

Change Orders





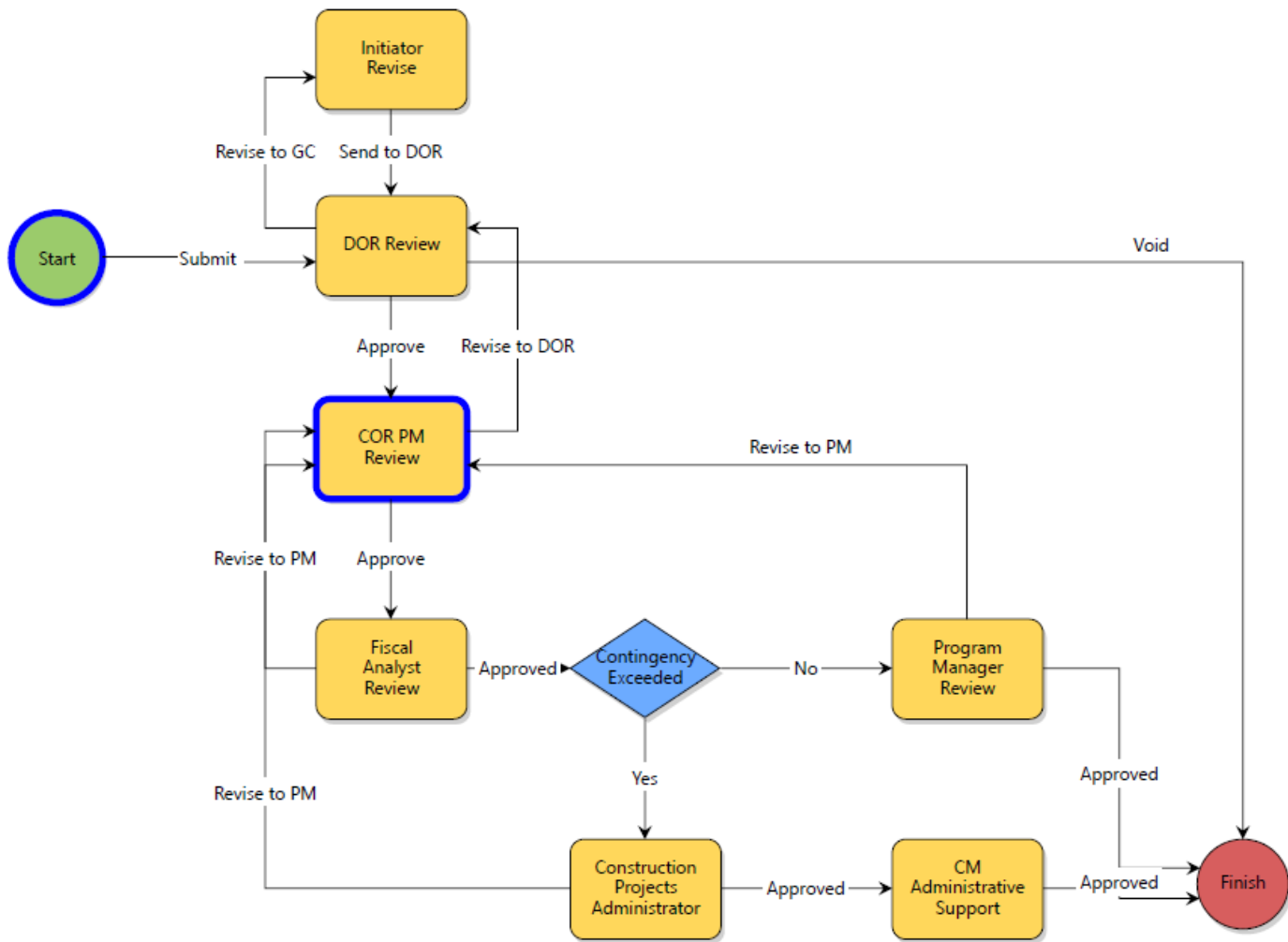
Change Orders

A/E fills out ASI
form & Sends
to GC

GC reviews
and sends
back to A/E

A/E closes
form

GC starts
Change Order
Process and
attaches ASI
form





Switch to Compass style

Peter.Sherman@raleighnc.gov

Like, Help, ?

- Dashboard, Projects, Planning, Forms, Processes, Documents, Calendar, Contacts, Cost, Schedule, Reports, Setup, +

Hidden Projects



Recent Pages...

Project Menu

- Details, Apply Templates, Project Participants, Manage Form Types, Manage Permissions, Permissions By User, Process Notification Settings, Sent Items, Project Level Options

Planning

Forms

Project Details For Z_Test_DeleteMe - 19191919

Details

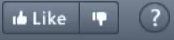
Export Address Book, Printable Participants Directory, Edit, Cancel

Project Name	Z_Test_DeleteMe
e-Builder Project Administrator	Sherman , Peter
Project Status	Inactive
(view map) Address	4512 Brockton Drive Raleigh, NC 27602
Country	USA
Start Date	05.13.2019
Target Date	05.13.2019
Description	
Project Webcam	
Last Modified By	Sherman, Peter
Date Last Modified	03.12.2021

No project photo uploaded.

- Custom Fields (36), Notes (0), Documents (0), Forms (0), Processes (0), Settings

e-Builder Project Number:	10000025
Department:	Engineering Services
Division:	Construction Management
Project Class:	High Visibility
Division Project ID:	10101010



Scope - Architect's Supplemental Instructions (ASI) #1

Edit Form History Form Field History Permissions

Tip: Go to comments tab to add or request a comment.

Form Details Save Close Print Copy Fill Out Form Check Spelling Cancel

Project: Z_Test_DeleteMe
 Project Number: 19191919
 Author: Sherman, Peter
 Counter Prefix:
 Priority: Normal
 Subject:
 Date Created: 03.22.2021 11:17am
 Held By: Sudhni, Sai
 Date Due:

ASI Comments (1) Attached Files (1) Attached Forms (0) Attached To

* Owner (Name and Address):

* From Architect (Name and Address):

* To Contractor (Name and Address):

* Contract For:

* Contract Date:

Reports Setup + Unfinished Drafts Import Forms

Open Closed

Page 1 of 1 Show 25

Due Date	Status
03.05.2021	11.4d late
03.03.2021	13.4d late
03.31.2021	6.6d early
11.27.2019	DRAFT



Change Orders (cont.)

You should know:

- You can have net zero (\$0) dollar change orders.
- You can modify existing line items and add new line items in the same change order.
- You can transfer funds out of the Owner's Contingency line item just as you would any other line items quantity adjustment.



Change Orders (cont.)

The DOR then selects the correct commitment (their specific contract) from the pull-down list and completes all (*) fields.

Commitment Change Details	
* Commitment:	<input type="text"/>
* Commitment Change Number:	<input type="text"/>
* Date Of Change:	<input type="text" value="02.08.2021"/>
Company:	<input type="text"/>
Status:	Draft
* Reason Code:	<input type="text" value="Select One.."/>

This will open their commitment information.

Continued....



Change Orders (cont.)

A screenshot of a web application interface for managing commitment change items. The main area shows a message: "There are no Commitment Change Items". In the top right corner, there are three buttons: "Manage Funding", "Add All Existing Items", and "Add Existing Item". The "Add All Existing Items" and "Add Existing Item" buttons are circled in red. A modal form titled "Add Additional Scope Commitment Item" is open on the left, highlighted with a yellow border. The form contains the following fields:

- Item Number: 001
- Account Code: Please Select a Line Item
- Commitment Item: (empty)
- Description: (empty)
- Funding Rule: Budget Total (dropdown)
- Retainage Percent: 2.50
- Current Budget: (empty)
- Unit of Measure: (dropdown)
- Unit Cost: 0.0000
- Change Quantity: 0.0000
- Change Amount: 0.00
- Custom Field(s): (empty)

An "Add" button is located at the bottom right of the modal form. At the bottom of the main interface, there are buttons for "Print", "Check Spelling", "Submit", "Save Draft", and "Cancel".

If you are adjusting one or two line items quantities, suggest selecting “**Add Existing Item**” or if you have a lot of items, then suggest using the “**Add All Existing Items**” and only modify the necessary line items (you do not have to modify all the line items using this option, just the ones you need to modify). To add new line items, use the “**Add Additional Scope Commitment Item**” option and “**Add**” items one at a time.



Raleigh

Change Orders (cont.)

Commitment Change Items													View Funding
#	Commitment Item	Description	Budget Line Item	Funding Rule	Retainage Percent	Current Commitment Amount	Current Quantity	Unit Of Measure	Unit Cost	Change Quantity	Change Amount	Custom Field(s)	
072	075	Contingency Allowance	30.792020.120	Budget Total	5.00	(90,590.41)	(1.0000)	LS	90,590.4100	(1.0000)	(90,590.41)		
075	076	Relocate (Anew) Sanitary Sewer Laterals	30.792020.120	Budget Total	5.00	90,590.41	1.0000	LS	90,590.4100	1.0000	90,590.41		
Total						0.00					0.00		

Cost Summary | Commitment Details

Print Copy Cancel

The end result will form table showing all changes. You can edit the quantities and amount at this stage should you need to balance your change order amounts (rounding sometimes throws off the Change Amount dollars). Once everything has been correctly entered, the process should be “**Submit**”(ed) to the Contractor for further processing.