

How to... Pay for a WFLHD Lab Trailer

- The contractor is renting a WFLHD lab trailer for \$600 per month or any time less than 30 days for \$50 per day.
- The contractor picked the trailer up on July 10th and dropped the trailer off on October 20th.
- This is just an example. You will pay for the lab trailer as you go and not at the end.

◀ July, 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

22 Days

◀ August, 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1 Month

◀ September, 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

1 Month

◀ October, 2014 ▶

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

20 Days

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

Search Filters:
Keywords
Apply Search

Add New Items 1-3 of 3

Actions	Pay Item Specific	Pay Item # ▼	Supplemental Description	Unit Price ▼	Quantity ▼	Total Price ▼	Uncopied Values?
	Yes: A 0260 20416-0000	20416-0000	SELECT TOPPING MOH	\$10.00	2,500.0	\$25,000.00	No
 	Yes: A 0460 60201-0800	60201-0800	24-INCH PIPE CULVERT MOH	\$1.00	3,469.4	\$3,469.40	No
 	Yes: A 0705 60201-1000	60201-1000	36-INCH PIPE CULVERT MOH	\$1.00	5,550.6	\$5,550.60	No

Add New Items 1-3 of 3

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

Project Number: OR BLM 2014(1) Project Name: Grizzly Mountain Road Resurfacing Contract Number: DTEH70-14-C-12345 States: OR

Save & Close Save Cancel

Pay Item Specific*: Yes No

Pay Item*: 999

Schedule*:
Line Item Number*:
Supplemental Description:

- 99950-0000 CI LIQUIDATED DAMAGES
- 99951-0000 CI INTEREST
- 99952-0000 CI LAB TRAILER PAYMENT
- 99953-0000 CI CONTINGENCIES
- 99954-0000 CI PROJECT RETAINAGES
- 99955-0000 CI LAB TRAILER PAYMENT
- 99956-0000 CI FUNDING RECLASSIFICATION

The lab trailer is considered to not be "Pay Item Specific."

All non "Pay Item Specific" items start with 999. Choose 99952-0000 for payments by the **Month** and 99955-0000 for payments by the **Day**.

Account Quantities

CON01 Main account: 0

CON02 G310: 0

CON03 15FE: 0

Unit Price: \$

Quantity: 0

Total Price: \$0.00

Save & Close Save Cancel

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*: Yes No

Pay Item*: 99952-0000 CI LAB TRAILER PAYMENT

Pay Item #: 99952-0000 Pay Item Description: LAB TRAILER PAYMENT
Pay Item Type: CI Pay Unit (U.S. Units): MO
Pay Unit (Metric Units): mo

Schedule*: A

Line Item Number*: 9500

Supplemental Description: Monthly - 2014

Account Quantities

CON01 Main account: 0 MO

CON02 G310: 0 MO

CON03 15FE: 2 MO

Unit Price: \$ -600.00

Quantity: 2 MO

Total Price: -\$1,200.00

Save & Close Save Cancel

Once you select payment by day or month, the data will self populate.

Choose your schedule (same thing as option)

Enter your Line Item Number. Remember lab trailers are between 9500 and 9999.

In the "Supplemental Description" write "Units - Year".

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 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

Save & Close Save Cancel

Pay Item Specific*: Yes No

Pay Item*: 99952-0000 CI LAB TRAILER PAYMENT

Pay Item #: 99952-0000 Pay Item Description: LAB TRAILER PAYMENT
 Pay Item Type: CI Pay Unit (U.S. Units): MO
 Pay Unit (Metric Units): mo

Schedule*: A

Line Item Number*: 9500

Supplemental Description: Monthly - 2014

Account Quantities

CON01 Main account: 0 MO

CON02 G310: 0 MO

CON03 15FE: 2 MO

Unit Price: \$ -600.00

Quantity: 2 MO

Total Price: -\$1,200.00

Save & Close Save Cancel

Enter the quantity of time in the "Account Quantities."

Enter the monthly/daily rent in the "Unit Price." Remember it will be a negative amount.

This will self populate.

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 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

Save & Close **Save** **Cancel**

Pay Item Specific*: Yes No

Pay Item*: 99952-0000 CI LAB TRAILER PAYMENT

Pay Item #: 99952-0000 Pay Item Description: LAB TRAILER PAYMENT
 Pay Item Type: CI Pay Unit (U.S. Units): MO
 Pay Unit (Metric Units): mo

Schedule*: A

Line Item Number*: 9500

Supplemental Description: Monthly - 2014

Account Quantities

CON01 Main account: 0 MO
 CON02 G310: 0 MO
 CON03 15FE: 2 MO

Unit Price: \$ -600.00

Quantity: 2 MO

Total Price: -\$1,200.00

Press "Save & Close."

Save & Close **Save** **Cancel**

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*: Yes No

Pay Item*: 99955-0000 CI LAB TRAILER PAYMENT  



Pay Item #: 99955-0000 Pay Item Description: LAB TRAILER PAYMENT
 Pay Item Type: CI Pay Unit (U.S. Units): DAY
 Pay Unit (Metric Units): Day

Schedule*: A 

Line Item Number*: 9501

Supplemental Description: Daily - 2014

Account Quantities

CON01 Primary account G310: 42 DAY

Unit Price: \$ -50.00

Quantity: 42 DAY

Total Price: -\$2,100.00

Now you will create a Non CM Pay Item for Lab Trailer Rental by the Day. Follow the directions from before.



Save & Close Save Cancel

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

Search Filters:

Keywords

Apply Search

Add New Items 1-2 of 2

Actions	Pay Item Specific	Pay Item #	Supplemental Description	Unit Price	Quantity	Total Price	Uncopied Values?
 	No	99952-0000	LAB TRAILER PAYMENT Montly - 2013	-\$600.00	2.000	-\$1,200.00	No
 	No	99955-0000	LAB TRAILER PAYMENT Daily - 2014	-\$50.00	42.000	-\$2,100.00	No

Add New Items 1-2 of 2



Now you have both items created. They are measured by both the day and the month. You can also see the unit price for each one.

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

Pay Period Number: 5
Start Date: August 18, 2014

Payment Type: Initial
End Date: September 17, 2014

Filtered by the key word "lab."

Search Filters:

Keyword: lab

Contract Mods: [select] Part of a Contract Mod Yes No

Progress Payment Period Totals

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

Close | Government Receiving Report | Progress Payment Report | Progress Payment Report (Contractor Version) | Items 1-2 of 2

Line #	Contract Quantities				Revised Quantities		Current Quantities			Probable Quantities			O/U %	
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY		Probable Amount
Pay Item # : 99952-0000 CM #: Pay Item Type : CI Description: LAB TRAILER PAYMENT Monthly - 2013														
A9500	0.000	-\$600.00	MO	\$0.00	2.000	-\$1,200.00	0.000	0.000	0.000	\$0.00	0.00	2.000	-\$1,200.00	0.00
Pay Item # : 99955-0000 CM #: Pay Item Type : CI Description: LAB TRAILER PAYMENT Daily - 2014														
A9501	0.000	-\$50.00	DAY	\$0.00	42.000	-\$2,100.00	0.000	0.000	0.000	\$0.00	0.00	42.000	-\$2,100.00	0.00

Close | Government Receiving Report | Progress Payment Report | Progress Payment Report (Contractor Version) | Items 1-2 of 2

Progress Payment Period Totals

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

Your two items now show up in the "Grand Summary." You can now create a pay note for each.

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

Save & Close Save Delete Cancel Cancel & Close Submit To PE Print Preview Print Preview (Contractor Version) * indicates a required field

Pay Note Info
Created: 08-18-2014 10:14:35
By: Samantha Gould
Modified: 08-18-2014 10:14:35
By: Samantha Gould

FHWA Pay Note
Pay Note: 53 INS Pay Item Number: 99952-0000 Line Number: A 9500
Period: 5 INS Pay Item Type: Construction Only Pay Items Contract Mod #:
Description: LAB TRAILER PAYMENT Monthly - 2014

Acct	Contract Quantities				Revised Quantities		Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	
0.0	0.0	-\$600.00	MO	\$0.00	2.0	-\$1,200.00	2.0	-\$1,200.00	0.00
CON03	0.0	-\$600.00	MO	\$0.00	2.0	-\$1,200.00	2.0	-\$1,200.00	0.00

Pay Note Date*: 10-31-2014 select clear

Entries:

Pay Note Entry #1

Work Date Start Date*: 08-01-2014 select clear

Work Date End Date*: 09-30-2014 select clear

Location/Description*:

August lab rent - \$600
September lab rent - \$600

CON03 15FE Quantity - Part of Account Chain CON01-CON02-CON03:
2 MO

Remarks/Calculations:

Add Entry

CON03 15FE Quantity: 2.0

Total Pay Note Quantity: 2.0 MO

Total Production Days: 0

Production Rate: 0 MO/Day

Measured By*: Samantha Gould

FHWA Inspector:

Contractor Inspector:

Interim/Final*: Interim Final

Add Document

Reference:

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

You can now make a pay note for the lab trailers rent. This pay note is for the August and September (full months). The pay note for July and October will go under the lab trailers by the day.