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.

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	fo Y Design				V	i V a	1.0.1		Vali		· · · · · ·				
	Contract Sta		s Payment		1				1 1	Contract Mod	ifications 1				
Gran	nd Summary	Pay Notes	Y Pay Note Su	ummaries (No	on CM Pay Items	Period	Account Pro	gress Pay	ment Tracking	1 /					
Proj	ect Number	: OR BLM 201	4(1) Proje	ct Name: Griz	zzly Mountain Roa	ad Resurfa	cing Contrac	t Number	: DTFH70-1	4-C-12345	States: OR				
Pay Period Start Date	l Number: 5 e: Au	gust 18, 2014							/ment Type: I d Date: S	nitial September 17	, 2014				
Search Fil	ters:									т	ne orar	ngo cir			
Keyword												ige cii		Sta	tus 🔘 Draft
Contract Mods	[select] 💌			clear						in	dicate	s if a p	ау		Pending
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Apply Sea	rch									•	Draft				
Apply Bea										•	Pend	ing Re	view		
							Progress Pa	yment Peri	od Totals			Ŭ			
Contract An \$680,295.8		Revised C \$896,754	Contract Amour		urrent Approved 0.00	Amount:	Previous Paid \$162,441.60	Expenditur		To Date \$162,44	Rejeo	ted		Percent Work Comp 14.125 %	leted:
Close Go	vernment Red	eiving Report	Progress Paym	nent Report P	rogress Payment F	leport (Con	tractor Version)	Items 1	20 of 55					Jump 1	▼ <u>Next ></u>
				t Quantities			d Quantities			t Quantities				e Quantities	
	Line # v		Unit Price V	Pay Units		QTY	Amount		Previous	To Date	Amount	<u>Comp %</u> ▼	Probable QTY	Probable Amount	<u>O/U %</u> ▼
a .		<u>#</u> ▼:15101-00		CM #:	Pay Item Typ	_	Description: M			+E 000 0		6.67	1000/	475 000 00	0.00
1	A0020	All	\$75,000.00		\$75,000.00	100%		\$0.00				6.67	100%	\$75,000.00	0.00
		<u>#</u> ▼:15201-00		CM #:	Pay Item Typ	_	Description: Co			1			1000	t-co. coo. co	
		All	\$69,000.00		\$69,000.00	100%			\$11,368.00			16.48	100%	\$69,000.00	0.00
a o	AU 60	<u>#</u> ▼: 15301-00 All	\$27,000.00	CM #:	<u>Pay Item Typ</u> \$27,000.00	<u>e</u> ▼: N 100%	Description: Co \$27,000.00	0.00 \$0.00	-			54.07	100%	\$27,000.00	0.00
					dia ta ang										

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.



							Progress Pa	ayment Peri	od Totals						
Contract A \$680,295.		Revised C \$896,754	Contract Amoun 4.98		Current Approved Amount: Previous Paid E \$0.00 \$162,441.60			Expenditure: To Date Expenditure: \$162,441.60		Probable Amount: \$1,150,014.98		Percent Work Comp 14.125 %	leted:		
Close Government Receiving Report Progress Payment Report Progress Payment Report					Progress Payment	Progress Payment Report (Contractor Version)			Items 1-20 of 55				Jump 1 💌		
Contract Quantities						Revise	d Quantities	Current Quantities				Probab	ole Quantities		
	<u>Line #</u> ▼	Quantity v	<u>Unit Price</u> •	Pay Units •	Amount •	QTY	Amount	Current	Previous	To Date	Amount	<u>Comp %</u> •	Probable QTY	Probable Amount	<u>O/U %</u> ▼
	Pay Item	# ▼: 15101-00	000	CM #:	Pay Item Typ	<u>⊅e</u> ▼ : N	Description: M	OBILIZATI	NC						
۵ 🕒	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	7 100%	\$75,000.00	0.00
	Pay Item /	# ▼: 15201-00	000	CM #:	Pay Item Typ	<u>⊅e</u> ▼:N	Description: CO	ONSTRUCT	TON SURVEY	AND STAKING	1				
1 🛛 🕚	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	3 100%	\$69,000.00	0.00
	Pay Item /	<u>#</u> ▼:15301-00	010	CM #:	Pay Item Typ	<u>⊅e</u> ▼:N	Description: CO	ONTRACTO	R QUALITY C	ONTROL AND	ASSURANCE				
۵ 🕒	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	7 100%	\$27,000.00	0.00

To quickly find pay notes, use filters as appropriate.

Projects: OR BLM 2014(1)	Gr Construction	is: Progress Pay Per	riods <u>5 INS</u>					eturn To List (Main) 📀
Project Info Design	Construction	Account Team						
Core Contract State	Progress Pa	yment SubContr	actors Labor/Equip	oment V Daily Reports V Daily Diary V Cl	aims Contract Modifi	cations		
Grand Summary	Pay Notes Pa	ay Note Summaries	Non CM Pay Items	V Period V Account V Progress Payment	Tracking	t		
					- 1			
Project Number:	OR BLM 2014(1)	Project Name:	Grizzly Mountain Ro	ad Resurfacing Contract Number: D	FH70-14-C-12345	States: OR	V	
Search Filters:								
Line Number A004	0:15201-0000 N C	CONSTRUCTION SUF	VEY AND STAKING		▼ FHWA I	nspector		
Pay Item Number					 Contractor I 	nspector	~	
Pay Item Type	•					Status 🔘 Draft 🔘 Pending Rev	view 🔘 Approved 🔘 Reje	cted 🔘 Finalized
Pay Note Date	select	clear to	select	clear		Show This Period	Show All Periods	
Apply Search Clear								
Items 1-1 of 1								
Items 1-1 of 1 Actions Pay Note	Line Number	<u>Pay Item #</u> •	Pay Item Type	Description	Pay Note Date V	Contractor Inspector	FWHA Inspector •	<u>Status</u> •
	Line Number	Pay Item # ▼ 15201-0000	Pay Item Type	Description CONSTRUCTION SURVEY AND	Pay Note Date ▼ Aug 19, 2014	Contractor Inspector *	FWHA Inspector •	Status • Pending Review
Actions Pay Note				•		Contractor Inspector v	FWHA Inspector v	
Actions Pay Note				•		Contractor Inspector v	FWHA Inspector V	
Actions Pay Note				•		<u>Contractor Inspector</u> ▼	FWHA Inspector v	
Actions Pay Note				•		Contractor Inspector V	FWHA Inspector v	
Actions Pay Note				•		Contractor Inspector v	FWHA Inspector v	
Actions Pay Note		15201-0000	N	•	Aug 19, 2014	Contractor Inspector v	FWHA Inspector v	

Pay Note Status:

- Draft Pay note has not been submitted to PE (can still be deleted)
- Pending Review Pay note has been submitted to PE, but not reviewed / approved by PE
- Approved Pay note has been approved by PE
- Rejected Pay note has been rejected by PE
- Finalized Pay note has been added for payment (can only access by selecting the "Pay Notes" tab)

Projects: OR BLM 2014(1)	Gr Constructions	: Progress Pay Per	iods <u>5 INS</u>				A Return To Projects (All) Return To Projects	eturn To List (<mark>L</mark> ain) 📀			
Project Info Design	Construction	Account Team									
Core Contract Statu	R Y Progress Pay	ment SubContra	actors Labor/Equipr	nent V Daily Reports V Daily Diary V Cla	aims Contract Modific	ations					
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 Roa	d Resurfacing Contract Number: DI	FH70-14-C-12345	States: OR					
Search Filters:											
Line Number A004	0:15201-0000 N C	ONSTRUCTION SUR	VEY AND STAKING		▼ FHWA Ir	spector					
Pay Item Number					 Contractor Ir 	spector	•				
Pay Item Type	•					Status 🔘 Draft 🔘 Pending Rev	view 🔘 Approved 🔘 Reje	cted 🔘 Final ged			
Pay Note Date	select	clear to	select	ear		Show This Period					
Apply Search Clear											
Items 1-1 of 1											
Actions Pay Note v	Line Number	<u>Pay Item #</u> •	Pay Item Type	Description	Pay Note Date •	Contractor Inspector	FWHA Inspector •	<u>Status</u> v			
R 📝 54	A 0040	15201-0000	N	CONSTRUCTION SURVEY AND	Aug 19, 2014			Pending Review			
Items 1-1	Items 1-1										

Select the 'edit icon' to edit the pay note, submit pay note to PE, or to approve / reject the pay note.

		Constructions: Pro		_	Note				4 <u>Ret</u>	urn To Projects (All) Return To List (Pay Notes) 🧿	
	ontract Status	Progress Payment	SubCor	ntractors Labor/			ly Diary Claims		Pay Notes mu	ist be reviewed and	k
		R BLM 2014(1)		es Y Non CM Pay It		1 1 -	ess Payment Tra	- 1	approved by	FHWA. <u>All pay note</u>	<u>es</u>
Save & Close	Save Cance	el Cancel & Close A	pprove Re	eject Print Preview	w Print Previ	ew (Contractor Versio	on)		must be appr	oved in order to	
	or Pay Note						_			stimate for paymer	<u>nt.</u>
Pay Note: Period: Descriptio	5	-	em Numbe em Type: AKING	er:		1-0000 al pay item		Number: ract Mod #:	A 0040	By: BrieCCL Van Cleave	
		Contract (Juantities		Re	vised Quantities		Probables		Pay Note Submitted for Review by BrieCCL	
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under	Van Cleave on 08-19-2014 at 7:21 pm	
	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 D	ate*:		ect clear	~					Poviows and	d approves the pay	
Entries:		Pay Note Entry #1	_						Reviews and	d approves the pay	
		Work Date Start Da 08-19-2014 se	lect clea						notes based	I on the following:	
		Work Date End Dat									
		08-19-2014 se	lect clea	ar					 Dates wo 	orked	
		Location/Description	ז*:						Location	/ Description of we	ork
				в <i>I</i> <u>U</u>	E ≣ ≣ I	🗏 🛅 🗐 💞 -				/ Description of we	JIK
		Per 152.06 paymen	t is prorated	l based on the total	work complete	ed.		*	Correct (Quantities	
		Total Bid \$896,754. Work Completed to		2,441.60 = 5.5%				_	 Calculati 	•	
		Construction Surve	y and Stakir	ng Bid Item Total is :	\$69,000			_			
		5.5% of \$69,000 =	\$3,795					-	• All attack	ned documents	
		CON01 Main accou \$ 3795	nt Quantity	- Part of Account	Chain CON01-	CON02-CON03:			×		
		Info Only:									
		Remarks/Calculation	is:								
				в <i>І</i> <u>Ц</u>	F ₹ ₹	🗏 🛅 🗐 💝 •					
									-		
								1			
		Delete									

Pay note continued:

CON01 Main account Quantity: Total Pay Note Quantity: \$3,795.00 Total Production Days: 1 Production Rate: \$3,795.00/Day Measured By*: BrieCCL Van Cleave FHWA Inspector: Contractor Inspector: Interim/Final*: Interim © Final	\$3,795.00	 Verify the following: Account Quantities Production rates FHWA inspector Contractor Inspector Interim/Final
Entire Pay Note for Info Only: Supporting Add Document		Check supporting documentation
Reference:	B / ∐ ≣ ≣ ≣ 🛅 🗊 💝 •	

If any changes are made, press Save.

		Gr Constructions: Prog		eriods <u>5 INS</u> : Pay No	ote				4 <u>Retur</u>	n To Projects (All) Return To List (Pay N	lotes) 🥐	
Project Info		Construction Account							_			
		Y Progress Payment			uipment (y Diary 🖌 Claims	-	tions		-	
Grand	Summary	Pay Notes Pay Note	Summaries	Non CM Pay Iter	ns (Perioc	d Y Account Y Progr	ess Payment Tra	cking				
Projec	t Number:	OR BLM 2014(1) Pro	ject Name:	Grizzly Mountain	Road Resur	facing Contract N	lumber: DTFH7	0-14-C-12345 St	ates: OR			
Save & Close	Save Can	cel Cancel & Close Ar	prove Rej	ect Print Preview	Print Prev	iew (Contractor Versio	n)		* indicates a required field	Pay Note Info	_	
Contractor Pay Note: Period: Descriptior	-	-	m Number m Type: .KING	:		1-0000 Ial pay item		lumber: act Mod #:	A 0040	Created: 08-19-2014 16:15:01 By: <u>BrieCCL Van Cleave</u> Modified: 08-19-2014 16:21:12 By: <u>BrieCCL Van Cleave</u> Approval Information		
		Contract Q	uantities		Re	vised Quantities		Probables		Pay Note Submitted for Review by		
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under	Va on 08-19-2014 at	an Cleave 7:21 pm	
	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 Da	ite*:	08-19-2014 selec	t clear]								
Entries:		Deve Note Fasters did	_		_							
		Pay Note Entry #1 Work Date Start Date	·o*•	_	_	_	_					
		08-19-2014 sele		-					has soveral s	ntions for a n	~~~	
		Work Date End Date	*:					The PE	nas severai c	options for a p	ay	
		08-19-2014 sele	ect clear	•				note th	hat is nending	review.		
		Location/Description	*:					note that is pending review:				
				B <i>I</i> <u>U</u> ≣	F≣≣I	🗏 🗊 🗊 🕶 -		 Accept the pay note 				
		Per 152.06 payment	is prorated	based on the total w	ork complete	ed.					_	
		Total Bid \$896,754.9 Work Completed to o		,441.60 = 5.5%						ote with notes	S	
		Construction Survey	and Staking) Bid Item Total is \$6	9,000			📔 🔹 Reje	ect the pay no	ote		
		5.5% of \$69,000 =\$	3,795						• •			
								-				
		CON01 Main account	t Ouantity ·	- Part of Account Ch	nain CON01-	-CON02-CON03:						
		\$ 3795	,									
		Info Only:										
		Remarks/Calculations	s:									
				B I U	F 🗄 🗐 I	🗏 🗊 🗐 🕶 🖬						
								1.				
		Delete										

Pay note continued:

		All notes should be added under
CON01 Main account Q	uantity: \$3,795.00	 "Reference." Notes will include: If any changes were made in calculations and quantities
Total Pay Note Quantity:	\$3,795.00	Reason for rejecting paynote
Total Production Days:	1	If the PE added any additional
Production Rate:	\$3,795.00/Day	
Measured By*:	BrieCCL Van Cleave	information or pictures
FHWA Inspector:		 Why a pay note is marked for
Contractor Inspector:	V	"Information Only"
Interim/Final*:		mormation only
Entire Pay Note for Info Only:		
Supporting Documentation:	Add Document	
Reference:	B / U ≣ ≣ ≣ 🔯 💷 🗳	9 •
Save & Close Save Can	el Cancel & Close Annrove Reject Print Preview Print Preview (Contrac	tor Version)

Pay note continued:

CON01 Main account Q	uantity: \$3,795.00			
Total Pay Note Quantity:	\$3,795.00			
Total Production Days:	1]	Very environment entire new m	
Production Rate:	\$3,795.00/Day		You can also mark entire pay r	iote
Measured By*:	BrieCCL Van Cleave		"For Information Only". If mai	rked for
FHWA Inspector:			"For information Only" the pa	v note
Contractor Inspector:				·
Interim/Final*:	🖲 Interim 🔘 Final		will not be included for payme	ent.
Entire Pay Note for Info Only:			(Will be labeled as I/O on Pay	Note
Supporting Documentation:	Add Document		Summary.) After being marke	d, the
Reference:	₿ / <u>₩</u> ≣ ≣ ≣	1 🗐 💝 -	pay note must be approved.	
		[
			If the pay note is marked	
			"For Information Only," put	
			an explanation in	
			"Reference."	
Save & Close Save Can	el Cancel & Close Approve Reject Print Preview Print Preview	v (Contractor Version)	Reference.	

Pay notes marked as "For Information Only" will not be included in the production rate calculations. Total Production Days may need to be edited to reflect the smaller quantity.



						Even	if the pay					
						note	is in					
						"Ann	roved" statu	15				
Projects: OR BLM 2014(1)	Gr Constructions:	Progress Pay Period	ds <u>5 INS</u>			the F	PE can reject	it. 抐 🕐				
Project Info Design	Construction	ccount Team										
Core Contract Status	Progress Payn	ent SubContract	ors 🗸 Labor/Equipme	nt V Daily Reports V Daily Diary V Cl	aims Contract Modificatio	ons						
Grand Summary	Pay Notes Pay	Note Summaries VI	Non CM Pay Items 🗸 F	Period χ Account χ 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:												
	:15201-0000 N CO	NSTRUCTION SURVE	Y AND STAKING	r	FHWA Inspe Contractor Inspe							
Pay Item Number Pay Item Type	•					atus 🔘 Draft 🔘 Pending Reviev		C Finali ed				
Pay Note Date		clear to	select clear	•		Show This Period O Show						
Apply Search Clear												
Items 1-1 of 1												
Actions Pay Note V	Line Number	Pay Item # •	Pay Item Type	Description	Pay Note Date *	Contractor Inspector	FWHA Inspector •	<u>Status</u> v				
S 34	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.

Projects: OR BLM 2014(1) Gr Constructions: Progress Pay Periods	<u>5 INS</u>			<u>To Projects (All)</u> <u>R</u>	eturn To List (Progress P	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 Paym	ent Tracking				9					
Project Number: OR BLM 2014(1) Project Name: Grizz	y Mountain Road Resurfacing Contract Number:	DTFH70-14-C-12345 States: OR									
Pay Period Number: 5 Start Date: August 18, 2014		nent Type: Initial Date: September 17, 2014									
arch Filters: Keyword Status O Draft O Pending O Processed ontract Mods [select] Part of a Contract Mod O Yes O No											
	Progress Payment Period	d Totals									
Contract Amount:Revised Contract Amount:Cur\$680,295.80\$896,754.98\$0.	rent Approved Amount: Previous Paid Expenditure: \$162,441.60	: To Date Expenditure: \$162,441.60	Probable Am \$1,150,014.		Percent Work Compl 14.125 %	eted:					
Close Government Receiving Report Progress Payment Report Pro	gress Payment Report (Contractor Version) Items 1-2	20 of 55			Jump 1	▼ <u>Next ></u>					
Contract Quantities	Revised Quantities	Current Quantities		Probabl	e Quantities						
Line # v Quantity v Unit Price v Pay Units v	Amount V QTY Amount Current P		<u>Comp %</u> •	Probable QTY	Probable Amount	<u>O/U %</u> ▼					
Pay Item # •: 15101-0000 CM #:	Pay Item Type • : N Description: MOBILIZATION	N									
Image: 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 • : N Description: CONSTRUCTION	ON SURVEY AND STAKING									
3 ▲ 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					
v <u>Item #</u> ▼: 15301-0010 CM #:	Pay Item Type - : N Description: CONTRACTOR	QUALITY CONTROL AND ASSURANCE									

The green ② 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.



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"