How to... Enter MOH

• The contractor is asking for Materials On Hand for culverts.
• The culverts have been delivered to the project but not installed.
• The contractor has provided the invoice.
The contractor has provided their invoice from the supplier showing how much the material costs.

24" is a total of $3469.40

36" is a total of $5550.60
In the “Non CM Pay Items” tab, click on “Add New” to add a new item.
Select “Yes” because the MOH is item specific.

Start typing the item number in “Related Pay Item.” The items from the project list will self populate. Choose the item.
Choose “MH – Materials On Hand.”
This information will self populate once you choose “MH – Materials On Hand.”

Choose your schedule (same thing as option)

Enter your Line Item Number. Remember MOH items are in the 6000s.

In the “Supplemental Description” write “MOH.”
Always enter the total MOH dollar amount in the “Account Quantities.”

Always enter $1.00 in the “Unit Price.”

This will self populate.

*Note: Know which account you are paying your MOH out of. Typically you should pay your MOH out of the last account in your Chain. Here it will be CON03.
Press “Save & Close.”
In the “Non CM Pay Items” tab, you will see the new item. You will now enter the next item by following the same steps.
Now that you have both MOH items entered, you can find them in the “Grand Summary” tab.
You can now enter pay notes on the MOH items.

You will see the “MOH” from the “Supplemental Description.”

You can now pay back the MOH by the actual dollars instead of percentage because the unit price is $1.00.

Filtered to MOH items only.