

How to... Enter MOH

- The contractor is asking for Materials On Hand for culverts.
- The culverts have been delivered to the project but not installed.
- The contractor has provided the invoice.

Contractor Invoice

INVOICE

INVOICE NO:

ORIGINAL

INVOICE DATE
05/22/2012

ANGELO CURAMING

SALE NO.	REV. NO.	SALES DATE	BUYER'S NUMBER	BUYER'S DATE	SHIP FROM	DATE WANTED	DATE OF SHIPMENT
0		04/30/2012	LETTER OF INTENT		Spokane	05/22/2012	05/22/2012

SOLD TO: V
F IC

SHIP TO:

AIRWAY HEIGHTS, WA 99001

GL # 2012
JOB #
TASK CODE
EQUIP #

REGION	DEST.	SELLING	SPECIFICATION S	INFOCOPY	MARKET	CREDIT CODE	CUSTOMER NO.	ROUTE/F.O.B	ORGN, FRGT PREPAID
4353	5320	5242	5320 5242		01A	W 4 69	A208936	CONTECH 526	
Field Mkt PC:	6770	6770	6770				B321113		

EST. SHIP DATE
05/22/2012

TERMS
1/2% 10, NET 30

INTEREST CHARGED ON OVERDUE INVOICES AT 18% PER ANNUM OR AT THE LEGAL RATE IF THAT IS LESS THAN 18%. ITEMIZED TRANSPORTATION AND SALES TAX ARE NOT SUBJECT TO CASH DISCOUNT.

THIS MATERIAL IS MANUFACTURED SPECIAL FOR THIS PARTICULAR ORDER. ONCE THIS ORDER HAS BEEN ENTERED FOR FABRICATION, IT IS NOT SUBJECT TO CANCELLATION OR CHANGE FOR ANY REASON WITHOUT APPROVAL OF THE REGION SALES OFFICE AND THE DETERMINATION OF CANCELLATION CHARGES. ONCE SHIPPED, IT CANNOT BE RETURNED FOR CREDIT.

ITEM	DESCRIPTION	PIECES	WEIGHT	QUANTITY	PRICE	AMOUNT
120 001	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 5FT Arched, 28x20 22.5 deg Elbow	1	85	5.00	20.900	104.50
120 002	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 5FT Arched, 28x20 45 deg Elbow	3	255	15.00	20.900	313.50
120 011	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 23FT Arched, 28x20	2	782	46.00	20.900	961.40
120 012	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 25FT Arched, 28x20	4	1,700	100.00	20.900	2,090.00
620 014	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 14FT Arched, 42x29	3	1,050	42.00	31.900	1,339.80
620 015	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 15FT Arched, 42x29	2	750	30.00	31.900	957.00
620 016	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 16FT Arched, 42x29	3	1,200	48.00	31.900	1,531.20

24" \$3469.40

RECEIVED
JUN 11 2012
BY PROJECT ENGINEER

36" \$5550.60

24" is a total of \$3469.40

36" is a total of \$5550.60

!! ATTENTION !! Remit to Address may have changed

ITEM	DESCRIPTION	PIECES	WEIGHT	QUANTITY	PRICE	AMOUNT
620 017	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 20FT Arched, 42x29	2	1,000	40.00	31.900	1,276.00
110 018	CSP BD 5-C RVTD GALV 16GA 36" 1PC ARCHED(42X29), W/12" TECHCO WD,	7	189	7.00	63.800	446.60
120 037	BAND ACC FASTENER STEEL BOLT 1/2"x8"	21	7	21.00	Included	
120 038	BAND ACC FASTENER STEEL FLANGE NUT 1/2"	21	1	21.00	Included	
Total Weight			7,019 lbs.			
					Sub-Total	9,020.00
					Sales Tax Amount	0.00
					Total Amount	9,020.00

RECEIVED
JUN 11 2012
BY PROJ.

Project Info Design **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries **Non CM Pay Items** Period Account Progress Payment Tracking

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Search Filters:

Keywords

Items 1-4 of 4

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No
	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No

Items 1-4 of 4

In the "Non CM Pay Items" tab, click on "Add New" to add a new item.

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Cancel

Pay Item Specific*: Yes No

Related Pay Item*:

602

Pay Item Type*:

Schedule*:

Line Item Number*:

- A0440: 60201-0600 N 18-INCH PIPE CULVERT
- A0460: 60201-0800 N 24-INCH PIPE CULVERT
- A0480: 60202-0200 N 18-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL PIPE CULVERT
- A0500: 60202-0400 N 24-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL PIPE CULVERT
- A0705: 60201-1000 N 36-INCH PIPE CULVERT
- A7034: 60202-0400 N 24-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL PIPE CULVERT CM 0013

Supplemental Description:

Account Quantities

CON01 Main account: 0

CON02 G310: 0

CON03 15FE: 0

Unit Price: \$

Quantity: 0

Total Price: \$0.00

Save & Close Save Cancel

Select "Yes" because the MOH is item specific.

Start typing the item number in "Related Pay Item." The items from the project list will self populate. Choose the item.

Project Info Design **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries **Non CM Pay Items** Period Account Progress Payment Tracking

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close Save Cancel

Pay Item Specific*: Yes No

Related Pay Item*: A0460: 60201-0800 N 24-INCH PIPE CULVERT

Pay Item Type*:

Schedule*:

Line Item Number*:

Supplemental Description:

- QM - Quality Materials Incentive
- QR - Quality Roughness Incentive
- QS - Quality Smoothness Incentive
- MH - Materials On Hand**
- PW - Preparatory Work

Choose "MH – Materials On Hand."

Account Quantities

CON01 Main account: 0

CON02 G310: 0

CON03 15FE: 0

Unit Price: \$

Quantity: 0

Total Price: \$0.00

Save & Close Save Cancel

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close Save Cancel

Pay Item Specific*: Yes No

Related Pay Item*: A0460: 60201-0800 N 24-INCH PIPE CULVERT

Pay Item Type*: MH - Materials On Hand

Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT
 Pay Item Type: MH Pay Unit (U.S. Units): LNFT
 Pay Unit (Metric Units): m

Schedule*: A

Line Item Number*: 6000

Supplemental Description: MOH

Account Quantities

CON01 Main account: 0 LNFT
 CON02 G310: 0 LNFT
 CON03 15FE: 0 LNFT

Unit Price: \$
 Quantity: 0.0 LNFT
 Total Price: \$0.00

Save & Close Save Cancel

This information will self populate once you choose "MH – Materials On Hand."

Choose your schedule (same thing as option)

Enter your Line Item Number. Remember MOH items are in the 6000s.

In the "Supplemental Description" write "MOH."

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR

Save & Close Save Delete Cancel Cancel & Close

Pay Item Specific*: Yes No

Related Pay Item*: A0460: 60201-0800 N 24-INCH PIPE CULVERT

Pay Item Type*: MH - Materials On Hand

Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT
 Pay Item Type: MH Pay Unit (U.S. Units): LNFT
 Pay Unit (Metric Units): m

Schedule*: A

Line Item Number*: 6000

Supplemental Description: MOH

*Note: Know which account you are paying your MOH out of. Typically you should pay your MOH out of the last account in your Chain. Here it will be CON03.

Account Quantities

CON01 Main account: 0.00000 LNFT

CON02 G310: 0.00000 LNFT

CON03 15FE: 3469.40000 LNFT

Always enter the total MOH dollar amount in the "Account Quantities."

Unit Price: \$ 1.00

Always enter \$1.00 in the "Unit Price."

Quantity: 3,469.4 LNFT

Total Price: \$3,469.40

This will self populate.

Save & Close Save Delete Cancel Cancel & Close

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close **Save** **Delete** **Cancel** **Cancel & Close**

* indicates a required field

Non-CM Pay

Created: 08-1

By: Sam

Modified: 08-1

By: Sam

Pay Item Specific*: Yes No

Related Pay Item*: A0460: 60201-0800 N 24-INCH PIPE CULVERT

Pay Item Type*: MH - Materials On Hand

Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT
 Pay Item Type: MH Pay Unit (U.S. Units): LNFT
 Pay Unit (Metric Units): m

Schedule*: A

Line Item Number*: 6000

Supplemental Description: MOH

Account Quantities

CON01 Main account: 0.00000 LNFT

CON02 G310: 0.00000 LNFT

CON03 15FE: 3469.40000 LNFT

Unit Price: \$ 1.00

Quantity: 3,469.4 LNFT

Total Price: \$3,469.40

Press "Save & Close."

Save & Close **Delete** **Cancel** **Cancel & Close**

Project Info Design **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries **Non CM Pay Items** Period Account Progress Payment Tracking

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Search Filters:
 Keywords

Items 1-5 of 5

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No
	Yes: A 0460 60201-0800	60201-0800	24-INCH PIPE CULVERT MOH	\$1.00	3,469.4	\$3,469.40	No
	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No

Items 1-5 of 5

In the “Non CM Pay Items” tab, you will see the new item. You will now enter the next item by following the same steps.

Project Info Design **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries **Non CM Pay Items** Period Account Progress Payment Tracking

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Search Filters:

Keywords

Items 1-6 of 6

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No
	Yes: A 0460 60201-0800	60201-0800	24-INCH PIPE CULVERT MOH	\$1.00	3,469.4	\$3,469.40	No
	Yes: A 0705 60201-1000	60201-1000	36-INCH PIPE CULVERT MOH	\$1.00	5,550.6	\$5,550.60	No
	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No
	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No

Items 1-6 of 6



Now that you have both MOH items entered, you can find them in the "Grand Summary" tab.

Project Info | Design | **Construction** | Account | Team | Event Log

Core | Contract Status | **Progress Payment** | SubContractors | Labor/Equipment | Daily Reports | Daily Diary | Claims | Contract Modifications

Grand Summary | Pay Notes | Pay Note Summaries | Non CM Pay Items | Period | Account | Progress Payment Tracking

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Pay Period Number: 5
Start Date: August 18, 2014

Payment Type: Initial
End Date: September 17, 2014

Search Filters:

Keyword moh

Contract Mods: [select] Part of a Co

Apply Search Clear

Filtered to MOH items only.

You will see the "MOH" from the "Supplemental Description."

Contract Amount: \$680,295.80 Revised Contract Amount: \$896,754.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,115,014.98 Percent Work Completed: 14.569 %

Contract Quantities		Revised Quantities		Current Quantities				Probable Quantities						
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
Pay Item # v: 20416-0000 CM #: Pay Item Type v: MH Description: SELECT TOPPING MOH														
A3000	0.0	\$10.00	TON	\$0.00	2,500.0	\$25,000.00	0.0	2,500.0	2,500.0	\$25,000.00	100.00	2,500.0	\$25,000.00	0.00
Pay Item # v: 60201-0800 CM #: Pay Item Type v: MH Description: 24-INCH PIPE CULVERT MOH														
A6001	0.0	\$1.00	LNFT	\$0.00	3,469.4	\$3,469.40	0.0	0.0	0.0	\$0.00	0.00	3,469.4	\$3,469.40	0.00
Pay Item # v: 60201-1000 CM #: Pay Item Type v: MH Description: 36-INCH PIPE CULVERT MOH														
A6002	0.0	\$1.00	LNFT	\$0.00	5,550.6	\$5,550.60	0.0	0.0	0.0	\$0.00	0.00	5,550.6	\$5,550.60	0.00

Government Receiving Report | Progress Payment Report | Progress Payment Report (Contractor Version) Items 1-3 of 3

Progress Payment Period Totals

Contract Amount: \$680,295.80 Revised Contract Amount: \$896,754.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,115,014.98 Percent Work Completed: 14.569 %

You can now enter pay notes on the MOH items.

You can now pay back the MOH by the actual dollars instead of percentage because the unit price is \$1.00.