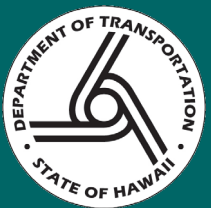
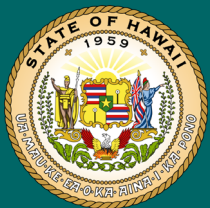


USER'S GUIDE TO PAY ESTIMATES

STATE OF HAWAII
HAWAII DEPARTMENT OF TRANSPORTATION
HIGHWAYS DIVISION - CONSTRUCTION
E-CONSTRUCTION



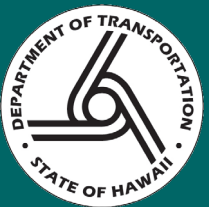
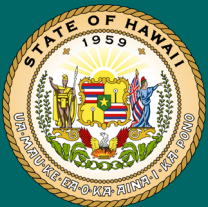
USER'S GUIDE TO PAY ESTIMATES

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

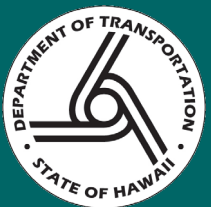
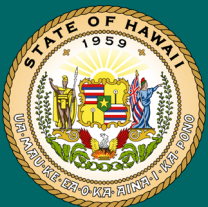
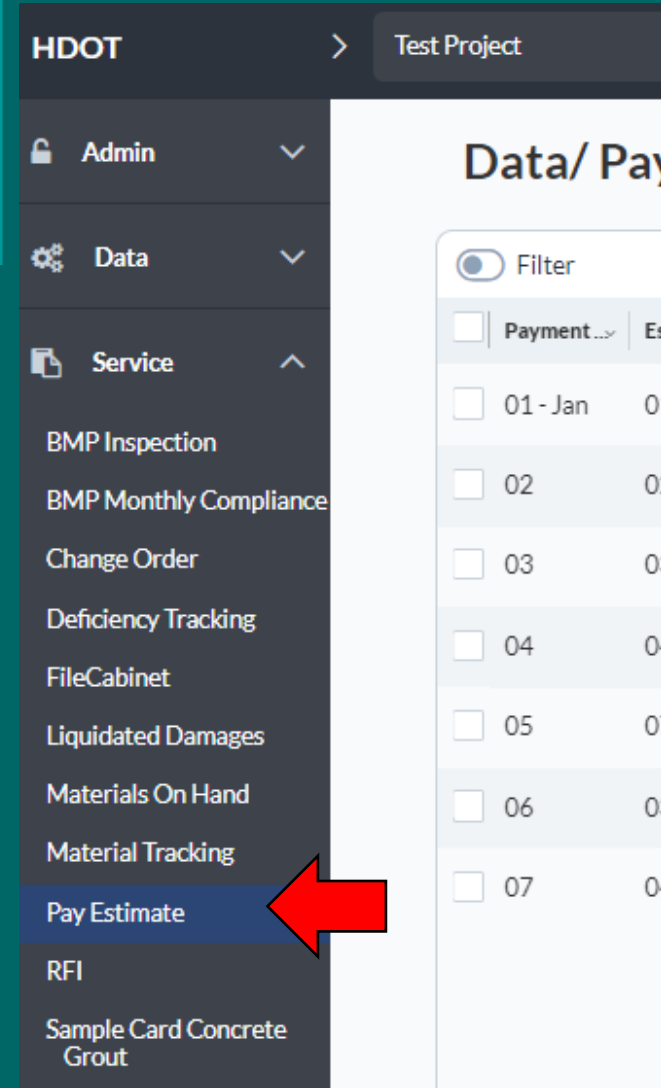
Options for printing the Pay Estimate is under Reports



PAY ESTIMATE – PART I: 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



PAY ESTIMATE – PART I: PAY ESTIMATE SERVICE

The Data/Pay
Estimate Log Grid
will appear

Data/ Pay Estimate

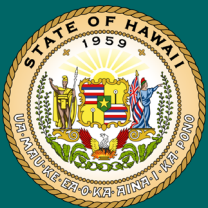
Filter

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

1 - 7 of 7 items

10 rows per page

New



USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PART I: 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

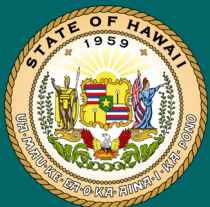
☐ Filter

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

1 - 7 of 7 items

1 of 10 per page

[New](#)



PAY ESTIMATE – PART I: 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

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

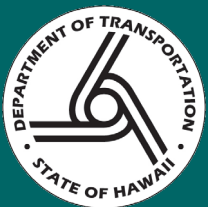
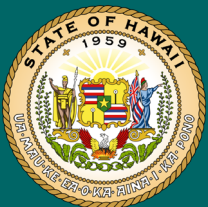
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PART I: 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

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

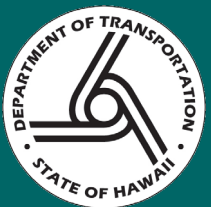
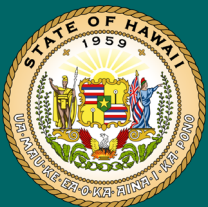
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: 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

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

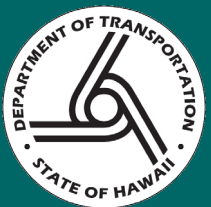
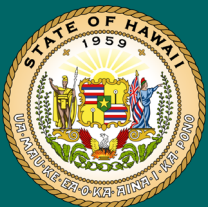
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: 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

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

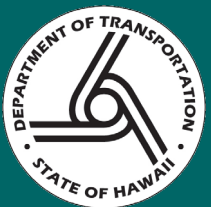
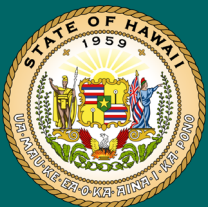
Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: 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

DETAILS

① Order 50

① Payment No * 02

Estimate End Date* 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

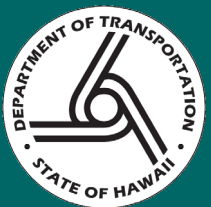
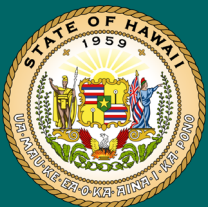
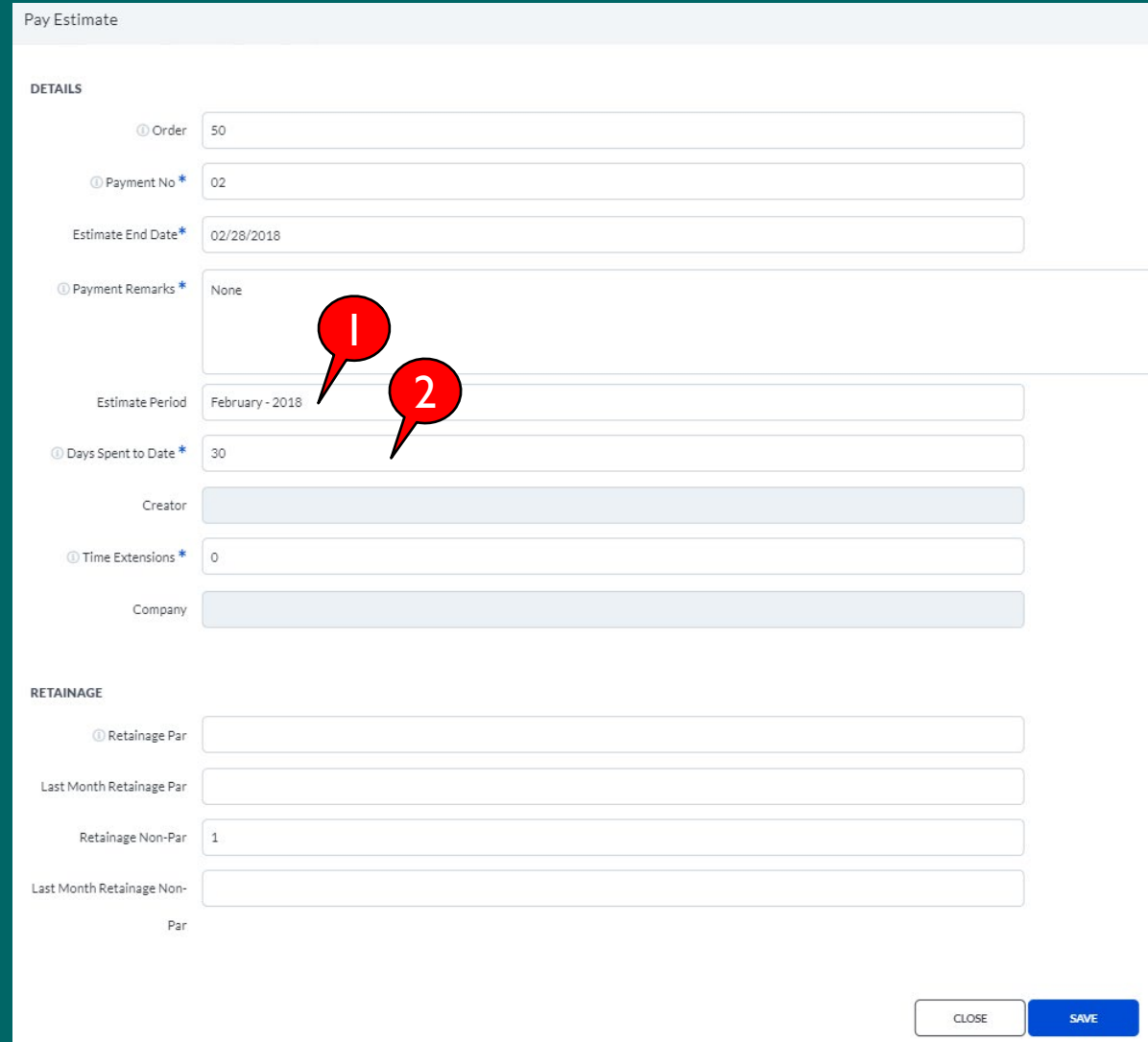
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: PAY ESTIMATE SERVICE

Time Extensions is used to 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

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

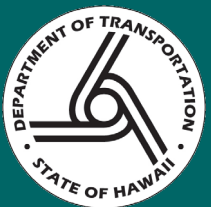
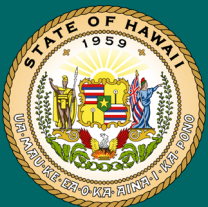
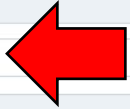
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: PAY ESTIMATE SERVICE

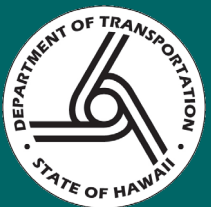
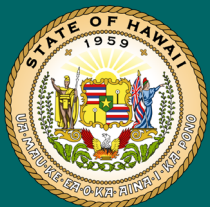
Enter the Retainage values

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



USER'S GUIDE TO PAY ESTIMATES

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 1

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

Par

CLOSE SAVE

Red callout bubbles with numbers 1, 2, 3, and 4 pointing to the Retainage Par, Last Month Retainage Par, Retainage Non-Par, and Last Month Retainage Non-Par fields respectively.

PAY ESTIMATE – PART I: 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

DETAILS

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

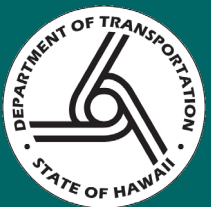
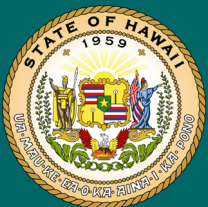
① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

Last Month Retainage Non-Par

CLOSE SAVE



PAY ESTIMATE – PART I: PAY ESTIMATE SERVICE

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

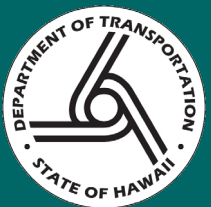
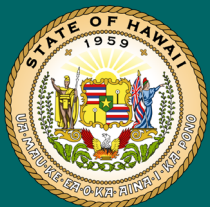
Data/ Pay Estimate

Filter

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

10 rows per page 1 - 7 of 7 items

New Open Copy History Delete



PAY ESTIMATE – PART I: 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

Data/ Pay Estimate

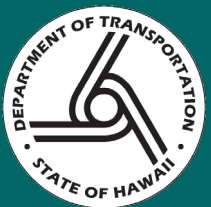
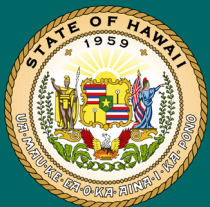
Filter

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

10 rows per page

1 - 7 of 7 items

New Open Copy History Delete



PAY ESTIMATE – PART I: 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

Data/ Pay Estimate

Filter

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

1

2

1 of 1

10 rows per page

1 - 7 of 7 items

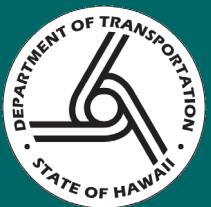
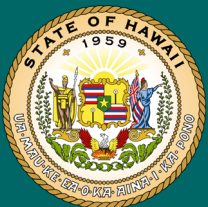
New

Open

Copy

History

Delete

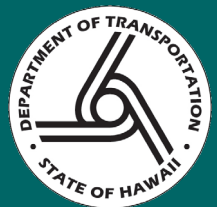


PAY ESTIMATE – PART I: PAY ESTIMATE SERVICE

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



USER'S GUIDE TO PAY ESTIMATES

Pay Estimate

DETAILS

① Order 50

① Payment No * 02

Estimate End Date * 02/28/2018

① Payment Remarks * None

Estimate Period February - 2018

① Days Spent to Date * 30

Creator

① Time Extensions * 0

Company

RETAINAGE

① Retainage Par

Last Month Retainage Par

Retainage Non-Par 1

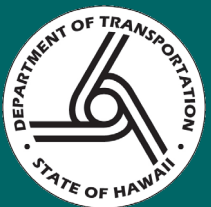
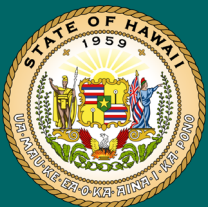
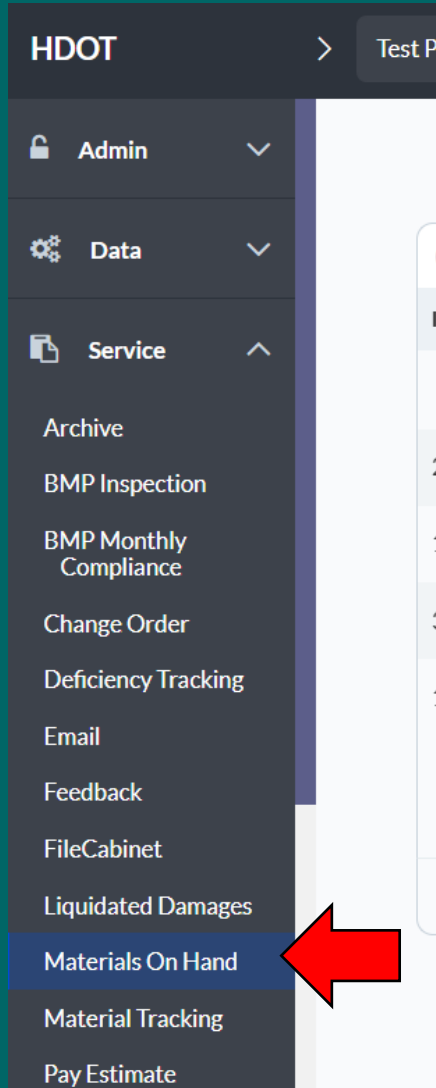
Last Month Retainage Non-Par

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



USER'S GUIDE TO PAY ESTIMATES

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

HDOT

Test Project

Search

Keith

Admin

Data

Service

Archive

BMP Inspection

BMP Monthly Compliance

Change Order

Deficiency Tracking

Email

Feedback

FileCabinet

Liquidated Damages

Materials On Hand

Material Tracking

Pay Estimate

RFI

Sample Card Concrete Grout

Sample Card Field Test

Submittal

Materials On Hand

Filter

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

1

2

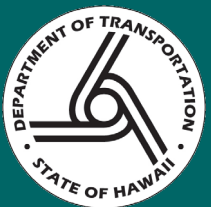
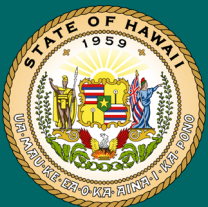
3

4

5

1 - 5 of 5 items

New



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

Materials On Hand [Print](#)

Unsaved Data: All required fields must be completed. Please address the following: Missing Required Field Item

[Collapse all sections](#)

ITEM

Filter

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003
Bridge	150.0005	Strike	100,000	1	Participating	LS	1	checked	150

DESCRIPTION

Filter

ID	Amount	Date	Pay Estimate	Remarks
----	--------	------	--------------	---------

[New](#)

REFERENCES

0



PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

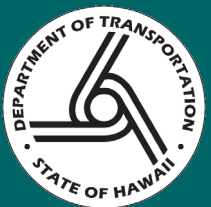
ITEM

Filter

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
<input checked="" type="checkbox"/> Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
<input type="checkbox"/> Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
<input type="checkbox"/> Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003
<input type="checkbox"/> Bridge	150.0005	Strike	100,000	1	Participating	LS	1	checked	150

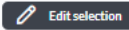
Select

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

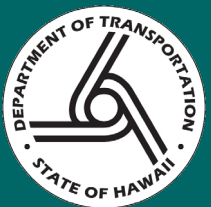
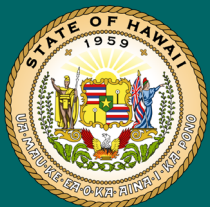


PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

^ ITEM

Type Code	Item Number	Item Description	Unit Price	Auth Qty	Part Number	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



PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

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

The Materials on Hand entry screen will appear

Materials On Hand [Print](#)

Unsaved Data: All required fields must be completed. Please address the following: Missing Required Field Item

[Collapse all sections](#)

ITEM

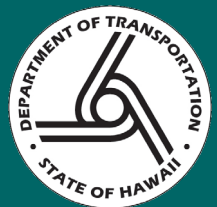
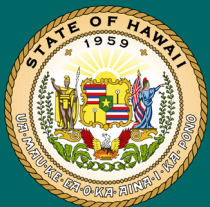
Type Code	Item Number	Item Description	Unit Price	Auth Qty	Par/Non-Par	Unit of Measure	Original Qty	Extra Work Item	Order
Bridge	100.0000	Test Item	20	12,345.678912345	Participating	EA	1		0001
Bridge	22.0000	MOT	1	22	Non-Participating	LS	22	checked	0002
Bridge	3.000	non-par-non-extr	10	10	Non-Participating	ALLOW	0		0003
Bridge	150.0005	Strike	100,000	1	Participating	LS	1	checked	150

DESCRIPTION

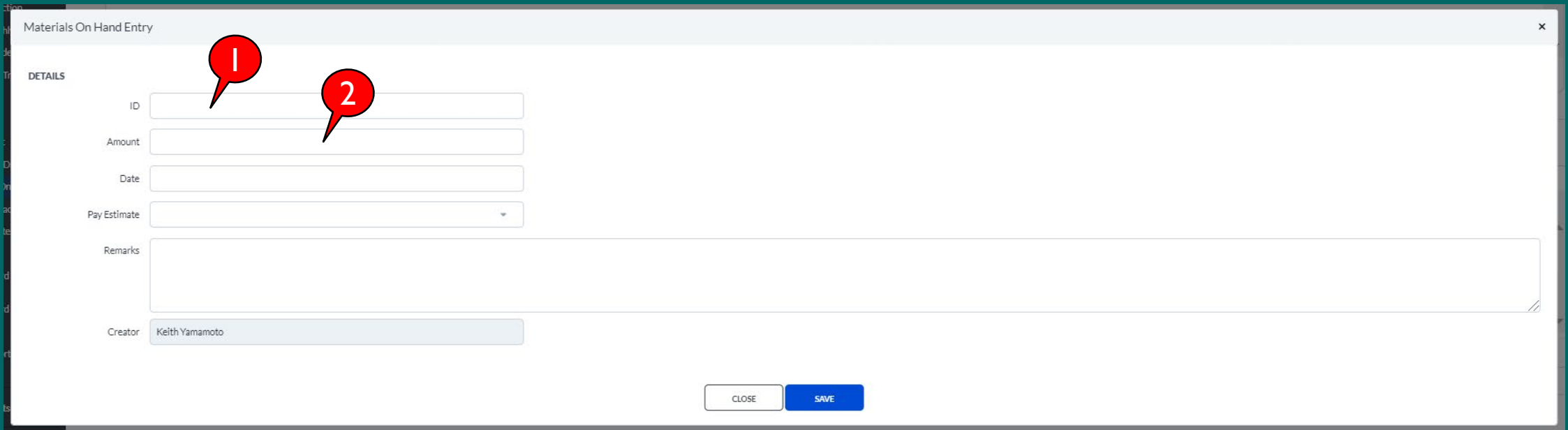
ID	Amount	Date	Pay Estimate	Remarks
----	--------	------	--------------	---------

[New](#)

REFERENCES

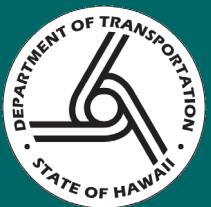
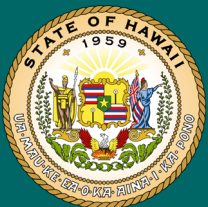


PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

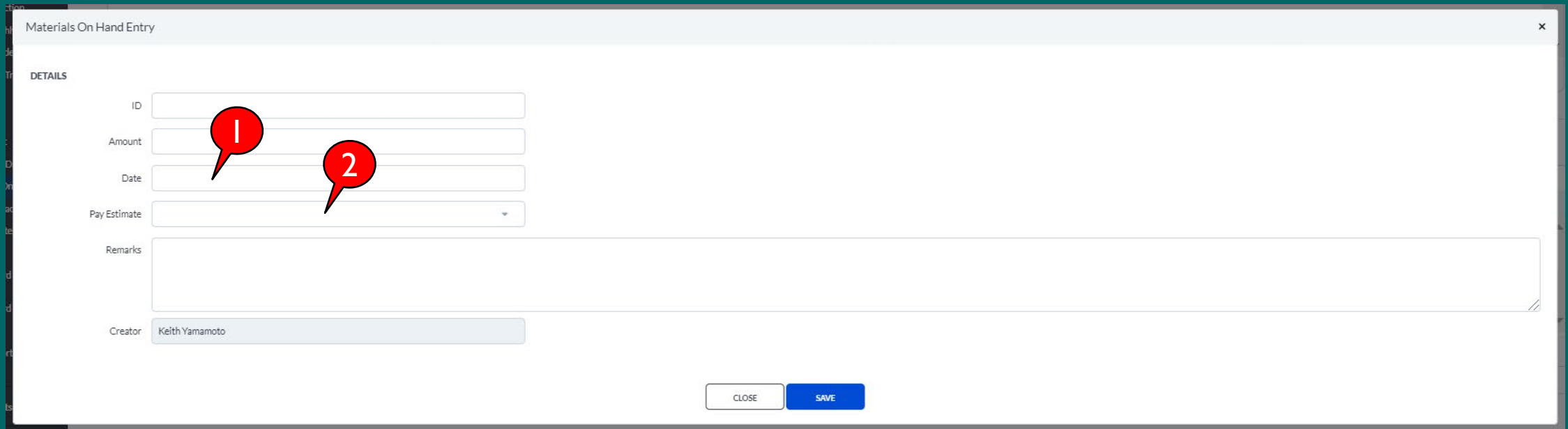


The screenshot shows a web form titled "Materials On Hand Entry". It has a "DETAILS" section with the following fields: "ID" (with a red callout bubble containing the number 1), "Amount" (with a red callout bubble containing the number 2), "Date", "Pay Estimate" (a dropdown menu), "Remarks" (a large text area), and "Creator" (a text field showing "Keith Yamamoto"). At the bottom right of the form are "CLOSE" and "SAVE" buttons.

- 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

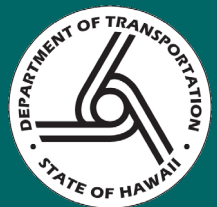
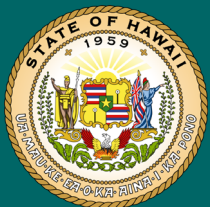


PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE



The screenshot shows a web form titled "Materials On Hand Entry". It has a "DETAILS" section with the following fields: "ID", "Amount", "Date", "Pay Estimate" (a dropdown menu), "Remarks" (a large text area), and "Creator" (a read-only field showing "Keith Yamamoto"). Two red callout bubbles are present: callout "1" points to the "Date" field, and callout "2" points to the "Pay Estimate" dropdown menu. At the bottom right of the form are "CLOSE" and "SAVE" buttons.

- 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

The screenshot shows a web form titled "Materials On Hand Entry" with a close button (X) in the top right corner. The form is divided into a "DETAILS" section and a "Creator" field. The "DETAILS" section contains the following fields: ID, Amount, Date, Pay Estimate, and Remarks. The "Creator" field is labeled "Keith Yamamoto". Three red callout bubbles with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the "Remarks" text area. Callout 2 points to the "SAVE" button. Callout 3 points to the "CLOSE" button.

Materials On Hand Entry

DETAILS

ID

Amount

Date

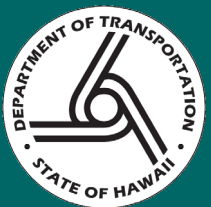
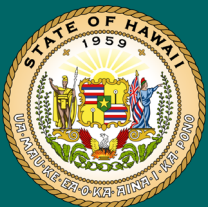
Pay Estimate

Remarks

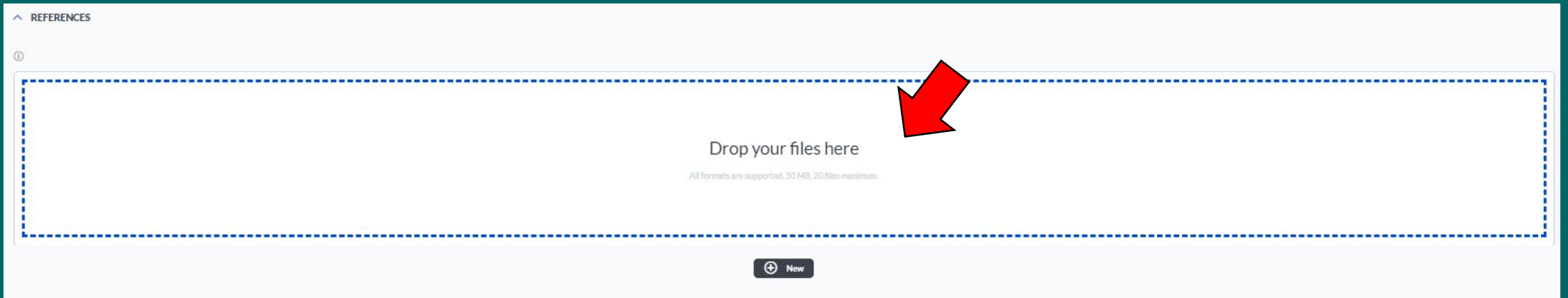
Creator Keith Yamamoto

CLOSE SAVE

- 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

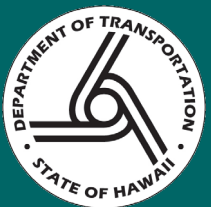
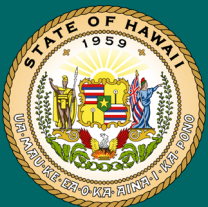


PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE



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

Materials On Hand

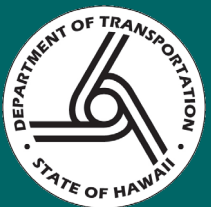
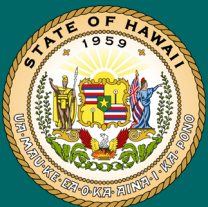
Filter

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

7 rows per page

1 - 5 of 5 items

New Open Copy History Print Delete



PAY ESTIMATE – PART 2: MATERIALS ON HAND SERVICE

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

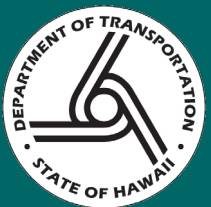
Filter

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

1 2 3 4 5 of 5 rows per page

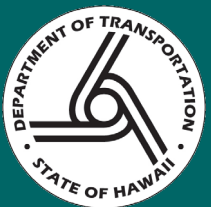
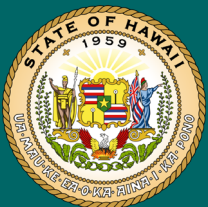
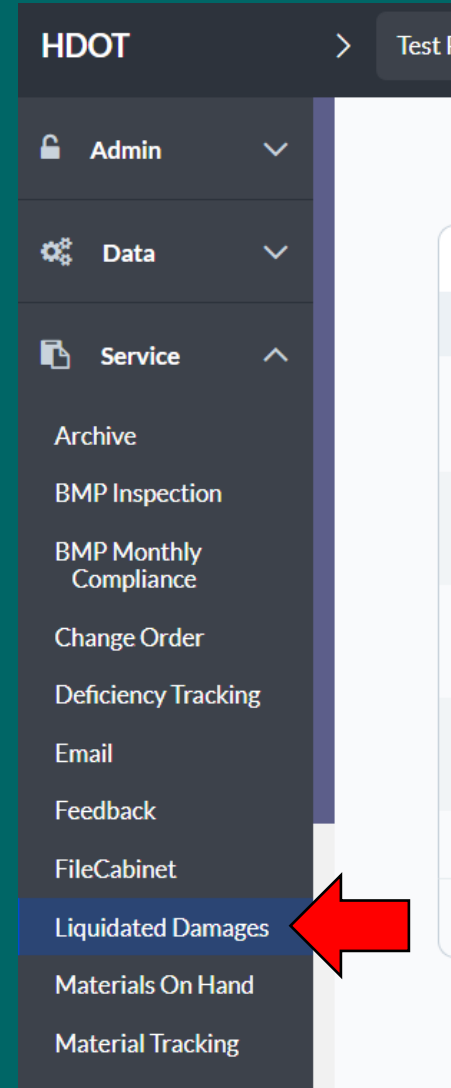
New Open Copy History Print Delete



PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

Liquidated Damages for a Pay Estimate
are assessed in the Liquidated Damages
Service

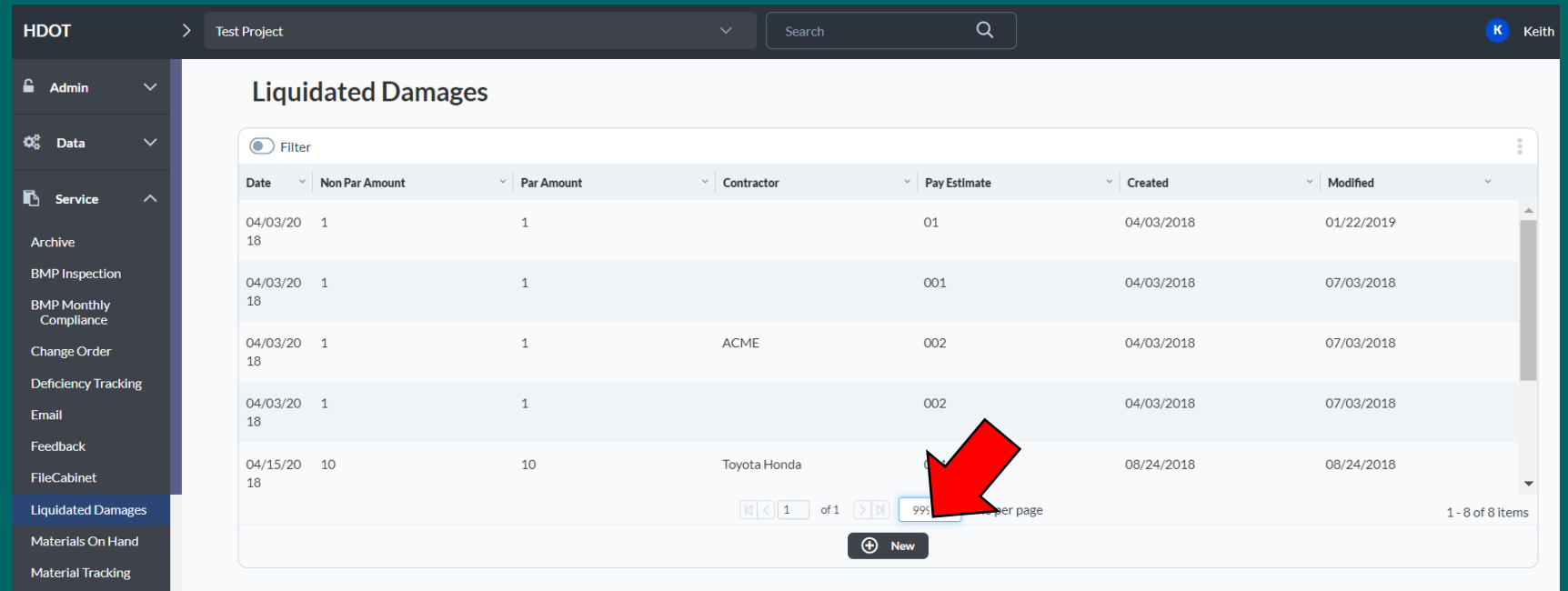
Click on the Liquidated Damages option



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



HDOT > Test Project Search K Keith

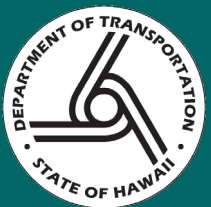
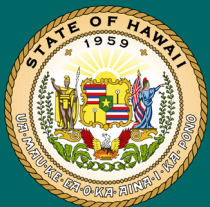
Liquidated Damages

Filter

Date	Non Par Amount	Par Amount	Contractor	Pay Estimate	Created	Modified
04/03/2018	1	1		01	04/03/2018	01/22/2019
04/03/2018	1	1		001	04/03/2018	07/03/2018
04/03/2018	1	1	ACME	002	04/03/2018	07/03/2018
04/03/2018	1	1		002	04/03/2018	07/03/2018
04/15/2018	10	10	Toyota Honda		08/24/2018	08/24/2018

1 - 8 of 8 items

New



PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

A Liquidated Damages entry has 2 sections:

- Description
- References

Liquidated Damages [Print](#)
Last edit made 24 seconds ago. All changes saved.

[Collapse all sections](#)

DESCRIPTION

Date Per Amount Contractor

Non Par Amount Pay Estimate

Remarks

Creator Company

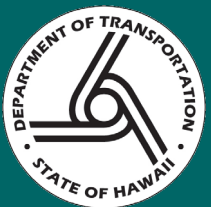
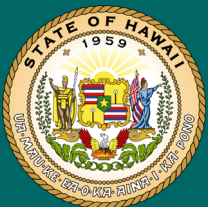
REFERENCES

①

Drop your files here

All formats are supported. 50 MB, 20 files maximum.

[New](#)

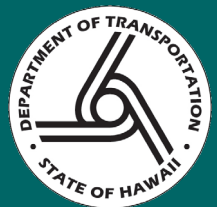
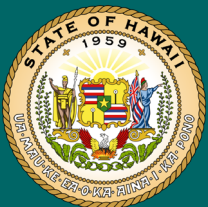


PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

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

The screenshot shows a web form titled "Liquidated Damages" with a "Print" link. Below the title is a status message: "Last edit made 24 seconds ago. All changes saved". The form is divided into sections: "DESCRIPTION" and "REFERENCES". The "DESCRIPTION" section contains fields for "Date", "Par Amount", "Contractor", "Non Par Amount", "Pay Estimate", and "Remarks". The "REFERENCES" section contains a large dashed box for file uploads with the text "Drop your files here" and "All formats are supported. 50 MB, 20 files maximum." Below the file upload area is a "New" button. Four red callout bubbles with numbers 1, 2, 3, and 4 point to the "Date", "Par Amount", "Contractor", and "Non Par Amount" fields respectively.



PAY ESTIMATE – PART 3: LIQUIDATED DAMAGES SERVICE

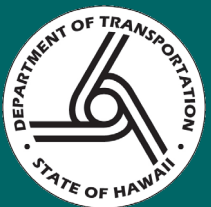
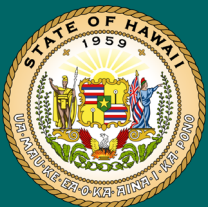
Under Description, enter:

1. The Pay Estimate number that the LD will be assessed
2. Any remarks, comments, and reasons for the LD

The screenshot shows a web form titled "Liquidated Damages" with a "Print" button. Below the title is a status bar indicating "Last edit made 24 seconds ago. All changes saved." and navigation arrows. A "Collapse all sections" link is present. The "DESCRIPTION" section contains several input fields: "Date", "Non Par Amount", "Remarks" (a large text area), "Per Amount", "Pay Estimate" (a dropdown menu), and "Contractor" (a dropdown menu). Below these are "Creator" (filled with "Keith Yamamoto") and "Company" (filled with "Hawaii Department of Transportation - Highways Division"). The "REFERENCES" section features a large dashed box for file uploads with the text "Drop your files here" and a note "All formats are supported. 50 MB, 20 files maximum." A "New" button is at the bottom right of the form.

Callout 1 points to the "Pay Estimate" dropdown menu.

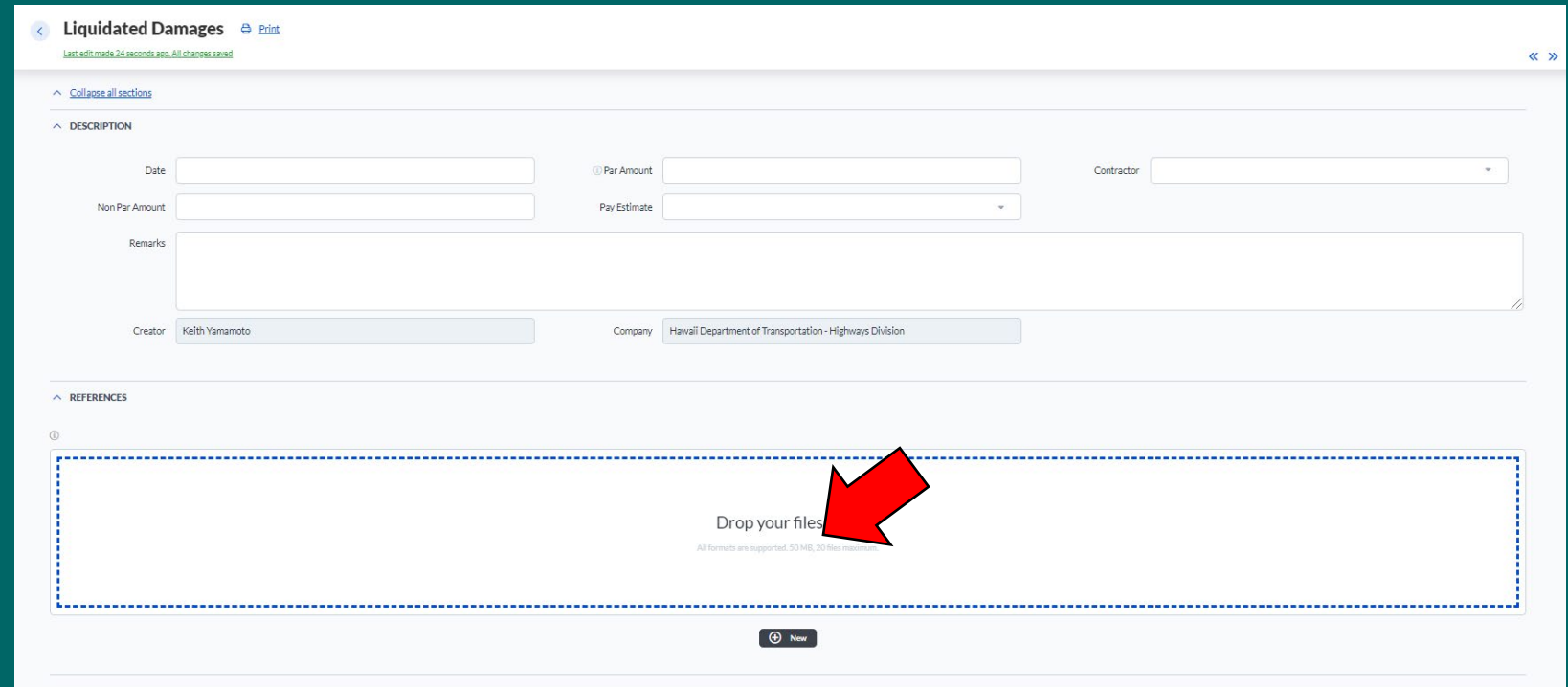
Callout 2 points to the "Remarks" text area.



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



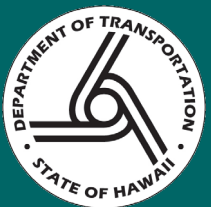
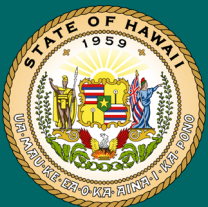
The screenshot shows a web-based form titled "Liquidated Damages" with a "Print" button. Below the title, it says "Last edit made 24 seconds ago. All changes saved". The form is divided into sections: "DESCRIPTION" and "REFERENCES".

DESCRIPTION Section:

- Date:** A text input field.
- Per Amount:** A text input field with a currency icon.
- Contractor:** A dropdown menu.
- Non Par Amount:** A text input field.
- Pay Estimate:** A dropdown menu.
- Remarks:** A large text area.
- Creator:** A text field showing "Keith Yamamoto".
- Company:** A text field showing "Hawaii Department of Transportation - Highways Division".

REFERENCES Section:

- A large dashed blue box for file uploads, containing the text "Drop your files" and "All formats are supported. 50 MB, 20 files max". A red arrow points to this box.
- A "New" button with a plus icon is located below the upload area.

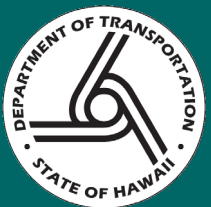
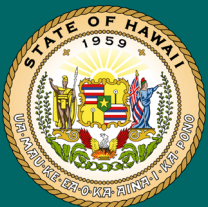
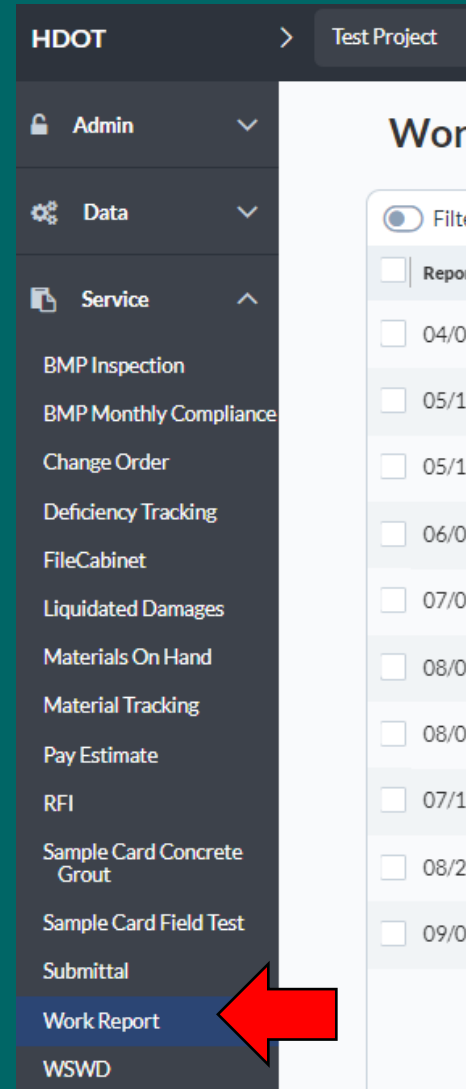


PAY ESTIMATE – PART 4: WORK REPORT SERVICE

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"



PAY ESTIMATE – PART 4: WORK REPORT SERVICE

The Work Report Log
Grid will appear

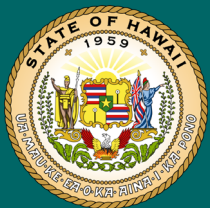
Work Report

☐ Filter

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

1 of 5 of 10 rows per page 1 - 10 of 50 items

[+ New](#)



USER'S GUIDE TO PAY ESTIMATES

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

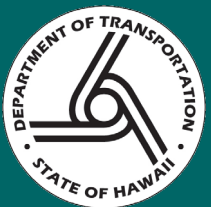
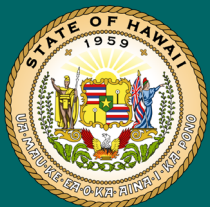
Work Report

☐ Filter

<input type="checkbox"/> Report D...	ID	Status	Inspector	Pay Period	Condition	Created	Modified
<input type="checkbox"/> 04/04/2...	04/04/18	Approved	Keith Yamamoto	06	Clear	04/04/2018	05/22/2020
<input type="checkbox"/> 05/11/2...	EP 5/11/18	Approved	Facs rep	06	Clear	05/11/2018	05/22/2020
<input type="checkbox"/> 05/16/2...	FR0516	Reviewed	Facs rep	01 - Jan	Clear	05/16/2018	12/02/2019
<input type="checkbox"/> 06/08/2...	220Test-1	Reviewed	Facs rep	01 - Jan	Overcast	06/11/2018	12/02/2019
<input type="checkbox"/> 07/09/2...	TEST	Approved	Stephanie Kuroda	01 - Jan		07/09/2018	05/11/2020
<input type="checkbox"/> 08/07/2...	ky08072018	Submit	Keith Yamamoto	01 - Jan	Clear	08/08/2018	05/18/2020
<input type="checkbox"/> 08/09/2...	080918-Test1	Submit	Facs rep	01 - Jan		08/09/2018	12/02/2019
<input type="checkbox"/> 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 I)

For Option I (assigning pay periods and approving to individual Work Reports)

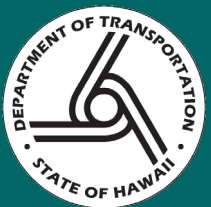
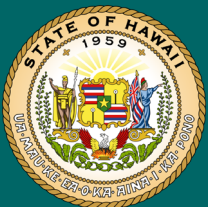
Select a Work Report entry (highlighted light blue) and click on the Open button

Work Report

☐ Filter

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

of 5 10 rows per page 1 - 10 of 50 items



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

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

Work Report [Print](#) ☐ Notify Recipients **SUBMIT**

Last edit made Thu Sep 19 2019. All changes saved

[Collapse all sections](#)

DESCRIPTION

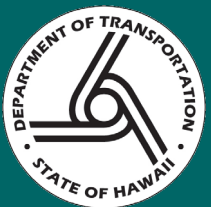
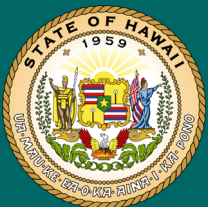
ID

Report Date

Pay Period

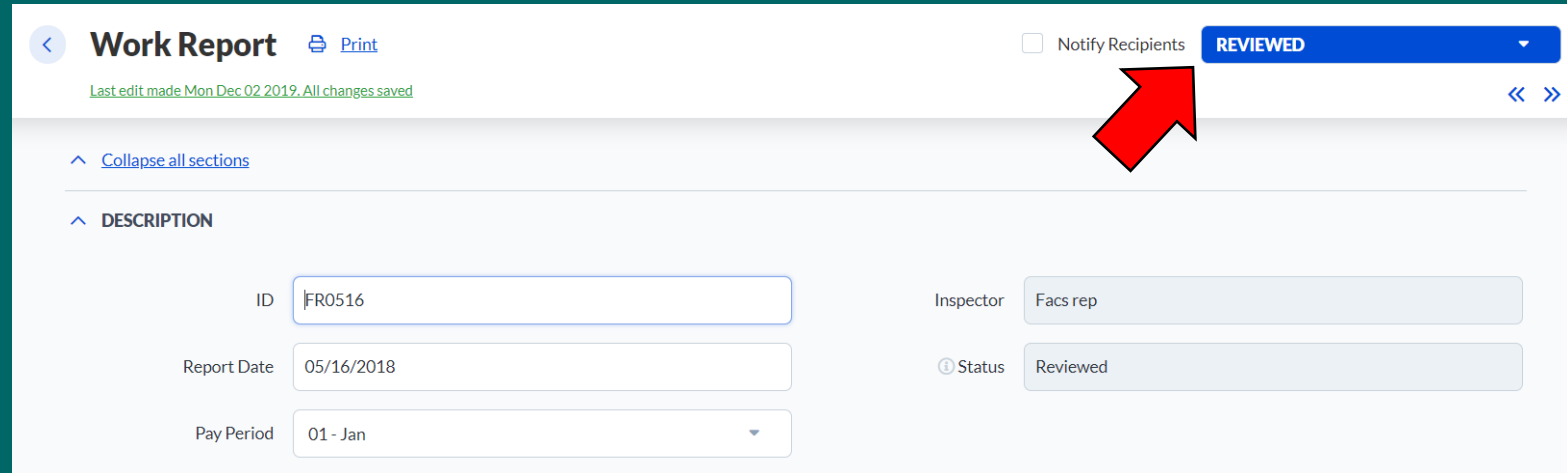
Inspector

Status



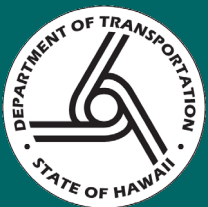
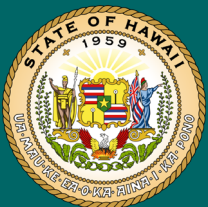
PAY ESTIMATE – PART 4: WORK REPORT (OPTION I)

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



The screenshot shows the 'Work Report' interface. At the top, there is a title 'Work Report' with a 'Print' icon and a 'Notify Recipients' checkbox. To the right is a dropdown menu currently set to 'REVIEWED'. A red arrow points to this dropdown menu. Below the title, there is a link 'Collapse all sections'. The main section is titled 'DESCRIPTION' and contains several input fields: 'ID' with the value 'FR0516', 'Report Date' with the value '05/16/2018', 'Pay Period' with the value '01 - Jan', 'Inspector' with the value 'Facs rep', and 'Status' with the value 'Reviewed'.

Note: Work Report statuses are:



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

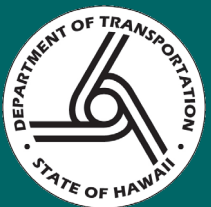
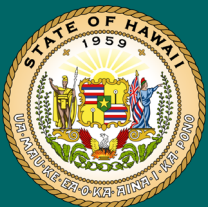
Work Report

☒ Filter **2**

Report Date	ID	Status	Inspector	Pay Period	Created	Modified
from: <input type="text"/> to: <input type="text"/>	<input type="text"/>	RE <input type="text"/>	<input type="text"/>	<input type="text"/>	from: <input type="text"/> to: <input type="text"/>	from: <input type="text"/> to: <input type="text"/>
<input checked="" type="checkbox"/> 06/08/2018	220Test-1	Reviewed	Facs rep	01 - Jan	06/11/2018	12/02/2019
<input checked="" type="checkbox"/> 10/18/2018	TypeCodeM3	Reviewed	Facs rep	01 - Jan	10/18/2018	12/02/2019

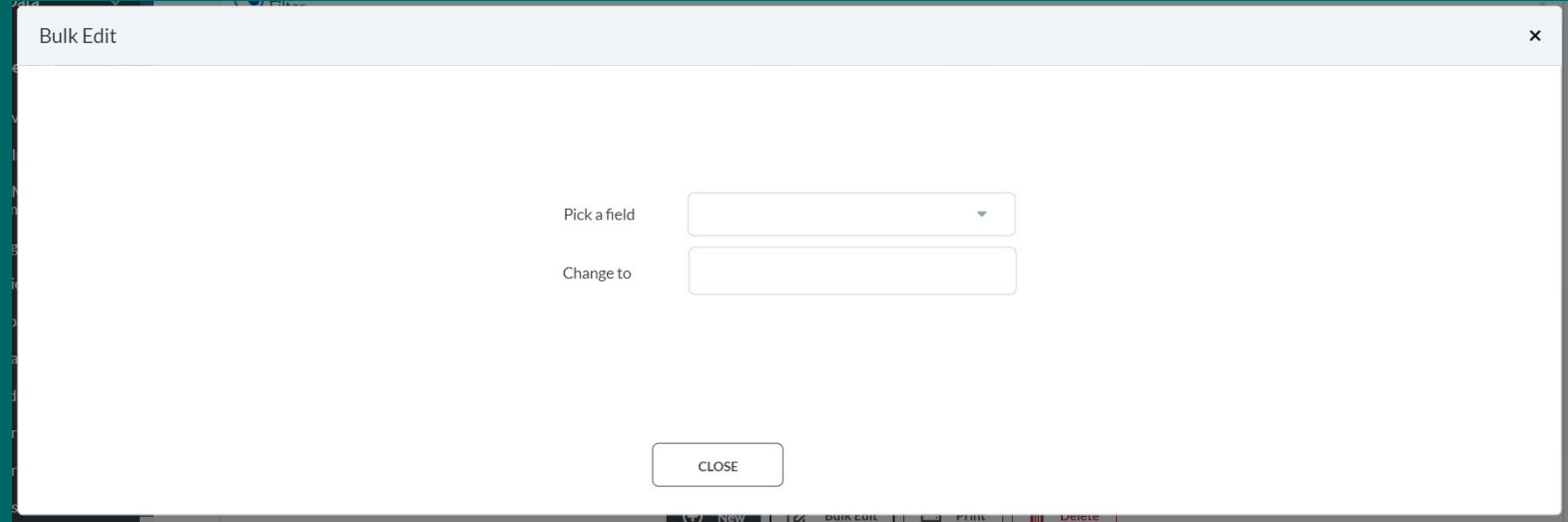
1 of 1 rows per page 1 - 2 of 2 items

1

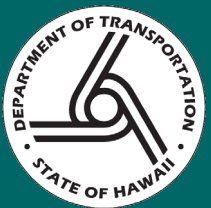
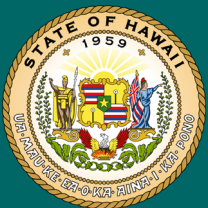


PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

The Bulk Edit options appear



A screenshot of a web application's 'Bulk Edit' dialog box. The dialog has a title bar with the text 'Bulk Edit' and a close button (X). The main area contains two labels, 'Pick a field' and 'Change to', each followed by a text input field. The 'Pick a field' input has a small downward arrow on its right side, indicating it is a dropdown menu. Below these inputs is a 'CLOSE' button. At the bottom of the dialog, a toolbar is visible with icons and labels for 'New', 'Bulk Edit', 'Print', and 'Delete'.



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

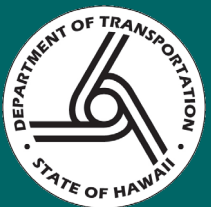
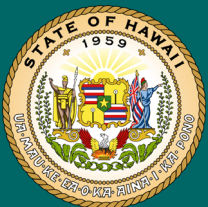
Designate or Change the Pay Period of the selected Work Reports by:

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

This screenshot shows the 'Bulk Edit' dialog box. The 'Pick a field' dropdown menu is open, and the 'Pay Period' option is highlighted. A red callout bubble with the number '1' points to the 'Pay Period' option. The 'Change to' dropdown menu is currently empty. A 'CLOSE' button is visible at the bottom.

This screenshot shows the 'Bulk Edit' dialog box. The 'Pick a field' dropdown menu is now set to 'Pay Period'. The 'Change to' dropdown menu is open, and the '02' option is highlighted. A red callout bubble with the number '2' points to the '02' option. The 'CLOSE' button is still visible at the bottom.

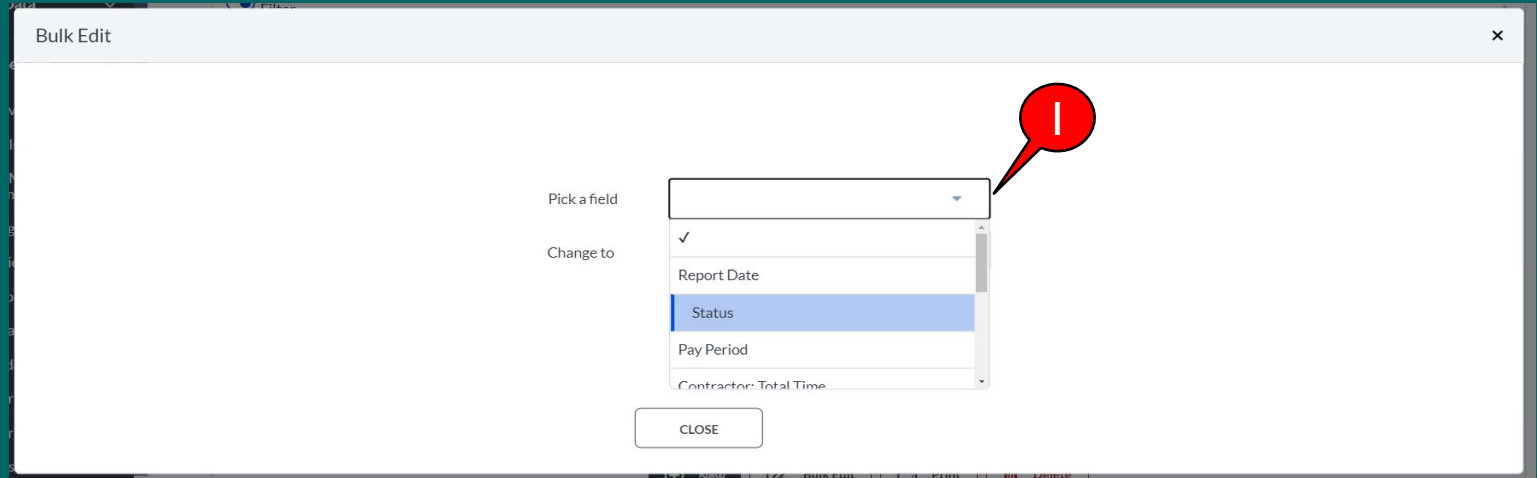
This screenshot shows the 'Bulk Edit' dialog box. The 'Pay Period' is set to '02' and the 'Change to' dropdown menu is closed. A red callout bubble with the number '3' points to the 'SAVE' button. The 'CLOSE' button is also visible.



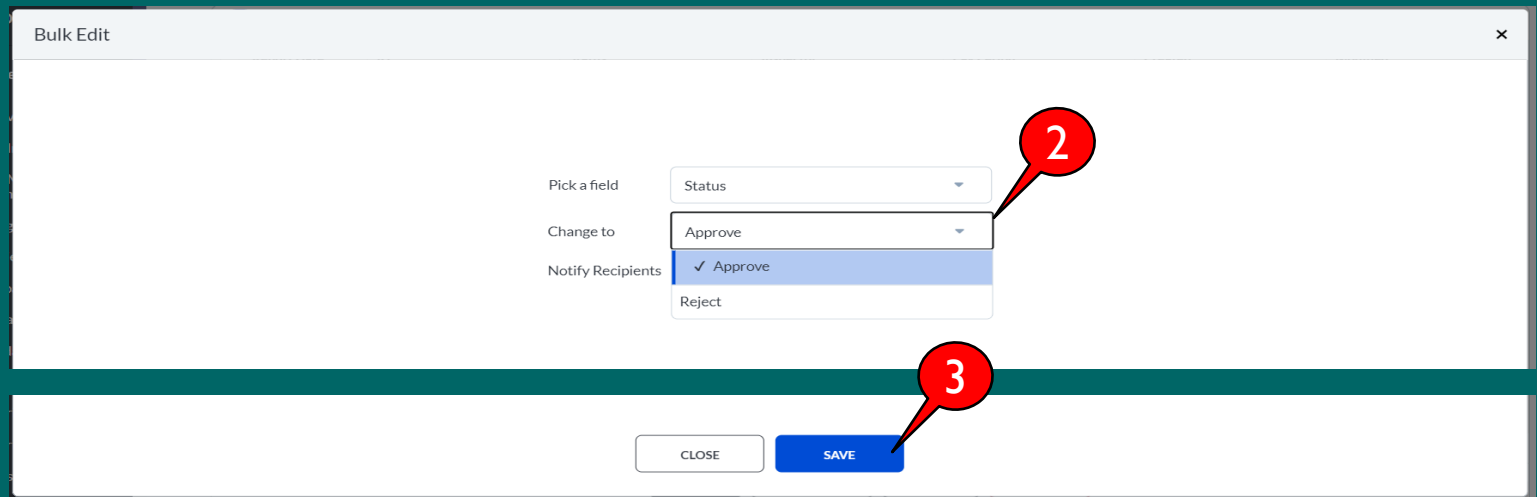
PAY ESTIMATE – PART 4: WORK REPORT (OPTION 2)

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

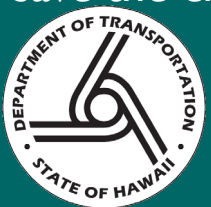
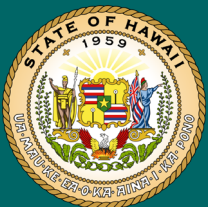


The screenshot shows the 'Bulk Edit' dialog box. It has a title bar with a close button. Inside, there are two labels: 'Pick a field' and 'Change to'. The 'Pick a field' dropdown menu is open, showing a list of options: 'Report Date', 'Status' (highlighted), 'Pay Period', and 'Contractor: Total Time'. A red callout bubble with the number '1' points to the 'Pick a field' dropdown. At the bottom, there is a 'CLOSE' button.



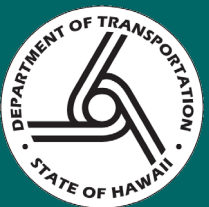
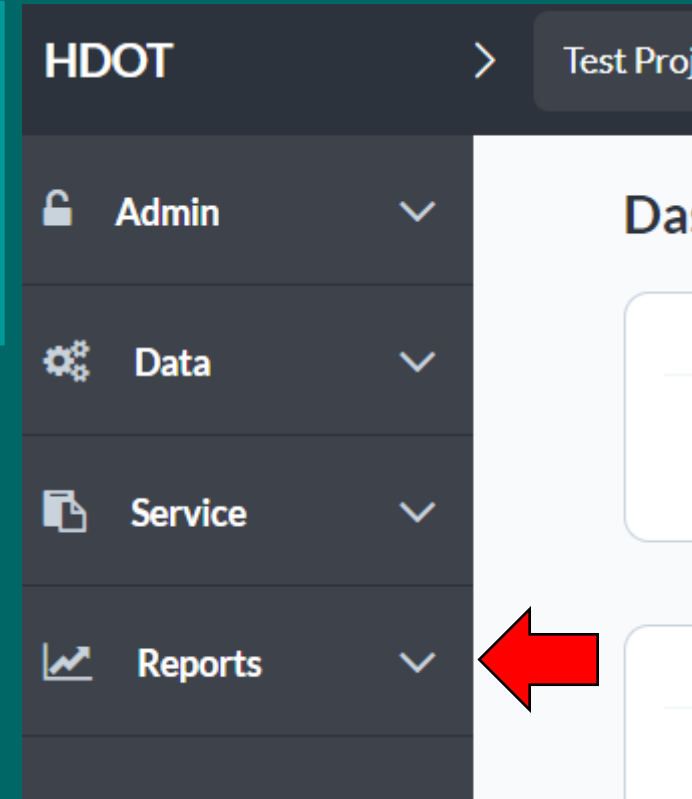
The screenshot shows the 'Bulk Edit' dialog box. The 'Pick a field' dropdown is now set to 'Status'. The 'Change to' dropdown is open, showing a list of options: 'Approve' (highlighted), 'Reject', and 'Notify Recipients'. A red callout bubble with the number '2' points to the 'Change to' dropdown. At the bottom, there are two buttons: 'CLOSE' and 'SAVE'. A red callout bubble with the number '3' points to the 'SAVE' button.

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



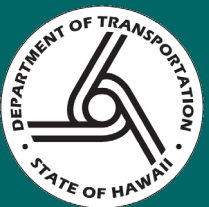
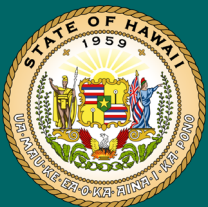
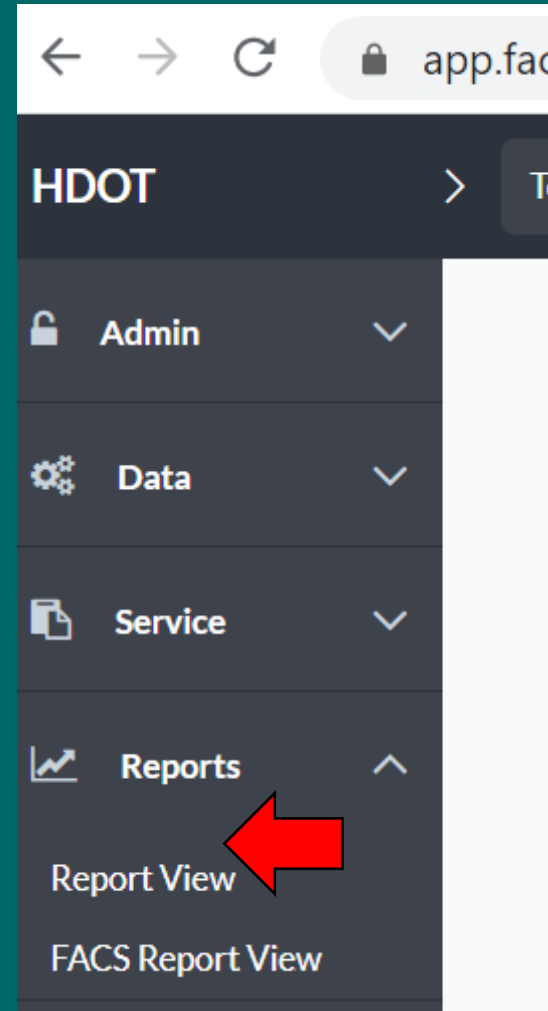
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

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

HDOT > Test Project

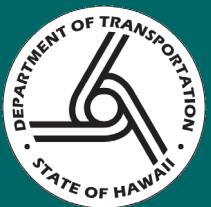
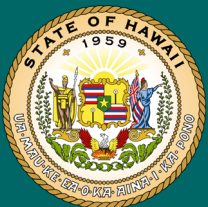
Search

Resource

BMP Monthly Compliance Monthly summary	Rain Gauge Summary of rain and weather conditions on the project	Weekly Statement of Working Days Summary of working days for the week.
Labor Summary Summary of Labor usage as recorded on the Work Reports. This report initially displays all Labor used within the last seven (7) days.	Equipment Summary Summary of equipment usage as recorded on the Work Reports. This report initially displays all Equipment used within the last seven (7) days.	

Estimate

Body Payments made to date	Materials on Hand Summary of Material on Hand payments	Summary Estimate summary
All Estimate Reports Compiles and prints all Estimate reports	Recapitulation Estimate Recapitulation	Title Page Estimate Cover Sheet

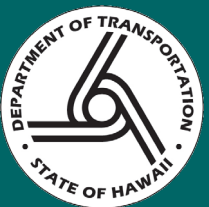
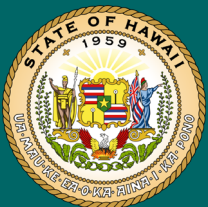


PAY ESTIMATE – PRINTING THE PAY ESTIMATE

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)

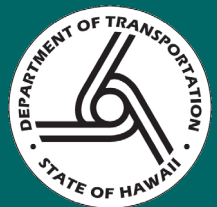
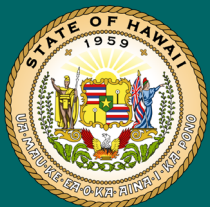
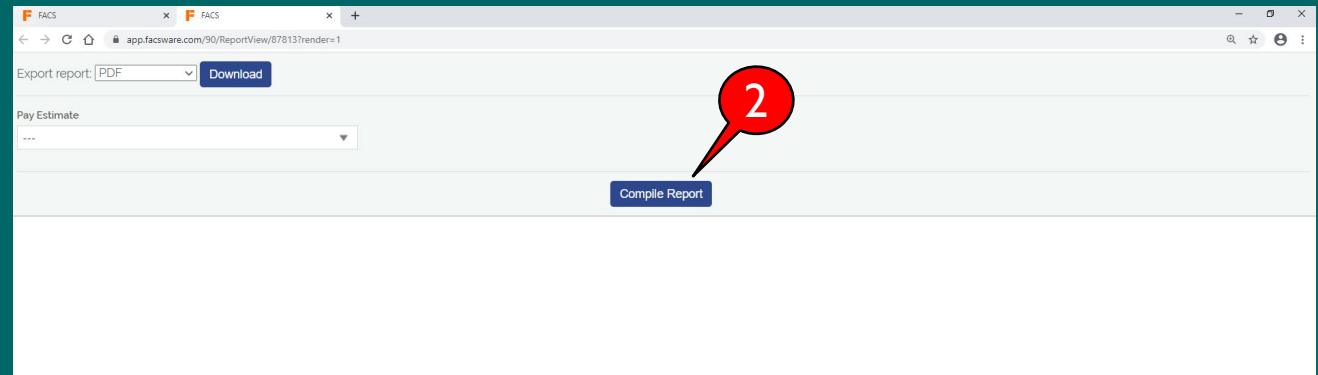
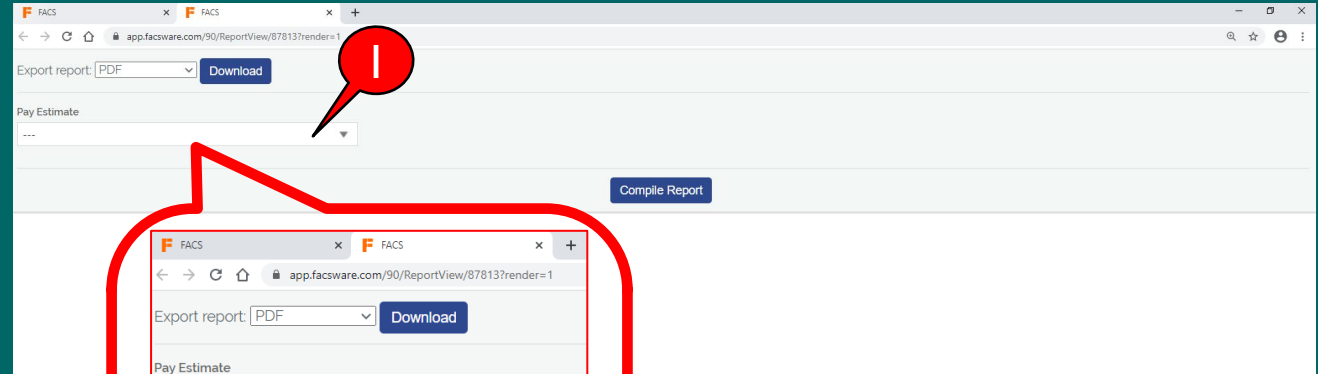
The screenshot shows the HDOT Report View interface. On the left is a sidebar with a menu: Admin, Data, Service, Reports, Report View (selected), and FACS Report View. The main content area is titled 'Test Project' and contains a grid of report options under the heading 'Estimate'. Red callout bubbles with numbers 1 through 6 point to specific options: 1 points to 'Title Page' (Estimate Cover Sheet), 2 points to 'Recapitulation' (Estimate Recapitulation), 3 points to 'Body' (Payments made to date), 4 points to 'Summary' (Estimate summary), 5 points to 'Materials on Hand' (Summary of Material on Hand payments), and 6 points to 'All Estimate Reports' (Compiles and prints all Estimate reports). Other visible options include 'BMP Monthly Compliance', 'Rain Gauge', 'Weekly Statement of Working Days', 'Labor Summary', and 'Equipment Summary'.



PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Using the All Estimate report option as
an example,

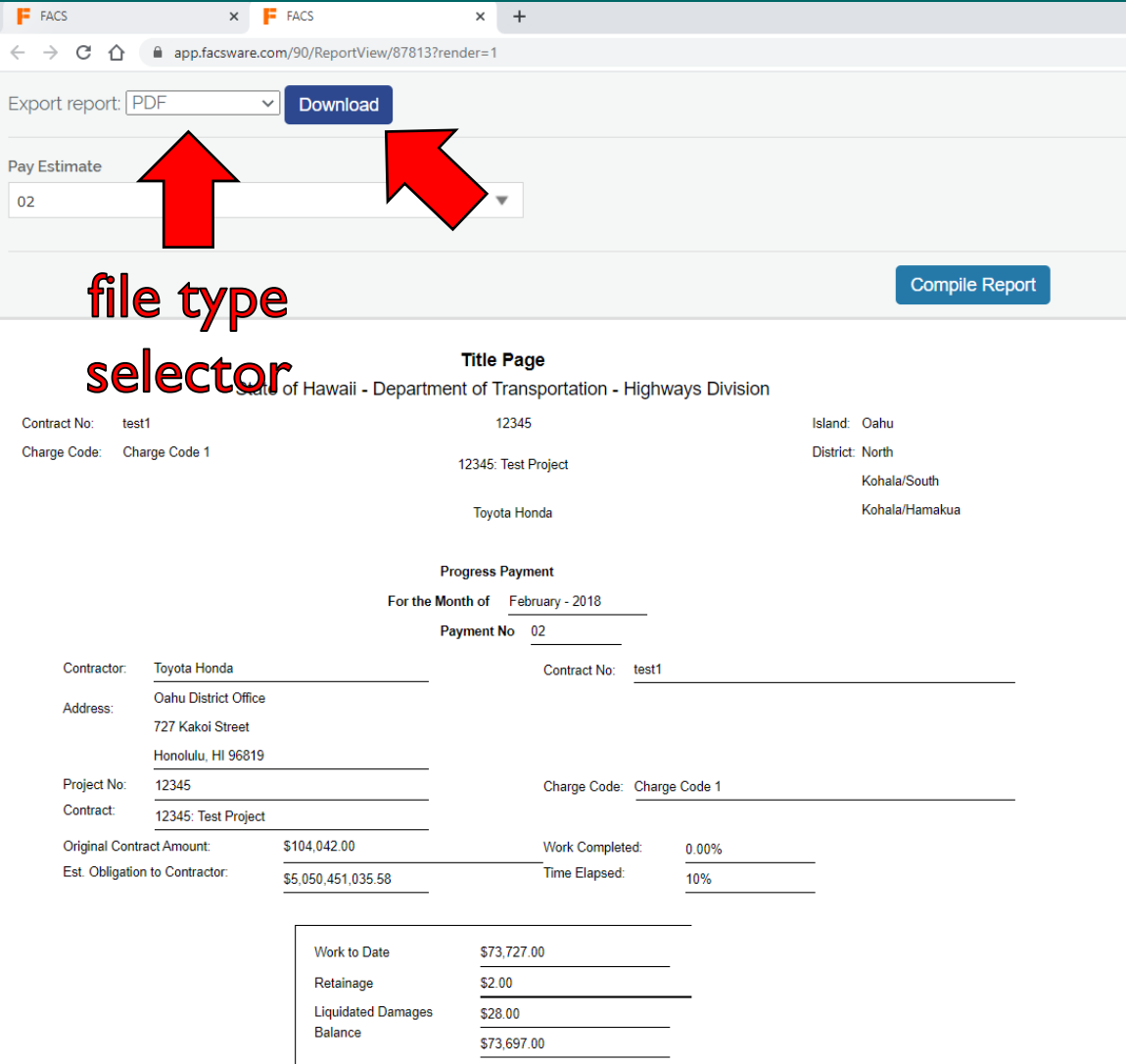
1. Use the pulldown menu to select
the Pay Estimate to be printed
2. Click on the Compile button



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



Export report: PDF **Download**

Pay Estimate
02

file type selector

Compile Report

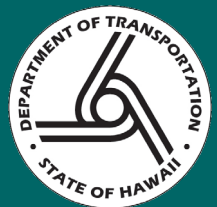
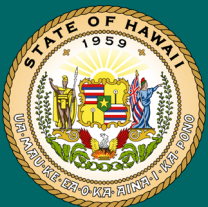
Title Page
State of Hawaii - Department of Transportation - Highways Division

Contract No:	test1	12345	Island:	Oahu
Charge Code:	Charge Code 1	12345: Test Project	District:	North
		Toyota Honda		Kohala/South
				Kohala/Hamakua

Progress Payment
For the Month of February - 2018
Payment No 02

Contractor:	Toyota Honda	Contract No:	test1
Address:	Oahu District Office 727 Kakoi Street Honolulu, HI 96819		
Project No:	12345	Charge Code:	Charge Code 1
Contract:	12345: Test Project		
Original Contract Amount:	\$104,042.00	Work Completed:	0.00%
Est. Obligation to Contractor:	\$5,050,451,035.58	Time Elapsed:	10%

Work to Date	\$73,727.00
Retainage	\$2.00
Liquidated Damages	\$28.00
Balance	\$73,697.00



USER'S GUIDE TO PAY ESTIMATES

PAY ESTIMATE – PRINTING THE PAY ESTIMATE

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

FACS FACS

app.facsware.com/90/ReportView/87813?render=1

Export report: PDF Download

Pay Estimate

02

Compile Report

Title Page

State of Hawaii - Department of Transportation - Highways Division

Contract No: test1 12345 Island: Oahu
Charge Code: Charge Code 1 12345: Test Project District: North
Toyota Honda Kohala/South
Kohala/Hamakua

Progress Payment

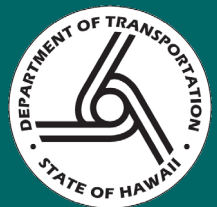
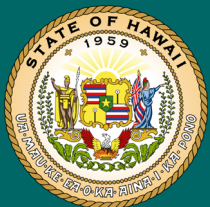
For the Month of February - 2018
Payment No 02

Contractor: Toyota Honda Contract No: test1
Address: Oahu District Office
727 Kakoi Street
Honolulu, HI 96819
Project No: 12345 Charge Code: Charge Code 1
Contract: 12345: Test Project

Original Contract Amount: \$104,042.00 Work Completed: 0.00%
Est. Obligation to Contractor: \$5,050,451,035.58 Time Elapsed: 10%

Work to Date \$73,727.00
Retainage \$2.00
Liquidated Damages \$28.00

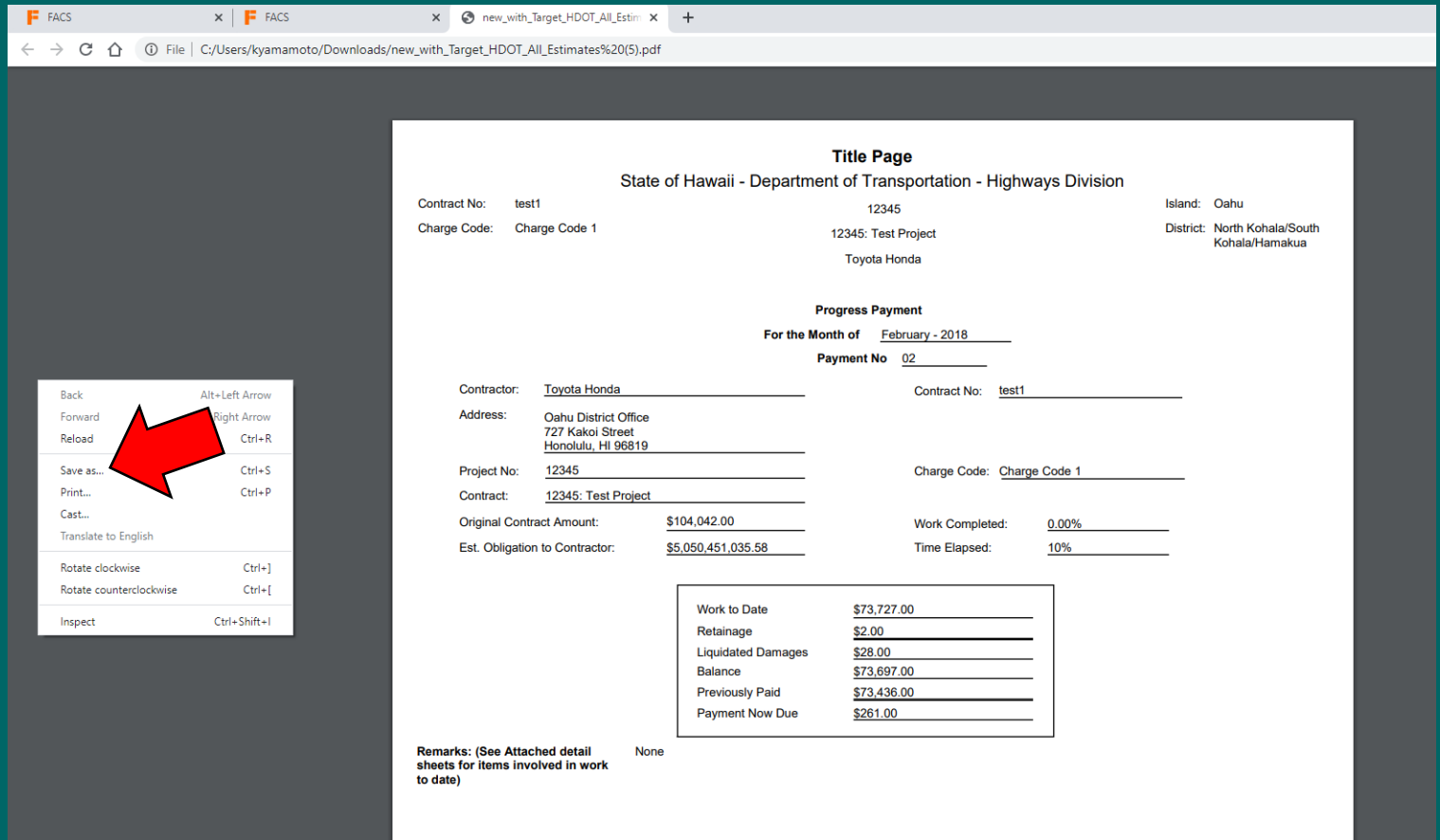
new_with_Target_....pdf



USER'S GUIDE TO PAY ESTIMATES

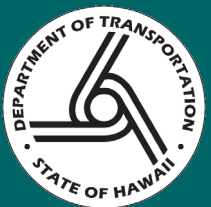
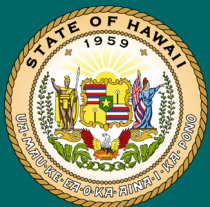
PAY ESTIMATE – PRINTING THE PAY ESTIMATE

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



The screenshot shows a web browser window with the address bar displaying the file path: C:/Users/kyamamoto/Downloads/new_with_Target_HDOT_All_Estimates%20(5).pdf. The PDF content is titled "Title Page" and "State of Hawaii - Department of Transportation - Highways Division". It includes fields for Contract No. (test1), Charge Code (Charge Code 1), Island (Oahu), District (North Kohala/South Kohala/Hamakua), Project No. (12345), and Contractor (Toyota Honda). The "Progress Payment" section shows the month of February - 2018 and Payment No. 02. A table of financial data is also present, including Work to Date (\$73,727.00), Retainage (\$2.00), Liquidated Damages (\$28.00), Balance (\$73,697.00), Previously Paid (\$73,436.00), and Payment Now Due (\$261.00). The Remarks section is empty.

Title Page														
State of Hawaii - Department of Transportation - Highways Division														
Contract No: test1	12345	Island: Oahu												
Charge Code: Charge Code 1	12345: Test Project	District: North Kohala/South Kohala/Hamakua												
Toyota Honda														
Progress Payment														
For the Month of February - 2018														
Payment No 02														
Contractor: Toyota Honda	Contract No: test1													
Address: Oahu District Office 727 Koko Street Honolulu, HI 96819														
Project No: 12345	Charge Code: Charge Code 1													
Contract: 12345: Test Project														
Original Contract Amount: \$104,042.00	Work Completed: 0.00%													
Est. Obligation to Contractor: \$5,050,451,035.58	Time Elapsed: 10%													
<table border="1"><tbody><tr><td>Work to Date</td><td>\$73,727.00</td></tr><tr><td>Retainage</td><td>\$2.00</td></tr><tr><td>Liquidated Damages</td><td>\$28.00</td></tr><tr><td>Balance</td><td>\$73,697.00</td></tr><tr><td>Previously Paid</td><td>\$73,436.00</td></tr><tr><td>Payment Now Due</td><td>\$261.00</td></tr></tbody></table>			Work to Date	\$73,727.00	Retainage	\$2.00	Liquidated Damages	\$28.00	Balance	\$73,697.00	Previously Paid	\$73,436.00	Payment Now Due	\$261.00
Work to Date	\$73,727.00													
Retainage	\$2.00													
Liquidated Damages	\$28.00													
Balance	\$73,697.00													
Previously Paid	\$73,436.00													
Payment Now Due	\$261.00													
Remarks: (See Attached detail sheets for items involved in work to date) None														

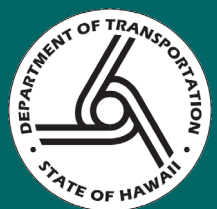
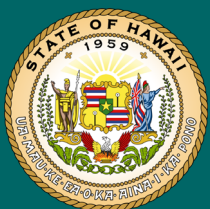
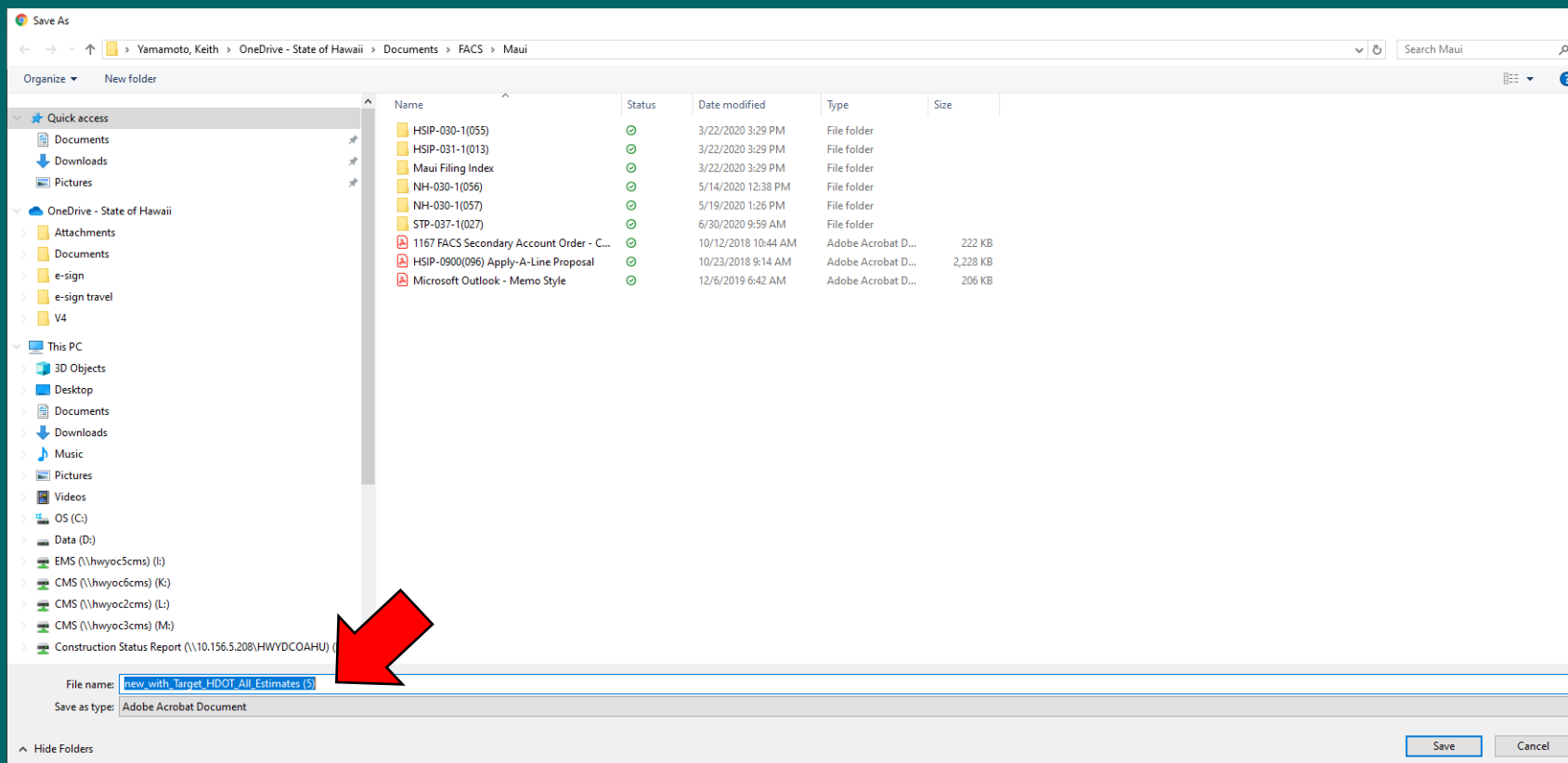


PAY ESTIMATE – PRINTING THE PAY ESTIMATE

Designate where the file is to be saved and change the file name as needed

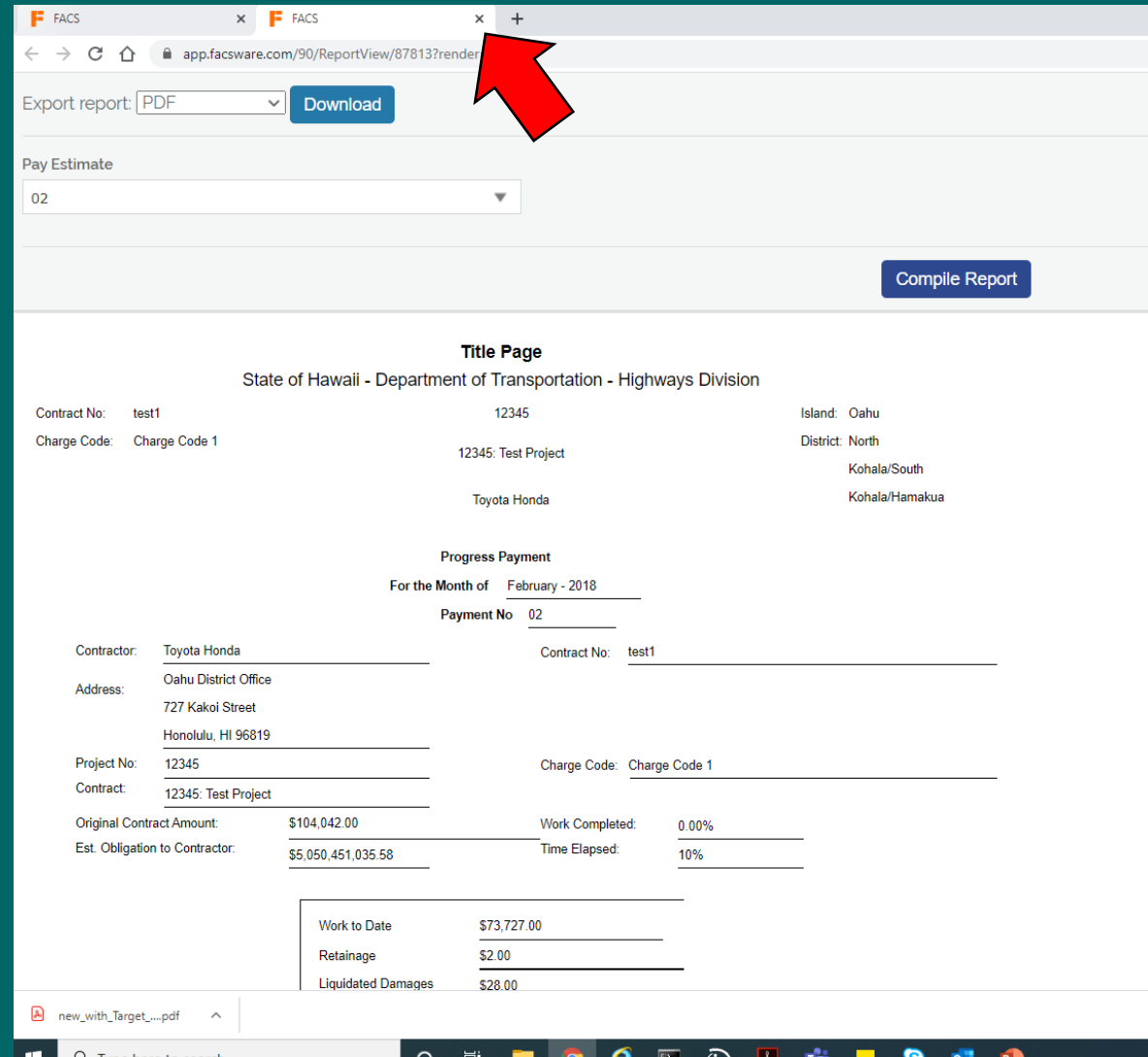
Recommendation:
Include the project number and pay estimate number in the file name

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



The screenshot shows the FACS web application interface. At the top, there are two browser tabs, both labeled 'FACS'. A red arrow points to the 'X' icon on the second tab, indicating how to close the report screen. Below the tabs, there is a navigation bar with a dropdown menu for 'Export report:' set to 'PDF' and a 'Download' button. Below this is a 'Pay Estimate' section with a dropdown menu showing '02'. A 'Compile Report' button is located on the right side of the page. The main content area displays the 'Title Page' of the report, which includes the following information:

Title Page
State of Hawaii - Department of Transportation - Highways Division

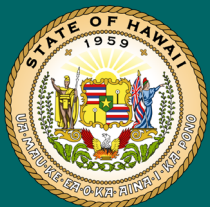
Contract No:	test1	12345	Island:	Oahu
Charge Code:	Charge Code 1	12345: Test Project	District:	North
		Toyota Honda		Kohala/South
				Kohala/Hamakua

Progress Payment
For the Month of February - 2018
Payment No 02

Contractor:	Toyota Honda	Contract No:	test1
Address:	Oahu District Office		
	727 Kakoi Street		
	Honolulu, HI 96819		
Project No:	12345	Charge Code:	Charge Code 1
Contract:	12345: Test Project		

Original Contract Amount:	\$104,042.00	Work Completed:	0.00%
Est. Obligation to Contractor:	\$5,050,451,035.58	Time Elapsed:	10%

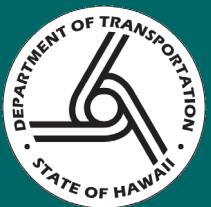
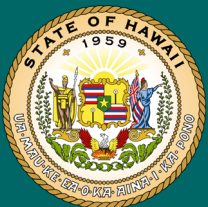
Work to Date	\$73,727.00
Retainage	\$2.00
Liquidated Damages	\$28.00



PAY ESTIMATE – PRINTING THE PAY ESTIMATE

The other Estimate reports can be printed using the above directions

The screenshot displays the HDOT Test Project interface. On the left is a sidebar with a menu containing 'Admin', 'Data', 'Service', 'Reports', 'Report View' (highlighted), and 'FACS Report View'. The main content area is titled 'Test Project' and features a search bar. It is divided into two sections: 'Resource' and 'Estimate'. The 'Resource' section includes links for 'BMP Monthly Compliance' (Monthly summary), 'Rain Gauge' (Summary of rain and weather conditions on the project), 'Labor Summary' (Summary of Labor usage as recorded on the Work Reports. This report initially displays all Labor used within the last seven (7) days.), 'Equipment Summary' (Summary of equipment usage as recorded on the Work Reports. This report initially displays all Equipment used within the last seven (7) days.), and 'Weekly Statement of Working Days' (Summary of working days for the week.). The 'Estimate' section includes links for 'Body' (Payments made to date), 'Materials on Hand' (Summary of Material on Hand payments), 'Summary' (Estimate summary), 'All Estimate Reports' (Compiles and prints all Estimate reports), 'Recapitulation' (Estimate Recapitulation), and 'Title Page' (Estimate Cover Sheet).



END OF GUIDE

