



## MONTANA DEPARTMENT OF TRANSPORTATION

AASHTOWare Project Construction & Materials

### **AASHTOWare Global Reports**

AASHTOWare has an array of different reports to help the user pull information quickly

#### ***Global Reports***

1. Click on the Actions Button in the upper right corner
  - a. This does not change no matter what screen the user is in
2. Select the Generate option
3. Select the report type
  - a. The user can use the search box or scroll through the list
4. In the following screen, enter in the information the user is looking for
  - a. This can be the contract ID, Sample ID, bid item ect
5. Click on the Execute component button
  - a. Depending on the settings, this can show up as a new tab on the internet bar or as a download

#### **Contract Reports**

##### ***Contract Time Report***

This report will show the incentives/deductions and time charges for the estimate period. This report can be helpful as it shows a record of all time changed on the estimate cycles for the specific contract

##### ***Contract Status Report***

This report will show a snapshot of the specific contract. This includes the admin offices, the contractor/sub-contractor information, subcontractor values, and Item sources.

##### ***Daily Diary Report***

This report pulls the information from a created diary. This report will also show if time had been charged for the day's activities.

##### ***DWR Report***

This report is used to look at DWR's. This report can pull a specific day or in multiple days. There is also a Jasper report that a user can pull if comments are being researched.

##### ***Item Posting by Item Report***

This report can be used by the user to assess payment on bid items. Pulls information from the Work Items tab within the DWR. This is similar to the Daily Work report in Jasper.

##### ***Items with Unplaced Quantities Report***

This report is useful to see that items do not have posted quantities. It is helpful at finals for quantity verification and research.

### *MDT Payment Estimate Exceptions*

This report will show all the exceptions that are on any estimate. This will show any materials insufficiencies, overrun/underruns, payroll exceptions ect. This report can be used to address the exceptions before the approval process is started. Any user with the appropriate role, can generate an estimate. There is a Jasper report the user can run that will pull the same information.

### *MDT Change Order Report*

This report shows a list of change orders for a contract. You can view each change order individually or all of them at one time by selecting the ALL option.

### *Payment Estimate for Contractor*

This report shows information for the contract. It will show the estimate summary for current and previous estimates. This report also shows all of the contract bid items with quantity paid to date and the current percentage complete. This will include change order and stockpile information.

### *Payment Estimate Report*

A general overview of the contract payment. This includes the previous and to-date estimate information. This information is the same as the General tab in the estimate.

### *Stockpile Reports*

This report is used for stockpiles that have been created on a contract. It shows when the stockpile was created and the value of the stockpile. This report will also show each stockpile payment and the estimate it was effective on.

### *Weekly Report of Time Charges*

This report is used to view all contract charges for a particular week on the contract. The user will sign (usually the EPM) and send the contractor for their records on time charged.

### *Time Charges Report*

This report is slightly different than the Weekly Report of Time Charges. This report will show all charges from a project.