AWP & TED Reports

Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Central Office Construction	KYTC_Final Estimate Section
KYTC_Section Office Supervisor	KYTC_Section Office Manager
KYTC_District Construction Office Manager	KYTC_FHWA
KYTC_Inspector	KYTC_Contractor
KYTC_Contractor – Subcontracts Editable	KYTC_Subcontractor
KYTC_Subcontract User	KYTC_Construction Read-Only User
KYTC_Auditor	KYTC_Final Approval Change Order
KYTC_Chief District Engineer	KYTC_State Highway Engineer
KYTC_Deputy State Highway Engineer	KYTC_Materials Read-Only User
KYTC_Materials Central Office User	KYTC_Materials Central Office Manager
KYTC_Materials District Office User	KYTC_Materials District Office Manager
KYTC_Materials Admin	KYTC_District PD&P TEBM
DBE Users	

Background:

- Users will access multiple reports (custom and standard) using AASHTOWARE Project Construction & Materials.
- These reports include the ability to view DWR Report Overviews, a List of Approved Materials, and Historical Subcontract Information. In addition, the users will have access to run 2 reports in the Kentucky Transportation Data Warehouse (TED).



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Running the Outstanding Contract Item List Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Final Approval Change Order, KYTC_Chief District Engineer, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users
- Best practice is to run this at the beginning of a project; let CO Materials know so they can add the AAs to the items and the user can run the update.

Navigation: Construction > Contract Progress or Contract Administration > Contract ID

1. From the Contract Progress Overview or the Contract Administration Overview, search for the contract to generate the report.
2. Click the row **Actions** menu for the selected contract.
3. From the **Reports** section, click the **Outstanding Contract Item List Report.**
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu; then, click on the **Generate Report** action. On step 1 of 5, select **Outstanding Contract Item List Report** from the Reports list. On step 2 of 5, select the contract and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep Custom as the report layout source. These steps are not required.
4. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains Contract information for the contract(s) selected, as well as any items that do not contain action relationships for any of the materials on the item.

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Running the KYTC DWR Report

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Navigation: Construction > Contract Progress > Contract ID link

1. From the Contract Progress Summary, click the **Daily Work Report** tab.
2. Click the row **Actions** menu for the selected Daily Work Report to generate the report.
3. From the **Reports** section, select the **KYTC_DWR_Report** link.
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select **KYTC_DWR_Report** from the Reports list. On step 2 of 5, select the specific contract(s)/DWR(s), and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
   - **Note:** DWRs in any status can be selected.
4. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains Contract and DWR information.
   - **Note:** When selecting multiple DWRs on step 2 of 5 of the Generate Report page, the DWRs may not appear in sequential order within the **KYTC_DWR Report.**

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Running the Subcontract Listing Report

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Navigation: Construction > Contract Progress or Contract Administration > Contract ID

1. From the Contract Progress Overview or the Contract Administration Overview, search for the contract to generate the report.
2. Click the row **Actions** menu for the selected contract.
3. From the **Reports** section, select the **Subcontract Listing** link**.**
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select **Subcontract Listing** from the Reports list. On step 2 of 5, select the contract and click the **Next** right arrow select the parameter. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
4. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains Contract information for the contract(s) selected, as well as a list of all subcontracts for the contract (regardless of whether there is a consent date) and a list of any item quantities on a subcontract.

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Running the Items with Unpaid Placed Quantities Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Final Approval Change Order, KYTC_Chief District Engineer, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Construction > Contract Administration > Contract ID

1. From the Contract Administration Overview, search for the contract to generate the report.
2. Click the row **Actions** menu for the selected contract.
3. From the **Reports** section, select the **Items with Unpaid Placed Quantities** link**.**
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select **Items with Unpaid Placed Quantities** from the Reports list. On step 2 of 5, select the contract and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
4. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains the high-level Contract and Project Information. The report also displays a list of all contract items that have been added to a DWR in any status, but have not been included on a payment estimate.

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Running the Daily Diary Report

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Navigation: Construction > Contract Progress > Contract ID link

1. From the Contract Progress Summary, click the **Diaries** tab.
2. Click the row **Actions** menu for the selected Daily Diary to generate the report.
3. From the **Reports** section, select the **Daily Diary Report** link.
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select **Daily Diary Report** from the Reports list. On step 2 of 5, select the contract(s)/ Daily Diary or Diaries and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
4. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains the high-level Contract and DWR Information. The report also displays a list of DWRs on the Daily Diary.

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Running the Sampling Checklist Report

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Navigation: Dashboard > global Actions menu > Generate Report

1. Click the global **Actions** menu and select the **Generate Report** action.
   - **Note:** You can do this step from the Home dashboard or any other application page in the system.
2. From Generate Report page, on step 1 of 5, search for and select the **Sampling Checklist Report.**
3. On step 2 of 5, select the specific items with their contracts, and click the **Next** right arrow to select the parameters.
4. On step 3 of 5, click the **Show Sample Records** check box, if applicable.
5. Click the **Show DWR Records** check box, if applicable; then, click the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
5. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains the high-level Contract and Project Information. The report also displays a list of all items selected on the generate screen. This list includes the materials contained in the material set for the item with each Acceptance Action on the Contract Bid Item.

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Running the List of Approved Materials

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Navigation: Dashboard > global Actions menu > Generate Report

1. Click the global **Actions** menu and select the **Generate Report** action.
   - **Note:** You can do this step from the **Home** dashboard or any other application page in the system.
2. From the Generate Report page, on step 1 of 5, search for and select the **List Of Approved Materials (*)** report**.**
3. On step 2 of 5, select the first Source row to pull the full list into the report and click the **Next** right arrow to select the parameters.
4. On step 3 of 5, click **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
6. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains a cover page and Introduction. The report will contain sections for each material. The Sources associated with the Material with an effective date and no expiration date, and an approved status will appear with the material and a list of their brand names.

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Running the Item History to Date Report

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Navigation: Construction > Contract Progress or Contract Administration > Contract ID

1. From the Contract Progress Overview or the Contract Administration Overview, search for the contract to generate the report.
2. Click the row **Actions** menu for the selected contract.
3. Click the **Items** view.
4. From the Contract Items Summary, click the row **Actions** menu of the selected item.
5. From the **Reports** section, select the **Item History to Date Report** link.
   - **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select the **Item History to Date Report**. On step 2 of 5, select the contract and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
   - **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.
6. Click the **Execute** button.
   - **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains the high-level Contract and Item Information. The report also displays a list of projects and categories the item is on, Contractors that has the item assigned to them, DWR information where the item has been posted, any payments for the item, Change Orders that include the item as an INC/DEC, as well as any materials included in the bid item.

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Running the Subcontract Historical Report

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- Viewing the Subcontract Historical Report can be helpful if you want to see a snapshot of the subcontract data in the event any data is modified after the Consent Date is added or updated.

Navigation: Construction > Contract Progress > Contract ID link > Contract Progress Summary > Subcontracts quick link

1. From the Subcontract Overview, in the **Subcontract** section, locate the subcontract and click its **Sub Num** link.
2. From the Subcontract Summary, click the Subcontract component **Actions** menu.
3. From the **Historical Reports** section, select the **Subcontract Historical** link.
   - **Note**: The report will open as a PDF in a new tab in your Internet browser.
   - **Note:** The **Subcontract Date** is the **Consent Date** for the subcontract.

Running the Contract Time Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Construction > Contract Progress or Contract Administration > Contract ID

1. From the Contract Progress Overview or the Contract Administration Overview, search for the contract to generate the report.

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2. Click the row **Actions** menu for the selected contract.
3. From the **Reports** section, select the **Contract Time Report** link.

- **Note**: You can also generate the report from the Home dashboard using the global **Actions** menu, then click on the **Generate Report** action. On step 1 of 5, select the **Item History to Date** report. On step 2 of 5, select the contract and click the **Next** right arrow to select the parameters. On step 3 of 5, select the **Next** right arrow to select output options.
- **Note:** On step 4 of 5, a user can choose to download as a PDF or generate as an HTML. The user should keep **Custom** as the **Report Layout Source**. These steps are not required.

4. Click the **Execute** button.

- **Note:** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains the high-level Contract Information as well as any Contract site Times.

Running the Contract Status Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Subcontract User, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Contract Estimate Section Mars, KYTC_Final Approval Change Order, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.
2. Search for and select the **Contract Status Report**.
3. Click **Execute**.

- **Note:** The system will open a PDF in a new browser window. The report will display a section for the Contract Overview, Project/Category Summary, Contractors, Contract Times, and Item Sources.

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Running the Work Item Report (Item Posting by Item)

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Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.
2. Search for and select the **Item Posting by Item** report.
3. Select one or more contract items and select **Execute**.
   - **Note:** This report can also be run from the Contract Progress Summary or the Contract Administration Summary.
   - **Note:** The system will open a PDF in a new browser window. The report will display a section for the Contract Item Overview and Postings by DWR date.

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Running the Stockpile Summary Report

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Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.
2. Search for and select the **Stockpile Summary Report**.
3. Search for and select one or more contract stockpiles and select **Execute**.
   - **Note:** This report can also be run from the Stockpile Summary for a single stockpile.
   - **Note:** The system will open a PDF in a new browser window. The report will display a section for the Contract Stockpile Overview, stockpile transactions if available.

Running the Payment Estimate Contractor Report (Payment Estimate for Contractor)

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Subcontract User, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Final Approval Change Order, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.

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2. Search for and select the **Payment Estimate for Contractor** report.
3. Search for and select one or more contract payment estimates and click **Execute**.

- **Note:** This report can also be run from the Payment Estimate component **Actions** menu for a single payment estimate.
- **Note:** The system will open a PDF in a new browser. The report will display a section for the Contract Payment Estimate Overview, a section with contract projects, the contract payment estimate summary, contract items, contract item adjustments, and approvals.

Running the Summary by Funding Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Subcontract User, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Final Approval Change Order, KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.
2. Search for and select the **Summary by Funding** report.
3. Search for and select one or more contracts and click **Execute**.

- **Note:** This report can also be run from Contract Administration or Contract Progress Summaries component **Actions** menus.
- **Note:** The system will open a PDF in a new browser. The report will display a section for the Summary of the Contract Funding by Project.

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Running the Sample Label Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_Inspector, KYTC_Auditor, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, and KYTC_District PD&P TEBM

Navigation: Dashboard > Generate Report

1. From the Dashboard, click the global **Actions** menu and select **Generate Report**.
2. Search for and select the **Sample Label** report.
3. Search for and select one or more samples and enter the number of copies to add to the PDF and click **Execute**.

- **Note:** This report can also be run from the Sample Record Overview component **Actions** menu.
- **Note:** The system will open a PDF in a new browser. The report will display a label with the Sample ID (barcode), Sample Date, Material Code and Name, Lab Control Number, and Lab Reference Number.
- **Note:** If the sample type is in a *Pending* status, the system will display a message that the Sample Label is not available for the Sample Status on the PDF.

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