Creating a Weekly Report of Time Charges (fka Weekly Diary)

You can only generate this report on a Contract that uses Working Days.

You must create Daily Diaries to assess WDs, those diaries must be completed prior to generating this report. (see http://ihub/construction/docs/Pr3x/creating_a_daily_diary.pdf for Daily Diary Creation.)

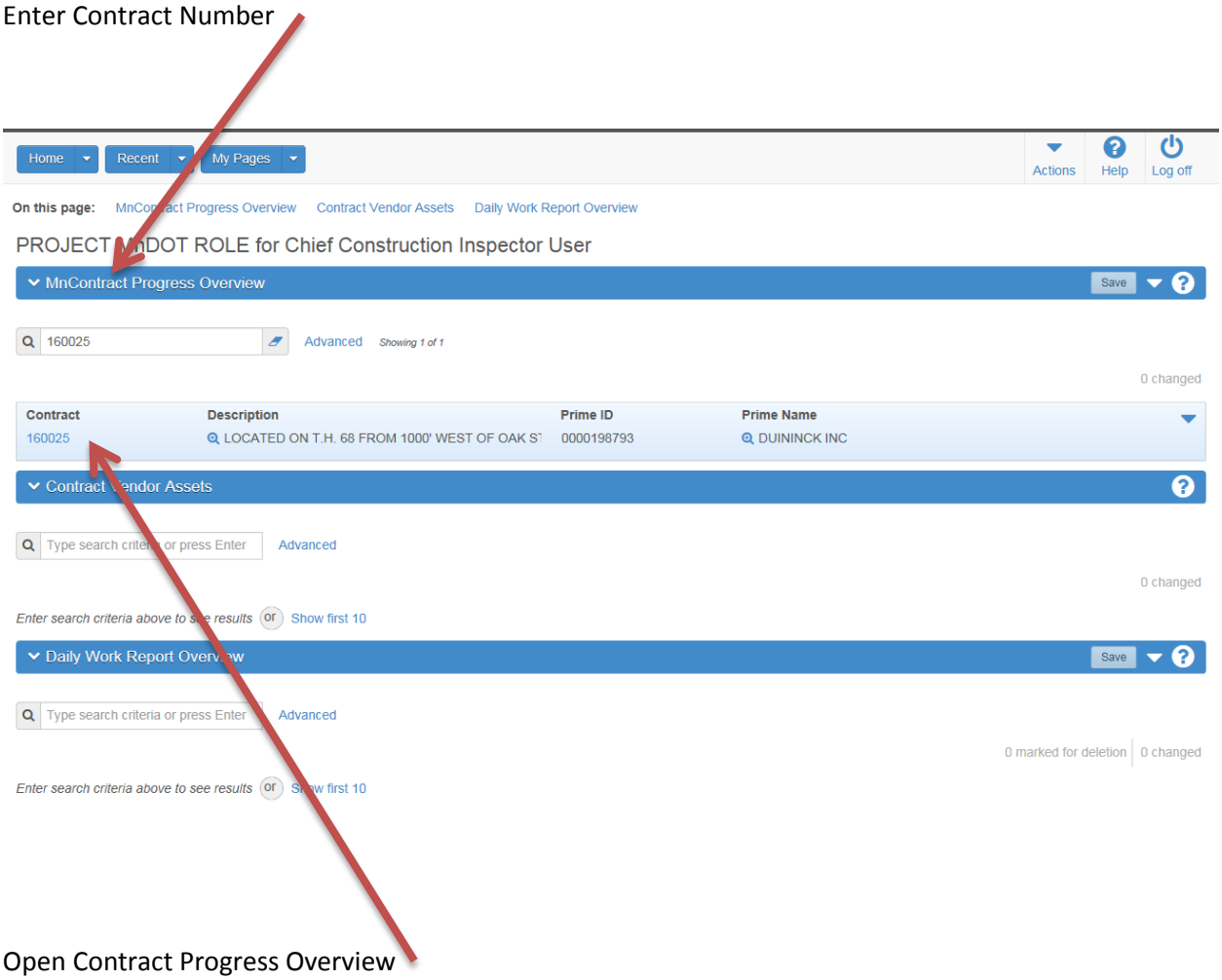
Roles that can create Daily Diary: MNCONSTRCHIEFINSP and MNCONSTRPROJENG

Roles that can generate Weekly Report of Time Charges: MNCONSTRCHIEFINSP, MNCONSTRPROJENG, MNOFFICEMGRS (Only MCONSTRPROJENG can delete)

Disclaimer: Names and Contract information for this page are fictional and do not represent what actually happened on a job, or personnel involved with Contract.

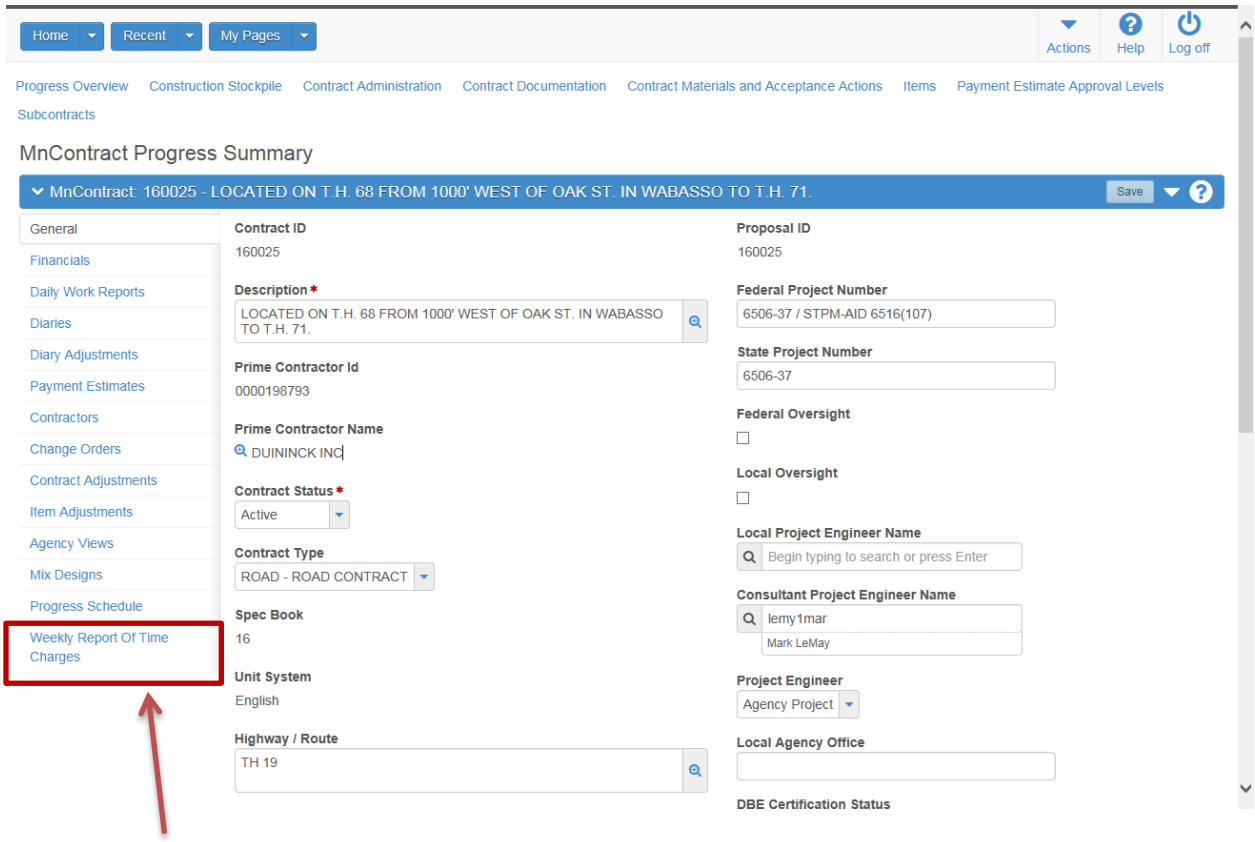
Go to Progress Summary for your Contract (MNCONSTRCHIEFINSP role used for these sheets)

Enter Contract Number



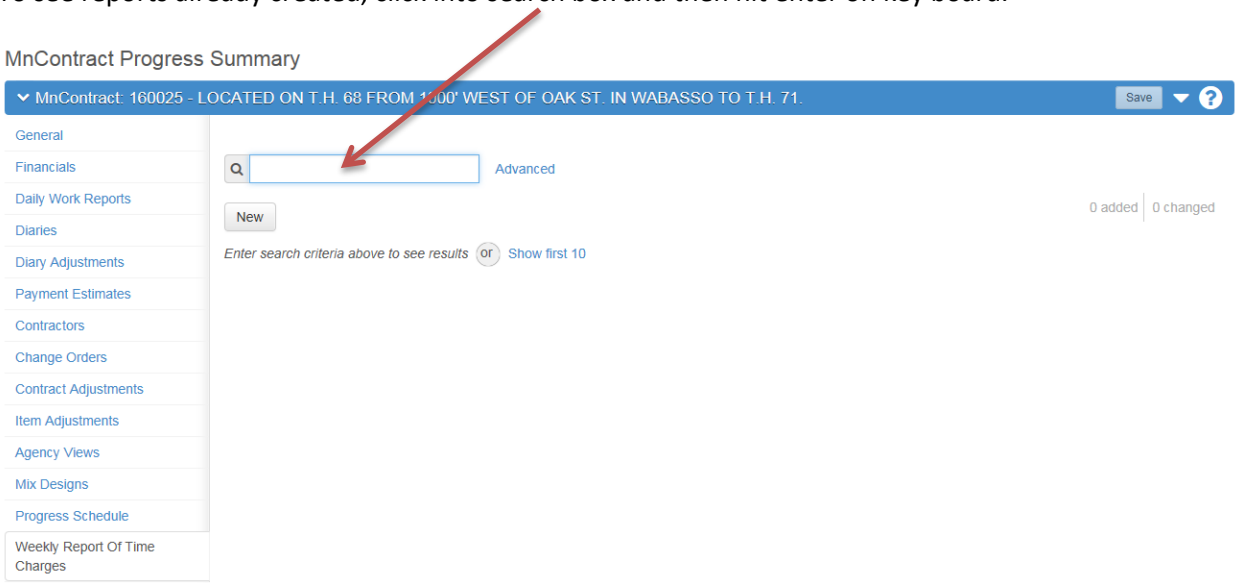
Open Contract Progress Overview

Contract Progress Summary (after open) looks like:

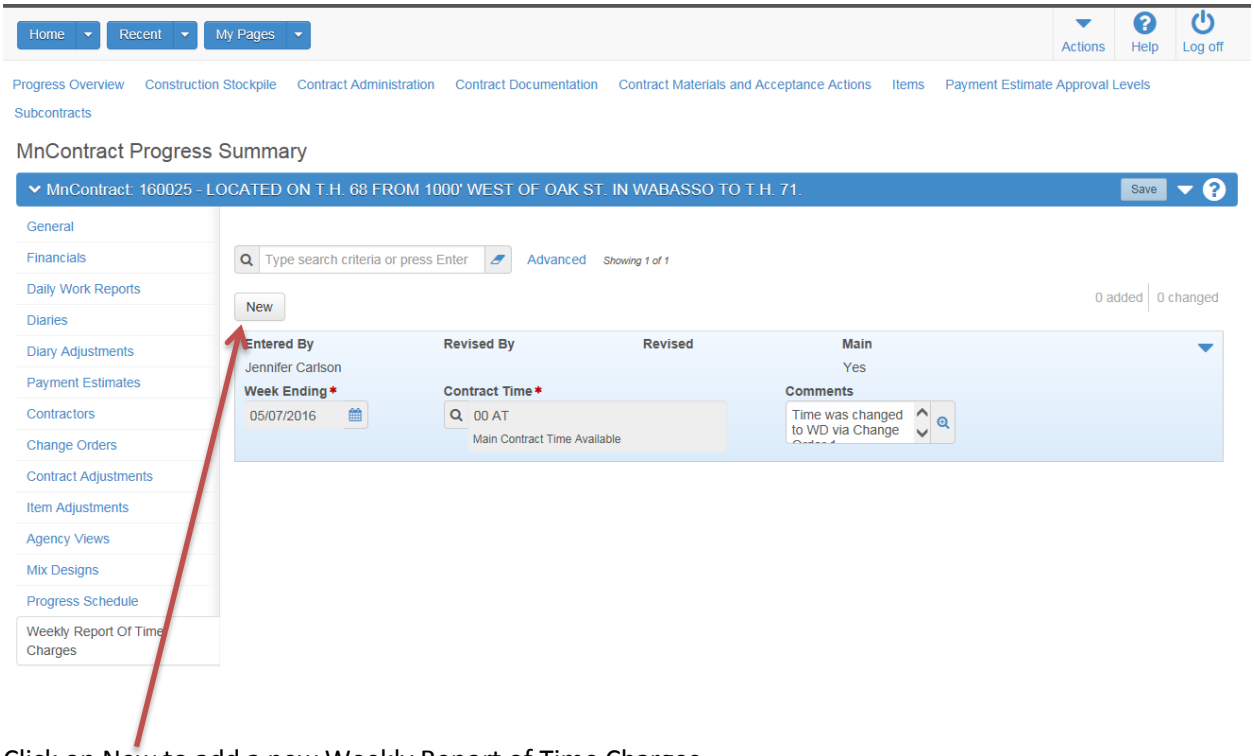


Click on Weekly Report of Time Charges tab

To see reports already created, click into search box and then hit enter on key board.



Screen will now look like:

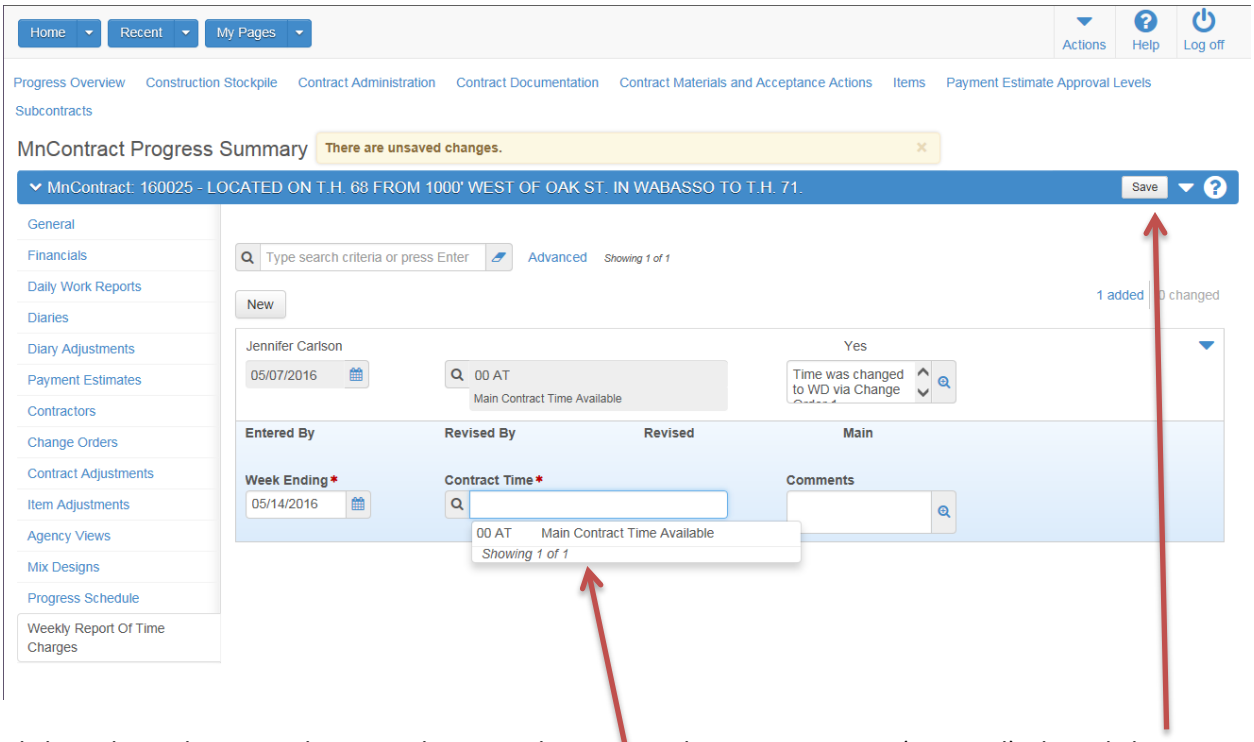


Click on New to add a new Weekly Report of Time Charges.

The following will now show on your screen:

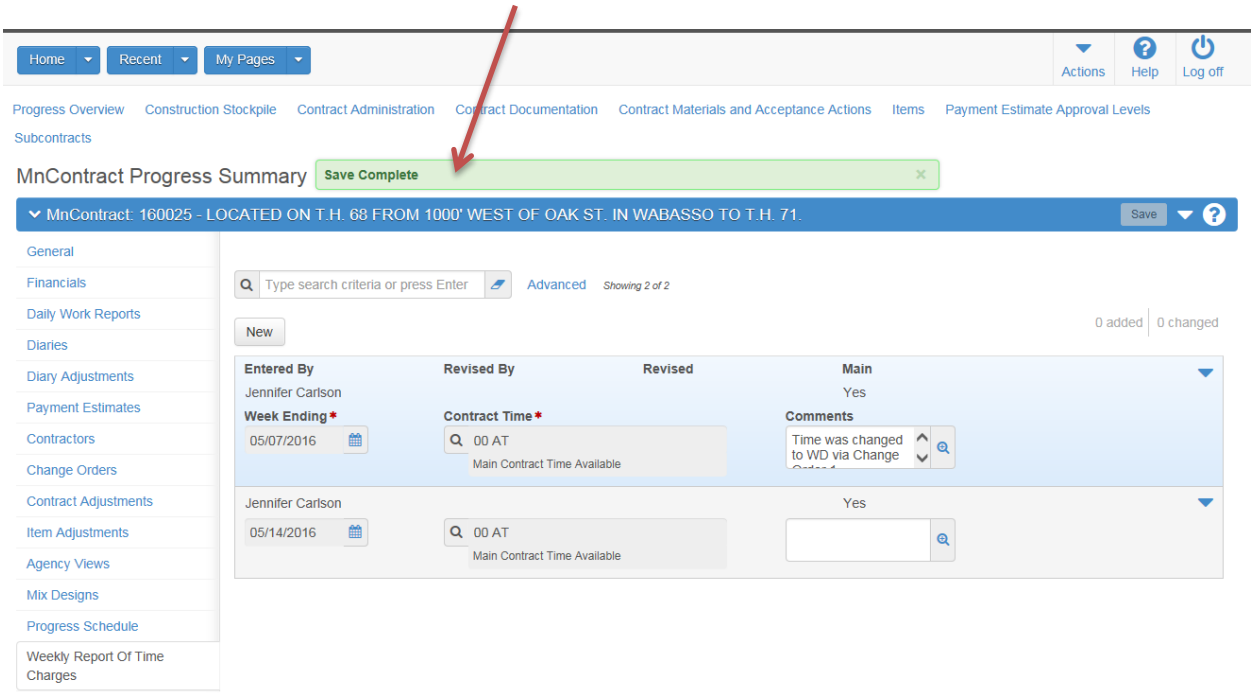
Enter Week Ending Date (Mandatory)

Enter Contract Time you are tracking (Mandatory, and important if you have Contract Time as a whole, and WDs for intermediates.) Place cursor into Contract time and press enter to see what Contract Times are available.

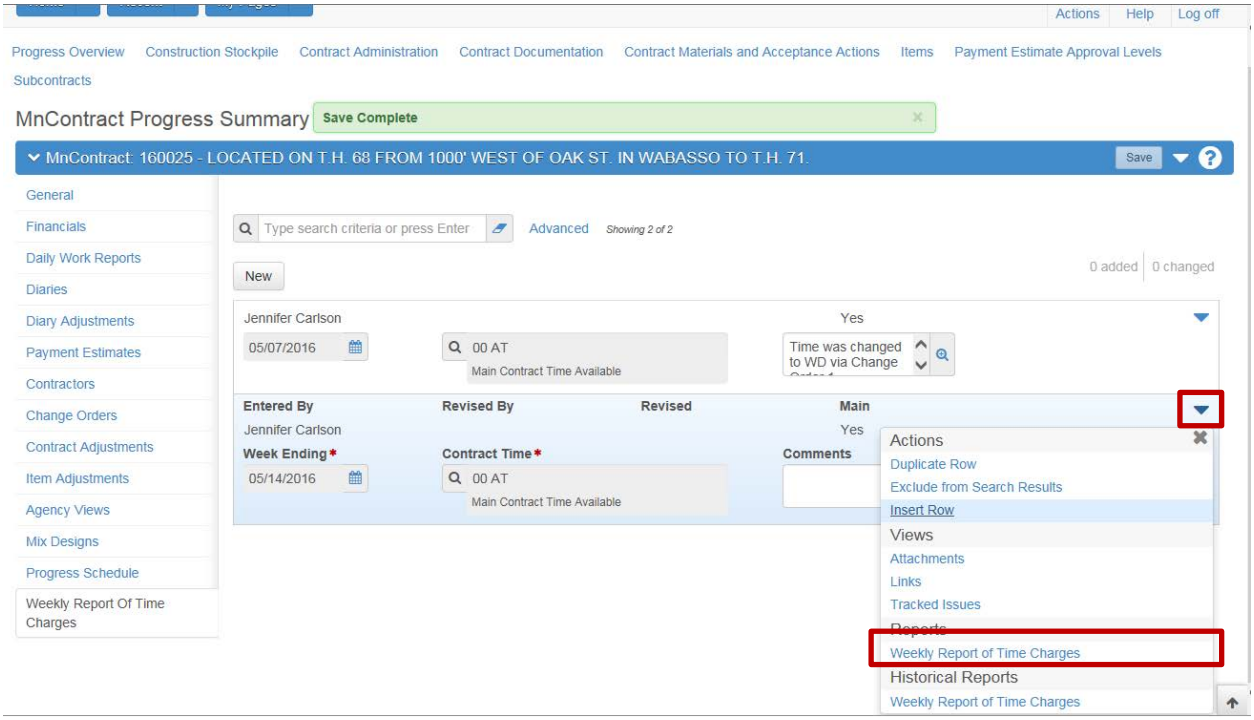


Click on desired time, in this case, there is only one. Make any comments (optional), then click Save.

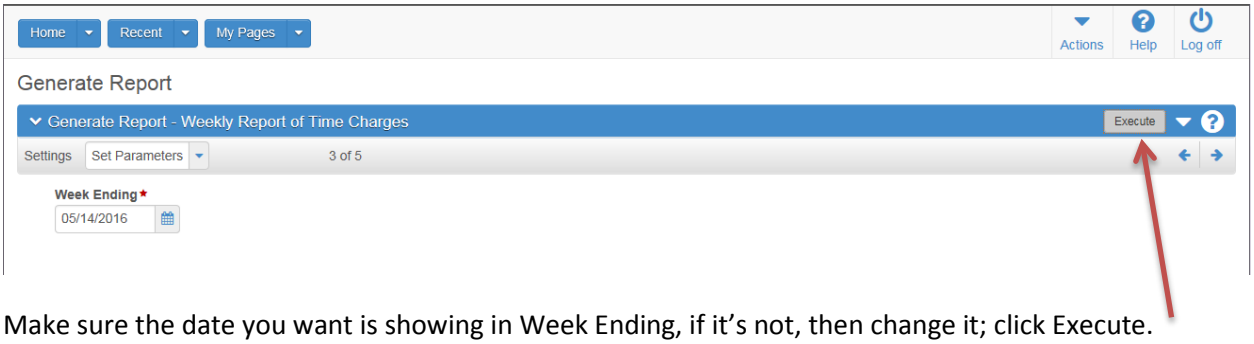
AASHTOWare will display the following after a successful save:



To generate the report, Click on action arrow of desired Week Ending, then select Weekly Report of Time Charges.



AASTHOWare will open a "Generate Report" window, and will automatically populate a few screens, the final screen you will see looks like:

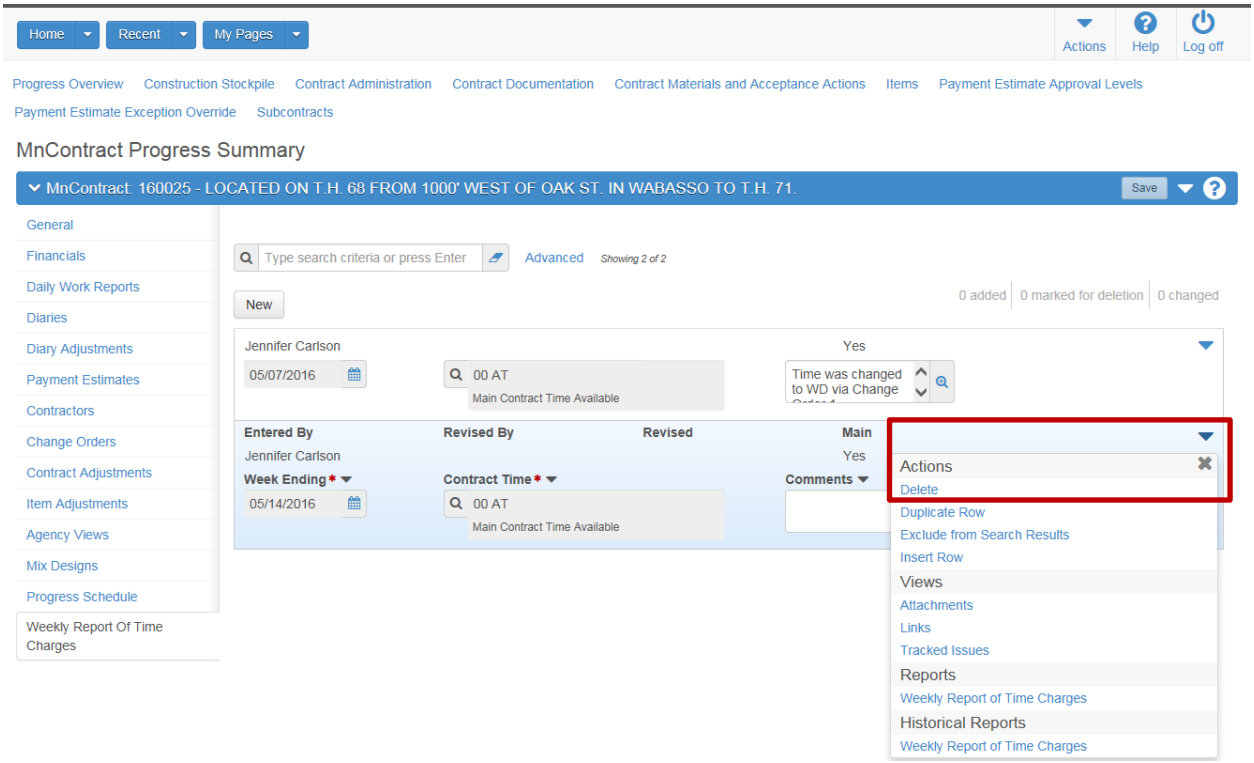


Make sure the date you want is showing in Week Ending, if it's not, then change it; click Execute.

Another window will open and then .pdf version of report will display.

Review and Sign report and give a copy to the Contractor (sooner rather than later, see 1806.3 for submittal requirements to the Contractor and for Contractor timing of disputes.)

If errors are found during review, MNCONSTRPROJENG can delete. (notes: changes can only be made by making changes to the Daily Diary or by making Diary Adjustments. While Diaries aren't "approved", they are locked after time frame is included on a pay estimate. Diary Adjustments are made when generating pay estimates – for Diaries previously included on pay estimates.)

To Delete a Weekly Report of Time Charges (taking into consideration on bottom of page 5)

In MNCONSTRPROJENG role>Contract Progress>Contract#>Weekly Report of Time Charges>