Managing Contract Progress

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_Subcontract User (View Only)
KYTC_Construction Read-Only User (View Only)	KYTC_Auditor (View Only)
KYTC_Contract Estimate Section Mars (View Only)	KYTC_Final Approval Change Order
KYTC__Chief District Engineer	KYTC_State Highway Engineer
KYTC_Deputy State Highway Engineer	KYTC_Materials Read-Only User (View Only)
KYTC_Materials Central Office User (View Only	KYTC_Materials Central Office Manager (View Only)
KYTC_ Materials District Office User (View Only)	KYTC_Materials District Office Manager (View Only)
KYTC_Materials Admin (View Only)	KYTC_District PD&P TEBM
DBE Users	

Background:

- Users can view the ongoing activity occurring on a Contract by accessing Contract Progress. Contract Progress allows users to view general contract information, access daily work reports and daily diaries, view Payment Estimates, and review Payment Estimate Approval Levels and Exception Overrides.



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Managing Contract Progress

Viewing Contract Progress Information

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Subcontract User , KYTC_Construction Read-Only User, KYTC_Auditor, 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, and DBE Users

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

1. From the Contract Progress Summary, click the **Contractors** tab to view all Contractors/Vendors associated with the contract.
2. Click the **Item Adjustments** tab to view all Pay Estimate Item Adjustments.
3. Click the **Mix Designs** tab to view Mix Designs associated with the contract.

- **Note: Payment Estimate Approval Levels** and **Payment Estimate Exception Override** will be set up by Admins when the contract is set up in AASHTOWare Project™.

Creating a Weekly Report of Time Charges Record

- 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_Inspector, KYTC_Final Approval Change Order, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), KYTC_District PD&P TEBM

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

- **Note:** There should be at least one **Site Time** on the contract that is **Active** and has been marked **Chargeable**.
- **Note:** There should be a Daily Diary added and saved for the contract with the **Original Time Charged** field completed on the **Contract Times** tab of the diary.

1. From the Contract Progress Summary, click the **Weekly Report Of Time Charges** tab.

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2. Click the **New** button.
3. In the **Week Ending** field, enter the required date.
   - **Note:** Future and past dates can be added, but the date must be within the week of the week added for the Daily Diary. (The week runs from Sunday to Saturday.) For example, if the Daily Diary date is 5/14/2025 (Wed.), and the **Week Ending** entered on the Weekly Report of Time Charges is 5/14/2025 (Fri.), then any time charges reported on the Daily Diaries from 5/11/25 (Sun.) to 5/17/25 (Sat.) will be on the report.
4. In the **Contract Time** field, search and select from the Contract Times that are marked Chargeable on the contract.
5. In the **Comments** field, enter additional details as needed.
   - **Note:** This field is optional and can be modified once the record is saved.
6. Click the **Save** button.
   - **Note:** If Diaries exist for the Contract within the same week that the **Week Ending** is added for the record, then the system will automatically create and send an email to the Project Engineer (Agency and/or Consultant), as well as the Prime Vendor.

Deleting a Weekly Report of Time Charges Record

- 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_Inspector, KYTC_Final Approval Change Order, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), KYTC_District PD&P TEBM

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

1. From the Contract Progress Summary, click the **Weekly Report Of Time Charges** tab.
2. Click the row **Actions** menu for the record you wish to delete.
3. Select the **Delete** action.
4. Click the **Save** button.

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Running the Weekly Report of Time Charges Record 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 (Any), KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Final Approval Change Order, KYTC_Chief District Engineer (Any), KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User (Any), KYTC_Materials Central Office User (Any), KYTC_Materials Central Office Manager (Any), KYTC_ Materials District Office User (Any), KYTC_Materials District Office Manager (Any), KYTC_Materials Admin (Any), KYTC_District PD&P TEBM, and DBE Users (Any)

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

1. From the Contract Progress Summary, click the **Weekly Report Of Time Charges** tab.
2. Click the row **Actions** menu for the selected Weekly Report of Time Charges record to generate this report.
3. From the **Reports** section, select the **Weekly Report of Time Charges** 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 **Weekly Report of Time Charges** from the Reports list. On step 2 of 5, select the specific contract(s) and Week Ending Date(s), and click the **Next** right arrow to set the parameters. On step 3 of 5, enter the **Week Ending Date**, and 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.

4. Click the **Execute** button.

- **Note:** The system will open or download a PDF of the report which will contain a list of any contract time charges on Daily Diaries for the week.
- **Note:** The report will contain a Header Page with Contract info, a report of time charges on diaries for the week, a list of any diary adjustments, as well as the Prime Contractors and Subcontractors for the week.

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Managing Contract Progress

Viewing Financial Information Updates

- **Note:** This section is view only.

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

1. From the Contract Progress Summary, click the **Financials** tab to review the financial information updates for the contract.
2. The **Awarded Contract Amount** field indicates the dollar amount original awarded to this contract.
3. The **Amount Paid to Date** field indicates the roll up of every dollar that was paid that is on an approved payment estimate.
4. The **Percent Complete Awarded** field indicates the percentage of amount paid to date based on the awarded contract amount.
5. The **Overrun Balance** field indicates the total overrun amount for this contract.
6. The **Net Change Amount Pending** field indicates the net change amount pending for the contract.
7. The **Net Change Percentage Pending** field indicates the percentage net change amount pending divided by awarded amount for the contract.
8. The **Total Net Change Amount** field indicates the net change amount pending plus the net change amount approved for the contract.
9. The **Override Global Payment Estimate Exceptions** field indicates whether the contract includes overrides to the agency-wide default settings for contractor payment estimate exceptions.
10. The **Override Global Contract Payment Approval Levels** field indicates whether the contract includes overrides to the agency-wide default settings for contractor payment approval levels.
11. The **Current Contract Amount** field indicates the awarded contract amount plus or minus any approved change orders.
12. The **Percent Complete Current** field indicates the percentage of amount paid to date divided by the current contract amount.
13. The **Total Calculated Subcontract Item Extended Amount** field indicates the sum of calculated total subcontract amounts for all subcontracts on the contract.

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14. The **Amount Posted to Date** field indicates the total dollar amount calculated from all the quantities posted to date for the items on the contract project.
15. The **Net Change Amount Approved** field indicates the net change amount approved for this contract.
16. The **Net Change Percentage Approved** field indicates the net change percentage approved for this contract.
17. The **Total Net Change Percentage** field indicates the net change amount approved plus net change amount pending divided by awarded amount for this contract.

Adding and Managing Force Accounts

- 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_Final Approval Change Order, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), and KYTC_District PD&P TEBM

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

1. From the Contract Progress Summary, click the **Force Accounts** tab to add a force account.
2. Click the **New** button.
3. In the **Descr** field, enter the description of the force account.
4. Click the **Save** button.
   - **Note:** Once a Force Account exists, new force accounts can be added by clicking the row **Actions** menu and selecting either **Duplicate** or **Insert Row**.
5. Click the **Sequence Number** link for the row to open the Force Account.
6. Click the **Contractors** tab.
7. Click the **Select Contractors** button.
8. Search for and select the vendors you would like to add to the Force Account.
   - **Note:** Select either a Prime or Subcontractor vendor.

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9. Click the **Add to Force Account Contractors** button.
10. Click the **Save** button.
11. View associated Daily Work Reports and Change Orders on the **Daily Work Reports (DWR)** or **Change Orders** tabs.
    - **Note:** Change Orders can be associated by navigating to the **Force Accounts** tab on the Change Order Summary and selecting the Force Account.
    - **Note:** Daily Work Reports can be associated by navigating to the **Force Account Contractors** tab on the Daily Work Report Summary and selecting the force account contractors.

Creating a Stockpile

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Section Office Supervisor, KYTC_Section Office Manager, and KYTC_District Construction Office Manager

Navigation: Construction > Contract Progress Summary> Construction Stockpile quick link

1. From the Contract Progress Summary, click the **Construction Stockpile** quick link.
2. Click the component **Actions** menu and click the **Add** action.
3. In the **Description** field, enter the description of the Stockpile.
4. In the **Item Recovery Percentage**, enter the contract item percent complete for which the construction stockpile amount will have been fully recovered.
5. In the **Item** field search and select the item associated with the Stockpile Material.
6. In the **Recovery Date** field, enter the date that determines whether or not the **DWR** stockpiled items are included in a construction stockpile line item adjustment.
7. Click the **Save** button.
8. To add **Stockpile Transaction** information, in the **Comments** field, enter additional details about the Stockpile.
9. In the **Project Item Distribution** section, in **Item** field, click the drop-down arrow and select the Item Proj Ln Num – Project Name – and Category option.

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10. In the **Constr Stockpile Amt** field, enter the amount being distributed to the associated project item in this stockpile transaction.
11. Click the **Save** button.
    - **Note:** The status of the stockpile will be **Open**. The status will change to **Active** once the stockpile is on a payment estimate.

Deleting a Stockpile

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, and KYTC_District Construction Office Manager

Navigation: Construction > Contract Progress Summary> Construction Stockpile quick link

1. From the Contract Progress Summary, click the **Construction Stockpile** quick link.
   - **Note:** The stockpile must be in an **Open** Status**.**
2. Click the row **Actions** menu and select **Delete.**
3. Click the **Save** button.

Pausing a Stockpile

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, and KYTC_District Construction Office Manager

Navigation: Construction > Contract Progress Summary> Construction Stockpile quick link

1. From the Contract Progress Summary, click the **Construction Stockpile** quick link.
2. Click the **Constr Stockpile ID** link.
3. Click the **Paused** checkbox on the stockpile.

   Note: The system will temporarily stop recovering stockpile amounts on payment estimates while the **Paused** checkbox is checked. Once unchecked, the system will catch up the prior amounts not yet recovered as well as any recovery amount for the next payment estimate.

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