

SITE MANAGER USER MANUAL REVISIONS

2009 Revisions

**This is a list of revisions to the February 16, 2005 version. The manual has been totally reformatted and major changes made. The entire manual needs to be reprinted for use. Replacement pages are not available due to the massive changes and reformatting.

Updated: 10/23/2009

Section	Page	Revision	Updated
Cover Sheet	Front	Changed revision date	Y
Ack		Updated Acknowledgements	Y
1	intro	Added portal link for online documentation	Y
1	2	Updated wording and project status to include conversion info	Y
1	3	Updated flowchart to remove CAS/CWB/conversions and add all Trns-port modules and to include FMSII database.	Y
1	15	Took individual names off of security list and made them generic. Changed location for IT35 on Portal.	Y
1	16-18	Updated SM rules and procedures	Y
1	19	Removed MS Word error message-doesn't occur in new version anymore	Y
1	20	Changed the last box in flowchart to say that "errors 328 and 412 will be displayed in fattalog indicating that the conversion voucher has been processed"	Y
1	21	Updated process flow	Y
3	5	Added notes to CDCO initializations for checking State Project Number to make sure that Federal Project Number not included. Note to refer to new Federal Project Number field on Contract generics. Added instructions on how to run the Contract Status Report and add the Primary PCN field	Y
3	22	Added estimate status, federal project number, inspector phone and fax numbers. Added notes to CDCO and DCA initializations for "Use NONE if there is not a Federal Project Number (don't use N/A)"	Y
3	24	Added directions for adding margin codes immediately after any fuel adjustment items are initialized.	Y

Section	Page	Revision	Updated
3	25	Added new Price Index plug-in process	Y
3	30	Added project level status update	Y
3	31	Added note for format of federal project number	Y
3	36	Updated category generic screen and structure number doc. Took out maintenance activity and asset code review references.	Y
3	41	Updated descriptions on customer id and requirements	Y
3	48	Added note to check only one primary county and that it should match the city/county code in field above.	Y
3	53	Changed NTP to Time Charges Start Date and replaced with new crucial dates screen	Y
3	55	Added note: maximum subcontract percent is defaulted to 70%. May need to change later if there are substantial work orders that cause current contract value to need more than 70% of work. Added notes to DCA init about Federal Project Number and to use NONE if there is no federal project.	Y
3	57-58	Added review of Contract generics to DCA initialization.	Y
3	58	Added NTP as a key date	Y
3	59	Added new project generic screen with BIDDS and Stimulus Fund on it.	Y
3	71	Added instructions for review of contracts with price adjustments (opt-in spec) to DCA initialization right before activation	Y
3	78	Took out reference to NTP an replaced with Time Charges Start Date	Y
3	83	Added NTP to Key Dates prior to activation. It is now a required key date.	Y
3	114	Changed staff members (step 11) to delete the SSN reference and use VDOT Employee id number instead	Y
3	122	Added instructions for using the find/filter/sort to only get active users	Y
4	2	Changed Notice to Proceed to Time Charges Start Date.	Y
4	2	Changed words "typically" to required.	Y
4	9	Deleted training references	Y
4	9	Added DWR remarks list and note with importance of entering them.	Y
4		Added steps for saving the estimate in HTML format for electronic transfer	Y

Section	Page	Revision	Updated
4	10	Added doc for pasting in Work to DWRs. Add reference to new Appendix that shows the setup needed for characters to paste correctly.	
4 and	35-36 39-40	Took out references to inbox functionality (estimate approvals for PE, RE, DCA)-add comment to email these levels for the work flow-update index	Y
4	44-45	Added documentation on contract completion discrepancy	Y
4	45	Changed note to say that DCA can no longer override PE and RE estimate approvals	Y
5	7	Removed payrolls from the PM section and moved to new CR section 11	Y
5	10	Took out the comment for training	Y
5	11	New button is unavailable when trying to do Retainage-added note that new is not available during estimate generation of approval processes	Y
5	14	Added holding and releasing of retainage, using retainage records and adjustments and combination of both. (retainage held/released for progress, retainage held/released at the end of the job)	Y
5	18	Added saving process list reports into HTML format for distribution.	Y
5	23	Added Note to send to new Liquidated Damages procedures in section 9K	Y
5	24	Added procedures to Verify Current Price Index –corrected wording and made clearer	Y
5	36	SCD doesn't currently verify the maintenance activity code and asset code. Deleted verbiage from the section.	Y
5	46	Took out the Note at bottom of page and replace with procedures on how to resolve this discrepancy.	Y
5	91	Added 0 and negative estimate processes	Y
5	96	Updated and corrected section numbers in references.	Y
6	5	Prior balance due field is now a decimal field-added new screen print and/or instructions needed	Y

Section	Page	Revision	Updated
6	5	Added instructions for negative semi-finals and prior balance due	Y
6	9	Added procedures for prior balance due and how to enter it in Contract generic screen before estimate generation and take out after estimate generation.	Y
6	17	Added note on zero SF	Y
6	27-31	Took out references to training manual	Y
6	31	Added estimate procedures for 0.00 SF and Final Estimates (FMSII interface doesn't load these anymore, DCA must notify Fiscal of this so they can key it into FMSII manually)	Y
6	32	Changed instructions to say that only PMs can enter Reasons for Differences. Added note to explain the remarks override feature.	Y
6	63	Added note on zero SF	Y
6	64-67	Added instructions for using the find/filter/sort to only get active users	Y
7	2	Added note on zero SF	Y
7	7	Added reference to liquidated damages in 9-K	Y
7	7	Added reference to retainage	Y
7	7	Added procedures for prior balance due and how to enter it in Contract generic screen before estimate generation and take out after estimate generation.	Y
7	8	Added estimate procedures for 0.00 SF and Final Estimates (FMSII interface doesn't load these anymore, DCA must notify Fiscal of this so they can key it into FMSII manually)	Y
8		Reviewed and updated section references	Y
9	2-73	Added more detail on Change orders for type, categories, reasons. Clarify Change Order procedures for add items, contract changes, force accounts, etc.	Y
9	9	Added note for Work order number on the Change Order panel should only have 3 characters entered.	Y
9	13	Added updates on screen for CO	Y
9	17	Added category descriptions for 7000, 8000,	Y

Section	Page	Revision	Updated
		9000	
9	46-52	Added instructions for adding 0.00 dollar change orders (policy changes)	Y
9	84	Removed the "Defaulted Subcontractor" section and replace with new information.	Y
9	74	Added info for Subcontracts for partial items, subs changing (subtracting of subcontract quantities)	Y
9	87	Added instructions for entering partial work subcontracts	Y
9	137	Added stockpiled materials info	Y
9	142	Added verbiage about difference invoice but same item for Stockpiled materials	Y
9	147-148	Added Releasing Retainage-Move retainage to adjustment appendix	Y
9	168	Added procedures for saving estimate in HTML format for electronic transfer (email)	Y
9	175-177	Added new section for Liquidated Damages (assessing and reducing and zeroing out)	Y
9	178-180	Added new section on plan discrepancy function with procedures on how to use	Y
9	181	Added section on Find, Sort, Filter (can copy section in SM Browse Manual)	Y
9		Split section nine and divided up into new section 10 (9-CO, 10-rest of other processes)	Y
10		New section includes Other Processes	Y
A		Updated appendix dividers	Y
A		Renamed and restructured Appendices	Y
A		Added all checklists in manual in an appendix	Y
A		Updated the LAS/SM initialization procedures to include the new C/S LAS	Y
A		Added the procedures for Maintenance Charges Plug-in	Y
A		Updated reports in appendix 10 to include all the new reports (see browse manual, may be able to copy updates from there)	Y
A		Added default procedures-Instructions on change of contractor during the middle of a contract (default, buy-out) Update bankruptcy info in default procedures-new appendix	Y
A		Added doc for URL setup for Maintenance Dashboard Paving Schedules	Y

Section	Page	Revision	Updated
A		Added an appendix for margin code application	
A		Added appendix for SMART	Y
A		Added Change Order duplication plug-in procedures	Y
A		Added fuel and price adjustment plug-in procedures	Y
A		Added NOI plug-in procedures	Y
A		Added PM Checklist in new Checklist Appendix	Y
A		Added instructions for Estimate Validations Plug-in	Y
A		Added new appendix for viewing vouchers in FMSII	Y
A		Added new appendix for set-up for pasting from Word to DWRs.	Y
A		Added appendix for Margin Code Administrator Application Plug-in	Y
A		Added appendix for doing DCRs in CEDAR	Y
A		Added appendix for adjustments	Y
A		Moved DCA and PM Questions and Answers to Learning Guide	Y
A		Moved all Roadmap and process flows to separate document	Y
A		Moved Comparison between SM and CAS/CWB reports from Appendix G to another separate document	Y
ALL		Updated all TOCs	Y
ALL		Reduced sizes of the pictures and turned them into gif files	Y
ALL		Reviewed and changed fonts to be consistent throughout the manual. Make Times New Roman the standard.	Y
ALL		Took revision dates off of all footers and make formatting consistent	Y
ALL		Updated Index on all sections	



SITEMANAGER™

CONSTRUCTION MANAGEMENT SYSTEM

VDOT USER MANUAL


Last updated: November 03, 2010

Acknowledgements

The SiteManager Training and Documentation Committee consisted of the following:

Training and Documentation Committee

Jane Gosaie
Janet Weigand
Rose Roberts
Joe Bouchey

Bonnie Campbell
Katherine Hinson 
Barbara Jacobs
Bill Layne

Appreciation is extended to all of the users and support persons that helped in the launching of SiteManager. Special thanks to the:

- Steering Committee
- Training Committee
- Change Management Implementation Advisory Group
- User Testing Committee Implementation Advisory Group
- Training and Documentation Committee
- Parallel Participants in Hampton Roads and Richmond Districts
- SiteManager Project Team

Note: An electronic version of the SiteManager User Manual is available via InsideVDOT:

<http://insidevdot/sites/TRNSPORT/sitemanager/SiteManager%20Site%20Library/Forms/AllItems.aspx?RootFolder=%2fsites%2fTRNSPORT%2fsitemanager%2fSiteManager%20Site%20Library%2fManuals%2fSM%5fUser%5fManual&View=%7bA8BCD4BB%2d405F%2d480B%2d9024%2d882092FAB5D2%7d>

**TABLE OF CONTENTS
SITEMANAGER
VDOT USER MANUAL**

OVERVIEW OF SITEMANAGER	1
GETTING TO KNOW SITEMANAGER	2
INITIALIZATION	3
DAILY PROCESSES	4
MONTHLY PROCESSES	5
LAST PROGRESS ESTIMATE (SEMI-FINAL)	6
FINAL	7
SUPPLEMENTAL FINAL	8
CHANGE ORDERS (WORK ORDERS AND FORCE ACCOUNTS)	9
OTHER PROCESSES	10
CIVIL RIGHTS	11
APPENDICES	

<u>Section One – Overview</u>	<u>Pages</u>
A. Introduction and Scope of System.....	2
B. Trns·port Overview.....	3
C. SiteManager Panels	
1. Logon	4
2. Contract Administration	
a) Contract Records	5
b) Contract Management/Subcontracts	6
c) Change Orders/Tracking	6-7
3. Inspector Records	
a) Daily Work Report (DWR)	8
b) Diary.....	9
4. Estimate Process.....	10
5. FMSII Interface	11
6. Data Warehouse Interface	12
D. Sitemanager Security Groups	
1. Scheduling and Contract Division Contract Administration.....	13
2. District Contract Administration (DCA).....	13
3. Responsible Engineer (RE)	13
4. Project Engineer (PE).....	13
5. Inspector (INSP).....	13
6. Project Manager (PM).....	13
7. Browse User	13
E. SM/CAS/WB Comparison Worksheet.....	14-16
F. SiteManager Helpful Hints.....	17
G. Initialization of CAS Conversion	18
H. Initialization of New Contract	19

A. Introduction and Scope of System

The SiteManager construction management system was developed and is maintained under the auspices of AASHTO through their joint development process. The overall objective of the project is to utilize the latest technology to provide engineers, technicians, and construction administrators with a set of tools to help them effectively and efficiently manage the State's construction program.

Virginia was one of the lead states in the original development process for this software. When it was fully implemented, SiteManager replaced the CAS (Contract Administration System) module of Trns·port and Construction WorkBook (CWB), as well as, make available additional capabilities to inspectors, construction administration and materials management personnel.

SiteManager is an AASHTO product and a module of Trns·port. It provides a common tool for managing statewide inspection, contract administration and contractor payment activities. SiteManager interfaces with enterprise systems (Data Warehouse/Dashboard and FMSII) and with other modules of Trns·port. With SiteManager, inspector field and contract administration records are in electronic format. Centralized field and contract administration records will allow more efficient and accurate reporting capabilities.

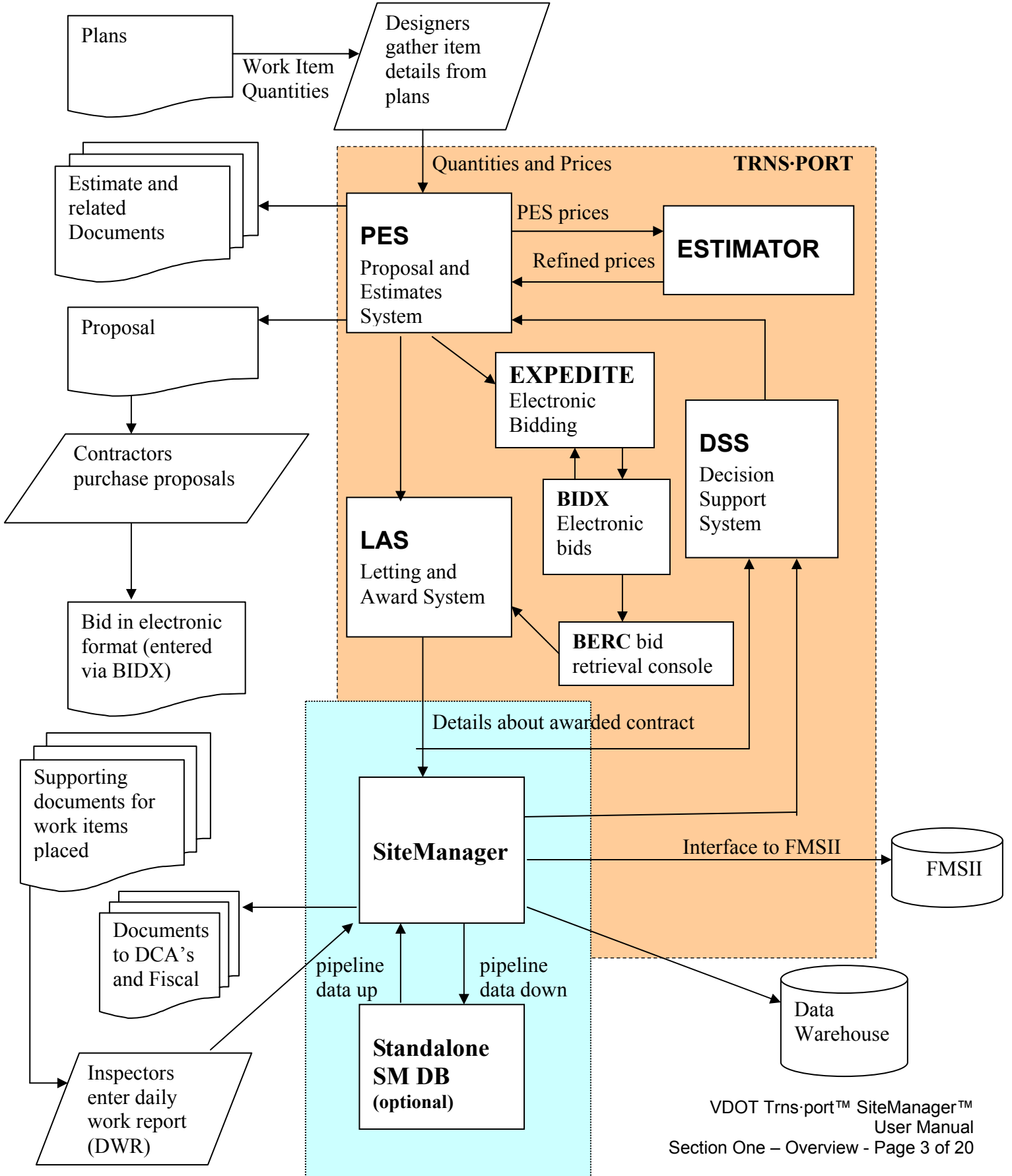
There is an increased accountability. The inspector (Project Manager/Lead Inspector) is responsible for contractor estimate generation, is the first level of approval, and is the only person able to revise the estimate. Revisions and approvals are stamped with user identification. All levels of estimate approvals are electronic.

SiteManager provides satisfaction of mandates (Commission on Transportation Policy and APA Audit). Additionally, SiteManager supports the Secretary of Technology's call for electronic business by providing electronic approvals and electronic exchange of data with contractors and within the Department of Transportation.

SiteManager provides the ability to manage all contracts let – construction and maintenance. SiteManager replaces the Mainframe CAS module of Trns·port. It provides electronic records, data exchanges and approvals. It enables statewide communication of contract status and facilitates integrated reporting. All of the data is housed in one database. The inspector that is in standalone mode of operation will upload the data from his local database to the main database periodically. All data on the databases is updated and available, as soon as the data is entered or uploaded. The Data Warehouse will be updated with SiteManager data daily. Read-only reports are available for statewide users desiring contract and contractor payment information. SiteManager populated Data Warehouse in conjunction with CAS (until it was phased out) for reporting and populating the Dashboard. SiteManager did not change the look of the data or data supplied to the Dashboard. SiteManager went to Production July 30, 2004. All active contracts from CAS Mainframe were converted to SiteManager as of August 1, 2006. Client Server CAS is used for historical data in CAS and detailed data for CAS contracts converted to SiteManager.

B.

TRNS-PORT OVERVIEW



C. SiteManager Panels

C.1. Logon

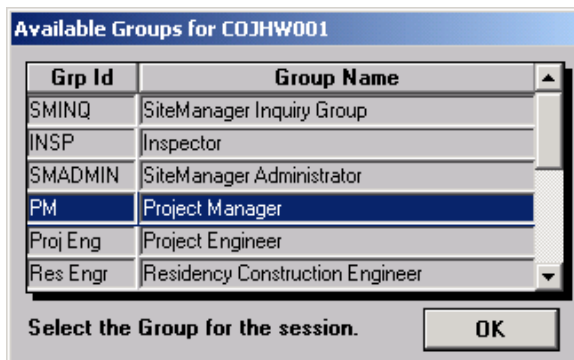
1. The SiteManager **Logon** screen is shown below. **Enter your User ID.** User IDs are initiated by Central Office. The first two letters indicate your location (i.e., Central Office = CO, Fredericksburg = FR, Richmond = RI, etc.), followed by your initials, and a three-digit code. Enter your **Password**.



Next, choose to **Connect to** either (1) **Server** (network connection ability) or (2) **Standalone**.

Note: Users should only choose Standalone if they need to work in a location where the server is not available. User must pipeline down contract information while connected to server in order to use Standalone mode.

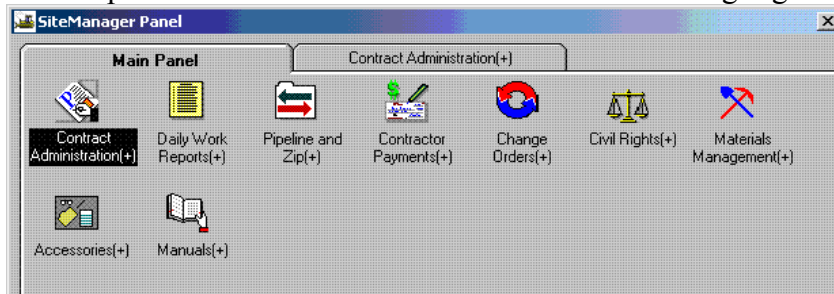
2. The SiteManager Available Groups screen.



The Available Groups screen appears after a user logs on. The user needs to select the appropriate Group ID/Group Name.

Click on OK. Note: If user only has authorization for one group, this screen will not appear.

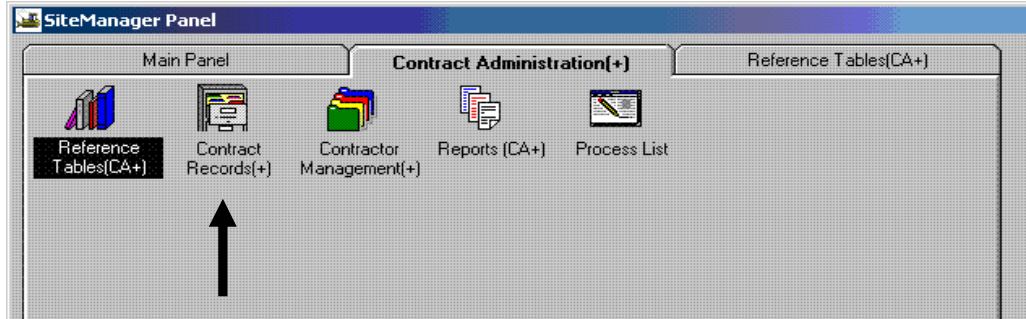
3. After a user logs on and selects the appropriate Group ID/Group Name, the SiteManager Main Panel opens with the **Contract Administration** icon highlighted:



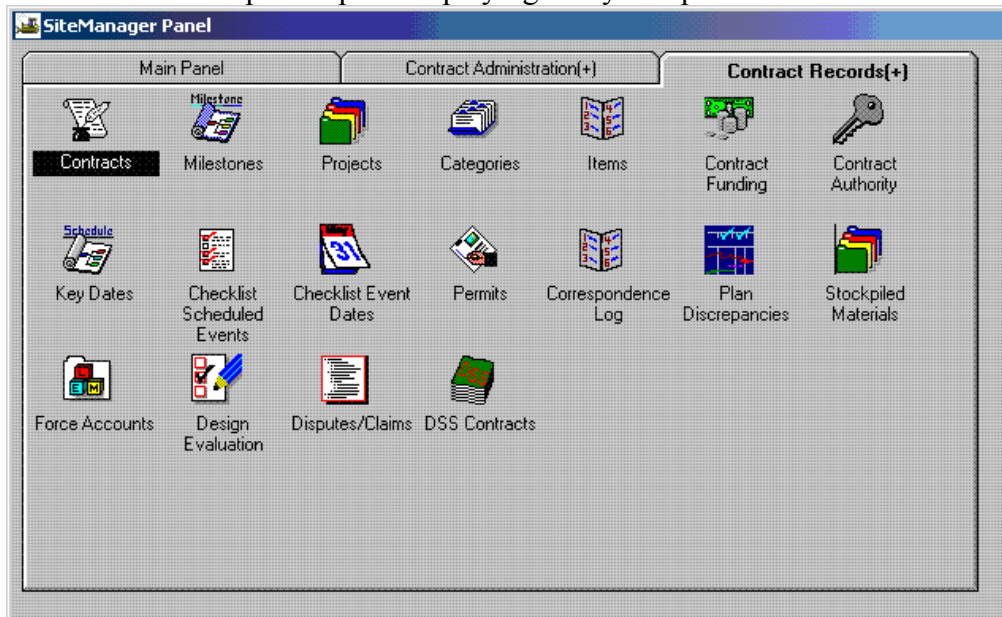
C.2. Contract Administration

C.2.a. Contact Records

1. From the Main Panel shown above, the user double-clicks on Contract Administration. The following Contract Administration panel appears containing several different components of Contract Administration. The Contract Administration folder tab is bold and **Reference Tables** is highlighted. Double Click on **Contract Records** icon to access the online contract information.

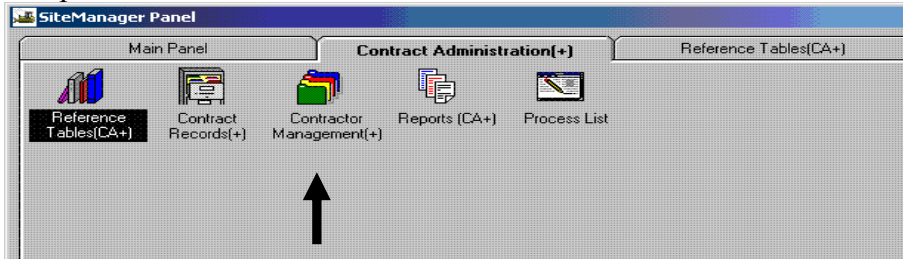


2. Opening the Contract Administration Panel will provide several components that a user may need to access for Contract Administration tasks. If the user double-clicks on **Contract Records**, the Contract Records panel opens displaying many components within Contract Records.

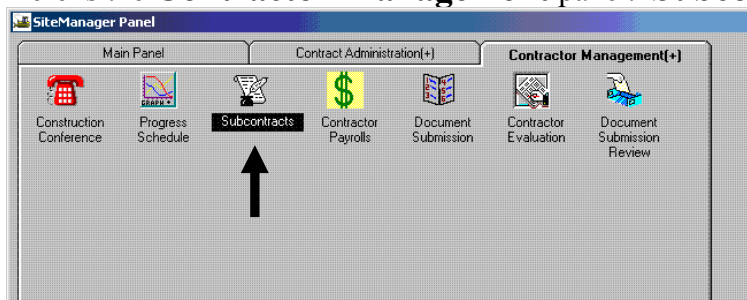


C.2.b. Contract Management/Subcontracts

1. Return to the Contract Administration panel by clicking on the Contract Administration folder tab. Double-click on the **Contractor Management** icon in order to access the **Subcontracts** component.



Here is the **Contractor Management** panel. **Subcontracts** is highlighted.



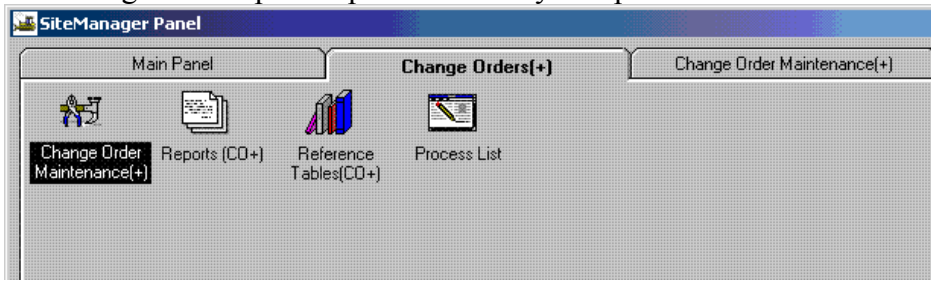
The user would double-click on the **Subcontracts** icon to open the Subcontracts Panel.

C.2.c. Change Orders/Tracking

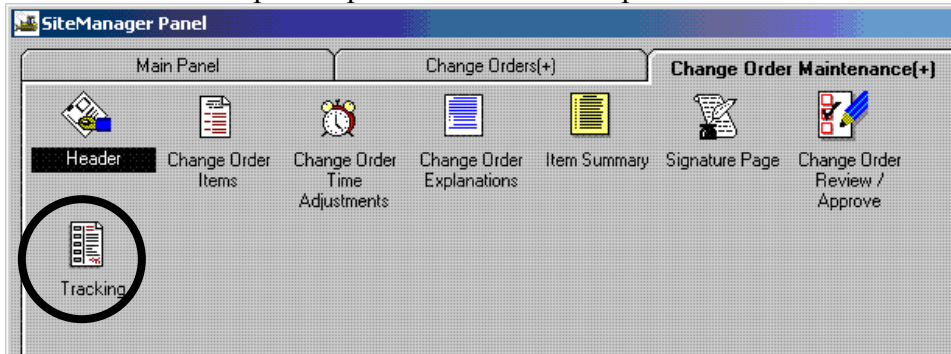
1. To open Change Orders, return to the SiteManager Main Panel and double-click on the **Change Orders** icon to open the Change Orders panel/components.



The Change Orders panel opens with many components available for selection.



Example: To perform progress tracking of Change Orders, the user needs to double-click on the Change Order Maintenance icon on the Change Order panel. The Change Order Maintenance panel opens and several components for user selection are shown.



- Next, the user would need to double-click on the **Tracking** icon to open information on the Change Orders. The following is an example of the Change Order Tracking screen:

The screenshot shows the 'AASHTO SiteManager' application window with a 'Tracking' sub-window. The 'Tracking' window has two tabs: 'CO Header' and 'CO Tracking List'.

Contract ID: AM900PMA39513 **CO Number:** 007 **Tentative Verbal Approval Dates:**
Federal: 00/00/00 **Local:** 02/05/03

CO Created by: Janet Weigand **On:** 01/27/03

Status: Draft **Approval Level:** []

Description: Add a Decrease Item 02-05-03k/h

Reason Code: Additional work

CO Type: ADD ITEMS

Override Approval Rules **Emergency Work**

Functions:
 Overrun/Underrun **Force Account**
 Extra Work **Zero Dollar**
 Time Adjustment **Final Quantity**

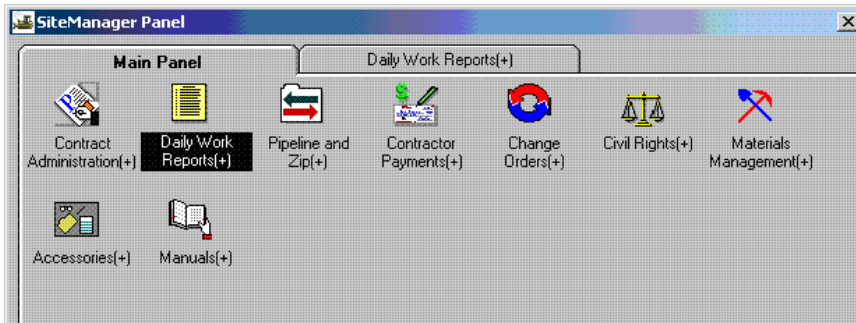
Bid Contract Amt: \$3,202,297.68
Current Contract Amt: \$3,258,847.68
CO Amount: \$0.00

Reference to:
Dispute: [] **Force Account:** []

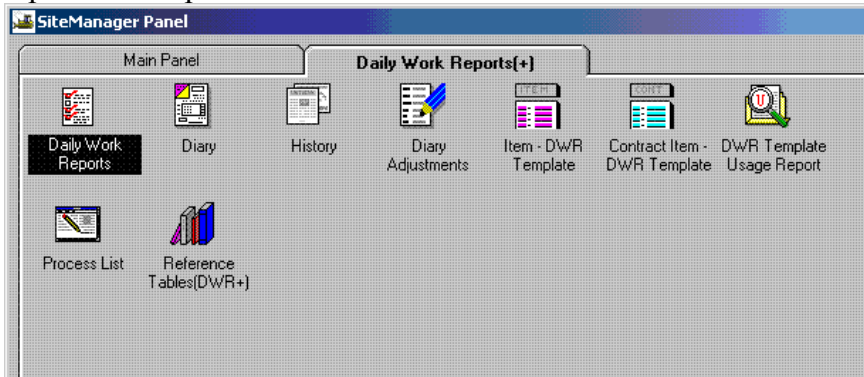
C.3. Inspector Records

C.3.a. Daily Work Reports (DWR)

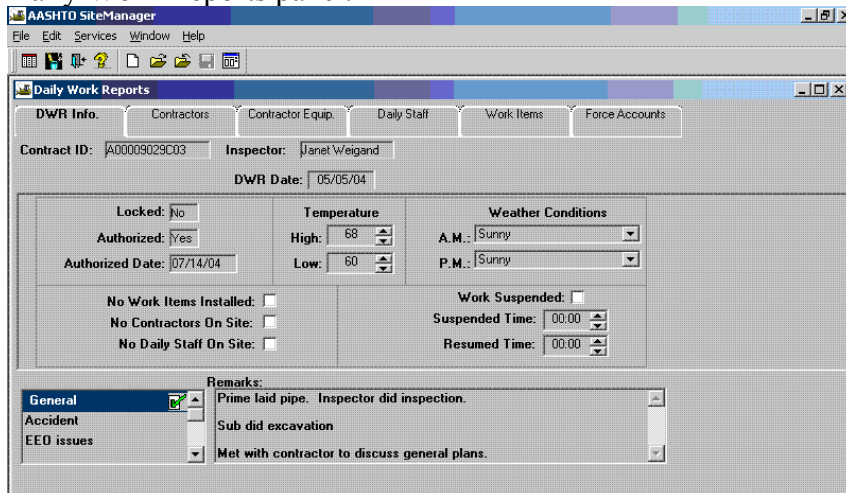
1. From the main panel, double-click on **Daily Work Reports**. This is the panel that Inspectors and Project Managers will use to create Daily Work Reports. On the SiteManager Main Panel, double-click on **Daily Work Reports**.



2. The Daily Work Reports Panel opens. Double-click on **Daily Work Reports** on this panel to open the component.

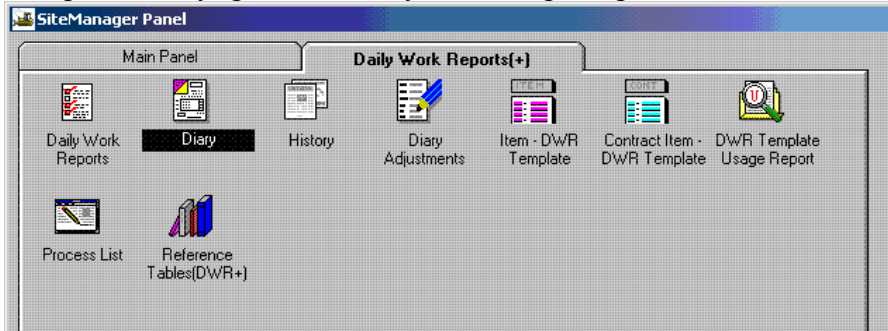


Daily Work Reports panel.

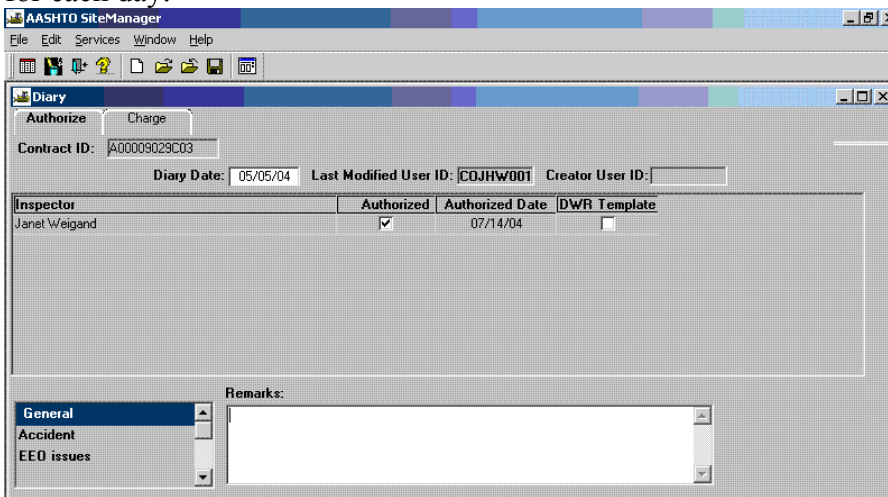
A screenshot of the AASHTO SiteManager Daily Work Reports panel. The window title is "AASHTO SiteManager". The "Daily Work Reports" sub-panel is active. It contains several tabs: DWR Info, Contractors, Contractor Equip., Daily Staff, Work Items, and Force Accounts. The "DWR Info" tab is selected. It displays the following information: Contract ID: A00009029C03, Inspector: Janet Weigand, DWR Date: 05/05/04. Below this, there are sections for "Locked" (No), "Authorized" (Yes), "Authorized Date" (07/14/04), "Temperature" (High: 68, Low: 60), "Weather Conditions" (A.M.: Sunny, P.M.: Sunny), "No Work Items Installed" (checkbox), "No Contractors On Site" (checkbox), "No Daily Staff On Site" (checkbox), "Work Suspended" (checkbox), "Suspended Time" (00:00), and "Resumed Time" (00:00). At the bottom, there is a "Remarks" section with a list of categories: General, Accident, and EEO issues. The "General" category is selected, and the remarks are: "Prime laid pipe. Inspector did inspection.", "Sub did excavation", and "Met with contractor to discuss general plans."

C.3.b. Diary

1. To open a Diary, go to the Daily Work Reports panel and double-click on the Diary icon.

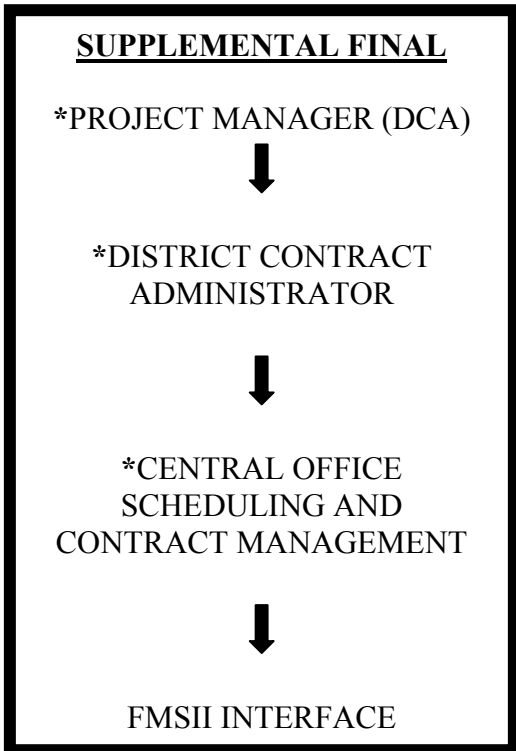
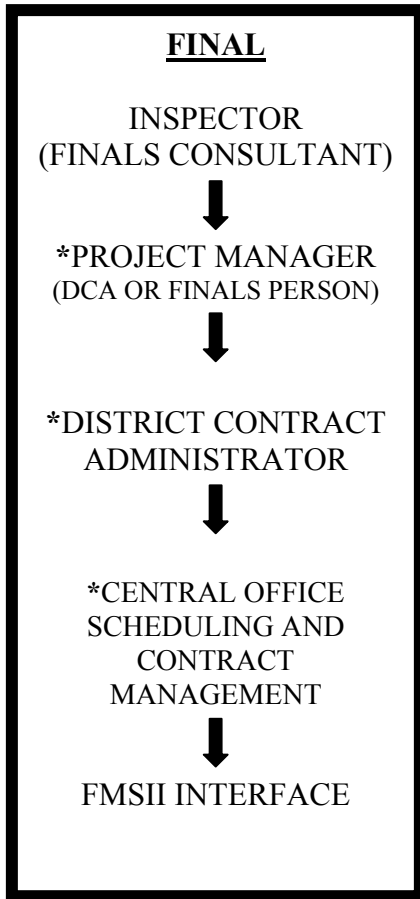
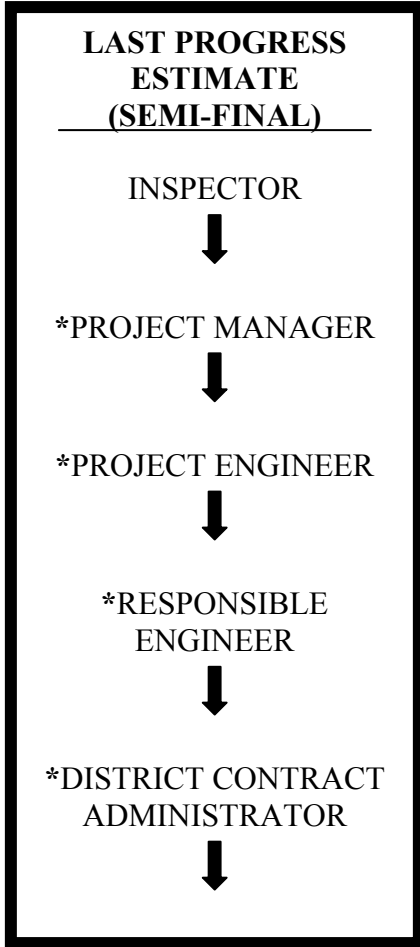
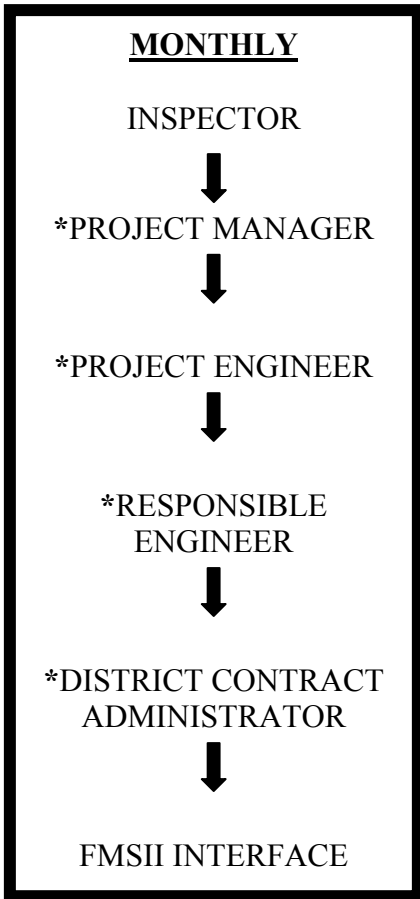


The Diary Panel opens. The Project Manager creates diary to authorize the DWR(s) for each day.



C.4.

ESTIMATE PROCESS



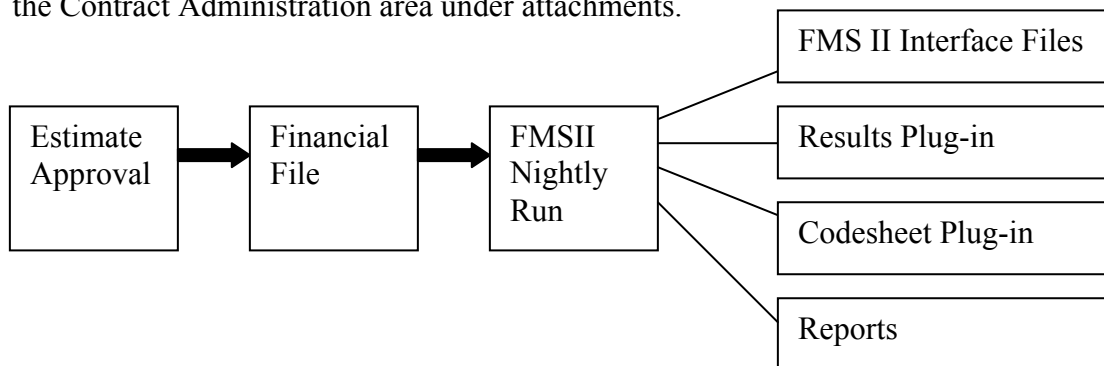
*Approval Levels

C.5. FMSII Interface

When an estimate goes through the last approval, the estimate information is automatically written to the results plug-in file to await processing. Using the code sheet plug-in and the results plug-in, the DCA will correct any contracts that did not get loaded because of errors and resubmit for processing again. The FMS II Interface will run nightly and pick up estimates (new and resubmissions) from the file, prepare them for payment, create FMSII Interface files and create online reports for the District Contract Administrator (DCA) review (code sheet, error reports). Reports will also be produced with a log of contracts with errors and a log of contracts that were successfully passed to FMSII.

DCA approvals in FMSII will be done the same way as they are currently done.

The SiteManager to FMS II Interface includes three programs: a batch program which will validate and export data, a plug-in which will display the results of the batch program run, and a plug-in which will display the Contractor Payment Code Sheet Report. The plug-ins can be accessed from the Contract Administration area under attachments.



Codesheet Plug-in:

This plug-in can be run from either the Contract Administration or Estimate functional areas. This plug-in displays the codesheet information for a contract for a certain estimate. The plug-in can also be printed.

Results Plug-in:

This plug-in can be run from either the Contract Administration or Estimate functional areas. This plug-in displays the error messages and informational messages for a contract for a certain estimate. The plug-in can also be printed. The results plug-in also allows the user to set a flag and resubmit a voucher after corrections are made. The only corrections that can be made to an estimate that has gone through the last estimate approval are only for financial fields that were incorrect or missing (such as structure id, UPC, etc.). **Line item payments cannot be corrected on this estimate once the estimate has successfully gone through the last approval in SiteManager. Corrections must be done on the next month's estimate.**

C.6. Data Warehouse (DW) Interface

VDOT implemented an Enterprise DW to provide decision support by unifying data from different source systems and storing the data in a format useful to analysts and decision makers. By integrating this data into a single system and retaining it for long periods of time, the business community has access to centralized, accurate, and pertinent data. "Data Marts," sourced from the DW, exist for participating business units and provide each with critical pre-defined queries and reports that facilitate analysis and decision-making. In addition, authorized users can construct and run ad hoc queries and reports to satisfy on-demand business needs.

To date the DW contains business information from the Program/Project Management System (PPMS), Right-of-Way and Utilities Management Systems (RUMS), Environmental and the Construction Administration System (CAS) portion of Trns·port. This information is refreshed nightly from the original source systems. SiteManager will populate the Construction Data Mart (CDM) as the original source of data, also. This will allow reports to be done using both CAS and SM data. Once a contract has been converted from CAS to SM, the source of that data will be SM.

D. SiteManager Security Groups

System Administrator – Central Office – Information Technology Applications Division

Scheduling and Contract Division - Contract Administration – Central Office

District Contract Administration (Each District Contract Manager/Administrator)

Responsible Engineer (formally Resident Engineer) - Each District ARE/Designee

Project Engineer (Each District Project Manager/Designee)

*Project Manager (PM) – Lead Inspector responsible for estimate

*Inspector – Other Inspectors assigned to the project

*Note: Project Manager (PM) and Inspector (Insp) can be one and the same or different.

Browse User – Allows read-only access/reports

District IT – District Information Technology staff

INSP-Inspectors who will only be doing Daily Work Reports (DWRs) and never be responsible for doing an estimate

Note: SiteManager is part of SARA (System Access Request Application) now. A user can request access to SiteManager in SARA. Once the user submits the request for access, an automated email will be sent to the user's supervisor for approval. Anyone can submit a request for another person (does not have to be in the chain of command). However, the supervisor will still be notified and will be required to approve the request. Once that is done, the request goes to their designated IT personnel (DTRM) and then to the IT division at Central office. After IT Division's approval, Security division grants the user access and they notify the user of their user id and password. They also copy the IT division and the supervisor of the user.

Explanation of groups:

INSP-Inspectors who will only be doing Daily Work Reports (DWRs) and never be responsible for doing an estimate

PM-Lead inspectors, Project Managers who are responsible for doing Diaries, authorizing DWRs and doing estimates (DCAs and Finals people will also need to have this group to be able to generate a final estimate)

PE-Project Engineers who are responsible for approving estimates and need access to browse contract records

RE-Responsible Engineers (formally Resident Engineer) who are responsible for approving estimates and need access to browse contract records

DCA-District Contract Managers and District Contract Administrators are responsible for contract life cycle

IT-District and Central Office IT and Helpdesk who will have access to reset passwords and unsuspended logons

BROWSE-Office personnel and management in Central Office, District Office and Residency Office who need browse access and access to reports

CONTR-Contractor Claims. Provides details regarding claims, disputes and notice of intent.

SMADMIN- SiteManager Administration group is reserved for non-business use and functionality. The rights associated to this group are relative to application & system maintenance. The number of Members within this group are limited, and are part of the Information Technology Division with the exception of one person who is the business owner liaison from the Scheduling and Contract Division.

Explanation of contract authority:

Statewide-will be able to see all contracts statewide

District wide-will be able to see all contracts in a certain district

Residency wide-will be able to see all contracts in a certain residency

Contract Only-will only be able to see contracts for which they are specifically granted contract authority

E. SiteManager Comparison to TRNS·PORT CAS and Construction Workbook

SITEMANAGER		CAS/CWB	
Daily Work Report (DWR)	Combines the C-83 and C-84. Used to record weather, activity, staff, equipment, work items installed.	Daily Diary Form C-83 and Form C-84	CWB Form C-83. Used in CWB as daily diary to record weather, activity, staff, equipment, work items installed. Contained approval signature.
Diary	Electronic approval that authorizes DWR, full day or half day charged, and allows additional comments.	Signature Approvals	Form C-83 and C-84 contained approval signatures.
Reasons for Differences Report	Used to document overruns and underruns of items. Enter Reasons for Differences (RFD) in SiteManager and print the RFD Report	Reasons for Differences Report	Mark Reasons for Differences (RFD) in CWB and print the RFD Report
Estimate Report	Estimate Progress Report	Voucher Progress Report	CWB Reports Form C-21
Voucher Report	Contract Status Report or Progress Schedule on-line	Progress Report	Form C-3
Estimate Final Report	Estimate Final Report	Voucher Final Report	CWB Reports
Final Summaries Report	Summary of all items (pay quantities)	Final Summaries All Items	CWB Reports
	Estimate Summary by PCN	Summary by PCN	CWB Reports Form C-21
Voucher Supplemental Report	Estimate Supplemental (Final) Report	Voucher Supplemental Report	CWB Reports Form C-21
Estimate - includes work items entered during the Estimate period. Also includes staff, equipment. Estimate Periods: 4 th -3 rd , pay on 3 rd 11 th -10 th , pay on 10 th 20 th -19 th , pay on 19 th	Estimate period will end on either the 3 rd , 10 th , or 19 th . SM uses server or standalone mode. Information is available online to all users. Pipeline function available for working in standalone mode. Estimate requires pipeline uploads for standalone mode only.	Voucher – includes pay quantities (transactions) entered during the voucher period.	Uploaded to District Contract Administration Office for payment on a monthly basis on either the 4 th , 11 th , or 20 th . Downloaded prior to next upload. CWB is standalone mode only and always requires uploads and downloads.
Estimate amount	No minimum on estimate amount	Voucher amount	\$500.00 estimate amount minimum
Project Manager (PM)	Person that authorizes the Daily Work Report. PM	Project Manager	Senior Inspector that signs (authorizes) the daily CWB

SITEMANAGER		CAS/CWB	
	may be the only Inspector assigned to the job, or PM may be the senior Inspector assigned to the job. PM reviews DWR(s) and authorizes them.		diaries.
Last Progress Estimate	Semi-final still generated as a progress but prints Semi-final on estimate reports	Semi-Final	
Work Items	Work Items are installed on the Work Item tab of the Daily Work Report. DWR can be printed or display with or without Diary.	Transactions	Listed as pay quantities at the bottom of each CWB daily diary sheet.
Lump Sum Work Items – Entering %	In SM, when entering a Work Item as 50% , the user would enter .50	Transactions– Entering %	In CWB, when entering a transaction as 50%, the user would enter 50.00
Estimate Retrieval for corrections or for deletion	In SM, after the DCA approves the Estimate and it goes through FMS II Interface, the Estimate cannot be retrieved for corrections and it cannot be deleted. Note: In SM, Estimate corrections or deletion can be done prior to approval of the last level. If Estimate is rejected, it has to go all the way back to the PM for correction.	Estimate Retrieval for corrections or for deletion	In CWB, DCAs can approve the Estimate and retrieve it after the Estimate goes through FMSII Interface.
SM User ID and password	User would double-click on SM icon on desktop, then enter SM User ID and password. No HWY # used. Allows more secure data.	HWY # and password	User would double-click on CWB icon on desktop, program opens. The user would use an HWY # and password only when performing upload/download tasks.
Contract ID	Displayed within title screens in SM. Not displayed in status bar. Estimate period date not displayed in status bar but user can go to the Estimate History icon for that information.	Contract ID and Voucher Date	Displayed in status bar at bottom of panels
Contract Initialization	User can either work on network or pipeline data to laptop for standalone use.	Contract Initialization	Contract is initialized (downloaded) onto the user's computer either by the District staff or by the user.
DWR Page Numbering	Automatic – no manual page numbering. Done by date.	Diary Page Numbering	Automatic or manual
Diary Authorization	Daily Work Reports (DWR) are created by the	Diary Authorization	Daily diaries created in CWB or using Word template diaries and

SITEMANAGER		CAS/CWB	
	Inspector and/or the Project Manager. The Project Manager authorizes the DWR in the SiteManager Diary electronically.		paper copies signed by Project Manager to indicate authorization.

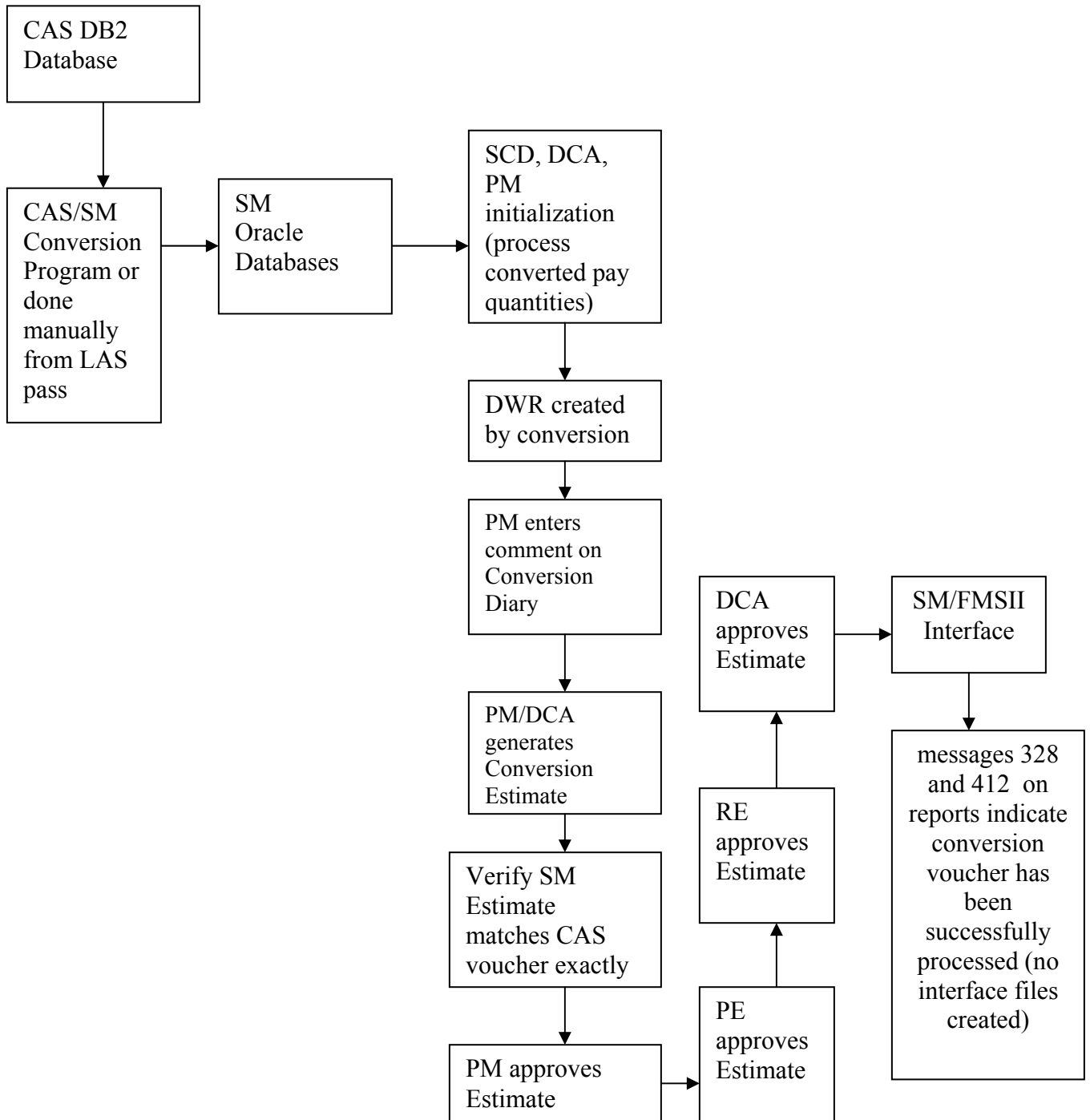
Estimate Approval	Monthly Estimates are approved electronically at four levels: Project Manager Project Engineer Responsible Engineer District Contract Admin.	Voucher Approval	Inspector uploaded voucher to DCA
Fuel/Price Adjustment	Price adjustment done as a manual contract adjustment. <u>PM does adjustment after generating estimate, but before approving estimate.</u> Fuel Adjustment automatic. Attach worksheet to Contract/Estimate History.	Fuel and Price Adjustment	CWB PCN screen used to add price/fuel adjustments
Critical Items	Marked electronically in SM at the Item level.	Critical Items	Marked electronically in CWB
C-79 Items	Report will print items on contract designated by specification on the report. No marking of C-79 items.	C-79 Items	Marked electronically in CWB. C-79 report generated and signed by Inspector/Contractor.
Stockpiled Materials	Stockpiled Materials can be done at the Item Level or tracked separately and done as a Contract Adjustment for Materials on Hand. When done outside of SM, it is recommended that an attachment be done at the adjustment level with details.	Materials on Hand	Grouped by Contract into one Item.
Change Orders	Add Items Work Orders Force Accounts Time Extensions Contract/Spec Changes	Work Orders	Add Items Force Accounts Time Extensions Work Orders
Schedules	Dates – Fixed Dates Days – Calendar Days	Schedules	Everything done with days
Updating of Progress on Data Warehouse /Dashboard	Daily and Monthly with Estimate Generation	Updating of Progress on Data Warehouse /Dashboard	Monthly with Voucher Generation
Updating of Progress in SiteManager application	Currently not updated automatically in SM.	Updating of Progress	Done at voucher generation

F.

SITEMANAGER HELPFUL HINTS	
Open Folder/Find	When using the open folder to find a contract, the Find box that is on the screen is grayed out until you select an item in the list. Then the column you want to search through must be highlighted.
Toggles	The Address, Generics, Remarks, and Attachments icons serve as “toggle” buttons to both open (enter) and close (save).
Services Choose Keys (Selecting Contract ID)	Whenever a new function is chosen, Services Choose Keys must be activated first. Example: First DWR in contract would require user to use Services Choose Keys.
DWR	DWR cannot be deleted once saved. Correction would be made on the next DWR date. Work Items on an unauthorized DWR can only be revised before authorization. DWR opens with today’s current date; check date to ensure it is correct before saving a DWR.
Estimate Retrieval for corrections or for deletion	After a DCA approves an Estimate, the Estimate cannot be retrieved for corrections and it cannot be deleted. If corrections are needed before DCA approval, estimate must be rejected and deleted and the PM/Inspector must do the corrections and reinstate the approval process.
Logon Attempts	After 3 consecutive unsuccessful logon attempts, a user would be locked out and it would require password reset by a System Administrator. SM automatically sets to PASSWORD (all caps). Passwords must be reset after 60 days.
Status Bar	The status bar displays Group, server or standalone mode, region, and User ID. It does not display the Contract Id. Contract ID would be displayed within the title screen.
User ID	User Id initiated by Central Office. The first two letters indicate user location (i.e., Central Office = CO, Fredericksburg = FR, Richmond – RI, etc.), followed by the user’s three initials, and a three-digit code. Example: COJHW001
Navigation	Whenever the user needs to navigate using an icon, the user would double-click on the icon to open it.
Materials on Hand	Identified as Stockpiled Materials.
District Dialup Timeout	In some Districts, when users are dialed up and connected to server, there is a timeout period if the system is idle. It is important for users to save work as they enter it to prevent loss of data.

G.

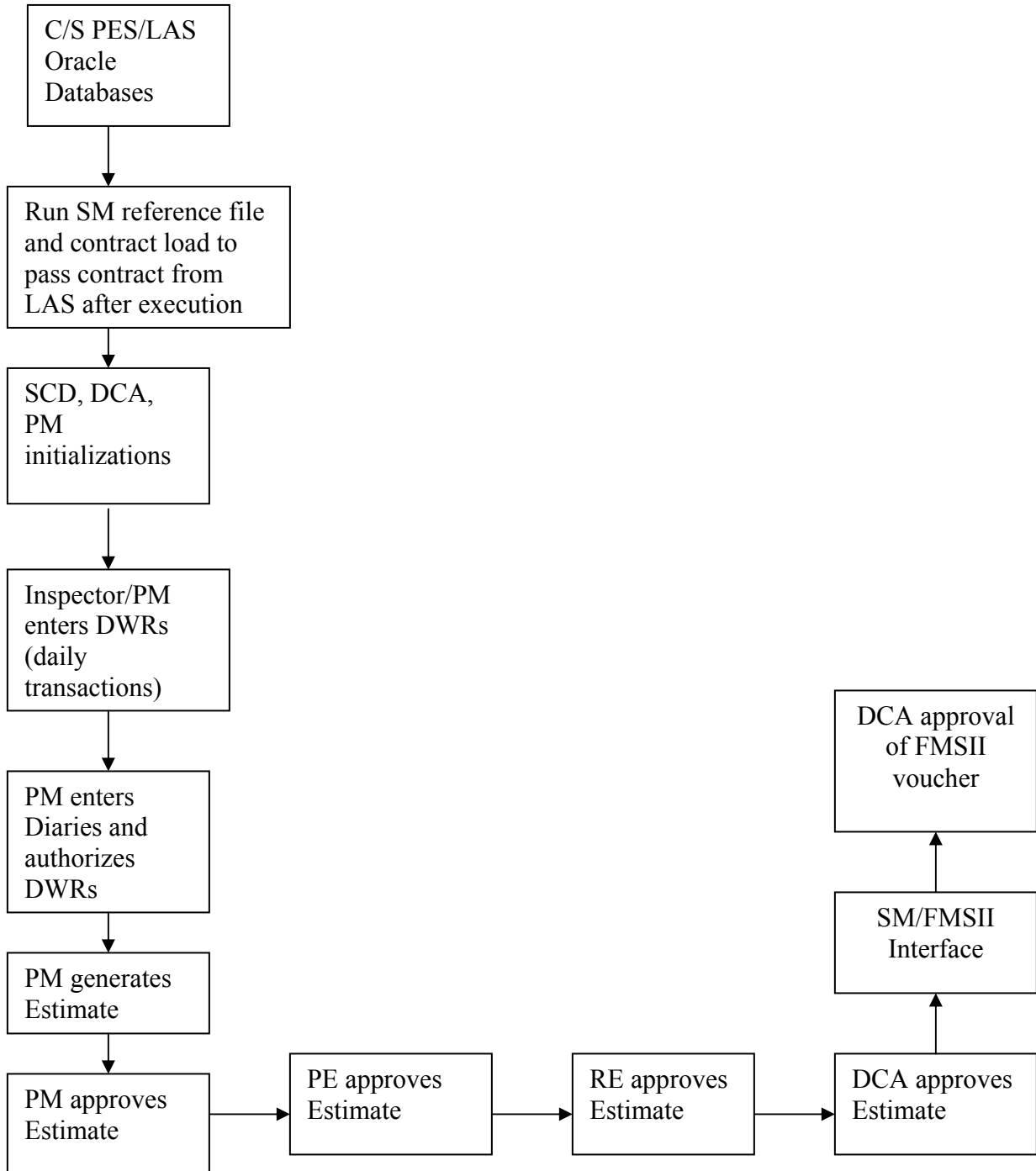
FLOWCHART OF INITIALIZATION OF CAS CONVERSION



H.


FLOWCHART OF INITIALIZATION OF NEW CONTRACT

NEW CONTRACTS



<u>Section Two - Getting to Know SiteManager</u>	<u>Pages</u>
A. Start SiteManager.....	2-3
B. Navigating in SiteManager.....	4-7
C. Services Menu	
1. Choose Keys.....	8
2. Generic Fields.....	8-9
3. Remarks.....	9
D. Daily Work Reports ...	10
E. Running Reports	
1. Summary to Contractor.....	11-17
2. Saving Reports to HTML Format for Distribution	18
3. Summary by Project.....	19-22
F. SiteManager Help Function	
1. UsingHelp by Contents.....	23-24
2. Using Help by Searching.....	24
3. Using the Current Window Help.....	25

A. Start SiteManager (General Description)

1. SiteManager is a Windows application that will run on several different windows graphical interfaces. To start on the AASHTO SiteManager system, double-click the SiteManager desktop icon .

The following screen appears when you open SiteManager and is provided to demonstrate what the “logon” screen looks like:



The screenshot shows the SiteManager Logon window. It features the SiteManager logo at the top. Below the logo, there are three input fields: 'User ID' (containing 'RIKFH001'), 'Password' (with masked characters), and 'Connect to:' (a dropdown menu set to 'Server'). There are three buttons: 'Logon', 'Change Password', and 'Close'. At the bottom, there is a copyright notice for the American Association of State Highway and Transportation Officials, Inc. and a small text box that says 'Enter the User Password.'

Enter your SiteManager **User ID** in the User ID field. Press the Tab key on your keyboard to move to the next field, or just click in the field with your mouse pointer. Enter your SiteManager **Password** in the Password field. Ensure that the **Connect to** field has the word **Server** entered, unless you will be at a job site where you are unable to connect to the server. If you need to work “offline”, you would first need to connect to the server and use SiteManager’s Pipeline features to check out the contract. After Pipeline, the user could use the drop down arrow and connect to “Standalone” to work offline.

2. Next, the Available Groups screen will appear. This list includes the available groups that you are authorized to log in as; i.e., Inspector, Project Manager, etc. Click on the appropriate Group ID and then click OK to log in with that ID, or you can double-click on the appropriate Group ID to log in. If you are an Inspector, log in with the Group ID **INSP**; if you are a Project Manager, use Group ID **PM**; if you are a Project Engineer, use the Group ID **Proj Eng**; if you are a District Contract Administrator, use the Group ID **DCA**, etc. Note: Example: If you do not have authorization to log in as a Project Manager, you would not be able to log in under that Group ID. If needed, use the scroll bar to scroll up and down the list of available groups. Note: This screen will not appear if the user only has one Group assigned to their logon. Note: **After 3 consecutive unsuccessful logon attempts, a user would be locked out and it would require password reset by a System Administrator.**



The screenshot shows the 'Available Groups for RIKFH001' dialog box. It contains a table with two columns: 'Grp Id' and 'Group Name'. The 'PM' group is selected. Below the table is an 'OK' button and the text 'Select the Group for the session.'

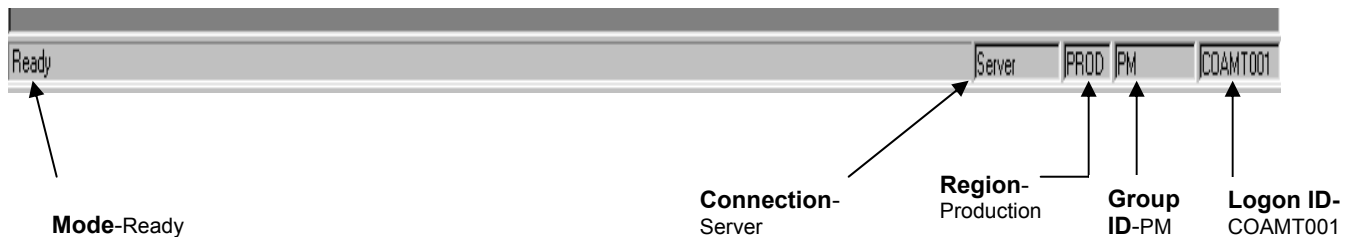
Grp Id	Group Name
SMINQ	SiteManager Inquiry Group
INSP	Inspector
SMADMIN	SiteManager Administrator
PM	Project Manager
Proj Eng	Project Engineer
Res Engr	Residency Construction Engineer

Scroll Bar

- The next screen to appear is the SiteManager **Main Panel**. Here is an example of what a Main Panel may look like. Note the two tabs at the top: Main Panel and Contract Administration. There are nine icons listed in the following Main Panel screen for you to choose from. These nine icons represent components of the system. Note: The panels and icons to which a user has access to are defined by VDOT.



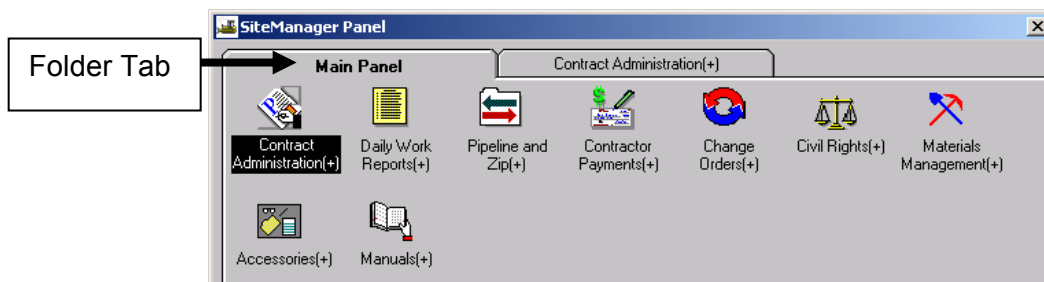
- The **SiteManager Status Bar** is located at the bottom of the SiteManager window. The status bar indicates your mode, connection (Server or Standalone), database region, logon group identification (Insp, PM, etc., and your individual identification (user id).



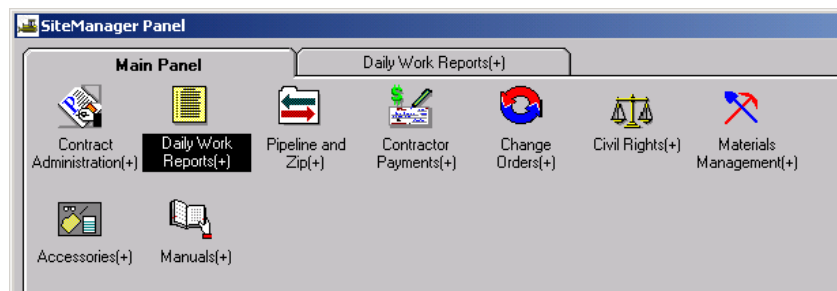
In the above example, user COAMT001 is logged on to SiteManager in the Server connection mode, in the Production Region, as a Project Manager (PM).

B. Navigating In SiteManager (General Description)

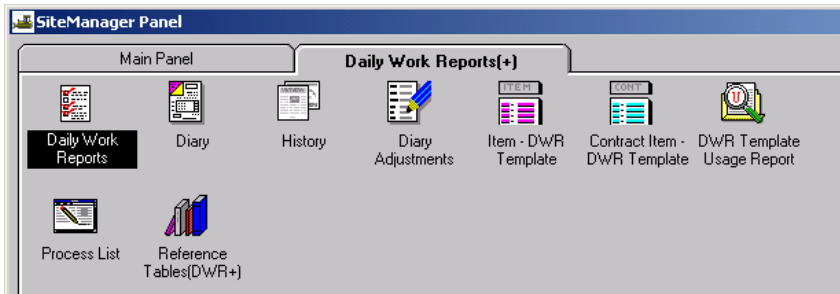
1. The SiteManager Panel is used to navigate to the components of the SiteManager application. The highest level is the SiteManager folder tab that contains the different functional groups, with each group individually represented by an icon. Double-clicking the icon of a functional group brings up another folder tab consisting of the sub-groups or the actual windows contained within that functional group. As icons are selected, the next level's folder tab appears next to the previous level.
2. The panel name is on the "folder tab". Note that there are two folder tabs displayed in this example, Main Panel and Contract Administration. The Contract Administration components of SiteManager are located on the Contract Administration Panel. The Main Panel is shown below.



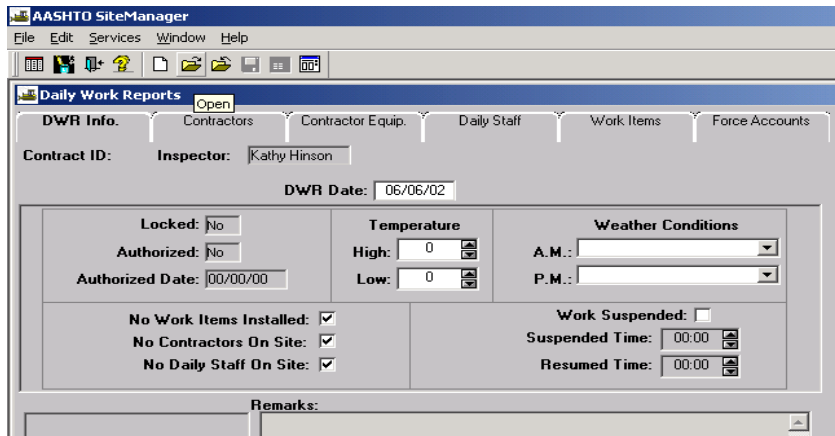
To go to the Daily Work Reports (DWR) component to enter a DWR, double-click on the DWR icon on the Main Panel.



Double-clicking Daily Work Reports opens a Daily Work Report (DWR).



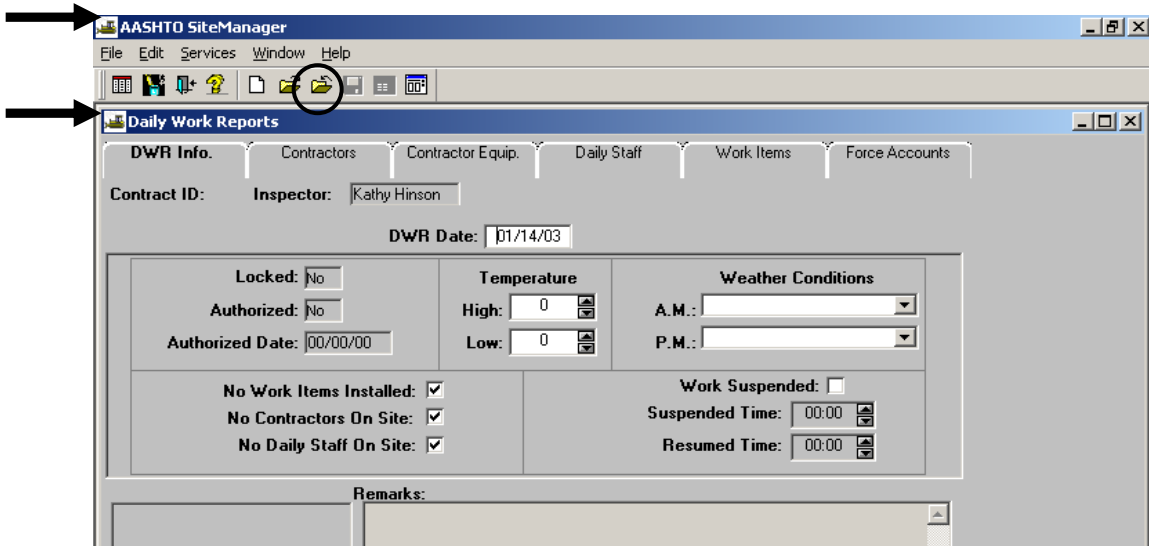
The user can create, work with/review DWRs.



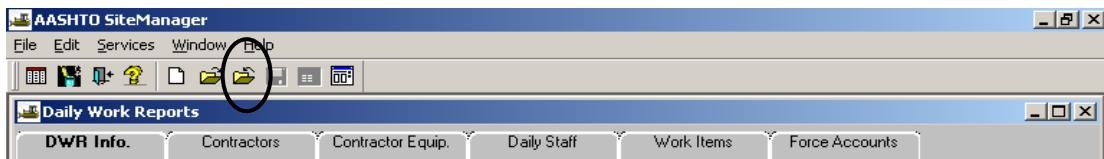
3. Closing versus exiting SiteManager. Site Manager uses the same principle of closing and exiting as other common Windows applications. When you are in a SiteManager component (i.e., DWRs) and you wish to end your work in that component but you still want to continue to perform other SiteManager activities, you should “close” that component’s panel. You only EXIT SiteManager when you are finished with your activities.

Note the following items:

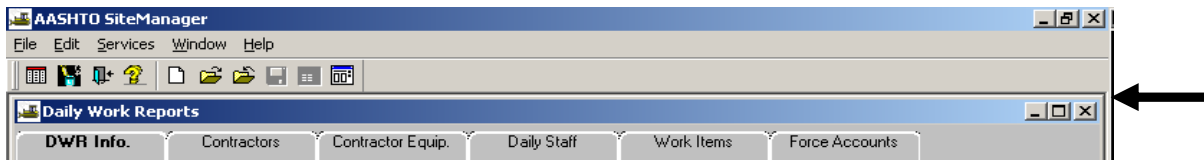
- AASHTO SiteManager blue title bar with the minimize, maximize, and EXIT symbols.
- Daily Work Reports title bar with the minimize, maximize, file close symbols.
- Close button on tool bar.




4. To close the Daily Work Reports panel, click on the Close button in the tool bar,



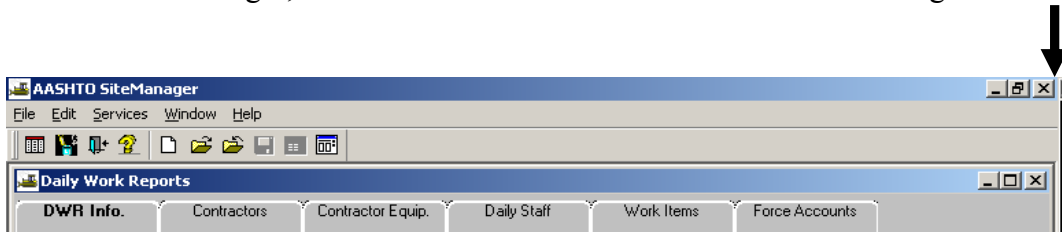
or click on the Daily Work Reports “X”:



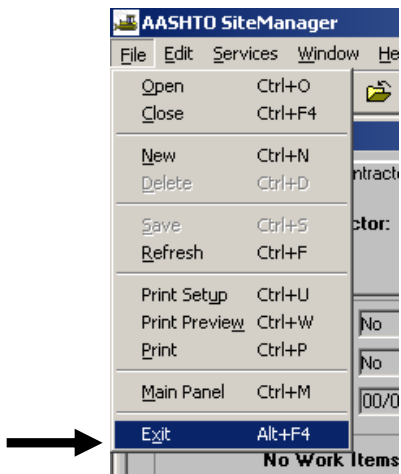
- If you wish to return to the SiteManager Main Panel or open another window simultaneously, click on the Main Panel icon  in the tool bar.




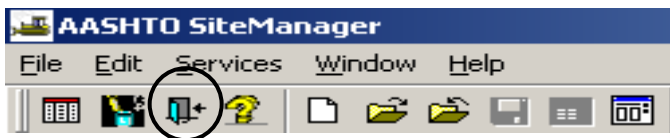
- To EXIT SiteManager, click on the “X” on the blue AASHTO SiteManager title bar:



Or, to EXIT SiteManager you can go to “File” in the menu bar, click on File and then click on the word “Exit” to exit the program (Alt+F4).

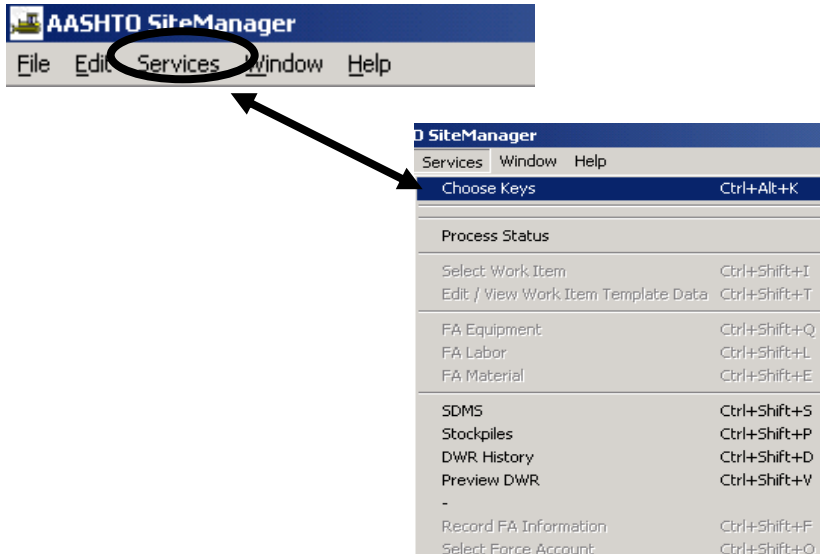


Or, you can also EXIT SiteManager by clicking on the Exit icon 



C. Services Menu

C.1. Choose Keys

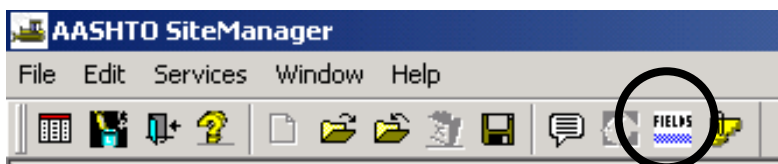


1. Anytime you open SiteManager use Services | Choose Keys to open a new contract or a new function for the first time. For example, if the user is going to create the first Daily Work Report within a contract, it would be necessary to use the Services | Choose Keys function.

The Choose Keys choice displays a list of key field(s) to be selected. In many instances in SiteManager, the Choose Keys choice must be selected before a new record can be created. Choosing Keys is fundamental to using SiteManager.

2. To choose keys:
 - a. Click the Services menu and click the Choose Keys choice.
 - b. In the list box, scroll to and double-click desired value.
 - c. Repeat step 2 until all initial values are selected.

C.2. Generic Fields

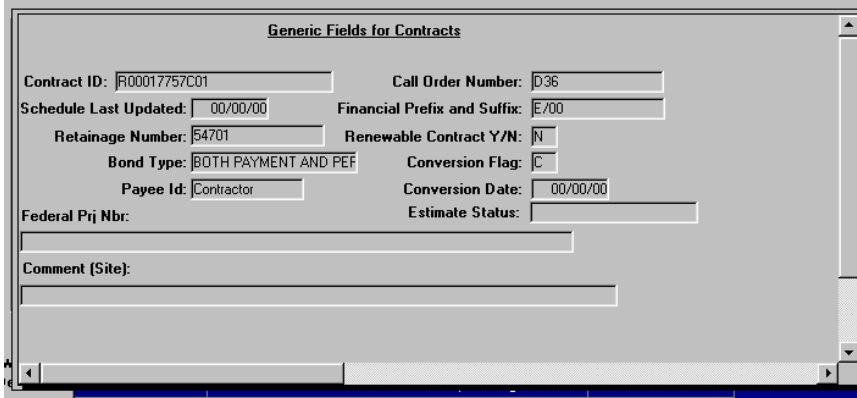


Many areas of SiteManager have Generic Fields which are VDOT defined.

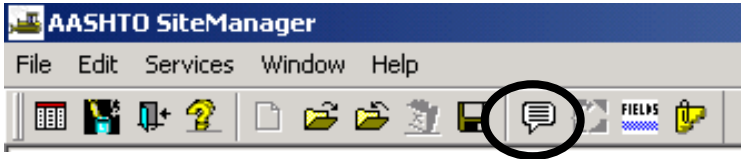


1. Use the Generic Fields toggle button  to both open and close Generic Fields. All generics for each functional area appear on one screen.

Generic Fields example.




C.3. Remarks

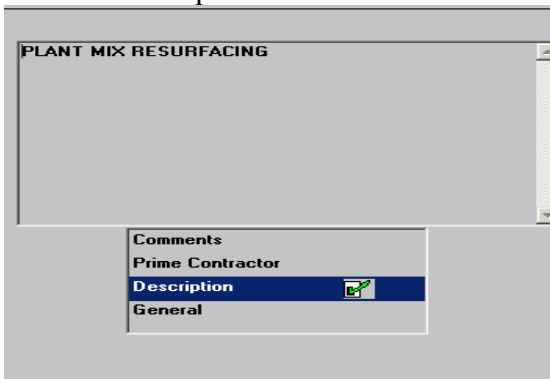


1. Remarks may be attached to a variety of records in the various components of SiteManager. The Remarks choice displays a freeform dialog (up to 124 characters) that allows any comment to be recorded. **There is a specific function for the remarks in the item. It is used for Reasons for Differences (RFD) and will be printed on the RFD report.**

There is a specific function for the remarks on the Estimate Summary screen. This is where the rejection reason is automatically populated if an estimate is rejected.

When Remarks are available for a SiteManager window, the presence of the Remarks button  on the Toolbar serves as a reminder that they are available. Remarks are not available on every panel.

Remarks example.



D. Daily Work Reports

1. **Daily Work Reports open with today's current date; check date to ensure it is correct before saving a DWR.** Once a Daily Work Report (DWR) is created and saved, it cannot be deleted. If the DWR was created in error, the Project Manager should not authorize the DWR. If a DWR is not authorized it will not show up in the Estimate.

Correction of Work Items within a DWR (transactions) can be done on the DWR until the DWR is authorized.

After a Daily Work Report is authorized, it cannot be changed (unless unauthorized). Once an estimate has been generated and approved, a DWR cannot be unauthorized or changed.

The DWR can be corrected after authorization **only if the Estimate has not been approved. Once an Estimate is approved, the DWR cannot be changed.**

E. Running Reports

There are Process List reports (Custom) and regular SiteManager Reports. An example of a Process List report is the Summary to Contractor Report. The following section provides the steps used to obtain and print a Summary to Contractor report.

E.1. Summary To Contractor

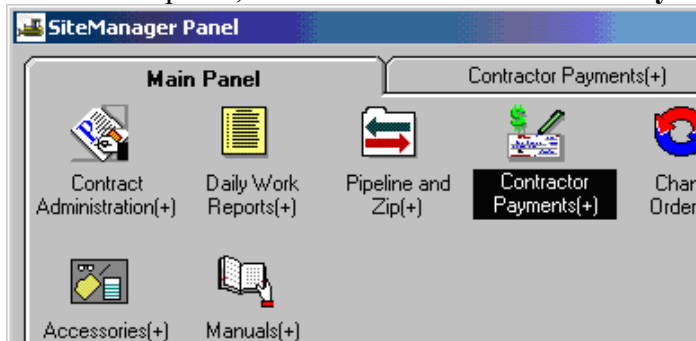
1. If not already logged on, follow Steps 1 and 2 to log on to SiteManager.



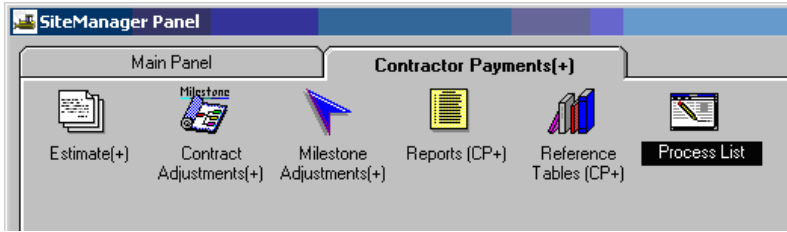
2. At the Available Groups window, select Group ID "PROJECT MANAGER" and click OK.



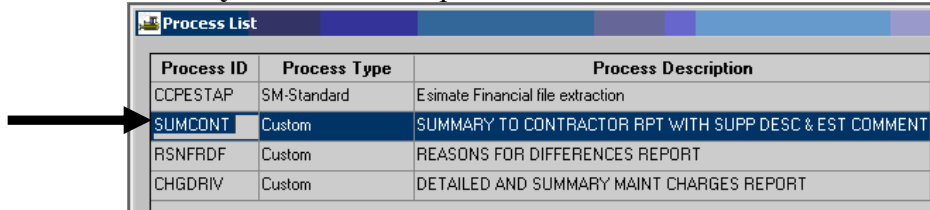
3. At the main panel, double-click on **Contractor Payments**.



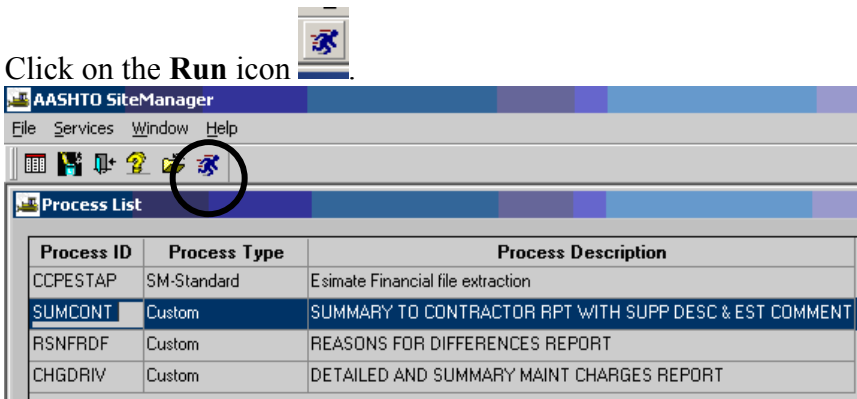
4. Double-click on **Process List**.



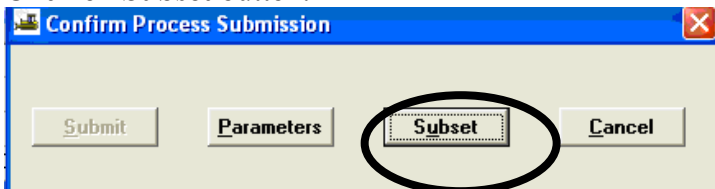
5. Click on **Summary to Contractor** process.



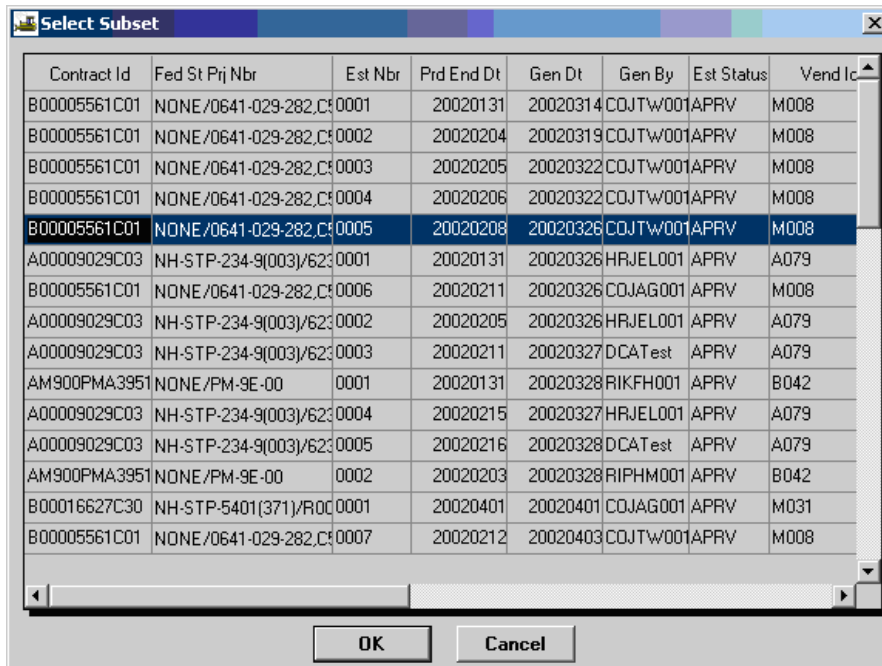
6. Click on the **Run** icon.



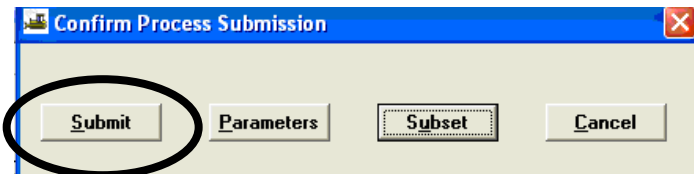
7. Click on **Subset** button.



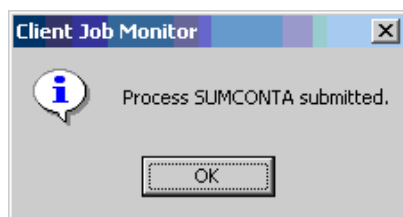
- The Select Subset window appears. Click on the **Contract ID and Estimate Number** and click OK. (Multiples can be used by using Shift+mouse click or Ctrl+mouse click.).



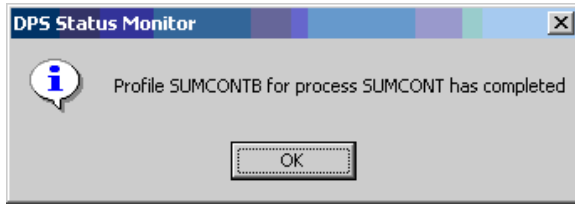
- The Confirm Process Submission window appears. Click on “**Submit**”.



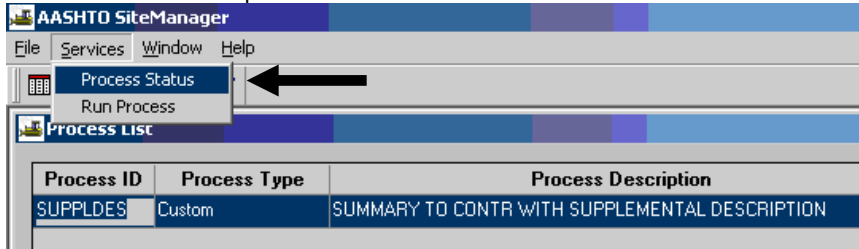
The following window will appear to confirm that the process was submitted. Click OK.



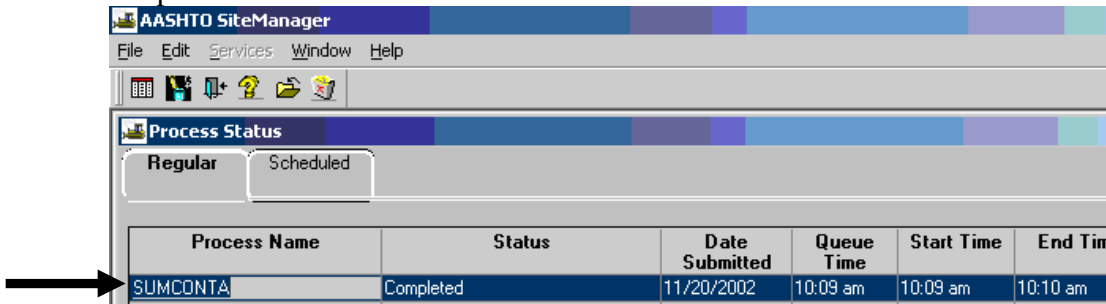
10. Next, the DPS Status Monitor window will appear to confirm that the process is completed. Click OK



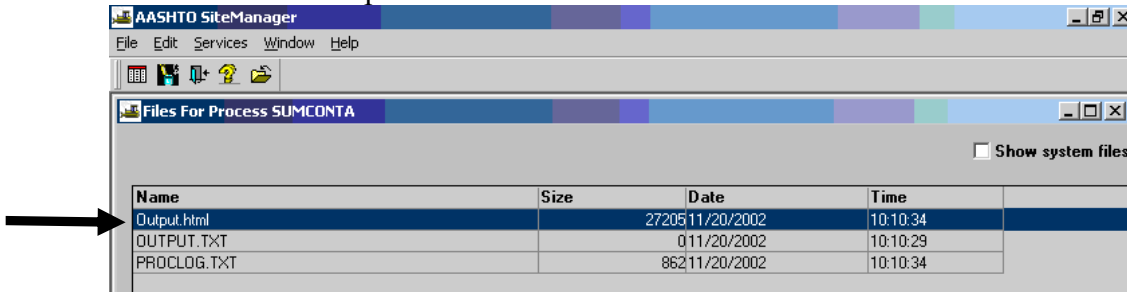
11. Click on **Services | Process Status.**



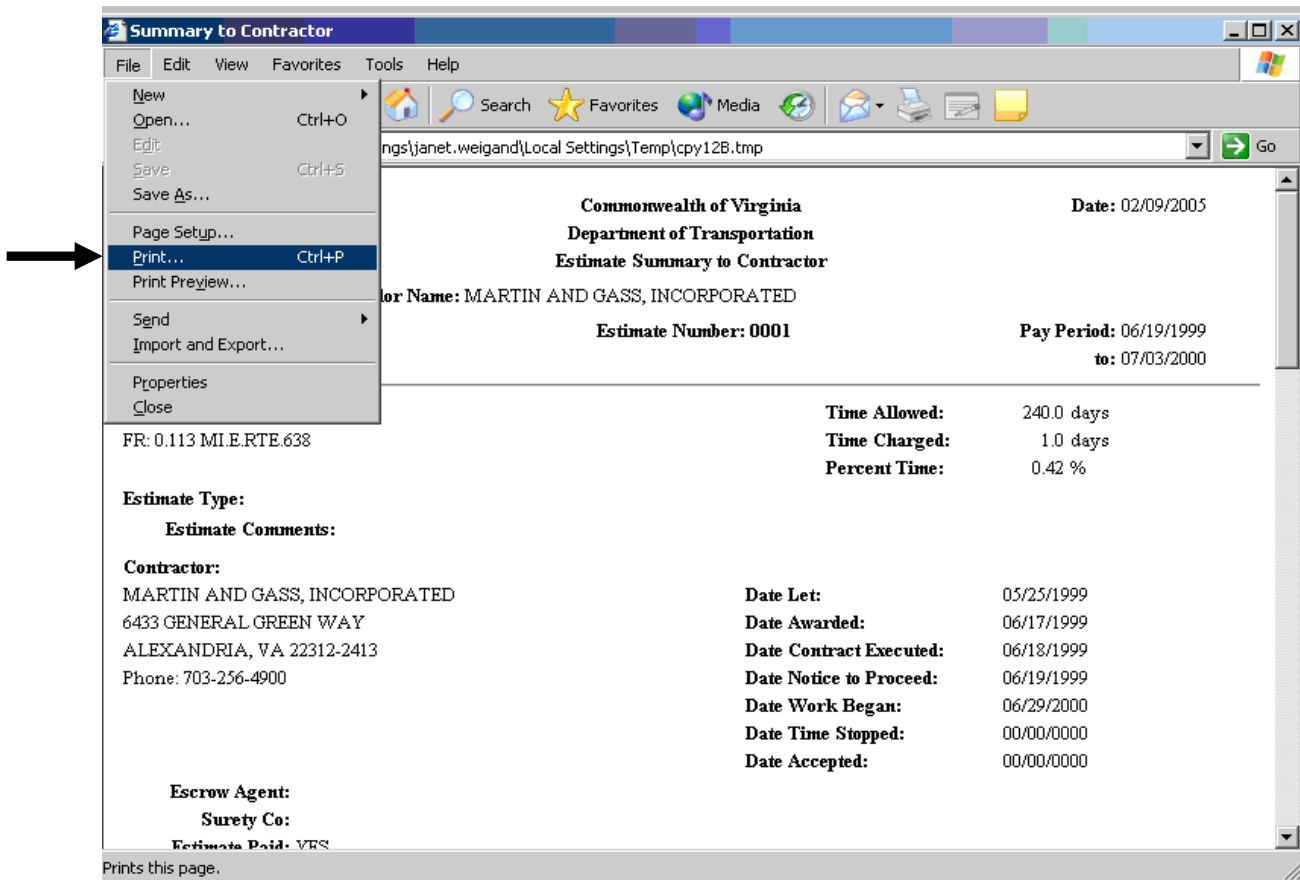
12. Double-click the process named “SUMCONTx” for the last job submitted (should be at the bottom of the scroll, highest alpha (x) suffix). Note: The process name is SUMCONT. When the process is submitted, the system places an alpha suffix (A, B, C, etc.) on the end of the process name.



13. Double-click on Output.html



14. The report appears in “preview” mode. Select **File | Print** to print the report.



15. Below is an example of the Summary to Contractor report. To close the window, exit process status, and exit process list. To save to HTML format, continue to next section without exiting report.

Summary to Contractor

File Edit View Favorites Tools Help

Address C:\Documents and Settings\janet.weigand\Local Settings\Temp\cpy12A.tmp

Rpt-ID: SUMCONT Commonwealth of Virginia Date: 02/09/2005
 User: Department of Transportation
 Estimate Summary to Contractor

M008 Vendor Name: MARTIN AND GASS, INCORPORATED
 Contract ID: B00005561C01 Estimate Number: 0001 Pay Period: 06/19/1999
 to: 07/03/2000

Contract Location: FR: 0.113 MI.E.RTE.638
Time Allowed: 240.0 days
Time Charged: 1.0 days
Percent Time: 0.42 %

Estimate Type:
Estimate Comments:

Contractor:
 MARTIN AND GASS, INCORPORATED
 6433 GENERAL GREEN WAY
 ALEXANDRIA, VA 22312-2413
 Phone: 703-256-4900

Date Let: 05/25/1999
Date Awarded: 06/17/1999
Date Contract Executed: 06/18/1999
Date Notice to Proceed: 06/19/1999
Date Work Began: 06/29/2000
Date Time Stopped: 00/00/0000
Date Accepted: 00/00/0000

Escrow Agent:
Surety Co:
Estimate Paid: YES

Counties:
 FAIRFAX

Project Number	PCT	Fed State Project Number	Description 1
00005561B18	22.82	NONE/0641029282	PROPOSED BRIDGE ON RTE. 641 OVER POHICK CREEK
00005561C01	68.55	NONE/0641029282	UPGRADE EXISTING TWO LANE FACILITY AND REPLACE
00005561U01	8.63	NONE/0641029282	UTILITIES
WO4030301	0.00	NONE/0641029282C301B618	NEW PCN FOR WORK ORDER #4

Summary to Contractor

File Edit View Favorites Tools Help

Address C:\Documents and Settings\janet.weigand\Local Settings\Temp\cpy12A.tmp

Current Contract Amount	\$	4,962,712.57		
Original Contract Amount	\$	4,950,212.57		
Percent Complete		3.45 %		

	Total to Date	Prev to Date	This Estimate
Participating	\$ 0.00	\$ 0.00	\$ 0.00
Non-Participating	\$ 171,455.08	\$ 0.00	\$ 171,455.08
Total Earnings	\$ 171,455.08	\$ 0.00	\$ 171,455.08
Stockpiled Materials	\$ 0.00	\$ 0.00	\$ 0.00
Gross Earnings	\$ 171,455.08	\$ 0.00	\$ 171,455.08
Retainage	\$ 0.00	\$ 0.00	\$ 0.00
Escrow Amount	\$ 0.00	\$ 0.00	\$ 0.00
Securities Encumbered	\$ 0.00	\$ 0.00	\$ 0.00
Net Earnings	\$ 171,455.08	\$ 0.00	\$ 171,455.08
Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Incentives	\$ 0.00	\$ 0.00	\$ 0.00
Disincentives	\$ 0.00	\$ 0.00	\$ 0.00
Fuel Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Bituminous Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Autopay Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due	\$ 171,455.08	\$ 0.00	\$ 171,455.08
Other Adjustments	\$ 0.00	\$ 0.00	\$ 0.00
Payments	\$ 171,455.08	\$ 0.00	\$ 171,455.08

DCA LINDA PERRY Project Manager/Insp. Charles C. Proctor

Summary to Contractor

File Edit View Favorites Tools Help

Address C:\Documents and Settings\janet.weigand\Local Settings\Temp\cpy12A.tmp

Amount Due	\$	171,455.08	\$	0.00	\$	171,455.08
Other Adjustments	\$	0.00	\$	0.00	\$	0.00
Payments	\$	171,455.08	\$	0.00	\$	171,455.08

DCA LINDA PERRY Project Manager/Insp. Charles C. Proctor

Project Number: 00005561B18

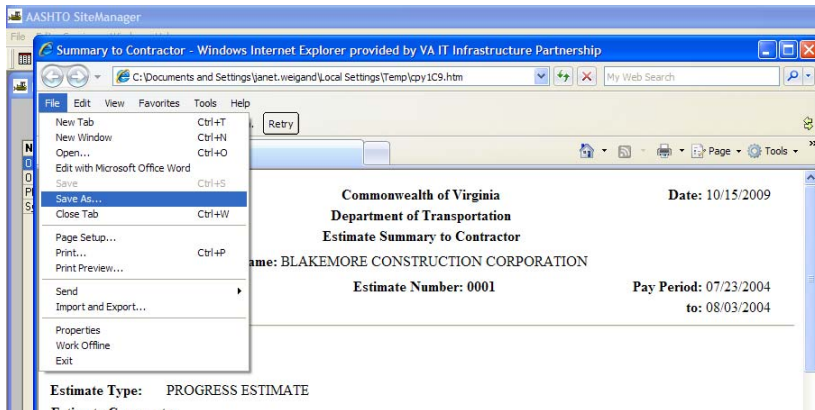
Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0005	0001	00100	\$ 46,448.720	0.500	LS	\$ 23,224.36	\$ 23,224.36
		MOBILIZATION					
0030	0001	61750	\$ 569,446.000	0.000	LS	\$ 0.00	\$ 0.00
		STRUCT. STEEL HIGH					
		Project Current Amount				\$ 23,224.36	\$ 23,224.36

Project Number: 00005561C01

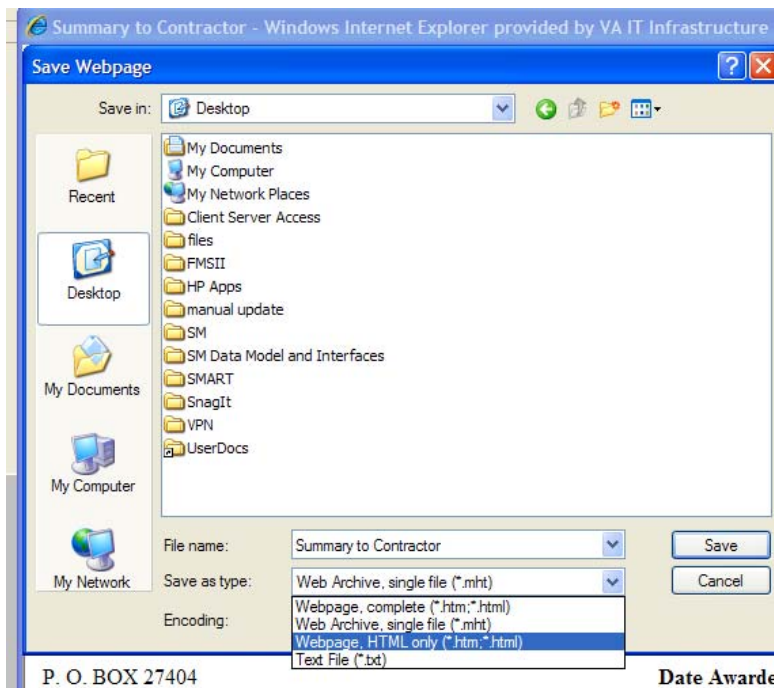
Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0005	0100	00100	\$ 212,669.280	0.500	LS	\$ 106,334.64	\$ 106,334.64
		MOBILIZATION					
0010	0100	00101	\$ 51,562.560	0.500	LS	\$ 25,781.28	\$ 25,781.28
		CONSTRUCTION SURVEYING					
0015	0100	00110	\$ 161,148.000	0.100	LS	\$ 16,114.80	\$ 16,114.80
		CLEARING AND GRUBBING					
		Project Current Amount				\$ 148,230.72	\$ 148,230.72
		Contract Current Amount				\$ 171,455.08	\$ 171,455.08

E.2. Saving Reports to HTML Format for Distribution

1. From the Process list screen with the report open. Click on FILE|SAVE AS.



2. Choose a folder and click on the down arrow on file type and choose Webpage HTML only.



Your HTML file is ready to be attached to an email, posted on a website or saved in an electronic folder.

E.3. Summary by Project

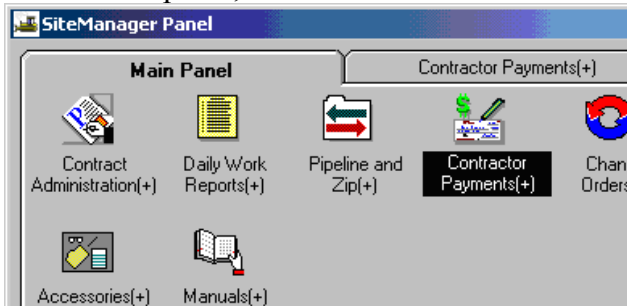
1. If not already logged on, use Steps 1-2 to log in to SiteManager.



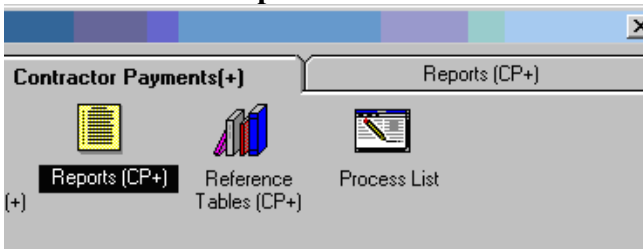
2. At the Available Groups window, select Group ID "PROJECT MANAGER" and click OK.



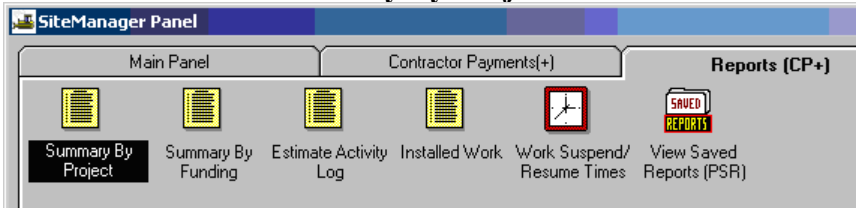
3. At the main panel, double-click on **Contractor Payments**.



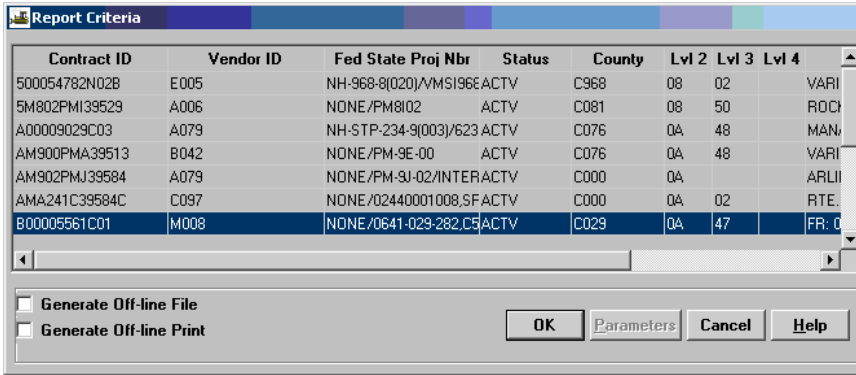
4. Double-click on **Reports**.



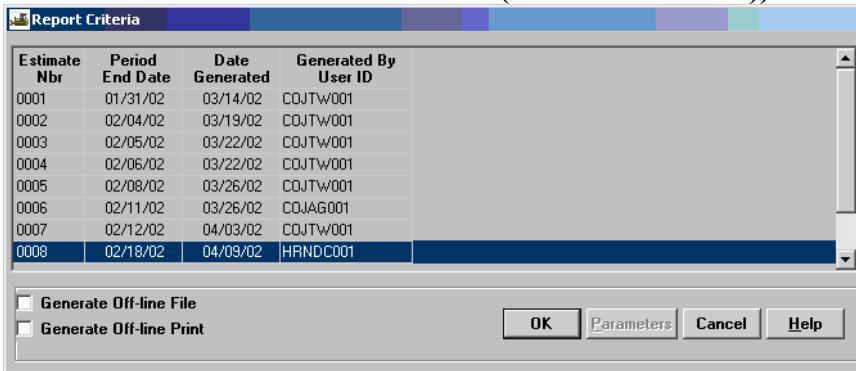
- Double-click on the **Summary By Project**.



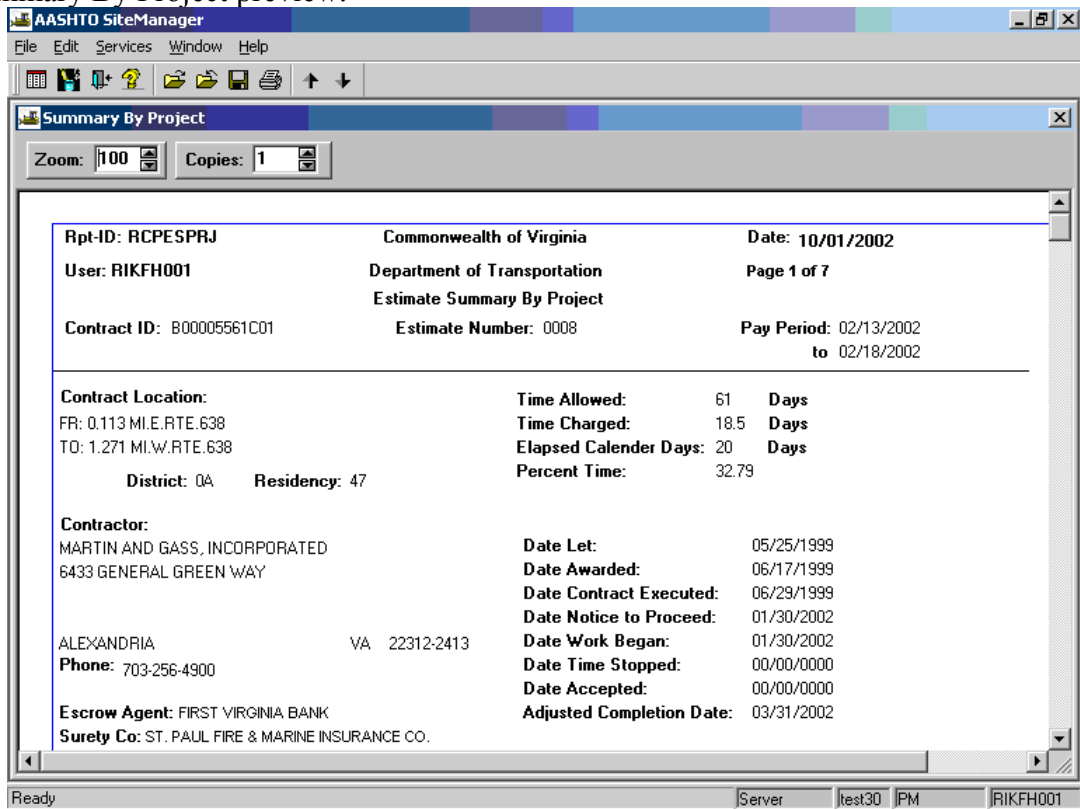
- Double-click on a Contract ID



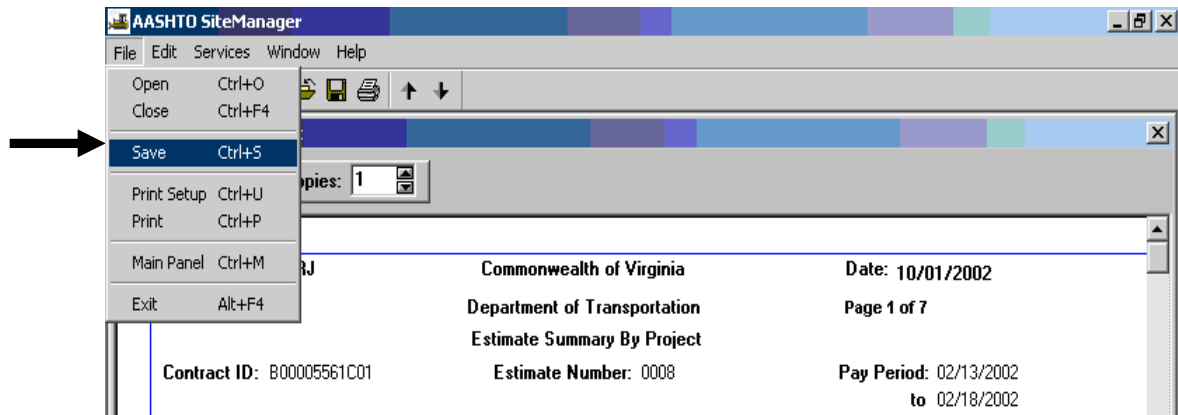
- Double-click on the Estimate Number (**must double click**)



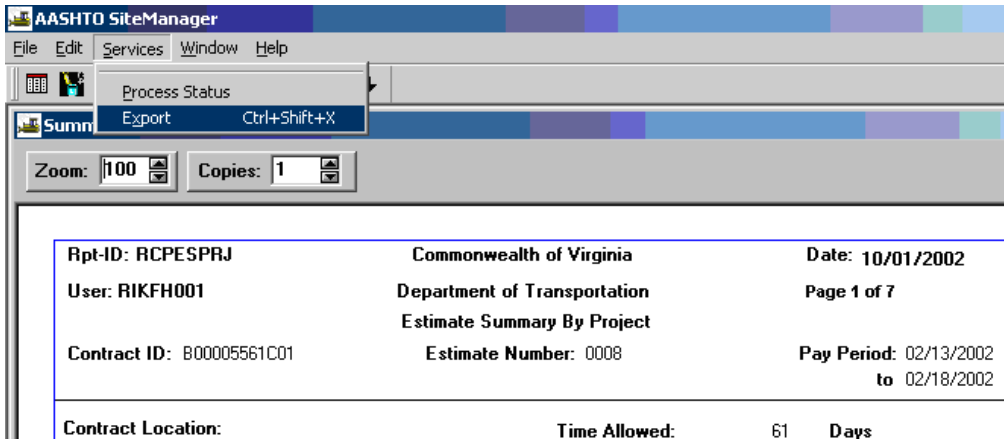
8. Summary By Project preview.



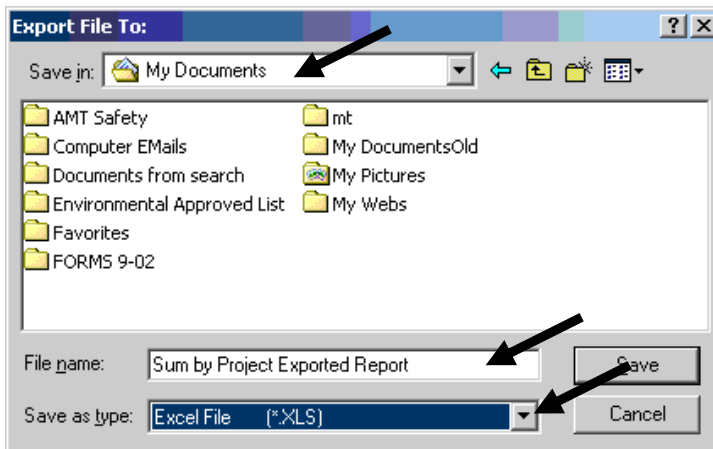
9. To save the report, select File | Save. This will save the report as a .PSR report.
 Note: Only SiteManager users can access .PSR reports.
 Click on File | Print to print the report.



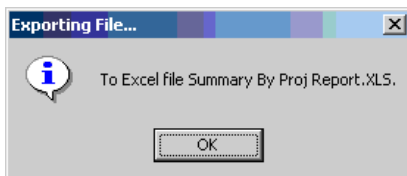
10. Click on **Services | Export** to export the report



To export the file into an Excel format, first choose a where to save in; name the file in File Name, and select Excel File (*.xls) from the drop-down box of "Save as Type:". Click on Save.



A message appears to notify you that the file is being exported. Click OK.



F. SiteManager Help Function

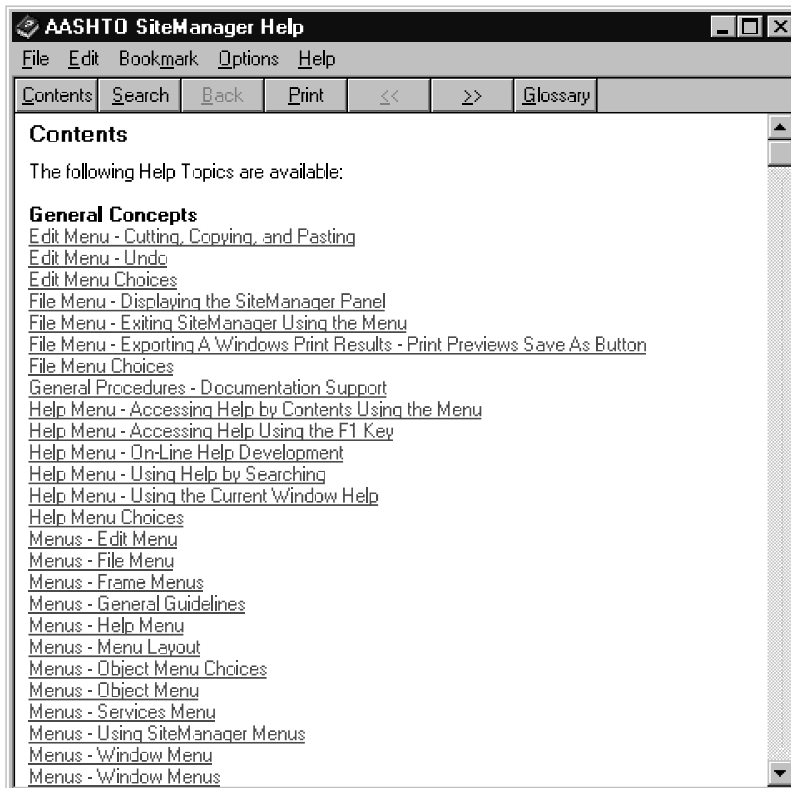
The Help menu will contain standard Help choices — Contents, Search Help on, and Index and one non-standard choice, Current Window. Help in SiteManager will work like any other Windows Help.

F.1. Using Help by Contents

The Help menu's Contents choice or the Help button displays an alphabetized list of Help Topics that can be browsed for the subject on which you need help.



The Help Button



The Help Contents

To access Help by Contents:

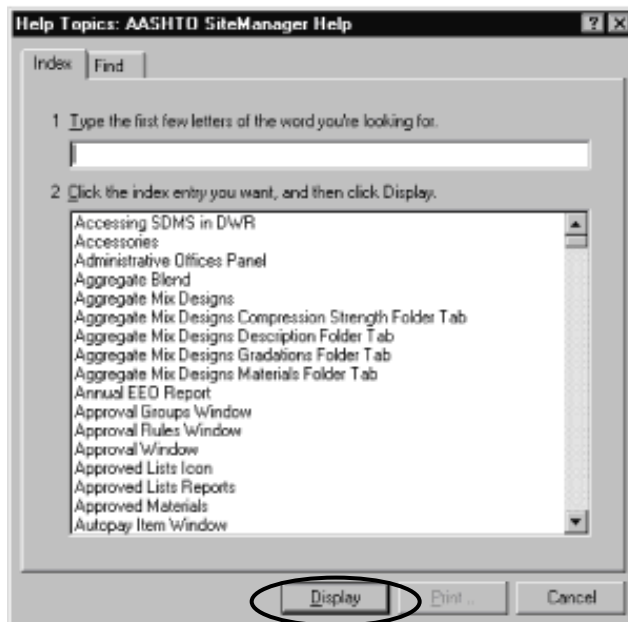
1. Click the **Help** menu and click the **Contents** choice.
- Or
1. Click the **Help** button.
- Or
1. In a SiteManager window, press the **F1** key.
 2. In the topics list box, scroll to and click the desired topic.
 3. When finished, click the **File** menu and click the **Exit** choice.

F.2. Using Help by Searching

The Search for Help on choice displays a lengthy, alphabetized list of Help Topics that can be browsed or searched for the subject on which you need help.

To access Help by searching:

1. Click the **Help** menu and click the **Search for Help on** choice.
2. Type the topic on which you need help.
3. Click the topic.
4. Click the **Display** button.
5. When finished, click the **File** menu and click the **Exit** choice.



F.3. Using the Current Window Help

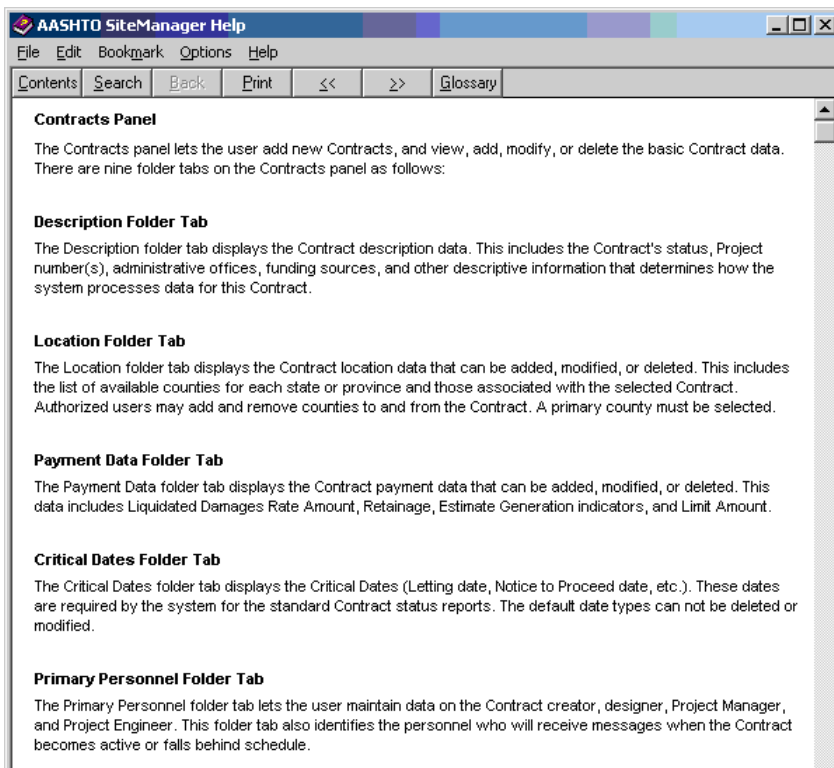
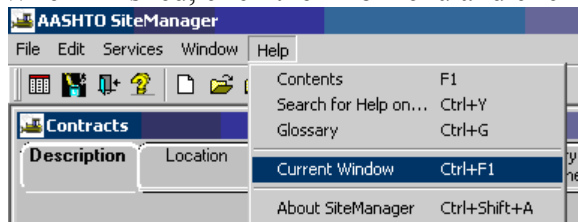
With any SiteManager window active, the Help menu's Current Window choice will access context sensitive help that includes Help on fields.

To access Help on the current window:

1. Display the SiteManager window for which you need help.
2. Click the **Help** menu and click the **Current Window** choice.
3. When finished, click the **File** menu and click the **Exit** choice.

To access Help on a field:

1. Display the SiteManager window that has the field for which you need help.
2. Click the **Help** menu and click the **Current Window** choice.
3. In the field list, scroll to and click the desired field.
4. When finished, click the **File** menu and click the **Exit** choice.



The Help on a SiteManager Window

Section Three - Initialization**Pages**

A. Scheduling and Contract Division	
1. Review PES/LAS to SiteManager Export Log Report.....	2
2. Scheduling and Contract Management Division Contract Administration	
a. Verification of Contract	3-14
b. Update Master List	15-20
c. Entering Information in Generic Fields in Contract.....	21-22
d. Verify Price Indices are in Reference Table.....	23-24
e. Associate Price Indices.....	25-28
f. Update Margin Code to include Fuel Adjustment	28-30
g. Verify Project.....	30-35
h. Categories.....	35-41
i. Contract Funding as CDCO.....	42-45
j. Contract Approval Authority.....	46-49
B. District Contract Administration	
1. Contract Initialization for DCA	50-61
2. Add Notice to Proceed in Key Dates.....	61-62
3. Contract Milestones.....	63-70
4. Add Progress Schedule.....	71-73
5. Activate Contract.....	74-77
6. Mark Critical Items.....	78-80
7. Add Items Using Change Order Process	81
8. DCA Enters Time Charges Start Date and Work Begin Date	82-84
9. DCA Enters Notice to Proceed Date and Estimated Completion Date.....	84-86
C. Project Manager	
1. Check Electronic Contracts Against Paper Contracts.....	87-92
2. Verify PCN Descriptions/Counties/Indices.....	93-96
3. Verify PCN Items.....	97-100
4. Print Item Quantity Report.....	101-108
5. Mark Critical Items.....	109-112
6. Reference Tables used in DWRs	
a. Vendor Master List.....	113-116
b. Contract Master List.....	117-121
D. All Levels	
1. Grant or Remove Contract Authority	122-126

A. Scheduling and Contract Division

A.1. Review PES/LAS to SiteManager Export Log Report

1. Receive e-mail from System Administrator notifying that there are contracts to be initialized.
The file PL2CMS_RPT.TXT file will be attached to e-mail.
2. Open file in Notepad and print report.

Use the report to initialize contracts in Scheduling and Contract Division Contract Administration Section (continue to the next section, Verification of Contract.)

Note: LAS/SM Interface initialization process steps can be found in Appendix D.

A.2. Scheduling and Contract Management Division Contract Administration

A.2.a. Verification of Contract

- Scheduling and Contract Division Initialization
- Associating Surety and the Insurance to Contractor

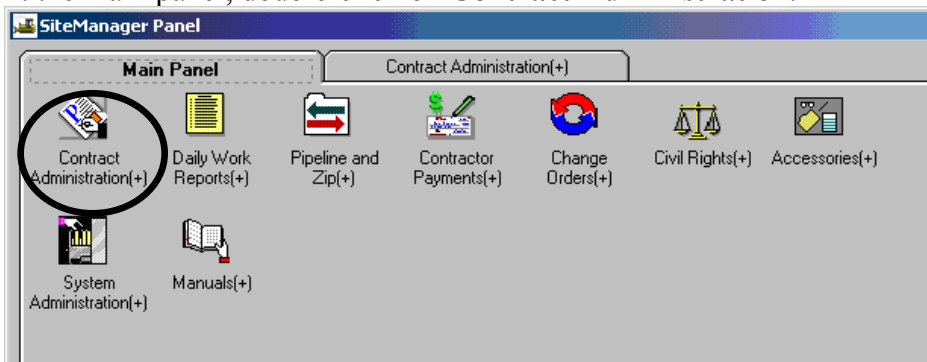
1. Log in to SiteManager



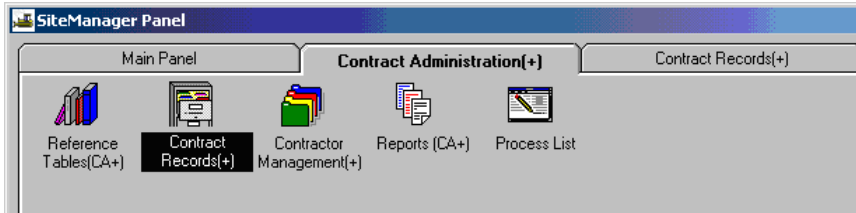
2. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



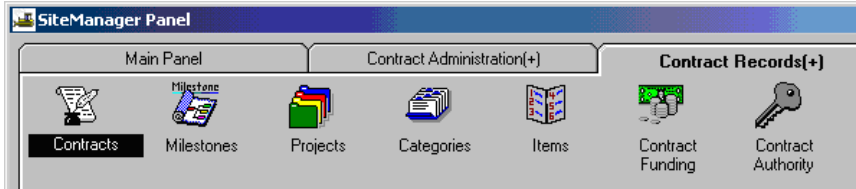
3. At the main panel, double-click on **Contract Administration**.



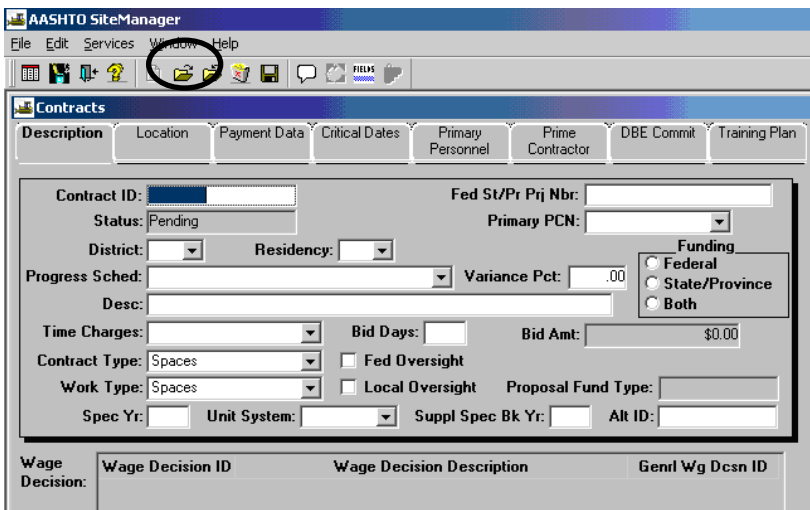
4. Double-click on **Contract Records**.



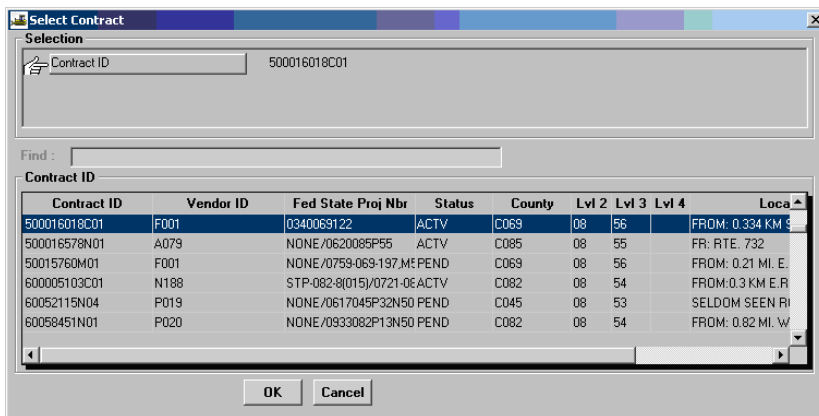
5. Double-click on **Contracts**.



6. Click on the **Open** folder icon .



Select the Contract ID.

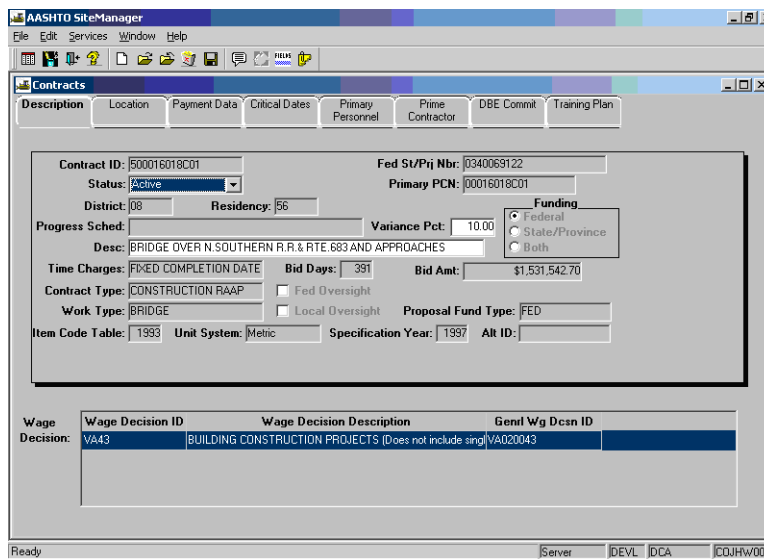


- Verify the **Funding** type **District**, **Residency**, **Contract Type**, **Fed Oversight**, and **Bid Amt.** (Note: Federal oversight flag is at PCN level in CAS). **Type the Specification Year.** **Verify the State Project Number. Make sure it only has the State Project Number there. If there is a Federal Project Number there, too, delete that portion and paste it into the new Federal Project Number field on Contract generics (Should have NONE, if there is no federal project number).**

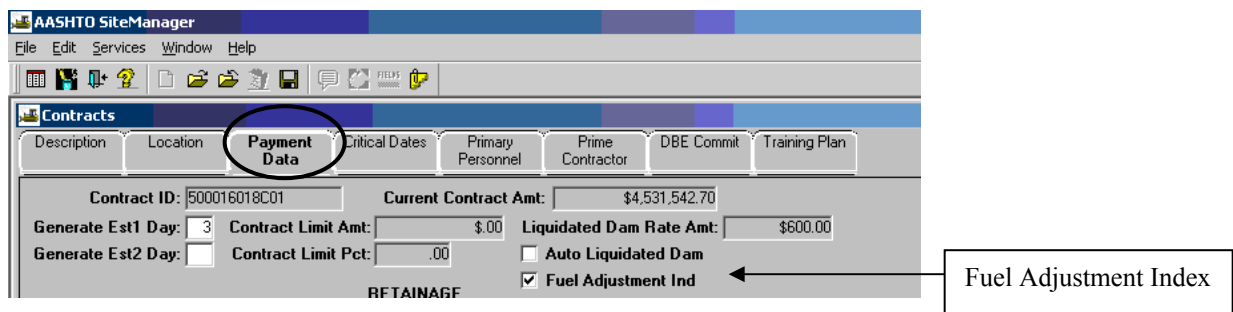
Important Note: Make sure the **Primary PCN** is correct. It should be an existing available PCN on the contract (pull-down list shows available PCNs on the contract). It should be the PCN on the contract with the largest dollar value. You can run a **Contract Status Report** to determine the largest PCN (See Section 10) for instructions on how to run this report).

Click on **New**  and enter the **Wage Decision** (choose STATE if not federally funded).

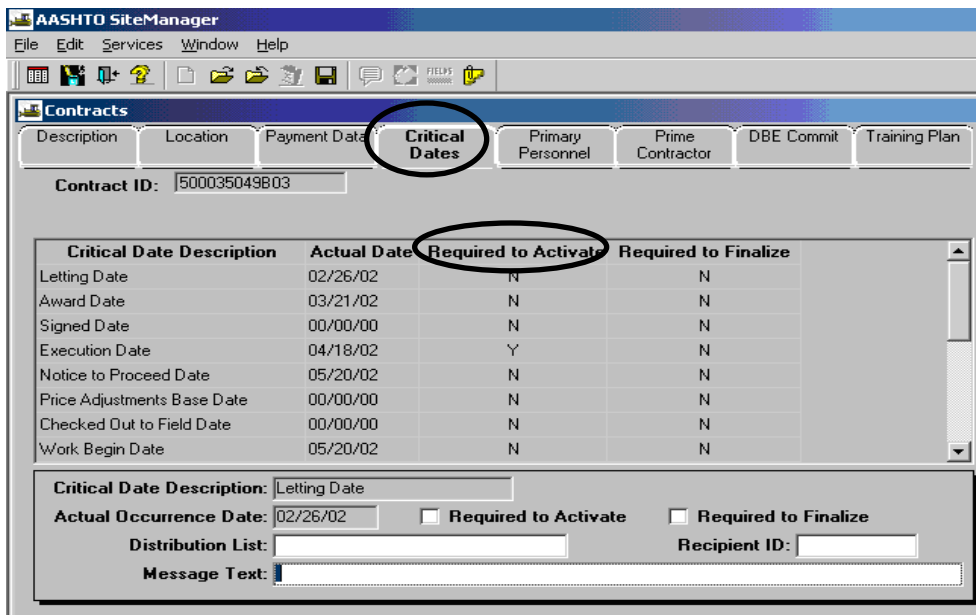
Note: The Wage Decision data can be found within the contract contents: SF001AF, Predetermined Minimum Wage Rates.



- Click on the **Payment Data** folder tab and verify whether there is an Automated Fuel Adjustment in the Contract (Special Provision 109E). If it is, then check the **Fuel Adjustment Ind.**

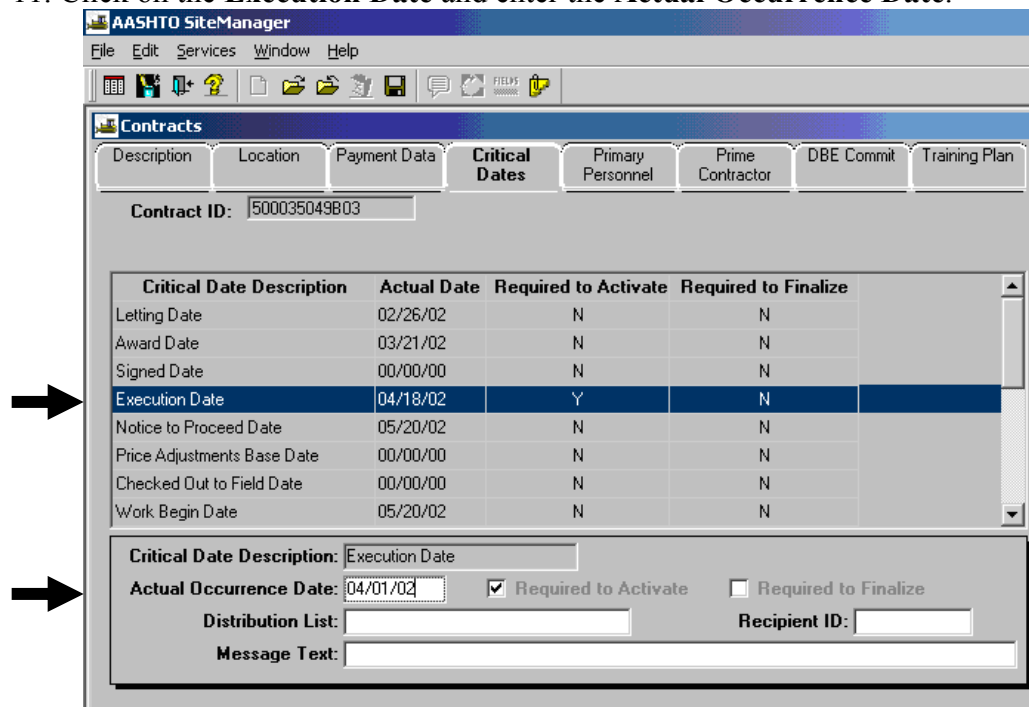


- Click on **Critical Dates** tab. You should see the Critical Date Description, Actual Date, and what information is **Required to Activate** that contract.



- Verify the **Letting Date, Award Date, Original Completion Date**. If any of these are not correct, then delete the contract and re-pass through LAS. (Use the scroll bar to see the dates in the Actual Dates column.)

- Click on the **Execution Date** and enter the **Actual Occurrence Date**.



- If you have fuel adjustment provided by Provision 109-E, click on the **Price Adjustments Base Date** and enter the **Actual Occurrence Date** in the bottom panel. The date entered will populate in the top panel under actual date. **NOTE: This date should be the same as the Letting Date.**

Contracts

Description Location Payment Data **Critical Dates** Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: 50015760M01

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Letting Date	03/24/04	Y	N
Award Date	04/12/04	Y	N
Signed Date	00/00/00	N	N
Execution Date	00/00/00	Y	N
Notice to Proceed Date	00/00/00	N	N
Price Adjustments Base Date	00/00/00	N	N
Checked Out to Field Date	00/00/00	N	N
Work Begin Date	00/00/00	N	N

Critical Date Description: Price Adjustments Base Date

Actual Occurrence Date: 03/24/04 Required to Activate Required to Finalize

Distribution List: _____ Recipient ID: _____

Message Text: _____

- Click on the **Primary Personnel** tab.

AASHTO SiteManager

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates **Primary Personnel** Prime Contractor DBE Commit Training Plan

Contract ID: 500035049B03

Project Manager: PMGlobal Global PM for Contract Activation

Project Engineer: PEGlobal Project Engineer Global

Contract Designer: _____

Contract Created By: SYSTEM

Notification Recipients

Contract Status Changed to Active:

User ID: NOMGB001 Distribution List: _____

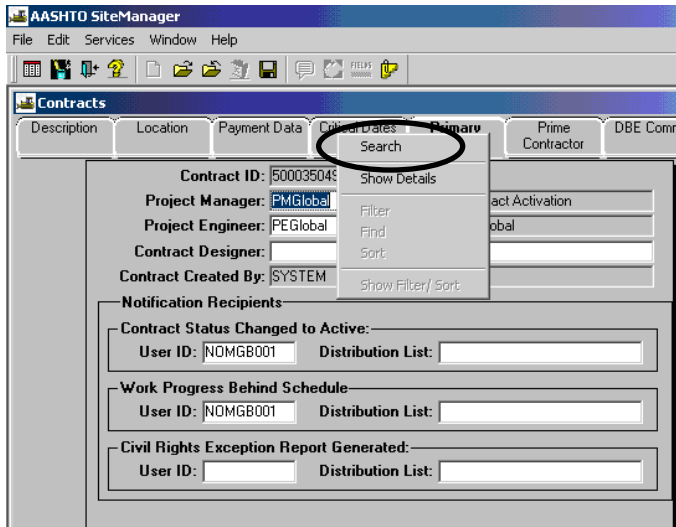
Work Progress Behind Schedule:

User ID: NOMGB001 Distribution List: _____

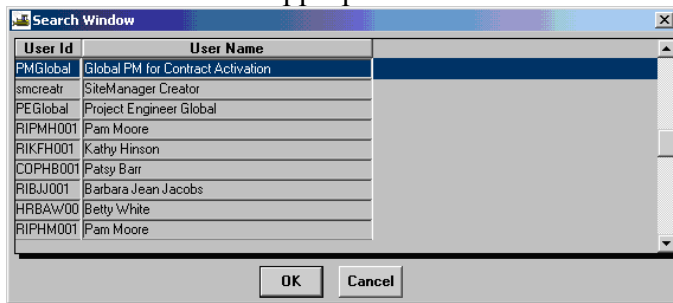
Civil Rights Exception Report Generated:

User ID: _____ Distribution List: _____

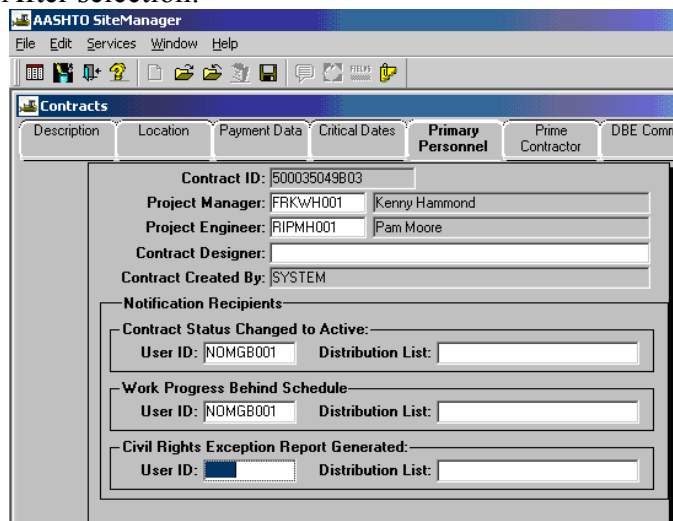
- Right-click on the **Project Manager** field. Click on **Search** and choose the DCM's name from the list. Then right-click in the **Project Engineer** field, click on **Search** and choose the DCM's from the list.



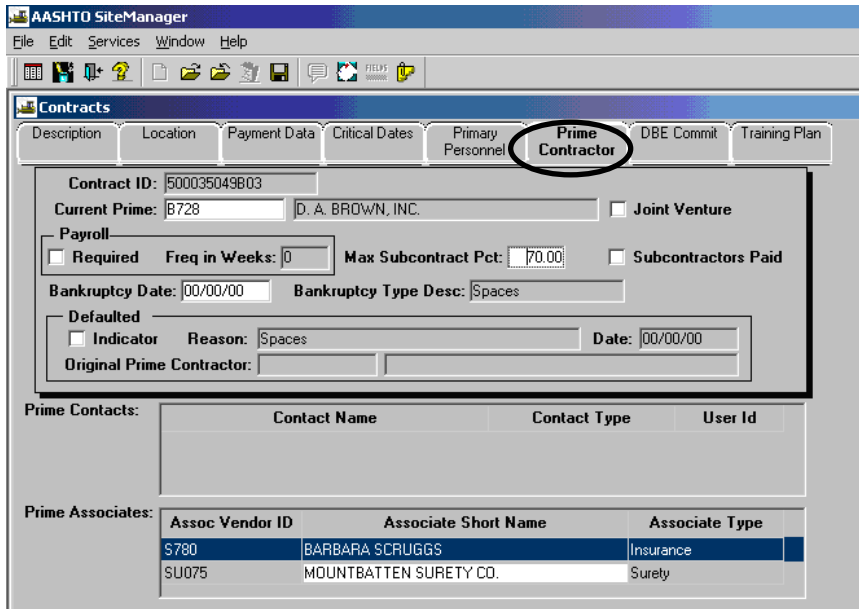
Double-click on the appropriate name to select it.




After selection:

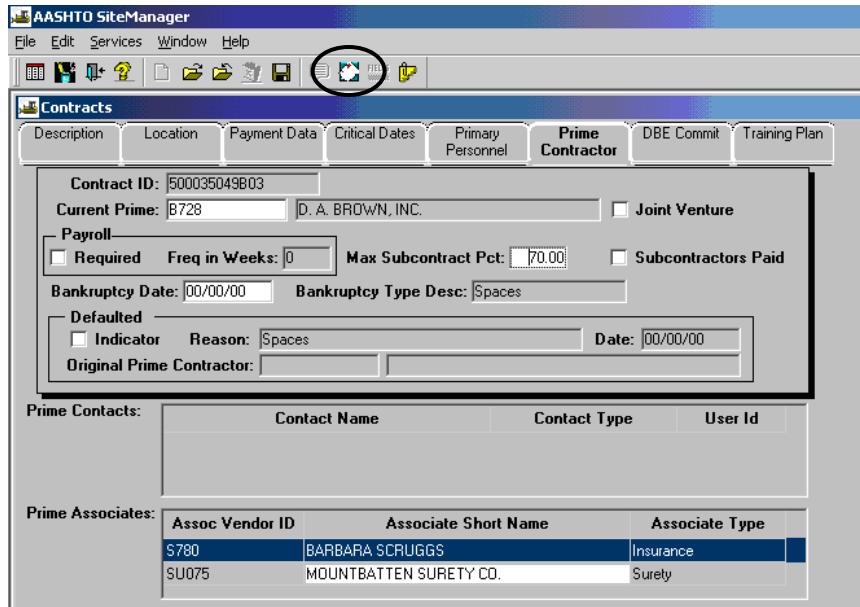


- Click on the **Prime Contractor** tab. Verify the name of the contractor. If not correct, then delete the contract and re-pass through LAS.

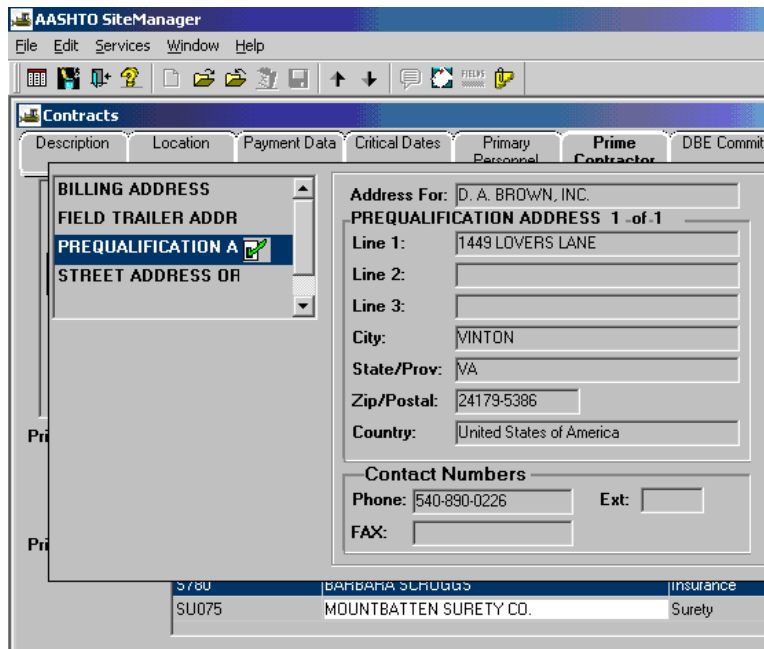


- Verify **Max Subcontractor Pct.** If it is not correct, you can change it and click on **Save**  and it will change the percentage for that current Prime Contractor on that contract.

- Click on the **Address** icon  on the top.



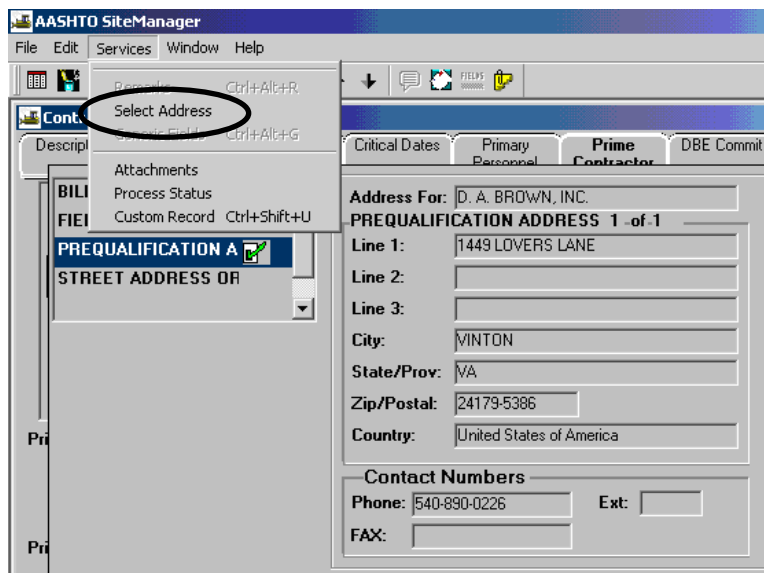
18. The address screen opens.




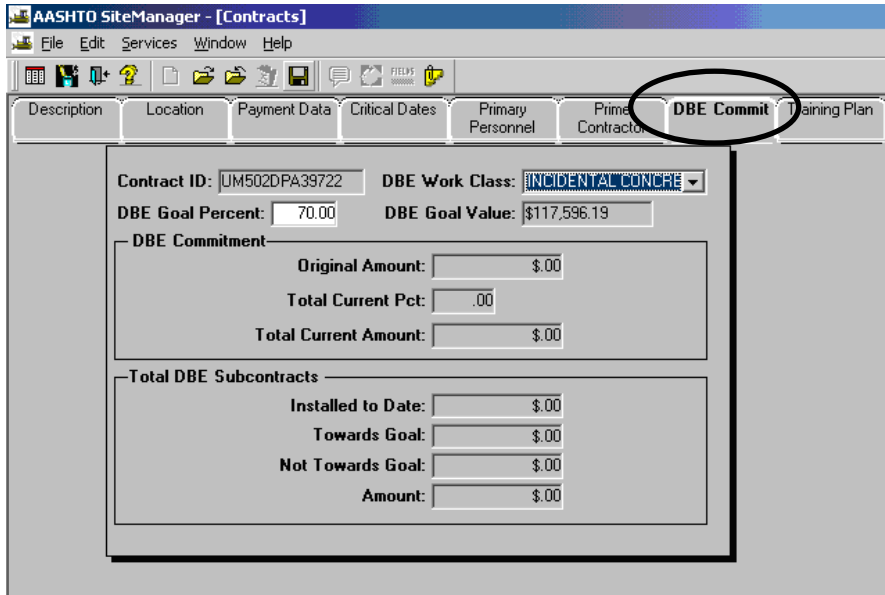
19. Verify addresses for the contractor.

20. To select the address to appear on front of voucher, highlight the address description; i.e., Prequalification or Street Address, etc.

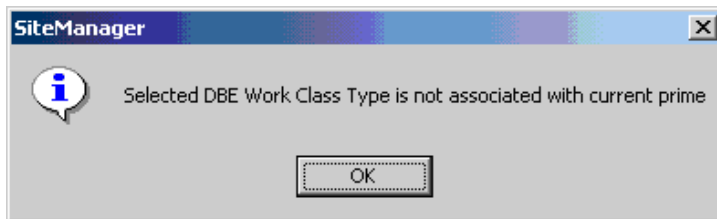
21. Click on **Services** in the menu options. Click on **Select Address**. The address window should close automatically, or click on the address icon.




22. Click on the **Save**  icon to save the information. If you get an error message, proceed to Step 23 and DBE window will be opened automatically.
23. Click on the **DBE Commit** folder tab. If the DBE Class is open (if it is a DBE, enter the field; otherwise, skip this step. If DBE is not required, the DBE Work Class will be grayed out and unavailable. If required to enter the field, click on the drop-down arrow in the DBE Work Class and enter the DBE work class from the drop-down menu. Choose the DBE Work Class that is based on the type of work for the contractor. Enter the DBE Goal Percent for the contract.



If the user attempts to add an invalid work class, this example error message appears.

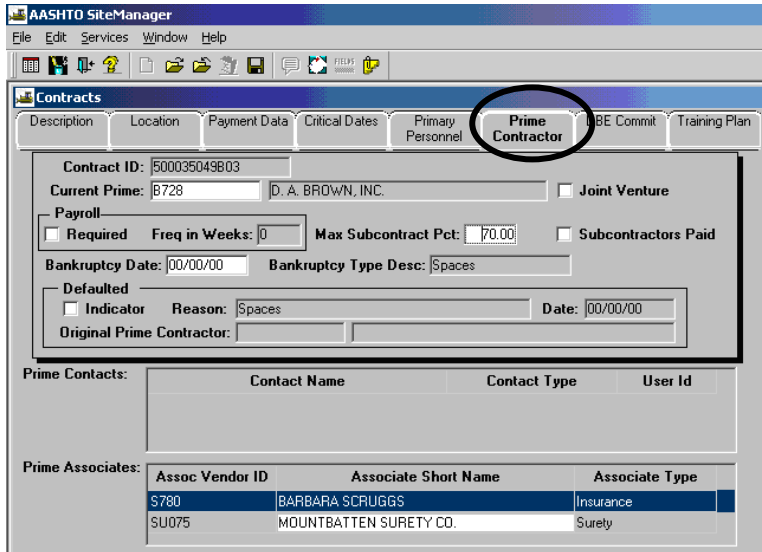



If the error message appears, check the work type again or just override by clicking on OK and click on **Save** .

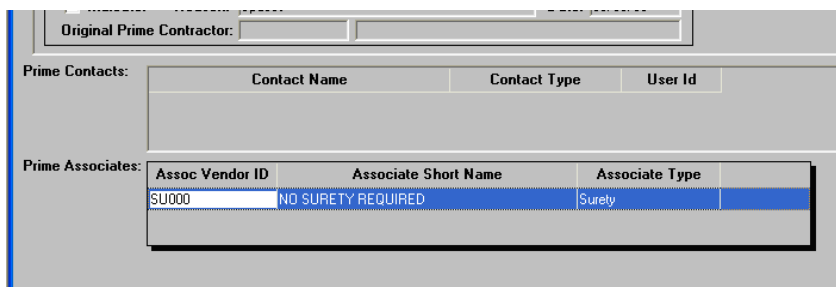
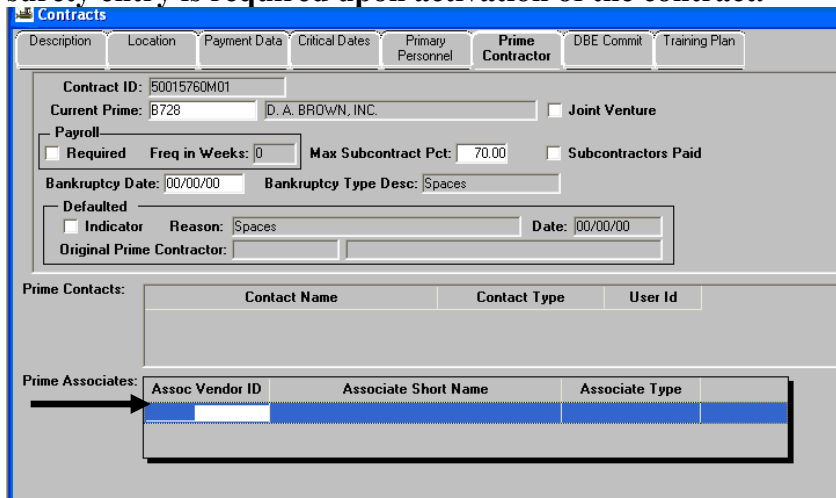
****NOTE: To find the Work Classes associated with the vendor, go to the Vendor File (see instructions in Appendix E)**

**Associating Insurance Company and Surety
(Insurance Company is Required (mandatory) on all contracts for activation)**

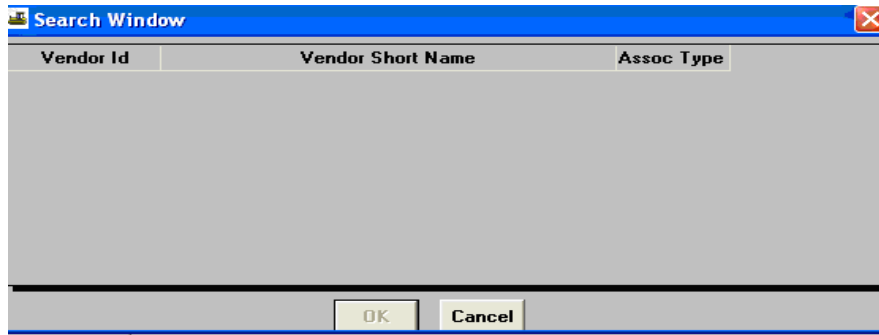
24. Click on the **Prime Contractor** folder tab.



25. Click on the bottom **Associates** panel. Click on the New icon  and right-click to search the **Assoc Vendor ID**. **When initializing a contract in SM, if the contract does not require a surety, choose SU000 (NO SURETY REQUIRED) for the surety associate, because the surety entry is required upon activation of the contract.**

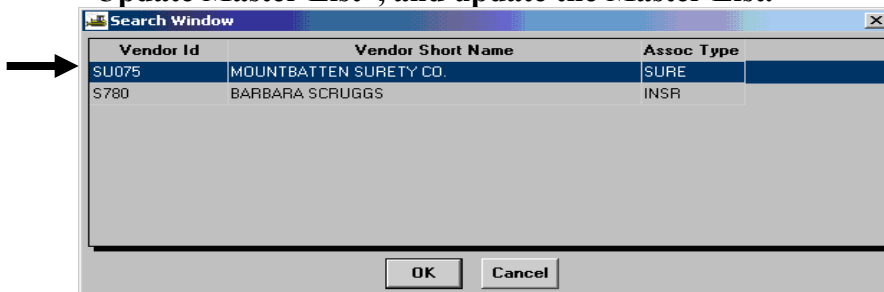


Note the Search Window example below. If no Associate Vendor ID is shown, and it needs to be added, skip to “Update Master List” in the next section to update master information.



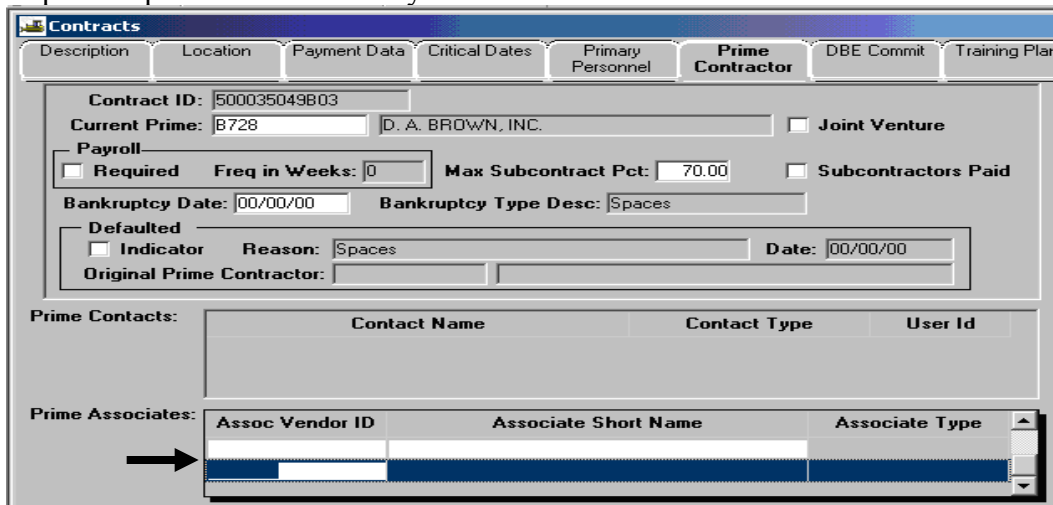
26. Select a Vendor ID and click OK.

Note: If no vendor ID exists, the user would need to go to the next section, “Update Master List”, and update the Master List.



27. Click on **Save**  to save the information.

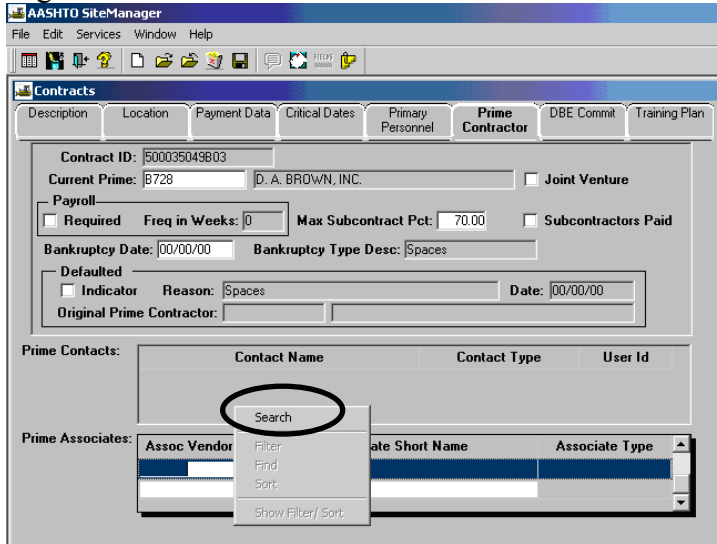
28. To add another associate, click on **Save**  and then click on the **New** icon . Repeat Steps 24-27 as necessary.



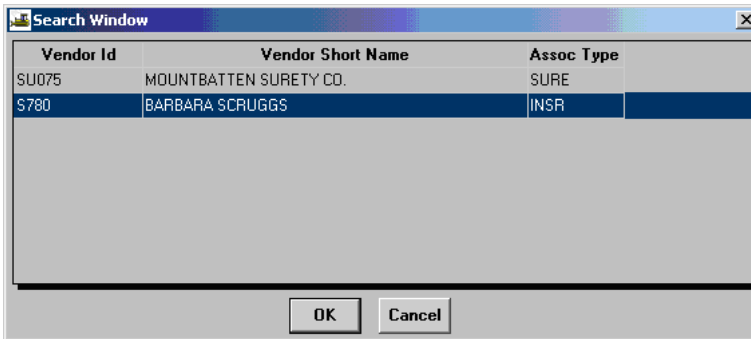
29. Click on the **Save** icon  and exit.

- Repeat Steps 24-27 to add the next associate (surety), if required on the contract.

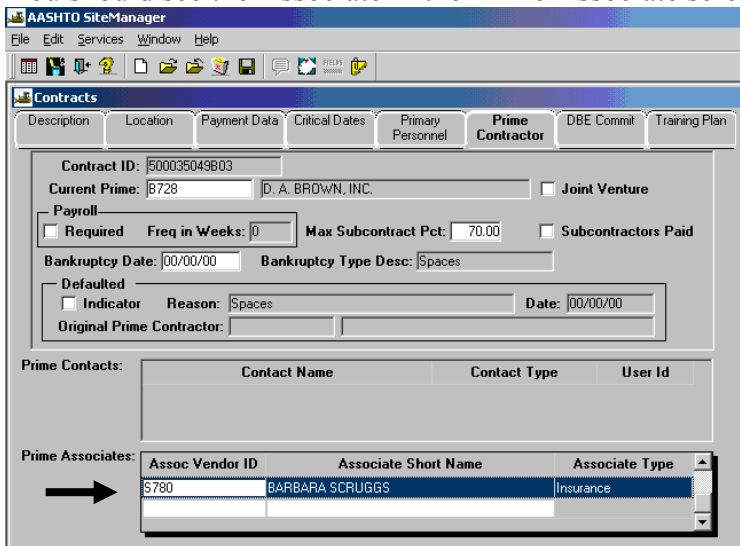
Right-click to search for a new associate.



Click on the Associate and click OK.



You should see the Associate in the Prime Associate screen.




- Click on the **Save** icon  and exit

A.2.b. Update Master List

Note: Use this area to update any master information.

*(From the previous section)

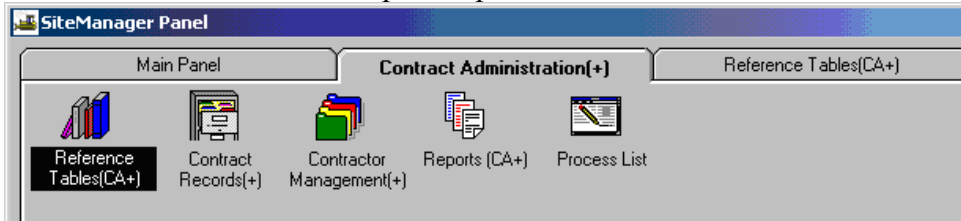
**If an Associate is not in the master list, then perform the following steps.
Use the following steps to add Surety, Insurance, Escrow, or Bonding.**

1. Close the search window.
2. Click on the SiteManager panel icon  in the upper left corner of your screen, or click on File | Main Panel.

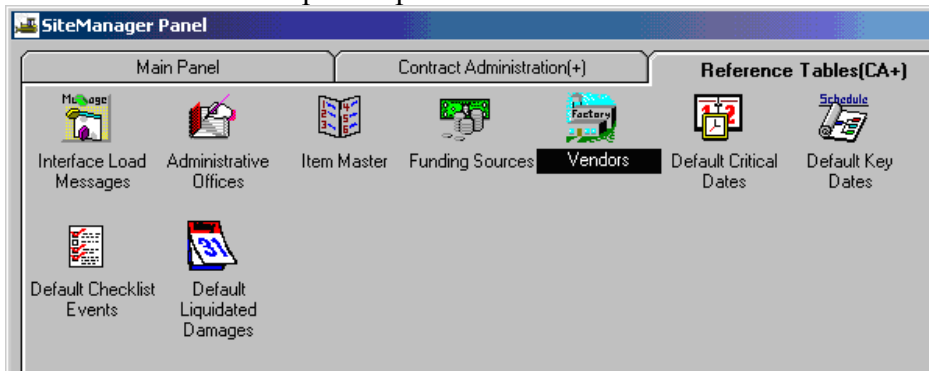
3. At the main panel, double-click on **Contract Administration**.



4. The Contract Administration panel opens. Double-click on **Reference Tables**.




5. The Reference Tables panel opens. Double-click on **Vendors**.



The Vendors window opens to the Vendor ID.

The screenshot shows the 'Vendors' window in AASHTO SiteManager. The 'Vendor ID' field is highlighted with a black circle. The window includes tabs for Description, Work Classes, Affiliates, Personnel, Prime Contacts, Associates, Security Accounts, and Security Usage. The main form contains the following fields:

- Vendor ID: [Circled]
- Short Name: [Text Field]
- Full Name: [Text Field]
- Vendor Type: [Dropdown Menu]
- DBE Type: Spaces [Dropdown Menu]
- Cert Date: 00/00/00 [Text Field]
- Corp Type: Spaces [Dropdown Menu]
- Prequal Date: 00/00/00 [Text Field]
- Uncompleted Work Amount: 0.00 [Text Field]
- Ethnic Group: Spaces [Text Field]
- IRS Tax Nbr: [Text Field]
- Alt Vendor ID: [Text Field]
- Cert Type: Spaces [Dropdown Menu]
- Cert End Date: 00/00/00 [Text Field]
- Corp State: [Dropdown Menu]
- Prequal End Date: 00/00/00 [Text Field]
- Preconstruction Indicator:
- Gender: [Text Field]

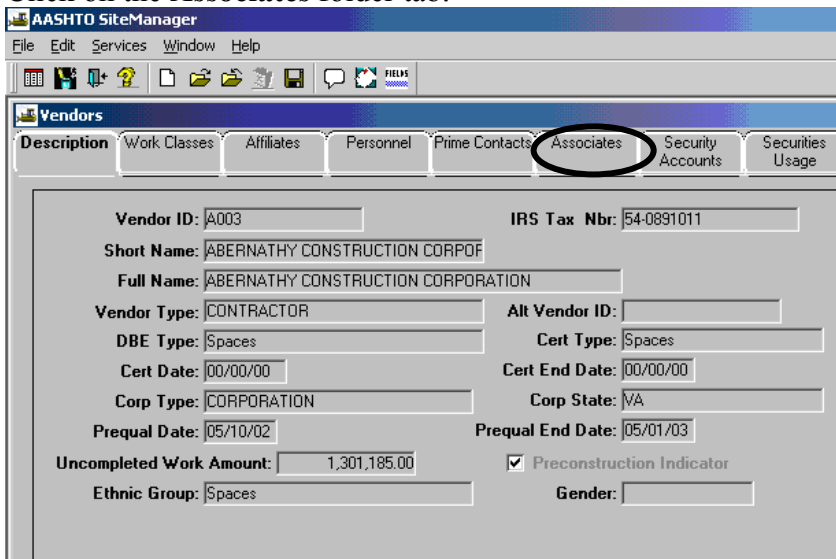
6. Click on the **Open** folder icon . Double-click on the appropriate Vendor ID to select the Prime Contractor (or, single-click on the vendor ID and click OK).

The screenshot shows the 'Vendor Pick List' dialog box. It features a 'Selection' area with a hand icon and a 'Vendor' label. Below is a 'Find' text field. The main area is a table with the following data:

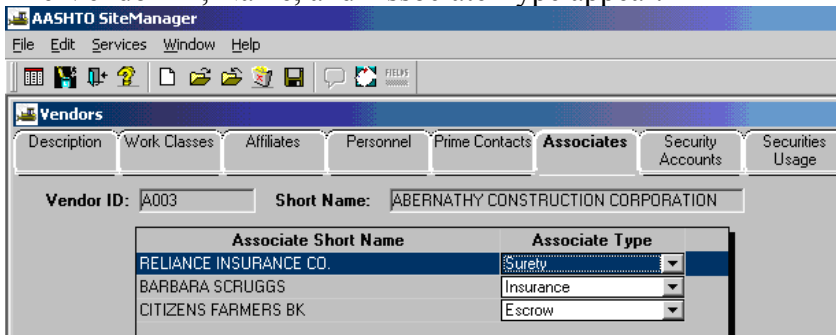
Vendor Id	Vendor Short Name	Vendor Type
A000	AAAAAA BEGINNING OF FILE INDICATOR	CONTRACTOR
A003	ABERNATHY CONSTRUCTION CORPORATION	CONTRACTOR
A005	ACORN CONSTRUCTION, LTD.	CONTRACTOR
A006	ADAMS CONSTRUCTION COMPANY	CONTRACTOR
A010	ALDO CONSTRUCTION CORP.	CONTRACTOR
A011	JAMES A., JR. & JEAN W. ALEXANDER	CONTRACTOR
A013	ALLEGHENY CONSTRUCTION COMPANY, INC	CONTRACTOR

At the bottom of the dialog are 'OK' and 'Cancel' buttons. An arrow points to the row for Vendor ID A003.


- Click on the **Associates** folder tab.

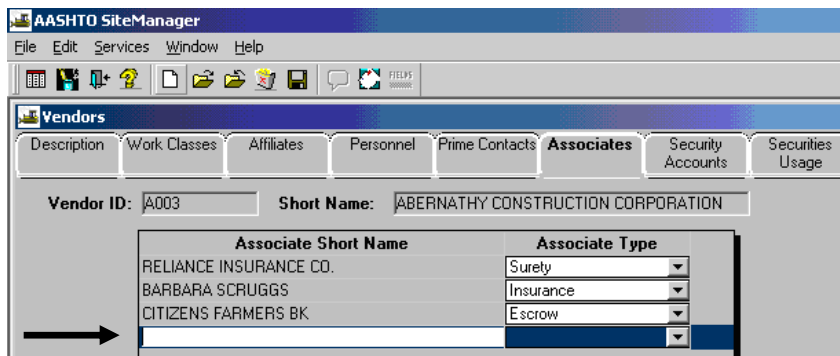


- The Vendor ID, Name, and Associate Type appear.

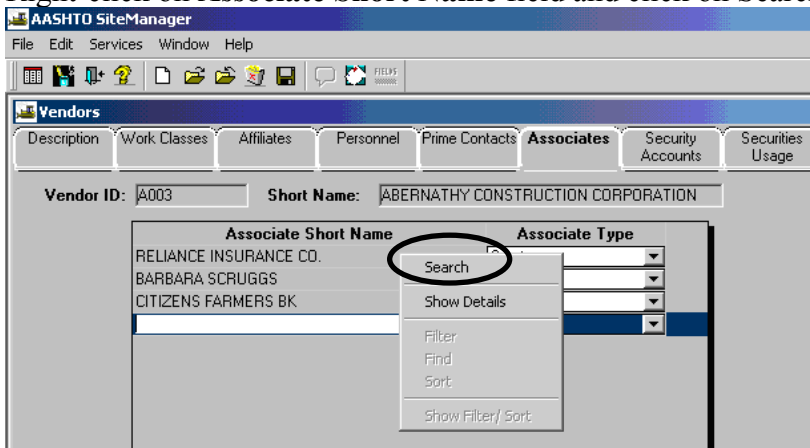


If there is no surety required, skip forward to Step 12 below.

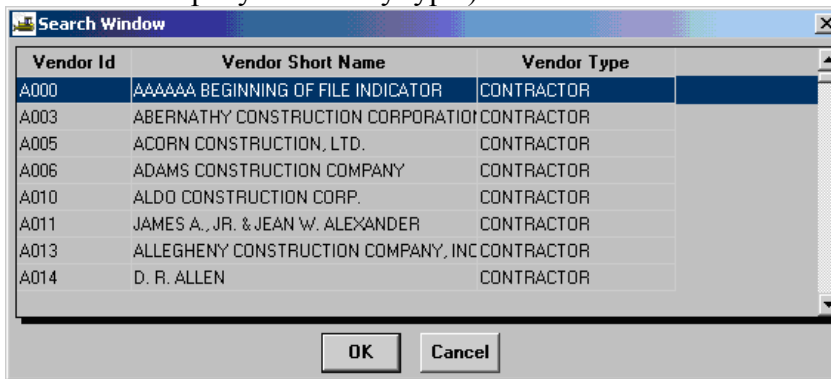
Click on the **New** icon  to add surety, if necessary. A record opens with blank fields as noted in the example below. Add information as needed.



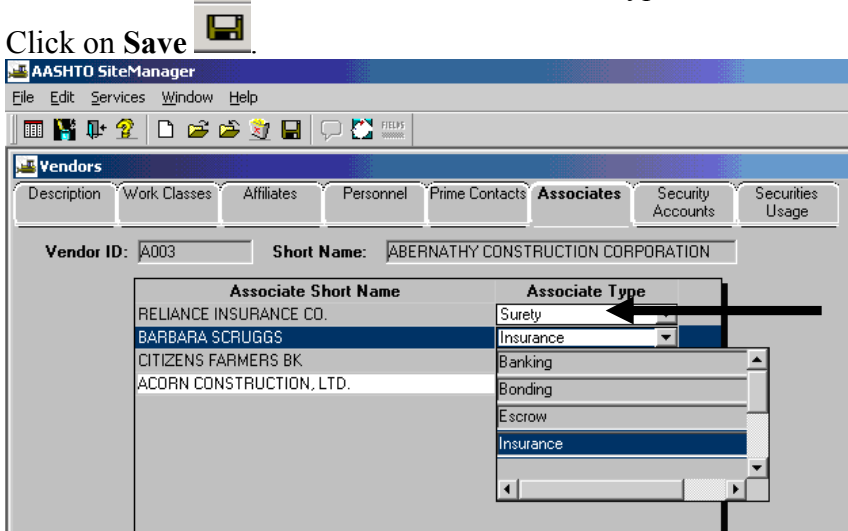
- Right-click on **Associate Short Name** field and click on Search.




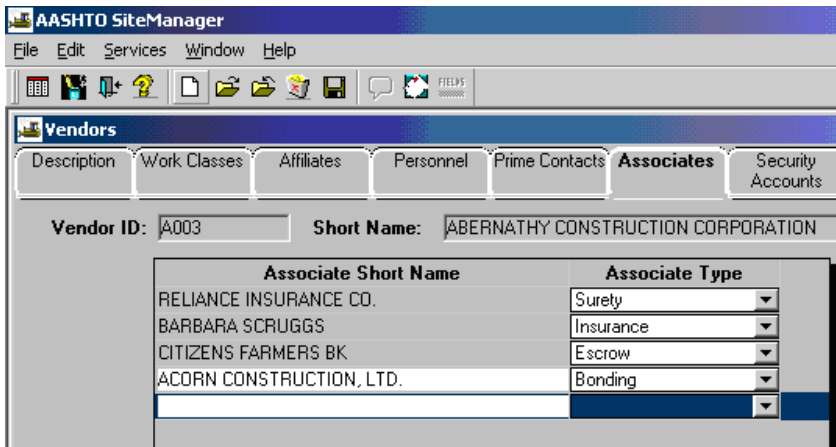
- A Search window opens. Scroll through the list and click on the Vendor Short Name for the Surety and click OK (or the user can double-click on the Vendor Short Name to select it). Note: You can choose any vendor name, regardless of vendor type, in the vendor file (Example: You can add an insurance company as a surety type.)



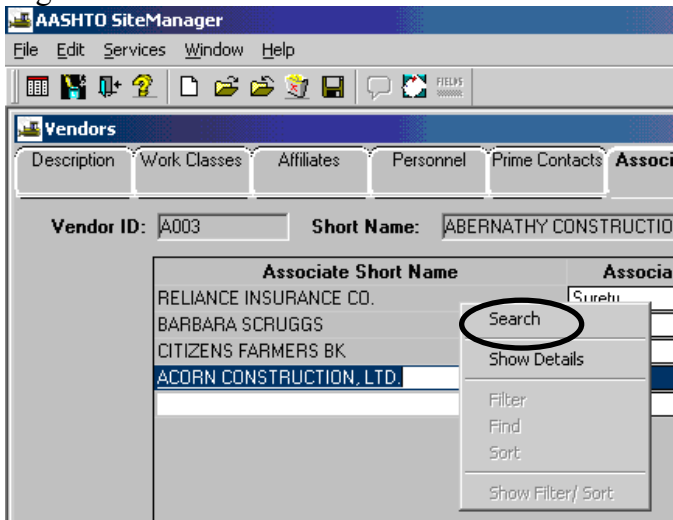
- Click on the down arrow next to the Associate Type field and select the Associate Type of **Surety**.



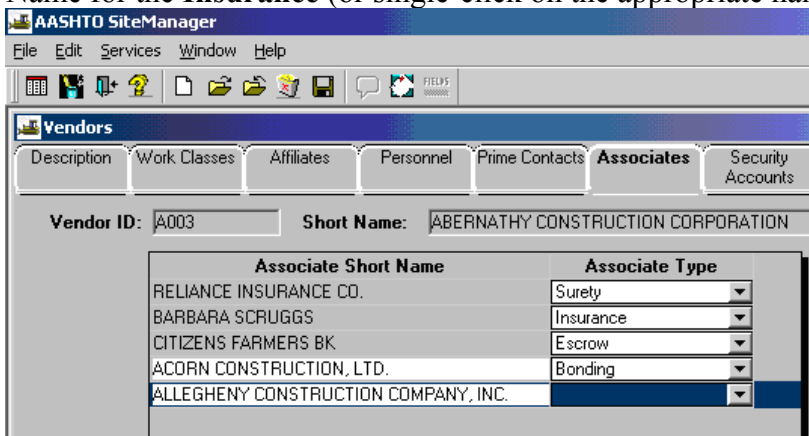
12. Click on the **New** icon  to add insurance. A record is added with blank fields.



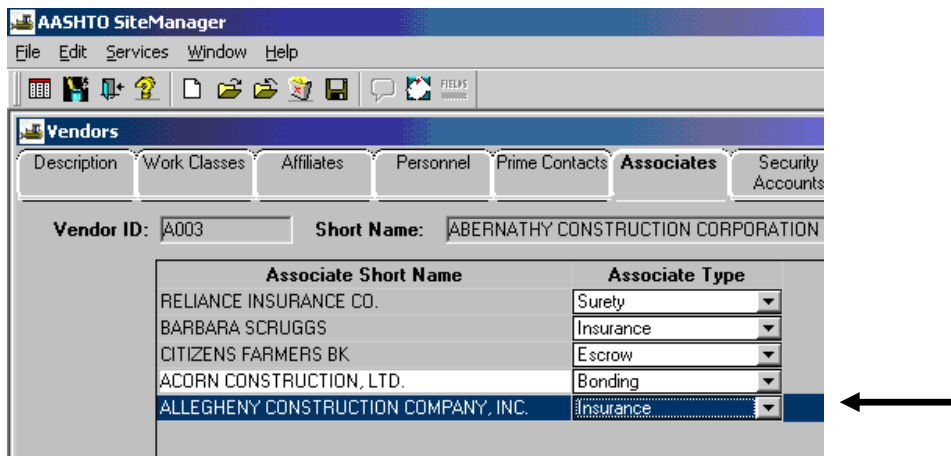
13. Right-click on the **Associate Short Name** field and click on Search.




14. Scroll through the list in the Search window. Double click on the appropriate Vendor Short Name for the **Insurance** (or single-click on the appropriate name and click OK).



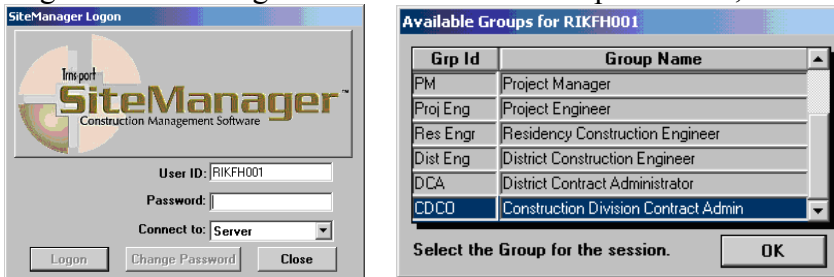
15. Click on the drop-down arrow next to the Associate Type field and select the Associate Type of **Insurance**.



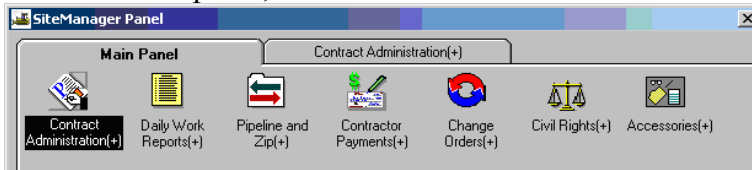
16. Click on **Save** . Return to Step 24 to associate insurance company and surety.

A.2.c Entering Information in Generic Fields in Contract

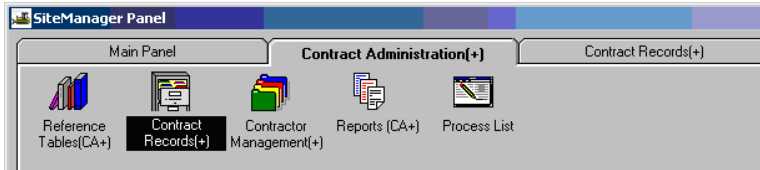
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” and click OK.



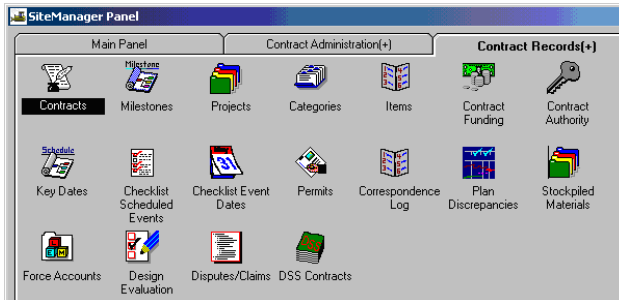
2. From the main panel, double-click on **Contract Administration**.



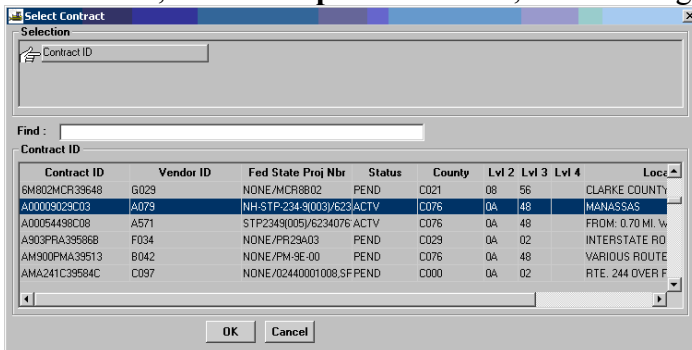
3. Double-click on the **Contract Records**.



4. Double-click on **Contracts**.



5. In the menu, click the **Open** folder icon, scroll through the list to select the contract.



- Click on the **Generic Fields** icon .

The screenshot shows the AASHTO SiteManager interface. The 'Contracts' window is open, displaying various contract details. The 'Generic Fields' icon in the top toolbar is circled in red. The contract details include:

- Contract ID: A00015172B438
- Status: Active
- Fed St/Pr Prj Nbr: HSR-1(007)/9999-076-504.B6
- Primary PCN: 00015172B
- District: 0A, Residency: 48
- Progress Sched: PEDESTRIAN BRIDGE OVER CSX RAILROAD
- Variance Pct: 10.00
- Funding: Both (selected)
- Time Charges: Fixed Completion Date
- Bid Days: 485
- Bid Amt: \$1,552,733.30
- Contract Type: CONSTRUCTION RAAP
- Work Type: BRIDGE
- Spec Yr: 1993, Unit System: Metric, Suppl Spec Bk Yr: 1995, Alt ID:



- On the Generic Fields window, verify the **Call Order Number** with the Contract. If it is not correct, delete the contract and re-pass from LAS.

Enter required information, when applicable, in **Financial Prefix and Suffix, Retainage Number, Renewable Contract, Bond Type, Payee ID, Stim Fund, Estimate Status (Choose Progress Estimate), Time Performance Contract, Environmental Compliance Reporting, Federal Project Number, Field Office Phone #, Field Office Fax # and Consultant Firm name.**

Verify Federal Project Number field (Should have NONE, if there is no federal project number or the Federal Project Number-field shouldn't ever be blank).

The screenshot shows the 'Contract Generic Fields' window. The fields are as follows:

- Contract ID: A00013105C01B
- Call Order Number: F18
- Schedule Last Updated: 11/03/06
- Financial Prefix And Suffix: E/00
- Retainage Number: 54701
- Renewable Contract Y/N: N
- Bond Type: BOTH PAYMENT AND PERFORMANCE
- Conversion Flag: C
- Payee Id: Contractor
- Time Performance Contract Y/N: Y
- Current Prior Balance Due: 0.00
- Conversion Date: 00/00/00
- Stim Fund:
- Estimate Status: Final Estimate
- Environmental Compliance Reporting Y/N:
- Federal Prj Nbr: STP-5401(522)
- Comment Site:
- Field Office Ph #: 000-000-0000
- Field Office Fax #: 000-000-0000
- Consultant Firm Name:

- Click on **Generic Fields**  icon to close the Generic Fields window.
- Click on **Save**  to save the information.

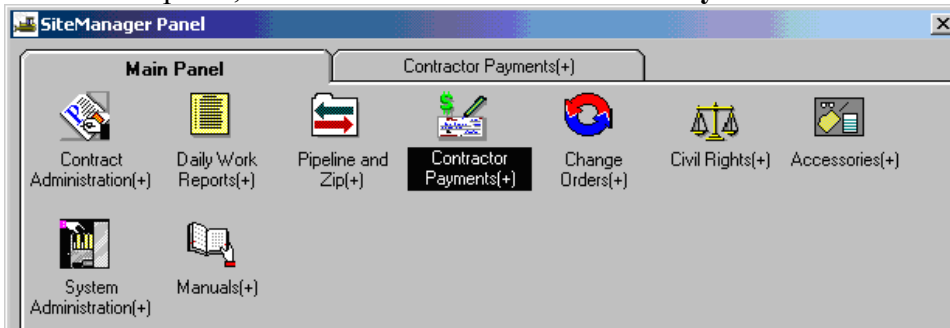
A.2.d. Verify Price Indices are in Reference Table

Note: Price Index refers to *automated fuel adjustment*.

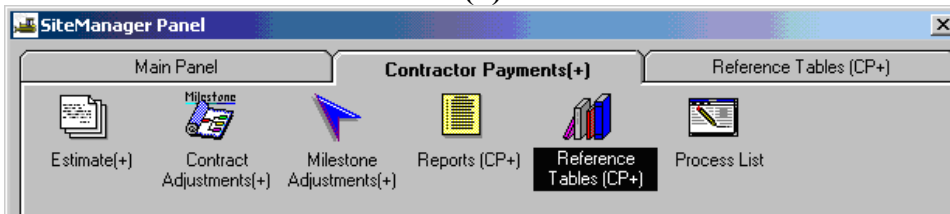
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



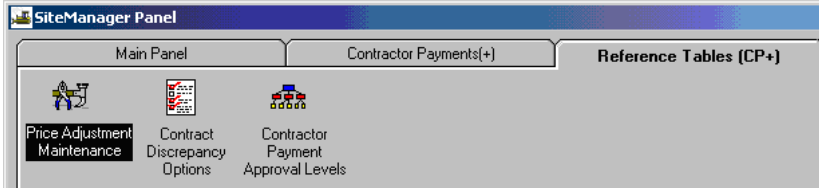
2. At the main panel, double-click on the **Contractor Payments** icon.



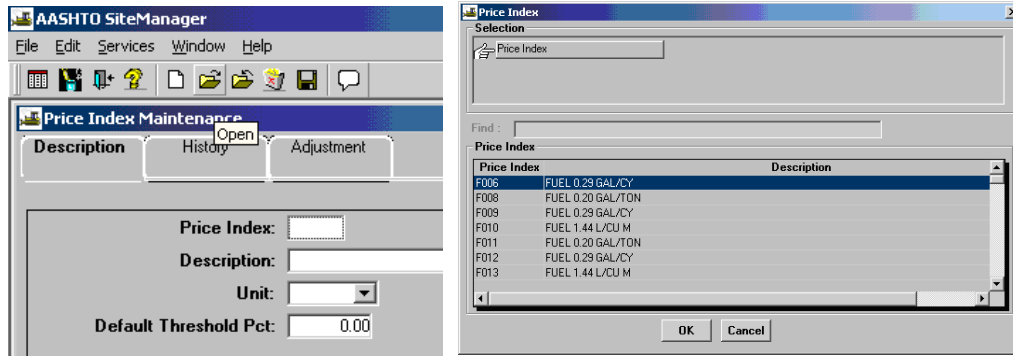
3. Double-click on **Reference Tables (+)** icon.



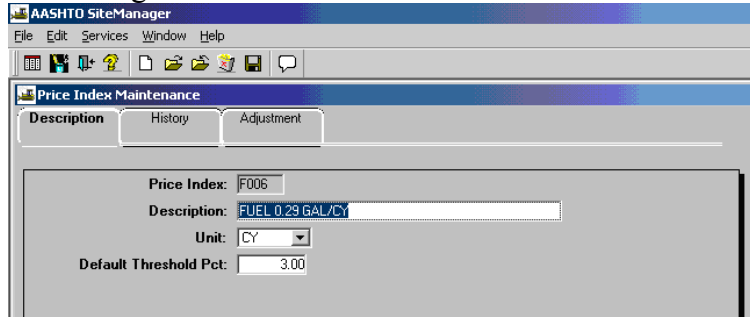
- Open **Price Adjustment Maintenance** icon. You will be at the Price Index Selection window.




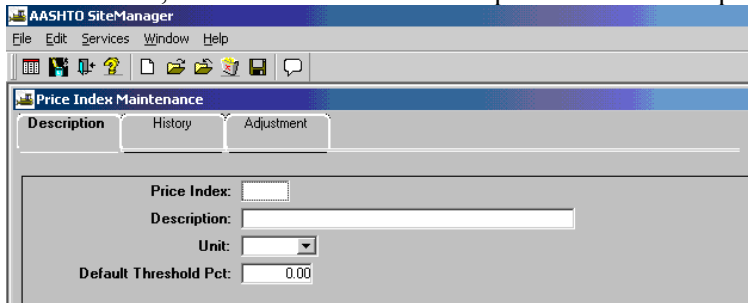
- Click on the Open folder icon  and double-click on a **Price Index**, or single-click the **Price Index** and click **OK**.



SiteManager inserts the selected Price Index information.



*Note: Review the current Price Indices to determine whether or not the Price Index needed for the contract is in the table. If Price Index is not listed, close the Price Index Selection window, click on **New** , and add the information required in the Description, History, and Adjustment tabs.

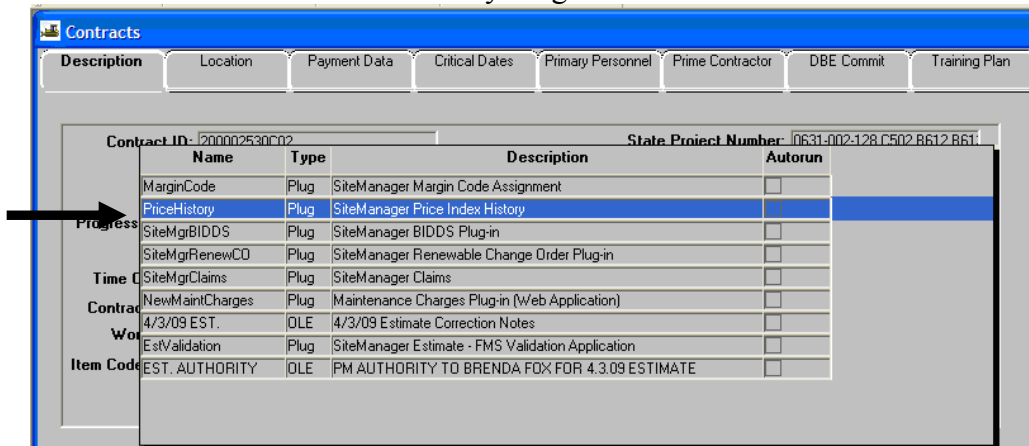


A.2.e. Associate Price Indices

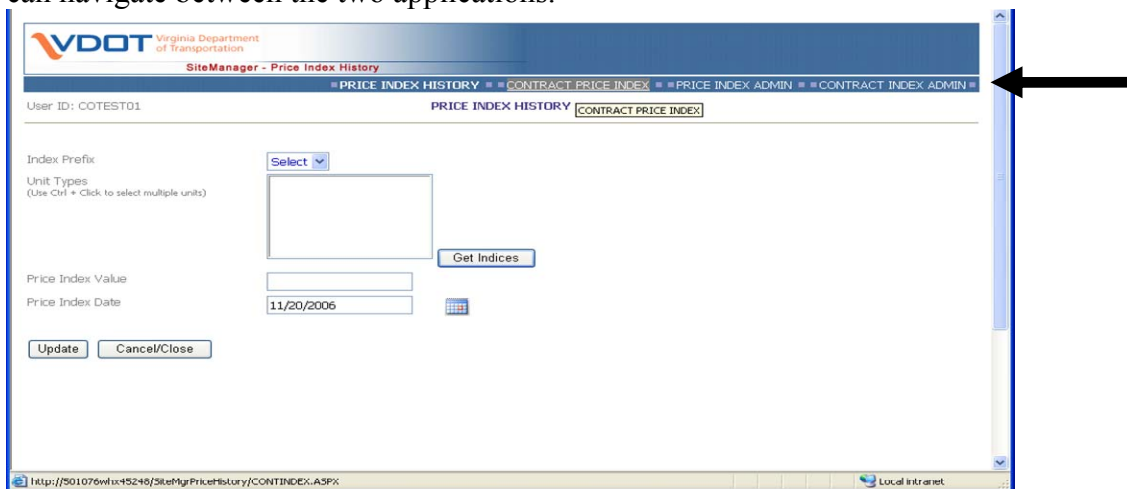
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.
2. At the main panel, double-click on the **Contractor Administration** icon.
3. Double-click on **Contract Records (+)** icon.
4. Open the contract
5. Click on Attachment icon.

Associate Prices Indices to Projects:

6. Double Click on Price Index History Plug-in



- a. Depending on the security assigned, you will be taken to SiteManager Price Index History window or SiteManager Contract Price Index History window or a Menu at the top of the page by which the user can navigate between the two applications.



- b. Click **Contract Price Index** Link from the Menu at the top. The system will take the user to the Contract Price Index Screen.

This window has three parts:

The first part gives the user information about the Contract. (Contract Id, Vendor ID, State Project Number and Description)

The second part of the window **ASSOCIATED MASTER INDICES** lists the Price Indices that could be potentially applied to the Contract. The list is pulled for the master index list and pulls only those that have a match based on the Contract Items.

The third part of the window lists the **APPLIED INDICES TO THE CONTRACT**. This list includes those indices that have already been assigned to the Contract

VDOT Virginia Department of Transportation
SiteManager - Contract Price Index

PRICE INDEX HISTORY | CONTRACT PRICE INDEX | PRICE INDEX ADMIN | CONTRACT INDEX ADMIN

User ID: COTEST01 CONTRACT PRICE INDEX

Contract ID: 200055415L01
Vendor Id: D172
State Project Number: WLB0-023-WMB.L801
Description: 0.464 MI. STREAM GRADE & PLANT.FOR MITIGATION SITE

ASSOCIATED MASTER INDICES
Refresh Applicable Master Indices

PRICE INDEX ID	DESCRIPTION	USED UNIT	DETAILS	ADD
F006	FUEL 0.29 GAL/CY	CY	Details	Add
F008	FUEL 0.20 GAL/TON	TON	Details	Add
F0A1	FUEL 0.29 GAL/CY	CY	Details	Add
F0A2	FUEL 0.29 GAL/CY	CY	Details	Add
F0A4	FUEL 0.29 GAL/CY	CY	Details	Add
F0A9	FUEL 0.29 GAL/CY	CY	Details	Add
F1A6	FUEL 0.29 GAL/CY	CY	Details	Add
F332	FUEL 0.20 GAL/TON	TON	Details	Add
F333	FUEL 0.20 GAL/TON	TON	Details	Add
G001	00120 OPTIONAL FUEL ADJUSTMENT	CY	Details	Add

1 2

APPLIED INDICES TO THE CONTRACT
Refresh Contract Indices

PROJECT NUMBER	PRICE INDEX ID	DETAILS	DELETE
00055415L01	F009	Details	Delete
00055415L01	F012	Details	Delete
00055415L01	F0A6	Details	Delete

- c. Click on the **Details** link button in either **Associated Master Indices** or **Applied Indices to the Contract** sections. You will be taken to the Details screen.

VDOT Virginia Department of Transportation
SiteManager - Contract Price Index

Contract ID: 200055415L01
State Project Number: WLBO-023-WMB.L801

Master Index Details

Index ID: G001
Description: 00120 OPTIONAL FUEL ADJUSTMENT
Used Unit: CY
Threshold Percentage: 0

Master Index Items

ITEM CODE	UNIT TYPE	SPEC YEAR	LAST CHANGE YEAR	ADJUSTMENT TYPE	ITEM QTY PCT	UNIT VAL QTY	THRESHOLD PCT
00120	E	1994	1994	F	29	0	0
00120	E	2004	2004	F	29	0	0
00128	E	1994	1994	F	29	0	0
00128	E	2004	2004	F	29	0	0
85003	E	1994	1994	F	29	0	0
85003	E	2004	2004	F	29	0	0

Contract Items

PROJECT NBR	LINE NBR	ITEM CODE	LAST CHANGE YEAR	UNIT TYPE	SPEC YEAR	CATEGORY	DESCRIPTION
00055415L01	0015	00120	1994	E	1994	0001	REGULAR EXCAVATION

Close Window

Select Close Window button to return to your original screen.

d. **Adding Indices To The Contract**

Clicking on the **Add** button of the **Associated Master Indices** section, adds the Price Index to the Contract. This activity adds the index to all the individual Projects of the Contract.

After the data has been added to the Contract. Click on **Refresh Contract Indices** to see the Index data that has just been added.

F008	FUEL 0.20 GAL/TON	TON	Details	Add
FOA2	FUEL 0.29 GAL/CY	CY	Details	Add
FOA4	FUEL 0.29 GAL/CY	CY	Details	Add
FOA9	FUEL 0.29 GAL/CY	CY	Details	Add
F1A6	FUEL 0.29 GAL/CY	CY	Details	Add
F332	FUEL 0.20 GAL/TON	TON	Details	Add
F333	FUEL 0.20 GAL/TON	TON	Details	Add
G001	00120 OPTIONAL FUEL ADJUSTMENT	CY	Details	Add
G039	10065 OPTIONAL FUEL ADJUSTMENT	TON	Details	Add

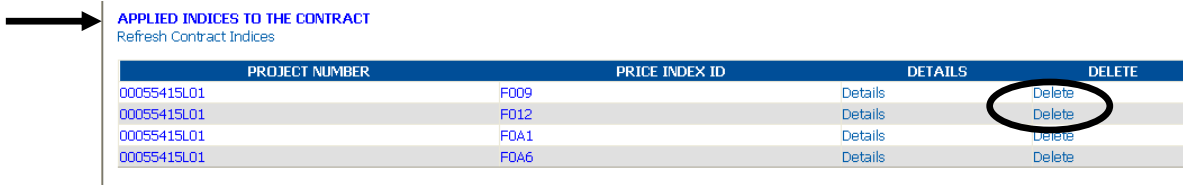
1 2

APPLIED INDICES TO THE CONTRACT
Refresh Contract Indices

PROJECT NUMBER	PRICE INDEX ID	DETAILS	DELETE
00055415L01	F009	Details	Delete
00055415L01	F012	Details	Delete
00055415L01	FOA1	Details	Delete
00055415L01	FOA6	Details	Delete

e. **Deleting Contract Index**

Delete the indices that have been assigned to the Contract by selecting the **Delete** button in the **Applied Indices to the Contract** section.



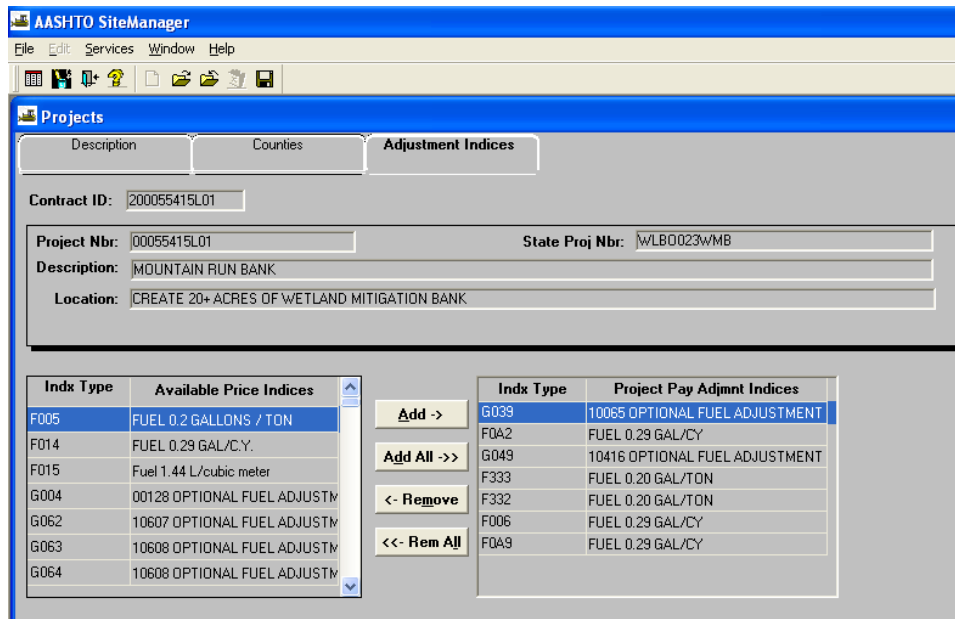
Deleting the Index from any one project of the Contract will delete the index from all the Projects present in the Contract. The deleted Index can be seen again in **Associated Master Indices** section by clicking the **Refresh Applicable Master Indices** link button.

f. **Verify Contract Indices Change**

At the main panel, double-click on the **Contractor Administration** icon.
Double-click on **Contract Records (+)** icon.

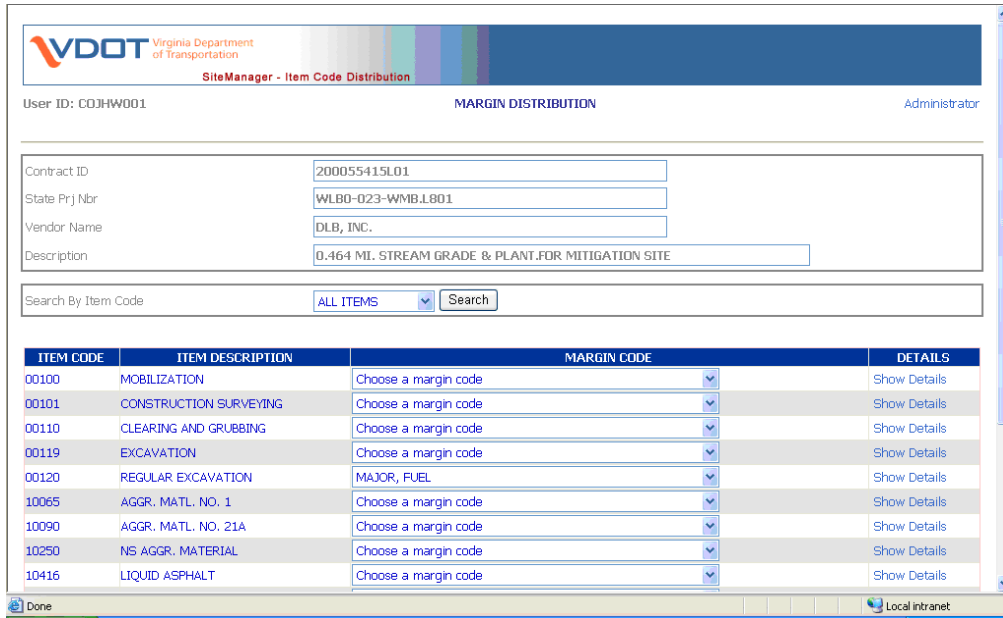
Open the Project

Click on the Adjustment Indices tab.

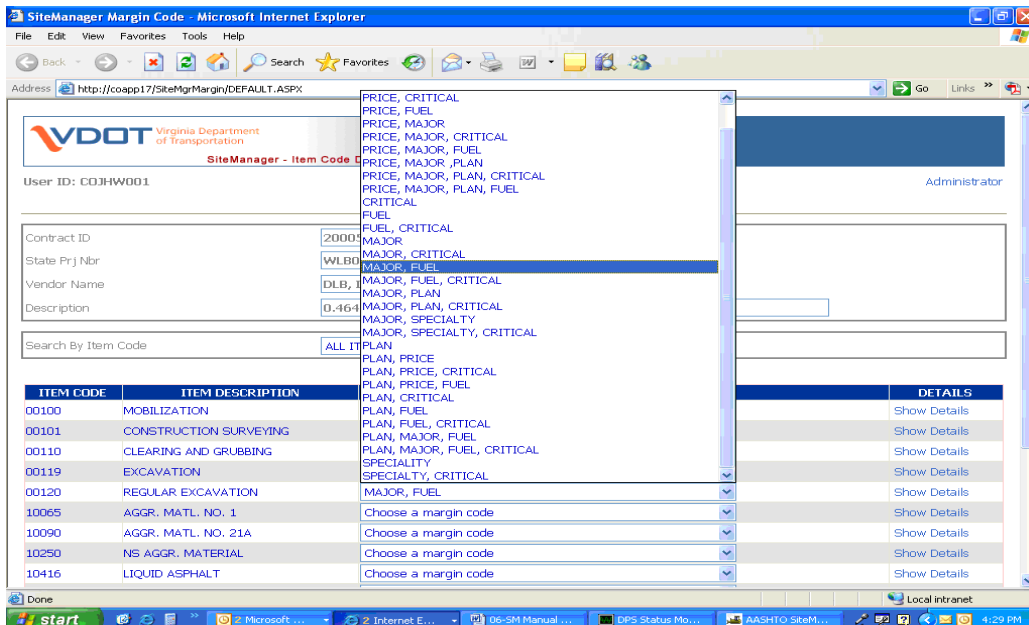


A.2.f. Update Margin Code to include Fuel Adjustment

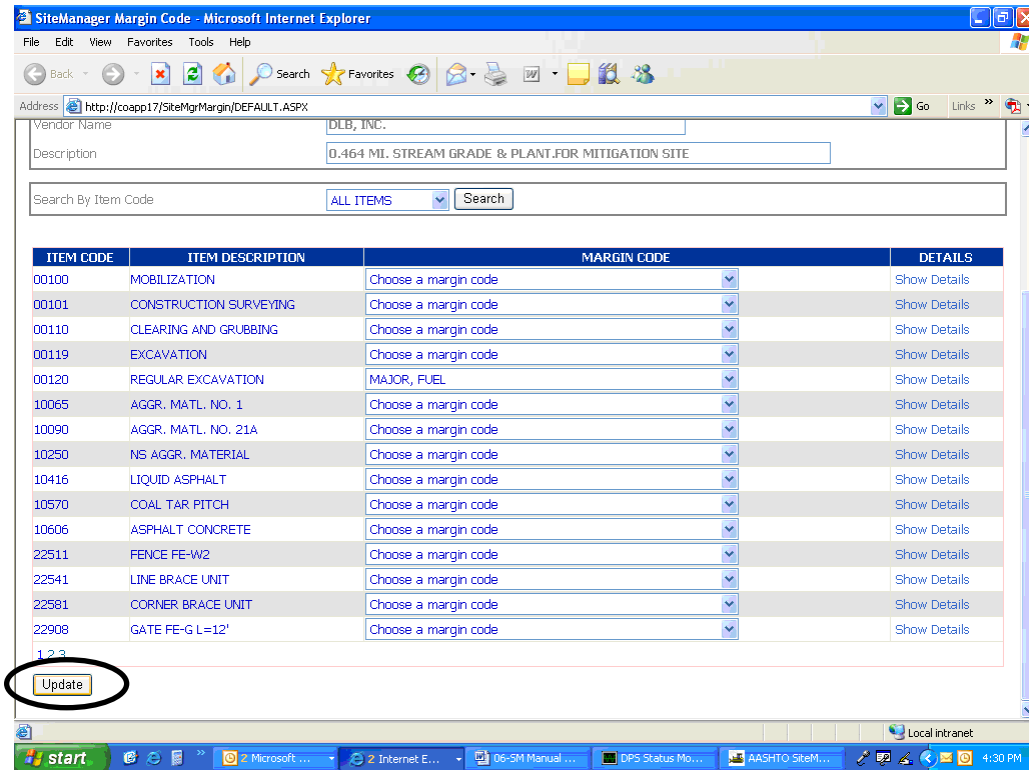
1. Double Click on Margin Code Plug-in to set up the margin codes to include fuel adjustment for each item that the contractor opted-in for the adjustment.



Click pull-down box for margin code for all items the contractor chose as opt-in item and change margin code to include the current codes in addition to FUEL.



2. Scroll down to the bottom of the screen and click on UPDATE button.



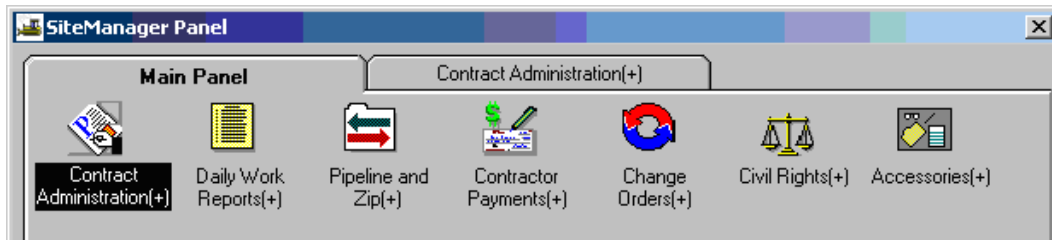
3. Go to the next page by clicking on the page numbers at the bottom left-hand corner for additional items. Click on UPDATE button after changes to each page.
4. Close plug-in by clicking on the X in top right-hand corner of IE browser screen.

A.2.g. Verify Project

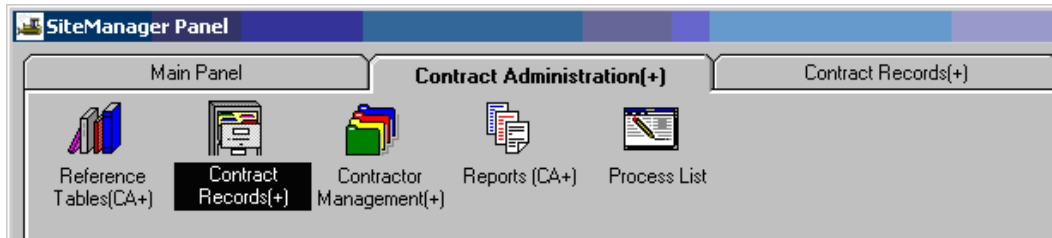
1. Log into SiteManager. At the Available Groups window, select Group ID "CDCO" and click OK.



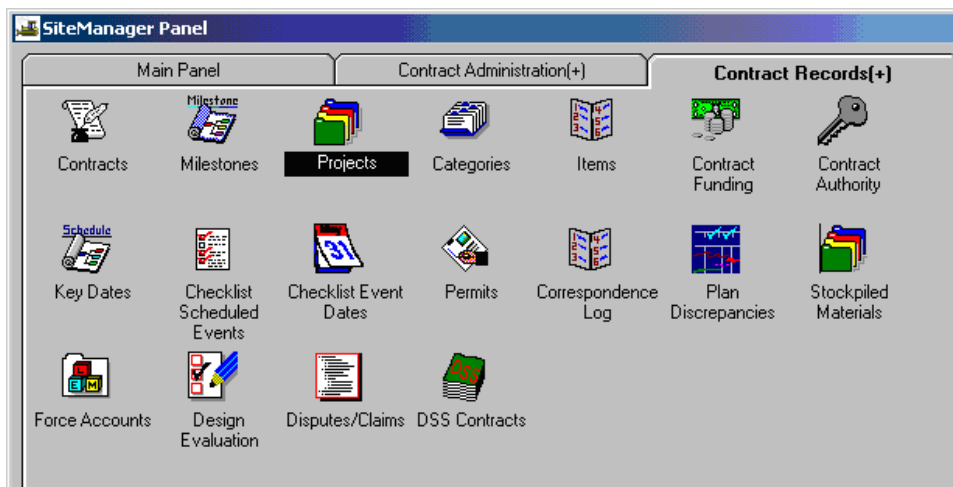
- At the main panel, double-click on **Contract Administration**.




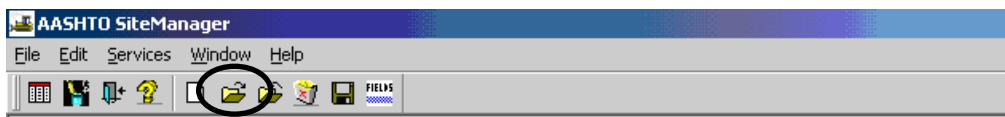
- Double-click on the **Contract Records**.

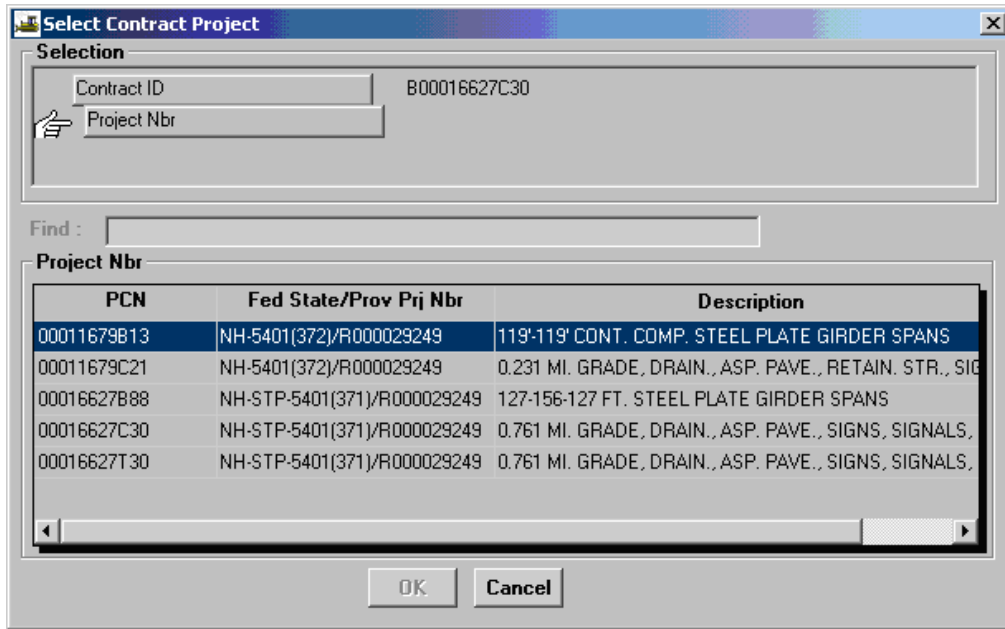


- Double-click on **Projects**.

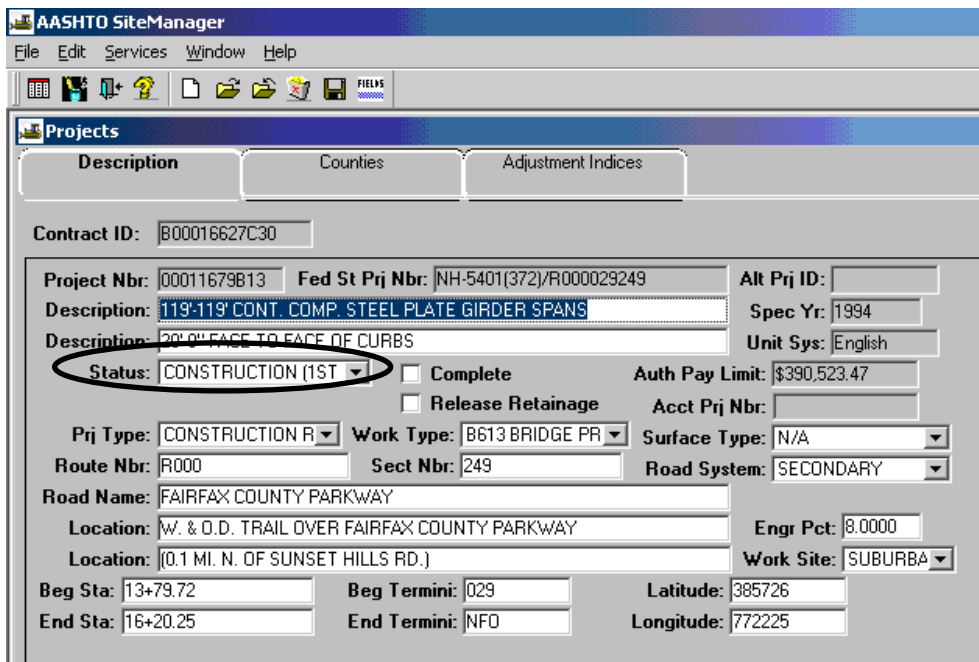


- If you have not selected a contract, click on the Open folder icon . Select a contract and double-click on a **Project Nbr**.






- Verify all the Project information. Update **Status** to be Construction if it is not already that status.



7. Verify City/County code field.

The screenshot shows the 'Projects' form in AASHTO SiteManager. The 'City/County' field is circled in black. The form contains the following data:

Contract ID:	B00016627C30				
Project Nbr:	00011679B13	State Prj Nbr:	NH-5401(372)/R000029249		
Description:	119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS		Spec Yr:	1994	
Description:	20'-0" FACE TO FACE OF CURBS		Unit Sys:	English	
Status:	CONSTRUCTION (1ST)	<input type="checkbox"/> Complete	Auth Pay Limit:	\$0.00	
		<input type="checkbox"/> Release Retainage	Acct Prj Nbr:		
Prj Type:	CONSTRUCTION R	Work Type:	B613 BRIDGE PR	Surface Type:	N/A
Route Nbr:	R000	Sect Nbr:	249	Road System:	SECONDARY
Federal Prj Nbr:	FAIRFAX COUNTY PARKWAY				
Location:	W. & O.D. TRAIL OVER FAIRFAX COUNTY PARKWAY			Engr Pct:	8.0000
Location:	[0.1 MI. N. OF SUNSET HILLS RD.]			Work Site:	SUBURBA
Beg Sta:	13+79.72	City/County:	029	Latitude:	385726
End Sta:	16+20.25	End Termini:	NFO	Longitude:	772225

8. Click on **Save** . If you made a change and failed to Save, a window will appear. Click on Yes to save the change.

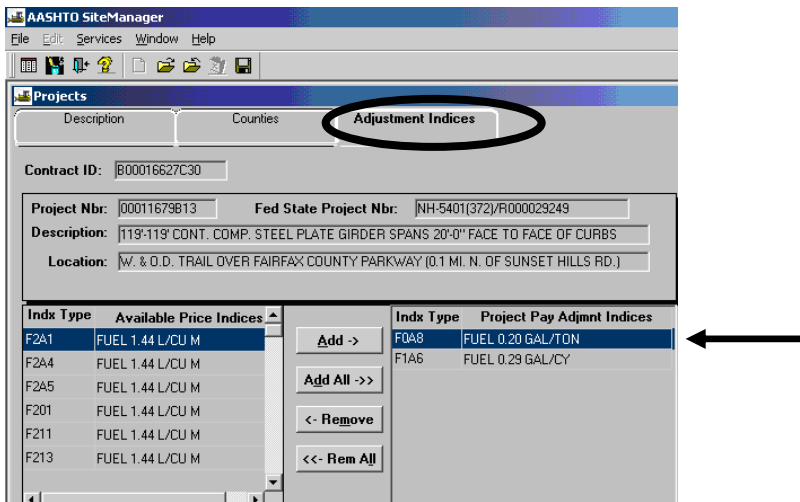
9. Click on the 'Counties' tab and verify the County.

The screenshot shows the 'Counties' tab in AASHTO SiteManager. The 'Counties' tab is circled in black. The form contains the following data:

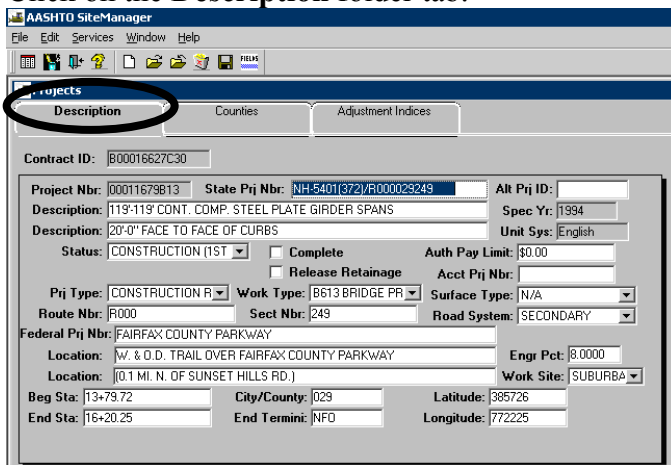
Contract ID:	B00016627C30		
Project Nbr:	00011679B13	Fed State Project Nbr:	NH-5401(372)/R000029249
Description:	119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS 20'-0" FACE TO FACE OF CURBS		
Location:	W. & O.D. TRAIL OVER FAIRFAX COUNTY PARKWAY (0.1 MI. N. OF SUNSET HILLS RD.)		

Available Counties	Project County	Proj Len %
	FAIRFAX	100.00

10. Now click on the **Adjustment Indices** folder tab and verify the fuel indices are attached (these were done through the Price Index History Plug-in earlier).



11. Click on the **Description** folder tab.





12. Click on the **Generic Fields** icon on the top and verify **FHWA 534**, **UPC Number**, **Federal Project Number** and enter the **Object Code** and the **Project Job/Crew**.

Object Codes: 1255 – Maintenance Only
 2323 – Roads, Landscaping, Utilities, Traffic Signals
 2321 – All Bridges and Boxed Culverts (B and D #s)

NOTE: Federal Project Number cannot contain any special characters [i.e. -,), #].

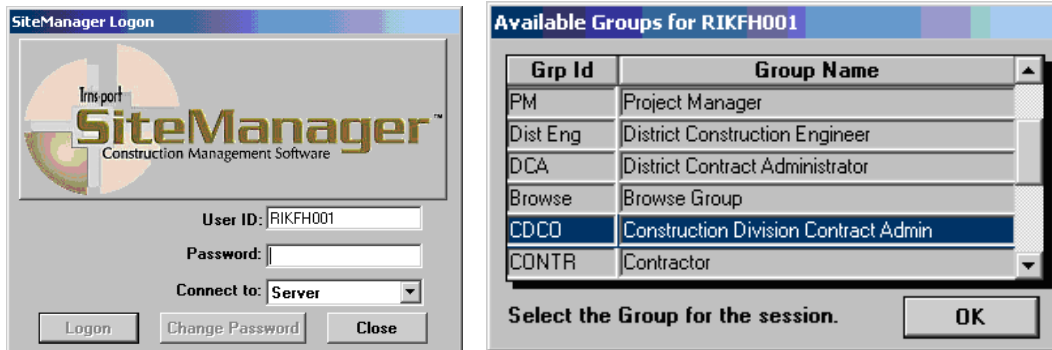
Generic Fields For Projects

FHWA-534:	<input type="text" value="31001"/>	Federal Project Number:	<input type="text" value="NONE"/>
UPC Number:	<input type="text" value="00002530"/>	Object Code:	<input type="text" value="2321"/>
Pavement Type:	<input type="text" value="POCC"/>	Ad Date:	<input type="text" value="10/14/08"/>
Lanes Built:	<input type="text" value="0"/>	Lanes Total:	<input type="text" value="0"/>
Project Job/Crew:	<input type="text" value="B612 BRIDGE PROJECT"/>	Stim Fund:	<input type="text" value=""/>
BIDS Project Type:	<input type="text" value="(NBC) New Bridge Construction"/>		

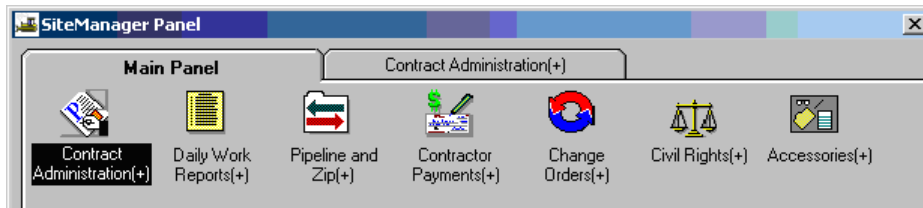
13. Click on **Generic Fields**  to close the generic window.
14. Click on **Save** icon. If you need to verify or update another Project Number (PCN), repeat Steps 2-14 and enter all the information as noted.
15. When finished, click **Save** . Exit the window and return to the SiteManager Main Panel.

A.2.h. Categories

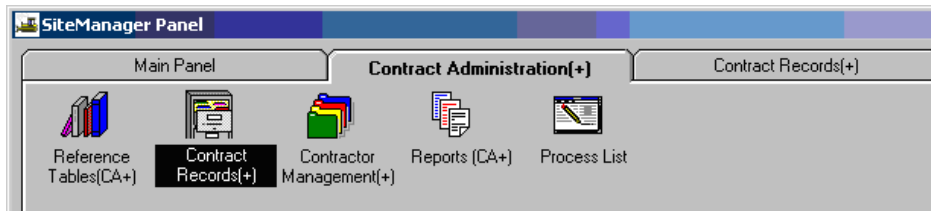
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” and click OK.



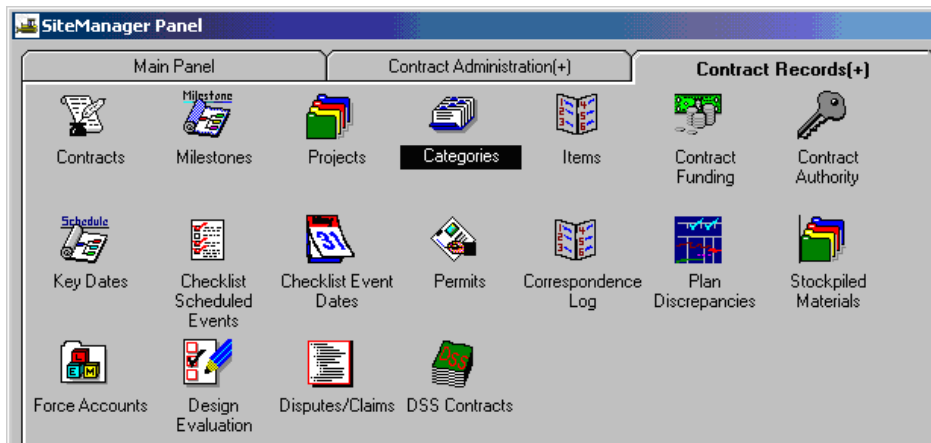
2. From the main panel, double-click on **Contract Administration**.




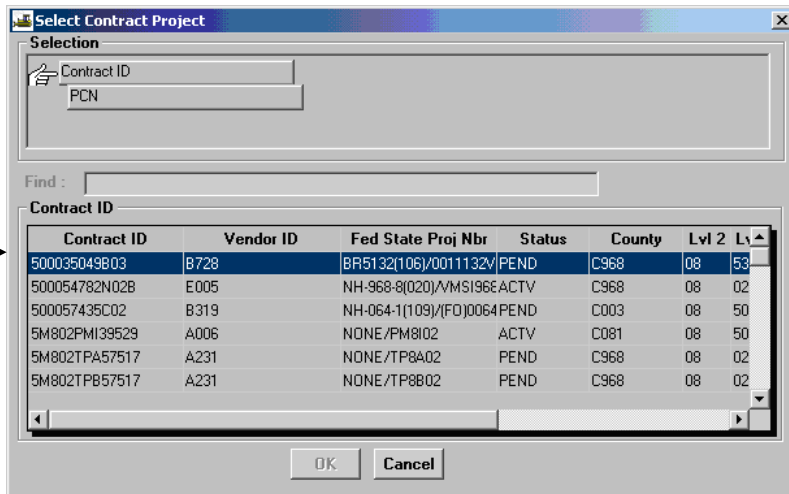
3. Double-click on the **Contract Records**.



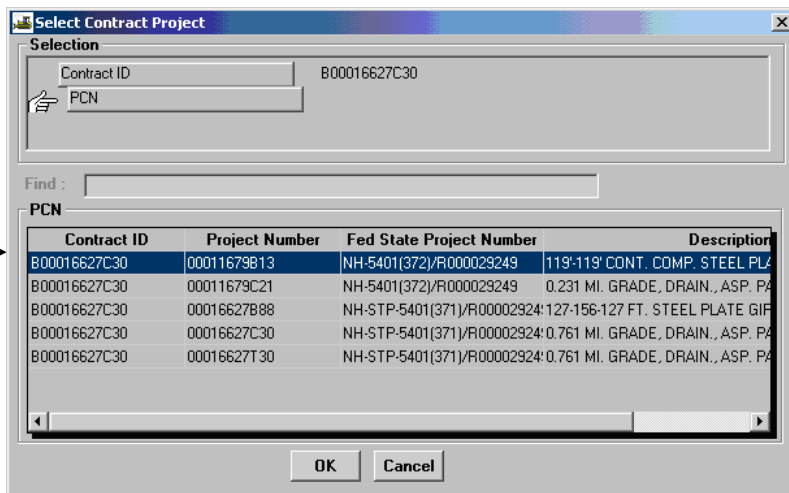
4. Double-click on **Categories**.



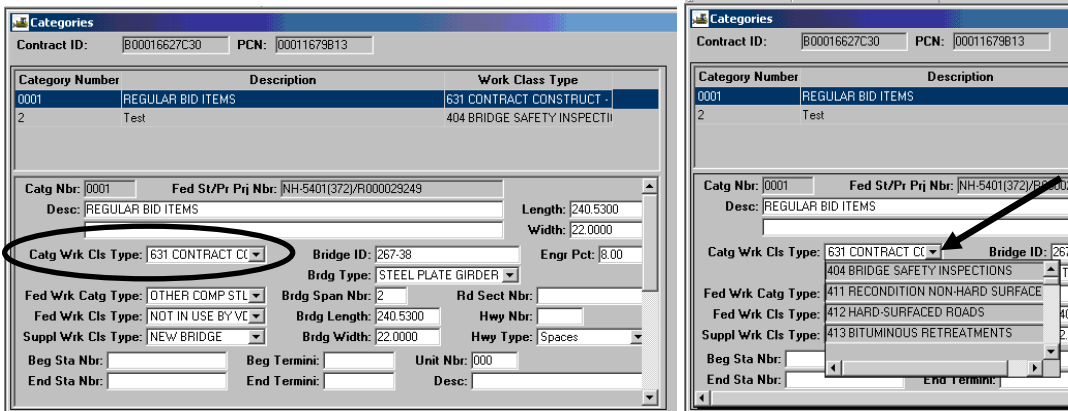
- Double-click on the appropriate contract or highlight the contract and click OK.
 Note: If you are already within a contract, a Category screen appears for the last PCN used.
 You would need to click on Open  and choose your contract or PCN.



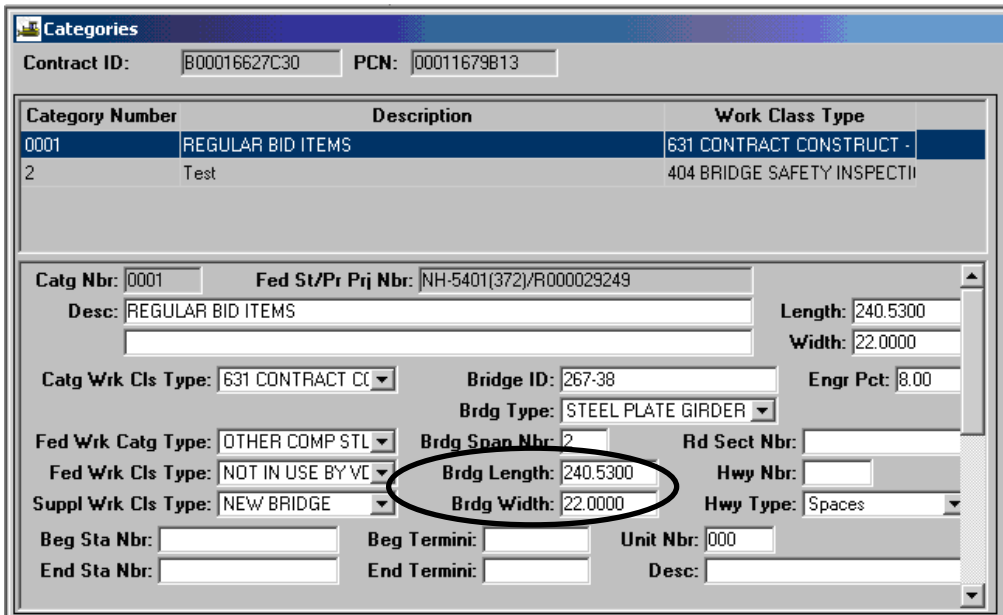
Double-click on a Project Number.




- Verify **Catg Wrk Cls Type** (Activity Code). If they are not correct, click in the bottom panel and select the correct category from **Catg Wrk Cls Type** drop down window.

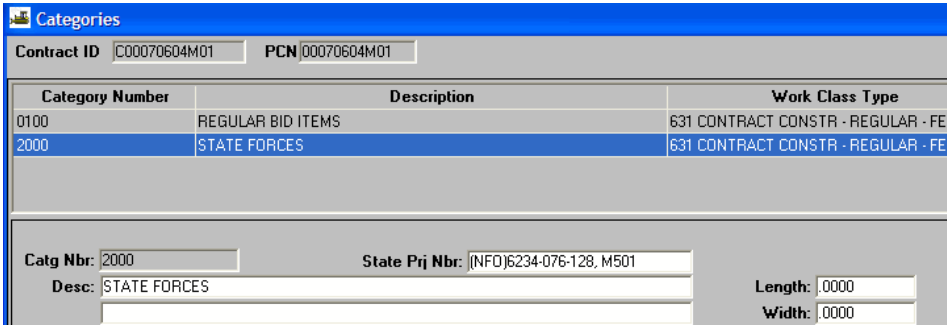



- If this is a bridge PCN, the bridge length and width information should be populated from PES/LAS. Additionally, the Bridge ID, Bridge Type and Bridge Span Number should be populated. Verify the information. The user can then enter the length and width information as needed. The bridge length and width are **required** fields and will prevent the record from saving if the field is left blank on a bridge PCN.



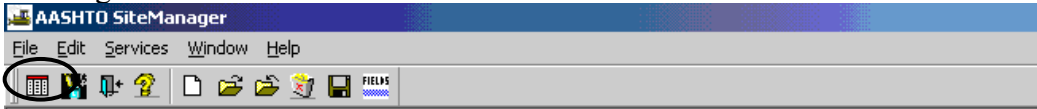
Note: If the information is blank, contact the district designer for the data.

8. If there is a State Forces Category or any other Category without items, the Category must be deleted. To delete a Category, select the Category Number. Click on the bottom panel and click on the Delete  icon. The Category will be deleted. Note: A Category can only be deleted if there are no Items associated to it!

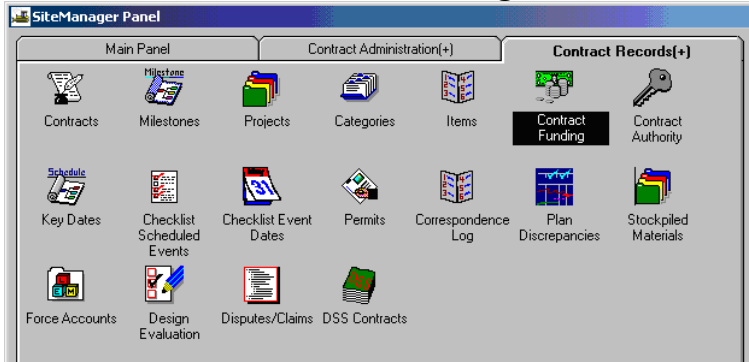


9. Click on Save  .

10. To check for betterment, click on the main SiteManager Panel icon  and open the Contract Funding screen.




and double-click on **Contract Funding**.



If there is a funding record that starts with a B, then there is betterment on the contract, and the generic fields need to be filled in on the category generic screen.

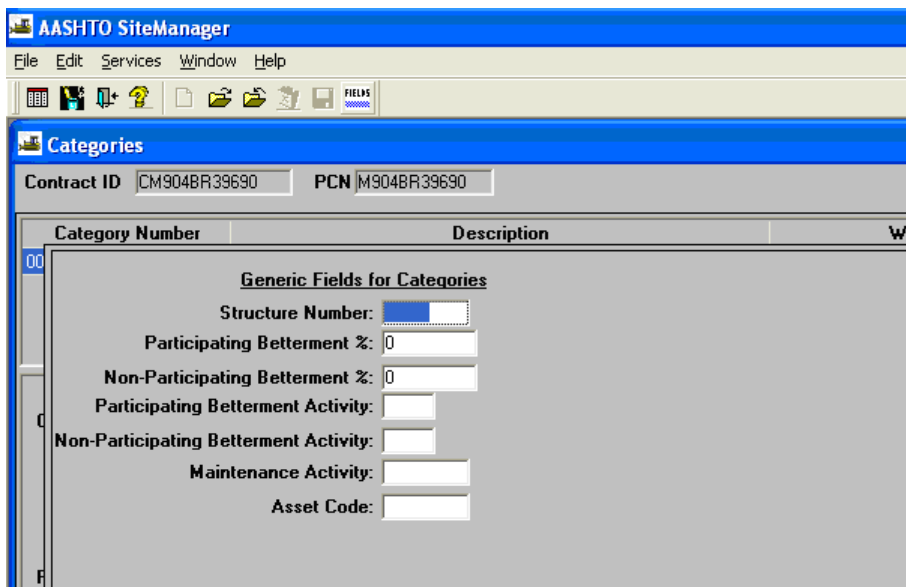
Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percer
B00016627C30	00011679C21	0001		C001	C001-CITY/TOWN	3	100
B00016627C30	00011679C21	1005		C001	C001-CITY/TOWN	1	73.18
B00016627C30	00011679C21	B001		B001	B001-BETTERMENT FUNDING	1	26.82
B00016627C30	00011679C21	2001		F005	F005-INTERSTATE FUNDS	1	80
B00016627C30	00011679C21	2001		S***	S***-STATE FUNDING AGENCIES ***	1	20
B00016627C30	00011679C21	2001		Q05	Q05-FHWA Q05 FUNDS	2	80

IF NO bridge/structure or betterment, skip to Step 12. However, **IF** there is bridge/structure or betterment, return to the **Categories** window and click on **Generic Fields**  icon to see generic fields in the **Categories**.

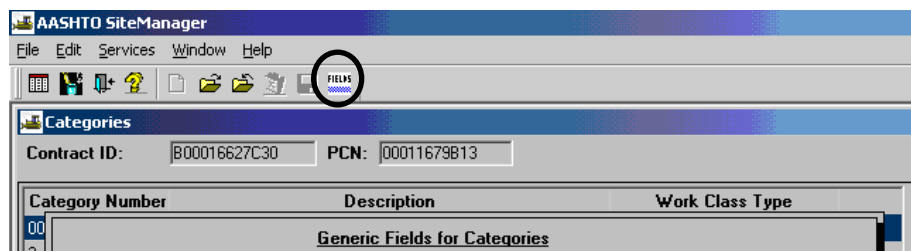
Add the:


- **Structure Number**
- **Participating Betterment%**
- **Non-Participating Betterment %**
- **Participating Betterment Activity**
- **Non-Participating Betterment Activity**

***Structure Numbers can be entered on both Construction and Maintenance Contracts. Structure numbers must be associated with the appropriate activity codes to pass FMSII validation.**



11. Close the **Generic Fields** by clicking on the Generic Fields icon  again. Click on **Save** .



12. Repeat Steps 6 through 11 for each Category.
13. Return to Step 5 for next Project Number, if needed.
14. Click on **Save**  and Exit the panel.

A.2.i. Contract Funding as CDCO

1. Log in to SiteManager



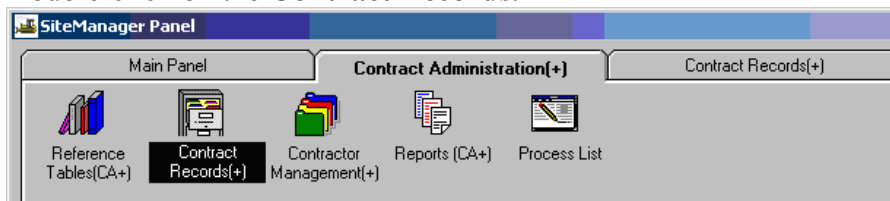
2. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



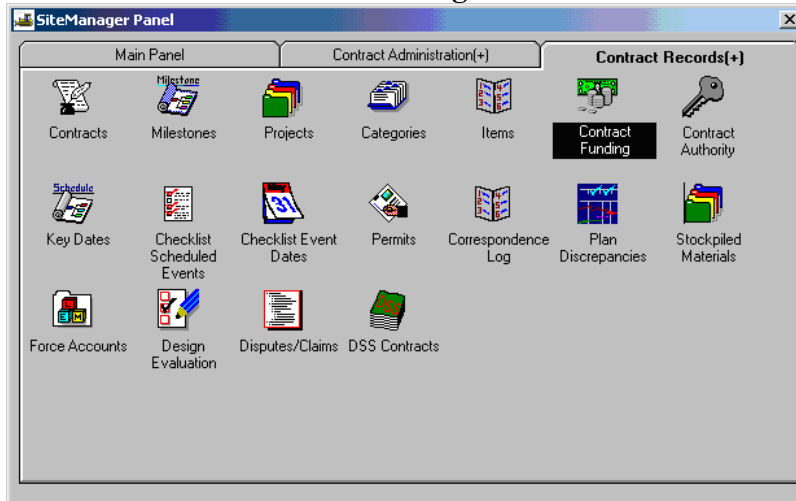
3. At the main panel, double-click on **Contract Administration**.



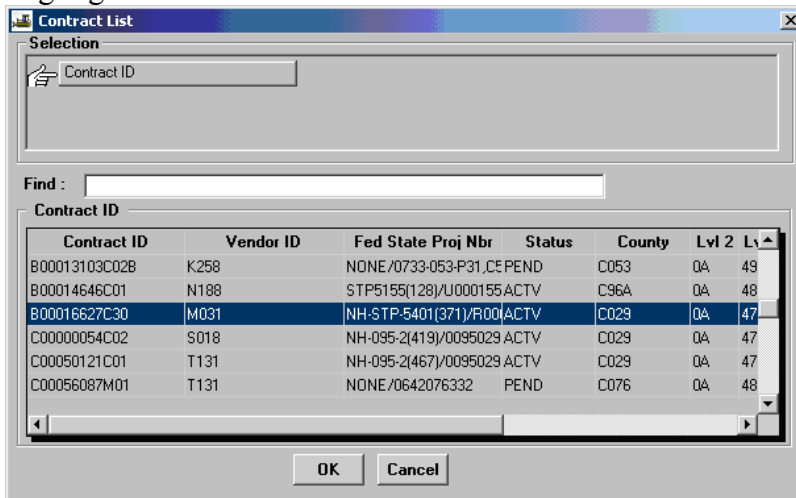
4. Double-click on the **Contract Records**.




5. Double-click on **Contract Funding**.

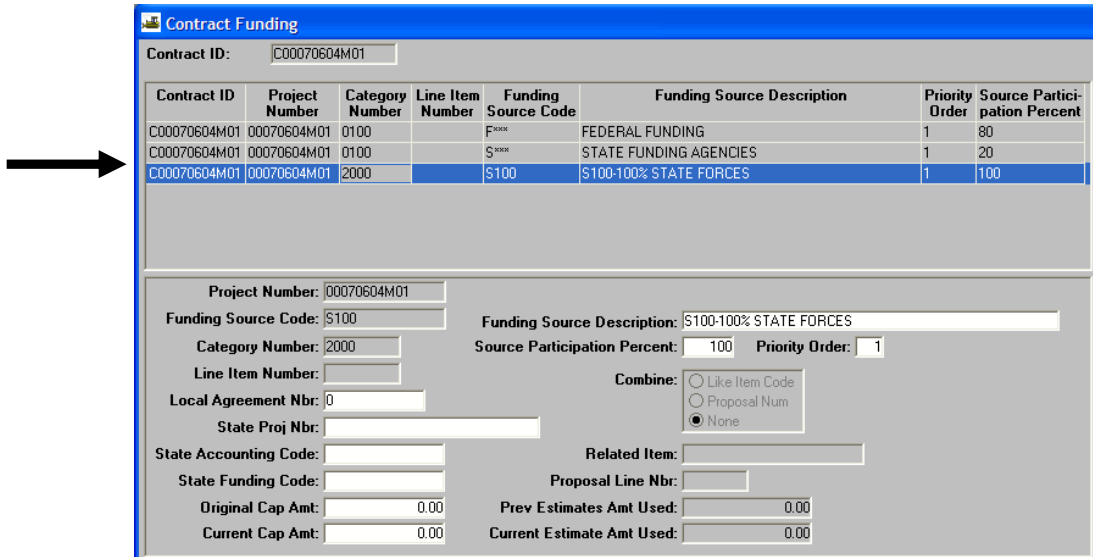


6. Scroll through the list of Contract IDs and double-click on the appropriate Contract ID, or highlight the Contract and click on OK.



- Review funding records on the Contract Funding screen. Modify as necessary. Note: If you deleted a State Forces Category, you will need to delete the funding here, also.

To delete the funding, select the funding record and click on the delete icon .

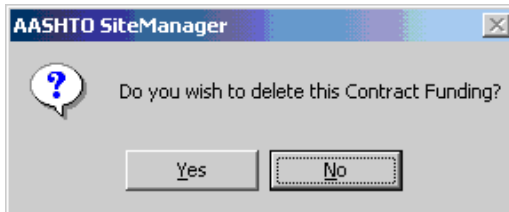


Contract Funding
Contract ID: C00070604M01

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
C00070604M01	00070604M01	0100		F***	FEDERAL FUNDING	1	80
C00070604M01	00070604M01	0100		S***	STATE FUNDING AGENCIES	1	20
C00070604M01	00070604M01	2000		S100	\$100-100% STATE FORCES	1	100

Project Number: 00070604M01
Funding Source Code: S100 **Funding Source Description:** \$100-100% STATE FORCES
Category Number: 2000 **Source Participation Percent:** 100 **Priority Order:** 1
Line Item Number:
Local Agreement Nbr: 0 **Combine:** Like Item Code Proposal Num None
State Proj Nbr:
State Accounting Code: **Related Item:**
State Funding Code: **Proposal Line Nbr:**
Original Cap Amt: 0.00 **Prev Estimates Amt Used:** 0.00
Current Cap Amt: 0.00 **Current Estimate Amt Used:** 0.00

A message window appears verifying the delete. Click the appropriate response.



AASHTO SiteManager [X]

Do you wish to delete this Contract Funding?

Yes No

Click on Save .

- The **State Accounting Code** field should contain the **Customer ID**. Verify Customer ID by looking at **'State Accounting Code'**. If a Customer ID is required, but it does not exist in this field, use the following instructions to add. Click on the **State Accounting Code** and enter the correct code. Codes are required for Third-party (i.e. localities, cities, towns, counties, utilities) and Federal Funding and for all non-state, non-revenue sharing funds. The correct Customer can be obtained by contacting Central Office Fiscal Division, reviewing the LAS Detailed Estimate, and/or by looking up the code in FMS. Go into FMSII and find the customer to obtain the Customer ID.

The screenshot shows the AASHTO SiteManager interface. The 'Contract Funding' section displays a table with the following data:

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
S00056361C01	00056361C01	0001		FEDERAL PARTICIPATION	1	80
S00056361C01	00056361C01	0001		S400-STATE CONTRUCTION FUP	1	20
S00056361C01	00056361C01	0999		FEDERAL PARTICIPATION	1	80

Below the table, the 'State Accounting Code' field is highlighted with a red circle and contains the value '00055002'. A callout box on the right side of the screen contains the text: 'State Accounting Code = Customer ID'.

- Click on Save .

A.2.j. Contract Approval Authority

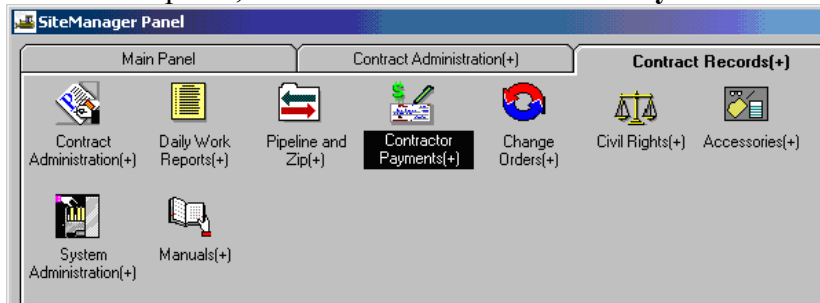
1. Log in to SiteManager



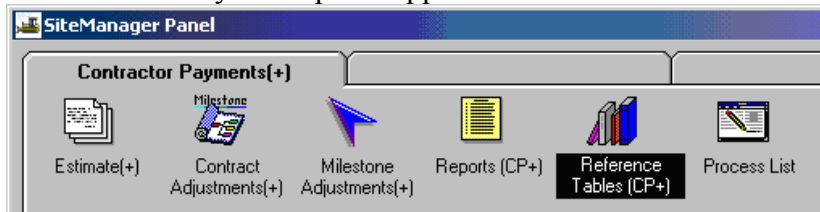
2. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



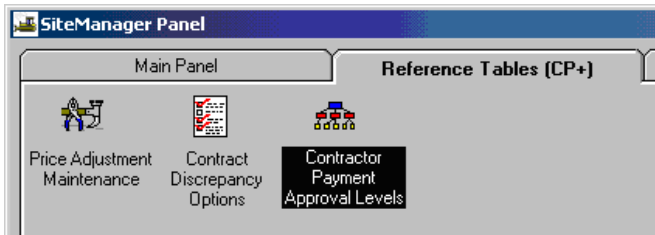
3. At the main panel, double-click on **Contractor Payments**.



4. The Contract Payments panel appears. Double-click on **Reference Tables**.

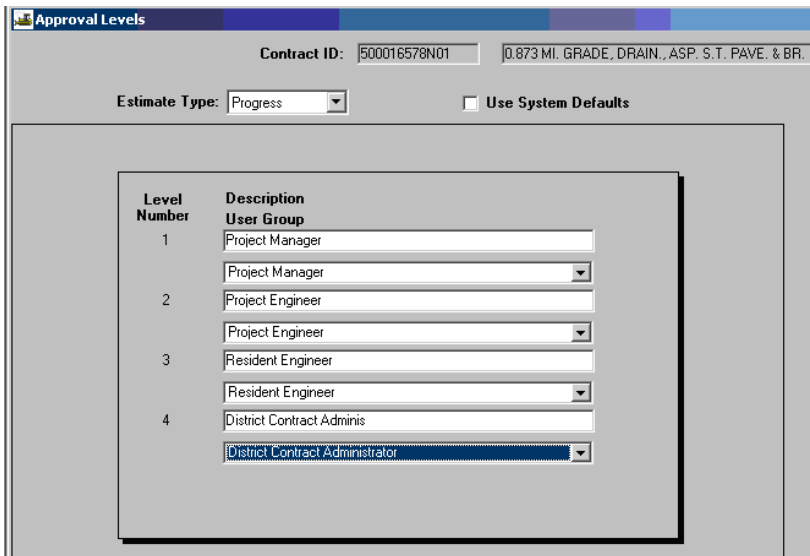


5. Double-click on **Contractor Payment Approval Levels**.

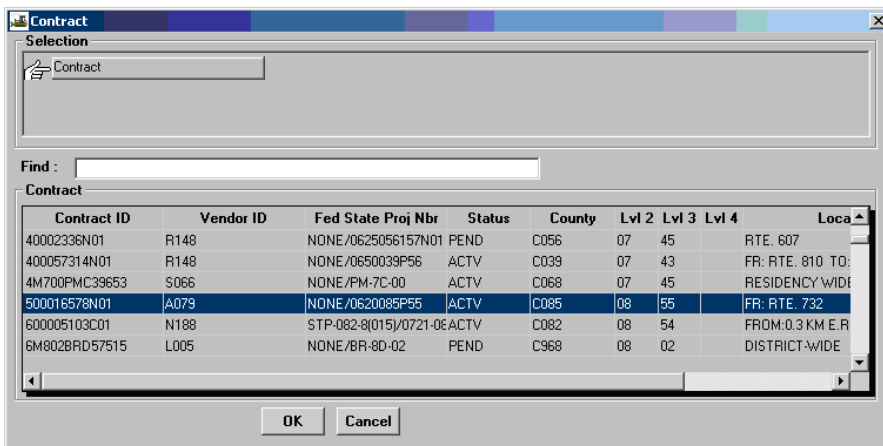


6. The Approval Levels window opens with contract information populated within the window.

If the contract you need is not listed in the Contract ID box, click on the Open folder icon .



Double-click on the appropriate contract or select contract and click OK.



7. Verify that the correct approval levels are listed for each estimate type. Once the appropriate contract is selected, click the drop-down arrow in the **Estimate Type** field. Click on the desired choice to select: Progress, Supplemental or Final Estimate. Then, click on the **Use System Defaults** check box.

Level Number	Description	User Group
1	Project Manager	Project Manager
2	Project Engineer	Project Engineer
3	Resident Engineer	Resident Engineer
4	District Contract Adminis	District Contract Administrator

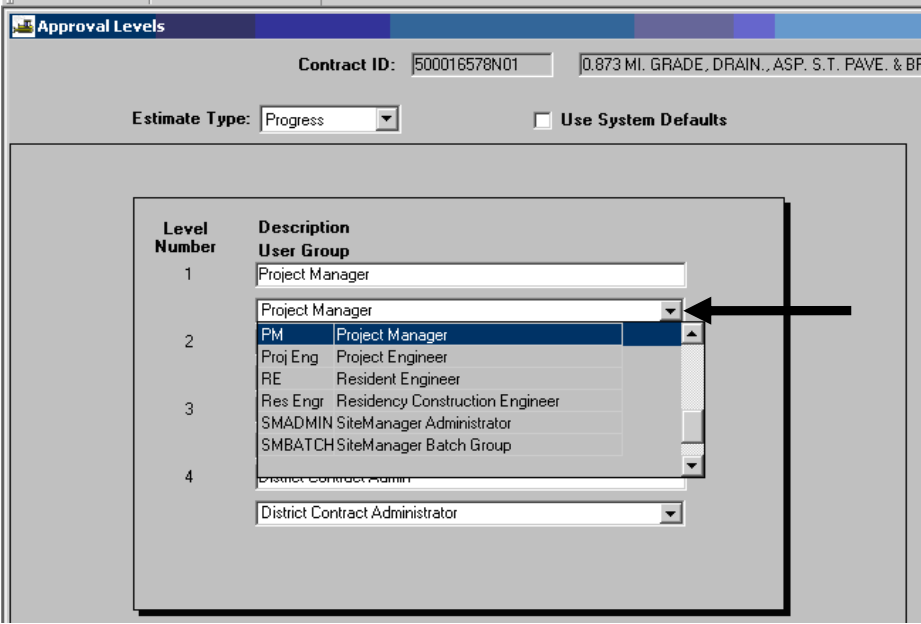
8. After the user clicks on the **Use System Defaults** check box, an Approval Levels dialogue box opens and asks, “Use Systems Default?”. Click on “Yes” to automatically populate the information. Or, see Step 9 below.


Approval Levels

Use Systems Default?

Yes No

- 9. Instead of using system defaults, select the current entry and desired text description. In the User Group drop-down list, click the arrow to the right of the current selection and select the desired choice.



- 10. Click on the **Save** icon  and exit to the main panel.
- 11. Repeat Steps 7 through 10 for Supplemental and Final.

B. District Contract Administrator

B. 1. Contract Initialization for DCA

NOTE: Ensure that you have received notification from SCD, prior to performing the DCA initialization.

Note: There are certain required fields for saving the contract data; therefore, you must do Steps 1-15 before saving. Only save when prompted to save.

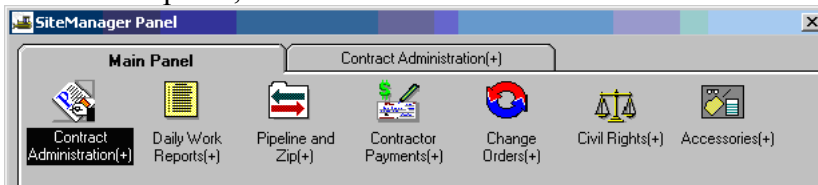
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



2. At the Available Groups window, select Group ID “DCA” and click OK.



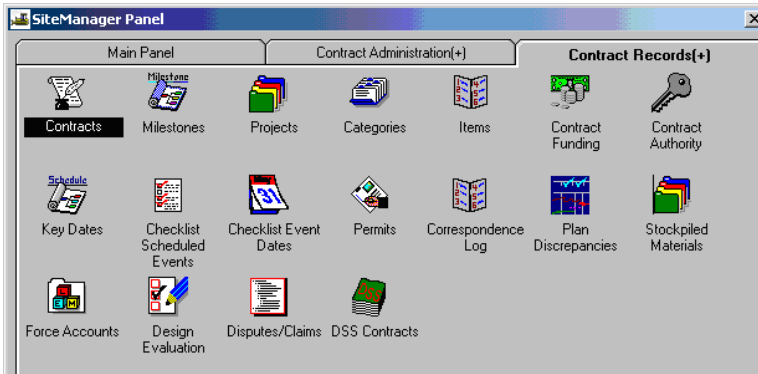
3. At the main panel, double-click on **Contract Administration**.



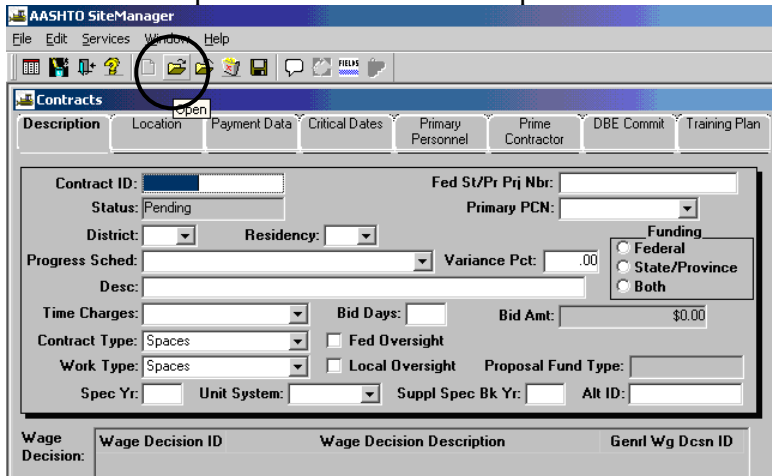
4. Double-click on the **Contract Records**.



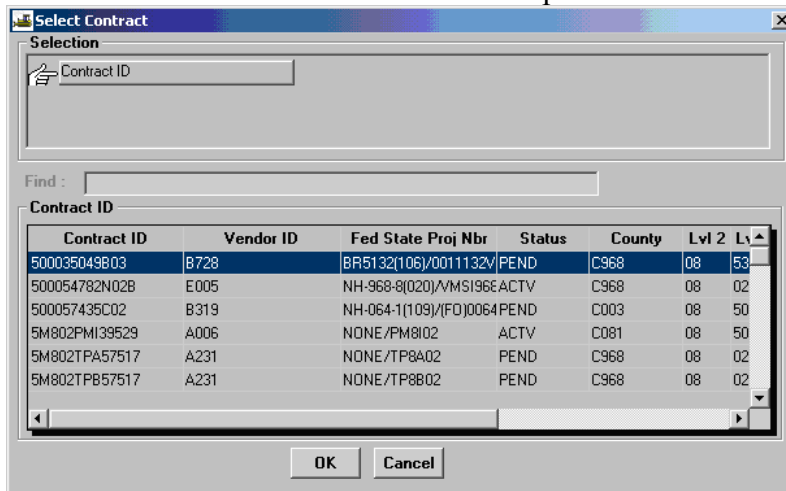
5. Double-click on **Contracts**.



6. Click on the Open folder icon  to open a Contract.

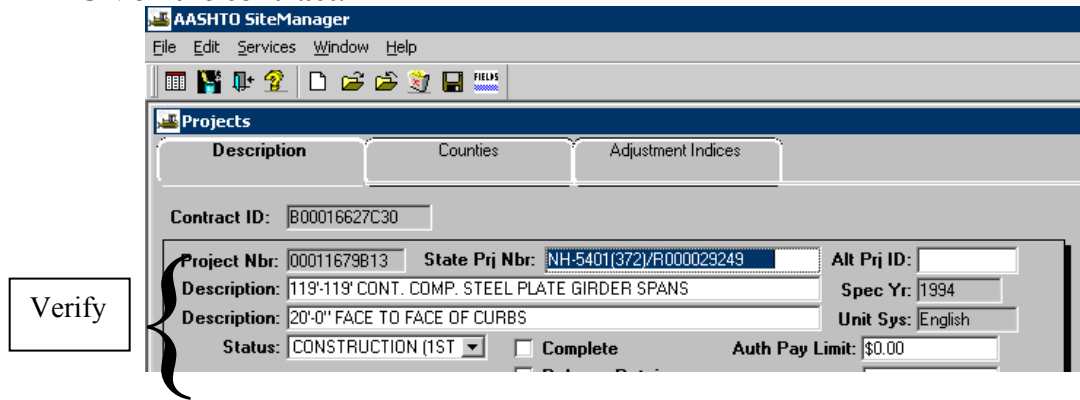


7. Click on a **Contract Id** and click OK to open a contract or double-click on a Contract Id.

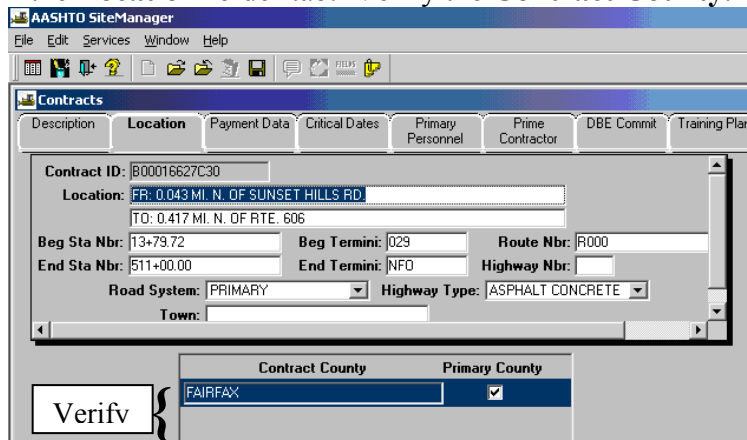


8. Verify all fields on the **Description** folder tab.

Important Note: Make sure the Primary PCN is correct. It should be an existing available PCN on the contract.



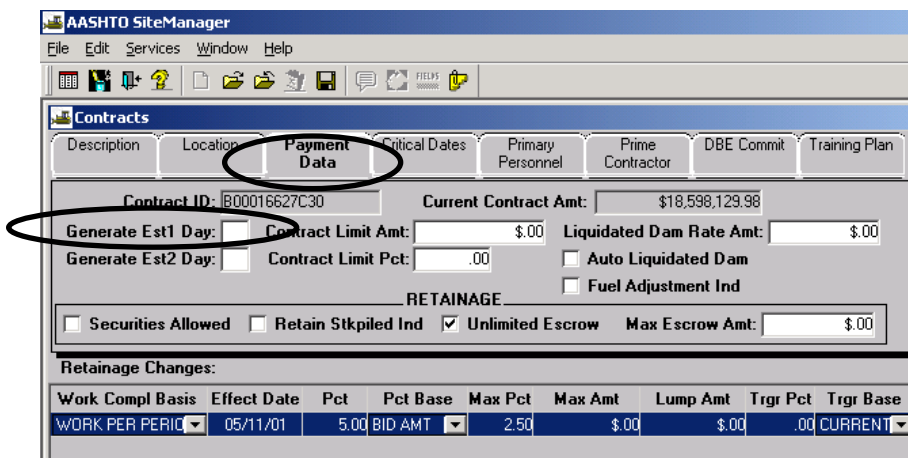
9. Click on the **Location** folder tab. Verify the **Contract County**.



NOTE: Only 1 county should be checked at Primary County and this Primary County should be the same as the City/County that is listed in the field above. If they are not the same, validate and correct.

Click **Payment Data** folder tab. Enter Generate Est1 Day (enter a 3, 10 or 19).

Note: When generating estimates, this automatically populates the end date for the estimate.



- DO NOT ENTER Liquidated Damages Rate** Amount if the *standard rate* applies to contract. This field will be automatically populated during contract activation. (Uncheck Auto Liquidated Damages if checked.) If it is *non-standard rate*, type it in as needed.

Check the Retainage record. If no change is necessary, skip to Step 23. A retainage record is required even if it is zero.

Note: If you accidentally create a new retainage record and didn't want it, you may get an error message that the last estimate period end date is greater than this retainage effective date. Delete is not allowed because 00/00/00 comes up in the new record automatically. **IF YOU ENTER A VALID DATE AND TAB OUT OF THE FIELD, THEN DATE EDIT IS VALID AND YOU CAN THEN DELETE THE RECORD.**

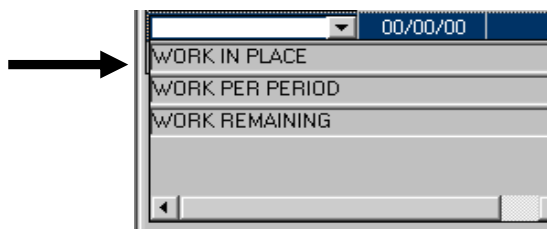
- In the **Retainage Changes** area, click the **Work Compl Basis** field.

The screenshot shows the 'Contracts' software interface. The 'Retainage Changes' section is visible, containing a table with the following data:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	12/11/09	.00	BID AMT	.00	\$.00	\$.00	.00	CURRENT A

- In the **Work Compl Basis** drop-down list, click the drop-down arrow to the right of the current selection and click the Work per period method for calculating Retainage.

This screenshot is identical to the previous one, showing the 'Retainage Changes' section with the 'Work Compl Basis' field highlighted in blue.



- Press the **Tab** key on your keyboard. Note: Pressing the Tab key in this module will properly Save the information entered.

14. In the **Effect Date** field, select the current entry and type the effective date (Execution Date) of Retainage. After entering the effective date, press the **Tab** key on your keyboard.

The screenshot shows the AASHTO SiteManager interface. The 'Contracts' form is open, displaying various contract details. The 'Retainage Changes' table is highlighted, showing columns for Work Compl Basis, Effect Date, Pct, Pct Base, Max Pct, Max Amt, Lump Amt, Trgr Pct, and Trgr Base. The last row in the table has the Effect Date field selected, with an arrow pointing to it.

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$0.00	\$0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00		.00	\$0.00	\$0.00	.00	

15. In the **Pct** field, select the current entry and type the Retainage percent, either '0', if no retainage or '5.0' if retainage is to be applied.

The screenshot shows the AASHTO SiteManager interface. The 'Contracts' form is open, displaying various contract details. The 'Retainage Changes' table is highlighted, showing columns for Work Compl Basis, Effect Date, Pct, Pct Base, Max Pct, Max Amt, Lump Amt, Trgr Pct, and Trgr Base. The last row in the table has the Pct field selected, with an arrow pointing to it.

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$0.00	\$0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00		.00	\$0.00	\$0.00	.00	

16. In the **Pct Base** drop-down list, click the drop-down arrow to the right of the current selection and click the Bid Amount. Press the **Tab** key to properly save the information.

The screenshot shows the 'Contracts' form in AASHTO SiteManager. The 'Retainage Changes' table is as follows:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$ 0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$ 0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$ 0.00	\$ 0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	

17. In the **Max Pct** field, select the current entry and type the maximum Retainage amount allowed (i.e., '0' if no retainage; '2.5' if retainage). Press the **Tab** key on your keyboard.

The screenshot shows the 'Contracts' form in AASHTO SiteManager. The 'Retainage Changes' table is as follows:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$ 0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$ 0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$ 0.00	\$ 0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	

18. In the **Max Amt** field, select the current entry and type the maximum Retainage amount allowed (0):

The screenshot shows the 'Retainage Changes' table with an arrow pointing to the 'Max Amt' field for the row with effect date 01/20/03.

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$ 0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$ 0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$ 0.00	\$ 0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	

19. In the **Lump Amt** field, select the current entry and type the lump sum amount of Retainage. Press the **Tab** key.

The screenshot shows the 'Retainage Changes' table with an arrow pointing to the 'Lump Amt' field for the row with effect date 01/20/03.

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$ 0.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$ 0.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$ 0.00	\$ 0.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$ 0.00	\$ 0.00	.00	

20. In the **Trgr Pct** field, select the current entry and type the trigger percentage (Trigger Percentage is the percentage of Contract completion at which the Retainage change is to occur). Press the **Tab** key to complete the entry

Retainage Changes:								
Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$.00	\$.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$.00	\$.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$.00	\$.00	.00	

21. In the **Trgr Base** drop-down list, click the expand arrow to the right of the current selection and select the appropriate entry. Click on **Save** .

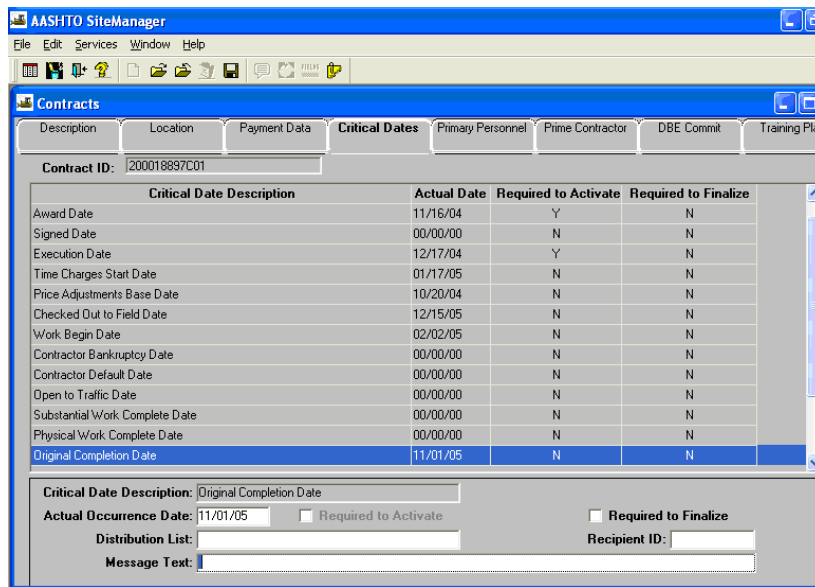
Retainage Changes:								
Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	09/09/02	5.00	BID AMT	.00	\$.00	\$.00	.00	
WORK PER PERIOD	06/11/02	.00		.00	\$.00	\$147,302.90	.00	
WORK PER PERIOD	06/09/02	.00		.00	\$.00	\$-300.00	.00	
WORK PER PERIOD	12/27/99	5.00	BID AMT	2.50	\$.00	\$.00	.00	BID AMT
WORK PER PERIOD	01/20/03	.00	BID AMT	.00	\$.00	\$.00	.00	

Note: If a Retainage record is effective when an estimate is generated, the retainage cannot be deleted. The user cannot delete a Retainage record when:

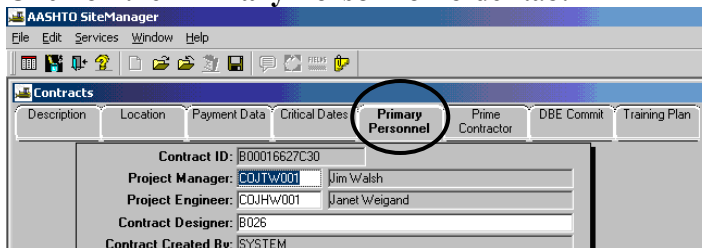
- The Retainage Effective Date is less than or equal to the current date, and an estimate has been generated.
- The Estimate Generate date is greater than or equal to the Retainage Effective Date.

22. Go to **Critical Dates** tab and verify **Letting, Award and Execution dates. Verify Original Completion Date for Fixed Date Contracts only.**– Delete and re-pass contract if incorrect.

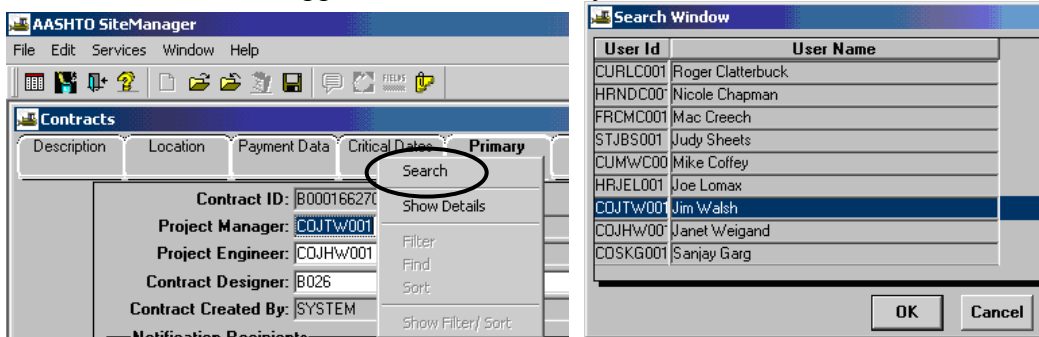
IMPORTANT: Do not enter the Time Charges Start date until after activating the contract, or an error will occur during activation. Time Charges Start date must be blank when activating the contract.

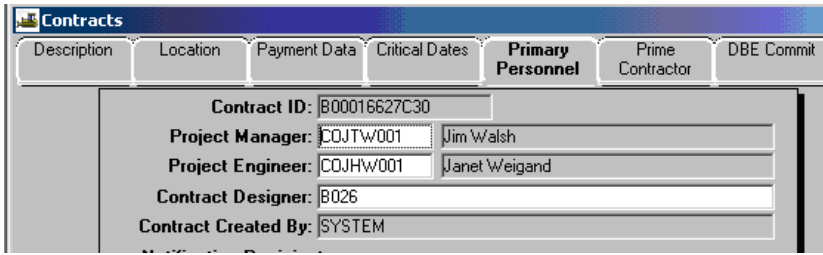


23. Click on the **Primary Personnel** folder tab.

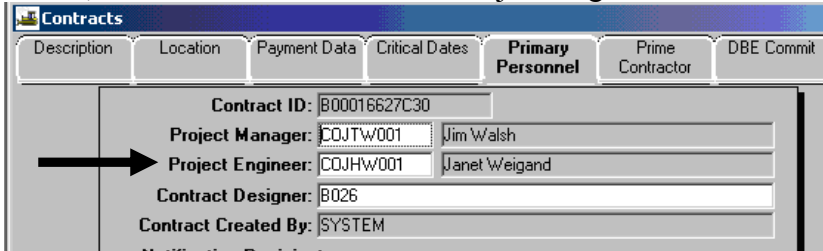


24. Right-click on the **Project Manager** to search for the Project Manager name. Select a name and then click OK, or double-click the name. The Project Manager ID and name will appear in the Project Manager Field. The Project Manager's name is the one that will appear on the estimate as electronic approval. Note: Primary Personnel information can be edited.

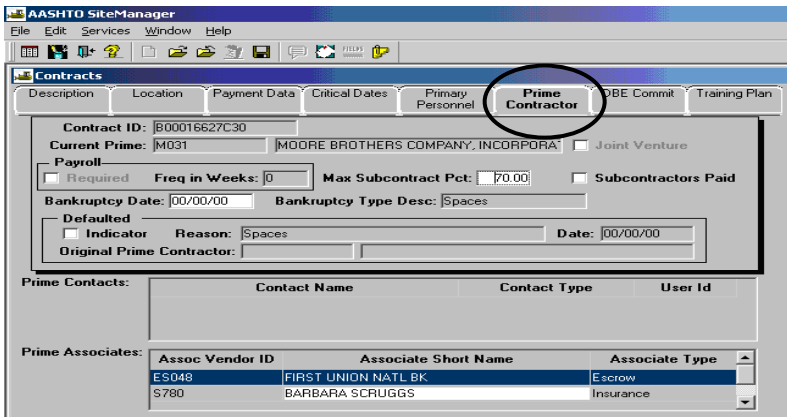





25. Follow the same procedure as noted in Step 25 to enter the **Project Engineer**. Right-click, search, and select the name for the Project Engineer.

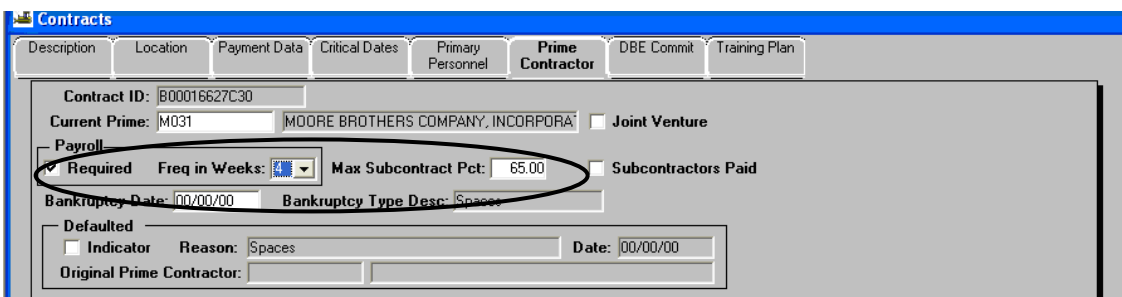


26. Click on the **Prime Contractor** folder tab. Review Prime Associates.

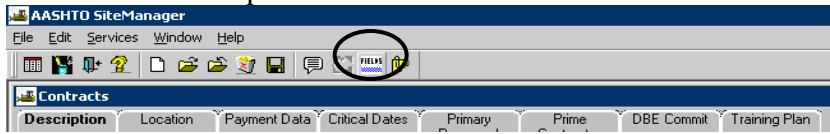


Enter the information in the **Payroll** group box. If the **Required** check box is marked, **Frequency In Weeks** must be entered (Enter a 1). Click on the **Save** icon .

NOTE: Maximum Subcontract Percent is defaulted to 70%. May need to change later if there are substantial work orders that cause current contract value to need more than 70% of work.



27. If address changes for payment, send paper copy of the address change to Scheduling and Contracts Division, to Contract Administration.
28. Click on the Description Tab and then click on the **Generic Fields** icon .



Verify required information in **Financial Prefix and Suffix, Retainage Number, Renewable Contract, Bond Type, Payee ID, Estimate Status (Choose Progress Estimate), Federal Project Number, Field Office Phone #, Field Office Fax # and Consultant Firm name** (if applicable). Verify **Federal Project Number field (Should have NONE, if there is no federal project number or the Federal Project Number-field shouldn't ever be blank).**

Enter any fields that are missing and click on the Generic fields icon to close. Click on **Save** icon .

Contract Generic Fields

Contract ID: A00013105C01B Call Order Number: F18

Schedule Last Updated: 11/03/06 Financial Prefix And Suffix: E/00

Retainage Number: 54701 Renewable Contract Y/N: N

Bond Type: BOTH PAYMENT AND PERFORMANCE Conversion Flag: C

Payee Id: Contractor Time Performance Contract Y/N: Y

Current Prior Balance Due: 0.00 Conversion Date: 00/00/00

Stim Fund: Estimate Status: Final Estimate

Environmental Compliance Reporting Y/N:

Federal Prj Nbr: STP-5401(522)

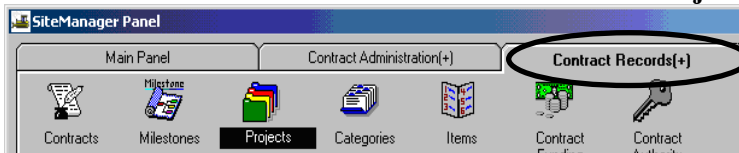
Comment Site: _____


Field Office Ph #: 000-000-0000

Field Office Fax #: 000-000-0000

Consultant Firm Name: _____

29. Click on **Contract records** tab. Double-click on **Projects**.



Click on the Open folder icon . Select a contract and double-click on a **Project Nbr**.

Select Contract Project

Selection

Contract ID: B00016627C30

Project Nbr: _____

Find: _____

PCN	Fed State/Prov Prj Nbr	Description
00011679B13	NH-5401(372)/R000029249	119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS
00011679C21	NH-5401(372)/R000029249	0.231 MI. GRADE, DRAIN., ASP. PAVE., RETAIN. STR., SIG
00016627B88	NH-STP-5401(371)/R000029249	127-156-127 FT. STEEL PLATE GIRDER SPANS
00016627C30	NH-STP-5401(371)/R000029249	0.761 MI. GRADE, DRAIN., ASP. PAVE., SIGNS, SIGNALS.
00016627T30	NH-STP-5401(371)/R000029249	0.761 MI. GRADE, DRAIN., ASP. PAVE., SIGNS, SIGNALS.

OK Cancel

Verify the Project information.

Projects

Description Counties Adjustment Indices

Contract ID: B00016627C30

Project Nbr: 00011679B13 Fed St Proj Nbr: NH-5401(372)/R000029249 Alt Proj ID:

Description: 119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS Spec Yr: 1994

Description: 20'-0" FACE TO FACE OF CURBS Unit Sys: English

Status: CONSTRUCTION (1ST) Complete Auth Pay Limit: \$390,523.47

Release Retainage Acct Proj Nbr:

Proj Type: CONSTRUCTION R Work Type: B613 BRIDGE PR Surface Type: N/A

Route Nbr: R000 Sect Nbr: 249 Road System: SECONDARY

Road Name: FAIRFAX COUNTY PARKWAY

Location: W. & O.D. TRAIL OVER FAIRFAX COUNTY PARKWAY Engr Pct: 8.0000

Location: (0.1 MI. N. OF SUNSET HILLS RD.) Work Site: SUBURBA

Beg Sta: 13+79.72 Beg Termini: 029 Latitude: 385726

End Sta: 16+20.25 End Termini: NFO Longitude: 772225

31. Click on the 'Counties' tab and verify the County.

AASHTO SiteManager

File Edit Services Window Help

Projects Description Counties Adjustment Indices

Contract ID: B00016627C30

Project Nbr: 00011679B13 Fed State Project Nbr: NH-5401(372)/R000029249

Description: 119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS 20'-0" FACE TO FACE OF CURBS

Location: W. & O.D. TRAIL OVER FAIRFAX COUNTY PARKWAY (0.1 MI. N. OF SUNSET HILLS RD.)

Available Counties	Project County	Proj Len %
	FAIRFAX	100.00

32. Now click on the Adjustment Indices folder tab and verify if the fuel adjustment indices are present if used in this contract.

Projects

Description Counties Adjustment Indices

Contract ID: B00016627C30

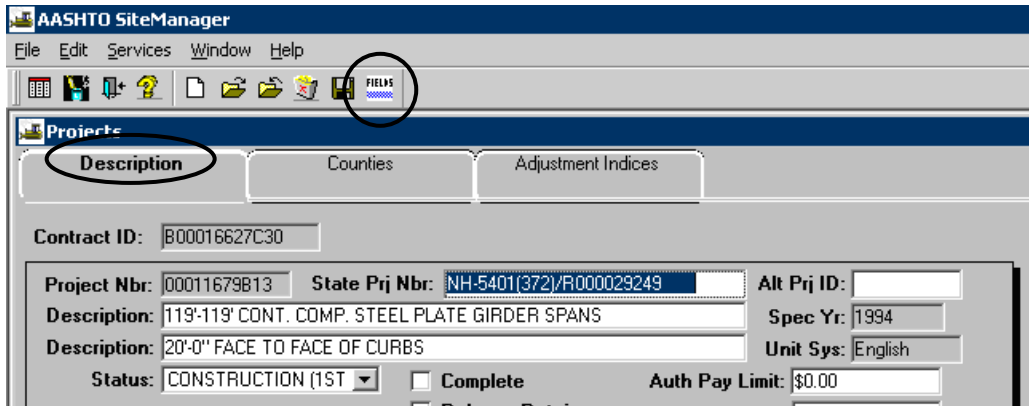
Project Nbr: 00011679B13 Fed State Project Nbr: NH-5401(372)/R000029249

Description: 119'-119' CONT. COMP. STEEL PLATE GIRDER SPANS 20'-0" FACE TO FACE OF CURBS

Location: W. & O.D. TRAIL OVER FAIRFAX COUNTY PARKWAY (0.1 MI. N. OF SUNSET HILLS RD.)

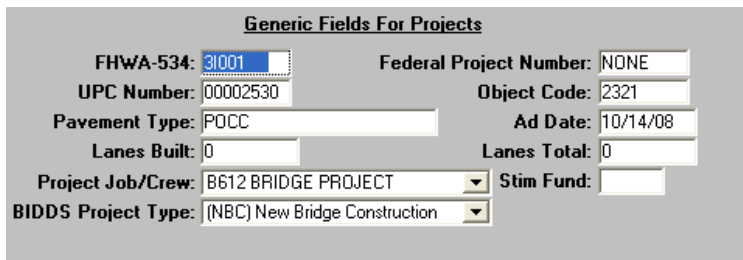
Indx Type	Available Price Indices	Indx Type	Project Pay Adjmnt Indices
F2A4	FUEL 1.44 L/CU M	F0A8	FUEL 0.20 GAL/TON
F2A5	FUEL 1.44 L/CU M	F1A6	FUEL 0.29 GAL/CY
F201	FUEL 1.44 L/CU M	F2A1	FUEL 1.44 L/CU M
F211	FUEL 1.44 L/CU M		
F213	FUEL 1.44 L/CU M		
F218	FUEL 1.44 L/CU M		

33. Click on the Description Tab and Click on the **Generic Fields** icon



34. Verify **FHWA 534, UPC Number, Federal Project Number, Object Code and the Project Job/Crew**. If missing, contact Scheduling and Contract Division. Add **BIDDS Project Type and Stimulus Fund**, if applicable to this project.

Object Codes: 1255 – Maintenance Only
 2323 – Roads, Landscaping, Utilities, Traffic Signals
 2321 – All Bridges and Boxed Culverts (B and D #s)



35. Click on **Generic Fields**  to close the generic window.

36. Click on **Save**  and close the window.

37. Repeat steps 29-37 for each PCN.

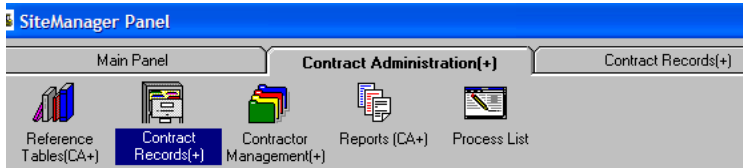
B.2. Add Notice to Proceed in Key Dates

Notice to Proceed is a Default Key Date and is required to be entered before any contract can be activated. However, if the NTP is a date beyond the date in which a DCA is trying to activate the contract, a warning message will be displayed that. "...Actual Key Date is required to Activate...". To override this message, the DCA can uncheck the "Required to Activate" indicator, enter the projected date, then the actual date in order to activate the contract.

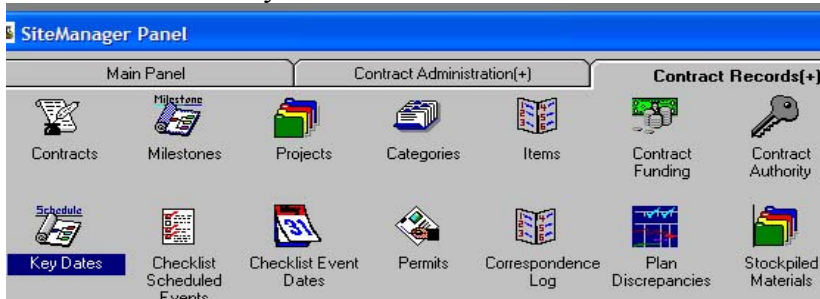
1. From the main panel, double click on Contract Administration.



2. Double Click on Contract Records.

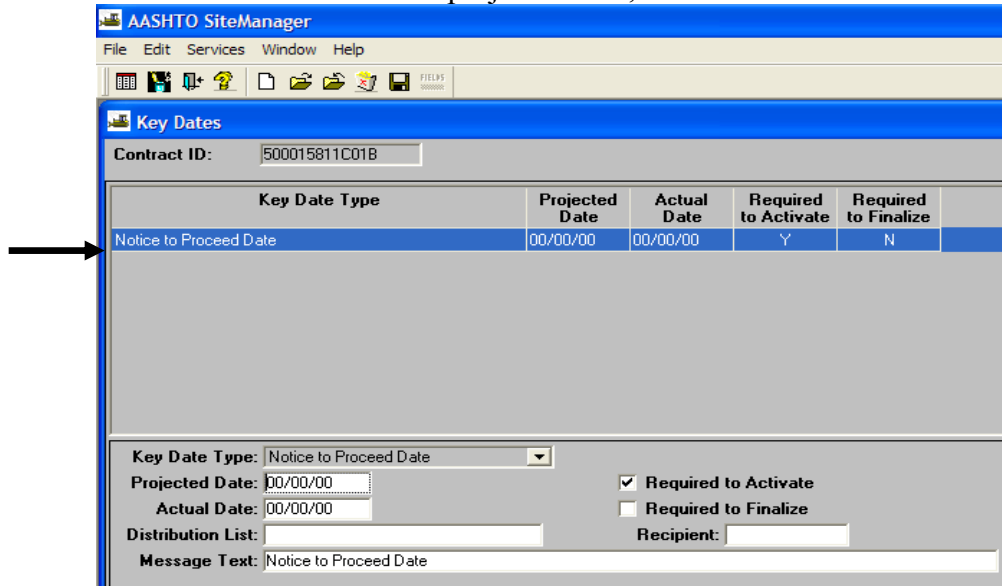


3. Double Click on Key Dates



4. Enter the Notice to Proceed Date

If the NTP is a date beyond the date in which a DCA is trying to activate the contract, a warning message will be displayed that. "...Actual Key Date is required to Activate...". To override this message, the DCA can uncheck the "Required to Activate" indicator. Enter the projected date, then the actual date in order to activate the contract. Enter the projected date, then the actual date in order to activate the contract.

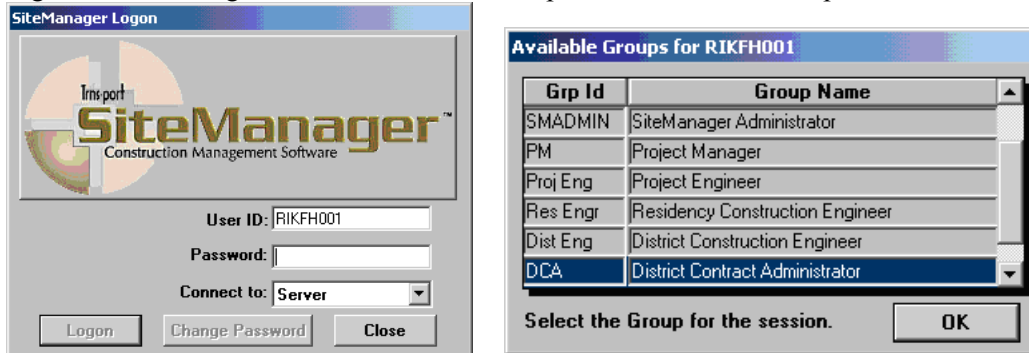


B. 3. Contract Milestones

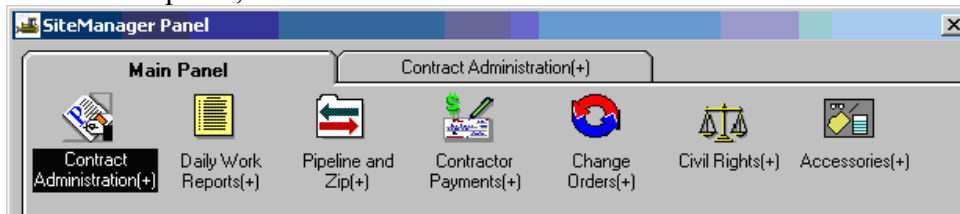
Milestones contain entries for dual date contracts, contract milestones that have incentives associated with them, and contract milestones that have disincentives associated with them. If you do not have a dual date contract and you do not have incentives/disincentives, skip this section. See also Section 5.

Dual Date contracts will be denoted by entering a milestone. Incentives/Disincentives will be denoted by entering a milestone (substantial completions).

1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



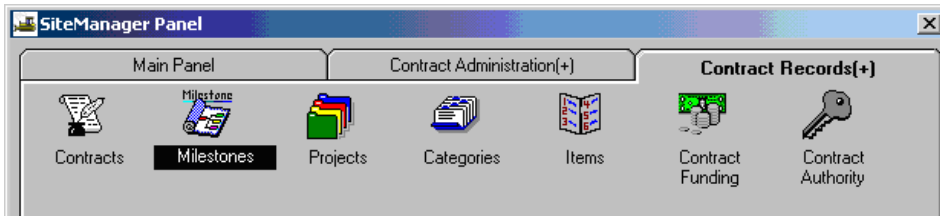
2. At the Available Groups window, select Group ID “DCA” and click OK. Note: You may need to scroll down the list to find the DCA listing.
3. At the main panel, double-click on **Contract Administration**.



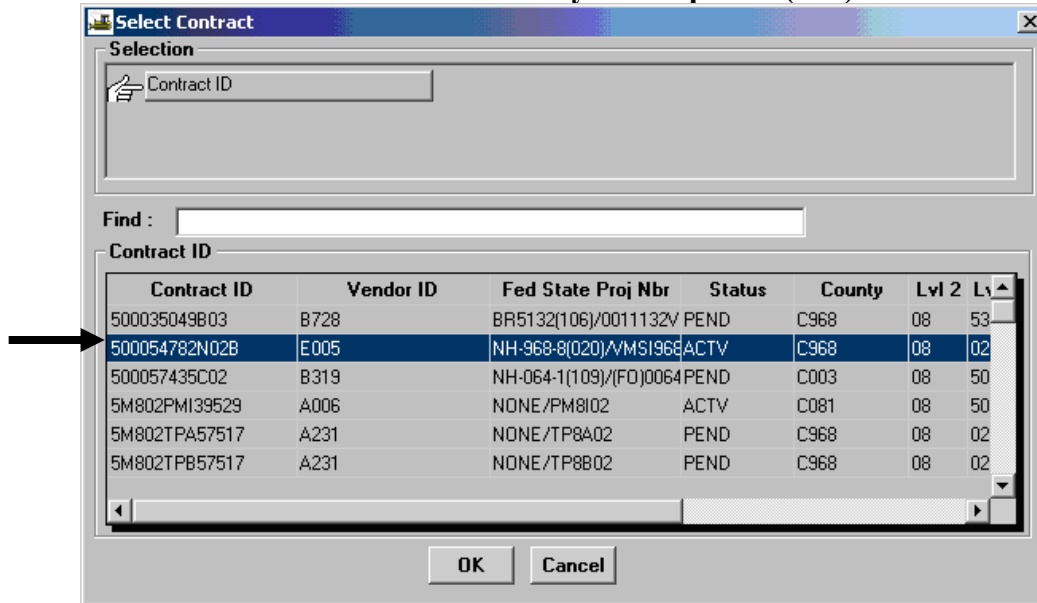
4. Double-click on the **Contract Records**.



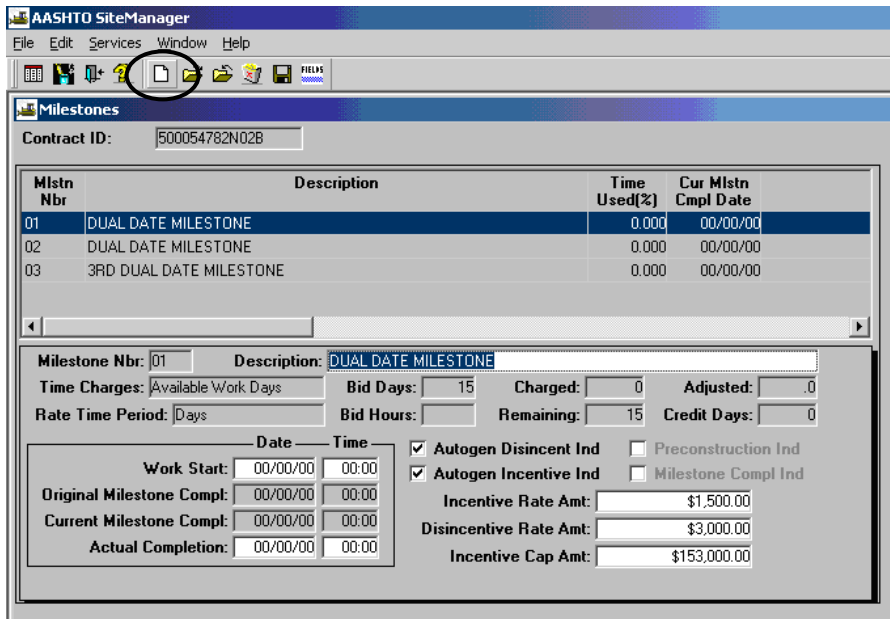
- On the **Contract Records** panel, double-click on the **Milestones** icon.



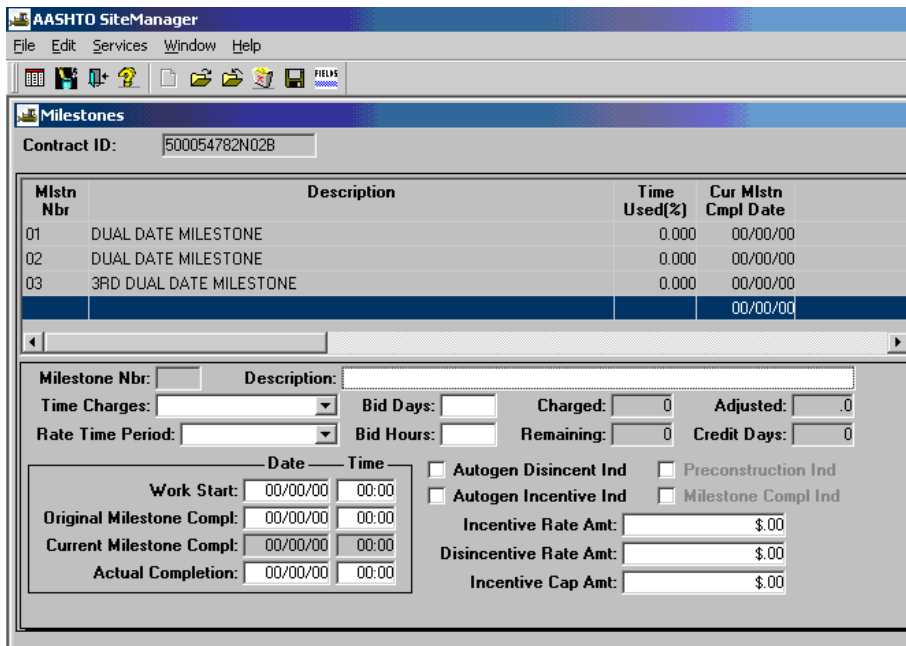
- In the Contract ID list box, scroll to and double-click the Contract.
Note: If the Contract has been checked out from the server using Pipeline/Zip, the Contract must be checked back in by the Inspector (PM) before milestones can be entered.



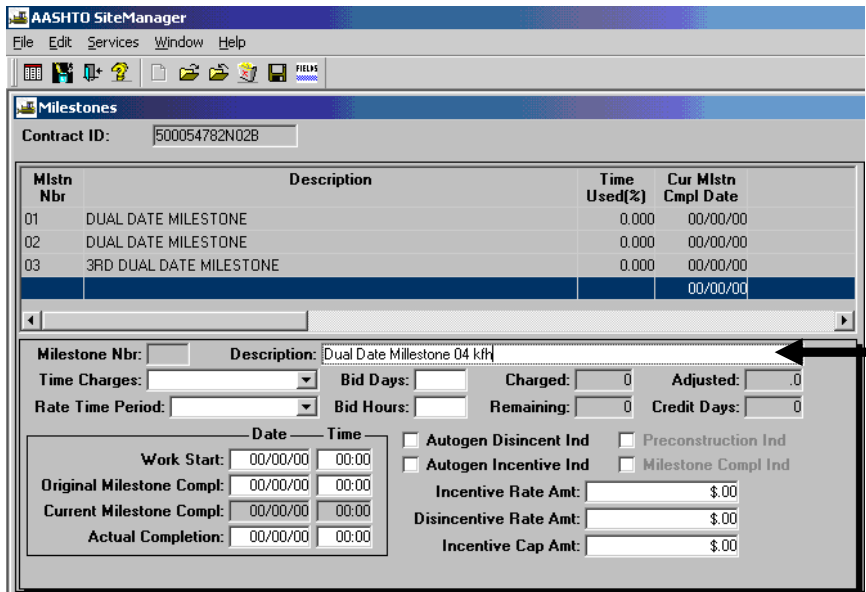
- If entry screen is not displayed, click the **New** icon. An empty row is inserted in the Milestone list box.



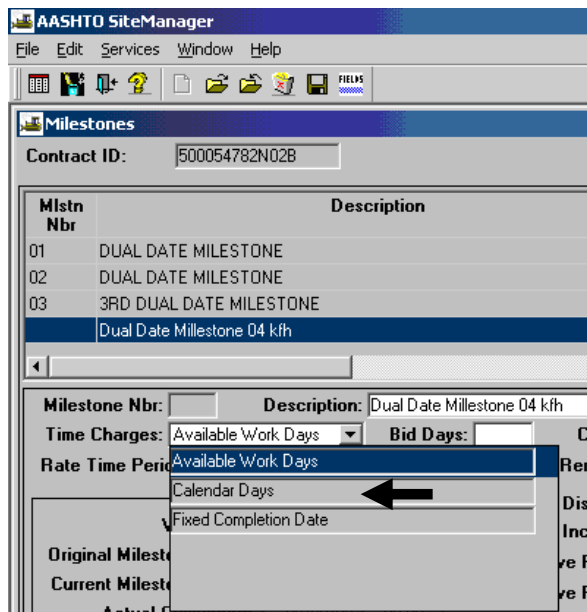
Notice a new entry has been inserted.



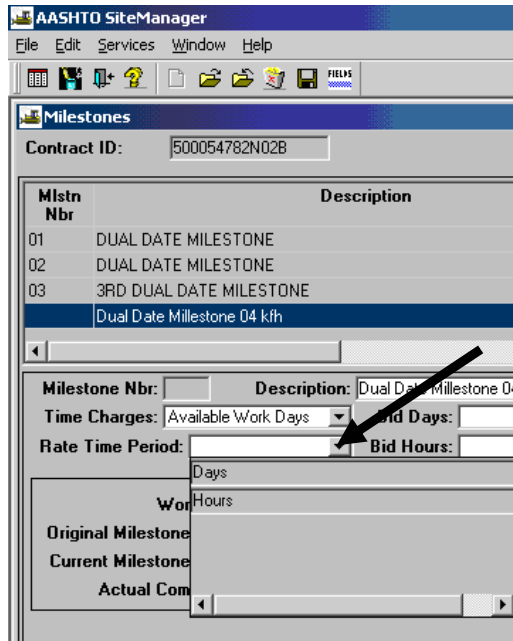
- In the **Description** field, type *Dual Date Milestone* or other milestone description (incentive/disincentive).



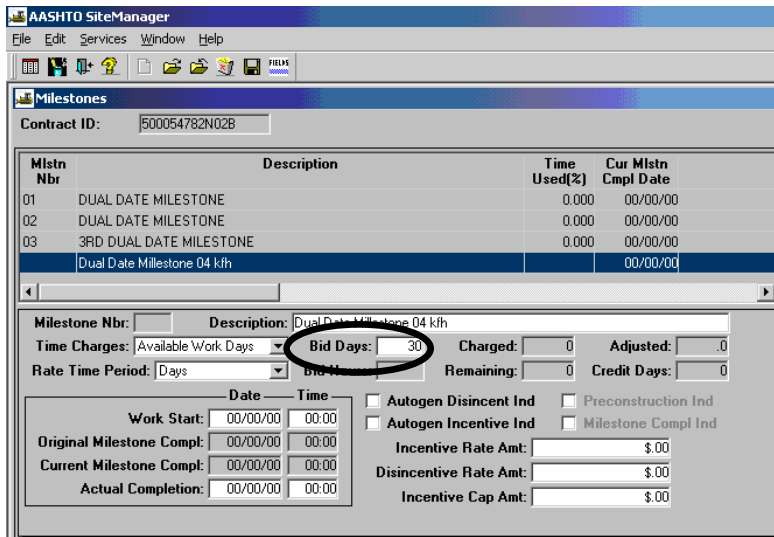
- In the **Time Charges** drop-down list, click **Calendar Days**.
IMPORTANT: Fixed completion date cannot be selected for dual date milestone



- In the **Rate Time Period** drop-down list, click either Hours or Days to be used for the incentive or disincentive calculation.



- If the Rate Time Period is days, type the number of days bid for the milestone in the **Bid Days** field.



Note: If the Rate Time Period is “hours”, in the **Bid Hours** field, type the number of hours bid for the milestone using the procedure listed in Steps 10 and 11 above, but make it hours and enter the Bid Hours in the appropriate field.

12. To generate a disincentive automatically, click the **Autogen Disincent Ind** check box.

The screenshot shows the AASHTO SiteManager interface. The 'Milestones' window is open, displaying a table of milestones and a detailed configuration panel for 'Dual Date Milestone 04 kfh'. In the configuration panel, the 'Autogen Disincent Ind' checkbox is checked, and a black arrow points to it. Other checkboxes like 'Autogen Incentive Ind', 'Preconstruction Ind', and 'Milestone Compl Ind' are unchecked. The 'Incentive Rate Amt', 'Disincentive Rate Amt', and 'Incentive Cap Amt' are all set to '\$.00'. The 'Bid Days' is set to 30, and 'Remaining' is 30.

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
01	DUAL DATE MILESTONE	0.000	00/00/00
02	DUAL DATE MILESTONE	0.000	00/00/00
03	3RD DUAL DATE MILESTONE	0.000	00/00/00
	Dual Date Milestone 04 kfh	0.000	00/00/00

Milestone Nbr: [] **Description:** Dual Date Milestone 04 kfh

Time Charges: Available Work Days **Bid Days:** 30 **Charged:** 0 **Adjusted:** .0

Rate Time Period: Days **Bid Hours:** [] **Remaining:** 30 **Credit Days:** 0

Autogen Disincent Ind **Preconstruction Ind**

Autogen Incentive Ind **Milestone Compl Ind**

Incentive Rate Amt: \$.00

Disincentive Rate Amt: \$.00

Incentive Cap Amt: \$.00

Work Start: 00/00/00 00:00

Original Milestone Compl: 00/00/00 00:00

Current Milestone Compl: 00/00/00 00:00

Actual Completion: 00/00/00 00:00

13. To generate an incentive automatically, click the **Autogen Incentive Ind** check box.

The screenshot shows the AASHTO SiteManager interface. The 'Milestones' window is open, displaying a table of milestones and a detailed configuration panel for 'Dual Date Milestone 04 kfh'. In the configuration panel, the 'Autogen Incentive Ind' checkbox is checked, and a black arrow points to it. The 'Autogen Disincent Ind' checkbox is also checked. Other checkboxes like 'Preconstruction Ind' and 'Milestone Compl Ind' are unchecked. The 'Incentive Rate Amt', 'Disincentive Rate Amt', and 'Incentive Cap Amt' are all set to '\$.00'. The 'Bid Days' is set to 30, and 'Remaining' is 30.

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
01	DUAL DATE MILESTONE	0.000	00/00/00
02	DUAL DATE MILESTONE	0.000	00/00/00
03	3RD DUAL DATE MILESTONE	0.000	00/00/00
	Dual Date Milestone 04 kfh	0.000	00/00/00

Milestone Nbr: [] **Description:** Dual Date Milestone 04 kfh

Time Charges: Available Work Days **Bid Days:** 30 **Charged:** 0 **Adjusted:** .0

Rate Time Period: Days **Bid Hours:** [] **Remaining:** 30 **Credit Days:** 0

Autogen Disincent Ind **Preconstruction Ind**

Autogen Incentive Ind **Milestone Compl Ind**

Incentive Rate Amt: \$.00

Disincentive Rate Amt: \$.00

Incentive Cap Amt: \$.00

Work Start: 00/00/00 00:00

Original Milestone Compl: 00/00/00 00:00

Current Milestone Compl: 00/00/00 00:00

Actual Completion: 00/00/00 00:00

14. In the **Incentive Rate Amt** field, type the rate, in dollars, a Contractor is to be compensated if work has progressed beyond expectations. Press the **Tab** key to move forward.

The screenshot shows the AASHTO SiteManager interface. At the top, the title bar reads "AASHTO SiteManager" with a menu bar (File, Edit, Services, Window, Help) and a toolbar. Below the toolbar, the "Milestones" section is active, displaying "Contract ID: 500054782N02B".

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
01	DUAL DATE MILESTONE	0.000	00/00/00
02	DUAL DATE MILESTONE	0.000	00/00/00
03	3RD DUAL DATE MILESTONE	0.000	00/00/00
	Dual Date Milestone 04 kfh	0.000	00/00/00

Below the table, the "Milestone Nbr:" field is empty, and the "Description:" field contains "Dual Date Milestone 04 kfh".

Form fields include:

- Time Charges: Available Work Days (dropdown)
- Bid Days: 30
- Charged: 0
- Adjusted: .0
- Rate Time Period: Days (dropdown)
- Bid Hours: (empty)
- Remaining: 30
- Credit Days: 0

Checkboxes and fields for completion and incentives:

- Autogen Disincent Ind
- Preconstruction Ind
- Autogen Incentive Ind
- Milestone Cmpl Ind
- Incentive Rate Amt: \$1,500.00 (highlighted with a black arrow)
- Disincentive Rate Amt: \$.00
- Incentive Cap Amt: \$.00

Completion dates (Date/Time):

- Work Start: 00/00/00 00:00
- Original Milestone Cmpl: 00/00/00 00:00
- Current Milestone Cmpl: 00/00/00 00:00
- Actual Completion: 00/00/00 00:00

15. In the **Disincentive Rate Amt** field, type the rate in dollars a Contractor is to be penalized if work has not progressed as expected. Press the **Tab** key to move forward.

This screenshot is identical to the previous one, showing the same AASHTO SiteManager interface. The only difference is that the "Disincentive Rate Amt" field is now highlighted with a black arrow and contains the value "\$3,000.00".

Form fields include:

- Time Charges: Available Work Days (dropdown)
- Bid Days: 30
- Charged: 0
- Adjusted: .0
- Rate Time Period: Days (dropdown)
- Bid Hours: (empty)
- Remaining: 30
- Credit Days: 0

Checkboxes and fields for completion and incentives:

- Autogen Disincent Ind
- Preconstruction Ind
- Autogen Incentive Ind
- Milestone Cmpl Ind
- Incentive Rate Amt: \$1,500.00
- Disincentive Rate Amt: \$3,000.00 (highlighted with a black arrow)
- Incentive Cap Amt: \$.00

Completion dates (Date/Time):

- Work Start: 00/00/00 00:00
- Original Milestone Cmpl: 00/00/00 00:00
- Current Milestone Cmpl: 00/00/00 00:00
- Actual Completion: 00/00/00 00:00

16. In the **Incentive Cap Amt** field, type the maximum incentive amount for this milestone.

The screenshot shows the AASHTO SiteManager interface for editing a milestone. The 'Contract ID' is 500054782N02B. A table lists milestones 01 through 04, with 'Dual Date Milestone 04 kfh' selected. Below the table, the 'Milestone Nbr' is 04 and the 'Description' is 'Dual Date Milestone 04 kfh'. The 'Incentive Cap Amt' field is set to \$5,000.00 and is highlighted with a black arrow.

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
01	DUAL DATE MILESTONE	0.000	00/00/00
02	DUAL DATE MILESTONE	0.000	00/00/00
03	3RD DUAL DATE MILESTONE	0.000	00/00/00
04	Dual Date Milestone 04 kfh	0.000	00/00/00

Milestone Nbr: 04 Description: Dual Date Milestone 04 kfh

Time Charges: Available Work Days Bid Days: 30 Charged: 0 Adjusted: .0
 Rate Time Period: Days Bid Hours: Remaining: 30 Credit Days: 0

Work Start: 00/00/00 00:00
 Original Milestone Compl: 00/00/00 00:00
 Current Milestone Compl: 00/00/00 00:00
 Actual Completion: 00/00/00 00:00

Autogen Disincent Ind Preconstruction Ind
 Autogen Incentive Ind Milestone Compl Ind

Incentive Rate Amt: \$1,500.00
 Disincentive Rate Amt: \$3,000.00
 Incentive Cap Amt: \$5,000.00

17. Click the **Save** button. The system enters the next sequential Milestone Number for the new Milestone.

The screenshot shows the AASHTO SiteManager interface after saving the milestone. The 'Milestone Nbr' field now contains '04' and the 'Description' is 'Dual Date Milestone 04 kfh'. The 'Incentive Cap Amt' field remains at \$5,000.00. The table below shows milestone 04 highlighted with a black arrow.

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
01	DUAL DATE MILESTONE	0.000	00/00/00
02	DUAL DATE MILESTONE	0.000	00/00/00
03	3RD DUAL DATE MILESTONE	0.000	00/00/00
04	Dual Date Milestone 04 kfh	0.000	00/00/00

Milestone Nbr: 04 Description: Dual Date Milestone 04 kfh

Time Charges: Available Work Days Bid Days: 30 Charged: 0 Adjusted: .0
 Rate Time Period: Days Bid Hours: Remaining: 30 Credit Days: 0

Work Start: 00/00/00 00:00
 Original Milestone Compl: 00/00/00 00:00
 Current Milestone Compl: 00/00/00 00:00
 Actual Completion: 00/00/00 00:00

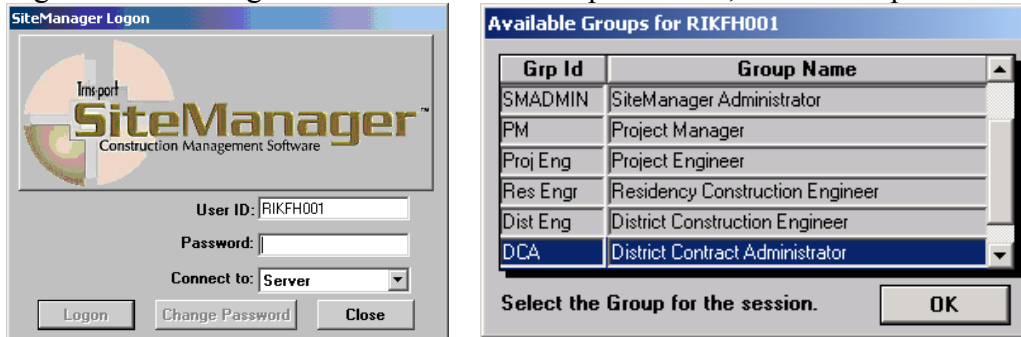
Autogen Disincent Ind Preconstruction Ind
 Autogen Incentive Ind Milestone Compl Ind

Incentive Rate Amt: \$1,500.00
 Disincentive Rate Amt: \$3,000.00
 Incentive Cap Amt: \$5,000.00

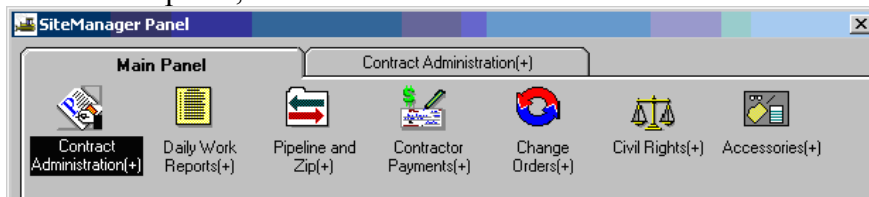
B.4. Add Progress Schedule

Note: If there is no schedule required for the contract, no schedule records are required to be entered.

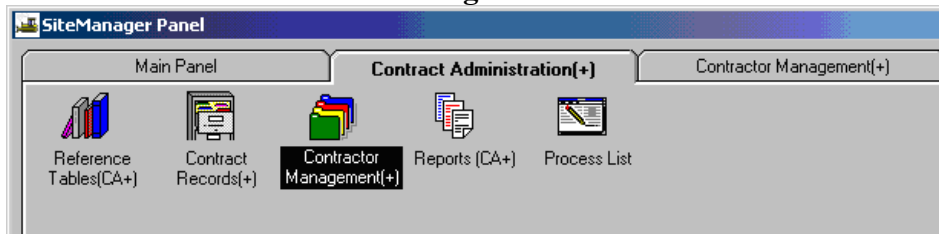
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



2. At the main panel, double-click on **Contract Administration**.




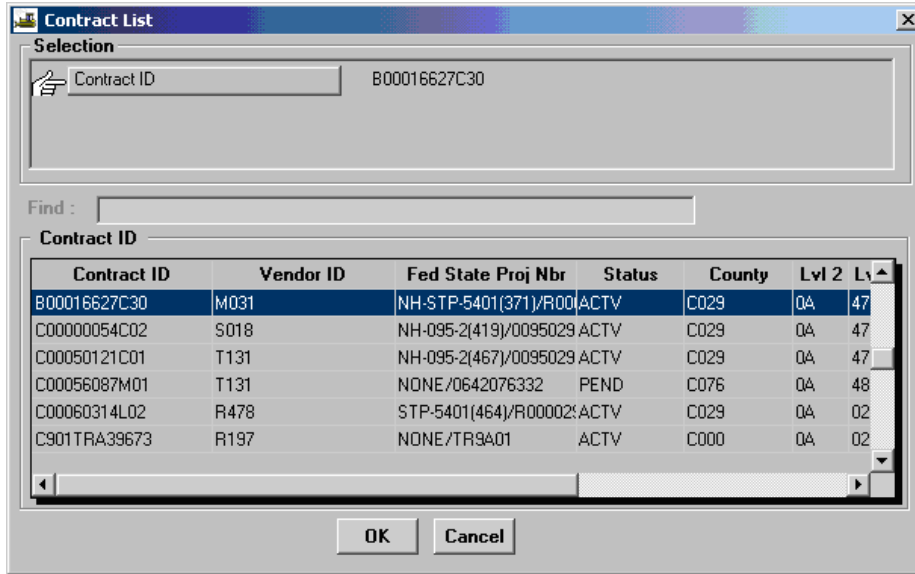
3. Double-click on **Contractor Management**.




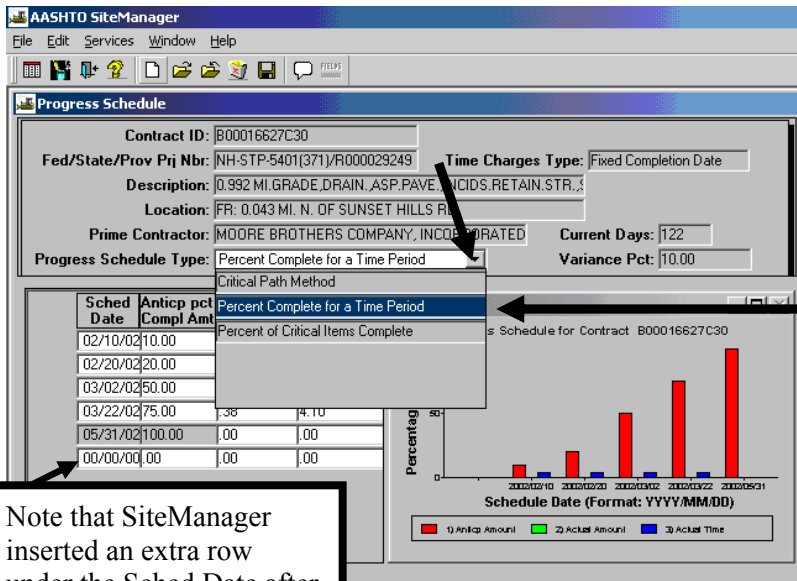
4. Double-click on **Progress Schedule**.



- Click on the Open Folder icon  to choose a Contract. Double-click on the **Contract ID**.



- Click on the drop-down arrow in the **Progress Schedule Type** field (Progress = “Percent Complete for Time Period”; or Earning = “Percent of Critical Items Complete”; None = No progress record). Click on the **New** icon  if current records exist.



Percent Complete for a Time Period = Progress

Percent of Critical Items Complete = Earnings

None = No progress record

Note: Do not use Critical Path.

Note that SiteManager inserted an extra row under the Sched Date after the user clicked on the New icon.

- Enter the number of days or date on which work (Fixed Date job a date requires a date; Calendar Day job requires a number of days) is scheduled to be done in **Sched Date** and then enter % in **Anticip Pct Compl Amt** in any order. To sort, click on the column heading to switch between ascending or descending order.


Note: This contract already had a 100% anticipated completion date for May 31, 2002. This record will always be there when entering the Schedule for the first time. To demonstrate how the sorting works, I entered a date of 01/20/02 and then clicked on the Sched Date column header and SiteManager sorted the information so that the 01/20/02 entry is at the top of the column.

The screenshot shows the AASHTO SiteManager interface. The 'Progress Schedule' window is open, displaying contract information and a table of schedule entries. The 'Sched Date' column header in the table is circled. The table data is as follows:

Sched Date	Anticip pct Compl Amt	Actual pct Compl Amt	Actual pct Compl Time
01/20/02	100.00	.00	.00
02/10/02	10.00	.38	4.10
02/20/02	20.00	.38	4.10
03/02/02	50.00	.38	4.10
03/22/02	75.00	.38	4.10
05/31/02	100.00	.00	.00

The bar chart on the right shows the 'Anticip Amount' (red bars) increasing over time, while 'Actual Amount' (green bars) and 'Actual Time' (blue bars) remain very low.

Click on **Sched** column heading or other column headings to sort.

- Click on the **Save**  icon to save the information and then exit.

NOTE: FOR CALENDAR DAYS CONTRACTS, THE SCHEDULE WILL BE ADDED WITH DAYS.

B.5. Active Contract

1. For Contracts with Price Adjustments (OPT-IN Spec), do the following verification before activating the contract (Skip to #2 if this is not an OPT-IN Price Adjustment Contract).

- a. Have all OPT-IN Fuel indexes been added? (Contract Administration, Contract Records, Projects, Adjustment Indices Tab)

The screenshot shows the 'Adjustment Indices' tab in the AASHTO SiteManager. The 'Contract ID' is GM206PMD39764. The 'Project Nbr' is M206PMD39764. The 'Description' is ASPHALT PLANT MIX. The 'Location' is VARIOUS. Below this, there are two tables. The left table, 'Available Price Indices', lists various fuel types like F005 (FUEL 0.2 GALLONS / TON) and G004 (00128 OPTIONAL FUEL ADJUSTM). The right table, 'Project Pay Adjmnt Indices', lists selected fuel adjustment types like G159 (16242 OPTIONAL FUEL ADJUSTMENT) and G165 (16340 OPTIONAL FUEL ADJUSTMENT). Buttons for 'Add ->', 'Add All ->', '<- Remove', and '<<- Rem All' are visible between the tables.

- b. Has the Price Adjustment Base Date been entered? (Contract Administration, Contract Records, Contract, Critical Dates Tab)

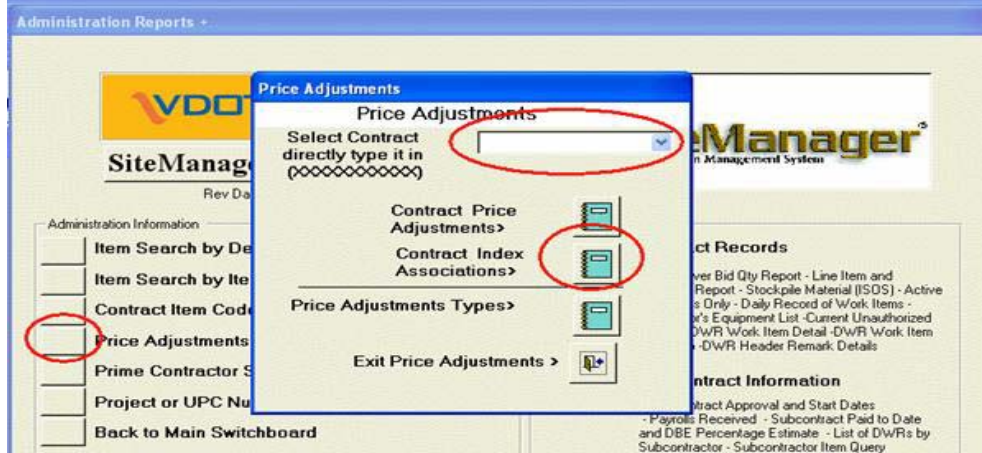
The screenshot shows the 'Critical Dates' tab in the AASHTO SiteManager. The 'Contract ID' is GM206PMD39764. Below the contract details, there is a table with columns: 'Critical Date Description', 'Actual Date', 'Required to Activate', and 'Required to Finalize'. The 'Price Adjustments Base Date' row has an 'Actual Date' of 01/25/06. Other rows include 'Checked Out to Field Date' (05/16/06), 'Work Begin Date' (04/10/06), and 'Contractor Bankruptcy Date' (00/00/00).

- c. Has the Fuel Adjustment Indicator been selected? (Contract Administration, Contract Records, Contract, Payment Data Tab)

The screenshot shows the 'Payment Data' tab in the AASHTO SiteManager. The 'Contract ID' is N00016038C01. The 'Current Contract Amt' is \$2,101,365.60. The 'Liquidated Dam Rate Amt' is \$1,350.00. Under the 'RETAINAGE' section, the 'Fuel Adjmnt Ind' checkbox is checked. Other options include 'Securities Allowed', 'Retain Stkpled Ind', 'Unlimited Escrow', and 'Max Escrow Amt' (\$0.00). Below this is a table for 'Retainage Changes' with columns: 'Work Compl Basis', 'Effect Date', 'Pct', 'Pct Base', 'Max Pct', 'Max Amt', 'Lump Amt', 'Trgr Pct', and 'Trgr Base'. The first row shows 'WORK PER PERIOD' with an effect date of 04/10/06 and a percentage of .00 BID AMT.

- d. Run the SiteManager Reporting tool to verify that all indexes have been added. (Administrative Reports, Price Adjustments, select contract ID, Contract Index Associations)

SiteManager Reporting Tool



Contract Index Associations

DISTRICT: 02

CONT_ID GM206PMD39764 State Prj Nbr: PM-2D-06 ADDR_LNI: SALEM / CHRISTIANSBURG

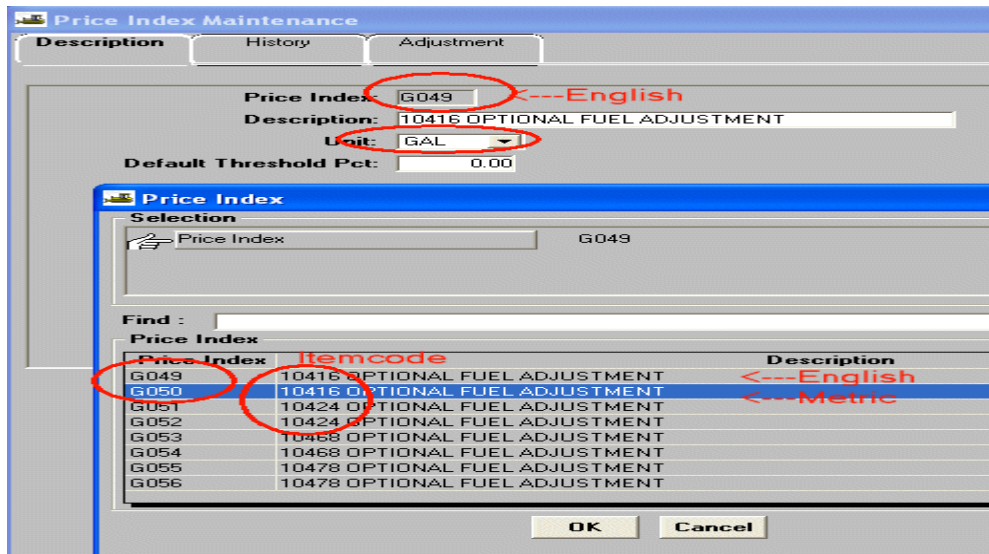
PRJ_NBR 00057129VT05

ITM_CD	LIN		SPC_YR	UNT_SYS_IND	INDEX	MARGIN CODE
16335	0010	ASPHALT CONCRETE	2004	E	G163	A

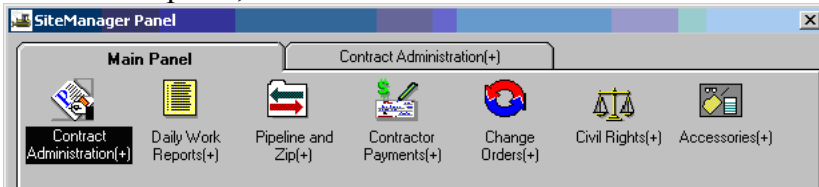
PRJ_NBR M206PMD39764

ITM_CD	LIN		SPC_YR	UNT_SYS_IND	INDEX	MARGIN CODE
16342	0010	AGGR. BASE MATL. TY. I	2004	E	G159	
16340	0020	ASPHALT CONCRETE	2004	E	G165	A
16375	0030	ASPHALT CONCRETE	2004	E	G183	A
16386	0040	FLEXIBLE PAVEMENT	2004	E	G186	

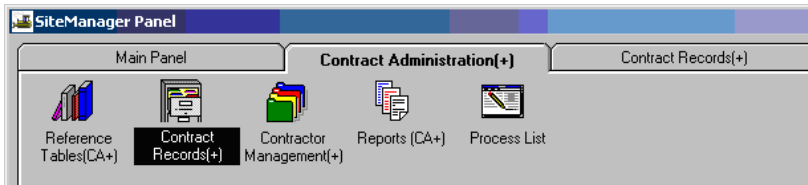
- e. Note: If indexes are missing on the report, but appear to be added in SiteManager, then verify the correct index type was selected. Both the contract item code table and Index type must match spec year and unit system (Metric or English).
Index types can be found: (Contractor Payments, Reference Tables, Price Adjustment Maintenance)



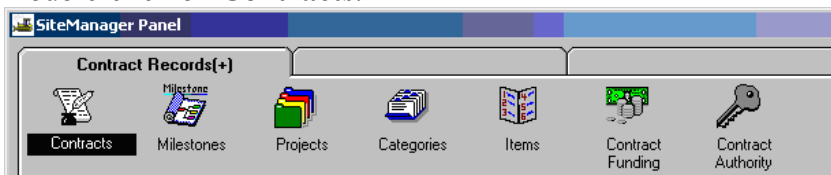
- Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK. At the main panel, double-click on **Contract Administration**.



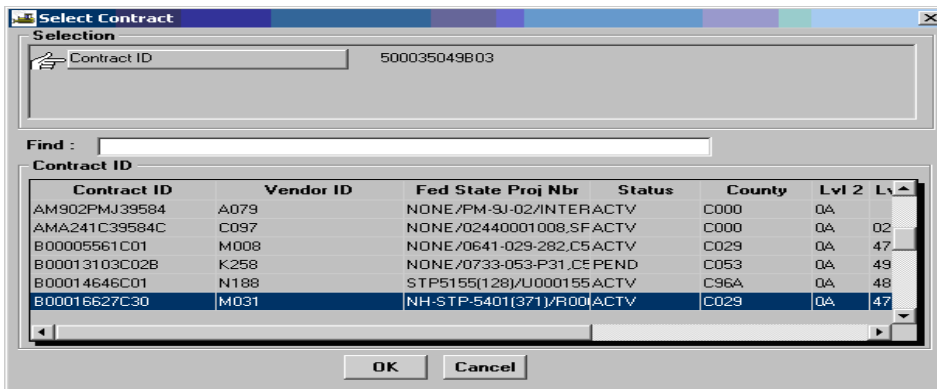
- Double-click on the **Contract Records**.



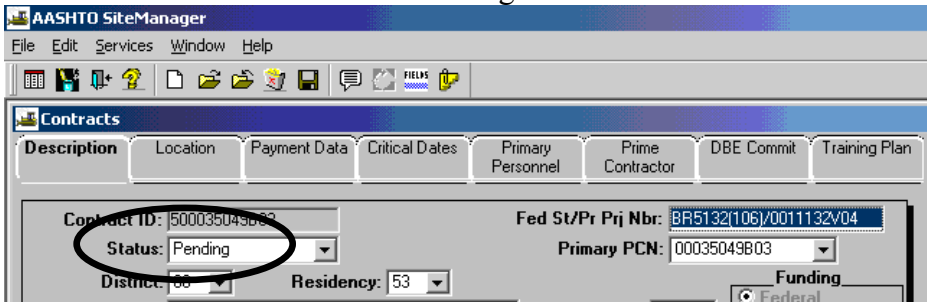
- Double-click on **Contracts**.



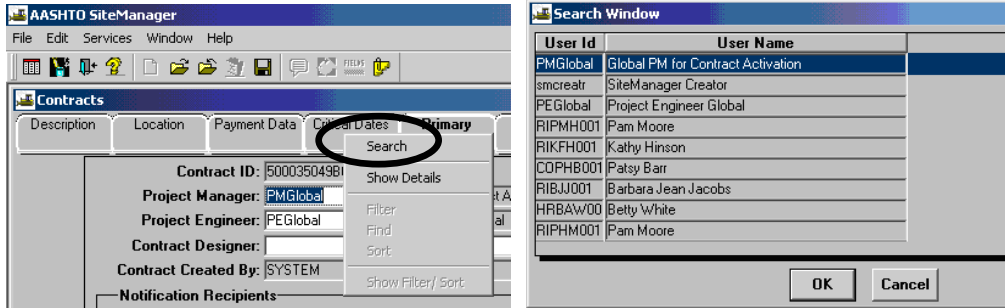
- Select a contract.



- The Contracts window opens and the data for the selected contract is populated. Note that the Status should be “Pending”.



- Click on **Primary Personnel** folder tab. To assign the **Project Manager** and **Project Engineer**, right-click in the field for the Project Manager. Then click on “Search”. A Search Window opens. Double-click on the appropriate User ID (or, single-click on the User ID and click OK). Use this process to add the Project Manager and the Project Engineer.

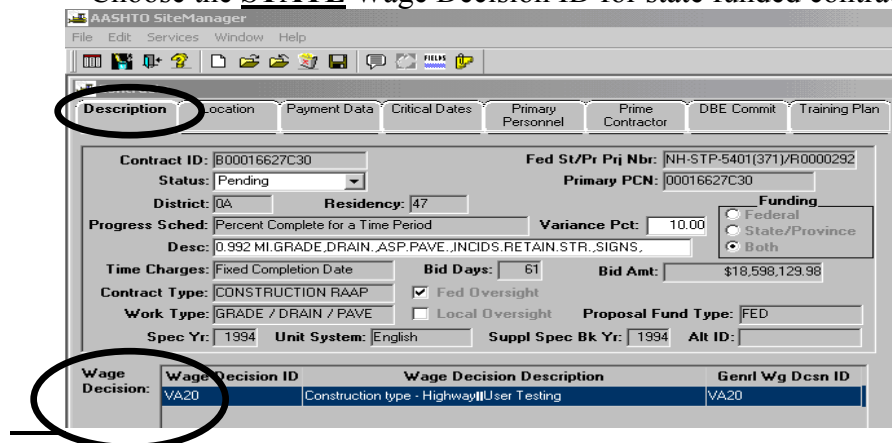


- Click on the **Description** folder tab. Verify the **Wage Decision** field. Note: If the information Does not exist, click on the bottom panel. Then click on the **New** icon and select the correct Wage Decision.

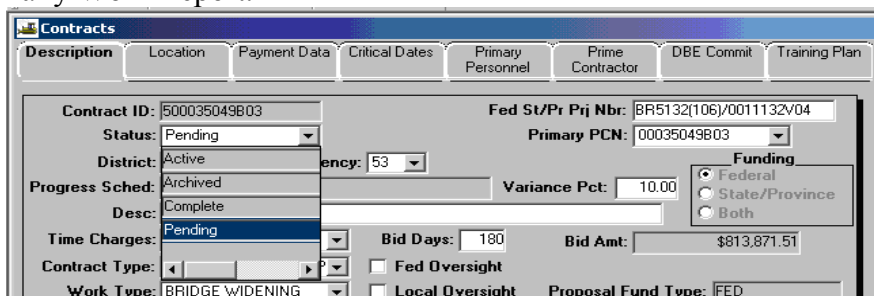
Note: A **Wage Decision record is required for all contracts** in order to activate the contract.

Choose the **appropriate Wage Decision ID** for the federally funded contract.

Choose the **STATE** Wage Decision ID for state funded contracts.



To make the contract “Active”, click the drop-down list in the **Status** field and click “Active”. Perform a thorough review of all data in contract (once DWR entered cannot change back to pending status). If problems are found in a field protected at activation, click on Pending. Note: Once the contract is activated, the user can only go back to “Pending” before the first Daily Work Report.



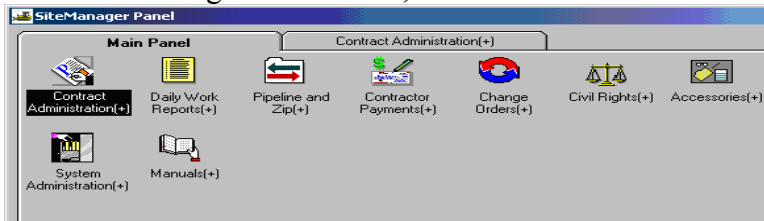
- Click on the **Save** icon  and exit to the main panel.

B.6. Mark Critical Items

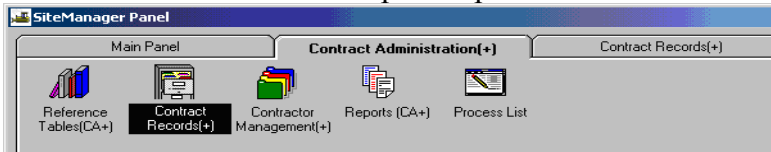
(Inspector's Initialization process)

Note: DCA can do this when reviewing Earnings Schedule. If Critical Items are not marked, the contract progress will be tracked as normal Progress Schedule and not Earnings Schedule. The Critical Items can be marked before or after activation. This task can be accomplished by either the DCA or the PM.

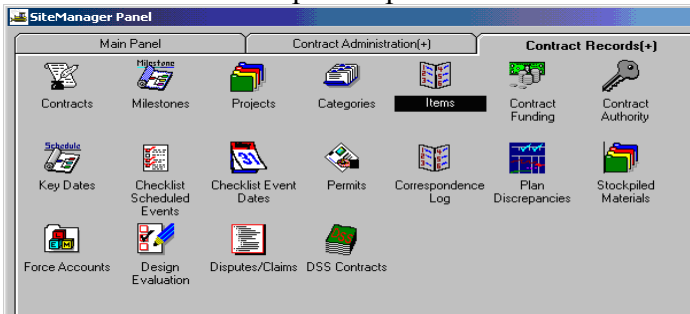
1. Log on to SiteManager and select the appropriate User Group ID (Inspector, Project Manager or DCA)
2. At the SiteManager Main Panel, double-click on **Contract Administration**.



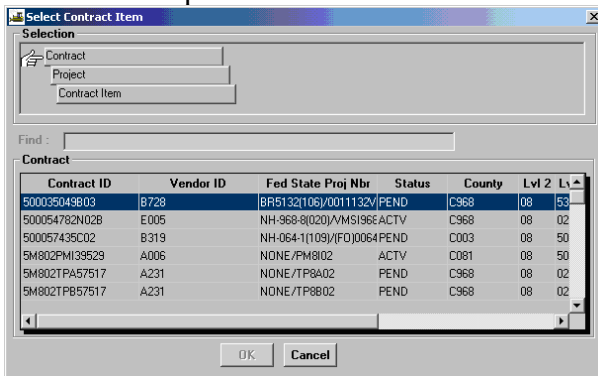
3. The Contract Administration panel opens. Double-click on **Contract Records**.



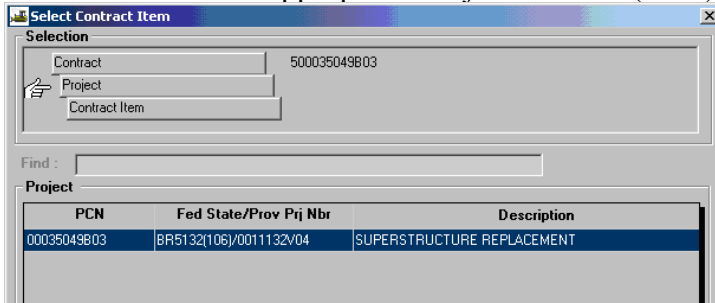
4. The Contract Records panel opens. Double-click on **Items**.



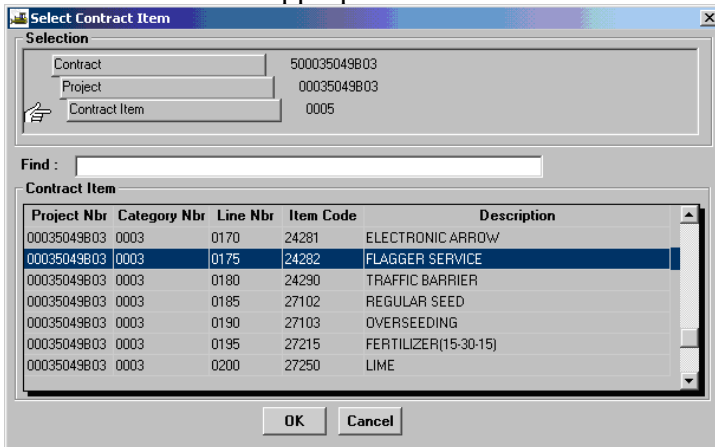
5. Click on the Open Folder icon. Double-click on the appropriate Contract ID to select the contract.



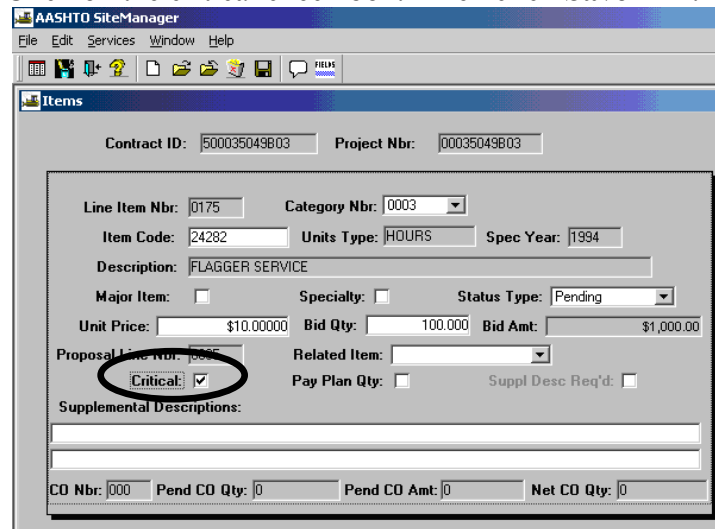
- Double-click on the appropriate Project Number (PCN).



- Double-click on the appropriate Contract Item.

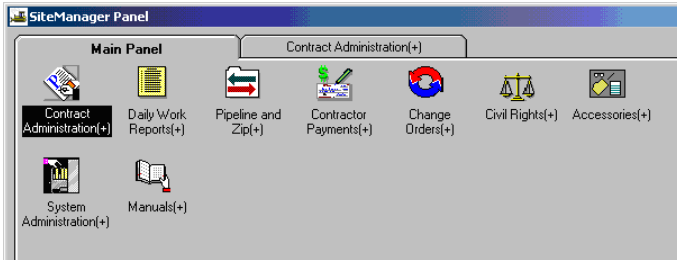


- Click on the critical check box. Then click **Save** .

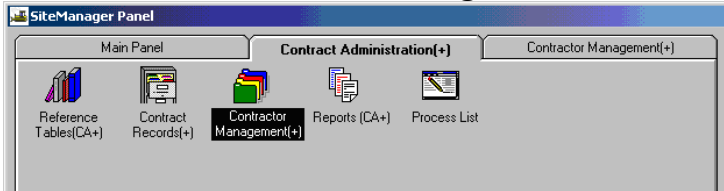


- Click **Open**  and repeat Steps 7-8 for each item that needs to be marked Critical.

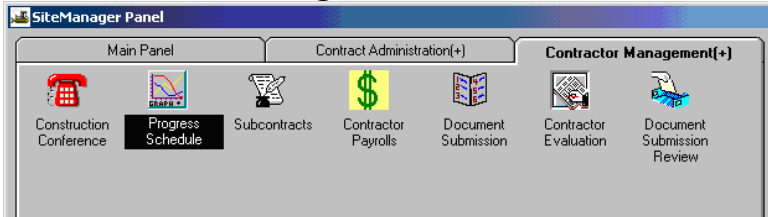
10. To verify the Progress Report Type is marked Critical, return to the SiteManager Main Panel and double-click on the **Contract Administration** icon.



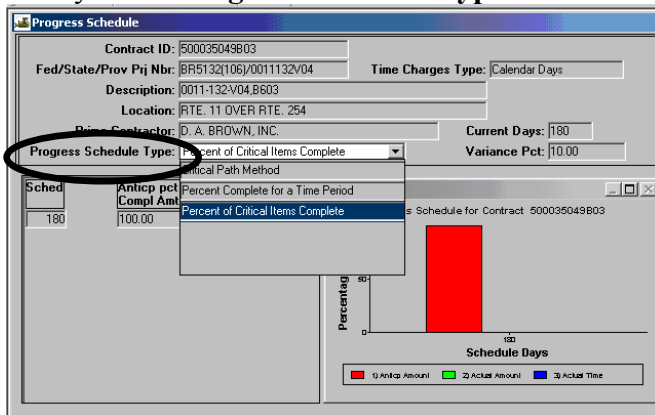
11. Double-click on **Contractor Management**.



12. Double-click on the **Progress Schedule** icon.



13. Verify in the **Progress Schedule** Type.



14. Ensure there is a progress schedule entered, if one is available.

B.7. Add Items Using Change Order Process

Example: Trainees

(REFER TO SECTION 9 to add a Change Order)

Note: Cannot add items until after contract is activated.

Continue to next section to complete initialization process.

These do not require a C-10 Work Order, but they require a Change Order in SiteManager.

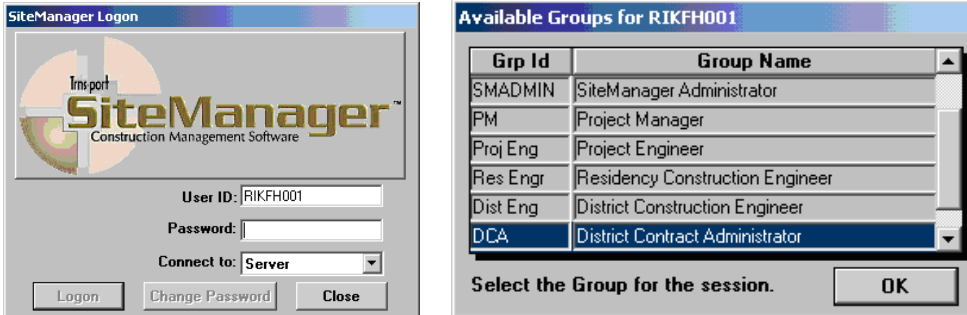
- Non-bid items that are predefined in contract:
 - Extra Excavation
 - Undercut Excavation
 - Pilot Truck
 - Mowing
 - Trainees
 - Flaggers
- Add Items (More quantities) – move from one PCN to another

NOTE: When adding an add item (non-bid contract item), you add a Change Order Header and Change Order Item (increase). The item is added using an existing category, so new category or new funding records are not needed.

B.8. DCA Enters Time Charges Start Date and Work Begin Date

Note: The Work Begin Date is normally listed on Form C-5. These dates cannot be added until contract is activated. Dates must be entered before an estimate can be generated.

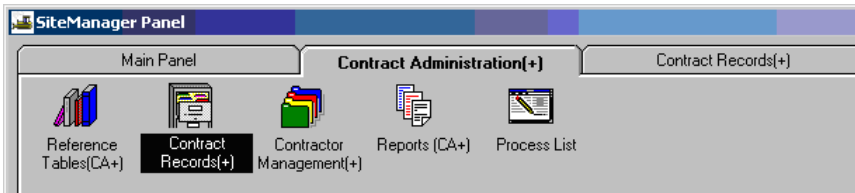
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



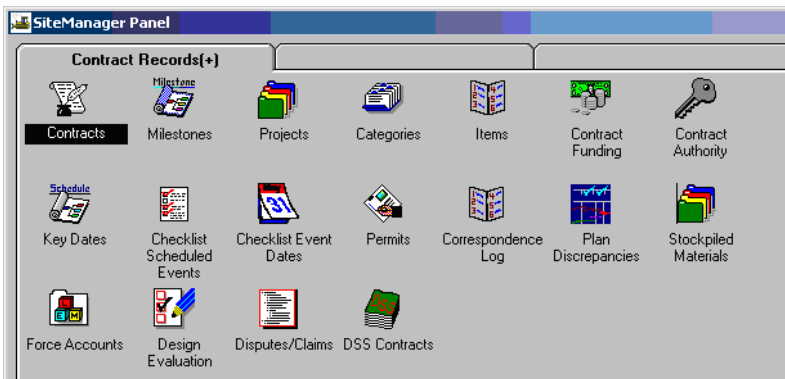
2. At the main panel, double-click on **Contract Administration**.



3. Double-click on the **Contract Records**.

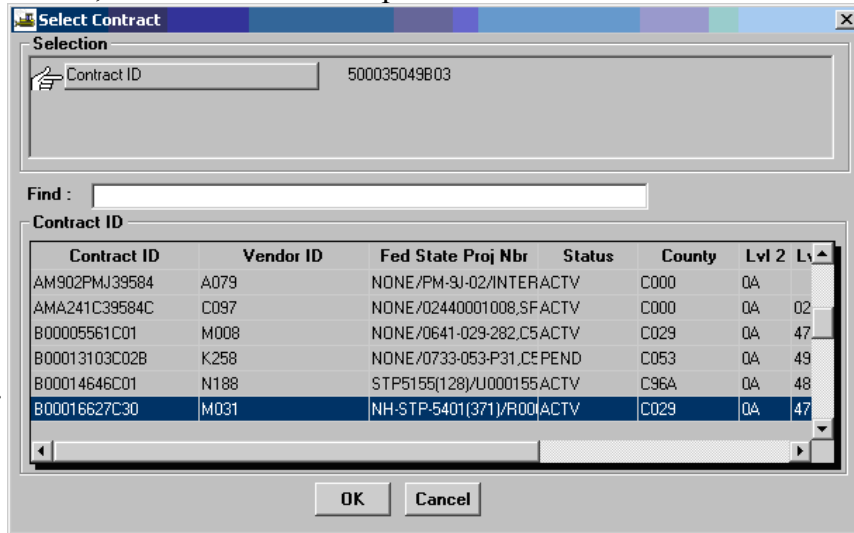


4. Double-click on **Contracts**



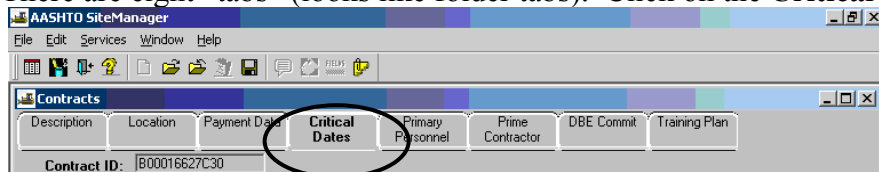
- To open a contract, click on the  Open Folder icon.

To select a contract, highlight the desired contract and click "OK", or double-click on the desired

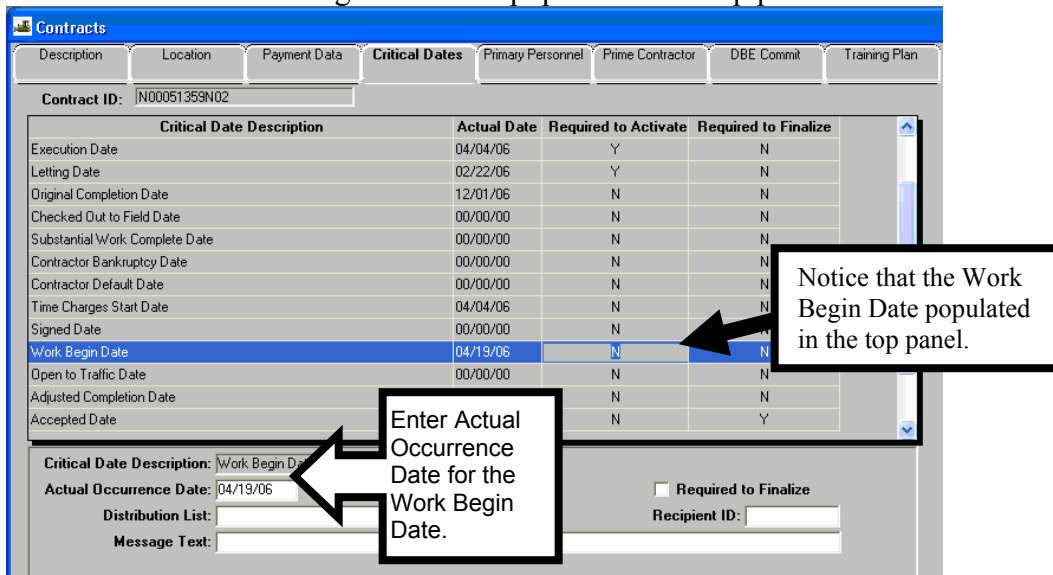


Add Work Begin Date

- There are eight "tabs" (looks like folder tabs). Click on the **Critical Dates** tab.



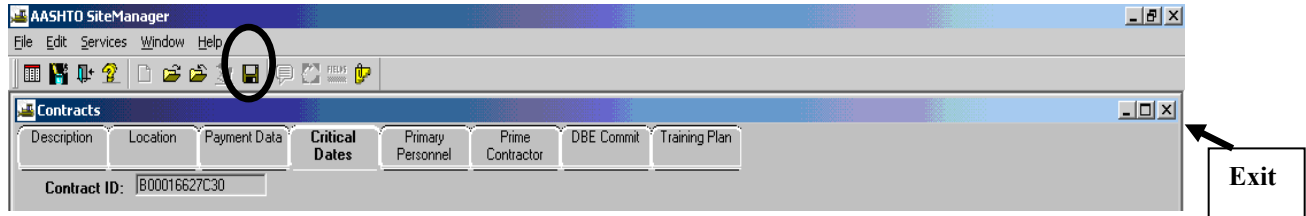
- Use the scroll bar to find the critical date descriptions. Click on the **Work Begin Date** in the top panel. Type a date in the bottom panel in **Actual Occurrence Date** field. Press the Tab key on your keyboard. The date for the Work Begin Date will populate in the top panel.



Add Time Charges Start Date

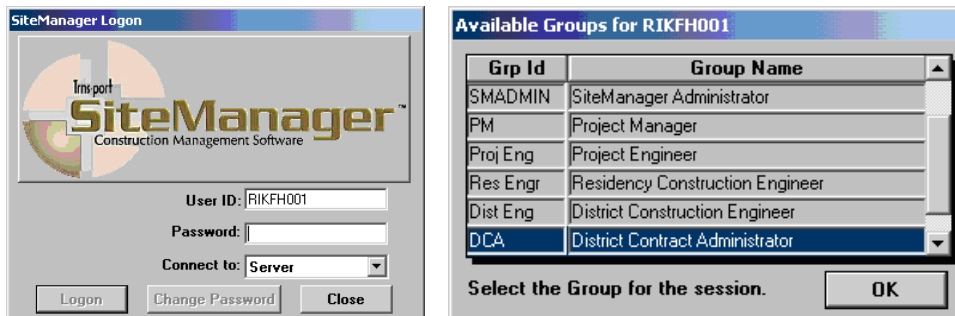
8. Enter the **Time Charges Start Date** by selecting the **Time Charges Start Date** in the top panel. Type a date in the bottom panel in **Actual Occurrence Date** field. Press The Tab key on your keyboard. The Time Charges Start date will populate in the top panel. Note: The Time Charges Start date is not required for activation (cannot be entered until after activation) but it is required before an estimate can be generated.

Click on **Save**  and Exit the Contracts panel.

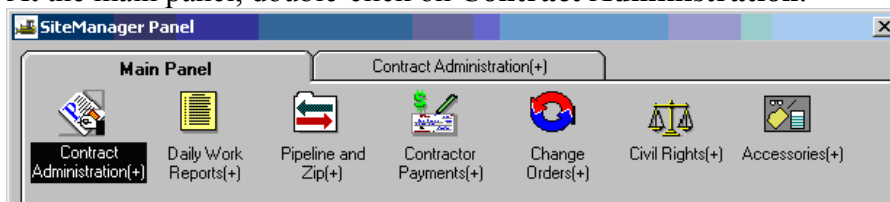


B.9. DCA Enters Notice to Proceed Date and Estimate Completion Date

1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



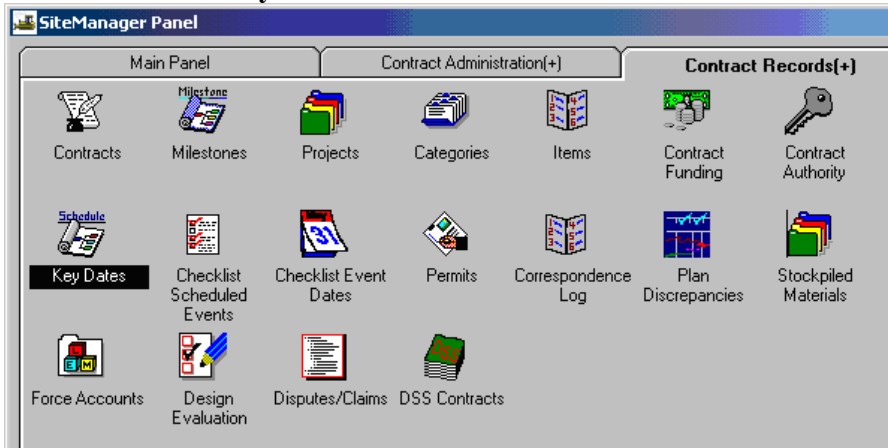
2. At the main panel, double-click on **Contract Administration**.



3. Double-click on the **Contract Records**.



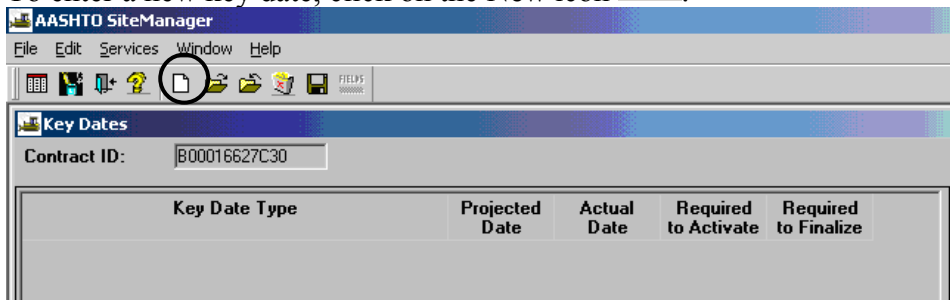
4. Double-click on **Key Dates**.



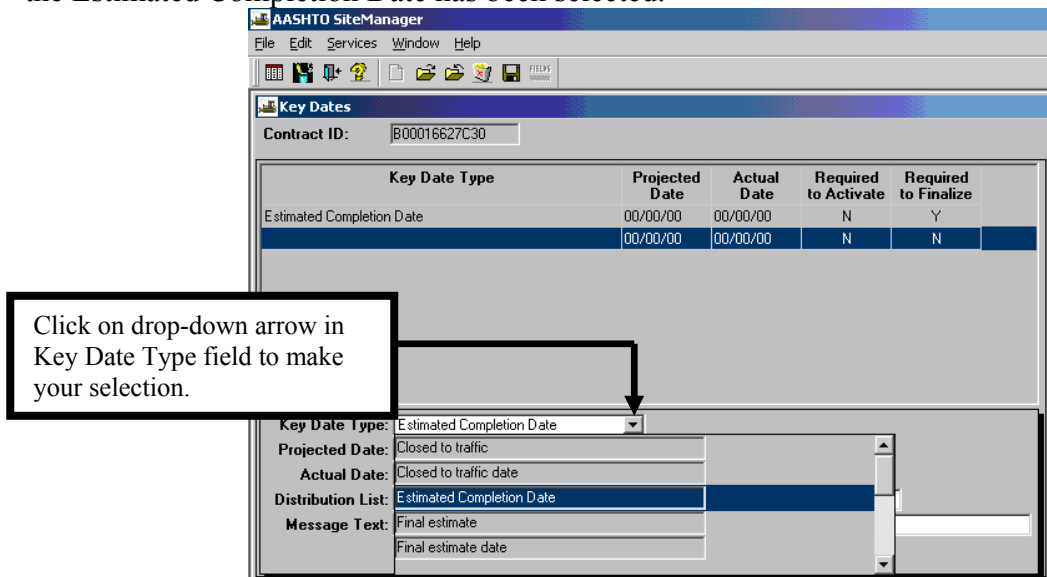
5. Select a Contract by clicking on the Open folder icon



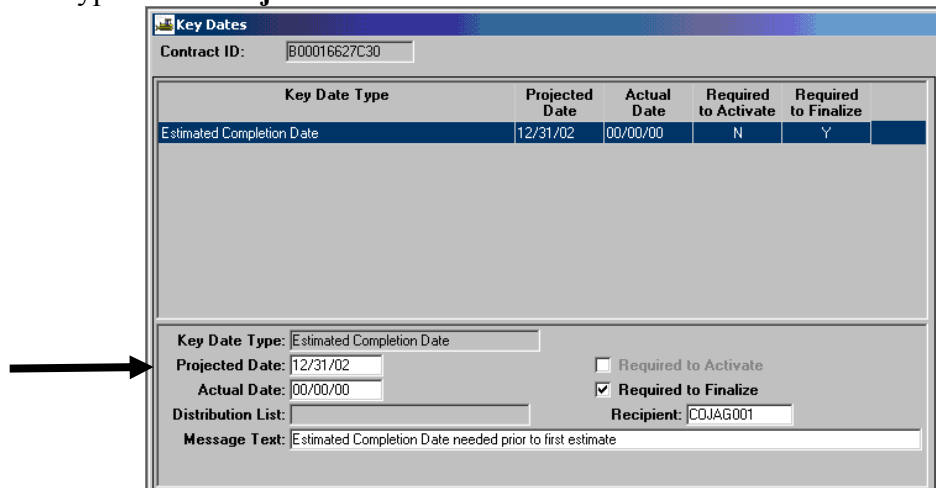
To enter a new key date, click on the **New** icon



6. Select the desired type of key date in the Key Date Type using the drop-down arrow. Below, the Estimated Completion Date has been selected.



7. Type in the **Projected Date**.



8. Once an actual date is entered or the current date is greater than the projected date, an email will be sent. Add a recipient or distribution list and a message text if you want anyone notified when these things occur.

9. Click on **Save**  and Exit.

10. To enter the **Notice to Proceed Date**, follow the same steps as above and choose Notice to Proceed Date as the Key Date type.

C. Project Manager

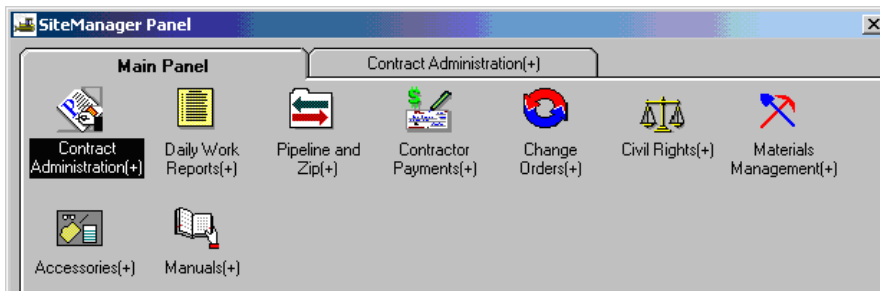
C.1. Check Electronic Contracts Against Paper Contracts

Note: If anything is incorrect, contact the DCA. Changes can be made until the first DWR is entered.

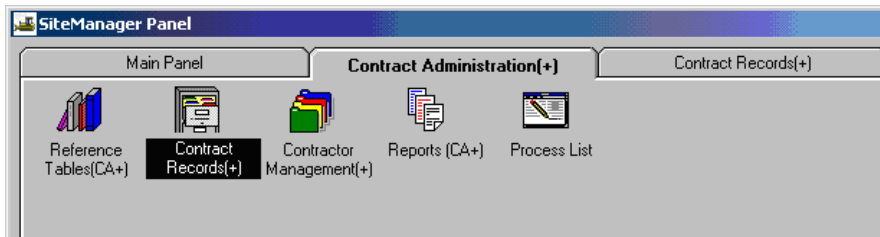
1. Log in to SiteManager. Then, at the Available Groups window, select the Grp Id “PM” and click OK.



2. Double-click on **Contract Administration**.



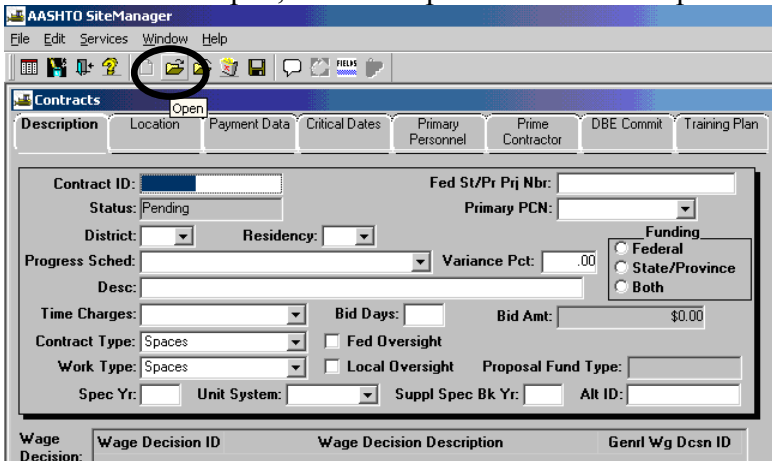
3. Double-click on **Contract Records**.



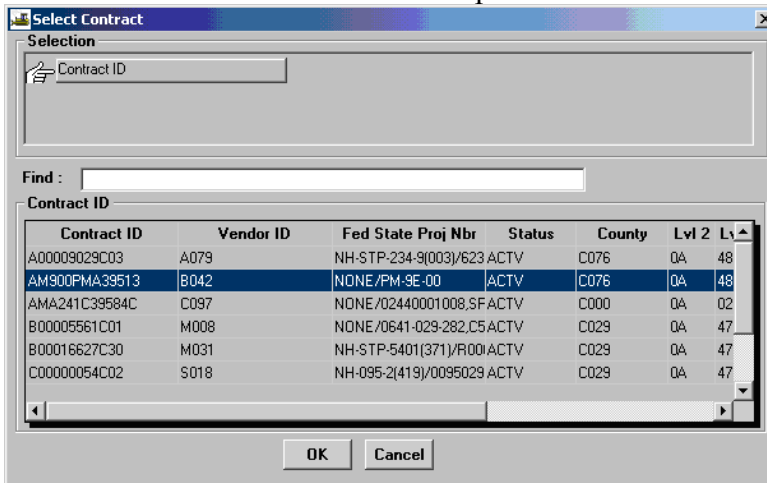
4. Double-click on **Contracts**.



If no contract is open, click on Open folder icon to open a contract.



Double-click on the Contract ID to open.



- From the **Description** folder tab, verify all fields and verify the **status** is Active.

AASHTO SiteManager
File Edit Services Window Help

Contracts
Description Location Payment Data Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: AM900PMA39513 Fed St/Pr Proj Nbr: NONE/PM-9E-00
 Status: Active Primary PCN: M900PMA39512
 District: VA Residency: 48
 Progress Sched: Percent Complete for a Time Period Variance Pct: 10.00
 Desc: ASPHALT PLANT MIX Funding: Federal State/Province Both
 Time Charges: Fixed Completion Date Bid Days: 61 Bid Amt: \$3,202,297.68
 Contract Type: SCHEDULE RAAP Fed Oversight
 Work Type: SURFACE (OVERLAY & TRF) Local Oversight Proposal Fund Type: STA
 Spec Yr: 1994 Unit System: English Suppl Spec Bk Yr: 1994 Alt ID:

Wage Decision:	Wage Decision ID	Wage Decision Description	Genl Wg Dcsn ID
STATE		Not needed for state projects	State

- Click on the **Location** folder tab and verify all the fields.

AASHTO SiteManager
File Edit Services Window Help

Contracts
Description Location Payment Data Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: AM900PMA39513
 Location: VARIOUS ROUTE'S
 Beg Sta Nbr: 0000 Beg Termini: 076 Route Nbr: VARIOUS
 End Sta Nbr: 0000 End Termini: N/A Highway Nbr:
 Road System: VARIOUS (SCHEDULES) Highway Type: ASPHALT CONCRETE
 Town:

Contract County	Primary County
PRINCE WILLIAM	<input checked="" type="checkbox"/>

- Click on the **Payment Data** folder tab and verify all fields, especially the Generate Est1, Liquidated Damages Rate Amount, and Retainage fields.

AASHTO SiteManager
File Edit Services Window Help

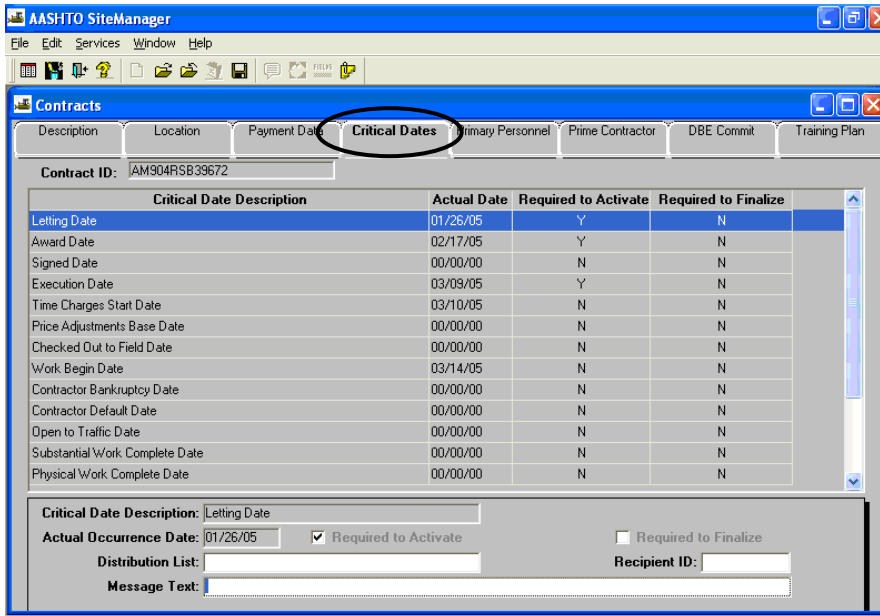
Contracts
Description Location Payment Data Critical Dates Primary Personnel Prime Contractor DBE Commit Training Plan

Contract ID: AM900PMA39513 Current Contract Amt: \$3,258,847.68
 Generate Est1 Day: 3 Contract Limit Amt: \$0.00 Liquidated Dam Rate Amt: \$1,000.00
 Generate Est2 Day: Contract Limit Pct: .00 Auto Liquidated Dam
 Price Adjmnt Ind
RETAINAGE
 Securities Allowed Retain Stkpled Ind Unlimited Escrow Max Escrow Amt: \$0.00

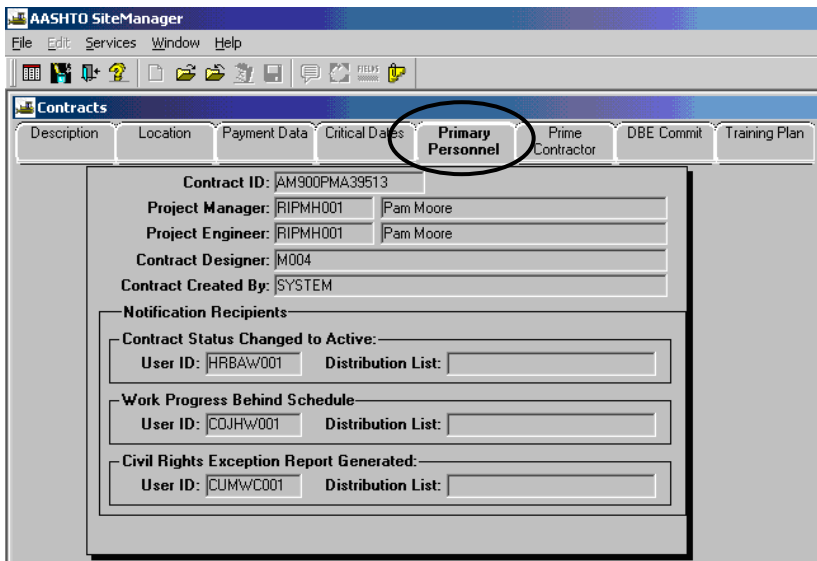
Retainage Changes:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	12/01/00	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT AM

- Click on the **Critical Dates** folder tab and verify all the applicable fields. Verify the Letting, Award, Time Charges Start, Work Begin, and Completion date fields.
Note: If any of the fields are wrong, notify the DCA as soon as possible.



- Click on the **Primary Personnel** folder tab and verify all the applicable fields. See ‘Grant Contract Authority’ at the end of Section 3 of the User Manual for information on how to add or remove contract authority for additional personnel.



- Click on the **Prime Contractor** folder tab and verify all the applicable fields. If contract is federally funded, the DCA should have checked the **Payroll Required** box prior to activation, and also should have entered the **Frequency in Weeks**.

AASHTO SiteManager

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel **Prime Contractor** DBE Commit Training Plan

Contract ID: AM900PMA39513

Current Prime: 16042 JULIUS BRANSCOME, INC. Joint Venture

Payroll

Required **Freq in Weeks:** 4 **Max Subcontract Pct:** 70.00 Subcontractors Paid

Bankruptcy Date: 00/00/00 Bankruptcy Type Desc: Spaces

Defaulted

Indicator Reason: Spaces Date: 00/00/00

Original Prime Contractor:

Prime Contacts:

Contact Name	Contact Type	User Id

Prime Associates:

Assoc Vendor ID	Associate Short Name	Associate Type
SU039	FIDELITY & GUARANTY INS. UNDERWRITERS	Insurance
SU009	AMERICAN CASUALTY CO. OF READING, PA.	Surety

- Click on **DBE Commit** folder tab and verify **DBE Work Class**.

AASHTO SiteManager

File Edit Services Window Help

Contracts

Description Location Payment Data Critical Dates Primary Personnel Prime Contractor **DBE Commit** Training Plan

Contract ID: AM900PMA39513 **DBE Work Class:** Spaces

DBE Goal Percent: .00 **DBE Goal Value:** \$0.00

DBE Commitment

Original Amount: \$0.00

Total Current Pct: .00

Total Current Amount: \$0.00

Total DBE Subcontracts

Installed to Date: \$0.00

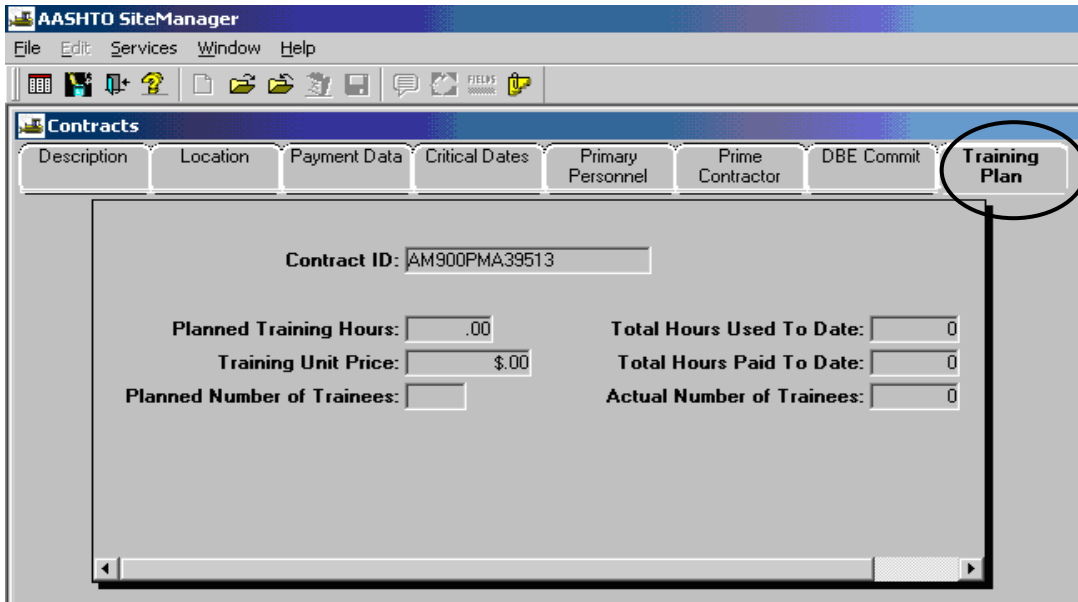
Towards Goal: \$0.00

Not Towards Goal: \$0.00

Amount: \$0.00

If a DBE Work Class exists, review to ensure correct one is listed.

12. The **Training Plan** folder tab will not be used in SiteManager now (may be for future use).



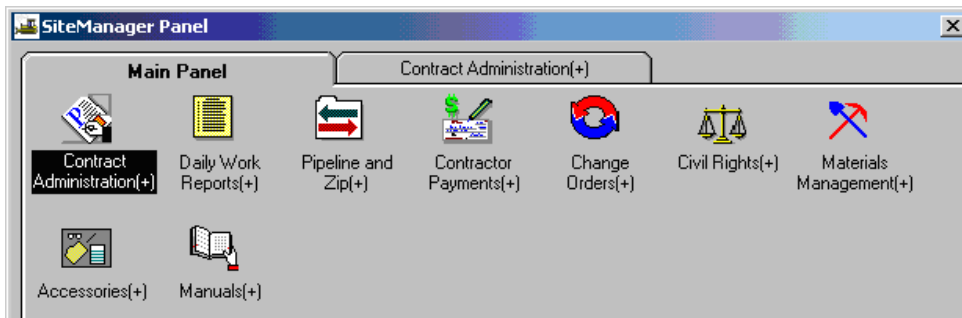
13. If anything is wrong, contact the DCA before proceeding. Once a DWR has been entered, a contract cannot be put back on "pending" status to correct data.

C.2. Verify PCN Descriptions/Counties/Indices

1. Log in to SiteManager. Then, at the Available Groups window, select the Grp Id “Project Manager” and click OK.



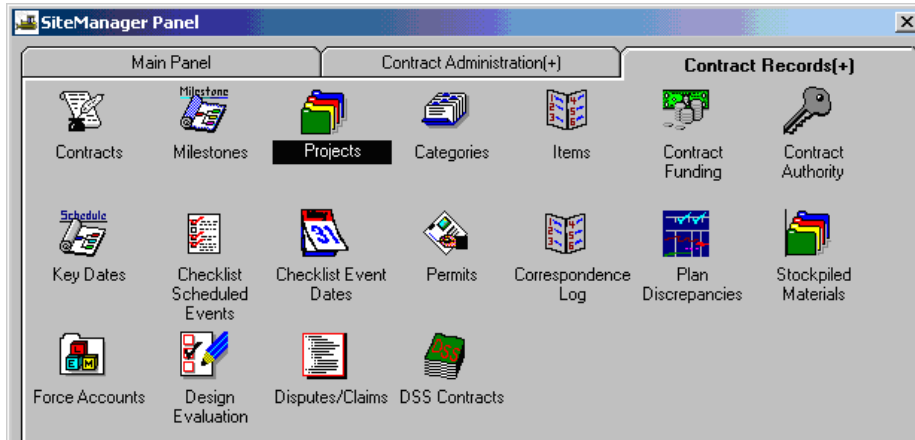
2. Double-click on **Contract Administration**.



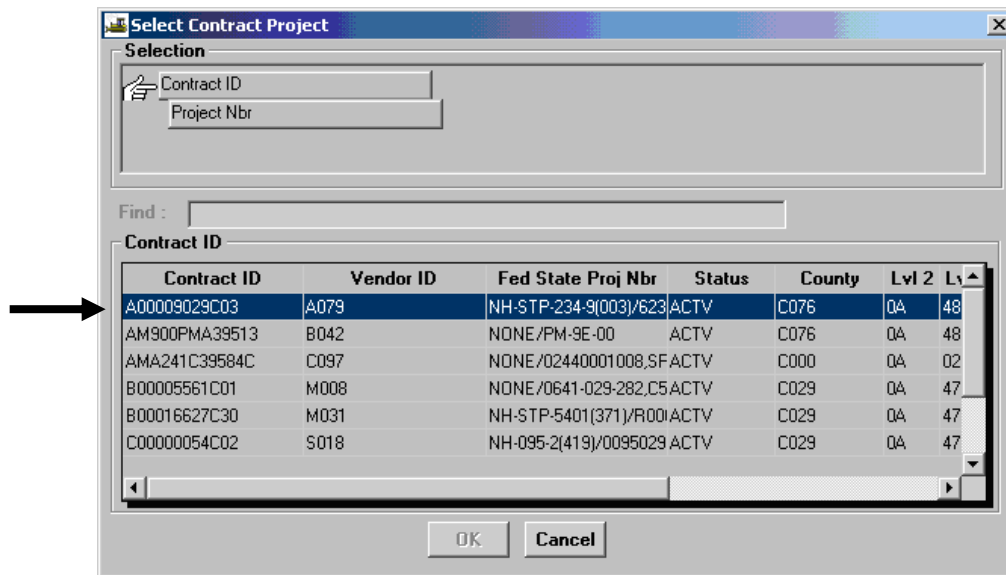
3. Double-click on **Contract Records**.



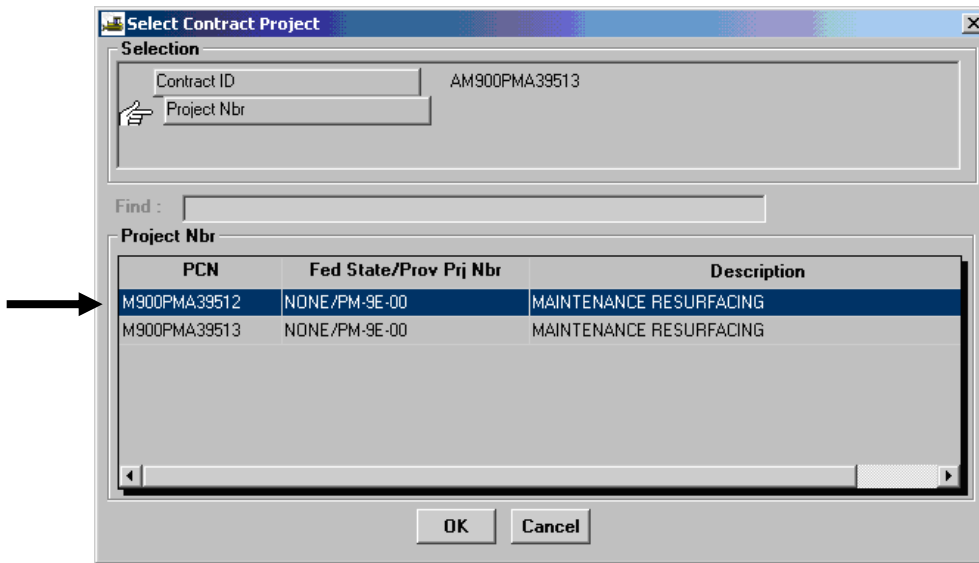
4. Double-click on **Projects**.



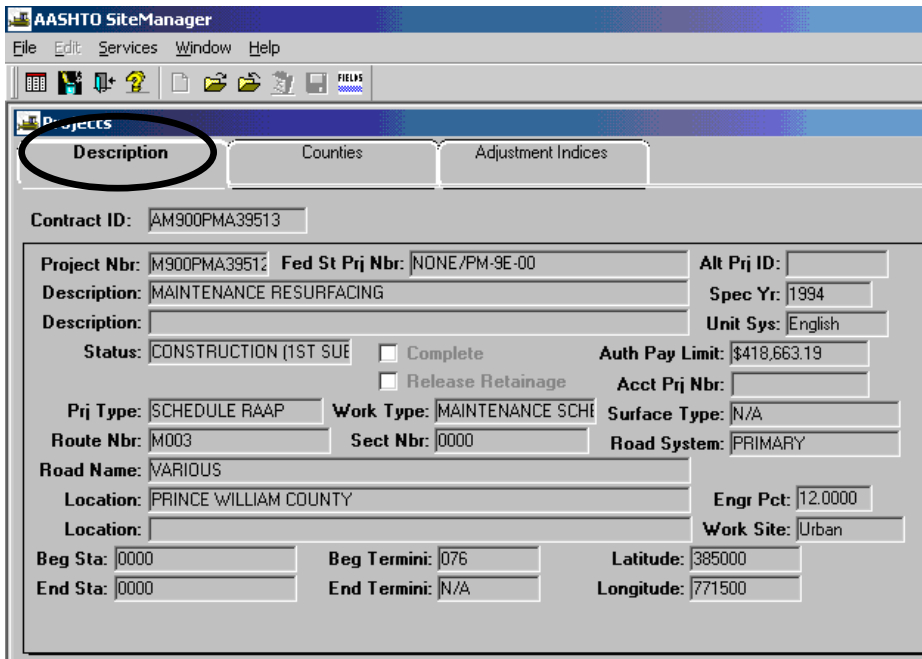
5. If a contract is not open, the Select Contract Project window will appear. Scroll down the list of contracts and select the appropriate Contract ID.



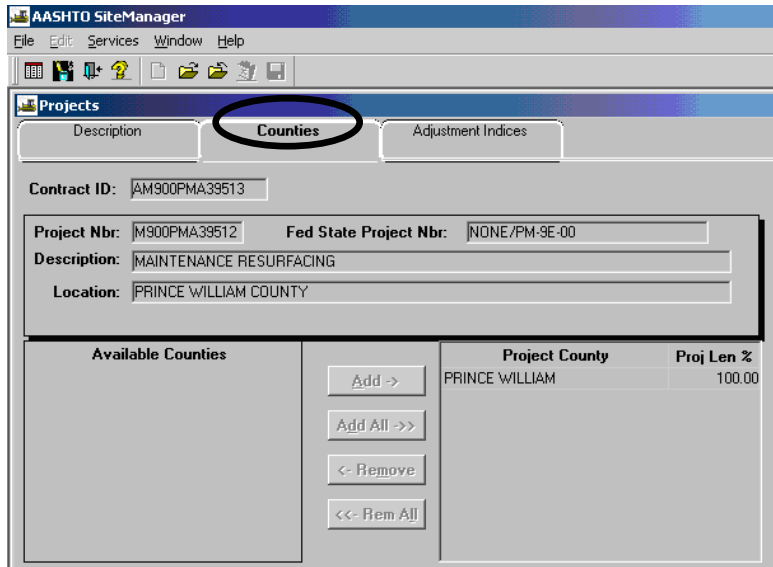
6. Select the PCN.



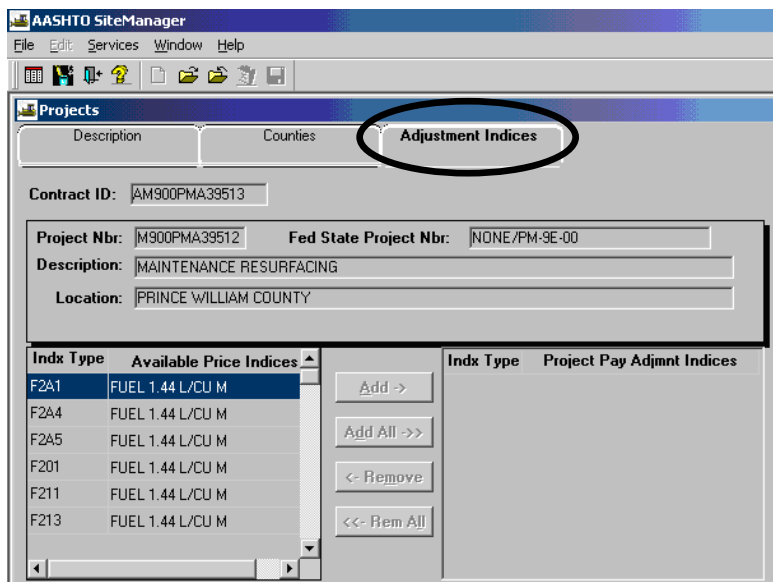
7. Click on the **Description** folder tab and verify all the applicable fields.



- Click on the **Counties** folder tab and verify all applicable fields.



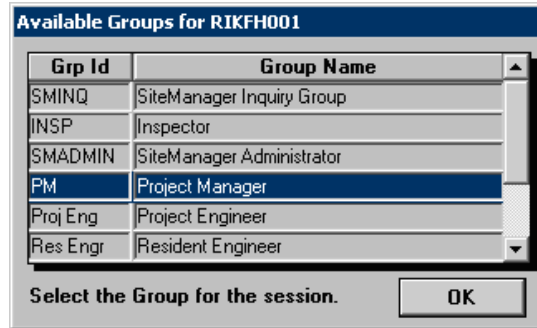
- Click on the **Adjustment Indices** folder tab and verify all applicable fields.



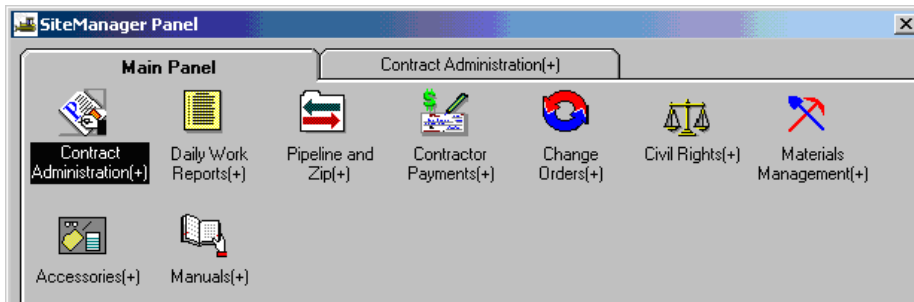
- Repeat Steps 1 through 9 for each PCN to verify PCN descriptions, counties, and indices.

C.3. Verify PCN Items

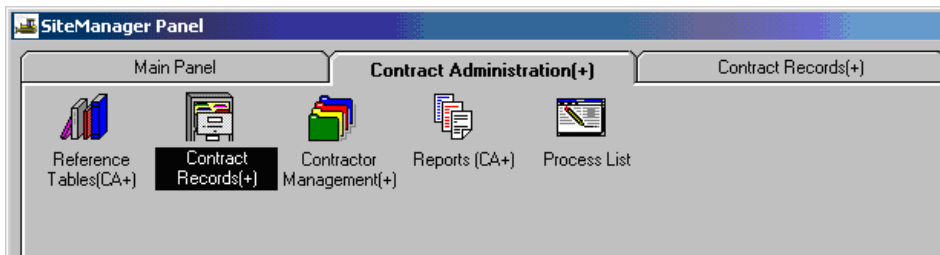
1. Log in to SiteManager. Then, at the Available Groups window, select the Grp Id “**Project Manager**” and click OK. If you would like to verify items using a report, skip to the next section, “Print Item Quantity Report”.



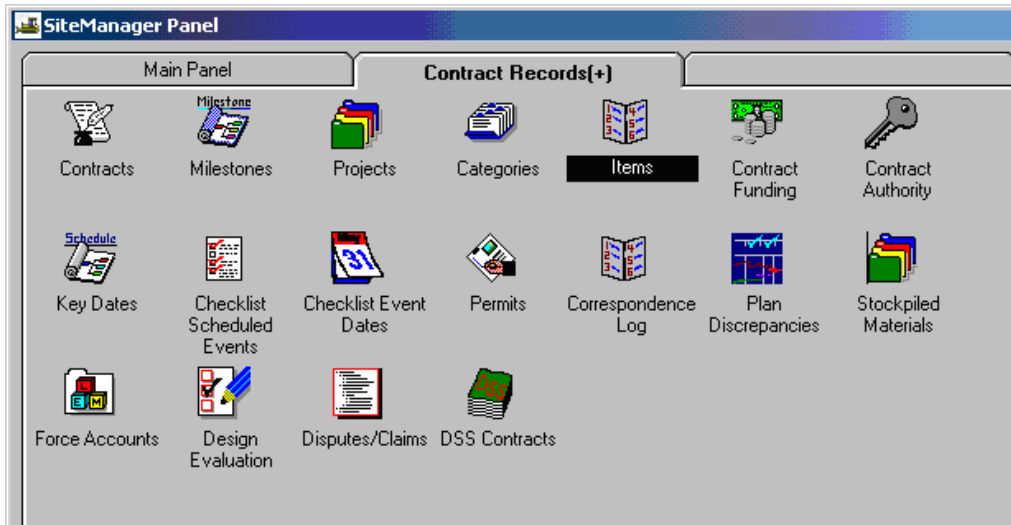
2. Double-click on **Contract Administration**.



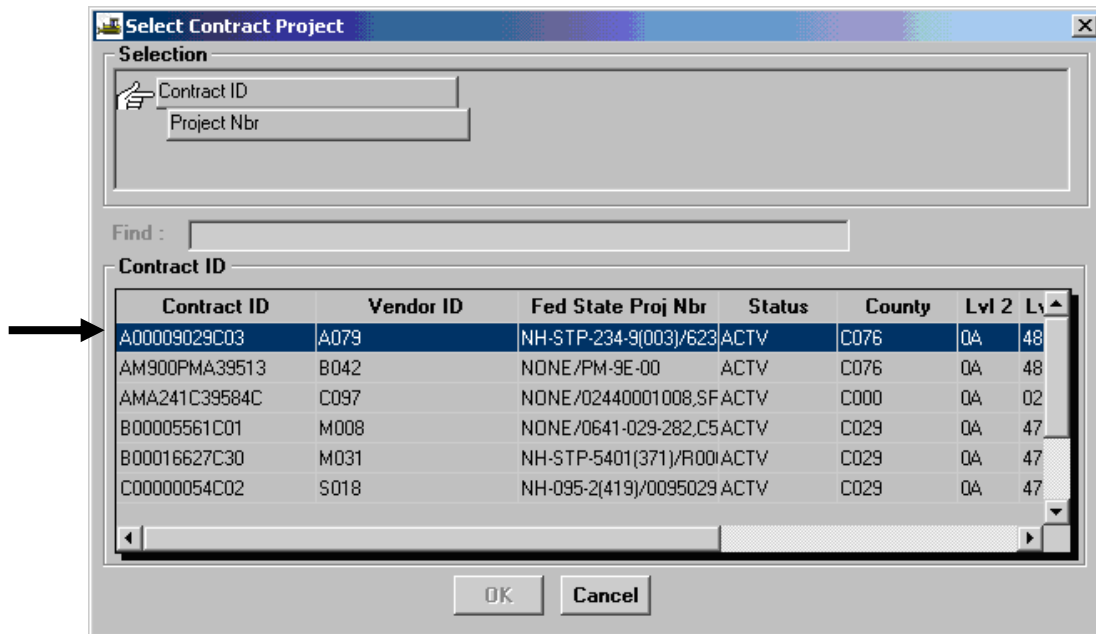
3. Double-click on **Contract Records**.



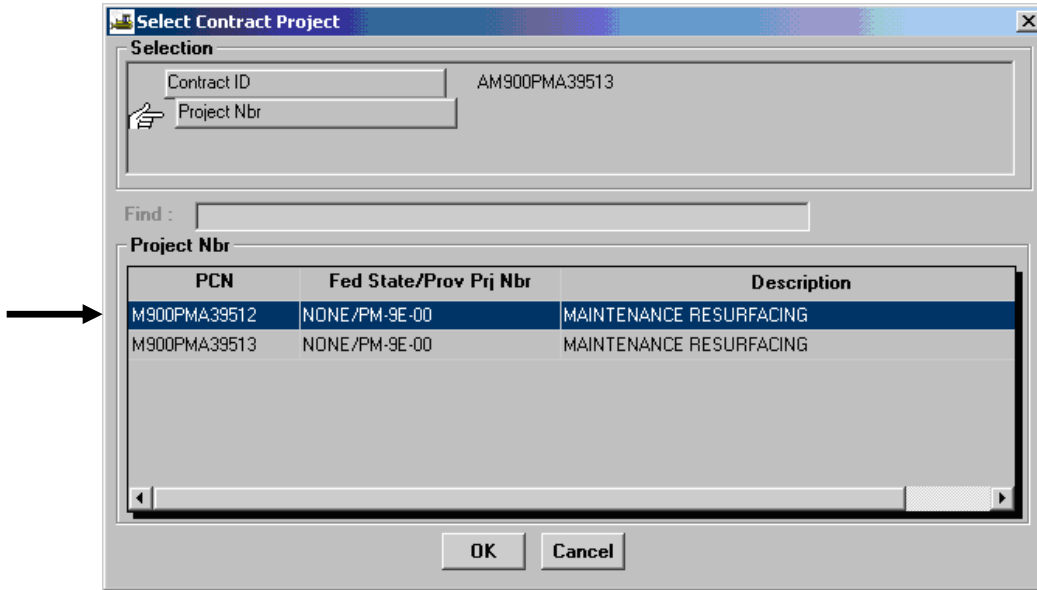
4. Double-click on **Items**.



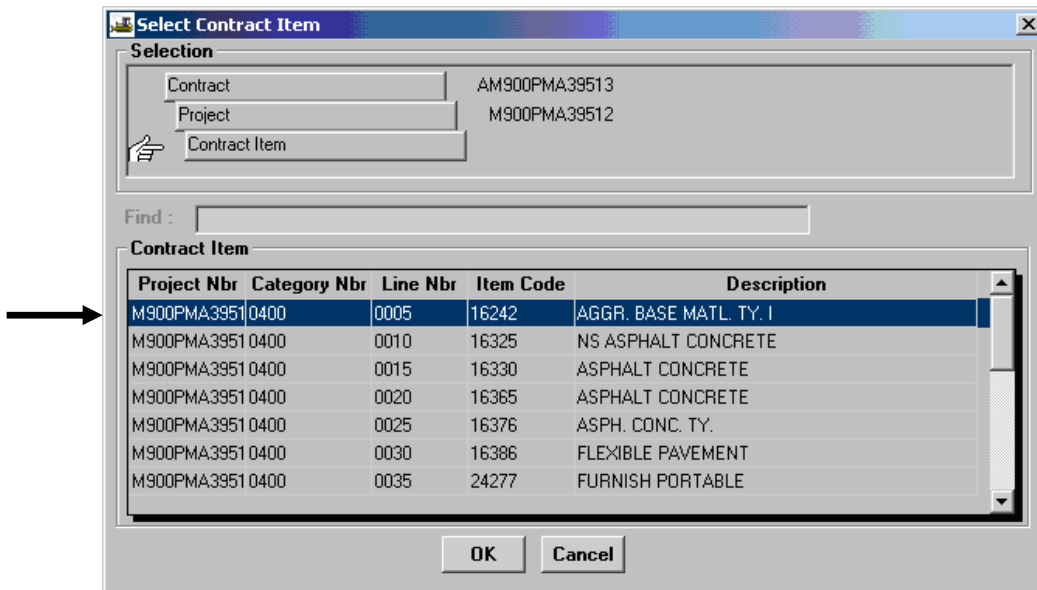
5. If a contract is not open, the Select Contract Project window will appear. Scroll down the list of contracts and select the appropriate Contract ID.



6. Select the PCN.



7. Click on a **Contract Item** and click OK



8. Verify fields in the Items window.

Items

Contract ID: AM900PMA39513 Project Nbr: M900PMA39512

Line Item Nbr: 0005 Category Nbr: 0400 Project Nbr: M900PMA39512

Item Code: 16242 Units Type: TONS Spec Year: 1994

Description: AGGR. BASE MATL. TY. I

Major Item: Specialty: Status Type: Active

Unit Price: \$10.30000 Bid Qty: 217,000 Bid Amt: \$2,235.10

Proposal Line Nbr: 0015 Related Item:

Critical: Pay Plan Qty: Suppl Desc Req'd:

Supplemental Descriptions:

CO Nbr: Pend CO Qty: 0 Pend CO Amt: 0 Net CO Qty: 0

9. Repeat Steps 6 through 8 for each Contract Item. Exit when completed.

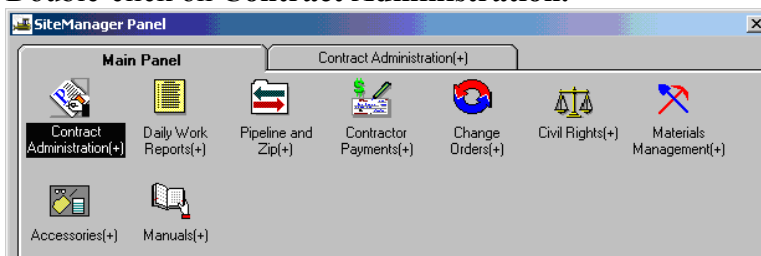
C.4. Print Item Quantity Report

Print this report to see the Item status.

1. Log in to SiteManager. Then, at the Available Groups window, select the **Grp Id** “**Project Manager**” and click OK.



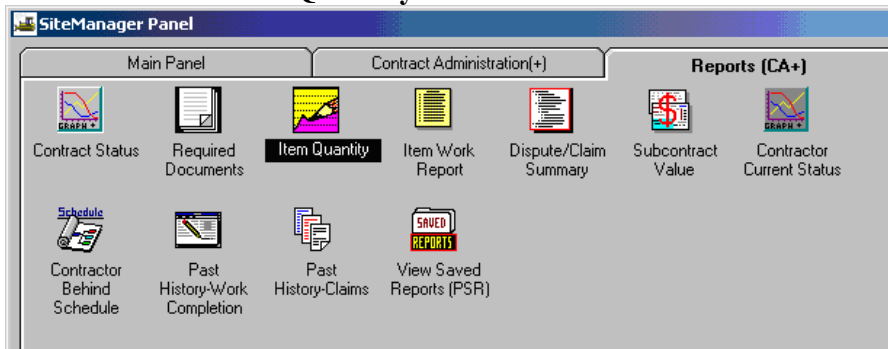
2. Double-click on **Contract Administration**.



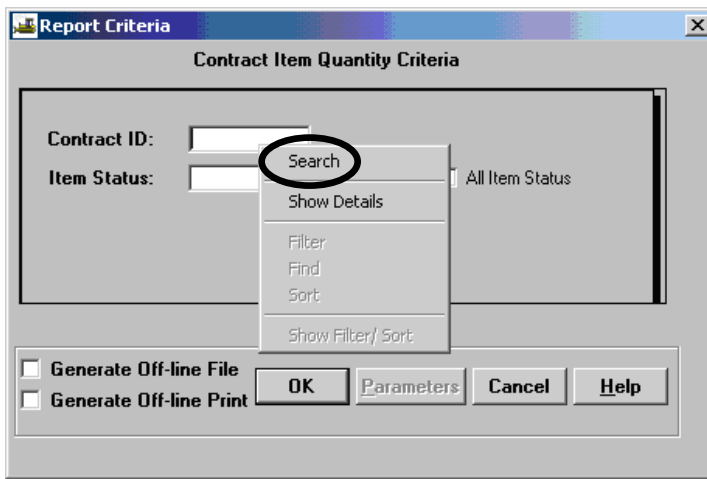
3. Double-click on **Reports** icon.



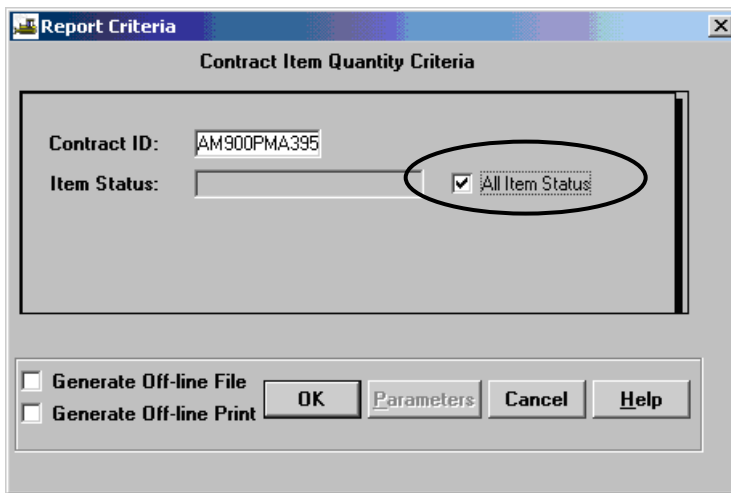
4. Double-click on **Item Quantity** icon.



5. Right click in the blank **Contract ID** box. A magnifying glass will appear. Click on search to search for a contract.



6. The Contract ID should populate in the Contract Item Quantity Criteria window. Check the **All Item Status** check box and click OK.



Item Quantity Report, example:

RPT-ID: RCAITQTY Commonwealth of Virginia DATE: 6/5/2002
 USER: RIKFH001 Department of Transportation PAGE: 1 of 5
 Contract ID: AM900PMA3951 ITEM QUANTITY REPORT

Line Nbr	Status Type	Bid Quantity	Unit Price	Original Amt	Net C O Qty	Qty Instl To Date	Qty Paid To Date	Final Quantity	Final Amount
Project Number: M900PMA39512									
Item Cd: 04571-26688		Description : ARCH PIPE 87" X 63"						Unit Type: E	
1	Active	0.00	264.00000	0.00	200.000	0.000	0.000	0.000	0.000
Project Totals				Original Amount:	0.00	Final Amount:		0.000	
Item Cd: 08605		Description : DROP INLET DI-14F TY. I, L= 4.2 M						Unit Type: N	
0195	Active	0.00	50.00000	0.00	50.000	0.000	0.000	0.000	0.000
Project Totals				Original Amount:	0.00	Final Amount:		0.000	
Item Cd: 16242		Description : AGGR. BASE MATL. TY. I						Unit Type: E	
0005	Active	217.00	10.30000	2,235.10	0.000	87.000	87.000	0.000	0.000

To Print the Report:

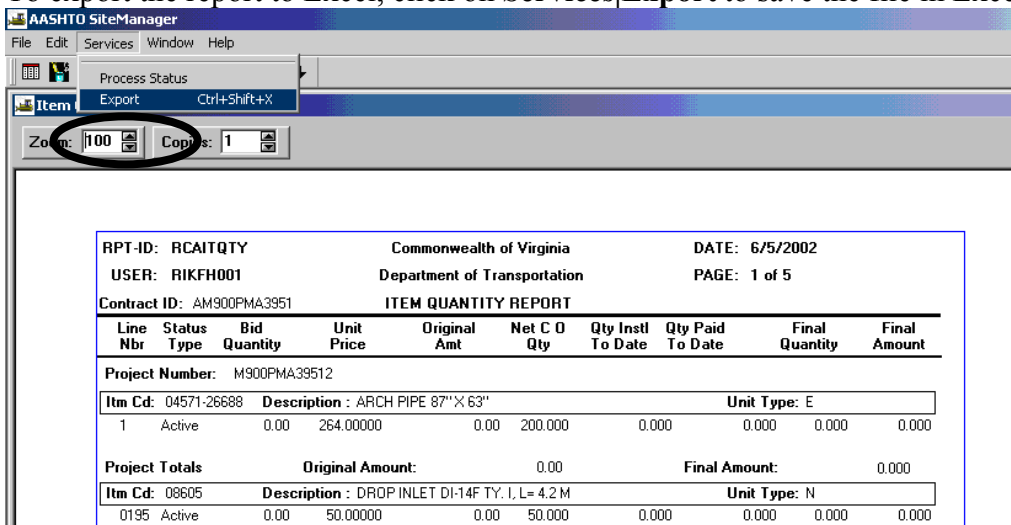
- To print the report, click on **File|Print**.

RPT-ID: RCAITQTY Commonwealth of Virginia DATE: 6/5/2002
 USER: RIKFH001 Department of Transportation PAGE: 1 of 5
 Contract ID: AM900PMA3951 ITEM QUANTITY REPORT

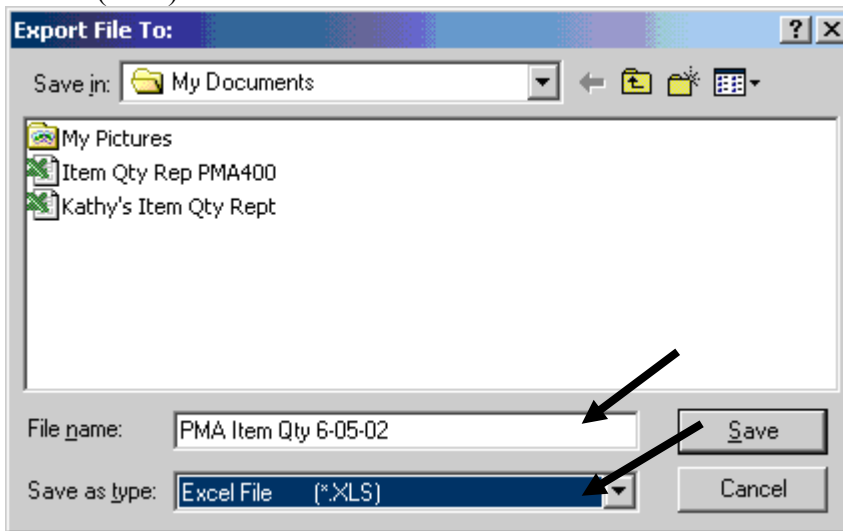
Line Nbr	Status Type	Bid Quantity	Unit Price	Original Amt	Net C O Qty	Qty Instl To Date	Qty Paid To Date	Final Quantity	Final Amount
Project Number: M900PMA39512									
Item Cd: 04571-26688		Description : ARCH PIPE 87" X 63"						Unit Type: E	
1	Active	0.00	264.00000	0.00	200.000	0.000	0.000	0.000	0.000
Project Totals				Original Amount:	0.00	Final Amount:		0.000	

To Export The Report to EXCEL:

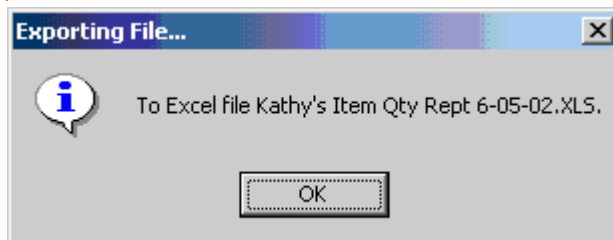
8. To export the report to Excel, click on **Services|Export** to save the file in Excel.



Name the file. Click in the **Save As** box and use the drop down list to choose Excel File (*.xls). Click Save.



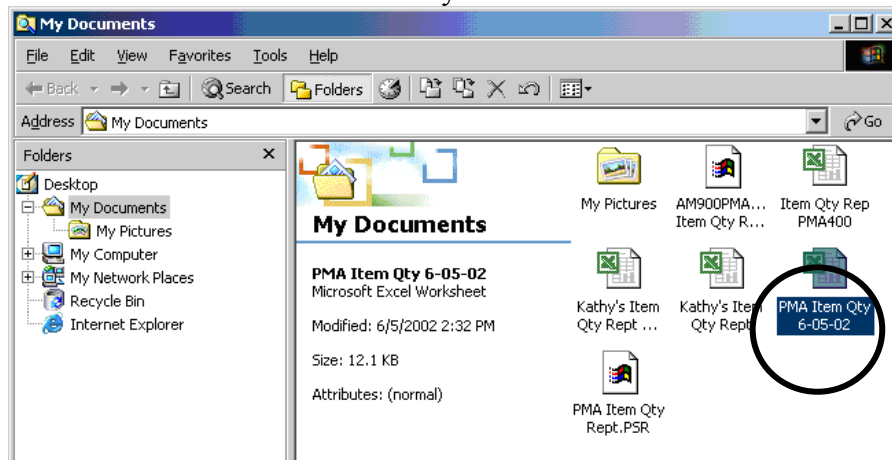
A window will appear to indicate the file has been exported to an Excel (xls) file. Click OK.



9. To view reports that were exported to Excel, go to the location where you saved the file (My Documents).



Double-click on the folder where you saved the file earlier.

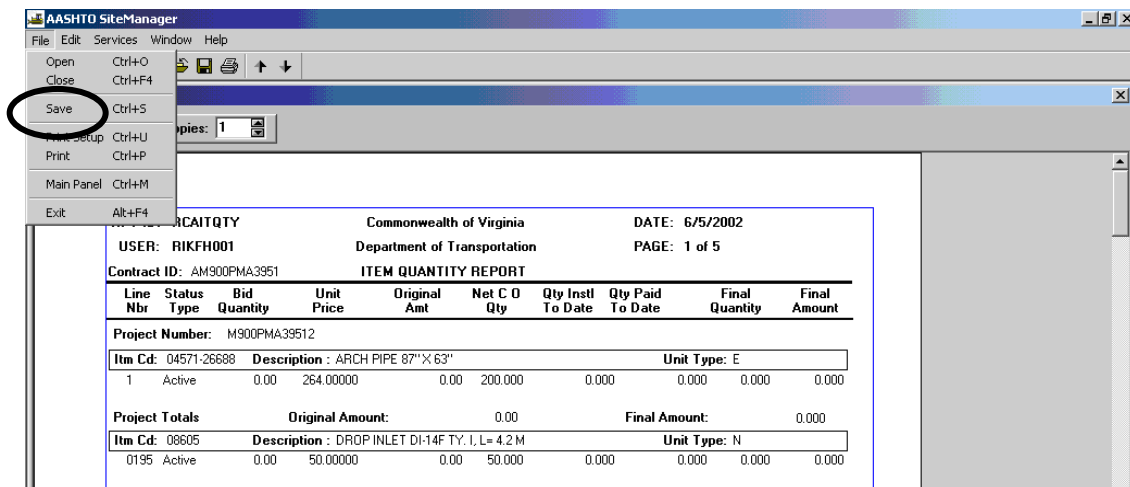


Example of the Excel report:

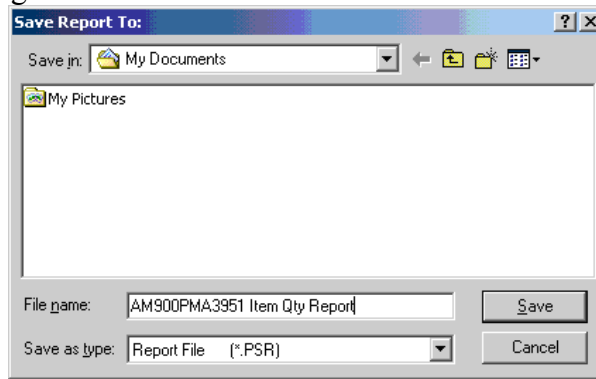
prj_nbr	ln itm_nbr	itm_cd	bid_qty	unt_pric	stat_t	fnl_qty	net_c_o_qty	qty_instl_t	qty_pd_to	desc1	unt_t	cont_id
M900PMA1	04571-2668		0	264	ACTV	0	200	0	0	ARCH PIPE L.F.		AM900PMA39513
M900PMA0195	08605		0	50	ACTV	0	50	0	0	DROP INLEA		AM900PMA39513
M900PMA0005	16242		217	10.3	ACTV	0	0	87	87	AGGR. BATON		AM900PMA39513
M900PMA0010	16325		5184	36.5	ACTV	0	0	2	2	NS ASPH/TON		AM900PMA39513
M900PMA0015	16330		557	29.5	ACTV	0	0	0	0	ASPHALT TON		AM900PMA39513
M900PMA0020	16365		1369	29.49	ACTV	0	0	1200	1200	ASPHALT TON		AM900PMA39513
M900PMA0025	16376		127	26.9	ACTV	0	0	65	65	ASPH. CCTON		AM900PMA39513
M900PMA0030	16386		114981	0.18	ACTV	0	0	53800	53800	FLEXIBLE SY		AM900PMA39513
M900PMA0035	24277		2	200	ACTV	0	0	1	1	FURNISH EA		AM900PMA39513
M900PMA0040	51615		54674	0.49	ACTV	0	0	0	0	14/1 ENCLF		AM900PMA39513
M900PMA0045	54032		4857	0.36	ACTV	0	0	0	0	TYPE B C LF		AM900PMA39513
M900PMA0050	54034		536	0.98	ACTV	0	0	125	125	TYPE B C LF		AM900PMA39513
M900PMA0055	54042		1134	3.09	ACTV	0	0	0	0	TYPE B C LF		AM900PMA39513
M900PMA0060	54075		44494	1.77	ACTV	0	0	0	0	TYPE B C LF		AM900PMA39513
M900PMA0065	54077		4800	3.54	ACTV	0	0	0	0	TYPE B C LF		AM900PMA39513
M900PMA0070	54217		496	30.9	ACTV	0	0	0	0	SNOW PLEA		AM900PMA39513
M900PMA0075	54300		40	51.5	ACTV	0	0	23	23	PAVEMENEA		AM900PMA39513
M900PMA0080	56022		750	0.26	ACTV	0	0	0	0	1" METAL LF		AM900PMA39513
M900PMA0005	10499		7000	2	ACTV	0	0	0	0	NS PAVE/SY		AM900PMA39513
M900PMA0010	15309		15000	0.3	ACTV	0	0	0	0	NS PAVE/S.Y.		AM900PMA39513
M900PMA0015	16242		711	10.3	ACTV	0	0	0	0	AGGR. BATON		AM900PMA39513
M900PMA0020	16330		13351	29.5	ACTV	0	0	0	0	ASPHALT TON		AM900PMA39513
M900PMA0025	16335		38186	28.09	ACTV	0	0	0	0	ASPHALT TON		AM900PMA39513
M900PMA0030	16337		110	35	ACTV	0	0	0	0	ASPH. CCTON		AM900PMA39513
M900PMA0035	16365		17906	28.33	ACTV	0	0	0	0	ASPHALT TON		AM900PMA39513
M900PMA0040	16365		494	29.49	ACTV	0	0	0	0	ASPHALT TON		AM900PMA39513
M900PMA0045	16376		4052	26.9	ACTV	0	0	0	0	ASPH. CCTON		AM900PMA39513
M900PMA0050	16386		675453	0.18	ACTV	0	0	15000	15000	FLEXIBLE SY		AM900PMA39513
M900PMA0055	24279		200	10	ACTV	0	0	0	0	PORTABL HR		AM900PMA39513
M900PMA0200	50543-268		0	25	ACTV	0	50	0	0	CONC. FCEA		AM900PMA39513
M900PMA0210	50552		0	25	PEND	0	0	0	0	CONC.FOIEA		AM900PMA39513
M900PMA0060	51615		88736	0.49	ACTV	0	0	0	0	14/1 ENCLF		AM900PMA39513
M900PMA0065	51911		43130	3.06	ACTV	0	0	0	0	NS SAW (LF		AM900PMA39513
M900PMA0070	51911		7920	16.32	ACTV	0	0	0	0	NS SAW (LF		AM900PMA39513

To Save File Within SiteManager:

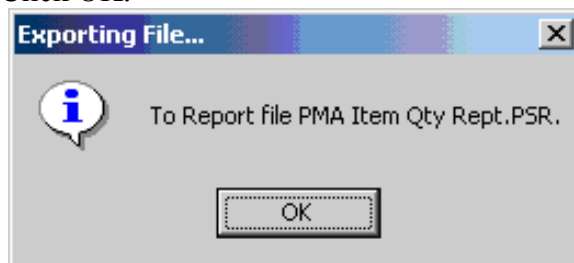
10. To save report that can only be reviewed within SiteManager, click on **File|Save**.



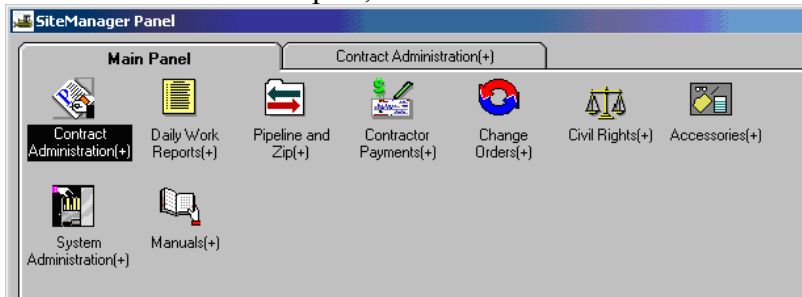
- (A) Name the report. Click Save. It is saved as a PSR report that can only be reviewed within SiteManager.



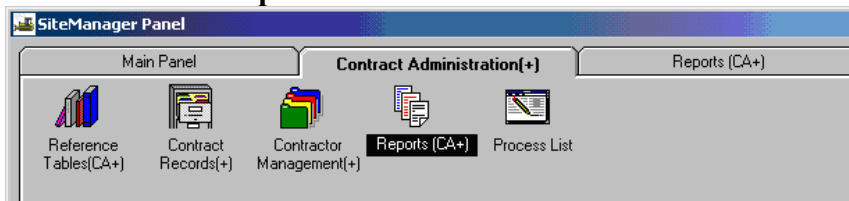
- (B) Then, a small Exporting File window will appear to indicate report is being exported to a PSR. Click OK.



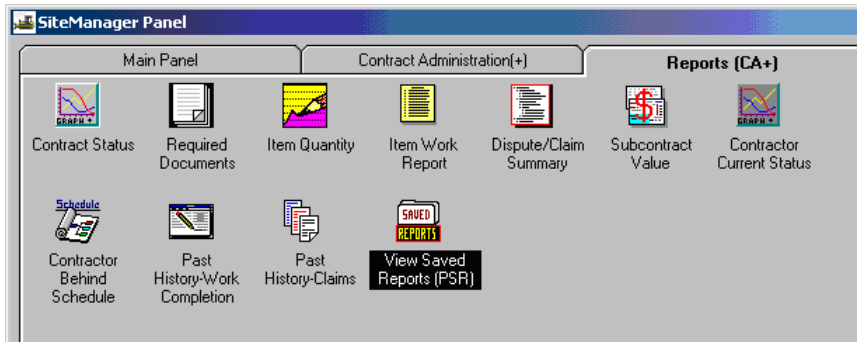
11. To view a saved PSR report, double-click on **Contract Administration**.



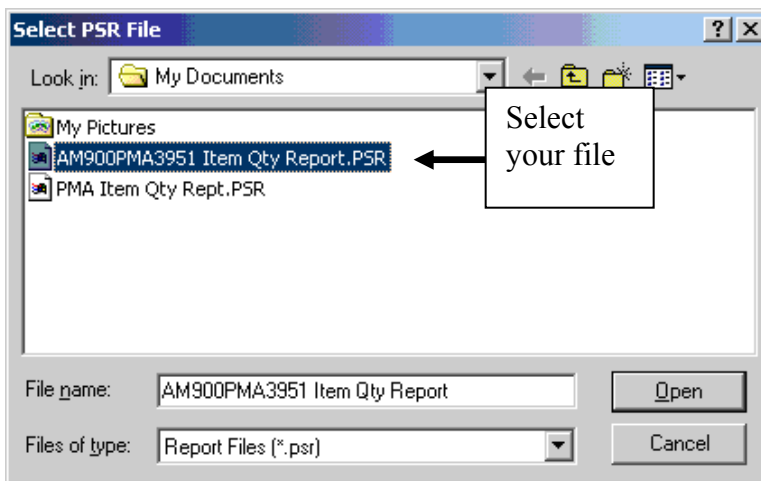
Double-click on **Reports**.



Double-click on **View Saved Reports**.



Select the PSR file and click “Open”.

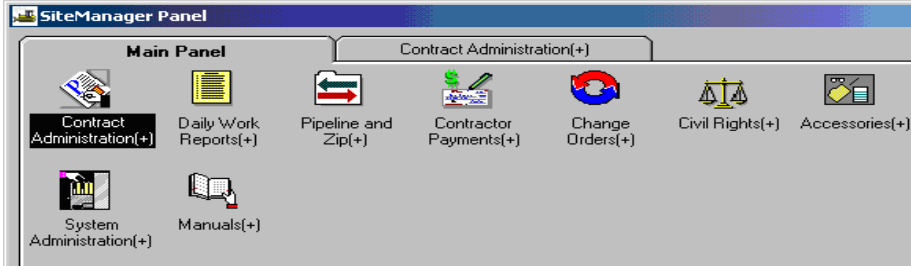


C.5. Mark Critical Items

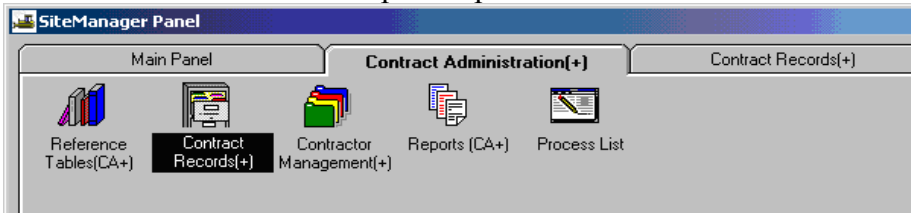
(Initialization process) This provides instructions for the PM to mark Critical Items if the DCA has not done so.

Note: DCA can do this when reviewing Earnings Schedule. **If Critical Items are not marked, the contract progress will be tracked as normal Progress Schedule and not Earnings Schedule.**

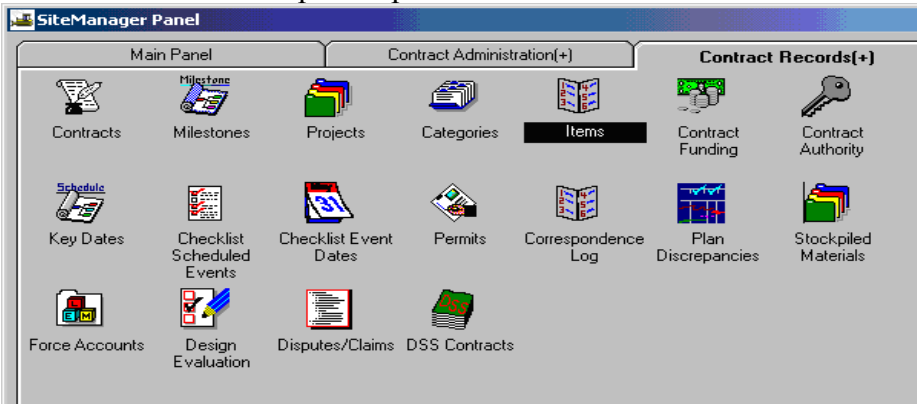
1. Log on to SiteManager and select the appropriate User Group ID (Inspector or Project Manager)
2. At the SiteManager Main Panel, double-click on **Contract Administration**.



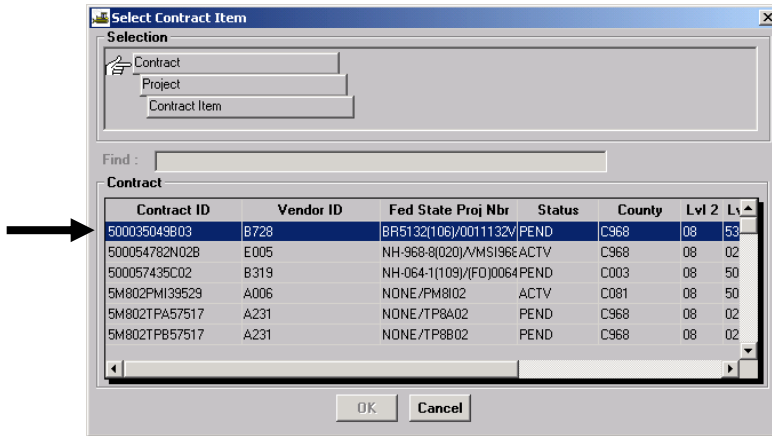
3. The Contract Administration panel opens. Double-click on **Contract Records**.



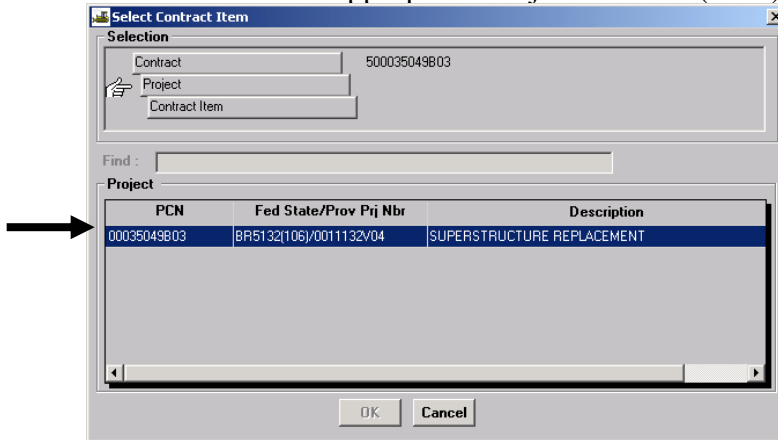
4. The Contract Records panel opens. Double-click on **Items**.



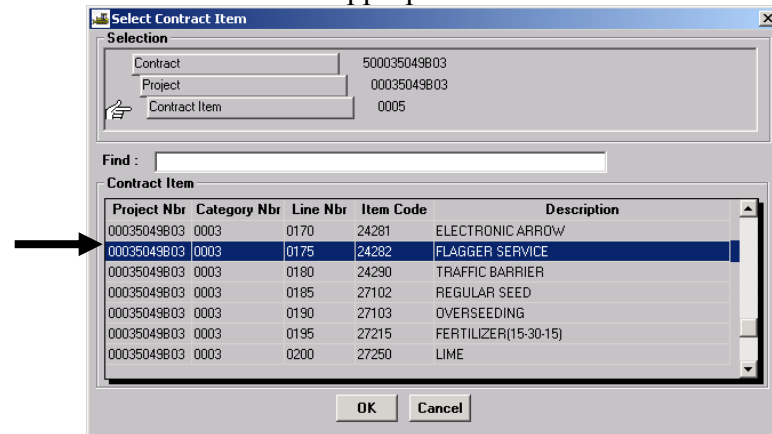
- Click on the Open Folder icon. Double-click on the appropriate Contract ID to select the contract.




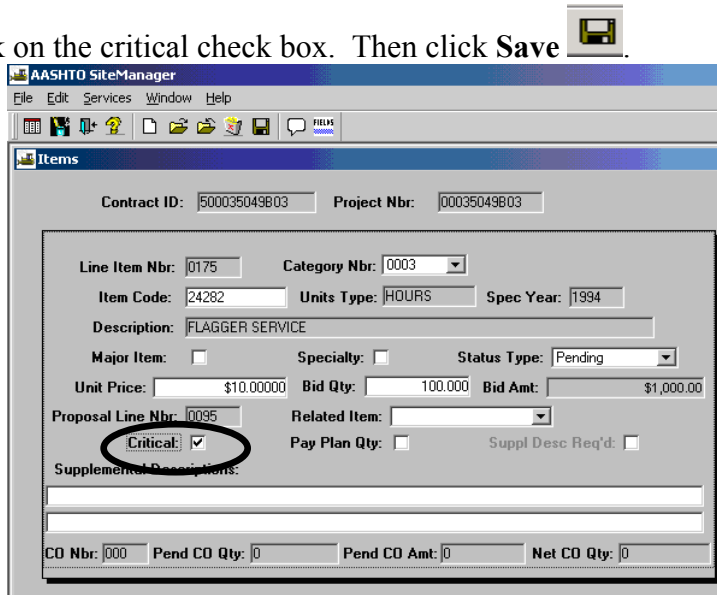
- Double-click on the appropriate Project Number (PCN).



- Double-click on the appropriate Contract Item.

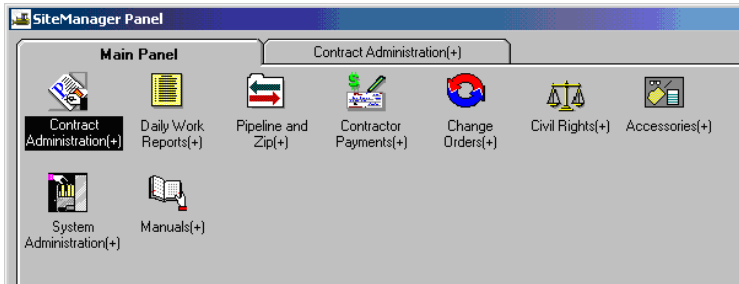


8. Click on the critical check box. Then click **Save** .

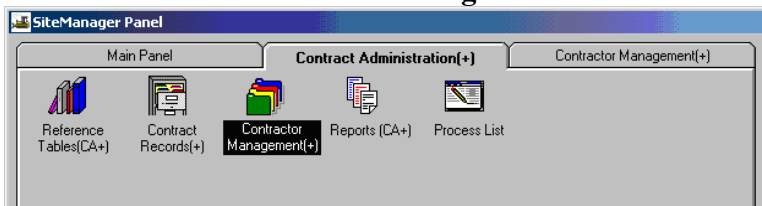


9. Click **Open**  and repeat Steps 7-8 for each item that needs to be marked Critical.

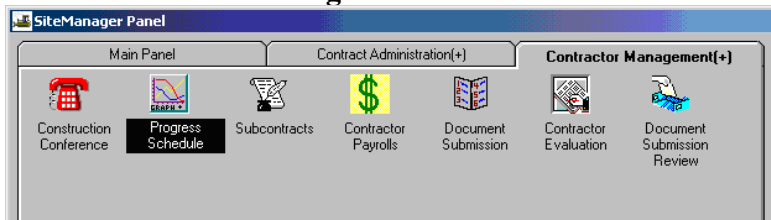
10. To verify the Progress Report Type is marked Critical, return to the SiteManager Main Panel and double-click on the **Contract Administration** icon.




11. Double-click on **Contractor Management**.



12. Double-click on the **Progress Schedule** icon.



- Use the drop-down arrow in the **Progress Schedule Type** field to scroll through and select the appropriate Progress Schedule Type, Percent of Critical Items Complete.
Then click on **Save** .

EARNING = % Critical Items Complete

PROGRESS = % Complete for a Time Period

- Ensure there is a progress schedule entered. If not, contact the District Contract Administrator.
- Contact the DCA to notify them that all critical items have been marked and verified.

C.6. Reference Tables Used In DWRs

C.6.a. Vendor Master List

The Contractors folder tab in Daily Work Reports lets the User enter daily data on the Contractor, supervisor(s), and variable labor (by personnel type). Each Contractor (vendor) has a master list of equipment, personnel, supervisors and staff members associated with them. Each contract has different items from the Contractor's vendor master list associated with it. Updating these master lists allows Inspector/Project Manager to select needed items when creating a Daily Work Report. If items are not available while doing a DWR, the vendor/contract master lists may be updated.

Note: If a contract has subcontractors, the DCA would need to add the subcontractors to the contract in SiteManager to enable the PM or Inspector to enter equipment, etc., into the DWR master lists.

If you add a record to the Vendor Master List and it is marked ACTIVE, it is available statewide to any contract. Therefore, you shouldn't ever unclick the ACTIVE button.

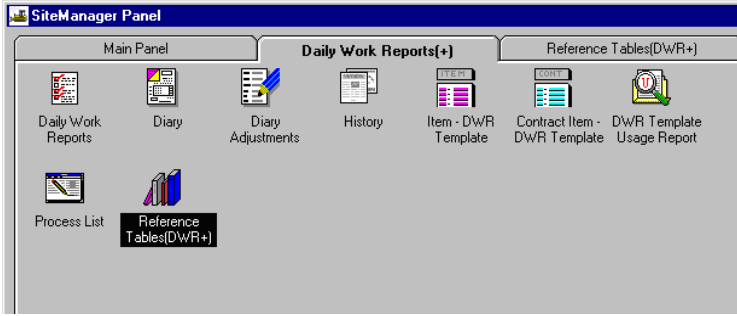
Vendor Master Lists do not necessarily need to be set up at the beginning of the contract and do not have to include every piece of equipment the contractor lists, but they only have to include the ones that are being used on VDOT contracts.

- Vendor Master Lists are statewide. If you have a contractor that is also working on another contract in another location, remember to not delete, inactivate or change any records that were not entered by you. If the data was already there from another contract, you can use it on your contract and you can also enter additional records that relate to your contract.
- Equipment that is used on the contract are the only ones required to be entered into SiteManager into the Vendor/Contract Master Lists, even though the Contractor may be supplying you a list of all equipment that he owns.

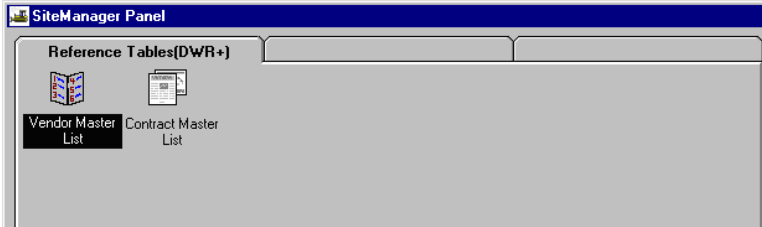
**These lists do not have to necessarily be set up at the beginning of the contract, but only have to be set-up prior to use of the data on a DWR that will record information on this equipment, personnel, etc. It can be entered as needed or in phases.

1. Login to SiteManager
2. At the Available Groups window, select Group ID "Project Manager" and click OK.
3. Double click on **Daily Work Reports** on Main Panel

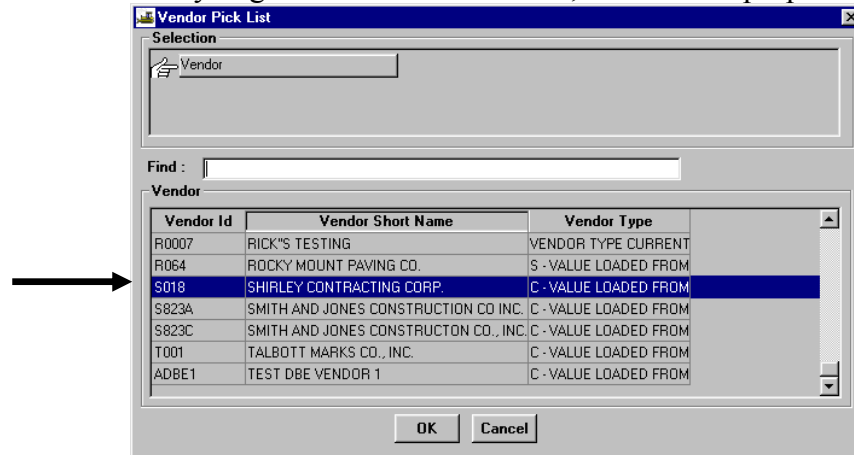
4. Double click on **Reference Tables**.



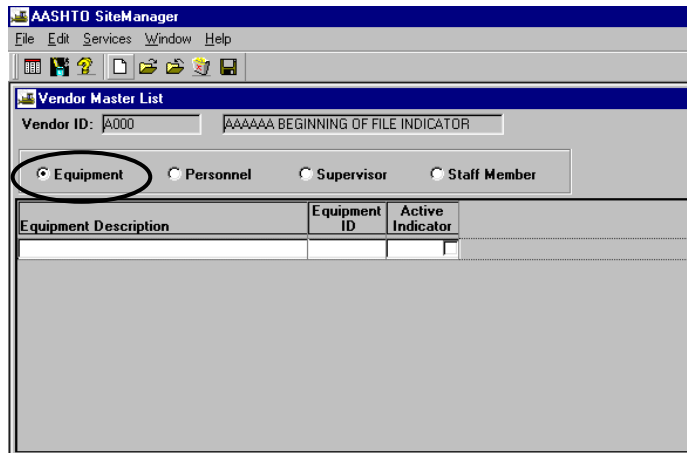
5. Double click on **Vendor Master**.



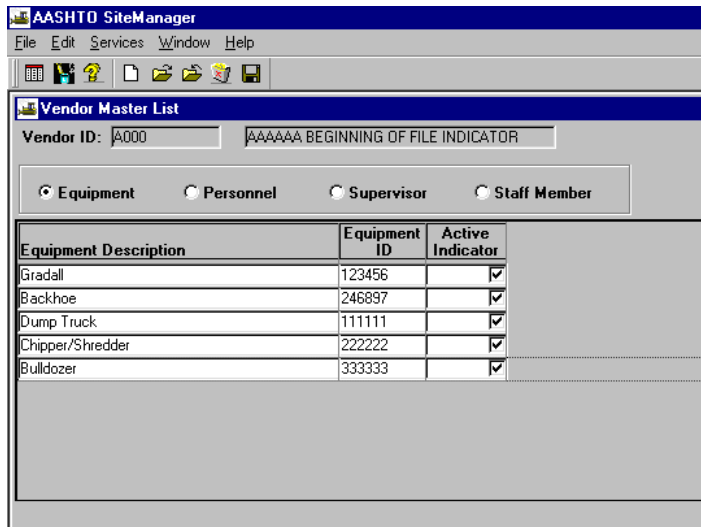
6. Double click on a Vendor ID. Note: Ensure that the Vendor you select is actually the vendor assigned to the contract. For example, there may be many vendors with similar names. To ensure that you get the correct contractor, look for the proper “Vendor ID” number.



- To add Equipment, click on **Equipment** radio button. Click below the Equipment panel in the gray area. Then click on New icon. A blank row is inserted beneath Equipment Description for you to enter the new information.

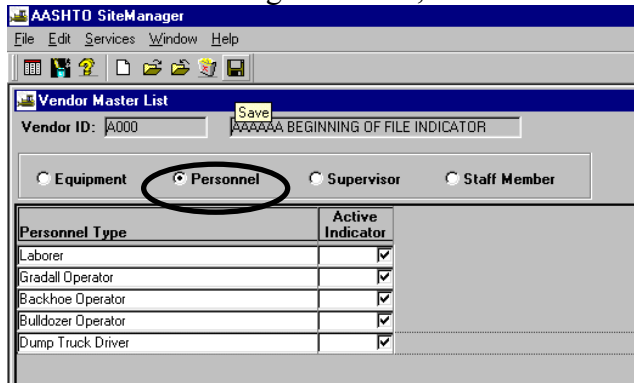


Enter the equipment description. Remember to click on the Active Indicator if this equipment is active on this contract. Repeat the process to insert equipment as needed. Equipment may be active on another contract that this Contractor is working on, so be very careful when deselecting active.

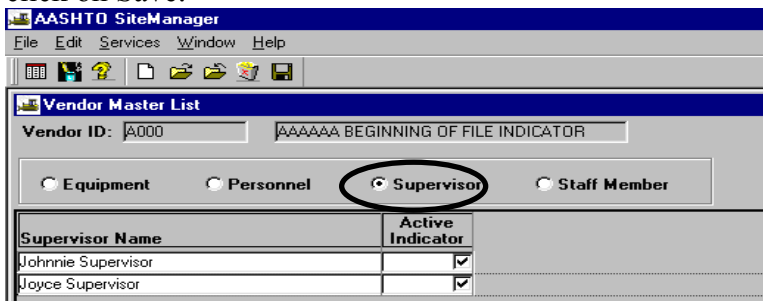


- Click on **Save** icon.

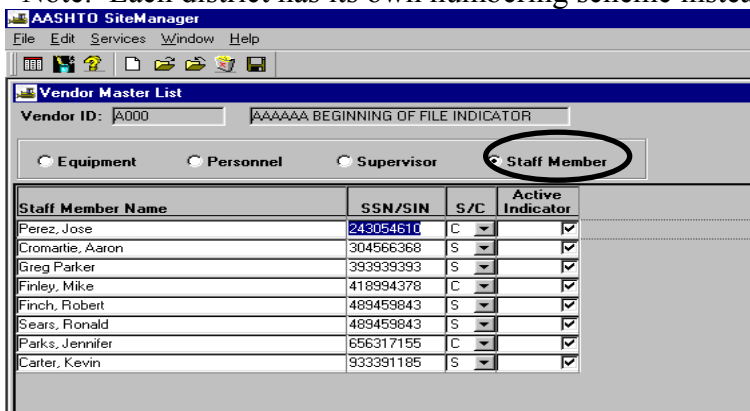
9. To add Contractor Personnel. Click on **Personnel** radio button. Click on Personnel Type. Click on New icon. Enter Personnel Type and click on Active indicator if active on this contract. When finished adding Personnel, click on Save.



10. To add Supervisor, click on **Supervisor** radio button. Click on Supervisor panel and click on New icon. Enter Supervisor's name and click on Active indicator. When finished adding Supervisors, click on Save.



11. To add VDOT Staff Members, click on **Staff Member** radio button. Click on New icon. Enter VDOT Staff Member Name, *SSN/SIN, enter information in S or C (State Forces or Contractor) field. Click on Active if they are active on this contract. Click on Save and close the window.
*Note: Each district has its own numbering scheme instead of Social Security Numbers.



C.6.b. Contract Master List

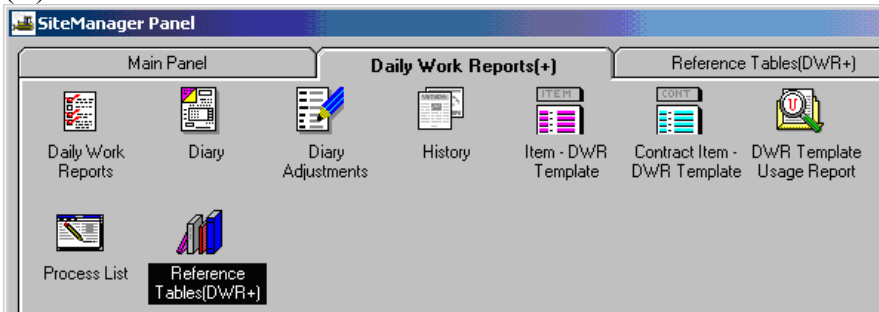
NOTE: Contract Master List is chosen from the available records in the Vendor Master list. You can set up this at the beginning of the contract or add records as needed for DWRs. You can activate and inactivate Contract Master list items to keep the pull-down lists in the DWRs to a good length, without having to scroll through records that will not be in use for awhile or ones that you won't use on the contract anymore.

1. Go to SiteManager Main Panel.

(A) Double-click on **DWR** icon from Main Panel.

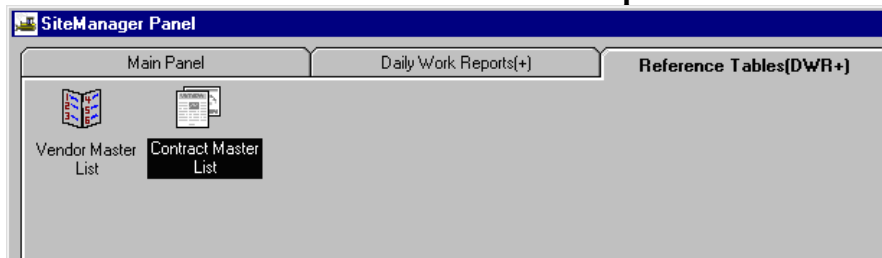


(B) Double-click on **Reference Tables** icon.

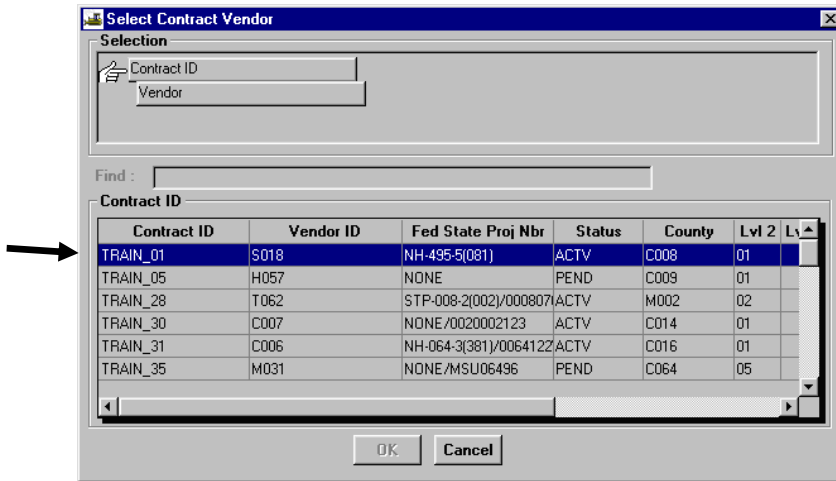


(C) Double-click on **Contract Master List** icon.

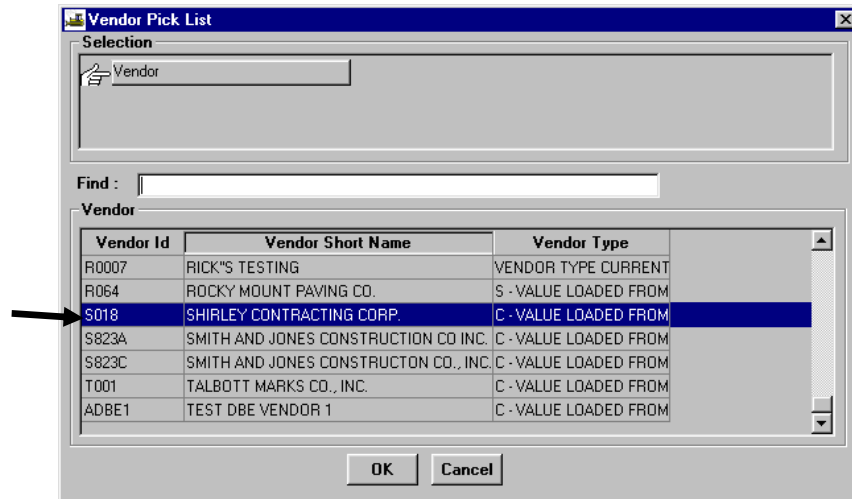
Note: The Contract Master List is contract specific.



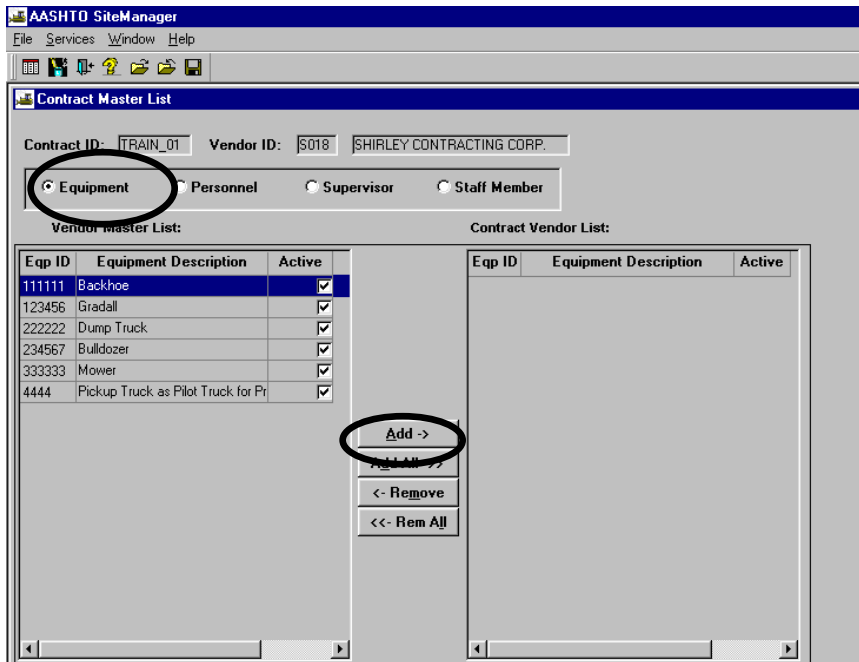
2. Double click on the correct Contract ID.



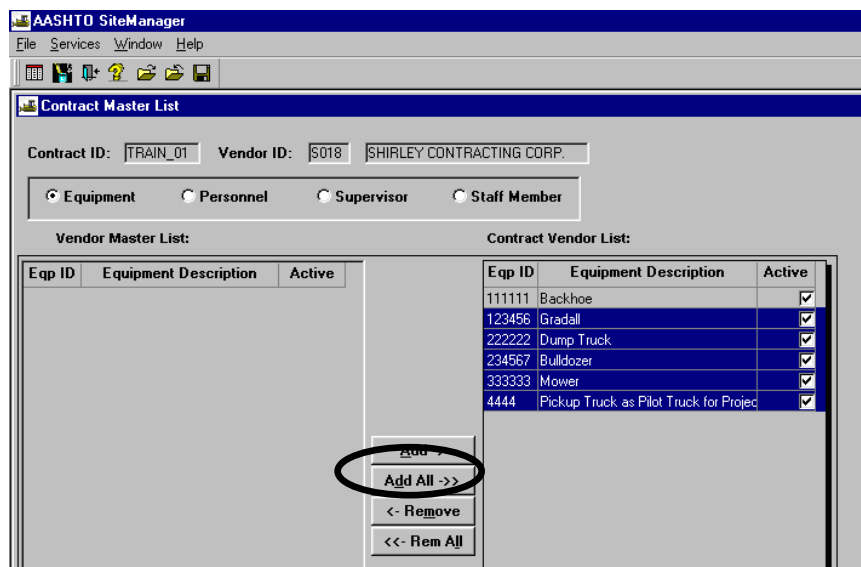
3. Double click on a Vendor. Note: Ensure that you select the correct vendor for the contract. Vendors have similar names, and it is important to select the correct vendor for the contract you are working on at the time.



- Click on Equipment radio button. To add individual equipment items, click on the equipment item you want to add. Then click on **Add**. This procedure connects the equipment specifically to this selected contract.

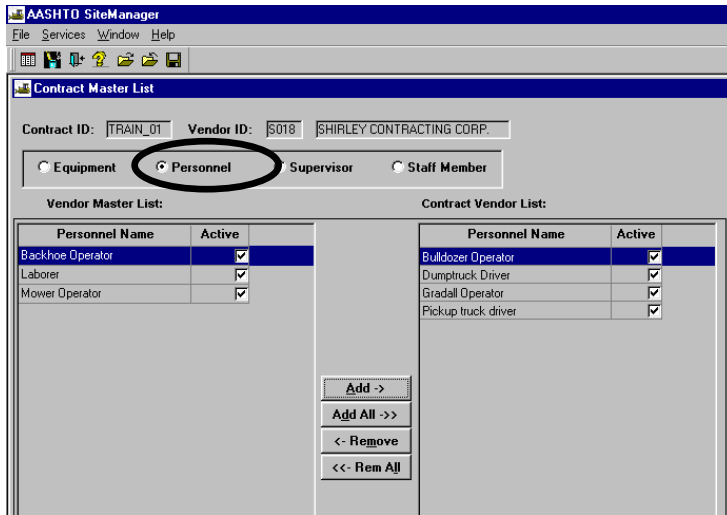


- To add all of the equipment items to this contract vendor list, click **Add All**. Note in the illustration below that all items were added.

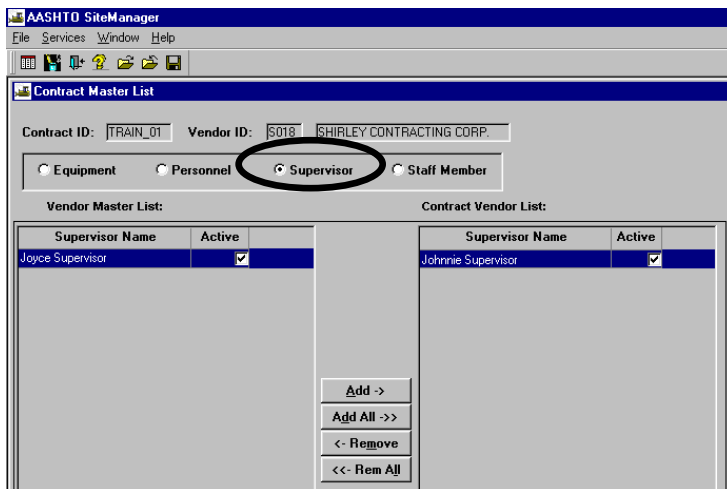


6. **Click on Save** when finished adding equipment items to the contract vendor list.
 Note: In similar procedure, to remove one or all equipment items, you would select the item(s) and click on the appropriate button to remove one or all. Again, you would need to click on Save when finished.

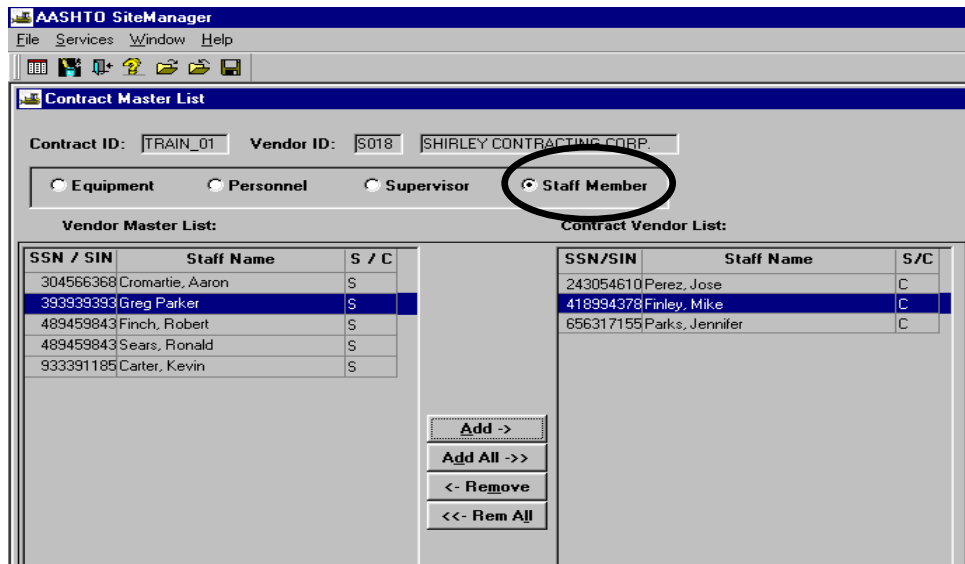
7. Personnel are added by clicking on the **Personnel** radio button and using the same procedures as identified in Items 15-17 above. This procedure connects these personnel specifically to this selected contract. Here is an example of some added personnel.




8. Follow the same steps to add Supervisor(s). Click on **Supervisor** radio button. Click on Supervisor Name(s). Click on Add. Click on Save. This procedure connects the Supervisor(s) specifically to this selected contract. Here is an illustration of an added Supervisor:



- Follow the same steps to add Staff Member(s); S=State and C= Consultant. Click on Staff Member radio button. Click on Staff Name and click on Add. This procedure connects these Staff Members specifically to this selected contract. Click on Save.
Here is an illustration of added Staff Members:



- Click on **Save**.

- Exit by clicking the Close  icon.

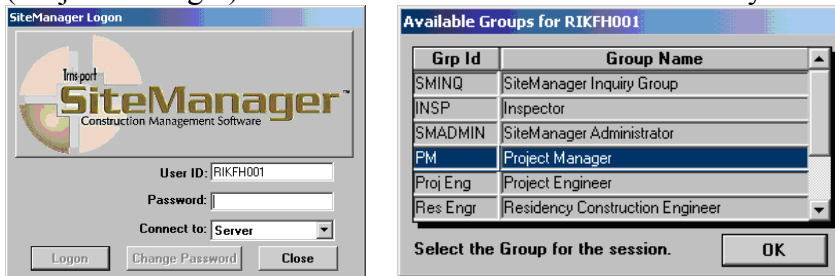
D. All Levels

D.1. Grant or Remove Contract Authority

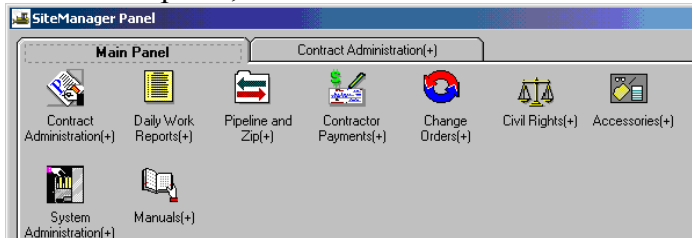
Note: The DCA assigns Primary Personnel before activating the contract. However, the DCA, PE, or PM can grant contract authority to additional personnel using the following steps. This can be done as needed throughout the life of the contract. If you need to grant contract authority to a user, the user must have the group security access that you need to grant. For example, if you need to grant contract authority to the person as a PM, but the person was not given PM group security when their SiteManager logon was established, you will need to contact a System Administrator.

The System Administrator can enable the appropriate group security, which would enable you to grant the appropriate contract authority.

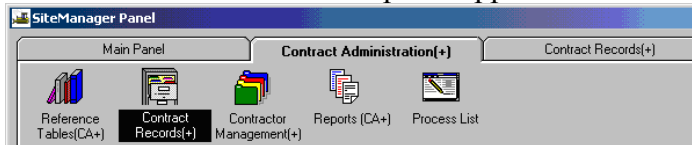
1. Log in to SiteManager. At the Available Groups window, select Group ID “PM” (Project Manager) and click OK. Note: Contract Authority can be granted by DCA, PE, or PM.



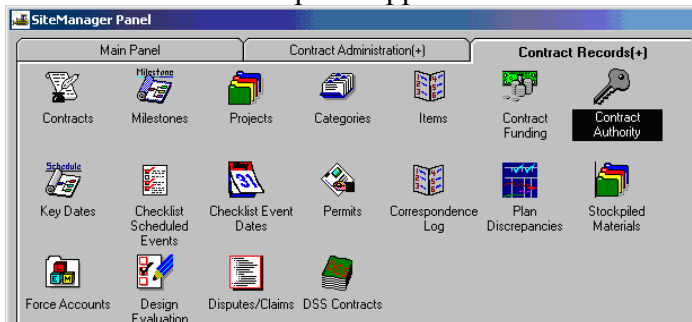
2. At the main panel, double-click on **Contract Administration**.



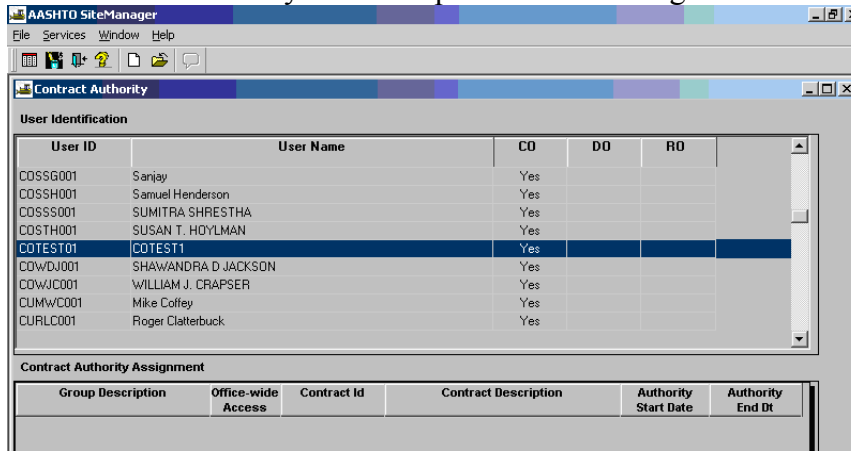
3. The Contract Administration panel appears. Double-click on **Contract Records**.



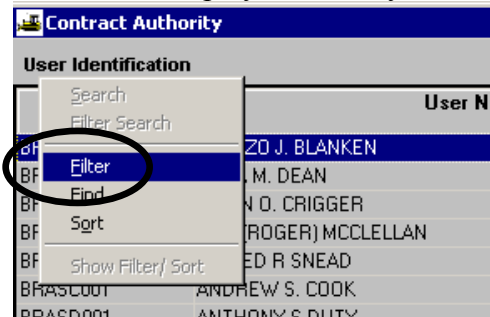
4. The Contract Records panel appears. Double-click on **Contract Authority**.



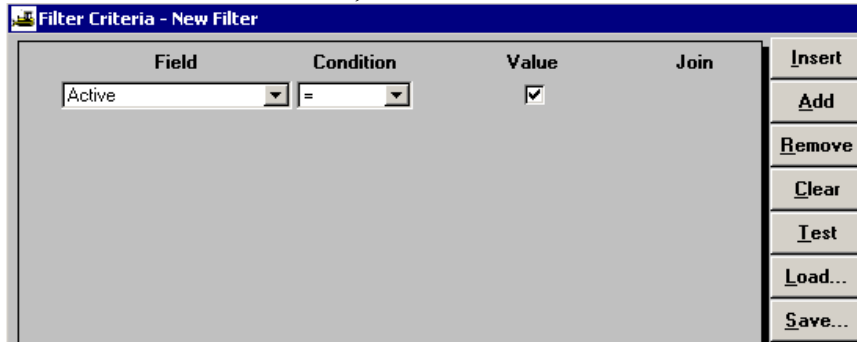
- The Contract Authority window opens. Scroll through the User ID/User Names.



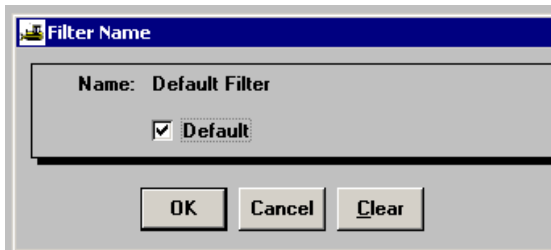
- To filter the display list to only include active users, right click on user id list. Click on Filter.



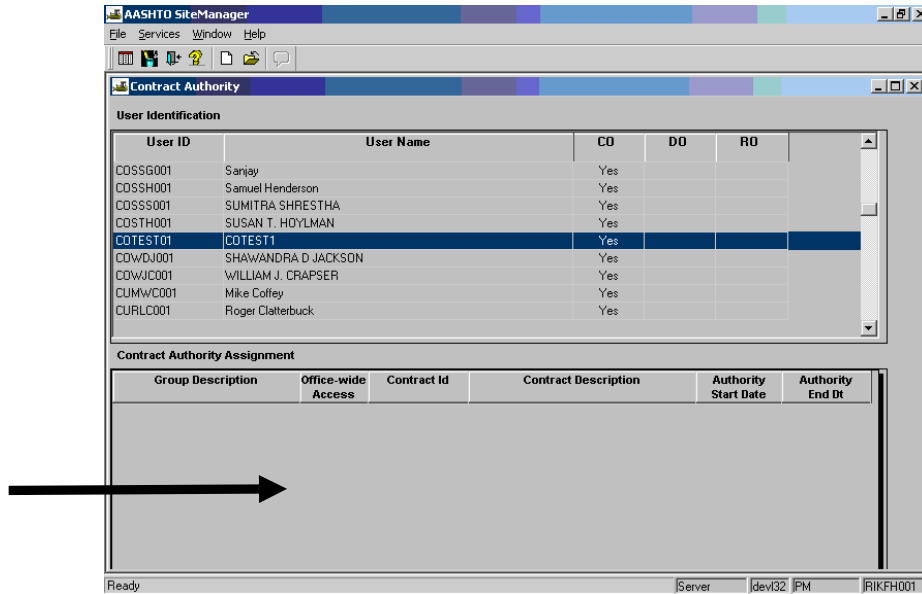
- Choose Active for the field, = for the condition and click on value checkbox. Click Save.



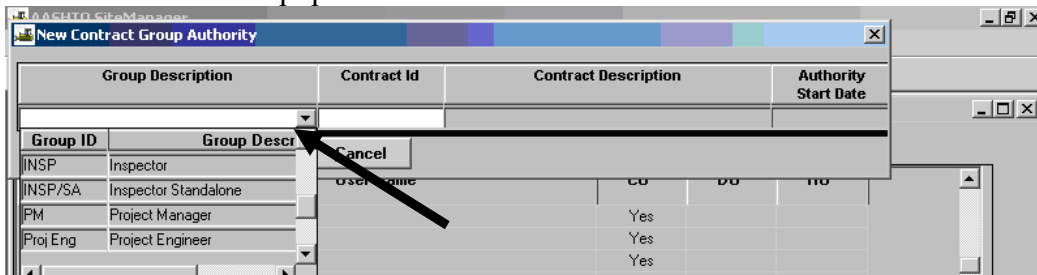
- Click on Default checkbox. Click OK.



9. Scroll down and find the user and click the user to select. Then, click in the bottom data window and click the **New** icon in the tool bar.

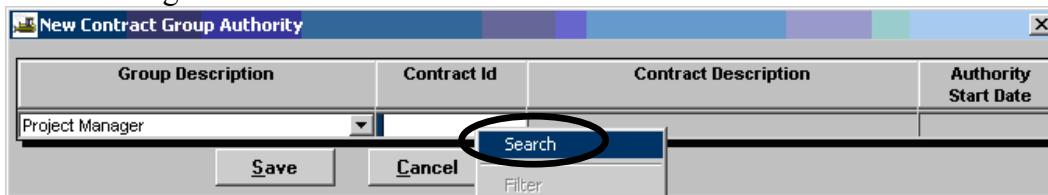


10. The **New Contract Group Authority** window opens. In the Group Description, click the drop-down arrow for a list of available group descriptions. To select the Group Description, click on it and it will populate in the field.

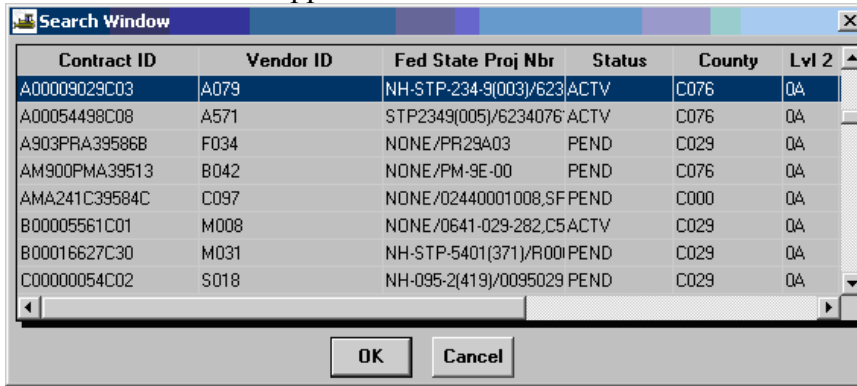


****NOTE: When granting contract authority to inspectors and PMs, make sure you grant both the INSP and INSP/SA or PM and PM/SA if the person will work in standalone mode.**

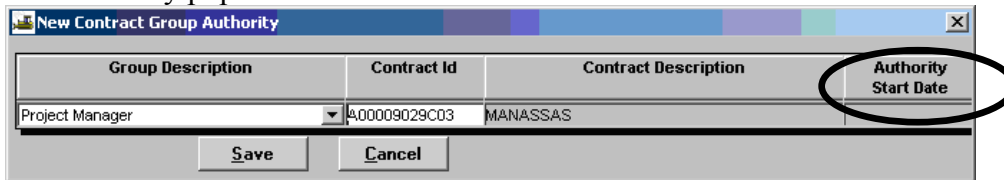
11. The next task is to apply the new contract group authority for this person to the appropriate contract. Right-click in the **Contract Id** field and click Search.



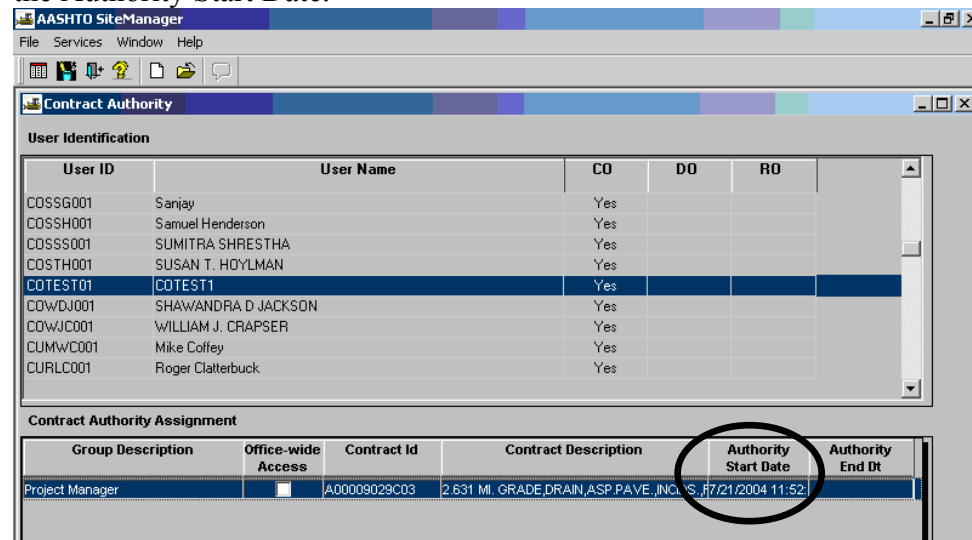
12. The Search Window appears. Double-click on the contract to select it.



13. The contract information is populated. Click **Save**. The Authority Start Date will be automatically populated after the user clicks Save.



14. Example. A Project Manager logged on to SiteManager and granted User COTEST1 access as a PM for Contract Id A00009029C03. Note that SiteManager automatically populated the Authority Start Date.

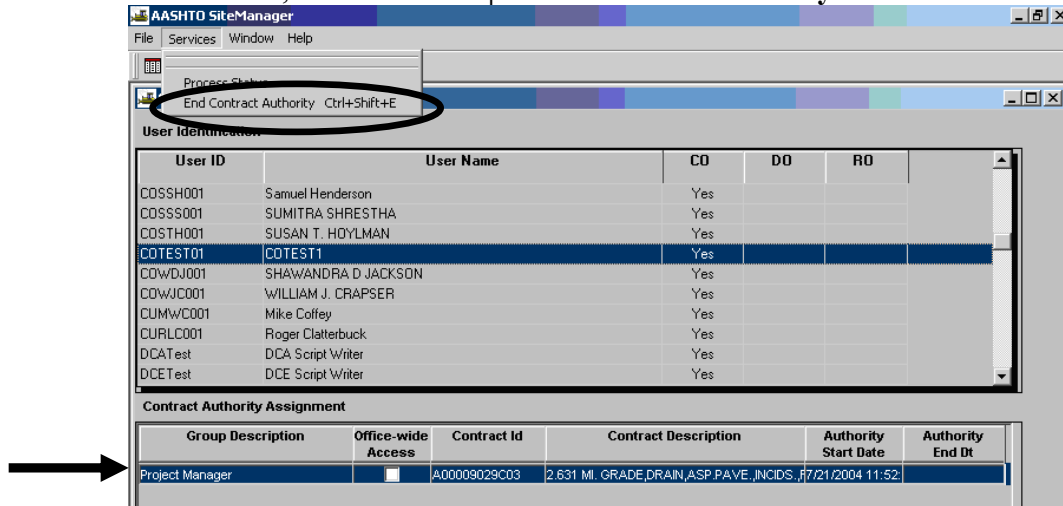


15. When completed, click **Close**. See next step for directions on how to remove contract authority.

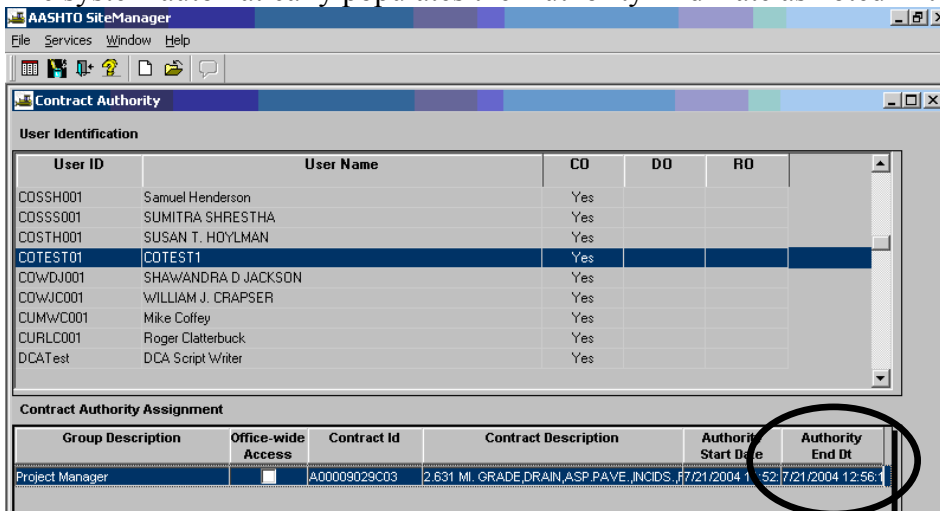
Remove Contract Authority

16. If it is necessary to remove contract authority, the PM, PE, or DCA can do so by Following Steps 1 through 4 listed above and continuing with the following steps. Double-click **Contract Authority**.

17. To delete contract authority, click on the User ID/Name in the top panel. Click the Group Description you wish to delete in the bottom panel. In the menu, click **Services | End Contract Authority**.



18. SiteManager ends contract authority for the User ID and Group Descriptions selected. The system automatically populates the Authority End Date as noted in the example.



19. Click **Close** when finished.

<u>Section Four – Daily Processes</u>	<u>Pages</u>
A. Project Manager	
1. General Concepts	2-3
2. Create A New Daily Work Report	4-17
3. Create Diary and Authorize DWR	18-25
4. Record Force Account Activity.....	26-33
B. Project Engineer	
1. Estimate Tracking.....	34-35
C. Responsible Engineer	
1. Estimate Tracking.....	36-37
D. District Contract Administration	
1. Summary to Contractor.....	38-39
2. Approve the Estimate.....	40-42
3. Estimate Rejection	43
4. Review DCA Nightly Run Reports.....	44-48
5. Results Plug-in.....	49-52
6. Code Sheet Plug-in	53-57
7. Fixing Errors and DCA Daily Processes Chart.....	58
8. Resubmit Corrected Estimate	59-62
9. FMS II Nightly Run Flowchart.....	63

A. Project Manager

A.1. General Concepts

(Note: Time Charges Start Date is not required to enter DWR, but it must be entered before the first estimate is generated. DWR is also used to add or adjust stockpiled material.) If there is only one Inspector on the contract, the Inspector can do the DWR as a Project Manager (PM).

General Concepts-Inspector

Daily Work Reports and Diaries are created to document the work that is done daily on the Contract. The data recorded in a Daily Work Report or Diary (C-83) is the Contract activity data rather than the Contract plan. The documentation of Contract activity includes daily information about the weather, the personnel who worked at the construction site, the hours worked, work items installed and the equipment used.

DWRs are created at the contract level.

The Inspectors record daily information in Daily Work Reports. **The Daily Work Report is what the Inspector uses to record daily information.** Before the Inspector can create the first DWR for a Contract, the DCA or Project Manager must give contract authority. If the Inspector wishes to work in Standalone Mode, he must first “pipeline” data from server to local database. For each Contract, it is required that **each Inspector submits one Daily Work Report per day per contract to the Project Manager.** The Project Manager then either authorizes a Daily Work Report or sends it back to the Inspector to be modified and resubmitted. **The Project Manager creates Daily Diaries. Each Diary is a collection of the Daily Work Reports submitted by all Inspectors working on the Contract.** For each Contract, the Project Manager is required to submit one Daily Diary per day. In the Daily Diary, the Project Manager authorizes the Daily Work Reports and enters the charge information for the day.

Following the general rule that for each contract, only one Daily Work Report (DWR) per day per inspector can be created:

- **A message appears if an Inspector attempts to create a second DWR on the same date for a contract. A second DWR for the same date cannot be created for a contract.**
- **The User can open any DWR in the database, but the User cannot modify a report the User did not create, a report that has been authorized, or a report that has been sent to the Project Manager (A message would appear that the DWR can be opened as Read Only).**
- **A DWR cannot be created for a future date.**
- **A DWR cannot be deleted once it is saved.** Once a DWR has been saved, it can be amended the next day or data can be deleted on the Contractor or Contractors Equipment Tabs. For example, if a DWR was created in error, use the remarks to notate that and authorize the DWR, unless it is for a future date that will eventually be used.
- **Work Items: The user must have a Contractor selected on the Contractor Tab to enter work items on the Work Item Tab.**
- **Note: When a work item overruns or underruns $\pm 10\%$, the Project Manager or Inspector enters Reasons for Differences (RFD) in Remarks in the Items window. If a user enters such remarks, an RFD Report becomes available. Refer to Section 6, B-11-a for instruction on how to document RFD. Refer to Section 6, B-11-b for directions on how to obtain and print the RFD Report.**

- **Lump Sum Items-** A fatal error message will occur for overruns of a lump sum item in the SM/FMS interface. The error keeps lump sum items from being overrun and paid. The error will not occur until the estimate has been approved at the final approval in SM and sent to the interface. It will keep the estimate from passing to FMSII. The correction is to send a helpdesk request that IT set the estimate back to PEND, the DCA must delete the estimate, the PM must unauthorize the DWR on the Diary and correct the entry in the DWR items. If the overrun is valid, a work order must be done to add a new lump sum item to the contract and pay on the new item.

The User accesses the Daily Work Report and Diary functions on the Daily Work Reports panel. This panel has icons that represent the following functions:

For current use:

- **Daily Work Reports**
- **Diary**

Daily Work Reports Panel

To create or modify a Daily Work Report, the Inspector double-clicks the DWR icon on the Daily Work Reports panel. This opens the DWR Info folder tab. To access the other Daily Work Report folder tabs, the Inspector must either create or open a DWR. After the Inspector saves each tab in a DWR, the Inspector can modify it until it is transferred to the Project Manager. **A Daily Work Report cannot be modified if it has been transferred to the Project Manager (checked in and locked on the workstation), authorized by the Project Manager, or opened by a User who is not the author.** The Daily Work Reports panel has the following folder tabs:

- Daily Work Reports Folder Tabs:
 - Daily Work Reports Information Tab
 - DWR Contractors Tab
 - DWR_Contractor_Equipment_Tab
 - DWR Daily Staff Tab
 - DWR Work Item Tab
 - DWR Force Accounts

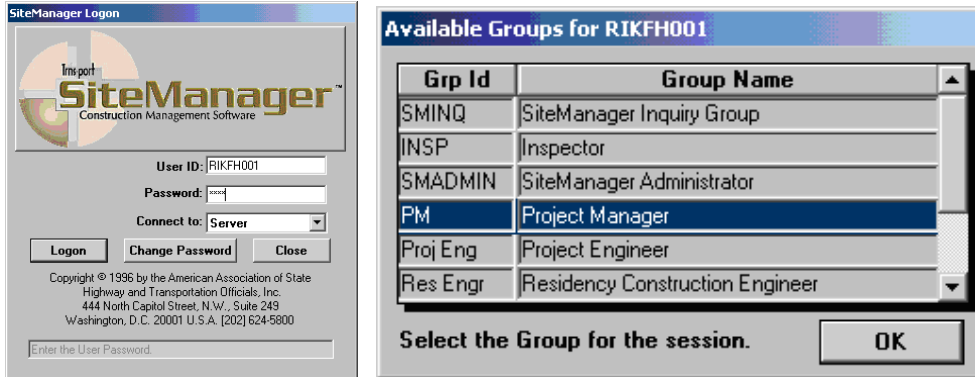
Once a Daily Work Report (DWR) is created, it cannot be deleted. If the DWR was created in error, the Project Manager should not authorize the DWR if it is to be used in the future. The PM should authorize the DWR if it was created for a past date that will not ever be used as long as no work items are listed. All equipment, staff and work items should be deleted from the erroneous DWR. If a DWR is not authorized it will not show up in the Estimate.

Correction of Work Items within a DWR (transactions) can be done on the DWR until the DWR is authorized.

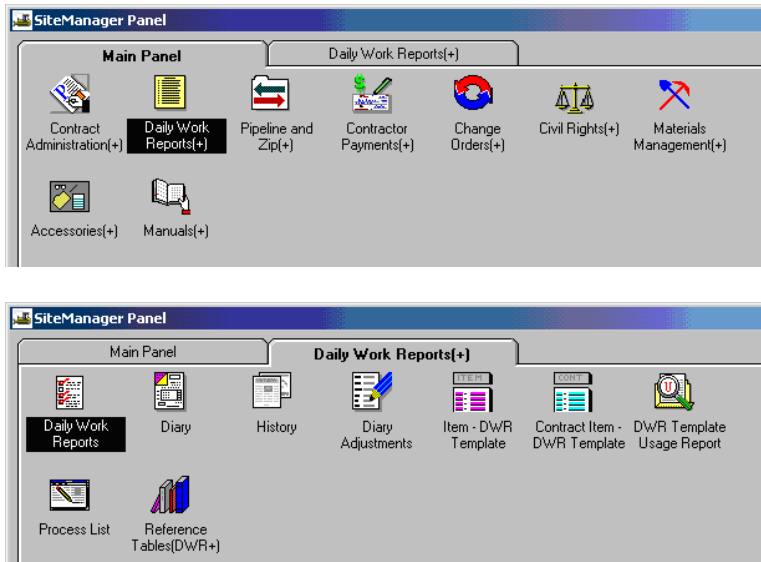
After a Daily Work Report is authorized, it cannot be changed (unless unauthorized). Once an estimate has been generated and approved, a DWR cannot be unauthorized or changed unless the estimate is deleted. The DWR can be corrected after authorization **only if the Estimate has not been approved. Once an Estimate is approved, the DWR cannot be changed unless it is rejected.**

A.2. Create A New Daily Work Report

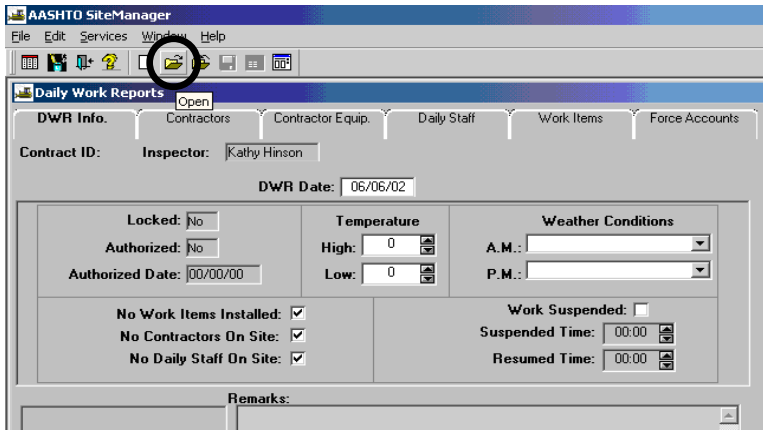
1. Log in to SiteManager. At the Available Groups window, select Group id “PM” (Project Manager) or “INSP” (Inspector) as appropriate and click OK.



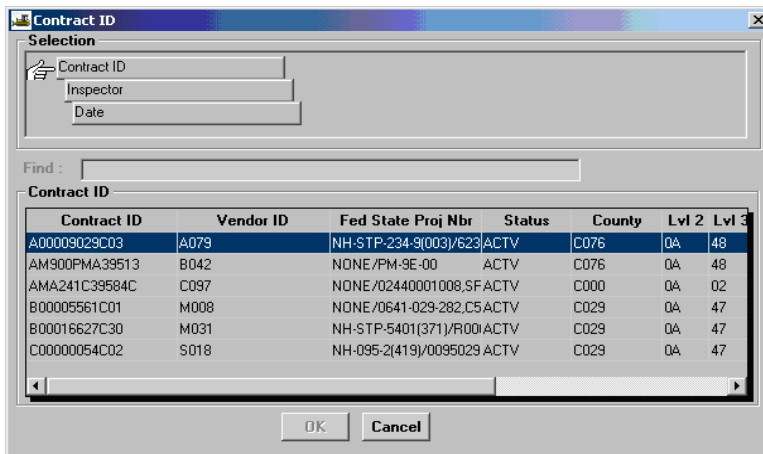
2. Double-click on **Daily Work Reports** on the Main Panel. Then double-click on **Daily Work Reports** again.



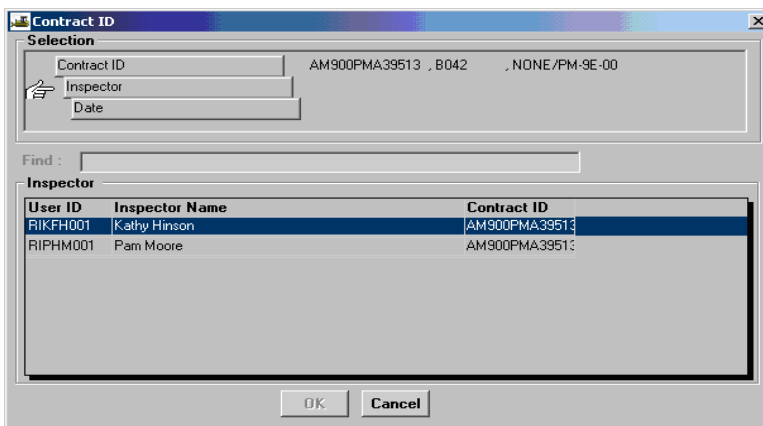
- (Note: If this is a new DWR, skip forward to Step 7.) If not a new DWR, begin using these Step 3 instructions. Click on Open folder icon.



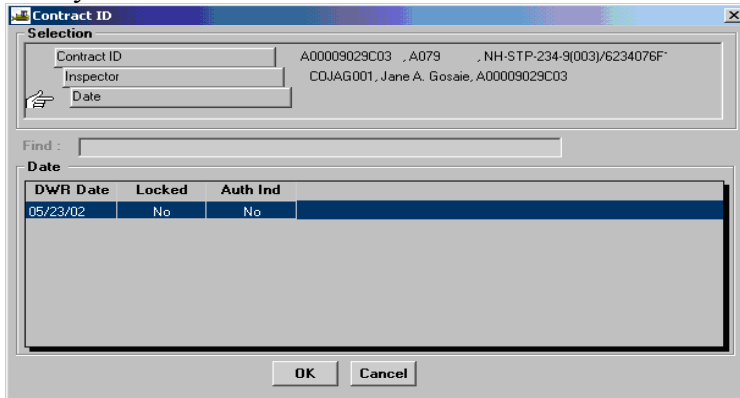
- Double-click on the appropriate **Contract ID**.




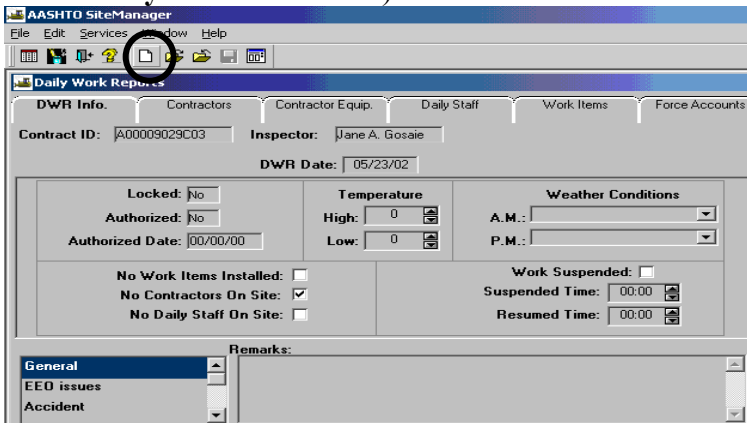
- Double-click on the appropriate Inspector name.



- Verify the date and then double-click on current DWR date and click OK.



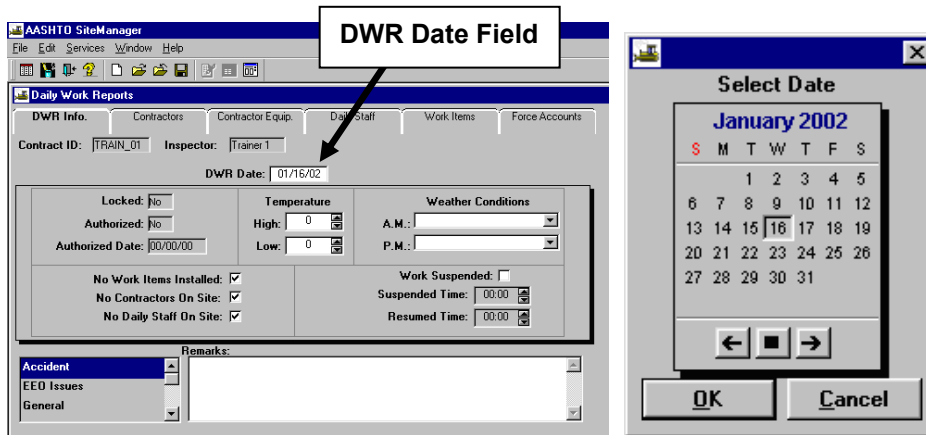
- If there are already existing DWRs, but you want to add a new DWR date, click on the New icon . (Note: If this is your *first DWR on the contract*, go to **Services | Choose Keys**. Click on **New**.) Double click on the Contract Id.



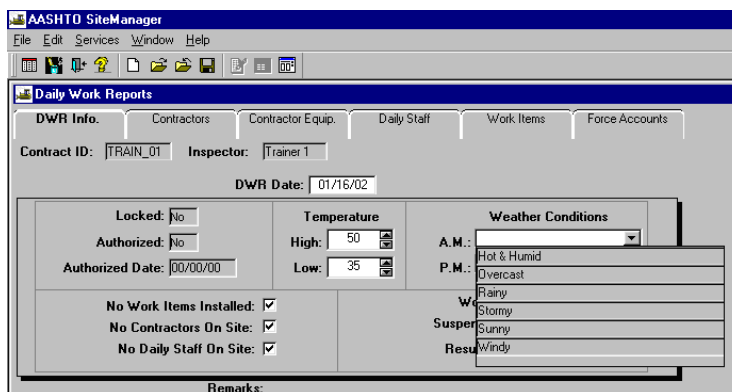
Note on the “Copy function”: Or, the User can open a DWR and change the date allowing the copy function to copy the contractor and daily staff data recorded on the DWR. In any case, the system verifies that the DWR is new. If the database already contains a DWR with the selected date, User ID, and Contract ID, the existing DWR will open. When a new DWR is created from an existing DWR, the user chooses whether or not to copy the Contractor information from the existing DWR to the new DWR. (Data must exist for the copy capability to be used.) If the user chooses Yes, the information copied includes the Contractor, Contractor equipment, Contractor supervisors, Contractor personnel, Daily Staff, and all associated data. With the copy feature, the work items are not copied from the day being copied. To copy DWR contractor information,

- Open the existing DWR that has the contractor information you want to copy. (Note: Do not click on New if you want to use the copy feature.)
- Place cursor in date box. Enter new date. Press the Tab key on keyboard, or press the Enter key on keyboard. (Note: If the date remains on screen, it is copying the information. If the date changes to 00’s, copy won’t work.)
- Message box appears asking “Do you want to copy Contractor information?” Click YES and it copies the information for you.

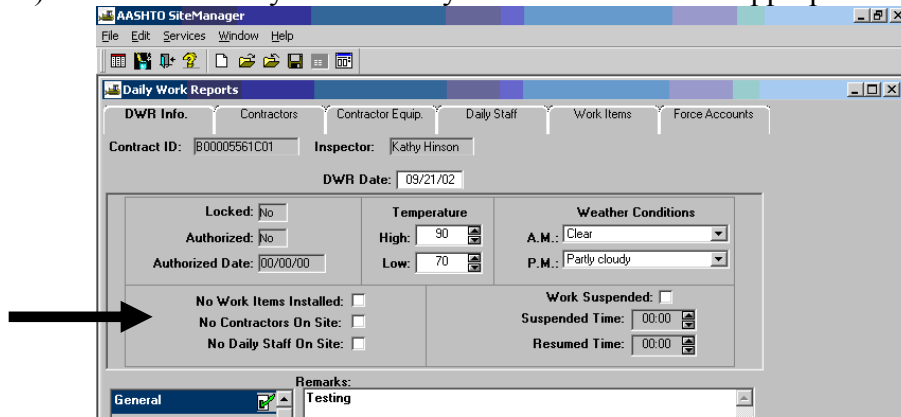
8. Enter a DWR date. To enter the date, single-click inside the date field and type in the date. Or, double-click the DWR Date field. This opens a calendar on which a date prior to the current date can be selected. To select a prior month, click the left arrow beneath the calendar. To enter the selected date on the DWR Info panel, click OK.



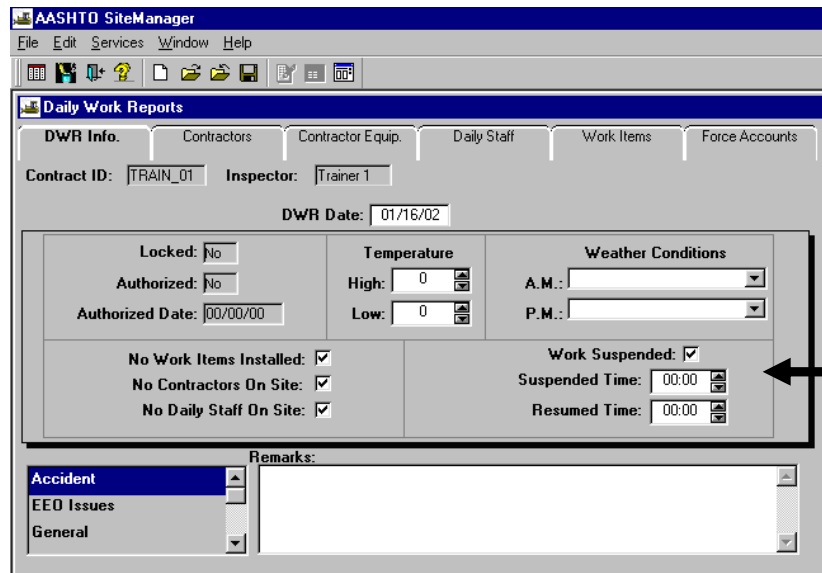
9. High and low temperatures can be entered by placing the cursor in the **Temperature** High or Low field and typing the temperature. Another available option is to click on the up or down arrows (spin buttons) until the correct temperature appears.
Note: You must delete zeroes or they will remain, or double-click on field to overwrite.
10. To enter the A.M. or P.M. **Weather Conditions**, click on the arrow for the drop down list, and select the correct weather conditions as needed. Or, you can also find weather conditions by clicking the field and typing the first letter(s) of the word. Example: Type the letter “C” and the word “Clear” appears in the box. Type “C” again and the next weather condition appears (Cloudy).



11. The check boxes (No Work Items Installed, No Contractors On Site, and/or No Daily Staff On Site) will automatically uncheck as you enter data into the appropriate tabs.



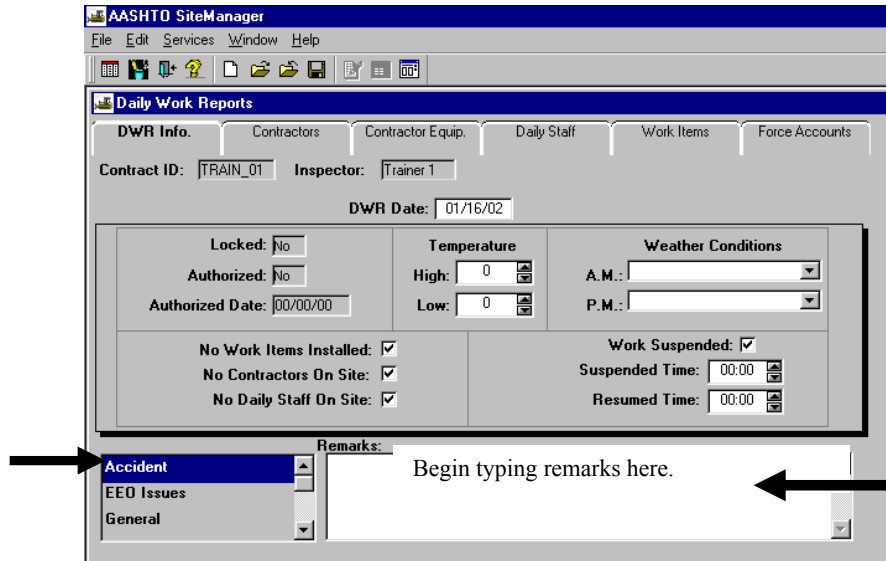
12. If work was suspended during the day, click on **Work Suspended** and in the **Suspended Time** field, type in the time. Another option is to click the up or down spin button until the correct time appears. Note: If work was resumed, enter the time in the **Resumed Time** field.



13. General remarks are also recorded on this folder tab. To record a remark, the User must first select a remark type. If a remark has already been entered for the selected type, as indicated by a check mark next to the type, the remark appears in the Remarks field. A remark does not have a size limit, and can be pasted to and from a word processor.

NOTE: If using Word and pasting text into DWRs, see Appendix O for set-up instructions.

To enter a remark, in the **Remark Type** list box, scroll to and click the remark category on the left. There are several Remark Types and it is important to select the appropriate category in order to obtain appropriate reports as needed throughout the life of the contract. After selecting the Remark Type, begin typing the remark in the **Remarks** field.



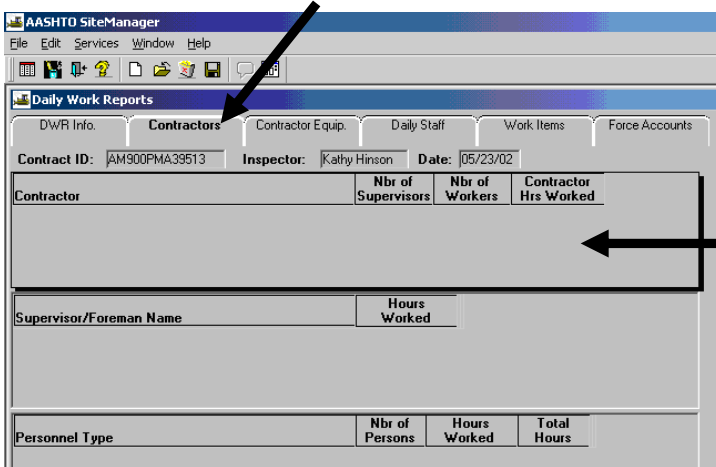
The complete DWR remark type list is below. It is important to create the different types and put the correct corresponding information in them, for reporting and search purposes.


<u>ID</u>	<u>Description</u>
GEN	General
ACC	Accident
BOX	Box Culverts
C36	C-36 Notes
CQU	CQIP Review
EEO	EEO issues
ENV	Environmental
MED	Media/press
OTH	Other
SFT	Safety
SCH	Schedule
STR	Structures (Bridges)
TRF	Traffic
VIS	Visitor
WKZ	Work Zone

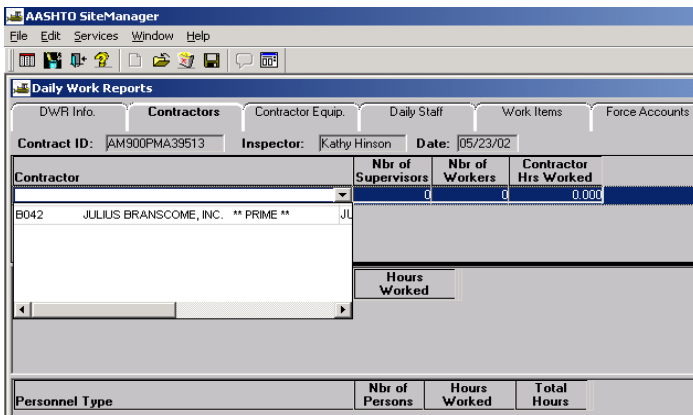
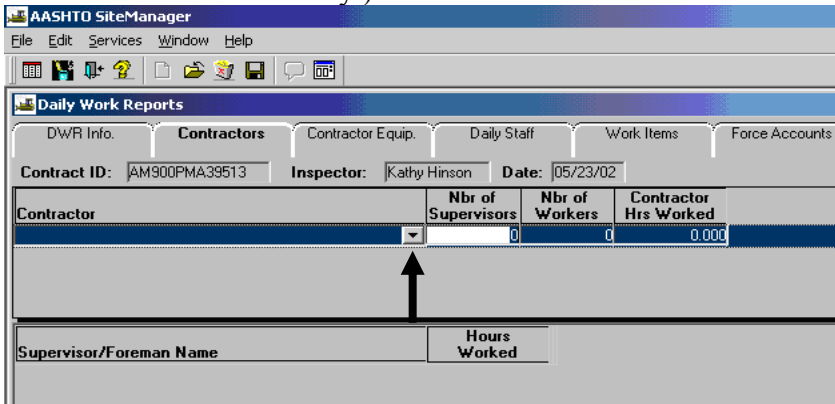
Click on Save  icon. Click OK.

To add information on contractors that worked, move forward to Step 14 for assistance in adding such information.

- Click on the **Contractors** tab and then click on the Contractor panel.

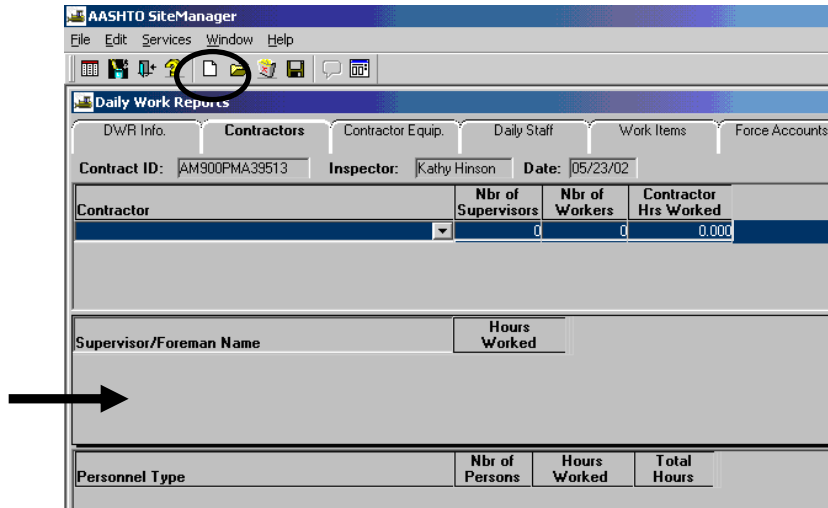


- Click on **New** icon  and then add the Contractor by clicking on the drop down arrow. (Note: **Do not** enter the Nbr of Supervisors, Nbr of Workers or Contractor Hrs Worked in the Contractor panel if you are going to add the details in the bottom two panels because they will be calculated automatically.)

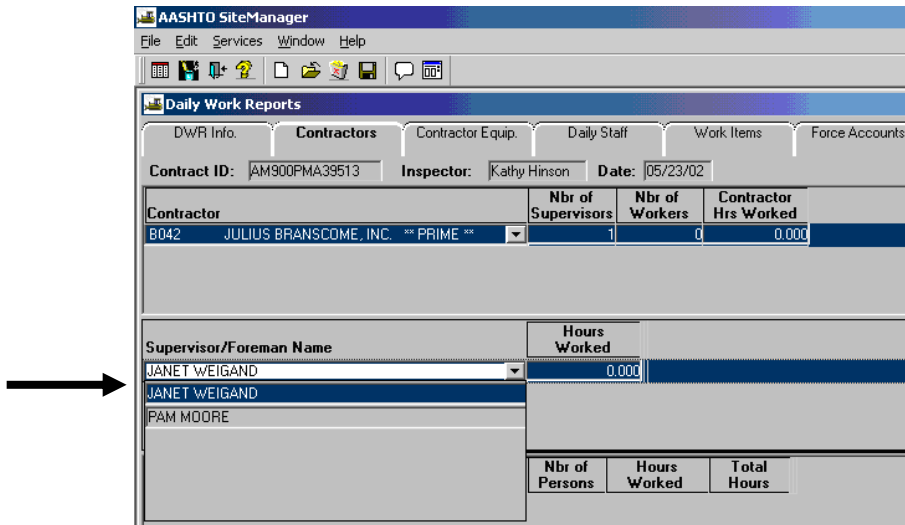


Click on **Save**.

- Click on the **Supervisor/Foreman Name** panel and then click on New.




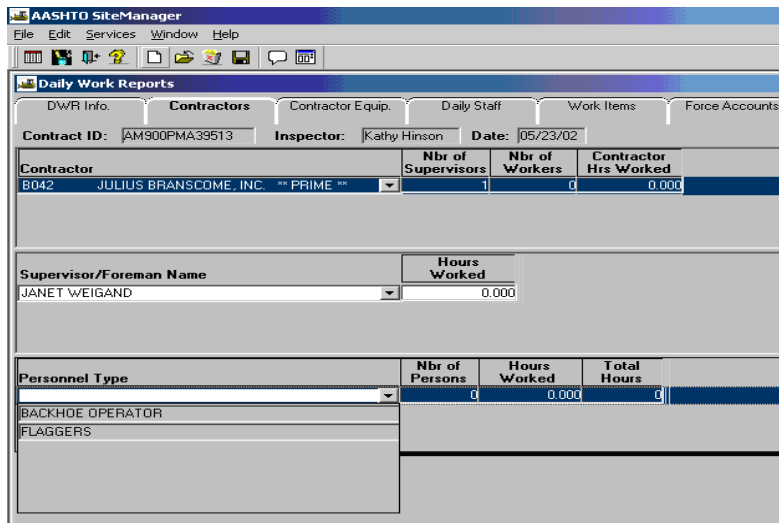
- Choose the Supervisor Name from the master list. (If the master list was not created, see Section 3, for directions on how to Set up Master Lists for DWR.) As names are selected from the dropdown list, they are inserted into the panel. Click on **Save**.



After adding the Supervisor/Forman Name(as), **tab** over to the right to the Hours Worked and enter the number of hours the Supervisor/Forman worked.

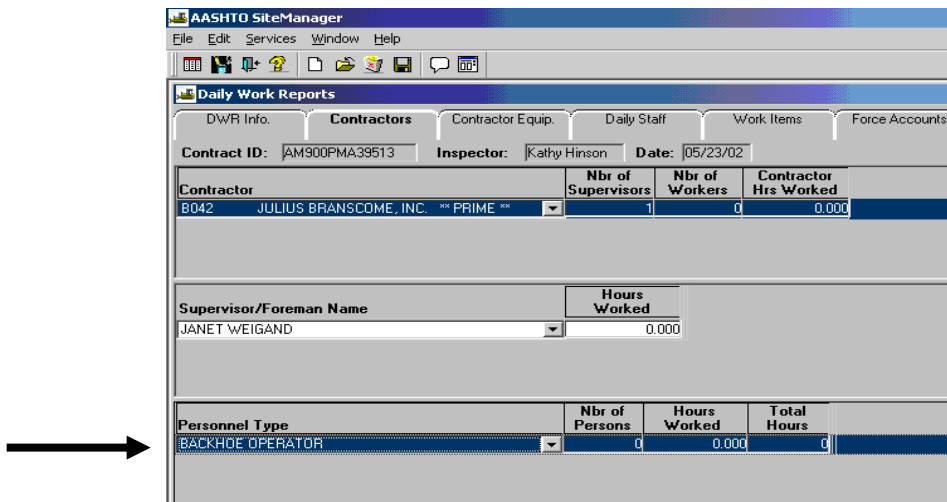
Note: It is important to use the tab key to move from field to field so the information entered will be properly calculated.

18. Follow similar steps to list the appropriate personnel. Click the **Personnel** panel and click on New  icon.



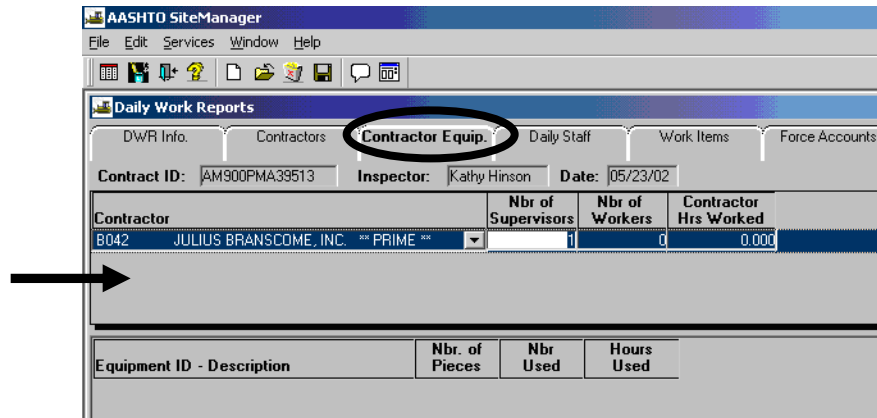
The screenshot shows the 'Daily Work Reports' window in AASHTO SiteManager. The 'Contractors' tab is active. The 'Contract ID' is AM900PMA39513, the 'Inspector' is Kathy Hinson, and the 'Date' is 05/23/02. The 'Contractor' dropdown is set to 'B042 JULIUS BRANSCOME, INC. ** PRIME **'. The 'Nbr of Supervisors' is 1, 'Nbr of Workers' is 0, and 'Contractor Hrs Worked' is 0.000. The 'Supervisor/Foreman Name' dropdown is set to 'JANET WEIGAND' and 'Hours Worked' is 0.000. The 'Personnel Type' dropdown is currently empty, and the list below it shows 'BACKHOE OPERATOR' and 'FLAGGERS'.



19. Choose the Personnel Type from the list and it will populate in the panel. Enter the hours worked. Tab over to the right to enter the Number of Persons (Example: 2 Flaggers or 2 Backhoe Operators, etc.). Tab to the right again to enter the Hours Worked. Make sure to verify the number of workers and contractor hours worked. Click on Save.

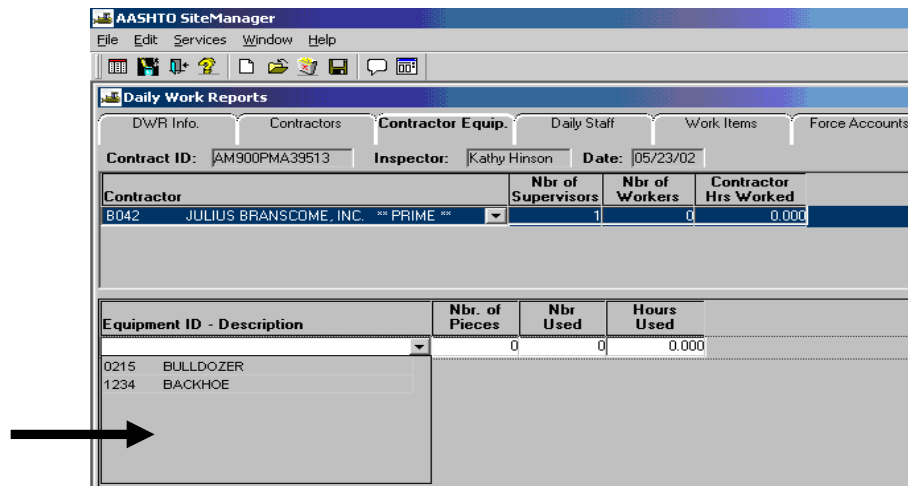



The screenshot shows the same 'Daily Work Reports' window. The 'Personnel Type' dropdown is now populated with 'BACKHOE OPERATOR'. A black arrow points to this dropdown. The 'Nbr of Persons' is 0, 'Hours Worked' is 0.000, and 'Total Hours' is 0. The other fields remain the same as in the previous screenshot.

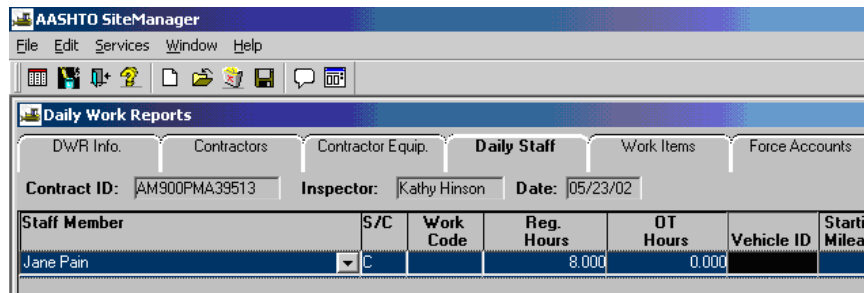
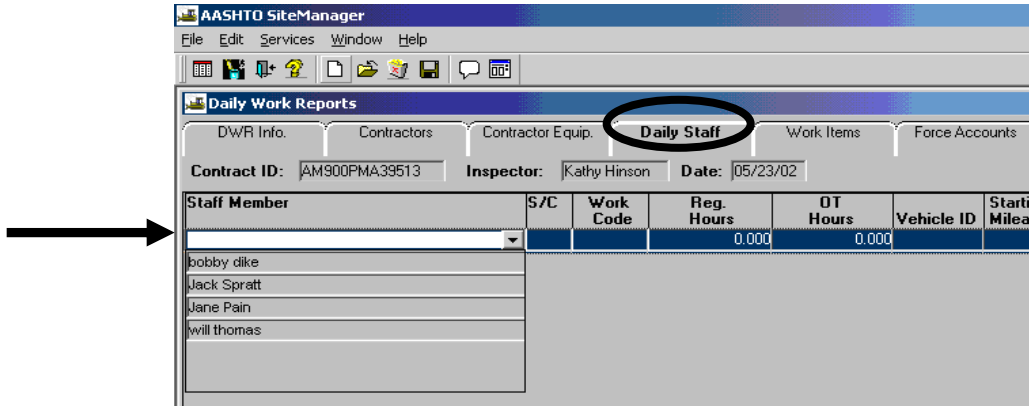
20. Follow similar steps to complete the Contractor Equip. information. Click on **Contractor Equip** folder tab. Verify the Contractor. Note: If you need to add a new Contractor, click on **Contractors** panel and click on New. Add the required information in the Contractor panel; NOTE: Number of Supervisors, Number of Workers, Contractor Hours Worked are automatically calculated from the detailed records, so do not enter these unless you are not entering detailed records and just want to capture summary information.



21. Now click on the bottom **Equipment ID – Description** panel and click on New . Select the equipment from the dropdown master list. Add the Nbr. Of Pieces, Nbr. Used, Hours Used. Click on Save .

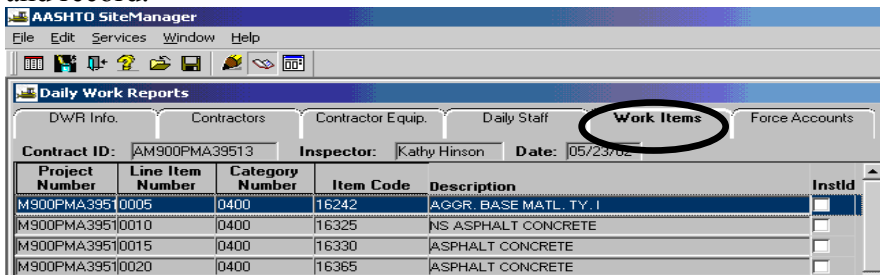


22. Follow similar steps to complete the **Daily Staff** folder tab. Click on the **Daily Staff** folder tab. Click on **New** and click on Staff member drop down arrow. Add Staff Member names, Work Code State/Contractor, Regular/OT Hours, etc. Click on Save .

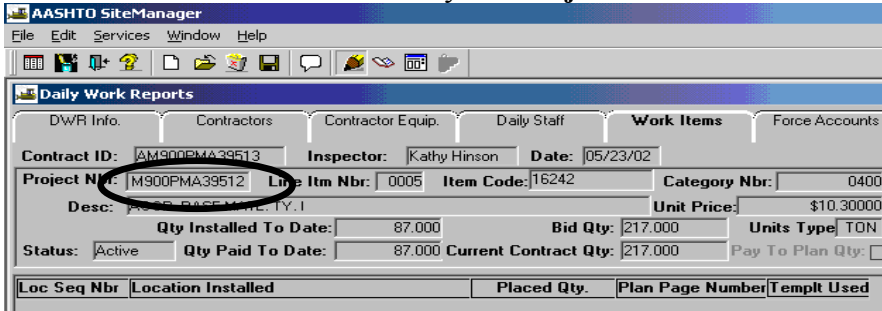



Note: If you need to add staff members, go to Section 3-C-6.

23. Click on **Work Items** tab. A screen appears with a list of available work items to choose and record.

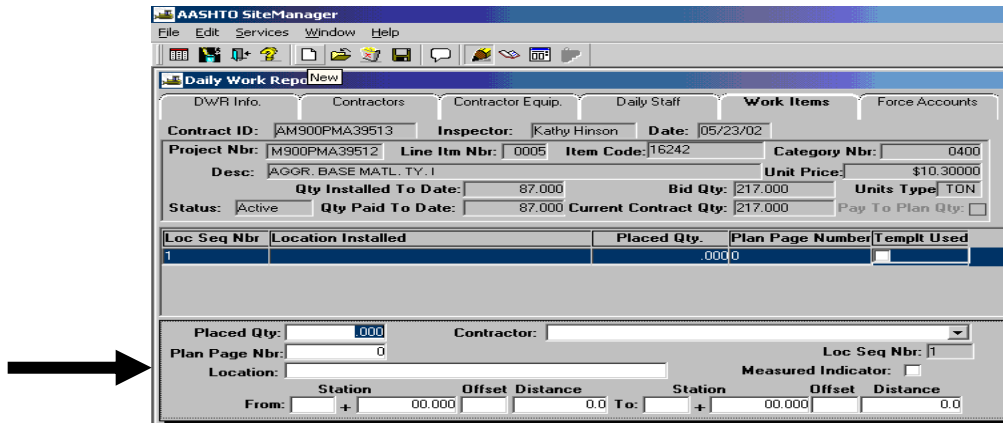


24. Double-click on an **Item** and verify the **Project Number**. The following screen appears.

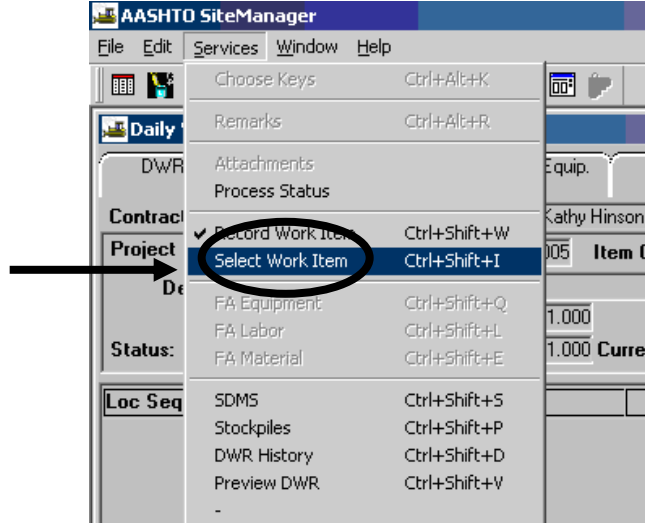


25. Click on the panel and click on **New**  icon. The panel opens for you to add information as seen below. Add applicable information in the fields; i.e., **Placed Qty, Contractor, Location, Stations, etc.**, in the bottom panel. Click on Save. When a work item overruns or underruns \pm , the user enters Reasons for Differences (RFD) in Remarks in the Items window. If a user enters such remarks, an RFD Report becomes available. Refer to Section 6, for instruction on how to document RFD. Refer to Section 6, for directions on how to obtain and print the RFD Report. Contractor field and Location field are required fields. When dealing with Lump Sum Items, note that a fatal error message will occur for overruns of a lump sum item in the SM/FMS interface. See Page 3 of this section for more information on handling these overruns.

Note: If other Inspectors are entering quantities, it will not show up in the quantity authorized to date until after the estimate is run. SiteManager does show quantity reported to date for everyone's input if working online or if DWRs have been pipelined to the server.



26. To go to the next work item, click on **Services | Select Work Item**, or you can click on the Select Work Item icon .

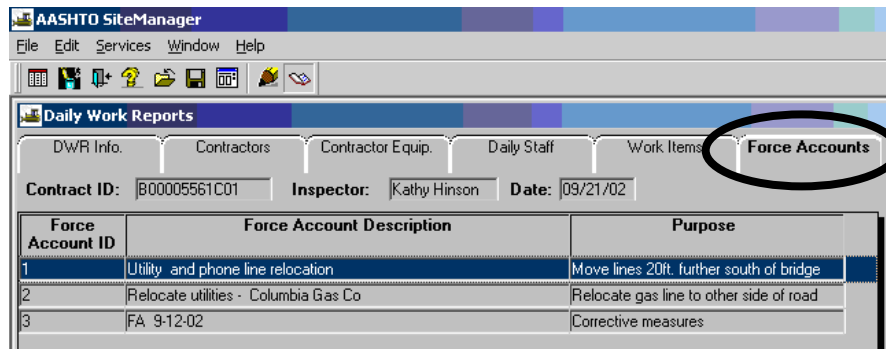


Note: Repeat Steps 25 and 26 until all work items are added. After all work items are added, click on **Save** and then proceed to Step 27.

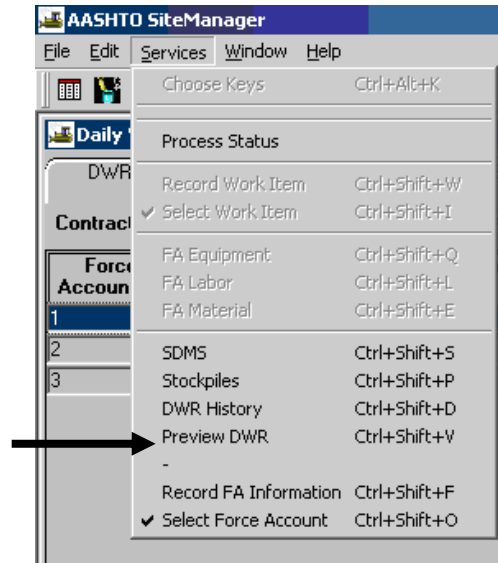
Tip: If it is a Maintenance Contract, please refer to Appendix F for information on how to record Maintenance Charge Codes.

27. Repeat Steps 15-26 for additional contractors.

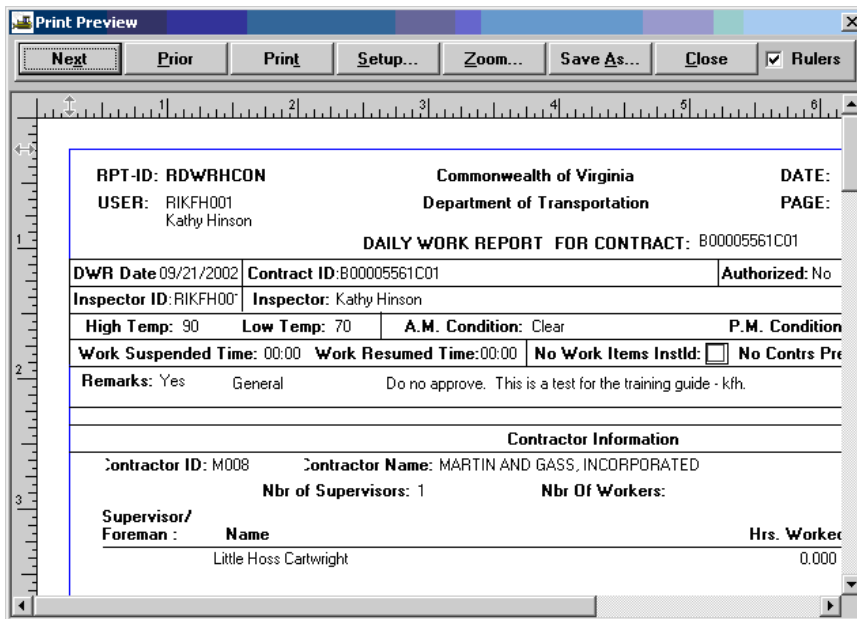
28. Click on **Force Accounts** tab. This will provide information on any existing force accounts. Exit the panel by clicking on the Daily Work Reports “X”.



29. Click on **Services | Preview DWR**, or click on the **Preview DWR icon**  to see the Daily Work Report for the Contract:



30. Click on **Print** to print the report or **Exit** by clicking on **X**.



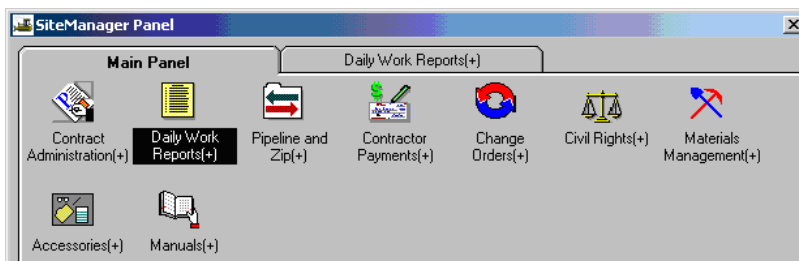
A.3. Create Diary and Authorize DWR

Note: DWR's must be authorized by the Project Manager in Diaries prior to estimate generation. Only the person who creates the DWR and Diary can make changes to it.

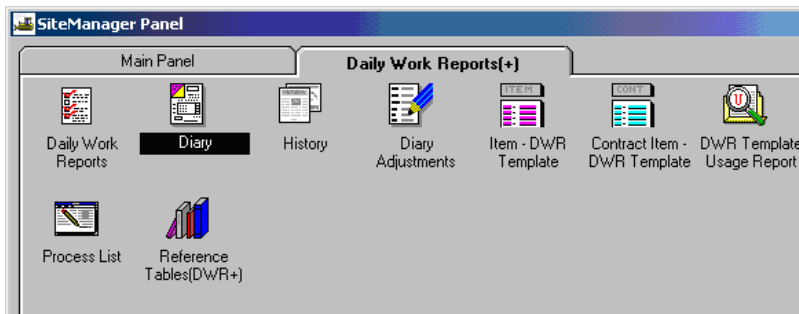
1. Log in to SiteManager.
2. At the Available Groups window, select Group ID for **Project Manager** and click OK.



3. At the main panel, double-click on **Daily Work Reports**.

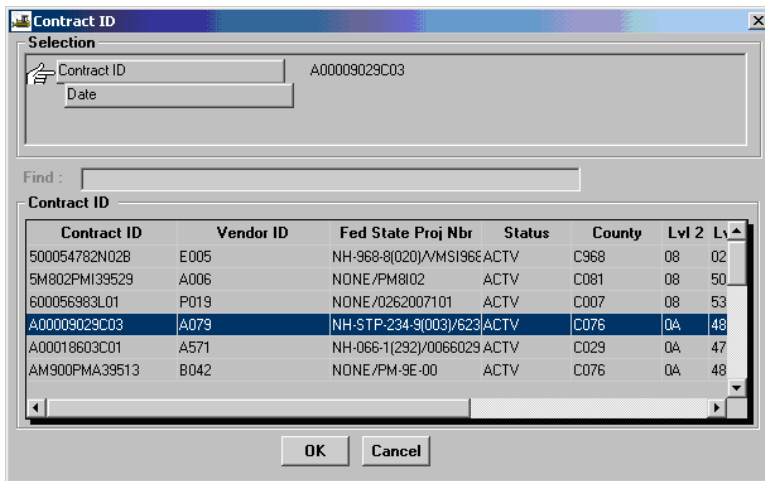


4. Double-click on **Diary**.

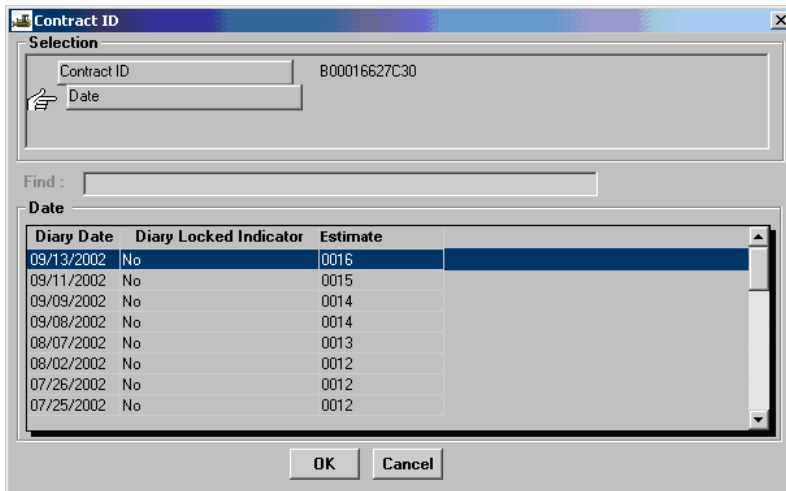


(If no Contract ID is listed, click on Services in the menu option and click on Choose Keys. In the Contract ID Selection list box, you can scroll to and double-click the desired Contract. If this is the first Diary, you need to pick a DWR date. Or, in the Diary list box, scroll to and click the DWR Date of the Diary.

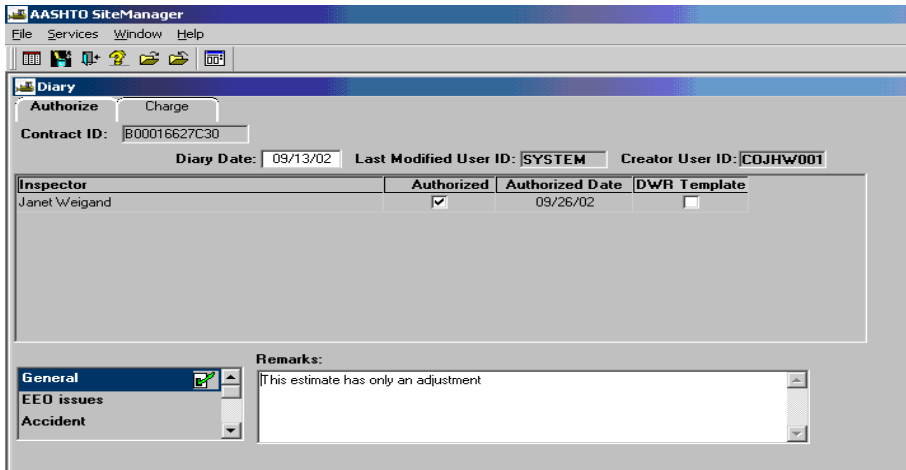
5. Choose contract.



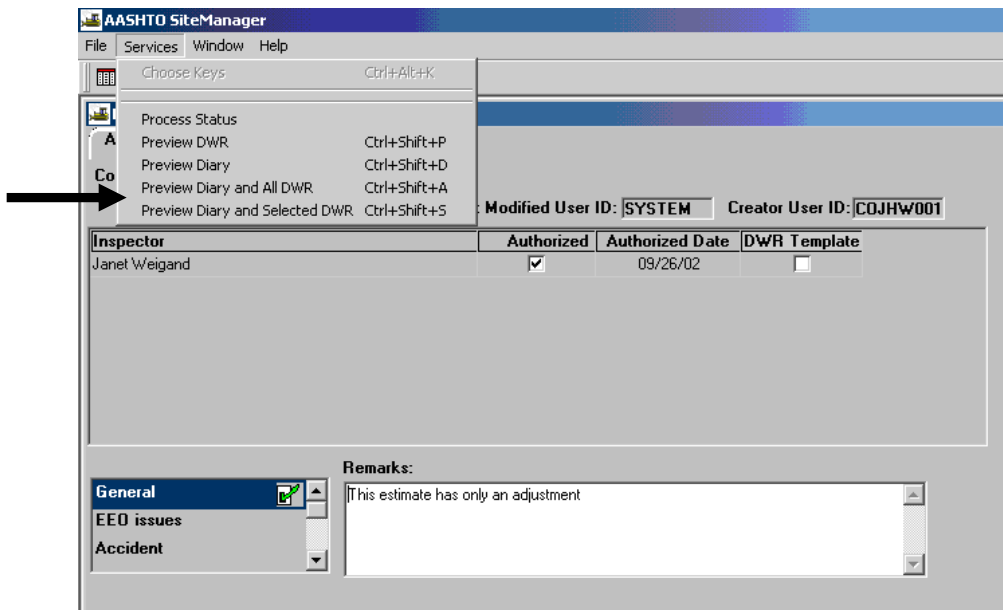
6. Choose Diary date.



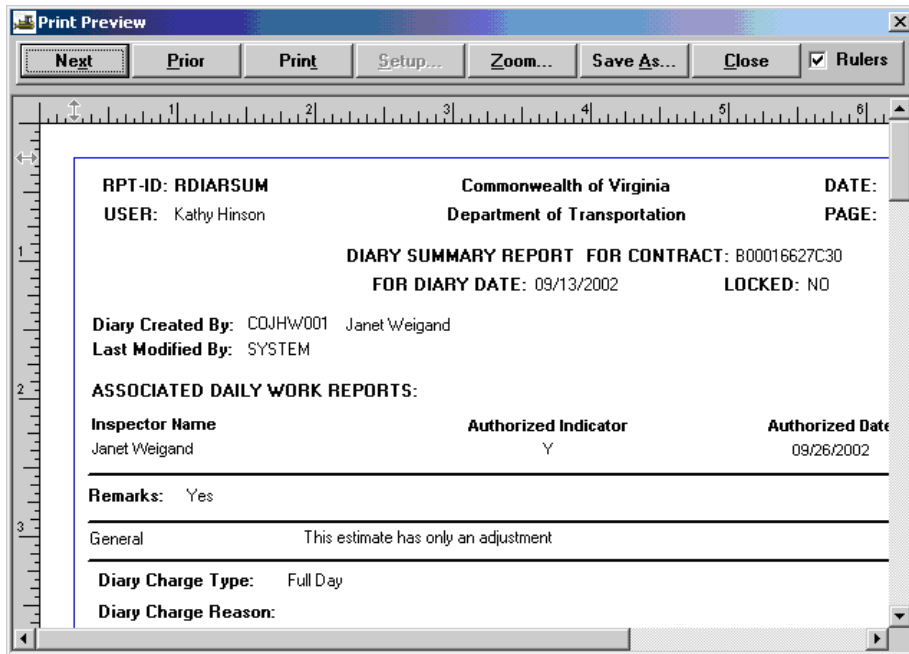
7. Review all DWRs attached to a Diary.



8. Click on **Services** in the menu options. Click on **Preview Diary and all DWRs**.

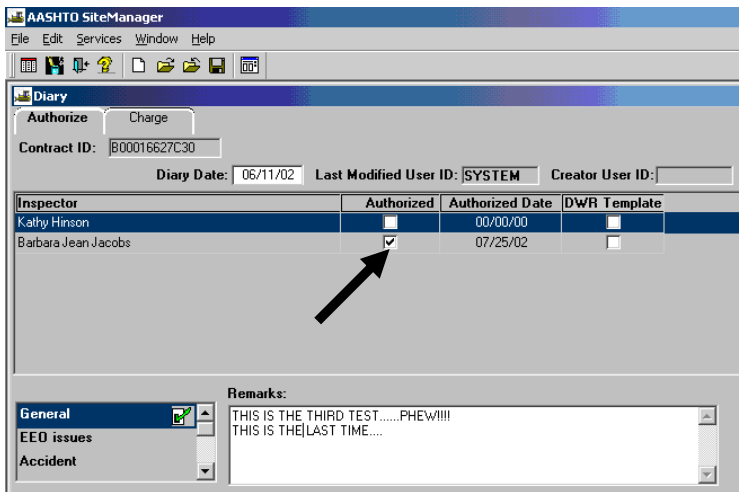


9. Review online or print.

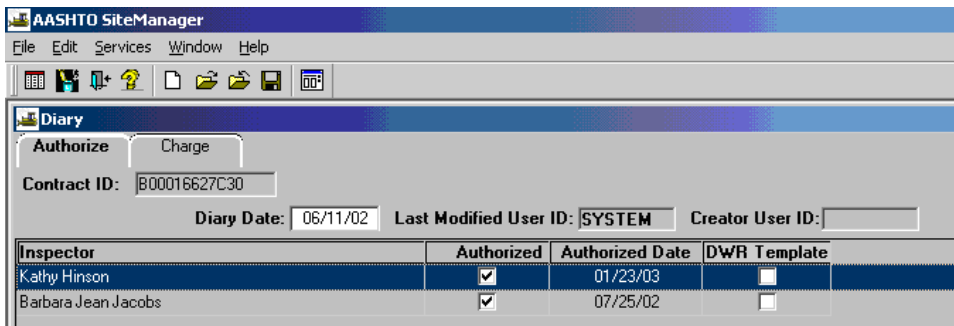



10. Click on Close.

11. The Project Manager has the option to enter remarks of various types in this diary authorization screen. To enter remarks, choose the remark type (Accident, General, etc.). The user should preface any remarks with the date of their entry so that it is apparent when the certain comment was made. (For example, in the example screen below it shows a diary another Inspector authorized for the same contract on the same date. The diary authorization remarks that were made when the 07/25/02 diary was approved are the remarks that are displayed in this screen where the user is preparing to authorize the 06/11/02 DWR. It would be less confusing if a date is listed to show when the remarks were entered.) Click in the “Authorized” check box to authorize the DWR.

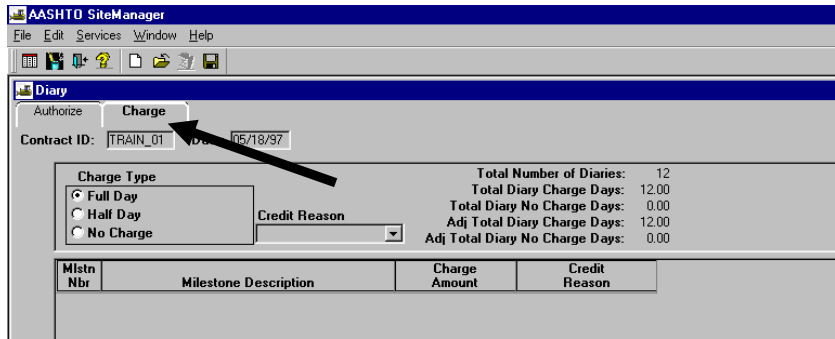



12. SiteManager will populate the authorization date when the box is checked. See screen below.

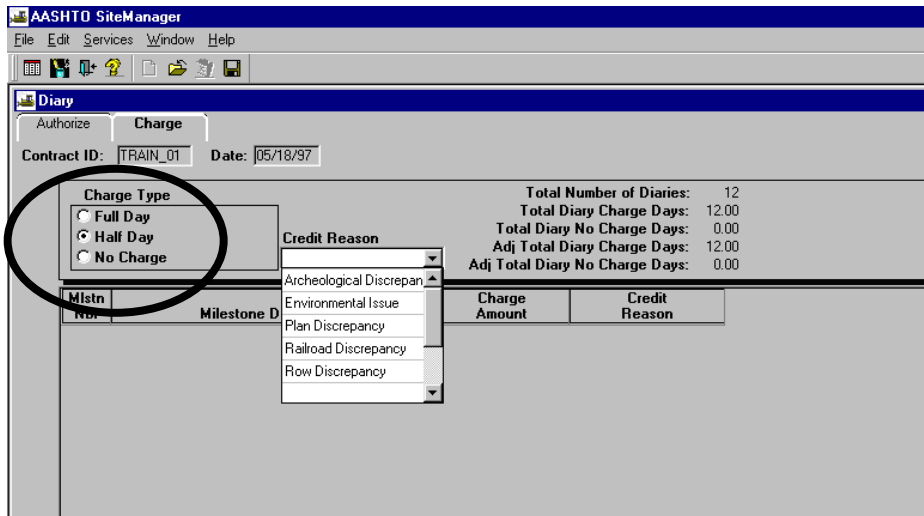



13. Click on Save . (You must Save before going to Charge tab because SiteManager will not ask you to save automatically.) If there are no charge credits, skip steps 14 and 15 that follow.

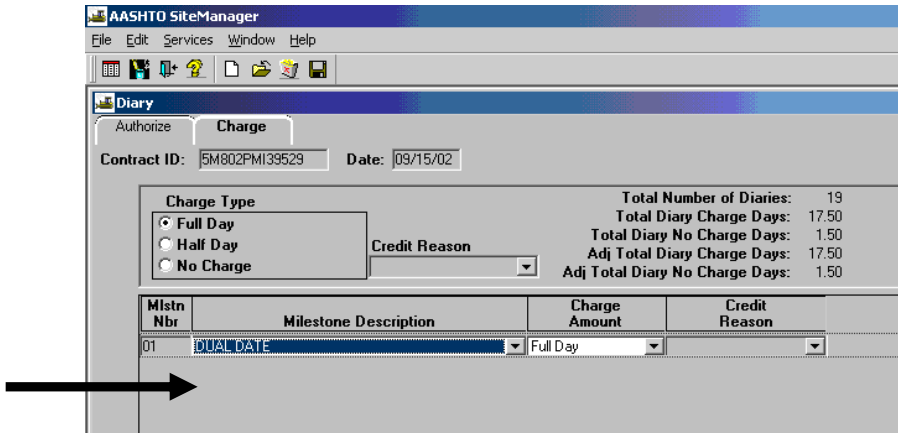
14. If you need to enter information on the Charge tab, click the Charge tab and the following screen will appear.



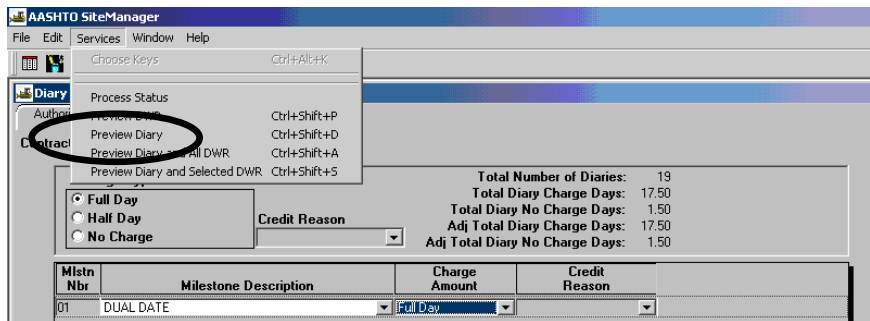
15. Choose the **Charge Type** . For example, if you need to change it from a full day charge to a half-day charge, then click on “Half Day” and the Credit Reason box would open. In the Credit Reason box, click on the drop down arrow to make your selection from the list of reasons for the credit. Click on **Save** .



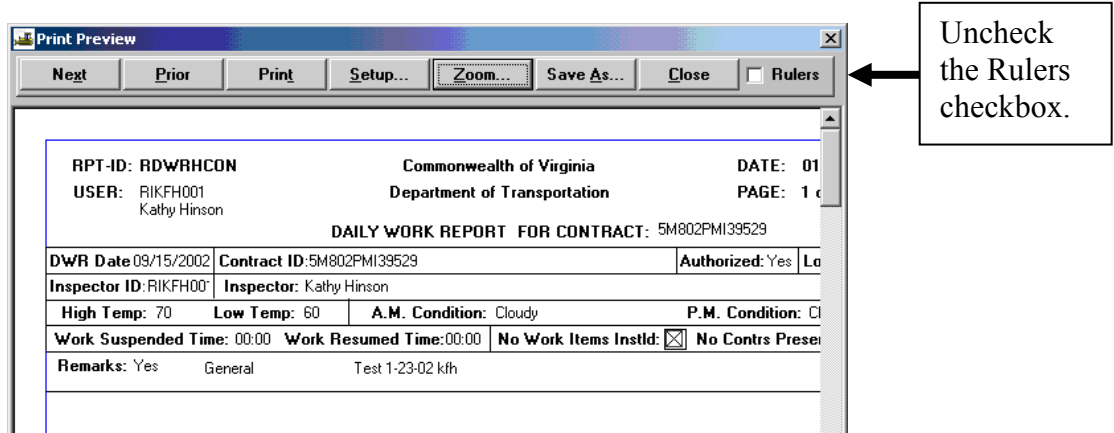
16. Add Milestones by clicking in the Milestone section and selecting New. Add milestones as necessary. Click on **Save** .



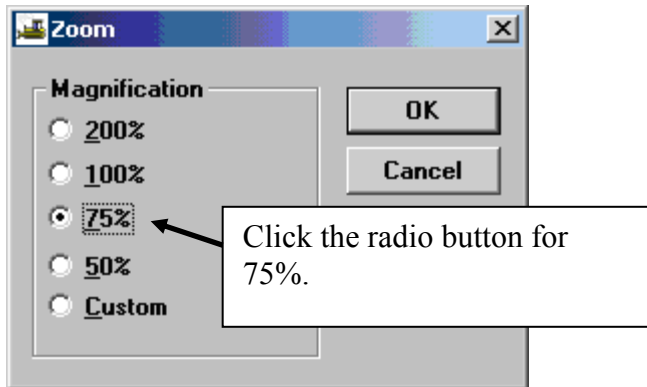
17. Click on **Services** in the menu options. A list of options is available. Click on **Preview DWR**.



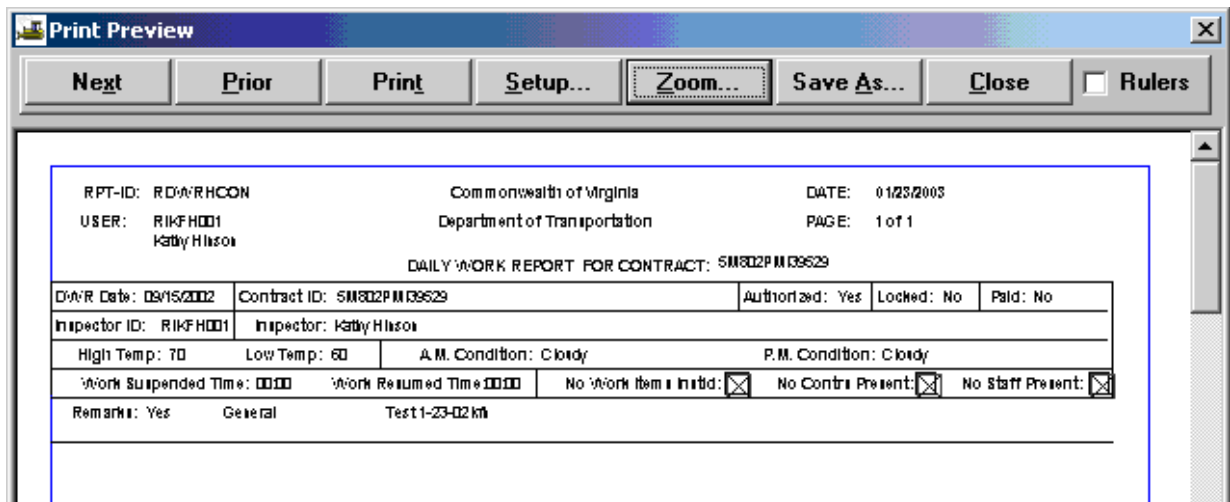
Note: You can uncheck the Rulers checkbox and zoom it to 75% to see the complete report or use the scroll arrows to see the report.



Zoom screen appearance.



Here is what the 75% Zoom looks like:

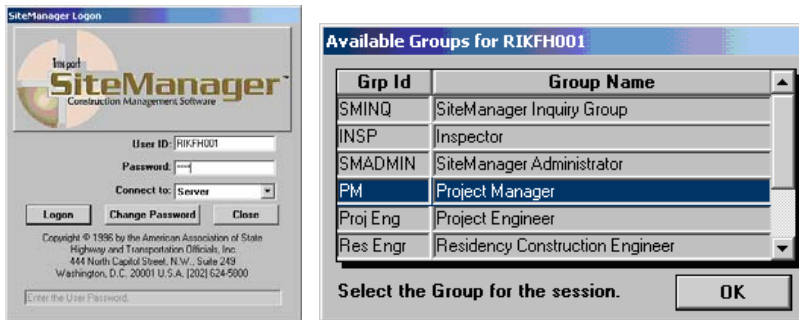


NOTE: IF THIS IS A MAINTENANCE CONTRACT AND YOU HAVE MAINTENANCE CHARGES, PLEASE REFER TO APPENDIX F.

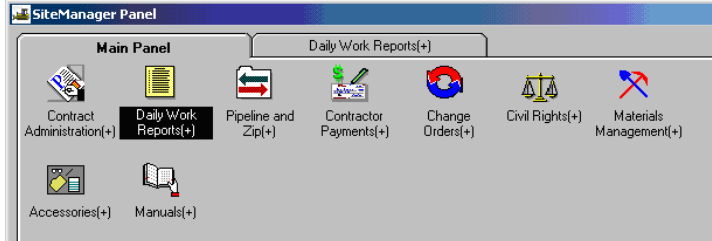
A.4. Record Force Account Activity

Note: Refer to Section 9. PM must notify DCA to add Force Account prior to the PM recording Force Account.

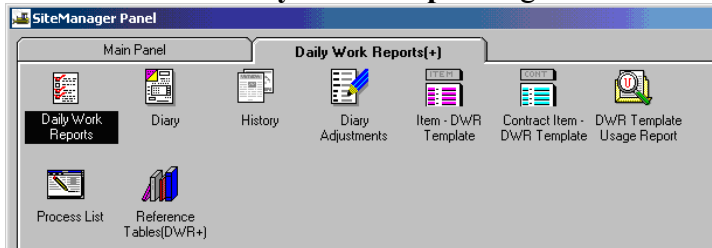
1. Log in to SiteManager. At the Available Groups window, select Group id “PM” and click OK.



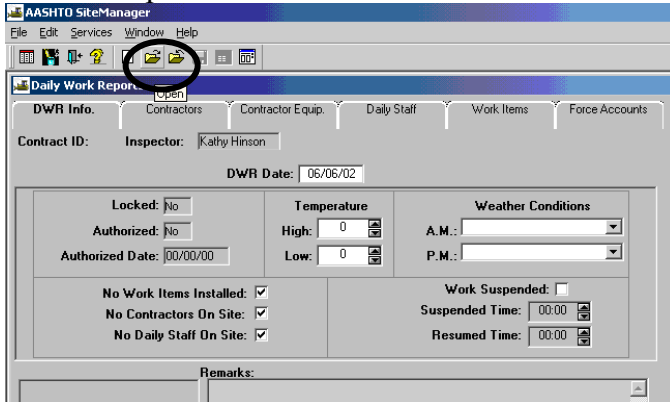
2. Double-click on Daily Work Reports.



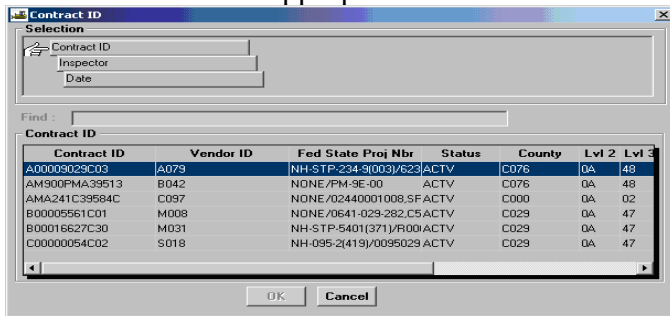
Double-click on Daily Work Reports again.



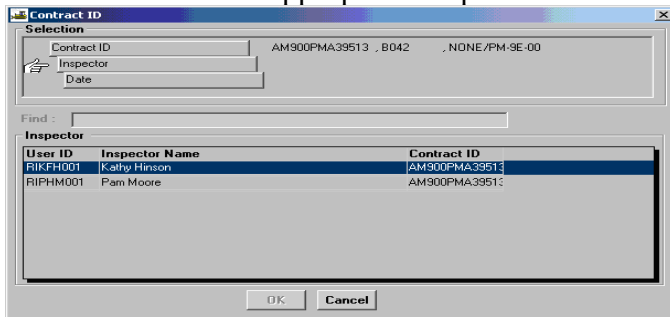
- Click on Open folder icon.



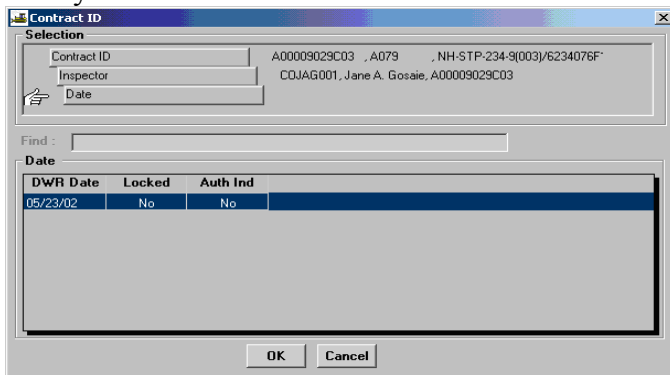
- Double-click on the appropriate Contract ID.



- Double-click on the appropriate Inspector name.



- Verify the date and then double-click on DWR date and click OK.



7. To create a new DWR date, click on the New icon .

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: A00009029C03 Inspector: Jane A. Gosaie
 DWR Date: 05/23/02

Locked: No
 Authorized: No
 Authorized Date: 00/00/00

Temperature
 High: 0
 Low: 0

Weather Conditions
 A.M.:
 P.M.:

No Work Items Installed:
 No Contractors On Site:
 No Daily Staff On Site:

Work Suspended:
 Suspended Time: 00:00
 Resumed Time: 00:00

Remarks:

General
 EEO issues
 Accident

8. Enter a DWR date. Enter the temperature and the weather conditions and then click on Save.

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: A00009029C03 Inspector: Kathy Hinson
 DWR Date: 00/00/00

Locked: No
 Authorized: No
 Authorized Date: 00/00/00

Temperature
 High: 0
 Low: 0

Weather Conditions
 A.M.:
 P.M.:

No Work Items Installed:
 No Contractors On Site:
 No Daily Staff On Site:

Work Suspended:
 Suspended Time: 00:00
 Resumed Time: 00:00

Remarks:

General
 EEO issues
 Accident

9. Click on the **Contractors** tab, click on the Contractor panel, and click the New icon.

AASHTO SiteManager
 File Edit Services Window Help

Daily Work Reports

DWR Info. **Contractors** Contractor Equip. Daily Staff Work Items Force Accounts

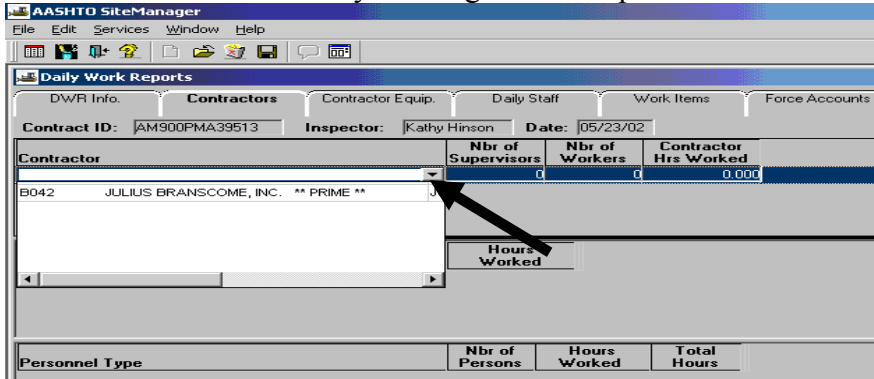
Contract ID: A00009029C03 Inspector: Kathy Hinson Date: 05/23/02

Contractor	Nbr of Supervisors	Nbr of Workers	Contractor Hrs Worked

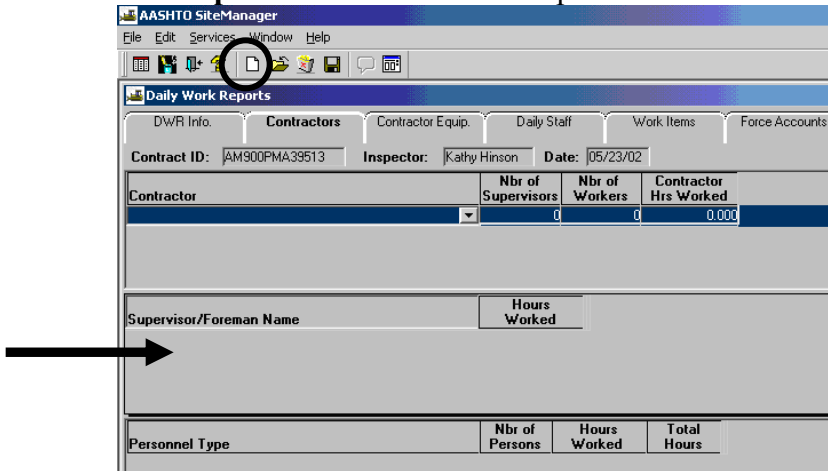
Supervisor/Foreman Name Hours Worked

Personnel Type Nbr of Persons Hours Worked Total Hours

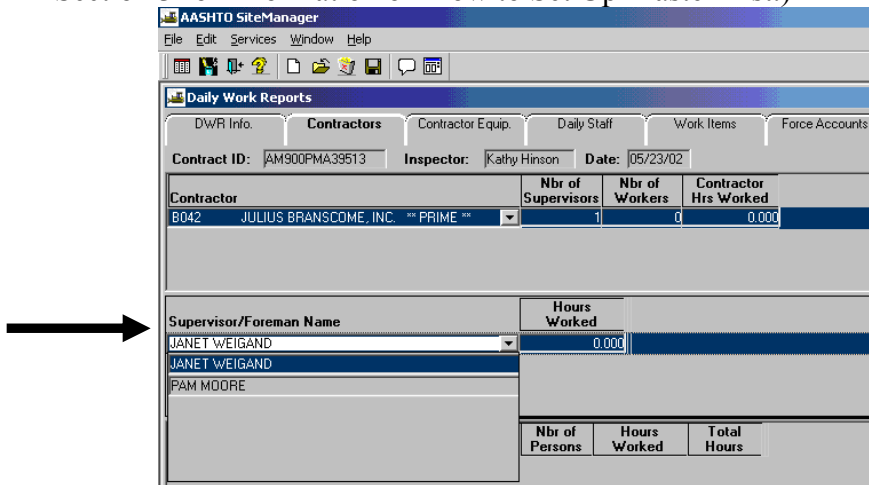
10. Add the Contractor name by clicking on the drop down arrow.



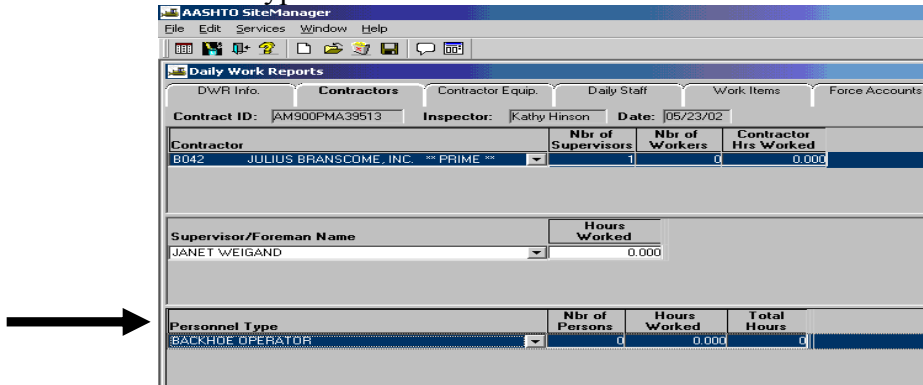
11. Click on the Supervisor/Foreman Name panel and then click on New.



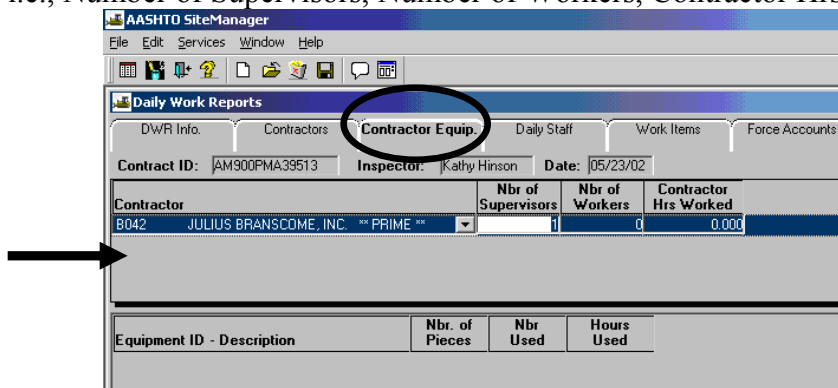
12. Choose the Supervisor Name from the master list. (If the master list was not created, see Section 3 for information on How to Set Up Master List.)



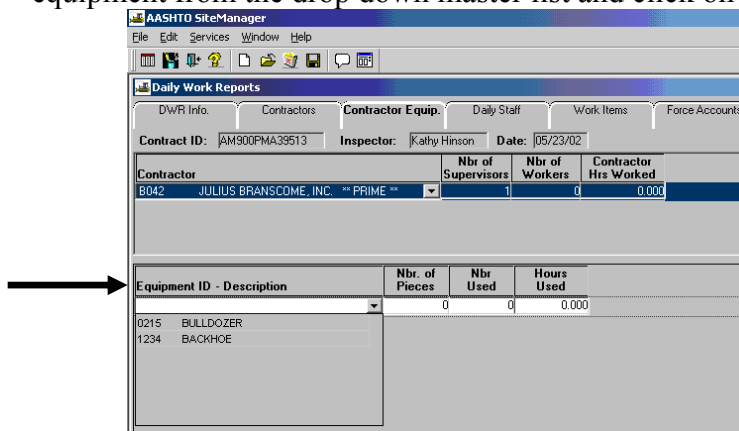
- Follow similar steps to list the appropriate personnel. Click the **Personnel** panel and click on New. Click the drop-down arrow in the Personnel Type field and select the Personnel Type. Click Save.



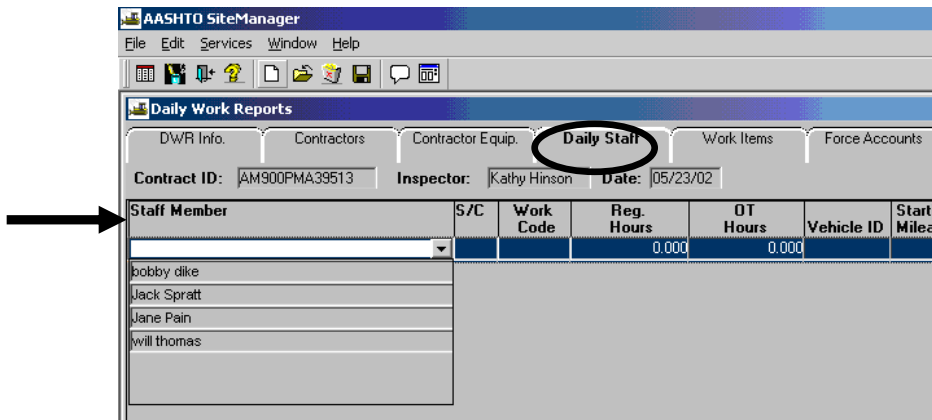
- Follow similar steps to complete the Contractor Equip. information. Click on **Contractor Equip** folder tab. Verify the Contractor. Note: If you need to add a new Contractor, click on **Contractors** panel and click on New. Add the required information in the Contractor panel; i.e., Number of Supervisors, Number of Workers, Contractor Hrs. Worked.



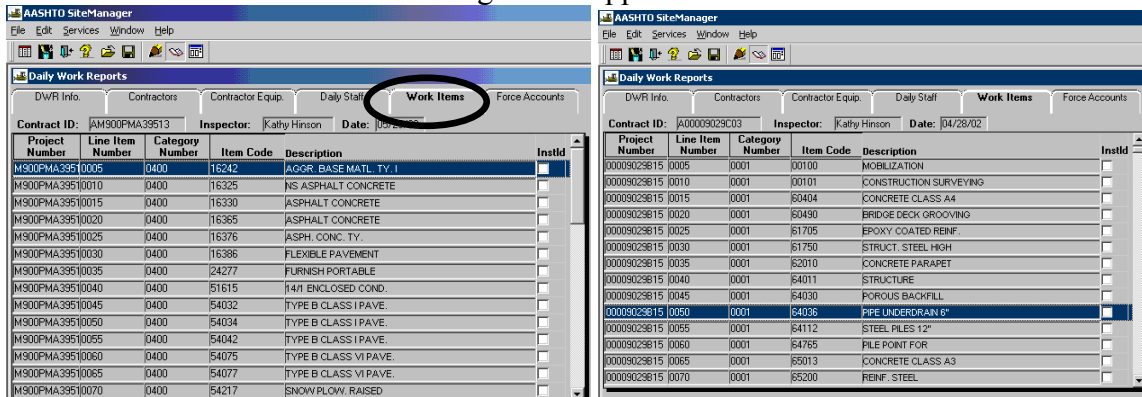
- Click on the bottom **Equipment ID – Description** panel and click on New. Select the equipment from the drop down master list and click on Save.



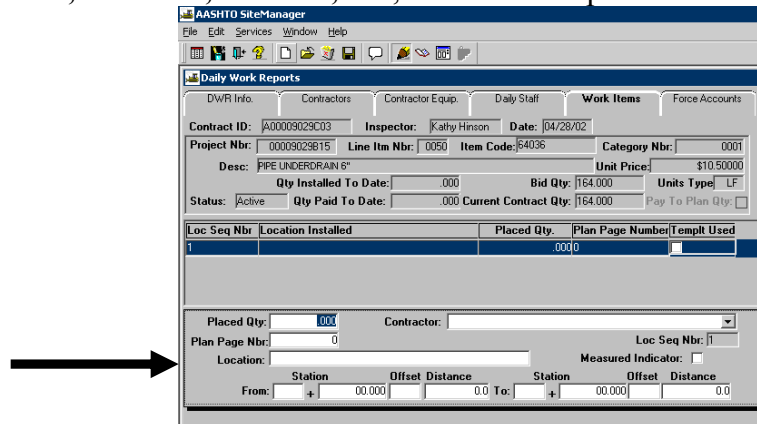
16. Follow similar steps to complete the **Daily Staff** folder tab. Click on the **Daily Staff** folder tab. Click on New and click on Staff member drop down arrow. Add Staff Member names, Work Code, Hours, etc. Click on Save.



17. Click on **Work Items** tab. The following screen appears. Double-click on an Item to select it.



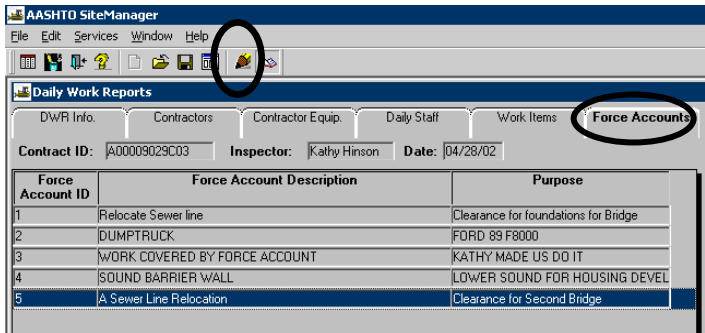
18. The following screen appears. Click on **New** icon. The panel opens for you to add information as seen below. Add applicable information in the fields; i.e., **Placed Qty**, **Contractor**, **Location**, **Stations**, etc., in the bottom panel. Click on **Save**.



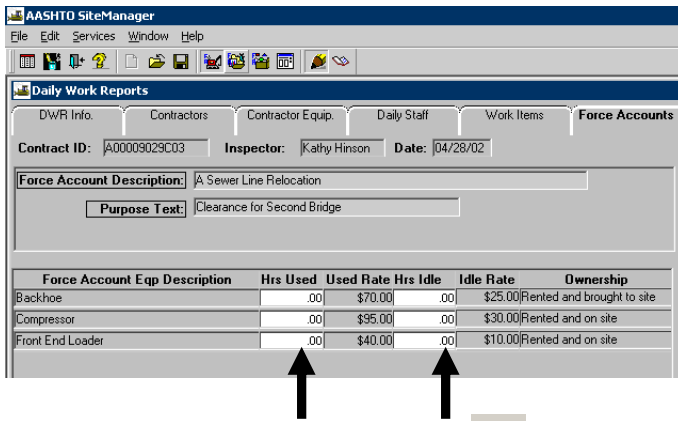
19. To go the next work item to be added click on **Services|Select Work Item**. You will be back at the Work Items window with different Project Numbers displayed.


20. Double-click on a Project Number and click on “New” icon to add information. Then follow Step 18 above.

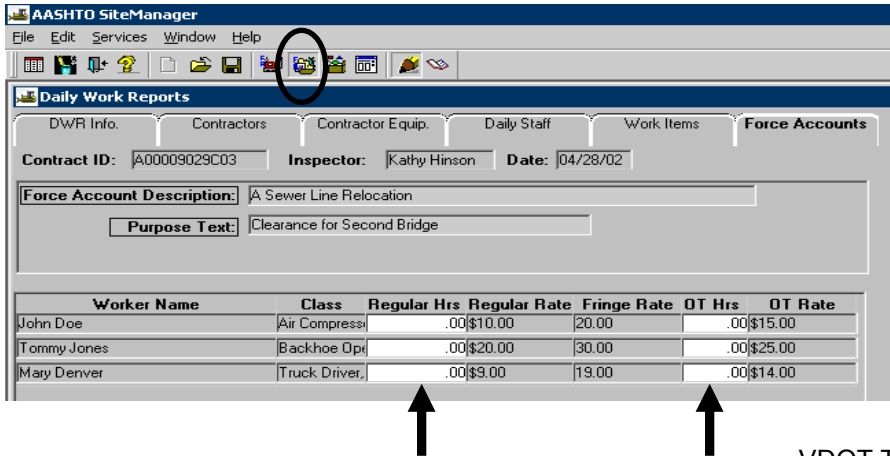
21. Click on **Force Accounts** folder tab. Then, click on Record Force Account Information icon .




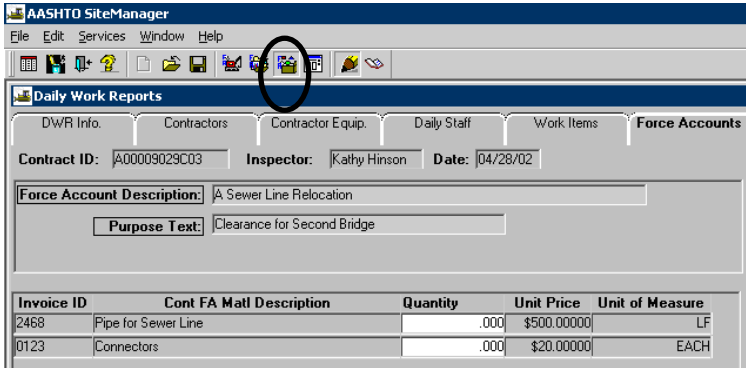
22. Add Force Account **Hrs Used** and **Hrs Idle** for each equipment.



23. Click on **Force Account Labor** icon . Enter **Regular Hrs** and **OT Hrs** for each laborer. Click on **Save**.



24. Click on **Force Account Material** icon . Enter the **Quantity** and click on Save and Exit.



AASHTO SiteManager
File Edit Services Window Help

Daily Work Reports

DWR Info. Contractors Contractor Equip. Daily Staff Work Items **Force Accounts**

Contract ID: A00009029C03 Inspector: Kathy Hinson Date: 04/28/02

Force Account Description: A Sewer Line Relocation
Purpose Text: Clearance for Second Bridge

Invoice ID	Cont FA Matl Description	Quantity	Unit Price	Unit of Measure
2468	Pipe for Sewer Line	.000	\$500.000000	LF
0123	Connectors	.000	\$20.000000	EACH



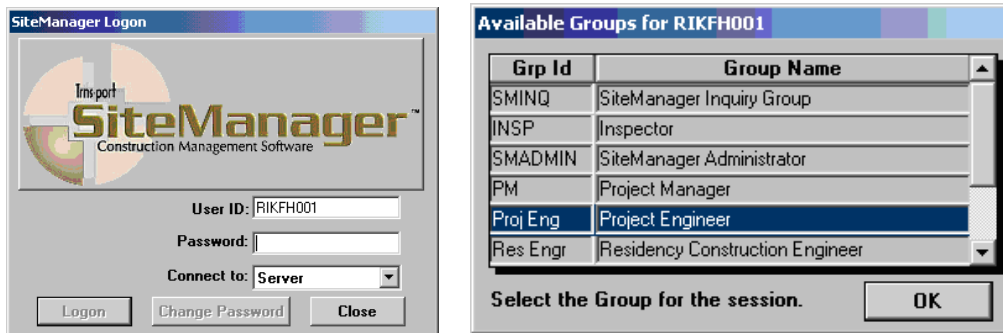
25. The PM notifies the DCA to initiate a Change Order to pay Force Account.
Note: Once a DCA adds a Change Order for a Force Account, the PM/Inspector can pay on the Change Order Items in the Daily Work Report as a regular work item.

B. Project Engineer

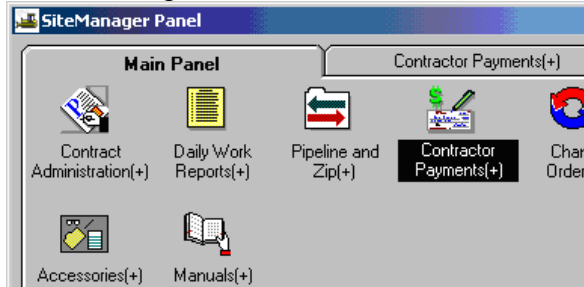
B.1. Estimate Tracking

The Estimate Tracking panel is a view-only window that shows the tracking of Estimate generation, approval, and rejection.

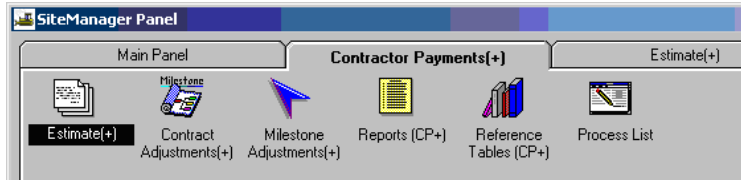
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT ENGINEER” and click OK.



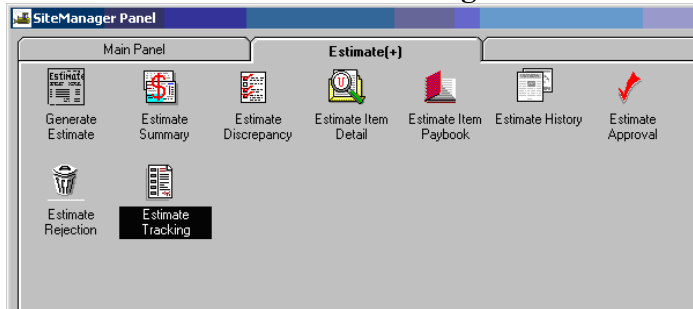
2. At the main panel, double-click on **Contractor Payments**.



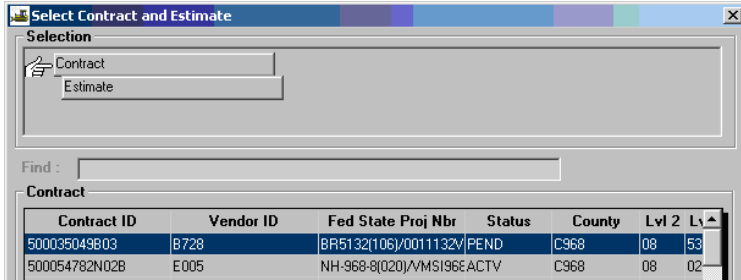
3. Double-click on the **Estimate** icon.



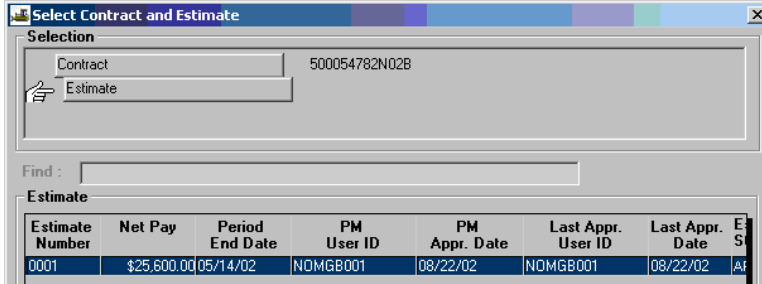
4. Double-click on **Estimate Tracking** icon.



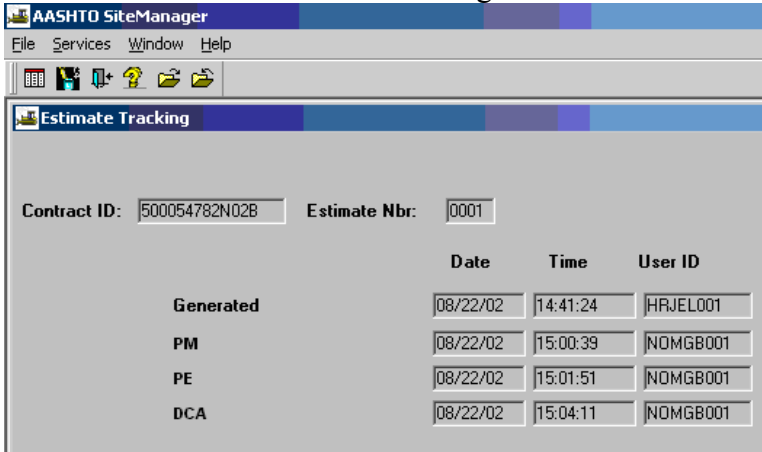
- Double-click on the Contract to select it.




- Double-click on the estimate number you need to select the Estimate.



- You should see the Estimate Tracking for that contract.



Note: To see an estimate on another contract, click on the Open folder icon  and double-click on a Contract ID.

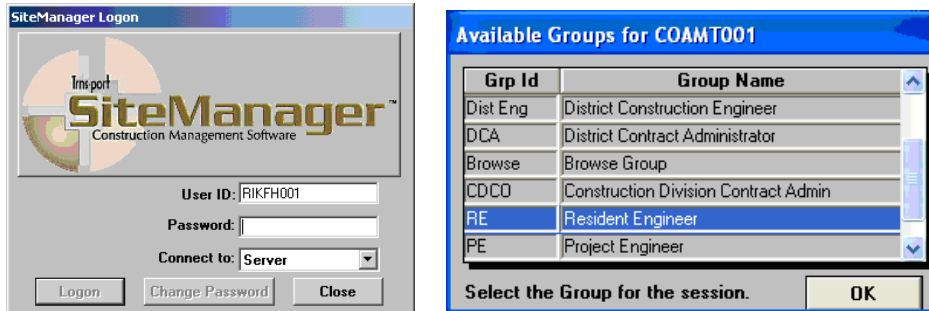
- Click on "X" to exit the screen.

C. Responsible Engineer

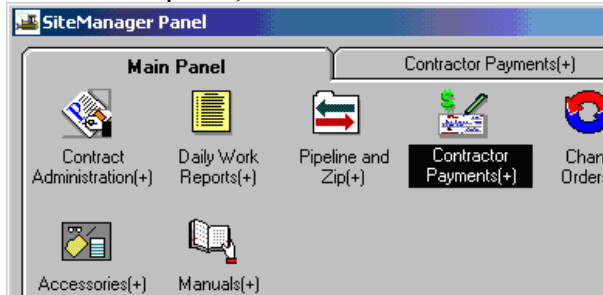
C.1. Estimate Tracking

The Estimate Tracking panel is a view-only window that shows the tracking of Estimate generation, approval, and rejection.

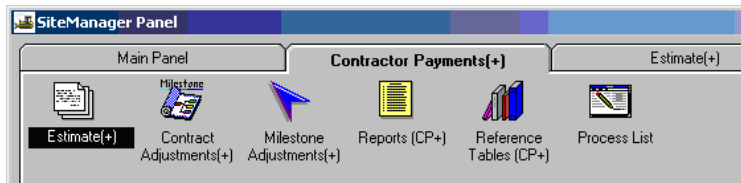
1. Log in to SiteManager. At the Available Groups window, select Group ID “RESIDENT ENGINEER” and click OK.



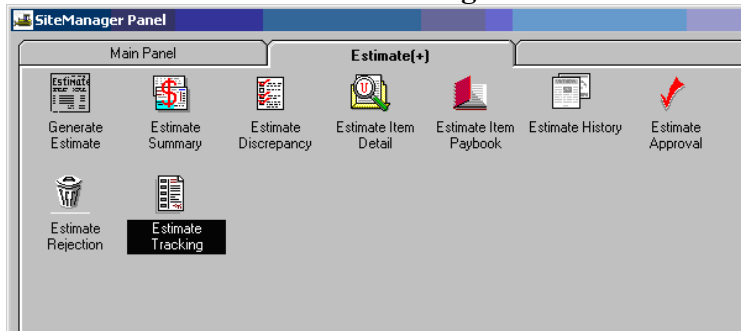
2. At the main panel, double-click on **Contractor Payments**.



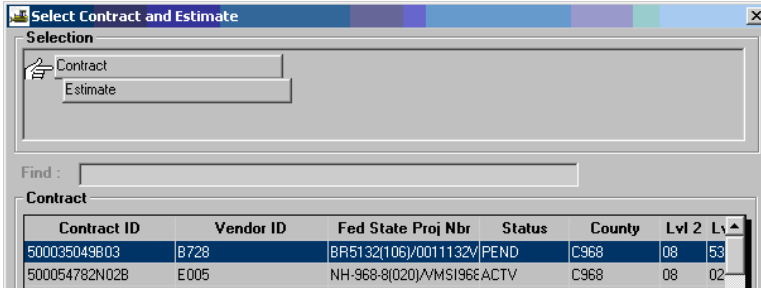
3. Double-click on the **Estimate** icon.



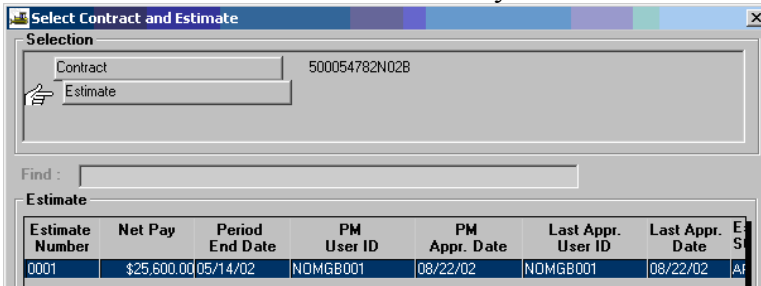
4. Double-click on **Estimate Tracking** icon.



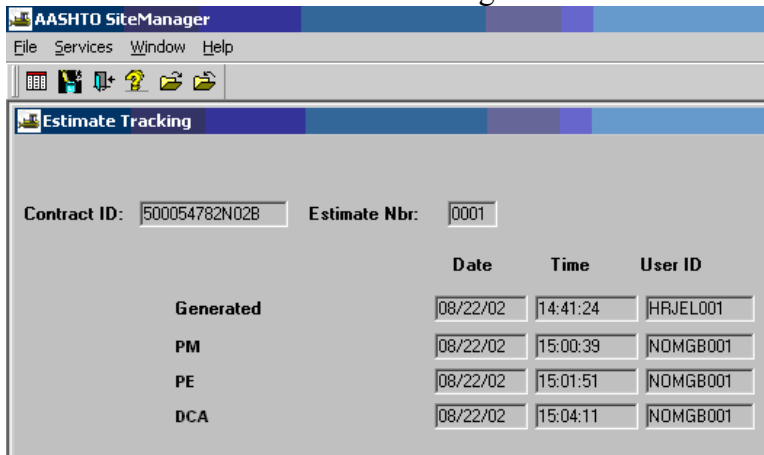
- Double-click on the Contract to select it.




- Double-click on the estimate number you need to select the Estimate.



- You should see the Estimate Tracking for that contract.



Note: To see an estimate on another contract, click on the Open folder icon  and double-click on a Contract ID.

- Click on “X” to exit the screen.

D. District Contract Administrator

D.1. Summary to Contractor

Refer to Section 9 to print the Summary to Contractor Report.

Print Preview

Print... Page 1 of 3 75% Help Close

Summary to Contractor Page 1 of 3

Rpt-ID: SUMCONT **Commonwealth of Virginia** **Date:** 02/26/2003
Department of Transportation
Summary to Contractor

Vendor ID: MD08 **Vendor Name:** MARTIN AND GASS, INCORPORATED

Contract ID: B00005561C01 **Estimate Number:** 0001 **Pay Period:** 01/30/2002
to: 01/31/2002

Contract Location: **Time Allowed:** 91.0 days
FR: 0.113 MILE RTE.638 **Time Charged:** 2.0 days
Percent Time: 3.28 %

Estimate Type: PROGRESS ESTIMATE

Estimate Comments:

Contractor:
MARTIN AND GASS, INCORPORATED **Date Let:** 05/25/1999
6433 GENERAL GREEN WAY **Date Awarded:** 06/17/1999
ALEXANDRIA, VA 22312-2413 **Date Contract Executed:** 06/29/1999
Phone: 703-256-4900 **Date Notice to Proceed:** 01/30/2002
Date Work Began: 01/30/2002
Date Time Stopped: 00/00/0000
Date Accepted: 09/27/2002

District Contract Administrator OA **Project Manager/Inspector**
COJTW001

Escrow Agent: FIRST VIRGINIA BANK
Surety Co: ST. PAUL FIRE & MARINE INSURANCE CO.
Estimate Paid: YES

Counties:
FAIRFAX

Project Number	PCT	Fed State Project Number	Description 1
00005561B18	22.65	NONE/0641029282	PROPOSED BRIDGE ON RTE. 641 OVER POHICK CREEK
00005561C01	68.72	NONE/0641029282	UPGRADE EXISTING TWO LANE FACILITY AND REPLACE
00005561U01	8.63	NONE/0641029282	UTILITIES

Print Preview

Print... Page 2 of 3 75% Help Close

Summary to Contractor Page 2 of 3

	Total to Date	Prev to Date	This Estimate
Participating	\$ 0.00	\$ 0.00	\$ 0.00
Non-Participating	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Total Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Stockpiled Materials	\$ 0.00	\$ 0.00	\$ 0.00
Gross Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Retainage	\$ -1,745.28	\$ 0.00	\$ -1,745.28
Escrow Amount	\$ 1,745.28	\$ 0.00	\$ 1,745.28
Securities Encumbered	\$ 0.00	\$ 0.00	\$ 0.00
Net Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Incentives	\$ 0.00	\$ 0.00	\$ 0.00
Disincentives	\$ 0.00	\$ 0.00	\$ 0.00
Fuel Adjustment	\$ 10.85	\$ 0.00	\$ 10.85
Bituminous Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Autopay Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due	\$ 34,916.45	\$ 0.00	\$ 34,916.45
Other Adjustments	\$ 0.00	\$ 0.00	\$ 0.00
Payments	\$ 34,916.45	\$ 0.00	\$ 34,916.45

Approved for Payment By: _____ Date: _____
 Name Title

Project Number: 00005561B18

Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0010	0001	00101	\$ 28,359.440	1.000	LS	\$ 28,359.44	\$ 28,359.44
		CONSTRUCTION SURVEYING					
		this is a test. this is a test. this is a test. I think I am sure this is a test.					
0040	0001	62010	\$ 27.000	15.000	LF	\$ 405.00	\$ 405.00
		CONCRETE PARAPET					
0050	0001	64011	\$ 21.000	15.000	CY	\$ 315.00	\$ 315.00
		STRUCTURE.					

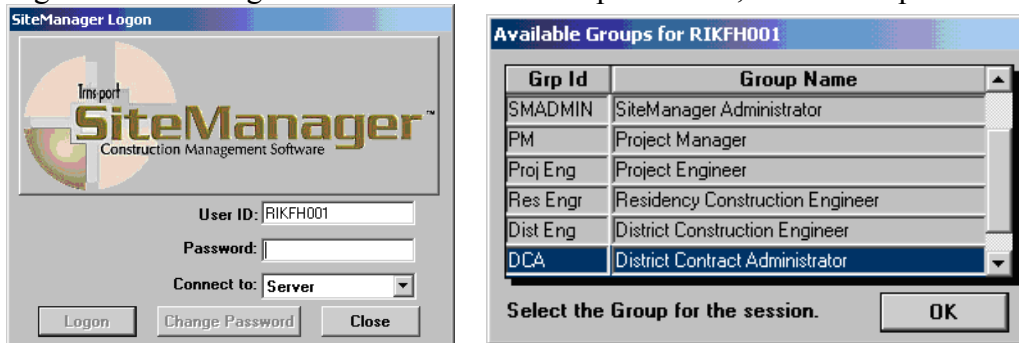
D.2. Approve the Estimate

Estimate Approval as District Contract Administrator

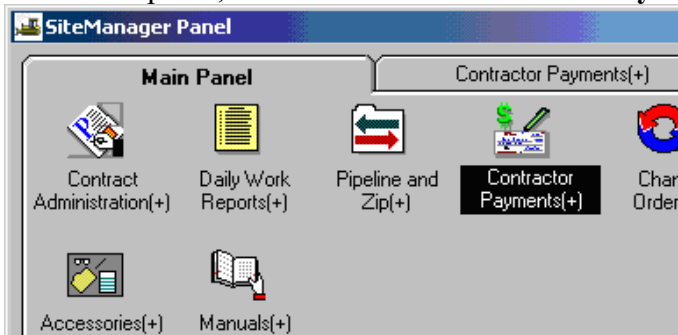
IMPORTANT: REFER TO APPENDIX I AND RUN THE VALIDATIONS PLUG-IN BEFORE APPROVING AN ESTIMATE.

Note: The District Contract Administrator can NOT check both the Project Engineer and Responsible Engineer checkboxes along with the District Contract Admin checkbox to override the Project Engineer and the Responsible Engineer approvals. System controls are in place to keep the same userid from approving more than two levels of estimate approvals. Project Engineer and Responsible Engineer are required to view and approve monthly estimates and have backups for these functions when they are not available.

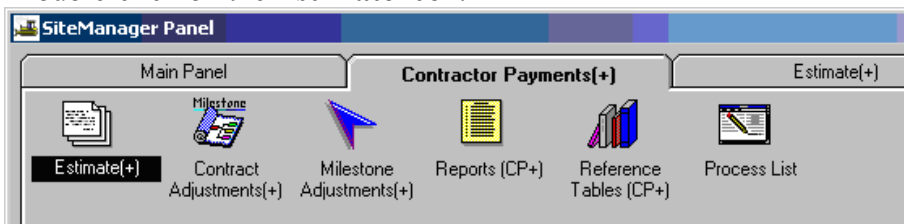
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



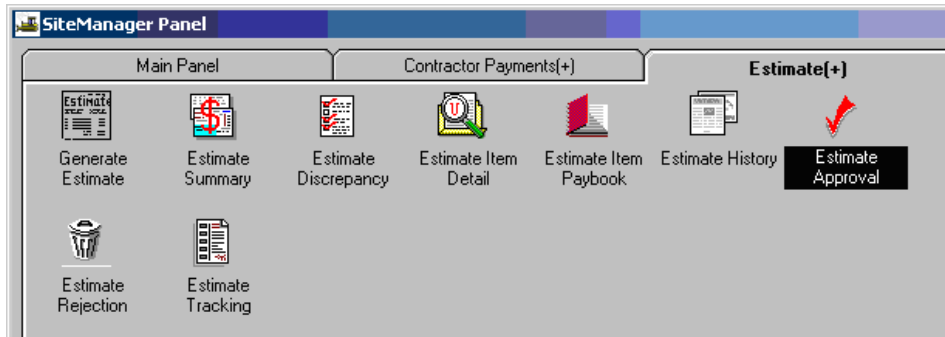
2. At the main panel, double-click on **Contractor Payments**.



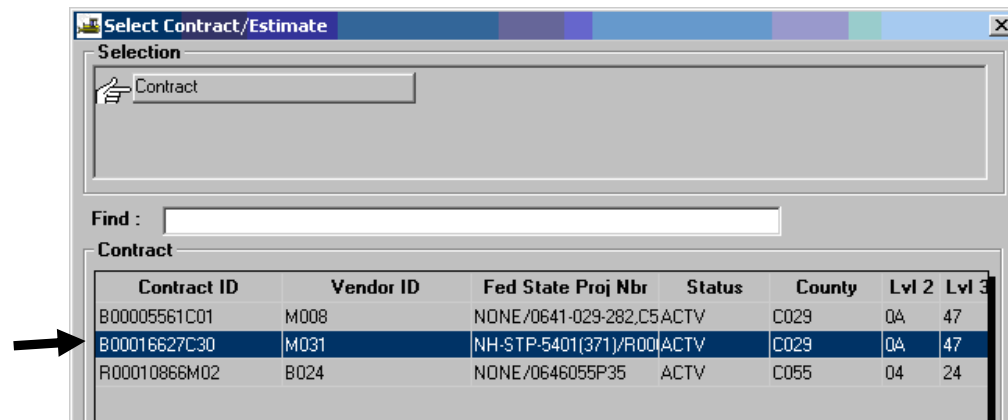
3. Double-click on the **Estimate** icon.



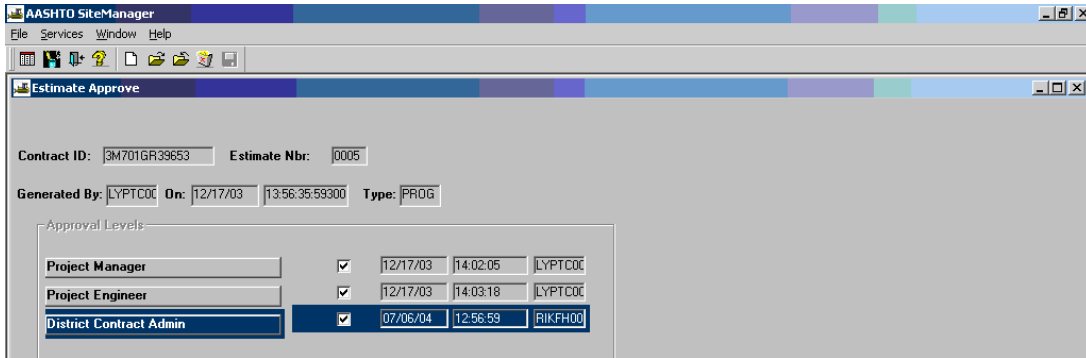
4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



6. You should be at the Estimate Approve window. There would be a checkbox to the right of **District Contract Admin**. Click in the appropriate checkbox to approve the estimate.
 Note: After a DCA approves an Estimate, the Estimate cannot be retrieved for corrections and it cannot be deleted. If corrections are needed before DCA approval, estimate must be rejected and deleted and the PM/Inspector must do the corrections and reinitiate the approval process.
 If you are ready to approve the Estimate, click the approval checkbox, click on Save and exit.



After checking the box to the right of District Contract Admin to approve the estimate and saving, the approval date and time will automatically populate. Note: The District Contract Administrator can check both the Project Engineer and District Contract Administrator checkboxes to override the Project Engineer approval.

7. Click on OK and exit. Click the “X” to close. A message box says: Profile CCPESTAP for process CCPESTAP has completed. Click on OK. Click on “X” to exit.

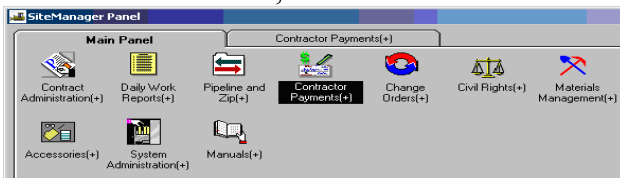
D.3. Estimate Rejection

Note: The rejection process can only be done after the PM has approved the estimate. The rejection process can be done either at the PE, RE, or the DCA level when the estimate becomes available for approval to that level. After a DCA approves an Estimate, the Estimate cannot be retrieved for corrections and it cannot be deleted. If corrections are needed before DCA approval, estimate must be rejected and deleted and the PM/Inspector must do the corrections and reinitiate the approval process.

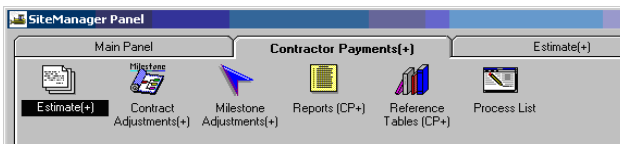
Reject an Estimate

- (1) From Main Panel, double-click Contractor Payments.
- (2) Double-click Estimate.
- (3) Double-click the Estimate Rejection icon.
- (4) If contract selection window appears, double-click on the contract to select it.
- (5) The Estimate Rejection window opens. Verify Contract ID, Estimate Number, etc. To reject the Estimate, type the Reason for Rejection and click Save. Close when finished.

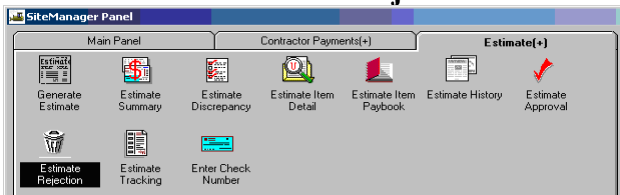
1. From the Main Panel, double-click **Contractor Payments**.



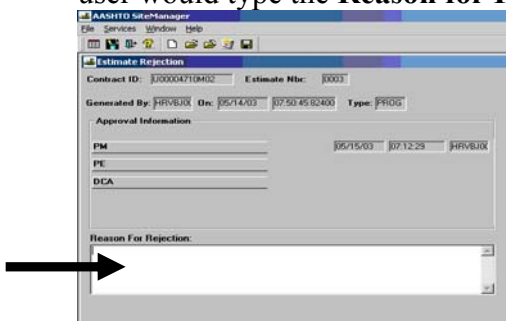
2. Double-click **Estimate**.



3. Double-click the **Estimate Rejection** icon.



4. Note: If this is the first time, a contract selection window would appear and you would double-click on the appropriate contract to select it. The **Estimate Rejection** window opens as noted in the example. The user would verify the Contract ID, Estimate Number, etc. To reject the estimate, the user would type the **Reason for Rejection** and click **Save**. When complete, click **Close**.



Note: In the example, the user is a PM who had not yet approved the Estimate and who wishes to reject an Estimate. Once an Estimate approval level has approved an Estimate, that same approval level cannot reject that Estimate.

D.4. Review DCA Nightly Run Reports (Fatallog and Fisclog)

Here is an example of the DCA Nightly Run Report that will be produced for a contract that passed the FMSII edits and will be passed to FMSII. This report will show you whether to start the approval process or if a contract needs to be fixed and resubmitted.

fatallog.txt - Notepad
File Edit Format View Help

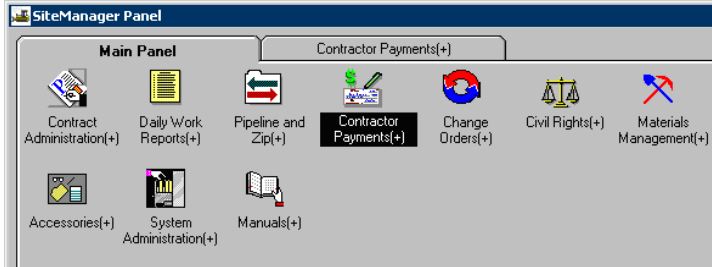
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
DCA NIGHTLY RUN REPORT

SITEMANAGER-SM2FMSII 01/05/10

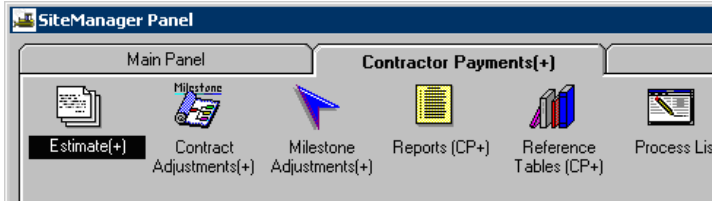
The following are the Contract Estimates Processing Results :

CONTRACT ID ESTIMATE	CONTRACTOR'S NAME MESSAGE DESC	PERIOD END DATE	ESTIMATE STATUS
DISTRICT 1 D00086169C01 102(I)	ELK KNOB, INC. Processing for contract D00086169C01 estimate 0014 for period ending 20091130 was successful. Data has been written to the export files.	20091130	APRV

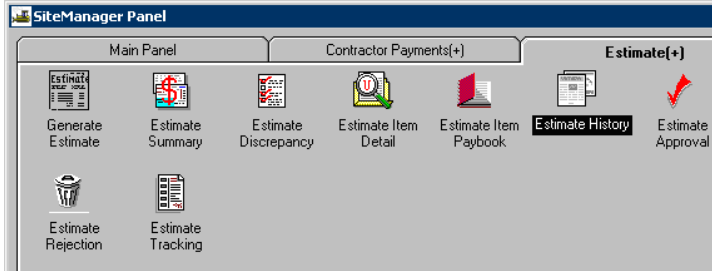
1. Log on as District Contract Administrator. From the SiteManager Main Panel, double-click **Contractor Payments**.




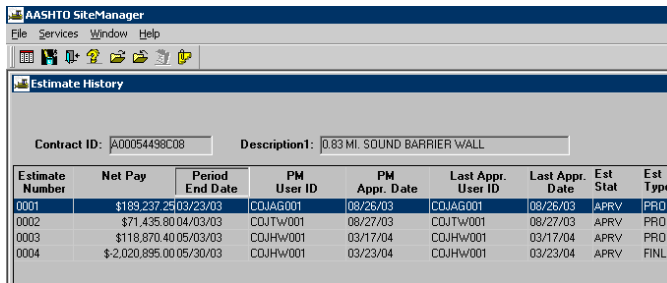
2. Double-click **Estimate**.



3. Double-click **Estimate History**.



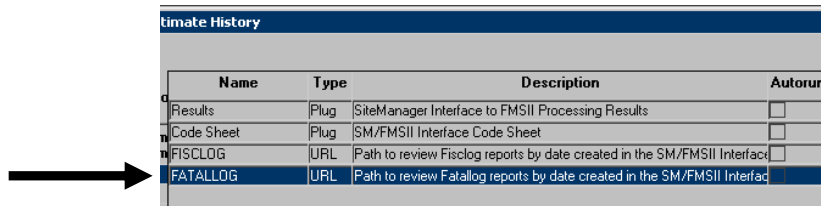
- From the Estimate History window, select the Estimate Number.
Click the Attachment  icon.



Contract ID: A00054498C08 Description: 0.83 MI. SOUND BARRIER WALL

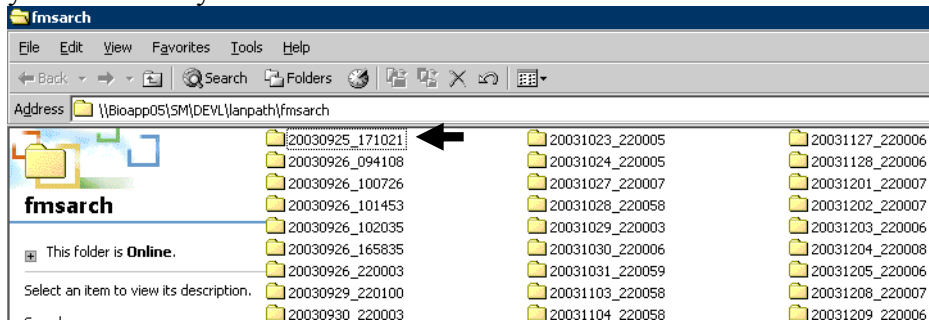
Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0001	\$189,237.25	03/23/03	COJAG001	08/26/03	COJAG001	08/26/03	APRV	PROG
0002	\$71,435.80	04/03/03	COJTW001	08/27/03	COJTW001	08/27/03	APRV	PROG
0003	\$118,870.40	05/03/03	COJHW001	03/17/04	COJHW001	03/17/04	APRV	PROG
0004	\$-2,020,895.00	05/30/03	COJHW001	03/23/04	COJHW001	03/23/04	APRV	FINL

- Double-click 'FATALLOG'.



Name	Type	Description	Autorun
Results	Plug	SiteManager Interface to FMSII Processing Results	<input type="checkbox"/>
Code Sheet	Plug	SM/FMSII Interface Code Sheet	<input type="checkbox"/>
FISLOG	URL	Path to review Fislog reports by date created in the SM/FMSII Interface	<input type="checkbox"/>
FATALLOG	URL	Path to review Fatallog reports by date created in the SM/FMSII Interface	<input type="checkbox"/>

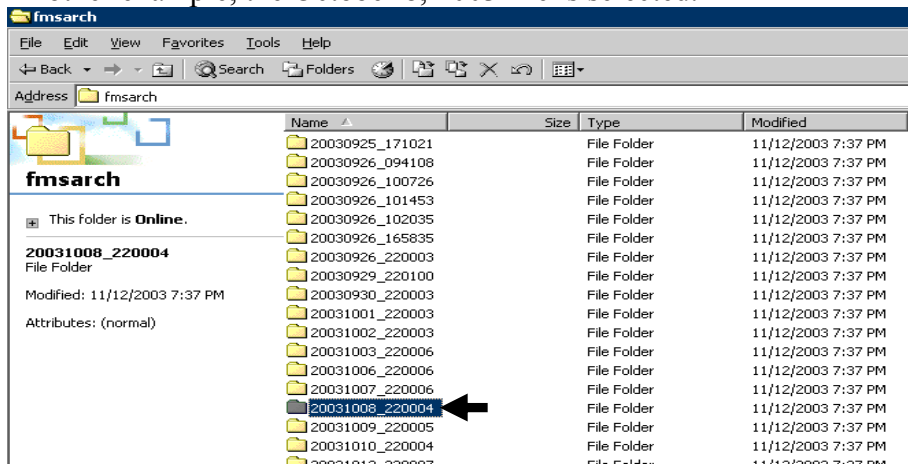
- From the 'fmsarch' screen, double-click the file needed. For example, double-click on the 20030925_171021 folder to open the report for September 25, 2003. The file name format is year-month-day.



Address: \\Bioapp05\SM\DEVL\anpath\fmsarch

20030925_171021	20031023_220005	20031127_220006
20030926_094108	20031024_220005	20031128_220006
20030926_100726	20031027_220007	20031201_220007
20030926_101453	20031028_220058	20031202_220007
20030926_102035	20031029_220003	20031203_220006
20030926_165835	20031030_220006	20031204_220008
20030926_220003	20031031_220059	20031205_220006
20030929_220100	20031103_220058	20031208_220007
20030930_220003	20031104_220058	20031209_220006

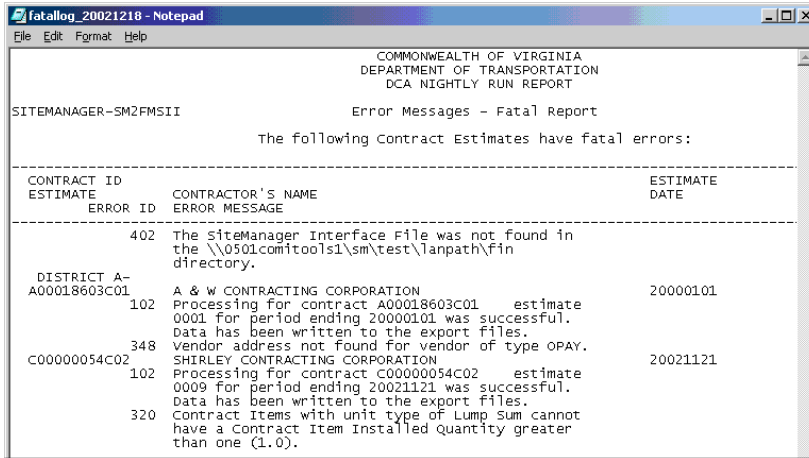
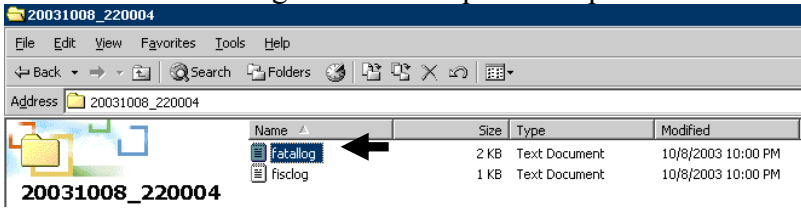
Another example, the October 8, 2003 file is selected.



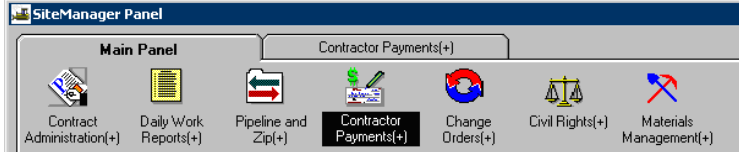
Address: fmsarch

Name	Size	Type	Modified
20030925_171021		File Folder	11/12/2003 7:37 PM
20030926_094108		File Folder	11/12/2003 7:37 PM
20030926_100726		File Folder	11/12/2003 7:37 PM
20030926_101453		File Folder	11/12/2003 7:37 PM
20030926_102035		File Folder	11/12/2003 7:37 PM
20030926_165835		File Folder	11/12/2003 7:37 PM
20030926_220003		File Folder	11/12/2003 7:37 PM
20030929_220100		File Folder	11/12/2003 7:37 PM
20030930_220003		File Folder	11/12/2003 7:37 PM
20031001_220003		File Folder	11/12/2003 7:37 PM
20031002_220003		File Folder	11/12/2003 7:37 PM
20031003_220006		File Folder	11/12/2003 7:37 PM
20031006_220006		File Folder	11/12/2003 7:37 PM
20031007_220006		File Folder	11/12/2003 7:37 PM
20031008_220004		File Folder	11/12/2003 7:37 PM
20031009_220005		File Folder	11/12/2003 7:37 PM
20031010_220004		File Folder	11/12/2003 7:37 PM

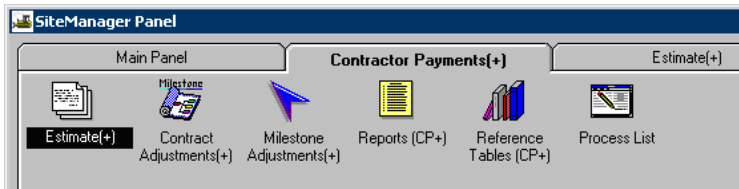
7. Double-click 'fatallog' text file to open the report.



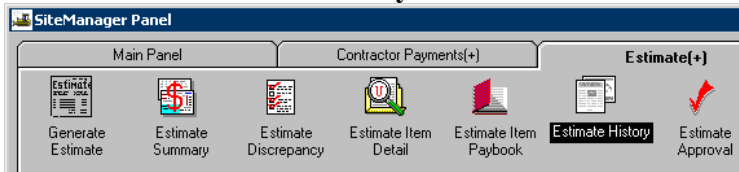
8. Review DCA Nightly Run Reports (Fisclog). From the Main Panel, double-click **Contractor Payments**.



9. Double-click **Estimate**.



10. Double-click **Estimate History**.



11. The Estimate History window opens. Double-click the Estimate Number.

Contract ID: A00054498C08 Description1: 0.83 MI. SOUND BARRIER WALL

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0001	\$189,237.25	03/23/03	COJAG001	08/26/03	COJAG001	08/26/03	APRV	PROG
0002	\$71,435.80	04/03/03	COJTW001	08/27/03	COJTW001	08/27/03	APRV	PROG

12. Click the Attachment button .

AASHTO SiteManager

File Services Window Help

Contract ID: SM403A14069B Description1: STR. REPAIR OF RTE. 156 LIFT BR. OVER JAMES

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0002	\$7,500.00	01/10/05	RJRB001	01/14/05	RITEF001	01/18/05	APRV	PROG
0001	\$7,500.00	12/10/04	RJRB001	12/14/04	RIPHM001	12/16/04	APRV	PROG

13. Double-click 'fisclog'.

AASHTO SiteManager

File Services Window Help

Co	Name	Type	Description	Autorun
	Result	Plug	Results Plugin	<input type="checkbox"/>
Estim	fatalogs	URL	Fatalogs Created in Production	<input type="checkbox"/>
Num	codesheet	Plug	CodeSheet	<input type="checkbox"/>
000	fisclog	URL	Fisclog	<input type="checkbox"/>
0001				

14. Highlight the desired file and double-click to select the file. Note: File names are in the year/month/day format. For example, the file named 20030925_171021 is the file for September 25, 2003.

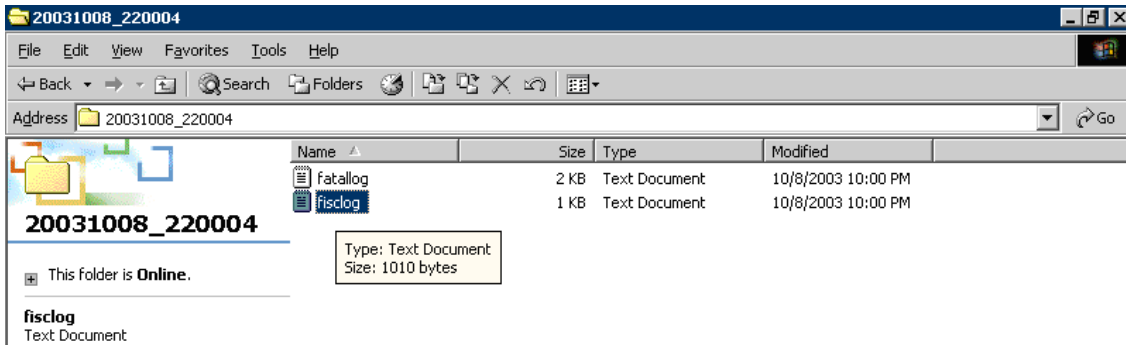
fmsarch

File Edit View Favorites Tools Help

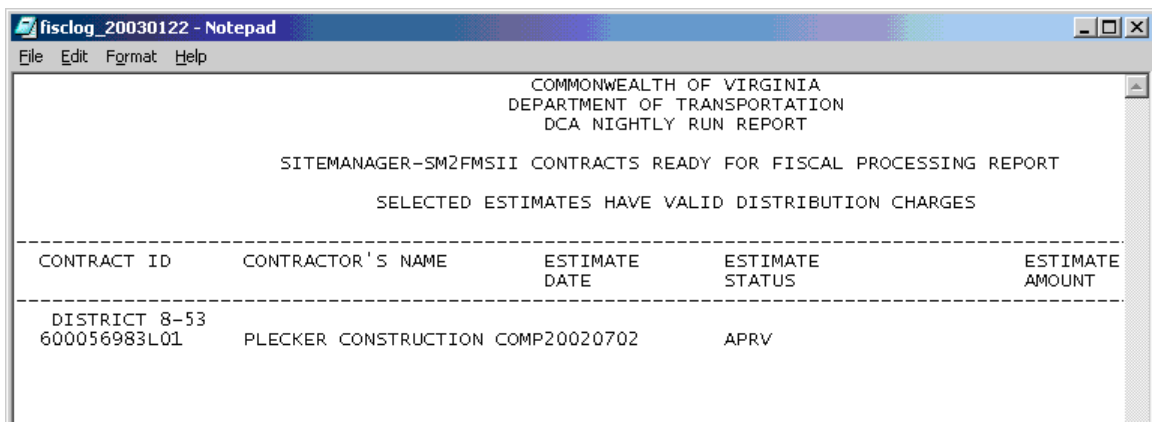
Address: \\Bioapp05\SM\DEV\lanpath\fmsarch

20030925_171021	20031023_220005	20031127_220006
20030926_094108	20031024_220005	20031128_220006
20030926_100726	20031027_220007	20031201_220007
20030926_101453	20031028_220058	20031202_220007
20030926_102035	20031029_220003	20031203_220006
20030926_165835	20031030_220006	20031204_220008
20030926_220003	20031031_220059	20031205_220006
20030929_220100	20031103_220058	20031208_220007
20030930_220003	20031104_220058	20031209_220006
20031001_220003	20031105_220008	20031210_220101
20031002_220003	20031106_220007	20031211_220006
20031003_220006	20031107_220006	20031212_220005
20031006_220006	20031110_220007	20031215_220007
20031007_220006	20031111_220006	20031216_220006

15. Double-click 'fisclog'.



16. Here is an example of the DCA Nightly Run Processed Report that will be produced for a contract that passed the FMSII edits and will be passed to FMSII. This one should be ready to approve in FMS. Use this report to approve in FMSII.

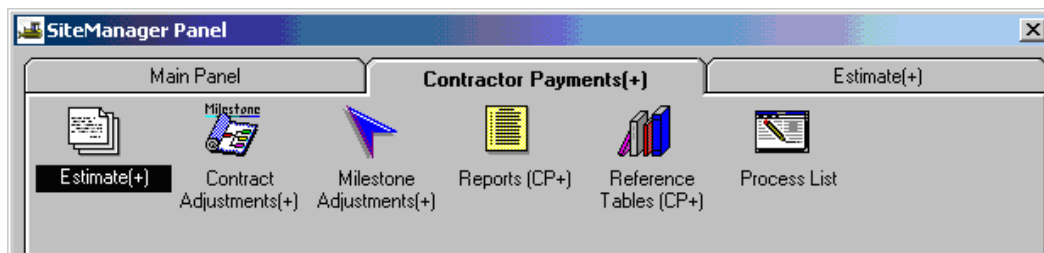


D.5. Results Plug-In

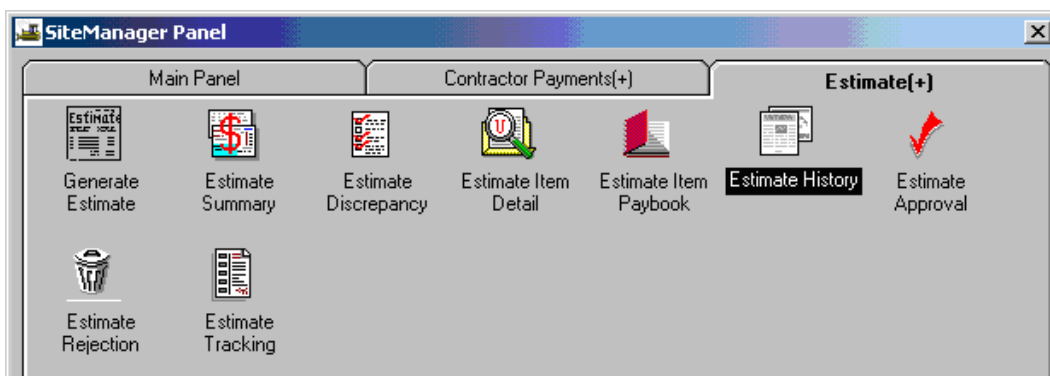
1. From the SiteManager main panel, double-click on **Contractor Payments**.



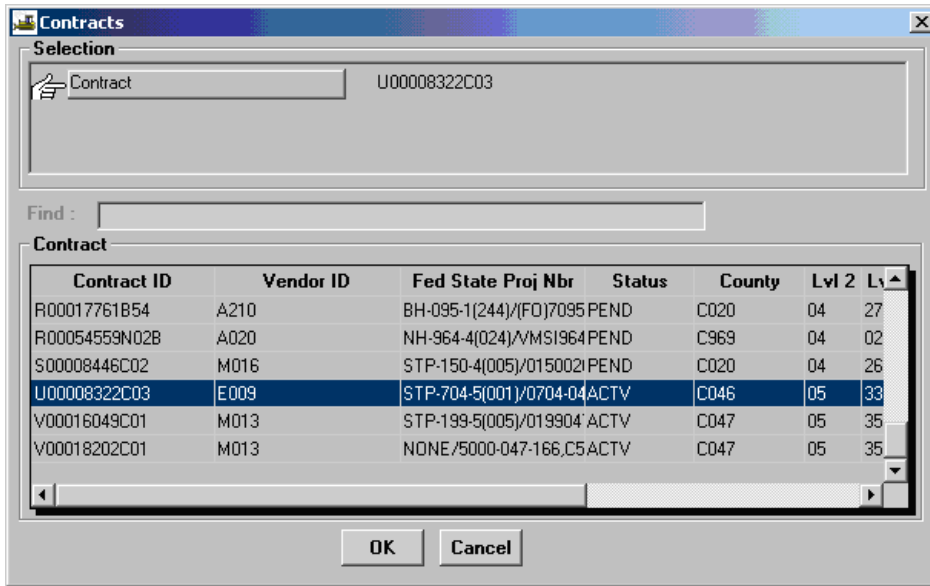
2. The Contractor Payments panel opens. Double-click on **Estimate**.



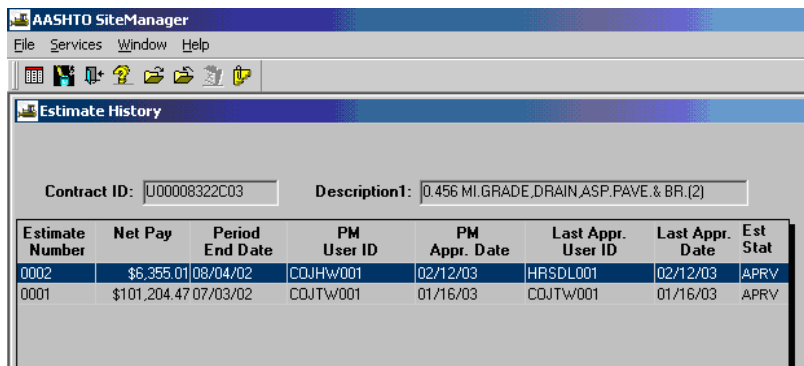
3. Double-click on **Estimate History**.




- Select the Contract.

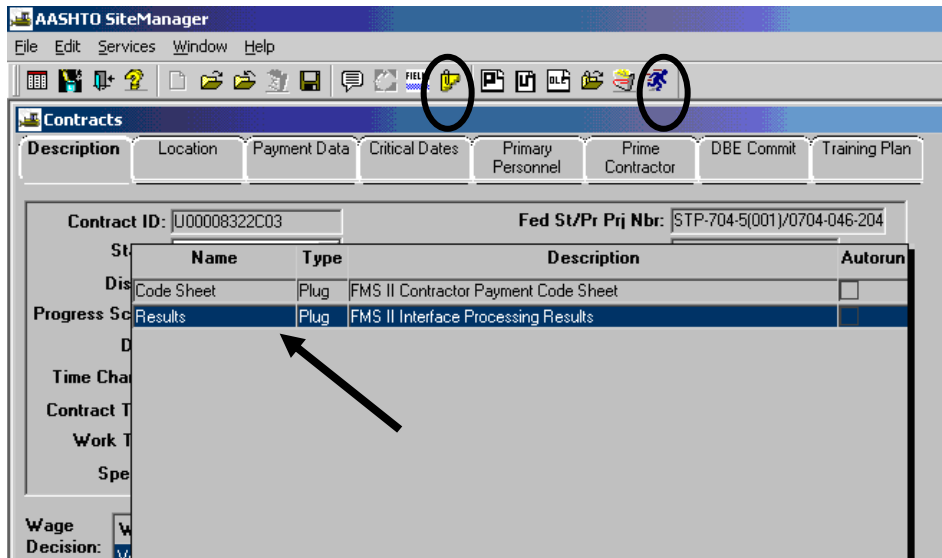


- The Estimate History screen opens.

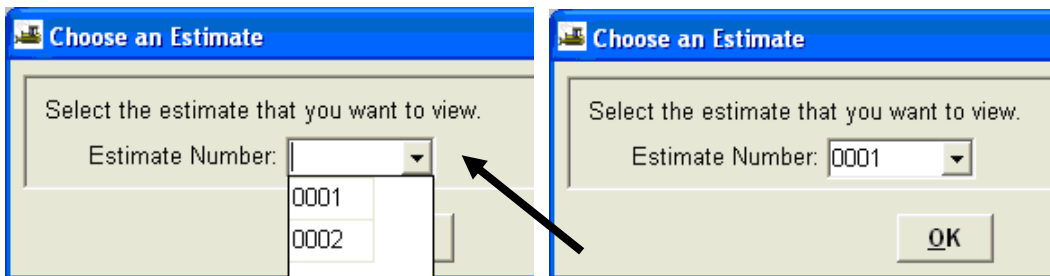


6. Click on the Attachment icon .

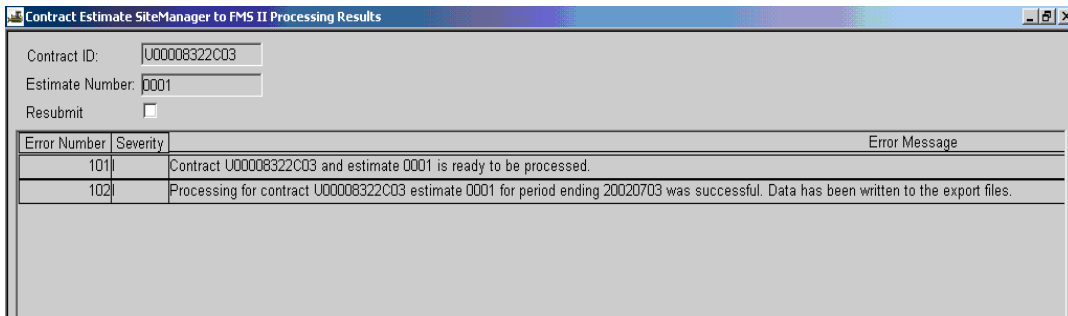
Select Results Plug-in and then click on the Running Man icon .




7. Click the drop-down arrow for a list of available estimates. Select the estimate that you want to view and click OK.

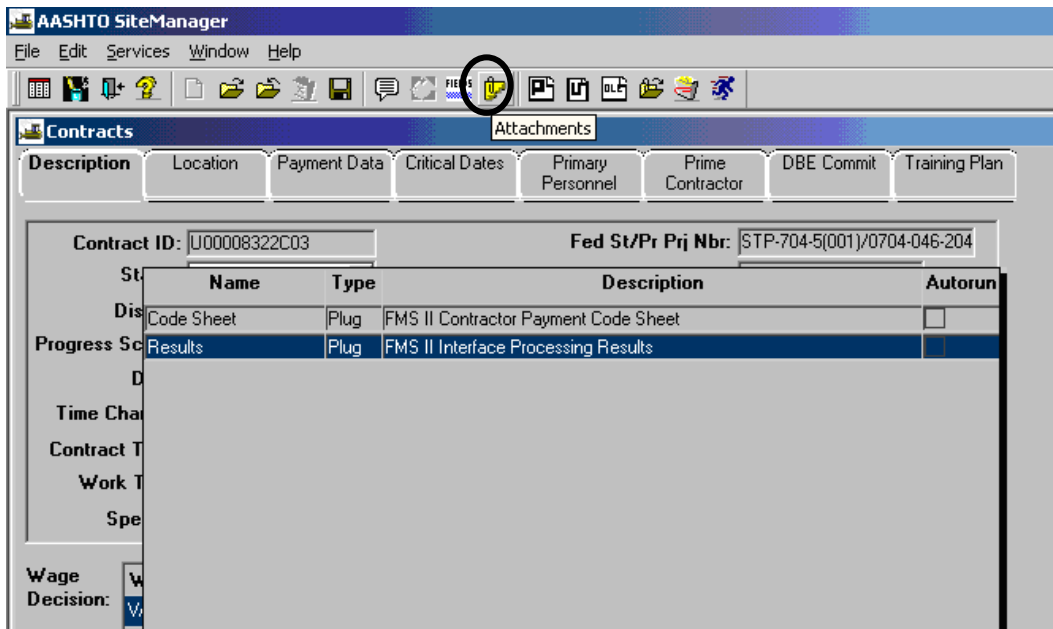


8. Example of the FMSII Processing Results.



Note: If Contract Estimate not processed successfully, review errors and take corrective action; then resubmit. Resubmission must be done prior to creating any new estimates for this contract. If a contract has errors when it goes through the FMSII interface, that estimate must be fixed and resubmitted and successfully passed to FMSII BEFORE the next estimate can be GENERATED. DWRs can be done, but no estimate can be generated until the previous estimate has gone all the way through to FMSII.

To close, click on the 'X' in the top right corner of the Results panel. Then click on the Attachments icon  (toggle).

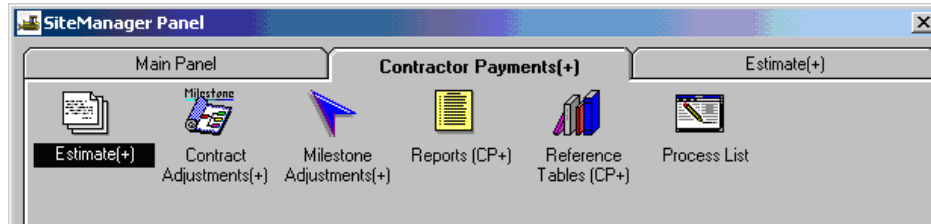


D.6. Code Sheet Plug-in

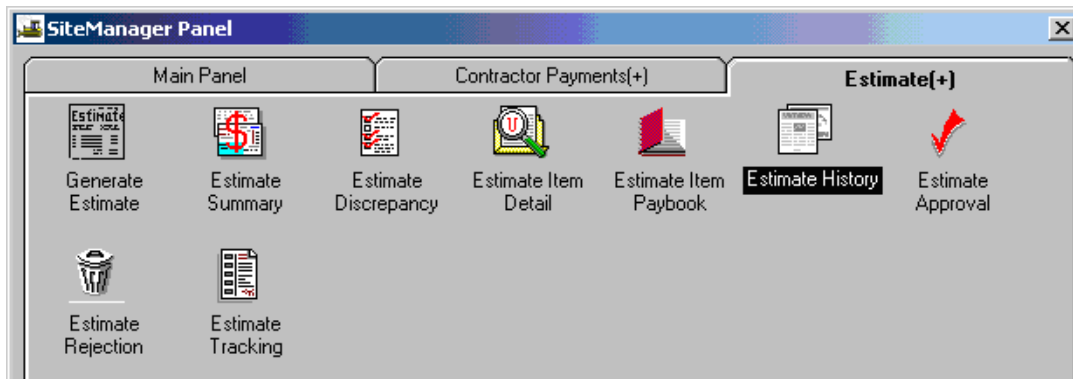
1. From the SiteManager main panel, double-click on **Contractor Payments**.



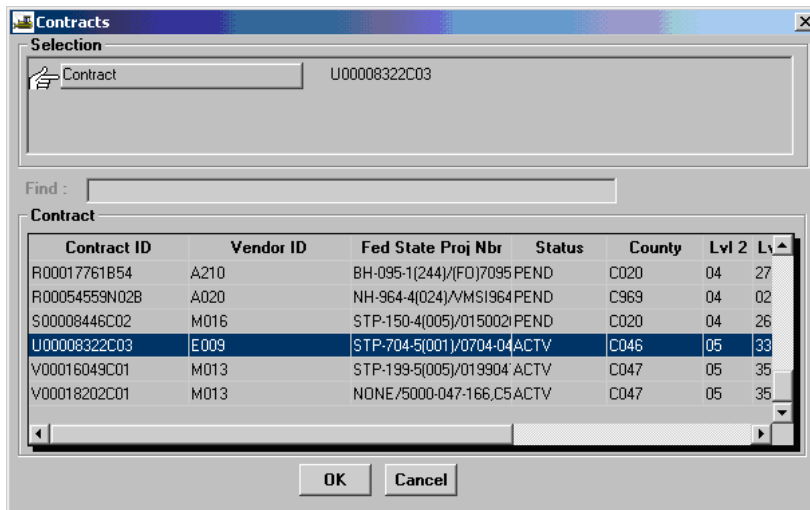
2. The Contractor Payments panel opens. Double-click on **Estimate**.



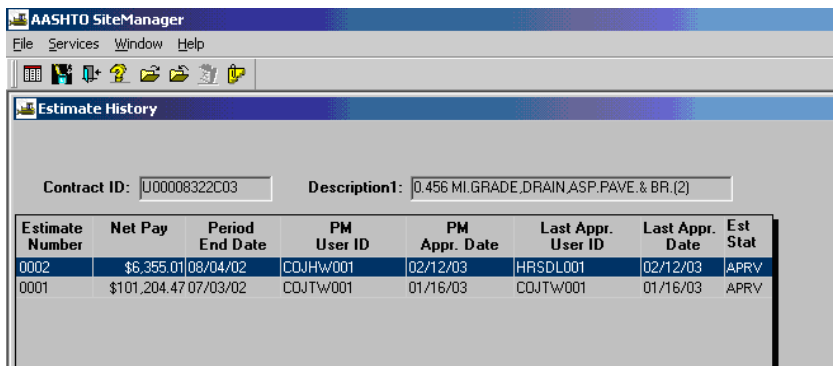
3. Double-click on **Estimate History**.





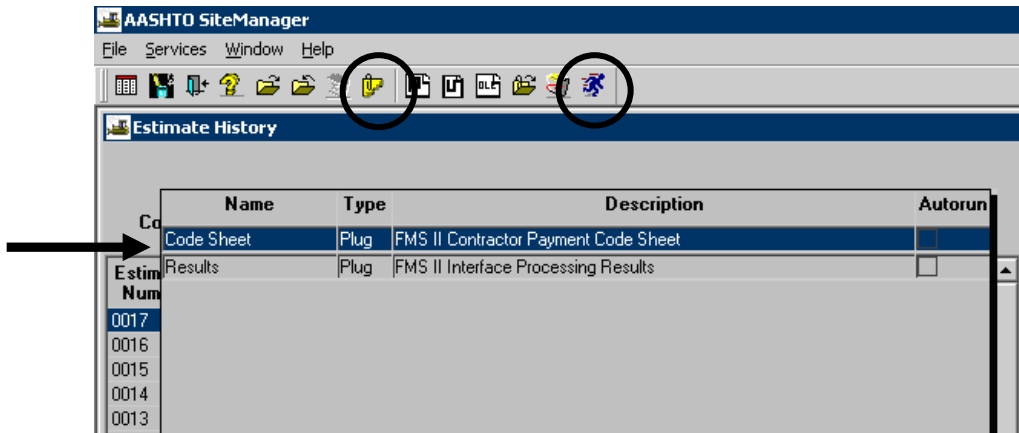
4. Select the Contract.



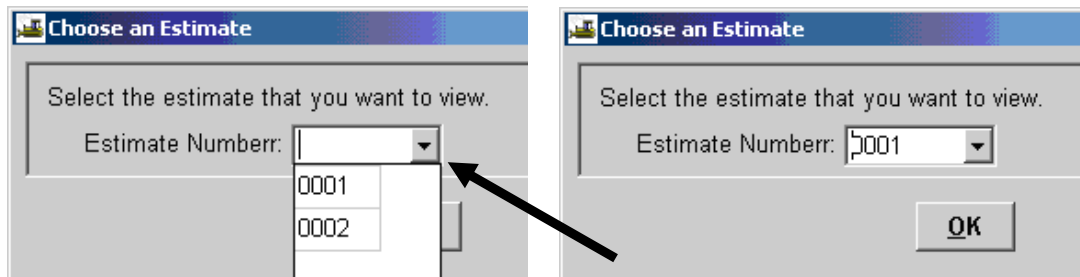
5. The Estimate History screen opens.



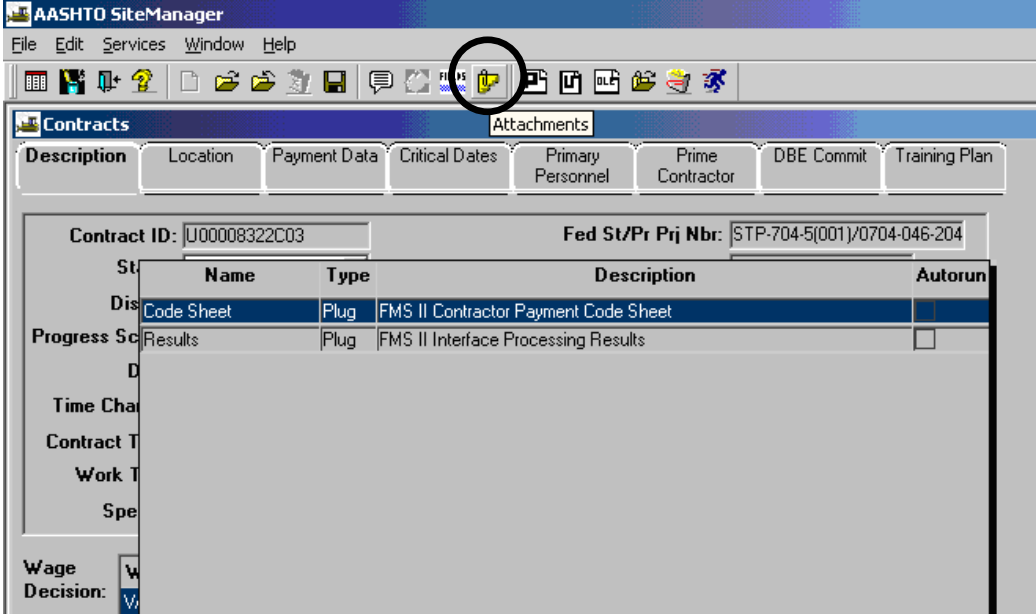
6. Click on the Attachment icon . Select Code Sheet Plug-in, and Click on the Running Man icon .



7. Click the drop-down arrow for a list of available estimates. Select the estimate that you want to view and click OK.



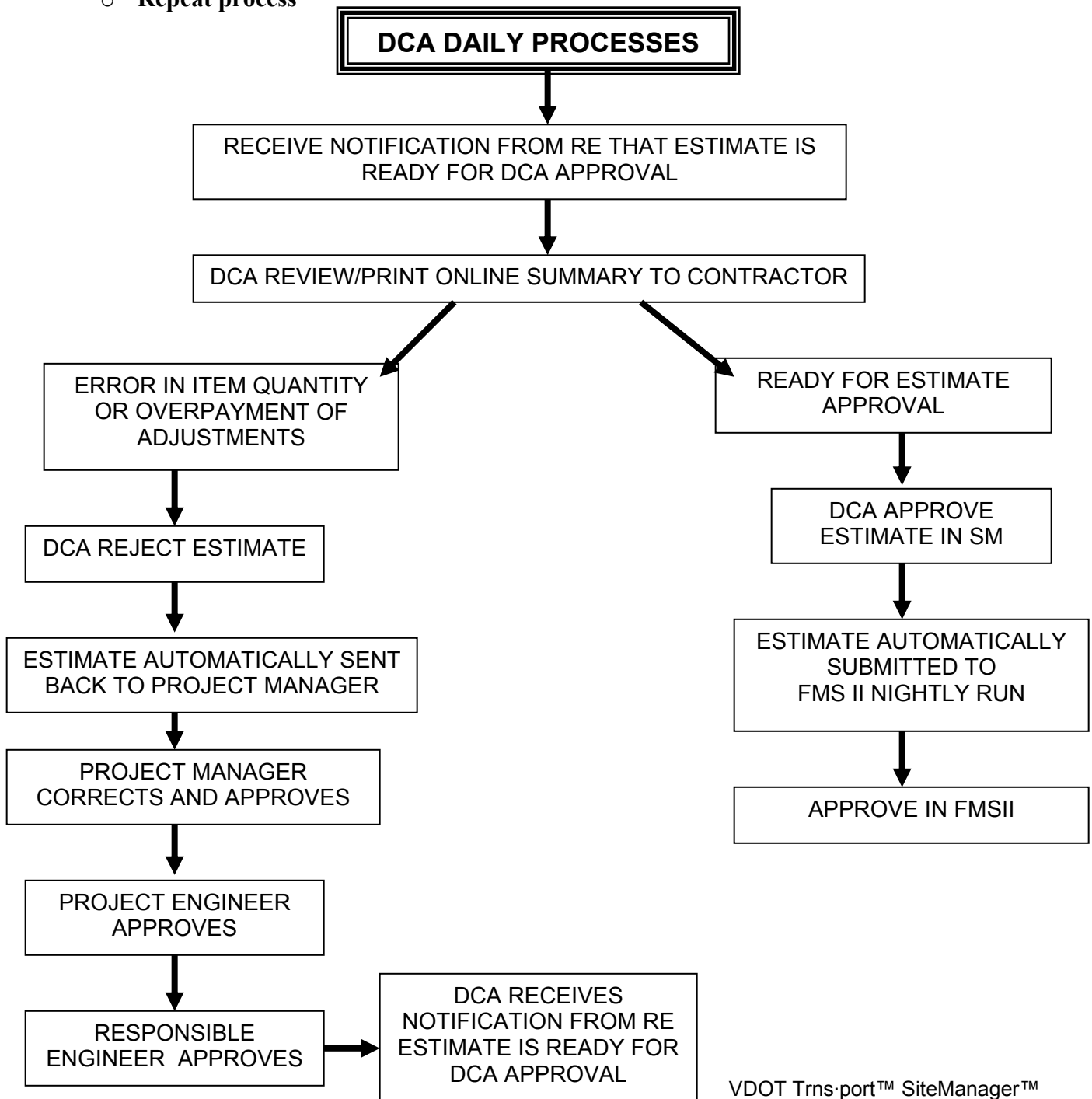
9. To close, click on the 'X' in the top right corner of the Results panel. Then click on the Attachments icon  (toggle).



D.7. Fixing Errors and DCA Daily Processes Chart

Item payments and adjustments cannot be changed once the DCA approves the Estimate. Only corrections on financial data; i.e., UPC Codes, Customer ID, Structure Number, Object Code, etc., can be done after DCA reviews the Nightly Error Reports. The DCA would review the Nightly Error Report, fix and resubmit the estimate using the Results Plug-in. There are some errors that the Inspector would need to fix prior to the DCA approval of an Estimate, such as pay quantities, etc. For those errors, the DCA would need to:

- **Reject estimate**
- **Send estimate back to the Inspector**
- **Repeat process**

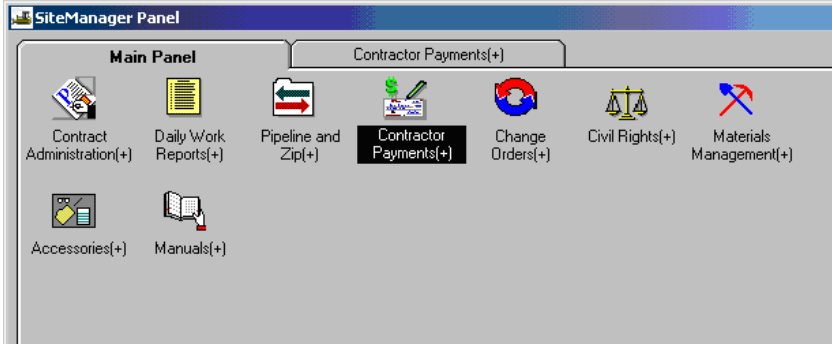


D.8. Resubmit Corrected Estimate (Results Plug-in Resubmit)

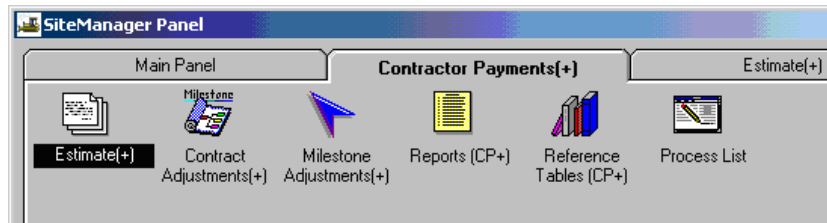
Resubmit Contract to run through FMSII Interface

After correcting errors, go through the following steps to resubmit the contract for payment.

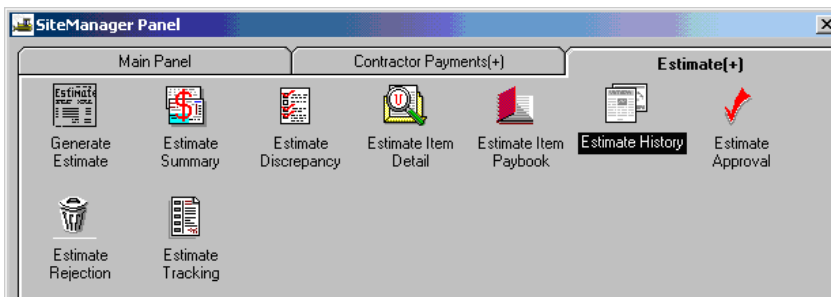
1. From the SiteManager main panel, double-click on **Contractor Payments**.



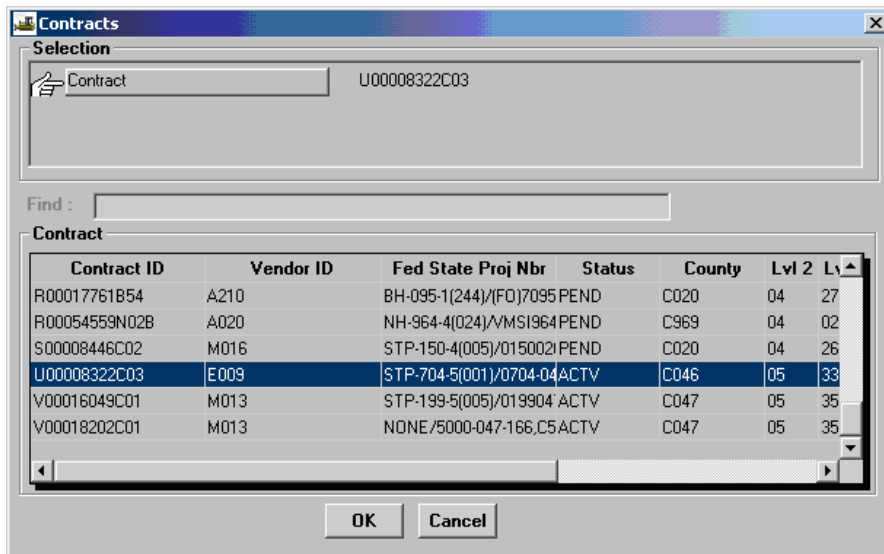
2. The Contractor Payments panel opens. Double-click on **Estimate**.



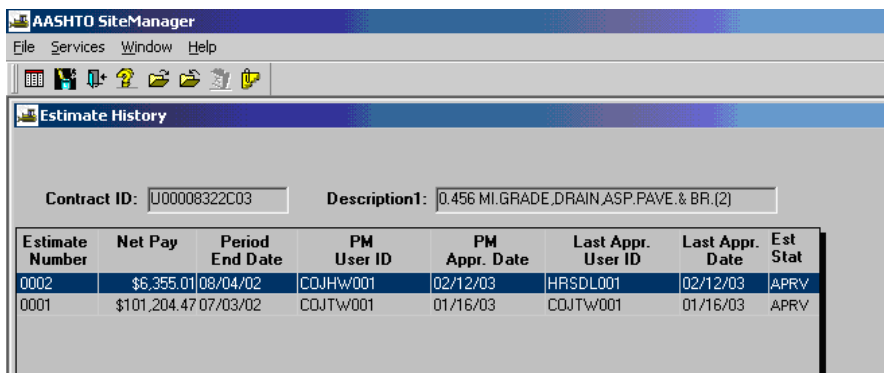
3. Double-click on **Estimate History**.




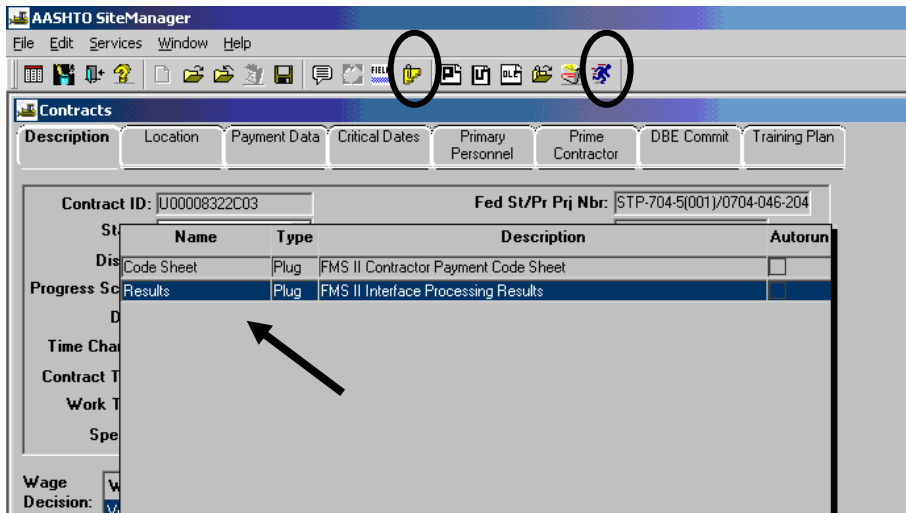
- Select the Contract. Click OK.



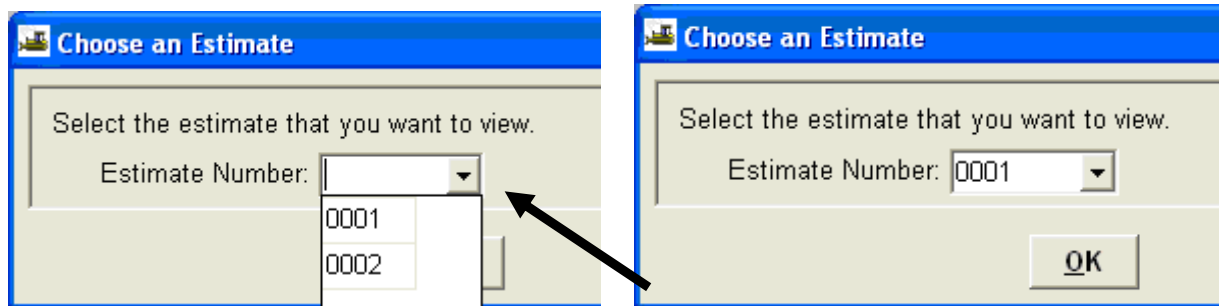
- The Estimate History screen opens.



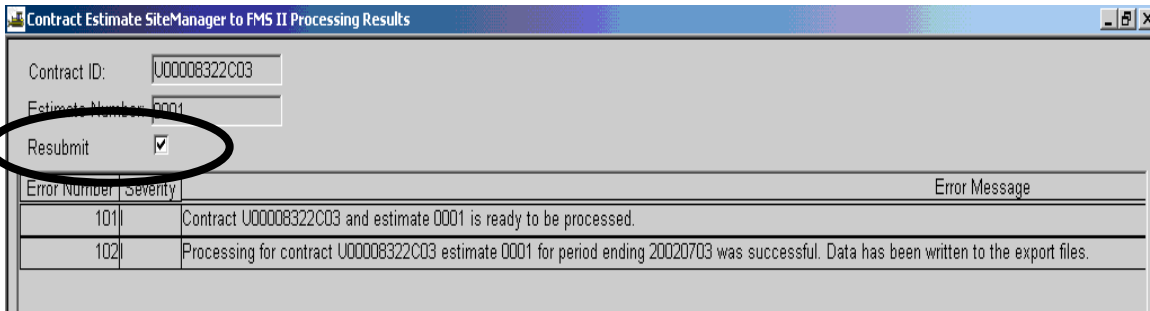
- Click on the Attachment icon . Select **Results** Plug-in and then click on the **Running Man** icon .




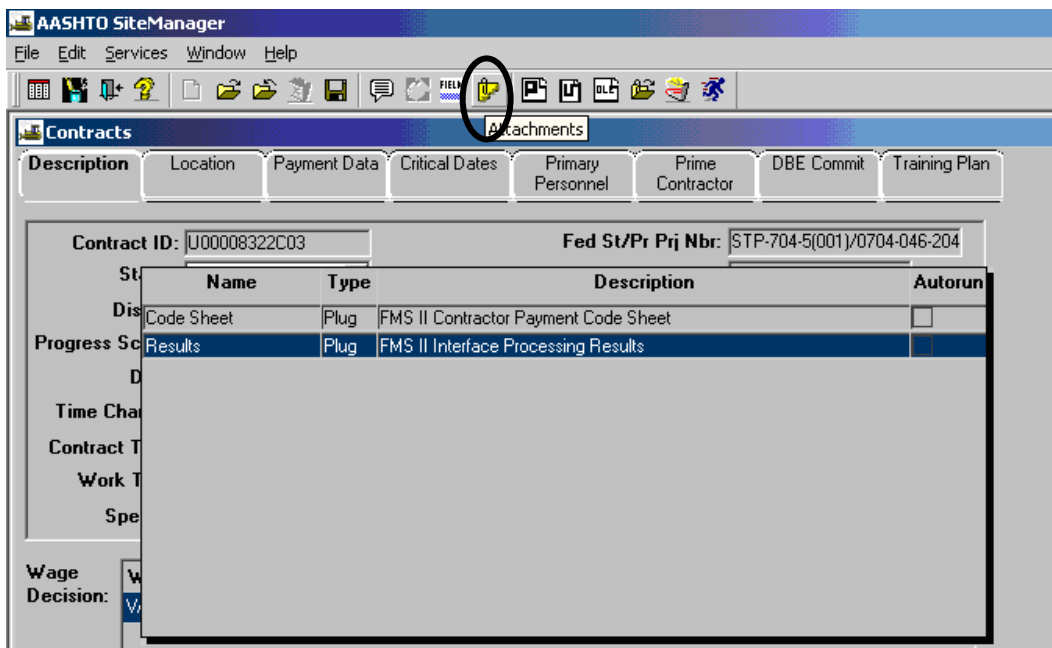
- Click the drop-down arrow for a list of available estimates. Select the estimate that you want to view and click OK.



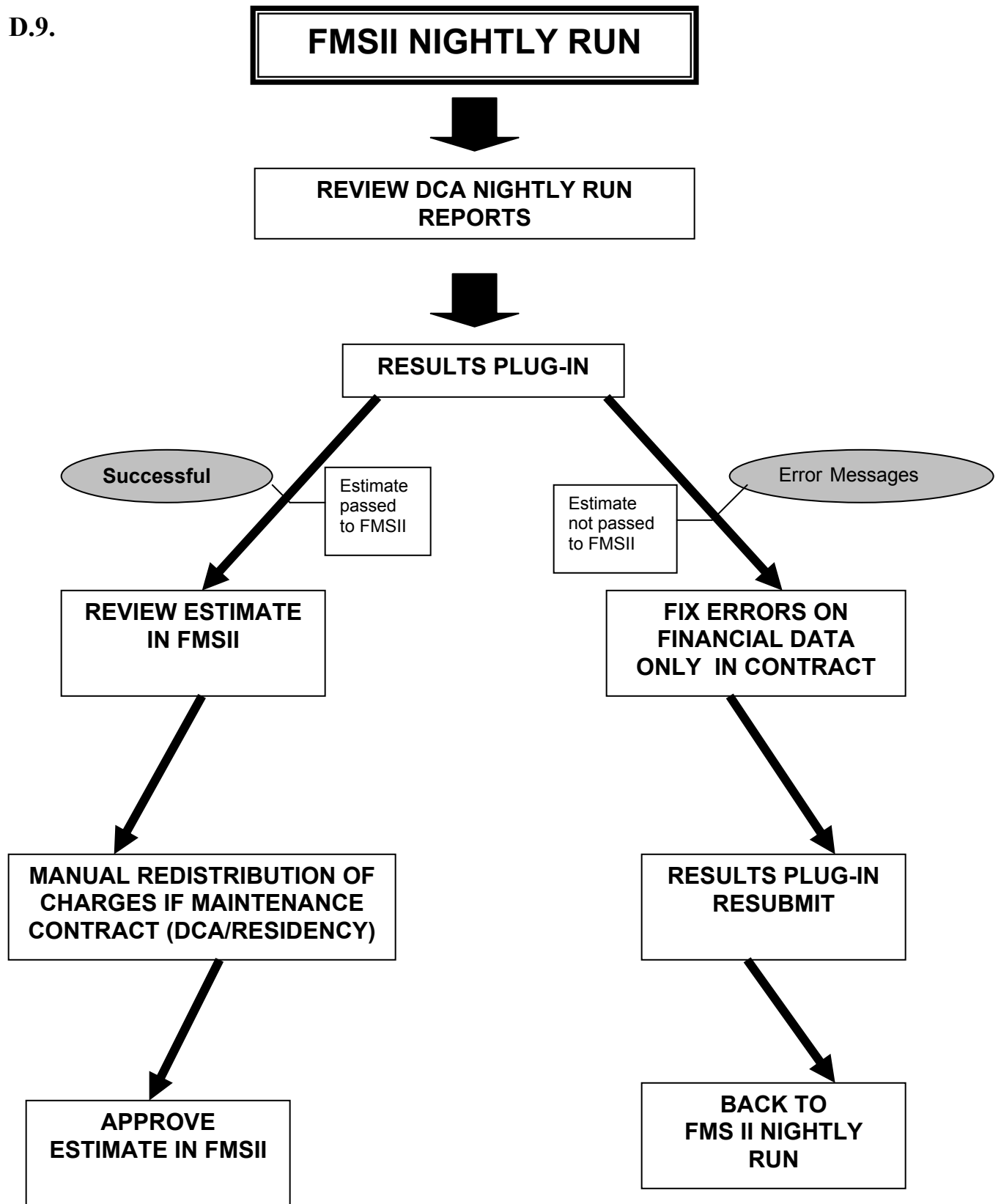
- Click on **Resubmit checkbox**. Contract will automatically be resubmitted in the next FMSII Interface Nightly Run.



- To close, click on the 'X' in the top right corner of the Results panel. This will automatically save it with the Resubmit indicator turned on. Then click on the Attachments icon  (toggle).



D.9.



<u>Section Five – Monthly Processes</u>	<u>Pages</u>
A. Project Manager	
1. Ensure all DWRs & Diaries Completed/Authorized	2
a. Print C-79 Report	2-4
2. Estimated Completion Date Entry by PM	5-7
3. Retainage	
a. Holding Retainage.....	8-12
b. Releasing Retainage.....	13
4. Check Installed Work Report.....	14
5. Generate Estimate	15
a. Generate Progress Estimate.....	16-18
6. Add Adjustments (Asphalt Adjustment).....	19-22
7. Contract Milestones – Pay on Incentive/Disincentive.....	23
a. Modify Incentive or Disincentive.....	24-27
8. Review Reports	
a. View Estimate Summary.....	28-31
b. View Estimate Item Details	32-33
9. Review/Resolve Estimate Discrepancies And Fatal Logs.....	34
a. Reviewing Estimate Discrepancies	35-37
b. Resolving Discrepancies.....	38-41
c. Discrepancy Removal	42
d. Recalculate Discrepancies	43
e. Overriding a Discrepancy	44-45
f. Fatal Log Errors for Lump Sum Overruns	45
10. Print Summary to Contractor.....	46-52
11. Print Monthly Reports	
a. Summary By Project.....	53-56
b. Estimate Activity Log.....	57-60
12. DWR Changes	
a. Before Estimate Generation.....	61-62
b. After Estimate Generation	63-73
B. User Defined Adjustments Prior to PM Estimate Approval	74-75
C. Estimate Approval as Project Manager (PM)	76-78
D. Estimate Approval as Project Engineer (PE).....	79-81
E. Estimate Approval as Responsible Engineer (RE).....	82-83
F. Estimate Approval as District Contract Administrator (DCA).....	84-85
G. Scheduling & Contract Division (CDCO) Monthly Maintenance/Update	
Index History	86-88
H. Stockpiled Materials (Material On Hand).....	89
I. Check Progress (PM and DCA).....	89

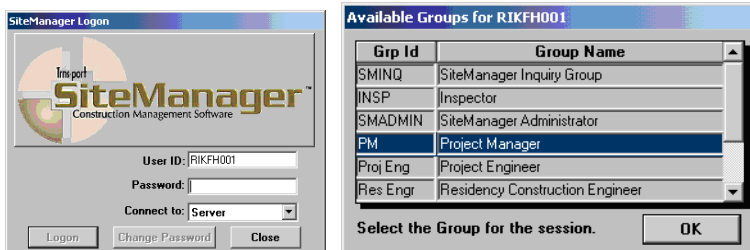
A. Project Manager

A.1. Ensure all Daily Work Reports (DWRs) and Diaries Completed/Authorized.

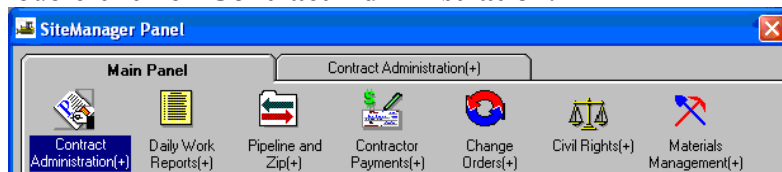
Refer to Section 4 for assistance to verify Diary authorization.

A.1.a. Print C-79 REPORT.

1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



2. Double-click on **Contract Administration**.



3. Double-click on **Process List**.

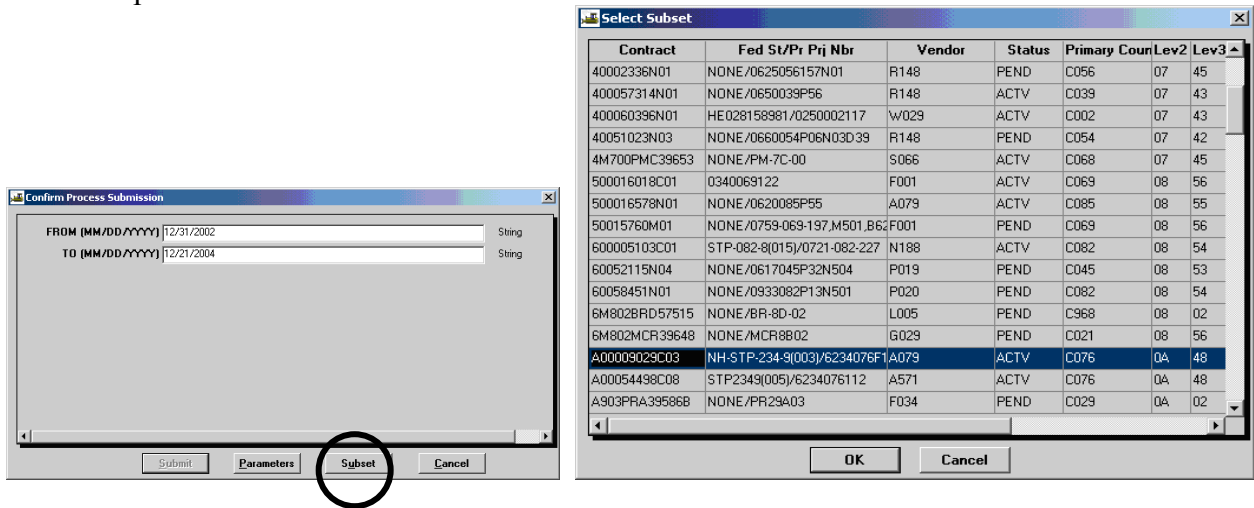


4. Double-click on the **C-79 Process ID**.

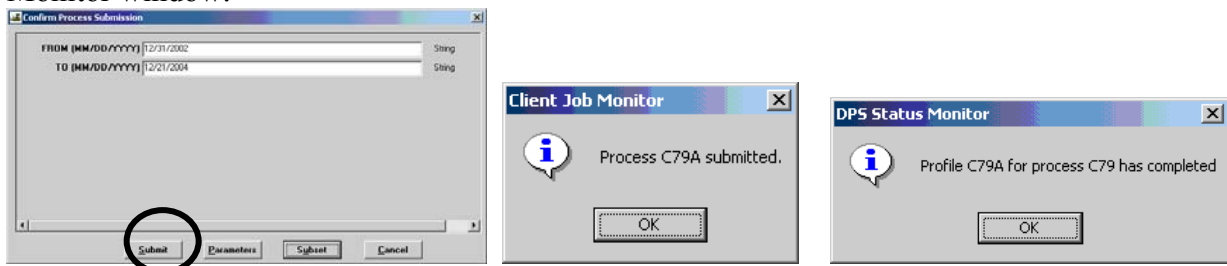
The screenshot shows the 'Process List' window with a table of process information. The 'C79' row is selected.

Process ID	Process Type	Process Description
OVRUNDR	Custom	STATEMENT OF OVERRUNS AND UNDERRUNS
C79	Custom	SUMMARY OF TIME, THEORETICAL & OTHER MEASUREMENTS
CERTPAY	Custom	LISTING OF CERTIFIED/UNCERTIFIED PAYROLLS

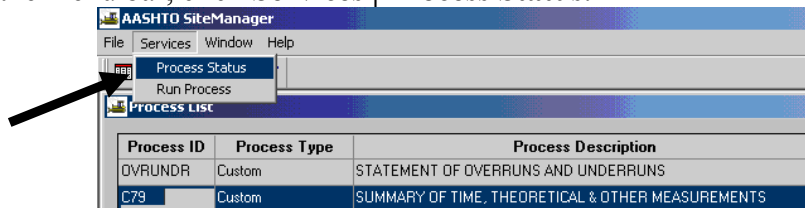
- Enter the From and To **dates** for the report as needed. (Date format required is mm/dd/yyyy. The user must use a **four-digit number for the year**. Then click **Subset** and the contract selection window opens. Select the contract and click OK.



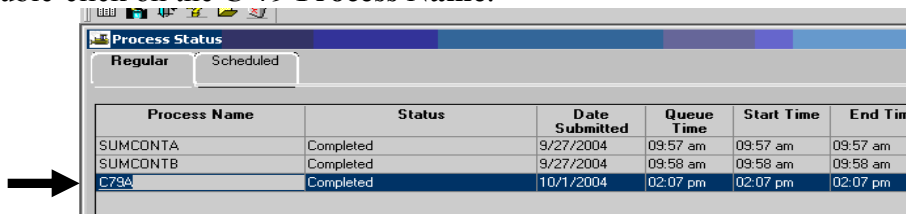
- Click the **Submit** button. Click OK on Client Job Monitor window. Then click OK on DPS Status Monitor window.



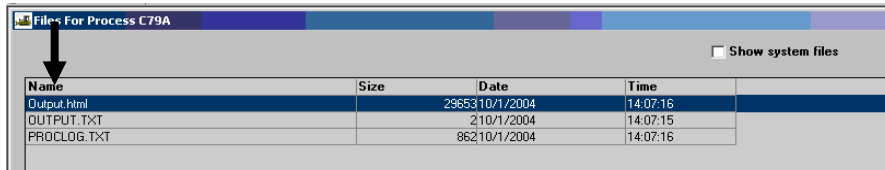
- From the menu bar, click **Services | Process Status**.



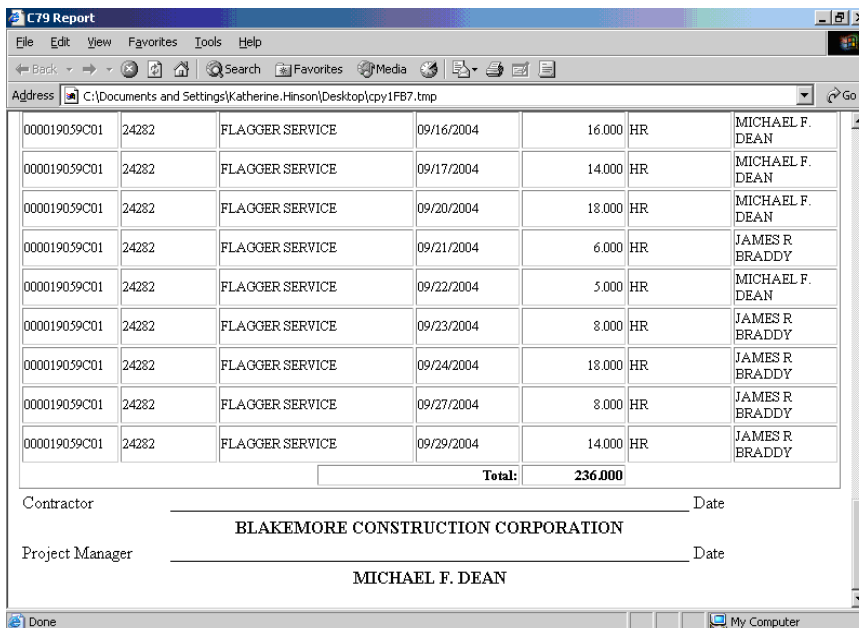
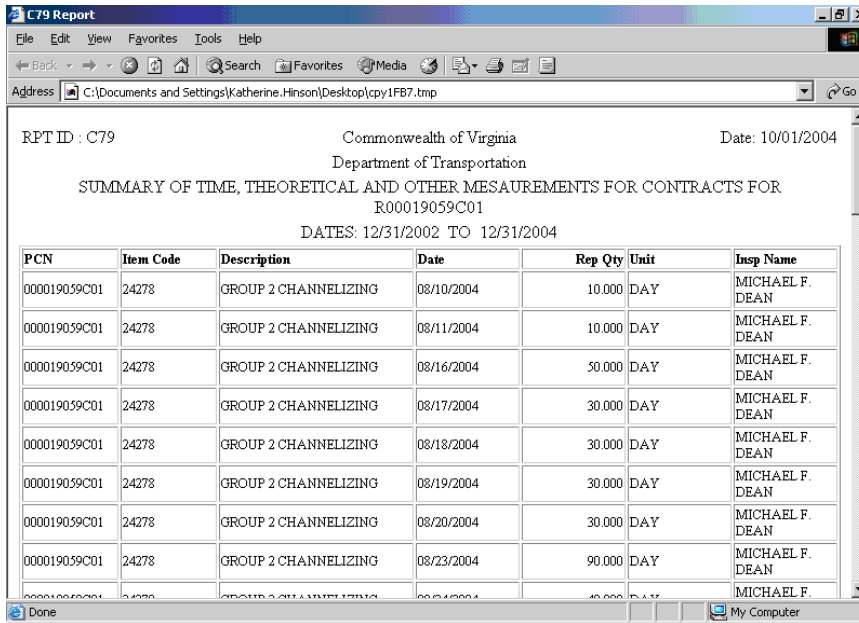
- Double-click on the **C-79 Process Name**.



9. Double-click **Output.html**.



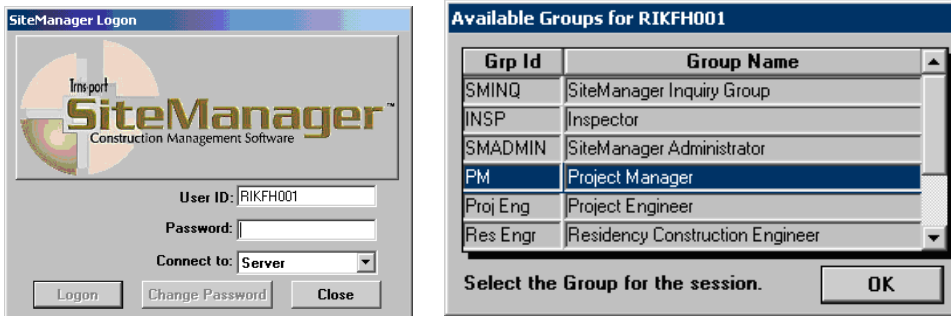
10. Example C-79 Report. View or print as needed. Exit when finished.



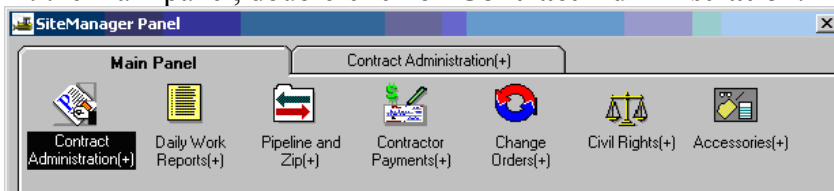
A.2. Estimated Completion Date Entry by PM

Note: Estimated Completion Date (ECD) needs to be kept current. Ensure the ECD is up-to-date before the Estimate is processed. If the ECD is not up-to-date, it will block the Estimate from processing. If ECD is changed, call the District Contract Administrator.

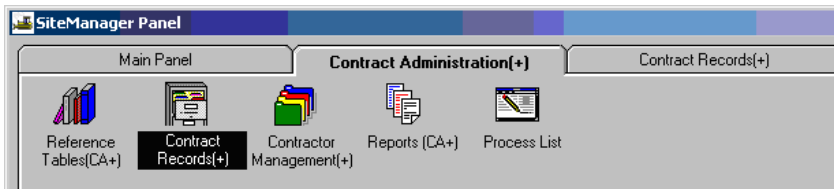
1. Log in to SiteManager. At the Available Groups window, select Group ID “PM” and click OK.



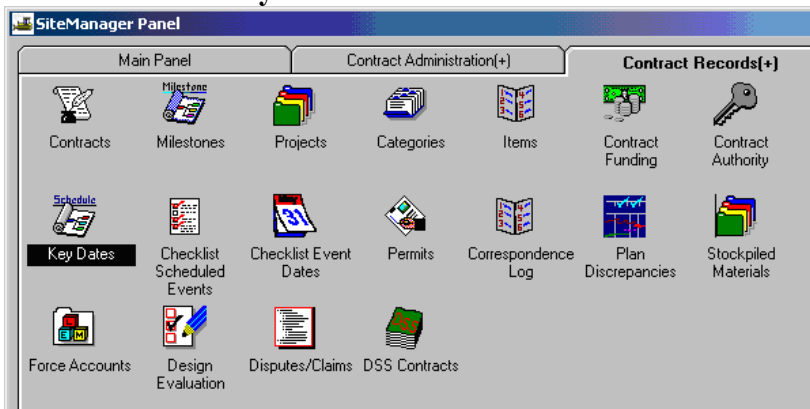
2. At the main panel, double-click on **Contract Administration**.




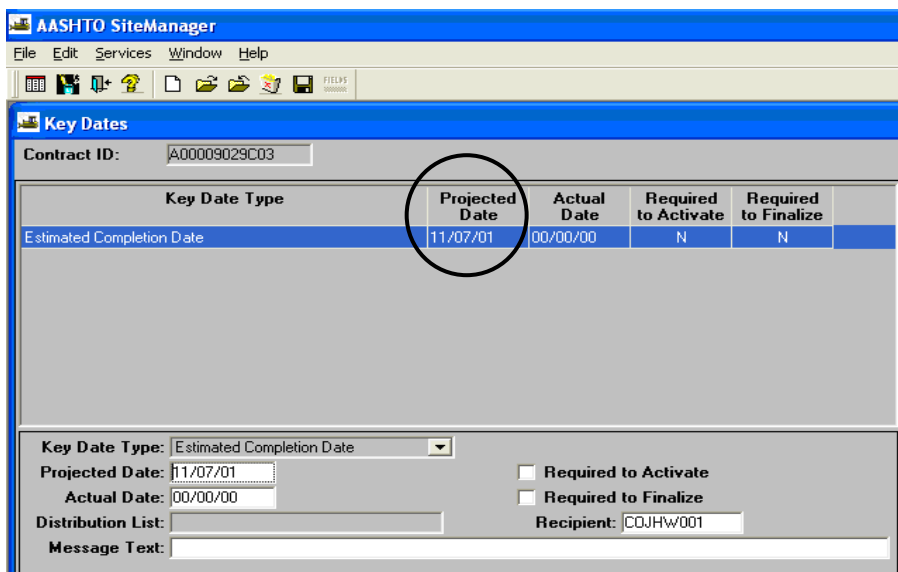
3. Double-click on the **Contract Records**.



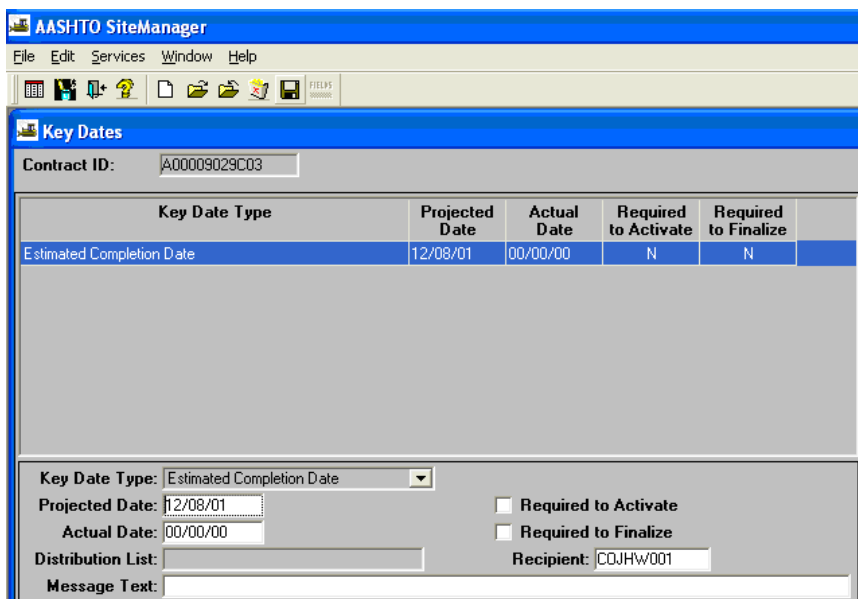
4. Double-click on **Key Dates**.



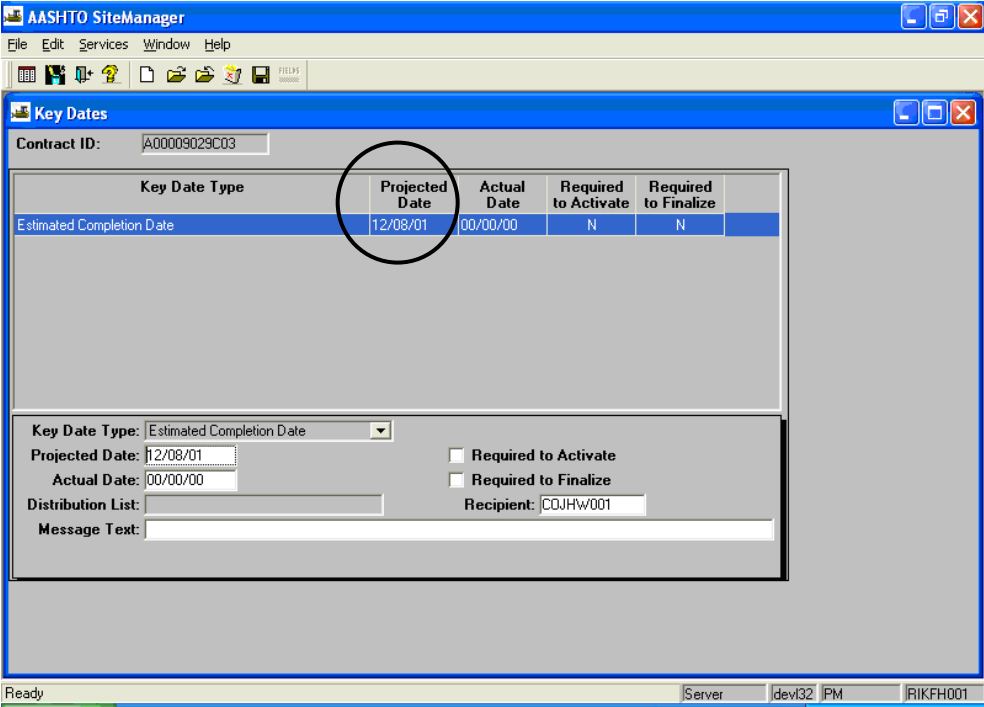
5. Select a Contract by clicking on the Open folder icon  To update an Estimated Completion date, click on the **Estimated Completion Date** under Key Date Type. In the bottom panel, click in the **Projected Date** field. The example shows Projected Date of 11/07/01 as the current Estimated Completion Date.



6. In the Projected Date field, type the new Estimated Completion Date. In this example, the user changed the Projected Date for Estimated Completion to from 11/07/01 to 12/07/01. Remember to notify the District Contract Administrator.



7. Click **Save**. Note that the revised Estimated Completion Date is automatically populated.

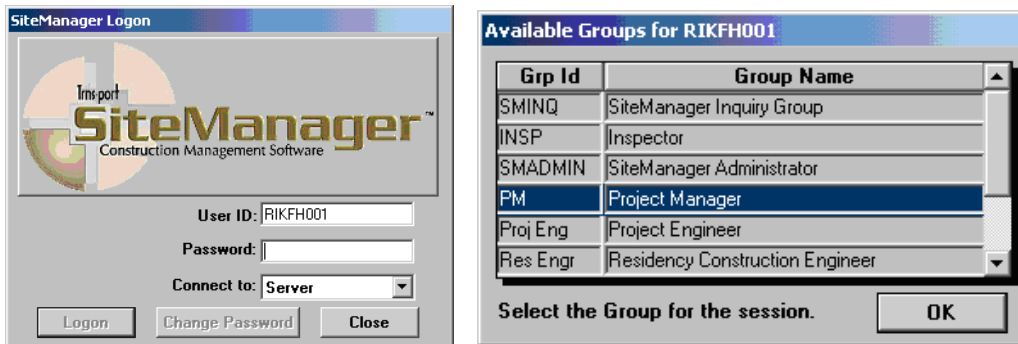


8. Click **Close**.

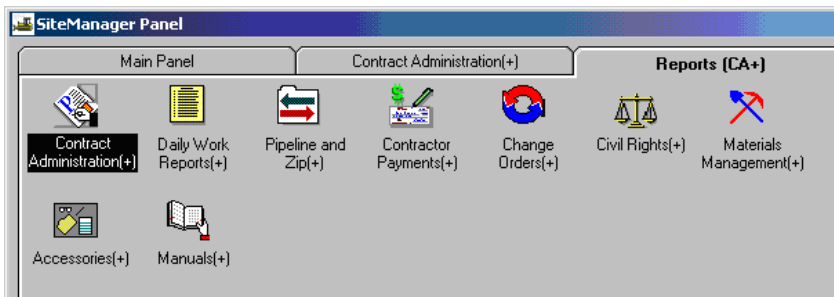
A.3. Retainage

A.3.a Holding Retainage

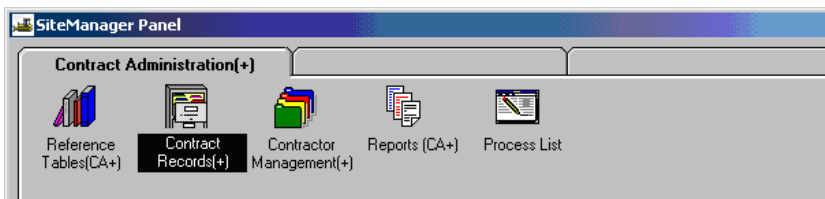
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



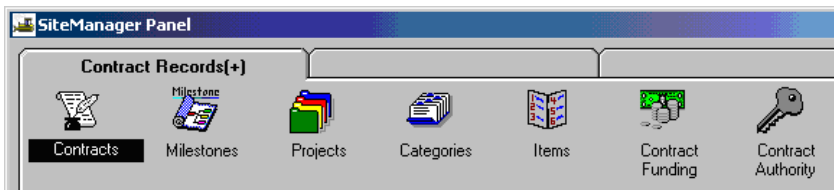
2. At the main panel, double-click on **Contract Administration**.



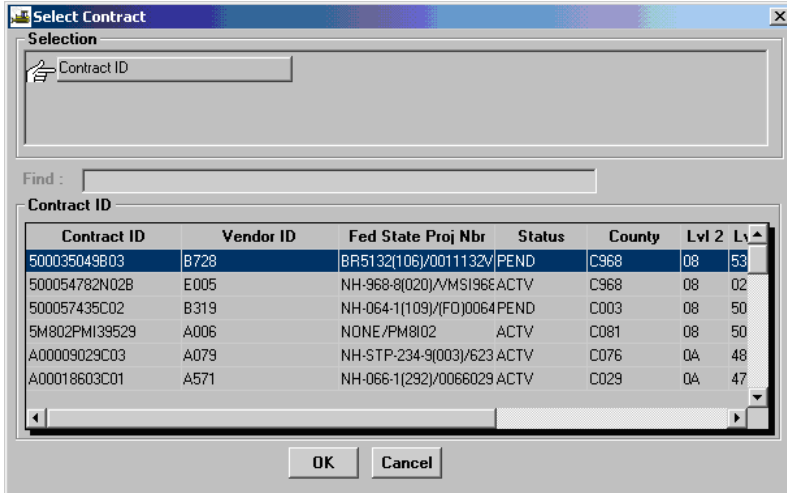
3. Double-click on **Contract Records**.



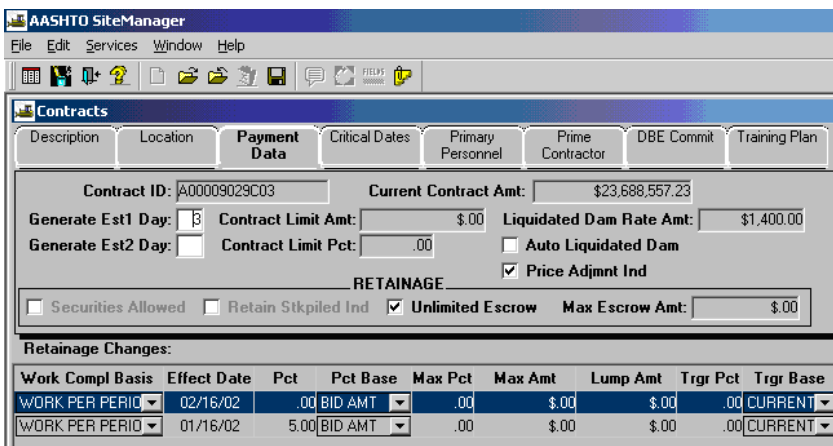
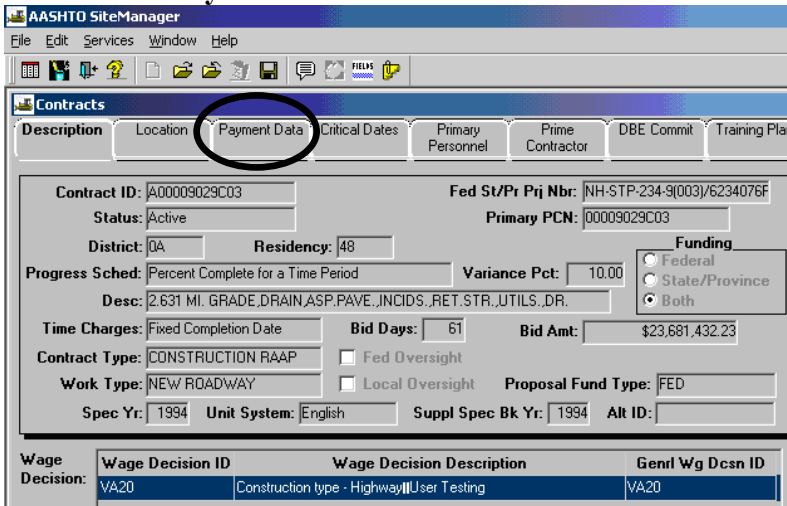
4. Double-click on **Contracts**.



- You should see the Contract Selection window. Select a contract and click OK:

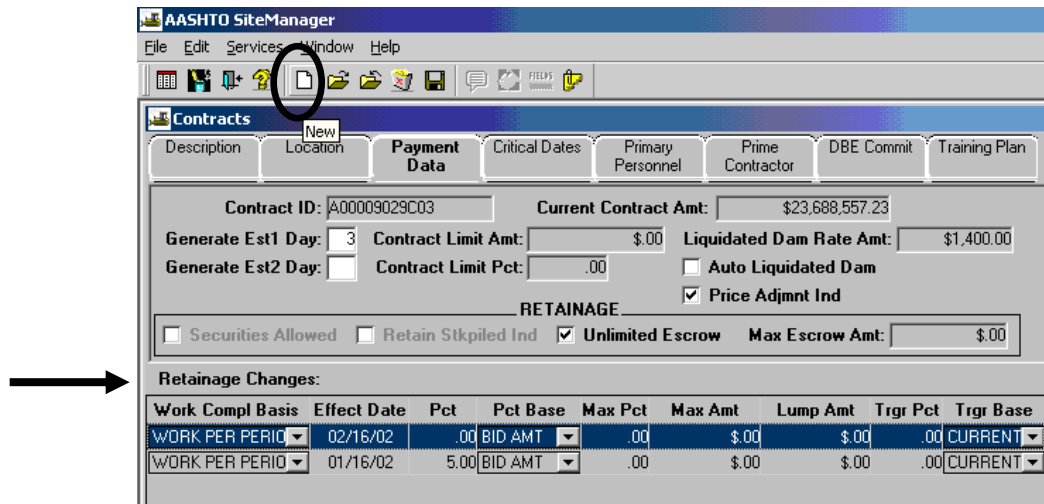


- Click on the **Payment Data** folder tab.

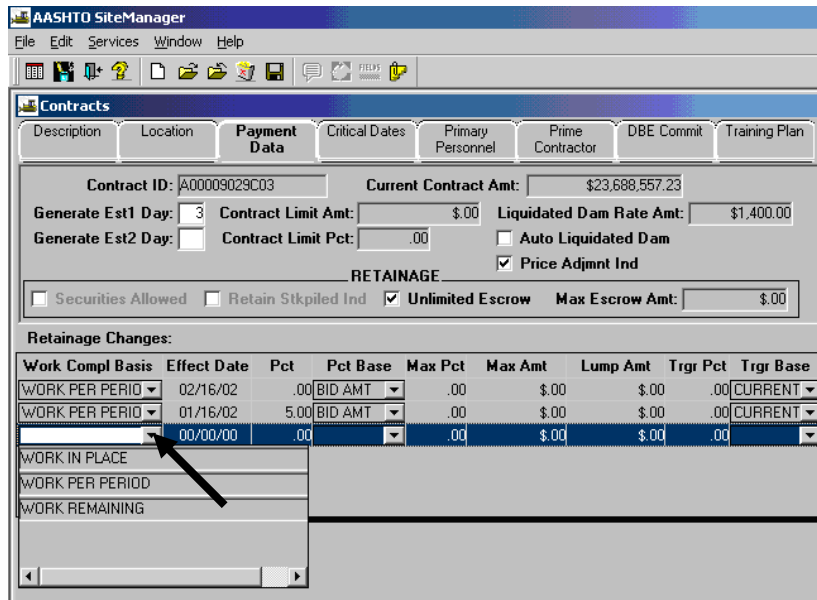


The Payment Data folder tab displays the contract payment data that can be added, modified, or deleted. This data includes Liquidated Damages Rate Amount, Retainage, Estimate Generation indicators, and Limit Amount.

- Click in the bottom data window (Retainage Changes) and click on New  icon. New will not be available during the middle of an estimate generation or approval processes.



- Click on the **Work Comp Basis** drop down window and select *Work Per Period*.



- Enter the **Effect Date** (which should be greater than End Date of last estimate). Note: It is recommended to tab out of one field to move into the next field.

The screenshot shows the AASHTO SiteManager interface. The 'Contracts' tab is active, displaying contract details for ID A00009029C03. The 'Retainage Changes' table is as follows:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	02/16/02	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	01/16/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	00/00/00	.00		.00	\$0.00	\$0.00	.00	

- Enter the Retainage percent (if doing percentage, instead of lump sum).

The screenshot shows the AASHTO SiteManager interface. The 'Retainage Changes' table is updated with a new entry:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	02/16/02	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	01/16/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	11/17/02	.00		.00	\$0.00	\$0.00	.00	

- Select the **Pct Base** from the drop down selection and select the **Bid Amt** as the base. (if using percentage – not lump sum).

The screenshot shows the AASHTO SiteManager interface. The 'Retainage Changes' table is updated with a new entry where the Pct Base is set to BID AMT:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	02/16/02	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	01/16/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	11/17/02	1.25	BID AMT	.00	\$0.00	\$0.00	.00	

12. Enter the appropriate **Max Pct** (if using percentage, not lump sum).

Contract ID: A00009029C03 Current Contract Amt: \$23,688,557.23

Generate Est1 Day: 3 Contract Limit Amt: \$0.00 Liquidated Dam Rate Amt: \$1,400.00

Generate Est2 Day: Contract Limit Pct: .00 Auto Liquidated Dam

Price Adjmnt Ind

RETAINAGE

Securities Allowed Retain Stkpled Ind Unlimited Escrow Max Escrow Amt: \$0.00

Retainage Changes:

Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	02/16/02	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	01/16/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	11/17/02	1.25	BID AMT	2.50	\$0.00	\$0.00	.00	

13. Leave **Max Amt.** to 0.00 and enter positive amount in **Lump Sum** (if using lump sum, not percentage).

Contract ID: A00009029C03 Current Contract Amt: \$23,688,557.23

Generate Est1 Day: 3 Contract Limit Amt: \$0.00 Liquidated Dam Rate Amt: \$1,400.00

Generate Est2 Day: Contract Limit Pct: .00 Auto Liquidated Dam

Price Adjmnt Ind

Securities Allowed Retain Stkpled Ind Unlimited Escrow Max Escrow Amt: \$0.00

Retainage Changes:

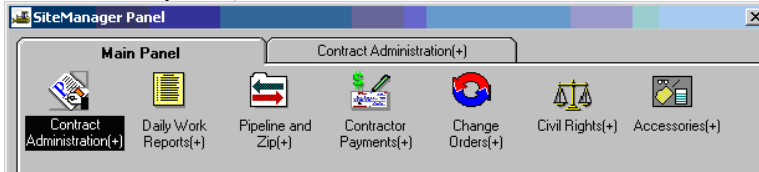
Work Compl Basis	Effect Date	Pct	Pct Base	Max Pct	Max Amt	Lump Amt	Trgr Pct	Trgr Base
WORK PER PERIOD	02/16/02	.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	01/16/02	5.00	BID AMT	.00	\$0.00	\$0.00	.00	CURRENT
WORK PER PERIOD	11/17/02	1.25	BID AMT	2.50	\$0.00	\$250.00	.00	

14. Click on Save .

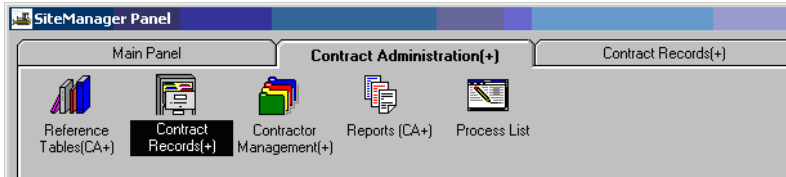
15. Click on "X" to exit the window.

A.3.b. Releasing Retainage

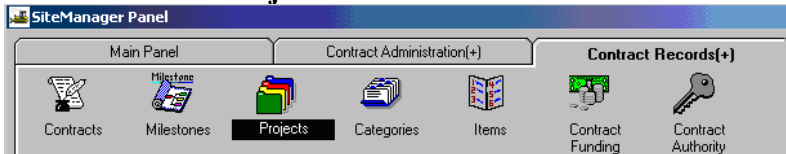
1. At the main panel, double-click on **Contract Administration**.




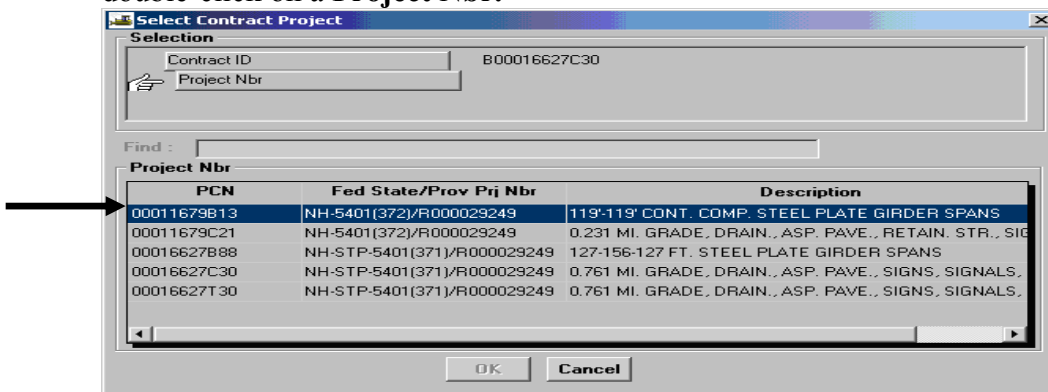
2. Double-click on the **Contract Records**.



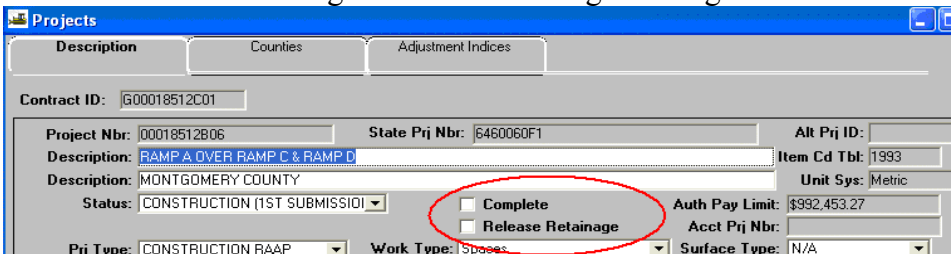
3. Double-click on **Projects**.



4. If you have not selected a contract, click on the Open folder icon . Select a contract and double-click on a **Project Nbr.**



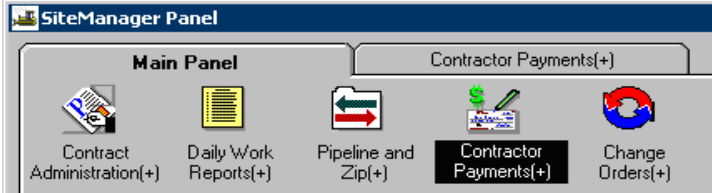
5. Click on Release Retainage checkbox before generating the estimate.



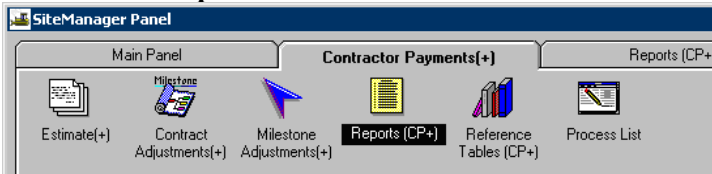
A.4. Check Installed Work Report

This report should be viewed after all diaries for the estimate period are authorized and before generating the estimate. If diaries have not been authorized, the estimate total dollar amounts will not populate. This report is only available before estimate generation.

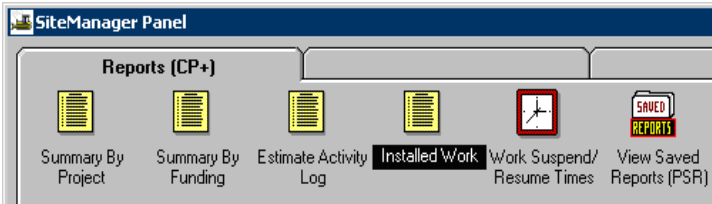
1. Login to SiteManager and at the Available Groups window, select Group ID “PM”; click OK.
2. From the SiteManager Main Panel, double-click **Contractor Payments**.



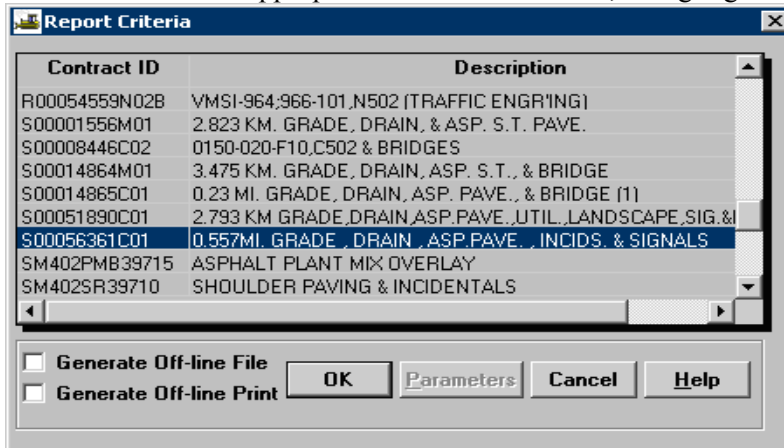
3. Double-click **Reports**.



4. Double-click **Installed Work**.



5. Double-click on the appropriate contract to select it, or highlight the desired contract. Click OK.



6. The report is displayed.

A.5. Generate Estimate

Note: *A Notice to Proceed date is required prior to generating an estimate. If this date is not there, when the PM goes to generate an estimate, the contract will not be available to choose.*

TYPES OF ESTIMATES:

- **Progress** (first and all intermediate)
- **Last Progress Estimate (Semi-final)**-still submitted as a progress
- **Final**-still submitted as a progress
- **Supplemental**-still submitted as a progress

The Generate Estimate panel can be accessed within the Contractor Payments component. The default Estimate choice is Progress and should be used for all types of estimates.

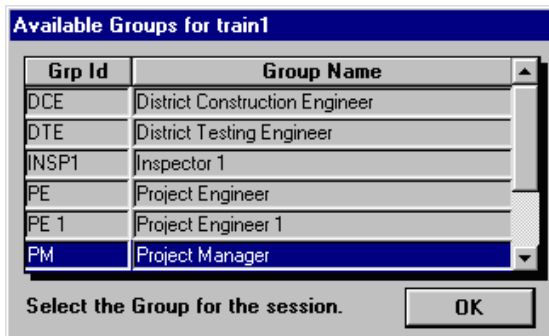
When Generate Estimate is initiated, SiteManager will verify that a prior Estimate does not exist for an overlapping period of time (only one Estimate is valid for a period of time). If one does exist, the user will be prompted with a window to confirm the deletion of the prior Estimate.

Note: The PM or Inspector needs to coordinate with Civil Rights, who are now responsible for certifying payrolls. If a payroll discrepancy appears, the inspector should send an email to Civil Rights, notifying them of the missing payroll.

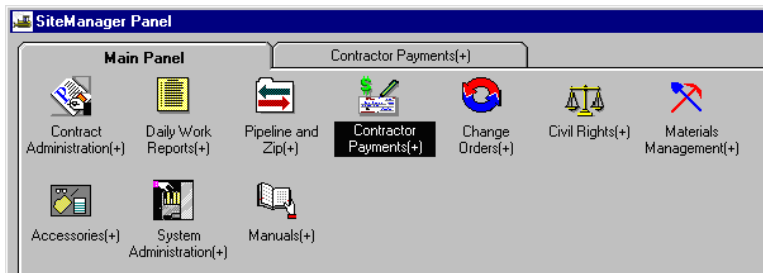
Note: If the Project Manager has generated the estimate, but not approved it yet, he can just regenerate it again, using the same date. He will get a message saying one already exists and it asks if you want to overwrite. Click on YES.

A.5.a. Generate Progress Estimate

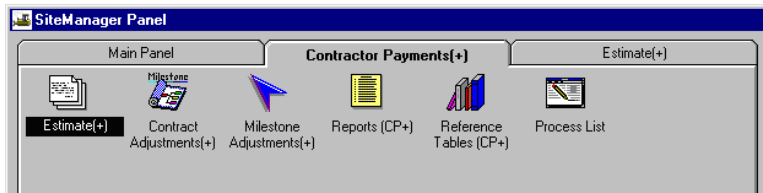
1. Log in to SiteManager.
2. At the Available Groups window, select the Group ID **Project Manager** and click OK.



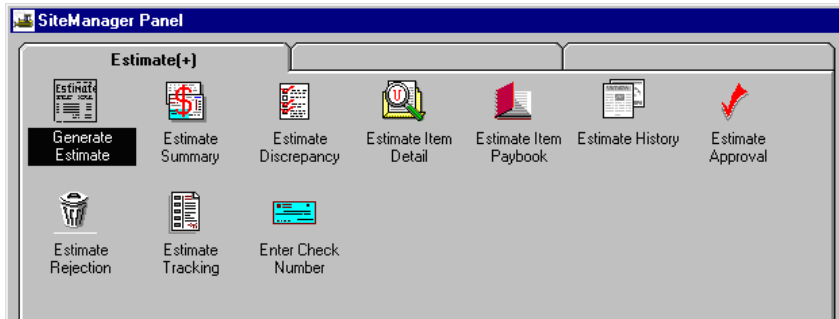
3. Double click on **Contractor Payments**.



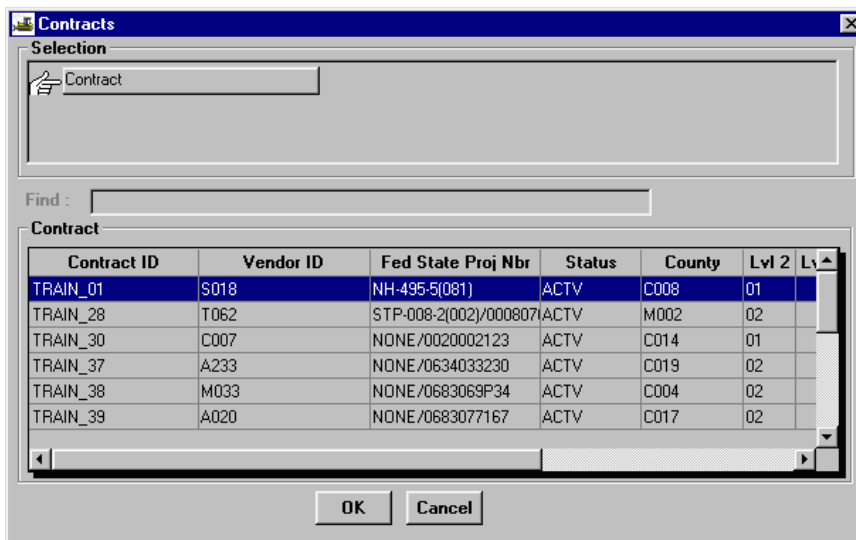
4. Double click on **Estimate**.



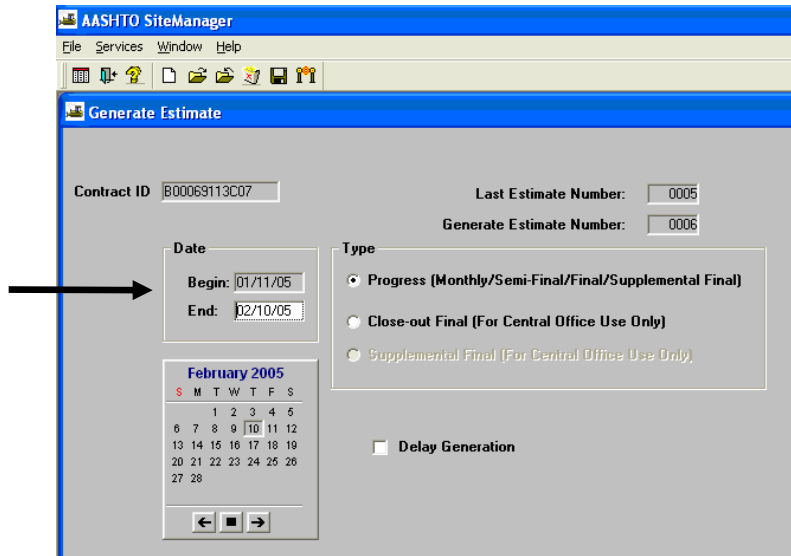
5. Double click on **Generate Estimate**.



6. Select a contract by clicking on **Contract** and click OK.




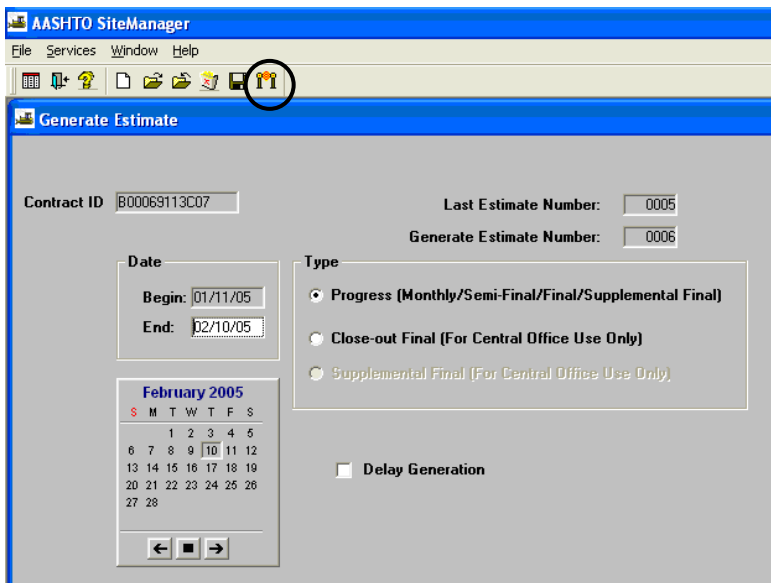
- Change the End Date to end of estimate period. **Note: End dates are generally on the 3rd, 10th, and 19th of the month.** This is not a due date, but it is the ending date of the estimate period.



Click the Type radio button for Progress.

(Note: If this were a Last Progress Estimate (Semi-Final), then you would still need to click on Progress.)

Click on the Generate Estimate icon . A message box tells you that an estimate has been submitted to background.

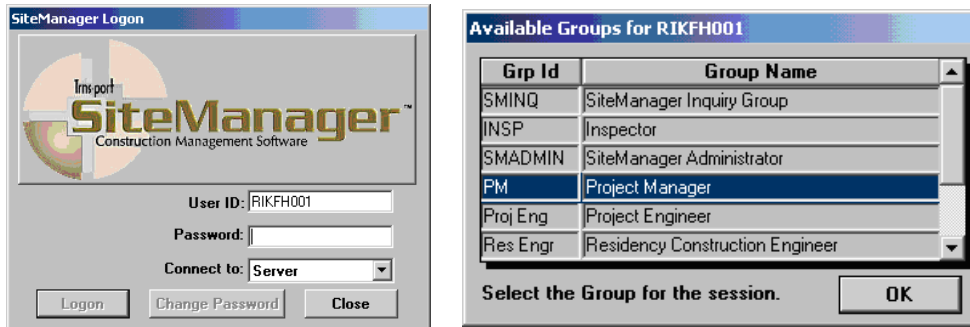


- Close. Refer to Section 9, to print the “Summary to Contractor”.

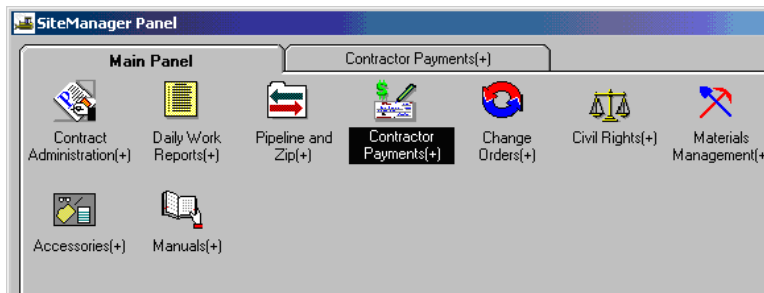
A.6. Add Adjustments (Asphalt Adjustment)

Note: This is to add an adjustment and an **Estimate must have been generated prior** to performing this task. Use this process for Asphalt Adjustments.

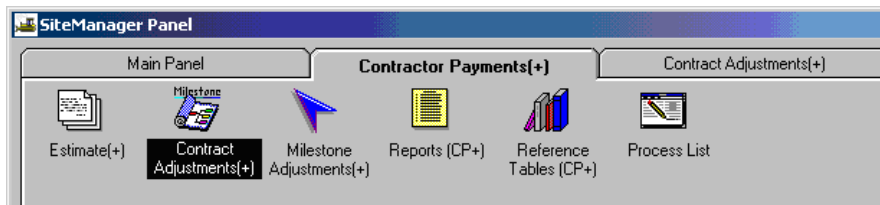
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



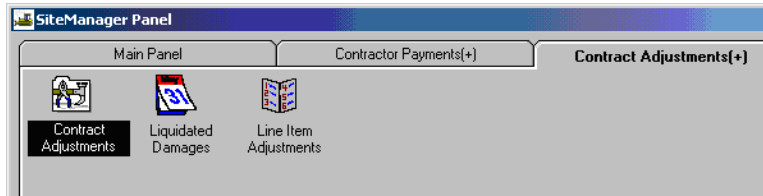
2. At the SiteManager Main Panel, double-click on **Contractor Payments**.



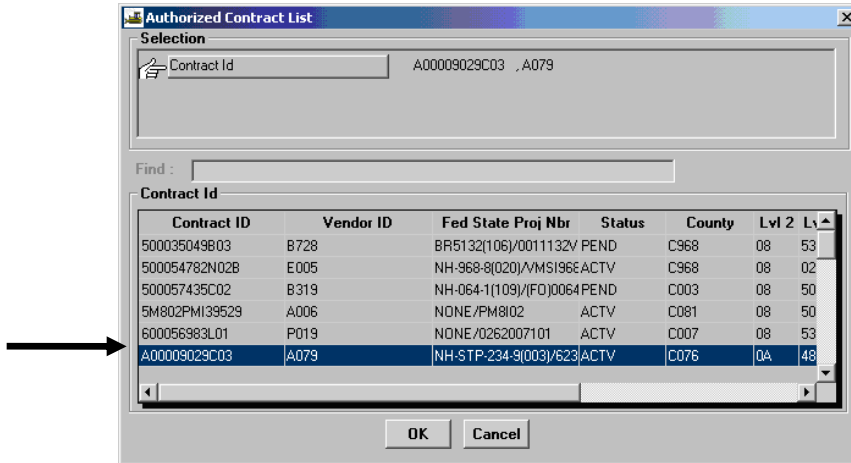
3. On the Contractor Payments Panel, double-click on **Contract Adjustments**.



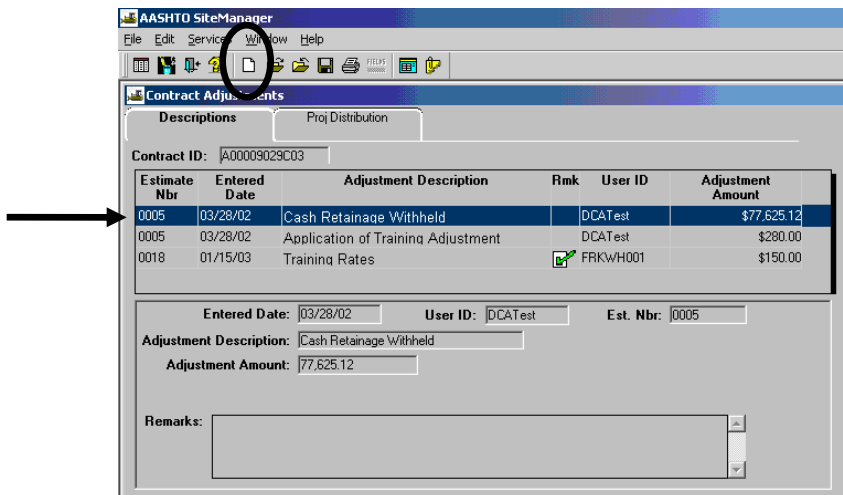
4. Double-click on **Contract Adjustments** again.



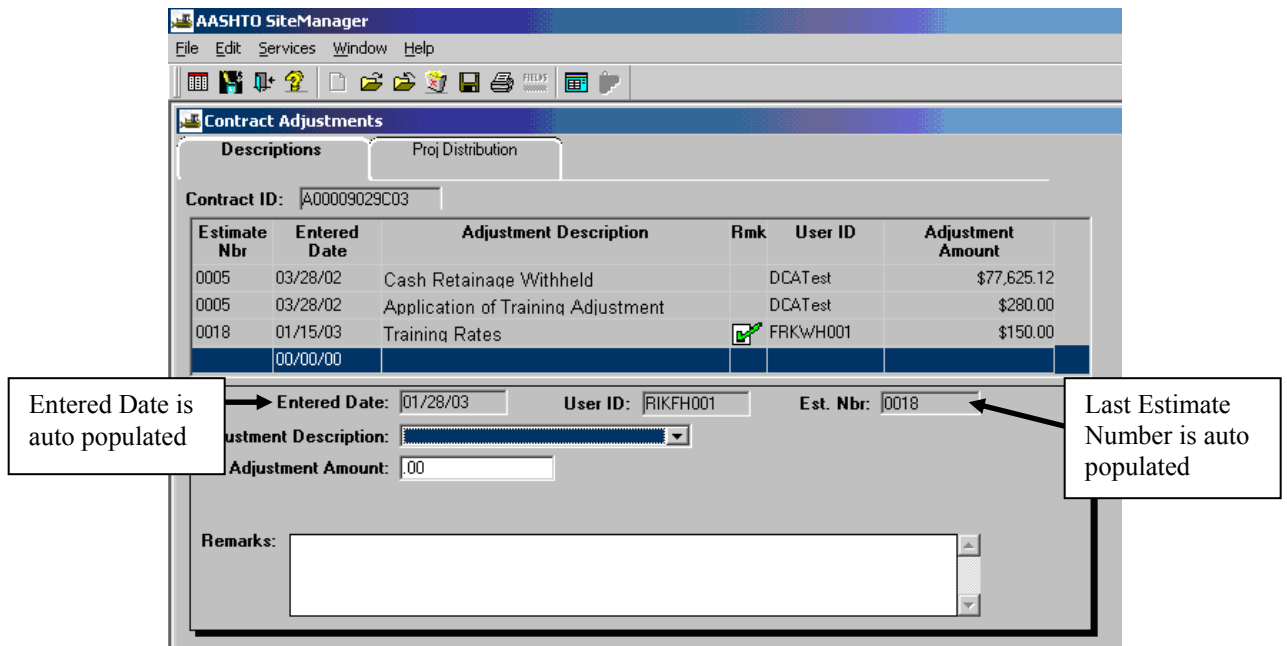
5. The Authorized Contract List appears. Scroll through the list using the scroll bar and double-click on the appropriate contract to select a Contract ID. (Or, you can click on the desired contract and click OK to select the contract.)



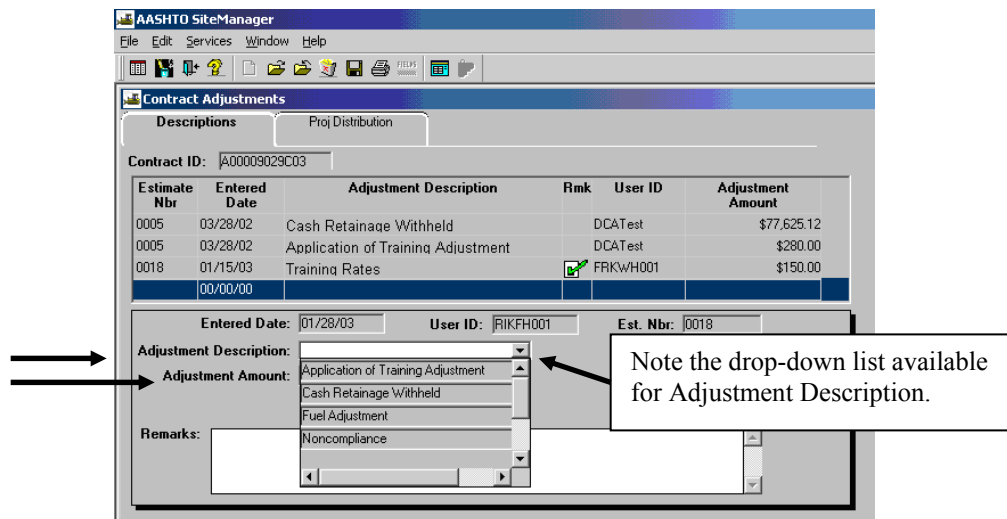
6. The Contract Adjustments panel opens. Click the **New**  icon.



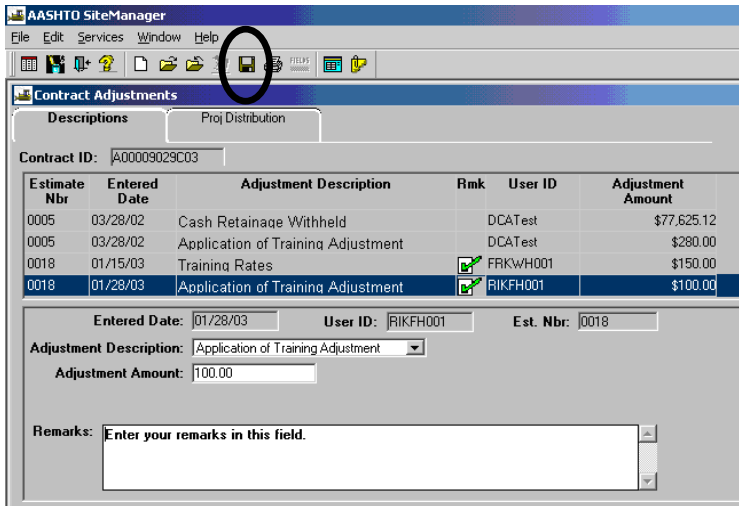
- After clicking the New icon, it automatically populates the last **Estimate Number** and **Entered Date** (which means Estimate has to be generated prior to doing this step).



- Select the **Adjustment Description**, **Adjustment Amount**.



9. Enter **Remarks**, if any. Click on **Save**  to save changes:



AASHTO SiteManager
File Edit Services Window Help

Contract Adjustments
Descriptions Proj Distribution

Contract ID: A00009029C03

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0005	03/28/02	Cash Retainage Withheld		DCATest	\$77,625.12
0005	03/28/02	Application of Training Adjustment		DCATest	\$280.00
0018	01/15/03	Training Rates	✓	FRKWH001	\$150.00
0018	01/28/03	Application of Training Adjustment	✓	RIKFH001	\$100.00

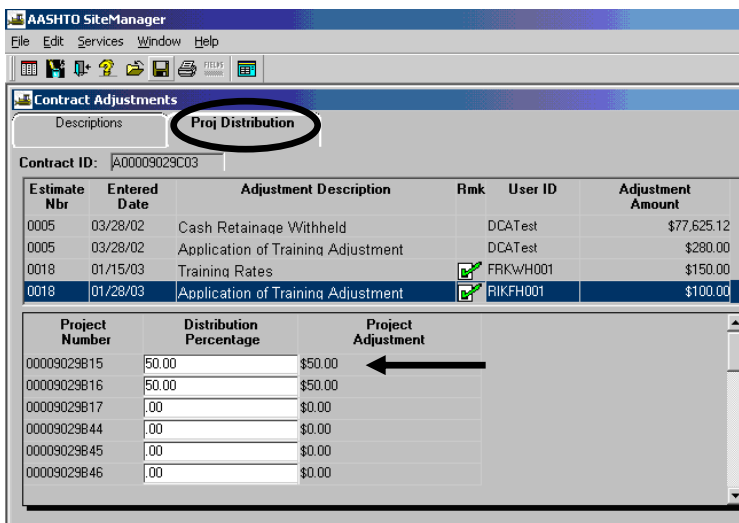
Entered Date: 01/28/03 User ID: RIKFH001 Est. Nbr: 0018

Adjustment Description: Application of Training Adjustment

Adjustment Amount: 100.00

Remarks: Enter your remarks in this field.

10. Click on the **Proj Distribution** folder tab and in the bottom data window, enter the **Distribution Percentage** for each PCN. Note: The Distribution Percentage must equal 100%.



AASHTO SiteManager
File Edit Services Window Help


Contract Adjustments
Descriptions **Proj Distribution**

Contract ID: A00009029C03

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0005	03/28/02	Cash Retainage Withheld		DCATest	\$77,625.12
0005	03/28/02	Application of Training Adjustment		DCATest	\$280.00
0018	01/15/03	Training Rates	✓	FRKWH001	\$150.00
0018	01/28/03	Application of Training Adjustment	✓	RIKFH001	\$100.00

Project Number	Distribution Percentage	Project Adjustment
00009029B15	50.00	\$50.00
00009029B16	50.00	\$50.00
00009029B17	.00	\$0.00
00009029B44	.00	\$0.00
00009029B45	.00	\$0.00
00009029B46	.00	\$0.00

Note that you can scroll up or down through the PCNs to distribute the percentage.

Click on **Save**  to save changes. Exit the window.

11. **IMPORTANT: DO NOT REGENERATE THE ESTIMATE!**
The estimate automatically shows up as adjusted when you reprint. Regenerating the estimate will cause the adjustment to be deleted.
12. If you need to assess or decrease liquidated damages, see section 10 to complete this task.
13. Using 'Summary to Contractor Report', in Section 9, reprint the estimate.

A.7. Contract Milestones – Pay on Incentives/Disincentives

SiteManager allows the maintenance of Incentives or Disincentives to be applied to a Milestone. All Contract milestones and their associated Incentives or Disincentives may be displayed for selection. Once a milestone with has been selected, all the Incentives or Disincentives details, automatically calculated or manually added, will display. Modification is limited to the Incentives or Disincentives that are associated with an unapproved Estimate. Incentives or Disincentives from an approved Estimate may only be viewed. Deletion is allowed only to those Incentives or Disincentives records that are user entered and associated with an unapproved Estimate and are entered through this window.

For a selected milestone, the user can add a new or modify an existing incentive or disincentive (with the qualifications in the preceding paragraph). The following fields may be modified:

- Begin Date (the date the Incentive or Disincentive charges started)
- End Time (the time the Incentive or Disincentive charges started for hour-type milestones)

- End Date (the date the Incentive or Disincentive charges ended)

- End Time (the date the Incentive or Disincentive charges ended for hour-type milestones)

- Nbr of Charged Units (the number of days/hours Incentives or Disincentives is applied to a Contract)

These fields may be modified with the following qualifications.

- When entering Begin and End dates, the dates must be after the Current milestone completion date.
- When entering Begin and End time, the times must be after the Current milestone completion time.

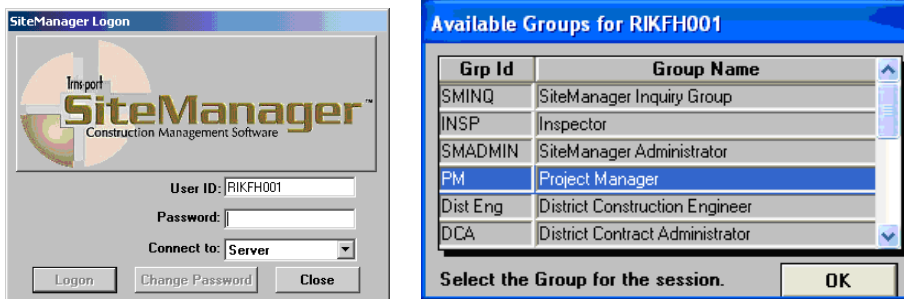
You can pay an incentive or disincentive, by adding a new record and entering number of units (days) charged. This adjustment will be applied to your estimate automatically.

IMPORTANT: DO NOT REGENERATE THE ESTIMATE!

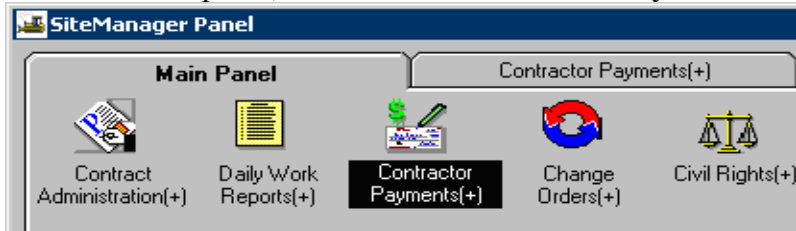
The estimate automatically shows up as adjusted when you reprint. Regenerating the estimate will cause the adjustment to be deleted.

A.7.a. Modify Incentive or Disincentive

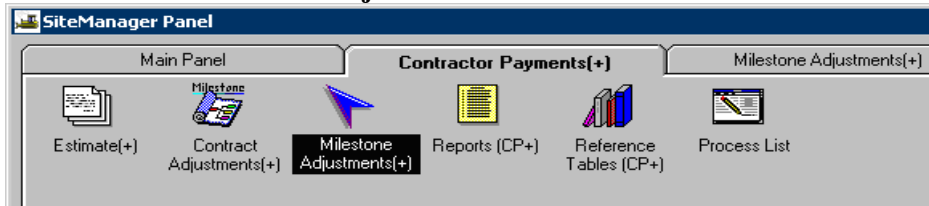
1. Log in to SiteManager. At the Available Groups window, select Group ID “PM” and click OK.



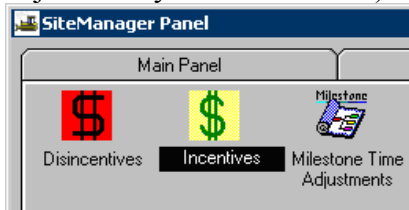
2. From the main panel, double-click **Contractor Payments**.



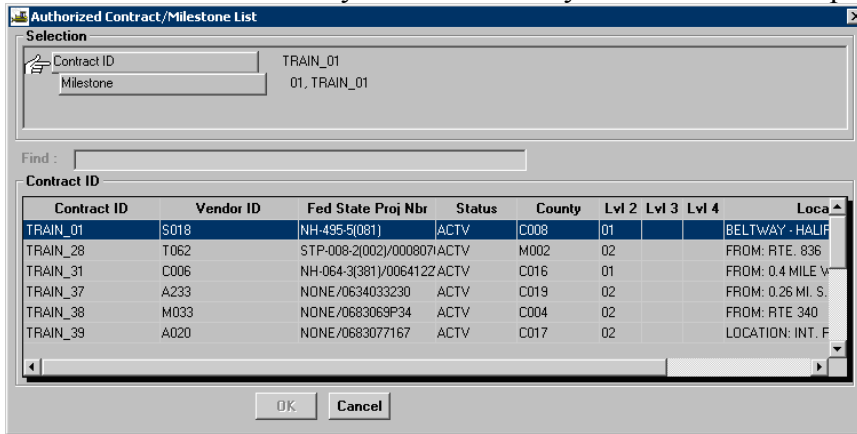
3. Double-click **Milestone Adjustments**.



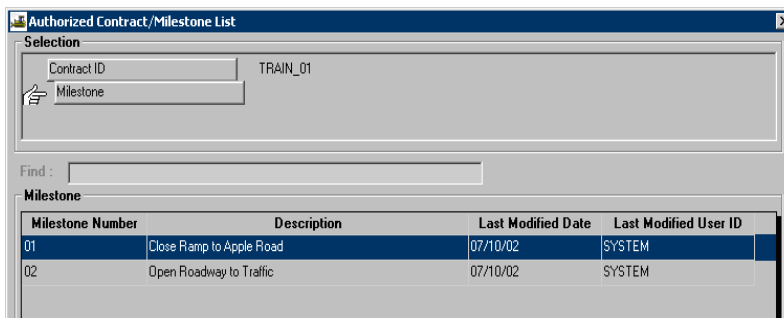
4. Double-click **Incentives** (or Disincentives, or Milestone Time Adjustments, whichever type of adjustment you need to enter).



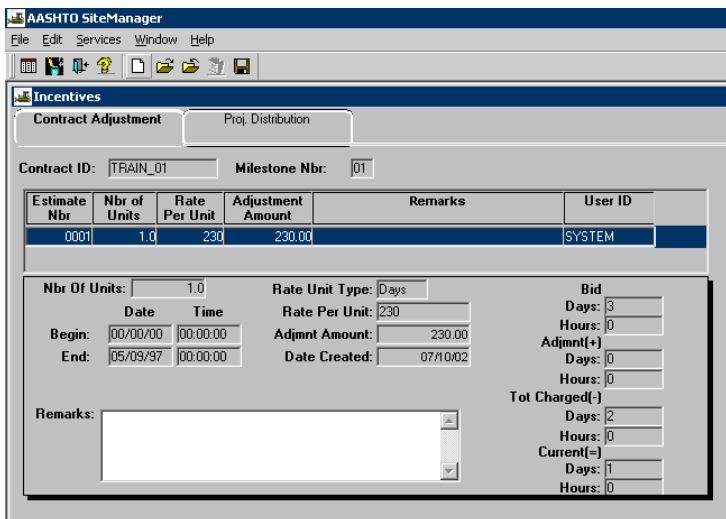
- Select the **Contract ID** if you do not already have the contract open.



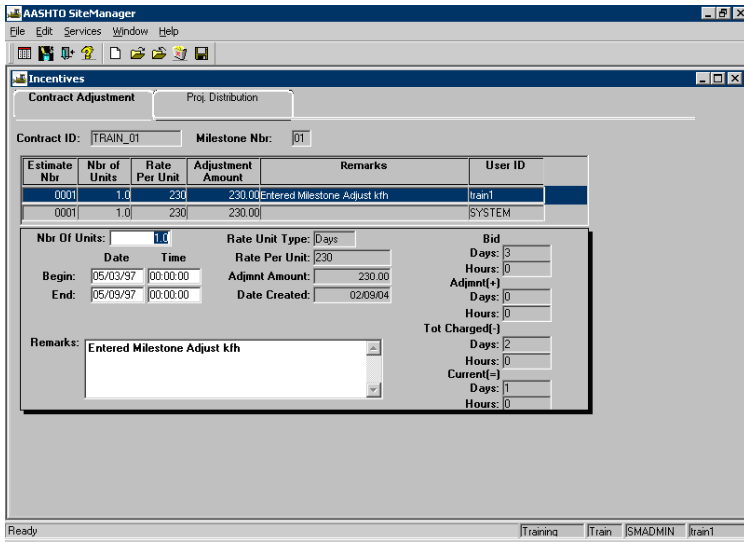
- Select the milestone that needs to be adjusted.



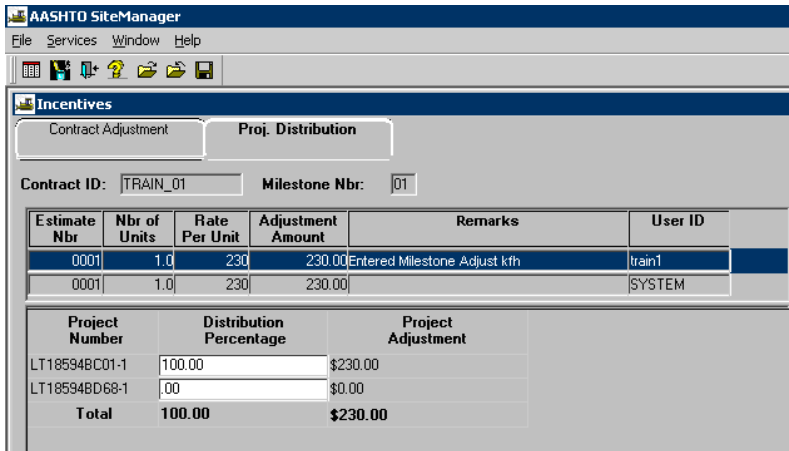
- The Incentives window opens.



8. Entered milestone adjustment. SiteManager calculated.



9. Clicked the Project Distribution tab to ensure appropriate distribution.



- To modify the project distribution, enter the distribution percentage for each project number. Click Save and Exit.

AASHTO SiteManager
 File Services Window Help

Incentives
 Contract Adjustment **Proj. Distribution**

Contract ID: TRAIN_01 Milestone Nbr: 01

Estimate Nbr	Nbr of Units	Rate Per Unit	Adjustment Amount	Remarks	User ID
0001	1.0	230	230.00	Entered Milestone Adjust kfh	train1
0001	1.0	230	230.00		SYSTEM

Project Number	Distribution Percentage	Project Adjustment
LT18594BC01-1	50.00	\$115.00
LT18594BD68-1	50.00	\$115.00
Total	100.00	\$230.00

- Click the desired record. Enter the appropriate distribution percentage.

AASHTO SiteManager
 File Services Window Help

Incentives
 Contract Adjustment **Proj. Distribution**

Contract ID: TRAIN_01 Milestone Nbr: 01

Estimate Nbr	Nbr of Units	Rate Per Unit	Adjustment Amount	Remarks	User ID
0001	1.0	230	230.00	Entered Milestone Adjust kfh	train1
0001	1.0	230	230.00		SYSTEM

Project Number	Distribution Percentage	Project Adjustment
LT18594BC01-1	50.00	\$115.00
LT18594BD68-1	50.00	\$115.00
Total	100.00	\$230.00

A.8. Review Reports

A.8.a. View Estimate Summary

The Estimate Summary panel allows the user to view calculated Estimates summary information. The panel shows three sets of totals:

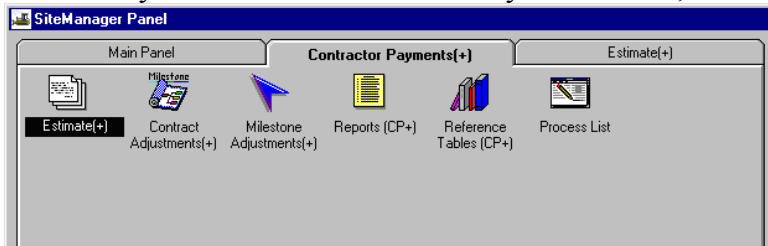
- Current Estimate,
- Combined totals for previous Estimate(s), and
- Totals to date.

The Estimate Item Detail panel displays the Item quantities from approved Daily Work Reports.

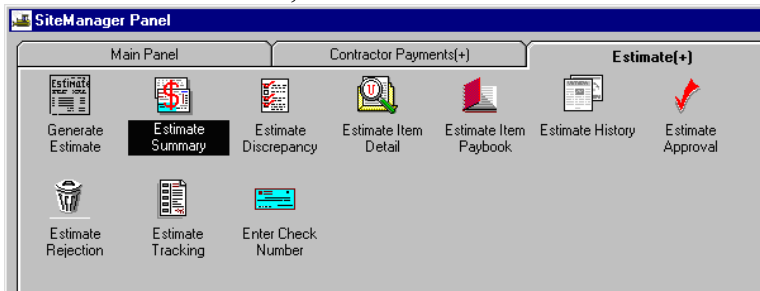
1. Login to SiteManager.
2. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.
3. On the SiteManager Main Panel, double-click on **Contractor Payments**:



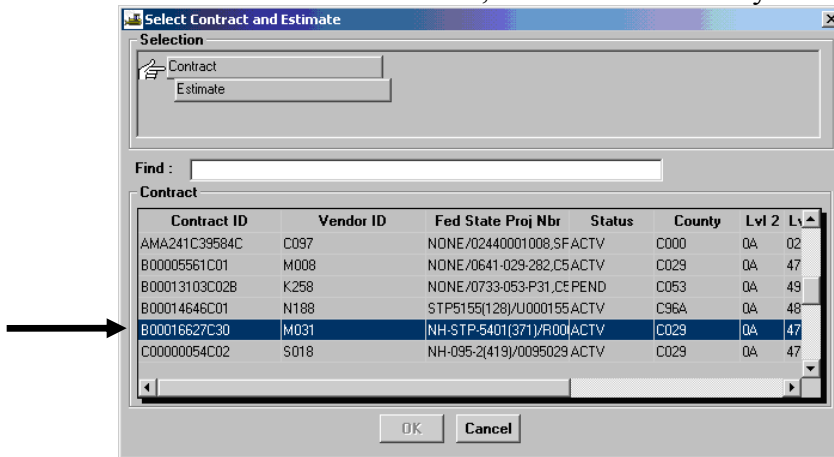
4. Now that you are on the Contractor Payments Panel, double-click on **Estimate**:



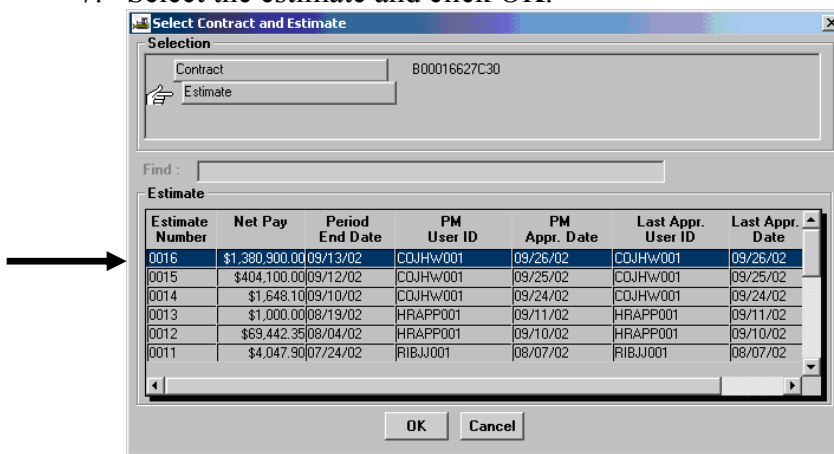
5. On the Estimate Panel, double-click on **Estimate Summary**.



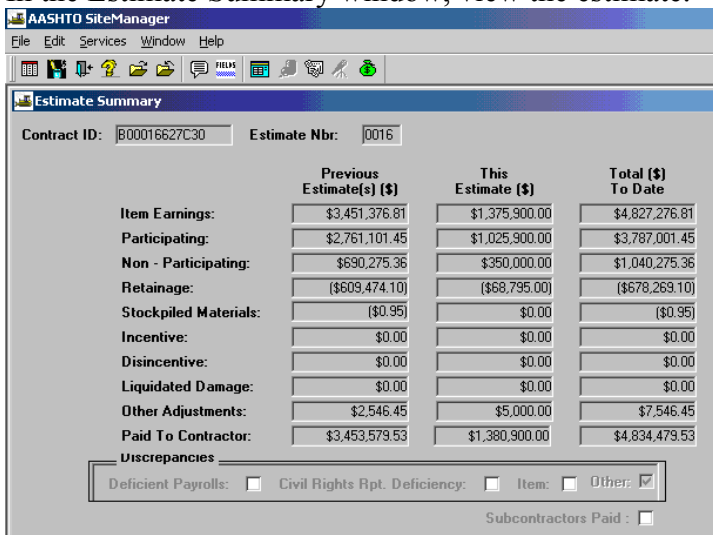
6. From the Selection window, select the contract by double-clicking on it.




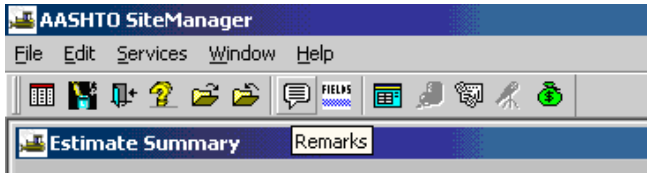
7. Select the estimate and click OK.




8. In the Estimate Summary window, view the estimate.

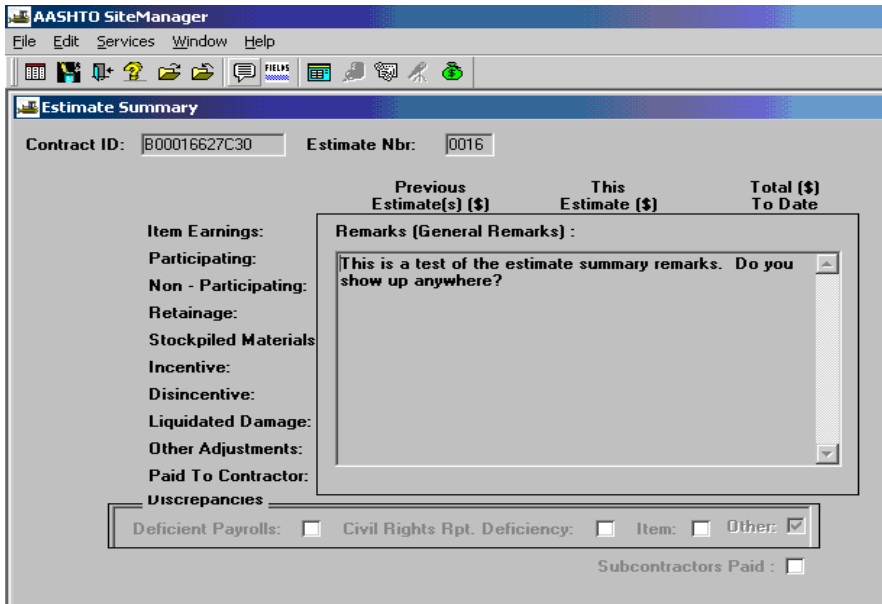



9. Click on the **Remarks**  icon and add any Estimate Comments.

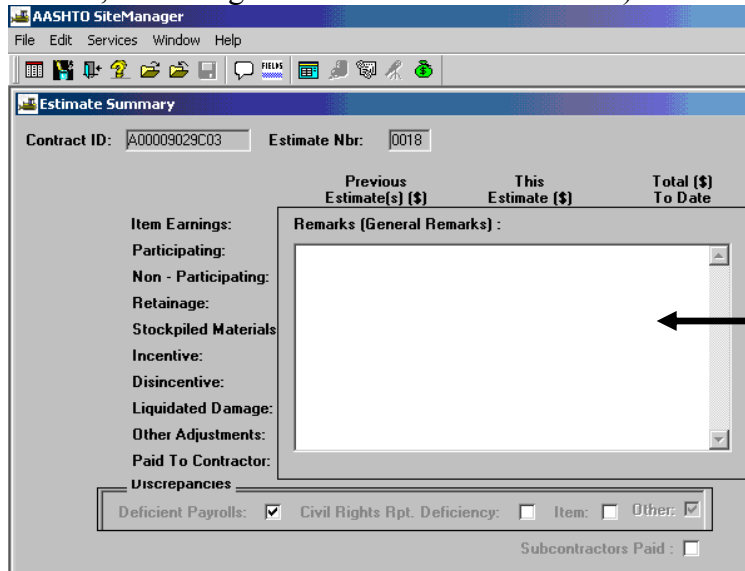




Note: Once an Estimate is approved by the PM, no remarks can be entered, as demonstrated below where the Remarks are read-only.

Additionally, note that the Remarks icon  is shaded (rather than clear) in this example, indicating the Remarks are read-only



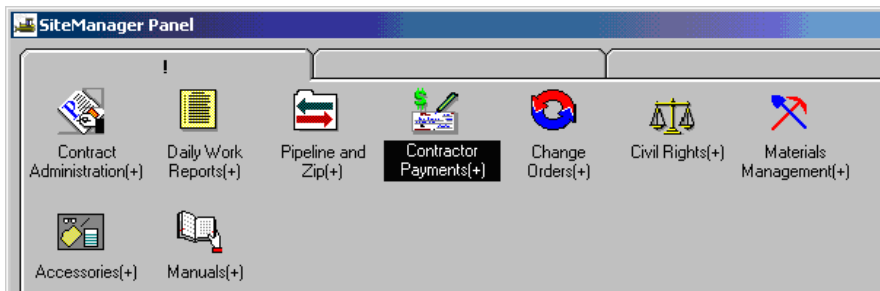
- 10 Here is a sample from another contract showing how the Remarks look when there is an Estimate that has not yet been approved by the PM and remarks can be entered. (Note the Remarks icon  is clear, indicating that Remarks can be entered.)



- 11 Click again on the **Remarks**  icon to close the window and click on **Save** .
- 12 Click on “X” to exit.
- 13 Review and resolve discrepancies. Refer to Section 5, this manual.

A.8.b. View Estimate Item Detail

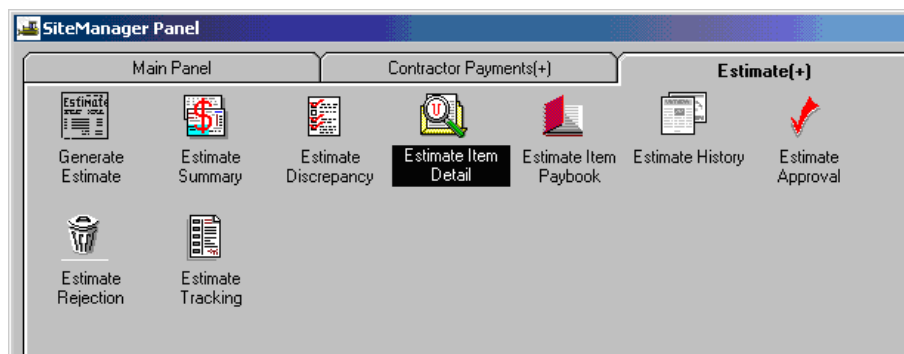
1. For Detail Estimate, at the Main Panel, double-click on **Contractor Payments**.



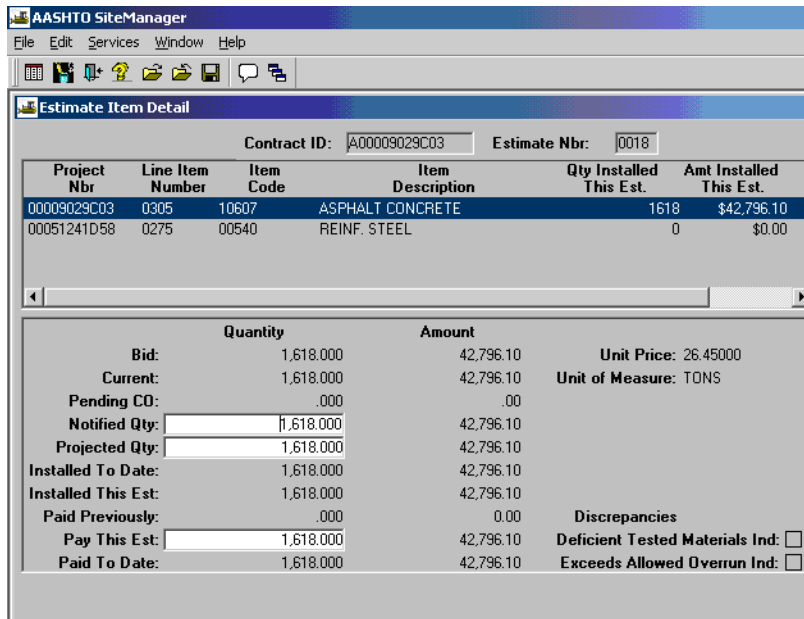
2. Double-click on **Estimate**.



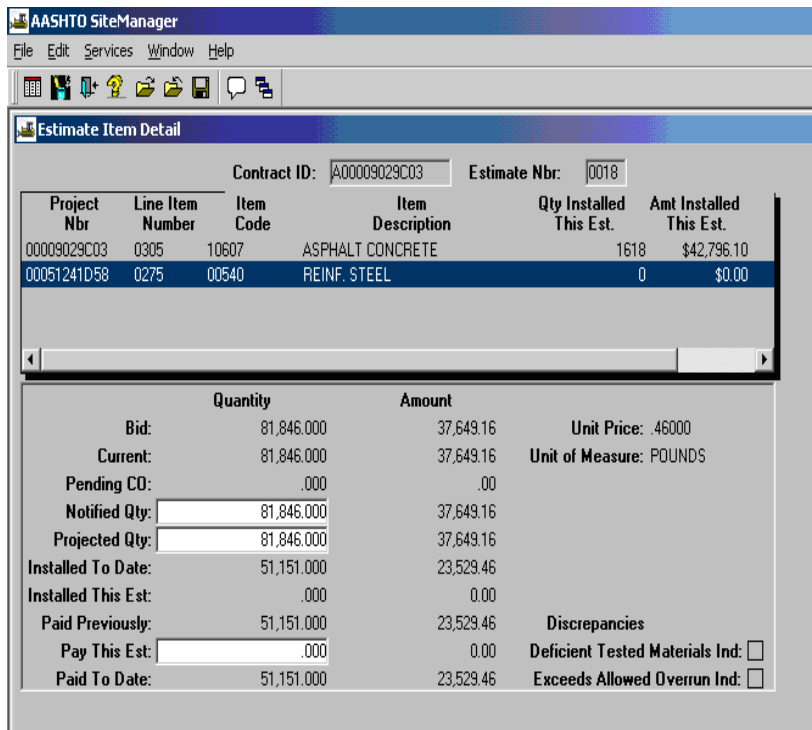
3. Double-click on **Estimate Item Detail**.



Example of the Estimate Item Detail window.



4. Double-click on the Item you want to view to see the detail:



5. Click on "X" to exit.

A.9. Review/Resolve Estimate Discrepancies and Fatal Logs

SiteManager identifies the discrepancies associated with an Estimate. The discrepancies are of two levels; discrepancies at Estimate level and discrepancies at item level. For example, if DBE requirements are not met or payrolls are not certified, the discrepancies are associated to the Estimate. Or, if there is a deficiency in testing requirements or overrun situations, the discrepancies are associated with the line item.

Different types of discrepancies would require different actions. The user would need to perform some of the following tasks.

- A. Review discrepancies
- B. Resolve discrepancies.
- C. Recalculate the discrepancies, or
- D. Override the discrepancies. The user can override a discrepancy. Note: Any override must be supplemented with a remark. An override will update the User ID and Date and Time on the associated database record. Others can view the *override and remarks*.

TYPES OF DISCREPANCIES:

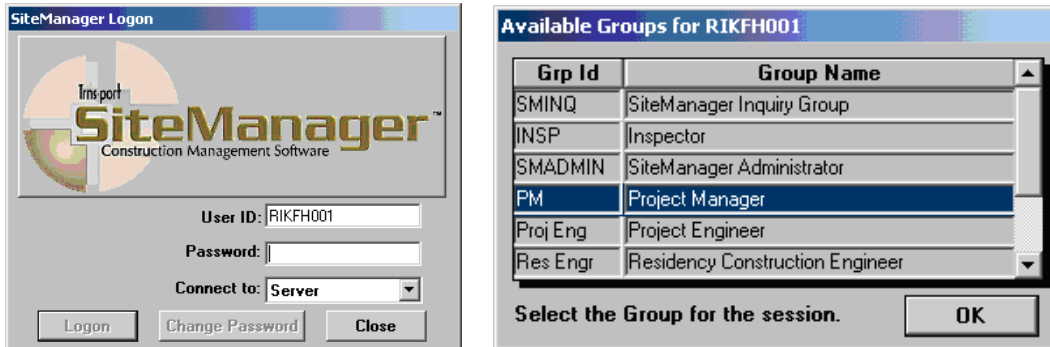
There are four types of discrepancies and each will be identified using different criteria. These four discrepancies are as follows:

1. Overrun Discrepancy (Over 200%)
2. Payroll Certification Discrepancy (Failed to enter payroll or failed to certify)
3. Milestone
4. Contract Completion Discrepancy

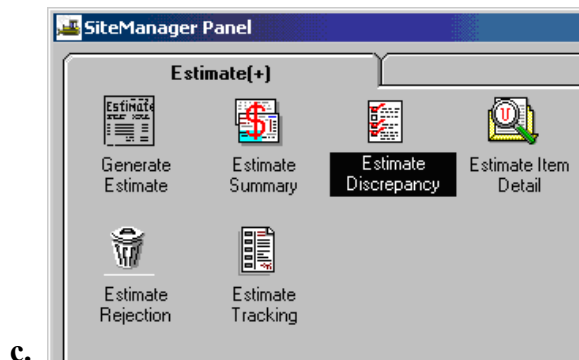
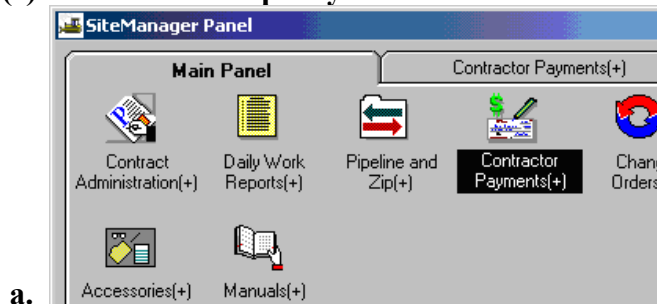
A.9.a. Reviewing Estimate Discrepancies

The user would need to review the discrepancy or discrepancies to determine what exists and What corrections are needed.

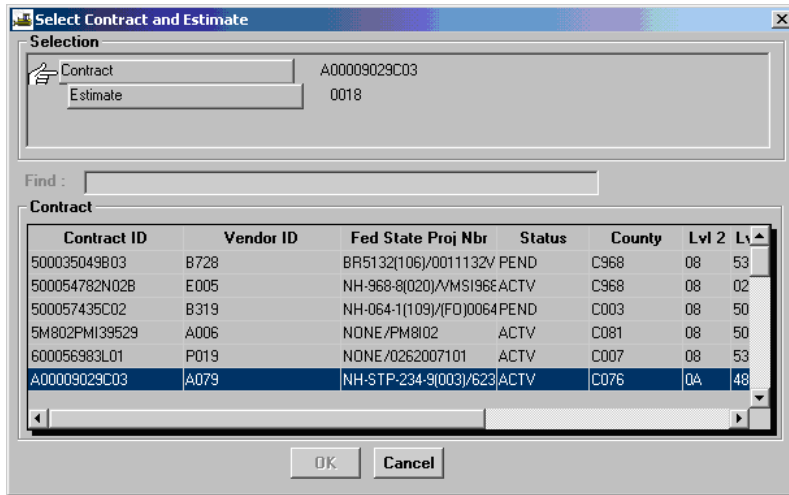
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



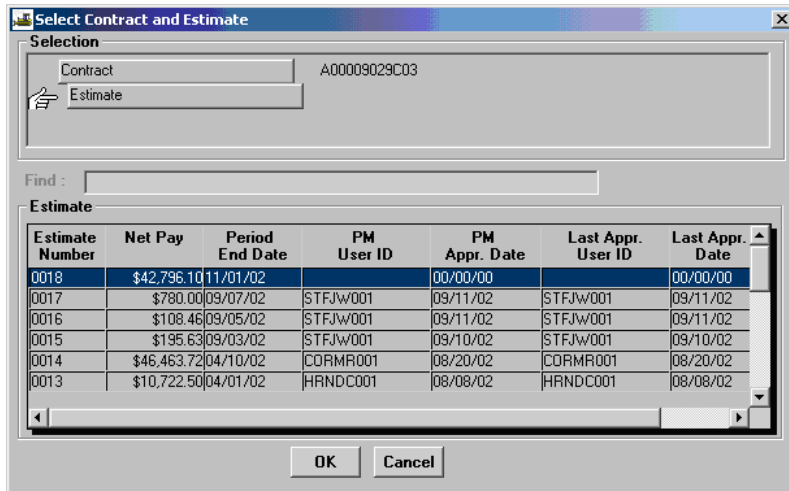
2. At the main panel, double-click on (a) Contractor Payments, (b) Estimate, (c) Estimate Discrepancy.




- At the Select Contract and Estimate window, double-click on the desired contract:

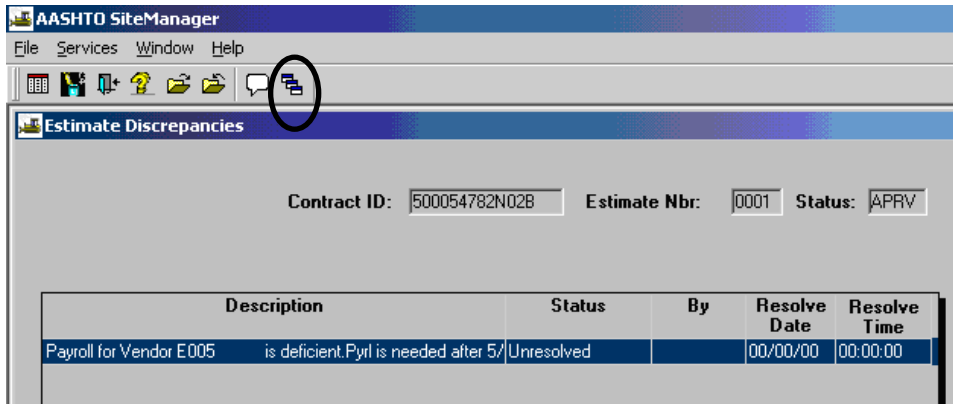


- Then double-click on the estimate:

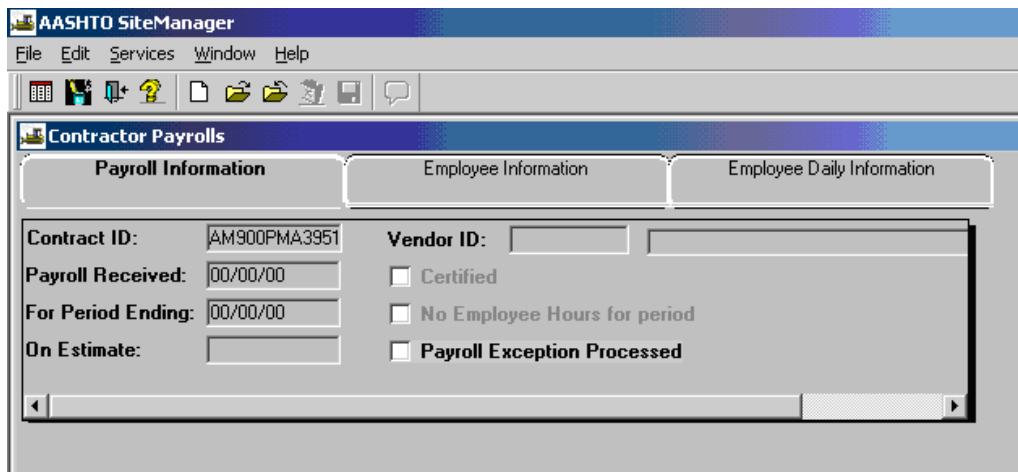


- If no discrepancies exist, click on "X" to exit.. **Note: Discrepancies should always be resolved or overridden before forwarding estimate to the Project Engineer.**
- Review and determine the type of discrepancies that do exist and go to Section B of this training guide and follow the appropriate steps for resolving the discrepancy.

- Click on the discrepancy and click on the **Navigation**  icon.
In the example below, there is a payroll discrepancy. The user clicks on the discrepancy and then clicks on the Navigation icon.



SiteManager will then open the appropriate window to address the discrepancy. Example below: Contractor Payrolls window opens.



A.9.b. Resolving Discrepancies

After the generation of an Estimate, the Estimate History or Estimate Summary windows can be used to navigate to the Estimate Discrepancy window as well as direct navigation to the window.

The Estimate Discrepancy window displays all the discrepancies associated with an Estimate. Discrepancies can be associated to an Estimate or to a Estimate item (Contract item with installed quantities for the Estimate period). The Estimate discrepancies will be listed at the top of the window and item discrepancies will be listed after them. The Status field values will be either Unresolved or Override. When Identify Discrepancy function is requested by Refresh choice (or by Generate Estimate process), the discrepancy is re-determined.

The user has the following three options to resolve the discrepancy(s):

- a) They can override the discrepancies and use the update function to update the override information,
- b) They can correct the individual discrepancy input information.
- c) Combination of both a) and b).

***Any override must be supplemented with a remark.** An override will update the User ID and Date and Time on the associated database record.*

Before an override is initiated, the user must resolve all discrepancies that he can, recalculate the discrepancies, and then initiate the overrides for the remaining discrepancies.

Note: A “Recalculate” action will remove an override.

Types of Discrepancies:

1. **Overrun Discrepancy.** There may be two types of “overrun” discrepancies.

Examples:

(a) A lump sum item was mistakenly overpaid. If this occurred, the user needs to correct the Estimate Quantity and can use Section 5, DWR Changes after Estimate Generation, to accomplish this correction.

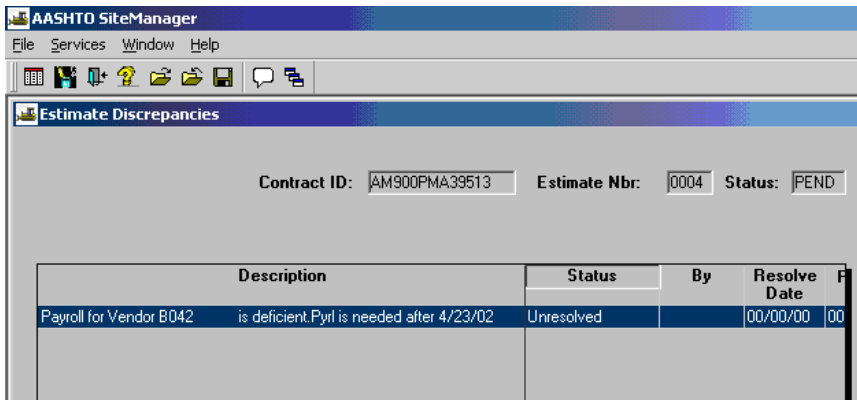
(b) A true overrun exists. The user would need to initiate Change Order process and then override the discrepancy by going to Section D, “HOW TO OVERRIDE A DISCREPANCY”.

Note: Override cannot be performed for final estimates. Additionally, please note that if the user recalculates a discrepancy after overriding, it will reset the discrepancies (user will lose the override) and the user would have to override again. When a user overrides a discrepancy, the user is required to enter remarks to document the reason for the override.

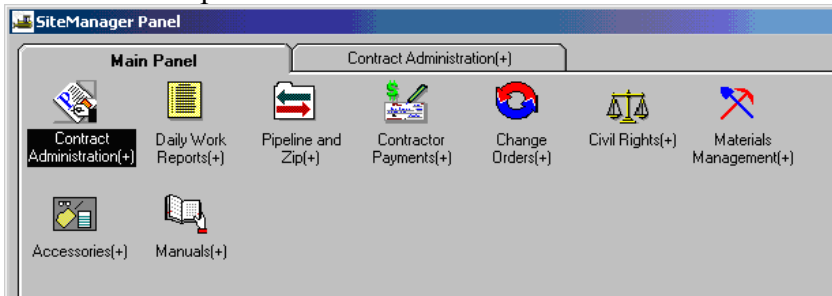
2. **Milestone Discrepancy.**

If the user encounters this type of discrepancy, the user would need to contact the District Contract Administrator. If Milestone has been reached, the District Contract Administrator would need to update the Actual Completion Date (refer to Section 3 for assistance). If the Milestone has not been reached, the user would need to override the discrepancy. **Note: Override cannot be performed for final estimates.** Additionally, please note that if the user recalculates a discrepancy after overriding, it will reset the discrepancies (user will lose the override) and the user would have to override again. When a user overrides a discrepancy, the user is required to enter remarks to document the reason for the override. To override the discrepancy, go to section “D. HOW TO OVERRIDE A DISCREPANCY”.

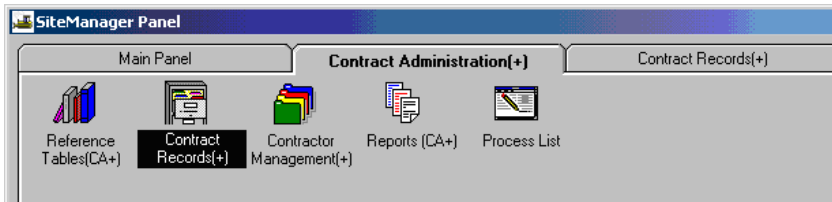
3. **Payroll Discrepancy.** In the example below, payroll is deficient. Payroll is needed after 4/23/02 as noted in the description. (Note: If your screen does not display the entire description, place your pointer on the vertical line between Description and Status, click and drag to the right to open the description in its entirety.) CONTACT CIVIL RIGHTS BY EMAIL THAT THERE IS A DEFICIENT PAYROLL.



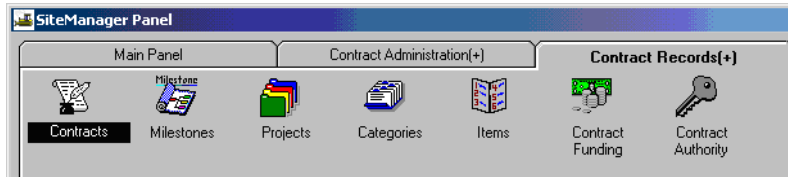
From the main panel double-click on **Contract Administration.**



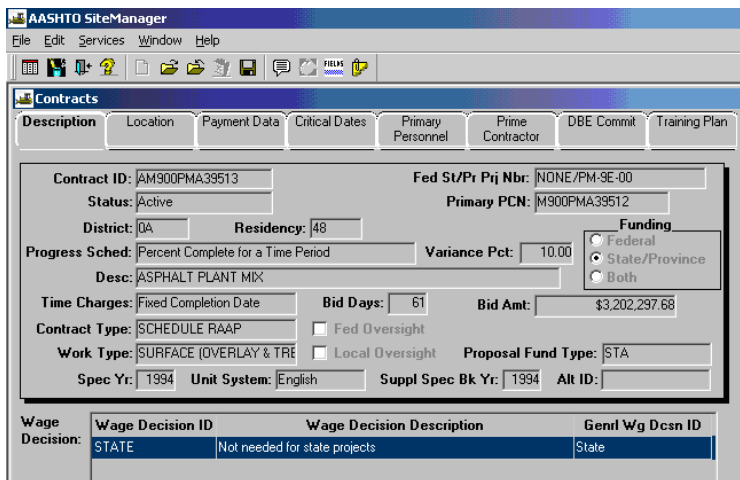
Double-click on **Contract Records.**



Double-click on **Contracts**.

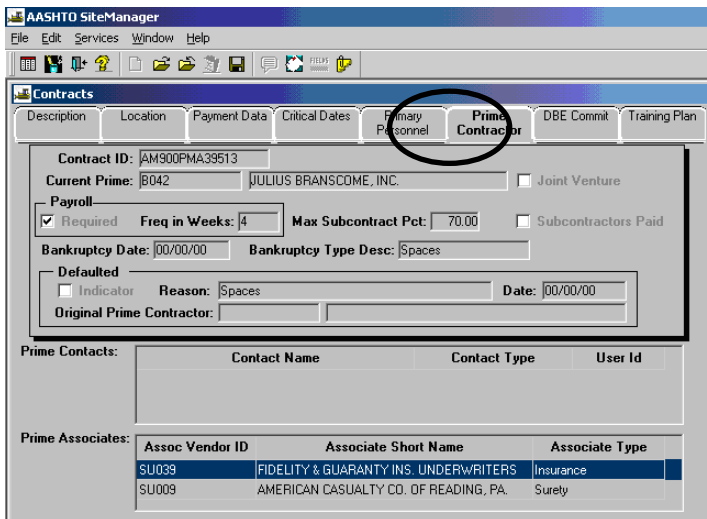


Note: If you did not already have SiteManager open and you have just logged in to SiteManager, at this point you would see the Contracts list window and would need to select the appropriate contract. However, if you were already logged in and had been working in the contract within SiteManager, the next window to appear would allow you to click on the Prime Contractor at this point. The Contracts window would appear as shown below.



Click on **Prime Contractor** folder tab and review the Payroll frequency.

Note: Check the payroll frequency. In the example below, the payroll is required every four weeks. Payroll must be certified every four weeks. Example: If the contract work begin date was 01/30/02 and the first payroll was received on 2/22/02, the next payroll should be certified by 3/22/02, and every four weeks thereafter.



If a Payroll Discrepancy, notify Civil Rights by email that there is a deficient payroll.

4. **Contract Completion Discrepancy.**

There are three options to handle this discrepancy:

OPTION 1:

To resolve this discrepancy, the DCA would need to enter a Change Order for a time extension. The DCA can refer to Section 9-A3, “Change Orders with Time Adjustments” to perform the task.

OPTION 2:

If the contractor has exceeded the current contract time, the discrepancy should be overridden.

OPTION 3:

The DCA has the ability to turn off the Contract Completion discrepancy option at any time and it is contract specific.

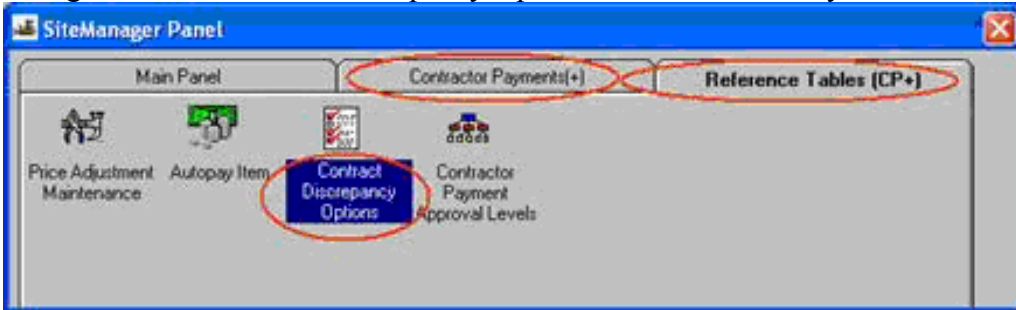
If an estimate is already in the approval process and a discrepancy is shown, then the estimate must be rejected and the indicator shown below unchecked. The estimated would then need to be regenerated and sent back through the approval process. The specific discrepancy for this contract would no longer be flagged.

Since the DCAs are required to resolve all discrepancies, the only way to prevent this discrepancy from appearing on the semi-final when the period end date and the adjusted completion date are the same is to modify the contract’s default discrepancy

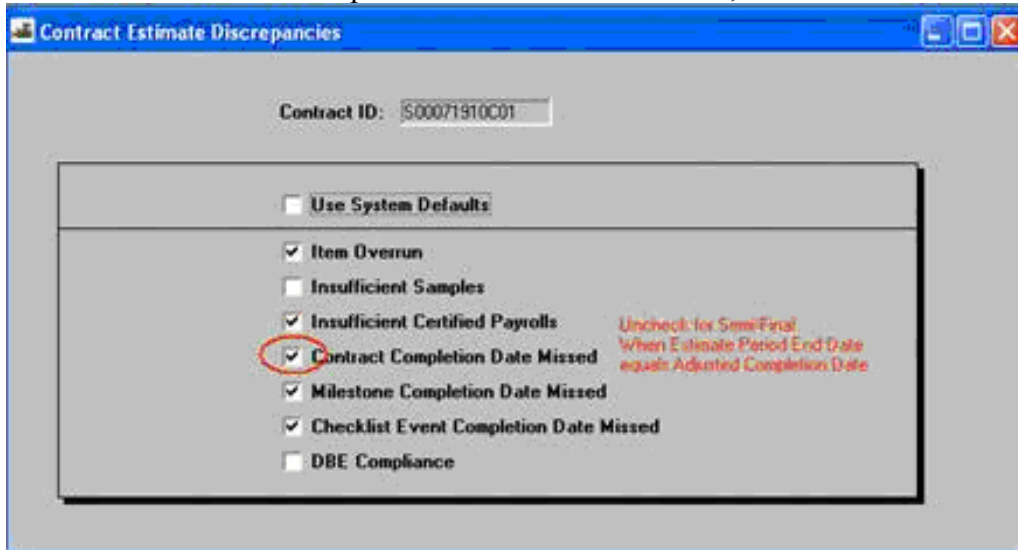
A.9.c. Discrepancy Removal

Note: If an estimate already exists with the CD discrepancy, then it will have to be rejected and deleted.

- 1) Navigate to the Contract Discrepancy Options via Contractor Payments=>Reference Tables=>



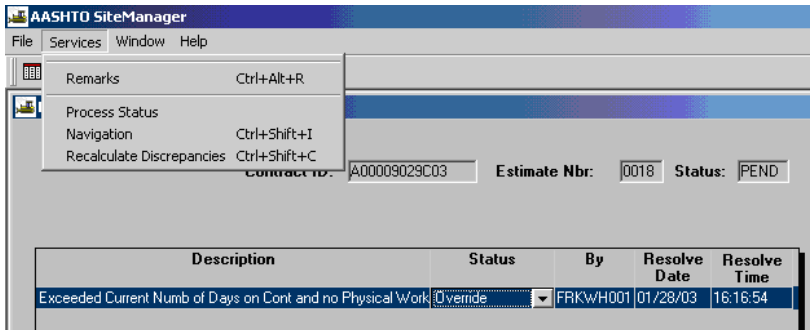
- 2) Uncheck the Contract Completion Date Missed indicator, then Save.



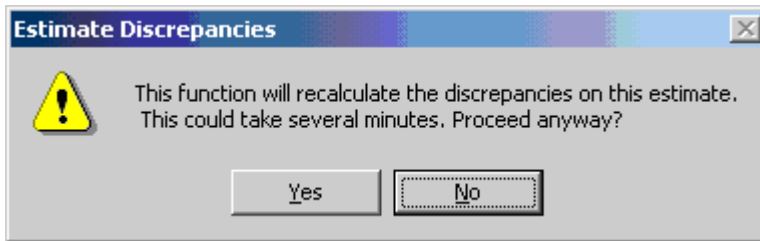
- 3) Regenerate the estimate and the discrepancy will no longer appear.

A.9.d. Recalculate Discrepancies

1. Once all discrepancies have been addressed, click on **Services | Recalculate Discrepancies**.



An Estimate Discrepancies message box appears as follows. Click Yes to continue, and the “Refresh Complete” message appears. Click on OK.

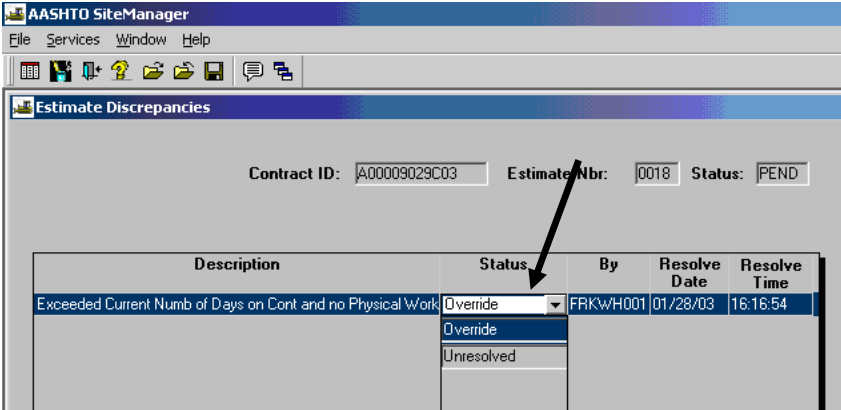


2. Review Discrepancy window again.
3. Resolve any remaining discrepancies or exit if there are no remaining discrepancies. Or, go to Section D, “HOW TO OVERRIDE DISCREPANCIES” to override them. **Note: Override cannot be performed for final estimates.**

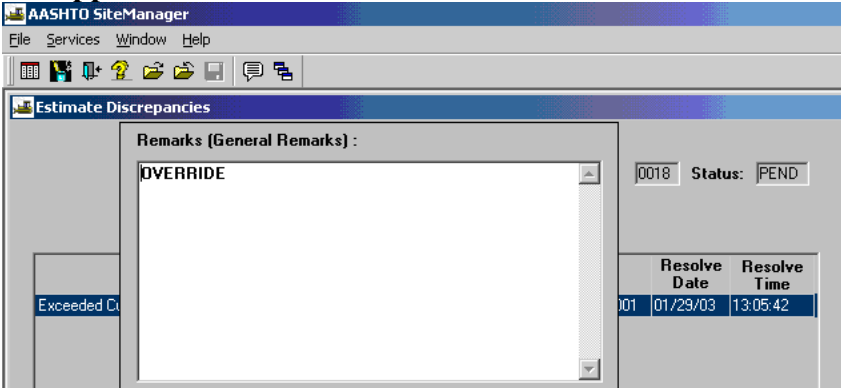
A.9.e. Overriding A Discrepancy

Note: Override cannot be performed for final estimates. Additionally, please note that if the user recalculates a discrepancy after overriding, it will reset the discrepancies (user will lose the override) and the user would have to override again. When a user overrides a discrepancy, the user is required to enter remarks to document the reason for the override. The following pages demonstrate how to override a discrepancy.

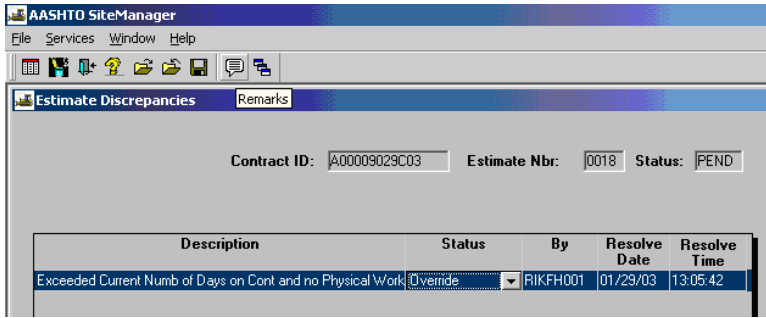
- 1. To override the discrepancy, in the Estimate Discrepancies window, click on **Status** drop-down arrow and click on Override.




- 2. After clicking on Override as noted above, the remarks window pops up. **Any Override must be supplemented with a Remark.** Enter the reason for override in the Remarks window.



3. Click on the Remarks icon  to close the remarks window.



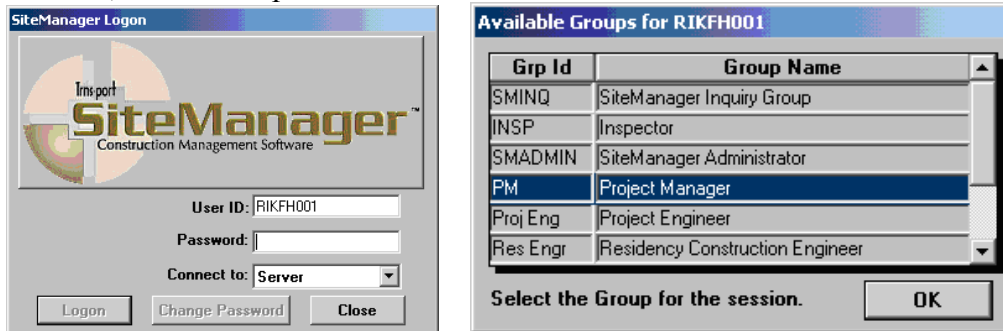
Click on Save  and then click on “X” to exit.

A.9.f. Fatal Log Errors for Lump Sum Overruns

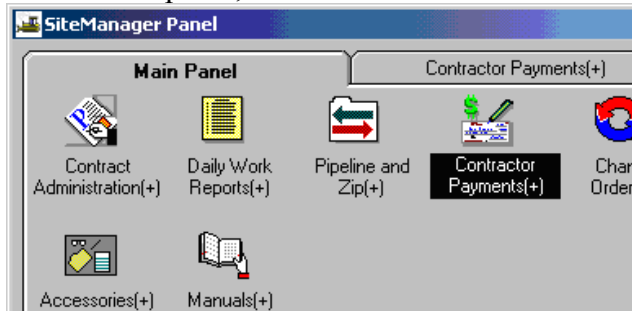
A fatal error message will occur for overruns of a lump sum item in the SM/FMS interface. The error keeps lump sum items from being overrun and paid. The error will not occur until the estimate has been approved at the final approval in SM and sent to the interface. It will keep the estimate from passing to FMSII. The correction if it was a mistake is to request that IT set the estimate back to PEND, the DCA must delete the estimate, the PM must unauthorize the DWR on the Diary and correct the entry in the DWR items. If the overrun is valid, a work order must be done to add a new item to the contract and pay on the new item.

A.10. Print Summary to Contractor

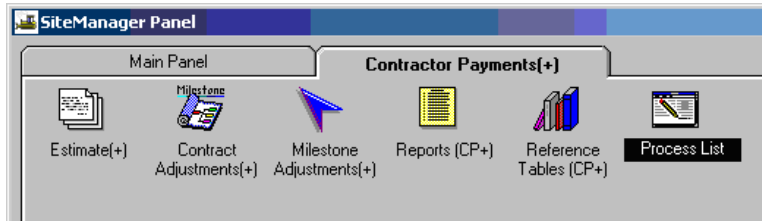
1. If not already logged on, follow Steps 1 and 2 to log on to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



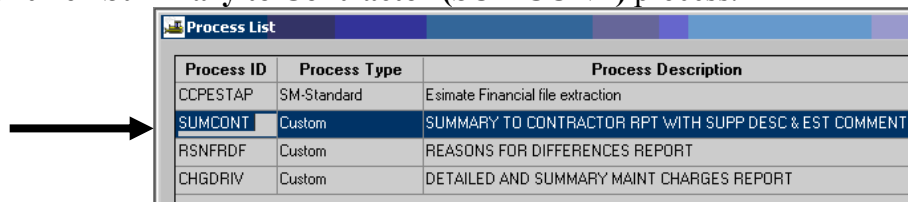
2. At the main panel, double-click on **Contractor Payments**.




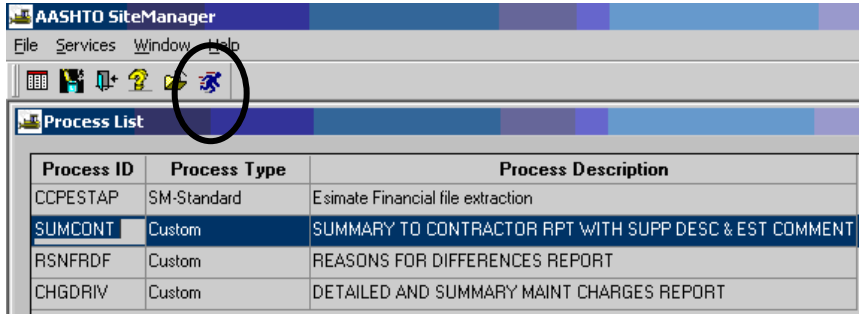
3. Double-click on **Process List**.



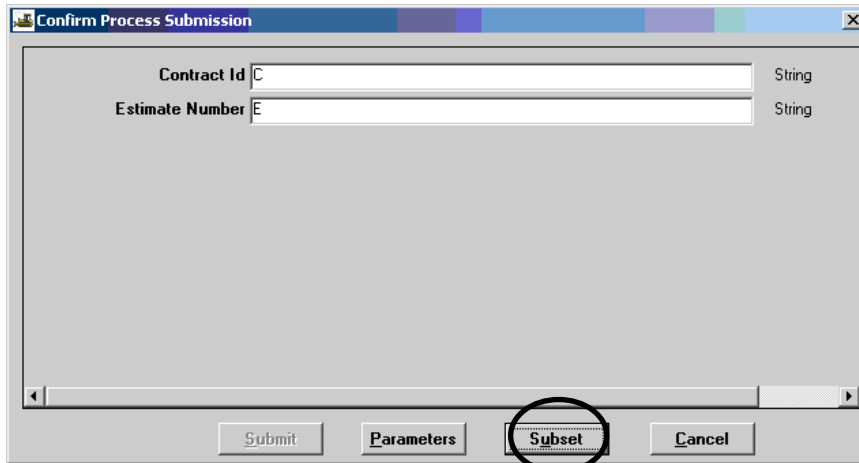
4. Click on **Summary to Contractor (SUMCONT)** process.



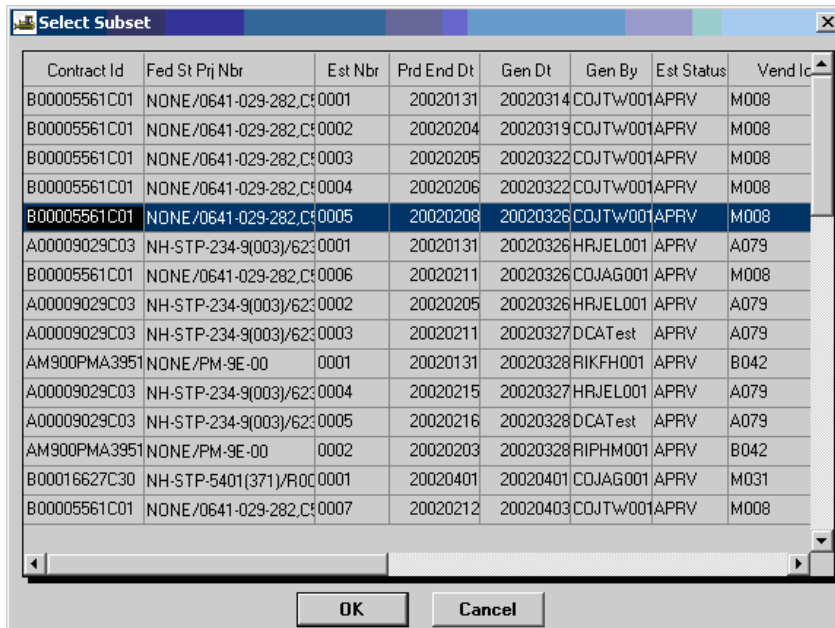
- Click on the **Run** icon 



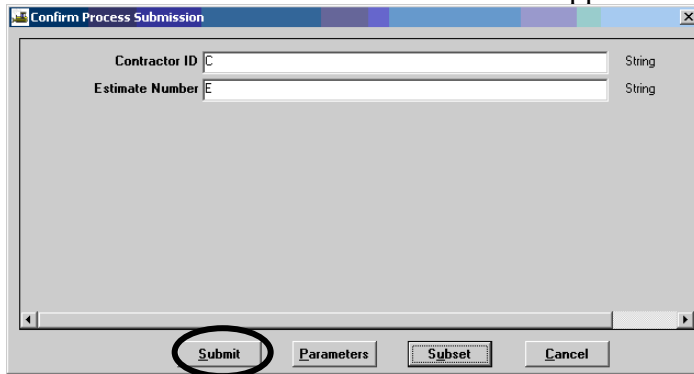
- Click on **Subset** button.



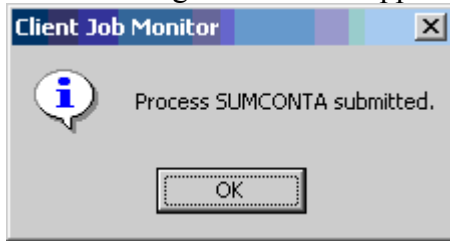
- The Select Subset window appears. Click on the **Contract ID and Estimate Number** and click OK. (Multiples can be used by using Shift+mouse click or Ctrl+mouse click).



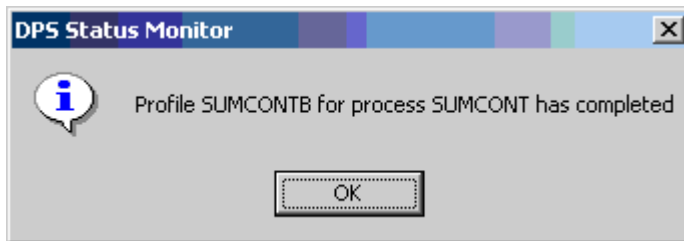
- The Confirm Process Submission window appears. Click on “**Submit**”.



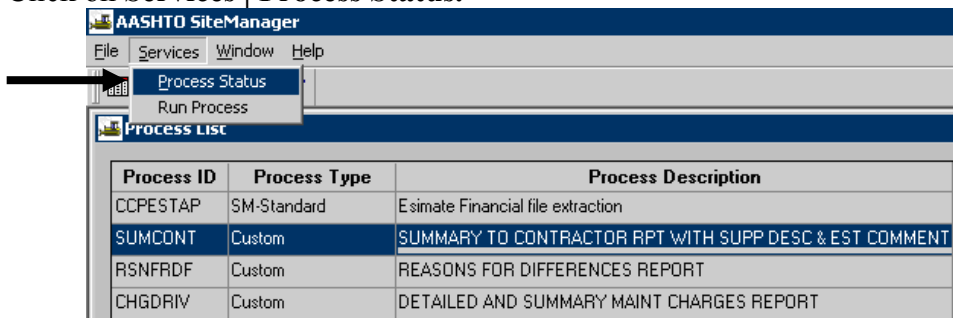
The following window will appear to confirm that the process was submitted. Click OK.



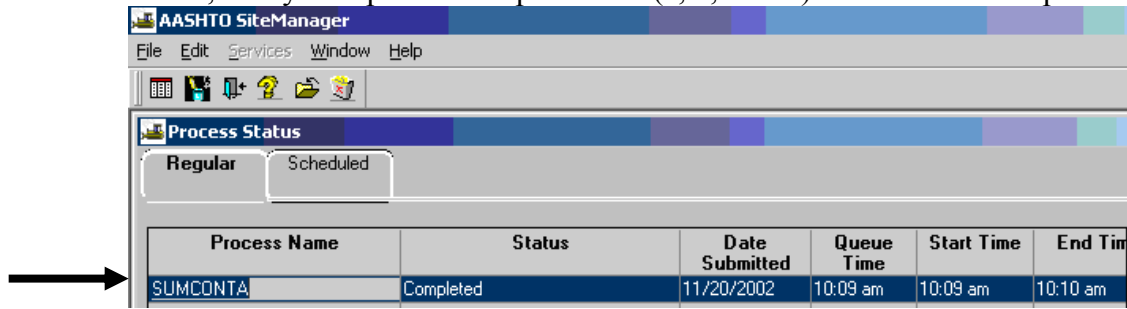
- Next, the DPS Status Monitor window will appear to confirm that the process is completed. Click OK.



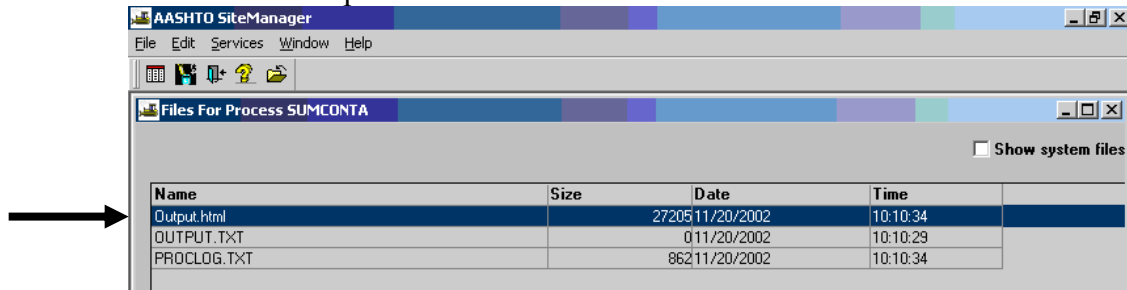
- Click on **Services | Process Status**.



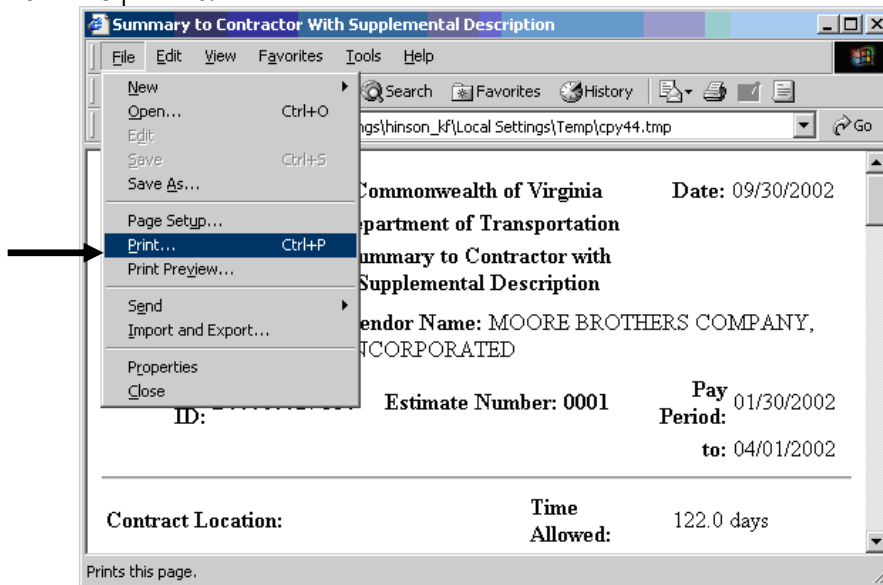
- Double-click the process named "SUMCONTx" for the last job submitted (should be at the bottom of the scroll, highest alpha (x) suffix). Note: The process name is SUMCONT. When the process is submitted, the system places an alpha suffix (a, b, c, etc.) on the end of the process name.



- Double-click on Output.html.



- Click **File | Print:**



14. Here is a screen print of the report. Exit the window, exit process status, exit process list.

Print Preview

Print... Page 1 of 3 75% Help Close

Summary to Contractor Page 1 of 3

Rpt ID: SUMCONT **Commonwealth of Virginia** **Date:** 02/28/2003
Department of Transportation
Summary to Contractor

Vendor ID: MD08 **Vendor Name:** MARTIN AND GASS, INCORPORATED

Contract ID: B00005561C01 **Estimate Number:** 0001 **Pay Period:** 01/30/2002
to: 01/31/2002

Contract Location: **Time Allowed:** 91.0 days
FR: 0.113 M.I.E.RTE.638 **Time Charged:** 2.0 days
Percent Time: 3.28 %

Estimate Type: PROGRESS ESTIMATE
Estimate Comments:

Contractor:
MARTIN AND GASS, INCORPORATED **Date Let:** 05/25/1999
6433 GENERAL GREEN WAY **Date Awarded:** 06/17/1999
ALEXANDRIA, VA 22312-2413 **Date Contract Executed:** 06/29/1999
Phone: 703-256-4900 **Date Notice to Proceed:** 01/30/2002
Date Work Began: 01/30/2002
Date Time Stopped: 00/00/0000
Date Accepted: 09/27/2002

District Contract Administrator OA **Project Manager/Inspector**
COJTW001

Escrow Agent: FIRST VIRGINIA BANK
Surety Co: ST. PAUL FIRE & MARINE INSURANCE CO.
Estimate Paid: YES

Counties:
FAIRFAX

Project Number	PCT	Fed State Project Number	Description 1
00005561B18	22.65	NONE/0641029282	PROPOSED BRIDGE ON RTE. 641 OVER POHICK CREEK
00005561C01	68.72	NONE/0641029282	UPGRADE EXISTING TWO LANE FACILITY AND REPLACE
00005561U01	8.63	NONE/0641029282	UTILITIES

Current Contract \$ 4,950,230.57

Summary to Contractor

Page 2 of 3

	Total to Date	Prev to Date	This Estimate
Participating	\$ 0.00	\$ 0.00	\$ 0.00
Non-Participating	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Total Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Stockpiled Materials	\$ 0.00	\$ 0.00	\$ 0.00
Gross Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Retainage	\$ -1,745.28	\$ 0.00	\$ -1,745.28
Escrow Amount	\$ 1,745.28	\$ 0.00	\$ 1,745.28
Securities Encumbered	\$ 0.00	\$ 0.00	\$ 0.00
Net Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Incentives	\$ 0.00	\$ 0.00	\$ 0.00
Disincentives	\$ 0.00	\$ 0.00	\$ 0.00
Fuel Adjustment	\$ 10.85	\$ 0.00	\$ 10.85
Bituminous Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Autopay Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due	\$ 34,916.45	\$ 0.00	\$ 34,916.45
Other Adjustments	\$ 0.00	\$ 0.00	\$ 0.00
Payments	\$ 34,916.45	\$ 0.00	\$ 34,916.45

Approved for Payment By: _____ Date: _____
 Name Title

Project Number: 00005561B18

Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0010	0001	00101	\$ 28,359.440	1.000	LS	\$ 28,359.44	\$ 28,359.44
		CONSTRUCTION SURVEYING					
		this is a test. this is a test. this is a test. I think I am sure this is a test.					
0040	0001	62010	\$ 27.000	15.000	LF	\$ 405.00	\$ 405.00
		CONCRETE PARAPET					
0050	0001	64011	\$ 21.000	15.000	CY	\$ 315.00	\$ 315.00
		STRUCTURE					
0070	0001	65200	\$ 0.680	437.000	L.F.	\$ 297.16	\$ 297.16

Print Preview

Print... Page 3 of 3 75% Help Close

Summary to Contractor Page 3 of 3

Project Number: 00005561C01

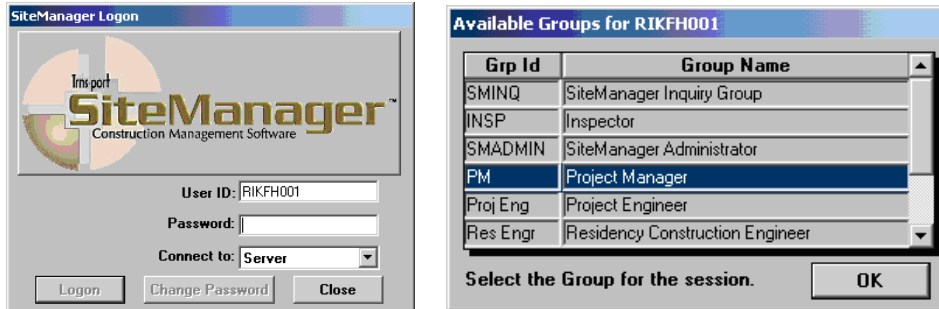
Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0020	0100	00120	\$ 4.610	100.000	CY	\$ 461.00	\$ 461.00
		REGULAR EXCAVATION					
0190	0100	08924	\$ 1,553.000	1.000	EA	\$ 1,553.00	\$ 1,553.00
		DROP INLET					
0210	0100	09150	\$ 25.000	23.000	TON	\$ 575.00	\$ 575.00
		EROSION CONTROL STONE					
		Project Current Amount				\$ 2,589.00	\$ 2,589.00
		Project Current Amount				\$ 2,589.00	\$ 2,589.00
		Contract Current Amount				\$ 37,494.60	\$ 37,494.60

15. IF THIS IS A MAINTENANCE CONTRACT AND YOU HAVE MAINTENANCE CHARGES, PLEASE REFER TO APPENDIX F.

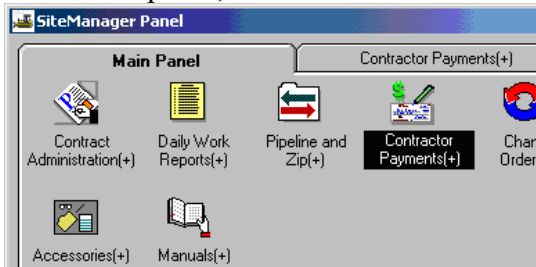
A.11 Print Monthly Reports

A.11.a. Summary By Project

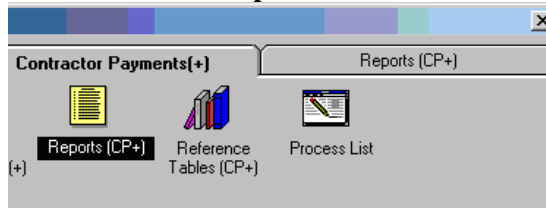
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



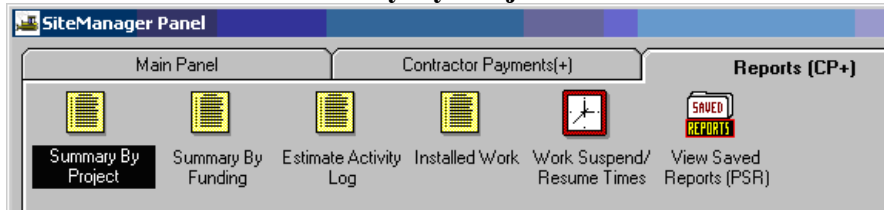
2. At the main panel, double-click on **Contractor Payments**.



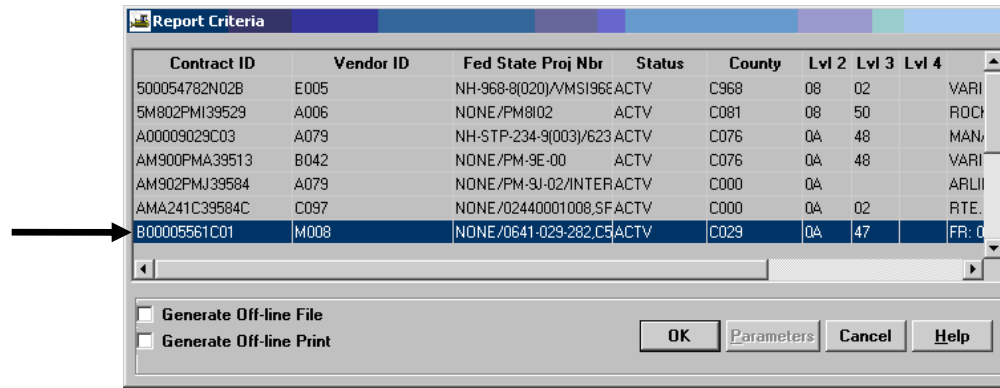
3. Double-click on **Reports**.



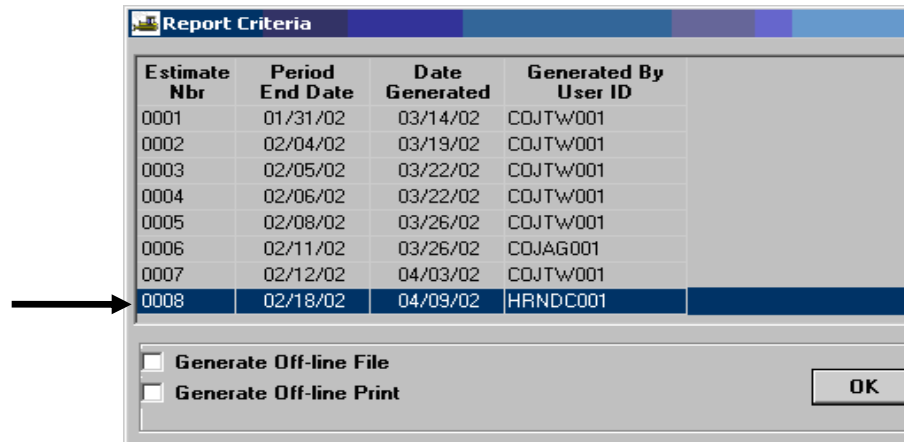
4. Double-click on the **Summary By Project**.



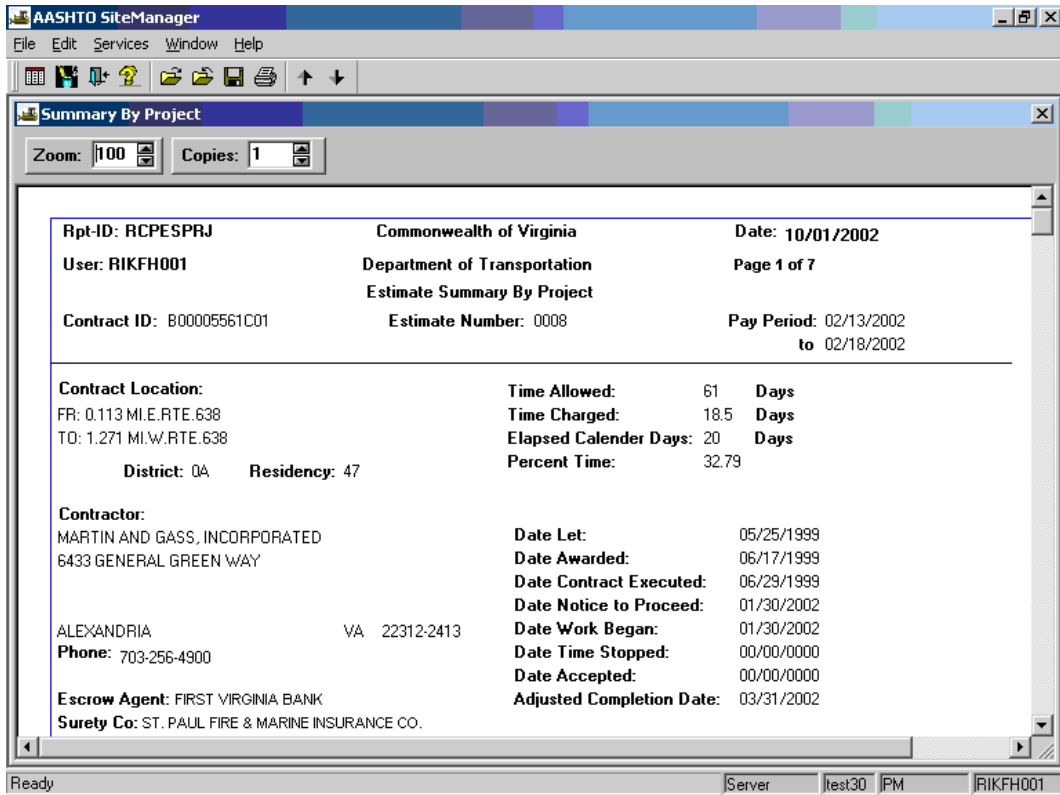
5. Double-click on a Contract ID.



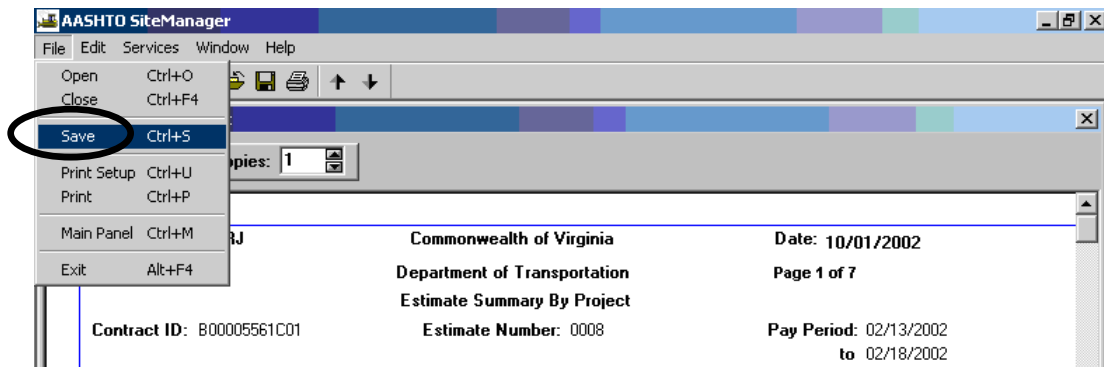
6. Double-click on the Estimate Number.



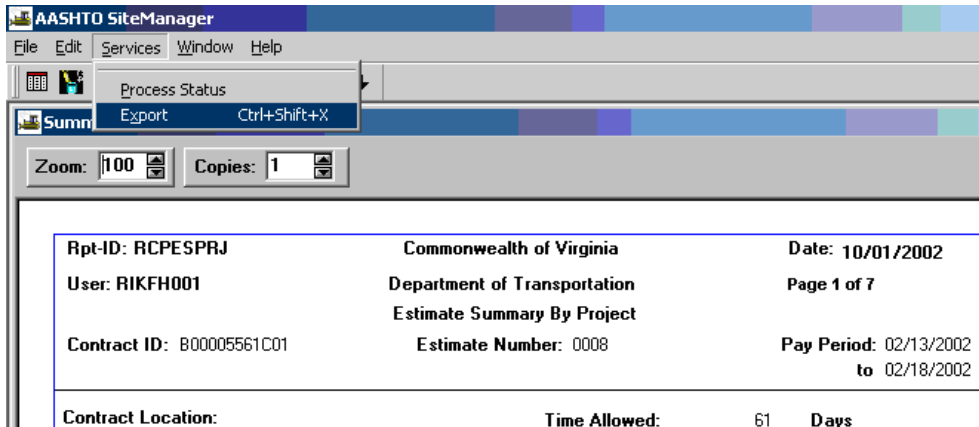
7. Example of the Summary by Project report.



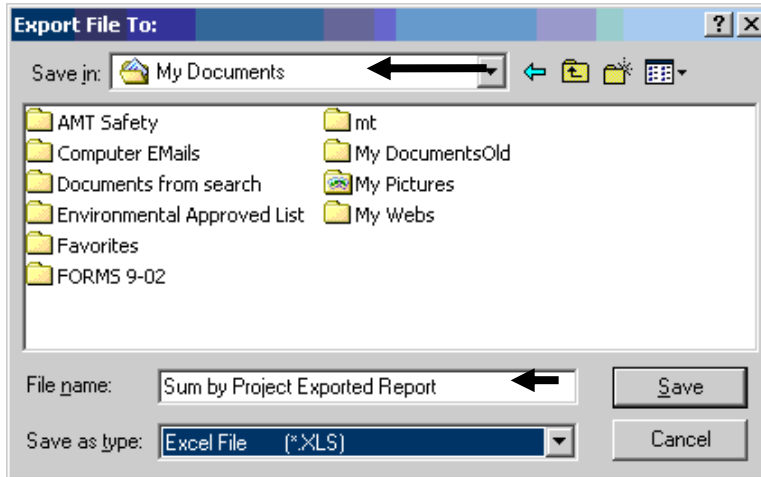
8. Click on File | Save to save the report. This action will save the report as a .PSR report. Note: Only SiteManager users can access .PSR reports. Click on File | Print to print the report.



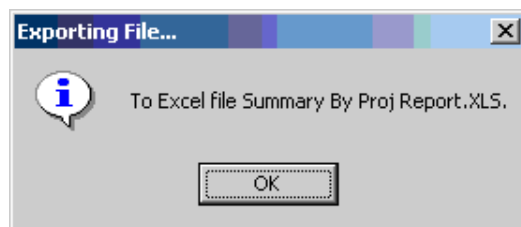
9. Click on **Services | Export** to export the report.



10. To export the file into an Excel format, first choose a location to save in; then type a file name; then export the file to Excel by choosing the file type “.XLS”. Click on Save to save the file.

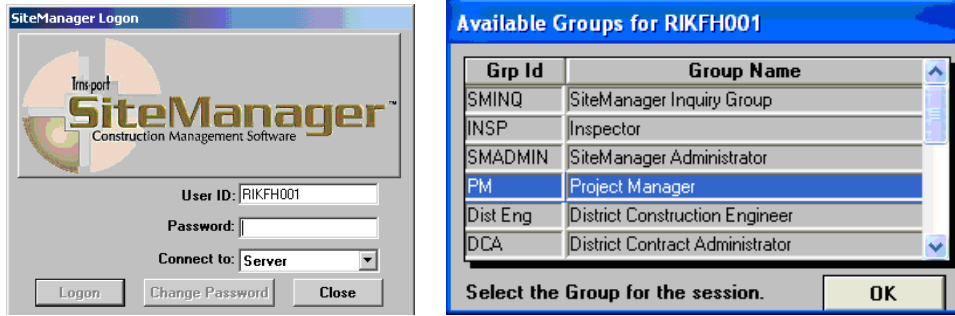


11. A message appears to notify you that the file is being exported. Click OK. Exit.

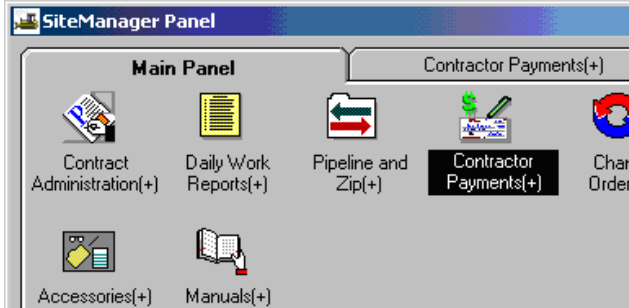


A.11.b. Estimate Activity Log

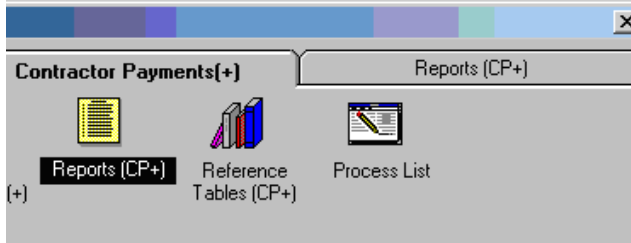
1. Log in to SiteManager. At the Available Groups window, select Group ID “PM” and click OK.



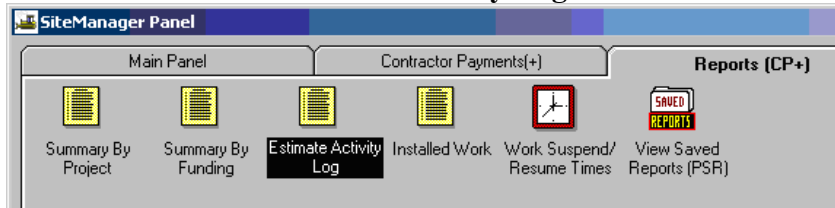
2. At the main panel, double-click on **Contractor Payments**



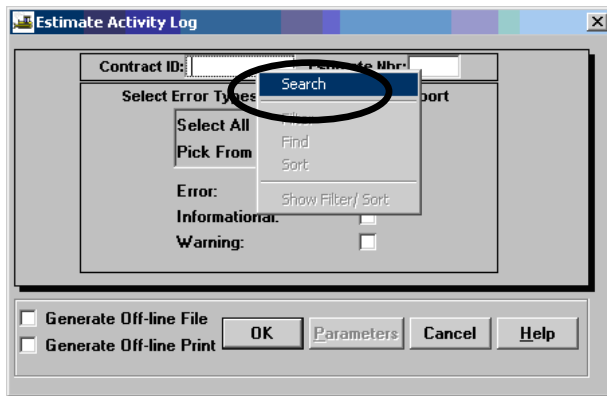
3. Double-click on **Reports**.



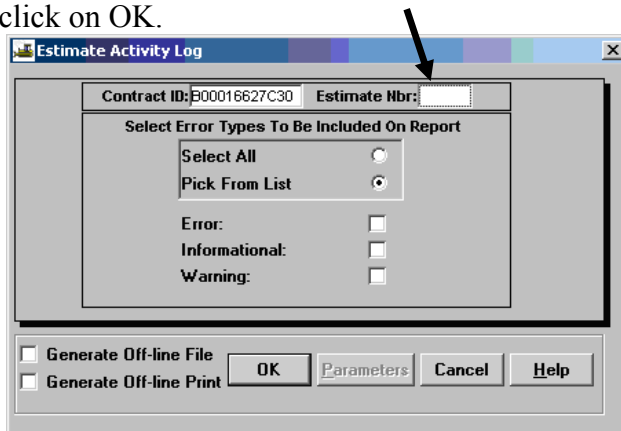
4. Double-click on the **Estimate Activity Log** icon.



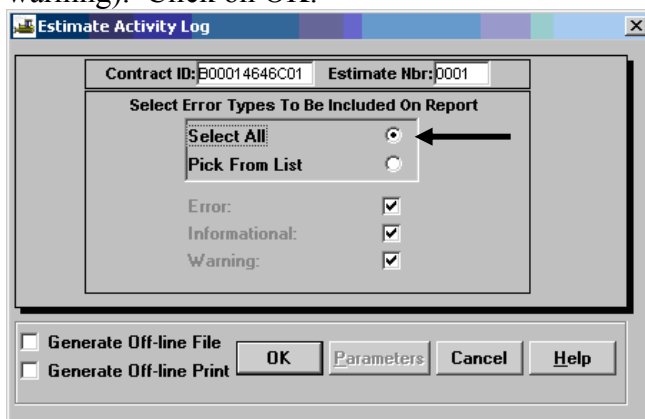
5. In the Estimate Activity Log window, right click in the Contract ID box and then click on **Search** to choose **Contract ID**.



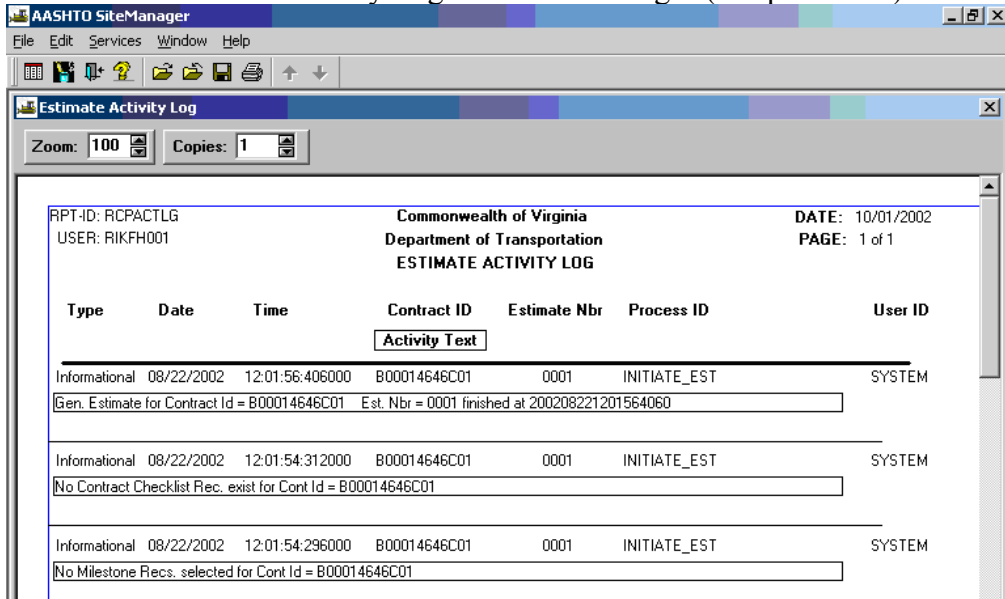
6. After choosing the **Contract ID**, click OK.
7. Right click in the **Estimate Nbr** box to search the **Estimate Nbr**. Select the estimate and click on OK.



8. Click on **Select All** radio button and select one or more error type(s). (Error, Informational and/or warning). Click on OK.



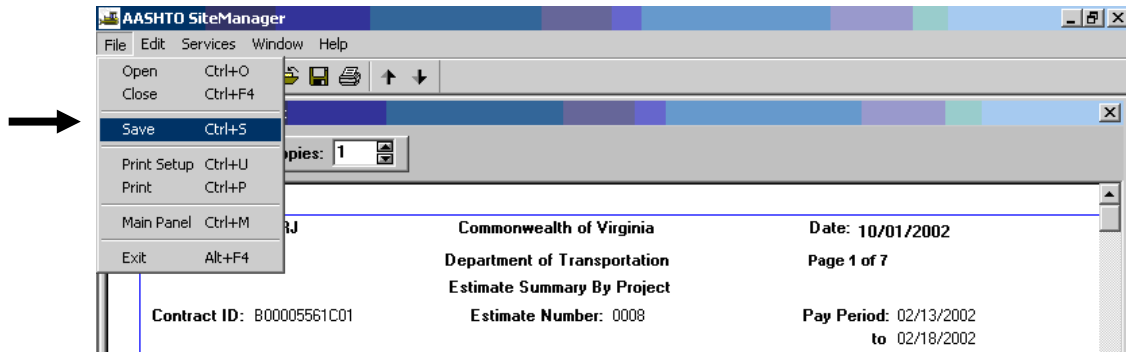
9. Review the Estimate Activity Log and error messages (sample below).



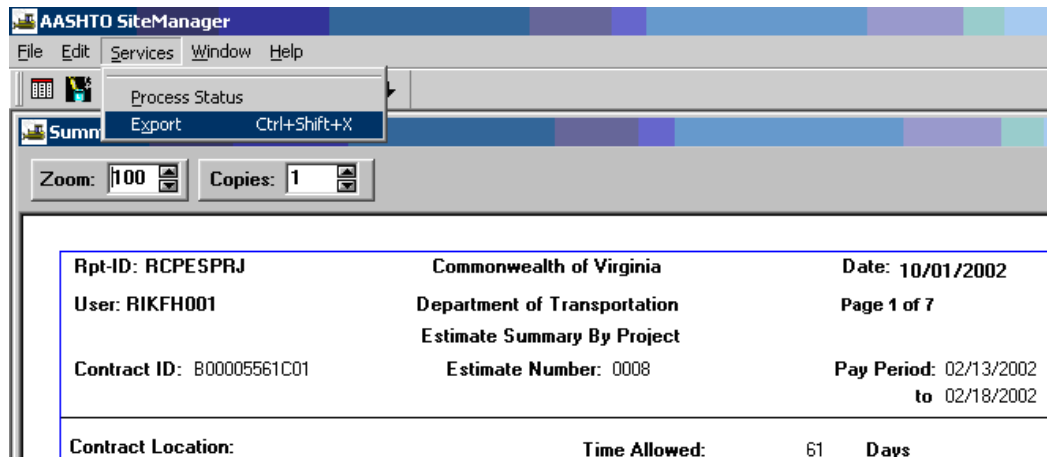
10. Click on File | Save to save the report. This action will save the report as a .PSR report.

Note: Only SiteManager users can access .PSR reports.

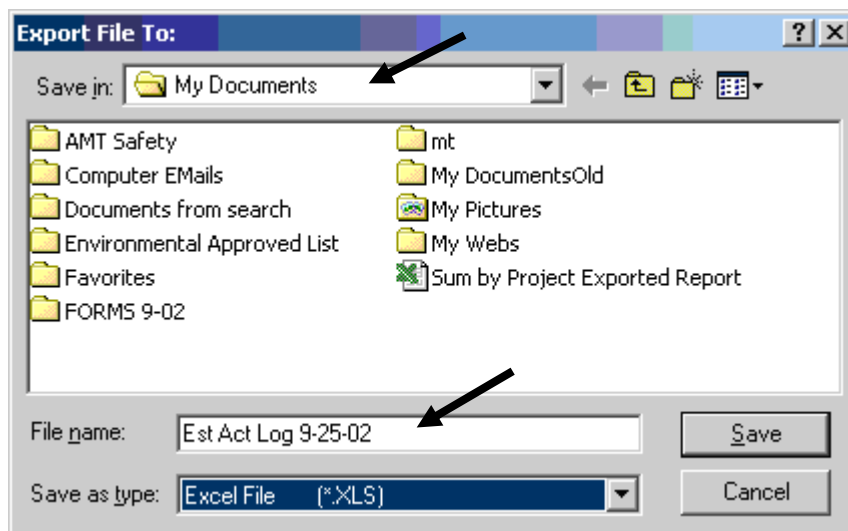
If you want to print the report, then click on File | Print to print the report, or just click on the printer icon to print the report.



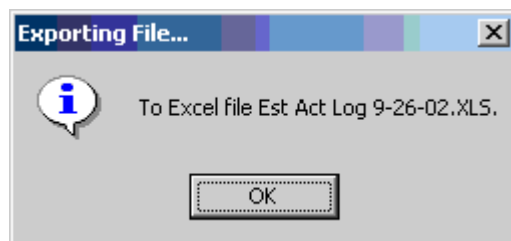
11. Click on **Services | Export** to export the report and save it as an Excel file.



12. To export the file into an Excel format, first choose a location to save in; then type a file name; then export the file to Excel by choosing the file type “.XLS”. Click on Save to save the file. Exit.



13. A message appears to notify you that the file is being exported. Click OK.

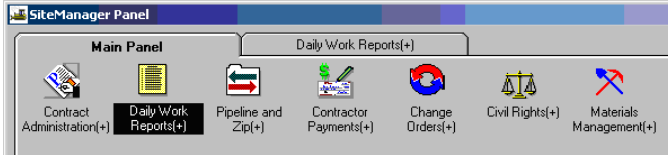


A.12. DWR Changes

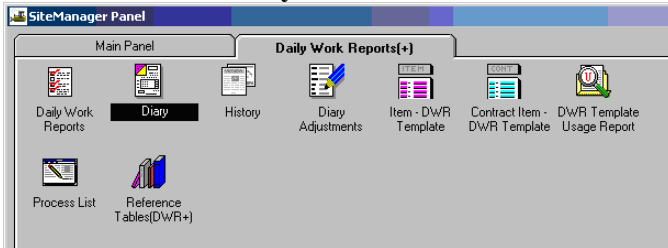
A.12.a. Before Estimate Generation

Note: If the Estimate was not generated, but a DWR was authorized by a Diary and the user needs to revise the DWR, the DWR on the Diary must first be unauthorized.

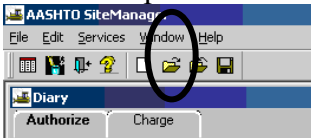
1. Go back to Main Panel. Double-click on **Daily Work Reports**.



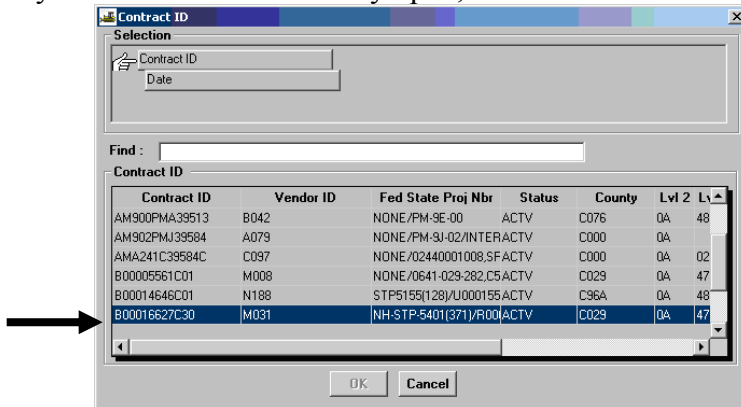
2. Double-click on **Diary**.



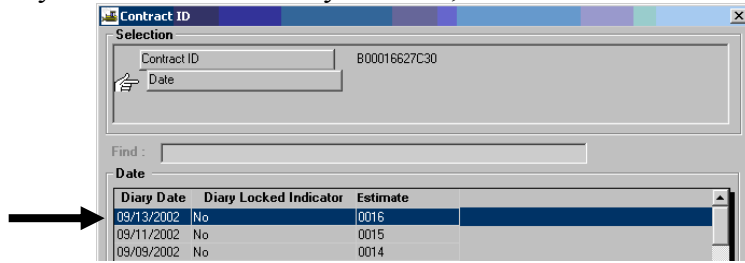
3. Click on Open folder icon.



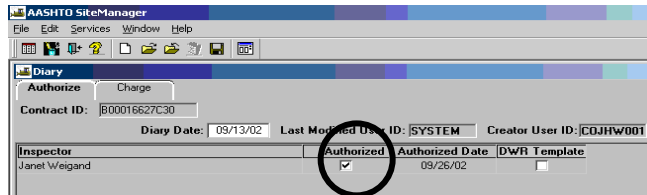
4. If your contract is not already open, Select a Contract ID from the Selection window.



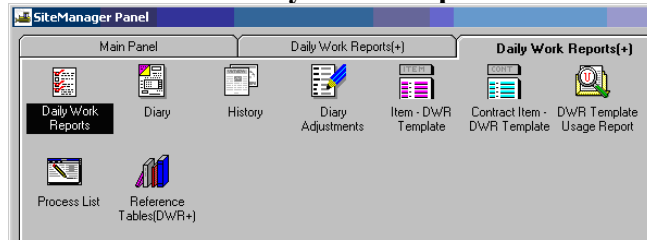
If your contract is already selected, then select a Date from the Selection window:



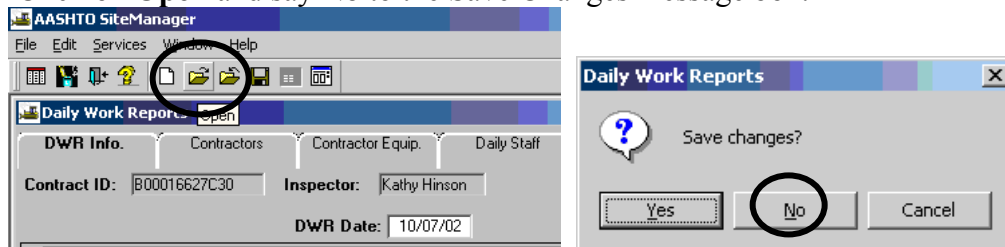
- In the **Authorize** folder tab, uncheck the Authorized check box and click on Save. Close the window.



- Double-click on **Daily Work Reports**.



- Click on **Open** and say **No** to the Save Changes message box.



- Open the DWR that you need to revise and make the required revisions. To revise the comments, click in the comments section and revise as needed. To revise work items, click the Work Items folder tab, select the work item and make necessary revisions; i.e., change the quantity by clicking in the quantity field and entering the correct quantity. Remember to save when finished. The PM would need to return to the Diary to authorize the corrected DWR.

A.12.b. After Estimate Generation

This section details what to do if there are changes to the Daily Work Report (DWR) after an estimate was generated.

Note:

- A message appears if an Inspector attempts to create a second DWR for a contract. A second DWR cannot be created for a contract.
- The User can open any DWR in the database, but the User cannot modify a report the User did not create, a report that has been authorized, or a report that has been sent to the Project Manager (A message would appear that the DWR can be opened as Read Only).
- **A DWR cannot be deleted.** It can be amended the next day or data can be deleted on the Contractor or Contractors Equipment Tabs.

Daily Work Reports Panel

To create or modify a Daily Work Report, the Inspector double-clicks the DWR icon on the Daily Work Reports panel. This opens the DWR Info folder tab. To access the other Daily Work Report folder tabs, the Inspector must either create or open a DWR. After the Inspector saves each tab in a DWR, the Inspector can modify it until it is transferred to the Project Manager. **A Daily Work Report cannot be modified if it has been transferred to the Project Manager (checked in and locked on the workstation), authorized by the Project Manager, or opened by a User who is not the author.**

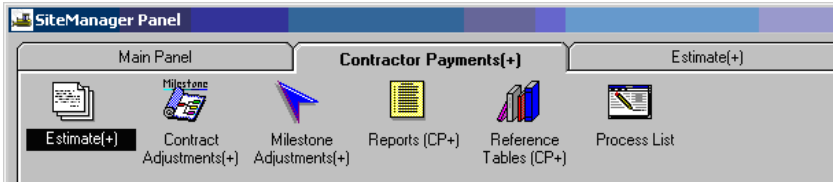
1. Log in to SiteManager. In the Available Groups window, select the Group ID **Project Manager** and click OK.



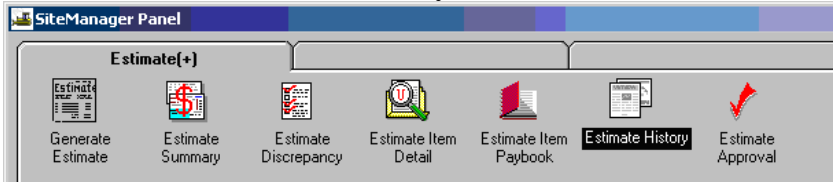
2. After selecting the Project Manager group, the SiteManager main panel should appear as indicated below. Double click on the **Contractor Payments** icon.



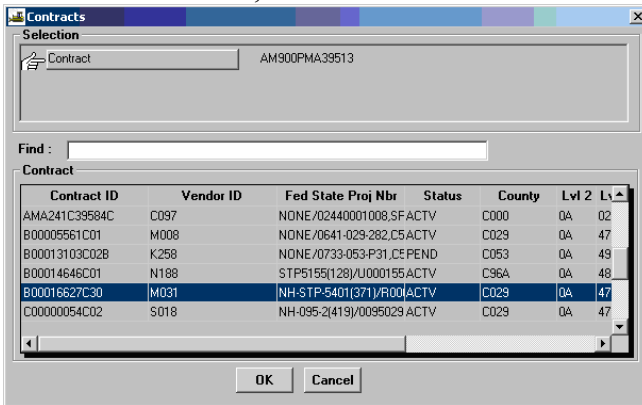
3. Double-click on **Estimate**.



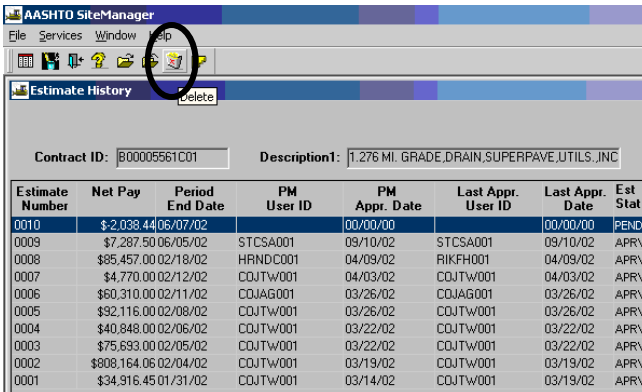
4. Double-click on **Estimate History**.



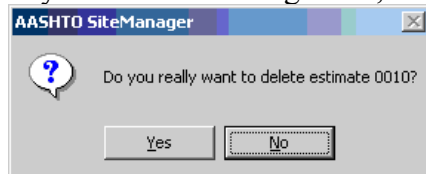
5. To select a contract, double-click the Contract ID, or single-click the contract and click OK.



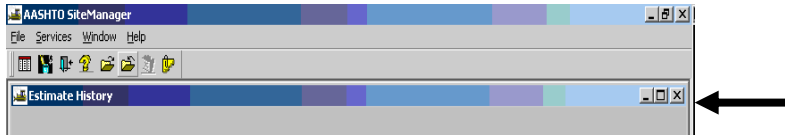
6. You should see the Estimate History listed. Click on an estimate that has not been approved and then click on the Delete icon.



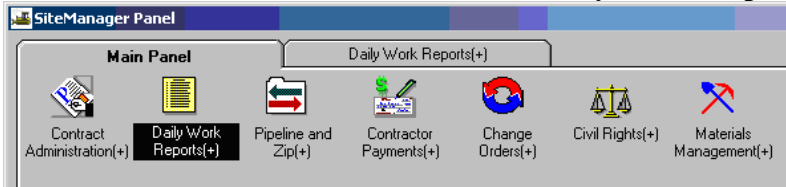
7. Say Yes to the Message Box, "Do you really want to delete estimate?"



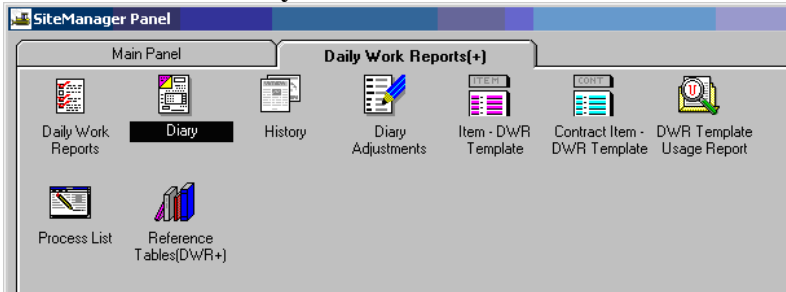
8. Click on “X” to Exit.



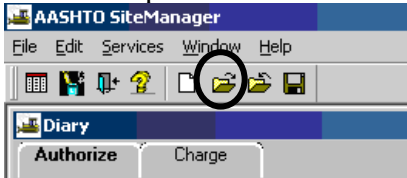
9. Go back to Main Panel. Double-click on **Daily Work Reports**.



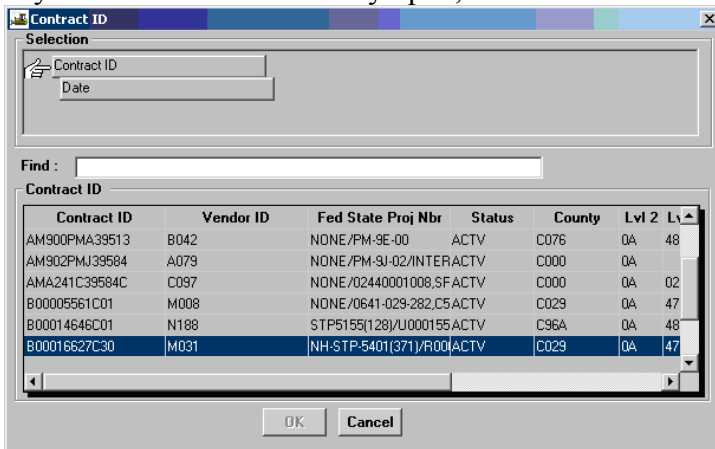
10. Double-click on **Diary**.



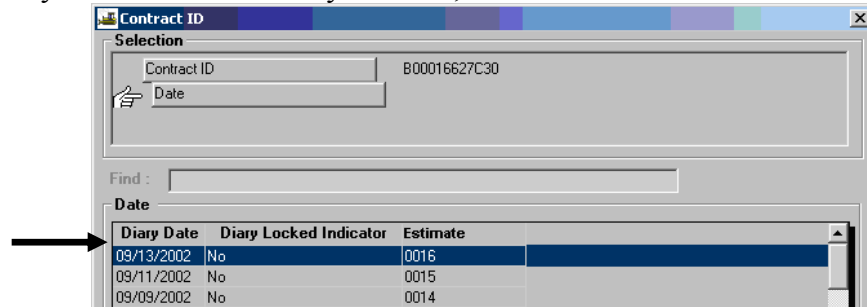
11. Click on Open folder icon.



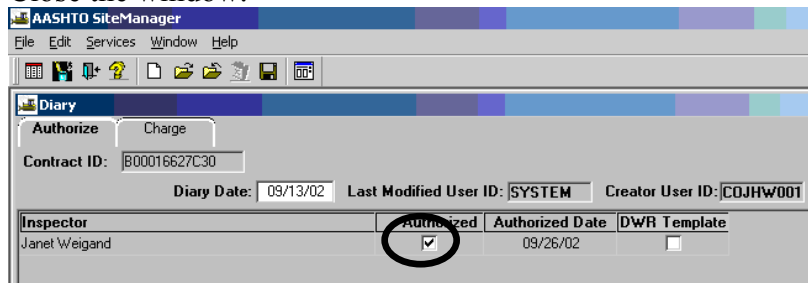
12. If your contract is not already open, Select a Contract ID from the Selection window.



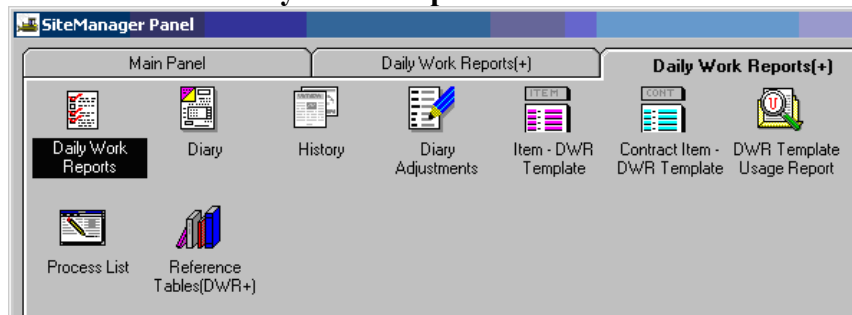
If your contract is already selected, then select a Date from the Selection window:



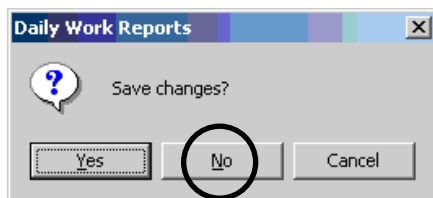
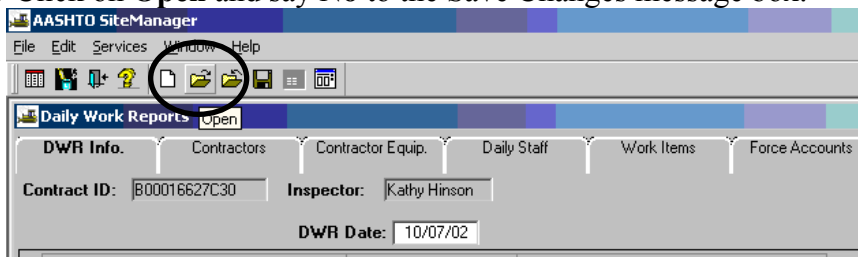
- In the **Authorize** folder tab, uncheck the Authorized check box and click on Save. Close the window.



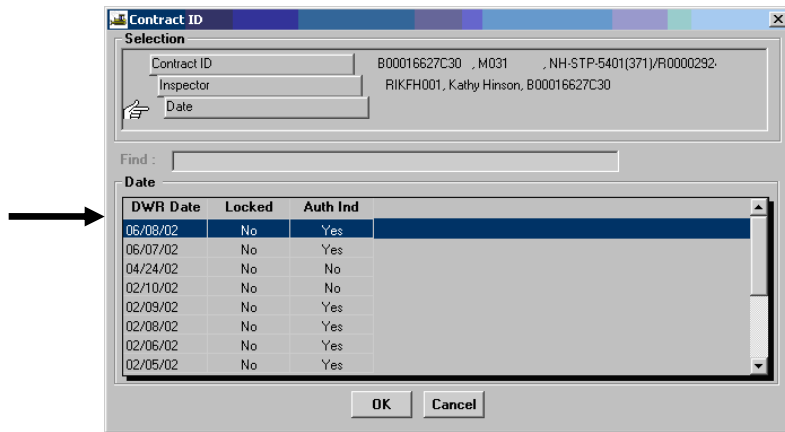
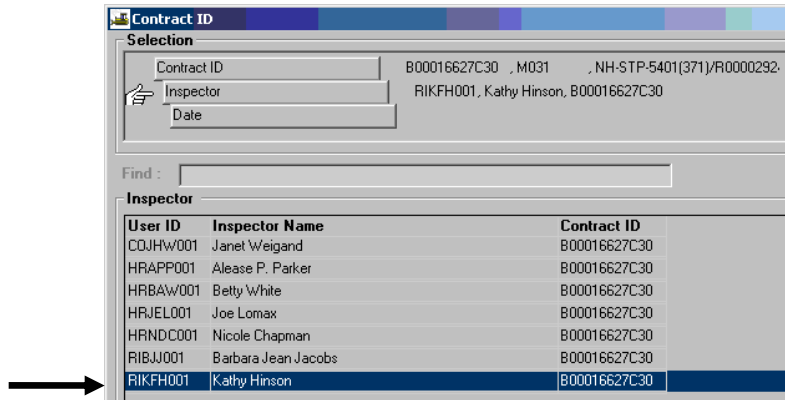
- Double-click on **Daily Work Reports**.



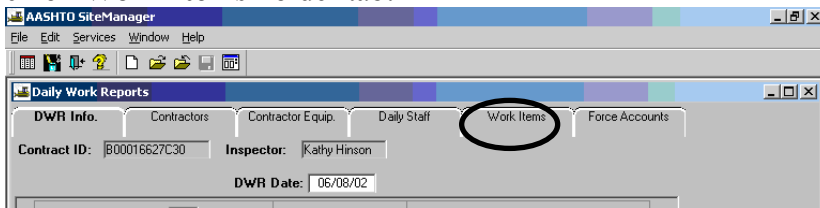
- Click on **Open** and say **No** to the Save Changes message box.



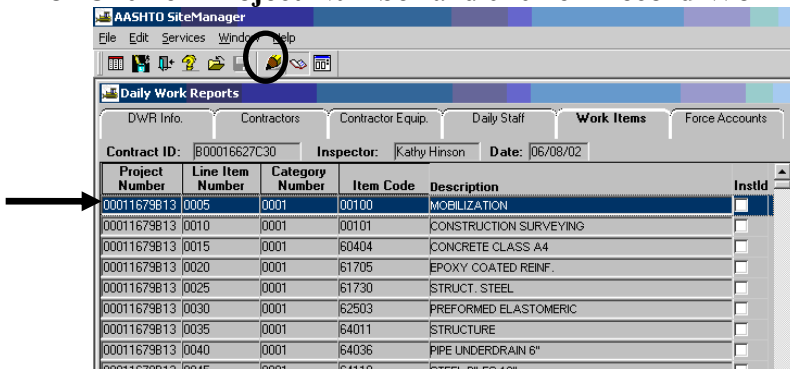
16. Double-click on **Inspector** and then **DWR Date** of the unauthorized DWR from the Selection window and click OK.



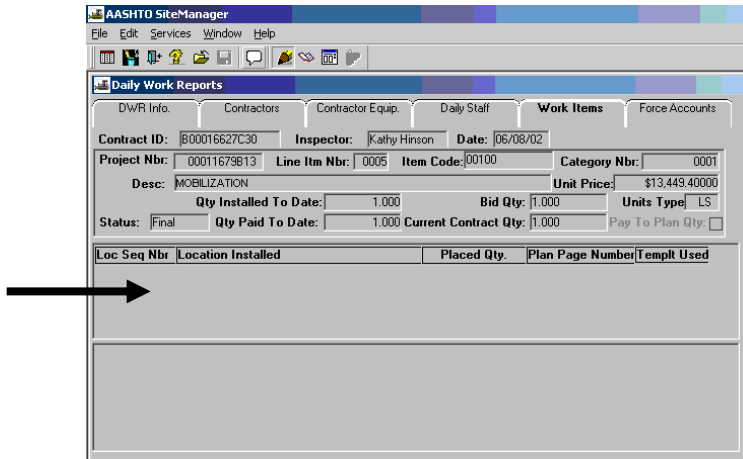
17. Click on **Work Items Folder** tab:



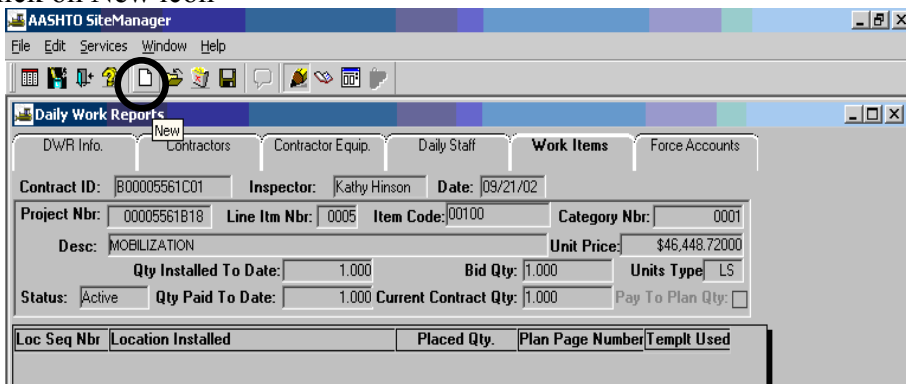
18. Click on **Project Number** and click on **Record Work Item** (pencil icon) 



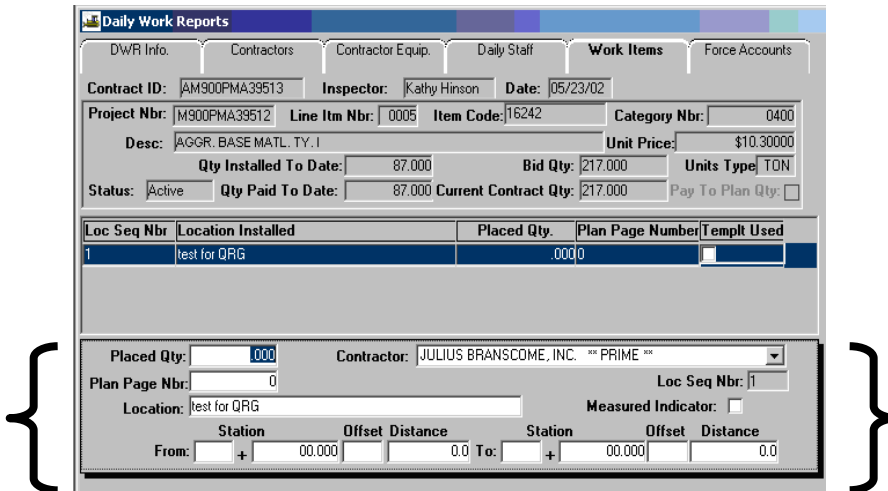
19. Click on the middle window.



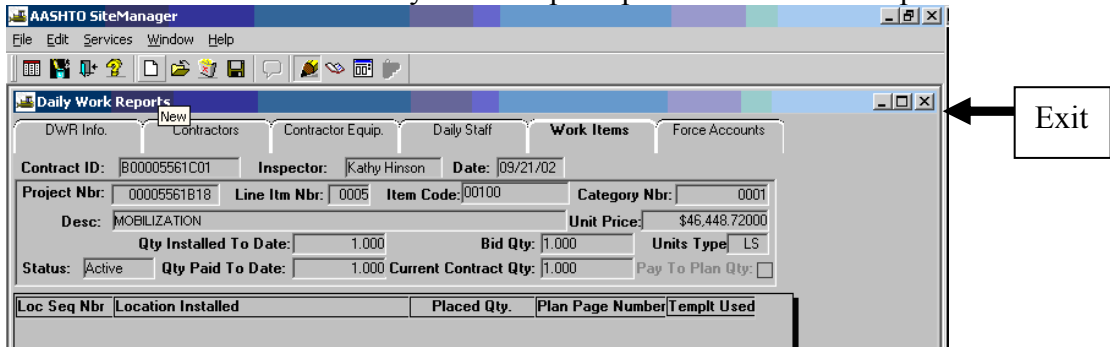
20. Click on New icon



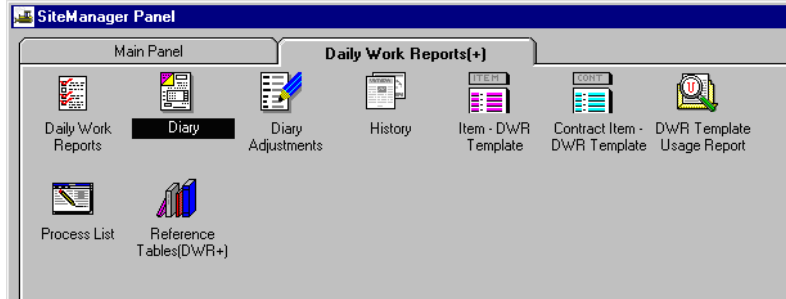
21. Enter the **Placed Qty.** Select a **Contractor** by clicking on the dropdown arrow. Enter a **LOCATION.**



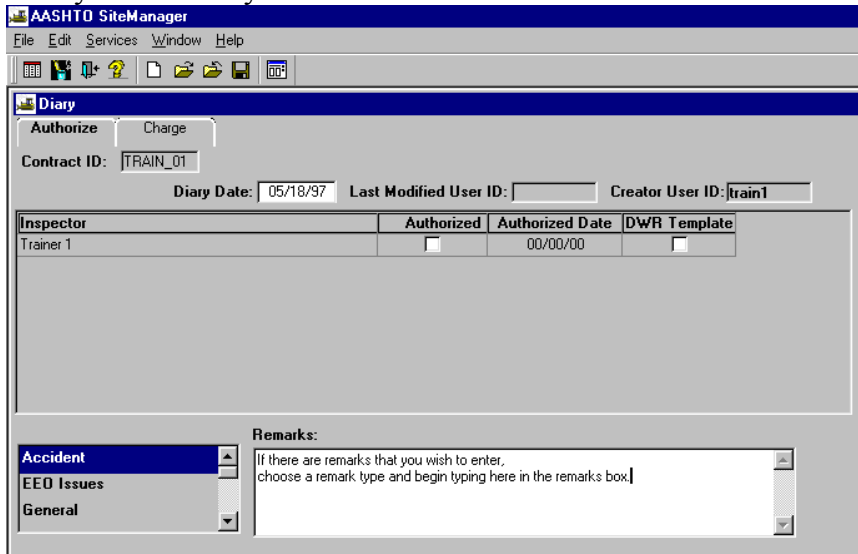
22. Click Save  and click Daily Work Reports panel "X" to Exit the panel.



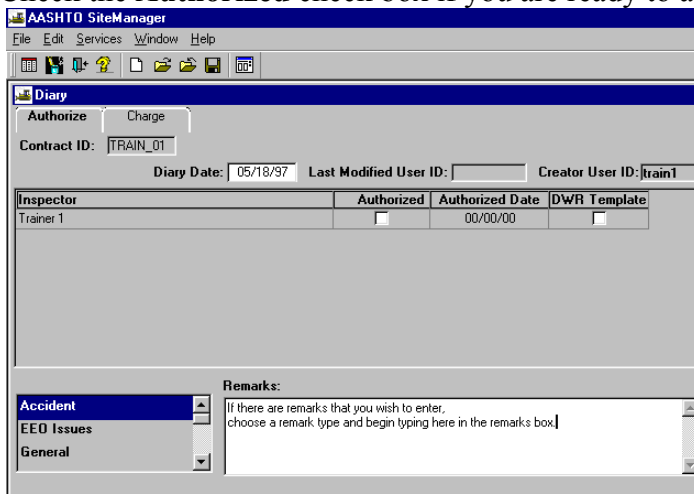
23. Double-click on **Diary**.



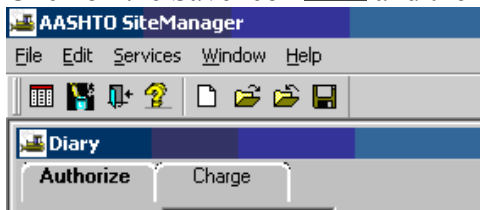
24. Verify date of diary matches the DWR that was unauthorized.



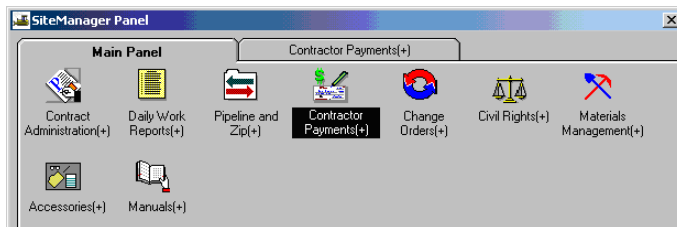
25. Check the **Authorized** check box if you are ready to authorize the diary.



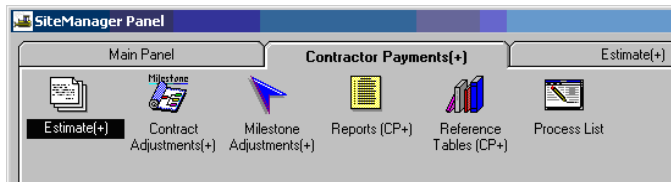
Click on the Save icon  and the Close folder icon to Exit:



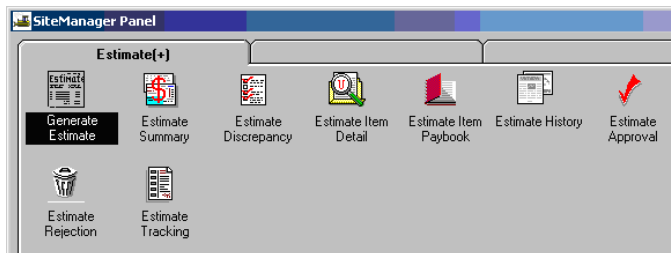
26. Go back to **Main Panel**. Double-click on **Contractor Payments** icon.



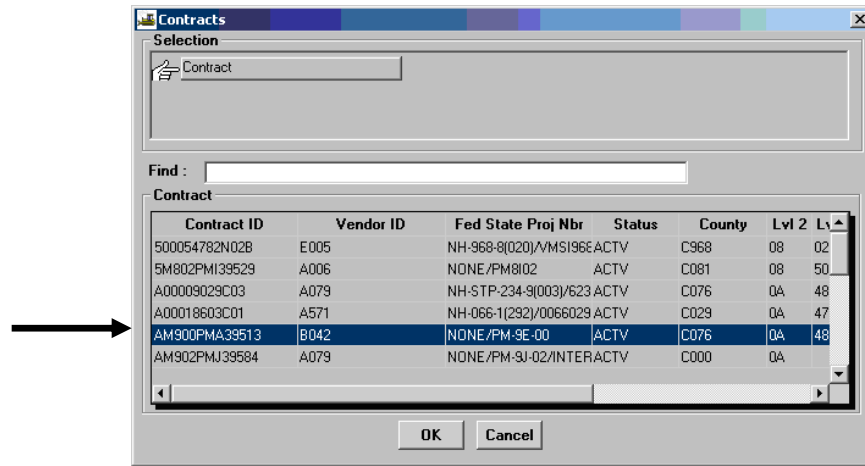
27. Double-click on **Estimate** icon.




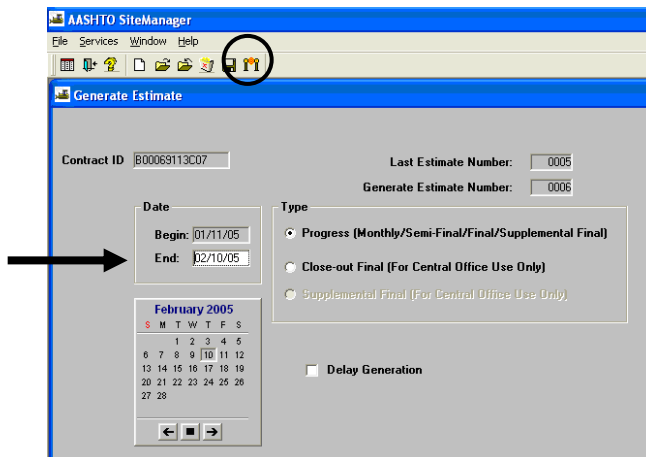
28. Double-click on **Generate Estimate** icon.



29. Double-click on the Contract ID.

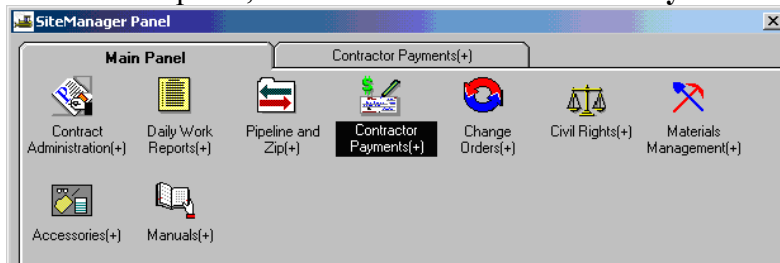


30. Enter the **End Date** and click on the **Generate** icon . Note: End dates are generally on the 3rd, 10th, and 19th of the month. This is not a due date, but it is the ending date of the estimate period. Ensure the **Progress** radio button is selected. (Note: If this were a Last Progress Estimate (Semi-Final), then you would still need to click on Progress.)

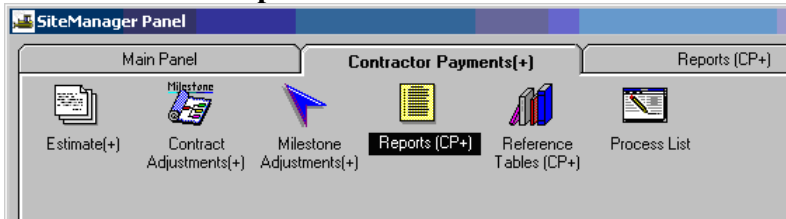


Click OK to the three system messages that appear and then Exit.

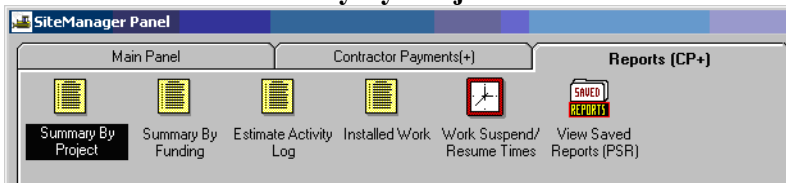
31. On the Main panel, double-click on **Contractor Payments**.



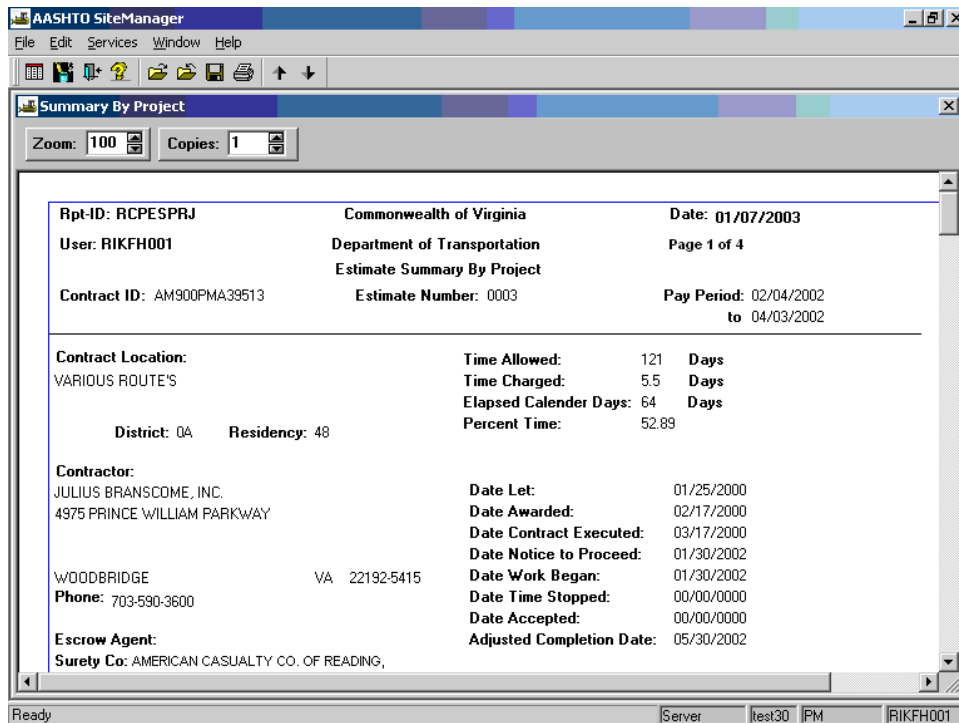
32. Double-click on **Reports**.



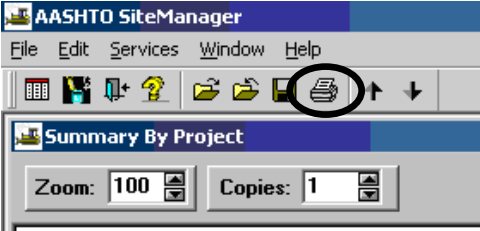
33. Double-click on **Summary by Project**.



34. Summary by Project report example.



35. To print the report, go to “File” and “Print”, or click the Printer Icon to print the report.

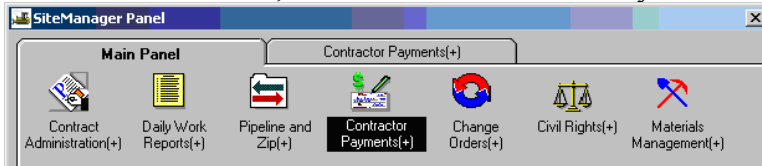


36. Reprint Summary to Contractor Report.

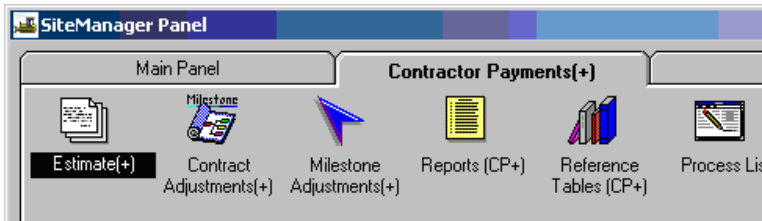
B. User Defined Adjustments Prior to PM Estimate Approval

1. Currently, user defined adjustments appear under other adjustments combined. A voucher remark on the estimate summary screen will allow a comment to be added on the front of the estimate. **Note: Remarks can only be entered before the estimate is fully approved.**

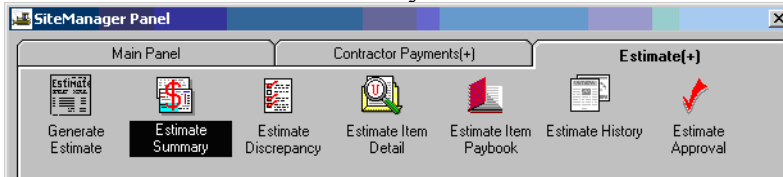
From the Main Panel, double-click Contractor Payments.



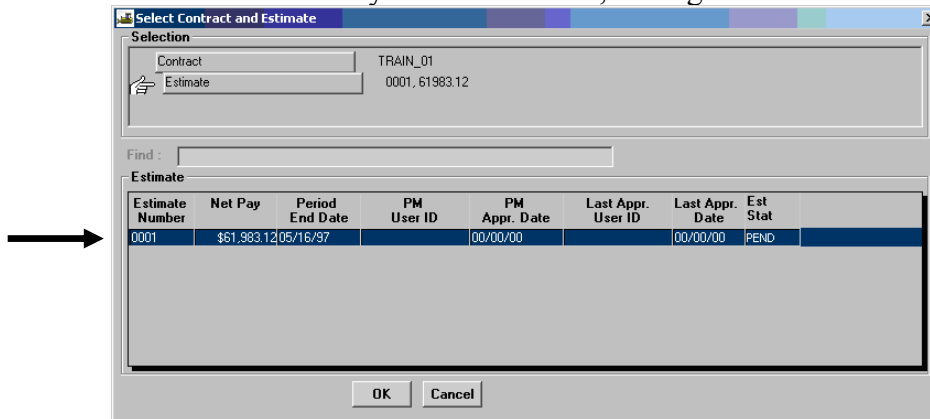
2. Double-click Estimate.




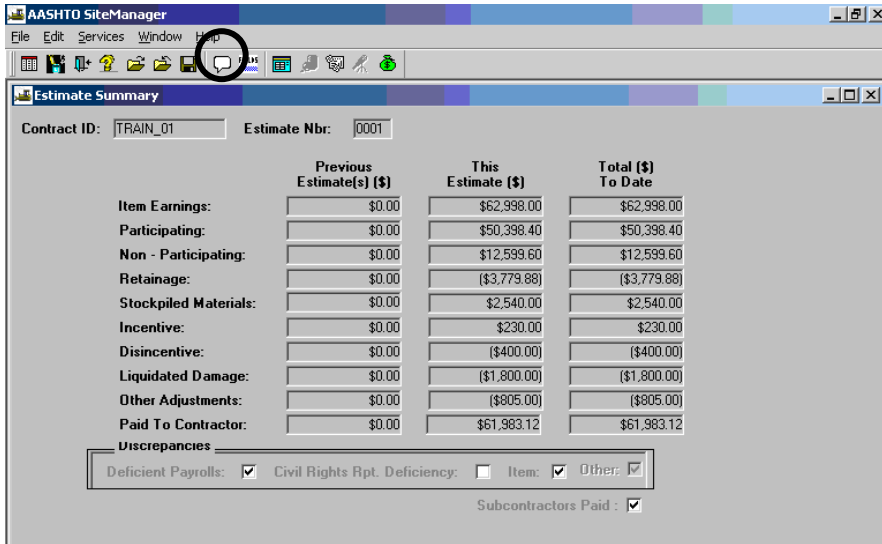
3. Double-click Estimate Summary.



4. Double-click the estimate you wish to select, or single-click and click OK.



5. The Estimate Summary screen opens. Click the Remarks icon .



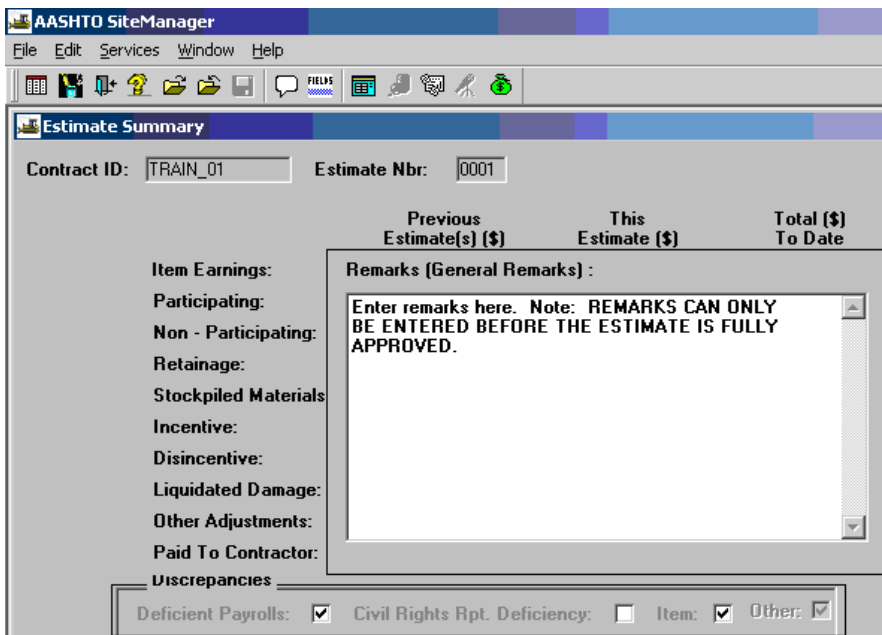
Contract ID: TRAIN_01 Estimate Nbr: 0001

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$0.00	\$62,998.00	\$62,998.00
Participating:	\$0.00	\$50,398.40	\$50,398.40
Non - Participating:	\$0.00	\$12,599.60	\$12,599.60
Retainage:	\$0.00	(\$3,779.88)	(\$3,779.88)
Stockpiled Materials:	\$0.00	\$2,540.00	\$2,540.00
Incentive:	\$0.00	\$230.00	\$230.00
Disincentive:	\$0.00	(\$400.00)	(\$400.00)
Liquidated Damage:	\$0.00	(\$1,800.00)	(\$1,800.00)
Other Adjustments:	\$0.00	(\$805.00)	(\$805.00)
Paid To Contractor:	\$0.00	\$61,983.12	\$61,983.12

Discrepancies

Deficient Payrolls: Civil Rights Rpt. Deficiency: Item: Other:

Subcontractors Paid:



Contract ID: TRAIN_01 Estimate Nbr: 0001

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:			
Participating:			
Non - Participating:			
Retainage:			
Stockpiled Materials:			
Incentive:			
Disincentive:			
Liquidated Damage:			
Other Adjustments:			
Paid To Contractor:			

Discrepancies

Deficient Payrolls: Civil Rights Rpt. Deficiency: Item: Other:

Remarks (General Remarks) :

Enter remarks here. Note: REMARKS CAN ONLY BE ENTERED BEFORE THE ESTIMATE IS FULLY APPROVED.

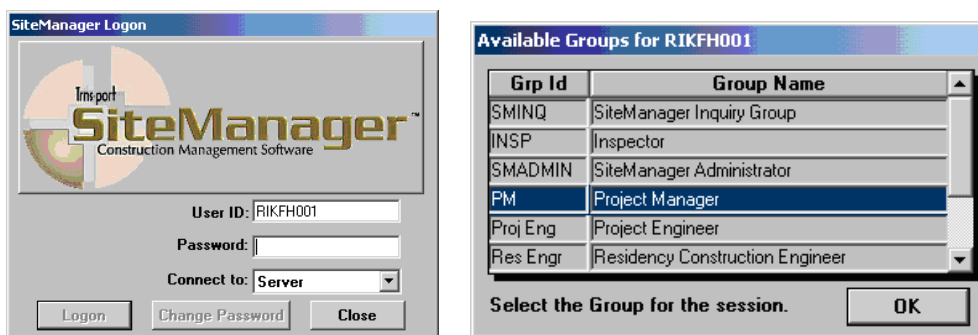
After entering remarks, click the Remarks icon again to close remarks. Click on Save and exit.

C. Estimate Approval as Project Manager (PM)

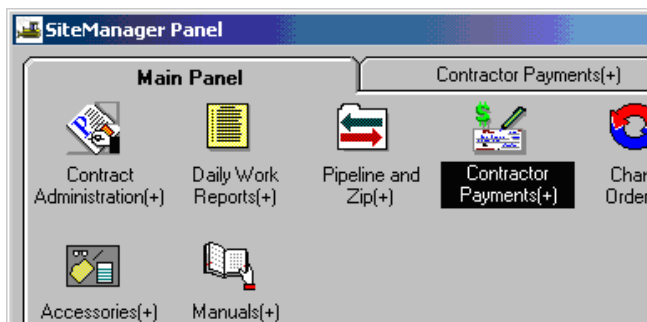
Note: See Section 5B, **User Defined Adjustments**, for instructions on how to enter remarks in the Estimate Summary. Remarks can only be entered before Estimate is fully approved. The Estimate Approval panel allows the authorized reviewers to approve all Estimate types – Progress, Final, or Supplemental. The approval process is conducted by a chain of approvals established during Contract setup. Each approval level corresponds to a user group within SiteManager.

The Estimate is approved starting with the first level, the Project Manager (PM), and completed with the last reviewer who indicates that the Estimate is ready for payment.

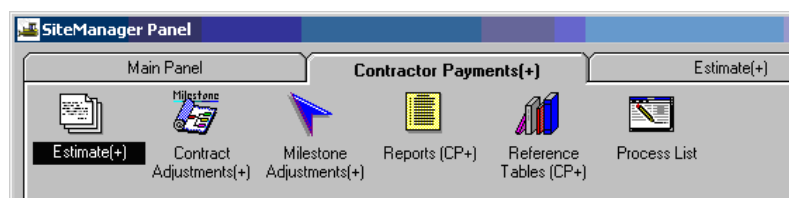
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



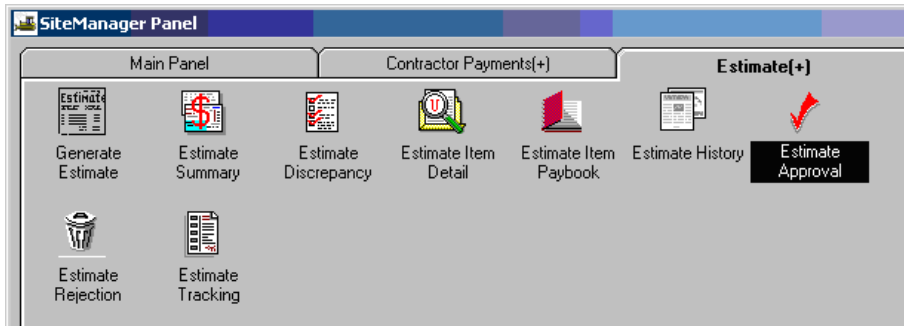
2. At the main panel, double-click on **Contractor Payments**.



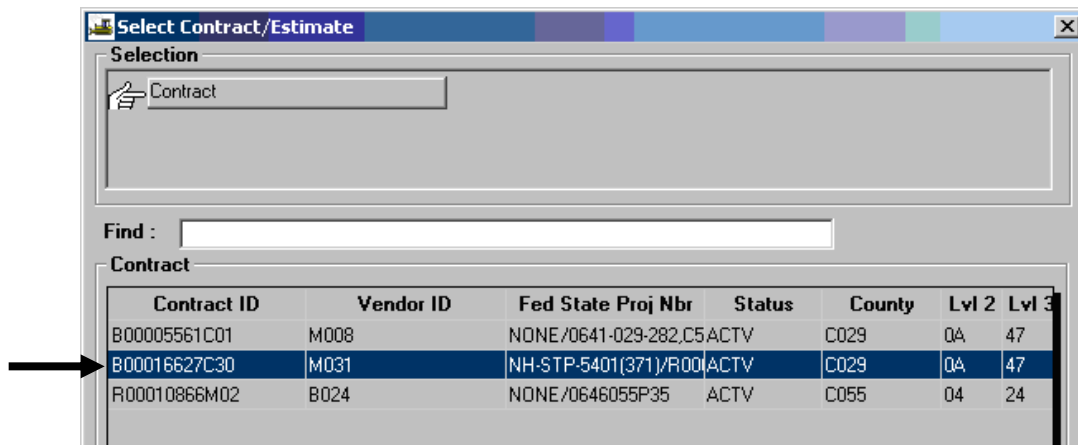
3. Double-click on the **Estimate** icon.



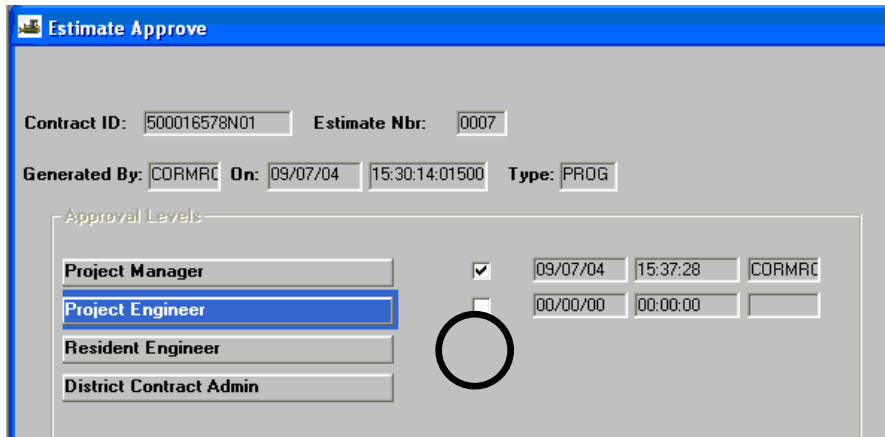
4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



- You should be at the Estimate Approve window. Check the box to the right of **Project Manager**.
Note: Once an Estimate is approved by the PM, no additional remarks can be entered.



The screenshot shows the 'Estimate Approve' window. At the top, there are fields for 'Contract ID: 500016578N01' and 'Estimate Nbr: 0007'. Below that, 'Generated By: CORMRC', 'On: 09/07/04', '15:30:14:01500', and 'Type: PROG'. The 'Approval Levels' section contains a list of roles: 'Project Manager', 'Project Engineer', 'Resident Engineer', and 'District Contract Admin'. To the right of this list is a table with checkboxes, dates, times, and user names. The 'Project Manager' row has a checked checkbox, a date of '09/07/04', a time of '15:37:28', and the name 'CORMRC'. The 'Project Engineer' row has an unchecked checkbox, a date of '00/00/00', a time of '00:00:00', and an empty name field. A large black circle is drawn around the unchecked checkbox for the Project Engineer role.

Role	Checked	Date	Time	User
Project Manager	<input checked="" type="checkbox"/>	09/07/04	15:37:28	CORMRC
Project Engineer	<input type="checkbox"/>	00/00/00	00:00:00	
Resident Engineer	<input type="checkbox"/>			
District Contract Admin	<input type="checkbox"/>			

Note: If there are unresolved discrepancies on the estimate, a box will appear advising that you have to select Yes to Continue or select No. Click on Save and exit. After checking the box to the right of Project Manager to approve the estimate and saving, the approval date and time will automatically populate.

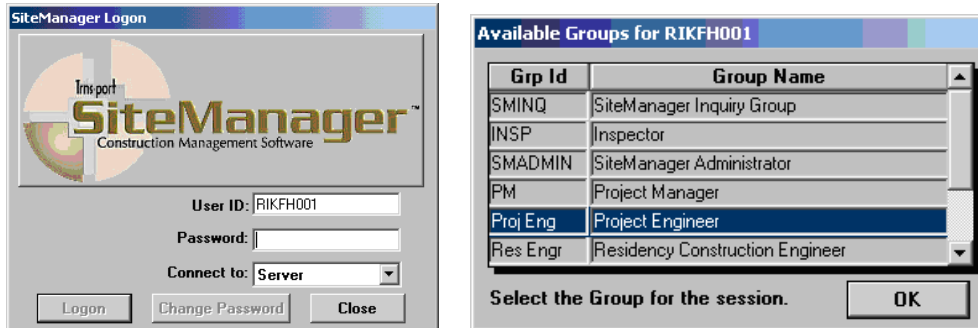
An email is sent to the Project Engineer. Click on OK and exit. Click the “X” to close.

- Send Outlook email to Resident Engineer letting them know that the estimate is ready for their approval.

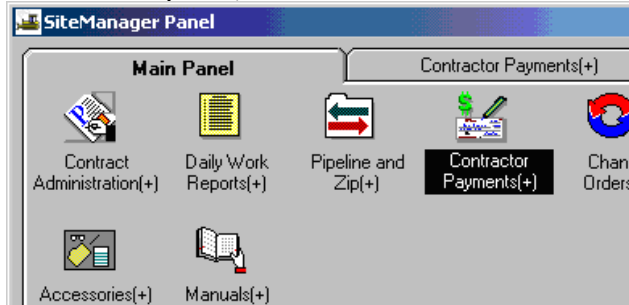
D. Estimate Approval as Project Engineer (PE)

Note: See Section 5B, User Defined Adjustments, for instructions on how to enter remarks in the Estimate Summary. Remarks can only be entered before Estimate is fully approved.

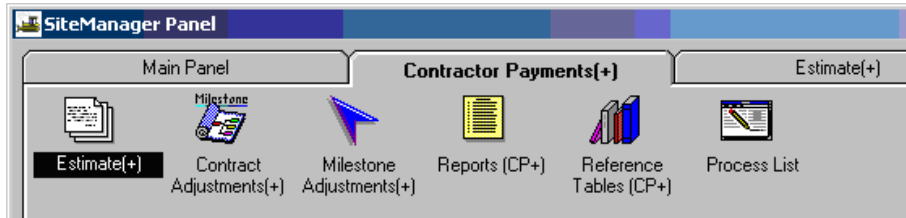
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT ENGINEER” and click OK.



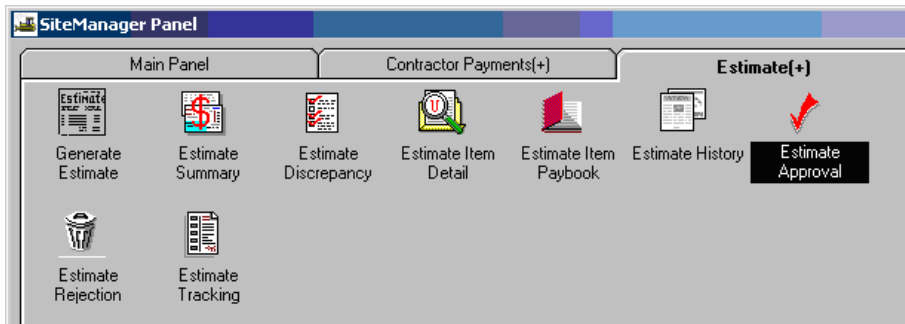
2. At the main panel, double-click on **Contractor Payments**.



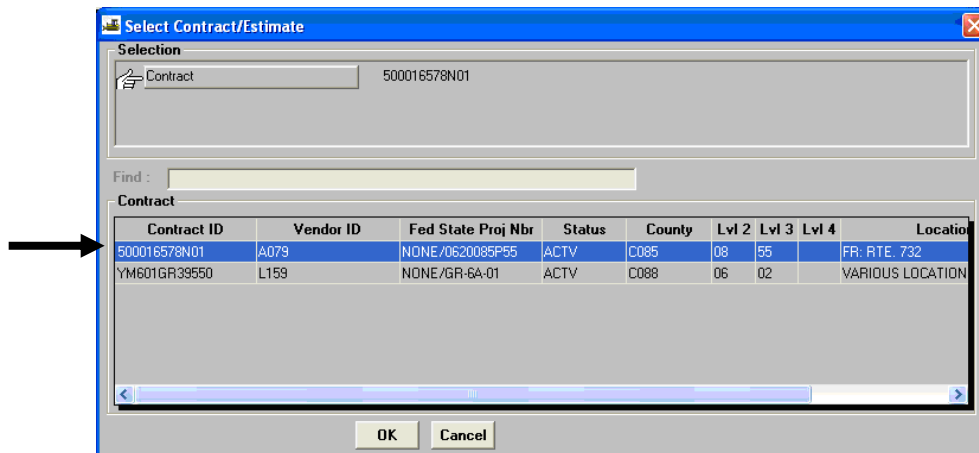
3. Double-click on the **Estimate** icon.



4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



6. You should be at the Estimate Approve window. Check the box to the right of **Project Engineer**.

The screenshot shows the 'Estimate Approve' window in AASHTO SiteManager. The window title is 'Estimate Approve'. It contains the following fields and data:

- Contract ID: 500016578N01
- Estimate Nbr: 0007
- Generated By: CORMRC
- On: 09/07/04
- Time: 15:30:14:01500
- Type: PROG

The 'Approval Levels' section contains a list of roles with checkboxes and associated date/time fields:

Role	Checked	Date	Time	User
Project Manager	<input checked="" type="checkbox"/>	09/07/04	15:37:28	CORMRC
Project Engineer	<input checked="" type="checkbox"/>	00/00/00	00:00:00	
Resident Engineer	<input type="checkbox"/>			
District Contract Admin	<input type="checkbox"/>			

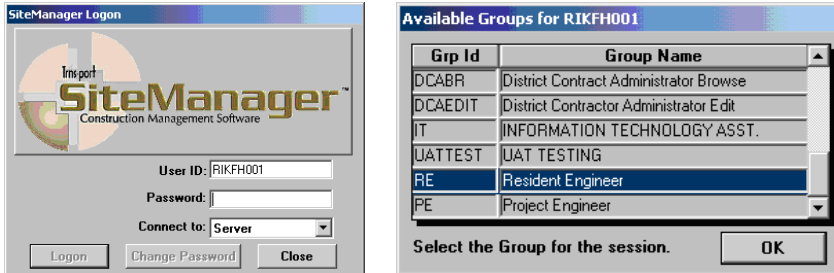
Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on **Save** and close the window. After checking the box to the right of Project Engineer to approve the estimate and saving, the approval date and time will automatically populate.

7. An email is sent to the Responsible Engineer within the internal SM email. Click on OK and exit. Click the "X" to close.
8. Send Outlook email to Responsible Engineer letting them know that the estimate is ready for their approval.

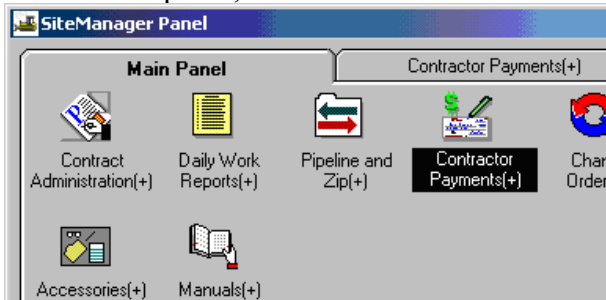
E. Estimate Approval as Responsible Engineer (RE)

Note: See Section 5B, User Defined Adjustments, for instructions on how to enter remarks in the Estimate Summary. Remarks can only be entered before Estimate is fully approved.

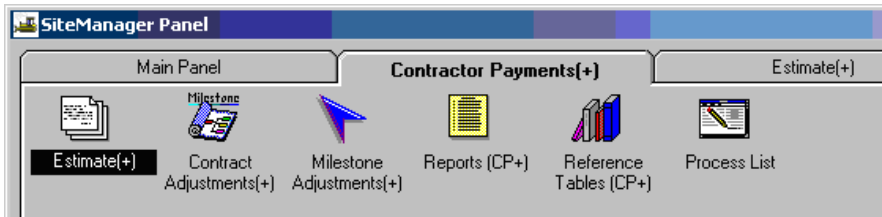
1. Log in to SiteManager. At the Available Groups window, select Group ID “RESIDENT ENGINEER” and click OK.



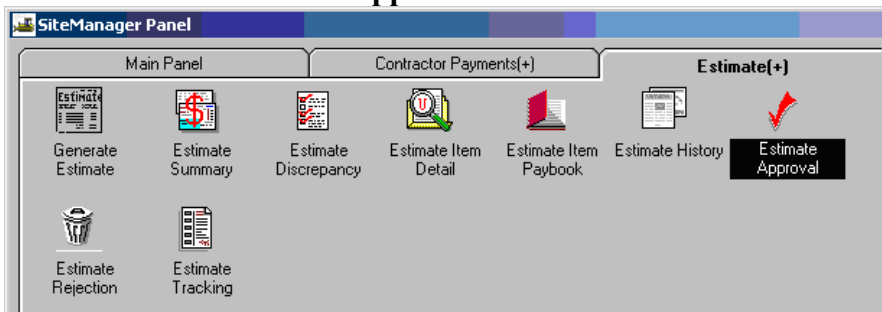
2. At the main panel, double-click on **Contractor Payments**.



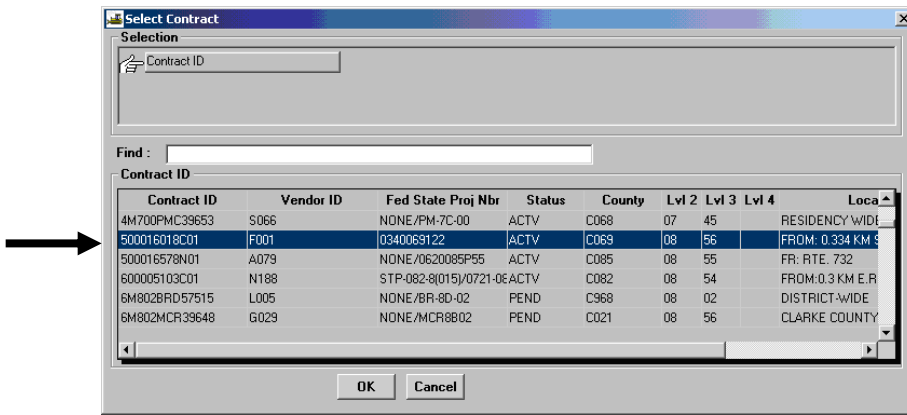
3. Double-click on the **Estimate** icon.




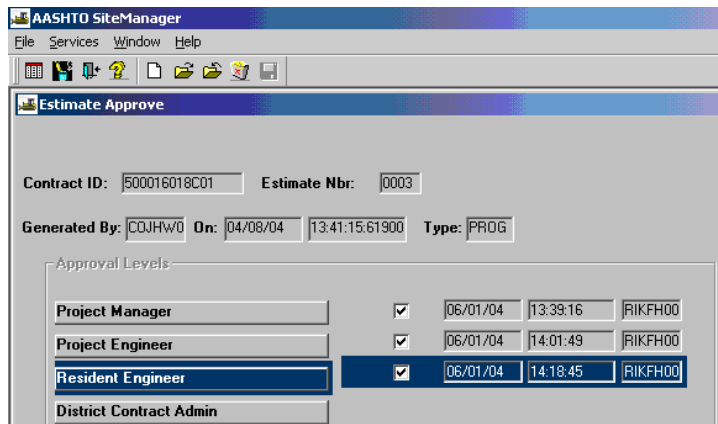
4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



6. You should be at the Estimate Approve window. Check the box to the right of **Responsible Engineer**. SiteManager lists the date, time, and user ID of the estimate approval. Click the Save icon  icon.



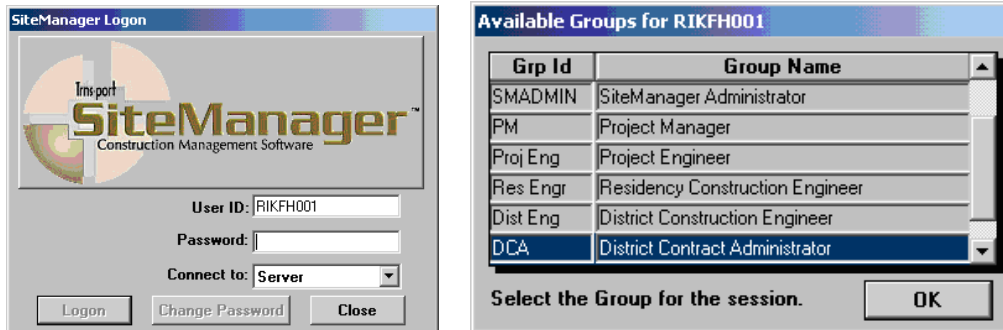
Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on **Save** and close the window. After checking the box to the right of Responsible Engineer to approve the estimate and saving, the approval date and time will automatically populate.

7. An email is sent to the District Contract Administrator within the internal SM email. Click on OK and exit. Click the “X” to close.
8. Send Outlook email to District Contract Administrator letting them know that the estimate is ready for their approval.

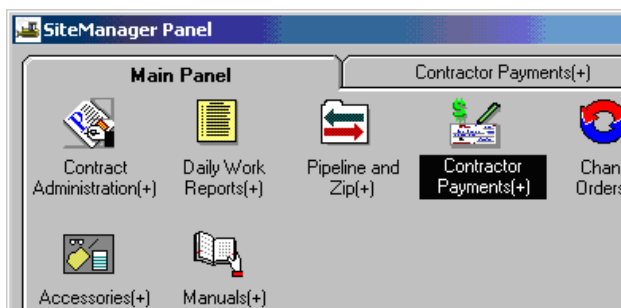
F. Estimate Approval as District Contract Administrator (DCA)

Note: See Section 5B, **User Defined Adjustments**, for instructions on how to enter remarks in the Estimate Summary. Remarks can only be entered before Estimate is fully approved.

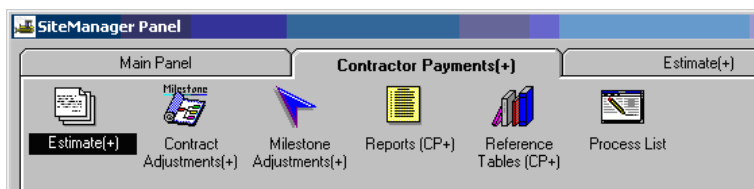
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



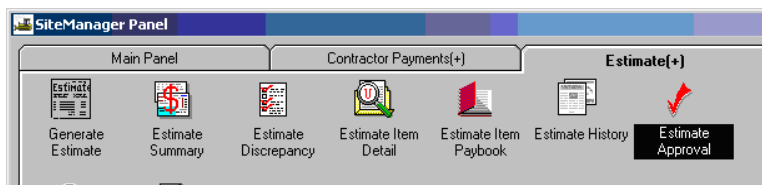
2. At the main panel, double-click on **Contractor Payments**.



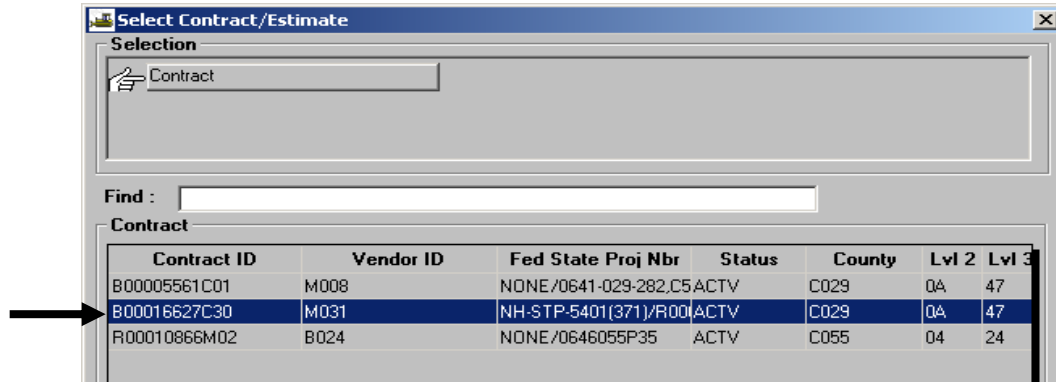
3. Double-click on the **Estimate** icon.



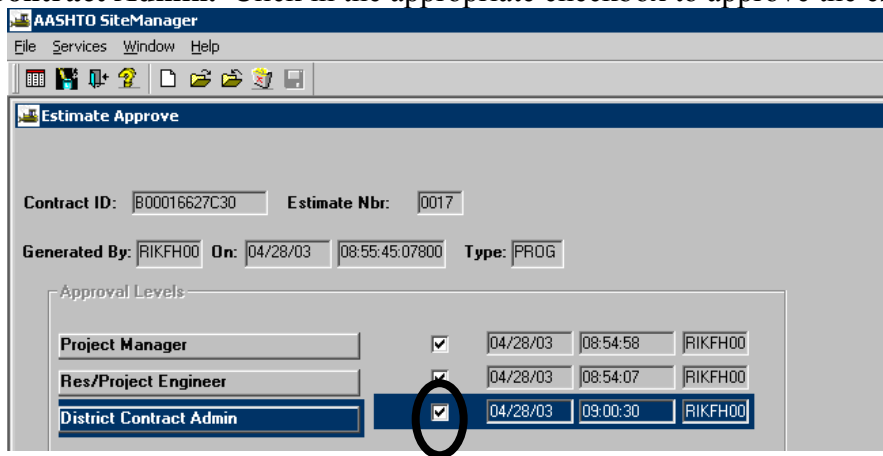
4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



6. You should be at the Estimate Approve window. There would be a checkbox to the right of **District Contract Admin**. Click in the appropriate checkbox to approve the estimate.



Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on Save and exit.

After checking the box to the right of District Contract Admin. to approve the estimate and saving, the approval date and time will automatically populate.

7. A message box says: Profile CCPESTAP for process CCPESTAP has completed. Click on OK. Click on “X” to exit.

IMPORTANT NOTE:

If this is a 0.00 estimate, which means that the total payment to the contractor is 0.00 and there are no charge lines at all, then this estimate will not automatically load into FMSII. Send an email to Fiscal Division to Accounts Payable and ask them to manually load this estimate into FMSII. If this is a negative estimate, a decision needs to be made whether the contractor will be billed for this or not. Send an email to Fiscal Division to Accounts Payable and ask them bill the contractor. If not billed and paid, this needs to be compensated for on the SF or F with a “prior balance due” adjustment.

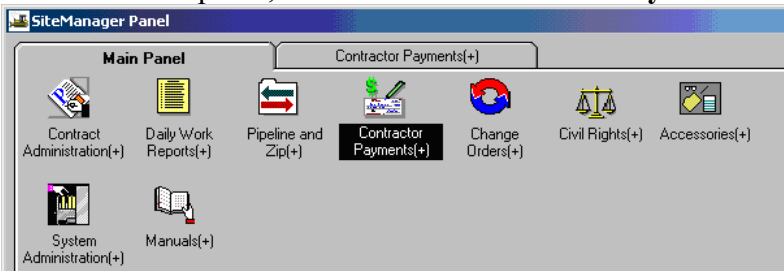
G. Scheduling & Contract Division (CDCO) Monthly Maintenance/Update Index History

Note: Price Index refers to automated fuel adjustment.

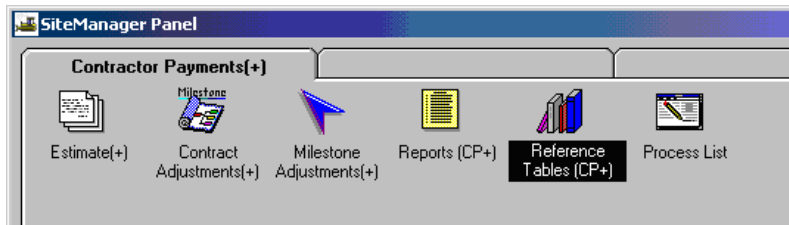
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



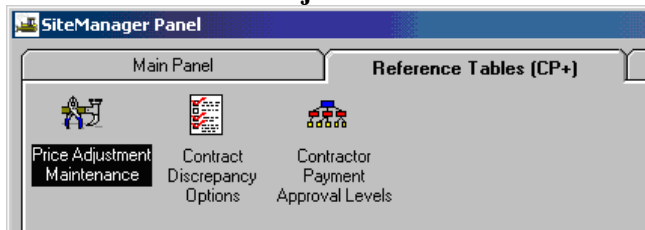
2. From the main panel, double-click **Contractor Payments**.



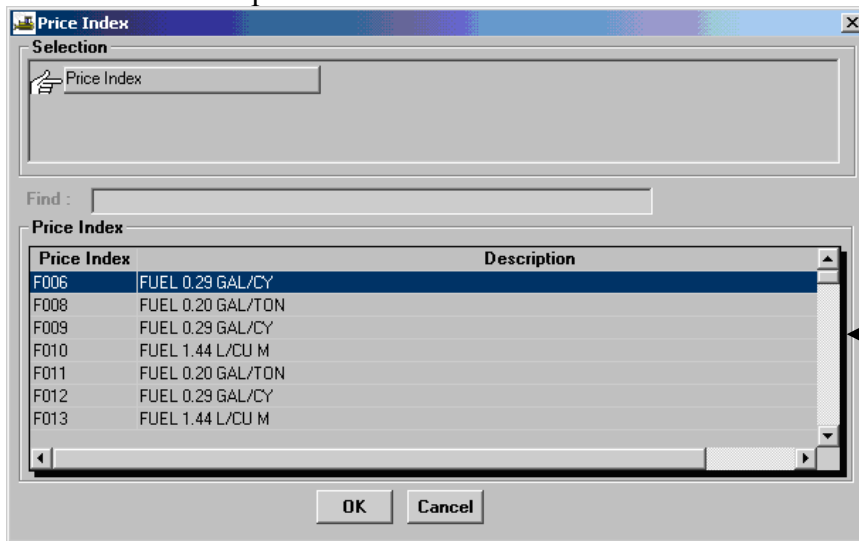
3. Double-click **Reference Tables**.



4. Double-click **Price Adjustment Maintenance**.

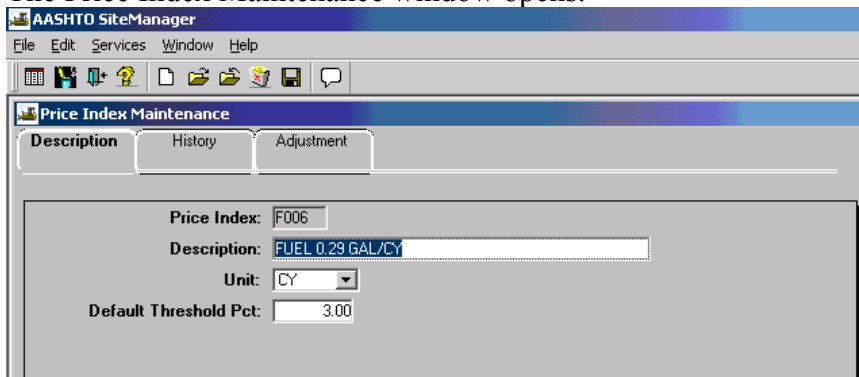


- Double-click the Open folder icon  and the Price Index Selection window opens.

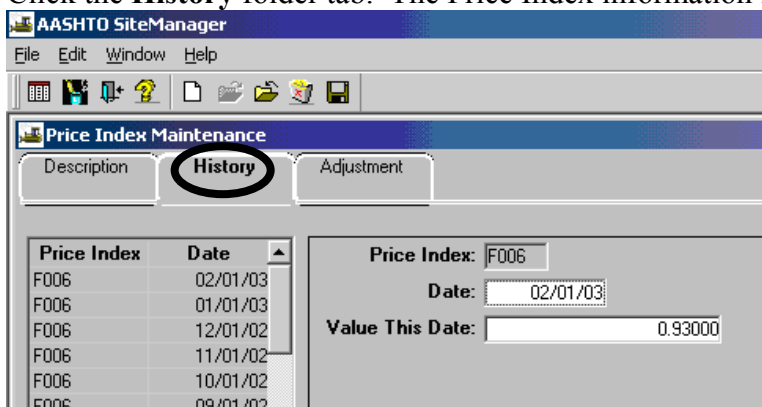


Use the scroll bar to scroll through the Price Index information. Double-click the Price Index needed. In the example, the user selected the F006 Price Index.

- The Price Index Maintenance window opens.



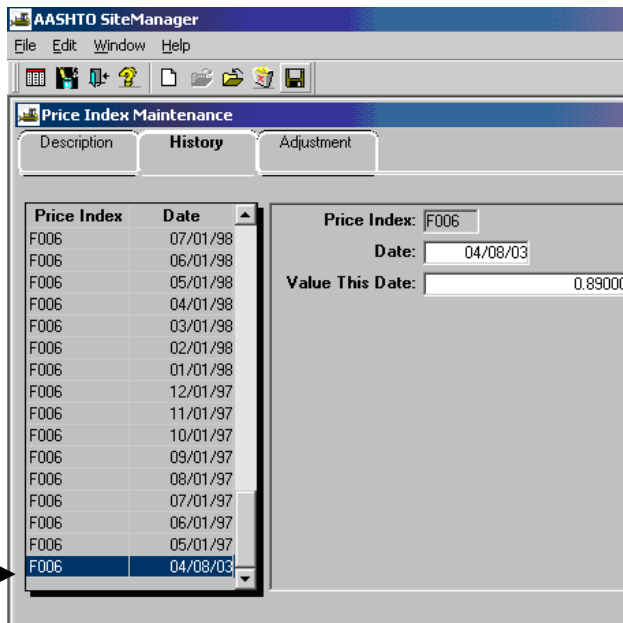
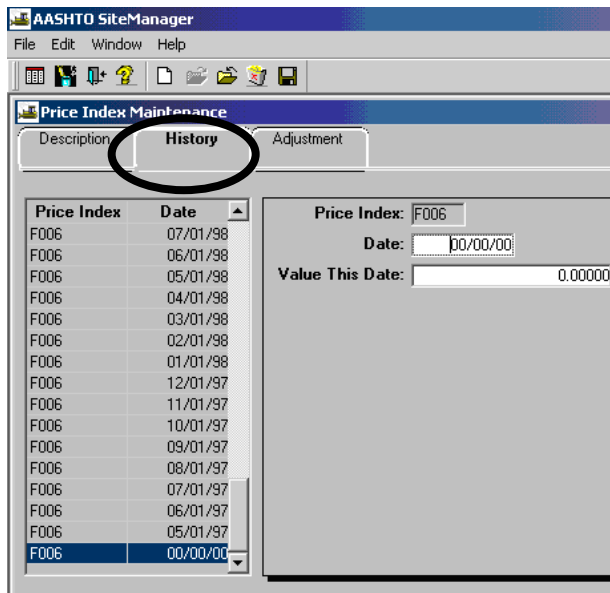
- Click the **History** folder tab. The Price Index information for the selected Price Index is displayed.



8. To add a new History, stay on the History folder tab and click on the **New** icon .

Example of New History window.

Note that SiteManager inserted a blank row and opened fields for the user to enter the new Price Index History information. Enter the new Date and Value This Date.



In this example the user entered a new Price Index History on 4/08/03 with a value of 0.89.

9. Repeat Steps 5 through 8 for each Index.

H. Stockpiled Materials (Material On Hand)

Please refer to Section 10, Other Processes, for assistance with Stockpiled Materials.

1. Stockpiled Materials
2. Pay on Stockpiled Item Installed to Reduce Stockpiled Materials
3. Replenish Stockpiled Material
4. Closeout Stockpiled Material

I. Check Progress (PM and DCA)

Please refer to Section 10, Other Processes, to check progress.

1. Review Contract Progress
2. Contractor Current Status
3. Contractor Behind Schedule

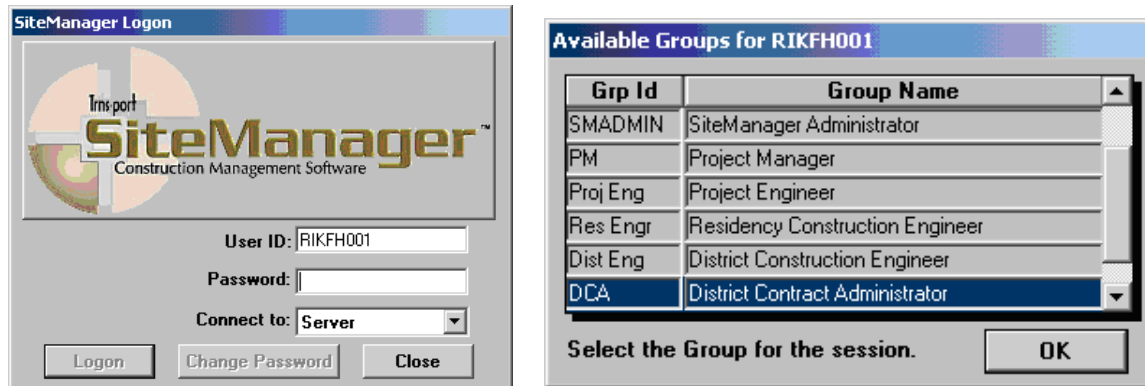
<u>Section Six – Last Progress Estimate</u>	<u>Pages</u>
A. District Contract Administrator	
1. DCA Final Processing (Add Date Accepted)	2-5
2. Contract Generic Fields Screen	5
3. Estimate Approval as DCA.....	6-8
B. Project Manager	
1. Ensure Completion of DWR/Diary Functions.....	9
2. Close Out Stockpiled Materials	10-12
3. Generate Last Progress Estimate	13-17
4. Check Estimate Summary and Estimate Item Detail.....	18-23
5. Viewing the Estimate Discrepancies	24
6. Print Summary to Contractor	25
7. Print Summary by Project.....	26
8. Print Estimate Activity Log	27
9. Add Adjustment for Generating an Estimate.....	28
10. Print Summary to Contractor.....	29
11. Reasons for Differences On Item Quantity (Overruns-Underruns)	
a. Enter Reasons for Differences Documentation.....	30-33
b. Print Reasons for Differences Report	34-38
12. Last Progress Estimate – Final Summation Report	
a. Item Quantity Report	39-45
b. Final Summary Report.....	46-49
C. Estimate Approval	
1. Project Manager.....	50-52
2. Project Engineer.....	53-55
3. Responsible Engineer.....	56-58
4. District Contract Administrator	59-60
5. Contract Authority as CDCO/DCA	61-66

A. District Contract Administrator

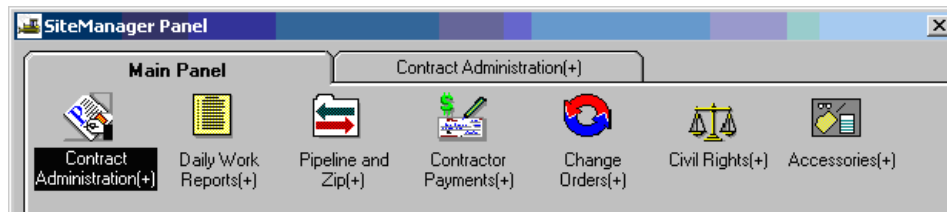
A.1. DCA Final Processing (Add Date Accepted)

Note: This date must be added before the Last Progress Estimate is generated.

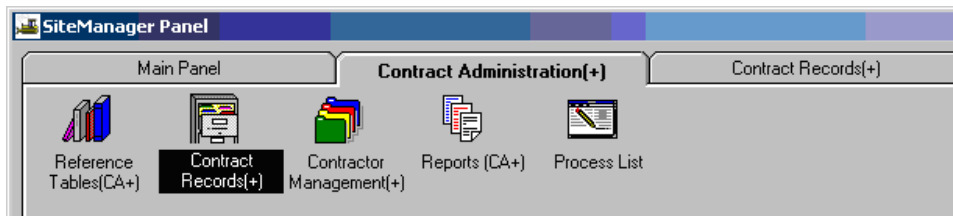
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



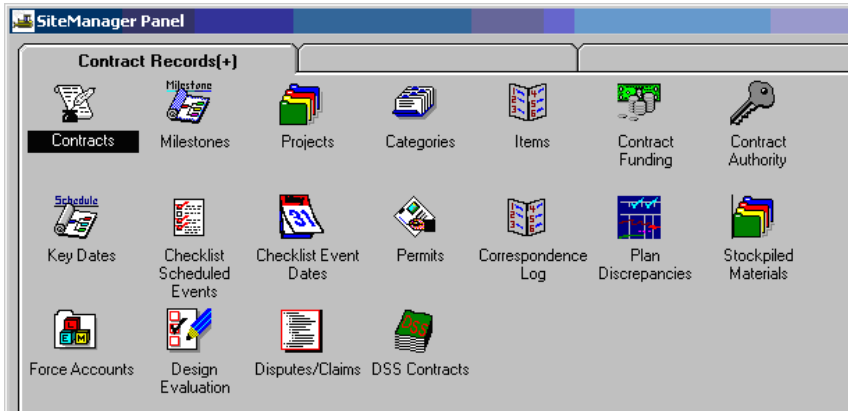
2. At the main panel, double-click on **Contract Administration**.



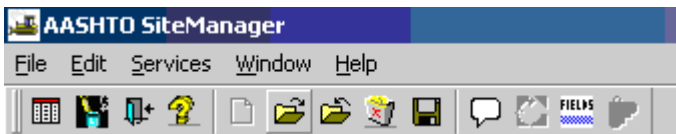
3. Double-click on the **Contract Records**.



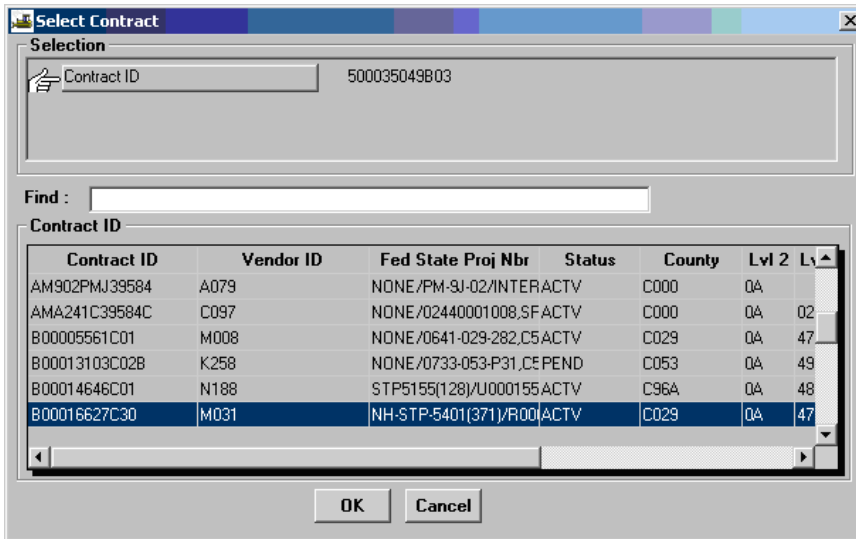
4. Double-click on **Contracts**.



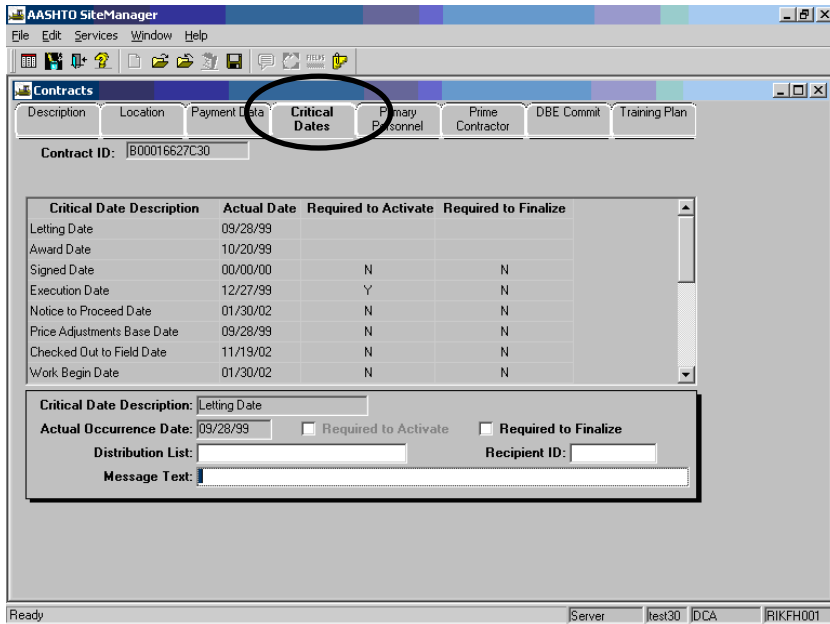
5. Click on the Open Folder icon. This procedure is used to select the Contract, unless you already have the contract open.



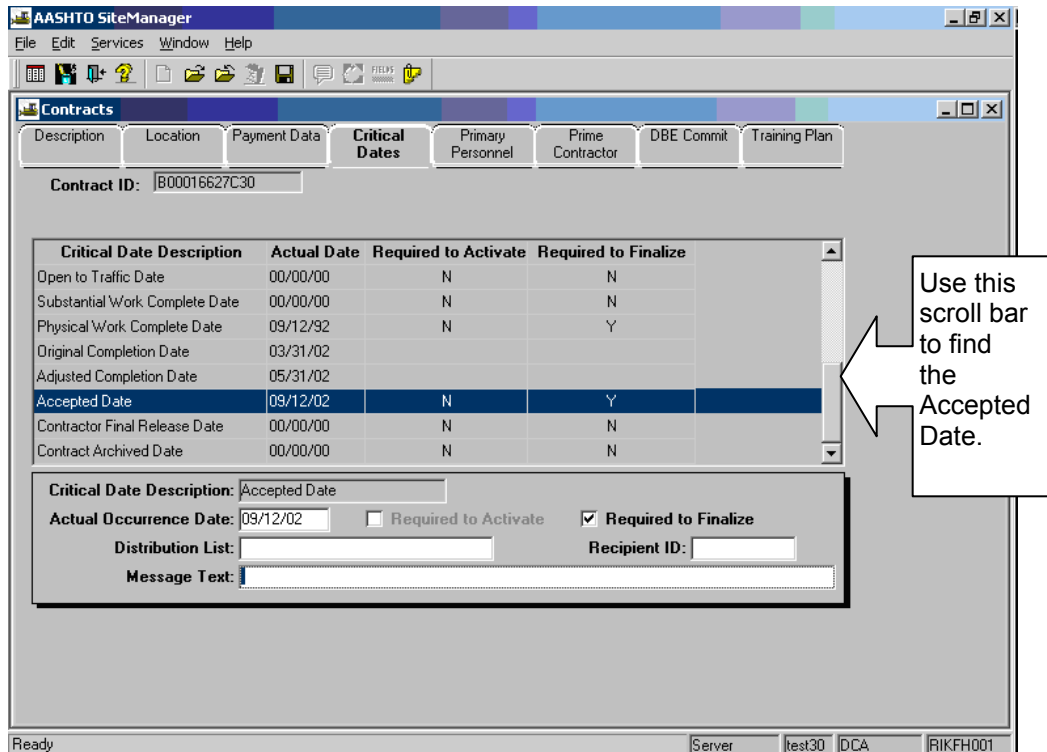
Highlight the desired contract and click “OK”, or double-click on the desired contract.




6. There are eight “tabs” (looks like folder tabs). Click on the Critical Dates tab:

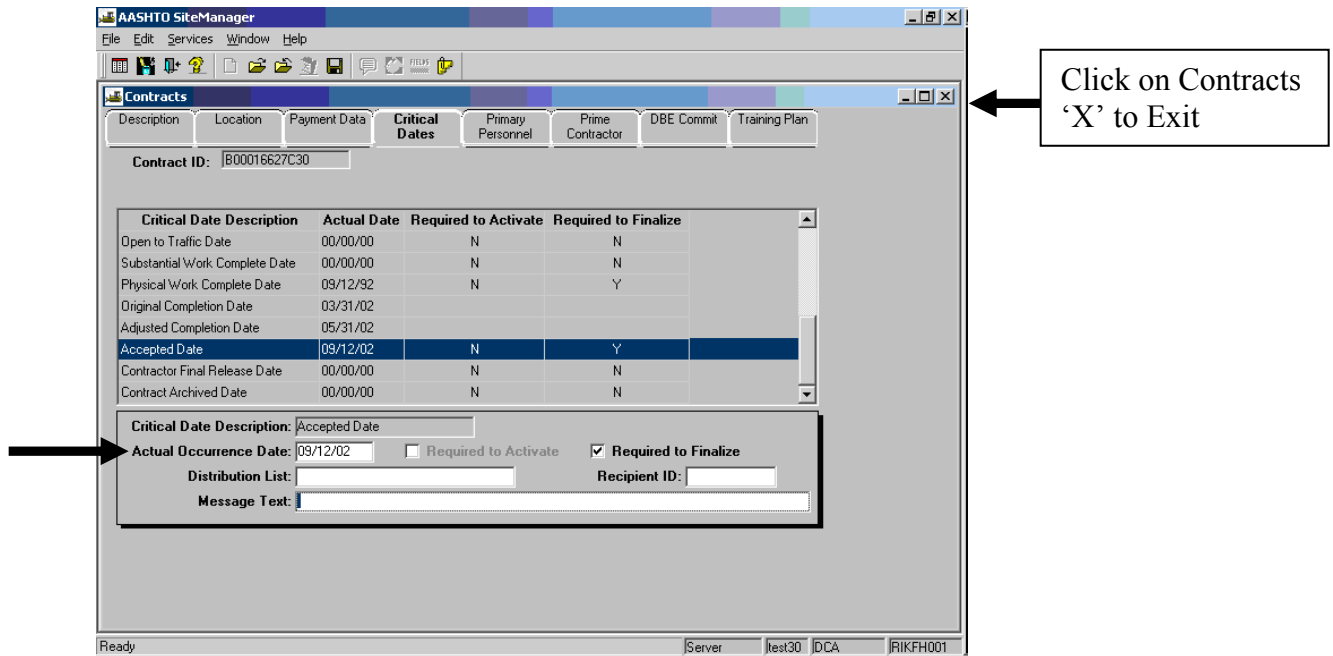


7. Scroll down through the Critical Date Descriptions using the scroll bar and click on Accepted Date. The details for the Accepted Date will show up in the bottom panel.



8. In the bottom panel, enter the date the contract was accepted in the “Actual Occurrence Date” field.


Then click on Save  and the date should show up in the top panel in the Accepted Date. Click on the Contracts “X” to Exit.



9. Notify the Project Manager either by phone or email that the Acceptance Date has been entered.

A.2. Contract Generic Fields Screen

To open the Contract Generic Fields screen, from the Main Panel go to Contract Administration |

Contract Records | Contracts and open the contract. Click the Generic Fields icon . The Contract Generic Fields window opens. Click the drop-down arrow to select the Estimate **Semi-Final** Status. Click Generic Fields icon to close generic fields. If there was a prior negative estimate that was not collected from the contractor, a **prior balance due** must be entered. Enter the negative number that corresponds to the negative estimate or the sum of all the uncollected negative estimates.

Contract Generic Fields

Contract ID: 200002530C02 Call Order Number: B40

Schedule Last Updated: 00/00/00 Financial Prefix And Suffix: E/00

Retainage Number: 54701 Renewable Contract Y/N: N

Bond Type: BOTH PAYMENT AND PERFORMANCE Conversion Flag: C

Payee Id: Contractor Time Performance Contract Y/N: Y

Current Prior Balance Due: 0.00 Conversion Date: 00/00/00

Stim Fund: Estimate Status: Semi-Final Estimate

Federal Prj Nbr: NONE

Comment Site: _____

Field Office Ph. #: 000-000-0000

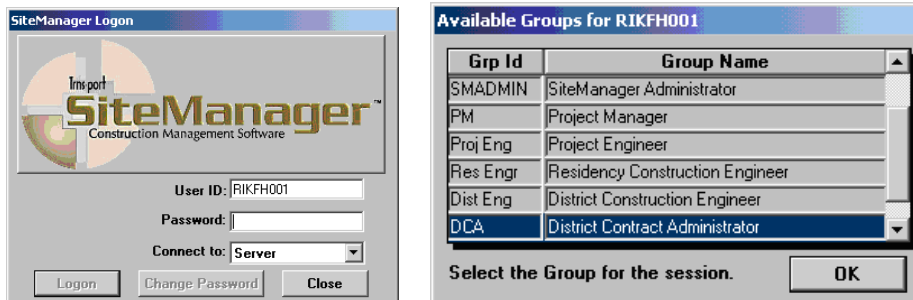
Field Office Fax #: 000-000-0000

Consultant Firm Name: _____

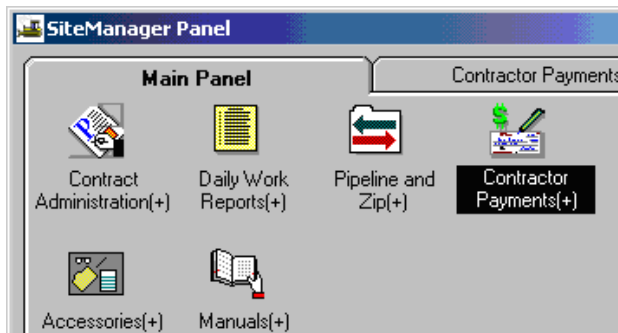
A.3. Estimate Approval as DCA

Note: This task is done after the PM Monthly Estimate.

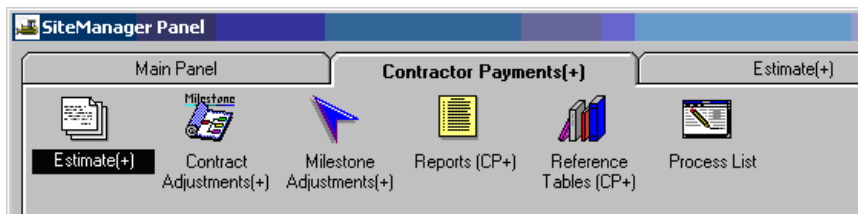
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



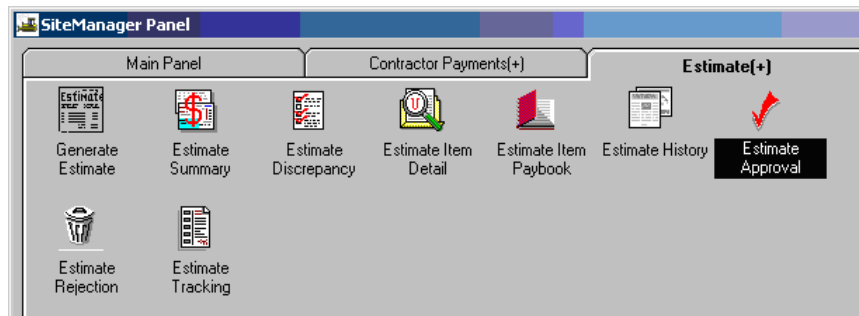
2. At the main panel, double-click on **Contractor Payments**.



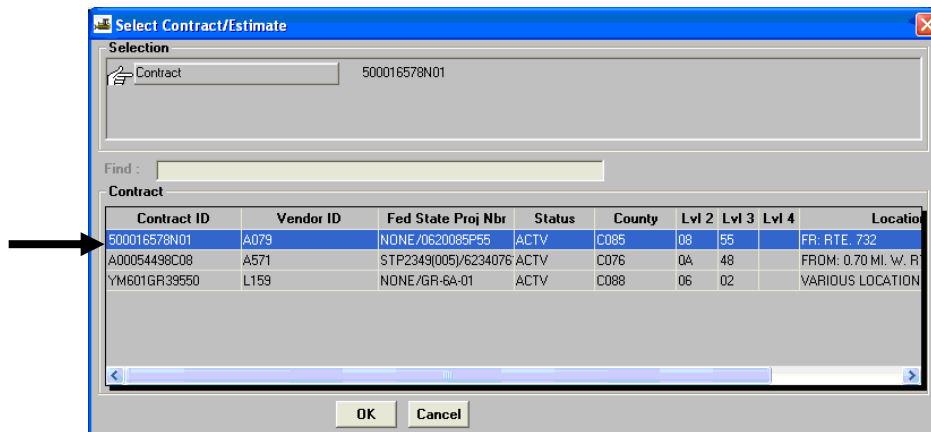
3. Double-click on the **Estimate** icon.



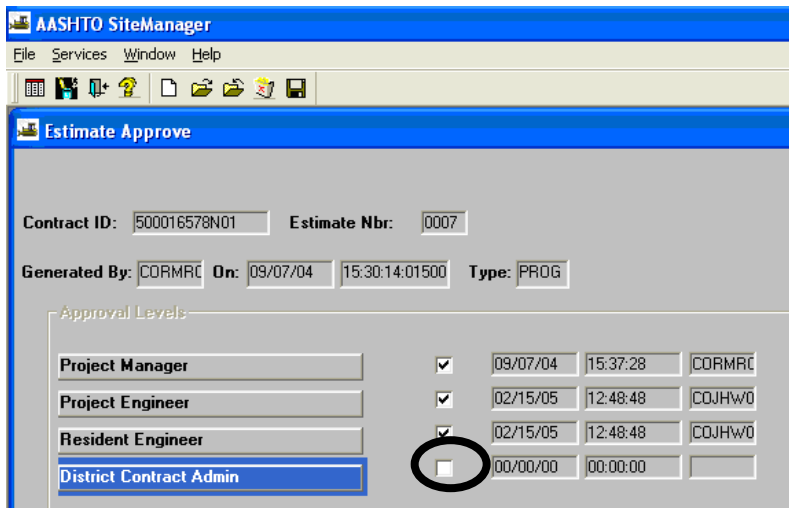
4. Double-click on **Estimate Approval** icon.



5. Double-click on the Contract ID.



- You should be at the Estimate Approve window. There would be a checkbox to the right of **District Contract Admin**. Click in the appropriate checkbox to approve the estimate.



Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on Save and exit.
After checking the box to the right of District Contract Admin. to approve the estimate and saving, the approval date and time will automatically populate.

- Get a message that an email is sent to the Project Engineer/Responsible Engineer. Click on OK and exit. Click the “X” to close. (this is internal email system and not Outlook)
- A message box says: Profile CCPESTAP for process CCPESTAP has completed. Click on OK. Click on “X” to exit.

B. Project Manager

B.1. Ensure Completion of DWR/Diary Functions

Refer to Section 4 of the manual:

Create a New Daily Work Report, Section 4.

Create Diary and Authorize DWR, Section 4.

1. Logon as PM. Navigate to Contract Administration|Contract Records|Contracts.
2. At this point the DCA should have entered 'Semi-final' into the Contract **Generic Fields** to flag the Estimate Status. If not, contact the DCA to enter this before continuing.
3. If there was a prior negative estimate that was not collected from the contractor, a prior balance due must be entered (**Current Prior Balance Due**). The negative number that corresponds to the negative estimate or the sum of all the uncollected negative estimates. If one should be entered and is not, contact the DCA before continuing.

The screenshot displays the 'Contracts' application window with the 'Contract Generic Fields' section. The fields are as follows:

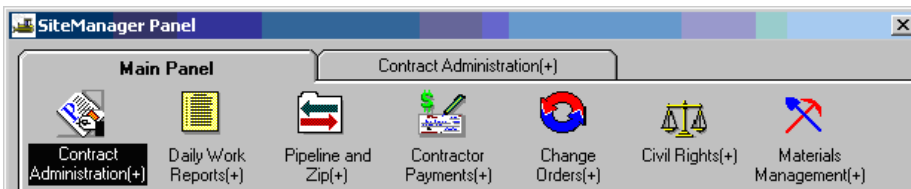
Description	Location	Payment Data	Critical Dates	Primary Personnel	Prime Contractor	DBE Commit	Train
Contract Generic Fields							
Contract ID:	R00089380N01	Call Order Number:	C05				
Schedule Last Updated:	00/00/00	Financial Prefix And Suffix:	E/00				
Retainage Number:	54701	Renewable Contract Y/N:	N				
Bond Type:	BOTH PAYMENT AND PERFORMANCE	Conversion Flag:	C				
Payee Id:	Contractor	Time Performance Contract Y/N:	Y				
Current Prior Balance Due:	0.00	Conversion Date:	00/00/00				
Stim Fund:		Estimate Status:	Semi-Final Estimate				
Federal Prj Nbr:	JM-PM04(234)						
Comment Site:							
Field Office Ph. #:	000-000-0000						
Field Office Fax #:	000-000-0000						
Consultant Firm Name:							

B.2. Close Out Stockpile Materials

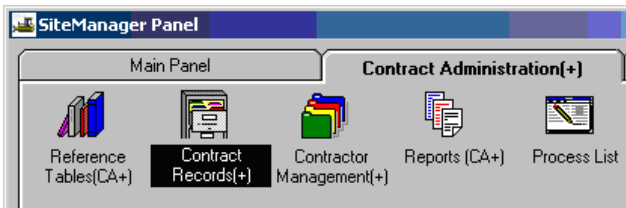
1. Log in to SiteManager and at the Available Groups window, select Group ID “INSPECTOR” or PM and click OK.



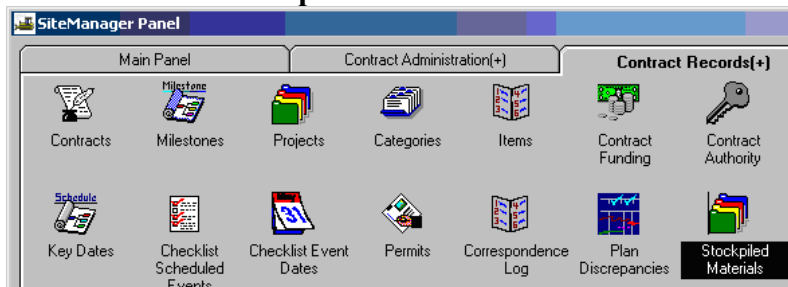
2. Double-click on **Contract Administration**.



3. Double-click on **Contract Records**.



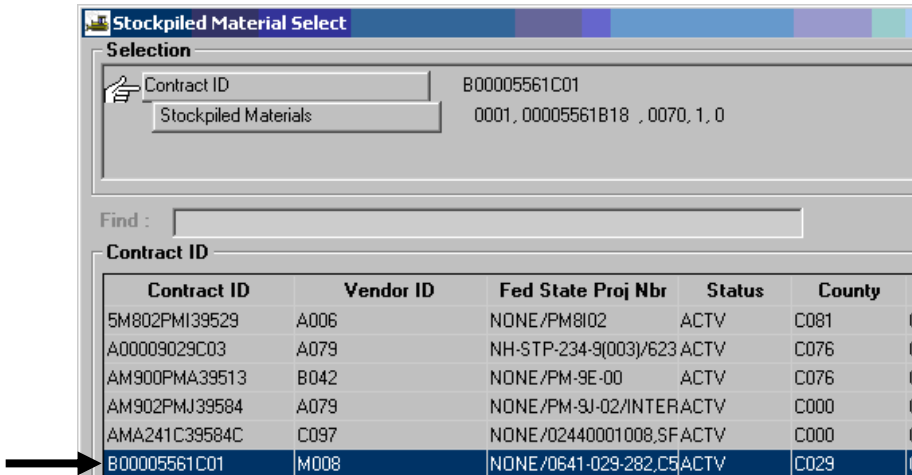
4. Double-click on **Stockpiled Materials**.



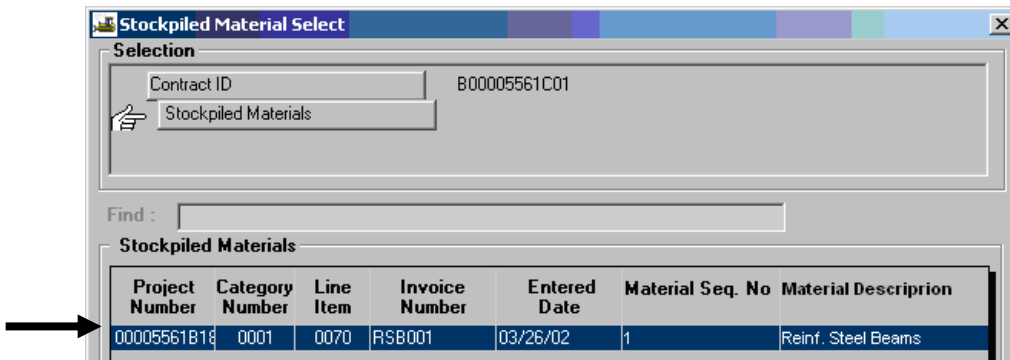
- Click on the **Open** folder icon to open your contract.



- You will be at the Selection window. Double-click on the **Contract ID**.

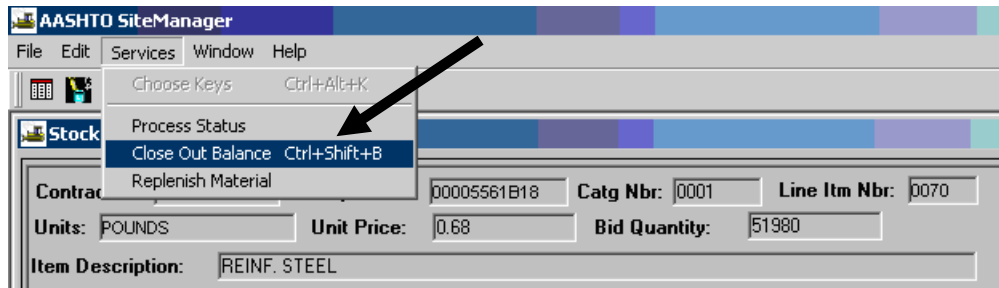


- You will be switched over to the Stockpiled Materials Selection window.



Double-click on the Line Item under your Stockpiled Materials window for the particular project number. You will be back at the Stockpiled Materials window with some information filled in and grayed out.

8. Go to **Services | Close Out Balance**



9. Click on **Save and Exit**.

B.3. Generate Last Progress Estimate

Types of Estimates:

- **Progress** (first and all intermediate, including SF which is the last progress estimate)
- **Final**
- **Supplemental** – Review

The Generate Estimate panel can be accessed within Contractor Payments. The default Estimate choice is Progress.

When Generate Estimate is initiated, SiteManager will verify that a prior Estimate does not exist for an overlapping period of time (only one Estimate is valid for a period of time). If one does exist, the user will be prompted with a window to confirm the deletion of the prior Estimate.

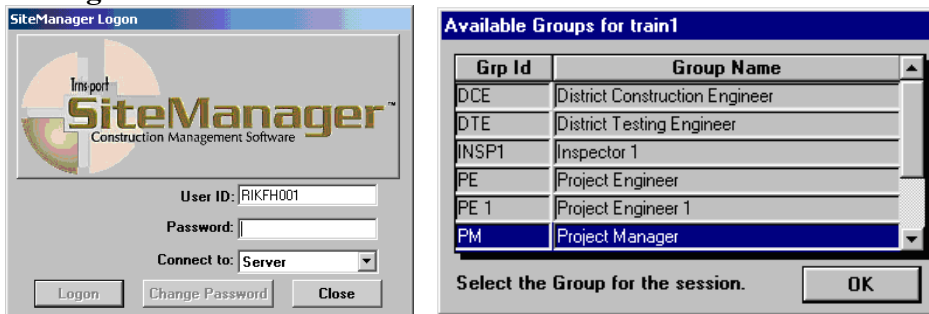
Note: On Federal funded contracts, the PM or Inspector needs to ensure that Payroll(s) are certified prior to estimate generation. If the payrolls are not certified according to the contract's established frequency (i.e., every 1 week, or however it is set up in the contract), and the estimate is generated, it would create an estimate discrepancy. Estimate discrepancies require additional actions to review, resolve, recalculate or override as noted in Section 5, "Reviewing Discrepancies", prior to generating the estimate.

IMPORTANT NOTE:

If this is a 0.00 estimate, which means that the total payment to the contractor is 0.00 and there are no charge lines at all, then this estimate will not automatically load into FMSII. Send an email to Fiscal Division to Accounts Payable and ask them to manually load this estimate into FMSII. Since it is a Semi-final, it is important that it get posted in FMSII because the SF notation triggers FMSII processes.

Generate Estimate

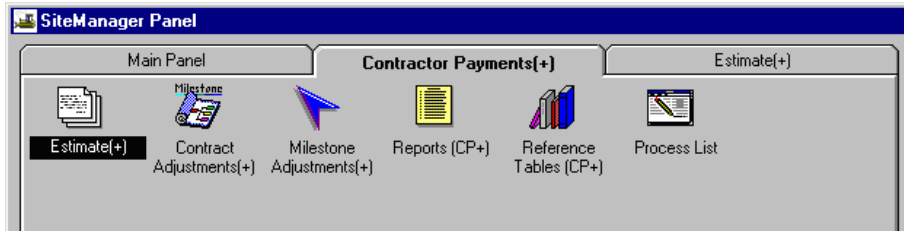
1. Log in to SiteManager and at the Available Groups window, select the Group ID **Project Manager** and click OK.



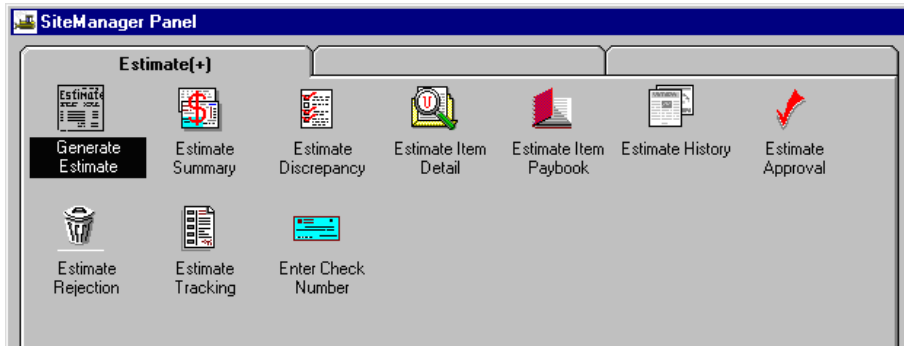
2. Double click on **Contractor Payments**.



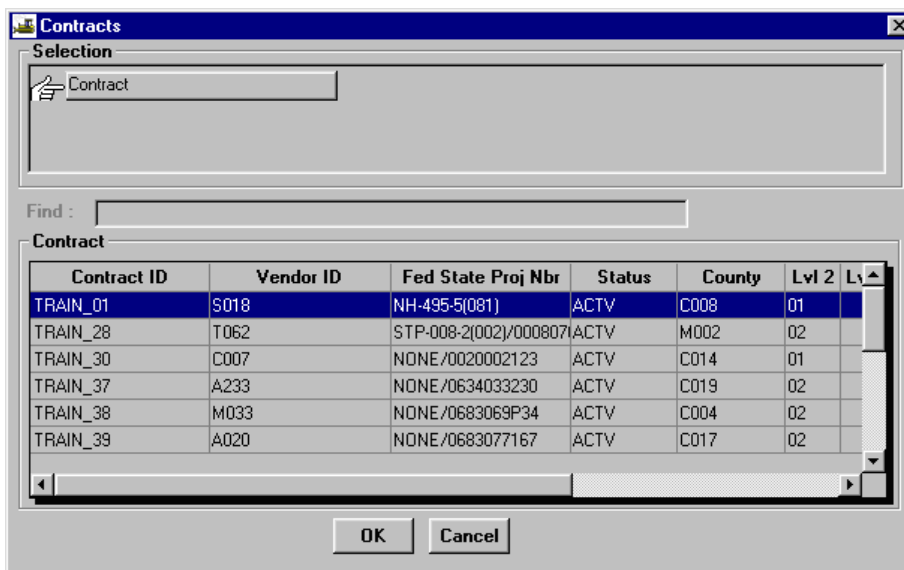
3. Double click on **Estimate**.



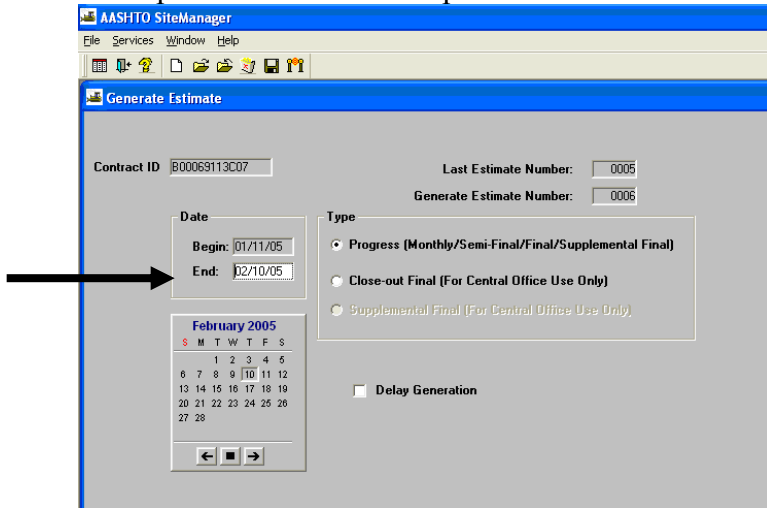
4. Double click on **Generate Estimate**.



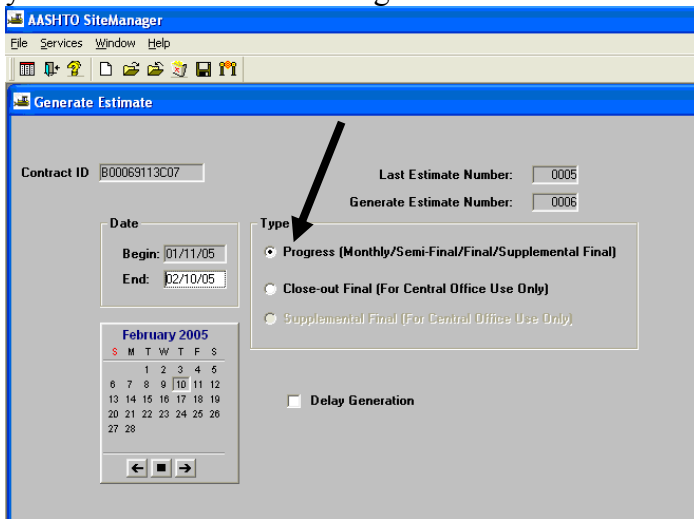
5. Select a contract by clicking on **Contract** and click OK.




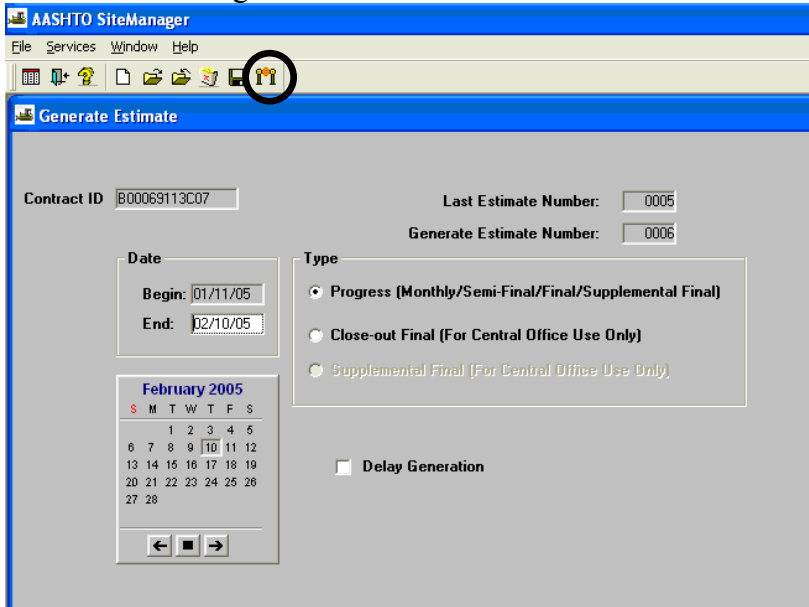
6. Change the End Date to end of estimate period. **Note: End dates are generally on the 3rd, 10th, and 19th of the month.** This date may be different because the period will end to correspond to the Date Accepted.



7. Click the Type radio button for **Progress**. (Note: This is a Last Progress Estimate (Semi-Final), you still need to click on Progress.)



8. Click on the Generate Estimate  icon. A message box tells you that an estimate has been submitted to background.



9. Refer to Section 5, for the “Summary to Contractor” Report, and refer to Section 6 of this training manual for the Estimate Activity Log.

B.4. Check Estimate Summary and Estimate Item Detail

Viewing the Estimate Summary

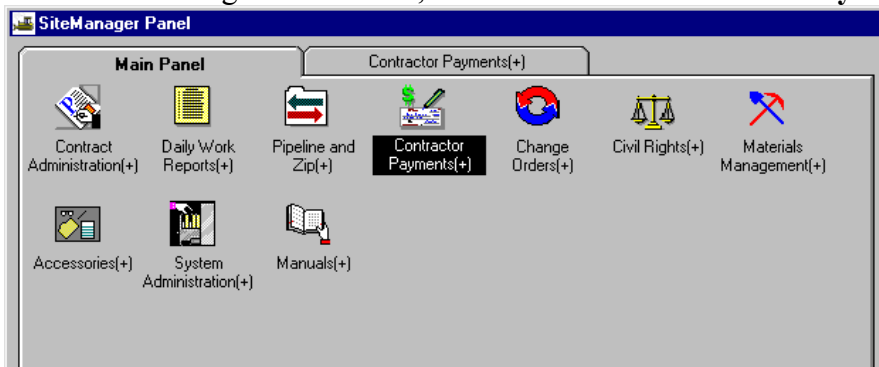
The Estimate Summary panel allows the user to view calculated Estimates summary information. The panel shows three sets of totals:

- Current Estimate,
- Combined totals for previous Estimate(s), and
- Totals to date.

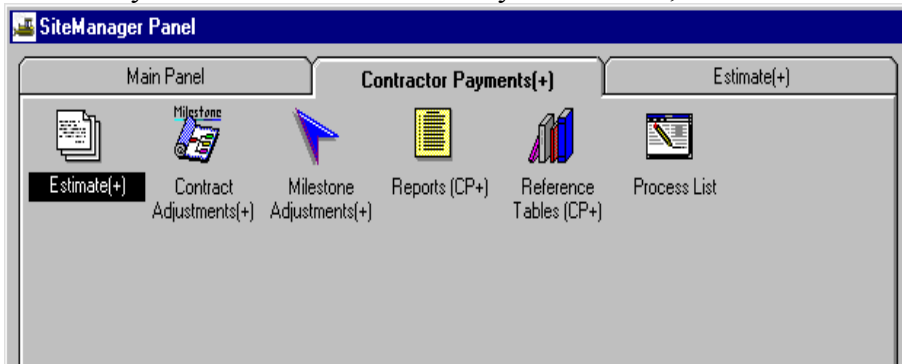
Estimate Item Detail

The Estimate Item Detail panel displays the Item quantities from approved Daily Work Reports.

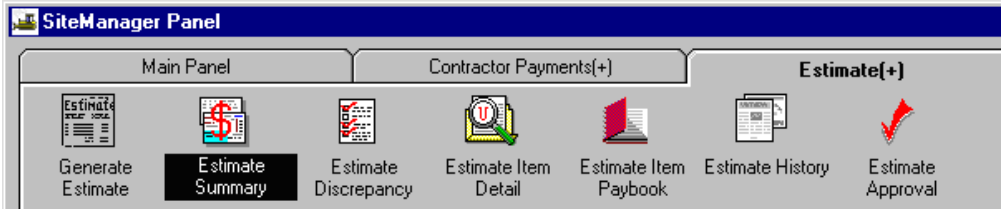
1. Login to SiteManager.
2. At the Available Groups window, select Group ID “INSPECTOR” or “PROJECT MANAGER” as appropriate and click OK.
3. On the SiteManager Main Panel, double-click on **Contractor Payments**:



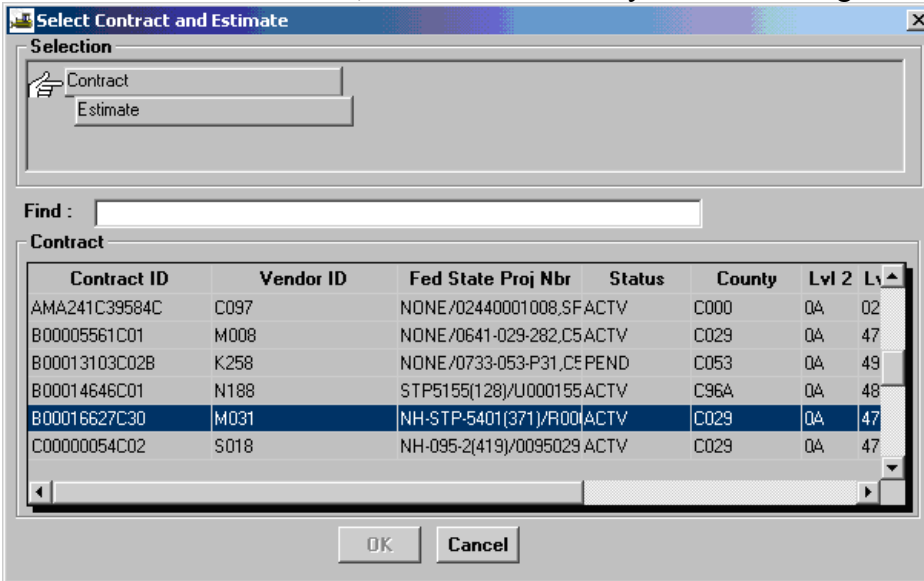
4. Now that you are on the Contractor Payments Panel, double-click on **Estimate**:



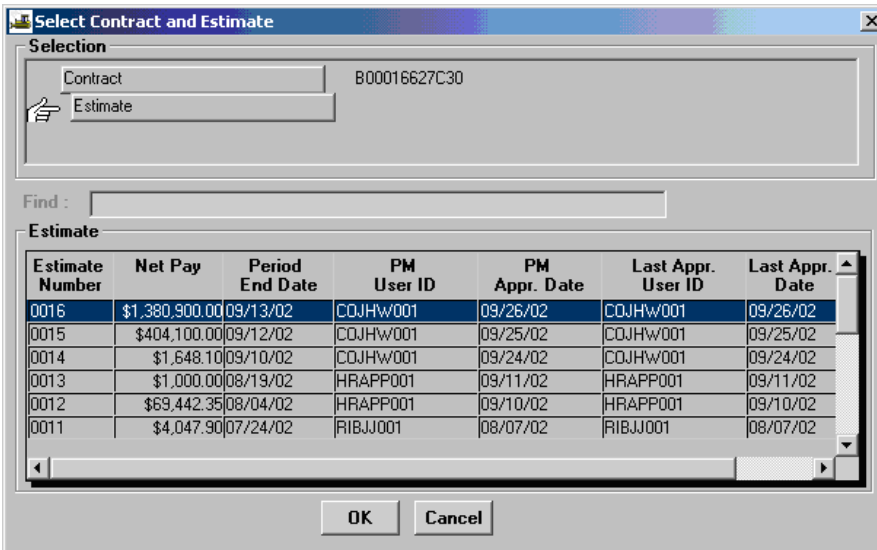
- On the Estimate Panel, double-click on **Estimate Summary**.



- From the Selection window, select the contract by double-clicking on it.



- Select the estimate and click OK.



8. In the Estimate Summary window, view the estimate.

Contract ID: B00016627C30 Estimate Nbr: 0016

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$3,451,376.81	\$1,375,900.00	\$4,827,276.81
Participating:	\$2,761,101.45	\$1,025,900.00	\$3,787,001.45
Non - Participating:	\$690,275.36	\$350,000.00	\$1,040,275.36
Retainage:	(\$609,474.10)	(\$68,795.00)	(\$678,269.10)
Stockpiled Materials:	(\$0.95)	\$0.00	(\$0.95)
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$2,546.45	\$5,000.00	\$7,546.45
Paid To Contractor:	\$3,453,579.53	\$1,380,900.00	\$4,834,479.53

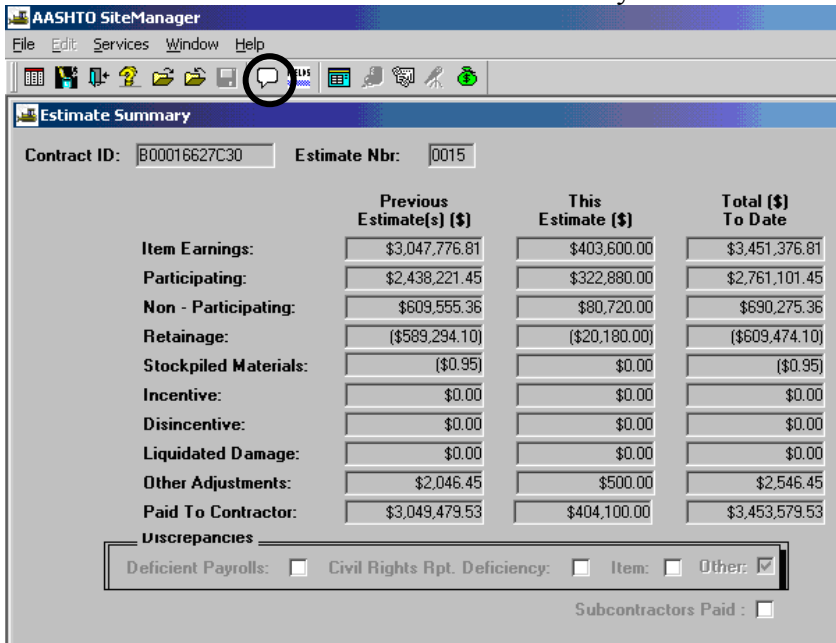
Discrepancies

Deficient Payrolls: Civil Rights Rpt. Deficiency: Item: Other:

Subcontractors Paid :

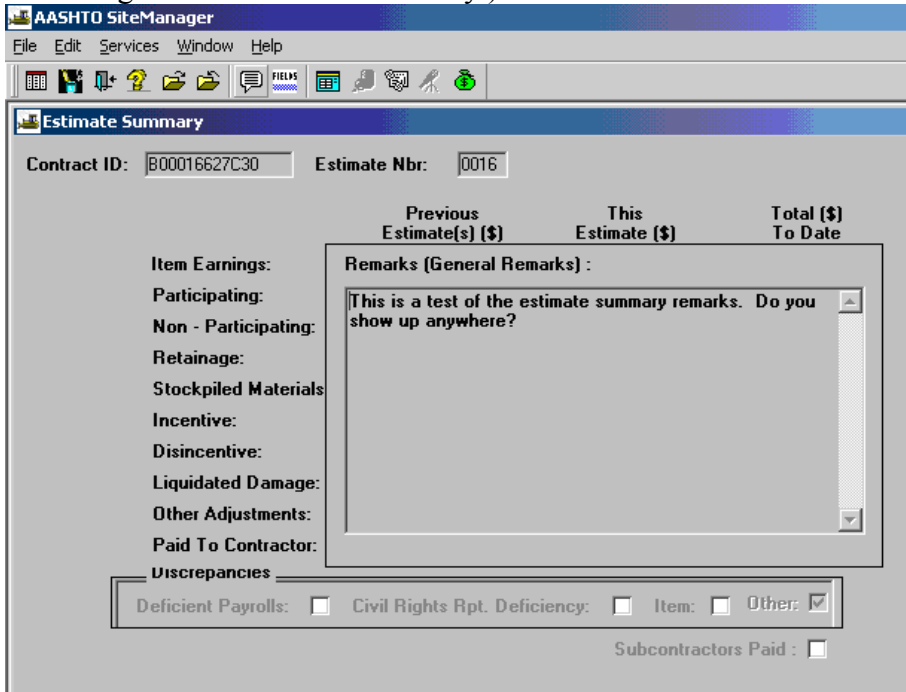
NOTE: Estimate Summary contains Discrepancies checkboxes. If discrepancies exist, a box will be checked for all types that exist on the current estimate.


9. Click on the **Remarks**  icon and add any Estimate Comments.

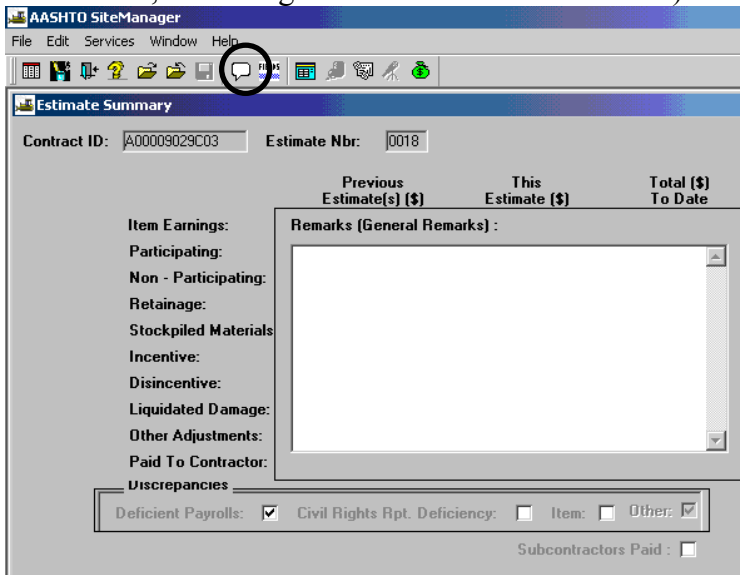




(Note: Once an Estimate is approved by the PM, no remarks can be entered, as demonstrated below where the Remarks are read-only.)

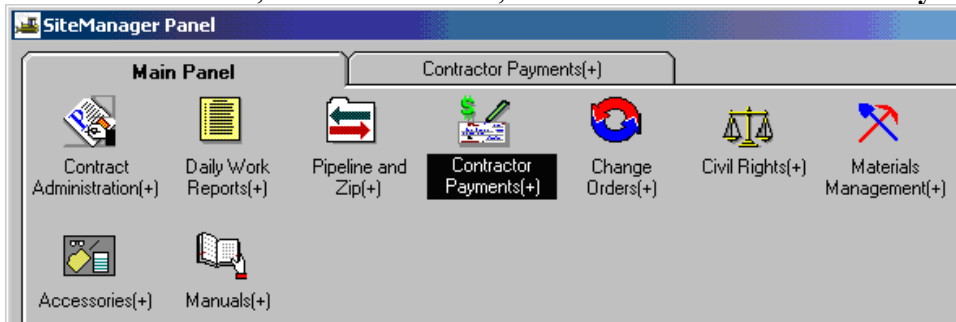
Additionally, note that the Remarks icon  is shaded (rather than clear) in this example, indicating the Remarks are read-only.)



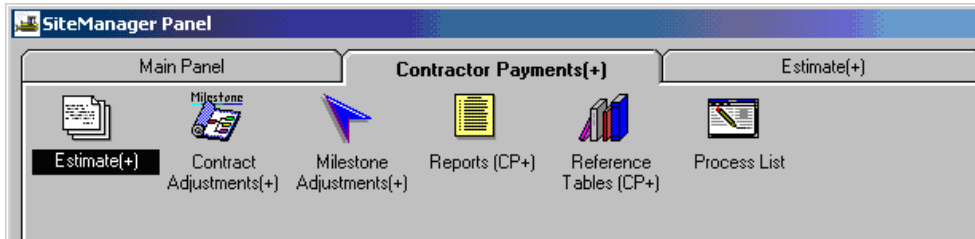
10. Here is a sample from another contract showing how the Remarks look when there is an Estimate that has not yet been approved by the PM and remarks can be entered. (Note the Remarks icon  is clear, indicating that Remarks can be entered.)



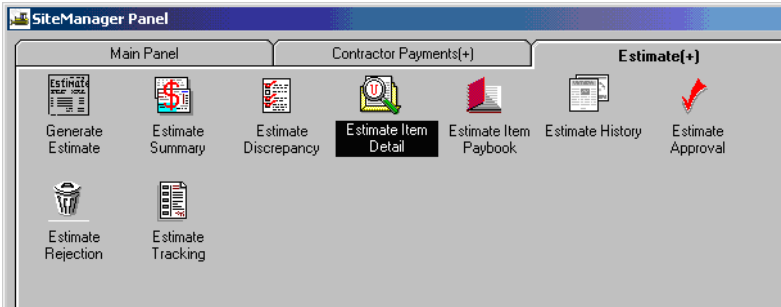
11. Click again on the **Remarks**  icon to close the window and click on **Save** .
12. Click on “X” to exit.
13. Review and resolve discrepancies, using “Review/Resolve Estimate Discrepancies”, Section 5.
14. For Detail Estimate, at the Main Panel, double-click on **Contractor Payments**.



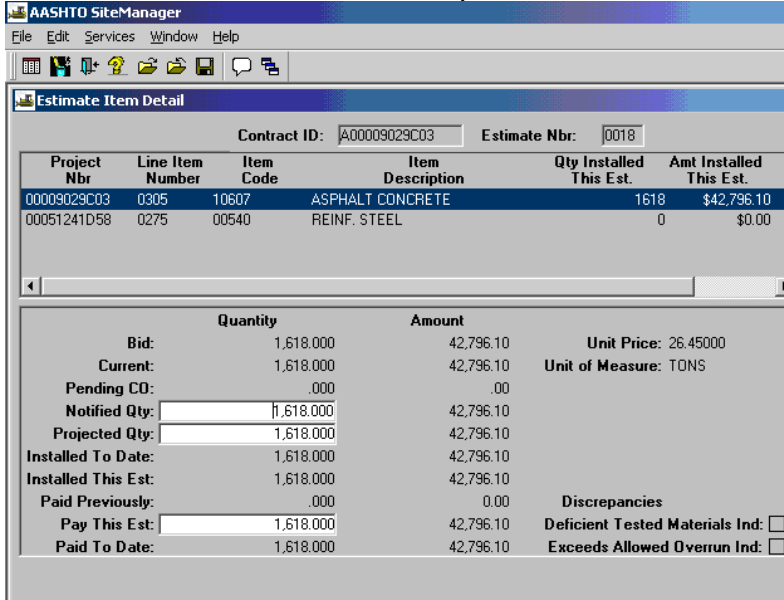
15. Double-click on **Estimate**.



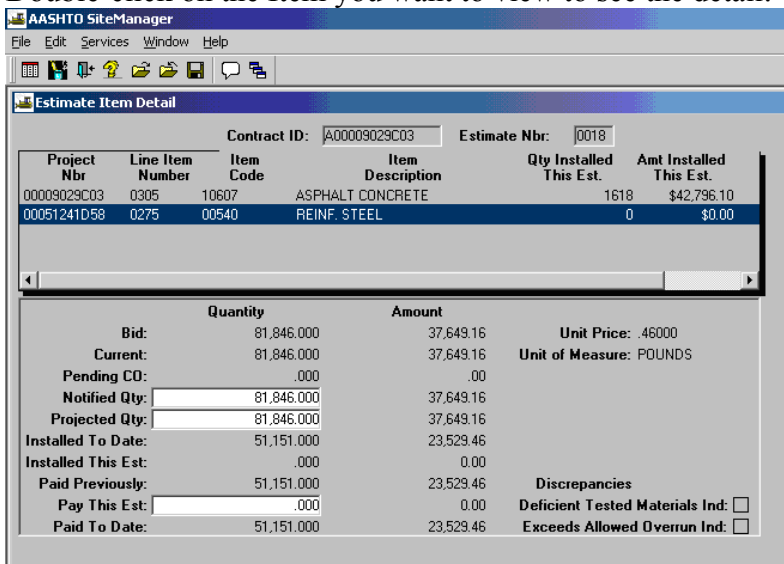
16. Double-click on **Estimate Item Detail**.



Estimate Item Detail window example.



17. Double-click on the Item you want to view to see the detail:



18. Click on "X" to exit.

B.5. Viewing the Estimate Discrepancies

Refer to Section 5, of this manual, and the instructions to ‘Review and Resolve Estimate Discrepancies’.

B.6. Print Summary to Contractor

Refer to Section 5, of this manual, and the instructions to ‘Print Summary to Contractor’ report.

B.7. Print Summary by Project

Refer to Section 5 of this manual print the ‘Summary by Project’ report.

B.8. Print Estimate Activity Log

Refer to Section 5, of this manual and print the 'Estimate Activity Log'.

B.9. Add Adjustment for Generating an Estimate

Refer to Section 5, of this manual and use the instructions to ‘Add an Adjustment for Generating an Estimate’.

B.10. Print Summary to Contractor

Refer to Section 5 of this manual and print the ‘Summary to Contractor’ report. The report will need to be reprinted if Adjustments were added.

B.11. Reasons for Differences on Item Quantity (Overruns-Underruns)

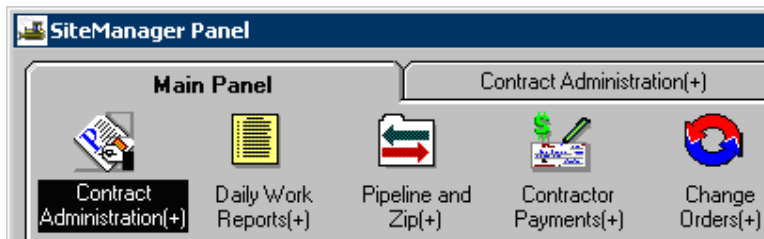
B.11.a. Enter Resons for Differences Documentation

Note: If the difference between the awarded contract amount for an item and the current paid amount for an item is between $\pm 10\%$, the Reasons for Differences Report prints NORMAL. If it is the same, it prints SAME. However, if the difference is greater than $\pm 10\%$, the Project Manager needs to enter remarks to document the reasons for differences. The report default is that if there is a remark present, it will override the program defaults of NORMAL and SAME, so a reason can be added for items that fall into these categories, if desired.

If the user entered remarks in the Items window as directed, the remarks will be readily available for the Reasons for Differences report. Users can enter Reasons for Differences during daily entries of work items and the report would be available as needed throughout the life of the contract. Some users wait until the last progress estimate to enter Reasons for Differences, and to do so, those users would need to print the Reasons for Differences report and then enter remarks in the Items window as directed to document the reasons for differences.

Use the following Steps document reasons for differences in item quantities.
See Section 6 for instruction on how to print the Reasons for Differences report.

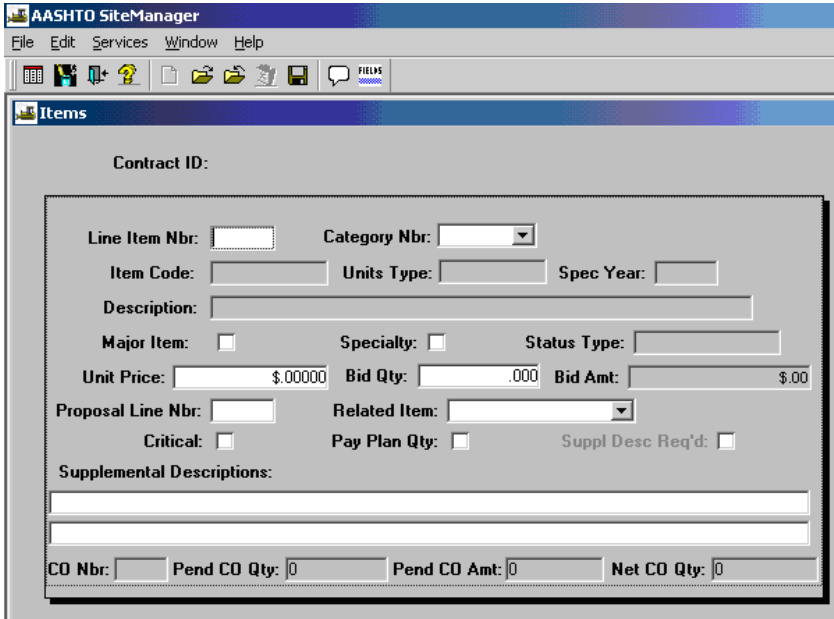
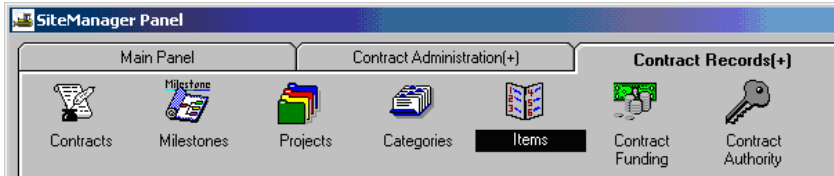
1. From the SiteManager Main Panel, double-click **Contract Administration**.



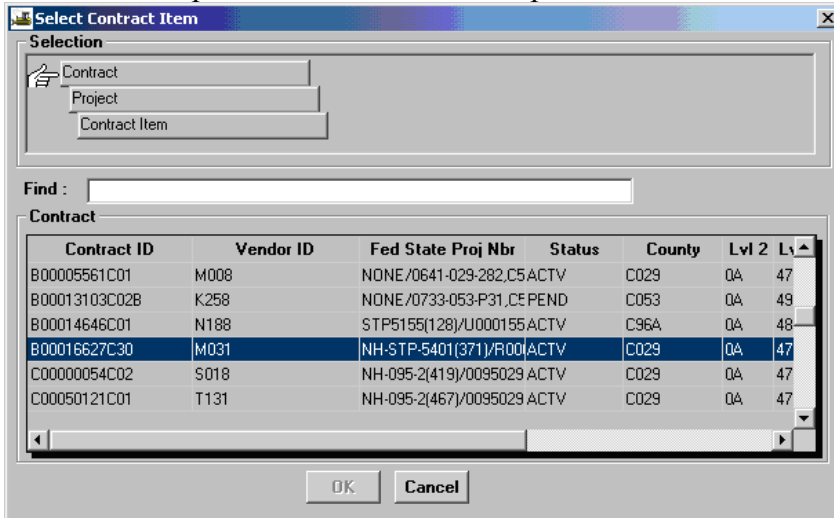
2. Double-click on **Contract Records**.



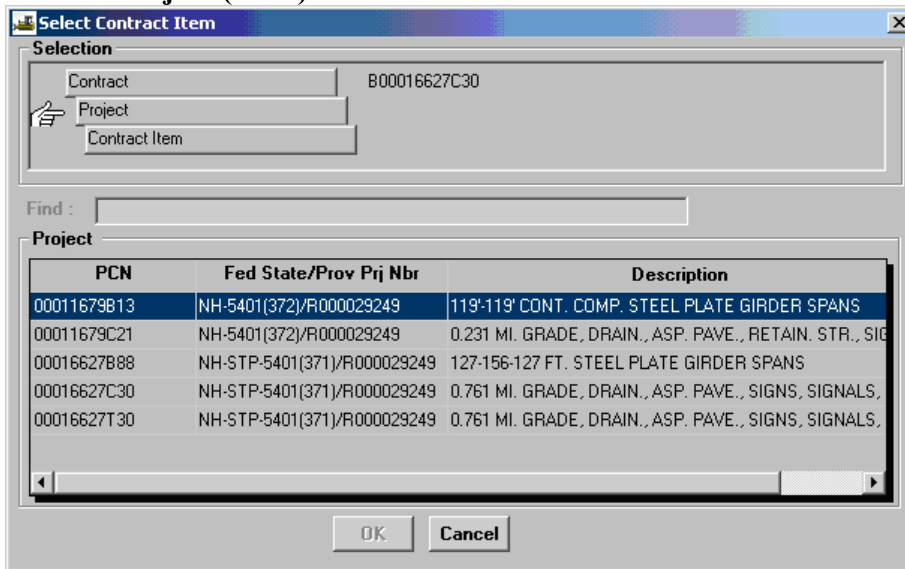
3. Double-click on **Items**.



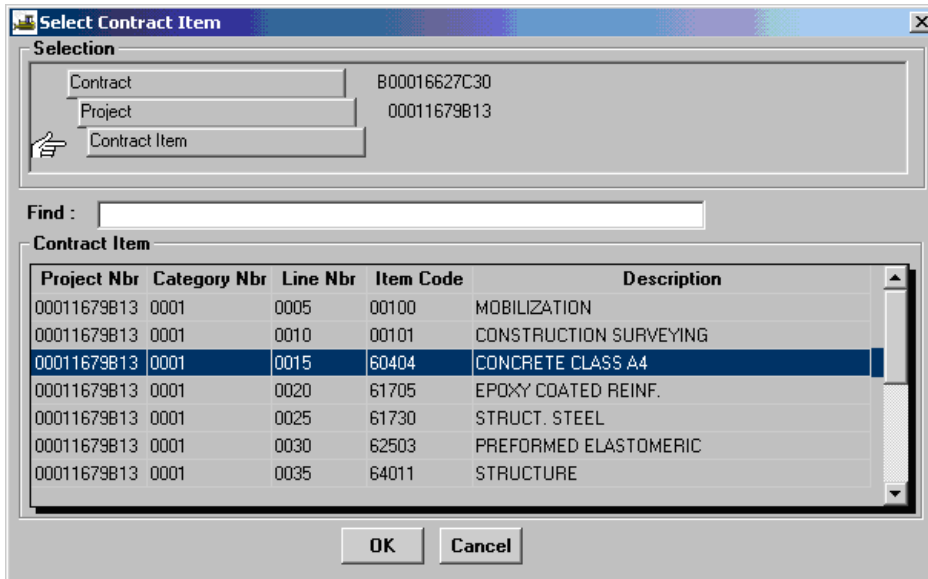
4. Click on the Open folder icon  and open a Contract.



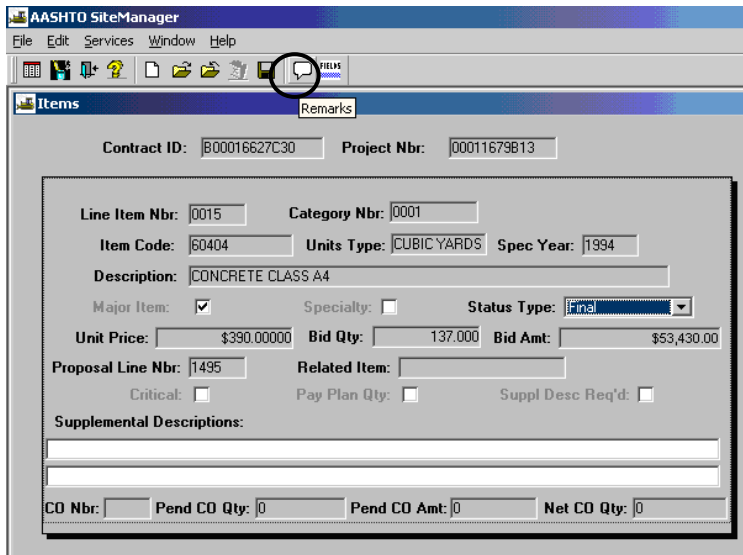
5. Select a **Project (PCN)**.



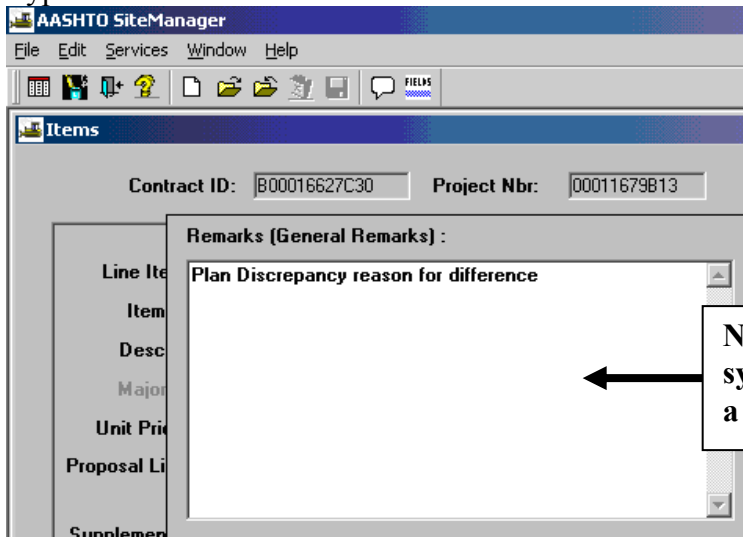
6. Select a **Contract Item**.



7. Click on the Remarks icon .




8. Type in the Reasons for Differences.



9. Click on Remarks icon  again to close the window.

10. Click on Save .

11. Open the "Open" folder  icon.

12. Select the next Contract Item. Click on the Remarks icon and repeat steps until you get through all the items that need reasons for differences.

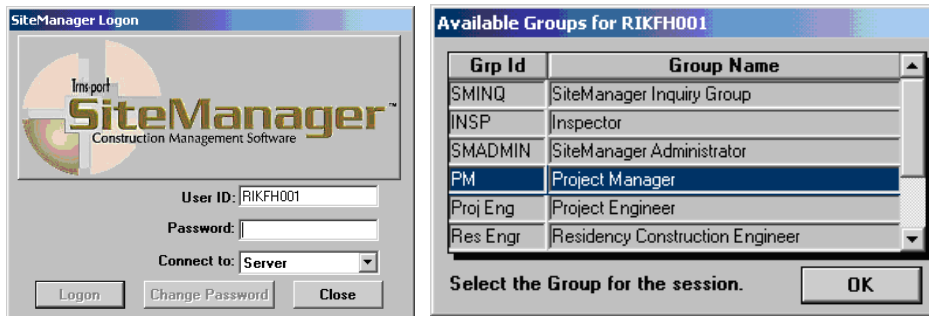
13. Click on Save .

14. Open the folder and click the next Project. Open the next Contract Item and repeat Steps, as needed.

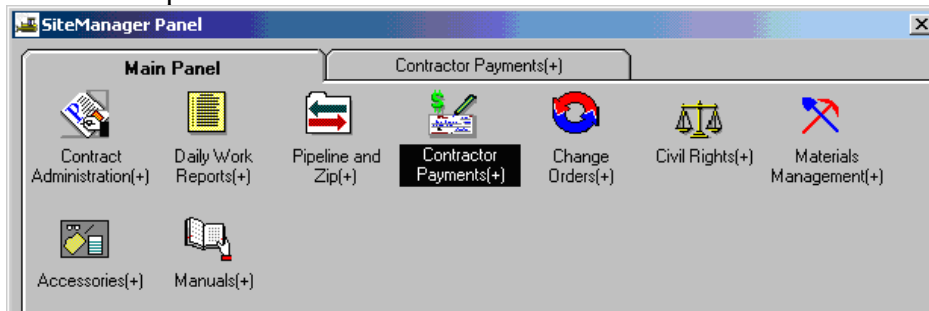
B.11.b. Print Reasons for Differences Report

Note: It is recommended to print the Reasons for Differences Report first, and then enter the actual Reasons for Differences as needed.

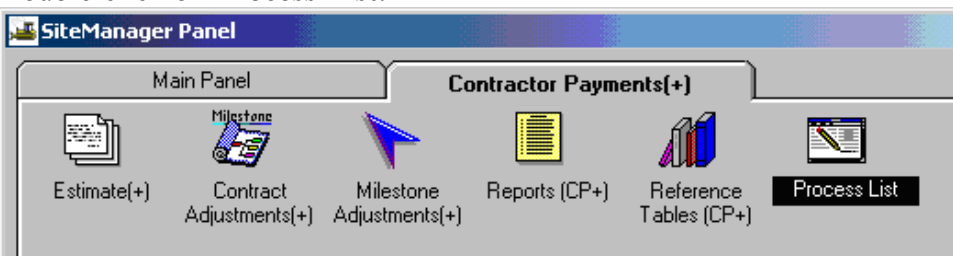
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



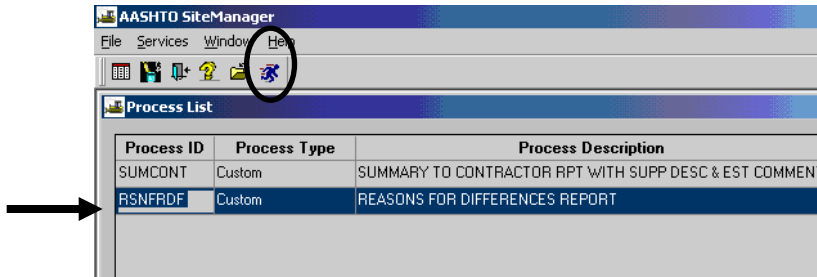
2. To print the working list for Reasons for Differences, double-click on **Contractor Payments** on the main panel.



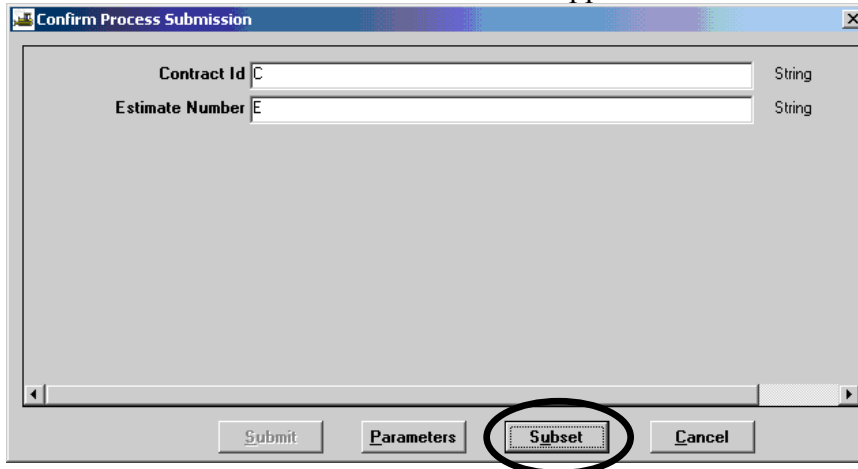
3. Double-click on **Process List**.



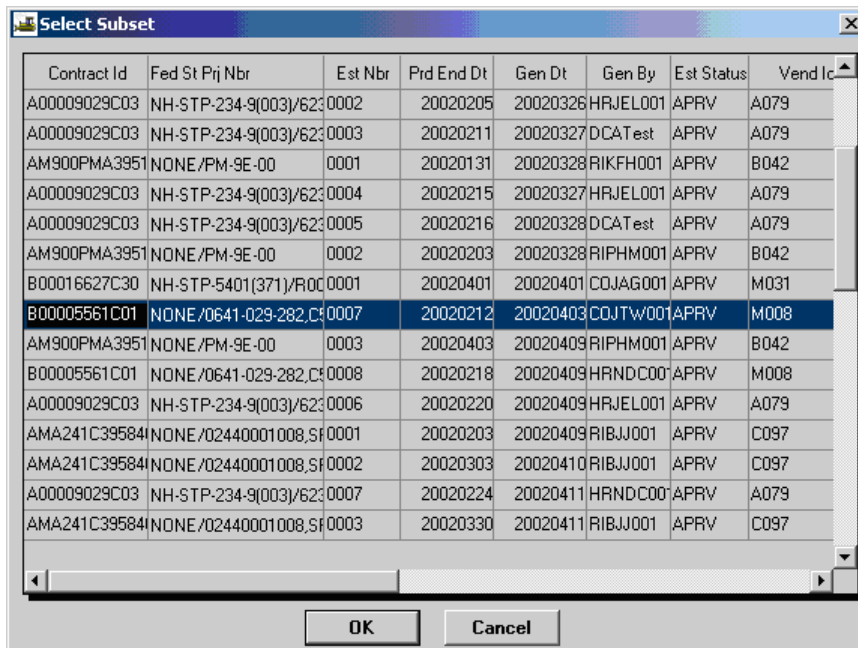
- Click on RSNFRDF and click on the **Run** icon.



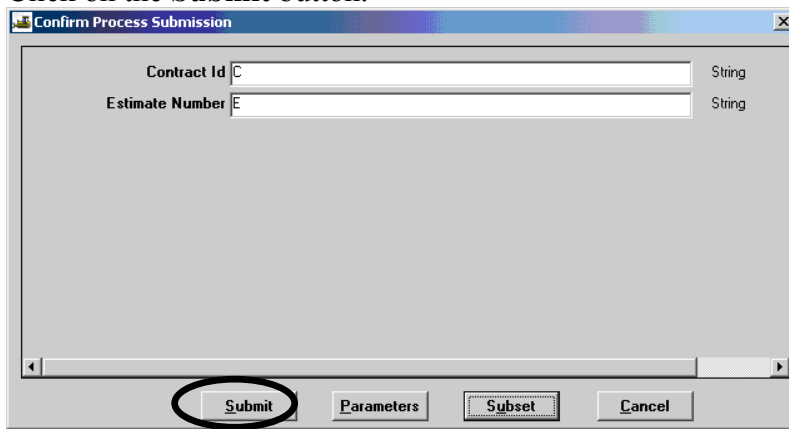
- The Confirm Process Submission window appears. Click on the **Subset** button.



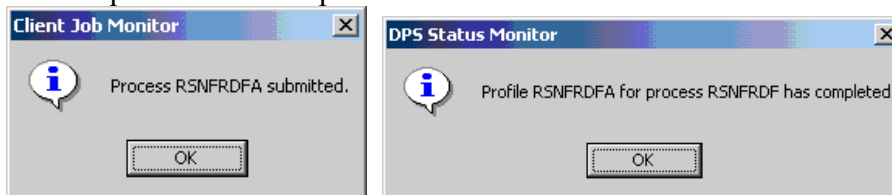
- Then click on the contract/last estimate number and click on OK.



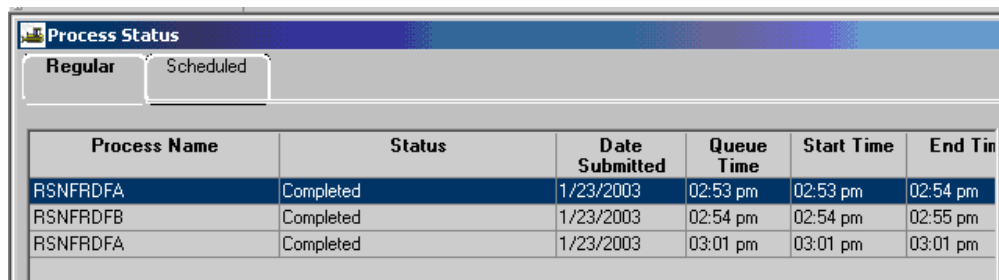
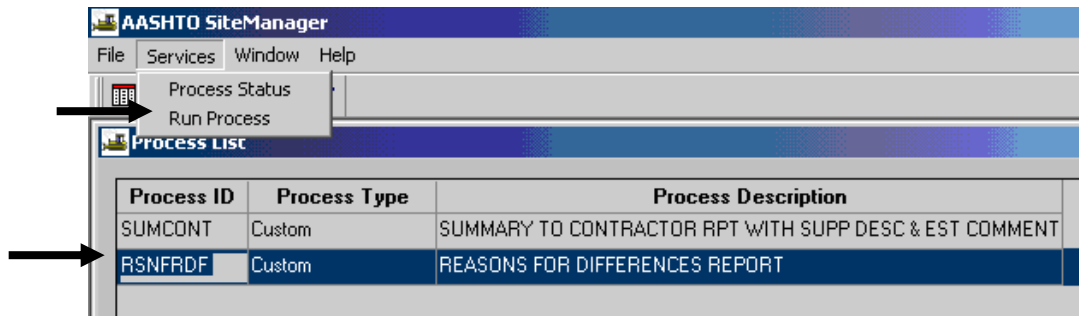
7. Click on the **Submit** button.



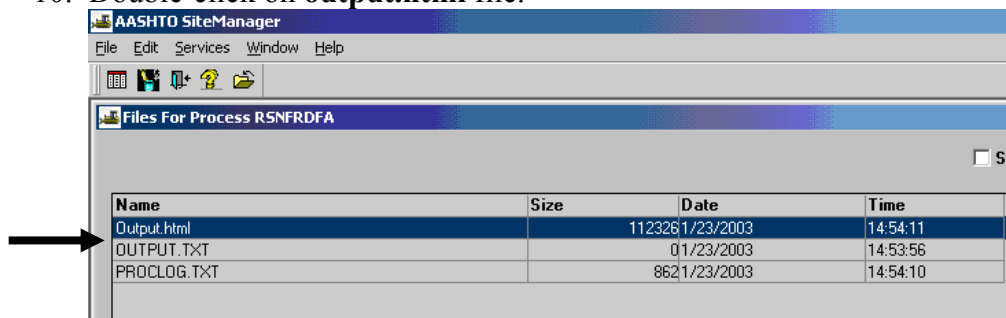
8. The process has been submitted. A Client Job Monitor window appears to notify you that the process was submitted. Click OK. Next, a DPS Status Monitor window will appear to notify you that the process has completed. Click OK.



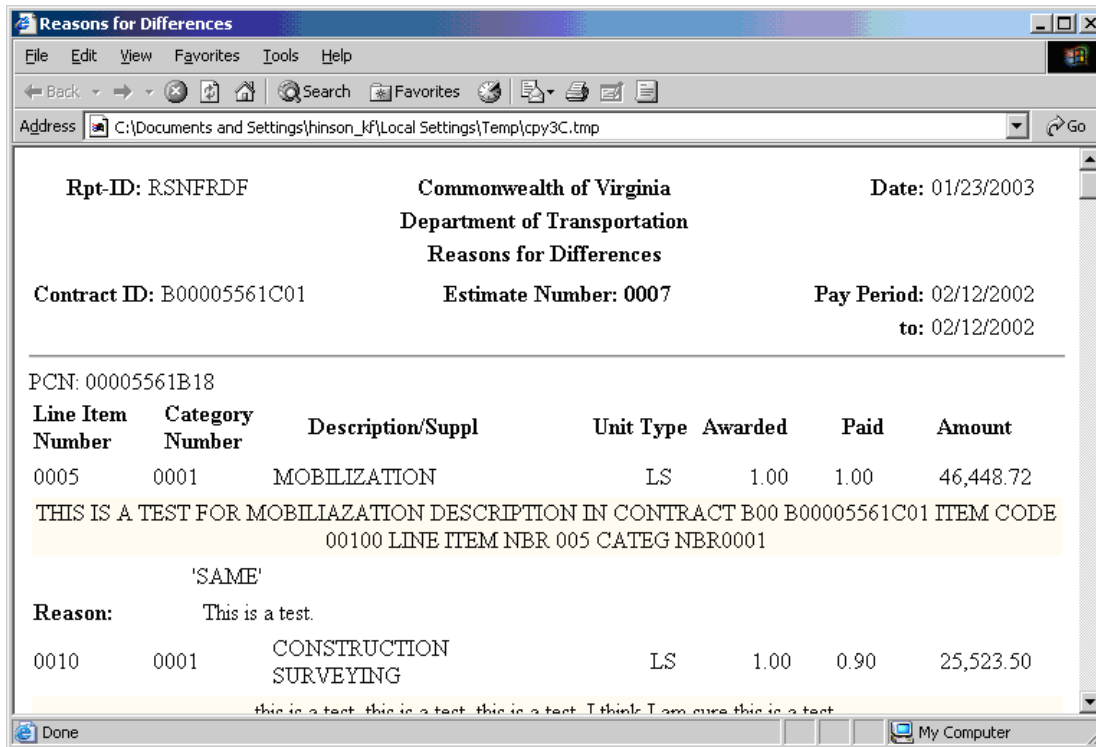
- Next, click on **Services** in the menu options, and then click on **Process Status**. Double-click on the RSNFRDx process. (Note: There will be a suffix on the end (Example RSNFRDA). If rerun for any reason, the last letter of the suffix will change. Look for the last date/time that corresponds to when you ran the job.)



- Double-click on **output.html** file.



11. Click on File/Print to print the report.



12. Review the report to ensure there are reasons listed on all items.

B.12. Last Progress Estimate – Final Summation Report

B.12.a. Item Quantity Report

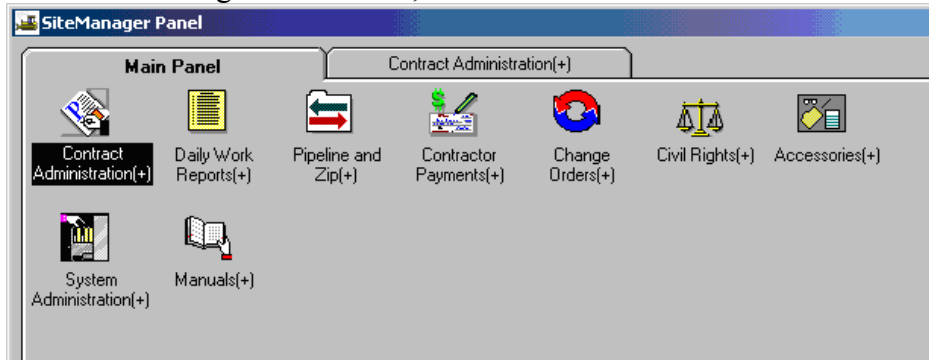
The user can run an Item Quantity report to find out which Contract Items have approved final quantities and which Items do not. If the Contractor must agree on the final quantities, the report can be sent to the Contractor.

The Item Quantity Report lists all Contract Item quantities that are found in the database based on user-selected criteria. This report can be generated on all Contract Items (i.e., Original, Change Order, Current, Installed, Paid, Final). The Items are grouped by Item Code and Project Number. An Item cost summary is displayed for each group.

1. Log on to SiteManager. At the Available Groups window, select an appropriate Group ID and click OK.



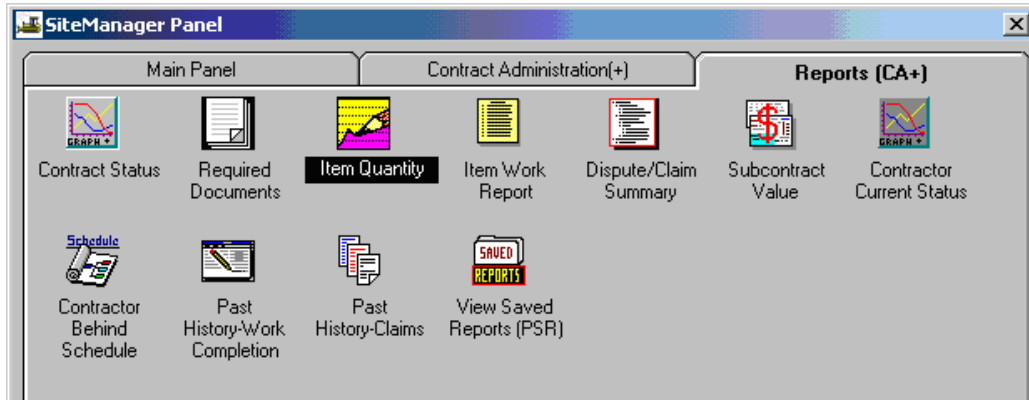
2. At the SiteManager Main Panel, double-click on **Contract Administration**.



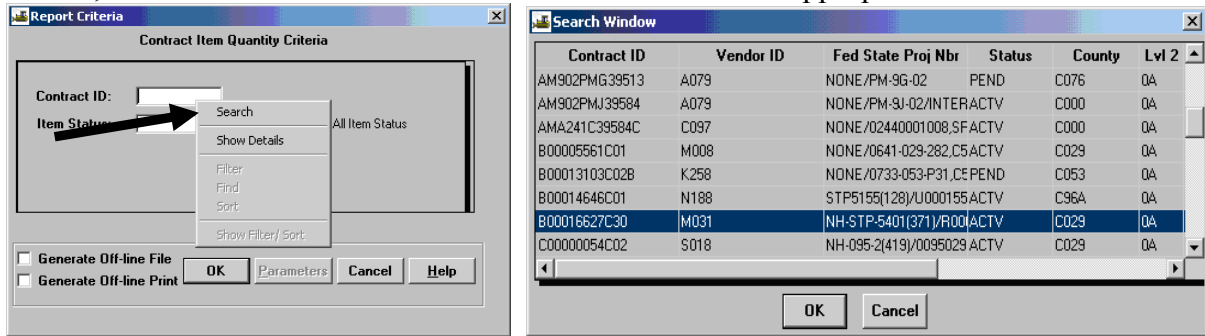
3. The Contract Administration panel opens. Double-click on **Reports**.



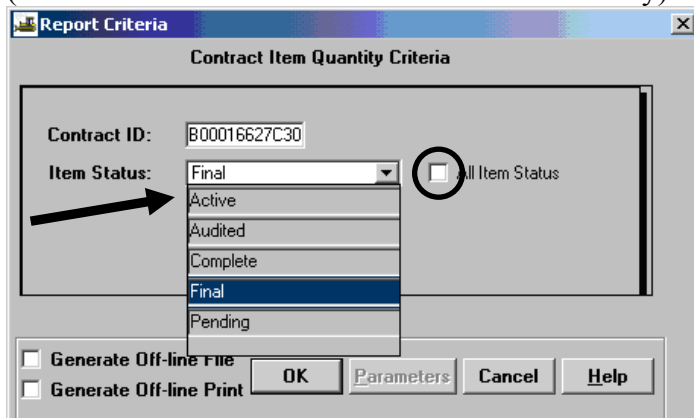
4. The Reports panel opens. Double-click on **Item Quantity**.



- The Report Criteria window is displayed. Right-click on **Contract ID** field and then click on Search, to search for the contract. Then double-click on the appropriate contract to select it.



- Click on the drop-down arrow in the Item Status field and select the appropriate **Item Status** (Click the 'All Item Status' check-box if necessary) and click OK.



7. In the menu options, click on **File** and then click on **Print** to print the report.

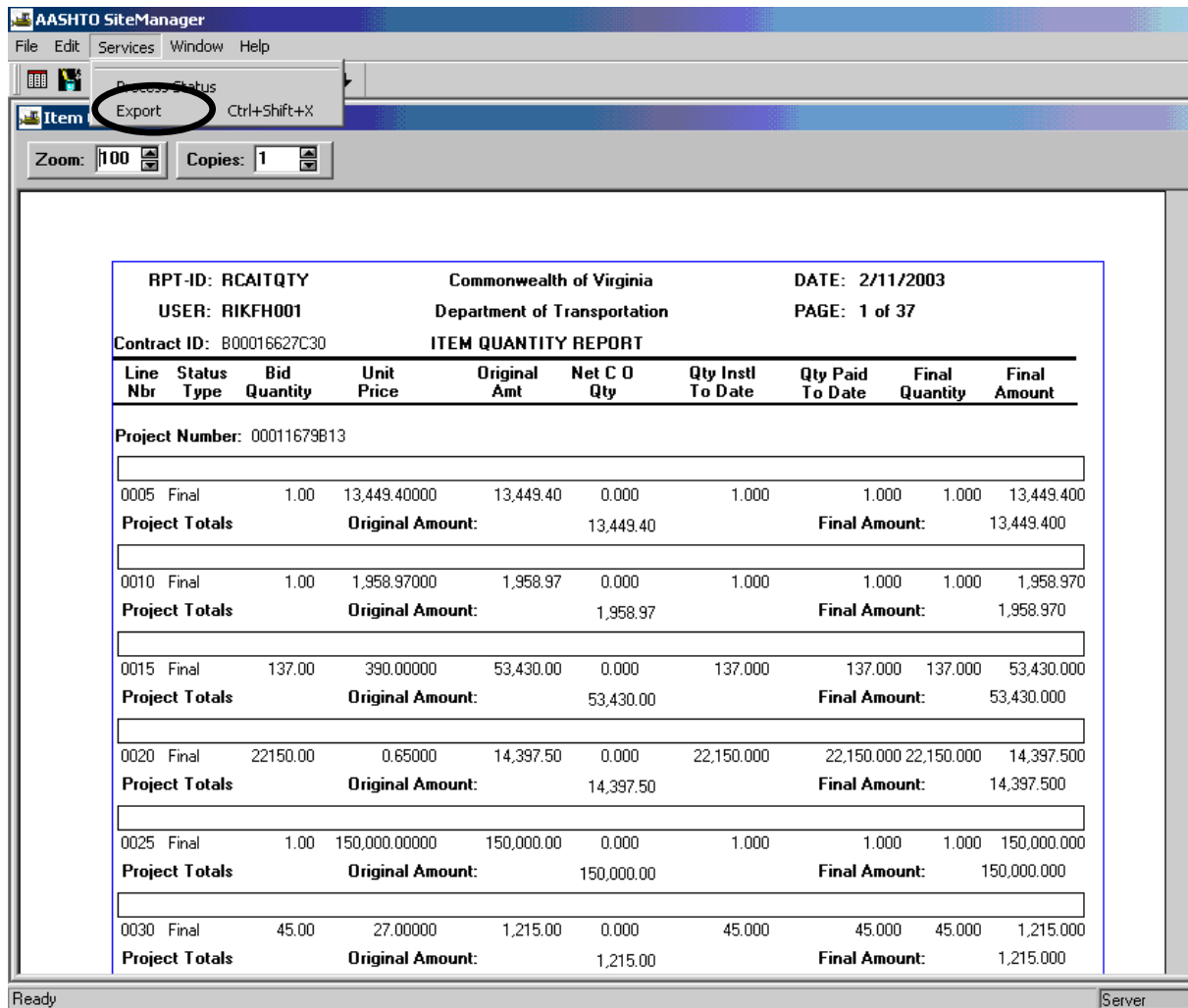
The screenshot shows the AASHTO SiteManager application window. The 'File' menu is open, and the 'Print' option (Ctrl+P) is highlighted with a black arrow. The main window displays the following information:

RCAITQTY Commonwealth of Virginia DATE: 2/11/2003
 USER: RIKFH001 Department of Transportation PAGE: 1 of 37
 Contract ID: B00016627C30 ITEM QUANTITY REPORT

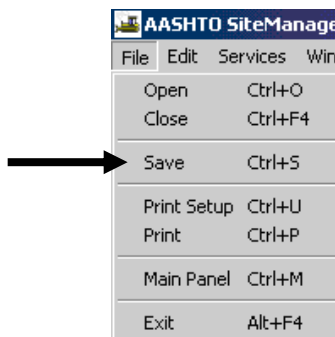
Line Nbr	Status Type	Bid Quantity	Unit Price	Original Amt	Net C O Qty	Qty Instl To Date	Qty Paid To Date	Final Quantity	Final Amount
Project Number: 00011679813									
0005	Final	1.00	13,449.40000	13,449.40	0.000	1.000	1.000	1.000	13,449.400
Project Totals			Original Amount:	13,449.40				Final Amount:	13,449.400
0010	Final	1.00	1,958.97000	1,958.97	0.000	1.000	1.000	1.000	1,958.970
Project Totals			Original Amount:	1,958.97				Final Amount:	1,958.970
0015	Final	137.00	390.00000	53,430.00	0.000	137.000	137.000	137.000	53,430.000
Project Totals			Original Amount:	53,430.00				Final Amount:	53,430.000
0020	Final	22150.00	0.65000	14,397.50	0.000	22,150.000	22,150.000	22,150.000	14,397.500
Project Totals			Original Amount:	14,397.50				Final Amount:	14,397.500
0025	Final	1.00	150,000.00000	150,000.00	0.000	1.000	1.000	1.000	150,000.000
Project Totals			Original Amount:	150,000.00				Final Amount:	150,000.000
0030	Final	45.00	27.00000	1,215.00	0.000	45.000	45.000	45.000	1,215.000
Project Totals			Original Amount:	1,215.00				Final Amount:	1,215.000

Prints active record(s) Server

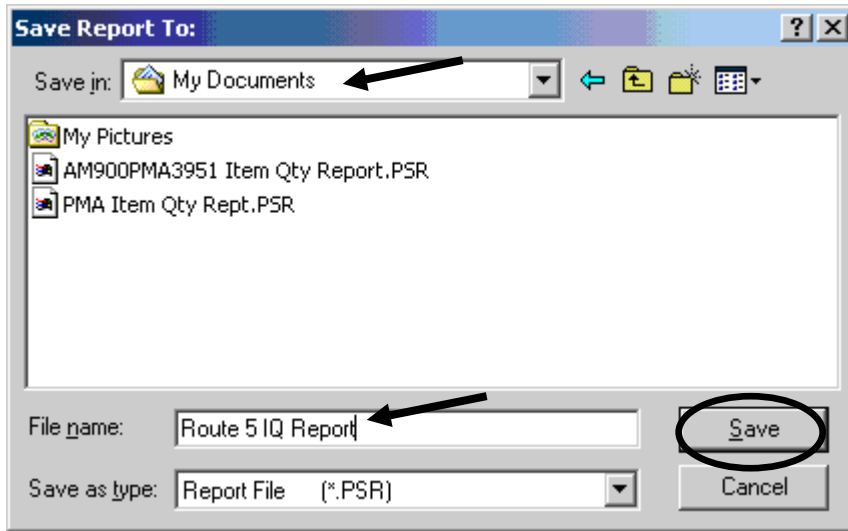
8. You can click on **Services | Export** in the menu options to export the report.



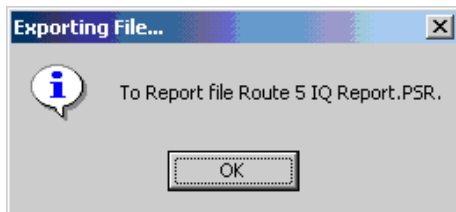
9. To save a report, click on **File | Save** in the menu options.



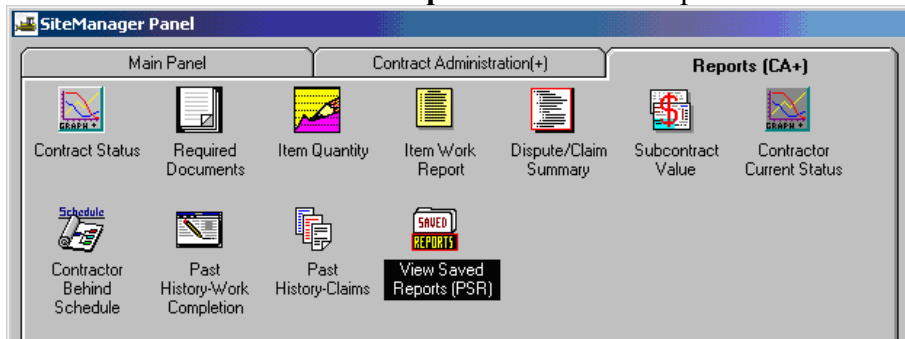
10. The 'Save Report To:' window appears.
 - Choose the folder you in which you want to save the file.
 - Enter a file name for the report.
 - Click on Save.



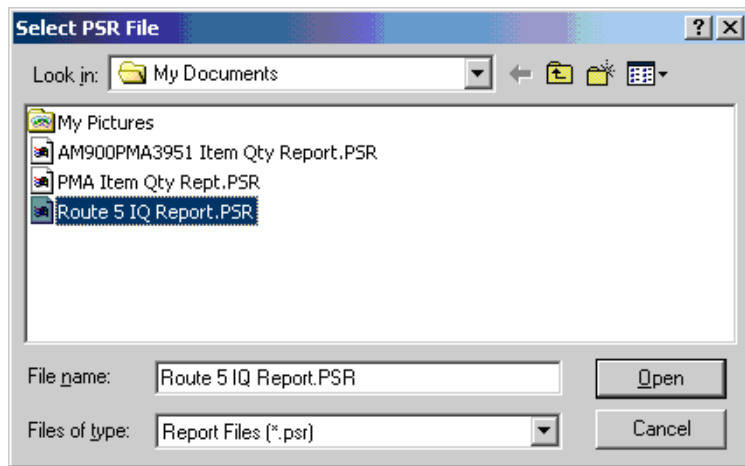
11. A message box appears saying that it is exporting the file. Click OK. The Exporting File message box closes.



12. Next, click on 'X' to close the report, and return to the Reports panel. Double-click on **View Saved Reports** to view the reports.



13. In the appropriate directory, click on the .PSR report you want to see and click OK. You should see the report. **Tip: Only users with SiteManager can view these PSR reports.**



14. Double-click on the report you wish to select (or, single-click and click Open).

B.12.b. Final Summary Report

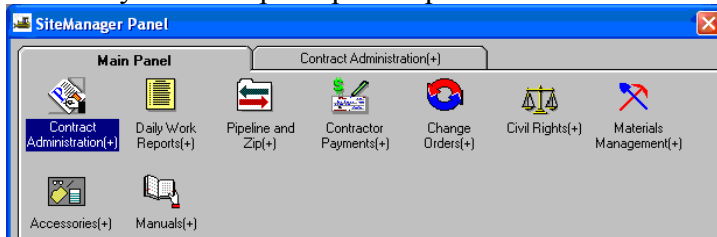
This process report will print a listing of all the items on a contract and each day the item was placed on a Daily Work Report. The example uses the Project Manager ID but the report is available for several user groups.

FINAL SUMMARY

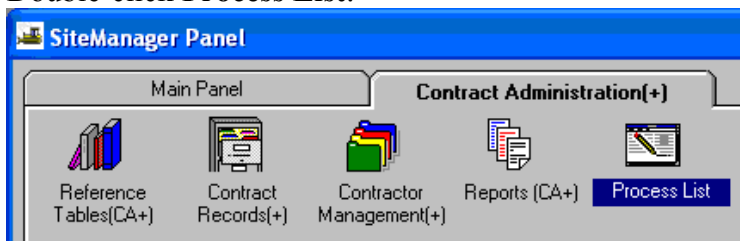
1. Log on to SiteManager. At the Available Groups window, select the Project Manager Group ID and click OK.



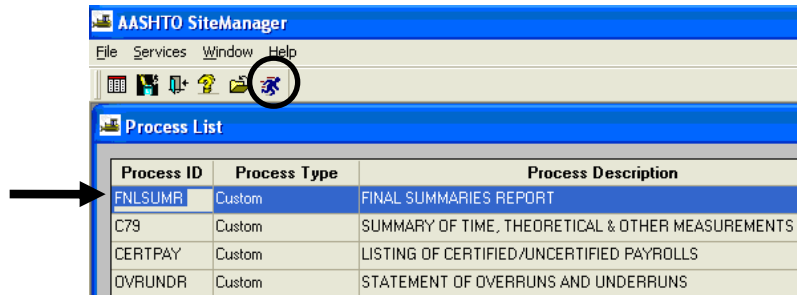
2. The Daily Work Reports panel opens. Double-click **Contract Administration**.



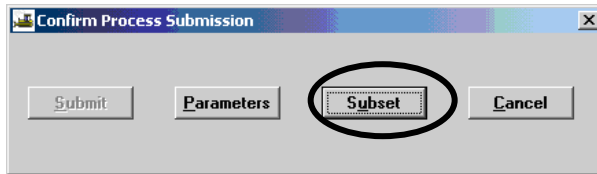
3. Double-click **Process List**.



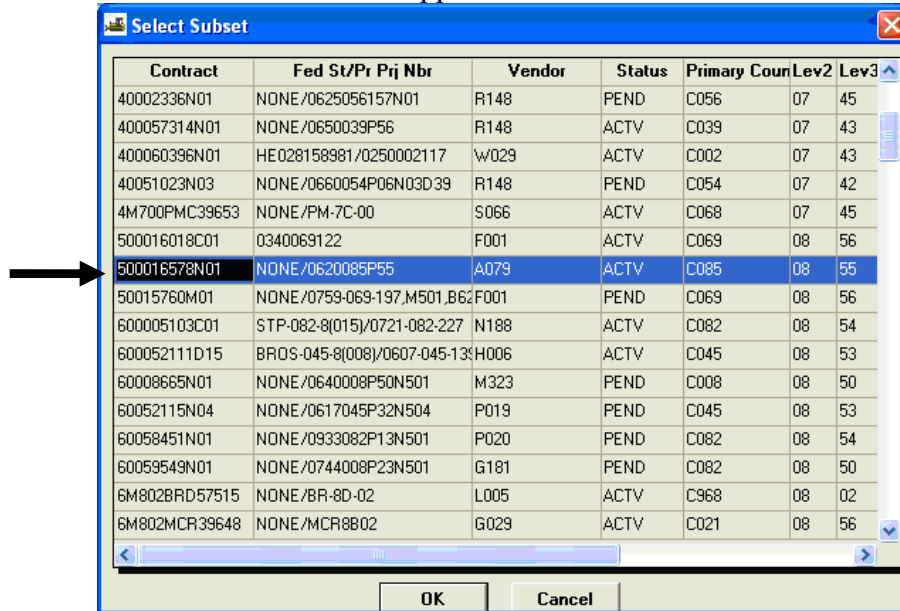
4. Click on **FNLSUMR** in the **Process ID** column. Click the Run  button.



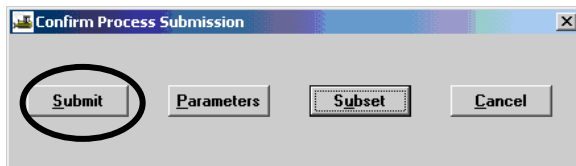
5. Click on the **Subset** button.



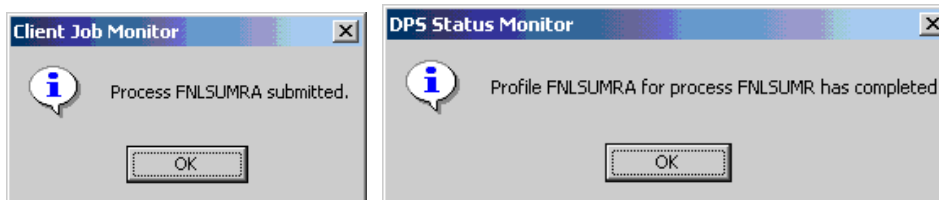
6. The Select Subset window appears. Click on the contract/last estimate number and click on OK.



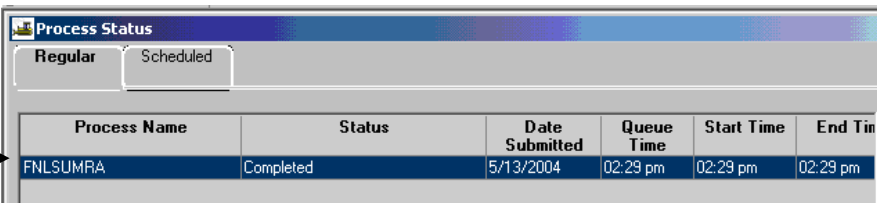
7. Click on the **Submit** button.



8. A message box appears indicating the FNLSUMR process was submitted. Click on OK. A DPS Status Monitor box appears indicating the process has completed. Click on OK.

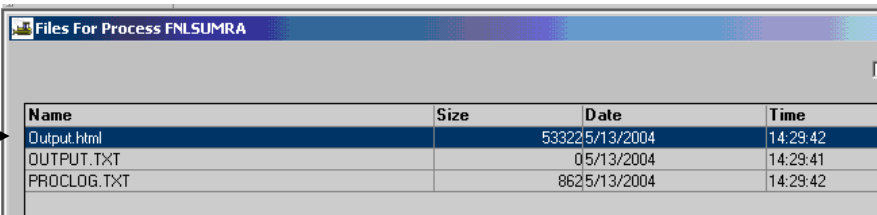


9. Click on **Services | Process Status**. Double-click on the **FNLSUMR** process. Note: There will be a suffix on the end—A, B, C, etc. If rerun for any reason, the last letter will change. Look for the last date/time that corresponds to when you ran the job.



Process Name	Status	Date Submitted	Queue Time	Start Time	End Time
FNLSUMRA	Completed	5/13/2004	02:29 pm	02:29 pm	02:29 pm

Then double-click on **output.html** file. Print the report.



Name	Size	Date	Time
Output.html	53322	5/13/2004	14:29:42
OUTPUT.TXT		05/13/2004	14:29:41
PROCL0G.TXT	862	5/13/2004	14:29:42

Final Summaries Report

RPT ID: FNL SUMR		COMMONWEALTH OF VIRGINIA		DATE: 02/15/2005		
		DEPARTMENT OF TRANSPORTATION				
		FINAL SUMMARIES REPORT				
CONTRACT ID: 500016578N01						
PCN	CN	DESCRIPTION SUPP. DESCRIPTION	ITEM	ITMNR	BID QTY UNIT	UNIT PRICE
00011230E50	0005	MOBILIZATION	00100	0005	1.00 LS	8,464.06
		DATE			LOCATION	
		08/04/1998			PROJ	
		08/04/1998			site	
		08/05/1998			site	
		08/26/1998			PROJECT	
		01/08/2004			Richmond	
		TOTAL PAID:				
						2.000
00011230E50	0005	CONSTRUCTION SURVEYING	00101	0010	1.00 LS	3,000.00
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				1.000
00011230E50	0005	ASPHALT CONCRETE	10583	0015	32.00 TON	100.00
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				32.000
00011230E50	0005	COFFERDAMS	27510	0020	4.00 EA	500.00
		DATE			LOCATION	
		08/04/1998			PROJ	
		08/26/1998			BRIDGE PIER	
		TOTAL PAID:				4.000
00011230E50	0005	PRESTR. CONC. BOX BEAM	61679	0025	14.00 EA	8,672.40
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				14.000
00011230E50	0005	RAILING, KANSAS CORRAL	62015	0030	257.00 LF	75.00
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				257.000
00011230E50	0005	PREFORMED ELASTOMERIC	62503	0035	32.00 LF	30.00
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				32.000
00011230E50	0005	STRUCTURE	64011	0040	429.00 CY	21.50
		DATE			LOCATION	
		08/04/1998			PROJ	
		TOTAL PAID:				429.000
00011230E50	0005	POROUS BACKFILL	64030	0045	26.00 CY	25.00
		DATE			LOCATION	
		11/04/2001			proj	
						26.000

C. Estimate Approval

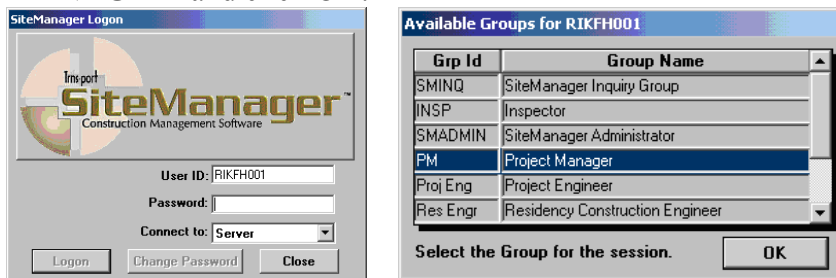
Currently, user defined adjustments appear under other adjustments combined. A voucher remark on the estimate summary screen will allow a comment to be added on the front of the estimate. Note: Remarks can only be entered before the estimate is fully approved. Refer to Section 5 for instructions on how to enter remarks.

The Estimate Approval panel allows the authorized reviewers to approve all Estimate types – Progress, Final, or Supplemental. The approval process is conducted by a chain of approvals established during Contract setup. Each approval level corresponds to a user group within SiteManager.

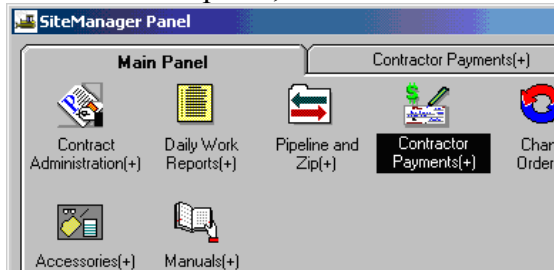
The Estimate is approved starting with the first level, the Project Manager (PM), and completed with the last reviewer who indicates that the Estimate is ready for payment.

C.1. Project Manager

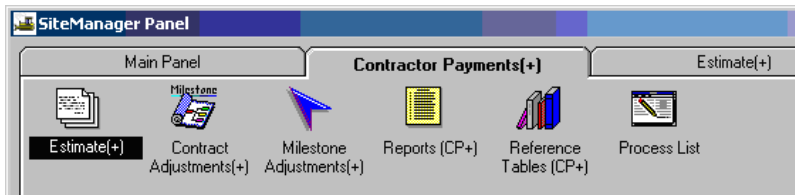
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



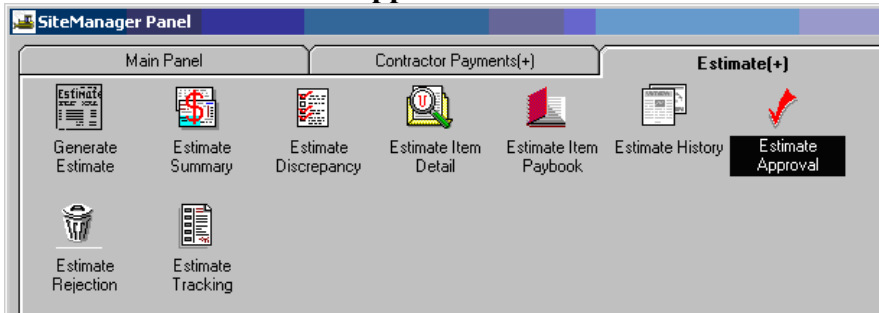
2. From the main panel, double-click on **Contractor Payments**.



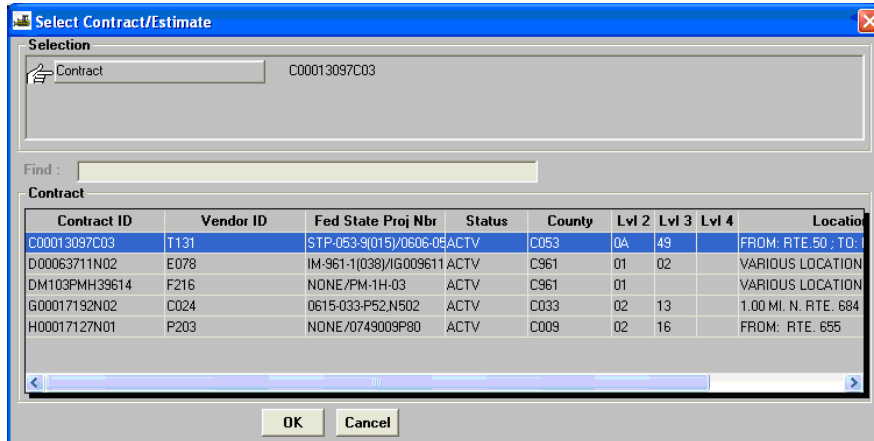
3. Double-click on the **Estimate** icon.



4. Double-click on **Estimate Approval** icon.

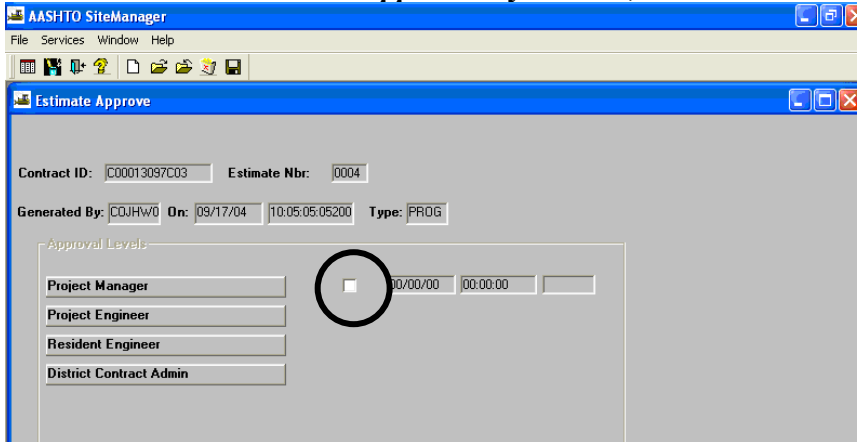


5. Double-click on the Contract ID.

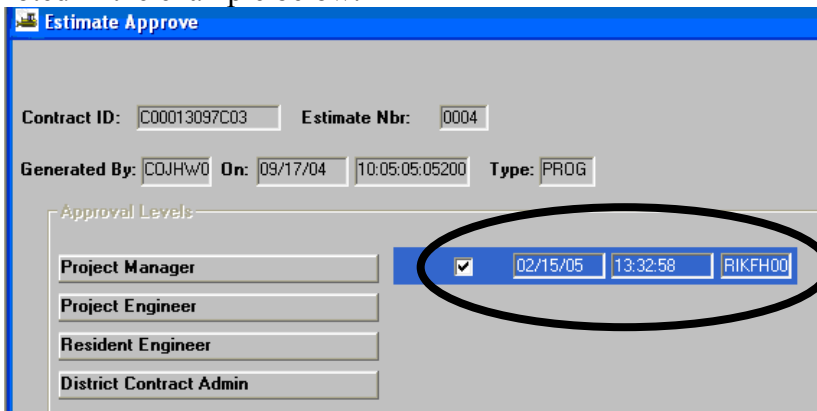


6. You should be at the Estimate Approve window. Check the box to the right of **Project Manager**.

Note: Once an Estimate is approved by the PM, no additional remarks can be entered.



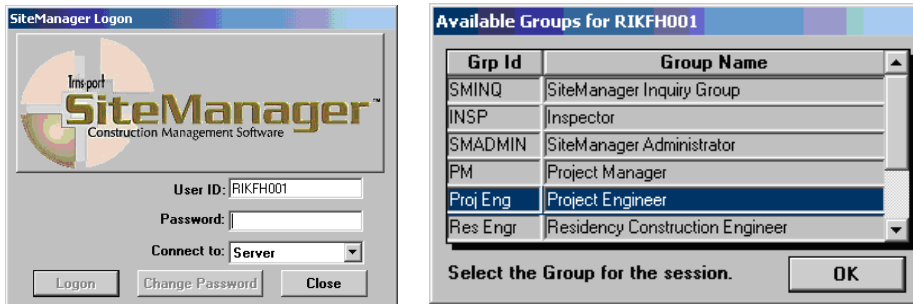
Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on Save and exit. After checking the box to the right of Project Manager to approve the estimate and saving, the approval date and time will automatically populate as noted in the example below.



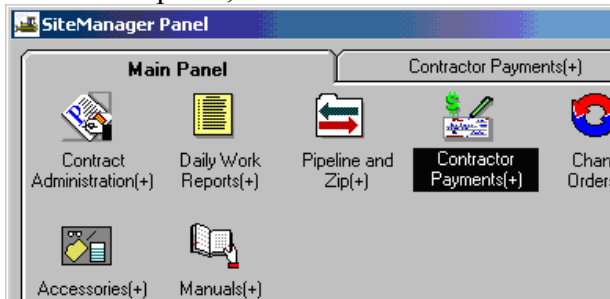
7. An email is sent to the Project Engineer within the SM email system. Click on OK and exit. Click the “X” to close.
8. Sent Outlook email to Project Engineer letting him know that the estimate is ready for his approval.

C.2. Project Engineer

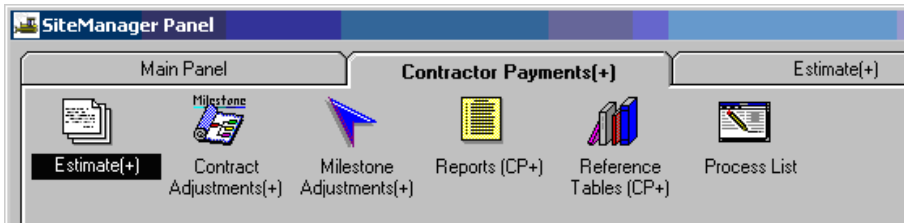
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT ENGINEER” and click OK.



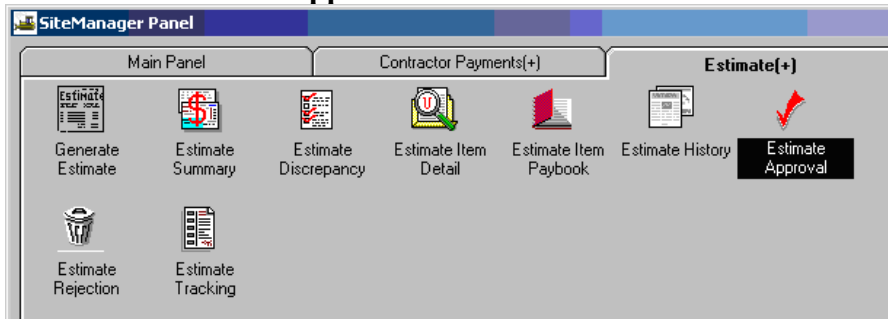
2. At the main panel, double-click on **Contractor Payments**.



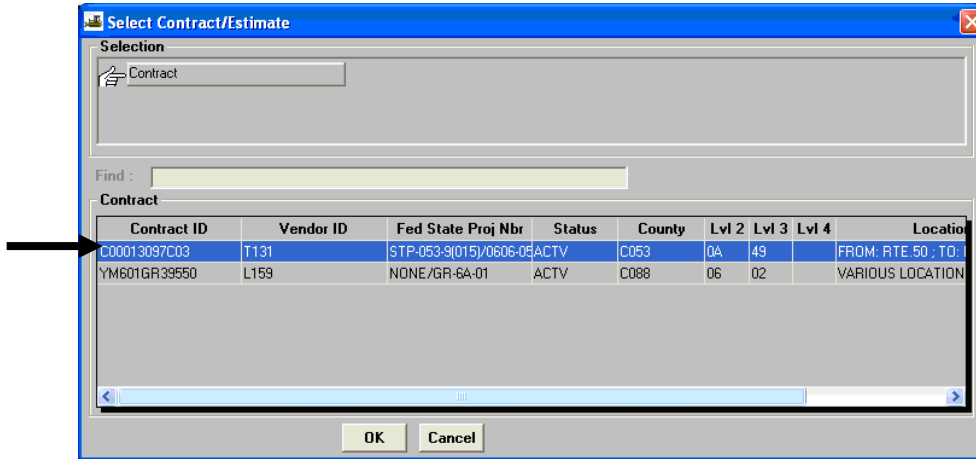
3. Double-click on the **Estimate** icon.



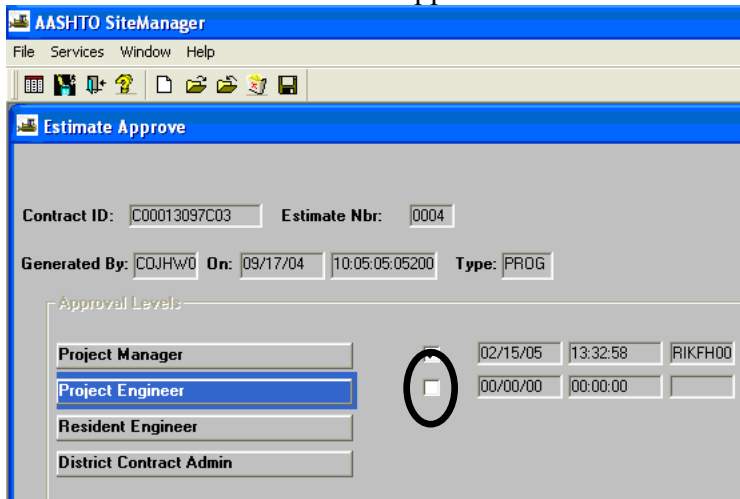
4. Double-click on **Estimate Approval** icon.



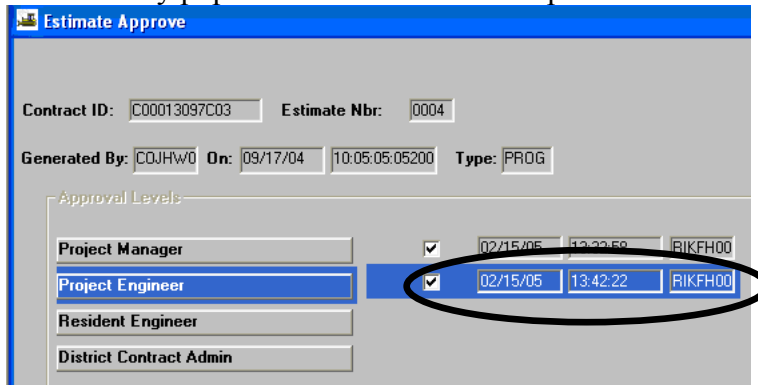
5. Double-click on the Contract ID:



- You should be at the Estimate Approve window. Check the box to the right of **Project Engineer**.



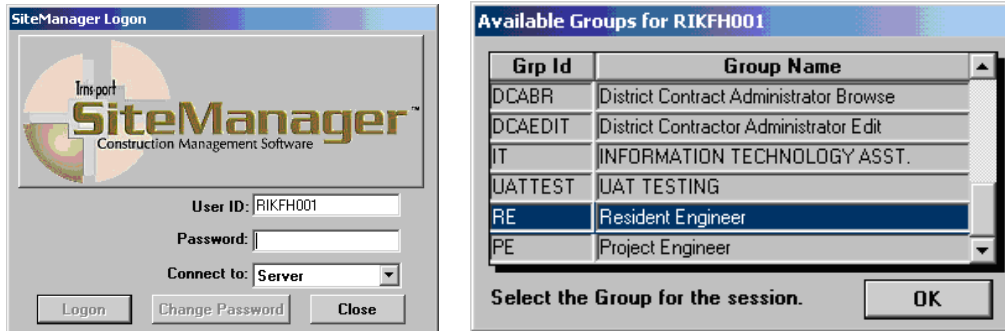
Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on **Save** and close the window. After checking the box to the right of Project Manager to approve the estimate and saving, the approval date and time will automatically populate as seen in the example below.



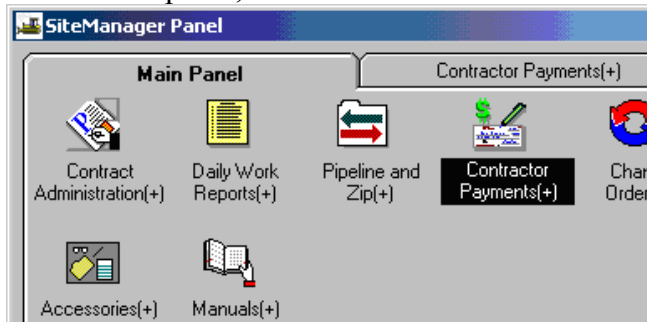
- An email is sent to the Responsible Engineer within the SM email system. Click on OK and exit. Click the “X” to close.
- Sent Outlook email to Responsible Engineer letting him know that the estimate is ready for his approval.

C.3. Responsible Engineer

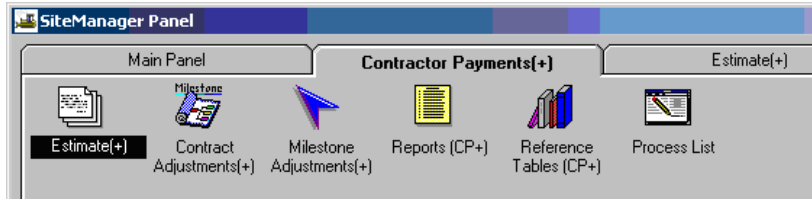
1. Log in to SiteManager. At the Available Groups window, select Group ID “RESIDENT ENGINEER” and click OK.



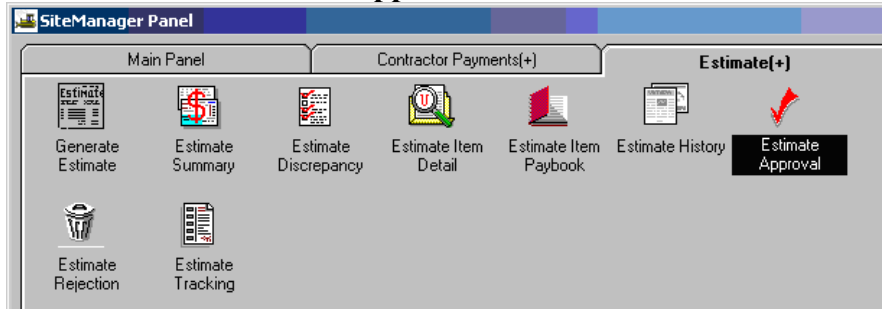
2. At the main panel, double-click on **Contractor Payments**.



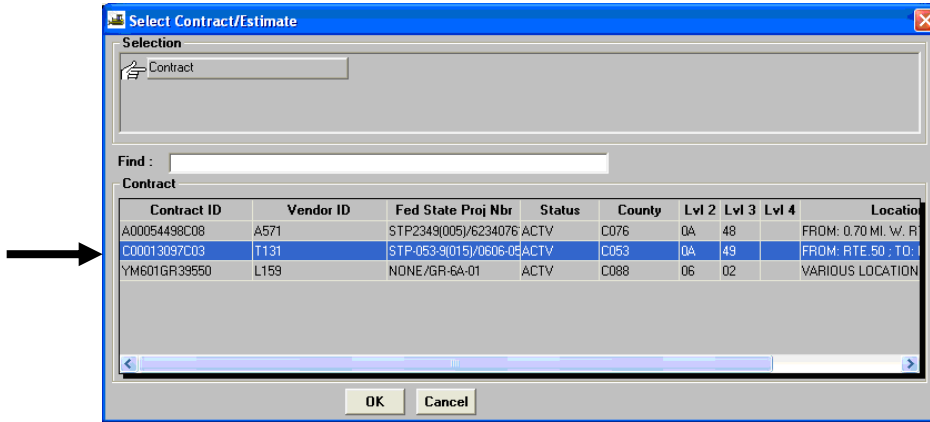
3. Double-click on the **Estimate** icon.



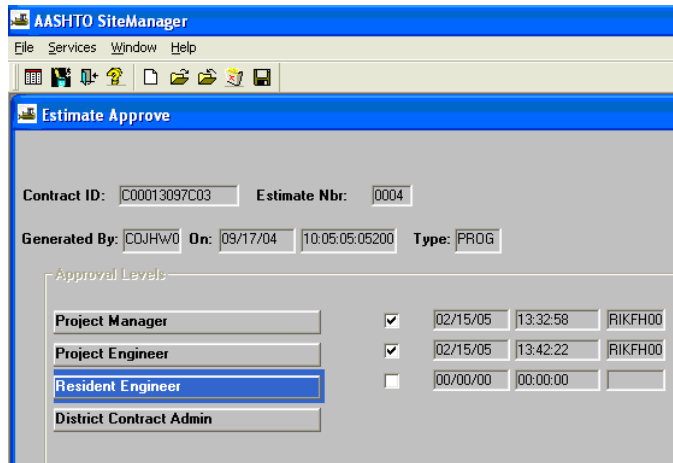
4. Double-click on **Estimate Approval** icon.



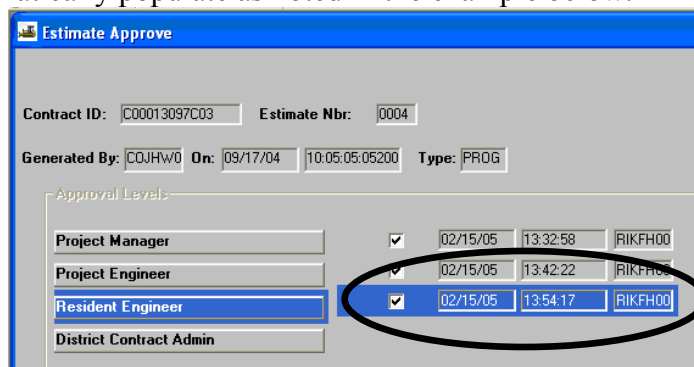
- Double-click on the Contract ID.



- You should be at the Estimate Approve window. Check the box to the right of **Responsible Engineer**. SiteManager lists the date, time, and user ID of the estimate approval. Click the Save icon.



- Note: If there are unresolved discrepancies on the estimate, a box will appear that you have to select Yes to Continue or select No. Click on **Save** and close the window. After checking the box to the right of Project Manager to approve the estimate and saving, the approval date and time will automatically populate as noted in the example below.



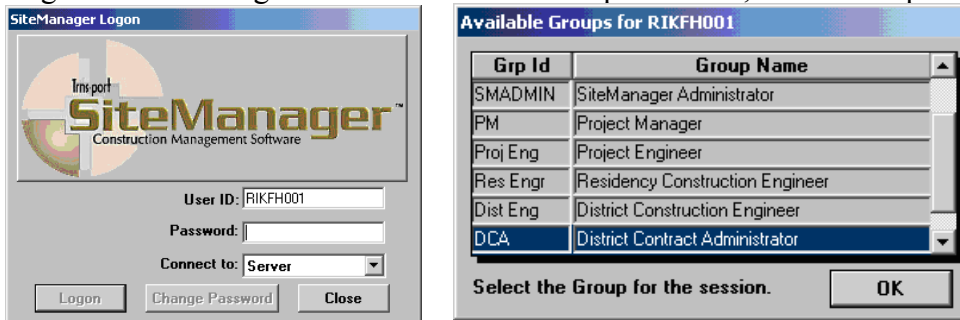
- 8. An email is sent to the District Contract Administrator within the SM email system. Click on OK and exit. Click the “X” to close.



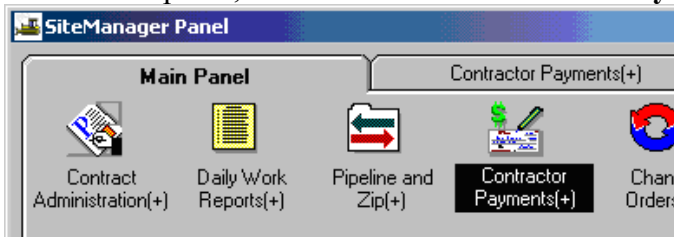
- 9. Sent Outlook email to District Contract Administrator letting him know that the estimate is ready for his approval.

C.4. District Contract Administrator

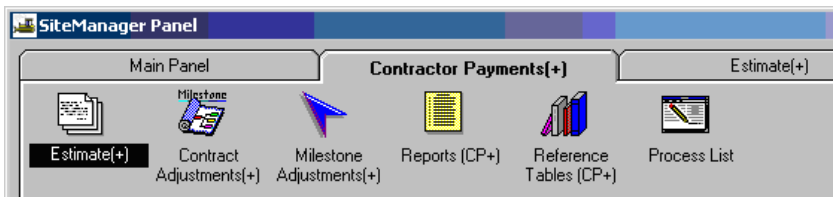
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



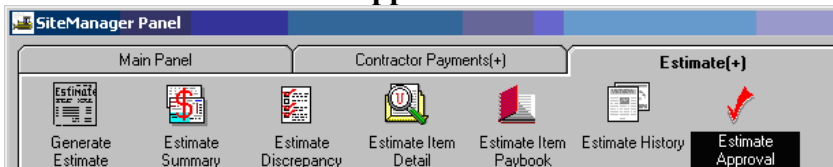
2. At the main panel, double-click on **Contractor Payments**.



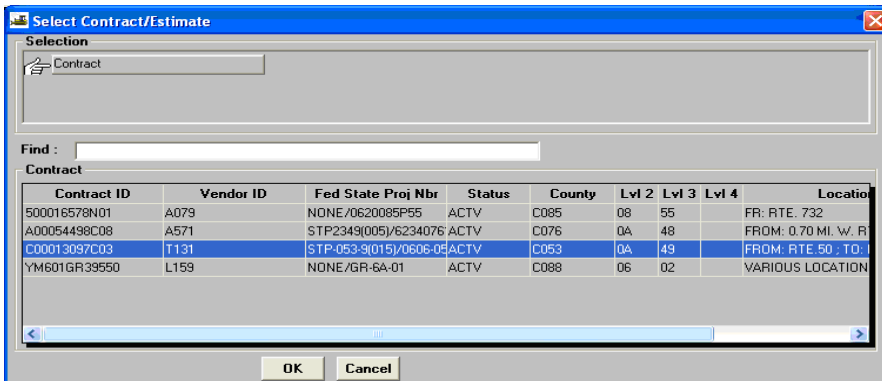
3. Double-click on the **Estimate** icon.



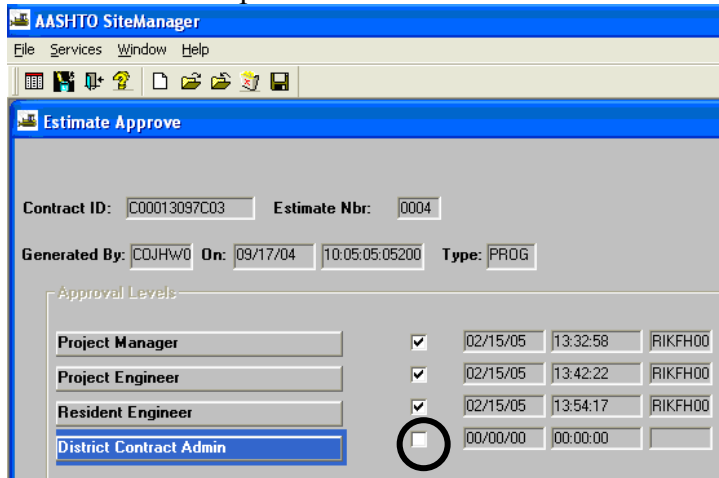
4. Double-click on **Estimate Approval** icon.



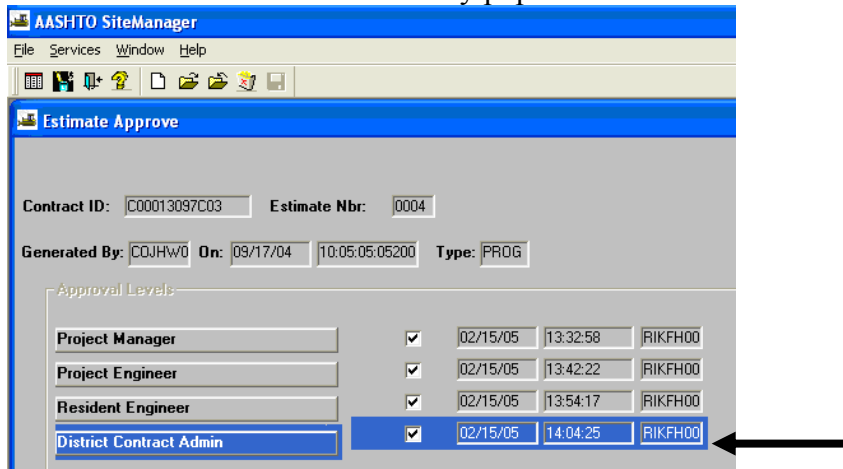
5. Double-click on the Contract ID.



6. You should be at the Estimate Approve window. There would be a checkbox to the right of **District Contract Admin**. Click in the appropriate checkbox to approve the estimate.
 Note: After a DCA approves an Estimate, the Estimate cannot be retrieved for corrections and it cannot be deleted. If corrections are needed before DCA approval, estimate must be rejected and deleted and the PM/Inspector must do the corrections and reinitiate the approval process.



If you are ready to approve the Estimate, click the approval checkbox, click on Save and exit. After checking the box to the right of District Contract Admin. to approve the estimate and saving, the approval date and time will automatically populate.



7. Click on OK and exit. Click the “X” to close.

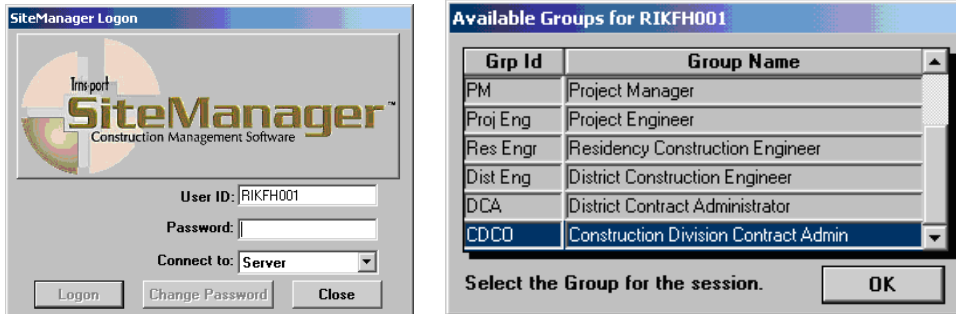
A message box says: Profile CCPESTAP for process CCPESTAP has completed. Click on OK. Click on “X” to exit.

IMPORTANT NOTE:

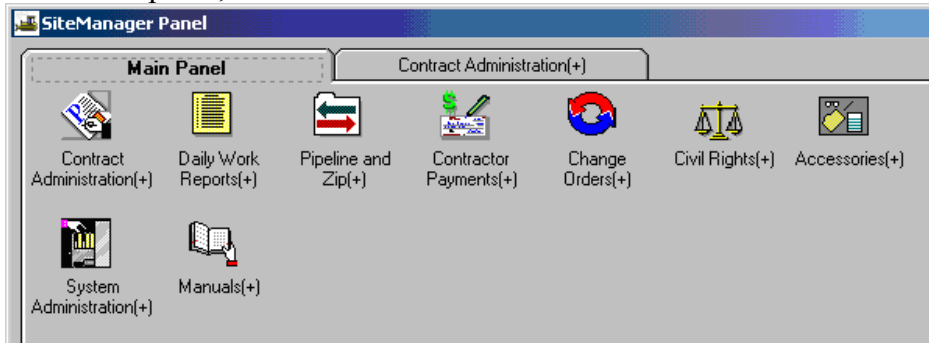
If this is a 0.00 estimate, which means that the total payment to the contractor is 0.00 and there are no charge lines at all, then this estimate will not automatically load into FMSII. Send an email to Fiscal Division to Accounts Payable and ask them to manually load this estimate into FMSII. Since it is a Semi-final, it is important that it get posted in FMSII because the SF notation triggers FMSII processes.

C.5. Contract Authority as CDCO/DCA

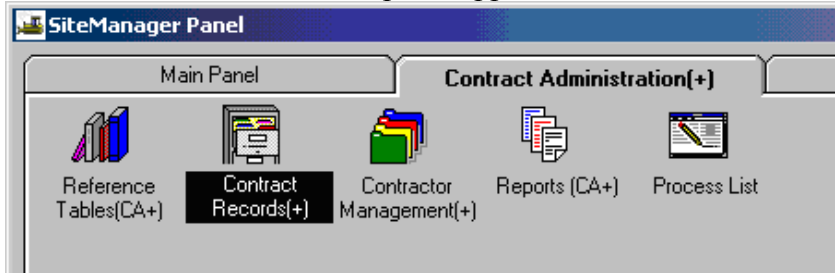
1. Log in to SiteManager. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



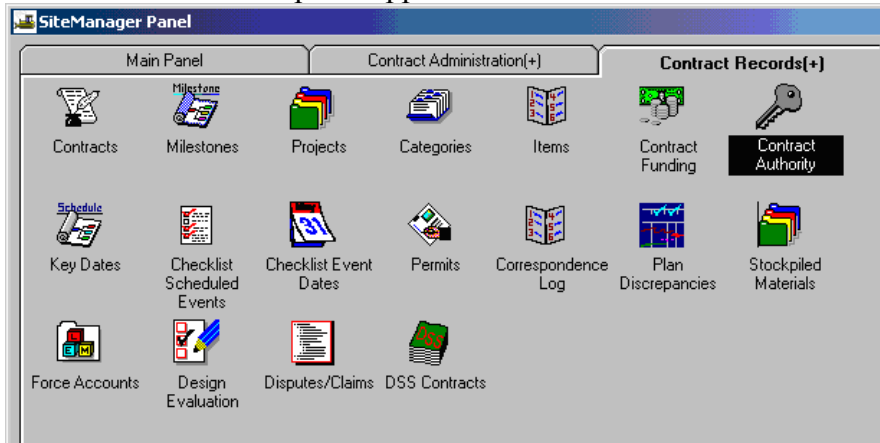
2. At the main panel, double-click on **Contract Administration**.



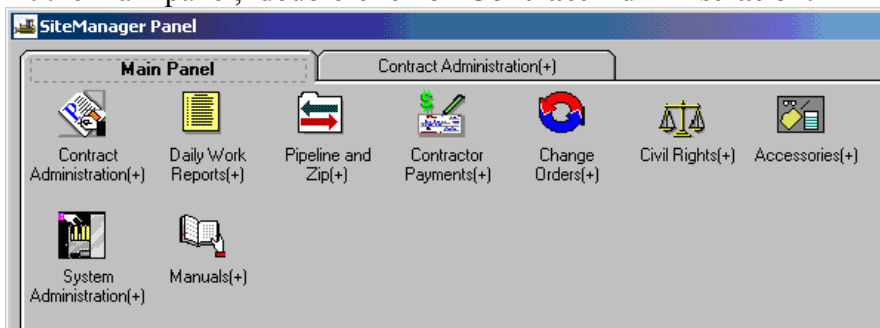
3. The Contract Administration panel appears. Double-click on **Contract Records**.



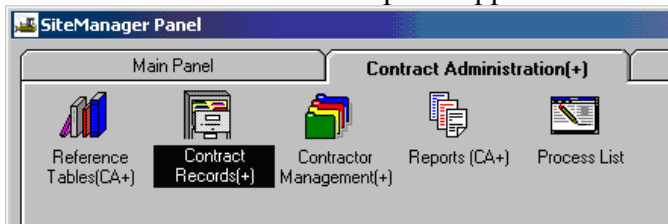
- The Contract Records panel appears. Double-click on **Contract Authority**.



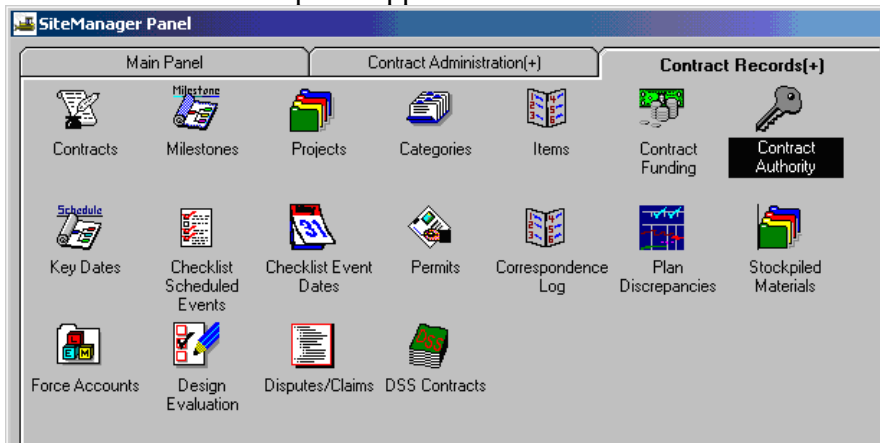
At the main panel, double-click on **Contract Administration**.



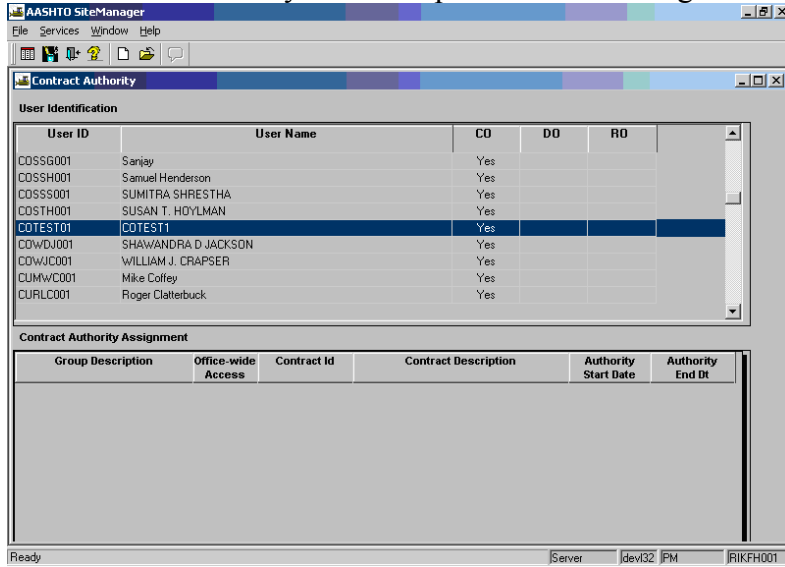
- The Contract Administration panel appears. Double-click on **Contract Records**.



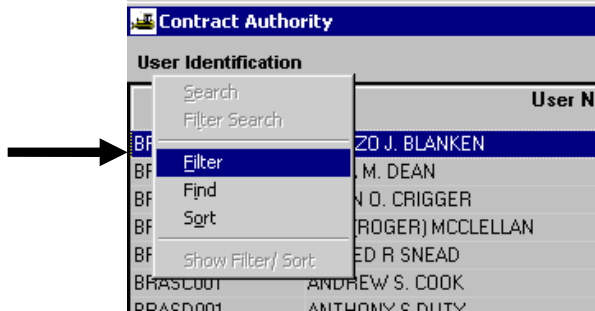
- The Contract Records panel appears. Double-click on **Contract Authority**.



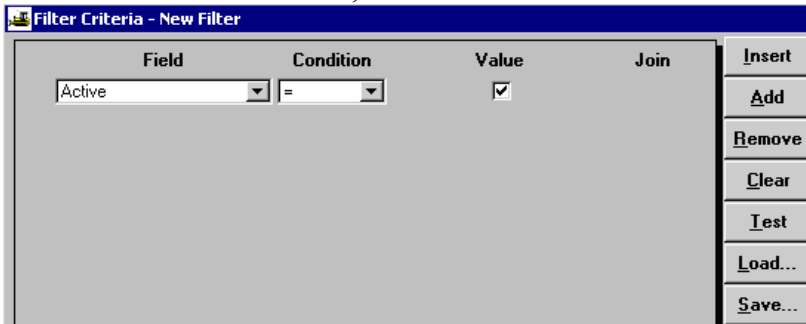
7. The Contract Authority window opens. Scroll through the User ID/User Names.



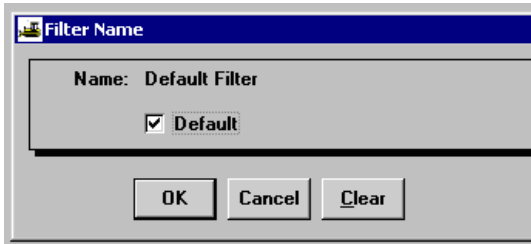
8. To filter the display list to only include active users, right click on user id list. Click on Filter.



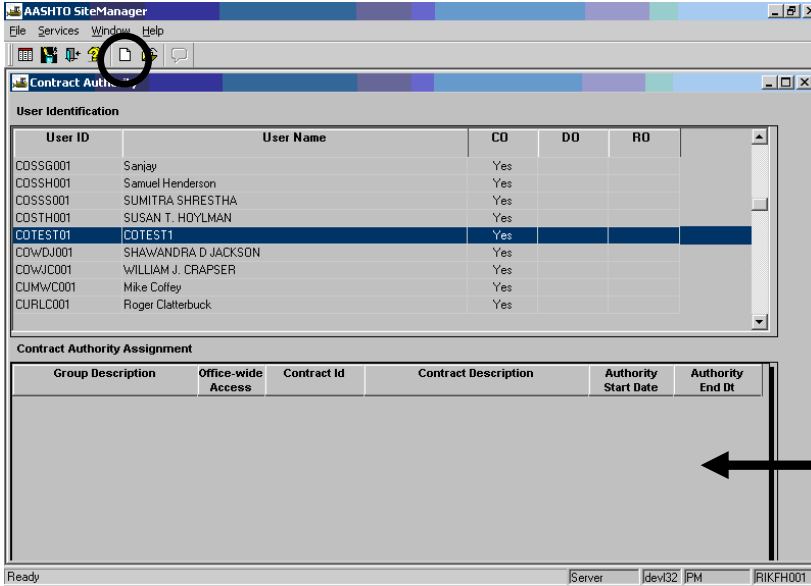
9. Choose Active for the field, = for the condition and click on value checkbox. Click Save.



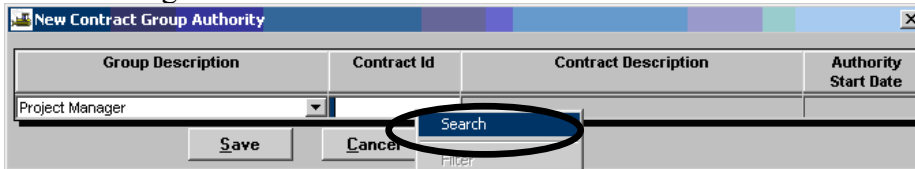
10. Click on Default checkbox. Click OK.



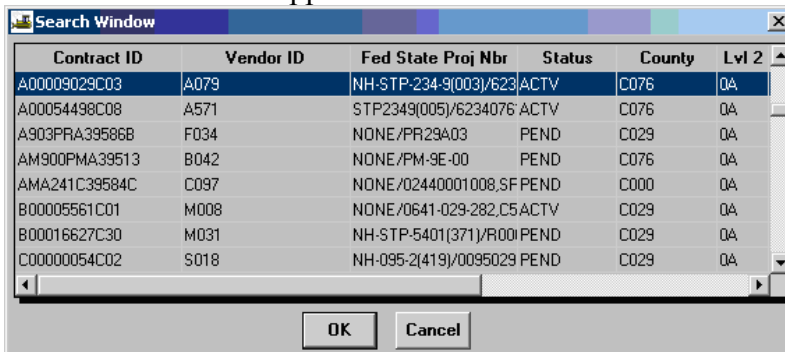
11. Scroll down and find the user and click the user to select. Then, click in the bottom data window and click the New icon in the tool bar.



12. The next task is to apply the new contract group authority for this person to the appropriate contract. Right-click in the **Contract Id** field and click Search.



13. The Search Window appears. Double-click on the contract to select it.



14. The contract information is populated. Click **Save**. The Authority Start Date will be automatically populated after the user clicks Save.

Group Description	Contract Id	Contract Description	Authority Start Date
Project Manager	A00009029C03	MANASSAS	

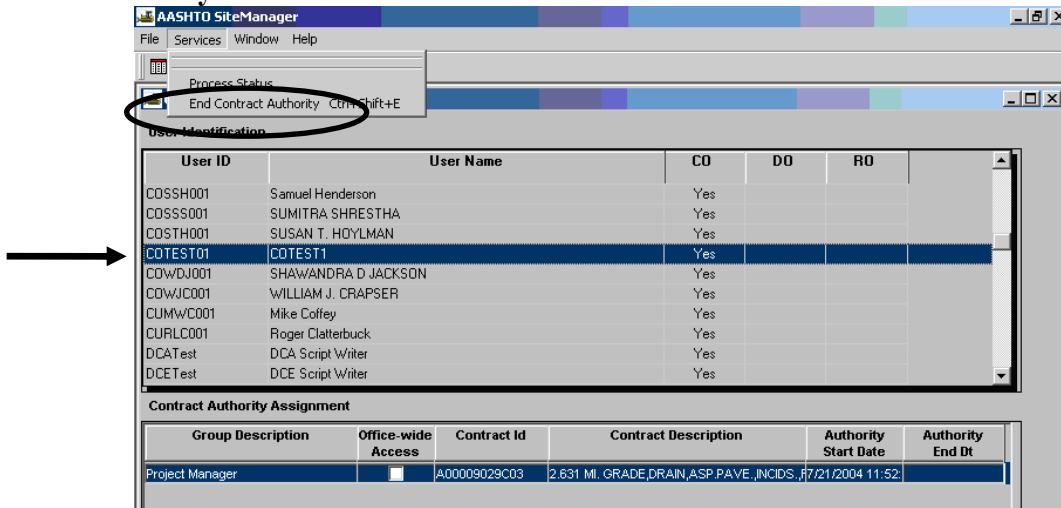
15. Example. A CDCO logged on to SiteManager and granted User COTEST1 PM access to Contract Id A00009029C03. Note that SiteManager automatically populated the Authority Start Date.

User ID	User Name	CO	DO	RO
COSG001	Sanjay	Yes		
COSSH001	Samuel Henderson	Yes		
COSSS001	SUMITRA SHRESTHA	Yes		
COSTH001	SUSAN T. HOYLMAN	Yes		
COTEST01	COTEST1	Yes		
COWDJ001	SHAWANDRA D JACKSON	Yes		
CDWJC001	WILLIAM J. CRAPSER	Yes		
CUMWC001	Mike Coffey	Yes		
CURLC001	Roger Clatterbuck	Yes		

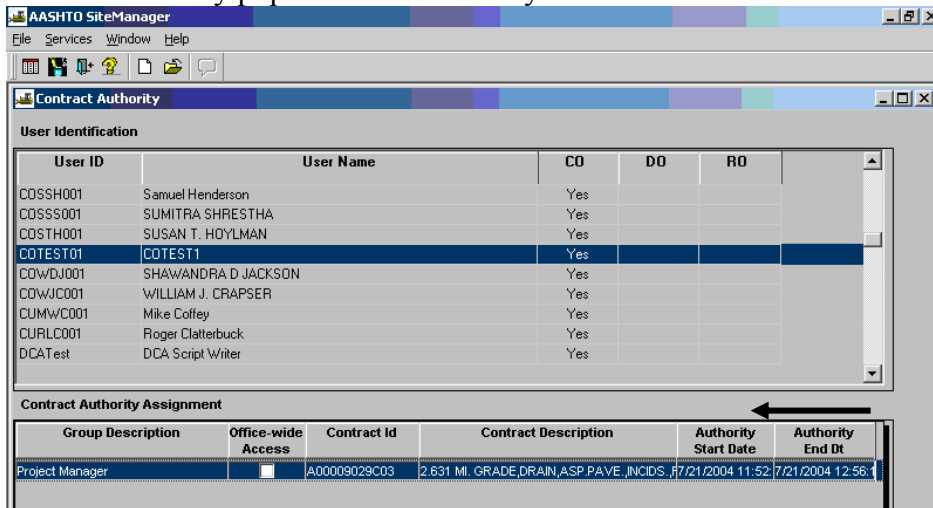
Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
Project Manager	<input checked="" type="checkbox"/>	A00009029C03	2.631 MI. GRADE, DRAIN, ASP PAVE., INCIDS.	7/7/21/2004 11:52	

16. When completed, click **Close**. See next step for directions on how to remove contract authority. If it is necessary to remove contract authority, the PM, PE, or DCA can do so by following Steps 1 through 4 listed above and continuing with the following steps. Double-click **Contract Authority**.

- To delete contract authority, click on the User ID/Name in the top panel. Click the Group Description you wish to delete in the bottom panel. In the menu, click **Services | End Contract Authority**.



- SiteManager ends contract authority for the User ID and Group Descriptions selected. The system automatically populates the Authority End Date as noted in the example.



- Click **Close** when finished.

<u>Section Seven - Finals</u>	<u>Pages</u>
A. Finals Overview	2
B. Final Estimate	
1. CDCO Changes Estimate Approval Levels	3-5
2. Finals Reviewer as Inspector	5
3. District Contract Administrator as Project Manager.....	6-7
4. District Contract Administrator as DCA.....	8
5. Scheduling & Contract Div. Contract Administrator as CDCO	8
C. Item Quantity Report.....	9-14
D. Final Summary Report	15-17
E. Item Work Report	18-20

A. FINALS OVERVIEW

1. **Finals Reviewer** (logs on as Inspector)
 - a. Reviews Documents
 - b. Enters Daily Work Report
 - c. Enters Pay Quantities (Work Items)

2. **District Contract Administrator** (logs on as Project Manager)
 - a. Reviews Daily Work Report
 - b. Reviews Work Item Changes
 - c. Adds and Authorizes Diary
 - d. Generates Estimate
 - e. Send to Contractor for Review
 - f. First Level of Estimate approval

3. **District Contract Administrator**
 - a. Logs on as District Contract Administrator
 - b. Second Level of Estimate approval

4. **Central Office Contract Administrator**
 - a. Logs on as Scheduling and Contract Division Contract Administrator, ‘CDCO‘
 - b. Last level of Estimate Approval
 - c. For Zero Final Estimates, (Contact Fiscal Division to load manually)

B. Final Estimate (Progress Final)

B.1. CDCO Changes Estimate Approval Levels Contract Approval Authority

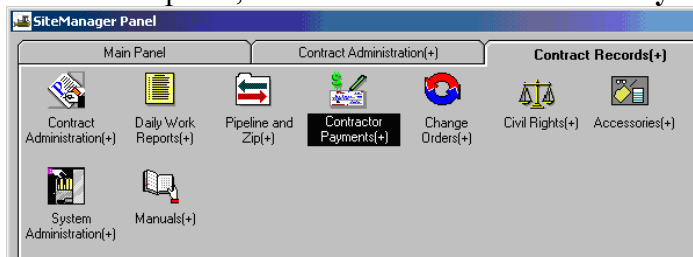
1. Log in to SiteManager



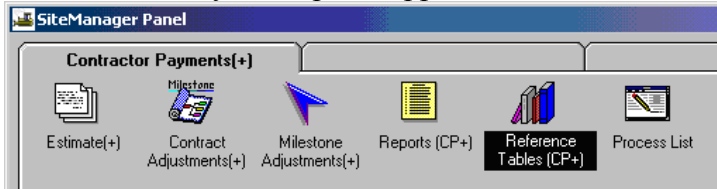
2. At the Available Groups window, select Group ID “CDCO” (Scheduling and Contract Division Contract Admin) and click OK.



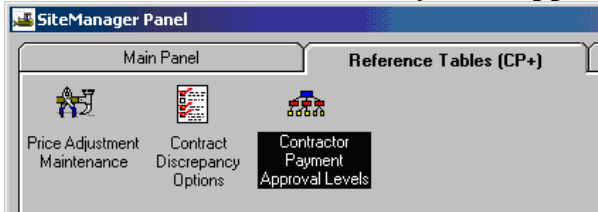
3. At the main panel, double-click on Contractor Payments.




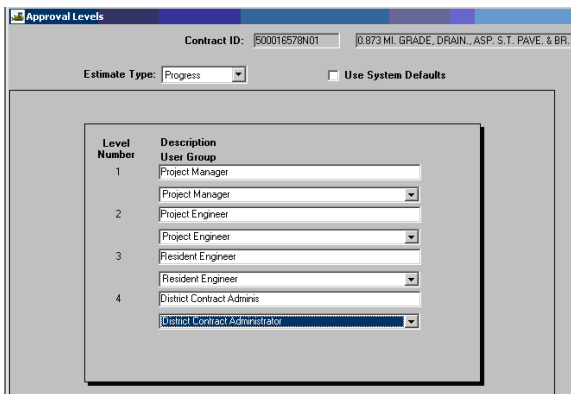
- The Contract Payments panel appears. Double-click on **Reference Tables**.



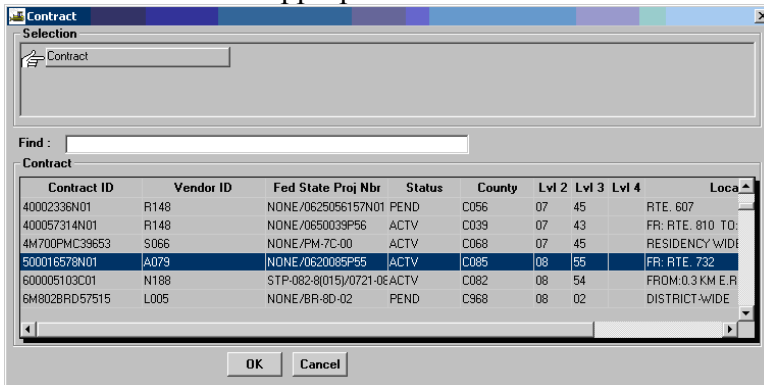
- Double-click on **Contractor Payment Approval Levels**.



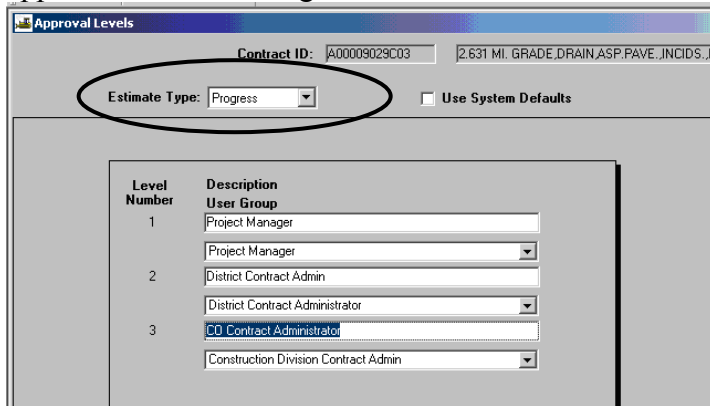
- The Approval Levels window opens with contract information populated within the window. If the contract you need is not listed in the Contract ID box, click on the Open folder icon .



Double-click on the appropriate contract or select contract and click OK.



- Once the appropriate contract is selected, click the drop-down arrow in the **Estimate Type** field. Click on **Progress**. Change to PM, DCA, CDCO levels and delete the extra level (There are three approval levels for Progress Final Estimate).



- Click on the **Save** icon  and exit to the main panel.

B.2. Finals Reviewer as Inspector

Note: Consultant Finals Reviewers can also use this process.

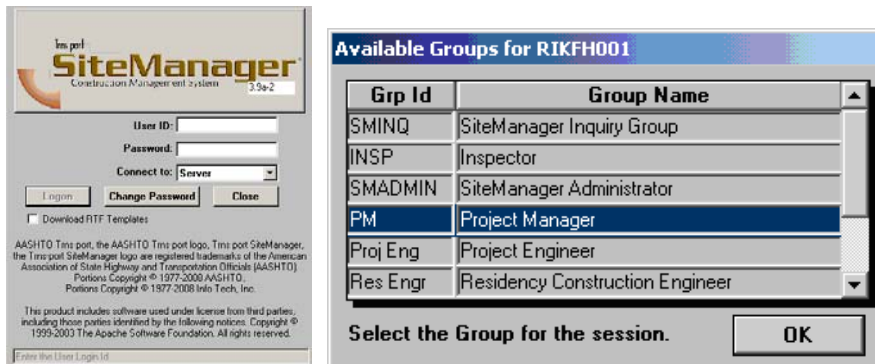
- Finals Reviewer uses their User ID to log in to SiteManager. At the Available Groups window, select Group ID “INSP (INSPECTOR)” and click OK.



- Refer to Section 4 and use ‘Enter DWR’ to add the Daily Work Report. Turn over to the District Contract Administrator’s Office.

B.3. District Contract Administrator as Project Manager

1. The DCA/DCA Finals Coordinator logs in to SiteManager with their User ID. At the Available Groups window, the DCA/DCA Finals Coordinator selects the Group ID, 'PM'.



2. The SiteManager Main Panel opens and the DCA reviews DWR and Work Item changes. Then, the DCA completes the Diaries using 'Create Diary and Authorize DWR' (refer to Section 4 of this training manual for assistance). **Note: When the DCA adds a Diary on a Final the DCA needs to enter a No Charge Day.**
3. Reviewing last estimate, verify that Stockpiled Material is 0. If not, close out Stockpiled Material. Refer to Section 10, for assistance.
4. Close SiteManager. District Contract Administrator logs on to SiteManager as DCA. At this point the DCA needs to enter 'Final' into the Contract **Generic Fields** to flag the Estimate Status as a **Final (Progress Final Estimate)**. Refer to Section 3, for assistance on entering information into Generic Fields.

Contract Generic Fields

Contract ID: A00013105C01B Call Order Number: F18

Schedule Last Updated: 11/03/06 Financial Prefix And Suffix: E/00

Retainage Number: 54701 Renewable Contract Y/N: N

Bond Type: BOTH PAYMENT AND PERFORMANCE Conversion Flag: C

Payee Id: Contractor Time Performance Contract Y/N: Y

Current Prior Balance Due: 0.00 Conversion Date: 00/00/00

Stim Fund: Estimate Status: Final Estimate

Environmental Compliance Reporting Y/N:

Federal Prj Nbr: STP-5401(522)

Comment Site: _____

Field Office Ph. #: 000-000-0000

Field Office Fax #: 000-000-0000

Consultant Firm Name: _____

5. If there was a prior negative estimate that was not collected from the contractor, a prior balance due must be entered on the generic screen. Enter the negative number that corresponds to the negative estimate or the sum of all the uncollected negative estimates.
6. Close SiteManager. Log on as PM. From the Main Panel, click Contractor Payments|Estimate|GENERATE ESTIMATE, generate the estimate (items), using the **Type** as **'Progress'** radio button (**NOT FINAL**). Refer to Section 5 for assistance.
7. Check the estimate. Refer to Section 5, 'Check Estimate Summary and Estimate Item Detail', for assistance.
8. Using the instructions in Section 5, resolve **ALL** discrepancies (Final cannot be approved with discrepancies).
9. Using the instructions in Section 5, 'Summary to Contractor', print the estimate.
10. Use the instructions in Section 5, to do the 'Summary by Project' report.
11. Check the Estimate Activity Log. Refer to Section 5, for assistance.
12. Using the instructions in Section 5, 'Add Adjustment for Generating an Estimate', add any adjustments.
13. Using section 10, release all retainage, if needed.
14. Using Section 10, add adjustment to hold or release liquidated damages, if needed.
15. Use the instructions for 'Summary to Contractor' (see Section 5 for assistance) to print the estimate, including the adjustments.
16. Review the estimate.
17. District Contract Administrator logs on to SiteManager as PM and approves the estimate as PM. (Contractor Payments | Estimate | Estimate Approval | Select the Contract | Approve as PM. Refer to Section 5 for assistance in how to approve as PM.)

B.4. District Contract Administrator as DCA

1. The District Contract Administrator logs in as the DCA and uses 'Estimate Approval as DCA' to approve the estimate (see Section 5 for assistance).
2. Print Item Quantity and Final Summary reports. Refer to Section 6 and Section 7 of this manual for assistance.

B.5. Scheduling and Contract Division Contract Administrator as CDCO

1. Scheduling and Contract Division Contract Administrator logs on to SiteManager as CDCO.
2. Approve the Estimate as the CDCO (See Section 5, 'Estimate Approval as DCA', for assistance).
3. Review carefully to make sure DCA has chosen Final in contract generic field status and that estimate type on SiteManager Estimate History says **PROG**.
4. Save and Close.

If this is a 0.00 estimate, which means that the total payment to the contractor is 0.00 and there are no charge lines at all, then this estimate will not automatically load into FMSII. Send an email to Fiscal Division to Accounts Payable and ask them to manually load this estimate into FMSII. Since it is a Semi-final, it is important that it get posted in FMSII because the SF notation triggers FMSII processes.

C. Item Quantity Report

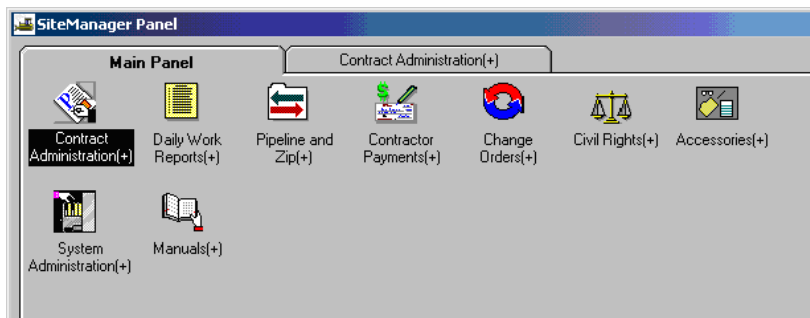
The user can run an Item Quantity report to find out which Contract Items have approved final quantities and which Items do not. If the Contractor must agree on the final quantities, the report can be sent to the Contractor.

The Item Quantity Report lists all Contract Item quantities that are found in the database based on user-selected criteria. This report can be generated on all Contract Items (i.e., Original, Change Order, Current, Installed, Paid, Final). The Items are grouped by Item Code and Project Number. An Item cost summary is displayed for each group.

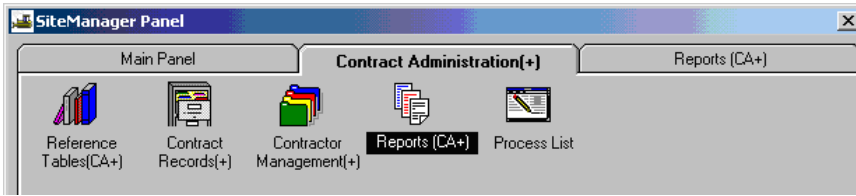
1. Log on to SiteManager. At the Available Groups window, select an appropriate Group ID (INSP, PM, PE, DCA, etc.) and click OK.



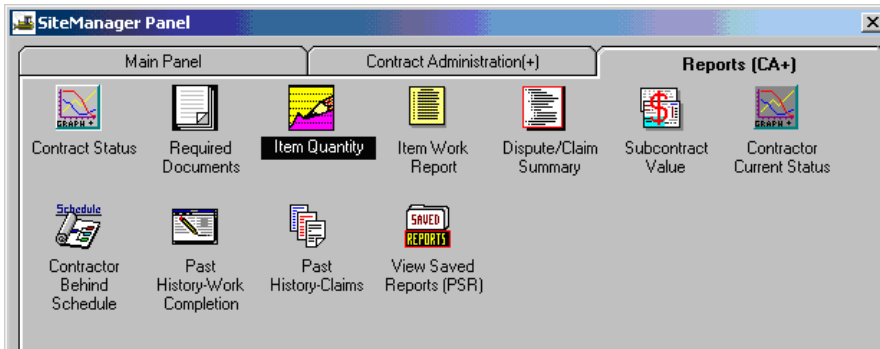
2. At the SiteManager Main Panel, double-click on **Contract Administration**.



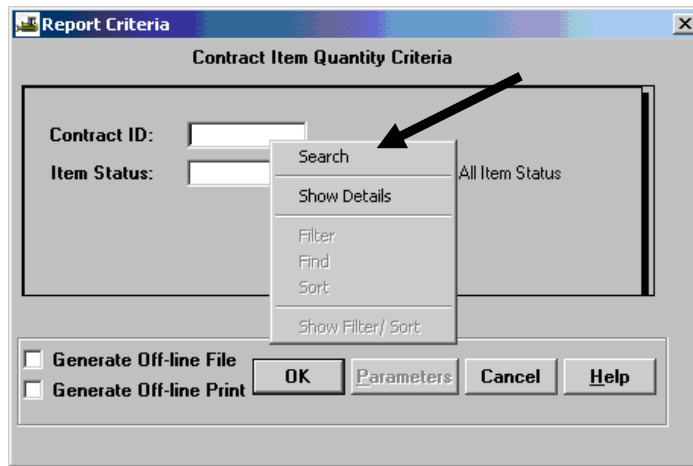
3. The Contract Administration panel opens. Double-click on **Reports**.



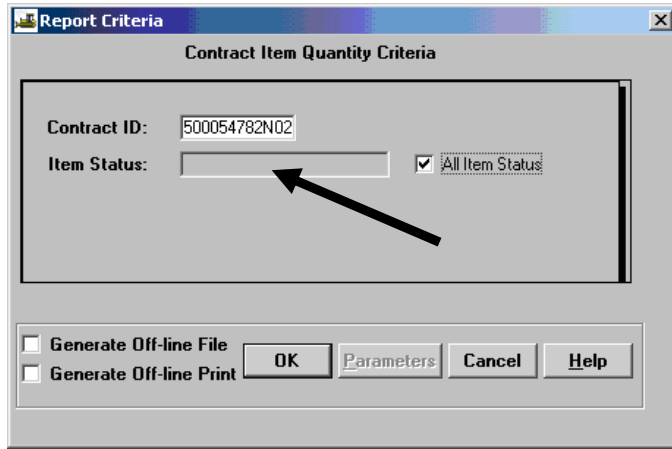
4. The Reports panel opens. Double-click on **Item Quantity**.



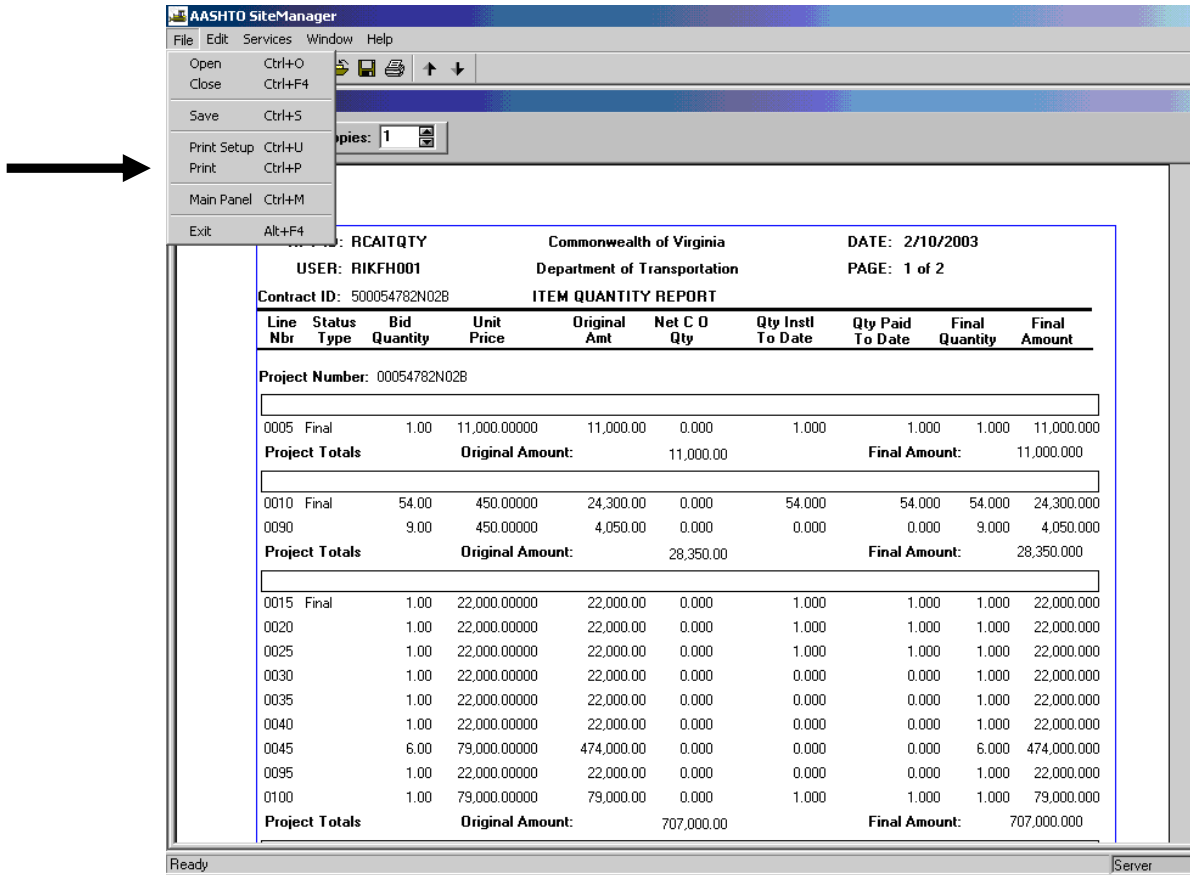
5. The Report Criteria window is displayed. Right-click on **Contract ID** field and then click on Search, to search for the contract.



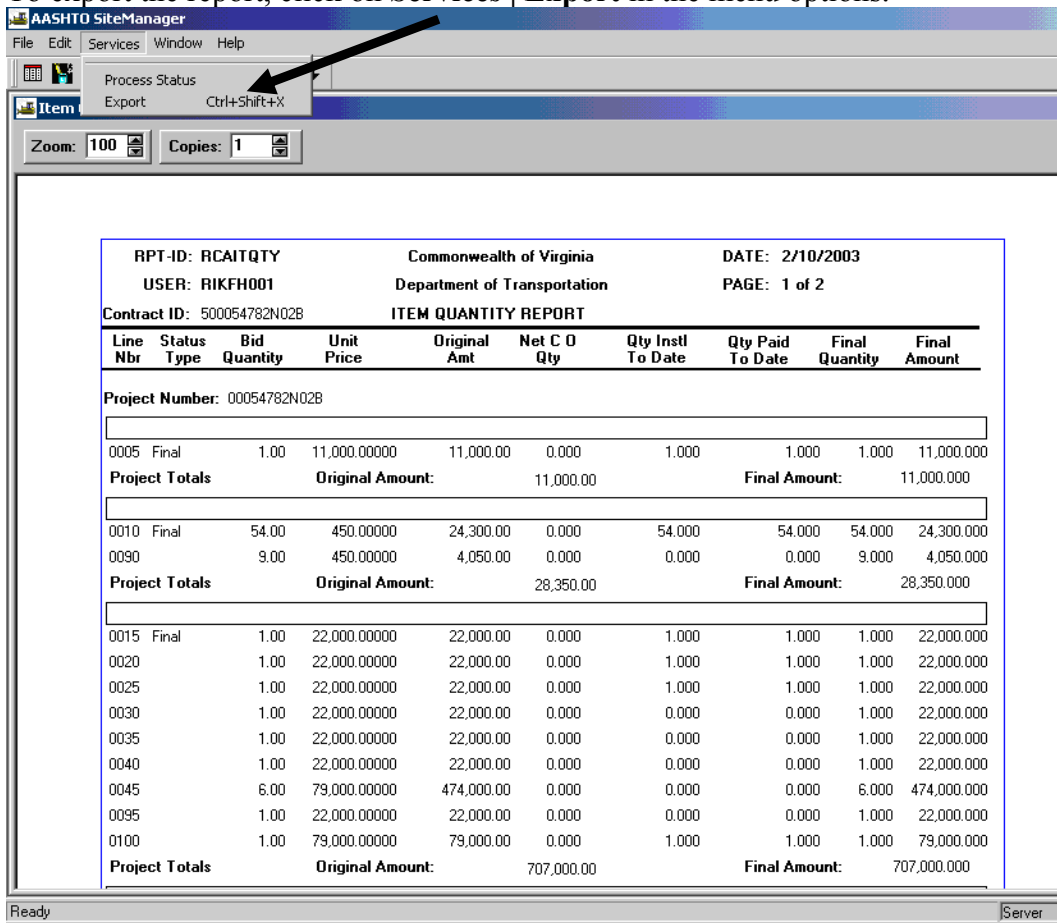
- Click on the drop-down arrow in the Item Status field and select the appropriate **Item Status**. Click the 'All Item Status' check-box and click OK.



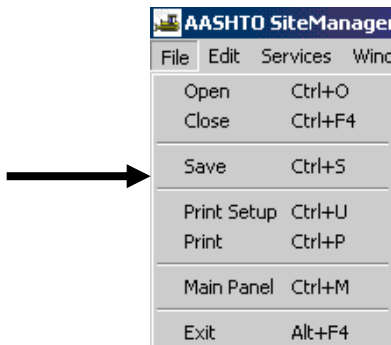
- In the menu options, click on **File** and then click on **Print** to print the report.



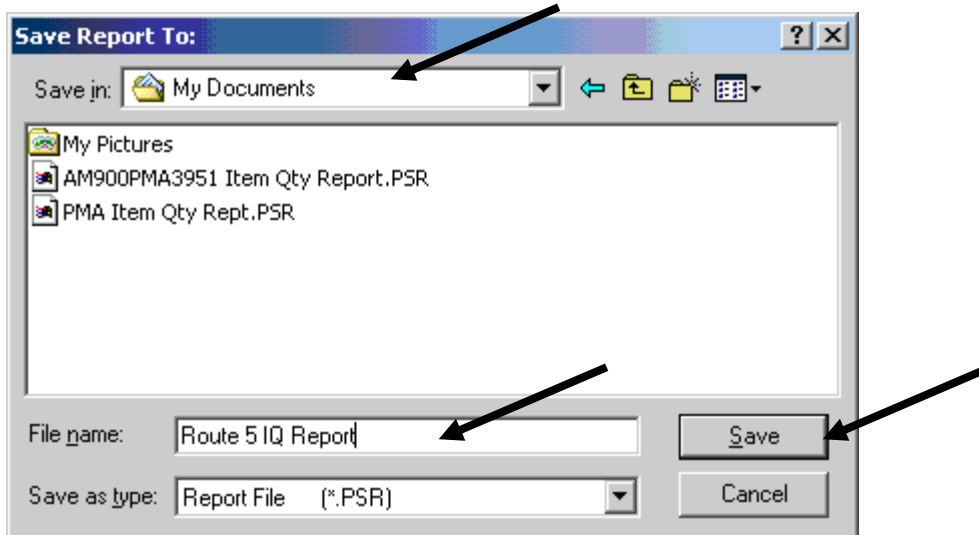
8. To export the report, click on **Services | Export** in the menu options.



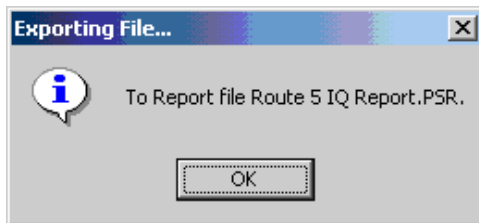
9. To save a report, click on **File | Save** in the menu options.



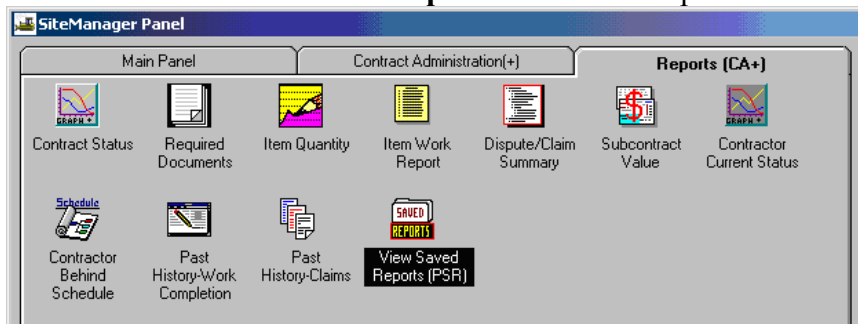
- The 'Save Report To:' window appears.
 - Choose the folder in which you want to save the file.
 - Enter a file name for the report.
 - Click on Save.



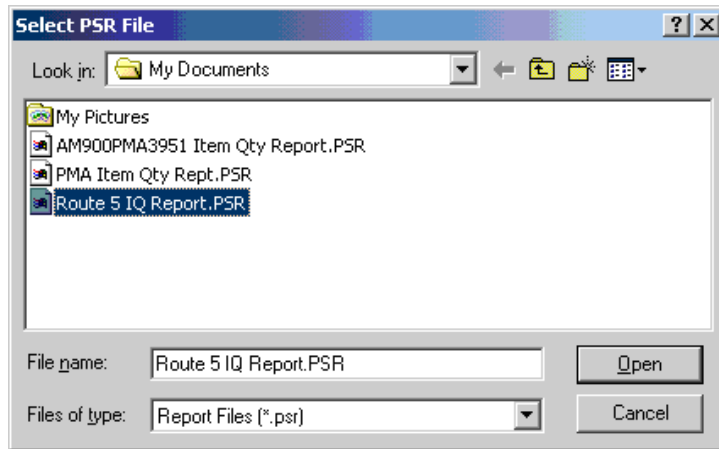
- A message box appears saying that it is exporting the file. Click OK. The Exporting File message box closes.



- Next, click on 'X' to close the report, and return to the Reports panel. Double-click on **View Saved Reports** to view the reports.



13. In the appropriate directory, click on the .PSR report you want to see and click OK. You should see the report. **Tip: Only users with SiteManager can view these PSR reports.**

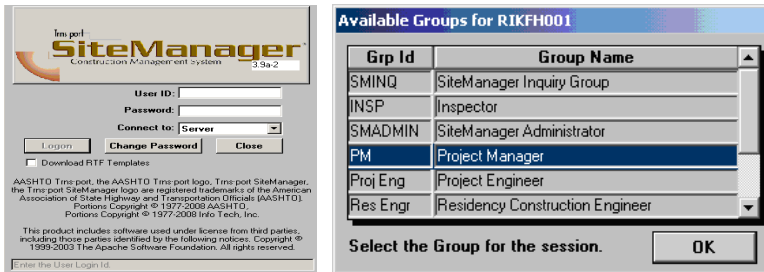


14. Double-click on the report you wish to select (or, single-click and click Open).

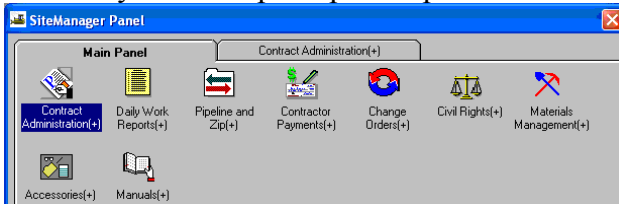
D. Final Summary Report

This process report will print a listing of all the items on a contract and each day the item was placed on a Daily Work Report. The example uses the Project Manager ID but the report is available for several user groups.

1. Log on to SiteManager. At the Available Groups window, select the Project Manager Group ID and click OK.



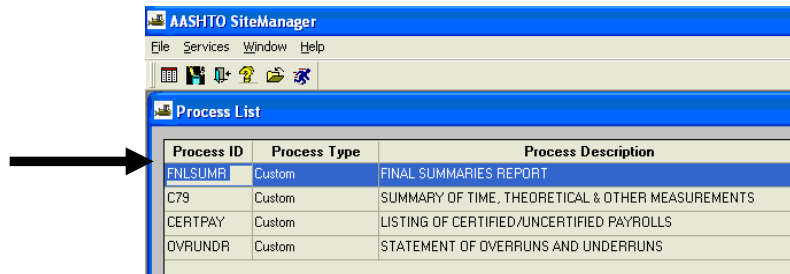
2. The Daily Work Reports panel opens. Double-click **Contract Administration**.



3. Double-click **Process List**.

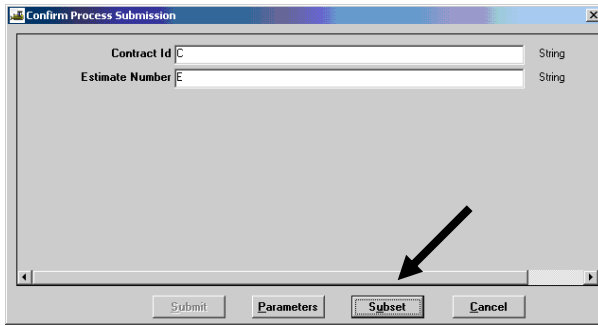


4. Click on **FNLSUMR** in the **Process ID** column.

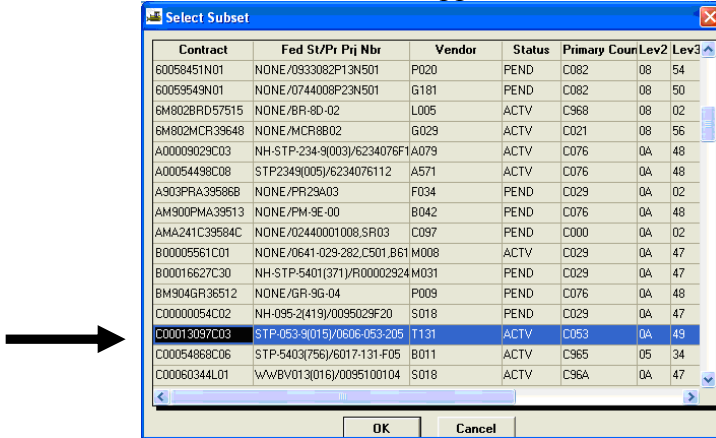


5. Click the Run  icon.

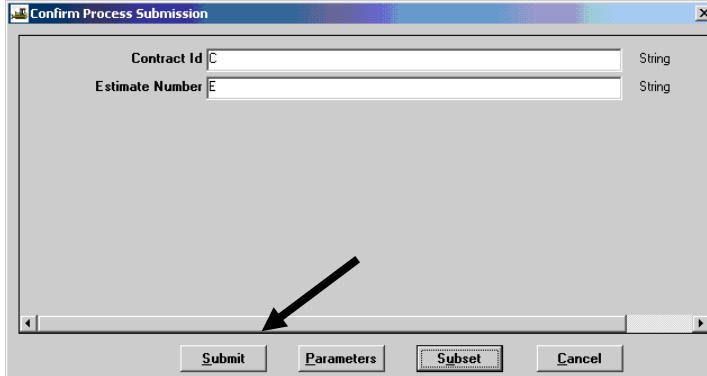
6. Click on the **Subset** button.



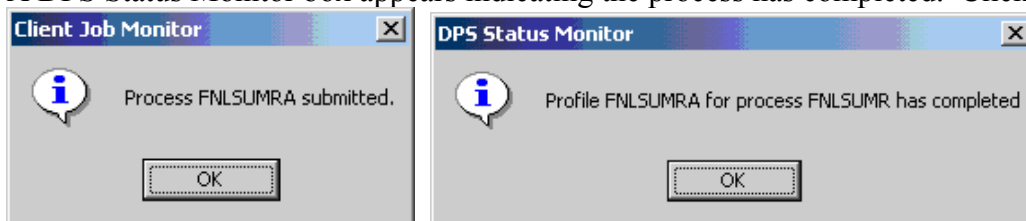
7. The Select Subset window appears. Click on the contract/last estimate number and click on OK.



8. Click on the **Submit** button.



9. A message box appears indicating the FNLSUMR process was submitted. Click on OK. A DPS Status Monitor box appears indicating the process has completed. Click on OK.



10. Click on **Services | Process Status**. Double-click on the **FNLSUMR** process. Note: There will be a suffix on the end—A, B, C, etc. If rerun for any reason, the last letter will change. Look for the last date/time that corresponds to when you ran the job.

Process Name	Status	Date Submitted	Queue Time	Start Time	End Time
FNLSUMRA	Completed	5/13/2004	02:29 pm	02:29 pm	02:29 pm

Then double-click on **output.html** file. Print the report.

Name	Size	Date	Time
Output.html		533225/13/2004	14:29:42
OUTPUT.TXT		05/13/2004	14:29:41
PROCLLOG.TXT		8625/13/2004	14:29:42

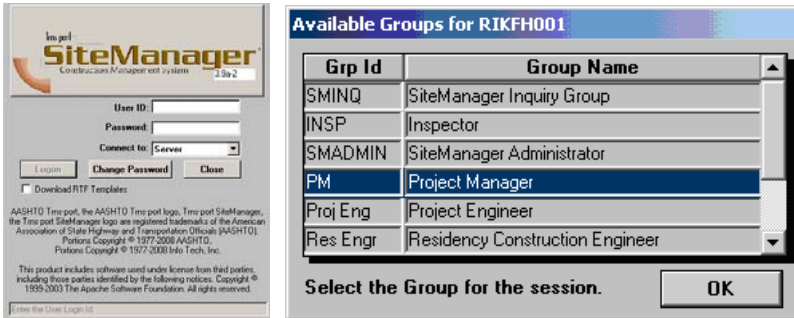
Example of Final Summaries Report.

RPT ID:FNLSUMR
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
FINAL SUMMARIES REPORT
DATE: 02/15/2005
CONTRACT ID: 500016578N01

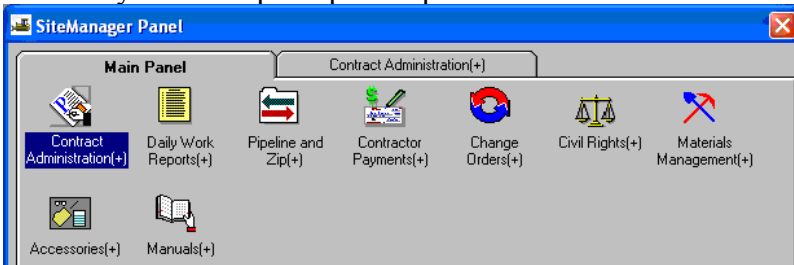
PCN	EN	DESCRIPTION	SUPP DESCRIPTION	ITEM	ITMNR	BID	QTY	UNIT	UNIT PRICE
00011230E50	0005	MOBILIZATION		00100	0005		1.00	LS	8,464.06
		DATE						LOCATION	
		08/04/1998					0.500		
		08/04/1998					0.500		
		08/05/1998					-0.500		
		08/26/1998					0.500		
		01/08/2004					1.000		
		TOTAL PAID:					2.000		
00011230E50	0005	CONSTRUCTION SURVEYING		00101	0010		1.00	LS	3,000.00
		DATE						LOCATION	
		08/04/1998					1.000		
		TOTAL PAID:					1.000		
00011230E50	0005	ASPHALT CONCRETE		10583	0015		32.00	TON	100.00
		DATE						LOCATION	
		08/04/1998					32.000		
		TOTAL PAID:					32.000		
00011230E50	0005	COFFERDAMS		27510	0020		4.00	EA	500.00

E. Item Work Report

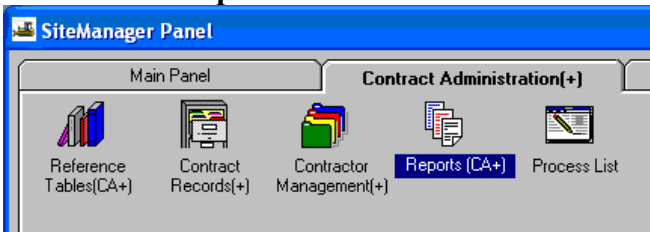
1. Log on to SiteManager. At the Available Groups window, select the Project Manager Group ID and click OK.



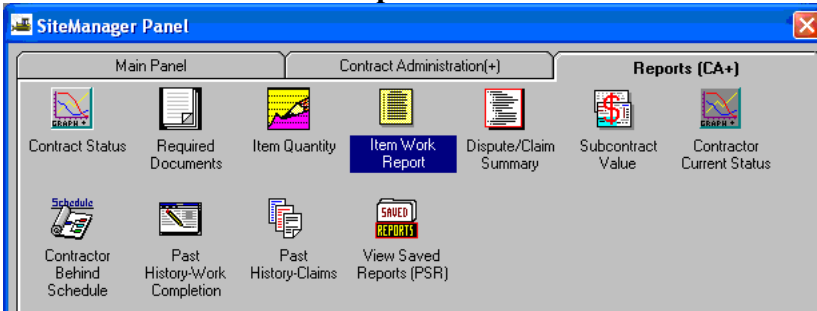
2. The Daily Work Reports panel opens. Double-click **Contract Administration**.



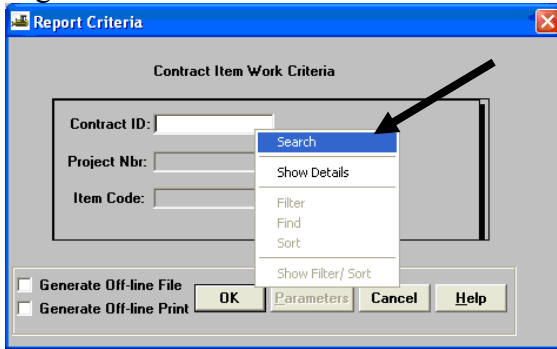
3. Double-click **Reports**.



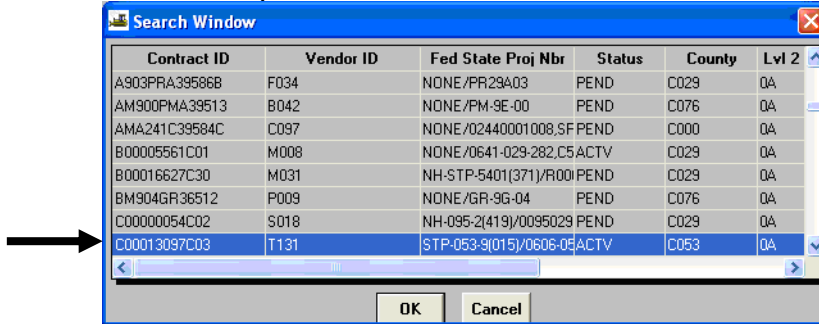
4. Double-click **Item Work Report**.



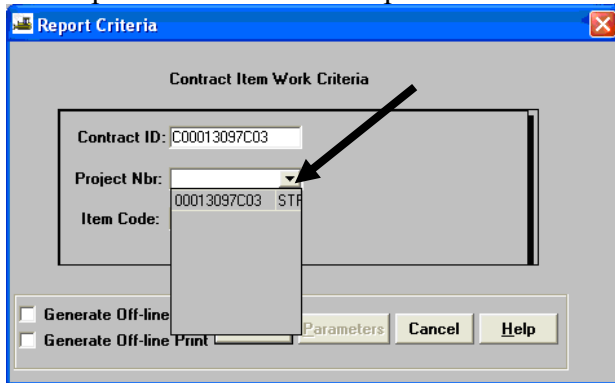
- Right-click in the Contract ID field and then click Search.



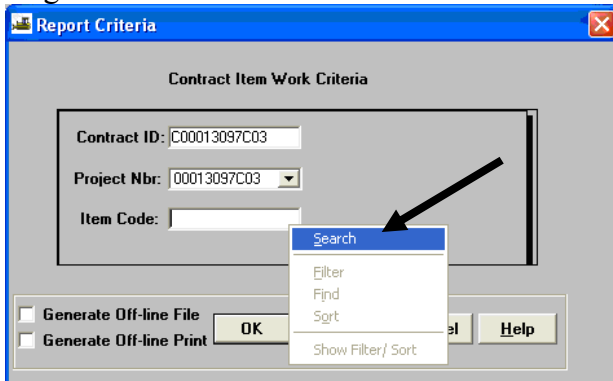
- A Search Window opens. Select the contract and click OK.



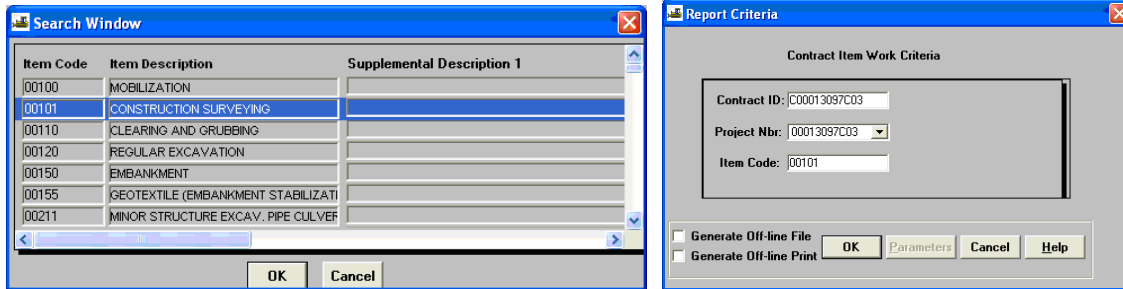
- The Report Criteria window opens. Use the drop-down arrow to select the Project Number (PCN).



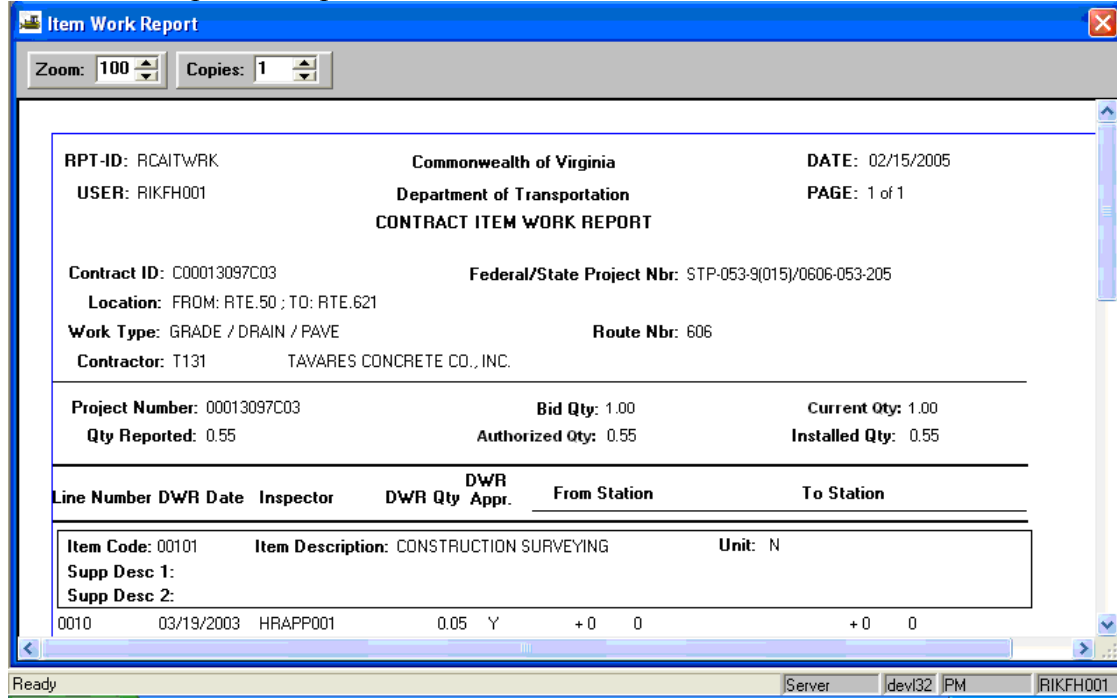
- Right-click in the Item Code field and click Search to search for the Item.



- The Search Window opens and the user selects the Item. SiteManager populates the selected Item Code in the field. Click OK.



- Item Work Report example.



Supplemental Final Estimate

Pages

A. DCA Adds DWR as PM	2
B. DCA Change Contract Generic Field to Supplemental Final	2
C. DCA Generate Supplemental Final Estimate.....	2
D. District Contract Administrator as DCA.....	3
E. Scheduling & Contract Div. Contract Administrator Approval as CDCO	3

A. DCA Adds DWR as PM

Note: A Progress Supplemental Final Estimate is done just like a normal Progress Estimate for VDOT, but the Generic Fields must be flagged ‘Supplemental Final’.

1. The DCA/DCA Finals Coordinator logs in to SiteManager with their User ID. At the Available Groups window, the DCA/DCA Finals Coordinator selects the Group ID, ‘PM’.
2. The SiteManager Main Panel opens and the DCA enters DWR and Work Item changes. (refer to Section 4 for assistance)
3. DCA completes the Diary using ‘Create Diary and Authorize DWR’ (refer to Section 4 for assistance).
4. Logoff of SM.

B. DCA Change Contract Generic Field to Supplemental Final

1. Log on as DCA.
2. Navigate to Contract Administration|Contract Records|Contracts and click on Fields icon. Enter ‘**Supplemental**’ into the Contract **Generic Fields** to flag the Estimate Status as a **Supplemental Final Estimate**. Refer to Section 3 for assistance on entering information into Generic Fields.
3. Logoff SM.

C. DCA Generate Supplemental Final Estimate (as Progress type)

1. Log on as PM. From the Main Panel, click Contractor Payments|Estimate|GENERATE ESTIMATE, generate the estimate (items), using the **Type** as ‘**Progress Supplemental**’ radio button. Refer to Section 5 for assistance.
2. Check the estimate. Refer to Section 5, ‘Check Estimate Summary and Estimate Item Detail’, for assistance.
3. Using the instructions in Section 5, resolve **ALL** discrepancies (Supplemental Final cannot be approved with discrepancies).
4. Using the instructions in Section 5, ‘Summary to Contractor’, print the estimate.
5. Use the instructions in Section 5, to do the ‘Summary by Project’ report.
6. Check the Estimate Activity Log. Refer to Section 5, for assistance.

7. Using the instructions in Section 5, 'Add Adjustment for Generating an Estimate', add any adjustments.
8. Use the instructions for 'Summary to Contractor' (see Section 5 for assistance) to print the estimate, including the adjustments.
9. Review the estimate.

D. District Contract Administrator as DCA

1. The District Contract Administrator logs in as the DCA and uses 'Estimate Approval as DCA' to approve the estimate (see Section 5 for assistance).
2. Print Item Quantity and Final Summary reports. Refer to Section 6 and Section 7 of this manual for assistance.

E. Scheduling & Contract Div. Contract Administrator Approval as CDCO

1. Scheduling and Contract Division Contract Administrator logs on to SiteManager as CDCO.
2. Approve the Estimate as the CDCO (See Section 7, 'Estimate Approval as CDCO', for assistance).
3. Review carefully to make sure DCA has chosen Supplemental Final in contract generic field status and that estimate type on SiteManager Estimate History says **PROG**.
4. Save and Close.

If this is a 0.00 estimate, which means that the total payment to the contractor is 0.00 and there are no charge lines at all, then this estimate will not automatically load into FMSII. Send an email to Fiscal Division to Accounts Payable and ask them to manually load this estimate into FMSII. Since it is a Supplemental, it is important that it get posted in FMSII because the SU notation triggers FMSII processes.

Section Nine – Change Orders

Pages

A. District Contract Administrator – Work Orders

- 1. Project Proposal Line Number Report.....2-4
- 2. Change Order
 - a. Add PCN.....5
 - b. Add Work Order Category.....6-8
 - c. Add Change Order Header.....8-11
 - d. Add Decrease Change Order Items.....12-14
 - e. Add Increase Change Order Items.....15-18
 - f. Add Time Extensions.....19
 - g. Add Category Funding.....20-22
 - h. Change Order Approval.....23-28
 - i. Check Key Dates.....29
- 3. Change Order with Only Time Adjustments
 - a. Add Change Order.....30-32
 - b. Add Time Extension.....33
 - c. Change Order Approval.....34-37
 - d. Check Key Dates.....38
- 4. Contract Change with No Items
 - a. Add Change Order Header.....39-41
 - b. Change Order Approval.....42-46

B. Force Accounts

- 1. Force Account Process Outline.....47
- 2. Add Force Accounts.....48-53
- 3. Determine Force Account Payment Amount.....54-55
- 4. How to Pay Force Account by Creating Change Order.....56-58
 - a. Add Change Order Header59-60
 - b. Add Change Order Items61-68

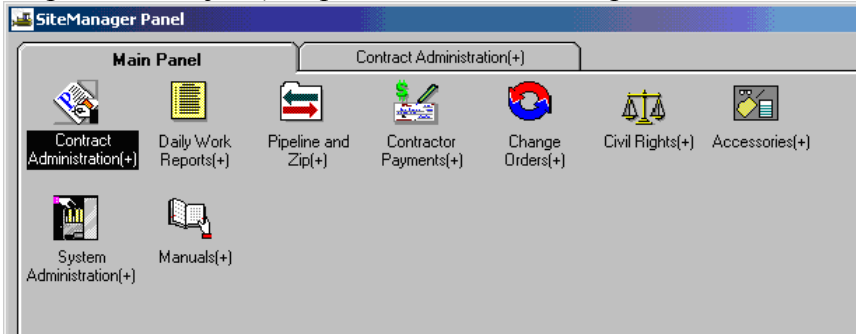
A. District Contract Administrator – Work Orders

A.1. Project Proposal Line Number Report

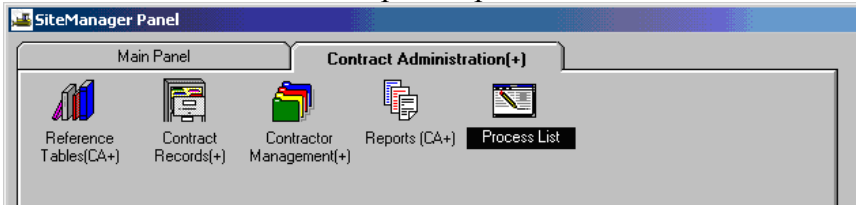
Note: It is necessary to review the Project/Proposal Line Number Report before proceeding to the next process of adding category, change order, change order items and funding. This report prints the next available Proposal Line Number for the contract and the next available Project Line Numbers for each project (PCN).

PROJECT/PROPOSAL LINE NUMBER REPORT

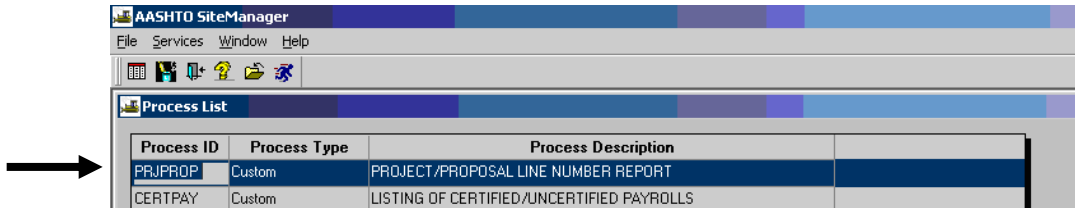
1. To print the Project | Proposal Line Number Report, double-click on **Contract Administration**



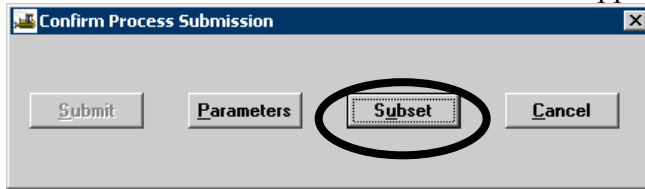
2. The Contract Administration panel opens. Double-click on **Process List**.



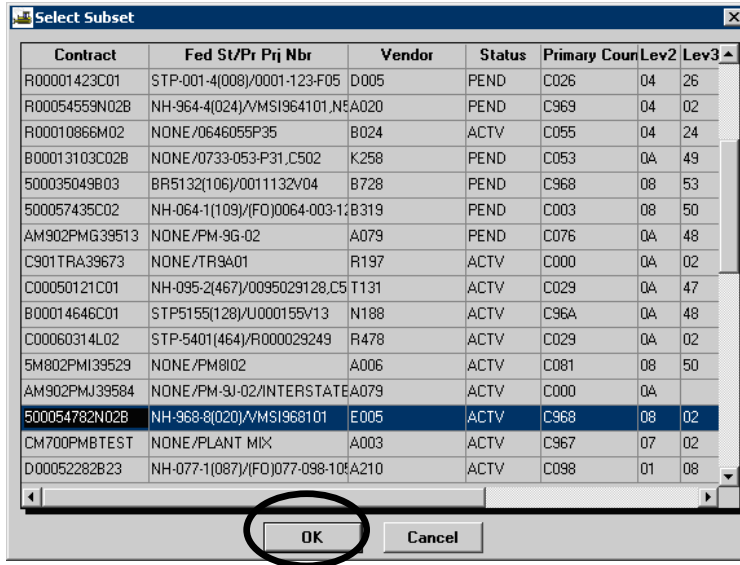
3. Click on **PRJPROP** and click on **Run** icon.



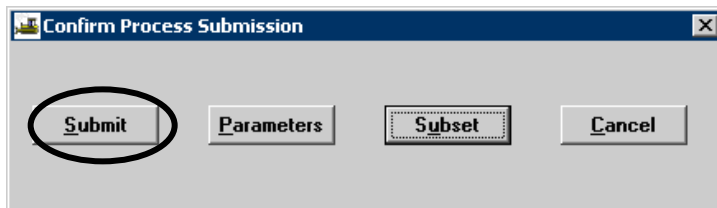
- The “Confirm Process Submission” window appears. Click on **Subset** button.



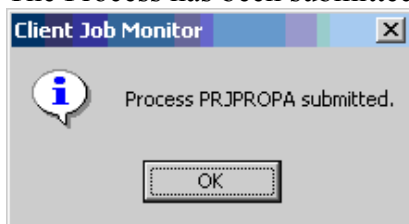
- Click on the contract and click on **OK**.



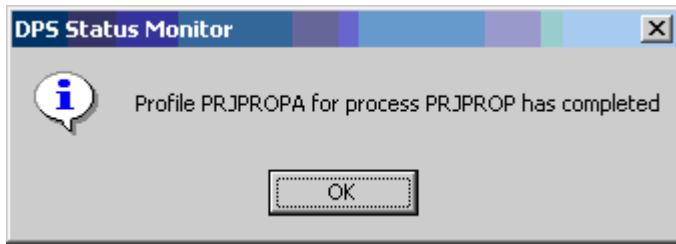
- Click on the **Submit** button.



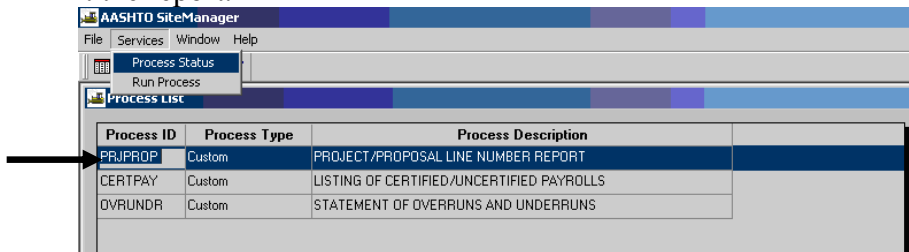
- The Process has been submitted notification will appear. Click on **OK**.



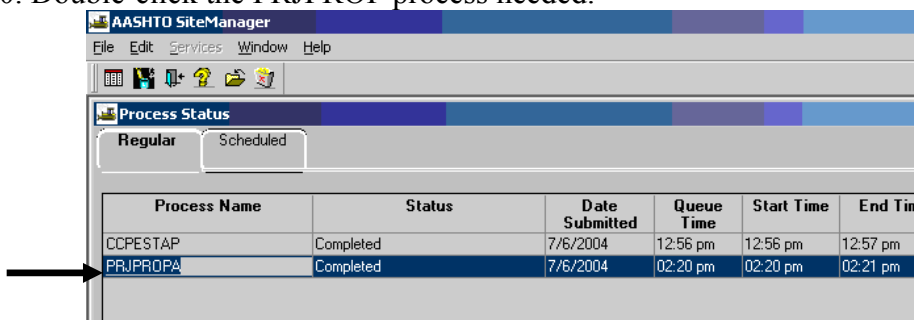
- The DPS Status Monitor window notification that the PRJPROP has completed will appear. Click on **OK**.



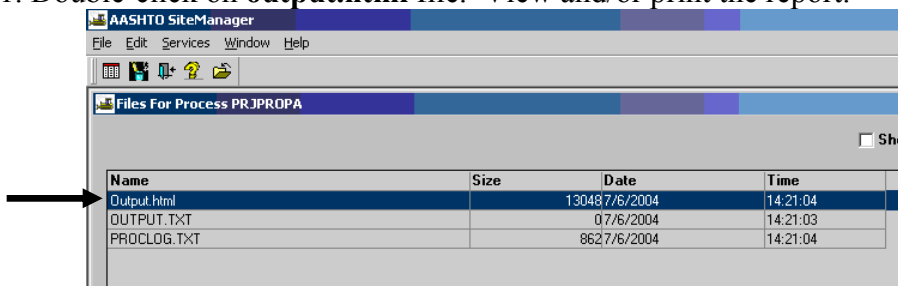
- Click on Services | Process Status. Double-click on the PRJPROP (there will be a suffix on the end. If rerun for any reason, during the same session, the last letter will change. Look for the last date/time that corresponds to when you ran the job) process. Double-click on **output.html** file. Print the report.



- Double-click the PRJPROP process needed.



- Double-click on **output.html** file. View and/or print the report.

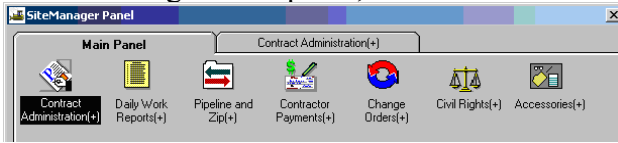


A.2. Change Order

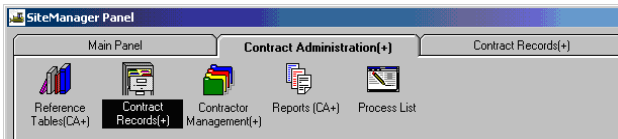
A.2.a. Add PCN

If the Change Order requires a new PCN to be added to the contract (work added in new county or new work type or new state project number), complete these tasks. If not, skip to STEP 6.

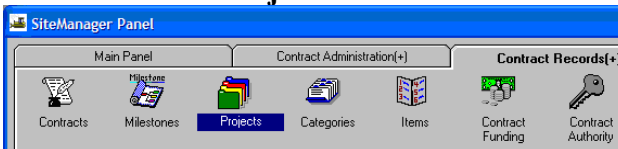
1. At SiteManager main panel, double-click on **Contract Administration**.



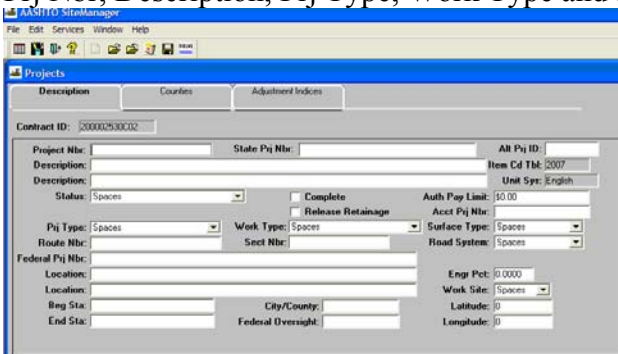
2. Double-click on **Contract Records**.



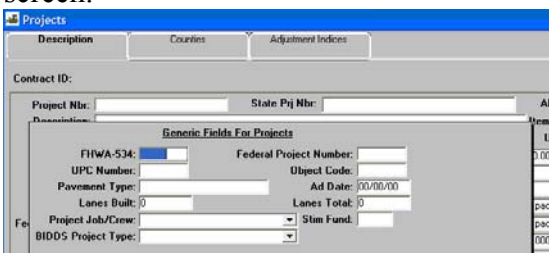
3. Double-click on **Projects**.



4. Choose Contract and current project on the contract. Click on NEW icon. Enter Project Nbr., State Prj Nbr, Description, Prj Type, Work Type and any other available information.



5. Add project generic fields by clicking on the Fields icon. Enter all of the generic fields on the screen.

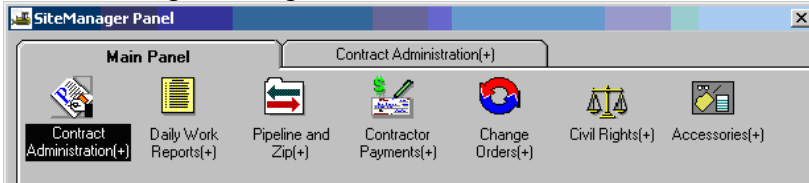


A.2.b. Add Work Order Category

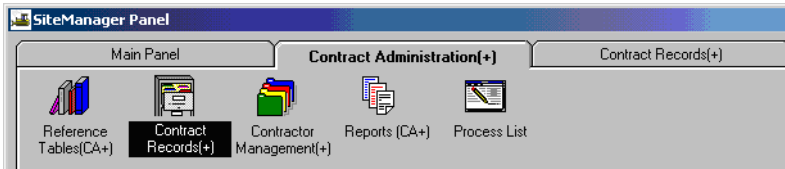
IMPORTANT: Do not do add a category if it is an Add Item. Add items should be added to the primary PCN bid item category.

The Form C-10 (paper) is still required. DCAs will enter them into SiteManager after they are approved.

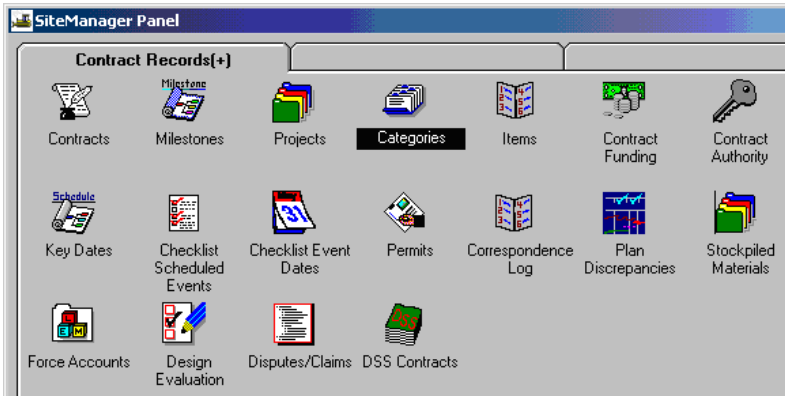
1. At SiteManager main panel, double-click on **Contract Administration**.



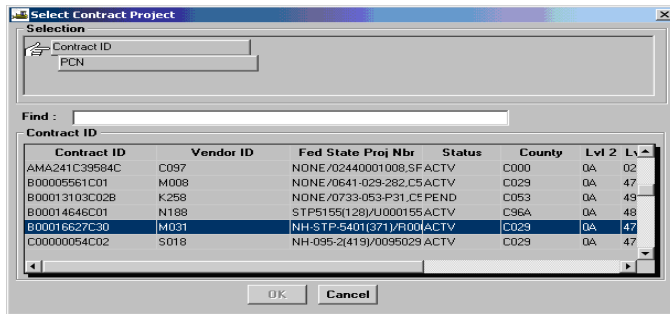
2. Double-click on **Contract Records**.



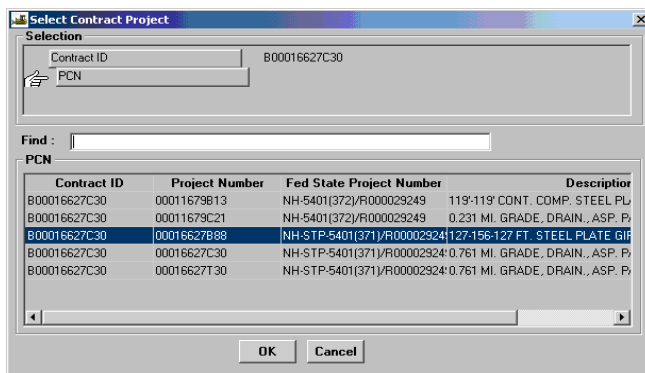
3. Double-click on **Categories**. Note: If you do not already have an existing change order, you would need to select the contract and select the PCN.




- The **Select Contract Project** window opens. Use the scroll bar to scroll to and select the appropriate **Contract ID**. Select the Contract ID by clicking on it and then click OK, or you can also select the Contract ID by double-clicking on the Contract ID.



- Select the appropriate **PCN** by clicking on it and then click OK, or you can also select the PCN by double-clicking on the PCN.



- Click on the bottom panel and click on the **New**  icon.

Change Order Category types:

7xxx – contract add items

8xxx - force accounts

9xxx – work orders (supplemental agreements)

Add the **Catg Nbr**, with the last 3 digits being the next sequential number of the work order. Add **Desc**, Select **Catg Wrk Cls Type** (activity code), **Engr Pct** (if applicable) and any other required fields.

AASHTO SiteManager
 File Edit Services Window Help

Contract ID: B00016627C30 PCN: 00016627B88


Category Number	Description	Work Class Type
0001	REGULAR BID ITEMS	631 CONTRACT CONSTRUCT -

Catg Nbr: 0001 Fed St/Pr Proj Nbr: NH-STP-5401(371)/R000029249
 Desc: REGULAR BID ITEMS Length: .0783
 Width: 117.3326

Catg Wrk Cls Type: 631 CONTRACT CC Bridge ID: 278-75 Engr Pct: 8.00
 Brdg Type: STEEL PLATE GIRDER

Fed Wrk Catg Type: HWY / HWY COMF Brdg Span Nbr: 3 Rd Sect Nbr:
 Fed Wrk Cls Type: NOT IN USE BY VC Brdg Length: 413.1667 Hwy Nbr:
 Suppl Wrk Cls Type: NEW BRIDGE Brdg Width: 117.3326 Hwy Type: Spaces

Beg Sta Nbr: End Sta Nbr: Beg Termini: End Termini: Unit Nbr: 000 Desc:

7. Click on **Save**  .
8. Click on generic icon. Add the structure number, if this category is on a project that is a bridge or drainage structure.

Generic Fields for Categories

Structure Number: 14158

Participating Betterment %: 0

Non-Participating Betterment %: 0

Participating Betterment Activity:

Non-Participating Betterment Activity:

Maintenance Activity:

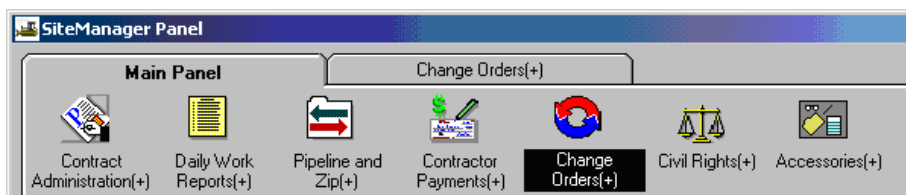
Asset Code:

Federal Eligibility:

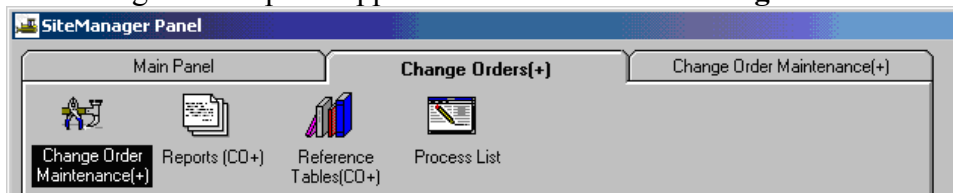
A.2.c. Add Change Order Header

Note: See Section 9 to obtain Project Proposal Line Number Report to find the next available project line number.

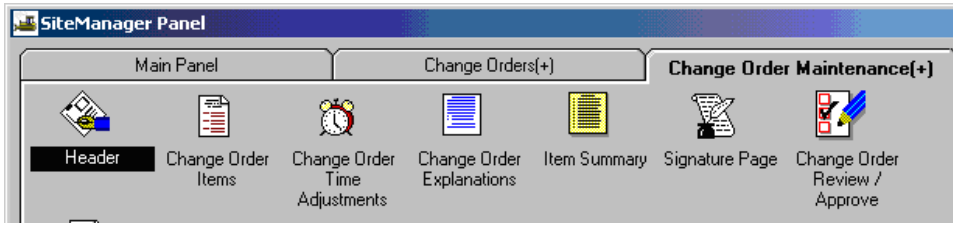
1. At the SiteManager Main Panel, double-click on **Change Orders**.



2. The Change Orders panel appears. Double-click on **Change Order Maintenance**.



3. Double-click on **Header**.



4. If this is a user's first time entering a Change Order, select **Services | Choose Keys** and select the contract.



5. Enter fields on the screen.

Enter the **Description** field.

Click on the drop-down arrow in the **Reason Code** field and select the Reason Code.

Click on the drop-down arrow in the **CO Type** field and select the CO Type.

**NOTE: See list below to determine proper Change Order Modification Type.*

Change Order Modification types:

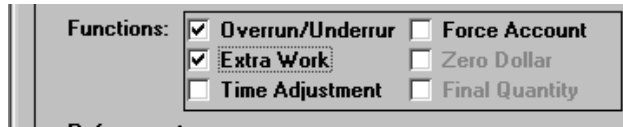
AI-Add item (non-bid contract item with fixed price or exchanging contract quantities between multiple PCNs)

CC-Contract Change (use with changes that are in policy and do not affect time or items)
 CMO-DON'T USE-obsolete
 CO-DON'T USE-obsolete
 CT-DON'T USE-obsolete
 FA-Force Account
 MCR-DON'T USE-obsolete
 SA-Supplemental Agreement (Work Order)
 SI-DON'T USE-obsolete
 TE-Time Extension
 UO-Normal underrun/overrun

Click on **Override Approval Rules** check box.

Enter Work Order # if the Change Order Type is an SA.-field must be 3 numeric characters with beginning zeroes. Example: Work order #1 would be entered as **001**

6. In the **Functions** group box, click on one or more of the check boxes.
 - Overrun Underrun for increase/decrease items
 - Extra Work for increase items
 - Time Adjustment for time extension



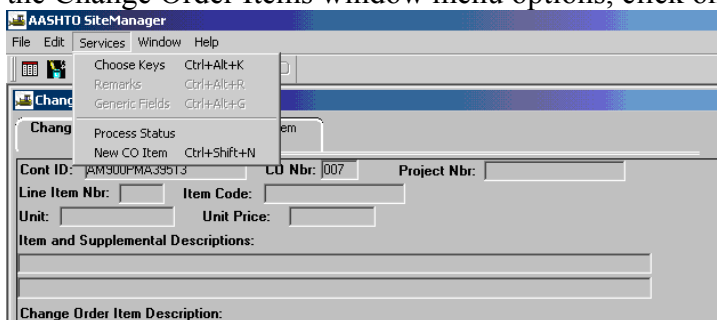
7. In the **Approval Dates**, type in the VDOT approval date into **VDOT** field.

Click on **Save** .

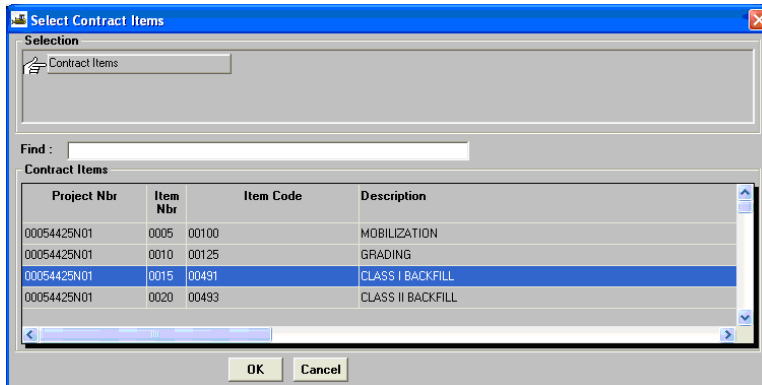
A.2.d. Add Decrease Change Order Item

(This is the item currently on the contract that is being replaced or reduced by the CO.)

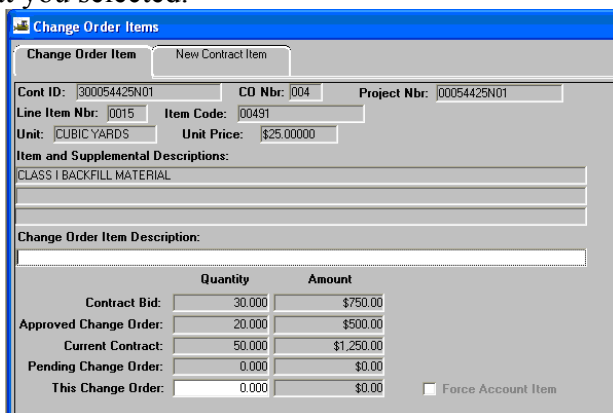
1. To add a decrease item (an item being partially or totally replaced), return to the Change Order Maintenance panel. Click on Change Order Items icon. The Change Order Items window opens. In the Change Order Items window menu options, click on **Services** and then click on **New CO Item**.



- The Select Contract Items window appears. Use the scroll bar to scroll through the list of contract items. Double-click on the item that you want to decrease from the contract. This action will select the item.



- The Change Order Item tab opens and it is automatically populated with the information on the item that you selected.



- In the **Change Order Item Description** field, type in a description.

Change Order Item New Contract Item

Cont ID: 300054425N01 CO Nbr: 004 Project Nbr: 00054425N01

Line Item Nbr: 0015 Item Code: 00491

Unit: CUBIC YARDS Unit Price: \$25.00000

Item and Supplemental Descriptions:
CLASS I BACKFILL MATERIAL

Change Order Item Description:
Class I Backfill Material Item 00491

	Quantity	Amount
Contract Bid:	30.000	\$750.00
Approved Change Order:	20.000	\$500.00
Current Contract:	50.000	\$1,250.00
Pending Change Order:	0.000	\$0.00
This Change Order:	0.000	\$0.00

Force Account Item

- In the **This Change Order** field, enter the appropriate negative quantity under this change order:
 - Total contract quantity if totally replacing the item

AASHTO SiteManager

File Edit Services Window Help

Change Order Items

Change Order Item New Contract Item

Cont ID: 300054425N01 CD Nbr: 004 Project Nbr: 00054425N01

Line Item Nbr: 0015 Item Code: 00491

Unit: CUBIC YARDS Unit Price: \$25.00000

Item and Supplemental Descriptions:


CLASS I BACKFILL MATERIAL

Change Order Item Description:

Item 00491 Class I Backfill Material

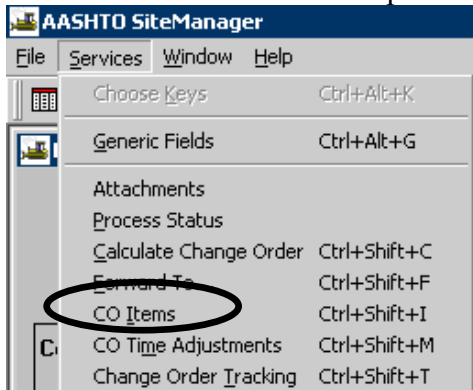
	Quantity	Amount
Contract Bid:	30.000	\$750.00
Approved Change Order:	20.000	\$500.00
Current Contract:	50.000	\$1,250.00
Pending Change Order:	0.000	\$0.00
This Change Order:	-10.000	\$-250.00

Force Account Item

6. If you have another decrease item to add, click on **New**  and repeat Steps 1-5.

A.2.e. Add Increase Change Order Item

1. To add new contract item (increase item on the Change Order), return to the Change Order Header panel.
2. Click on **Services** in the menu options and then click on **CO Items**.



The screenshot displays the 'Change Order Items' form in the AASHTO SiteManager application. The 'Change Order Item' tab is selected. The form contains the following fields and sections:

- Contract ID: AM900PMA39513
- CO Nbr: 007
- Project Nbr: [Empty]
- Line Item Nbr: [Empty]
- Item Code: [Empty]
- Unit: [Empty]
- Unit Price: [Empty]
- Item and Supplemental Descriptions: [Empty text area]
- Change Order Item Description: [Empty text area]
- Summary Table:

	Quantity	Amount
Contract Bid:	0.000	
Approved Change Order:	0.000	
Current Contract:	0.000	\$0.00
Pending Change Order:	0.000	\$0.00
This Change Order:	0.000	

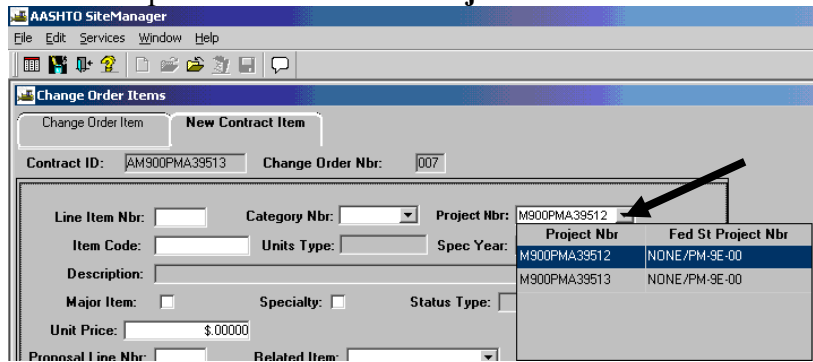
Force Account Item

3. Click on the **New Contract Item** folder tab.

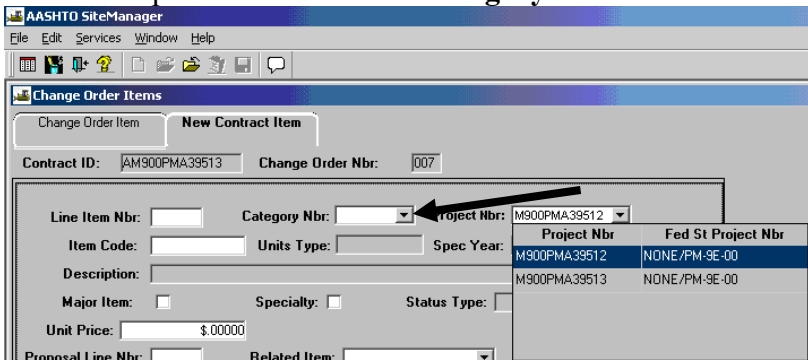
The screenshot displays the 'Change Order Items' form in the AASHTO SiteManager application, with the 'New Contract Item' tab selected. The form contains the following fields and sections:

- Contract ID: AM900PMA39513
- Change Order Nbr: 007
- Line Item Nbr: [Empty]
- Category Nbr: [Empty]
- Project Nbr: [Dropdown]
- Item Code: [Empty]
- Units Type: [Empty]
- Spec Year: [Empty]
- Description: [Empty text area]
- Major Item:
- Specialty:
- Status Type: [Empty]
- Unit Price: [Empty] \$ 00000
- Proposal Line Nbr: [Empty]
- Related Item: [Dropdown]
- Critical:
- Pay Plan Qty:
- Suppl Desc Req'd:
- Supplemental Descriptions: [Empty text area]

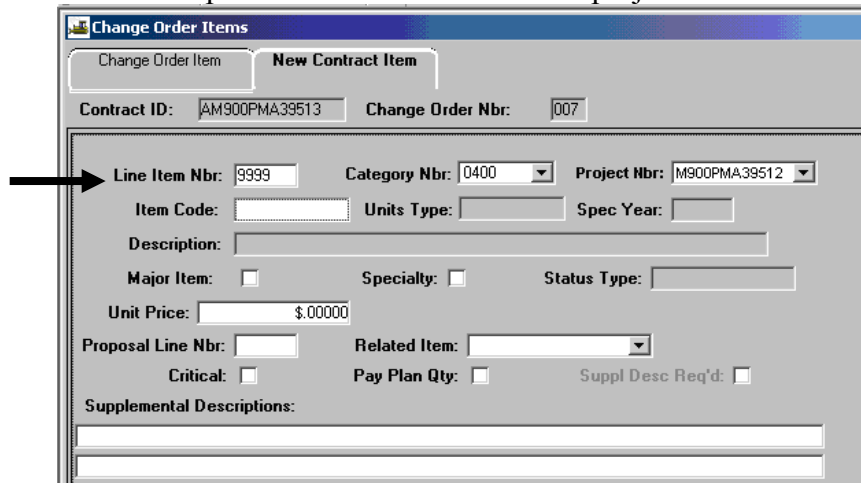
- Use the drop-down arrow in the **Project Nbr** field to select a Project Nbr.



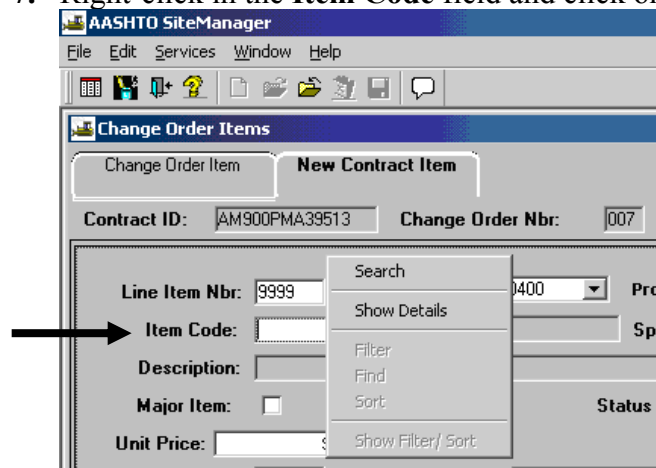
- Use the drop-down arrow in the **Category Nbr** field to select a Category Nbr.



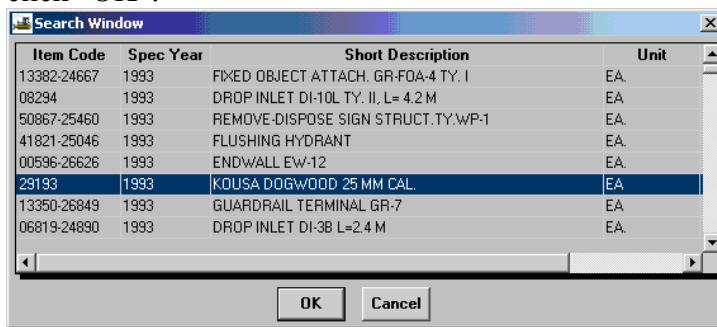
- Type in a **Line Item Nbr** in the Project Line Item Nbr field. Note: Use the Project Proposal Line Number Report to find the next available project line number and enter it into the **Line Item Nbr**.



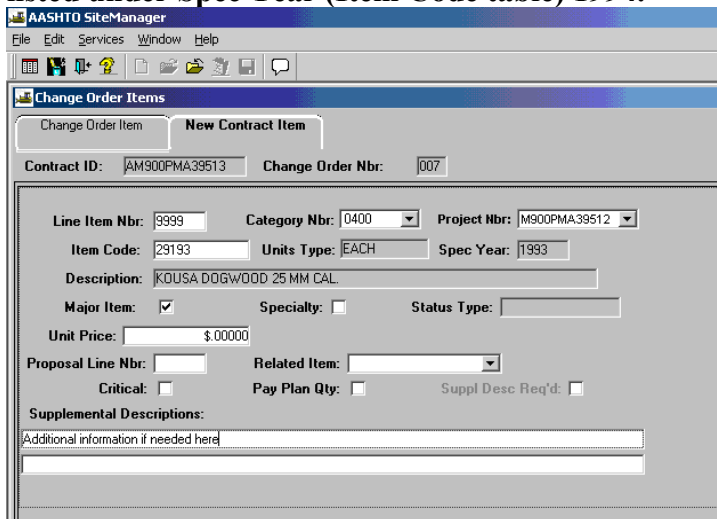
- Right-click in the **Item Code** field and click on Search.



- A Search Window appears. Use the scroll bar within the Search Window to search for an Item Code. Double-click on the appropriate Item Code to select it, or you can single-click on it and then click "OK".



- The Item Code and Description fields are populated with the information. Add the **Unit Price**. Add **Supplemental Description** if non-standard item or if additional information is needed on a standard item. Note: Search for Item includes list of **all Spec Years**. **All metric Spec Year items are listed under Spec Year (Item Code table) 1994.**



- Click the Change Order Item folder tab. The Change Order Item screen will be automatically populated with the Item information. Under the **Quantity**, enter a number in **This Change Order** field. Note: It is important to add any supplemental description that would further enable a user to differentiate between contract items.

Change Order Items

Change Order Item New Contract Item

Cont ID: AM900PMA39513 CO Nbr: 007 Project Nbr: M900PMA39512

Line Item Nbr: 9999 Item Code: 29193

Unit: EACH Unit Price: \$0.00000

Item and Supplemental Descriptions:
 KDUSA DOGWOOD 25 MM CAL.
 Additional information if needed here


Change Order Item Description:
 Adding a new contract item (increase item on CO)

	Quantity	Amount
Contract Bid:	0.000	\$0.00
Approved Change Order:	0.000	\$0.00
Current Contract:	0.000	\$0.00
Pending Change Order:	0.000	\$0.00
This Change Order:	10.000	\$0.00

Force Account Item

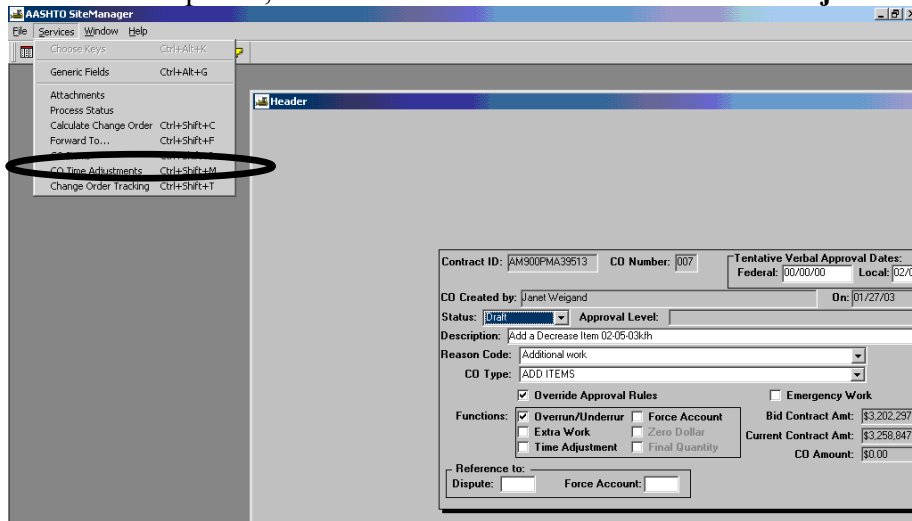
- Click on Save .

12. REVIEW THE ITEM THAT WAS ADDED. CHECK THE UNIT PRICE. IF IT IS AN ADD ITEM, CHECK THE ADD ITEM SPEC YEAR.

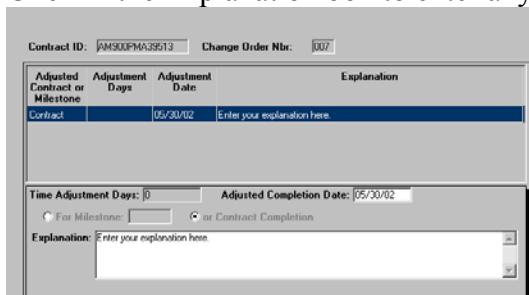
- If you need to add another item, click on the New icon . Then click on the **New Contract Item** tab and repeat the above Steps 1 - 12. Exit the screen and the Change Order Header should be displayed.

A.2.f. Add Time Extension

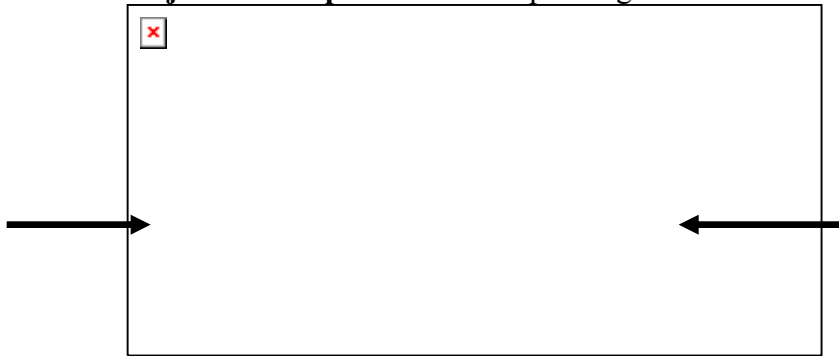
1. In the menu options, click on **Services** and select **CO Time Adjustments**.




2. Click on the radio button to select **“For Milestone”** or the **“or Contract Completion”** radio button. Click in the Explanation box to enter any **Explanation**.




3. The Change Order Time Adjustments component opens. Enter the **Time Adjustment Days** or **Adjusted Completion Date** depending on Calendar Days or Fixed Completion Date.



4. Click on **Save**  and exit by clicking on the Change Order Time Adjustments “X”. Go back to the SiteManager Main Panel.

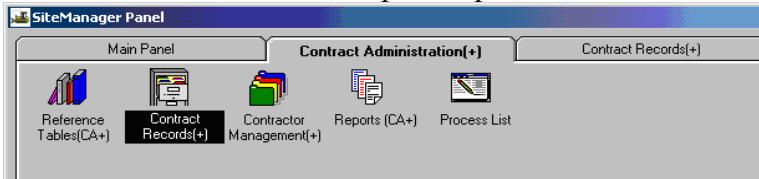
A.2.g. Add Category Funding

Skip this section if you did not add a category during this change order.

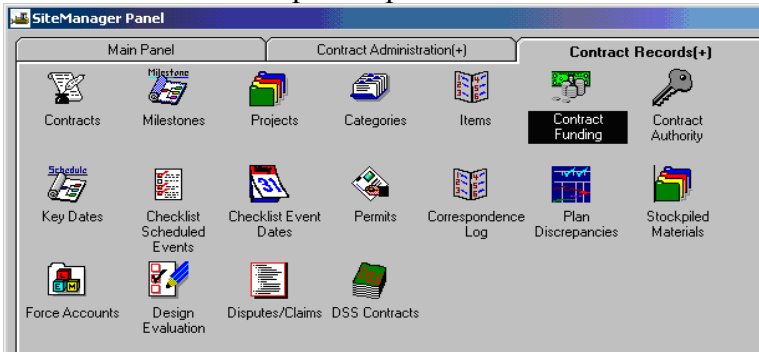
1. Go to the SiteManager Main Panel  and double-click on **Contract Administration**.



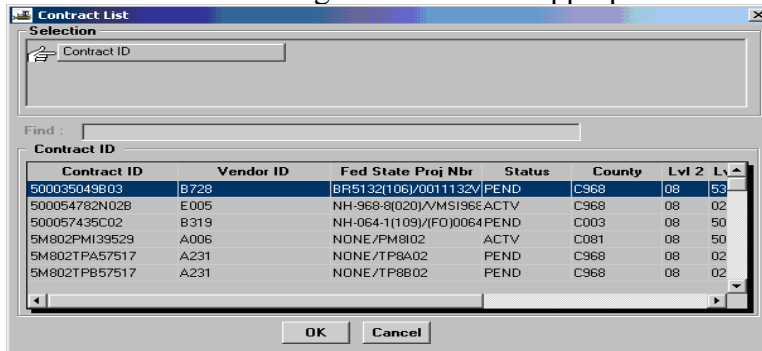
2. The Contract Administration panel opens. Double-click on **Contract Records**.



3. The Contract Records panel opens. Double-click on **Contract Funding**.



4. If the contract is not already open, the Contract List window would open and the user can use the scroll bar to scroll through and select the appropriate contract.




- The Contract Funding panel opens.

Contract ID: AM900PMA39513

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
AM900PMA39513	M900PMA39512	0400		PRIMARY MAINT. REPL. FUNDS	1	100
AM900PMA39513	M900PMA39513	0400		SECONDARY MAINT. REPL. FUN	1	100
AM900PMA39513	M900PMA39513	9002	0200	PRIMARY MAINT. REPL. FUNDS	1	100

Project Number: M900PMA39512 Funding Source Code: PRIMARY MAINT. REPL. I
 Category Number: 0400 Source Participation Percent: 100 Priority Order: 1
 Line Item Number: Combine: Like Item Code Proposal Num None
 Local Agreement Nbr: Fed/State Project Nbr: NONE/PM-9E-00
 State Accounting Code: Related Item:
 State Funding Code: Proposal Line Nbr:
 Original Cap Amt: 0.00 Prev Estimates Amt Used: 49296.60
 Current Cap Amt: 0.00 Current Estimate Amt Used: 285.88

- Click on the **New** icon . Blank rows (fields) are inserted. Click on the drop-down arrow in the Project Number field and select the **Project Number**.

Contract ID: AM900PMA39513

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
AM900PMA39513	M900PMA39512	0400		PRIMARY MAINT. REPL. FUNDS	1	100
AM900PMA39513	M900PMA39513	0400		SECONDARY MAINT. REPL. FUN	1	100
AM900PMA39513	M900PMA39513	9002	0200	PRIMARY MAINT. REPL. FUNDS	1	100
AM900PMA39513					0	0

Project Number: Funding Source Code:
 Category Number: M900PMA39512; NONE/PM-9E-00 Source Participation Percent: 0 Priority Order: 0
 Line Item Number: M900PMA39513; NONE/PM-9E-00 Combine: Like Item Code Proposal Num None
 Local Agreement Nbr: Fed/State Project Nbr:
 State Accounting Code: Related Item:
 State Funding Code: Proposal Line Nbr:
 Original Cap Amt: 0.00 Prev Estimates Amt Used: 0.00
 Current Cap Amt: 0.00 Current Estimate Amt Used: 0.00

- Select the **Funding Source Code**

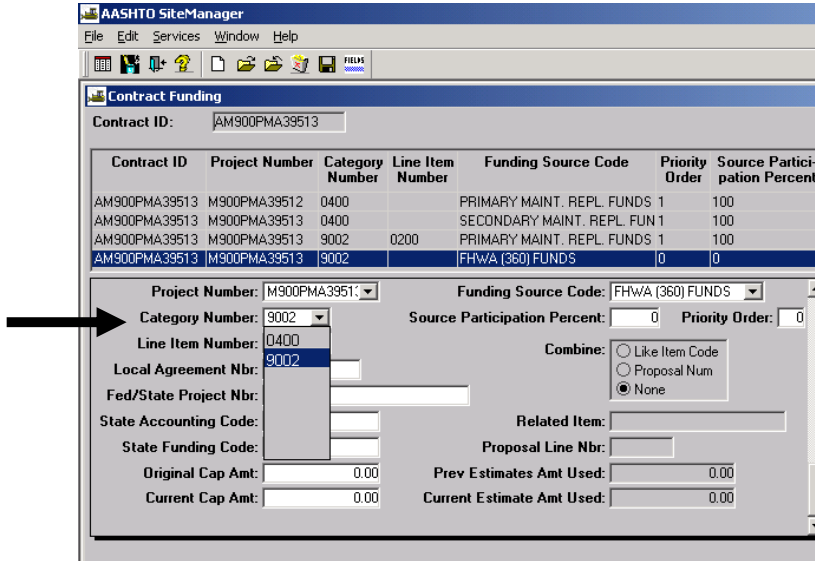
Contract ID: AM900PMA39513

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
AM900PMA39513	M900PMA39512	0400		PRIMARY MAINT. REPL. FUNDS	1	100
AM900PMA39513	M900PMA39513	0400		SECONDARY MAINT. REPL. FUN	1	100
AM900PMA39513	M900PMA39513	9002	0200	PRIMARY MAINT. REPL. FUNDS	1	100
AM900PMA39513	M900PMA39512			FHWA (360) FUNDS	0	0

Project Number: M900PMA39512 Funding Source Code: FHWA (360) FUNDS
 Category Number: Source Participation Percent: FHWA (360) FUNDS
 Line Item Number: Combine: FHWA (361) FUNDS
 Local Agreement Nbr: 0 FHWA (362) FUNDS
 Fed/State Project Nbr: FHWA (365) FUNDS
 State Accounting Code: Related Item: FHWA (366) FUNDS
 State Funding Code: Proposal Line Nbr: FHWA (367) FUNDS

- Click on the drop-down arrow in the **Category Number** field and select the Category Number. Select the Category Number.

NOTE: Funding can no longer be entered at the item level. If an item on a work order has separate funding, it must be entered using a separate category so the funding can be associated to that category.



- Add Source Participation Percent, Priority Order. Add State Accounting Code (Customer ID), if applicable.

NOTE: All non-state, non-revenue sharing funds require a state accounting code. If you have a question about the Customer ID, call VDOT Central Office Fiscal Accounts Receivable Section.

Add **Original Cap Amount** (if necessary).

NOTE: If funding changes after being paid on, cap and add Priority 2. Funds for a category must add up to 100% for each priority.

- Click on **Save**  and exit.

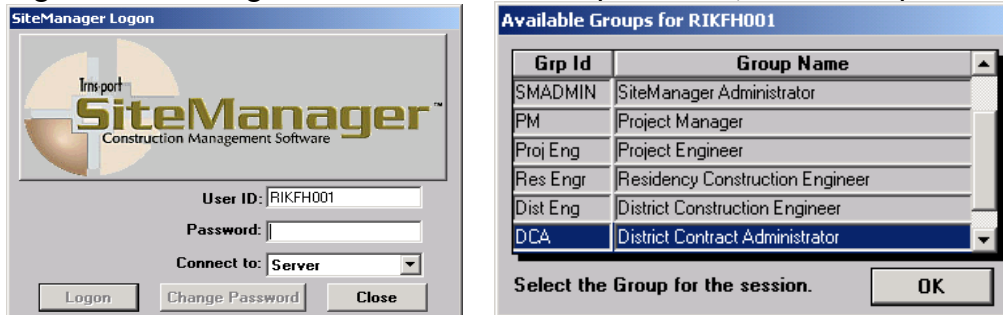
- Review thoroughly.** Some of the most common mistakes are:

- Wrong Spec Year
- Wrong Item
- Wrong Price
- Placed on the Wrong Category

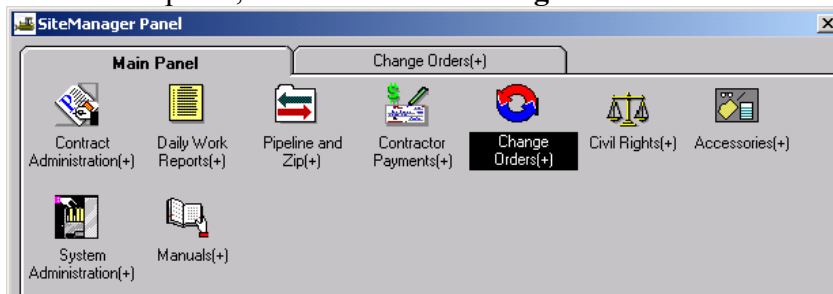
A.2.h. Change Order Approval

Note: Review the Change Order Header and Item carefully before changing status to “PENDING” and approving the entries. Once approved, if errors are found, an additional Change Order will have to be done to make corrections.

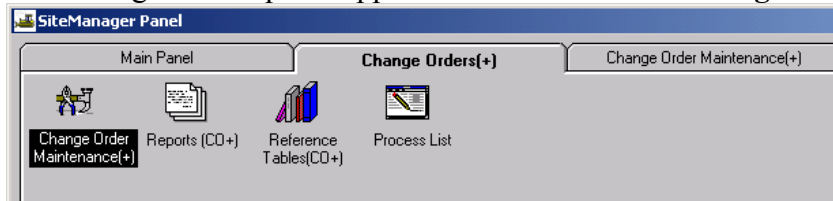
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



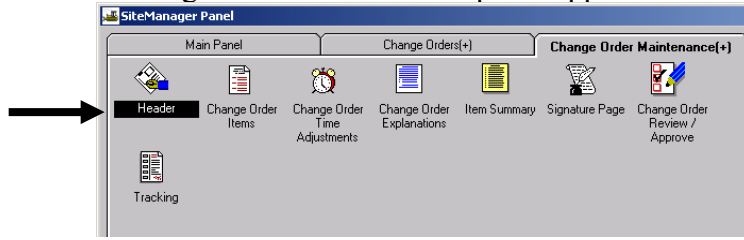
2. At the main panel, double-click on **Change Orders**.



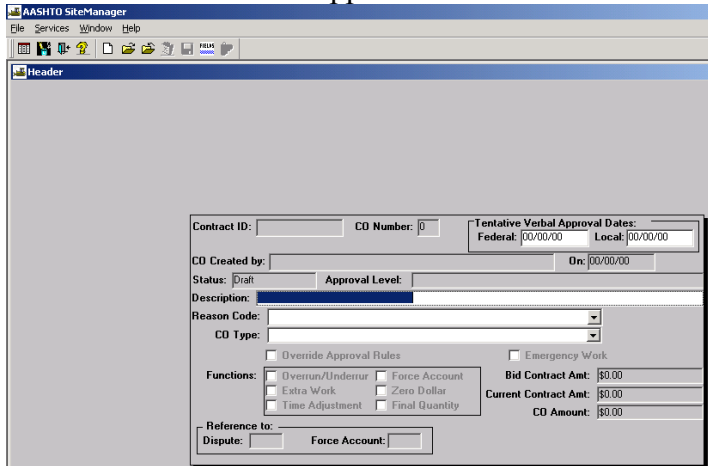
3. The Change Orders panel appears. Double-click on **Change Order Maintenance**.



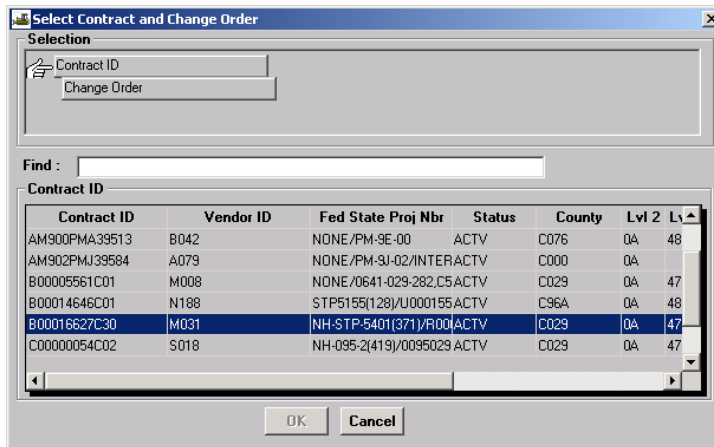
- The Change Order Maintenance panel appears. Double-click on **Header**.



The main Header window appears.



- Click on the **Open** folder  and the Select Contract and Change Order window appears. Double-click on a Contract ID to select a contract.



6. Click on the **Status** to be **Pending**.

Contract ID: B00016627C30 CD Number: 004 Tentative Verbal Approval Dates:
Federal: 04/04/02 Local: 04/04/02

CD Created by: Kathy Hinson On: 01/17/03

Status: Pending Approval Level:

Description: Draft

Function: Pending

CD: USE BY VDOT


Emergency Work:

Force Account: Bid Contract Amt: \$18,598,129.98

Zero Dollar: Current Contract Amt: \$18,598,129.98

Final Quantity: CD Amount: \$0.00

Reference to: Dispute: Force Account: 2

7. Click on the **Save** icon . After clicking on Save, a dialog box pops up asking, “Are you sure you want to change the status to Pending?”. Click on **Yes** in the dialog box.

AASHTO SiteManager

Are you sure you want to change the status to Pending?

Yes No

8. Change Order Approval screen appears. Click on **New**.

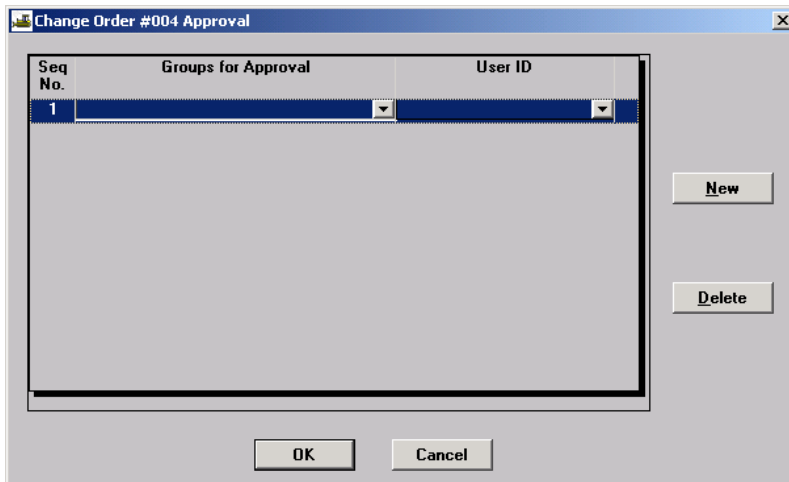
Change Order #004 Approval

Seq No.	Groups for Approval	User ID
---------	---------------------	---------

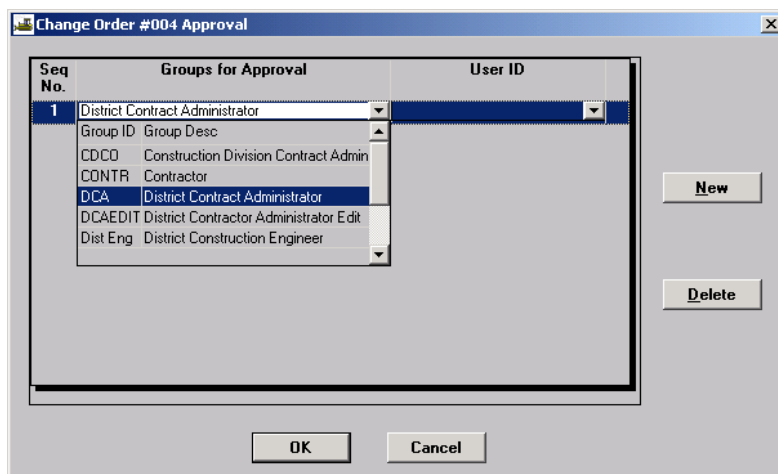
New Delete

OK Cancel

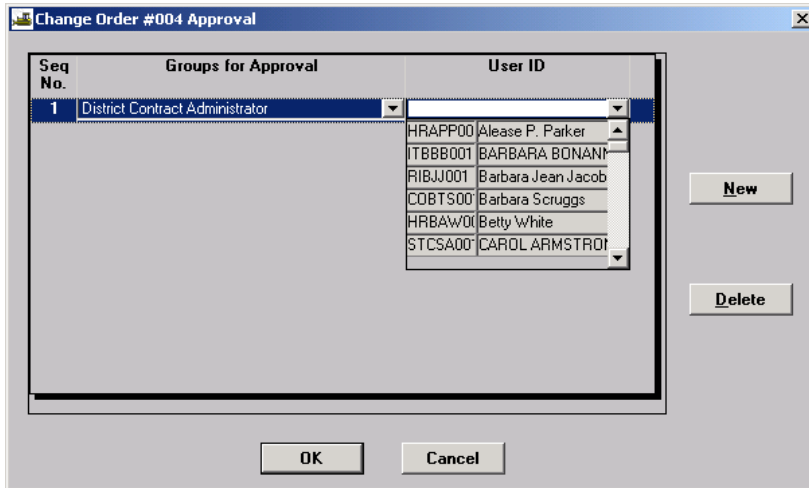
9. A new record is inserted.



10. Click on drop-down box for Groups for Approval and select DCA.



11. Click on the pull-down box for User ID and select your Logon ID. Then click on OK.

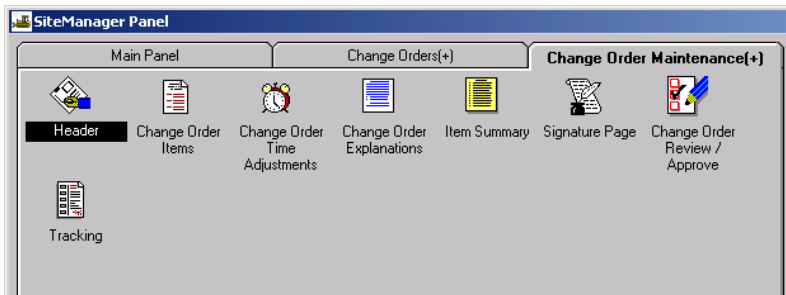


12. A message box appears notifying the user of “Mail sent”. Click on OK.

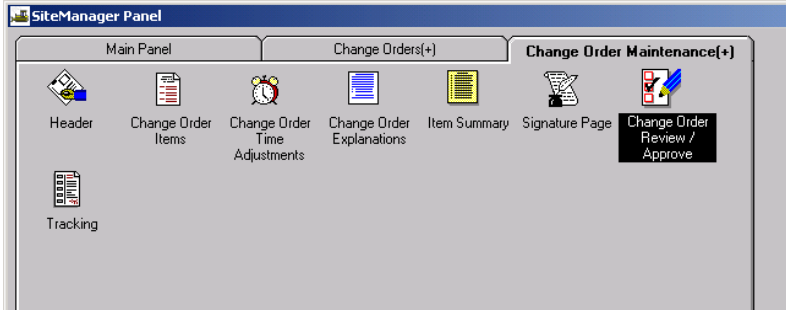


Mail Sent screen will appear, indicating that a notification has been sent to SM Inbox requesting the CO be approved.

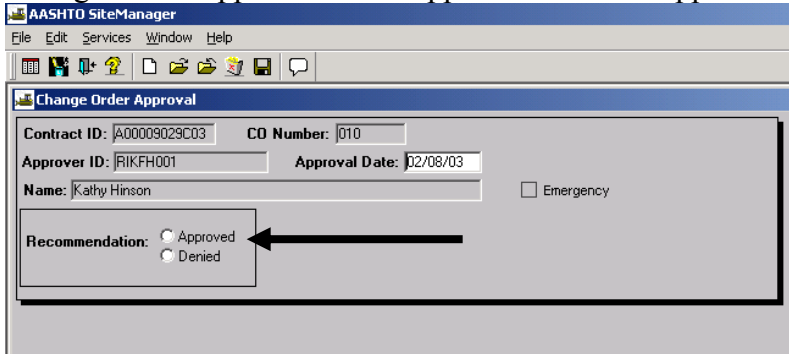
13. The Change Order Header screen will appear. Click on **Close**, and SiteManager returns to the Change Order Maintenance tab.



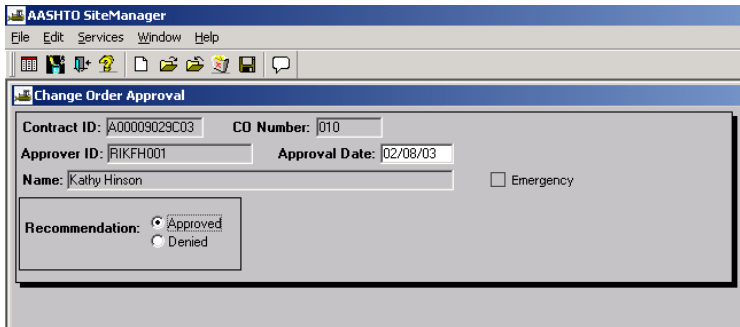
14. Double-click on **Change Order Review/Approve**.



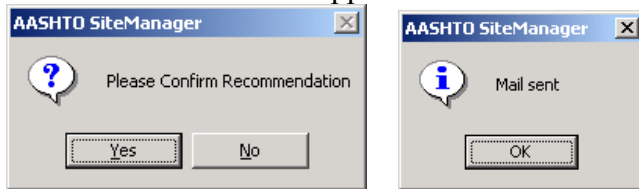
15. Change Order Approval screen appears. Click on **Approved** radio button.



16. Click on **Save** 



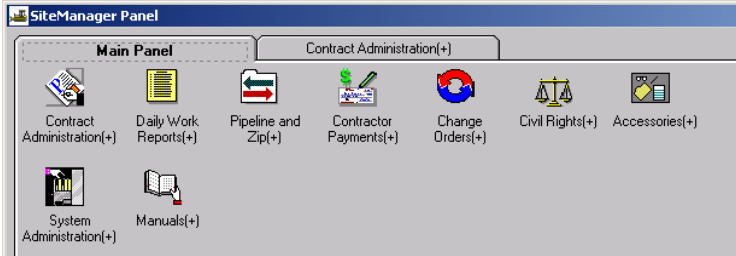
17. Please confirm window appears. Click on **Yes**. A Mail Sent message appears. Click on **OK**.



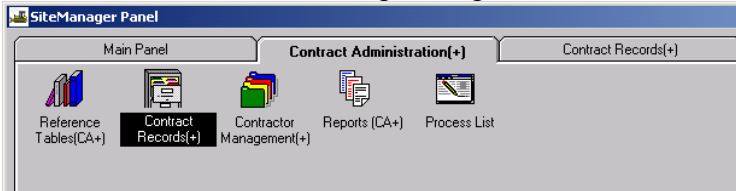
Email is sent to SM internal email box, not to Outlook email.

A.2.i. Check Key Dates

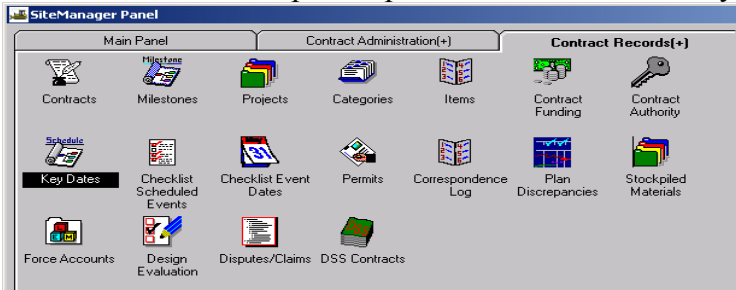
1. To check Key Dates, click on the SiteManager Main Panel icon  to return to the main panel. At the SiteManager Main Panel, double-click on Contract Administration.



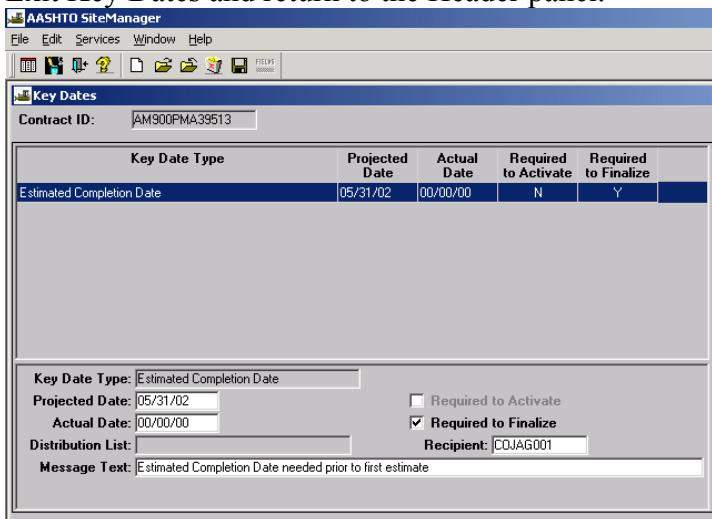
2. The Contract Administration panel opens. Double-click on Contract Records.



3. The Contract Records panel opens. Double-click on Key Dates.



4. The Key Dates panel opens. Check the Estimated Completion Date and revise, if necessary. The Adjusted Completion Date will automatically be updated. Verify. Exit Key Dates and return to the Header panel.



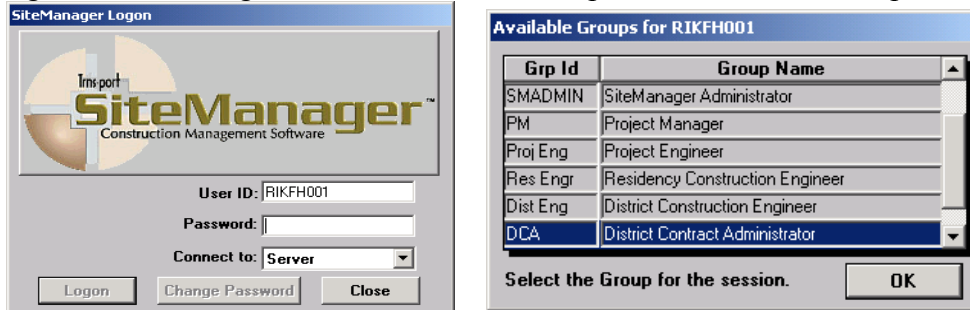
Key Date Type	Projected Date	Actual Date	Required to Activate	Required to Finalize
Estimated Completion Date	05/31/02	00/00/00	N	Y

Key Date Type:
 Projected Date: Required to Activate
 Actual Date: Required to Finalize
 Distribution List: Recipient:
 Message Text:

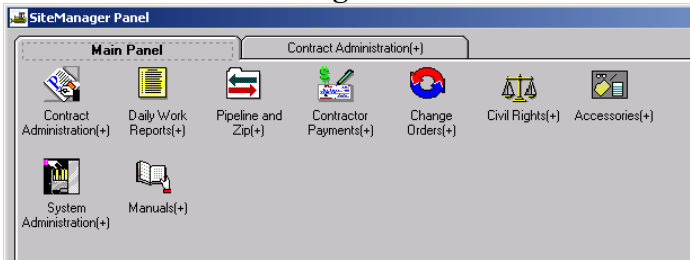
A.3. Change Order with Only Time Adjustments

A.3.a. Add Change Order

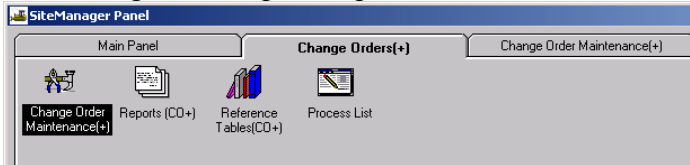
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



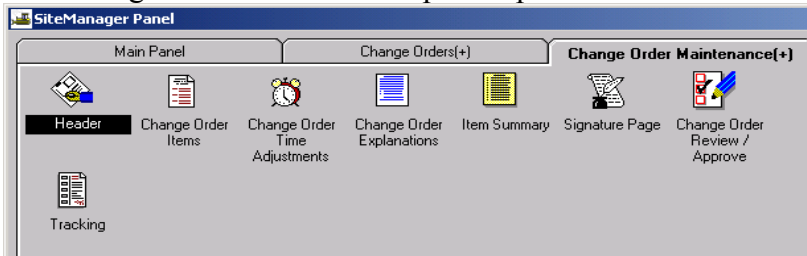
2. Double-click on the **Change Orders** icon.



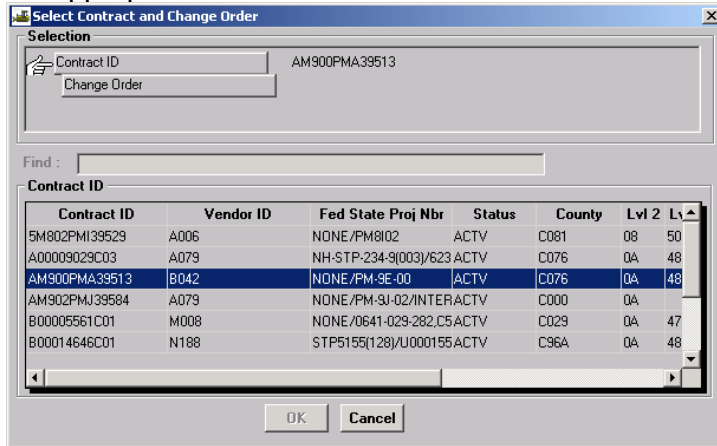
3. The Change Orders panel opens. Double-click on **Change Order Maintenance**.



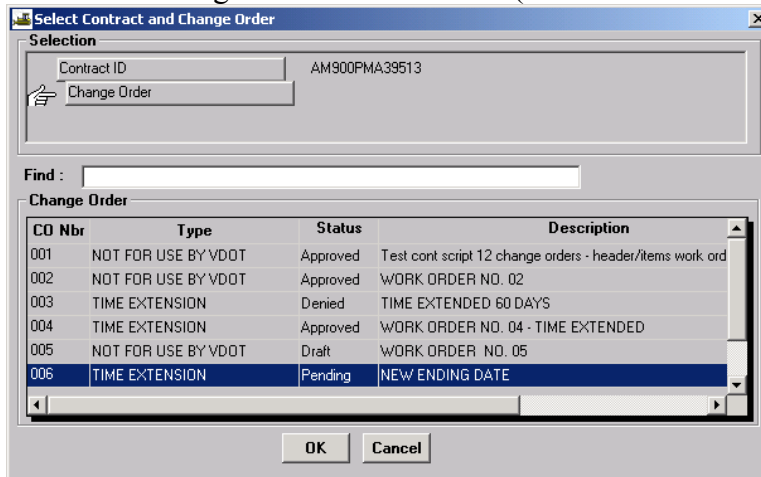
4. The Change Order Maintenance panel opens. Double-click on **Header**.




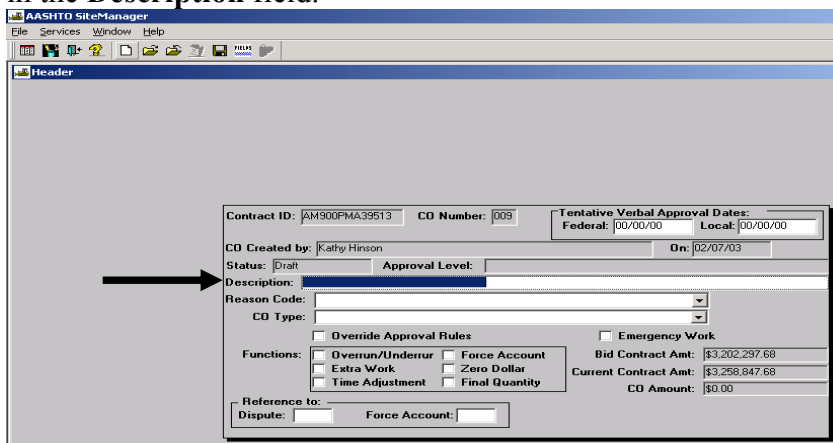
- If you do not already have the contract open, click on the **Open** folder icon  and double-click on the appropriate Contract ID.



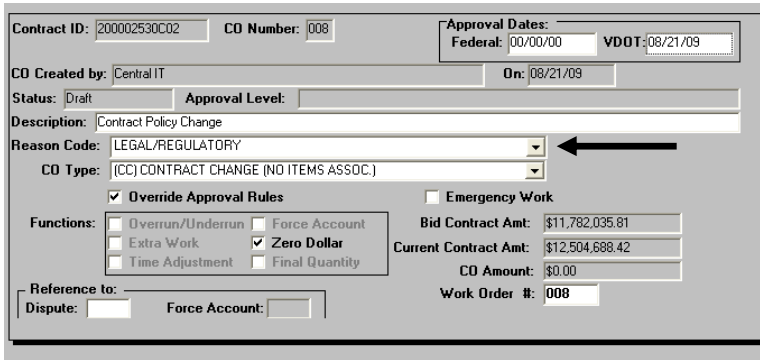
- Click on a Change Order and click OK (or double-click on the Change Order and click OK).



- Click on the **New** icon . New rows (fields) are inserted in the Header panel. Add information in the **Description** field.

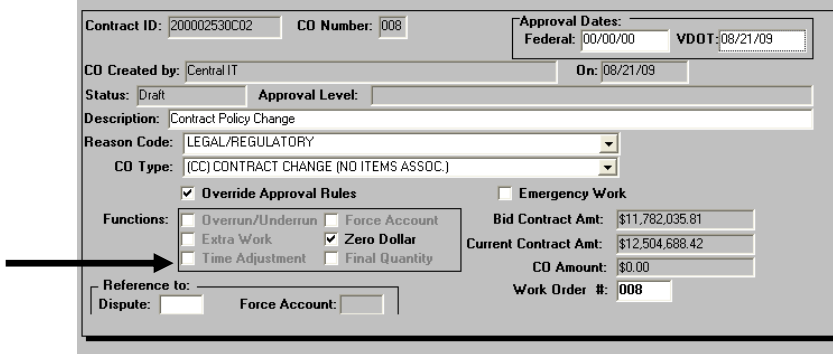


8. Click on the drop-down arrow in the **Reason Code** field. Select **CO Type** and enter **Time Extension**. Click on **Save**.



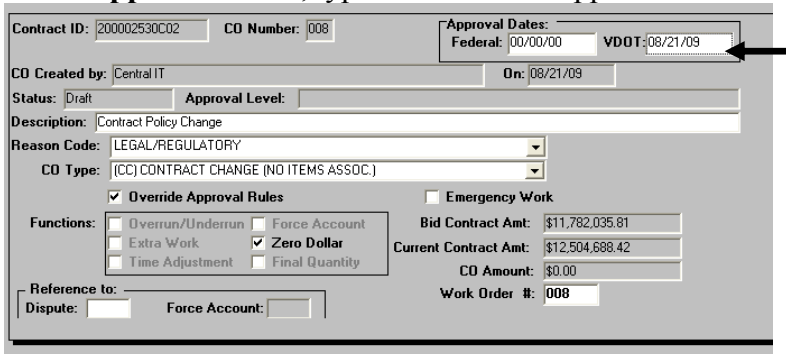
Contract ID: 200002530C02 CD Number: 008 Approval Dates: Federal: 00/00/00 VDOT: 08/21/09
CD Created by: Central IT On: 08/21/09
Status: Draft Approval Level:
Description: Contract Policy Change
Reason Code: LEGAL/REGULATORY
CO Type: (CC) CONTRACT CHANGE (NO ITEMS ASSOC.)
Override Approval Rules Emergency Work
Functions: Overrun/Underrun Force Account Bid Contract Amt: \$11,782,035.81
Extra Work Zero Dollar Current Contract Amt: \$12,504,688.42
Time Adjustment Final Quantity CD Amount: \$0.00
Reference to: Work Order #: 008
Dispute: Force Account:

9. At the Header panel, in the **Functions** group box, click on **Time Adjustment** check box.



Contract ID: 200002530C02 CD Number: 008 Approval Dates: Federal: 00/00/00 VDOT: 08/21/09
CD Created by: Central IT On: 08/21/09
Status: Draft Approval Level:
Description: Contract Policy Change
Reason Code: LEGAL/REGULATORY
CO Type: (CC) CONTRACT CHANGE (NO ITEMS ASSOC.)
Override Approval Rules Emergency Work
Functions: Overrun/Underrun Force Account Bid Contract Amt: \$11,782,035.81
Extra Work Zero Dollar Current Contract Amt: \$12,504,688.42
Time Adjustment Final Quantity CD Amount: \$0.00
Reference to: Work Order #: 008
Dispute: Force Account:

10. In the **Approval Dates**, type in the **VDOT** approval date.



Contract ID: 200002530C02 CD Number: 008 Approval Dates: Federal: 00/00/00 VDOT: 08/21/09
CD Created by: Central IT On: 08/21/09
Status: Draft Approval Level:
Description: Contract Policy Change
Reason Code: LEGAL/REGULATORY
CO Type: (CC) CONTRACT CHANGE (NO ITEMS ASSOC.)
Override Approval Rules Emergency Work
Functions: Overrun/Underrun Force Account Bid Contract Amt: \$11,782,035.81
Extra Work Zero Dollar Current Contract Amt: \$12,504,688.42
Time Adjustment Final Quantity CD Amount: \$0.00
Reference to: Work Order #: 008
Dispute: Force Account:

A.3.b. Add Time Extension

1. Click on **Services** in the menu options and select **CO Time Adjustments**.

2. Enter the **Time Adjustment Days** or **Adjusted Completion Date**.

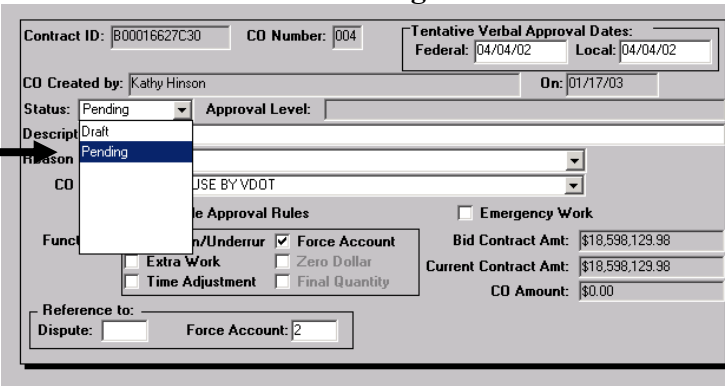
- a. For Fixed Date contracts, add **Adjusted Completion Date** and an **Explanation**.

- b. For Calendar Days, add **Time adjustment Days** and an **Explanation**.


3. Click on **Save**  and exit the Change Order Time Adjustments window.

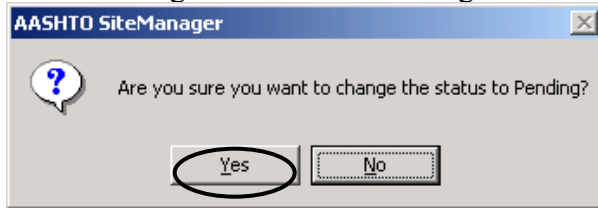
A.3.c. Change Order Approval

1. Click on the **Status** to be **Pending**.

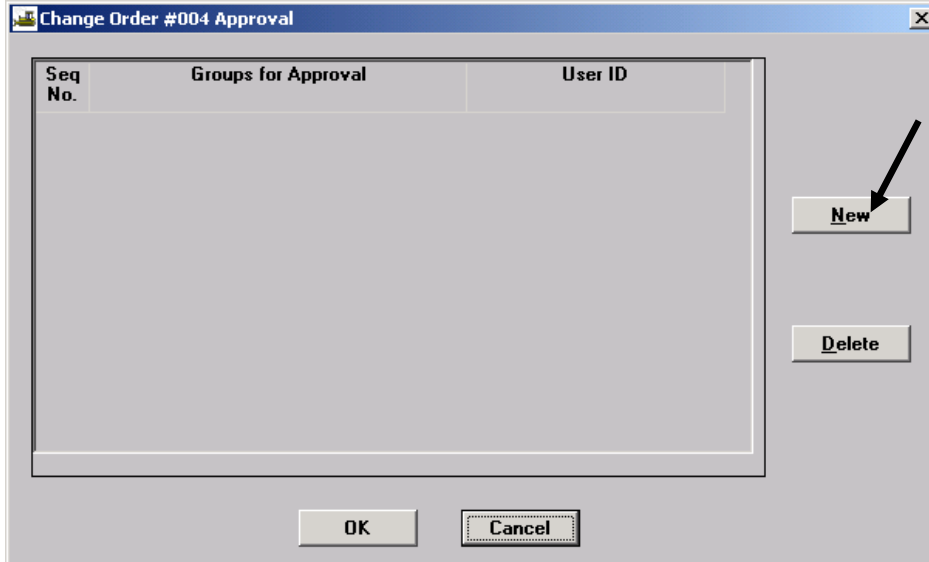


The screenshot shows a web form for Change Order Approval. At the top, it displays Contract ID: B00016627C30, CD Number: 004, and Tentative Verbal Approval Dates: Federal: 04/04/02, Local: 04/04/02. Below this, it shows CD Created by: Kathy Hinson and On: 01/17/03. The Status dropdown menu is open, showing options: Draft, Pending (selected), and Approval Level. Other fields include Description: Draft, CD: USE BY VDOT, and various checkboxes for Approval Rules (Emergency Work, Force Account, Extra Work, Zero Dollar, Time Adjustment, Final Quantity). Contract amounts are listed as Bid Contract Amt: \$18,598,129.98, Current Contract Amt: \$18,598,129.98, and CD Amount: \$0.00. Reference fields for Dispute and Force Account are also present.

2. Click on the **Save** icon . After clicking on Save, a dialog box pops up asking, “Are you sure you want to change the status to Pending?”. Click on **Yes** in the dialog box.

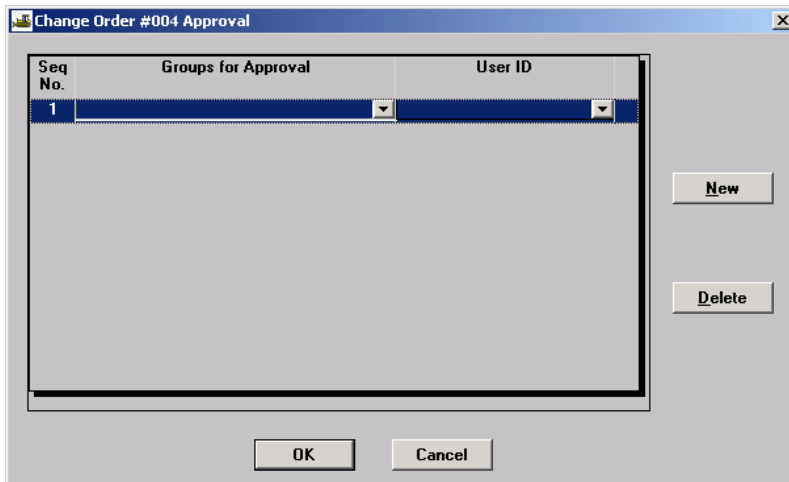


3. Change Order Approval screen appears. Click on **New**.

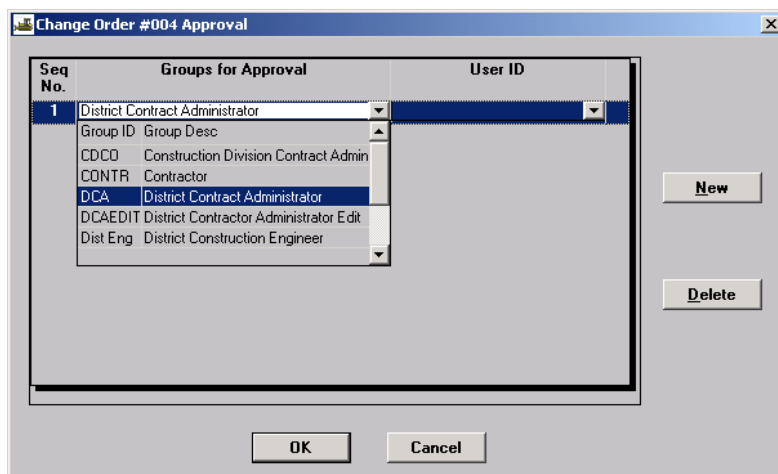


The screenshot shows a window titled "Change Order #004 Approval". It contains a table with three columns: Seq No., Groups for Approval, and User ID. The table is currently empty. To the right of the table are two buttons: "New" (with an arrow pointing to it) and "Delete". At the bottom of the window are "OK" and "Cancel" buttons.

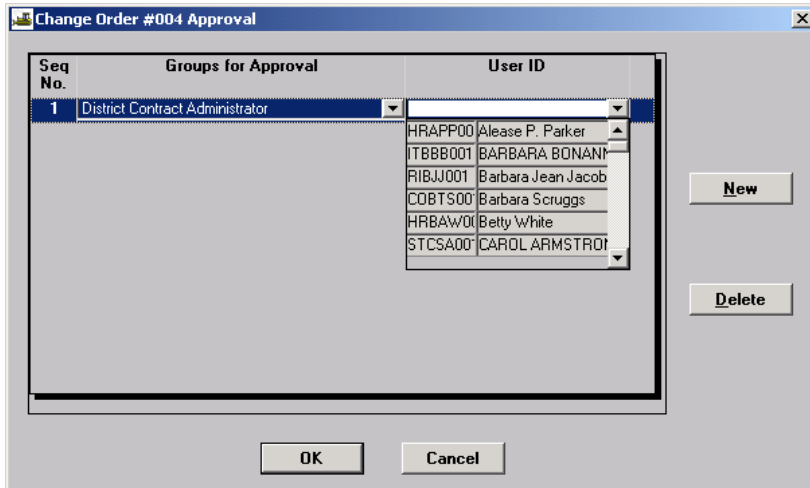
4. A new record is inserted.



5. Click on drop-down box for Groups for Approval and select DCA.



- Click on the pull-down box for User ID and select your Logon ID. Then click on OK.

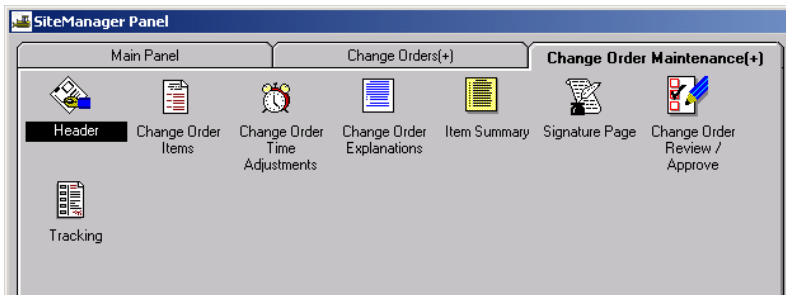


- A message box appears notifying the user of “Mail sent”. Click on OK.

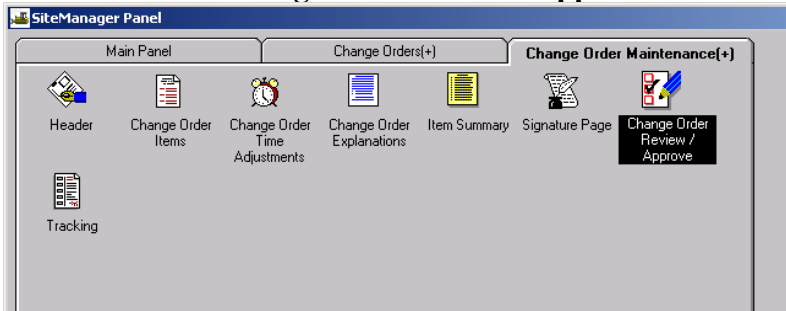


Mail Sent screen will appear, indicating that a notification has been sent to SM Inbox requesting the CO be approved.

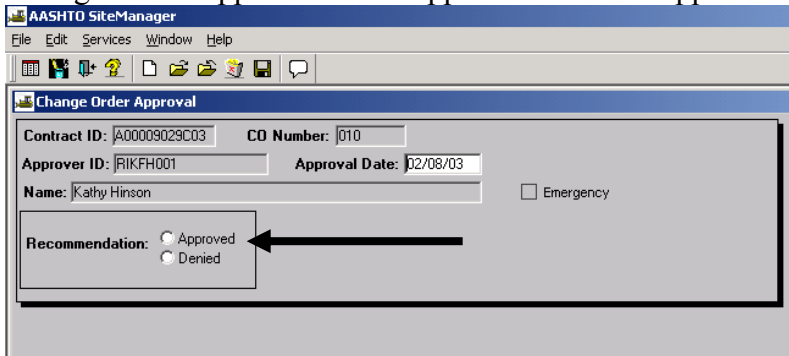
- The Change Order Header screen will appear. Click on **Close**, and SiteManager returns to the Change Order Maintenance tab.



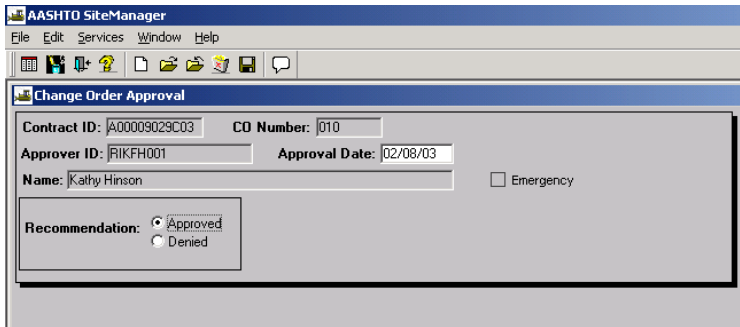
9. Double-click on **Change Order Review/Approve**.



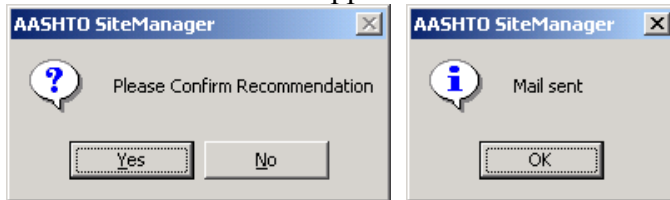
10. Change Order Approval screen appears. Click on Approved radio button.



11. Click on **Save** .



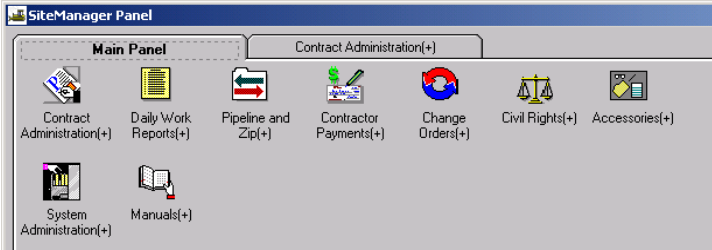
12. Please confirm window appears. Click on Yes. A Mail Sent message appears. Click on OK.



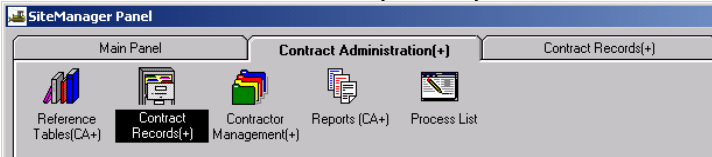
Email is sent to SM internal email box, not to Outlook email.

A.3.d. Check Key Dates

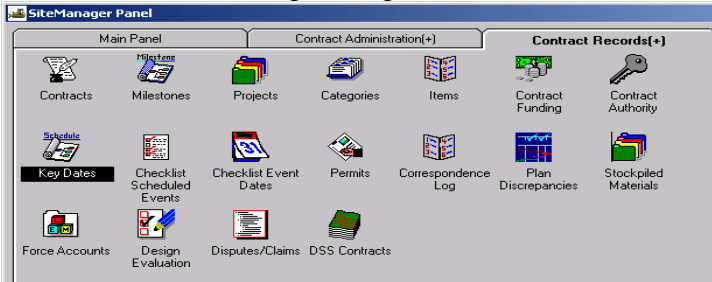
1. To check Key Dates, click on the SiteManager Main Panel icon  to return to the main panel. At the SiteManager Main Panel, double-click on Contract Administration.



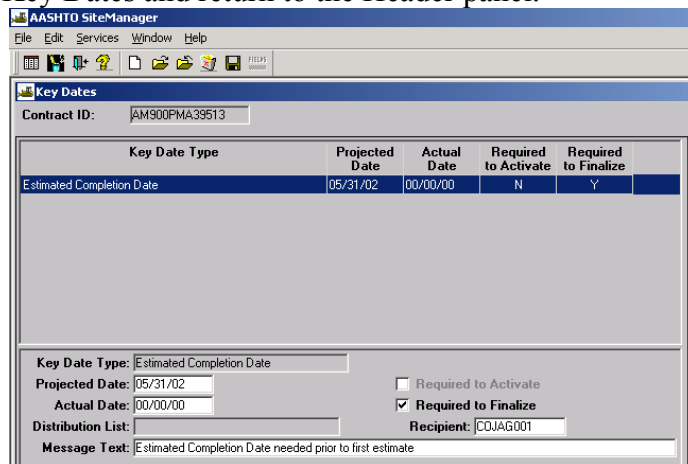
2. The Contract Administration panel opens. Double-click on Contract Records.



3. The Contract Records panel opens. Double-click on Key Dates.



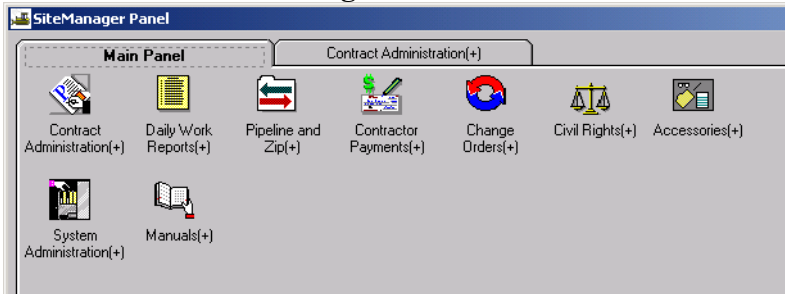
4. The Key Dates panel opens. Check the Estimated Completion Date and revise if necessary. Exit Key Dates and return to the Header panel.



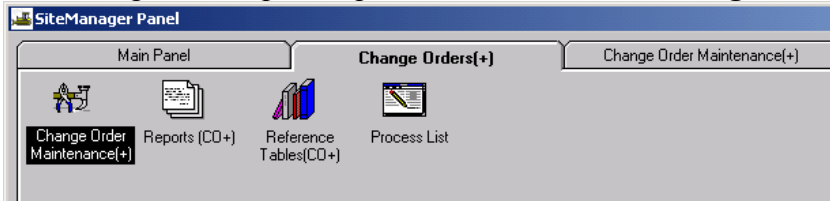
A.4. Contract Change with No Items

A.4.a. Add Change Order Header

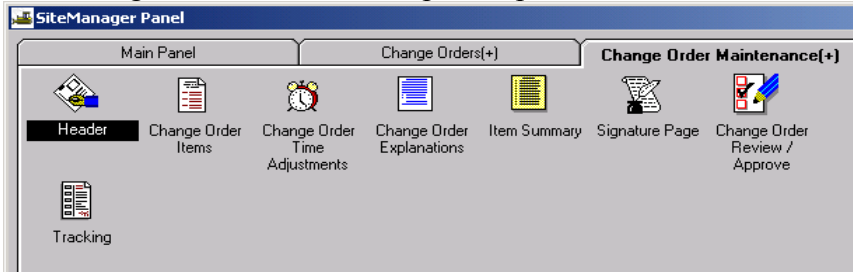
1. Double-click on the **Change Orders** icon.



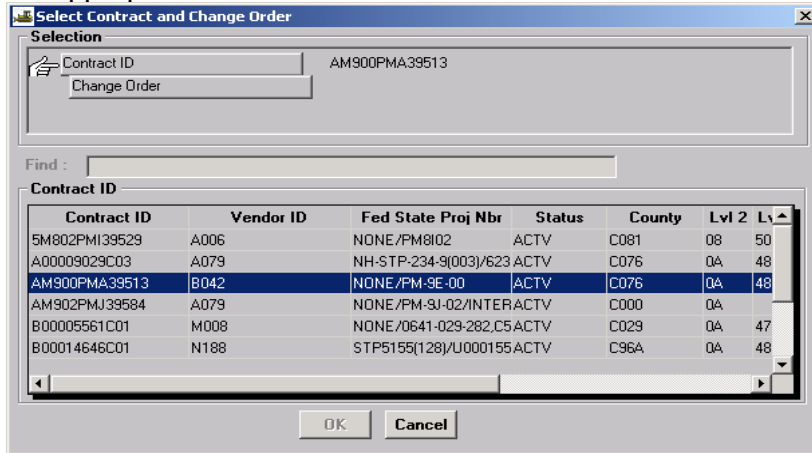
2. The Change Orders panel opens. Double-click on **Change Order Maintenance**.



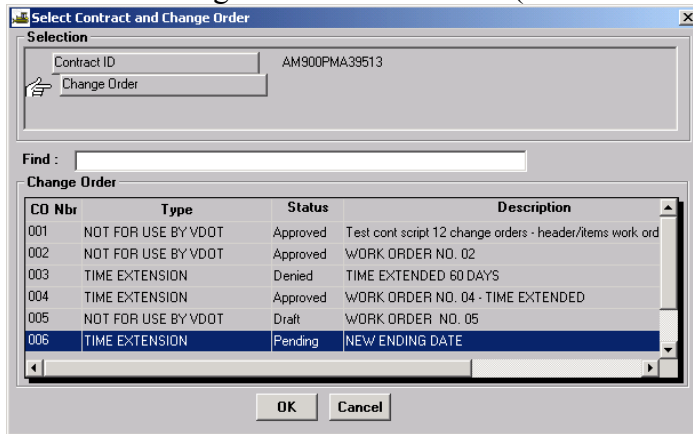
3. The Change Order Maintenance panel opens. Double-click on **Header**.




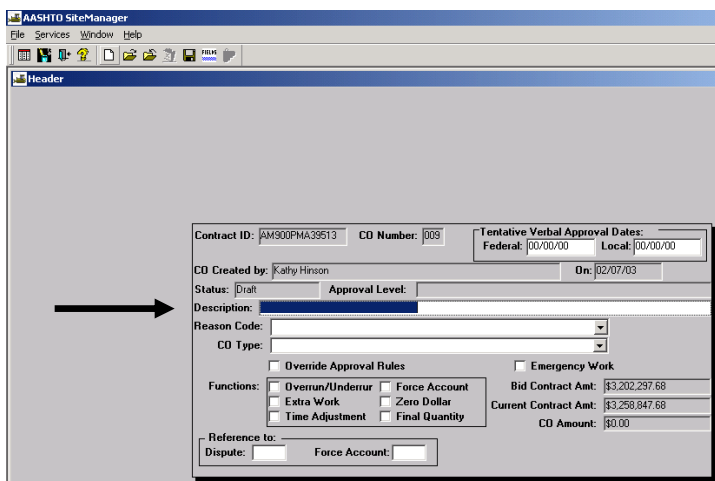
- If you do not already have the contract open, click on the **Open** folder icon  and double-click on the appropriate Contract ID.



- Click on a Change Order and click OK (or double-click on the Change Order and click OK).



- Click on the **New** icon . New rows (fields) are inserted in the Header panel. Add information in the **Description** field

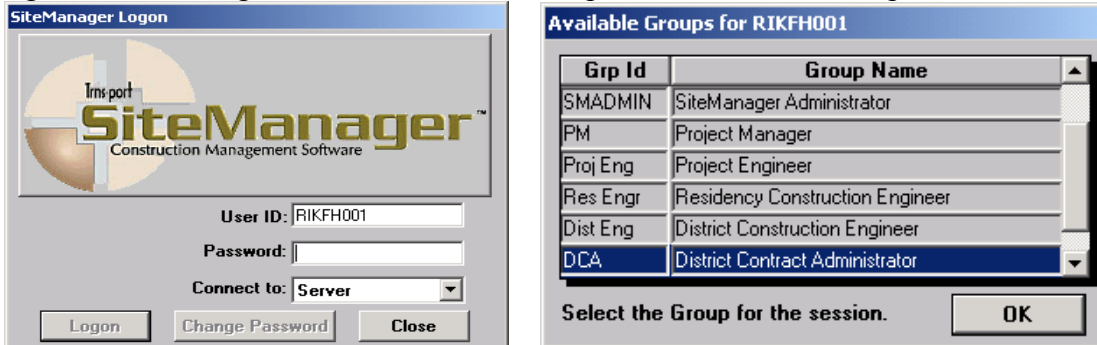


7. Enter **Contract Policy Change** in the **Description** field. **Select Reason Code**. Select **CO Type**. Click on **Override Approval Rules**. Click on **Zero Dollar** function. For Approval Dates, type in the **VDOT** approval date. Click on **Save**.

Contract ID: 200002530C02	CO Number: 008	Approval Dates: Federal: 00/00/00	VDOT: 08/21/09
CO Created by: Central IT	On: 08/21/09		
Status: Draft	Approval Level:		
Description: Contract Policy Change			
Reason Code: LEGAL/REGULATORY			
CO Type: (CC) CONTRACT CHANGE (NO ITEMS ASSOC.)			
<input checked="" type="checkbox"/> Override Approval Rules	<input type="checkbox"/> Emergency Work		
Functions: <input type="checkbox"/> Overrun/Underrun <input type="checkbox"/> Extra Work <input type="checkbox"/> Time Adjustment	<input type="checkbox"/> Force Account <input checked="" type="checkbox"/> Zero Dollar <input type="checkbox"/> Final Quantity	Bid Contract Amt: \$11,782,035.81	Current Contract Amt: \$12,504,688.42
Reference to: Dispute: <input type="text"/>	Force Account: <input type="text"/>	CO Amount: \$0.00	Work Order #: 008

A.4.b. Change Order Approval

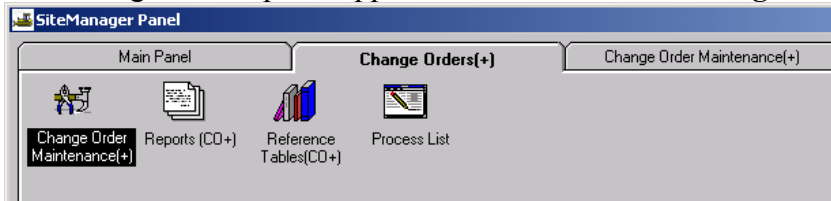
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



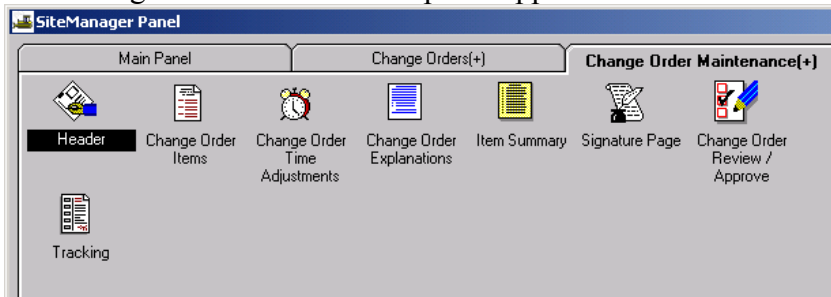
2. At the main panel, double-click on **Change Orders**.



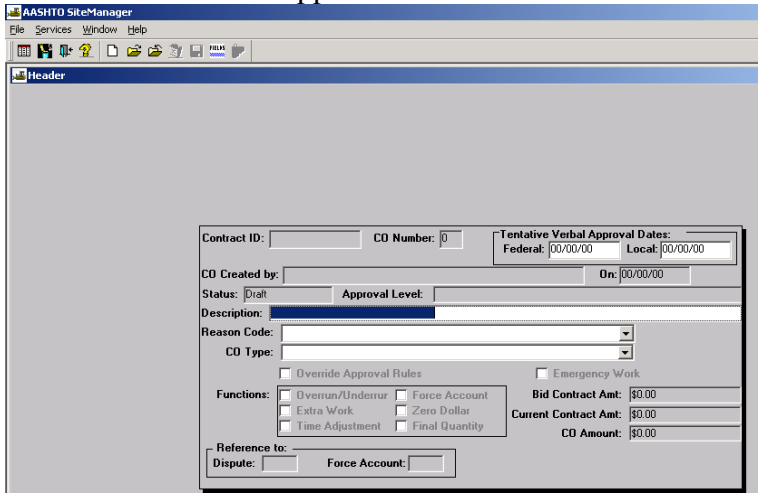
3. The Change Orders panel appears. Double-click on **Change Order Maintenance**.



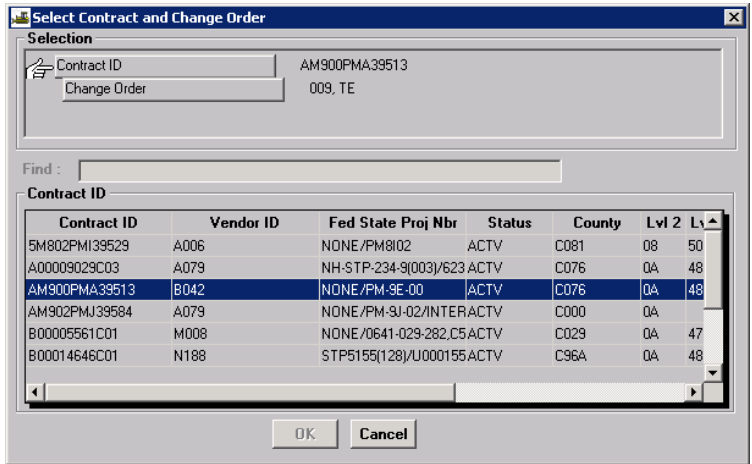
4. The Change Order Maintenance panel appears. Double-click on **Header**.



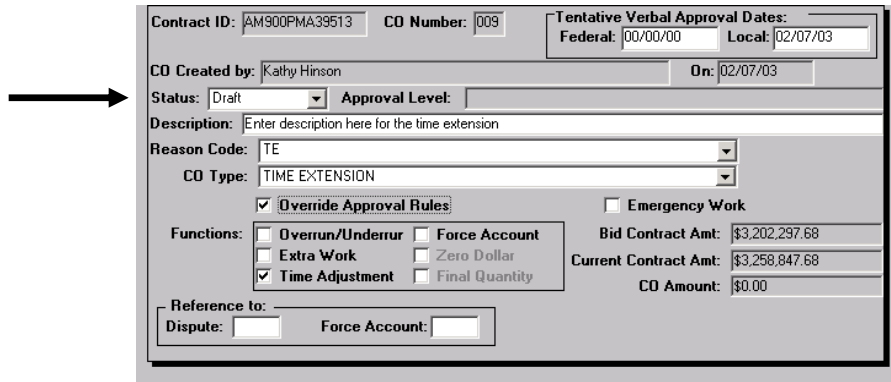
The main Header window appears.




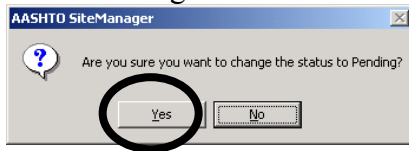
- Click on the **Open** folder  and the Select Contract and Change Order window appears. Double-click on a Contract ID to select a contract.



- Click on the **Status** to be **Draft**.



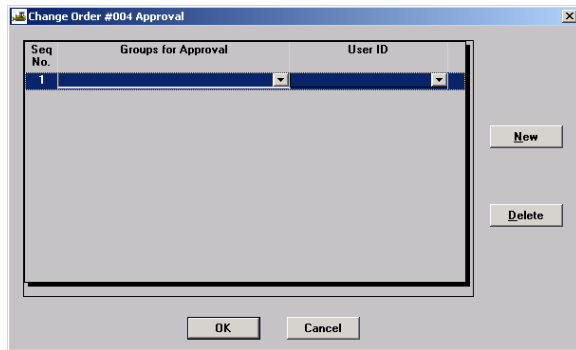
7. Click on the **Save** icon . After clicking on Save, a dialog box pops up asking, “Are you sure you want to change the status to Pending?”. Click on **Yes** in the dialog box.



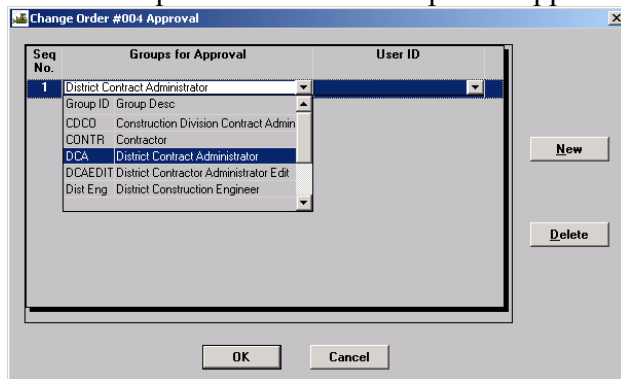
8. Change Order Approval screen appears. Click on **New**.



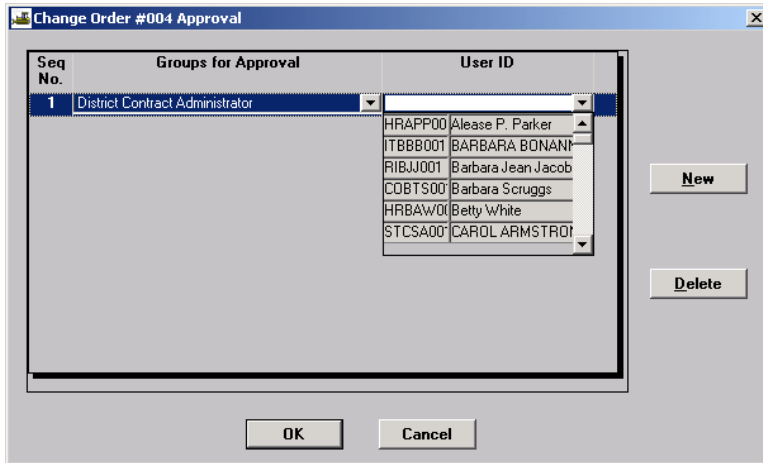
9. A new record is inserted.



10. Click on drop-down box for Groups for Approval and select DCA.



11. Click on the pull-down box for User ID and select your Logon ID. Then click on OK.

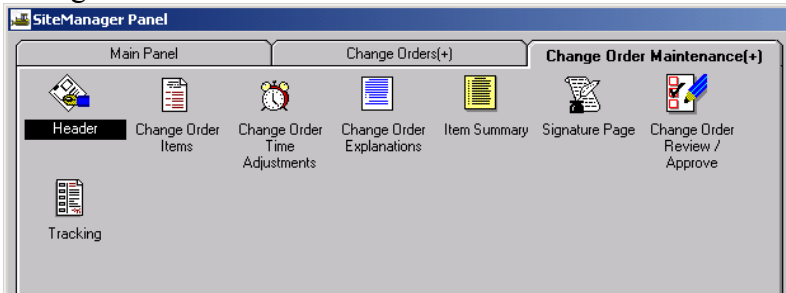


12. A message box appears notifying the user of “Mail sent”. Click on OK.

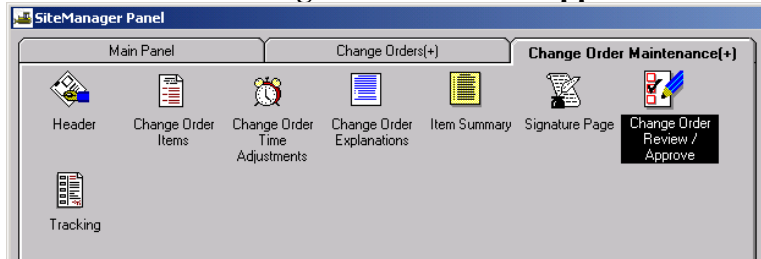


Mail Sent screen will appear, indicating that a notification has been sent to SM Inbox, not Outlook email.

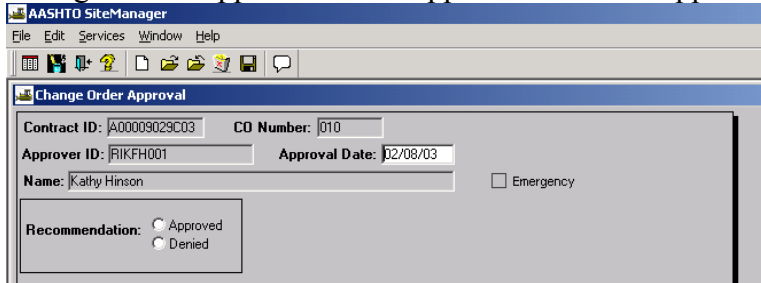
13. The Change Order Header screen will appear. Click on **Close**, and SiteManager returns to the Change Order Maintenance tab.



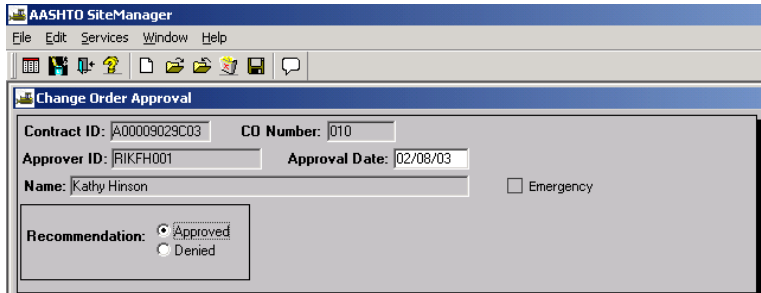
14. Double-click on **Change Order Review/Approve**.



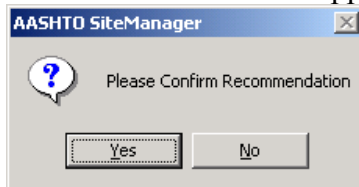
15. Change Order Approval screen appears. Click on Approved.



16. Click on **Save**



17. Please confirm window appears. Click on Yes.



18. A Mail Sent message appears. Click on OK.



Mail Sent screen will appear, indicating that a notification has been sent to SM Inbox, not Outlook email.

B. Force Accounts

B.1. Force Accounts Process Outline

SEQUENCE OF EVENTS/ACTIONS REQUIRED BY THE DCA/PM

1. DCA adds a Force Account
(User Manual, Section 9B)
2. PM records Force Account Activity
(User Manual, Section 4)
This doesn't actually pay the Force Account; it just keeps track of it.
3. DCA creates a Change Order to pay the Force Account (User Manual, Section 9B3, to see Summary of Force Account information. User Manual Section 9B4, to create change order based on the summary information)
4. Pay on Change Order Items in Daily Work Report (User Manual, Section 4)

B.2. Add Force Accounts

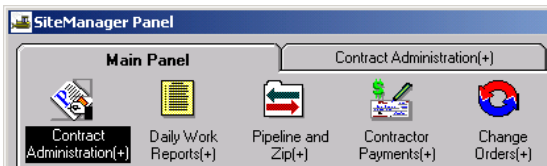
(**Note:** This must be done before a Project Manager can record Force Account activity as directed in Section 4 of this manual.)

Tip: When a new Force Account is created, the equipment, labor, and materials can be listed generically so that the Inspector can begin recording usage data in Daily Work Reports.

1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” or Group ID “PM” and click OK.



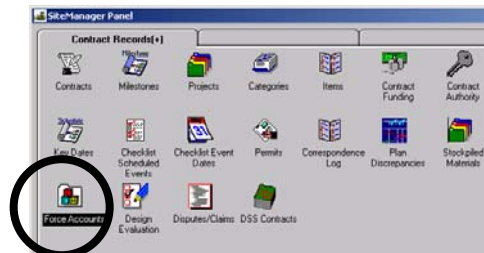
2. Double-click on **Contract Administration**.



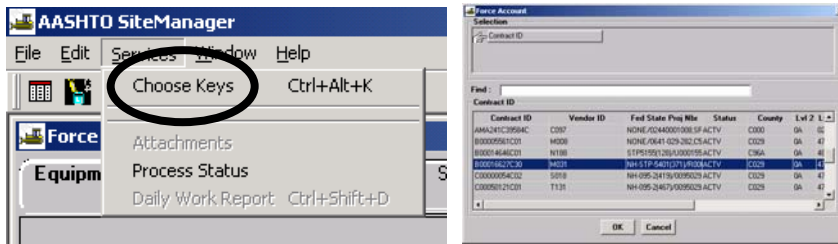
3. Double-click on **Contract Records**.



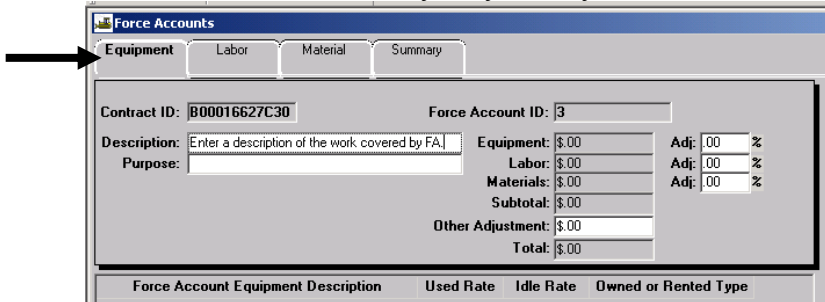
4. Double-click on **Force Accounts** icon.



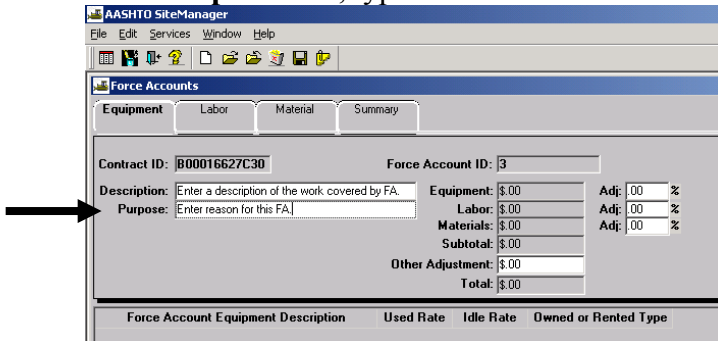
- Click on **Services**, click on **Choose Keys** and the Force Account Selection window appears. Double-click on a Contract ID.




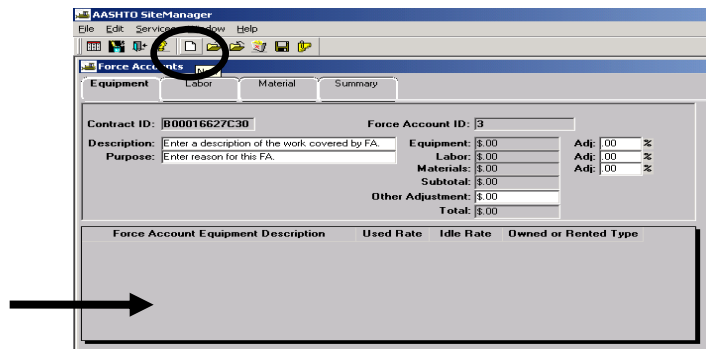
- In the **Equipment** tab, in the Description field, type a description of the work covered by the Force Account. Press the Tab key on your keyboard.



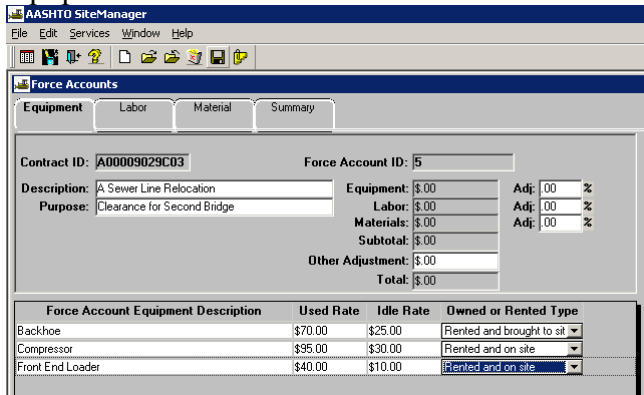
- In the **Purpose** field, type the reason for the Force Account. Then click on the Save button .



Click on the bottom window and click on the New button .



- Enter each Equipment Description, Used Rate, Idle Rate, and Owned or Rented Type as demonstrated in this screen print. See Steps 9 through 12 for detailed screen prints on how to enter this information. Click in the bottom window and click the New button for each new piece of equipment to be entered.



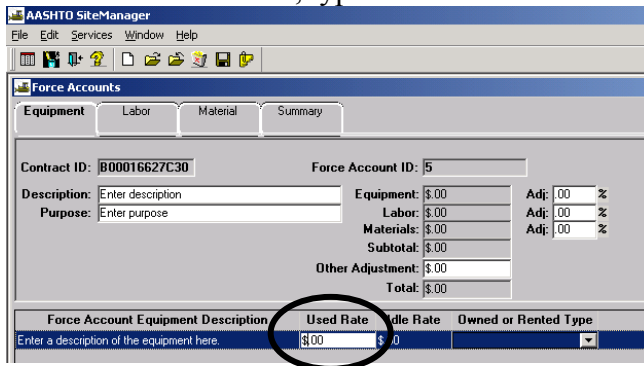
Force Account ID: 5

Description: A Sewer Line Relocation
Purpose: Clearance for Second Bridge

Equipment: \$0.00 Adj: 00 %
Labor: \$0.00 Adj: 00 %
Materials: \$0.00 Adj: 00 %
Subtotal: \$0.00
Other Adjustment: \$0.00
Total: \$0.00

Force Account	Equipment Description	Used Rate	Idle Rate	Owned or Rented Type
	Backhoe	\$70.00	\$25.00	Rented and brought to sit
	Compressor	\$95.00	\$30.00	Rented and on site
	Front End Loader	\$40.00	\$10.00	Rented and on site

- In the **Used Rate** field, type the used rate for the equipment. Press the Tab key.



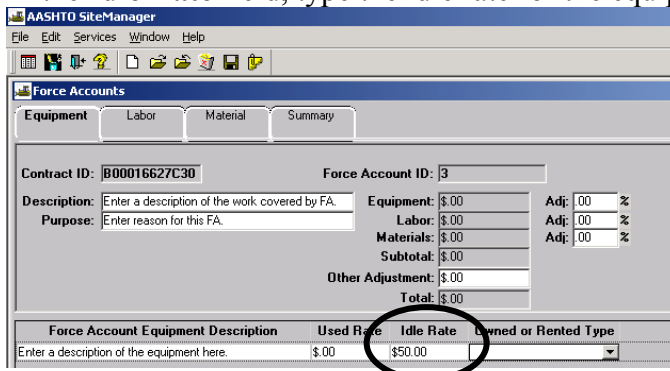
Contract ID: B00016627C30 Force Account ID: 5

Description: Enter description
Purpose: Enter purpose

Equipment: \$0.00 Adj: 00 %
Labor: \$0.00 Adj: 00 %
Materials: \$0.00 Adj: 00 %
Subtotal: \$0.00
Other Adjustment: \$0.00
Total: \$0.00

Force Account	Equipment Description	Used Rate	Idle Rate	Owned or Rented Type
	Enter a description of the equipment here.	\$0.00	\$0.00	

- In the **Idle Rate** field, type the idle rate for the equipment. Press Tab key.



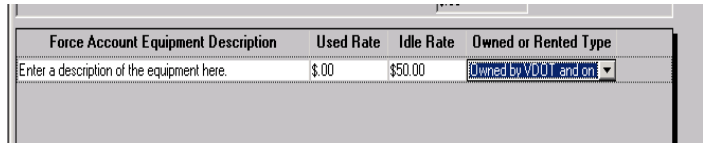
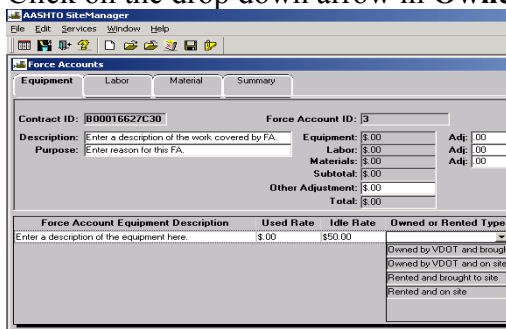
Contract ID: B00016627C30 Force Account ID: 3

Description: Enter a description of the work covered by FA.
Purpose: Enter reason for this FA.


Equipment: \$0.00 Adj: 00 %
Labor: \$0.00 Adj: 00 %
Materials: \$0.00 Adj: 00 %
Subtotal: \$0.00
Other Adjustment: \$0.00
Total: \$0.00

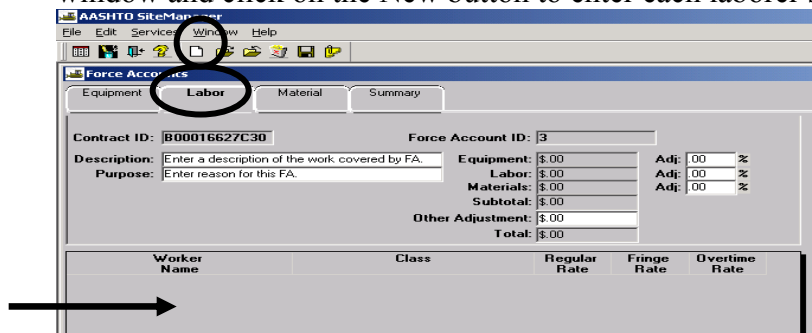
Force Account	Equipment Description	Used Rate	Idle Rate	Owned or Rented Type
	Enter a description of the equipment here.	\$0.00	\$50.00	

11. Click on the drop down arrow in **Owned or Rented Type** field and select an option.

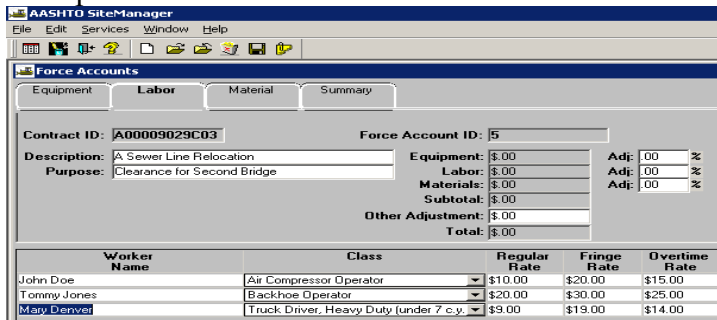


12. Click on the Save button .

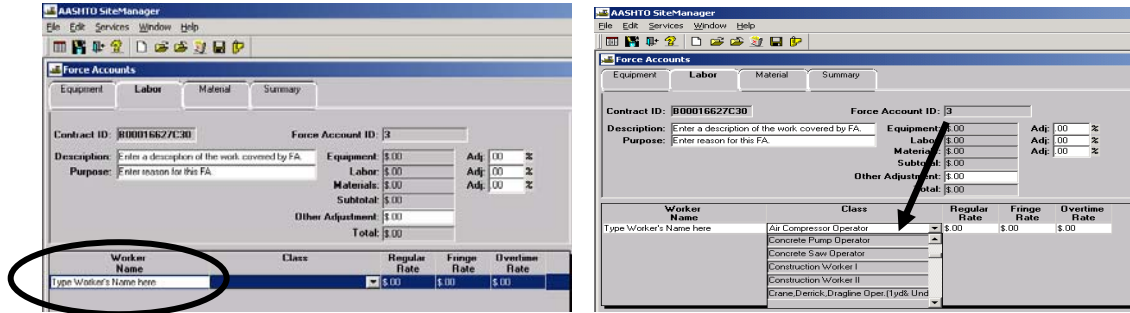
13. (1)click on the **Labor** folder tab and (2) click on the bottom window. Click on the (3) **New** icon . Note: If user needs to enter several different laborers, click on the bottom window and click on the New button to enter each laborer separately.



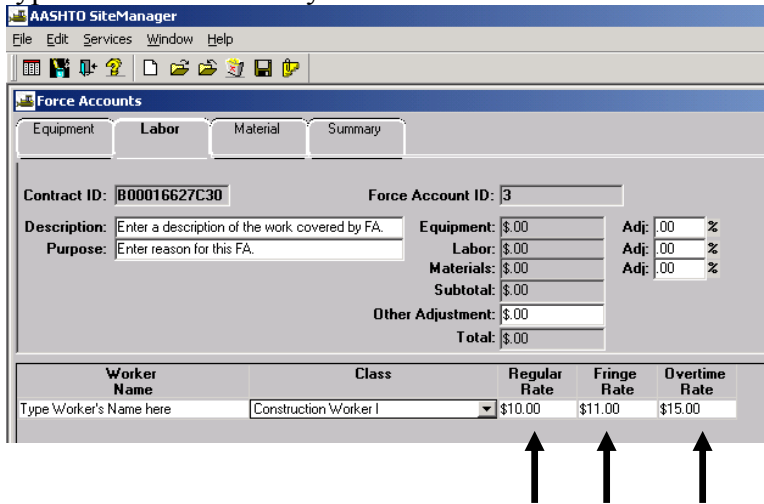
14. This is an example of a completed Laborer folder tab. See Steps 15 through 18 for detailed examples of how to enter Laborer information.



15. In the **Worker Name** field, type the worker's name. Select a **Worker Class** from the drop down window.

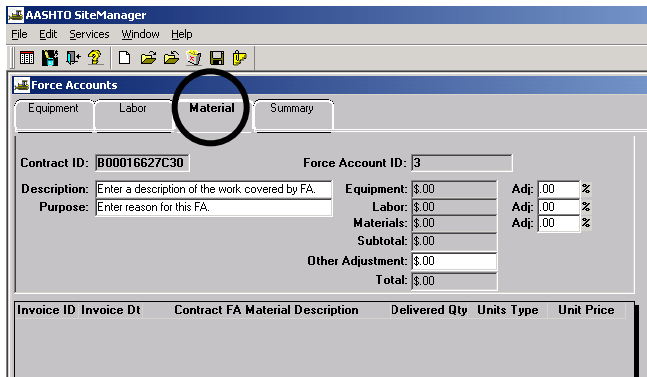



16. Enter the **Regular Rate**. Press the Tab key on your keyboard. In the **Fringe Rate** field, type the fringe hourly rate for the worker. Press the Tab key on your keyboard. In the **Overtime Rate** field, type the overtime hourly rate for the worker.

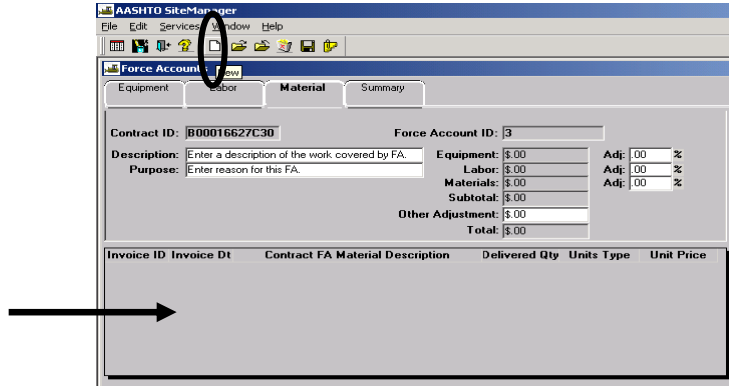



17. Click on the **Save** button .

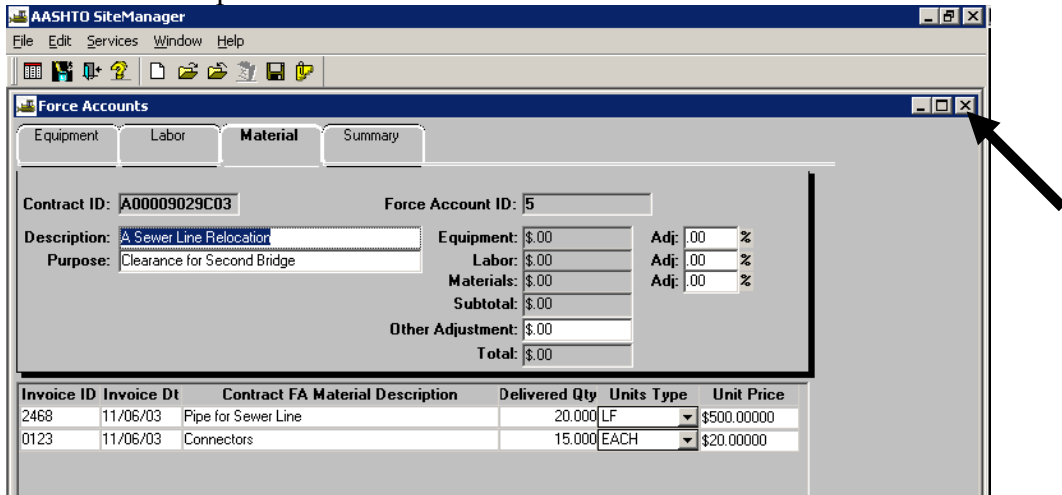
18. Click on the **Material** folder tab.



19. Each invoice for Material will be entered separately. To enter Material, click on the bottom window and click on the **New** icon .

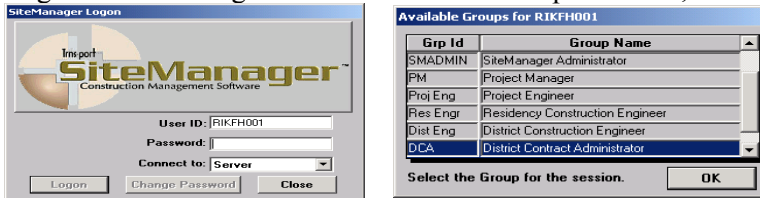


20. Enter an **Invoice ID**, **Invoice Dt** and **Contract FA Material Description**. Enter the **Delivered Qty** and **Units Type**. In the Units Type, there is a drop-down arrow you can click on to expand the list of choices. Click the expand arrow and click the unit of measure to be used in installing the material. Press the Tab key on your keyboard. (Note: It is important to tab from field to field to properly record the entries.) Click on the **Save** button . Exit the window by clicking on the Force Accounts panel "X".

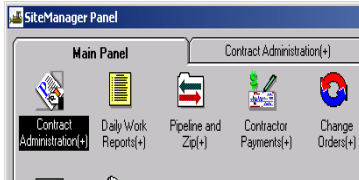


B.3. Determine Force Account Payment Amount

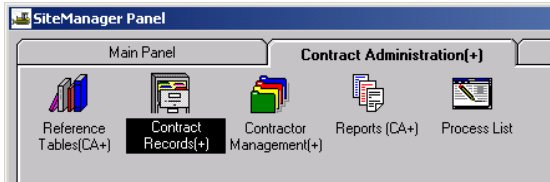
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



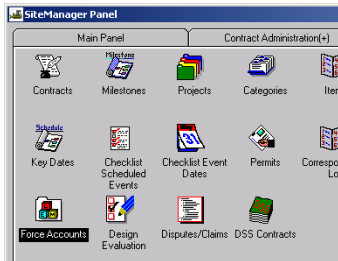
2. Double-click **Contract Administration**.



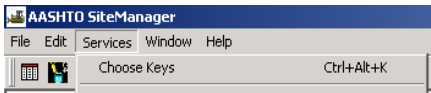
3. Double-click **Contract Records**.



4. Double-click **Force Accounts**.



5. If the contract is not already open, click on **Services, Choose Keys** and double-click on a Contract ID to select the contract.



6. Double Click on the Force Account to select it, if there are multiples.

7. Click on the **Summary** folder tab.

Contract ID: B00016627C30 Force Account ID: 2

Description: Dump Truck Equipment: \$225.00 Adj: 0.00 %
Purpose: To remove dirt Labor: \$0.00 Adj: 0.00 %
Materials: \$0.00 Adj: 0.00 %

Subtotal: \$225.00
Other Adjustment: \$0.00
Total: \$225.00

Daily ID		Costs				Total
		Labor	Fringe	Equipment	Material	
09/15/2002	RIKFH001	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00
Daily ID Totals:		\$0.00	\$0.00	\$225.00	\$0.00	\$225.00
Daily ID Adjustments:		\$0.00		\$0.00	\$0.00	\$0.00
					Force Account Adjustment:	\$0.00
					Total Cost:	\$225.00

Record the **Total** from the window and initiate a Change Order.

Note: VDOT Change Order Process needs to be done manually to pay the total. If previous incremental payments have been made, calculate only the incremental amount to use when creating the change order.

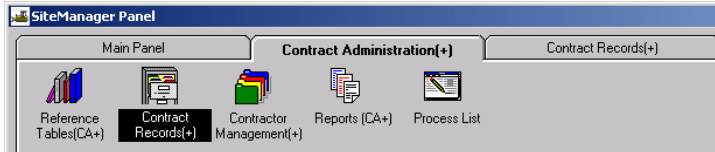
When finished, exit the window.

B.4. How to Pay Force Account by Creating Change Order

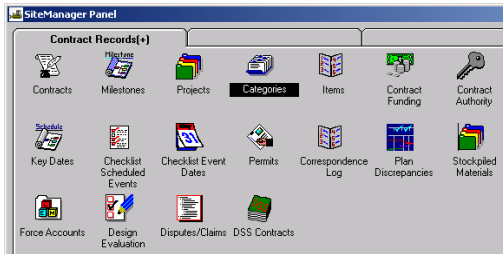
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.
2. At SiteManager main panel, double-click on **Contract Administration**.



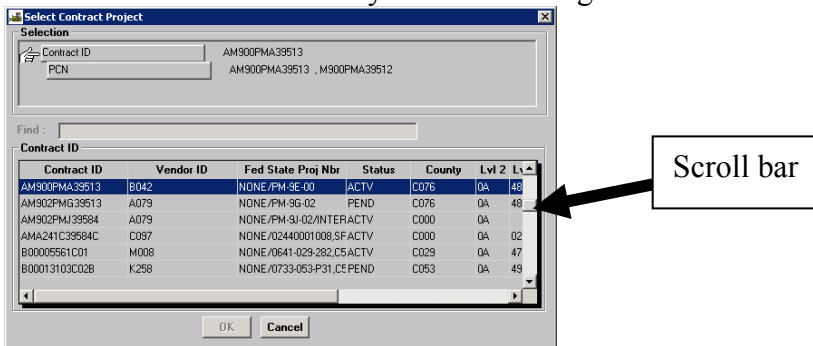
3. Double-click on **Contract Records**.



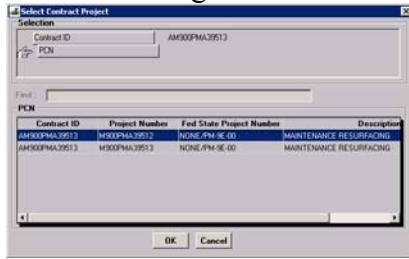
4. Double-click on **Categories**. Note: If you do not already have an existing change order, you would need to select the contract and select the PCN.




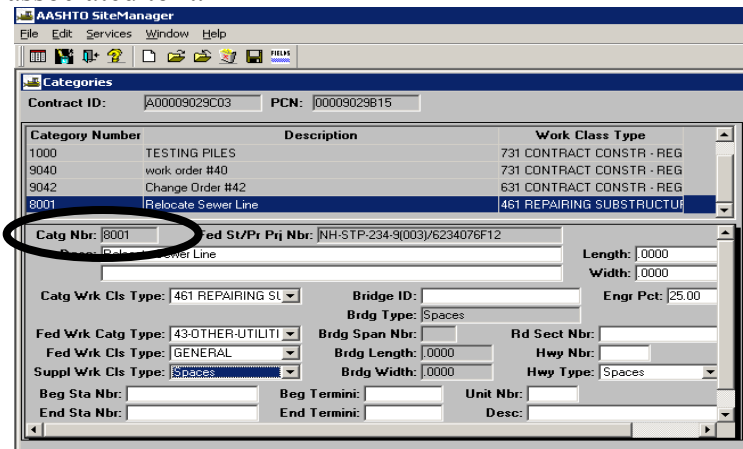
5. The **Select Contract Project** window opens. Use the scroll bar to scroll to and select the appropriate **Contract ID**. Select the Contract ID by clicking on it and then click OK, or you can also select the Contract ID by double-clicking on the Contract ID.



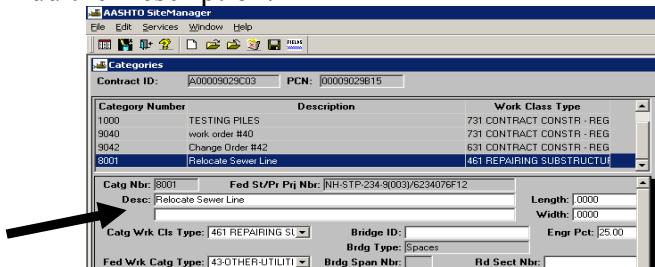
- Select the appropriate PCN by clicking on it and then click OK, or you can also select the PCN by double-clicking on the PCN.



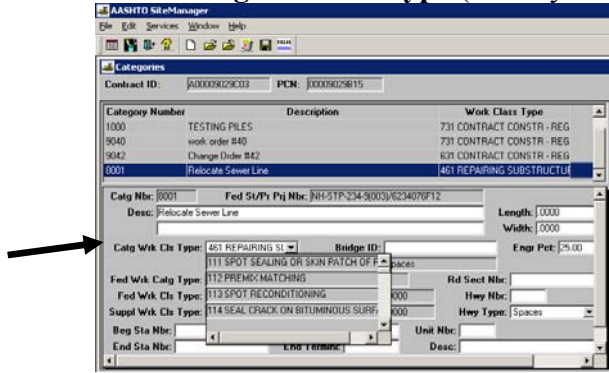
- In the bottom data window, the DCA will add a Category Number. Click on the bottom panel and click on the New  icon. Start the Category Number with '8', with the next 3 digits being the next sequential number of the work order. Tip: A Category can only be deleted if there are no Items associated to it.



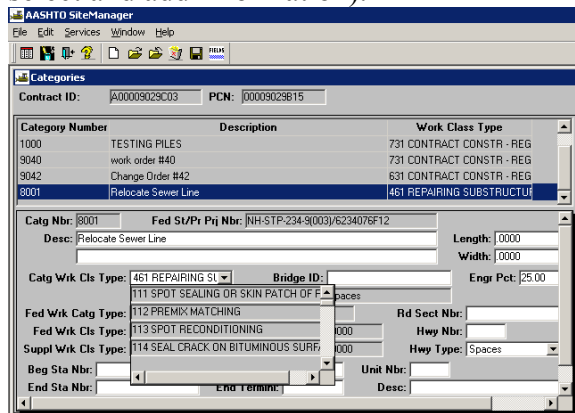
- Add the Description.





- Click on the drop-down arrow in the Category Work Class Type field and select the **Catg Wrk Cls Type** (activity code).



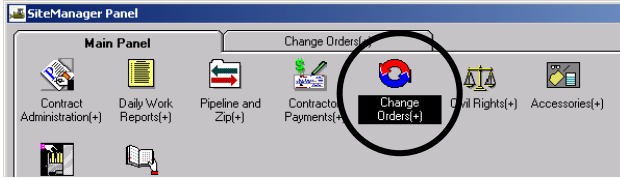
- Add the **Engr Pct** and any other required fields (use drop-down arrows in the various fields to select and add information).



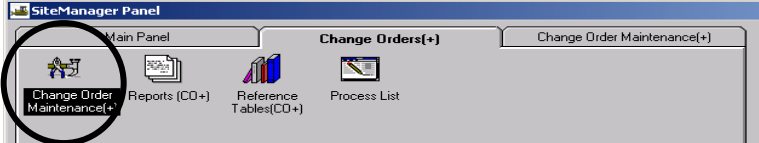
- Click on **Save**  and exit to the Main Panel (user can click on the main panel icon ).

B.4.a. Add Change Order Header

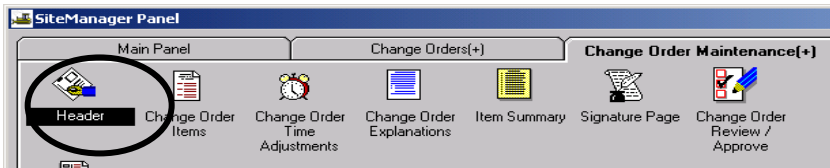
1. Return to the SiteManager Main Panel and double-click on **Change Orders**.



2. The Change Orders panel appears. Double-click on **Change Order Maintenance**.



3. Double-click on **Header**.

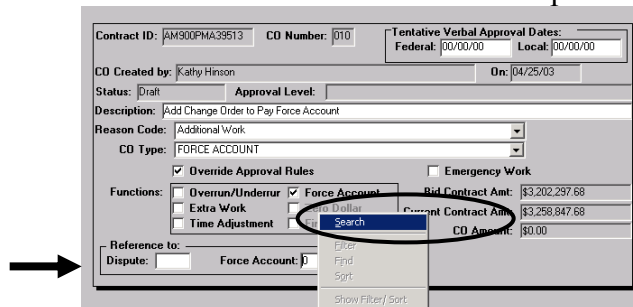


4. Add the information in the **Description** field.
Click on the drop-down arrow in the **Reason Code** field and select **Additional Work**.
Click on the drop-down arrow in the **CO Type** field and select **Force Account**.
Click on **Override Approval Levels** check box.
In the **Functions** box, click **Force Account**.

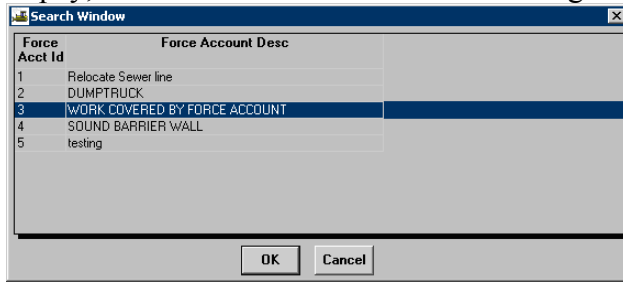
Note: DCA is the only electronic approval for CO.

A screenshot of the Change Order form. The 'Description' field contains 'Add Change Order to Pay Force Account'. The 'Reason Code' dropdown is set to 'Additional Work'. The 'CO Type' dropdown is set to 'FORCE ACCOUNT'. The 'Override Approval Rules' checkbox is checked. The 'Functions' section has 'Force Account' checked. An arrow points to the 'Description' field.

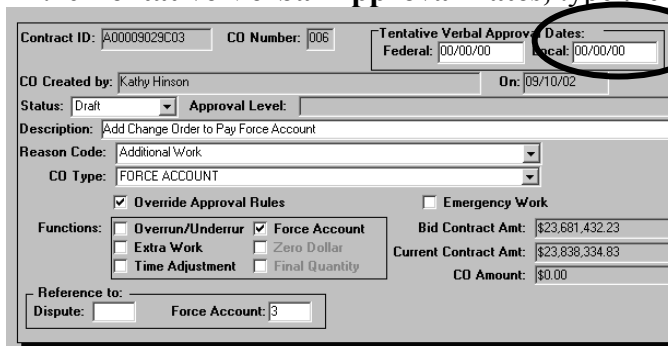
5. In the 'Reference to:' box, right-click in the **Force Account** field and click Search to choose the associated Force Account that is to be paid.




Example of Search Window for associated Force Accounts. To select the Force Account you need to pay, double-click on it or the user can single-click on it and click OK.



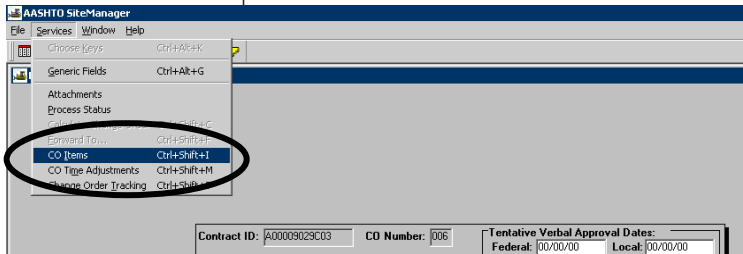
6. In the **Tentative Verbal Approval Dates**, type the VDOT approval date into **Local Date**.



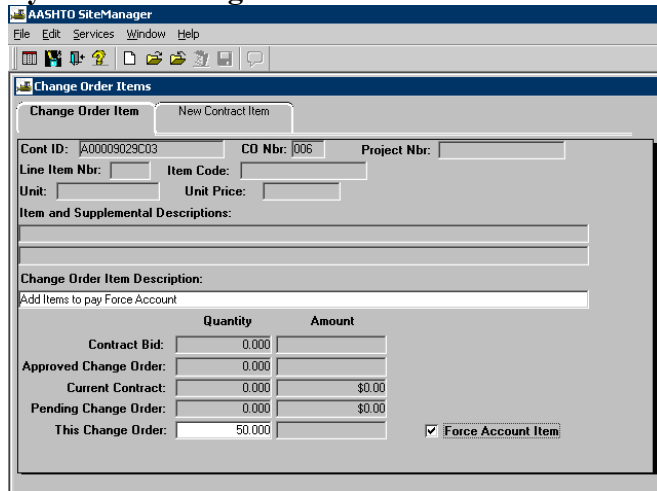
7. Click on **Save**  and exit the Header panel by clicking on the Header panel "X".

B.4.b. Add Change Order Items

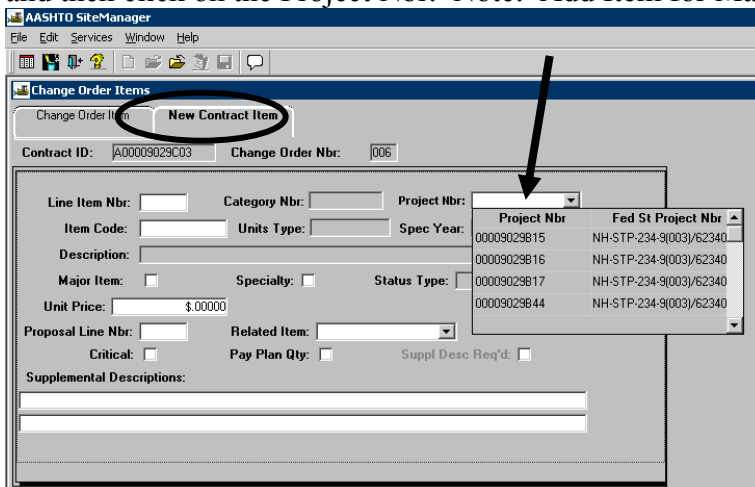
1. Click on Services | CO Items.



2. The Change Order Items window opens. Enter the Change Order Item Description. Enter the **Quantity in This Change Order** text box. Check **Force Account Item** box.



3. Click the **New Contract Item** folder tab. Select **Project Nbr** by clicking on the drop-down arrow and then click on the Project Nbr. Note: Add Item for Materials, Labor, Equipment.



- Select **Category Nbr** by clicking the drop-down arrow and then click on the Category Nbr. Enter the **Line Item Nbr**.

The screenshot shows the 'Change Order Items' window in AASHTO SiteManager. The 'New Contract Item' tab is active. The 'Contract ID' is A00009029C03 and the 'Change Order Nbr' is 006. The 'Project Nbr' is 00009029B15. A dropdown menu for 'Category Nbr' is open, showing a list of categories:

Category Number	Description
0001	BRIDGE ITEMS
1000	TESTING PILES
9001	BRIDGE BEAMS

Other fields include 'Line Item Nbr', 'Item Code', 'Description', 'Major Item', 'Unit Price' (\$00000), 'Proposal Line Nbr', 'Related Item', 'Critical', 'Pay Plan Qty', and 'Suppl Desc Req'd'. There is also a 'Supplemental Descriptions' field.

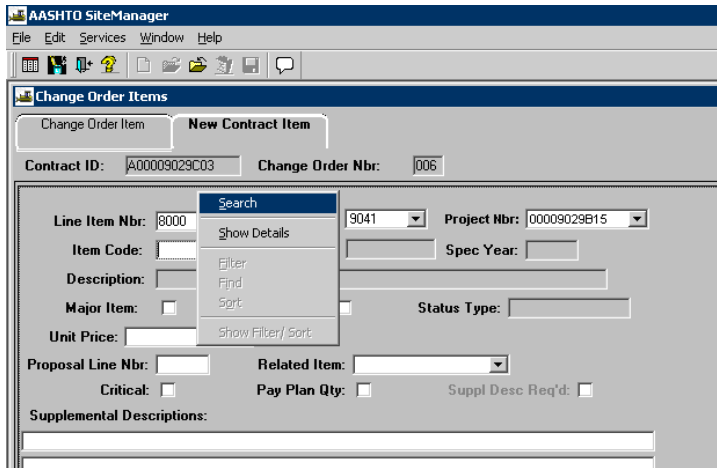
- Right-click in the **Item Code** box and search for the Item Code.


The screenshot shows the 'Change Order Items' window with a context menu open over the 'Item Code' field. The 'Contract ID' is A00009029C03 and the 'Change Order Nbr' is 006. The 'Project Nbr' is 00009029B15. The 'Line Item Nbr' is 8000 and the 'Category Nbr' is 9041. The 'Item Code' field is highlighted, and the context menu options are:

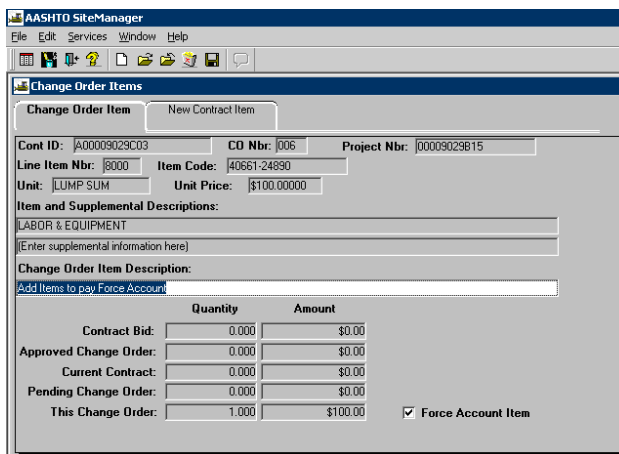
- Search
- Show Details
- Filter
- Find
- Sort
- Show Filter/Sort


Other fields include 'Description', 'Major Item', 'Unit Price', 'Proposal Line Nbr', 'Related Item', 'Status Type', 'Critical', 'Pay Plan Qty', and 'Suppl Desc Req'd'. There is also a 'Supplemental Descriptions' field.

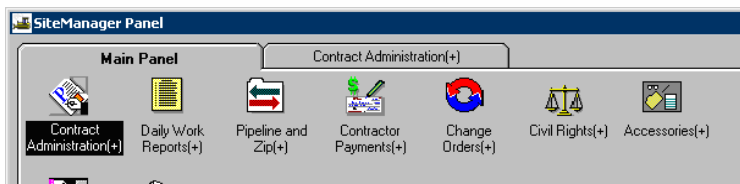
6. Enter the **Supplemental Descriptions**. Enter the **Unit Price**. Enter the **Proposal Line Nbr.** Add Materials, Labor, and Equipment Items by clicking on the **New Contract Item** tab.



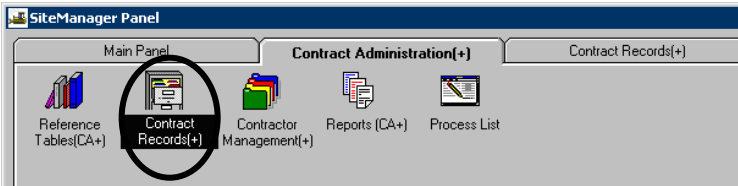
7. Click on **Change Order Item** folder tab. Note: The amount for this Change Order is automatically calculated in the Change Order Item folder tab. Click **Save** icon  and click on 'X' to next to it.



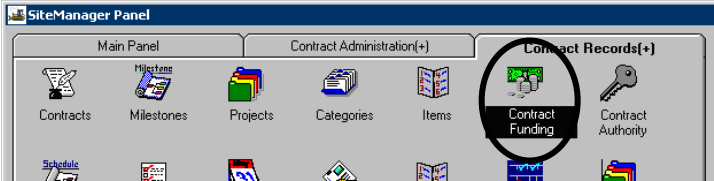
8. Click on the main panel icon  and go to the main panel. From the Main Panel folder tab, double-click **Contract Administration**.




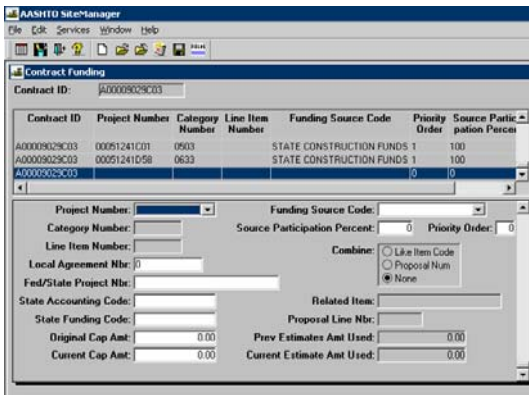
9. Double-click **Contract Records**.



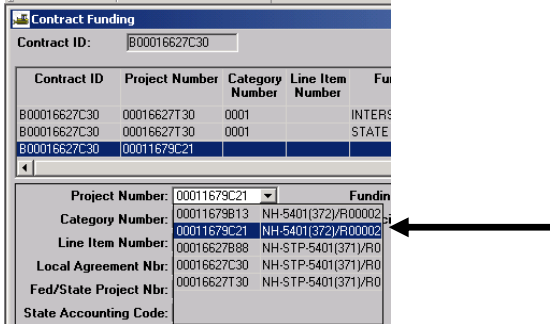
10. Double-click **Contract Funding**.



11. Click on the bottom data window in the Contract Funding panel. Then click on the **New** icon .



12. In the bottom window, use the drop-down arrow to expand the list and select the **Project Number**.



13. Select the **Force Account Category Number**. Under **Combine**, click on “None” radio button.

The screenshot shows the 'Contract Funding' window in AASHTO SiteManager. At the top, the 'Contract ID' is B00016627C30. Below is a table with columns: Contract ID, Project Number, Category Number, Line Item Number, Funding Source Code, Priority Order, and Source Participation Percent. The table contains three rows, with the third row (B00016627C30, 00011679C21, 0001, 0030) selected. Below the table, the 'Project Number' is set to 00011679C21. The 'Category Number' is 0001, which is circled in red. The 'Line Item Number' is 0030. In the 'Combine' section, three radio buttons are present: 'Like Item Code', 'Proposal Num', and 'None'. The 'None' radio button is selected, and a black arrow points to it from the right.

14. Enter the **State Proj Nbr** field. In the **State Accounting Code (Customer ID)** field, type the state accounting code (Customer ID).

If applicable, in the **Original Cap Amt** field, type the original funding amount.

15. In the **Current Cap Amt** field, type the current funding limit.

This screenshot is similar to the previous one, showing the 'Contract Funding' window. The 'Project Number' is 00011679C21 and the 'Category Number' is 0001. The 'Line Item Number' is 0030. The 'Combine' section has the 'None' radio button selected. The 'Original Cap Amt' field is set to 0.00 and the 'Current Cap Amt' field is set to 0.00. The 'Current Cap Amt' field is highlighted with a blue selection box.

16. In the **Funding Source Code** drop-down list, click the expand arrow, scroll through and click the source of funding.

The screenshot shows the 'Contract Funding' window with Contract ID B00016627C30. A table lists three funding records. The third record is selected, and its 'Funding Source Code' dropdown is expanded to show options like 'PRIMARY MAINT. REPL. FUNDS'.

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
B00016627C30	00016627T30	0001		INTERSTATE FUNDS	1	80
B00016627C30	00016627T30	0001		STATE FUNDING AGENCIES ***	1	20
B00016627C30	00011679C21	0001	0030	PRIMARY MAINT. REPL. FUNDS	0	0

17. In the **Source Participation Percent** field, type the percentage of the selected Project/Category/Line Item provided by the source. Press the tab key.


The screenshot shows the 'Contract Funding' window with the 'Source Participation Percent' field for the selected record set to 80.00.

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
B00016627C30	00016627T30	0001		INTERSTATE FUNDS	1	80
B00016627C30	00016627T30	0001		STATE FUNDING AGENCIES ***	1	20
B00016627C30	00011679C21	0001	0030	PRIMARY MAINT. REPL. FUNDS	0	80.00

18. In the **Priority Order** field, type a value that indicates the order in which the fund is appropriated to the Contract. Most of the time, it will be 1.

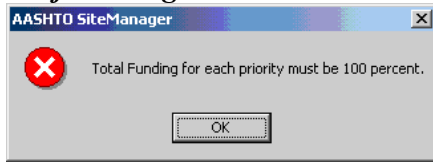
The screenshot shows the 'Contract Funding' window with the 'Priority Order' field for the selected record set to 1.

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Priority Order	Source Participation Percent
B00016627C30	00016627T30	0001		INTERSTATE FUNDS	1	80
B00016627C30	00016627T30	0001		STATE FUNDING AGENCIES ***	1	20
B00016627C30	00011679C21	0001	0030	PRIMARY MAINT. REPL. FUNDS	1	80.00

19. Enter all funding records for a priority on a category before you Click on **Save**  and then Exit the panel by clicking on the Contract Funding panel "X".

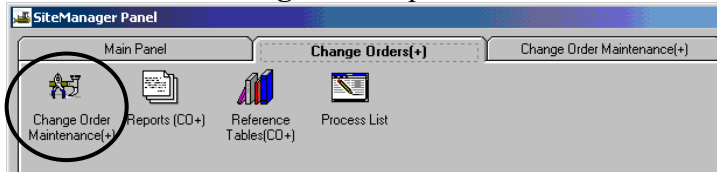
The screenshot shows the 'AASHTO SiteManager' application window with the 'Contract Funding' panel open, displaying the same table of funding records as the previous screenshots.

TIP: Active Contracts must be fully funded. When the user modifies funding, if any part of the Contract is not funded 100%, the system prompts the user to fully fund the Contract as shown in the following window.

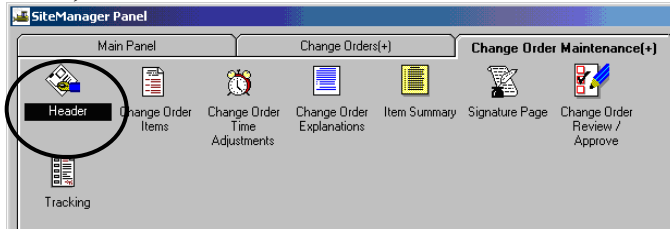


20. At the Main Panel, double-click on **Change Orders**.

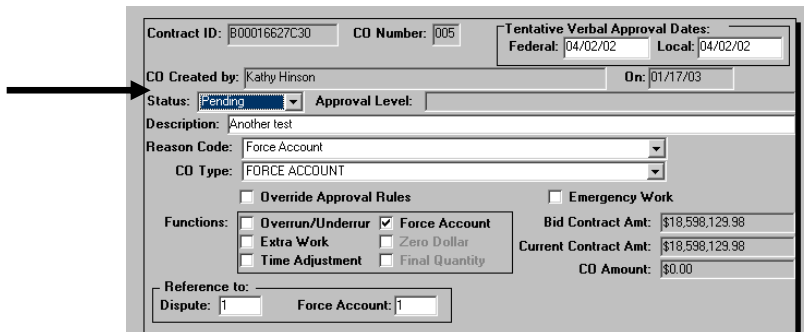
21. Go back to the **Change Order** panel. Click on the **Change Order Maintenance** icon.



Then, click on the **Header** icon as shown below.

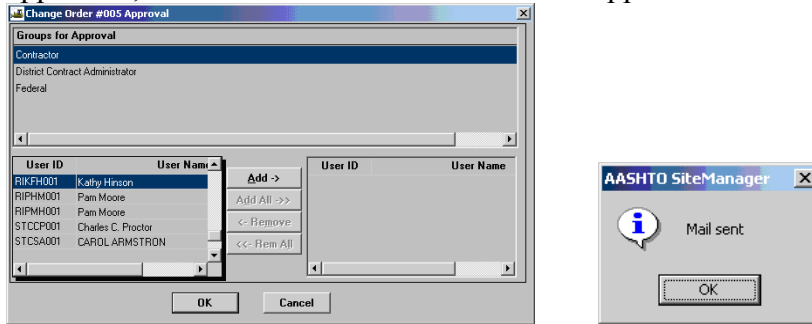


22. Choose the appropriate Contract and **change the Contract status to Pending**; then click on **Save** . SiteManager window appears asking if you are sure you want to change status to Pending. Click Yes or No.

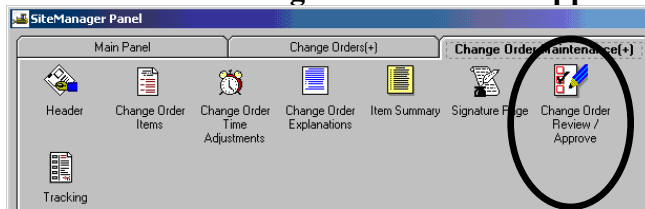


Click “Yes” to make it pending

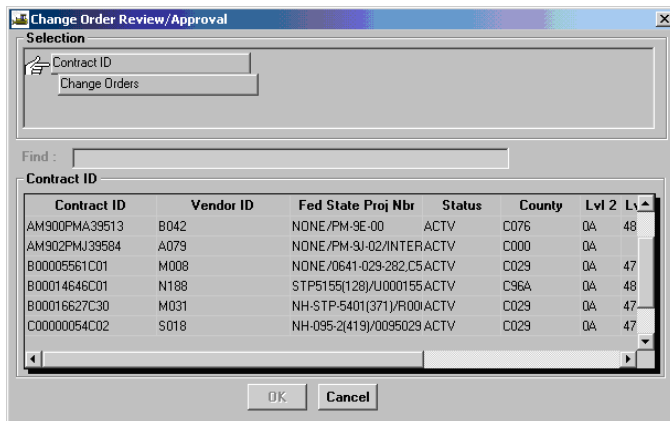
23. Select a name for each approver category and click on Add to add them. When finished adding approvers, click OK. A “Mail Sent” window appears.



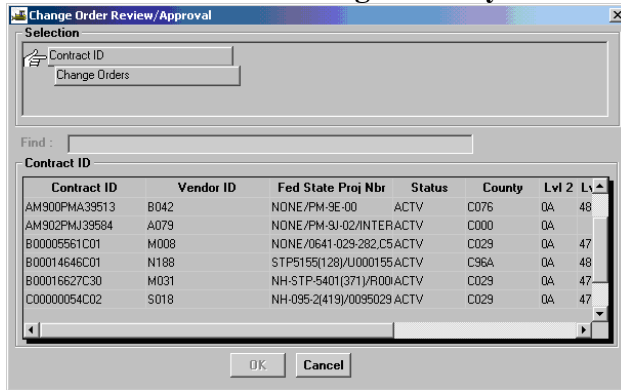
24. It returns to Header. Closing the window takes you to **Change Order Maintenance** panel. Select **CO Review/Approve** icon. Unless you are at the **Change Order Maintenance** window, at the main panel, double-click on **Change Orders**, double-click on **Change Order Maintenance**, double-click on **Change Order Review/Approve** icon.




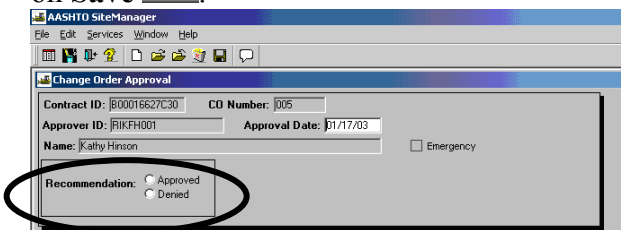
25. Double-click on the **Contract Id.**



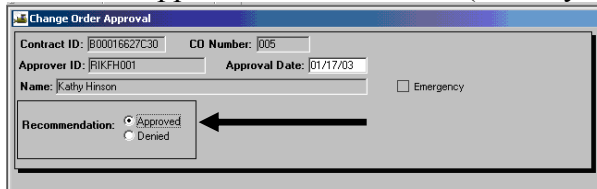
26. In the Change Order Review/Approval window, review the CO Nbr, Type, Status, and Description. **Double-click on the Change Order you want to approve or deny.**



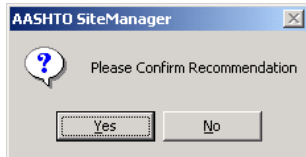
27-a. The Change Order Approval window opens. Click on Approved or Denied radio button and click on Save 



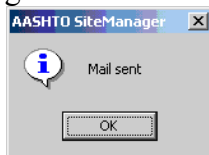
27-b. Click on Approved and click Save (unless you want to deny the change order).



27-c. The Confirm window appears. Click on Yes to confirm the Change Order Approval.



27-d. The "Mail Sent" window appears. You can close the window by clicking on the "X". This message indicates that a message was sent to the internal SM mailbox not to Outlook.



NOTE: PM/INSPECTOR CAN NOW PAY FOR ITEMS ON FORCE ACCOUNT ON DWR. SEE SECTION 4.

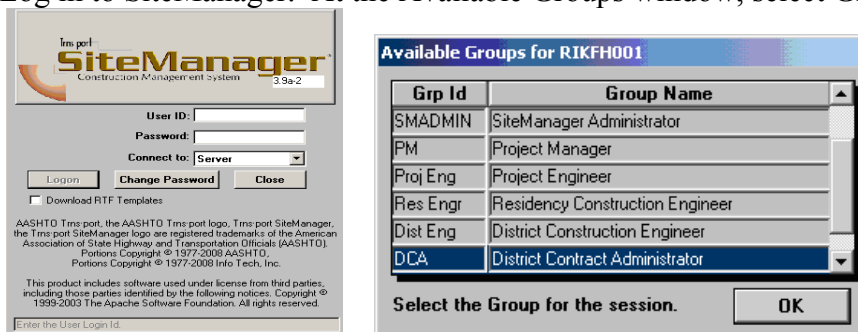
<u>Section Ten – Other Processes</u>	<u>Pages</u>
A. Subcontracts	
1. Add a Subcontract.....	2-8
2. Add Subcontract items.....	9-12
3. Partial Items & Items with Qty Greater than Current Contract Qty.....	13-14
4. Defaulted Subcontractor.....	15
B. PM/PE/RE/DCA Check Progress	
1. Review Contract Progress.....	16-18
2. Contractor Current Status.....	19-24
3. Contractor Behind Schedule.....	25-27
C. Project Manager – Pipeline	
1. Pipeline Workflow.....	28
2. Pipeline Contract Check-out Process.....	29-35
3. Work in Standalone Mode (PM).....	36-38
4. Pipeline Contract Check-in Process.....	39-41
D. Summary to Contractor Report.....	42-48
E. Stockpiled Materials (Material on Hand)	
1. Add Stockpiled Materials.....	49-52
2. Pay on Stockpiled Item Installed To Reduce Stockpiled Materials.....	53
3. Replenish Stockpiled Material.....	4-57
4. Closeout Stockpiled Material.....	58-60
F. Attachments	
1. Review Existing Attachment to a Contract.....	61-63
2. Create an Attachment from a File to a Contract.....	64-68
3. Review an Existing Attachment on a DWR Item.....	69-72
4. Create an OLE Attachment to a DWR.....	73-78
G. Correspondence Log and Attachment.....	79-84
H. Liquidated Damages	
1. Add Liquidated Damages.....	85-86
2. Release Liquidated Damages.....	87-88
I. Release Retainage.....	89-90
J. Plan Discrepancies.....	91-92
K. Find/Filter/Sort.	
1. Using the FIND Function.....	93
2. Using the FILTER Function.....	94
3. Using the SORT Function.....	95-96

A. Subcontracts

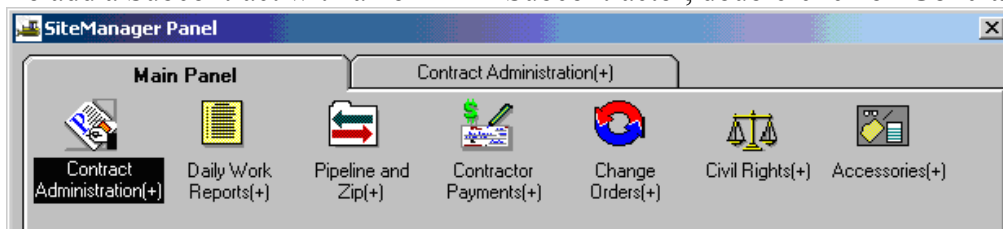
A.1. Add a Subcontract

Note: Based on the CD Memorandum CD-2001-4 and Copied Note 108.0, Construction Surveying is not a specialty item anymore. No items are marked specialty in the contracts anymore due to the reduction from 50% to 30% of contract has to be done by contractor. These verbal subcontracts that do not require a formal C-31 sublet request will be entered into SiteManager, but the number scheme will be VR1, VR2 instead of the normal numbering scheme. This way, the subcontract number can match the sublet request number on the subcontracts requiring C-31 forms. **No subcontracts in SiteManager should be designated as specialty.** Refer to CD-2001-4 for further details.

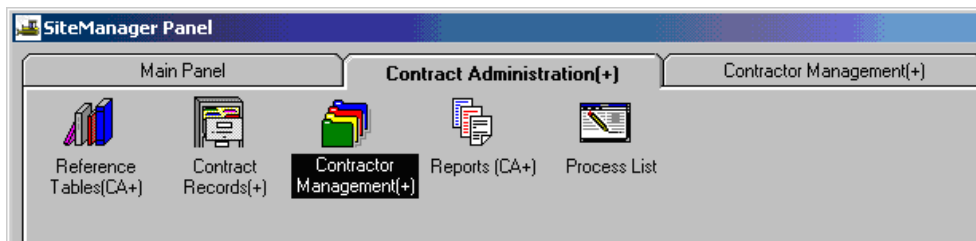
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.



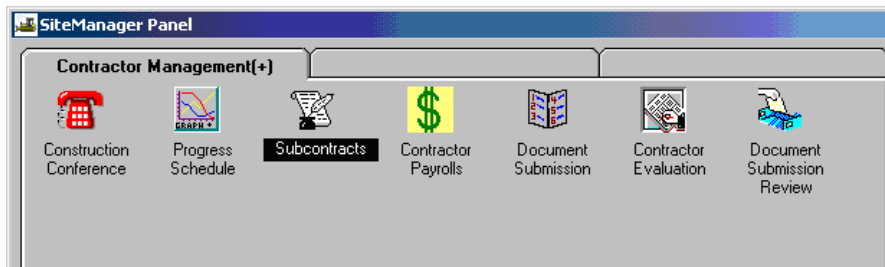
2. To add a Subcontract with a non-DBE Subcontractor, double-click on **Contract Administration**.



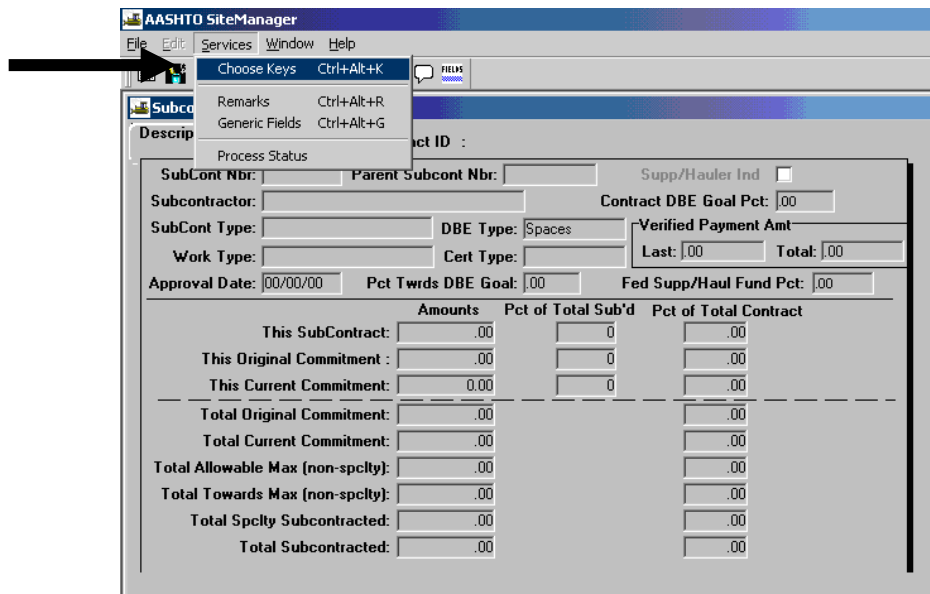
3. Double-click on **Contractor Management**.



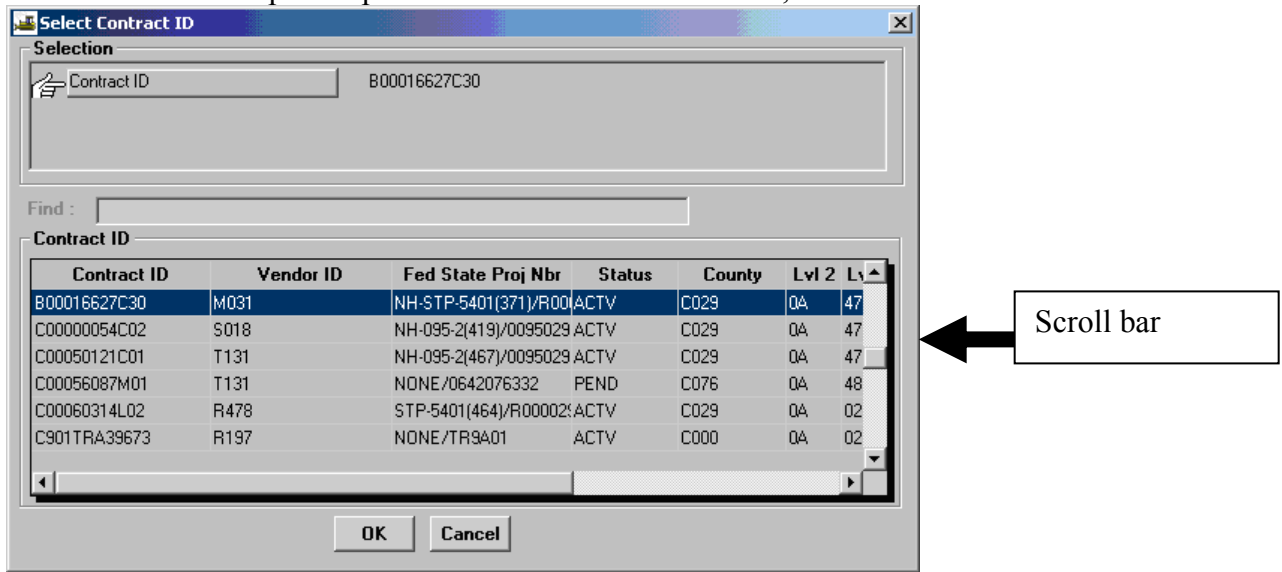
4. Double-click the **Subcontracts** icon. The Subcontracts panel opens.



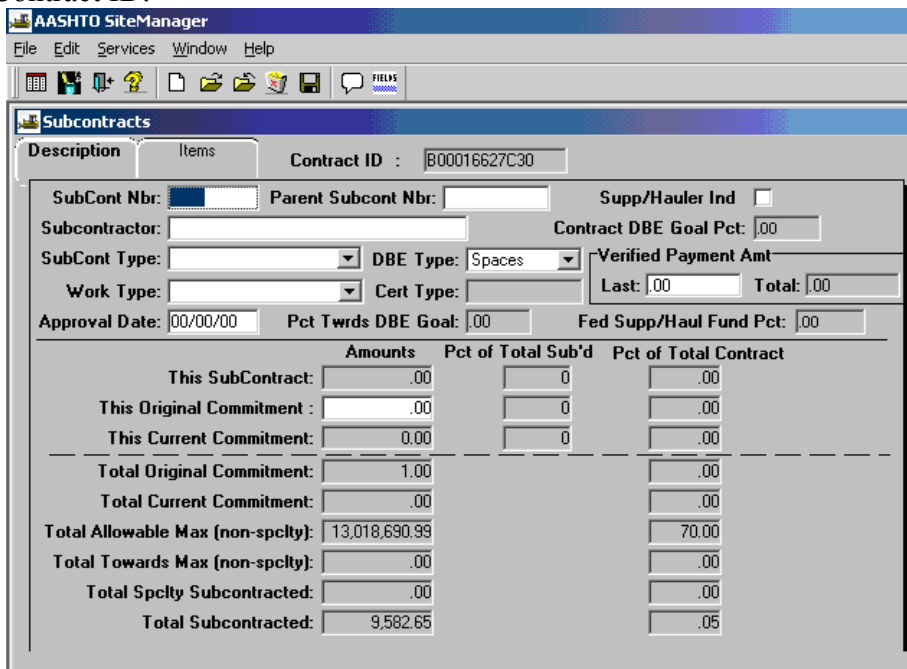
5. Click the **Services** menu and click **Choose Keys**.



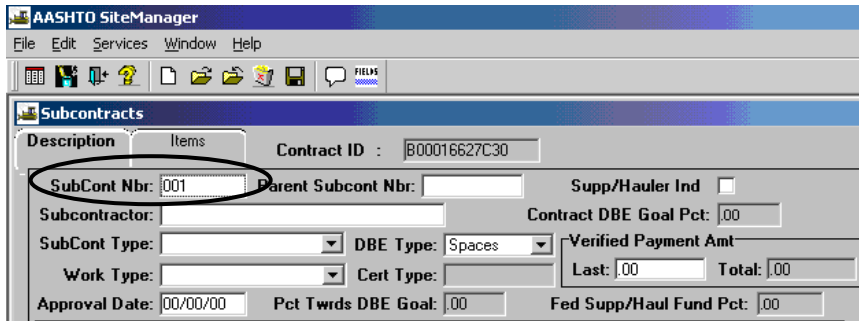
- The Select Contract panel opens. In the Contract ID list box, scroll to and click on the Contract.



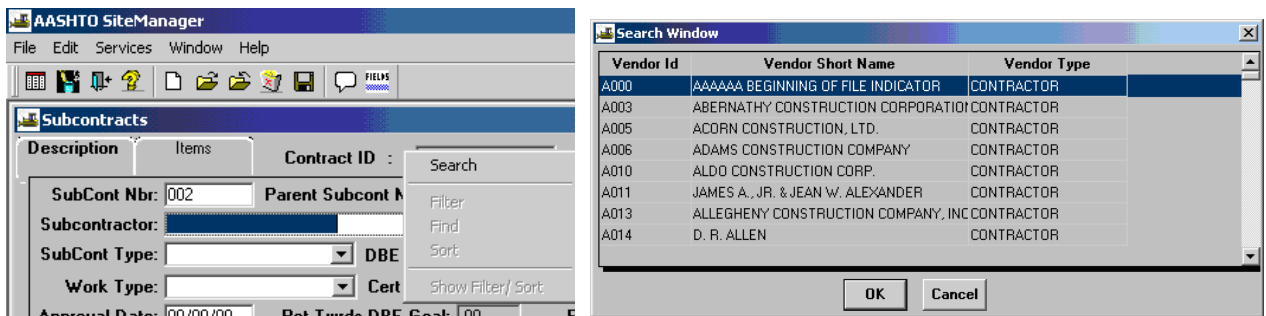
- After highlighting and clicking on the desired Contract, click on “OK” and the panel displays the Contract ID.



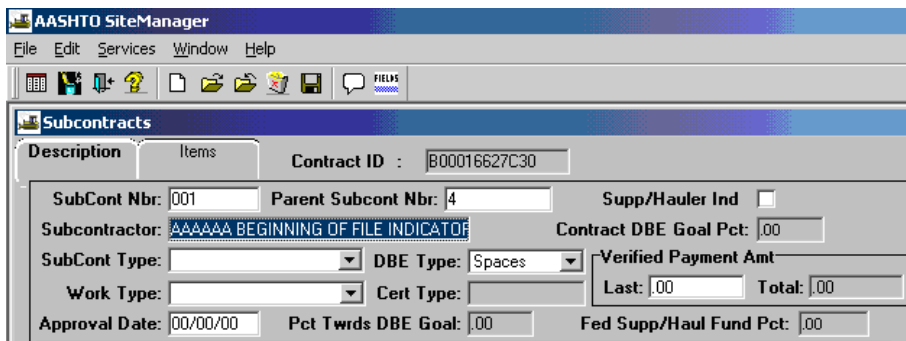
8. In the **Subcontract Nbr** field, type the three-digit ID number of the new Subcontract.
Note: For C-31, enter numbers to match sublet; i.e., 001, 002, 003, etc.
If no C-31, use VR to precede the numbers; i.e., VR1, VR2, VR3, etc.



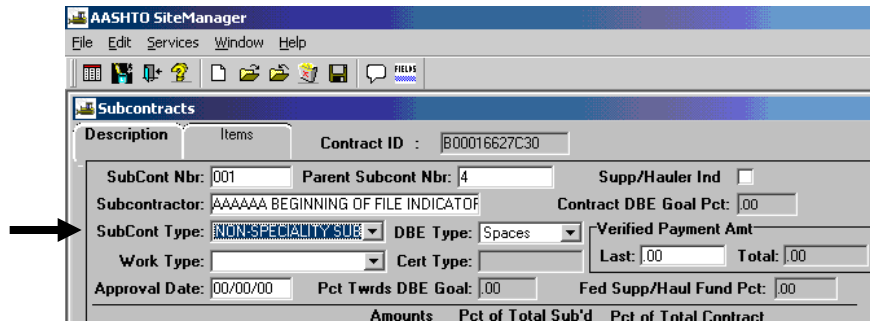
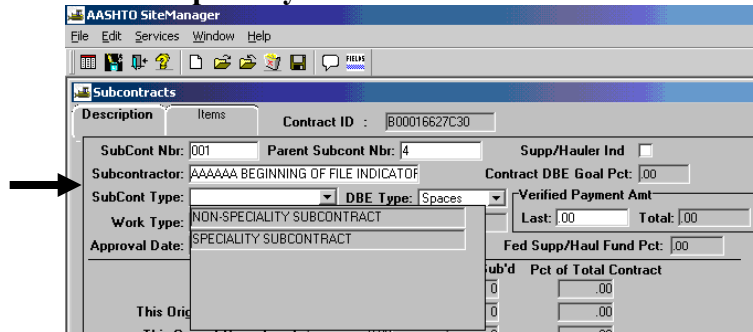
9. Press the **Tab** key on your keyboard.
10. In the **Subcontractor** field perform a Search by right-clicking in the Subcontractor field. To select a Subcontractor, double-click on the Vendor ID, or click on the Vendor ID and click OK.



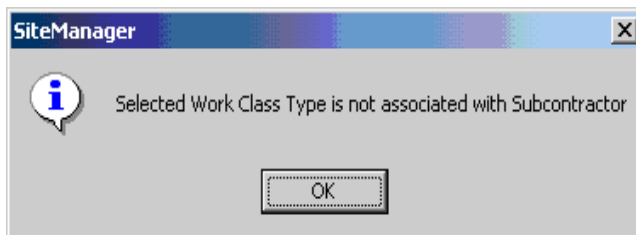
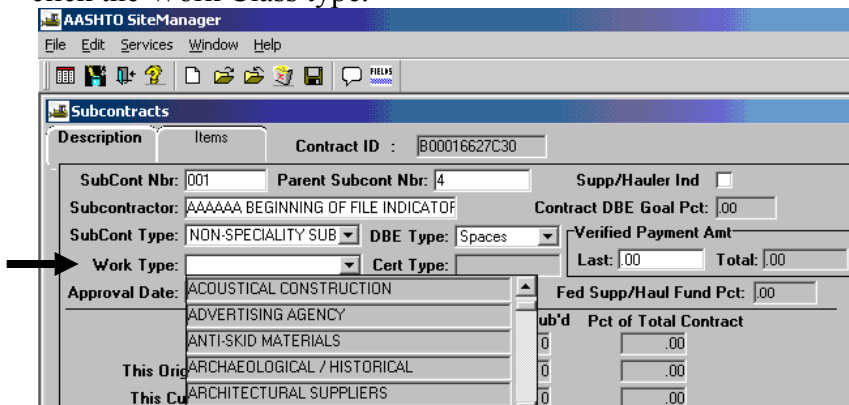
SiteManager inserts the Subcontractor name.



11. In the **Subcont Type** drop-down list, click the expand arrow and click the Subcontract type. Always choose **Non-Specialty**.



12. In the **Work Type** drop-down list, click the expand arrow to the right of the current selection and click the Work Class type.



(If the selected **Work Type** does not match the reference table data, a message is displayed. To acknowledge the message, click OK.)

13. If it is a Supplier or Hauler, click the **Supp/Hauler Ind** check box (ON).

The screenshot shows the 'Subcontracts' form in AASHTO SiteManager. The 'Supp/Hauler Ind' checkbox is checked, indicated by a black arrow pointing to it. Other fields include SubCont Nbr: 001, Parent Subcont Nbr: 4, Contract ID: B00016627C30, Subcontractor: AAAAAA BEGINNING OF FILE INDICATOF, SubCont Type: NON-SPECIALITY SUB, DBE Type: Spaces, Work Type: CLEARING AND GRUB, and Approval Date: 00/00/00. A summary table at the bottom shows commitment and allowable amounts.

	Amounts	Pct of Total Sub'd	Pct of Total Contract
This SubContract:	.00	0	.00
This Original Commitment :	.00	0	.00
This Current Commitment:	0.00	0	.00
<hr/>			
Total Original Commitment:	1.00		.00
Total Current Commitment:	.00		.00
Total Allowable Max (non-spclty):	13,018,690.99		70.00
Total Towards Max (non-spclty):	.00		.00
Total Spclty Subcontracted:	.00		.00
Total Subcontracted:	9,582.65		.05


14. Enter the **Approval Date**.

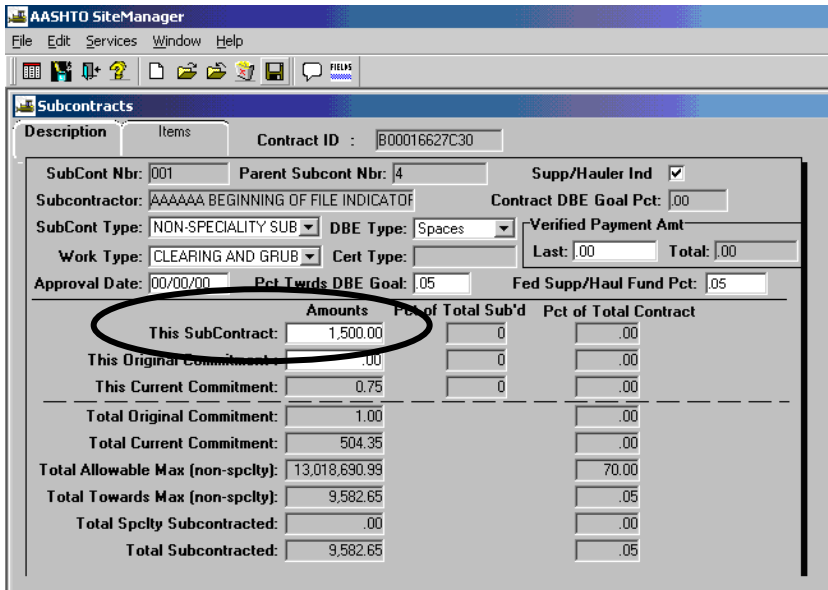
The screenshot shows the 'Subcontracts' form with the 'Approval Date' field circled in black. The date entered is 00/00/00. Other fields are the same as in the previous screenshot.

Note: Approval Date could be verbal approval date if documentation is attached to the Contract. Enter a remark. Approval date is the date that opens the subcontract for use by the Inspector/PM in the Contract panel of the DWR.

15. If the Contract has both Federal and State funding, in the **Fed Supp/Haul Fund Pct** field, type the percentage of the Subcontract amount that is paid by Federal funds.

The screenshot shows the 'Subcontracts' form with the 'Fed Supp/Haul Fund Pct' field highlighted in black. The value entered is .05. Other fields are the same as in the previous screenshots.

16. In the **This SubContract Amount** field, the dollar amount of the Subcontract will automatically calculate, once the subcontract items have been added and saved. Click on the Save button .



AASHTO SiteManager
 File Edit Services Window Help

Subcontracts
 Description Items Contract ID : B00016627C30

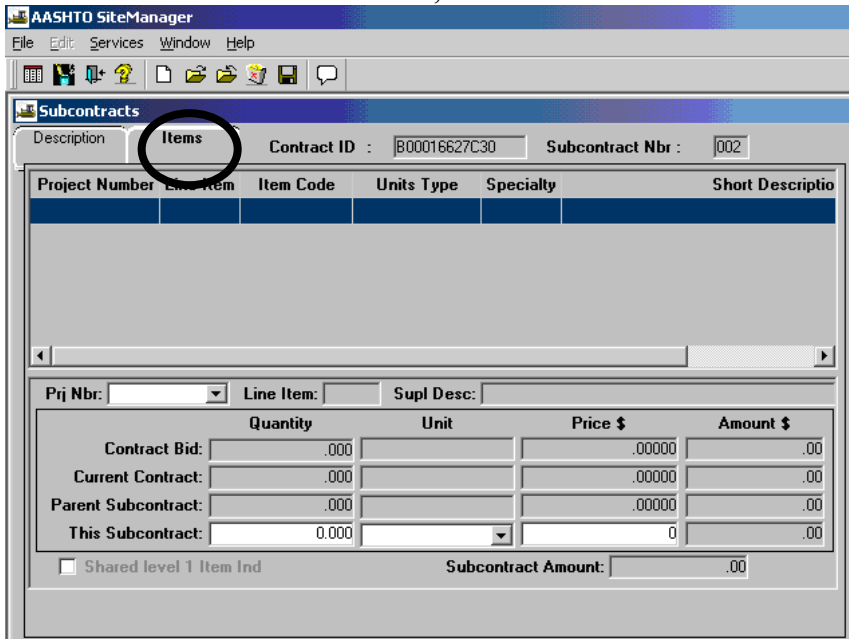
SubCont Nbr: 001 Parent Subcont Nbr: 4 Supp/Hauler Ind
 Subcontractor: AAAAAA BEGINNING OF FILE INDICATOR Contract DBE Goal Pct: .00
 SubCont Type: NON-SPECIALITY SUB DBE Type: Spaces Verified Payment Amt
 Work Type: CLEARING AND GRUB Cert Type: Last: .00 Total: .00
 Approval Date: 00/00/00 Pct Trwds DBE Goal: .05 Fed Supp/Haul Fund Pct: .05

	Amounts	Pct of Total Sub'd	Pct of Total Contract
This SubContract:	1,500.00	.00	.00
This Original Commitment:	.00	.00	.00
This Current Commitment:	0.75	.00	.00
<hr/>			
Total Original Commitment:	1.00		.00
Total Current Commitment:	504.35		.00
Total Allowable Max (non-spclty):	13,018,690.99		70.00
Total Towards Max (non-spclty):	9,582.65		.05
Total Spclty Subcontracted:	.00		.00
Total Subcontracted:	9,582.65		.05

A.2. Add Subcontract Items

Note: The Subcontract Items folder tab lets the user add, modify, and delete Subcontract Items. If the Subcontractor is a hauler or supplier only, the Subcontract will not have Items. If the Subcontract has no Items, the user must enter the Subcontract Amount manually. If the Subcontract has Items, the Subcontract Amount is the sum of all of the Item amounts and the user cannot modify it.

- To add an Item to the Subcontract, click the Items folder tab and click New .

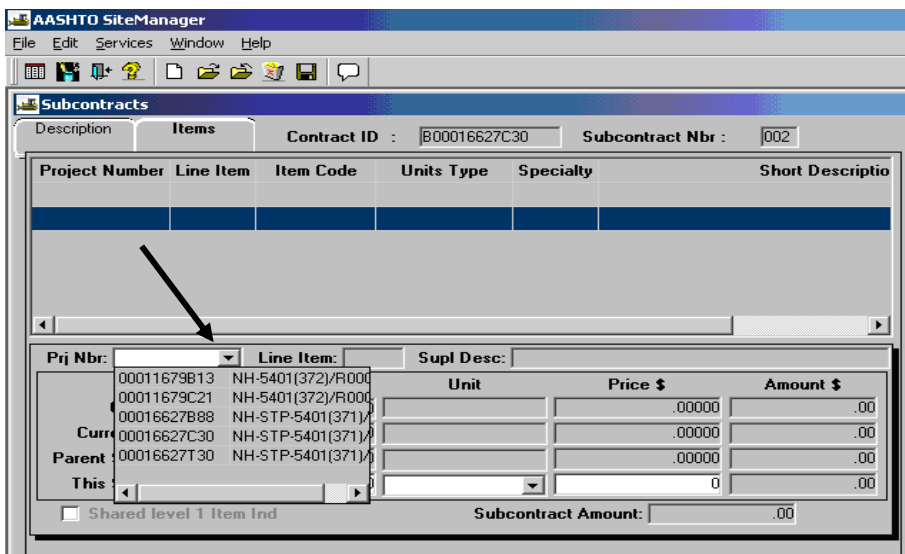


Project Number	Line Item	Item Code	Units Type	Specialty	Short Description

	Quantity	Unit	Price \$	Amount \$
Contract Bid:	.000		.00000	.00
Current Contract:	.000		.00000	.00
Parent Subcontract:	.000		.00000	.00
This Subcontract:	0.000		0	.00

Subcontract Amount: .00

- To select the Project Number, click on the drop-down arrow and click on the appropriate Project Number.

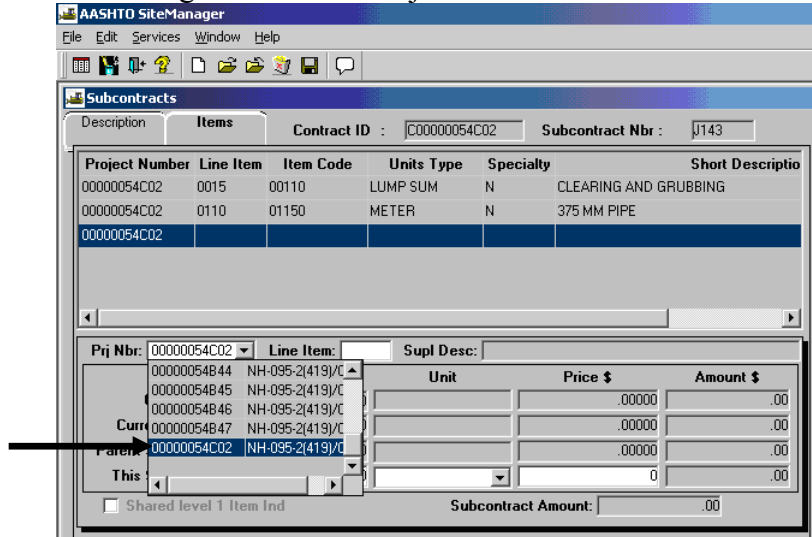


Project Number	Line Item	Item Code	Units Type	Specialty	Short Description

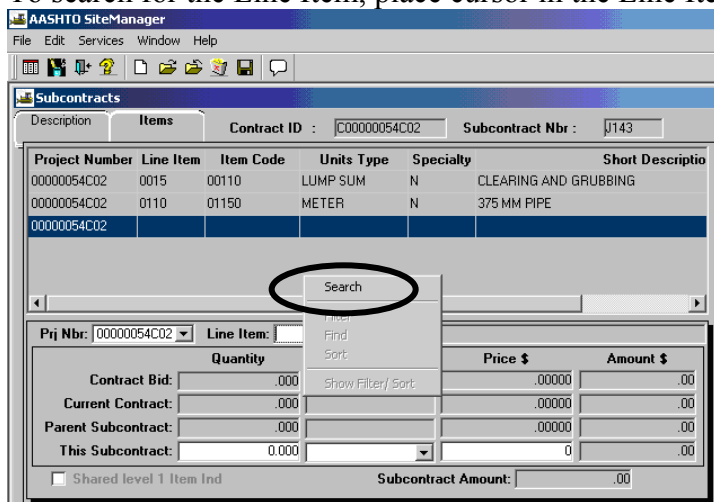
	Quantity	Unit	Price \$	Amount \$
Contract Bid:	.000		.00000	.00
Current Contract:	.000		.00000	.00
Parent Subcontract:	.000		.00000	.00
This Subcontract:	0.000		0	.00

Subcontract Amount: .00

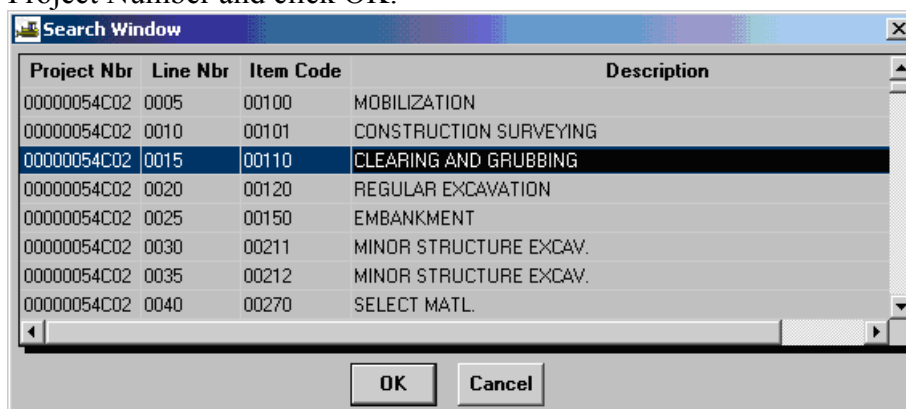
- SiteManager inserts the Project Number information into the panel.



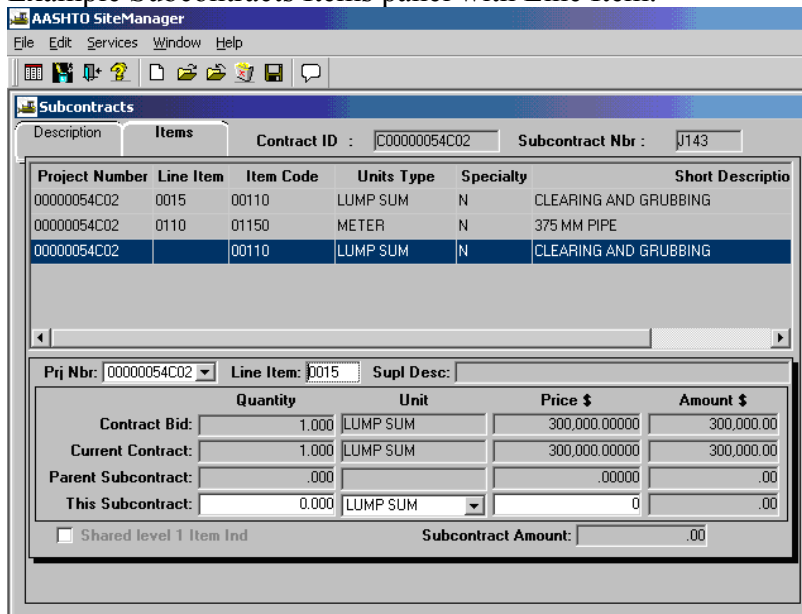
- To search for the Line Item, place cursor in the Line Item field, right-click and then click Search.



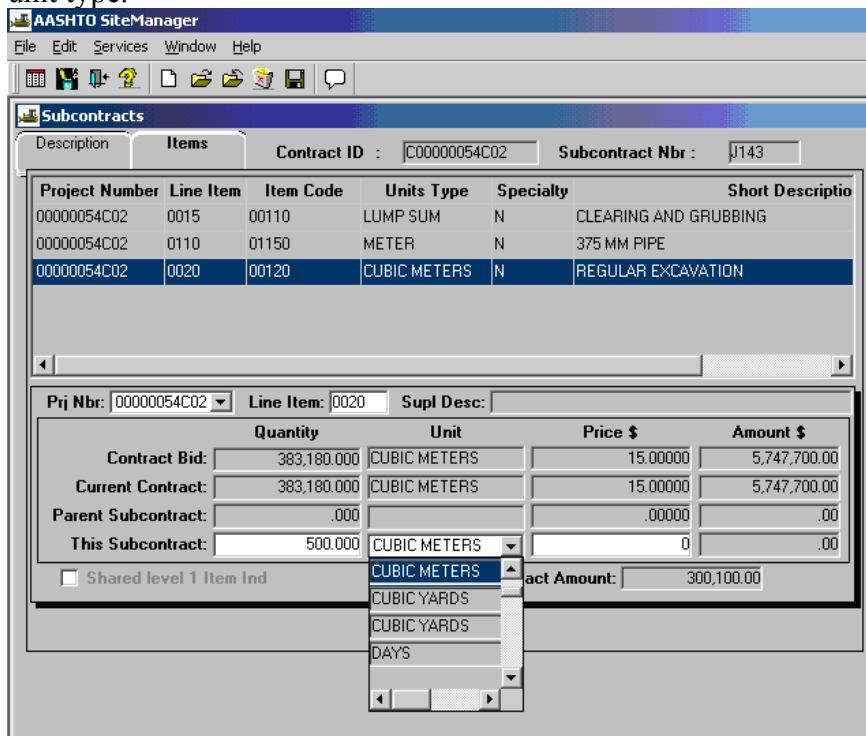
- The Search Window opens. Double-click on the Project Number to select it, or single-click the Project Number and click OK.




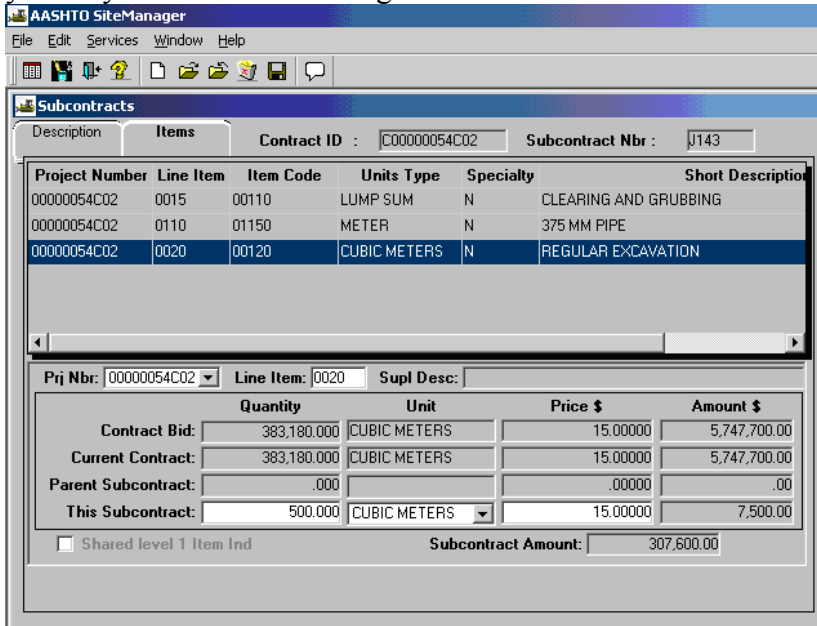
Example Subcontracts Items panel with Line Item.



- In **This Subcontract Quantity** field, type the quantity of the line item subcontracted to this Subcontract. Next, click on the **This Subcontract Unit** drop-down arrow and click to select the unit type.



7. In the **This Subcontract Price** field, type the unit price of the line item. Press the Tab key on your keyboard and SiteManager calculates the **Amount \$**. Click the **Save**  icon.



Project Number	Line Item	Item Code	Units Type	Specialty	Short Description
00000054C02	0015	00110	LUMP SUM	N	CLEARING AND GRUBBING
00000054C02	0110	01150	METER	N	375 MM PIPE
00000054C02	0020	00120	CUBIC METERS	N	REGULAR EXCAVATION

	Quantity	Unit	Price \$	Amount \$
Contract Bid:	383,180.000	CUBIC METERS	15.00000	5,747,700.00
Current Contract:	383,180.000	CUBIC METERS	15.00000	5,747,700.00
Parent Subcontract:	.000		.00000	.00
This Subcontract:	500.000	CUBIC METERS	15.00000	7,500.00

Subcontract Amount: 307,600.00

Note: For Lump Sum Items, enter the quantity as a percent of the total for a lump sum with the price as the price of the whole contract item.


Example: Mobilization original lump sum of 1 for \$100,000.00. This will be split four ways between four subcontractors, so each subcontractor would have the item entered as 0.25 with a price of \$100,000.00.

To delete an Item from a Subcontract, in the Subcontract list box, scroll to and click the Subcontract.

Click OK. The panel displays data for the selected Subcontract.

Click the Items folder tab.

In the Items list box, scroll to and click the Item.

Click the Delete  icon. The system asks the user to confirm the deletion.

Click Yes.

Click the Save  icon.

To add another Item to the Subcontract, repeat Steps 1-7.

A.3. Partial Items & Items with Qty Greater Than Current Contact Qty

SiteManager by default does not allow a user to create subcontracts that have line item quantities greater than the current contract quantity. Since VDOT requires that contractors submit the subcontracts using bid prices, this presents a problem for the DCAs in their ability to enter a subcontract when more than one subcontractor is working on the same item. The situation is particularly more difficult when the work is partial in nature. Until we pursue the benefits of SiteExchange, the DCA should select a UNIT type called PAR (Code ID) with a description "Partial Item" (See Figure 1 example). By changing the unit type for a subcontract, SiteManager no longer holds the subcontracted quantity amount to less than or equal to the current contract quantity amount. This allows more flexibility to the DCA by not having to pro-rate quantities to "back in" and match the bid amount. This method will maintain the data integrity of the prime's contract and more accurately define the subcontractor's relationships.

Example scenario:

Bid Item: Install 100 LF of 15" RCP and the contractor's unit price is 50 per LF for a total of \$5,000.

The prime has two subcontracts both doing in reality a 100LF of work, but not the total item:

Subcontractor A will trench and bed for \$2,000

Subcontractor B will provide and connect the pipe \$3,000

Revised Process Using Partial Item Unit

Based on our DCA meeting, the suggested way (Figure 1 and 2):

Subcontractor A does 100 PAR (Partial Item) for \$2,000 with a calculated unit price of \$20 -Fig 1

Subcontractor B does 100 PAR (Partial Item) for \$3,000 with a calculated unit price of \$30 -Fig 2

(Figure 3) Using the Remarks balloon to further describe the work if necessary

Figure 1: Example Subcontractor A

The screenshot shows the 'Subcontracts' window in SiteManager. At the top, the 'Contract ID' is 00077179C01 and 'Subcontract Nbr' is 018. Below this is a table of project items:

Project Number	Line Item	Item Code	Units Type	Specialty	Short Description
00077179C01	0120	01240	LF	N	24" PIPE
00077179C01	1000	00595	LF	N	OUTLET PIPE
00077179C01	0990	00580	LF	N	UNDERDRAIN UD-1
00077181C01	1030	00580	LF	N	UNDERDRAIN UD-1
00077181C01	1040	00595	LF	N	OUTLET PIPE

Below the table, there are input fields for 'Pri Nbr' (00077179C01) and 'Line Item' (0120). A red note says: 'Price will have to be entered based on data provide by the prime or calculated to meet subcontracted amount.' Below this are 'Supp Desc1' and 'Supp Desc2' fields. A red note says: 'The Quantity can be whatever is provided by the contractor (no longer held to the available contract amount)'. Below these is a summary table:

	Quantity	Unit	Price \$	Amount \$
Contract Bid:	100.000	LF	50.00000	5,000.00
Current Contract:	100.000	LF	50.00000	5,000.00
Parent Subcontract:	.000		.00000	.00
This Subcontract:	100.000	Partial Item	20.000	2,000.00

At the bottom, there is a 'Subcontract Amount' field showing 15,181.25. A red note points to the 'This Subcontract' row: 'Matches actual Subcontract Amount for partial item.'

Figure 2: Example Subcontractor B

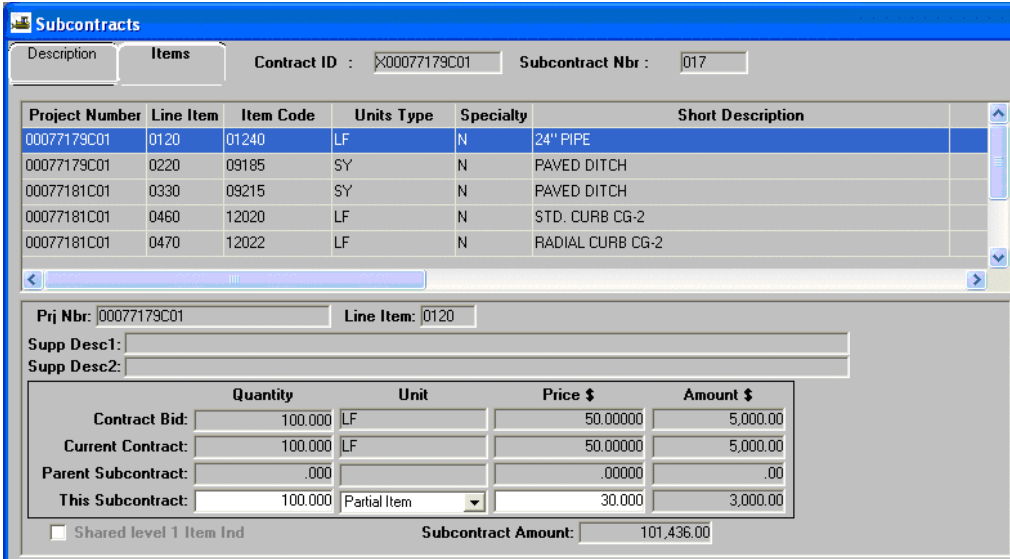
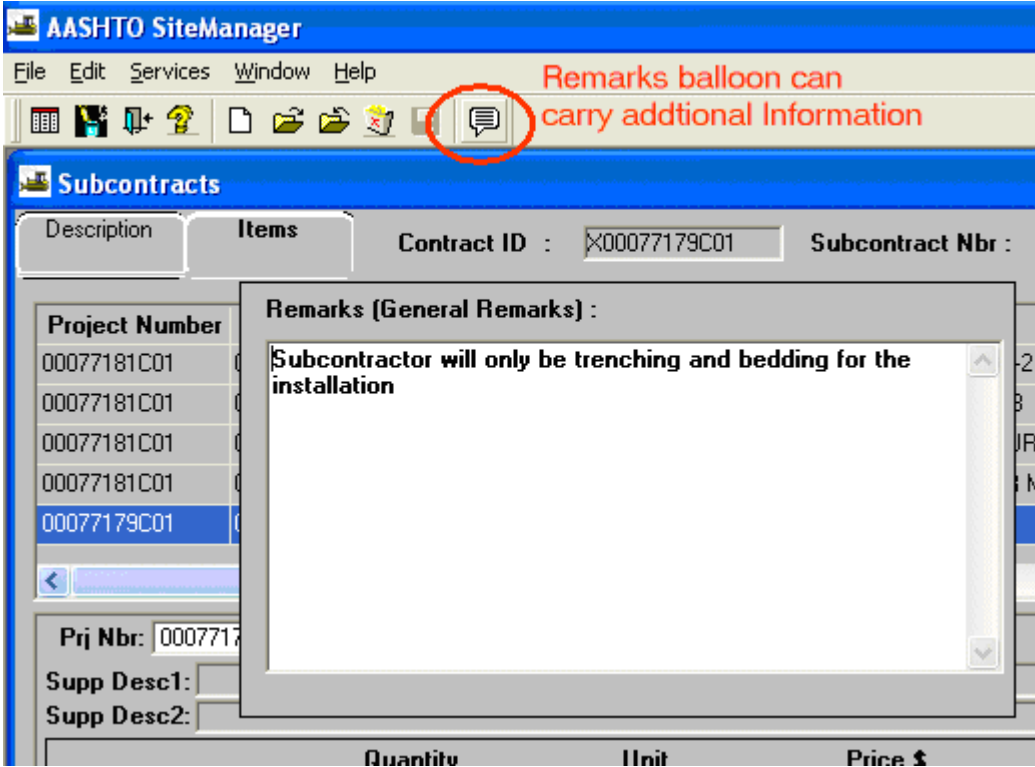


Figure 3: Example Remarks Balloon



A.4. Defaulted Subcontractor

Requires the following:

- 1 Subcontract with negative Item Quantity (decrease for the defaulted)
- 1 or more Subcontracts (replacement subcontractor)

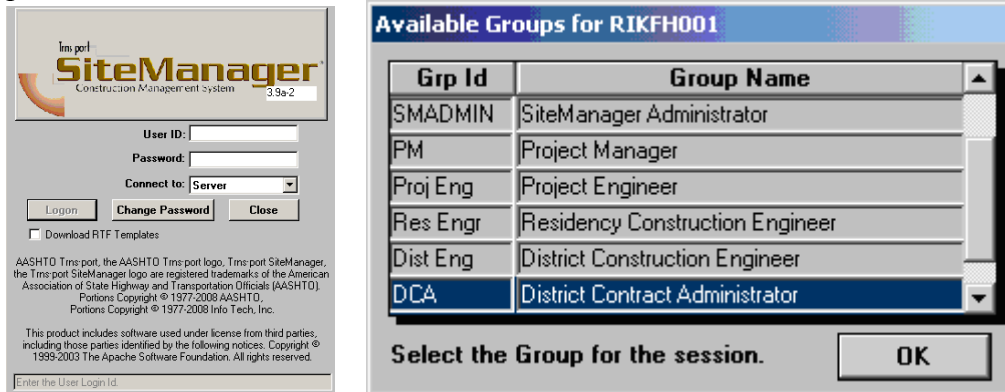
Note: Check to make sure this Subcontract matches the C-31 (refer to Section 9, Page 80).

- 1) The contractor needs to provide documentation to support the changes in Sublets, revising existing and or creating new C-31s.
- 2) Contractor must submit a new sublet form reducing assigned quantities (revising existing C-31)
- 3) If the Prime elects to replace a subcontractor, then he will need to submit a new C-31 reflecting the remaining work.
- 4) In SM first reduce subcontract amounts according to revised C-31s. (freeing up available qty)
- 5) Create a new subcontract in SM reflecting any new C-31s. May be multiple subcontracts created if multiple subcontractors took over the work.

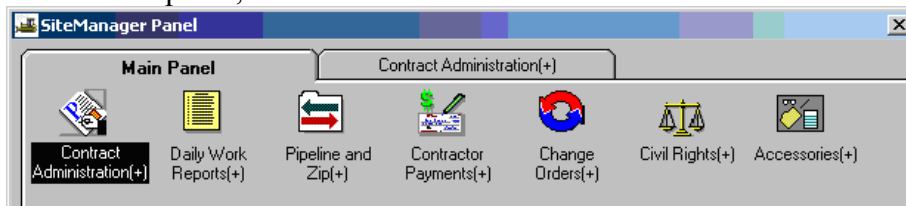
B. PM/PE/RE/DCA Check Progress

B.1. Review Contract Progress

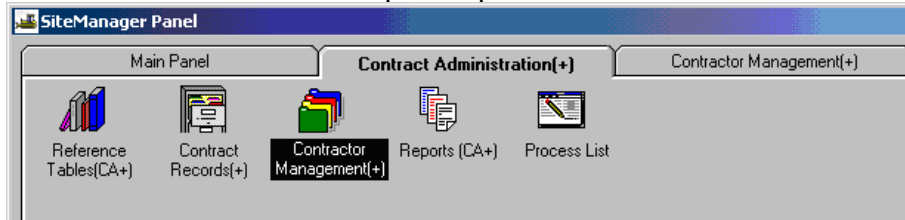
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK.
Note: If the user is the PM checking contract progress, then log on as the PM. PE and RE can also perform these tasks.



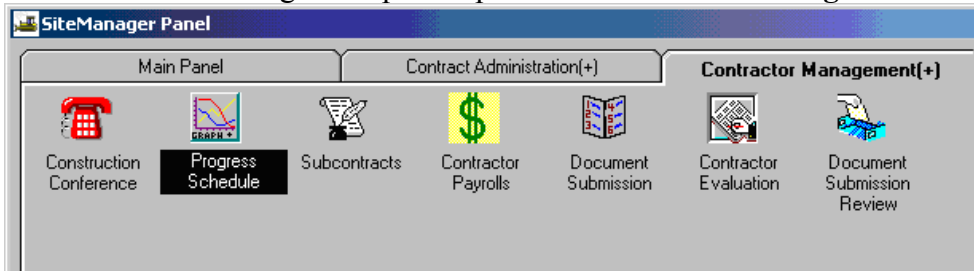
2. At the main panel, double-click on **Contract Administration**.



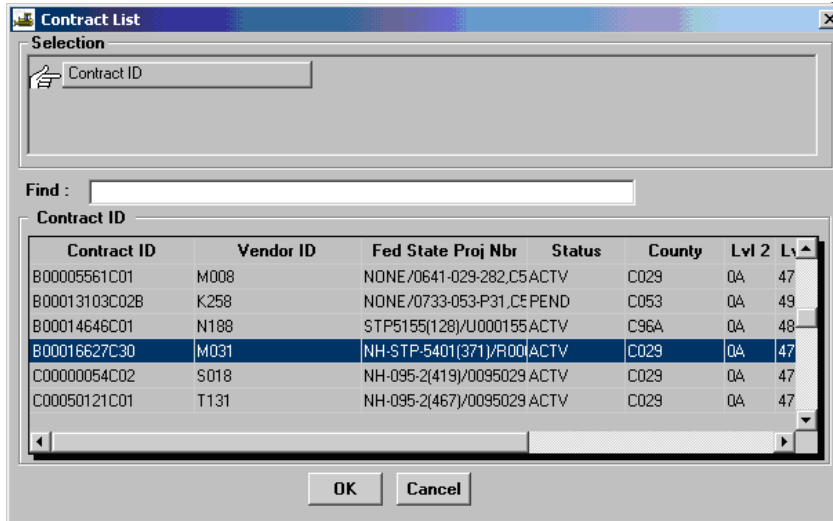
3. The Contract Administration panel opens. Double-click on **Contractor Management**.



- The Contractor Management panel opens. Double-click on **Progress Schedule**.



- The Contract Select List opens. If the Contract Select List does not open, click on the Open folder icon and double-click on the Contract ID. Double-click on the appropriate contract to select it.



- The Progress Schedule opens. Review Schedule for Actual Percent Complete Amount and Actual Percent Complete Time.

Contract ID: B00016627C30
Fed/State/Prov Prj Nbr: NH-STP-5401(371)/R000029249 **Time Charges Type:** Fixed Completion Date
Description: 0.992 MI. GRADE, DRAIN, ASP. PAVE., INCIDS. RETAIN. STR., ...
Location: FR: 0.043 MI. N. OF SUNSET HILLS RD.
Prime Contractor: MOORE BROTHERS COMPANY, INCORPORATED **Current Days:** 122
Progress Schedule Type: Percent Complete for a Time Period **Variance Pct:** 10.00

Sched Date	Anticip pct Compl Amt	Actual pct Compl Amt	Actual pct Compl Time
02/10/02	10.00	.38	4.10
02/20/02	20.00	.38	4.10
03/02/02	50.00	.38	4.10
03/22/02	75.00	.38	4.10
05/31/02	100.00	.00	.00

Progress Schedule for Contract B00016627C30

Percentage-Dollar

Schedule Date (Format: YYYY/MM/DD)

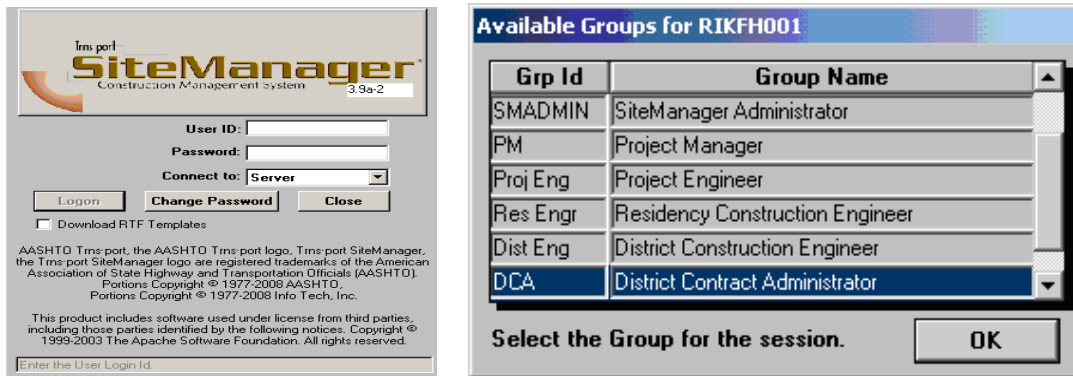
1) Anticip Amount 2) Actual Amount 3) Actual Time

Click on maximize button here or minimize as needed.

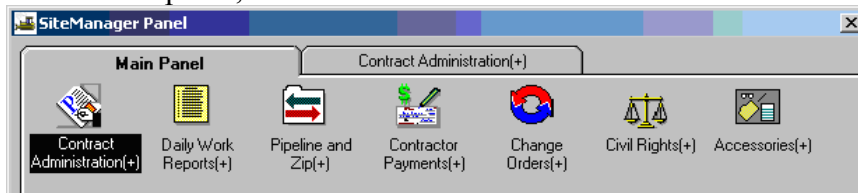
- To enlarge the Progress Schedule graphics, click on maximize button. Click on the minimize button to get back to the window and then click on 'X' to exit the window. Or, click on 'X' at the maximized window to exit.

B.2. Contractor Current Status

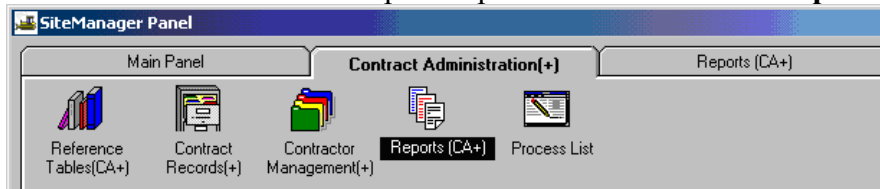
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK. If user is the PM, log on as the PM and click OK. PE and RE can also perform these tasks.



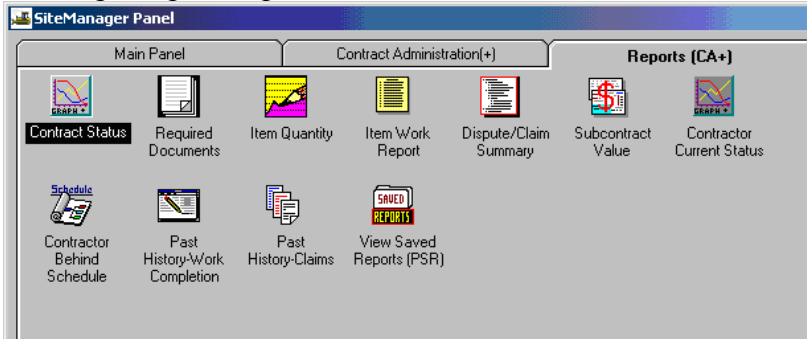
2. At the main panel, double-click on **Contract Administration**.



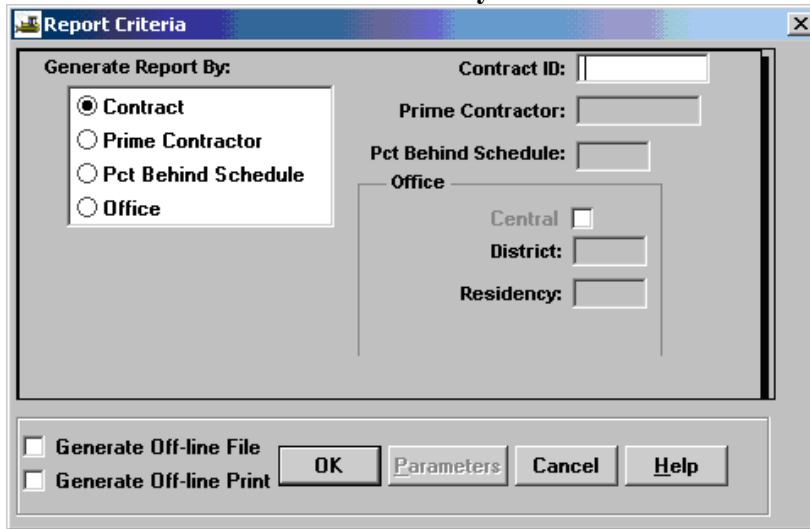
3. The Contract Administration panel opens. Double-click on **Reports**.



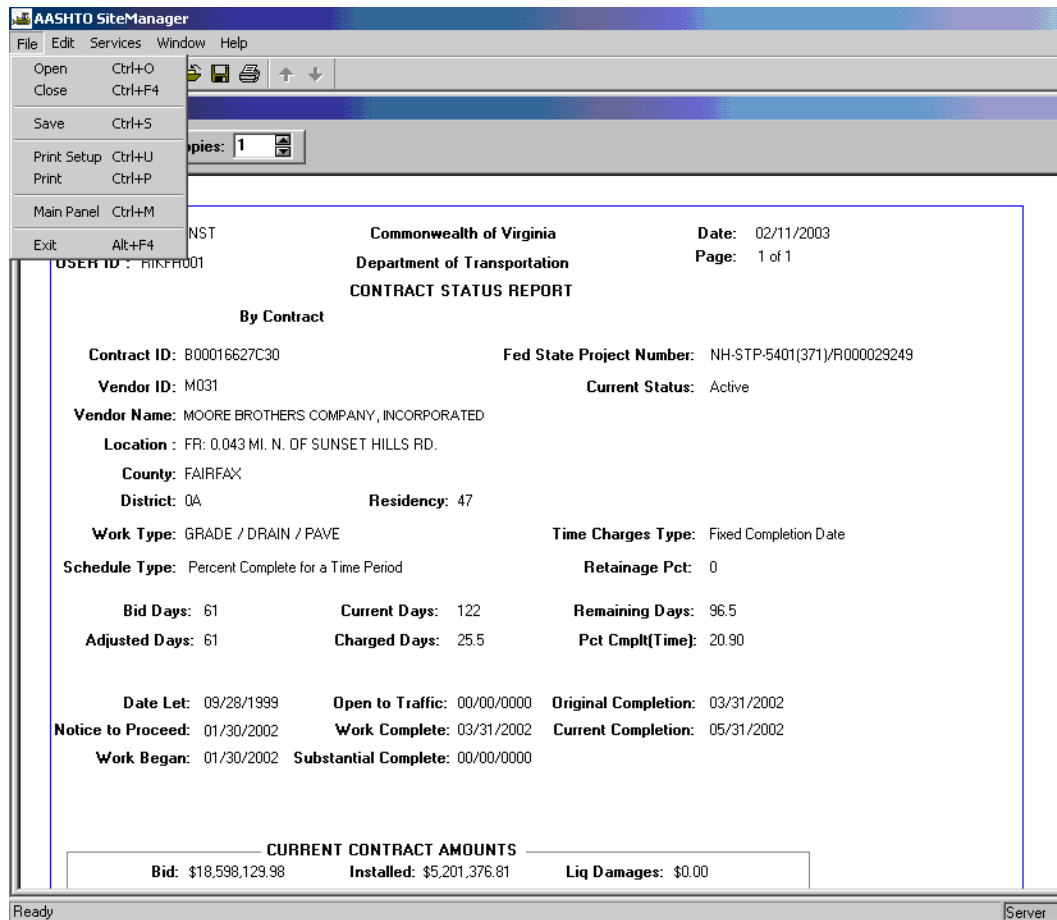
4. The Reports panel opens. Double-click on **Contract Status**.



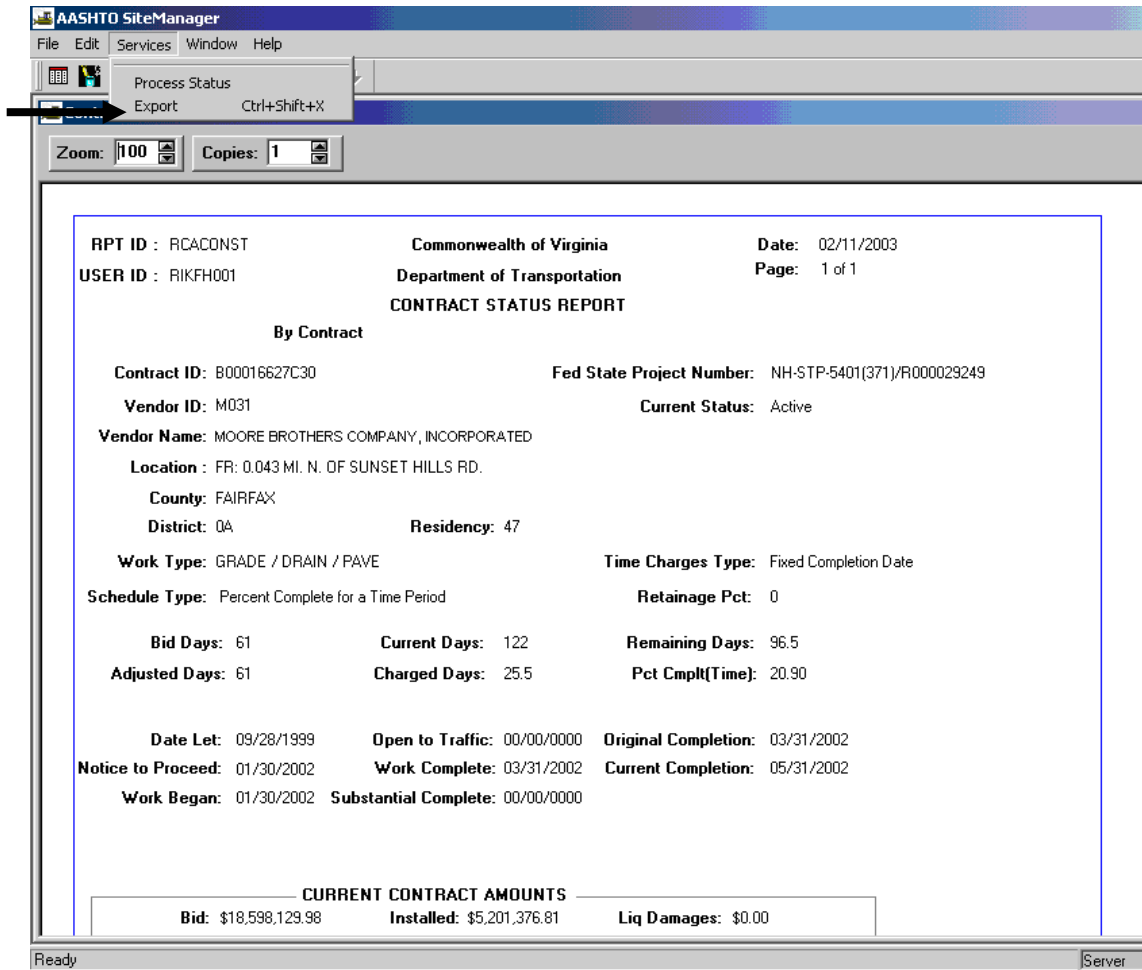
5. Choose **Generate Report By (Contract, Prime Contractor, or whatever is needed)**. Next, right-click in the **Contract ID** field and click on Search to select the appropriate Contract ID. Then, choose District or **District/Residency** and click OK.



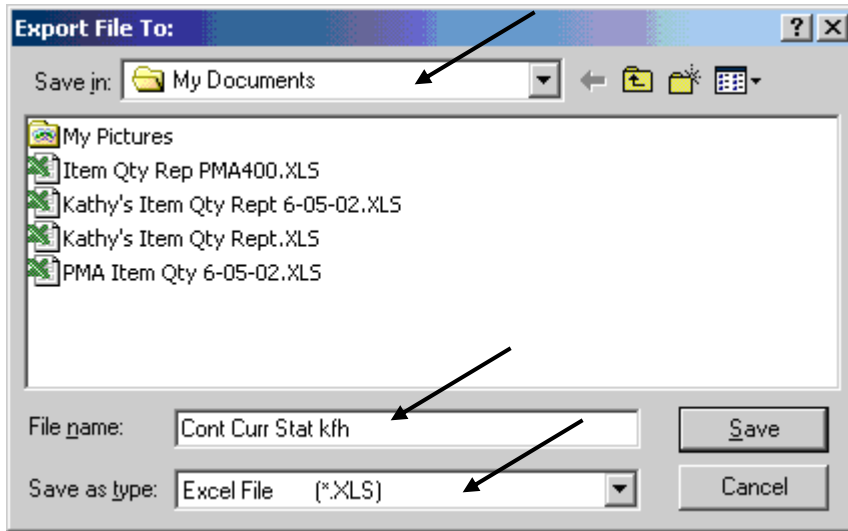
6. The report appears. Click on **File** and then click on **Print** in the menu options to print the report.



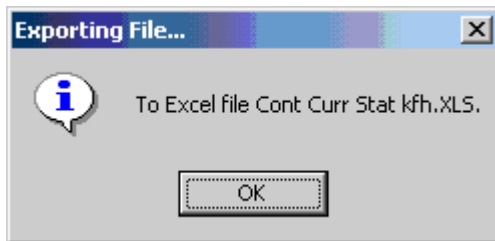
- You can click on **Services | Export** to export the report. You can Export the file to Excel by choosing the File Type .xls.



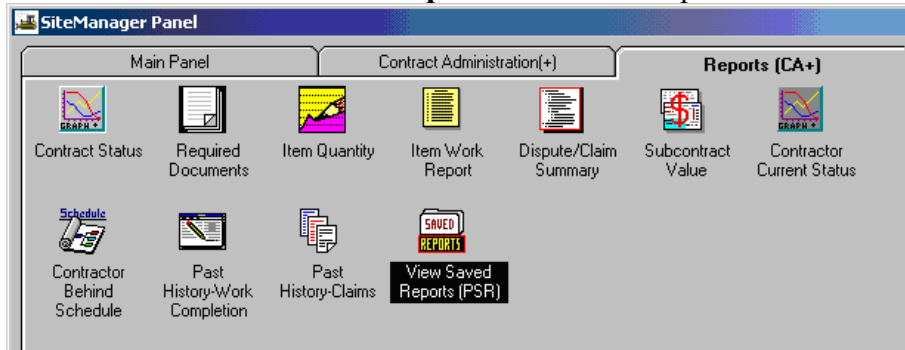
8. To export and save the report, Choose where you want to save the file; Enter a file name, Choose file type .xls, and Click on the **Save** button.



9. Click OK and click on 'X' to close the report.



10. SiteManager returns you to the Reports panel.
Double-click on **View Saved Reports** to view the reports.



11. In the appropriate directory, click on the .PSR report you want to see and click OK.
You should see the report.

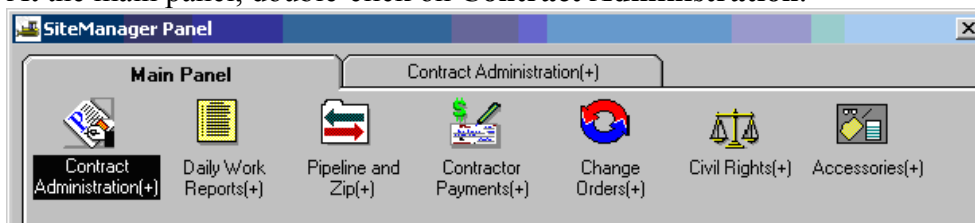
Tip: Only users with SiteManager can view the .PSR reports.

B.3. Contractor Behind Schedule

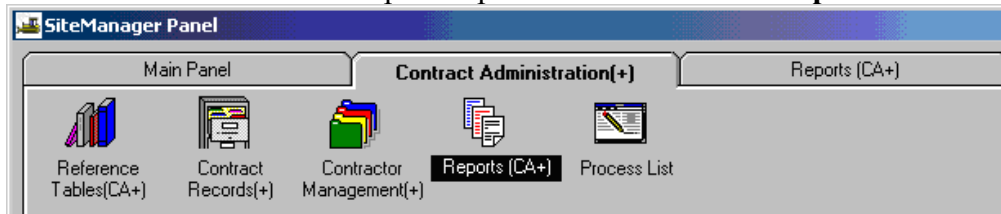
1. Log in to SiteManager. At the Available Groups window, select Group ID “DCA” and click OK. PM, PE and RE can also perform these tasks.



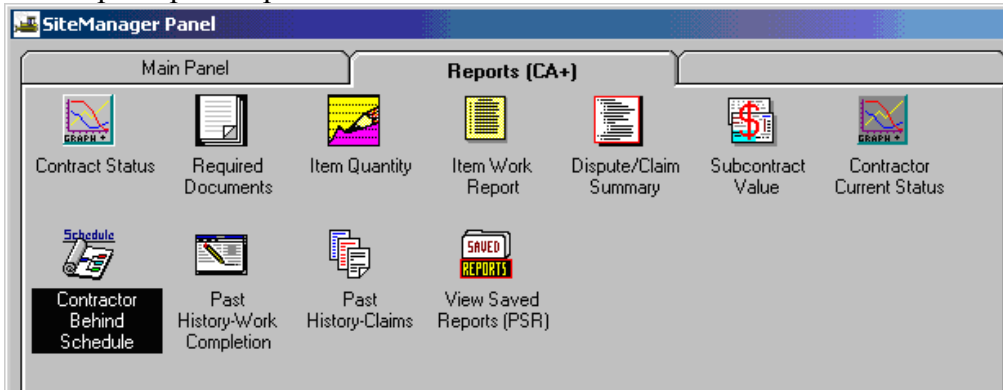
2. At the main panel, double-click on **Contract Administration**.



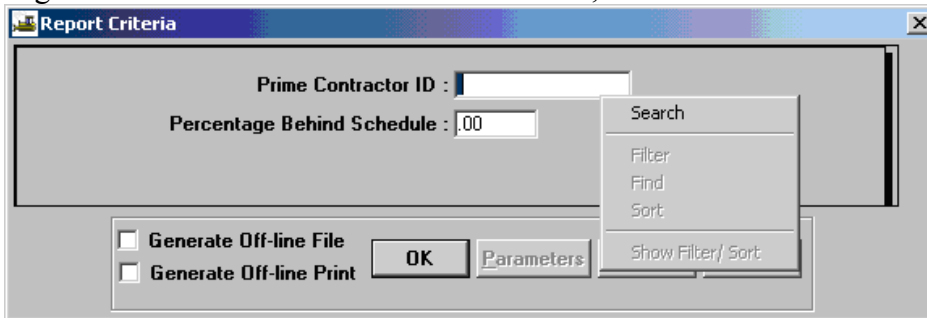
3. The Contract Administration panel opens. Double-click on **Reports**.



- The Reports panel opens. Double-click on **Contractor Behind Schedule**.



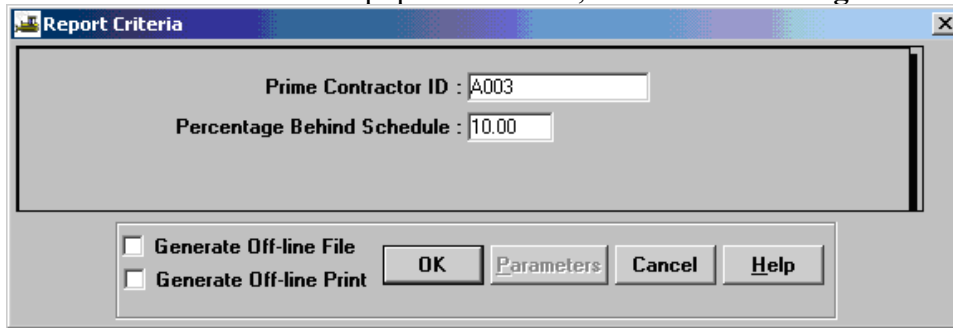
- Right-click in the **Prime Contractor ID** field, click on Search to search for Vendor ID.



- Double-click on the appropriate vendor (or single-click and click OK).



7. The Prime Contractor ID is populated. Next, enter the **Percentage Behind Schedule** and click OK.



Report Criteria

Prime Contractor ID : A003

Percentage Behind Schedule : 10.00

Generate Off-line File

Generate Off-line Print

OK Parameters Cancel Help

8. The report is displayed. Note that in this contract there was not information to display. However, if the contract is behind schedule, this report would contain information.
9. Click on **File** and then click on **Print** in the menu options to print the report.
10. You can click in the menu options on **Services | Export** to export the report. You can export the file to Excel by choosing file type .xls. (Refer to 'Contractor Current Status' section, if needed.)
11. To save a report, click on **File | Save**. You should see 'Save Report In' window. Enter the appropriate location to save in. Enter a file name. Click on Save button. Click OK and click on 'X' to close the report.
12. Double-click on **View Saved Reports** to view the reports.
13. In the appropriate file directory, click on the .PSR report you want to see and click OK. You should see the report. **Tip: Only users with SiteManager can view these reports.**

C. Project Manager – Pipeline

C.1. Pipeline Workflow

Use this process to check out a contract from the Server to the “Standalone” mode if there is a need to enter information in SiteManager but due to the job location you do not have access to the Server.

Pipeline and Zip Overview:

Pipeline and Zip is the process that automates the transfer of data. Pipeline and Zip automates the data flow from the:

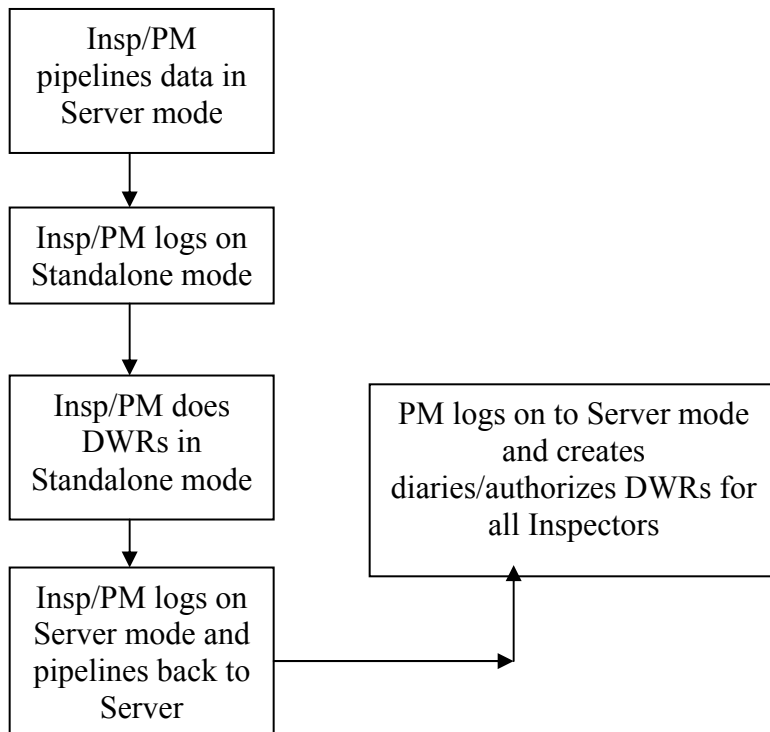
- Server to the Project Manager
- Project Manager to the Inspector-not used at VDOT
- Inspector back to the Project Manager-not used at VDOT
- Project Manager back to the Server

Pipeline:

The Pipeline process transfers data files from one database to another. In SiteManager, the Project Manager uses the Pipeline process to download data directly from the server’s database to the standalone workstation’s database, and to upload data directly from the standalone workstation’s database to the server’s database.

VDOT is not using Zip: The Zip process compresses files for transfer from one workstation to another. the field. **VDOT is not using this feature.** The Pipeline and Zip functions that VDOT will be using in SiteManager include the following features: □Allows the Project Manager to upload data to and download data from the Server.

PIPELINE/STANDALONE PROCESS



C.2. Pipeline Contract Check-out Process

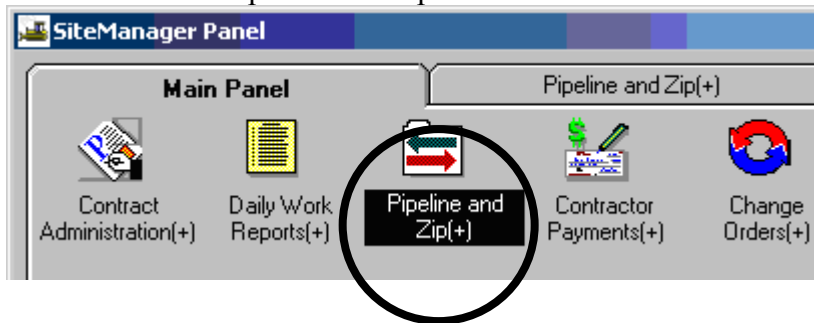
1. Log in to SiteManager and be sure to use **Connect to Server**.



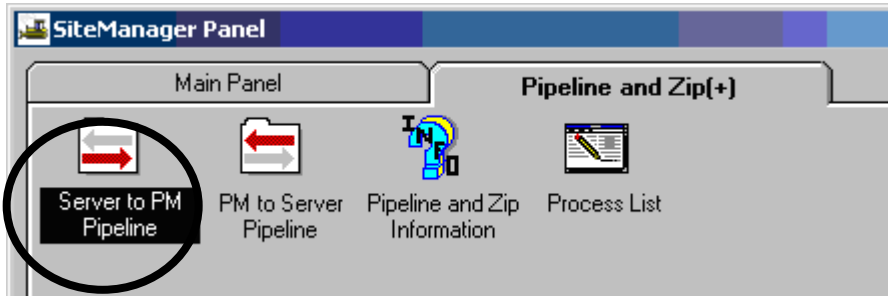
2. At the Available Groups window, select Group ID "INSPECTOR" and click OK.
Note: If user is the Project Manager, select the 'PM' Group ID.




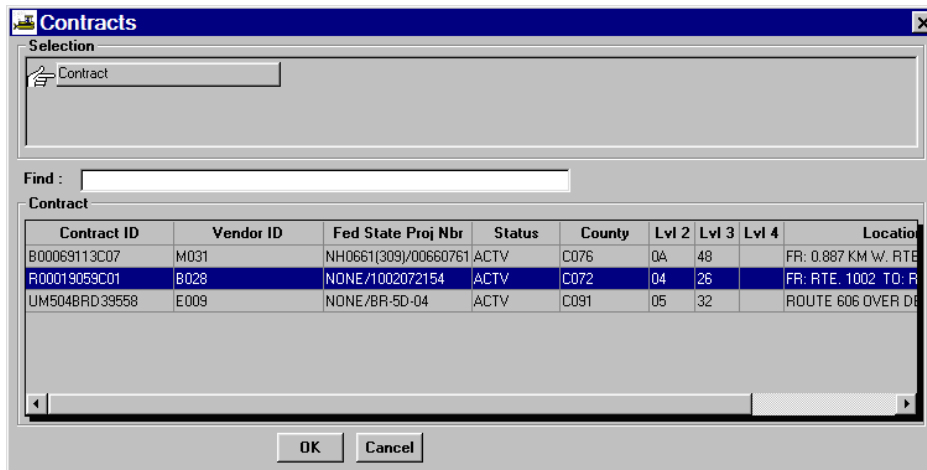
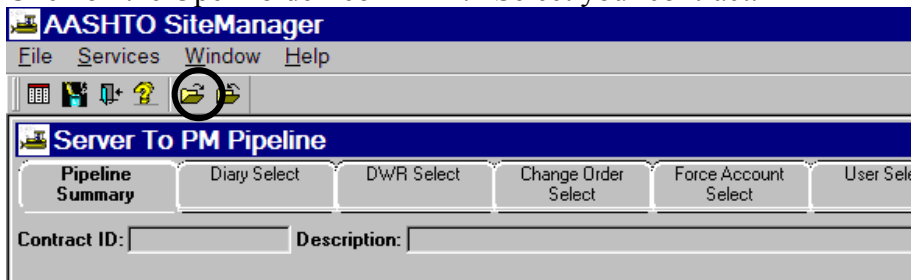
3. Double-click on Pipeline and Zip:



4. Double-click on the Server to PM pipeline.

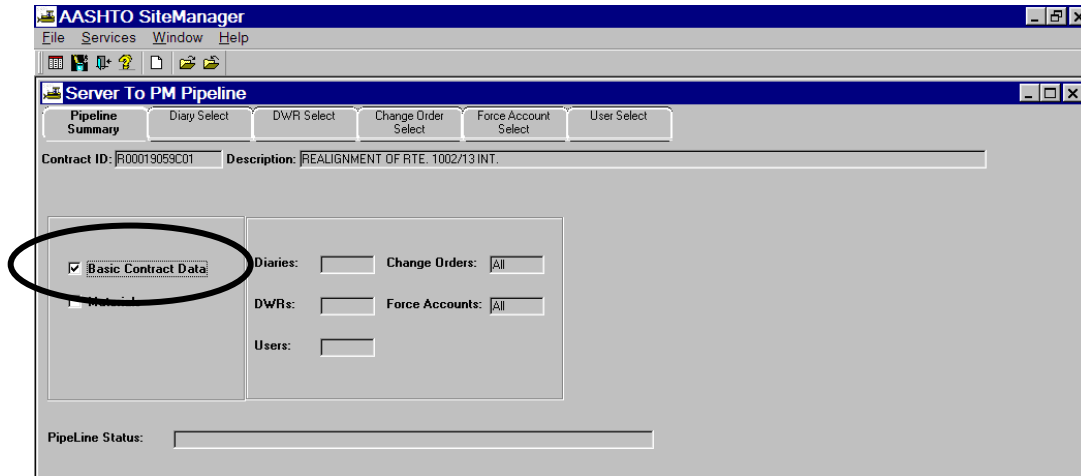


5. Click on the Open folder icon . Select your contract.

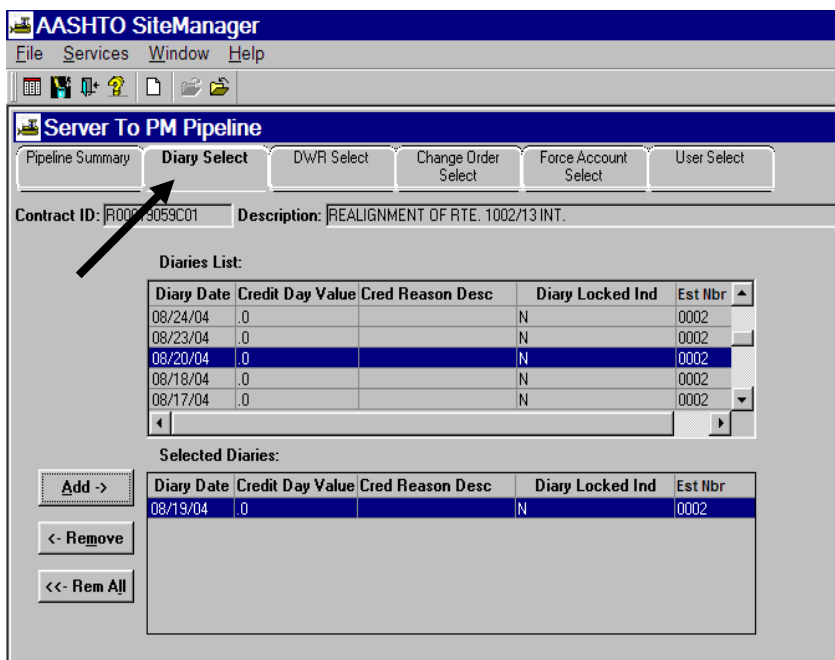


Select the contract.

- In the **Pipeline Summary** tab, check the check box that says “**Basic Contract Data**” to download Basic Contract Data.



- Click on **Diary Select** folder tab.



- Scroll through Diaries List to select the Diaries you want to check out into Selected Diaries (bottom panel) by highlighting the diary and clicking on **Add**. (Note: To choose multiple diaries, hold down your Ctrl key and click on each diary needed. Then click on Add.)

AASHTO SiteManager
File Services Window Help

Server To PM Pipeline
Pipeline Summary **Diary Select** DWR Select Change Order Select Force Account Select User Select

Contract ID: R00019059C01 Description: REALIGNMENT OF RTE. 1002/13 INT.

Diaries List:

Diary Date	Credit Day Value	Cred Reason Desc	Diary Locked Ind	Est Nbr
08/24/04	.0		N	0002
08/23/04	.0		N	0002
08/20/04	.0		N	0002
08/19/04	.0		N	0002
08/17/04	.0		N	0002

Selected Diaries:

Diary Date	Credit Day Value	Cred Reason Desc	Diary Locked Ind	Est Nbr
08/19/04	.0		N	0002

Buttons: Add >, < Remove, << Rem All

Notice that any diaries you selected to check out in Step 7 above will appear in the "Selected Diaries" bottom panel.

Click on the **DWR Select** tab. You will need to choose DWR(s) that you want to check out. Use similar procedure to the one in Step 7 above.

AASHTO SiteManager
File Services Window Help

Server To PM Pipeline
Pipeline Summary Diary Select **DWR Select** Change Order Select Force Account Select User Select

Contract ID: R00019059C01 Description: REALIGNMENT OF RTE. 1002/13 INT.

DWRs List:

User Name	DWR Date	Locked Indicator	Estimate Nbr
JAMES R BRADDY	08/23/04	N	0002
MICHAEL F. DEAN	08/23/04	N	0002
MICHAEL F. DEAN	08/20/04	N	0002
MICHAEL F. DEAN	08/19/04	N	0002
MICHAEL F. DEAN	08/18/04	N	0002

Selected DWRs:

User Name	DWR Date	Locked Indicator	Estimate Nbr
-----------	----------	------------------	--------------

Buttons: Add >, < Remove, << Rem All

- Go to **DWRs List** in the middle panel of the screen. You can scroll down the list of DWRs to find what you want to check out. Highlight the DWR (or DWRs) from the **DWRs List** panel and click on the **Add** button to add DWR(s) to the **Selected DWRs** panel.

AASHTO SiteManager
File Services Window Help

Server To PM Pipeline
Pipeline Summary Diary Select **DWR Select** Change Order Select Force Account Select User Select

Contract ID: R00019059C01 Description: REALIGNMENT OF RTE. 1002/13 INT.

DWRs List:

User Name	DWR Date	Locked Indicator	Estimate Nbr
JAMES R BRADDY	09/03/04	N	0002
MICHAEL F. DEAN	09/03/04	N	0002
JAMES R BRADDY	09/02/04	N	0002
JAMES R BRADDY	08/31/04	N	

Selected DWRs:

User Name	DWR Date	Locked Indicator	Estimate Nbr
JAMES R BRADDY	09/01/04	N	

Buttons: Add ->, <- Remove, <<- Rem All

Choose DWRs you want to check out. Click Add button and notice any DWRs chosen will appear in the bottom "Selected DWRs" panel.

- Go to **Change Order Select** tab. Follow similar procedure used in Steps 7 and 8 above and select any change orders by highlighting the change order and clicking on **Add**.

AASHTO SiteManager
File Services Window Help

Server To PM Pipeline
Pipeline Summary Diary Select DWR Select **Change Order Select** Force Account Select User Select

Contract ID: R00019059C01 Description: REALIGNMENT OF RTE. 1002/13 INT.

Change Orders List:

Change Order Number	Change Order Description

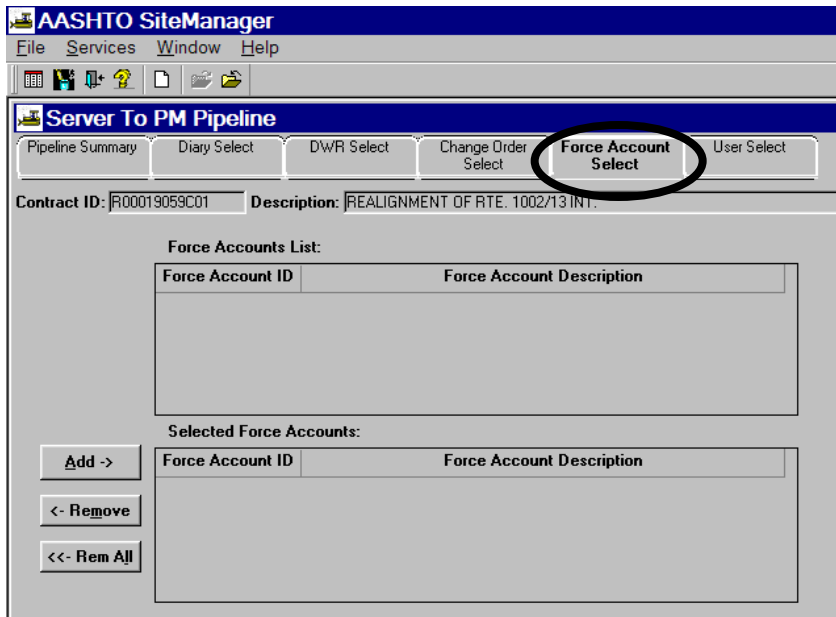
Selected Change Orders:

Change Order Number	Change Order Description
001	Construction Surveying

Buttons: Add ->, <- Remove, <<- Rem All

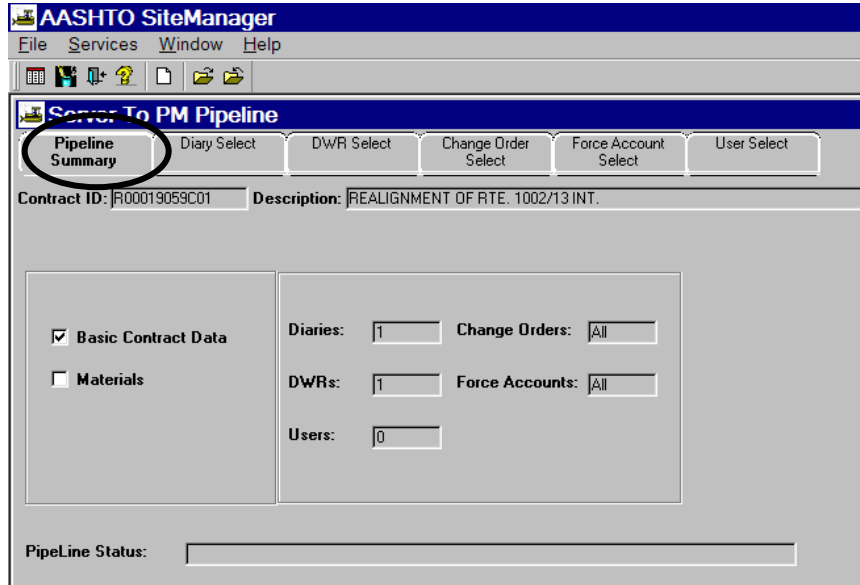
Notice that any Change Orders added will appear in the bottom "Selected Change Orders" panel.

11. Go to Force Account Select tab and if there is a force account you want to add for use in Standalone mode, select the force account. Then click Add.

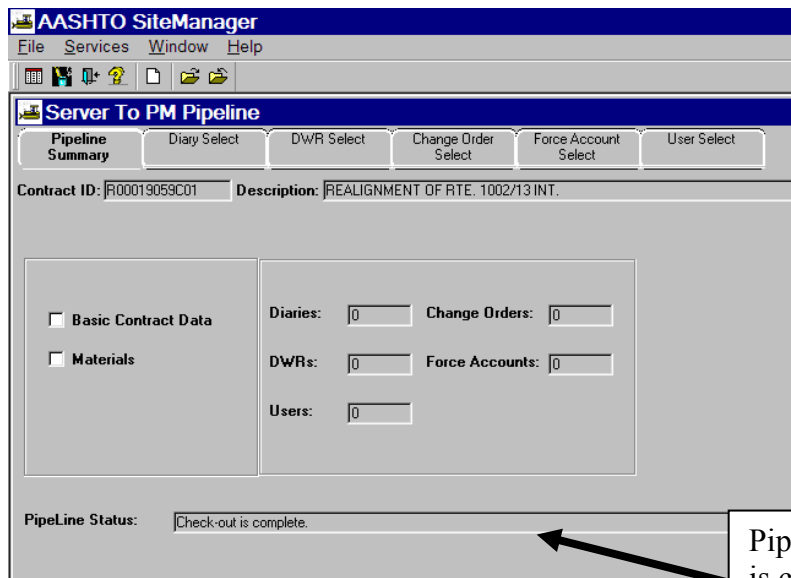
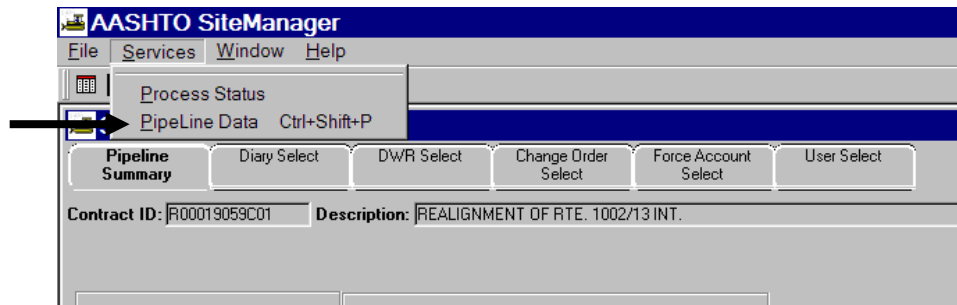


NOTE: DO NOT SELECT ANYTHING ON THE USERS FOLDER TAB. This will cause errors when doing the pipeline task.

12. Click on Pipeline Summary tab.



13. Go to **Services** menu and click on **Pipeline Data**. You should see the hourglass indicating pipelining data and **Pipeline Status** should show that each section is being checked out. The Pipeline Status field will notify when check-out is complete.



Pipeline Status box indicates Check-out is complete.

14. Now exit the window and exit out of SiteManager.

C.3. Work in Standalone Mode (PM)

Use this process to check out a contract from the Server to the “Standalone” mode if there is a need to enter information in SiteManager but due to the job location you do not have access to the Server.

Pipeline Overview:

Pipeline is the process that automates the transfer of data. Pipeline and Zip automates the data flow from the:

- Server to the Project Manager
- Project Manager to the Inspector-not in use by VDOT
- Inspector back to the Project Manager-Not in use by VDOT
- Project Manager back to the Server

Pipeline:

The pipeline process transfers data files from one database to another. In SiteManager, the Project Manager uses the pipeline process to download data directly from the server’s database to the standalone workstation’s database, and to upload data directly from the standalone workstation’s database to the server’s database.

SiteManager provides the Pipeline process because contract data must be downloaded and uploaded often during the life of a contract. In general, the data downloaded from the server is the contract plan data, which is primarily the contract specifications. The data uploaded to the server is the contract activity data, which is the work done on the contract.

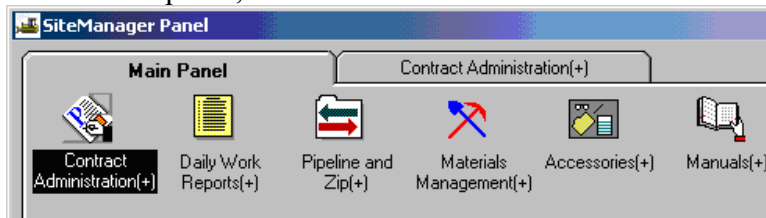
1. Log in to SiteManager and be sure to use **Connect to: Standalone**.



2. At the Available Groups window, select Group ID “INSPECTOR” and click OK.



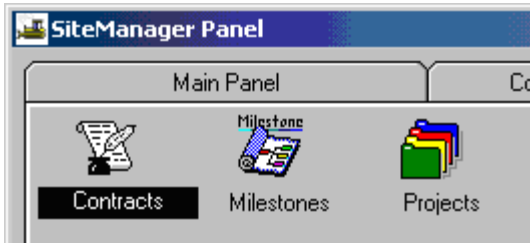
3. At the main panel, double-click on **Contract Administration**.



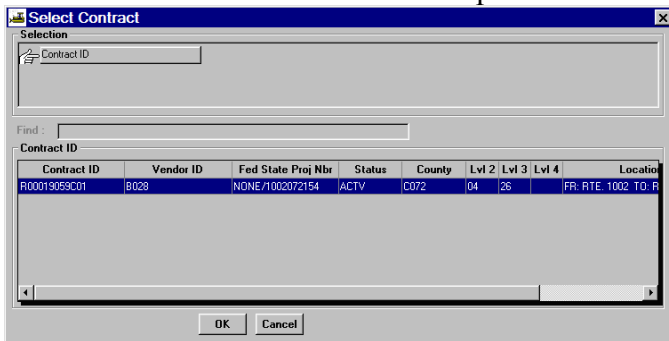
4. Double-click on **Contract Records**.



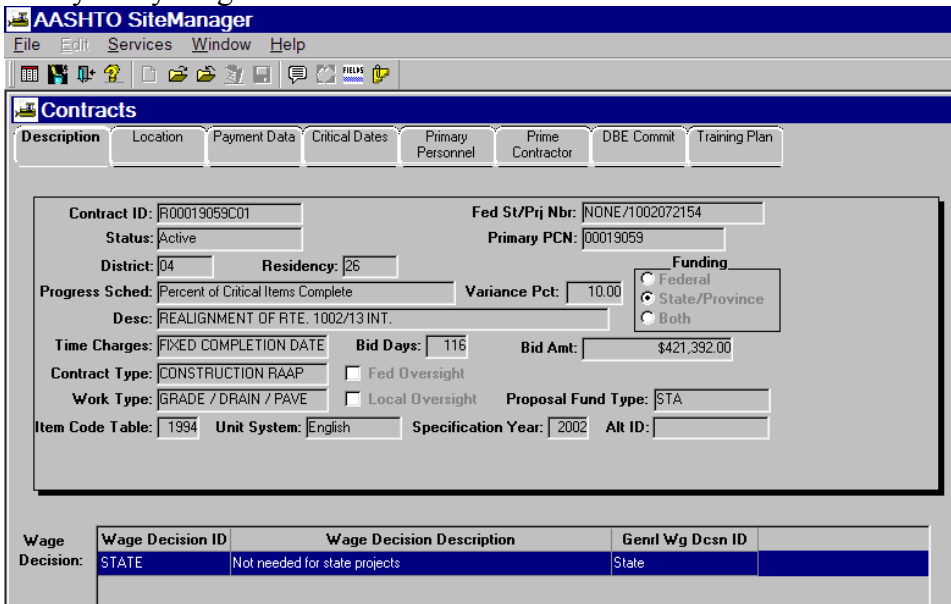
- Double-click on **Contracts**.



- The Contract ID Selection window opens. Select the Contract.



- Verify everything in the **Contracts** window.



You can enter DWRs, Diaries and print some limited reports while in Standalone Mode. Be sure to pipeline your DWRs and Diaries that you create in Standalone mode back up to the Server.

C.4. Pipeline Contract Check-in Process

(Check-in of Contract that has had activity in the standalone mode. This function updates the main database from the local database.)

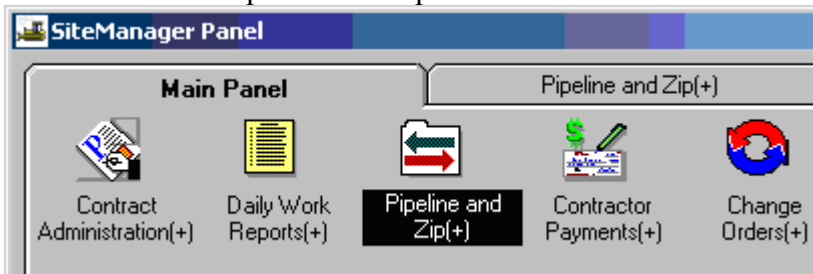
1. Log in to SiteManager and be sure to use **Connect to Server**.



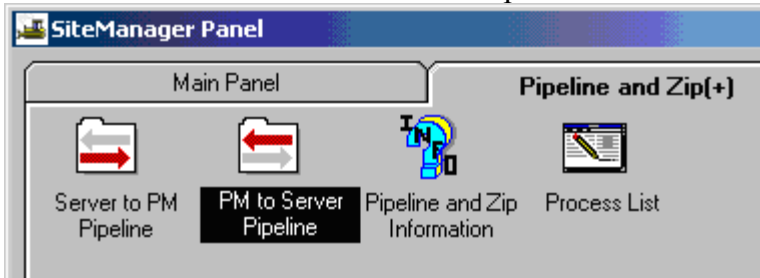
2. At the Available Groups window, select Group ID “INSPECTOR” and click OK.



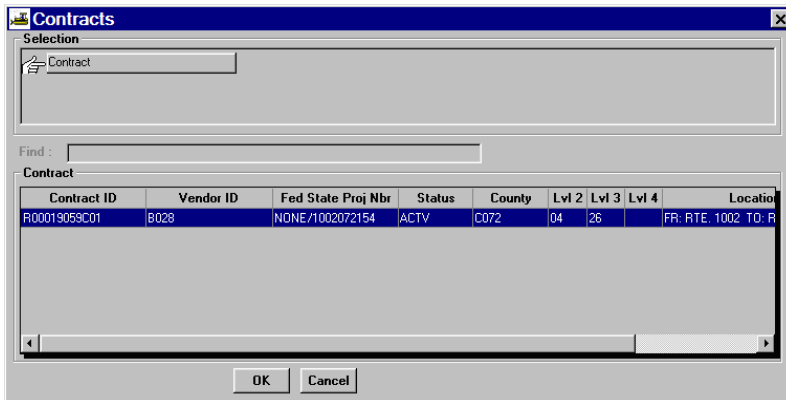
3. Double-click on Pipeline and Zip.



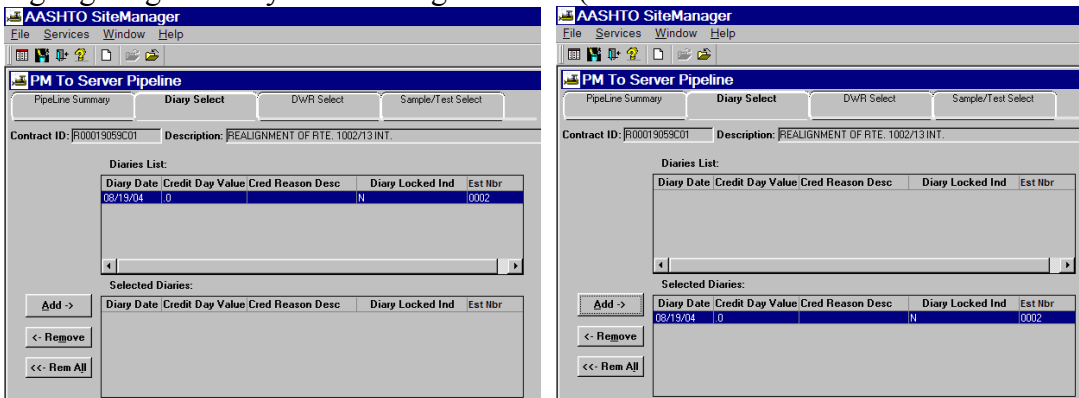
- Then double-click on **PM to Server Pipeline**.



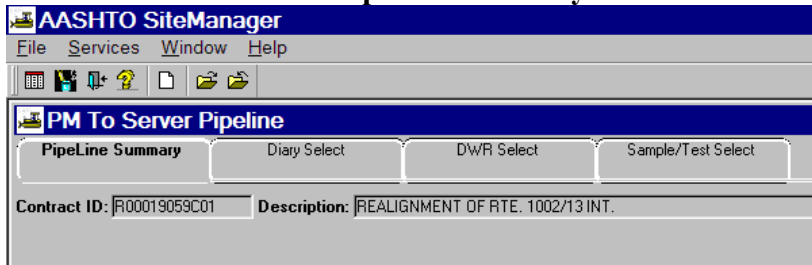
- Click on the **Open**  folder icon to select a Contract. The Contracts Selection window opens. Double-click on a contract to select it.



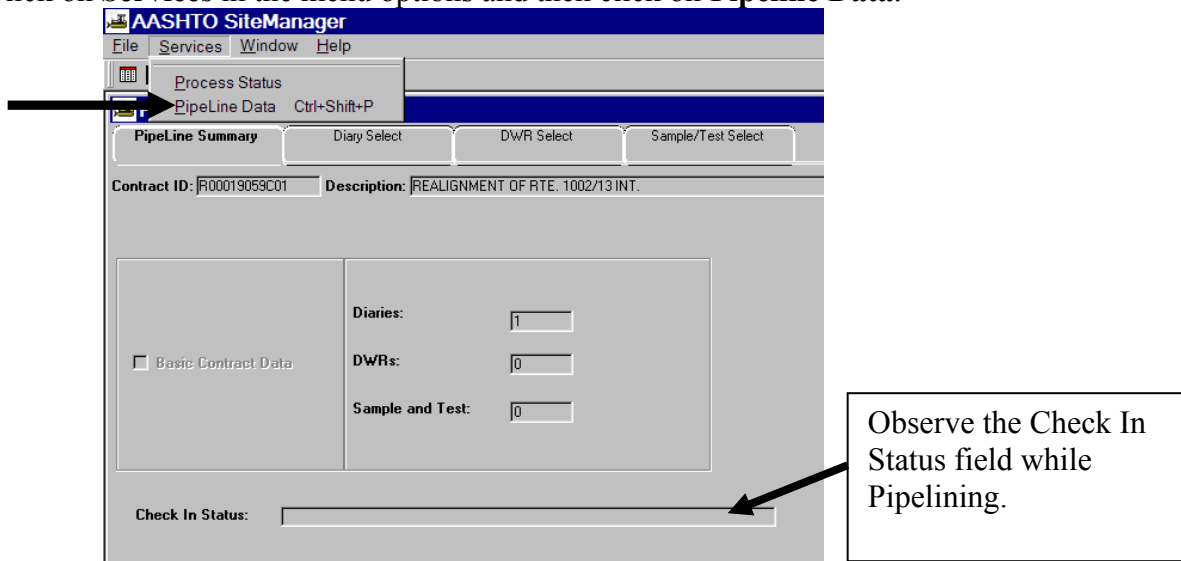
- Click on the **Diary Select** folder tab and then select any diaries and add the Selected Diaries list by highlighting the diary and clicking on **Add**. (Note: To remove select DWR and click on Remove.)



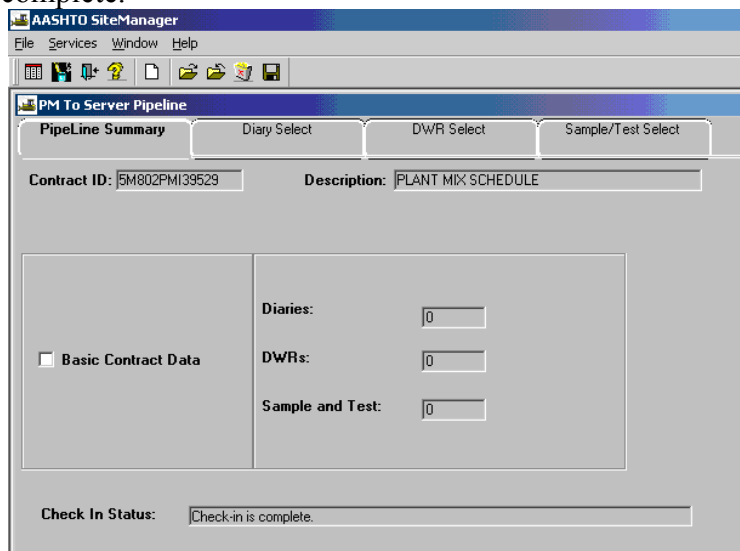
- Go back and click on the **Pipeline Summary** folder tab.



- Click on **Services** in the menu options and then click on **Pipeline Data**.

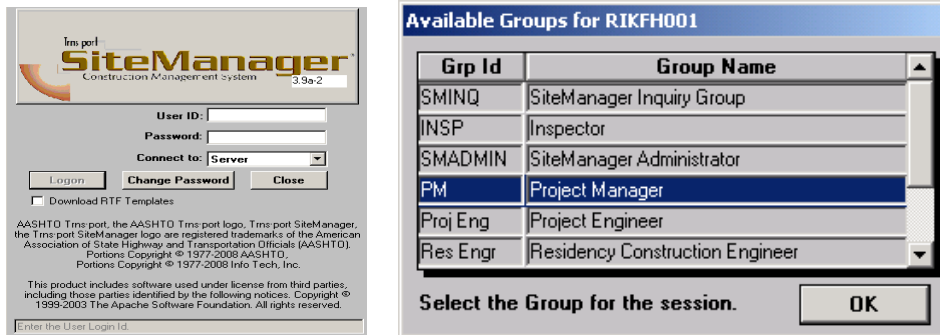


- Observe the Check In Status field at the bottom of the window. It notifies the user when Check-in is complete.

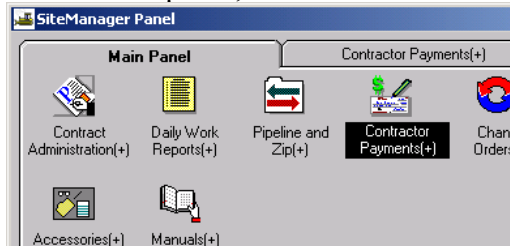


D. Summary to Contractor Report

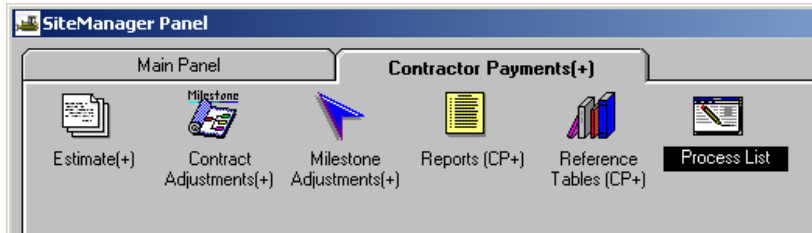
1. Log in to SiteManager. At the Available Groups window, select Group ID “PM” and click OK.



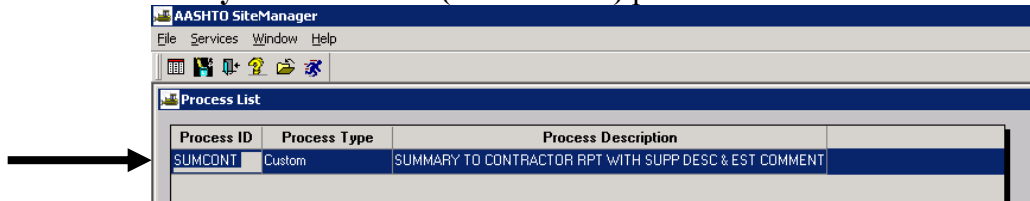
2. At the main panel, double-click on **Contractor Payments**.



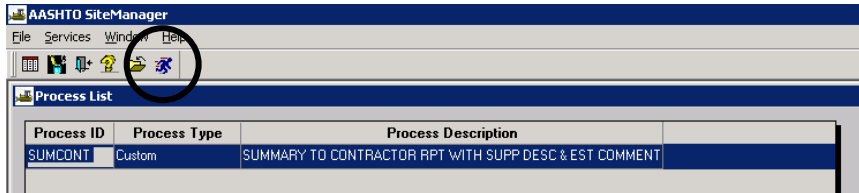
3. Double-click on **Process List**.



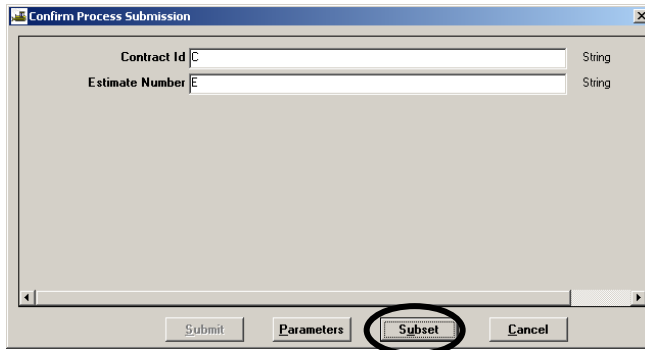
- Click on **Summary to Contractor (SUMCONT)** process.



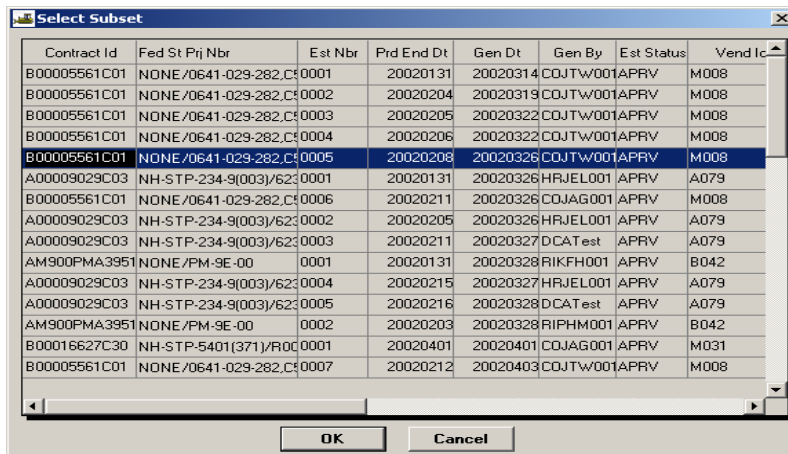
and click on the **Run** icon .



- Click on **Subset** button.



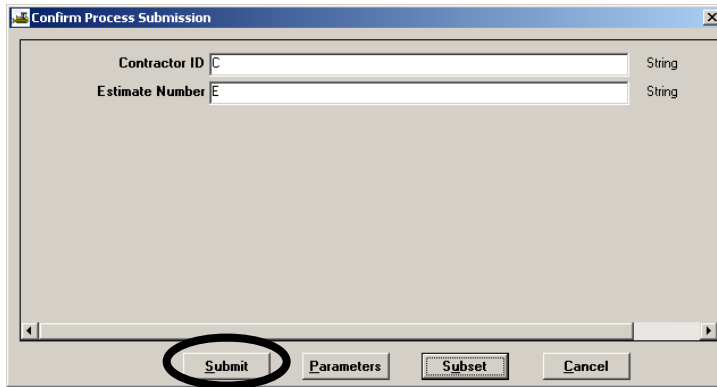
- The Select Subset window appears. Click on the **Contract ID** and **Estimate Number** and click OK. (Multiples can be used by using Shift+mouse click or Ctrl+mouse click.)



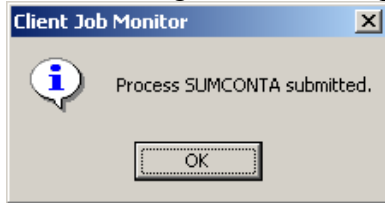
Sort option: To sort, **right click on Contract ID heading** and click **Sort**. Click **Add** – Contract ID. Click **Add** – Estimate Number. Click **Save**. Click **Default**. Click **OK**.

Letters sort at the bottom and numbers sort at the top.

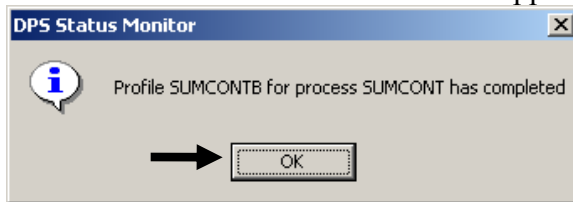
7. The Confirm Process Submission window appears and the word “Submit” will be accessible. Click on “**Submit**”.



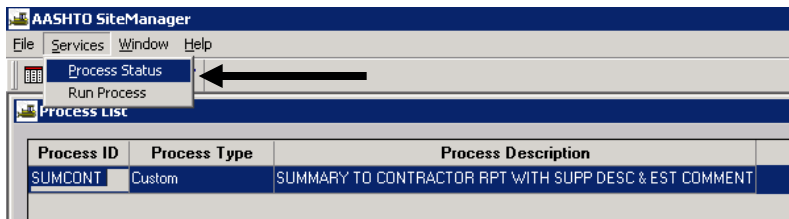
The following window will appear to confirm that the process was submitted. Click OK.



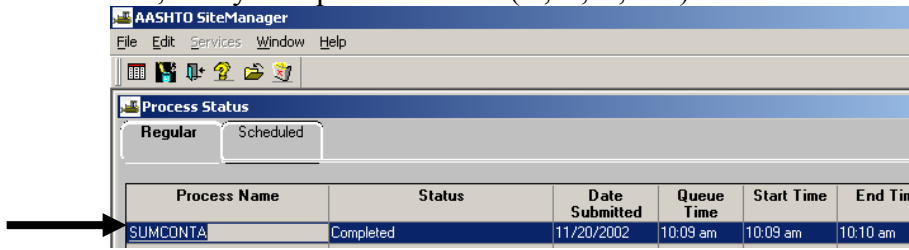
8. The DPS Status Monitor window will appear to confirm that the process is completed. Click OK.



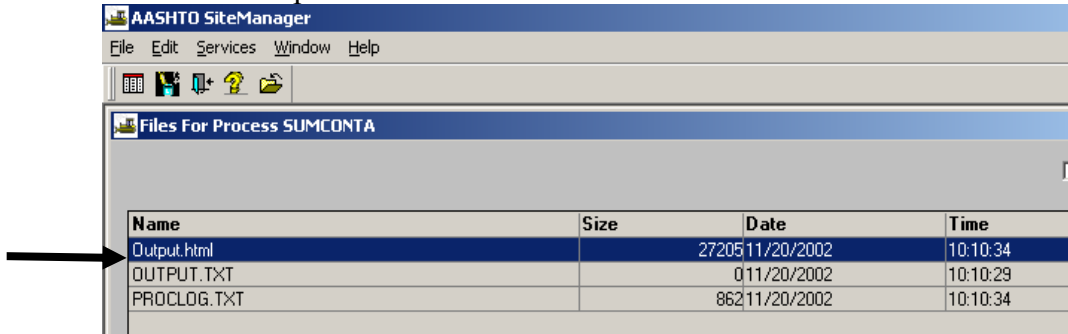
9. Click on **Services | Process Status**.



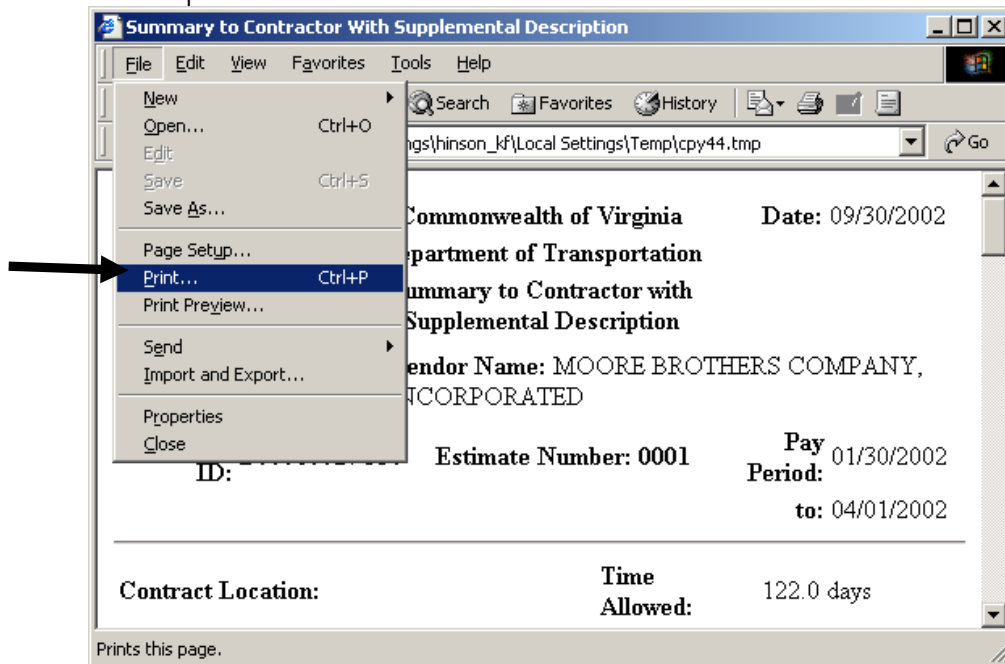
10. Double-click the process named “SUMCONT” for the last job submitted (should be at the bottom of the scroll, highest alpha suffix). Note: The process name is SUMCONT. When the process is submitted, the system places a suffix (A, B, C, etc.) on the end of the process name.



11. Double-click on Output.html.



12. Click on File | Print.



13. Example of Summary to Contractor Report. Exit the window, exit process status, exit process list.

Print Preview

Print... Page 1 of 3 75% Help Close

Summary to Contractor Page 1 of 3

Rpt ID: SUMCONT **Commonwealth of Virginia** **Date:** 02/26/2003
Department of Transportation
Summary to Contractor

Vendor ID: MD08 **Vendor Name:** MARTIN AND GASS, INCORPORATED

Contract ID: B00005561C01 **Estimate Number:** 0001 **Pay Period:** 01/30/2002
to: 01/31/2002

Contract Location: **Time Allowed:** 91.0 days
FR: 0.113 M.I.E. RTE.638 **Time Charged:** 2.0 days
Percent Time: 3.28 %

Estimate Type: PROGRESS ESTIMATE
Estimate
Comments:

Contractor:
MARTIN AND GASS, INCORPORATED **Date Let:** 05/25/1999
6433 GENERAL GREEN WAY **Date Awarded:** 06/17/1999
ALEXANDRIA, VA 22312-2413 **Date Contract Executed:** 06/29/1999
Phone: 703-256-4900 **Date Notice to Proceed:** 01/30/2002
Date Work Began: 01/30/2002
Date Time Stopped: 00/00/0000
Date Accepted: 09/27/2002

District Contract Administrator OA **Project Manager/Inspector**
COJTW001

Escrow Agent: FIRST VIRGINIA BANK
Surety Co: ST. PAUL FIRE & MARINE INSURANCE CO.
Estimate Paid: YES

Counties:
FAIRFAX

Project Number	PCT	Fed State Project Number	Description 1
00005561B18	22.65	NONE/0641029282	PROPOSED BRIDGE ON RTE. 641 OVER POHICK CREEK
00005561C01	68.72	NONE/0641029282	UPGRADE EXISTING TWO LANE FACILITY AND REPLACE
00005561U01	8.63	NONE/0641029282	UTILITIES

Summary to Contractor

Page 2 of 3

	Total to Date	Prev to Date	This Estimate
Participating	\$ 0.00	\$ 0.00	\$ 0.00
Non-Participating	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Total Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Stockpiled Materials	\$ 0.00	\$ 0.00	\$ 0.00
Gross Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Retainage	\$ -1,745.28	\$ 0.00	\$ -1,745.28
Escrow Amount	\$ 1,745.28	\$ 0.00	\$ 1,745.28
Securities Encumbered	\$ 0.00	\$ 0.00	\$ 0.00
Net Earnings	\$ 34,905.60	\$ 0.00	\$ 34,905.60
Liquidated Damages	\$ 0.00	\$ 0.00	\$ 0.00
Incentives	\$ 0.00	\$ 0.00	\$ 0.00
Disincentives	\$ 0.00	\$ 0.00	\$ 0.00
Fuel Adjustment	\$ 10.85	\$ 0.00	\$ 10.85
Bituminous Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Autopay Adjustment	\$ 0.00	\$ 0.00	\$ 0.00
Amount Due	\$ 34,916.45	\$ 0.00	\$ 34,916.45
Other Adjustments	\$ 0.00	\$ 0.00	\$ 0.00
Payments	\$ 34,916.45	\$ 0.00	\$ 34,916.45

Approved for Payment By: _____ Date: _____
 Name Title

Project Number: 00005561B18

Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0010	0001	00101 CONSTRUCTION SURVEYING	\$ 28,359.440	1.000	LS	\$ 28,359.44	\$ 28,359.44
		this is a test. this is a test. this is a test. I think I am sure this is a test.					
0040	0001	62010 CONCRETE PARAPET	\$ 27.000	15.000	LF	\$ 405.00	\$ 405.00
0050	0001	64011 STRUCTURE.	\$ 21.000	15.000	CY	\$ 315.00	\$ 315.00

Print Preview

Print... Page 3 of 3 75% Help Close

Summary to Contractor Page 3 of 3

Project Number: 00005561C01

Line Item Number	Category Number	Item Code / Description	Unit Price	Qty This Est	Units	Quantity Paid	Cumulative Amount
0020	0100	00120	\$ 4.610	100.000	CY	\$ 461.00	\$ 461.00
		REGULAR EXCAVATION					
0190	0100	08924	\$ 1,553.000	1.000	EA	\$ 1,553.00	\$ 1,553.00
		DROP INLET					
0210	0100	09150	\$ 25.000	23.000	TON	\$ 575.00	\$ 575.00
		EROSION CONTROL STONE					
		Project Current Amount				\$ 2,589.00	\$ 2,589.00
		Project Current Amount				\$ 2,589.00	\$ 2,589.00
		Contract Current Amount				\$ 37,494.60	\$ 37,494.60

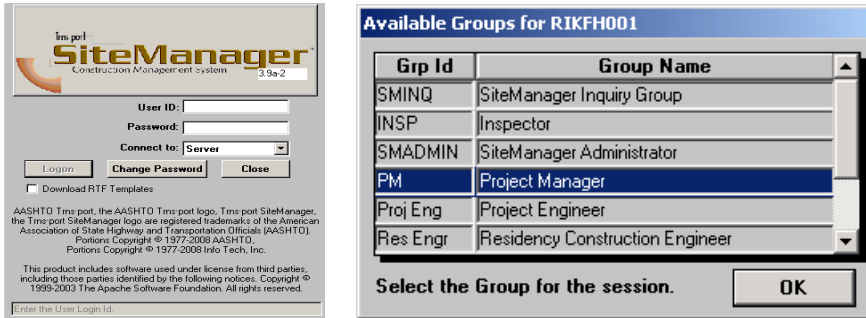
E. Stockpiled Materials (Material on Hand)

E.1. Add Stockpiled Materials

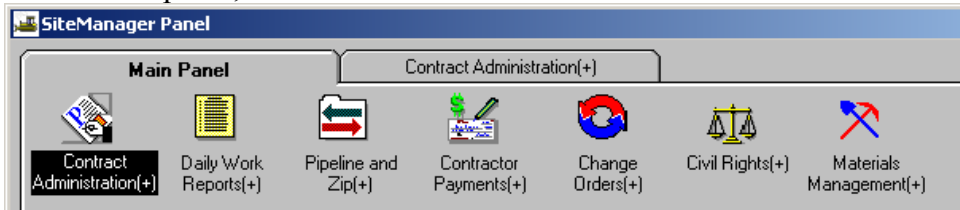
These procedures are only the basic navigation. For detailed information, see Appendix S.

NOTE: *If this is the same item code that you have had a stockpiled materials record for in the past and you need to add more of the same material, because there is a new invoice number, you should use the REPLENISH in the SERVICE menu.*

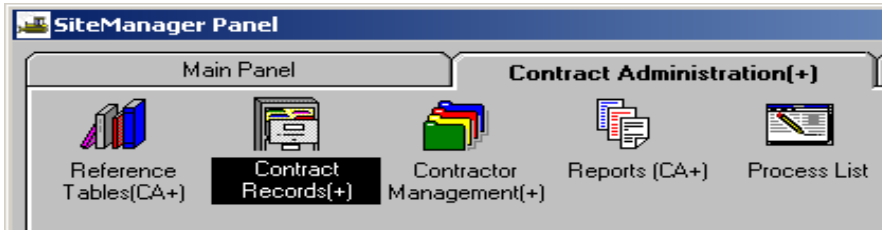
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



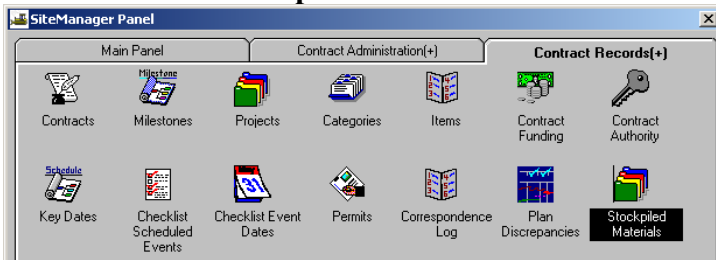
2. At the main panel, double-click on **Contract Administration**.



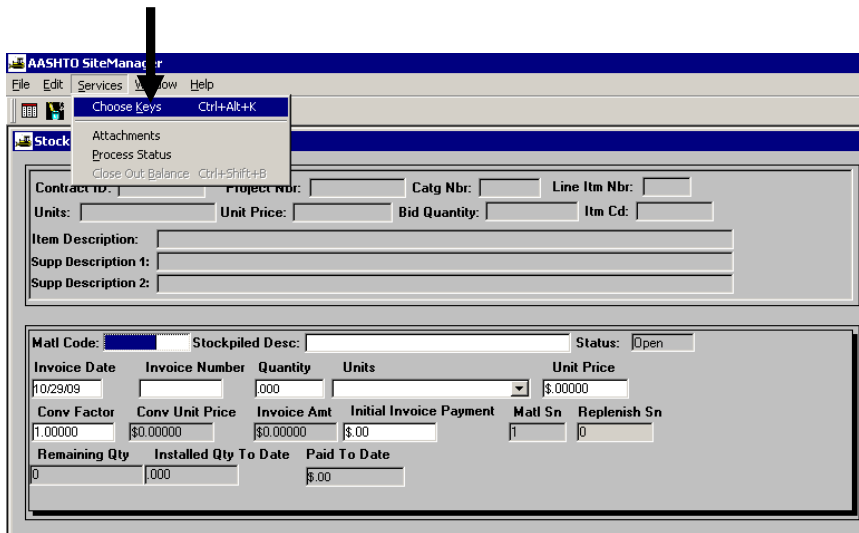
3. Double-click on **Contract Records**.



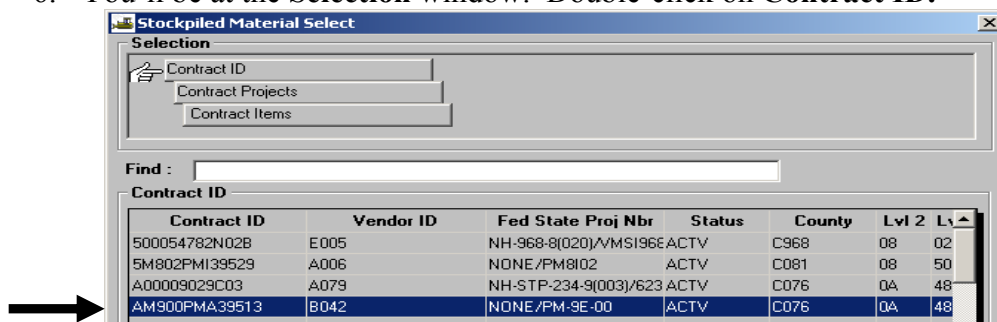
4. Double-click on **Stockpiled Materials**.



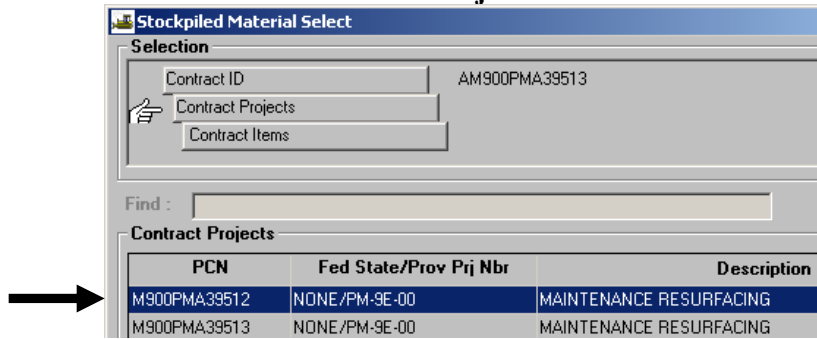
5. Go to **Services | Choose Keys**, when it is a brand new Stockpiled Material Record. Use **NEW** when you add a new material for an existing item that has a stockpiled associated.



6. You'll be at the **Selection** window. Double-click on **Contract ID**.



7. Double-click on **Contract Project**.

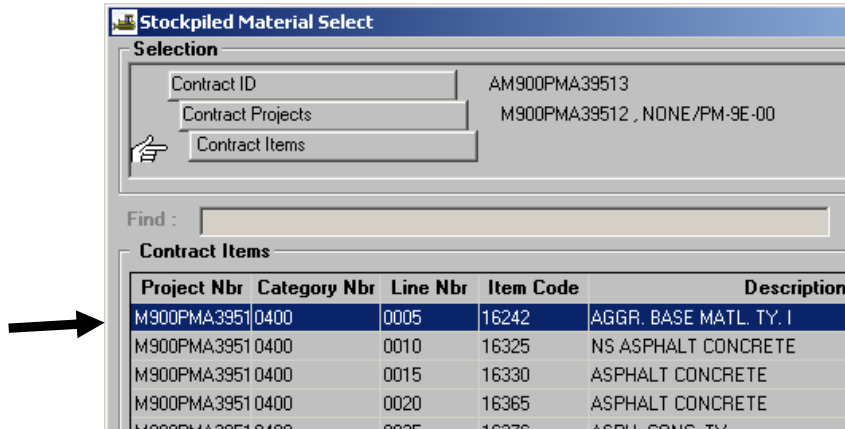


The screenshot shows the 'Stockpiled Material Select' dialog box. Under the 'Selection' section, the 'Contract ID' is 'AM900PMA39513'. Below this is a 'Find' search bar. The 'Contract Projects' table is displayed with the following data:

PCN	Fed State/Prov Prj Nbr	Description
M900PMA39512	NONE/PM-9E-00	MAINTENANCE RESURFACING
M900PMA39513	NONE/PM-9E-00	MAINTENANCE RESURFACING

An arrow points to the first row of the table.

8. Double-click on **Contract Item Code**.



The screenshot shows the 'Stockpiled Material Select' dialog box. Under the 'Selection' section, the 'Contract ID' is 'AM900PMA39513' and the 'Contract Projects' are 'M900PMA39512 , NONE/PM-9E-00'. Below this is a 'Find' search bar. The 'Contract Items' table is displayed with the following data:

Project Nbr	Category Nbr	Line Nbr	Item Code	Description
M900PMA3951	0400	0005	16242	AGGR. BASE MATL. TY. I
M900PMA3951	0400	0010	16325	NS ASPHALT CONCRETE
M900PMA3951	0400	0015	16330	ASPHALT CONCRETE
M900PMA3951	0400	0020	16365	ASPHALT CONCRETE
M900PMA3951	0400	0025	16370	ASPH. CONC. TY.

An arrow points to the first row of the table.

- You will be back at Stockpiled materials window with some information filled in and grayed out. Type in the **Stockpiled Description** field. Ignore the Material Code. (Note: This will gray out the Material Code.)

NOTE: If this is the same item code that you have had a stockpiled materials record for in the past and you need to add more of the same material, because there is a new invoice number, you should use the REPLENISH in the SERVICE menu.

SAME ITEM AND SAME MATERIAL WITH DIFFERENT INVOICE=REPLENISH

Enter the **Invoice Date, Invoice Number, Quantity, Units, Unit Price, Conv. Factor, and Initial Invoice Payment**. Then click on **Save** and **Exit**.

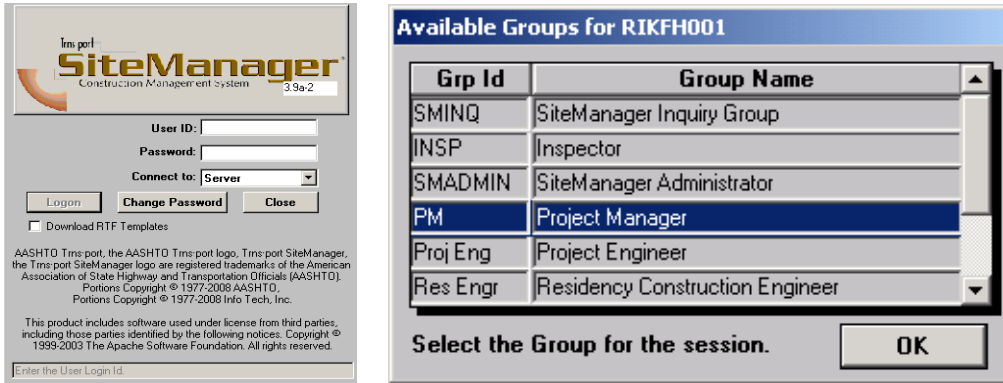
The screenshot shows the 'Stockpiled Materials' window with the following data:

Contract ID:	AM900PMA395	Project Nbr:	M900PMA39512	Catg Nbr:	0400	Line Itm Nbr:	0035
Units:	EACH	Unit Price:	200	Bid Quantity:	2		
Item Description:	FURNISH PORTABLE CHANGEABLE MESS. SIGN						

Matl Code:		Stockpiled Desc:	Type in the description here	Status:	Open
Invoice Date	Invoice Number	Quantity	Units	Unit Price	
10/02/02		.000		\$.00000	
Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
0	\$.000000	\$.000000	\$.00	1	0
Remaining Qty	Installed Qty To Date	Paid To Date			
0	.000	\$.00			

E.2. Pay on Stockpiled Item Installed to Reduce Stockpiled Materials

1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.

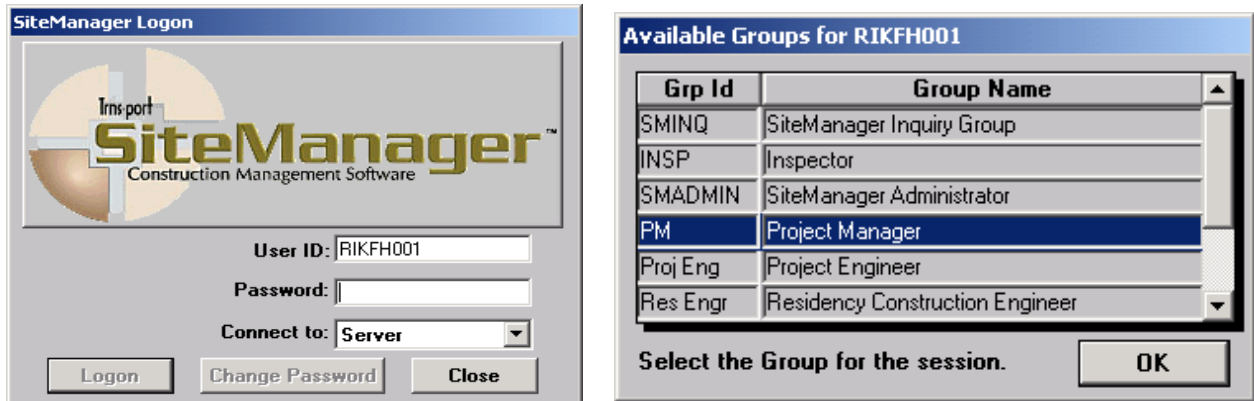


2. Refer to Section 4 and enter DWR paying on Stockpiled Materials item.
3. Refer to Section 5 to generate an Estimate.
4. Refer to Section 10 and review Stockpiled Materials entry to make sure that what was installed was taken out of Stockpiled Material.

E.3. Replenish Stockpiled Materials

NOTE: *If this is the same item code that you have had a stockpiled materials record for in the past and you need to add more of the same material, because there is a new invoice number, you should use the REPLENISH in the SERVICE menu.*

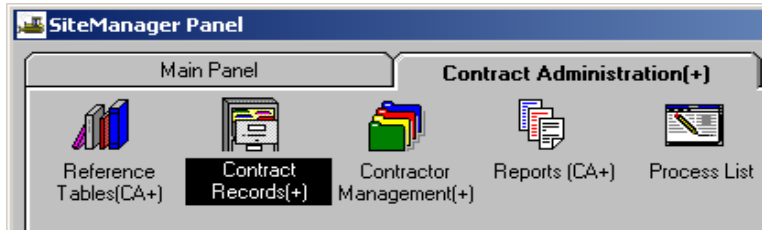
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



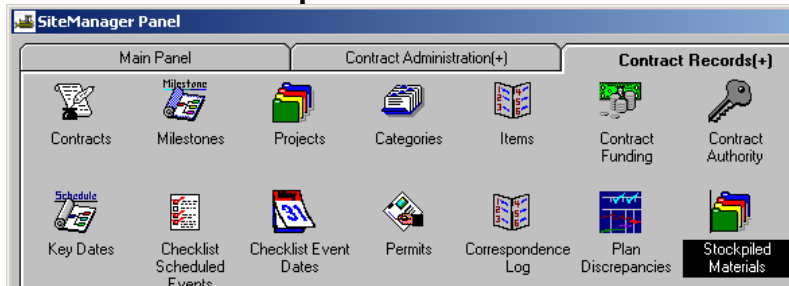
2. Double-click on **Contract Administration**.



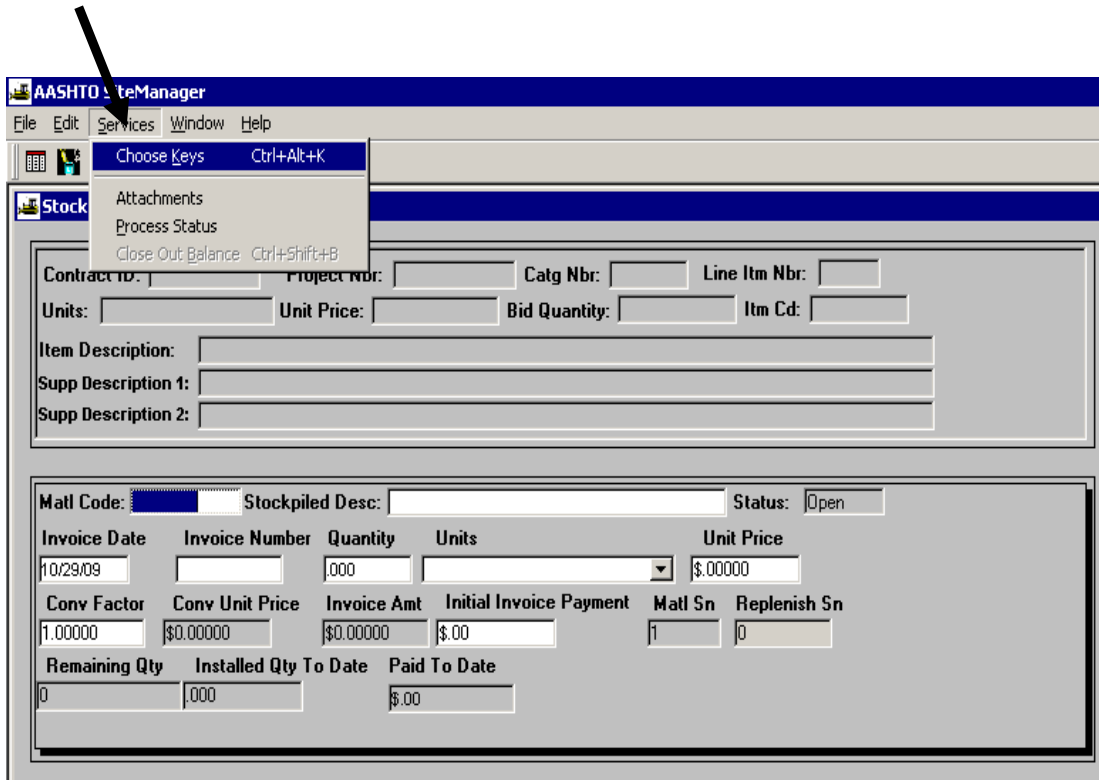
3. Double-click on **Contract Records**.



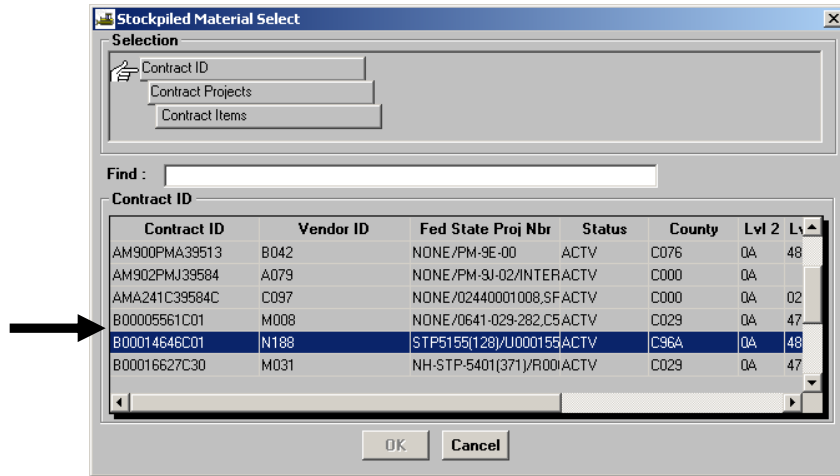
4. Double-click on **Stockpiled Materials**.



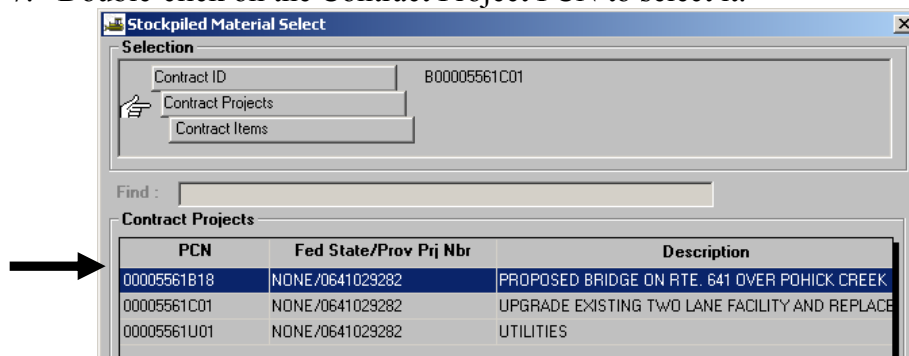
5. Go to **Services | Choose Keys**.



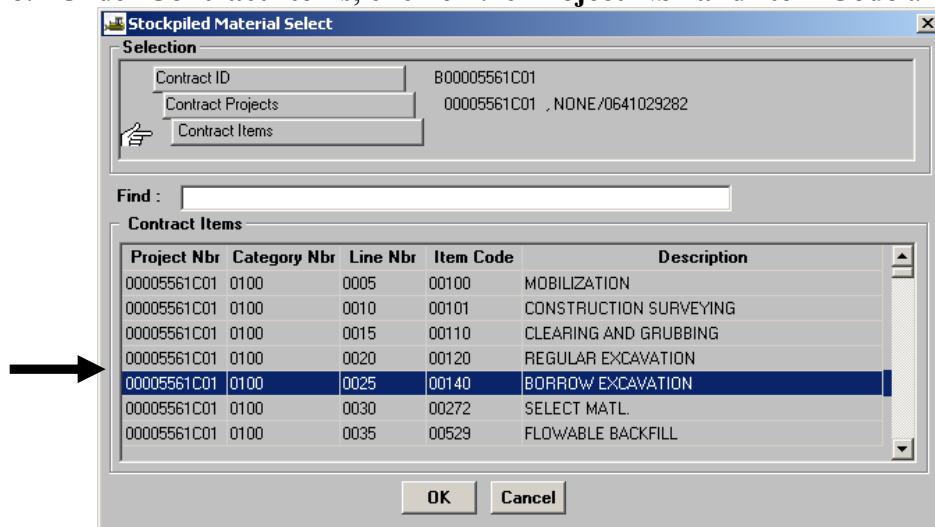
6. Double-click on the Contract to select it.



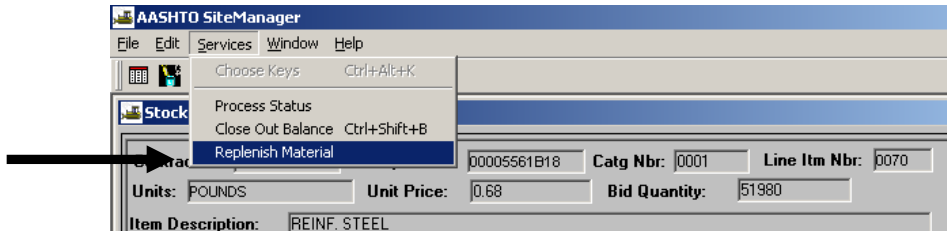
7. Double-click on the Contract Project PCN to select it.



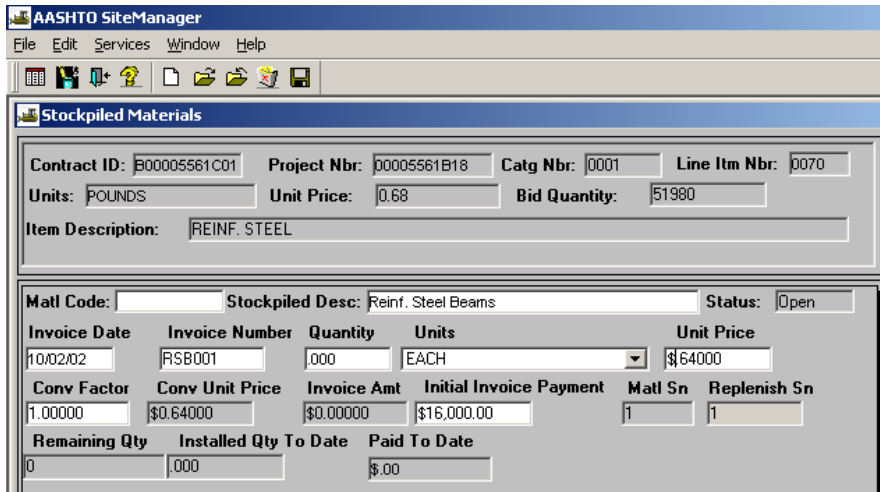
8. Under **Contract Items**, click on the **Project Nbr** and **Item Code** and then click OK.



9. Go to **Services | Replenish Material**.



10. Enter the **Invoice Date, Invoice Number, Quantity, Units (from the drop-down menu), Unit Price, Conversion Factor, and Initial Invoice Payment**.

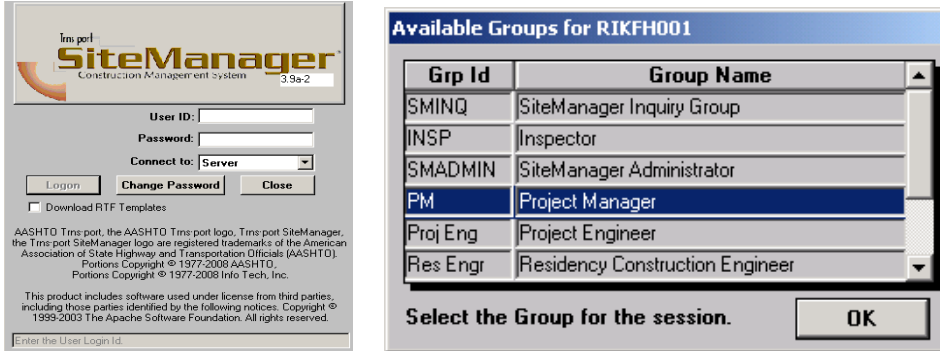


11. Click on **Save**  and Exit.

E.4. Closeout Stockpiled Material

Note: Use this to close at the end of the job if item not used or is being transferred to another VDOT job.

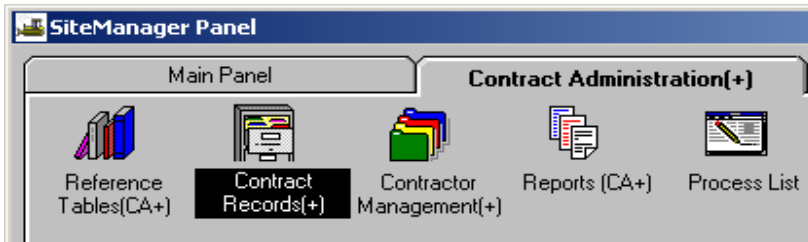
1. Log in to SiteManager. At the Available Groups window, select Group ID “PROJECT MANAGER” and click OK.



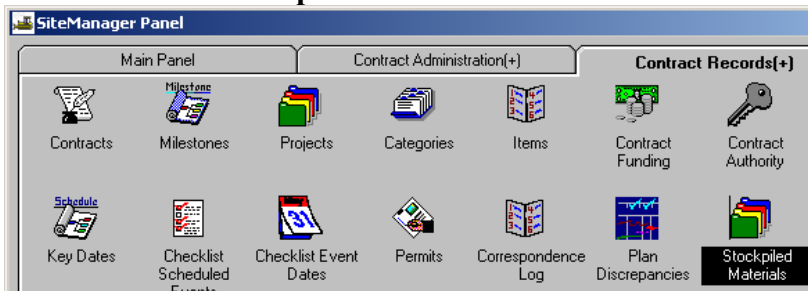
2. Double-click on **Contract Administration**.



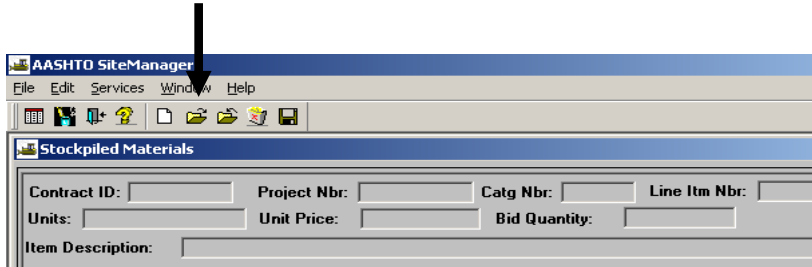
3. Double-click on **Contract Records**.



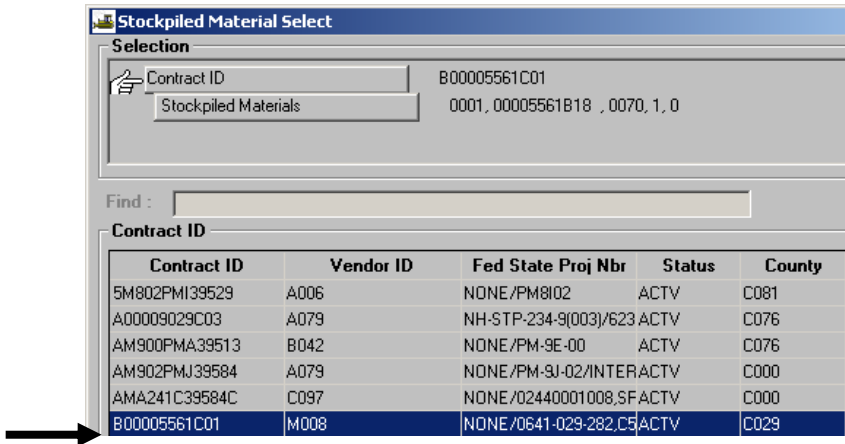
4. Double-click on **Stockpiled Materials**.



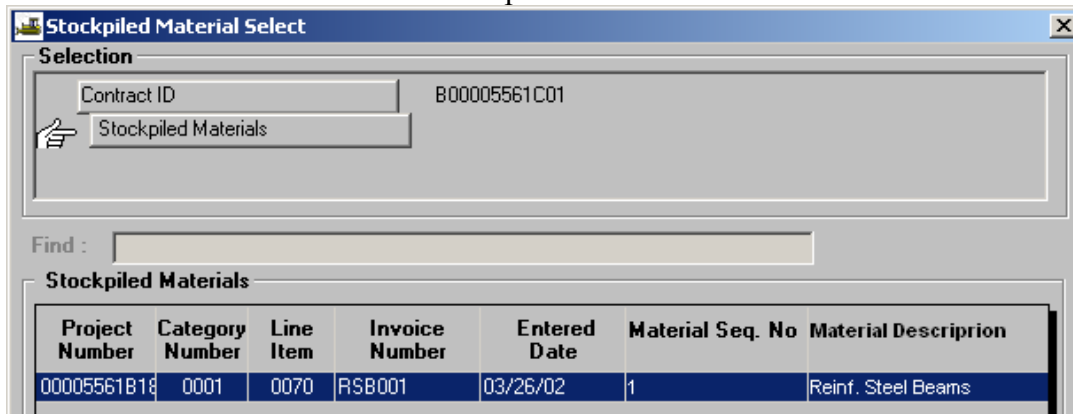
- Click on the **Open** folder icon to open your contract.



- You will be at the Selection window. Double-click on the **Contract ID**.

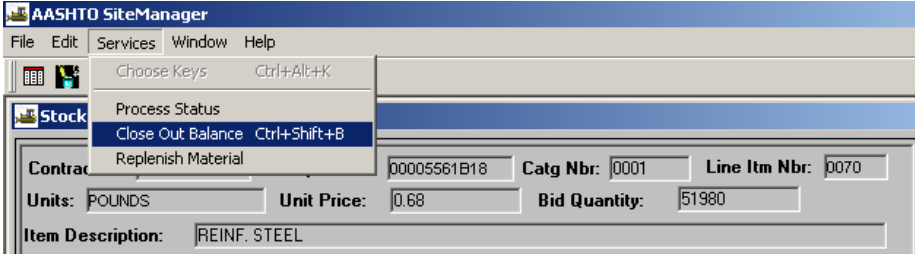


- You will be switched over to the Stockpiled Materials Selection window.



Double-click on the Line Item under your Stockpiled Materials window for the particular project number. You will be back at the Stockpiled Materials window with some information filled in and grayed out.

8. Click on **Services | Close Out Balance**.



9. Click on **Save**  and Exit.

F. Attachments

The Attachment functionality of SiteManager allows URL links, Plug-In applications, and OLE attachments to be attached to certain SM functions or specific records within that function. These attachments may be associated to Contracts, Contract Estimate History, Change Order Header, DWR, Diary, DWR Record Work Item, Force Accounts, Contract Adjustments, Contract Time Adjustments, Line Item Adjustments, Milestone Time Adjustments, and Correspondence Log.

ATTACHING AN EMAIL IN SM:

In order to attach an email to a section in SiteManager, the email must first be opened and saved as a .doc or .rtf format. Then, it can be accessed in the normal attachment process.


How to prepare an email for use with an attachment:

1. In outlook, open the email you would like to attach.
2. From the tool bar at the top of the email select "File" then "Print" a dialog box will appear.
3. Print to Adobe or CutePDF.
4. Click on FILE and then click on SAVE AS in the menu bar.
5. You will be prompted for a location. Note: Choose a location that will be easy to find.
6. Save the file.

F.1. Review Existing Attachment to a Contract

For example, a user logged in as Project Manager could use the following steps to open an existing attachment.

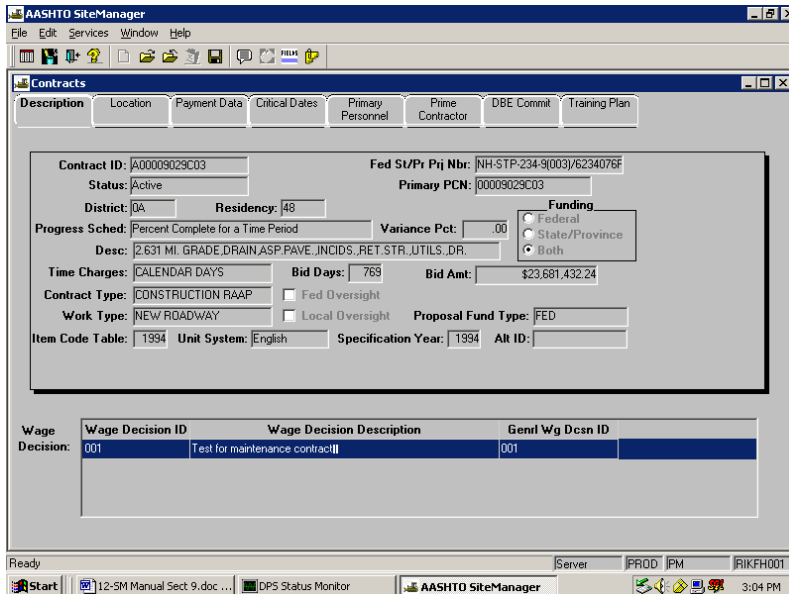
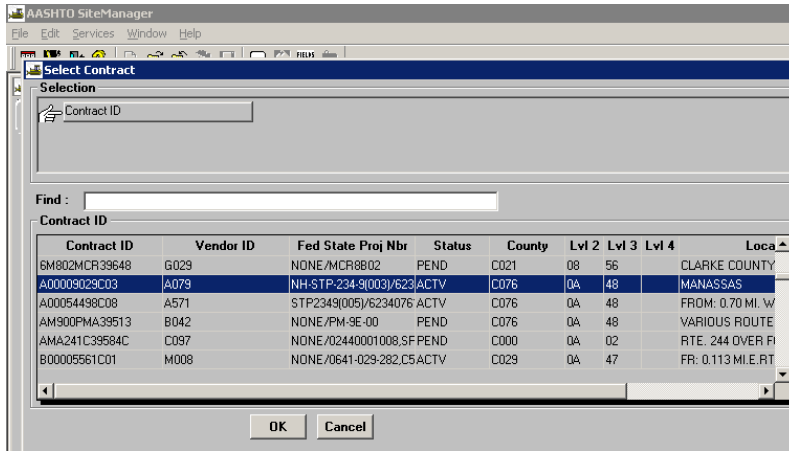
1. Log on to SiteManager as Project Manager.

2. From the Main Panel, double-click Contract Administration 

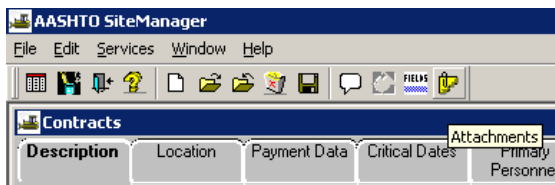
3. Double-click Contract Records 

4. Double-click Contracts 

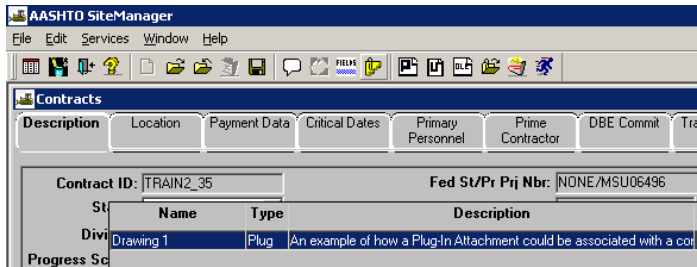
- Click the Open Folder icon to select and open the contract.



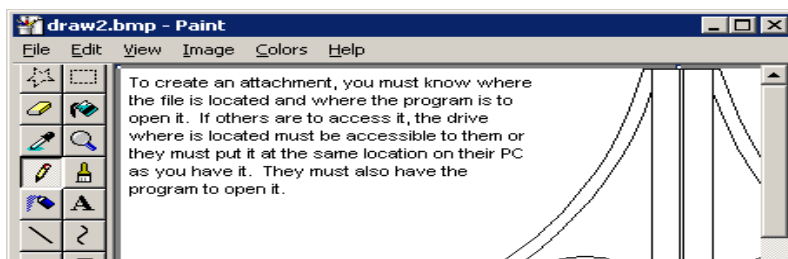
- Click the **Attachments** button



7. Double-click the **Drawing 1**.



8. Drawing 1 opens in the Paintbrush window. Create the desired drawing in the Paintbrush window. When finished, click File | Save. In the Paintbrush window, click the 'X' **Close** button.



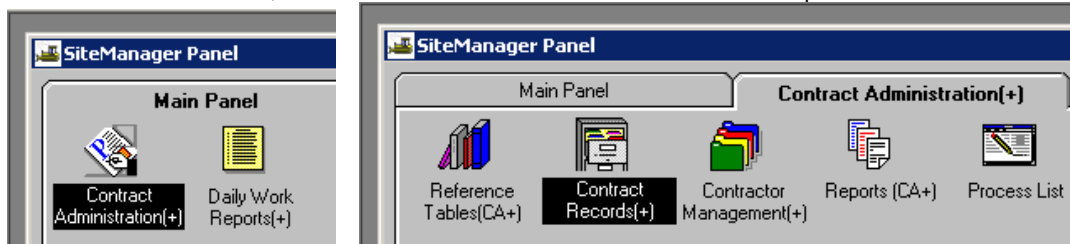
F.2. Create an Attachment from a File to a Contract

A DCA, PM, PE, or Inspector can create a new attachment from a file to a contract. In the following example, a DCA will attach a Form C-5 from a file to a contract.

1. Log on to SiteManager as DCA (or your appropriate user group).



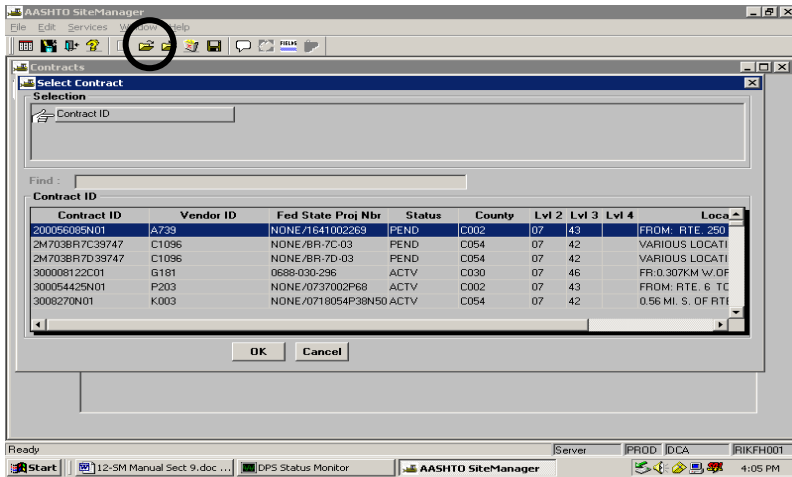
2. From the Main Panel, double-click **Contract Administration | Contract Records**.



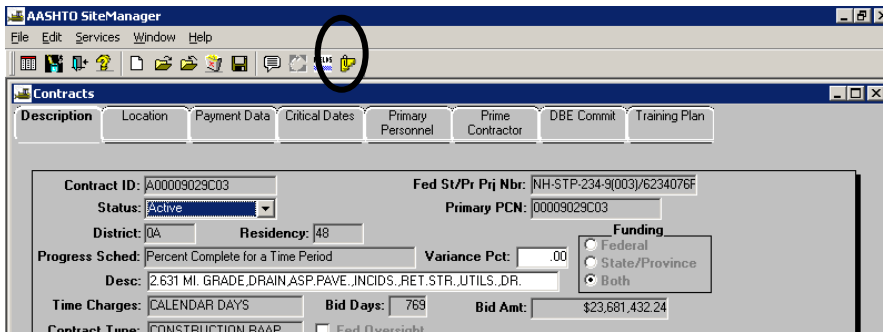
3. Double-click **Contracts**.



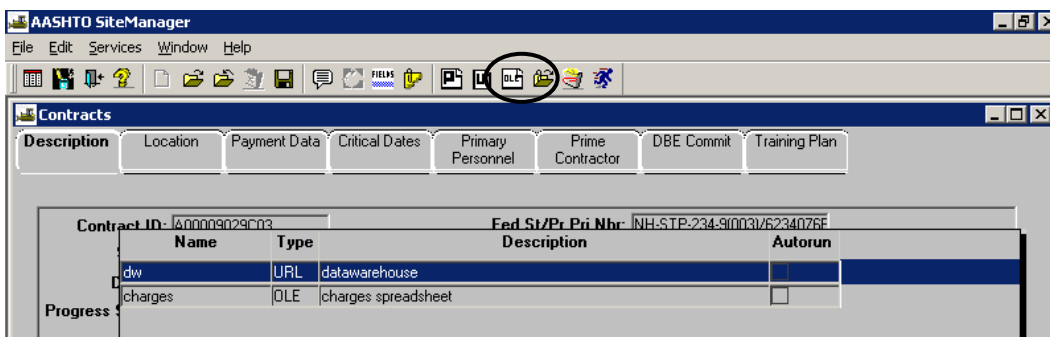
- If the contract is not already open, click the Open folder and select the contract.



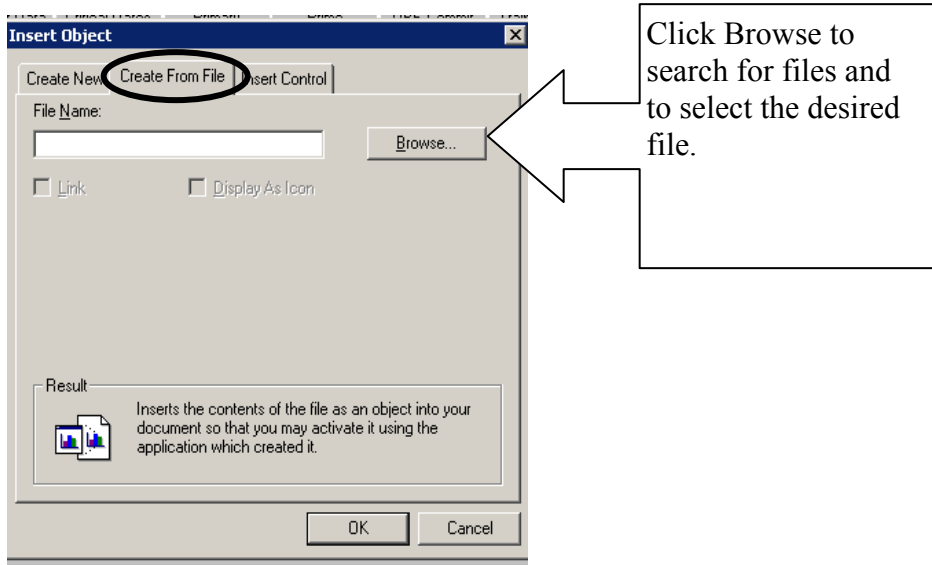
- Click the Attachments icon.



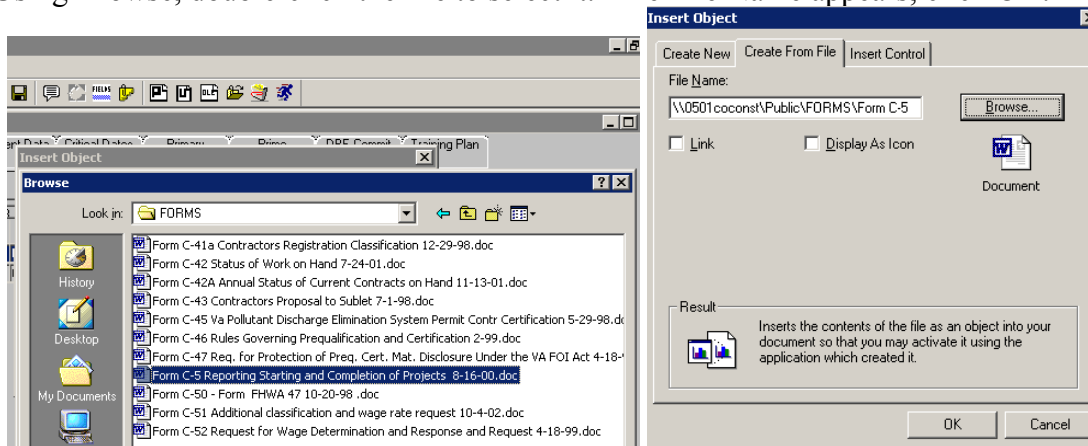
- Click the OLE button. (Note: OLE = Object Linking and Embedding)



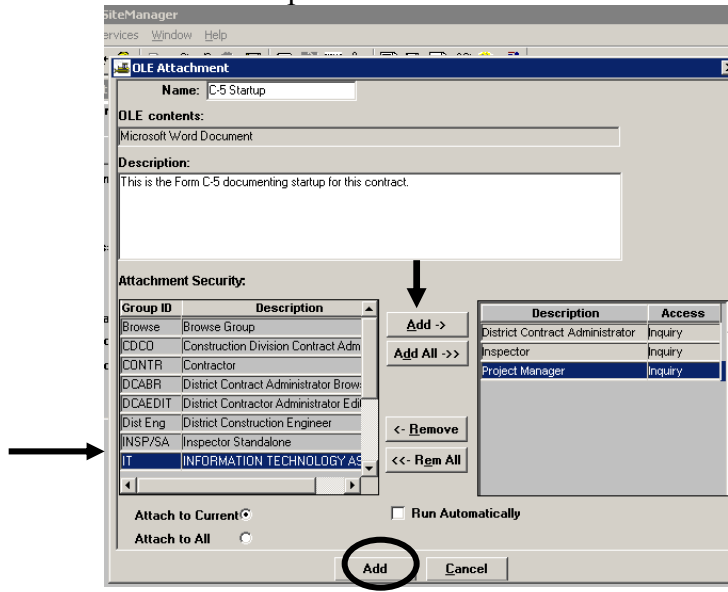
7. A message appears, “Please wait while OLE list is being retrieved.” Next, the Insert Object window opens. If user wishes to create a brand new attachment, click Create New. In this example, the user wishes to create an attachment to this contract from an existing file on their Desktop, so the user would click “Create From File”.



8. Using Browse, double-click the file to select it. The File Name appears; click OK.



- A message appears, "Please wait while OLE list is being retrieved."
The OLE Attachment window opens. Enter a Name for the Attachment. Press the Tab key.
Enter a Description for the Attachment.



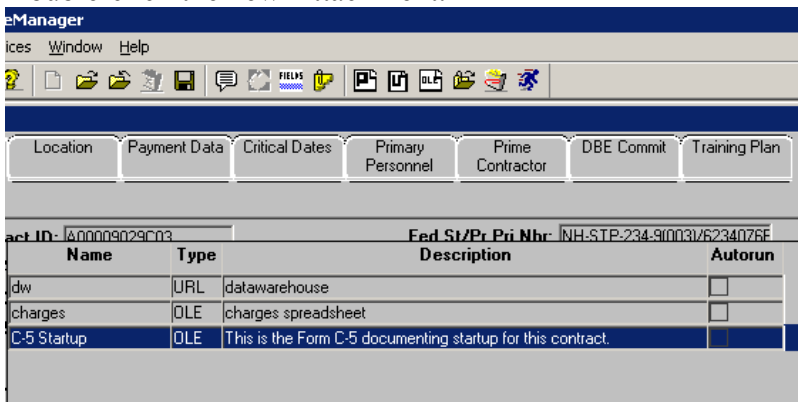
In the Attachment Security box, choose the **Group(s)** to which this Attachment will be visible and click **Add->** to add each one to the Access box.

It is recommended to Click on **ADD ALL** so everyone has access.

When finished, click the **Add** button at the bottom of the window.

Note: Always use the 'Attach to Current' option.

- Double-click the new Attachment.

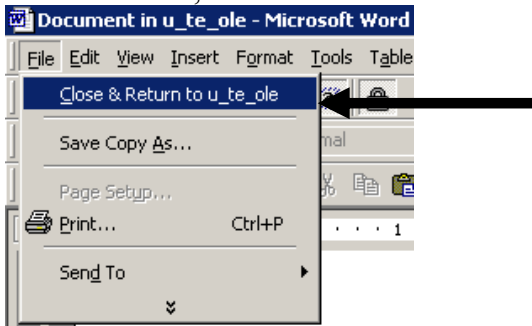


11. Here is an example of the attached file, which is a Form C-5 documenting startup of the project.

Form C-5
Rev. 2-01

COMMONWEALTH OF VIRGINIA DEPARTMENT OF TRANSPORTATION Reporting Starting And Completion of Projects			
County	Dinwiddie	Date	01-19-2004
Residency	Petersburg	Contract Id. No	R12345678
District	Richmond	Federal Project No.	
State Proj. No.	0460-026-1200-C501	PPMS No.	
Contractor	ABC Contracting		
DATE STARTED		DATE COMPLETED	
Contract Work	01-20-2004		
State Force Account			
R.R. Work			
Utilities			

12. When finished, click the File menu and click the “Close and Return to u_te_ole” choice.




13. Click the Save button. Note: **Selecting the File | Close and Return to u_te_ole saves the file in the database for ALL USERS to view.** If you select the File | Save Copy As, it only allows access to users that have access to the drive on which you saved the file.

14. Click the Attachment icon. Close and exit.

F.3. Review an Existing Attachment on a DWR Item

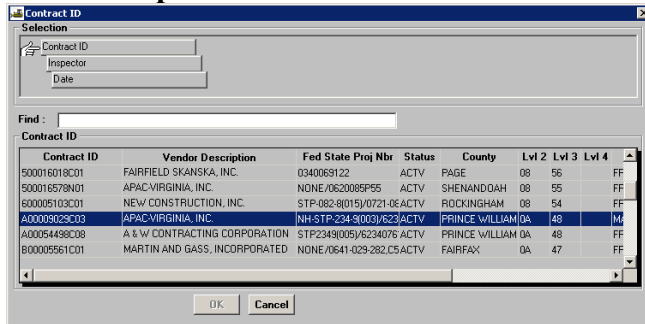
Various user groups can review existing attachments. In the following example, a Project Manager will review an existing attachment on a DWR item.

1. Log on to SiteManager as a PM.

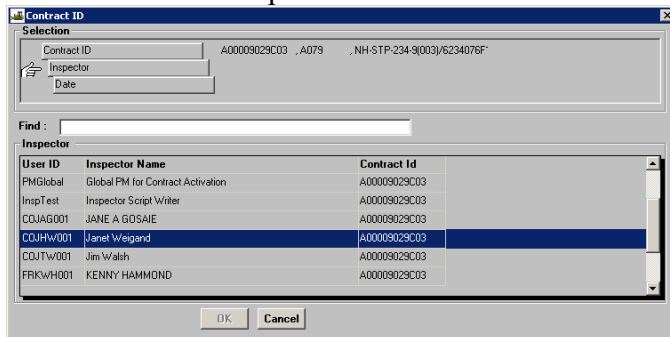
2. From the Main Panel, double-click **Daily Work Reports** .

3. Double-click **Daily Work Reports** .

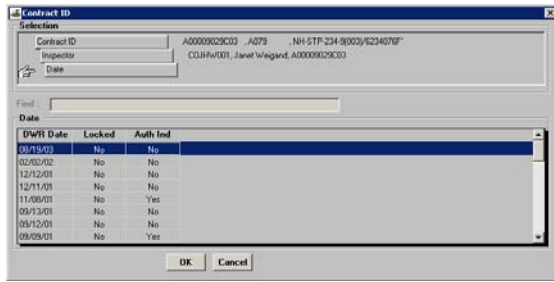
4. Click the **Open** folder  to obtain list of contracts. Double-click the desired contract.



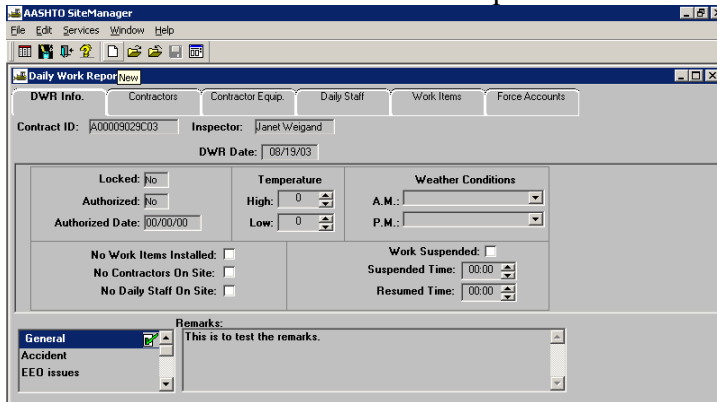
5. This user wants to review an attachment to a Daily Work Report that was created by another user. Double-click the Inspector Name/User ID that is needed.



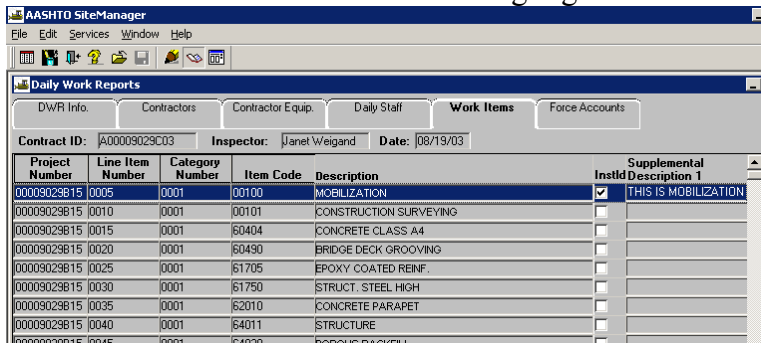
- Double-click the DWR date needed.




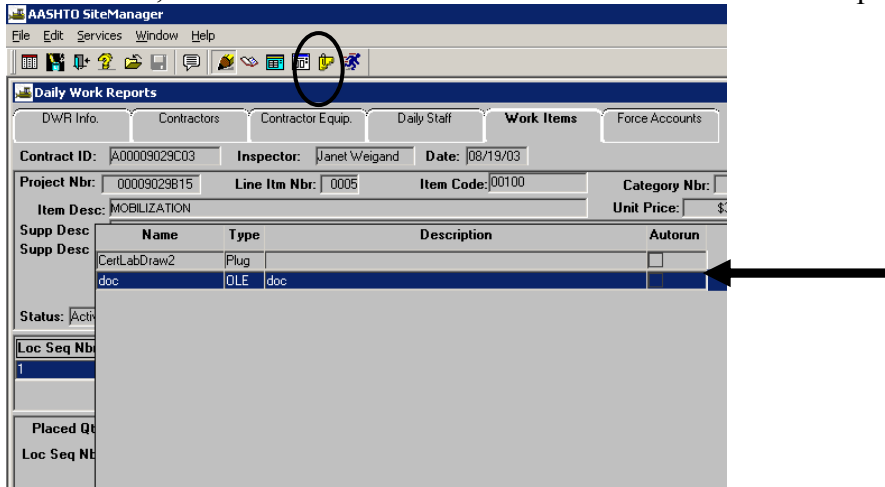
- This user has chosen a DWR that was created by someone else, so SiteManager displays a message indicating the DWR will open as “Read Only”, which means this user can read the DWR but cannot revise it. Click “OK” and the DWR opens.



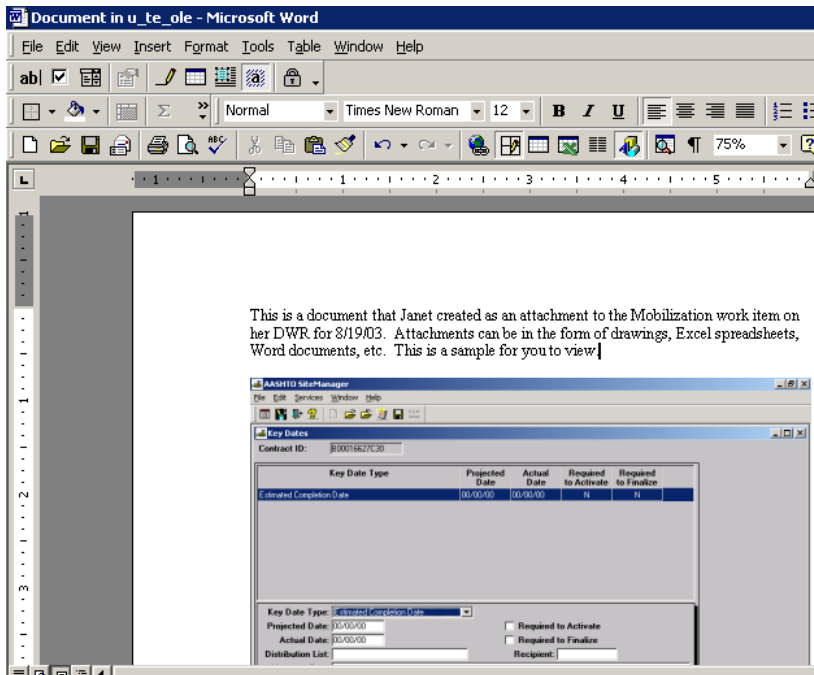
- This user wants to review an attachment to a work item on this DWR. Click the **Work Items** folder tab. A list of work items opens. This user wants to review an attachment to the Mobilization work item on this DWR. Double-click the highlighted Mobilization work item to open the work item.



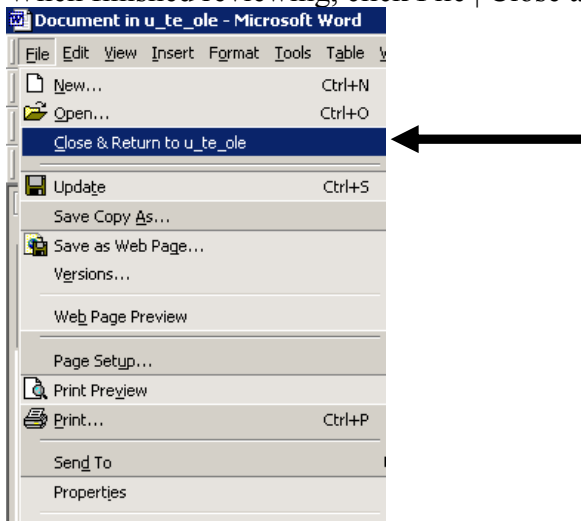
9. The Mobilization work item opens. Note the Attachment icon  is now available for use. Click the Attachment icon. A smaller window opens within the Daily Work Report. The smaller window contains the name, type, and description of an attachment to the work item. To open the desired Attachment, double-click the name of the Attachment and it will open for review.



10. A message box appears, “Please wait while attachment is being retrieved.” Here is the Attachment for review.



11. When finished reviewing, click File | Close and Return to u_te_ole.



F.4. Create an OLE Attachment to a DWR



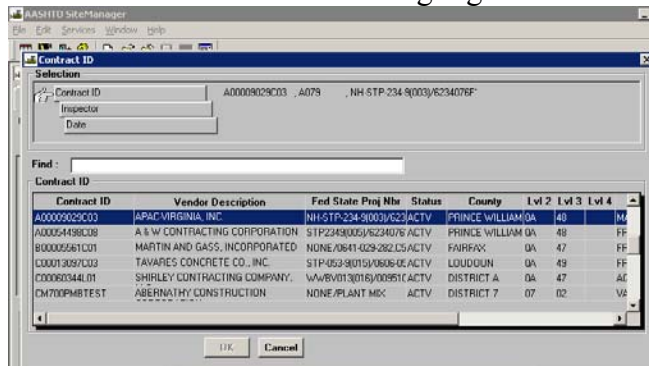
1. From the SiteManager Main Panel, double-click the **Daily Work Reports** icon.



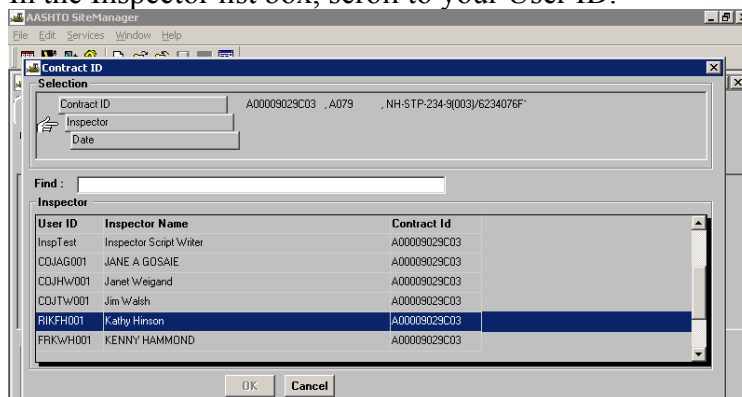
2. Double-click the **Daily Work Reports** icon.



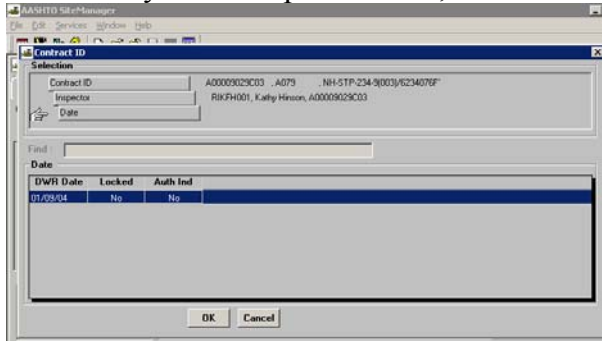
3. Click the **Open** icon. The Contract ID Selection window opens. Scroll to the desired contract and double-click to select the highlighted contract.



4. In the Inspector list box, scroll to your User ID.



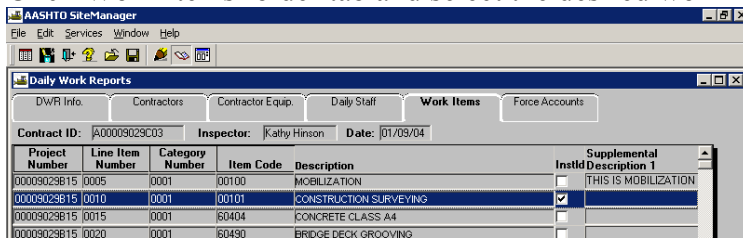
- In the Daily Work Report list box, scroll to and double-click the desired DWR date.



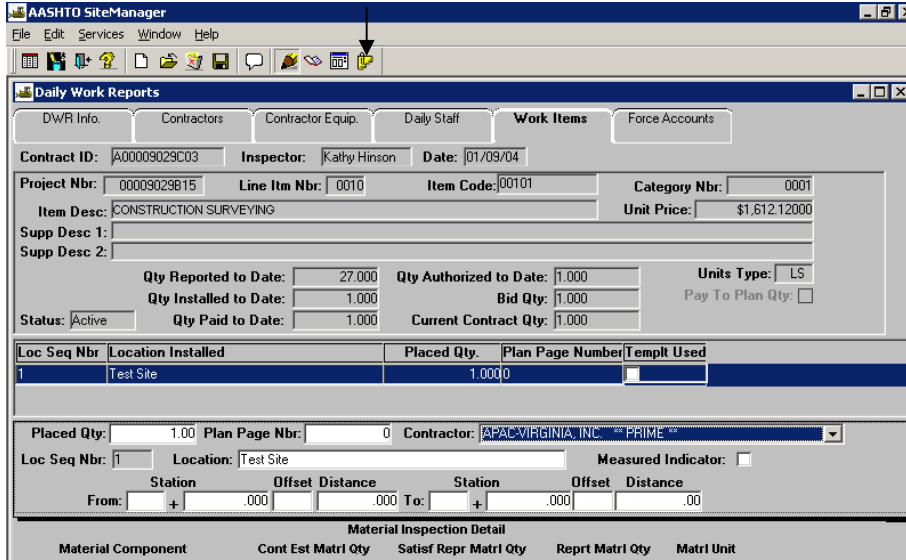
- Click the **Contractors** folder tab and ensure Contractor is selected. Note: If the contractor has not been chosen, click on “New” and select the contractor. After selecting the contractor, click Save.



- Click Work Items folder tab and select the desired work item. Double-click to open the work item.



8. Click the  Attachments button.



The screenshot shows the AASHTO SiteManager interface. The toolbar at the top contains various icons, with the Attachments icon (a yellow folder with a paper) highlighted by a black arrow. The main window displays the 'Daily Work Reports' section with the following data:

Contract ID: A00009029C03 Inspector: Kathy Hinson Date: 01/09/04

Project Nbr: 00009029B15 Line Itm Nbr: 0010 Item Code: 00101 Category Nbr: 0001

Item Desc: CONSTRUCTION SURVEYING Unit Price: \$1,612,12000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 27.000 Qty Authorized to Date: 1.000 Units Type: LS

Qty Installed to Date: 1.000 Bid Qty: 1.000 Pay To Plan Qty:

Status: Active Qty Paid to Date: 1.000 Current Contract Qty: 1.000

Loc Seq Nbr	Location Installed	Placed Qty	Plan Page Number	Templt Used
1	Test Site	1.0000		<input type="checkbox"/>

Placed Qty: 1.00 Plan Page Nbr: 0 Contractor: APAC-VIRGINIA, INC. *** PRIME ***

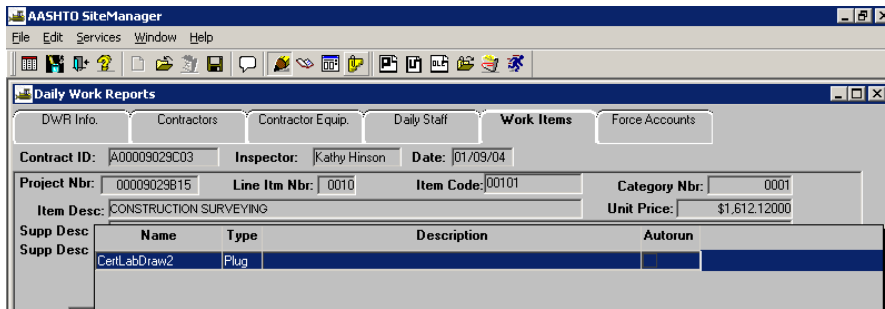
Loc Seq Nbr: 1 Location: Test Site Measured Indicator:

From: Station + 000 Offset Distance 000 To: Station + 000 Offset Distance 00

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit

9. Click the  OLE button.



The screenshot shows the AASHTO SiteManager interface. The toolbar at the top contains various icons, with the OLE icon (a document with a small square) highlighted by a black arrow. The main window displays the 'Daily Work Reports' section with the following data:

Contract ID: A00009029C03 Inspector: Kathy Hinson Date: 01/09/04

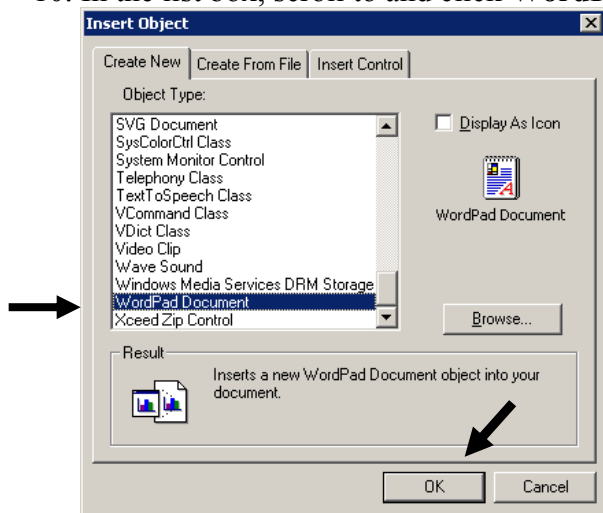
Project Nbr: 00009029B15 Line Itm Nbr: 0010 Item Code: 00101 Category Nbr: 0001

Item Desc: CONSTRUCTION SURVEYING Unit Price: \$1,612,12000

Supp Desc 1: Supp Desc 2:

Name	Type	Description	Autorun
CentLabDraw2	Plug		

10. In the list box, scroll to and click **WordPad Document** and click **OK**. A message box appears:

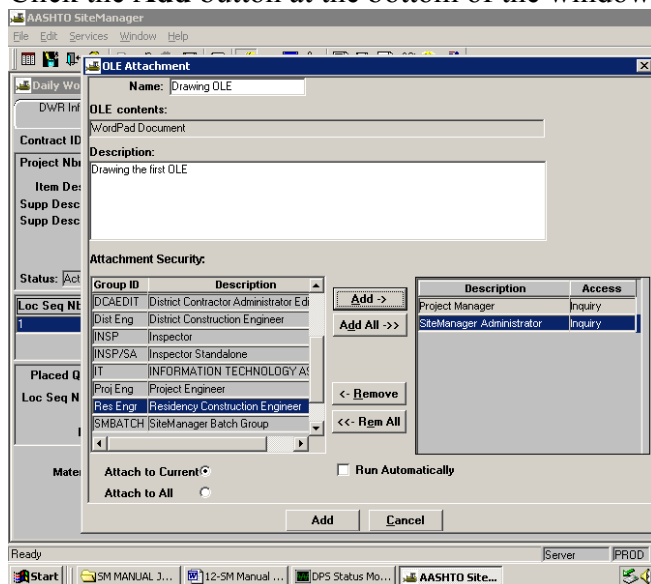


Please wait while OLE list is being retrieved.

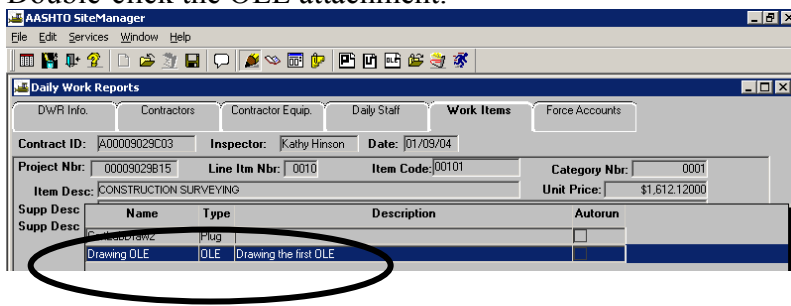
11. Type the name of your attachment in the Name field.

12. In the **Attachment Security** list box, scroll to and click **Project Manager**. Click **Add=>**. In the **Attachment Security** list box, scroll to and click **SiteManager Administrator**. Click **Add=>** or **Add All**. It is recommended that you Click **Add All**, so all users have access to this attachment.

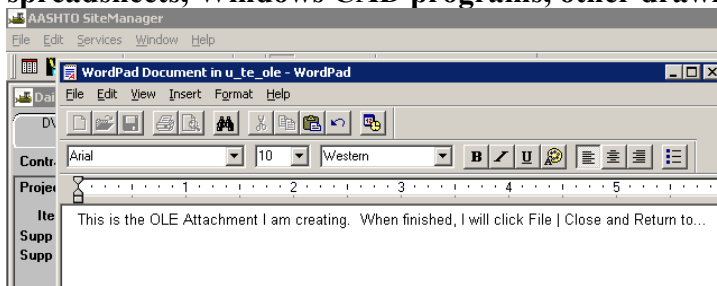
Click the **Add** button at the bottom of the window.



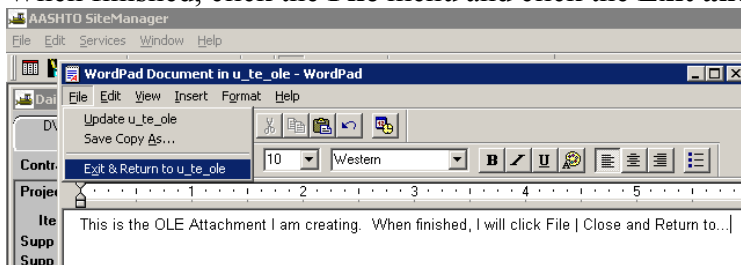
13. Double-click the OLE attachment.



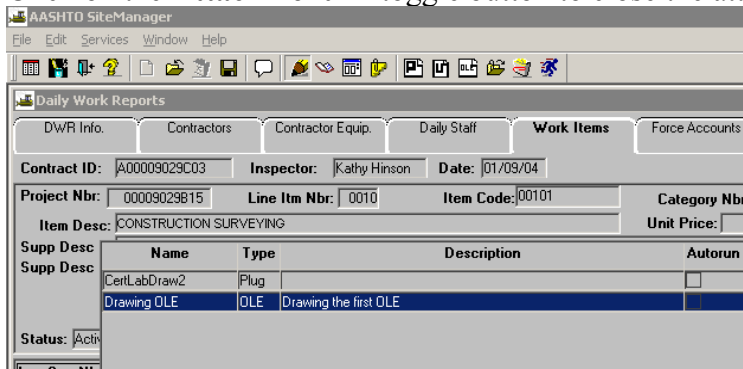
14. The OLE attachment opens. Type **In creating OLE documents, I can use any properly installed OLE-compliant Windows applications on my computer. That would include word processing, spreadsheets, Windows CAD programs, other drawing programs, etc.**




15. When finished, click the **File** menu and click the **Exit and Return to u_te_ole** choice.



16. Click on the **Attachment**  toggle button to close the attachment.



17. Click the **Save**  button. Note: If you do not click Save, the attachment is not saved.

18. Click the **Close** button and click the **Main Panel** folder tab.

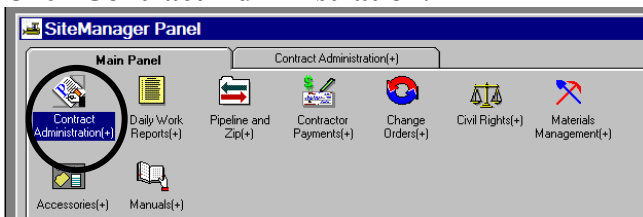
G. Correspondence Log and Attachments

Use the following steps in the Correspondence Log to create and add an attachment.

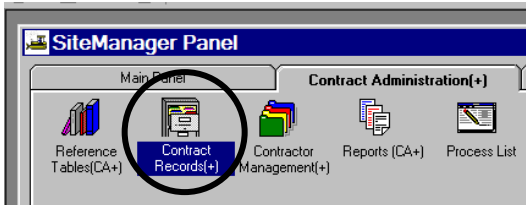
1. Log on to SiteManager and select your User Group. For this example, we will use the PM user group.



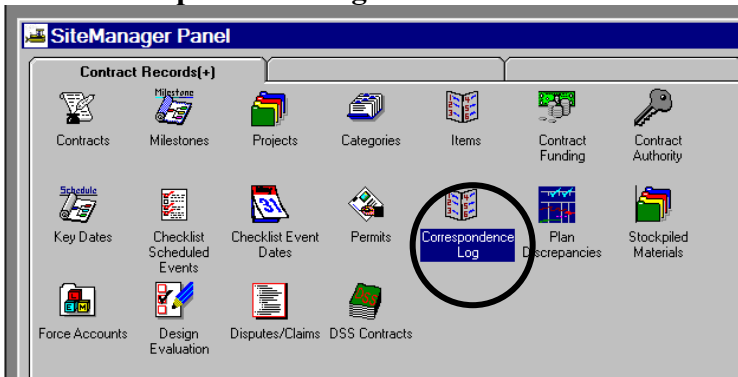
2. Click Contract Administration.



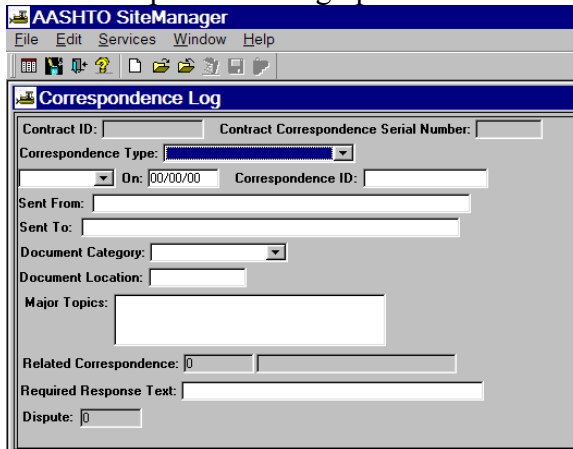
3. Click Contract Records.



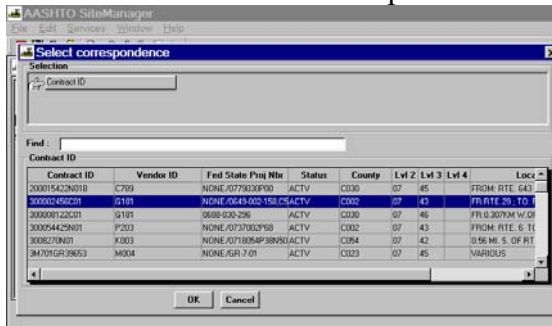
4. Click Correspondence Log.



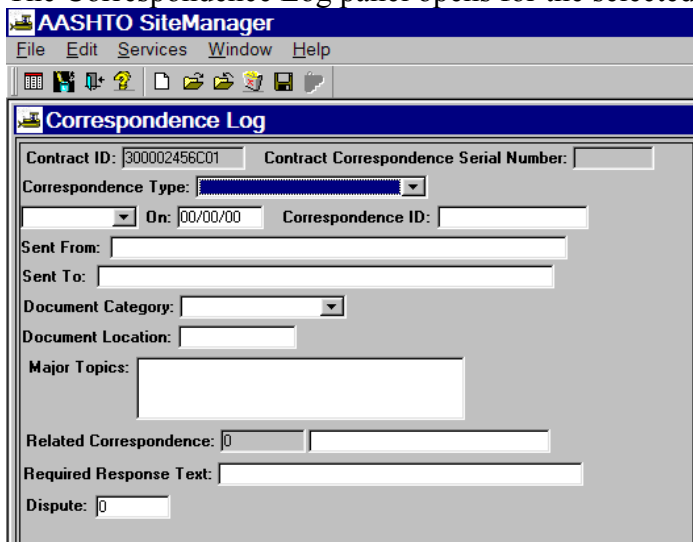
- The Correspondence Log opens.



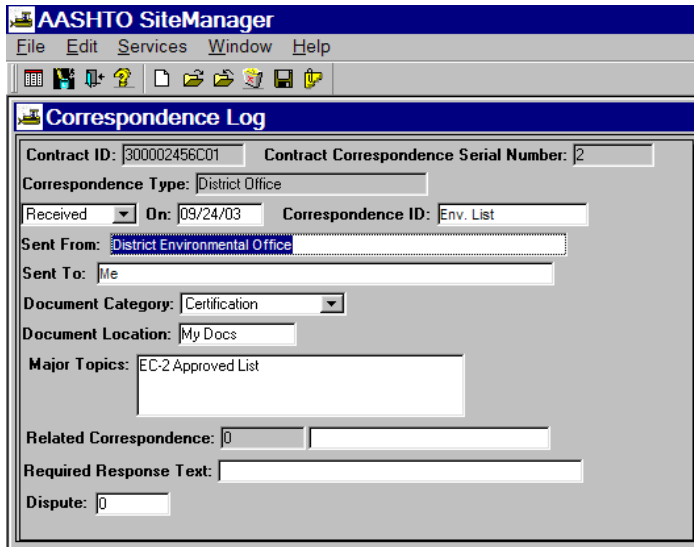
- If this is the first time using the Correspondence Log, click **Services | Choose Keys** in the menu. The Select Contract list box opens and the user would need to scroll to and double-click the contract.



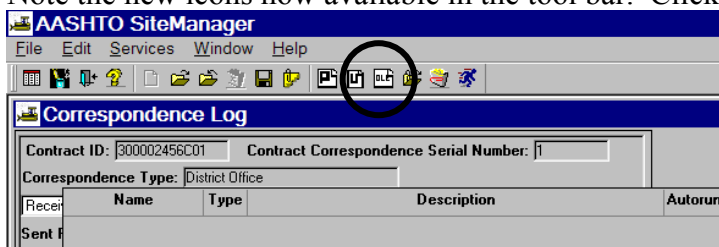
- The Correspondence Log panel opens for the selected contract.



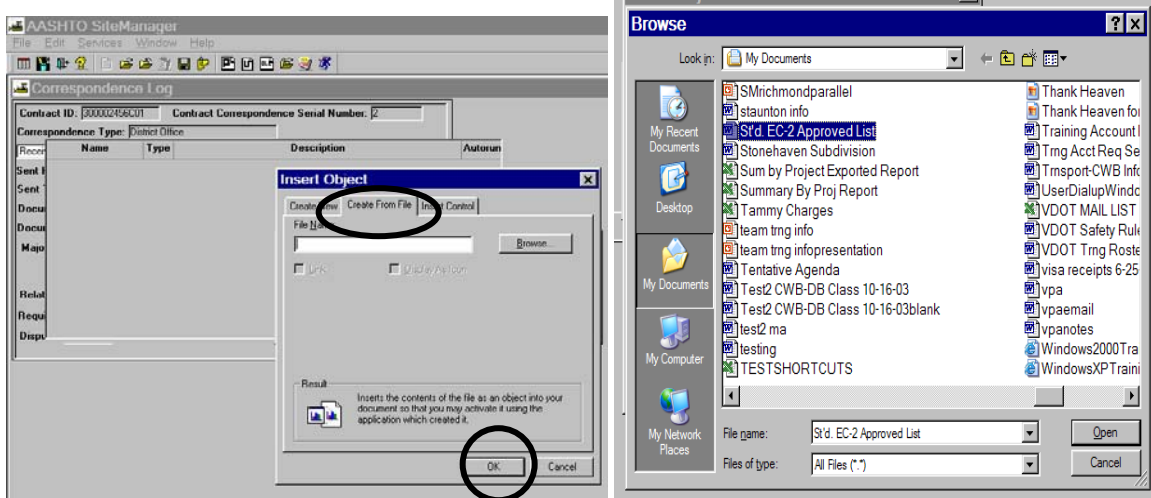
8. Click the drop-down arrow for Correspondence Type and select the type. Click the next drop-down arrow and select Received or Sent to indicate the direction of the correspondence. Click the 'On' field and enter the date the correspondence was received or sent. In the 'Correspondence ID' field, enter the ID of the document. In the 'Sent From' and 'Sent To' fields, enter the names of the person or agency. Click the Document Category drop-down list and select the document category. Enter the document hard copy location. Click the Major Topics and enter any major topics associated with the correspondence. Related Correspondence is used to assign related correspondence. In the Required Response Text field, type the response required. If you wish to assign a related dispute, in the Dispute field, type the Dispute ID. Click the Save button. Click the Attachment button on the tool bar.



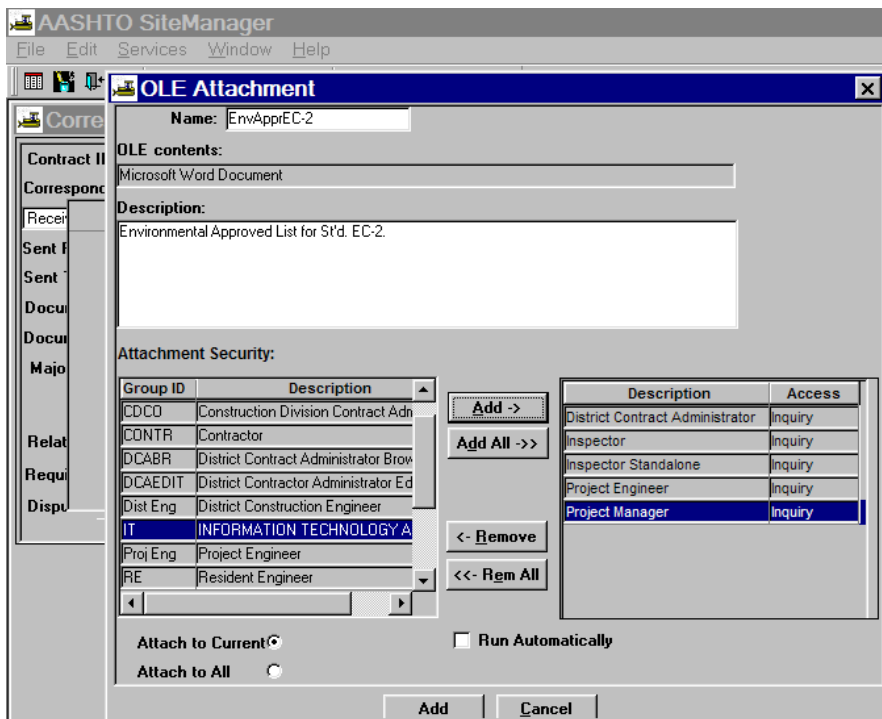
9. Note the new icons now available in the tool bar. Click the OLE button.



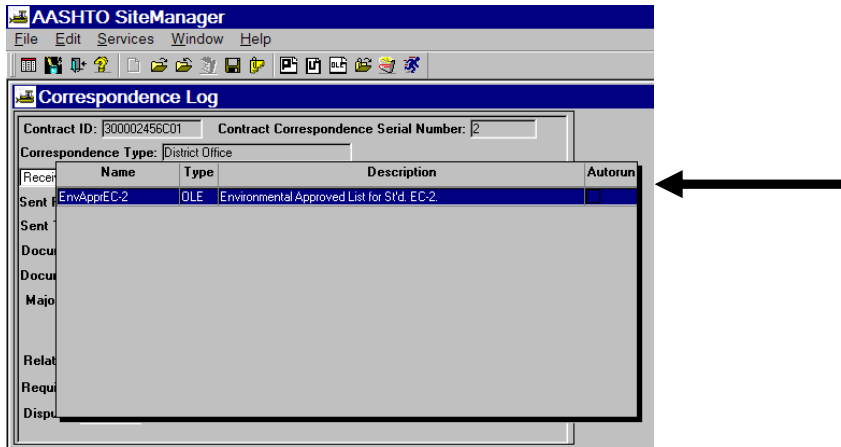
- Click OLE. The Insert Object window opens. Click on the 'Create From File' tab. At this point you can type in the file location and name, or you can click Browse to search and find the document you want to attach. When you have either typed the file name or used the Browse function to enter the file name, click OK.



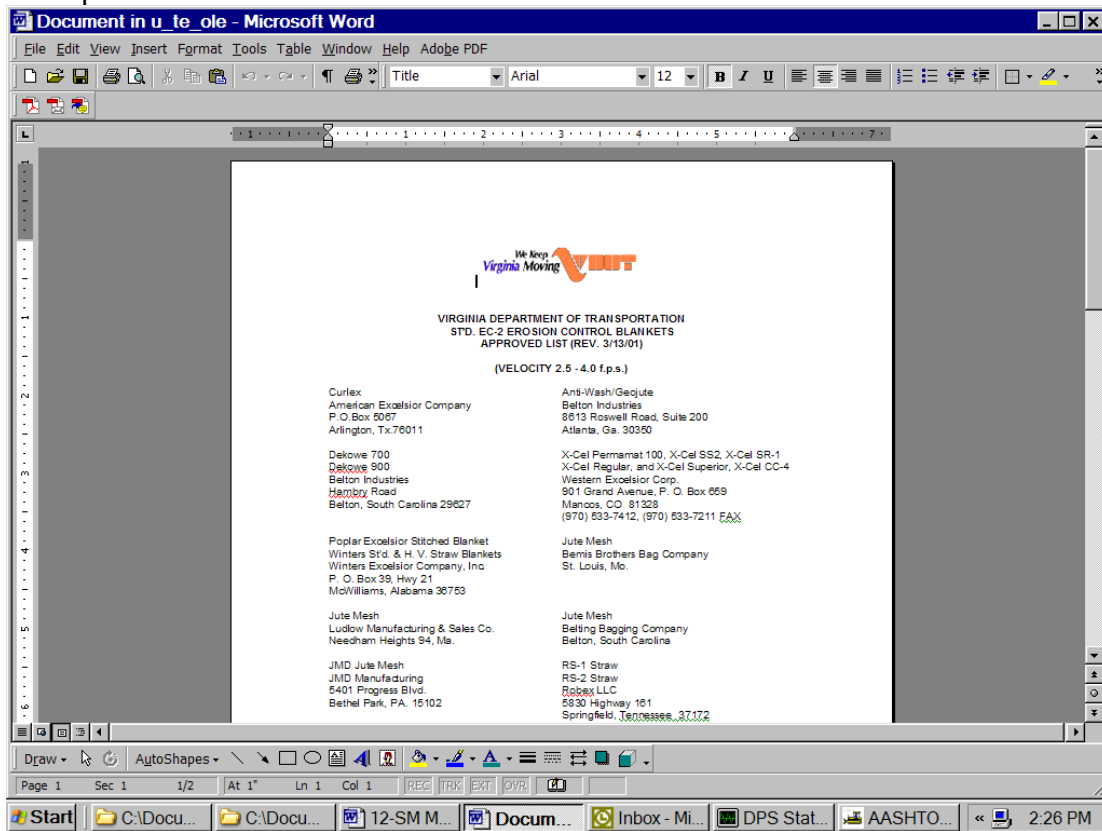
- Enter a name for the Attachment. Enter a Description. Choose the group Ids as needed for attachment security and click **Add All** to add all groups, so everyone can access the attachment. Click **Add** at the bottom of the screen.



12. The document is now attached. Double-click on attachment to see details.

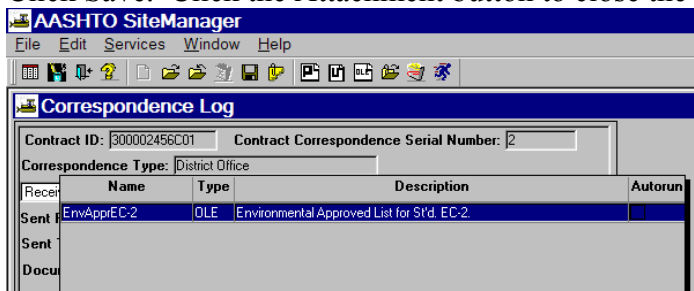


Example Document attached.

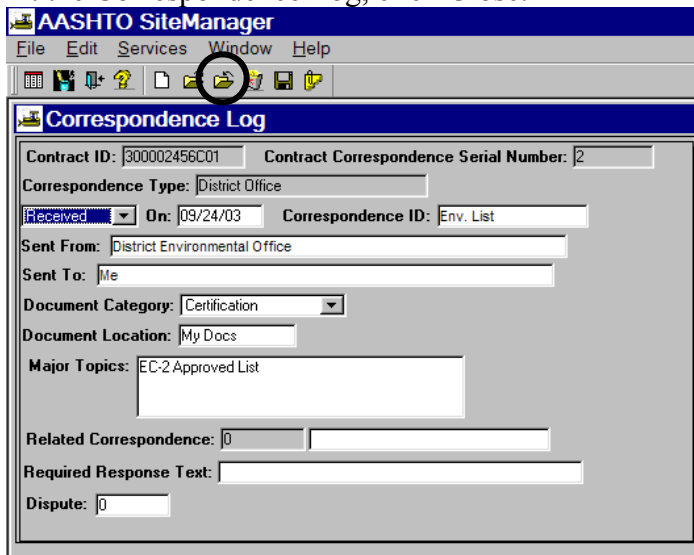


13. Close the document.

14. Click Save. Click the Attachment button to close the attachment.



15. At the Correspondence Log, click Close.



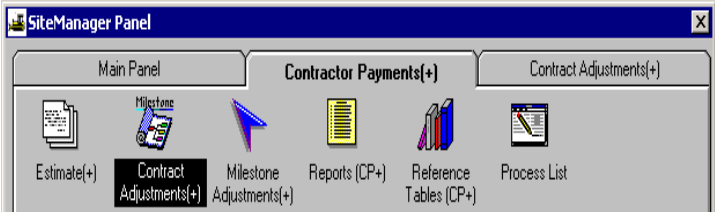
H. Liquidated Damages

H.1. Add Liquidated Damages

1. Double Click on Contractor Payments



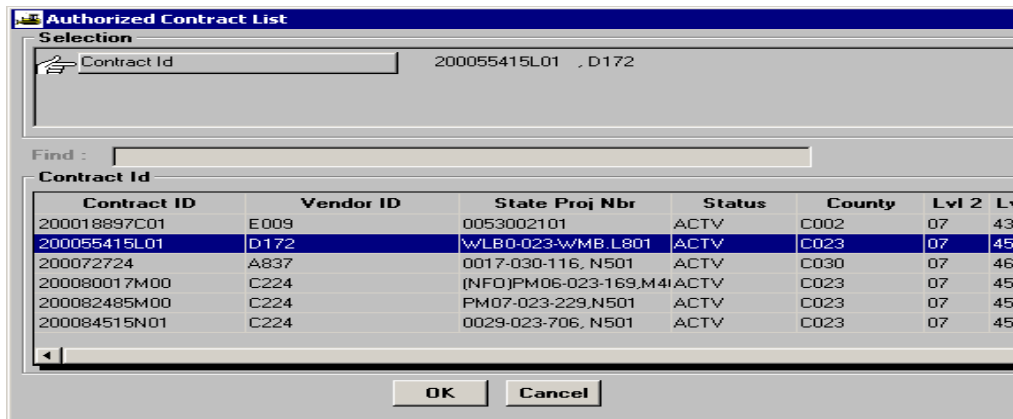
2. Double click on Contract Adjustments



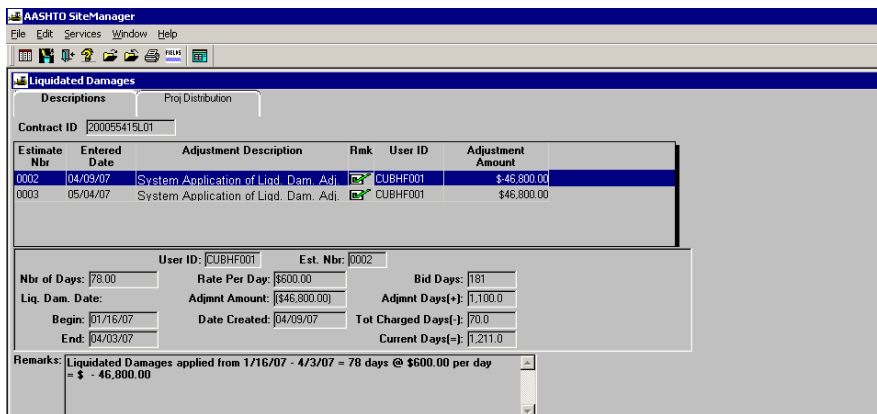
3. Double click on Liquidated Damages



4. Select Contract id and click on OK.



5. Enter number of days and remarks and click on Save.



H.2. Release Liquidated Damages

1. Double Click on Contractor Payments



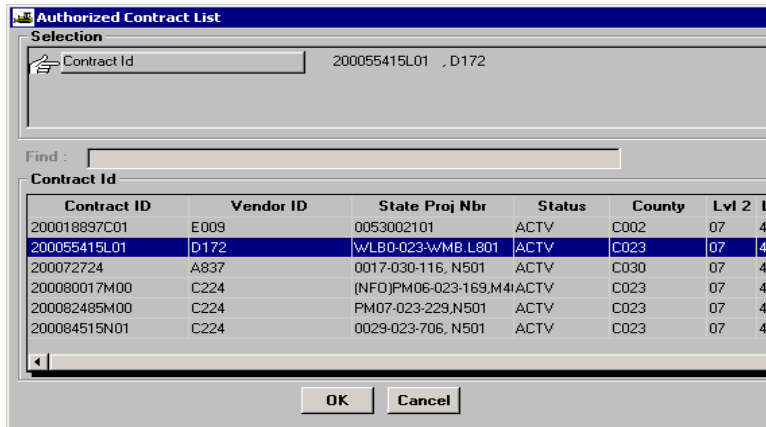
2. Double click on Contract Adjustments



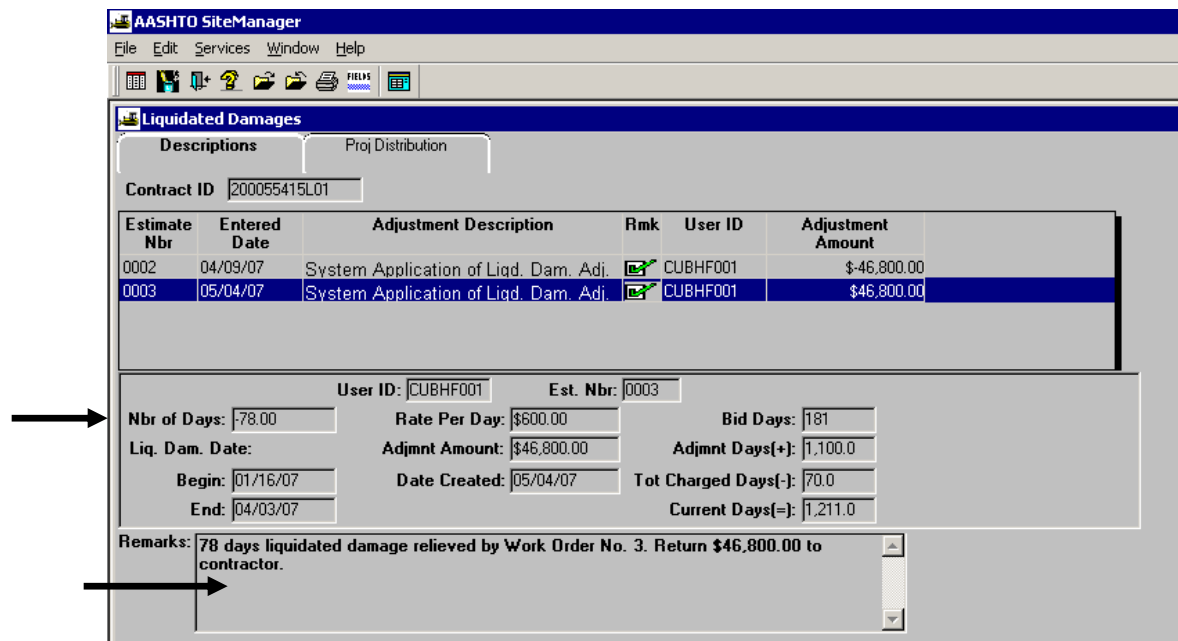
3. Double click on Liquidated Damages



- Select Contract Id and click on OK.



- Click on NEW. Enter number of days (negative) and remarks and click on Save.



I. Release Retainage

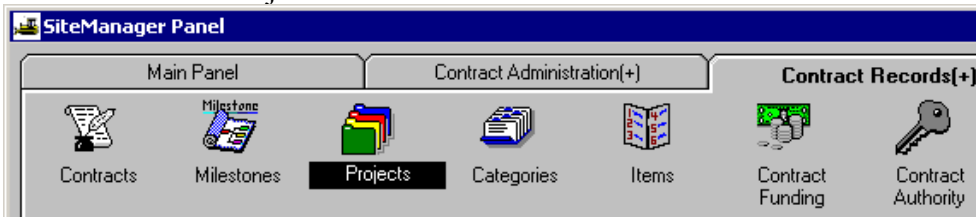
1. Double Click on Contract Administration



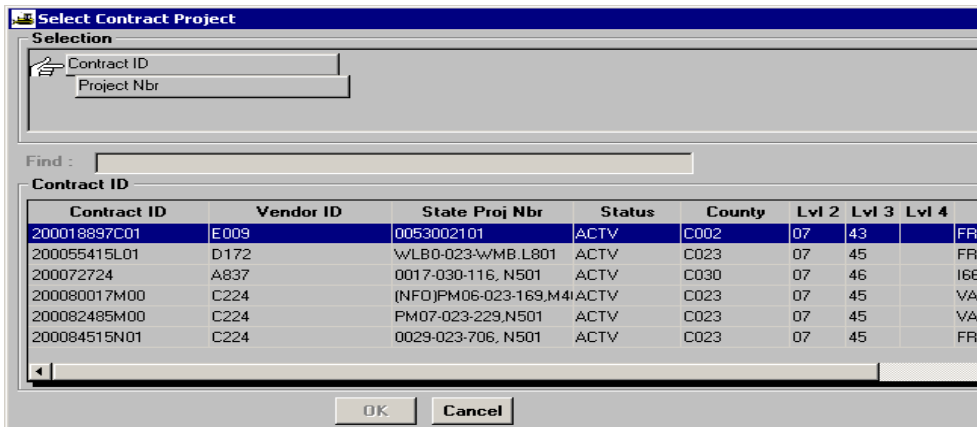
2. Double Click on Contract Records



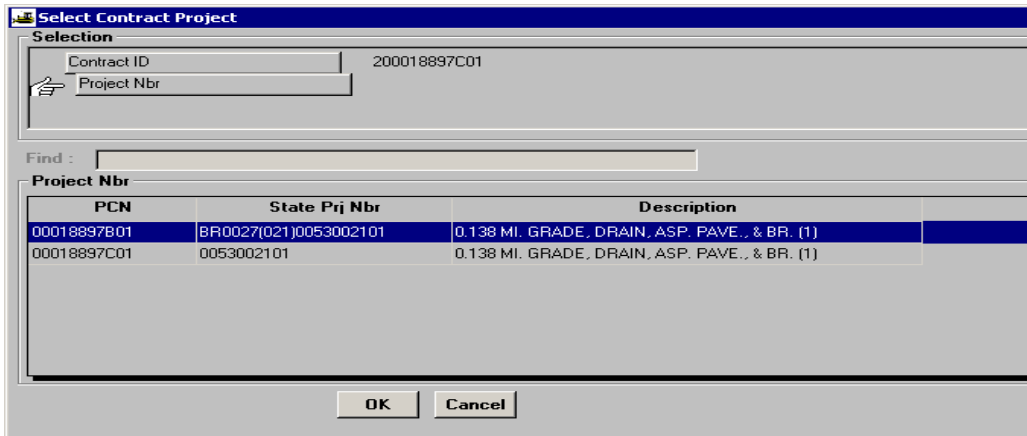
3. Double Click on Projects



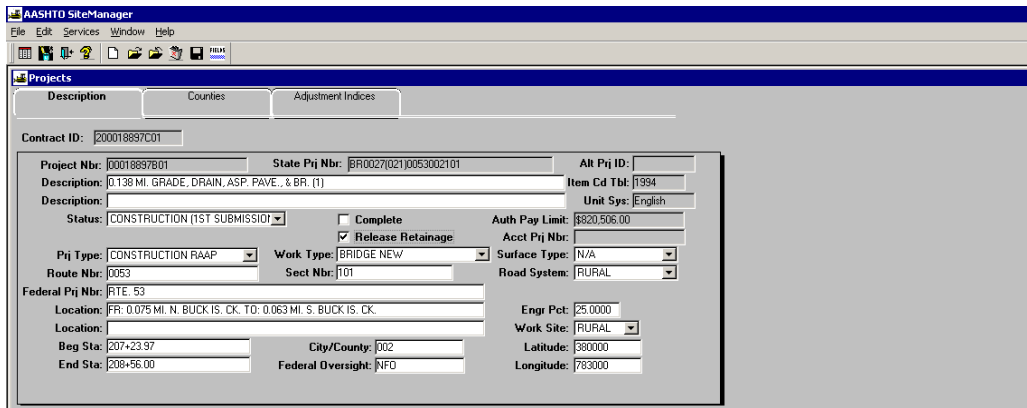
4. Choose contract.



5. Choose project.



6. Click on the Release Retainage indicator and click on Save icon.



7. Repeat steps 3 through 6 for all projects.

J. Plan Discrepancies

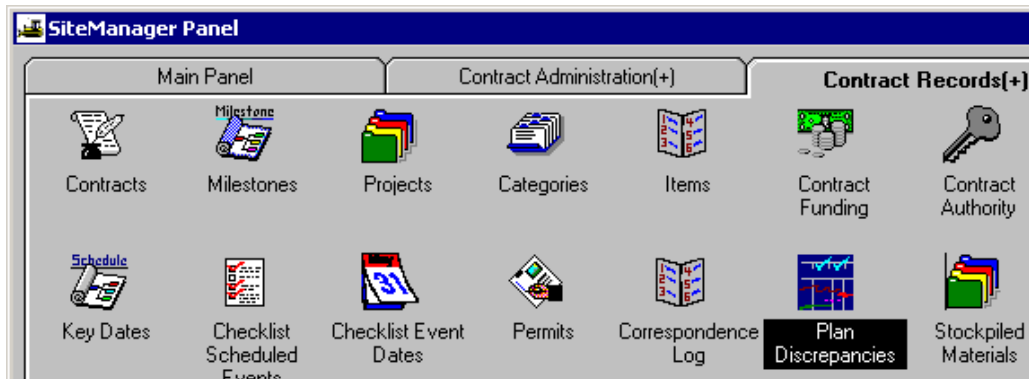
1. Double-click on **Contract Administration**.



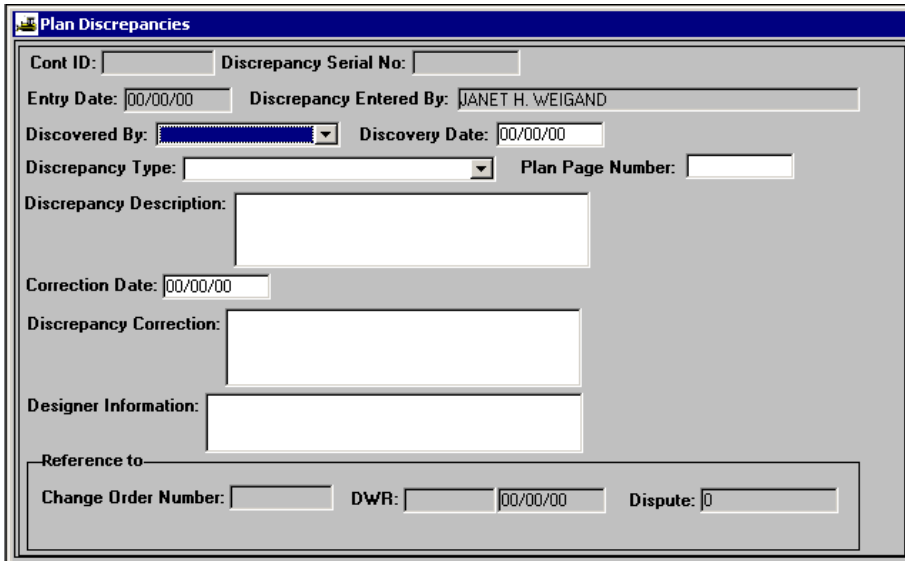
2. Double-click on **Contract Records**.



3. Double-click on **Plan Discrepancies**.



4. Enter data to support the plan discrepancy. Click on **Save**.



Plan Discrepancies

Cont ID: Discrepancy Serial No:

Entry Date: Discrepancy Entered By: JANET H. WEIGAND

Discovered By: Discovery Date:

Discrepancy Type: Plan Page Number:

Discrepancy Description:

Correction Date:

Discrepancy Correction:

Designer Information:

Reference to

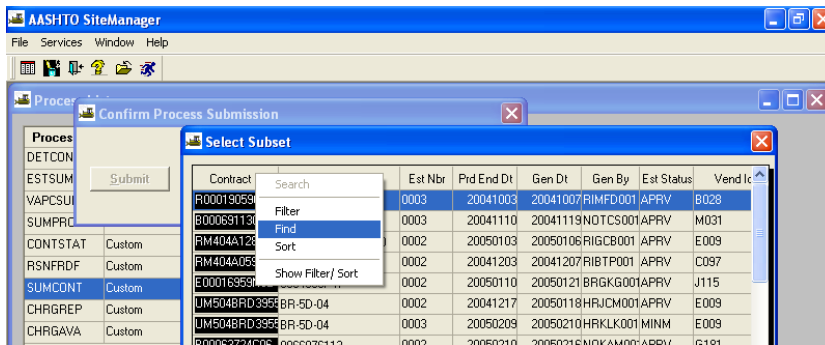
Change Order Number: DWR: Dispute:

K. Find/Filter/Sort

K.1. Using the FIND Function

This example demonstrates how to go from Contractor Payments | Process List and use the Find function to find specific contract and estimate for the Summary to Contractor Report.

1. From the Main Panel, the user opens Contractor Payments and Process List. Then double-click on SUMCONT. The Confirm Process Submission window opens. Click Subset. Right-click on the Contract ID column header and click Find.



2. The Find Criteria window opens with no fields displayed. Click **Insert** and a blank row would appear for the field. Click the **drop-down arrow** to select a field. This example selected the Contract ID as the first field to find. Click the drop-down arrow under Condition and select the = symbol. Click in the Value field and type the Contract ID number. Under Join, select “and”. To add another Field, click the Add button and select the criteria needed. This example selected the Estimate Number as the second find field. Under Condition, click the drop-down arrow and choose = symbol. Under Value, type the Estimate number (4 digits).



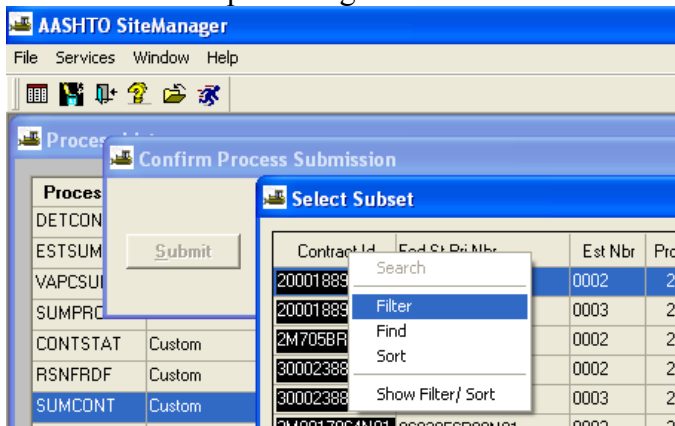
3. Click Find. The system returns the following result where it highlights the Contract ID and Estimate Number you requested. Now the user can click OK and Submit the request for the report.

Contract Id	Fed St Prij Nbr	Est Nbr	Prd End Dt	Gen Dt	Gen By	Est Status	Vend Ic
R00050026C01	0145-020-101_C501	0004	20050403	20050418	RIMAW001	APRV	A837
R00017757C01	(FO)0064043122	0004	20041203	20041206	RICJG001	APRV	A210
B00069113C07	0066076113	0004	20041210	20041222	NOTCS001	APRV	M031
RM404A05951B	00850262034	0003	20050103	20050118	RIDAH001	APRV	C097

K.2. Using the FILTER Function

This example shows how to use the Filter function within the Process List Subset for a Summary to Contractor report. The user can set up a filter so that only one contract will be listed here, or the user can sort by any of the column headers available in the Subset list. Note: Use caution when performing the FILTER task because it is possible for you to block your ability to view contracts. If that occurs, the user could remove the filter and create a new filter.

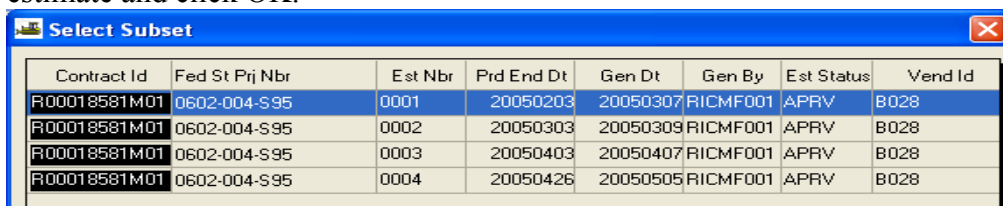
1. From the Main Panel, the user opens Contractor Payments, Process List, and selects the SUMCONT process. The Confirm Process Submission window opens and the user clicks Subset. The Select Subset window opens. Right-click on the Contract ID column header. Click Filter.



2. Click Insert and in the blank Field, click the drop-down arrow. In this example the user selected the Contract ID Field. Under Condition, click the drop-down arrow. In the example the user selected = as the Condition. Under Value, type the Contract ID number.



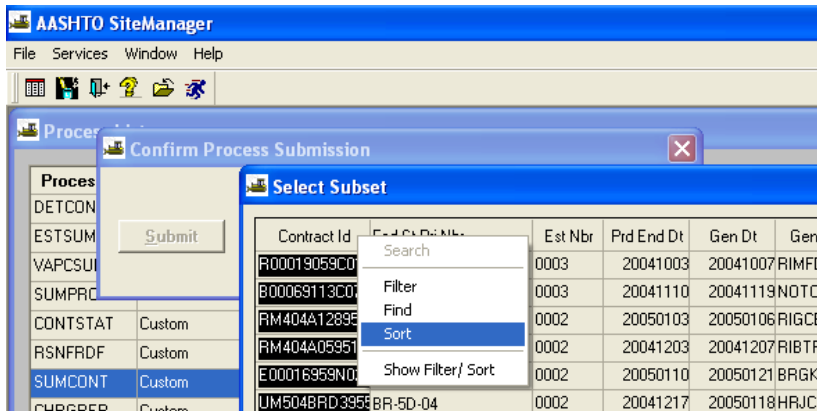
3. Click OK. The Filter criteria used provided a Subset list for a specific contract and listed the estimate numbers in chronological order. Now it is easier to find a specific estimate. Choose the estimate and click OK.



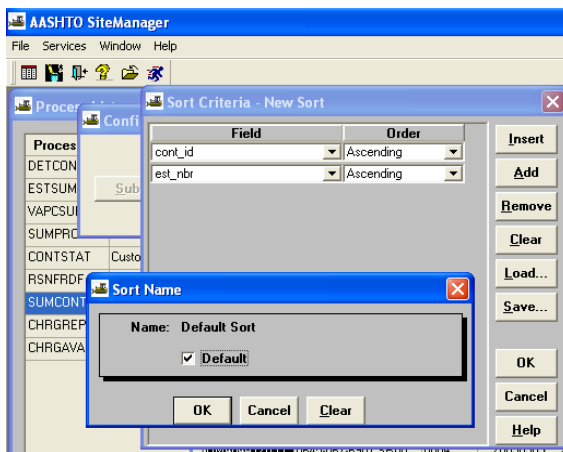
K.3. Using the SORT Function

This example demonstrates how to go from Contractor Payments | Process List and use the Sort function to sort the list of contracts displayed in the Subset for a Process List Report such as the Summary to Contractor Report.

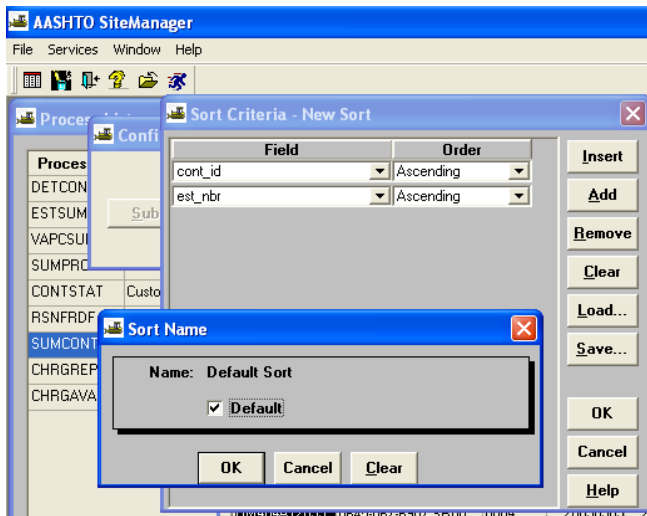
1. From Main Panel, open Contractor Payments and Process List. Double-click on a Process List (this example uses SUMCONT). The Confirm Process Submission window opens. Right-click the Contract ID column header and click Sort.



2. The Sort Criteria – New Sort window opens. Click Insert, and a blank row is inserted under the Field.
3. Click the drop-down arrow to select the field to sort by.
4. Click the drop-down arrow to select the order of the sort (ascending/descending).
5. Click the Add button to add an additional field and click the drop-down arrow to select the additional field for the sort. This user chose to also sort by Estimate Number.



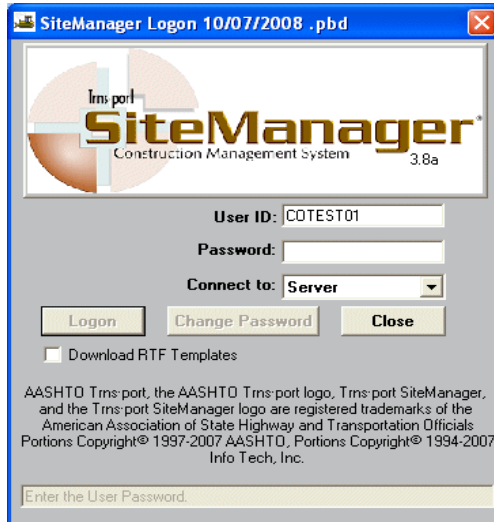
6. When finished, click the Save button. The Sort Name window opens. Click the Default checkbox to make this the default sort.
7. Click OK within the Sort Name window.
8. Click OK in the Sort Criteria-New Sort window.



<u>Section Eleven-Civil Rights</u>	<u>Pages</u>
A. Contract Administration Setup Requirements.....	2-5
B. Set-up Payroll Entry.....	6-9
C. Navigating to Correspondence Log.....	10-11
D. Adding an Attachment.....	11
E. SiteManager Access Reporting Tool(SMART)	
1. SMART Navigation from InsideVDOT Portal.....	12- 17
2. Civil Rights Report.....	18
3. Subcontract Reporting.....	9-22
4. Administration Reports.....	22-23
5. Change Order Information.....	24
6. Progress Reports and Finals.....	24-25
7. Personnel.....	25
8. District Reports.....	26

A. Contract Administration Setup Requirements

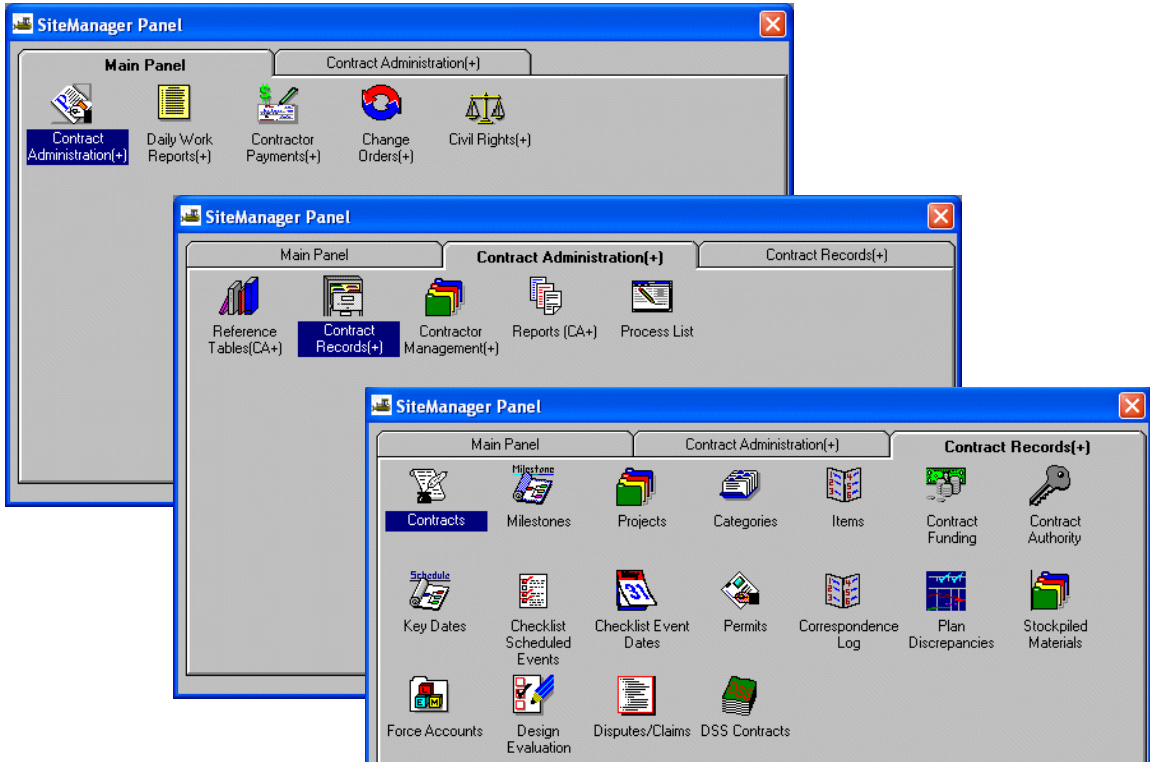
1. Logon to SiteManager



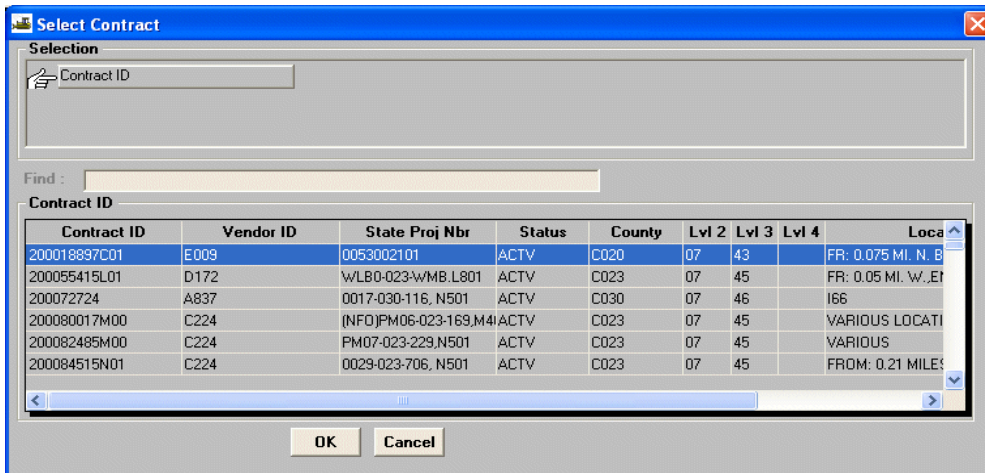
2. Click on EEOADMIN group. If your logon only has this group associated with it, this screen will not appear. The main panel will be displayed automatically, instead.



- Navigate to
Contract Administration / Contract Records / Contracts

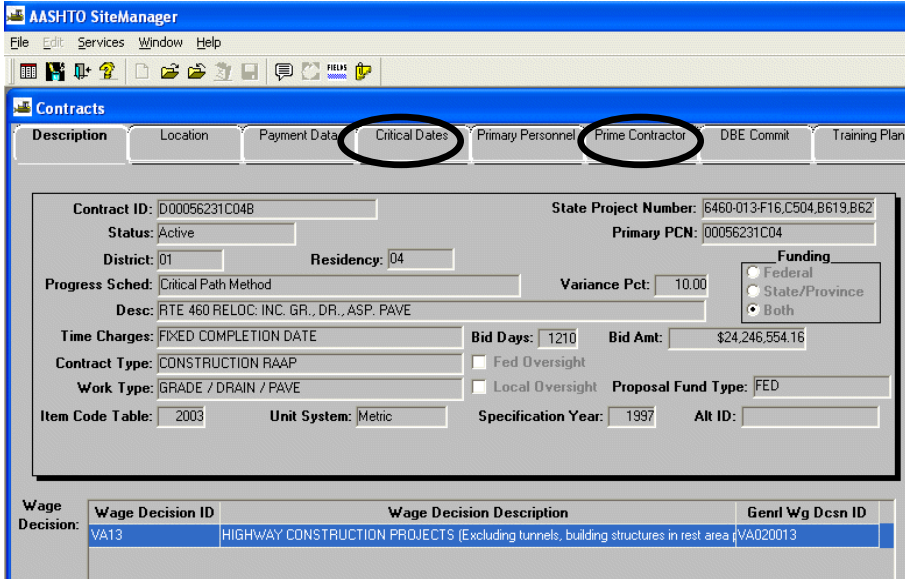


- Select the Contract ID column, and type in the contract or scroll through the list and select the contract. Click on OK.

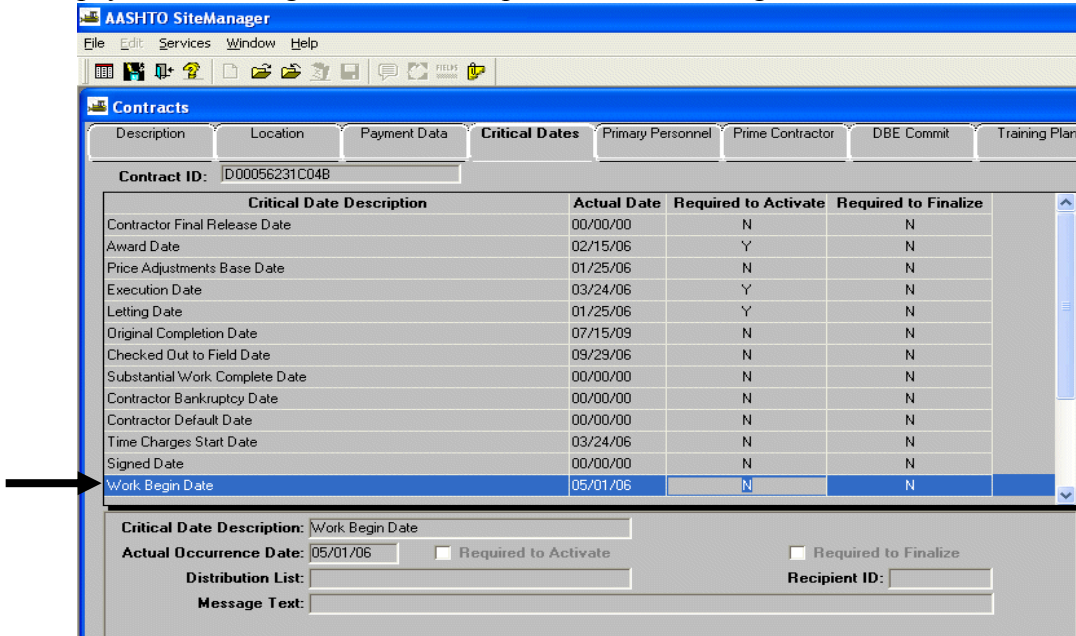


- The contract tabs are displayed. The Critical Dates and Prime Contractor tabs have information of interest.

Critical Dates Tab - Work Begin Date
 Prime Contractor Tab – Payroll Indicator and Frequency



- Click on the Critical Dates Tab. The Work Begin Date is important because the first payroll must be greater than or equal to the Work Begin Date.



- Click on the Prime Contractor Tab. The Payroll Indicator must be checked and the Frequency must be entered.

The screenshot shows the 'Contracts' application interface. The 'Prime Contractor' tab is selected and highlighted with a red circle. In the 'Payroll' section, the 'Required' checkbox is checked and circled in red, and the 'Freq in Weeks' field is set to '1' and also circled in red. Other fields include 'Contract ID: D00056231C04B', 'Current Prime: B111', 'BIZZACK, INC.', 'Max Subcontract Pct: 70.00', 'Termination Date: 00/00/00', and 'Termination Desc: Spaces'. Below the main form, there are sections for 'Prime Contacts' and 'Prime Associates'.

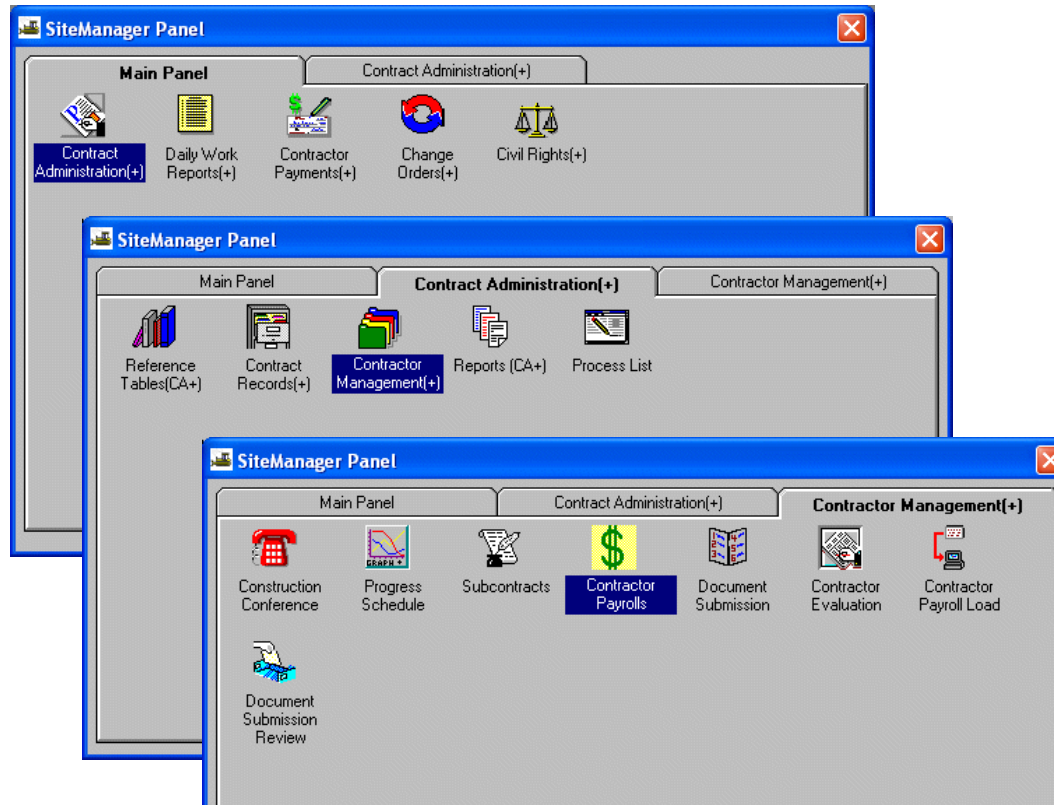
Prime Contacts:	Contact Name	Contact Type	User Id

Prime Associates:	Assoc Vendor ID	Associate Short Name	Associate Type
	IN001	AMERICAN GUARANTEE AND LIABILITY	Insurance
	SU134	ZURICH AMERICAN INSURANCE CO. OF ILLINOI	Insurance
	SU124	TRAVELERS CASUALTY & SURETY CO. OF AMERI	Surety

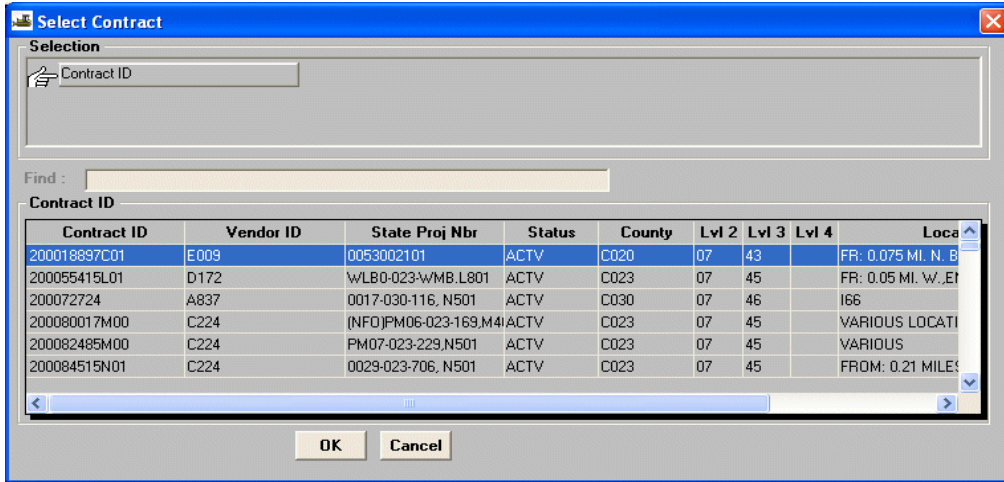
At contract activation the Payroll Required indicator and Frequency in Weeks must be entered. The DCA should set it for all federally funded contracts. The frequency should be 1.

B. Set-up Payroll Entry

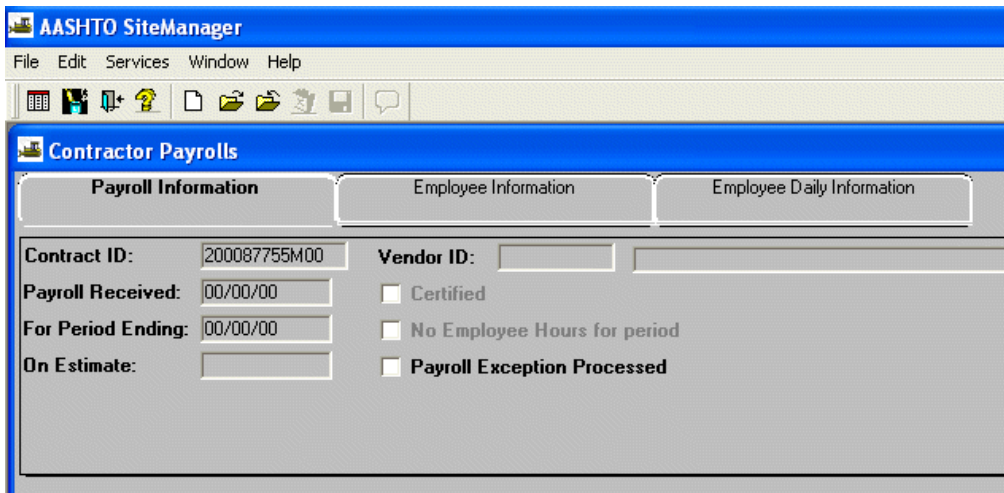
1. Navigate to
Contract Administrator / Contractor Management / Contractor Payrolls.



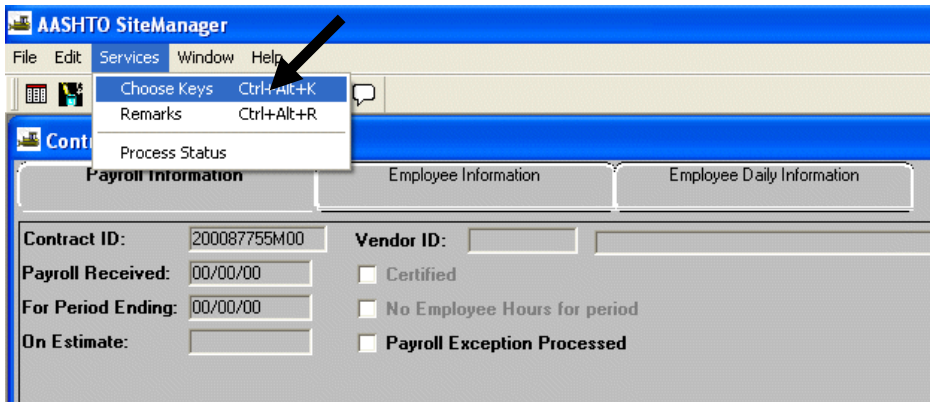
- Select the Contract ID column, and type in the contract or scroll through the list and select the contract and click on OK.



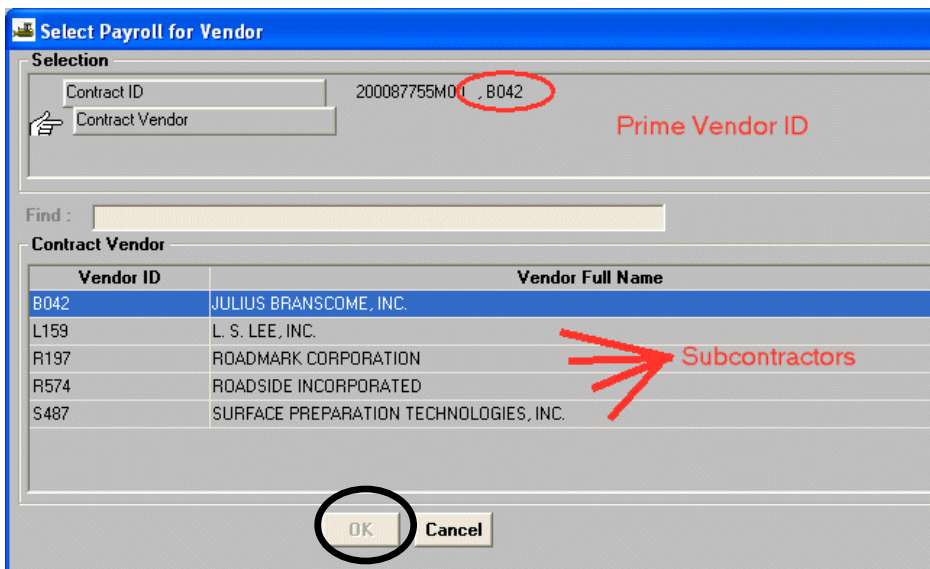
The Contractor Payrolls window is displayed.



3. Click on **Services / Choose Keys**. Verify the correct Contract Id has been chosen and appears on the screen.



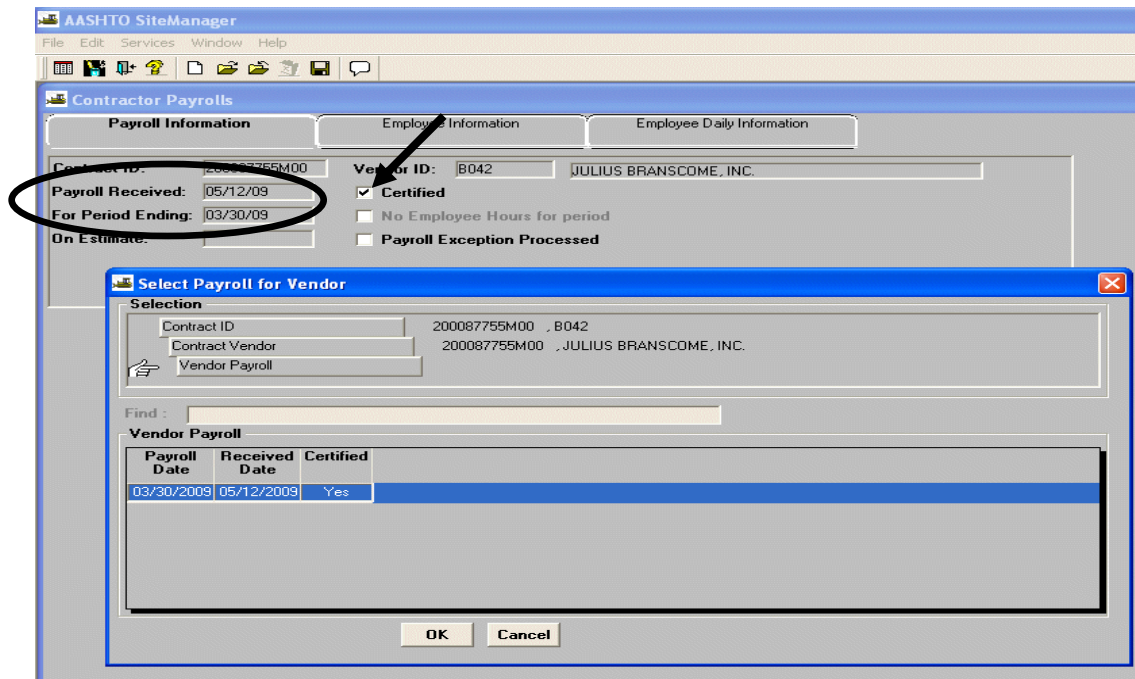
The Select Payroll for Vendor screen is displayed. Choose the Vendor and click on OK.



4. Payroll Entry Requirements

- Contract Header needs Payroll indicator checked and frequency in weeks (1) entered.
- The first payroll entered has to be for the prime
- The prime's first payroll has to be after the contracts work begin date.
- The first payroll entered for the prime starts the sequence of payroll requirements.
 - Example: If the first date entered is 01/07/09, then the next payroll required would be 01/14/09.
 - Subcontracts Payroll must have the same payroll cycle

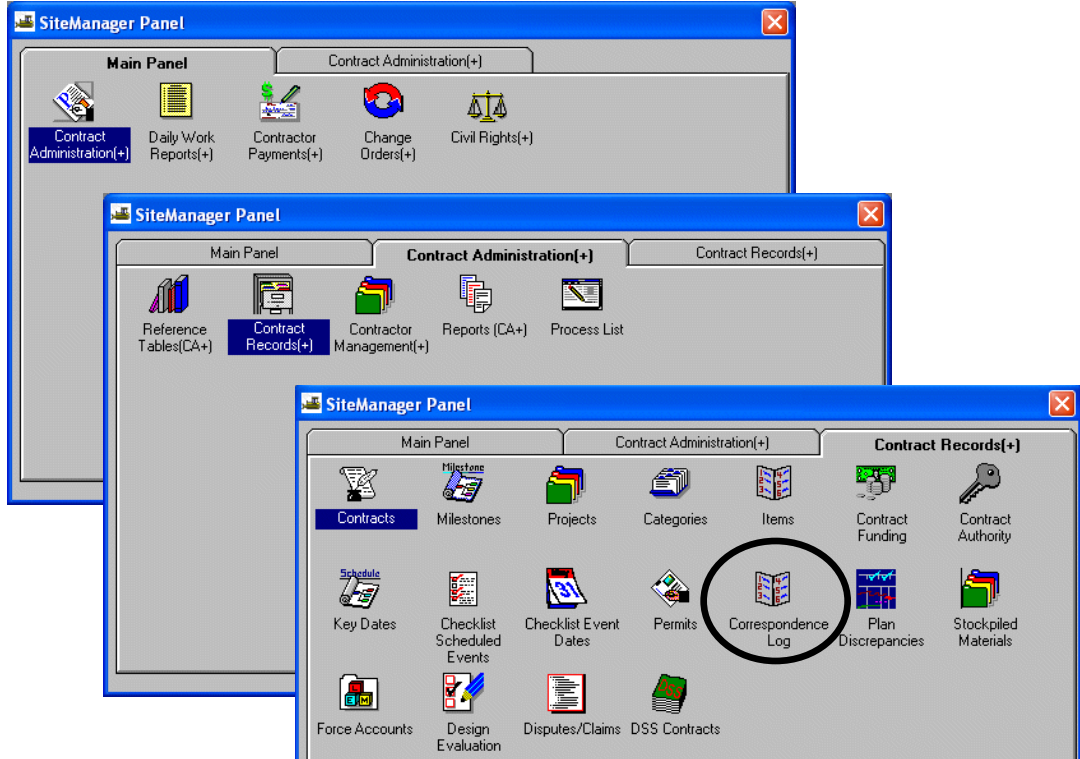
Enter “Payroll Received” and “For Period Ending” dates and click on the box beside “Certified” to certify that payrolls were received.



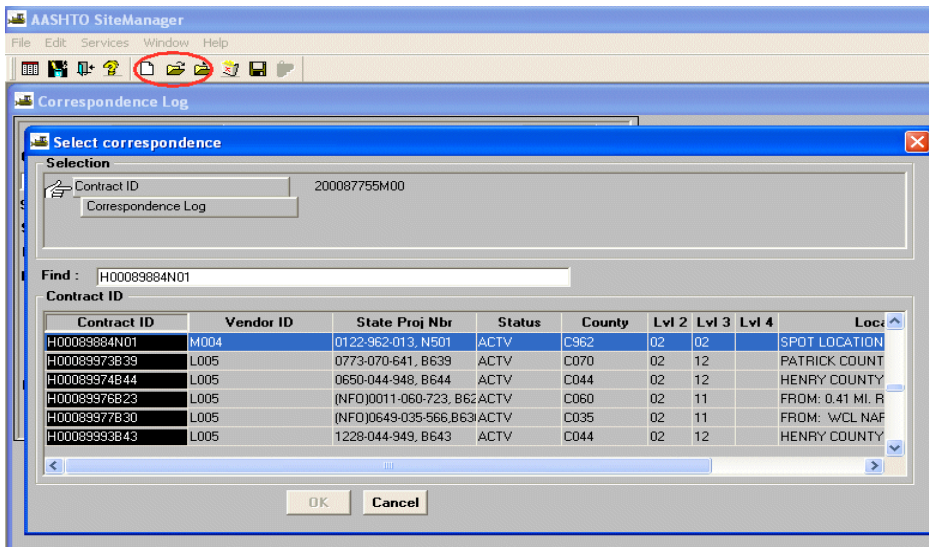
Note: You can navigate to another contract using “open” from the tool bar if it has payrolls. If the contract does not have payrolls entered you must use “services” and select “choose keys”.

C. Navigating to Correspondence Log

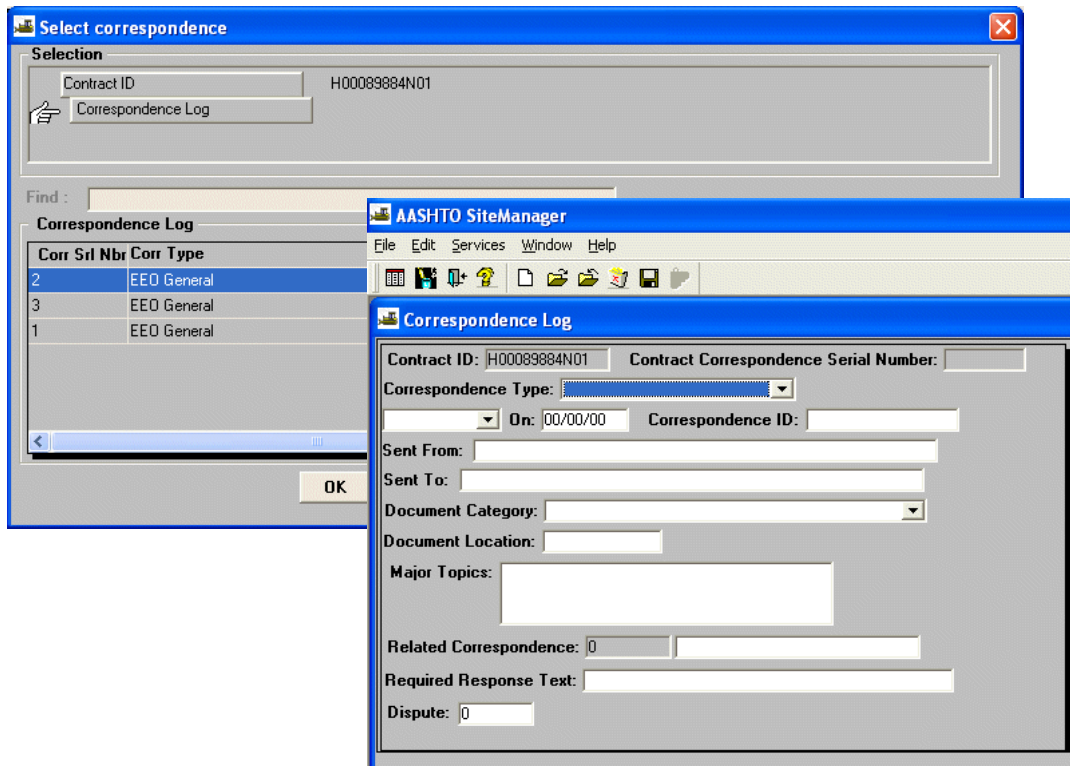
1. Navigate to **Contract Administration / Contract Records / Correspondence Log**



2. Select Open and Select Contract.



- Open an existing document by double clicking on the document. If no documents exist, the new record screen will be displayed.



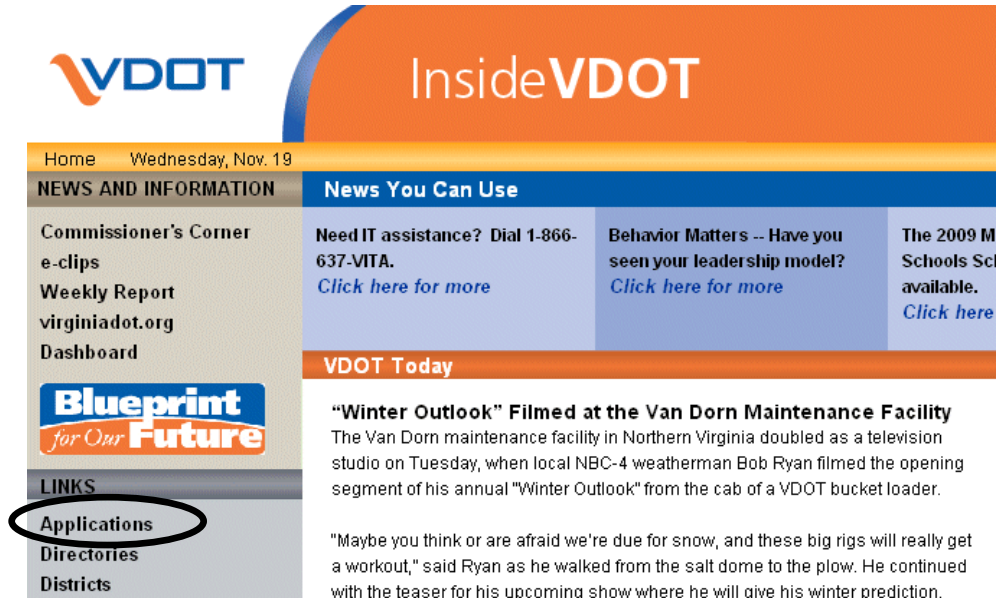
D. Adding an Attachment

- To add an attachment to the Correspondence Log, See Section 10 Correspondence Log Section.

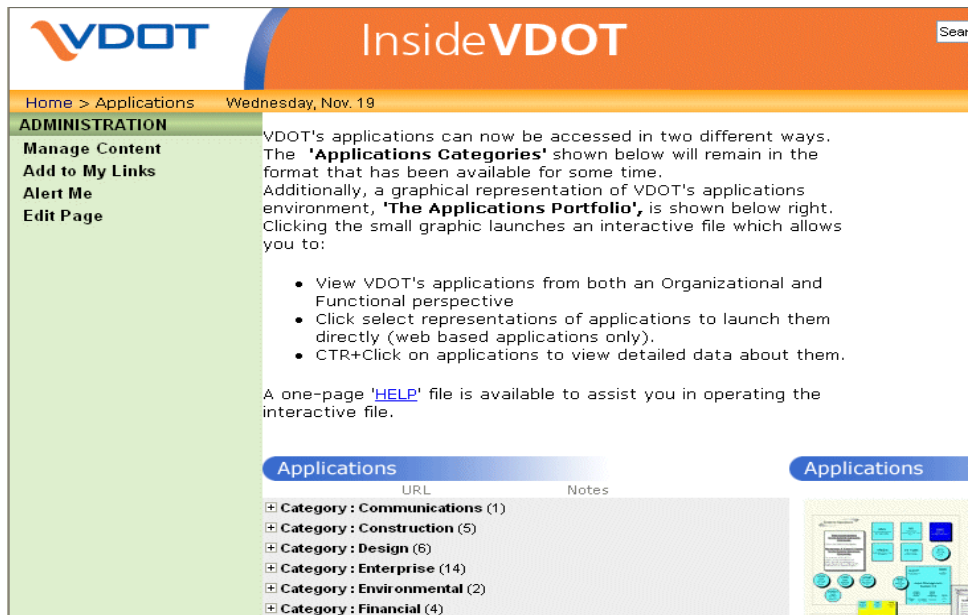
E. SiteManager Access Reporting Tool (SMART)

E.1. SMART Navigation from InsideVDOT Portal

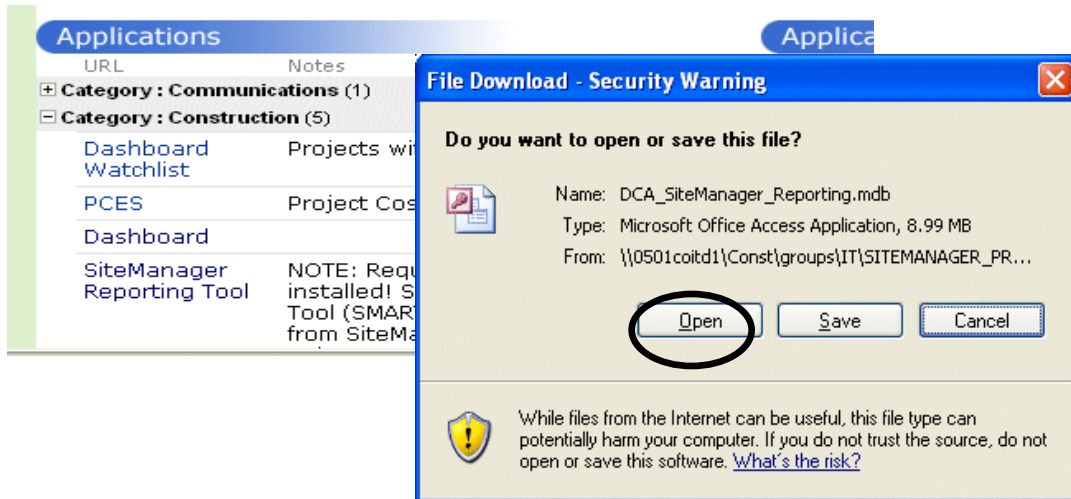
1. Click on Internet Explorer and InsideVDOT will open. Select Applications.



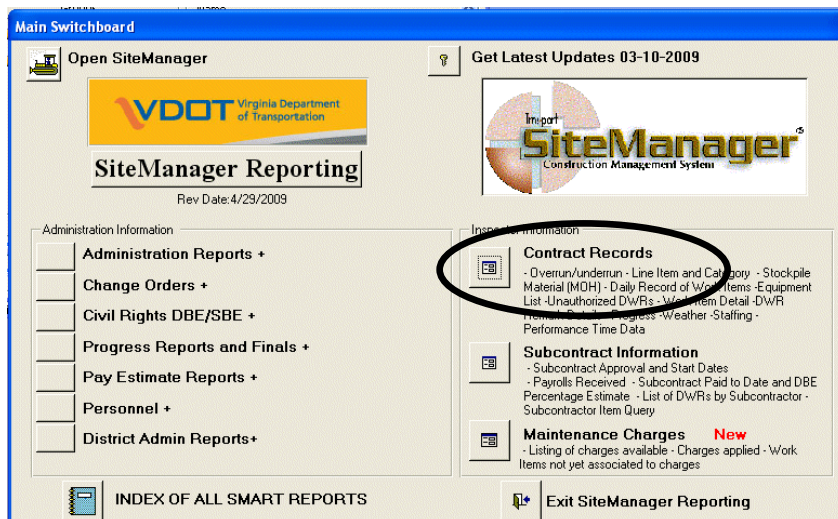
2. Select Construction Category.



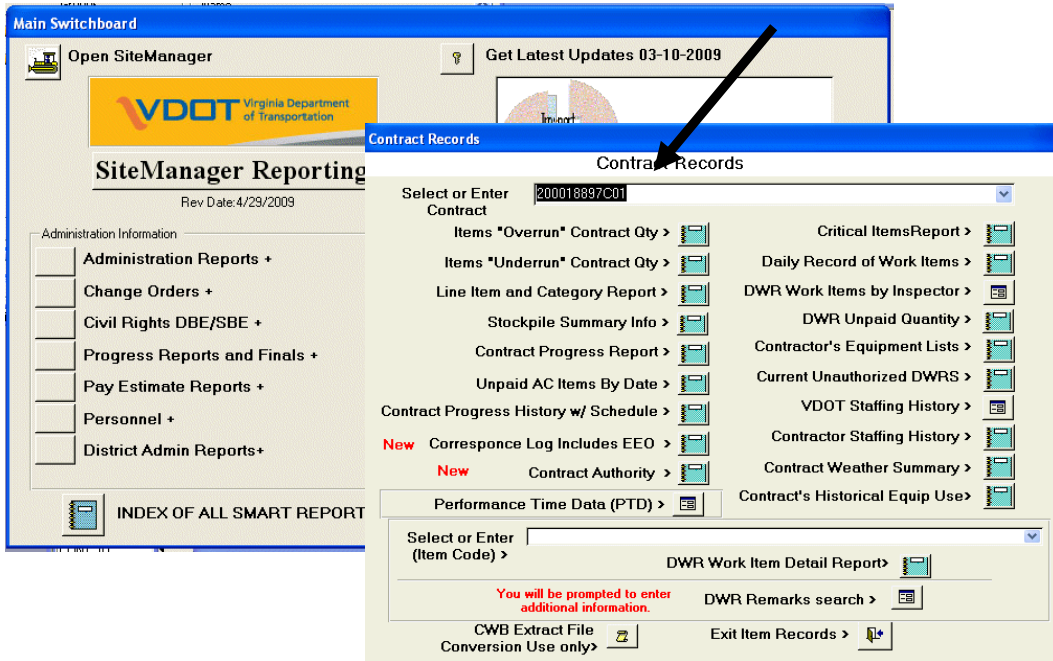
3. Select SiteManager Reporting Tool. When the File Download window appears, click on Open.



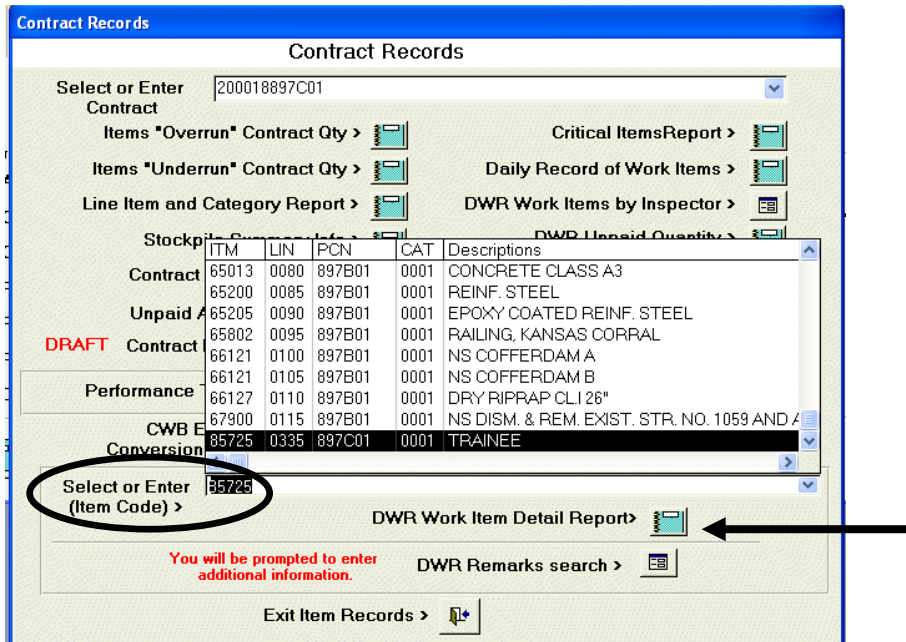
4. The SiteManager Reporting Tool Main Switchboard will be displayed. Click on Contract Records button.



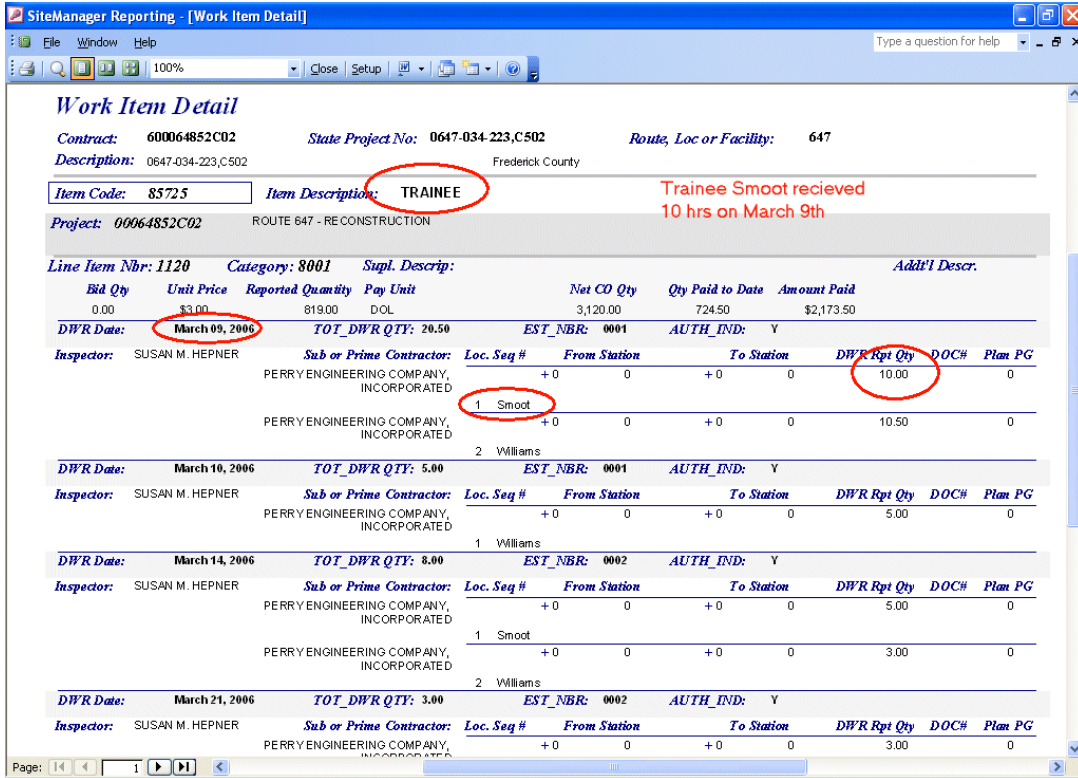
- Select a Contract or type it in directly



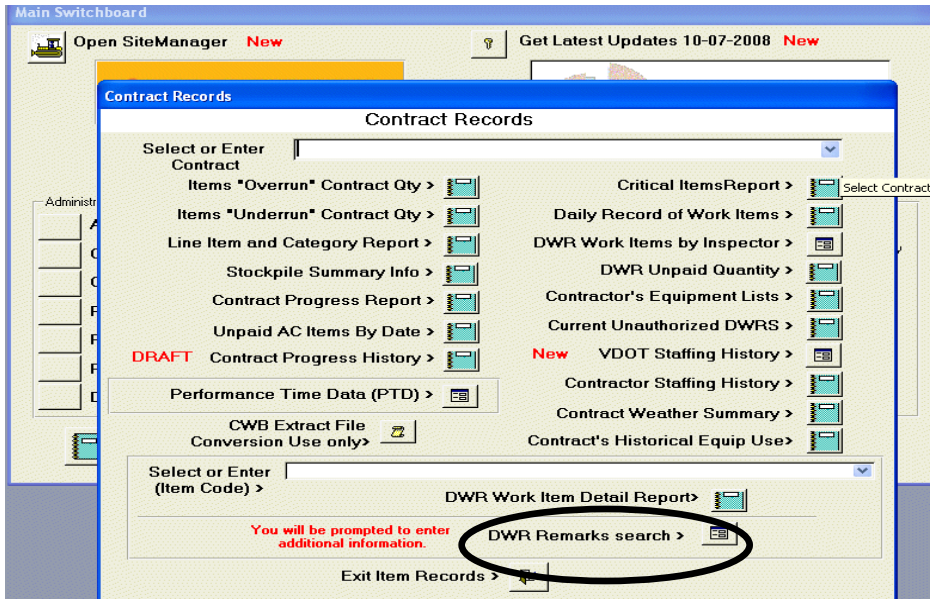
- To do a Trainee Search, click on "Select or Enter (Item Code)" field and select the trainee item from the pull-down list. Check on DWR Work Item Detail Report button.



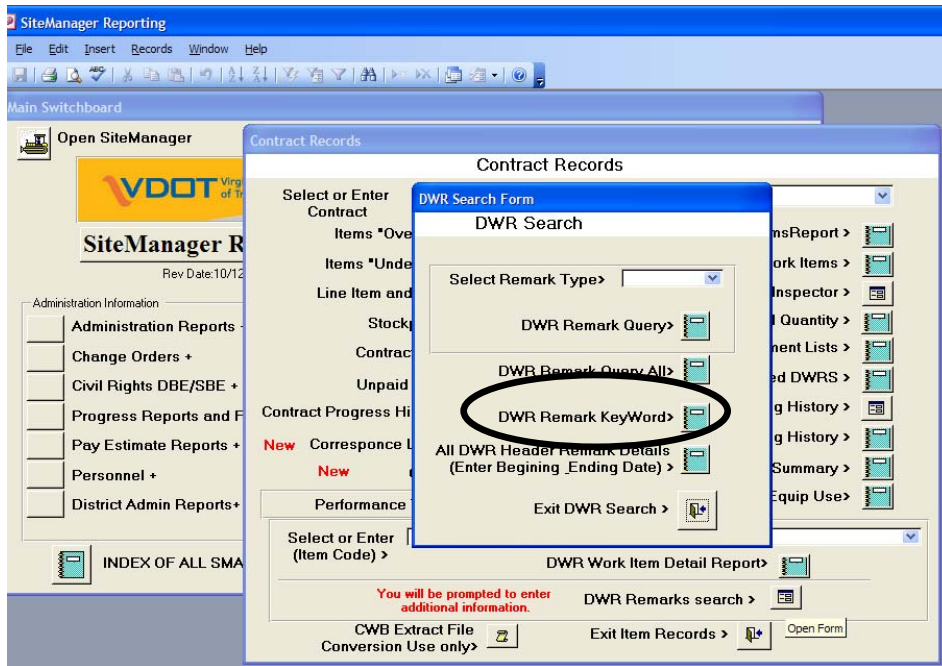
7. The report is displayed. Click on Close icon in tool bar.



8. To do a DWR Keyword Search, select a contract and click on the “DWR Remarks Search” button.



9. Type in the keyword you want to search and click on “DWR Remark KeyWord” button.



10. The report is displayed, showing all DWR remarks that contain the keyword.

Search Results for Key Word "Trainee"

DWR Remark Key Word
Query All Types

Search Word **TRAINEE**

DWR date →

Inspector →

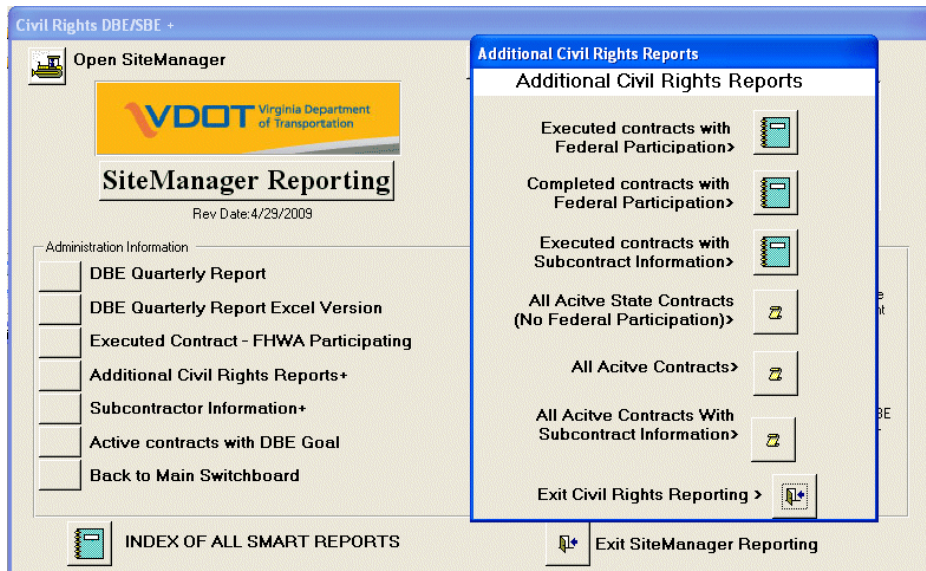
CONT_ID	200018897C01
General	
April 13, 2005	CUDLS001
DENNIS L. SEALE	
Remarks:	ay as a rough roller operator in training program. Trainee will be signed up in a few weeks. Cavanaugh Trucking on project with three tandem dump trucks this day hauling borrow to northside of project. Colyer Construction on project this day oper
April 14, 2005	CUDLS001
DENNIS L. SEALE	
Remarks:	Contractor on project this day hauling borrow material to northside of project for fill slope. Two temp. flaggers on project this day. Trainee on project training on sheepfoot roller compacted fill slope material. Cavanaugh Trucking on project this d
April 15, 2005	CUDLS001
DENNIS L. SEALE	
Remarks:	Contractor on project this day hauling borrow material to northside of project. Two temp. flaggers on project this day helping with traffic control. One trainee running sheepfoot roller. Cavanaugh Trucking on project this day hauling borrow for prime
April 18, 2005	CUDLS001
DENNIS L. SEALE	
Remarks:	Contractor on project this day hauling borrow material to northside of project. Two temp. flaggers on project helping control traffic. One trainee on job operating sheepfoot roller. Stations 204+50 +/- to 206 + 75 +/- northside and stations 270 + 75 +/-

E.2. Civil Rights Reports

1. Navigate back to the Main Switchboard and Click on “Civil Rights DBE/WBE” button.

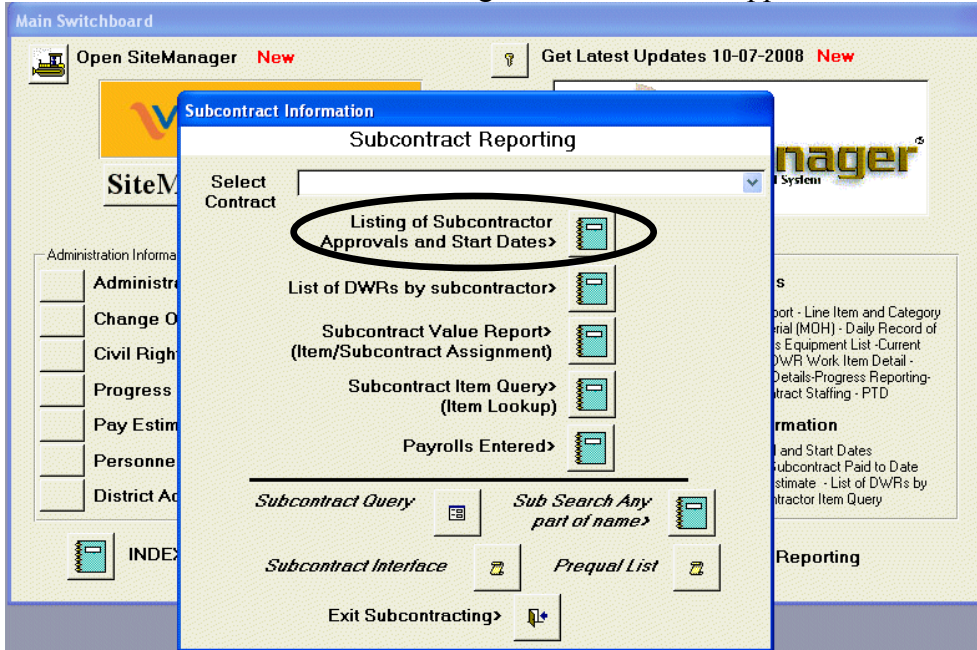


2. The list of reports is displayed. You can run them by clicking on the button next to the report you want to run.



E.3. Subcontract Reporting Subcontracts Approvals Report

1. Navigate back to the Main Switchboard and click on the “Subcontract” Button. Select a contract and click on “Listing of Subcontractor Approvals and Start Dates”.

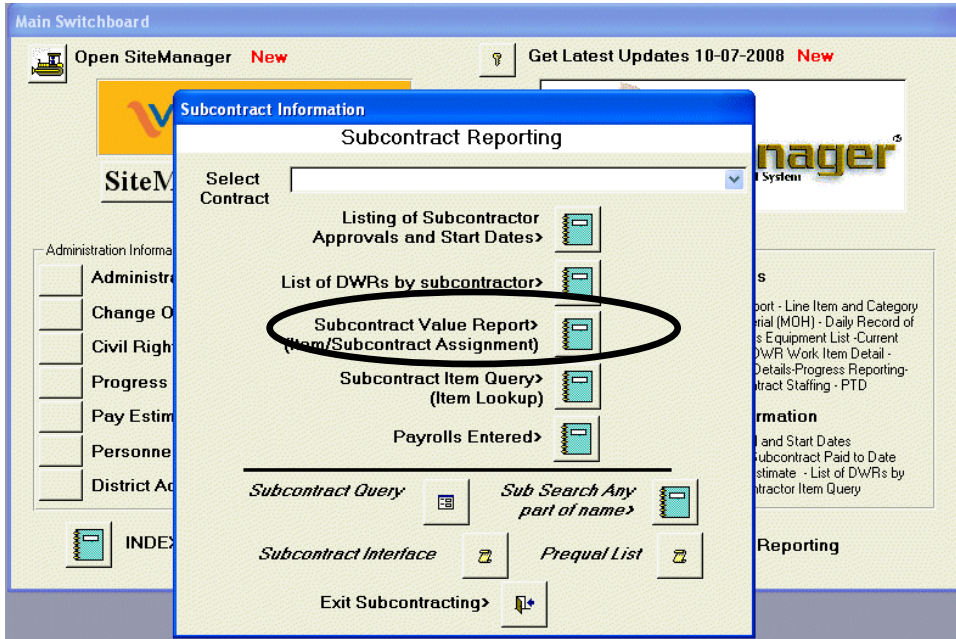


2. “Subcontractor Approval and Start Date” Report displays.

The screenshot shows the 'Subcontract Approval and Start Date' report. The report title is 'Subcontract Approval and Start Date'. The contract information is: Contract: 100003672C01, Description: 2.573 KM GRADE, DRAIN, ASP. CONC. PAVE., UTIL., INCID., Prime Contractor: W.L. CONSTRUCTION & PAVING, INC. The report displays a table with the following columns: Utility, Sub #, Subcontractor, Vendor ID, Approval Date, DWR Start Date, Last DWR Date, and Parent Subcontract.

Utility	Sub #	Subcontractor	Vendor ID	Approval Date	DWR Start Date	Last DWR Date*	Parent Subcontract
04		ADAMS CONSTRUCTION COMPANY P. O. BOX 12627 ROANOKE VA	A006 24027-2627	Jun 17, 2005	20051214	20051221	DBE No
08		EASTER FENCING 124 SPLIT RAIL ROAD CANVA VA	E320 24317-3624	Jun 29, 2005	Phone: 276-755-4202		DBE No
01		FAIRFIELD SKANSKA, IINC. P. O. BOX 479 FISHERSVILLE VA	F001 22939-0479	May 10, 2005	20050510	20060307	DBE No
02		GREGORY SEEDING AND LANDSCAPING, IINC. 5775 ALUM SPRING ROAD PULASKI VA	G114 24301-6076	Jun 08, 2005	20050614	20060208	DBE No
05		KIRK - HEAL, IINC. P. O. BOX 7330 ROANOKE VA	K021 24019-0330	Jun 17, 2005	20051221	20051222	DBE No
03		SANDRA'S MARKING COMPANY, IINC. P. O. BOX 418 BUCHANAN VA	S327 24066-0418	Jun 17, 2005	20051114	20060224	DBE No
06		SHOWY MOUNTAIN, IINC. P. O. BOX 675 FRANKLIN WV	S628 26807-0000	Jun 17, 2005	20051114	20051213	DBE No
07		THE RICHARDSON-WAYLAND ELECTRICAL CORPORATION P. O. BOX 12648 ROANOKE VA	R009 24027-2648	Jun 17, 2005	Phone: 540-344-3244		DBE No
09		VIRGINIA ENVIRONMENTAL CORP. 8420 GRASSY HILL ROAD BOONES MILL VA	V188 24065-3865	Jul 20, 2005	Phone: 540-334-5119		DBE No

- Choose Subcontract Info. Select a Contract and Click on “Subcontract Value Report”.



- The “Subcontract Value Report” is displayed.

The screenshot shows the Microsoft Access database displaying the Subcontract Value Report. The report is filtered by Contract 200018897C01. The report displays a table with columns for Contract, Project, Line Item, Cat, Item Code, DESC1, Sub Qty, Sub Price, Sub Amt, and Reported DWR Qty. The report is filtered by Contract 200018897C01.

Contract	Project	Line Item	Cat	Item Code	DESC1	Sub Qty	Sub Price	Sub Amt	Reported DWR Qty**
200018897C01	001	EASTERN CLEARING, INC.							
					VID E251 DBE_T: WBE		\$25,677.00		\$0.00
	00018897C01	0010	0001	00110	CLEARING AND GRUBBING	0.388	\$54,000.00	\$20,952.00	1
	00018897C01	0280	0001	27505	TEMP. SILT FENCE	2100	\$2.25	\$4,725.00	2951
					Summary for 'SUBCONT_NBR' = 001 (2 detail records)			Sum of Subcontracted Amount: \$25,677.00	% Subcontracted 1.56%
	002	MAKCO, INCORPORATED			VID M004 DBE_T:		\$31,222.50		\$0.00
	00018897C01	0140	0001	13320	GUARDRAIL GR-2	951	\$15.00	\$14,265.00	1225
	00018897C01	0145	0001	13345	ALTERNATE BREAKWAY	4	\$2,200.00	\$8,800.00	4
	00018897C01	0150	0001	13383	FIXED OBJECT ATTACH.	4	\$1,500.00	\$6,000.00	4
	00018897C01	0210	0001	24501	NS REMOVE EXIST.	705	\$1.50	\$1,057.50	705
	00018897C01	0215	0001	24505	NS RELOCATE EXIST.	2	\$550.00	\$1,100.00	1
					Summary for 'SUBCONT_NBR' = 002 (5 detail records)			Sum of Subcontracted Amount: \$31,222.50	% Subcontracted 1.90%
	003	S. L. WILLIAMSON COMPANY, INCORPORATED			VID W029 DBE_T:		\$105,249.00		\$0.00
	00018897C01	0090	0001	10416	LIQUID ASPHALT	320	\$4.40	\$1,408.00	0
	00018897C01	0095	0001	10612	ASP HALT CONCRETE BASE	1552	\$50.50	\$78,376.00	1913.121
	00018897C01	0105	0001	10635	ASP HALT CONCRETE	407	\$60.00	\$24,420.00	497.27
	00018897C01	0130	0001	12322	ASP HALT CONCRETE CURB	25	\$33.00	\$825.00	25
	00018897C01	0135	0001	12505	ASP HALT CONCRETE, CURB	1	\$220.00	\$220.00	2
					Summary for 'SUBCONT_NBR' = 003 (5 detail records)			Sum of Subcontracted Amount: \$105,249.00	% Subcontracted 6.40%
	004	SELCO CONSTRUCTION SERVICES, INC.			VID S463 DBE_T:		\$7,574.00		\$0.00
	00018897C01	0225	0001	27102	REGULAR SEED	280	\$13.50	\$3,780.00	280
	00018897C01	0230	0001	27103	OVERSEEDING	175	\$2.20	\$385.00	0
	00018897C01	0235	0001	27104	LEGUME SEED	56	\$25.00	\$1,400.00	70
	00018897C01	0240	0001	27105	LEGUME OVERSEEDING	35	\$4.40	\$154.00	0
	00018897C01	0245	0001	27215	FERTILIZER(15-30-15)	1	\$770.00	\$770.00	0.605
	00018897C01	0250	0001	27250	LIME	7	\$155.00	\$1,085.00	6.5

The Summary is displayed on the last page of the report. Click Close.

Microsoft Access - [Subcontract Value Report]

File Edit View Tools Window Help Type a question for help

100%

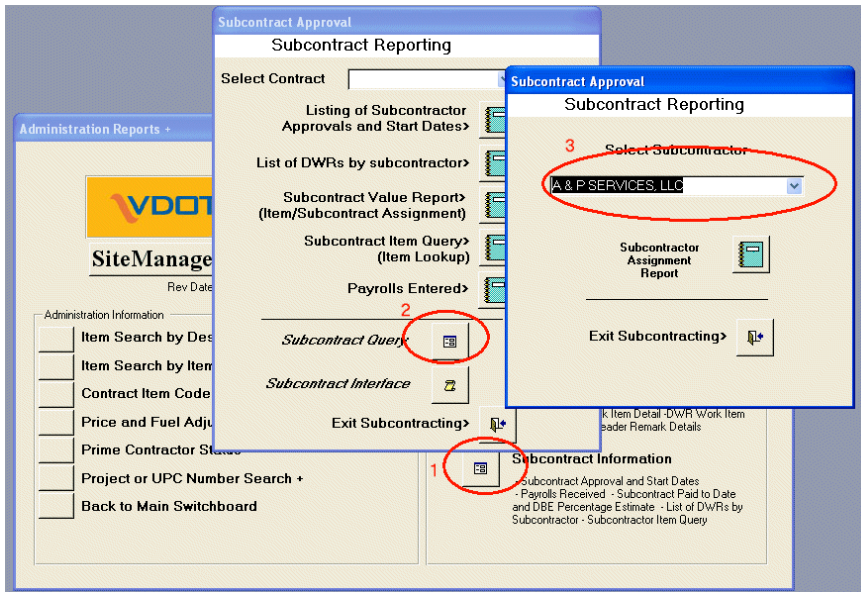
Subcontract Value Report

Contract: 200018897C01 Bid Amount: \$1,644,187.35 Completion Date: 20051101 Residency: CULPEPER / CHARLOTTESVILLE
 State Proj No: 0053002101

Project	Line Item	Cat	Item Code	DESCI	Sub Qty	Sub Price	Sub Amt	Reported DWR Qty**	
011	OXENDINE REBAR INSTALLATION, INC.		VID: 0142	DBE_T: DBE	SUBCONT_AMT:	\$30,547.24	Total Verified Pay Amt:	\$0.00	
00018897B01	0020	0001	61705	EPOXY COATED REINF.	31690	\$0.70	\$22,183.00	31695	
00018897B01	0030	0001	62015	RAILING, KANSAS CORR.AL	260	\$20.25	\$5,265.00	260	
00018897B01	0095	0001	65802	RAILING, KANSAS CORR.AL	68	\$20.25	\$1,377.00	68	
00018897C01	0115	0001	11030	REINF. STEEL	12480	\$0.14	\$1,722.24	12480	
Summary for 'SUBCONT_NBR' = 011 (4 detail records)							Sum of Subcontracted Amount:	\$30,547.24	% Sub contracted 1.86%
Reported DWR Qty** - Qty may not have been reported as being done by the subcontractor							Total of Subcontracted Amount:	\$264,403.16	% Sub contracted 16.08%
							Total of DBE Subcontracted Amount:	\$74,809.14	% Committed 4.55%
							Total of WBE Subcontracted Amount:	\$31,297.00	% Committed 1.90%
							Total of MBE Subcontracted Amount:	\$0.00	% Committed 0.00%
							Total of DBE/MBE Subcontracted Amount:	\$0.00	% Committed 0.00%
							Total of C3I Committed Amount:	\$106,106.14	% Committed 6.45%
								Contract Goal:	8.00%

-----End of Report-----

- Navigate to Main Switchboard. Choose Subcontract Info. Choose Subcontract Query. Choose Subcontractor from the dropdown list. Click on “Subcontract Assignment Report” button.



6. The Subcontractor Report is displayed. Click Close.

SiteManager Reporting - [Subcontractor Query]

File Window Help Type a question for help

100% Close Setup

Subcontractor Status

Subcontractor: A & P SERVICES, LLC Vend ID: A880

Contract	Status	District/Residency	State Proj No.	Prime Contractor	Subcontract Amount	Sub Nbr	DBE Type	Approval Date
D00000471C02	PROG	BRISTOL / ABINGDON	0700-095-160,C502	CL DALE CONSTRUCTION SERVICES, LLC	\$55,558.00	001		20050818
Total Subcontracted:					\$55,558.00			

Prime Contractor Status

A & P SERVICES, LLC (5 Prime Contracts) DBE T: DBE A880

Contract	Status	District	State Proj Nbr	Project Manager	Bid Amount	Call No.	Execution Date:	
D00072653N01	FINL	BRISTOL / TAZEWELL	NONE /999-092-582,N501	KIMBERLY M. NICHOLS	\$142,407.50	NOU	20050926	
D00076667N07	FINL	BRISTOL / WISE	PG00-961-101,N507	LEROY L. CARICO	\$381,424.50	NOA	20050727	
GM205GRA39794	FINL	SALEM / MARTINSVILLE	GR-962-05	DAVID W HYLTON	\$406,522.00	NZ1	20050926	
UM505GRB39581	FINL	HAMPTON ROADS / WILLIAMSBURG	GR-5B-05	RUSSELL W. COWLES	\$328,536.02	NU7	20050908	
UM505GRE39581	PROG	HAMPTON ROADS / WILLIAMSBURG	GR-5E-05	RUSSELL W. COWLES	\$441,132.00	N1W	20060206	
Total Contract Value					\$1,700,022.02			

E.4. Administration Reports

1. Navigate back to the Main Switchboard. Click on Administration Reports.

Main Switchboard

Open SiteManager Get Latest Updates 03-10-2009

VDOT Virginia Department of Transportation

SiteManager Reporting Rev Date: 4/29/2009

Administration Information

- Administration Reports +
- Change Orders +
- Civil Rights DBE/SBE +
- Progress Reports and Finals +
- Pay Estimate Reports +
- Personnel +
- District Admin Reports +

Inspector Information

- Contract Records
 - Overrun/underrun - Line Item and Category - Stockpile Material (MDH) - Daily Record of Work Items - Equipment List - Unauthorized DWRs - Work Item Detail - DWR Remark Details - Progress - Weather - Staffing - Performance Time Data
- Subcontract Information
 - Subcontract Approval and Start Dates
 - Payrolls Received - Subcontract Paid to Date and DBE Percentage Estimate - List of DWRs by Subcontractor - Subcontractor Item Query
- Maintenance Charges **New**
 - Listing of charges available - Charges applied - Work Items not yet associated to charges

INDEX OF ALL SMART REPORTS

Exit SiteManager Reporting

- Click on “Contract Item Code Assignment”. Enter the item code for trainees and click on OK.



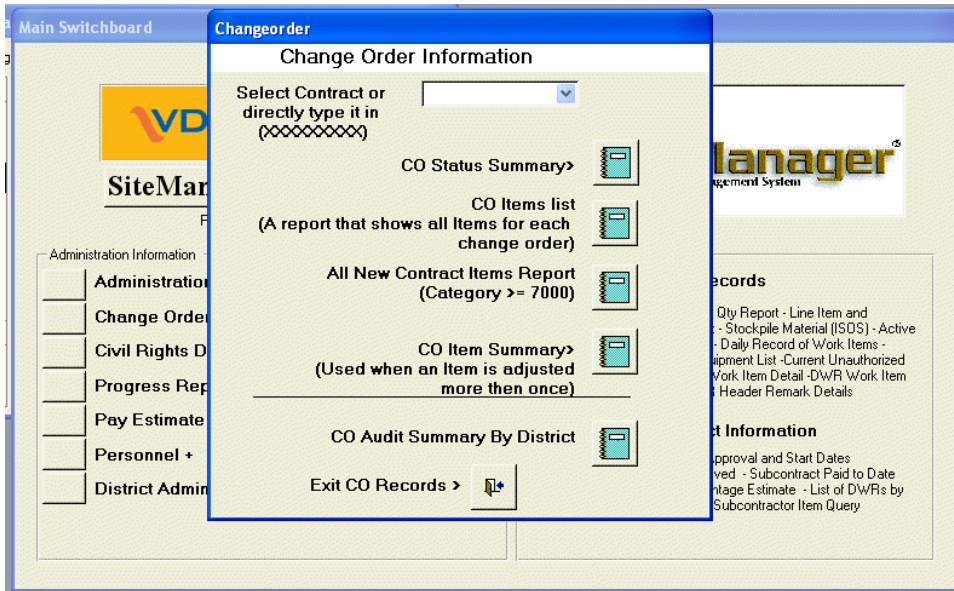
- The “Contract Itemcode Assignment” Report is displayed.

Qty Paid to Contractor **Qty added to Contract**

<i>Contract Itemcode Assignment</i>											Item Code: 85725	
Description: TRAINEE												
Contract: 200018897C01 CULPEPER / CHARLOTTESVILLE Status: SF Work Type: GRADE / DRAIN / PAVE Bid Price												
Project (PCN)	Cat Nbr	Line Item	M/E	Spec Y	Unit	Maj	Qty	Installed	Bid Qty	CO Qty	Bid Price	
00018897C01	0001	0335	E	1994	DOL		341.00	0.00	440.00	\$3.00		
Contract: 300012769C01 CULPEPER / LOUISA Status: PROG Work Type: BRIDGE Bid Price												
Project (PCN)	Cat Nbr	Line Item	M/E	Spec Y	Unit	Maj	Qty	Installed	Bid Qty	CO Qty	Bid Price	
00012769C01	0001	1320	M	2003	DOL		0.00	0.00	500.00	\$3.00		
Contract: 500012825C01 STAUNTON / LURAY Status: PROG Work Type: GRADE / DRAIN / PAVE Bid Price												
Project (PCN)	Cat Nbr	Line Item	M/E	Spec Y	Unit	Maj	Qty	Installed	Bid Qty	CO Qty	Bid Price	
00012825C01	2001	2180	M	1993	DOL		230.00	0.00	5,920.00	\$3.00		
Contract: 600064852C02 STAUNTON / EDINBURG Status: PROG Work Type: FENCE REPAIR / REPLACE Bid Price												
Project (PCN)	Cat Nbr	Line Item	M/E	Spec Y	Unit	Maj	Qty	Installed	Bid Qty	CO Qty	Bid Price	
00064852C02	8001	1120	E	1993	DOL		724.50	0.00	3,120.00	\$3.00		
Contract: 700069325C08 STAUNTON / DISTRICT OFFICE Status: FINL Work Type: SIGNALS Bid Price												
Project (PCN)	Cat Nbr	Line Item	M/E	Spec Y	Unit	Maj	Qty	Installed	Bid Qty	CO Qty	Bid Price	
00069325C08	1001	0235	E	1993	DOL		0.00	0.00	1.00	\$3.00		
00069325C08	7002	0255	E	1994	DOL		0.00	0.00	1.00	\$3.00		
00069325C08	7002	0265	E	1993	DOL		0.00	0.00	-1.00	\$3.00		

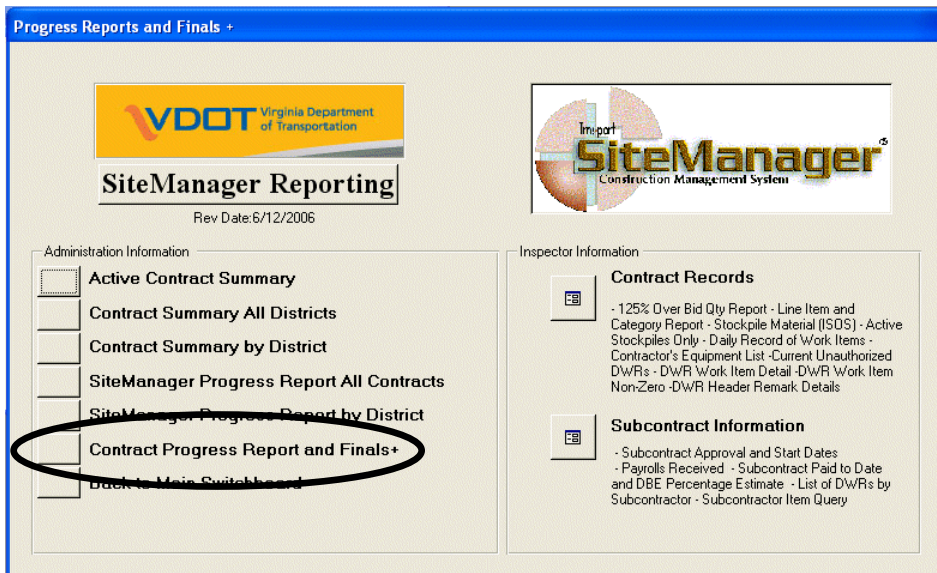
E.5. Change Order Information

1. Navigate back to the Main Switchboard. Click on “Change Orders”. Choose a report.

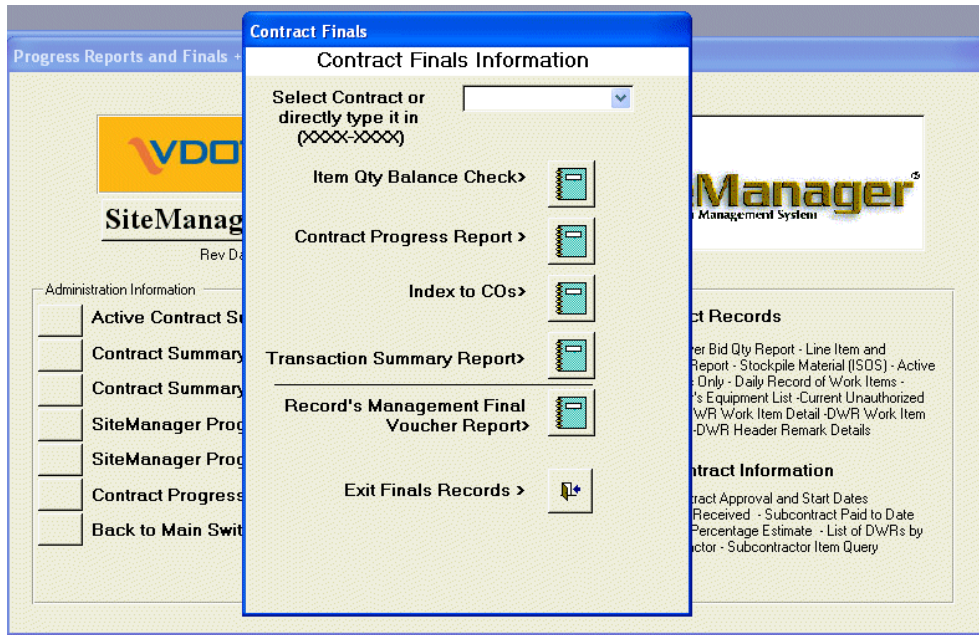


E.6. Progress Reports and Finals

1. Navigate back to the Main Switchboard. Choose Contract Progress Reports and Finals.

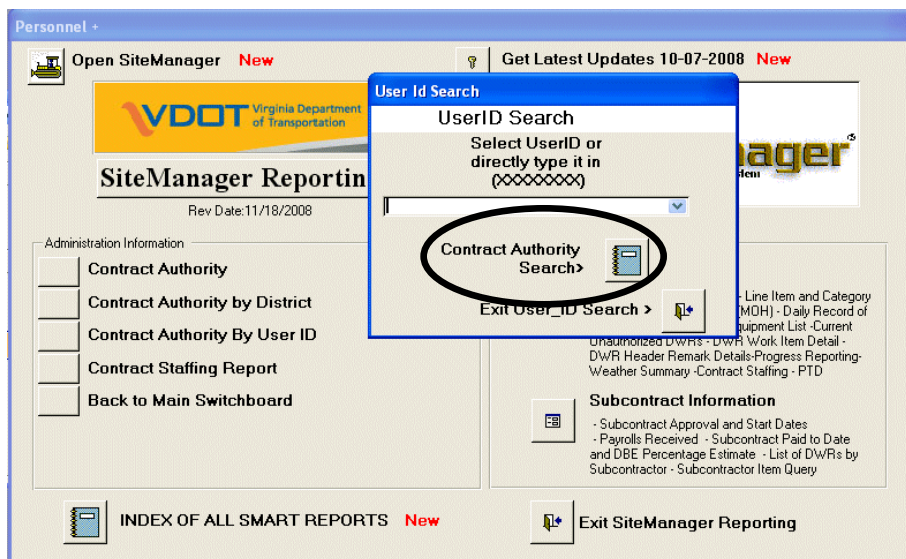


2. Choose a contract from the dropdown list. Click on a report.



E.7. Personnel

1. Navigate back to the Main Switchboard. Click on Contract Authority. Choose a contract id from the dropdown list. Click on Contract Authority



E.8. District Reports

1. Navigate back to the Main Switchboard. Click on District Progress Report-Active Only.

The screenshot shows the 'District Admin Reports+' interface. At the top, there are buttons for 'Open SiteManager New' and 'Get Latest Updates 10-07-2008 New'. Below these are logos for 'VDOT Virginia Department of Transportation' and 'SiteManager Construction Management System'. The main area is divided into 'Administration Information' and 'Inspector Information'. In the 'Administration Information' section, the menu item 'District Progress Report - Active only' is circled. Other menu items include 'District Bid Quantity Overruns+', 'District Bid Quantity Overruns by Item', 'District Progress Report', 'Summary of Contract Work Underway', 'Summary of Contract Work Underway (Chart)', and 'Back to Main Menu'. The 'Inspector Information' section includes 'Contract Records' and 'Subcontract Information'. At the bottom, there are buttons for 'INDEX OF ALL SMART REPORTS New' and 'Exit SiteManager Reporting'.

2. The report is displayed.

Wednesday, November 19, 2008

Commonwealth of Virginia
Department of Transportation
SiteManager Progress Report

Page 1 of 11

* The Anticipated Schedule percent complete is based on SM Progress schedule entry for the matching pay period end date of the last voucher.

District: 04 RICHMOND																															
Contract:	Item Code Table:	2004 Supl Spec:	2002	Est. Stat:	PROG	Award Date:	12/20/2007	Time Chrgs Start Date:	01/24/2008	Work Items Paid:	77%	Time Used:	68%	% Anticipated Schedule*:	9%	Original Compl:	04/07/2009	Revised Compl:	04/07/2009	Estimated Compl:	04/07/2009	Acceptance Date:	0								
Contractor: BLAKEMORE CONSTRUCTION CORPORATION				Office: ASHLAND				Original Contract Days: 440				Field Office Phone: (0) - 0				Original Contract Amount: \$1,732,654.76															
Federal Prj No: NONE				Adj Contract Days: 440				Project Engineer: JOHN J. WILLIAMS				Current Contract Value: \$1,732,654.76																			
DBE Goal%: 0				Contract Days Used: 300				Project Manager: ROLAND M. MILLS				Paid to Date: \$1,368,339.03																			
Pay Unit Type: English				Municipal Oversight:				Consultant Firm:				% of Bid: 78.97%				% of Current: 78.97%															
Contract Type: CONSTRUCTION RAAP				Design Contact: D088				Consultant:				Last Voucher Date: 20081103				APRV															
PCN				State Prj Nbr				UPC				Fed Oversight				Project Description				Schedule Type: Critical Items				Critical Cmpl: 73%				Renewable: N			
00008652C01	0001-166-104, C501	00008652	N/A	4 LANES, CURB & GUTTER WITH RAISED MEDIAN	FR: 0.027 MI. NORTH OF PLEASANT'S STREET																										
00008652L01	0001-166-104, C501	00008652	N/A	LANDSCAPING	FR: 0.015 MI. SOUTH OF PLEASANT'S STREET																										
00008652I01	0001-166-104, C501	00008652	N/A	TRAFFIC CONTROL DEVICES	FR: 0.015 MI. SOUTH OF PLEASANT'S STREET																										
00008652U01	0001-166-104, C501	00008652	N/A	UTILITIES	FR: 0.015 MI. SOUTH OF PLEASANT'S STREET																										
District: 04 RICHMOND																															
Contract:	Item Code Table:	2003 Supl Spec:	1997	Est. Stat:	PROG	Award Date:	04/11/2008	Time Chrgs Start Date:	05/27/2008	Work Items Paid:	67%	Time Used:	50%	% Anticipated Schedule*:	17%	Original Compl:	05/15/2009	Revised Compl:	05/15/2009	Estimated Compl:	05/15/2009	Acceptance Date:	0								
Contractor: RICHARD L. CROWDER CONSTRUCTION, INC.				Office: PETERSBURG				Original Contract Days: 354				Field Office Phone: (0) - 0				Original Contract Amount: \$1,999,741.91															
Federal Prj No: STP-S127(749)				Adj Contract Days: 354				Project Engineer: KENNETH T. BOLLING				Current Contract Value: \$2,013,552.11																			
DBE Goal%: 7				Contract Days Used: 176				Project Manager: MICHAEL JASON ARCHER				Paid to Date: \$1,418,237.42																			
Pay Unit Type: Metric				Municipal Oversight:				Consultant Firm:				% of Bid: 70.92%				% of Current: 70.43%															
Contract Type: CONSTRUCTION RAAP				Design Contact: 4D10				Consultant:				Last Voucher Date: 20081103				APRV															
PCN				State Prj Nbr				UPC				Fed Oversight				Project Description				Schedule Type: Critical Items				Critical Cmpl: 73%				Renewable: N			
00010874M01	0630-074-194, M-501	00010874	NFO	GRADE, PAVE. & DRAIN	FROM: 0.951 KMS SOUTH OF RTE. 649 (LAM																										
District: 04 RICHMOND																															
Contract:	Item Code Table:	2003 Supl Spec:	1997	Est. Stat:	PROG	Award Date:	03/16/2006	Time Chrgs Start Date:	04/11/2006	Work Items Paid:	91%	Time Used:	84%	% Anticipated Schedule*:	7%	Original Compl:	05/22/2009	Revised Compl:	05/22/2009	Estimated Compl:	05/22/2009	Acceptance Date:	0								
Contractor: ENGLISH CONSTRUCTION COMPANY, INCORPORATED				Office: SANDSTON				Original Contract Days: 1138				Field Office Phone: (0) - 0				Original Contract Amount: \$49,075,223.40															
Federal Prj No: IMNH-064-3(452)				Adj Contract Days: 1138				Project Engineer: M. RAY JOHNSTON				Current Contract Value: \$30,516,639.81																			
DBE Goal%: 3				Contract Days Used: 953				Project Manager: PAUL P. LAYMAN				Paid to Date: \$46,264,602.67																			
Pay Unit Type: Metric				Municipal Oversight:				Consultant Firm:				% of Bid: 94.27%				% of Current: 91.58%															
Contract Type: CONSTRUCTION RAAP				Design Contact: B071				Consultant:				Last Voucher Date: 20081103				APRV															

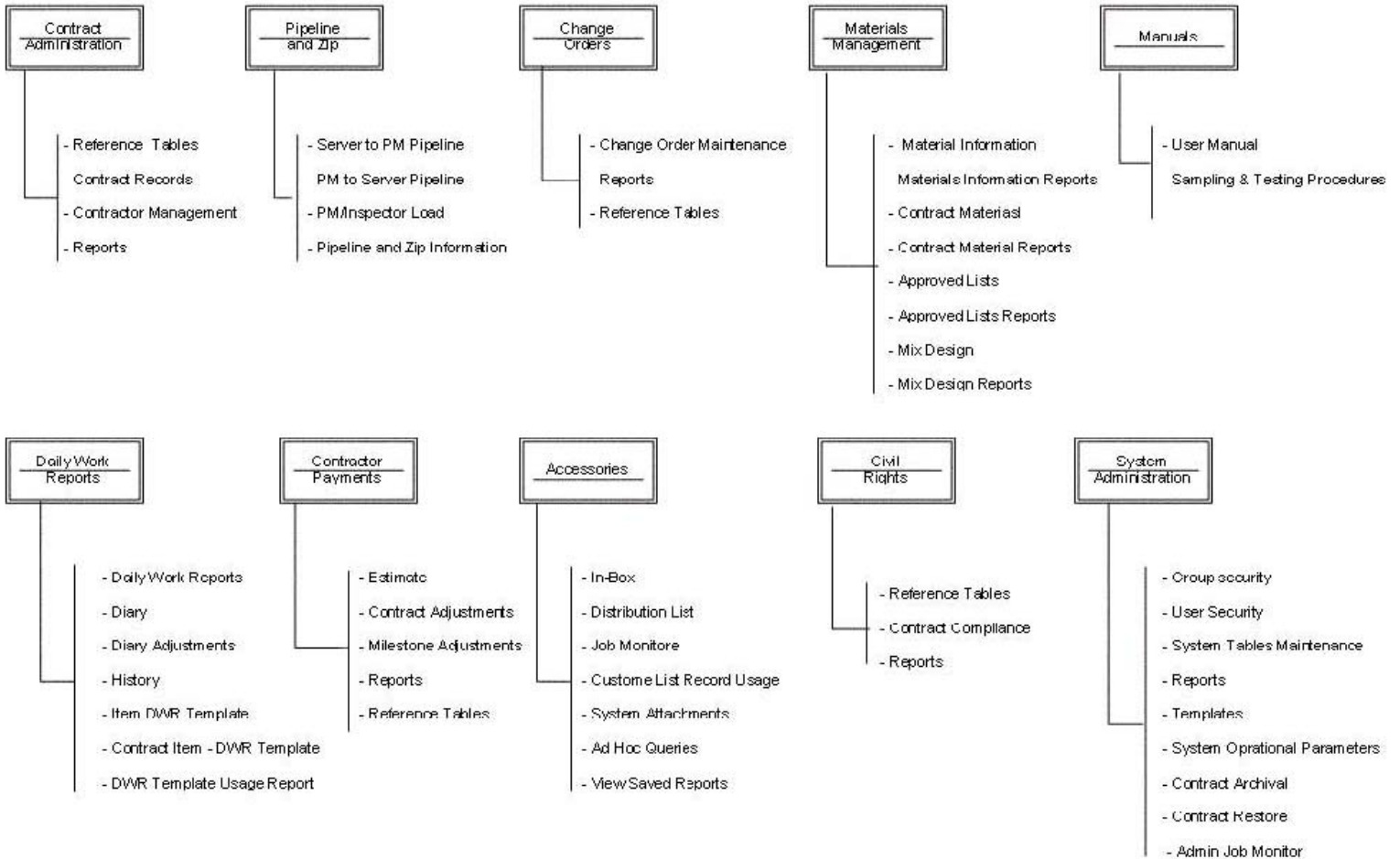
- A. SiteManager Road Map
- B. Cheat Sheets and Checklists
- C. Reports
- D. Initialization of LAS to SiteManager
- E. Browse Vendor File
- F. Maintenance Charges Plug-in
- G. Adjustments
- H. Notice of Intent (NOI)
- I. Estimate Validations Plug-in
- J. Dashboard Paving Schedules
- K. SMART Reporting
- L. Margin Code Administrator Function
- M. Changes to Contractor or Contract Status
- N. Renewable Contract Automated Change Order Plug-in
- O. Setup instructions for Pasting into DWRs from Word
- P. Adding ECRs through SiteManager
- Q. Finding voucher and structure id information in FMSII
- R. Price Index Adjustment Plug-in
- S. Stockpile Materials Case Study

SiteManager Road Map

A. SiteManager Road Map

The SiteManager Road Map

The figure below illustrates the navigation in SiteManager through the second panel.



Cheat Sheets and Checklists

B. Cheat Sheets and Checklists

A. Inspector Cheat Sheets

1. Check Your Contract..... 3

2. Grant or Remove Contract Authority 4

3. Set Up Vendor (DWR) Master Lists for Use in DWRs 4

4. Set Up Contract Master Lists for Use in DWRs..... 5

5. Add Stockpiled Materials 5

6. Replenish Stockpiled Materials 5

7. Close Out Stockpiled Materials..... 6

8. Create a New Daily Work Report/ Edit a Daily Work Report..... 6

9. Create Diary and Authorize DWR 7

10. Importing Maintenance Charges 8

11. Adding Maintenance Charges to Items 8

12. Adding a New Maintenance Charge..... 8

13. Check Installed Work Report 9

14. Print Item Quantity Report 9

15. Print Final Summary Report..... 9

16. Generate an Estimate 10

17. Price Adjustments For Asphalt and Stored Materials In Site Manager 10

18. Approve An Estimate 10

19. Reject An Estimate 11

20. Enter Reasons for Differences on Item Quantity 11

21. Print Reasons for Differences Report..... 11

22. Print C-79 Report 12

23. Print Summary to Contractor.....	12
24. Print an Item Quantity Report	12
25. Pipeline Check-Out	13
26. Pipeline – Work in Standalone Mode.....	13
27. Pipeline Check-In	14

B. Checklists

1. A Basic Outline: Initialization, Daily & Monthly Process.....	15
2. Monthly Estimate Checklist for Inspector and PM	16
3. Monthly Estimate Checklist for Construction Managers	22
4. Force Account Outline	25
5. Last Progress Estimate Checklist For Project Managers.....	26
6. Semi-Final and Final Estimates for PM, DCA and CDCO	30

A. Inspector Cheat Sheets

1. Check Your Contract

Before doing anything else when you get a new contract, you need to do the following. Remember, once you have done a DWR, nothing can be changed. (Section 3)

a. Check electronic contracts against the paper contract.

Contract Administration | Contract Records | Contracts

- Select your contract by going to the open folder icon.
- Check the information on the Description, Location, Payment, Critical Dates, Primary Personnel, Prime Contractor, and if needed DBE Commit tabs.

b. Verify PCN descriptions/counties/indices

Contract Administration | Contract Records | Projects

- Select your contract.
- Select the PCN.
- Verify Description, Counties and Adjustment Indices information.
- Repeat for each PCN.

c. Verify PCN Item/Mark Items Critical

Contract Administration | Contract Records | Items

- Select your contract.
- Select the Item.
- Verify information. Mark the item critical by clicking the checkbox.
- Repeat for each Item

d. Verify Progress Report Type

Contract Administration | Contract Management | Progress Schedule

- Use the drop-down arrow in the Progress Schedule Type

e. Contact the DCA to notify them that all critical items have been marked and verified.

2. Grant or Remove Contract Authority

To grant other users access to your contract, add contract authority (Section 3)

Contract Administration | Contract Records | Contract Authority

- Select the user you wish to add to the contract.
- Click on the New icon in the toolbar.
- In group description, select the position of the user. In contract, right click and select search. Select the appropriate contract.
- Click on save.

3. Set Up Vendor (DWR) Master Lists for Use In DWRs

This information needs to be set up prior to use of the items in the DWRs. Remember this is a list for the vendor for all his contracts. Do not uncheck anything that is active unless you are sure that item is truly inactive for every contract.

Daily Work Reports | Reference Tables(DWR+) | Vendor Master

- Find the vendor assigned to the contract. (To verify the vendor number go to Contract Administration | Contract Records | Contracts Prime Contractor Tab)
- Checking the Equipment radio box allows you to view/add equipment for the vendor.
- Click on the new icon to add each piece of equipment that needs to be added. Remember if you have several pieces of equipment that are the same, place an identifier in the description as well as a different Equipment ID number.
- Place a check in the active indicator.
- Checking the Personnel radio box allows you to view/add personnel types for the vendor.
- Click on the new icon to add the personnel types that need to be added.
- Place a check in the active indicator.
- Checking the Supervisor radio box allows you to view/add Supervisors for the vendor.
- Click on the new icon to add the supervisors that need to be added.
- Place a check in the active indicator.
- Checking the Staff member radio box allows you to view/add VDOT staff members.
- Click on the new icon to add the VDOT staff members that need to be added.
- Place a check in the active indicator

4. Set Up Contract Master Lists for Use In DWRs

(To be done after the vendor master list has been set up)

Daily Work Reports | Reference Tables(DWR+) | Contract Master

- Select your contract
- Double click on the vendor you wish to select
- Use the radio buttons to move between Equipment, Personnel, Supervisor and Staff Member.
- Select the Equipment/Personnel/Supervisor/Staff Member you wish to add for your contract.
- Click on the add button. You can add, Add all, Remove and Remove all. (Note: This will be the list you will be able to see when you are doing your DWR).
- Click on Save

5. Add Stockpiled Materials

Contract Administration | Contract Records | Stockpiled Materials

- Services | Choose Keys | Select your contract
- Select the correct PCN from the Contract Projects
- Select the Contract Item from the Contract Items list
- Skip the Material Code. Type a stockpiled description of the material. Type the date of the invoice. Type the number of the invoice. Type a previously determined quantity of the stockpiled material to be applied to this Item and this Contract. In the Units drop-down list, click the expand arrow and click the unit of measurement in which the material is sold. Type the price per unit from the invoice in the Unit Price field. In the Conv Factor field, select the current value and type the conversion factor. If the invoice requires only an initial payment, in the Initial Invoice Payment field, type the previously determined dollar amount of the initial payment to be applied to this Item and this Contract.
- To add another stockpiled material to the selected Item, click the New button and repeat Steps 8 through 18.
- Click the Save button.

6. Replenish Stockpiled Materials

Contract Administration | Contract Records | Stockpiled Materials

- Services | Choose Keys | Select your contract
- Select the correct PCN from the Contract Projects
- Select the Contract Item from the Contract Items list
- Go to Services | Replenish Material
- Enter the Invoice Date, Invoice Number, Quantity, Units (from the drop-down menu), Unit Price, Conversion Factor and Initial Invoice Payment
- Click the Save button.

7. Close Out Stockpiled Materials

Contract Administration | Contract Records | Stockpiled Materials

- Click the open folder. Double click your contract
- Select the item to close out from the Stockpiled Materials List
- Go to Services | Close Out Balance
- Click the Save button

8. Create a New Daily Work Report/Edit a Daily Work Report

Daily Work Reports \ Daily Work Reports

a. New DWR:

- Services, Choose Keys
- Click on the new Icon
- If you wish to copy information from an old diary, open the old diary and change the date to the date of the new diary. A message will ask the user if they wish to copy contractor information.

b. Old DWR:

- Click on the Open folder, double click on your contract, double click on the inspector's name, then double click the date of the DWR you wish to open.

c. General DWR Instructions

- Enter date when needed, temperature, and weather conditions. (Note: If you are unable to enter weather conditions, log off of Site Manager and log back in).
- Enter your diary remarks. Note that there are different remarks to the diary such as General, Accident, EEO issues, etc. Click on the save icon.

d. Contractors Tab

- Click on the contractor panel and select the new icon to add a contractor. (NOTE: You will not be able to pay for any items unless a contractor has been selected in this section). Click on the save icon.
- Click on the Supervisor/Foreman panel and click on the new icon to add a Supervisor/Foreman. Tab to Hours worked and enter the hours. Repeat until complete. Click on the save icon. (Note: If a supervisor is missing you must add them to the Vendor Master List then to the Contract Master List.)
- Click on the Personnel Type panel and click on the new icon to add a personnel type. Tab to enter the Nbr of Persons, tab to enter the hours worked. Repeat until complete. Click on the save icon. (Note: If a personnel type is missing you must add them to the Vendor Master List then to the Contract Master List.)

e. Equipment Tab

- Click on the Equipment Id - Description Panel. Click on the new icon to add a new piece of equipment. Tab to the number of pieces, number used and hours used. Repeat until complete. Click on the save icon. (Note: If an Equipment ID type is missing you must add them to the Vendor Master List then to the Contract Master List.)

f. Daily Staff Tab

- Click on the Staff Member Panel. Click on the new icon to add a new Staff Member. (Note: If a Staff Member is missing you must add them to the Vendor Master List then to the Contract Master List.)

g. Work Items

- Double-click on an Item and verify the Project Number. Click on the New Icon. Enter the placed quantity, contractor, and location. (Note: These quantities will not show up in the quantity authorized to date until after the estimate is run).
- To go to the next work item, click n Services | Select Work Item or click on the Select Work Item icon. .
- If the contract is a maintenance contract, follow the instructions for entering Maintenance Charges.

h. Preview the DWR

- Services | Preview DWR or click on the Preview DWR icon.

9. Create Diary and Authorize DWR

NOTE: DWRs must be authorized by the Project Manager in Diaries prior to estimate generation. Only the person who creates the DWR and Diary can make changes to it.

Daily Work Reports (+) | Diary

- Select contract
- Choose diary date (If no diaries exist, go to Services and choose keys)
- Review all DWRs attached to the Diary
- Click on Services in the menu option and preview Diary and all DWRs.
- Once the DWRS have been reviewed and are satisfactory, check the authorize checkbox next to the inspectors name. Click on the Save icon.
- If needed, go to the Charges tab. Choose the Charge type. (The default is full day). Select your credit reason from the drop down box.
- Add milestones by clicking in the Milestone section and selecting new.
- Click on the Services menu and click on Preview DWR.

10. Importing Maintenance Charges

Contract Administration | Contract Records | Contracts

- See Appendix F.

11. Adding Maintenance Charges to Items

Contract Administration | Contract Records | Contracts

- Select your contract
- Click on the yellow attachment icon.
- Double click on the MaintCharges (Maint Charges Client)
- In the center of the Maintenance Charges System panel, find Daily Work Report Dates.
- Select the date required and click on the details button. (You can flip between DWRs and this panel.)
- A list of items paid on that date will appear. Use the drop down box next to the item to select the correct charge. When you are done with all the items click on save. Click on cancel to exit this screen.

12. Adding a New Maintenance Charge

Contract Administration | Contract Records | Contracts

- See Appendix F

13. Check Installed Work Report

This report should be viewed after all diaries for the estimate period are authorized and before generating the estimate.

Contractor Payments (+) | Reports (CP+) | Installed Work

- Double-click on the appropriate contract to select it.

14. Print Item Quantity Report

Contract Administration (+) | Reports | Item Quantity

- Right Click on Contract ID field and then click on Search for the Contract.
- Double-click the appropriate contract
- Click on the drop-down arrow in the Item Status Field and select the appropriate Item Status. Click the All Item Status if necessary.
- Click Ok

15. Print Final Summary Report

Use this report when you want to check the summary report for your contract.

Contract Administration (+) | Process List

- Double-click on the FNLSUMR – Final Summaries Report.
- Click on Subset
- Select the contract and the last estimate generated and click ok
- Click on the Submit button.
- Click OK on the Client Job Monitor then the DPS Status Monitor.
- From the menu, select Services | Process Status.
- Double-click the most recent FNLSUMR process.
- Double-click on the output.html

16. Generating an Estimate

Contractor Payments | Estimate | Generate Estimate

NOTE: IF THIS IS A LAST PROGRESS ESTIMATE, ANY ITEM THAT IS OVERRUN BY OVER 200% WILL HAVE TO HAVE A CHANGE ORDER COMPLETED BEFORE APPROVING THE ESTIMATE.

- Select your contract.
- Ending date should already be populated
- Progress should also be marked
- Click on the Generate Estimate icon. A message box tells you that an estimate has been submitted to the background.

17. Price Adjustment for Asphalt and Stored Materials in Site Manager (must be done before approval)

See the User Manual, Section 5 for step-by-step info.

Contractor Payments | Contract Adjustments | Contract Adjustments

- Generate the estimate.
- Calculate the price adjustment as you normally do now. Some use Excel spreadsheets to calculate.
- Then enter the dollar amount in SiteManager.
- Select your contract.
- Click New icon.
- Select the Estimate Number.
- Select the adjustment description (Price Adjustment).
- Enter the dollar amount.
- Save.
- To divide between the PCN's, click the Proj Distribution folder tab and divide percentages as needed.
- Remember to save when finished.

18. Approve an Estimate

Contractor Payments (+) | Estimate | Estimate Approval

Estimates need to be approved by Program Manager, Project Engineer (Construction Manager), Responsible Engineer (Area Construction Engineer) and DCA in that order.

Double-click on the contract ID

This will open the Estimate Approval window.

Put a check box next to your title

Click Save

19. Reject an Estimate

Contractor Payments | Estimate | Estimate Rejection

- Verify contract ID. Type a Reason for Rejection. NOTE: Once an estimate has been approved, the person who approved it cannot reject it. It only can be rejected by the next level up.

20. Enter Reasons for Differences in Item Quantity

Contract Administration | Contract Records | Items

- Click the Open folder and double-click on a contract.
- Double-Click on Project
- Double-Click on Item
- Click on the Remarks Icon
- Type in the Reasons for Differences
- Click on Save
- Click on the Open folder and select the next contract item.
- Repeat until all Items have been completed.

21. Print Reasons for Differences Report

Contract Payments | Process List

- Click on the RSNFRDF – Reasons for Differences Report
- Click on the Subset button
- Double-click on the contract and the last estimate generated.
- Click on Submit.
- Click OK on the Client Job Monitor and the DPS Status Monitor.
- From the menu go to Services | Process Status.
- Double-click the most recent RSNFRDF report (check date submitted and latest Alpha at the end of the file name).
- Double-click on Output.html.

22. Print C-79 Report

Contract Administration | Process List

- Double-click on the C-79 Process
- Enter the From and To dates in the following format MM/DD/YYYY
- Click the Submit button.
- Click of on Client Job Monitor window. Click OK on DPS Status Monitor Window.
- From the menu bar, click Services | Process Status
- Double-click on the C-79 Process Name
- Double-click on the Output.html
- View or print as needed. Exit when finished.

23. Print Summary to Contractor

Contractor Payments (+) | Process List

- Double click on SUMCONT from the process list
- Click on the Subset button.
- Click on the Contract ID and Estimate Number and click on OK.
- Click Submit
- Click OK on the Process SUMCONT submitted window
- Click OK on the Profile SUMCONT for process SUMCONT has completed window.
- Click on Services | Process Status
- Double-click the process named “SUMCONTx” (x will be replaced by a letter) for the last job submitted
- Double-click on Output.html
- Click File | Print to print the report.

24. Print an Item Quantity Report

This reports shows line nbr, status type, Bid qty, Original Amt, Net CO Qty, Qty installed to date, qty pain to date, final quantity and final amount.

Contract Administration | Reports | Item Quantity

- Right click on the Contract ID, select Search and select your Contract.
- Right click on Item status to select just one item or click on All item status checkbox.
- To print, File | Print

25. Pipeline Check-Out

Use the following instructions to download information (Contract Data, Diaries, DWRs, Change Orders, and Force Accounts) from Site Manager to your computer to use offline. (Computer will either need to be dialed in or connected to a network connection for these instructions)

IMPORTANT NOTE: Do not pipeline any DWRs that have Maintenance Charges associated with them or you will lose those charges and have to reenter them.

- Log on to Site Manager and use Connect to Server
- If user is Project Manager, use that category, else use Inspector.
- Double-Click Pipeline and Zip
- Double-Click Server to PM pipeline.
- Open the folder icon and select your contract.
- Select the Basic Contract Data on the Pipeline **Summary Tab** to download the contract data.
- If needed, from the **Diary Select Tab**, scroll and select any diaries you want to check out by highlighting the diary and clicking add. (To select multiple diaries, hold down your Ctrl key and click on each one, then click on add)
- If needed, from the **DWR Select Tab** select the DWRs that you wish to check out and click add.
- If needed, from the **Change Order Select Tab** select any change orders you wish to check out and click add.
- If needed, from the **Force Account Select Tab** select any force accounts you want to add and click add.
- *NOTE: Do not select anything on the **USER SELECT TAB** as this will cause errors during the pipeline task.*
- Go to **Services | Pipeline Data**. You should see an hourglass and the Pipeline Status changing. The Status window will let you know when your check-out is complete.
- Exit Site Manager

26. Pipeline-Work In Standalone Mode

Use the following instructions to work in Site Manager from your computer. (Computer does not need to be connected to the network for this process.)

- Log into Site Manager. You must use **Standalone** in the Connect to: box on the sign on screen.
- To view/verify your **Contract** data go to Contract Administration | Contract Records | Contracts. Select the appropriate contract.
- To view/verify **Milestones** go to Contract Administration | Contract Records | Milestones.
- To view/verify Diaries and DWRs use the same instructions as when you are connected to the server from a dialup or networked connection.

27. Pipeline Check-in

Use the following instructions to upload information (Contract Data, Diaries, DWRs, Change Orders, and Force Accounts) to Site Manager from your computer. (Computer will either need to be dialed in or connected to a network connection for these instructions)

- Log on to Site Manager and use Connect to Server in the Connect to: box on the sign in screen.
- If user is Project Manager, use that category, else use Inspector.
- Double-Click Pipeline and Zip
- Double-Click PM to Server pipeline.
- Open the folder icon and select your contract.
- If needed, from the **Diary Select Tab**, scroll and select any diaries you want to check in by highlighting the diary and clicking add. (To select multiple diaries, hold down your Ctrl key and click on each one, then click on add)
- If needed, from the **DWR Select Tab** select the DWRs that you wish to check in and click add.
- Go back to the Pipeline Summer, go to **Services | Pipeline Data**. You should and hourglass and the Check In Status changing. The Status window will let you know then your check-out is complete.

B. CHECKLISTS

1. A Basic Outline: Initialization, Daily and Monthly Processes

a. Initializations

1. CDCO Initializes
2. District DCA Initializes
3. PM Initializes

b. Daily Processes Begin

1. PM/Insp enter DWRs
2. PM reviews/authorizes DWRs by doing Diaries

c. Monthly Processes Begin

1. PM reviews reports—the Unpaid Installed Quantity Report is a good one to review!
2. PM generates the Estimate
3. PM reviews Estimate Discrepancies and corrects as needed.
4. PM approves the Estimate. Message is sent to PE SM Inbox.
5. PE checks SM Inbox
6. PE reviews Estimate and if acceptable, approves the Estimate. Message is sent to RE SM Inbox.
7. RE reviews Estimate and if acceptable, approves the Estimate. Message is sent to DCA SM Inbox.
8. DCA checks SM Inbox
9. DCA **THOROUGHLY** REVIEWS ESTIMATE
10. DCA prints Summary to Contractor Report and any others as desired
11. DCA reviews Nightly Run Report (fatallog, etc.)
12. If DCA sees errors, rejects estimate
13. If DCA can fix errors, DCA fixes and resubmits corrected estimate. If they are errors the PM/Insp can fix, DCA rejects the estimate and sends it back to the PM to correct and the PM repeats the process.
14. DCA resubmits corrected estimate and it processes through FMSII
15. DCA notifies PM if the Results Plug-in Report shows unsuccessful. Note: The PM does not have access to the Results Plug-in Report, so the PM will have to depend upon the DCA to notify them if there is a problem.
16. If unsuccessful in FMSII, errors need to be corrected and estimate resubmitted.

2. Monthly Estimate Checklist for Inspector and PM

1. Any Standalone work done? If so, ensure all standalone DWRs have been pipelined to the server. (See SiteManager User Manual Section 10)
 - o Ensure all required information is correct and DWRs were reviewed.
 - o IF THIS IS A MAINTENANCE CONTRACT, apply Charge Codes to work items on DWR's. (Appendix F)
2. Ensure all **Diaries** for estimate period are authorized (Section 4).
 - o Daily Work Reports, DiaryChoose Contract
Choose Diary date
In the menu options, click Services, click Preview Diary and all DWRs

Here is another way to work with Diaries.

Go to Daily Work Reports,

Click the "Open" folder and choose the contract.

Choose the Inspector's name. Note: SM lists all Inspectors that created DWRs on the contract. After choosing an Inspector's name, all DWRs created by that Inspector on the contract are listed, and there is an **Auth Ind** column. If there is a Yes under that column by that date, the DWR is already authorized. If there is a No under that column, the Diary has not yet been done by the PM to authorize the DWR.

To authorize the DWR now:

Open the DWR for the first date that needs to be authorized and review the DWR.

Go to the Main Panel, double-click the Diary icon,

SiteManager opens that DWR date that needs to be authorized click the authorized checkbox and click Save.

To authorize other DWRs while still in the Diary screen:

Click inside the date field

Either enter next DWR date you need to authorize in the date field or double-click inside the date field to get a calendar. Select the date.

Press the ENTER key. It opens the Diary for the date entered and you can then preview the DWR, authorize and save.

It is the Project Manager's responsibility to ensure that all DWR's attached to the Diary have been reviewed and/or authorized prior to estimate generation. If a DWR contains work items and a Diary was not created by the PM to authorize that DWR, the work items will not be paid.

3. Update Budget/Time Management Information (Section 6):
 - If pay items exceed bid amount by 10+%, enter **Reasons for Differences**.
Some users choose to view the Reasons for Difference Report before they enter the actual reasons for differences. To view that report first, see Page 6 of this checklist. To enter Reasons for Differences, go to:
Contract Administration
Contract Records
Items
Click Open folder to open the contract
Select a Project (PCN Number)
Select the Contract Item
In the menu options at top of the screen, click the REMARKS icon.
The remarks window opens; type the reason for difference on this item.
Click Remarks icon to close the remark that was just typed.
Click Save.
To enter information on another item, click the open folder and repeat the above steps. Be sure to save after entering the remarks.
 - If the Estimated Completion Date changed, contact DCA and change if necessary (Section 5).
4. Run the Installed Work Report (Section 5)
 - *This report is comparable to the Summation Report in CWB. It lists each work item recorded on DWRs for the estimate period. If the “Auth” checkboxes are blank, it means the PM has not created a Diary to authorize the DWR for that date and those work items would not be paid.*
Contractor Payments
Reports
Installed Work Report
Select the contract
Report opens.
Note: This report cannot be run for current estimate period after the estimate is generated. The user can save the report if they want to view it later. To save the report, click Save button. Save in SMAPP, give it a name and click the word Save. To view, go to Contractor Payments | Reports | View Saved Reports.
5. Check with your District Contract Administrator if you have milestones incentives/disincentives, liquidated damages, or retainage. (Section 5-A4 and A8)
In most cases, the DCA handles these. If there is retainage to be held, it needs to be done before the estimate is generated.

6. Generate the Estimate (Section 5)
 - o Contractor Payments, Estimate, Generate Estimate
Select the contract.
Ensure the Contract ID and Estimate Number, and dates are correct, and the Progress button is selected. NEVER click the Final button.
Click the Generate Estimate icon in tool bar.
Click OK to the message box that tells you estimate was submitted to background.

7. Enter Contract Adjustments, as required:
 - o Price Adjustments (**Asphalt, Steel**) (Section 5)
Contractor Payments, Contract Adjustments, Contract Adjustments
Select the contract.
Click the New icon in the tool bar.
Select the Adjustment Description (click drop-down arrow and choose the appropriate description).
Enter the Adjustment Amount (dollar amount).
Enter remarks if needed.
Click SAVE in tool bar.
If you wish to divide this adjustment between PCN's, click the Proj Distribution folder tab and enter the percentage for each PCN.
Click SAVE and exit the window.
IMPORTANT: DO NOT REGENERATE THE ESTIMATE! (If an estimate is regenerated all contract adjustments are lost.)

9. Enter Stockpiled Materials (Materials on Hand)

10. C-79 Report (Section 5)
Contract Administration, Process List
Double-click C-79 Process ID
Enter the "from" and "to" dates as needed (use four digits for the year)
Click Subset, select the contract, click OK.
Click Submit, Click OK on Client Job Monitor and DPS Status Monitor message boxes.
Click Services, Process Status
Double-click C-79 Process Name (last row)
Double-click Output.html (first row)
The report opens.

11. Summary to Contractor (Section 5)
*This is basically the monthly estimate report. **The PM is required to provide a copy of the Summary to Contractor report to the contractor.** This report includes contract adjustments.*
Contractor Payments, Process List
Click on SUMCONT (Summary to Contractor with Supplemental Desc)
Click Subset, select the contract and the estimate number, click OK
Click Submit, click OK to Monitor message boxes
In menu bar, click Services, Process Status
Double-click the Process named SUMCON (last row)
Double-click on Output.html (first row)
The report is opened.

12. Summary by Project (Section 5)
Gives similar information as the Summary to Contractor. This report also shows elapsed calendar days, adjusted completion date, items paid this estimate period.
Contractor Payments, Reports, Summary by Project
Select Contract and select Estimate Number
Report is opened.

13. Estimate Activity Log (Section 5)
Informational and Warning messages about the estimate.
Contractor Payments, Reports, Estimate Activity Log
Right click in Contract ID box, click Search and select the contract ID
Right click in Estimate Nbr box, click Search and select estimate number
Click the Select All button and click OK
The report is opened.

14. Estimate Summary – All contract items
Excellent detailed report, shows Change Orders, Contract Adjustments, payment history, etc.
Contractor Payments, Process List
Double-click ESTSUM (Estimate Summary-All Contract Items)
Click Subset and select contract, click OK
Click Submit and click OK to monitor message boxes
In Menu bar, click Services, Process Status
Double-click last row in Process Status screen
Double-click Output.html (first row) in Process Status screen
Report is opened.

15. Estimate Discrepancy Report (Section 5)—Review and resolve or override discrepancies (Section 5). **Note: If overrun is 200% or more, contact DCA to determine if a SiteManager Change Order is needed. If a Change Order is needed, do not approve the estimate until the DCA has completed the Change Order.** After Change Order is completed, go to Estimate Discrepancy screen, click Services, Recalculate (Section 5). If discrepancy remains, call DCA.
To access the Estimate Discrepancy report:
Contractor Payments, Estimate, Estimate Discrepancy
Select the contract, select the estimate number
Report opens and any discrepancies would be displayed, such as overruns, uncertified payroll, etc.
PM should, at the very least, review the discrepancies and if they cannot be resolved, PM should override and enter a remark.

16. Overrun/Underrun Report
Shows item overruns and underruns.
Contract Administration, Process List
Double-click OVRUNDR (Statement of Overruns and Underruns)
Click Subset, select contract, click OK
Click Submit
Click OK to monitor message boxes
In menu bar, go to Services, Process Status
Double-click last row in Process Status screen
Double-click Output.html (first row) in Files for Process
Report opens.

17. Reasons for Differences Report
When a paid item goes beyond $\pm 10\%$ of the bid quantity, the PM or Inspector should enter a Reason for Difference. Report shows reasons for differences.
Contractor Payments
Process List
Double-click RSNFRDF (Reasons for differences report)
Click Subset, select the contract, click OK
Click Submit
Click OK to the monitor message boxes
In menu bar, go to Services, Process Status
Double-click last row in Process Status screen
Double-click Output.html in Files for Process
Report opens

18. Maintenance Charges Report (only on maintenance contracts)
Provides detailed maintenance charges report – PM gives to Fiscal person at Residency. Shows all items paid, charge codes applied, charges summary.
- Contractor Payments
 - Process List
 - Double-click CHRGREP (Maintenance Charges Report)
 - Click Subset, select the contract, click OK
 - Click Submit
 - Click OK to the Monitor message boxes
 - In Menu bar, go to Services, Process Status
 - Double-click last row in Process Status screen
 - Double-click Output.html in Files for Process Report opens
19. Approve the Estimate
- To approve an estimate (Section 5):
 - Contractor Payments, Estimate, Estimate Approval
 - Select contract
 - Estimate Approve window opens.
 - Verify contract ID, Estimate Number is correct.
 - Click the checkbox beside Project Manager and click SAVE to approve.
 - Click OK to message box.
 - Exit
20. Estimate Follow-up:
- PM – email CM/ACE/DCA so that all approval levels know it is awaiting approval.
 - ***NOTE: IF THE ESTIMATE IS REJECTED BY A CM, ACE, OR DCA, IT IS RETURNED TO THE PM LEVEL FOR CORRECTION. THE ESTIMATE WOULD HAVE TO BE “REGENERATED” BY THE PM AND ANY CONTRACT ADJUSTMENTS SUCH AS ASPHALT PRICE ADJUSTMENTS OR MATERIALS ON HAND FOR THAT ESTIMATE PERIOD WOULD BE LOST AND WOULD THEREFORE NEED TO BE RE-ENTERED BY THE PM.***

3. Monthly Estimate Checklist for Construction Managers

1. Project Manager has generated the monthly progress estimate and notified the Construction Manager that it is ready for your review and approval.
2. **Summary to Contractor**
This is basically the monthly estimate report. The PM is required to provide a copy of the summary to Contractor report to the contractor. This report includes contract adjustments.

Contractor Payments

Process List

Click on SUMCONT (Summary to Contractor RPT with Supplemental Desc)

Click Subset, select the contract and estimate number, click OK

Click Submit and click OK to the Monitor windows that appear (2 of them)

In menu bar, click on Services | Process Status

Double-click the Process named SUMCONT (last row)

Double-click on Output.html (top row)

The report opens.

3. **Estimate Discrepancy**

This report can help identify potential problems early so they can be resolved.

Contractor Payments

Estimate

Estimate Discrepancy

Select the contract

Select the Estimate Number

The Estimate Discrepancy window opens and if there are any discrepancies; they would be displayed.

Note: There should NEVER be a discrepancy listed as “unresolved”. At the very least, the PM should have reviewed and overridden the discrepancy if it could not be resolved, and if the PM performed an override, the discrepancy would list it as “Override” and you could click the Remarks button on the tool bar to view the reason for the override.

There should not be ANY discrepancies on the semi-final (last progress) estimate.

4. **Estimate Summary (All Contract Items)**
Excellent detailed report, shows Change Orders, Contract Adjustments, payment history, etc.
 - Contractor Payments
 - Double-click ESTSUM (Estimate Summary-All Contract Items)
 - Click Subset and select contract, click OK
 - Click Submit to submit your request
 - Click OK to the monitor message boxes
 - In Menu bar, click Services, Process Status
 - Double-click last row in Process Status screen
 - Double-click Output.html in Files for Process
 - Report opens

5. **Overrun/Underrun Report**
Shows item underruns and overruns
 - Contract Administration, Process List
 - Double-click OVRUNDR (Statement of Overruns and Underruns)
 - Click Subset, select the contract, click OK
 - Click Submit
 - Click OK to the monitor message boxes
 - In menu bar, go to Services, Process Status
 - Double-click last row in Process Status screen
 - Double-click Output.html in Files for Process
 - Report opens

6. **Reasons for Differences Report**
When a paid item goes beyond $\pm 10\%$ of the bid quantity, the PM or Inspector should enter a Reason for Difference. This report shows the reasons for those differences.
 - Contract Administration
 - Process List
 - Double-click RSNFRDF (Reasons for differences report)
 - Click Subset, select the contract, click OK
 - Click Submit
 - Click OK to the monitor message boxes
 - In menu bar, go to Services, Process Status
 - Double-click last row in Process Status screen
 - Double-click Output.html in Files for Process
 - Report opens

7. **Summary by Project**

Gives similar information as the Summary to Contractor. This report also shows elapsed calendar days, adjusted completion date, items paid this estimate period.

Contractor Payments

Reports

Summary by Project

8. **Maintenance Charges Report** (on maintenance contracts)

Provides detailed maintenance charges report – PM gives to Fiscal person at Residency

Shows all items paid, charge codes applied, charges summary and detail

Contractor Payments

Process List

Double-click CHRGREP (Maintenance Charges Report)

Click Subset, select the contract, click OK

Click Submit

Click OK to the Monitor message boxes

In Menu bar, go to Services, Process Status

Double-click last row in Process Status screen

Double-click Output.html in Files for Process

Report opens

4. Force Account Outline

(Sequence of Actions required by the DCA/PM)

1. DCA adds a Force Account
(User Manual, Section 9)
2. PM records Force Account Activity (User Manual, Section 4)
This doesn't actually pay the Force Account; it just keeps track of all the details, so that the summary can be used to add the Change Order to pay the items.
3. DCA creates a Change Order to pay the Force Account (User Manual, Section 9)
4. PM pays on Change Order Items in Daily Work Report (User Manual, Section 4)

5. **Last Progress Estimate Checklist for Project Managers**
(Semi-Final)

1. Project Manager follows normal monthly checklist tasks.
 - a. Ensure all DWRs and Diaries are accurate, completed, reviewed, authorized, and pipelined to server.
 - b. Review Installed Work Report for accuracy.
 - c. Certify Contractor Payrolls if federally funded.
To view a report on payrolls:
 - Contract Administration
 - Process List
 - Double-click CERTPAY (Listing of certified/uncertified payrolls)
 - Enter from and to dates as needed
 - Click Subset, choose contract, click OK
 - Click Submit
 - Click OK to Monitor message boxes
 - In the menu options, click Services, click Process Status
 - Double-click the Process named CERTPAY (last row)
 - Double-click on Output.html (first row)
 - The report is opened.
 - d. PM contacts the DCA and requests that the DCA:
 - (1) Enter the Acceptance Date and
 - (2) Change Generic Fields Estimate Status to Semi-Final*Note: DCA-Remember to click SAVE after changing status*
 - e. PM – If there are incentives/disincentives or retainage, ensure that these are entered.
 - f. PM generates the estimate. *DO NOT CLICK FINAL!*
2. PM reviews the normal monthly estimate reports (See PM Monthly Checklist)
3. PM enters any Contract Adjustments (Asphalt, Steel, Materials on Hand, Rideability Incentive/Disincentive, etc.)
4. PM ensures that Reasons for Differences are documented (Overruns/Underruns)
5. If required by the District Construction Engineer, the PM would print the Daily Work Reports.

6. Final Summaries Report

Contract Administration, Process List

Double-click FNLSUMR (Final Summaries Report)

Click Subset, choose contract, click OK

Click OK to Monitor message boxes

Click Subset, choose contract and choose last estimate number, click OK

Click Submit

Click OK to Monitor message boxes

In the menu options, click Services, click Process Status

Double-click the Process named FINLSUMR (last row)

Double-click on Output.html (first row)

The report is opened.

7. Reasons for Differences Report

Contractor Payments, Process List

Double-click RSNFRDF (Reasons for Differences Report)

Click Subset, select the contract, click OK

Click Submit

Click OK to the Monitor message boxes

In the menu options, click Services, click Process Status

Double-click the Process named RSNFRDF (last row)

Double-click on Output.html (first row)

The report is opened.

8. C-79 Report

Contract Administration, Process List

Double-click C-79 Process ID

Enter the “from” and “to” dates as needed (use four digits for year)

Click Subset, select the contract, click OK

Click Submit

Click OK to the Monitor message boxes

In the menu options, click Services, click Process Status

Double-click the Process named C-79 (last row)

Double-click on Output.html (first row)

The report is opened.

9. **Estimate Summary – All Contract Items** Report

Excellent detailed report, shows Change Orders, Contract Adjustments, payment history, etc.

Contractor Payments, Process List

Double-click ESTSUM (Estimate Summary-All Contract Items)

Click Subset and select contract and current estimate number, click OK

Click Submit

Click OK to the Monitor message boxes

In the menu options, click Services, click Process Status

Double-click the Process named C-79 (last row)

Double-click on Output.html (first row)

The report is opened.

10. **Item Quantity** Report

This report shows Bid Quantity, Original Amount, Net Change Order Quantity, Quantity Installed, Quantity Paid, Final Quantity, Final Amount
To obtain this report, follow the steps below.

Contract Administration

Reports

Item Quantity Report

Right-click in Contract ID box

Click Search and choose the contract

Click the checkbox beside “All Item Status”

The report is opened.

11. **Transaction Summary** Report. This is a new report now available within SM that shows each date/transaction recorded.

Contractor Payments

Process List

Transaction Summary Report

Enter the start and end dates needed (format: mm/dd/yyyy)

Enter Inspector ID as ALL (or can enter a specific Inspector’s ID)

Click Submit

Click OK to the two monitor messages

Click Services | Process Status

Double-click the Process named TRANS (last row)

Double-click on Output.html (first row)

The report is opened.

12. Materials Notebook must be submitted. All tickets, TL-102As and materials certifications, test reports, etc., need to be submitted with the project records. A report that would be helpful to include with your Materials Notebook is the Item Work Report. This report would list, by individual item, the work item quantities and the DWR dates those quantities were paid. To access the report, see below.

Item Work Report

Right-click in Contract ID box

Click Search and choose the contract

Click the drop-down arrow and choose the PCN

Right-click in Item Code box

Click Search and choose the Item

Click OK

The report is opened.

Repeat as needed for each Item.

13. It is important that any estimate discrepancies are reviewed and resolved before approving the last progress estimate (semi-final) on the contract.
 - a. If 200%+ overrun discrepancies exist, the PM would need to communicate with Construction Manager/DCA to determine if the DCA needs to create any Change Orders.
 - b. If Change Order is required, after the DCA completes the Change Order, the PM would go to the Estimate Discrepancy screen and click Services, Recalculate. The overrun discrepancy should then be resolved.
 - c. Ensure the Summary to Contractor Report is correct.
14. PM approves the estimate.
15. PM emails all approvers to advise that the last progress estimate is ready for review and/or approval.

6. Semi-Final and Final Estimates for PM, DCA AND CDCO

Last Progress Estimate

1. PM reviews Installed Work Report and verifies all is complete, on server, and accurate.
2. PM contacts the DCA and the DCA
 - a. Enters the C-5 Acceptance Date, and
 - b. Changes the Contract Generic Fields Estimate Status to “Semi-Final”. *Note: DCA-Remember to click Save after changing status.*
3. DCA notifies the PM that the Acceptance Date and Estimate Status settings are complete.
4. PM generates the Last Progress Estimate (see checklist for details).

Note: If this discrepancy appears: “Contract exceeded adjusted completion date and no physical work complete date”, the PM should contact the DCA. DCA should do a review of contract generics, acceptance date, change the contract discrepancy for “Contract Completion Date Missed” by unchecking parameter (Contractor Payments|Reference Files|Contract Discrepancy Options).

5. Once the estimate has been properly generated with Semi-Final in Contract Generics, Acceptance Date, and no discrepancies, the PM approves the Last Progress Estimate.

Would recommend printing the reports:

- a. Summary to Contractor
- b. Final Summaries Report
- c. Item Quantity Report
- d. Reasons for Differences Report

Note: The Item Work Report is a good report to print and attach to the Materials Notebook. The Estimate Summary-All Contract Items is an excellent report that includes all items regardless of payment and it details adjustments and other non-item payments. Detailed Summary to Contractor is another good report that details all items, but remember to go to File|Page Setup and change the settings to print in “landscape” format on this report.

Final Review Done by VDOT Finals Reviewer or Consultant Finals Reviewer

1. Finals Reviewer (VDOT or Consultant) makes recommendations for any corrections. This is usually via email or a letter. Note: This documentation can be attached to the contract records electronically within SiteManager.
2. If necessary, the PM assigned to the job creates a new DWR to address the things requested by the finals reviewer.
3. PM notifies the DCA Finals Coordinator that the DWR is done.

VDOT DCA Finals Coordinator

1. The District DCA Finals Coordinator logs on to SM as PM.
 - a. Reviews the DWR that was created to address things requested by the VDOT or Consultant Finals Reviewer.
 - b. Creates a Diary to authorize the DWR.
2. District DCA Finals Coordinator contacts the CDCO at Scheduling and Contracts Division (Central Office). District DCA sets the Contract Generic Fields Estimate Status to Final and requests that the CDCO does the following:
 - a. CDCO changes the Contract Approval Levels for Progress Estimates to “Finals” levels (PM, DCA, CDCO). This should be done before the “Final” estimate is generated.
 - c. CDCO notifies the District DCA Finals Coordinator that approval levels have been changed.
3. District DCA Finals Coordinator logs on to SM as PM and generates the Estimate, views reports, and approves the estimate.
4. Print Reports and send to contractor for review.
 - a. Summary to Contractor
 - b. Detailed Summary to Contractor
(File|Page Setup; change the settings to print in “landscape” format)
5. District DCA logs on as DCA and approves the Estimate.
6. DCA will send “finals package” with necessary forms and
 - a. Copy of the signed Detailed Summary to Contractor report, signed by the District Administrator, and
 - b. Copy of the Summary to Contractor report

Central Office Scheduling and Contract Division (CDCO)

1. Perform all necessary reviews.
2. Enter Final Voucher Date
3. When ready, approve Estimate as CDCO – This is the final approval and estimate will go directly to FMSII – no estimate retrieval.

Reports

C. Reports

Abbreviations for Navigation: CA=Contract Administration CM=Contractor Management
 CP=Contractor Payments DWR=Daily Work Report
 EST=Estimate PL=Process List

REPORT NAME	FUNCTION (Ref: Section 2)	SIMPLE NAVIGATION
Summary to Contractor Report	List of work items and all activity that was accomplished for the estimate period. Only items paid on this estimate are listed. (Pg 11)	CP PL SUMMARY TO CONTRACTOR (SUMCONT)
Summary By Project Report	List of contractor(s) name, date awarded, time stopped and Percent Complete to date on project. Only items paid on this estimate are listed. (Pg 19)	CP REPORTS SUMMARY BY PROJECT (icon)
REPORT NAME	FUNCTION (Ref: Section 3)	SIMPLE NAVIGATION
Export Log Report	Review PES/LAS to SiteManager Export Log Report (Pg 2)	\\coapp14\activations
Item Quantity Report	Check Item Status - List of up-to-date total quantities of all items on project. (Pg 98)	CA REPORTS ITEM QUANTITY (icon)
REPORT NAME	FUNCTION (Ref: Section 4)	SIMPLE NAVIGATION
Daily Work Report	Documents the activity and work that is done daily on a project. Date, weather, hours worked, staff, equipment, etc. (Pg17)	DWR DWR SERVICES PREVIEW DWR DWR DWR SERVICES DWR HISTORY DWR PL DWRPRNT
Dairy Summary Report	Report of Work Completed (Pg 24)	DWR PL DIARYPM DWR DIARY SERVICES PREVIEW DIARY DWR PL DIARY
DCA Nightly Run Report	A report that reflects any errors that have occurred and can be fixed or resubmitted prior to the approval process. (Pg 44) Output from SM2FMSII interface that runs daily M-F.	CP EST ESTIMATE HISTORY SERVICES ATTACHMENTS FATALLOG FISCLOGS, RESULTS, CODESHEET Lanpath directory on SMPROD server

REPORT NAME	FUNCTION (Ref: Section 5)	SIMPLE NAVIGATION
C-79 Report	Summary of Time, Theoretical, and other Measurements for Contract. Report available throughout life of Contract. Report can be compiled based on dates and printed as needed. Can print monthly or whenever needed and have Contractor sign to indicate agreement. (Pg 2)	CA PL C-79
Installed Work Report – Authorized, Unpaid Work	Views the total dollar amount of all items installed and authorized after all diaries have been approved. The report is only available <u>before</u> generation of monthly estimate. (Pg 14)	CP REPORTS <i>INSTALLED WORK (icon)</i>
Estimate Summary Report	Lists calculated estimate totals that show current estimate, combined totals for previous estimates and totals to date. (Pg 28)	CP EST <i>ESTIMATE SUMMARY (icon)</i>
Estimate Item Detail Report	Provides greater detail of Item; bid quantity, amount, installed to date, paid previously, this estimate, paid to date, unit price, etc. (Pg 32)	CP EST <i>ESTIMATE ITEM DETAIL (icon)</i>
Estimate Discrepancy Report	Report displays all the discrepancies associated with the estimate or estimate items. (Pg 35)	CP EST <i>ESTIMATE DISCREPANCY (icon)</i>
Summary To Contractor (Monthly Process)	List of work items and activity that was accomplished this estimate period. (Pg 46)	CP PL <i>SUMMARY TO CONTRACTOR (SUMCONT)</i>
Summary By Project (Monthly Process)	List of project quantities and dollar amount for monthly estimate this estimate period. (Pg 53)	CP REPORTS <i>SUMMARY BY PROJECT (icon)</i>
Estimate Activity Log (Monthly Process)	List of all estimate activity and error messages. (Pg 57)	CP REPORTS <i>ESTIMATE ACTIVITY LOG (icon)</i>
REPORT NAME	FUNCTION (Ref: Section 6)	SIMPLE NAVIGATION
Estimate Summary Report	Views calculated estimate totals that show current estimate, combined totals for previous estimates and totals to date. (Pg 18)	CP EST <i>ESTIMATE SUMMARY (icon)</i> CP EST <i>ESTIMATE ITEM DETAIL (icon)</i>
Reason for Differences Report	Document Item overruns and underruns. (Pg 34)	CP PL <i>REASON FOR DIFFERENCES (RSNFRDF)</i>

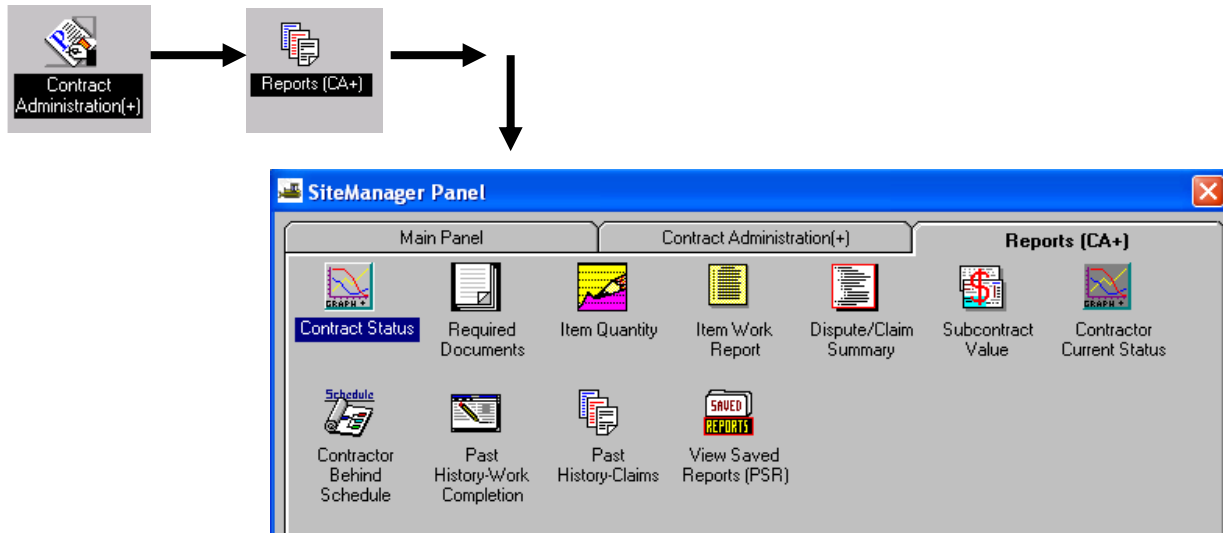
Item Quantity Report	Report to find out which Contract Items have approved final quantities and which Items did not. (Pg 40)	CA REPORTS <i>ITEM QUANTITY (icon)</i>
Final Summary Report	List of all items on a contract and each day the item was placed onto a DWR. (Pg 46)	CA PL <i>FINAL SUMMARIES REPORT (FNLSUMR)</i>
REPORT NAME	FUNCTION (Ref: Section 7)	SIMPLE NAVIGATION
Item Quantity Report (Final Report)	Report used to identify which Contract Items have approved final quantities and which items did not have approved final quantities. (Pg 10)	CA REPORTS <i>ITEM QUANTITY (icon)</i>
Final Summary Report (Final Report)	List of all items on a contract and each day the item was placed onto a DWR. (Pg 15)	CA PL <i>FINAL SUMMARIES REPORT (FNLSUMR)</i>
REPORT NAME	FUNCTION (Ref: Section 8)	SIMPLE NAVIGATION
Estimate Summary Report	Views calculated estimate totals that show current estimate, combined totals for previous estimates and totals to date. (Pg 3)	CP EST <i>ESTIMATE SUMMARY(icon)</i>
REPORT NAME	FUNCTION (Ref: Section 9)	SIMPLE NAVIGATION
Project Proposal Line Number Report	Review this report prior to adding category, change order, items and funding. This report prints the next available Proposal Line Number for the contract and the next available Project Line Number for each project (PCN). (Pg 2)	CA PL <i>PROJECT PROPOSAL LINE NUMBER REPORT (PRJPROP)</i> MUST be signed in as DCA to access this report.
REPORT NAME	FUNCTION (Ref: Section 10)	SIMPLE NAVIGATION
Progress Schedule	Check contract progress. (Pg 16)	CA CM <i>PROGRESS SCHEDULE (icon)</i>
Contract Status Report	Use this report to check the contractor current status on the contract. (Pg 20)	CA REPORTS <i>CONTRACT STATUS (icon)</i>
Contractor Behind Schedule	If a contract is behind schedule, this report would display that information. (Pg 25)	CA REPORTS <i>CONTRACTOR BEHIND SCHEDULE (icon)</i>
Summary to Contractor	Report available after estimate generation. Use this to check estimate totals. (Pg 42)	CP PL <i>SUMMARY TO CONTRACTOR (SUMCONT)</i>

Other Report References		
REPORT NAME	FUNCTION	SIMPLE NAVIGATION
SiteManager Cheat Sheet	Quick Reference for Generating Reports	SM User Manual Cheat Sheets (Appendix B)
Reports Roadmap	Graphical Navigation of Available SiteManager Reports	SM User Manual Reports Roadmap (Appendix C)
SiteManager Access Reporting Tool (SMART)	Reports are available for areas of Contract Records, Subcontracts, Change Orders, Civil Rights, Progress, Pay Estimate and Personnel.	http://insidevdot/C17/Applications/default.aspx (Appendix K)

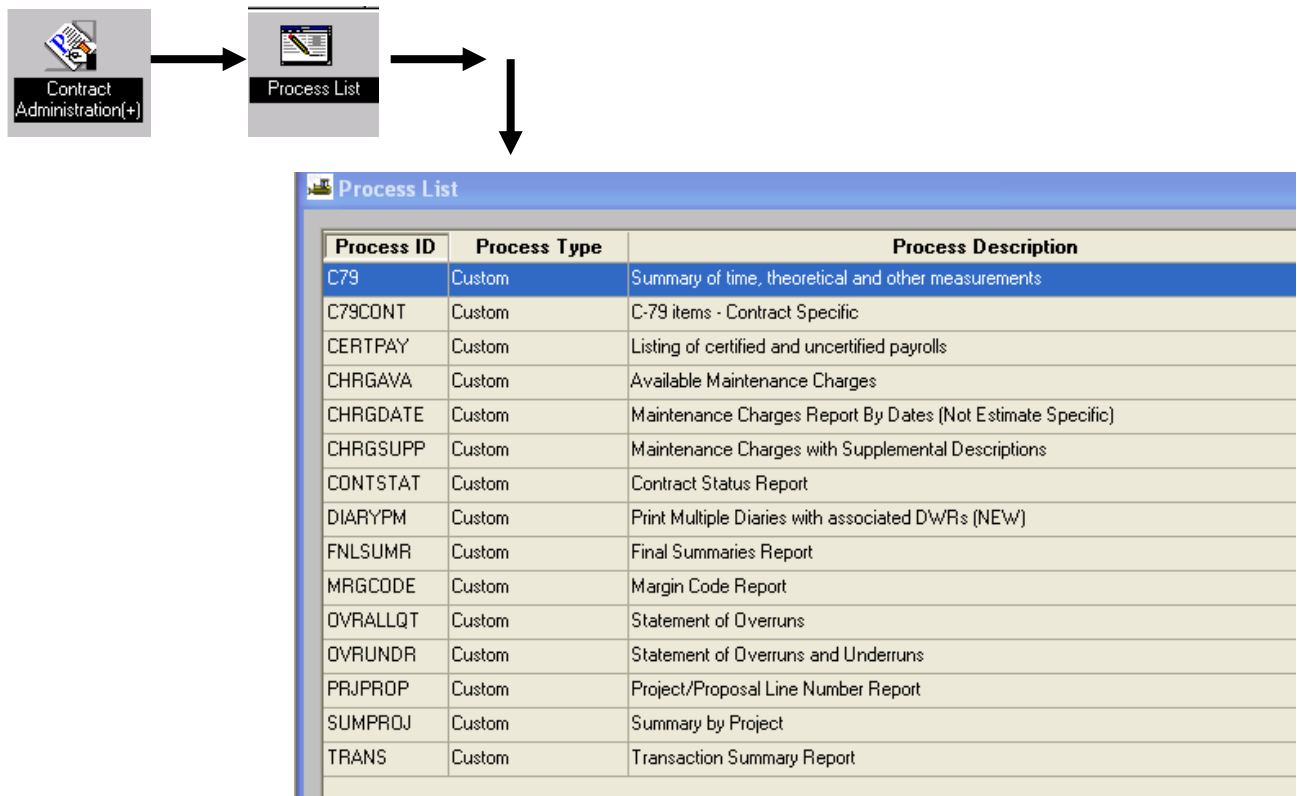
REPORTS ROADMAP

A. Contract Administration

Contract Administration | Reports

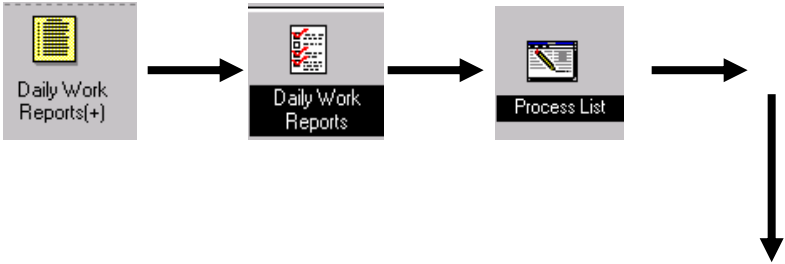


Contract Administration | Process List



B. Daily Work Reports

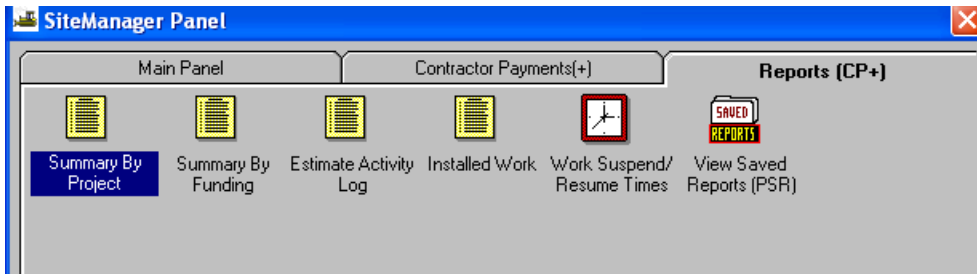
Daily Work Reports | Daily Work Reports | Process List



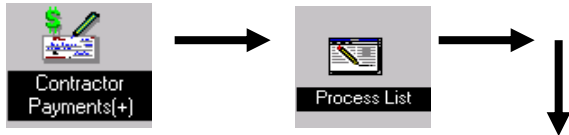
Process ID	Process Type	Process Description
CHRGDATE	Custom	Maintenance Charges Report By Dates (Not Estimate Specific)
DIARY	Custom	Print Multiple Diaries (NEW)
DIARYPM	Custom	Print Multiple Diaries with associated DWRs (NEW)
DWRPRNT	Custom	Print Multiple DWRs
TRANS	Custom	Transaction Summary Report

C. Contractor Payments

Contractor Payments | Reports



Contractor Payments | Process List

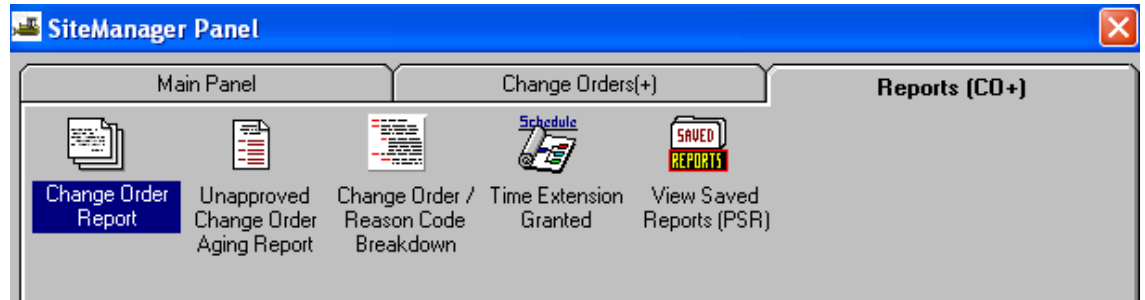
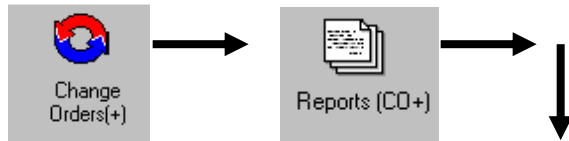


The screenshot shows the 'Process List' window with a table of process types and descriptions.

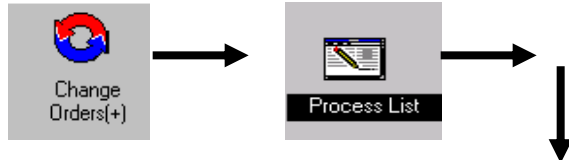
Process ID	Process Type	Process Description
CHRGAVA	Custom	Available Maintenance Charges
CHRGDATE	Custom	Maintenance Charges Report By Dates (Not Estimate Specific)
CHRGREP	Custom	Maintenance Charges Report
CHRGSUPP	Custom	Maintenance Charges with Supplemental Descriptions
CONSTAT	Custom	Contract Status Report
CRITITM	Custom	CRITICAL ITEM % COMPLETE REPORT
DETCONT	Custom	Contractor Payment Estimate Details
DIARY	Custom	Print Multiple Diaries (NEW)
DIARYPM	Custom	Print Multiple Diaries with associated DWRs (NEW)
ESTSUM	Custom	Estimate Summary - All Contract Items
MARGCODE	Custom	Margin Code Report
OVRALLQT	Custom	Statement of Overruns
RSNFRDF	Custom	Reasons for differences report
SUMCONT	Custom	Summary to Contractor with Supplemental Descriptions
SUMPROJ	Custom	Summary by Project
TRANS	Custom	Transaction Summary Report
VAPCSUM1	Custom	VDOT Contract Pay Estimate Reports - Summary by Project

D. Change Orders

Change Orders | Reports



Change Orders | Process List



The screenshot shows the 'Process List' window with a blue title bar. It contains a table with the following data:

Process ID	Process Type	Process Description
OVRALLQT	Custom	Statement of OVERRUNS

D. Initialization of LAS to SiteManager

***Every Wednesday morning, there is also a reference file load scheduled through Production control to make sure that the reference files stay in synch. Start at step 4 for this process once the email from Production Control is received.

Steps to do an initialization from Client/Server Trns*port/LAS to Trns*port/SM:

1. Scheduling and Contract Division will enter information into LAS for executed contracts:
 - a. Letting Status: A
 - b. Status Date: Award date
 - c. Passed to CAS/DSS flag: should be a D (meaning that it has been passed to DSS and not CAS or SM)
 - d. CAS Contract Id (SM contract id that includes the prefix that designates the district and the pay period)
2. Scheduling and Contract Development will send e-mail to VDOT Helpdesk and copy SM System Administrator to request the PL2CMS job to be run to either do a reference file load or do both reference file load and contract load (a reference file load is always done as part of this process.)
3. SM System Administrator will receive email/helpdesk request that contracts are ready to be passed from LAS to SM. Print email to use as verification in later step.
4. Production Control will run the job and FTP the relevant output files to the following locations and send an email to the SM System Administrator that the files are ready to be loaded into SM:

[\\Coapp14\prec](#)

[\\Coapp14\refr](#)

[\\Coapp14\activations-](#) print the report for later use

5. Logon to SM as System Administrator and go to following location:
 - a. Contract Administration
 - b. Reference Tables
 - c. Interface Load Messages (old messages from previous loads will appear)

6. Delete old interface load messages by :
 - a. Highlighting the first record, hold shift key down and highlight last (this will highlight all of the records).
 - b. Click on FILE|DELETE
 - c. Verify DELETE by clicking on YES
 - d. Click on SAVE icon
 - e. No interface load messages will be listed

7. To run the Reference File Load (must be done before the Contract Load):
 - a. Main Panel
 - b. System Administration
 - c. Process List
 - d. Click on BREFLOAD
 - e. Click on Run Icon
 - f. Click on Parameters (make sure running in RTFPROD)
 - g. Click on Submit
 - h. Receive message: BREFLOAD load submitted
 - i. Click on OK
 - j. Wait for message: BREFLOAD for process SMBAPP has completed
 - k. Click on OK
 - l. Click on Close
 - m. Click on Close

8. To check the interface load messages from the Reference File Load:
 - a. Contract Administration
 - b. Reference Tables
 - c. Interface Load Messages
 - d. Review Messages to determine if there were any errors or problems
 - e. Resolve any issues.

NOTE: Skip steps 9 through 12 if only doing a Full Reference File Load (no contracts)

9. To run the Contract File Load (must be done after Reference File Load):
 - a. Main Panel
 - b. System Administration
 - c. Process List
 - d. Click on BPRELOAD
 - e. Click on Run Icon
 - f. Receive message: BPRELOAD load submitted
 - g. Click on OK
 - h. Wait for message: BPRELOAD for process SMBAPP has completed
 - i. Click on OK
 - j. Click on Close
 - k. Click on Close

10. To check the interface load messages from the Contract File Load:
 - a. Contract Administration
 - b. Reference Tables
 - c. Interface Load Messages
 - d. Scroll down to the bottom of the list and scroll up to where messages start for BPRELOAD
 - e. Review Messages to determine if there were any errors or problems in loading the contracts
 - f. Compare the email printed in step 3, the messages to the PES/LAS TO SITEMANAGER EXPORT LOG REPORT printed in Step 4, to make sure that all of the contracts were passed to SM successfully that were intended to be passed in the LAS export file.
 - g. Resolve any issues.

11. Check contracts in SiteManager:
 - a. Main Panel
 - b. Contract Administration
 - c. Contracts
 - d. Check to make sure all the contracts on the reports are on the contract pick list as PEND contracts.
 - e. If any contracts are missing, the contract was not loaded into SM successfully and SM System Administrator should notify Scheduling and Contract Division.

12. SM System Administrator will send email to Scheduling and Contract Division that contracts have been passed from LAS to SM and are ready for initialization:
 - a. E-mail the PL2CMS.txt file (PES/LAS TO SITEMANAGER EXPORT LOG REPORT) from lanpath/**Activations** folder as attachment to Scheduling and Contract Division- Contract Administration

System Administrator will rename the following files to lanpath directory in the appropriate region :

[\\Coapp14\prec](#)

[\\Coapp14\refr](#)

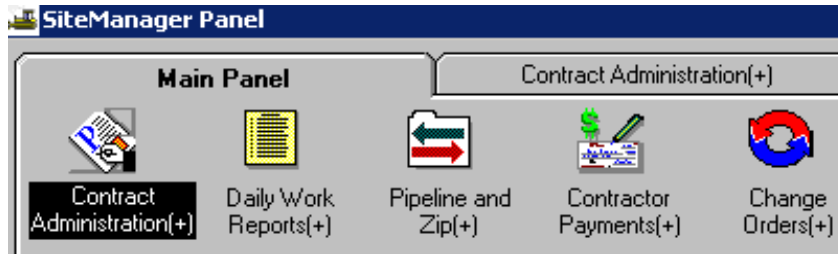
[\\Coapp14\activations](#)

- **refr** folder as REF2CMS.csv-rename to file_YYYYMMDD (example: REF2CMS_20090824)
- **prec** folder as PL2CMS.csv-rename to file_YYYYMMDD (example: PL2CMS_20090824.csv)
- **Activations** folder as PL2CMS.txt rename to file_YYYYMMDD (example: PL2CMS_20090824.txt)

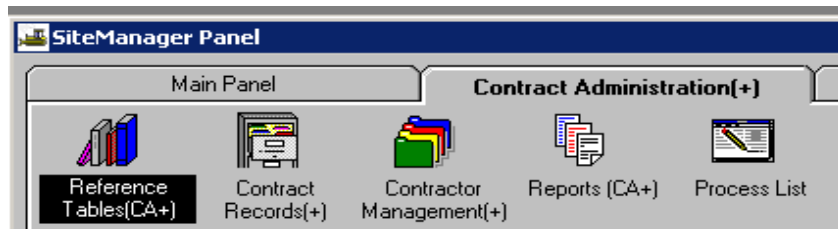
BROWSE VENDOR FILE

E. Browse Vendor File

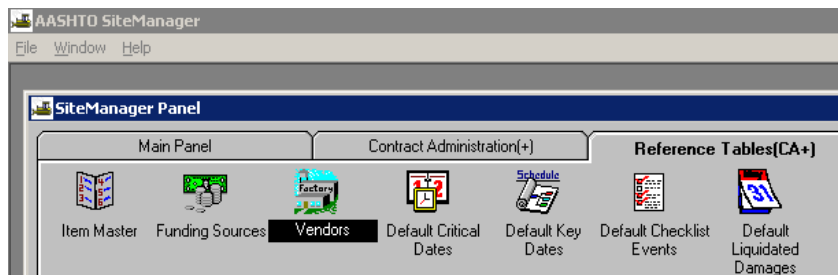
1. Log on to SiteManager. (All groups can access this.)
2. From the Main Panel, double-click **Contract Administration**.



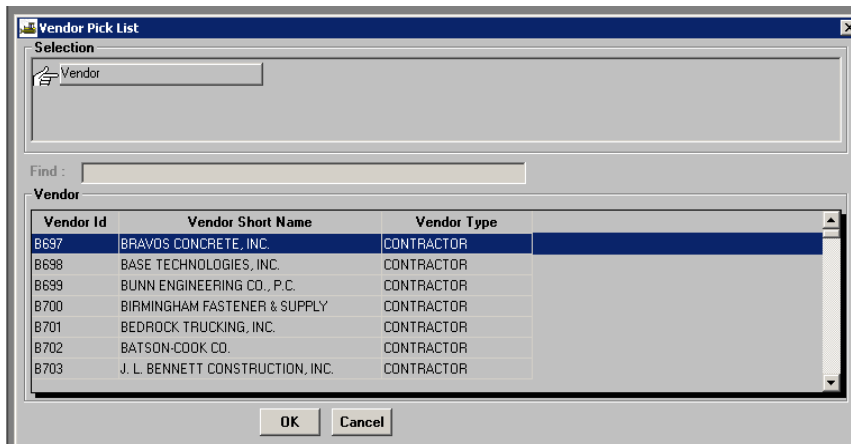
3. Double-click **Reference Tables**.



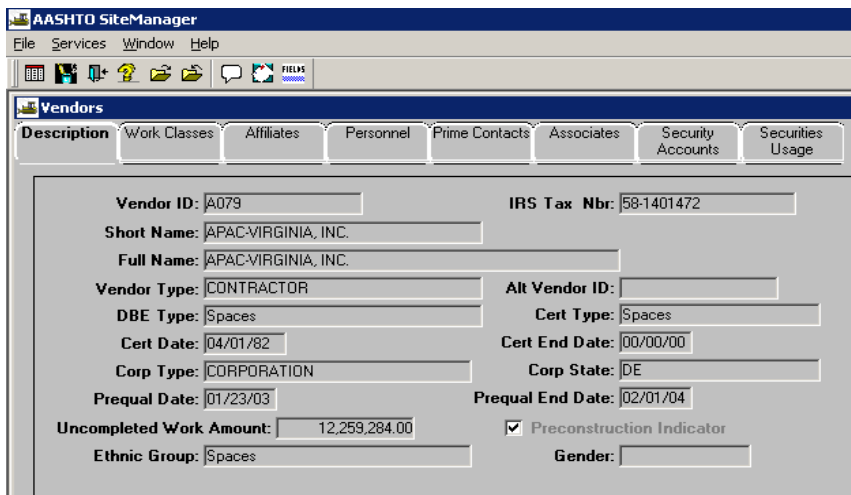
4. Double-click **Vendors**.



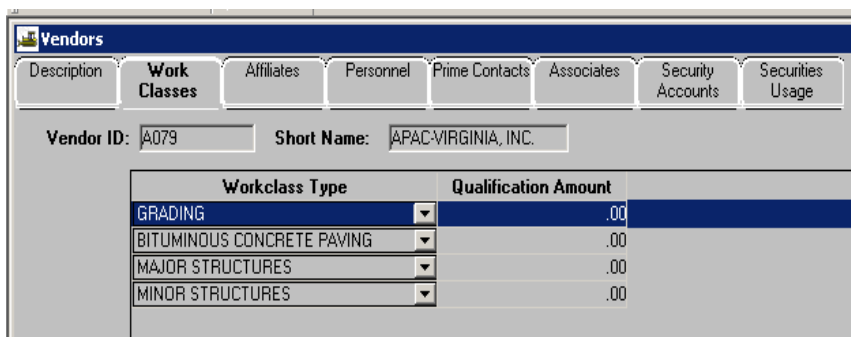
- Click Open icon. To select a vendor, scroll through Vendor Pick List and double-click on Vendor Name. Tip: If you click on the header “Short Name”, SiteManager sorts vendors alphabetically.



- The Vendors window opens the selected vendor.



- Click the Work Classes folder tab to view the work classes that can be used for a DBE vendor.



Maintenance Charges Plug-in

F. Maintenance Charges Plug-in

1. Maintenance Charges Plug-in (Web Application) Details

The following security groups have access to this plug-in: CDCO, DCA, Inspector, PM and PE

The new Maintenance Charges plug-in has been developed using web application technology and is a replacement to the existing Windows Client (Thick Client) Maintenance Charges. All the charge creations and assigning of the charges to the pay items will be now done in this web application.

This document outlines step-by-step procedures for running the application and entering the data.

Step 1: After the pay items have been entered in SiteManager in the Daily Work Report Item Window, Go to **Main Panel → Contract Administration → Contract Records → Contracts**.

Step 2: Open the Contract for which the charges have to be entered.

Step 3: Click on Attachment Icon. (Figure 1)

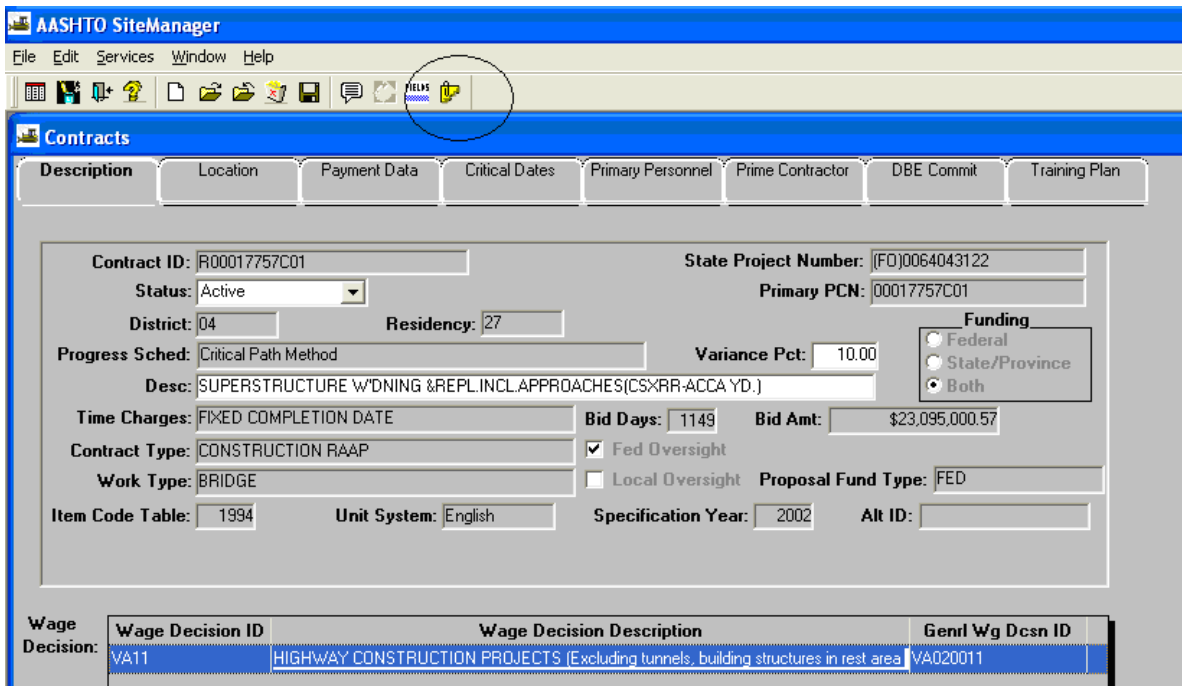


Figure 1

Step 4: The following window should appear with entry for New Maintenance Charges Application. (Figure 2)

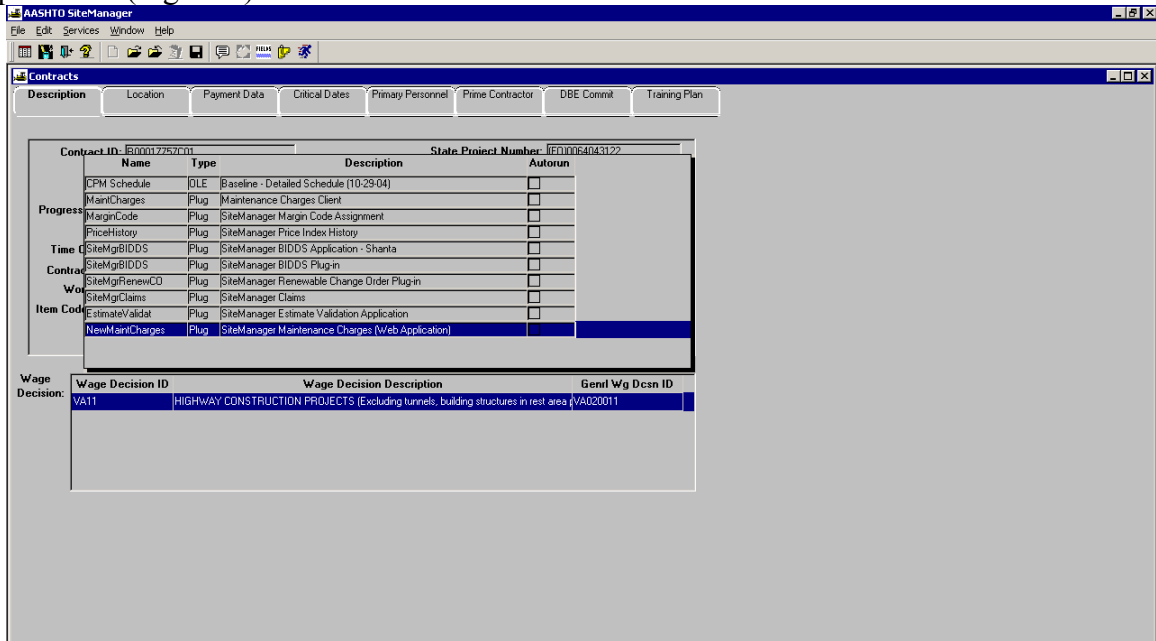


Figure 2

Step 5: Double click the entry **NewMaintCharges** and the web application will open in Internet Explorer (Figure 3)

Depending on the Contract Authority, user might see Inspector, Project Manager or Both Menu Icons (Create Charge Functionality is automatically granted to user having Project Manager Access)

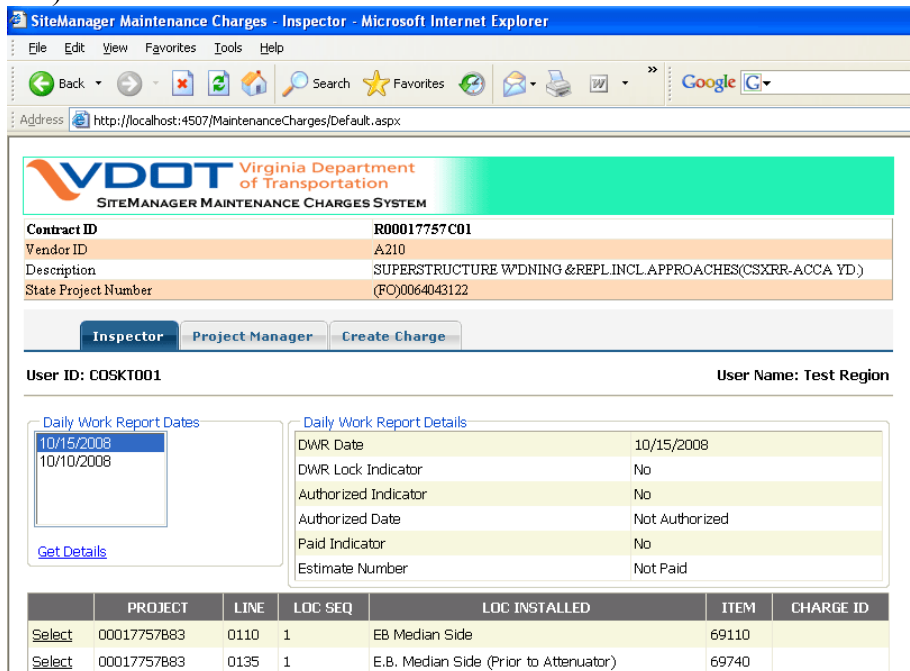


Figure 3

2. Inspector Functionality

Explanation of the Inspector Functionality Screen:

The following steps provide detailed information about each component of the Inspector Screen.

- The top portion of the application provides the user with basic contract information. (Figure 4)
- Left part of the window provides a list of all the DWR Dates (Daily Work Reports) that have been entered into SiteManager by the user. (Figure 5)
- Right portion of the window lists the Details of the Selected DWR. (Figure 6)
- Below the DWR Details is the list of all the Pay Items that have been installed in SiteManager by the user for the Selected DWR. (Figure 7)
- Bottom portion of the screen provides the details of the Selected Work Item (Item must be selected for the bottom portion to appear) (Figure 8)

VDOT Virginia Department of Transportation
SITE MANAGER MAINTENANCE CHARGES SYSTEM

Contract ID: R00017757C01
Vendor ID: A210
Description: SUPERSTRUCTURE W/DNING & REPLINCL APPROACHES(CSXRR-ACCA YD)
State Project Number: (PC)0064043122

Inspector Project Manager Create Charge

User ID: COSKT001 User Name: Test Region

Daily Work Report Dates

10/15/2008
10/10/2008

[Get Details](#)

Daily Work Report Details

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 4

SiteManager Maintenance Charges - Inspector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address http://localhost:4507/MaintenanceCharges/Default.aspx

VDOT Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID: R00017757C01
Vendor ID: A210
Description: SUPERSTRUCTURE W'DNING & REPL.INCL.APPROACHES(CSXRR-ACCA YD.)
State Project Number: (FO)0064043122

Inspector Project Manager Create Charge

User ID: CDSKT001 User Name: Test Region

Daily Work Report Dates: 10/15/2008, 10/10/2008

Daily Work Report Details:

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 5

SiteManager Maintenance Charges - Inspector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address http://localhost:4507/MaintenanceCharges/Default.aspx

VDOT Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID: R00017757C01
Vendor ID: A210
Description: SUPERSTRUCTURE W'DNING & REPL.INCL.APPROACHES(CSXRR-ACCA YD.)
State Project Number: (FO)0064043122

Inspector Project Manager Create Charge

User ID: CDSKT001 User Name: Test Region

Daily Work Report Dates: 10/15/2008, 10/10/2008

Daily Work Report Details:

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 6

SiteManager Maintenance Charges - Inspector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Google

Address http://localhost:4507/MaintenanceCharges/Default.aspx

VDOT Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID: R00017757C01
Vendor ID: A210
Description: SUPERSTRUCTURE W/DNING & REPL.INCL.APPROACHES(CSXRR-ACCA YD.)
State Project Number: (FO)0064043122

Inspector Project Manager Create Charge

User ID: COSKT001 User Name: Test Region

Daily Work Report Dates: 10/15/2008, 10/10/2008
[Get Details](#)

Daily Work Report Details:

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 7

SiteManager Maintenance Charges - Inspector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Google

Address http://localhost:4507/MaintenanceCharges/Default.aspx

Daily Work Report Dates: 10/15/2008, 10/10/2008
[Get Details](#)

Daily Work Report Details:

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Project Number: 00017757B83
Line Item Number: 0110
Location Sequence Number: 1
Location Installed: EB Median Side
Item Code: 69110

Charge ID: County / Route / Asset / Activity / Structure / UPC / Org Code
Select a Charge ID

Custom Description:
Standard Description:

[Update](#) [Cancel](#)

Figure 8

3. Assignment of Charge ID to the Pay Item

The following outlines the step by step procedure to assign a charge id to the pay item.
(Inspector Functionality)

After the Maintenance Charges Application opens in Web Browser...

Step 1: Select the Daily Work Report Date and Click **Get Details**. This step retrieves data corresponding to the selected DWR. DWR Information and all the Installed Pay Items will be retrieved.

Step 2: From the list of Pay Items, Click on the Pay Item to which Charge ID has to be assigned (Figure 9)

PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select 00017757883	0110	1	EB Median Side	69110	
Select 00017757883	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 9

Step 3: In the Charge ID Dropdown, select the required Charge ID (Figure 10)

The screenshot shows the 'SiteManager Maintenance Charges - Inspector' interface. The 'Daily Work Report Dates' section has '10/15/2008' selected. The 'Daily Work Report Details' section shows: DWR Date: 10/15/2008, DWR Lock Indicator: No, Authorized Indicator: No, Authorized Date: Not Authorized, Paid Indicator: No, Estimate Number: Not Paid.

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757883	0110	1	EB Median Side	69110	
Select	00017757883	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Form fields below the table:

- Project Number: 00017757883
- Line Item Number: 0110
- Location Sequence Number: 1
- Location Installed: EB Median Side
- Item Code: 69110

The 'Charge ID' dropdown menu is open, showing the following options:

- Select a Charge ID
- 100-95-667-75200-19930-00017757-920301 (Modified Single Seal)
- 142-40-340-73399-00000-00017757-70343 (Latex Paint)
- 168-1006-370-76640-00000-00000000-50007 (FROM 22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.)
- 168-1006-370-76640-00000-00017757-50007 (Guardrail Installation)

Buttons: Update, Cancel

Figure 10

Step 4: After the Charge ID is selected, the Custom Description and the Standard Description associated with the Charge ID are automatically displayed in the respective fields. Click on **Update** button to Save (Figure 11). After the data is saved, the pay items listing area will reflect the selection user has made (Figure 12).

The screenshot shows the same interface as Figure 10, but the 'Charge ID' dropdown menu is now closed. The 'Custom Description' field contains 'Modified Single Seal' and the 'Standard Description' field contains 'Alexandria-95-NOV Gate-Installation of New Assets-19930-00017757 -Amherst Residency Wide'.

The 'Update' button is circled in red.

Figure 11

SiteManager Maintenance Charges - Inspector - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://localhost:4507/MaintenanceCharges/Default.aspx

VDOT Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID R00017757C01
Vendor ID A210
Description SUPERSTRUCTURE WDNING & REPLINCL APPROACHES(CSXRR-ACCA YD)
State Project Number (FO)0064043122

Inspector Project Manager Create Charge

User ID: CDSKT001 **User Name:** Test Region

Daily Work Report Dates
 10/15/2008
 10/10/2008
[Get Details](#)

Daily Work Report Details

DWR Date	10/15/2008
DWR Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Paid Indicator	No
Estimate Number	Not Paid

	PROJECT	LINE	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	0110	1	EB Median Side	69110	100-95-667-75200-19930-00017757-920301
Select	00017757B83	0135	1	E.B. Median Side (Prior to Attenuator)	69740	

Figure 12

4. Project Manager Functionality

Project Manager Functionality of the application involves the Overwriting of the Charge ID for the Pay Items and Creation of New Charge IDs for the Contract.

Charge ID Overwrite/Assignment: Project Manager has the ability to overwrite charges that have been assigned by the inspectors. Also, Project Manager can assign charges for the DWR Pay Items that have been installed by the Inspectors in SiteManager. Details below provide step-by-step procedure. Figure 13 is the first screen that Project Managers see.

VDOT Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID R00017757C01
Vendor ID A210
Description SUPERSTRUCTURE W/DNING & REPL.INCL.APPROACHES(CSXRR-ACCA YD.)
State Project Number (FO)0064043122

Inspector **Project Manager** **Create Charge**

User ID: COSKT001 **User Name:** Test Region

Inspector Name: C. JODY GOODE **DWR Date:** 09/18/2007
[Get DWR Items](#)

Daily Work Report Details

DWR Date	09/18/2007
Lock Indicator	No
Authorized Indicator	Yes
Authorized Date	09/19/2007
Paid Indicator	Yes
Estimate Number	0036

	PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757883	0030	1	correction from 9/7/2007	68040	
Select	00017757883	0055	1	correction from 9/7/2007	68320	
Select	00017757883	0095	1	correction made from 9/7/2007	69030	
Select	00017757883	0095	2	add back from correction on 9/7/2007	69030	
Select	00017757883	0095	3	add back from mistake on 9/7/2007	69030	

Figure 13

Step 1: Select the Inspector Name from the dropdown list. The dropdown has all the inspectors that ever worked on this Contract. Once the Inspector is selected, the application automatically pulls the DWR Dates that have been created by the Selected Inspector. (Figure 14)

The screenshot shows the 'Inspector' dropdown menu open, listing several names including C. JODY GOODE, MICHAEL JASON ARCHER, JONI M. YEATTS, MICHAEL D. SCHWARTZ, DOUGLAS K. WALKER, LEON J MALCZEWSKI, SHANTA K TRIPURANENI, ROBERT JESSEE, JAMES F. COWLES, MICHAEL J. SOTEROPULOUS, RICHARD H. HUMMEL, BILLY D. NORRIS, HAROLD PERRY, CHARLES DIXON, and NATHAN A. CONWELL. The 'DWR Date' dropdown is set to 09/18/2007. Below the dropdowns is a table of installed items.

	PROJECT	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757B83	rection from 9/7/2007	68040	
Select	00017757B83	rection from 9/7/2007	68320	
Select	00017757B83	correction made from 9/7/2007	69030	
Select	00017757B83	add back from correction on 9/7/2007	69030	

Figure 14

Step 2: Select the required date from the DWR Date dropdown list and click **Get DWR Items** to pull all the items that have been installed by the Inspector in SiteManager. (Figure 15)

The screenshot shows the 'Get DWR Items' button highlighted in red. The 'DWR Date' dropdown menu is open, showing a list of dates from 10/11/2004 down to 08/23/2004, with 09/15/2004 selected. The 'Inspector' dropdown is set to C. JODY GOODE. Below the dropdowns is a table of installed items.

	PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757C01	0075	1	c501	10612	
Select	00017757C01	0170	1	C501	16382	
Select	00017757C02	0140	1	c502	10612	
Select	00017757C02	0250	1	C502	16382	

Figure 15

Step 3: Once the DWR Items are retrieved Click “**Select**” from the Pay Item Area to modify/assign the charge. This step populates the details for the Selected Pay Item (Figure 16).

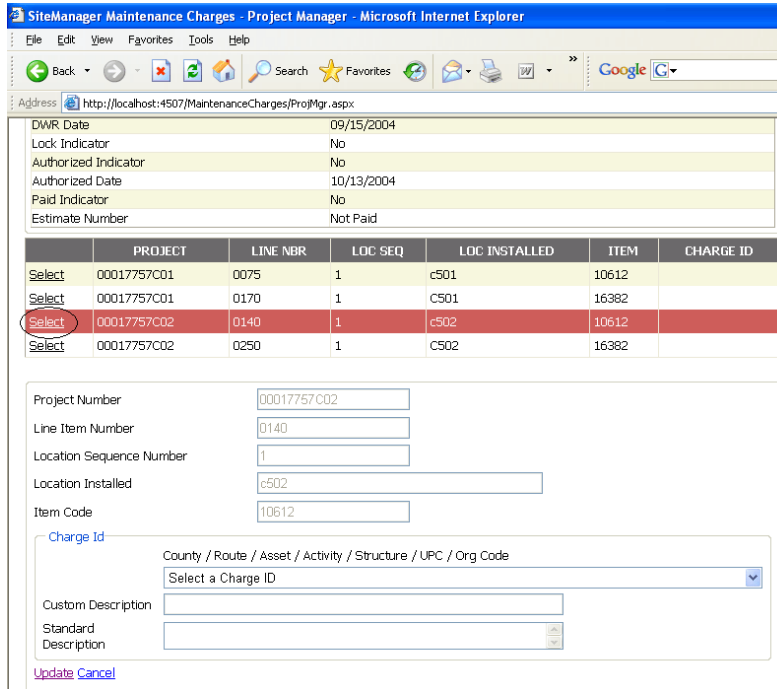


Figure 16

Step 4: From the dropdown list Select the Charge ID. Once selected, Custom Description and Standard Description associated with the Selected Charge get populated. (Figure 17)

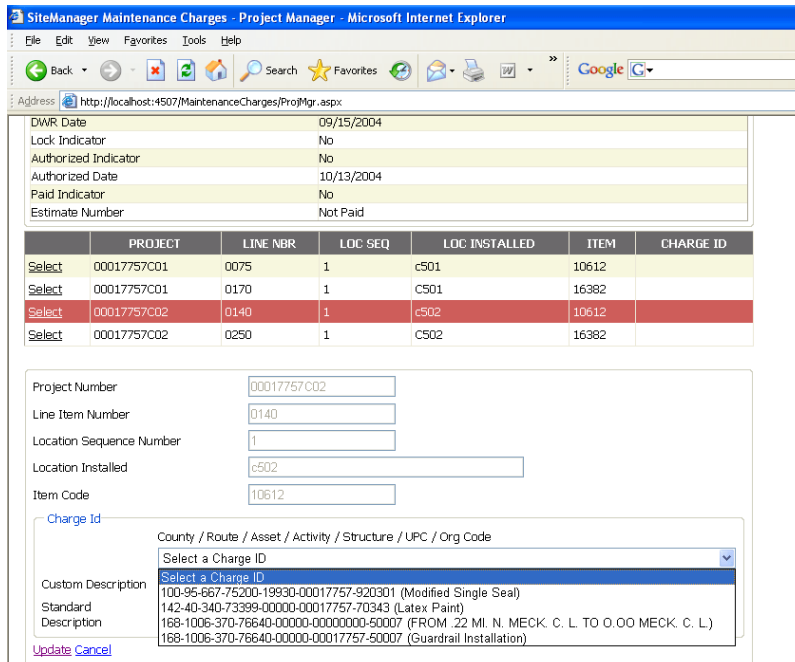


Figure 17

Step 5: After Selecting the Charge ID, Click **Update** to save the changes made to the database. The changes saved are reflected in the Pay Items area (Figure 18)

The screenshot shows the 'SiteManager Maintenance Charges - Project Manager' interface in Microsoft Internet Explorer. The browser address bar shows 'http://localhost:4507/MaintenanceCharges/ProjMgr.aspx'. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and search icons.

At the top, there are several status indicators:

- Lock Indicator: No
- Authorized Indicator: No
- Authorized Date: 10/13/2004
- Paid Indicator: No
- Estimate Number: Not Paid

Below this is a table with the following columns: PROJECT, LINE NBR, LOC SEQ, LOC INSTALLED, ITEM, and CHARGE ID. The table contains four rows of data:

	PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00017757C01	0075	1	c501	10612	
Select	00017757C01	0170	1	C501	16382	
Select	00017757C02	0140	1	c502	10612	168-1006-370-76640-00000-00000000-50007
Select	00017757C02	0250	1	C502	16382	

The 'CHARGE ID' cell for the selected row is circled in red. Below the table is a form with the following fields:

- Project Number: 00017757C02
- Line Item Number: 0140
- Location Sequence Number: 1
- Location Installed: c502
- Item Code: 10612
- Charge Id: A dropdown menu showing '168-1006-370-76640-00000-00000000-50007 (FROM .22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.)'.
- Custom Description: FROM .22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.
- Standard Description: Berryville-1006-Impact Attenuators-Traffic Engineering Studies-00000-00000000-Admin Servs Div General Serv

At the bottom left of the form, there are two buttons: 'Update' (circled in red) and 'Cancel'.

Figure 18

5. Charge ID Creation

Project Manager is the user who creates charge IDs to be used for assignment to individual pay items. Below procedure outlines the Steps to create the Charge IDs.

Step 1: To Create a new charge, click on the **Create Charge** tab to navigate to the Charge Creation Page. Below is the screen that loads once the page opens in the web browser. (Figure 19)

Contract ID R00017757 C01
Vendor ID A210
Description SUPERSTRUCTURE W'DNING & REPL.INCL.APPROACHES(CSXRR-ACCA YD.)
State Project Number (FO)0064043122

Inspector **Project Manager** **Create Charge** **Help Document**

User ID: COJJB001 **User Name:** Joseph Bouchey

County* Enter County ID to filter
Select a County

Route* Select a Route

Asset* Select an Asset

Activity* Enter Part of Activity Code
Select an Activity

Structure Select a Structure

UPC / OPC (Select only One) Select a UPC
or
Enter Part or Full OPC ID
Select an OPC

Figure 19

FILTER USAGE: Filter functionality has been added for various fields in this area for the user to shortlist the dropdown data. A detailed description of how to use the filter data is demonstrated for the County Dropdown below. Functionality of filters for all other provided fields is the same.

Step 2: After the page has been loaded, the first step to create a charge is Select the County from the County dropdown list. If the Project Manager wants to limit the amount of data in the dropdown list, filter functionality can be used (**Note that this is only a convenience provided to the users for easy charge creation. Charge Creation works the same way even if the Filter functionality is not used**)

Figure 20 shows the list of dropdown list for the county without using the Filter.

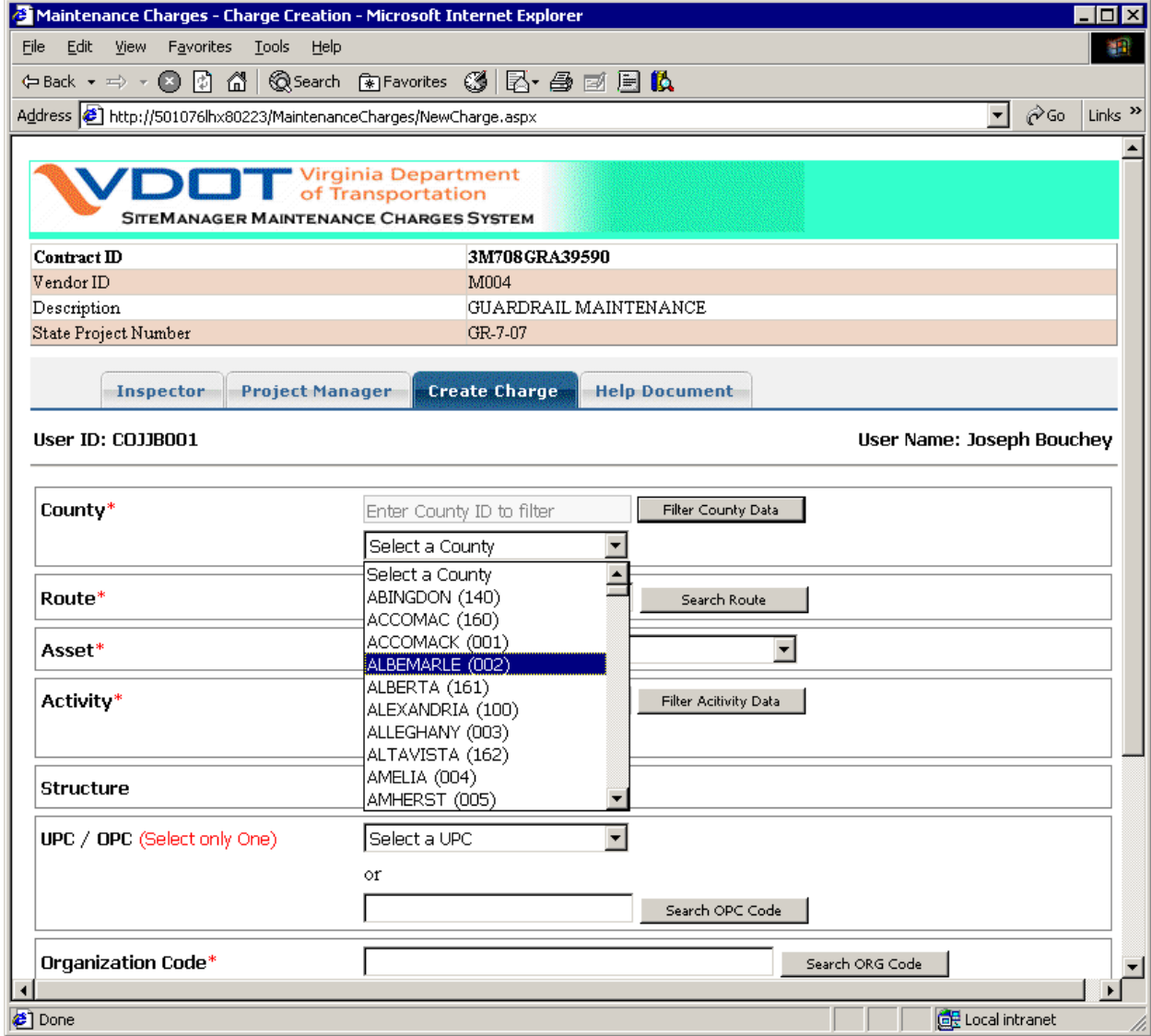


Figure 20

To use the Filter, enter part of the County ID in the Enter County ID to filter text box and click on Filter County Data. (In this example 03 has been entered). The County Dropdown is automatically filtered to list all the Counties that have 03 as part of the County ID (Figure 21)

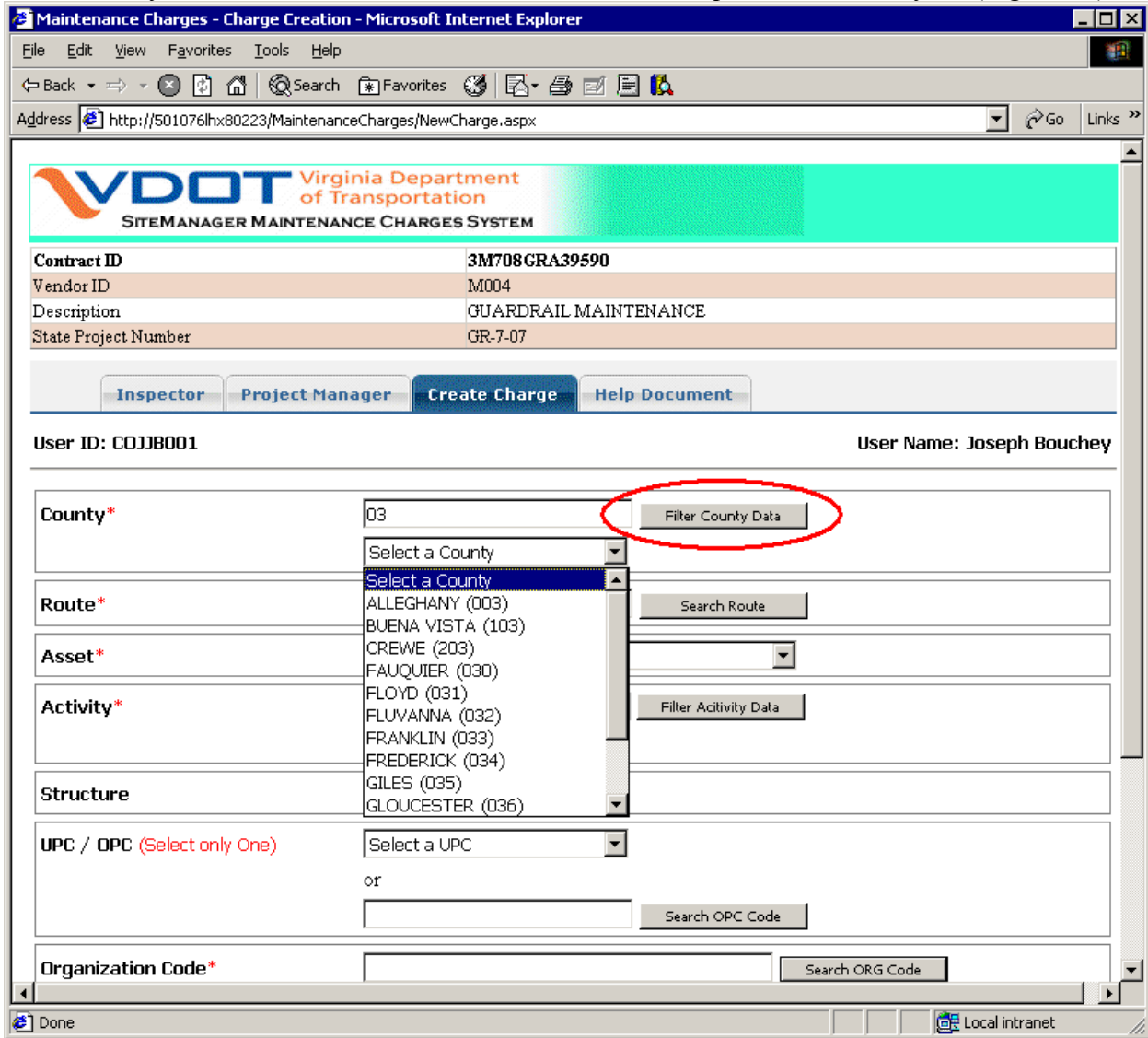


Figure 21

Clear Filter: In order to clear the filter that has been applied and to see the entire list of counties, delete the text that has been entered in the County Text Box and click Filter County Data.

Step 3: Once the County has been selected. All the routes that are present in the County are populated in the Route Dropdown after you enter at least 2 digits (Figure 22). Only 20 matches will be listed initially. If there is more than 20 possible matching routes, click the **Search Route** for all possible matches. Also, next to each route, the route type will be displayed: Primary (P), Secondary (S) or Interstate (I). Select the appropriate Route ID (Figure 22a)

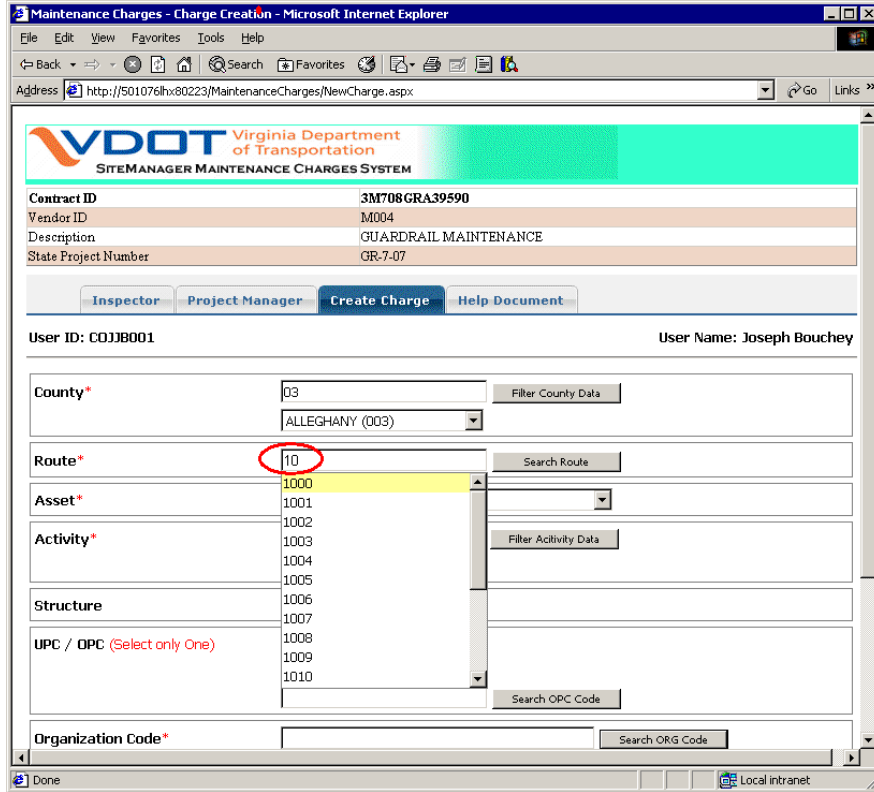


Figure 22

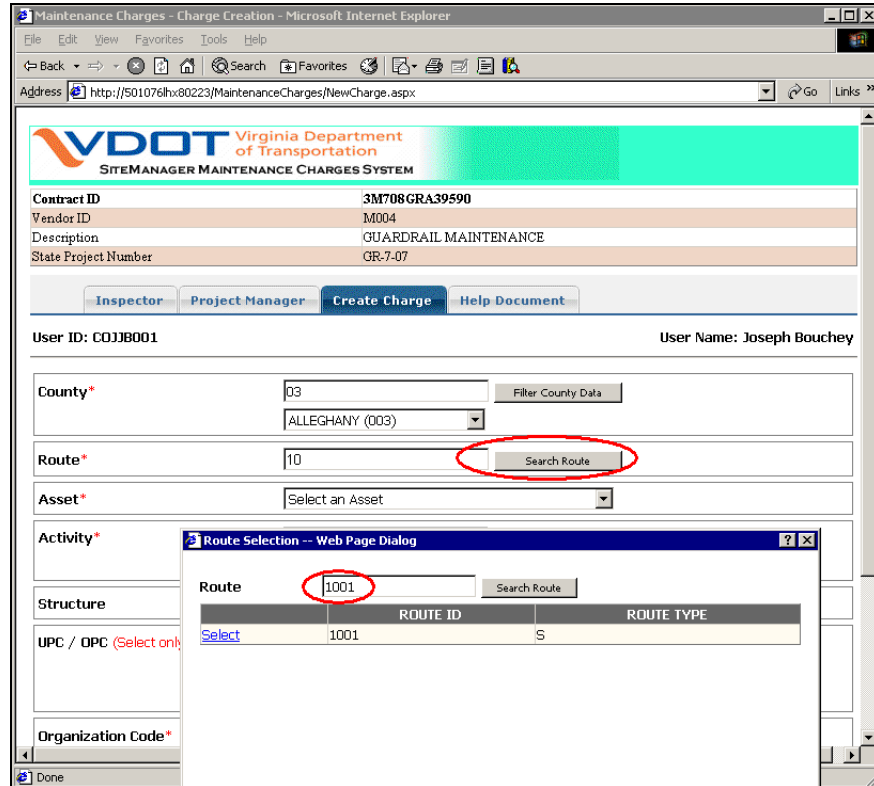


Figure 22a

Step 4: Select the Asset from the Asset Dropdown. Once the Asset is selected, activities associated with the Asset are automatically populated. (Figure 23)

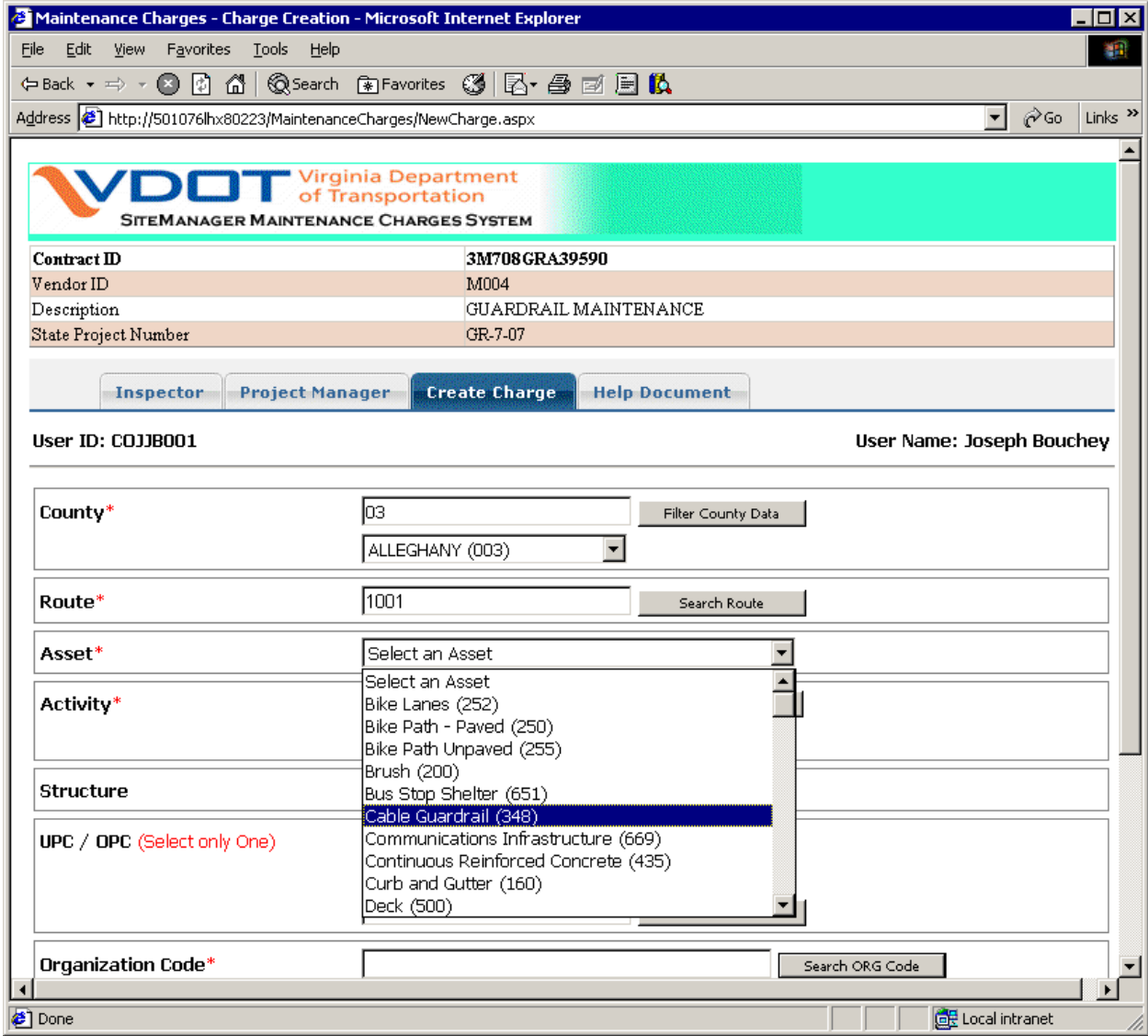


Figure 23

Step 5: Select the Activity associated with the Asset from the Activity Dropdown. (Figure 24)

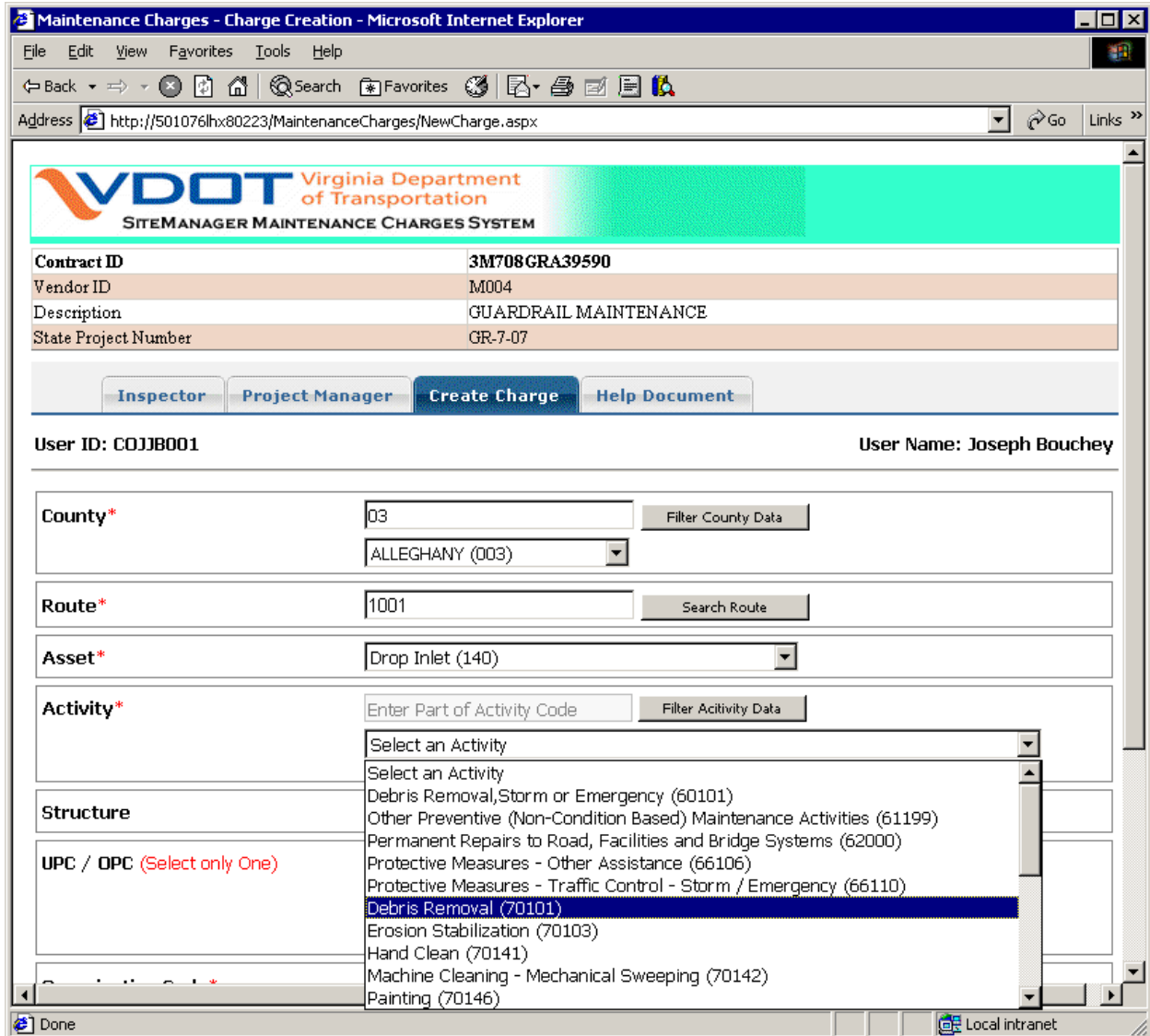


Figure 24

Step 6: If applicable, Select Structure from the Structure Dropdown. Only the structures associated with the selected County and Route will shown. (Figure 25)

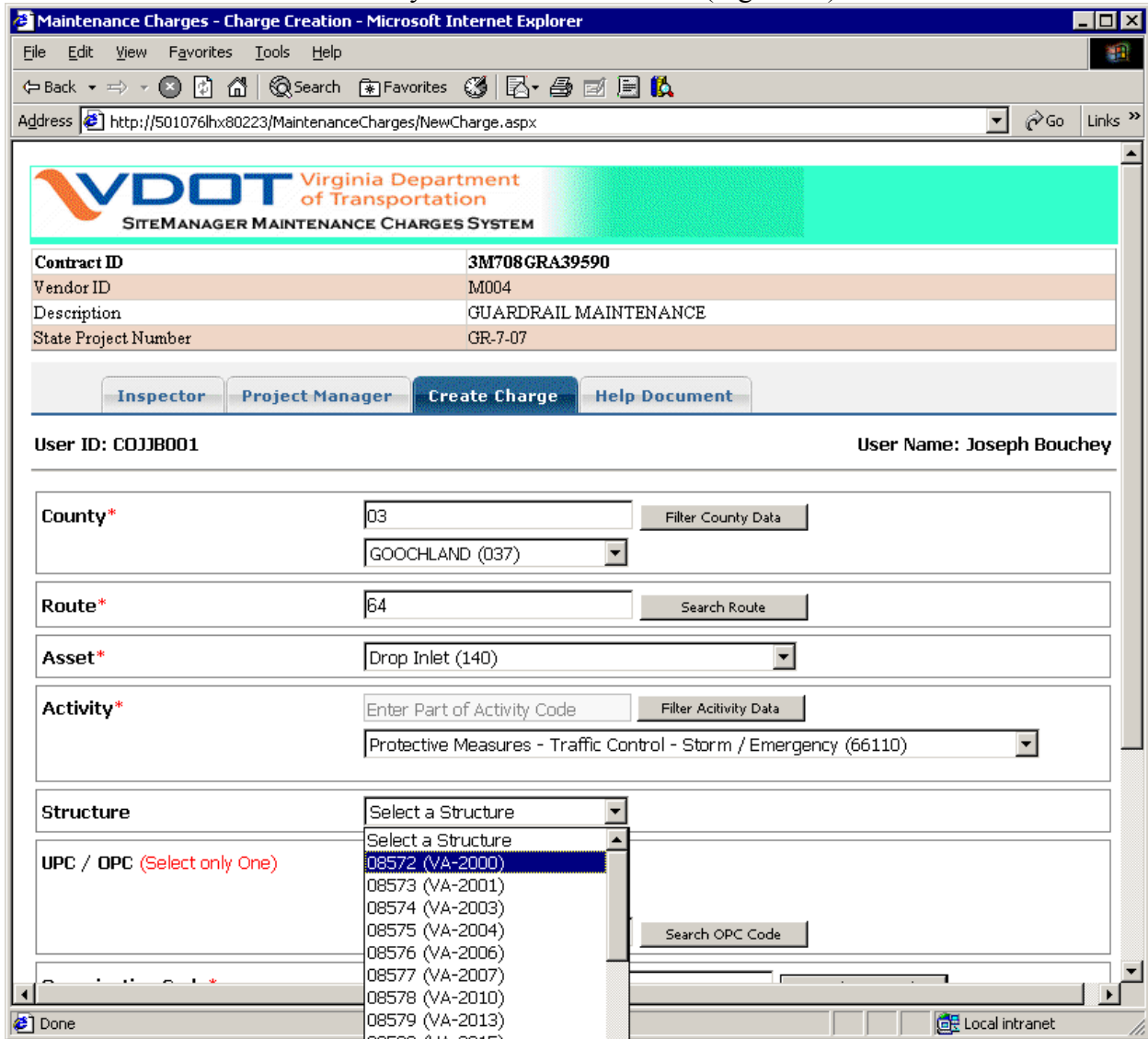


Figure 25

Step 7: Select either UPC or OPC. Only one of the two needs to be selected. If both are selected from the dropdown lists then UPC is taken into consideration during the creation of the charge. If no UPC or OPC is selected, then 000000 will be the defaulted in the creation of the charge ID. (Figure 26) Using the filter, type in 2 digits of the OPC needed and the first 20 matching records will appear. The more digits entered the more refined the search results become. By selecting Search OPC, a full list of OPCs matching the search will appear to include OPC text descriptions. (Figure 26a)

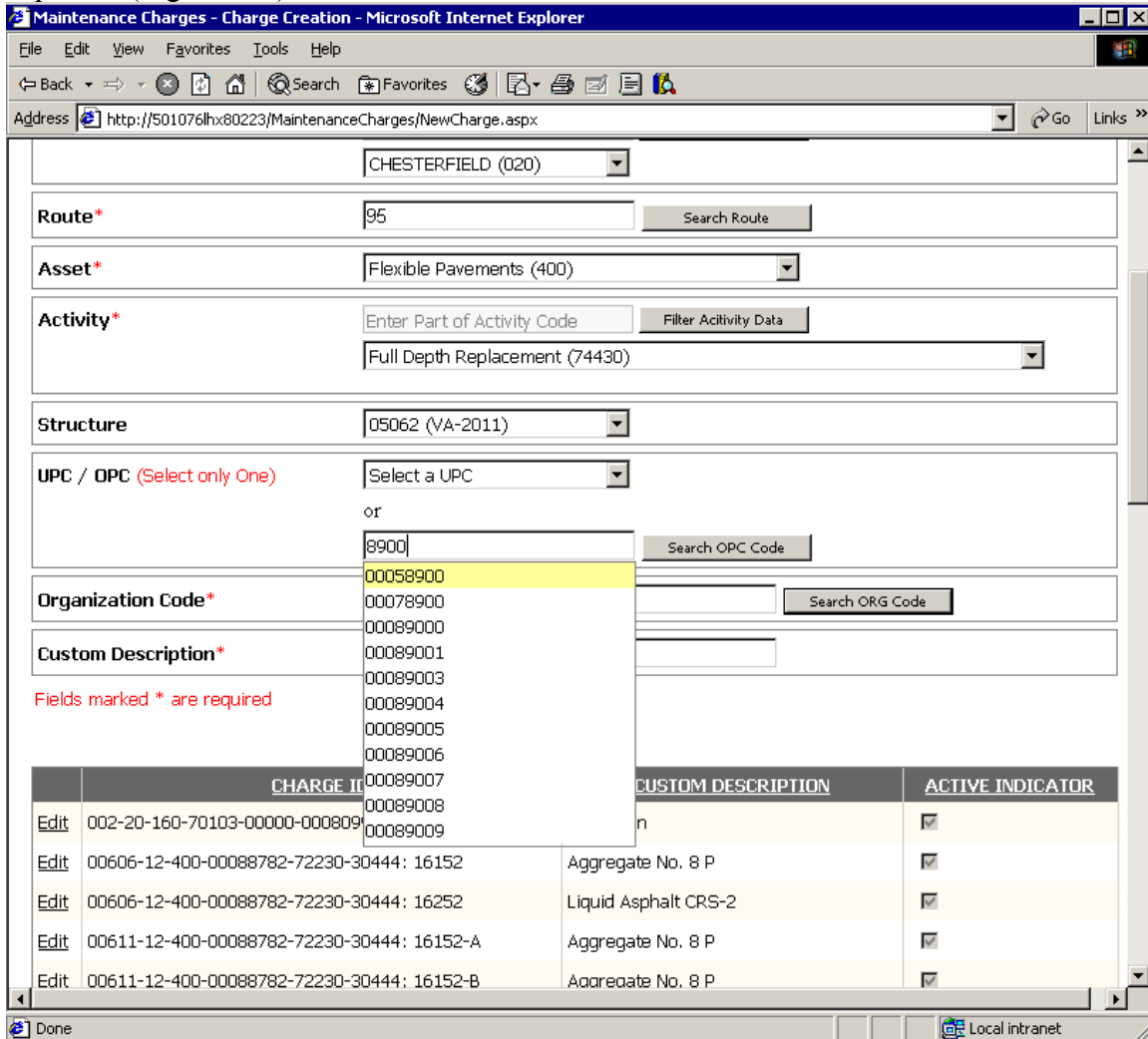


Figure 26

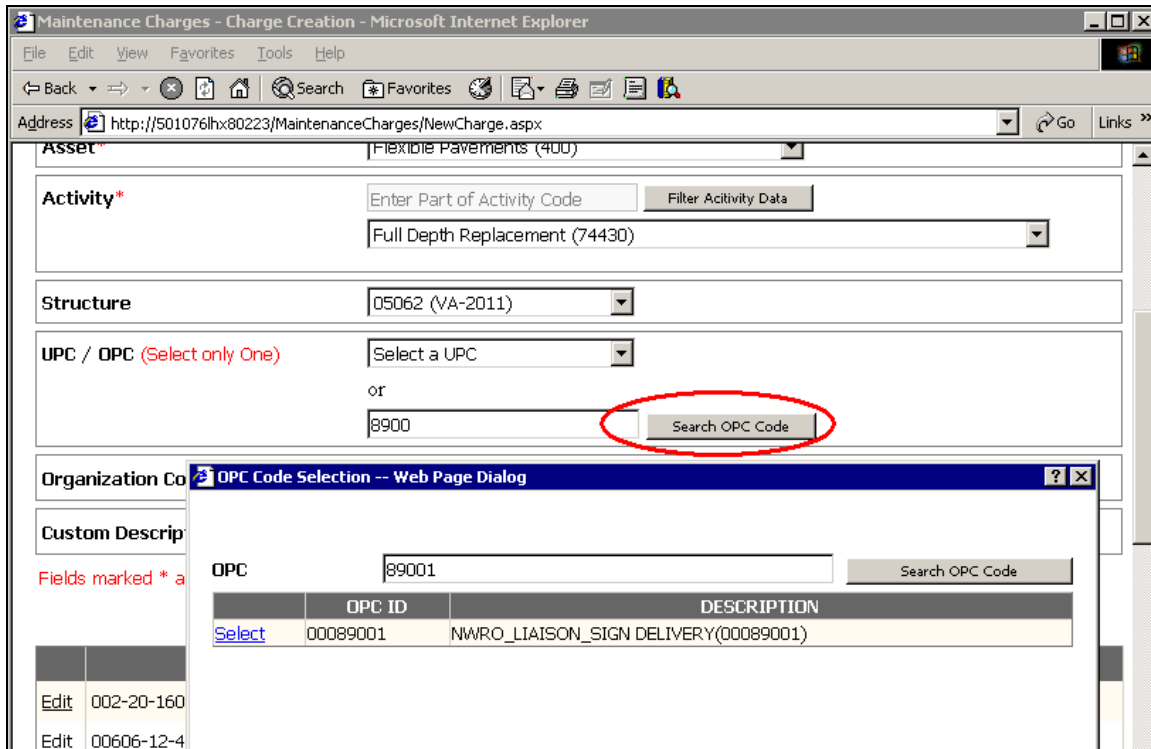


Figure 26a

Step 8: Select the ORG Code from the ORG Code Dropdown list. As like before, only the first 20 that match your entry will appear. You can use Search ORG Code to get more results. (Figure 27)

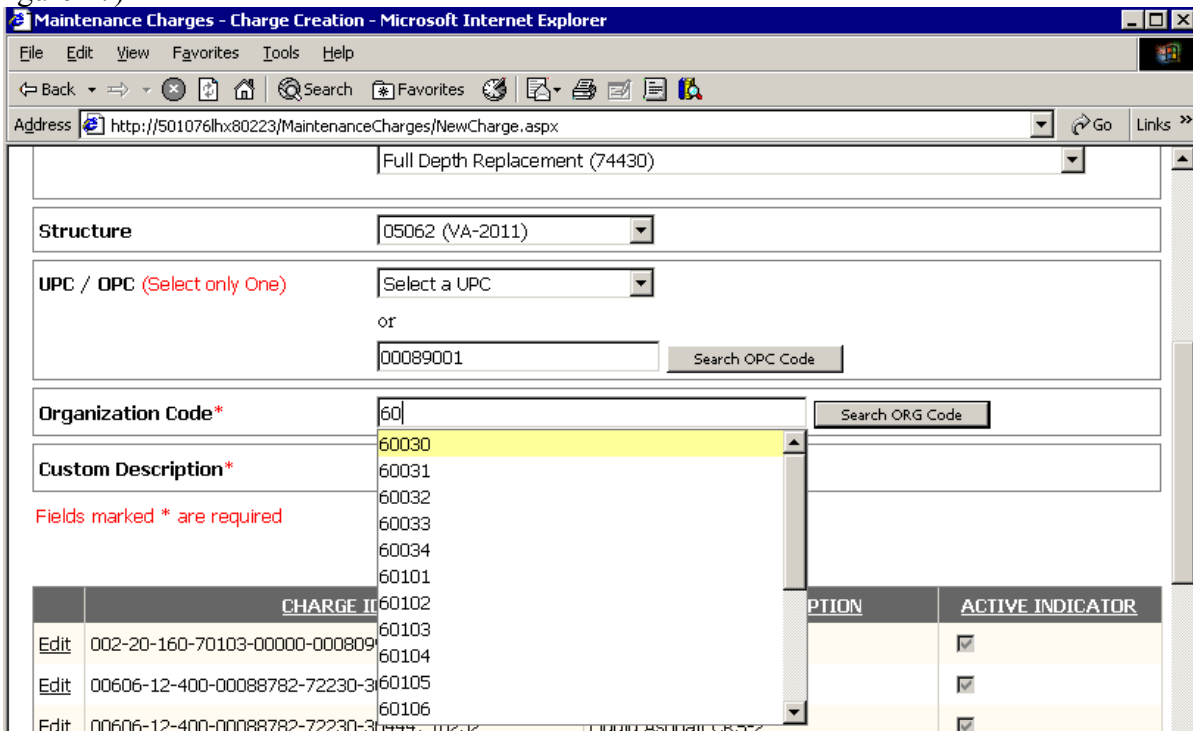


Figure 27

Step 9: Enter the Custom Description in the text box area. This is a required field and can not be left blank. (Figure 28)

The screenshot shows a web browser window titled "Maintenance Charges - Charge Creation - Microsoft Internet Explorer". The address bar shows the URL: <http://501076lhx80223/MaintenanceCharges/NewCharge.aspx>. The form contains the following fields:

- Structure: 05062 (VA-2011)
- UPC / OPC (Select only One): Select a UPC or 00089001 (with Search OPC Code button)
- Organization Code*: 60030 (ASD Gen Services Reproduction) (with Search ORG Code button)
- Custom Description*: EB MI 63-65 CL (circled in red)

Below the form, there is a "Create Charge" button and a table of existing charges:

	CHARGE ID	CUSTOM DESCRIPTION	ACTIVE INDICATOR
Edit	002-20-160-70103-00000-00080999-60033	test again	<input checked="" type="checkbox"/>
Edit	00606-12-400-00088782-72230-30444: 16152	Aggregate No. 8 P	<input checked="" type="checkbox"/>

Figure 28

Step 10: Selection of Charge ID Parameters are now complete. Click **Create Charge** button to create the charge and save the charge in the database. The new charge that has been created will be shown in the list of charges for the Contract in the bottom part of the screen. Also message will be shown in the screen indicating charge id is created, added successfully and saved. If there are any errors during the creation of the charge, error details are shown for the user to correct and save. (Figure 29)

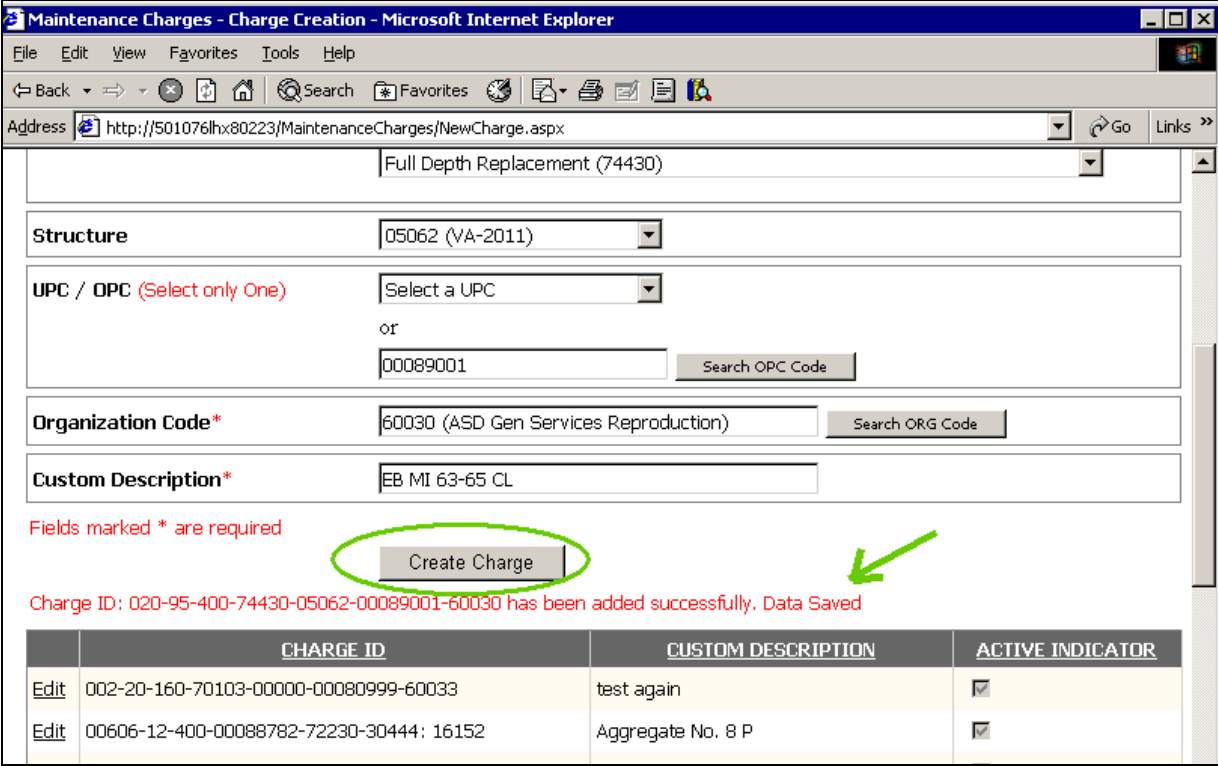


Figure 29

6. Modifying An Existing Charge ID

A Charge ID that has been created in the database cannot be deleted from the system. However, the Charge ID can be marked as “Inactive” so that it does not appear during the assignment of the Charge to the Pay Items. Also note that a Charge ID can be marked as “Inactive” even if it has been assigned to a Pay Item in any of the DWRs.

Project Manager also has the ability to modify the Custom Description that has been associated with the Charge.

Step 1: Click on **Edit** button that is available in the Charge ID listing. (Figure 30)

	CHARGE ID	CUSTOM DESCRIPTION	ACTIVE INDICATOR
Edit	020-95-340-66110-05060-00024700-70140	Guardrail Protective Measure	<input checked="" type="checkbox"/>
Edit	100-95-667-75200-19930-00017757-920301	Modified Single Seal	<input checked="" type="checkbox"/>
Edit	142-40-340-73399-00000-00017757-70343	Latex Paint	<input checked="" type="checkbox"/>
Edit	150-600-370-76640-00000-00000000-000000	Blacksburgh County	<input type="checkbox"/>
Edit	168-1006-370-76640-00000-00000000-50007	FROM .22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.	<input checked="" type="checkbox"/>
Edit	168-1006-370-76640-00000-00017757-50007	Guardrail Installation	<input checked="" type="checkbox"/>

Figure 30

Step 2: Once the **Edit** button is clicked, the Custom Description and Active Indicator Check box are enabled for the Project Manager to edit and mark Active/Inactive accordingly. By default, when the Charge ID is created, it is marked as Active (Indicator Checked ON). (Figure 31)

	CHARGE ID	CUSTOM DESCRIPTION	ACTIVE INDICATOR
Edit	020-95-340-66110-05060-00024700-70140	Guardrail Protective Measure	<input checked="" type="checkbox"/>
Edit	100-95-667-75200-19930-00017757-920301	Modified Single Seal	<input checked="" type="checkbox"/>
Update Cancel	142-40-340-73399-00000-00017757-70343	<input type="text" value="Latex Paint"/>	<input checked="" type="checkbox"/>
Edit	150-600-370-76640-00000-00000000-000000	Blacksburgh County	<input type="checkbox"/>
Edit	168-1006-370-76640-00000-00000000-50007	FROM .22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.	<input checked="" type="checkbox"/>
Edit	168-1006-370-76640-00000-00017757-50007	Guardrail Installation	<input checked="" type="checkbox"/>

Figure 31

Step 3: Make the necessary changes and click **Update** to save the changes to the database. Click **Cancel** to abort the modify operation. (Figure 32)

Create Charge

	CHARGE ID	CUSTOM DESCRIPTION	ACTIVE INDICATOR
Edit	020-95-340-66110-05060-00024700-70140	Guardrail Protective Measure	<input checked="" type="checkbox"/>
Edit	100-95-667-75200-19930-00017757-920301	Modified Single Seal	<input checked="" type="checkbox"/>
Update Cancel	142-40-340-73399-00000-00017757-70343	<input type="text" value="Class 3 Concrete"/>	<input checked="" type="checkbox"/>
Edit	150-600-370-76640-00000-00000000-000000	Blacksburgh County	<input type="checkbox"/>
Edit	168-1006-370-76640-00000-00000000-50007	FROM .22 MI. N. MECK. C. L. TO 0.00 MECK. C. L.	<input checked="" type="checkbox"/>
Edit	168-1006-370-76640-00000-00017757-50007	Guardrail Installation	<input checked="" type="checkbox"/>

Figure 32

Required Fields for Creating the Charge:

In order for the Project Manager to Create a New Charge, minimum information is required. The fields that are required, at a minimum, to create the Charge are:

- County ID
- Route
- Asset
- Activity
- Org Code
- Custom Description

All other non-required fields that are not selected or entered, will be defaulted to a sequence of zeroes (000) equal to the field length and will be saved when the charge id is updated.

Error alerts are added when these required fields are not entered. Data is **NOT** saved to the database without entering the required fields. (Figure 33)

User ID: COJJ8001

User Name: Joseph Bouchehy

County*	Enter County ID to filter <input type="text"/> <input type="button" value="Filter County Data"/>
	Select a County <input type="button" value="v"/> *County Must Be Selected
Route*	Select a Route <input type="button" value="v"/> *Route Must Be Selected
Asset*	Select an Asset <input type="button" value="v"/> *Asset Must Be Selected
Activity*	Enter Part of Activity Code <input type="text"/> <input type="button" value="Filter Activity Data"/>
	Select an Activity <input type="button" value="v"/> *Activity Must Be Selected
Structure	Select a Structure <input type="button" value="v"/>
UPC / OPC (Select only One)	Select a UPC <input type="button" value="v"/>
	or
	Enter Part or Full OPC ID <input type="text"/> <input type="button" value="Filter OPC Data"/>
	Select an OPC <input type="button" value="v"/>
Organization Code*	Enter Part of ORG Code <input type="text"/> <input type="button" value="Filter ORG Code"/>
	Select an ORGCODE <input type="button" value="v"/> * Organizational Code Must Be Selected
Custom Description*	<input type="text"/> * Description Cannot Be Null

Fields marked * are required

Figure 33

Adjustments

G. Adjustments

A. Releasing Retainage.....2-3

B. Entering a Manual Line Item Adjustment4-6

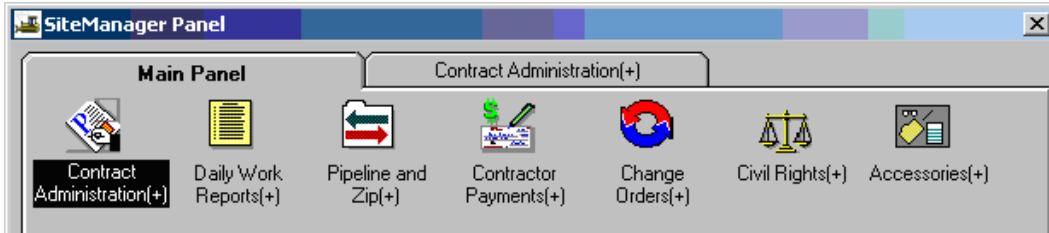
C. Rideability Disincentive or Incentive
(Contract Adjustment).....7-8

D. Materials on Hand (Contract Adjustment).....9-10

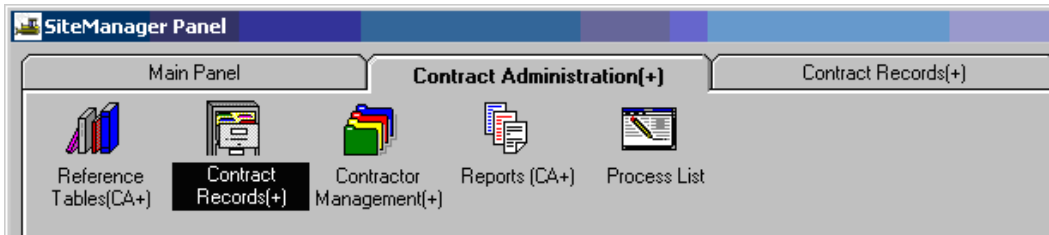
A. Releasing Retainage

This function should be used to release all the remaining retainage on one or more of the projects on the contract.

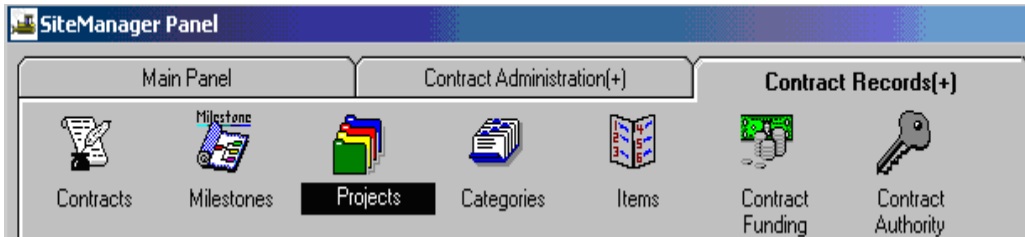
1. At the main panel, double-click on **Contract Administration**.



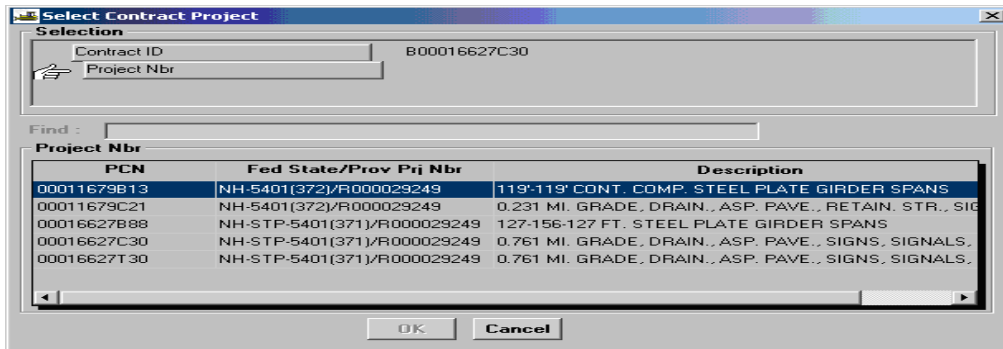
2. Double-click on the **Contract Records**.



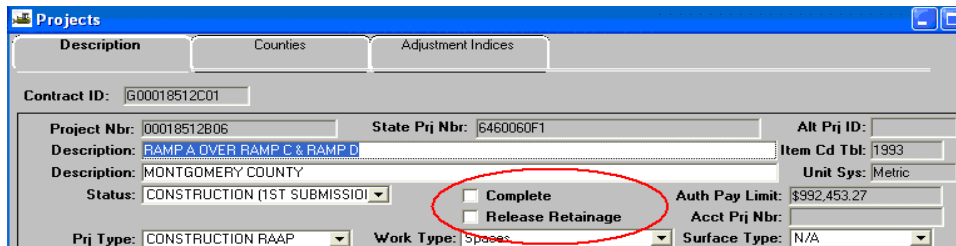
3. Double-click on **Projects**.



4. If you have not selected a contract, click on the Open folder icon . Select a contract and double-click on a **Project Nbr.**

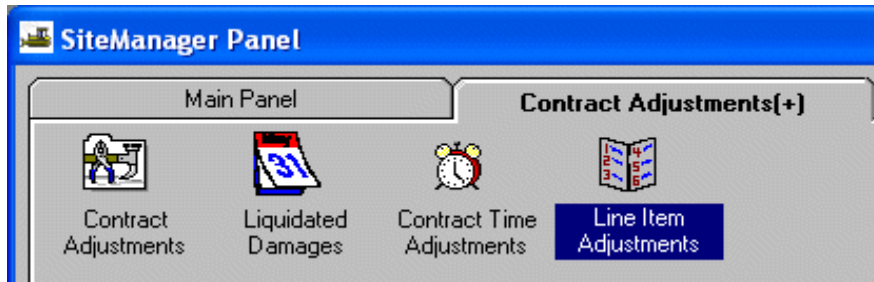


5. Click on Release Retainage checkbox before generating the estimate.

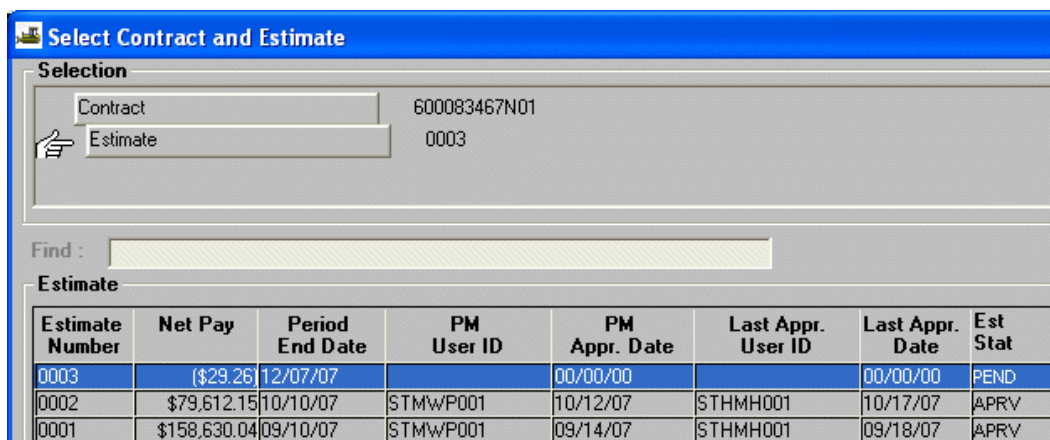


B. Entering a Manual Line Item Adjustment (as when making a manual fuel adjustment)

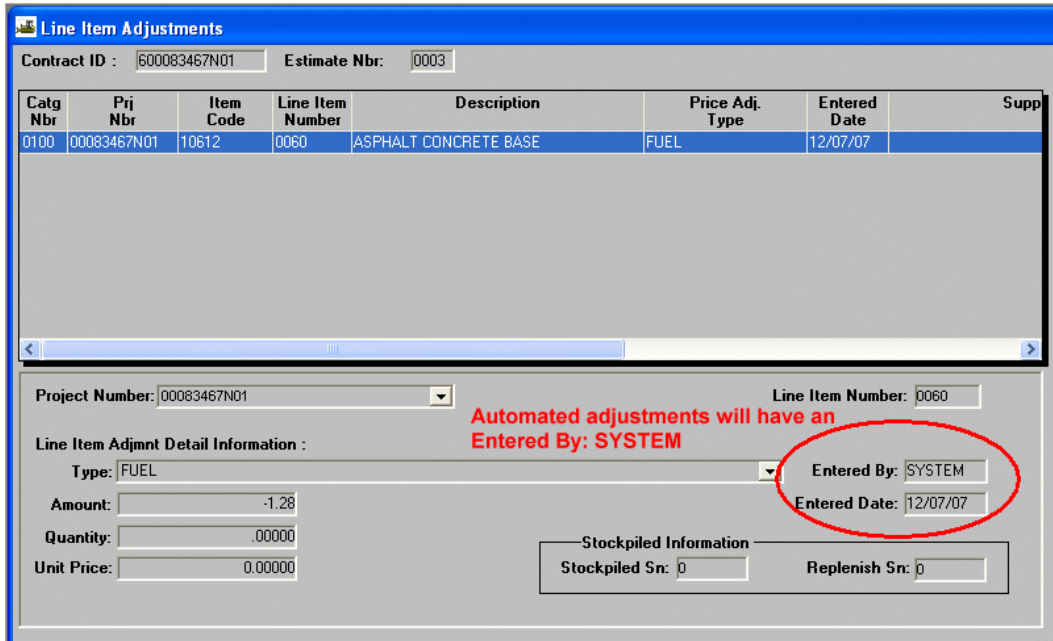
1. Log into SiteManager as a PM, because typically this is a PM function as the estimate is not yet in the approval process.
2. Navigate to contract payments, contract adjustments, Line Item Adjustments.



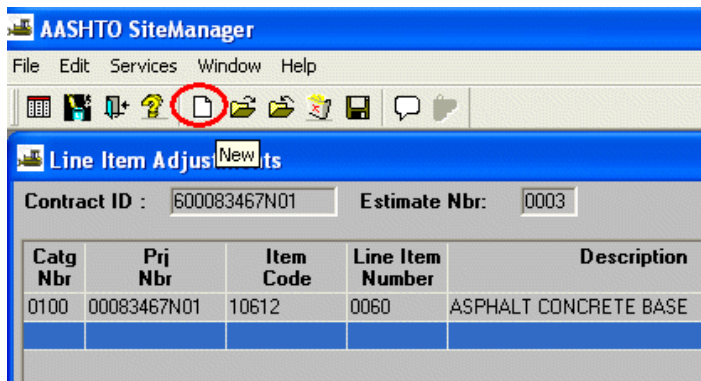
3. Double click on the Line Item Adjustment Icon, select the contract and the estimate.
Note: The estimate must be pending, it cannot be in the approval process.



- Select the pending estimate, once opened any automated adjustments will appear. System Adjustments will be grayed out and not editable.



- To add a “New” Manual Fuel Adjustment, select “New” from the Tool Bar.



- Select the Project, Line Item, and Adjustment Type "F" for Fuel. Then enter the adjustment value.

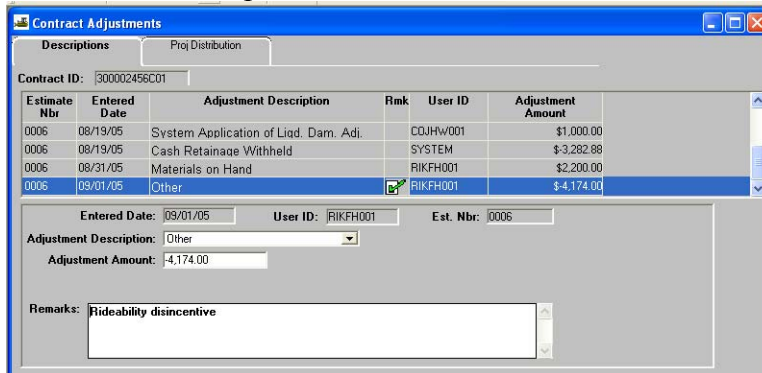
- Create a Remark in the remarks balloon to address the need for the manual fuel adjustment.

- Save, then repeat steps 5 & 6 until all adjustments have been made.
- Save and close.

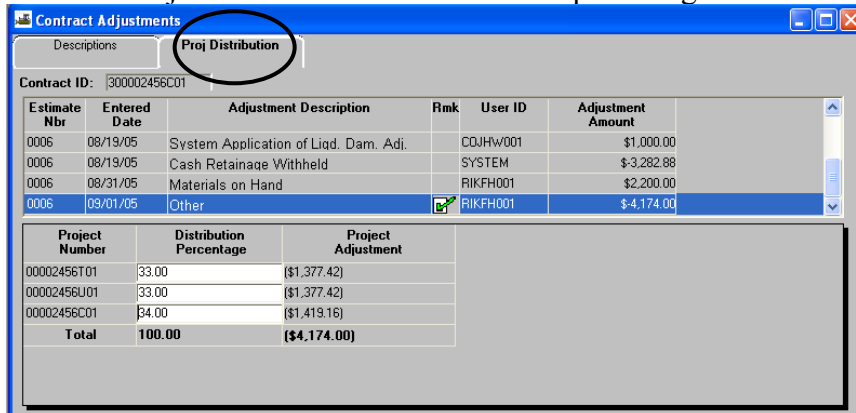
C. Rideability Disincentive or Incentive (Contract Adjustment)

Note: The PM, connected to the server, would generate an estimate; then enter Contract Adjustments prior to approving the estimate.

1. SiteManager Main Panel
2. Double-click Contractor Payments
3. Double-click Contract Adjustments
4. Double-click Contract Adjustments
5. Click the open folder and open the contract
6. Click the New icon in the tool bar
7. In the Adjustment Description field, click the drop-down arrow and choose Other.
8. In the Adjustment Amount field, type the dollar amount for the Rideability incentive or disincentive. Note: If it is a positive amount, example 4174.00. If it is a negative amount, enter the – symbol, example: -4174.00
9. Click Save. Example below shows -4174.00 disincentive for Rideability.



10. If you wish to divide the dollar amount among PCNs (projects) on the contract, click the Proj Distribution folder tab. Enter percentages. Click Save. Close.



11. Enter a comment to appear on the front of the Estimate to show that a disincentive exists on the Estimate.

Contractor Payments, Estimate, Estimate Summary

Select the Estimate Number. Estimate Summary screen opens.

Click Remarks icon in tool bar.

Enter comment about the Contract Adjustment as needed.

Click Remarks icon to close remarks. Click SAVE and close.

When the Estimate (Summary to Contractor) is viewed, comment will appear on front page and the actual disincentive is included in "Other Adjustments".

D. Materials on Hand (Contract Adjustment)

Note: The PM, connected to the server, would generate an estimate, then enter Contract Adjustments prior to approving the estimate. This MOH adjustment is only used on contracts where Stockpiled Materials is not used and the calculations are done manually.

1. SiteManager Main Panel
2. Double-click Contractor Payments
3. Double-click Contract Adjustments
4. Double-click Contract Adjustments
5. Click the open folder and open the contract
6. Click the New icon in the tool bar
7. In the Adjustment Description field, click the drop-down arrow and choose Materials on Hand
8. In the Adjustment Amount field, type the dollar amount for Materials on Hand.
Note: If it is a positive amount, example 2200.00. If it is a negative amount, enter the – symbol, example: -2200.00.
9. Click Save. Example below shows 2200.00 Materials on Hand.

The screenshot shows the 'Contract Adjustments' window in AASHTO SiteManager. The 'Descriptions' tab is active. The 'Contract ID' is 300002456C01. A table lists existing adjustments:

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0005	02/25/05	Cash Retainage Withheld		SYSTEM	\$-3,609.00
0006	08/19/05	System Application of Liqd. Dam. Adj.		COJHW001	\$1,000.00
0006	08/19/05	Cash Retainage Withheld		SYSTEM	\$-3,282.88
00/00/00					

Below the table, the 'Entered Date' is 08/31/05, 'User ID' is RIKFH001, and 'Est. Nbr' is 0006. The 'Adjustment Description' is set to 'Materials on Hand' and the 'Adjustment Amount' is 2,200.00. A 'Remarks' field is also present.

10. If you wish to divide the dollar amount among PCNs (projects) on the contract, click the Proj Distribution folder tab. Enter percentages. Click Save. Close.

The screenshot shows the 'Contract Adjustments' window with the 'Proj Distribution' tab selected. The 'Contract ID' is 300002456C01. The table below shows the distribution of the \$2,200.00 adjustment across three projects:

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0005	02/25/05	Cash Retainage Withheld		SYSTEM	\$-3,609.00
0006	08/19/05	System Application of Liqd. Dam. Adj.		COJHW001	\$1,000.00
0006	08/19/05	Cash Retainage Withheld		SYSTEM	\$-3,282.88
0006	08/31/05	Materials on Hand		RIKFH001	\$2,200.00

Project Number	Distribution Percentage	Project Adjustment
00002456C01	33.00	\$726.00
00002456T01	33.00	\$726.00
00002456U01	34.00	\$748.00
Total	100.00	\$2,200.00

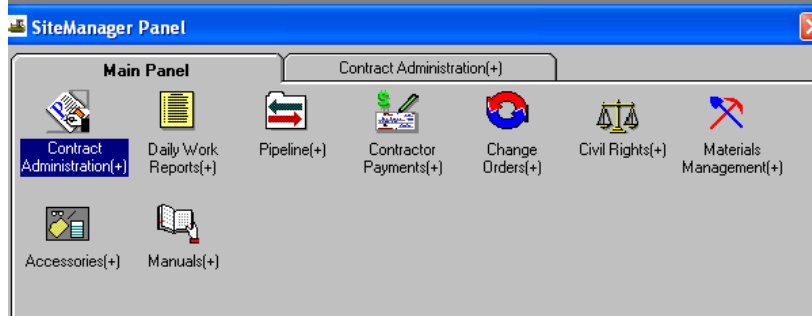
11. Enter a comment to appear on the front of the Estimate.
Contractor Payments, Estimate, Estimate Summary
Select the Estimate Number. Estimate Summary screen opens.
Click Remarks icon in tool bar.
Enter comment about the Contract Adjustment as needed.
Click Remarks icon to close remarks. Click SAVE and close.

Notice of Intent

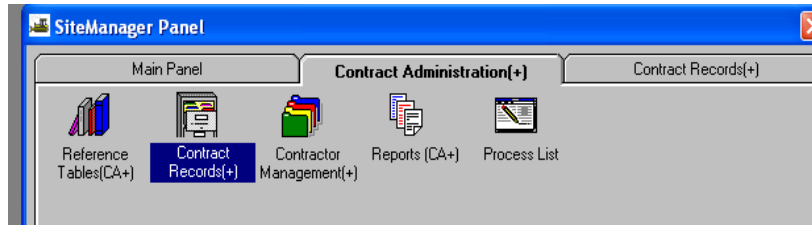
H. Notice of Intent (NOI)

Instructions for Entering Notices of Intent to File a Claim

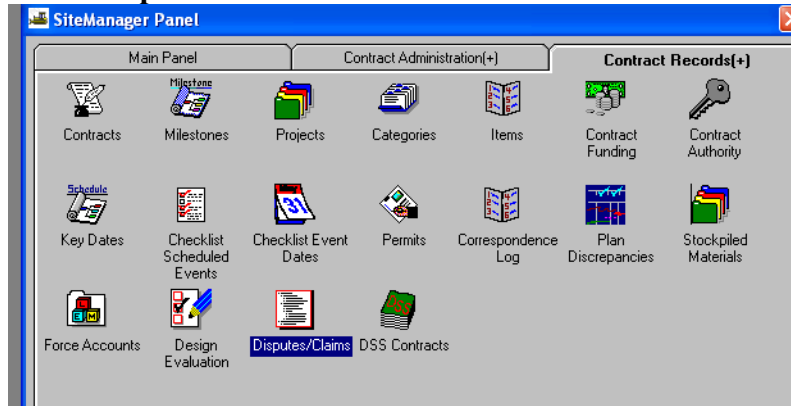
1. From the **Site Manager Main Panel** select the **Contract Administration** icon.



2. Select **Contract Records** icon



3. Select **Disputes / Claims**.



- The Disputes/Claims Screen will be displayed.

- Click on Services|Choose Keys to select a contract.

- Double-click on contract id to select a contract.

Contract ID	Vendor ID	State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
200018897C01	E009	0053002101	ACTV	C020	07	43		FR: 0.075 MI. N. B
200055415L01	D172	WLB0-023-WMB L801	ACTV	C023	07	45		FR: 0.05 MI. W., Et
200072724	A837	0017-030-116, N501	ACTV	C030	07	46		166
200080017M00	C224	(NFD)PM06-023-169,M4	ACTV	C023	07	45		VARIOUS LOCATI
200082485M00	C224	PM07-023-229,N501	ACTV	C023	07	45		VARIOUS
2BM707BRG39674	D172	0017-030-1044,SR01	ACTV	C030	07	46		0.18 MILES NORT

7. The Disputes/Claims Screen will be displayed.

The screenshot shows the 'Disputes / Claims' screen in the AASHTO SiteManager application. The window title is 'AASHTO SiteManager' and the menu bar includes 'File', 'Edit', 'Services', 'Window', and 'Help'. The main title is 'Disputes / Claims'. Below the title are tabs for 'Description', 'Recipients', and 'Related Records'. The 'Description' tab is active. The 'Contract ID' field contains '200018897C01'. The 'Dispute ID' field is empty, and the 'Type Ind.' dropdown is set to 'NOI'. The 'Status' dropdown is set to 'Dispute'. The 'Category Type' dropdown is set to 'Dispute'. The 'Subcontr ID' field is empty. The 'Requested Amt.' and 'Settled Amt.' fields both contain '\$.00'. The 'Requested Days' and 'Settled Days' fields are empty. The 'Received Date' is '00/00/00', 'Logged Date' is '06/03/08', 'Diary Start Date' is '00/00/00', 'Diary End Date' is '00/00/00', 'Dept. Resolved Date' is '00/00/00', 'Contractor Accepted Date' is '00/00/00', 'FHWA Concurrence Date' is '00/00/00', and 'Release/Payment Date' is '00/00/00'. The 'Resolution Reason Type' dropdown is set to 'Spaces'. The 'Remarks' field is empty. At the bottom, there is a table with columns: 'Project Number', 'Line Item', 'Item Code', 'Short Description', and 'Seq Nbr'.

There are five required fields which are as follows:

- a) Type – The selections are NOI, Dispute & Claim- **Select NOI**
- b) Status – Select from four choices in the drop down box
- c) Category – Select the most appropriate selection from the 29 choices in the drop down box
- d) Received Date – Enter the date that the Department received the NOI from the contractor.
- e) Requested Amount-required if there is a monetary compensation requested.

8. Click on Save icon.

Estimate Validations Plug-in

I. Estimate Validations Plug-in Operation Manual for Estimate Validation Plug-in

This document outlines the step by step procedure to execute and run the SiteManager – FMS Estimate Validation Plug-in.

SiteManager – FMS Validation Application is a web application that is used by the SiteManager users to determine if the estimate that is generated in SiteManager will pass over to FMS or not. Prior to the new plug-in, there was no mechanism to alert the user if the estimate would pass over to FMS until after the estimate is completely approved and the interface is run. With the existing interface, a user has to wait for until the next day to know if the estimate had passed over or has errors. The Validation Application plug-in can be run at anytime after the estimate has been generated, allowing errors to be fixed before any estimate approvals and before the estimate is sent through the interface.

As with most of the plug-ins, this application will be run from the Contract Header area of SiteManager.

Step 1: Login into SiteManager

Step 2: Navigate to the Contract Header of the SiteManager and open the Contract. (Contract Administration → Contract Records → Contracts)

Step 3: Click on Attachments and double click EstValidation Application (Figure 1)

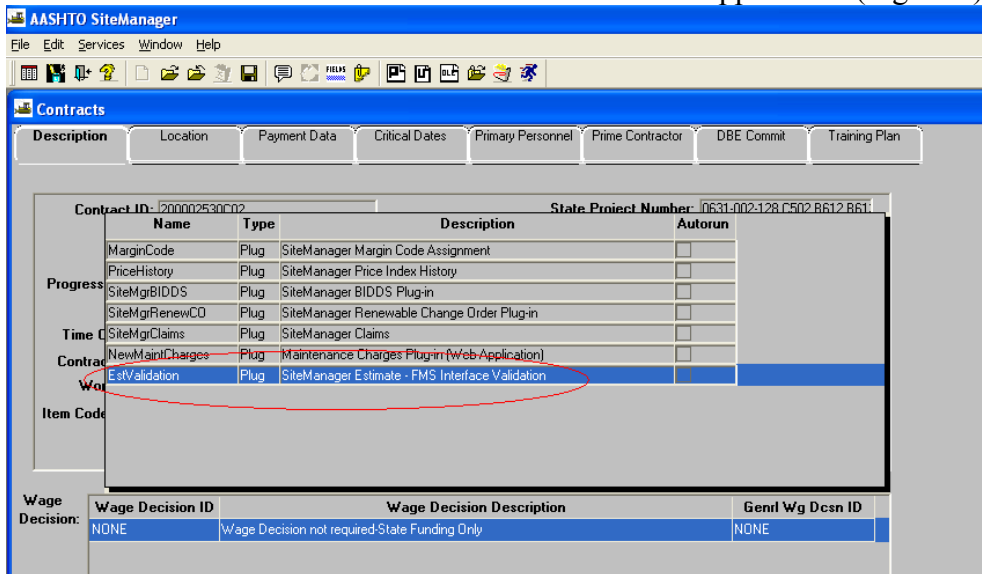


Figure 1

Step 4: Double clicking the attachment will open the application in a new web browser.
(Figure 2)

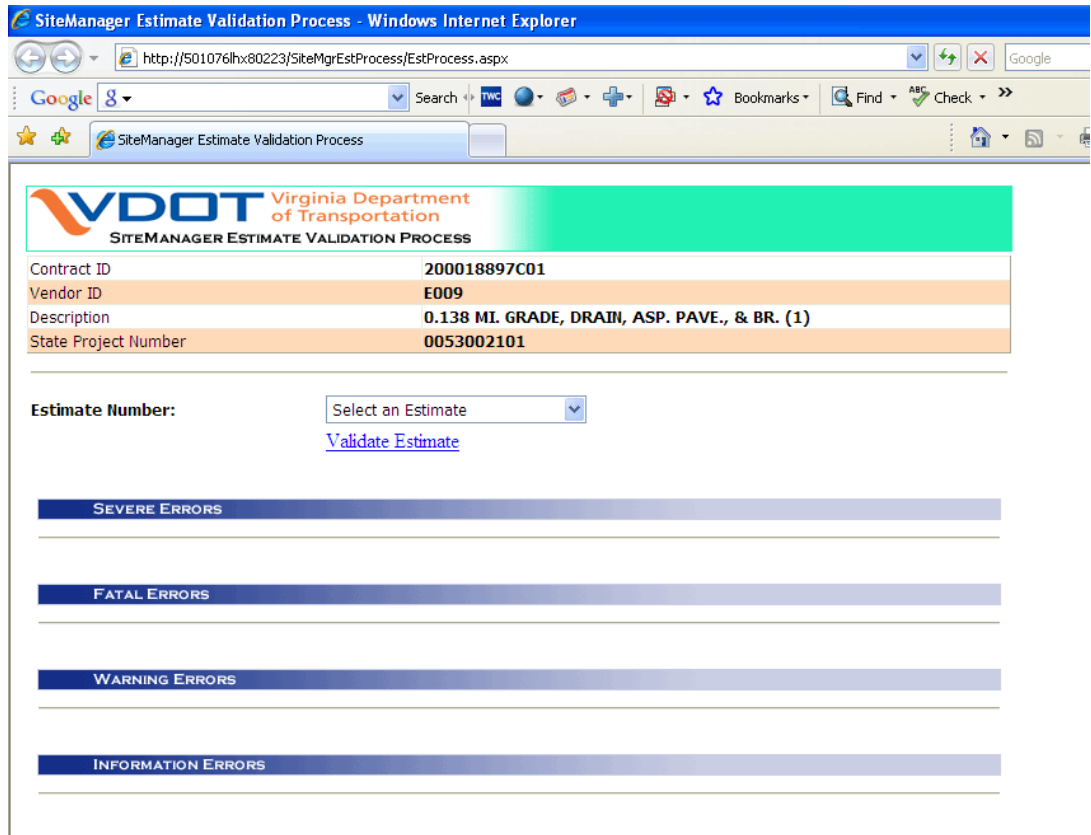


Figure 2

Step 5: Select the Estimate Number from the dropdown list and click on **Validate Estimate** (Figure 3 and Figure 4)

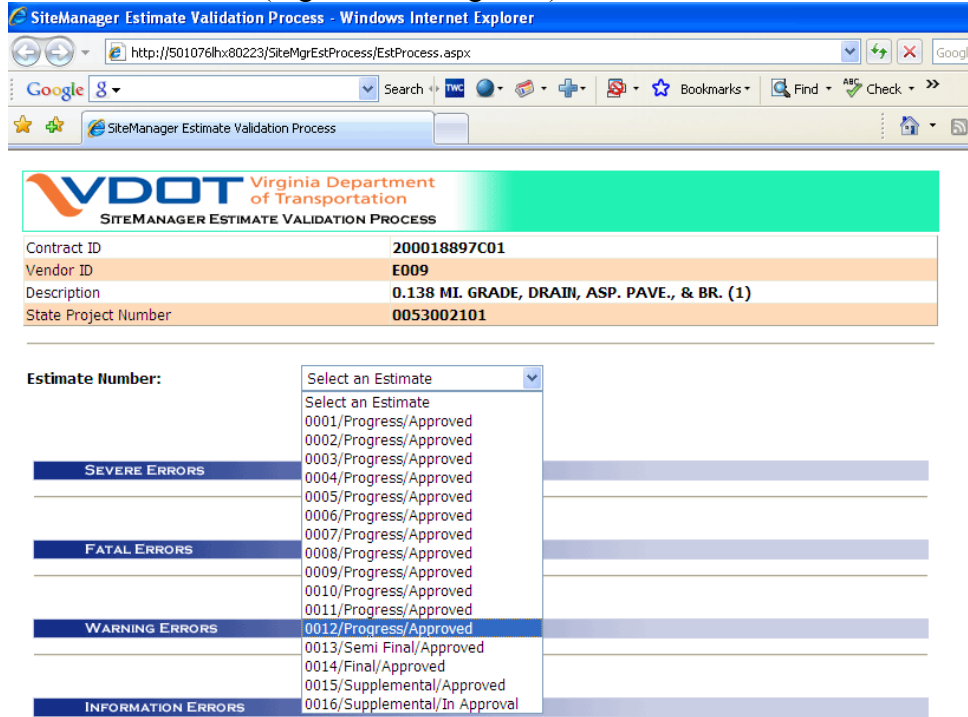


Figure 3

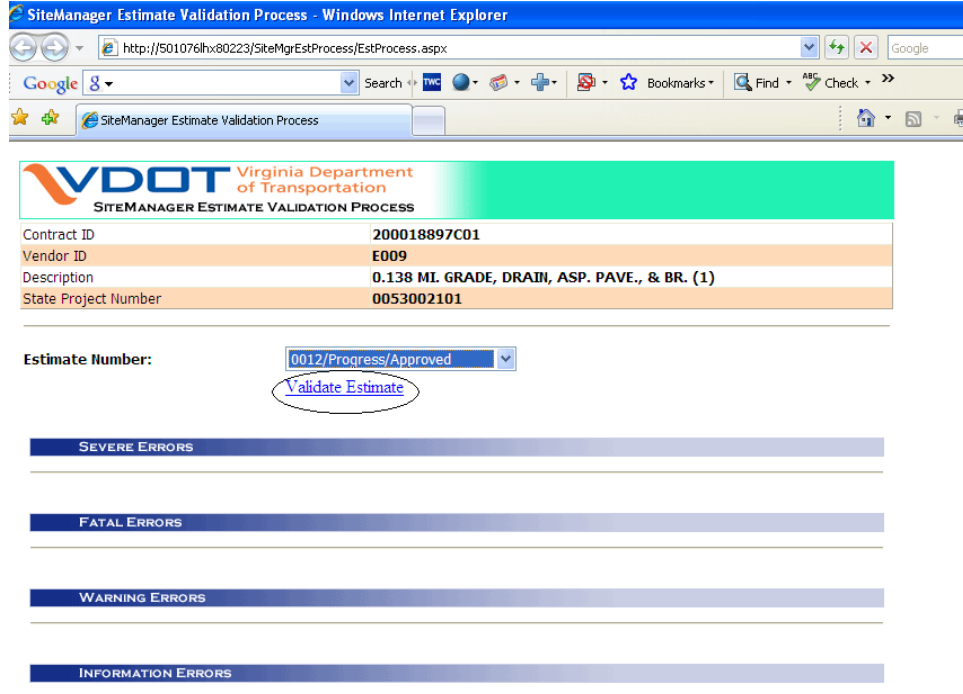


Figure 4

Step 6: Estimate Validation Processing will complete and will list all the different kinds of errors associated with the Estimate. The results will display under different categories (Severe, Fatal, Warning, and Information).

If there are any Severe or Fatal Errors listed, then the estimate would not get passed over to FMS if submitted to the interface. A status message will appear indicating if the estimate will process over to FMS or not (Figure 5)

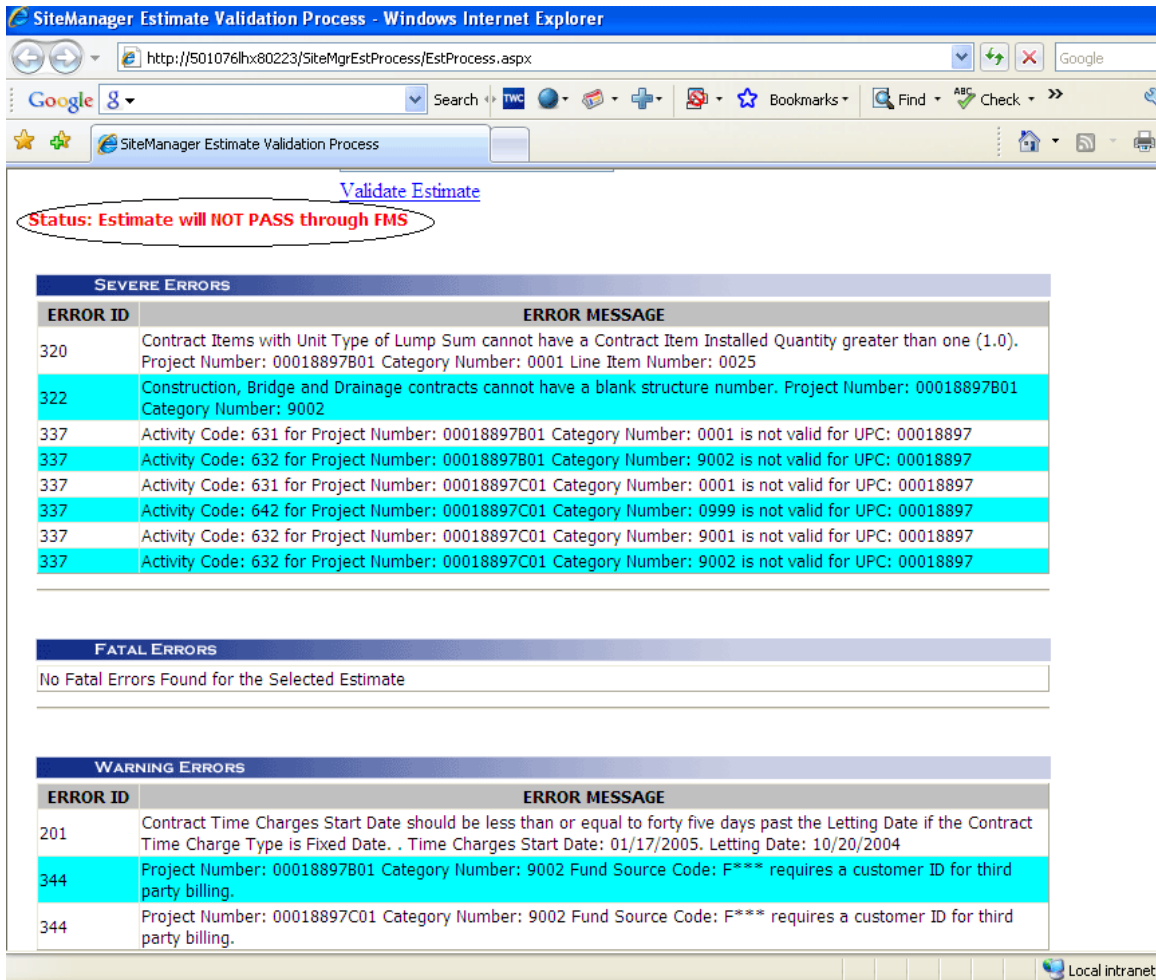


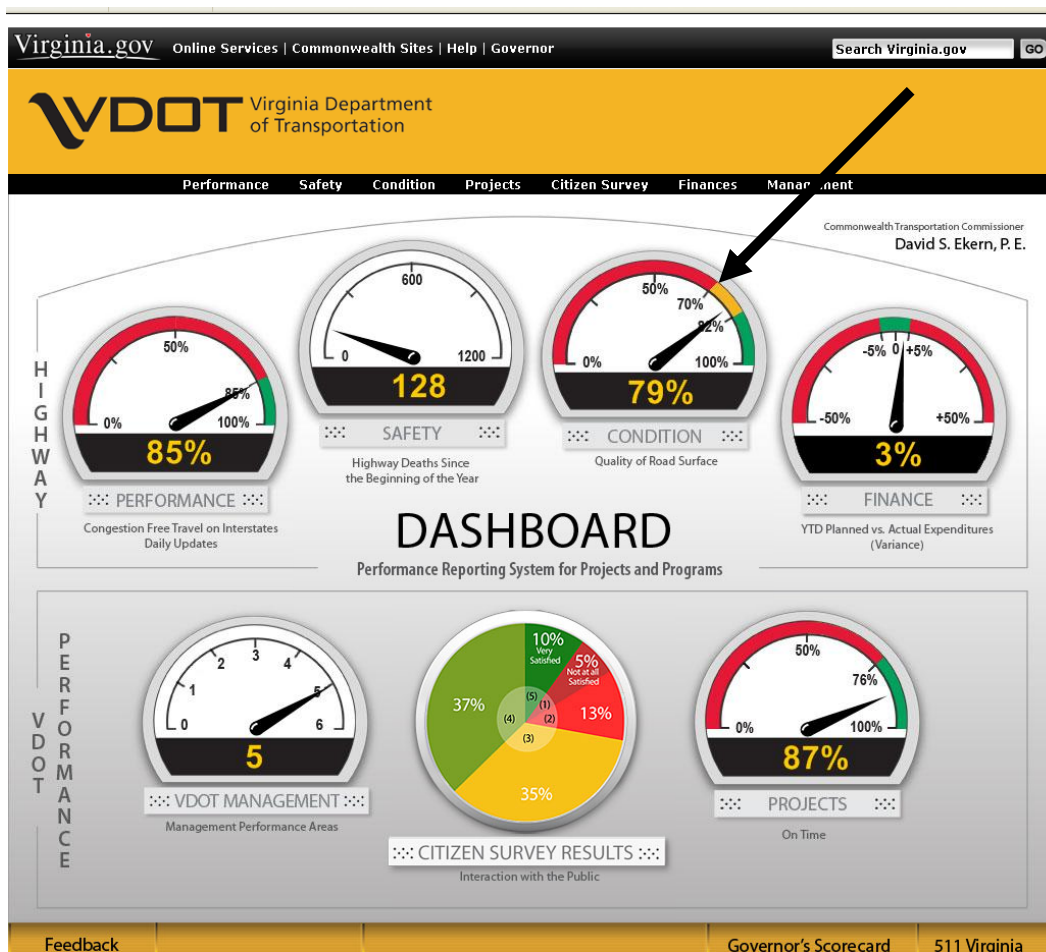
Figure 5

Step 7: Fix the errors and run the Validations plug-in again to ensure the estimate will pass the validation and be ready to pass into FMSII before submitting the final estimate approval.

J. Dashboard Paving Schedules

Creating a URL Link attachment in SiteManager

- 1) Before logging in to SiteManager go to the Dashboard, and then click on the “Condition” measure.



2) Then click on the “Paving Schedules List”

The screenshot displays the VDOT SiteManager dashboard. At the top, there is a navigation bar with tabs for Performance, Safety, Condition, Projects, Citizen Survey, Finances, and Management. Below this is a secondary navigation bar with links for HOME, HELP, QUICK START, FEEDBACK, FEEDBACK LIST, and CONTACT INFO. The main content area features a header with the name 'Constance S. Sorrell, Chief of System Operations'. Below the header, the word 'Condition' is prominently displayed in orange. Underneath, there are filter options for District (All Districts), Counties (All Counties), Residencies, Cities, and Road System (All Road Systems). At the bottom, there are three summary cards: 'Pavement Condition' with a target of 82%, 'Bridge Condition' with a target of 92%, and 'Ride Quality' with a target of 85%. A black arrow points to the 'Paving Schedule List' button in the top navigation bar.

- Find the plant mix schedule you wish to associate to SiteManager, and right click on the “Edit Paving Data” field and select “Copy Shortcut”.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VDOT Virginia Department of Transportation

Performance Safety Condition Projects Citizen Survey Finances Management

HOME HELP QUICK START FEEDBACK FEEDBACK LIST CONTACT INFO

Virginia Dept. of Transportation

List of Paving Schedules

Year Schedule Contract ID Records Per Page Search

Schedule	Contract	District	Description	Planned Lane Miles	
LM-3A-07	PM307LMA39641	Lynchburg	2007 LATEX EMULSION SCHEDULE (***, ***) (LM-3A-07)	27.7	Edit Paving Data
LM-4A-07	TM407LMA39695	Richmond	LATEX SCHEDULE (Chesterfield, ***) (LM-4A-07)	44.8	Edit Paving Data
LM-6A-07	ZM607LMA39551	Fredericksburg	LATEX EMULSION (***, ***) (LM-6A-07)	34.8	Edit Paving Data
LM-7B-07	4M707LMB39590	Culpeper	CHARLOTTESVILLE LATEX SCHEDULE (Charlottesville, ***) (LM-7B-07)	15.7	Edit Paving Data
LM-8A-07		Staunton		3.3	
LM-9A-07		Northern Virgin		33.9	
LM-9B-07		Northern Virgin		48.9	
PM-1A-07	FM107PM1A39741	Bristol	PLANT MIX OVERLAY (Jonesville, ***) (NONE/PM-1A-07)	14.7	Edit Paving Data
PM-1B-07	FM107PM1B39536	Bristol	PLANT MIX OVERLAY (Jonesville, ***) (NONE/PM-1B-07)	9.9	Edit Paving Data
PM-1C-07	FM107PM1C39575	Bristol	PLANT MIX OVERLAY (Wise, ***) (NONE/PM-1C-07)	17.4	Edit Paving Data
PM-1D-07	FM107PM1D39659	Bristol	PLANT MIX OVERLAY (Wise, ***) (NONE/PM-1D-07)	18.8	Edit Paving Data
PM-1E-07	EM107PM1E39624	Bristol	PLANT MIX OVERLAY (***, ***) (NONE/PM-1E-07)	11.8	Edit Paving Data
PM-1F-07	EM107PM1F39534	Bristol	PLANT MIX OVERLAY (***, ***) (NONE/PM-1F-07)	5.7	Edit Paving Data
PM-1G-07	DM107PM1G39560	Bristol	PLANT MIX OVERLAY (Tazewell, ***) (NONE/PM-1G-07)	16.8	Edit Paving Data
PM-1H-07	DM107PM1H39615	Bristol	PLANT MIX OVERLAY (Tazewell, ***) (NONE/PM-1H-07)	6.6	Edit Paving Data
PM-1I-07	FM107PM1I39578	Bristol	PLANT MIX OVERLAY (Wytheville, ***) (NONE/PM-1I-07)	16.8	Edit Paving Data
PM-1J-07	FM107PM1J39578	Bristol	PLANT MIX OVERLAY (Wytheville, ***) (NONE/PM-1J-07)	24.8	Edit Paving Data
PM-1K-07	FM107PM1K39542	Bristol	PLANT MIX OVERLAY (Abingdon, ***) (NONE/PM-1K-07)	21.2	Edit Paving Data
PM-1L-07	FM107PM1L39569	Bristol	PLANT MIX OVERLAY (Abingdon, ***) (NONE/PM-1L-07)	24.5	Edit Paving Data
PM-1M-07		Bristol		13.3	

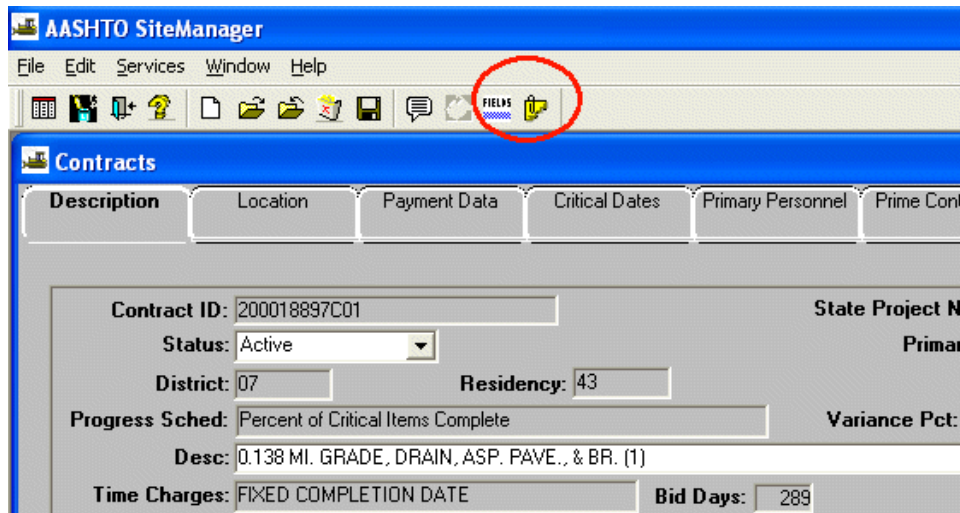
First Previous Page 1 of 8 Next Last

Print Grid Export to Excel

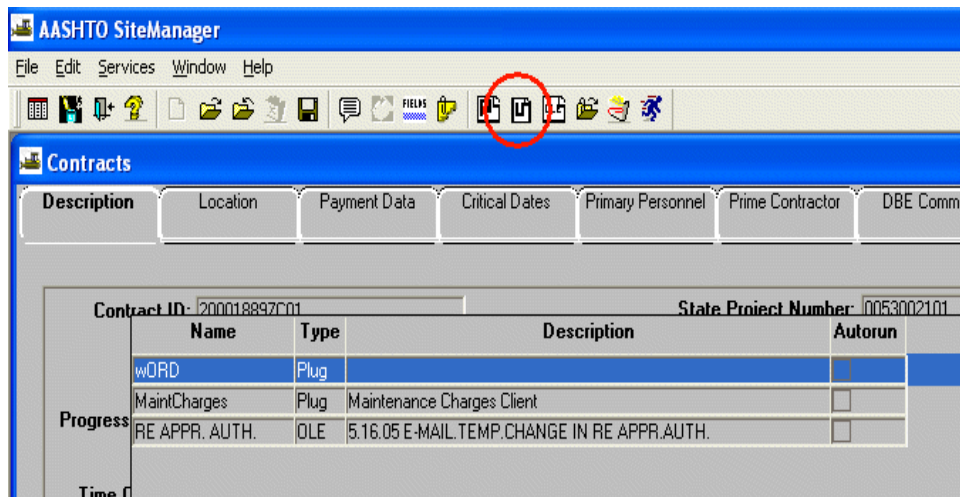
Dashboard v3.0 © Copyright 2007 Virginia Department of Transportation. All Rights Reserved. Updated: 03/06/2008 5:01 AM

- Open SiteManager and login as a DCA.
- Navigate to contract administration|contract records|contracts
- Open the desired plant mix contract

7) Click on the attachment icon located on the tool bar



8) Select the “New URL” button on the tool bar

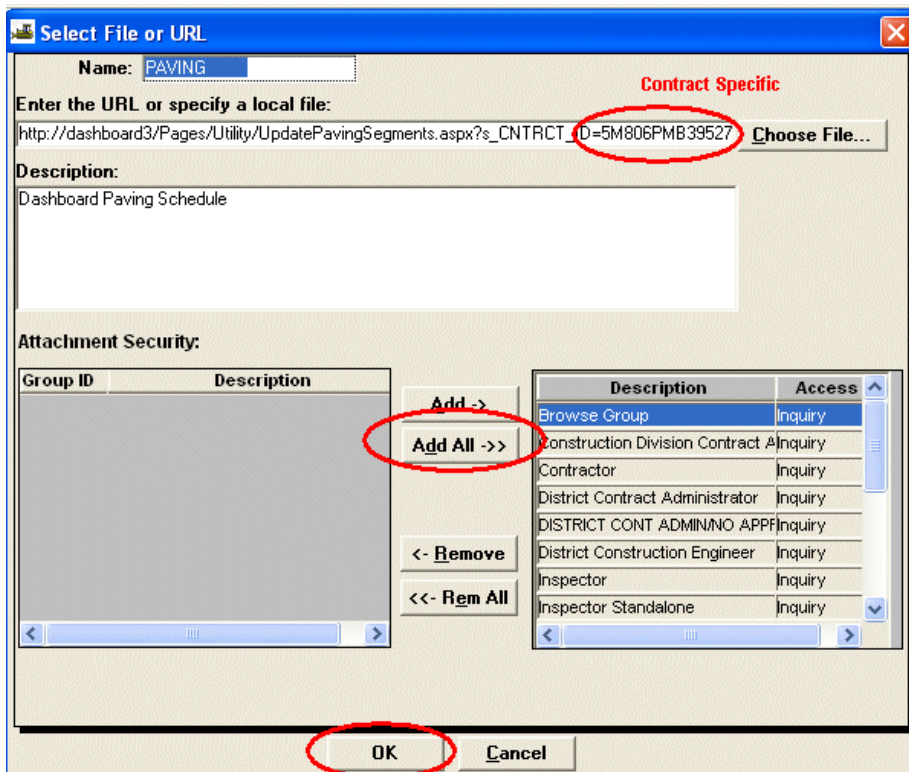


9) Name the attachment “Paving”

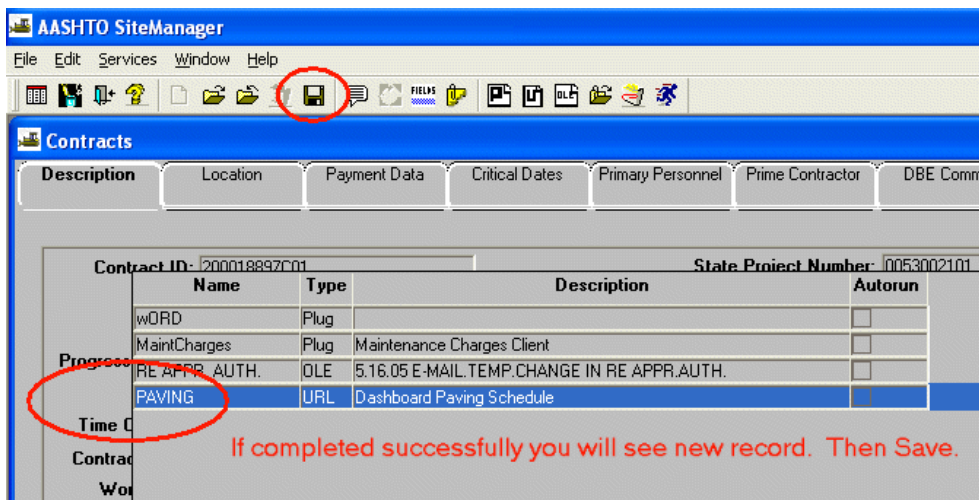
10) In the field “**Enter URL or specify local file**” right click and paste the previously copied “plant mix location” in step #3.

11) In the **Description** type: Dashboard Paving Schedule.

- 12) In the **attachment security** area select “Add All”
- 13) At the bottom of the window select the button “OK”.



- 14) Save the attachment by selecting the close button on the tool bar and the save icon.



- 15) Once saved, test by clicking the attachment icon on the tool bar and double clicking the newly attached “Paving” attachment.
- 16) Close contract window and repeat for each plant mix contract.

SMART Reports

K. SMART Reporting

1. Introduction to SMART	2
2. Navigation to SMART on the VDOT Portal.....	3-7



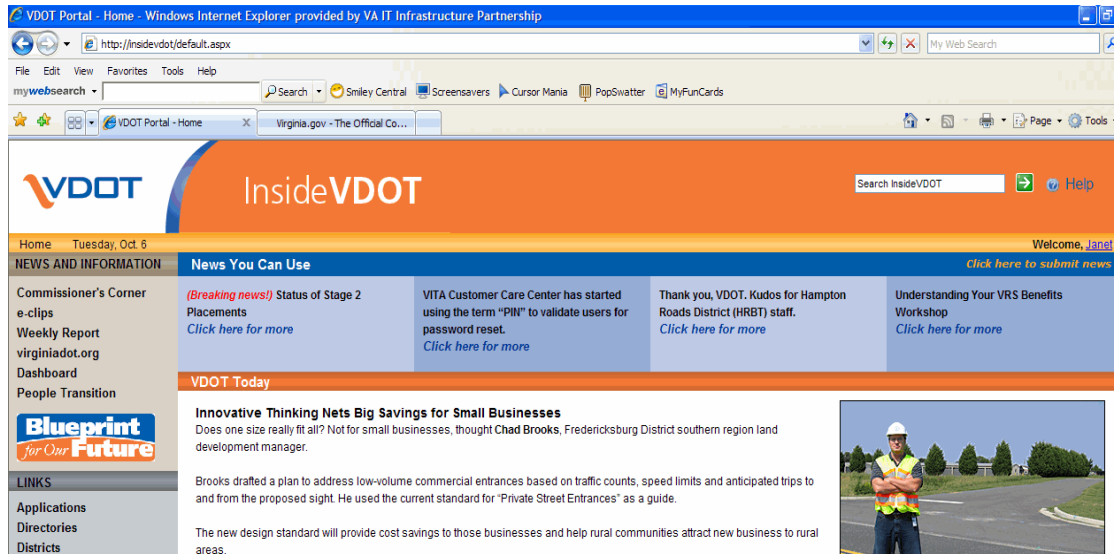
1. Introduction to SMART

SiteManager Access Reporting Tool (SMART) allows reporting directly from SiteManager database using read-only MS Access queries. Reports are available for areas of Contract Records, Subcontracts, Change Orders, Civil Rights, Progress, Pay Estimate and Personnel.

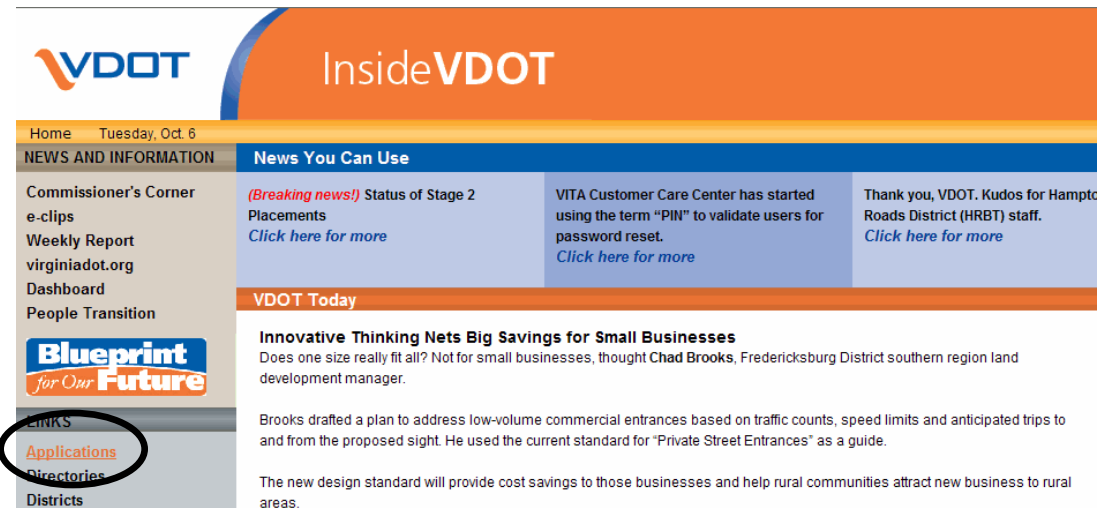
SMART requires SiteManager to be installed! SMART uses ODBC read access to the database, so the Oracle ODBC drivers are required to access the data.

2. Navigation to SMART on the VDOT Portal

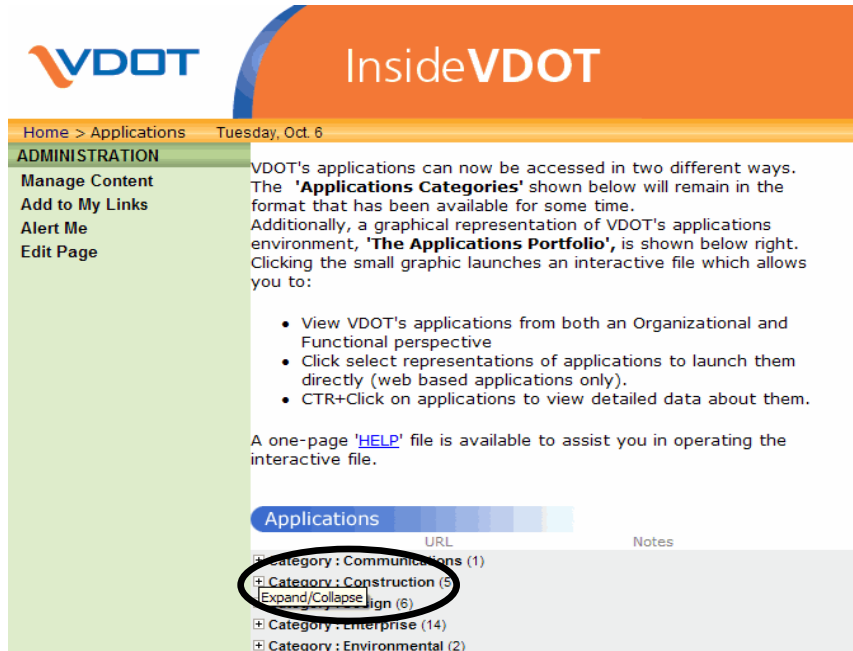
1. Open Internet Explorer to the InsideVDOT Portal Home Page.



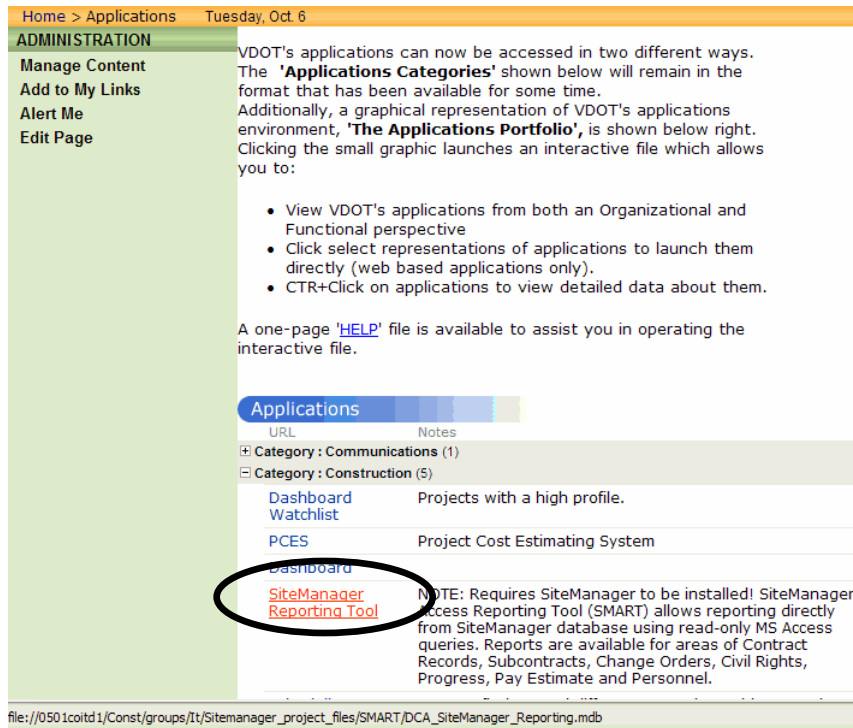
2. Click on Applications link in the left panel.



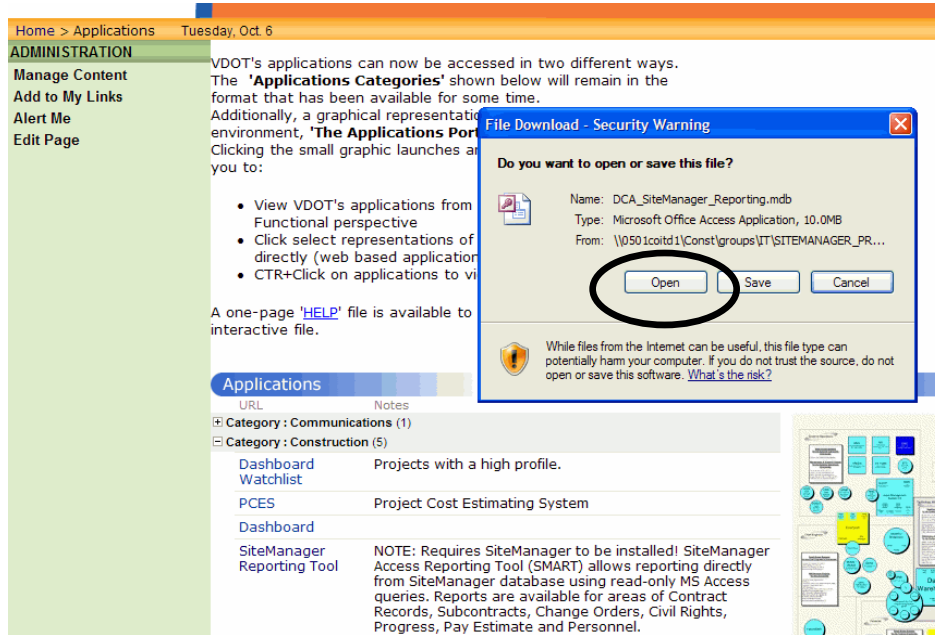
- Click to the left of the Construction category to expand the list of construction applications.



- Click on SiteManager Reporting Tool.



5. In the File Download Box, click on Open, to open the SMART application.



6. This is the Main Menu (Main Switchboard) for the SMART Reporting. Choose the desired section to find the report that you want to run.

7. To print a list of all the SMART Reports that are available, Click on the “INDEX OF ALL SMART REPORTS” button.



8. The report output is displayed on the screen.

<i>SMART Reporting Index</i>	
Main Reporting Menu	
Sub Menu	
<i>Report Name</i>	<i>Description</i>
Administration Reports	
Paving Items	Listing of all Asphalt Items paid by Item code and date range
ARMICS	
All Change Orders - Excel	Summary of all Total Value of all Executed contracts by Date Range and Contract Type
All Final and Supplemental Estimates - Excel	Summary of all Final and Supplemental Estimates By Date Range
Change Orders with Force Accounts - Excel	Summary of all Change Orders with FA by Date Range
Contract Estimates with Fuel Adjustments - Excel	Summary of all Estimates by date range with Fuel Values
Executed Contracts	Listing of Awarded contract value by contract type. (User is prompted for a beginning Execution date)
Audits	
All Change Orders	Summary of all CO by Date Range
Contract Item Code Assignment	
Item Code Assignment Report - 5 Digit Item code	Historical awarded prices for items with additional contract data (User enters 5 digit Item Code)
Item Code Assignment Report - Dropdown	Historical awarded prices for items with additional contract data (User selects from dropdown list)
Item Code Assignment Report -Any part of Description	Historical awarded prices for items with additional contract data (User enters any part of the description)
Fuel Price Adjustments	
Contract Index Associations	Contract price index currently assigned
Contract Price Adj. (FUEL) Payments	Summary by estimate, adjustments made with calculations
OPT-IN Contracts Monthly Summary	Cost summary, by district of OPT-In contracts "G" indexes

- a. You can scroll through the pages by clicking on the arrows at the bottom left.
 - b. You can print it or export it from the icons on the toolbar.
 - c. You can zoom in on the report by changing the percentage in the toolbar.
9. To exit out of the report and return back the main screen, click on Close icon in toolbar.

10. To exit out of the SMART Reporting, click on the “Exit SiteManager Reporting” button at the bottom right of screen.

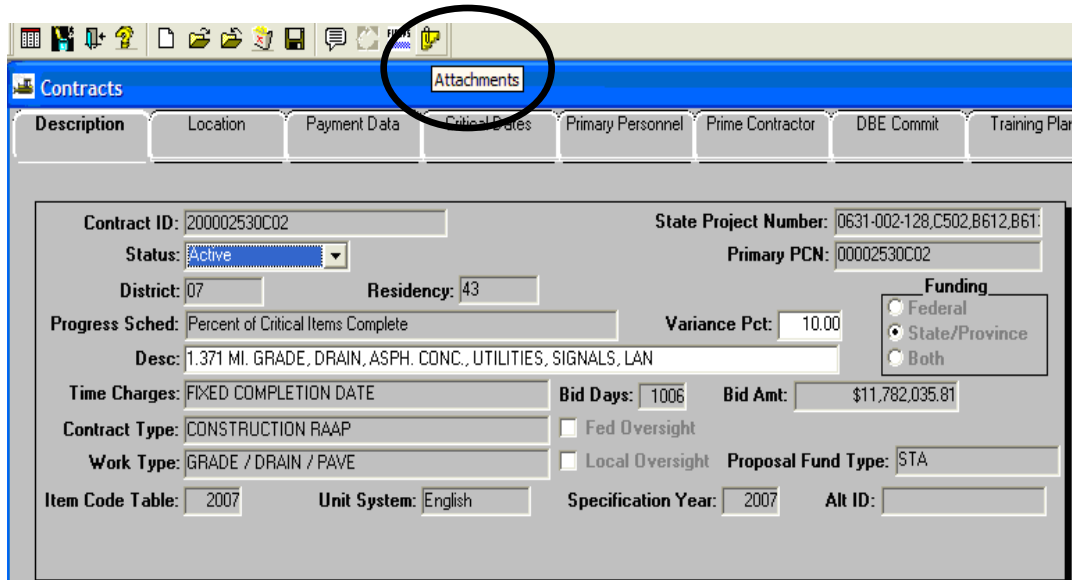


Margin Code Administrator Function

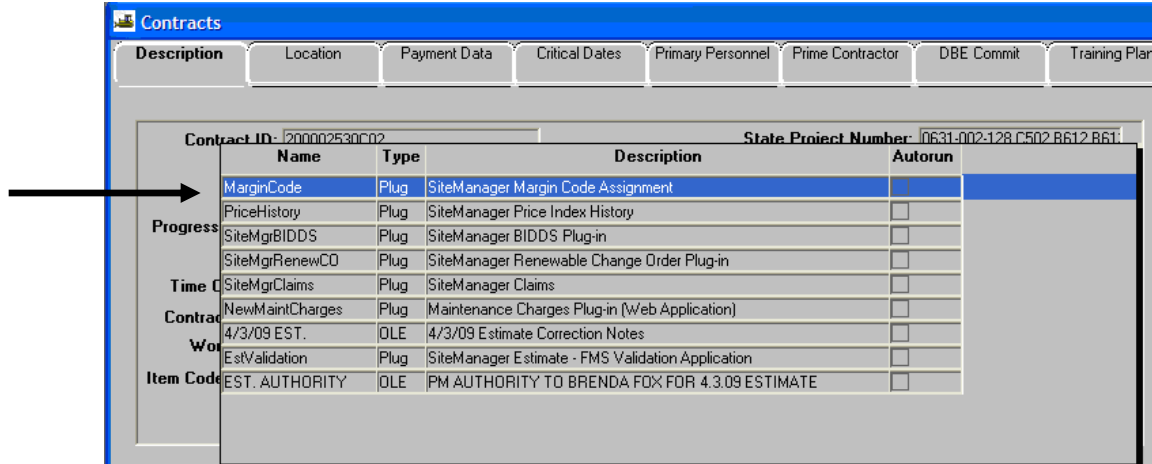
L. Margin Code Administrator Function

This function of the application is only available to Central Office IT for associating the SM USER_ID with VDOT's Active directory Network ID. This association is required for users to run the SiteManager Plug-ins. Without this association, users will not be able to run any of the SiteManager Plug-ins.

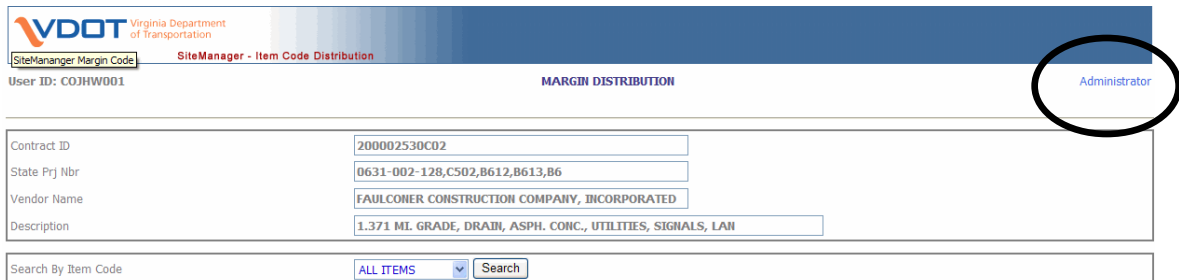
1. Navigate to Contract Administration|Contract Records|Contracts
2. Open any contract. Click on the attachment icon



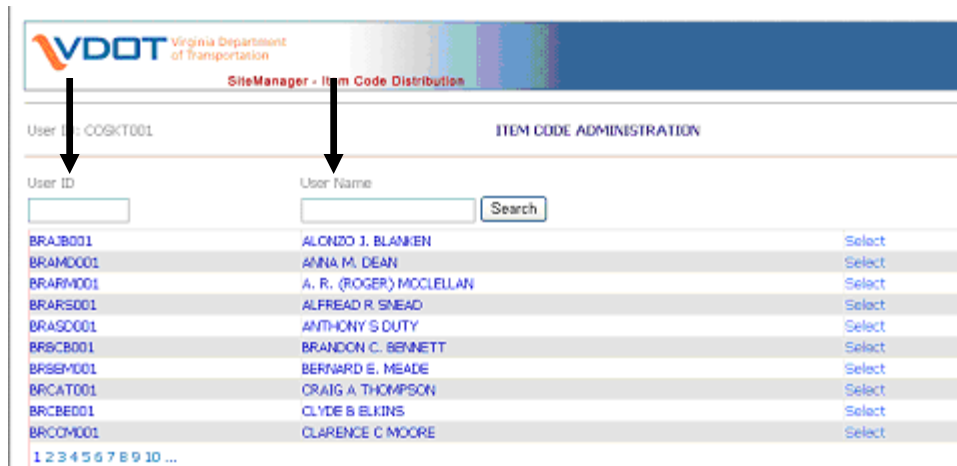
3. Double-Click on the MarginCode attachment.



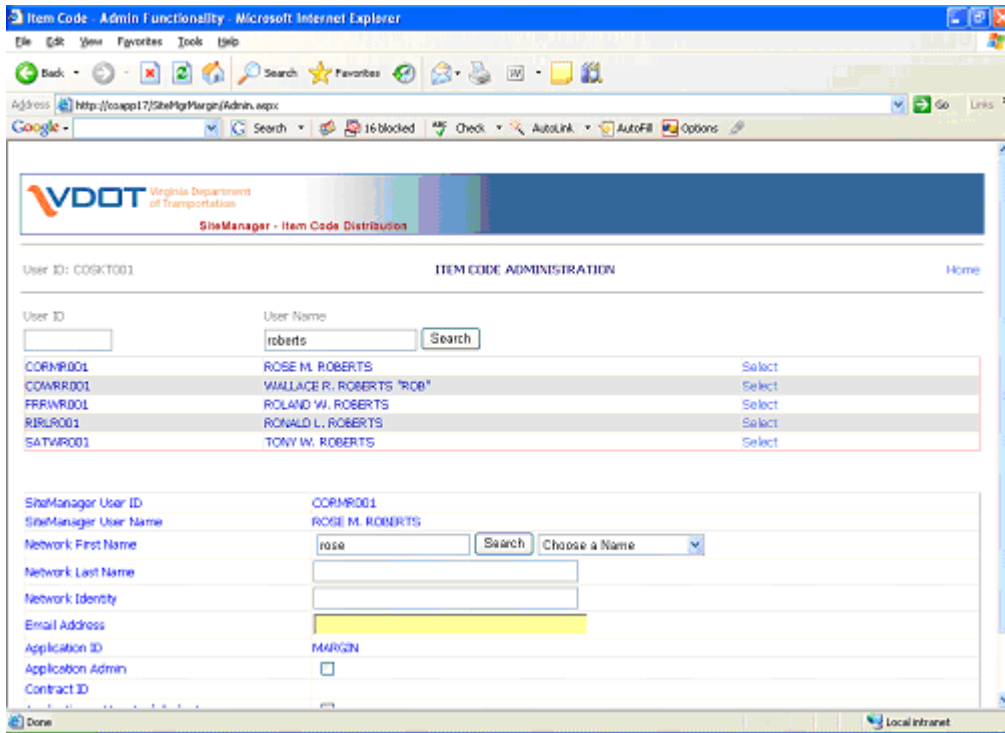
4. The Margin Code Application Opens. In the far right-hand corner, click on the Administrator link.



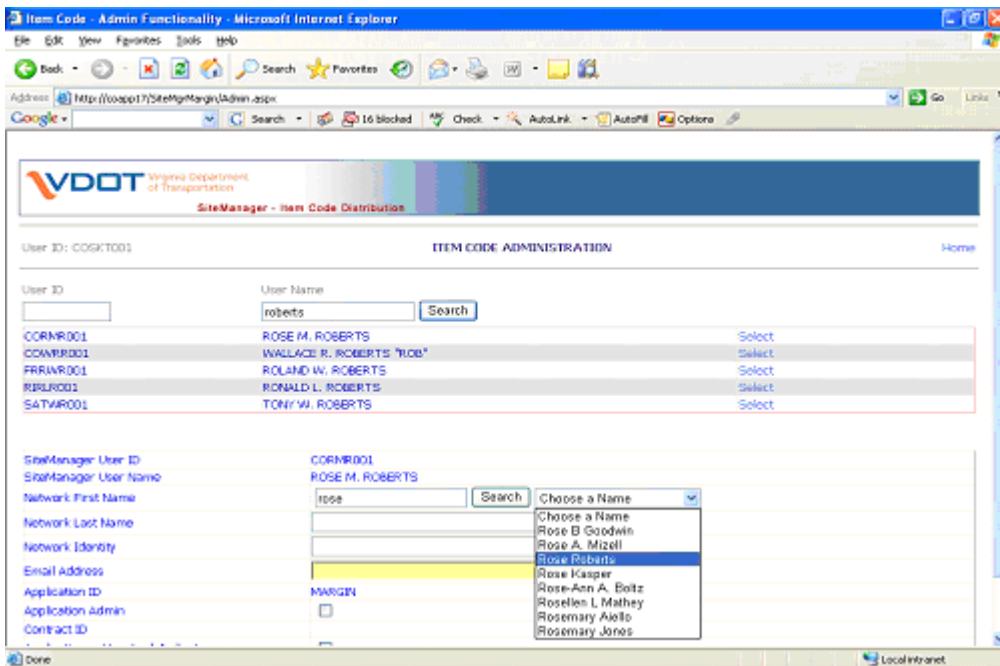
5. The screen lists all the SiteManager User IDs and their corresponding names. User can search based on User ID or User Name



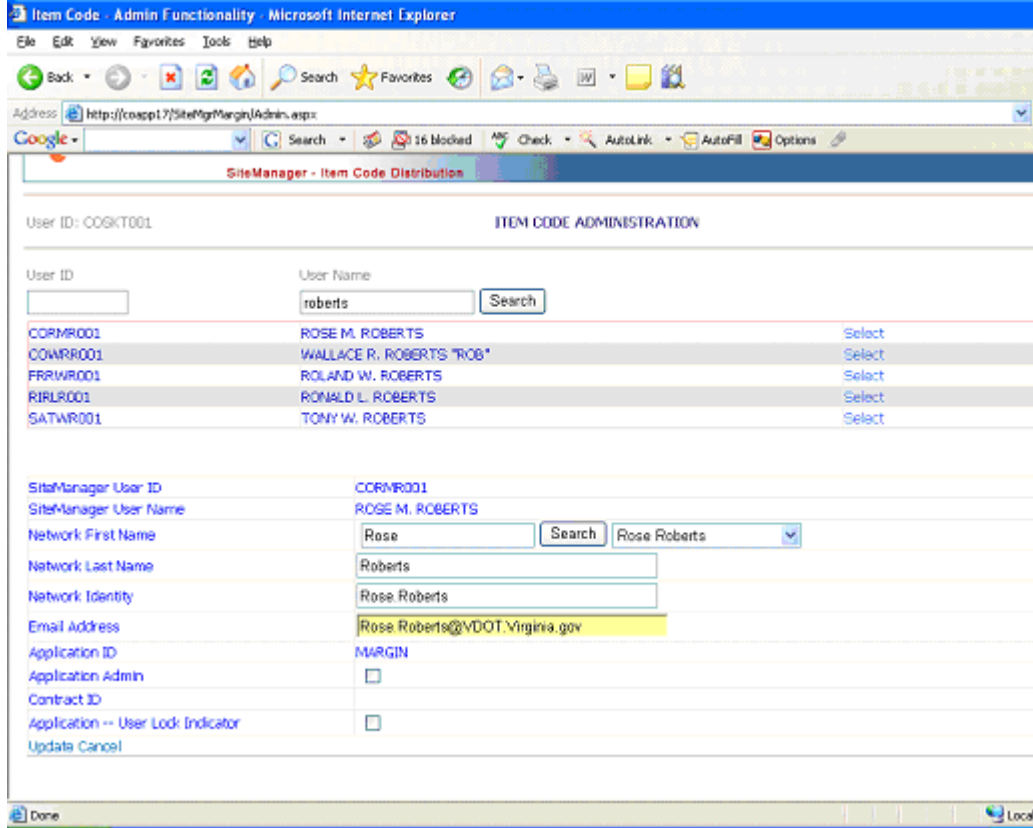
6. Select the SiteManager User and click Edit at the bottom left to modify the security of the user. Type in the Last Name of the user and click Search to get all the Network Users matching the entered name.



7. Choose the name of the user from the displayed list depending on the required security Check Admin, thus making the administrator of the application



After all the changes have been done, click on Update to save the changes to the database



TO DEACTIVATE A USER:

Checking the Lock Indicator locks the user from accessing the application.

Changes to Contractor or Contract Status

M. Changes to Contractor or Contract Status

Reasons For Changes In Contractor Or Contract Status

- A. Contractor defaults, Bonding Company takes over, Bonding Company uses new Contractor.....2**
- B. Contractor defaults, Bonding Company backs out of contract responsibility, gives VDOT bonding money and new Contractor takes over with new contract prices.....2**
- C. Contractor Defaults, Bonding Company uses existing Contractor and Bonding Company receives payment3**
- D. Contractor gets bought out - New Prime3**
- E. Contractor gets a new name - Same Vendor Id4**
- F. Contract terminated, no work performed.....4**
- G. Contract terminated, partial work performed.....5**
- H. Contractor filed bankruptcy and new Contractor is taking over the contract to complete it5**

A. Contractor defaults, Bonding Company takes over, Bonding Company uses new Contractor

1. Decision/agreement to make surety new prime
2. Add new contractor (will be sub), surety and insurance vendors to LAS (include tax id) if needed. If not skip to step 4.
3. A new Reference file Pass to SM will be required
4. Click on default indicator
5. Add surety as current prime
6. Choose default reason code (TAKEOVER AGREEMENT OR CONTRACTOR BUYOUT)
7. Type in default date (Commissioner's letter)
8. Click on payroll required indicator and type in payroll frequency, if required
9. Add SU000 –*NO SURETY REQUIRED* as the surety within the prime associate area on prime contractor tab (if SU000 is not available contact SCD where SU000 will be associated to the Surety)
10. Add insurance company for surety as prime associate on prime contractor tab
11. Key Dates and Critical Dates may need to be revised accordingly
12. Choose address from SERVICES|ADDRESS|SELECT ADDRESS
13. Add subcontract for company taking over work (use something descriptive in the sub number to distinguish it from normal sub, like “TK1”). The subcontract will require that every project line item be associated. Without the Subcontract Item association, the DWR work items tab will not display the takeover contractor in the dropdown.
14. Use subcontractor (new company) when doing DWRs
15. Add Subcontract header for old prime contractor (use something descriptive in the sub number to distinguish it from normal sub, like “OP” for Original Prime)and add remark that says that this was added to keep associations for payroll and old DWRs associated with this vendor number.
16. If the Default is due to Bankruptcy, type in bankruptcy date in Critical dates – Use Commissioner's letter for date

B. Contractor defaults, bonding company backs out of contract responsibility, gives VDOT bonding money and new contractor takes over with new contract prices

1. Decision to make new prime current contractor
2. C-10 for new contractor with new prices
3. Add new contractor (will be sub), surety and insurance vendors to LAS (include tax id) if needed. If not skip to step 4
4. A new Reference file Pass to SM will be required
5. Click on default indicators
6. Add new contractor as current prime
7. Choose default reason code (TAKEOVER AGREEMENT OR CONTRACTOR BUYOUT)
8. Type in default date

9. Click on payroll required indicator and type in payroll frequency, if required
10. Add new prime's surety as prime associate on prime contractor tab
11. Add insurance vendors as prime associate on prime contractor tab
12. Choose address from SERVICES|ADDRESS|SELECT ADDRESS
13. Create Change Order/Work Order to add C-10 info and time extension, if required
14. Category funding requirements will have to be determined - A new funding source record may be used for the collection of bonding money through Accounts Receivable or it may be handled as an Accounts receivable upfront with a check.
15. Key Dates and Critical Dates may need to be revised accordingly
16. Use new contractor when doing DWRs.
17. Add Subcontract header for old prime contractor (use something descriptive in the sub number to distinguish it from normal sub, like "OP" for Original Prime)and add remark that says that this was added to keep associations for payroll and old DWRs associated with this vendor number.
18. If the Default is due to Bankruptcy, type in bankruptcy date in Critical dates – Use Commissioner's letter for date

C. Contractor Defaults, Bonding Company uses existing Contractor and Bonding Company receives payment

1. Decision to make bonding company receive payment and contractor to continue to do work
2. Change payee id field in Contract generics to S (CANNOT USE DEFAULT OR PRIME WILL NO LONGER BE AVAILABLE TO USE IN DWR FOR PLACEMENT OF ITEMS) OR request change in FMSII of payee to surety??
3. Add a Contract remark that states the reason for the default that surety is taking over the payments
4. Key Dates and Critical Dates may need to be revised accordingly
5. Use existing prime when doing DWRs
6. If bonding company gave us credit, add a contract adjustment (negative) on next estimate to take away a certain amount of payment equal to credit.

D. Contractor gets bought out - New Prime

1. Contractor gets new Vendor Id with different tax id
2. Create new vendor # in LAS (include tax id)
3. A new Reference file Pass to SM will be required
4. Click on default indicator
5. Add new contractor as current prime
6. Choose default reason code (CONTRACTOR RENAMED-NEW TAX ID)
7. Type in default date
8. Click on payroll required indicator and type in payroll frequency, if required
9. Add new prime's surety as prime associate on prime contractor tab
10. Add insurance vendor as prime associate on prime contractor tab
11. Choose address from SERVICES|ADDRESS|SELECT ADDRESS

12. Key Dates and Critical Dates may need to be revised accordingly
13. Use new prime when doing DWRs
14. Add Subcontract header for old prime contractor (use something descriptive in the sub number to distinguish it from normal sub, like "OP" for Original Prime)and add remark that says that this was added to keep associations for payroll and old DWRs associated with this vendor number.

E. Contractor gets a new name - Same Vendor Id

1. Contractor keeps same Vendor Id with same tax id
2. Update current vendor with new vendor name in LAS (all historical info will have new name on it for SM data due to reference by vendor number)
3. A new Reference file Pass to SM will be required
4. Make note of current surety and insurance company prime associates and payroll required/frequency info
5. Click on default indicator
6. Choose contractor as current contractor
7. Choose default reason code (TAKEOVER AGREEMENT OR CONTRACTOR BUYOUT)
8. Type in default date
9. Click on payroll required indicator and type in payroll frequency, if required
10. Add surety company back as prime associate on prime contractor tab
11. Add insurance company back as prime associate on prime contractor tab
12. Choose address from SERVICES|ADDRESS|SELECT ADDRESS
13. Key Dates and Critical Dates may need to be revised accordingly
14. Use same prime (will show new name) when doing DWRs

F. Contract terminated, no work performed

1. Decision to terminate contract
2. Create C-10 for agreement with contractor
3. Add acceptance date
4. Request through helpdesk call to create a backdoor change order to be created that will decrease quantities for all items that have no payments or partial payments
5. Create change order backdoor
6. Review change order
7. Mark change order pending
8. Approve change order
9. Add Termination Date
10. Choose Termination type description (TERMINATION)
11. Type in bankruptcy date in Critical dates if applicable
12. Key Dates and Critical Dates may need to be revised accordingly
13. Create a termination DWR and Diary with detailed information and authorize
14. Create 0.00 SF estimate and send to FMS to mark contract SF
15. Create a 0.00 F estimate and send to FMS to mark contract finalized

G. Contract terminated, partial work performed

1. Decision to terminate contract
2. Create C-10 for agreement with contractor
3. Add acceptance date
4. Request through helpdesk call to create a backdoor change order to be created that will decrease quantities for all items that have no payments or partial payments
5. Create change order backdoor
6. Review change order
7. Mark change order pending
8. Approve change order
9. Add Termination Date
10. Choose Termination type description (TERMINATION)
11. Type in bankruptcy date in Critical dates if applicable
12. Key Dates and Critical Dates may need to be revised accordingly
13. Create a SF estimate with work and send to FMS to mark contract SF
14. Create a 0.00 F estimate and send to FMS to mark contract finalized

H. Contractor filed bankruptcy and new Contractor is taking over the contract to complete it

1. Click the Default Indicator (Prime Contractor Tab)
2. System will give you a message
3. Defaulting Current vendor will remove current contacts and associates. Continue?
4. Click Yes
5. Original Prime Contractor data will be populated automatically
6. Select the Default reason (TAKEOVER AGREEMENT OR CONTRACTOR BUYOUT)
7. Enter the default date (Make sure that the user enters at least the next day from when the Original Vendor has been used in the DWR)
8. Current Prime field will now be available now
9. Select the Current Prime
10. Click on payroll required indicator and type in payroll frequency, if required
11. Add surety company back as prime associate on prime contractor tab
12. Add insurance company back as prime associate on prime contractor tab
13. Choose address from SERVICES|ADDRESS|SELECT ADDRESS
14. Key Dates and Critical Dates may need to be revised accordingly
15. Add any Payroll Information (Payroll indicator will be checked on by default)
16. Click SAVE
17. Use new Prime when entering DWRs
18. Add Subcontract header for old prime contractor (use something descriptive in the sub number to distinguish it from normal sub, like "OP" for Original Prime)and add remark that says that this was added to keep associations for payroll and old DWRs associated with this vendor number.

Renewable Contract Automated Change Order Plug-in

N. Renewable Contract Automated Change Order Plug-in

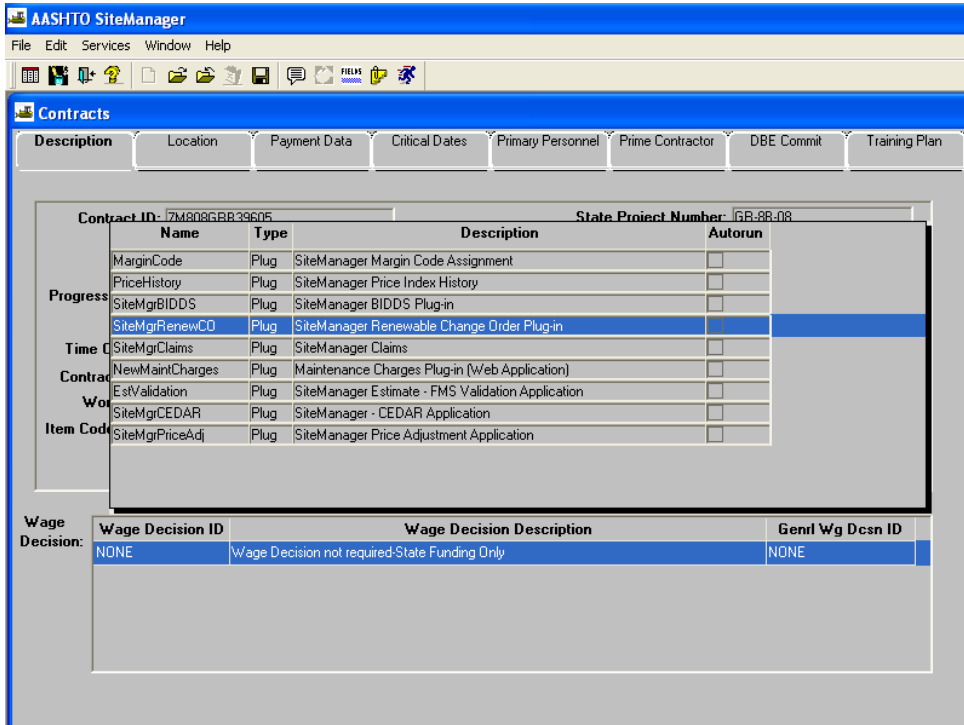
1. Navigate to **Change Order|CO Maintenance|CO Header**. Create a Draft Change Order Header. (This plug-in can be run from the Contract Header, also)

- This is an SA Extra Work Change Order and Requires a Work Order Number
- 2 Functions are required, Extra work and Time Extension

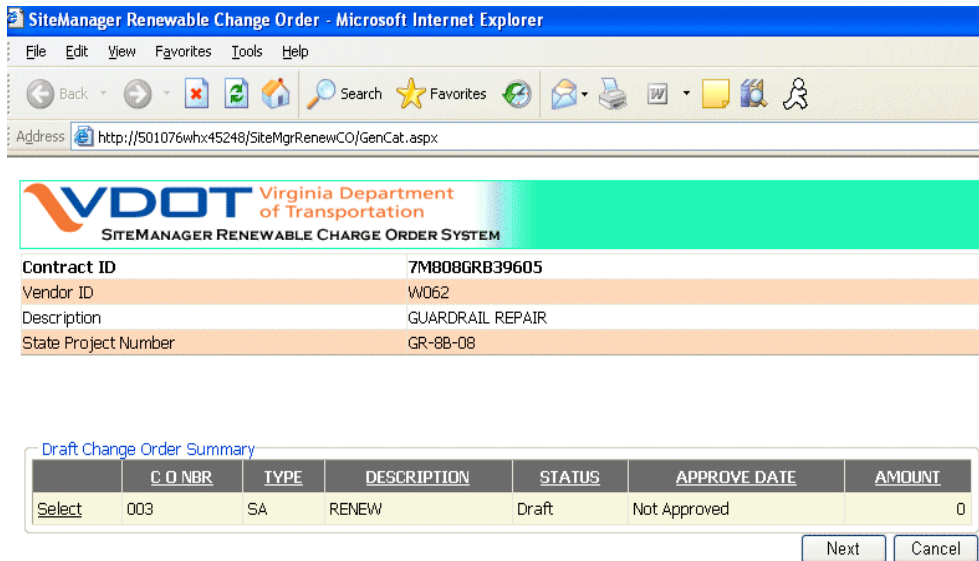
2. Navigate to **Change Order|CO Maintenance|CO Time Adjustments**. Add a Time Extension.

Adjusted Contract or Milestone	Adjustment Days	Adjustment Date	Explanation
Contract	365	06/30/09	


- Navigate to **Contract Administration|Contracts Records|Contracts**. Select your contract. Click on Attachment icon and Double Click on SiteMgrRenewCO.



- Select New Renewable Draft Change Order. Click on **Next** button.



- Select a Category for Each PCN in which to apply the Renewable Items. Click on *Next* button.



Contract ID	7M808GRB39605
Vendor ID	W062
Description	GUARDRAIL REPAIR
State Project Number	GR-8B-08

Project Number	M808GRB39605
Description	GUARDRAIL REPAIR
Selected Category	None


	CATEGORY NUMBER	DESCRIPTION	WORK CLASS
Select	0001	ROADWAY ITEMS	571
Select	9002	Work Order No. 2: Impact Attenuator	571
Select	9003	Renewable Items	571

Project Number	M808GRC39527
Description	GUARDRAIL REPAIR
Selected Category	None

	CATEGORY NUMBER	DESCRIPTION	WORK CLASS
Select	0001	ROADWAY ITEMS	571
Select	9003	Renewable Items	571

Previous Next Cancel

- For Each PCN, review Selected Items to be included. By default, all items are selected.



Contract ID	7M808GRB39605
Vendor ID	W062
Description	GUARDRAIL REPAIR
State Project Number	GR-8B-08

Project Number	M808GRB39605
Description	GUARDRAIL REPAIR

	LINE	ITEM CODE	SPEC	CATEGORY	BID QTY	UNIT PRICE	DESCRIPTION
<input checked="" type="checkbox"/>	0010	13290	2004	0001	400	12	GUARDRAIL GR-8 (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0020	13292	2004	0001	25	15	GUARDRAIL GR-8A (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0030	13294	2004	0001	25	19	GUARDRAIL GR-8B (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0040	13310	2004	0001	175	40	GUARDRAIL TERMINAL GR-6 (NCHRP 350)
<input checked="" type="checkbox"/>	0050	13312	2004	0001	2	2000	GUARDRAIL TERMINAL GR-7 (NCHRP 350)
<input checked="" type="checkbox"/>	0060	13315	2004	0001	5	600	GUARDRAIL TERMINAL GR-11
<input checked="" type="checkbox"/>	0070	13320	2004	0001	600	20	GUARDRAIL GR-2
<input checked="" type="checkbox"/>	0080	13331	2004	0001	125	22	RAD. GUARDRAIL GR-2
<input checked="" type="checkbox"/>	0090	13345	2004	0001	2	2600	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)
<input checked="" type="checkbox"/>	0100	13349	2004	0001	1	600	GUARDRAIL TERMINAL SITE PREPARATION

1 2 3 4 5 6 7 8 9 10 ...

- All PCN Items will be in the list, including Change Order Items. Just Uncheck the Items you don't want to include.

Virginia Department of Transportation
SITEMANAGER RENEWABLE CHARGE ORDER SYSTEM

Contract ID	7M808GRB39605
Vendor ID	W062
Description	GUARDRAIL REPAIR
State Project Number	GR-8B-08

Project Number M808GRB39605
Description GUARDRAIL REPAIR

	LINE	ITEM CODE	SPEC	CATEGORY	BID QTY	UNIT PRICE	DESCRIPTION
<input checked="" type="checkbox"/>	0730	24279	2004	0001	50	40	PORTABLE CHANGEABLE MESSAGE SIGN
<input checked="" type="checkbox"/>	0740	24281	2004	0001	24	10	ELECTRONIC ARROW
<input checked="" type="checkbox"/>	0750	24601	2004	0001	1500	1.50	NS REMOVE EXIST. GUARDRAIL
<input type="checkbox"/>	0760	13611	2004	9002	0	15810	IMPACT ATTENUATOR SER. TYPE I

- After reviewing & selecting items for each PCN, click on **Finish**. You will be notified when the items have been added successfully. It may take a minute. Do not click finish more than once (pop-up will appear)!

Address: <http://501076whx:45248/SiteMgrRenewCO/GenCat.aspx>

<input checked="" type="checkbox"/>	2015	13310	2004	0001	0	40	GUARDRAIL TERMINAL GR-6 (NCHRP 350)
<input checked="" type="checkbox"/>	2020	13312	2004	0001	0	2000	GUARDRAIL TERMINAL GR-7 (NCHRP 350)
<input checked="" type="checkbox"/>	2025	13315	2004	0001	0	600	GUARDRAIL TERMINAL GR-11

1 2 3 4 5 6 7 8 9 10 ...

Project Number M808GRC39527
Description GUARDRAIL REPAIR

	LINE	ITEM CODE	SPEC	CATEGORY	BID QTY	UNIT PRICE	DESCRIPTION
<input checked="" type="checkbox"/>	0010	13290	2004	0001	300	12	GUARDRAIL GR-8 (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0020	13292	2004	0001	300	12	GUARDRAIL GR-8 (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0030	13294	2004	0001	300	12	GUARDRAIL GR-8 (NCHRP 350 TL-3)
<input checked="" type="checkbox"/>	0040	13310	2004	0001	0	40	GUARDRAIL TERMINAL GR-6 (NCHRP 350)
<input checked="" type="checkbox"/>	0050	13312	2004	0001	0	2000	GUARDRAIL TERMINAL GR-7 (NCHRP 350)
<input checked="" type="checkbox"/>	0060	13315	2004	0001	0	600	GUARDRAIL TERMINAL GR-11
<input checked="" type="checkbox"/>	0070	13320	2004	0001	400	20	GUARDRAIL GR-2
<input checked="" type="checkbox"/>	0080	13331	2004	0001	100	22	RAD. GUARDRAIL GR-2
<input checked="" type="checkbox"/>	0090	13345	2004	0001	1	2600	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)
<input checked="" type="checkbox"/>	0100	13349	2004	0001	1	600	GUARDRAIL TERMINAL SITE PREPARATION

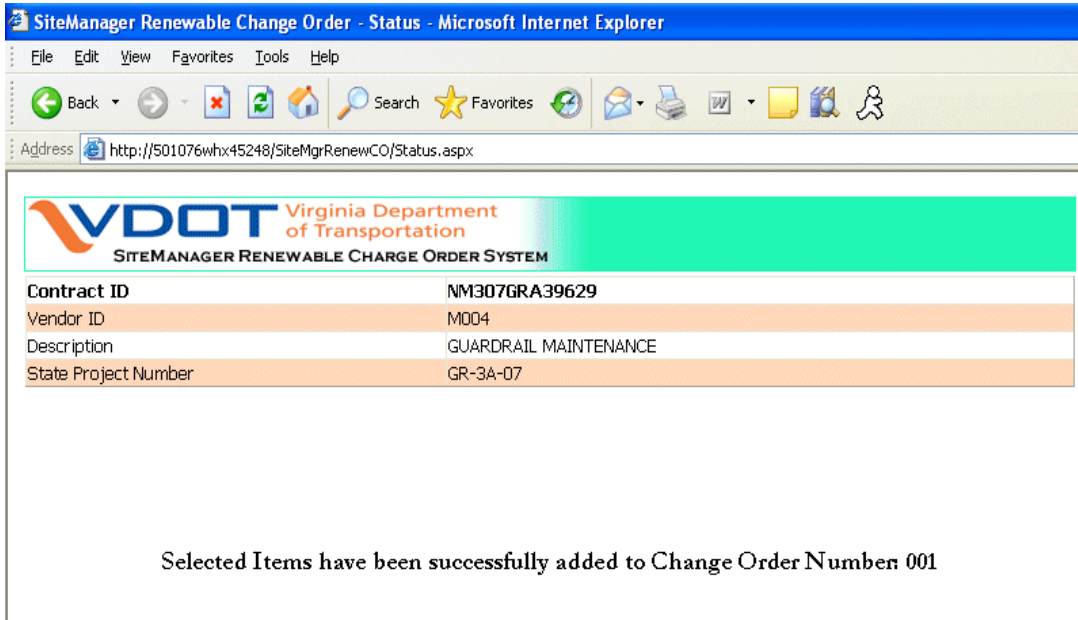
1 2 3 4 5 6 7 8 9 10 ...

Previous Finish Cancel

VDOT Trns-port™ SiteManager™
User Manual

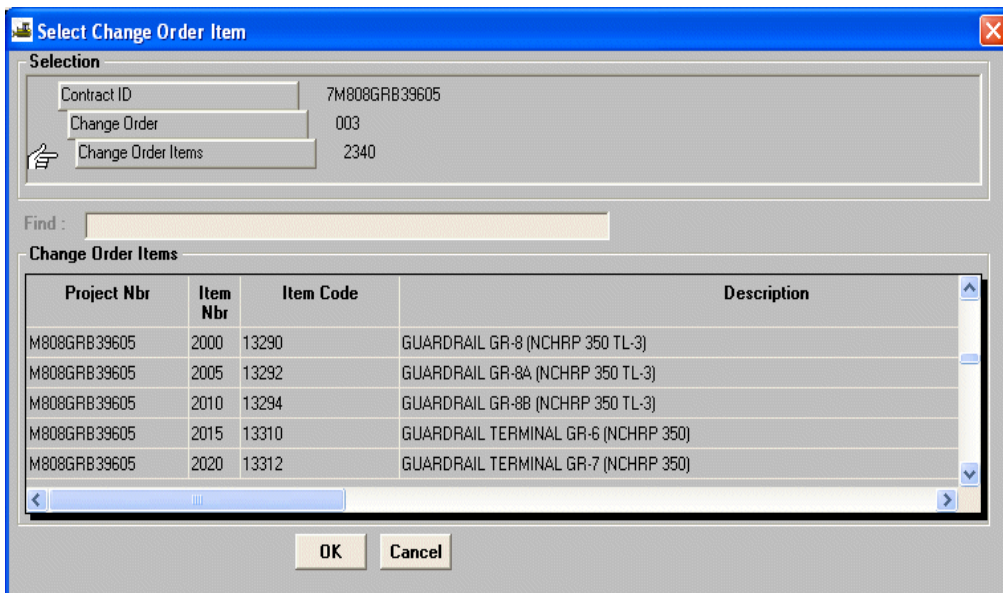
Section Appendix N – Renewable Contract Automated Change Order Plug-in - Page 5 of 7

- Once the Items have been added you will receive a message. You can now close\exit the window.



- Navigate **Services**|**CO Items**. Select **Open** icon from the tool bar. All the added items can be seen in the list of contract items.

All the new Items will begin with line item 2000. When reviewing the pick list of items you will notice that they might not be in order.



13. Reviewing the added Items

By default the original bid quantity and price are brought over, and for any CO items added previously only the prices associated with the originating CO are brought over. At this point you can only edit the *CO Item Description* or the *Quantity* fields.

Change Order Items

Change Order Item | New Contract Item

Cont ID: 7M808GRB39605 | CO Nbr: 003 | Project Nbr: M808GRB39605

Line Item Nbr: 2000 | Item Code: 13290

Unit: LF | Unit Price: \$12.00000

Item and Supplemental Descriptions:
GUARDRAIL GR-8 (NCHRP 350 TL-3)

Change Order Item Description:

	Quantity	Amount
Contract Bid:	0.000	\$0.00
Approved Change Order:	0.000	\$0.00
Current Contract:	0.000	\$0.00
Pending Change Order:	0.000	\$0.00
This Change Order:	400.000	\$4,800.00

Force Account Item

14. Navigate to *Change Order*|*CO Maintenance*|*CO Header*. Click on *Services*|*Calculate CO* to calculate the Renewable Change Order. The CO Amount will be automatically displayed on the screen.

AASHTO SiteManager

File | Services | Window | Help

- Choose Keys Ctrl+Alt+K
- Generic Fields Ctrl+Alt+G
- Attachments
- Process Status
- Calculate Change Order Ctrl+Shift+C**
- Forward To... Ctrl+Shift+F
- CO Items Ctrl+Shift+I
- CO Time Adjustments Ctrl+Shift+M
- Change Order Tracking Ctrl+Shift+T

If only original Items are brought forward, then the CO Amount will match the Original Bid. Caution: If there were any CO items included in the renewable, but you did not enter a quantity, then the Amounts would also match.

Contract ID: 7M808GRB39605 | CO Number: 003 | Approval Dates: Federal: 00/00/00 | VDOT: 00/00/00

CO Created by: JOSEPH J. BOUCHEY | On: 06/25/08

Status: Draft | Approval Level: District Contract Administrator

Description: RENEW

Reason Code: RENEWABLE CONTRACT RENEWAL/EXTENSION

CO Type: (SA) WORK ORDER (SUPPLEMENTAL AGREEMENT)

Override Approval Rules | Emergency Work

Functions: Overrun/Underrun | Force Account | Bid Contract Amt: \$259,835.00

Extra Work | Zero Dollar | Current Contract Amt: \$275,645.00

Time Adjustment | Final Quantity | CO Amount: \$259,835.00

Reference to: Dispute: Force Account: Work Order #: 01

Setup Instructions for Pasting into DWRs from Word

O. Setup instructions for Pasting into DWRs from Word

Pasting to DWRs if text was created in Word:

This set-up needs to be done to ensure that certain characters are pasted correctly in a DWR when they are copied from MS Word documents. This set-up only needs to be done once and the function should work properly after that time. If you get a new computer, this set-up needs to be done again.

Typically problems include these three characters:

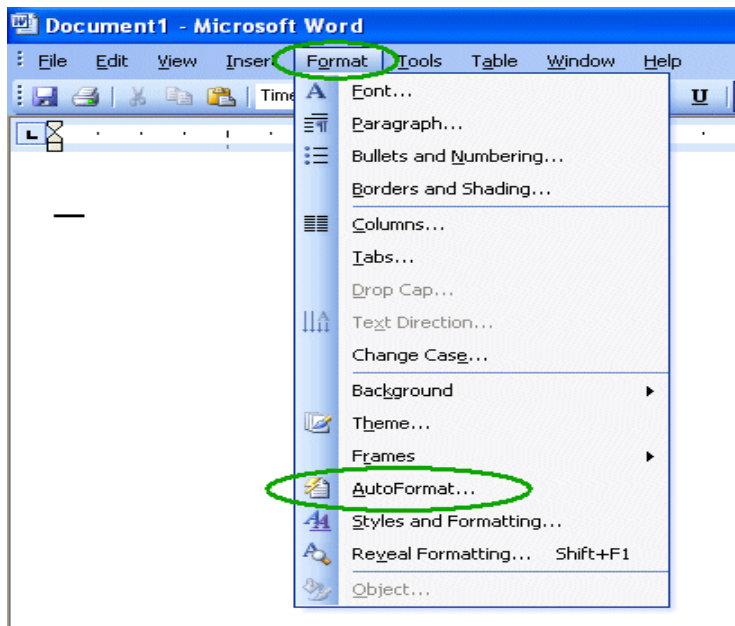
(") used to represent inches, 15"

(') Used to represent feet or a grammatical apostrophe, 15' or inspector's diary

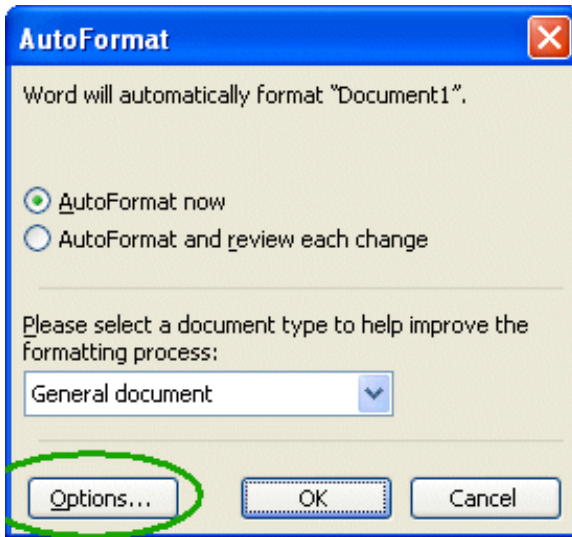
(-), Used typically to identify a range of values or a make a visible association, 10' - 12' Feet.

The following settings need to be made in MS Word:

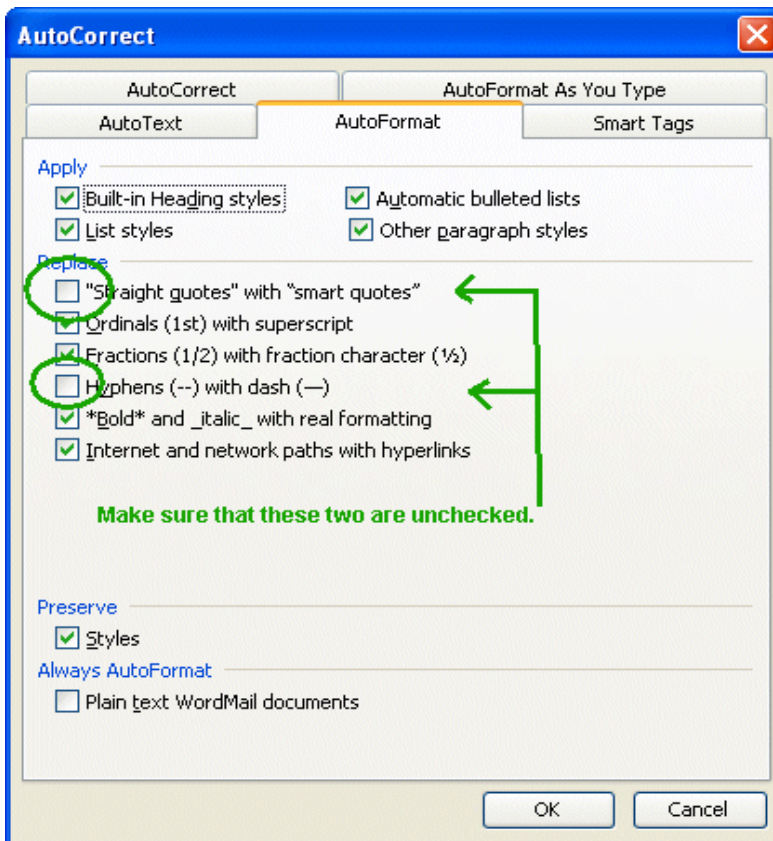
1. Open Word, select **Format** from the toolbar and then Select **AutoFormat**



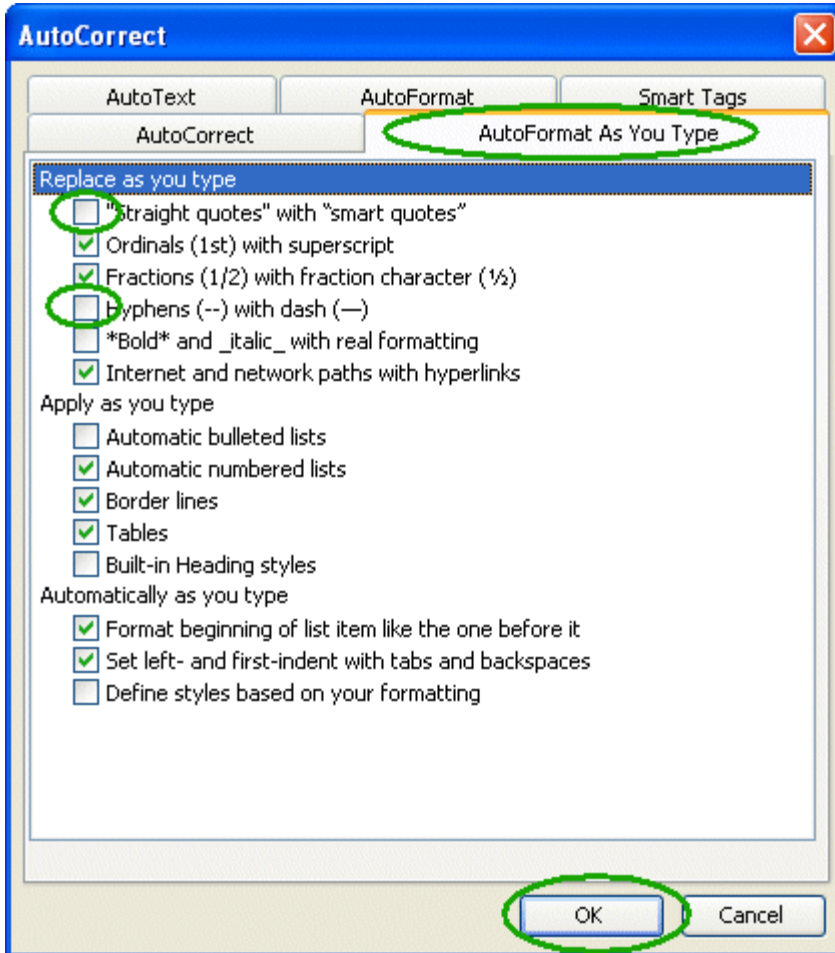
2. Select **Options** button.



3. Select the **AutoFormat** Tab
 - a) **Uncheck "Straight quotes" with "smart quotes"**.
 - b) **Uncheck Hyphens (- -) with dash (-)**



4. Select the **AutoFormat As you Type** tab
 - a) **Uncheck "Straight quotes" with "smart quotes"**
 - b) **Uncheck Hyphens (- -) with dash (-)**
 - c) Select **OK**.



Adding ECRs through SM

P. Adding ECRs through SiteManager

A. Summary of Environmental Compliance Reports through SiteManager2

B. Accessing the ECR through SiteManager.....3

C. ECR Data Entry.....5

D. Saving and Finalizing the Form.....9

E. Previous Items.....9

F. PDF Report of ECR Form.....10

G. Attachments.....10

H. Error Messages.....11

I. Associating Attachments to an ECR.....12

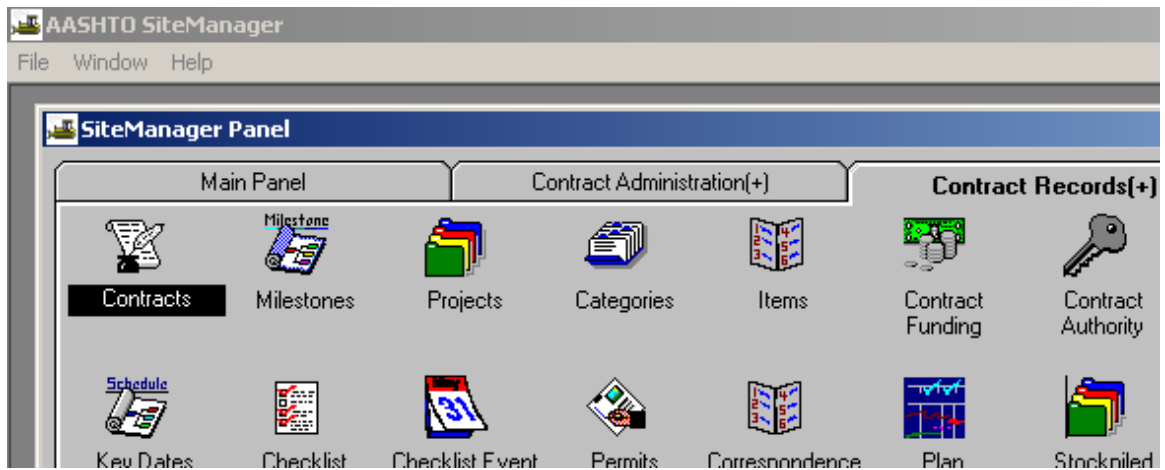
A. Summary of Environmental Compliance Reports through SiteManager

Construction Inspectors will review construction projects for environmental commitment compliance and document the condition of a project relevant to those commitments on the Environmental Compliance Report form or ECR. Documentation of project conditions on the ECR form should follow an on-site field review. District Environmental Managers will communicate the need for environmental compliance monitoring with Area Construction Engineers prior to the beginning of construction. Inspectors can also complete ECRs on projects that are not recommended for monitoring.

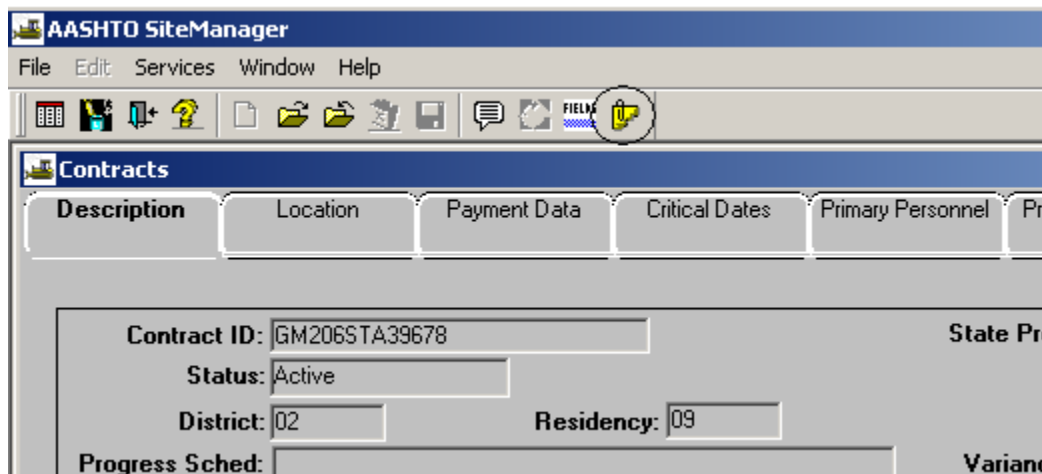
The Comprehensive Environmental Data and Reporting (CEDAR) application is the repository for ECR data. To streamline ECR data entry for inspectors a link has been created between CEDAR and SiteManager.

B. Accessing the ECR through SiteManager

1. To create or edit an ECR form open SiteManager to the Contract, Navigate to **Contract Administration|Contract Records|Contracts**.



2. Click the Attachments icon as circled below to open the list of available plug-ins.



3. Double click on the “SiteMgrCedar” Plug in item.

Contract ID: GM20EST439678		State Project Number: ST-2A-06	
Name	Type	Description	Autorun
Paving	URL	Dashboard Paving Schedule	<input type="checkbox"/>
MarginCode	Plug	SiteManager Margin Code Assignment	<input type="checkbox"/>
PriceHistory	Plug	SiteManager Price Index History	<input type="checkbox"/>
SiteMgrBIDDs	Plug	SiteManager BIDDs Plug-in	<input type="checkbox"/>
SiteMgrRenewCO	Plug	SiteManager Renewable Change Order Plug-in	<input type="checkbox"/>
SiteMgrClaims	Plug	SiteManager Claims	<input type="checkbox"/>
NewMaintCharges	Plug	Maintenance Charges Plug-in (Web Application)	<input type="checkbox"/>
EstValidation	Plug	SiteManager Estimate - FMS Validation Application	<input type="checkbox"/>
SiteMgrCedar	Plug	SiteManager - CEDAR Application	<input type="checkbox"/>

4. Locate the appropriate project and click on the “Select” hyperlink.

Contract ID	Z00018205802
Vendor ID	T009
Description	BRIDGE(BASCULE SPAN) OVER PAMUNKEY R. & APPROACHES
State Project Number	(FO)0033-966-102

	PROJECT NBR	STATE PROJECT NBR	UPC CODE
Select	00018204C02	0033-063-103	00018204
Select	00018205802	0033-966-102	00018205
Select	00018205C01	0033-966-102	00018205
Select	00018205U01	0033-966-102	00018205

A window will open, and it must remain open while accessing the CEDAR application.

C. ECR Data Entry

1. If the project has had no previous reviews, the CEDAR/SiteManager interface will direct the user to a blank ECR form whose header looks like the below.



2. Once the first ECR form on a project is saved, the ECR Console Screen is created to manage the editing of reports and the addition of new reports. Therefore, if one or more ECRs exist on a project, the link to CEDAR from SiteManager will direct the user to the ECR Console.

The Console Screen enables the user to open current and previous reports, generate new reports, and create and view PDFs of the reports using the icons in the Actions column. The latest ECR can also be deleted from the console.

Environmental Compliance Report Console				
Report Date	Review Type	Compliance Status	Report Status	Actions
07/14/2009	Final Review	Compliant	Final	
06/18/2009	Routine Review	Compliant	Final	
06/05/2009	First Review	Compliant	Final	

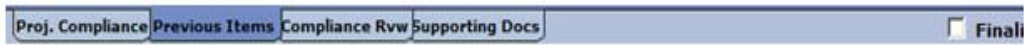
3. To add a new ECR from the console, click the Follow-up icon (report icon with red plus) as indicated below. To view previous reports click a report icon without the red plus.

Report Date	Review Type	Compliance Status	Report Status	Actions
07/14/2009	Final Review	Compliant	Final	
06/18/2009	Routine Review	Compliant	Final	

4. Clicking the Follow-up icon will open a new ECR form which is divided into three or four screens or tabs where data will be entered and displayed.



- A 4th tab is displayed if a previous report exists on the project.



- Click on the **Project Compliance** tab. The Project Compliance tab contains general project information and water quality permit types from CEDAR. Compliance data as shown below is entered on this tab.

The screenshot shows the 'Environmental Compliance Report' form with the following fields and values:

- Report Date:** 09/29/2009 (with a calendar icon)
- Last Edited:** 09/29/2009
- Inspector/Superintendent:** Deem, Angel N. (with a search icon)
- Last Edited By:** Deem, Angel N.
- Environmental Monitor/Residency Environmental Monitor:** (blank)
- Contractor:** W&L Construction, Inc. (with a search icon)

A red annotation 'Populated from data in SiteManager' with arrows points to the Inspector/Superintendent and Contractor fields.

Type of Review: First Review Routine Review Final Review

Compliance Status: Non-Compliant Compliant

Project Info: Project Name: Federal ARRA-FS09(005)

The **Report Date** is populated based on the date the ECR was first edited. It can be edited if necessary by clicking on the icon and selecting a different date. Note: The report date cannot be in the future.

The **Inspector/Superintendent** field is populated with the name of the individual initiating the ECR from SiteManager. If staff fill out the ECR on behalf of an Inspector, this name can be edited by clicking on the contact search icon. The Contact Search screen will open and can be used to select another individual's name. Select the appropriate name by clicking the radio button to the left of the name and then clicking the **OK** button.

The **Last Edited** date is populated with the date when the form was last saved. **Last Edited By** is populated with the name of the person that last saved the form. These fields cannot be edited.

The **Environmental Monitor** field can be left blank.

First Review can only be selected once for a single project. All subsequent forms must have Routine Review or Final Review as the **Type of Review**.

The **Compliance Status** is selected by the user, however, the system will evaluate the data entered on the Compliance Review tab when the form is finalized to determine if the compliance status chosen is appropriate. If an item is entered on the Compliance Review tab then the Compliance Status must equal “Non-Compliant”. If not, a message similar to the below will be given.

Type of Review:	<input type="radio"/> First Review	<input checked="" type="radio"/> Routine Review	<input type="radio"/> Final Review
Compliance Status:	<input type="radio"/> Non-Compliant		<input checked="" type="radio"/> Compliant

Project Info


Project Name

Project Num

UPC:

Route Num

Windows Internet Explorer

 Based On The Data Entered, The Compliance Status Must Be Non-Compliant

OK

The Compliance Review tab contains 16 questions that address the condition of the project during the site visit. If **Yes** is selected for any of these questions, a box pops up below the question for the user to detail the item that is in non-compliance as shown below.

Proj. Compliance	Previous Items	Compliance Rvw	Supporting Docs	<input type="checkbox"/> Finalize
-------------------------	-----------------------	-----------------------	------------------------	--

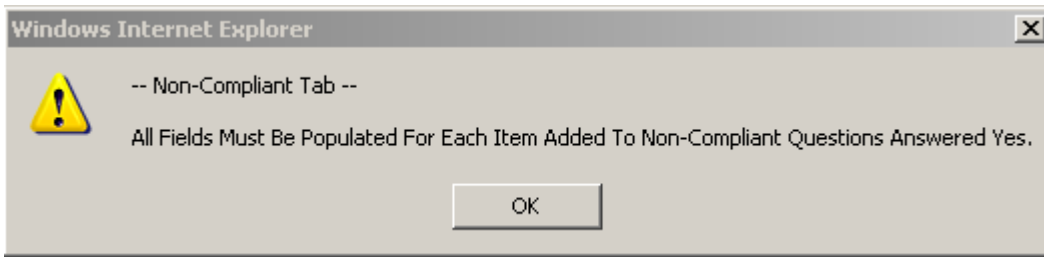
Immediate and continuous corrective action required at the time of this review.


Yes No N/A Has sediment left the project limits because perimeter controls as shown in the approved erosion and sediment control plan were not installed, improperly installed, not maintained, or damaged by project activities?

Previous items for this question have not yet been corrected.

Item #	<input type="text"/>
VDOT specification, standard, or environmental commitment	107.01
Environmental Program	Environmental Monitoring
Correct By	By The Close of Business Day
Description Of Issue/Recommendations	silt fence down at the following stations: 21+5, 21+7, 22+1

These items are added individually by using the **add more** boxes below the item details. All four fields should be filled in to add an item – specification, applicable program area, correct by and description/recommendation. An ECR can be saved as a draft without all of these details, but when the form is Finalized (see next section) the following message will be shown indicating that one of these four fields isn’t completed.



- Once all details on an item are completed, the arrow  is used to place the item in the box below. This allows the user to add multiple items under a single question as shown below.





Item #

VDOT specification, standard, or environmental commitment

Environmental Program

Correct By


Description Of Issue/Recommendations


   

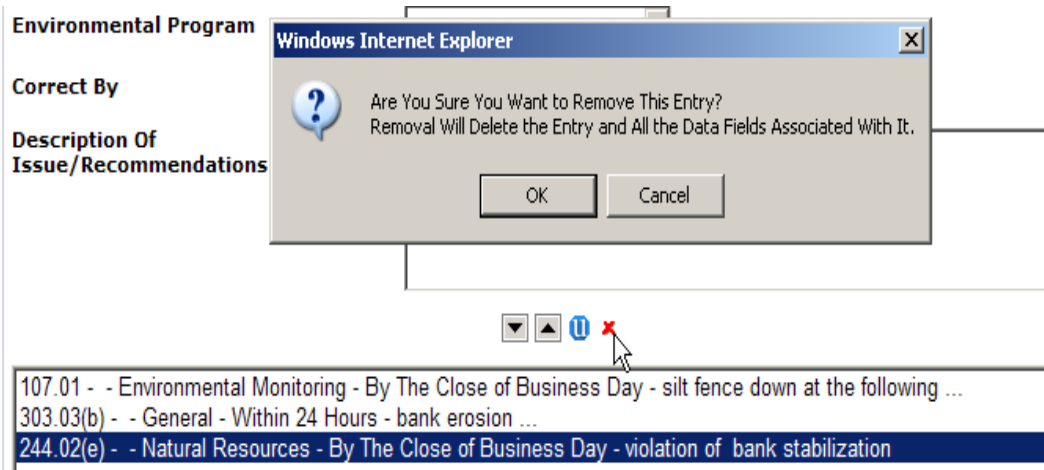
107.01 - - Environmental Monitoring - By The Close of Business Day - silt fence down at the followi
303.03(b) - - General - Within 24 Hours - bank erosion ..

- To **view or edit** an item, highlight it by clicking on it and clicking the up or view arrow .



- Once edits are completed, use the **update**  icon to push the updates to the box below the item entry.

- To **delete** an item entry, highlight it in the box and click the delete  icon and select **OK** when the validation box comes up as shown below. Select "Cancel" to cancel the deletion of the item.



D. Saving and Finalizing the Form

Be sure to save data entered on the ECR form by clicking the **Save** icon on the form's toolbar. *Note: Data is not automatically saved in CEDAR – you must click Save before exiting!*

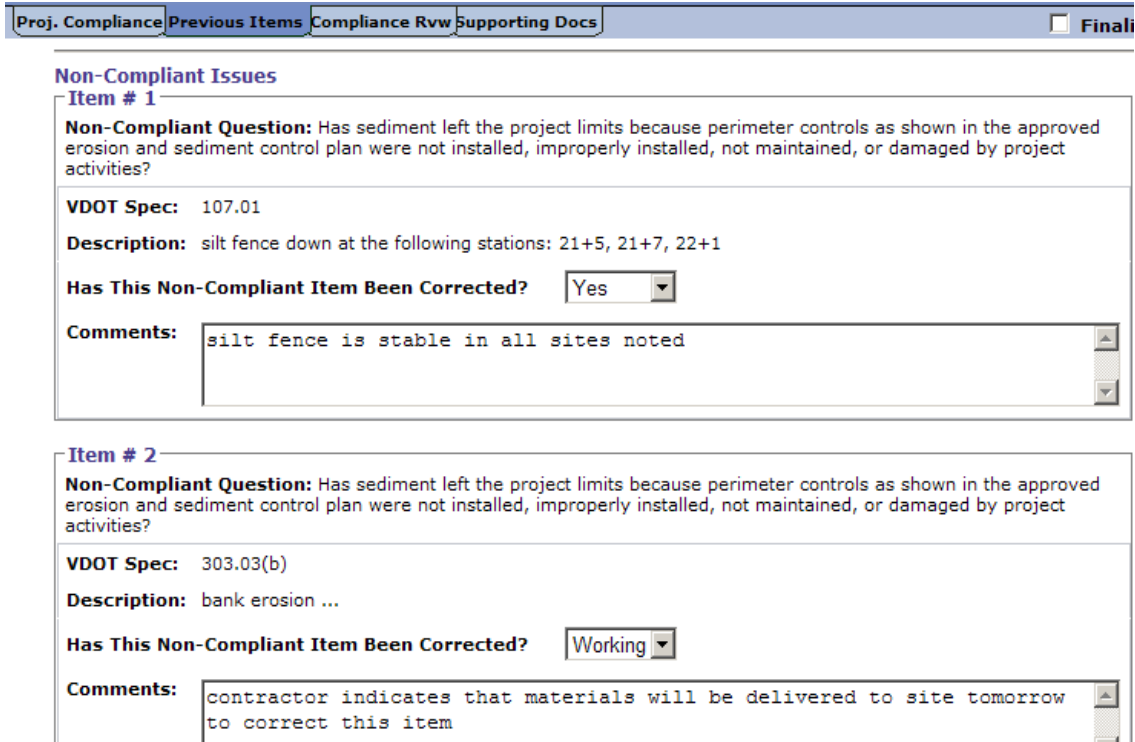


Saving closes the form and takes you back to the ECR console screen. There are no required fields for saving the form. After saving you can come back to the same ECR form from SiteManager to complete data entry. Once data entry is complete the **Finalize** checkbox must be checked to indicate that the data in the report is complete and final. The Project Compliance tab must be completed and all questions on the Compliance Review tab must be answered to finalize the form.

Note: Additional ECRs cannot be added to a project until the existing ECR form is finalized.

E. Previous Items


Once the ECR is finalized and saved numbers will be assigned to all items entered. This enables the tracking of items that are carried over from one form to the next. Once items are added, the next ECR entered on the same project will have an additional tab for Previous Items. The user indicates if the previous item has been corrected and enters relevant comments as shown below.



Proj. Compliance	Previous Items	Compliance Rvw	Supporting Docs	<input type="checkbox"/> Finalize
Non-Compliant Issues				
Item # 1				
Non-Compliant Question: Has sediment left the project limits because perimeter controls as shown in the approved erosion and sediment control plan were not installed, improperly installed, not maintained, or damaged by project activities?				
VDOT Spec: 107.01				
Description: silt fence down at the following stations: 21+5, 21+7, 22+1				
Has This Non-Compliant Item Been Corrected? Yes				
Comments: silt fence is stable in all sites noted				
Item # 2				
Non-Compliant Question: Has sediment left the project limits because perimeter controls as shown in the approved erosion and sediment control plan were not installed, improperly installed, not maintained, or damaged by project activities?				
VDOT Spec: 303.03(b)				
Description: bank erosion ...				
Has This Non-Compliant Item Been Corrected? Working				
Comments: contractor indicates that materials will be delivered to site tomorrow to correct this item				

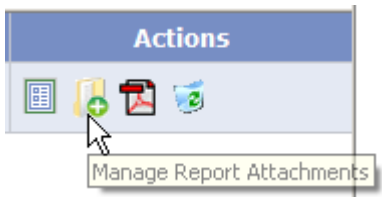
F. PDF Report of ECR Form

When the ECR form is marked Finalized and saved, a PDF copy of the form is inserted in the project's CEDAR record automatically. The PDF version of the form is displayed to allow you to print and/or save a copy of the report on your local machine or network folder.

Reports can also be generated from the Console Screen by clicking on the  icon. The PDF displays general information as shown or entered on the report along with any items entered. Compliance Review questions are not displayed on the PDF if non-compliant items were not added to it. Carry over or previous items are listed at the bottom of the PDF and separated as items that have not been cleared and items that have been cleared.

G. Attachments

The Manage Report Attachments icon (shown below) on the ECR Console can be used to add photo documentation for any non-compliant items entered on the ECR form. See Section H, which details how to use this feature. Addition of photo documentation is optional.



H. Error Messages

1. Inactive Projects

If a project is inactive in CEDAR and the Inspector initiates creation of an ECR form the following message will be displayed.

Welcome To CEDAR

****Attention SiteManager User****

The project you are trying to access is currently not active. Contact your district environmental manager to reopen this project.

The Inspector will need to contact the appropriate district environmental manager to request that the project's status in CEDAR be changed back to active. Once this is done an ECR form can be added.

2. Project doesn't exist in CEDAR (or IPM)

If a project doesn't exist in the CEDAR database or in the Department's Integrated Project Manager (IPM) the following message will be displayed.

Welcome To CEDAR

****Attention SiteManager User****

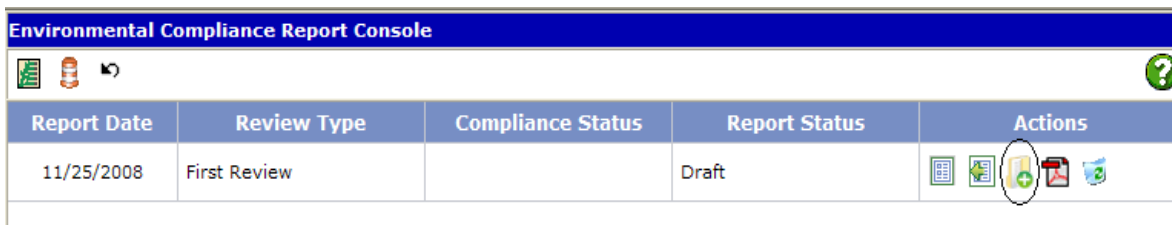
The project you are trying to access does not exist in CEDAR or IPM. ECR documentation must be done outside of the system


An ECR form cannot be added for this project through the CEDAR – SiteManager interface, but a Word version of the ECR can be filled out by the Inspector. It is available on the Scheduling and Contract Division portal site under Forms.

I. Associating Attachments to an ECR

Attachments can now be associated to any ECR item. Attachments can include image files (e.g. photos) and PDF files. Once the item is added to the ECR form a new Attachments screen will enable users to associate existing attachments to it. When staff generate the PDF report of the ECR form the attachments will be automatically appended to it and reference the relevant items number.

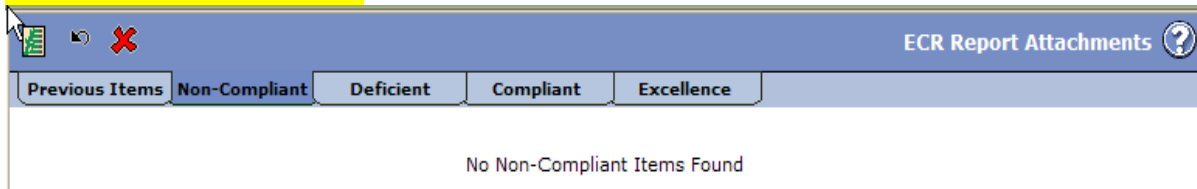
Once the ECR form is saved you will see a new icon (Manage Report Attachments) on the ECR Console that enables the user to initiate the management of attachments. The icon is circled below.



Report Date	Review Type	Compliance Status	Report Status	Actions
11/25/2008	First Review		Draft	

The Report Attachments screen is divided into tabs for each of the compliance categories. If there are no items added to a particular category the tab will display a message as shown below.

UPDATE SCREENSHOTS



ECR Report Attachments				
Previous Items	Non-Compliant	Deficient	Compliant	Excellence
No Non-Compliant Items Found				

If one or more items exists for a compliance category they will be listed on the Report Attachments screen as shown below.

Item #: (unassigned) **VDOT SPEC:** 303.03 **Environmental Program:** Environmental Monitoring

Description: The EC-2 matting and Type II rock check dams are to be installed per plan from approximate station 159+00 to the inlet Str.4-2.

Attached Documents + ↓ ☒

File Name
No Files Have Been Attached To This Item

Item #: (unassigned) **VDOT SPEC:** 107.14(b)1 **Environmental Program:** Water Quality Permits

Description: Two large pieces of Class II rip-rap were inadvertently deposited into Laurel Creek during the Contractor's up stream bank stabilization operations. As discussed with the Project Inspector, said stone should be recovered and properly placed as bank stabilization.


Attached Documents + ↓ ☒

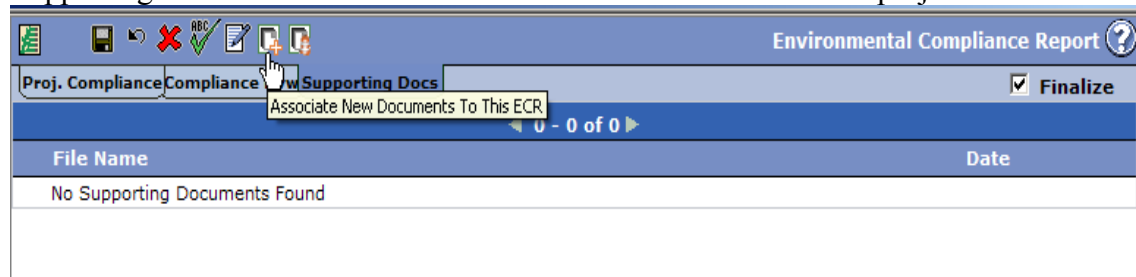
File Name
No Files Have Been Attached To This Item


1. Adding Documents

You must **first add the document** through the project Documents tab or through the Supporting Documents tab of the ECR form. Added documents are then available to be attached to an ECR item.

Adding a new document from the Supporting Docs tab

Selecting the  icon from the Supporting Docs screen allows users to associate (or add) *new* documents. When a document is added from the form it will display on the Supporting Docs tab of that form and on the Documents tab for the project.



After clicking on the  icon, the following screen appears with two tabs: File Info and File Details.

File Information Tab

- *Program Area*: This field is automatically populated based on the business form the user is on when clicking the “Associate New Document” icon. This above example was done from the ECR form so the program area reads “Environmental Monitoring” and is not editable.
- *Deliverable*: Selection of a deliverable is not required. Users have the option to select one of the items from this dropdown menu.
- *Description*: Entry of a description is not required. Users have the option to enter a description regarding the file.
- *Original Document Date*: This field represents the date of the document being added. It is automatically populated with the current date, but can be changed by clicking on the calendar icon to change the date to match the actual date of the document.
- *File*: Click on Browse to navigate to the file you want to add.
- *File Name*: This field will automatically populate once you select a file. The name can be changed by editing in this field. A change to the file name here will not alter the name of the source document.

File Details Tab

The File Details screen is automatically populated and non-editable. This screen shows details such as the status, original file name, file size, and who uploaded the file




2. Attaching Documents

Click the Add/Manage Attachments icon (circled below) to initiate the process of attaching a document to this item #.

ious Items | Non-Compliant | Deficient | Compliant | Excellence

Item #: 2 **VDOT SPEC:** 303.03 **Environmental Program:** Environmental Monitoring

Description: The EC-2 matting and Type II rock check dams are to be installed per plan from approximate station 159+00 to the inlet Str.4-2.

Attached Documents   

File Name
No Files Have Been Attached To This Item


The left side of the screen shows all documents that are currently associated to the form minus any that have been attached to the report. Documents become associated to the form by being added through the Supporting Documents tab of the form.

ECR Form View:

Environmental Compliance Report ?


Proj. Compliance | Non-Compliant | Deficient | Compliant | Excellence | **Supporting Docs** | Finalize

◀ 1 - 1 of 1 ▶

File Name	Date
 Rip_Rap.pdf	11/25/2008




Report Attachments View:

Report Attachments ?

Associated Documents	Attached Documents
File Name  Rip_Rap.pdf	File Name No Files Found

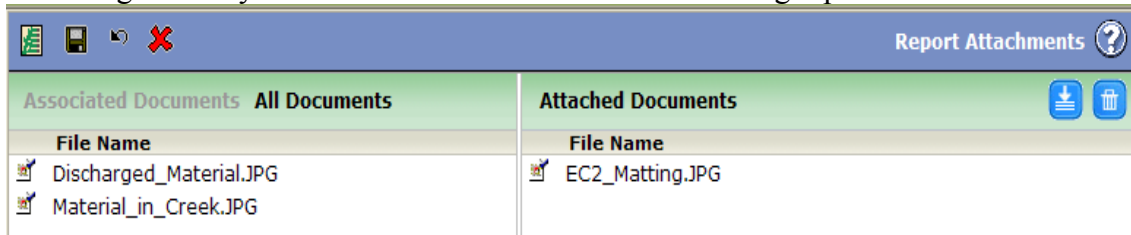
Click on “All Documents” to view all documents that have been added through the project’s Documents tab.

Report Attachments ?

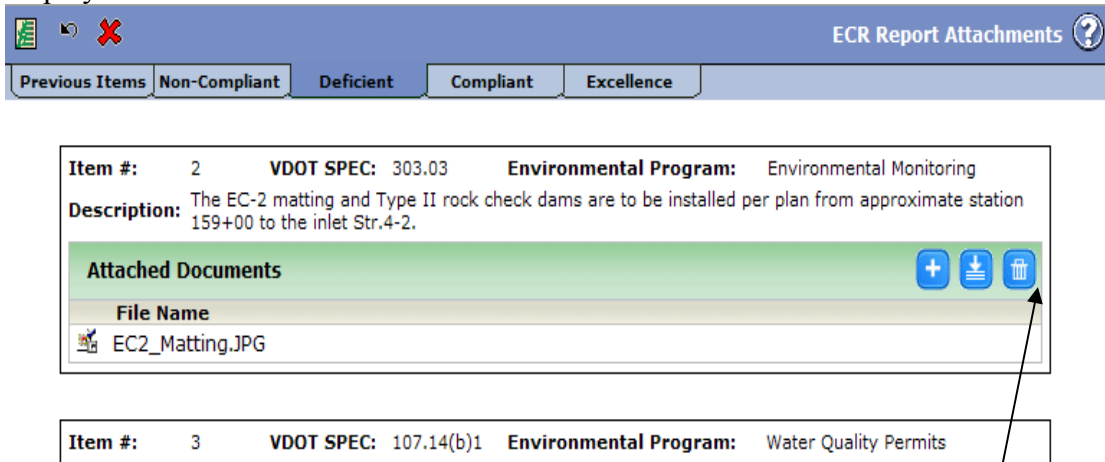
Associated Documents	Attached Documents
File Name  Discharged_Material.JPG  EC2_Matting.JPG  Material_in_Creek.JPG	File Name No Files Found

Note: Only image files (e.g. .jpg, .gif, .png) and PDF files will show up in either list. System generated PDFs (e.g. PDFs of a CEDAR form) are not displayed in either list.

Now drag the file you want to attach from the left into the right pane.



Once the Report Attachments page is saved the main Report Attachments screen will display the attached document.



Be sure to **Commit** changes before leaving this screen using the Commit Changes icon.

3. Attachments Added to ECR Report PDF

Attached documents are automatically compiled into the ECR's PDF report. The items on the report will include a notation if attachments follow. The documents are added to the end of the report with a header that lists the compliance category, item #, and VDOT spec reference number.

1st page of ECR report:

Environmental Compliance Report

VDOT
Virginia Department of Transportation

Report Date:	11/25/2008	Type of Review:	First Review
Project Number:	6017-046-F04, C501, P101, R201	Project Name:	Angel's CDRT Test
UPC:	3180	Project Type:	Construction
District:	Hampton Roads	Residency:	Waverly
Contractor/AHQ:	Estes Bros.	Env. Div. Rep:	Deem, Angel N.
Inspector/Supt:	Jones, Steve		

Project Status:			
<input checked="" type="checkbox"/> Non-Compliant	<input type="checkbox"/> Deficient	<input type="checkbox"/> Compliant	<input type="checkbox"/> Environmental Excellence

Individual item on report with reference to existing attachments:

Non-Compliant Items:

Item ID:	VDOT Spec:	Prog. Area:	Correct By (timeframe):	Description of Non-Compliant Item
1	107.09	Water Quality Permits	Within 24 Hours	need to reinstall erosion control measures that failed following recent storm event
See Attachment(s) Below				

Attached document with header references:

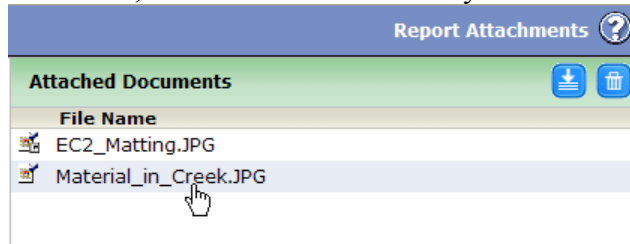
Deficient Item # 2; VDOT SPEC: 303.03

Additional Features

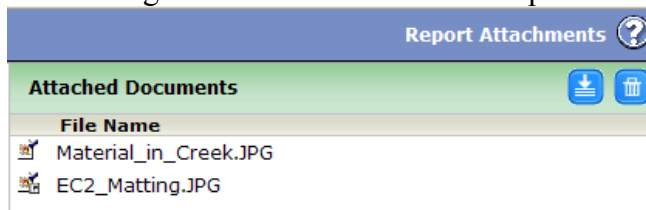
Additional features of the ECR Report Attachments functionality are detailed below.

4. Changing the Sort Order

If multiple attachments are added to a single item you can control the sort order or the order in which the documents appear in the report. To change the sort order click on the document, hold down the mouse key ...

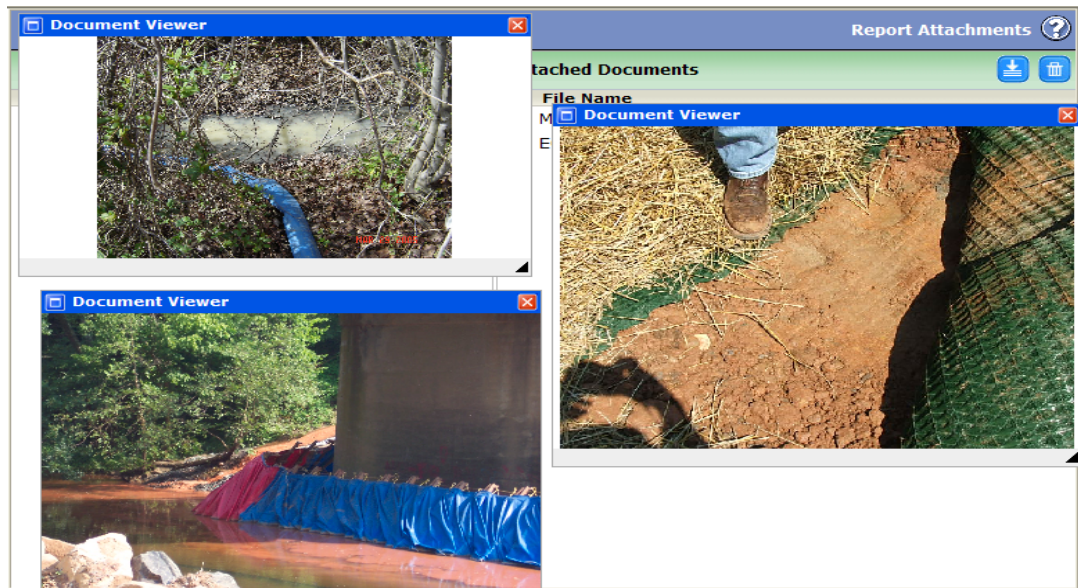


... and drag the document to the desired position:



5. Viewing Documents

To view documents click on the file name and it will open within the window. The documents are resizable and moveable allowing easy viewing of multiple documents on one screen.



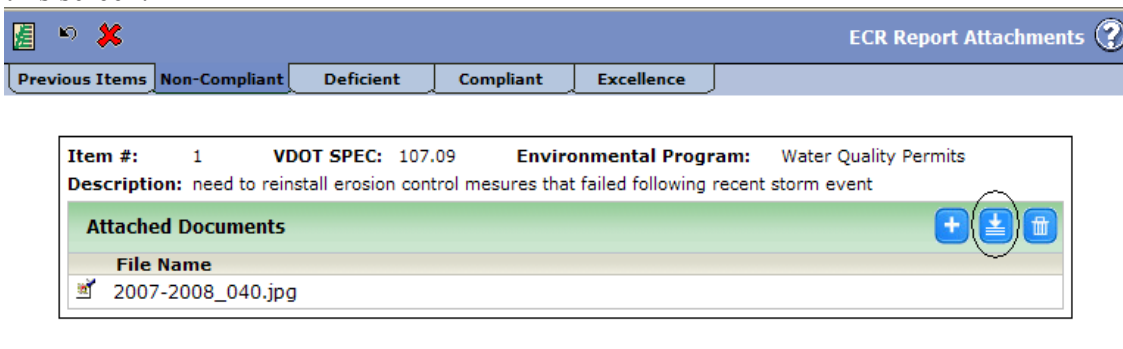
Click the red X in the Document Viewer screen to close the document.

6. Removing Attached Documents

To detach a document drag it to the trash can icon. Detaching does not delete the document from the project record.

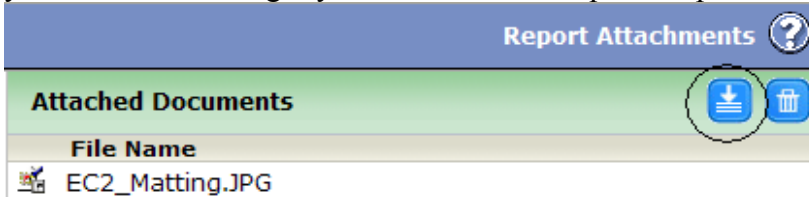


If you detach a document from the ECR Report Attachments screen (shown below) you must click the Commit Changes icon to save this change. Note that there is no Save icon on this screen.

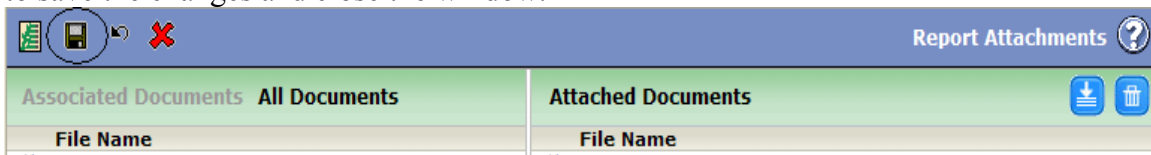


7. Committing Changes and Saving

You can do an intermediate save by clicking on the Commit Changes icon. This enables you to save the changes you've made and keep the Report Attachments screen open.



When you are finished working on report attachments use the Save icon in the main toolbar to save the changes and close the window.



8. Limitations

Attachments can continue to be associated to an ECR form when it is in either draft or finalized status. However, when the next ECR (on the same project) is added, the ability to associate attachments to the previous ECR form ceases.

Associated attachments are not carried forward from one ECR form to the next. If the same attachments are needed on a follow-up ECR, then they must be associated again.

**Finding Vouchers/Structures in
FMSII**

Q. Finding voucher and structure id information in FMSII

A. Finding Voucher in FMSII by Contract Id.....2-4

**B. Steps to Find Out What Structures Are Associated With
A UPC in FMSII.....5-6**

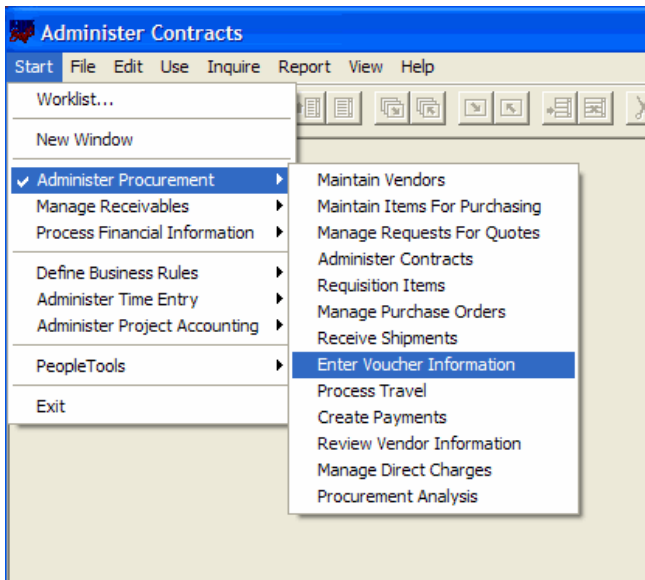
A. Finding Voucher in FMSII by Contract Id

You can find a non-approved voucher in FMSII by the contract id when it successfully passes through the SM/FMSII interface, even if it doesn't show up on a DCMs worklist. This may happen in cases where there are budget checking errors or when the org code is wrong, etc.

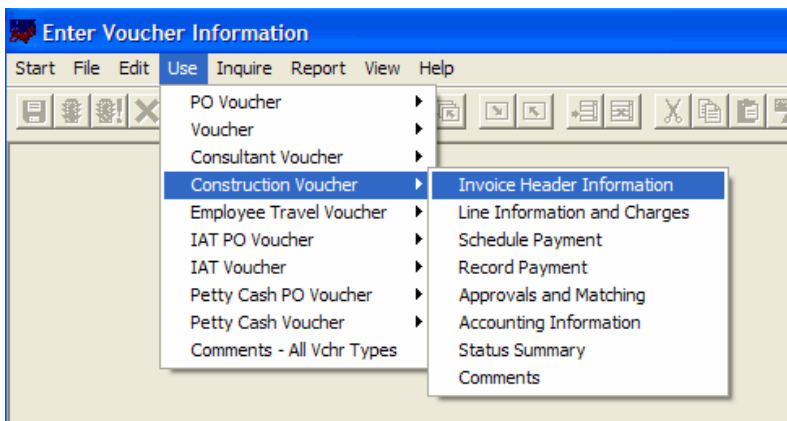
Attached are the instructions for those of you who do not know how to navigate to find a voucher by contract id in FMSII.

These instructions allow you to find a voucher whether it has been approved, in the approval process or has been approved and paid.

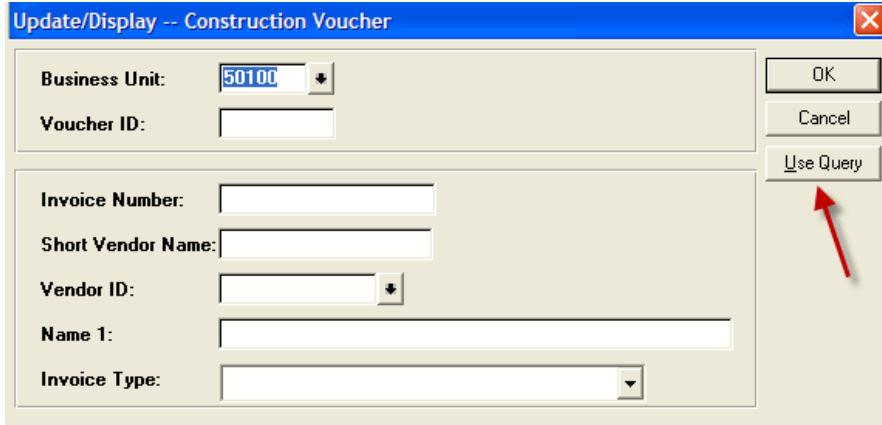
1. Logon to FMSII. From the Start Menu, choose, *Administer Procurement*|*Enter Voucher Information*.



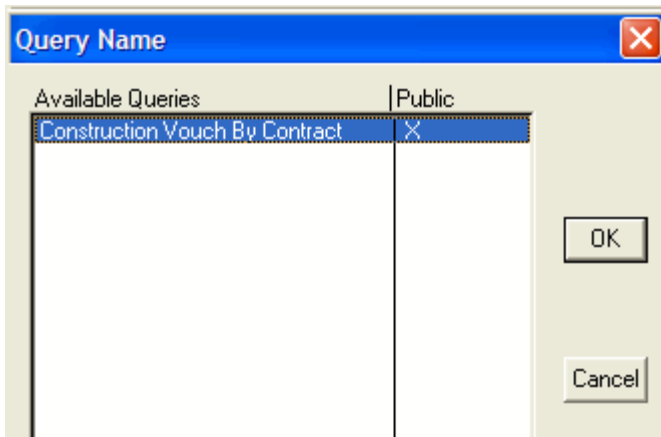
2. Click on *Use*|*Construction Voucher*|*Invoice Header Information*



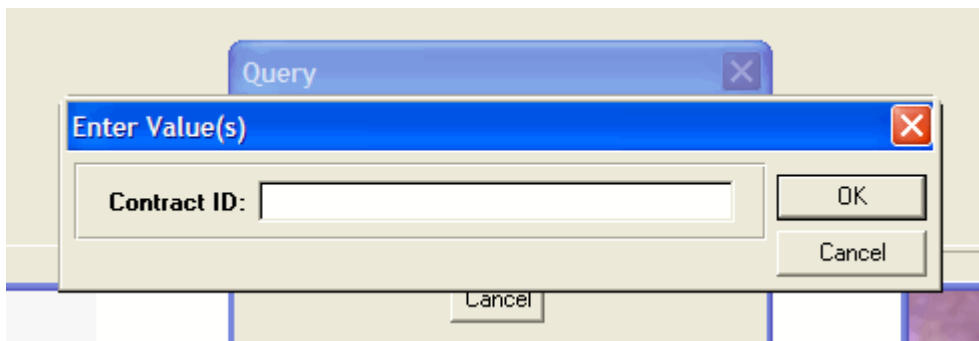
3. Click on *Use Query*.



4. Click on **OK** to choose the *Construction Vouch By Contract* query.



5. Type in your contract id (need to have the whole id). Click **OK**.



- This list contains all the vouchers that have been created in FMSII for this contract in date order. Click on the voucher and then click the **Select** button. The voucher information will be displayed in a tabbed folder format.

Unit	Voucher	Invoice Number	Gross Amt	Date	ShortName	Vendor ID	Name 1	Inv type
50100	1410562	B01-APR-2004001	3700000	2004-03-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1424945	B25-APR-2004002	1361243.65	2004-04-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1444305	B28-MAY-2004001	3561201.18	2004-05-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1462588	B30-JUN-2004002	676099.93	2004-06-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1477339	B27-JUL-2004003	752579.31	2004-07-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1499461	B07-SEP-2004001	812086.99	2004-08-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1512042	B29-SEP-2004002	1148155.97	2004-09-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1532471	B04-NOV-2004002	1291612.31	2004-10-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1546359	B01-DEC-2004003	1549440.32	2004-11-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1562152	B03-JAN-2005003	1021320.73	2004-12-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1581650	B01-FEB-2005001	921510.25	2005-01-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1605901	B02-MAR-2005001	906017.7	2005-02-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1630411	B04-APR-2005001	932401.43	2005-03-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS
50100	1648726	B02-MAY-2005001	2364343.18	2005-04-20	SKANSKA USA CI	0000002930	SKANSKA USA CIVIL SOUTHEAST INC.	BMS

- The voucher information is displayed in a tabbed folder format.

Enter Voucher Information - Use - Construction Voucher

Start File Edit Use Inquire Report View Help

Invoice Header Information | Line Information and Charges | Schedule Payment | Record Payment | Approvals and Match

Unit: 50100 Voucher: 1410562 Lines: 1 Balance: 0.00

Contract ID: C00018138C01 Resp Org: 10900 Offset Ind:

ShortName: SKANSKA USA CI Loc: 1 SKANSKA USA CIVIL SOUTHEAST INC.
NORFOLK

Vendor: 0000002930 VA USA 23501 P/N Ind: Y

Retainage To Date: 0.00 Payment To Date: 183,785,704.95

Terms: 30 Invoice: B01-APR-2004001 Amount Due: 3,700,000.00 Payment Type
 Retainage Payment
 Vendor Payment

Date: 03/20/2004

Contract Semi-final Status Contract Final Status Go To
 Match Errors
 Match Mgr.
 Associated Docs

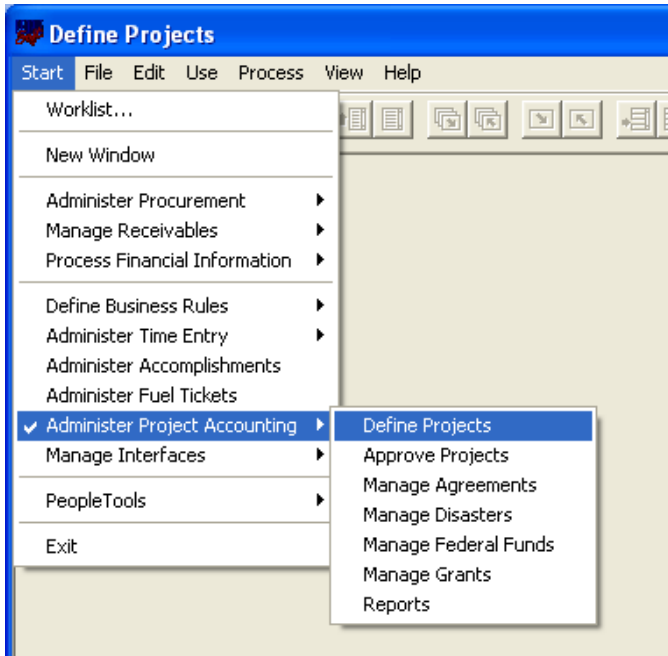
Invoice Header Information Update/Display

- Click on X icon to exit.

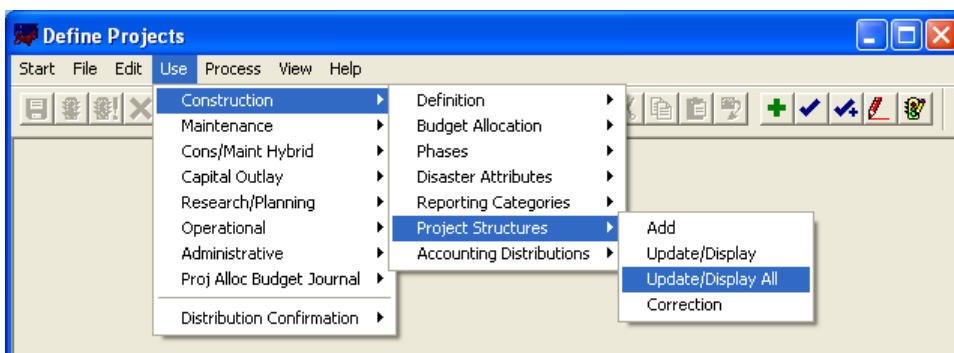
B. Steps to Find Out What Structures Are Associated With a UPC in FMSII

Please follow the following steps to find the structure number associated with a UPC:

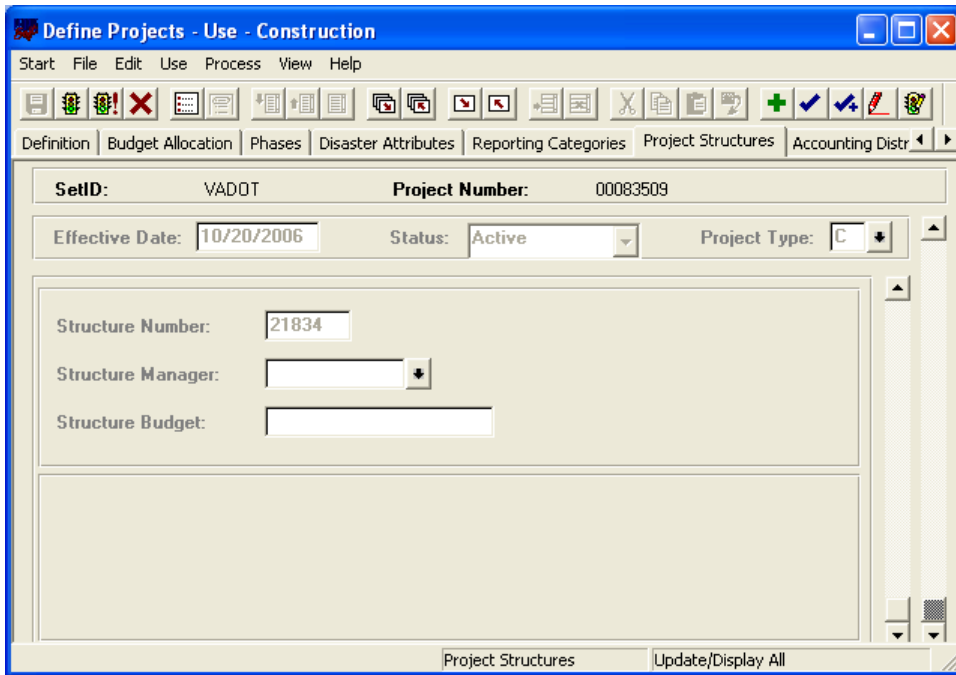
1. *Start > Administer Project Accounting > Define Project*



2. *Use > Select the type of project (Construction, Maintenance, Administrative, etc.) > Project Structure > Update Display All*



3. **Key** the 8 digits UPC number (use leading zeroes), then hit **OK**. Click the **Project Structure** tab. A list of structures that are attached to the Project Number (UPC) can be seen by scrolling down.



4. Click on X icon to exit.

Price Index Adjustment Plug-in

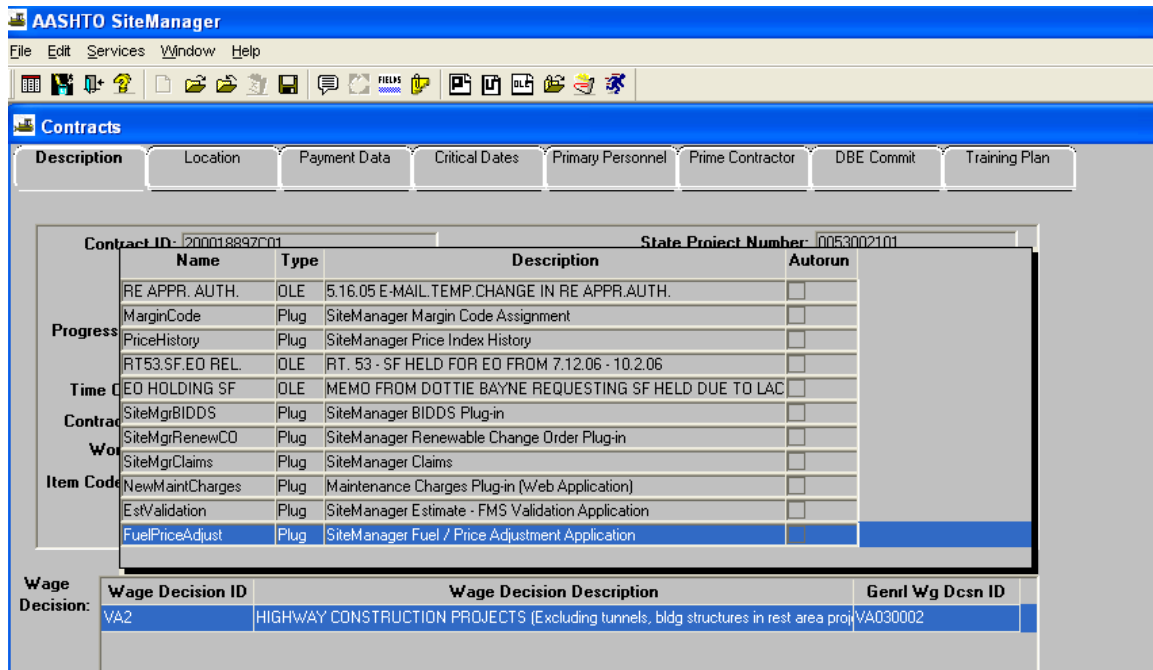
R. Price Index Adjustment Plug-in

A. Adding Data.....	2-7
B. Report Generation.....	8-10

The following document outlines the step by step procedure for calculating the Fuel Adjustment Values for the Final Quantity Daily Work Report

A. Adding Data

1. Launch the plug-in from the Contract Header Screen
 Navigate to Contract Administration → Contract Records → Contracts.
 Open the required Contract and click on the Attachment Icon
 Double click the Entry FuelPriceAdjust Plug-in (See Figure 1)



(Figure 1)

2. A New Window (Internet Explorer) opens up with the initial screen for the Data Entry (Figure 2)

SiteManager Fuel Adjustment Calculation - Windows Internet Explorer provided by VA IT Infrastructure Partnership

http://covmsitemgrdev/SiteMgrPriceAdjust/FuelDwr.aspx

SiteManager Fuel Adjustment Calculation

VDOT Virginia Department of Transportation
SITE MANAGER PRICE INDEX ADJUSTMENT APPLICATION

Contract ID: 200082485M00
Vendor ID: C224
Description: PAVEMENT OVERLAY, MARKINGS & GUARDRAIL UPGRADES
State Project Number: PM07-023-229,N501

FUEL ADJUSTMENT HELP DOCUMENT

User ID: COSKT001 User Name: Shanta Tripuraneni

Inspector Name: SHANTA K TRIPURANENI DWR Date: 06/09/2009

[GET DWR FUEL ITEMS](#)

Daily Work Report Details

DWR Date	06/09/2009
Lock Indicator	No
Authorized Indicator	No
Authorized Date	Not Authorized
Estimate Number	Not Paid
Paid Indicator	No

Selected Daily Work Report Fuel Items

	PROJECT	LINE	LOC SEQ	ITEM	REP QTY	DESCRIPTION	PRICE INDEX
Select	00082485M00	0110	1	16340	7430.26	ASPHALT CONCRETE TY. SM-9.5D	G165
Select	00082485M00	0150	1	27430	5	SILTATION CONTROL EXCAVATION	G214

[GENERATE FUEL REPORT](#) [GENERATE FUEL REPORT IN PDF](#)

Selected DWR Item Fuel Calculation
No Data Exists for the Selected DWR Item

(Figure 2)

3. From the Drop Down list of the Inspector Name, Select the Name of the Person who created the Final DWR.
Once the selection is Done, Dwr Date Drop Down list is automatically updated with all the Daily Work Reports that have been created by the user

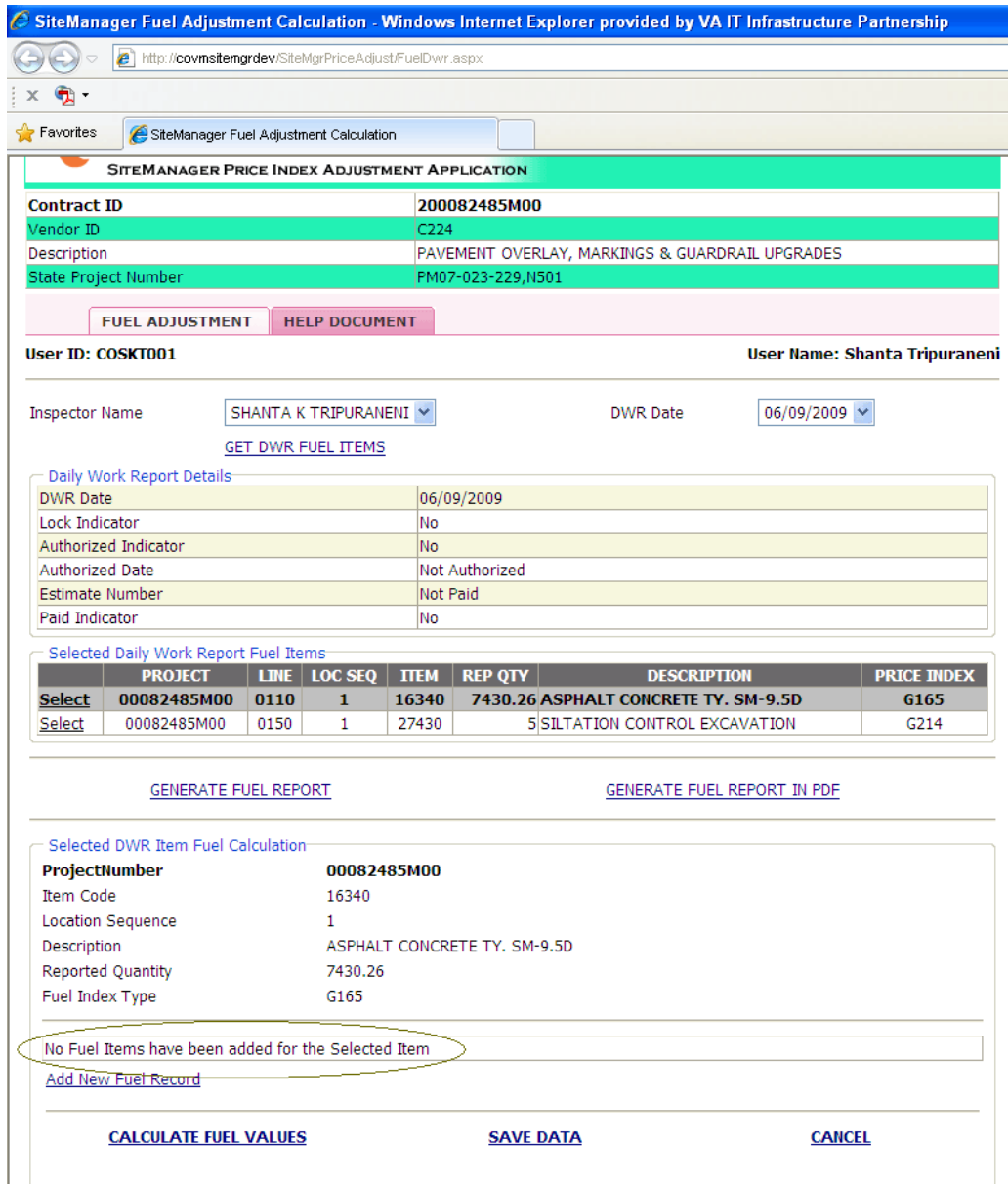
4. Select the Final DWR Date and Click **GET DWR FUEL ITEMS** link.

Once the button is clicked Daily Work Report Details Corresponding to the selected DWR Date is populated.

Also the List of the Items where in a Fuel Adjustment can be applied is also populated in the *Selected Daily Work Report Fuel Items* area.

5. **Select** the Desired Line Item for which the Fuel Adjustment has to be applied.

6. After the Selection of the Item is done. Details regarding the fuel adjustment that have been already applied for the Item is displayed.
 If no Fuel Adjustment has been applied then there will be no data (Figure 3)



(Figure 3)

NOTE: If the DWR is already paid (Paid Indicator Set to Yes) then Add New Fuel Record, Calculate Fuel Values and Save Data Buttons will be grayed out. No modifications can be done if the DWR has been paid.

- Click on **Add New Fuel Record** to add Fuel Adjustments. Once the Link Button is clicked a New Row is inserted for Data Entry (Figure 4)

Selected Daily Work Report Fuel Items

	PROJECT	LINE	LOC SEQ	ITEM	REP QTY	DESCRIPTION	PRICE INDEX
Select	00082485M00	0110	1	16340	7430.26	ASPHALT CONCRETE TY. SM-9.5D	G165
Select	00082485M00	0150	1	27430	5	SILTATION CONTROL EXCAVATION	G214

[GENERATE FUEL REPORT](#)
[GENERATE FUEL REPORT IN PDF](#)

Selected DWR Item Fuel Calculation

ProjectNumber 00082485M00
 Item Code 16340
 Location Sequence 1
 Description ASPHALT CONCRETE TY. SM-9.5D
 Reported Quantity 7430.26
 Fuel Index Type G165

	INSTALLED DATE	QUANTITY	FUEL VALUE
Delete	<input type="text" value="03/13/2008"/>	<input type="text" value="0"/>	<input type="text" value=""/>
		<input type="text" value="0"/>	<input type="text" value="0"/>

[Add New Fuel Record](#)
 Warning: Quantity Installed is Less Than Reported Quantity for the DWR Item

[CALCULATE FUEL VALUES](#)
[SAVE DATA](#)
[CANCEL](#)

(Figure 4)

- Enter the Date when the installation of the Quantity took Place. (By Default the Installed Date is populated with the Time Charges Start Date). Installed Date also cannot be greater than the Date of the Selected Daily Work Report
Once the Cursor Focus is set of the installed date area. A Calendar will pop up enabling the user to Select the Date from the Calendar. (Figure 5)

Selected Daily Work Report Fuel Items

	PROJECT	LINE	LOC SEQ	ITEM	REP QTY	DESCRIPTION	PRICE INDEX
Select	00082485M00	0110	1	16340	7430.26	ASPHALT CONCRETE TY. SM-9.5D	G165
Select	00082485M00	0150	1	27430	5	SILTATION CONTROL EXCAVATION	G214

[GENERATE FUEL REPORT](#)
[GENERATE FUEL REPORT IN PDF](#)

Selected DWR Item Fuel Calculation

ProjectNumber 00082485M00
 Item Code 16340
 Location Sequence 1
 Description ASPHALT CONCRETE TY. SM-9.5D
 Reported Quantity 7430.26
 Fuel Index Type G165

	INSTALLED DATE	QUANTITY	FUEL VALUE
Delete	<input type="text" value="03/13/2008"/>	<input type="text" value="0"/>	<input type="text" value=""/>
		<input type="text" value="0"/>	<input type="text" value="0"/>

[Add New Fuel R](#)
 Warning: Quant

March, 2008

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	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	31	1	2	3	4	5

Today: June 23, 2009

[CALCU](#)
[SAVE DATA](#)
[CANCEL](#)

(Figure 5)

9. Enter the Quantity that was installed on the Installed Date.
10. Click on **Add New Fuel Record** to complete the installation of all the Quantity as desired. (Figure 6)

[Selected Daily Work Report Fuel Items](#)

	PROJECT	LINE	LOC SEQ	ITEM	REP QTY	DESCRIPTION	PRICE INDEX
Select	00082485M00	0110	1	16340	7430.26	ASPHALT CONCRETE TY. SM-9.5D	G165
Select	00082485M00	0150	1	27430	5	SILTATION CONTROL EXCAVATION	G214

[GENERATE FUEL REPORT](#)
[GENERATE FUEL REPORT IN PDF](#)

[Selected DWR Item Fuel Calculation](#)

ProjectNumber 00082485M00
 Item Code 16340
 Location Sequence 1
 Description ASPHALT CONCRETE TY. SM-9.5D
 Reported Quantity 7430.26
 Fuel Index Type G165

	INSTALLED DATE	QUANTITY	FUEL VALUE
Delete	<input type="text" value="05/05/2009"/>	<input type="text" value="2500.22"/>	<input type="text"/>
Delete	<input type="text" value="05/15/2009"/>	<input type="text" value="2250"/>	<input type="text"/>
Delete	<input type="text" value="06/01/2009"/>	<input type="text" value="175.33"/>	<input type="text"/>
Delete	<input type="text" value="06/05/2009"/>	<input type="text" value="2500.22"/>	<input type="text"/>
Delete	<input type="text" value="06/07/2009"/>	<input type="text" value="4.49"/>	<input type="text"/>
		7425.77	0

[Add New Fuel Record](#)

Warning: Quantity Installed is Less Than Reported Quantity for the DWR Item

[CALCULATE FUEL VALUES](#)
[SAVE DATA](#)
[CANCEL](#)

(Figure 6)

- After the installation is Done, Click **Calculate Fuel Values** link button to calculate the Fuel Adjustment Value.
After the button is clicked the Fuel Value for the entered Quantities is populated. (Figure 7)

The screenshot shows the 'SiteManager Fuel Adjustment Calculation' web application. At the top, it displays the Inspector Name 'SHANTA K TRIPURANENI' and the DVR Date '06/09/2009'. Below this is a 'Daily Work Report Details' section with fields for Lock Indicator, Authorized Indicator, Authorized Date, Estimate Number, and Paid Indicator, all showing 'No' or 'Not Authorized'. A table titled 'Selected Daily Work Report Fuel Items' lists two items: 'ASPHALT CONCRETE TY. SM-9.5D' with a quantity of 7430.26 and price index G165, and 'SILTATION CONTROL EXCAVATION' with a quantity of 27430 and price index G214. Below the table are buttons for 'GENERATE FUEL REPORT' and 'GENERATE FUEL REPORT IN PDF'. The main section is 'Selected DVR Item Fuel Calculation' for Project Number '00082485M00'. It shows item details: Item Code '16340', Location Sequence '1', Description 'ASPHALT CONCRETE TY. SM-9.5D', Reported Quantity '7430.26', and Fuel Index Type 'G165'. A table shows the fuel calculation with columns for 'INSTALLED DATE', 'QUANTITY', and 'FUEL VALUE'. The table contains six rows of data, each with a 'Delete' button. The final row shows a total quantity of 7430.26 and a total fuel value of 28606.51. At the bottom, there are buttons for 'CALCULATE FUEL VALUES', 'SAVE DATA', and 'CANCEL'. A warning message states: 'Warning: Quantity Installed is Less Than Reported Quantity for the DVR Item'.

PROJECT	LINE	LOC SEQ	ITEM	REP QTY	DESCRIPTION	PRICE INDEX
00082485M00	0110	1	16340	7430.26	ASPHALT CONCRETE TY. SM-9.5D	G165
00082485M00	0150	1	27430		SILTATION CONTROL EXCAVATION	G214

INSTALLED DATE	QUANTITY	FUEL VALUE
05/05/2008	2500.22	9625.85
05/15/2008	2250	8662.5
06/01/2008	175.33	675.02
06/05/2008	2500.22	9625.85
06/07/2008	4.49	17.29
	7430.26	28606.51

(Figure 7)

- After the Calculation is Done. Click **Save Data** to Save the entered details into the database.
- Repeat Steps from Step 7 to Step 12 for all other required Fuel Items.

B. Report Generation

There are two types of Reports that have been provided for the Fuel Adjustment Calculation

Report 1: Generate Fuel Report

When this Link Button is clicked, a new Internet Explorer window shows up detailing the calculation of each an every Fuel Adjustment that has been entered. (Figure 8)

Fuel Calculation Report - Windows Internet Explorer provided by VA IT Infrastructure Partnership			
http://covmsitemgrdev/SiteMgrPriceAdjust/FuelCalcReport.aspx			
Fuel Calculation Report			
Inspector ID	COSKT001		
DWR Date	06/09/2009		
Lock Indicator	No		
Authorized Indicator	No		
Authorized Date	Not Authorized		
Estimate Number	Not Paid		
Paid Indicator	No		
Project Number	00082485M00		
Item Code	16340		
Line Number	0110		
Reported Quantity	7430.26		
Description	ASPHALT CONCRETE TY. SM-9.5D		
Location Sequence	1		
Location Description	Shanta Test		
Price Index Type	G165		
Quantity Installed Date	05/05/2008	Quantity Installed	2500.22
Base Index Date	01/23/2008	Base Index Price	3.31
Period End Date	06/03/2008	Current Price	4.41
% Price Change	24.943	Index Threshold %	0
Index Factor	3.5	Adj. Base Price	3.31
Unit Pric Adj. %	3.85	Fuel Value	9625.85
Quantity Installed Date	05/15/2008	Quantity Installed	2250
Base Index Date	01/23/2008	Base Index Price	3.31
Period End Date	06/03/2008	Current Price	4.41
% Price Change	24.943	Index Threshold %	0
Index Factor	3.5	Adj. Base Price	3.31
Unit Pric Adj. %	3.85	Fuel Value	8662.5
Quantity Installed Date	06/01/2008	Quantity Installed	175.33
Base Index Date	01/23/2008	Base Index Price	3.31
Period End Date	06/03/2008	Current Price	4.41
% Price Change	24.943	Index Threshold %	0
Index Factor	3.5	Adj. Base Price	3.31
Unit Pric Adj. %	3.85	Fuel Value	675.02
Quantity Installed Date	06/05/2008	Quantity Installed	2500.22
Base Index Date	01/23/2008	Base Index Price	3.31

(Figure 8)

At the bottom of the report shows a list of definitions/ details that describe how the calculation of the Fuel Adjustment is made (Figure 9).

Quantity Installed Date	06/13/2008	Quantity Installed	2
Base Index Date	01/23/2008	Base Index Price	3.31
Period End Date	06/20/2008	Current Price	4.41
% Price Change	24.943	Index Threshold %	0
Index Factor	0.29	Adj. Base Price	3.31
Unit Pric Adj. %	0.319	Fuel Value	0.64

Definitions / Descriptions

The following paragraph outlines the descriptions and definitions of the individual components of the Fuel Adjustment Calculation.

Base Index Date: Contract Base Index Date that is used to determine the starting value of the Index

Base Index Price: Base value of the Index that is calculated from the Contract Base Index Date

Period End Date: Estimate Period End Date that is determined based on the Quantity Installed Date

Current Price: Current Price of the Index calculated from the Period End Date

Percent Price Change: Percentage Price difference from the Base Index Price and Current Price

Index Threshold Percent: Threshold Percent that has to be met for the fuel to be calculated (That is Percent Price Change must be greater than the Index Threshold Percent for fuel adjustment to be applied)

Index Factor: Calculated based on the Item Quantity Percent.

If Item Quantity Percent is not equal to Zero (0) then Index Factor is Item Quantity Percent / 100

If Item Quantity Percent is equal to Zero (0) then Index Factor is Item Unit Price * (Item Unit Value Quantity / 1000)

Adjusted Base Price: Adjusted Base Price is calculated based on Base Price, Current Price and Index Threshold Percent.

If Current Price is Greater than Base Price then Adjusted Base Price is Base Price + (Base Price * Index Threshold Percent)/100

If Current Price is Less than Base Price then Adjusted Base Price is Base Price - (Base Price * Index Threshold Percnet)/100

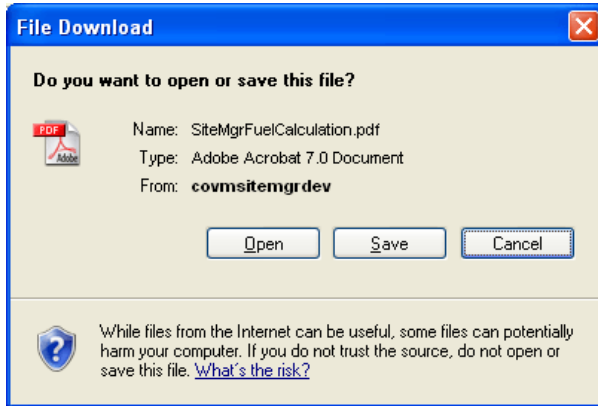
Unit Price Adjustment Percent: Value is Index Factor * (Current Price - Adjusted Base Price)

Fuel Adjustment Value: Value is Unit Price Adjustment Percent * Installed Quantity

(Figure 9)

Report 2: **Generate Fuel Report in PDF**

The same report that was created in Report 1 is now created in a Adobe PDF Format for saving to the local hard drive. After the Link Button is clicked a new window pops up asking whether to Save the File or Open the File in PDF. (Figure 10)



(Figure 10)

The report that was created in PDF looks exactly like Report 1 when the data is saved.

Stockpiled Materials Case Study

S. Stockpile Materials Case Study

- A. Introduction to Stockpiled Materials
- B. Sample C-22
- C. Inspector tasks when C-22 is received
- D. Allocate materials to appropriate PCNs
- E. Print Line Item Category Report
- F. Enter Stockpile Materials
- G. How to handle Conversion Factor
- H. Estimate 1 Initial invoice payment
- I. Estimate 2 DWR item installed with Stockpiled Materials
- J. Replenishing Stockpile
- K. Estimate 3
- L. Estimate 4
- M. Subcomponents of a bid item (multiple materials)
- N. Stockpiled Material Reports
- O. Eliminated Items
- P. Zero Quantity Conversion Factor Entries

A. Introduction to Stockpiled Materials

How to Handle Materials on Hand in SiteManager using Stockpiled Materials Functionality.

Policies and Specifications pertaining to Material on Hand include **Section 109.08 of the Road and Bridge Specifications and CD-2007-1**. See also the **July 2, 2007, letter from W. Byron Coburn, Jr.**, to District Administrators and District Construction Engineers included in training handouts. Use the appropriate Road and Bridge Specification year for your contract.

SiteManager® allows Inspectors to record and track invoices and installed quantities of materials secured for project use as well as make an initial payment for stored material. The Stockpiled Materials icon is basically an area used to record invoices of stored material and their association to contract bid items. Once the stockpile and bid item association is made, the Inspector must determine the amount of initial payment which will then be posted on the next estimate as a “Stockpile Material Initial” (STMI) line item adjustment and the system will do the rest.

There are three basic acronyms you should become familiar with concerning the process and they are:

STMI = Stockpiled Materials Initial (initial payment to contractor for stored materials)

STMA = Stockpiled Materials Adjustment (Occurs when DWRs with line items having stockpiled material are authorized and paid – STMA is automatic)

STMC = Stockpile Material Closure (If stockpile is manually closed, line item adjustment is made and SiteManager ® automatically adjusts next Estimate which reconciles any remaining credits due to unused stockpiles.)



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
401 EAST BRIDGE STREET
RICHMOND, VIRGINIA 23219-2100

David S. Ekm, P.E.
DIVISION CHIEF

July 2, 2007

TO: District Administrators and District Construction Engineers

From: W. Byron Coburn, Jr., P.E. *WBC*

Subject: Federal Participation in Payment of Material on Hand, Implementation of the SiteManager[®] Stockpile Process

The decision has been made to code material paid for as Material on Hand as Federal Participating on Federal Projects. This will allow the Department to have the Federal Funds available to VDOT sooner and maximize our available cash flow.

In the past, the payment of Material on Hand on Federal Projects has been coded as non-participating until the material was installed into the project. When the material was incorporated into the project, the value of the material paid for as Material on Hand was "backed out" of the estimate through a manual adjustment and then the entire value of the bid item was paid for and coded as federal participating. By following this method, we minimized the opportunity to "double bill" the FHWA for materials used on the project as long as we remembered to perform the adjustment prior to processing the estimate.

With the conversion of our projects to SiteManager[®], we have the opportunity to change the way we process Material on Hand payments and have them automatically coded as Federal or Non-Federal Participating based on the project's line item category funding when payment is made for the material as Material on Hand or the monthly estimate. SiteManager[®] uses the "Stockpiled Materials" section of the system to track Materials on Hand. This process is outlined in the SiteManager[®] User Manual in Section 5.14. While changing to use the "Stockpiled Materials" process will require a change in the way that we document the material being paid for as Materials on Hand, there are many benefits in the ability to track the use and payment for these materials when they are incorporated into the project and thus minimize the risk of overpaying the contractor. Some of these are:

VirginiaDOT.org
WE KEEP VIRGINIA MOVING

Excerpted Section 109.08 of 2002 Road and Bridge Specifications, Pages 4 and 5.
Note: Use the appropriate specification year for your contract.

109.08—Payment for Material on Hand.

When requested in writing by the Contractor, payment allowances may be made for material secured for use on the project. Such material payments will be for only those actual quantities identified in the contract, approved work orders, or otherwise documented as required to complete the project and shall be in accordance with the following terms and conditions:

(a) **Structural Units:** An allowance of 100 percent of the cost to the Contractor for structural steel materials for fabrication not to exceed 60 percent of the contract price may be made when such material is delivered to the fabricator and has been adequately identified for exclusive use on the project. An allowance of 100 percent of the cost to the Contractor for superstructure units, not to exceed 90 percent of the contract price, may be made when they have been fabricated. Prior to the granting of such allowances, the structural steel materials and fabricated units shall have been tested or certified and found acceptable to the Department and shall have been stored in accordance with the requirements specified herein. Allowances will be based on invoices, bills, or the estimated value as approved by the Engineer and will be subject to the retainage requirements of Section 109.07.

(b) **Other Materials:** For reinforcing steel, aggregate, pipe, guardrail, signs and sign assemblies, and other nonperishable material, an allowance of 100 percent of the cost to the Contractor for materials, not to exceed 90 percent of the contract price, may be made when such material is delivered and stockpiled or stored in accordance with the requirements specified herein. However, no allowance will be made for cement, seed, plants, fertilizer, and other perishable material. Prior to the granting of such allowances, the material shall have been tested and found acceptable to the Department. Allowances will be based on invoices, bills, or the estimated value of the material as approved by the Engineer and will be subject to the retainage provisions of Section 109.07.

(c) **Excluded Items:** No allowance will be made for fuels, form lumber, falsework, temporary structures, or other work that will not become an integral part of the finished construction.

(d) **Storage:** Material for which payment allowance is requested shall be stored in an approved manner in areas where damage is not likely to occur. If any of the stored materials are lost or become damaged, the Contractor shall repair or replace them. If payment allowance has been made prior to such damage or loss, the amount so allowed or a proportionate part thereof will be deducted from the next progress estimate payment and withheld until satisfactory repairs or replacement has been made. When it is determined to be impractical to store materials within the limits of the project, the Engineer may approve storage on private property or, for structural units, on the manufacturer's or fabricator's yard. Requests for payment allowance for such material shall be accompanied by a release from the owner or tenant of such property or yard agreeing to permit the removal of the materials from the property without cost to the State.

(e) **Materials Inventory:** If the Contractor requests a payment allowance for properly stored material, he shall submit a certified and itemized inventory statement to the Engineer no earlier than 5 days and no later than 2 days prior to the progress estimate date. The statement shall be submitted on forms furnished by the Department and shall be accompanied by invoices or other documents that will verify the material's cost. Following the initial submission, the Contractor shall submit to the Engineer a monthly-certified update of the itemized inventory statement within the same time frame. The updated inventory statement shall show additional materials received and stored with invoices or other documents and shall list materials removed from storage since the last certified inventory statement, with appropriate cost data reflecting the change in the inventory. If the Contractor fails to submit the monthly-certified update within the specified time frame, the Engineer will deduct the full amount of the previous statement from the progress estimate.

At the conclusion of the project, the cost of material remaining in storage for which payment allowance has been made will be deducted from the progress estimate.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION DIRECTIVE
MEMORANDUM**

GENERAL SUBJECT: Material on Hand **NUMBER:** CD-2007-1
DATE: January 18, 2007

SPECIFIC SUBJECT: Guidelines for Inventory of Items Paid
for as Material on Hand **SUPERSEDES:** CD-2005-5
**SUNSET/
EXPIRES:** January 18, 2012

Original with signature on file in the office
of the Scheduling and Contract Division

W. BYRON COBURN, JR., P.E.
SCHEDULING & CONTRACT ENGINEER

PURPOSE: The purpose of this CD is to provide guidelines for the inventory of items paid for as materials on hand.

DIRECTED TO - DISTRICT ADMINISTRATORS

Section 109.08 of the 2002 Road and Bridge Specifications allows for certain contract items to be paid for as Material on Hand. It further allows the Contractor, with approval from the Engineer, to store these items off of the project on private property or on the manufacturer's or fabricator's yard. Many of the items paid for as Material on Hand, such as steel structural units, are fabricated specifically for the project and have limited, if any, use beyond the project that they were fabricated for. Other items, such as reinforcing steel, aggregate, pipe, guardrail, signs, sign assemblies and other nonperishable material are not project specific and could be used on other projects.

Section 109.08(e) of the Specifications requires the Contractor to submit a certified and itemized inventory statement to the Engineer (Form C-22) and to provide an updated certified inventory statement on a monthly basis for all items paid for as Material on Hand.

As payments for Material on Hand can amount to a large dollar value of items in inventory, it is incumbent upon the Department to insure that the items paid as Material on Hand are indeed available in the assigned storage areas and reserved specifically for the project that paid for these items as Material on Hand.

To this end, the following inventory guidelines will apply to items paid for as Material on Hand:

For Structural Units that were fabricated specifically for the project and are stored on the manufacturer's or fabricator's yard, the procedures outlined in Section 109.08 of the Specifications will be used.

This is a sample invoice. It has an invoice date and number and reflects the information listed on the C-22 for stored materials.

Sample – First Invoice received with C-22 for initial payment for stored materials. 150 LF of Guardrail GR-8.

SAMPLE INVOICE #1

Invoice No. **45678**

INVOICE

Customer		Misc	
Name	VDOT	Date	8/1/2007
Address	2400 Pine Forest Drive	Order No.	XYZ123
City	Colonial Heights	State	VA
Phone	804-524-6330	ZIP	23834
Rep		FOB	

Qty	Description	Unit Price	TOTAL
150	150 LF Guardrail GR-8	\$10.00	\$ 1,500.00
			SubTotal
			\$ 1,500.00
			Shipping
			TOTAL
			\$ 1,500.00

Payment <input type="text" value="Select One..."/>	Tax Rate(s)
Comments Name _____ CC # _____ Expires _____	<div style="border: 1px solid black; background-color: yellow; padding: 5px; width: fit-content;">Office Use Only</div>

Insert Fine Print Here

Denton Concrete Services Company - SAMPLE

- A. Check to ensure the items on the C-22 and invoice qualify for payment as stored materials according to the Road and Bridge Specifications, Section 109.08, and CD-2007-1, and any Special Provisions on the contract.
- B. Check to ensure the contractor’s invoice does not exceed the percentages as outlined in Section 109.08 of the Specs and CD-2007-1. This is generally 60% of contract amount if steel; 90% of contract amount for other items.
- C. Confirm that the C-22 and invoice reflect accurate counts, are accurate and the items listed were actually received. Have you validated the information or are you taking the contractor’s word for it?
- D. Where required, has material been tested/certified? Are the materials stored in an approved location? If discrepancies, the C-22/Invoice may need revision or a Change Order may be necessary.

- E. If there are multiple PCN's (Projects) on the contract, the total quantity for Stockpiled Materials should not exceed the quantity for the PCN's. There must not be more than one unique entry as Stockpiled Materials for each PCN item. When entering initial Stockpiled Materials, you would need to allocate quantities to each PCN. A good way to determine how to allocate the quantities is to view the Line Item Category Report within SMART and then pro-rate as needed.
- F. CAUTION: If more than one invoice/shipment of the same material arrive for the same line items, DO NOT create a "new" stockpile for each invoice; just "replenish" the existing stockpile. We'll address "replenishing" later in the session.

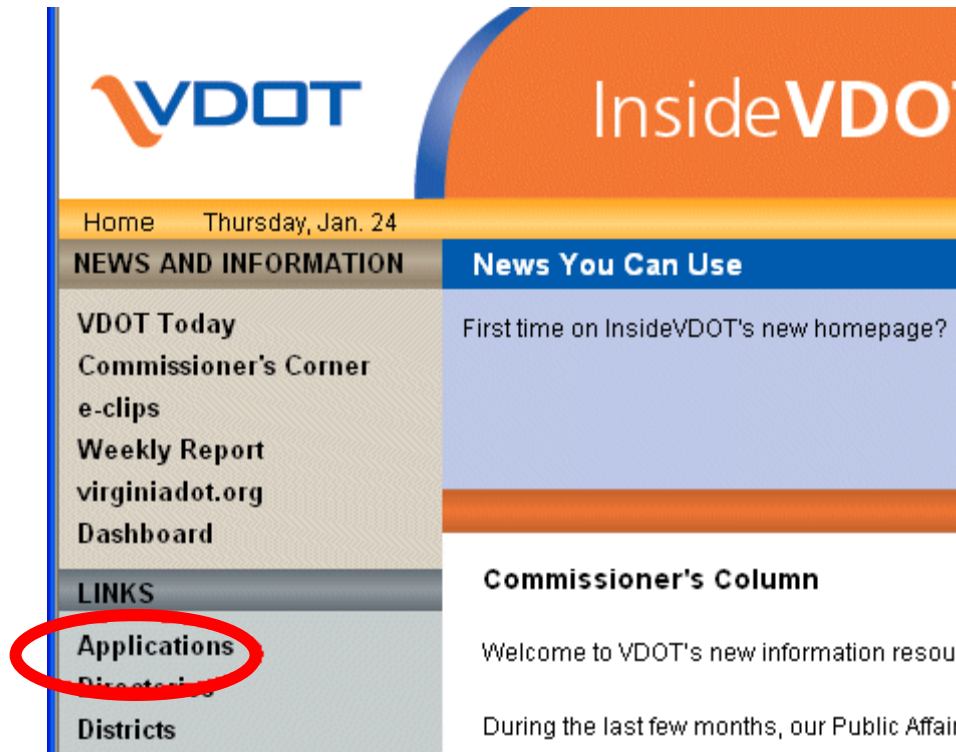
Inspector needs to:

When a C-22/Invoice is received, first check to ensure:

1. Does the material listed qualify for payment as stored materials?
2. Is the Unit Price correct?
3. Do the C-22 quantities reflect actual quantities received? Have you validated the information or are you taking the contractor's word?
4. What about any testing that needs to be done to certify materials?
5. Does the C-22/Invoice need to be revised due to any problems/discrepancies?
6. Are there multiple projects (PCN's) on the contract and if so, how will you allocate the Stockpiled Materials to the various PCN's?

If there are multiple Projects (PCN's), the user would need to determine how to allocate Materials on Hand to the appropriate PCN's. The SMART Reports can help the user determine how to allocate. Open the Line Item Category Report within SMART. **If contract has multiple projects (PCNs), Inspector will need to allocate materials on hand to appropriate Projects (PCNs). The SMART reports can help determine how to allocate.**

How to access the SMART reports: Open Internet Explorer
On Inside VDOT homepage, under LINKS, click Applications.

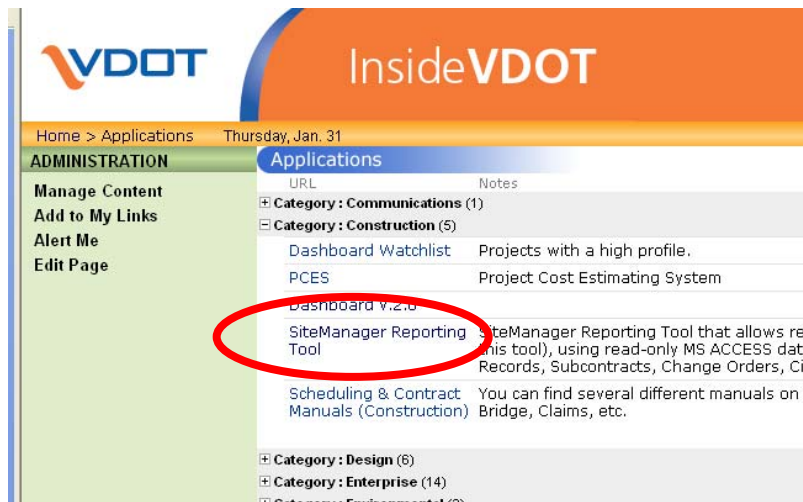


If you do not already have a shortcut to SMART on your computer desktop, you can create one. If you want to create a shortcut on your desktop, right-click on "SiteManager Reporting Tool", click "Copy Shortcut", then close the window and return to your desktop. Right-click on your desktop and choose "Paste Shortcut".

Click + beside
Category: Construction



Click SiteManager Reporting Tool




Tip: If you want to create a shortcut on your desktop, right-click on SiteManager Reporting, click Copy Shortcut. Right-click on your desktop, Then click Paste Shortcut.


When message appears, click Open

The screenshot shows the 'InsideVDOT' web application interface. At the top left is the VDOT logo, and at the top right is a search box. Below the header is a navigation bar with 'Home > Applications' and the date 'Thursday, Jan. 31'. The main content area is titled 'Applications' and contains a table with columns 'URL' and 'Notes'. The table lists several applications, including 'Dashboard Watchlist', 'PCES', 'Dashboard v.2.0', 'SiteManager Reporting Tool', and 'Scheduling & Contract Manuals (Construction)'. A left sidebar contains an 'ADMINISTRATION' section with links for 'Manage Content', 'Add to My Links', 'Alert Me', and 'Edit Page'. A 'File Download - Security Warning' dialog box is overlaid on the right side of the screen. The dialog box contains the following information:

File Download - Security Warning

Do you want to open or save this file?

 Name: DCA_SiteManager_Reporting.mdb
Type: Microsoft Office Access Application, 9.32 MB
From: \\0501coitd1\Const\groups\IT\SITEMANAGER_PR...

 While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

SMART opens. Click Contract Records.

Main Switchboard

VDOT Virginia Department of Transportation

SiteManager Reporting

Rev Date: 12/15/2007

Administration Information

- Administration Reports +
- Change Orders +
- Civil Rights DBE/SBE +
- Progress Reports and Finals +
- Pay Estimate Reports +
- Personnel +
- District Admin Reports+

Inspector Information

- Contract Records**
 - Overrun/underrun Report - Line Item and Category Report - Stockpile Material (MDH) - Daily Record of Work Items - Contractor's Equipment List - Current Unauthorized DWRs - DWR Work Item Detail - DWR Header Remark Details-Progress Reporting- Weather Summary -Contract Staffing
- Subcontract Information**
 - Subcontract Approval and Start Dates
 - Payrolls Received - Subcontract Paid to Date and DBE Percentage Estimate - List of DWRs by Subcontractor - Subcontractor Item Query

INDEX OF ALL SMART REPORTS **New**

Enter Contract Id. Click Line Item and Category Report.

Contract Records

Contract Records

Select or Enter Contract **R00083069N501**

Items "Overrun" Contract Qty >

Items "Underrun" Contract Qty >

Line Item and Category Report >

New Stockpile Summary Info >
(Now includes estimate details)

Contract Progress Report >

New DWR Unpaid Qty report >

CWB Extract File Conversion Use only >

Critical Items Report >

Daily Record of Work Items >

Daily Record of Work Items by Inspector >

Contractor's Equipment Lists >

Current Unauthorized DWRS >

VDOT Staffing History >

Contractor Staffing History >

Contract Weather Summary >

Contract's Historical Equipment Use >

Select or Enter (Item Code) >

DWR Work Item Detail Report >

You will be prompted to enter additional information.

DWR Remarks search >

Exit Item Records >

The SMART Line Item and Category Report can help an Inspector determine how to allocate stored materials to Projects (PCN's).

In the example, a C-22/ Invoice was received for 150 LF of Guardrail GR-8, Item 13351. The Item has bid quantities on both PCN's. The C-22 and Invoice do not indicate how much to allocate to each PCN. The Inspector checked this report which shows:

Total Bid Quantity for Item 13351 = 14,343 LF

PCN 00083069N501, Item 13351, is Line Item #0090 = 2,038 LF Bid Qty

PCN 00083069N502, Item 13351, is Line Item #0120 = 12,305 LF Bid Qty

For this STMI (initial payment), Inspector decided to allocate the 150 LF to PCN 00083069N501

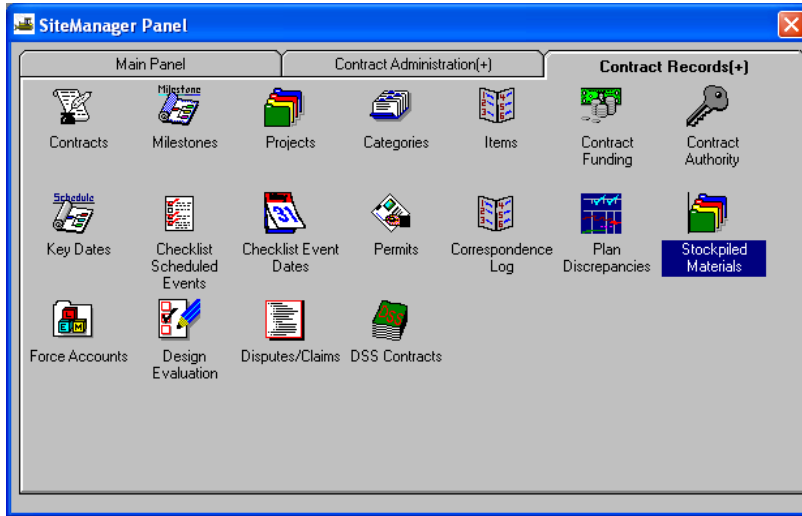
Tip: If there are multiple PCN's (Projects) on the contract, the total quantity for Stockpiled Materials should not exceed the quantity for the PCN's. There must not be more than one unique entry as Stockpiled Materials for each PCN item.

State Prj Nbr: PM04-964-249, N501
 Contractor: DENTON CONCRETE SERVICES COMPANY Contract Bid Amount: \$2,028,195.50 Estimate Status: PROG

Item Code	Proposal #	Item Description	Unit Type	Bid Qty	Bid Price	Item Status	Unit Price	Line Item Total PD
Project	LN	Category	Category Description	PCN Qty	Lin Item Qty	Qty Inst	Major Item: No	Margin Code: A
13345	0130	ALTERNATE BREAKAWAY	EA	48.00	\$100,000.00	ACTV		
00083069N501	0070	0100	REGULAR BID ITE	0.00	7.00	0.00	\$2,100.00	\$0.00
00083069N502	0100	0100	REGULAR BID ITE	0.00	41.00	0.00	\$2,100.00	\$0.00
13349	0140	GUARDRAIL TERMINAL	EA	19.00	\$19,000.00	ACTV		
00083069N501	0080	0100	REGULAR BID ITE	0.00	6.00	0.00	\$1,000.00	\$0.00
00083069N502	0110	0100	REGULAR BID ITE	0.00	13.00	0.00	\$1,000.00	\$0.00
13351	0150	GUARDRAIL GR-8	LF	14,343.00	\$164,944.50	ACTV		
00083069N501	0090	0100	REGULAR BID ITE	0.00	2,038.00	0.00	\$11.50	\$0.00
00083069N502	0120	0100	REGULAR BID ITE	0.00	12,305.00	0.00	\$11.50	\$0.00
13352	0160	GUARDRAIL GR-8A	LF	400.00	\$6,400.00	ACTV		
00083069N501	0100	0100	REGULAR BID ITE	0.00	175.00	0.00	\$16.00	\$0.00
00083069N502	0130	0100	REGULAR BID ITE	0.00	225.00	0.00	\$16.00	\$0.00
13353	0170	GUARDRAIL GR-8B	LF	400.00	\$9,600.00	ACTV		
00083069N501	0110	0100	REGULAR BID ITE	0.00	175.00	0.00	\$24.00	\$0.00
00083069N502	0140	0100	REGULAR BID ITE	0.00	225.00	0.00	\$24.00	\$0.00
13385	0180	FIXED OBJECT ATTACH	EA	5.00	\$4,500.00	ACTV		
00083069N502	0150	0100	REGULAR BID ITE	0.00	5.00	0.00	\$900.00	\$0.00
13392	0190	FIXED OBJECT ATTACH	EA	11.00	\$19,250.00	ACTV		
00083069N501	0120	0100	REGULAR BID ITE	0.00	10.00	0.00	\$1,750.00	\$0.00
00083069N502	0160	0100	REGULAR BID ITE	0.00	1.00	0.00	\$1,750.00	\$0.00
13393	0200	FIXED OBJECT ATTACH	EA	5.00	\$3,000.00	ACTV		

Now the user is ready to use the C-22/Invoice and enter the initial Stockpiled Materials information into SiteManager®.

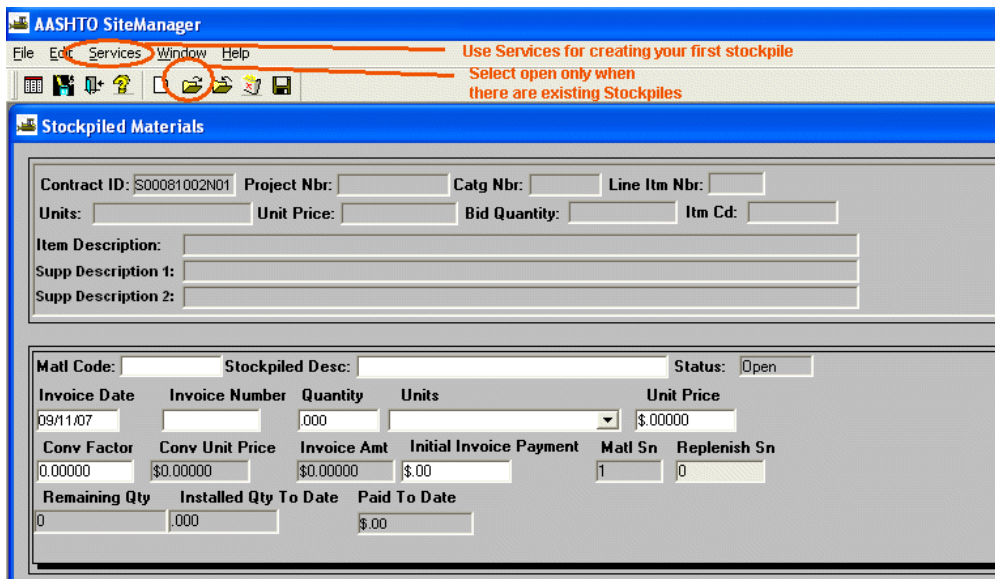
From the SiteManager® Main Panel, double-click Contract Administration, Contract Records, Stockpiled Materials.



If this is the first time entering Stockpiled Materials, the user would need to click Services in the Menu Bar and then click Choose Keys. A list of contracts would appear and the user would need to select the contract from the list.

Note: If there are already existing Stockpiled Materials, the user does not need to go through Services | Choose Keys – the user can just click the “Open” folder in the tool bar and select the contract.

If this is the first time to enter Stockpiled Materials, go to Services | Choose Keys to open the contract.



If the contract contains multiple Projects (PCN's), each PCN will be displayed in this window. Ensure you are choosing the correct PCN; select the PCN.
The quantity for Stockpiled Materials should not exceed the PCN quantity.

If the quantity exceeds, a Change Order would be needed.

Select PCN.

Stockpiled Material Select

Selection

Contract ID: R00083069N501

Contract Projects (selected)

Contract Items

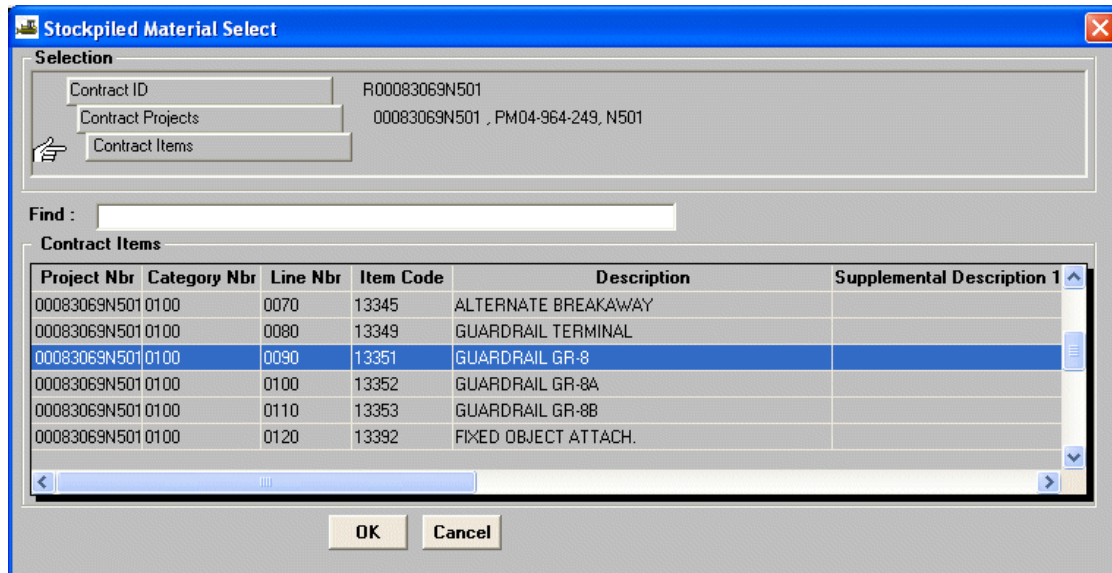
Find: _____

Contract Projects

PCN	State Prj Nbr	Description
00083069N501	PM04-964-249, N501	CONCRETE PAVEMENT REPAIR ON
00083069N502	PM04-964-249, N501	CONCRETE PAVEMENT REPAIR ON

OK Cancel

Select the Item.



This is the first, initial entry for Stockpiled Materials on the contract.

Invoice Number: Use actual Invoice Number where provided. If no Invoice Number is provided, use the Invoice Date as the Invoice Number; i.e., 09/19/07 is the Invoice Date but the contractor's form does not list an Invoice Number, so the Inspector could list the Number as 091907. Where more than one invoice exists for the same date, the Inspector could use A,B,C; i.e., 091907-A, or 091907-B, or 091907-C.

Quantity: Do not accept an invoice for a quantity greater than the contract allows! The quantity must be in the Bid Unit for the item and must not exceed more than the contract allows—if quantity is too large a Change Order could be done if needed. If you do not do a Change Order the C-22 could be revised with a notation indicating difference due to field considerations. If the C-22 lists a different Unit than the Bid Unit, do the math to convert to the Bid Unit. Example: Bid Unit on contract is for Linear Feet, but C-22 lists "Rolls". Do the math to convert it to match the Bid Unit.

Unit Price: Unit prices should be to 2 decimal places. If more than two are used, then rounding issues may occur when closing out the material.

Side note: If a new C-22/Invoice is received later on in the job and the new C-22 lists new quantities for stockpile on an item that the Inspector had previously entered into Stockpiled Materials, it would be important for the Inspector to Replenish the Stockpiled Materials, which will be discussed in greater detail later in Slide 19 of this presentation. For every material component of a line item, you can create a stockpile. But for now, we are addressing the INITIAL entry for Stockpiled Materials.

IMPORTANT: If the user makes a mistake on the STMI, he can delete the record if he does so prior to generating the Estimate. Open the record and click the Delete button in the toolbar.

AASHTO SiteManager
File Edit Services Window Help

Stockpiled Materials

Contract ID: R00083069N50 Project Nbr: 00083069N501 Catg Nbr: 0100 Line Itm Nbr: 0090
Units: LF Unit Price: 11.5 Bid Quantity: 2038 Itm Cd: 13351

Item Description: GUARDRAIL GR-8
Supp Description 1:
Supp Description 2:

Matl Code: A Stockpiled Desc: B Status: Open

Invoice Date	Invoice Number	Quantity	Units	Unit Price
09/11/07	C	.000	D	\$0.00000 E

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
0.00000 F	\$0.00000	\$0.00000	\$0.00 G	1	0

Remaining Qty	Installed Qty To Date	Paid To Date
0	.000	\$0.00

- A. VDOT will not use Matl Code – Leave field blank.**
- B. Enter a description of the Stockpiled Materials. Make it meaningful to you to help you identify the Stockpiled Materials.**
- C. Enter the Invoice Date and the Invoice Number.**
- D. Enter the Quantity and the Units. The drop down arrow in the Unit field can be used to select Unit. Make this match the contract bid unit.**
- E. Enter the Unit Price. Remember the 90% and 60% rules from the R&B Specs and CD-2007-1. (2 decimal places)**
- F. Enter the Conversion Factor. The next slide provides details regarding the Conversion Factor (Normally, 1).**
- G. The Initial Invoice Payment must be entered. Tip: Whatever is entered here is the \$ amount that will initially be paid on the Estimate. Click SAVE when done.**

This example shows how a stockpile item that is part of a pay item can be handled using the conversion factor.

In this example, an invoice arrived for 16 Neoprene Pads at a cost of \$168.00 that will be used on 4 contract slabs. Enter the stockpile for a quantity of 16 with a price per unit of \$10.50. Using a conversion factor of 4, SiteManager® will automatically calculate the Invoice Amount. Once the pay item is installed via a DWR quantity entry, SiteManager® will automatically withdraw 4 neoprene pads from the stockpile for every slab that was completed.

STMI Conversion Factor

AASHTO SiteManager
File Edit Services Window Help

Stockpiled Materials

Contract ID: 500060982M01 Project Nbr: 00060982C09 Catg Nbr: 0100 Line Itm Nbr: 0030
 Units: EACH Unit Price: 8500 Bid Quantity: 4 Itm Cd: 61190
 Item Description: PRESTR. CONC. SLAB 4' X 18" X(+40' - 45'
 Supp Description 1:
 Supp Description 2:

Matl Code: Stockpiled Desc: Neoprene Pads for Prestressed Concrete Slabs Status: Closed

Invoice Date	Invoice Number	Quantity	Units	Unit Price
01/18/07	61190	16.000	EACH	\$10.50000

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
4.00000	\$42.00000	\$168.00000	\$168.00	1	0

Remaining Qty	Installed Qty To Date	Paid To Date
0	16.000	\$168.00

Sample STMI entered for Initial Invoice Payment of \$1,500.00 based on C-22/Invoice received for 150 LF of Guardrail GR-8.

STMI

AASHTO SiteManager
File Edit Services Window Help

Stockpiled Materials

Contract ID: R00083069N50 Project Nbr: 00083069N501 Catg Nbr: 0100 Line Itm Nbr: 0090
 Units: LF Unit Price: 11.5 Bid Quantity: 2038 Itm Cd: 13351
 Item Description: GUARDRAIL GR-8
 Supp Description 1:
 Supp Description 2:

Matl Code: Stockpiled Desc: test Status: Active

Invoice Date	Invoice Number	Quantity	Units	Unit Price
09/11/07	45678	150.000	LF	\$10.00000

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
1.00000	\$10.00000	\$1,500.00000	\$1,500.00	1	0

Remaining Qty	Installed Qty To Date	Paid To Date

Report Id:ESUMATT.SUMMARY

Date:09/11/2007

VIRGINIA DEPARTMENT OF TRANSPORTATION

Contract ID	00003069N501	Estimate Number	0001	Order No	K25
State Proj Nbr	PM04-964-749, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)
Contractor	DENTON CONCRETE SERVICES COMPANY 12003 HARPER AVENUE			Original Contract Time	327
Pay Period	SAINT CLAIR SHORES, MI, 48080-1827 06/28/2007 TO 08/03/2007			Current Time Charged	2.00
Primary Project	00083069N502			Current Time Allowed	127.00
Project Nos.	00083069N501, 00083069N502			Percent Time Used	0.6156
Primary County	DTNWDD016			Date Approved	
Location	CONCRETE PAVEMENT AND UPGRADE SUBSTANDARD GUARDRAIL				
Description					
Spec Year	2004				
Surety	FEDERAL INSURANCE CO.				

Date Let	06/25/2007	Estimated Completion Date	05/22/2008
Date Awarded	06/21/2007	Work Begin Date	0
Date Contract Executed	06/28/2007	Date Time Stopped	0
Date NTP Issued	06/28/2007	Date Accepted	0

Current Contract Amount	\$2,028,175.50	Total to Date		Prev to Date		This Estimate
Bid Amount	\$2,028,175.50	Participating	\$259.39		\$0.00	\$259.39
Percent Complete	0.49	Non	\$64.85		\$0.00	\$64.85
Funds Available	\$2,026,371.26	Participating			\$0.00	\$324.24
Unearned Balance	\$2,026,371.26	Total Earnings	\$324.24		\$0.00	\$324.24
		Stockpiled	\$1,500.00		\$0.00	\$1,500.00
		Materials				
		Gross	\$1,824.24		\$0.00	\$1,824.24
		Earnings				
		Other	\$0.00		\$0.00	\$0.00
		Adjustments	\$0.00		\$0.00	\$0.00
		Reminige	\$0.00		\$0.00	\$0.00
		Liq				
		Dam/Incent/	\$0.00		\$0.00	\$0.00
		Engineer				
		TOTAL	\$1,824.24		\$0.00	\$1,824.24
		Prior Balance				
		Due				\$0.00
		Amount Used To The				
		Contractor				\$1,824.24

17-A

On Page 1 of the Estimate, it shows that \$1,500 will be paid on Estimate #1 as the initial Stockpiled Materials payment.

Just for your information, to help understand some of the acronyms you may see on the reports, on Page 3 of the report it shows under Stockpile Adjustments the Guardrail GR-8 has an ADJ. TYPE of **STMI**, which means Stockpiled Materials Initial and it shows the amount that also appeared on the front of the Estimate, \$1,500.

Note: If the initial Stockpiled Materials information was entered and then a DWR was done reporting installed quantities for the Guardrail GR-8 within this same Estimate period, the STMI and also the STMA (Stockpiled Materials Adjustment) would be reported on this Estimate.

	Total to Date	Prev to Date	This Estimate
Participating	\$259.39	\$0.00	\$259.39
Non	\$64.85	\$0.00	\$64.85
Participating			
Total Earnings	\$324.24	\$0.00	\$324.24
Stockpiled	\$1,500.00	\$0.00	\$1,500.00
Materials			
Gross	\$1,824.24	\$0.00	\$1,824.24
Earnings			
Other	\$0.00	\$0.00	\$0.00
Adjustments			
Retainage	\$0.00	\$0.00	\$0.00
Liq			
Dam/Incent/	\$0.00	\$0.00	\$0.00
Disincent			
TOTAL	\$1,824.24	\$0.00	\$1,824.24
Prior Balance			\$0.00
Due			
Amount Owed To The			\$1,824.24
Contractor			

As soon as the Estimate is generated, the Stockpiled Materials record is updated.
 (Note: If any of the Stockpiled Materials were installed during the Estimate period, they will be automatically deducted and the total will be reflected on Page 1 of the Estimate on the line for Stockpiled Materials.)

Stockpiled Materials

Contract ID: R00083069N501 Project Nbr: 00083069N501 Catg Nbr: 0100 Line Itm Nbr: 0090
 Units: LF Unit Price: 11.5 Bid Quantity: 2038 Itm Cd: 13351
 Item Description: GUARDRAIL GR-8
 Supp Description 1:
 Supp Description 2:

Matl Code: Stockpiled Desc: test Status: Active

Invoice Date	Invoice Number	Quantity	Units	Unit Price	
09/11/07	45678	150.000	LF	\$10.00000	
Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
1.00000	\$10.00000	\$1,500.00000	\$1,500.00	1	0
Remaining Qty	Installed Qty To Date	Paid To Date	After generating first Estimate, the initial Stockpile Payment is made for \$1,500.00.		
150	.000	\$1,500.00			

Let's say Estimate #1 was paid and now we are in the next Estimate period. A DWR was created with an installed quantity of 150 LF of Guardrail GR-8 on PCN 00083069N501.

SiteManager® automatically adjusts Stockpiled Materials to reflect the Installed Quantity that was reported on the DWR.

(Quantity based on stockpile information)

Next Estimate period, a DWR was created with an installed quantity of 150 LF of Guardrail GR-8 on PCN 00083069N501. SiteManager® automatically updated the Stockpiled Materials screen by populating the installed quantity from the DWR into the Stockpiled Materials screen.

AASHTO SiteManager
 File Edit Services Window Help

Stockpiled Materials

Contract ID: R00083069N501 Project Nbr: 00083069N501 Catg Nbr: 0100 Line Itm Nbr: 0090
 Units: LF Unit Price: 11.5 Bid Quantity: 2038 Itm Cd: 13351
 Item Description: GUARDRAIL GR-8
 Supp Description 1:
 Supp Description 2:

Matl Code: Stockpiled Desc: test Status: Closed

Invoice Date	Invoice Number	Quantity	Units	Unit Price	
09/11/07	45678	150.000	LF	\$10.00000	
Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
1.00000	\$10.00000	\$1,500.00000	\$1,500.00	1	0
Remaining Qty	Installed Qty To Date	Paid To Date	Once a DWR installed qty is made, it will reduce the stockpile quantity automatically. In this case more quantity was reported on the DWR than the 150 that was Stockpiled, so the remaining qty is zero.		
0	150.000	\$1,500.00			

Let's say a new C-22 is received for 8,000 LF of Guardrail GR-8.

Additionally, 150 LF of this item is being placed within Estimate Period #2 and reported on a DWR as an installed quantity.

SAMPLE C-22

Form C-22
Rev. 1-18-07

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
ITEMIZED INVENTORY STATEMENT OF STORED MATERIALS

Progress Estimated Period Ending 09/03/07

ROUTE: I-64 PROJECT NO.: PM04-964-249,N501, N502 FHWA NO.:
 CONTRACT ID NO.: R00083069N501 DISTRICT: 04-Richmond RESIDENCY: 27-Sandston

No.	Contract Item No.	Material Description	A: Column D From Previous Inventory Statement		B: Received For Storage From 9-1-07 To 10-3-07 (Dates)		C: Removed From Storage From 8-3-07 To 8-3-07 (Dates)		D: Current Inventory (A+B)-C-D	
			A1 Quan. & Unit	A2 Invoice Cost	B1 Quan. & Unit	B2 Invoice Cost	C1 Quan. & Unit	C2 Invoice Cost	D1 Quan. & Unit	D2 Invoice Cost
1	13351	Guardrail GR-8			8,000 LF	\$80,000	150 LF	\$1,500.00	8,000 LF	\$80,000.00
Sub-Total										\$80,000.00

CERTIFICATION: This is to certify [under penalty of law] that, to the best of my knowledge, the information provided herein is accurate and complete, and the materials described herein conform to the requirements of the Contract.

Sub-Total This Page	
Sub-Total Front Page	\$80,000.00
TOTAL	\$80,000.00

CONTRACTOR Denton Concrete Services Company
 SIGNED *John Doe*
 (OFFICER OF COMPANY or AUTHORIZED REPRESENTATIVE)
 DATE 09/01/07

Original to: Area Construction Engineers
 Copy To: Scheduling & Contract Engineer
 Construction Manager
 Contractor

A new C-22 and Invoice was received for 8,000 LF of Guardrail GR-8 at \$10.00 per LF, for a total dollar amount of \$80,000. The Inspector decided to allocate this Guardrail GR-8 to a different PCN. He chose PCN 00083069N502 and Line Item 0120 for the Guardrail GR-8, Item 13351. Since this is the first time Stockpiled Materials is being entered for this Item on this PCN, it is considered STMI. The contractor will be paid for this on the next Estimate processed.

Note: If no Invoice Number is listed on the Invoice, the Inspector can use the date as the Invoice Number. Example: Date on the Invoice is listed as 09/01/07 but there was no Invoice Number. The Inspector could use 090107 as the Invoice Number. If multiple C-22's and Invoices are received on the same date, the Inspector could do 090107A for one Invoice, 090107B for the next, etc.

New C-22 and Invoice is received. Inspector decided to allocate to a different PCN and Line Item Number.

Invoice No.

SAMPLE INVOICE #2 If no Invoice #, use date as number: 090107. Can use ABC if multiple invoices on same date: 090107A

INVOICE

Customer				Misc	
Name VDOT				Date 9/1/2007	
Address 2400 Pine Forest Drive				Order No. XYZ1950	
City Colonial Heights		State VA	ZIP 23834	Rep	
Phone 804-524-6330				FOB	

Qty	Description	Unit Price	TOTAL
8,000	8,000 LF Guardrail GR-8	\$10.00	\$ 80,000.00
			SubTotal \$ 80,000.00
			Shipping
			Tax Rate(s)
			TOTAL \$ 80,000.00

Payment Select One...	
Comments	
Name	
CC #	
Expires	

Office Use Only

Insert Fine Print Here

Denton Concrete Services Company - SAMPLE

Refer to Estimate #2 in your training handouts and on Page 1, notice the Previous amount paid to date for Stockpiled Materials was \$1,500. Remember, the Inspector allocated it to PCN N501, Line Item Number 0090 and it was paid on Estimate #1.

Report Id:ESTIMATE SUMMARY

Date:09/11/2007

VIRGINIA DEPARTMENT OF TRANSPORTATION

Contract ID	R00083069N501	Estimate Number	0002	Order No	K25
State Prj Nbr	PM04-964-249, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)
Contractor	DENTON CONCRETE SERVICES COMPANY 22003 HARPER AVENUE SAINT CLAIR SHORES, MI , 48080-1827			Original Contract Time	327
Pay Period	08/04/2007 TO 09/03/2007			Current Time Charged	3.00
Primary Project	00083069N502			Current Time Allowed	327.00
Project Nos.	00083069N501, 00083069N502			Percent Time Used	0.92 %
Primary County	DINWIDDIE			Date Approved	
Location	CONCRETE PAVEMENT AND UPGRADE SUBSTANDARD GUARDRAIL				
Description					
Spec Year	2004				
Surety	FEDERAL INSURANCE CO.				

Date Let	05/23/2007
Date Awarded	06/21/2007
Date Contract Executed	06/28/2007
Date NTP Issued	06/28/2007

Estimated Completion Date	05/22/2008
Work Begin Date	0
Date Time Stopped	0
Date Accepted	0

Current Contract Amount	\$2,028,195.50
Bid Amount	\$2,028,195.50
Percent Complete	4.30
Funds Available	\$1,940,971.26
Unearned Balance	\$1,940,971.26

	Total to Date	Prev to Date	This Estimate
Participating Non	\$5,779.39	\$259.39	\$5,520.00
Participating	\$1,444.85	\$64.85	\$1,380.00
Total Earnings	\$7,224.24	\$324.24	\$6,900.00
Stockpiled Materials	\$80,000.00	\$1,500.00	\$78,500.00
Gross Earnings	\$87,224.24	\$1,824.24	\$85,400.00
Other Adjustments	\$0.00	\$0.00	\$0.00
Retainage	\$0.00	\$0.00	\$0.00
Liq Dam/Incent/Disincent	\$0.00	\$0.00	\$0.00
TOTAL	\$87,224.24	\$1,824.24	\$85,400.00
Prior Balance Due			\$0.00
Amount Owed To The Contractor			\$85,400.00

ESTIMATE SUMMARY

Contract Id R00083069N501	STATE OF VIRGINIA	County	DINWIDDIE
Contract No K25	DEPARTMENT OF TRANSPORTATION	Job Piece	00083069N502
Estimate Nbr 0002		Period	08/04/2007 TO 09/03/2007
Contractor DENTON CONCRETE SERVICES COMPANY			

CHANGE ORDERS HISTORY

CHANGE					
ORDER	DESCRIPTION	STATUS	APPROVAL DATE	TOTAL CO AMOUNT	CONTRACT TIME ADJUSTED
NBR					

LIQUIDATED DAMAGES HISTORY

Adjustment Description	Days	Rate/Day	Adjustment Amount	Estimate Nbr
------------------------	------	----------	-------------------	--------------

CONTRACT ADJUSTMENTS HISTORY

Contract Adjustments

Adjustment Description	Estimate Nbr	Adjustment Amount	Remarks
------------------------	--------------	-------------------	---------

Line Item Adjustments History

PROJECT	ITEM NBR	DESCRIPTION	ESTIMATE NBR	ADJ QUANTITY	UNIT PRICE	ADJUSTED AMOUNT
---------	----------	-------------	--------------	--------------	------------	-----------------

Milestone Adjustments

Milestone Number	Description	Time Allowed	Time Used	Rate	Total
------------------	-------------	--------------	-----------	------	-------

Page 22-Aa

Contract Id R00083069N501
 Contract No K25
 Estimate 0002
 Nbr
 Contractor DENTON CONCRETE SERVICES COMPANY

STATE OF VIRGINIA
 DEPARTMENT OF TRANSPORTATION

County DINWIDDIE
 Job Piece 00083069N502
 Period 08/04/2007 TO 09/03/2007

Project	00083069N501			Fed/State Project Number	PM04-964-249, N501			Category	0100		
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	0.00	0.00	324.23
0020	NS PAVEMENT	10499	SY	1291.00	1291.00	0.00	0.00	0.00	218.00000	0.00	0.00
0030	GUARDRAIL TERMINAL	13310	LF	13.00	13.00	0.00	0.00	0.00	40.00000	0.00	0.00
0040	GUARDRAIL TERMINAL	13312	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0050	GUARDRAIL TERMINAL	13315	EA	7.00	7.00	0.00	0.00	0.00	640.00000	0.00	0.00
0060	GUARDRAIL GR-2	13320	LF	6074.00	6074.00	0.00	0.00	0.00	16.00000	0.00	0.00
0070	ALTERNATE BREAKAWAY	13345	EA	7.00	7.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13349	EA	6.00	6.00	0.00	0.00	0.00	1000.00000	0.00	0.00
0090	GUARDRAIL GR-8	13351	LF	2038.00	2038.00	600.00	0.00	600.00	11.50000	6,900.00	6,900.00
0100	GUARDRAIL GR-8A	13352	LF	175.00	175.00	0.00	0.00	0.00	16.00000	0.00	0.00
0110	GUARDRAIL GR-8B	13353	LF	175.00	175.00	0.00	0.00	0.00	24.00000	0.00	0.00
0120	FIXED OBJECT ATTACH	13392	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0130	FIXED OBJECT ATTACH	13393	EA	4.00	4.00	0.00	0.00	0.00	600.00000	0.00	0.00
0140	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	30.00000	0.00	0.00
0150	NS GUARDRAIL	13401	EA	495.00	495.00	0.00	0.00	0.00	12.00000	0.00	0.00
0160	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00
0170	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	0.00	0.00	0.00
0180	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.10000	0.00	0.00
0190	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.10000	0.00	0.00
0200	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0210	NS REMOVE EXIST. GUARDRAIL	24601	LF	6352.00	6352.00	0.00	0.00	0.00	1.70000	0.00	0.00
0220	NS REMOVE EXIST.	24702	EA	11.00	11.00	0.00	0.00	0.00	150.00000	0.00	0.00
Project	00083069N501			Fed/State Project Number	PM04-964-249, N501			Category	0200		
0230	TYPH B CLASS VI PAVE.	54075	LF	2249.00	2249.00	0.00	0.00	0.00	3.00000	0.00	0.00
STOCKPILE ADJUSTMENTS		ITEM NUMBER	UNIT	LINE NUMBER	ADJ. QUANTITY	ADJ. TYPE	EST. NBR				ADJUSTED AMOUNT
GUARDRAIL GR-8		13351	LF	0090	0.00	STMI	0001				\$1,500.00
GUARDRAIL GR-8		13351	LF	0090	150.00	STMA	0002				\$-1,500.00
										ESTIMATE SUBTOTAL	\$1,500.00
										ESTIMATE SUBTOTAL	\$-1,500.00
										SUBTOTAL	\$6,900.00
											\$7,224.23

Project	00083069N502			Fed/State Project Number	PM04-964-249, N501			Category	0100		
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	2919.21221	0.00	0.00
0020	AGGR. BASE MATL. TY. I	10121	TON	716.00	716.00	0.00	0.00	0.00	30.00000	0.00	0.00
0030	NS PAVEMENT	10499	SY	1115.00	1115.00	0.00	0.00	0.00	244.00000	0.00	0.00
0040	NS PAVEMENT	10499	SY	168.00	168.00	0.00	0.00	0.00	264.00000	0.00	0.00
0050	NS PAVEMENT	10499	SY	1579.00	1579.00	0.00	0.00	0.00	218.00000	0.00	0.00
0060	NS PAVEMENT	10499	SY	200.00	200.00	0.00	0.00	0.00	300.00000	0.00	0.00
0070	ASPHALT CONCRETE CURB	12322	LF	2615.00	2615.00	0.00	0.00	0.00	15.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13310	LF	124.00	124.00	0.00	0.00	0.00	40.00000	0.00	0.00
0090	GUARDRAIL GR-2A	13323	LF	150.00	150.00	0.00	0.00	0.00	25.00000	0.00	0.00
0100	ALTERNATE BREAKAWAY	13345	EA	41.00	41.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0110	GUARDRAIL TERMINAL	13349	EA	13.00	13.00	0.00	0.00	0.00	1000.00000	0.00	0.00
0120	GUARDRAIL GR-8	13351	LF	12305.00	12305.00	0.00	0.00	0.00	11.50000	0.00	0.00
0130	GUARDRAIL GR-8A	13352	LF	225.00	225.00	0.00	0.00	0.00	16.00000	0.00	0.00
0140	GUARDRAIL GR-8B	13353	LF	225.00	225.00	0.00	0.00	0.00	24.00000	0.00	0.00

Project 00083069N502			Fed/State Project Number PM04-964-249, N501				Category 0100				
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0150	FIXED OBJECT ATTACH.	13385	EA	5.00	5.00	0.00	0.00	0.00	900.00000	0.00	0.00
0160	FIXED OBJECT ATTACH.	13392	EA	1.00	1.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0170	FIXED OBJECT ATTACH.	13393	EA	1.00	1.00	0.00	0.00	0.00	600.00000	0.00	0.00
0180	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	5003.80000	0.00	0.00
0190	NS GUARDRAIL	13401	EA	4.00	4.00	0.00	0.00	0.00	700.00000	0.00	0.00
0200	NS GUARDRAIL	13401	EA	230.00	230.00	0.00	0.00	0.00	12.00000	0.00	0.00
0210	NS GUARDRAIL	13401	EA	3.00	3.00	0.00	0.00	0.00	50.00000	0.00	0.00
0220	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00
0230	CR. RUN AGGR.	24260	TON	55.00	55.00	0.00	0.00	0.00	40.00000	0.00	0.00
0240	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0250	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.05000	0.00	0.00
0260	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.10000	0.00	0.00
0270	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0280	NS REMOVE EXIST.	24501	LF	2615.00	2615.00	0.00	0.00	0.00	10.00000	0.00	0.00
0290	NS REMOVE EXIST. GUARDRAIL	24601	LF	57314.00	57314.00	0.00	0.00	0.00	1.70000	0.00	0.00
0300	NS REUSE GUARDRAIL	24617	LF	40000.00	40000.00	0.00	0.00	0.00	6.00000	0.00	0.00
0310	NS REUSE GUARDRAIL	24617	LF	10000.00	10000.00	0.00	0.00	0.00	7.00000	0.00	0.00
0320	NS RECONSTRUCT EXIST.	24640	LF	442.00	442.00	0.00	0.00	0.00	5.00000	0.00	0.00
0330	NS REMOVE EXIST	24702	EA	72.00	72.00	0.00	0.00	0.00	150.00000	0.00	0.00
Project 00083069N502			Fed/State Project Number PM04-964-249, N501				Category 0200				
0340	TYPE B CLASS VI PAVE.	54075	LF	2751.00	2751.00	0.00	0.00	0.00	3.00000	0.00	0.00
STOCKPILE ADJUSTMENTS		ITEM NUMBER	UNIT	LINE NUMBER	ADJ. QUANTITY	ADJ. TYPE	EST. NBR				ADJUSTED AMOUNT
GUARDRAIL GR-8		13351	LF	0120	0.00	STMI	0002				\$80,000.00
ESTIMATE SUBTOTAL											\$80,000.00
SUBTOTAL										\$0.00	\$80,000.00

On this Estimate #2, the contractor had Stockpiled Materials he reported to the Inspector on a new C-22/Invoice. The new **C-22/Invoice Initial Invoice Payment was for \$80,000** of Guardrail GR-8, but this time the Inspector allocated the materials to a different PCN and Line Item Number: PCN N502, Line Item Number 0120. During this Estimate period, the Inspector had also authorized a **DWR with an installed quantity for the work item, 150 LF of Guardrail GR-8. Based on the Inspector's DWR entry during Estimate Period Number 2, SiteManager® automatically adjusted the Stockpiled Materials (STMA) to reflect this.**

Details shown on Estimate #2:

\$80,000 STMI because of new C-22

- 1,500 STMA because of DWR installed quantity on Estimate #2

\$78,500 Stockpile Materials to be paid on Estimate #2

And here is how the Total to Date column calculated:

\$ 1,500 STMI paid on Estimate #1

78,500 STMI paid on Estimate #2

\$80,000 Total Stockpile Adjustments To Date

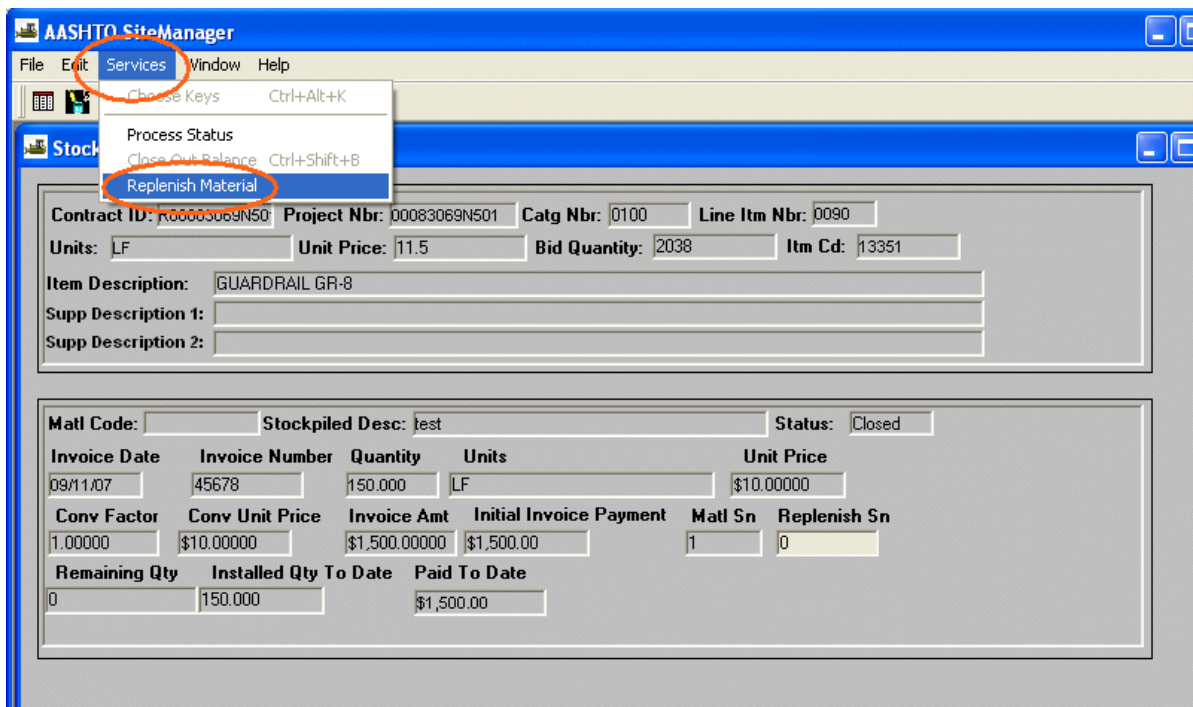
Contract ID	R00033069N501	Estimate Number	0003	Order No	K25
State Prj Nbr	PM04-964-249, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)
Contractor	DENTON CONCRETE SERVICES COMPANY 22003 HARPER AVENUE SAINT CLAIR SHORES, MI, 48080-1827	Original Contract Time	327	Current Time Charged	4.00
Pay Period	09/04/2007 TO 09/12/2007	Current Time Allowed	327.00	Percent Time Used	1.22 %
Primary Project	00083069N502	Date Approved			
Project Nos.	00083069N501, 00083069N502	Project 1 Stock Piles			
Primary County	DINWIDDIE	DWR >	0090	20.00	STMA 0003 \$-220.00
Location	CONCRETE PAVEMENT AND UPGRADE SUBSTANDARD GUARDRAIL	Replenish >	0090	0.00	STMI 0003 \$5,500.00
Description		ESTIMATE SUBTOTAL			
Spec Year	2004	\$5,280.00			
Surety	FEDERAL INSURANCE CO.	Project 2 Stock Piles			
		DWR >	0120	3500.00	STMA 0003 \$-35,000.00
		ESTIMATE SUBTOTAL			
		\$-35,000.00			
		Stockpile 1 + stockpile 2 \$29,720			
		\$80,000 - \$29,720 = \$50,280			
Date Let	05/23/2007	Estimated Completion Date	05/22/2008		
Date Awarded	06/21/2007	Work Begin Date	0		
Date Contract Executed	06/28/2007	Date Time Stopped	0		
Date NTP Issued	06/28/2007	Date Accepted	0		
					AMT from EST 0002
Current Contract Amount	\$2,028,195.50	Total to Date	Prev to Date	This Estimat	
Bid Amount	\$2,028,195.50	Participating	\$38,163.39	\$5,779.39	\$32,384.0
Percent Complete	4.83	Non	\$9,540.85	\$1,444.85	\$8,096.0
Funds Available	\$1,930,211.26	Participating	\$47,704.24	\$7,224.24	\$40,480.0
Unearned Balance	\$1,930,211.26	Total Earnings	\$50,280.00	\$80,000.00	\$-29,720.0
		Stockpiled			
		Materials			

There can only be one type of material "stockpile" per line item.

Let's say a new C-22/Invoice is received listing more of the same item that was initially entered into Stockpiled Materials way back in a previous Estimate period (such as more Guardrail GR-8). It is important not to enter this same work item as a new stockpiled material. It is important to enter it as REPLENISH MATERIAL.

From the SiteManager® Main Panel, the user would double-click Contract Administration, Contract Records, Stockpiled Materials, open the contract and choose **Services | Replenish Material**. See next slide for the results.

If new C-22 is received with more of the same item listed as stockpiled materials...REPLENISH!
 (Contract Administration, Contract Records, Stockpiled Materials, Open the Contract, Choose **Services | Replenish Material**.)



Results of Replenishing a Stockpile

There was an original stockpile of 150 LF that had already been placed and the remaining stockpile quantity was zero. Replenishing occurs when more stockpiled quantity arrives before the existing stockpiled item as been exhausted or closed out. The contractor would submit a new C-22 and Invoice. In the example shown, replenishing occurred. There is an Initial Invoice Payment of \$5,500 that was entered as a "Replenish" for 500 LF (500 x \$11.00) of Guardrail GR-8 on PCN N501.

Note: A Replenish Sequence Number (Replenish Sn) is automatically created by the system when the user chooses Services | Replenish.
For every line item there is a sequence number.

This STMI for replenishing the Guardrail GR-8 on PCN N501 was performed during the Estimate #3 pay period and is reflected on Estimate #3.

Report_Id:ESTIMATE SUMMARY

Date:09/12/2007

VIRGINIA DEPARTMENT OF TRANSPORTATION

Contract ID	R00083069N501	Estimate Number	0003	Order No	K25
State Prj Nbr	PM04-964-249, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)
Contractor	DENTON CONCRETE SERVICES COMPANY 22003 HARPER AVENUE SAINT CLAIR SHORES, MI , 48080-1827			Original Contract Time	327
Pay Period	09/04/2007 TO 09/12/2007			Current Time Charged	4.00
Primary Project	00083069N502			Current Time Allowed	327.00
Project Nos.	00083069N501, 00083069N502			Percent Time Used	1.22 %
Primary County	DINWIDDIE			Date Approved	
Location	CONCRETE PAVEMENT AND UPGRADE SUBSTANDARD GUARDRAIL				
Description					
Spec Year	2004				
Surety	FEDERAL INSURANCE CO.				

Date Let	05/23/2007	Estimated Completion Date	05/22/2008
Date Awarded	06/21/2007	Work Begin Date	0
Date Contract Executed	06/28/2007	Date Time Stopped	0
Date NTP Issued	06/28/2007	Date Accepted	0

Current Contract Amount	\$2,028,195.50	Total to Date	Prev to Date	This Estimate
Bid Amount	\$2,028,195.50	Participating	\$38,163.39	\$5,779.39
Percent Complete	4.83	Non	\$9,540.85	\$1,444.85
Funds Available	\$1,930,211.26	Total Earnings	\$47,704.24	\$7,224.24
Unearned Balance	\$1,930,211.26	Stockpiled	\$50,280.00	\$80,000.00
		Materials		\$-29,720.00
		Gross Earnings	\$97,984.24	\$87,224.24
		Other		\$0.00
		Adjustments	\$0.00	\$0.00
		Retainage	\$0.00	\$0.00
		Liq		\$0.00
		Dam/Incent/	\$0.00	\$0.00
		Disincent		\$0.00
		TOTAL	\$97,984.24	\$87,224.24
		Prior Balance		\$10,760.00
		Due		\$0.00
		Amount Owed To The Contractor		\$10,760.00

Contract Id R00083069N501	STATE OF VIRGINIA	County	DENNWIDDIE
Contract No K25	DEPARTMENT OF TRANSPORTATION	Job Piece	00083069N502
Estimate Nbr 0003		Period	09/04/2007 TO
Contractor DENTON CONCRETE SERVICES COMPANY			09/12/2007

CHANGE ORDERS HISTORY

CHANGE				
ORDER DESCRIPTION	STATUS	APPROVAL DATE	TOTAL CO AMOUNT	CONTRACT TIME ADJUSTED
NBR				

LIQUIDATED DAMAGES HISTORY

Adjustment Description	Days	Rate/Day	Adjustment Amount	Estimate Nbr
------------------------	------	----------	-------------------	--------------

CONTRACT ADJUSTMENTS HISTORY

Contract Adjustments

Adjustment Description	Estimate Nbr	Adjustment Amount	Remarks
------------------------	--------------	-------------------	---------

Line Item Adjustments History

PROJECT	ITEM NBR	DESCRIPTION	ESTIMATE NBR	ADJ QUANTITY	UNIT PRICE	ADJUSTED AMOUNT
---------	----------	-------------	--------------	--------------	------------	-----------------

Milestone Adjustments

Milestone Number	Description	Time Allowed	Time Used	Rate	Total
------------------	-------------	--------------	-----------	------	-------

Contract Id R00083069N501
 Contract No K25
 Estimate 0003
 Nbr
 Contractor DENTON CONCRETE SERVICES COMPANY

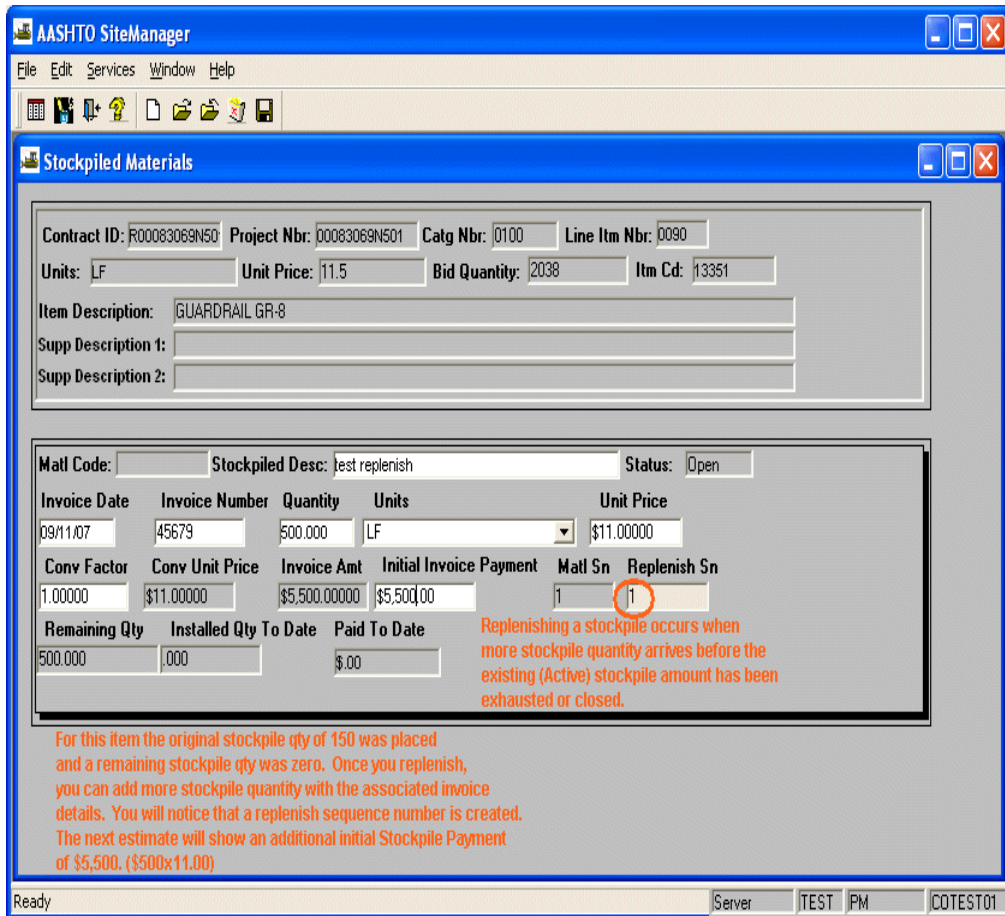
STATE OF VIRGINIA
 DEPARTMENT OF TRANSPORTATION

County DINWIDDIE
 Job Piece 00083069N502
 Period 09/04/2007 TO 09/12/2007

Project 00083069N501			Fed/State Project Number			PM04-964-249, N501			Category 0100		
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	1080.78779	0.00	324.23
0020	NS PAVEMENT	10499	SY	1291.00	1291.00	0.00	0.00	0.00	218.00000	0.00	0.00
0030	GUARDRAIL TERMINAL	13310	LF	13.00	13.00	0.00	0.00	0.00	40.00000	0.00	0.00
0040	GUARDRAIL TERMINAL	13312	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0050	GUARDRAIL TERMINAL	13315	EA	7.00	7.00	0.00	0.00	0.00	640.00000	0.00	0.00
0060	GUARDRAIL GR-2	13320	LF	6074.00	6074.00	0.00	0.00	0.00	16.00000	0.00	0.00
0070	ALTERNATE BREAKAWAY	13345	EA	7.00	7.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13349	EA	6.00	6.00	0.00	0.00	0.00	1000.00000	0.00	0.00
0090	GUARDRAIL GR-8	13351	LF	2038.00	2038.00	20.00	600.00	620.00	11.50000	230.00	7,130.00
0100	GUARDRAIL GR-8A	13352	LF	175.00	175.00	0.00	0.00	0.00	16.00000	0.00	0.00
0110	GUARDRAIL GR-8B	13353	LF	175.00	175.00	0.00	0.00	0.00	24.00000	0.00	0.00
0120	FIXED OBJECT ATTACH	13392	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0130	FIXED OBJECT ATTACH	13393	EA	4.00	4.00	0.00	0.00	0.00	600.00000	0.00	0.00
0140	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	50.00000	0.00	0.00
0150	NS GUARDRAIL	13401	EA	495.00	495.00	0.00	0.00	0.00	12.00000	0.00	0.00
0160	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00
0170	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	12.00000	0.00	0.00
0180	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.10000	0.00	0.00
0190	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.05000	0.00	0.00
0200	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0210	NS REMOVE EXIST. GUARDRAIL	24601	LF	6352.00	6352.00	0.00	0.00	0.00	1.70000	0.00	0.00
0220	NS REMOVE EXIST.	24702	EA	11.00	11.00	0.00	0.00	0.00	150.00000	0.00	0.00
Project 00083069N501			Fed/State Project Number			PM04-964-249, N501			Category 0200		
0230	TYPE D CLASS VI PAVE	54075	LF	2249.00	2249.00	0.00	0.00	0.00	3.00000	0.00	0.00
STOCKPILE ADJUSTMENTS											
	GUARDRAIL GR-8	13351	LF	0090		0.00	STMA	0001			ADJUSTED AMOUNT
											\$1,500.00
	GUARDRAIL GR-8	13351	LF	0090		150.00	STMA	0002			ESTIMATE SUBTOTAL
											\$1,500.00
	GUARDRAIL GR-8	13351	LF	0090		20.00	STMA	0003			ESTIMATE SUBTOTAL
											\$-220.00
	GUARDRAIL GR-8	13351	LF	0090		0.00	STMA	0003			ESTIMATE SUBTOTAL
											\$5,500.00
											ESTIMATE SUBTOTAL
											\$5,280.00
											SUBTOTAL
											\$230.00
											\$12,734.23

Project 00083069N502			Fed/State Project Number			PM04-964-249, N501			Category 0100		
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	2919.21221	0.00	0.00
0020	AGGR BASE MAT. TY. I	10121	TON	716.00	716.00	0.00	0.00	0.00	30.00000	0.00	0.00
0030	NS PAVEMENT	10499	SY	1115.00	1115.00	0.00	0.00	0.00	244.00000	0.00	0.00
0040	NS PAVEMENT	10499	SY	168.00	168.00	0.00	0.00	0.00	264.00000	0.00	0.00
0050	NS PAVEMENT	10499	SY	1579.00	1579.00	0.00	0.00	0.00	218.00000	0.00	0.00
0060	NS PAVEMENT	10499	SY	200.00	200.00	0.00	0.00	0.00	300.00000	0.00	0.00
0070	ASPHALT CONCRETE CURB	12322	LF	2615.00	2615.00	0.00	0.00	0.00	15.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13310	LF	124.00	124.00	0.00	0.00	0.00	40.00000	0.00	0.00
0090	GUARDRAIL GR-2A	13323	LF	150.00	150.00	0.00	0.00	0.00	25.00000	0.00	0.00
0100	ALTERNATE BREAKAWAY	13345	EA	41.00	41.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0110	GUARDRAIL TERMINAL	13349	EA	13.00	13.00	0.00	0.00	0.00	1000.00000	0.00	0.00

Project	00083069N502			Fed/State Project Number	PM04-964-249, N501			Category	0100			
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE	
0120	GUARDRAIL GR-8	13351	LF	12305.00	12305.00	3500.00	0.00	3500.00	11.50000	40,250.00	40,250.00	
0130	GUARDRAIL GR-8A	13352	LF	225.00	225.00	0.00	0.00	0.00	16.00000	0.00	0.00	
0140	GUARDRAIL GR-8B	13353	LF	225.00	225.00	0.00	0.00	0.00	24.00000	0.00	0.00	
0150	FIXED OBJECT ATTACH.	13385	EA	5.00	5.00	0.00	0.00	0.00	900.00000	0.00	0.00	
0160	FIXED OBJECT ATTACH.	13392	EA	1.00	1.00	0.00	0.00	0.00	1750.00000	0.00	0.00	
0170	FIXED OBJECT ATTACH.	13393	EA	1.00	1.00	0.00	0.00	0.00	600.00000	0.00	0.00	
0180	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	3003.80000	0.00	0.00	
0190	NS GUARDRAIL	13401	EA	4.00	4.00	0.00	0.00	0.00	700.00000	0.00	0.00	
0200	NS GUARDRAIL	13401	EA	230.00	230.00	0.00	0.00	0.00	12.00000	0.00	0.00	
0210	NS GUARDRAIL	13401	EA	3.00	3.00	0.00	0.00	0.00	50.00000	0.00	0.00	
0220	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00	
0230	CR RUN AGGR.	24260	TON	55.00	55.00	0.00	0.00	0.00	40.00000	0.00	0.00	
0240	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00	
0250	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.05000	0.00	0.00	
0260	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.10000	0.00	0.00	
0270	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00	
0280	NS REMOVE EXIST.	24501	LF	2615.00	2615.00	0.00	0.00	0.00	10.00000	0.00	0.00	
0290	NS REMOVE EXIST. GUARDRAIL.	24601	LF	57314.00	57314.00	0.00	0.00	0.00	1.70000	0.00	0.00	
0300	NS REUSE GUARDRAIL	24617	LF	40000.00	40000.00	0.00	0.00	0.00	6.00000	0.00	0.00	
0310	NS REUSE GUARDRAIL	24617	LF	10000.00	10000.00	0.00	0.00	0.00	7.00000	0.00	0.00	
0320	NS RECONSTRUCT EXIST.	24640	LF	442.00	442.00	0.00	0.00	0.00	5.00000	0.00	0.00	
0330	NS REMOVE EXIST.	24702	EA	72.00	72.00	0.00	0.00	0.00	150.00000	0.00	0.00	
Project	00083069N502			Fed/State Project Number	PM04-964-249, N501			Category	0200			
0340	TYPE B CLASS VI PAVE.	54075	LF	2751.00	2751.00	0.00	0.00	0.00	3.00000	0.00	0.00	
STOCKPILE ADJUSTMENTS		ITEM NUMBER	UNIT	LINE NUMBER	ADJ. QUANTITY	ADJ. TYPE	EST. NBR				ADJUSTED AMOUNT	
GUARDRAIL GR-8		13351	LF	0120	0.00	STMA	0002				\$80,000.00	
GUARDRAIL GR-8		13351	LF	0120	3500.00	STMA	0003				\$-35,000.00	
											ESTIMATE SUBTOTAL	\$80,000.00
											ESTIMATE SUBTOTAL	\$-35,000.00
											SUBTOTAL	\$40,250.00
												\$85,250.00



Estimate 3 has an STMA (adjustment) caused by DWR installed quantity and it also has a "Replenished" stockpile which created another Initial (STMI) stockpile payment.

Remember, STMA is DWR driven.

Contract ID	R00083069N501	Estimate Number	0003	Order No	K25																		
State Proj Nbr	FMD4.964-249, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)																		
Contractor	DENTON CONCRETE SERVICES COMPANY 22003 HARPER AVENUE SAINT CLAIR SHORES MI., 49080-1827 09/04/2007 TO 09/12/2007	Original Contract Time	327	Current Time Charged	400																		
Pay Period	09/04/2007 TO 09/12/2007	Current Time Allowed	327.00	Percent Time Used	1.22 %																		
Project	00083069N502	Date Approved																					
Project Nos.	00083069N501, 00083069N502	<table border="1"> <tr> <td>DWR ></td> <td>0000</td> <td>25.00</td> <td>STMA</td> <td>0003</td> <td>\$-220.00</td> </tr> <tr> <td>Replenish ></td> <td>0000</td> <td>5.00</td> <td>STMI</td> <td>0003</td> <td>\$-55.00</td> </tr> <tr> <td colspan="6">ESTIMATE SUBTOTAL</td> </tr> </table>				DWR >	0000	25.00	STMA	0003	\$-220.00	Replenish >	0000	5.00	STMI	0003	\$-55.00	ESTIMATE SUBTOTAL					
DWR >	0000	25.00	STMA	0003	\$-220.00																		
Replenish >	0000	5.00	STMI	0003	\$-55.00																		
ESTIMATE SUBTOTAL																							
Primary	00083069N502	<table border="1"> <tr> <td>DWR ></td> <td>0120</td> <td>500.00</td> <td>STMA</td> <td>0003</td> <td>\$-5,500.00</td> </tr> <tr> <td colspan="6">ESTIMATE SUBTOTAL</td> </tr> </table>				DWR >	0120	500.00	STMA	0003	\$-5,500.00	ESTIMATE SUBTOTAL											
DWR >	0120	500.00	STMA	0003	\$-5,500.00																		
ESTIMATE SUBTOTAL																							
Country	DENWIDDIE	<table border="1"> <tr> <td colspan="6">Stockpile 1 + stockpile 2</td> </tr> <tr> <td colspan="6">\$-29,720</td> </tr> </table>				Stockpile 1 + stockpile 2						\$-29,720											
Stockpile 1 + stockpile 2																							
\$-29,720																							
Location	CONCRETE PAVEMENT AND UPGRADE	<table border="1"> <tr> <td colspan="6">\$80,000 - \$29,720 = \$50,280</td> </tr> </table>				\$80,000 - \$29,720 = \$50,280																	
\$80,000 - \$29,720 = \$50,280																							
Spec Year	2004	Estimated Completion Date	05/22/2008	Work Began Date	0																		
Safety	FEDERAL INSURANCE CO.	Date Contract Executed	06/28/2007	Date Time Stopped	0																		
		Date NTP Issued	06/28/2007	Date Accepted	0																		
		Current Contract Amount	\$2,028,195.50	Total to Date	\$3,163.39																		
		Bid Amount	\$2,028,195.50	Participating Non	\$9,540.85																		
		Percent Complete	4.83	Participating Total Earnings	\$7,224.24																		
		Funds Available	\$1,930,211.26	Stockpiled	\$47,704.24																		
		Unearned Balance	\$1,930,211.26	Materials	\$50,280.00																		
				Free to Date	\$5,779.39																		
				This Estimate	\$32,354.00																		
				AMT from EST 0002	\$1,414.85																		
					\$8,094.00																		
					\$40,498.00																		
					\$29,720.00																		

Estimate 4 has a Stockpiled Materials Closure (STMC) and it also has a Stockpiled Materials Adjustment (STMA) caused again by another DWR placed quantity.

Report_Id: ESTIMATE SUMMARY

Date: 09/12/2007

VIRGINIA DEPARTMENT OF TRANSPORTATION

Contract ID	R00083069N501	Estimate Number	0004	Order No	K25
State Prj Nbr	PM04-964-249, N501, N502	Estimate Type	PROGRESS EST	Area Office	COLONIAL HEIGHTS (0425)
Contractor	DENTON CONCRETE SERVICES COMPANY 22003 HARPER AVENUE			Original Contract Time	327
	SAINT CLAIR SHORES, MI , 48080-1827			Current Time Charged	5.00
Pay Period	09/09/2007 TO 09/12/2007			Current Time Allowed	327.00
Primary Project	00083069N502			Percent Time Used	1.53 %
Project Nos.	00083069N501, 00083069N502			Date Approved	
Primary County	DINWIDDIE				
Location	CONCRETE PAVEMENT AND UPGRADE SUBSTANDARD GUARDRAIL.				
Description					
Spec Year	2004				
Surety	FEDERAL INSURANCE CO.				

Date Let	05/23/2007	Estimated Completion Date	05/22/2008
Date Awarded	06/21/2007	Work Begin Date	0
Date Contract Executed	06/28/2007	Date Time Stopped	0
Date NTP Issued	06/28/2007	Date Accepted	0

Current Contract Amount	\$2,028,195.50	Total to Date	Prev to Date	This Estimate
Bid Amount	\$2,028,195.50	Participating	\$42,008.99	\$38,163.39
Percent Complete	2.62	Non	\$10,502.25	\$9,540.85
Funds Available	\$1,975,002.26	Participating	\$52,511.24	\$47,704.24
Unearned Balance	\$1,975,002.26	Total Earnings	\$52,511.24	\$4,807.00
		Stockpiled	\$682.00	\$50,280.00
		Materials	\$53,193.24	\$97,984.24
		Gross Earnings	\$53,193.24	\$97,984.24
		Other	\$0.00	\$0.00
		Adjustments	\$0.00	\$0.00
		Retainage	\$0.00	\$0.00
		Liq		
		Dam/Incent/	\$0.00	\$0.00
		Disincent		
		TOTAL	\$53,193.24	\$97,984.24
		Prior Balance		\$-44,791.00
		Due		\$0.00
		Amount Owed By The Contractor		\$-44,791.00

Page 26-A

ESTIMATE SUMMARY

Contract Id R00083069N501	STATE OF VIRGINIA	County	DINWIDDIE
Contract No K25	DEPARTMENT OF TRANSPORTATION	Job Piece	00083069N502
Estimate Nbr 0004		Period	09/09/2007 TO 09/12/2007
Contractor DENTON CONCRETE SERVICES COMPANY			

CHANGE ORDERS HISTORY

CHANGE				
ORDER DESCRIPTION	STATUS	APPROVAL DATE	TOTAL CO AMOUNT	CONTRACT TIME ADJUSTED
NBR				

LIQUIDATED DAMAGES HISTORY

Adjustment Description	Days	Rate/Day	Adjustment Amount	Estimate Nbr
------------------------	------	----------	-------------------	--------------

CONTRACT ADJUSTMENTS HISTORY

Contract Adjustments

Adjustment Description	Estimate Nbr	Adjustment Amount	Remarks
------------------------	--------------	-------------------	---------

Line Item Adjustments History

PROJECT	ITEM NBR	DESCRIPTION	ESTIMATE NBR	ADJ QUANTITY	UNIT PRICE	ADJUSTED AMOUNT
---------	----------	-------------	--------------	--------------	------------	-----------------

Milestone Adjustments

Milestone Number	Description	Time Allowed	Time Used	Rate	Total
------------------	-------------	--------------	-----------	------	-------

Contract Id R00083069N501
 Contract No K25
 Estimate 0004
 Nbr
 Contractor DENTON CONCRETE SERVICES COMPANY

STATE OF VIRGINIA
 DEPARTMENT OF TRANSPORTATION

County DINWIDDIE
 Job Piece 00083069N502
 Period 09/09/2007 TO 09/12/2007

Project 00083069N501			Fed/State Project Number		PM04-964-249, N501			Category		0100	
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	1080.78779	0.00	324.23
0020	NS PAVEMENT	10499	SY	1291.00	1291.00	0.00	0.00	0.00	218.00000	0.00	0.00
0030	GUARDRAIL TERMINAL	13310	LF	13.00	13.00	0.00	0.00	0.00	40.00000	0.00	0.00
0040	GUARDRAIL TERMINAL	13312	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0050	GUARDRAIL TERMINAL	13315	EA	7.00	7.00	0.00	0.00	0.00	640.00000	0.00	0.00
0060	GUARDRAIL GR-2	13320	LF	6074.00	6074.00	0.00	0.00	0.00	16.00000	0.00	0.00
0070	ALTERNATE BREAKAWAY	13345	EA	7.00	7.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13349	EA	6.00	6.00	0.00	0.00	0.00	1000.00000	0.00	0.00
0090	GUARDRAIL GR-8	13351	LF	2038.00	2038.00	418.00	620.00	1038.00	11.50000	4,807.00	11,937.00
0100	GUARDRAIL GR-8A	13352	LF	175.00	175.00	0.00	0.00	0.00	16.00000	0.00	0.00
0110	GUARDRAIL GR-8B	13353	LF	175.00	175.00	0.00	0.00	0.00	24.00000	0.00	0.00
0120	FIXED OBJECT ATTACH.	13392	EA	10.00	10.00	0.00	0.00	0.00	1750.00000	0.00	0.00
0130	FIXED OBJECT ATTACH.	13393	EA	4.00	4.00	0.00	0.00	0.00	600.00000	0.00	0.00
0140	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	50.00000	0.00	0.00
0150	NS GUARDRAIL	13401	EA	495.00	495.00	0.00	0.00	0.00	12.00000	0.00	0.00
0160	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00
0170	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0180	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.05000	0.00	0.00
0190	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.10000	0.00	0.00
0200	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0210	NS REMOVE EXIST. GUARDRAIL	24601	LF	6352.00	6352.00	0.00	0.00	0.00	1.70000	0.00	0.00
0220	NS REMOVE EXIST.	24702	EA	11.00	11.00	0.00	0.00	0.00	150.00000	0.00	0.00
Project 00083069N501			Fed/State Project Number		PM04-964-249, N501			Category		0200	
0230	TYPE B CLASS VI PAVE.	54075	LF	2249.00	2249.00	0.00	0.00	0.00	3.00000	0.00	0.00
STOCKPILE ADJUSTMENTS		ITEM NUMBER	UNIT	LINE NUMBER	ADJ. QUANTITY	ADJ. TYPE	EST. NBR				ADJUSTED AMOUNT
GUARDRAIL GR-8		13351	LF	0090	0.00	STMI	0001				\$1,500.00
GUARDRAIL GR-8		13351	LF	0090	150.00	STMA	0002		ESTIMATE SUBTOTAL		\$1,500.00
GUARDRAIL GR-8		13351	LF	0090	20.00	STMA	0003		ESTIMATE SUBTOTAL		\$-1,500.00
GUARDRAIL GR-8		13351	LF	0090	0.00	STMI	0003				\$-220.00
GUARDRAIL GR-8		13351	LF	0090	418.00	STMA	0004		ESTIMATE SUBTOTAL		\$5,280.00
GUARDRAIL GR-8		13351	LF	0090					ESTIMATE SUBTOTAL		\$-4,598.00
GUARDRAIL GR-8		13351	LF	0090					ESTIMATE SUBTOTAL		\$-4,598.00
SUBTOTAL										\$4,807.00	\$12,943.23

Project 00083069N502			Fed/State Project Number		PM04-964-249, N501			Category		0100	
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0010	MOBILIZATION	00100	LS	1.00	1.00	0.00	0.00	0.00	2919.21221	0.00	0.00
0020	AGGR. BASE MAT'L TY. I	10121	TON	716.00	716.00	0.00	0.00	0.00	30.00000	0.00	0.00
0030	NS PAVEMENT	10499	SY	1115.00	1115.00	0.00	0.00	0.00	244.00000	0.00	0.00
0040	NS PAVEMENT	10499	SY	168.00	168.00	0.00	0.00	0.00	264.00000	0.00	0.00
0050	NS PAVEMENT	10499	SY	1579.00	1579.00	0.00	0.00	0.00	218.00000	0.00	0.00
0060	NS PAVEMENT	10499	SY	200.00	200.00	0.00	0.00	0.00	300.00000	0.00	0.00
0070	ASPHALT CONCRETE CURB	12322	LF	2615.00	2615.00	0.00	0.00	0.00	15.00000	0.00	0.00
0080	GUARDRAIL TERMINAL	13310	LF	124.00	124.00	0.00	0.00	0.00	40.00000	0.00	0.00
0090	GUARDRAIL GR-2A	13323	LF	150.00	150.00	0.00	0.00	0.00	25.00000	0.00	0.00

Project	00083069N502			Fed/State Project Number	PM04-964-249, N501			Category	0100		
LINE ITEM NUMBER	ITEM DESCRIPTION	ITEM NUMBER	UNIT	BID QTY	CURRENT QUANTITY	QUANTITY PAID THIS EST	QUANTITY PAID PREV. EST	QUANTITY PAID TO DATE	UNIT PRICE	AMOUNT PAID THIS EST	AMOUNT PAID TO DATE
0100	ALTERNATE BREAKAWAY	13345	EA	41.00	41.00	0.00	0.00	0.00	2100.00000	0.00	0.00
0110	GUARDRAIL TERMINAL	13349	EA	13.00	13.00	0.00	0.00	0.00	600.00000	0.00	0.00
0120	GUARDRAIL GR-8	13351	LF	12305.00	12305.00	0.00	3500.00	3500.00	11.50000	0.00	40,250.00
0130	GUARDRAIL GR-8A	13352	LF	225.00	225.00	0.00	0.00	0.00	16.00000	0.00	0.00
0140	GUARDRAIL GR-8B	13353	LF	225.00	225.00	0.00	0.00	0.00	24.00000	0.00	0.00
0150	FIXED OBJECT ATTACH.	13385	EA	5.00	5.00	0.00	0.00	0.00	900.00000	0.00	0.00
0160	FIXED OBJECT ATTACH.	13392	EA	1.00	1.00	0.00	0.00	0.00	750.00000	0.00	0.00
0170	FIXED OBJECT ATTACH.	13393	EA	1.00	1.00	0.00	0.00	0.00	600.00000	0.00	0.00
0180	NS GUARDRAIL	13401	EA	1.00	1.00	0.00	0.00	0.00	3003.80000	0.00	0.00
0190	NS GUARDRAIL	13401	EA	4.00	4.00	0.00	0.00	0.00	700.00000	0.00	0.00
0200	NS GUARDRAIL	13401	EA	230.00	230.00	0.00	0.00	0.00	12.00000	0.00	0.00
0210	NS GUARDRAIL	13401	EA	3.00	3.00	0.00	0.00	0.00	50.00000	0.00	0.00
0220	CONSTRUCTION SIGNS	24160	SF	352.00	352.00	0.00	0.00	0.00	12.00000	0.00	0.00
0230	CR. RUN AGGR.	24260	TON	55.00	55.00	0.00	0.00	0.00	40.00000	0.00	0.00
0240	TRUCK MOUNTED	24272	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0250	GROUP 2 CHANNELIZING	24278	DAY	26800.00	26800.00	0.00	0.00	0.00	0.05000	0.00	0.00
0260	PORTABLE CHANGEABLE	24279	HR	5280.00	5280.00	0.00	0.00	0.00	0.10000	0.00	0.00
0270	ELECTRONIC ARROW	24281	HR	6000.00	6000.00	0.00	0.00	0.00	0.10000	0.00	0.00
0280	NS REMOVE EXIST.	24501	LF	2615.00	2615.00	0.00	0.00	0.00	10.00000	0.00	0.00
0290	NS REMOVE EXIST. GUARDRAIL	24601	LF	57314.00	57314.00	0.00	0.00	0.00	1.70000	0.00	0.00
0300	NS REUSE GUARDRAIL	24617	LF	40000.00	40000.00	0.00	0.00	0.00	6.00000	0.00	0.00
0310	NS REUSE GUARDRAIL	24617	LF	10000.00	10000.00	0.00	0.00	0.00	7.00000	0.00	0.00
0320	NS RECONSTRUCT EXIST	24640	LF	442.00	442.00	0.00	0.00	0.00	5.00000	0.00	0.00
0330	NS REMOVE EXIST.	24702	EA	72.00	72.00	0.00	0.00	0.00	150.00000	0.00	0.00
Project	00083069N502			Fed/State Project Number	PM04-964-249, N501			Category	0200		
0340	TYPE B CLASS VI PAVE.	54075	LF	2751.00	2751.00	0.00	0.00	0.00	3.00000	0.00	0.00
STOCKPILE ADJUSTMENTS		ITEM NUMBER	UNIT	LINE NUMBER	ADJ. QUANTITY	ADJ. TYPE	EST. NBR				ADJUSTED AMOUNT
		13351	LF	0120	0.00	STMI	0002				\$80,000.00
								ESTIMATE SUBTOTAL			\$80,000.00
		13351	LF	0120	3500.00	STMA	0003				\$-35,000.00
								ESTIMATE SUBTOTAL			\$-35,000.00
		13351	LF	0120	0.00	STMC	0004				\$-45,000.00
								ESTIMATE SUBTOTAL			\$-45,000.00
								SUBTOTAL		\$0.00	\$40,250.00

Did you receive a C-22/Invoice for “subcomponents”, or parts of a bid item? (For example, in Construction Signs there may be sheeting, etc.; or another example in signal control, one SE-4 bid item may be made up of a box, switches, pedestal, etc.)

Determine how much bid quantity the subcomponents in total represent. Once the number is determined, take the representative quantity, divided by the total Invoice Amount to get the Stockpiled Materials Unit Price. In the example shown, the Invoice Amount accompanying the C-22 is \$2,100.00. Let's say the **bid quantity the subcomponents represent is 352**.

The formula is $2100 \div 352 = 5.96591$, so the Unit Price is 5.96591.

This method will ensure that when the DWR placed quantity is made, the associated stockpile invoice is deducted accordingly. This is a method in which we can recoup the initial invoice payment as the field work is actually accomplished.

Stockpiled Materials

Contract ID: R00083069N50 Project Nbr: 00083069N501 Catg Nbr: 0100 Line Itm Nbr: 0160
 Units: SQUARE FEET Unit Price: 12 Bid Quantity: 352 Itm Cd: 24160
 Item Description: CONSTRUCTION SIGNS
 Supp Description 1:
 Supp Description 2:

For Subcomponent invoices (C-22) the quantity is based on the actual bid qty it is to represent.

Matl Code: Stockpiled Desc: Matl Subcomponet - Aug Est Status: Open

Invoice Date	Invoice Number	Quantity	Units	Unit Price
09/26/07	12345	352.000	DOLLARS	\$5.96591

Divide the Invoice amt (C-22) by the represented qty to determine the unit price.

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
1.00000	\$5.96591	\$2,100.00032	\$2,100.00	1	0

The Initial invoice Payment must be less than or equal to the Invoice Amt

Remaining Qty	Installed Qty To Date	Paid To Date
352.000	.000	\$.00

The SMART reports listed are excellent helps for managing Stockpiled Materials information!

See the SMART for a sample “Stockpiled Materials Info” report and an “Active Stockpiles Sorted by Project and Item Code”.

A couple of sample contracts?

- S00080980N01
- 6M804BRA39593



See training handouts for paper copy of this report.

Stockpile Summary Report Contract: E00018930B04

Project Number: 00018930B04 ST_PRJ_NBR: 0058-095-114,13604														
Line Item:	Item Code:	DESC:	STR. B604											
STKPL Description	Stkpl Status	Inv M	Invoice Date	Material Unit	Material Cons	Invoice Qty	Invoice Price	Initial Inv. Payment	SQN No.	REPL SN	EST NBR	ADJ TYPE	ADJ QTY	ADJ AMT
LIGHTING SYSTEM	C	00004	20071210	L8	1	1	\$7,176.85	\$7,176.85	1	0	0011	STMI		\$7,176.85
LIGHTING SYSTEM	A	00004	20090114	L8	1	1	\$7,176.85	\$7,176.85	1	1	0012	STMC		(\$7,176.85)
Sum of Initial Invoice LW Payments:								\$14,353.70			Stkpl SW Balance:		\$7,176.85	
Sum of Initial Invoice LW Payments: \$14,353.70 Stkpl LW Balance: \$7,176.85														
Line Item:	Item Code:	DESC:	STR. B604											
STKPL Description	Stkpl Status	Inv M	Invoice Date	Material Unit	Material Cons	Invoice Qty	Invoice Price	Initial Inv. Payment	SQN No.	REPL SN	EST NBR	ADJ TYPE	ADJ QTY	ADJ AMT
EPOXY COATED STEEL	C	0005	20071210	LB	1	1	\$1,702.67	\$1,702.67	1	0	0011	STMI		\$1,702.67
EPOXY COATED STEEL											0012	STMC		(\$1,702.67)
Sum of Initial Invoice LW Payments:								\$1,702.67			Stkpl SW Balance:		\$0.00	
Sum of Initial Invoice LW Payments:								\$1,702.67			Stkpl LW Balance:		\$0.00	
Line Item:	Item Code:	DESC:	STR. B604											
STKPL Description	Stkpl Status	Inv M	Invoice Date	Material Unit	Material Cons	Invoice Qty	Invoice Price	Initial Inv. Payment	SQN No.	REPL SN	EST NBR	ADJ TYPE	ADJ QTY	ADJ AMT
STR. steel	A	00004	20071211	L8	1	1	\$142,874.37	\$142,874.37	1	0	0011	STMI		\$142,874.37
Sum of Initial Invoice LW Payments:								\$142,874.37			Stkpl SW Balance:		\$142,874.37	
Sum of Initial Invoice LW Payments:								\$142,874.37			Stkpl LW Balance:		\$142,874.37	
Line Item:	Item Code:	DESC:	STR. B604											
STKPL Description	Stkpl Status	Inv M	Invoice Date	Material Unit	Material Cons	Invoice Qty	Invoice Price	Initial Inv. Payment	SQN No.	REPL SN	EST NBR	ADJ TYPE	ADJ QTY	ADJ AMT
PREFORMED ELASTOMERIC SEALER	A	00002	20071210	L.F.	1	125	\$42.00	\$5,250.00	1	0	0011	STMI		\$5,250.00
Sum of Initial Invoice LW Payments:								\$5,250.00			Stkpl SW Balance:		\$5,250.00	
Sum of Initial Invoice LW Payments:								\$5,250.00			Stkpl LW Balance:		\$5,250.00	
Sum of Initial Invoice PRJ Payments:								\$165,564.74			Stkpl PRJ Balance:		\$165,103.22	
Sum of Initial Invoice CONT Payments:								\$165,564.74			Stkpl Contract Balance:		\$165,103.22	

Some Inspectors call this the “buy back” of stockpiled materials. Example: Contractor orders pipe at contract quantity and submits C-22 and Invoice for stockpiled material. The job is closing out and some pipe locations were eliminated. The contractor can request that VDOT buy eliminated quantity.

Contact the District Contracts Manager as soon as possible. A Work Order and associated SM Change Order may need to be incorporated to address the elimination of work and the reduction of contract quantity. If this situation occurs on the contract, the Inspector would need to communicate with all involved parties as soon as possible.

Actions: An STMI (stockpiled material initial) is entered; however, there is no installed quantity for the item due to the elimination of work and the STMC (stockpile material closure) must be done. When the STMC is done, the subsequent estimate will contain an automatic negative line item adjustment which would appear on the estimate.

This method will balance line item adjustments via the stockpile method while still providing for a mechanism in which the contractor can recover money due as outlined within the Section 109.06 specification.

- Section 109.06—Eliminated Items.
- If any item in the Contract is determined to be unnecessary for the proper completion of the work contracted, the Department may, upon written notice to the Contractor, eliminate such item from the Contract. Payment will not be made for such item except that the Contractor will be compensated for the actual cost of any work performed for the installation of such item and the net cost of materials purchased, including freight and tax costs, as evidenced by invoice. No additional compensation will be made for overhead or anticipated profit.

To give inspectors more flexibility in how stockpiles can influence contractor payments, zero quantity conversion entries will now be allowed. Previously the only allowable entry was 1. By entering a zero, the initial invoice payment is paid, however DWR entries will not make subsequent line item adjustments (STMA). Once the stockpile is closed, the estimate adjustment is made (STMC). This method can be useful when material components are stockpiled of different unit types and are not bid item qty driven.

Example: You receive a C-22 for 200 dowels each to be used on various bents, but not all bents have dowels. The pay item associated to the stockpile is 65013-Concrete Class A3 paid by the CY. Therefore you cannot build a relationship of dowels placed per CY of concrete poured. If bents 3-7 each have 40 dowels (5 bents x 40 = 200), then a stockpile could be created for each bent and subsequently closed when completed. Since each of the dowel stockpiles represent the same bid item, the Inspector would use the **Replenish** option from the services toolbar key each time he creates the stockpile. Another advantage to releasing the default on the conversion factor is the ability to create a ratio of material placed quantity to pay item quantity. Such an example could be posts and guardrail. The stockpile could be built to set the conversion value to what ever ratio of posts (ea) to Linear Feet of Guardrail (GR) is needed. Although it might not be precise (because of field conditions), it would still be an overall acceptable method of tracking the installed posts. (Example: 2ea for 16LF or conversion factor of 8) In this example, for every 16 LF of GR placed via a DWR, 2 posts would be removed from stockpile automatically.

This would be beneficial for a complicated invoice with lots of components; contractor would be paid up front and you would get it back with a Stockpiled Material Closure. There would be no STMA.

As with any materials stored and paid for prior to placement, it is incumbent upon the project staff to track outstanding balances throughout the project lifecycle to ensure that as your project's Semi-Final draws near, monies due the state for unused stockpile materials do not result in a negative estimate.

AASHTO SiteManager

File Edit Services Window Help

Stockpiled Materials

Contract ID: X00007923C01 Project Nbr: 00007923B01 Catg Nbr: 0100 Line Itm Nbr: 0190

Units: CUBIC YARDS Unit Price: 660 Bid Quantity: 515 Itm Cd: 65013

Item Description: CONCRETE CLASS A3

Supp Description 1:

Supp Description 2:

Matl Code: Stockpiled Desc: DOWELS Bent#3 Status: Closed

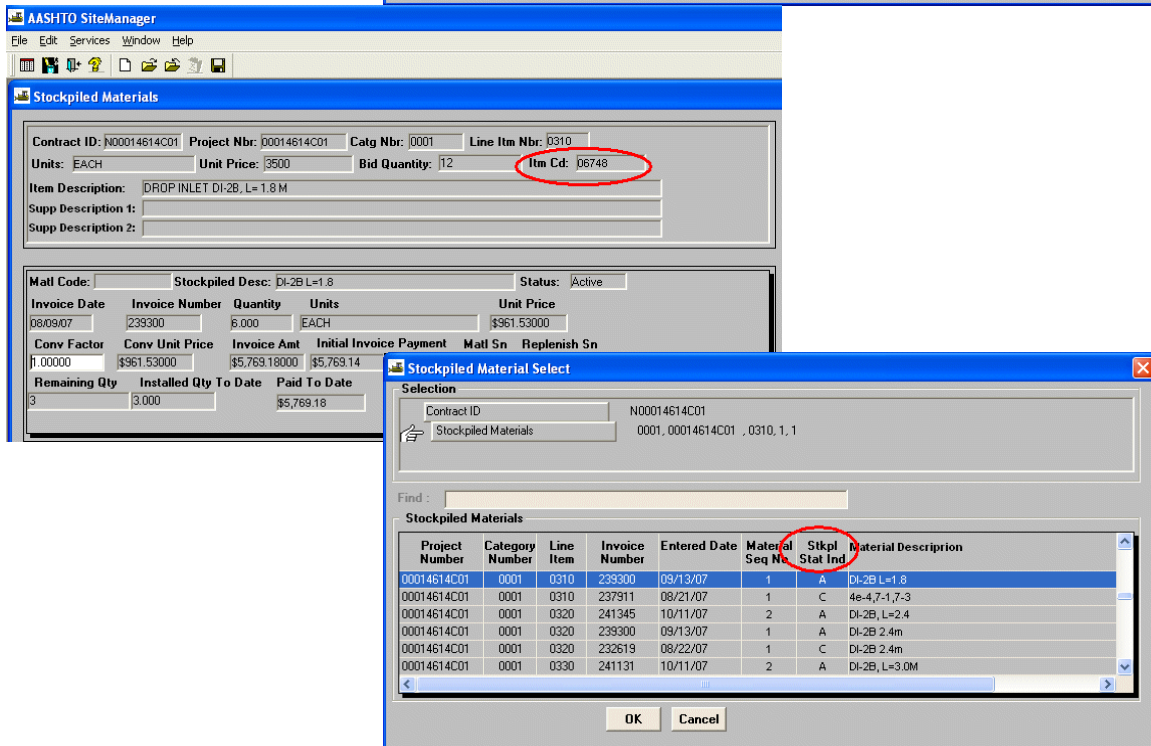
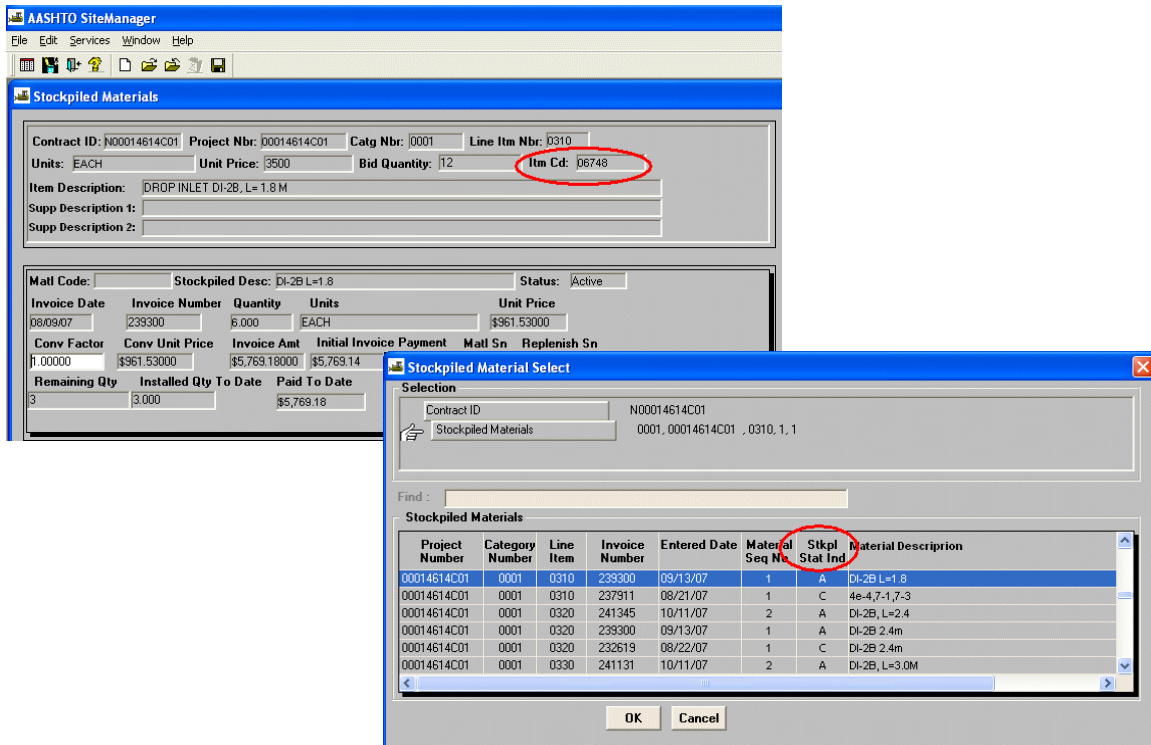
Invoice Date	Invoice Number	Quantity	Units	Unit Price
11/13/07	113	40.000	EACH	\$28.88000

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
0.00000	\$0.00000	\$1,155.20000	\$1,155.20	1	2

Remaining Qty	Installed Qty To Date	Paid To Date
0	.000	\$.00

SM 3.8a Changes and Enhancements

- 1) Item Code – Field Added
- 2) Conversion Factor Defaults to 1
- 3) Stockpile Status Column added
 - O – Open – Stockpile created, but no initial invoice payment or adjusting DWRs exist. Can be deleted.
 - A - Active – Initial Invoice Paid
 - C – Closed – Initial Invoice Paid, qty removed either manually or by adjusting DWRs. All monies have been or will be reconciled on the next pay estimate



Item Code
Conversion Factor Default of 1
Stockpile Status Column

INDEX



TOPIC	SECTION	PAGES
Accepted Date (Last Progress Estimate – DCA)	6	2-5
Activate Contract (DCA)	3	71-74
Activate Contract (Earnings/Progress Schedule note)	3	68-70
Activity Log (Estimate)	5	57-60
Add Accepted Date (Last Progress Estimate – DCA)	6	2-5
Add Adjustment for Generating an Estimate	5	19-22
Add Category, CO, CO Items, Funding	9	6-22
Add Decrease Item	9	12-14
Add Increase Items	9	15-18
Add Items – Change Order – DCA	9	6-22
Add Progress Schedule (DCA)	3	68-70
Adding/Certifying Contractor Payrolls (EO)	11	6-9
Adjustments – User Defined remarks prior to estimate approval	5	74-75
Adjustments, Add Asphalt Adjustments to Estimate	5	19-22
Approval Levels (Contract)	3	43-46
Approval of Estimate – DCA	4	40-42
Approval of Estimate – DCA	5	84-85
Approval of Estimate – PE	5	79-81
Approval of Estimate – PM	5	76-78
Approval of Estimate – RE	5	82-83
Approval of Last Progress Estimate by PM, PE, RE, DCA	6	50-60
Approval, Change Order	9	23-28
Asphalt Adjustments	5	19-22
Associating Insurance/Surety	3	12-20
Attachments	10	61-84
Authority (Grant or Remove Contract Authority)	3 6	119-123 61-66
C-79 Items Explanation	1	16
C-79 Report (See Reports Roadmap)	5 Appendix C	2-4 2
Categories	3	33-38
Category – Add Funding to Change Order Category	9	20-22
Certifying Contractor Payrolls – Last Progress Estimate (EO)	11	6-9
Certifying/Adding Contractor Payrolls (EO)	11	6-9
Change Order – Add Funding to Change Order Category	9	20-22
Change Order – Add Items (DCA)	9	16-18
Change Order – Change Contract Type	9	39-46
Change Order – Decrease Item	9	12-14
Change Order – Increase Item	9	15-18
Change Order – Time Extension	9	33
Change Order Approval	9	23-28
Change Order Header – Add	9	8-11

INDEX



TOPIC	SECTION	PAGES
Change Order with Only Time Adjustments	9	30-38
Change Orders – Add Category, CO, CO Items, Funding	9	6-22
Chart – DCA Daily Processes	4	63
Chart – Estimate Process	1	10
Chart – FMSII Nightly Run Flowchart	4	63
Chart – Helpful Hints	1	17
Chart – SiteManager Roadmap	Appendix A	1
Chart – SiteManager/CWB Comparison	1	14-16
Chart – Trns*port Overview	1	3
Check Electronic Contracts Against Paper Contracts	3	84-89
Check Estimate Summary/Estimate Item Detail Discrepancies – Last Prog. Est.	6	18-24
Closeout Stockpiled Materials	10	58-60
Closeout Stockpiled Materials – Last Progress Estimate	6	10-12
Code Sheet Plug-In	4	53-57
Comparison of SiteManager and CWB	1	14-16
Completion of DWRs and Diaries (PM ensures)	4	18-25
Completion of DWRs and Diaries (PM ensures)	5	2
Contract (Delete Contract and re-pass from LAS to SM)	3	6
Contract (Delete Contract and re-pass from LAS to SM)	Appendix D	1-4
Contract Approval Levels	3	43-46
Contract Authority (Grant Authority)	3 6	123 61-66
Contract Authority as CDCO – Last Progress Estimate	6	61-66
Contract Funding	3	38-42
Contract Generic Screen (Estimate Status)	6	5
Contract ID Defined	1	15
Contract Initialization – Categories	3	33-38
Contract Initialization – Contract Approval Level	3	43-46
Contract Initialization – Contract Funding as CDCO	3	39-42
Contract Initialization – Create Generic Fields in Contract	3	21-22
Contract Initialization - Verification of Contract	3	3-22
Contract Initialization – Verify Contract Price Index	3	23-24
Contract Initialization – Verify Projects	3	28-32
Contract Initialization CDCO	3	2-46
Contract Initialization DCA	3	47-83
Contract Initialization from LAS to SM	3	2
Contract Initialization, PM	3	84-118
Contract Master Lists	3	114-118
Contract Milestones – Pay on Incentive/Disincentive	5	23
Contract Milestones (DCA)	3	60-67
Contract Price Index, Verify	3	23-26
Contract Progress	10	16-27

INDEX



TOPIC	SECTION	PAGES
Contract Type – DCA Create a Change Order – Change Type	9	39-46
Contract Verification	3	3-14
Contractor Behind Schedule	10	25-26
Contractor Current Status	10	19-24
Contractor Progress	10	16-27
Contracts, Check Contract Against (Verification)	3	84-89
Copy DWR Contractor Information	4	6
Corrected Estimate – Resubmit (DCA)	4	59-62
Create Diary (PM)	4	18-25
Create DWR	4	4-17
Critical Dates	3	6, 53, 80, 87
Critical Items Explanation	1	16
Critical Items, Mark (PM)	3	75-77
Daily Processes – DCA	4	38-63
Daily Processes – PE	4	34-35
Daily Processes – RE	4	36-37
Daily Processes (PM, PE, RE, DCA)	4	2-63
Daily Processes General Concept for PM	4	2-3
Daily Work Report – Copy Contractor Information	4	6
Daily Work Report – Create	4	4-17
Daily Work Report – Set Up Master Lists (PM)	3	110-118
Daily Work Report Changes After Estimate Generation	5	63-73
Daily Work Reports	4	4-17
Data Warehouse Interface	1	12
Date, Enter Estimated Completion	3	81-83
Date, Enter Work Begin	3	79-80
DBE Class (Add)	3	11
Decrease Item (Add)	9	12-14
Delete Contract and Re-pass from LAS to SM	3	6
Diary – Create Diary and Authorize DWR (PM)	4	26-33
Diary Remarks	4	22
Differences, Reasons for on Item Quantity	6	30-33
Discrepancies, Estimate (Review/Resolve/Recalculate)	5	34-43
Discrepancy Override	5	44-45
DWR	1	8
DWR – Create	4	4-17
DWR Changes After Estimate Generation	5	63-73
DWR Changes Before Estimate Generation	5	61-62
DWR Contractors Worked	4	10-12
DWR Copy Function	4	6
DWR Corrections	1	15
DWR Corrections	2	10
DWR Corrections	5	61-73

INDEX



TOPIC	SECTION	PAGES
DWR Date	4	7
DWR Equipment	4	13
DWR Personnel	4	10-12
DWR Remarks	4	9
DWR Set Up Master Lists (PM)	3	110-118
DWR Shutdown (Suspended Work)	4	8
DWR Staff	4	14
DWR View/Print	4	17
DWR Weather	4	7
DWR Work Items (Pay Quantities)	4	15-16
Earnings/Progress Schedule Note for Contract Activation	3	74
Enter Estimated Completion Date (DCA)	3	81-83
Enter Generic Fields Information	3	21-22
Enter Work Begin Date	3	79-81
Error Resolution - DCA	4	63
Estimate Activity Log	5	57-60
Estimate Activity Log – Last Progress Estimate	6	27
Estimate Adjustments	5	19-22
Estimate Approval – DCA	4	40-42
Estimate Approval – DCA	5	84-85
Estimate Approval – Last Progress Estimate	6	50-60
Estimate Approval – Last Progress Estimate – DCA	6	6-8, 59-60
Estimate Approval – PE	5	53-55
Estimate Approval – PM	5	50-52
Estimate Approval – RE	5	56-58
Estimate Correction Information (See also Section 4, Pg. 55-59)	1	58-62
Estimate Discrepancies (Review/Resolve/Recalculate)	5	34-43
Estimate Discrepancies, Recalculate	5	43
Estimate Generation	5	16-18
Estimate Generation (Last Progress Estimate) – PM	6	13-17
Estimate Period Defined	1	14
Estimate Process	1	10
Estimate Regeneration	5	16
Estimate Rejection	4	43
Estimate Report (See Summary to Contractor)	5	38-39
Estimate Retrieval for Corrections or Deletion – Defined	1	15
Estimate Status	6	5
Estimate Summary Report	5	28-31
Estimate Tracking	4	34-35, 36-37
Estimate, Resubmit Corrected (DCA)	4	58-62
Estimated Completion Date (DCA Enters)	3	81-83
Export Reports – Summary by Project	2	19-25
Export Reports – Item Quantity Report	3	98-105

INDEX



TOPIC	SECTION	PAGES
Export Reports – Summary by Project	5	53-56
Export Reports – Item Quantity	6	39-45
Export Reports – Item Quantity	7	9-14
Export Reports – Contractor Current Status and Contract Status	10	16-27
Final Estimate	7	3-8
Final Estimate – Supplemental	8	2-3
Final Processing (Add Accepted Date) Last Progress Estimate – DCA	6	2-5
Final Summary Report	7	15-17
Final Summary Report (Last Progress Estimate)	6	46-49
Finals	7	1-20
Finals – Scheduling and Contract Div. Contract Administrator as CDCO	7	8
Finals – DCA as DCA	7	8
Finals – DCA as Project Manager	7	6-7
Finals Overview	7	2
Finals Reports – Final Summary	7	15-17
Finals Reports – Item Quantity	7	9-14
Finals Reviewer – Consultant as Inspector	7	5
Fixing Errors - DCA	4	58
FMSII Interface	1	11
FMSII Nightly Run Flow Chart	4	63
Force Account – Determine Payment Amount	9	54-59
Force Account – Pay by Creating a Change Order	9	56-58
Force Account – Record Force Account Activity (PM)	4	26-33
Force Account Closeout	9	56-59
Force Accounts	9	47-69
Fuel Adjustment	3	5, 25-31
Fuel Adjustment (Monthly Maintenance Update)	5	86-88
Fuel/Price Adjustment Explanation	1	16
Funding – Add Funding to Change Order Category	9	20-22
Funding (Contract)	3	39-42
Generate Estimate	5	16-18
Generate Estimate – Last Progress Estimate (PM)	6	13-17
Generic Fields, Enter Information in	3	21-22
Generic Screen – Estimate Status`	6	5
Header, Change Order (Add)	9	8-11
Help Function Within SiteManager	2	23-25
Helpful Hints	1	17
Hints, Helpful	1	17
Increase Item	9	12-14
Initialization of Contract from LAS to SM	3	2
	Appendix D	1-4

INDEX



TOPIC	SECTION	PAGES
Initialization of Contract, CDCO	3	2-46
Initialization of Contract, DCA	3	47-83
Initialization of Contract, PM	3	84-123
Installed Work Report	5	14
Insurance/Surety	3	12-20
Introduction	1	2
Item Decrease – Change Order	9	12-14
Item Increase – Change Order	9	15-18
Item Quantity – Reasons for Differences	6	30-38
Item Quantity Report	3	98-105
Item Quantity Report (Last Progress Estimate)	6	41-47
Item Quantity Report (PM)	3	98-105
Item Work Report	7	19-21
Items - Verification by PM at Contract Initialization	3	94-97
Key Dates	3	81-83
Last Progress Estimate	6	1-66
Last Progress Estimate – Approval by DCA	6	6-8, 59-60
Last Progress Estimate – CDCO	6	61-66
Last Progress Estimate – Certifying Contractor Payrolls	11	6-9
Last Progress Estimate – Closeout Stockpiled Materials	6	10-12
Last Progress Estimate – Generate (PM)	6	13-17
Last Progress Estimate – PE Functions	6	53-55
Last Progress Estimate – PM Ensures Completion of DWR/Diary Functions	6	9
Last Progress Estimate – Project Manager Functions	6	9-49
Last Progress Estimate Approval (PM, PE, DCA, CDCO)	6	50-66
Last Progress Estimate Final Summation Reports	6	39-49
Logon Attempts	1	17
Logon Attempts	2	2
Logon Process	2	2
Lump Sum Retainage	5	13-14,45
Lump Sum Items in Subcontract Quantity	9	84
Lump Sum Mistakenly Overpaid	5	45, 61
Maintenance Charges (Maintenance Contracts)	Appendix F	1-26
Making Changes to an Estimate	5	61-73
Mark Critical Items (PM)	3	106-109
Master Lists, Set Up, Vendor, Contract	3	110-118
Material on Hand (Stockpiled Material)	9	49-60
Max Subcontract Percent	3	9
Milestones (DCA)	3	60-67
Monthly Processes	5	1-89
Navigating SiteManager	2	4-7
Nightly Run Flow Chart	4	63

INDEX



TOPIC	SECTION	PAGES
Nightly Run Reports Review by DCA	4	44-48
Override Discrepancy	5	44-45
Overruns – Underruns	6	32-38
Page Numbering Explained	1	15
Panels	1	4-12
Passwords	1	4, 15, 17
Passwords	2	2
Pay on Stockpiled Item to Reduce Stockpiled Materials	9	53
Payrolls – Reports (See Reports Roadmap)	11	12-26
Payrolls, Add/Certify	11	6-9
Payrolls, Certifying Contractor Payrolls/Last Prog. Est.	6	6-9
PCN Descriptions/Counties/Indices, Verification by PM	3	90-93
Pipeline	10	28-41
Pipeline Check-in	10	39-41
Pipeline Check-out	10	29-35
Pipeline Work in Standalone Mode	10	36-37
Plug-In, Resubmit Results	4	59-62
Plug-ins (Results/Code Sheet) – DCA	4	49-52
Price Adjustment	3	19-22
Print – Item Quantity Report (PM)	3	98-105
Print DWR	4	17-63
Print, Monthly Reports	5	46-60
Print, Summary to Contractor	5	46-52
Progress (of Contract/Contractor) – PM/PE/DCA Review Progress	10	16-27
Progress Schedule (DCA add)	3	68-70
Project Manager Defined	1	14
Project Proposal Line Number Report	9	2-4
Projects, Verify	3	28-32
Reasons for Differences on Item Quantity	6	30-38
Recalculate Estimate Discrepancies	5	43
Reduce Stockpiled Materials	10	53
Regenerate Estimate	5	16-18
Reject Estimate	4	43
Remarks (DWR)	4	9
Replenish Stockpiled Material	10	54-57
Report, Summary to Contractor - DCA	4	38-39
Reports, C-79	5	2-4
Reports – DCA Check Contract Progress	10	16-18
Reports – DCA Check Contractor Behind Schedule	10	25-27
Reports – DCA Check Contractor Current Status	10	19-24
Reports – DCA Review Contract Progress	10	16-18
Reports – Estimate Activity Log	5	57-60

INDEX



TOPIC	SECTION	PAGES
Reports – Estimate Activity Log – Last Progress Est.	6	27
Reports – Final Summary	6	46-49
Reports – Final Summation for Last Progress Estimate	6	39-49
Reports – Finals: Item Quantity and Final Summary	7	9-17
Reports – Installed Work Report (View prior to Estimate Gen.)	5	14
Reports – Item Quantity	3	98-105
Reports – Item Quantity	6	38-45
Reports – Last Progress Estimate Final Summation	6	39-49
Reports – Last Progress Estimate, View Discrepancies	6	24
Reports – Nightly Run (Review) – DCA	4	44-48
Reports – PM Review Contract Progress	10	16-18
Reports – PM Review Contractor Behind Schedule	10	25-27
Reports – PM Review Contractor Current Status	10	19-24
Reports – PM Review Contractor Progress	10	16-18
Reports – Print Item Quantity Report (PM)	3	98-105
Reports – Print Monthly	5	46-60
Reports – Print Monthly	Appendix B	16-20
Reports – Project Proposal Line Number	9	4
Reports – Reasons for Differences on Item Quantity	6	34-38
Reports - Review	5	33
Reports - Running	2	11-22
Reports - Running	Appendix C	
Reports – Summary by Project	5	53-56
Reports – Summary by Project, Last Prog. Est.	6	26
Reports - Summary to Contractor	2	11-17
Reports - Summary to Contractor	5	46-52
Reports – Summary to Contractor	4	38-39
Reports – Summary to Contractor	10	42-48
Reports – Summary to Contractor, Last Prog. Est.	6	29
Resolve Estimate Discrepancies	5	34-45
Resubmit Corrected Estimate - DCA	4	59-62
Results Plug-In, Resubmit	4	59-62
Results Plug-in/Code Sheet Plug-in (DCA)	4	49-57
Retainage	5	8-13
Retainage Record in DCA Initialization	3	50-53
Review Reports	5	28-33
Roadmap, SiteManager General Overview	Appendix A	1
Scope of System	1	2
Security Groups	1	13
Services - Choose Keys	2	8
Services – Choose Keys	1	17
Services – Generic Fields	2	8-9
Services - Menu	2	8-9

INDEX



TOPIC	SECTION	PAGES
Services – Remarks	2	8-9
Shutdown (DWR-Suspended Work)	4	8
SiteManager Roadmap Overview	Appendix A	1
Start SiteManager	2	2-3
Status Bar	1	17
Status Bar	2	3
Stockpiled Materials	10	58-60
Stockpiled Materials – Closeout	10	58
Stockpiled Materials – Pay on Stockpiled Item to Reduce Stockpiled Materials	10	141
Stockpiled Materials – Replenish	10	54-57
Stockpiled Materials (Material on Hand)	9	58-60
Stockpiled Materials Closeout – Last Progress Estimate	6	10-12
Structure ID in Maintenance Contracts	3	37
Subcontractor Address	3	9-11
Subcontracts	10	2-15
Summary by Project Report	5	53-56
Summary by Project, Last Prog. Est.	6	26
Summary Report (Estimate)	5	46-52
Summary to Contractor (DCA)	4	38-39
Summary to Contractor (PM)	5	46-56
Summary to Contractor Report	10	42-48
Summary to Contractor Report - DCA	4	38-39
Summary to Contractor, Last Progress Estimate	6	25
Summation Report (Final, for Last Progress Estimate)	6	39-49
Supplemental Final	8	2-3
Surety, Associating Insurance Company and Surety	3	15-20
Suspended Work (Shutdown) – DWR	4	8
Time Adjustments Only – Change Order	9	30-33
Time Extension – Change Order	9	30-33
Toggles	1	17
Tracking Estimate	4	33-37
Trns*port	1	2-3
Trns*port Overview	1	3
Underruns – Overruns	6	30-38
User Defined Adjustments (Remarks) prior to estimate approval	5	74-75
User ID	1	15, 17
Vendor Lists – Browse	Appendix E	1-2
Vendor Master Lists	3	110-113
Verification of Contract	3	3-14
Verify Contract Price Index	3	23-24
Verify PCN Descriptions/Counties/Indices	3	90-93
Verify PCN Items (PM)	3	94-97

INDEX



TOPIC	SECTION	PAGES
Verify Projects	3	28-32
View DWR	4	17
View Estimate Discrepancies (Last Progress Estimate) PM	6	24
View Reports – Last Progress Estimate Final Summation Reports	6	39-49
View Reports – Finals: Item Quantity and Final Summary	7	20
View Reports – Reasons for Differences on Item Quantity	6	34-38
View Reports – Summary to Contractor	9	42-48
View Reports, Summary by Project	5	53-56
Wage Decision	3	74
Work Begin Date (DCA Enters)	3	79-81
Work Items (Pay Quantities)	4	15-16
Work Items Definition	1	15