



# KENTUCKY UTILITIES AND RAIL TRACKING SYSTEM (KURTS)

## CONSTRUCTION STAGE

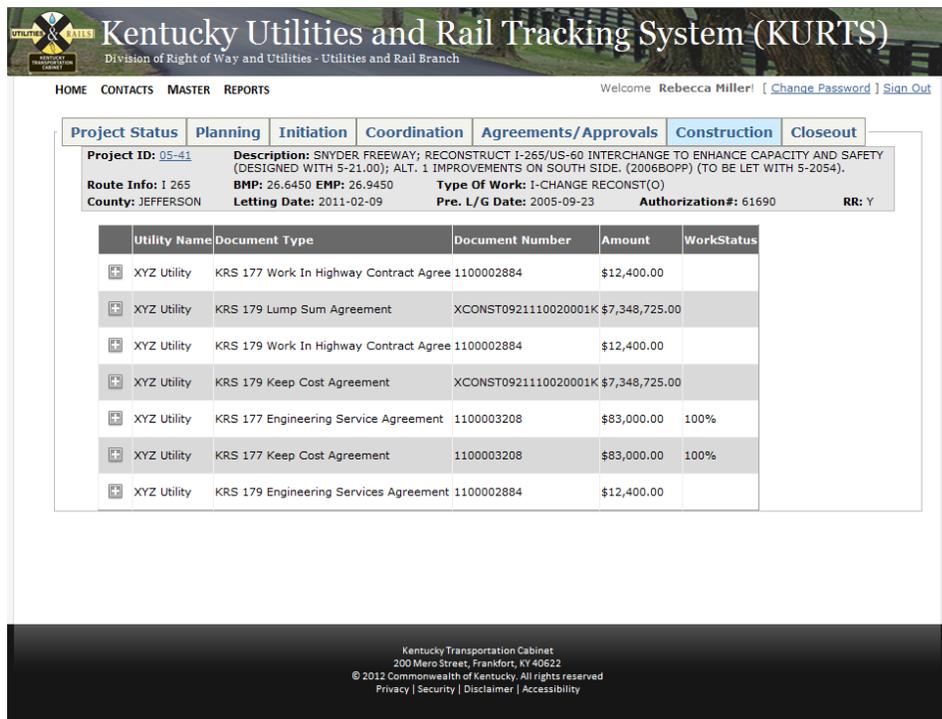
Version 1.0



Version	Change Date	Author	Change
<b>1.0</b>	2/8/2014	Robert Gaetz	Document creation

The Construction stage works with executed agreements to manage invoices, change orders and work inspections. The Construction stage links with the Emars accounting system to track invoice and change order status changes.

## CONSTRUCTION STAGE



The screenshot shows the KURTS web application interface. At the top, there is a navigation menu with 'HOME', 'CONTACTS', 'MASTER', and 'REPORTS'. A user greeting 'Welcome Rebecca Miller!' is visible. Below the navigation, there are tabs for 'Project Status', 'Planning', 'Initiation', 'Coordination', 'Agreements/Approvals', 'Construction' (which is selected), and 'Closeout'. The main content area displays project details for Project ID: 05-41, including a description of the Snyder Freeway interchange reconstruction, route information, county (Jefferson), and various dates. Below this, a table lists utility agreements with columns for Utility Name, Document Type, Document Number, Amount, and WorkStatus.

Utility Name	Document Type	Document Number	Amount	WorkStatus
XYZ Utility	KRS 177 Work In Highway Contract Agree	1100002884	\$12,400.00	
XYZ Utility	KRS 179 Lump Sum Agreement	XCONST0921110020001K	\$7,348,725.00	
XYZ Utility	KRS 179 Work In Highway Contract Agree	1100002884	\$12,400.00	
XYZ Utility	KRS 179 Keep Cost Agreement	XCONST0921110020001K	\$7,348,725.00	
XYZ Utility	KRS 177 Engineering Service Agreement	1100003208	\$83,000.00	100%
XYZ Utility	KRS 177 Keep Cost Agreement	1100003208	\$83,000.00	100%
XYZ Utility	KRS 179 Engineering Services Agreement	1100002884	\$12,400.00	

**To Upload a submitted change order** locate and expand the targeted utility company and browse for the signed change order.

**Change Orders**

CO#:

Amount:

Note: the change order should be signed and approved by both the utility company and Cabinet administration.

Enter the Change order number, amount and click the [Upload Change Order](#) button

**Change Orders**

	CO#	Net Increase	Net Decrease	Status	Date Received	Date Executed
<a href="#">View</a>	1	\$10,000.00	\$0.00	Signed	2/15/2014	

CO#:  Amount:

The KURTS system will daily query Emars seeking a match depending on project, PO2#, change order number and amount of change.

When a match is successful KURTS will change the status from signed to executed and populate the date executed.

**Change Orders**

	CO#	Net Increase	Net Decrease	Status	Date Received	Date Executed
<a href="#">View</a>	1	\$86,482.47	\$0.00	Executed	2/7/2014	1/30/2013

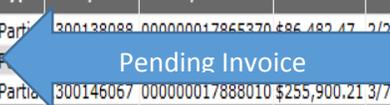
CO#:  Amount:

The change order is made available for as 'read only' to the utility company via the project status screen.

To approve a pending invoice locate and click the [Review](#) link located to the left of the targeted invoice.

**Invoices**

	Supp. Info	Date Rec'd	Status	Type	PRC#/INV#	Check/EFT#	Amount	Date Exec'd
<a href="#">Review</a> <a href="#">Edit</a> <a href="#">View</a>		2/7/2014	Paid	Parti	300138088	000000017865370	\$86,482.47	2/20/2013
<a href="#">Review</a> <a href="#">Edit</a> <a href="#">View</a>		2/15/2014	Pending					
<a href="#">Review</a> <a href="#">Edit</a> <a href="#">View</a>		2/7/2014	Paid	Parti	300146067	000000017888010	\$255,900.21	3/7/2013

 Pending Invoice

Invoice are reviewed and approved by the District Utility Supervisor, Project Development Branch Manager, Utility Branch manager and Division of Right of Way Director.

TOTAL BILLS TO DATE <span style="float: right; color: red;">\$428,865.15</span>	TOTAL FROM PG 2 <span style="float: right; color: red;">\$0.00</span>
TOTAL: <span style="float: right; color: red;">\$612,391.47</span>	
COMPANY CERTIFICATION	FOR CABINET USE ONLY

***District Utility Supervisor***  
The District Utility Supervisor has not yet reviewed this Invoice.

***Project Development Branch Manager***  
The Project Development Branch Manager has not yet reviewed this Invoice.

***Area Coordinator***

Reviewed/Recommended
  Resubmit

Comments:

***Utility Branch Manager***  
The Utility Branch Manager has not yet reviewed this Invoice.

***Right Of Way Director***  
The Right Of Way Director has not yet reviewed this Invoice.

Invoices are approved electronically by default. Approve by signature instead?

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### Electronic Approval:

Each roles must access the KURTS application and approve or request a resubmission by clicking the Reviewed/Recommended or Approve or the Resubmit radio buttons.

### Signed Approval:

If the invoice has been approved by the Cabinet administration by obtaining signature click the ‘invoices are approved electronically by default. Approve by signature instead?’ radio button. This action will default the approvals by the user whom clicked the radio button.

**To link approved invoice to Emars** return to the Construction home screen, locate the targeted invoice and click the Edit link located to the right of the Review link for the invoice.



## Invoices

		Supp. Info	Date Rec'd	Status	Type	PRC#/INV#	Check/EFT#	Amount	Date Exec'd
<a href="#">Review</a>	<a href="#">Edit</a>	<a href="#">View</a>	2/7/2014	Paid	Partial	1300138088	000000017865370	\$86,482.47	2/20/2013
<a href="#">Review</a>	<a href="#">Update</a>	<a href="#">Cancel</a>	<a href="#">View</a>	Pending	Partial			\$86,482.47	
<a href="#">Review</a>	<a href="#">Edit</a>	<a href="#">View</a>	2/7/2014	Paid	Partial	1300146067	000000017888010	\$255,900.21	3/7/2013

Enter the PRC# obtained from Emars in the PRC#/INV# field. Review for accuracy and click the Update button to save the entry.

## Invoices

		Supp. Info	Date Rec'd	Status	Type	PRC#/INV#	Check/EFT#	Amount	Date Exec'd
<a href="#">Review</a>	<a href="#">Edit</a>	<a href="#">View</a>	2/7/2014	Paid	Partial	1300138088	000000017865370	\$86,482.47	2/20/2013
<a href="#">Review</a>	<a href="#">Edit</a>	<a href="#">View</a>	2/15/2014	Paid	Partial	1300138088	000000017865370	\$86,482.47	2/20/2013
<a href="#">Review</a>	<a href="#">Edit</a>	<a href="#">View</a>	2/7/2014	Paid	Partial	1300146067	000000017888010	\$255,900.21	3/7/2013

The KURTS application will query Emars for project, PO2# and PRC# having a status of paid and having a value in the date executed field. If a match is found the status of the invoice is changed from pending to paid and the appropriate fields are populated with the Emars values.

To add an inspection expand the targeted agreement and click the Add Inspection button.



## Kentucky Utilities and Rail Tracking System (KURTS)

Division of Right of Way and Utilities - Utilities and Rail Branch

Welcome Rebecca Miller! [\[ Change Password \]](#) [\[ Sign Out \]](#)

HOME CONTACTS MASTER REPORTS

**Project ID:** [12-263.8](#)    **Description:** PIKEVILLE TO VA. STATE LINE; US 460/KY 80 FROM BEAVER CREEK NEAR FLAT FORK TO BEAVER CREEK STATION 885+00 NEAR KY 1373 (SECTION 8A).

**Route Info:** US 460    **BMP: EMP:**    **Type Of Work:** RELOCATION(O)

**County:** PIKE    **Letting Date:** 2013-10-25    **Pre. L/G Date:** 1999-02-01    **Authorization#:** 51221    **RR:** N

**Inspection Started:**     **To:**

**Date Started:**     **Date Suspended:**

**Date Resumed:**     **Date Completed:**

**Percent Complete:**

**Ahead Of Schedule:**

**Reason for Delay:**

**Notes:**

**Work Force Details**

±/-

**WORK FORCE DETAILS**

Add	Classification	Hours Worked
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>

**Equipment Details**

±/-

**EQUIPMENT DETAILS**

Add	Type And Size	Hours Worked
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>

**Work Observed**

±/-

**WORK OBSERVED DETAILS**

Add	Size	Description	Quantity	Units
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾

**Materials Removed**

±/-

**MATERIALS REMOVED DETAILS**

Add	Size	Description	Quantity	Units
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾

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Enter inspection information and click Update button to save data.

Note: Each row must be saved by clicking **Add** button following data entry.