

Managing Approval Decisions for Payment Estimates

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- The Payment Estimate Approval Decision Overview lists rows of approval decision records for payment estimates that you can either approve or reject. This list includes only those approval decision records for payment estimates that have a status of Pending Approval and for which your active user role is assigned an approval decision of Pending Approval.



Role(s): Project Manager, Construction Contractor, Residency Administration, Construction Estimate Processor

Approving or Rejecting a Payment Estimate:

- **Note:** Below is a list of the different ways you can navigate to a payment estimate to make an approval decision. If you choose to follow the second or third navigation paths, you'll have to make the approval decision by selecting the **Approve / Reject Decision** task from the component **Actions** menu.
 - *Construction > Payment Estimate Approval Decisions*
 - *Construction > Payment Estimates > Number link*
 - *Construction > Contract Progress > Contract link > Payment Estimates tab > Number link*
1. Log on to AASHTOWare Project.
 2. From the Construction component, click the **Payment Estimate Approval Decisions** link.
 3. Search for and select the payment estimate.
 - i. **Note:** Only payment estimates that are waiting for a decision for the role you are in will display here.



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4. In the **Approval Decision** field, click the drop-down arrow and select the **Approve** or **Reject** decision.
5. In the **Comments** field, enter any additional information about the record.
 - i. **Note:** Comments are required when the **Reject** decision is selected.
6. Click the **Save** button.

The screenshot shows a dropdown menu for 'Approval Decision'. The current selection is 'Pending Approval'. The dropdown is open, showing three options: 'Pending Approval', 'Approve', and 'Reject'. The 'Approve' and 'Reject' options are highlighted with a red border.

Tracking Payment Estimate Approval Decisions:

1. From the Construction component, click on the **Payment Estimates** link.
2. Search and select the payment estimate.
3. In the Contract Payment Estimate Summary, click the **Approval Tracking** tab.
 - i. **Note:** The other way to navigate to this tab is through *Construction > Contract Progress > Payment Estimates tab > Number link > Approval Tracking tab.*
4. View the information.