

CHANGE ORDERS USER GUIDE AGENCY

Home Previous My Pages 1. Verify role. Actions Help Log off

Switch Role

- Brent Slade
- ADMIN
- ✓ **CONSTRINSP_KS**
- CONTRACTOR_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- CONTRACTS_KS_NONC_CO_BUREAU
- CONTRACTS_KS_STAGING
- DOL (READ ONLY)
- ESTIMATION_KS
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_LABORSUPERVISOR
- KDOT_LABORUSER
- LABORUSER
- MATERIALUSER_KS
- MATERIALUSER_KS_SUPERVISOR
- MobileInspector
- MobileInspectorAdmin
- OCC
- PRECON
- PRECONUSER
- PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO

Test Results by Contract

Daily Diary and Daily Work Report Remarks

Change Order Report

Certified Payroll Expected

Inspector User

?

?

?

- Inspector Links
- Contract Permits
- Contract Progress
- Contract Vendor Assets
- Daily Work Report
- Mix Design
- Sample Records

?

Information about the AASHTOWare Project™ system and other AASHTOWare products, events, newsletters, and more

Information for Highway Contractors

Bid Item, Inspector, Material, and Producer Codes

Crystal Reports for Agency Users

HMA Spreadsheets

Internet

Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit

Prompt Payment Report

Working Days Charged CCD Time Charged Report

Contract Materials Report Final

Test Results by Contract

Daily Diary and Daily Work Report Remarks

Change Order Report

Certified Payroll Expected

On this page: System Administration Reference Data Materials Inspector Links External Links

PROJECT KS ROLE for Construction Inspector User

Home Page News

System Administration

Person Qualifications

Reference Data

Special Provisions

Materials

Acceptance Actions

Action Relationships

Inspector Links

Contract Permits

Contract Progress

Contract Vendor Assets

Daily Work Report

Mix Design

Sample Records

Click "Contract Progress".

External Links

- AASHTOWare Project Website
- Highway Contractors
- AWP Program Files
- KDOT Reports Portal
- KDOT Asphalt Spreadsheets
- KDOT Website
- Payroll XML
- Subcontractor Payment Activity
- Working Days Charged CCD Time Charged Report
- Contract Materials Report Final
- Test Results by Contract
- Daily Diary and Daily Work Report Remarks
- Change Order Report
- Certified Payroll Expected

- Information about the AASHTOWare Project™ system and other AASHTOWare products, events, newsletters, and more
- Information for Highway Contractors
- Bid Item, Inspector, Material, and Producer Codes
- Crystal Reports for Agency Users
- HMA Spreadsheets
- Internet
- Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
- Prompt Payment Report
- Working Days Charged CCD Time Charged Report
- Contract Materials Report Final
- Test Results by Contract
- Daily Diary and Daily Work Report Remarks
- Change Order Report
- Certified Payroll Expected

Contracts Progress Overview

Contract Progress Overview

Search: Type search criteria or press Enter

System Default

Enter your Contract Number.

0 changed

Enter search criteria above to see results or Show first 10

Contracts Progress Overview

Contract Progress Overview

522012232 System Default Showing 1 of 1

0 changed

Contract	ST Proj Num	Description				
522012232	U056-059 KA 5416-01	GRADING AND SURFACING	00051	PEARSON CONSTR LLC		

1. Click the row action button for the contract.

2. Click "Open".

- Actions
- Exclude from Search Results
- Open
- Views
- Approved DBE Commitments
- Attachments (3)
- Contract Administration
- Contract Materials and Acceptance Actions
- Contract Price Adjustment Index
- Current DBE Commitments
- EOM Trucking
- General
- Items
- Links
- Payments
- Projects
- Subcontracts
- Tracked Issues
- Reports
- Contract Time Report
- Items with Unpaid Placed Quantities
- Outstanding Contract Item List Report
- Subcontract Listing

Contract Progress Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders ←
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Contract ID
522012232

Description *
GRADING AND SURFACING

Prime Contractor Id
00051

PEARSON CONSTR LLC

Contract Status
Active

KDOT Contract Status
NOTPR - Notice to Proceed

Contract Type
C - CONSTRUCTION

Spec Book
90

Unit System
English

Highway / Route

Proposal ID
522012232

Federal Project Number
ACNHP-A541(601)

State Project Number
U056-059 KA 5416-01

Federal Oversight
No

Local Oversight
No

CCR Required

DBE Pay Review Required

Local Project Engineer Name
Begin typing to search or press Enter

Consultant Project Engineer Name
Begin typing to search or press Enter

Project Engineer

Click the "Change Orders" tab.

Contract Progress Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Q Type search criteria or press Enter Advanced

Add ← Click "Add".

Enter search criteria above to see results or Show first 10

0 marked for deletion | 0 changed

Change Orders

Add Change Order Summary

Contract: 522012232 - GRADING AND SURFACING 3. Click "Save". Save ?

General

Change Order Date

09/23/2024

NOTE: The Change Order Date defaults to today's date.

Description*

1. Enter a General Description about the entire Change Order. Example: If the Change Order is all Asphalt Items, then you could put "Asphalt Items".

Author*

slade
Slade Brent

NOTE: The Author defaults to whom ever is logged in.

Change Order Type*

2. Select the Change Order Type from the drop down. Options are "ITEM", "TIME", "SPEC", "ITEM & TIME", "ITEM & SPEC", "SPEC & TIME", "ITEM, TIME, SPEC".

Home Previous My Pages Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary Change Order - TESTING Successfully Saved

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING 4. Click "Save". Save ?

Change Order: 0003 - TESTING Amount: Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Change Order Date: 09/23/2024

Description*: TESTING

Author*: slade
Slade Brent

Change Order Type*: 07 - Item, Time, Spec

Special Provision

Spec Action

Explanations: 0

Approval Date

Entered By: slade - KDOTAD\slade

Entered Date: 09/23/2024 7:52:13 AM

Current Approval Round: 1

Current Approval Group: -

Override Approval Rules: No

Total of Previously Approved Change Orders

Functions

Increase/Decrease Items: No

Contract Modification Only: Yes

Change Order Explanations

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
<input type="text"/>	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text"/>

2. Press "ENTER" and select the appropriate Explanation from the list. This should only be used for "YEST TIME CO", "NO TIME CO", "ADD SPEC", and "DELETE SPEC".

3. ONLY enter an Explanation in this box IF this is a Specification Change Order. It must start with the exact Spec Number.

1. Enter the order in which you want the Explanations to show on the report. Start with 1.

Pages 9-35 pertain to specific items on a Change Order. Not all apply to your specific Change order.

See pages 31-33 to view where an Explanation(s) shows up on the report.

Pages 10-13 are for adding Increase/Decrease Items to a Change Order.

Home Previous My Pages Save Complete X Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - TESTING Amount: Status: Draft

General Increase/Decrease Items

Increase/Decrease Items ← 1. Click the "Increase/Decrease Items" tab, IF applicable.

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Select Items... ← 2. Click "Select Items".

0 marked for deletion | 0 changed

No rows found matching criteria.

Balance Completed Items

0 marked for deletion | 0 changed

No rows found matching criteria.

Select Items

Q Type search criteria or press Enter Advanced

Select: All | None

Categories: No Filter

NOTE: You can filter the results by "Category".

Enter search criteria above to see results or Show first 10

Either enter the item or click "Show first 10".

0 selected

Add to Change Order

Select Items

Q Type search criteria or press Enter Advanced Showing 10 of 63 No Filter

Select: All | None

1. Select the Item(s) to be added for Increase/Decrease.

Cont Item Ln Num	Proj Ln Num	Cat ID/Description	Item - Descr	Unit	Item Src
1	1	01/COMMON ITEMS	020100, CONTRACTOR CONSTRUCTION STAKING	LS - Lump Sum	Original
2	2	01/COMMON ITEMS	025323, MOBILIZATION	LS - Lump Sum	Original
3	3	01/COMMON ITEMS	070626, MOBILIZATION (DBE)	LS - Lump Sum	Original
4	4	01/COMMON ITEMS	025200, REMOVAL OF EXISTING STRUCTURES	LS - Lump Sum	Original
5	5	01/COMMON ITEMS	070580, FLAGGER (SET PRICE)	HOUR - Hour	Original
6	6	02/ROAD ITEMS	025361, CLEARING AND GRUBBING	LS - Lump Sum	Original
7	7	02/ROAD ITEMS	012412, COMMON EXCAVATION (URB)	CUYD - CUBIC YARD	Original
8	8	02/ROAD ITEMS	012420, ROCK EXCAVATION	CUYD - CUBIC YARD	Original
9	9	02/ROAD ITEMS	012318, COMPACTION OF EARTHWORK (TYPE AA) (MR-0-	CUYD - CUBIC YARD	Original
10	10	02/ROAD ITEMS	010114, WATER (GRADING) (SET PRICE)	MGAL - M GALLON	Original

Load next 50

Showing 10 of 63

2. Click "Add to Change Order".

Add to Change Order

See page 33 to view where Explanations show up on the report.

Home Previous My Pages There are unsaved changes. X Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING **5. Click "Save".** Save ?

Change Order: 0003 - TESTING Amount: Status: Draft

General Increase/Decrease Items

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Q Type search criteria or press Enter Advanced

Select Items... 0 marked for deletion 0 changed

Proj Ln Num	Cat ID - Descr	Item - Descr	Other Pending CO Qty
14	03 -	072223 - TEMPORARY FERTILIZER (16-20- 0)	0.000
▼ Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt
28.000	84.00000000	35.600	40.600

Quantity * Amount

1. Enter the quantity of the change to quantity for this item.

Unit Price

3. Press "ENTER" and select the appropriate Explanation from the list. Only use "FINAL QTY" or "TENT QTY".

4. Enter a Supplemental Explanation to better explain the change. This is where the "Who, What, Where, When. and Why" should go.

Order *	Reference Explanation Name	Explanation Description	Supp Explanation	Synced
	Q Begin typing to search or press Enter	Q		

▼ Balance Completed Items

Q Type search criteria or press Enter Advanced

0 marked for deletion 0 changed

2. Enter the order in which you want the Explanations to show on the report. Start with 1.

Pages 14-17 are for adding items that have been marked as "Complete" so the system will balance them automatically. For instructions on how to mark a line(s) as "Complete", please refer to the "Items User Guide".

Home Previous My Pages Save Complete X Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - TESTING Amount: 15.00 Status: Draft

General Increase/Decrease Items

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select Items... 0 marked for deletion | 0 changed

Proj Ln Num	Cat ID - Descr	Item - Descr	Other Pending CO Qty
14	03 - TEMP PRJ WTR POL CTL- SOIL EROSION	072223 - TEMPORARY FERTILIZER (16-20-0)	0.000
▼ Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRS	Qty Posted to Dt
28.000	84.00000000	35.600	40.600

Quantity * 5.000 Amount 15.00000000

Unit Price 3.00000 Supplemental Description

▼ Change Order Increase/Decrease Items Explanations

Order *	Reference Explanation Name	Explanation Description	Supp Explanation	Synched
1	FINAL QTY			No
	Begin typing to search or press Enter			

▼ Balance Completed Items

Q Type search criteria or press Enter Advanced

Balance Completed Items... 0 marked for deletion | 0 changed

No rows found matching criteria.

ONLY click "Balance Complete Items" if you are balancing items that have been marked as "Complete" on the Item.

Contract: 522012232 - U056-059 KA 5416-01 - GRADIN

Balance Completed Items

Search: Type search criteria or press Enter

Select: All | None

Enter search criteria above to see results or

0 selected

Order*	Reference Explanation Name	Explanation Description	Supp Explanation	Synched
1	FINAL QTY			No
	Begin typing to search or press Enter			

0 marked for deletion | 0 changed

No rows found matching criteria.

Either enter the item or click "Show first 10".

Contract: 522012232 - U056-059 KA 5416-01 - GRADING Save Complete

Balance Completed Items

Type search criteria or press Enter **Advanced** Showing 1 of 1

Select: All | None 0 selected

Contract Item Ln Num	Item - Description	Supp Descr	Unit	Item Src
48	025331, WORK ZONE SIGNS (0 TO 9.25 SQ.FT.)		EADA - EACH PER DAY	Original

1. Select the Item(s) you want to balance.

2. Click "Balance Completed Items".

Balance Completed Items

3.00000

Change Order Increase/Decrease Items Explanations

Order*	Reference Explanation Name	Explanation Description	Supp Explanation	Synched
1	FINAL QTY			No
	Begin typing to search or press Enter			

Balance Completed Items

Type search criteria or press Enter **Advanced**

Balance Completed Items...

0 marked for deletion | 0 changed

No rows found matching criteria.

See page 33 to view where Explanations show up on the report.

Home Previous My Pages Save Complete

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING

Change Order: 0003 - TESTING Amount: -632.70 Status: Draft

4. Click "Save".

General

Increase/Decrease Items

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Type search criteria or press Enter Advanced Showing 1 of 1

Select Items...

Proj Ln Num	Cat ID - Descr	Item - Descr	Other Pending CO Qty
14	03 - TEMP PRJ WTR POL CTL- SOIL EROSION	072223 - TEMPORARY FERTILIZER (16-20- 0)	0.000
✓ Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWRs	Qty Posted to Dt
28.000	84.00000000	35.600	40.600

Quantity: 5.000 Amount: 15.00000000

Unit Price: 3.00000 Supplemental Description

Change Order Increase/Decrease Items Explanations

Order #	Reference Explanation Name	Explanation Description	Supp Explanation	Synched
1	FINAL QTY			No
	Begin typing to search or press Enter			

Balance Completed Items

Type search criteria or press Enter Advanced Showing 1 of 1

Balance Completed Items...

Proj Ln Num	Cat ID - Descr	Item - Descr	Pending CO Qty
48	10 - TRAFFIC CONTROL ITEMS	025331 - WORK ZONE SIGNS (0 TO 9	0.000
✓ Curr Qty	Curr Ext Amt	Qty Posted to Dt Appr DWR	
17.290.000	2.593.50000000	12.972.000	

Unit Price: 0.15000

Change Order Increase/Decrease Items Explanations

Order #	Reference Explanation Name	Explanation Description	Supp Explanation	Synched
	Begin typing to search or press Enter			

1. Enter the order in which you want the Explanations to show up on the report. Start with 1.

2. Press "ENTER" and select the appropriate Explanation from the list. Only use "FINAL QTY" or "TENT QTY".

3. Enter a Supplemental Explanation to better explain the change. This is where the "Who, What, Where, When, and Why" should go.

Pages 18-20 are for adding a NEW Item to a Change Order.

Home Previous My Pages Save Complete X Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - TESTING Amount: -632.70 Status: Draft

General New Items 1. Click the "New Items" tab.

Increase/Decrease Items

New Items Type search criteria or press Enter Advanced

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Select New Item... 2. Click "Select New Item".

No rows found matching criteria.

0 marked for deletion | 0 changed

Select New Item

Reference Item*

Q Begin typing to search or press Enter

1. Search for the Item that you are adding.
Must be entered.

Unit of Measure

Q Type search criteria or press Enter

Advanced

Showing 10 of

2. Select the appropriate Category for the
new Item to be placed.

0 selected

Category	Category Description
01	COMMON ITEMS
02	ROAD ITEMS
03	TEMP PRJ WTR POL CTL- SOIL EROSION
04	CONCRETE SURFACING ITEMS
05	ASPHALT SURFACING ITEMS
06	SIGNING ITEMS
07	PAVEMENT MARKING ITEMS
08	FLASHING BEACON SYSTEM
09	ROADSIDE IMPROVEMENT
10	TRAFFIC CONTROL ITEMS

3. Click "Add to Change Order".

Add to Change Order

See page 33 to view where Explanations show up on the report.

Home Previous My Pages There are unsaved changes. Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING **7. Click "Save".** Save ?

Change Order: 0003 - TESTING Amount: -632.70 Status: Draft

General Increase/Decrease Items New Items Time Adjustments Review Tracking Approval Tracking Force Accounts Change Order Item Explanations

New Items

Type search criteria or press Enter Advanced

Select New Item... 0 marked for deletion | 0 changed

Proj Item Ln Num	Cont Item Ln Num	Item - Descr	Supp Descr	Unit
999	999	000042 - COMMON EXCAVATION (UNS		CUYD - CUBIC YARD

NOTE: The Item Numbers are automatically set to the next available number.

1. Enter the Approved Quantity.

2. Enter the Approved Unit Price.

3. IF the Item is "Non-Part", enter "NON PART".

NOTE: The "Funding" will automatically populate.

4. Enter the order in which you want the Explanation to show on the report. Start with 1.

5. Press "ENTER" and select the appropriate Explanation from the list. Only use "FINAL QTY" or "TENT QTY".

6. Enter a Supplemental Explanation to better explain the change. This is where the "Who, What, Where, When and Why" should go.

Project Item Line Number* 999

Contract Item Line Number* 999

Quantity* []

Item Source ChangeOrder

Funding* 522012232 - 0000175369

Order*	Reference Explanation Name	Explanation Description	Supp Explanation	Synced
[]	[]	[]	[]	[]

Pages 21-24 are for adjusting Contract Time.

Home Previous My Pages Save Complete X Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - TESTING Amount: 367.30 Status: Draft

0 marked for deletion | 0 changed

- General
- Increase/Decrease Items
- New Items
- Time Adjustments ← 1. Click the "Time Adjustments" tab.
- Review Tracking
- Approval Tracking
- Force Accounts
- Change Order Item Explanations

Select Contract Time... ← 2. Click "Select Contract Time".

No rows found matching criteria.

Select Contract Time

q Type search criteria or press Enter [Advanced](#)

Select: All | None

0 selected

Enter search criteria above to see results or [Show first 10](#)

Add Time Adjustments to Change Order

Home

Contracts

Contract

Change Or

General

Increase/D

New Items

Time Adjustments

Review Tracking

Approval Tracking

Force Accounts

Change Order Item Explanations

Log off

changed

Save Complete

Press "ENTER" to see the Available Time Types for your Contract.

Select Contract Time

Type search criteria or press Enter

Advanced Showing 2 of 2

Select: All None

0 selected

Time ID	Time Descr	Time Type
00	Main Contract Time Available Time	Available Time
03	Cleanup Days	Available Time

1. Select the Time Type(s) that you are adjusting.



2. Click "Add Time Adjustments to Change Order".



Add Time Adjustments to Change Order

NOTE: IF you are adding enough Time to put the amount of Time into the next group of Cleanup Days, you will need to add Cleanup Days as well.

See page 33 to view where Explanations show up on the report.

Home Previous My Pages There are unsaved changes. Actions Help Log off

Contracts Change Orders Contract Administration Contract Documentation Contract Progress Estimates Items Payment Estimate Projects Subcontracts

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING **5. Click "Save".** Save ?

Change Order: 0003 - TESTING Amount: 367.30 Status: Draft 0 marked for deletion 0 changed

General Increase/Decrease Items New Items Time Adjustments Review Tracking Approval Tracking Force Accounts Change Order Item Explanations

Time ID	Time Descr	Adj Completion Date	Adj Time Units
00	Main Contract Time Available Time		

Time ID: 00 Adjustment Completion Date: [] Adjustment Time Units: [] Original Completion: 9,999.99

Time Description: Main Contract Time Available Time

Time Type: Available Time

Time Unit: Days

Original Number of Time Units: 85.00

Current Completion: []

Pending Change Completion Date: []

Pending Change Order Number of Time Units: []

Current Time Units Charged on Diaries: 85.00

Time Adjustment Explanations

Order #	Reference Explanation Name	Explanation Description	Supp Explanation
[]	Begin typing to search or press Enter	[]	[]

1. Enter either the number of days you want to add/subtract from the contract or the adjusted Calendar Completion Date.

3. Press "ENTER" and select the appropriate Explanation from the list. Only enter "FINAL QTY" here when changing time.

2. Enter the order in which you want the Explanations to show on the report. Start with 1.

4. Enter why you are adjusting time and who approved adjusting the time.

THE NEXT PAGES ARE FOR THE **PROJMAN_KS_AREA** ROLE ONLY.

Verify your role.

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTOR_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- CONTRACTS_KS_NONC_CO_BUREAU
- CONTRACTS_KS_STAGING
- DOL (READ ONLY)
- ESTIMATION_KS
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_LABORSUPERVISOR
- KDOT_LABORUSER
- MATERIALUSER_KS
- MATERIALUSER_KS_SUPERVISOR
- MobileInspector
- MobileInspectorAdmin
- OCC
- PRECON
- ✓PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_DIVISION

6-01 - GRADING AND SURFACING Save ?

Amount: 367.30 Status: Draft

Change Order Date	Explanations
9/23/2024	1
Description *	Approval Date
ESTING	
Author *	Entered By
slade	slade - KDOTAD/slade
Slade Brent	Entered Date
	09/23/2024 7:52:13 AM
Change Order Type *	Current Approval Round
7 - Item, Time, Spec	1
Special Provision	Current Approval Group
	-
Spec Action	Override Approval Rules
	No
	Total of Previously Approved Change Orders

Functions

Increase/Decrease Items	Contract Modification Only
Yes	No

1. Review the Change Order items.

The screenshot shows a web application interface for managing change orders. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are icons for Actions, Help, and Log off. Below this is a breadcrumb trail: Contracts > Change Orders > Contract Administration > Contract Documentation > Contract Progress > Estimates > Items > Payment Estimate > Projects > Subcontracts. The main heading is 'Contract Change Order Summary'. A blue header bar displays 'Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING' with a 'Save' button and a help icon. Below this, a grey bar shows 'Change Order: 0003 - TESTING', 'Amount: 367.30', and 'Status: Draft'. The left sidebar contains a list of tabs: General, Increase/Decrease Items, New Items, Time Adjustments, Review Tracking, Approval Tracking, Force Accounts, and Change Order Item Explanations. The main content area features a search bar with the placeholder 'Type search criteria or press Enter', an 'Advanced' link, and a 'Rounds' dropdown menu set to 'Latest Only'. Below the search bar is an 'Add Approval Group...' button. A callout box titled 'Actions' is open, showing an 'Assign Default Approval Groups' option. The text 'No rows found matching cr' is visible below the search bar. On the right side of the main content area, the text '0 changed' is displayed.

2. Click the "Approval Tracking" tab.

3. Click the action button next to "Add Approval Group".

4. Click "Assign Default Approval Groups".

Contract Change Order Summary

Save Complete

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING

1. Click the component action button.

Change Order: 0003 - TESTING Amount: 367.30 Status: Draft

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking
- Force Accounts
- Change Order Item Explanations

3. Click the "General" tab.

2. Click "Submit for Approval".

Actions

- Add New
- Tasks
- Submit for Approval
- Views
- Attachments (0)
- Issues
- Links
- Attachments and Links
- General Notes.docx
- Reports
- Change Order Report

Approval Group	Round	Override Action
10 - Contractor	1	
Decision Requested	Decision Provided	Decision
30 - Area	1	
40 - District	1	
50 - Change Order	1	
60 - Bureau	1	
70 - Division	1	

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - Pearson's Items Amount: 350.00 Status: Approved

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking
- Force Accounts
- Change Order Item Explanations

<p>CO Report ← Click the "CO Report" link.</p> <p>Change Order Date 08/29/2023</p> <p>Description * Pearson's items</p> <p>Author * Q xwheim Heim Wade</p> <p>Change Order Type * 01 - Item</p> <p>Special Provision</p> <p>Spec Action</p>	<p>Explanations 1</p> <p>Approval Date 09/26/2023</p> <p>Entered By xwheim - KDOTAD/xwheim</p> <p>Entered Date 08/16/2023 4:27:26 PM</p> <p>Current Approval Round 1</p> <p>Current Approval Group -</p> <p>Override Approval Rules No</p> <p>Total of Previously Approved Change Orders 41,308.20</p>
---	--

▼ Functions

Increase/Decrease Items	Contract Modification Only
Yes	No

Kansas Department of Transportation 11/08/2024 8:58:54 AM

Change Order Report v1

Contract: 522012232, GRADING AND SURFACING Prime Contractor: 00051, PEARSON CONSTR LLC

CO Number: 0003 Revision No.: CO Type: General

CO Status: Approved Change Order Date: 8/29/2023 CO Approval Date: 9/26/2023

Entered By: Wade Heim Last Updated By: Tony Menke Last Updated Date: 9/26/2023

Fed. Proj. No.: ACNHP-AS41(601) Awarded Contract Amount: \$665,685.10 Net CO Amount: \$350.00

District: 2 DISTRICT 2 Administrative Office: District 2 Area 3 Marion Const Area Engineer: Joseph P Paic

Route: County: C059 MCPHERSON

Location: GRADING AND SURFACING, KANSAS AVE (US-56) AND K-153 INTERSEC

Project(s): KA 5416-01, GRADING AND SURFACING

Description: Pearson's Items

Explanation: This change order does not affect the contract time.

Increases/Decreases

Category	Line Num	Item	Item Source	CO Original Qty	CO Qty Inc/Dec	CO Total Qty	Unit	Unit Price	CO Dollar Amt
01	5	070580 - FLAGGER (SET PRICE)	Original	1.000	-1.000	0.000	HR	25.00	-\$25.00
Explanation: This is a FINAL quantity, Item 5, Flagger, is underun 1.0 HR.									
This line item was not needed for successful completion of the project.									
02	10	010114 - WATER (GRADING) (SET PRICE)	Original	1.000	-1.000	0.000	MGAL	35.00	-\$35.00
Explanation: This is a FINAL quantity, Item 10, Water (Grading), is underun 1.0 MGAL.									
This line item was not needed for successful completion of the project.									
04	28	010107 - WATER (AGGREGATE BASE) (SET PRICE)	Original	1.000	-1.000	0.000	MGAL	35.00	-\$35.00
Explanation: This is a FINAL quantity, Item 28, Water (Aggregate Base), is underun 1.0 MGAL.									
This line item was not needed for successful completion of the project.									
04	30	011748 - CONCRETE CORE (SET PRICE)	Original	1.000	4.000	5.000	EACH	120.00	\$480.00
Explanation: This is a FINAL quantity, Item 30, Concrete Core, is overrun 4.0 EA.									
Spec section 502.3.m required five thickness cores to be taken based on the total square yards of PCC Pavement on the project.									
05	33	011478 - WATER (EARTHWORK COMPACTION) (SET PRICE)	Original	1.000	-1.000	0.000	MGAL	35.00	-\$35.00
Explanation: This is a FINAL quantity, Item 33, Water (Earthwork Compaction), is underun 1.0 MGAL.									
This line item was not needed for successful completion of the project.									
									Total: \$350.00

Contract: 522012232 CO Number: 0003 Revision No.: Page 1 of 2

Pages 31-37 are for the approval process of the Change Order. The process is the same for all levels. The role is the only thing that will change.

Home Previous My Pages

Actions Help Log off

Switch Role

- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTOR_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- CONTRACTS_KS_NONC_CO_BUREAU
- CONTRACTS_KS_STAGING
- DOL (READ ONLY)
- ESTIMATION_KS
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_LABORSUPERVISOR
- KDOT_LABORUSER
- MATERIALUSER_KS
- MATERIALUSER_KS_SUPERVISOR
- MobileInspector
- MobileInspectorAdmin
- OCC
- PRECON
- ✓ PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_DIVISION

Manager User

Materials

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Person Overview Save

Qualifications User Reference Employee

No Filter No Filter No Filter

0 changed

Enter search criteria above to see results or Show first 10

On this page: Construction Materials Person Overview External Links Special Provision Overview Source Overview

PROJECT KS ROLE for Area Project Manager User

Home Page News

Construction

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Click "Change Order".

Materials

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Person Overview

Search input: Type search criteria or press Enter

System Default

Qualifications: No Filter

User: No Filter

Reference Employee: No Filter

Save ?

0 changed

Enter search criteria above to see results or Show first 10

Change Order Overview

Change Order Overview Save ?

Search: Type search criteria or press Enter System Default

Enter the Contract Number.

0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

Change Order Overview

Change Order Overview Save ?

522012232 System Default Showing 3 of 3

0 marked for deletion | 0 changed

Contract Id	ST Proj Num	CO Num	Status	Amount	CO Type	CO Date	Current Approval Group	Approval Date	Description
522012232	U056-059 KA 5416-01	0003	Pending Approval	367.30	07 - Item, Time, Spec	09/23/2024	Contractor		TESTING
522012232	U056-059 KA 5416-01	0002	Pending Approval	41,308.20	01 - Item	05/10/2023	Bureau		Additional pavement removal and replacement
522012232	U056-059 KA 5416-01	0001	Draft		01 - Item	07/13/2022			1 LSUM to 1 EACH

Click the Change Order number.

1. Review the Items on the Change Order by clicking the different tabs.

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING

2. Click the component action button.

Change Order: 0003 - TESTING Amount: 367.30 Status: Pending Approval

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking
- Force Accounts
- Change Order Item Explanations

Change Order Date	09/23/2024	Explanations	1
Description *	TESTING	Entered By	slade - KDOTAD/slade
Author *	Q slade Slade Brent	Entered Date	09/23/2024 7:52:13 AM
Change Order Type *	07 - Item, Time, Spec	Current Approval Round	1
Special Provision		Current Approval Group	10 - Contractor
Spec Action		Override Approval Rules	No
		Total of Previously Approved Change Orders	0.00
Functions			
Increase/Decrease Items	Yes	Contract Modification Only	No

3. Click either "Approve", "Change to Draft", or "Reject".

- Actions
- Add New
- Tasks
- Approve...
- Change to Draft
- Reject...
- Views
- Attachments (0)
- Issues
- Links
- Attachments and Links
- General Notes.docx
- Reports
- Change Order Report

Home

Contracts

Contract

Approval Group

30 - Area

Approve

← 1. Click the "Approve" check box.

2. Enter Comments, IF needed.

Approval Decision Comments

3. Click "Save". → Save

Slade Brent

Entered Date

09/23/2024 7:52:13 AM

Attachments and Links

General Notes.docx

Reports

Change Order Report

Change Order Type *

07 - Item, Time, Spec

Current Approval Round

1

Current Approval Group

10 - Contractor

Override Approval Rules

No

Total of Previously Approved Change Orders

0.00

▼ Functions

Increase/Decrease Items

Contract Modification Only

Yes

No

Contract Change Order Summary

Contract: 522012232 - U056-059 KA 5416-01 - GRADING AND SURFACING Save ?

Change Order: 0003 - TESTING Amount: 367.30 Status: Pending Approval

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking
- Force Accounts
- Change Order Item Explanations

Search: Type search criteria or press Enter **Advanced** Showing 6 of 6 **Rounds** Latest Only

0 changed

Approval Group	Round	Override Action
10 - Contractor	1	
> Decision Requested Decision Provided Decision 09/23/2024		
30 - Area	1	
40 - District	1	
50 - Change Order	1	
60 - Bureau	1	
70 - Division	1	

Click the "Approval Tracking" tab.