

How to...

Retain Money for Final Review

- All Project Engineers are required to retain money at the semi-final estimate.
- The amount of money retained depends on the size of the project and if there are any unresolved issues.

Project Info Design Acquisition **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(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH70

Search Filters:

Keywords

No Records Found.

Click on "Add New" to create a Non CM Pay Item.

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C

Save & Close Save Cancel

Pay Item Specific*: Yes No

Pay Item*:

- 999
- 99950-0000 CI LIQUIDATED DAMAGES
- 99951-0000 CI INTEREST
- 99952-0000 CI LAB TRAILER PAYMENT
- 99953-0000 CI CONTINGENCIES
- 99954-0000 CI PROJECT RETAINAGES

Schedule*:

Line Item Number*:

Supplemental Description:

Account Quantities

CON01 Main account: 0

CON02 Contract Modification 001: 0

CON03 Additional county match: 0

Unit Price: \$

Quantity: 0

Total Price: \$0.00

Save & Close Save Cancel

Select "No" because it is not item specific.

Type "999" into the "Pay Item" and you will get several options. Select "99954-0000 CI PROJECT RETAINAGES."

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) Project Name: Grizzly Mountain Road Resurfacing(Copy)

Save & Close Save Cancel

Pay Item Specific*: Yes No

Pay Item*: 99954-0000 CI PROJECT RETAINAGES

Pay Item #: 99954-0000 Pay Item Description: PROJECT RETAINAGES
 Pay Item Type: CI Pay Unit (U.S. Units): LPSM
 Pay Unit (Metric Units): LPSM

Schedule*: A

Line Item Number*: 9999

Supplemental Description:

Account Quantities

CON01 Main account: \$ 0.00

CON02 Contract Modification 001: \$ 0.00

CON03 Additional county match: \$ 0.00

Unit Price: \$0.00
 Quantity: 100% LPSM
 Total Price: \$0.00

Save & Close Save Cancel

This information will self populate once you choose the retainage item.

Choose your schedule. If you have more than one schedule, choose the last schedule.

Enter in "9999." If you have already used the line item 9999, use 9998 or the biggest number possible.

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00

Save & Close Save Cancel

Pay Item Specific*: Yes No

Pay Item*: 99954-0000 CI PROJECT RETAINAGES

Pay Item #: 99954-0000 Pay Item Description: PROJECT RETAINAGES
Pay Item Type: CI Pay Unit (U.S. Units): LPSM
Pay Unit (Metric Units): LPSM

Schedule*: A

Line Item Number*: 9999

Supplemental Description: Final Review Retainage

Account Quantities

CON01 Main account: \$ -5000.00

CON02 Contract Modification 001: \$ 0.00

CON03 Additional county match: \$ 0.00

Unit Price: -\$5,000.00
Quantity: 100% LPSM
Total Price: -\$5,000.00

Enter "Final Review Retainage" into the "Supplemental Description."

In the total amount you are retaining. Pick an account that you are paying out of on the semi-estimate.



Save & Close Press "Save & Close"

- Project Info
- Design
- Acquisition
- 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(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Search Filters:
Keywords

Items 1-1 of 1

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
 	No	99954-0000	PROJECT RETAINAGES Final Review Retainage	-\$5,000.00	100%	-\$5,000.00	No

Items 1-1 of 1

In the “Non CM Pay Items” tab, you will see the new item.

Project Info | Design | Acquisition | **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(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Pay Period Number: 3 Payment Type: Initial
 Start Date: August 27, 2014 End Date: September 26, 2014

Search Filters:

Keyword Status Draft Pending Processed

Contract Mods 0001 Part of a Contract Mod Yes No
 0004
 0002

Progress Payment Period Totals

Contract Amount: \$1,028,195.47	Revised Contract Amount: \$1,109,099.48	Estimated Payment Amount: \$38,884.00	Current Approved Amount: \$36,479.00	Previous Paid Expenditure: \$22,900.00	To Date Expenditure: \$59,379.00	Probable Amount: \$1,104,329.47	Percent Work Completed: 5.377 %
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Items 41-42 of 42																
Contract Quantities					Revised Quantities		Approved Pay Notes		Current Quantities				Probable Quantities			
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
Pay Item # : 20401-0000 CM # : 0004 Pay Item Type : N Description : ROADWAY EXCAVATION (paid by the LPSM 1 @ \$25,634)...																
A7040	0.000	\$1.00	CUYD	\$0.00	25,634.000	\$25,634.00	15,234.00	\$15.00	15,234.000	0.000	15,234.000	\$15,234.00	59.43	25,634.000	\$25,634.00	0.00
Pay Item # : 99954-0000 CM # : Pay Item Type : CI Description : PROJECT RETAINAGES Final Review Retainage																
A9999	0%	-\$5,000.00	LPSM	\$0.00	100%	-\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	-\$5,000.00	0.00

Progress Payment Period Totals

Contract Amount: \$1,028,195.47	Revised Contract Amount: \$1,109,099.48	Estimated Payment Amount: \$38,884.00	Current Approved Amount: \$36,479.00	Previous Paid Expenditure: \$22,900.00	To Date Expenditure: \$59,379.00	Probable Amount: \$1,104,329.47	Percent Work Completed: 5.377 %
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You can now enter a pay note for the amount of your retainage.

Note: Your pay note will be for -\$5000.00 for this example.