**Training Guide (Internal)**

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**Pay Item Tracking System(PTS)**

Prepared by:
State Construction Office (SCO)
Construction System Section

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Document Control

| Version | Change | Made By | Date |
|---------|--------|---------|------|
| 1.000 | Document created | Mike Johnson | 01/23/2017 |
| 1.001 | Modified APL Section | Mike Johnson | 05/26/2017 |
| 1.002 | Minor Corrections | Lynnette Bonin | 08/08/2017 |

Topics Covered

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## General Notes:

The icons shown for filtering may be ⧩ or ▲. Both may be shown throughout this document.

## Prerequisites

- Basic Knowledge of SiteManager processes.
  - Login In
    - Using Citrix
  - Review DWR work Items
  - Approve DWR
  - Generate Estimate
    - Delete Estimate

## Hours of Availability

6am – 9pm Monday – Friday

6am - 7pm Saturday

No guaranteed Availability on Sunday



## Types of Contracts

The following Construction Types that were executed after 07/15/2014 are required to use PTS.

| Type | Description |
|------|-------------|
| CC | Construction Contract |
| CCM | Construction CM at Risk |
| CCP | Construction Contractor Private Partnership |
| CDB | Construction Design Build |
| CDBF | Construction Design Build Finance |

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CDBL    Construction Design Build - Low Bid

CDBO    Construction DB Finance Operate Maintenance

CEC     Construction Emergency Contract

CFR     Construction Fast Response

CHW     Construction Hold Witness

CLS     Construction Lump Sum

CPE     Construction Pre Event

CSL     Construction Streamline

PPP     Public-Private Partnership

The following contracts types are under review to use PTS and will be coming soon.

| Type | Description |
|---|---|
| TO | Traffic Operation |
| TOPB | Traffic Operation Push Button |
| CPB | Construction Push Button |

## Access

Access to PTS is determined by the user group(s) you have access to in SiteManager.

District Global: You will see all contracts in your district, except contracts that was requested to be added to the exception list. These contracts you will need direct contract authority to in order to see them in PTS.

Cost Center Global: You will see all contracts in your cost center, except contracts that was requested to be added to the exception list. These contracts you will need direct contract authority to in order to see them in PTS

The following SiteManager user groups have access to all tabs, except ADMIN and CAT/ITEMS

| GRP_ID | GRP_DESC |
|---|---|
| CND1OENG | District 1 Office Engineer |
| CND1REOE | District 1 Resident Office Engineer |
| CND1RPE | District 1 Resident Project Engineer |
| CND2OENG | District 2 Office Engineer |
| CND2REOE | District 2 Resident Office Eng. |
| CND2RPE | District 2 Resident Project Engineer |
| CND3OENG | District 3 Office Engineer |
| CND3REOE | District 3 Resident Office Engineer |
| CND3ROEP | District 3 Res Office Engineer Pipe |
| CND3RPE | District 3 Resident Project Engineer |

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| GRP_ID | GRP_DESC |
|---|---|
| CND4OENG | District 4 Office Engineer |
| CND4REOE | District 4 Resident Office Engineer |
| CND4RPE | District 4 Resident Project Engineer |
| CND5OENG | District 5 Office Engineer |
| CND5REOE | District 5 Res. Office Engineer |
| CND5RPE | District 5 Resident Project Engineer |
| CND6OENG | District 6 Office Engineer |
| CND6REOE | District 6 Resident Office Engineer. |
| CND6RPE | District 6 Resident Project Engr. |
| CND7OENG | District 7 Office Engineer |
| CND7REOE | District 7 Contract Support Specialist |
| CND7RPE | District 7 Resident Project Engineer |
| CNTPREOE | Turnpike Contract Support Specialist |
| CNTPRPE | Turnpike Project Administrator |
| CONTRAIN | Construction Training Group |
| PE | Project Engineer |
| PM | Project Manager |

The following SiteManager groups have access to all tabs, except CAT/ITEMS, ADMIN, STOCKPILE, and TRANSFER.

| GRP_ID | GRP_DESC |
|---|---|
| CND1LEAD | District 1 Lead Inspectors |
| CND2LEAD | District 2 Lead Inspector |
| CND3LEAD | District 3 Lead Inspectors |
| CND4LEAD | District 4 Lead Inspector |
| CND5LEAD | District 5 Lead Inspector |
| CND6LEAD | District 6 Lead Inspectors |
| CND7LEAD | District 7 Lead Inspector |
| CNTPLEAD | Turnpike Sr. Inspectors |

The following group has access to the following tabs only CAT/ITEMS, REPORTS, and HELP

| GRP_ID | GRP_DESC |
|---|---|
| COFEINQ | CO Final Estimates Inquiry |

The following group has access to ALL TABS.

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| GRP_ID | GRP_DESC |
|--------|----------|
| SMADMIN | SiteManager Administrator |

## Location of PTS

PTS can be found on the Construction Infonet site.

From the Infonet Home page, select **Office Sites.**

Home | Directory | Internet | Office Sites | Search    FDOT INFONET

From the Office Sites page, select Construction Internal.

### Engineering and Operations

| District / Office | Intranet |
|-------------------|----------|
| Chief Engineer | Internal |
| Construction | Internal |

From the Construction Internal page, select **CARS** from the **Technical Topics** section on the right side of the page.

TECHNICAL TOPICS
▸CARS
▸CDMS
▸Construction Research

From the Construction Automated Reported System(CARS) menu, select **Payitem Tracking System**.

Suspension Application - Construction
Suspension Application - Maintenance
Payitem Tracking System
Unpaid Bills
Final Estimate Status
Classification Request Manager & Payroll Violations
Construction Forms
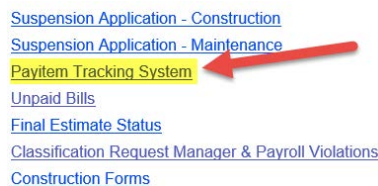
## Navigation

This application uses two methods to navigate: Links and Tabs.

### Menu Bar

     The menu bar will be your main means of moving from one section to another. This menu bar will be present on all pages. You can select any of the menu items at any time.

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

*Worksheet tab*

This tab is where you will spend most of your time. On this tab, you will record your quantities for each pay item.

*Stockpile tab*

This tab is where you will add and/or modify stockpile invoices. This tab is active when a contract is selected and is only accessible by Districts Users and Admin. See Authority section for details.

*Transfer tab*

This tab is where you will transfer the recorded quantities for the current estimate period to SiteManager.

*Reports tab*

This tab contains a list of reports that can be run at any time.

*Help tab*

This tab contains links to the PTS handbook, examples, frequently asked questions, and other helpful information.

Drop downs

The drop downs provide the means to change the active contract or project (the current contract/project you are working on). You may change this option anytime a drop down present. By default, the system will select the lead project number for the selected Contract. Once you select a contract, the system will remember the last contract and project you select.

**Contract** E5W41 ▼     **Project** 435404-1-52-01 ▼

# StockPile

PTS processes stockpile by using a percentage based system. Once you provide the required information, PTS will determine a stockpile percentage. This percentage is calculated by taking the stockpile unit price (Invoice Quantity Paid/ Invoice Amount Paid) / bid unit price. This percentage is then used to calculate the DWR quantity needed to pay the contractor the requested invoice amount. The same percentage is also used when you record work against the pay item. When you record the installation of an item PTS takes the stockpile percentage subtracts from the Operation percentage (which is 100% for non-partial items). This gives PTS the remaining percentage. PTS then multiples the recorded quantity and the remaining percentage. This gives a DWR quantity that will be transferred to SiteManager for payment.

The best way to learn is to do!

Example 1a – Pull Boxes first invoice

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This is one of the <u>simplest stockpile case</u> you will see in the field. The following invoice is received from the contactor.

### STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
| --- | --- | --- | --- | --- | --- | --- |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0635  1 11 | Pull Box | 8 | $738.46 | | $738.46 | AMC Yard |

In order to process this request, start by going to the stockpile tab.

### Stockpile Tab

**1. Go to StockPile tab**

Home    Cat/Items    WorkSheet    **StockPile**    Transfer    Admin    Reports    Help

Take a look at the page you are viewing.

Since this is the first invoice received from the contractor, you will have no stockpile records in the system. This is why you see the warning message below.



**Important**: Make Sure you are working with Project 411042-1-52-01

Start by selecting the Add Line Item button.



a.   Select **Add Line item**.

   i.   **Note**: The first time you process a stockpile request for a pay item you must select Add Line item.



Take a look at the page you see now.

| Line Item | Pay Item | Description | Change Order # | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|
| 0400 | 0110 7 1 | MAILBOX, F&I SINGLE | | 1.000 | 0.000 |
| 0410 | 0120 6 | EMBANKMENT | | 36,440.000 | 0.000 |
| 0415 | 0160 4 | TYPE B STABILIZATION | | 111,788.000 | 0.000 |
| 0420 | 0285701 | OPTIONAL BASE, BASE GROUP 01 | | 11,901.000 | 0.000 |
| 0425 | 0285708 | OPTIONAL BASE, BASE GROUP 08 | | 2,094.000 | 0.000 |

The list of items on the page are the pay items you can stockpile for the selected contract and project. The first time you receive an invoice from the contractor, you need to select the pay item to record the stockpile against.  (**Note**: After you record the first invoice against a pay item, it will no longer appear in this list.) Next, you need to choose **Add Inventory** or **Add Component**. (See Example 3 for the details of each option).

    b.   Since the stockpile request was for Pull Boxes, search for **Pull** by selecting the filter icon ( ▼ ) on the description column.
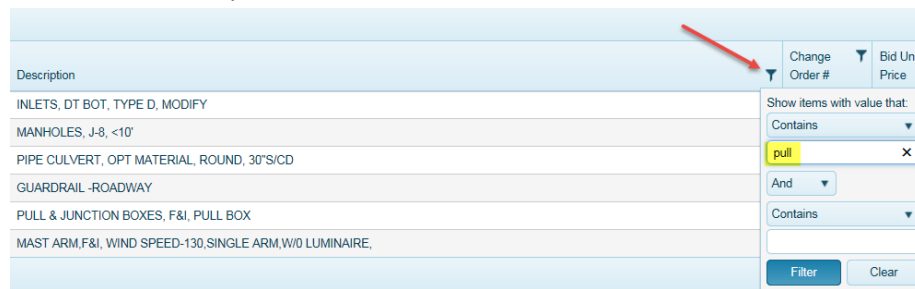


    c.   Select item: 0635 1 11 - PULL & JUNCTION BOX.; Line item 1385 (This is the pay item from the stockpile request.)

         i.   **Note**: Please make sure the item you select shows a quantity of 48 and you are working with Project 411042-1-52-01.



Enter the required information into PTS from the stockpile request. (Description, Location, etc...)

    b.   Enter 'example1a' for Invoice Number.
    c.   Enter 'Pull Box' for Description.
    d.   Enter 8 for Invoice Quantity.
    e.   Press Tab Key twice.
    f.   Enter $738.46 for Invoice Amount.
    g.   Press Tab Key twice.
    h.   Enter 1 for Conversion Factor.
    i.   Enter 'AMC Yard' for location.

i.   **Note**: All items in yellow are entered by you. The system will enter the items in orange for you. Use the tabs keys.

Create StockPile - Florida Department of Transportation

| Line Itm Num | Pay item | Description | Bid Unit Price | Unit Type | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|---|
| 1385 | 0635 1 11 | PULL & JUNCTION BOXES, F&I, PULL BOX | 258.32 | EA | 48.00 | 0.00 |

| Previous Quantity: | Balance: |
|---|---|
| 0 | 48 |

**Add StockPile record**

| Contract ID | Project ID |
|---|---|
| 40000 | 41104215201 |

| Invoice Num |
|---|
| example1 |

| Description |
|---|
| Pull Boxes |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 8 | 8 | $ 738.46 | $ 738.46 | $92.3075 | 1 |

| Stored Location |
|---|
| AMC YArd                                                                        × |

Create        Back to List

j.   Select **CREATE**

Your stockpile list should look like this.

| 1385 | 0635 1 11 | PULL & JUNCTION BOXES, F&I, PULL BOX | $258.320 | 48.000 | 0.000 |
|---|---|---|---|---|---|

+ Add Component

| | | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | Invoice Qty Paid | Bal | Unit Price | Inv Amt Paid | Factor | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| + Add Inventory | ✎ Edit | 1 | 0 | example1 | PULL BOXES | 8.000 | 8 | $92.31 | $738.46 | 1 | ▲ Close | ✕ Delete |

You have entered all the information needed for PTS to process the stockpile request. The next step is to record the installation of the material that you just stockpiled. (See Section .)

**Note**: The process of stockpiling material can occur weeks even, months before the material is installed.

Before recording the installation of the material, let's take a moment to discuss Conversion factors and what it means.

## Conversion Factors

Conversion factor in its simplest term is how many parts of material does it take to install one unit? Let's take this wagon for example.
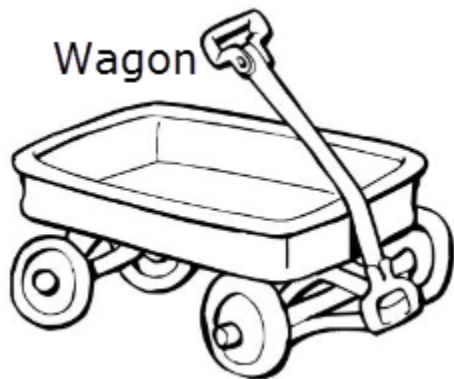


A wagon is made up of different parts (Units/Components).

1.      One Handle.
2.      One Base.
3.      Four Wheels.
4.      Two Axles

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It takes different quantities of each part (units/components) to assemble one wagon. For this example, you need to assemble 1 wagon.

1. How many bases do you need?
   a. Quantity is 1.
   b. Conversion factor is 1.
      i. It takes 1 base per wagon.
2. How many handles do you need?
   a. Quantity is 1.
   b. Conversion factor is 1.
      i. It takes 1 handle per wagon.
3. How many wheels do you need?
   a. Quantity is 4.
   b. Conversion factor is 4.
      i. It takes 4 wheels per wagon. 4/1 = 4.
4. How many axles do you need?
   a. Quantity is 2.
   b. Conversion factor is 2.
      i. It takes 2 axles per wagon. 2/1 = 2.

## Worksheet Tab

**2. Go to WorkSheet tab**

| Home | Cat/Items | WorkSheet | StockPile | Transfer | Admin | Reports | Help |
|------|-----------|-----------|-----------|----------|-------|---------|------|

Before we proceed with installing the pull boxes let's take a few moments to look at this page.

This tab displays the Worksheet summary page that consist of the following information:

1. Last and Current estimate number
2. Links to run reports
3. Drop downs for selecting Contract and Project
4. A grid showing all pay items for selected Contract and Project.

## Report Links

These links are only available on the Worksheet summary page.

Estimate Detail | Percentage Break Down | WorkSheet Summary |

1. Estimate Detail – Runs the Estimate Detail Report for the last estimate. Only available after Estimate 1 is generated. (Report is not be available until last estimate no longer equals 0000.)
2. Percentage Break Down – Runs the Percentage Break Down report for the currently selected contract.

3. Worksheet Summary – Runs the Worksheet Summary report for the currently selected contract and current estimate. Report shows the reported quantities for the current estimate.

The grid contains eleven columns. The first seven columns provide information from SiteManager about the pay item. The last four columns are information from PTS.

1. Column one – contains one of the following:
   - R: a regular item
   - P: a partial item
   - S: a stockpiled item
   - B: a stockpiled and partial item
2. Column two – SiteManager line item number. This number is also a link to display additional pay item information from SiteManager.
   **Note**: You can close this window by clicking on the **X** in the upper right corner or by pressing the enter key.

| PayItem Details | | | | | | ✕ |
|---|---|---|---|---|---|---|
| **Contract Id** | **Project Id** | **Line Item** | **Pay Item** | **Description** | | |
| E5W41 | 43540415201 | 0005 | 0101 1 | MOBILIZATION | | |
| **Units** | **Bid Qty** | **Bid Unit Price** | **Change Order #** | **Current Qty** | **Dwr Qty Last est** | |
| LS | 1.00 | 7687.00 | | 1.00 | 0.00 | |
| **Qty Instaleed to Date** | **Qty Paid to Date** | | | | | |
| 1.00 | 1.00 | | | | | |

3. Columns three thru five - Additional information about the current status of the pay item from SiteManager.
4. Columns eight and nine - Information about the current status of the pay item in PTS.
5. Column ten – Approved Products List (APL). This column contains a link that allows you to add APL data to the item.
   a. **Note**: The link is only available after work has been recorded.
6. Column eleven – Quantity recorded for the current estimate. This number is also a link to the Worksheet detail page for the pay item. The Worksheet detail page is where you will record the work performed by the contractor.

Continue Example 1

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

a. Search for **pull** by selecting the filter icon ( 🔽 ) on the description column.
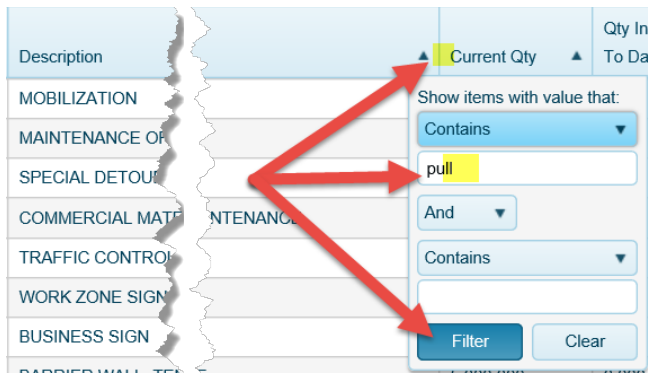
    b.    Select the link for pay item 0635 1 11- PULL & JUNCTION BOX, which will be under the last column (DWR Qty Est 0001)



    i.   **Note**: You should see that an initial payment has been entered for you. (2.859)

## Worksheet Detail

On this page you will record all work performed by the contractor for the selected pay item.

The first thing you should notice is a header located just under the title of the page. The header contains basic information about the selected pay item. This information comes from SiteManager.

**Header:**

| Contract | Project | Unit Type | Current Qty | Qty Paid To Date | Current Estimate # |
|----------|---------|-----------|-------------|------------------|--------------------|
| 40000 | 41104215201 | EA | 48 | 0 | 0001 |

Under that you will see DWR Quantity to Date, Quantity This Estimate, Pay Item, and Pay Item Description.

DWR Qty ToDate: 2.859 | DWR Qty This Estimate: 2.859

# 0635 1 11 , PayItem:

Quantity details for Line Item: 1385 - PULL & JUNCTION BOXES, F&I, PULL BOX

**Note:** If you have recorded quantities for a previous estimate, you will see a link to view those entries under the pay item information.

| | | Initial Stockpile Payment/Closeout | | | StockPile/Full Payments | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | NON PARTIAL ITEM | | | |
| | | | | | Operation 1 | | | |
| Est# | Invoice Qty | StockPile Percentage | DWR Qty | Full Pay | Qty Reported | Rem % | StkPl % |
| | | | | | Bal: 28 | | | |
| 0001 | 8 | 35.73 % | 2.859 | | | | |
| Remark | Initial Payment - PULL BOXES | | | | | | |

The area within the <mark style="background-color:red">red</mark> box deals with Stockpile information. This is where you will be shown Initial payments when you record a stockpile invoice payment. You will also see the close out payments and any overpayment adjustments made by the system.  Notice the initial payment for the Pull Box invoice we entered earlier.

The area within the <mark style="background-color:green">green</mark> box shows the DWR Quantity that will be summed and shown on the Worksheet summary page.  This summed quantity is what will be transferred to SiteManager. The APL link is where you will record the appropriate APL information for the item if applicable. (See APL Section.)

The area within the <mark style="background-color:blue">blue</mark> box shows the quantities reported for the selected pay item. This where you will record the quantity the contractor is to be paid. This area will also change depending on the item type (Regular, Partial, Stockpiled, or Partial and Stockpiled).

Select **New Entry**. (Only if you don't see an input box.)

| Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|
| | Bal: 43 | | |
| ☐ | 5 | 64.27 % | 35.73 % |
| 100+00 thru 500+00 right | | | |

    c.   Enter (5) for Quantity Reported.
    d.   Press Tab key.
    e.   Enter a Remark to provide details as to where the item(s) was installed. Example: 100+00 thru 500+00 Right
    f.   Select **SAVE** to store your entries.

Your Worksheet Detail page should like this.

DWR Qty ToDate: 6.072 | DWR Qty This Estimate: 6.072

## 0635 1 11 , PayItem:

Quantity details for Line Item: 1385 - PULL & JUNCTION BOXES, F&I, PULL BOX

| | | Initial Stockpile Payment/Closeout | | | StockPile/Full Payments | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | NON PARTIAL ITEM | | | |
| | | | | | Operation 1 | | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | Full Pay | Qty Reported | Rem % | StkPl % |
| | | | | | | Bal: 43 | | |
| | 0001 | 8 | 35.73 % | 2.859 | | | | |
| Remark | Initial Payment - PULL BOXES | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 3.213 | ☐ | 5 | 64.27 % | 35.73 % |
| Remark | | | | | 100+00 thru 500+00 right | | | |

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The system calculated a DWR quantity of 6.072 (2.859 + 3.213 = 6.072).  This quantity will be transferred to SiteManager for payment. The 2.859 was the stockpile invoice amount and the 3.213 is determined by multiplying the number of pull boxes installed by the remaining percentage. (5 * 0.6427 = 3.213) Note:  The math actually comes out to 3.2135 but the system carries the remaining percentage out to 26 decimals places which is not shown in the example.

3. **Return to WorkSheet tab.**

Take a moment to review the worksheet summary and identify the information that has changed due the entries you just made.

     a.   Select WorkSheet tab or Click on the Back to WorkSheet link bottom left.
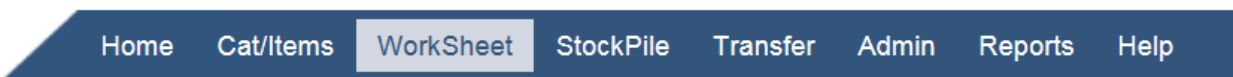


     b.   Search for **pull** by selecting the filter icon ( ▼ ) on the description column.
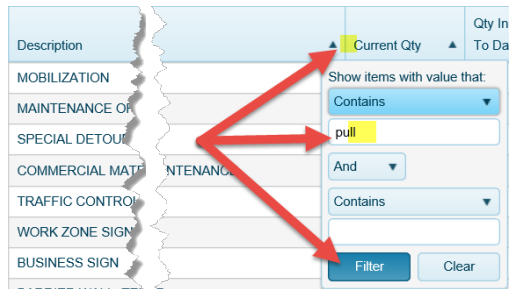


     c.   Select the **Save State** button.

         i.   **Note**: This will save the current state the grid is in. We will use the load state button later.
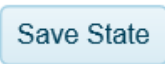
Notice the 6.072 located in last column to the right.  This is the quantity that will be transferred to SiteManager for payment. (See Transfer Section.)

| Description | Current Qty | Qty Installed Date | DWR st Est | Apl(Count) | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|
| PULL JUNCTION BOXES, FI, PULL BOX | 48.000 | 0.000 | | APL(0) | 6.072 |

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Example 1b – Pull Boxes second invoice

For this example, the contractor submitted another invoice for 5 pull boxes, but delivers 7 pull boxes to the job site.  He requested to stockpile 5 of them, but installs the other two straight from the truck.

Invoice received from Contractor.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
|---|---|---|---|---|---|---|
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0635  1 11 | Pull Box | 5 | $507.00 | | $507.00 | AMC Yard |

Stockpile Tab

**4.  Go to StockPile tab.**



**Important**: Make Sure you are working with Project 411042-1-52-01

a.  Since you already stockpiled this item, you won't select the **Add Line Item** button. Instead look for the item in the grid.

b.  In order to add the stockpile for the new invoice request received, you need to expand the item by selecting the arrow ( ▸ ) icon located at the far left of the item.



c.  Since you are stockpiling material you have stockpiled before, select the **Add Inventory** (Same material and conversion factor) button.  (See Stockpile Example 3 for details regarding the **Add Component**).

   **Note**: Remember contractor requested 5 pull boxes to be stockpiled, but delivered 7 pull boxes.

d.  Enter the required information from the invoice.

   i.   Enter exampe1b for Invoice Number.

   ii.  Enter 'Pull Box' for Description.

   iii. Enter 5 for Invoice Quantity.



   iv.  Press Tab key twice.

   v.   Enter $507 Invoice Amount.

   vi.  Press Tab key twice.

   vii. Conversion Factor: (This is entered for you, since it is the same material.)

viii.   Enter AMC Yard for Stored Location.

| Invoice Num | | | | | |
|---|---|---|---|---|---|
| example1b | | | | | |
| Description | | | | | |
| Pull box | | | | | |
| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
| 5 | 5 | $ 507 | $ 507 | $101.4000 | 1.00 |
| Stored Location | | | | | |
| AMC Yard | | | | × | |

Select **Save** button.

e.  Take a moment to look at the entry you just made.

| | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | Invoice Qty Paid | Bal | Unit Price | Inv Amt Paid | Factor | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| + Add Inventory | 1 | 0 | exampl1a | PULL BOX | 8.000 | 3 | $92.31 | $738.46 | 1 | ▲ Close | |
| ✏ Edit | 1 | 1 | example1b | PULL BOX | 5.000 | 5 | $101.40 | $507.00 | 1 | ▲ Close | × Delete |

  i.  You now have two stockpile entries for pay item 0635 1  11, Pull & Junction
      Boxes.
 ii.  You will also noticed that you now have **Edit**, **Close**, and **Delete** buttons
      available.
        1.  The **Edit and Delete** buttons are only be available before work is
            recorded against the stockpile or you process an estimate.
        2.  See Closing Stockpiles section for more information.

## WorkSheet Tab
**5.  Go to WorkSheet Summary page.**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

To mimic actual field conditions, you will continue this example by paying for the pull boxes in the
following manner:

1.  Pay for 3 of the stockpiled pull boxes from the first invoice
2.  Pay for the 2 pull boxes that were delivered and installed off the truck.
3.  Pay for the 5 pull boxes you just stockpiled.

To do this:

**1.  Pay for 3 of the stockpiled pull boxes from the first invoice**

                                        Load State
    a.  Select the **Load State** button.

    i. **Note**: This loads the state of the grid we saved earlier. Notice the grid is now filter and the item you need is the first one.

b. Select the pay item to view the WorkSheet Detail page by selecting the link on far right of the item.

| Pay Item ▼ | Description ▼ | Current Qty | DWR ▼ t Est | Apl(Count) ▼ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|
| 0635 1 11 | PULL JUNCTION BOXES, FI, PULL BOX | 48.000 | | APL(0) | 8.035 |

c. You will notice that you have an entry for the second invoice you entered.

| | | Initial Stockpile Payment/Closeout | | | | StockPile/Full Payments | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | NON PARTIAL ITEM | | | |
| | | | | | | Operation 1 | | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | Full Pay | Qty Reported | Rem % | StkPl % |
| | | | | | | | Bal: 43 | | |
| | 0001 | 8 | 35.73 % | 2.859 | | | | | |
| Remark | Initial Payment - PULL BOXES | | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 3.213 | pl(0) ☐ | | 5 | 64.27 % | 35.73 % |
| Remark | | | | | | 100+00 thru 500+00 right | | | |
| | 0001 | 5 | 39.25 % | 1.963 | | | | | |
| Remark | Initial Payment - PULL BOXES | | | | | | | | |

    i. **Note**: The stockpile persentage is a link now, because you have multiple stock pile records.

    ii. The system has determined that you now have more than one stockpile record associated to this operation. The link allows you to select which stockpile record you wish to record against. By default, the system will use first in first out principle, but you should verify this with your field personnel to utilize the correct stockpile.

d. Install the remaining 3 pull boxes from the first invoice request.

e. Select **New Entry** button.

    i. Enter 3 for Quantity Reported.

    ii. Enter 225+00 thru 525+00 left for Remark.

       1. It's important to provide good details here, they will be useful later.

| Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|
| | | Bal: 40 | |
| ☐ | 5 | 64.27 % | 35.73 % |
| 100+00 thru 500+00 right | | | |
| ☐ | 3 | 64.27 % | 35.73 % |
| 225+00 thru 525+00 left | | | |

f. Hover your mouse over the percentage **35.73%** link.

35.73 %

| Invoice Num | Description | Per nt | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| exampl1a | PULL BOX | 35.73 % | 3 | 1 | N |

        i. Notice the balance is 3.

   g. Select **Save**.

        i. Hover over the stockpile percentage to see the balance is now 0. You have depleted the items from the first stockpile invoice.

35.73 %

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| exampl1a | PULL BOX | 35.73 % | 0 | 1 | N |

        1. **Important**: You must deplete the stockpile before the system will move to the next one. If we had entered a quanitiy of 4 instead of 3 the system would have given an error stating the 4 quanitity is not available for the selected stockpile. You must make multiple entries in this case.

   h. Select **New Entry** button.

39.25 %

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example1b | PULL BOX | 39.25 % | 5 | 1 | N |

        i. **Note**: the system has moved to the next stockpile record. The percentage is different and you now have balance of 5.

2. **Pay for the 2 pull boxes that were delivered and installed off the truck**

        i. Remember: you need to install the 2 pull boxes the contractor delivered at the same time these 5 were stockpiled.

        ii. Enter 2 for Quantity Reported.

        iii. Select the **Full Pay** Box.

        iv. Enter "600+00 thru 800+00 right" for Remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 40 | | |
| ☑ | 2 | 0.00 % | 39.25 % |
| 600+00 thru 800+00 right | | | |

   b. Select **Save**.

        a. **Note**: the system recorded 2 for the DWR quanitity, and changed the percentage to 100% (Full Pay).

3. **Pay for the 5 pull boxes you just stockpiled.**

        1. Now finish this example by installing the rest of the pull boxes that were stockpiled.

4. Select **New Entry**.

        i. Enter 5 for quanitiy.

ii.  Enter "600+00 thru 1100+00 left" for Remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 33 | | |
| ☐ | 5 | 60.75 % | 39.25 % |
| 600+00 thru 800+00 left | | | |

b.  Select **Save**.

i.  **Note**: if you had entered 10 for the quantity above the system would give an error stating the quanitiy of 10 is not available for the selected stockpile.  This is why you enter 5 first to close the selected stockpile, then on a new entry enter 5 at full pay.

c.  You have installed a total of 15 pull boxes. 13 from stockpile and 2 from the truck.

5.  **Continue this example and install 5 more pull boxes.**

i.  Select **New Entry**.

| Delete | 0001 | 0 | | 0.00 % | 0.000 | Apl(0) ☐ | 0 | 0.00 % | 35.73 % |
|---|---|---|---|---|---|---|---|---|---|

| Remark | | | | Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|---|---|---|---|
| Save | New Entry | | | example1 | PULL BOXES | 35.73 % | 0 | 1 | N |

a.  The system will still show stockpile, because the system does not know if you are done with it.

b.  For example: if you install 5 pull boxes this month and after processing the estimate realize the contractor only installed 4 pull boxes, you can fix it on the next estimate. You can enter -1 for the quantity and the system will put that quantity back into the stockpile and generate a negative quantity on the DWR for the mistake made on the previous estimate. This is called Stockpile Replenishment. You are replenishing the same bucket of material.

2.  Enter 5 for the quantity.

3.  Select the **Full Pay** Box.

a.  **Note**:  Since we have not told the system you are done with the stockpile we must select full pay. See Completing Stockpile section for details.

4.  Enter "900+00 thru 1400+00 right" for Remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 28 | | |
| ✔ | 5 | 100.00 % | 100.00 % |
| 900+00 thru 1400+00 right | | | |

5.  Select **Save**.

ii.   You have now installed 20 pull boxes.

You worksheet detail page should look like this.

| | Est# | Invoice Qty | Initial Stockpile Payment/Closeout StockPile Percentage | DWR Qty | StockPile/Full Payments NON PARTIAL ITEM Operation 1 Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|---|---|---|---|---|
| | | | | | Bal: 33 | | | |
| | 0001 | 8 | 35.73 % | 2.859 | | | | |
| Remark | Initial Payment - PULL BOX | | | | | | | |
| | 0001 | 5 | 39.25 % | 1.963 | | | | |
| Remark | Initial Payment - PULL BOX | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 3.213 | ☐ | 5 | 64.27 % | 35.73 % |
| Remark | | | | | 100+00 thru 500+00 right | | | |
| Delete | 0001 | 0 | 0.00 % | 1.928 | ☐ | 3 | 64.27 % | 35.73 % |
| Remark | | | | | 225+00 thru 525+00 left | | | |
| Delete | 0001 | 0 | 0.00 % | 2.000 | ☑ | 2 | 100.00 % | 100.00 % |
| Remark | | | | | 600+0 thru 800+00 left | | | |
| Delete | 0001 | 0 | 0.00 % | 3.037 | ☐ | 5 | 60.75 % | 39.25 % |
| Remark | | | | | 900+00 thru 1400+00 right | | | |

### Example 2a - Pedestrian Signals, P1

This example deals with a Payitem that has been separated into different parts/components. Pedestrian signals and Housing heads that represent the same quantity.

You received an invoice from the contractor for 15 Pedestrian Housing heads for $2,550.00 and 15 Pedestrian Signals for $271.50.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED\*\***

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST\* | | | LOCATION WHERE STORED |
| --- | --- | --- | --- | --- | --- | --- |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 653191 | Ped Housings | 15 EA | $2,550.00 | $0.00 | $2,550.00 | AMC Yard |
| 653191 | Ped Signals | 15 EA | $271.50 | $0.00 | $271.50 | AMC Yard |

### Stockpile Tab

The invoice received contains both parts/components for the Payitem. So you can combine them into one stockpile record.  For this example you will create a single stockpile entry as outlined below. The reason you can combine the two requests into one is that both items requested are the same pay item and it takes both items to make one whole unit of this item and since the request is for the same quantity you may combine the request into a single stock pile record. If the request had been for say 15 Pedestrian housings and 10 Pedestrian signals then you would need to create a stock pile record for each request.  See Example 4

**Note:** Central Office recommends separating the items. This method would allow you to better track what's been used and what's left.

1.  **Go to Stockpile tab.**

Home    Cat/Items    WorkSheet    **StockPile**    Transfer    Admin    Reports    Help

   **Important**: Make Sure you are working with Project 411042-1-52-01
   a.  Select **Add Line** Item button.
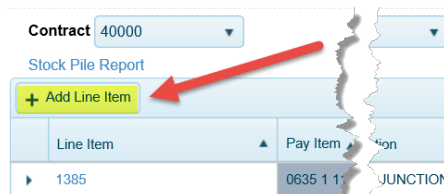


   b.  Since the stockpile request was for Pedestrians Signal, search for **653191** by selecting the filter icon ( ⊤ ) on the pay item column.

c.   Select the link for the item under the pay item column.



d.   Enter the required information, highlighted in yellow.
    i.   Enter Example2a for Invoice Number.
    ii.   Enter 'Pedestrian Signal' for Description.
    iii.   Enter 15 for Invoice Quantity.
        1.   We do not combine the quantity.
    iv.   Press Tab key twice.
    v.   Invoice Amt: 2821.50
        1.   **Note**: This is the money for both parts/components combined.
    vi.   Press Tab key twice.
    vii.   Conversion Factor: 1
    viii.   Stored Location: AMC Yard.



    ix.   Select **Create** button.

Your stockpile list should look like this.

WorkSheet Tab

You will record the installation of 10 of the pedestrian signals for this example. You will be generating an estimate later and you will finish installing the other 5 items on the second estimate.

2. **Go to Worksheet tab.**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Important**: Make Sure you are working with Project 411042-1-52-01

a. Since the stockpile request was for Pedestrians Signal, search for **Ped** by selecting the filter icon ( ▼ ) on the description column.
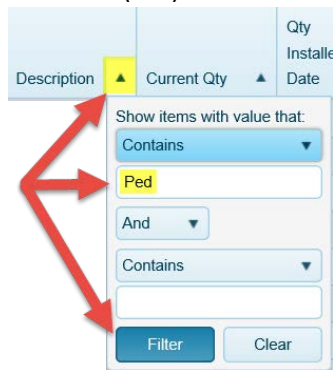
b. Select the link in the far right column (Dwr Qty Est. 0001) 6.168

| Pay Item | | Description | ...Sht DWR / Last Est | ▲ | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|---|---|
| 0653191 | | PEDESTRIAN SIGNAL, FI, LED - COUNT D...|0 | | APL(0) | | 6.168 |

c. Take note the entry for the initial payment for the stock pile record you entered above.

| Est# | Invoice Qty | StockPile Percentage | DWR Qty |
|---|---|---|---|
| 0001 | 15 | 41.12 % | 6.168 |
| Remark | Initial Payment - PEDESTRIAN SIGNAL | | |

d. Select **New Entry** button.

e. Hover your mouse over the stockpile percentage. The stock pile balance is 15 and the percentage is 41.12%.

41.12 %

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example2 | PEDESTRIAN SIGNAL | 41.12 % | 15 | 1 | N |

f.  Enter 10 for Quantity Reported.
g.  Enter "10+00, 12+00 rt; 15+00, 18+00, 20+00 lt" for remarks.
h.  Select **Save** button.
i.  Take note, the Quantity to date is now: 12.056 and the DWR Qty for this entry is: 5.888 (10 * 0.5888)

| Delete | 0001 | 0 | 0.00 % | 5.888 | Apl(0) ☐ | 10 | 58.88 % | 41.12 % |
|---|---|---|---|---|---|---|---|---|
| Remark | | | | | | 10+00, 12+00 rt; 15+00, 18+00, 20 | | |

You have now recorded the installation of 10 Pedestrian Signals.

Your worksheet detail page should look like this.

| | | Initial Stockpile Payment/Closeout | | | | StockPile/Full Payments | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | NON PARTIAL ITEM | | |
| | | | | | | Operation 1 | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | Full Pay | Qty Reported | Rem % | StkPl % |
| | | | | | | Bal: 5 | | |
| | 0001 | 15 | 41.12 % | 6.168 | | | | | |
| Remark | Initial Payment - PEDESTRIAN SIGNAL | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 5.888 | Apl(0) ☐ | | 10 | 58.88 % | 41.12 % |
| Remark | | | | | | 10+00, 12+00 rt; 15+00, 18+00, 20 | | |

You will complete this example after you transfer the items and generate an estimate.

## Example 3 - Signal Heads, different quantities

This example will walk through the process of getting different parts/components with different quantities that will require you to separate the stock pile entries. The previous example you were allowed to combine the request for the item into one stock pile record.  This example will demonstrate the need to separate the parts/components into separate records and why.

You received the following invoice from the contractor.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED\*\***

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
|---|---|---|---|---|---|---|
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 659107 | Signal Head | 15 EA | $2,550.00 | $0.00 | $2,550.00 | AMC Yard |
| 659107 | Aluminum Pedestal | 5 EA | $90.50 | $0.00 | $90.50 | AMC Yard |

## Stockpile Tab

1.  **Go to Stockpile tab**

Prepared by:
State Construction Office (SCO)
Construction System Section

Home    Cat/Items    WorkSheet    **StockPile**    Transfer    Admin    Reports    Help

**Important**: Make Sure you are working with Project 411042-1-52-01

a.   Select **Add Line Item** button.
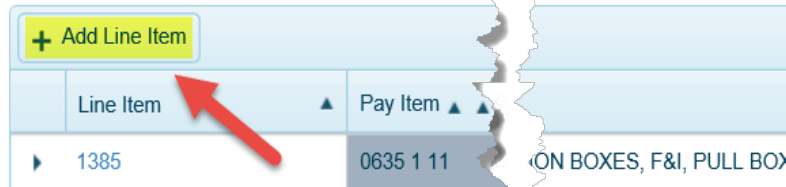


b.   Since the stockpile request was for Signal Heads, search for **659** by selecting the filter
     icon ( ▼ ) on the pay item column.
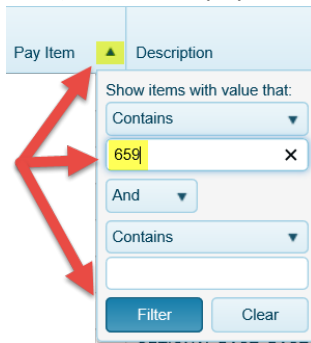


c.   Select the link for item **0659107** under the pay item column.
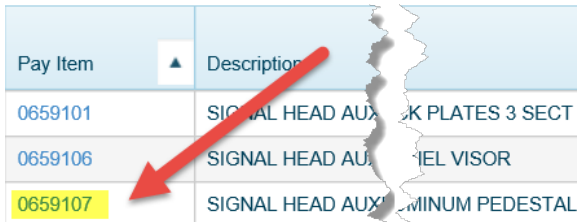


d.   Enter the required information, highlighted in <mark>yellow</mark>.
   i.    Enter example3 for Invoice Number.
   ii.   Enter 'Signal Head Auxiliaries' for Description.
   iii.  Enter 15 for Invoice Qty.
   iv.   Press Tab key twice.
   v.    Enter 2550 for Invoice Amt.
   vi.   Press tab key twice.
   vii.  Enter 1 for Conversion Factor.

viii.   Enter 'AMC Yard' for location.

| Line Itm Num | Pay item | Description | Bid Unit Price | Unit Type | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|---|
| 1460 | 0659107 | SIGNAL HEAD AUXILIARIES, F&I, ALUMINUM PEDESTAL | 634.97 | EA | 15.00 | 0.00 |

| Previous Quantity: | Balance: |
|---|---|
| 0 | 15 |

**Add StockPile record**

| Contract ID | Project ID |
|---|---|
| 40000 | 41104215201 |

| Invoice Num |
|---|
| Example4 |

| Description |
|---|
| SIGNAL HEAD AUXILIARIES |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 15 | 15 | $ 2550 | $ 2550 | $170.0000 | 1 |

| Stored Location |
|---|
| AMC Yard                                                    × |

2.   Select **Create** button.

3.   Expand the item by selecting the ▶ icon.

| ▲ 1460 | 0659107 | SIGNAL HEAD AUXILIARIES, F&I, ALUMINUM PEDESTAL |
|---|---|---|

| + Add Component | | | | |
|---|---|---|---|---|
| | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description |
| + Add Inventory    ✏ Edit | 1 | 0 | example3 | SIGNAL HEAD AUXILIARIES |

4.   Select **Add Component** button.
    a.   You are adding a component that when combined with the previous item(s) will make a whole unit.
    b.   Enter example3 for Invoice Number.
    c.   Enter 'Aluminum Pedestal' for Description.
    d.   Enter 5 for Invoice Quantity.
    e.   Press tab key twice.
    f.   Enter 90.50 for Invoice Amount.
    g.   Press tab key twice.
    h.   Enter 1 for Conversion factor.
    i.   Enter 'AMC Yard' for location.

| Line Itm Num | Pay item | Description | Bid Unit Price | Unit Type | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|---|
| 1460 | 0659107 | SIGNAL HEAD AUXILIARIES, F&I, ALUMINUM PEDESTAL | 634.97 | EA | 15.00 | 0.00 |

| Previous Quantity: | Balance: |
|---|---|
| 0 | 15 |

**Add StockPile record**

| Contract ID | Project ID |
|---|---|
| 40000 | 41104215201 |

| Invoice Num |
|---|
| example4 |

| Description |
|---|
| ALUMINUM PEDESTAL |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 5 | 5 | $ 90.50 | $ 90.50 | $18.1000 | 1 |

| Stored Location |
|---|
| AMC Yard                                                    × |

5. Select **Create** button.
    a. Take a look at the two entries just made.
        i. The numbers 1, and 2 shown in yellow indicates it takes both items to make a whole. You have two separate parts stock piled but it will take a unit from both in order to complete one whole unit.



Let's take a look at why we separated the two items on the invoice above into separate stock pile records.

The main reason you must separate these items is the different quantities.  If a component has different quantities and/or different conversion factors you must enter a separate record.

Another reason for separating the items is tracking.  If you combined the items, you will need to keep in mind that the contractor stockpiled 15 signal heads and only 5 aluminum pedestals. PTS assumes when you record the installation of an item that it's a complete unit/component. Remember the wagon example.  That example broke the wagon into 4 parts/components; Base, Handle, Axle, and Wheels.  If the contractor requested to stock pile 4 bases, 4 handles, but only 2 axles, and 8 wheels.  The requested materials is only enough to complete the installation of 2 wagons not 4. You would need to track somehow that you still need the other 2 axles and 8 wheels to complete the installation of the remaining 2 wagons. If you separate the items in PTS then you can use PTS to do the tracking.

When dealing with partial items the same principle applies. You are just working with separate operations. For example.  Mast Arm items are broken into two operations.

Operation 1:  Foundation

Operation 2: Mast Arm and Pole

You could receive a request to stock pile the material to construct the steel cage for the foundation, and the anchors bolts. These items along with the concrete will make up the complete foundation.  So you would enter a stock pile record for the steel and one for the anchors bolts and they would be associated to the first operation.  See Examples of Conversion Factors- High Mast Lighting for example of determining the conversion factor steel for foundation.
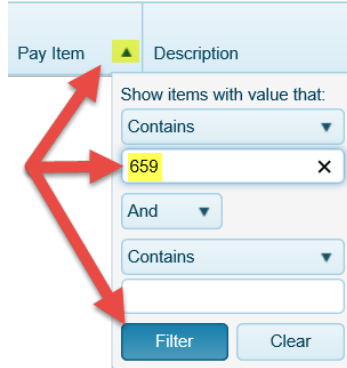
## WorkSheet Tab
Now that you have stock piled the items, you need to install them.  The contractor has installed 5 Signal Heads and 5 Aluminum Pedestals.

6. **Go to Worksheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

a.  Since the stockpile request was for Signal Head, search for **659** by selecting the filter icon ( ▼ ) on the pay item column.

| Pay Item | ▲ | Description |
|---|---|---|

Show items with value that:

Contains ▼

659 ✕

And ▼

Contains ▼

[ Filter ]    [ Clear ]

b.  Select the link in the far right column (Dwr Qty Est. 0001) 4.158

| Pay Item | ▲ | Description | t DWR ▲ st Est | Apl(Count) ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|
| 0659107 | | SIGNAL HEAD AUXILIARIES, FI, ALUMINUM | | APL(0) | 4.158 |

c.  Take note the entry for the initial payment for the stock pile record you enter above.

| | | Initial Stockpile Payment/Closeout | | |
|---|---|---|---|---|
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty |
| | 0001 | 15 | 26.77 % | 4.016 |
| **Remark** | Initial Payment - SIGNAL HEAD AUX.. | | | |
| | 000 | 5 | 2.85 % | 0.143 |
| **Remark** | Initial Payment - ALUMINUM PEDESTAL | | | |

[ Save ]    [ New Entry ]

d.  Select **New Entry** button.
    i.   Enter 5 for Quantity.
    ii.  Enter "10+00 thru 35+00 rt" for remark.
    iii. Select **Save** button.

| **Remark** | Initial Payment - ALUMINUM PEDESTAL | | | | | | |
|---|---|---|---|---|---|---|---|
| Delete | 0001 | 0 | 0.00 % | 0.000 | ☐ | 5 | 0.00 % | 29.62 % Components |
| **Remark** | | | | | | 10+00 thru 35+00 rt ✕ | |

[ Save ]    [ New Entry ]

iv.  Take a look at the stock pile balance by hovering over the percentage. **29.62%**



1. Notice that the balance for the first entry is now 10 and the balance on the second is now 0. Remember, these two entries are considered as one to the system. It takes one from each to make a whole. So the system took 5 from the first and 5 from the second to make 5 whole parts.

You will continue working with this item after you transfer and generate an estimate.

Example 4a – Mast Arm, P1

This example will demonstrate working with a partial payment pay item for the first month and then receiving a request for stockpile materials.

You will record the installation of the Mast Arm Foundation.

Worksheet Tab

1. **Go to WorkSheet tab**



**Important**: Make Sure you are working with Project 411042-1-52-01

a.  Since the stockpile request was for Mast Arm, search for **mast** by selecting the filter icon ( 🔽 ) on the description column.
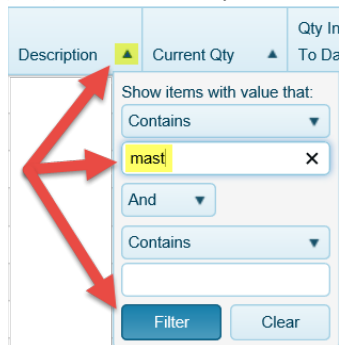


b.  Select the link for item **0649 31204**in the far right column (Dwr Qty Est. 0001) 0.000



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State Construction Office (SCO)
Construction System Section

*Partials*

This is the first time you have worked with a pay item that the system has identified as a Partial Item. Partial simply means broken down into two or more operations. This item has been divided into two operations. The first operation is the Foundation. You can't install the upright without the foundation and you can't install the arm without first installing the foundation and the upright. The second operation is Mast Arm Assembled and Erected (Upright and Arm). This means both the Upright and arm must be in place (installed) before this operation can be considered complete.

**Note**: this means no recording percentages of an operations. So recording 0.5 or 0.75 for an operation shall not be done.

| | | Initial Stockpile Payment/Closeout | | | | StockPile/Full Payments | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | 40% - FOUNDATION COMPLETED | | | | 60% - MAST ARM ASSEMBLED AND ERECTED | | | |
| | | | | | | Operation 1 | | | | Operation 2 | | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | All Operations | Qty Reported | Rem % | StkPI % | All Operations | Qty Reported | Rem % | StkPI % |
| | | | | | | Bal: 1 | | | | Bal: 1 | | | |
| Delete | 0001 | 0 | 0.00 % | 0.000 | Apl(0) | ☐ | 0 | 0.00 % | N/A | ☐ | 0 | 0.00 % | N/A |
| Remark | | | | | | | | | | | | | |

c. Let's take a look at what you are seeing.
   i. The area in green is the first operation. You notice that this operation has been assigned a percentage of 40%. This percentage is determined by the specialty engineers in the State Construction Office (Central Office). PTS uses these predetermined percentages to ensure that the operational percentages are the same across the entire state. These percentages may change if the specialty engineers determine a change is needed due to changes in procedures or due to someone in the district providing good reason for it to change. **Note**: If a change is determined to be needed, the change will only affect new contracts executed after the change goes into effect.
   ii. The area in red is the second operation and is assigned an operational percentage of 60%
   iii. Both operations make up 100%
d. The following entries are for **Operation 1**
e. Enter 1 for the quantity.
f. Enter "125+00 left offset 12.45" for remark.

| 40% - FOUNDATION COMPLETED | | | | 60% - MAST ARM ASSEMBLED AND ERECTED | | | |
|---|---|---|---|---|---|---|---|
| | Operation 1 | | | | Operation 2 | | |
| All Operations | Qty Reported | Rem % | StkPI % | All Operations | Qty Reported | Rem % | StkPI % |
| | Bal: 1 | | | | Bal: 1 | | |
| ☐ | 1 | 0.00 % | N/A | ☐ | 0 | 0.00 % | N/A |
| 125+00 left offset 12.45    × | | | | | | | |

g. Select **Save** button.
h. Let's take a look at what was saved.

Prepared by:
State Construction Office (SCO)
Construction System Section

| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | All Operations | Qty Reported | Rem % | StkPl % |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **40% - FOUNDATION COMPLETED** | | | |
| | | | | | | **Operation 1** | | | |
| | | | | | | Bal: 0 | | | |
| Delete | 0001 | 0 | 0.00 % | 0.400 | Apl(0) ☐ | | 1 | 40.00 % | N/A |
| **Remark** | | | | | | 125+00 left offset 12.45 | | | |

    i. Notice DWR Qty is 0.40. You entered 1. The system took 1 * 0.40% to calculate the qty. This is why we don't enter percentages. We only record whole numbers.

You are done with this item for now, you will complete this example after generating the estimate later.

### Example 5a – Guardrail Double face

This example will demonstrate stock piling items that require a conversion factor other than 1. You will be working with double face guardrail and guardrail post. The contractor submits an invoice for 5,000 linear feet of double faced guardrail and 800 post.

You receive the following invoice from the contractor.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
|---|---|---|---|---|---|---|
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0536 1 3 | Guardrail Panel | 10,000 LF | $45,000.00 | | $45,000.00 | Joe's |
| 0536 1 3 | Guardrial Posts | 800 EA | $4,800.00 | | $4,800.00 | Joe's |

### Stockpile Tab

**1. Go to Stockpile tab**

Home   Cat/Items   WorkSheet   StockPile   Transfer   Admin   Reports   Help

**Note**: Make sure you are working with Project 411038-1-52-01

    a. Select **Add Line Item** button.

Contract 40000 ▼      Project 411038-1-52-01 ▼

Stock Pile Report

➕ Add Line Item

    Line Item   ▲   Pay Item
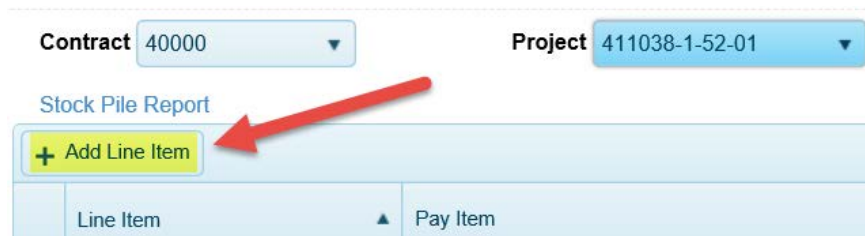
    b. Since the stockpile request was for Guard rail Double Face, search for **536** by selecting the filter icon ( ▼ ) on the pay item column.

c. Select the link for item **0536  1  3 – Guardrail – Roadway, Double Face** under the pay item column. Note: Quantity should be 8,062.50



d. Enter example5a for Invoice Number.
e. Enter Guardrail Panels for Description.
f. Enter 10000 for Invoice Quantity.
g. Press tab key twice.
h. Enter 45000 for Invoice Amount.
i. Press tab key twice.
j. Enter 2 for Conversion factor.
   i. Remember the wagon example used to explain conversion factors. How many parts does it take to make a whole unit? In this case how feet of panels does it take to make 1 foot of double face panels? It takes two feet of panels to make 1 foot of double face panels. This also explains why the invoice quantity is 10,000. 10,000 / 2 equals 5,000. The contractor is stock piling enough material to install 5,000 linear feet of double face guardrail.
k. Enter Joe's for Stored Location.

i.  Notice the error the system generated: Add the word place to the location so

joe's

you can save the record. ERROR: Location Description, maxium allowed is 60 minimum is 7.
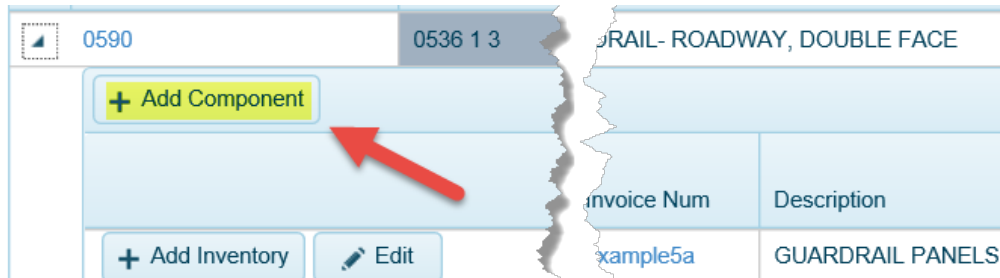
| Line Itm Num | Pay item | Description | | Bid Unit Price | Unit Type | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|---|---|
| 0590 | 0536 1 3 | GUARDRAIL- ROADWAY, DOUBLE FACE | | 22.25 | LF | 8062.50 | 0.00 |
| Previous Quantity: | | Balance: | | | | | |
| 0 | | 8062.5 | | | | | |

**Add StockPile record**

| Contract ID | Project ID |
|---|---|
| 40000 | 41103815201 |
| Invoice Num | |
| example6 | |
| Description | |
| Guardrail Panels | |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 10000 | 10000 | $ 45000 | $ 45000 | $9.0000 | 2 |

Stored Location

joe's

ERROR: Location Description, maxium allowed is 60 minimum is 7.

2.  Select **Create** button.

a.  Expand the item by selecting the ▶ icon.

| + Add Line Item | | | |
|---|---|---|---|
| Line Item ▲ | | Pay Item ▲ | Description |
| ▶ 0590 | | 0536 1 3 | GUARDRAIL- ROADWAY, DOUBLE FACE |

b.  Select **Add Component** button.

| ◢ 0590 | 0536 1 3 | RAIL- ROADWAY, DOUBLE FACE |
|---|---|---|
| + Add Component | | |
| | | Invoice Num | Description |
| + Add Inventory    ✎ Edit | | xample5a | GUARDRAIL PANELS |

i.  **Note**: Adding component tells the system that all stock piles grouped by the same replenish numbers will be treated as one complete unit. For example if

| Stk Pile Seq Id | RePln Pile Seq Id |
|---|---|
| 1 | 0 |
| 1 | 1 |
| 1 | 2 |
| 2 | 0 |

you have . The 1 – 0, and 2 -0 are considered a whole unit. The 1-1 is a whole unit and 1-2 is a whole unit. The 1-1 and 1-2 are Add to Inventory

items to 1-0. Which means the item was increased twice. You got three separate request for material over time.

    c.   Enter the required information.

         i.   Enter example5a for Invoice Number.

        ii.   Enter 'Guardrail Posts' for Description.

      iii.   Enter 800 for Invoice Quantity.

      iv.   Press tab key twice.

       v.   Enter 4800 Invoice Amount.

      vi.   Press tab key twice.

    vii.   Enter 0.16 for Conversion Factor.

## Conversion Factor example 1

Where did 0.16 for the conversion factor come from?  Looking at the design standards for this pay item, it states a post shall be installed every 6.25 feet. Taking 1 post / every 6.25 feet gives us 0.16.

1/6.25 = 0.16

This also applies to standard guardrail.

    viii.   Enter 'Joe's Place' for Location.

| Line Itm Num | Pay item | Description | Bid Unit Price | Unit Type | Current Qty | Qty Installed To Date |
|---|---|---|---|---|---|---|
| 0590 | 0536 1 3 | GUARDRAIL- ROADWAY, DOUBLE FACE | 22.25 | LF | 8062.50 | 0.00 |

| Previous Quantity: | Balance: |
|---|---|
| 0 | 8062.5 |

**StockPile**

| Contract ID | Project ID |
|---|---|
| 40000 | 41103815201 |

| Invoice Num |
|---|
| example6 |

| Description |
|---|
| GUARDRAIL POSTS |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 800 | 800 | $ 4800 | $ 4800.00 | $ 0.000 | 0.16 |

| Stored Location |
|---|
| JOE'S PLACE |

    d.   Select **Create** button.

Your stockpile list should look like this.

| | 0590 | | 0536 1 3 | | GUARDRAIL- ROADWAY, DOUBLE FA | | $22.250 | 8,062.500 |
|---|---|---|---|---|---|---|---|---|

+ Add Component

| | | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | | Inv Amt Paid | Factor |
|---|---|---|---|---|---|---|---|---|
| + Add Inventory | Edit | 1 | 0 | example5a | GUARDRAIL PAN | | $45,000.00 | 2 |
| + Add Inventory | Edit | 2 | 0 | example5a | GUARDRAIL POS | | $4,800.00 | 0.16 |
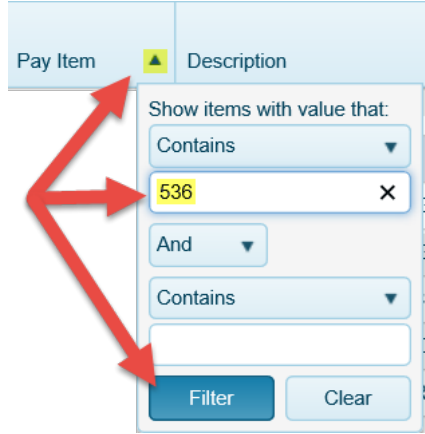
## WorkSheet Tab

**3. Go to Worksheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

a.  Since the stockpile request was for Guardrail Double Face, search for **536** by selecting the filter icon ( 🔽 ) on the pay item column.

| Pay Item | ▲ | Description |
|---|---|---|

Show items with value that:

Contains  ▼

536  ✕

And  ▼

Contains  ▼

[ Filter ]    [ Clear ]

b.  Select the link for item **0536  1  3** in the far right column (Dwr Qty Est. 0001) 2,238.202

| Pay Item | ▲ | Description | ▲ | WrkSht DWR Curre... Last Est ▲ | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|---|---|
| 0536 1 1 | | GUARDRAIL -ROADWAY | | 1,012 .000 | | | 0.000 |
| 0536 1 3 | | GUARDRAIL- ROADWAY, DOUBLE FACE | | 8,062.5 .000 | APL(0) | | 2,238.202 |

c.  Take note the entries made for the initial payments for the stock pile record you entered above.

| | Est# | Invoice Qty | StockPile Percentage | DWR Qty |
|---|---|---|---|---|
| | 0001 | 10000 | 40.45 % | 2,022.472 |
| **Remark** | **Initial Payment - GUARDRAIL PANNELS** | | | |
| | 0001 | 800 | 4.31 % | 215.730 |
| **Remark** | **Initial Payment - GUARDRAIL POSTS** | | | |

d.  Select **New Entry** button.
   i.   Enter 2500 for Quantity.
   ii.  Enter '100+00 thru 125+00 rt'. For remark

| **Remark** | **Initial Payment - GUARDRAIL POSTS** | | | | | | |
|---|---|---|---|---|---|---|---|
| Delete | 0001 0 | 0.00 % | 0.000 | ☐ | 2500 | 0.00 % | 44.76 % Components |
| **Remark** | | | | 100+00 thru 125+00 rt | ✕ | | |

e.  Select **Save** button.

| Delete | 0001 0 | 0.00 % | 1,380.899 Apl(0) ☐ | 2500 | 55.24 % 44.76 % Components |
|---|---|---|---|---|---|
| Remark | | | 100+00 thru 125+00 rt. | | |

[ Save ]    [ New Entry ]

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example6 | GUARDRAIL PANNELS | 40.45 % | 5000 | 2 | N |
| example6 | GUARDRAIL POSTS | 4.31 % | 400.00 | 0.16 | N |

Back to WorkSheet

   i.   Take a moment to review what the system did with the quantity of 2500. Notice that the balance for the first item is 5000 and the second is 400 which is half of

the material. The system took 2500 * conversion factor 2 = 5000 from the first item and 2500 * 0.16 = 400 from the second item.

    ii. Also note that the system treated both items as one. Remember it takes both items/components to make a whole.

f. Let's complete the installation of the remaining items in stockpile.

g. Select **New Entry** button.

    i. Enter 2500 for Quantity.

    ii. Enter '125+00 thru 175+00 rt.' For remark

| Delete | 0001 | 0 | 0.00 % | 0.000 | ☐ | 2500 | **0.00 %** | 44.76 % Components |
|--------|------|---|--------|-------|---|------|-----------|--------------------|
| **Remark** | | | | | | 125+00 thru 175+00 rt | × | |

h. Select **Save** button.

| Delete | 0001 | 0 | 0.00 % | 1,380.899 | ApI(0) ☐ | 2500 | 55.24 % | 44.76 % Components |
|--------|------|---|--------|-----------|----------|------|---------|--------------------|
| Remark | | | | | | 100+00 thru 125+00 lt. | | |

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|-------------|-------------|---------|-----|--------|----------|
| example6 | GUARDRAIL PANNELS | 40.45 % | 0 | 2 | N |
| example6 | GUARDRAIL POSTS | 4.31 % | 0.00 | 0.16 | N |

Save     New Entry

Back to WorkSheet

    1. Take note of the balances by hovering over the stockpile percentage **44.76%**. They are now 0.

i. You have recorded the installation of 5,000 linear feet of double face guardrail.

j. Select **New Entry** button.

    i. Enter 2500 for Quantity.

    ii. Select Full Pay check box.

        1. In order to record additional work, you must tell the system it's not stock piled. This is why you selected the full pay check box. Marking the stock pile record complete avoids this step. See Completing Stockpile for details.

    iii. Enter '125+00 thru 175+00 lt.' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|----------|--------------|-------|---------|
| | Bal: 3062.5 | | |
| ✔ | 2500 | 0.00 % | 44.76 % Components |
| 125+00 thru 175+00 lt | | | |

k. Select **Save** button.

## Completing Stockpile

Completing stockpile is used to tell the system that you are done with the stock pile materials and have no intention of replenishing the materials. You should not mark a stockpile complete unless you know that all the materials have been installed. If you do mark a stockpile complete by mistake, you can contact the central office to have it un-marked. Please don't use this as an excuse to mark it complete when you shouldn't.

Example 5b - Guardrail Double face continued

      To avoid having to select the full pay check box when recording work against items where all the stock piled materials have been depleted you can follow the following steps.

**Note**: Return to the same item you were working on for .

*Stockpile Tab*

**4. Go to Stockpile tab**


Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

   a.  Since the stockpile request was for Guard rail Double Face, search for **536** by selecting the filter icon ( ) on the pay item column.



   b.  Expand the item by selecting the arrow ( ) icon located at the far left of the item.



   c.  Select the **Complete** button for the first item. Far right column.

**Closing out a stockpile should be done under the following scenarios only:**

1. You have stockpiled 10 items and for some reasons 1 of the items was removed from the contract and will no longer be installed. Once you've installed the 9 items you should closeout the stockpile in order to reclaim the cost of the material for the item.
2. You have entered a stockpile record, and after generating an estimate you determine it was entered incorrectly and needs to be deleted. Since the record is locked, your only option is to closeout and reenter. **If you find yourself in this situation please give us a call before doing this so we can help make the transition easier.**

      1. To determine the new stockpile quantities and invoice amount follow this steps.

         • Invoice Quantity: Absolute value(Invoice Qty of close entry)
         • Invoice Amount: Absolute value (DWR Qty of close entry) * bid unit price.

3. You have installed all items from the stockpile and this system is still showing a balance. This can happen due to rounding issues. In this case just closeout the stockpile.

**Note:**
If you are marking the stockpile complete, no need to provide a comment. Just click Submit

| Comment for GUARDRAIL PANNELS |
|---|
|  |

Note: Not required. If left blank will default to 'Close Out'

      i.  Take a look at the screen that's shown.

Prepared by:
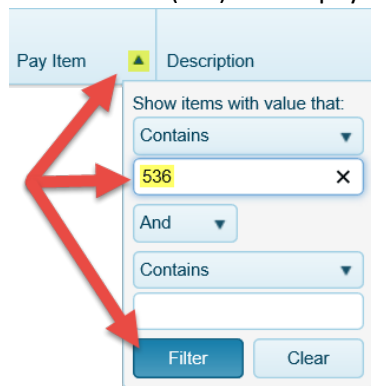State Construction Office (SCO)
Construction System Section

1. The system uses the same process for marking a stockpile complete that it uses to close a stockpile. The difference is you don't need to provide a comment. The system will ignore any comment you provide anyway.
   a. **Note**: You can ignore the rest of the message, it does not apply to marking a stockpile complete.
d. Repeat steps 3c through 3i for the second stockpile record.

*WorkSheet Tab*
5. **Go to WorkSheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

a. Since the stockpile request was for Guardrail Double Face, search for **536** by selecting the filter icon ( ▼ ) on the pay item column.

| Pay Item | ▲ | Description |
|---|---|---|

Show items with value that:

Contains ▼

536  ✕

And ▼

Contains ▼

[ Filter ]    [ Clear ]

b. Select the link in the far right column (Dwr Qty Est. 0001) 7,500.00

| Pay Item | ▲ | Description | ▲ | Sht DWR ▲ Curr Last Est | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|---|---|
| 0536 1 1 | | GUARDRAIL -ROADWAY | | 1,012 | | | 0.000 |
| 0536 1 3 | | GUARDRAIL- ROADWAY, DOUBLE FACE | | 8,06 | APL(0) | | 7,500.000 |

c. Select **New Entry** button.
   i. Take a look at the difference from the last time we selected new entry.

| Delete | 0001 0 | 0.00 % | 0.000 | Apl(0) ☐ | 0 | 0.00 % | N/A |
|---|---|---|---|---|---|---|---|
| **Remark** | | | | | | | |

      1. The Stockpile percentage is N/A. The system no longer associates any stockpiles to this item. So no need to check the full pay box.
   ii. Enter 562.5 for Quantity
   iii. Enter '175+00 thru 180+62.5 lt.' for Remarks.
d. Select **Save** button.

You have now recorded the installation of 8,062.5 linear feet of double face guardrail.

Your worksheet detail page should look like this.

Prepared by:
State Construction Office (SCO)
Construction System Section

| | Est# | Invoice Qty | Initial Stockpile Payment/Closeout StockPile Percentage | DWR Qty | APL | Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **StockPile/Full Payments** | | | |
| | | | | | | **NON PARTIAL ITEM** | | | |
| | | | | | | **Operation 1** | | | |
| | | | | | | | | **Bal: 0.00** | |
| | 0001 | 10000 | 40.45 % | 2,022.472 | | | | | |
| Remark | **Initial Payment - GUARDRAIL PANNELS** | | | | | | | | |
| | 0001 | 800 | 4.31 % | 215.730 | | | | | |
| Remark | **Initial Payment - GUARDRAIL POSTS** | | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 1,380.899 | Apl(0) ☐ | | 2500 | 55.24 % | 44.76 % Components |
| Remark | | | | | | 100+00 thru 125+00 rt. | | | |
| Delete | 0001 | 0 | 0.00 % | 1,380.899 | Apl(0) ☐ | | 2500 | 55.24 % | 44.76 % Components |
| Remark | | | | | | 100+00 thru 125+00 lt | | | |
| Delete | 0001 | 0 | 0.00 % | 2,500.000 | Apl(0) ✔ | | 2500 | 100.00 % | 100.00 % |
| Remark | | | | | | 150+00 thru 175+00 lt. | | | |
| Delete | 0001 | 0 | 0.00 % | 562.500 | Apl(0) ☐ | | 562.50 | 100.00 % | N/A |
| Remark | | | | | | 175+00 thru 180+62.5 lt. | | | |

*Example 6a – Stockpile multiple operations P1*

This example will demonstrate stockpiling material for multiple operations (Partial Items). You stockpile inlet bottoms that belong to the first operation (sequence 1) of the Partial Item Inlets. Then you add the components inlet riser, and grate to second operation (sequence 2).

| Description | Percentage | Sequence # |
|---|---|---|
| BOTTOM INSTALLED | 65 | 1 |
| RISER, TOP, GRATE, AND APRON INSTALLED | 35 | 2 |

You receive the following invoice from the contractor that has 2 inlet bottoms, 2 inlet risers, and 2 inlet grates.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* MATERIAL | TRANSPOR-TATION | TOTAL | LOCATION WHERE STORED |
|---|---|---|---|---|---|---|
| 0425 1549 | Bottom S-413 | 1 | $582.00 | | $582.00 | AMC Yard |
| 0425 1549 | Bottom S-616 | 1 | $390.00 | | $390.00 | AMC Yard |
| 0425 1549 | Riser S-413 | 1 | $353.00 | | $353.00 | AMC Yard |
| 0425 1549 | Riser S-616 | 1 | $500.00 | | $500.00 | AMC Yard |
| 0425 1549 | Grate S-413 | 1 | $321.00 | | $321.00 | AMC Yard |
| 0425 1549 | Grate S-616 | 1 | $321.00 | | $321.00 | AMC Yard |

*Stockpile Tab*

1. **Go to Stockpile tab.**

Prepared by:
State Construction Office (SCO)
Construction System Section

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note**: Make sure you have project Id **411038-1-52-01** selected

a. Select **Add Line Item**.

    i. **Note**: You select Add Line Item because this is the first time we have received an invoice for this material from the contractor.

Contract 40000 ▼        Project 411038-1-52-01 ▼

Stock Pile Report

+ Add Line Item

| Line Item | ▲ | Pay Item | ▲ | Description |
|-----------|---|----------|---|-------------|
| ▶ 0590 | | 0536 1 3 | | GUARDRAIL- ROADWAY, DOUBLE FACE |

b. Search for **1549** by selecting the filter icon ▼ on the pay item column.

| Pay Item | ▲ | Description |
|----------|---|-------------|

Show items with value that:

Contains ▼

1549 ✕

And ▼

Contains ▼

[ Filter ]  [ Clear ]

c. Select the link for item: 0425 1549 Description INLETS, DT BOT, TYPE D, MODIFY Line item 0415.

| Pay Item | ▲ | Description |
|----------|---|-------------|
| 0425 1549 | | INLETS, DT BOT, TYPE D, MODIFY |

    i. Enter example6a for invoice number.

    ii. Enter 'Inlet Bottoms' for Description.

    iii. Enter 2 for Quantity.

    iv. Press tab key twice.

    v. Enter **$972.00** = $582.00(S-413) + $390.00(S-616) for invoice amount.

    vi. Press tab key twice.

    vii. Enter 1 for Conversion Factor.

    viii. Enter '125+00 Right' for location.

    ix. Select '65% - Bottom Installed' for Operation.

1. **Note**: You selected this operation because the Inlet bottoms belong to the Bottom Installed operation.

**StockPile**

| Contract ID | | Project ID | | | |
|---|---|---|---|---|---|
| 40000 | | 41103815201 | | | |

| Invoice Num | |
|---|---|
| example6a | |

| Description | |
|---|---|
| INLET BOTTOMS | |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 2 | 2 | $ 972 | $ 972 | $ 0.000 | 1 |

| Stored Location |
|---|
| 125+00 RIGHT |

| Operation |
|---|
| 65% - BOTTOM INSTALLED |

d. Select **CREATE**.

e. Expand Item 0425 1549 by selecting the ▸ icon in the first column – Inlets, DT BOT, Type D, Modify

| | Line Item | ▲ | Pay Item ▲ | ▲ | Description |
|---|---|---|---|---|---|
| ◢ | 0415 | | 0425 1549 | | INLETS, DT BOT, TYPE D, MODIFY |
| | + Add Component | | | | |
| | | | | Pile | |
| | | | | Invoice Num | Description |
| | + Add Inventory | ✎ Edit | | example6a | INLET BOTTOMS |

f. Select **Add Component**
   i. **Note**: You select Add Component because the material we are adding is a component of the Inlet pay item. It takes both the inlet bottom and the inlet riser to make a whole inlet.

| ◢ | 0415 | 0425 1549 | INLETS, DT BOT, TYPE D, MODIFY |
|---|---|---|---|
| | + Add Component | | |
| | | | Invoice Num | Description |
| | + Add Inventory | ✎ Edit | example6a | INLET BOTTOMS |

   ii. Enter Example6a for Invoice Number.
   iii. Enter 'Inlet Risers' for Description.
   iv. Enter 2 for Quantity.
   v. Press tab key twice.
   vi. Enter **$853.00 =** $353.00(S-413) + $500.00(S-616) for Invoice Amount.

    vii.    Press tab key twice.

   viii.    Enter 1 for Conversion Factor.

    ix.    Enter '125+00 Right' for location.

    x.    Select 35% - RISER, TOP, GRATE, AND APRON INSTALLED for Operation.

        a.    **Note**: You selected this operation because the inlet risers belong to this operation.



    xi.    Select **CREATE**

g.    Select **Add Component**

    i.    **Note**: You may need to expand the item again by Selecting ▶ in the first column of Payitem 0425 1549.



    i.    Enter Example6a for invoice Number.

    ii.    Enter 'Inlet Grates' for Description.

    iii.    Enter 2 for Quantity.

    iv.    Press tab key twice.

    v.    Enter **$642.00** = $321.00(S-413) + $321.00(S-616) for Invoice Amount.

    vi.    Press tab key twice.

    vii.    Enter 1 for Conversion Factor.

   viii.    Enter '125+00 Right' for location.

    ix.    Select 35% - RISER, TOP, GRATE, AND APRON INSTALLED for Operation.

2. **Note**: You selected this operation because the Grate belongs to this operation.

| Contract ID | Project ID |
|---|---|
| 40000 | 41103815201 |

| Invoice Num |
|---|
| example6a |

| Description |
|---|
| Inlet Grates |

| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
|---|---|---|---|---|---|
| 2 | 2 | $ 642 | $ 642 | $321.0000 | 1 |

| Stored Location |
|---|
| 125+00 right |

| Operation |
|---|
| 35% - RISER, TOP, GRATE, AND APRON INSTALLED ✔ |

h. Select **CREATE**

Your stockpile list should look like this.

| | 0415 | | 0425 1549 | | INLETS, DT BOT, TYPE D, MODIFY | | | | $3,484.590 | 7.000 |
|---|---|---|---|---|---|---|---|---|---|---|

| | | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | Invoice Qty Paid | Bal | Unit Price | Inv Amt Paid | Factor |
|---|---|---|---|---|---|---|---|---|---|---|
| + Add Inventory | ✏ Edit | 1 | 0 | example6a | INLET BOTTOMS | 2.000 | 2 | $486.00 | $972.00 | 1 |
| + Add Inventory | ✏ Edit | 2 | 0 | example6a | INLET RISERS | 2.000 | 2 | $426.50 | $853.00 | 1 |
| + Add Inventory | ✏ Edit | 3 | 0 | example6a | INLET GRATES | 2.000 | 2 | $321.00 | $642.00 | 1 |

*WorkSheet Tab*

2. **Go to Work Sheet tab**

| Home | Cat/Items | WorkSheet | StockPile | Transfer | Admin | Reports | Help |
|---|---|---|---|---|---|---|---|
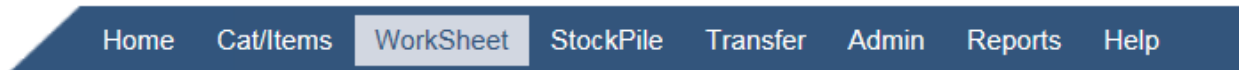
a. Search for **1549** by selecting the filter icon ▼ on the pay item column.

| Pay Item | ▲ | Description |
|---|---|---|

Show items with value that:

Contains ▼

1549 ✕

And ▼

Contains ▼

[ Filter ]  [ Clear ]

b. Select the link for item no. 0415 Pay Item: 0425 1549 - INLETS, DT BOT, TYPE D, MODIFY located in the last column far right.

| Pay Item ▲ | Description ▲ | ...t DWR Q... ▲ Curr... Est | Apl(Count) ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|
| 0425 1549 | INLETS, DT BOT, TYPE D, MODIFY | 7.00 | APL(0) | 0.708 |

i. You should see that initial payments have been created for you. (0.708 this line)

| | | Initial Stockpile Payment/Closeout | | |
|---|---|---|---|---|
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty |
| | 0001 | 2 | 13.95 % | 0.279 |
| Remark | Initial Payment - INLET BOTTOMS | | | |
| | 0001 | 2 | | 0.245 |
| Remark | Initial Payment - INLET RISERS | | | |
| | 0001 | 2 | 9.21 % | 0.184 |
| Remark | Initial Payment - INLET GRATES | | | |

c. Select **New Entry**.

    i. **Note**: There are several things I would like to point out.

        1. You will notice a link **Components** on the second operation. The system has determined that more than one stock pile component exists for this operation. Since the system treats components has a whole. The system will deplete each stockpile by the quantity provided. We can use this link to tell the system to exclude an item. This will tell the system not to take the reported quantity from stockpile for this item. Does not exclude it from installation. We will use this later.

d. The following entries are for the First Operation, Bottom Installed

e. Enter 1 for Quantity.

f. Enter 'S-413' for Remark.

2. Select **SAVE**

a. DWR Qty (0.511) ( 1.218 total)

b. After generating the estimate you will install the Riser, Top, and Skimmer for S-413

    i. **Note**: All remaining components must be installed before paying for them. The Riser, Top, Grate, and Skimmer are considered one operation. So all components must be installed before paying for them. No partial quantities shall be paid. Example. Paying .25 for Riser, .25 for Top, .25 for Grate and .25 for Skimmer is not allowed. Doing this will cause unexpected DWR quantity results and may not balance.

Your worksheet detail page should look like this.

| | | Initial Stockpile Payment/Closeout | | | | StockPile/Full Payments | | | | | | | |
| | | | | | | 65% - BOTTOM INSTALLED | | | | 35% - RISER, TOP, GRATE, AND APRON INSTALLED | | | |
| | | | | | | Operation 1 | | | | Operation 2 | | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | Full Pay | Qty Reported | Rem % | StkPI % | Full Pay | Qty Reported | Rem % | StkPI % |
| | | | | | | | Bal: 6 | | | | Bal: 7 | | |
| | 0001 | 2 | 13.95 % | 0.279 | | | | | | | | | |
| Remark | Initial Payment - INLET BOTTOMS | | | | | | | | | | | | |
| | 0001 | 2 | 12.24 % | 0.245 | | | | | | | | | |
| Remark | Initial Payment - INLET RISERS | | | | | | | | | | | | |
| | 0001 | 2 | 9.21 % | 0.184 | | | | | | | | | |
| Remark | Initial Payment - INLET GRATES | | | | | | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 0.511 | Apl(0) ☐ | 1 | | 51.05 % | 13.95 % | ☐ 0 | | 13.55 % | 21.45 % Components |
| Remark | | | | | | S-413 | | | | | | | |

## Closing Stockpile

**Closing out a stockpile should be done under the following scenarios only:**

1. You have stockpiled 10 items and for some reasons 1 of the items was removed from the contract and will no longer be installed. Once you've installed the 9 items you should closeout the stockpile in order to reclaim the cost of the material for the item.

2. You have entered a stockpile record, and after generating an estimate you determine it was entered incorrectly and needs to be deleted. Since the record is locked, your only option is to closeout and reenter. **If you find yourself in this situation please give us a call before doing this so we can help make the transition easier.**

    1. To determine the new stockpile quantities and invoice amount follow this steps.

        1. Invoice Quantity: Absolute value(Invoice Qty of close entry)

        2. Invoice Amount: Absolute value (DWR Qty of close entry) * bid unit price.

3. You have installed all items from the stockpile and the system is still showing a balance. This can happen due to rounding issues. In this case just closeout the stockpile.

## Example 7

This example will cover the first option discussed in the Closing Stockpile section.

You have received the following invoice.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED\*\***

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0715 14 11 | LIGHTING - PULL BOX | 43 | $10,692.10 | | $10,692.10 | AMC Yard |

## Stockpile Tab

**1. Go to Stockpile tab**

Prepared by:
State Construction Office (SCO)
Construction System Section

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note**: Make sure you are working with project: 411038-1-52-01

a. Select **Add Line Item** button.



b. Since the stockpile request was for LIGHTING - PULL BOX, search for **715** by selecting the filter icon ( ▼ ) on the pay item column.



c. Select the link for the item (0715 14 11) under the pay item column.



d. Enter example7 for Invoice Number.
e. Enter Lighting – Pull Box for Description.
f. Enter 43 for Invoice Quantity.
g. Press tab key twice.
h. Enter 10692 for Invoice Amount.
i. Press tab key twice.
j. Enter 1 for Conversion factor.

Prepared by:
State Construction Office (SCO)
Construction System Section

k.  Enter AMC Yard for Location.

| Contract ID | | Project ID | | | | |
|---|---|---|---|---|---|---|
| 40000 | | 41103815201 | | | | |
| Invoice Num | | | | | | |
| example7 | | | | | | |
| Description | | | | | | |
| Lighting - pull box | | | | | | |
| Invoice Qty | | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor |
| 43 | | 43 | $ 10692 | $ 10692 | $248.6512 | 1 |
| Stored Location | | | | | | |
| AMC Yard | | | | | | |

2.  Select **Create** button.

Your Stockpile list should look like this.

| 0860 | 0715 14 11 | LIGHTING - PULL BOX, F&I, ROADSIDE-MOULDED | | | | $478.180 | 43.000 | | 0.000 |
|---|---|---|---|---|---|---|---|---|---|
| + Add Component | | | | | | | | | |
| | | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | Invoice Qty Paid | Bal | Unit Price | Inv Amt Paid | Factor |
| + Add Inventory   ✏ Edit | | 1 | 0 | example7 | LIGHTING - PULL BOX | 43.000 | 43 | $248.65 | $10,692.10 | 1 | ▲ Close  ✕ Delete |

*WorkSheet Tab*

**3.  Go to Worksheet tab**
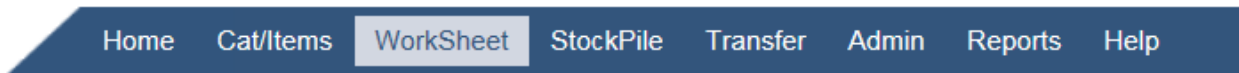
Home    Cat/Items    **WorkSheet**    StockPile    Transfer    Admin    Reports    Help

a.  Since the stockpile request was for LIGHTING - PULL BOX, search for **715** by selecting the filter icon ( ▼ ) on the pay item column.

| Pay Item | ▲ | Description |
|---|---|---|

Show items with value that:

Contains ▼

715  ✕

And ▼

Contains ▼

[ ]

Filter    Clear

b.  Select the link in the far right column for item 0715 14 11, (Dwr Qty Est. 0001) 22.360

| Pay Item | ▲ | Description | 'R | ▲ | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|---|---|
| 0715 1 12 | | LIGHTING CONDUCTORS, FI, INSULATED, NO.8 | | | | | 0.000 |
| 0715 11125 | | LUMINAIRE, FI, UNDER DECK, WALL MOUNT | | | | | 0.000 |
| 0715 14 11 | | LIGHTING - PULL BOX, FI, ROADSIDE-MOULD | | | APL(0) | | 22.360 |

c.  Select **New Entry** button.
   i.  Enter 40 for Quantity
   ii. Enter "1+00 thru 40+00 rt." For remark.

| Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|
| | Bal: 43 | | |
| ☐ | 40 | 0.00 % | 52.00 % |
| 1+00 thru 40+00 rt | ✕ | | |

4.  Select **Save** button.

*Stockpile Tab*

A decision not to install the last 3 Lighting – Pull Boxes has been made during a meeting, now you need to update PTS.

This is exactly the reason for the Stockpile Close option.  You have stockpiled material that will no longer be incorporated into the project.

5.  **Go to Stockpile tab**

Home    Cat/Items    WorkSheet    **StockPile**    Transfer    Admin    Reports    Help

a.  Since the stockpile request was for LIGHTING - PULL BOX, search for **715** by selecting the filter icon ( ▼ ) on the pay item column.

b.  Expand the item by selecting the arrow ( ▸ ) icon located at the far left of the item.

| ◢ | 0860 | | 0715 14 11 | JLL BOX, F&I, ROADSIDE-MOULDED |
|---|---|---|---|---|
| | + d Component | | | |
| | | | Stk P Sec    escription | |
| | + Add Inventory | | 1    LIGHTING - PULL BOX | |

c. Take note of the balance. It's 3

| Invoice Num | Description | Invoice Qty Paid | Bal |
|---|---|---|---|
| example7 | LIGHTING - PULL BOX | 43.000 | 3 |

d. Select **Close** button. ▲ Close
e. Select **Submit** button.
   i. **Note**: You may provide a custom message if you like.
f. Expand the item by selecting the arrow ( ▸ ) icon located at the far left of the item.

| ◢ | 0860 | | 0715 14 11 | JLL BOX, F&I, ROADSIDE-MOULDED |
|---|---|---|---|---|
| | + Add Component | | | |
| | | | Stk P Sec | escription |
| | + Add Inventory | | 1 | LIGHTING - PULL BOX |

g. Take note of the balance, it's now 0.00

| Invoice Num | Description | Invoice Qty Paid | Bal |
|---|---|---|---|
| example7 | LIGHTING - PULL BOX | 43.000 | 0.000 |

Your stockpile list should look like this.

| ◢ 0860 | | 0715 14 11 | | LIGHTING - PULL BOX, F&I, ROADSIDE-MOULDED | | | | $478.180 | 43.000 |
|---|---|---|---|---|---|---|---|---|---|
| + Add Component | | | | | | | | | |
| | Stk Pile Seq Id | RePln Pile Seq Id | Invoice Num | Description | Invoice Qty Paid | Bal | Unit Price | Inv Amt Paid | Factor |
| + Add Inventory | 1 | 0 | example7 | LIGHTING - PULL BOX | 43.000 | 0.000 | $248.65 | $10,692.10 | 1 |

*Worksheet tab*

Let's return to the worksheet detail page and take a look at what PTS has done.

6. **Go to Worksheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

a. Since the stockpile request was for LIGHTING - PULL BOX, search for **715** by selecting the filter icon ( ▼ ) on the pay item column.

b. Select the link in the far right column for item 0715 14 11, (Dwr Qty Est. 0001) 40.000.

| Pay Item | ▲ | Description | Sht DWR Last Est | ▲ | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|---|---|
| 0715 1 12 | | LIGHTING CONDUCTORS, FI, INSULATED, NO.8 - 6 | 000 | | | | 0.000 |
| 0715 11125 | | LUMINAIRE, FI, UNDER DECK, WALL MOUNT | 000 | | | | 0.000 |
| 0715 14 11 | | LIGHTING - PULL BOX, FI, ROADSIDE-MOULDED | 00 | | APL(0) | | 40.000 |

c. Take note of entry made by PTS.

| | | Initial Stockpile Payment/Closeout | | | | StockPile/Full Payments | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | NON PARTIAL ITEM | | | |
| | | StockPile | DWR | | | Operation 1 | | | |
| | Est# | Invoice Qty | Percentage | Qty | APL | Full Pay | Qty Reported | Rem % | StkPI % |
| | | | | | | Bal: 3 | | | |
| | 0001 | 43 | 52.00 % | 22.360 | | | | | |
| Remark | Initial Payment - LIGHTING - PULL.. | | | | | | | | |
| Delete | 0001 | 0 | 0.00 % | 19.200 | Apl(0) ☐ | | 40 | 48.00 % | 52.00 % |
| Remark | | | | | | 1+00 thru 40+00 rt. | | | |
| | 0001 | -3 | 52.00 % | -1.560 | | | | | |
| Remark | Close Out Payment - LIGHTING - PU.. | | | | | | | | |

    i.   Qty: -3, Dwr Qty: -1.560.
   ii.   This entry will take back the money given to the contractor for the 3 items.

## Example 8a – Guardrail with adjustment P1

This example you will be working with pay item 0536  1  1 Guardrail. You have worked with a similar item on example 5a. This example will show you when and why you may need to enter an adjustment to account for rounding issues due to only having 3 decimals places.

You have received the following invoice from the contractor.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED\*\***

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
| --- | --- | --- | --- | --- | --- | --- |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0536  1  1 | Guardrail | 4819 | $22,000.00 | | $22,000.00 | AMC Yard |
| 0536  1  1 | Guardrail Post | 771 | $8,017.96 | | $8,017.96 | AMC Yard |

## Stockpile Tab

1. **Go to Stockpile tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note**: Make sure you are working with project 411042-1-52-01

    a.  Select **Add Line Item.**



    b.  Since the stockpile request was for Guardrail - Roadway, search for **"guard"** by selecting the filter icon ( ▼ ) on the description column.
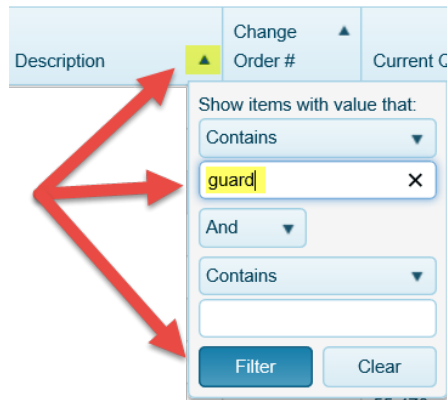


    c.  Select the link for item **0536  1  1** under the pay item column.
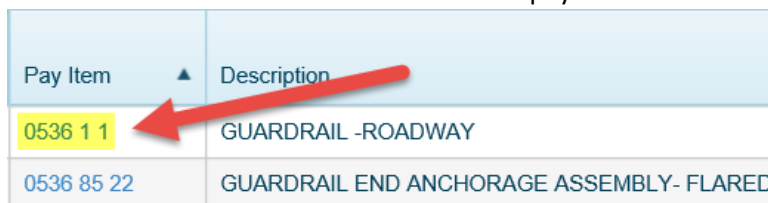


       i.  Enter example8a for Invoice Number.

      ii.  Enter "Guardrail Panels" for Description.

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Construction System Section

   iii. Enter 4819 for invoice quantity.
   iv. Press tab key twice.
   v. Enter $22,000 for invoice amount.
   vi. Press tab key twice.
   vii. Enter 1 for conversion factor.
   viii. Enter 125+00 right for location.

| Contract ID | Project ID | | | | | |
|---|---|---|---|---|---|---|
| 40000 | 41103815201 | | | | | |
| Invoice Num | | | | | | |
| example8a | | | | | | |
| Description | | | | | | |
| guardrail panels | | | | | | |
| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor | |
| 4819 | 4819 | $ 22000 | $ 22000 | $4.5653 | 1 | |
| Stored Location | | | | | | |
| 125+00 right | | | | | | |

 d. Select **Create** button.
 e. In order to add the stockpile for the second item on the invoice request received, you need to expand the item by selecting the arrow ( ▸ ) icon located at the far left of the item.

| + Add Line Item | | | |
|---|---|---|---|
| Line Item ▲ | Pay Item ▲ | Description | |
| ▸   0840 | 0536 1 1 | GUARDRAIL -ROADWAY | |

 f. Select **Add Component** button.

| ◢   0840 | 0536 1 1 | ꓛOADWAY | |
|---|---|---|---|
| + Add Component | | | |
| | Stk Pile Seq Id | Invoice Num | Description |
| + Add Inventory   ✎ Edit | 1 | example8a | GUARDRAIL PANELS |

   i. Enter example8a for Invoice Number.
   ii. Enter "Guardrail Post" for description.
   iii. Enter 771 for invoice quantity.
    1. 4819 * (1/6.25lf/post = 0.16) = 771.04, round to whole = 771
   iv. Press tab key twice.

       v.   Enter $8017.96 for invoice amount.

      vi.   Press tab key twice.

     vii.   Enter 0.16 for conversion factor

            1.   Note: The leading zero must be present.

    viii.   Enter 125+00 right for location.

| Contract ID | Project ID | | | | | |
|---|---|---|---|---|---|---|
| 40000 | 41104215201 | | | | | |
| Invoice Num | | | | | | |
| example8a | | | | | | |
| Description | | | | | | |
| guardrail post | | | | | | |
| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor | |
| 771 | 771 | $ 8017.96 | $ 8017.96 | $1.6639 | 0.16 | |
| Stored Location | | | | | | |
| 125+00 right | | | | | | |
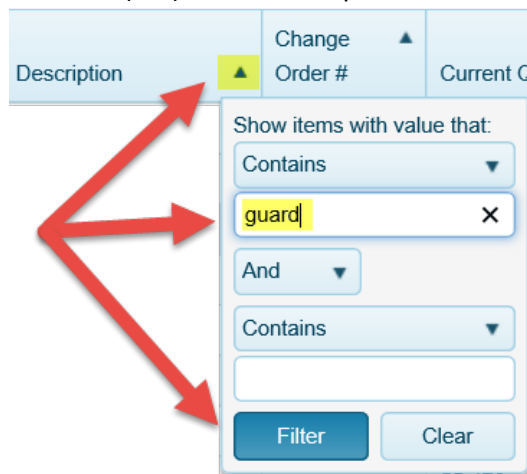
    g.   Select **Create** button.

## WorkSheet Tab

**2.  Go to Worksheet Tab**

Home    Cat/Items    **WorkSheet**    StockPile    Transfer    Admin    Reports    Help

    a.   Since the stockpile request was for Guardrail - Roadway, search for **"guard"** by selecting the filter icon ( ▼ ) on the description column.

| Description | ▲ | Change ▲ Order # | Current Q |
|---|---|---|---|

Show items with value that:

Contains ▼

guard    ✕

And ▼

Contains ▼

Filter    Clear

b. Select the link in the far right column (Dwr Qty Est. 0001) 2,787.183

| Pay Item ▲ | Description ▲ | Current Qty | ht DWR ▲ Last Est | Apl(Count) ▲ | Dwr Qty Est: 0001 |
|---|---|---|---|---|---|
| 0536 1 1 | GUARDRAIL -ROADWAY | 4,819.000 | | APL(0) | 2,787.183 |

      i. **Note**: Notice the initial payments for the invoice(2,042.711 + 744.472 = 2,787.183)

c. Select **New Entry** button.

      i. Enter 196 for quantity

      ii. Enter "1+00 thru 1+96 right" for remark

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | | Bal: 4819 | |
| ☐ | 196 | 0.00 % | 57.84 % Components |
| 1+00 THRU 1+96 RIGHT | ✕ | | |

d. Select **Save** button.

You will complete this example after you generate the estimate.

## Partial Items

This is not the first appearance of partial items you have worked with, but it's time to cover this topic in more detail than before. See Stockpile – partials for what was covered before.

PTS identifies partials items with a P or B, this identification can be found in the first column of the grid on the WorkSheet Summary page.

| R/P B/S ▼ |
|---|
| P |
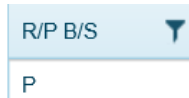
FDOT allows the payment of items to be divided into percentages. Instead of holding money for work that's be done for an item that has not been completed. FDOT will pay the contractor a percentage. This percentage has been determined by the State Construction specialty engineers. PTS uses these percentages for items that has been identified as partial.

Partial payment simply put means broken into two or more operations. The next example will demonstrate the use of partial pay items.

## Example 9

### Worksheet Tab

**1. Go to Worksheet tab.**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note:** Make sure you are working with Project Id: 411042-1-52-01

    a.  Since the stockpile request was for Inlets, Curbs, search for **1351** by selecting the filter icon (

        ) on the pay item column.
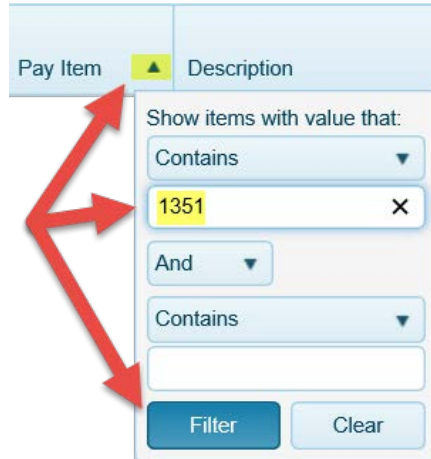


    b.  Select the link in the far right column for item 0425 1351, (Dwr Qty Est. 0001) 0.000

| Pay Item | ▲ | Description | ▲ | Current | ... | VR Qty ▲ | Apl(Count) | ▲ | Dwr Qty Est: 0001 |
|----------|---|-------------|---|---------|-----|----------|------------|---|--------------------|
| 0425 1351 | | INLETS, CURB, TYPE P-5, <10' | | 15.00 | | | | | 0.000 |

Before going any further I need to point out something that's different from other items.

Notice the area within the red box. For all other items this says Full Pay. But for partial items only (has not been stockpiled) it plays a different role. When you select this box the system will apply the quantity and remark entered to all operations. This is only available when you see the words **All Operations**.



Let's say the contractor had a good month and was able to install 5 complete inlets.

        i.  Enter 5 for Quantity on the first operation (60% - Bottom Installed).

       ii.  Enter "S-1, S-2, S-3, S-4, and S-5" for remark.

           1.  **Note**: Use structures number when available for remarks. Remarks are shown on the estimate detail report that required to be included with the

monthly estimate. This information is important and can be used to verify quantities during the final estimate process.

    iii.  Select the **All Operations** check box.

| 65% - BOTTOM INSTALLED | | | | 35% - RISER, TOP, GRATE, AND APRON INSTALLED | | | |
|---|---|---|---|---|---|---|---|
| Operation 1 | | | | Operation 2 | | | |
| All Operations | Qty Reported | Rem % | StkPI % | All Operations | Qty Reported | Rem % | StkPI % |
| Bal: 15 | | | | Bal: 15 | | | |
| ☑ | 5 | 0.00 % | N/A | ☐ | 0 | 0.00 % | N/A |
| S-1,S-2,S-3,S-4 AND S-5 | | | | | | | |

c.  Select **Save** button.

    i.  Take note to what happened.

| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | 65% - BOTTOM INSTALLED | | | | 35% - RISER, TOP, GRATE, AND APRON INSTALLED | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Operation 1 | | | | Operation 2 | | | |
| | | | | | | All Operations | Qty Reported | Rem % | StkPI % | All Operations | Qty Reported | Rem % | StkPI % |
| | | | | | | Bal: 10 | | | | Bal: 10 | | | |
| Delete | 0001 | 0 | 0.00 % | 5.000 | Apl(0) | ☑ | 5 | 65.00 % | N/A | ☑ | 5 | 35.00 % | N/A |
| Remark | | | | | | | S-1, S-2, S-3, S-4, and S-5 | | | | S-1, S-2, S-3, S-4, and S-5 | | |

    ii.  The information you enter for the first operation was copied over to the second operation. If this item had more than two operations, let's say 3 or 4 operations. This method would have copied the information enter on the first operation over to all the other operations.

    iii.  This can only be done on items where you see the All operations check box, and can only be done on the first operation.

d.  Let's record the installation of 5 bottoms and 3 risers, tops, grates, and aprons.

e.  Select **New Entry** button.

    i.  Enter 3 for quantity for operation 1.

    ii.  Enter "S-7, S-8, S-9, S-10 and S-11" for remark

    iii.  Enter 5 for quantity for operation 2

    iv.  Enter "S-7, S-8, and S-9" for remarks

    v.  Select **Save** button.

        1.  What happen? You got an error.

            **ERROR: Please correct the errors listed below.**

            • **ERROR: Reported Quantities for Component RISER, TOP, GRATE, AND APRON INSTALLED is out of Sequence.**

        2.  The error states the operation Riser, Top, Grate, and Apron Installed is out of sequence

            a.  You can not install an item out of sequence. You can't install the riser without having a bottom to attach it to. This is what you are trying to do. You are installing 3 bottoms but are trying to install 5 risers.

    vi.  To correct the error make the following changes.

    vii.  Change the quantity on the first operation to 5

    viii.  Change the quantity on the second operation to 3

f.  Select **Save** button.

    i.  All is good. No errors.

Your worksheet detail page should look like this.

| | | | Initial Stockpile Payment/Closeout | | | StockPile/Full Payments | | | | | | | |
| | | | | | | 65% - BOTTOM INSTALLED | | | | 35% - RISER, TOP, GRATE, AND APRON INSTALLED | | | |
| | | | | | | Operation 1 | | | | Operation 2 | | | |
| | Est# | Invoice Qty | StockPile Percentage | DWR Qty | APL | All Operations | Qty Reported | Rem % | StkPl % | All Operations | Qty Reported | Rem % | StkPl % |
| | | | | | | Bal: 5 | | | | Bal: 7 | | | |
| Delete | 0001 | 0 | 0.00 % | 5.000 | Apl(0) | ☑ | 5 | 65.00 % | N/A | ☑ | 5 | 35.00 % | N/A |
| Remark | | | | | | S-1, S-2, S-3, S-4, and S-5 | | | | S-1, S-2, S-3, S-4, and S-5 | | | |
| Delete | 0001 | 0 | 0.00 % | 4.300 | Apl(0) | ☐ | 5 | 65.00 % | N/A | ☐ | 3 | 35.00 % | N/A |
| Remark | | | | | | S-7, S-8, S-9, S-10 and S-11 | | | | S-7, S-8, and S-9 | | | |

# Regular Items

## Example 10

### WorkSheet Tab

**1. Go to Worksheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

PTS identifies partials items with an R, this identification can be found in the first column of the grid.

| R/P B/S ▼ |
| --- |
| R |

Regular items are the simplest items you will work with.

Unlike partial items regular items will always have a single operation and may be stocked piled as well.

**Note**: If stockpiled the first column will display an **S** instead of **R**.

**Note:** Make sure you are working with Project Id: 411042-1-52-01

a.  Since the stockpile request was for Guardrail - Roadway, search for **"work zone"** by selecting the filter icon ( 🔽 ) on the description column.
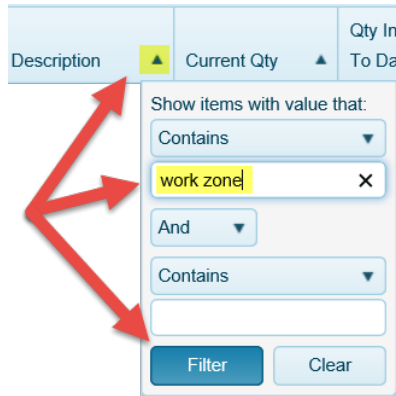


b.  Select the link for item **0102 60** in the far right column (Dwr Qty Est. 0001).



   i.  Enter 25 for quantity

   ii.  Enter "1+00 thru 10+00 right" for remark



c.  Select **Save** button.

You have recorded the installation of 25 work zone signs.

## APL

Approved Product List (APL) is a list of products approved for use on FDOT projects and is managed by the Product Evaluation section. This list is managed using the APL application. PTS shall be used to record the use of APL products for each item that will be incorporated in to the project on a permanent basis and all MOT devices.

You can only record APL data against items you have recorded work against.

The APL information shall be recorded at the time the item is placed.  APL data is required.

## Example 11 – Guardrail Double face

This example will demonstrate the recording of APL products for Guardrail Double face item 0536  1  3. You worked with this item on example 5a and 5b. You will now record the APL information for the item

For this example the contractor has provided the following APL products for use on the project.

**Artuk FR - Flex Rail**

      **Supplier:** **Artuk Inc.**

- o **Model Number:**

- o **APL Certification Number:** 521-000-008,536-001-010

- o **Limitation:** Mount device as recommended by Manufacturer

- o **Comment:** Barrier Reflector

**SRT-31 Flared End Terminal (Wood Posts)**

      **Supplier**: Trinity Highway Products

- o **Model Number:** SRT-31 Flared End Terminal (Wood Posts)
- o **APL Certification Number:** 536-003-013
- o **Comment:** Gating/Non-Redirective

## WorkSheet Tab

1. **Go to WorkSheet tab**



**Note**: Make sure you are working with project 411038-1-52-01

    a. The item you are looking for is Guardrail - Roadway, so search for **"double"** by selecting the filter icon ( ) on the description column.
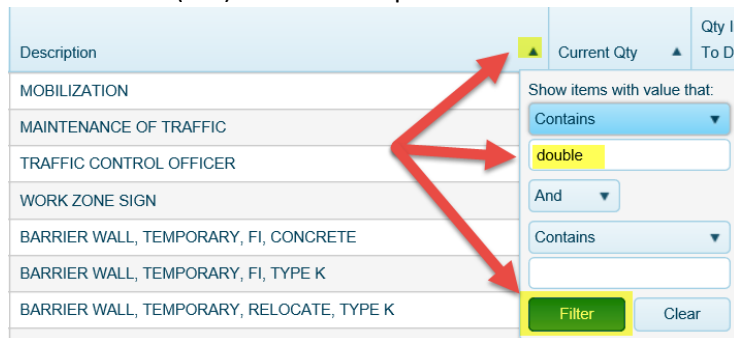


    b. Select the **APL(0)** link in the second to last right column (Apl(Count)) for item 0536  1  3)



       i. You will see a modal window open showing a list of APL records.

ii.  Select **Add new record** button.
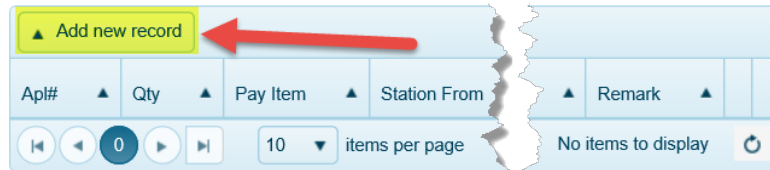


iii.  **Note**: * denotes required fields.
iv.  Enter flex rail for APL#.



> **Note**: You may enter Product Certification Id, Supplier Name, and Material Description.

v.  Select the first item in the list.
vi.  Enter 8062.50 for Apl Qty



**Note**: This quantity represents the current quantity for the item.

c.  Select **Update** button.
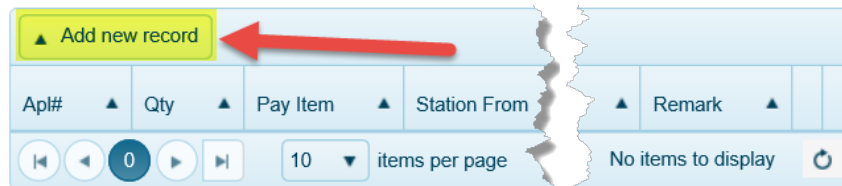
i.  Select **Add new record** button.



ii.  Enter flex-ds for APL#.

iii. Enter 8062.5 for Apl Qty.



d. Select **Update** button.

Your APL list should look like this.



i. Select the **X** in the upper right corner to close the window.



Let's review what you just recorded.

You recorded the APL# for the guardrail panels, and the APL# for the Posts. You would also provide the APL# for any other components installed that you were given. **Example**: Blocks. This example only shows two.

The required fields are denoted by * next to the label.

**APL#**: (Required) Is the Product Certification ID

**Note**: When entering this information you may use Product Certification Id, Supplier Name, and Production Description to search for the Product Certification Id.

**APL Qty**: (Required) Quantity represented by the APL product. Should Match Current Quantity if only one APL product is used per component.

**Pay Item**: (Required*) provide the pay item that would have been associated to the APL# if this would have been a pay item job.

*Only required when working with Construction Lump Sum (CLS), Construction Stream Line (CSL) – No Payitems, and Design Build (CDB, CDBF, CDBL, and CDBO) contracts.

**Batch Number and Lot Number**: (Required**) Batch number and lot number of product.

** These are required when available. If you have this information it must be provided. Also if the batch or lot number changes, then a separate entry must be made to show where this project is being used. Must also provide Station information as well. Will also need to edit any previous entries and provide station imformation.

**Station From**: (Required***) Starting point of the location the APL product placed.

**Station To**: (Required***) Ending point of the location the APL product placed.

***There are times when the station from and to are required be entered. In the example you just completed, the station from and to are not necessary because you provided the APL information for the complete contract quantity for the item.  The Current quantity for the item is 8062.50 and the APL# used covered the entire quantity.  In the case where the APL# would not cover the entire quantity you would need to supply the station from and to for the APL#. This additional information will provide the means to determine what items fall under each recorded APL#. The next example will demonstrate this.

| Apl# ▲ |
|--------|
| 536-001-019 |

The first column of the grid is a link to the APL application.  This link will take you to the APL application where you can confirm the item you have chosen is the correct one. You may also Report Product Deficiency from this page as well.

## Example 12 – Guardrail End Anchorage

This example will demonstrate recording the work for item 0536 85  22 GUARDRAIL END ANCHORAGE ASSEMBLY then recording APL information. The first two items installed belong to APL# 536-003-003 Model #: SKT-SP-MGS and the last two items installed belong to APL# 536-003-005 Model #: SRT-31 Flared End Terminal (Steel Posts)

For this example the contractor has provided the following APL products for use on the project.

**SKT-SP-S-MGS**

       **Supplier**: Road Systems Inc

- o **Model Number:** SKT-SP-S-MGS
- o **APL Certification Number:** 536-003-003
- o **Comment:** Gating/Non-Redirective

**SRT-31 Flared End Terminal (Steel Posts)**

       **Supplier**: Trinity Highway Products

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State Construction Office (SCO)
Construction System Section

- o **Model Number:** SRT-31 Flared End Terminal (Steel Posts)
- o **APL Certification Number:** 536-003-005
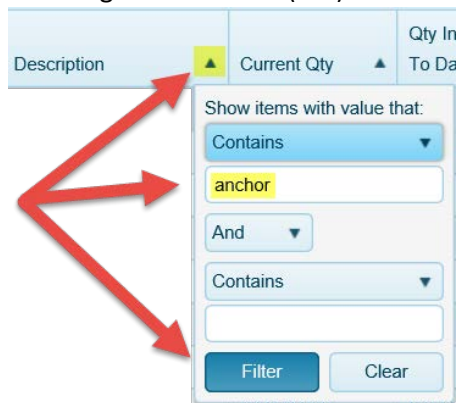- o **Comment:** Gating/Non-Redirective

## WorkSheet Tab

**1. Go to Worksheet tab**



**Note:** Make sure you are working with Project Id: 411038-1-52-01

a. The item you are looking for is Guardrail End Anchorage, so search for **"anchor"** by selecting the filter icon ( ) on the description column.



b. Select the link in the last column (Dwr Qty Est. 0001).



   i. Enter 1 for quantity.
   ii. Enter '100+25 right 3.54 offset' for remark.



c. Select **Save** button.
d. Select **New Entry** button.
   i. Enter 1 for quantity.

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Construction System Section

ii. Enter '100+25 left 3.75 offset' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 2 | | |
| ☐ | 1 | 100.00 % | N/A |
| 100+25 left 3.75 offset | | | |

e. Select **Save** button.
f. Select **New Entry** button.
  i. Enter 1 for quantity.
  ii. Enter '1000+00 left 3.75 offset' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 2 | | |
| ☐ | 1 | 0.00 % | N/A |
| 1000+00 left 3.75 offset | ✕ | | |

g. Select **Save** button.
h. Select **New Entry** button.
  i. Enter 1 for quantity.
  ii. Enter '1000+00 right 3.5 offset' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 1 | | |
| ☐ | 1 | 0.00 % | N/A |
| 1000+00 right 3.5 offset | ✕ | | |

i. Select **Save** button.

Your worksheet should look like the following:

| | | Initial Stockpile Payment/Closeout | | | StockPile/Full Payments | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | NON PARTIAL ITEM | | | | |
| | | StockPile | DWR | Operation 1 | | | | | |
| | Est# | Invoice Qty | Percentage | Qty | Full Pay | Qty Reported | Rem % | StkPl % | |
| | | | | | | Bal: 0 | | | |
| Delete | 0001 | 0 | 0.00 % | 1.000 | ☐ | 1 | 100.00 % | N/A | |
| Remark | | | | | 100+25 right 3.54 offset' | | | | |
| Delete | 0001 | 0 | 0.00 % | 1.000 | ☐ | 1 | 100.00 % | N/A | |
| Remark | | | | | 100+25 left 3.75 offset' | | | | |
| Delete | 0001 | 0 | 0.00 % | 1.000 | ☐ | 1 | 100.00 % | N/A | |
| Remark | | | | | 1000+00 left 3.75 offset' | | | | |
| Delete | 0001 | 0 | 0.00 % | 1.000 | ☐ | 1 | 100.00 % | N/A | |
| Remark | | | | | 1000+00 right 3.5 offset' | | | | |

2. **Return to WorkSheet tab**
    a. The item you are looking for is Guardrail End Anchorage, so search for **"anchor"** by selecting the filter icon ( 🔽 ) on the description column.
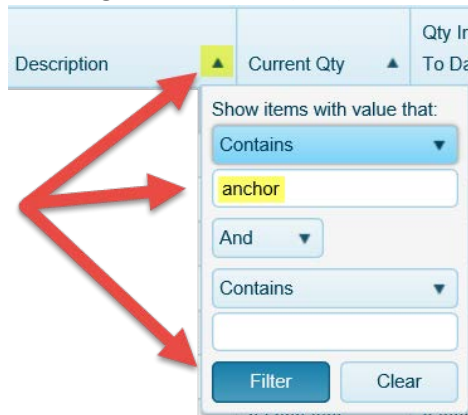


    b. Select the **APL (0)** link.



        i. Select **Add new record** button.
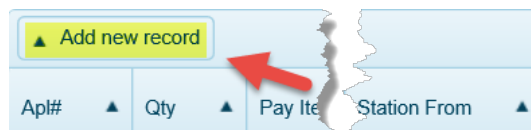


        ii. Enter 536-003-003 for APL#
        iii. Enter 2 for APL Qty
        iv. Enter 100+25 for Station From
        v. Enter Both for Direction
        vi. Enter 3.65 for offset.

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1. This is (3.54 + 3.75)/2 = 3.645 (rounded = 3.65)

**Apl**

*denotes required field.

| | |
|---|---|
| Apl#* | 536-003-003 |
| Apl Qty* | 2 |
| Station From | 100+25 |
| Station To | |
| Direction | Both ▼ |
| Offset | 3.65 ✕ |

c. Select **Update** button.
    i. Select **Add new record** button.

▲ Add new record

| Apl# ▲ | Qty ▲ | Pay Ite | Station From ▲ |
|---|---|---|---|

   ii. Enter 536-003-005 for APL#
   iii. Enter 2 for APL Qty
   iv. Enter 1000+00 for Station From
   v. Enter Both for Direction
   vi. Enter 3.63 for offset.
        1. This is (3.5 + 3.75)/2 = 3.625 (rounded = 3.63

**Apl**

*denotes required field.

| | |
|---|---|
| Apl#* | 536-003-005 |
| Apl Qty* | 2 |
| Station From | 1000+00 |
| Station To | |
| Direction | Both ▼ |
| Offset | 3.63 ✕ |

Your APL list should look like the following:



        d.   Select the **X** in the upper right corner to close the window.

Let's discuss the differences in what you recorded for this example compared to the last example.

In example 11 you only enter one APL# for each component and did not provide any Station, Direction, or Offset information. The reason for that is the entire quantity reported for each component belonged to a single APL#.  In this example two items belonged to one APL# and two items belonged to another APL#. For this reason you need to provide the locations each APL# was used. For this example you provided the Station, Direction, and average offset. The Direction was both because the items where installed on both sides of the project at the approximate same location. The Offset was the average of both offsets.

# Transfer

The transfer tab is used to transfer the recorded items to SiteManager.

## Transfer tab

1. **Go to Transfer tab**

Let's take a look at the page and go over some important information.

### Estimate Cutoff Date

The System will by default select the last estimate cutoff date or the current cutoff date once the current date is greater than the current cutoff date.

If you select a date other than the previous or current cutoff date the system will give a popup window similar to the one below.
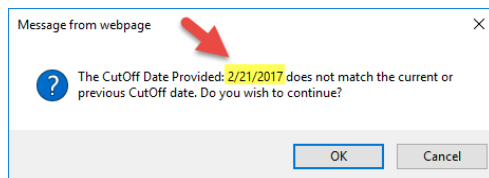


**Note**: Selecting Ok will transferr using the date selected. Cancel will allow you to change the date.

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The most important thing about this page is the Estimate Cutoff Date:

**Note**: You cannot select a date in the future.

Please make sure the date is correct. It should be the Current Estimate Cutoff date, a Sunday. The only time this should not be that date is when you need to process a progress estimate or the final estimate (which is a progress estimate just the last one).  This date is used along with the user id of the person working in PTS to either create or modify a DWR in SiteManager.

**Important**: If you transfer quantities to a DWR dated 01/01/17 and then transfer the quantities to another DWR dated 01/02/17, you will have duplicate quantities when you generate the estimate. Also if you transfer quantities and you have someone else go to PTS for the same contract and transfer quantities you will have duplicates. The ones you transferred and the ones they transferred. It's the same as if you logged into SiteManager created a DWR and added work items and another person logs into SiteManager creates a DWR and adds the work items you added.

## Removing item

The quantities shown in the grid will be transferred to a DWR in SiteManager. The Grid allows you to remove an item. Removing an item only removes it from this list. It does not make any changes to the entries made to the Worksheet detail pages.

In order to remove an item follow these steps.

1. Select the **Remove** button for the item you wish to remove.
   a. Select **Ok** button to confirm the deletion.
2. The item will be removed.
   a. **Note**: It's only removed from this list. No changes have occurred to the worksheet summary or detail pages.
3. If you delete an item from list by mistake all you need to do is refresh the grid and all items you deleted or modified will be undone.
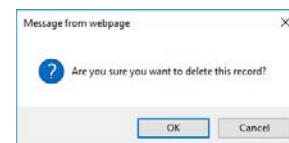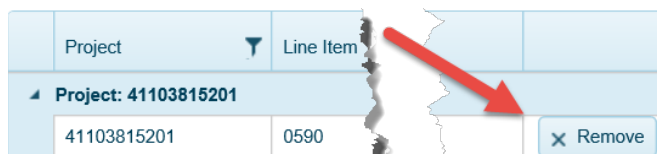
## Edit Quantities

You may find a time when you will need to edit the quantity that will be transferred to SiteManager. For example, the Quantity installed to Date in SiteManager and Quantity to Date in PTS don't match.

**Example one**: PTS quantity to date does not match SiteManager and SiteManager is correct.

For this example let's say SiteManager Quantity Installed to Date is 1 and PTS Quantity to Date is 0.89. After making the corrections in PTS to bring the quantity to 1 PTS intends to transfer 0.11. This would bring SiteManager to 1.11. For this example you just need to remove the item so it's not transferred.

**Example two**: SiteManager quantity installed to date does not match PTS and PTS is correct.

For this example let's say PTS quantity to date is 1 and SiteManager quantity installed to date is 0.89.

You would need make a manual entry on a DWR in SiteManager and record a 0.11 for the item in question. This will bring PTS and SiteManager back in Sync.

If for some reason PTS is listing this item in the list of items being transferred you may edit the item and change the quantity to 0.11 if that's not the quantity PTS was going to transfer.

In order to edit an item following the steps below.

1. Select the Edit button.
2. Change the quantity and select the Update button.



   a.  Note: this only changes the quantity that's being transferred. Does not change any records or entries on the worksheet summary or detail pages.



The grid sorts the items by project id.

Once you have reviewed the items you select the Submit button located bottom left of the screen. This will send the quantities to SiteManager.

Select the **Submit** button.

You should see the following:

## Transfer Status for Contract Id: 40000

**Transfer Successful**

Items Transferred

| Project ID | Line Item No. | Quantity | VendorId | Category No. | Pay Item |
|---|---|---|---|---|---|
| 41104215201 | 1440 | 12.056 | F261871966 | 0500 | 0653191 |
| 41104215201 | 1460 | 7.677 | F261871966 | 0500 | 0659107 |
| 41104215201 | 1415 | 0.4 | F261871966 | 0500 | 0649 31204 |
| 41103815201 | 0590 | 8062.5 | F261871966 | 0200 | 0536 1 3 |
| 41103815201 | 0415 | 1.218 | F261871966 | 0200 | 0425 1549 |
| 41103815201 | 0860 | 40 | F261871966 | 0401 | 0715 14 11 |
| 41104215201 | 0840 | 2869.82 | F261871966 | 0200 | 0536 1 1 |
| 41104215201 | 0535 | 9.3 | F261871966 | 0200 | 0425 1351 |
| 41104215201 | 0240 | 25 | F261871966 | 0200 | 0102 60 |
| 41103815201 | 0600 | 4 | F261871966 | 0200 | 0536 85 22 |
| 41104215201 | 1385 | 20 | F261871966 | 0500 | 0635 1 11 |

If you get an error message please review the message, most error messages will give you an idea what's wrong. Examples

1. DWR Approved – This messages means the DWR already exists for the date and user and has been approved.
    a. To correct this error un-approve the DWR.
2. Delete Failed – This error occurs when an item with a quantity of 0 and the system tries to delete the item from the DWR and does not find it.
    a. To correct this error, remove items with 0 quantity.
3. DWR Authorized – The DWR you are trying to transfer items to, has been approved.
    a. To correct this error un-approve the DWR.
4. Other error – Contact the CO-SCO-SYSTEMSECTION group.
    a. Please include as much detail as you can.
        i. Contract id if nothing else.

## Generate Estimate

You have transferred the quantities to a DWR in SiteManager. Your next step is to log into SiteManager and review the items transferred and approve the DWR so we can generate the estimate.

1. **Log in to SiteManager**

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a. Review DWR work items
b. Approve DWR
c. Generate Estimate

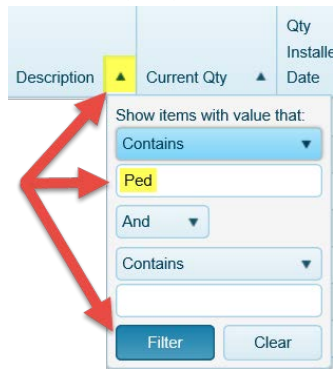## Example 2b – Pedestrian Signals, P2

### WorkSheet Tab

You will complete the installation of 5pedestrian signals you started in example 2a.

**1. Go to Worksheet tab.**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Important**: Make Sure you are working with Project 411042-1-52-01

a. Since the stockpile request was for Pedestrians Signal, search for **Ped** by selecting the filter icon ( 🔽 ) on the description column.

| Description ▲ | Current Qty ▲ | Qty Installe Date |
|---|---|---|
| | | |

Show items with value that:

Contains ▼

Ped

And ▼

Contains ▼

Filter    Clear

b. Select the link in the far right column for item **0653191**.

| Pay Item ▲ | Description | rkSht DWR ▲ Qty Last Est | Apl(Count) ▲ | Dwr Qty Est: 0002 |
|---|---|---|---|---|
| 0653191 | PEDESTRIAN SIGNAL, FI, LED - COUN 2.056 | | | 0.000 |

   i. Enter 5 for the quantity.
   ii. Enter '1+00 thru 5+00' for remark.
c. Select **Save** button.
d. **Take note**: You have recorded the installation of 15 items and depleted the stockpile.

| Full Pay | Qty Reported | Rem % | StkPl % |
|---|---|---|---|
| | Bal: 0 | | |
| ☐ | 5 | 58.88 % | 41.12 % |

1+00 thru 5+00 left

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example2 | PEDESTRIAN SIGNAL | 41.12 % | 0 | 1 | N |

## Example 4b – Mast Arm, P2

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In the first part you recorded the installation of the foundation. You now receive the following invoice from the contractor.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**\*\*

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST* | | | LOCATION WHERE STORED |
| --- | --- | --- | --- | --- | --- | --- |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0649 31204 | Mast Arm | 1 | $12,901.66 | | $12,901.66 | AMC Yard |

### Stockpile Tab

**1. Go to Stockpile tab**

Home    Cat/Items    WorkSheet    **StockPile**    Transfer    Admin    Reports    Help

**Important**: Make Sure you are working with Project 411042-1-52-01

    a.   Select **Add Line Item.**



    b.   Enter '**1204'** into the search text box and press enter.
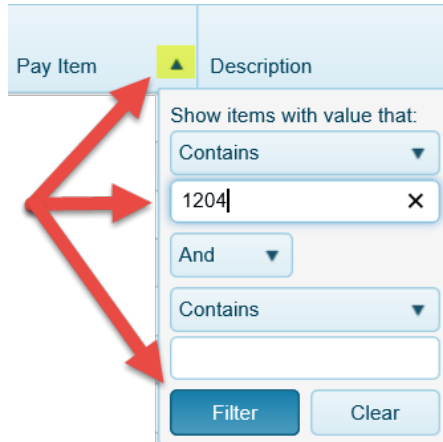


    c.   Select pay item 0649 31204 - MAST ARM,F&I, WIND SPEED-130,SINGLE ARM,W/0 LUMINAIRE;



    d.   Enter example4b for Invoice Number.
    e.   Enter 'Mast Arm' for Description.
    f.   Enter 1 for Quantity.

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Construction System Section

g.  Press tab key twice.
h.  Enter 12,901.66 for Invoice Amount.
i.  Press tab key twice.
j.  Enter 1 for Conversion factor.
k.  Enter '125+00 left' for Location.
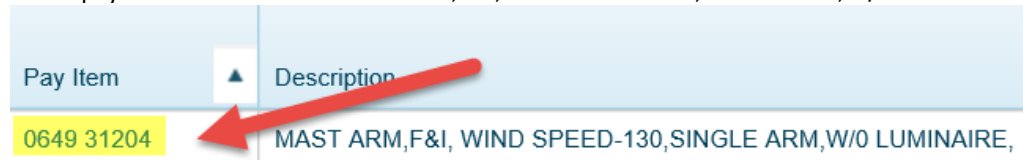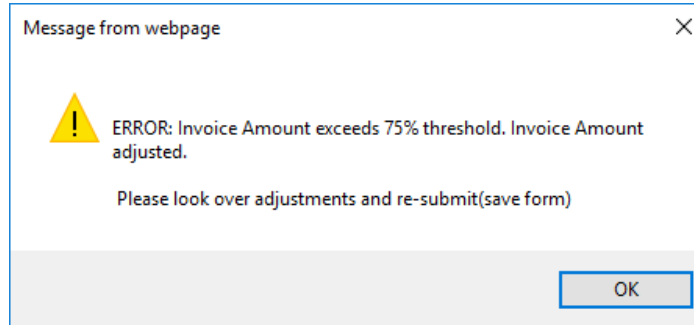l.  Enter '60% - Mast Arm Assembled and Erected' for Operation.

2.  Select **Create** button.

   i.  A message box is displayed. Stating an Error as occurred:

   

   Message from webpage                                            ×

   ⚠  ERROR: Invoice Amount exceeds 75% threshold. Invoice Amount
       adjusted.

       Please look over adjustments and re-submit(save form)

                                                              OK

   ii.  **Note**: The system will prompt you that you have exceeded the 75% threshold. The
        reason for this is you paid 40% for the foundation so you can only stockpile 35% more.
        The system will adjust the invoice paid amount for you. New Invoice amount paid
        $9,031.16

   b.  Select **Ok** button.

      i.  Notice the Invoice Amount Paid has been adjusted to 9031.16.

   c.  You will need to change the amount to 9031.15. This is a rounding issue.

      i.  **Note**: if you get the message again after clicking on the Create button try
          adjusting the amount by 1 penny and try again.

| Contract ID | | Project ID | | | | |
|---|---|---|---|---|---|---|
| 40000 | | 41104215201 | | | | |
| Invoice Num | | | | | | |
| example4b | | | | | | |
| Description | | | | | | |
| MAST ARM | | | | | | |
| Invoice Qty | Invoice Qty Paid | Inv Amt | Inv Amt Paid | Unt Price | Factor | |
| 1 | 1 | $ 12901.66 | $ 9031.15 | $ 0.000 | 1 | |
| Stored Location | | | | | | |
| 125+00 LEFT | | | | | | |
| Operation | | | | | | |
| 60% - MAST ARM ASSEMBLED AND ERECTED ∨ | | | | | | |

3.  Select **Create** button again.

## WorkSheet Tab

4.  **Go to Work Sheet tab**



Home    Cat/Items    **WorkSheet**    StockPile    Transfer    Admin    Reports    Help

    a.   Enter '**1204'** into the search text box.



    b.   Select the link for pay item 0649 31204 - MAST ARM,F&I, WIND SPEED-130,SINGLE



ARM,W/0 LUMINAIRE which is located in the last column far right.

        i.   **Note:** Will be a link in the far right column under the heading DWR Qty Est# 0001. Initial Payment has been added. (0.350) (0.75 total)

    c.   Notice the initial payment of 35%. You already installed 40% on a previous estimate. So you are only allowed to stockpile 35% more. Which 40% + 35% = 75% which is the maximum your allowed by Specs

    d.   Select **NEW ENTRY**

    e.   Enter 1 for Quantity for the 60% - Mast Arm Operation

    f.   Enter '125+00 left' for remark.

| 60% - MAST ARM ASSEMBLED AND ERECTED | | | |
|---|---|---|---|
| **Operation 2** | | | |
| **Full Pay** | **Qty Reported** | **Rem %** | **StkPl %** |
| **Bal: 0** | | | |
| ☐ | 1 | **25.00 %** | 35.00 % |
| 125+00 left | | | |

    g.   Select **Save** button.

You have recorded the installation of one mast arm and foundation.

Example 4 is now complete.

## Example 6b – Stockpile multiple operations P2

You have received the invoice below from the contractor for a skimmer for Structure S-616.

**STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED\*\***

| PAY ITEM INTO WHICH TO BE INCORPORATED | MATERIAL | QUANTITY & UNIT | COST\* | | | LOCATION WHERE STORED |
| --- | --- | --- | --- | --- | --- | --- |
| | | | MATERIAL | TRANSPOR-TATION | TOTAL | |
| 0425 1549 | Skimmer S-616 | 1 | $700.00 | | $700.00 | AMC Yard |

*Stockpile Tab*

**1. Go to Stockpile tab.**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note**: Make sure you have project Id **411038-1-52-01** selected

    i.    Expand item 0425 1549 by selecting the arrow ( ▶ ) icon located at the far left of the item.
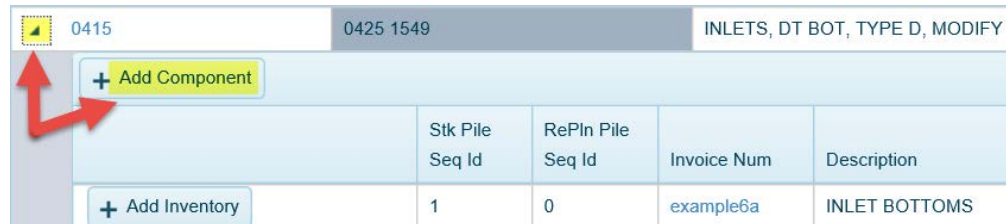


    j.    Select **Add Component**.
- a.   Enter example6b for Invoice Number.
- b.   Enter 'Inlet Skimmer' for Description.
- c.   Enter 1 for Quantity.
- d.   Press tab key twice.
- e.   Enter 700 for Invoice Amount.
- f.   Press tab key twice.
- g.   Enter 1 for Conversion factor.
- h.   Enter '125+00 Right' for Location.

i.    Select 35% - Riser, Top, Grate, and Apron Installed for Operation.

| Contract ID | | Project ID | | | | | |
|---|---|---|---|---|---|---|---|
| 40000 | | 41103815201 | | | | | |
| Invoice Num | | | | | | | |
| example6b | | | | | | | |
| Description | | | | | | | |
| Inlet Skimmer | | | | | | | |
| Invoice Qty | | Invoice Qty Paid | | Inv Amt | Inv Amt Paid | Unt Price | Factor |
| 1 | | 1 | | $ 700 | $ 700 | $700.0000 | 1 |
| Stored Location | | | | | | | |
| 125+00 right | | | | | | | |
| Operation | | | | | | | |
| 35% - RISER, TOP, GRATE, AND APRON INSTALLED ✓ | | | | | | | |

k.    Select **Create** button.
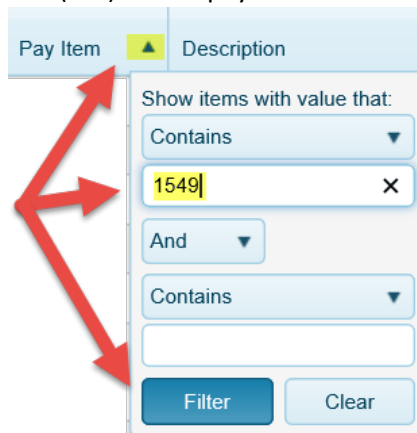
*WorkSheet Tab*

2. **Go to WorkSheet tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note**: Make sure you have project Id **411038-1-52-01** selected

a.    Since the stockpile request was for Inlets, DT Bot, search for **1549** by selecting the filter
icon ( ▼ ) on the pay item column.

| Pay Item ▲ | Description |
|---|---|
| Show items with value that: | |
| Contains ▼ | |
| 1549 ✕ | |
| And ▼ | |
| Contains ▼ | |
| [ ] | |
| **Filter**    Clear | |

b.    Select the link for item no. 0575 Pay Item: 0425 1549 - INLETS, DT BOT, TYPE D, MODIFY
located in the last column far right. (0.201)

| Pay Item ▼ | Description | kSht DWR ▼ Qty Last Est | Apl(Count) ▼ | Dwr Qty Est: 0002 |
|---|---|---|---|---|
| 0425 1549 | INLETS, DT BOT, TYPE D, MODIFY | 218 | APL(0) | 0.201 |

c.    **Note**: All remaining components must be installed before paying for them. The Riser,
Top, Grate, and Skimmer are considered one operation. So all components must be
installed before paying for them. No partial quantities shall be paid. Example. Paying .25

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for Riser, .25 for Top, .25 for Grate and .25 for Skimmer is not allowed. Doing this will cause unexpected DWR quantity results and may not balance.

    d.   Select **New Entry** button.

         i.   **Note**: The Skimmer that was stockpiled is for S-616 not S-413. So you need to tell the system to exclude this item.

    e.   Select **Components** link.



         i.   Check the box for Skimmer.

         ii.   Select **Ok** button.



    f.   **Note**: The stock pile % changed from 41.54% to 21.45%

         i.   We don't want the system to deplete the stockpile for this item. For Structure 413 the skimmer was delivered and installed off the truck. The Skimmer was not stock piled.

         ii.   We do this first because the system will reset all of the values entered to zero after we select OK from the component selection window.

    g.   Enter 1 for quantity on the second operation. (35% - Riser, Top, Grate, and Apron installed.

    h.   Enter 'S-413' for remark.

    i.   Click **Save**

3.   Select **New Entry** button.

    a.   Enter 1 for quantity on first operation – (65%- Bottom Installed)

    b.   Enter 'S-616' for remark.

    c.   Enter 1 for quantity on second operation – (35% - Riser, etc…)

    d.   Enter 'S-616' for remark.

4.   Select **Save** button.

    a.   **Note**: The system has determined an overpayment has occurred and made an adjustment. The reason for the adjustment is the stockpile percentage is 41.54% which is 6.54% over the operation percentage of 35%. Both operation combined make 100%. So you cannot have a stockpile that exceeds this. If you do then the system must make an adjustment to prevent over paying the contractor. Central office monitors this

condition and if we see that it's occurring frequently we will get with the specialty engineer to discuss adjusting the percentages for the item.

You have recorded the installation of two complete Inlets.

## Example 8b – Guardrail with adjustment P2

### WorkSheet Tab

**1.  Go to Worksheet Tab**

Home    Cat/Items    WorkSheet    StockPile    Transfer    Admin    Reports    Help

**Note:** Make sure you are working with Project Id 411042-1-52-01

    a.  Since the stockpile request was for Guardrail - Roadway, search for **"guard"** by selecting the filter icon ( ▼ ) on the description column.
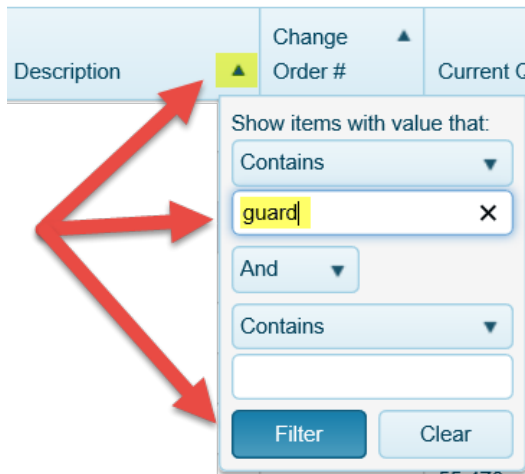


    b.  Select the link in the far right column (Dwr Qty Est. 0001) 2,869.820



    c.  Select **New Entry** button.
        i.   Enter 4622.75 for quantity.

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ii. Enter '3+00 thru 15+00 right' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 0.25 | | |
| ☐ | 4622.75 | 42.16 % | 57.84 % Components |
| 3+00 thru 15+00 right | | | |

iii. Let's take a look at why you entered 4622.75 and not 4623.

iv. This is a good example of rounding. To determine the quantity to record to deplete the posts, you take 739.64(balance of Post)/0.16(Conversion Factor) = 4622.75.



| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example8a | GUARDRAILS PANELS | 42.39 % | 4623 | 1 | N |
| example8a | GUARDRAIL POST | 15.__ % | 739.64 | 0.16 | N |

d. Select **Save** button.

i. After depleting the post you still need to deplete the panels. In order to do this you will enter a new entry.

e. Select **New Entry** button.

i. Select **Components** link.



Component List

| Excluded | StkPle Seq Id | RepIn Seq Id | Invoice Num | Location | Bal | Percent | Factor |
|---|---|---|---|---|---|---|---|
| ☐ | 1 | 0 | example8a | GHT | 0.25 | 42.39 % | 1 |
| ☑ | - | 0 | example8a | GHT | 0.0000 | 15.45 % | 0.16 |

Ok

ii. Select **Leave this page**, if prompted.

ⓘ  Are you sure you want to leave this page?

Message from webpage:

You have entered new data on this page. If you navigate away from this page without first saving your data, the changes will be lost.

→ Leave this page

→ Stay on this page

iii. Enter 0.25 for quantity.

iv. Enter '3+00 thru 15+00 right' for remark.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | Bal: 0.25 | | |
| ☐ | 0.25 | 0.00 % | 42.39 % Components |
| 3+00 thru 15+00 right | | | |

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example8a | GUARDRAIL PANELS | 42.39 % | 0.25 | 1 | N |
| example8a | GUARDRAIL POST | 15.45 % | 0.0000 | 0.16 | Y |

v.   Select **Save** button.

vi.  You have now depleted the panels.

| Full Pay | Qty Reported | Rem % | StkPI % |
|---|---|---|---|
| | | Bal: 0.00 | |
| ☐ | 0.25 | 57.61 % | 42.39 % Components |
| 3+00 thru 15+00 right | | | |

| Invoice Num | Description | Percent | Bal | Factor | Excluded |
|---|---|---|---|---|---|
| example8a | GUARDRAIL PANELS | 42.39 % | 0.00 | 1 | N |
| example8a | GUARDRAIL POST | 15.45 % | 0.0000 | 0.16 | Y |

You have recorded the installation of 4,819 LF of guardrail.

# Appendix

## Conversion Factor Examples

### Double face guardrail

1.  Double face guardrail (ROADWAY Design Standard Index 400)
    a.  Invoice QTY = 2000LF (Parts represented by Contractor's invoice)
    b.  Bid Quantity = 1000LF (Parts required on the project)

For every linear foot of guardrail set in place, there will be 2 feet of stockpiled guardrail (per the Contractor's Invoice) used to accomplish the installation. So, this means that for 1 foot of double faced guardrail placed there will need to be 2 feet of guardrail used from the stockpile.  The conversion factor ratio will be set up as Invoice Qty: Bid Qty.  For this example it will be 2000:1000 which converts to 2:1. The conversion factor then becomes 2/1 or 2. Reference the ROADWAY Design Standard Indexes: http://www.fdot.gov/rddesign/DesignStandards/Standards.shtm

### Traffic Railing

2.  Traffic Railing (ROADWAY Design Standard Index 420-425) – Reinforcing Steel

### ESTIMATED TRAFFIC RAILING QUANTITIES

| ITEM | UNIT | QUANTITY |
|---|---|---|
| Concrete | CY/LF | 0.104 |
| Reinforcing Steel | LB/LF | 27.12 |

(The above quantities are based on a 2% deck cross slope;  railing on low side of deck.)

a.  Standards show 27.12LBS of steel per Linear Foot of Traffic Rail
    Therefore the ratio of steel (LB) to traffic rail (LF) is 27.12:1.
    The Conversion Factor then becomes 27.12/1 or **_27.12_**.

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*Note: The process to get the conversion factor for all traffic rail covered in Design Standard indexes 420 – 425 would be the same. The table is normally found on the last page of the Standard Index in the bottom right corner of the sheet.*

## High Mast Lighting

3. High Mast lighting (ROADWAY Design Standard Index 17502)

DWS = Design Wind Speed

| DWS | Pole height | Total steel | Conversion Factor |
|---|---|---|---|
| 110 | 80 | 1111 | 1111 |
| | 100 | 1381 | 1381 |
| | 120 | 1565 | 1565 |
| 130 | 80 | 1198 | 1198 |
| | 100 | 1565 | 1565 |
| | 120 | 1885 | 1885 |
| 150 | 80 | 1480 | 1480 |
| | 100 | 1663 | 1663 |
| | 120 | 2202 | 2202 |

Process to calculate the conversion factor for the High Mast lighting foundation steel:

a. Find DWS and pole height
b. Determine Shaft Diameter and Shaft length
c. Determine bar count and bar size
d. Total Bar length = (Shaft L – 10" cover) X bar count
e. Lbs. of vertical steel = Total Bar L X #11bar weight lbs. /ft.
f. Determine # of hoops = 7 in first 24" + ((Shaft L – 3')/1.0)
g. Determine Total L of hoops = ((Shaft dia. – 1ft) X PI) + 2.1667' overlap
h. Lbs. of hoop steel = Total L of hoops X #5 bar weight lbs. /ft.
i. Total lbs. Steel = lbs. of vertical steel + lbs. of hoop steel
j. Conversion factor = Total lbs. of steel

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## Frequently Asked Questions

### Stockpile

1. What if they stockpile one month and then the following month stockpile more on that same pay item? Can you update the previous stockpile quantity?
   a. No. you cannot update the stockpile record. You will add to inventory. This will add additional quantities for the same material.
2. What if you are getting close to the 100% stockpile payout....and you entered a higher number in there because you have stockpile plus more quantity for that particular estimate?
   a. Let's say you have stockpiled 10 items. And you have recorded 9 of them. The contractor installs 15 items this estimate. You would install 1 on the first entry, which would deplete the remaining balance of the items stockpiled. On a separate entry you would record the other 14 items.

### Transfer

1. If I've already transferred my quantities to Site Manager and need to add an additional quantity for a pay item, can I input this quantity in the PTS and transfer a second time? Will this update my DWR in Site Manager?
   a. Yes. The system will update the existing DWR with the new added item.
      01. Just make sure you transfer to the same date.

### Reports

1. Which report do we submit with estimate, for that period only or all stockpile for complete project duration?
   a. The Estimate Detail report. It can be found on the Work Sheet Summary page and on the reports tab.
   b. Only for the current estimate period. If you run the one from the Work Sheet Summary page it will be for the correct period.

### Calculations
1. How is the stockpile percentage calculated?
   a. Stockpile unit price / bid unit price.
   b. Stockpile unit price?
      01. Invoice Quantity Paid / Invoice Amount Paid
2. Threshold percentage?
   a. Invoice Amount Paid / (Bid unit price * bid quantity)

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