

How to..... Add Pay Notes to Payment

There are 2 ways to get to the pay note summary to add pay notes to payment. The 1st way is to select the green circle for the corresponding pay item.

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 #	Contract Quantities					Revised Quantities		Current Quantities				Comp %	Prob
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount			
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													

Select the green circle to go directly to the pay item pay note summary.

If the circle is still orange, pay notes for that pay item are pending approval, rejected or in draft form.

There are 2 ways to get to the pay note summary to add pay notes to payment.
 The 2nd way is to select the "Pay Note Summaries."

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

Contract Mods 0001 0002

Status Draft Pending Processed

Part of a Contract Mod Yes No

Apply Search

Select the "Pay Note Summaries" tab.

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				Prob
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Prob
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	
Pay Item # v: 15401-0000 CM #: Pay Item Type v: 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 # v: 15501-0000 CM #: Pay Item Type v: N Description: CONSTRUCTION SCHEDULE												

Pay note summaries with pending status are ready to be "Added to Payment".

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

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:
 Item Number Show This Period Show All Periods
 Status Draft Pending Processed

Items 1-5 of 5

Actions	Line #	Pay Item #	Pay Item Type	Description	Unit Price	U.S. Pay Units	Current	To Date	Amount	Comp %	Status
	A0020	15101-0000	N	MOBILIZATION	\$65,500.00	LPSM	\$0.00	\$5,000.00	\$5,000.00	7.68	Processed
	A0040	15201-0000	N	CONSTRUCTION SURVEY AND...	\$25,000.00	LPSM	\$0.00	\$0.00	\$0.00	0.00	Pending
	A0060	15301-0010	N	CONTRACTOR QUALITY...	\$25,000.00	LPSM	\$0.00	\$0.00	\$0.00	0.00	Pending
	A0180	15801-0000	N	WATERING FOR DUST...	\$10.00	MGAL	0.00	0.00	\$0.00	0.00	Draft
	A0200	20101-0000	N	CLEARING AND GRUBBING	\$65.50	ACRE	0.00	0.00	\$0.00	0.00	Draft

Select edit icon to access the pay note summary of the item that is ready to be "Added to Payment".

Processed = Item has been "Added to Payment"
 Pending = All pay notes have been approved but not "Added to Payment" for that item
 Draft = Not all pay notes have been approved for the item

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) **Project Name:** Grizzly Mountain Road Resurfacing(Copy) **Contract Number:** DTFH7014C

[Save](#) [Close](#) [Add To Payment](#) [Print Preview](#) [Print Preview \(Contractor Version\)](#)

Pay Item Number: 15201-0000 **Line Number:** A 0040 **Period:** 3 INS **Pay Item Type:** N
Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:

B *I* U

Pay Note Summary
[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks	Total Pay Note Quantity
<u>6</u>	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity: \$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
<u>8</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
<u>9</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$0.00
<u>10</u>	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity: \$2,500.00	Entry 1:	\$2,500.00

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$23,050.00

Once you click on the "Pay Note Summary" (Green Circle) from the "Grand Summary" or the "Edit" button from the "Pay Note Summaries" it will take you to that item's "Pay Note Summary" page.

Pay Item Number: 15201-0000 Line Number: A 0040 Period: 3 INS Pay Item Type: N
 Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:

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ABC

Enter payment remarks – The remarks can be general or progress pay period specific. These remarks remain visible for all periods, unless removed and appear on both the FHWA and Contractor reports.

Pay Note Summary

[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks	Total Pay Note Quantity
6	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity: \$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
8	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
9	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$0.00
10	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity: \$2,500.00	Entry 1:	\$2,500.00

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$23,050.00

This table shows the pay notes that were entered for this progress payment period only.

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

Save Close Add To Payment Print Preview Print Preview (Contractor Version)

* indicates a required field

Approval Inform

Pay Item Number: 15201-0000 Line Number: A 0040 Period: 3 INS Pay Item Type: N
Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:
B I U [List Icons] [ABC] [v]

Pay Item Remove

Pay Item Ac

Pay Note Summary

Show Full Summary

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks
<u>6</u>	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity: \$550.00	Entry 1: Per 152.06 payment is prorated based on the total work com Complete to date \$22,900.00 = 2.2%Construction survey and staking \$25,000.00 = \$550.00
<u>8</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:
<u>9</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:
<u>10</u>	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity: \$2,500.00	Entry 1:

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$23,050.00

Select "Show Full Summary" link to show all previous and current progress payment period pay notes for this pay item.

Full Pay Note Summary [X]

Project Number: OR BLM 2014(2)(Sam Multiple
Save **Close** **Add To Payment** **Print Preview** **Print Preview**

Pay Item Number: 15201-0000 **Line Num**
Description: CONSTRUCTION SURVEY AND STAKING
Payment Remarks:

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks	Total Pay Note Quantity
6	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity: \$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
8	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
9	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
10	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity: \$2,500.00	Entry 1:	\$2,500.00

Pay Note Summary
[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description
<u>6</u>	August 14, 2014	Entry 1: See attached breakdown.
<u>8</u>	August 14, 2014	Entry 1: 08-14-2014
<u>9</u>	August 14, 2014	Entry 1: 08-14-2014
<u>10</u>	August 15, 2014	Entry 1: 08-15-2014

Pay Note Number	Pay Note Date	Location/Description	Account Totals	Remarks	Total Pay Note Quantity
<u>6</u>	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity: \$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
<u>8</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
<u>9</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity: \$10,000.00	Entry 1:	\$10,000.00
<u>10</u>	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity: \$2,500.00	Entry 1:	\$2,500.00

Close

Close window when done looking at the "Full Pay Note Summary".













































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

[Save](#) [Close](#) [Add To Payment](#) [Print Preview](#) [Print Preview \(Contractor Version\)](#)

* indicates a required field

Pay Item Number: 15201-0000 **Line Number:** A 0040 **Period:** 3 INS **Pay Item Type:** N
Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:

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Pay Note Summary

[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals		Remarks	Total Pay Note Quantity
6	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity:	\$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
8	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$10,000.00
9	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$0.00
10	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity:	\$2,500.00	Entry 1:	\$2,500.00

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$23,050.00

Press "Pay Note Number" link to show current period pay note details.

Project Number: OR BLM 2014(2)(Sam Multiple A

FHWA Pay Note

Pay Note: 6 **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

Save **Close** **Add To Payment** **Print Preview** **Print Preview**

Pay Item Number: 15201-0000 **Line Num**
Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:

Contract Quantities					Revised Quantities		Probables		
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under
	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: August 14, 2014

Entries:

Pay Note Entry #1

Work Date Start Date:
August 10, 2014

Work Date End Date:
August 10, 2014

Location/Description:
See attached breakdown.

CON01 Main account Quantity - Part of Account Chain CON01-CON02:
\$550.00

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

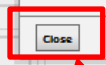
Pay Note Summary

[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description
6	August 14, 2014	Entry 1: See attached breakdown.
8	August 14, 2014	Entry 1: 08-14-2014
9	August 14, 2014	Entry 1: 08-14-2014
10	August 15, 2014	Entry 1: 08-15-2014

	Total Pay Note Quantity
Work of	\$550.00
	\$10,000.00
	\$10,000.00
	\$2,500.00

CON01 Main account Quantity: \$23,050.00



Close window when done looking at the "Pay Note Details".

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

[Save](#) [Close](#) [Add To Payment](#) [Print Preview](#) [Print Preview \(Contractor Version\)](#)

* indicates a required field

Pay Item Number: 15201-0000 **Line Number:** A 0040 **Period:** 3 INS **Pay Item Type:** N
Description: CONSTRUCTION SURVEY AND STAKING

Payment Remarks:

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Pay Note Summary
[Show Full Summary](#)

Pay note quantity totals by account for this pay period.

Pay Note Number	Pay Note Date	Location/Description	Account Totals		Remarks	Total Pay Note Quantity
<u>6</u>	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity:	\$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
<u>8</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$10,000.00
<u>9</u>	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$0.00
<u>10</u>	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity:	\$2,500.00	Entry 1:	\$2,500.00

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$23,050.00

Total quantity = pay note quantity totals for this pay period.

Pay Note Summary Continued:

Progress Payment ←

CON01 Main account
 Subtotal From Pay Notes: \$23,050.00

Retent From Previous Progress Payment: \$0.00 ←

Subtotal: \$23,050.00
 Retent This Progress Payment: \$ 0
 Amount To Progress Payment: \$23,050.00
 Previous Remarks:
 Remarks:

B I U [List Icons]

If "Progress Payment" section with retent does not appear, there are pay notes that have not yet been approved; therefore the pay note summary cannot be completed.

Program automatically adds previous payment period's retent back in to be paid and is included in "Pay Item Total".

Probable Amounts

CON01 Main account: \$ 25000

Probable Quantity: \$25,000.00

Probable Remarks:

B I U [List Icons]

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$23,050.00	\$0.00	\$23,050.00	\$23,050.00	92.20	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$23,050.00	\$0.00	\$23,050.00	\$23,050.00	92.20	100%	\$25,000.00	0.00

Pay Note Summary Continued:

Progress Payment

CON01 Main account

Subtotal From Pay Notes:
\$23,050.00
Retent From Previous Progress Payment:
\$0.00
Subtotal:
\$23,050.00

Retent This Progress Payment:
\$ 2305

Amount To Progress Payment:
\$20,745.00

Previous Remarks:

Remarks:

B I U [List Icons] [ABC]

10% retent of \$23,050.00 = \$2,305.00

Enter retent this period by account for a separate "Non CM Pay Item" has not been created. Example of when to use this is for incomplete schedules.

Enter remarks by account.

Probable Amounts

CON01 Main account: \$ 25000

Probable Quantity: \$25,000.00

Probable Remarks:

B I U [List Icons] [ABC]

Once this information is entered, press Save.

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00

Pay Note Summary Continued:

Progress Payment

CON01 Main account

Subtotal From Pay Notes:
\$23,050.00

Retent From Previous Progress Payment:
\$0.00

Subtotal:
\$23,050.00

Retent This Progress Payment:
\$ 2305

Amount To Progress Payment:
\$20,745.00

Previous Remarks:

Once this information is entered, press Save.

Remarks:

10% retent of \$23,050.00 = \$2,305.00

Probable Amounts

CON01 Main account: \$ 25000

Enter probable amount by account.

Probable Quantity: \$25,000.00

Probable Remarks:

Enter probable remarks

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00

Pay Note Summary Continued:

Progress Payment

CON01 Main account

Subtotal From Pay Notes:
 \$23,050.00
 Retent From Previous Progress Payment:
 \$0.00
 Subtotal:
 \$23,050.00
 Retent This Progress Payment:
 \$
 Amount To Progress Payment:
 \$20,745.00
 Previous Remarks:

Remarks:

B *I* U ABC

10% retent of \$23,050.00 = \$2,305.00

Probable Amounts

CON01 Main account: \$

Probable Quantity: \$25,000.00

Probable Remarks:

B *I* U ABC

Print Preview for the pay note summary report with probable amount.

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00



Close window

Pay Note Summary Report
Western Federal Lands

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

Project Number: OR.BLM 2014(2)(Sam Multiple Accounts) Start Date: 08/27/2014 End Date: 09/26/2014
Project Name: Grizzly Mountain Road Resurfacing(Copy) Period: 3 DNS
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				Probables			
	Quantity	Unit Price	Unit	Amount	Quantity	Amount	Current	Previous	To Date	Amount	% Comp	Quantity	Amount	% O/U
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98 %	100%	\$25,000.00	0.00 %
Total	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98 %	100%	\$25,000.00	0.00 %

Pay Note #	Pay Note Type	Work Date	Measure Type	Include	CON01 Quantity
10	FHWA	08/15/2014	I	X	\$2,500.00
6	FHWA	08/14/2014	I	X	\$550.00
8	FHWA	08/14/2014	I	X	\$10,000.00
9	FHWA	08/14/2014	I	X	\$10,000.00

Subtotal from Pay Notes: \$23,050.00
Retent from Previous Progress Payment*: \$0.00
Subtotal: \$23,050.00
Retent this Progress Payment**: \$2,305.00
Amount to Progress Payment: \$20,745.00

*Previous Progress Payment Remarks:
**Current Progress Payment Remarks: 10% retent of \$23,050.00 = \$2,305.00

Payment Remarks:

The Pay Note Summary Report can be saved as a PDF. The "DRAFT" will be removed once the item has been "Added to Payment"

Pay Note Summary Continued:

Progress Payment

CON01 Main account

Subtotal From Pay Notes:
\$23,050.00
Retent From Previous Progress Payment:
\$0.00
Subtotal:
\$23,050.00
Retent This Progress Payment:
\$ 2305
Amount To Progress Payment:
\$20,745.00

Previous Remarks:

Remarks:

B I U [List Icons] [ABC]

10% retent of \$23,050.00 = \$2,305.00

Don't see the "Add to Payment" button?

All pay notes have not been approved for that item. Approve remaining pay notes and button will appear.

Probable Amounts

CON01 Main account: \$ 25000

Probable Quantity: \$25,000.00

Probable Remarks:

B I U [List Icons] [ABC]

When all steps have been finished and the pay notes are ready to be added to payment select the "Add To Payment" button.

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				% Comp.	Probables		% Over / Under
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount		Quantity	Amount	
	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00
CON01	100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00

Save Close **Add To Payment** Print Preview Print Preview (Contractor Version)

Once the pay note has been added to payment EEBACS will take you back to the "Grand Summary".

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 Start Date: August 27, 2014 Payment Type: Initial End Date: September 26, 2014

Search Filters:

Keyword Status Draft Pending Processed

Contract Mods 0001 0002 Part of a Contract Mod Yes No

The blue circle appears when the pay notes have been added to payment.

Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Contract Amount: \$22,900.00 To Date Expenditure: \$43,645.00

Close Government Receiving Report Progress Payment Report Progress Payment Report (Contractor Version) Items 1-20 of 40

Line #	Quantity	Contract Quantities				Revised Quantities		Current Quantities			
		Unit Price	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
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	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00
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
Pay Item # v: 15401-0000 CM #: Pay Item Type v: 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

If last minute, additional pay notes need to be incorporated into this progress pay period or any other changes made to the summary click on the blue circle to go back to the summary.

Select the "Remove From Payment" button to remove the Pay Note Summary from the payment. The Pay Note Summary is then ready for editing and the icons for adding / editing pay note edit will reappear.

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

Project Info Design Acquisition **Construction** Account Team
 Core Contract Status **Progress Payment** SubContract Labor/Equipment Daily Reports Daily Diary Claims

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

Cancel **Remove From Payment** Print Preview Print Preview (Contractor Version)

Pay Item Number: 15201-0000 Line Number: A 0040 Period: 3 INS Pay Item Type: N
 Description: CONSTRUCTION SURVEY AND STAKING

Pay Note Summary

[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals		Remarks	Total Pay Note Quantity
6	August 14, 2014	Entry 1: See attached breakdown.	CON01 Main account Quantity:	\$550.00	Entry 1: Per 152.06 payment is prorated based on the total work completed.Total Bid \$1,028,195.47Work Complete to date \$22,900.00 = 2.2%Construction survey and staking bid itme total \$25,000.002.2% of \$25,000.00 = \$550.00	\$550.00
8	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$10,000.00
9	August 14, 2014	Entry 1: 08-14-2014	CON01 Main account Quantity:	\$10,000.00	Entry 1:	\$10,000.00
10	August 15, 2014	Entry 1: 08-15-2014	CON01 Main account Quantity:	\$2,500.00	Entry 1:	\$2,500.00

CON01 Main account Quantity:	\$23,050.00
Total Quantity:	\$23,050.00
Pay Item Total:	\$20,745.00

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 Start Date: August 27, 2014 Payment Type: Initial End Date: September 26, 2014

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

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: \$1,083,695.47

Items 1-20 of 40													
Line #	Contract Quantities				Revised Quantities		Current Quantities				Comp %	Probable QTY	
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount			
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	100%
Pay Item # : 15201-0000 CM #: Pay Item Type : N Description: CONSTRUCTION SURVEY AND STAKING													
(4)	A0040	All	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%
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	100%
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	100%

The green circle reappears and signifies the pay notes were removed from payment and are ready to be edited.

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
 Contract Mods 0001 Part of a Contract Mod
 0002

When all pay note summaries are processed all of the circles for that progress pay estimate will be blue.

Progress Payment Period Totals
 Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$21,245.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$44,145.00 Probable Amount: \$1,083,695.47 Percent Work Completed: 4.074 %

Close Government Receiving Report **Progress Payment Report** Progress Payment Report (Contractor Version) Items 1-20 of 40 Jump 1 | Next >

Contract Quantities						Revised Quantities		Current Quantities				Probable Quantities		
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	\$65,500.00	LPSM	\$65,500.00	100%	\$65,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	7.63	100%	\$65,500.00	0.00
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	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	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	\$500.00	\$0.00	\$500.00	\$500.00	2.00	100%	\$25,000.00	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	100%	\$15,000.00	0.00
Pay Item # : 15501-0000 CM # : Pay Item Type : N Description : CONTRACTOR TESTING														
A0100	All	\$7,000.00	LPSM	\$7,000.00	100%	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$7,000.00	0.00
Pay Item # : 25101-3000 CM # : Pay Item Type : N Description : CONTRACTOR TESTING														
A0360	32	\$45.00	CUYD	\$1,440.00	100%	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$1,440.00	0.00
Pay Item # : 25120-2000 CM # : Pay Item Type : N Description : RIPRAP DITCH, CLASS 2														
A0380	8,134	\$65.50	LNFT	\$532,777.00	0%	\$532,777.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0%	\$532,777.00	0.00
Pay Item # : 25120-2000 CM # : Pay Item Type : N Description : RIPRAP DITCH, CLASS 2 (OUTLET DITCH)														
A0400	35	\$22.50	LNFT	\$787.50	0%	\$787.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0%	\$787.50	0.00

Select the "Progress Payment Report" button to see the draft pdf of the estimate.

Close Government Receiving Report **Progress Payment Report** Progress Payment Report (Contractor Version) Send Progress Payment To Main Office Items 1-20 of 40 Jump 1 | Next >

Progress Payment Period Totals
 Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$21,245.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$44,145.00 Probable Amount: \$1,083,695.47 Percent Work Completed: 4.074 %

Progress Payment Report
Western Federal Lands

Report Date: 08/15/14
2 out of 8

Project Number: OR BLM 2014(2)(Sam Multiple Accounts) Contractor: ABCX Xxontruction
 Project Name: Grizzly Mountain Road Resurfacing(Copy)
 Progress Payment Number: 3

Line #	Item #	Pay Item Type	Item Desc.	Original Contract Quantities				Revised Contract Quantities		Progress Payment Quantities				Probable Quantities				
				Quantity	Unit Price	Unit	Amount	Quantity	Amount	Current	Previous	To Date	Amount	% Comp	Quantity	Amount	% O/U	
A0020	15101-0000	N	MOBILIZATION															
CM #:		CON01		60%	\$65,500.00	LPSM	\$39,300.00	60%	\$39,300.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	5.09	60%	\$39,300.00	0.00	
		CON03		40%	\$65,500.00	LPSM	\$26,200.00	40%	\$26,200.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	11.45	40%	\$26,200.00	0.00	
		Total		100%	\$65,500.00	LPSM	\$65,500.00	100%	\$65,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	7.63	100%	\$65,500.00	0.00	
A0040	15201-0000	N	CONSTRUCTION SURVEY AND STAKING															
CM #:		CON01		100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$20,745.00	\$0.00	\$20,745.00	\$20,745.00	82.98	100%	\$25,000.00	0.00	
A0060	15301-0010	N	CONTRACTOR QUALITY CONTROL AND ASSURANCE															
CM #:		CON01		100%	\$25,000.00	LPSM	\$25,000.00	100%	\$25,000.00	\$500.00	\$0.00	\$500.00	\$500.00	2.00	100%	\$25,000.00	0.00	
A0080	15401-0000	N	CONTRACTOR TESTING															
CM #:		CON01		100%	\$15,000.00	LPSM	\$15,000.00	100%	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$15,000.00	0.00	
A0100	15501-0000	N	CONSTRUCTION SCHEDULE															
CM #:		CON01		100%	\$7,000.00	LPSM	\$7,000.00	100%	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$7,000.00	0.00	
A0120	15705-1500	N	SOIL EROSION CONTROL, SEDIMENT WATTLE															
CM #: 0001		CON01		1,080.00	\$11.50	LNFT	\$12,420.00	1,060.00	\$12,060.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$12,420.00	0.00	
A0140	15706-0200	N	SOIL EROSION CONTROL, CHECK DAM															
CM #:		CON01		7.00	\$10.00	EACH	\$70.00	7.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$70.00	0.00	
A0160	15706-0200	N	SOIL EROSION CONTROL, CHECK DAM (TEMPORARY)															
CM #:		CON01		54.00	\$9.50	EACH	\$513.00	54.00	\$513.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$513.00	0.00	
A0180	15801-0000	N	WATERING FOR DUST CONTROL															
CM #:		CON01		240.00	\$10.00	MGAL	\$2,400.00	240.00	\$2,400.00	0.00	0.00	0.00	\$0.00	0.00	240.00	\$2,400.00	0.00	
A0200	20101-0000	N	CLEARING AND GRUBBING															
CM #:		CON01		2.60	\$65.50	ACRE	\$170.30	2.60	\$170.30	0.00	0.00	0.00	\$0.00	0.00	2.60	\$170.30	0.00	
A0220	20301-1100	N	REMOVAL OF GATE															
CM #:		CON01		1.00	\$45.00	EACH	\$45.00	1.00	\$45.00	0.00	0.00	0.00	\$0.00	0.00	1.00	\$45.00	0.00	
A0240	20401-0000	N	ROADWAY EXCAVATION															
CM #:		CON01		417.000	\$8.50	CUYD	\$3,544.50	417.000	\$3,544.50	0.000	0.000	0.000	\$0.00	0.00	417.000	\$3,544.50	0.00	
A0260	20416-0000	N	SELECT TOPPING															
CM #:		CON01		18,200.0	\$4.50	TON	\$81,900.00	18,200.0	\$81,900.00	0.0	0.0	0.0	\$0.00	0.00	18,200.0	\$81,900.00	0.00	

Draft watermark will come off once the main office enters "Progress Payment Tracking Dates".

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
Start Date: August 27, 2014

Payment Type: Initial
End Date: September 26, 2014

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

Progress Payment Period Totals

Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$21,245.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$44,145.00 Probable Amount: \$1,083,695.47 Percent Work Completed: 4.074 %

Progress Payment Report (Contractor Version) Items 1-20 of 40														
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	\$65,500.00	LPSM	\$65,500.00	100%	\$65,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	7.63	100%	\$65,500.00	0.00
Pay Item # : 15201-0000 CM # : Pay Item Type : N Description : CONSTRUCTION SURVEY AND STAKING														
A0040	All	\$25,000.00	LPSM	\$25,000.00									\$25,000.00	0.00
Pay Item # : 15301-0010 CM # : Pay Item Type : N Description : CONSTRUCTION SURVEY AND STAKING														
A0060	All	\$25,000.00	LPSM	\$25,000.00									\$25,000.00	0.00
Pay Item # : 15401-0000 CM # : Pay Item Type : N Description : CONSTRUCTION SURVEY AND STAKING														
A0080	All	\$15,000.00	LPSM	\$15,000.00									\$15,000.00	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	100%	\$7,000.00	0.00
Pay Item # : 25101-3000 CM # : Pay Item Type : N Description : PLACED RIPRAP, CLASS 3 (RIPRAP HEADWALL)														
A0360	32	\$45.00	CUYD	\$1,440.00	32	\$1,440.00	0	0	0	\$0.00	0.00	32	\$1,440.00	0.00
Pay Item # : 25120-2000 CM # : Pay Item Type : N Description : RIPRAP DITCH CLASS 2														
A0380	8,134	\$65.50	LNFT	\$532,777.00	8,134	\$532,777.00	0	0	0	\$0.00	0.00	8,134	\$532,777.00	0.00
Pay Item # : 25120-2000 CM # : Pay Item Type : N Description : RIPRAP DITCH CLASS 2 (OUTLET DITCH)														
A0400	35	\$22.50	LNFT	\$787.50	35	\$787.50	0	0	0	\$0.00	0.00	35	\$787.50	0.00

When all pay note summaries are processed, the "Send Progress Payment to Main Office" button appears on the bottom of the Grand Summary page.

Send Progress Payment To Main Office

Progress Payment Period Totals

Contract Amount: \$1,028,195.47 Revised Contract Amount: \$1,083,465.48 Current Approved Amount: \$21,245.00 Previous Paid Expenditure: \$22,900.00 To Date Expenditure: \$44,145.00 Probable Amount: \$1,083,695.47 Percent Work Completed: 4.074 %