

QUICK GUIDE

PAY ITEMS

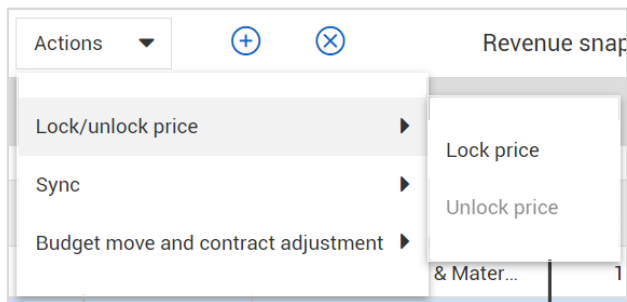


PAY ITEMS REGISTER OVERVIEW

Actions + × Revenue snapshot: Current revenue forecast Billed date: 10/01/2015 to 08/23/2021 Calendar Filter Sort Download Upload Reset Search											
Drag a column header and drop it here to group by that column											
☐	Pay item number		Line num...	Row num...	Current price	Current unit price	Current pay qty	Current forecast (T/O) qty	UoM	billed	ent billing method
☐	001	Earthwork - Labor & Mater...	1	1	\$ 759,887.01	🔒 \$ 759,887...	1.00	1.00	Each	☐	Unit price
☐	002	Concrete - Labor & Material	2	2	\$ 2,919,020.71	🔒 \$ 2,919,02...	1.00	1.00	Each	☐	Unit price
☐	003	Steel - Labor & Material	3	3	\$ 1,821,092.28	🔒 \$ 1,821,09...	1.00	1.00	Each	☐	Cost plus

A ACTIONS MENU / LEFT TOOLBAR

Lock/unlock pay items from the Actions menu.



Add/delete pay items from the left toolbar.



B RIGHT TOOLBAR

Contains functions for the register page you are currently viewing, including filter, import, export and search.



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PAY ITEMS



IMPORT PAY ITEMS FROM EXCEL

- On the right toolbar select **Import**.

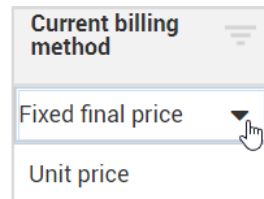
- Browse to your Excel file and select **Open**.
- Click **Next**.
- Map fields for Pay item number (required), Description, billing method, pay and forecast quantities, and other columns as needed.

Control field	Mapped	File columns
Pay items		
Current billing method	✓	Current billing method
Current forecast t/o qty		Blank-do not import
Current pay qty	✓	Current pay qty
Current price	✓	Current price
Current unit price		Blank-do not import
Description	✓	Description
Line number		Blank-do not import
* Pay item number	✓	Pay item number

- Click **Next**, then if no errors, click **Next** again.
- Click **Import now**.

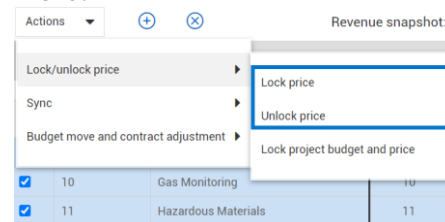
BILLING METHODS

- FIXED FINAL PRICE** – Lump sum contract; schedule of values with agreed upon costs the owner bills the contractor.
- UNIT PRICE** – Billing based on quantity installed and associated billing rate.
- COST PLUS** – True costs with agreed upon markups established to cover costs and margin of the project.



LOCK/UNLOCK PRICE

- Select the pay item(s) to lock or unlock.
- Select Lock or Unlock price from the Actions menu.

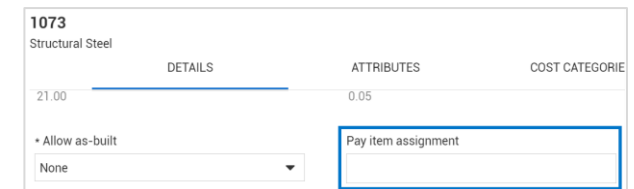


NOTE: The  icon indicates an unlocked pay item.

Earthwork - Labor & Mater...	 \$ 759,887 ...
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ASSIGN COST ITEM TO PAY ITEM

- On the CBS tab, right-click on the cost item and select **Cost item details**.
- On the Details tab, click in the **Pay item assignment** field.



- Select the pay item to assign to, then click **Assign**.

