



## Generating reports through AASHTOWare Project

*AASHTOWARE REPORTS: AASHTOWARE -> DASHBOARD -> GLOBAL ACTIONS RIBBON -> GENERATE REPORT*

There are multiple types of reports that can be utilized for a project. Listed below are the types of reports that Field Crews would use for project information.

### **AASHTOWARE PROJECT: FIELD OFFICE**

#### ***Contract Time Report***

This report is used to check for the contract time charges on a project. This will give you the percent complete per the EPM Diaries included on approved estimates. This breaks down a total per estimate cycle.

- It is great report if you are looking for a summarized version of how many days were charged to a contract per estimate cycle.
- This is a report that you can send to the contractor if they are looking for a summary of time charged.

#### ***Contract Status Report***

This report is a complete summary of the contract. It includes information about the crew and the subcontractors. This also will summarize any information on change orders and contract amounts.

- This report can be sent to the contractor at the EPM discretion.

#### ***Daily Diary Report***

This report is used to track the EPM diaries. You can summarize all diaries on a project to find one that you may need for information.

- This is not something that is sent to the contractors. This is informational for the EPM.

#### ***DWR Report***

This report is used to look at DWR's. You can look for a specific contract or by inspector. This is helpful at looking at multiple DWR's for a specific day or for multiple DWR's by an inspector.

- This is for the use of the EPM to view inspector documentation on contractor site activities.
- Mainly used by the EPM and/or FOP.
- EPM discretion to send to the contractor.

#### ***Force Account Report***

This report can be used to view force account information. This report will also give an accounting of price of the force account.

- This report has the information for the equipment used, personnel information and material information.
- Helpful for keeping track of amounts that need to be paid under the Force account line item(s) or Misc. work.
- This is a report that can be sent to the contractor for their information.

#### ***Item Posting by Item***

This report is to view contract pay items. You can view as a full project or a specific item in the contract.

- This report can be run at any time.
- Report is helpful to check for material sets that were associated on a certain DWR date.

- Helpful to check for multiple payments that could have been made in error.
- Report gives information about cost to date on any pay item associated on a contract.
- Report can be sent to contractor at EPM discretion

### ***Items with Unplaced Quantities Report***

This report is used for looking at pay items that have not been used on a contract and have no quantities accounted for.

- Most useful for contract finals
- Can be ran at any time during an active contract to view any items that have not been paid.
- Can be sent to a contractor at the EPM discretion.

### ***MDT Payment Estimate Exceptions***

This report is based off of the estimate that is generated at the end of the estimate cycle. Material exceptions are material samples or acceptance actions that have not been completed and a quantity has been placed. Overrun exceptions show on items that have gone over the bid quantity. This report pulls from the contract sample records and the checklist as well as the contractors that may not have payrolls showing in the system. This report can also be ran in Jasper.

- Report is based on the estimate that has been generated.
- You can look at past estimates
- Not a report sent to the contractor.
- Information is not always in numerical order, but matches the information in the Contract Progress Estimate screen.

### ***MDT Change Order Report***

This report shows a list of change orders for a contract. You can view each change order individually or all of them at one time by selecting the ALL option.

- This is a report you can send to a contractor.
- If you look at each one, you can see the information that is found in the change order screen, including the approval levels, and when the change order was approved.

### ***Payment Estimate for Contractor***

This report show details for the current and past estimates.

- This is a report that can be sent to the contractor to view the payment estimate.
- Jasper has a better detailed estimate report that can be sent to the contractor.
- It shows if there was an adjustment to a line item (QA, stockpiles, materials deficiencies).

### ***Payment Estimate Report***

A summary of the estimate calculations.

- This is the same summary that can be found on the Contract Progress Estimate Tab.
- Can be sent to the contractor

### ***Stockpile Reports***

This report is used for stockpiles that have been created on a contract. It summarizes the stockpiles.

- Can be sent to the contractor.

### ***Weekly Report of Time Charges***

This report is run weekly and shows charged and non-charged days on a contract.

- Report needs to be sent to the contractor.
- Shows the days that have been charged and balances of time left on the contract.
- Shows comments about non-charge days

- Signed by the EPM.

## **MATERIALS REPORTS**

### ***Contract Material Acceptance***

This is a report that is used for contract materials on a project. All contracts have sampling/testing frequency, and this report shows what materials are to be used on a project and how often they should be sampled and or tested. This checklist follows the Material Manual Section 601 as well as a contract Special Provisions and the Standard Specifications for Road and Bridge Construction.

- It is recommended to run this report at least a minimum of once a month to make sure that samples are not missed for the project. This report can be ran at any time as it is current information.
- This is a report that can be sent to the contractor if they are not sure what they are going to need for materials.
- There are 2 types of this report. A basic checklist and a more comprehensive checklist. The basic checklist will filter out items marked as not used or that does not have a specific material set attached to a line item.

The comprehensive checklist will bring up every material item associated to the contract regardless of if it is a material not used. Since the checklists are tied to the DWR's acceptance actions and the sample records, it is very important to choose the correct material set at the time of the item payment.

### ***Material Acceptance Action Comparison Report***

Report is used to show material acceptance actions completed on a contract. Compares Global acceptance to Contract Acceptance.

- Primarily used by MICOS.
- Can be ran to check to see how many samples have been taken on a contract and compared to what is needed.
- Uses the Materials Manual Section 601 for testing frequency.
- Not a report that is sent to the contractor.

### ***Sample Records Report***

This report shows all the materials testing for the project.

- Shows passing/failing tests information
- Could be sent to a contractor on EPM discretion.

## **Labor Compliance Reports**

### ***Overdue Payroll Report for internal user Report***

This report ties into the electronic payrolls that the contractor submits as well as the DWR's of the inspectors.

- It is recommended to pull this record prior to the estimate.
- Not a report that is sent to the contractor.
- This report shows the dates for the contractor being on site. If they are not to be on the DWR, it will allow the inspector to correct the DWR prior to the DWR being submitted for authorization.
- ! in a circle under the Exception shows that this will be an exception on the estimate if not addressed.
- ? in a circle under the Exception shows that this has the potential to become an exception if not addressed.
- This should be checked by the EPM or FOP to make sure that they accuracy of the contractors on site are accounted for and match the payrolls.

### ***Payroll Exception Report***

This report is used to see specific payroll rejections.

- Not normally sent to the contractor. However, it can be sent at the EPM discretion.
- Gives the information from the payroll exception. This is also found on the payroll submittal.