CENTRAL ENGINEERING PAYMENT SYSTEM (CEPS)

System Training | June 2023

Illinois Tollway

WHAT IS CEPS?

New construction payment system to replace Centralsys and Fieldsys systems

Modernized construction payment system to save time for Construction Managers and Tollway

Utilizes data in real-time

Accessible via internet with enhanced security measures

Enhanced reporting and materials in storage functions

SUBMITTING DOCUMENTS VIA E-BUILDER

All **pay estimates, change orders and extra work orders** will continue to be **submitted via e-Builder**

Once submitted, the forms are in an **"open" but "unapproved" state**

Documents submitted via e-Builder **must not be altered** by the user

CEPS data will be compared to the submitted document prior to locking or approval.

Documents that do not match the CEPS data will experience **significant delays** while a solution is found

e-Builder®

TRAINING OVERVIEW

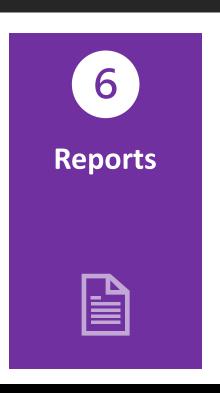| 1	2	3	4	5	6
Login and Site Navigation	**Daily Reports**	**Change Orders/Extra Work Orders**	**Materials in Storage**	**Pay Estimates**	**Reports**

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LOGIN AND SITE NAVIGATION

System and Access Requirements

Creating a User Account

- Users must be registered and approved by Tollway before accessing

- Each user will receive a unique Okta user license, including a username and password

- Once an account has been created, users will be notified to activate the account via email from Okta

System Web Browser Requirements

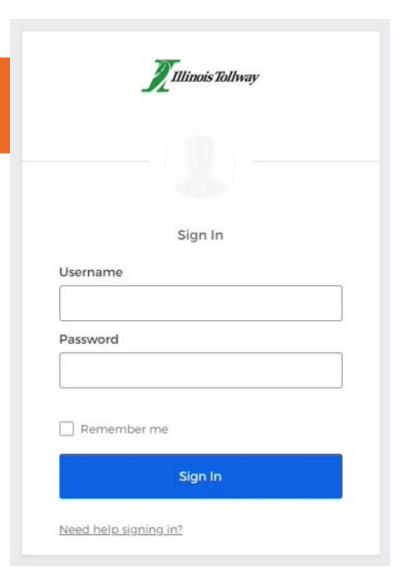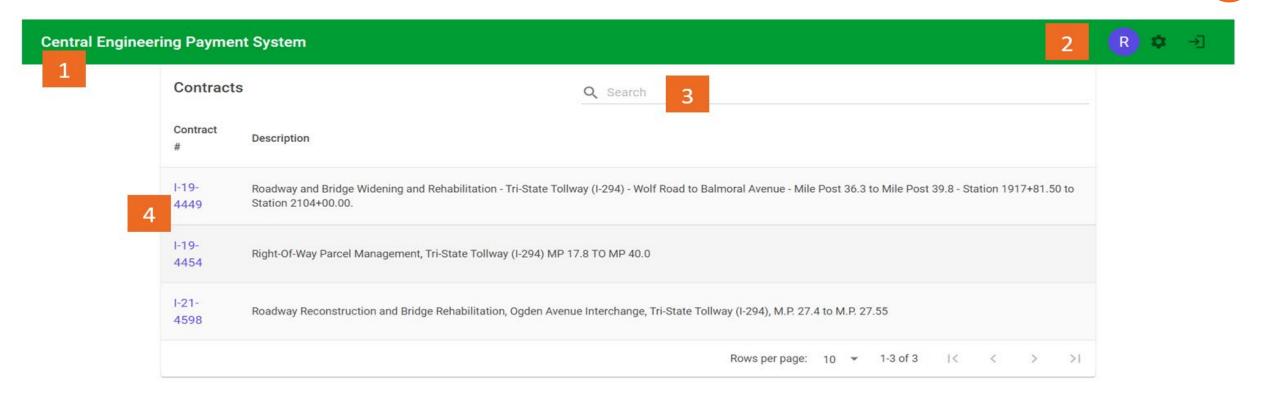| **Google Chrome**	**Microsoft Edge**	**Safari**	**FireFox**
Version 98 and up	*Version 100 and up*		

Site Access

Access Link: **https://ceps.tollway.state.il.us**

- Directs to Tollway's Okta Login for credentials
- Redirects back to CEPS system

SCAN TO ACCESS CEPS WEBSITE

LOGIN AND SITE NAVIGATION

1. **LINK TO MAIN PAGE**
   Links back to the home page from any page on the site

2. **NAVIGATION/LOGOUT**
   Links displayed on each page of the site that allow quick access to the Admin Panel, and to logout of the system

3. **SEARCH BAR**
   Search by contract number (last four digits), contract description or phrase.

4. **MY CONTRACTS**
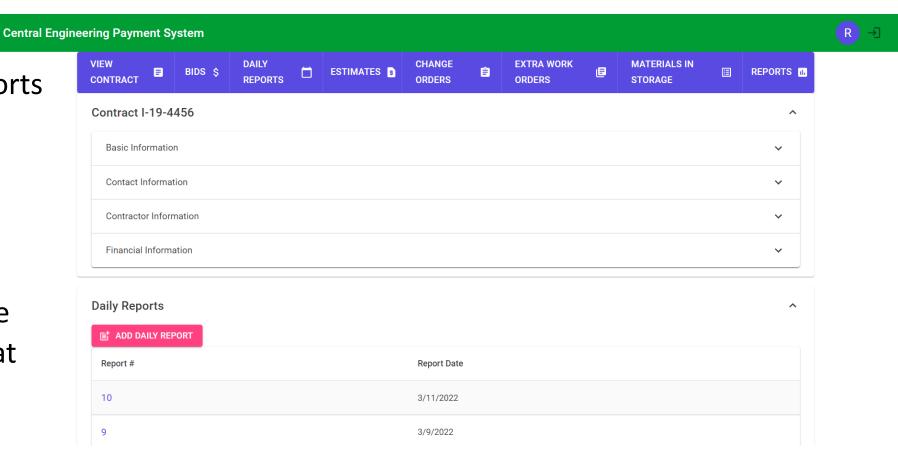   Lists all open contracts assigned to the individual

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DAILY REPORTS
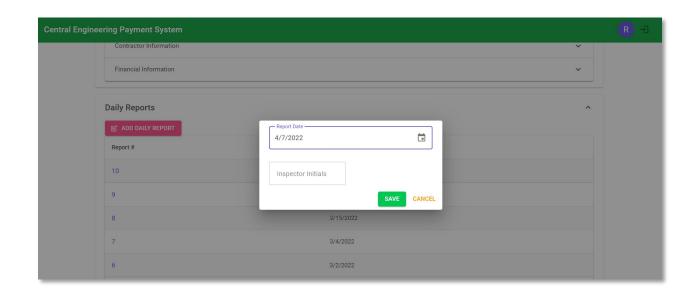
DAILY REPORTS
Overview

- Users can add Daily Reports to assigned Contracts

- Each Daily Report is identified by a number and a report date

- Daily Reports can only be entered for contracts that have not yet been completed or expired

Central Engineering Payment System

| VIEW CONTRACT | BIDS $ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS |

Contract I-19-4456

Basic Information	⌄
Contact Information	⌄
Contractor Information	⌄
Financial Information	⌄

Daily Reports

ADD DAILY REPORT

Report #	Report Date
10	3/11/2022
9	3/9/2022

Adding a Report

To add new daily reports, click the 'Add Daily Report' button

- A popup will be generated, where Report Date can be selected/entered along with Inspector Initials

- Click 'Save'

- Once a Daily Report is added,
click 'Report Number' to add items

Daily Reports:

- Can only only be entered for a contract after the 'Notice To Proceed' date
- Cannot be entered for any date within an already approved and locked estimate
- Cannot be entered if the contract expiration date has passed
- Must not be altered if a pay estimate has been submitted to the Tollway via e-Builder
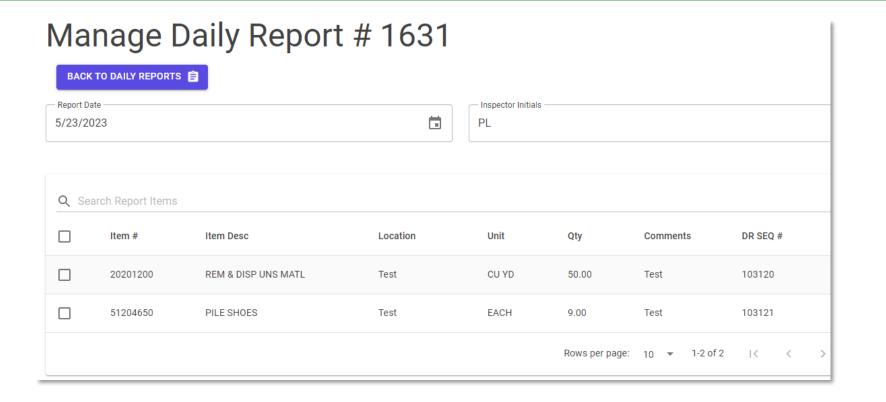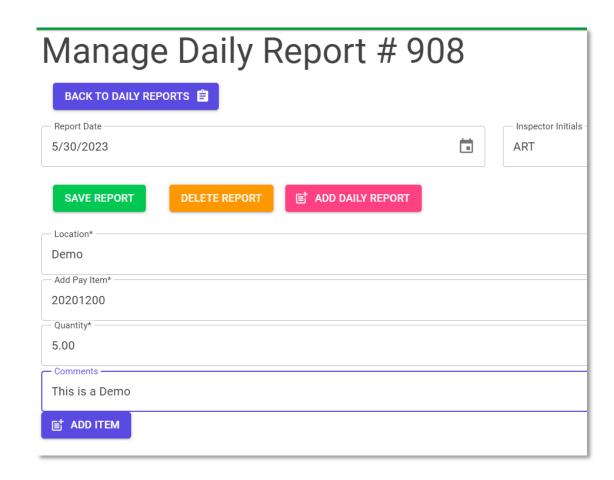
Report Details

- Details include the report date, inspector initials, and items used
- Only open 'Daily Reports' can be edited *(not included on a pay estimate)*

Adding an Item

To add items to an open 'Daily Report':

- Fill out the location, pay item and quantity boxes *(these are required, comments are optional)*

- 'Pay Item' box allows you to search for a specific item

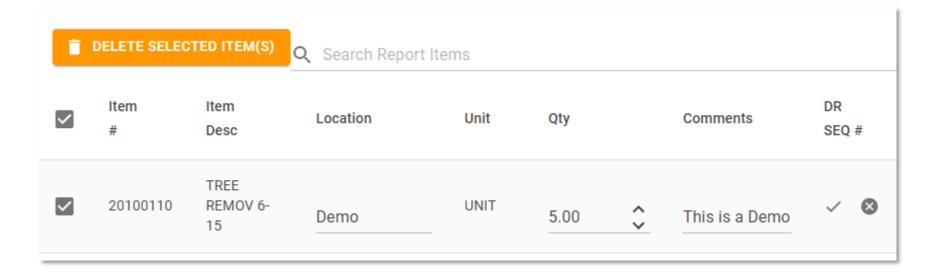- Click the 'Add Item' button to add the item to the report

Manage Daily Report # 908

BACK TO DAILY REPORTS

Report Date
5/30/2023

Inspector Initials
ART

SAVE REPORT   DELETE REPORT   ADD DAILY REPORT

Location*
Demo

Add Pay Item*
20201200

Quantity*
5.00

Comments
This is a Demo

ADD ITEM

Editing Items

Existing items can be edited by clicking on 'Report Details' screen

- Only modify location, quantity, and comments
- To save changes, click the checkmark that appears on the right
- To cancel changes, click the 'X'
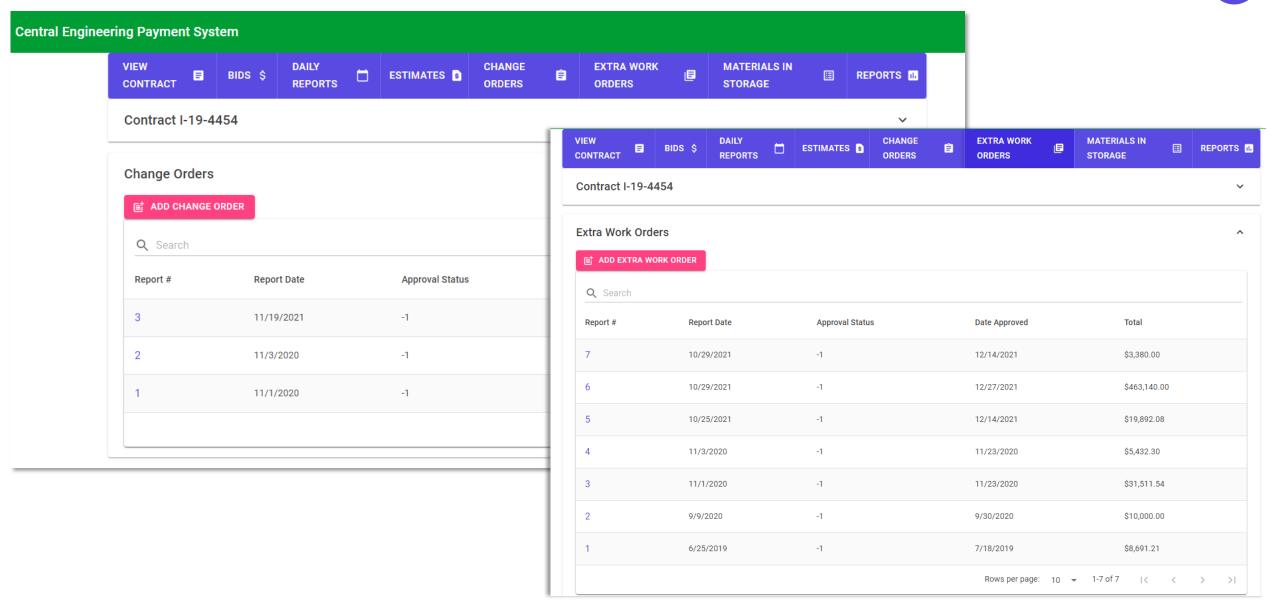- To remove an item, click the checkbox on the left, and click 'Delete Selected Item(s)'

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CHANGE ORDERS/
EXTRA WORK ORDERS

Central Engineering Payment System

| VIEW CONTRACT | BIDS $ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS |

Contract I-19-4454

Change Orders

ADD CHANGE ORDER

Search

Report #	Report Date	Approval Status
3	11/19/2021	-1
2	11/3/2020	-1
1	11/1/2020	-1

| VIEW CONTRACT | BIDS $ | DAILY REPORTS | ESTIMATES | CHANGE ORDERS | EXTRA WORK ORDERS | MATERIALS IN STORAGE | REPORTS |

Contract I-19-4454

Extra Work Orders

ADD EXTRA WORK ORDER

Search

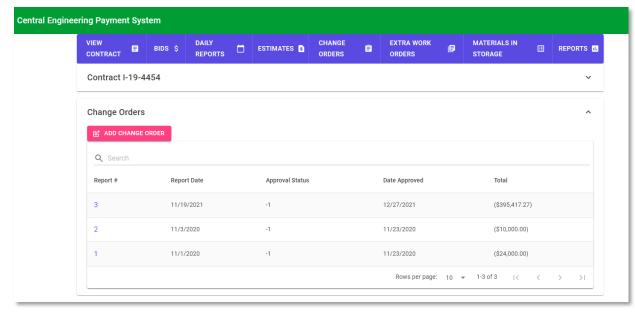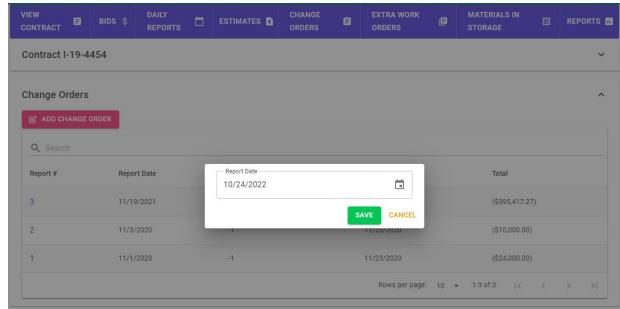| Report #	Report Date	Approval Status	Date Approved	Total
7	10/29/2021	-1	12/14/2021	$3,380.00
6	10/29/2021	-1	12/27/2021	$463,140.00
5	10/25/2021	-1	12/14/2021	$19,892.08
4	11/3/2020	-1	11/23/2020	$5,432.30
3	11/1/2020	-1	11/23/2020	$31,511.54
2	9/9/2020	-1	9/30/2020	$10,000.00
1	6/25/2019	-1	7/18/2019	$8,691.21

Rows per page: 10   1-7 of 7 |< < > >|

Managing Change Orders (COs)

To add a new "Change Order":
- Click on the 'Add Change Order'
- Enter a Report Date and click "Save"

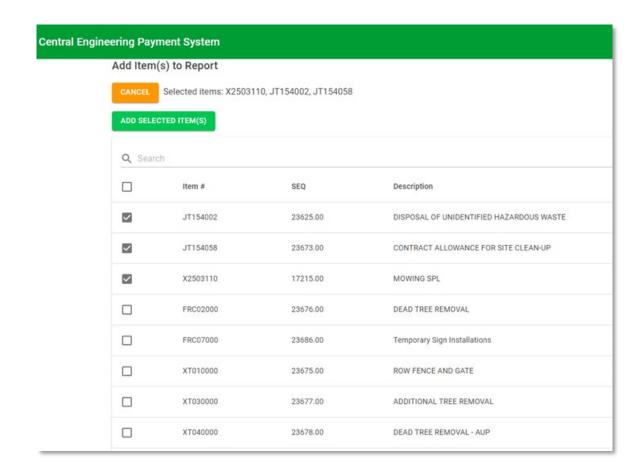- Once the report is created, click on the Report # to view and manage order details
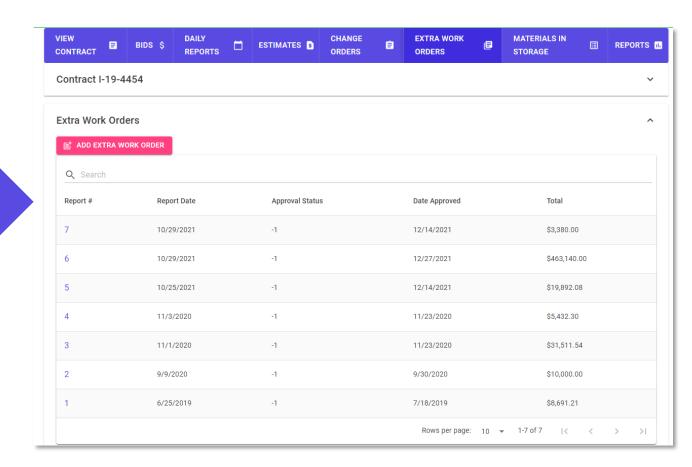
Adding Items

To add an item to a Change Order:

- Click the "Add Item" button

- From the list of contract items shown, check each one that will be on the change order

- Use the search bar to find specific items

- Once items are selected, click the 'Add Selected Item(s)' button

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Managing Extra Work Orders (EWOs)
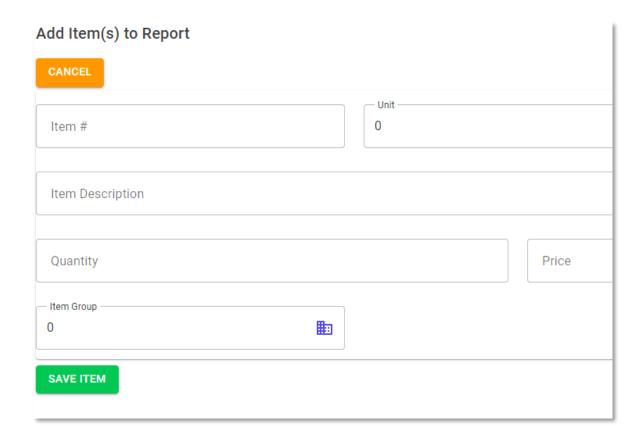
To add a new "Extra Work Order":

- Click the 'Add Extra Work Order' button
- Must enter a 'Report Date'
- To manage EWO details, click its Report #

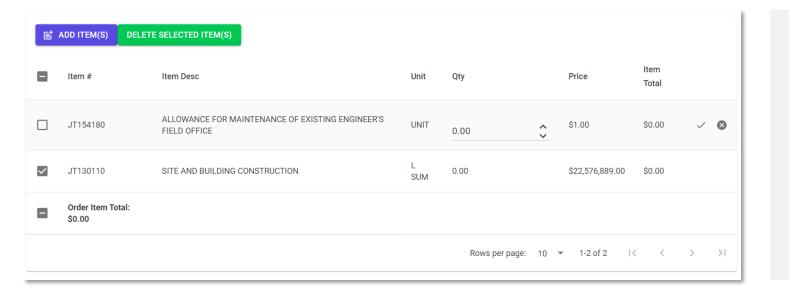# Adding Items

To add an item to an Extra Work Order:

- Click the 'Add Item' button

- A form will be displayed detailing item #, unit, description, quantity and price

- All fields must be filled out

- Once the form has been completed, click 'Save Item' to add the item

Add Item(s) to Report

CANCEL

Item #

Unit
0

Item Description

Quantity

Price

Item Group
0

SAVE ITEM

Managing Items

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- **Edit items** of unapproved COs/EWOs by clicking the item on the report detail page
  - Change Order (CO) items can only have their quantity edited
- **To save item changes**, click the checkmark that appears on the right
- **To cancel item changes**, click the 'X' that appears on the right
- **Items can be deleted** from an order by clicking the checkbox at the beginning of each line

Never delete or modify a CO or EWO after it has been submitted to the Tollway via e-Builder
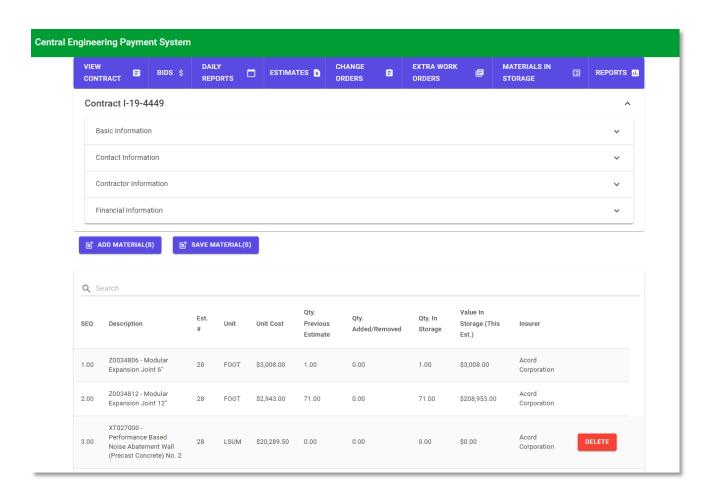
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MATERIALS IN STORAGE

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Managing Items

- Within a contract, Materials in Storage (MIS) can be entered and tracked

- Only manage MIS for an upcoming estimate *(i.e., not created yet)*

- Estimates already generated cannot be added or edited

- MIS cannot be modified until pending estimate is approved, locked or deleted in the 'Estimates' page
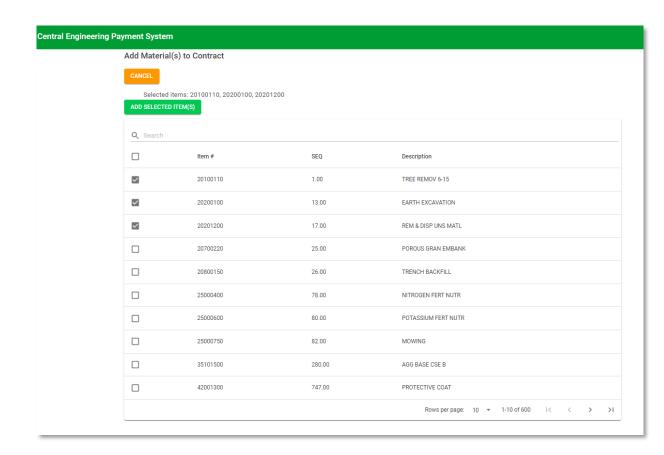
Managing Materials

- Edit existing materials by clicking the item you wish to edit

- To save changes to a material, click the check mark symbol

- To cancel changes, click the 'X'

- 'Delete' will appear only for those materials that have "0" quantity in storage
    - Once an item is deleted, it cannot be recovered and must be added back manually

Adding Materials

Add materials in storage to a contract:

- Click the 'Add Material(s)' button on the MIS page
- From the list of contract items shown, check each one that will be on the pay estimate
- Use the search bar to find specific items
- Once items are selected, click the 'Add Selected Items(s)' button

Adding, Editing or Removing MIS Items

For each MIS item added, the user must:

- Select item number
- Enter price (price is for material only) and quantity
- Provide name of insurance company

Subsequent revisions to MIS – User can edit current items, remove items

To edit the quantity for a specific item of MIS

- Enter the quantity added (removed) for estimate
- System automatically carries quantity in storage from the previous estimate
- Math for current quantity in storage and value in storage is calculated
- Quantity for a specific item can be reduced to zero by removing all the quantity
- Item will remain on the MIS report in case the CM plans to use the item again in the future

Removing an item, or removing all items will permanently remove the items from the MIS report

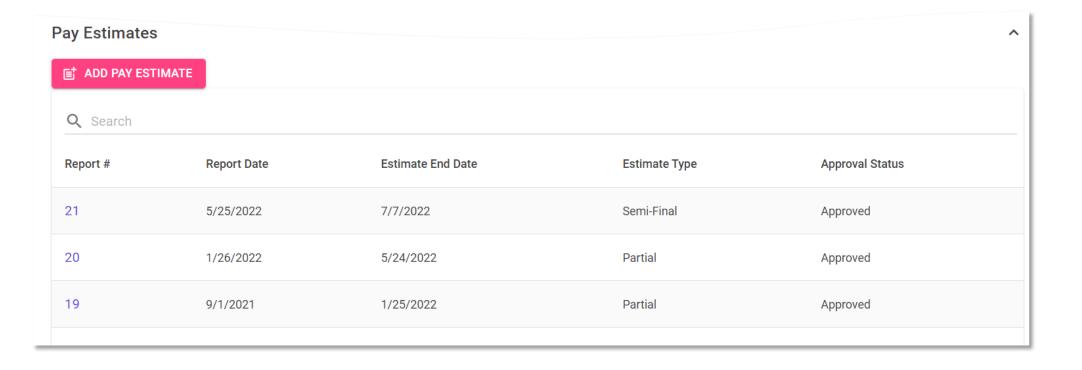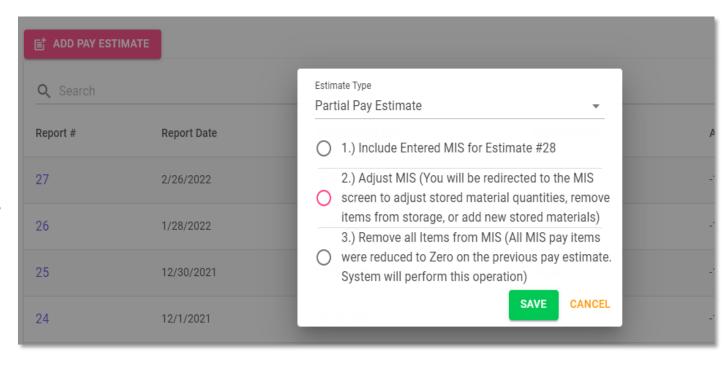- Cannot be recovered and will need to be re-added if needed

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PAY ESTIMATES

Overview

- Displays all created pay estimates, including pay items
- Pay estimates can also be added
- View pay items for each estimate by clicking 'Report #'

Adding an Estimate

- Click 'Add Pay Estimate' to add an estimate based on the following types:
  - Partial
  - Semi-Final
  - Final Pay Estimate

- When creating a new estimate, the user is prompted with choices on how to handle Materials in Storage (MIS)

- Once an option is selected, click 'Save' to generate a pay estimate using all entered daily report and MIS data

- Semi-Final and Final pay estimates can only be run by administrators
- CM can only run partial pay estimates.
- To return to the pay estimate after entering MIS, return to the Estimates page to re-add the pay estimate
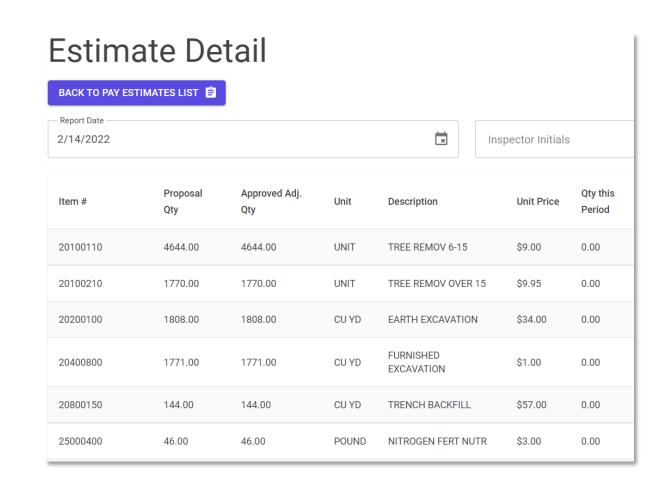- 'Remove all Items from MIS' **permanently deletes all MIS items.**

Estimate Detail

Estimate Detail page:

- Lists all items on a pay estimate as they appear on the Estimate report

- Is for review purposes only. Information cannot be edited from this screen *(must be done on daily reports)*

- If the estimate is not locked, users can delete the estimate by clicking the 'Delete Estimate' button

! **Never delete or modify a Pay Estimate after it has been submitted to the Tollway via e-Builder**

Estimate Detail

BACK TO PAY ESTIMATES LIST

Report Date
2/14/2022

Inspector Initials

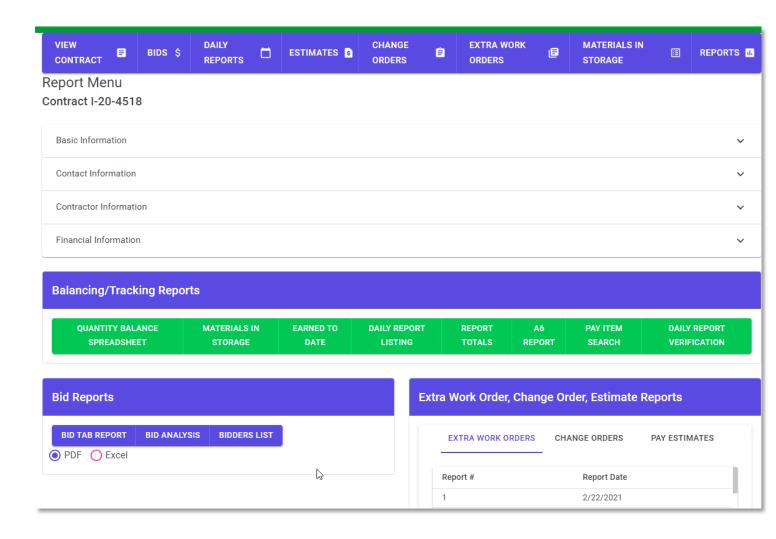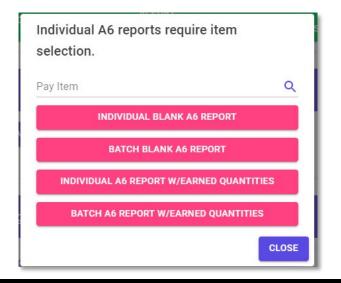| Item #	Proposal Qty	Approved Adj. Qty	Unit	Description	Unit Price	Qty this Period
20100110	4644.00	4644.00	UNIT	TREE REMOV 6-15	$9.00	0.00
20100210	1770.00	1770.00	UNIT	TREE REMOV OVER 15	$9.95	0.00
20200100	1808.00	1808.00	CU YD	EARTH EXCAVATION	$34.00	0.00
20400800	1771.00	1771.00	CU YD	FURNISHED EXCAVATION	$1.00	0.00
20800150	144.00	144.00	CU YD	TRENCH BACKFILL	$57.00	0.00
25000400	46.00	46.00	POUND	NITROGEN FERT NUTR	$3.00	0.00

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REPORTS

Overview

- Allows users to generate several reports for a contract
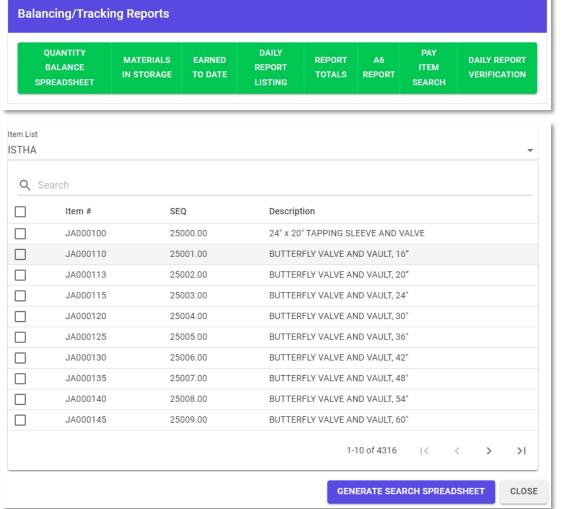
- Generated in either Excel or PDF format *(varies by report)*

- Some reports are restricted to specific roles

Balancing/Tracking Reports

- Provides information on a contract, as a whole

- A6 Report includes individual, blank and batch generation

- 'Pay Item Search' shows specific item's usage across all contracts

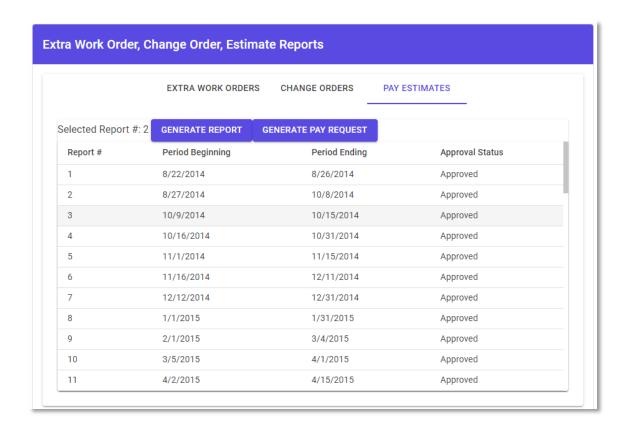- Most reports generate in Excel format only

Extra Work Order, Change Order and Estimate Reports

- Contains the data entered for each report

- To generate a report, select it from the list and click 'Generate Report'

- An option to generate the 'Pay Request' also appears when selecting an estimate *(for Tollway Administrators only)*

- Reports generate in PDF format only

- "Approved" reports have been approved or locked by the Tollway and can no longer be edited

Extra Work Order, Change Order, Estimate Reports

	EXTRA WORK ORDERS	CHANGE ORDERS	PAY ESTIMATES

Selected Report #: 2   **GENERATE REPORT**   **GENERATE PAY REQUEST**

Report #	Period Beginning	Period Ending	Approval Status
1	8/22/2014	8/26/2014	Approved
2	8/27/2014	10/8/2014	Approved
3	10/9/2014	10/15/2014	Approved
4	10/16/2014	10/31/2014	Approved
5	11/1/2014	11/15/2014	Approved
6	11/16/2014	12/11/2014	Approved
7	12/12/2014	12/31/2014	Approved
8	1/1/2015	1/31/2015	Approved
9	2/1/2015	3/4/2015	Approved
10	3/5/2015	4/1/2015	Approved
11	4/2/2015	4/15/2015	Approved

RESOURCES

A user manual will be available for reference.

**For questions or to make suggestions for improvement, email:
cepssupport@getipass.com**

THANK YOU