How to... Enter MOH

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

PINEAS MIT TO					INVOI	CE	INVOICE NO	
Contrac	tor Invoice				INVOICE DAT 05/22/2012	ORIGINAL	2405.40	
ANGELO CURAMING SALE NO. REV. N 0 SOLD TO: V F	0 SALES DATE BUYER'S NUMBER 04/30/2012 LETTER OF INTENT IC	BUYER'S DATE	SHIP F Spok	ROM DAT	re WANTED (//22/2012	PARTI DATE OF SHIPMENT 05/22/2012 BLO	The cor	ntractor has ed their invoice
AIRWA	Y HEIGHTS, WA 99001 30/10		5 MC	DOUTE A DOUTE A DOUTE	GL # 9 2012 JOB# EBGT EQUIR#		from th showin	ne supplier g how much
4353 5320 Field Mrkt PC: 6770	SELLING SPECIFICATION INFOCOPY MARKET 5242 5320 5242 01A 6770 6770	W 4 69 A2089 B3211	36 13	CONTECH 526	AID	EST. SHIP DATE 05/22/2012	the ma	terial costs.
TERMS 1/2% 10, NET 30	INTEREST CHARGED ON OVERIGUE INVOICES AT 195, PER A MINULOR AT THE LIGHL RATE IF THAT IS LEES THAN NAL TENCED TRANSFORTATION AND BALES TAX ARE NOT SUBJECT TO CASH DISCOUNT.	THIS MATERIAL IS MAN HAS BEEN ENTERED FO ANY REASON WITHOUT CANCELLATION CHARG	JFACTU)R FABI APPR(SES. ON	JRED SPECIAL FOR THIS RICATION, IT IS NOT SUE OVALOF THE REGION SA ICE SHIPPED, IT CANNOT	PARTICULAR ORDER. ONCE JECT TO CANCELLATION OR LES OFFICE AND THE DETER FBE RETURNED FOR CREDIT	THIS ORDER CHANGE FOR MINATION OF	448476	
ITEM	DESCRIPTION	PIECE	ES	WEIGHT Q	UANTITY	RIGE	AMOUNT	
120 001	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 5FT Arched,28x20	> x2AU	011	KU 85	5.00	20.900	104.50	
	22.5 deg Elbow	X					The second se	24" is a total
120 002	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 5FT Arched,28x20		3	255	15.00	20.900	313.50	of \$3469.40
120 011	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 23FT Arched,28x20	JUN	2	782	46.00	20.900	961.40	
120 012	H/C PIPE 2 2/3x1/2 GALV LS 16GA 24" 25FT Arched,28x20	ECTEN	4	1,700	100.00	20.900	2,090.00	
620 014	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 14FT Arched,42x29	VIE	3	J 1,050	42.00	31.900	1,339.80	
620 015	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 15FT Arched,42x29	H 105	552	750	30.00	31.900	957.00	
620 016	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 16FT Arched,42x29	36	3	1,200	48.00	31.900	1,531.20	36" is a total
11 ATTENTIO	N !! Remit to Address may have changed				100		10	of \$5550.60
ITEM	DESCRIPTION	PIECE	S	WEIGHT	IANTITY DE	NCE	AMOUNT	01,25550.00
620 017	H/C PIPE 2 2/3x1/2 GALV LS 16GA 36" 20FT Arched,42x29		2	1,000	40.00	31.900	1,276.00	
110 018	CSP BD 5-C RVTD GALV 16GA 36" 1PC ARCHED(42X29), W/12" TECHCO WD ,		7	189	7.00	63.800	446.60	
120 037	BAND ACC FASTENER STEEL BOLT 1/2"x8"		21	7	21.00 Included			
120 038	BAND ACC FASTENER STEEL FLANGE NUT 1/2"	•	21	1	21.00 Included			
		Total We	eight	7,019 lbs.		Sub-Total	9,020.00	
	BY 20				Sales Tax Amount	0.00	9,020.00	



Projects: OR	Projects: OR BLM 2014(1) Gr Constructions: Progress Pay Periods 5 INS									
Project Info	Project Info Design Construction Account Team Event Log									
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications										
Grand	Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Account Progress Payment Tracking									
Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR										
Search Fil	ters:									
Keywords										
Apply Searc	h									
Add New I	tems 1-4 of 4									
Actions	Pay Item Specific	Pay Item # •	Supplemental Description	Unit Price v	Quantity v	Total Price •	Uncopied Values?			
8	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No			
1 d	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No			
S 7	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No			
ণী 📝	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No			
Add New 1	tems 1-4 of 4									
·										

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

Projects: OR BLM 2014(1) Gr Constructions: Progress Pay Periods 5 INS	
Project Info Design Construction Account Team Event Log	
Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims	Contract Modifications \
Grand Summary V Pay Notes V Pay Note Summaries Non CM Pay Items V Period V Account V Progress Payment Trackin	ng \
Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14	4-C-12345 States: OR
Save & Close Save Cancel	
	Select "Yes" because the
Pay item specific": Ves V No	MOH is item specific.
Related Pay Item*: 602	
Pay Item Type*: A0480: 60201-0600 N 12-INCH PIPE CULVERT A0480: 60201-0800 N 24-INCH PIPE CULVERT	Start typing the item
Schedule*: A0500: 60202-0400 N 24-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL PIPE CULVERT	number in "Related Pay
A0705: 60201-1000 N 36-INCH PIPE CULVERT Line Item Number*: A7034: 60202-0400 N 24-INCH EQUIVALENT DIAMETER ARCH OR ELLIPTICAL PIPE CULVERT CM 0013	Itom" The itoms from
	item. The items from
Description:	the project list will self
v	nonulate Choose the
	itere
	item.
Account Quantities	
CON01 Main account: 0	
CON02 G310: 0	
CON03 15FE: 0	
Unit Price 4	
Quantity:	
Total Price: \$0.00	
Save & Close Save Cancel	

Projects: OR BLM 2014(1) G	r Constructions: Progress Pay Periods 5 INS		
Project Info Design	Construction Account Team Event Log		
Core Contract Status	Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary	Claims Contract Modifications	
Grand Summary VI	Pay Notes Y Pay Note Summaries Non CM Pay Items Period Y Account Y Progress Pay	yment Tracking	
Project Number: (OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number	r: DTFH70-14-C-12345 States: OR	
Save & Close Save Cancel]		
Pay Item Specific*:	● Yes [©] No		
Related Pay Item*:	A0460: 60201-0800 N 24-INCH PIPE CULVERT		
Pay Item Type*:			
Schedule*:	QM - Quality Materials Incentive	Choose "MH – Materials	
Line Item Number*:	QS - Quality Smoothness Incentive MH - Materials On Hand	On Hand."	
Supplemental	PW - Preparatory Work		
Description:			
Account Quantities			
CON01 Main account: 0			
CON02 G310: 0			
CON03 15FE: 0			
Unit Price:	\$		
Quantity:	0		
Total Price:	\$0.00		
	7		
Save & Close Save Cancel]		

Projects: OR BLM 2014(1) G	r Constructions: Progress Pay Periods 5 INS	
Project Info V Design	Construction Account Team Event Log	
Core Contract Status	Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Con	tract Modifications
Grand Summary VI	Pay Notes Y Pay Note Summaries Non CM Pay Items Period Account Y Progress Payment Tracking	
Project Number:	OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-	12345 States: OR
Save & Close Save Cancel Pay Item Specific*: Related Pay Item*: Pay Item Type*:	 Yes No A0460: 60201-0800 N 24-INCH PIPE CULVERT MH - Materials On Hand 	This information will self populate once you choose "MH – Materials On Hand."
	Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT Pay Item Type: MH Pay Unit (U.S. Units): LNFT Pay Unit (Metric Units): m	Choose your schedule
Schedule*:		
Line Item Number*: Supplemental Description:	6000 MOH	Enter your Line Item Number. Remember MOH items are in the 6000 s.
Account Quantities		
CON01 Main account: 0 CON02 G310: 0 CON03 15FE: 0	LNFT	In the "Supplemental Description" write "MOH."
Unit Price:	\$	
Quantity:	0.0 LNFT	
Total Price:	\$0.00	
Save & Close Save Cancel		

Projects: OR BLM 2014(1) G	r Constructions: Progress Pay Periods 5 INS: Non-CM Pay Items		∢ <u>Return To Proje</u>	ects (All) Return To List		
Project Info V Design	Construction Account (Team (Event Log					
Grand Summary	Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Cl	t Tracking	ICT MODIFICATIONS			
Project Number	OP BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: D	TEH70-14-C-12	345 States OP			
Save & Close Save Delete	Cancel Cancel & Close	1FH70-14-C-12.	*Note: Know which	·CM Pay Item Info		
Pay Item Specific*:	◎ Yes [©] No		account you are	ted: 08-15-2014 11: By: <u>Samantha Gou</u>		
Related Pay Item*:	A0460: 60201-0800 N 24-INCH PIPE CULVERT		paying your MOH out			
Pay Item Type*:	MH - Materials On Hand		of. Typically you			
	Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT Pay Item Type: MH Pay Unit (U.S. Units): LNFT Pay Unit (Metric Units): m	should pay your MOH				
Schedule*:	A		in your Chain. Here it			
Line Item Number*:	6000		will be CON03.			
Supplemental Description:	МОН			J		
Account Quantities			is enter the total			
CON01 Main account: 0	0.00000 LNFT					
CON02 G310: 0.00000	LNFT	"Account Quantities."				
CON03 15FE: 3469.400	00 LNFT					
Unit Price:	\$ 1.00	Alway	/s enter \$1.00 in			
Quantity:	3,469.4 LNFT	the t	Juit Price.			
Total Price:	\$3,469.40	This	vill self nonulate			
Save & Close Save Delete	Cancel & Close					

Projects: OR BLM 2014(1) Gr	<u>Constructions</u> : <u>Progress Pay Periods</u> <u>5 INS</u> : <u>Non-CM Pay Items</u>	To Projects (All) F
Project Info V Design V C	onstruction Account Team Event Log	
Core Contract Status	Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications	
Grand Summary P	Pay Notes V Pay Note Summaries Non CM Pay Items Period Account V Progress Payment Tracking	
Project Number: 0	DR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR	
Save & Close Save Delete	Cancel & Close * indicates a required field	Non-CM Pay
Pay Item Specific * :	● Yes [®] No	Created: 08-1 By: <u>Sar</u> Modified: 08-1
Related Pay Item*:	A0460: 60201-0800 N 24-INCH PIPE CULVERT	By: <u>Sar</u>
Pay Item Type*:	MH - Materials On Hand	
	Pay Item #: 60201-0800 Pay Item Description: 24-INCH PIPE CULVERT Pay Item Type: MH Pay Unit (U.S. Units): INFT	
	Pay Unit (Metric Units): m	
Schedule*:	A	
Line Item Number*:	6000	
Supplemental Description:	МОН	
	Ψ.	
Account Quantities		
CON01 Main account: 0.	00000 LNFT	
CON02 G310: 0.00000	LNFT	
CON03 15FE: 3469.4000	DO LNFT	
Unit Price:	\$ 1.00	
Quantity:	3,469.4 LNFT	
Total Price:	\$3,469.40 Press "Save & Close."	
Save & Close	Cancel & Close	1

						4 Deture To Decia	ata (All) I Datura Ta Liat (Mai			
Projects: O	Projects: OK BLM 2014(1) GL., Constructions: Progress Pay Periods 51N5									
/ Project Ir	Project Info V Design V Construction V Account V Team V Event Log									
Core	Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications									
Gra	Grand Summary Pay Notes Y Pay Note Summaries Non CM Pay Items Period Account Y Progress Payment Tracking									
Pro	Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR									
Search F	ilters:									
Keyword	s									
Apply Sea	rch									
Add New	Items 1-5 of 5									
Actions	Pay Item Specific	Pay Item # •	Supplemental Description	Unit Price v	Quantity *	Total Price v	Uncopied Values?			
8	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No			
91	Yes: A 0460 60201-0800	60201-0800	24-INCH PIPE CULVERT MOH	\$1.00	3,469.4	\$3,469.40	No			
입 7	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No			
S 🕈	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No			
81	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No			
Add New	Items 1-5 of 5									
·										

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

Projects: OR	iects: OR BLM 2014(1) Gr., Constructions: Progress Pay Periods 5 INS roject Info Design Construction Account Team Event Log								
Core C	Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications								
Grand Summary Pay Notes Y Pay Note Summaries Non CM Pay Items Period Account Y Progress Payment Tracking									
Proje	Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345 States: OR								
Search Fill Keywords Apply Search	Search Filters: Keywords Apply Search								
Add New I	tems 1-6 of 6								
Actions	Pay Item Specific	Pay Item # 🔻	Supplemental Description	Unit Price v	Quantity *	Total Price V	Uncopied Values?		
2	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No		
21	Yes: A 0460 60201-0800	60201-0800	24-INCH PIPE CULVERT MOH	\$1.00	3,469.4	\$3,469.40	No		
연 7	Yes: A 0705 60201-1000	60201-1000	36-INCH PIPE CULVERT MOH	\$1.00	5,550.6	\$5,550.60	No		
81	No	99951-0000	INTEREST Subcontractor (awesome contractors inc.)	-\$2,000.00	100%	-\$2,000.00	No		
21	No	99952-0000	LAB TRAILER PAYMENT	-\$6,000.00	6.0	-\$36,000.00	No		
21	No	99952-0000	LAB TRAILER PAYMENT by the day	\$600.00	3.0	\$1,800.00	No		
Add New I	tems 1-6 of 6								

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

Projects: OR BLM 2014(1) Gr Constructions: Progress Pay Perio	ds <u>5 INS</u>					<u> <u> Return To Projects</u> (/ / / </u>	All) <u>Return To List (Progress</u>	<u>Payment)</u> ?
Core Contract Status Progress Payment SubContra	ctors Labor/Equipment Dail	ly Reports V Daily Diary V (Claims Contract Modif	ications \				
Grand Summary Pay Notes Pay Note Summaries	Non CM Pay Items V Period V	Account Progress Payme	nt Tracking	,				,
Project Number: OR BLM 2014(1) Project Name:	Grizzly Mountain Road Resurfacir	ng Contract Number: [DTFH70-14-C-12345	States: OR				
Pay Period Number: 5 Start Date: August 18, 2014		Pay End	rment Type: Initial Date: September	17, 2014				
Search Filters: Keyword moh Contract Mods [celect] Apply Search Clear	Filtered to N items only.	1OH Yo fr	ou will see om the "S	the "Nuppler	MOH" nental			
Contract Amount: Revised Contract Amount: Current Approved Amount: \$0.00 Progress Payme \$162,441.60 \$1						mount: 1.98	Percent Work Comple 14.569 %	eted:
Close Government Receiving Report Progress Payment Report Progress Payment Report	ogress Payment Report (Contractor Ve	ersion) Items 1-3 of 3						
Contract Quantities	Revised	d Quantities	Current Quantities			Probable	e Quantities	
Line # VQuantity VInit Price V Pay Unit	<u>Amount</u> v QTY	Amount Current	Previous To Date	Amount	<u>Comp %</u> ▼ P	robable QTY	Probable Amount	<u>0/U %</u> ▼
<u>Pay Item #</u> ♥: 20416-0000 CM #	±0.00 2.500.0	\$25,000,00 0,00	2 500 2 500 D	\$25,000,00	100.00	2 500 0	¢25.000.00	0.00
Pay Item # x : 60201-0800 CM #	· Pay Item Type • · MH D	escription: 24-INCH PIPE C	2,500 2,500.0	\$25,000.00	100.00	2,500.0	\$25,000.00	0.00
← <u>A5001</u> 0.0 \$1.00 INFT	\$0.00 3.469.4	\$3.469.40 0.0	0.0 0.0	\$0.00	0.00	3,469,4	\$3,469,40	0.00
Pay Item # v : 60201-1000 CM #	: Pay Item Type v: MH D	Description: 36-INCH PIPE C	UI VERT MOH	+			<i>40,100110</i>	
€ 0.0 \$1.00 LNFT	\$0.00 5,550.6	\$5,550.60 0.0	0.0 0.0	\$0.00	0.00	5,550.6	\$5,550.60	0.00
Government Receiving Report Progress Payment Report Pro	ogress Payment Report (Contract /	rsion) Items 1-3 of 3						
Co tract Amount: Revised Contract Amount: \$6 0,295.80 \$896,754.98	Current Approved Amount: \$0.00	Progress Payment Peri Previous Paid Expenditure \$162,441.60	od Totals e: To Date Ex \$162,441.6	penditure: 0	Probable A \$1,115,014	mount: 1.98	Percent Work Comple 14.569 %	eted:
You can now enter pay	Yo	u can now p	oay back tl	ne MO	н			
notes on the MOH items.	by	the actual of	dollars ins	tead o	f			
	pe pri	rcentage be ice is \$1.00.	cause the	unit				