



HDOT Progress Payments

Materials on Hand Automation

2025

Overview

Additional features have been added to the Progress Payment form in HeadLight,

Key Changes to Materials on Hand

1. Materials on hand (MOH) cannot be added directly in the form. **MOH must now be added as quantities on the Pay Item spreadsheet and tagged with 'Materials on Hand.'**
2. The quantity included on the Pay Item spreadsheet will be brought into the Progress Payment form where you can enter the desired unit price.
3. If there are multiple MOH entries for a Pay Item with different unit costs, the form will show the total quantity, cost, and combined cost/unit for the materials
4. If a Pay Item spreadsheet entry is included in the payment that is not tagged 'Materials on Hand' the MOH to date will be used up first. If more quantity is to be paid in the payment than is included as MOH, the MOH will be used up and the remainder will come from the remaining contract quantities.

Tracking Materials on Hand

Create Pay Item Spreadsheet Observations

1. Open the Pay Items Spreadsheet
2. Add new Pay Items with the green plus button (on the desired date)
3. Add Pay Item labels for each quantity placed and material on hand.
4. Add the applicable Contractors and quantities

HEADLIGHT Fieldbook ADMIN HDOT

Search 796

Ala Moana Boulevard Elevated Pedestrian Walkway

Labor Pay Items Weather Equipment

20526

March 08 +

2024/03/08

Initials	Status	Pay Item	Quantity	Unit	Authorized Quantity	Contractor	Approved Documents	Notes	Tag	Name
AH	Draft	Pay Item	0			Contractor	0	Enter Notes	Tag	Name
AH	Draft	203.1000: Roadway Excavation (Facilities for Pedestrians & Bicycles)	23	C.Y.	1100	Contractor	1	Enter Notes	Materials on Hand	Name

Materials on Hand

Any materials on hand entries will be entered into the Pay Item spreadsheet similar to any paid quantities, but need to be **tagged as 'Materials on Hand'**.

Pay Item	Quantity	Unit	Authorized Quantity	Contractor	Notes	Tag
606.2000: 31" W-BEAM GUARDRAIL WITH STANDARD 8" OFFSET BLOCK, STEEL 6-FT. POSTS	500	LF	4076	+ Contractor	Enter Notes	Materials on Hand
304.0100: AGGREGATE BASE	425	CY	2485	+ Contractor	Enter Notes	Materials on Hand
201.0100: CLEARING AND GRUBBING	85	SY	1411	+ Contractor	Enter Notes	+ Tag

As with quantities to be paid for installation, all Pay Item spreadsheet entries need to be included in an Approved Diary to be used in a Progress Payment.

Create a Progress Payment

1. On the Pay Item spreadsheet, find and select all Pay Item Observations you want to include in the payment. Make sure all observations show a yellow lock (included in approved Diary)
2. Click Create Documents and choose Progress Payment as the document type. You can update the document name if you would like.

3. Click Fill Out Form to enter the form.

The screenshot shows a mobile application interface for 'Progress Payment' dated October 14, 2024, at 12:33PM. The status is 'Draft' and the shift is 'Day'. There are tabs for 'Form Items', 'History', and 'Actionable Users'. A message states 'No observations in this Form'. Under the 'You can:' section, there is a 'Submit' button and a 'Fill Out Form' button (highlighted with a red rectangle). Other options include 'Display All Observations', 'Download PDF', 'Dismiss Form', and 'Delete Form'.

4. Review the 'Materials on Hand Additions' section

- Each Pay Item Observation with the 'Materials on Hand' tag will appear here
- Use the 'Unit Cost' column to enter and calculate the Materials on Hand Amount that was Added or Depleted
- The Participating status can be changed if needed
- The Total Amount of the section will appear under the 'Payment Totals' section

MATERIALS ON HAND ADDITIONS								
Pay Item	Pay Item Number	Item Cost	Description	Quantity	Units	Participating	Unit Cost	Amount
304.0100: AGGREGATE BASE	304.0100	\$210.98	Materials on Hand Observation on Fri Oct	500	CY	Participating	\$210.98	\$105,490.00
606.2000: 31" W-BEAM GUARDRAIL WI	606.2000	\$261.74	Materials on Hand Observation on Fri Oct	1000	LF	Participating	\$261.74	\$261,740.00

5. Review the 'Project Materials on Hand' section

- This section displays all current Materials on Hand (existing and new)

- If Materials on Hand was stored at different times with different unit costs, the MOH total will show the total quantity, cost, and the new calculated unit cost from the totals.

PROJECT MATERIALS ON HAND										
	Date	Line Item	Balance	Cost per Unit	Units	Before Payment	Added in Payment	Used in Payment	After Payment	<input type="checkbox"/> Show Exhausted (0)
—	Fri Oct 10	304.0100: AGGREGATE BASE	\$195,156.50	\$210.98	CY	500.00000	425.00000	0.00000	925.00000	Close Out
	Fri Oct 10		\$105,490.00	\$210.98	CY	500.00000	0.00000	0.00000	500.00000	
	Tue Nov 4		\$89,666.50	\$210.98	CY	0.00000	425.00000	0.00000	425.00000	
—	Fri Oct 10	606.2000: 31" W-BEAM GUARDRAIL WITH STANDARD 8" OFFSET BLOCK, STEEL 6-FT. POSTS	\$336,740.00	\$224.49	LF	1,000.00000	500.00000	0.00000	1,500.00000	Close Out
	Fri Oct 10		\$261,740.00	\$261.74	LF	1,000.00000	0.00000	0.00000	1,000.00000	
	Tue Nov 4		\$75,000.00	\$150.00	LF	0.00000	500.00000	0.00000	500.00000	

- Materials on Hand will automatically be depleted if any of the stockpiled pay items are included in the payment and not tagged with 'Materials on Hand'
- If a Pay Item is installed and uses a quantity larger than the available Materials on Hand, it will use the MOH and then use the remaining contracted materials quantities.

6. Review the 'Payment Totals' section

- These fields are automatically populated from the current and past (Approved) Progress Payments
- Review the 'Total MaterialsOnHand Additions' and 'Total MaterialsOnHand Depletions' for the totals you are expecting.

PAYMENT TOTALS				
	Amount For	Participating	Non-Participating	Total
Total Work Completed this Payment		\$0.00	\$0.00	\$0.00
Total Materials On Hand Additions		\$0.00	\$0.00	\$0.00
Total Materials On Hand Depletions		\$0.00	\$0.00	\$0.00
Total Liquidated Damages		--	--	\$0.00
Total Retainage Released		--	--	\$0.00
Total Amount Retained		--	--	\$0.00
Total Retainage Including This Payment		--	--	\$0.00
Grand Total Paid to Date this Contract - Not Including this Payment		\$0.00	\$0.00	\$0.00
Grand Total Paid to Date this Contract - Including this Payment		\$0.00	\$0.00	\$0.00
Grand Total Due this Payment - Pay Items and Materials On Hand		\$0.00	\$0.00	\$0.00

7. Review the 'Work Item Ledger' section

- All of the Pay Items that were charged in the Progress Payment will be listed here

WORK COMPLETED												
Pay Item	Item Name	Work Type	Participating	Extra Work	Apprv Qty	Qty To Date	Contract Pa	Units	Unit Cost	Quantity	Qty Adj Facto	Amount
503.0000	503.0000: Concrete for Skeg Walls and Retainir Facilities for Pedestria		Participating	No	400.000	0.00000000	\$0.00	C.Y.	\$1098.04			\$12627.46
503.0000	Feb 22 Field Quantity - (Wall B/A)		Participating		400.000	0.00000000	\$0.00	C.Y.	\$1098.04	11.5	1.0	\$12627.46
622.1500	622.1500: 3/4" Conduit (For Pedestrian Walkwa Facilities for Pedestria		Participating	No	150.000	0.00000000	\$0.00	L.F.	\$2.56			\$768.00
622.1500	Feb 21 Field Quantity - (Wall C sidewalk)		Participating		150.000	0.00000000	\$0.00	L.F.	\$2.56	300	1.0	\$768.00

Preview Print Section Below
Expand All
Collapse All

- Click 'Save' in the bottom right corner



- Open the 'Actions Menu' (hamburger menu / 3 bar menu)



- Click 'Submit'



- Congratulations you have successfully submitted an HDOT Progress Payment!