KENTUCKY UTILITIES AND RAIL TRACKING SYSTEM (KURTS)

CONSTRUCTION STAGE

Version 1.0
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**

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

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

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.

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

Electronic Approval:

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

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.

Enter inspection information and click Update button to save data.

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