Reports and Dashboard Participant Guide

# 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:

- <u>3.1. Projects List Page</u>
- <u>3.2. Project Report Gallery</u>

# 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.

Navigation Steps	Use any of the following navigation steps:											
	<ul> <li>Projects Module &gt; Project List Page &gt; Reports &gt; Construction Status Report</li> </ul>											
	C Anterior of Instantion											
	PROJECTS PROJECTS											
	🔍 Type to Search 🗙 🗸 🔊 New 🖓 Workflow - 📴 Reports - 🗞 Manage Users 🎼 Mark C											
	Select Project											
	👔 🔺 Recent Projects											
	SIT - TRINITY COUNTY HBP BRIDGES     TX FFW INDA 10(1), 11(1)uction of RL											
	Rehabilitate Many Glader Road & Kero 1212 Kero 1212											
	Many Glacier Road(3)         Figure 1: Project List Page – Navigation											
	Dashboard > Construction Status Report											
Filter Criteria	Provide the information in the following fields, and then click View Report:											
	1. <b>Contract Workflow Status</b> : From the drop-down list, select the											
	Available entions are Awarded Closed Termineted Dreft On											
	hold etc											
	2 <b>Business Unit:</b> From the dron-down list select the appropriate											
	business unit											



# **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.

Navigation Steps	Projects Module > Project List Page > Reports > Project Status Report										
	PROJECTS PROJECTS										
	🔍 Type to Search 🗙 🖍 🔊 New 🔊 Workflow - 🗄 Reports - 🖏 Manage Users 🖏 Mark C										
	Select Project										
	A Recent Projects										
	TX FTFW INDA 10(1), 11(1)uction of Ri										
	TX FTFW INDA 10(1), 11(1) Copy Rehabilitation or Reconstruction of Ri										
	Rehebulitate Many Glacier Road & KPro 1212     Many Glacier Road(3)     KPro 1212     KPro 1212										
	Figure 4: Project List Page – Navigation										
Filtor Oritoria	Dravida the information in the following fields, and then aligh View										
Filler Chiena	Provide the mormation in the following fields, and then click <b>view</b>										
	Report:										
	1. <b>Report Version</b> : From the drop-down list, select the appropriate										
	ontion										
	Available entione are Active Prejects and Completed Prejects										
	Available options are <b>Active Projects</b> and <b>Completed Projects</b> .										
	<b>Note</b> : Unless the Report Version is selected, you cannot generate										
	the report.										
	2. Percent Complete Greater Than: Enter the appropriate numeric										
	value.										
	3. <b>Positive \$ Value Difference</b> : Enter the appropriate numeric value.										
	4 Negative \$ Value Difference: Enter the appropriate numeric value										

Sample Report																
-	PROJECT STATUS	S REPORT														
	🕞 Back 🖉 subscribe															
	Report Version	A lise Projects		Ŷ	Rea cat (	ompi tel	Generator Than	10								
	Produce 5 Value Di	Merense 100000			Negative	\$ Value D	ference	100000								
	View Report															
	N ( T -FT ) ) R Int D C															
					BROIEC					IFCTC						
					PROJEC	I SIAI	US REP	ORT - AC	IIVE PRO	DECTS						
	Project Number	Project Name	Contract	005	Award Uate	Original	Modified	Acceptance	Award	Authorized	Expended	Probable	Over/Under (Authorized - Prohable)	% Authorized Spend	Percent	
	128456789	123/150789	Trainive.		AND COME		100		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
	4	4								SU.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	
	835216 - for LL	835216 - for LL		John						\$100,000.0 N	\$0.00	\$0.00	\$100,000.00	0.00%	0.00%	
	844945 for Bid	844945 for Bid		lohn						\$200,000.0 0	\$0.00	\$0.00	\$200,000.00	0.00%	9700.0	
	911201_SK	911201_SK							\$0.00	ŝu po	\$0.00	90.0¢	90.00	0.00%	0.00%	
	4 AU 45(1)	LING RAMP FROM FORT DELVOIR NORTH AREA (LING DAR RAMP)			01/01/1900				SD.CD	SILDI	\$0.00	\$0.00	\$0.00	0.00%	a.167%	
					Figui	re 5.	: Proje	ect Sta	atus R	eport					,	

# 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.



#### Reports and Dashboard Participant Guide

Sample Report	AWARDED BID SC	HEDULE REPORT									
	Andre										
	Gistions	Key stone Limited	· · ·	Starting lange L	A		~				
	Starting Page Numb	er 1	•	starting rage of							
	View Report										
	d d 1 of	42 <b>b b</b> 🖻	Find	IINext 🗐 🖛 🙃	0	~					
		C P PI LK			<u>18</u>						
					A-1						
	Bidder/Offeror ple appears in the bid Government show amount for each lu bid for the item in	ase note: Before pro- schedule. Multiply a mistake in the an ump sum pay item." the total bid amou									
		Figure 7	7: Awarde	ed Bid Sch	nedule	Report -	Page 1				
	AWARDED BID SCH	EDULE REPORT									
	🕞 Back 🗎 Si	ubscribe									
	Uidder	Key Stone Limited	v	Base Schedule	٨	~					
	Options Starting Rane Mumbe		~	Starting Page Letter	A						
	View Report										
	<b>4 4</b> 2 or 4	· • • •	Find   N	ezi 周マウ 畳		~					
										4	
	AWARDED BID SCHEDULE										
	Project No.: SIT - CA FRED F515F0R 2023-1(1) Schedule : A Schedule Type : Rave Project Name : SIT Rlack Mountain Road									l	
	Contract Quantity	Pay Items									
	No Contract Quant	ty Pay Items									
	Amendment	Line Item Number	Pay Item Number	Description	Quantity	Unit	Unit Price	Amount			
		A0020 A0040	15101-0000 15201-0000	MOBILIZATION CONSTRUCTION		1.00 ALL 1.00 ALL		LPSM LPSM	\$328,790.44 \$56,571.31		
				SURVEY AND STAKING							
		A0060	15301-0000	CONTRACTOR QUALITY CONTROL		1.00 ALL		LPSM	\$230,295.32		
		A0080	15401-0000	CONTRACTOR		1.00 ALL		LPSM	\$81,166.80	4	
		Figure 8	3: Awarde	ed Bid Sch	nedule	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.



#### Reports and Dashboard Participant Guide

Sample Report	BID ANALYSI	Subscribe												
	Röder: Key Stone Limbed v Minimum Desiston Sc. 0.1													
	Maximum Devi	alion % : 80												
	Vice Report													
	€  € [1													
	Source Sele	tion Informat	bon – See FAR 2.101 and 3.104							î				
			В	ID ANALISI	SREPURI									
	Project No:	5IT - CA E 2023-1(1	RFO FS LSPDR State:	CA		Di	vision: Central	Federal Lands						
	Project Nam	e: SIT - Blac	k Mountain Road Count	ty: San Li	uis Obispo	PI	vi:							
	FLMA No:		Feder	al Land: Los Pa	adres National	Forest De FP	isigner: : FP 14							
	Engineer's E	slimate Versu	s Key Stone Limited's Bids Check											
	Key Stone Lir	nited's Bid Ite	ems found that are less than 0.1% of	f Engineer's Estin	nate or greater	r than 80% of Engineer	's Estimate							
	Line Item Number	Pay Ilem Number	Description	Quantity	Unit	Engineer's Estimate/Bidder	Unit Price	Amount	Percentage					
	10020	15101-0000	MODULIZATION	1.020	I DSM	Key Stone Limited	LPSM	\$328,790.44	(32.90)%	_				
	1 40020	15101 0500	NODICERTON	1.000	EI SIV	l Engineer's				v				
			Figure 1	0: Bid A	Analys	is Report	- Page 1							
	BID ANALYSIS REPORT													
	🕞 Back	🕑 Subscribe												
	Bidden:	Key	Stone Limited 🗸 🗸	Minimum Deviation	%: 0.1									
	Maximum Devi	ation % : 80												
	View Report													
	M 4 2	of 2 🕨 膨												
	Line Item Number	Pay Item Number	Description	Quantity	Unit	Engineer's Estimate/Bidder	Unit Price	Amount	Percentage	î				
	A0260	25501-1000	MECHANICALLY STABILIZED EARTH WALL, WELDED WIRE FACE	2,503.000	SQFT	Engineer's Estimate	\$350.00	\$875,000.00						
	A0280	25701-0100	CONTRACTOR FURNISHED	1.000	IDEM	Engineer's Estimate	LPSM	\$7,500.00						
			GABION WALL DESIGN,			Key Stone Limited	LPSM	\$6,052.35	(19.30)%					
	A0300	25701-0200	CONTRACTOR FURNISHED MECHANICALLY STABILIZED EARTH	1.000	LPSM	Engineer's Estimato	LPSM	\$50,000.00						
			WALL DESIGN,			Key Stone Limited	LPSM	\$77,574.48	(44.85)%					
	A0320	30203-2000	ROADWAY AGGREGATE, METHOD 2.	1,000.000	SQYD	Engineer's Estimate	\$40.00	\$40,000.00						
			-,			Key Stone Limited	\$108.94	\$108,940.00	172.35%					
	A0340	40302-0100 ASPHALT CONCRETE PAVEMENT, TYPE 1.		1,000.000	SQYD	Estimate	\$50.00	\$50,000.00						
						Key Stone Limited Engineer's	\$223.94	\$223,940.00	347.88%	w				
			Figure 1	1: Bid A	Analys	is 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.



#### Reports and Dashboard Participant Guide

Sample Report	BID SCHEDULE REPORT											
	🕞 Back 🔕 Subscribe											
	Bildler KerStrine I miled V Rase Schedule A v											
	Options Starting Page Letter											
	Starting Kage Number 1											
	View Report											
	A-1											
	"Bidder/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											
	Bilder KeySone Limited   RazeSchedule A											
	Contors											
	Safting rage number 1 New Report											
	Source Selection Information - See FAR 2.101 and 2.101											
	A-2											
	Project No : SIT - CA ERFO FS LSPDR 2323-1(1) Schedule : A Schedule Type : Base Project Name : Si I - Black Mountain Road											
	Contract Quantity Pay Items											
	No Contract Quantity Pay Items											
	Amendment Line Item Pay Item Number Description Quantity Unit Unit Price Amount											
	40C20 15101-0000 MOBILIZATION ALL LPSM LPSM S328,780.44											
	407-40 15201-0000 SURVEY AND ALL LPSM LPSM \$56,571.31 STAKING											
	CONTRACTOR ALL LIPEM LIPEM LIPEM LIPEM LIPEM											
	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.



#### Reports and Dashboard Participant Guide

Sample Report	BID TABULATION REPORT									
			BID TABULATIO	N REPORT						
	Project No. : KPro 050									
	Contractor	Responsive?	Part A: Total Bid	Part B: Road User's Admin Cost	Total (A+B)	Part A: Total Bid				
	Key Stone Limited		\$125,797.13	\$31,250.00	\$157,047.13	\$41,250.00				
	Jacobs Engineering		\$104,964.50	\$28,125.00	\$133,089.50	\$51,965.25				
			Tota							
	Contractor	Responsive?	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	\$42,290.25	\$199,221.00					
	4	Fi	gure 16: Bid i	Tabulation Rep	ort	4				

# **Obligation Tabulation Report**

The **Obligation Tabulation Report** is a 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.



Filter Criteria	Provide the information in t	he following fields and the	n click <b>View</b>						
	Report:								
	1. Bidder: From the dr	op-down list, select the app	propriate option. For						
	example, Key Stone	Limited.							
	2 <b>Base</b> From the dror	-down list select the appr	opriate option For						
	example, A.								
	<ol><li>Options: From the c</li></ol>	Irop-down list, select the a	opropriate option.						
	4. Alternates: From th	e drop-down list, select the	e appropriate						
	option.								
Sample Report	OBLIGATION TABULATION REPORT								
	🕒 Back 💩 Subscribe								
	Bidder Key Stone Limited 🗸 Base A G	Y							
	Option 8 V Alternates AD	10A, AD410B, AD510A, AD510B							
	View Report								
	4 4 1 of 1  >  -  -  -  -  -  -  -  -  -  -  -  -  -								
	OBLIGATIC	IN TABULATION REPORT							
	Project No: KPro 0504	Division: Eastern Federal Lands Schedule:							
	Project Name: For SES Partner Project No: PR No 01	Lead Designer: Rama Milestone: Project Manager: Date Complet							
	State: AK,CT	County: Bristol Bay, New London FP:	e:						
	Endered Lands End Of								
	reueral Lanu. reu UI								
	ACCOU	NT SUMMARY - ALL							
	Account Code Account Description	Account Number Priority							
	CON02	Test 321							
	· · · ·	· · ·							
	4		т 4						
	Figure 18: Obligation Tabulation Report								

# 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

Reports and Dashboard Participant Guide

- 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.

Navigation Steps	Projects Module > Specific Project > Bid Estimate Information > Engineer's Estimate > Specific Engineer's Estimate Record
	PROJECTS       ENGINEERS ESTIMATE         Ype to Search       Image: Comparison of the second o
Filter Criteria	<ul> <li>Figure 19: Engineer's Estimate Report – Navigation</li> <li>Provide the information in the following fields, and then click View</li> <li>Report:</li> </ul>



# **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.

Navigation Steps	Projects Module > Specific Project > Bid Estimate Information > Engineer's									
	Estimate > Specific Engineer's Estimate Record									
	PROJECTS ENGINEER'S ESTIMATE									
	Q. ype to Search X V A j Edit 🐵 View 🐉 Workflow - 😲 Select Actions - 🔯 Reports -									
	Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11       Image: Strip CA ERFO IS LSP07 2021-11     Image: Strip CA ERFO IS LSP07 2021-11									
	Image: Second									
	(b) + Documents									
	Document Search									
	Project Report Gallery     Project Calondar     Project Calondar									
	+ Fund Management									
	- Bid Estimate Information									
	- (SIT - CA LERO FS LSPOR 2									
	+ Bidding									
	- Contracts									
	Figure 21: Engineer's Estimate Report – Navigation									
Filter Criteria	Provide the information in the following fields, and then click <b>View</b>									
	Report:									
	1. Schedule Letter: From the drop-down list, select the appropriate									
	schedule letter									
	Available options are schedule letters defined in the estimate									
Canan la Danant										
Sample Report	🕞 Back 💩 Subscribe									
	Schedule Letter A 🗸 🗸									
	Vew Report									
	2023-1(1) Project Name: UAT - Black Mountain Lead Designer: Schedule Type: Base									
	Road Partner Project No: Project Manager: Milestone: 100% esilmale Schedule A									
	State:         CA         County:         Date Complete:         10/28/2024           Schedule Construction Type:         25501 Constructing         Federal Land:         Los Padros National Forost         FP:         FP 14									
	mechanically stabilized earth wall									
	Schedule Length: 0.10 miles									
	Account Code Account Description Account Number Amount Priority									
	6000000         60.00000           CON02         1558062301103.A40.CN 15F1.06.160         \$303,500.00									
	100000022200           Total:           \$2,033,860.00									
	Figure 22: Engineer Estimate Report - Controlled Unclassified Information									
	1									

# **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							
	PROJECTS ENGINEER'S ESTIMATE							
	🔍 ype to Search 🗙 🔨 🔊 Edit 🐵 View 🐉 Workflow - 😘 Select Actions - 🔯 Reports -							
	🔊 SIT - CA ERFO FS LSPOR 2023-1( 👻 🔮 Estimate Name Estimate Number EE Version Ni 📴 Design Summary Of Quantities Report.							
	General Quick Access General Quick Access Final Estimate EE-001 EV Version-1 EV Version-1 EV Design Unic Price Analysis Report EV Design Unic Price Analysis Report							
	A Documents							
	Document Search							
	Project Report Gallery     Project Calendar     Project Calendar							
	+ Fund Management							
	Bid Estimate Information							
	Engineer's Estimate							
	+ Bidding							
	- Contracts							
	Figure 23: Engineer's Estimate Report – Navigation							
Filter Criteria	Provide the information in the following fields, and then click <b>View</b>							
	Renort:							
	1 Schedule Letter: From the dron-down list select the appropriate							
	schedule letter							
	Available entione are exhedule lettere defined in the estimate							
Sample Report	🕞 Back 💩 Subscribe							
	Schedules A 🗸							
	Vew Report							
	{							
	UNIT PRICE ANALYSIS							
	Project No: SIT · CA ERFO F5 LSPDR 2023· Schedule: A Milestone: Final Es							
	1(1) (1) Project Name: SIT - Black Mountain Road Schedule Type: Base Date Complete: 06/26/2							
	Partner Agency Number: Designer Notes:							
	Vay item Number         Description         Unit           15101-0000         MOBILIZATION         LPSM							
	Low \$ High \$ Average Unit Price \$ Suggested Unit Price \$							
	Unit Price Used \$							
	Bid History Filters							
	Project: Density: Bid Status:							
	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:

- <u>5.1. Contract Progress Tracking Reports</u>
- <u>5.2. Contract Progress Payments Reports</u>
- <u>5.3. Contract Modification Reports</u>

# 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:

- <u>Contractors Daily Record</u>
- Daily Diary Report
- Inspector Daily Report
- <u>Submittal Log</u>

# **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.



			PROJECTS	CONTRA	CTOR DAILY RECORD			
		Q	Type to Search 🗙 🗸 👗	D New	₩ Workflow •	🖹 Reports 👻 📴 Excel I	Export 🔹 💮 More 🗸	
		渝		0	CDR Number		t Date	
			SIT - CA ERFO FS LSPDR 2023-1(1)			List Page Report	1/dd/yyy 🗰 🝸	
		1 Hitti	General Quick Access		00006	Contractors Daily Reco	01/2024	
			Contracts		00005	Key Stone Limited	07/01/2024	
		٩	<ul> <li>STI - CA ERFO PS LSPDR 2023-1</li> </ul>		00004	Columbia River Contr	05/23/2024	
			+ Configurations		00003	Asphalt LCC_Test	05/01/2024	
			Contract litems		00002	Key Stone Limited	01/11/2024	
			- Progress Tracking		00001	Key Stone Limited	12/05/2023	
			Contractor Daily Record					
			Inspector Daily Record					
			Daily Diary					
			Labor/Equipment					
			Figure 26: I	Progre	ss Tracking	g – Navigation		
						,		
Filter Criteria	Provide	e th	e information in the	e follo	owing fie	elds, and the	n click Vie	W
	Renort	••			0	,		
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	١.	Da	LE FIOM: CUCK LOS	selec	t the da	te nom whic	n you wan	t to obtain
		the	e CDR Report.					
	2.	Da	te To: Click to sele	ct th	ie date u	ıntil which yo	ou want to	obtain
		the	CDR Report.					
	3	Co	ntractor: From the	dron	-down l	ist_select.th	e appropr	iate
	0.	~~~	ntractor Available a	ntio		ontroctore n	ort of the (	סחר
		001		puo				
	4.	Cre	eated By: From the	drop	o-down l	ist, select th	e user wh	o created
		the	e CDR.					
		Ava	ailable options are u	users	who cr	eated the CE	DR.	
	5	СD	<b>R#:</b> From the dron-	wob	n list se	elect the CDF	Rnumber	
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	6.	AV2	allable options are t	JUR	screate	u between D	ate From a	and Date
		101	fields.					
Sample Report	CONTRACTORS DAIL	YRECORD						
	Date from: 01/0	1/2015	Date Ta: 0//30/2025	ė				
	Contractor: Padi	e Associates	a Inc. ARCHITECTU V Created By: John VanSwearingen Con	rtractor. Mi 🗸	5			
	CUR# 0000	11	~					
	View Report				^			
		• • •	a Tind   Next 🗋 🕈 🔣 🚍					
	U.S. Departme	nt of Yanspork	CONTRACTOR'S DAILY F	RECORD O	F		Î	
	Adminis	tration	CONSTRUCTION OPE	RATIONS				
					Report #: 00001			
	Project Number		UAL CALIFICITS Date: 01/06/202	25	Project Engineer:	Allen Reaves		
	Project Name:		UAL - Black Shift: 00:00 to 0	0:00	Created By:	Mike		
	Contract Numbe	er:	6982AI 24C000004 Task Order Number:					
	Weather: Temp High:		Skies: Wind-		Working Condition	ion:		
	Temp Low:		Precip: Soll:					
	Contractor/Sub	contracto	or Start Time End Time					
	[					I		
			Figure 27: Contracto	or Daily	Record R	eport		

# **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.



**Reports and Dashboard** 

**Participant Guide** 

Filter Criteria	Provide the information in the following fields, and then click <b>View</b>								
	Report:								
	1. <b>Created By</b> : From the drop-down list, select the user who created								
	the Daily Diary.								
	Available options are users who created the Daily Diary records.								
	<ol> <li>Date From: Click i to select the date from which you want to obtain the Daily Diary Benort</li> </ol>								
	3 <b>Date To:</b> Click <b>m</b> to select the date until which you want to obtain								
	the Daily Diary Report								
Sample Benort									
Sample Report	Eack D Subscribe								
	Created By Allen Heaves, Hanca Loya 🗸 Dute Trom 04/01/2015								
	Date To 04/30/2025								
	View Report								
	1 of 3 ▶ ▶								
	Pederal Highway DAILY DIARY REPORT								
	Administration Central Federal Lands								
	Pening Number UAT CAEDED EX (SDD 2022 1/1) Weather comm								
	Project Name: UAI - Black Mountain Road Temperature: 501,901								
	Contract Number:         6982AF24C000004         Precipitation:         none           Task Order Number:         Wind:         Calm								
	Date: 11/06/2024 Soil: Drγ								
	Dalla Manufau								
	I spoke to the contractor's Superintendent about his attitude.								
	Specific Notes:								
	│								
	Figure 30: Daily Diary Report								

# **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.



**Reports and Dashboard** 



# 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.



**Reports and Dashboard** 

Filter Criteria	Provide Report 1. 3 2.	the ir Subm workfl Availa Pay Ite tem.	i <b>ttal S</b> ow st ble op <b>em</b> : F	ation in <b>Status</b> : atus. otions a rom the	the follo From th re Draft, drop-de	owing fields e drop-dow , Submitted own list, se	, and then c m list, selec , Approved lect the app	click <b>View</b> of the appropriate by PE, etc. propriate pay
Sample Report	SUBMITAL LOG Sack Sack Submitted Submitted Status View Report Project Number: Contract Number: Date Submitted 04/30/2024	bscribe proved by PI F PI R SIT - C LSPOF 69827 Due Date 05/14/2024	× A ERFO F5 2023-1(1) 4e24CD00004 Submittal # 2 3	Reyllem (152014 Find   Next. Task Order #: SUD Task Order #: Submittal Title Quality Control Plan - Control Quality Control Quality Control	Submittal Type Quality Control	Project Name: Contractor: Specification Section(s) 153 - CONTRACTOR QUALITY CONTROL 153 - CONTRACTOR	SIT - Black Mountain Road Key Stone Limited Submittal Response Approved Revision Required	
	04/30/2024	05/14/2024	<sup>3.1</sup> Figure	- Soil Erosion Control Quality Control - Soil Erosion Control 36: Subm	Quality Control	QUALITY CONTROL 153 - CONTRACTOR QUALITY CONTROL, 157- SOIL EROSION AND SEDIMENT CONTROL POPORT	Approved	

# 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.

Navigation Steps	Use any of the following navigation steps:							
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Contract Report</li> </ul>							
	Gallery > Government Receiving Report							
	PROJECTS CONTRACT REPORT GALLERY							
	C Type to Search X Y Report							
	SIT - CA ERFO FS LSPDR 2023-1(1) Change Orders							
	General Quick Access Change Order By Date Report							
	Contracts Contract Modifications							
	CM Affected Pay Item Report     CM Affected Pay Item Report							
	+ Documents Contract Modification Report							
	+ Configurations General(Contract dashboards)							
	Contract Items							
	+ Progress Tracking Grand pay item summary report							
	+ Billings & Payments							
	Contract Modifications							
	= Submittals							
	Contract Report Gallery							
	+ Subcontract							
	Contract Closeout Status  Progress Payment Report							
	Figure 37: Contract Report Gallery – Navigation							
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt;</li> </ul>							
	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.



			PROJECTO		IT		ING			
		0	Type to Search	<b>V</b> A		New	🐼 Workflow 💌	Peparts	Bit Excel Export	
		<u>م</u>		· A	+,	0	Item Posting ID		r	
		12	SIT - CA ERFO FS LSPDR 2023-1(1)	*				List Pa	age Report	
				ess			IP-6982AF24C0000	EX Pay IV		
				1(1)		)	IP-6982AF24C00000	4-00059	A0020	
		Ø	+ Documents	- (1)		IP-6982AF24C000004-00058 X7000				
			+ Configurations			)	IP-6982AF24C00000	4-00057	X0200	
			Contract Items				IP-6982AF24C00000	4-00057	X0220	
			<ul> <li>Progress Tracking</li> </ul>			]	IP-6982AF24C00000	04-00056	X0160	
			<ul> <li>Billings &amp; Payments</li> </ul>			1	IP-6982AF24C00000	4-00056	X0140	
			<ul> <li>Item Posting</li> </ul>			)	IP-6982AF24C00000	4-00055	X0120	
			Pay Estimates	- 1			IP-6982AF24C00000	4-00054	X0240	
			<ul> <li>Pay Estimates Tracking</li> </ul>	- 1		]	IP-6982AF24C00000	4-00054	X0260	
			Figure 41	: Item	Pos	sting	– Navigatio	n		
Filter Criteria	Provide	e the	e information in th	ne fol	llo	win	g fields, a	and th	en click Vie	€W
	Report	:								
	1.	Ger	nerate Report By	: Froi	m	the	drop-do	wn list	t, select the	)
		app	propriate option.				•			
		Δva	vilable ontions are	lten	n P	Post	ing # Po	sting F	From and To	Dates
		and	l Dovitorno	, non		000	ing <i>"</i> , i o	Sungi		, Dates,
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	۷.	iter	n Posting #: From	1 the	ar	op-	aown us	t, sele	ct the appr	opriate
		option.								
		Ava	ilable options are	iten	n p	ost	ings don	e in th	e contract.	
	3.	Pos	sting Date From:	By de	efa	fault, the current date is displayed.				
		Opt	tionally, click 😇 a	nd s	ele	ect	the appro	opriate	e date.	
		Alte	ernatively, select t	he N	lul	l ch	eck box i	f no d	ates are to	be
		sele	ected.							
	4	Pos	sting Date To: By (	defai	ılt	Po	sting Dat	te fron	n + 30 Davs	is
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		Opt	tionally aliak 🛲 a	ndo			the ener	opriot	o doto	
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		sele	ected.							
	5.	Pay	<b>Items</b> : From the	drop	o-d	low	n list, sel	ect th	e appropria	ite option.
	6.	lter	m Posting Status	: Fro	m	the	drop-do	wn list	t, select the	)
		арр	propriate workflow	v stat	tus	s of	the Item	Postir	ng record.	
		Ava	ilable options are	Dra	ft,	Sub	mitted,	Appro	ved, etc.	

### Federal Highway Administration

#### Reports and Dashboard Participant Guide

Sample Report	Point Reformer       Point Reformer       Operation       Opera						
	R C Information	Pad   Next 😰 👻	P     P     FHWA PAY NOTE REPORT     Central Federal Lands				
	Project Norolow Project Norolow Counted Norolow Latel Production Days: Production Rate:	JAL-CA-INGO FN SYDR 2028-101 JAL-Has Mountain Brod Cr200020000000 ASS dat Ass dat	Pay Kota Mundum Pay Kota Datar Tasik Onlar Kumbari Tasik Onlar Kumbari Kemarka	27 (Sumith ed.) 60(2004) Project Wells (a) Who is power of the original contract module account of the original contract module account of the original contract and account of the original contract of the original black contract, and the original black contract of the original contract of the State State of State Account contract of the State Black of State Account contract of the State Black of State Account	Period. Miceaned By Work Sun Date: Work Lnd Date:	н 3/74/104 4/7/78/4	
			Figure 42: Pa	y 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



2. **Pay Items**: From the drop-down list, select the appropriate option.



## **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 Repor**t 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.



### Federal Highway Administration

### Reports and Dashboard Participant Guide

Sample Report	PROGRESS PAVMENT REPORT								
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	Pay Salmate Number 4								
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			PROGR	ESS PAYMENT REPORT					
			Ce	ntral Federal Lands					
	Project Number:	SIT - CA ERFO FS LSPDR 2022-1(1)	State:	CA					
	Project Name:	SIT - Black Mountain Road	County:	San Luis Obispo					
	Contract Number:	6982AF24C000004	Partner Agency(s):	FAA, USFS					
	Award Date:	3/7/2024	Awarded Project Length:	0.10					
	Progress Payment Number:	4 (Paid)							
	Description:	ERFO soot 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 578727	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.								
	4			•					
		Figure 48: Progress Pav	ment Report						
		5 · · · · · · · · · · · · · · · · · · ·							

## **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.

	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Contract Report Gallery &gt; Progress Payment Report(Contractor's Version)</li> </ul>
	PROJECTS CONTRACT REPORT GALLERY
	Q     Type to Search       X     X       Contract Modifications
	CM Affected Pay Item Report
	Contract Modification Report
	Contract Items Contract Summary Report
	+ Progress Tracking Grand pay item summary report
	Billings & Payments     Progress payments
	Government Receiving Report
	Pay Note Report
	Pay Stimates Fracking Pay Note Summary Report
	Contract Modifications     Progress Payment Report
	Submittals     Progress Payment Report(Contractor's Version)
	Contract Report Gallery     Progress Payment Schedule Summary Report
	+ Subcontract  ✓ Progress Tracking
	Hard for confident oper cately Hargaren
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> </ul>
	Projects Module > Specific Project > Contracts > Pay Estimates >     Progress Payment Report(Contractor's Version)
	Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor's Version)       Projects     Type to Search     Your Version
	Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor's Version)      Projects     Type to Search     Year M Vorkflov     Pay Estimate Number     Progress Payment Report     Progress Payment Report
	Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor's Version)      Projects
	Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor's Version)
	Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report(Contractor's Version)      Projects Factor > Pay Estimates LIST     Progress Payment Report     Progress Payment Payment Payment     Progress Payment Payment     Progress Payment Payment     Progress Payment
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li>         Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)     </li> <li>         Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report     </li> <li>         Progress Payment Report     </li> </ul>
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li>         Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)     </li> <li>         Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates LIST         Progress Payment Report         Progress Payment Schedule Summary Report         Progress Payment Report         Progress Payme</li></ul>
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li> <b>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</b> </li> <li> <b>Project ENFO Progress Payment Report(Contractor's Version)</b> </li> </ul>
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li>         Projects Search Version Report(Contractor's Version)     </li> <li>         Progress Payment Report     </li> <li>         Sift-CA ERFO FS LSPDR 2023-1(1)     </li> <li>         Progress Payment Report     </li> </ul>
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li>         Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)     </li> <li>         Projects Search Payment Report     </li> <li>         Progress Payment Report     </li> <li>         Pro</li></ul>
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Pay Estimates &gt; Progress Payment Report(Contractor's Version)</li> <li>         Frogress Payment Report(Contractor's Version)     </li> <li>         Frogress Payment Report         Frogress Fracting         Billings &amp; Payments         Frogress Tracting         Frogress</li></ul>
	• Projects Module > Specific Project > Contracts > Pay Estimates > nogess Payment Report (Contractor's Version) • • • • • • • • • • • • • • • • • • •
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ilter Criteria	• Projects Module > Specific Project > Contracts > Pay Estimates > Progress Payment Report (Contractor's Version) • • • • • • • • • • • • • • • • • • •
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#### Federal Highway Administration

#### Reports and Dashboard Participant Guide

Sample Report	PROGRESS PAYMENT REPORT CONTRACTORS VERSION							
			PROGRE	SS PAYMENT REPORT				
			Ce	ntral Federal Lands				
	Project Number:	SIT - CA ERFO FS LSPDR 2023-1(1) SIT - Black Mountain Baad	State:	CA San Luis Obispo				
	Contract Number:	5982AE24C000004	Partner Agency(s)	FAALISES				
	Award Date:	3/7/2024	Awarded Project Length:	0.10				
	Progress Payment Number:	4 (Paid)	Description:	ERFD spot repairs including MSE wall, gabions, drainage flumes, and asphalt pavement.				
	Contractor:	Key Stone Limited	Start Date:	12/1/2023				
	Payment this Progress Period	: \$607,167.33	Contractor Certification Received:	1/3/2024				
	I certfy that the quantities, in that contractor's payrolls and 	cluding overruns, shown herein are supported by measurements invoices have been submitted as prescribed.	or are estimated in accordance with the	s prescribed methods, that applicable te				

## **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.



	<ol><li>Include Incentives: From the drop-down list, select the appropriate options.</li></ol>								
	Available options are Yes or No.								
Sample Report	PROCEESS PAYMENT SCHEDU     Decomess Payment Schedul     Decomess Payment Schedul     University Scheduler     Decomess Payment Parlos:     Contract Number:     Contract Number:     Contract Number:     Schedule     Orginal Contract     Schedule     Orginal Contract     Contract Number:     Contra	AILADLE OF E SUMMARY REPORT E INT I I ARTE A REPO FS ISPDR 2023 (Approved for Payment) 992AI 24CUC0U4 at Revised Award 3.33 S2.763.873.53 S2.763.873.53 S2.763.873.53	Induite locanters: No Induite locanters: No	edule Summary ntives Current PP Amount S46,828.24	y Report Cate: 04/25/26 Previous Paid Amount Socio Socio Socio	27 To Date Amount S46,8/8,24 S46,8/8,24 G	Probable Amount S0.00 S0.00 contrained by : Page 1 of 1		
	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:

- <u>CM Affected Pay Item Report</u>
- <u>Contract Modification Report</u>

## **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

### Federal Highway Administration

- 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



				PROJECTS		co	ONTRACT MODI	FCIATIONS				
		9	Type to Sear	rch	× v	∧ ⊅	New - 🖟	Workflow +	🖹 Rep	oorts 🔹 💮 More 🔹		
		~	SIT CAR		101	. 0	0 см#				Approved On	
		11	Gen	eral Oui	k Access					M Affected Pay Item Report	MM/dd/yyy 🗰 🍸	
		liù	- Con	tracts	IN PHOLESS		3		0		05/01/2024	
			- s	IT - CA ERFO FS LSP	DR 2023		2		Resid	dential Housing	04/29/2024	
		٩	+	Documents			1		Awar	rd Additional Schedule	04/29/2024	
			+	Configurations								
				Contract Items								
			+	Progress Tracking								
			+	Billings & Paymen	ts							
				Contract Modifica	tions							
				Submittals		-1						
				Contract Report G	allery							
			+	Subcontract								
				Contract Closeout	Status							
				ŀ	igur	e 56: (	Contrac	t Modif	ficatio	ons – Navigatio	n	
Filter Criteria	Provid	de th	e inf	ormatic	on ii	n the	follo	wing	field	s, and ther	n click Vie	W
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	CM AFFECTED PAY	/ ITEM REPORT	anab	ic optic	113				oum			contract.
Sample Report	🕞 Back 🗋 S	Subscribe										
	cm +	м от	v									
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	<b>4 4</b> <u>1</u> of 1			Ind   Next 🖹 🔻 😔		D PAY ITEM LI	51					
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		QUANTITY SHEE	τ	CONTRACT NUMBER:	4/83920	w~2025		TASK ORDER NUI	MBER:	CM 01		
	Mod Type	Line Item No.	Pay Item No.	Pay item Description	Pay Unit	Unit Price	Current Quantity	New Quantity	Change	Change Amount		
	Added Item	H010D	15702-3000	SOIL EROSION CONTROL, SUPERVISOR	LPSM	\$1.00	C.000	26.000	26.000	\$25.00		
	Added Hem	H020D	15301-0010	CONTRACTOR QUALITY CONTROL AND ASSURANCE	LPSM	\$1.00	C.000	250.000	250.000	\$250.00		
	Addent Home	13100	62602.0402	SYSTEM INSTALLATION, ELECTRICAL	CTEAL			274 000	974 000	at a second second	1	
	Added item	33100	03603-0100	COMPANY COMPENSATION	CISM	\$1.00	C.000	3/1.000	371.000	\$571.00	1	
	Added Item	J330D	15215-5000	SURVEY AND STAKING, BOX CULVERT	EACH	\$2,500.00	C.000	124.000	124.000	\$310,000.00	1	
	Added Item	J0600	66802-0000	DESIGN-BUILD	CTSM	\$1.00	C.000	770.000 TOTAL	770.000	\$770.00 \$311,417.00		
	TOTAL UNDERRUNS (\$0.00) TOTAL AMVINIT \$554.437.00											
								TOTAL AGGREGA	ATE AMOUNT	5311,417.0D		
				Eiguro 57.	СМ	Affort	od Dov	Itom Pr	nort			
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## **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

Navigation Steps	Use any of the following navigation steps:							
	<ul> <li>Projects Module &gt; Specific Project &gt; Contracts &gt; Contract Report</li> </ul>							
	Gallery > Contract Modification Report							
	PROJECTS CONTRACT REPORT GALLERY							
	C Type to Search X Y Report							
	SIT - CA ERFO FS LSPDR 2023-1(1) Change Orders							
	General Quick Access Change Order By Date Report							
	Contracts							
	CM Affected Pay Item Report							
	+ Documents Contract Modification Report							
	+ Configurations General(Contract dashboards)							
	Contract Items Contract Summary Report							
	+ Progress Tracking Grand pay item summary report							
	Billings & Payments     Very Progress payments     Contract Modifications							
	Submittals     Government Receiving Report							
	Contract Report Gallery     Pay Note Report							
	+ Subcontract Pay Note Summary Report							
	Contract Closeout Status     Progress Payment Report							
	Figure 58: Contract Report Gallery – Navigation							
	Projects Module > Specific Project > Contracts > Contract							
	Modifications > Contract Modifications List Page > 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:

- <u>Contract Summary Dashboard</u>
- Grand Pay Item Summary Dashboard

# **Contract Summary Dashboard**



Details	Field Name	Description					
	Estimated To Date	Sum of all the item postings that are in the					
	Amount	Submitted and Approved workflow status.					
	Paid to Date	Sum of Net to be Paid from all the approved pay estimates.					
	Retainages	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.					
	<b>.</b>	Note: PE = Pay Estimate					
	Iotal Current	Sum of all Project Fund List, that is, the					
	Authorized	Authorized Amount for CON type fund sources.					
	Construction	Sum of Brobable Amount for all the contract					
	Probable Amount	$\frac{1}{100}$ $\frac{1}$					
	FIODADIE AITOUIIC	Estimate irrespective of its workflow status					
		<b>Note</b> : Only users with permission defined in					
		the Additional Permissions Setup catalog of the					
		library can view this field.					
	Deficit	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.					
	Total Current CE/CE-	Sum of Expended Amounts for fund type = CE +					
	CI Expenditures	CI					
	Total Probable	Sum of Probable Amounts for fund type = CE +					
	CE/CE- CI	CI					
	Expenditures	Note: Only users with permission defined in					
		the Additional Permissions Setup catalog of the					
		library can view this field.					

Field Name	Description
Current Days Used	It is calculated as:
	<ul> <li>If Time Count Stopped Date is available, then#(Time Count Stopped Date#- Start date - Interim stoppage days + 1)</li> <li>If Time Count Stopped Date is not available, then (Current date - Start date - Interim stoppage days + 1)</li> <li>Note: The calendar selected for the contract is</li> </ul>
	used for calculating the days.
Percent Work Completed	It is calculated as: Estimated To Date Amount ÷ Construction Probable Amount in %.
Percent Time Used	It is calculated as:
	<ul> <li>If Time Count Stopped Date is available, then (Time Count Stopped Date#- Start date - Interim stoppage days + 1) ÷ Revised Calendar Days#(in %)</li> <li>Note: Revised Calendar Days = Original Calendar Days + Change in number of days</li> <li>If Time Count Stopped Date is not available, then (Current date - Start date - Interim stoppage days + 1) ÷ Revised Calendar Days#(in %)</li> <li>Note: The calendar selected for the contract is used for calculating the days</li> </ul>
Total Claim Amount	Sum of all Approved Claims paid that is Total
Paid (\$)	Claims Paid (\$) from Contract Details page
Total Claims Paid Post Closure of Contract (\$)	Sum of all Claims approved post approval of Final Pay Estimate, that is, Total Claims paid post closure of Contract (\$) from Contract Details page.
Total Subcontract	Sum of the Current Subcontract Amount (\$)
Amount	from the latest Approved versions from the Request for Sublet Work form.
Subcontract % of	It is calculated as: (Sum of Subcontract
Contract	Amount from the latest approved version for all subcontractors ÷ Contract Amount from

# **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.

Navigation Steps	Projects Module > Specific Project > Contracts > Contract Dashboard >								
	Grand Pay Item Summary Dashboard								
	PROJECTS CONFIRCT DASHBORRD CDN INCL DITALS								
	🔍 type W See d X Y 🔨 R 🖧 Scleet Dashbeard: Grand My Isini Summery Isselbaard 🗸 Mode: View Y 🔊 New 🖉 Edit: 👔 Delete: 🗞 Scl AS Default								
	A General Dark Acces								
	entrational contracts								
	See Y Line kumer-Arendik      Pry Versits Autor Lottochick / Vallok  ∞ See Y Line kumer-Arendik      Pry Versits Autor Lottochick / Vallok  ∞								
	40 + Documents								
	+ Conjusteriors								
	Contractions     Contractions     Contractions								
	+ hogress tracking								
	+ Uilings & "eynents								
	Contract: Modifications								
	Numerical Control Cont								
	= Contract Seport Gale. Contract Quantities Submittee Net Termination (Contract Contract Contract Contract Contract Contract Contract Contract Contract Seport Gale. Une € Quantities Quantities Amount OTY Amount OTY Amount								
	+ Suscentrad Pay Nam 8: 11/15/3070 CM 8: Pay Item Type: N								
	E Contrare Losseur ve								
	Freedorr of Informatic.     Pay Ham 1: b.31-38.0     EM 1:     Pay Ham 1: b.31-38.0								
	- the state of the								
	Figure 63: Contract Dashboard - Navigation								

Sample Dashboard	CONTRACT DASHEDARD						
	👬 Select Deshboard Isran Pay ton Summary Deshboard 🗸 Model View 🧹 🎝 New 🧳 Lolt 📋 Delete 🗞 Set As Default						
		Grand Pay Item Summary Dashboard					
	Original Amoune: Revised Contract Amoune: Submitcad Postings Amoune: Approv 1952-410-09 \$144:245-00 \$90:00	wed Possings Amoune: To Date Adjustments: Estimated Current Payment: Paile To Date: 50:402.00 50.00 50.00 (2,341.00) 76,771.00					
	Contract Quantities           Line #         Quantity         Unit Price         Pay Units         Annount         Quantity           Pay Back #: Production         CMR : Contract Only         CMR : Contract Only         CMR : Contract Only         CMR : Contract Only	Revised Quantities Submitted Item Postings Current Quantities TY Amount QTY Annount Current Posit To Date Progra Ber New Trac 19, Destination (1997) 20, 1997					
	Payments         Communication         Communication           Communication         10.000         of 23.00 Mill         \$12.20.001           Down Hume P - \$20101.0001         Communication         Communication	Fay real rype:         Description:         Description:         Description:         Description:         Description:         Table           70:000         \$(1000)         0.000         (1000)         1000         7					
	ADDEAL 10.00 \$1,294.00 TON \$17,340.00 Doubling 1: 20101-1000 CM B :	0.705 (p. 10. 0.705) (p. 7. 0.					
	AD008 AI \$1.00 LP9V \$10,000,00 Pay Nem #1 P000-0001 CM #1	100% \$1.00 0.000 \$6.00 0.000 0. Pay Item Type : 0 Description : New Item adding to Classes Itory					
	GUILI         175,000         \$1,000,00 ACDF         \$ 25,000,00           Pay item #1 P000 0002         CMV #1 CM0 0,04102	COLOG         \$105,000,0         0,000         \$6,00         40,000         40,0           Pay Item Type : 0//         Description : Nov item adding (M.D.)         Description : Nov item adding (M.D.)         40,000					
	52222 0.000 3555.00 AC0F 30.00						
	Figure 64: Grand Pay Item S	ummary Dashboard					
Details	By default, a dashboard is d	lisplayed. 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 be 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	Sum of Current Amount for all the Contract					
	Amount	Items.					
	Submitted Postings	Total amount of postings in the Submitted					
	Amount	workflow status.					
	Approved Postings	Total of all the approved Item Postings					
	Amount	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	It is calculated as: To Date Progress - Paid					
	Payment	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	Sum of amounts from Approved Item
Amount	Postings.
Current Approved	Sum of all Net to be Paid this Bill from pay
Payment Amount	estimates in the Submitted and Draft
	workflow status.
Previous Paid	Sum of all Net to be Paid this Bill from pay
Expenditure	estimates in the Approved for Payment and
	Paid workflow status.
Percent Contract	It is calculated as: Sum of Approved Pay
Completed	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	Quantity	Original Contract Quantity
Quantities		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

Section	Field Name	Description
Revised	QTY	Original Contract Quantity +
Quantities		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
		<b>Revised Quantities: QTY</b>
Current	Current	Sum of all the quantities for the
Quantities		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 Doto	It is calculated as: Current To
	To Date	
	To Date	Be Paid + Previously Paid Qty
	Amount	Be Paid + Previously Paid Qty Amount corresponding to the

Section	Field Name	Description
-	Comp %	It is calculated as: To Date
		Amount ÷ Probable Amount in
		\$ in %
Probable	Probable QTY	The probable quantity of the
Quantities		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 \$:	The initial adjustment amount when this
Original	adjustment was created.
	This information is retrieved from the latest
	pay estimate in any workflow status.
Adjustment Amount in \$:	The Previously Held Amount in \$ from the
Previous	latest pay estimate.

Field Name	Description
Adjustment Amount in \$:	The Net Adjustment from the latest pay
Current	estimate.
Adjustment Amount in \$:	It is calculated as: Adjustment Amount in \$:
To Date	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
  - o <u>7.1.1.1. Generating a report</u>
  - o 7.1.1.2. Printing a report
  - o <u>7.1.1.3. Saving a report in various formats</u>
  - o 7.1.1.4. Updating report to view the latest information
- <u>7.1.2. Subscribing to a report</u>

## 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:

- <u>7.1.1.1. Generating a report</u>
- <u>7.1.1.2. Printing a report</u>
- 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.

PR	OJECTI	FUND LIST						
Ð	New	😰 Workflow 🔻	📔 Reports 🔻	Bt Exce	el Export 🔻	💮 More 🔻		
	0	Project Fund ID	💽 List Page	Report	Fund So	urce Code		
		PFL-2	CON02		CON02	CON02		



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

	PROJECTS	PROJECT REPORT GALLERY
٩,	Type to Search 🗙 🗙	Report
	SIT - CA ERFO FS LSPDR 2023-1(1	✓ Acquisition Reports
<b>I</b> ≩	General Quick Access	Awarded Bid Schedule Report
	SIT - CA ERFO FS LSPDR 2023-1(1)	Bid Analysis Report
۲	+ Documents	Bid Schedule Report
	Document Search	Bid Tabulation Report
	Project Report Gallery	Obligation Tabulation Report
	Project Calendar	
	— Fund Management	
	Project Fund List	
	Project Fund Transaction	
	Funding Rules	
	+ Bid Estimate Information	
	+ Bidding	
	+ Contracts	

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**.

LIST PAGE REPORT											
🕒 Back	🕞 Back 🛛 💩 Subscribe										
Include Pending on Users and Roles No.											
View Report	View Report										
<b>I I</b>	I of 1 ▶ ▶ E. Find   Next B ▼ 5 E.										
				PF	OJECT FUN	ID LIST -	LIST REF	ORT		Î	
Project	Fund	Fund	Fund	Fund	Fund	Account	Account	Authorized	Expended	Remaining	
Fund ID	Source Name	Source Code	Туре	Source Category	Description	Number	Priority	Amount (\$)	Amount (\$)	Amount (\$	
PFL-1	CON01	CON01	CON	FLAP	This project	1516043		0.00	0.00	0.00	
					fund list for	027201.5					
					fund source	40.CN.V7					
					category	00.04.16					
					FLAP.	0400000					
						0.25255					
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00 🔻	

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 <u>Section 7.1.1.1. Generating a Report</u>
- 2. In the report toolbar, click **Print Report** 🖾.

LIST PAGE R	EPORT									
🕞 Back 🔕 Subscribe										
Include Pending on Users and Roles No.										
View Report						A				
€ € 1	of 1 🕨 🕨	<u> </u>		Find   Ne	⊂ <b>⊡ - ∿</b>					
				PF	OJECT FUN	ID LIST -	LIST REF	ORT		Î
					-					
Project Fund ID	Fund Source Name	Fund Source Code	Fund Type	Fund Source Category	Fund Description	Account Number	Account Priority	Authorized Amount (\$)	Expended Amount (\$)	Remainin Amount (1
PFL-1	CON01	CON01	CON	FLAP	This project fund list for fund source category FLAP.	1516043 027201.5 40.CN.V7 00.04.16 0400000 0.25255		0.00	0.00	0.00
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00 🔻

Figure 69: Using Print Report Option

## 7.1.1.3. Saving a Report

### Steps

- 1. Generate the required report. For more information, refer to <u>Section 7.1.1.1. Generating a Report</u>
- 2. In the report toolbar, click **Export**, and then click the required option.

### Federal Highway Administration

PROJECT STATUS R	EPORT						
🕞 Back 💩 Si	ubscribe						
Report Version	Active Projects	· ·	F	Percent Complete Greater T	han 90		
Positive \$ Value Differ	rence 100000		1	Vegative \$ Value Difference	100000		
View Report							
┥ 🔌 🚺 of 1	▶ ▶	Find	Next	D • 6 🚍		^	
			50	Excel			
				CSV (comma delimited)			
Project Number P	roject 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 <u>Section 7.1.1.1</u>. <u>Generating a Report</u>

### 2. In the report toolbar, click Refresh 🧐

LIST PAGE R	EPORT									
🕞 Back 🛛 💩 Subscribe										
Include Pending on Users and Roles No.										
View Report										
	PROJECT FUND LIST - LIST REPORT									
Project Fund ID	Fund Source Name	Fund Source Code	Fund Type	Fund Source Category	Fund Description	Account Number	Account Priority	Authorized Amount (\$)	Expended Amount (\$)	Remainin Amount (s
PFL-1	CON01	CON01	CON	FLAP	This project fund list for fund source category FLAP.	1516043 027201.5 40.CN.V7 00.04.16 0400000 0.25255		0.00	0.00	0.00
PFL-2	CON02	CON02	CON	FLAP		1516043	CON02-	0.00	0.00	0.00

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 A subscribe .

BID ANALYSIS REPORT	r – cribe			
Bidder :	Missouri River Contractors, LLC	~	Minimum Deviation % :	
Maximum Deviation % :				
View Report				

Figure 72: Subscribing a Report

### The subscription dialog box is displayed.

IT Testing Build- FHWA	eDelivery		X
Delivery Option	Schedule Deta	ils	
Please select the delivery of E-Mail O Windows	option File Share		
	То		
	Cc	:	
	Bcc	:	
	Reply-To	(Use (;) to separate multiple e-mail addresses.)	
	Subject <sup>*</sup>	•:	
	Priority	: Normal 🗸	
	Comment	:	
		<ul> <li>✓ Include Report</li> <li>✓ Include Link</li> </ul>	
R	eport Format	: PDF 🗸	
	Start Date	: 07-27-2023 🗸	
Enable s	chedule stop	: 🗖	

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
a.	In the <b>To</b> box, enter the email addresses	a.	In the <b>File Name</b> box, enter the file name
	of the recipients of the report.		for the report.
b.	In the <b>Reply-To</b> box, enter the email	b.	Select the Add a file extension when the
	addresses of the recipients to whom the		file is created check box to save the
	reply email must be delivered.		report file name with the extension of the
c.	In the <b>Subject</b> box, enter the name of the		file format as required for the report.
	report or any other appropriate subject	с.	In the <b>Path</b> box, enter the path of the
	for the email.		shared file location where the report
d.	From the <b>Priority</b> drop-down list, select		must be saved.
	the priority of the email.		Note: To configure the shared file
	If the selected priority is High, the email		location in the application, you must
	will be sent as a High Priority notification.		provide the file path location to the
e.	In the <b>Comment</b> box, enter any		Administrator.
	comment for the email.	d.	From the <b>Report Format</b> drop-down list,
	Comments are included in the body of		select the format in which the report
	the email.		must be generated and saved.
f.	Select the <b>Include Report</b> check box to	e.	In the <b>Credentials</b> used to access the file
	deliver the report in the selected format		share section, enter the credentials to
	as an email attachment.		access the shared location and save the
g.	Select the <b>Include Link</b> check box to		report.
	deliver the link to the report in the report	f.	From the <b>Overwrite</b> options section, click
	delivery email.		any of the following options:
	The recipient can view the report on the		<ul> <li>Overwrite an existing file with a</li> </ul>
	application only if the recipient has the		newer version - When saving the
	required permissions on the report.		report at the file location at the
h.	From the <b>Report Format</b> drop- down list,		scheduled time, if a file with the
	select the format in which the report		same name exists, then the
	must be generated and delivered to the		existing file is overwritten by the
	specified email addresses.		latest report.
١.	From the <b>Start Date</b> list, click the date		• Do not overwrite the file if a
	from when the report must be delivered.		previous version exists - When
J.	Select the <b>Stop this schedule on</b> check		saving the report at the file
	box, and then select the date until when		location at the scheduled time, if a
	the report must be delivered.		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.
			<ul> <li>Increment file names as newer</li> </ul>
			versions are added - When saving

E-Mail	Windows File Share
	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.
	g. From the <b>Start Date</b> list, click the date
	from when the report must be saved.
	h. Select the <b>Stop</b> this schedule on check
	box, and then select the date up to when
	the report must be saved at the file
	location.

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

SIT Testing Build- FHW	A eDelivery	×
Delivery Option	Schedule Details	
Hourly Hourly Hourly Weekly Monthly Once	Runs only once Start time (hh:mm) *:	
	Subscribe Ca	incel

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

Option	Description	Steps	
Hourly	The report is delivered	a. Click <b>Hourly</b> in the delivery options list.	
	every preset number of	b.In the <b>Run the schedule every</b> section, enter	
	hours.	the frequency of report delivery:	
		<ul> <li>i. In the hours and minutes boxes, enter the time period in hours and minutes the report must be periodically delivered.</li> <li>ii. In the Start time (hh:mm) box, enter the time (in 24-hour format) the report delivery must begin.</li> </ul>	
Daily	The report is delivered	a. Click <b>Daily</b> in the delivery options list.	
	once on preset days, or	b. In the schedule definition section, enter the	
	periodically as defined.	requency of report delivery:	
		<ul> <li>Click Every Weekday to get the report delivered on all weekdays, from Monday to Friday.</li> </ul>	
		<ul> <li>Click Repeat after this number of days, and then, then in the box, enter the number of days to get the report</li> </ul>	
Option	Description	Steps	
---------	----------------------------	--	
-	· · ·	delivered periodically once every	
		specified number of days.	
		c. In the Start time (hh:mm) box, enter the time (in	
		24-hour format) the report must be delivered.	
Weekly	The report is delivered	a. Click <b>Weekly</b> in the delivery options list.	
	every preset number of	b. Click <b>Repeat</b> after this number of weeks, and	
	weeks on preset days of	then in the box, enter the number of weeks to get	
	the week.	the report delivered periodically once every	
		specified number of weeks.	
		c. In the On day(s) section, select the days on	
		which the report must be delivered.	
		d. In the Start time (hh:mm) box, enter the time (in	
		24-hour format) the report must be delivered.	
Monthly	The report is delivered	a. Click <b>Monthly</b> in the delivery options list.	
	monthly on preset days	b. Select the months when the report must be	
	of a selected week.	delivered.	
		c. Click one of the following options to schedule	
		the delivery of the report:	
		<ul> <li>On week of the month</li> </ul>	
		i. From the list of weeks, select the	
		week the report must be	
		delivered.	
		ii. In the <b>On day(s)</b> section, select	
		the days the report must be	
		delivered in the week previously	
		selected.	
		<ul> <li>On Calendar day(s)</li> </ul>	
		<ul> <li>In the box, enter the number of days</li> </ul>	
		of the month the report must be	
		delivered, starting from the current	
		day. For example, if the current day is	
		the 12 <sup>th</sup> 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.	
		d. In the Start time (hh:mm) box, enter the time	
		(in 24-hour format) by when the report must be	
		delivered.	
0.000	The report is delivered	In the Chart time (how we) have extended times (in 0.4	
Unce	once on the current day	hour format) by when the report must be delivered	
1	I onoo on the current day.		

## 6. Click Subscribe.

The report is delivered as scheduled.

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