

How to Use the SiteManager Accessories Contract Projected Quantities Report

The Contract Projected Quantities report is a summary of all line items in the contract for a project. It is found in SiteManager Accessories in the Contract Administration tab. This report corresponds to the estimate line numbers and it breaks out items into respective categories and it includes items added by Change Order. The Items are broken out into three general categories: 200 series is used for Roadway Items, 300 series is used for structural items, and 400 series is used for Construction Engineering Bid Items. The Contract Projected Quantities report feeds into the Overs and Unders Report, which feeds info into the Project Financial Statement, Form 65 in SAP, in the 2nd entry of Line 5.

The Overs and Unders report lists the *Line number, Category number, Item number, Description/ Supplemental Description, Units, Unit Price, Bid Quantity, Cumulative Quantity (Quantity Installed to Date), Bid Qty + Approved Change Orders, Projected Quantity, Overrun or Underrun, and Projected Total.*

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
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Reading the Overs and Unders Report

A	B	C	D	E	F	G	H	I	J	K	L
LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
										[J - I] * F	J * F

The *Overrun or Underrun* is calculated by subtracting the *Bid Qty + Aprvd CO Qty* (column I) from the *Projected Quantity* (column J) and multiplying by *Unit Price* (column F).

$$[J - I] * F$$

When the *Projected Quantity* is greater than the *Bid Qty + Aprvd CO Qty* the result is an overrun and the result in the *Overrun or Underrun* column is positive. If the *Bid Qty + Aprvd CO Qty* and the *Projected Quantity* are equal the *Overrun or Underrun* will be \$0.00. When the *Projected Quantity* is less than the *Bid Qty + Aprvd CO Qty* the result is an underrun and the result in the *Overrun or Underrun* column is negative.

Overrun = positive	\$6,958.00
Underrun = negative	(\$3,700.00)

The *Overrun or Underrun* total is the difference between the Contract Amount and changes including overruns and underruns.

The *Projected Total* is calculated by multiplying the *Projected Quantity* (column J) by the *Unit Price* (column F). $[J * F]$.

At the end of the report there are two totals: *Totals for Project* and *Totals for Contract*. These are the totals of the *Overrun or Underrun* and *Projected Total* columns. The *Totals for Project* and *Totals for Contract* are always the same.

Description / Supplemental Description	Units	Projected Quantity	Overrun or Underrun	Projected Total
Totals for Project 13590 - BID			\$1,220,368.84	\$25,756,093.81
Totals for Contract C13590			\$1,220,368.84	\$25,756,093.81

Adjusting the *Projected Quantity*

There are several different scenarios where the *Projected Quantity* is adjusted, some are automatic and some are entered manually. As a rule, remember that SiteManager will automatically adjust a *Projected Quantity* upward to match the *Cumulative Quantity*. SiteManager never automatically adjusts a *Projected Quantity* downward. You may manually adjust any quantities for items added by Change Order – both positive and negative amounts and/or increases or decreases, before the items are paid, in order to project those expected expenses into the overall financial picture. They will not be reflected automatically until they are posted to and included in a Pay Estimate.

NOTE: The MCR F/A line item should NOT be manually zeroed out until the very end of the project. If using the CO type, “Minor Contract Revision” the Project Engineer should reduce the MCR F/A line item by the same amount as the new item(s) being added in that change order. MCR Change Orders should have an Estimated Cost to the Project of \$0.00. Each month, the remaining balance of the MCR F/A line item #700-70010 should be entered as the Projected Quantity in the Projected Quantities Report. This tells the system that you intend to use the remaining balance of your MCR budget item for future MCR type Change Orders.

In a less common scenario the *Projected Quantity* may need to be adjusted manually when an item is overpaid in error to an amount greater than the *Bid Qty + Aprvd CO Qty*. The Project Engineer should adjust the *Projected Quantity* back down to the correct projected quantity so an overrun is not shown in the report. SiteManager does not adjust the *Projected Quantity* downward.

There are three other situations when the *Projected Quantity* should be adjusted and these adjustments are manual. The Project Engineer should adjust the *Projected Quantity* when an item is complete, when an anticipated overrun or underrun is expected, or when items are entered as part of a change order with CO type “Modifications With No CMO/MCR Required.”

Item is Complete

For example, the item 630-00000 Flagging is complete. The *Cumulative Quantity* is less than the *Projected Quantity*. Since the item is complete and no other payments will be made using this line item, adjust the *Projected Quantity* to match the *Cumulative Quantity*. In this example the *Cumulative Quantity* is 8,551.000 and the *Projected Quantity* is 28,500. Decrease the *Projected Quantity* to 8,551.000.

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd C.O Qty	Projected Quantity	Overrun or Underrun	Projected Total
0900	0200	630-00000	Flagging	HO UR	\$20.00000	28,500.000	8,551.000	28,800.000	8,551.000	(\$404,980.00)	\$171,020.00

The *Projected Total* decreases and the report will show an underrun or negative number.

Anticipated Overrun or Underrun When there is an anticipated overrun or underrun, adjust the *Projected Quantity* to reflect the anticipated quantity.

For example, it is discovered that item 202-00035 Removal of Pipe will overrun by 497 LF. To calculate the impact of this change, adjust the Projected Quantity in SiteManager. In this example the *Cumulative Quantity* is 76.000, the *Bid Qty + Aprvd CO Qty* is 503.000, and the *Projected Quantity* is 503. Therefore the *Overrun or Underrun* is \$0.00. This is an example of the Overs & Unders Report before an adjustment.

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0025	0200	202-00035	Removal of Pipe	LF	\$ 14.00000	503.000	76.000	503.000	503.000	\$0.00	\$7,042.00

Adjust the *Projected Quantity* to 1,000.000 (503 + 497). Now the *Bid Qty + Aprvd CO Qty* is less than the *Projected Quantity* and an overrun or a positive number displays. The *Projected Total* has also increased by the overrun amount.

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0025	0200	202-00035	Removal of Pipe	LF	\$ 14.00000	503.000	76.000	503.000	1,000.000	\$6,358.00	\$14,000.00

If the Project Engineer does not enter this adjustment before paying the overrun, SiteManager automatically increases the *Projected Quantity* to match the *Cumulative Quantity* and the result is the same as the example. By manually entering the anticipated overrun, the Project Engineer can see how this affects the project budget before the work is done. Entering an underrun is similar to entering an overrun except the number in the *Overrun or Underrun* column will be negative and the *Projected Total* will decrease by the underrun amount. SiteManager never automatically decreases the *Projected Quantity*.

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0025	0200	202-00035	Removal of Pipe	LF	\$ 14.00000	503.000	76.000	503.000	1,000.000	\$6,358.00	\$14,000.00

Modifications With No CMO/MCR Required

When an item is entered in a change order with CO Type “Modifications With No CMO/MCR Required,” the amount for this type of change order is not included in the CMOs line in the Form 65. Examples of items that are typically “Modifications With No CMO/MCR Required” are Quality Price Reductions, Working Time Violations, Extra Surveying per Section 105.12 (a) Contractor Surveying, and Liquidated Damages. For this change order type, the product of the *Unit Price* and *Bid Qty + Aprvd CO Qty* for each item is added back to the *Overrun or Underrun* column total and reported on. In order for the report to reflect the actual project budget, the Project Engineer needs to adjust the *Projected Quantity*. Below is an example of the report without the adjustment; notice the *Overrun or Underrun* column displays an overrun of \$12,265.20 and the *Projected Total* column is zero (\$0.00).

A	B	C	D	E	F	G	H	I	J	K	L
LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0366	0200	900-00006	Added Item (Dollar) / Price Reduction PCCP	DOL	\$ 1.00000	0.000	-	(\$12,265.20)	\$0.00	\$12,265.20	\$0.00

The adjustment is necessary for “Modifications With No CMO/MCR Required” change orders because these types of change orders are neither an overrun (-) nor an underrun (+) to the project and only affect the projected total for the item. In order for the *Totals for Project* numbers to transfer to the Form 65 correctly the *Projected Quantity* should be adjusted to equal the *Bid Qty + Aprvd CO Qty*. Note: When the *Projected Quantity* is less than the *Cumulative Quantity*, you will get the following warning :

“ Project Quantity Must be Equal to or Greater Than Quantity Installed to Date!” Select OK and SiteManager will let you save this number. Below is an example of how a “Modifications with no CMO/MCR Required” change order should appear in the Overs and Unders report. This is necessary so that the Form 65 will incorporate this specific type of change order item correctly as they all need to be accounted for.

A	B	C	D	E	F	G	H	I	J	K	L
LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0366	0200	900-00006	Added Item (Dollar) / Price Reduction PCCP	DOL	\$ 1.00000	0.000	-	(\$12,265.20)	(\$12,265.20)	\$0.00	(\$12,265.20)

If this is not done, when looking at the Form 65, the line Overs/(Unders) -Inc Bid Items, CMOs and Plan F/A will include the Overrun or Underrun total plus the product of the *Unit Price* and *Bid Qty + Aprvd CO Qty* for each item entered as part of a “Modifications With No CMO/MCR Required” change order.

Form 65 – Project Financial Statement

The Overs and Unders report applies to the Form 65 Post-Award status. At the end of the Overs and Unders report there are two totals *Totals for Project and Totals for Contract*. These numbers should always be the same. These are summations of the *Overrun or Underrun* and *Projected Total* columns and these numbers are used in the Form 65.

Description / Supplemental Description	Units	Projected Quantity	Overrun or Underrun	Projected Total
Totals for Project 13590 - BID			\$1,220,368.84	\$25,756,093.81
Totals for Contract C13590			\$1,220,368.84	\$25,756,093.81

Project Financial Statement		
13590 STU R200-110 Powers/SH 16 Initial Connect EL PASO New Construction	1.03 Miles Awarded to: SEMA CONSTRUCTION, INC. on 02/04/2008 570 Work Days	Units: M Construction Start Date: 03/05/2008
PROJECT ALLOTMENT	AWARD	CURRENT
[1] Award Allotment		34,998,849.87
[2] Total Adjustments		9,440,715.13
[3] Allotment [1+2]	40,976,434.00	44,439,565.00
[4] Contract Bid Amount	22,577,777.77	22,577,777.77
CONSTRUCTION	AWARD	CURRENT
F/A On-the-Job Trainee	4,000.00	
F/A Erosion Ctrl	5,000.00	
F/A ESB Program	7,500.00	
F/A OUT Colorado Training Program	9,000.00	
F/A Partnering	10,000.00	
F/A Survey Monumentation	10,000.00	
F/A Road Smooth Incentive	25,900.00	
F/A Asph Pymt Incentive	55,900.00	
F/A Conc Pymt Incentive	64,900.00	
F/A Fuel Cost Adjustment	200,000.00	
F/A Minor Contract Revisions	1,000,000.00	
[5] Total Plan F/A - Inc MCR & anticipated CMO	1,392,200.00	1,392,200.00
CMOs		581,183.20
	AWARD	PROJ'D TO COMPL
Overs/(Unders) - Inc Bid Items, CMOs and Plan F/A		1,204,932.84
[6] Total CMOs & Overs/(Unders)		1,786,116.04
[7] Project Commitment Amount [4+5+6]	23,969,977.77	25,756,093.81
[8] Less CE Bid and CE F/A Items	(91,500.00)	(94,567.08)
[9] Planned Contract Expenditures		

The *Overrun or Underrun* number is shown in the ‘Overs (Unders) – Inc Bid Items, CMOs and Plan F/A’ row (just above row 6 under the **PROJ'D to COMPL** column. It doesn't include line items added in Change Orders with CO type “Modifications with No CMO/MCR Required.” Because of this, in this example the *Overrun or Underrun total* (\$1,220,368.84) is greater than *the Overs (Unders) –Inc Bid Items, CMOs and Plan F/A* number (\$1,204,932.84) by \$15,436.00. \$15,436.00 is the summation of the product of the *Unit Price and Bid Qty +Aprvd CO Qty* for each item entered as part of a Modification with No CMO/MCR Required” Change Order.

The *Projected Total* number is shown in the [7] *Project Commitment Amount [4+5+6]* row under the **PROJ'D to COMPL** column.

Line Item Number	Item Code	Item Description	Quantity Installed To Date	Projected Quantity	Net Change Order Qty
0005	201-00001	Clearing and Grubbing	48.000	48	0.000
0010	202-00019	Removal of Inlet	3.000	3.000	0.000
0015	202-00023	Removal of Embankment Protector Type 3	3.000	3.000	0.000
0020	202-00024	Removal of Embankment Protector Type 5	2.000	2.000	0.000

Changing Projected Quantities in SiteManager Accessories

To manage the Overs and Unders report, adjust the Projected Quantities in SiteManager under the Contract Administration tab. Select the Projected Quantities icon then select the Contract ID. A list of items displays.

Scroll to the right and the Projected Quantity column will display. The Projected Quantity column should be editable. If it is not editable, this means there is a pending estimate.



This report's columns are adjustable, just like in Excel, so they can be made narrower to allow for a better view for making your changes. Just click in the column & drag the right border toward the left side of the page. The column you will be working in is The Projected Quantity, and remember, for any negatives you will need to include the minus sign (-) in order to produce a negative entry.

When changes are made be sure to save the changes by clicking the **Save** button.

