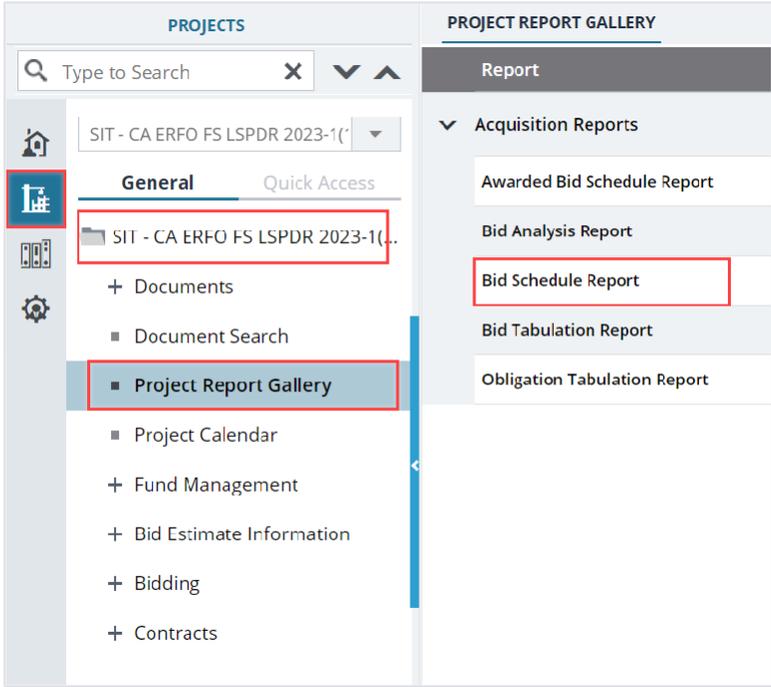
View Report

| Line Item Number | Pay Item Number | Description | Quantity | Unit | Engineer's Estimate/Bidder | Unit Price | Amount | Percentage |
|------------------|-----------------|--------------------------------------------------------------|-----------|------|------------------------------------------|---------------------|-----------------------------|------------|
| A0260 | 255C1-1000 | MECHANICALLY STABILIZED EARTH WALL, WELDED WIRE FENCE | 2,500.000 | SQFT | Engineer's Estimate | \$350.00 | \$875,000.00 | |
| A0280 | 277E1 0100 | CONTRACTOR FURNISHED GABION WALL DESIGN, | 1.000 | LPSM | Engineer's Estimate Key Stone Limited | LPSM | \$7,500.00 \$6,052.85 | (19.80)% |
| A0300 | 257C1-0200 | CUNICAL FURNISHED MECHANICALLY STABILIZED EARTH WALL DESIGN, | 1.000 | LPSM | Engineer's Estimate Key Stone Limited | LPSM | \$50,000.00 \$7,574.48 | (44.81)% |
| A0320 | 3C203 2000 | ROADWAY AGGREGATE, METHOD 2, | 1,000.000 | SQYD | Engineer's Estimate Key Stone Limited | \$40.00 \$108.94 | \$40,000.00 \$108,940.00 | 172.35% |
| A0340 | 4C302 0100 | ASPHALT CONCRETE PAVEMENT, TYPE 1, | 1,000.000 | SQYD | Engineer's Estimate Key Stone Limited | \$50.00 \$223.54 | \$50,000.00 \$223,540.00 | 347.88% |

Figure 11: Bid Analysis Report - Page 2

Bid Schedule Report

A Bid Schedule Report provides a detailed list of items involved in a bid, along with their associated quantities and estimated costs, used during the bidding process. It also acts as a structured template for bidders to submit their proposed prices for each listed item.

| | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Project List Page > Specific Project > Project Report Gallery > Bid Schedule Report</p>  <p style="text-align: center;"><i>Figure 12: Project Report Gallery - Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Base Schedule: From the drop-down list, select the appropriate option. For example, A. 2. Options: From the drop-down list, select the appropriate option. 3. Starting Page Letter: Enter the starting page letter. 4. Starting Page Number: Enter the starting page number. |

Sample Report

BID SCHEDULE REPORT

Back | Subscribe

Bidder: Key Stone Limited | Base Schedule: A

Options: | Starting Page Letter: A

Starting Page Number: 1

View Report

1 of 3 | Find | Next

A-1

"Bidders/Offeror please note: Before preparing the bid, carefully read the Solicitation Provisions. Insert a unit bid price, in figures, for each pay item for which a quantity appears in the bid schedule. Multiply the unit price by the quantity for each pay item and show the amount bid. Should any mathematical check made by the Government show a mistake in the amount bid, the corrected unit price extension shall govern. When the word "LPSM" (Lump Sum) appears as a unit bid price, insert an amount for each lump sum pay item. When a sum based on a fixed rate appears for any pay item in the amount bid column, include the Government inserted amount bid for the item in the total bid amount. Total all of the amounts bid for each pay item and show the total bid amount."

Source Selection Information – See FAR 2.101 and 3.104

Figure 13: Bid Schedule Report - Page 1

BID SCHEDULE REPORT

Back | Subscribe

Bidder: Key Stone Limited | Base Schedule: A

Options: | Starting Page Letter: A

Starting Page Number: 1

View Report

2 of 3 | Find | Next

BID SCHEDULE

Source Selection Information – See FAR 2.101 and 3.104

A-2

Project No: SIT - CA ERPO F5 LSPDR 2323 II(1) | Schedule: A | Schedule Type: Base

Project Name: SIT - Black Mountain Road

Contract Quantity Pay Items

No Contract Quantity Pay Items

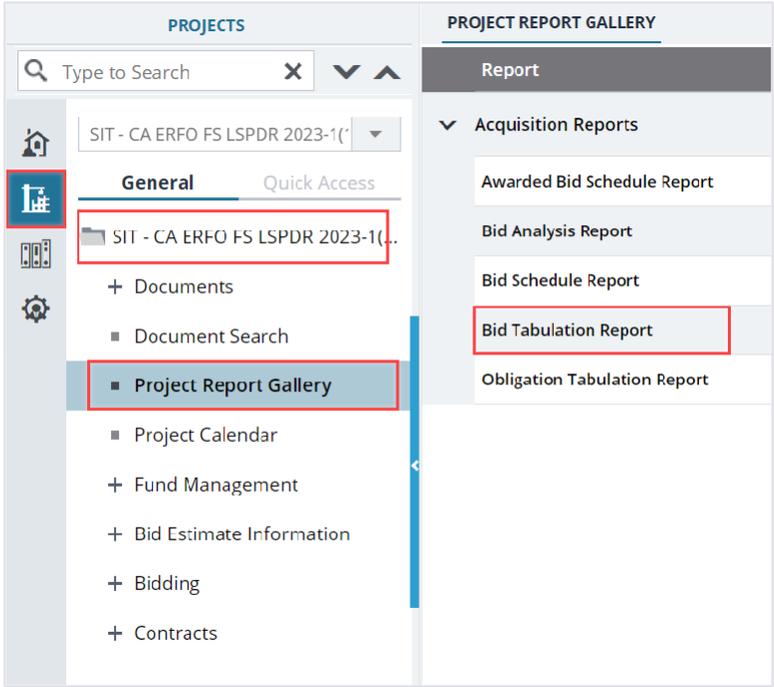
| Amendment | Line Item Number | Pay Item Number | Description | Quantity | Unit | Unit Price | Amount |
|-----------|------------------|-----------------|---------------------------------|----------|------|------------|-------------------|
| | A0020 | 15101-0000 | MOBILIZATION | | ALL | LPSM | LPSM \$328,790.44 |
| | A0040 | 15201-0000 | CONSTRUCTION SURVEY AND STAKING | | ALL | LPSM | LPSM \$56,571.31 |
| | A0050 | 45301-0000 | CONTRACTOR QUALITY | | ALL | LPSM | LPSM \$200,000.00 |

Figure 14: Bid Schedule Report - Page 2

Note: The **Amendment** column will display relevant amendment numbers in ascending order for the associated pay items.

Bid Tabulation Report

A **Bid Tabulation Report** systematically organizes and presents the details of bids submitted for a project in a comparative manner. It usually includes a summary of each bidder's proposal, highlighting key elements such as costs for individual pay items, total bid amounts, and other relevant details.

| | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Project List Page > Specific Project > Project Report Gallery > Bid Tabulation Report</p>  <p style="text-align: center;"><i>Figure 15: Project Report Gallery - Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Base: From the drop-down list, select the appropriate option. For example, A. 2. Options: From the drop-down list, select the appropriate option. 3. Alternates: From the drop-down list, select the appropriate option. |

Sample Report

BID TABULATION REPORT

Back | Subscribe

Base: A | Option: B

Alternates: A0110A, A0110B, A0510A, A0510B

View Report

1 of 4 | Find | Next

BID TABULATION REPORT

Project No. : KPro 0504 | Project Name: For SES

| Contractor | Responsive? | Base Schedule A | | |
|--------------------|-------------|-------------------|--------------------------------|--------------|
| | | Part A: Total Bid | Part B: Road User's Admin Cost | Total (A+B) |
| Key Stone Limited | | \$125,797.13 | \$31,250.00 | \$157,047.13 |
| Jacobs Engineering | | \$104,964.50 | \$28,125.00 | \$133,089.50 |

| Contractor | Responsive? | Total Base Schedule A and Option(s): B | | |
|--------------------|-------------|----------------------------------------|--------------------------------|--------------|
| | | Part A: Total Bid | Part B: Road User's Admin Cost | Total (A+B) |
| Key Stone Limited | | \$167,047.13 | \$47,915.00 | \$214,962.13 |
| Jacobs Engineering | | \$156,930.75 | \$42,290.75 | \$199,221.00 |

Figure 16: Bid Tabulation Report

Obligation Tabulation Report

The **Obligation Tabulation Report** is used by the **Acquisitions** to analyze the funding requirements for the individual bids submitted by the bidders. It helps in determining the exact fund required that should be obligated before awarding a bid.

Navigation Steps

Projects Module > Project List Page > Specific Project > Project Report Gallery > Obligation Tabulation Report

PROJECTS

Type to Search

SIT - CA ERFO FS LSPDR 2023-1(

General Quick Access

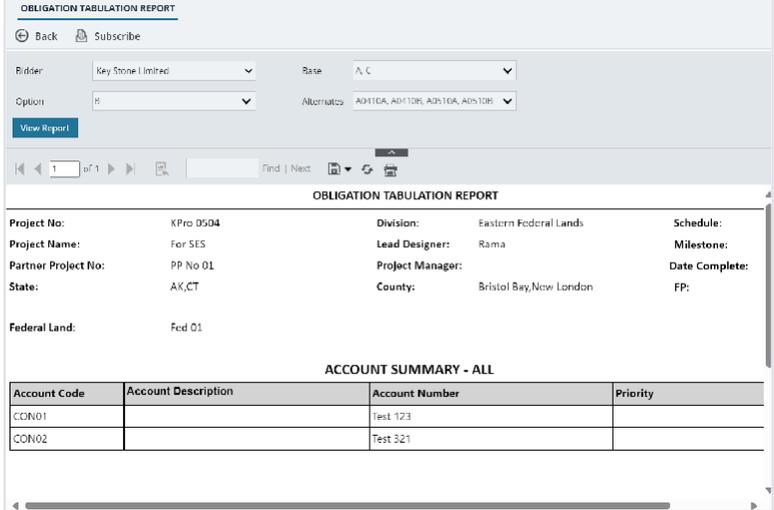
- SIT - CA ERFO FS LSPDR 2023-1(...)
- + Documents
- Document Search
- **Project Report Gallery**
- Project Calendar
- + Fund Management
- + Bid Estimate Information
- + Bidding
- + Contracts

PROJECT REPORT GALLERY

Report

- Acquisition Reports
 - Awarded Bid Schedule Report
 - Bid Analysis Report
 - Bid Schedule Report
 - Bid Tabulation Report
 - Obligation Tabulation Report**

Figure 17: Project Report Gallery - Navigation

| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Bidder: From the drop-down list, select the appropriate option. For example, Key Stone Limited. 2. Base: From the drop-down list, select the appropriate option. For example, A. 3. Options: From the drop-down list, select the appropriate option. 4. Alternates: From the drop-down list, select the appropriate option. | | | | | | | | | | | | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|----------------|----------|-------|--|----------|--|-------|--|----------|--|
| <p>Sample Report</p> |  <p>The screenshot shows the 'OBLIGATION TABULATION REPORT' interface. At the top, there are navigation buttons for 'Back' and 'Subscribe'. Below that, there are four filter fields: 'Bidder' (Key Stone Limited), 'Base' (A, C), 'Option' (K), and 'Alternates' (AD11EA, AD11QB, AD11EA, AD11QB). A 'View Report' button is located below the filters. The main content area displays project details: Project No: KPro 0504, Project Name: For SES, Partner Project No: PP No 01, State: AK, CT, Federal Land: Fed 01, Division: Eastern Federal Lands, Lead Designer: Rama, Project Manager: Bristol Bay, New London, Schedule, Milestone, and Date Complete. Below the project details is an 'ACCOUNT SUMMARY - ALL' table with columns for Account Code, Account Description, Account Number, and Priority.</p> <table border="1" data-bbox="506 850 1263 924"> <thead> <tr> <th>Account Code</th> <th>Account Description</th> <th>Account Number</th> <th>Priority</th> </tr> </thead> <tbody> <tr> <td>CON01</td> <td></td> <td>Test 123</td> <td></td> </tr> <tr> <td>CON02</td> <td></td> <td>Test 321</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Figure 18: Obligation Tabulation Report</i></p> | Account Code | Account Description | Account Number | Priority | CON01 | | Test 123 | | CON02 | | Test 321 | |
| Account Code | Account Description | Account Number | Priority | | | | | | | | | | |
| CON01 | | Test 123 | | | | | | | | | | | |
| CON02 | | Test 321 | | | | | | | | | | | |

4. Engineer’s Estimate Reports

Based on the roles assigned to you, you can generate various reports that illustrate engineer's estimate details.

You can generate the following reports:

- [Design Summary of Quantities Report](#)
- [Engineer Estimate Report](#)
- [Design Unit Price Analysis Report](#)

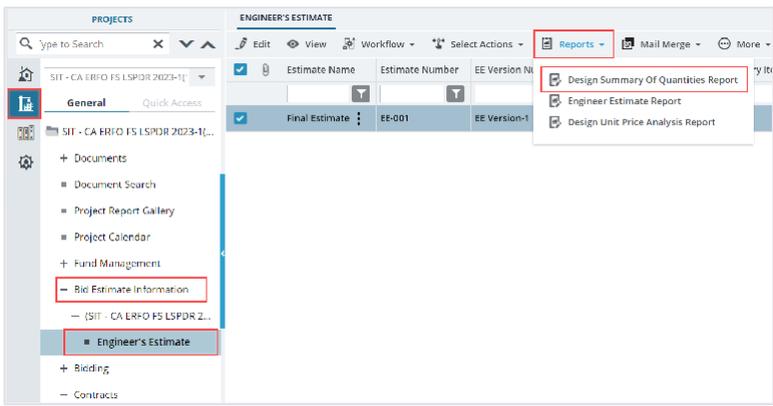
Design Summary of Quantities Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Project Viewer
- Design Component Lead

- Designer
- Lead Designer
- Design QA/QC
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer

The **Design Summary of Quantities Report** provides a detailed overview of all the pay items utilized across each schedule within a specific milestone. This estimate should include a breakdown of the various pay items and their allocation across the different schedules, giving a comprehensive summary of the total costs associated with the milestone.

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Specific Project > Bid Estimate Information > Engineer's Estimate > Specific Engineer's Estimate Record</p>  <p style="text-align: center;"><i>Figure 19: Engineer's Estimate Report – Navigation</i></p> |
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> |

1. **Schedule Letter:** From the drop-down list, select the appropriate schedule letter.
Available options are schedule letters defined in the estimate.

Sample Report

| AMO # | Line Item No. | Pay Item No. | Pay Item Description | Unit | DESIGN SUMMARY OF QUANTITIES REPORT | | | | | | | | |
|-------|---------------|--------------|----------------------------------|------|-------------------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--|
| | | | | | As Directed by (C) | Site 1 (MP b.1.2) | Site 11 (MP b.1.1) | Site 12 (MP b.1.5) | Site 13 (MP b.2.1) | Site 14 (MP b.2.5) | Site 15 (MP b.1.6) | Site 16 (b.3.8) | |
| A0140 | 15201-0000 | 15201-0000 | CONSTRUCTION SURVEY AND STAKINGS | LFSM | | | | | | | | | |
| A0000 | 15301-0000 | 15301-0000 | CONTRACTOR QUALITY CONTROL | LFSM | | | | | | | | | |
| A0000 | 15401-0000 | 15401-0000 | CONSTRUCTION SIGNING | LFSM | | | | | | | | | |
| A0100 | 15501-0000 | 15501-0000 | CONSTRUCTION SCHEDULE | LFSM | | | | | | | | | |
| A0120 | 15701-0000 | 15701-0000 | SOIL EROSION CONTROL | LFSM | | | | | | | | | |
| A0140 | 15720-0000 | 15720-0000 | STORM WATER POLLUTION PREVENTION | LFSM | | | | | | | | | |

Figure 20: Design Summary of Quantities Report

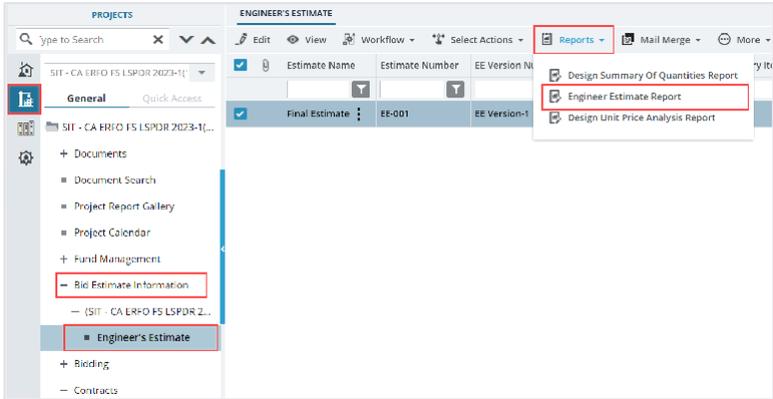
Engineer Estimate Report

To generate this report, you must be assigned any of the following roles:

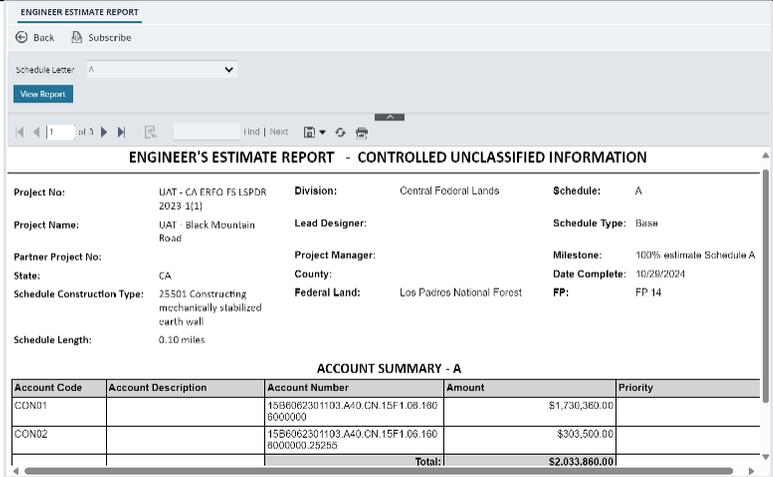
- Administrator
- Project Viewer
- Design Component Lead
- Designer
- Lead Designer
- Design QA/QC
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Construction Operations Engineer
- Inspector

- Assistant Project Engineer
- Project Engineer

The **Engineer Estimate Report** is a comprehensive document created by designers to forecast the expected costs of construction projects. It includes all schedules and pay items, along with their corresponding costs and allocated funds.

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Projects Module > Specific Project > Bid Estimate Information > Engineer's Estimate > Specific Engineer's Estimate Record</p>  <p style="text-align: center;"><i>Figure 21: Engineer's Estimate Report – Navigation</i></p> |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> 1. Schedule Letter: From the drop-down list, select the appropriate schedule letter. Available options are schedule letters defined in the estimate. |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Sample Report</p> |  <p style="text-align: center;"><i>Figure 22: Engineer Estimate Report - Controlled Unclassified Information</i></p> |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Design Unit Price Analysis Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Project Viewer
- Design Component Lead
- Designer
- Lead Designer
- Design QA/QC
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer

The **Design Unit Price Analysis Report** presents a comprehensive unit price analysis of all pay items included in a specific estimate. It offers a detailed historical overview of key cost metrics, including the lowest, highest, and average unit prices, providing valuable insights for cost evaluation leveraging historical data.

Navigation Steps

Projects Module > Specific Project > Bid Estimate Information > Engineer's Estimate > Specific Engineer's Estimate Record

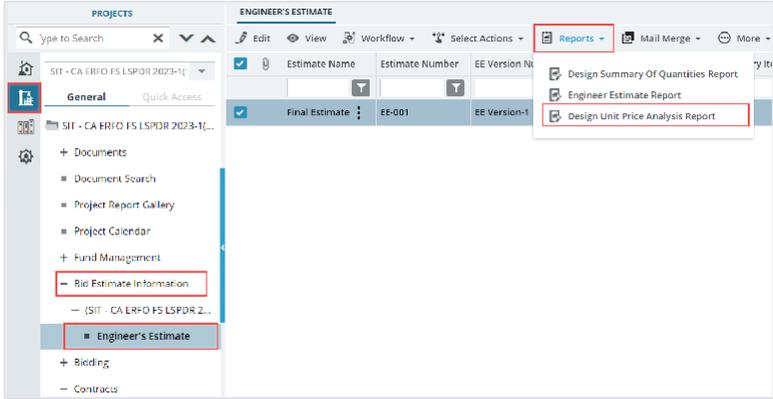


Figure 23: Engineer's Estimate Report – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

- Schedule Letter:** From the drop-down list, select the appropriate schedule letter. Available options are schedule letters defined in the estimate.

Sample Report

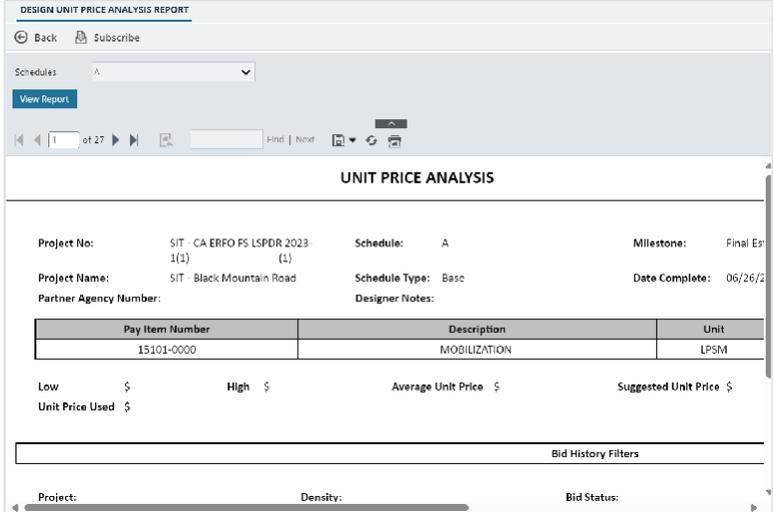


Figure 24: Design Unit Price Analysis Report

5. Contract Reports

Based on the roles assigned to you, you can generate various contract reports that illustrate various types of information. These reports enable various project and contract stakeholders to stay up-to-date on the status of contracts.

You can generate the following reports:

- [5.1. Contract Progress Tracking Reports](#)
- [5.2. Contract Progress Payments Reports](#)
- [5.3. Contract Modification Reports](#)

5.1. Contract Progress Tracking Reports

Based on the roles assigned to you, you can generate various tracking reports that illustrate contract progress tracking details.

You can generate the following progress tracking reports:

- [Contractors Daily Record](#)
- [Daily Diary Report](#)
- [Inspector Daily Report](#)
- [Submittal Log](#)

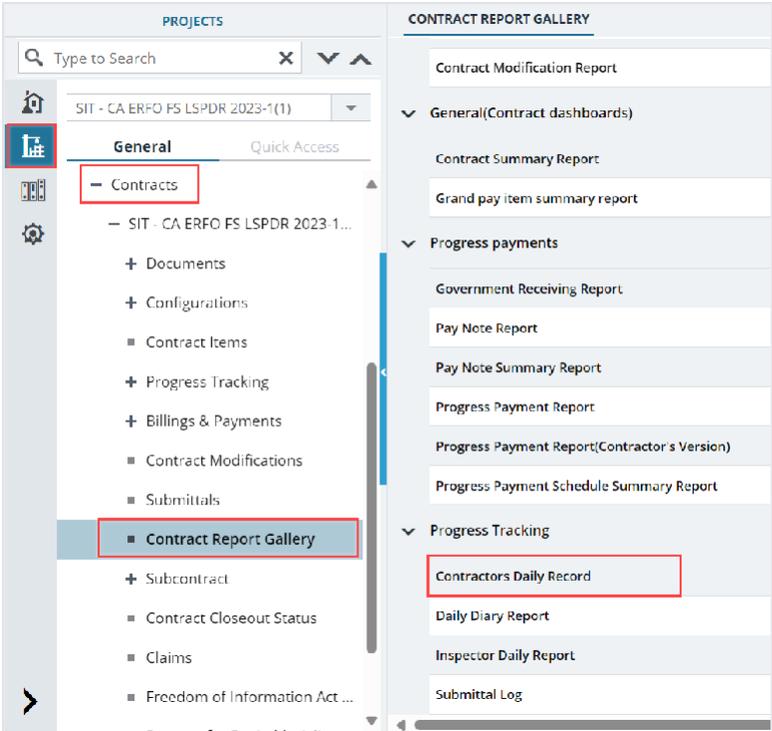
Contractors Daily Record

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Contractor CDRs
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer

- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Contractors Daily Record** report provides a summary of the daily work carried out by the contractor. The report considers all the input provided by the contractor in the CDR record and serves as a status update on the progress of construction work.

| | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Report Gallery > Contractors Daily Record  <p style="text-align: center;"><i>Figure 25: Contract Report Gallery – Navigation</i></p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Progress Tracking > Contractor Daily Record List Page > Contractor Daily Record |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

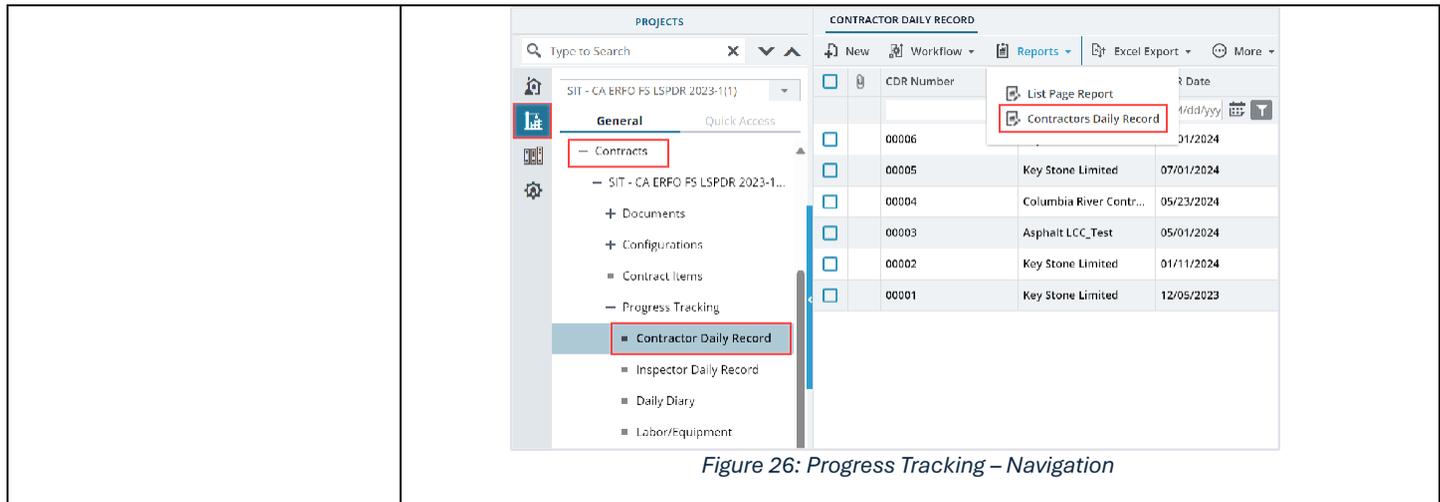


Figure 26: Progress Tracking – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

- Date From:** Click to select the date from which you want to obtain the CDR Report.
- Date To:** Click to select the date until which you want to obtain the CDR Report.
- Contractor:** From the drop-down list, select the appropriate contractor. Available options are contractors part of the CDR.
- Created By:** From the drop-down list, select the user who created the CDR. Available options are users who created the CDR.
- CDR#:** From the drop-down list, select the CDR number.
- Available options are CDRs created between Date From and Date To fields.

Sample Report

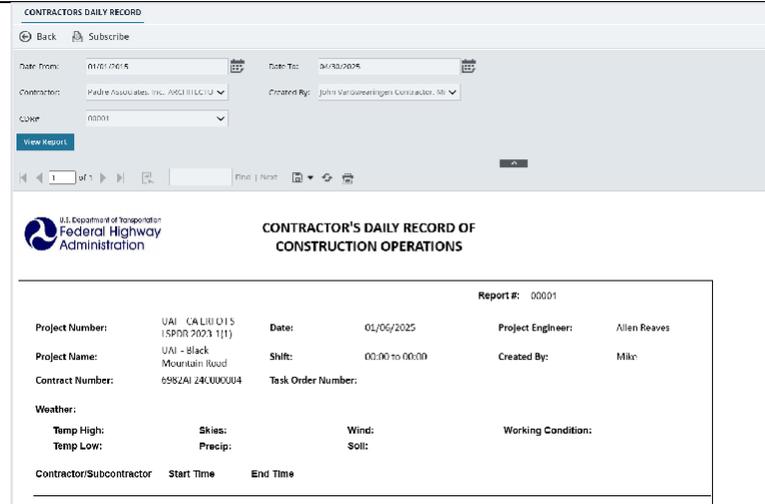


Figure 27: Contractor Daily Record Report

Daily Diary Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

A **Daily Diary Report** provides a comprehensive summary on details maintained by the site supervisor. The report documents daily activities, events, and observations on the construction site. It also includes details such as incidents, weather conditions, narrative accounts, and quality concerns.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Daily Diary Record

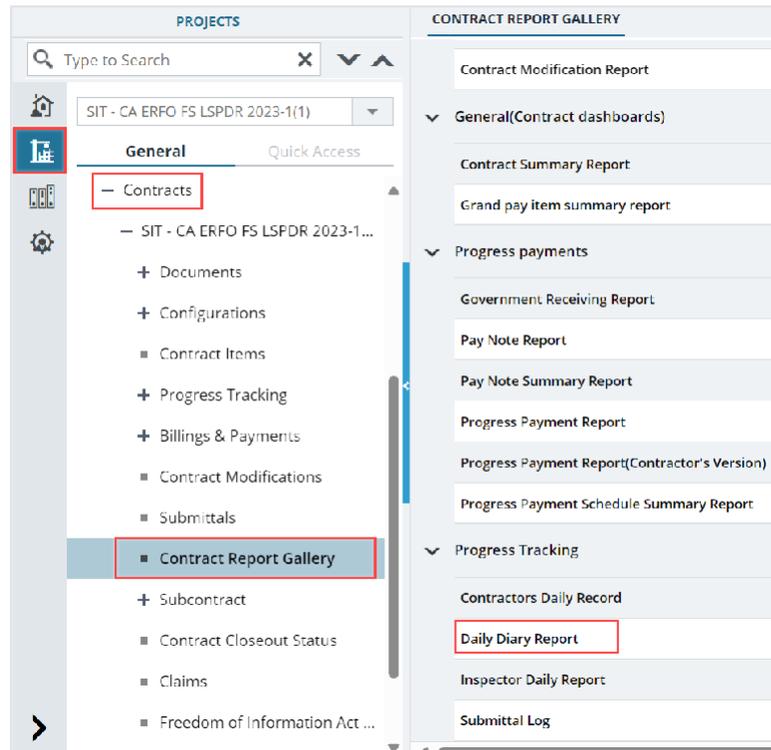


Figure 28: Contract Report Gallery – Navigation

- Projects Module > Specific Project > Contracts > Progress Tracking > Daily Diary List Page > Daily Diary Report

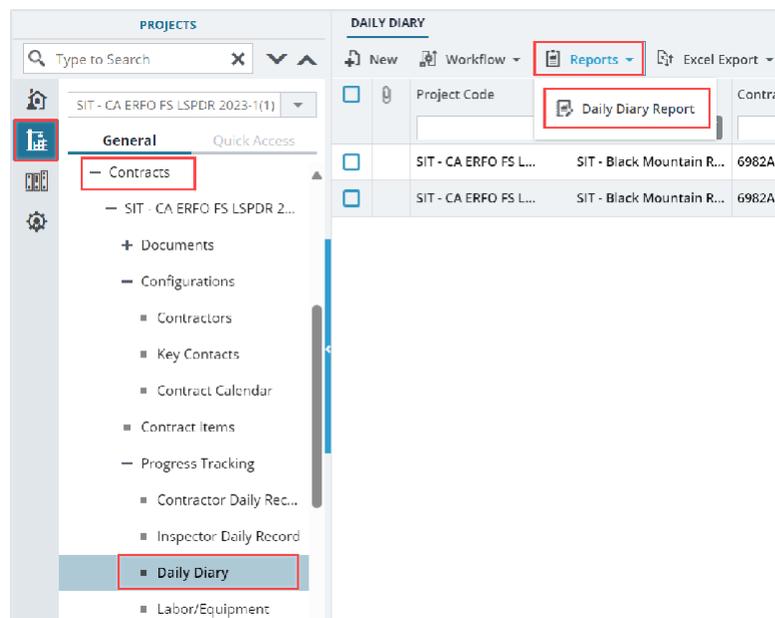
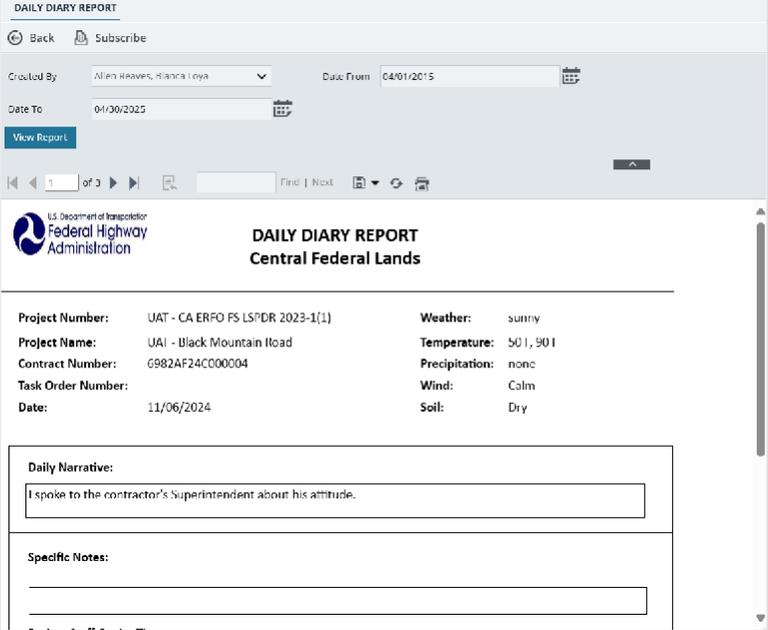


Figure 29: Progress Tracking – Navigation

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> Created By: From the drop-down list, select the user who created the Daily Diary. Date From: Click  to select the date from which you want to obtain the Daily Diary Report. Date To: Click  to select the date until which you want to obtain the Daily Diary Report. |
| <p>Sample Report</p> |  <p style="text-align: center;"><i>Figure 30: Daily Diary Report</i></p> |

Inspector Daily Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Inspector Daily Report** provides a daily summary of the work carried out by the inspector. The report considers all the input provided by the inspector and serves as a status update on the progress of the construction.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Inspector Daily Report

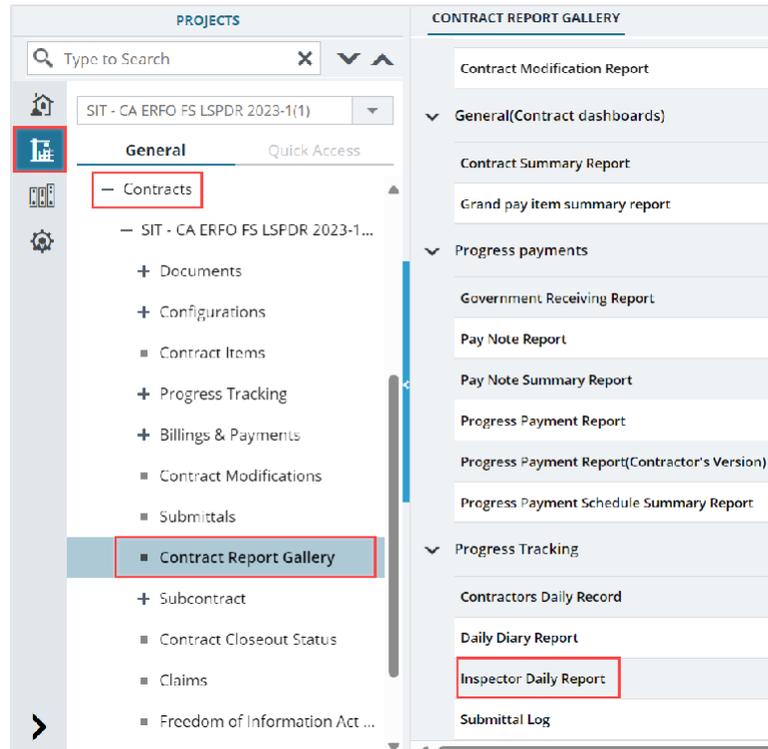


Figure 31: Contract Report Gallery – Navigation

- Projects Module > Specific Project > Contracts > Progress Tracking > Inspector Daily Report List Page > Inspectors Daily Record

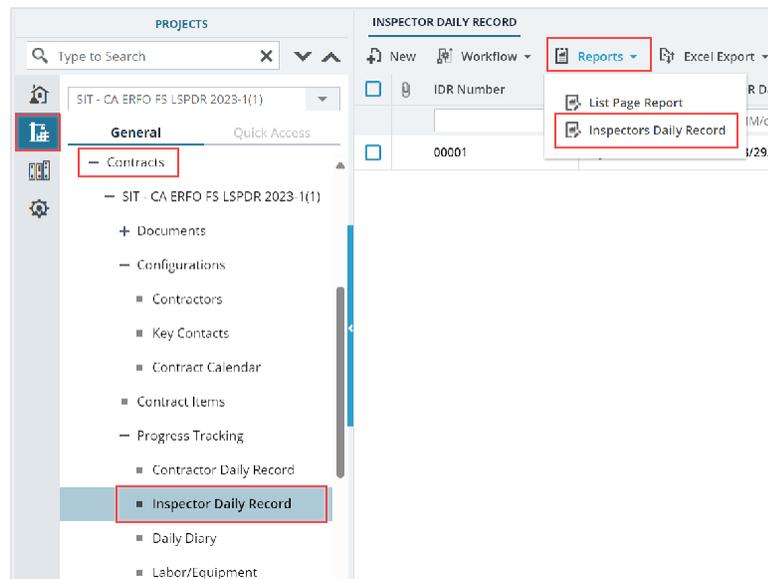
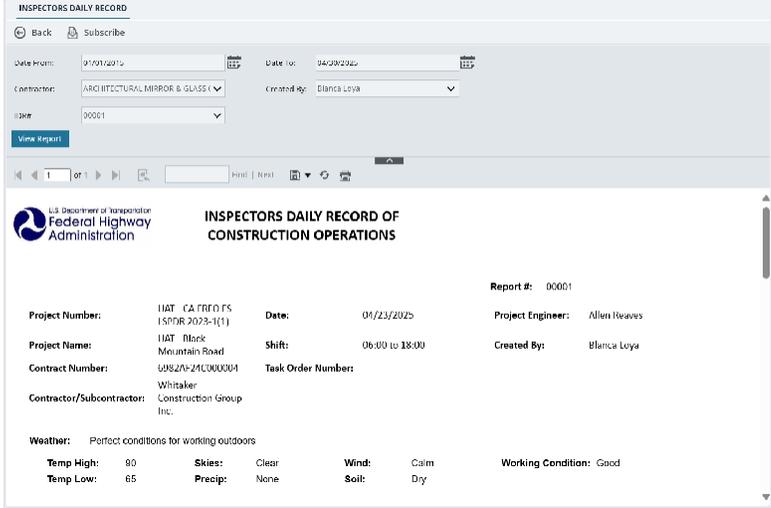


Figure 32: Progress Tracking – Navigation

Filter Criteria

1. **Date From:** Click  to select the date from which you want to obtain the IDR Report.

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ol style="list-style-type: none"> 2. Date To: Click  to select the date until which you want to obtain the IDR Report. 3. Contractor: From the drop-down list, select the appropriate contractor. Available options are contractors part of the IDR. 4. Created By: From the drop-down list, select the user who created the IDR. Available options are users who created the IDR. 5. CDR#: From the drop-down list, select the IDR number. Available options are IDRs created between Date From and Date To fields |
| <p>Sample Report</p> |  <p style="text-align: center;"><i>Figure 33: Inspector Daily Report</i></p> |

Submittal Log Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

The **Submittal Log** report provides a comprehensive list of all the submittals for a contract, detailing their associated contract items, descriptions, and contractors. The submittals included may encompass manuals, drawings, or schedules.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Submittal Log

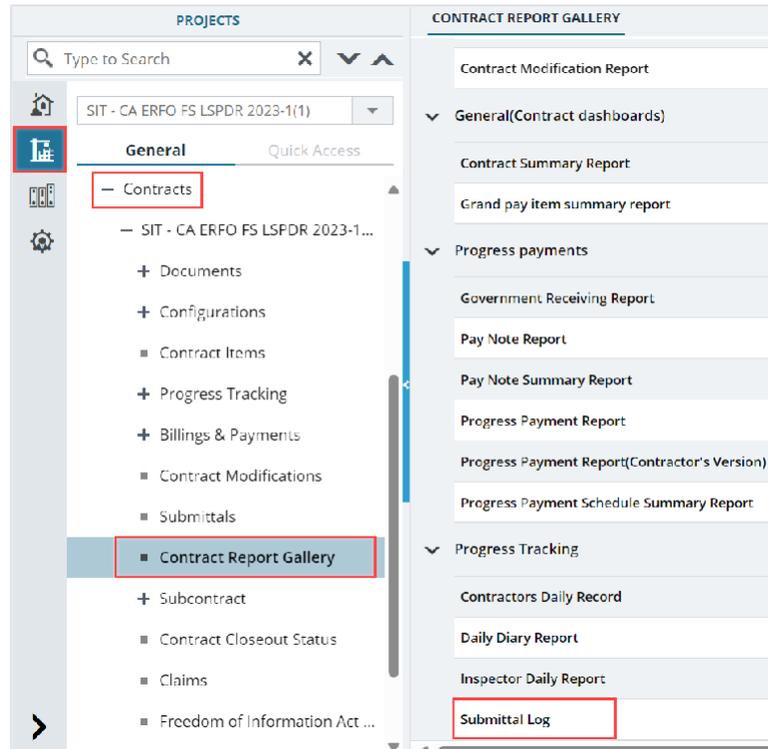


Figure 34: Contract Report Gallery – Navigation

- Projects Module > Specific Project > Contracts > Submittal List Page > Submittal Log Report

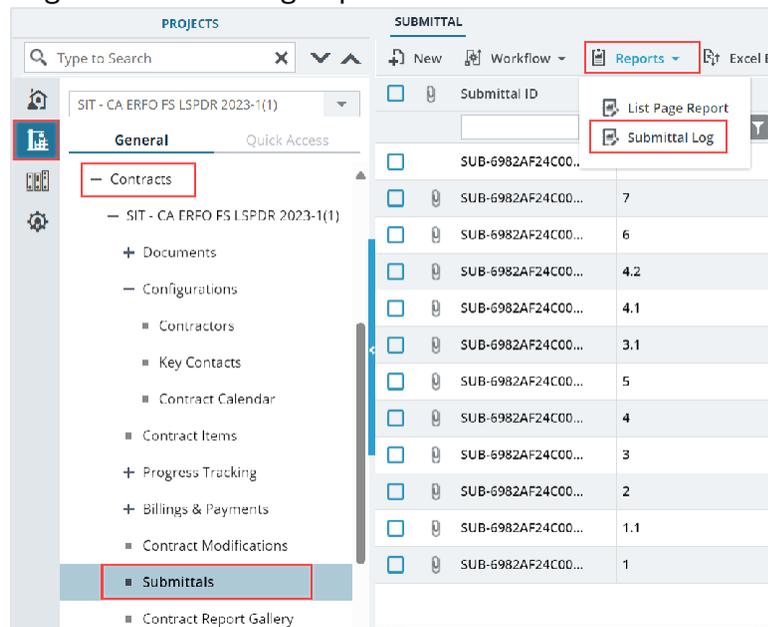
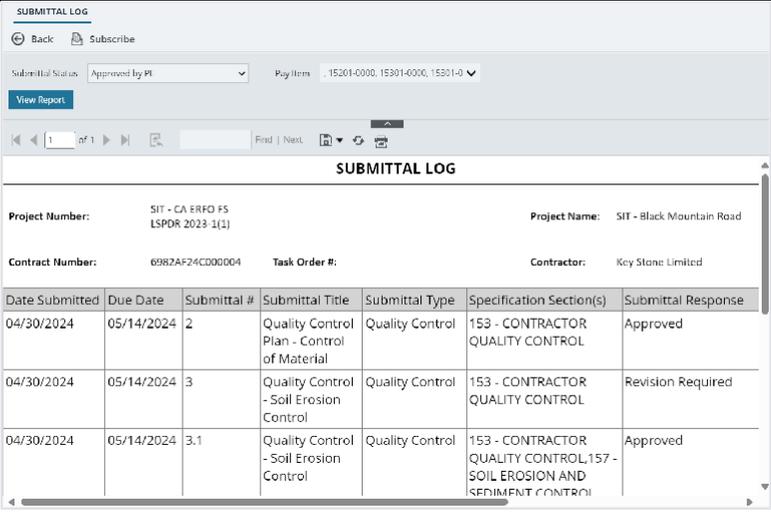


Figure 35: Submittals – Navigation

| | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Filter Criteria</p> | <p>Provide the information in the following fields, and then click View Report:</p> <ol style="list-style-type: none"> Submittal Status: From the drop-down list, select the appropriate workflow status. Available options are Draft, Submitted, Approved by PE, etc. Pay Item: From the drop-down list, select the appropriate pay item. |
| <p>Sample Report</p> |  <p style="text-align: center;"><i>Figure 36: Submittal Log Report</i></p> |

5.2. Contract Progress Payments Reports

Based on the roles assigned to you, you can generate various payment reports that illustrate contract progress payment details.

You can generate the following progress payment reports:

- [Government Receiving Report](#)
- [Pay Note Report](#)
- [Pay Note Summary Report](#)
- [Progress Payment Report](#)
- [Progress Payment Report\(Contractor's Version\)](#)
- [Progress Payment Schedule Summary Report](#)

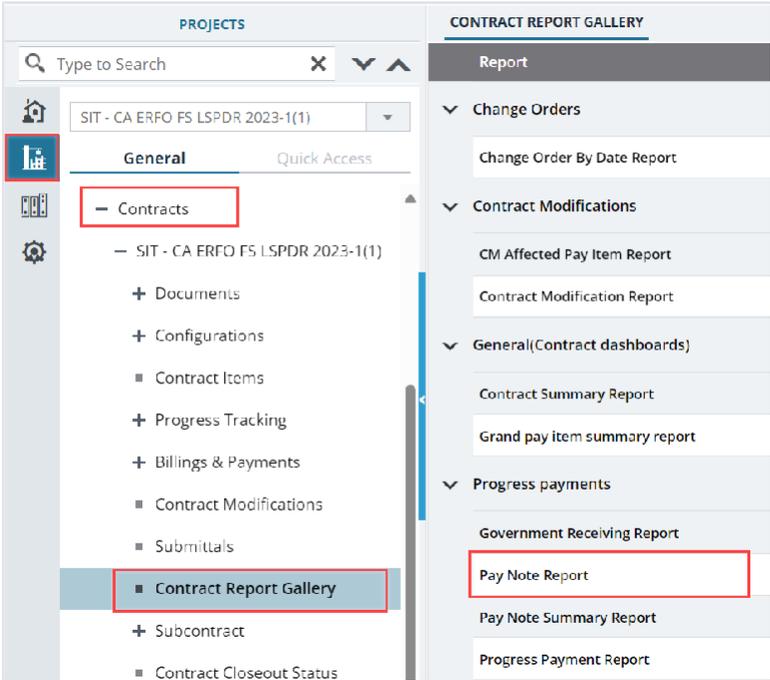
Government Receiving Report

To generate this report, you must be assigned any of the following roles:

- Administrator

- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

The **Government Receiving Report** provides a detailed view of the pay items in a pay period at fund source level. The individual columns represent the different fund rules (fund source allocations) and the payment amount required per pay item.

| | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Report Gallery > Government Receiving Report  <p style="text-align: center;"><i>Figure 37: Contract Report Gallery – Navigation</i></p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Pay Estimates > Government Receiving Report |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

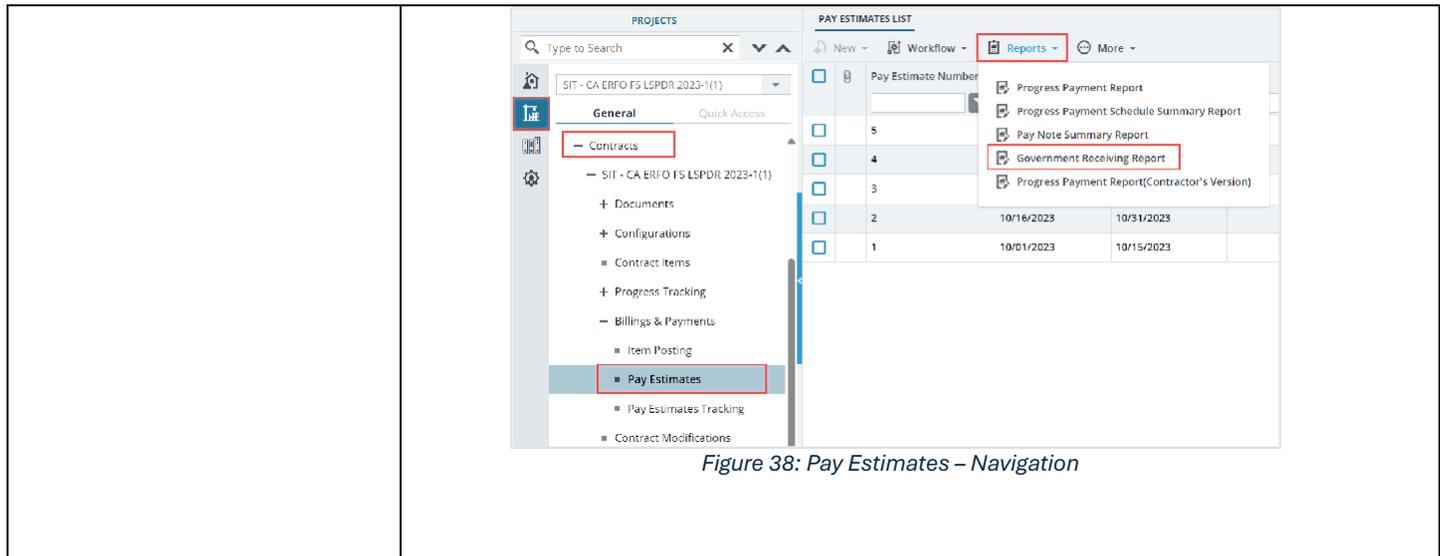


Figure 38: Pay Estimates – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

- Pay Estimate Number:** From the drop-down list, select the appropriate option. Available options are pay estimates created in the contract.

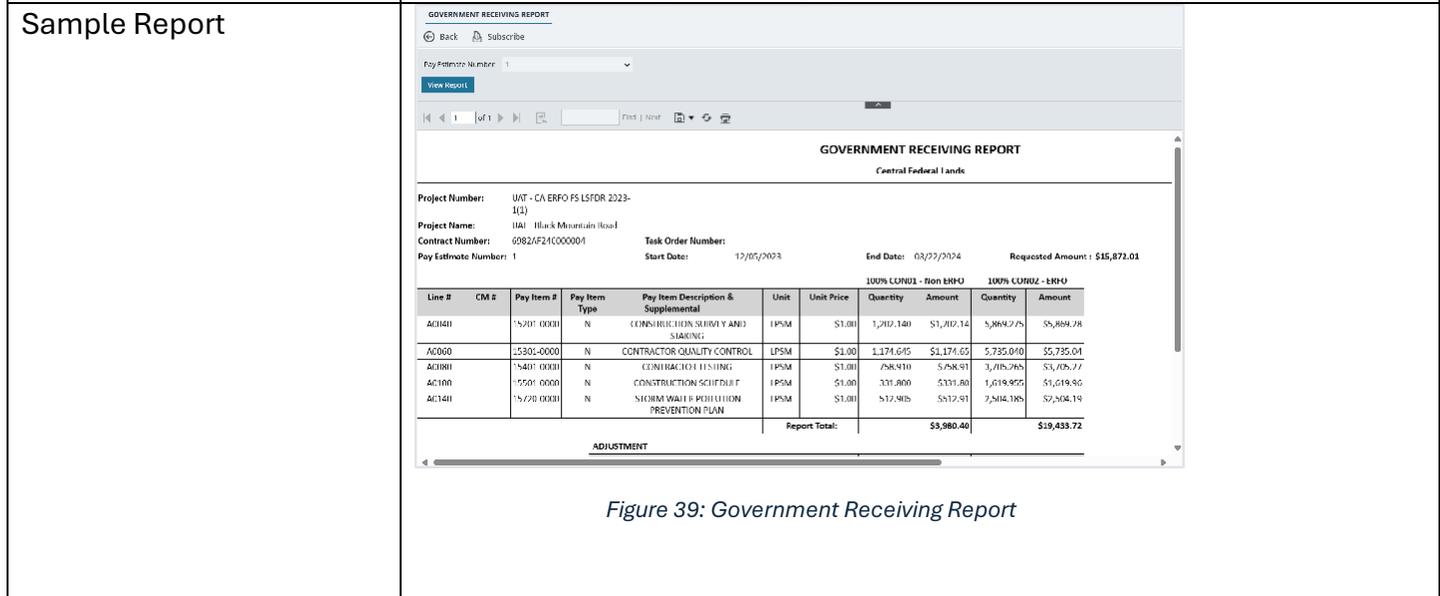


Figure 39: Government Receiving Report

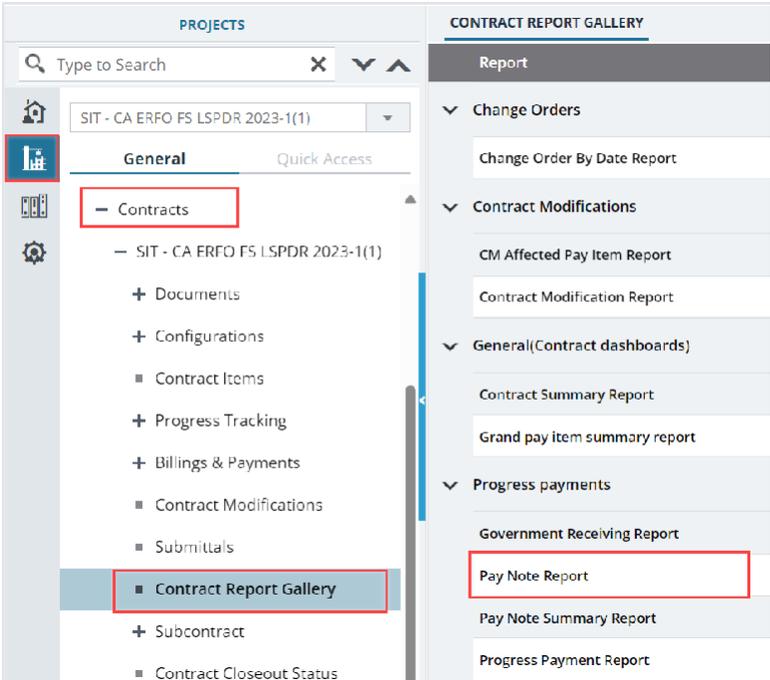
Pay Note Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC

- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Pay Note Report** provides a comprehensive record of payments made or expected for a project. It includes details such as payment amounts, posted dates, quantities, and the accounts from which the funds are to be released.

| | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Report Gallery > Pay Note Report  <p style="text-align: center;"><i>Figure 40: Contract Report Gallery – Navigation</i></p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Item Posting > Pay Note Report |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

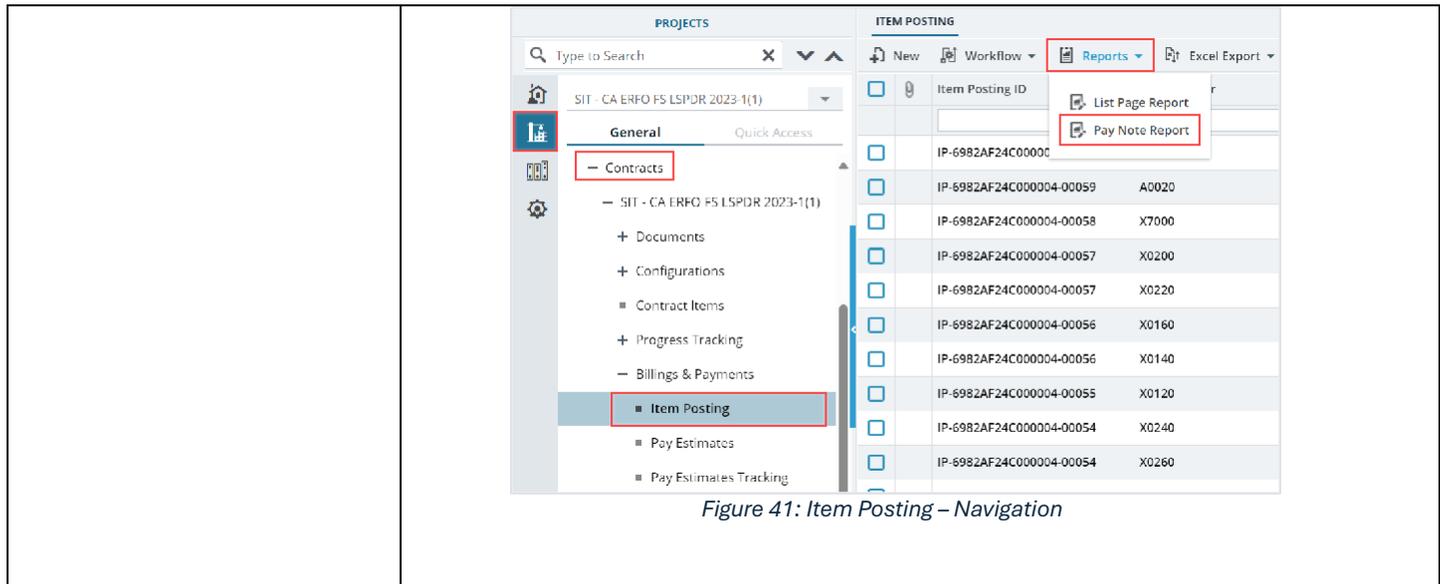


Figure 41: Item Posting – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **Generate Report By:** From the drop-down list, select the appropriate option.
Available options are Item Posting #, Posting From and To Dates, and Pay items.
2. **Item Posting #:** From the drop-down list, select the appropriate option.
Available options are item postings done in the contract.
3. **Posting Date From:** By default, the current date is displayed. Optionally, click and select the appropriate date. Alternatively, select the Null check box if no dates are to be selected.
4. **Posting Date To:** By default, Posting Date from + 30 Days is displayed. Optionally, click and select the appropriate date. Alternatively, select the Null check box if no dates are to be selected.
5. **Pay Items:** From the drop-down list, select the appropriate option.
6. **Item Posting Status:** From the drop-down list, select the appropriate workflow status of the Item Posting record. Available options are Draft, Submitted, Approved, etc.

Sample Report

The screenshot displays the 'PAY NOTE REPORT' interface. At the top, there are navigation options like 'Back' and 'Subscribe', and filters for 'Pay Item' and 'Item Routing'. Below this, there are fields for 'Printing Date/Time', 'Pay Note ID', and 'Pay Note Title'. The main content area is titled 'FHWA PAY NOTE REPORT' and 'Central Federal Lands'. It contains a table of project and contract details, and a 'Location/Description' section with a detailed note about the payment amount and interest.

| | | | | | |
|-------------------------------|-------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|
| Project Number: | JM1 - CA HRD AS 5'36 (275-11) | Pay Note Number: | 77 (Successful) | Period: | 11 |
| Project Name: | JM1 - Black Mountain Road | Pay Note Date: | 6/27/2024 | Measured By: | 11 |
| Contract Number: | 04229990000000 | Task Order Number: | | Work Start Date: | 3/29/2024 |
| Total Production Uses: | 2100 | Location/Description: | Project Wide | Work End Date: | 4/11/2024 |
| Production Rate: | 85.11 | Remarks: | 0.5000% percent of the original contract amount is correct. Some pay items fact including mobilization, 50 percent of the mobilization pay items, 5 percent of the original contract amount, whichever is less, will be paid. Requesting \$528,193.67 Final Contract \$2,350,911.11 x Rate=15.1956% Contract 17% = 1,811,194.67 - 528,193.67 Contract 83% = 1,811,194.67 - 528,193.67 | | |

Figure 42: Pay Note Report

Pay Note Summary Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Construction Operations Engineer
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

The **Pay Note Summary** report provides a comprehensive record of payments made or expected for a project for a specific pay period.

It includes following details:

- Payment amounts
- Previous, to date and probable quantities
- Accounts from which the funds are to be released

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Pay Note Summary Report

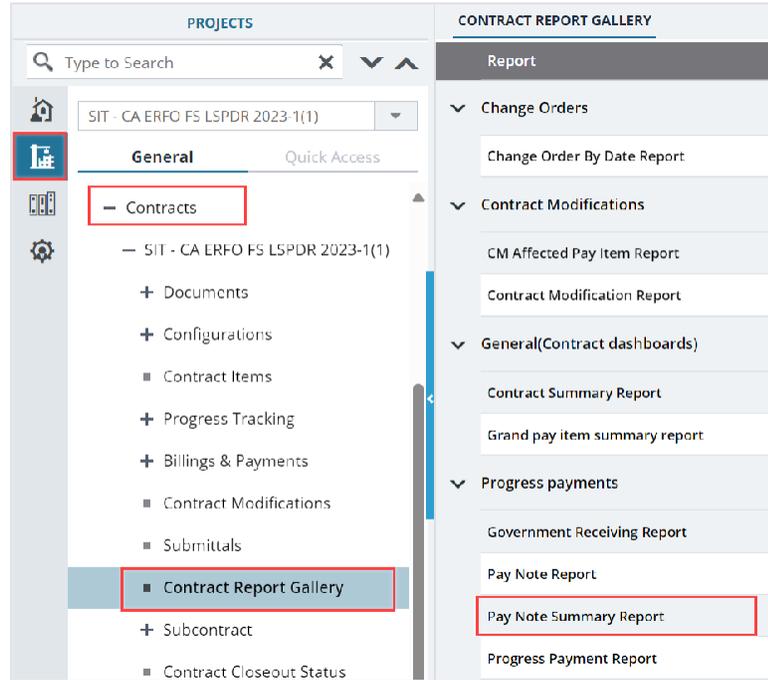


Figure 43: Contract Report Gallery – Navigation

- Projects Module > Specific Project > Contracts > Pay Estimates > Pay Note Summary Report

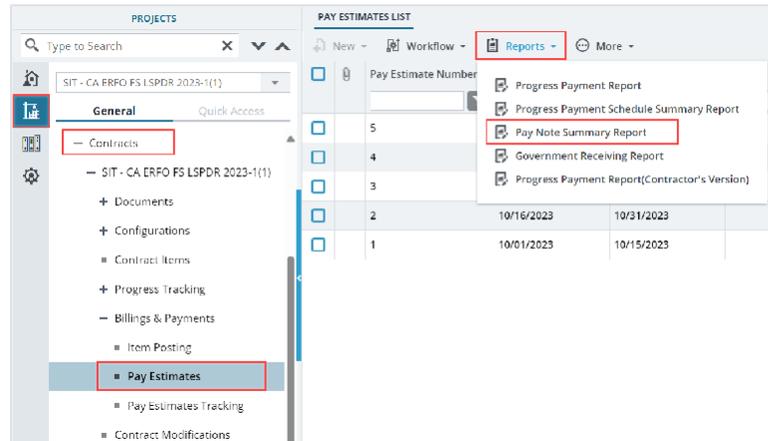


Figure 44: Pay Estimates Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **Pay Estimate Number:** From the drop-down list, select the appropriate option. Available options are pay estimates created in the contract.
2. **Pay Items:** From the drop-down list, select the appropriate option.

Sample Report

| FHWA PAY NOTE SUMMARY REPORT | | | | | | | | | | | | | | |
|------------------------------|---------------------|---------------|----------------------------------|-------------------------------------|-----------------------------|---------------------|-----------------------------|-------------------|-------------------|--------------------|---------------|--------------------|---------------------|--------------|
| Central Federal Lands | | | | | | | | | | | | | | |
| Project Number: | | | UAT - CA ERFO FS LSPDR 2023-1(1) | | | Start Date: | | | 09/25/2024 | | End Date: | | 04/22/2024 | |
| Project Name: | | | UAT - Black Mountain Road | | | Period: | | | 2 | | | | | |
| Contract Number: | | | 6982A24C000001 | | | Task Order Number: | | | | | | | | |
| Line # | Cln # | Pay Item # | Pay Item Type | Pay Item Description & Supplemental | | | | | | | | | | |
| A2000 | | 15301 0000 | N | CONTRACTOR QUALITY CONTROL | | | | | | | | | | |
| CONTRACT QUANTITIES | | | | | | | | | | | | | | |
| Acct | CONTRACT QUANTITIES | | | | REVISED CONTRACT QUANTITIES | | PROGRESS PAYMENT QUANTITIES | | | | PROBABLES | | | |
| | Quantity | Unit Price | Unit | Amount | Quantity | Amount | Current | Previous | To Date | Amount | % Comp | Quantity | Amount | %Q/U |
| 100% CON01 - Non-Work | 38,150.204 | \$1.30 | LFSM | \$49,595.26 | 38,150.204 | \$49,595.26 | 3,017.430 | 2,543.290 | 5,560.720 | \$5,560.72 | 15.24% | 38,150.204 | \$49,595.26 | 0.00% |
| 100% CON02 - Work | 101,145.116 | \$1.30 | LFSM | \$131,488.65 | 101,145.116 | \$131,488.65 | 17,651.650 | 11,472.080 | 29,123.730 | \$29,123.74 | 15.24% | 101,145.116 | \$131,488.65 | 0.00% |
| TOTAL | 239,295.320 | \$1.30 | | \$311,083.91 | 239,295.320 | \$311,083.91 | 21,270.110 | 13,615.370 | 34,284.450 | \$34,284.46 | 15.16% | 239,295.320 | \$311,083.91 | 0.00% |

Figure 45: Pay Note Summary

Progress Payment Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Project Engineer A&E

The **Progress Payment Report** delivers a thorough overview for a designated pay period. It encompasses detailed information, including the items paid, previous payments, total items paid, current quantities, probable quantities, unit prices, historical quantities and their unit prices, and adjustments such as materials on hand and retainage.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Progress Payment Report

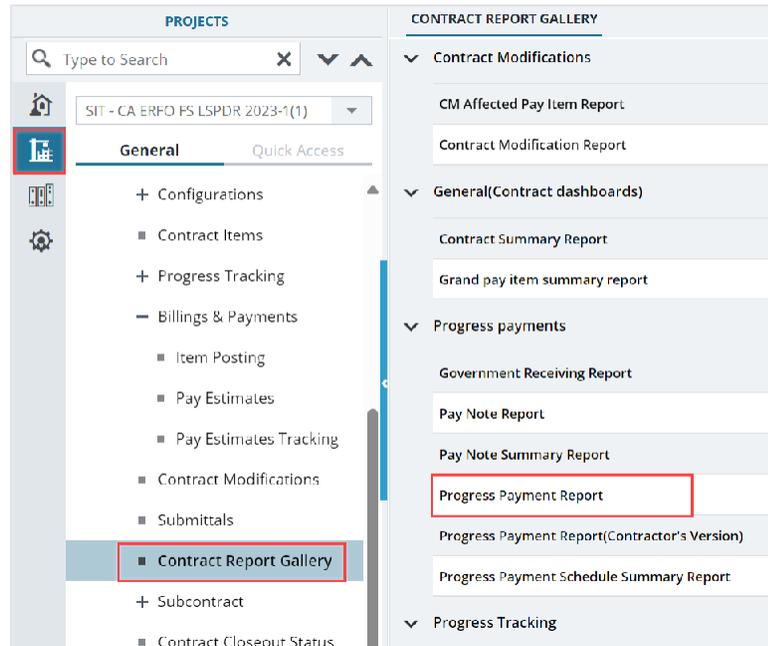


Figure 46: Contract Report Gallery – Navigation

- Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report

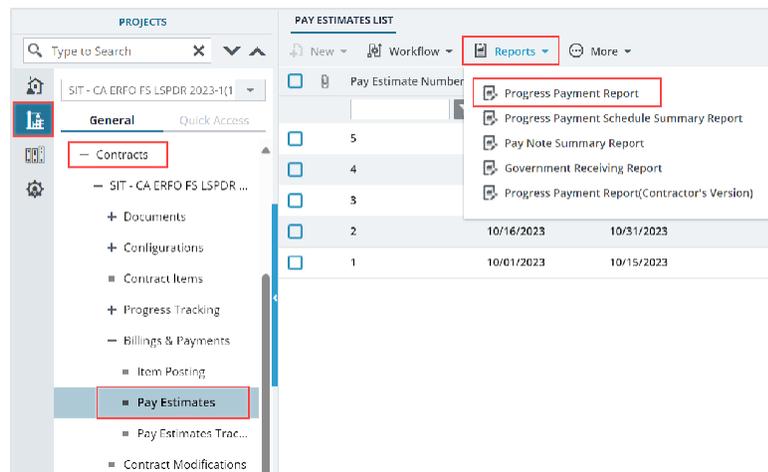


Figure 47: Pay Estimates – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **Pay Estimate Number:** From the drop-down list, select the appropriate option.
Available options are pay estimates created in the contract.

Sample Report

PROGRESS PAYMENT REPORT

Back | Subscribe

Pay Estimate Number: 4

[View Report](#)

1 of 1

PROGRESS PAYMENT REPORT
Central Federal Lands

| | | | |
|--------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------|-----------------|
| Project Number: | SIT - CA ERFO FS LSPDR 2023 1(1) | State: | CA |
| Project Name: | SIT - Black Mountain Road | County: | San Luis Obispo |
| Contract Number: | 6982AF24C00004 | Partner Agency(s): | FAA,USFS |
| Award Date: | 3/7/2024 | Awarded Project Length: | 0.10 |
| Progress Payment Number: | 4 (Paid) | | |
| Description: | ERFO spot repairs including MSE wall, gabions, drainage flumes, and asphalt pavement. | | |
| Contractor: | Key Stone Limited | Start Date: | 12/1/2023 |
| Contractor Remit Address: | 2400 Lakeline Rd, Austin TX 78727 | Contractor Certification Received: | 1/3/2024 |
| Payment this Progress Period: | \$607,157.33 | | |

I certify that the quantities, including overruns, shown herein are supported by measurements or are estimated in accordance with the prescribed methods, that applicable to contractor's payrolls and invoices have been submitted as prescribed.

Figure 48: Progress Payment Report

Progress Payment Report (Contractor's Version)

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Contractor Basic
- Construction Contractor QC Manager
- Construction Contractor Manager
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Progress Payment Report (Contractor's Version)** report mirrors the Progress Payment Report but omits fields such as probable quantities and amounts. It is specifically designed for contractors to ensure that sensitive data, which is confidential to the FHWA, is not disclosed.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Progress Payment Report(Contractor’s Version)

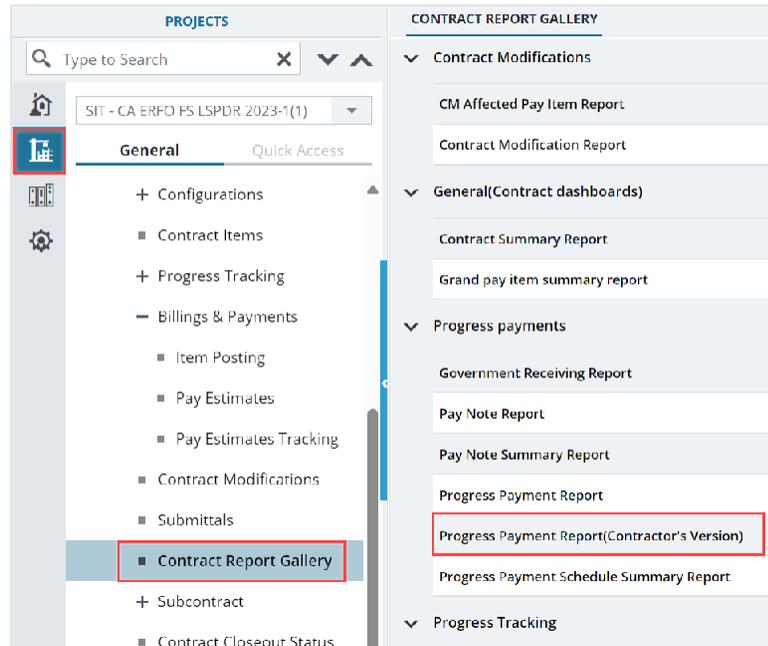


Figure 49: Contract Report Gallery - Navigation

- Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor’s Version)

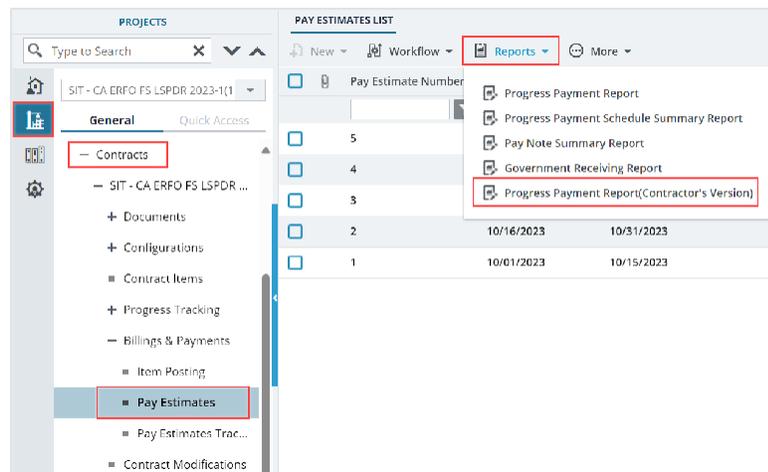


Figure 50: Pay Estimates – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **Pay Estimate Number:** From the drop-down list, select the appropriate option.
Available options are pay estimates created in the contract.

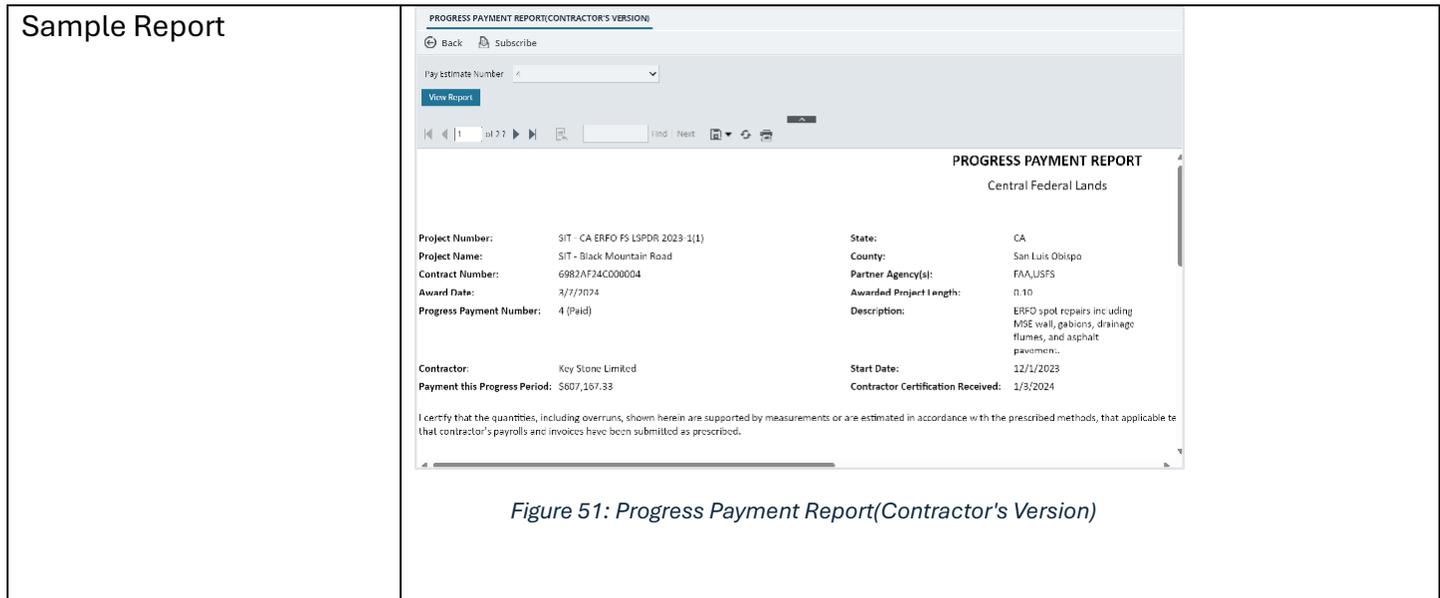


Figure 51: Progress Payment Report(Contractor's Version)

Progress Payment Schedule Summary Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

A **Progress Payment Schedule Summary Report** provides details on specific progress payments made during a specific pay period. The report includes details such as the contract amount, award amount, previously paid amounts, and probable payments.

Navigation Steps

Use any of the following navigation steps:

- Projects Module > Specific Project > Contracts > Contract Report Gallery > Progress Payment Schedule Summary Report

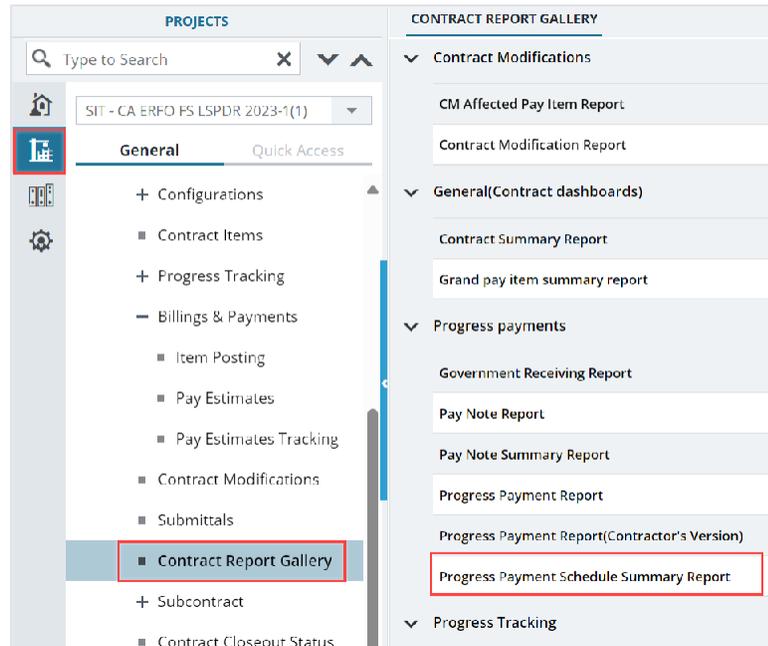


Figure 52: Contract Report Gallery - Navigation

- Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Schedule Summary Report

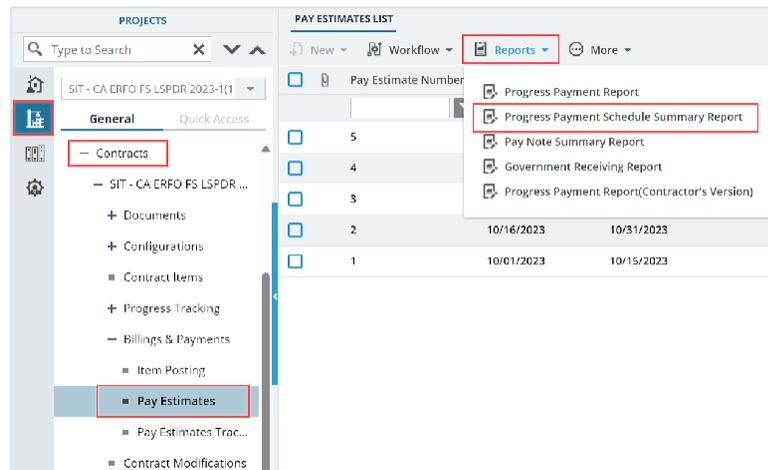


Figure 53: Pay Estimates – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **Pay Estimate Number:** From the drop-down list, select the appropriate option.
Available options are pay estimates created in the contract.

2. **Include Incentives:** From the drop-down list, select the appropriate options.
Available options are Yes or No.

Sample Report

| Schedule /Options | Original Contract Amount | Revised Award Amount | Revised Contract Amount | Current PP Amount | Previous Paid Amount | To Date Amount | Probable Amount |
|--------------------|--------------------------|----------------------|-------------------------|-------------------|----------------------|----------------|-----------------|
| A | \$2,763,873.33 | \$2,763,873.33 | \$2,763,873.33 | \$16,828.24 | \$0.00 | \$16,828.24 | \$0.00 |
| Grand Total | \$2,763,873.33 | \$2,763,873.33 | \$2,763,873.33 | \$16,828.24 | \$0.00 | \$16,828.24 | \$0.00 |

Figure 54: Progress Payment Schedule Summary Report

5.3. Contract Modification Report

Based on the roles assigned to you, you can generate various contract modification reports that illustrate contract change management details.

You can generate the following progress tracking reports:

- [CM Affected Pay Item Report](#)
- [Contract Modification Report](#)

CM Affected Pay Item Report

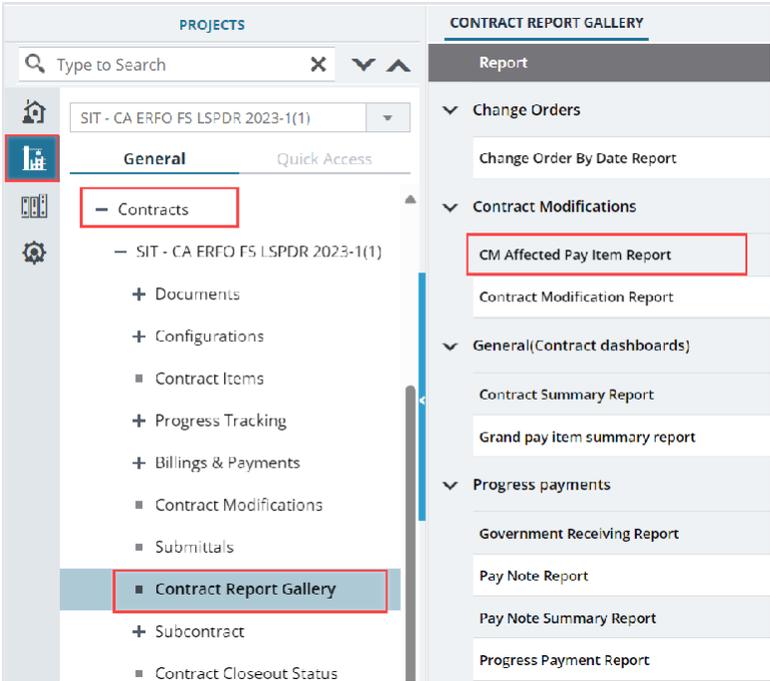
To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager

- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **CM Affected Pay Item Report** provides a comprehensive overview of all the pay items impacted by a specific contract modification. The following details are observed in the report:

- Pay item numbers and their descriptions
- Units and any changes in quantities or amounts

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Report Gallery > CM Affected Pay Item Report  <p style="text-align: center;"><i>Figure 55: Contract Report Gallery – Navigation</i></p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Modifications > Contract Modifications List Page > CM Affected Pay Item Report |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

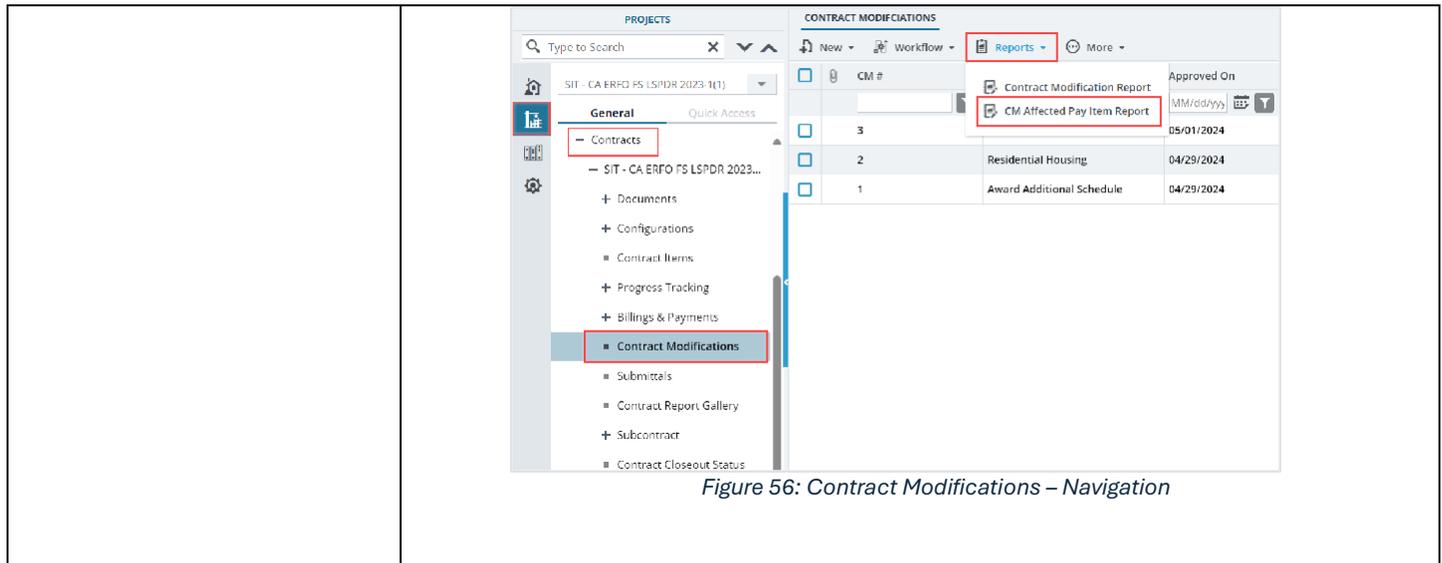


Figure 56: Contract Modifications – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

- CM #:** From the drop-down list, select the appropriate contract modification.
Available options are contract modifications created in a contract.

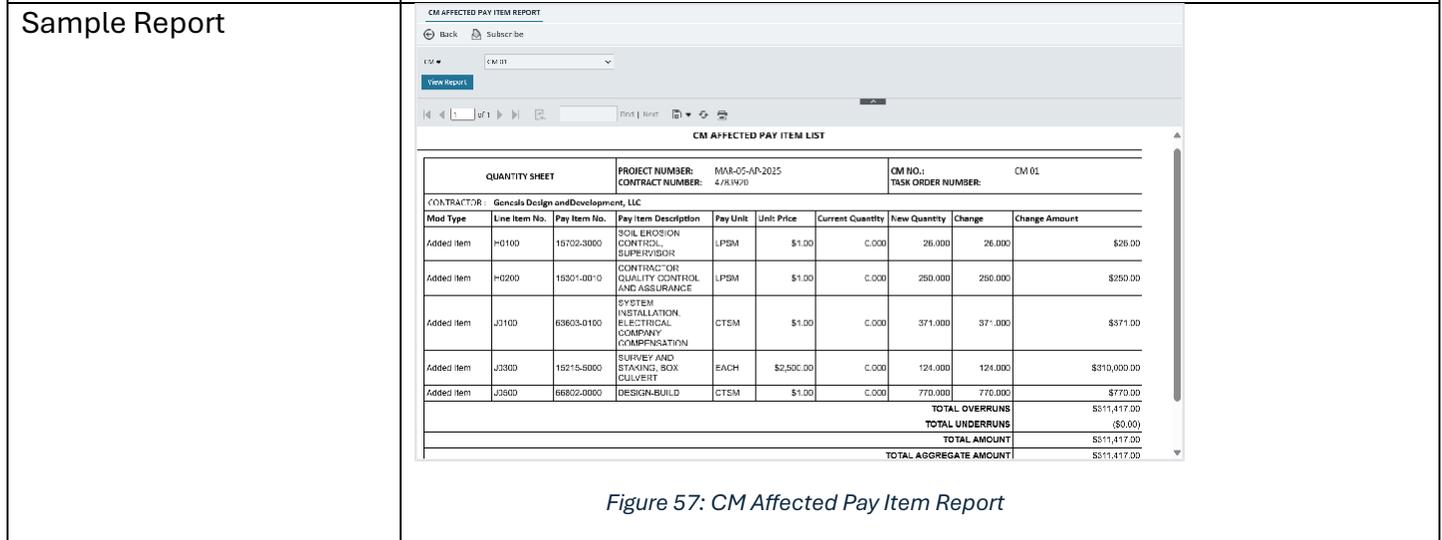


Figure 57: CM Affected Pay Item Report

Contract Modification Report

To generate this report, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer

- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Contract Modification Report** provides a comprehensive overview of all the contract modifications for a specified Contract Modification record. The following details are observed in the report:

- Reason for the modification
- Contract amount
- Adjustments to the project timeline
- Additions, updates, or deletions of contract pay items

| | |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Navigation Steps</p> | <p>Use any of the following navigation steps:</p> <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Report Gallery > Contract Modification Report |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

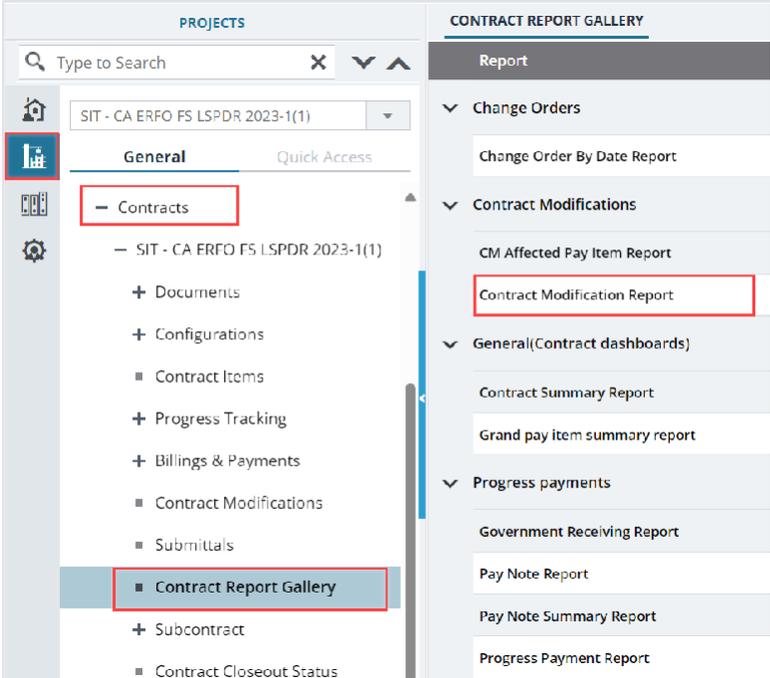


Figure 58: Contract Report Gallery – Navigation

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Projects Module > Specific Project > Contracts > Contract Modifications > Contract Modifications List Page > Contract Modification Report |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

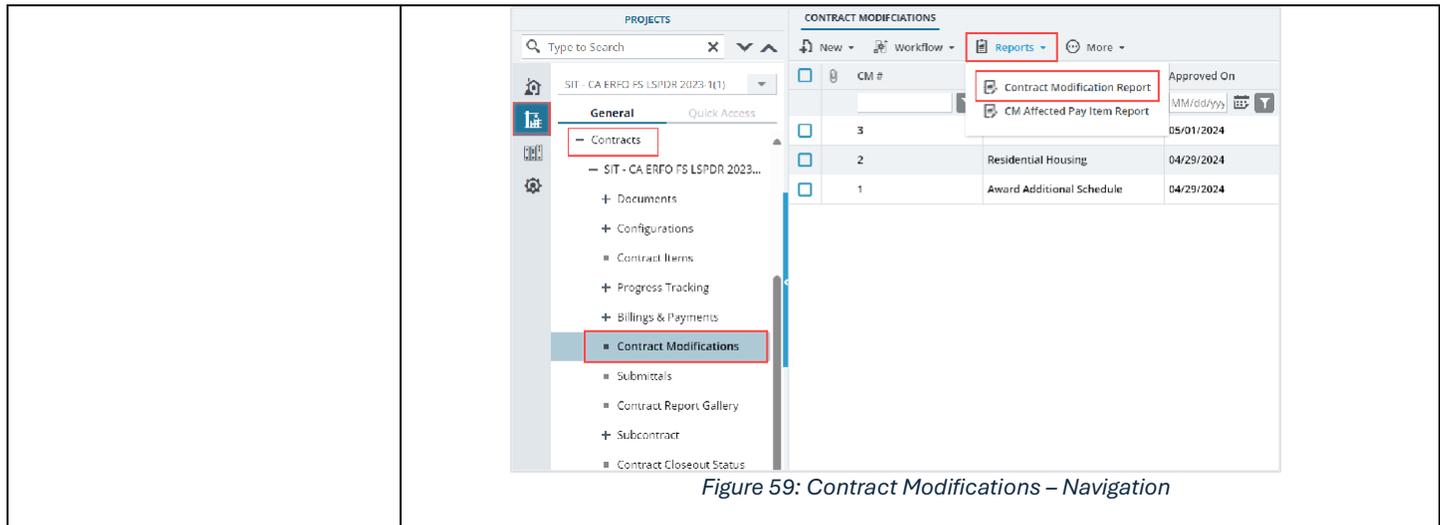


Figure 59: Contract Modifications – Navigation

Filter Criteria

Provide the information in the following fields, and then click **View Report**:

1. **CM #:** From the drop-down list, select the appropriate contract modification.
Available options are contract modifications created in a contract. The CMs are displayed in descending order of the CM number.

Sample Report

CONTRACT MODIFICATION REPORT

Back | Subscribe

CM # [CM 01]

View Report

1 of 2

CONTRACT MODIFICATION REPORT
Federal Land Highways

Project Number: MAR-05-AP-2025
Project Name: MAR-05-AP-2025 Project UAT
Contract Number: 4783020
Task Order Number:

| CM # | CM Type | FAR Authority | CM Initiated By | Total Net CM Amount | Aggregate CM Amount | CM Time Increase/Decrease |
|-------|--------------|---------------|-----------------|---------------------|---------------------|---------------------------|
| CM 01 | Change Order | | | \$111,417.00 | \$111,417.00 | 0 |

Net Authorization Change

| Account Code | Account Number | Amount |
|--------------|----------------|--------------|
| CON07 | 783748 | \$110,970.00 |
| CON03 | 2378238 | \$417.00 |

Date of Actions:

Date RFP Sent to Contractor:
Date Negotiations Completed:
Date PR was Signed:

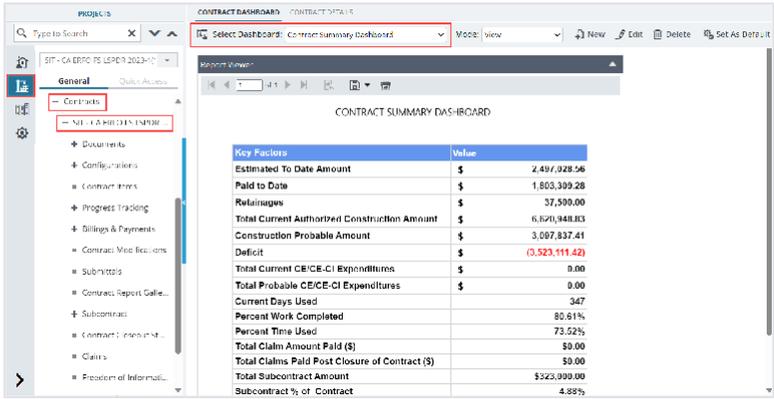
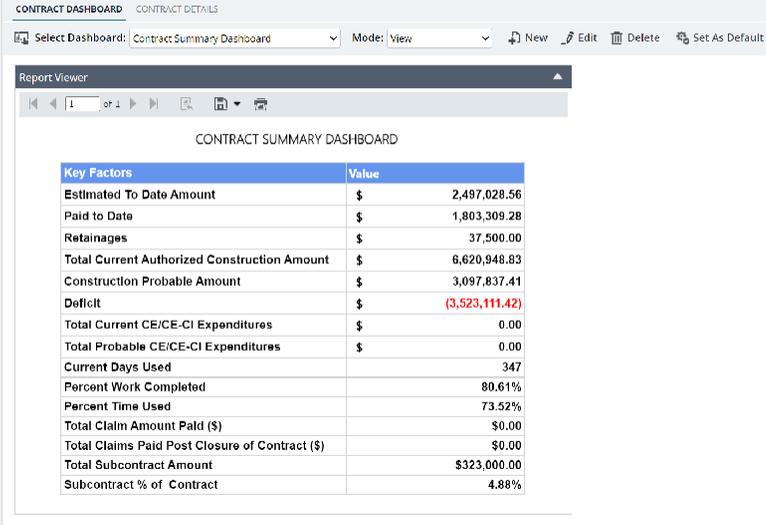
Figure 60: Contract Modification Report

6. Contract Dashboards

Based on the roles assigned to you, you can generate a dashboard to view the contract details. You can view the following dashboards:

- [Contract Summary Dashboard](#)
- [Grand Pay Item Summary Dashboard](#)

Contract Summary Dashboard

| <p>Navigation Steps</p> | <p>Projects Module > Specific Project > Contracts > Contract Dashboard > Contract Summary Dashboard</p>  <p><i>Figure 61: Contract Dashboard - Navigation</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|--------------------------|-----------------|--------------|-----------------|------------|--------------|----------------------------------------------|-----------------|------------------------------|-----------------|---------|-------------------|-------------------------------------|---------|--------------------------------------|---------|-------------------|-----|------------------------|--------|-------------------|--------|------------------------------|--------|-------------------------------------------------|--------|--------------------------|--------------|---------------------------|-------|
| <p>Sample Dashboard</p> |  <p><i>Figure 62: Contract Summary Dashboard</i></p> <table border="1"> <thead> <tr> <th>Key Factors</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Estimated To Date Amount</td> <td>\$ 2,497,028.56</td> </tr> <tr> <td>Paid to Date</td> <td>\$ 1,803,309.28</td> </tr> <tr> <td>Retainages</td> <td>\$ 37,500.00</td> </tr> <tr> <td>Total Current Authorized Construction Amount</td> <td>\$ 6,620,948.83</td> </tr> <tr> <td>Construction Probable Amount</td> <td>\$ 3,097,837.41</td> </tr> <tr> <td>Deficit</td> <td>\$ (3,523,111.42)</td> </tr> <tr> <td>Total Current CE/CE-CI Expenditures</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Probable CE/CE-CI Expenditures</td> <td>\$ 0.00</td> </tr> <tr> <td>Current Days Used</td> <td>347</td> </tr> <tr> <td>Percent Work Completed</td> <td>80.61%</td> </tr> <tr> <td>Percent Time Used</td> <td>73.52%</td> </tr> <tr> <td>Total Claim Amount Paid (\$)</td> <td>\$0.00</td> </tr> <tr> <td>Total Claims Paid Post Closure of Contract (\$)</td> <td>\$0.00</td> </tr> <tr> <td>Total Subcontract Amount</td> <td>\$323,000.00</td> </tr> <tr> <td>Subcontract % of Contract</td> <td>4.88%</td> </tr> </tbody> </table> | Key Factors | Value | Estimated To Date Amount | \$ 2,497,028.56 | Paid to Date | \$ 1,803,309.28 | Retainages | \$ 37,500.00 | Total Current Authorized Construction Amount | \$ 6,620,948.83 | Construction Probable Amount | \$ 3,097,837.41 | Deficit | \$ (3,523,111.42) | Total Current CE/CE-CI Expenditures | \$ 0.00 | Total Probable CE/CE-CI Expenditures | \$ 0.00 | Current Days Used | 347 | Percent Work Completed | 80.61% | Percent Time Used | 73.52% | Total Claim Amount Paid (\$) | \$0.00 | Total Claims Paid Post Closure of Contract (\$) | \$0.00 | Total Subcontract Amount | \$323,000.00 | Subcontract % of Contract | 4.88% |
| Key Factors | Value | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated To Date Amount | \$ 2,497,028.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paid to Date | \$ 1,803,309.28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Retainages | \$ 37,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Current Authorized Construction Amount | \$ 6,620,948.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction Probable Amount | \$ 3,097,837.41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deficit | \$ (3,523,111.42) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Current CE/CE-CI Expenditures | \$ 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Probable CE/CE-CI Expenditures | \$ 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current Days Used | 347 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percent Work Completed | 80.61% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percent Time Used | 73.52% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Claim Amount Paid (\$) | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Claims Paid Post Closure of Contract (\$) | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Subcontract Amount | \$323,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subcontract % of Contract | 4.88% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Details | Field Name | Description |
|---------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Estimated To Date Amount | Sum of all the item postings that are in the Submitted and Approved workflow status. |
| | Paid to Date | Sum of Net to be Paid from all the approved pay estimates. |
| | Retainages | <p>Sum of Item Level Retainages + Adjustments with Type Retainage Value = A + B Where, A = Sum of all previously held retainages – (Release Previously held + Retainage this PE for each item). For each item the latest instance of it from the Pay Estimates must be considered. B = Sum of Previously Held Retainages + (Adjustment this PE – Release Previously held Retainage for all Adjustments of type) = Retainage from the latest PE. Note: PE = Pay Estimate</p> |
| | Total Current Authorized Construction Amount | Sum of all Project Fund List, that is, the Authorized Amount for CON type fund sources. |
| | Construction Probable Amount | <p>Sum of Probable Amount for all the contract items + Adjustments from the latest Pay Estimate irrespective of its workflow status. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view this field.</p> |
| | Deficit | <p>It is calculated as: Construction Probable Amount – Total Current Authorized Construction Amount Note: If the deficit is in negative, the value is displayed in red and negative sign is not displayed.</p> |
| | Total Current CE/CE-CI Expenditures | Sum of Expended Amounts for fund type = CE + CI |
| | Total Probable CE/CE- CI Expenditures | <p>Sum of Probable Amounts for fund type = CE + CI Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view this field.</p> |

| Field Name | Description |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Days Used | <p>It is calculated as:</p> <ul style="list-style-type: none"> If Time Count Stopped Date is available, then $\#(\text{Time Count Stopped Date} - \text{Start date} - \text{Interim stoppage days} + 1)$ If Time Count Stopped Date is not available, then $(\text{Current date} - \text{Start date} - \text{Interim stoppage days} + 1)$ <p>Note: The calendar selected for the contract is used for calculating the days.</p> |
| Percent Work Completed | <p>It is calculated as: $\text{Estimated To Date Amount} \div \text{Construction Probable Amount}$ in %.</p> |
| Percent Time Used | <p>It is calculated as:</p> <ul style="list-style-type: none"> If Time Count Stopped Date is available, then $(\text{Time Count Stopped Date} - \text{Start date} - \text{Interim stoppage days} + 1) \div \text{Revised Calendar Days}$ (in %) If Time Count Stopped Date is not available, then $(\text{Current date} - \text{Start date} - \text{Interim stoppage days} + 1) \div \text{Revised Calendar Days}$ (in %) <p>Note: Revised Calendar Days = Original Calendar Days + Change in number of days</p> <p>Note: The calendar selected for the contract is used for calculating the days.</p> |
| Total Claim Amount Paid (\$) | <p>Sum of all Approved Claims paid, that is, Total Claims Paid (\$) from Contract Details page</p> |
| Total Claims Paid Post Closure of Contract (\$) | <p>Sum of all Claims approved post approval of Final Pay Estimate, that is, Total Claims paid post closure of Contract (\$) from Contract Details page.</p> |
| Total Subcontract Amount | <p>Sum of the Current Subcontract Amount (\$) from the latest Approved versions from the Request for Sublet Work form.</p> |
| Subcontract % of Contract | <p>It is calculated as: $(\text{Sum of Subcontract Amount from the latest approved version for all subcontractors} \div \text{Contract Amount from Contract Items}) \times 100$</p> |

Grand Pay Item Summary Dashboard

To view this dashboard, you must be assigned any of the following roles:

- Administrator
- Construction Component Lead
- Construction Admin Staff
- Construction Engineer
- Highway Construction Manager QA/QC
- Construction Operations Engineer
- Inspector
- Assistant Project Engineer
- Project Engineer
- Regional Engineer
- Construction Inspection A&E Manager
- Inspector A&E
- Assistant Project Engineer A&E
- Project Engineer A&E

The **Grand Pay Item Summary** dashboard provides information based on the Schedule, Pay Item No, and CM# selected.

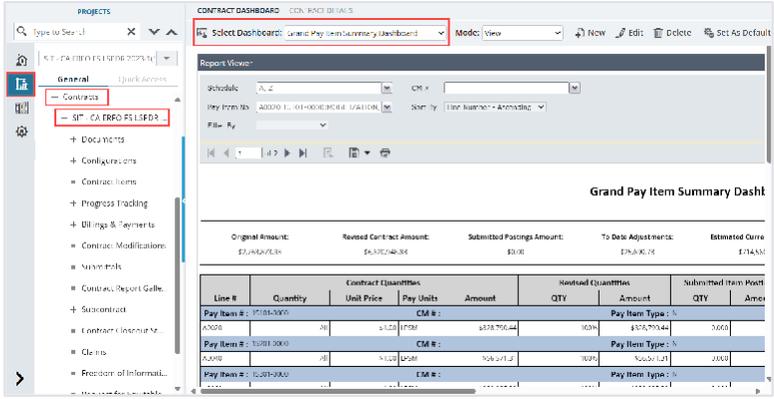
| <p>Navigation Steps</p> | <p>Projects Module > Specific Project > Contracts > Contract Dashboard > Grand Pay Item Summary Dashboard</p>  <p>The screenshot shows the 'Contract Dashboard' interface. The breadcrumb trail at the top reads: 'Projects > Specific Project > Contracts > Contract Dashboard > Grand Pay Item Summary Dashboard'. The 'Grand Pay Item Summary Dashboard' section displays the following summary statistics:</p> <table border="1"> <thead> <tr> <th>Original Amount:</th> <th>Revised Contract Amount:</th> <th>Submitted Postings Amount:</th> <th>To Date Adjustments:</th> <th>Estimated Contract:</th> </tr> </thead> <tbody> <tr> <td>\$2,148,478.00</td> <td>\$6,972,463.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$7,148,941.00</td> </tr> </tbody> </table> <p>Below the summary statistics is a table of pay items with the following columns: Line #, Quantity, Contract Description, Unit Price, Pay Units, Amount, Contract Description, Quantity, Amount, and Submitted Item Post.</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Quantity</th> <th>Contract Description</th> <th>Unit Price</th> <th>Pay Units</th> <th>Amount</th> <th>Contract Description</th> <th>Quantity</th> <th>Amount</th> <th>Submitted Item Post</th> </tr> </thead> <tbody> <tr> <td>Pay Item # 17185-0000</td> <td>08</td> <td>CM # 17185-0000</td> <td></td> <td>1634</td> <td>\$17,799.94</td> <td>CM # 17185-0000</td> <td>1634</td> <td>\$17,799.94</td> <td>0.00</td> </tr> <tr> <td>Pay Item # 17281-0000</td> <td>08</td> <td>CM # 17281-0000</td> <td></td> <td>1634</td> <td>\$17,799.94</td> <td>CM # 17281-0000</td> <td>1634</td> <td>\$17,799.94</td> <td>0.00</td> </tr> <tr> <td>Pay Item # 17282-0000</td> <td>08</td> <td>CM # 17282-0000</td> <td></td> <td>1634</td> <td>\$17,799.94</td> <td>CM # 17282-0000</td> <td>1634</td> <td>\$17,799.94</td> <td>0.00</td> </tr> </tbody> </table> | Original Amount: | Revised Contract Amount: | Submitted Postings Amount: | To Date Adjustments: | Estimated Contract: | \$2,148,478.00 | \$6,972,463.00 | \$0.00 | \$0.00 | \$7,148,941.00 | Line # | Quantity | Contract Description | Unit Price | Pay Units | Amount | Contract Description | Quantity | Amount | Submitted Item Post | Pay Item # 17185-0000 | 08 | CM # 17185-0000 | | 1634 | \$17,799.94 | CM # 17185-0000 | 1634 | \$17,799.94 | 0.00 | Pay Item # 17281-0000 | 08 | CM # 17281-0000 | | 1634 | \$17,799.94 | CM # 17281-0000 | 1634 | \$17,799.94 | 0.00 | Pay Item # 17282-0000 | 08 | CM # 17282-0000 | | 1634 | \$17,799.94 | CM # 17282-0000 | 1634 | \$17,799.94 | 0.00 |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|----------------------------|----------------------|----------------------|----------------|----------------|---------------------|--------|----------------|--------|----------|----------------------|------------|-----------|--------|----------------------|----------|--------|---------------------|-----------------------|----|-----------------|--|------|-------------|-----------------|------|-------------|------|-----------------------|----|-----------------|--|------|-------------|-----------------|------|-------------|------|-----------------------|----|-----------------|--|------|-------------|-----------------|------|-------------|------|
| Original Amount: | Revised Contract Amount: | Submitted Postings Amount: | To Date Adjustments: | Estimated Contract: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$2,148,478.00 | \$6,972,463.00 | \$0.00 | \$0.00 | \$7,148,941.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Line # | Quantity | Contract Description | Unit Price | Pay Units | Amount | Contract Description | Quantity | Amount | Submitted Item Post | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Item # 17185-0000 | 08 | CM # 17185-0000 | | 1634 | \$17,799.94 | CM # 17185-0000 | 1634 | \$17,799.94 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Item # 17281-0000 | 08 | CM # 17281-0000 | | 1634 | \$17,799.94 | CM # 17281-0000 | 1634 | \$17,799.94 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pay Item # 17282-0000 | 08 | CM # 17282-0000 | | 1634 | \$17,799.94 | CM # 17282-0000 | 1634 | \$17,799.94 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 63: Contract Dashboard - Navigation

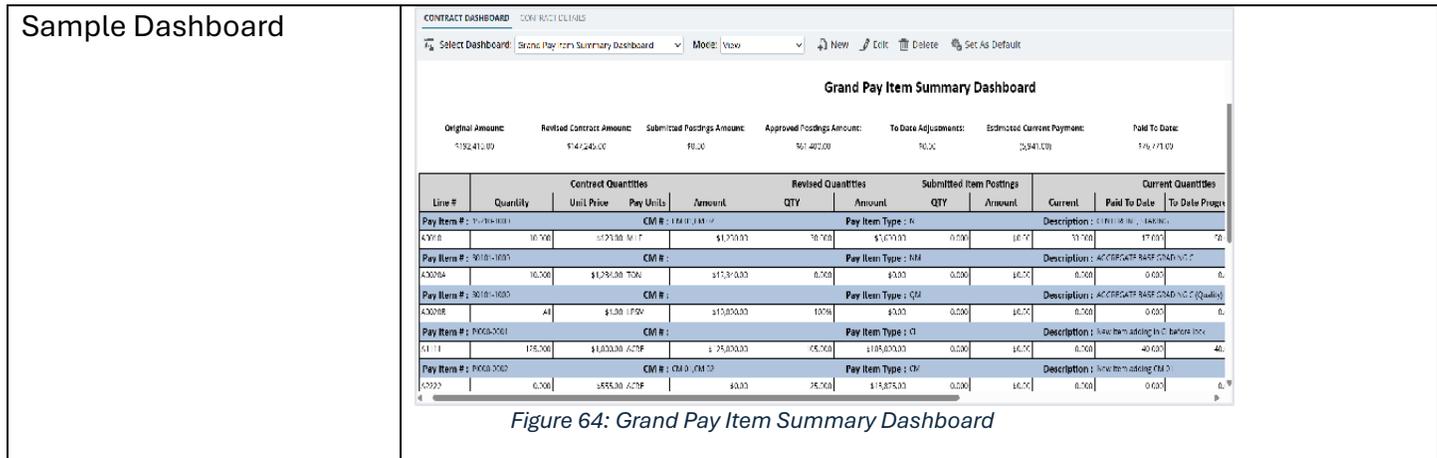


Figure 64: Grand Pay Item Summary Dashboard

By default, a dashboard is displayed. To view specific information, provide the appropriate information in the fields, as described in the following table:

| Field Name | Description |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule | From the drop-down list, select the appropriate option. Available options are all schedules from containers in the Contract Items page. |
| Pay Item No | From the drop-down list, select the appropriate option. Available options are pay items from the Contract Items page. |
| CM # | By default, all items irrespective of impact by any CM # is displayed. Optionally, from the drop-down list, select the specific CM #. Only items impacted by the CM is displayed. |

The following information is displayed:

| Field Name | Description |
|---------------------------|----------------------------------------------------------------------------------------------------------------|
| Original Amount | Original Approved Contract Value. It is calculated as: Sum of Original Qty x Unit Price for All Contract Items |
| Revised Contract Amount | Sum of Current Amount for all the Contract Items. |
| Submitted Postings Amount | Total amount of postings in the Submitted workflow status. |
| Approved Postings Amount | Total of all the approved Item Postings which are not part of any Pay Estimate. |
| To Date Adjustments | Displays value based on the past and current Pay Estimates irrespective of their workflow status. |
| Estimated Current Payment | It is calculated as: To Date Progress - Paid To Date |

| Field Name | Description |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paid To Date | It is calculated as: Paid to date x Unit Price + Adjustments To Date for approved Pay Estimates only |
| To Date Progress | It is calculated as: Total amount of all approved item postings + Adjustments |
| Estimated To Date Amount | Sum of amounts from Approved Item Postings. |
| Current Approved Payment Amount | Sum of all Net to be Paid this Bill from pay estimates in the Submitted and Draft workflow status. |
| Previous Paid Expenditure | Sum of all Net to be Paid this Bill from pay estimates in the Approved for Payment and Paid workflow status. |
| Percent Contract Completed | It is calculated as: Sum of Approved Pay Estimates ÷ Probable Amount in % |
| Probable Amount | Sum of Probable Amounts from Contract Items. The probable amount includes adjustments as well. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. |
| Percent Work Completed | It is calculated as : To Date Progress ÷ Probable Amount x 100 |

The grid displays the following information:

| Section | Field Name | Description |
|---------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| - | Pay Item # | The pay item number of the item. |
| - | CM # | The contract modification number of the item. |
| | Pay Item Type | The pay item type of the item. |
| | Description | The description of the item. |
| | Line # | The line number of the item. |
| Contract Quantities | Quantity | Original Contract Quantity available at the time of locking the contract item. If the unit of the item is LPSM or CTSM, then the value is All. |
| | Unit Price | The unit price of the item. |
| | Pay Units | The unit of the item. |
| | Amount | It is calculated as: Unit Price x Quantity |

| | Section | Field Name | Description |
|--|--------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Revised Quantities | QTY | Original Contract Quantity + any approved contract modification for the respective item. If the unit of the item is LPSM or CTSM, then the value is 100%. |
| | | Amount | It is calculated as: Unit Price x Revised Quantities: QTY |
| | Current Quantities | Current | Sum of all the quantities for the item in all the pay estimates in Draft and Submitted workflow status. This quantity is calculated as posted quantities that were included in pay estimates and is not inclusive of any item level hold/ retainages i.e Net Qty should be considered = (Posted Qty – Hold Qty This PE) + Previously Held Qty Release |
| | | Previous | Sum of all the quantities for the item in all the pay estimates in Approved for Payment or Paid workflow status. The paid quantity is calculated as posted quantities that were included in pay estimates and is not inclusive of any item level hold/ retainages. i.e Net Qty should be considered = (Posted Qty – Hold Qty This PE) + Previously Held Qty Release |
| | | To Date | It is calculated as: Current To Be Paid + Previously Paid Qty |
| | | Amount | Amount corresponding to the To Date Qty. |

| Section | Field Name | Description |
|---------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - | Comp % | It is calculated as: To Date Amount ÷ Probable Amount in \$ in % |
| Probable Quantities | Probable QTY | The probable quantity of the item. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. |
| | Probable Amount | Amount corresponding to the Probable Qty. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. |
| - | O/U % | It is calculated as: To Date Amount ÷ Probable Amount in \$ in % Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. |

The adjustment grid displays the following information:

| Field Name | Description |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjustment Type | The appropriate information is retrieved from the latest pay estimate in any workflow status. |
| Description | The appropriate information is retrieved from the latest pay estimate in any workflow status. |
| Fund Rule | The appropriate information is retrieved from the latest pay estimate in any workflow status. |
| Adjustment Amount in \$: Original | The initial adjustment amount when this adjustment was created. This information is retrieved from the latest pay estimate in any workflow status. |
| Adjustment Amount in \$: Previous | The Previously Held Amount in \$ from the latest pay estimate. |

| Field Name | Description |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjustment Amount in \$: Current | The Net Adjustment from the latest pay estimate. |
| Adjustment Amount in \$: To Date | It is calculated as: Adjustment Amount in \$: Previous + Adjustment Amount in \$: Current |
| Probable Amount in \$ | The appropriate information is retrieved from the latest pay estimate in any workflow status. Note: Only users with permission defined in the Additional Permissions Setup catalog of the library can view and update this field. |
| O/U % | It is calculated as: To Date Amount ÷ Probable Amount in \$ in % |

7. Appendix

7.1. Standard Report Functions

Performing all report-related activities is similar in procedure throughout the application.

All tasks that you can perform are based on the roles assigned to you in a project and the permissions granted to the roles.

For information on roles, refer to **Security Roles** in the **A02 Administrator Guide**.

The standard report functions include the following:

- [7.1.1. Generating and Viewing Reports](#)
 - [7.1.1.1. Generating a report](#)
 - [7.1.1.2. Printing a report](#)
 - [7.1.1.3. Saving a report in various formats](#)
 - [7.1.1.4. Updating report to view the latest information](#)
- [7.1.2. Subscribing to a report](#)

7.1.1. Generating and Viewing Reports

You can generate reports for different information views for all the forms in the application.

Masterworks enables you to use report filters to generate reports with specific information.

You can perform the following report functions:

- [7.1.1.1. Generating a report](#)
- [7.1.1.2. Printing a report](#)
- [7.1.1.3. Saving a report in various formats](#)
- [7.1.1.4. Updating report to view the latest information](#)

7.1.1.1. Generating a report

Overview

You can generate various reports that comprise information based on the roles assigned to you and the various projects to which you are invited.

For a few reports, you can use the filter criteria to provide information for the relevant fields and generate the reports.

The **Project Fund List** form is used for illustration purposes.

Steps

1. Perform any of the following steps, as applicable:
 - In the form list page, click Reports, and then click the appropriate report.

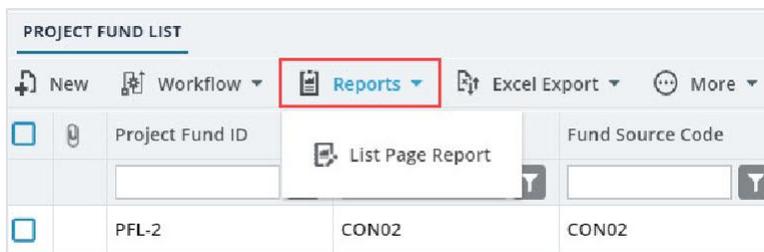


Figure 65: Using Reports Option

- In the project navigation pane, click **Project Report Gallery**, and then double-click the appropriate report.

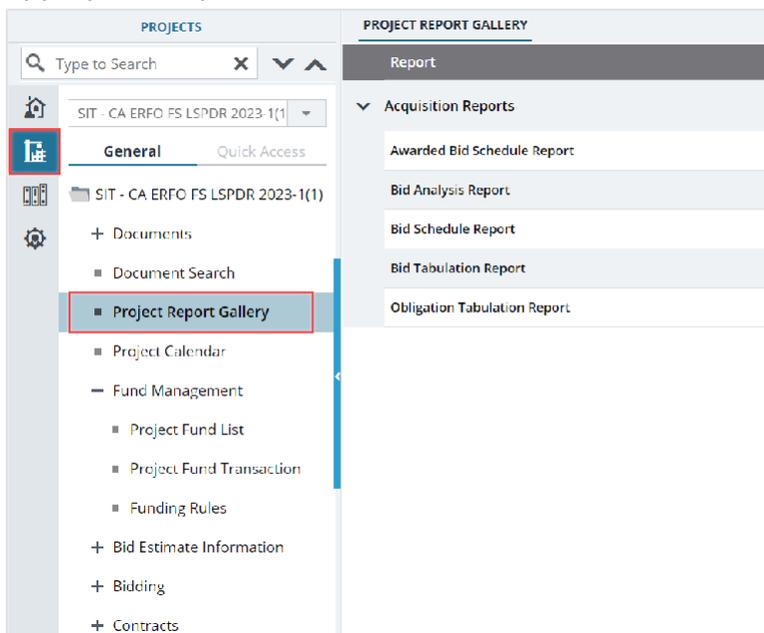


Figure 66: Project Report Gallery Navigation Page

- In the project navigation pane, expand the contract folder, click **Contract Report Gallery**, and then double-click the appropriate report.

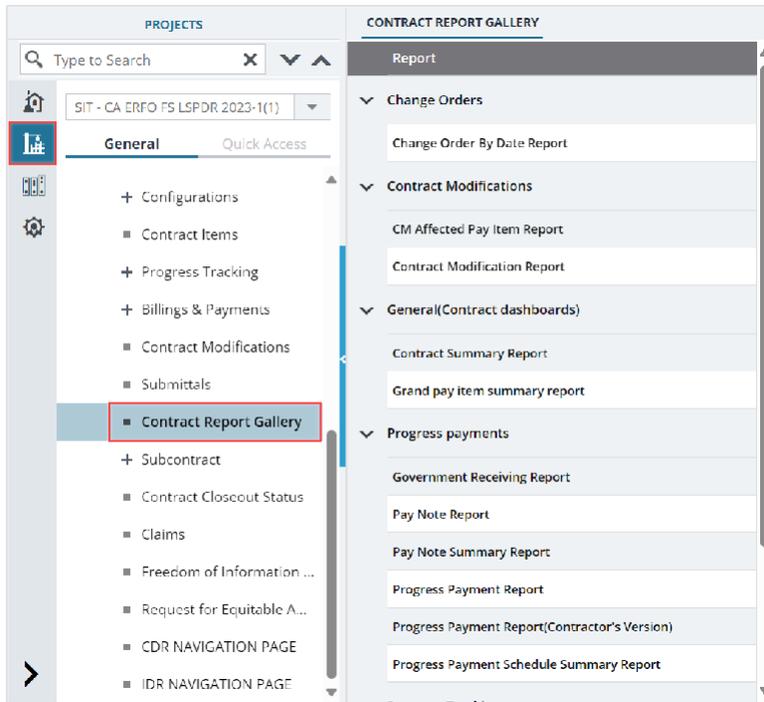


Figure 67: Contract Report Gallery Navigation Page

2. If filtering options are necessary, select the appropriate information in the relevant fields, and then click **View Report**.

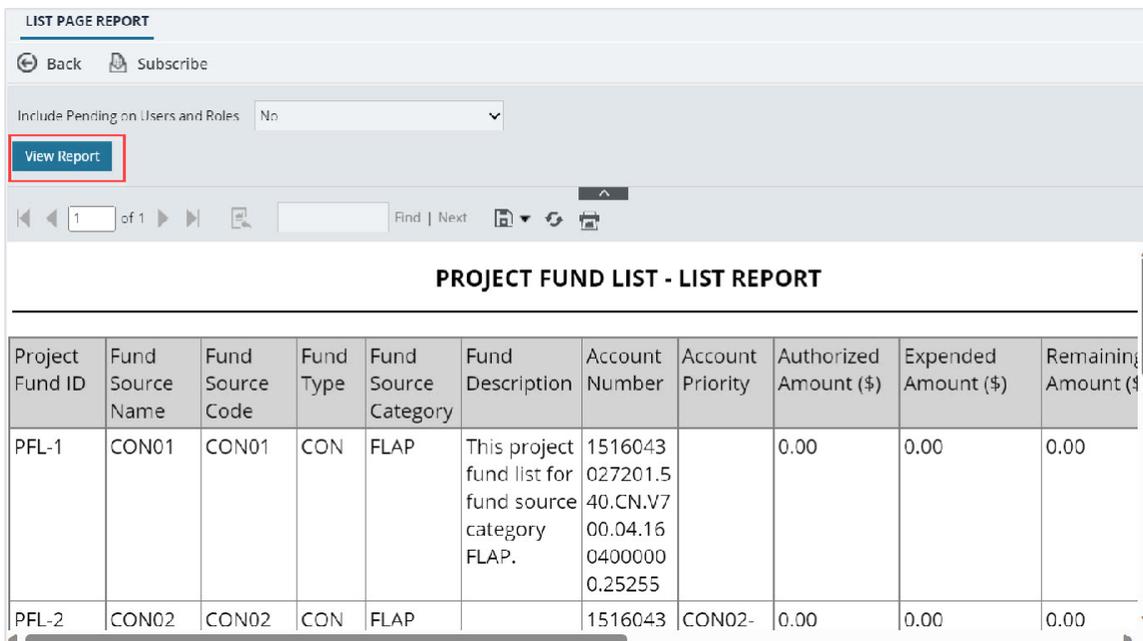


Figure 68: Using View Report Option

The report is generated and displayed.

7.1.1.2. Printing a Report

Steps

1. Generate the required report.
For more information, refer to [Section 7.1.1.1. Generating a Report](#)
2. In the report toolbar, click **Print Report** .

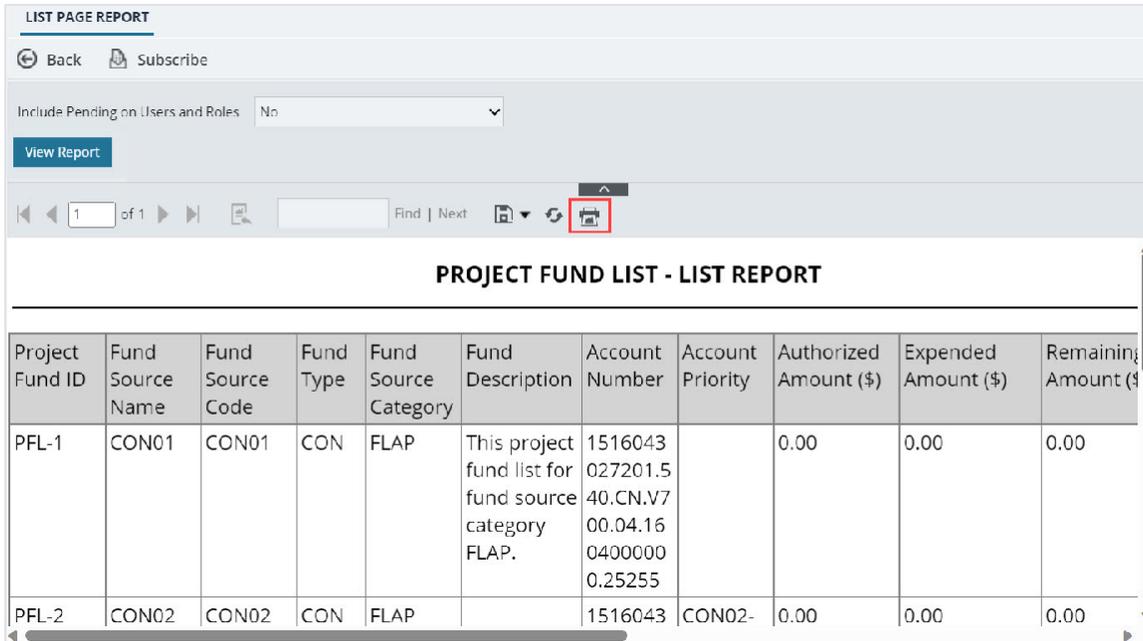


Figure 69: Using Print Report Option

7.1.1.3. Saving a Report

Steps

1. Generate the required report.
For more information, refer to [Section 7.1.1.1. Generating a Report](#)
2. In the report toolbar, click **Export**, and then click the required option.

PROJECT STATUS REPORT

Back Subscribe

Report Version: Active Projects Percent Complete Greater Than: 90

Positive \$ Value Difference: 100000 Negative \$ Value Difference: 100000

View Report

1 of 1 Find | Next

- Excel
- PDF
- CSV (comma delimited)

| Project Number | Project Name | Contract number | COE | Award Date | Original FCD | Modified FCD | Acceptance Date |
|----------------|--------------|-----------------|-----|------------|--------------|--------------|-----------------|
|----------------|--------------|-----------------|-----|------------|--------------|--------------|-----------------|

Figure 70: Exporting a Report

7.1.1.4. Viewing Latest Information in a Report

Steps

1. Generate the required report.
For more information, refer to [Section 7.1.1.1. Generating a Report](#)
2. In the report toolbar, click **Refresh** 

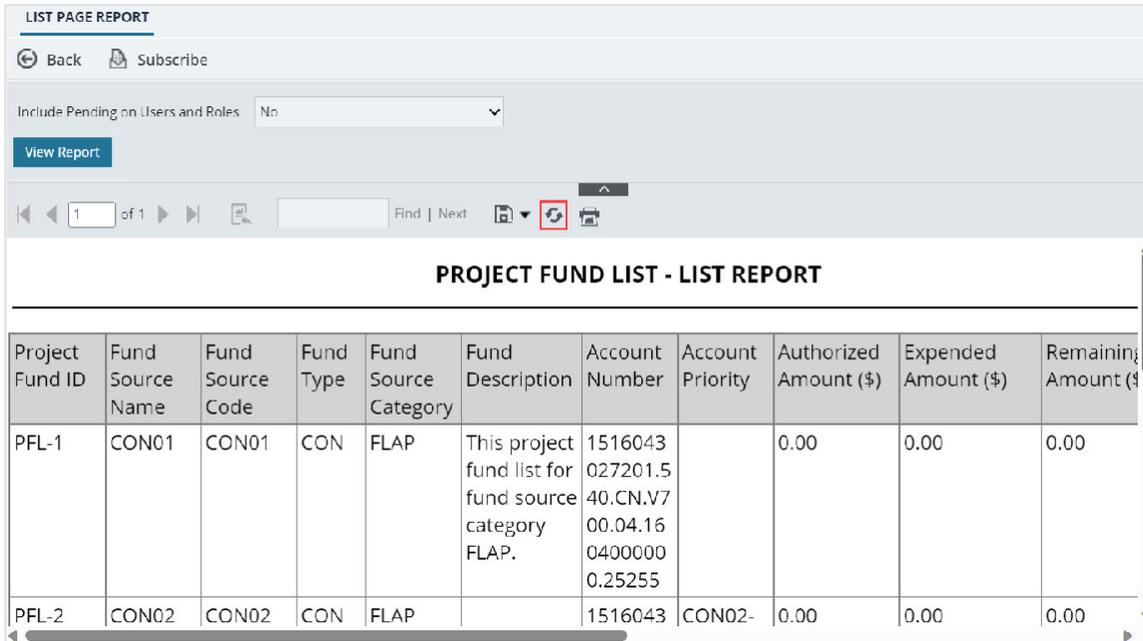


Figure 71: Using Refresh Option

7.1.2. Subscribing to Reports

Prerequisites

- You must have access to the report.
- The logged-in user is assigned with the permission to generate the report.

Overview

You can subscribe to reports, and subscribed reports are delivered to the specified email addresses or saved in the specified file location. You can configure subscriptions so that the reports are delivered periodically in the specified format.

Additionally, you can create multiple subscriptions for a single report with varied subscription options.

You can subscribe to a report using any of the following methods:

- **Email:** The report is delivered through email to the specified email addresses in the specified formats.
Note: Only Masterworks registered email address is allowed to receive the subscribed reports.
- **File Share:** The reports are saved to the specified location in the specified formats

Note: Users with the appropriate permission can subscribe themselves or others to a report. Only users with the **Administrator** role can remove or end an active subscription once it is created.

Steps

1. Open a report, and then click  **Subscribe** .

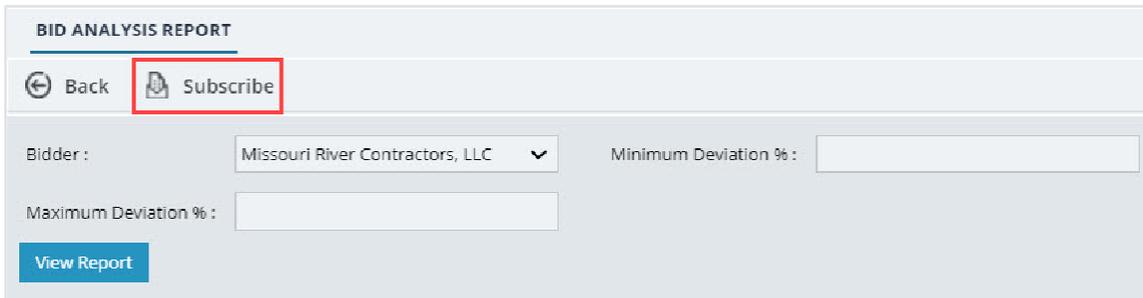


Figure 72: Subscribing a Report

The subscription dialog box is displayed.

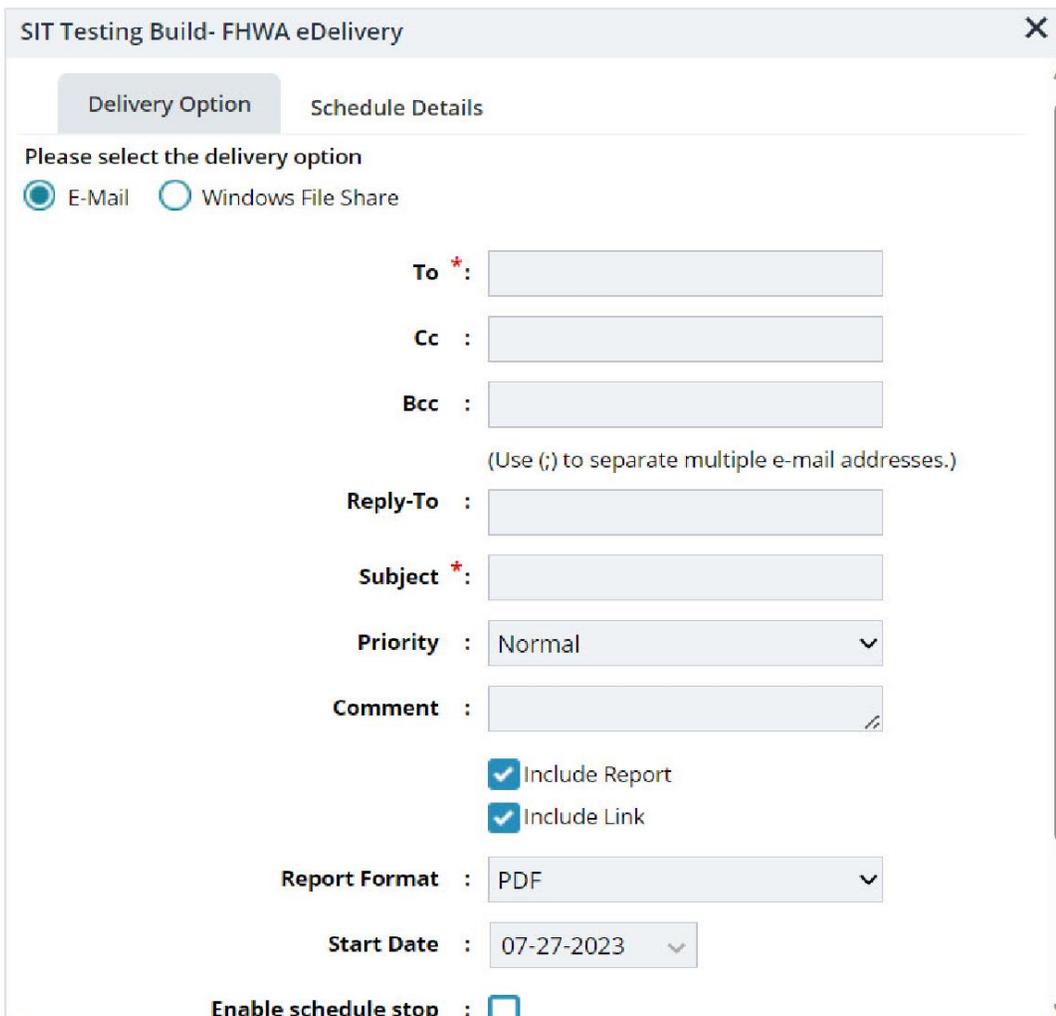


Figure 73: Subscription Dialog Box

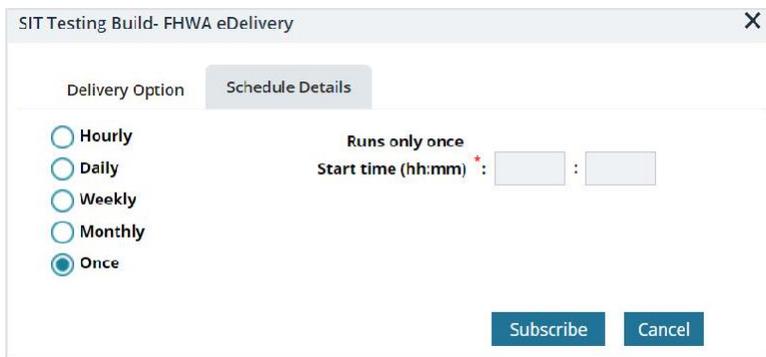
Note: To subscribe to a report, you must fill the fields with red asterisks.

2. In the **Please select the delivery option** section, perform either of the following steps, as applicable:
 - Click **E-Mail** to receive the report through email.
 - Click **Windows File Share** to save the report to the specified location.
3. Based on the delivery option selected, perform the following steps:

| E-Mail | Windows File Share |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> a. In the To box, enter the email addresses of the recipients of the report. b. In the Reply-To box, enter the email addresses of the recipients to whom the reply email must be delivered. c. In the Subject box, enter the name of the report or any other appropriate subject for the email. d. From the Priority drop-down list, select the priority of the email. If the selected priority is High, the email will be sent as a High Priority notification. e. In the Comment box, enter any comment for the email. Comments are included in the body of the email. f. Select the Include Report check box to deliver the report in the selected format as an email attachment. g. Select the Include Link check box to deliver the link to the report in the report delivery email. The recipient can view the report on the application only if the recipient has the required permissions on the report. h. From the Report Format drop-down list, select the format in which the report must be generated and delivered to the specified email addresses. i. From the Start Date list, click the date from when the report must be delivered. j. Select the Stop this schedule on check box, and then select the date until when the report must be delivered. | <ol style="list-style-type: none"> a. In the File Name box, enter the file name for the report. b. Select the Add a file extension when the file is created check box to save the report file name with the extension of the file format as required for the report. c. In the Path box, enter the path of the shared file location where the report must be saved. Note: To configure the shared file location in the application, you must provide the file path location to the Administrator. d. From the Report Format drop-down list, select the format in which the report must be generated and saved. e. In the Credentials used to access the file share section, enter the credentials to access the shared location and save the report. f. From the Overwrite options section, click any of the following options: <ul style="list-style-type: none"> • Overwrite an existing file with a newer version - When saving the report at the file location at the scheduled time, if a file with the same name exists, then the existing file is overwritten by the latest report. • Do not overwrite the file if a previous version exists - When saving the report at the file location at the scheduled time, if a file with the same name exists, then the report is not overwritten by the latest report, and the report is not saved at the file location. • Increment file names as newer versions are added - When saving |

| E-Mail | Windows File Share |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>the report at the file location at the scheduled time, if a file with the same name exists, then the latest report is saved with the same name appended with a sequential number.</p> <p>g. From the Start Date list, click the date from when the report must be saved.</p> <p>h. Select the Stop this schedule on check box, and then select the date up to when the report must be saved at the file location.</p> |

4. To set the frequency of report delivery, click the Schedule Details tab.



5. From the delivery frequency options, click the appropriate option:

| Option | Description | Steps |
|--------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hourly | The report is delivered every preset number of hours. | <p>a. Click Hourly in the delivery options list.</p> <p>b. In the Run the schedule every section, enter the frequency of report delivery:</p> <ul style="list-style-type: none"> i. In the hours and minutes boxes, enter the time period in hours and minutes the report must be periodically delivered. ii. In the Start time (hh:mm) box, enter the time (in 24-hour format) the report delivery must begin. |
| Daily | The report is delivered once on preset days, or periodically as defined. | <p>a. Click Daily in the delivery options list.</p> <p>b. In the schedule definition section, enter the frequency of report delivery:</p> <ul style="list-style-type: none"> • Click Every Weekday to get the report delivered on all weekdays, from Monday to Friday. • Click Repeat after this number of days, and then, then in the box, enter the number of days to get the report |

| Option | Description | Steps |
|---------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>delivered periodically once every specified number of days.</p> <p>c. In the Start time (hh:mm) box, enter the time (in 24-hour format) the report must be delivered.</p> |
| Weekly | The report is delivered every preset number of weeks on preset days of the week. | <p>a. Click Weekly in the delivery options list.</p> <p>b. Click Repeat after this number of weeks, and then in the box, enter the number of weeks to get the report delivered periodically once every specified number of weeks.</p> <p>c. In the On day(s) section, select the days on which the report must be delivered.</p> <p>d. In the Start time (hh:mm) box, enter the time (in 24-hour format) the report must be delivered.</p> |
| Monthly | The report is delivered monthly on preset days of a selected week. | <p>a. Click Monthly in the delivery options list.</p> <p>b. Select the months when the report must be delivered.</p> <p>c. Click one of the following options to schedule the delivery of the report:</p> <ul style="list-style-type: none"> • On week of the month <ol style="list-style-type: none"> i. From the list of weeks, select the week the report must be delivered. ii. In the On day(s) section, select the days the report must be delivered in the week previously selected. • On Calendar day(s) <ul style="list-style-type: none"> ○ In the box, enter the number of days of the month the report must be delivered, starting from the current day. For example, if the current day is the 12th of a month, and the calendar days set is 10, then the report is sent for 10 days from the 12th of every selected month. <p>d. In the Start time (hh:mm) box, enter the time (in 24-hour format) by when the report must be delivered.</p> |
| Once | The report is delivered once on the current day. | In the Start time (hh:mm) box, enter the time (in 24-hour format) by when the report must be delivered. |

6. Click **Subscribe**.

The report is delivered as scheduled.

Note: Only users with the **Administrator** role can unsubscribe to reports.