

# EEBACS USER GUIDE 1.0

## Chapter 4 - Construction Module

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UPDATED: 03.20.2012

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## 4.0.1 Preface

The Construction Module provides the capability to:

- Create, track and approve daily reports (both Inspector and Contractor Daily Reports), daily diaries, pay notes, and progress payments for the contractor.
- Generate a detailed description of how the project was constructed, including materials, equipment, and personnel.
- Add and track Contract Modifications
- Add status report updates
- Add and track claims

## 4.0.2 < Reserved >

## 4.0.3 Navigation

Navigate to projects using the sidebar menus. User can also access projects that have been recently worked on using the Recent Items list on the Home Page.

### 4.0.3.1 Home page navigation

Upon logging into the program, the user will encounter the Home tab or page. The home page allows you to navigate by either the sidebar or most recent item visited.

- Select any category on the sidebar; or
- Select from any of the most recent user entries.

The screenshot displays the EEBACS Home page interface. On the left, a sidebar menu is visible with an arrow labeled 'A' pointing to the 'Projects (All)' category. The main content area shows a 'Home' tab, an 'Announcements' section with no current announcements, and a 'Recent Items' list. An arrow labeled 'B' points to the first item in the 'Recent Items' list: 'Daily Report: CDR on 2010-11-10 by Leonard Construction Manager'. To the right of the 'Recent Items' list is a calendar for November 2010 and an 'EEBACS Statistics' table.

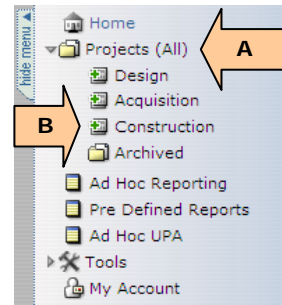
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

EEBACS Statistics	
User	189
Projects	850
Estimates	1191
Acquisition	798
Bids	2234

### 4.0.3.2 Side bar navigation

The most commonly used categories on the sidebar are "Projects All" and "Construction". This enables the user to view a listing of all projects within the system or the Construction module.

- A. Select "Projects All" to view a listing of all projects within the system; or
- B. Select "Construction" to view a listing of all projects in the Construction module.



### 4.0.3.3 Construction list navigation

- A. Allows for filtering of data by the constraints selected;
- B. Previous provides viewing for the previous 20 projects  
Next - provides viewing for the next 20 projects  
Jump - provides ability to jump to a different page of 20 projects.

Projects are listed in groups of 20 projects, Jump allows the user to "jump" to a new page of 20 projects (setting Jump to 3 would show projects 41-60);

- C. Indicates sequence of projects being viewed and total number of projects meeting the filtered criteria

**Search Filters:**

Keywords:

Contract Status:

Award Date:    to

Federal Lands Division:

State:

**Items 21-40 of 61**

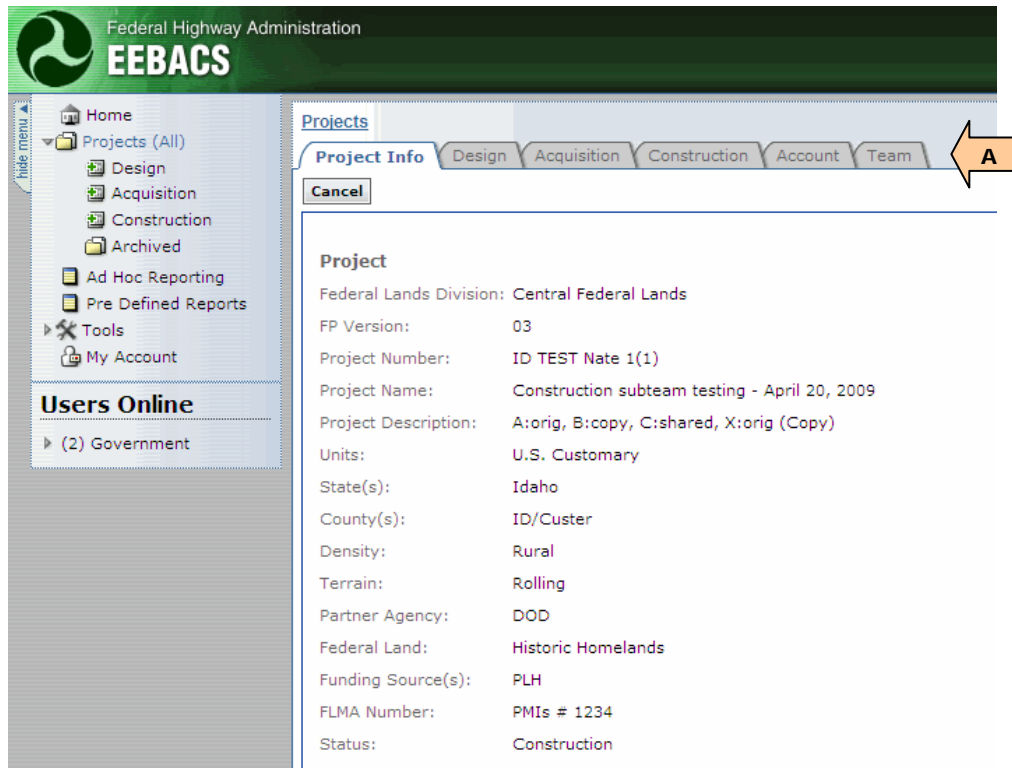
ID	State	Project Number	Project Name	Contractor	Contract Number	Quick Links
		ID TEST Margaret 1 (1)	Construction subteam testing - April 20, 2009	Thing One (Jaim...		
		ID TEST Marty 1(1)	Construction subteam testing - April 20, 2009			
		ID TEST Nate 1(1)	Construction subteam testing - April 20, 2009	Lego Builders (C...		
		ID TEST Randy 1(1)	Construction subteam testing - April 20, 2009	CENTRAL PAVING...		
		ID TEST Ryan 1(1)	Construction subteam testing - April 20, 2009	Const Inc (Billy CCinspect)		
	KS	KS CFL TEST 10(1)	CFL Construction test 9/30/10	Lego Builders (John CCManage)	DTFH70-10-C-CFLTTEST	
	KS	KS DAN SPEED 1(1)	DAN Speed tests 1/5/2011		DTFH70-11-C-TEST1	
	KS	KS EFL TEST 10(1)	EFL Construction test 9/30/10		DTFH70-10-C-EFLTTEST	
	KS	KS GREG SPEED 1(1)	Greg Speed tests 1/5/2011	Lego Builders (Clara CCManage)	DTFH70-11-C-TEST2	
	KS	KS HAHI 1(2)	Beaver Creek Road	ABC Construction Company (Leonard Construction Manager)	DTFH-XX-10-C-00001	
	KS	KS HSH SPEED 1(1)	Heidi Speed tests 1/5/2011	ABC Construction Company (Sam Central CCSManager)	DTFH70-11-C-TEST3	
	KS	KS PRA DULO 12(3)	Elk Meadow Road	Thing One (Sarah A. Nelson)	DTFHXX-XX-C-XXXXX	
	KS	KS PRA HEHI 10(1)	Leopard Creek	Lego Builders (John CCManage)	DTFH70-10-D-OTEST T-10-001	
	KS	KS PRA HEHI 10(100)	Heidi Test Leopard Creek		DFTH 2010-11-HSH	
	KS	KS PRA LODU 10(1)	Eagle Highway	Thing One (James Less)	DTFH70-09-C-12345	
	KS	KS PRA NWT 15(1)	NEW TEST MARCH 29, 2010	Lego Builders (Clara CCManage)	DTFH70-10-C-ATEST	
	KS	KS PRA PEHI 77(7)	Construction test 9/30/10 HSH	ABC Construction Company (Leonard Construction Manager)	DTFH70-11-C-ABCDE	
	KS	KS PRA RAEV 10(1)	Coyote Highway	Wendy's General Construction (Wendy Anne Hilgers)	DTFH69-19-C-12333	
	KS	KS PRA SACL 13(1)	Panther Creek (LPSM/CTSM testing)		DTFH70-11-C-TEST1	
	KS	KS TEST Jack 1(2)	Construction subteam testing - August 2009	CENTRAL PAVING CO INC (Jim Stevens)	dfth70-09-C-11111	

Items 21-40 of 61

#### 4.0.3.4 Project tab navigation

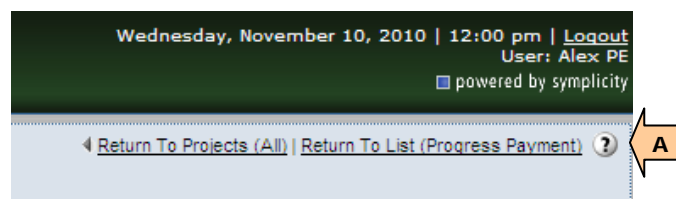
Once a project is selected, access to sub-activities within the module is by tabs.

- A. Tabs and sub-tabs allow access to various functions.



#### 4.0.3.5 Return to last screen or list navigation

- A. Allows return to the recent screen (return) or depending on location the Construction/Project list.



- 💡 Do not use the Internet Explorer "back" button to return to the last screen.

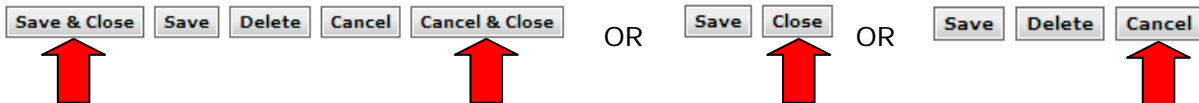
### 4.0.3.6 Within project navigation

- A. Allows return to selected hyperlink location; and
- B. Navigation can also be accomplished by using tabs. White colored tabs indicate path to active tab and the active tab of the current window.

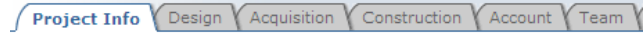
**WARNING:** Save data inputs in the current tab before accessing another tab or data may be lost.

The screenshot displays the EEBACS web application interface. At the top, it shows 'Federal Highway Administration EEBACS' and the date 'Wednesday, November 10, 2010'. The main navigation area includes a breadcrumb trail: 'Projects: KS PRA PEHI 77(7) > Constructions'. Below this, there are several tabs: 'Project Info', 'Design', 'Acquisition', 'Construction' (which is highlighted in white), 'Account', and 'Team'. Under the 'Construction' tab, there are sub-tabs: 'Core', 'Contract Status', 'Progress Payment', 'SubContractors', 'Labor/Equipment', 'Daily Reports', 'Daily Diary', 'Claims', and 'Contract Modifications'. The 'Construction' sub-tab is also highlighted in white. Below the tabs, the project details are shown: 'Project Number: KS PRA PEHI 77(7)', 'Project Name: Construction test 9/30/10 HSH', 'Contract Number: DTFH70-11-C-ABCDE', and 'States: K'. The main content area displays a form for 'Contractor' data, including fields for 'Company Name' (ABC Construction Company), 'Contact Label' (Construction Manager), 'Name' (Leonard Construction Manager), 'Phone Number' (888-111-2222), 'Address' (111 Main Street, Lakewood Colorado), and 'Email' (lmanager@road.cfhd.gov). A 'Contractor Data' field is set to 'Large Business'. A red arrow labeled 'A' points to the breadcrumb trail, and a red arrow labeled 'B' points to the 'Construction' sub-tab.

- 💡 Not seeing the screen you expect when in a tab? Try selecting the "Close" or "Cancel" icon. EEBACS saves the last sub-screen you viewed when last in the tab.



## 4.1 Project Info



Project information is descriptive data specific to the project. Project data cannot be edited once project has been transferred from Acquisitions to Construction.

Immediately upon receiving the Project from Acquisitions, verify all the information on the Account Tab, the Construction Core tab, and the Progress Payment 0 - Grand Summary Tab, see Sections 4.4.1, 4.6.1, and 4.6.3.3. **If information is incorrect send back to Acquisitions for correction (Re-Open Acquisition).**

- 💡 If a project has been Re-Opened in Acquisition, the Construction tabs and features will disappear and not be available to users until the project is re-sent to Construction.

The screenshot shows the Project Info screen with a warning message: "This project is currently missing the following role(s): Construction Contractor Manager. You can correct this by adding the missing roles on the Team Tab." Below the message are two buttons: "Cancel" and "Re-Open Acquisition". A red arrow points to the "Re-Open Acquisition" button. The main content area displays project details:

<b>Project</b>	
Federal Lands Division:	Eastern Federal Lands
FP Version:	03
Project Number:	KS EFL TEST 10(1)
Project Name:	EFL Construction test 9/30/10
Project Description:	grading, drainage, base, and paving
Units:	U.S. Customary
State(s):	Kansas
County(s):	KS/Bourbon
Density:	Rural
Terrain:	Rolling
Partner Agency:	NPS
Federal Land:	Historic Homelands
Funding Source(s):	PRA
FLMA Number:	PMIS #54352
Status:	Construction

At the bottom of the main content area, there are two buttons: "Cancel" and "Re-Open Acquisition". A red arrow points to the "Re-Open Acquisition" button. On the right side, there are three summary panels:

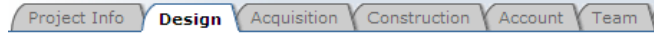
<b>Project Info</b>	
Created:	09-30-2010 11:57:58
By:	Heidi Hirsbrunner
Modified:	09-30-2010 11:58:49
By:	Heidi Hirsbrunner

<b>Designs</b>	
100%	

<b>Acquisition</b>	
(DTFH70-10-B-EFLTST) Acquisition	
Bid Open Date	10/01/10
Contract Number	DTFH70-10-C-EFLTST
Task Order Number	
Award Date	10/01/10
Award Amount	\$15,297,122.50
Contractor	The Best Construction
Contractor Business Type	Large Business
Contractor Address	7644 30th Court, Kansas City Kansas 78888
Contractor Phone	453-898-1288
Contractor Email	TheBest@company.com

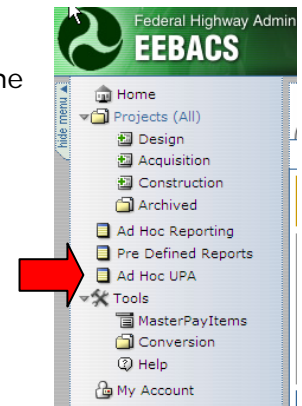
- 💡 The ability to send back to Acquisitions (Re-Open Acquisition button) is no longer available once the first Pay Note summary is added to the first progress payment.
- 💡 If a project is re-opened in Acquisition, the Construction tab and features will not be available to users, until the project is re-sent to Construction.

## 4.2 Design



The "Design" tab allows the user to gain access to a majority of the estimating functions. It allows the user to view the Independent Government Estimates (IGEs). IGEs can be broad in scope when developed under the cost-per-length option or extremely detailed when using the standard estimating option with schedules.

- 💡 To develop unit price analysis for Construction purposes use the Ad Hoc UPA tool (See Section 1.9, in Chapter 1)



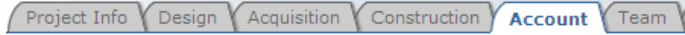


## 4.3 Acquisitions



The "Acquisition" tab allows some users access to view bid tabulations, amendments, and amendment estimates. Projects considered sensitive due to confidentiality issues will not be viewable in Acquisitions.

## 4.4 Account



The account tab allows for input of one or multiple account numbers and related information. The account tab is used by all modules and contains varying information dependent on the project status.

Once a project has been sent to Construction, all accounts used for the project construction costs are shown here with account information, authorized amounts, expenditures, balances, and probables. This tab may also show accounts related to CE costs.

Sometimes projects have multiple funding sources and require pay items or quantities within pay items to be split between separate account numbers. Projects will come into Construction with pay item and account splits already completed. Roadway Design will already have the pay items and quantities assigned to an account(s). During the course of a project, Construction users may need to add a pay item to the project and they will need to assign the pay item and quantities to the proper account(s) through the CM and non-CM Pay Item process.

The account tab is also where accounts can be chained in order to expend specific funding accounts in a required order.

*Roles with create, edit, and delete accounts rights:* Construction Component Lead, Construction Admin staff, COE (project). *Roles with view account rights:* Inspectors (project), Project Engineers (project).

### 4.4.1 Main Account Data

When a project is promoted to Construction, the account tab should contain all of the account values with the corresponding authorized amounts as prescribed on the SF1442.

- A. Account code is a "nickname" for an accounting number. (CON refers to construction account)
- B. Verify/input a description of the account (examples: PRA, Fee Demo, County funds, etc.);
- C. Verify/input the Delphi account number;  
(example: 1517560401020 540.00.F179.56.1756001404);
- D. Verify Original Authorized Amounts. Includes both Bid Items and Incentives at award - **if incorrect Send Back to Acquisition or edit in Construction according to Division Procedures** (see Section 4.1 to Send Back to Acquisition);
- E. Current Authorized Amount - **if incorrect Send Back to Acquisition or edit in Construction according to Division Procedures** (see Section 4.1); (D, E, and L will be the same amount at award). Includes both Bid Items and Incentives from original contract + any obligations/deobligations from signed Contract Modifications
- F. Previous Paid Expenditures – Cumulative amount from all previously approved progress payments. (This amount should always equal the previous progress payment's To-date Expenditure).
- G. Current Approved Amount – Cumulative amount of all Pay Note Summaries Added to Payment for the current period (should be zero at award);

- H. Chain will usually be blank when sent to Construction. Construction users are responsible to set up how accounts will be used and chained (see 4.4.2.1 for “how-to” chain accounts).
- I. Current Payment – Normally Current Approved Amount unless the chaining or chain overrides are in place.
- J. Override Chain – This shows whether the Current Payment is overriding the chain calculations for Current Payment. (See 4.4.2.1)
- K. To Date Expenditures – Current Payment + Previously Paid Expenditure
- L. Probables Amount (equal to Current Authorized amount at the time of award. These values are adjusted to match field conditions);
- M. Account Comments
- N. Select “view” icon to view account information, select “edit” icon to edit account information
- O. Select “Add New Account” to allow input of new account numbers;

Showing account information from period 0.

Search Filters:  
 Keyword  Account Type

Apply Search

Account Type:

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CON01	PLH Funding	1517560401020 \$40.00.F179.56.1756001404 25255	\$740,299.36	\$740,299.36	\$0.00	\$0.00		\$0.00	No	\$0.00	\$740,299.36	
	CON02	Money from County	1517560401020 \$40.00.F179.56.1756001404 25230	\$329,994.03	\$329,994.03	\$0.00	\$0.00		\$0.00	No	\$0.00	\$329,994.03	
<b>Construction Totals</b>				\$1,070,293.39	\$1,070,293.39	\$0.00	\$0.00		\$0.00		\$0.00	\$1,070,293.39	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

Add New Account Items 1-2 of 2

💡 This Main Account tab will always show the “active” progress payment period. The “active” progress payment is the period to which Pay Note Summaries are being “Added to Payment. An “active” progress payment period can either be in “submitted” status or in “current” status. An “active” progress payment period would first be a progress payment period in “submitted” status until “approved.” Once approved, the Account Tab would then reflect the data for the next progress payment period number in “current” status. To access account data for other progress payment periods see Section 4.6.7a.

## 4.4.2 Add New/Edit Accounts





- A. Select "view" icon to view account information, select "edit" icon to edit account information
- B. Select "Add New Account" to allow input of new account numbers;

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



Showing account information from period 0.

Search Filters:  
 Keyword  Account Type

Items 1-2 of 2

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				
 	CON01	PLH Funding	1517560401020 \$40.00.F179.56.1756001404 25255	\$740,299.36	\$740,299.36	\$0.00	\$0.00		\$0.00	No	\$0.00	\$740,299.36	
 	CON02	Money from County	1517560401020 \$40.00.F179.56.1756001404 25230	\$329,994.03	\$329,994.03	\$0.00	\$0.00		\$0.00	No	\$0.00	\$329,994.03	
<b>Construction Totals</b>				\$1,070,293.39	\$1,070,293.39	\$0.00	\$0.00		\$0.00		\$0.00	\$1,070,293.39	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

Items 1-2 of 2

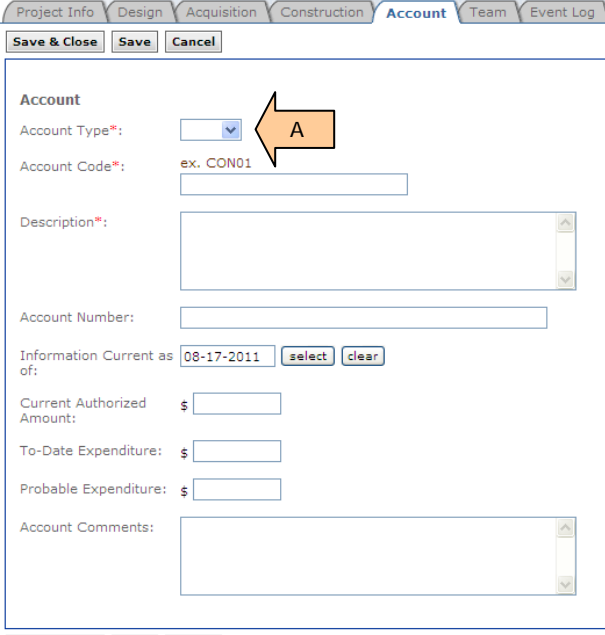



### 4.4.2.1 Add/Edit Construction Account (CON) and Chaining of CON Accounts

The Construction (CON) account type is to be used to pay for construction contract work.

- 💡 A Contract Modification must be prepared in order to add funding to the Construction Contract; however, in EEBACS, initial new account data must first be added, as shown below, prior to developing the Contract Modification within EEBACS.

- Select the account type CON (Construction);



The screenshot displays the 'Account' form within the EEBACS software. The form is titled 'Account' and is part of a larger application window with tabs for 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', 'Team', and 'Event Log'. The 'Account' tab is currently selected. At the top of the form, there are three buttons: 'Save & Close', 'Save', and 'Cancel'. The form fields include:

- Account Type\*:** A dropdown menu with a blue arrow pointing to the 'CON' option, which is highlighted by an orange arrow labeled 'A'.
- Account Code\*:** A text input field with the example text 'ex. CON01' and an empty input box below it.
- Description\*:** A large text area with a scroll bar.
- Account Number:** A text input field.
- Information Current as of:** A date input field showing '08-17-2011' with 'select' and 'clear' buttons next to it.
- Current Authorized Amount:** A text input field with a dollar sign prefix.
- To-Date Expenditure:** A text input field with a dollar sign prefix.
- Probable Expenditure:** A text input field with a dollar sign prefix.
- Account Comments:** A large text area with a scroll bar.

At the bottom of the form, there are three buttons: 'Save & Close', 'Save', and 'Cancel'.

Once account type CON is selected, the screen view changes:

- A. Input account code is a “nickname” for an accounting number. Include account type in “nickname.” (i.e. CON03);
- B. Input a description of the account (examples: PRA, Fee Demo, County funds, etc.);
- C. Enter the Delphi account number;  
(example: 1517560401020 540.00.F179.56.1756001404);
- D. Select account to chain to, if needed;
- E. These field items are not editable, they will reflect data that was entered or calculated in the system through Acquisition award, Contract Modification, and/or progress payment processes ; and
- F. Override chain (see below). Toggles yes or no.
- G. Account Comments
- H. Select “Save & Close”

The screenshot displays the 'Account' form within the 'Construction' module. The form is titled 'Showing account information from period 0.' and includes buttons for 'Save & Close', 'Save', and 'Cancel' at the top and bottom. The form fields are as follows:

- Account Type\*:** A dropdown menu set to 'CON'.
- Account Code\*:** A text input field containing 'CON03', with an arrow labeled 'A' pointing to it.
- Description\*:** A text input field containing 'New special project funding', with an arrow labeled 'B' pointing to it.
- Account Number:** A text input field containing '1517560401020 540.00.F179.56.175001404 3600', with an arrow labeled 'C' pointing to it.
- Chain Order:** A dropdown menu with 'CON01' and 'CON02' as options, with an arrow labeled 'D' pointing to it.
- Current Authorized Amount:** A text input field with an arrow labeled 'E' pointing to it.
- Previous Paid Expenditure:** A text input field containing '\$0.00', with an arrow labeled 'E' pointing to it.
- Current Approved Amount:** A text input field containing '\$0.00', with an arrow labeled 'E' pointing to it.
- Current Payment:** A text input field containing '\$0.00', with an arrow labeled 'E' pointing to it.
- Override Chain:** Radio buttons for 'Yes' and 'No', with an arrow labeled 'F' pointing to the 'No' option.
- To-Date Expenditure:** A text input field containing '\$0.00', with an arrow labeled 'E' pointing to it.
- Probable Expenditure:** A text input field containing '\$0.00', with an arrow labeled 'E' pointing to it.
- Account Comments:** A text input field with an arrow labeled 'G' pointing to it.

At the bottom of the form, there are buttons for 'Save & Close', 'Save', and 'Cancel', with an arrow labeled 'H' pointing to the 'Save & Close' button.

- Once a Chain Order has been selected, the accounts appear as shown below. These account boxes can be dragged and dropped to modify the account order.

The screenshot shows the 'Account' form in the software. The 'Chain Order' dropdown menu is open, showing a list of account codes: CON01, CON01, and CON03. A red arrow points to this list, indicating that these accounts can be dragged and dropped to modify the chain order.

To add another account to the chain, either "Add New Account" or "edit" existing account

- Selecting CON01-CON03 would add this account, CON04, to the existing chain. (Do not worry about chain order here, it can be easily switch after the chain, CON01-CON03, has been selected)
- Selecting CON02 would add this account, CON04, to CON02 creating a second chain

The screenshot shows the 'Account' form with the 'Chain Order' dropdown menu open. The dropdown menu is showing 'CON01-CON03' and 'CON02'. An orange arrow labeled 'A' points to the 'CON01-CON03' option, and another orange arrow labeled 'B' points to the 'CON02' option. The 'Current Authorized Amount' field is also visible.

- Once Chain Order has been selected, the accounts appear as shown below. These account boxes can be dragged and dropped to modify the account order.

Example of account summary with chained accounts.

- Chained Account - the "nickname" or account code of next account in that particular chain.
- Original Authorized Amount – If a new account is added in progress payment zero, the Original Authorized Amount and the Current Authorized Amount for the added account are automatically set to zero. IF Progress Payment 1 period has not yet been created, the Original Authorized Amount can be edited.

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CON01	PLH Funding	1517560401020 540.00.F179.56.1756001404 25255	\$0.00	\$740,299.36	\$0.00	\$0.00	CON01- CON03- CON04	\$0.00	No	\$0.00	\$740,299.36	
	CON02	Money from County	1517560401020 540.00.F179.56.1756001404 25230	\$0.00	\$329,994.03	\$0.00	\$0.00		\$0.00	No	\$0.00	\$329,994.03	
	CON03	New special project funding	1517560401020 540.00.F179.56.175001404 3600	\$0.00	\$0.00	\$0.00	\$0.00	CON01- CON03- CON04	\$0.00	No	\$0.00	\$0.00	
	CON04	New regional FS funding	1517560401020 540.00.F179.56.1756001404 4500	\$0.00	\$0.00	\$0.00	\$0.00	CON01- CON03- CON04	\$0.00	No	\$0.00	\$0.00	
<b>Construction Totals</b>				\$1,070,293.39	\$1,070,293.39	\$0.00	\$0.00		\$0.00		\$0.00	\$1,070,293.39	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

**Note:** An Account Code can only be in one chain.



### 4.4.2.1.1 Account Override

Account override is used when the user needs to pay a different amount from originally calculated account amount. The account override does not delete or change the existing chain; it temporarily overrides the calculated amount with the hand-entered value.

- A. Current Approved Amount – The amount for this account directly billed from Pay Notes
- B. Current Payment – This is the calculated amount based on the direct billing, plus any chaining calculations
- C. Override Chain – If the current payment amount or chaining calculations cannot get you the amount needed to bill to this account, Select “yes”

Showing account information from period 5 INS.

Account Info

Created: 11-09-2010 14:52:11  
By: Heidi Hirsbrunner  
Modified: 07-21-2011 13:03:31  
By: Heidi Hirsbrunner

Copy Values Forward

Chain Order CON01-CON03  
 Override Chain No  
 Account Comments

Account

Account Type\*: CON

Account Code\*: ex. CON01  
CON01

Description\*: FLH Funding

Account Number: 12-12345-12345678

Chain Order: CON01-CON03  
CON01  
CON03

Original Authorized Amount: \$13,321,517.02

Current Authorized Amount: \$13,765,517.02

Previous Paid Expenditure: \$1,418,050.93

Current Approved Amount: \$3,080.00

Current Payment: \$3,080.00

Override Chain:  Yes  No

To-Date Expenditure: \$1,421,130.93

Probable Expenditure: \$18,100,807.02

Account Comments:

- D. Current payment – the editable box opens when the Override chain “yes” is selected. Enter the amount to be paid from this account.

Current Approved Amount: \$3,080.00

Current Payment: \$3,080.00


Override Chain:  Yes  No

Current Payment: \$ 0.00

To-Date Expenditure: \$1,421,130.93

Probable Expenditure: \$18,100,807.02

E. Enter account comments, as appropriate

Current Approved Amount: \$3,080.00  
 Current Payment: \$3,080.00  
 Override Chain:  Yes  No  
 Current Payment: \$ 0  
 To-Date Expenditure: \$1,421,130.93  
 Probable Expenditure: \$18,100,807.02  
 Account Comments: Account accidentally closed. 

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

Example of Account Tab with Chain Override (In this case Account CON01 has been overridden to \$0.00 and the chain has recalculated to bill to Account CON03).

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current			To Date Expenditure	Probable Amount	Account Comments	
							Current Approved Amount	Chain	Current Payment				Override Chain
	CE010	FY11 CE	655356452 564676		\$150,000.00					\$25,345.00	\$150,000.00		
	CEA011	CE budget for FY11 AE inspectors	98645- 894783567		\$250,000.00					\$43,245.00	\$250,000.00		
	CON01	PLH Funding	12-12345- 12345678	\$13,321,517.02	\$13,765,517.02	\$1,418,050.93	\$3,080.00	CON01- CON03	\$0.00	Yes	\$1,418,050.93	\$18,100,807.02	Account accidentally closed.
	CON02	Money from County	12-12345- 12347000	\$1,893,320.62	\$1,826,220.62	\$299,440.50	\$0.00		\$0.00	No	\$299,440.50	\$2,327,764.47	
	CON03	Extra ARRA funding	1234- 653636- 8587467	\$0.00	\$50,000.00	\$1,500.00	\$0.00	CON01- CON03	\$3,080.00	No	\$4,580.00	\$3,500.00	
<b>Construction Totals</b>				\$15,214,837.64	\$15,641,737.64	\$1,718,991.43	\$3,080.00		\$3,080.00		\$1,722,071.43	\$20,432,071.49	
<b>Construction Engineering Totals</b>					\$400,000.00						\$68,590.00	\$400,000.00	

**Add New Account** Items 1-5 of 5

### 4.4.2.1.2 Copy Values Forward

If you have changed Chaining, Override, or Account comments and later progress payment periods have already been created, you may want to copy some of these changes forward. (The copy values forward box only appears after changes have been made and later progress payment periods exist).

- A. Select appropriate values to copy forward (see Division procedures).
- B. Click Copy Values Forward. Values will be copied forward to all later progress payment periods.

💡 It is a best practice to not Copy Forward the Chain Override or the Current Payment values

The screenshot shows the 'Account' tab in a software application. The main window displays account details for 'CON01'. On the right side, there are two panels: 'Account Info' and 'Copy Values Forward'. An orange arrow labeled 'A' points to the 'Copy Values Forward' panel, and another orange arrow labeled 'B' points to the 'Copy Values Forward' button at the bottom of that panel.

**Account Info**

Created:	11-09-2010 14:52:11
By:	Heidi Hirsbrunner
Modified:	08-17-2011 16:34:13
By:	Heidi Hirsbrunner

**Copy Values Forward**

<input type="checkbox"/> Chain Order	CON01-CON03
<input type="checkbox"/> Override Chain	Yes
<input type="checkbox"/> Current Payment	\$0.00
<input type="checkbox"/> Account Comments	Account accidentally closed.

**Copy Values Forward**

### 4.4.2.1.3 Account Tab Warnings

There are two Account tab warnings that may appear during the course of developing progress payments.

**Warning text:** "The Current Approved Amount total does not equal Current Payment Total; the progress payment period cannot be approved." This means that "A" and "B" shown below do not match. These values must match before this progress payment period can be approved.

- A. Current Approved Amount Total
- B. Current Payment Total

The screenshot shows a software interface with a warning message: "The Current Approved Amount total does not equal Current Payment Total, the progress payment period cannot be approved." Below the warning is a table with columns: Actions, Account Code, Description, Account Number, Original Authorized Amount, Current Authorized Amount, Previous Paid Expenditure, Current Approved Amount, Chain, Current Payment, Override Chain, To Date Expenditure, Probable Amount, and Account Comments. The table includes rows for CE 001, CN 3, CN4, CON01, and CON02, followed by totals for Construction and Construction Engineering. A red arrow points to the warning message. Two orange arrows labeled 'A' and 'B' point to the 'Current Approved Amount' and 'Current Payment' columns in the 'Construction Engineering Totals' row, which show values of \$31,265.75 and \$28,265.75 respectively.

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CE 001	harris contract funds	165873212684316846		\$5,000.00						\$4,000.00	\$4,500.00	
	CN 3	for mod 1	1516840150026 F190.CN.98 1654 080000	\$0.00	\$9,500.00	\$0.00	\$0.00	CN 3- CON01	\$0.00	No	\$0.00	\$9,500.00	
	CN4	earmarked funds	150.CN.46 165230000	\$0.00	\$10,000.00	\$357.90	\$0.00		\$6,265.75	Yes	\$6,623.65	\$0.00	
	CON01	PLH Funding	12-12345-12345678	\$5,330,924.50	\$5,335,424.50	\$5,179,690.00	\$31,265.75	CN 3- CON01	\$22,000.00	Yes	\$5,201,690.00	\$5,290,724.50	
	CON02	Money from County	12-12345-12347000	\$234,467.10	\$234,467.10	\$234,467.10	\$0.00		\$0.00	No	\$234,467.10	\$234,467.10	
<b>Construction Totals</b>				\$5,565,391.60	\$5,589,391.60	\$5,414,515.00	\$31,265.75		\$28,265.75		\$5,442,780.75	\$5,534,691.60	
<b>Construction Engineering Totals</b>					\$5,000.00						\$4,000.00	\$4,500.00	

There are several ways that this error can be fixed depending on the specific project conditions. Fixes include revising, adding, or deleting a chain order, or revising, adding or deleting a chain override amount. (For this example, the CN4 override amount was revised to make the totals of "A" and "B" match).

The screenshot shows the same software interface as above, but with the 'Current Approved Amount' and 'Current Payment' values in the 'Construction Engineering Totals' row corrected to match at \$31,265.75. The 'Current Payment' value for the CN4 row has also been updated from \$6,265.75 to \$9,265.75. Two orange arrows labeled 'A' and 'B' point to the corrected values in the 'Current Approved Amount' and 'Current Payment' columns.

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CE 001	harris contract funds	165873212684316846		\$5,000.00						\$4,000.00	\$4,500.00	
	CN 3	for mod 1	1516840150026 F190.CN.98 1654 080000	\$0.00	\$9,500.00	\$0.00	\$0.00	CN 3- CON01	\$0.00	No	\$0.00	\$9,500.00	
	CN4	earmarked funds	150.CN.46 165230000	\$0.00	\$10,000.00	\$357.90	\$0.00		\$9,265.75	Yes	\$9,623.65	\$0.00	
	CON01	PLH Funding	12-12345-12345678	\$5,330,924.50	\$5,335,424.50	\$5,179,690.00	\$31,265.75	CN 3- CON01	\$22,000.00	Yes	\$5,201,690.00	\$5,290,724.50	
	CON02	Money from County	12-12345-12347000	\$234,467.10	\$234,467.10	\$234,467.10	\$0.00		\$0.00	No	\$234,467.10	\$234,467.10	
<b>Construction Totals</b>				\$5,565,391.60	\$5,589,391.60	\$5,414,515.00	\$31,265.75		\$31,265.75		\$5,445,780.75	\$5,534,691.60	
<b>Construction Engineering Totals</b>					\$5,000.00						\$4,000.00	\$4,500.00	

**Warning text:** "One or more current account expenditures exceed the current authorized amount. Please revise payment quantities, accounts, or funding." This means that for one or more accounts, the calculated To-Date Expenditure "A" exceeds the Current Authorized Amount "B" for that account.

- A. To-Date Expenditure
- B. Current Authorized Amount

The way to identify the account(s) that may be causing the error is to compare the To-Date Expenditure and the Current Authorized amount for each account. The accounts with equal values may be causing the error. (Note the To-Date Expenditure and the Current Payment values will only show the maximum funds available for the account, the actual calculated amount may be higher – which is causing the error.)

(In this example, CON02 may be causing the error)

Showing account information from period 3 INS.

One or more current account expenditures exceeds the current authorized amount. Please revise payment quantities, accounts, or funding.

Search Filters:  
 Keyword  Account Type

Actions		Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
		CE 001	harris contract funds	165873212684316846		\$5,000.00						\$4,000.00	\$4,500.00	
		CN 3	for mod 1	1516840150025 F190.CN.98 1654 080000	\$0.00	\$9,500.00	\$0.00	\$1,800.00		\$1,800.00	No	\$1,800.00	\$18,800.00	
		CN4	earmarked funds	150.CN.46 165230000	\$0.00	\$10,000.00	\$357.90	\$0.00		\$0.00	No	\$357.90	\$0.00	
		CON01	PLH Funding	12-12345-12345678	\$5,330,924.50	\$5,335,424.50	\$5,179,690.00	\$33,815.75	CON01- CON02	\$25,000.00	Yes	\$5,204,690.00	\$5,290,724.50	
		CON02	Money from County	12-12345-12347000	\$234,467.10	\$234,467.10	\$234,467.10	\$0.00	CON01- CON02	\$0.00	No	\$234,467.10	\$234,467.10	
<b>Construction Totals</b>					\$5,565,391.60	\$5,570,381.60	\$5,414,515.00	\$35,615.75		\$26,800.00		\$5,447,755.00	\$5,543,991.60	
<b>Construction Engineering Totals</b>													\$4,500.00	

There are several ways to fix this error, depending on the project specific details:

- Increase current authorized amount for an existing account or by adding a new account (via Contract Modification)
- Change progress payment amount (verify, and if needed, change quantities, pay items, accounts splits)
- Change Current Payment amounts by revising, adding, or deleting chaining or override amounts

(In this example, the error was corrected by revising the chain from CON01-CON02 to CON01-CON03 and changed the CON01 override amount).

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CE 001	harris contract funds	165873212684316846		\$5,000.00						\$4,000.00	\$4,500.00	
	CN 3	for mod 1	1516840150026 F190_CN.98 1654 080000	\$0.00	\$9,500.00	\$0.00	\$1,800.00	CON01-CN 3	\$9,500.00	No	\$9,500.00	\$18,800.00	
	CN4	earmarked funds	150_CN.46 165230000	\$0.00	\$10,000.00	\$357.90	\$0.00		\$0.00	No	\$357.90	\$0.00	
	CON01	PLH Funding	12-12345-12345678	\$5,330,924.50	\$5,335,424.50	\$5,179,690.00	\$33,815.75	CON01-CN 3	\$26,115.75	Yes	\$5,205,805.75	\$5,290,724.50	
	CON02	Money from County	12-12345-12347000	\$234,467.10	\$234,467.10	\$234,467.10	\$0.00		\$0.00	No	\$234,467.10	\$234,467.10	
<b>Construction Totals</b>				\$5,565,391.60	\$5,565,391.60	\$5,414,515.00	\$35,615.75		\$35,615.75		\$5,565,391.60	\$5,543,991.60	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$4,500.00	

- 💡 The “Send Progress Payment to Main Office” button will not appear until the account warning has been resolved.
- 💡 Progress Payments that are already in the office when the warning appears will not be able to be approved until the account warning has been resolved.

#### 4.4.2.2 Add Construction Engineering (CE) or Construction Engineering Administration (CEA) Accounts

The Construction Engineering (CE) account type is to show the status of the project CE costs. At this time the data must be manually input and updated.

The Construction Engineering Administration (CEA) account type is to show the status of the project AE construction staffing costs. At this time the data must be manually input and updated.

Some of the CE and CEA account data are shown on government reports.

Do NOT use/add the Project Engineering (PE) account type.

- Select the account type CE or CEA;
- Input account code is a “nickname” for an accounting number. Include account type in “nickname.” (i.e. CE01 or CEA01);
- Input a description of the account (examples: AE Project Engineer account);
- Enter the Delphi account number; (example: 1517560401020 520.I0.F179.56.1756001404);
- Enter the DELPHI data dump date
- Enter Current Authorized Amount from the DELPHI data

- G. Enter To-Date Expenditure from the DELPHI data
- H. Enter Probable Expenditure – budget for CE or CEA account
- I. Account Comments

The screenshot shows the 'Account' tab in a software interface. The interface includes a navigation bar with tabs for 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', 'Team', and 'Event Log'. Below the navigation bar are buttons for 'Save & Close', 'Save', and 'Cancel'. The main content area is titled 'Account' and contains the following fields and controls:

- Account Type\*:** A dropdown menu with a blue arrow pointing to it labeled 'A'.
- Account Code\*:** A text input field with the example text 'ex. CON01' and a blue arrow pointing to it labeled 'B'.
- Description\*:** A large text area with a vertical scrollbar and a blue arrow pointing to it labeled 'C'.
- Account Number:** A text input field with a blue arrow pointing to it labeled 'D'.
- Information Current as of:** A date input field showing '09-28-2011', with 'select' and 'clear' buttons next to it, and a blue arrow pointing to the 'clear' button labeled 'E'.
- Current Authorized Amount:** A text input field with a dollar sign and a blue arrow pointing to it labeled 'F'.
- To-Date Expenditure:** A text input field with a dollar sign and a blue arrow pointing to it labeled 'G'.
- Probable Expenditure:** A text input field with a dollar sign and a blue arrow pointing to it labeled 'H'.
- Account Comments:** A large text area with a vertical scrollbar and a blue arrow pointing to it labeled 'I'.

At the bottom of the form, there are buttons for 'Save & Close', 'Save', and 'Cancel'.

CE/CEA accounts can be added or edited any time from the account summary.

### 4.4.3 Delete Accounts

Do not Delete Accounts.

## 4.5 Team

The team tab allows assignment and archiving of project team members (project roles). In order to add a project team member, they must have a valid, enabled EEBACS account. See Chapter 1 for new user account forms. After being assigned to the project, that team member will have rights associated with their project role. Only project team members are able to create and edit documents or be included on reports.

Roles with right to *assign, edit, delete team members (project roles)*: Component Lead and Construction Admin staff. All other construction roles have view team rights only.

### 4.5.1 Add/Edit Team Member (Assign Project Role)

- A. Select "view" or "edit" next to appropriate team member, or
- B. Select the "Add New Team Member" icon to access assignment screen;

The screenshot shows the 'Team' management interface. At the top, there are tabs for 'Project Info', 'Design', 'Account', and 'Team' (which is selected). Below these are sub-tabs for 'Current Members' and 'Archived Members'. A 'Search Filters' section includes a 'Keywords' input field, a 'Roles' dropdown menu, and a 'Section' dropdown menu with options for 'Design', 'Acquisition', and 'Construction'. An 'Apply Search' button is located below the search filters. Below the search filters is a section titled 'Add New Team Member' with a sub-header 'Items 1-3 of 3'. This section contains a table with the following data:

Actions	Name	Role(s)	Company	Contact Label	Contact Type	Email
	Spencer Beale	Lead Designer	Eastern Federal Lands Highway Division		Government	Spencer.Beale@fhwa.dot.gov
	Stephen Chapman	Highway Design Manager	Western Federal Lands Highway Division		Government	stephen.chapman@fhwa.dot.gov
	Heidi Hirsbrunner	Project Manager	Central Federal Lands Highway Division	Highway Design Manager	Government	Heidi.Hirsbrunner@fhwa.dot.gov

Below the table is another 'Add New Team Member' button with a sub-header 'Items 1-3 of 3'. An orange arrow labeled 'A' points to the 'Actions' column of the table, and another orange arrow labeled 'B' points to the 'Add New Team Member' button below the table.



- A. Begin typing a name. A pick list will appear. Select a name from the pick list. Only add approved team members, since, in some cases, this will provide additional user rights. If the required individual is not on the pick list, contact your EEBACS Division Administrator;
- B. Choose the role(s) in which the team member is to be assigned for this project. If the correct role cannot be found in the pick list, contact your EEBACS Division Administrator; and
- C. Select the "Save and Close" icon.

Projects: AR AYHE 10(1) Dem...

Project Info Design Account **Team**

Save & Close Save Cancel

**Project Team**

Member\*: **A** kim      
 Kim Pellegrini

Save & Close Save Cancel

Projects: AR AYHE 10(1) Dem...

Project Info Design Account **Team**

Save & Close Save Cancel

**Project Team**

Member\*: Kim Pellegrini      
 Roles\*: **B** [select]   
 [select]  
 Assistant Project Engineer  
 Construction Operations Engineer  
 Inspector  
 Lead Inspector  
 Project Engineer  
 Project Engineer - Temporary  
 Project Manager

Save & Close Save Cancel

**C**

To edit a team member (change assigned project role)

- A. Uncheck project role(s) to be removed or select clear to remove all project roles
- B. Select any new role(s) to which the team member is being given

Projects: KS PRA HEHI 10(1)... Project Teams

Project Info Design Construction Account **Team**

Save & Close Save Delete Cancel Cancel & Close

**Project Team**

Member\*: **B** Lorell K. Duteil      
 Roles\*: **A** [select]   
 Lead Inspector  
 Project Engineer - Temporary

Save & Close Save Delete Cancel Cancel & Close

- 💡 A user can be assigned multiple roles, if needed, for example if a Lead Inspector is also acting as a Project Engineer – Temporary, he would be assigned both roles. (Once he is no longer acting as the Project Engineer, the role should be removed).
- 💡 If user's role is unchecked (unselected), that role is automatically archived, see Section 4.5.2.

**WARNING:** When selecting the Construction Contractor Manager, ensure the role is assigned to a user from the Prime Contractor. (If a subcontractor user is selected as the Construction Contractor Manager the Company name on the status page will be changed).

If the Construction Contract Manager changes, ensure that a new Construction Contractor Manager is immediately assigned from the Prime Contractor according to User Account Request Procedures. (The Construction Contractor Manager's address should always be the **official** Contract Address).

The screenshot displays two panels. The left panel, titled "Project Team", has a "Member\*" field containing "John CCMa" and a "Roles\*" section with three checkboxes: "Construction Contractor Basic" (unchecked), "Construction Contractor Lead" (unchecked), and "Construction Contractor Manager" (checked). A red arrow points to the checked role. The right panel, titled "Contractor", shows details for "Lego Builders" with a "Contact Label" dropdown set to "Superintendent" (indicated by a red arrow). Other fields include Name (John CCMa), Phone Number (456-856-6546), Address (123 Pennsylvania Ave, Washington DC District of Columbia 12334), Email (john.ccmange@road.cflhd.gov), and Contractor Data (Large Business).

## 4.5.2 Archive Team Member (Archive Project Role)

If user is no longer a member of the project team, the user should be archived within the project. This is particularly important for A/E Staff and Construction Contractors, since this will remove their access to this project. For Government users and Contract staff, archiving the project team member may reduce their rights within this project. Archived team members are saved and tracked in the system to provide a historical list and timeline of the project team.

- A. Select "Edit" for project team member to be deleted (archived)

Projects: KS PRA HEHI 10(1)...

Project Info Design Construction Account **Team**

Current Members Archived Members

Search Filters:  
 Keywords:  Roles: [select]  
 Section: Design, Acquisition, Construction  
 Apply Search

Actions	Name	Role(s)	Company	Contact Label	Contact Type	Email
	Spencer Beale	Bridge Manager	Eastern Federal Lands Highway Division		Government	Spencer.Beale@fhwa.dot.gov
	Christine Black	Lead Designer	Central Federal Lands Highway Division	Design Specialist	Government	Christine.Black@fhwa.dot.gov
	Howard CCIInspect	Construction Contractor Basic	Lego Builders	Inspector	Construction Contractors Staff	howard.cinspect@road.cflhd.gov
	John CCManage	Construction Contractor Manager	Lego Builders	Superintendent	Construction Contractors Staff	john.ccmanage@road.cflhd.gov
	Lorell K. Duteil	Project Engineer	Central Federal Lands Highway Division	Construction EEBAC administrator	Government	lorell.duteil@dot.gov
	Randolph Everett	Construction Operations Engineer	Federal Lands Highway	Major Projects Manager	Government	Randolph.Everett@fhwa.dot.gov
	Heidi Hirsbrunner	Highway Design Manager	Central Federal Lands Highway Division	Highway Design Manager	Government	Heidi.Hirsbrunner@fhwa.dot.gov
	Linden Snyder	Project Manager	Central Federal Lands Highway Division		Government	Linden.Snyder@fhwa.dot.gov

Add New Team Member Items 1-8 of 8

- A. Select "Delete" (archive) for that project team member
- B. Select "Okay" if you really want to delete (archive) project team member. This cannot be undone.

Projects: PRA YELL 10(15) G... Project Teams

Project Info Design Account **Team**

Save & Close Save Delete Cancel Cancel & Close

Project Team

Member\*: Julee McTaggart

Roles\*: Bridge Manager

Save & Close Save Delete Cancel

Windows Internet Explorer

Are you sure you want to delete this entry? This cannot be undone.

OK Cancel

Once the first project team member has been deleted (archived), the Archived Members tab automatically appears.

A. User search filters to find archived users

B. Select appropriate status for archive user. In most cases "Active" is the correct status. **Need to expand on status definitions.**

The screenshot shows the 'Team' section of the EEBCS system, specifically the 'Archived Members' tab. The search filters section includes a 'Keyword' field, a 'Held Position Until' field with 'select' and 'clear' buttons, a 'Roles' dropdown menu, and a 'Status' section with radio buttons for 'Active', 'Frozen', and 'Removed'. Below the search filters is a table with one row for 'Julee McTaggart'. The 'Status' dropdown menu is open, showing 'Active', 'Frozen', and 'Removed' options. An orange arrow labeled 'A' points to the search filters, and another orange arrow labeled 'B' points to the status dropdown menu.

Member	Held Position Until	Role(s)	Status
Julee McTaggart	07-13-2010 6:24 pm	Bridge Manager	Active

💡 If an "archived team member" returns to the project (i.e. team member is no longer listed on Current Members tab, but is reassigned to the project), the returning team member needs to be added as a new team member.

## 4.6 Construction

### 4.6.1 Core

The core construction tab is a project information page for Construction that shows Contractor, Award, and Project information.

All roles have *view rights of the core tab*; except all Construction Contractor roles will not see the *Award data*.

### 4.6.1.1 Initial core after Contract Award

- A. First go to Team Tab to add Team Members, at minimum add: Construction Contractor Manager (if Contractors will be using EEBACS), Project Engineer, and COE. Also add Inspectors and Construction Contract Users. See Section 4.5

**WARNING:** When selecting the Construction Contractor Manager, ensure the role is assigned to a user from the Prime Contractor. (If a subcontractor user is selected as the Construction Contractor Manager the Company name on the status page will be changed). The Company name and address that appears here, also appears on the Progress Payment Reports, Status Reports. If the Construction Contract Manager changes, ensure that a new Construction Contractor Manager is immediately assigned from the Prime Contractor according to User Account Request Procedures. (The Construction Contractor Manager’s address should always be the **official** Contract Address).

- B. Verify Award data from Acquisitions **if incorrect Send Back to Acquisition** (see Section 4.1);
- C. Project data from Design

The screenshot displays the EEBACS web application interface for a project. At the top, it shows the Federal Highway Administration logo and the EEBACS logo. The page title is 'Projects: KS HAHI 1(2) Beaver Creek Road, Construction'. The navigation menu includes 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', and 'Team'. The 'Construction' tab is active, showing a sub-menu with 'Core', 'Contract Status', 'Progress Payment', 'SubContractors', 'Labor/Equipment', 'Daily Reports', 'Daily Diary', 'Claims', and 'Contract Modifications'. The project details section shows: 'Project Number: KS HAHI 1(2)', 'Project Name: Beaver Creek Road', 'Contract Number: DTFH-XX-10-C-00001', and 'States: KS'. A warning message states: 'This project is currently missing the following role(s): Construction Operations Engineer, Project Engineer, Construction Contractor Manager. You can correct this by adding the missing roles on the Team Tab'. The 'Contractor' section is highlighted with a red box and labeled 'B' on the left and 'A' on the right. It contains: 'Contractor: Awarded to: ABC Construction Company', 'Contractor Data: Large Business', 'Solicitation Procedure: Sealed Bid/IFB', and 'Competition Information: Full & Open'. The 'Award' section is highlighted with a red box and labeled 'B' on the left. It contains: 'Award Date: July 21, 2010', 'Award Amount: \$20,330,832.72', 'Incentive Amount: \$916,228.00', 'Authorized Amount: \$21,247,060.72', 'Awarded Project Length: 4.321 miles', 'Date sent to Construction: July 21, 2010', 'Schedule(s) Awarded: C', 'Schedule(s) Possibly Awarded Later: X'. The 'Project' section is highlighted with a red box and labeled 'C' on the left and 'A' on the right. It contains: 'Construction Operation Engineer(COE): Dan VanBilder', 'Project Manager: Dan VanBilder', and 'Project Engineer: A Project Engineer user account has not been assigned to this project yet. Please inform your Project Manager or Design Component Administrator.'. The 'Funding Source(s)' section is highlighted with a red box and labeled 'B' on the left. It contains: 'Funding Source(s): PRA', 'Project Description: Grading, drainage, base, and paving', 'State(s): Kansas', and 'County: KS/Bourbon'. A 'Construction Info' sidebar on the right shows: 'Created: 07-21-2010 17:12:16', 'By: Anqv Lilledahl', 'Modified: 07-21-2010 17:12:16', and 'By: Anqv Lilledahl'. A legend indicates that a red asterisk indicates a required field.

Example with Team Members added:

Federal Highway Administration  
**EEBACS**  
 Thursday, July 22, 2010 | 11:31 am | [Logout](#)  
 User: C Adminstaff1  
 powered by simplicity

Projects: KS HAHI 1(2) Bea... Constructions  
 Return To Projects (All) | Return To List (Construction)

Project Info Design Acquisition **Construction** Account Team

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

**Project Number:** KS HAHI 1(2) **Project Name:** Beaver Creek Road **Contract Number:** DTFH-XX-10-C-00001 **States:** KS

**Contractor** \* indicates a required field

Contractor:	Company Name	ABC Construction Company
	Name	Leonard Construction Manager
	Address	111 Main Street, Lakewood Colorado
	Email	<a href="mailto:lmanager@road.cfhd.gov">lmanager@road.cfhd.gov</a>

Contractor Data: Large Business  
 Solicitation Procedure: Sealed Bid/IFB  
 Competition Information: Full & Open

**Award**

Award Date: July 21, 2010  
 Award Amount: \$20,330,832.72  
 Incentive Amount: \$916,228.00  
 Authorized Amount: \$21,247,060.72  
 Awarded Project Length: 4.321 miles  
 Date sent to Construction: July 21, 2010  
 Schedule(s) Awarded: C  
 Schedule(s) Possibly Awarded Later: X

**Project**

Construction Operation Engineer(COE): Kim Pellegrini  
 Project Manager: Dan VanGilder  
 Project Engineer: Name Margaret Moen  
 Phone Number 360-619-7781  
 Address Vancouver Washington  
 Email [Margaret.Moen@fhwa.dot.gov](mailto:Margaret.Moen@fhwa.dot.gov)

Funding Source(s): PRA  
 Project Description: Grading, drainage, base, and paving  
 State(s): Kansas  
 County: KS/Bourbon

**Construction Info**

Created:	07-21-2010 17:12:16
By:	<a href="#">Anqv Lilledahl</a>
Modified:	07-21-2010 17:12:16
By:	<a href="#">Anqv Lilledahl</a>

- 💡 Construction field staff will have home Division office address in EEBACS. If the field staff has a permanently assigned cell phone, it is preferred that the permanently assigned cell phone number be used rather than a project specific phone number.

## 4.6.2 Contract Status

The tab shows the latest Construction status and provides the ability to save a snapshot of the status to Status History.

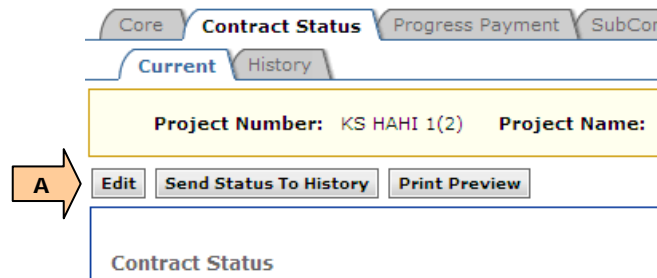
Roles with *edit contract status rights*: Construction Component Lead, Construction Admin Staff, Construction engineer (Branch Chief), COE (project), Project Manager (project), Project Engineers (project).

Roles with *send contract status to history* rights: Construction Component Lead, Construction Admin Staff, Construction engineer (Branch Chief), COE (project), Project Manager (project), Project Engineers (project).

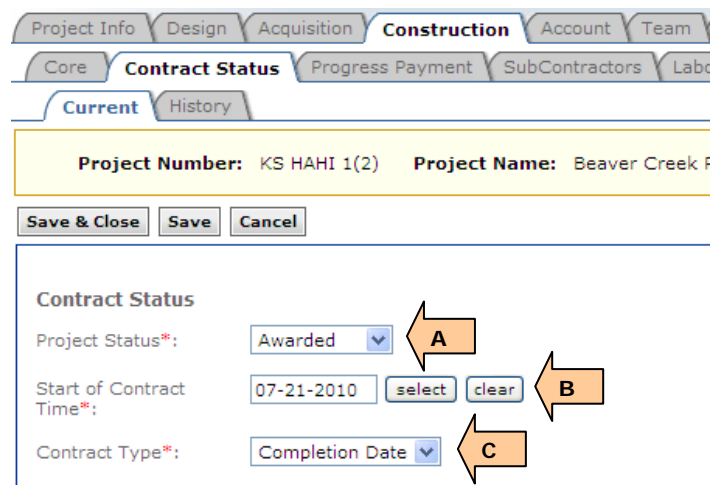
### 4.6.2.1 Current

Contract status tab reflects the current status, incorporating all approved progress payments, signed Contract Modifications, and CE/CEA account information.

- A. Select "edit"



- A. Select appropriate project status (awarded, active, completed, disputed, finalized, or terminated);
- B. Select start of Contract time;
- C. Select Contract type (calendar or completion)





If Completion Date is selected:

- A. Enter "Original Completion Date"
- B. "Original Contract Days" are calculated.

Contract Type\*: Completion Date

Original Contract Days: 107

Original Completion Date: 11-04-2010 [select] [clear]

If Calendar Day is selected:

- A. Enter "Original Contract days"
- B. "Original Completion Date" is calculated

Contract Type\*: Calendar Day

Original Contract Days: 230

Original Completion Date: 03-07-2011

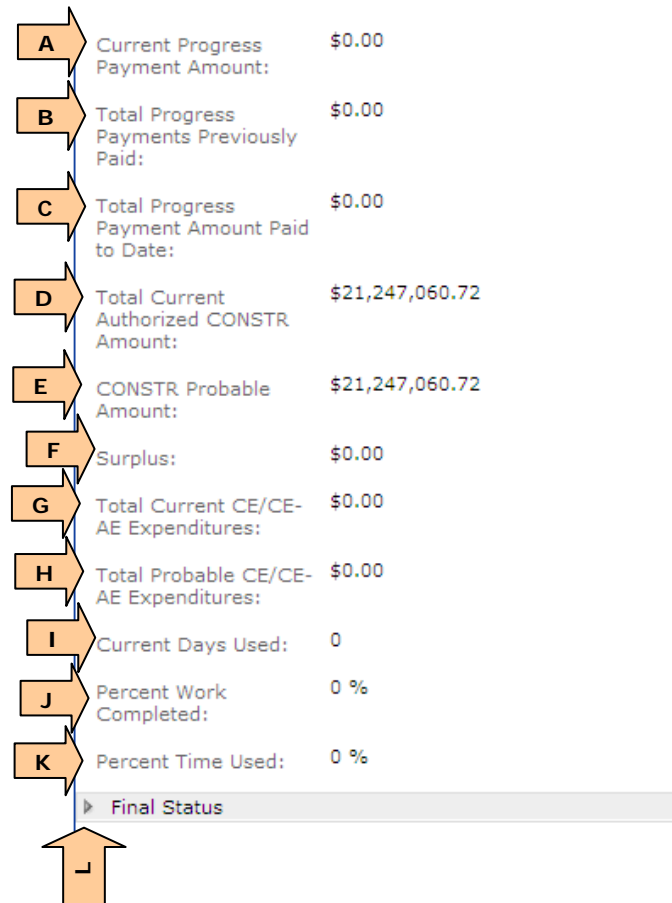
- A. Extension days - number of extension days added from signed Contract Modifications;
- B. Revised completion date – calculated based on signed Contract Modifications;
- C. Revised contract days - calculated original days + extension days (based on signed Contract Modifications);
- D. Select Estimate Completion date
- E. Enter significant contract status (miscellaneous project comments, per Division procedures);
- F. Summarize Disputes and FOIA requests

The screenshot shows a web form with several fields and annotations:

- A**: Points to the "Extension Days" field, which contains the value "0".
- B**: Points to the "Revised Completion Date" field, which contains the date "03-07-2011".
- C**: Points to the "Revised Contract Days" field, which contains the value "230".
- D**: Points to the "Estimated Completion Date" field, which is empty and has "select" and "clear" buttons next to it.
- E**: Points to the "Significant Contract Status" field, which is a large text area with a rich text editor toolbar.
- F**: Points to the "Disputes & FOIA Status" field, which is another large text area with a rich text editor toolbar.

The next fields shown on the current status tab are entered or calculated elsewhere, but are shown here as an overview. Data only includes approved progress payments and signed Contract Modifications:

- A. Current progress payment (most recent approved progress payment);
- B. Total Progress Payments Previously Paid;
- C. Total Progress Payments Amount Paid to Date: Total of approved Current Progress Payment Amount + Total Progress Payments Previously paid;
- D. Total Current Authorized CONTR Amount: Total Current Authorized Amount for all CON accounts (based on signed Contract Modifications);
- E. Total CONSTR Probable Amount: Total probable for all CON accounts for approved Progress Payment Periods (this may be different than values shown on Account tab);
- F. Surplus: Total Current Authorized CONSTR Amount – CONSTR Probable Amount;
- G. Total Current CE/CEA account expenditure;
- H. Total current CE/CEA account probables
- I. Current day used
- J. Percent work complete (calculated)
- K. Percent time used (calculated)
- L. If project is in the process of being “finald”, click on icon to pop-open tracking fields



- A. Final Status – fill in appropriate dates as complete.
- B. “Add New Cooperating Agency” and fill-in data as appropriate
- C. Project Records received time: Project Record Received From PE *date* – Final Acceptance *date*

The screenshot displays the EEBCS system interface with several sections and annotations:

- Final Status Section:**
  - Final Status:** Includes fields for Final Inspection Date, Substantial Completion Date, Actual Completion Date, and Final Acceptance Date, each with a date picker and 'select/clear' buttons.
  - Acceptance Letters:** Includes 'Preliminary Acceptance Letter Sent to Contractor' and 'Final Acceptance Letter Sent to Contractor' with date pickers and 'select/clear' buttons. A red arrow points from the 'Add New Cooperating Agency' button to a separate form.
- Project Records Section:**
  - Project Records Received from PE:** Includes a date picker and 'select/clear' buttons.
  - Project Records Received Time:** Shows '0 day(s)'.
  - Final Construction Report Information Received from PE:** Includes a date picker and 'select/clear' buttons.
  - Contract Modifications Complete and on File:** Includes a date picker and 'select/clear' buttons.
  - Materials Certification Signed:** Includes a date picker and 'select/clear' buttons.
  - As-Constructed Plans Submitted:** Includes a date picker and 'select/clear' buttons.
  - Performance Evaluation of Contractor Completed:** Includes a date picker and 'select/clear' buttons.
  - FCR Signed by Division Engineer:** Includes a date picker and 'select/clear' buttons.
- Final Records Check Section:**
  - Final Records Checked:** Includes a date picker and 'select/clear' buttons.
  - Contract Mod/Admin Changes Checked:** Includes a note: 'All modifications / Admin. changes / complete, signed and in Contract Folder.' and radio buttons for 'yes' and 'no' (with 'no' selected).
  - Days Allowed Verified:** Includes a note: 'All time accounted for; All Contract days and Extension days.' and radio buttons for 'yes' and 'no'.
  - 1413's (Subcontractor's Certification):** Includes a note: 'Have complete 1413's for all Subs / match Contract file, Project file and CE status report.' and radio buttons for 'yes' and 'no'.
  - Proof Final Progress Payment/Pay Notes:** Includes a note: 'Proof Estimate for quantity checks, errors and omissions.' and radio buttons for 'yes' and 'no'.

Annotations:

- A:** Points to the 'Final Status' section.
- B:** Points to the 'Add New Cooperating Agency' button.
- C:** Points to the 'Project Records Received Time' field.

The 'Cooperating Agency' form on the right includes:

- Cooperating Agency: [text input]
- Cooperating Agency Acceptance Sent: [date picker] [select] [clear]
- Cooperating Agency Acceptance Received: [date picker] [select] [clear]
- Delete [button]

- A. Final Status – fill in appropriate dates as complete
- B. Final Voucher Package from Contractor Due: Final Voucher Package to Contractor *date* + 90 days
- C. Final Voucher Signed by CO – Note at this time Finaled Construction projects cannot be sent to the Archive within EEBCS. (Future enhancement, see Section 4.6.11)
- D. Save & Close – automatically sends you back to Construction Core tab
- E. Save
- F. Cancel

💡 Select Save, and then select Cancel – this will bring you the Contract Status Current tab, where you can Print Preview and Send Status to history.

The screenshot shows the 'Final Voucher' form with the following fields and annotations:

- Final Voucher Package to Contractor:** Input field with 'select' and 'clear' buttons.
- Final Voucher Package from Contractor Due:** Input field with 'select' and 'clear' buttons. An orange arrow labeled 'B' points to this field.
- Final Voucher Package from Contractor:** Input field with 'select' and 'clear' buttons.
- Final Voucher Package to Finance for Payment:** Input field with 'select' and 'clear' buttons.
- Final Voucher Paid:** Input field with 'select' and 'clear' buttons.
- Project Physically Complete:** Input field with 'select' and 'clear' buttons.
- Final Voucher Signed by CO:** Input field with 'select' and 'clear' buttons. An orange arrow labeled 'C' points to this field.
- Project Close Time:** 0 day(s)
- Remarks:** A text area with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo).
- Buttons:** 'Save & Close', 'Save', and 'Cancel'. An orange arrow labeled 'D' points to the 'Save & Close' button. An orange arrow labeled 'E' points to the 'Save' button. An orange arrow labeled 'F' points to the 'Cancel' button.

- A. Print Preview (of Construction Status report). It is recommended to Print Preview and check data prior to sending status to history
- B. Send Status to History according to Division procedures. See 4.6.2.2 for how to use Status History.

Projects: [KS HAHI 1\(2\) Bea...](#) Constructions: [Contract Status](#)



Project Info Design Acquisition **Construction** Account Team

Core **Contract Status** Progress Payment SubContractors Labo

Current History

**Project Number:** KS HAHI 1(2) **Project Name:** Beaver Creek F

Edit **Send Status To History** Print Preview

Contract Sta  

Progress Payt 0  
Period:

Project Status: Awarded  
Start of Contract Time: July 21, 2010  
Contract Type: Completion Date  
Original Contract Days: 107  
Original Completion Date: November 4, 2010  
Extension Days: 0  
Revised Completion Date: November 4, 2010  
Revised Contract Days: 107  
Estimated Completion Date: November 4, 2010

Example of Print Preview (of Construction Status Report):

https://eebacs-demo2.symphlicity.com/outgoing/4e1/4e19f776cbb418fa16bdcdebf9bb65.pdf?id=679f28 - Windows In...

86.5% Sign

### Construction Status Report

Report Date: 08/12/10  
1 out of 1

Central Federal Lands

<b>Project Number:</b> KS HAH1 1(2)	<b>State:</b> KS	<b>Status:</b> Awarded
<b>Project Name:</b> Beaver Creek Road	<b>County:</b> Bourbon	<b>Award Amount:</b> \$20,330,832.72
<b>Contract Number:</b> DTFH-XX-10-C-00001	<b>Funding Sources:</b> PRA	<b>Incentive Amount:</b> \$916,228.00
<b>Award Date:</b> 07/21/2010	<b>Awarded Project Length:</b> 4.321 Miles	
<b>Description:</b> Grading, drainage, base, and paving		

Account Number	Code	Authorized Amount	Expenditures	Probable Amount
15A6043001501 540.00.15F0.04 160400000	CON01	\$11,969,834.72	\$24,000.00	\$13,971,074.72
15B6043001501 540.00.15F0.04 160400000	CON02	\$7,277,226.00	\$24,000.00	\$7,281,754.00
<b>Construction Totals:</b>		<b>\$19,247,060.72</b>	<b>\$48,000.00</b>	<b>\$21,252,828.72</b>

<b>Contractor:</b> ABC Construction Company	<b>Project Engineer:</b> Margaret Moen
<b>Contact Information:</b> 111 Main Street, Lakewood Colorado	<b>Contact Information:</b> Vancouver Washington 360-619-7781
<b>Contractor Data:</b> Large Business	<b>Construction Oper Engineer:</b> Kim Pellegrini
<b>Solicitation Procedure:</b> Sealed Bid/TFB	<b>Project Manager:</b> Dan VanGilder
<b>Competition Information:</b> Full & Open	<b>Highway Design Manager:</b> Heidi Hirsbrunner

<b>Start of Contract Time:</b> 07/21/2010	<b>Revised Completion Date:</b> 11/29/2010	<b>Records Received from PE:</b> -
<b>Original Completion Date:</b> 11/04/2010	<b>Estimated Completion Date:</b> 11/04/2010	<b>Final Voucher to Contractor:</b> -
<b>Original Contract Days:</b> 107	<b>Substantial Completion Date:</b> -	<b>Final Voucher from Contractor:</b> -
<b>Extension Days:</b> 25	<b>Actual Completion Date:</b> -	<b>Final Voucher signed by FLH:</b> -
<b>% Work Completed:</b> 0.23	<b>Final Inspection Date:</b> 11/18/2010	<b>Final Voucher Paid:</b> -
<b>% Time Used:</b> 31.82	<b>Final Acceptance Date:</b> -	<b>As-Constr Plans Submitted:</b> -
<b>% CE Used:</b> 0.00	<b>Agency Letters Sent:</b> -	<b>FCR Signed By DE:</b> -

Subcontractor	Work Items	Award Amount	Award Date	Subcontract Type(s)
Lego Builders	Aggregate - Base/ Subbase, Aggregate - Surface Course, Aggregate - Minor	\$25,000.00	08/10/2010	Woman-Owned business (WOB)
Tinker Toy Roads	Concrete - Minor, Concrete - Pavement, Concrete	\$50,000.00	08/10/2010	Service-Disabled Veteran-Owned Small Business (SDVET)

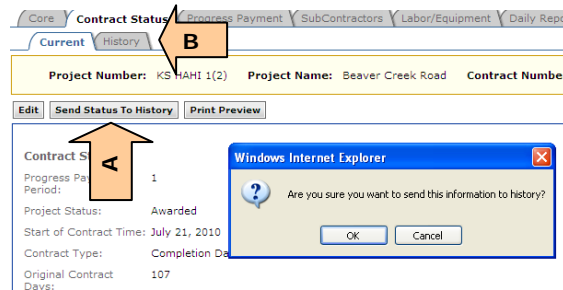
**Significant Contract Status:**

**Disputes & FOIA Status:**

### 4.6.2.2 History

The History tab is the location where all previously saved versions of the contract status reports are located. Only reports that are sent to history are saved on the History tab. There is no way to generate a status report for a specific date after the fact if it was not sent to history at that date.

- A. Send Status to History: The Construction Admin or Component Lead will periodically Send Status to History. (see Division procedures). Branch chief, PE's, assistant PE's, and PM's also have this ability; however, consult Division procedures prior to Sending Status to History.
- B. Select History Tab to view previously saved Construct Status reports



View or delete historic Construction Status Reports. **Warning:** Once a saved report is deleted it cannot be regenerated.

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications			
Current History			
Project Number: KS HAHI 1(2)		Project Name: Beaver Creek Road	Contract Number: DTFH-XX-10-C-00001 States: KS
Items 1-2 of 2			
Actions	Report Date ▲	Progress Payment Period ▲	Created By ▼
	08-10-2010 06:24:24	1	Heidi Hirsbrunner
	08-02-2010 05:00:47	0	Heidi Hirsbrunner
Items 1-2 of 2			

### 4.6.3 Progress Payment

Progress Payments is where all tasks related to processing progress payments occurs, including: adding and approving pay notes, processing pay note summaries, adding non-CM pay items, and progress payment tracking and approval.

Each Progress Payment is automatically assigned a pay period number starting from zero. The progress payment number shows on all of the screens and pay documents. It is important to make sure you are in the proper progress payment before taking any action.



### 4.6.3.1 Review Zero Progress Payment

At the beginning of each project you should review the initial “Zero” progress payment that is developed from the awarded items to verify it is correct and complete. No items are ever paid on the initial pay period. No specific dates are related to the initial pay period.

- A. Select “View” - automatically sends you to Zero Progress Payment’s Grand Summary tab

- B. Print Progress Payment Report to review pay items, description, quantities, account splits, unit prices for conformance with Contract.

- 💡 If information is incorrect send back to Acquisitions for correction (Re-Open Acquisition). See Section 4.1

Once all information and items are verified, ‘Approve’ the initial progress payment on the Payment tracking tab (see Section 4.6.3.9)

### 4.6.3.2 Add, View, Edit Progress Payment

Roles with *create new/delete progress payment* rights include: Construction Component lead, Construction Admin staff, COE (project) and all Project Engineer roles.

- A. Select "Add New" – Adds a new Progress Payment and automatically brings you to the Grand Summary tab for that Project Payment (new progress payment start date automatically begins the day after the close of the previous period)
- B. Select "View" or "Edit" to go to an existing Progress Payment's Grand Summary tab
- C. The status of each Progress Payment can be checked and monitored from the Progress Payment tab. The possible statuses of a payment are:
  - Current – The progress payment is active in the Field. There may be 2 payments in Current status at one time (ex. Finishing last month's and starting this month's)
  - Submitted – The Progress payment has completed initial creation, review, and Field approval and is in the Main office for further editing, review, and final approval.
  - Approved – The progress payment has been approved by the Main office and is awaiting confirmation of the payment to the contractor.
  - Paid - Progress payment has been paid by Finance to the contractor.
- D. Each payment is assigned a type depending on the project completion. The progress payment types are:
  - Initial - Shows items as awarded by contract.
  - Progress – Project is underway and this is an estimated progress payment
  - Semi-final - Project has been completed and project quantities are finalized by the field
  - Final – Project has been checked and reviewed and all quantities and documentation are complete and agreed - this is the Final voucher for the contract.

💡 To edit progress payment Start and End dates, select the Period Tab from the Grand Summary. See Section 4.6.3.7

Project Number: KS PRA HEHI 10(1) Project Name: Leopard Creek Contract Number: DTFH70-10-D-0TEST T-10-001 States: KS

Search Filters:  
 Start Date    to    End Date    to     
 Payment Type

Actions	Pay Period Number	Payment Status	Payment Type	Start Date	End Date	Amount Paid
	0	Approved	Initial	-	-	\$0.00
	1	Paid	Progress	Jun 11, 2010	Jul 11, 2010	\$114,600.00
	2	Paid	Progress	Jul 12, 2010	Aug 11, 2010	\$7,500.00
	3	Current	Progress	Aug 12, 2010	Sep 11, 2010	\$0.00

### 4.6.3.3 Grand Summary

This is the main tab (or jump-off point) for developing a progress payment. The left column has symbols which either initiates an action and/or represents status of pay notes/pay note summaries, as described below.

Projects: KS HAHI 1(2) Bea... Constructions: Progress Pay Periods 1 INS Return To Projects (All) Return To List (Progress Payment) ?

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 Progress Payment Tracking

**Project Number:** KS HAHI 1(2) **Project Name:** Beaver Creek Road **Contract Number:** DTFH-XX-10-C-00001 **States:** KS

Pay Period Number: 1 Payment Type: Initial  
 Start Date: August 2, 2010 End Date: September 1, 2010

**Search Filters:**  
 Keyword:  Status:  Draft  Pending  Processed  
 Contract Mods: Part of a Contract Mod  yes  no




Progress Payment Period Totals

Contract Amount: \$21,247,060.72	Revised Contract Amount: \$21,247,060.72	Current Amount: \$0.00	Previous Amount: \$0.00	To Date Progress Payment Amounts: \$0.00	Probable Amount: \$21,247,060.72	Percent Work Completed: 0 %
----------------------------------	--	------------------------	-------------------------	--	----------------------------------	-----------------------------


Government Receiving Report Progress Payment Report Progress Payment Report (Contractor Version) Items 1-20 of 31 Jump 1 | Next >







Line #	Contract Quantities				Revised Quantities		Current Quantities			Probable Quantities		O/U %			
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %		Probable QTY	Probable Amount	
<b>Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: MOBILIZATION</b>															
	C1000	All	\$2,000,000.00	LPSM	\$2,000,000.00	100%	\$2,000,000.00	0%	0%	0%	\$0.00	0.00	100%	\$2,000,000.00	0.00
<b>Pay Item # v: 15210-4000 CM #: Pay Item Type v: N Description: CENTERLINE, ESTABLISHMENT</b>															
	C1020	8.979	\$8,000.00	STA	\$71,832.00	8.979	\$71,832.00	0.000	0.000	0.000	\$0.00	0.00	8.979	\$71,832.00	0.00
<b>Pay Item # v: 15401-0000 CM #: Pay Item Type v: N Description: CONTRACTOR TESTING</b>															
	C1040	All	\$400,000.00	LPSM	\$400,000.00	100%	\$400,000.00	0%	0%	0%	\$0.00	0.00	100%	\$400,000.00	0.00
<b>Pay Item # v: 15705-0100 CM #: Pay Item Type v: N Description: SOIL EROSION CONTROL, SILT FENCE (Includes...</b>															
	C1060	5,142.3	\$8.00	LNFT	\$41,138.72	5,142.3	\$41,138.72	0.0	0.0	0.0	\$0.00	0.00	5,142.3	\$41,138.72	0.00
<b>Pay Item # v: 15707-1000 CM #: Pay Item Type v: N Description: SOIL EROSION CONTROL, TEMPORARY TURF...</b>															
	C1080	140.0	\$500.00	SLRY	\$70,000.00	140.0	\$70,000.00	0.0	0.0	0.0	\$0.00	0.00	140.0	\$70,000.00	0.00

Icons in left-most column of the Grand Summary, shown for each pay item:

- “Add new pay note” (this symbol will not appear in the zero progress payment period); 
- “Edit pay note” This includes editing, submitting, approving, and rejecting pay notes; 
- (#) – shows the number of existing pay notes, if more than one 

The Circles shown on the left side are all icons that will take you to the Pay Note Summary for that specific pay item as well as show you the status of the pay item. The White circle will ‘fill in’ and change colors as the Pay Notes and Pay Note Summary move through the process for the particular progress payment period shown.

- White circle (empty circle): 
  - o No active pay notes or retent exist
  - o Pressing the white circle sends you to the Pay Note Summary where you can edit probables.

- Orange/brown circle (1/3 filled circle): 
  - Pay notes exist (pay notes may be draft, pending review, rejected, or approved)
    - Note: To edit, submit to PE, or approve pay notes use “edit icon” (or go to the Pay Notes tab)
  - Pressing the orange/brown circle sends you to the Pay Note Summary where you can edit probables, enter item comments, and view limited pay note information to-date (pay notes may be draft, pending review, or approved).
  - 💡 Instead of pressing the circle, the user can go to Pay Note Summary Tab and select pay item.
  
- Green circle (2/3 filled circle): 
  - All pay notes have been approved, the Pay Note Summary is ready to be processed and added to payment
  - Pressing the green circle sends you to the Pay Note Summary where you can edit probables, enter item comments, and view limited pay note information (all pay notes are approved). Now you finally have the ability to enter “retent” and then “Add to Payment.”
  - 💡 Instead of pressing the circle, the user can go to Pay Note Summary Tab and select pay item.
  
- Blue circle (completely filled circle): 
  - All pay notes are now finalized and the Pay Note Summary has been processed and added to payment
  - Pressing the blue circle sends you to the Pay Note Summary where you can “Remove from Payment” in case you need to add more pay notes or edit the pay note summary.
  - 💡 Instead of pressing the circle, the user can go to Pay Note Summary Tab and select pay item.
  
- “View Pay Note(s)”: 
  - This is the icon combination after the progress payment has been sent to the Office. The Pay Note Summary is no longer active for the period. Pay Notes and Pay Note Summary can no longer be edited in the Field. 
  - This is the icon combination in the new progress payment period if Retent was withheld on the pay item in the previous payment period – Notice that no pay note is present for the current pay period, but there is information to be processed on the Pay Note Summary for the current payment period. 

- A. Contract Amount. Includes all original Bid Items and Incentives (such as quality incentives, partnering, asphalt escalation, etc.) at award.
- B. Revised Contract Amount: Contract Amount + pay items added/deleted/modified with a signed Contract Modification. (Revised Contract Amount does NOT include added non-CM pay items).
- C. Current Amount – Current Progress Payment Period includes all approved Pay Note Summaries
- D. Previous Amount – Total of all previously approved progress payments
- E. To-date Progress Payment: Current Amount + Previous Amount
- F. Probable Amount. Total Probable for all pay items, including original contract bid items and original contract incentives, added non-CM pay items, and all pay items added/deleted/modified with a signed Contract Modification
- G. Percent work completed. The percent work completed does not include the retained quantities.

Projects: KS HAHI 1(2) Bea... Constructions: Progress Pay Periods 1 INS Return To Projects (All) Return To List (Progress Payment) ?

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 Progress Payment Tracking

Project Number: KS HAHI 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Pay Period Number: 1 Payment Type: Initial  
Start Date: August 2, 2010 End Date: September 1, 2010

Search Filters:  
Keyword:  Status:  Draft  Pending  Processed  
Contract Modification:  Part of a Contract Modification  no

Apply Search

Progress Payment Period Totals

Contract Amount:	Revised Contract Amount:	Current Amount:	Previous Amount:	To Date Progress Payment Amounts:	Probable Amount:	Percent Work Completed:
\$21,247,060.72	\$21,247,060.72	\$0.00	\$0.00	\$0.00	\$21,247,060.72	0 %

Government Receiving Report Progress Payment Report Progress Payment Report (Contractor Version) Items 1-20 of 31 Jump 1 | Next >

Line #	Quantity	Unit Price	Pay Units	Amount	Contract Quantities		Revised Quantities		Current Quantities			Probable Quantities		O/U %	
					QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount		
<b>Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: MOBILIZATION</b>															
C1000	All	\$2,000,000.00	LPSM	\$2,000,000.00	100%	\$2,000,000.00	0%	0%	0%	\$0.00	0.00	100%	\$2,000,000.00	0.00	
<b>Pay Item # v: 15210-4000 CM #: Pay Item Type v: N Description: CENTERLINE, ESTABLISHMENT</b>															
C1020	8.979	\$8,000.00	STA	\$71,832.00	8.979	\$71,832.00	0.000	0.000	0.000	\$0.00	0.00	8.979	\$71,832.00	0.00	
<b>Pay Item # v: 15401-0000 CM #: Pay Item Type v: N Description: CONTRACTOR TESTING</b>															
C1040	All	\$400,000.00	LPSM	\$400,000.00	100%	\$400,000.00	0%	0%	0%	\$0.00	0.00	100%	\$400,000.00	0.00	
<b>Pay Item # v: 15705-0100 CM #: Pay Item Type v: N Description: SOIL EROSION CONTROL, SILT FENCE (Includes...</b>															
C1060	5,142.3	\$8.00	LNFT	\$41,138.72	5,142.3	\$41,138.72	0.0	0.0	0.0	\$0.00	0.00	5,142.3	\$41,138.72	0.00	
<b>Pay Item # v: 15707-1000 CM #: Pay Item Type v: N Description: SOIL EROSION CONTROL, TEMPORARY TURF...</b>															
C1080	140.0	\$500.00	SLRY	\$70,000.00	140.0	\$70,000.00	0.0	0.0	0.0	\$0.00	0.00	140.0	\$70,000.00	0.00	

#### 4.6.3.4 Pay Notes

This section allows the users to add, edit, and approve pay notes.

Roles with *create/edit pay note* rights: Component Lead, Construction Admin Staff, Construction Contractor roles (project), COE (project), all Inspector, PE's and Assistant PE roles (project). Most users can only edit their own pay notes. PE roles, the Component Lead, and the Construction Admin staff roles can edit other users' pay notes.

Roles with ability to *approve, reject, and assign as info only pay notes*: Construction Component Lead, Construction Admin Staff, PE/Assistant PE roles (project).

### 4.6.3.4.1 Add Pay Note

Select icon to add new pay note. (Pay notes can only be added from the Grand Summary. Pay notes cannot be added from the pay note tab). If you have multiple progress payments in current status, check to be sure you are in the correct progress payment period before adding a pay note. Pay notes cannot be moved between periods.



The system will automatically generate a new pay note with the pay item's basic information.

- A. Input Pay Note date
- B. Select Work date start date
- C. Select Work date end date
- D. Enter Location/description – describe where the work was done and what was done
- E. Input pay quantities by account – input entire measured quantity. The retent and partial payment calculations will be made separately. See Sections 4.6.3.4.2 and 4.6.3.5.
- F. Enter Remarks/Calculations – input any calculations or remarks related to measurement and payment. If the person(s) actually measuring in the field is not selected in the Measured by box (see next screen shot), enter the actual name(s) here.

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 Progress Payment Tracking

Project Number: KSHAH11(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Save & Close Save Delete Cancel Cancel & Close Submit To PE Print Preview Print Preview (Contractor Version) \* indicates a required field

FHWA Pay Note  
 Pay Note: 10 INS Pay Item Number: 30105-0000 Line Number: C 1200  
 Period: 2 INS Pay Item Type: Normal pay item, may need material incentive Contract Mod #:  
 Description: SUBBASE

Acct	Contract Quantities			Revised Quantities		Probables		% Over / Under	
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity		Amount
	5,500.0	\$145.00	TON	\$797,500.00	5,500.0	\$797,500.00	5,500.0	\$797,500.00	0.00
CON01	5,500.0	\$145.00	TON	\$797,500.00	5,500.0	\$797,500.00	5,500.0	\$797,500.00	0.00

Pay Note Date\*: 08-20-2010 select clear

Entries:

Pay Note Entry #1  
 Work Date Start Date\*: 08-19-2010 select clear  
 Work Date End Date\*: 08-19-2010 select clear  
 Location/Description\*:  
 Placed subbase at entrance station. Approx sta 10+00.  
 CON01 PLH Funding Quantity:  
 153 TON  
 Remarks/Calculations:

- G. Select "Add Entry" when you need to add a new pay note entry
- H. Enter Total production days – the number of days it took to complete the work
- I. Select Measured By – The person responsible for the measurement (in the case of contractor measured by, it may not be the person measuring in the field). If the person actually measuring in the field is not selected here, enter the actual name in the Remarks/Calculation narrative box (see "F" previous page)
- J. Select FHWA Inspector, if applicable – May include A/E staff inspectors (C.I.'s)
- K. Select Contractor Inspector, if applicable– This is the Construction Contractor Inspector
- L. Toggle Interim or Final
- M. Select "Add Document" to add any pertinent documents to this pay note
- N. Enter Reference – If there are hardcopy files, describe document location.
- O. Print Preview – generates a PDF version of FHWA Pay Note with Probables
- P. Print Preview (Contractor Version) – generates a PDF version of FHWA Pay Note without probables
- Q. Select "Submit to PE" when pay note is completed

The screenshot shows a web-based form for entering a pay note. The form includes the following fields and buttons:

- CON01 PLH Funding Quantity:** 153.0
- Total Pay Note Quantity:** 153.0 TON
- Total Production Days:** 2 (with callout H)
- Production Rate:** 76.5 TON/Day
- Measured By\*:** Leonard Construction Manage (with callout I)
- FHWA Inspector:** Kim Pellegrini (with callout J)
- Contractor Inspector:** Leonard Construction Manage (with callout K)
- Interim/Final\*:** Interim (with callout L)
- Supporting Documentation:** Add Document (with callout M)
- Reference:** (with callout N)

At the bottom of the form, there are several buttons: Save & Close, Save, Delete, Cancel, Cancel & Close, Submit To PE (with callout O), Print Preview (with callout O), and Print Preview (Contractor Version) (with callout P). The "Add Entry" button at the top left is marked with callout G.

- 💡 As soon as a pay note has been added, the Grand Summary circle becomes orange/brown (1/3 filled circle). Pay notes may be draft, pending review, or approved.

For Inspectors (both FHWA and Contractors), select "Submit to PE" when pay note is completed.

**Warning:** Once a Pay Note has been Submitted to the PE, it can NOT be deleted from the system. If a pay note is in error, the PE must either reject the pay note for it to be corrected and resubmitted OR the PE must approve it and mark it form information only. See Section 4.6.3.4.2.

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 Progress Payment Tracking

**Project Number:** KS HAHI 1(2) **Project Name:** Beaver Creek Road **Contract Number:** DTFH-XX-10-C-00001 **States:** KS

Save & Close Save Delete Cancel Cancel & Close **Submit To PE** Print Preview Print Preview (Contractor Version) \* indicates a required field

**FHWA Pay Note**

**Pay Note:** 8 INS **Pay Item Number:** 25125-0000 **Line Number:** C 1160  
**Period:** 2 INS **Pay Item Type:** Normal pay item **Contract Mod #:**  
**Description:** BOULDER

Acct	Contract Quantities				Revised Quantities		Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	
	860	\$50.00	EACH	\$43,000.00	860	\$43,000.00	800	\$40,000.00	-6.98
CON01	567	\$50.00	EACH	\$28,350.00	567	\$28,350.00	500	\$25,000.00	-11.82
CON02	293	\$50.00	EACH	\$14,650.00	293	\$14,650.00	300	\$15,000.00	2.39

Pay Note Date\*: 08-24-2010

Entries:

**Pay Note Entry #1**

Work Date Start Date\*:

Work Date End Date\*:

Location/Description\*:

The following certification appears:

I hereby certify that the measurements and calculations shown above are correct to the best of my knowledge and that the quantity being measured is subject to direct payment for the identified item under contract.



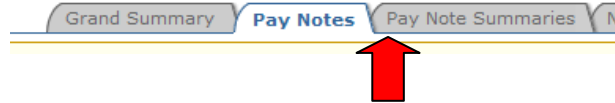
### 4.6.3.4.2 Edit and Approve Pay Notes or Check Status of Pay Notes (Submitted to PE)

To access previously created pay notes for a specific item, regardless of pay note status:

Either select edit icon



Or select Pay Notes tab



Do NOT use the circle icons to access individual pay note – these icon access the pay note summaries



A. Select “edit icon” to edit pay note, submit pay note to PE, or to approve pay note.

B. Pay Note Status

- Draft – Pay note has not yet been submitted to PE (and may still be deleted)
- Pending review – Pay note has been submitted to PE, but not yet reviewed by PE
- Approved – Pay note has been approved by PE
- Rejected – Pay note has been rejected by PE
- Finalized – Pay note summary (which includes this approved pay note) has been finalized

💡 To quickly find pay notes, use filters as appropriate

Project Number: KS HAHI 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

**Search Filters:**

Line Number:  FHWA Inspector:

Pay Item Number:  Contractor Inspector:

Pay Item Type:  Status:  Draft  Pending Review

Pay Note Date:    to     Approved  Rejected  Finalized

Show This Period  Show All Periods

Actions	Pay Note	Line Number	Pay Item #	Pay Item Type	Description	Pay Note Date	Contractor Inspector	FWHA Inspector	Status	
		3	C 1160	25125-0000	N	BOULDER	Aug 05, 2010	Leonard Construction Manager	Kim Pellegrini	Pending Review
		4	C 1160	25125-0000	N	BOULDER	Aug 05, 2010	Leonard Construction Manager	Kim Pellegrini	Approved
		5	C 1020	15210-4000	N	CENTERLINE,...	Aug 10, 2010	Leonard Construction Manager	Kim Pellegrini	Finalized
		6	C 1140	21101-1000	N	ROADWAY OBLITERATION,...	-			Draft

Items 1-4 of 4

**A** **B**

**Warning:** Once a Pay Note has been Submitted to the PE (status "pending review"), it can NOT be deleted from the system (because it is a legally signed document).

If a pay note is in error, the PE must either reject the pay note for it to be corrected and resubmitted OR the PE must approve it and mark it form information only.

Pay notes must be reviewed and processed by FHWA. Only approved pay notes will become part of the payment to the contractor. The PE reviews and approves the pay notes, including, proper pay item, date, location, calculations, any attached documents, and to verify that quantities and documentation are acceptable and are approved for payment.

The PE has the following options for a pay note that is pending review:

- Reject the pay note – this returns pay note back to the submitter
  - Approve the pay note – this adds the pay note quantity to the pay note summary for payment processing
  - Edit pay note – it is FLH best practice for the PE not to edit pay note submitted by others, but to reject the pay note for correction by the original submitter. It is recognized that in some instances the PE may need to edit pay note for expediency/efficiency in order to meet payment deadlines. When editing pay notes, the PE should clearly document in the Review notes the changes that were made
  - Mark single entries or entire pay note "For information Only". Entries or pay notes marked "For information Only" will not be included for payment. (Will be labeled as I/O on Pay Note Summary). After being marked, the pay note can then be approved.
- 💡 Pay notes marked as "For Information Only" will not be included the production rate calculations. Total Production Days may need to be edited to reflect the smaller quantity.

For PE's approving or rejecting pay notes:

- A. If necessary, mark individual pay note entry for information only

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 Progress Payment Tracking

**Project Number:** KS HAH1 1(2)    **Project Name:** Beaver Creek Road    **Contract Number:** DTFH-XX-10-C-00001    **States:** KS

Save & Close Save Cancel Cancel & Close Approve Reject Print Preview Print Preview (Contractor Version)    \* indicates a required field

**FHWA Pay Note**

**Pay Note:** 9 INS    **Pay Item Number:** 25125-0000    **Line Number:** C 1160  
**Period:** 2 INS    **Pay Item Type:** Normal pay item    **Contract Mod #:**  
**Description:** BOULDER

	Contract Quantities				Revised Quantities		Probables		
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under
	860	\$50.00	EACH	\$43,000.00	860	\$43,000.00	800	\$40,000.00	-6.98
CON01	567	\$50.00	EACH	\$28,350.00	567	\$28,350.00	500	\$25,000.00	-11.82
CON02	293	\$50.00	EACH	\$14,650.00	293	\$14,650.00	300	\$15,000.00	2.39

Pay Note Date\*: 08-19-2010 select clear

Entries:

**Pay Note Entry #1**

Work Date Start Date\*: 08-20-2010 select clear

Work Date End Date\*: 08-21-2010 select clear

Location/Description\*:  

**B I U** [List Icons] [ABC]

Placed at entrance station. Aprox sta 10+00.

CON01 PLH Funding Quantity:  
 TON

Info Only:

Remarks/Calculations:  

**B I U** [List Icons] [ABC]



For PE's approving or rejecting pay notes:

- B. If necessary, mark entire pay note, all entries, for information only. (For example, if the PE decides to use an FHWA pay note instead of the Contractor's pay note, mark the Contractor's Entire pay note for information only).
- C. Add PE review comments as necessary
- D. Approve or Reject as appropriate

Entire Pay Note for Info Only:

Supporting Documentation:

Reference:

Reviewed By: Heidi Hirsbrunner

Review Comments:

- 💡 Once all pay notes for a particular pay item have been approved, the Grand Summary Circle turns green (2/3 filled circle). 🟢 Pay Note Summary for that pay item, still needs to be processed.

#### 4.6.3.5 Pay Note Summaries

The Pay Note Summary is where probables can be updated, retent added, and where the PE finalizes individual pay items for payment and add the summary to progress payment period. A Pay Note Summary can be temporarily removed (pulled back) from payment to be re-opened for editing.

The Pay Note Summary is also where you can access a list and view all the Pay Notes for the individual pay item for the current period and for all periods.

Roles with the right *Process and Pullback Pay Note Summary*: Construction Component Lead, Construction Admin Staff, COE (project), Project Engineers/Assistant Project (project).

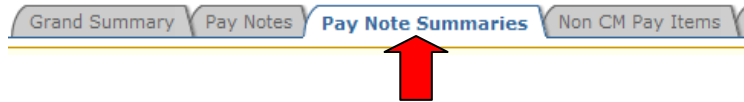
### 4.6.3.5.1 Process Pay Note Summaries

A green circle for the final processing of the pay note summary will not appear until all pay notes for that pay item have been approved. However the payment remarks, probables, and probables remarks on the Pay Note Summary may be edited prior to all pay notes being approved.

Either from the Grand Summary select green circle (2/3 filled circle)



Or select Pay Note Summaries tab



If Pay Note Summary is accessed through the Pay Note Summary tab, select pay item for which you want process the Pay Note Summary.

A. Status:

- Draft – some pay notes have not yet been approved
- Pending – all pay notes have been approved, but pay note summary has not been added to payment
- Processed – Pay note summary has been added to payment

Actions	Line #	Pay Item #	Pay Item Type	Description	Unit Price	U.S. Pay Units	Current	To Date	Amount	Comp %	Status
	C1020	15210-4000	N	CENTERLINE,...	\$8,000.00	STA	33,000	39,000	\$312,000.00	100.00	Processed
	C1140	21101-1000	N	ROADWAY OBLITERATION,...	\$4.50	SQYD	0	0	\$0.00	0.00	Draft
	C1160	25125-0000	N	BOULDER	\$50.00	EACH	0	0	\$0.00	0.00	Draft
	C1200	30105-0000	NM	SUBBASE	\$16.00	TON	0.0	0.0	\$0.00	0.00	Draft
	C1240	40101-1000	NR	SUPERPAVE PAVEMENT,...	\$144.00	TON	0.0	0.0	\$0.00	0.00	Draft

- A. Enter Payment Remarks – The remarks can be general or progress pay period specific. These remarks remain visible for all periods, unless removed and appear on both the FHWA and Contractor Reports.
- B. Press Link to show Full Pay Note Summary, includes all previous and current progress payment period pay notes for this pay item
- C. Press Link(s) to show current period pay note details

Project Number: KS PRAHEHI 10(1) Project Name: Leopard Creek Contract Number: DTFH70-10-D-0TEST T-10-001 States:

Save Close Add To Payment Print Preview Print Preview (Contractor Version) \* indicates a required field

Pay Item Number: 25125-0000 Line Number: C 1160 Period: 4 INS Pay Item Type: N  
Description: BOULDER

Payment Remarks:

Boulders imported from Dinosaur Quarry.  
 Progress Payment #3: Retented 20 boulders due to poor installation.  
 Progress Payment #4: Stockpiled boulders do not meet spec, marked as info only. Retent 25 boulders due to poor installation.

Pay Note Summary  
[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks	Total Pay Note Quantity
9	September 1, 2010	Entry 1: Boulders at the beach	CON01 PLH Funding Quantity: 66 CON02 Money from County Quantity: 0	Entry 1:	66 EACH
10	September 2, 2010	Entry 1: Boulders at kiosk	CON01 PLH Funding Quantity: 37 CON02 Money from County Quantity: 0	Entry 1:	37 EACH
11 (For Information Only)	September 3, 2010	Entry 1(10): Stockpiled	CON01 PLH Funding Quantity: 0 CON02 Money from County Quantity: 0	Entry 1 (10):	0 EACH
12	September 6, 2010	Entry 1: WBoulder projection at river	CON01 PLH Funding Quantity: 13 CON02 Money from County Quantity: 0	Entry 1:	13 EACH

- D. Pay note quantity totals by account for this pay period
- E. Total Quantity = Pay note quantity totals for this pay period
- F. Pay Item Totals = All pay notes paid previous pay periods + pay notes this pay period – retent(s) this pay period
- G. Program automatically adds previous payment period’s retent back in to be paid and is included in Pay Item Total

- H. Enter retent this period by account (In order for "F" to recalculate based on added retent, "save")
- I. Enter remarks by account

💡 If Progress Payment Section with retent does not appear, there are pay notes that have not yet been approved; therefore the pay note summary cannot be completed.

**Summary Table:**

CON01 PLH Funding	Quantity:	116
CON02 Money from County	Quantity:	0
<b>Total Quantity:</b>		116
<b>Pay Item Total:</b>		974

**Progress Payment Section 1: CON01 PLH Funding**

- Subtotal From Pay Notes: 116 EACH
- Retent From Previous Progress Payment: 20 EACH
- Subtotal: 136 EACH
- Retent This Progress Payment:  EACH
- Amount To Progress Payment: 111 EACH
- Previous Remarks:
- Remarks: 

B I U [List Icons] [Insert] [Undo]

**Progress Payment Section 2: CON02 Money from County**

- Subtotal From Pay Notes: 0 EACH
- Retent From Previous Progress Payment: 0 EACH
- Subtotal: 0 EACH
- Retent This Progress Payment:  EACH
- Amount To Progress Payment: 0 EACH
- Previous Remarks:
- Remarks: 

B I U [List Icons] [Insert] [Undo]

- J. Enter probables by account
- K. Enter Probable Remarks
- L. Select "save" in order to update summary table on the bottom of the page.  
**Warning:** If the Pay Note Summary is not "saved," the calculated values will not be updated and the Reports and error messages will be incorrect.

💡 Always check summary table to ensure the edits and recalculation have been updated to what is expected.

- M. Print Preview – Pay Note Summary Report with Probables
- N. Print Preview (Contractor Version) - Pay Note Summary Report without Probables
- O. Add to Payment

**Probable Amounts**

CON01 PLH Funding:  EACH

CON02 Money from County:  EACH

Probable Quantity: 967 EACH

Probable Remarks: 

B I U ☰ ☲ ☱ ☴ ☵ ☶ ☷ 📎 📄 ABC

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				Probables			
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount	% Comp.	Quantity	Amount	% Over / Under
	860	\$25.00	EACH	\$21,500.00	860	\$21,500.00	111	863	974	\$24,350.00	100.72	967	\$24,175.00	12.44
CON01	567	\$25.00	EACH	\$14,175.00	567	\$14,175.00	111	475	586	\$14,650.00	103.35	567	\$14,175.00	0.00
CON02	293	\$25.00	EACH	\$7,325.00	293	\$7,325.00	0	388	388	\$9,700.00	97.00	400	\$10,000.00	36.52

Save Close Add To Payment Print Preview Print Preview (Contractor Version)

↑ ↑ ↑ ↑

💡 Don't see Add to Payment – all pay notes have not been approved for that item. Approve remaining pay notes and button will appear



Once Pay Note Summary has been added to payment, the Remove from Payment button appears. If last minute, additional pay notes need to be incorporated into this progress pay period or any other changes made to the summary, remove Pay Note Summary from payment. The Pay Note Summary is then ready for editing and the icons for Pay Note edit and add reappear.

**Probable Amounts**

CON01 PLH Funding: 586 EACH

CON02 Money from County: 400 EACH

Probable Quantity: 986 EACH

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	% Over / Under
	860	\$25.00	EACH	\$21,500.00	860	\$21,500.00	111	863	974	\$24,350.00	98.78	986	\$24,650.00	14.65
CON01	567	\$25.00	EACH	\$14,175.00	567	\$14,175.00	111	475	586	\$14,650.00	100.00	586	\$14,650.00	3.35
CON02	293	\$25.00	EACH	\$7,325.00	293	\$7,325.00	0	388	388	\$9,700.00	97.00	400	\$10,000.00	36.52



### 4.6.3.5.2 Special Pay Note Summary Cases:

Changing probables with no pay notes this payment period:

Select white circle (empty circle)



💡 Note for this case, the Pay Note Summary can NOT be accessed from the Pay Note Summary tab

- A. Note there are no pay notes listed for this pay period and the Total Quantity is zero
- B. Edit probables by account
- C. Enter Probable Remarks

💡 Note: "Save" the Pay Note Summary and then the Probables in this special case will automatically be posted to the Grand Summary. Grand Summary icons do not change.

Project Number: KS HAH1 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Save Close Print Preview Print Preview (Contractor Version) \* Indicates a required field

Pay Item Number: 20401-0000 Line Number: C 1120 Period: 2 INS Pay Item Type: N  
 Contract Mod #: CM001  
 Description: ROADWAY EXCAVATION

Payment Remarks:

Pay Note Summary  
 Show Full Summary  
 Total Quantity: 0  
 Pay Item Total: 0


Probable Amounts  
 CON01 PLH Funding: 255000 CUYD  
 CON02 Money from County: 25000 CUYD

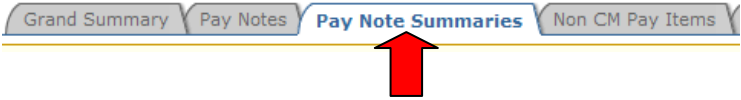
Probable Quantity: 280,000 CUYD  
 Probable Remarks:

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities			Probables				
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount	% Comp.	Quantity	Amount	% Over / Under
	280,000	\$20.00	CUYD	\$5,600,000.00	380,000	\$7,600,000.00	0	0	0	\$0.00	0.00	280,000	\$5,600,000.00	0.00
CON01	255,000	\$20.00	CUYD	\$5,100,000.00	355,000	\$7,100,000.00	0	0	0	\$0.00	0.00	255,000	\$5,100,000.00	0.00
CON02	25,000	\$20.00	CUYD	\$500,000.00	25,000	\$500,000.00	0	0	0	\$0.00	0.00	25,000	\$500,000.00	0.00

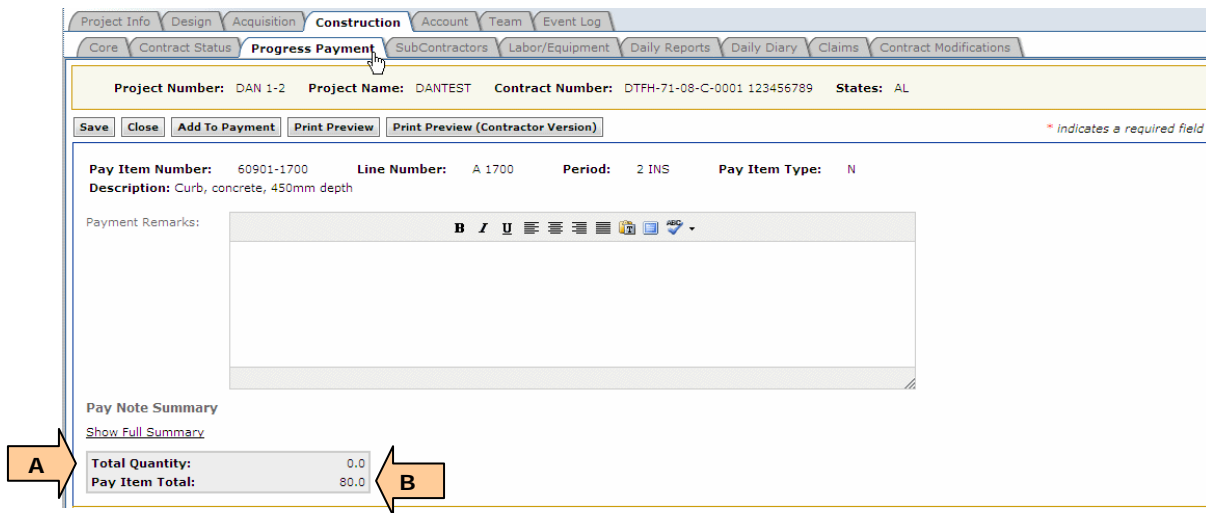
Save Close Print Preview Print Preview (Contractor Version)

Pay items with retent from previous pay period, but no new pay notes this payment period:

Select the green circle (2/3 filled circle) 

Or Select Pay Note Summaries tab 

- A. Note there are no pay items listed for this pay period and the Total Quantity for this pay period is zero
- B. Pay Item Totals = All pay notes paid previous pay periods



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

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

Project Number: DAN 1-2 Project Name: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL

Save Close Add To Payment Print Preview Print Preview (Contractor Version) \* indicates a required field

Pay Item Number: 60901-1700 Line Number: A 1700 Period: 2 INS Pay Item Type: N

Description: Curb, concrete, 450mm depth

Payment Remarks:

Pay Note Summary

Total Quantity:	0.0
Pay Item Total:	80.0

- C. Retent by account from previous payment period. Retent will be automatically paid, unless reentered in "D." In order to continue to retent, re-enter the amount in "D" for each account
- D. Enter retent for this pay period
- E. Remarks – Enter reasons for retent or release of retent



**CON01 PRA funds**

Subtotal From Pay Notes:  
0.0 m

Retent From Previous Progress Payment:  
20.0 m

Subtotal:  
20.0 m

Retent This Progress Payment:  
 m

Amount To Progress Payment:  
20.0 m

Previous Remarks:

Remarks:

Add to Payment:

**Warning:** Do NOT add Pay Note Summaries to Payment until the previous progress payment period has been Approved. See Progress Payment Tracking, section 4.6.3.9 (Once Account tab has been updated, the system will no longer even allow this).

Probable Amounts

CON01 PRA funds:  m

Probable Quantity: 500.0 m

Probable Remarks:

**B** / **I** / **U** | | | | | |

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				Probables			
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount	% Comp.	Quantity	Amount	% Over / Under
	500.0	\$100.00	m	\$50,000.00	500.0	\$50,000.00	20.0	80.0	100.0	\$10,000.00	20.00	500.0	\$50,000.00	0.00
CON01	500.0	\$100.00	m	\$50,000.00	500.0	\$50,000.00	20.0	80.0	100.0	\$10,000.00	20.00	500.0	\$50,000.00	0.00



💡 Once Pay Note Summary has been added to Payment, the Grand Summary Circle turns blue (completely filled circle).

When all pay note summaries are processed, the Send Progress Payment to Main Office button appears on the bottom of the Grand Summary page:

Pay Item #	CM #	Pay Item Type	Description	Current	Previous	To Date	Amount	% Comp.	Quantity	Amount	% Over / Under
C1260	40101-1000	QM	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE...	\$300,000.00	0.0	0.0	\$0.00	0.00	65,000.0	\$260,000.00	-13.33
C1265	40101-1000	QM	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE...	\$8,000.00	10,000.0	0.0	\$8,000.00	100.00	10,000.0	\$8,000.00	0.00
C1280	40101-1000	QS	SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE...	\$300,000.00	0.0	0.0	\$0.00	0.00	75,000.0	\$300,000.00	0.00
C1300	40201-0100	NR	HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...	\$2,112,000.00	0.0	0.0	\$0.00	0.00	17,600.0	\$2,112,000.00	0.00
C1320	40201-0100	QM	HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...	\$105,600.00	17,600.0	0.0	\$0.00	0.00	17,600.0	\$105,600.00	0.00
C1340	40201-0100	QR	HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...	\$121,968.00	17,600.0	0.0	\$0.00	0.00	17,600.0	\$121,968.00	0.00
C1360	50101-0900	NR	REINFORCED RIGID PAVEMENT, 8-INCH DEPTH, TYPE C...	\$834,000.00	6,950	0.0	\$0.00	0.00	6,950	\$834,000.00	0.00

Items 1-20 of 33 | Jump 1 | Next >

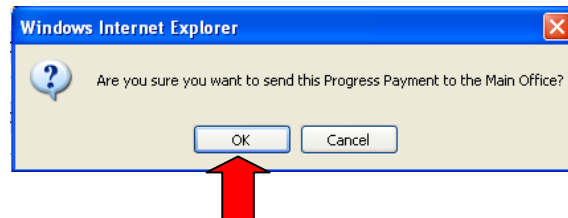
Contract Amount:	Revised Contract Amount:	Current Amount:	Previous Amount:	Progress Payment Amounts:	Probable Amount:	Percent Work Completed:
\$21,247,060.72	\$23,253,060.72	\$1,092,710.00	\$48,000.00	7,710.00	\$21,550,228.72	5.293 %



**WARNING:** Only *Send Progress Payment to Main Office* once all pay notes have been added and approved, all retents have been added (both pay item specific retents and project retainages), all pay note summaries have been processed, all remarks added, progress period dates verified, all non-CM items have been added and paid, and all contract modification items have been paid for this progress payment period. Do not Send to Office if additional pay notes etc. still need to be added to this progress payment period.

- 💡 Can't see Send Progress Payment to Main office button - not all pay note summaries have been added to payment. Icons must be blue or white circles on Grand Summary or status should be "processed" on Pay Note Summary tab. (See above screenshots).

Once Send Progress Payment to Main Office has been selected, the following warning will appear:



After a Progress payment is sent to the Main office, the payment status will change to "Submitted".

### 4.6.3.6 Non CM Pay Items

Non-CM pay items are items that can be added to the contract without a contract modification.

Non-CM pay items are either:

- Pay Item specific, such as materials-on-hand, quality incentives, and preparatory work, etc.
- Non pay item specific, such as liquidated damages, interest, lab trailer payments, etc.

Do not delete non-CM pay items, unless they have been added in error. If non-CM pay items have been added correctly, but are no longer needed, adjust via the probables and/or pay notes.

Roles with *create, edit, delete non-CM pay items* rights: Construction Component lead, Construction Admin staff, COE (project), Project Engineers/Assistant PE (project)

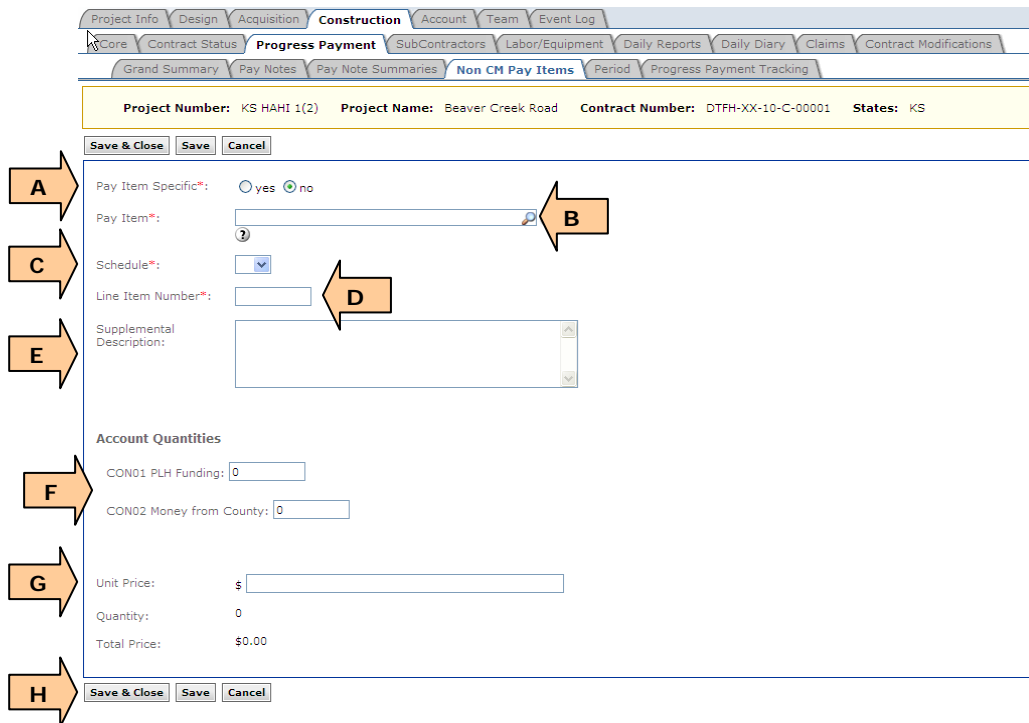
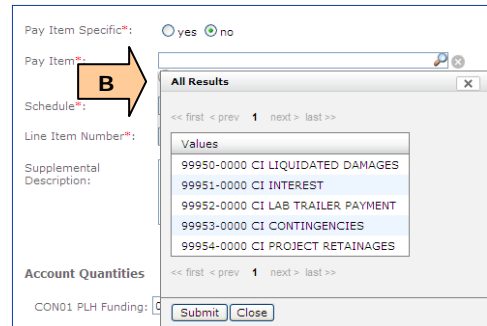
- 💡 From Grand Summary tab, print out a copy of the government receiving report (in order to have copy of line item numbers), prior to adding non-CM pay items.

Click 'Add New' to start the process for adding a new Non CM item.

A new screen will open for the non cm item. The first step is to decide if it is a Pay Item Specific or Non Pay Item Specific. See the following sections for instructions for each option.

### 4.6.3.6.1 Non-Pay Item Specific

- A. Select "no"
- B. Select "?" to see pick list or use keywords to search, then select pay item
  - Liquidated Damages
  - Interest
  - Lab Trailer Payment
  - Contingencies (Completion incentives, )
  - Project Retainages (Subcontractor retent, retent for not submitting documentation, lane closure penalties...)
- C. Select Schedule
- D. Enter line item number. Consideration should be given to the line item number, due to limited numbers between the original pay items (for example multiple interest payments over the life of the project, etc.).
- E. Add supplemental description, as appropriate. The supplemental description becomes part of the pay item name. Put supplemental description in parenthesis.
- F. Enter Quantities by account. This quantity becomes the original probable for this item. For LPSM/CTSM pay items, this is dollar amount by account.
- G. Enter Unit price. (For Lab Trailer, Liquidated damages or Project retainages, unit price should be negative. LPSM/CTSM items have no unit price).
- H. Enter Save & Close



### 4.6.3.6.2 Pay Item Specific

These are general directions for Pay Item Specific items. For special cases such as material incentive, smoothness or roughness, material on-hand, asphalt/fuel adjustments, and negative pay factors See *Appendix: Special Cases for Construction Progress Payments*.

- A. Select "yes"
- B. Select "?" to see project pay item list or enter keywords to search, then select related pay item that the non-cm pay item is related to (ex: select 'subbase' for new non cm item Materials on Hand for stockpiled subbase material)

The screenshot shows the 'Non CM Pay Items' form. The 'Pay Item Specific\*' field is set to 'yes' (indicated by arrow A). The 'Related Pay Item\*' field is empty, and a search results window is open showing a list of pay items (indicated by arrow B). The search results list includes items like 'C1000: 15101-0000 N MOBILIZATION', 'C1020: 15210-4000 N CENTERLINE, ESTABLISHMENT', and 'C1200: 30105-0000 NM SUBBASE'.

- 💡 If adding new quality items to apply incentive/disincentive, be sure to select the "Q" pay items type as the related item.

- C. Select Pay Item type
- D. Select schedule
- E. Enter line item number. Consideration should be given to the line item number, due to limited numbers between the original items. It may be impractical to 'split the difference' between existing pay item line numbers if many pay items may need to be inserted for MOH items with multiple lots or quality material payments and for multiple pay factors.



- F. Add supplemental description as appropriate. The supplemental description becomes part of the pay item name. Examples: Material lot #, pay factor #, quantity, etc. Put supplemental description in parenthesis.

Pay Item Specific\*:  yes  no

Related Pay Item\*: A0280: 40101-1000 QM SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE A

Pay Item Type\*:

Schedule\*:

Line Item Number\*:

Supplemental Description:

- G. Add quantity by account

- H. Add unit price (pay factor) for the item

- 💡 This process only adds the pay item to the Grand Summary; it does not add quantity to be paid. Pay notes must be created and processed accordingly for actual payment.
- 💡 Probables to the original quality pay item should be adjusted as needed
- For multiple material lots, add another non-CM pay item as described above.
- 💡 There are many special cases when non-CM are used, other special cases can be found in *Appendix: Special Cases for Construction Progress Payments*.

Pay Item Specific\*:  yes  no

Related Pay Item\*: C1260: 40101-1000 QM SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE A

Pay Item Type\*: QM - Quality Materials Incentive

Pay Item #: 40101-1000      Pay Item: SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3

Pay Item Type: QM      Description: MILLION ESAL

Pay Unit (Metric Q\_t Units):      Pay Unit (U.S. Q\_TON Units):

Schedule\*: C

Line Item Number\*: 1265

Supplemental Description: Lot #1: 10,000 tons at 1.01 pay factor = \$0.80/ton

**Account Quantities**

CON01 PLH Funding: 6000 Q\_TON

CON02 Money from County: 4000 Q\_TON

Unit Price: \$ 0.80

Quantity: 10,000.0 Q\_TON

Total Price: \$8,000.00

Save & Close   Save   Delete   Cancel   Cancel & Close

#### 4.6.3.6.3 Editing non-CM Pay Items & Copy Values Forward

This is where non-CM pay items can be edited and then non-CM edited values can be copied forward to the next active progress payment period if needed.

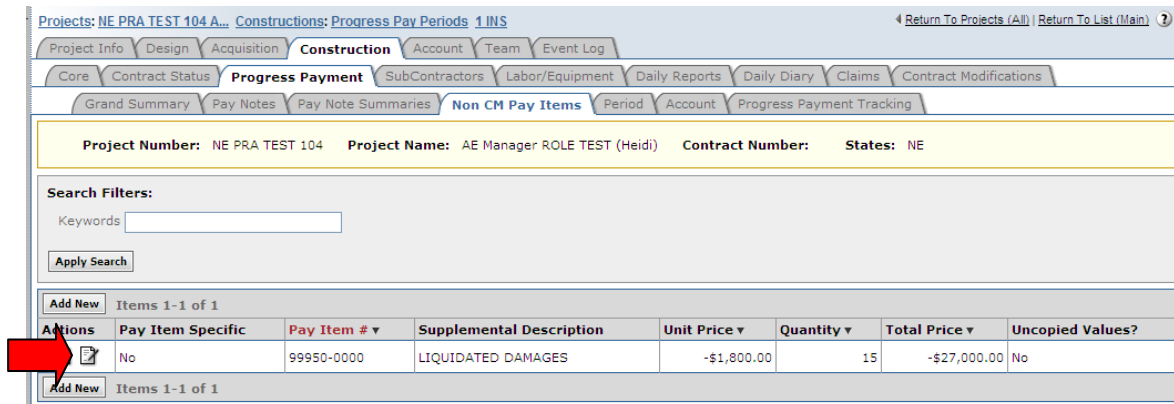
Non-CM items should only be edited as follows:

- If the values were incorrectly entered
- When quantities increase or decrease with no change in unit price, i.e.
  - Additional days of liquidated damages
  - Additional months lab trailer rental
- To modify the pay item description, i.e.
  - Clarify the invoice covered or add detail to the description

In most other cases a new Non-CM item should be added as follows:

- If the unit price is different
- If the non-CM is covering a different period of time or unrelated invoices
- If it is a different non-CM pay item type

Do NOT reuse existing non-CM pay items for new purposes



Projects: NE PRA TEST 104 A... Constructions: Progress Pay Periods 1 INS

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: NE PRA TEST 104 Project Name: AE Manager ROLE TEST (Heidi) Contract Number: States: NE

Search Filters:

Keywords

Apply Search

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
	No	99950-0000	LIQUIDATED DAMAGES	-\$1,800.00	15	-\$27,000.00	No

Add New Items 1-1 of 1

##### A. Edit non-CM pay item as necessary

Copy Values Forward: This button copies forward the revised non-CM description and values when there are multiple active payment periods and the non-CM item is edited in the earlier payment period. In most cases the values should be copied forward so that the values are the same in all payment periods. [An example of when you would NOT copy values forward is the description or quantity on the earlier payment period is specific to that payment period and should not be copied to the next periods. i.e. Liquidated damage "From 12/3/11 to 1/3/12" in the earlier payment period, but "From 12/3/11 to 2/3/12" in the later payment period]

##### B. If needed, "Copy Values Forward"

C. Select "Save & Close"

- (Do NOT select "Save" minor bug to be fixed in future. If "Save" is selected when Copy Values not forwarded, the value in the "Uncopied Values" column in the next screen incorrectly remains at No.)

Once "Save & Close" has been selected, the following screen appears:

- "Yes" in the Uncopied Values column means that the edited values were not copied forward (i.e. the following active payments have different values)
- "No" in the Uncopied Values column means that the edited values were copied forward (i.e. the following active payments contain the edited values)

If needed, the non-CM edited values can still be copied forward

C. Select edit icon of the non-CM item

Actions	Pay Item Specific	Pay Item #	Supplemental Description	Unit Price	Quantity	Total Price	Uncopied Values?
	No	99950-0000	LIQUIDATED DAMAGES	-\$1,800.00	25	-\$45,000.00	Yes
	No	99951-0000	INTEREST December 3 2011 - January 3 2011	\$8,000.00	100%	\$8,000.00	No

Upon editing the non-CM item with the "Yes" a warning will be present. This warning means that the later active progress payment contains this same non-CM pay item and that later progress payment still has the "original" values

- A. Select "Copy Values Forward"
- B. Select "Close"

The screenshot shows the EEBACS interface for a project named "AE Manager ROLE TEST (Heidi)". A yellow warning banner at the top states: "Do not forget to Copy Values Forward if needed." Below this, the "Non-CM Pay Item Info" panel is visible, containing a "Copy Values Forward" button. An orange arrow labeled "A" points to this button. The main form area shows details for a pay item: "99950-0000 CI LIQUIDATED DAMAGES", with a unit price of -\$1,800.00 and a total price of -\$45,000.00.

This screenshot shows the same EEBACS interface, but with the "Copy Values Forward" button disabled. At the bottom left of the form, there are "Edit" and "Close" buttons. An orange arrow labeled "B" points to the "Close" button. The "Non-CM Pay Item Info" panel is still visible on the right side of the screen.

### 4.6.3.7 Period

This where progress payment period dates can be set or edited. Periods are usually one month, they cannot overlap, and there can be no gaps between periods. This is also where the progress payment type is selected.

Roles with *edit period rights*: Construction Component Lead, COE (project), Project Engineers, and Assistant PE's (both in-house & AE).

Roles with *delete period rights*: Construction Component Lead, Construction Admin Staff, COE (project), Project Engineers, and Assistant PE's (both in-house & AE)

While in a progress payment, select the Period Tab to edit progress payment period information.

- A. Select Start Date (check the previous payment to ensure it is the correct date)
- B. Select Payment type (the "final" payment type is used by the main office only)
- C. Select End Date
- D. Save - saves progress pay period data
- E. Delete - deletes progress payment period ONLY if pay notes for this period do not exist
- F. Cancel – returns user to Progress Payment List
- G. Reject (not shown) – When Progress Payment is sent to Main Office period information is locked. The Reject button provides the ability to change the dates and payment type for the Payment Period. It also automatically changes the progress payment period to "current" status and Sends it Back to the Field (and re-opens for editing for Field users).

💡 If the period is rejected, the Construction Admin staff needs to inform the PE that the progress period date has changed and the Progress Payment that was in the office has been returned to the field. The PE (or Construction Admin staff) needs to send the progress payment back to the office by pressing the Send to Main Office button.

**Warning:** If the Main Office rejects the period and therefore the Progress Payment gets sent to back the field, all Pay Notes and Pay Note Summaries must be approved and Finalized before the Progress payment can be Sent to the Main office again. (i.e. If the Construction Admin staff in the office adds a pay note and then rejects the progress payment period, the Progress Payment cannot be sent back to the Main office until the "new" pay note has been processed and the Pay Note Summary Added to Payment.)

See Progress Payment list for checking status, type, and period dates for all progress payment periods.

Actions	Pay Period Number	Payment Status	Payment Type	Start Date	End Date	Amount Paid
	0	Approved	Initial	-	-	\$0.00
	1	Paid	Progress	Jun 11, 2010	Jul 11, 2010	\$114,600.00
	2	Paid	Progress	Jul 12, 2010	Aug 11, 2010	\$7,500.00
	3	Paid	Progress	Aug 12, 2010	Sep 11, 2010	\$20,575.00
	4	Paid	Progress	Sep 12, 2010	Oct 12, 2010	\$482,775.00
	5	Current	Progress	Oct 13, 2010	Nov 12, 2010	\$48,955.00
	6	Current	Progress	Nov 13, 2010	Dec 13, 2010	\$0.00

### 4.6.3.7a Progress Payment Account (subtab)

The purpose of the Account (subtab) is to capture the account data for a specific progress payment period. Once the progress payment period is approved, this account subtab locks the account data as of the approval date for the specific progress payment period.

To add a new account or edit account number or description, go to the Main Account tab. Only the account chaining and account overrides can be edited here at the Account (subtab level)

Actions	Account Code	Description	Account Number	Original Authorized Amount	Current Authorized Amount	Previous Paid Expenditure	Current Approved Amount	Chain	Current Payment	Override Chain	To Date Expenditure	Probable Amount	Account Comments
	CON01	PLH Funding	12-12345-12345678	\$9,000,000.00	\$9,000,000.00	\$176,930.00	\$0.00		\$0.00	No	\$176,930.00	\$8,782,530.14	
	CON02	Money from County	12-12345-12347000	\$665,319.56	\$825,164.56	\$0.00	\$454,500.00	CON02-CON04-CON03	\$400,000.00	Yes	\$400,000.00	\$1,249,869.56	
	CON03	Benevolent Congress gave us more \$	46784734645	\$0.00	\$60,000.00	\$0.00	\$0.00	CON02-CON04-CON03	\$14,500.00	No	\$14,500.00	\$30,000.00	
	CON04	County had extra cash	654673456265	\$0.00	\$40,000.00	\$0.00	\$0.00	CON02-CON04-CON03	\$40,000.00	No	\$40,000.00	\$0.00	
<b>Construction Totals</b>				\$9,665,319.56	\$9,925,164.56	\$176,930.00	\$454,500.00		\$454,500.00		\$631,430.00	\$10,062,399.70	
<b>Construction Engineering Totals</b>					\$0.00						\$0.00	\$0.00	

- A. Account chain for this specific progress payment period can be edited, see Main Account tab Section 4.4.2.1
- B. Account overrides can be edited, see Main Account tab Section 4.4.2.1
- C. Additional Account Comments can be added, see Main Account tab Section 4.4.2.1

💡 Account edits are only chain in this specific progress payment period, to copy edits forward to other existing progress payment periods, see Copy Forward in Account tab Section 4.4.2.1. (It is a best practice to not Copy Forward the Chain Override or the Current Payment values).

The screenshot displays the EEBCS web application interface. At the top, it shows the Federal Highway Administration logo and the text 'EEBCS'. The user is logged in as Heidi Hirsbrunner on Thursday, October 6, 2011, at 9:14 am. The main navigation bar includes tabs for 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', 'Team', and 'Event Log'. The 'Construction' tab is active, and the 'Account' sub-tab is selected. The main content area shows account information for period 2 INS. The 'Chain Order' dropdown menu is set to 'CON02-CON04-CON03'. The 'Override Chain' radio buttons are set to 'No'. The 'Account Comments' text area is empty. Three callout boxes labeled A, B, and C point to the 'Chain Order' dropdown, the 'Override Chain' radio buttons, and the 'Account Comments' text area, respectively.

For guidance on Account warnings, see Main Account tab, Section 4.4.2.1.

### 4.6.3.8 Progress Payment Main Office Review

Once the Progress Payment has been completed by the Field staff, it is “Sent to Main Office” electronically and the payment status changes to submitted. The progress payment is now locked for field users and available for review and final processing by the Construction Admin Staff and COEs. This section addresses the functionality and options after a payment has been submitted.

Roles with *approve progress payment in the main office*: Construction Component Lead, Construction Admin staff, and COE (project).

Once a progress payment has been “Sent to the Main office” in “submitted” status, only users with the *approve progress payment in the main office* will be able to finalize the progress payment, all other users will only have view access to this progress payment.

In general, the Construction Admin staff and COE review the payment amount, items, probables, payment period, accounting, and the progress payment reports. Follow your division procedures for review of payment documents for acceptability. During the review process, additions or corrections to the progress payment may be identified. Follow Division Procedures on when to send the progress payment back to field for correction and when to revise these items in the office. Use the “Send Progress Payment Back to Field” button on the bottom of the Grand Summary page if a progress payment needs to be unlocked for further editing by the Project Engineer, Contractor, or Inspectors.

Pay Item #	CM #	Pay Item Type	Description	QTY	UNIT	AMOUNT	PROBABLE	PERCENT	STATUS	DATE	REVISION	REMARKS		
<b>Pay Item # v: 40101-1000 CM #: Pay Item Type v: QM Description: SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE...</b>														
C1265		Q_TON		10,000.0		\$8,000.00	10,000.0	0.0	10,000.0	\$8,000.00	100.00	10,000.0	\$8,000.00	0.00
<b>Pay Item # v: 40101-1000 CM #: Pay Item Type v: QS Description: SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE...</b>														
C1280		Q_TON		75,000.0		\$300,000.00	75,000.0	0.0	0.0	\$0.00	0.00	75,000.0	\$300,000.00	0.00
<b>Pay Item # v: 40201-0100 CM #: Pay Item Type v: NR Description: HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...</b>														
C1300		TON		17,600.0		\$2,112,000.00	17,600.0	0.0	0.0	\$0.00	0.00	17,600.0	\$2,112,000.00	0.00
<b>Pay Item # v: 40201-0100 CM #: Pay Item Type v: QM Description: HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...</b>														
C1320		Q_TON		17,600.0		\$105,600.00	17,600.0	0.0	0.0	\$0.00	0.00	17,600.0	\$105,600.00	0.00
<b>Pay Item # v: 40201-0100 CM #: Pay Item Type v: QR Description: HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST,...</b>														
C1340		Q_TON		17,600.0		\$121,968.00	17,600.0	0.0	0.0	\$0.00	0.00	17,600.0	\$121,968.00	0.00
<b>Pay Item # v: 50101-0900 CM #: Pay Item Type v: NR Description: REINFORCED RIGID PAVEMENT, 8-INCH DEPTH, TYPE C...</b>														
C1360		SQYD		6,950		\$834,000.00	6,950	0	0	\$0.00	0.00	6,950	\$834,000.00	0.00

Government Receiving Report | Progress Payment Report | Progress Payment Report (Contractor Version) | **Send Progress Payment Back To Field** | Items 1-20 of 33 | Jump 1 | Next >

Progress Payment Period						
Contract Amount:	Revised Contract Amount:	Current Amount:	Previous Amount:	Progress Payment Amounts:	Probable Amount:	Percent Work Completed:
\$21,247,060.72	\$23,253,060.72	\$1,092,710.00	\$48,000.00	7,710.00	\$21,550,228.72	5.293 %

When a progress payment is in “submitted” status, this *approve progress payment in the main office* right also includes the ability to create, edit, delete approve pay notes; remove from payment or add to payment pay note summaries; add, edit, delete non CM items; add, edit, delete contract modifications.



Immediately after a Progress Payment has been “Sent to the Main Office” on the Grand Summary for the “submitted” progress payment, each pay item will contain one of two possible icon combinations (note users without approve progress payment in the main office right will see different, view only icons):

- This is the icon combination if there are no pay notes for this pay item in the “submitted” period. If needed, the user can:
  - Add and process new pay note(s), see Section 4.6.3.4, or
  - Press white circle (empty circle) to go to the Pay Note Summary to edit probables, see Section 4.6.3.5.2
- This is the icon combination if there are pay notes for this pay item in the “submitted” period. (All pay notes are finalized and the Pay Note Summary has been processed and added to payment). If needed, the user can:
  - View existing pay notes, or
  - Press blue circle (filled circle) to go to the Pay Note Summary where you can “Remove From Payment” in case you need to add more pay notes or edit the Pay Note Summary, see Section 4.6.3.5.



While the Progress Payment is in “submitted” status, if needed, the Construction Admin staff and the COE(project) can:

- Add, modify, etc., non CM Pay Items, see Section 4.6.3.6
- Add, modify, etc., Contract Modifications, see Section 4.6.9

Once any needed changes to Progress Payment have been made in the office, ensure that:

- Pay notes have been processed
- All effected retents have been updated after main office revisions
- All Pay Note Summaries have been added to payment
- Any Contract Modifications to be included in the “submitted” progress payment have been finalized and that the “Date SF30 Signed by CO” has been filled in and the correct affected payment period is assigned to the CM, see Section 4.6.9.1.4
- Any payment changes or additions have been verified and communicated to the proper project staff

Once Progress Payment report has been verified and approved, immediately enter the Progress Payment approved date on the Progress tracking tab, See Section 4.6.3.9. This will change the status of the progress payment and lock it form further editing by the office staff.

### 4.6.3.9 Progress Payment Tracking

The Progress Payment Tracking tab tracks important progress payment dates, payment comments, payment supporting documentation, as well as allowing the office to approve payments.

Roles with ability to enter/edit/approve Progress Payment and tracking: Component Lead, Construction Admin staff, COE (project).

Most users can only view the Progress Payment Tracking Tab.

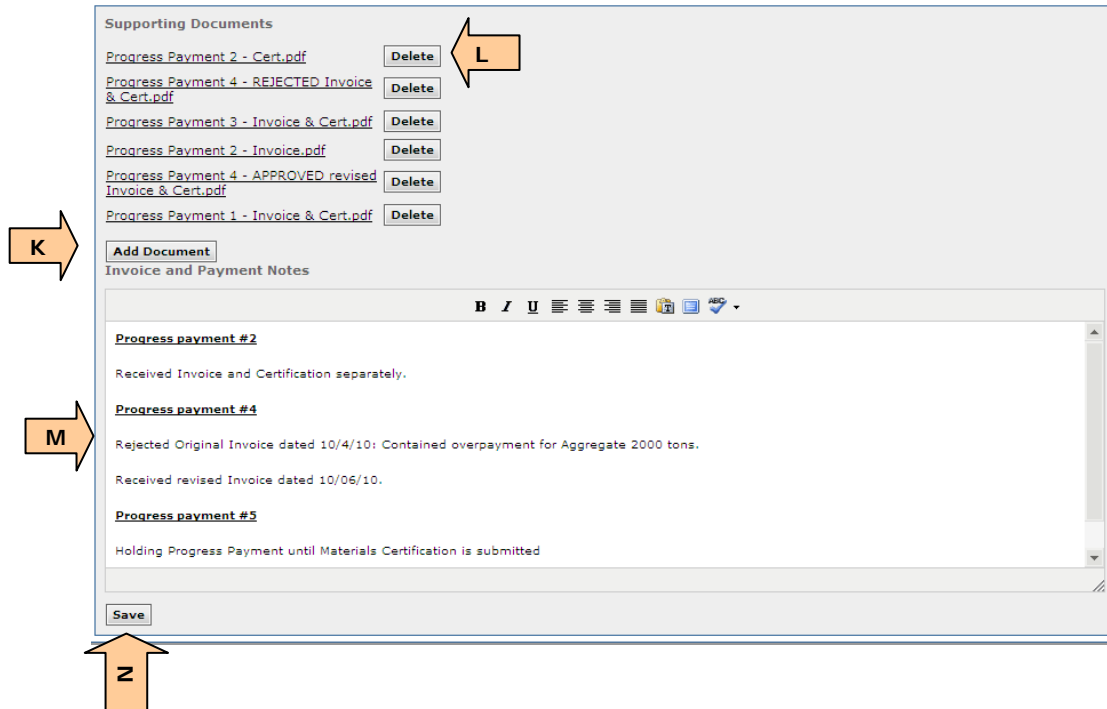
Users can edit and view information for all progress payments regardless of which payment period they selected. From the Progress Payment Tracking tab:

- A. Pay Period Number
- B. Select Contractor’s Invoice Received Date
- C. Select Contractor’s Cert Received Date
- D. Select Progress Payment Approved Date. Filling in this date locks the Progress Payment and changes the status to “Approved.”. Information can no longer be added or edited by the Office (or the Field), unless the Progress Payment Approved date is “cleared.” The 14 day time count in EEBACS begins at the Progress Payment Period Approved date (which is the date a non-defective invoice is received).
- E. Select Construction Days to Process (default: 10). This value can be changed to allow enough time to process the Progress Payment to Finance in time, adjusting time for non-work days.
- F. Date Due to Finance: Contractor’s Cert received date + Construction Days to Process
- G. Select Actual Date to Finance
- H. Days to Payment (default: 14). Change this value to 30 days if it is the Final Progress Payment.
- I. Due Date for Payment: Contractor’s Cert received date + Days to Payment
- J. Select Actual Payment Date. This changes the Progress Payment Period status to “Paid.”

**WARNING:** Once the Actual Payment Date has been entered, the Progress Payment is finalized and the payment or any contract modifications added during this payment period can never be modified. Even if the date is cleared, no modifications can be made.

Pay Period Number	Contractor's Invoice Received Date	Contractor's Cert Received	Progress Payment Approved	Construction Days to Process	Due Date to Finance	Actual Date to Finance	Days to Payment	Due Date for Payment	Actual Payment Date
0	<input type="text"/>	<input type="text"/>	<input type="text"/>	10			14		
1	07-07-2010	07-07-2010	07-13-2010	10	07-17-2010	07-16-2010	14	07-21-2010	07-21-2010
2	08-09-2010	08-13-2010	08-20-2010	10	08-23-2010	08-23-2010	14	08-27-2010	08-27-2010
3	09-08-2010	09-08-2010	09-16-2010	10	09-18-2010	09-16-2010	14	09-22-2010	09-22-2010
4	10-06-2010	10-06-2010	10-18-2010	10	10-16-2010	10-18-2010	14	10-20-2010	10-22-2010
5	11-05-2010	11-10-2010		10	11-20-2010		14	11-24-2010	
6	<input type="text"/>	<input type="text"/>		10			14		

- K. Add Document (including rejected invoices). When naming documents include Progress Payment # in filename
- L. Delete attached document. Unless the wrong document was attached, do NOT delete.
- M. Add Invoice and Payment Notes. This is a running commentary of Invoice/Payment notes. Include a Heading before adding notes for a different progress payment period. Add any necessary dates to the heading or actual notes.
- N. Select Save after adding Documents and adding Invoice and Payment Notes. (Date fields are automatically saved).



#### 4.6.4 Subcontractors

This is where Subcontractors are added and edited in this system to track basic information about subcontractor types, contracts, and work activities. Subcontractors must be added to the system prior to their Labor and equipment being added. Only Subcontractors added into this project will be selectable for Daily Reports. Use documentation provided by the Prime Contractor such as the SF1413 or Division specific forms.

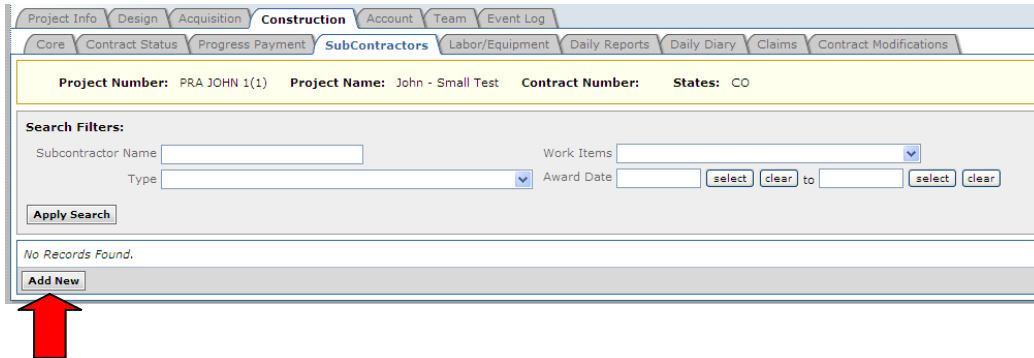
Roles that have rights to *Create Subcontractors*: Construction Component Lead, Construction Admin staff, COE (project), Lead Inspector, all Project Engineer roles. Also, Construction Contractor Lead, Construction Contractor Manager.

Roles that have rights to *edit Subcontractors*: Construction Component Lead, Construction Admin staff, COE (project), Lead Inspector, all Project Engineer roles. Also, Construction Contractor Manager.

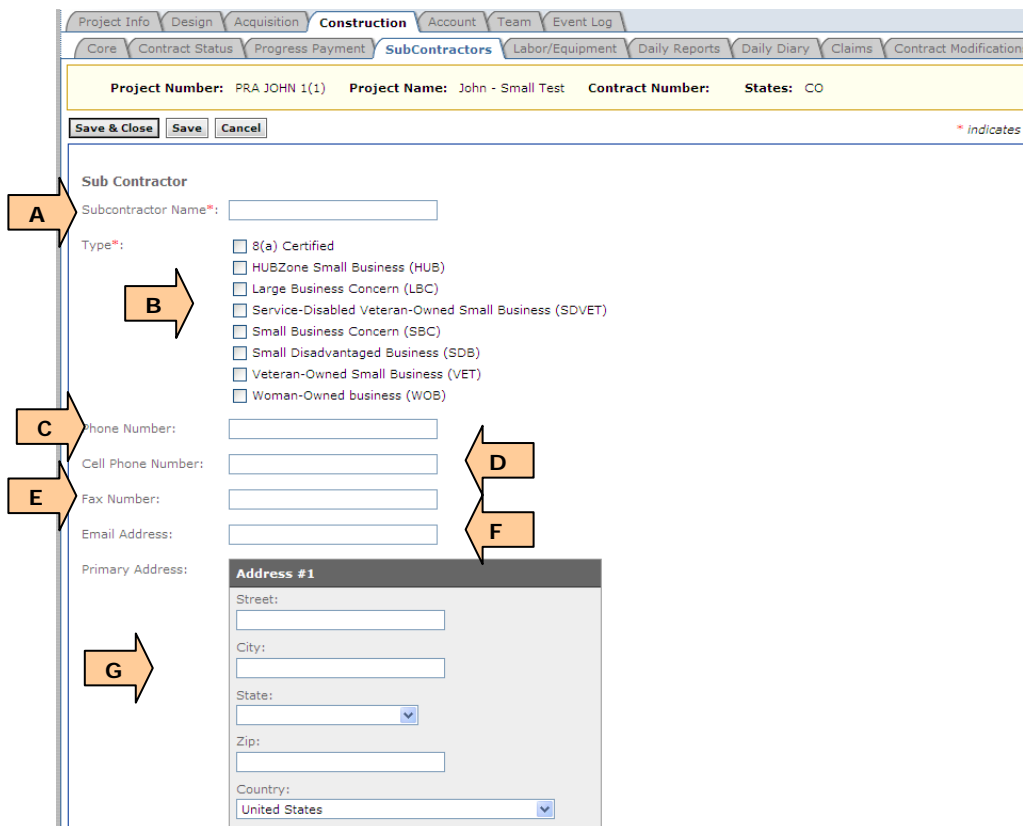
Roles with *Delete Subcontractors*: Construction Component Lead, Construction Admin staff, COE (project), all Project Engineer roles

On the Subcontractor Tab:

- Select "Add New" to add Subcontractor



- Enter Subcontractor name (company name)
- Select Type (multiple selections can be made, see sf1413s or Division specific form)
- Enter Phone number (main office)
- Enter Cell phone number (of primary contact)
- Enter Fax number (main office)
- Enter Email address (main office)
- Primary Address (main office)



- H. Enter Contact person (main office)
- I. Select existing, project pay item(s) that the subcontractor will be performing
- J. Select work items to be performed on this contract
- K. Enter Original Subcontracted Award amount as reflected on SF1413 form
- L. Enter Subcontractor Award date as reflected on SF1413 form
- M. Enter Final Subcontracted Award Amount
- N. Toggle yes/no for SF1413 received
- O. Toggle yes/no for SF1413s received (or Division specific form)
- P. Add electronic supporting documentation (i.e. SF1413, SF1413s, etc.)
- Q. Add remarks (i.e. changes to subcontract or subcontractor, additional contact information, etc.)
- R. "Save and Close" sends user back to the Subcontractor list (shown below)

The screenshot shows a web-based form for entering subcontractor information. The form is annotated with callout letters H through R, corresponding to the instructions in the list above. The form fields include:

- Contact Person:** A text input field with an arrow labeled **H** pointing to it.
- Sub Contractor Pay Items:** A dropdown menu with a "clear" button and a "select" button. An arrow labeled **I** points to the dropdown.
- Work Items:** A list box showing a search bar and a list of items: "Aggregate - Base/ Subbase" (checked), "Aggregate - Minor", "Aggregate - Surface Course", and "Asphalt - Pavement". An arrow labeled **J** points to the list.
- Original Subcontracted Award Amount\*:** A text input field with a dollar sign and a "select" button. An arrow labeled **K** points to the field.
- Award Date\*:** A text input field with a "select" button and a "clear" button. An arrow labeled **L** points to the "select" button.
- Final Subcontracted Award Amount:** A text input field with a dollar sign. An arrow labeled **M** points to the field.
- SF1413?:** Radio buttons for "yes" and "no". An arrow labeled **N** points to the "yes" radio button.
- SF1413s?:** Radio buttons for "yes" and "no". An arrow labeled **O** points to the "yes" radio button.
- Supporting Documents:** An "Add Document" button. An arrow labeled **P** points to the button.
- Remarks:** A rich text editor area with a toolbar. An arrow labeled **Q** points to the text area.
- Buttons:** "Save & Close", "Save", and "Cancel" buttons at the bottom. An arrow labeled **R** points to the "Save & Close" button.

- A. Total Subcontracted Amount (calculated): total of all Subcontractor Original Award Amounts (calculated)
- B. Percent of Contract Subcontracted (calculated): Total Subcontracted Original Amount/Original Construction Award Amount
- C. Icons provide a quick check to see if contractor has submitted proper paperwork. Green 'check' means paperwork is submitted and complete, Red 'X' means paperwork is missing or is incomplete.

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

**Project Number:** KS PRA PEHI 77(7) **Project Name:** Construction test 9/30/10 HSH **Contract Number:** DTFH70-11-C-ABCDE **States:** KS

**Search Filters:**  
 Subcontractor Name  Work Items   
 Type  Award Date    to

Items 1-3 of 3

Actions	Name	Type	Work Items	Contact Person	Phone Number	Original Award Amount	Award Date	SF1413	SF1413s
	Excellent Earthworks	Large Business Concern (LBC)	Earthwork, Obliteration /...	Sue Excellent		\$205,432.00	Nov 02, 2010		
	Sam's Landscaping	Veteran-Owned Small Business (VET)	Seeding / Mulching / Turf...			\$15,123.00	Nov 04, 2010		
	Triple A Traffic	8(a) Certified	Traffic Control ...	Ayden A. Allen		\$6,432.00	Nov 04, 2010		
<b>A</b> →						Total Subcontracted	\$226,987.00		
						% of Contract Subcontracted	1.574 %		<b>B</b> ←

Items 1-3 of 3

## 4.6.5 Labor/Equipment

This is where all labor and equipment on the job is added into the system for the Prime Contractor and all subcontractors. Labor and equipment on this tab is what is used in the Daily Reports (IDRs and CDRs) when logging work activities. Labor/equipment must be added and onsite prior to being able to select/add them to Daily Reports.

Roles that have rights to *Create Labor Equipment*: Construction Component Lead, Construction Admin staff, COE (project), Inspector, Inspector A&E, Lead Inspector, all Project Engineer roles. Also, Construction Contractor Lead, Construction Contractor Manager have these rights.

Roles that have rights to *Edit Labor Equipment*: Construction Component Lead, Construction Admin staff, COE (project), Inspector, Inspector A&E, Lead Inspector, all Project Engineer roles. Also, Construction Contractor Manager have these rights.

Roles that have rights to *Delete Labor Equipment*: Construction Component Lead, Construction Admin staff, COE (project), all Project Engineer roles.

On the Subcontractor tab, select "Add New" to add a new labor or equipment entry

The screenshot shows the 'Labor/Equipment' tab in the EEBCS system. The navigation menu at the top includes 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', 'Team', and 'Event Log'. The 'Construction' tab is active, and the 'Labor/Equipment' sub-tab is selected. Below the navigation, project information is displayed: Project Number: PRA JOHN 1(1), Project Name: John - Small Test, Contract Number, and States: CO. A search filter section includes dropdowns for Labor/Equipment, Contractor/Subcontractor, and hourly rate, along with date pickers for Move-In and Move-Out dates. An 'Apply Search' button is present. Below the search filters, a message states 'No Records Found.' and an 'Add New' button is highlighted with a red arrow.

- A. Select Labor or Equipment
  - B. Enter Type/classification (Labor: flagger, backhoe operator, or Davis Bacon classification; Equipment: backhoe, paver)
  - C. Supplemental Description (Labor: leave blank, specific name, other detail; Equipment: leave blank, Make, model, year of manufacture, license #, identifying mark, etc.)
  - D. Move-in date
  - E. Move-out date
- 💡 Add a new entry for each move-in/move-out period for the same labor or equipment

- F. Hourly rate (see Division procedures)
- G. Select Contractor or Subcontractor that the labor/equipment is assigned to
- H. Add supporting documentation if needed (flagger's card, equipment spec sheet, inspection log, photograph of equipment, etc.)
- I. "Save and Close" sends user back to the Labor/equipment list (shown below)

The screenshot shows the 'Labor/Equipment' form with the following fields and callouts:

- A:** Labor/Equipment\* dropdown menu
- B:** Type/Classification\* text input field
- C:** Supplemental Description text area
- D:** Move-In Date\* date field with 'select' and 'clear' buttons
- E:** Move-Out Date date field with 'select' and 'clear' buttons
- F:** Hourly Rate: \$ text input field
- G:** Contractor/SubContractor\* dropdown menu
- H:** Supporting Documents: Add Document button

Buttons at the top: Save & Close, Save, Cancel. A note indicates that an asterisk (\*) indicates a required field.

💡 Paving Machine and Operator are added as a new entry for each move-in/move-out period

The screenshot shows the 'Labor/Equipment' list table with the following data:

Actions	Type/Classification	Supplemental Description	Labor/Equipment	Contractor/SubContractor	Move-In Date	Move-Out Date	Hourly Rate
	Hand Compactor		Equipment	Triple A Sidewalks	Sep 22, 2010	Oct 15, 2010	\$200.00
	Crew chief	Alyssa Allen	Labor	Triple A Sidewalks	Sep 27, 2010	Nov 03, 2010	\$65.00
	Labor		Labor	Triple A Sidewalks	Oct 13, 2010	Oct 29, 2010	\$25.00
	Hydraulic Excavator	2009 Cat 330D	Equipment	Excellent Earthwork	Oct 14, 2010	-	\$250.00
	Bulldozer	Lic#13543	Equipment	Excellent Earthwork	Oct 15, 2010	-	\$0.00
	Backhoe loader	Cat 450E serial #24567	Equipment	Excellent Earthwork	Oct 25, 2010	-	\$65.00
	Paving Maching	AS2252 Vers-A-Mat Asphalt Screed	Equipment	Testing-R-Us (Contractor)	Oct 28, 2010	Nov 05, 2010	\$350.00
	Paving Machine - Operator	Billy Allen	Labor	Testing-R-Us (Contractor)	Oct 29, 2010	Nov 05, 2010	\$44.33
	Paving Machine	AS2252C Vers-A-Mat Asphalt Screed	Equipment	Testing-R-Us (Contractor)	Dec 01, 2010	-	\$350.00
	Paving Machine - Operator	Billy Allen	Labor	Testing-R-Us (Contractor)	Dec 01, 2010	-	\$44.33

A red arrow points to the 'Paving Machine' and 'Paving Machine - Operator' entries in the table.



## 4.6.6 Daily Reports

This is where the Daily Inspections Reports for both Government (IDR's) and Contractors (CDRs) are entered.

Roles with rights to *Create IDR* (includes right to edit/delete their own IDR. Users cannot edit/delete IDR's developed by others.): Construction Component Lead, Construction Engineer (Branch Chief), COE (project), all government and AE Inspector roles, all government and AE Project Engineer Roles.

Roles with right to *Create CDR* (includes right to edit/delete the own CDR. Users cannot edit/delete IDR's developed by others.): Construction Component Lead, Construction Contractor Basic, Construction Contractor Lead, Construction Contractor Manager.

Roles with right to *Review and Approve Daily Reports*: Construction Component Lead, COE (project), project Engineer- Temporary, Project Engineer, project Engineer A&E

Component Leads have ability to add/edit their own CDR. They cannot edit the Contractor's CDRs. (Only purpose for the Component Lead to add/edit a CDR is to assist contractor to trouble shoot)

From the Daily Reports tab, on the Existing Daily Reports subtab:

- A. Select Icon to View or Edit Daily Report as necessary
  - 💡 If Daily Report status is "pending review", the edit icon provides access to Approve/Reject the Daily Report for those roles with approval rights
- B. Select "Add New"

The screenshot displays the 'Existing Daily Reports' subtab. At the top, there are navigation tabs: Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports (selected), Daily Diary, Claims, and Contract Modifications. Below these, there are sub-tabs: Existing Daily Reports and Templates. The main area shows project details: Project Number: KS PRA DULO 12(3), Project Name: Elk Meadow Road, Contract Number: DTFHXX-XX-C-XXXXX, States: KS.

Search Filters include:
 

- Keyword: [text input]
- Type:  IDR  CDR
- Contractor/SubContractor: [dropdown menu]
- Date: [text input] [select] [clear] to [text input] [select] [clear]
- Reported By: [text input]
- Reviewed By: [text input]
- Status:  Draft  Pending Review  Approved  Rejected

Below the filters is an 'Apply Search' button. The main content is a table with columns: Actions, Date, Type, Contractor/SubContractor, Reported By, Reviewed By, and Status. The table contains 5 rows of data. An arrow labeled 'A' points to the edit icon in the 'Actions' column of the first row. Below the table is an 'Add New' button with a plus icon, and an arrow labeled 'B' points to it.

Actions	Date	Type	Contractor/SubContractor	Reported By	Reviewed By	Status
	Apr 14, 2010	CDR	JP Services / Thing One (Contractor)	Billy CCInspect		Draft
	Apr 16, 2010	IDR	JP Services / Thing One (Contractor) / Miller Trucking	Lorell K. Duteil	Lorell K. Duteil	Approved
	May 25, 2010	IDR	Buckwheat's haul-all / Thing One (Contractor)	Inspect Gov1	Jane PE	Rejected
	Jun 02, 2010	IDR	JP Services / Buckwheat's haul-all	Jane PE		Draft
	Oct 29, 2010	IDR	Miller Trucking	Heidi Hirsbrunner		Pending Review

- A. Type: IDR or CDR will be pre-selected based on user's type (this will not appear until the report has been saved)
- B. Select one or more Contractor or Subcontractor(s) (see Division procedures). Only labor and equipment from Contractors/subcontractors selected will be available for use on this IDR/CDR
- C. Select date of IDR/CDR
- D. Select Shift Start
- E. Select Shift End
- F. Enter Weather/Temperature
- G. Enter Amount of Precipitation
- H. Select work activity code - Usually start with the letter A, select next activities in alphabetical order.
- I. Describe work activity
- J. Describe work activity location
- K. Select all applicable work activity pay items. (Pick list includes only project specific pay items)

💡 Multiple work activities can be added to the same Daily Report using separate activity codes

The screenshot shows the 'Daily Reports' section of a software interface. At the top, there are navigation tabs: Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports (selected), Claims, and Contract Modifications. Below the tabs, a yellow bar displays project information: Project Number: PRA JOHN 1(1), Project Name: John - Small Test, Contract Number, and States: CO. A row of buttons includes Save & Close, Save, Delete, Cancel, Cancel & Close, Submit To PE, and Print Preview.

The main form is divided into two sections:

- Daily Report:**
  - Type: IDR (Callout A)
  - Contractor/SubContractor\*: A list of contractors with checkboxes: Testing-R-Us (Contractor) [checked], Excellent Earthwork [checked], Sam's Surveying [unchecked], and Triple A Sidewalks [unchecked]. (Callout B)
  - Date\*: 10-29-2010 (Callout C)
  - Shift Start\*: 08:00 am (Callout D)
  - Shift End\*: 08:00 am (Callout E)
  - Weather/Temperature: (Callout F)
  - Amount of Precipitation: (Callout G)
- Work Activities:**
  - Work Activity #1:
    - Work Activity Code\*: A (Callout H)
    - Description\*: Paving top lift (Callout I)
    - Location\*: sta 50+01 to 64+78 (Callout J)
    - Work Activity Pay Items\*: A list of pay items with checkboxes: A0249: 40101-1000 QM SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL [checked], and A0220: 40101-1000 NS SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL [checked]. (Callout K)

To create and use Daily Reports Templates see *Appendix: Save as a Template*.

- L. Select Add Labor
- M. Select Labor classification
- N. Enter number of labor for that classification
- O. Enter Production time *per person*
- P. Select Delete if classification was entered incorrectly
- Q. Labor Total (calculated): Total of all added labor classifications: number of labor classification x production time x hourly rate for each

💡 The hourly rates are added on the Labor/Equipment tab and may not exist. If hourly rates are not entered, the Labor total may not reflect the true costs.

💡 If general labor classification staff work different hours, add labor separately on an individual basis

Classification*	Number*	Production Time (hrs)*	
Labourer	2	8	Delete
Quality Control Manager	1	8	Delete
Paving Machine - Operator Billy Allen	1	8	Delete
Labourer	1	4	Delete

Labor Total: \$1,262.64  
 Equipment Total: \$0.00

- R. Select Add Equipment
- S. Select Equipment type
- T. Enter Number of equipment type
- U. Enter Production time – actual time in operation per each piece of equipment
- V. Enter Idle time – time not in operation
- W. Select Idle code
- X. Select Delete if equipment type was entered incorrectly
- Y. Equipment Total (calculated): Total of all added equipment types: number of equipment type x production time x hourly rate for each
- Z. Deletes entire work activity (code, description, location, labor, etc.)
- AA. If additional work activities are needed, select Add Work Activity.

💡 The hourly rates are added on the Labor/Equipment tab and may not exist. If hourly rates are not entered, the Equipment total may not reflect the true costs.

💡 If general equipment classification work different hours, add equipment separately on an individual basis

💡 If multiple idle codes are needed for the same piece of equipment or for the same equipment classification, add a separate equipment entry for each additional idle code

💡 Labor and equipment values may not truly reflect the cost. Totals only reflect hourly rates entered on the labor/equipment tab

The screenshot shows the 'Work Activity #1' interface. It includes fields for 'Work Activity Code\*', 'Location\*', and 'Description\*'. Below these are 'Labor' and 'Equipment' tables. The 'Labor' table has columns for 'Classification\*', 'Number\*', and 'Production Time (hrs)\*'. The 'Equipment' table has columns for 'Type\*', 'Number\*', 'Production Time (hrs)\*', 'Idle Time (hrs)\*', and 'Idle Code'. At the bottom, there are 'Labor Total' and 'Equipment Total' fields. Callout letters point to various elements: Z points to the 'Delete' button at the bottom left; AA points to the 'Add Work Activity' button; R points to the 'Add Equipment' button; S, T, U, V, and W point to the 'Number\*', 'Production Time (hrs)\*', 'Idle Time (hrs)\*', and 'Idle Code' columns respectively in the equipment table; X points to the 'Delete' button in the equipment table; and Y points to the 'Equipment Total' field.

💡 Not seeing the labor or equipment you need on the dropdown?

- Make sure Contractor/Subcontractor is selected at the top of Daily Report
- Check Move-out/move-in date (labor/equipment must be on site for the date of the Daily Report)

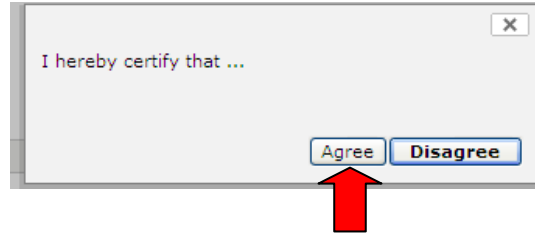
- BB. Enter Daily Narrative
- CC. Enter Quality Control Narrative Report
- DD. Select Traffic Control Checked (if "yes, problems" is selected, a comment box appears)
- EE. Select Erosion/sediment control checked (if "yes, problems" is selected, a comment box appears)
- FF. Select Unsafe operations observed (if "yes" is selected, a comment box appears)
- GG. Select Accidents (if "yes" is selected, a comment box appears)
- HH. Add Specific note, see subsection 4.6.6.2
- II. Add supporting documentation (such as photographs)
- JJ. Print Preview of Daily Report
- KK. Submit to PE (report is completed and ready to sign)

The screenshot displays the EEBACS software interface for entering a daily narrative and inspection report. It is divided into three main sections:

- Daily Narrative Record:** A text input field containing the text "Paving top lift from sta 50+01 to 64+78. Several paving trucks were rejected due to temperature.....". An orange arrow labeled "BB" points to this field.
- Quality Control Narrative Report:** A text input field containing "Quality Control Manager was onsite today:" followed by a bulleted list: "• Tested aggregate compaction at sta 5+00, 5+34, and sta 6+43." and "• Also took pavement cores at sta 50+05, 55+67, 58+21, 62+93,". An orange arrow labeled "CC" points to this field.
- Safety, Erosion & Traffic Control Inspection:** A form with several radio button options:
  - Traffic Control Checked?:  Yes; No Problems,  Yes; Problems,  No
  - Erosion/Sediment Control Checked?:  Yes; No Problems,  Yes; Problems,  No
  - Unsafe Operations Observed?:  Yes,  No
  - Accidents?:  Yes,  No
  - Add Specific Notes?:  Yes,  No
  - Supporting Documents:
  - Reported By\*: Heidi Inspector
 Orange arrows labeled "DD", "EE", "FF", "GG", "HH", and "II" point to these respective options.

At the bottom, a toolbar contains buttons: "Save & Close", "Save", "Delete", "Cancel", "Cancel & Close", "Submit To PE", and "Print Preview". Orange arrows labeled "KK" and "JJ" point to "Submit To PE" and "Print Preview" respectively. A red arrow points down to a "Problems:" text input field that appears when "Yes; Problems" is selected for Traffic Control Checked. Another red arrow points to the right side of this field.

If a report is saved without 'submitting to PE" it will show as "draft status" on the Existing Daily Report list tab. Once Submit to PE has been selected a certification will appear, select "Agree" to complete submission to PE. (Note: The wording of the certification will depend on whether the Daily Report is an Inspector Daily Report or a Contractor Daily Report).



After a Daily Report is submitted, it is shown as "pending review" status on the list tab.

- 💡 If the Daily Report is completed by the PE it is automatically approved and no further action is required.

#### 4.6.6.1 Approve Daily Reports

This is where the Daily Reports are reviewed and approved or rejected.

Select the Daily Report to review:

Administration Tuesday, November 16, 2010 | 10:37 am | [Logout](#)  
User: Alex PE  
powered by sympathy

Projects: [KS PRA PEHI 77\(7\)...](#) [Constructions](#) [Return To Projects \(All\)](#) | [Return To List \(Construction\)](#) ?

Project Info | Design | Acquisition | **Construction** | Account | Team

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

Existing Daily Reports | Templates

**Project Number:** KS PRA PEHI 77(7) **Project Name:** Construction test 9/30/10 HSH **Contract Number:** DTFH70-11-C-ABCDE **States:** KS

**Search Filters:**

Keyword  Reported By

Type  IDR  CDR Reviewed By

Contractor/SubContractor  Status  Draft  Pending Review  Approved  Rejected

Date    to

Actions	Date	Type	Contractor/SubContractor	Reported By	Reviewed By	Status
	Nov 10, 2010	IDR	Excellent Earthworks	Fred AEInspect		Pending Review
	Nov 10, 2010	IDR	Triple A Traffic	Inspect Gov1	Alex PE	Rejected
	Nov 10, 2010	IDR	ABC Construction Company (Contractor)	Alex PE	Alex PE	Approved
	Nov 10, 2010	CDR	ABC Construction Company (Contractor)	Leonard Construction Manager	Alex PE	Rejected

Items 1-4 of 4

Select Edit to open the Daily Report for comment and Approval or Rejection:

The screenshot shows the EEBACS web application interface. At the top, there is a navigation bar with tabs for Project Info, Design, Acquisition, Construction, Account, and Team. Below this, there are sub-tabs for Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports, Daily Diary, Claims, and Contract Modifications. The main content area displays the following information:

- Project Number:** KS PRA PEHI 77(7)
- Project Name:** Construction test 9/30/10 HSH
- Contract Number:** DTFH70-11-C-ABCDE
- States:** KS

Below the project information, there are buttons for **Edit**, **Close**, and **Print Preview**. A red arrow points to the **Edit** button. To the right of the main form, there are two summary boxes:

- Daily Report Info:**
  - Created: 11-10-2010 13:20:03
  - By: Fred AEInspect
  - Modified: 11-10-2010 13:23:29
  - By: Fred AEInspect
- Approval Information:**
  - Daily Report Submitted for Review by Fred AEInspect on 11-10-2010 at 3:23 pm

The main form area contains the following details:

- Daily Report Type:** IDR
- Contractor/SubContractor:** Excellent Earthworks
- Date:** November 10, 2010
- Shift Start:** 10:00 am
- Shift End:** 4:00 pm
- Weather/Temperature:** sunny, 75
- Amount of Precipitation:** 0

At the bottom of the Daily Report, the Review Comments block and the Approve/Reject button appear (once the Daily Report has been "Submitted to the PE" and is now in "pending review" status).

- Enter Review Comments (Note the review comments do NOT appear in the print preview report until the Daily Report has been approved or rejected).
- Select Print Preview to review Daily Report
- Approve or Reject Daily Report
  - Approve: Report status is changed to Approved. Changes and comments can no longer be made. Daily Report is locked.
  - Reject: Report status is changed to Rejected and the Daily Report is available again for editing by the originator

The screenshot shows the bottom section of the Daily Report form. It includes the following elements:

- Reported By\*:** Fred AEInspect
- Reviewed By:** Alex PE
- Review Comments:** A text area with a yellow arrow labeled 'A' pointing to it. Above the text area is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Background Color, and Font Color.
- Buttons:** Save & Close, Save, Cancel, Cancel & Close, Approve, Reject, and Print Preview. Arrows point to the Approve, Reject, and Print Preview buttons.

### 4.6.6.2 Add Specific Notes

Specific Notes are used to tag Daily Reports with important and/or unusual issues (i.e. Potential claim or dispute, re-occurring issues)

- A. If "yes" is selected the following appears
- B. Enter new Notes: Describe unusual issue, *or...*
- C. Select existing saved note from drop-down list (once selected, the note will populate in Notes box for editing)
- D. Check box to save the current "Notes" for use on future Daily Reports. (i.e. Save Current Notes means it will be added to the above dropdown list)

The screenshot shows the 'Add Specific Notes' form. At the top, there is a radio button selection for 'Yes' (selected) and 'No'. Below this is a text area labeled 'Notes:' containing the text 'Unapproved equipment onsite'. A list of saved notes is displayed below the text area, with the first item 'Unapproved equipment onsite' selected. Below the list is a dropdown menu labeled 'Saved Notes:' with the text '[Select Saved Response]'. At the bottom left, there is a checkbox labeled 'Save Currently Entered Note:'.

Callouts A, B, C, and D point to the following elements:

- A**: Points to the 'Add Specific Notes?:' label and radio buttons.
- B**: Points to the 'Notes:' text area.
- C**: Points to the 'Saved Notes:' dropdown menu.
- D**: Points to the 'Save Currently Entered Note:' checkbox.

Specific Notes can be as general or detailed as desired. Specific Notes will be shown on the PE's Daily Diary and can be searched on for Ad Hoc reporting for claims research contract modification research, etc. This is a very powerful tool with many time saving applications and should be used.



## 4.6.7 Daily Diary

This is where the Daily Diary information is added.

Roles with the ability to *Create Daily Diary* (also includes the right to edit and delete their own entry) include Component Lead, Contraction Branch Chief, COE (project specific), Project Engineer, Project Engineer – Temporary, and Project Engineer – A&E

From the Daily Diary tab, on the list subtab:

- A. Select the View or edit icon existing Daily Diary
- B. Or select “Add New” to create a new Daily Diary

The screenshot shows the 'Daily Diary' tab in a software application. At the top, there are navigation tabs: Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports, **Daily Diary**, Claims, and Contract Modifications. Below these is a sub-tab 'List' and 'Note Categories'. A header bar displays project information: Project Number: KS PRA DULO 12(3), Project Name: Elk Meadow Road, Contract Number: DTFHXX-XX-C-XXXXX, States: KS.

Below the header is a 'Search Filters' section with input fields for Keyword, Date, and Category, along with 'select' and 'clear' buttons and an 'Apply Search' button.

The main content is a table with the following data:

Actions	Date ▼	Weather/Temperature	Project Engineer Daily Narrative	Notes	Status ▼
	May 24, 2010	Cool , clear 74	9:30 weekly meeting etc...	4	Signed
	May 25, 2010	clear, NW winds 64	Not much happening today as most of crew took today off for...	0	
	May 26, 2010	cold rainy .008in	rain has stopped finishing of slopes for seeding - crews are...	1	Signed

Annotation 'A' points to the view and edit icons in the first row. Annotation 'B' points to the 'Add New' button at the bottom of the table.

- A. Select date
- B. Enter Weather/temperature
- C. Enter Project Engineer Daily Narrative
- D. All Inspector Daily Reports "Submitted to PE" with Specific Notes for the same date are listed here
- E. All "Specific Notes" noted in the Inspector Daily Report will appear here

The screenshot shows the 'Daily Diary' form in the EEBCS system. At the top, there are navigation tabs: Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports, **Daily Diary**, Claims, and Contract Mod. Below the tabs, the form displays project information: Project Number: PRA JOHN 1(1), Project Name: John - Small Test, Contract Number: , and States: CO. A row of buttons includes Save & Close, Save, Delete, Cancel, Cancel & Close, Sign, and Print Preview. A note indicates that an asterisk (\*) denotes a required field.

The 'Daily Diary' section contains the following fields and callouts:

- Callout A:** Points to the 'Date\*' field, which currently shows '10-29-2010' with 'select' and 'clear' buttons.
- Callout B:** Points to the 'Weather/Temperature:' text input field.
- Callout C:** Points to the 'Project Engineer Daily Narrative\*' text area, which includes a rich text editor toolbar with options for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and a font color selector.

The 'Project Engineer Specific Notes' section lists two entries:

- Callout D:** Points to the 'IDR Reported By: Heidi Inspector (2010-10-29)' text.
- Callout E:** Points to the 'Specific Notes' text: 'Unapproved equipment onsite. Backhoe was not inspected for noxious weeds.'

A second entry is shown below, with callouts D and E pointing to its respective fields.

💡 Specific Notes from Contractor Daily Reports will not appear here.

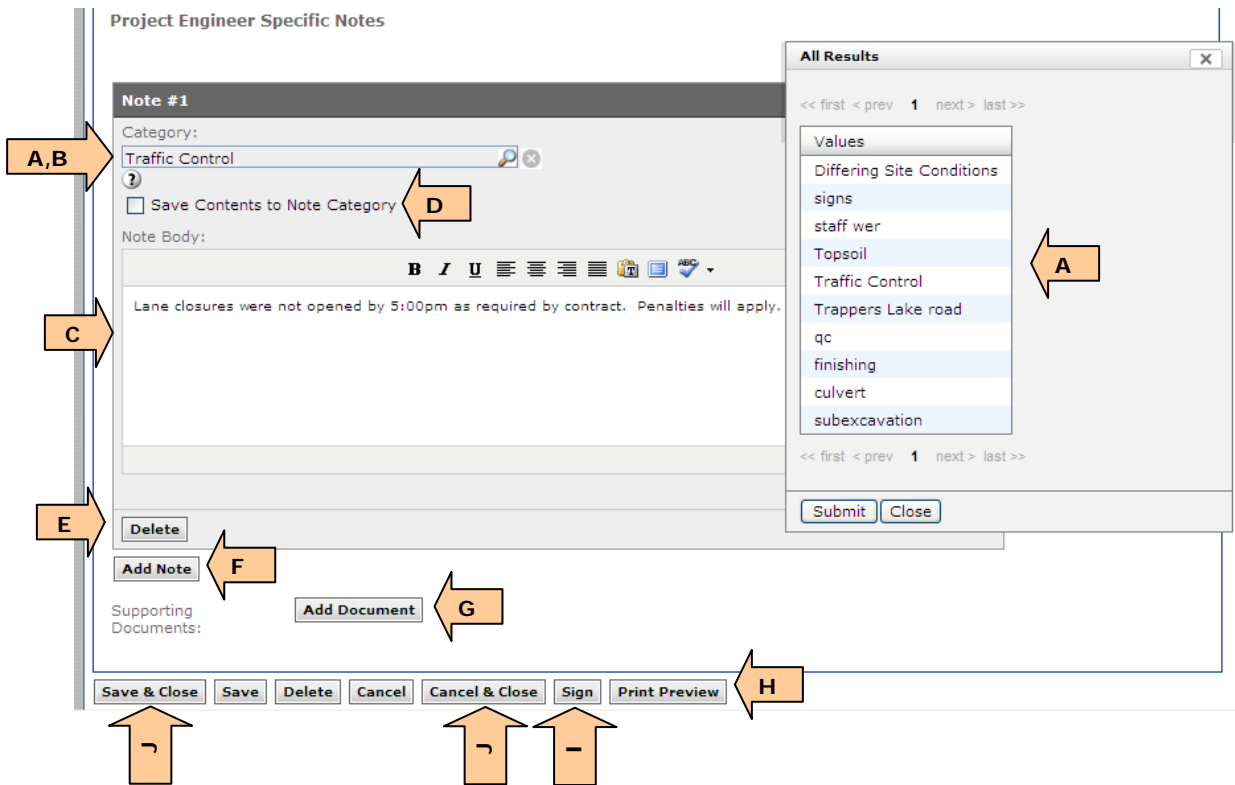
### 4.6.7.1 Project Engineer Specific Notes

Daily Diaries have a notes feature similar to the Daily Reports. Project Engineer Specific Notes are used to tag and organize the Daily Diary information such as unusual issues, potential claims, or disputes and also for re-occurring items such as timesheet, safety meetings, etc. "Categories" are the overall tags that individual notes are associated with and are used throughout all Daily Diaries for the project.

On the Daily Diary, select "Add Note"

The screenshot displays the 'Daily Diary' form within the EEBACS software. The interface includes a navigation bar at the top with tabs for Project Info, Design, Acquisition, Construction (selected), Account, Team, and Event Log. Below this, a secondary navigation bar contains tabs for Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports, Daily Diary (selected), Claims, and Contract Modifications. A yellow header bar provides project details: Project Number: KS PRA PEHI 77(7), Project Name: Construction test 9/30/10 HSH, Contract Number: DTFH70-11-C-ABCDE, and States: KS. Below the header, there are buttons for Save & Close, Save, Cancel, Cancel & Close, and Print Preview, along with a note: \* Indicates a required field. The main form area is divided into two sections: 'Daily Diary' and 'Project Engineer Specific Notes'. The 'Daily Diary' section contains the following information: Date\*: May 2, 2011; Weather/Temperature: blizzard, -2; Project Engineer Daily Narrative\*: No work. The 'Project Engineer Specific Notes' section is currently empty. A red arrow points to the 'Add Note' button located at the bottom of the 'Project Engineer Specific Notes' section. To the right of the main form is a 'Daily Diary Info' panel with the following details: Created: 05-03-2011 08:48:05, By: Heidi Hirsbrunner, Modified: 05-03-2011 08:48:05, and By: Heidi Hirsbrunner. At the bottom of the form, there are buttons for Save & Close, Save, Cancel, Cancel & Close, and Print Preview.

- A. Select an existing saved Note Categories from list (either select "?" or start typing),  
or
  - B. Enter new Note Category
- 💡 Once a new category is entered and the Diary Page is "Saved," the Note Category is automatically added to Note Category list for this project for use on other daily diaries.
- C. Enter Note Body text in detail here
  - D. Check this box if you want to save "Note Body" text with the associated Note Category for future Daily Diary use. The text will now appear the next time this Note Category is selected.
  - E. Select Delete to remove this Note Category and Note Body from the Daily Diary entry
  - F. Select Add Note to include additional Project Engineer Specific Notes
  - G. Add Documents to the Diary as required (such as sketches, specific issue photos, etc.)
  - H. Print Preview to review Daily Diary (report will be marked as draft prior to PE "signature")
  - I. Use the Sign button to certify the Daily Diary
  - J. Select Save & Close or Cancel & Close to return Daily Diary list



On the Diary tab:

- A. Note Categories and Note Body text can also be entered and edited via the Note Categories tab.
- B. Once a Note Category has been saved it can be filtered here in the Search to find diaries that include that Note Category

Project Number: KS PRA DULO 12(3) Project Name: Elk Meadow Road Contract Number: DTFHXX-XX-C-XXXX States: KS

Search Filters:

Keyword  Category  **B**

Date    to

Actions	Date	Weather/Temperature	Project Engineer Daily Narrative	Notes	Status
	May 24, 2010	Cool , clear 74	9:30 weekly meeting etc...	4	Signed
	May 25, 2010	clear, NW winds 64	Not much happening today as most of crew took today off for...	0	
	May 26, 2010	cold rainy .008in	rain has stopped finishing of slopes for seeding - crews are...	1	Signed

On the Daily Diary, Note Categories tab:

- A. Add New Note Category
- B. Select Edit or delete
- C. Enter/Edit Note Category
- D. Enter/Edit Note Category text, if desired

💡 This will not actually add a category note or body text to a specific Daily Diary, it only adds this Category to the “pick list” for future selection

The screenshot shows the 'Note Categories' tab in the 'Daily Diary' module. The interface includes a header with project information: Project Number: KS PRA LODU 10(1), Project Name: Eagle Highway, Contract Number: DTFH70-09-C-12345, and States: KS. Below this is a table with columns for 'Actions', 'Label', and 'Body Text'. A new category is being added, with arrows pointing to the 'Add New' button (A), the edit/delete icons (B), the label input field (C), and the body text editor (D).

Actions	Label	Body Text
	<input type="text"/>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>B</b> <i>I</i> <u>U</u> [List] [Align] [Link] [Image] [Undo]</p> </div>
	Aggregate base	
	As-builts	
	Asphalt mix design	
	Concrete- failing tests	MPA
	Differing site conditions	Sta 5 05: Extensive, large boulders found during excavation.
	Differing site conditions	
	failing density	
	False work	
	Pay cert	
	Progress Payment	
	Time sheet	start: Stop: Reg hrs.:      OT hrs.
	Topsoil	
	Traffic Control & Safety Problems	Problems: Closeout:
	Underdrain Problem	

This is a cache for to flag and organize re-occurring daily items and unusual or special events. This is a very powerful tool with many time saving applications and should be used.

### 4.6.7.2 Edit a Signed Diary

Editing a signed Diary should only be used when the Diary has been erroneously signed (i.e. too early in the day) or if incorrect information has been included in the Signed Diary. Additions to the Diary can be added via the Note process. The Edit Diary process will be tracked in Diary versions.

**Project Number:** KS HSH SPEED 1(1) **Project Name:** Heidi Speed tests 1//5/2011 **Contract Number:** DTFH70-11-C-TEST3 **States:** KS

**Search Filters:**  
 Keyword:  Category:   
 Date:    to

Actions	Date	Weather/Temperature	Project Engineer Daily Narrative	Notes	Status
	Feb 09, 2011	Cold, flurries -3	Very cold today. Equipment won't start. ...	1	Signed
	Feb 14, 2011	Breezy, partly sunny 54	Second test strip placed this morning. Temp: 54...	0	Signed
	Feb 19, 2011	Sunny, 49	Weekend traffic control inspection. Checked traffic...	1	Draft
	Apr 20, 2011	Clear, windy 55	On project today. Issues with the culvert...	1	Signed

**Project Number:** KS HSH SPEED 1(1) **Project Name:** Heidi Speed tests 1//5/2011 **Contract Number:** DTFH70-11-C-TEST3 **States:** KS

\* Indicates a required field

**Daily Diary**  
 Date\*: April 20, 2011  
 Weather/Temperature: Clear, windy 55

**Project Engineer Daily Narrative:** On project today. Issues with the culvert installation at 54+65. Seems that the proctor is not for the same backfill material that they are using. The pipe foreman will have the tester take a new proctor. In the mean time, they will run the tamper over the backfill material and test it until they find the point that the curve breaks (the density no longer goes up, but decreases). Once the new proctor comes in, they will retest the culvert backfill material to insure that the material is compacted to spec. If the compaction does not meet spec, it will have to be removed and recompacted.

Subex areas marked out with JR. There are 29 areas at 500 sqyds - close to plan quantity. See field review summary for subex.

**Project Engineer Specific Notes**

**Note #1**  
 Category: Schedule  
 Note Body:  
 Reviewed third iteration of schedule - looks good. All issues with the narrative have been addressed and lead times have been added in to activities. Sent schedule acceptance letter to the Contractor.

**Daily Diary Info**  
 Created: 04-29-2011 12:06:07  
 By: Alex PE  
 Modified: 04-29-2011 13:11:44  
 By: Alex PE

**Approval Information**  
 Daily Diary Signed by Alex PE on 04-29-2011 at 3:11 pm

- A. Add Note Category
- B. Enter Note Body (include the date the Diary Note is being added and the changes)
- C. Select Save (this will open the entire Diary for re-signing)

Project Info Design Acquisition **Construction** Account Team

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

**Project Number:** KS HSH SPEED 1(1) **Project Name:** Heidi Speed tests 1//5/2011 **Contract Number:** DTFH70-11-C-TEST3 **States:** KS

Save & Close Save Cancel Cancel & Close Print Preview \* indicates a required field

**Daily Diary**

Date\*: April 20, 2011

Weather/Temperature: Clear, windy 55

Project Engineer Daily Narrative\*: On project today. Issues with the culvert installation at 54+65. Seems that the proctor is not for the same backfill material that they are using. The pipe foreman will have the tester take a new proctor. In the mean time, they will run the tamper over the backfill material and test it until they find the point that the curve breaks (the density no longer goes up, but decreases). Once the new protor comes in, they will retest the culvert backfill material to insure that the material is compacted to spec. If the compaction does not meet spec, it will have to be removed and recompacted.

Subex areas marked out with JR. There are 29 areas at 500 sqyds - close to plan quantity. See field review summary for subex.

**Project Engineer Specific Notes**

**Note #1**

Category: Schedule

Note Body:

Reviewed third iteration of schedule - looks good. All issues with the narrative have been addressed and lead times have been added in to activities. Sent schedule acceptance letter to the Contractor.

**Note #2**

Category: Diary Addition

Save Contents to Note Category

Note Body:

**B I U** [List Bulleted] [List Numbered] [List None] [List Indent] [List Outdent] [List Undo] [List Redo] [List ABC]

Added 4/21/11: Was called back to the project at 7:35pm due to a landslide that impacted the roadway. No injuries were reported. Assistant Project engineer was already on-site and had directed the Contractor to begin to clear the debris from the travel way.

Traffic was detoured onto Back Mountain Drive.

Roadway was cleared of debris at 11:45pm and detour was removed.

Add Note

Save & Close Save Cancel Cancel & Close Print Preview



- Re-sign Diary

**WARNING:** It is FLH best practice not to edit Project Engineer Daily Narrative, but only to add or amend the Diary by adding notes.

The screenshot displays the EEBACS web application interface for the 'Daily Diary' entry. At the top, the header shows 'Federal Highway Administration EEBACS' and the user 'Alex PE'. The navigation bar includes tabs for 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', and 'Team'. The 'Construction' tab is active, and the 'Daily Diary' sub-tab is selected. The main content area shows the 'Daily Diary' form with the following details:

- Project Number:** KS HSH SPEED 1(1)
- Project Name:** Heidi Speed tests 1/5/2011
- Contract Number:** DTFH70-11-C-TEST3
- States:** KS

Navigation buttons at the top include 'Save & Close', 'Save', 'Delete', 'Cancel', 'Cancel & Close', 'Sign', and 'Print Preview'. A red arrow points to the 'Sign' button. The 'Daily Diary' section includes a 'Date\*' field (04-20-2011), a 'Weather/Temperature' field (Clear, windy 55), and a 'Project Engineer Daily Narrative\*' text area containing the following text:

On project today. Issues with the culvert installation at 54+65. Seems that the proctor is not for the same backfill material that they are using. The pipe foreman will have the tester take a new proctor. In the mean time, they will run the tamper over the backfill material and test it until they find the point that the curve breaks (the density no longer goes up, but decreases). Once the new proctor comes in, they will retest the culvert, backfill material to insure that the material is compacted to spec. If the compaction does not meet Subex areas marked out with JR. There are 29 areas at 500 sqyds - close to plan quantity. See field review summary for subex.

Below the narrative are 'Project Engineer Specific Notes' containing two notes:

- Note #1:** Category: Schedule. Note Body: Reviewed third iteration of schedule - looks good. All issues with the narrative have been addressed and lead times have been added in to activities. Sent schedule acceptance letter to the Contractor.
- Note #2:** Category: Diary Addition. Note Body: Added 4/21/2011: Was called back to the project at 7:35pm due to a landslide that impacted the road. No injuries were reported. Assistant Project engineer was already on-site and had directed the Contractor to begin clearing the debris from the travel way. Traffic was detoured onto Back Mountain Drive. Roadway was cleared of debris at 11:45pm and detour was removed.

The right sidebar contains 'Daily Diary Info' (Created: 04-29-2011 12:06:07, By: Alex PE, Modified: 04-29-2011 13:30:43, By: Alex PE) and 'Approval Information' (Daily Diary Re-opened by Alex PE on 04-29-2011 at 3:30 pm, Daily Diary Signed by Alex PE on 04-29-2011 at 3:11 pm).

## 4.6.8 Claims

This is where all Formal Claims are tracked in EEBACS.

Roles with rights to *Create Claims* and to *Edit Claims*: Construction Component Lead, Construction Branch Chief, Construction Admin staff, COE (project), Project Engineer (both Gov and A/E)

Roles with rights to *Delete Claims*: Construction Component Lead, Construction Branch Chief, Construction Admin staff, COE (project)

**Warning:** This Claims Tab can be viewed by many users and should NOT be used to note opinions or commentary, just factual claims information.

On the Claims tab, Select "Add New"

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

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

Project Number: PRA JOHN 1(1) Project Name: John - Small Test Contract Number: States: CO

**Search Filters:**

Claim Number  Claim Received Date    to

Claim Amount  Settlement Agreement Date    to

No Records Found.

- A. Enter Claim Number according to Division procedures (alpha-numeric field)
- B. Enter Claim Amount
- C. Enter Claim Description
- D. Enter Claim Received Date (according to Division procedures)
- E. Enter Claim Received Remarks
- F. Enter Date Contracting Officer Issued Decision

Project Info Design Acquisition **Construction** Account Team

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

**Project Number:** KS PRA PEHI 77(7) **Project Name:** Construction test 9/30/10 HSH **Contract Number:** DTFH70-11-C-ABCDI

Save & Close Save Cancel Cancel & Close \* indicates a required field

**Claim**

**A** Claim Number\*: XVI-2010-001

Claim Amount\*: \$ 161104.70 **B**

Claim Description\*: **C**

Claim Received Date: 11-10-2010 select clear **D**

Claim Received Remarks: **E**

Contracting Officer Decision Issued: 11-25-2010 select clear **F**

Claim Description\*:  
 Claim for the cost of the removal and replacement of a cracked Class III 72-inch Reinforced Concrete Pipe with a Class IV 72-inch Reinforced Concrete Pipe.

Claim Received Remarks\*:  
 By letter dated November 4, 2010, ABC Construction Company submitted original claim in the amount of \$154,339.55.  
 By letter dated November 6, 2010, we acknowledged receipt of the Claim and stated that a Contracting Officers Decision would be issued on or before December 11, 2009.  
 By letter dated November 16, 2010, ABC Construction Company submitted a revised recertified Claim in the amount of \$161,104.70. The Claim included additional information supplementing the original Claim. By

- G. Settlement agreement – select yes or no
- H. Enter Settlement agreement date
- I. Enter Settlement Remarks
- J. Enter Contracting Officer Decision Appealed Date
- K. Enter Claim Settlement Date
- L. Enter Claim Settlement Amount
- M. Enter Remarks Settlement Remarks
- N. Add Supporting Documents as appropriate
- O. Save and Close to return to Claim list

Settlement Agreement:  yes  no

Settlement Agreement Date: 11-30-2010   **H**

Settlement Agreement Remarks: **I**

Contracting Officer Decision Appealed Date:    **J**

Claim Settlement Date: 11-30-2010   **K**

Claim Settlement Amount: \$ 150000.00 **L**

Claim Settlement Remarks: **M**

Supporting Documents:  **N**

**O**

Claim list:

Project Number: KS PRA PEHI 77(7) Project Name: Construction test 9/30/10 HSH Contract Number: DTFH70-11-C-ABCDE States: KS

Search Filters:

Claim Number  Claim Received Date    to

Claim Amount  Settlement Agreement Date    to

Actions	Claim Number	Claim Amount	Claim Description	Claim Received Date	Claim Settlement Date
	XVI-2010-001	\$161,104.70	Claim for the cost of the removal and replacement of a cracked Class III 72-inch Reinforced Concrete Pipe with a Class IV 72-inch Reinforced Concrete Pipe. Claim also includes additional	Nov 10, 2010	Nov 30, 2010

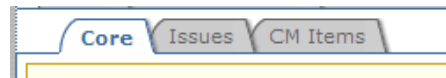
Items 1-1 of 1

- 💡 If Claim Description exceeds viewing area, double bars appear. Drag double-bars downward to expand the viewing area.

## 4.6.9 Contract Modifications

This is where all Contract Modifications are added to the system, including Supplemental Agreements, Administrative Changes, and Change Orders.

In EEBACS Contract Modifications are composed of multiple parts: core information, issues, and any affected pay items.



The Contract Modification process within EEBACS requires:

- Entering overall Contract Modification data on the Core Tab, including awarding options
- Adding Issues on the Issues Tab, including any affected pay item changes and contract time changes
- Verifying affected pay items on the CM Items Tab
- Returning to the Core Tab to obligate/de-obligate funding as appropriate and overall contract modification tracking

If new account numbers are needed to fund Contract Modifications, add the account on the Account Tab (see Section 4.4.2), prior to adding or modifying pay items under the Contract Modification.

Roles with rights to *Create & Edit Contract Modifications and Issues*: Construction Component Lead, Construction Admin Staff, Construction engineer, COE (project), lead Inspector, and project PEs, Assistant PEs (including A&E).

Roles with rights to *Delete Contract Modifications and Issues*: Construction Component Lead, Construction Admin Staff, Construction engineer, COE (project), and project PEs, Assistant PEs (including A&E).

Roles with Rights to *View only Contract Modifications and Issues*: All, except Construction Contractor roles

#### 4.6.9.1 Add Contract Modification

On the Contract Modification tab:

- A. Select "Add New Contract Modification" or
- B. Select edit or view icon for existing contract modifications

The screenshot displays the 'Contract Modifications' tab in a software application. At the top, there are navigation tabs: Project Info, Design, Acquisition, Construction, Account, Team, and Event Log. Below these are sub-tabs: Core, Contract Status, Progress Payment, SubContractors, Labor/Equipment, Daily Reports, Daily Diary, Claims, and Contract Modifications. The main area shows project details: Project Number: KS PRA HEHI 10(1), Project Name: Leopard Creek, Contract Number: DTFH70-10-D-0TEST T-10-001, and States: KS. There are search filters for Keyword, FAR Authority, Modification Type, and CM Initiated by. A table below lists three contract modifications with columns for Actions, Number, Modification Type, Description, CM Initiated by, Modification Amount, Days, # Issues, Obligation, and CO Signature Date. At the bottom left, there is a button labeled 'Add New Contract Modification' with an arrow pointing to it from below, labeled 'A'.

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
	001	Supplemental Agreement	aDDED OPTION x...	FHWA/Construction	\$485,197.00	25	1	CON01 \$260,000.00 CON02 \$225,197.00 CON03 \$0.00	Jun 14, 2010
	002	Administrative Change			\$0.00	0	0	CON01 \$0.00 CON02 \$0.00	Jun 16, 2010
	003	Change Order	Added...		\$35,000.00	30	1	CON01 \$35,000.00 CON02 \$0.00 CON03 \$0.00	Sep 08, 2010
Totals					\$520,197.00	55		\$620,197.00	

##### 4.6.9.1.1 Contract Modification Core data

On the Contract Modifications, Core subtab:

- A. Enter Contract Modification number according to Division procedures
- B. Select Contract Modification Type (Supplemental Agreement, Administrative Change, Change Order)
- C. Select all applicable FAR Authority clauses from the pick list
- D. Describe Contract Modification
- E. Select all applicable CM Initiated by parties
- F. Save (once the save button is clicked, the modification is logged in the system and the "Add New Issue" button appears)

In most cases the next step is to “Add New Issues.” The bottom portion of this screen will be filled in after all issues have been added.

- G. Select “Add New Issue.” Multiple issues can be added for each contract modification. An Issue is a particular change within a contract, for example adding a culvert, extending the mainline paving, and adding a parking lot would be three different issues within one contract modification. Or go to the Issues Tab to Add New Issue.

The screenshot shows the 'Contract Modifications' screen. At the top, there are tabs for 'Core', 'Issues', and 'CM Items'. Below the tabs, project information is displayed: Project Number: KS HAH1 1(2), Project Name: Beaver Creek Road, Contract Number: DTFH-XX-10-C-00001, States: KS. A toolbar contains buttons for 'Save', 'Delete', 'Cancel', 'Cancel & Close', and 'Print Preview'. The main form area is divided into sections: 'Contract Modification' with fields for 'Contract Modification Number' (CM002) and 'Contract Modification Type' (Supplemental Agreement); 'FAR Authority' with a dropdown menu and a list of selected items; 'Contract Modification Description' with a rich text editor; and 'CM Initiated by' with a dropdown. On the right, there is a 'Contract Modification Info' panel showing creation and modification details, and an 'Issues' panel with an 'Add New Issue' button. A callout box on the right states: 'Within an Issue you can: • add, modify, or delete pay items • add contract time • add CM details'.

#### 4.6.9.1.2 Contract Modification Issues and Affected Pay Items

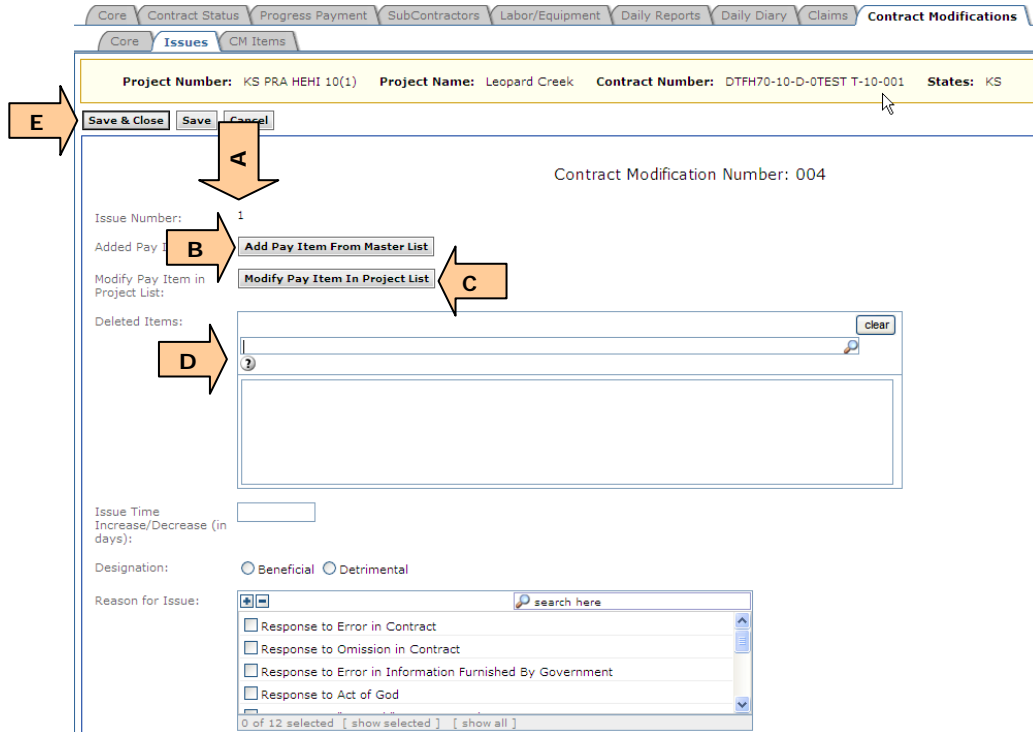
On the Issues subtab within a particular contract modification:

- A. Issue Number – automatically generate when “add New Issue” button was selected
  - B. To add new pay items to the contract select “Add Pay Item from Master List”
  - C. To modify existing project pay items select “Modify Pay Item in Project List”
- Warning:** Never delete existing project pay item, unless it was added by mistake. Modify the existing project pay item quantity and probable to zero instead.
- D. To delete a mistakenly added project pay item, enter keyword search or press “?” to select from project item list. If a pay item is deleted it completely disappears from the progress payments.

The next step is generally to add new pay items, modify existing project pay items, or delete existing project pay items as shown above. The bottom portion of this screen will be filled in after pay items have been added, deleted, or modified. The next few pages explain the specific processes for adding, deleting, or modifying contract modification pay items.

E. To view a list of all Issues for this contract modification select "Save & Close"

💡 Each issue can affect multiple pay items (adding, deleting, or modifying), if they are related to the same issue.



*Add Pay Item from Master List*

A. Enter keyword or select "?" to find pay item on Master List (once pay item is selected, the detailed pay item information becomes populated in a yellow box directly below)

💡 Use Pay Items from Master List whenever possible. If you need a unique pay item, select a Section 666 Contract Modification item and then add unique descriptor to the Supplemental Description

B. Select schedule Pay Item is to be added to

C. Enter Line item number

💡 Prior to adding new pay items, from Grand Summary tab, print out a copy of the government receiving report (in order to have copy of line item numbers)

D. Enter Supplemental description (this will be a part of the pay item description & should be included in parenthesis)



- E. Verify and/or change the pay item type (once pay item has been selected above, pay item type will default to assigned pay item type). In most cases the pay item type should not be changed. Items affected by pay factors may need the pay item type changed
- F. Assign quantities to applicable accounts
- G. Assign unit price
- H. If needed, select "Delete" to remove this incorrectly added pay item from the Issue (the delete button appears after a pay item is added)
- I. Select to add another pay item from master list to this Issue

Issue Number: 1

Added Pay Items:

**A** → Pay Item: 15705-0100 N SOIL EROSION CONTROL, SILT FENCE LNFT

Pay Item #: 15705-0100	Pay Item: SOIL EROSION CONTROL, Description: SILT FENCE
Pay Item Type: N	Pay Unit (U.S. LNFT Units):
Pay Unit (Metric m Units):	

**B** → Schedule\*: C

**C** → Line Item Number\*: 1070

**D** → Supplemental Description: (Wire-backed fence to protect new archaeological site)

**E** → Pay Item Type\*: N: Normal pay item

Accounts:

**F** → CON01 PLH Funding: 500 LNFT

CON02 Money from County: 500 LNFT

**G** → Unit Price: \$ 15.00

Quantity: 1,000

Total Price: \$15,000.00

**H** →

↑

### Modify pay item in project list

- Enter keyword to find existing project pay item to modify

Modify Pay Item in Project List:

Deleted Items:

**Warning:** Ensure that you have select the correct Pay Item to modify, including item number, schedule, and pay item type.

- A. Enter the change in quantity, by account. The new quantity will calculate for each account and the entire item automatically.
- B. If needed, select "Delete" to remove the incorrectly modified pay item from the Issue (the delete button appears after a pay item has been selected)
- C. Select to modify another existing project pay item in this Issue

Modify Pay Item in Project List:

Pay Item\*: C1160:25125-0000 N BOULDER

Unit Price: \$50.00

Units: EACH

Accounts:

Account	Current Quantity	Change	New Quantity	Total Price
CON01 PLH Funding	567	150	717	\$35,850.00
CON02 Money from County	293	-35	258	\$12,900.00

Change in Contract Quantity: 115

Change in Contract Amount: \$5,750.00

New Quantity: 975

Total Price: \$48,750.00

💡 If you need to modify a unit price, you must add a new pay item.

*Deleting existing project pay item:*

Enter keyword or select "?" to find existing pay item to delete. Multiple pay items can be selected for deletion

Deleted Items:

marking

?

C1580: 63505-1000 N TEMPORARY TRAFFIC CONTROL, PAVEMENT MARKINGS

**Warning:** Never delete existing project pay item, unless it was added by mistake. Modify the existing project pay item quantity and probable to zero instead.

**Warning:** Ensure that you have selected the correct Pay Item to delete, including Item number, schedule, and pay item type

After all pay items related to this issue have been added, modified, or deleted, continue on to the bottom of the Issue tab.

- A. Enter increase/decrease in contract time for this issue (the modification will calculate the overall contract time change by combining all of the individual issue time increases and decreases).

B. Select Beneficial or Detrimental

💡 Hover over Beneficial or Detrimental for definition

C. Select Reason for Issue (multiples can be selected)

D. Select Areas of Work Affected for this Issue (multiples can be selected)

E. Selected Contractual Effects of Change for this Issue (multiples can be selected)

F. Total of Contract Increase or Decrease for this Issue – calculated from pay items above

G. Describe Issue

H. Add any necessary Supporting Documentation

I. Save

💡 Make sure you save prior to leaving this screen; otherwise your changes will not be save

J. To see all issues for this CM or add another Issue, select “Save and Close”

The screenshot shows the 'Issue' form in the EEBACS software. The form is divided into several sections:

- Issue Time:** A text input field containing '25'.
- Designation:** Radio buttons for 'Beneficial' (selected) and 'Detrimental'.
- Reason for Issue:** A list box with several options, including 'Response to "No Fault" Contract Inadequacy' which is checked.
- Area of Work Affected:** A list box with options like 'Erosion Control' and 'Incidental Construction', both checked.
- Contractual Effects of Change:** A list box with options like 'Added Work (Negotiated)' which is checked.
- Issue Contract Increase/Decrease:** A text input field containing '-\$42,952.00'.
- Issue Description:** A rich text editor containing the text: 'Found new arch site. Needed to protect with silt fence. Could not place boulders on arch site. Did not route traffic near arch site; therefore removed temporary striping.'
- Supporting Documents:** A section with an 'Add Document' button.

At the bottom of the form, there are five buttons: 'Save & Close', 'Save', 'Delete', 'Cancel', and 'Cancel & Close'. Arrows labeled A through H point to various elements: A points to the Issue Time field; B points to the Designation radio buttons; C points to the Reason for Issue list box; D points to the Area of Work Affected list box; E points to the Contractual Effects of Change list box; F points to the Issue Contract Increase/Decrease field; G points to the Issue Description text area; H points to the Add Document button. Below the buttons, there are two arrows pointing up towards the 'Save & Close' and 'Save' buttons.

On the Contract Modification tab – Issues list subtab (this shows the list of Issues within a specific Contract Modification):

- K. Select to add another issue
- L. After all Issues have been added return to the core CM screen and complete the bottom of the CM screen

Project Number: KS HAHI 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Contract Modification Number: CM002

Search Filters:

Keyword:  Area of Work Affected:

Designation:  Beneficial  Detrimental Contractual Effects of Change:

Reason for Issue:

Apply Search

Actions	Issue Number	Reason for Issue	Amount Change	Time Change (in days)	Account Number (s)	Issue Description
	1	Response to "No Fault" Contract Inadequacy	-\$42,952.00	25	CON01 -\$39,333.00 CON02 -\$3,619.00	Found new arch site. Needed to protect with silt fence. Could not place boulders...
	2	Technical or Value Improvement	\$10,000.00	20	CON01 \$10,000.00	Added a Vault Toilet near new overlook.

Add New Issue Items 1-2 of 2

- 💡 Can't see the list of issues? You are probably still viewing a specific issue. Click "save and close" to return to the list of issues for that CM.

#### 4.6.9.1.3 Verifying affected pay items on the CM Items Tab

On the Contract Modification, CM Items subtab there is a list of all of the pay items that have been changed in this Contract modification. View CM items tab to verify the affected contract modification pay items, actions, and dollar amounts.

Project Number: KS HAHI 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Contract Modification Number: 002

Search Filters:

Modification Type:

Apply Search

Line Item Number	Pay Item #	Pay Item Type	Description	Mod Type	Change in Contract Amount
C 1580	63505-1000	N	TEMPORARY TRAFFIC CONTROL, PAVEMENT MARKINGS	Deleted Item	\$63,702.00
C 1160	25125-0000	N	BOULDER	Modified Item	\$5,750.00

Items 1-2 of 2

### 4.6.9.1.4 Finalize CM Core Tab funding and overall tracking

After you have completed entry of all of the issues, return to the Contract Modifications, Core subtab to finalize the Contract modification. This is bottom of CM core tab:

- A. Total Contract Time Change for all Issues in this CM (calculated)
- B. Total Contract Modification Amount for all Issues in this CM (net value)
- C. Aggregate Amount: Total amount of dollars affected by CM (the absolute dollar value of the contract modification)
- D. If this CM is exercising an option – this will show which options are exercised
- E. Check schedule(s) to be exercised under this Contract Modification
- F. Select Dates as appropriate
- G. Select Date SF30 Signed. This is when CM gets executed and added to Progress Payment and Contract Status.
- H. Shows calculated contract modification funding by account. Based on calculated amount this shows either Obligate (increase funds) or Deobligate (decrease funds). Change obligation type by account, as necessary from the pick list. Verify the Net Authorization Change. (See next screen shot for more details).
- I. Add any Supporting Documentation
- J. Click "Save"
- K. Print Preview to view/print Contract Modification Database Report

The screenshot shows the bottom of the CM core tab interface. Callouts A through I point to the following fields and buttons:

- A:** Contract Time Increase/Decrease: 45 day(s)
- B:** Total Contract Modification Amount: -\$32,952.00
- C:** Aggregate Amount: \$97,952.00
- D:** Schedule(s) Awarded This CM: None
- E:** Award/Exercise Additional Schedules?:  X
- F:** Date RFP Sent to Contractor: 09-28-2010
- F:** Date Negotiations Completed: 09-28-2010
- F:** Date PR Signed: 09-28-2010
- F:** Date SF30 Sent to Contractor for Signature: 09-28-2010
- F:** Date SF30 Signed By Contractor: 09-28-2010
- G:** Date SF30 Signed By CO: (empty)
- H:** Net Authorization Change section with CON01 PLH Funding: \$ 29,333.00 (Deobligate) and CON02 Money from County: \$ 3,619.00 (Deobligate)
- I:** Supporting Documents: Add Document button

A red arrow points from the 'Date SF30 Signed By CO' field to a callout box:

Once date is entered, select progress payment period in which the CM should be initially added. CM can only be added to "submitted" or "current" progress payment periods

At the bottom, buttons for 'Save & Close', 'Save', 'Cancel', 'Cancel & Close', and 'Print Preview' are visible. Callouts point to the 'Save' and 'Print Preview' buttons.

*Additional information on overriding the Net Authorization Change.*

For each CM, you have the ability to obligate or deobligate all, nothing, or partial amounts. Initially the values are calculated based on the affected pay items for all issues in the specific Contract Modification. (Once the CM SF30 Date has been filled in, this is the dollar values that will change the "Current Authorized Amount" on the Account tab).

Net Authorization Change:

If you change the action to 'Obligate Portion' or 'Deobligate Portion', the dollar value will become an editable box.

If you change the action to anything other than the original selection or Portion options, the value will change to zero for that account.

**Warning:** Once you edit the calculated values, it will never recalculate the values based on the affected pay items.

### 4.6.9.1.5 Editing a Signed CM

This includes unsigning a Contract Modification to correct Contraction Modification input errors or modifying affected progress payment periods.

- A. Select clear for "Date SF30 Signed By CO"
- B. Select Save

The screenshot shows the EEBACS web application interface. At the top, it displays the Federal Highway Administration logo and the user's name, Heidi Hirsbrunner. The main navigation bar includes tabs for Project Info, Design, Acquisition, Construction, Account, Team, and Event Log. The 'Construction' tab is active, and the 'Contract Modifications' sub-tab is selected. The page header shows the project number 'IA PRA ACCT 10(1)', project name 'Heidi More Account tab testing', contract number 'DTFH58-11-C-9999', and state 'IA'. Below the header, there are buttons for 'Save & Close', 'Save', 'Cancel', 'Cancel & Close', and 'Print Preview'. The main content area is divided into two columns. The left column contains the 'Contract Modification' details, including the contract modification number 'CM004', type 'Change Order', FAR Authority 'FAR 52.243-4, Changes', and description 'Adding, modifying, deleting stuff.'. The right column contains 'Contract Modification Info', 'Issues', and 'Affected Periods'. The 'Affected Periods' section shows two entries: '5 INS' and '4 INS'. At the bottom of the form, there are buttons for 'Save', 'Cancel', 'Cancel & Close', and 'Print Preview'. An orange arrow labeled 'A' points to the 'clear' button next to the 'Date SF30 Signed By Contractor' field, which currently shows '11-28-2011'. Another orange arrow labeled 'B' points to the 'Save' button at the bottom of the form.

Once the "Date SF30 Signed By CO" has been cleared and Saved, the Contract Modification data can be edited according to Section 4.6.9.1 through 4.6.9.4. Once any needed edits have been completed, the Contract Modification needs to be resigned.

- A. Verify Affected Payment Periods. If the Affected Payment Periods do not need to be modified, no action needed
- B. To remove the earliest Affected Payment Periods, click the "x" (In this example, if this CM should no longer be added in progress payment period 4, click on "x")
- C. Select "Save"

The screenshot displays the 'Contract Modifications' interface. The main form includes the following sections:

- Contract Modification Info:** Contract Modification Number: CM004, Type: Change Order, FAR Authority: FAR 52.243-4, Changes.
- Description:** Adding, modifying, deleting stuff.
- CM Initiated by:** FHWA/Owning Agency.
- Contract Time Increase/Decrease:** 25 day(s).
- Total Contract Modification Amount:** \$33,000.00.
- Aggregate Amount:** \$33,000.00.
- Schedule(s) Awarded:** None.
- Award/Exercise Additional Schedules?:**  X.
- Key Dates:** Date RFP Sent to Contractor (10-26-2011), Date Negotiations Completed (11-25-2011), Date PR Signed (11-25-2011), Date SF30 Sent to Contractor for Signature (11-28-2011), Date SF30 Signed By Contractor (11-28-2011).
- Net Authorization Change:**
  - CON01 PLH Funding: \$ 0.00 (Obligate)
  - CON02 Money from County: \$ 10,000.00 (Obligate)
  - CON03 Benevolent Congress gave us more \$: \$ 0.00 (Obligate)
  - CON04 County had extra cash: \$ 23,000.00 (Obligate)
- Supporting Documents:** Add Document

On the right-hand side, the 'Affected Periods' panel shows:

Period	Action
5 INS	
4 INS	X

Annotations: Arrow 'A' points to '5 INS', Arrow 'B' points to the 'X' next to '4 INS', and Arrow 'C' points to the 'Save' button at the bottom left.



If an affected payment period was removed, the Add Period button appears.

- A. Additional payment period can be removed (in this example payment period 5 can be removed), or
- B. The previously removed affected period can be added back into the affected period list by clicking "Add Period" button (if the previous progress payment period has been approved this button will not appear),
- C. To re-sign CM fill in the "Date SF30 Signed by CO"
- D. Select Save & Close or Save

Projects: IA PRA ACCT 10(1) | Constructions: Contract Modifications

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

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

Core | Issues | CM Items

Project Number: IA PRA ACCT 10(1) | Project Name: Heidi More Account tab testing | Contract Number: DTFH68-11-C-9999 - | States: IA

Save & Close | Save | Delete | Cancel | Cancel & Close | Print Preview

**Contract Modification**

Contract Modification Number: CM004

Contract Modification Type: Change Order

FAR Authority: FAR 52.243-4, Changes

Contract Modification Description: Adding, modifying, deleting stuff.

CM Initiated by: FHWA/Owning Agency

Contract Time Increase/Decrease: 25 day(s)

Total Contract Modification Amount: \$33,000.00

Aggregate Amount: \$33,000.00

Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?:  X

Date RFP Sent to Contractor: 10-26-2011 | select | clear

Date Negotiations Completed: 11-25-2011 | select | clear

Date PR Signed: 11-25-2011 | select | clear

Date SF30 Sent to Contractor for Signature: 11-28-2011 | select | clear

Date SF30 Signed By Contractor: 11-28-2011 | select | clear

Date SF30 Signed By CO: | select | clear

Date CM Work Started: | select | clear

**Net Authorization Change**

CON01 PLH Funding: \$ 0.00 | Obligate

CON02 Money from County: \$ 10,000.00 | Obligate

CON03 Benevolent Congress gave us more \$: \$ 0.00 | Obligate

CON04 County had extra cash: \$ 23,000.00 | Obligate

Supporting Documents: Add Document

Save & Close | Save | Delete | Cancel | Cancel & Close | Print Preview

**Contract Modification Info**


Created: 10-18-2011 08:28:12  
By: Heidi Hirsbrunner  
Modified: 10-18-2011 09:21:05  
By: Heidi Hirsbrunner

**Issues**

Issue Number: 1  
Designation: Beneficial  
Cost Increase: \$33,000.00  
Time Increase: 25 days  
Add New Issue

**Affected Periods**

5 INS | Add Period 4 INS

-  An easy check to see whether Contract Modifications have been signed and added to progress payment periods is to go to the Contract Modification tab. In this example, CM004 has not been signed, therefore it has not been added to any progress payment period (i.e no account obligation or pay item adjustments have been included in EEBACS in any progress payment periods).

Projects: IA PRA ACCT 10(1) Constructions Return To Projects (All) | Return To List (Construction)

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

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

**Project Number:** IA PRA ACCT 10(1) **Project Name:** Heidi More Account tab testing **Contract Number:** DTFH68-11-C-9999 - **States:** IA

**Search Filters:**

Keyword  FAR Authority   
 Contract Modification Type  CM Initiated by

Add New Contract Modification									
Items 1-4 of 4									
Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
	CM001	Administrative Change	received...		\$0.00	0	0	CON01 \$0.00 CON02 \$0.00 CON03 \$30,000.00 CON04 \$40,000.00	Aug 19, 2011
	CM002	Change Order	Way more...	FHWA/Construction	\$59,845.00	5	1	CON01 \$0.00 CON02 \$59,845.00 CON03 \$0.00 CON04 \$0.00	Aug 15, 2011
	CM003	Change Order	Added pedestrian...	FHWA/Owning Agency	\$130,000.00	0	1	CON01 \$0.00 CON02 \$100,000.00 CON03 \$30,000.00 CON04 \$0.00	Aug 24, 2011
	CM004	Change Order	Adding, modifying,...	FHWA/Owning Agency	\$33,000.00	25	1	CON01 \$0.00 CON02 \$10,000.00 CON03 \$0.00 CON04 \$23,000.00	-
<b>Totals</b>					\$222,845.00	30		\$292,845.00	

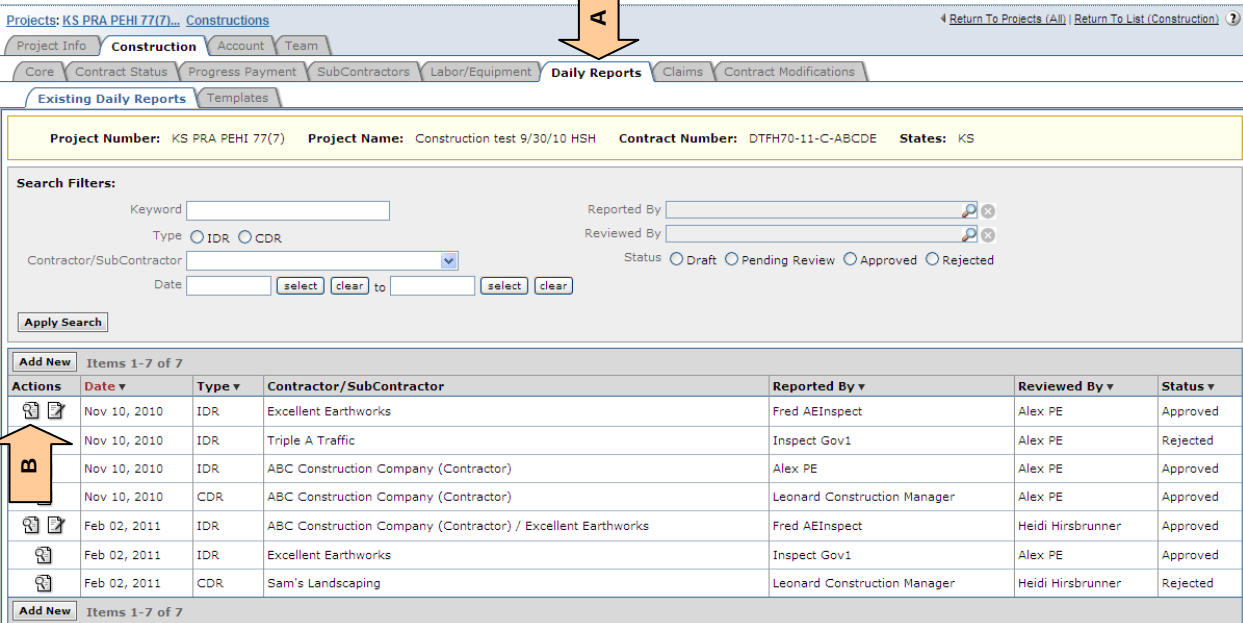
Items 1-4 of 4



## 4.6.10 Viewing Previous Versions of Daily Reports, Pay Notes, and Daily Diaries

As a document progresses through submissions and approvals, there may be changes to the document. In EEBACS, previous versions of Daily Reports, Pay Notes, and Daily Diaries can be viewed, including who made the changes and when. Viewing previous versions is done similarly in each type of document. The screenshots here depict viewing previous versions of the Daily Reports only.

- A. Go to the list tab of the document type that you want to view previous versions of (in this case Daily Reports)
- B. Select View for the exact document you want to view previous versions of



Projects: [KS PRA PEHI 77\(7\)...](#) [Constructions](#) Return To Projects (All) | Return To List (Construction) ?

Project Info **Construction** Account Team

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

Existing Daily Reports Templates

Project Number: KS PRA PEHI 77(7) Project Name: Construction test 9/30/10 HSH Contract Number: DTFH70-11-C-ABCDE States: KS

**Search Filters:**

Keyword

Type  IDR  CDR

Contractor/SubContractor

Date    to

Reported By

Reviewed By

Status  Draft  Pending Review  Approved  Rejected

Items 1-7 of 7

Actions	Date	Type	Contractor/SubContractor	Reported By	Reviewed By	Status
	Nov 10, 2010	IDR	Excellent Earthworks	Fred AEInspect	Alex PE	Approved
	Nov 10, 2010	IDR	Triple A Traffic	Inspect Gov1	Alex PE	Rejected
	Nov 10, 2010	IDR	ABC Construction Company (Contractor)	Alex PE	Alex PE	Approved
	Nov 10, 2010	CDR	ABC Construction Company (Contractor)	Leonard Construction Manager	Alex PE	Approved
	Feb 02, 2011	IDR	ABC Construction Company (Contractor) / Excellent Earthworks	Fred AEInspect	Heidi Hirsbrunner	Approved
	Feb 02, 2011	IDR	Excellent Earthworks	Inspect Gov1	Alex PE	Approved
	Feb 02, 2011	CDR	Sam's Landscaping	Leonard Construction Manager	Heidi Hirsbrunner	Rejected

Items 1-7 of 7

- A. The main screen always shows the current version of the document (in this case the Daily Report)
- B. The side menu box show the list of specific document versions available, with the oldest on the bottom (in this case Daily Report versions)
- C. Select the box of the previous version to be viewed

The screenshot displays the EEBACS web application interface. At the top, it shows the Federal Highway Administration logo and the user's name, Fred AEInspect. The main content area is titled "Daily Report" and contains the following information:

**Project Information:** Project Number: KS PRA PEHI 77(7), Project Name: Action test 9/30/10 HSH, Contract Number: DTFH70-11-C-ABCDE, States: KS

**Daily Report Info:** Created: 11-10-2010 15:20:03, By: Fred AEInspect, Modified: 02-02-2011 15:25:23, By: Alex PE

**Approval Information:** Daily Report Approved by Alex PE on 02-02-2011 at 3:25 pm, Daily Report Submitted for Review by Fred AEInspect on 11-10-2010 at 3:23 pm

**Work Activities:** Work Activity #1, Work Activity Code: A, Location: sta 14+32, Description: Excavating for utility work, Work Activity Pay Items: A0140: 20401-0000 N ROADWAY EXCAVATION

Classification	Number	Production Time (hrs)	Type	Number	Production Time (hrs)	Idle Time (hrs)	Idle Code
Operator, backhoe loader	1	6	Backhoe loader Cat 450E serial #24567	1	5	1	Broken Down

**Daily Narrative Record:** Excavating for utility work. Hit waterline. Had to call Metro Water district to shutoff water and come fix the line.

**Safety, Erosion & Traffic Control Inspection:** Traffic Control Checked?: No, Erosion/Sediment Control Checked?: No, Unsafe Operations Observed?: No, Accidents?: No, Add Specific Notes?: No, Reported By: Fred AEInspect, Reviewed By: Alex PE, Review Comments: PE can not edit Daily reports written by others, can only add comments approve/reject

Callout A points to the Project Name field. Callout B points to the Daily Report Info section. Callout C points to the Approval Information section.

- D. Now the selected previous version's details are shown. The current document and the past version can now be compared side by side.
- E. To close this previous version's details, select the version box again
- F. You may also select a different version box to switch to the detail view of a different version

**Federal Highway Administration EEBACS** Monday, March 7, 2011 | 6:00 pm | Logout  
User: Fred AEInspect powered by simplicity

Projects: KS PRA PEHI 77(7)... Constructions: Daily Reports

Project Info Construction Account Team

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

Project Number: KS PRA PEHI 77(7) Project Name: Construction test 9/30/10 HSH Contract Number: DTFH70-11-C-ABCDE States: KS

Cancel Print Preview

**Daily Report**  
Type: IDR  
Contractor/SubContractor: Excellent Earthworks  
Date: November 10, 2010  
Shift Start: 10:00 am  
Shift End: 4:00 pm  
Weather/Temperature: sunny, 75  
Amount of Precipitation: 0

**Work Activities**

**Work Activity #1**  
Work Activity Code: A Location: sta 14+32  
Description: Excavating for utility work Work Activity Pay Items: A0140: 20401-0000 N ROADWAY EXCAVATION  
Labor: Equipment:  

Classification	Number	Production Time (hrs)	Type	Number	Production Time (hrs)	Idle Time (hrs)	Idle Code
Operator, backhoe loader	1	5	Backhoe loader Cat 450E serial #24567	1	5	1	Broken Down

 Labor Total: \$288.00 Equipment Total: \$890.00

Daily Narrative Record: Excavating for utility work. Hit waterline. Had to call Metro Water district to shutoff water and come fix the line.

**Safety, Erosion & Traffic Control Inspection**  
Traffic Control Checked?: No  
Erosion/Sediment Control Checked?: No  
Unsafe Operations Observed?: No  
Accidents?: No  
Add Specific Notes?: No  
Reported By: Fred AEInspect  
Reviewed By: Alex PE  
Review Comments: PE can not edit Daily reports written by others, can only add comments approve/reject

Cancel Print Preview

**Daily Report Info**  
Created: 11-10-2010 15:20:03  
By: Fred AEInspect  
Modified: 02-02-2011 15:25:23  
By: Alex PE

**Approval Information**  
Daily Report Approved by Alex PE on 02-02-2011 at 3:25 pm  
Daily Report Submitted for Review by Fred AEInspect on 11-10-2010 at 3:23 pm

**Daily Report at time of action**

**Daily Report**  
Type: IDR  
Contractor/SubContractor: Excellent Earthworks  
Date: November 10, 2010  
Shift Start: 10:00 am  
Shift End: 4:00 pm  
Weather/Temperature: sunny, 75  
Amount of Precipitation: 0

**Work Activities**

Work Activity Code: A Location: sta 14+32  
Description: Excavating for utility work Work Activity Pay Items: A0140: 20401-0000 N ROADWAY EXCAVATION  
Labor: Equipment:  

Classification	Number	Production Time (hrs)	Type	Number	Production Time (hrs)	Idle Time (hrs)	Idle Code
Operator, backhoe loader	1	6	Backhoe loader Cat 450E serial #24567	1	5	1	Broken Down

 Labor Total: \$288.00 Equipment Total: \$890.00

Daily Narrative Record: Excavating for utility work. Hit waterline. Had to call Metro Water district to shutoff water and come fix the line.

**Safety, Erosion & Traffic Control Inspection**  
Traffic Control Checked?: No  
Erosion/Sediment Control Checked?: No  
Unsafe Operations Observed?: No  
Accidents?: No  
Add Specific Notes?: No  
Reported By: Fred AEInspect

### **4.6.11 Archive Projects (future enhancement)**

At this time, projects cannot be sent to Archive within EEBACS. This is a planned future enhancement.

Currently the projects shown within the Archive folder are legacy projects imported from the old Engineer's Estimate Program. (Since EEBACS tracks a significant amount of additional data, Legacy data will appear to have gaps).