

How to...

Create A New Pay Period

Each Progress Payment status can be found under the “Progress Payment” tab. The possible statuses of a payment are:

- Current – The progress payment is active for the PE and the contractor. Only 2 progress payments can be in “Current” status at one time. Only having 1 progress payment in “Current” status is recommended.
- Submitted – The PE has approved all pay notes, posted them for payment and the progress payment has been “Sent to Main office.”
- Approved – The progress payment has been approved by the PE.
- Paid – Progress payment has been sent to Finance for payment.

Projects: [AK PFH 43\(10 Dewe...](#) [Constructions](#) ◀ Return To Projects (All) | Return To List (Construction) ?

Project Info Design **Construction** Account Team

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

Project Number: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Search Filters:
Start Date to End Date to
Payment Type

Actions	Pay Period Number ▼	Payment Status ▼	Payment Type ▼	Start Date ▼	End Date ▼	Amount Paid ▼
	0	Paid	Initial	-	-	\$0.0
	1	Paid	Progress	Nov 14, 2012	Dec 14, 2012	\$4,567,932.9
	2	Paid	Progress	Dec 15, 2012	Jan 14, 2013	\$1,000,000.9
	3	Current	Progress	Jan 15, 2013	Feb 14, 2013	\$20,000.0

Items 1-4 of 4

Project Number: AK PFH 43(10 Project Name: Deweyville Trailhead to Neck Lake Road Contract Number: DTFH70-12-C-00017 States: AK

Search Filters: Start Date [] [select] [clear] to [] [select] [clear] End Date [] [select] [clear] to [] [select] [clear] Payment Type [] [v] [Apply Search]

Actions	Pay Period Number	Payment Status	Payment Type	Start Date	End Date	Amount Paid
	0	Paid	Initial	-	-	\$0.0
	1	Paid	Progress	Nov 14, 2012	Dec 14, 2012	\$4,567,932.9
	2	Paid	Progress	Dec 15, 2012	Jan 14, 2013	\$1,000,000.9
	3	Current	Progress	Jan 15, 2013	Feb 14, 2013	\$20,000.0

Each progress payment is assigned a payment type depending on the project completion. The progress payment types are:

- Initial
- Progress
- Semi-final
- Final

Final Progress Payments are only for the Final Review Engineer to do. The PE will only have a semi-final estimate.

Only the Project Engineer and the Assistant Project Engineer can add a new progress payment.

Projects: [AK PFH 43\(10 Dewe...](#) [Constructions](#) ◀ [Return To Projects \(All\)](#) | [Return To List \(Construction\)](#) ?

Project Info Design **Construction** Account Team

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

Project Number: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Search Filters:
Start Date to End Date to
Payment Type

Actions	Pay Period Number	Payment Status	Payment Type	Start Date	End Date	Amount Paid
	0	Paid	Initial	-	-	\$0.0
	1	Paid	Progress	Nov 14, 2012	Dec 14, 2012	\$4,567,932.9
	2	Paid	Progress	Dec 15, 2012	Jan 14, 2013	\$1,000,000.9
	3	Current	Progress	Jan 15, 2013	Feb 14, 2013	\$20,000.0

Items 1-4 of 4

Select the "Add New" button to create new Progress Payment.

The "Add New" button will automatically take you to the new grand summary of the new progress estimate.

Project Number: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Pay Period Number: 4 Payment Type: Progress
 Start Date: February 15, 2013 End Date: March 17, 2013

Search Filters:

Keyword Status Draft Pending Processed

Contract Mods 003 004 002 001

Part of a Contract Mod Yes No

Progress Payment Period Totals

Contract Amount: \$41,630,000.00 Revised Contract Amount: \$41,765,200.00 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$5,587,933.88 To Date Expenditure: \$5,587,933.88 Probable Amount: \$41,801,200.00 Percent Work Completed: 13.368 %

Items 1-20 of 23

		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 # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD														
A0005	All	\$41,620,000.00	LPSM	\$41,620,000.00	0.000%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.000%	\$0.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Execution of Contract/Bonding														
A0010	0.000%	\$252,000.00	LPSM	\$0.00	100.000%	\$252,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$252,000.00	0.00
Pay Item # : 99901-0000 CM # : Pay Item Type : DI Description : PARTNERING														
A0015	All	\$10,000.00	LPSM	\$10,000.00	100%	\$10,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	100.00	200%	\$20,000.00	100.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Environmental Management														
A0030	0.000%	\$2,061,000.00	LPSM	\$0.00	100.000%	\$2,061,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$2,061,000.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Geotechnical Investigation														
A0050	0.000%	\$377,000.00	LPSM	\$0.00	100.000%	\$377,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$377,000.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Design														
A0070	0.000%	\$5,042,000.00	LPSM	\$0.00	100.000%	\$5,042,000.00	\$0.00	\$4,567,932.90	\$4,567,932.90	\$4,567,932.90	90.60	100.000%	\$5,042,000.00	0.00

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: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Pay Period Number: 4 Payment Type: Progress
 Start Date: February 15, 2013 End Date: March 17, 2013

Search Filters:

Keyword

Status Draft Pending Processed

Contract Mods 003 004 002 001

Part of a Contract Mod Yes No

Apply Search

Contract Amount: \$41,630,000.00 Revised Contract Amount: \$41,765,200.00 Current Amount: \$0.00
 Date Expenditure: \$5,587,933.88 Probable Amount: \$41,801,200.00 Percent Work Completed: 13.368 %

Close **Commitment Receiving Report** **Progress Payment Report** **Progress Payment Tracking**

Select the "Close" button to go back to the list of progress payments.

Contract Quantities										Quantities			Probable Quantities		
Line #	Quantity	Unit Price	Pay Units	Amount	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %					
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD															
A0005	All	\$41,620,000.00	LPSM	\$41,620,000.00	0.000%	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.000%	\$0.00	0.00		
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Execution of Contract/Bonding															
A0010	0.000%	\$252,000.00	LPSM	\$0.00	100.000%	\$252,000.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$252,000.00	0.00		
Pay Item # : 99901-0000 CM # : Pay Item Type : DI Description : PARTNERING															
A0015	All	\$10,000.00	LPSM	\$10,000.00	100%	\$10,000.00	\$0.00	\$20,000.00	\$20,000.00	100.00	200%	\$20,000.00	100.00		
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Environmental Management															
A0030	0.000%	\$2,061,000.00	LPSM	\$0.00	100.000%	\$2,061,000.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$2,061,000.00	0.00		
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Geotechnical Investigation															
A0050	0.000%	\$377,000.00	LPSM	\$0.00	100.000%	\$377,000.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$377,000.00	0.00		
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Design															
A0070	0.000%	\$5,042,000.00	LPSM	\$0.00	100.000%	\$5,042,000.00	\$0.00	\$4,567,932.90	\$4,567,932.90	90.60	100.000%	\$5,042,000.00	0.00		

Select the edit  icon to access the "Grand Summary" and edit the progress estimate "Period" information.

Projects: [AK PFH 43\(10 Dewe...](#) [Constructions](#) Return To Projects (All) | Return To List (Construction) ?

Project Info Design **Construction** Account Team

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

Project Number: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Search Filters:
Start Date to End Date to
Payment Type

Items 1-5 of 5

Actions	Pay Period Number ▼	Payment Status ▼	Payment Type ▼	Start Date ▼	End Date ▼	Amount Paid ▼
	0	Paid	Initial	-	-	\$0.00
	1	Paid	Progress	Nov 14, 2012	Dec 14, 2012	\$4,567,932.90
	2	Paid	Progress	Dec 15, 2012	Jan 14, 2013	\$1,000,000.98
 	3	Current	Progress	Jan 15, 2013	Feb 14, 2013	\$20,000.00
 	4	Current	Progress	Feb 15, 2013	Mar 17, 2013	\$0.00

Items 1-5 of 5

Pay Period Number 4 has been added to the "Progress Payment" list.

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: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Road **Contract Number:** DTFH70-12-C-00017 **States:** AK

Pay Period Number: 4 Payment Type: Progress
 Start Date: February 15, 2013 End Date: March 17, 2013

Search Filters:

Keyword

Status Draft Pending Processed

Contract Mods 003 004 002 001

Part of a Contract Mod Yes No

Select the "Period" tab to edit the progress payment period information.

Progress Payment Period Totals

Contract Amount: \$41,630,000.00 Revised Contract Amount: \$41,765,200.00 Current Approved Amount: \$0.00 Previous Paid Expenditure: \$5,587,933.88 To Date Expenditure: \$5,587,933.88 Probable Amount: \$41,801,200.00 Percent Work Completed: 13.368 %

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 # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD														
A0005	All	\$41,620,000.00	LPSM	\$41,620,000.00	0.000%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.000%	\$0.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Execution of Contract/Bonding														
A0010	0.000%	\$252,000.00	LPSM	\$0.00	100.000%	\$252,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$252,000.00	0.00
Pay Item # : 99901-0000 CM # : Pay Item Type : DI Description : PARTNERING														
A0015	All	\$10,000.00	LPSM	\$10,000.00	100%	\$10,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	100.00	200%	\$20,000.00	100.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Environmental Management														
A0030	0.000%	\$2,061,000.00	LPSM	\$0.00	100.000%	\$2,061,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$2,061,000.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Geotechnical Investigation														
A0050	0.000%	\$377,000.00	LPSM	\$0.00	100.000%	\$377,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100.000%	\$377,000.00	0.00
Pay Item # : 66801-0000 CM # : 001 Pay Item Type : N Description : DESIGN-BUILD Design														
A0070	0.000%	\$5,042,000.00	LPSM	\$0.00	100.000%	\$5,042,000.00	\$0.00	\$4,567,932.90	\$4,567,932.90	\$4,567,932.90	90.60	100.000%	\$5,042,000.00	0.00

Periods are automatically set to 1 month. Periods cannot overlap, and there can be no gaps between periods.

Projects: [AK PFH 43\(10 Dewe...](#) Constructions: [Progress Pay Periods](#) 4 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: AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:**

Progress Pay Period

Pay Period Number: 4

Start Date: 02-15-2013

Payment Type: Progress ▼

End Date: 03-17-2013

Select the "Start Date."

Only the Project Engineer and Assistant Project Engineer can change this tab.

Projects: [AK PFH 43\(10 Dewe...](#) Constructions: [Progress Pay Periods](#) [4 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: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:**

Progress Pay Period

Pay Period Number: 4

Start Date: 02-15-2013

Payment Type: Progress ▼

End Date: 03-17-2013

Select the "Payment Type."
(Only Progress or Semi-Final
will be used by PE.)

Only the Project Engineer
and Assistant Project
Engineer can change this
tab.

Projects: [AK PFH 43\(10 Dewe...](#) Constructions: [Progress Pay Periods 4 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: AK PFH 43(10) **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:**

Progress Pay Period

Pay Period Number: 4

Start Date:

Payment Type: ▼

End Date:

Select the "End Date"

Only the Project Engineer and Assistant Project Engineer can change this tab.

Projects: [AK PFH 43\(10 Dewe...](#) Constructions: [Progress Pay Periods](#) [4 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: AK PFH 43(10

Project Name: Deweyville Trailhead to Neck Lake Road

Contract Number: DTFH70-12-C-00017

States:

Save

Delete

Cancel

Progress Pay Period

Pay Period Number: 4

Start Date: 02-15-2013

Payment Type: Progress

End Date: 03-17-2013

Save

Delete

Cancel

Select the "Save" button.

Projects: [AK PFH 43\(10 Dewe...](#) Constructions: [Progress Pay Periods](#) [4 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: AK PFH 43(10 **Project Name:** Deweyville Trailhead to Neck Lake Road **Contract Number:** DTFH70-12-C-00017 **States:**

Progress Pay Period

Pay Period Number: 4

Start Date:

Payment Type: ▼

End Date:

You can delete the Progress Payment Period if you have no pay notes for this period. Select "Delete" to do so.