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PROJECT

CONSTRUCTION & MATERIALS

Managing Payment Estimates

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

Background:

- The Contract Payment Estimate Summary lists all of the information recorded for a contract payment estimate. A payment estimate is an estimated payment to the contractor for work performed on the contract. This can include a percentage of the total contract amount, a percentage of the total for a contract project, or payment for individual work items on the contract.

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, Construction Auditor

Adding Contract Payment Estimates:

1. From the Construction component, click the **Contract Progress** link.
2. Search for and select the desired contract.
3. From the Contract Progress Summary, click the **Payment Estimates** tab.
4. Click the **Add Payment Estimate** button.
 - i. **Note:** The other way to complete this action is by navigating to *Construction > Payment Estimates link*. Next, click the component **Actions** menu and choose the **Select Contract to Add Payment Estimate** action. Search for and select the desired contract. Then, click the **Add Contract Payment Estimate on Contract** button.
5. In the **Type** field, click the drop-down arrow and select the type of payment estimate.
6. The **Period Begin Date** is automatically set by the system.
 - i. **Note:** If this is the first estimate, the date that was entered into the Contract Times – Informational – **Execution Date** will be used. If it is an additional estimate, then the previous **End Date** will be the new **Period Begin Date**.
7. In the **Period End Date** field, enter the date that marks the last day of the payment estimate period.



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- Click the **Add Payment Estimate** button.

Role(s): All Construction roles

Viewing and Maintaining a Contract Payment Estimate:

- From the Contract Progress Summary, on the **Payment Estimates** tab, click the **Number** link for the payment estimate you need to view.
- View the information on the **General** tab.
- Click the **Notes (Approved Estimate Only)** tab to add a note on a Payment Estimate after it has been fully approved.
- Click the **New** button.
- In the **Payment Estimate Note** field, you can document any notes regarding this Payment Estimate.
- Click the **Exceptions** tab.
 - Note:** If the system finds an issue with something that is missing from an estimate, an Exception will be generated and must be addressed. In the table below is the list of the current exceptions and their related actions for the two estimate types.
 - Note:** Only the role that generated the estimate can address the exceptions.

Exception	Progress Estimate	Final Estimate
Attention Flag	Acknowledge	Acknowledge
Exceeded Available Time	Acknowledge	Overridden
Exceeded Calendar Time	Acknowledge	Overridden
Exceeded Completion Date	Acknowledge	Overridden
Funding Check	Resolve	Resolve
Insufficient Materials	Overridden	Overridden
Item Overrun	Overridden	Resolve
Missing Recurring Time	Overridden	Resolve



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Exception	Progress Estimate	Final Estimate
Missing Start Time	Resolve	Resolve
Missing Start Time Diary Contract Time	Resolve	Resolve
Negative Estimate	Resolve	Overridden
Negative Voucher	Acknowledge	Overridden
Pending or Draft Daily Work Reports	Overridden	Resolve

- iii. **Note:** If the exception causes the system to withhold monies, such as Insufficient Materials, selecting Override will put those monies back on the Payment Estimate (see the example listed below). Anytime Override is used, a Remark is required.
 - In the **Type** field, select **Override – User Override Payment Estimate Exception**. Then, in the **Remark** field, enter the justification as to why the Exception was overridden.
- iv. **Note:** The only way to Resolve an Exception is to fix what caused it initially.
- 7. Click the **Time Charges** tab to view the **% Completed** and the **Current Time Charged** for each Site Time in this Payment Estimate.
- 8. Click the **Projects** tab to view every project and its corresponding voucher.
- 9. Click the **Items** tab to view all the pay items included in this Payment Estimate.
 - i. **Note:** Click the **Expand/Collapse** arrow for an item to view more details.
- 10. Click the drop-down arrow for the **Items** filter and select **No Filter** if you want to view all items on this contract.
 - i. **Note:** This filter is defaulted to **Only Payments This Period**.
- 11. Click the **Estimate Adjustments** tab.
 - i. **Note:** There are two types of Estimate Adjustments: User-Generated Estimate Adjustments and System-Generated Estimate Adjustments. A User-Generated Estimate Adjustment gives you the ability to either add monies to or subtract monies from a Payment Estimate. System-Generated Estimate Adjustments are adjustments that the system applies, such as Liquidated Damages.
- 12. To create a User-Generated Estimate Adjustment, click the **New** button in the **User-Generated Estimate Adjustments** section.



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13. Select the **Type** of Estimate Adjustment and click **Save**.
 - i. **Note:** When **Other Contract Adjustment** is selected a new field is presented to further qualify the Other Type of Adjustment.
14. Click the **Item Adjustments** tab.
 - i. **Note:** Similar to Estimate Adjustments, Item Adjustments allow you to adjust the value of the Payment Estimate, however Item Adjustments are tied directly to a specific Pay Item. There are Three different types of Item Adjustments: User–Generated Quantity–Based Item Adjustments (Temporary), User–Generated Dollar–Based Item Adjustments (Permanent), and System–Generated Item Adjustments.

To create a User–Generated Quantity–Based Item Adjustment:

15. In the **User–Generated Quantity–Based Item Adjustments (Temporary)** section, click the **Select Project Items** button.
 - i. **Note:** This type of adjustment is always temporary, meaning that any adjustment that is made on the current estimate will automatically come back on the next estimate.
16. Select the desired item that needs to be adjusted. The system will only allow you to select from a list of items that are included for payment on this Pay Estimate.
17. Click the **Add to Item Adjustments** button.
18. In the **Other Item Adjustment Type** field, select the type of item adjustment.
19. Note the **Posted Quantity This Pay Estimate**, which shows the initial paid quantity for this estimate.
20. In the **New Pay Quantity This Pay Estimate** field, type the corrected amount that needs to be paid on this estimate.
21. In the **Comments** field, type the justification as to why this Pay Item is being adjusted.
22. Click the **Save** button.

To create a User–Generated Dollar–Based Item Adjustment:



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23. In the **User–Generated Dollar–Based Item Adjustments (Permanent)** section, click the **Select Project Items** button.
 - i. **Note:** This type of adjustment is permanent and will not come back on the next Payment Estimate like Quantity–Based Item Adjustments do.
24. Select the desired item that needs to be adjusted. The system will allow you to select from the list of all items on the contract.
25. Click the **Add to Item Adjustments** button.
26. Note the **Type** field is defaulted to **Other Item Adjustment**. The other option you can select is **Overrun**.
27. In the **Other Item Adjustment** field, you can specify the type of adjustment.
28. In the **Amount** field, type in the amount of the adjustment.
 - i. **Note:** To withhold money from the pay estimate, you must enter a negative number.
29. In the **Comments** field, type the justification as to why this Item Adjustment is being done.
30. Click the **Save** button.

To view System–Generated Item Adjustments:

31. In the **System–Generated Item Adjustments** section, expand a row to view more details about the adjustment.
 - i. **Note:** These adjustments can be for things such as insufficient materials (not enough samples done for the placed quantity) and for Stockpiles.
 - ii. **Note:** If there is a Material Adjustment and an Exception is generated, when it is Overridden the System–Generated Item Adjustment will remain here and another System–Generated Item Adjustment will be created to return the money withheld.

Role(s): Project Manager, Construction Auditor



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Submitting a Payment Estimate for Approval:

1. From the Construction component, click the **Payment Estimates** link.
2. Search for and select the desired payment estimate.
3. From the Payment Estimates Summary, click the component **Actions** menu and select the **Submit for Approval** action.
 - i. **Note:** If the proper selection was not made on an Exception, you will receive an error stating what the exception is and what the expected response is supposed to be.

Changing a Payment Estimate to Draft:

1. From the Construction component, click the **Payment Estimates** link.
2. Search for and select the desired payment estimate.
3. From the Payment Estimates Summary, click the component **Actions** menu and select the **Change to Draft** action.

Next Steps:

- Managing Approval Decisions for Payment Estimates