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Report Descriptions

Project Edit Report: Used to verify if items have been loaded onto a project. Edit checks will identify any item(s) that are/will become obsolete before the scheduled letting date.

Use after loading items, prior to each phase review, before running project/proposal summary.

Master Pay Item List: A complete list of currently valid pay items, along with short description, unit of measure, Tech Spec flag, valid/obsolete dates, LRE Reference price.

Note: NOT to be used as a "shopping list"; Items should be selected from the BOE. The Master only indicates if the item is open for use.

LRE reference price is for "ballpark" pricing only. This is a statewide average, with no consideration for project specific conditions, quantity, or

other factors.

Project Summary of Pay Items: List of items currently loaded onto a project. Used for early phase reviews 0-90%.

Proposal Summary: Used after the proposal has been created, normally 90-100% plans. Provides items and total "rolled up" quantities for all projects within the proposal/contract. This report is transferred to CADD for use in the plans.

Pay Item Average Unit Cost: Provides a report for specific Item numbers, over a specific date range. This report will provide a "drill down" link to list the proposal/project number(s) and awarded amounts. This report is helpful for very *narrow project searches*.

Item Average Unit Cost: Provides a report for a range of item numbers, over a specified date

range. While project details are not available, this report is helpful when searching for a *broad group or range of numbers over any date range or geographic area*.

Confidential Reports, Item Reference Maintenance, Estimators Reports Groups: These groups of reports are Access Limited, for authorized users only.

Bridge History Report: Used to create the FHWA Bridge Report. Data from all bridge categories is compiled at the project, district, and state levels.

Note: Accurate reporting depends on accurate input at the project level. Missing/incomplete data will be required from the Project Manager, as needed, to complete annual report(s).

General Reports: Available to all users with access to the Webgate/Reports Menu, including designers and construction/CEI staff.

Computation Book Master Pay Item Extract: Used by designers who are using the excel comp book forms. This report provides a list of valid pay items *for a specific letting date*.

Output format is specific to the Construction Office's excel forms. For issues regarding the comp book forms, users should contact the State Construction Office.

Several reports appear on multiple groups, based on a user's role(s).

Most reports are output in .pdf format (Adobe Acrobat®). Selected reports are also available in .htm (web browser) or .xls (Microsoft Excel®) format.

Please contact the State Specifications and Estimates Office, Estimating Systems Support Section if custom reports are required.