

How to... Create a Pay Note

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

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

Search Filters:

Keyword Status Draft Pending Processed

Contract Mods 0001 Part of a Contract Mod Yes No
 0002

Progress Payment Period Totals
 Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$22,900.00 Probable Amount:

Progress Payment Report (Contractor Version) Items 1-20 of 40												
Contract Quantities						Revised Quantities		Current Quantities				
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Prob
Pay Item # ▼ : 15101-0000 CM #: Pay Item Type ▼ : N Description: MOBILIZATION												
 	A0020	All	\$65,500.00	LPSM	\$65,500.00	100%	\$65,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	7.63
Pay Item # ▼ : 15201-0000 CM #: Pay Item Type ▼ : N Description: CONSTRUCTION SURVEY AND STAKING												
 	A0040	All	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Pay Item # ▼ : 15301-0010 CM #: Pay Item Type ▼ : N Description: CONTRACTOR QUALITY CONTROL AND ASSURANCE												
 	A0060	All	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Pay Item # ▼ : 15401-0000 CM #: Pay Item Type ▼ : N Description: CONTRACTOR TESTING												
 	A0080	All	\$15,000.00	LPSM	\$15,000.00	100%	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Pay Item # ▼ : 15501-0000 CM #: Pay Item Type ▼ : N Description: CONSTRUCTION SCHEDULE												
 	A0100	All	\$7,000.00	LPSM	\$7,000.00	100%	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00

To add a new pay note select the  icon for the pay item.

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Save & Close Save Cancel Cancel & Close Submit To PE Print Preview Print Preview (Contractor Version)

* indicates a required field

FHWA Pay Note

Pay Note: 6 INS **Pay Item Number:** 15201-0000 **Line Number:** A 0040
Period: 3 INS **Pay Item Type:** Normal pay item **Contract Mod #:**
Description: CONSTRUCTION SURVEY AND STAKING

Acct	Contract Quantities				Revised Quantities		Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	100%	\$25,000.00	0.00

Pay Note Date*: 08-14-2014

Enter Pay Note Date

Entries:

Pay Note Entry #1

Work Date Start Date*: 08-10-2014

Work Date End Date*: 08-10-2014

Location/Description*:
B I U [Icons] [ABC] v
See attached breakdown.

CON01 Main account Quantity - Part of Account Chain CON01-CON02:
\$ 550

Info Only:

Remarks/Calculations:
B I U [Icons] [ABC] v
Per 152.06 payment is prorated based on the total work completed.
Total Bid \$1,028,195.47
Work Complete to date \$22,900.00 = 2.2%
Construction survey and staking bid itme total \$25,000.00
2.2% of \$25,000.00 = \$550.00

Enter work date start date and end date.

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Save & Close Save Cancel Cancel & Close Submit To PE Print Preview Print Preview (Contractor Version)

* indicates a required field

FHWA Pay Note

Pay Note: 6 INS **Pay Item Number:** 15201-0000 **Line Number:** A 0040
Period: 3 INS **Pay Item Type:** Normal pay item **Contract Mod #:**
Description: CONSTRUCTION SURVEY AND STAKING

Acct	Contract Quantities				Revised Quantities		Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	100%	\$25,000.00	0.00

Pay Note Date*: 08-14-2014

Entries:

Pay Note Entry #1

Work Date Start Date*: 08-10-2014

Work Date End Date*: 08-10-2014

Location/Description*:
 See attached breakdown.

CON01 Main account Quantity - Part of Account Chain CON01-CON02:
 \$ 550

Info Only:

Remarks/Calculations:
 Per 152.06 payment is prorated based on the total work completed.
 Total Bid \$1,028,195.47
 Work Complete to date \$22,900.00 = 2.2%
 Construction survey and staking bid itme total \$25,000.00
 2.2% of \$25,000.00 = \$550.00

If necessary, mark individual pay note entry for info only. If a pay note has an error, the PE must reject the pay note, have the contractor correct it, and resubmit it OR the PE must approve it and mark it for information only.

Pay Note Continued:

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days: 1

Production Rate: \$550.00/Day

Measured By*: BrieACCM Van Cleave

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation:

Reference:

B *I* U ABC

Reviewed By: Brie Van Cleave

Enter number of production days.

Select the person responsible for the measurement . If the person actually measuring in the field is not a selection, select "Other" and type the person's name.

Once this information is entered, press Save.

- Save & Close
- Save
- Cancel
- Cancel & Close
- Submit To PE
- Print Preview
- Print Preview (Contractor Version)

Pay Note Continued:

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days:

Production Rate: \$550.00/Day

Measured By*:

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation:

Reference:

B ***I*** **U**       

Reviewed By: Brie Van Cleave

Select whether the pay note is interim or final.

Pay Note Continued:

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days:

Production Rate: \$550.00/Day

Measured By*:

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation:

Reference:

B I U [List Icons] [ABC]

Reviewed By: Brie Van Cleave

If necessary, mark entire pay note, all entries, for info only.

(For example if the PE decides to use an FHWA pay note instead of the Contractor's pay note, mark the Contractor's entire pay note for only.)

Pay Note Continued:

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days: 1

Production Rate: \$550.00/Day

Measured By*: BrieACCM Van Cleave

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation:

Reference: **B I U**

Reviewed By: Brie Van Cleave

Select "Add Document" to attach all supporting documentation that supports the pay note. See next slide for add document instructions.

Supporting documents may consist of:

- Scanned hand drawing
- Daily weight spreadsheet
- Spread Reports
- Truck measurements
- Truck tare
- Test results
- Certifications
- Subcontractor invoices

Once this information is entered, press Save.

Note: If appropriate substantiating evidence is not included within the pay note, and cannot be located elsewhere in the project records, an administrative adjustment will be made on the Final Estimate by the FHWA Final Review Engineer.

Pay Note Continued “Add Document”:

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days: 0

Production Rate: \$0.00/Day

Measured By*: BrieACCM Van Cleave

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation: File: **Browse...**

Delete

Add Document

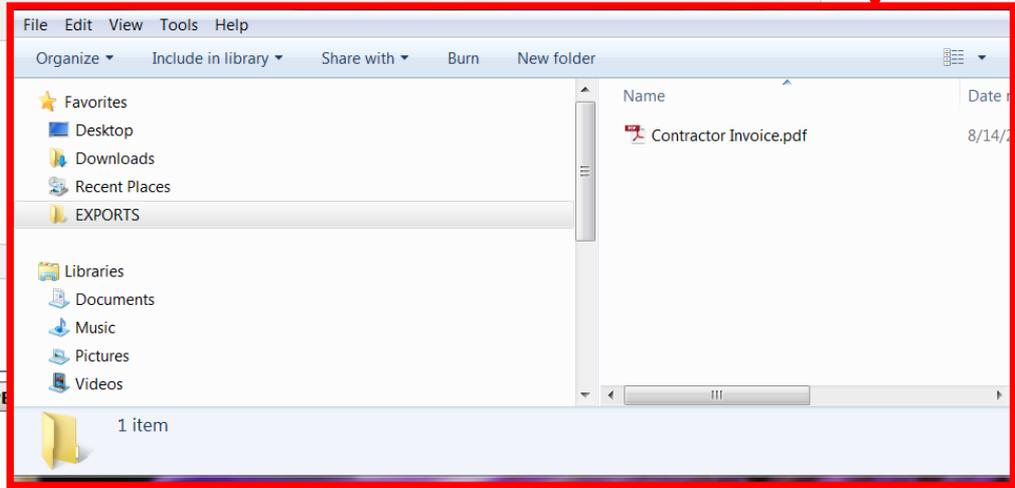
Reference:

Reviewed By: Brie Van Cleave

Save & Close **Save** Cancel Cancel & Close Submit To P...

Select “Browse” to attach a document.

Select document from the folder that you saved it in.



Once the document is uploaded, press Save.

If Save & Close is chosen the pay note can still be edited and “Submitted To PE”. Go to the “Grand Summary” tab. Find the pay note pay item that needs editing/submitted.

Projects: OR BLM 2014(2)(Sa... Constructions: Progress Pay Periods 3 INS

Project Info Design Acquisition **Construction** Account Team

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

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

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

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

Search Filters:
 Keyword: _____ Status Draft Pending Processed
 Contract Mods 0001 Part of a Contract Mod Yes No
 0002

Progress Payment Period Totals
 Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$22,900.00 Probable Amount: \$

Items 1-20 of 40

Line #	Quantity	Unit Price	Contract Quantities		Revised Quantities		Current Quantities				Comp %	Prob
			Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount		
Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: MOBILIZATION												
A0020	All	\$65,500.00	LPSM	\$65,500.00	100%	\$65,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	7.63	
Pay Item # v: 15201-0000 CM #: Pay Item Type v: N Description: CONSTRUCTION SURVEY AND STAKING												
A0040	All	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
Pay Item # v: 15301-0010 CM #: Pay Item Type v: N Description: CONTRACTOR QUALITY CONTROL AND ASSURANCE												
A0060	All	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	

Select the edit  icon.

Pay notes that have been saved as drafts will have a status of "Draft". Each pay note will have a status of either draft, pending, approved, rejected, or processed

Projects: OR BLM 2014(2)(Sa... Constructions: Progress Pay Periods 3 INS Return To Projects (All) | Return To List (Main) ?

Project Info Design Acquisition **Construction** Account Team

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

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

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Search Filters:

Line Number: A0040:15201-0000 N CONSTRUCTION SURVEY AND STAKING FHWA Inspector:

Pay Item Number: Contractor Inspector:

Pay Item Type:

Pay Note Date: to

Status: Draft Pending Review Approved Rejected Finalized

Show This Period Show All Periods

Items 1-4 of 4

Actions	Pay Note	Line Number	Pay Item #	Pay Item Type	Description	Pay Note Date	Contractor Inspector	FWHA Inspector	Status
 	6	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Rejected
 	8	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Approved
 	9	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Approved
 	10	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 15, 2014			Draft

Items 1-4 of 4

Select the edit  icon.

Pay notes that have been saved as drafts will have a status of “Draft”. Each pay note will have a status of either draft, pending, approved, rejected, or processed

Projects: OR BLM 2014(2)(Sa... Constructions: Progress Pay Periods 3 INS Return To Projects (All) | Return To List (Main) ?

Project Info Design Acquisition **Construction** Account Team

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

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

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C00016 **States:** OR

Search Filters:

Line Number: A0040:15201-0000 N CONSTRUCTION SURVEY AND STAKING FHWA Inspector:

Pay Item Number: Contractor Inspector:

Pay Item Type: Status: Draft Pending Review Approved Rejected Final

Pay Note Date: to

Items 1-4 of 4

Actions	Pay Note	Line Number	Pay Item #	Pay Item Type	Description	Pay Note Date	Contractor Inspector	FWHA Inspector	Status
	6	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Rejected
	8	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Approved
	9	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 14, 2014			Approved
	10	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 15, 2014			Draft

Items 1-4 of 4

Select the edit  icon.

This will take you back to the pay note for editing and submitting to PE. The pay note can be saved as a draft as many times as needed.

FHWA Pay Note Report
Western Federal Lands

Report Date: 08/15/14
1 out of 2

Project Number: OR.BLM.2014(2)(Sam Multiple Accounts) Pay Note Number: 6 DNS Period: 3 DNS
Project Name: Grizzly Mountain Road Resurfacing(Copy) Pay Note Date: 08/14/2014 Measured By: BrieACCM Van Cleave
Contract Number: DTFH7014C00016

Line #	CM #	Pay Item #	Pay Item Type	Pay Item Description & Supplemental
A0040		15201-0000	N	CONSTRUCTION SURVEY AND STAKING

Acct	Contract Quantities				Revised Contract Quantities		Progress Payment Quantities			
	Quantity	Unit Price	Unit	Amount	Quantity	Amount	Current	Previous	To Date	Amount
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00
Total	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00

Entry Number: 1 Work Date: 08/10/2014 to 08/10/2014 Location/Description: See attached breakdown. Info Only:
CON01 Quantity: \$550.00
Remarks: Per 152.06 payment is prorated based on the total work completed.
Total Bid \$1,028,195.47
Work Complete to date \$22,900.00 = 2.2%
Construction survey and staking bid time total \$25,000.00
2.2% of \$25,000.00 = \$550.00

CON01 Pay Note Quantity: \$550.00 Interim: Final: Total Production Days: 0.00
Total Pay Note Quantity: \$550.00 Entire Pay Note for Info Only: Production Rate: \$0.00/Day
FHWA Inspector: Contractor Inspector:
Reference:

Supporting Documentation: Contractor_Invoice.pdf

Close pop-out window when down viewing the pay note PDF.

FHWA Pay Note Report
Western Federal Lands

Report Date: 08/15/14
2 out of 2

Project Number: OR.BLM.2014(2)(Sam Multiple Accounts) Pay Note Number: 6 DNS Period: 3 DNS
Project Name: Grizzly Mountain Road Resurfacing(Copy) Pay Note Date: 08/14/2014 Measured By: BrieACCM Van Cleave
Contract Number: DTFH7014C00016

Line #	CM #	Pay Item #	Pay Item Type	Pay Item Description & Supplemental
A0040		15201-0000	N	CONSTRUCTION SURVEY AND STAKING

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

Submitted By: - Date Submitted: -
Reviewed By: - Review Comments: -
Approved By: - Date Approved: -

Navigation icons: Save, Print, Home, Back, Forward, Refresh, Close

Save or print the PDF.

CON01 Main account Quantity: \$550.00

Total Pay Note Quantity: \$550.00

Total Production Days:

Production Rate: \$0.00/Day

Measured By*:

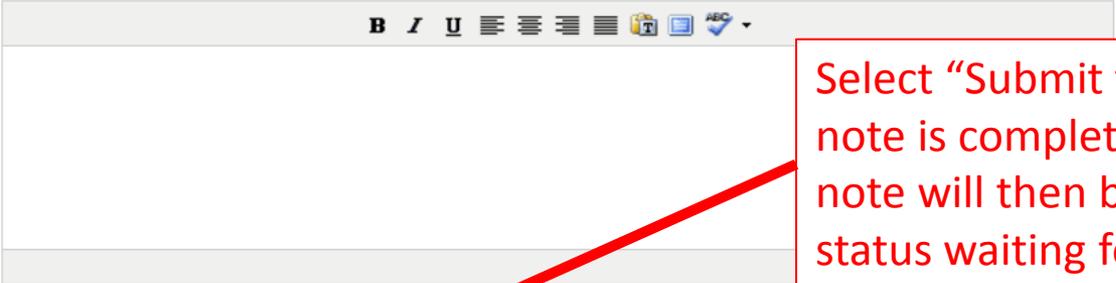
FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

Supporting Documentation:
File Name:
Contractor Invoice.pdf

Reference: 

Reviewed By: Brie Van Cleave

Once the pay note is submitted to the PE it cannot be edited unless the PE rejects the pay note.

Select "Submit to PE" when pay note is completed. The pay note will then be in pending status waiting for approval.