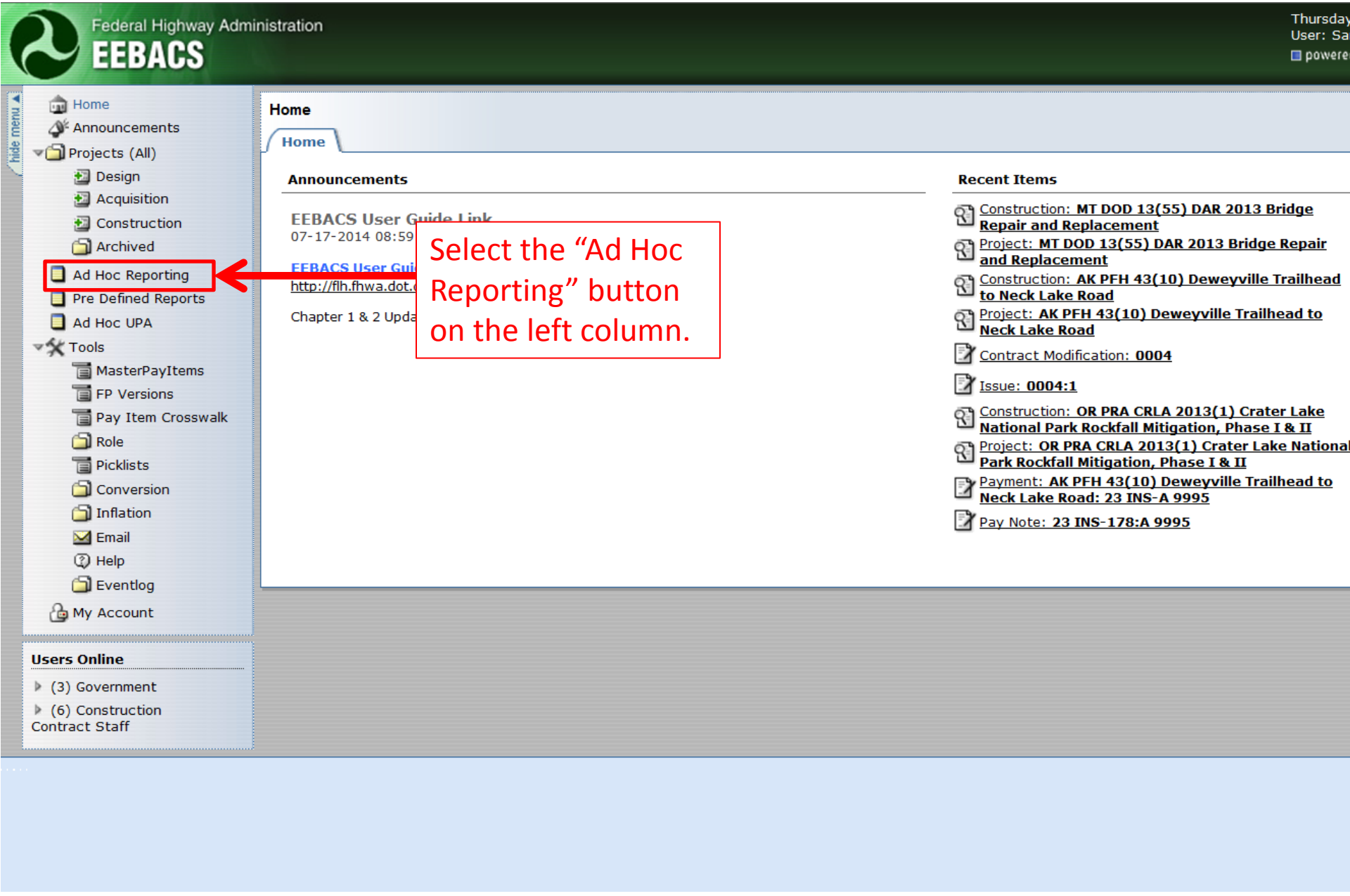
How to…
Create Your Pay Note Summaries


Federal Highway Administration
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Thursday
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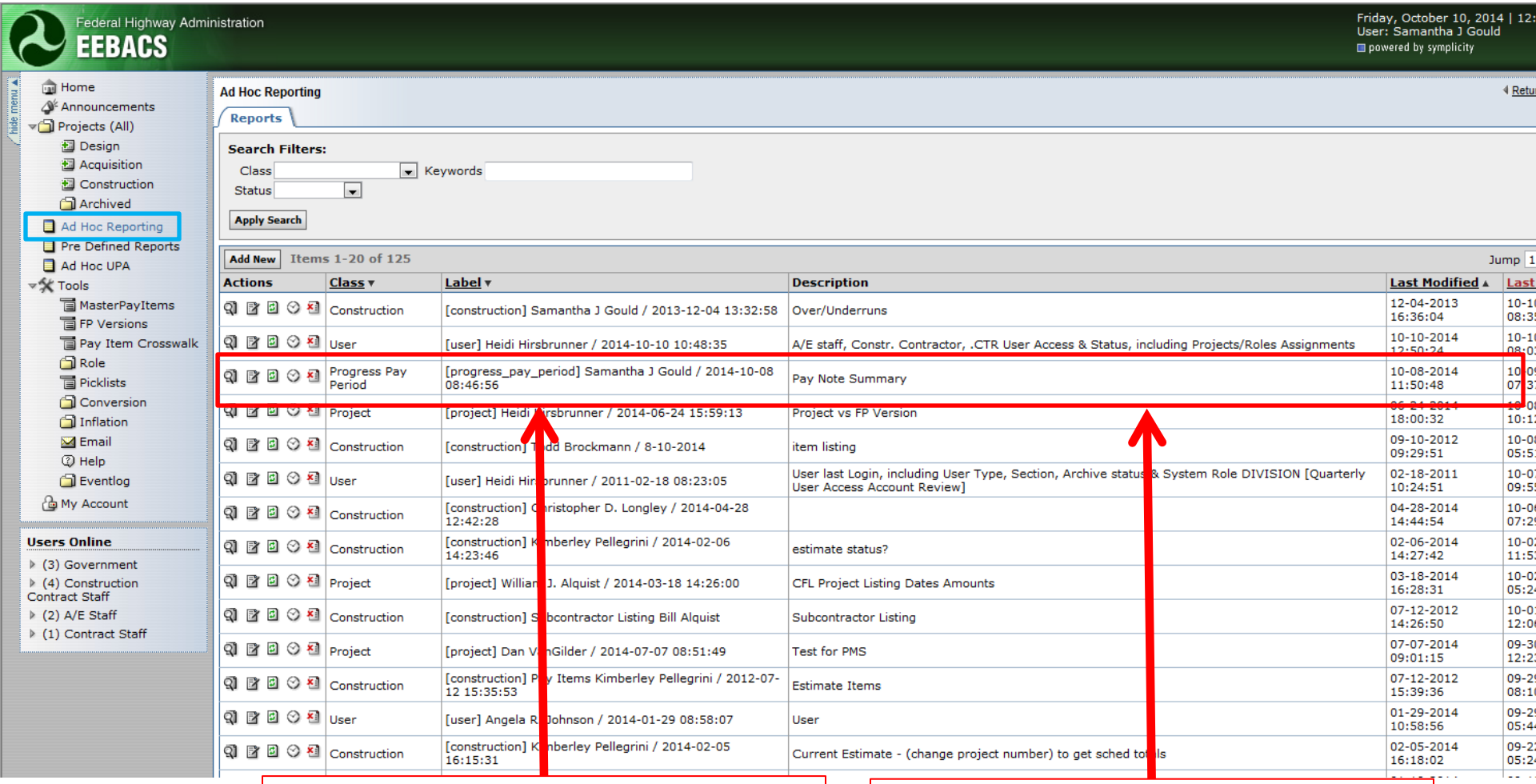
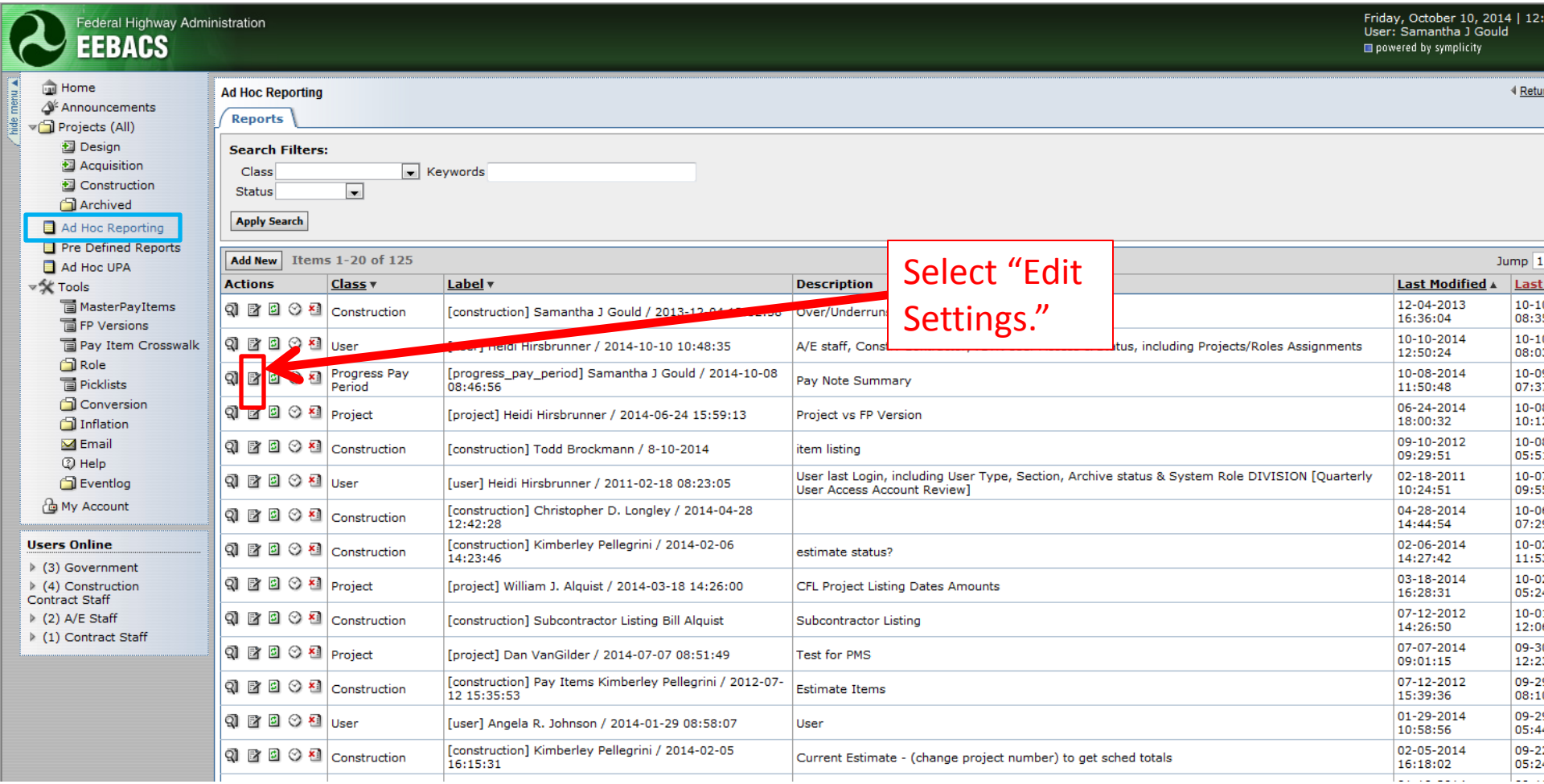
EEBACS User Guide Link
07-17-2014 08:59
http://flh.fhwa.dot.
Chapter 1 & 2 Upda
Select the “Ad Hoc Reporting” button on the left column.
Recent Items
Construction: MT DOD 13(55) DAR 2013 Bridge Repair and Replacement
Project: MT DOD 13(55) DAR 2013 Bridge Repair and Replacement
Construction: AK PFH 43(10) Deweyville Trailhead to Neck Lake Road
Project: AK PFH 43(10) Deweyville Trailhead to Neck Lake Road
Contract Modification: 0004
Issue: 0004:1
Construction: OR PRA CRLA 2013(1) Crater Lake National Park Rockfall Mitigation, Phase I & II
Project: OR PRA CRLA 2013(1) Crater Lake National Park Rockfall Mitigation, Phase I & II
Payment: AK PFH 43(10) Deweyville Trailhead to Neck Lake Road: 23 INS-A 9995
Pay Note: 23 INS-178:A 9995



Look for the report that has the label "[progress_pay_period] Samantha J Gould / 2014-10-08 08:46:56."

The report will have a Description of "Pay Note Summary."


Federal Highway Administration
EEBACS
Friday, October 10, 2014 | 12:
User: Samantha J Gould
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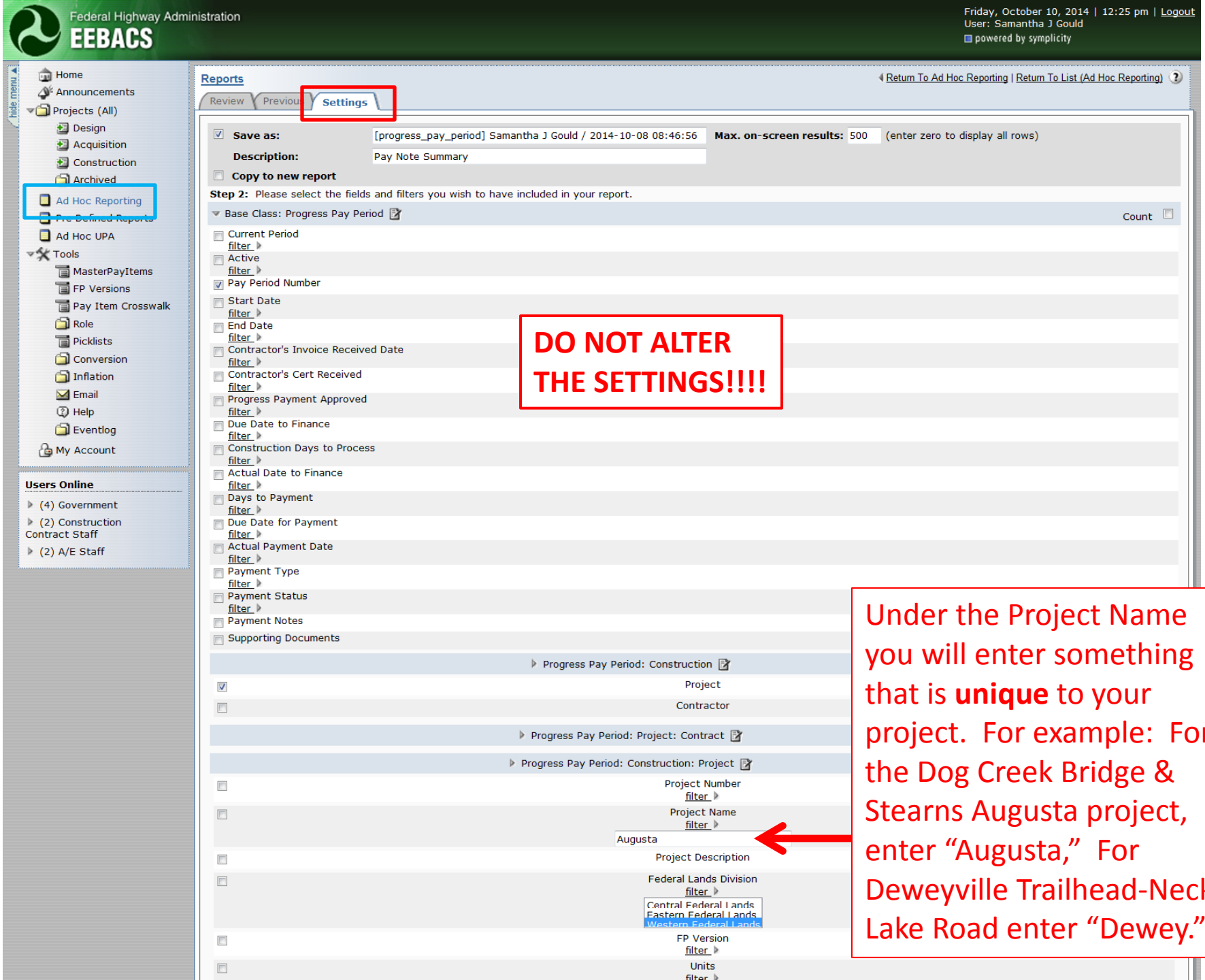
Search Filters:
Class
Keywords
Status
Apply Search
Add New
Items 1-20 of 125
Jump
Actions
Class
Label
Description
Last Modified
Construction
[construction] Samantha J Gould / 2013-12-04
12-04-2013 16:36:04
User
[user] Heidi Hirsbrunner / 2014-10-10 10:48:35
A/E staff, Cons
tus, including Projects/Roles Assignments
10-10-2014 12:50:24
Progress Pay Period
[progress_pay_period] Samantha J Gould / 2014-10-08 08:46:56
Pay Note Summary
10-08-2014 11:50:48
Project
[project] Heidi Hirsbrunner / 2014-06-24 15:59:13
Project vs FP Version
06-24-2014 18:00:32
Construction
[construction] Todd Brockmann / 8-10-2014
item listing
09-10-2012 09:29:51
User
[user] Heidi Hirsbrunner / 2011-02-18 08:23:05
User last Login, including User Type, Section, Archive status & System Role DIVISION [Quarterly User Access Account Review]
02-18-2011 10:24:51
Construction
[construction] Christopher D. Longley / 2014-04-28 12:42:28
04-28-2014 14:44:54
Construction
[construction] Kimberley Pellegrini / 2014-02-06 14:23:46
estimate status?
02-06-2014 14:27:42
Project
[project] William J. Alquist / 2014-03-18 14:26:00
CFL Project Listing Dates Amounts
03-18-2014 16:28:31
Construction
[construction] Subcontractor Listing Bill Alquist
Subcontractor Listing
07-12-2012 14:26:50
Project
[project] Dan VanGilder / 2014-07-07 08:51:49
Test for PMS
07-07-2014 09:01:15
Construction
[construction] Pay Items Kimberley Pellegrini / 2012-07-12 15:35:53
Estimate Items
07-12-2012 15:39:36
User
[user] Angela R. Johnson / 2014-01-29 08:58:07
User
01-29-2014 10:58:56
Construction
[construction] Kimberley Pellegrini / 2014-02-05 16:15:31
Current Estimate - (change project number) to get sched totals
02-05-2014 16:18:02
Select “Edit Settings.”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Settings
Save as:
[progress_pay_period] Samantha J Gould / 2014-10-08 08:46:56
Max. on-screen results:
500
(enter zero to display all rows)
Description:
Pay Note Summary
Copy to new report
Step 2: Please select the fields and filters you wish to have included in your report.
Base Class: Progress Pay Period
Count
Current Period
filter
Active
filter
Pay Period Number
Start Date
filter
End Date
filter
Contractor's Invoice Received Date
filter
Contractor's Cert Received
filter
Progress Payment Approved
filter
Due Date to Finance
filter
Construction Days to Process
filter
Actual Date to Finance
filter
Days to Payment
filter
Due Date for Payment
filter
Actual Payment Date
filter
Payment Type
filter
Payment Status
filter
Payment Notes
Supporting Documents
DO NOT ALTER THE SETTINGS!!!!
Progress Pay Period: Construction
Project
Contractor
Progress Pay Period: Project: Contract
Progress Pay Period: Construction: Project
Project Number
filter
Project Name
filter
Augusta
Project Description
Federal Lands Division
filter
Central Federal Lands
Eastern Federal Lands
Western Federal Lands
FP Version
filter
Units
filter
Under the Project Name you will enter something that is unique to your project. For example: For the Dog Creek Bridge & Stearns Augusta project, enter "Augusta," For Deweyville Trailhead-Neck Lake Road enter "Dewey."

Actual Payment Date
filter
Payment Type
filter
Payment Status
filter
Payment Notes
Supporting Documents

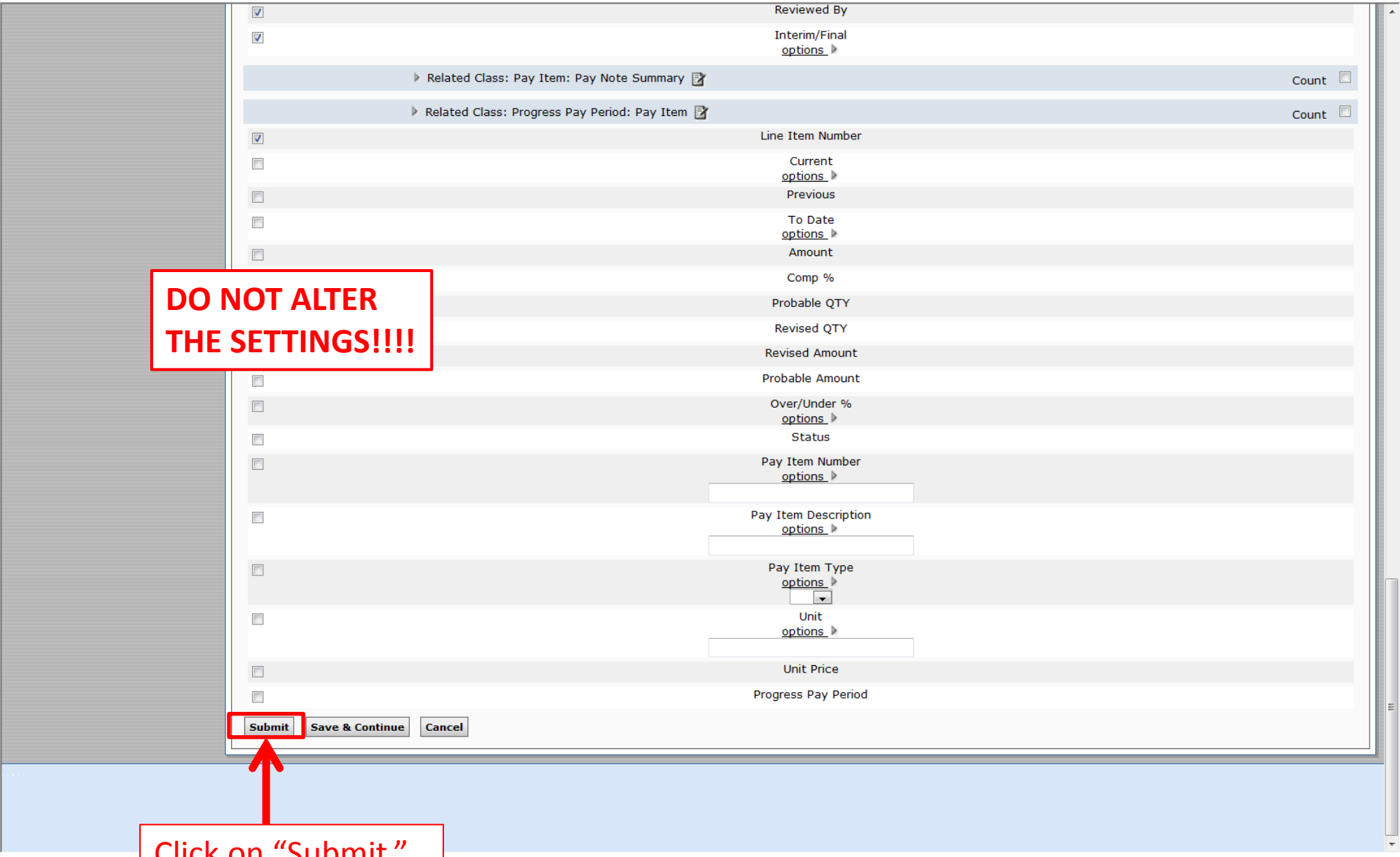
Scroll down.

Progress Pay Period: Construction
Project
Contractor
Progress Pay Period: Project: Contract
Progress Pay Period: Construction: Project
Project Number
filter
Project Name
filter
Augusta
Project Description
Federal Lands Division
filter
Central Federal Lands
Eastern Federal Lands
Western Federal Lands
FP Version
filter
Units
filter
State(s)
Collapse values into single row.
filter
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
Nevada
New Hampshire
County
Collapse values into single row.
Density
filter
Terrain
filter
Partner Agency
filter
Federal Land
Funding Source(s)
Collapse values into single row.
filter
FLMA No.
Status
filter
Related Class: Progress Pay Period: Contract Status
Related Class: Pay Item: Pay Note
Pay Note Number

DO NOT ALTER THE SETTINGS!!!!

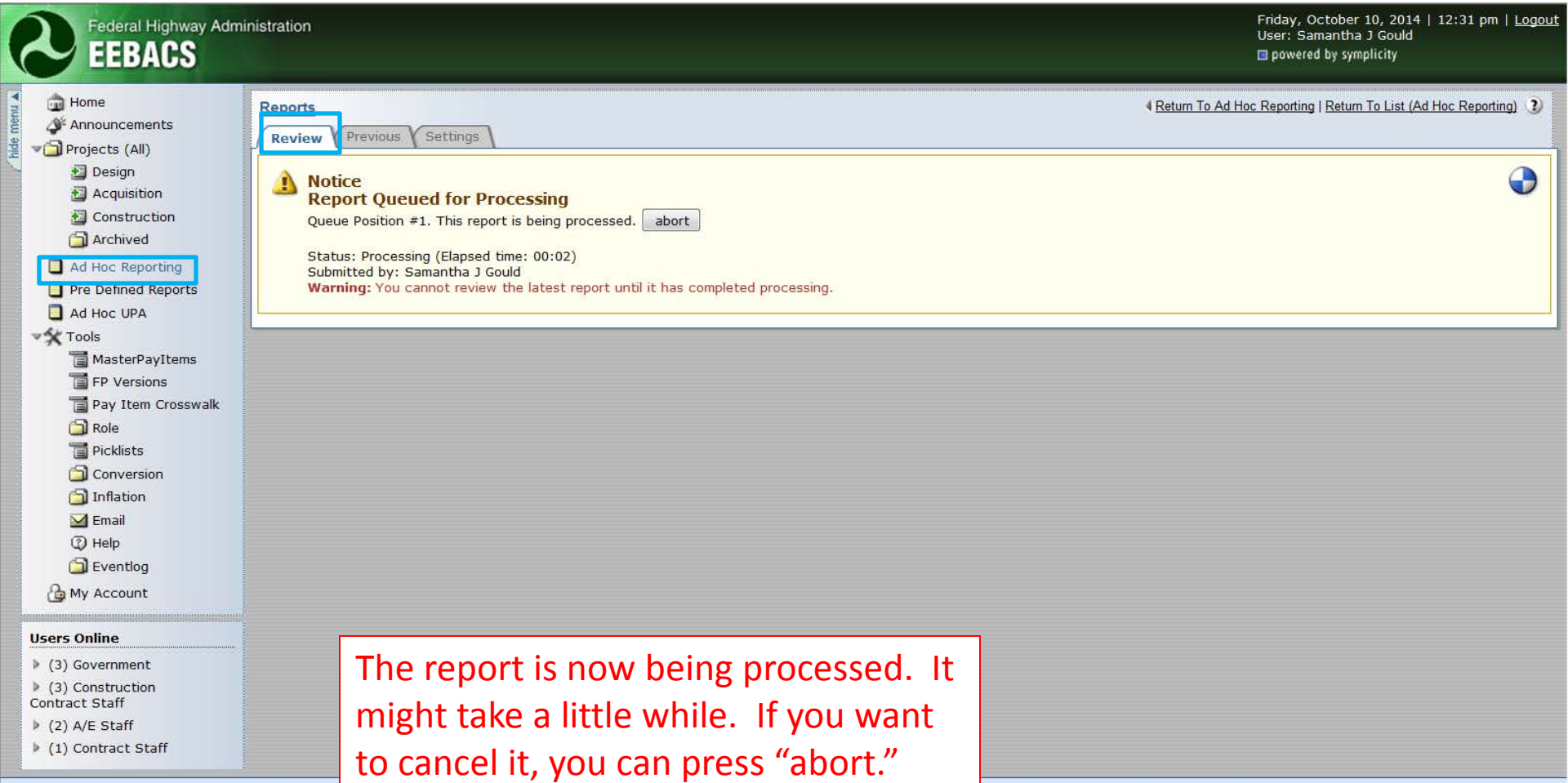
Make sure the correct state is highlighted.

Scroll down.

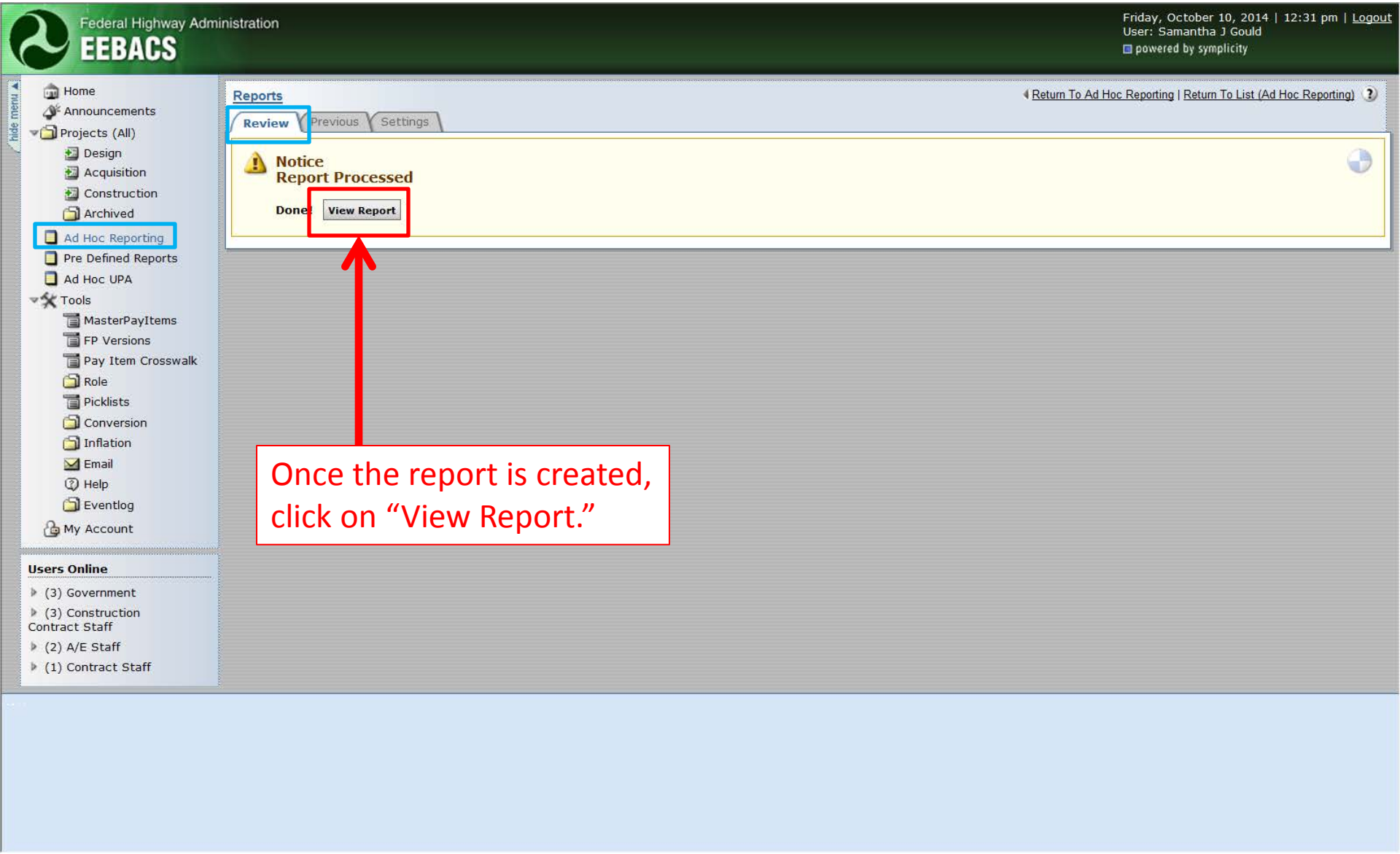


DO NOT ALTER THE SETTINGS!!!!

Click on “Submit.”



The report is now being processed. It might take a little while. If you want to cancel it, you can press “abort.”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Done!
View Report
Once the report is created, click on “View Report.”

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Return To Ad Hoc Reporting | Return To List (Ad Hoc Reporting)

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To view Excel files, you may need Excel Viewer 2003.

Regen Report | Open In New Window | Save As Excel | Change Settings | Return To Report List

Progress Pay Period: Pay Period Number	Construction: Project	Pay Note: Pay Note Number	Pay Note: Total Pay Note Quantity	Pay Note: Pay Note Date	Pay Note: Measured By	Pay Note: FHWA Inspector	Pay Note: Contractor Inspector	Pay Note: Entire Pay Note for Info Only	Pay Note: Reviewed By	Pay Note: Interim/Final	Pay Item: Line Item Number
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0100: 15101-0000 N MOBILIZATION
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0150: 15201-0000 N CONSTRUCTION SURVEY AND STAKING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0200: 15301-0000 N CONTRACTOR QUALITY CONTROL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0250: 15401-0000 N CONTRACTOR TESTING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0300: 15501-0000 N CONSTRUCTION SCHEDULE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0350: 15703-2000 N SOIL EROSION CONTROL, TEMPORARY TURF ESTABLISHMENT
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-							): 15705-0100 N SOIL EROSION TROL, SILT FENCE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-							): 15705-0600 N SOIL EROSION TROL, TEMPORARY 24-INCH ERT PIPE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-							): 15705-1300 N SOIL EROSION TROL, TEMPORARY RSION CHANNEL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0550: 15705-1500 N SOIL EROSION CONTROL, SEDIMENT WATTLE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0600: 15706-0300 N SOIL EROSION CONTROL, SANDBAG
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2		0	-				-		-	A0650: 15706-0400 N SOIL EROSION

You can now see your report. Scroll through it to make sure it is reporting for the correct project.

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To view Excel files, you may need Excel Viewer 2003.

Regen Report | Open In New Window | Save As Excel | Change Settings | Return To Report List

Progress Pay Period: Pay Period Number	Construction: Project	Pay Note: Pay Note Number	Pay Note: Total Pay Note Quantity	Pay Note: Pay Note Date	Pay Note: Measured By	Pay Note: FHWA Inspector	Pay Note: Contractor Inspector	Pay Note: Entire Pay Note for Info Only	Pay Note: Reviewed By	Pay Note: Interim/Final	Pay Item: Line Item Number
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0100: 15101-0000 N MOBILIZATION
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0150: 15201-0000 N CONSTRUCTION SURVEY AND STAKING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0200: 15301-0000 N CONTRACTOR QUALITY CONTROL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0250: 15401-0000 N CONTRACTOR TESTING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0300: 15501-0000 N CONSTRUCTION SCHEDULE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0350: 15703-2000 N SOIL EROSION CONTROL, TEMPORARY TURF ESTABLISHMENT
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0400: 15705-0100 N SOIL EROSION CONTROL, SILT FENCE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0450: 15705-0600 N SOIL EROSION CONTROL, TEMPORARY 24-INCH CULVERT PIPE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0500: 15705-1300 N SOIL EROSION CONTROL, TEMPORARY DIVERSION CHANNEL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0550: 15705-1500 N SOIL EROSION CONTROL, SEDIMENT WATTLE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0600: 15706-0300 N SOIL EROSION CONTROL, SANDBAG
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2,		0	-				-		-	A0650: 15706-0400 N SOIL EROSION

If it is not reporting the correct project, click on “Change Settings” and try a different word like “Stearns” to get EEBACS to only report on your project’s paynotes.

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- (1) Contract Staff

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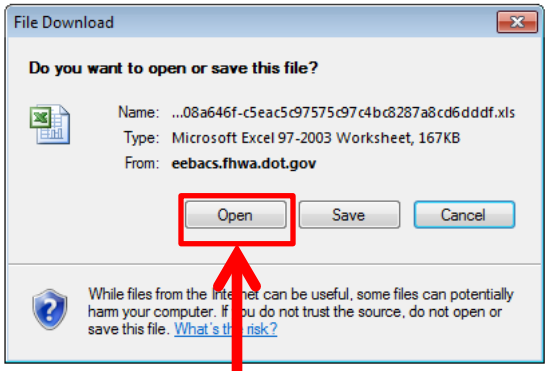
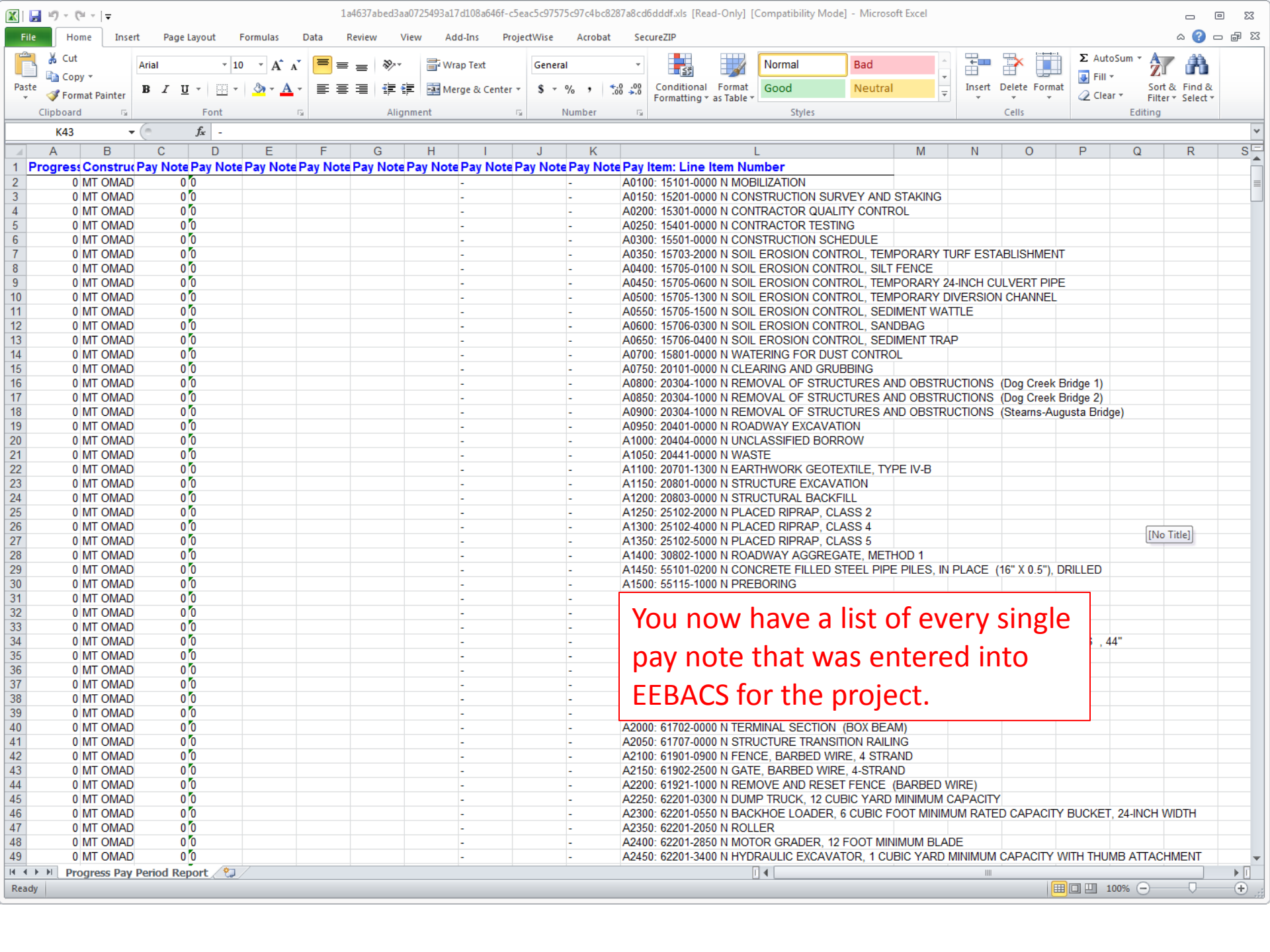
Regen Report | Open In New Window | Save As Excel | Change Settings | Return To Report List

Progress Pay Period: Pay Period Number	Construction: Project	Pay Note: Pay Note Number	Pay Note: Total Pay Note Quantity	Pay Note: Pay Note Date	Pay Note: Measured By	Pay Note: FHWA Inspector	Pay Note: Contractor Inspector	Pay Note: Entire Pay Note for Info Only	Pay Note: Reviewed By	Pay Note: Interim/Final	Pay Item: Line Item Number
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0100: 15101-0000 N MOBILIZATION
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0150: 15201-0000 N CONSTRUCTION SURVEY AND STAKING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0200: 15301-0000 N CONTRACTOR QUALITY CONTROL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0250: 15401-0000 N CONTRACTOR TESTING
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0300: 15501-0000 N CONSTRUCTION SCHEDULE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0350: 15703-2000 N SOIL EROSION CONTROL, TEMPORARY TURF ESTABLISHMENT
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0400: 15705-0100 N SOIL EROSION CONTROL, SILT FENCE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge									-	A0450: 15705-0600 N SOIL EROSION CONTROL, TEMPORARY 24-INCH CULVERT PIPE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0500: 15705-1300 N SOIL EROSION CONTROL, TEMPORARY DIVERSION CHANNEL
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0550: 15705-1500 N SOIL EROSION CONTROL, SEDIMENT WATTLE
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2, Stearns-Augusta Bridge		0	-				-		-	A0600: 15706-0300 N SOIL EROSION CONTROL, SANDBAG
0	MT OMAD 18(48) Dog Creek Bridges 1 & 2		0	-				-		-	A0650: 15706-0400 N SOIL EROSION

If it is reporting the correct project, click on “Save As Excel.”



When the pop up window for the file download comes up, click on “Open.”


1a4637abed3aa0725493a17d108a646f-c5eac5c97575c97c4bc8287a8cd6dddf.xls [Read-Only] [Compatibility Mode] - Microsoft Excel
File
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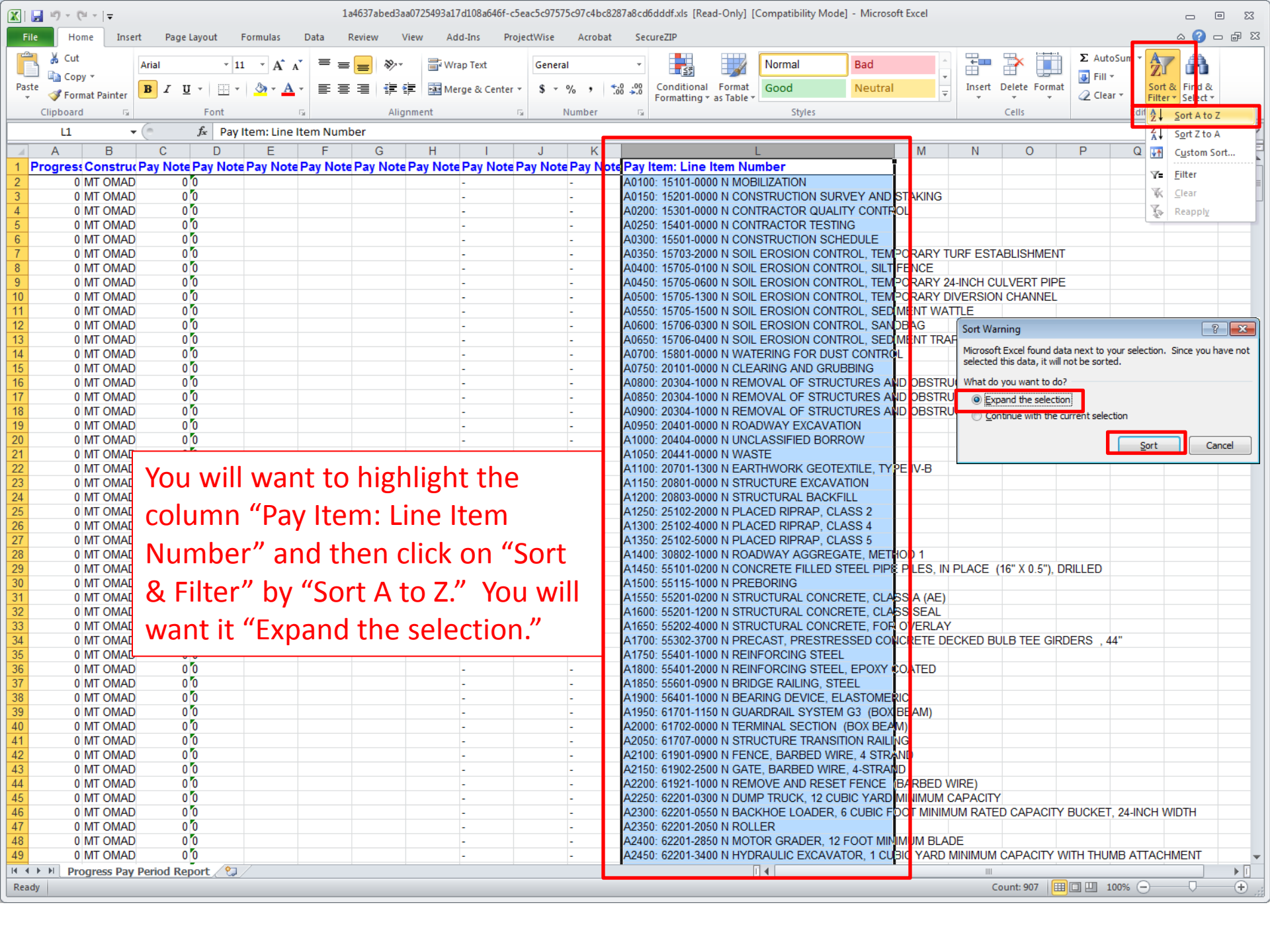
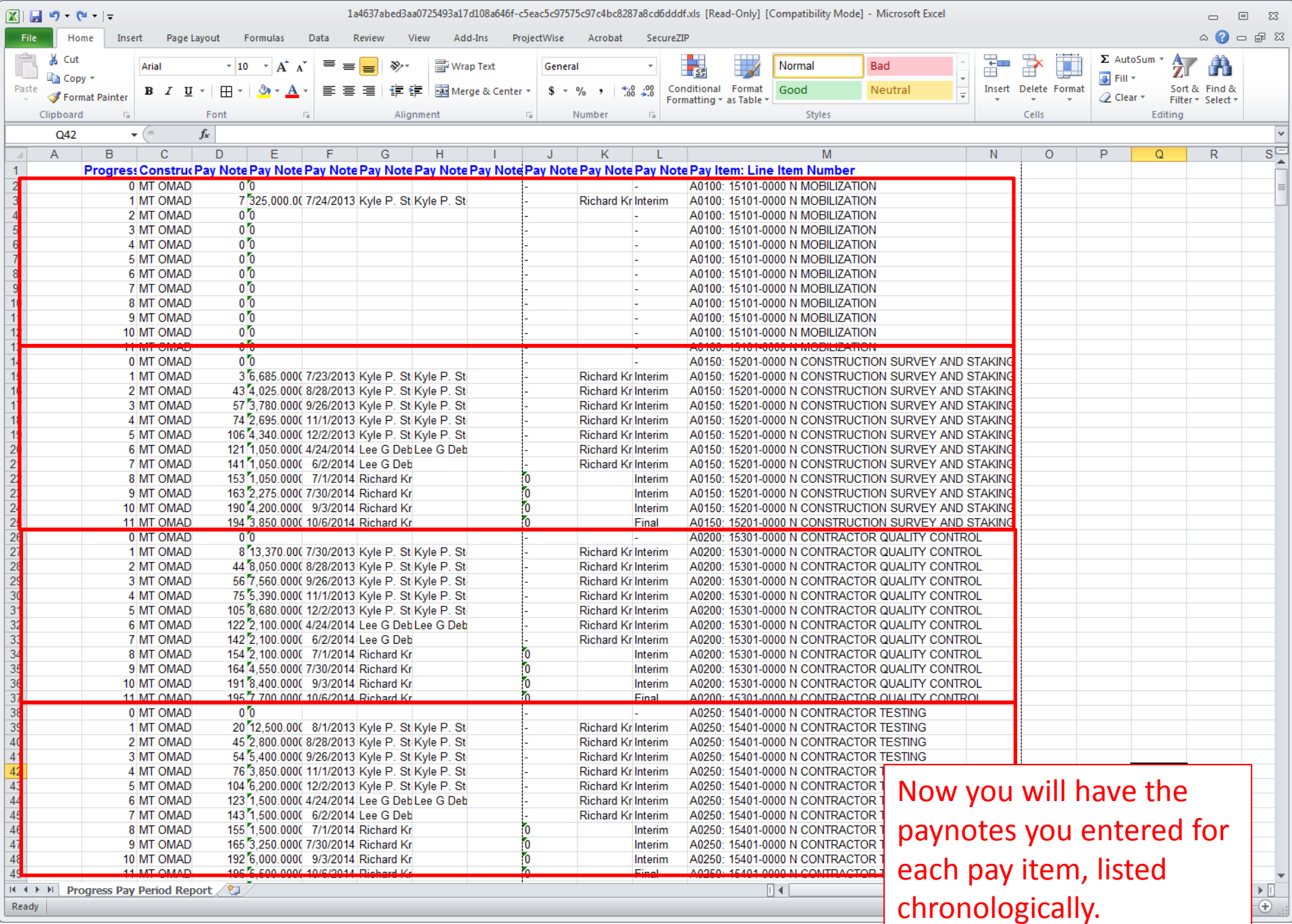
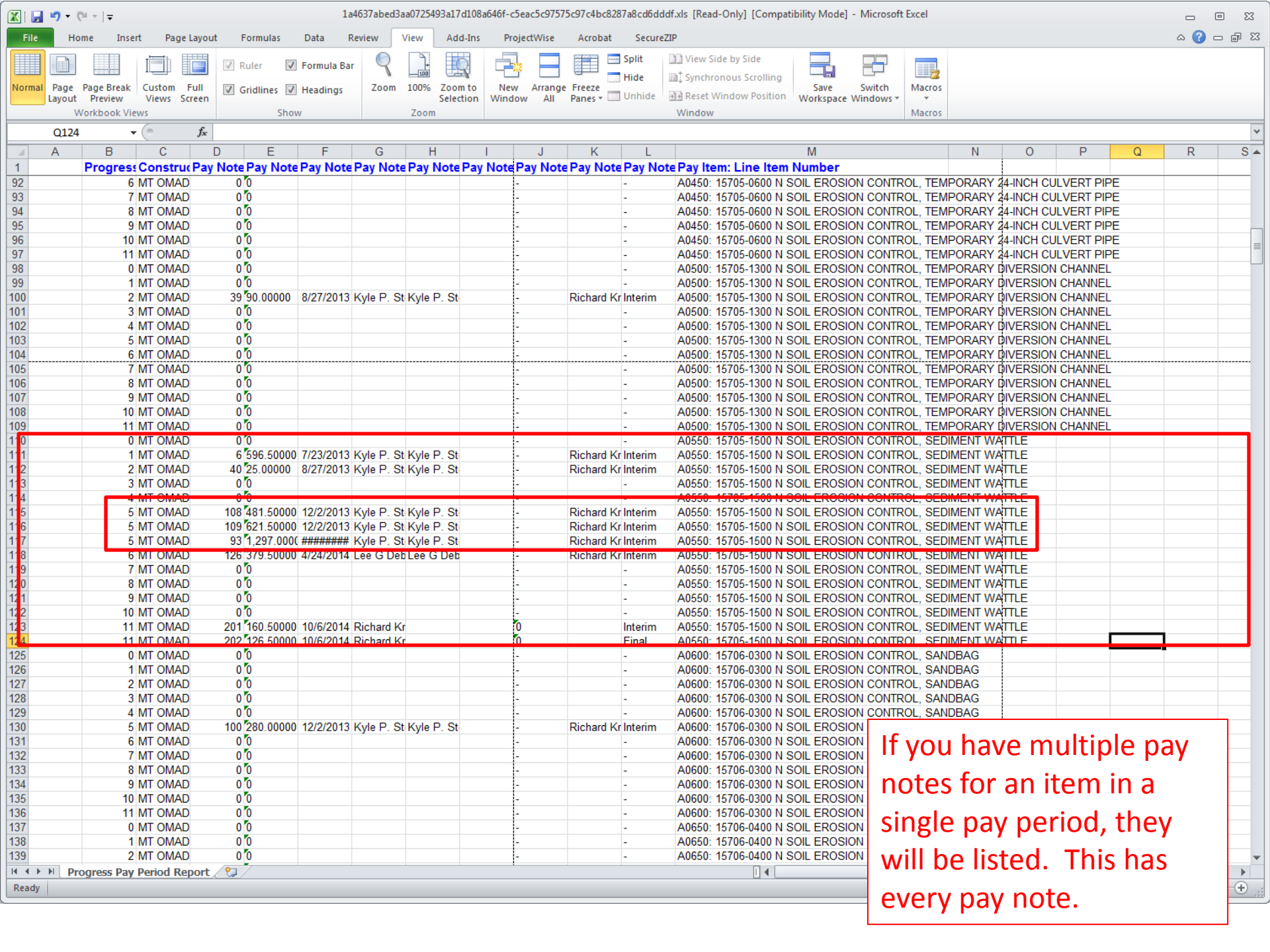
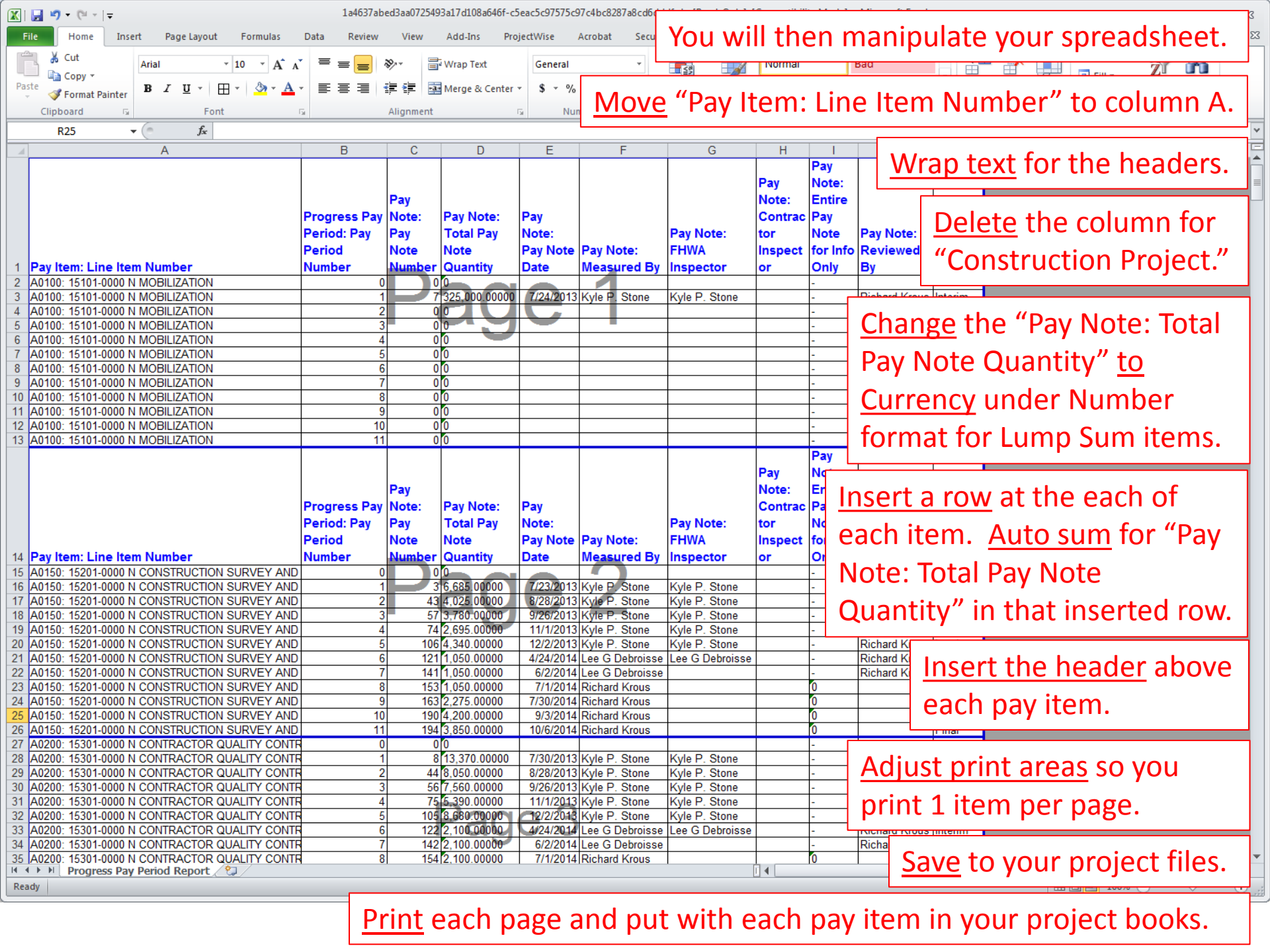
A0100: 15101-0000 N MOBILIZATION
A0150: 15201-0000 N CONSTRUCTION SURVEY AND STAKING
A0200: 15301-0000 N CONTRACTOR QUALITY CONTROL
A0250: 15401-0000 N CONTRACTOR TESTING
A0300: 15501-0000 N CONSTRUCTION SCHEDULE
A0350: 15703-2000 N SOIL EROSION CONTROL, TEMPORARY TURF ESTABLISHMENT
A0400: 15705-0100 N SOIL EROSION CONTROL, SILT FENCE
A0450: 15705-0600 N SOIL EROSION CONTROL, TEMPORARY 24-INCH CULVERT PIPE
A0500: 15705-1300 N SOIL EROSION CONTROL, TEMPORARY DIVERSION CHANNEL
A0550: 15705-1500 N SOIL EROSION CONTROL, SEDIMENT WATTLE
A0600: 15706-0300 N SOIL EROSION CONTROL, SANDBAG
A0650: 15706-0400 N SOIL EROSION CONTROL, SEDIMENT TRAP
A0700: 15801-0000 N WATERING FOR DUST CONTROL
A0750: 20101-0000 N CLEARING AND GRUBBING
A0800: 20304-1000 N REMOVAL OF STRUCTURES AND OBSTRUCTIONS (Dog Creek Bridge 1)
A0850: 20304-1000 N REMOVAL OF STRUCTURES AND OBSTRUCTIONS (Dog Creek Bridge 2)
A0900: 20304-1000 N REMOVAL OF STRUCTURES AND OBSTRUCTIONS (Stearns-Augusta Bridge)
A0950: 20401-0000 N ROADWAY EXCAVATION
A1000: 20404-0000 N UNCLASSIFIED BORROW
A1050: 20441-0000 N WASTE
A1100: 20701-1300 N EARTHWORK GEOTEXTILE, TYPE IV-B
A1150: 20801-0000 N STRUCTURE EXCAVATION
A1200: 20803-0000 N STRUCTURAL BACKFILL
A1250: 25102-2000 N PLACED RIPRAP, CLASS 2
A1300: 25102-4000 N PLACED RIPRAP, CLASS 4
A1350: 25102-5000 N PLACED RIPRAP, CLASS 5
A1400: 30802-1000 N ROADWAY AGGREGATE, METHOD 1
A1450: 55101-0200 N CONCRETE FILLED STEEL PIPE PILES, IN PLACE (16" X 0.5"), DRILLED
A1500: 55115-1000 N PREBORING
A2000: 61702-0000 N TERMINAL SECTION (BOX BEAM)
A2050: 61707-0000 N STRUCTURE TRANSITION RAILING
A2100: 61901-0900 N FENCE, BARBED WIRE, 4 STRAND
A2150: 61902-2500 N GATE, BARBED WIRE, 4-STRAND
A2200: 61921-1000 N REMOVE AND RESET FENCE (BARBED WIRE)
A2250: 62201-0300 N DUMP TRUCK, 12 CUBIC YARD MINIMUM CAPACITY
A2300: 62201-0550 N BACKHOE LOADER, 6 CUBIC FOOT MINIMUM RATED CAPACITY BUCKET, 24-INCH WIDTH
A2350: 62201-2050 N ROLLER
A2400: 62201-2850 N MOTOR GRADER, 12 FOOT MINIMUM BLADE
A2450: 62201-3400 N HYDRAULIC EXCAVATOR, 1 CUBIC YARD MINIMUM CAPACITY WITH THUMB ATTACHMENT
[No Title]
, 44"
You now have a list of every single pay note that was entered into EEBACS for the project.
Progress Pay Period Report
Ready
100%


1a4637abed3aa0725493a17d108a646f-c5eac5c97575c97c4bc8287a8cd6dddf.xls [Read-Only] [Compatibility Mode] - Microsoft Excel
Pay Item: Line Item Number
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply
Sort Warning
Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.
What do you want to do?
Expand the selection
Continue with the current selection
Sort
Cancel
You will want to highlight the column “Pay Item: Line Item Number” and then click on “Sort & Filter” by “Sort A to Z.” You will want it “Expand the selection.”
Progress Pay Period Report
Ready
Count: 907


1a4637abed3aa0725493a17d108a646f-c5eac5c97575c97c4bc8287a8cd6dddf.xls [Read-Only] [Compatibility Mode] - Microsoft Excel
Progress
Construc
Pay Note
Pay Item: Line Item Number
A0100: 15101-0000 N MOBILIZATION
A0150: 15201-0000 N CONSTRUCTION SURVEY AND STAKING
A0200: 15301-0000 N CONTRACTOR QUALITY CONTROL
A0250: 15401-0000 N CONTRACTOR TESTING
Progress Pay Period Report
Ready
Now you will have the paynotes you entered for each pay item, listed chronologically.


1a4637abed3aa0725493a17d108a646f-c5eac5c97575c97c4bc8287a8cd6dddf.xls [Read-Only] [Compatibility Mode] - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
ProjectWise
Acrobat
SecureZIP
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Ruler
Gridlines
Formula Bar
Headings
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
View Side by Side
Synchronous Scrolling
Reset Window Position
Window
Save Workspace
Switch Windows
Macros
Q124
Progress
Constru
Pay Note
Pay Item: Line Item Number
A0450: 15705-0600 N SOIL EROSION CONTROL, TEMPORARY 24-INCH CULVERT PIPE
A0500: 15705-1300 N SOIL EROSION CONTROL, TEMPORARY DIVERSION CHANNEL
A0550: 15705-1500 N SOIL EROSION CONTROL, SEDIMENT WATTLE
A0600: 15706-0300 N SOIL EROSION CONTROL, SANDBAG
A0650: 15706-0400 N SOIL EROSION
Progress Pay Period Report
Ready
If you have multiple pay notes for an item in a single pay period, they will be listed. This has every pay note.


You will then manipulate your spreadsheet.
Move "Pay Item: Line Item Number" to column A.
Wrap text for the headers.
Delete the column for "Construction Project."
Change the "Pay Note: Total Pay Note Quantity" to Currency under Number format for Lump Sum items.
Insert a row at the each of each item. Auto sum for "Pay Note: Total Pay Note Quantity" in that inserted row.
Insert the header above each pay item.
Adjust print areas so you print 1 item per page.
Save to your project files.
Print each page and put with each pay item in your project books.
Page 1
Page 2
Page 3
Progress Pay Period Report
Ready