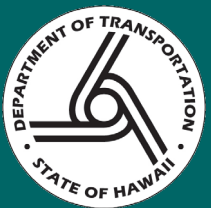# USER'S GUIDE TO PAY ESTIMATES
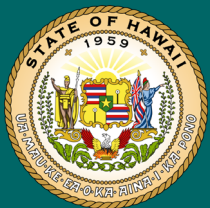
STATE OF HAWAII
HAWAII DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION - CONSTRUCTION
E-CONSTRUCTION
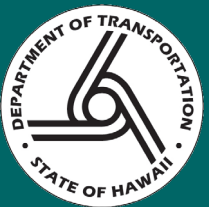
PAY ESTIMATES

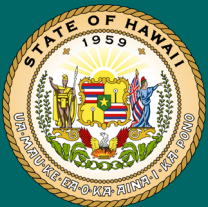There are 4 service parts in creating a Pay Estimate in FACS

1.   Pay Estimate

2.   Materials on Hand

3.   Liquidated Damages
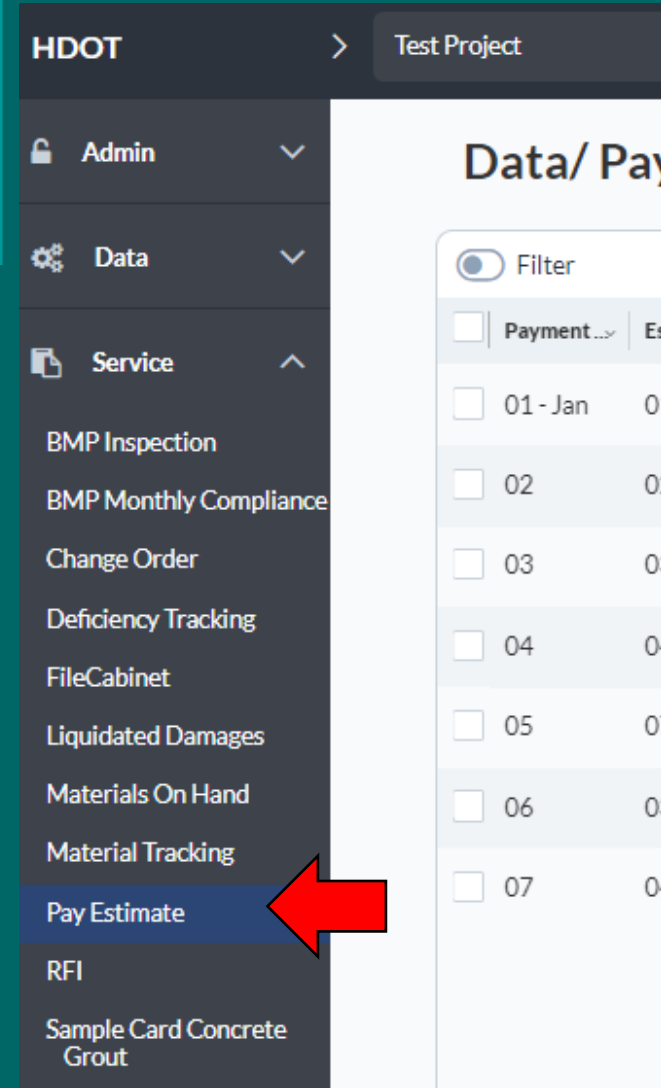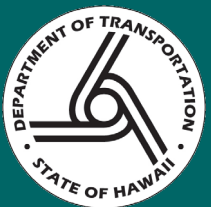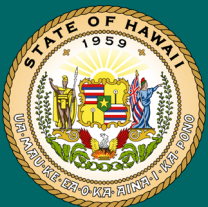
4.   Work Reports

Options for printing the Pay Estimate is under Reports

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

To create Pay Estimates, information on the Pay Estimate needs to be established

Under a project, click on Pay Estimate, under Service

USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

The Data/Pay Estimate Log Grid will appear

USER'S GUIDE TO PAY ESTIMATES

4

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Click on the New button to create a new Pay Estimate entry

Each pay period requires a separate Pay Estimate entry
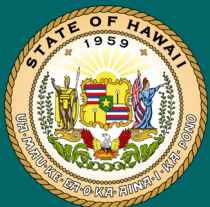
Data/ Pay Estimate

Filter

☐	Payment .. ˅	Estimate End Date	Estimate Period	Payment Remarks
☐	01 - Jan	01/31/2018	January - 2018	None
☐	02	02/28/2018	February - 2018	None
☐	03	03/31/2018	March - 2018	None
☐	04	04/30/2018	April 2018	Here are the notes I would add at the end. Updated the Details for Testing.
☐	05	07/31/2018	05/01/2018 - 07/31/2018	Test
☐	06	03/31/2019	01/01/2019 - 03/31/2019	For Reports Testing Purpose only
☐	07	04/01/2019		None

|◁ ◁ 1 of 1 ▷ ▷| 10 er page

1 - 7 of 7 items

⊕ New

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

This is the Pay Estimate entry input screen

The input fields with the blue asterisk require an entry for the record to save

Pay Estimate

DETAILS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date *	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

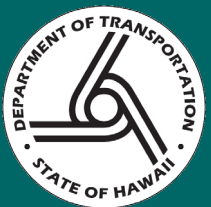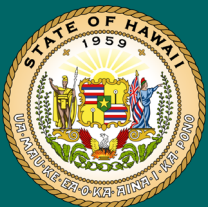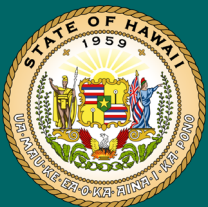|	
ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	
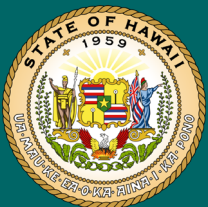
CLOSE   SAVE
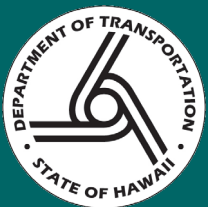
PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

The Order No can be used to sort the Pay Estimate entries. This is used by the reports to order the different pay estimates so while it is not required, it is recommended to complete.

Pay Estimate

DETAILS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date *	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

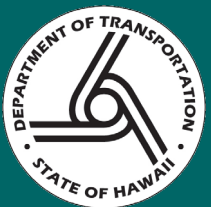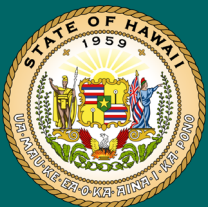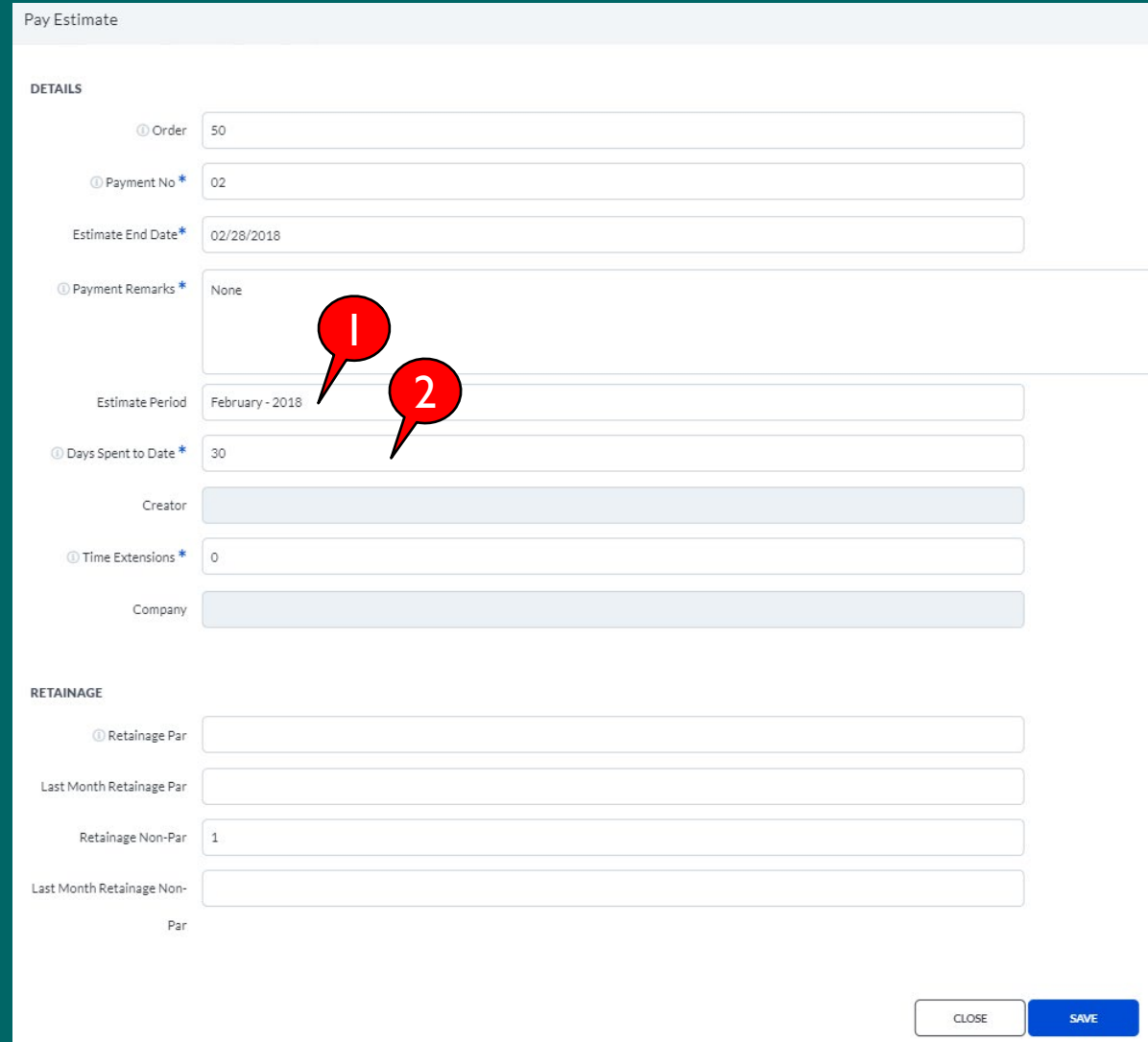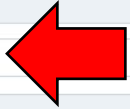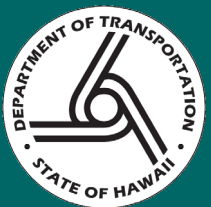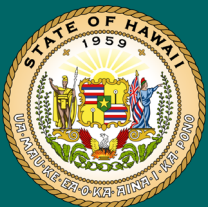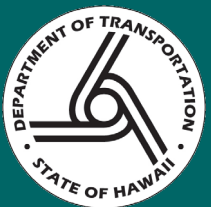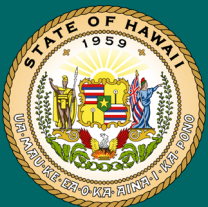|	
ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	

CLOSE   SAVE
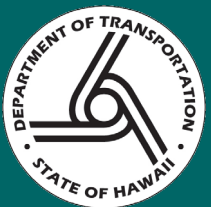
PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Payment No. establishes the payment number to be displayed on the progress payment reports. This is a text field so text can be added to the number. For example: "10 – FINAL

Additionally, since this is a text field, use zeros in front of the number to support sorting. For example "01" for the first pay estimate

For projects exceeding 99 payments, use of double zeros (00) is required

Pay Estimate

DETAILS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date*	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	

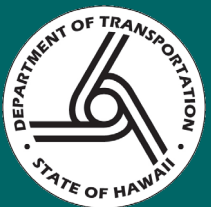CLOSE   SAVE

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

1. The Estimate End Date establishes the end date to the Pay Estimate period. A Pay Estimate period will be the duration between the end of the previous payment and the end of current payment

2. The Payment Remarks allow comments/notes to be added to the Pay Estimate coversheet

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

1. The Estimate Period establishes the Pay Estimate Month and Year on the Pay Estimate reports

2. The Days Spent to Date is used to establish the percent time complete on the coversheet of the Pay Estimate

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Time Extensions is used to the establish the Percent Time Completed. This value is the manual summation of approved time extensions for a project

The default value is zero

Pay Estimate

DETAILS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date *	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	

CLOSE   SAVE

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Enter the Retainage values

1. Retainage Par

2. Last Month Retainage Par

3. Retainage Non-Par

4. Last Month Retainage Non-PAr

for each Pay Estimate period

The last month retainage values are manually inputted

All blank entries are treated as zeros
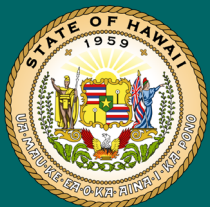
PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Click on the Save button to save the entries made

If the changes made are not to be saved, click on the Close button to exit without saving

Pay Estimate

DETALS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date *	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	
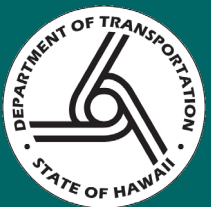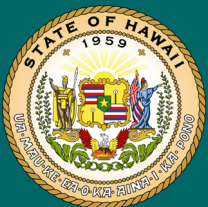
CLOSE   SAVE

To edit a previously created Pay Estimate entry, select an entry (highlighted light blue) and click on the Open button
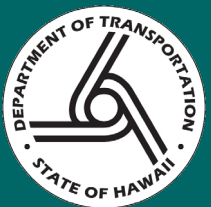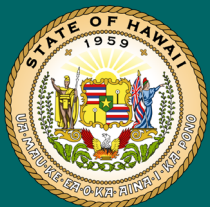
Data/ Pay Estimate

Filter

	Payment ...	Estimate End Date	Estimate Period	Payment Remarks
☐	01 - Jan	01/31/2018	January - 2018	None
☑	02	02/28/2018	February - 2018	None
☐	03	03/31/2018	March - 2018	None
☐	04	04/30/2018	April 2018	Here are the notes I would add at the end. Updated the Details for Testing.
☐	05	07/31/2018	05/01/2018 - 07/31/2018	Test
☐	06	03/31/2019	01/01/2019 - 03/31/2019	For Reports Testing Purpose only
☐	07	04/01/2019		None

1 | 10 ∨ rows per page | 1 - 7 of 7 items
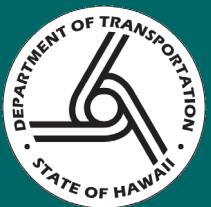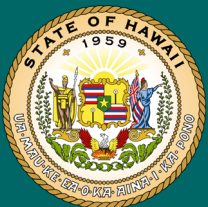
⊕ New | ⌂ Open | ⧉ Copy | ↺ History | 🗑 Delete

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Select an existing entry (highlighted light blue) and click on the Copy button to make a copy of the existing pay estimate entry

Click on the Open button to edit the copied Pay Estimate entry as needed

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

1. Select an existing entry (highlighted light blue) and click on the History button to see the data entry history of the selected entry

2. Select an existing entry (highlighted light blue) and click on the Delete button to delete the selected entry

USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PART 1: PAY ESTIMATE SERVICE

Tip –

Make a copy of the previous Pay Estimate entry and then edit the new entry as needed

The copied entry will have all of the information of the previous entry, which aside from not having to change repeating information, makes it easier to cut and paste the old retainage amounts to the Last Month Retainage fields

Pay Estimate

DETAILS

ⓘ Order	50
ⓘ Payment No *	02
Estimate End Date *	02/28/2018
ⓘ Payment Remarks *	None
Estimate Period	February - 2018
ⓘ Days Spent to Date *	30
Creator	
ⓘ Time Extensions *	0
Company	

RETAINAGE

ⓘ Retainage Par	
Last Month Retainage Par	
Retainage Non-Par	1
Last Month Retainage Non-Par	
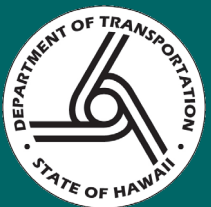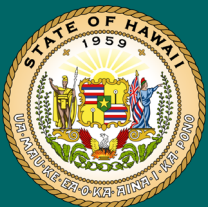
CLOSE   SAVE

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

Payments for Materials on Hand are established in the Materials on Hand Service

Click on the Materials on Hand option
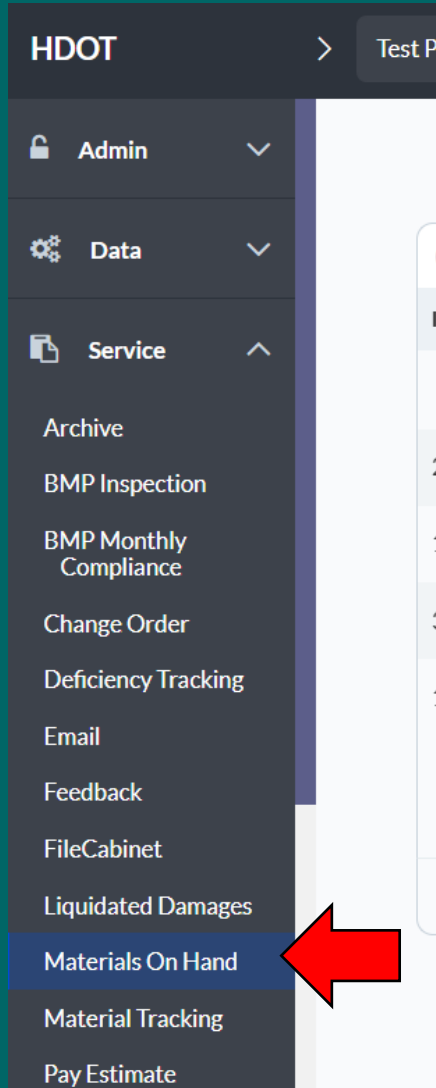
PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

The Materials on Hand Log Grid appears

Click on the New button to create a new Materials on Hand entry

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

The Materials on Hand entry screen opens up

A Materials on Hand entry is made up of 3 sections:

- Item

- Description

- References

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

Under Item, pick a pay item (highlighted light blue) under which the Materials on Hand payment is to be made and click on the Select button

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Part Nor	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Part	EA	1		0001

To change the pay item, click on the Edit Selection button. Unselect the pay item and then choose the new pay item and then click on Select

Under Description, click on the New button to create the new Materials on Hand entry

The Materials on Hand entry screen will appear

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

On the Materials on Hand Entry screen, enter:

1. An identifier (ID) for the Materials on Hand payment (optional)
2. The payment amount of the Materials on Hand under Amount

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

On the Materials on Hand Entry screen, enter:
1. The Date the materials was verified for a materials on hand payment
2. The associated Pay Estimate number

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

On the Materials on Hand Entry screen, enter:
1. Any remarks associated with the payment, materials, the verification, etc
2. Click on the Save button to save all changes
3. Click on the Close button to exit without saving

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE
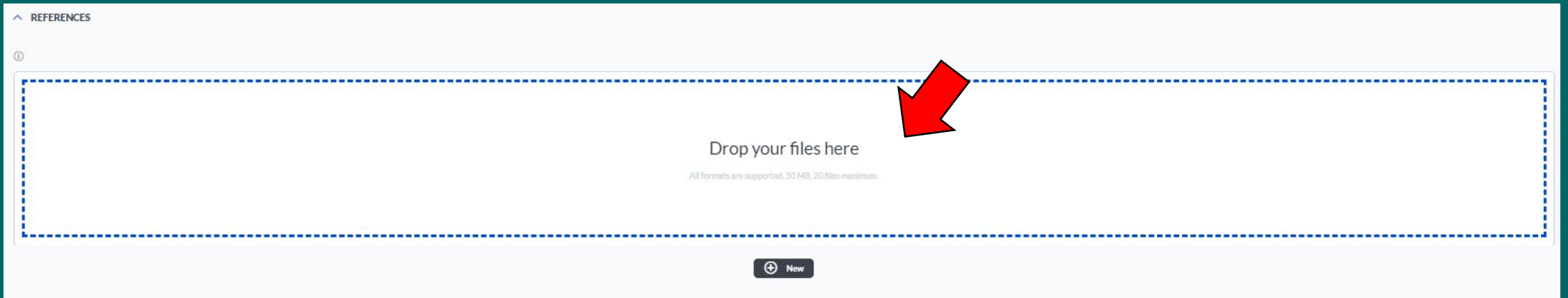
Drag and drop any files to be used for backup to the Materials on Hand payment into the Reference section

Backup files may include but is not limited to photographs of the material, electronic copies of the canceled checks, shipping invoices, etc

PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

To edit an existing Materials on Hand entry, select an entry (highlighted light blue) and click on the Open button

Edit the entry as needed

Existing Materials on Hand entries may also be copied or deleted. To either copy or delete an entry, select an entry (highlighted light blue) and click on the:

1. Copy button

2. Delete button

Open the copied entry and edit as needed

Materials On Hand

Item	Description	Created	Modified	Deleted
		12/15/2017	01/16/2018	Deleted
22		07/20/2018	07/20/2018	No
100		07/20/2018	07/20/2018	No
3,000		08/24/2018	08/24/2018	No
150.0005		09/05/2018	09/05/2018	No

1 - 5 of 5 items
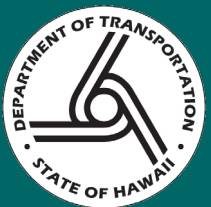
PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

Liquidated Damages for a Pay Estimate are assessed in the Liquidated Damages Service
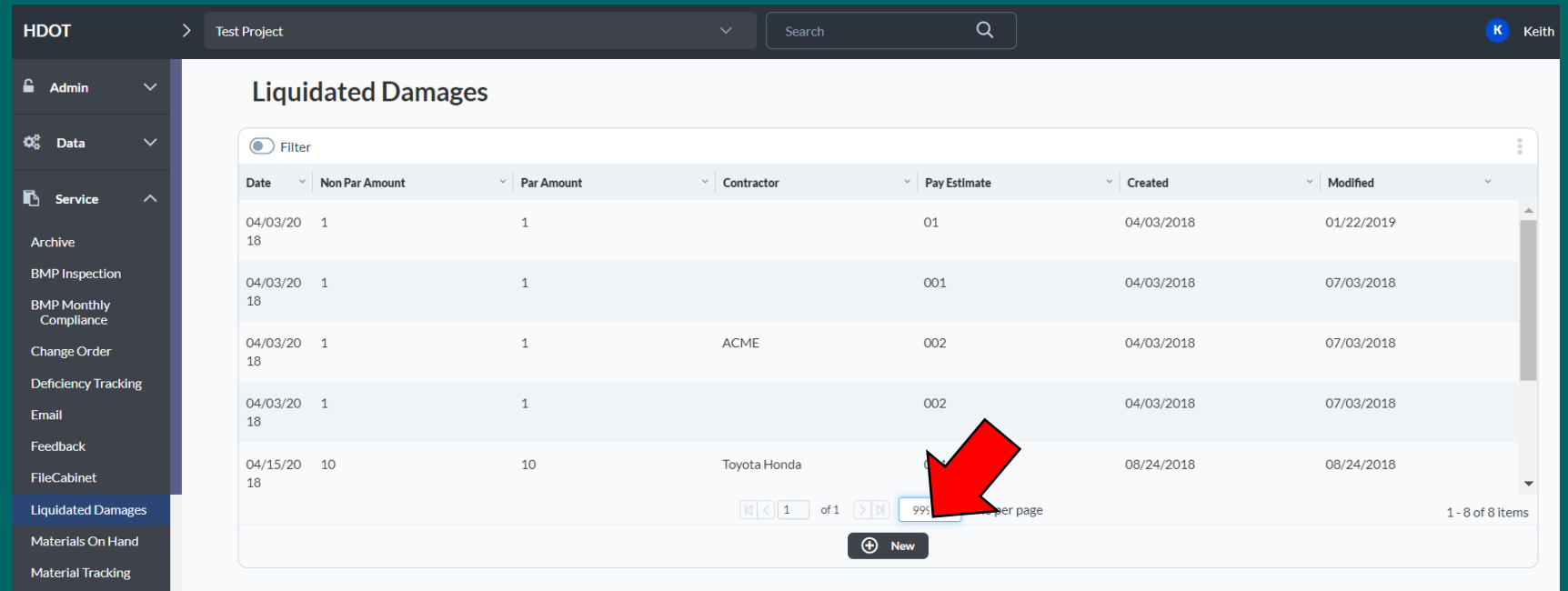
Click on the Liquidated Damages option
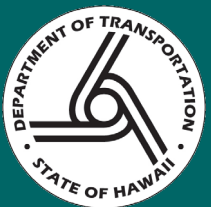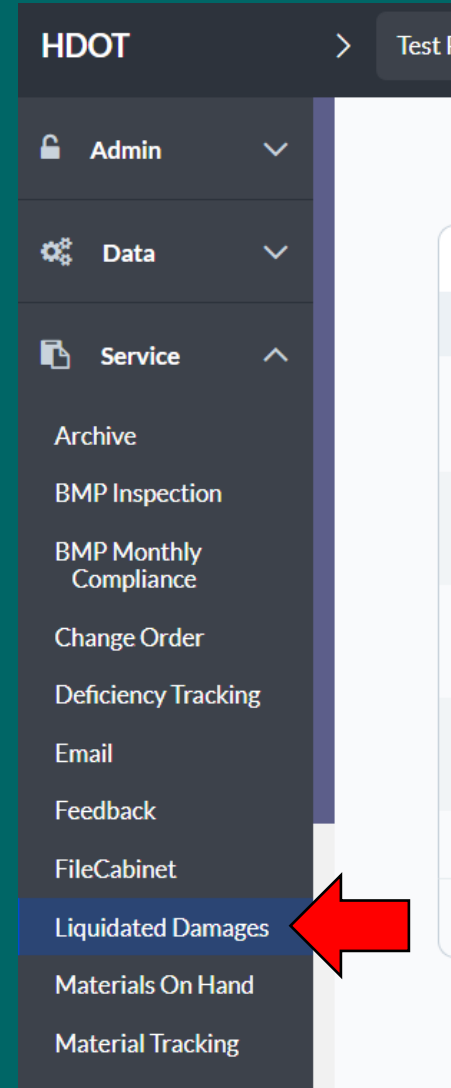
PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

The Liquidated Damages Log Grid appears

Click on the New button to create a new Liquidated Damages entry

PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

A Liquidated Damages entry has 2 sections:

- Description

- References
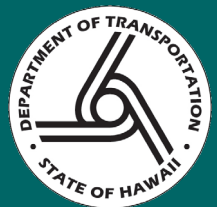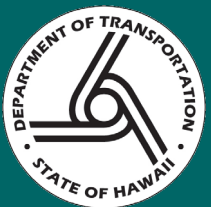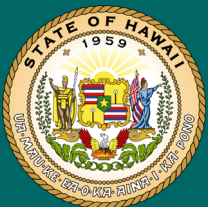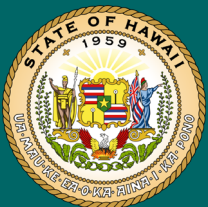
PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

Under Description, enter:

1. The Date the LD was assessed (pop up calendar)

2. The Par Amount of the LD

3. The name of the Contractor. This is optional as the Contractor is also responsible for the Subcontractor's actions

4. The Non-Par Amount of the LD

PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

Under Description, enter:

1. The Pay Estimate number that the LD will be assessed

2. Any remarks, comments, and reasons for the LD

PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

Under References, drag and drop any backup files for the Liquidated Damage entry

Backup files may include but is not limited to photographs, documents, etc

PAY ESTIMATE – PART 4: WORK REPORT SERVICE

Pay Quantities for Pay Estimates comes from approved Work Reports

If not already done, to assign a pay period and approve Work Reports, click on Work Reports under Service

See separate user's guide for more instruction on Work Reports, "User's Guide to Work Reports"

USER'S GUIDE TO PAY ESTIMATES
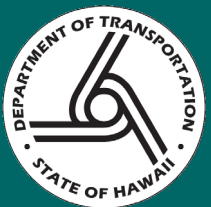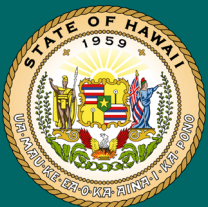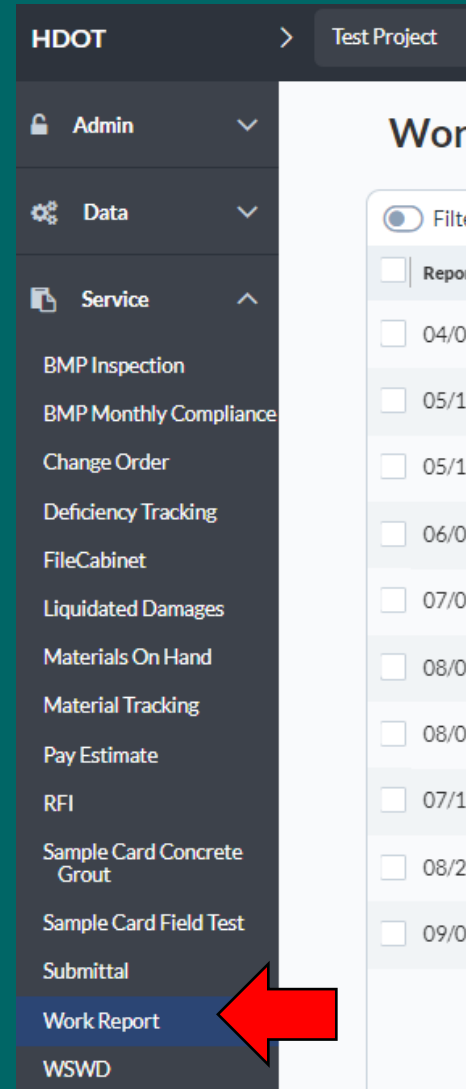
PAY ESTIMATE – PART 4: WORK REPORT SERVICE

The Work Report Log Grid will appear

Work Report

Filter

	Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
☐	04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
☐	05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
☐	05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
☐	06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
☐	07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
☐	08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
☐	08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
☐	07/15/2...	Entry for Payment Re...	Locked	Facs rep	01 - Jan	Wet Ground	08/23/2018	12/02/2019

|◀ ◀ 1 of 5 ▶ ▶| 10 ⌄ rows per page   1 - 10 of 50 items

⊕ New

PAY ESTIMATE – PART 4: WORK REPORT SERVICE

There are 2 options that can be utilized to assign a pay period and to approve a Work Report

Option 1: Individual Work Reports

Option 2: Multiple Work Reports

Note: Work Reports should be reviewed prior to using Option 2 to change the status

Work Report

⚪ Filter   ⋮

	Report D...⌄	ID	⌄	Status	⌄	Inspector	⌄	Pay Period	⌄	Condition	⌄	Created	⌄	Modified	⌄
☐	04/04/2...	04/04/18		Approved		Keith Yamamoto		06		Clear		04/04/2018		05/22/2020	
☐	05/11/2...	EP 5/11/18		Approved		Facs rep		06		Clear		05/11/2018		05/22/2020	
☐	05/16/2...	FR0516		Reviewed		Facs rep		01 - Jan		Clear		05/16/2018		12/02/2019	
☐	06/08/2...	220Test-1		Reviewed		Facs rep		01 - Jan		Overcast		06/11/2018		12/02/2019	
☐	07/09/2...	TEST		Approved		Stephanie Kuroda		01 - Jan				07/09/2018		05/11/2020	
☐	08/07/2...	ky08072018		Submit		Keith Yamamoto		01 - Jan		Clear		08/08/2018		05/18/2020	
☐	08/09/2...	080918-Test1		Submit		Facs rep		01 - Jan				08/09/2018		12/02/2019	
☐	07/15/2...	Entry for Payment Re...		Locked		Facs rep		01 - Jan		Wet Ground		08/23/2018		12/02/2019	

|◀ ◀ 1 of 5 ▶ ▶| 10 ▾ rows per page   1 - 10 of 50 items

⊕ New

PAY ESTIMATE – PART 4: WORK REPORT (OPTION 1)

For Option 1 (assigning pay periods and approving to individual Work Reports)
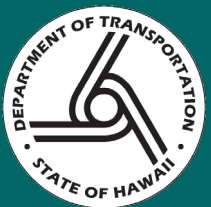
Select a Work Report entry (highlighted light blue) and click on the Open button

PAY ESTIMATE – PART 4: WORK REPORT (OPTION 1)

Under Description, use the pulldown menu to assign a Pay Period to the Work Report

Note: The Pay Period needs to be established in the Pay Estimate Service, before the pay period is available in the dropdown menu

USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PART 4: WORK REPORT (OPTION 1)

At the top of the Work Report screen, change the status of the Work Report to Approved

Work Report 🖶 Print

Last edit made Mon Dec 02 2019. All changes saved

☐ Notify Recipients **REVIEWED** ▼

⌃ Collapse all sections

⌃ **DESCRIPTION**

ID	FR0516
Report Date	05/16/2018
Pay Period	01 - Jan ▼

Inspector	Facs rep
ⓘ Status	Reviewed

Note: Work Report statuses are:

Draft ▷ Open ▷ Submitted ▷ Reviewed ▷ Approved/Rejected ▷ Locked
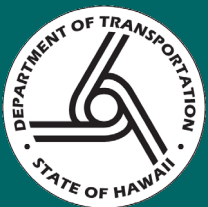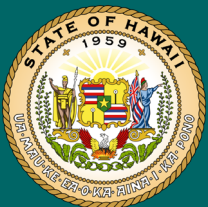
PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

For Option 2 (assigning pay periods and approving to multiple Work Reports)

1. Click on the Work Reports for updating (highlighted light blue) and click on the Bulk Edit button

   1. This is easiest to do by using filtering the Report Date column to show only entries from the Estimate Period.

2. The entire list of Work Reports can be selected by clicking in this checkbox

Work Report

Filt

☐	Report Date	ID	Status	Inspector	Pay Period	Created	Modified
	from: ___ to: ___	___	RE ✕	___	___	from: ___ to: ___	from: ___ to: ___
☑	06/08/2018	220Test-1	Reviewed	Facs rep	01 - Jan	06/11/2018	12/02/2019
☑	10/18/2018	TypeCodeM3	Reviewed	Facs rep	01 - Jan	10/18/2018	12/02/2019
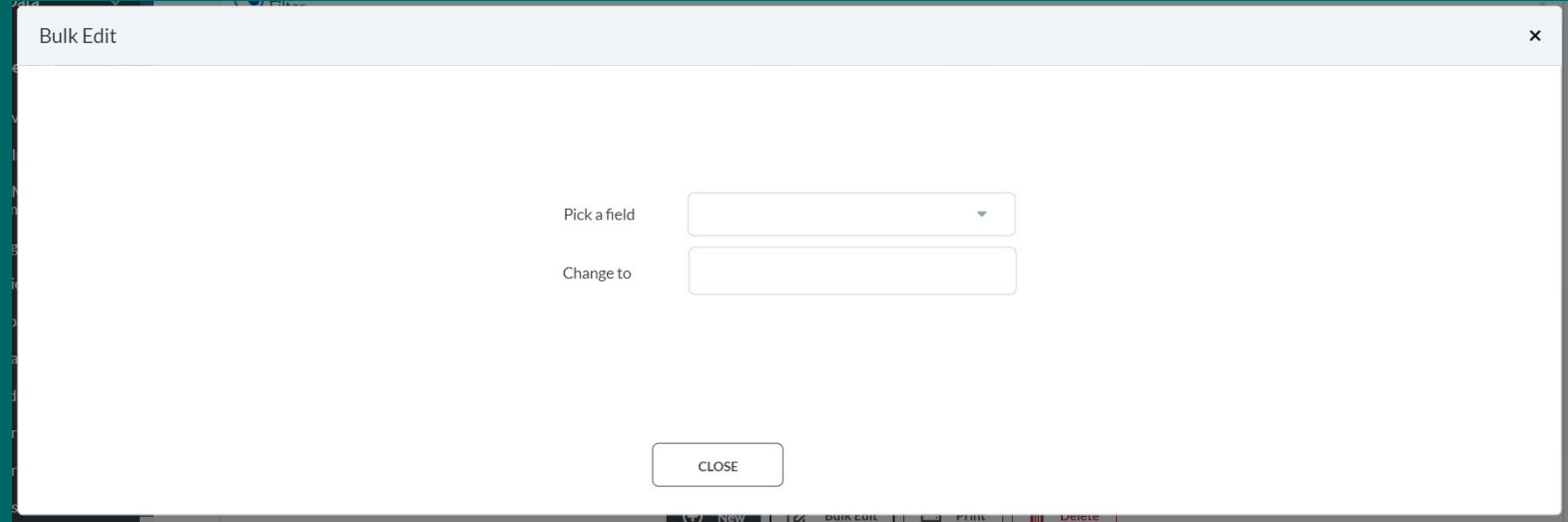
⏮ ◀ 1 of 1 ▶ ⏭   999⁹ ⌄ rows per page   1 - 2 of 2 items

⊕ New   ✎ Bulk Edit   🖶 Print   🗑 Delete

PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

The Bulk Edit options appear

USER'S GUIDE TO PAY ESTIMATES
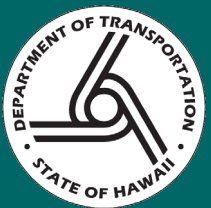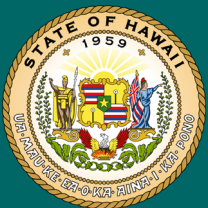
PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

Designate or Change the Pay Period of the selected Work Reports by:

1. Using the pulldown menu of Pick a Field and selecting Pay Period

2. Using the pulldown menu of the Change to entry and selecting the appropriate Pay Period

3. Click on the Save button to save the changes

Bulk Edit ×

Pick a field [▼]

Change to
- ✓
- Report Date
- Status
- Pay Period
- Contractor: Total Time

CLOSE

Bulk Edit ×

Pick a field [Pay Period ▼]

Change to [▼]
- 05
- 04
- 03
- 02
- 01 - Jan

CLOSE   SAVE

PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

Change the status of the selected Work Reports by:

1. Using the pulldown menu of Pick a Field and selecting Status

2. Using the pulldown menu of the Change to entry and selecting Approve

3. Click on the Save button to save the changes

Note: for the Bulk Edit to work, all selected Work Reports need to have the same status (all Reviewed, or all Submitted, etc.)
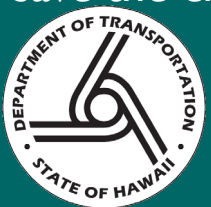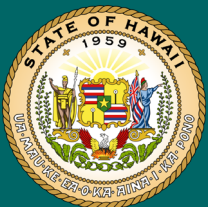
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

To Print a Pay Estimate, click on the Reports option
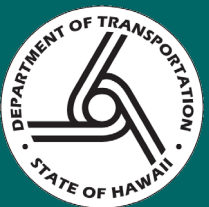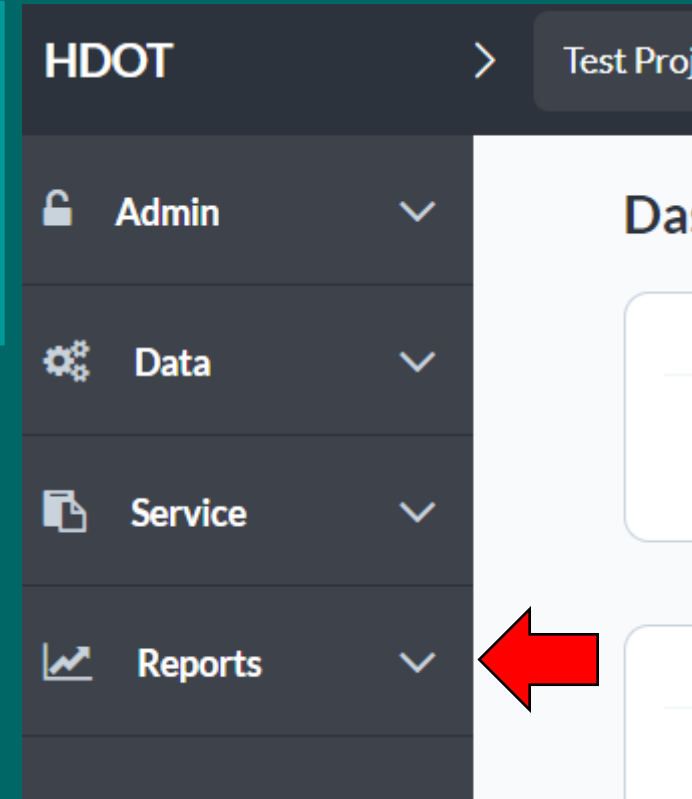
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Click on the Report View option
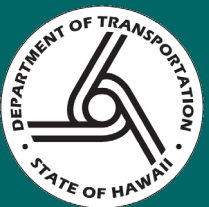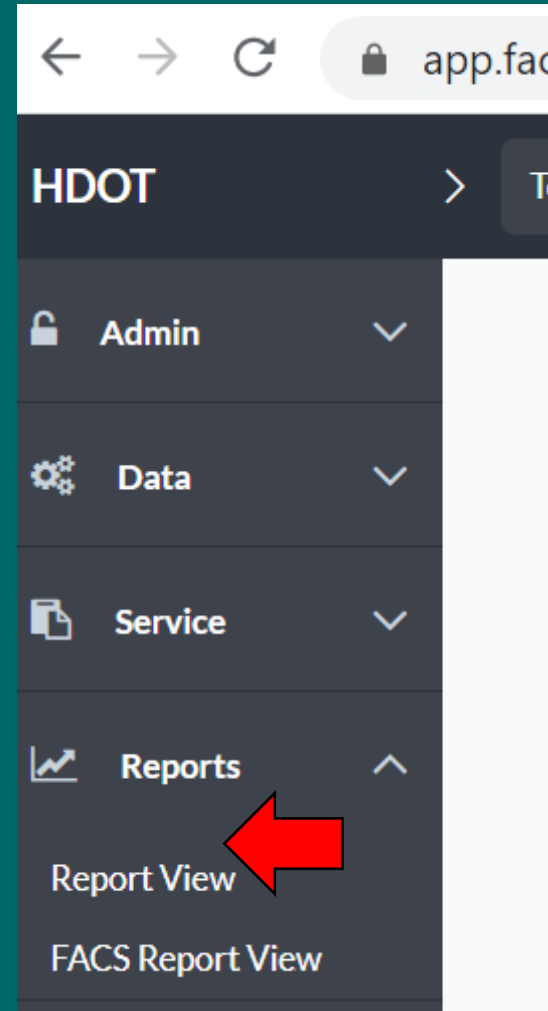
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

The Report View screen appears

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

From the Report View screen, use the Estimate print options to print out a Pay Estimate

1. Title Page (or coversheet)

2. Recapitulation

3. Body

4. Summary

5. Materials on Hand

6. All Estimate Reports (all of the above)

USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Using the All Estimate report option as an example,
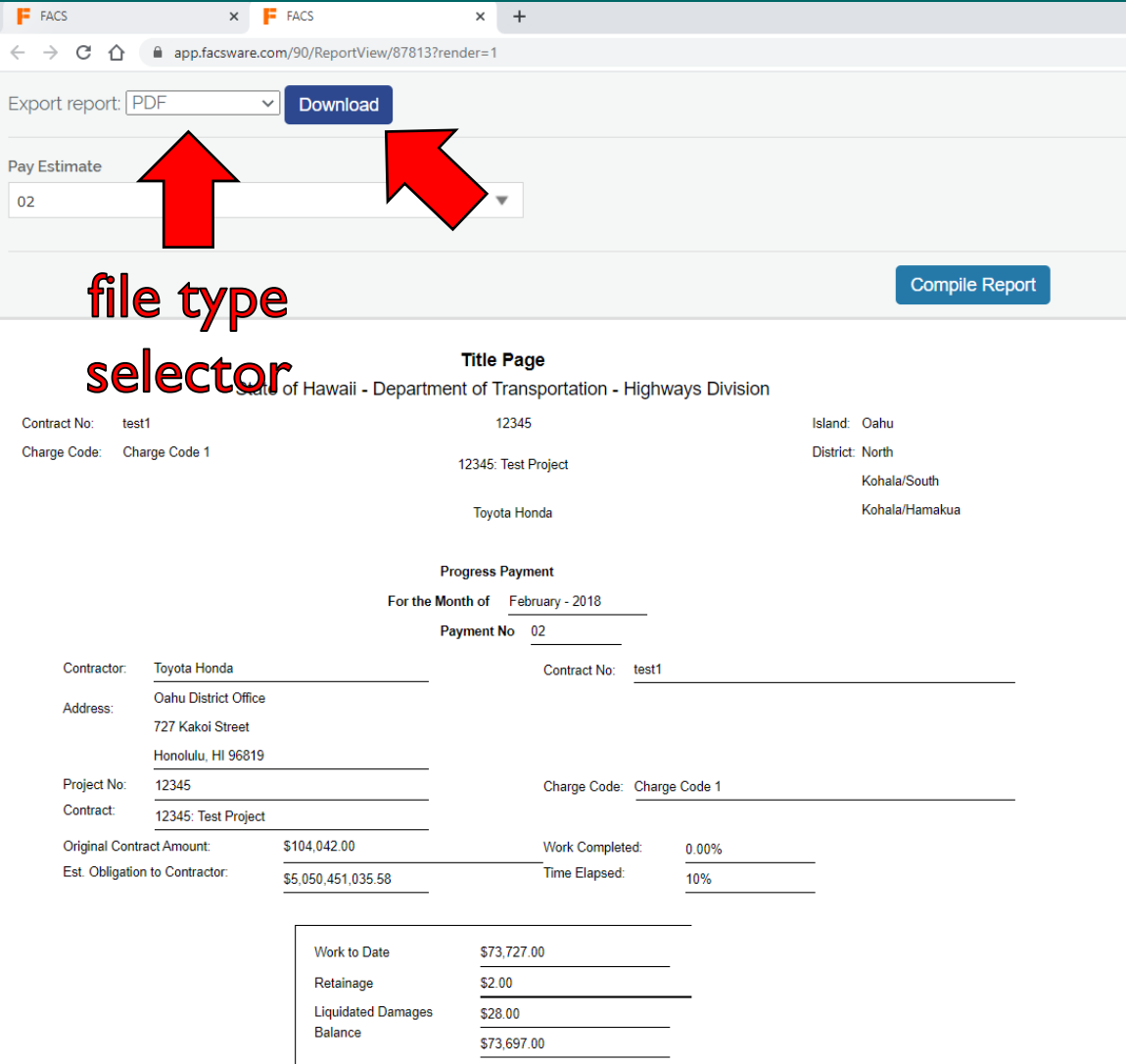
1. Use the pulldown menu to select the Pay Estimate to be printed

2. Click on the Compile button
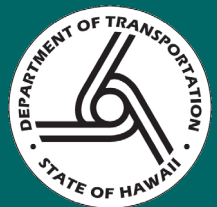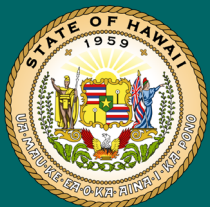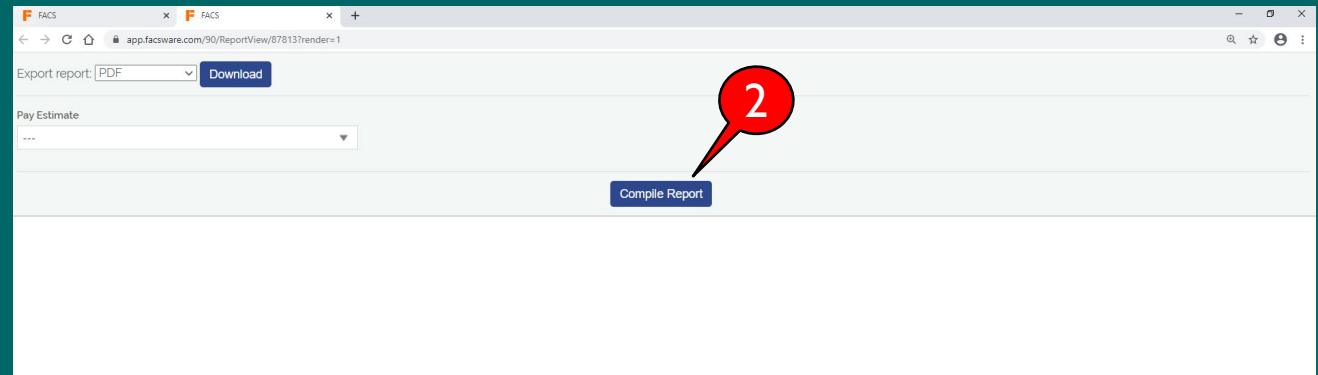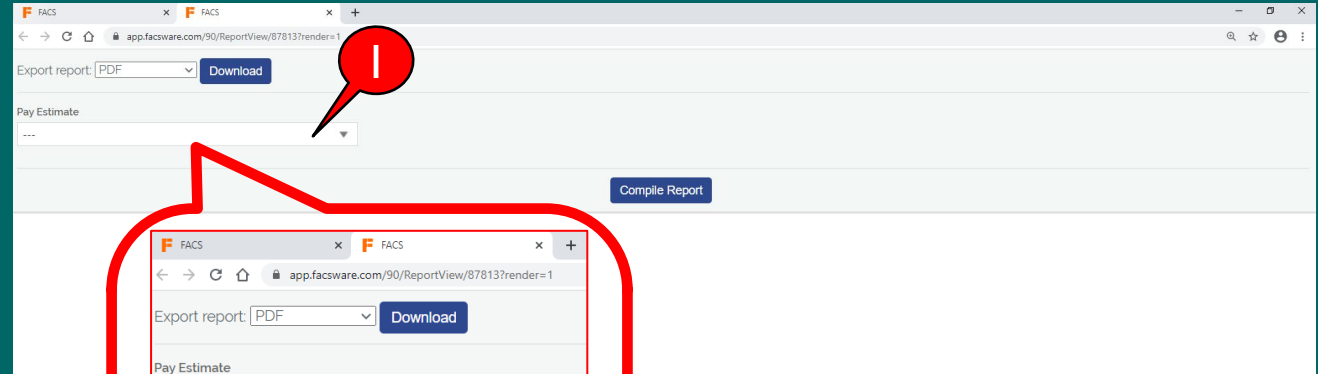
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

A preview of the reports will appear

Click on the Download button, without changing the file type option, to obtain a PDF of the reports

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Click on the downloaded PDF (bottom left corner) to open and save it

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

After the PDF opens, use a right mouse click command and chose the Save As option

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Designate where the file is to be saved and change the file name as needed
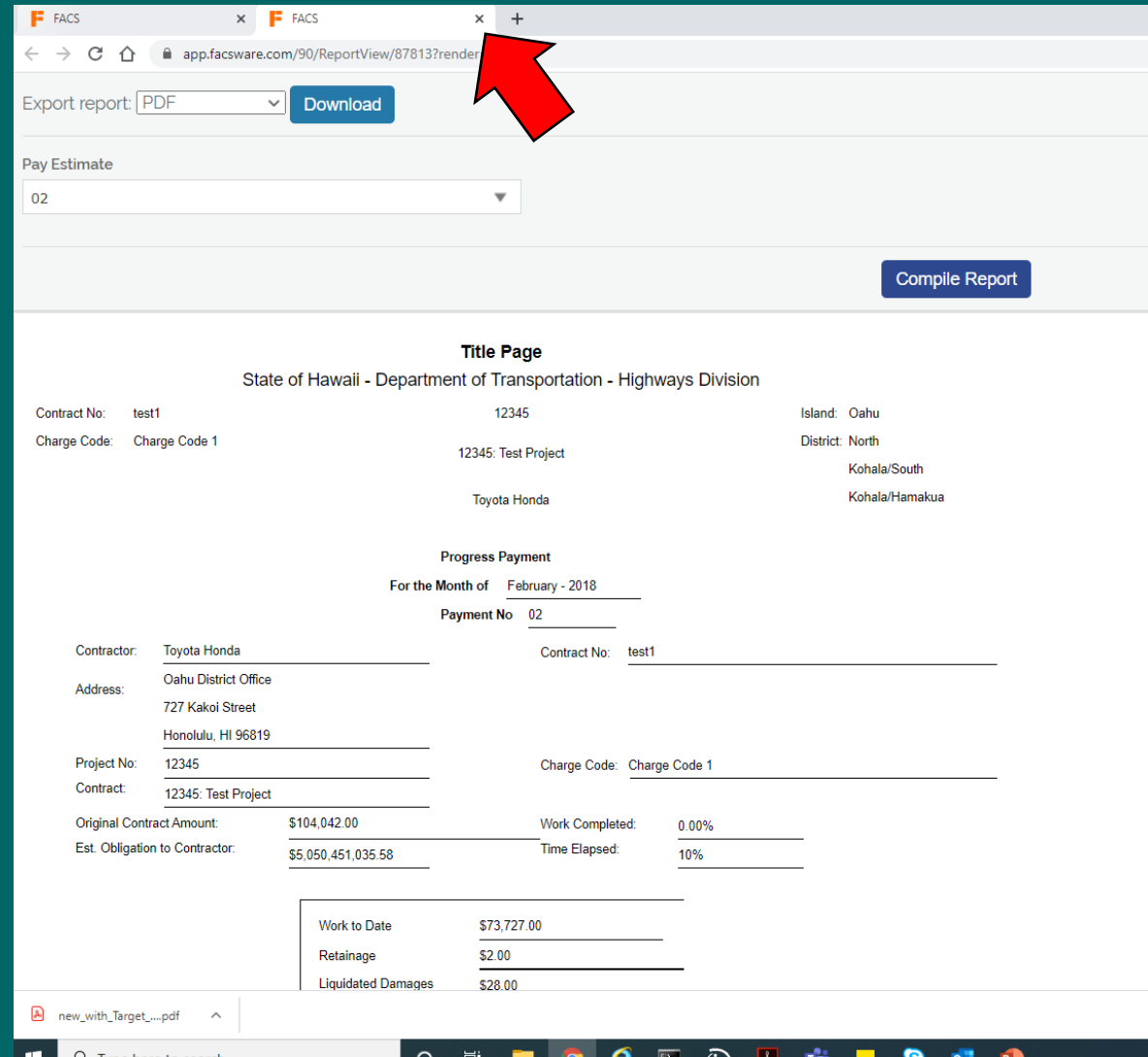
Recommendation: Include the project number and pay estimate number in the file name

For example: HWY-01-O-03 PP#01.PDF
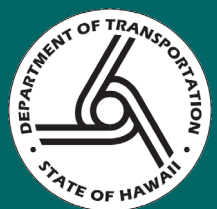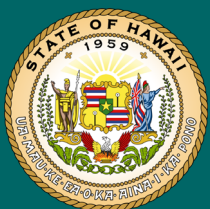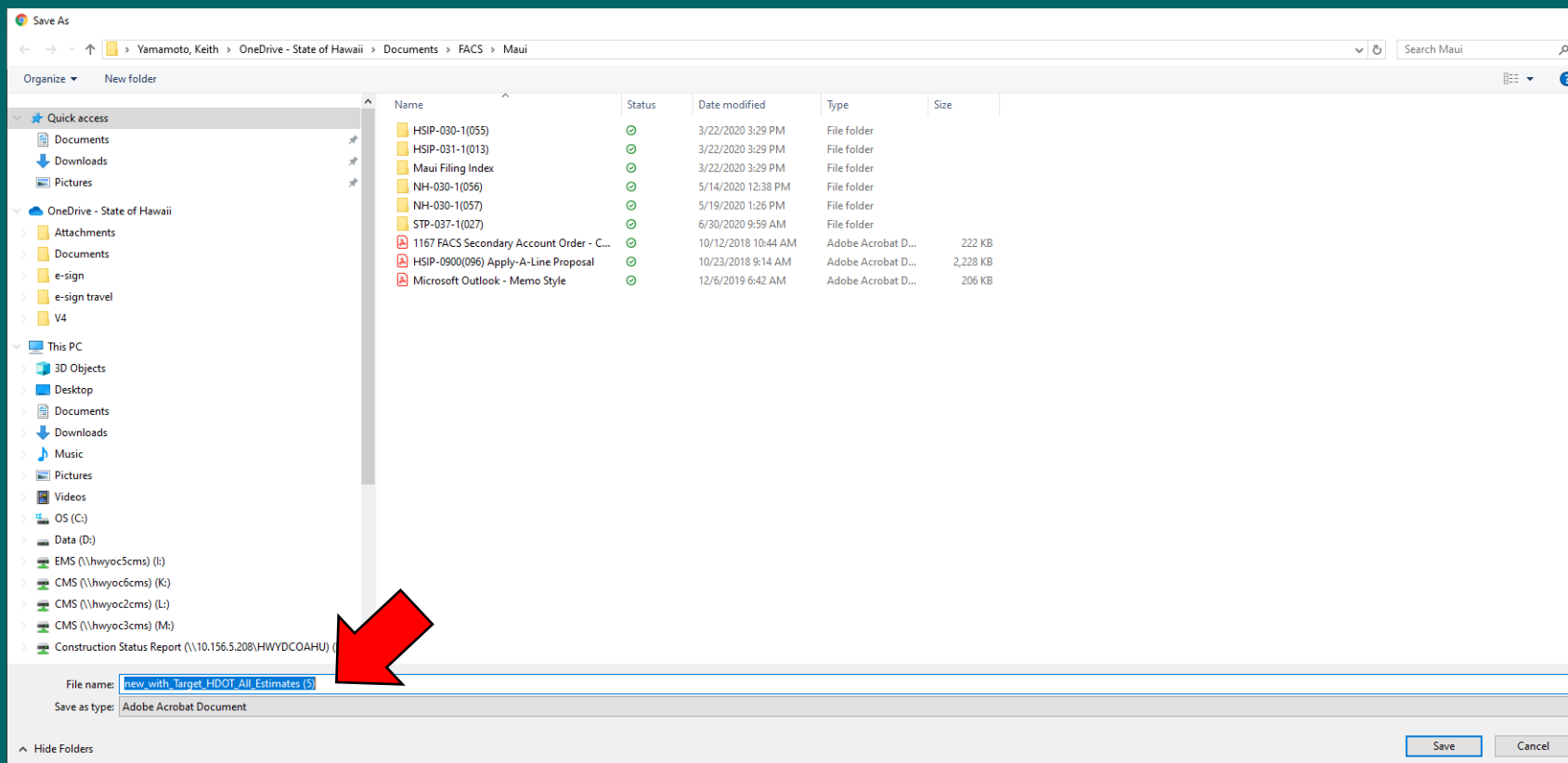
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Close the report screen by clicking on the "X" of the browser tab

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

The other Estimate reports can be printed using the above directions

USER'S GUIDE TO PAY ESTIMATES

END OF GUIDE