

How to...

Approve / Reject Pay Notes

There are 2 ways to access the pay note for editing purposes.
 The 1st way is to select the edit icon for the corresponding pay item.

Projects: [OR BLM 2014\(1\) Gr...](#) Constructions: [Progress Pay Periods](#) 5 INS Return To Projects (All) | Return To List (Progress Payment) ?

Project Info Design **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(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR


Pay Period Number: 5 Payment Type: Initial
 Start Date: August 18, 2014 End Date: September 17, 2014

Search Filters:

Keyword

Contract [select]

Mods

The orange circle  indicates if a pay note is in the following statuses:







- Draft
- Pending Review
- Rejected


Status Draft
 Pending
 Processed
 Part of a Contract Mod Yes
 No

Progress Payment Period Totals

Contract Amount: \$680,295.80 Revised Contract Amount: \$896,754.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date: \$162,441.60

Percent Work Completed: 14.125 %

Contract Quantities		Revised Quantities		Current Quantities				Probable Quantities							
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %	
Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: MOBILIZATION															
 	A0020	All	\$75,000.00	LPSM	\$75,000.00	100%	\$75,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	6.67	100%	\$75,000.00	0.00
Pay Item # v: 15201-0000 CM #: Pay Item Type v: N Description: CONSTRUCTION SURVEY AND STAKING															
 	A0040	All	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	\$0.00	\$11,368.00	\$11,368.00	\$11,368.00	16.48	100%	\$69,000.00	0.00
Pay Item # v: 15301-0010 CM #: Pay Item Type v: N Description: CONTRACTOR QUALITY CONTROL AND ASSURANCE															
 	A0060	All	\$27,000.00	LPSM	\$27,000.00	100%	\$27,000.00	\$0.00	\$14,600.00	\$14,600.00	\$14,600.00	54.07	100%	\$27,000.00	0.00

Select the "edit icon"  to approve individual pay notes.

There are 2 ways to access the pay note for editing purposes.
The 2nd way is to select the "Pay Notes" tab.

Project Info Design **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(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Pay Period Number: 5 Payment Type: Initial
Start Date: August 18, 2014 End Date: September 17, 2014

Search Filters:

Keyword

Contract [select]

Mods

- Status Draft
 Pending
 Processed
 Part of a Contract Mod Yes
 No

Select the "Pay Notes" tab.

Progress Payment Period Totals

Contract Amount: \$680,295.80 Revised Contract Amount: \$896,754.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,150,014.98 Percent Work Completed: 14.125 %

Contract Quantities		Revised Quantities		Current Quantities				Probable Quantities							
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %	
Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: MOBILIZATION															
	A0020	All	\$75,000.00	LPSM	\$75,000.00	100%	\$75,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	6.67	100%	\$75,000.00	0.00
Pay Item # v: 15201-0000 CM #: Pay Item Type v: N Description: CONSTRUCTION SURVEY AND STAKING															
	A0040	All	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	\$0.00	\$11,368.00	\$11,368.00	\$11,368.00	16.48	100%	\$69,000.00	0.00
Pay Item # v: 15301-0010 CM #: Pay Item Type v: N Description: CONTRACTOR QUALITY CONTROL AND ASSURANCE															
	A0060	All	\$27,000.00	LPSM	\$27,000.00	100%	\$27,000.00	\$0.00	\$14,600.00	\$14,600.00	\$14,600.00	54.07	100%	\$27,000.00	0.00

To quickly find pay notes, use filters as appropriate.



Projects: OR BLM 2014(1) Gr... Constructions: Progress Pay Periods 5 INS [Return To Projects \(All\)](#) | [Return To List \(Main\)](#) ?

Project Info Design **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(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Search Filters:

Line Number: A0040:15201-0000 N CONSTRUCTION SURVEY AND STAKING FHWA Inspector: [dropdown]
Pay Item Number: [dropdown] Contractor Inspector: [dropdown]
Pay Item Type: [dropdown] Status: Draft Pending Review Approved Rejected Finalized
Pay Note Date: [select] [clear] to [select] [clear] Show This Period Show All Periods

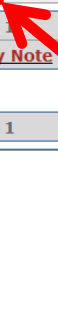
Apply Search **Clear**

Items 1-1 of 1

Actions	Pay Note	Line Number	Pay Item #	Pay Item Type	Description	Pay Note Date	Contractor Inspector	FWHA Inspector	Status
	54	0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 19, 2014			Pending Review

Items 1-1 of 1

Select the "Apply Search" button.



Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTFH70-14-C-12345

Save & Close Save Cancel Cancel & Close **Approve** **Reject** Print Preview Print Preview (Contractor Version)

Contractor Pay Note

Pay Note: 54 INS Pay Item Number: 15201-0000 Line Number: A 0040
 Period: 5 INS Pay Item Type: Normal pay item Contract Mod #:
 Description: CONSTRUCTION SURVEY AND STAKING

Modified: 08-19-2014 10:21:12
 By: BrieCCL Van Cleave

Approval Information

Pay Note Submitted for Review by BrieCCL Van Cleave on 08-19-2014 at 7:21 pm

Acct	Contract Quantities				Revised Quantities		Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	
	100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00
CON01	100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00

Pay Note Date*: 08-19-2014

Entries:

Pay Note Entry #1

Work Date Start Date*: 08-19-2014

Work Date End Date*: 08-19-2014

Location/Description*:
 Per 152.06 payment is prorated based on the total work completed.
 Total Bid \$896,754.98
 Work Completed to date is \$162,441.60 = 5.5%
 Construction Survey and Staking Bid Item Total is \$69,000
 5.5% of \$69,000 = \$3,795

CON01 Main account Quantity - Part of Account Chain CON01-CON02-CON03:
 \$ 3795

Info Only:

Remarks/Calculations:

Pay Notes must be reviewed and approved by FHWA. All pay notes must be approved in order to process the estimate for payment.

Reviews and approves the pay notes based on the following:

- Dates worked
- Location / Description of work
- Correct Quantities
- Calculations
- All attached documents

Project Number: OR BLM 2014(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR

Save & Close Save Cancel Cancel & Close **Approve** **Reject** Print Preview Print Preview (Contractor Version)

* indicates a required field

Contractor Pay Note

Pay Note: 54 INS **Pay Item Number:** 15201-0000 **Line Number:** A 0040
Period: 5 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%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00
CON01	100%	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	100%	\$69,000.00	0.00

Pay Note Date*: 08-19-2014

Entries:

Pay Note Entry #1

Work Date Start Date*: 08-19-2014

Work Date End Date*: 08-19-2014

Location/Description*:
 Per 152.06 payment is prorated based on the total work completed.
 Total Bid \$896,754.98
 Work Completed to date is \$162,441.60 = 5.5%
 Construction Survey and Staking Bid Item Total is \$69,000
 5.5% of \$69,000 = \$3,795

CON01 Main account Quantity - Part of Account Chain CON01-CON02-CON03:
 \$ 3795

Info Only:

Remarks/Calculations:

Pay Note Info

Created: 08-19-2014 16:15:01
 By: [BrieCCL Van Cleave](#)
 Modified: 08-19-2014 16:21:12
 By: [BrieCCL Van Cleave](#)

Approval Information

Pay Note Submitted for Review by BrieCCL Van Cleave on 08-19-2014 at 7:21 pm

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

- Accept the pay note
- Accept the pay note with notes
- Reject the pay note

Pay note continued:

CON01 Main account Quantity: \$3,795.00

Total Pay Note Quantity: \$3,795.00

Total Production Days:

Production Rate: \$3,795.00/Day

Measured By*:

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Entire Pay Note for Info Only:

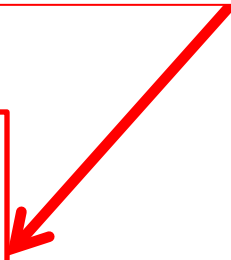
Supporting Documentation:

Reference:

B *I* U

All notes should be added under "Reference." Notes will include:

- If any changes were made in calculations and quantities
- Reason for rejecting paynote
- If the PE added any additional information or pictures
- Why a pay note is marked for "Information Only"



Even if the pay note is in "Approved" status, the PE can reject it.


Projects: [OR BLM 2014\(1\) Gr...](#) Constructions: [Progress Pay Periods](#) [5 INS](#)

Project Info Design **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(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **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 Finalized
Pay Note Date: select clear to select clear

Items 1-1 of 1

Actions	Pay Note	Line Number	Pay Item #	Pay Item Type	Description	Pay Note Date	Contractor Inspector	FWHA Inspector	Status
	54	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND...	Aug 19, 2014			Approved

Items 1-1

Select the  "edit icon" to go back to the pay note and reject it.

Project Info Design **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(1) **Project Name:** Grizzly Mountain Road Resurfacing **Contract Number:** DTFH70-14-C-12345 **States:** OR


Pay Period Number: 5 Payment Type: Initial
 Start Date: August 18, 2014 End Date: September 17, 2014


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

Progress Payment Period Totals





Contract Amount: \$680,295.80 Revised Contract Amount: \$896,754.98 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$162,441.60 To Date Expenditure: \$162,441.60 Probable Amount: \$1,150,014.98 Percent Work Completed: 14.125 %

Progress Payment Report (Contractor Version) Items 1-20 of 55															
Contract Quantities					Revised Quantities			Current Quantities				Probable Quantities			
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %	
Pay Item # ▼ : 15101-0000 CM #: Pay Item Type ▼ : N Description: MOBILIZATION															
 	A0020	All	\$75,000.00	LPSM	\$75,000.00	100%	\$75,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	6.67	100%	\$75,000.00	0.00
Pay Item # ▼ : 15201-0000 CM #: Pay Item Type ▼ : N Description: CONSTRUCTION SURVEY AND STAKING															
 	A0040	All	\$69,000.00	LPSM	\$69,000.00	100%	\$69,000.00	\$0.00	\$11,368.00	\$11,368.00	\$11,368.00	16.48	100%	\$69,000.00	0.00
Pay Item # ▼ : 15301-0010 CM #: Pay Item Type ▼ : N Description: CONTRACTOR QUALITY CONTROL AND ASSURANCE															

The green  circle indicates that all pay notes for this pay item have been approved by the PE.

Select the  “edit icon” to go back and reject a pay note.

In the Grand Summary, icons will show the current status of the pay note.





Pay Item # ▾: 25501-0000			
	A0240	7,243.000	\$85.97
Pay Item # ▾: 30102-0100			
	A0260	689.000	\$35.65
Pay Item # ▾: 30102-0100			
	A0261	0.000	\$1.50
Pay Item # ▾: 30105-0000			
	A0280	5,500.000	\$16.32

Orange (1/3 full) = Draft or Submitted to PE

Green (2/3 full) = Approved

Blue (3/3 full) = Added to payment

General order of operations:

- **Contractor** will complete a pay note and “Submit to PE”
 -  icon will appear Orange, and 1/3 filled when “Submitted to PE”
- **PE** will review the submitted pay sheet and “Approve” or “Reject”
 -  icon will appear Green, and 2/3 filled when pay note is “Approved”
 -  icon will appear Orange, and 1/3 filled when pay note is “Rejected”
- **PE** will review all “Approved” pay notes, adjust retent, and probables as the final step of the pay period, but before the next pay period is created and select “Add to Payment”
 -  icon will appear blue, and completely filled when “Added to Payment”