

Daily Item Quantities and Field Book (DIQ/FB)

Overview

Inspectors and Project Managers record the pay item work that is done on the contract each day on the *DIQ* screens. This includes entering location, quantity, contractor and other pertinent information. The items are approved for inclusion in the *Field Book*.

DIQ

This sub-process is where Pay Items are entered and reviewed. It will display a list of DIQs that were created but not yet approved and their specifics, along with *Add*, *Edit*, *Delete*, *Review* and *Approve All*.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>DIQ</i> subprocess.
2. Click on <i>Add</i> to add a DIQ. (See <i>DIQ – Adding a Pay Item</i> section below)
3. Click on the arrow ▶ on the left-hand side to view the info for a particular pay item.
4. Click on <i>Review</i> or <i>Approve All</i> in the upper right-hand corner to approve items. (See <i>DIQ – Review</i> section below.)
5. Click on <i>Delete</i> or <i>Edit</i> to revise DIQs.

Notes:

- Any pay item that has been approved will transfer to the *Field Book* sub-process.
- Once a pay item has been reviewed, it will no longer appear on the *DIQ* screen for the PM.
- Once a pay item has been approved, it will no longer appear on the *DIQ* screen.
- Once an AFM date is entered for the contract, DIQs can still be entered. Rejected and Draft DIQs become editable by PM.
- If a pay item has been rejected, an * will appear next to the arrow for that item.

DIQ – Adding a Pay Item

Inspectors and Project Managers should record pay item information on this screen.

Basic Procedure
1. Open the desired <i>Contract (Construction/Contract ID)</i> and select the <i>Daily Item Quantities</i> sub-process.
2. Click on <i>Add</i> in upper right-hand corner or to the right of the appropriate previously used pay item.
3. Select the <i>Pay Item</i> that needs to be recorded.
4. Select the correct <i>Project No.</i> (This will populate if there is only one.)
5. Select the <i>Category</i> .
6. Select the <i>Line Item and Description</i> . (This field will contain the Line Item No and full description)
7. Select the <i>Date</i> .
8. Add the <i>From:Station</i> and the <i>To:Station</i> and the <i>Lane/Side</i> (if appropriate).
9. Enter a <i>Quantity</i> when it is finalized. (The pay item information will not be available for the PM to approve until a <i>Quantity</i> is entered.)
10. Select a <i>Contractor</i> .
11. Enter any <i>Remark</i> . (Only minimal info allowed here)
12. Enter any <i>Additional Info</i> . (Unlimited space here but will not show up on all reports)
13. Click <i>Save</i> . This will take you back to the <i>DIQ</i> screen where you can <i>Add, Delete</i> or <i>Edit</i> .

Notes:

- The inspector should only record pay item information for the contractors that he/she is responsible for that day.
- **A subcontractor will only be available on the drop-down list if they have been approved by Office Engineer or if the Area has given them Verbal approval.**
- If a contractor is selected here, it will automatically show up on the DWR.
- It is **very important to select the correct pay item/project no/category/line item.**
- The *Remark* field should be used to record any “common” description of the location (for example, “Rt Turn Lane” or “Intersection of 280 and 29”) or any key remarks such as “5000 SY Check”. Please keep this as short if possible.
- Once the Daily Item Quantity is added, it will show up on the *DIQ PM Review* screen. It will stay there until the PM approves – then it will move to the *Field Book*.
- If revisions need to be made for an item that is not approved, the inspector can click on the ▶ for an item then on *Edit* or *Delete* if the item needs to be deleted.
- Only pay items such as Mobilization and Construction Fuel should be paid for once a month.
- Change Order Items will be available to be recorded after they are approved. If only verbally approved, item can be recorded but not paid.

DIQ - Review

This page will display any DIQs that were created but not yet approved along with *Add, Edit, Delete, Review* and *Approve All*.

Basic Procedure
1. Navigate to the <i>DIQ</i> subprocess for the contract.
2. Click <i>Approve All</i> to approve all items without review.
3. Click on <i>Review</i> in the upper right-hand corner. (This will display all items that have not yet been reviewed.)
4. Click on the arrow ▶ on the left-hand side to view the info for a particular pay item.
5. Click on the <i>Appr</i> to approve the pay item and include in the fieldbook and an estimate.
6. Click on the <i>Rjct</i> to send the pay item back to the inspector for correction. A <i>Remark</i> will be required. (This will tell the inspector what needs to be corrected.)
7. Click on the <i>Deny</i> to not include that pay item. It cannot be corrected. A <i>Remark</i> will be required.

Notes:


- The Project Manager will need to review all of the pay items and *Approve, Reject* or *Deny* each of them.
- A verbally approved Change Order pay item will not have *Appr* as an option until the CO receives Final approval. Disapproved CO items should be Denied.
- A Rejected item can only have its Sta, Qty, Lane/Side, or Remarks changed. If the Date, Proj No., or Category needs to be changed, the DIQ must be denied and recreated.
- Any user with Work Group = *Contract, Project Manager* will have the rights to review pay items.
- Once a pay item has been reviewed, it will no longer appear on the *Review* window for the PM.
- An *Approve All* button is available on the *DIQ* screen for the cases where everything has been done correctly.
- If a pay item has been rejected, an * will appear next to arrow for that item and *Rejection Notes* will appear on the *DIQ Edit* screen.
- Once an AFM date is entered, DIQs can still be entered. Rejected and Draft DIQs become editable by PM.

Field Book

This screen will provide a list of the installed and approved pay items for the contract along with information such as *Approved* and *Paid* quantities. These are the items that have been paid or will be include in the estimate. It will also allow the PM to edit any quantities that need to pay a different quantity than shown on the DIQ. (For instance, a lack of test reports)


Basic Procedure
1. Navigate to the <i>Field Book</i> subprocess for the contract.
2. Click on <i>Detail</i> to the right of the pay item to view in depth information on that item.
3. Once the <i>Detail</i> window is open, the item can be revised (by someone with <i>Work Group = PM</i>) by clicking on <i>Edit</i> . Click <i>Save</i> after any edit.

Notes:


- The *Field Book* screen shows all contract items that have approved DIQs and is by *Project>Category>Line Item*.
- Click on *Daily Item Quantities Summary* in the upper left-hand corner to return to the list of items.
- An item can only be edited if it has not been included in an estimate.
- The *Stations, Lane/Side, Quantity, Contractor, Location* and *Remark* can be edited. Any edited items will show a strike-through.
- The  *PDF* link in the upper right-hand corner opens a report with all the information contained on the *Field Book* screen.

Outstanding Tab

This tab (for the PM only) will provide a list of the installed items that require further action. They don't yet have a quantity or have been rejected.

Basic Procedure
1. Navigate to the <i>Outstanding</i> tab of the <i>Daily Item Quantities</i> subprocess for the contract.
2. Click on the arrow  on the left-hand side to view the info for a particular pay item.

Notes:

- An eyeglass icon  will appear on the tab when info is available there.
- Any Rejected or Draft DIQs will appear here.
- After AFM, in addition to DIQs, all field book items that have not yet been included in an estimate will appear.
- A Final Estimate cannot be submitted when there are items on the *Outstanding* tab.