

# Managing Diary Adjustments

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

## Background:

- The Diary Adjustments tab on the Contract Progress Summary enables you to modify a time charge on an Available Time Type Contract Time after the estimate has been created and the diary locked. The tab contains a list of all the time adjustments currently recorded for the contract, listed by Time ID.

**Key to Action Buttons**

-  Global Actions menu (top of the screen)
-  Component Actions menu (on headings)
-  Row Actions menu (on rows)

**Role(s):** Project Manager

## Managing Diary Adjustments:

- **Note:** The purpose of a Diary Adjustments is to either charge time that wasn't charged on a Diary and should have been, or to remove a charge that was done on a Diary and should not have been. Additionally, Diary Adjustments are only available to be done on a Diary that is on a fully approved Payment Estimate.
1. Log on to AASHTOWare Project.
  2. From the Construction component, click the **Contract Progress** link.
  3. Search for and select the contract ID.
  4. Click the **Contract ID** link.
  5. Click the **Diary Adjustments** tab.
  6. Click the **Select Diary Contract Time Charges** button.
  7. Search for and select the time charge(s) to adjust.
  8. Click the **Add to Diary Adjustments** button.

Advanced

Select Diary Contract Time Charges...



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9. In the **Current Time Charge** field, enter the new charge value for a contract time that was included on a diary and processed on a previous estimate.
  - i. **Note:** Below the **Current Time Charge** field is the **Previous Time Charge** field so you can see what was done prior. Additionally, ODOT's policy for time charges is as follows:
    - Full Day Charge – 1 increment
    - No Charge – 0 increments
10. In the **Comments** field, enter additional information about why the Diary Adjustment is being done.
11. Click the **Save** button.