

A *construction stockpile* is money advanced to the contractor to purchase and store a material for a contract project item in bulk quantity. These advanced payments are recovered by the agency as work on the contract project item is paid for. Multiple stockpile transactions may be created for the same Contract Item ID.

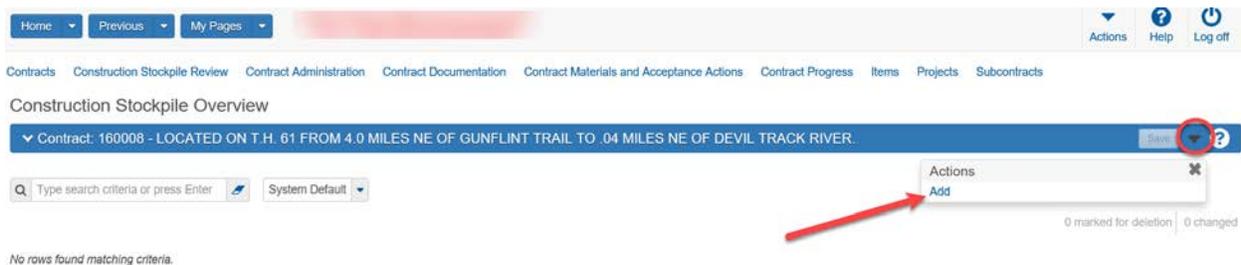
Access the Construction Stockpile summary by clicking on the Construction Stockpiles quick link on the Contract Progress Summary for your contract.

*Note: all data shown below is for demonstration only and does not reflect actual contract information.*



### Step 1: Adding a New Stockpile ID

To add a new stockpile to the contract, select **Add** from the **Actions** menu on the component header. The system takes you to the Add Construction Stockpile component.



The Add Construction Stockpile component enables you to add a new stockpile record to the selected contract.

To save the new construction stockpile, you must enter information in these fields:

- Description (what is the stockpile for?)
- Item Recovery Percentage (default is 70, but it can be changed)
- Item (to which the stockpile is associated)



## CONSTRUCTION STOCKPILES - MATERIAL ON HAND (MOH)

When you are finished, click the **Save** button. The system displays the new stockpile on the Construction Stockpile Summary and displays a message to confirm that your changes were saved.

Construction Stockpile Summary

Construction Stockpile 0001 - Bituminous Aggregate Successfully Saved

Contract: 160008 - LOCATED ON T.H. 61 FROM 4.0 MILES NE OF GUNFLINT TRAIL TO .04 MILES NE OF DEVIL TRACK RIVER.

Construction Stockpile ID: 0001

Status: Open

Description: Bituminous Aggregate

Item Recovery Percentage: 70.00

Item ID: 0240 - 236050313315 - TYPE SP 9.5 WEARING COURSE MIXTURE (3)

Construction Stockpile Amount: 0.00

Material: [Search]

Balance: 0.00

Source: [Search]

Total Recovery Amount: 0.00

Facility: [Search]

Current Recovery Amount: 0.00

Paused:

Previously Approved Recovery Amount: 0.00

New

1 added | 0 marked for deletion | 0 changed

New Construction Stockpile Transaction

Additional info on above screen will be needed once Materials is functional.

### Step 2: New Construction Stockpile Transaction

Enter information about the stockpile in the fields below.

New

1 added | 0 marked for deletion | 0 changed

Transaction Type	Transaction Amt	Transaction Dt	Current Quantity	Unit Price
Transaction Num	32,450.00	12/13/2019		

Transaction Num: 30253311

Qty Posted to Dt: [ ]

Qty Pd to Dt: [ ]

Comments: Request for payment for

Transaction Amount: [ ]

Transaction Date: 12/13/2019

Comments: Request for payment for contractor produced bituminous aggregate stockpiled at Morrison Pit

Transaction Type: [ ]

Invoice Number: 30253311

Invoice Date: 11/01/2019

Invoice Quantity: 540.00

Invoice Description: [ ]

Project Item Distribution

Item	Constr Stockpile Amt	Fund Package ID	Fund Package Description
0230 - 109349 - 0001	32,450.00		

1 added | 0 marked for deletion | 0 changed

The Comments \* text box is the minimum required field.

Other fields in this section are not required, but a good idea to enter:

- ✓ Invoice number – number on the invoice
- ✓ Invoice Date – date on the invoice
- ✓ Transaction Date – date on which you are entering this transaction
- ✓ Invoice Quantity – quantity shown on invoice
- ✓ Invoice Description – enter anything that makes sense to you regarding this invoice.

## CONSTRUCTION STOCKPILES - MATERIAL ON HAND (MOH)

For Project Item Distribution, this is where you record the dollar value of the stockpile, and associate it to the specific project and category.



The screenshot shows a 'Project Item Distribution' form. It has a table with columns: 'Item\*', 'Constr Stockpile Amt\*', 'Fund Package ID', and 'Fund Package Description'. The first row contains the value '0230 - 109349 - 0001' in the 'Item\*' column and '32,450.00' in the 'Constr Stockpile Amt\*' column. There are dropdown menus for 'Item\*' and 'Fund Package ID', and a text input field for 'Constr Stockpile Amt\*'. A red 'X' icon is visible in the top right corner of the table area.

The **Item\*** box will show: Project Line Item Number – Project – Category (if you have multiple projects or categories, you will have multiple options to select.)

Enter the dollar value of the stockpile (**Constr Stockpile Amt\***) for the appropriate project and category. Click Save.

### 3. Adding Attachments

You can add the invoice and paid receipt of the stockpile as an attachment to the Construction Stockpile ID. From the **Actions** menu on the component header, select **Attachments** under the “Views” option.



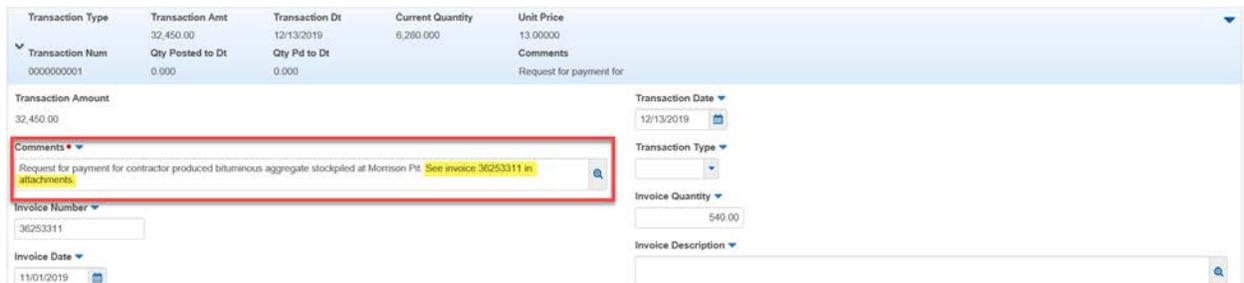
The screenshot shows the 'Construction Stockpile Summary' page. At the top, there is a 'Save Complete' button. Below it is a blue header bar with the contract information: 'Contract: 160008 - LOCATED ON T.H. 61 FROM 4.0 MILES NE OF GUNFLINT TRAIL TO .04 MILES NE OF DEVIL TRACK RIVER.' Below the header, there are several fields: 'Construction Stockpile ID' (0001), 'Status' (Open), 'Description\*' (Bituminous Aggregate), 'Item ID' (0240 - 2360503/13315 - TYPE SP 9.5 WEARING COURSE MIXTURE (3)), and 'Material' (Begin typing to search or press Enter). On the right side, there is an 'Actions' menu with options: 'Add New', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', and 'Stockpile Summary Report'. A red arrow points to the 'Attachments' option in the menu.

Upload the file and enter a description in the text box. After it has uploaded and saved, open the file to check the document was saved correctly.



The screenshot shows the 'Attachments Overview' page. At the top, there is a blue header bar with the text 'Attachments For Construction Stockpile' and a 'Save' button. Below the header, there is a search bar with the text 'Type search criteria and press Enter' and an 'Advanced' button. Below the search bar, there is a 'Select File' button. Below the 'Select File' button, there is a list of attachments. The first attachment is 'Invoice 36253311.pdf 71567 bytes'. Below the list, there is a table with columns: 'Name', 'Historical Report', 'Size (kb)', and 'Additional Roles Count'. The first row in the table is 'Invoice 36253311.pdf' with a size of 0 kb. Below the table, there is a 'Description' field with the text 'Morrison Pit Invoice 11/11/19'.

Enter a comment in the “**Comments\***” section that the invoice is attached:



The screenshot shows the 'Transaction Details' page. It has a table with columns: 'Transaction Type', 'Transaction Amt', 'Transaction Dt', 'Current Quantity', and 'Unit Price'. The first row contains the values: 'Transaction Num', 'Qty Psted to Dt', 'Qty Pd to Dt', and 'Comments'. Below the table, there is a 'Transaction Amount' field with the value '32,450.00'. Below the 'Transaction Amount' field, there is a 'Comments\*' field with the text 'Request for payment for contractor produced bituminous aggregate stockpiled at Morrison Pit See invoice 36253311 in attachments'. Below the 'Comments\*' field, there is an 'Invoice Number' field with the value '36253311' and an 'Invoice Date' field with the value '11/01/2019'. On the right side, there are several dropdown menus: 'Transaction Date' (12/13/2019), 'Transaction Type', 'Invoice Quantity' (540.00), and 'Invoice Description'.

## CONSTRUCTION STOCKPILES - MATERIAL ON HAND (MOH)

To create multiple stockpile transactions for the same Contract Item ID:  
From Construction Stockpile Overview, click the Construction Stockpile ID number to open.

Construction Stockpile Overview

Contract: 160008 - LOCATED ON T.H. 61 FROM 4.0 MILES NE OF GUNFLINT TRAIL TO .04 MILES NE OF DEVIL TRACK RIVER.

System Default | Showing 1 of 1

Constr Stockpile ID	Descr	Item	Material Name	Status
0001	Bituminous Aggregate	0240 - 236050313315 - TYPE SP 9.5 WEARING COURSE MIXTUR		Open
Constr Stockpile Amt	Balance	Total Recovery Amt	Current Recovery Amt	Prev Approved Recovery Amt
	32,450.00	32,450.00	0.00	0.00
				Item Recovery Pct: 70.00

Select the **"New"** button to add another transaction.

Construction Stockpile Summary

Contract: 160008 - LOCATED ON T.H. 61 FROM 4.0 MILES NE OF GUNFLINT TRAIL TO .04 MILES NE OF DEVIL TRACK RIVER.

Construction Stockpile ID: 0001

Description: Bituminous Aggregate

Item ID: 0240 - 236050313315 - TYPE SP 9.5 WEARING COURSE MIXTURE

Material: [Search]

Source: [Search]

Facility: [Search]

Paused:

**New** (indicated by a red arrow)

Transaction Type	Transaction Amt	Transaction Dt	Current Quantity	Unit Price
	32,450.00	12/13/2019	6,280.000	13.00000
Transaction Num	Qty Posted to Dt	Qty Pd to Dt		Comments
0000000001	0.000	0.000		Request for payment for

Enter information about the transaction (see step 2 above) and save the new transaction.

New

0000000001	32,450.00	12/13/2019	6,280.000	13.00000	Request for payment for
Transaction Type	Transaction Amt	Transaction Dt	Current Quantity	Unit Price	
Transaction Num	Qty Posted to Dt	Qty Pd to Dt		Comments	
0000000002	0.000	0.000		MOH request for paymer	
Transaction Amount	6,250.00	Transaction Date	12/13/2019	Transaction Type	
Comments	MOH request for payment, see invoice 3625365 in attachments.				
Invoice Number	3625365	Invoice Quantity		Invoice Description	
Invoice Date	12/01/2019				
Project Item Distribution					
Item	Constr Stockpile Amt	Fund Package ID	Fund Package Description		
0230 - 106349 - 0001	6,250.00	0001	SP 1603-48		