PAYMENT ESTIMATES

This chapter contains the following sections:

A payment estimate is an estimated payment to the contractor for work performed on a contract. An AWP payment estimate includes:

- DWR item postings that have not been paid in a prior estimate but are approved.
- The maximum allowable amount that can be paid for each Major item (>$50,000) based on NDOT's overrun criteria ($100,000 or 100%). The overrun is calculated at the item's project/category level.
- Payment Adjustments (Liquidated Damages or Penalties)
- Item Adjustments (Used to track Insufficient Material Certifications)
- Retainage calculations based on NDOT's Standard Specifications
- Liquidated Damages for Main Site Time overruns
- Stockpile transactions
- Price Indexes (Fuel and Asphalt Escalations)

The estimate process also calculates the Site Time charges for the contract. For working day sites, AWP bases its calculations on Daily Diary records within the pay period. For completion date sites, AWP bases the calculations on the date of the estimate.

The AWP software allows for Payment Adjustments within a payment estimate (supporting documentation is REQUIRED). These adjustments will allow NDOT Construction Crews to assess liquidated damages for the following: Environmental issues, Material discrepancies where the item's unit price is NOT changed, Traffic and Lane Closures, and Penalties for Labor Compliance, thus eliminating the creation and processing of a Change Order. Refer to Chapter 24, Progress Payments, in the Documentation Manual, for details. The software also automatically calculates Price Indexes for Fuel and Asphalt Escalation payment or decrement amounts. NDOT's Fuel and Asphalt Escalations will be automatically calculated on each estimate (starting with estimate number one) using the System-Generated Quantity-Based Item Adjustments.

Payment Estimate Quantity-Based Item Adjustments will be used TEMPORARILY to withhold payment(s) on items that have insufficient material certifications.

Important: *ALL contracts will use the AWP Payment Estimate Review and Approval process to obtain signatures on Payment Estimates. Routing a payment estimate through DocuSign is no longer an option for obtaining approval signatures.*

ADDING A PAYMENT ESTIMATE

1. Confirm current role is set to NV L1 Estimate Generator. (Figure 9-1)

Figure 9-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 9-2)
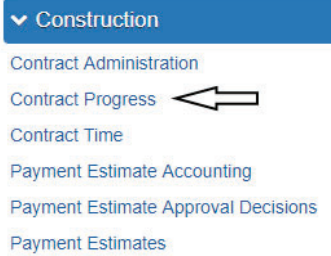
Figure 9-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 9-3)
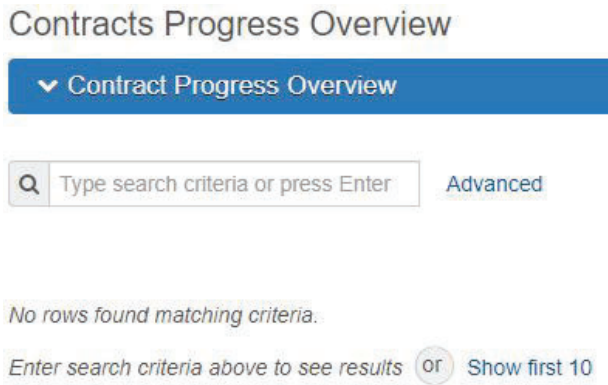

Figure 9-3. Contract Progress Overview

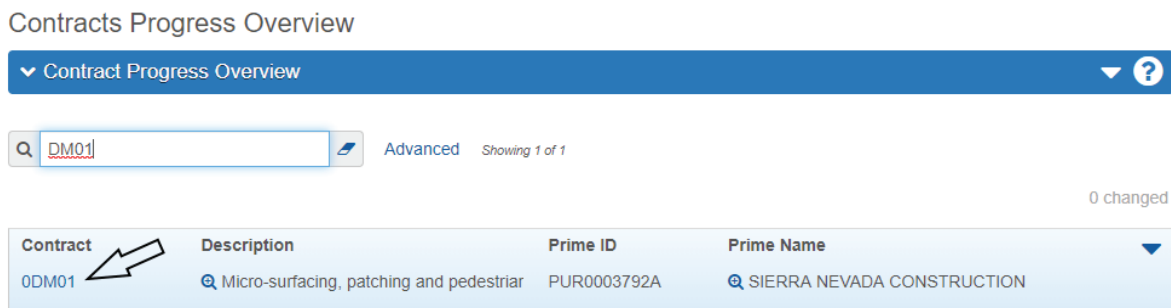4. Click the Contract number hyperlink. (Figure 9-4)

Figure 9-4. Contract Progress Overview with Results

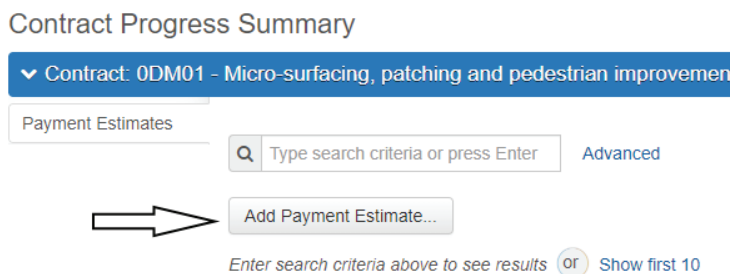5. Click the Add Payment Estimates button. (Figure 9-5)

Figure 9-5. Contract Progress: Add Payment Estimate

6. Select the estimate Type from the drop-down and enter the cut off date in the Period End Date field. (Figure 9-6)

> *Important: Never use the Final-Final option.*

Figure 9-6. Add Contract Payment Estimate: Type and Cutoff

7. Click the Add Payment Estimate button. (Figure 9-7)

Figure 9-7. Add Contract Payment Estimate: Add button

8. It may take a few moments for the Add Payment Estimate process to start. A green box will appear stating when the process is started. (Figure 9-8)

Figure 9-8. Payment Estimate Process Started

9. Click on the Contract Progress Payment Estimate Quick Link to view the completed Payment Estimate. (Figure 9-8)
10. In the search box, enter the Payment Estimate Number, or click Show first 10. (Figure 9-9) It can take up to a minute for the Payment Estimate process to complete. If you do not see the estimate after clicking on the Contract Progress Payment Estimate Quick Link, click on the Browser's Refresh icon to refresh the web page.
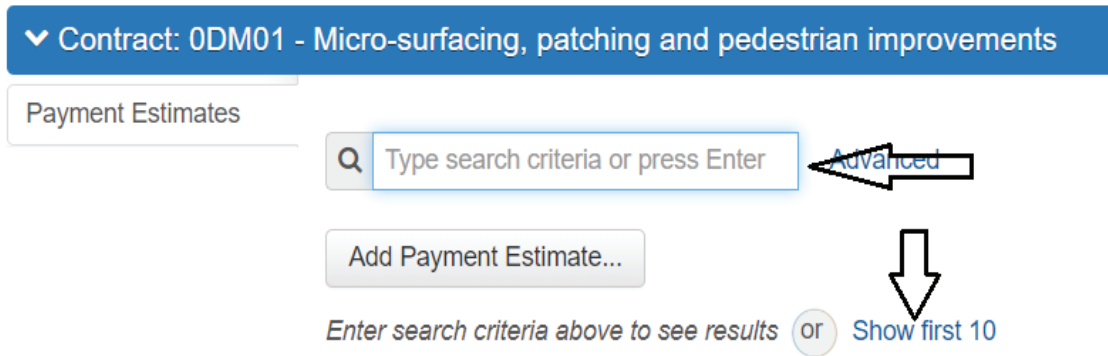
Contract Progress Summary

Figure 9-9. Contract Progress Summary: Show Estimate

Note: *If Payment Estimate does not display in the Payment Estimate list within a couple of minutes, it is an indication that an error occurred. Follow these steps to open the AddPaymentEstimate.log to view error message(s):*

a. Click the Global Actions button and then select Open Process History. (Figure 9-10)
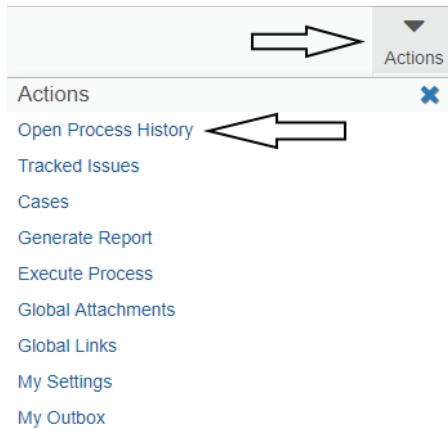

Figure 9-10. Open Process History

b. A time will display under Finish Time when the process is completed. (Figure 9-11)

Process History Overview

Figure 9-11. Process History Overview

c. Click the AddPaymentEstimate.log hyperlink (Figure 9-11) and open the file. Reveiw the log file for the error(s) that pre-vented the Payement Estimate from completing.

d. Click the Previous button to return back to the Payment Estimate list. (Figure 9-12)
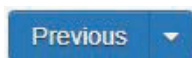

Figure 9-12. Previous Button

e. Fix the error(s) and follow the steps to Add the Payment Estimate again. Call Construction Admin for assistance if needed.

11. When the Payment Estimate record is displayed in the list, click the Estimate Number hyperlink. (Figure 9-13)

Contract Progress Summary

Figure 9-13. Contract Progress Summary: Estimate Number link

12. Review and complete the Contract Payment Estimate Summary tabs. (Figure 9-14)

General
Notes
Exceptions
Time Charges
Projects
Items
Payment Adjustments
Item Adjustments
Approval Tracking

Figure 9-14. Contract Payment Estimate Summary tabs

a. **General Tab**: This tab is used to summarize the payment estimate. No data input. (Figure 9-15)

General	Pay Amount This Contract Payment Estimate	Prime Contractor
Notes	324,257.03	PUR0003792 - SIERRA NEVADA CONSTRUCTION INC
Exceptions	Total Pay Amount (All Payment Estimates)	Current Contract Amount
Time Charges	324,257.03	1,418,607.00
Projects	Transfer to Accounting Date	Contract Percent Complete
Items		25.16
Payment Adjustments		Created By
Item Adjustments		alawrence@dot.nv.gov
Approval Tracking		Created Date
Accounting		05/05/2020 8:43:42 AM

Contract: 0905A - Andrew Lawrence

Payment Est Number: 0001   Period EndDate: 11/01/2019   Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	327,403.00	327,403.00
Gross Item Adjustments:	0.00	5,121.77	5,121.77
Gross Item Pay :	0.00	332,524.77	332,524.77
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	0.00	332,524.77	332,524.77
Retainage:	0.00	-8,267.74	-8,267.74
Cash Retainage:	0.00	-8,267.74	-8,267.74
Non-Cash Retainage:	0.00	0.00	0.00
Incentive:	0.00	0.00	0.00
Disincentive:	0.00	0.00	0.00
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	0.00	0.00
Total Pay Amount:	0.00	324,257.03	324,257.03
Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	0.00	0.00
Price:	0.00	3,306.77	3,306.77
Construction Stockpile:	0.00	1,815.00	1,815.00
Other Item Adjustments:	0.00	0.00	0.00
Gross Item Adjustments:	0.00	5,121.77	5,121.77

Liquidated Damage: Amounts in this line indicate LDs for Main Site Time ONLY.

Other Contract Adj. Amounts in this line indicate NDOT Liquidated Damages assessed for the following: Environmental, Materials, Traffic and Lane Closures and Penalty for Labor Compliance.

Price: Amounts in this line indicate Fuel and Asphalt Escalation payments or decrements.

Other Item Adj. Amounts in this line indicate an Item adjustment to withhold payment for insufficient material certs and subsequent release of withheld amounts when certs are received.

Figure 9-15. General Tab Details

b. **Notes Tab**: Notes can only be entered before a Payment Estimate is approved.

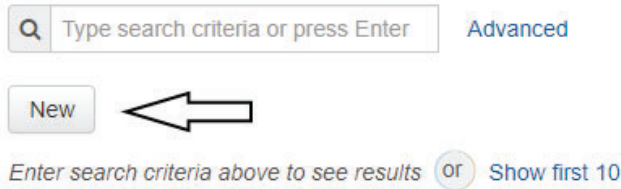   i. To add a Note, click the New button. (Figure 9-16)

Figure 9-16. Notes Tab New button

   ii. Enter the notes in the Payment Estimate Note field. (Figure 9-17)
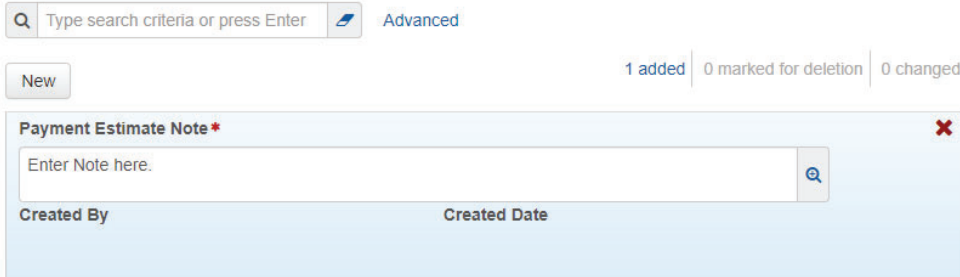
Figure 9-17. Notes Tab Payment Estimate Note

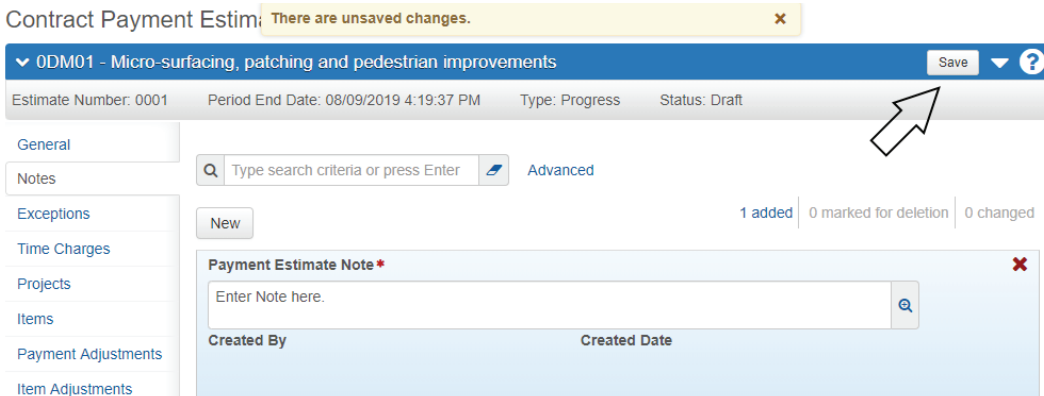   iii. Click the Save button. (Figure 9-18)

Figure 9-18. Contract Payment Estimate Summary Save button

c. **Exceptions Tab**: This tab displays exceptions, which may prevent the payment estimate's approval. (Figure 9-19) The exceptions require specific responses. Refer to the chart in Figure 9-20.

Contract Payment Estimate Summary

Figure 9-19. Payment Estimate Exceptions Tab Details

Payment Estimate Exception Chart

Exception	Progress	Semi-Final
Construction Stockpile Balance	Not Displayed	Must Resolve
Funding Check	Must Resolve	Must Resolve
Item Incomplete	Not Displayed	Must Resolve
Item Overrun	Must Acknowledge	Must Resolve
Missing Percentage of Schedule DWR Item Posting	Must Acknowledge	Must Acknowledge
Missing Start Time	Must Resolve	Must Resolve
Negative Estimate	Must Resolve	Must Resolve
Pending or Draft Daily Work Reports	Must Acknowledge	Must Resolve

Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor.
Must Resolve - Exception is valid and must be corrected to continue with estimate.

Figure 9-20. Payment Estimate Exception Chart

> *Important:* *When reviewing and resolving Payment Estimate Exception(s), be sure to work with the Resident Engineer to determine the appropriate response(s) for ALL Payment Estimate Exceptions PRIOR to updating the Payment Estimate Exception Status. If there are multiple Payment Estimate Exceptions and, for example, one requires an additional DWR be created and/or approved in order to be included on the Payment Estimate, the Payment Estimate will have to be deleted and all data entered on the Payment Estimate will be lost. When the new Payment Estimate is created, the Payment Estimate Exceptions which are still unresolved, will show again and will require re-entry with the appropriate response.*

i. Review the Exception by clicking the Expand Chevron found to the left of the Exception ID. (Figure 9-21)
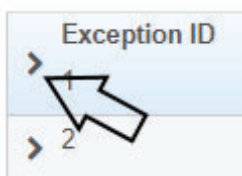
Figure 9-21. Expand Chevron

ii. Click the Expand Textbox icon for the Description field to view full details of the Exception. (Figure 9-22)
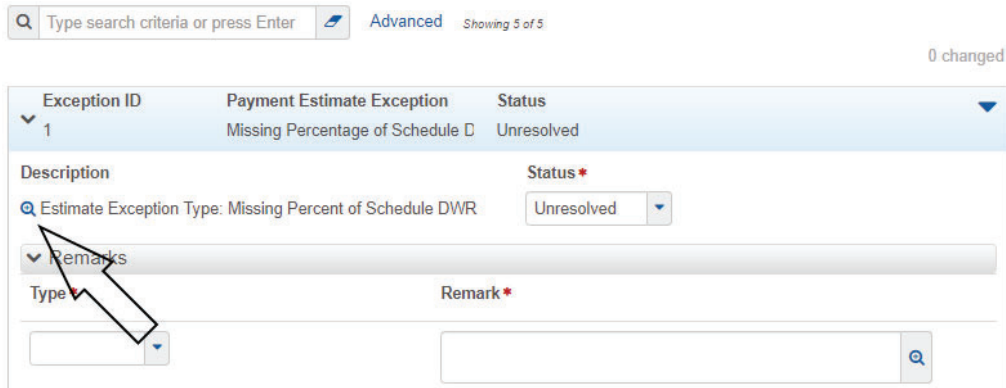
Figure 9-22. Expand Text box Icon

iii. Provide the Description details (Figure 9-23) to the Resident Engineer in order to determine the action to be taken. The Exception will need to be resolved (delete the Payment Estimate and make the appropriate change to the contract to resolve the exception) or Acknowledge according to the Payment Estimate Exception Chart (Figure 9-20).
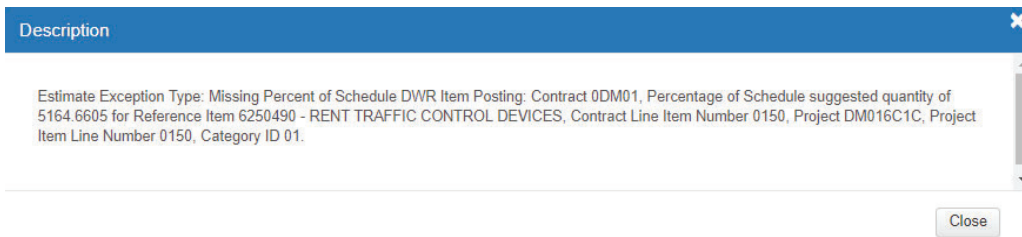
Figure 9-23. Description Large Text window

> **Important:** *Remember, review ALL Payment Estimate Exceptions PRIOR to continuing on to the next steps.*

iv. If there are any exceptions, address each one according to the chart. See Figure 9-20 Payment Estimate Exception Chart.

- **Must Acknowledge:** This requires the exception to have a Status set to Acknowledged. (Figure 9-24)
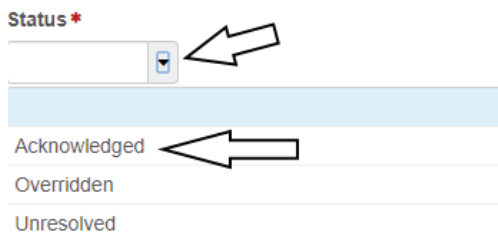
Figure 9-24. Exception Status, Acknowledged

- **Must Resolve:** This requires the exception to be resolved at the contract level. The Payment Estimate must be deleted prior to resolving the issue, refer to the Delete a Payment Estimate section of this chapter. Once the issue is resolved, the estimate must be recreated. Start this chapter over to create a new Payment Estimate.

> **Note:** *NDOT will not be using the Overridden Exception at this time.*

v. Once the Status has been updated, select the **Remarks Type** of Acknowledged - Acknowledged Explanation and enter specific details explaning the recommendation for the Exception in the **Remark** field. (Figure 9-25)

Figure 9-25. Exception Remarks, Acknowledged

vi. Repeat for all exceptions, then click the Save button. (Figure 9-26)

Figure 9-26. Contract Payment Estimate Summary Save button

> *Important:* *Be sure to resolve ALL exceptions prior to moving forward. If you need to delete the payment estimate and re-create it to reevaluate the Estimate Exceptions, you will lose any information entered in the Estimate Exceptions.*

d. **Time Charges Tab**: This tab is used to summarize time charged on this payment estimate. No data input. (Figure 9-27)

Figure 9-27. Time Charges Tab Details

e. **Projects Tab**: This tab is used to summarize project information on this payment estimate. No data input. (Figure 9-28)

Figure 9-28. Project Tab Details

f. **Items Tab**: This tab is used to summarize item information on this payment estimate. No data input. (Figure 9-29)

Figure 9-29. Items Tab Details

g. **Payment Adjustments Tab**: This tab is comprised of two sections, User-Generated Payment Adjustments and System-Generated Payment Adjustments.
- **User-Generated Payment Adjustments** - These are used to withhold payment for Liquidated Damages for Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance.
  i. To add a User-Generated Payment Adjustment, click the New button. (Figure 9-30)

Figure 9-30. Payment Adjustment New button

  ii. Complete the User-Generated Payment Adjustment fields. (Figure 9-31)

- **Type:** This value defaults to "Other Contract Adjustment".

> *Note:* NDOT will use the Type of Other Contract Adjustment to assess LDs for the following: Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance.

- **Other Payment Adjustment Type:** Select from the drop-down as appropriate. (Figure 9-32)
- **Amount:** Enter the amount to be withheld from the payment estimate (Negative Amount will withhold, Positive Amount will payout).
- **Comments:** Enter the reason for the Payment Adjustment.

Figure 9-31. Payment Adjustment Detail

Figure 9-32. Other Payment Adjustment Type drop-down

iii. Click the Save button. (Figure 9-33)

Figure 9-33. Contract Payment Estimate Summary Save button

iv. If a Payment Adjustment needs to be deleted, click the Row Action drop-down and select Delete. (Figure 9-34)

Figure 9-34. Payment Adjustment Row Action drop-down, Delete

v. Click the Save button. (Figure 9-35)
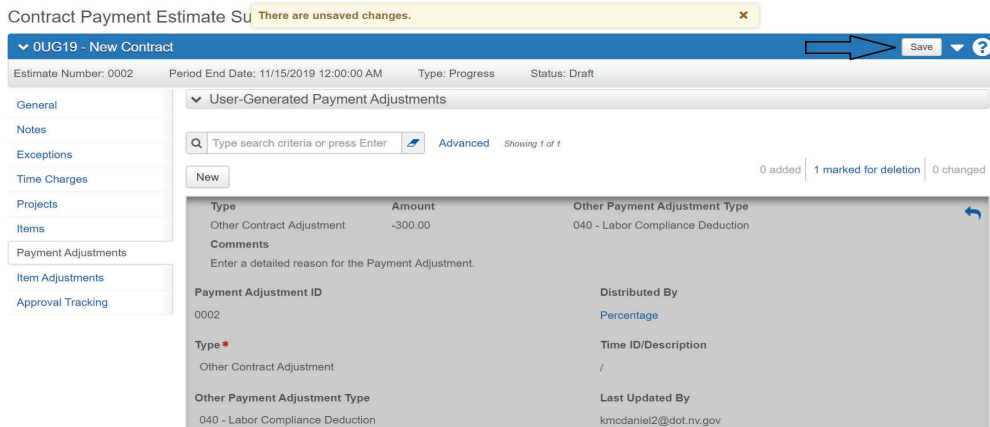
Figure 9-35. Contract Payment Estimate Save

vi. All Payment Adjustments are REQUIRED to have the supporting documents attached. Click the Row Actions Menu and select Attachments. (Figure 9-36)
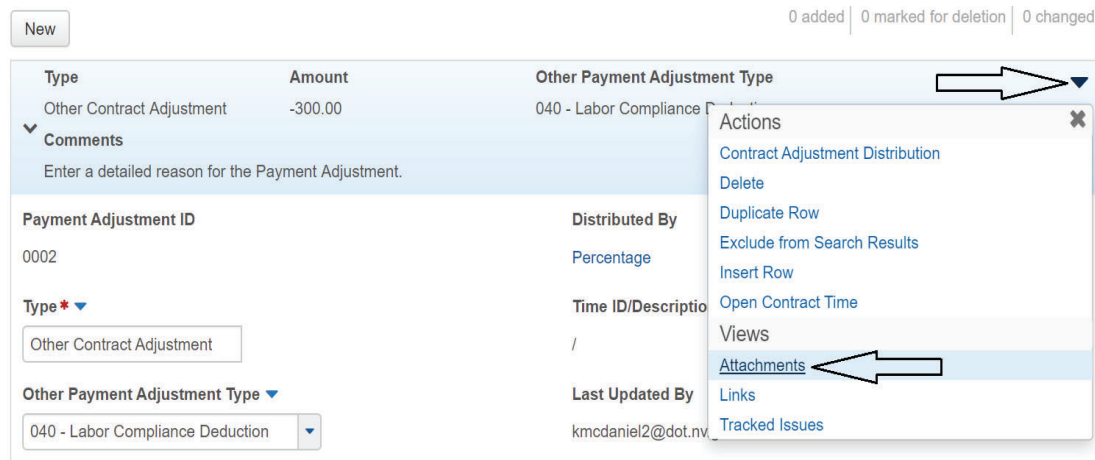
Figure 9-36. Payment Adjustment Row Action drop-down, Attachments

vii. Click the Select File... Button. (Figure 9-37)
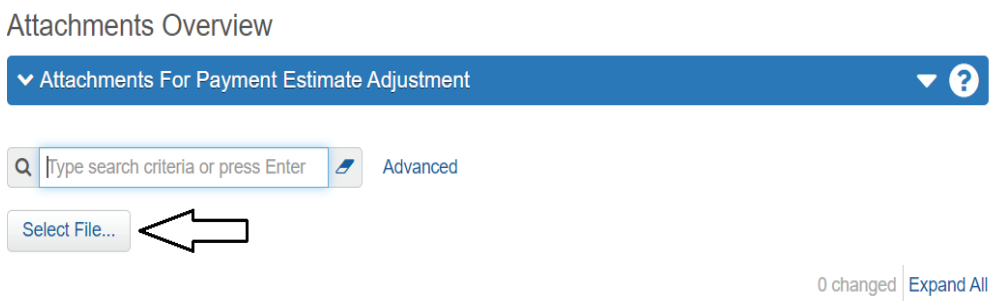
Figure 9-37. Payment Estimate Adjustment Attachment, Select File Button

viii. Go to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data directory and select the supporting document file, then click the Open button. (Figure 9-38)
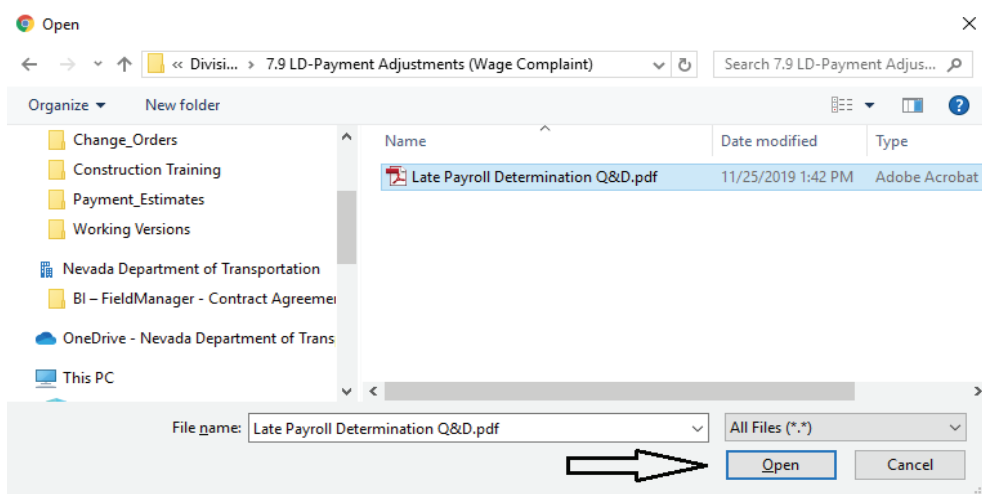
Figure 9-38. Payment Estimate Adjustment Attachments, File Selection Window

ix. Enter a Description and click the Save button. (Figure 9-39)
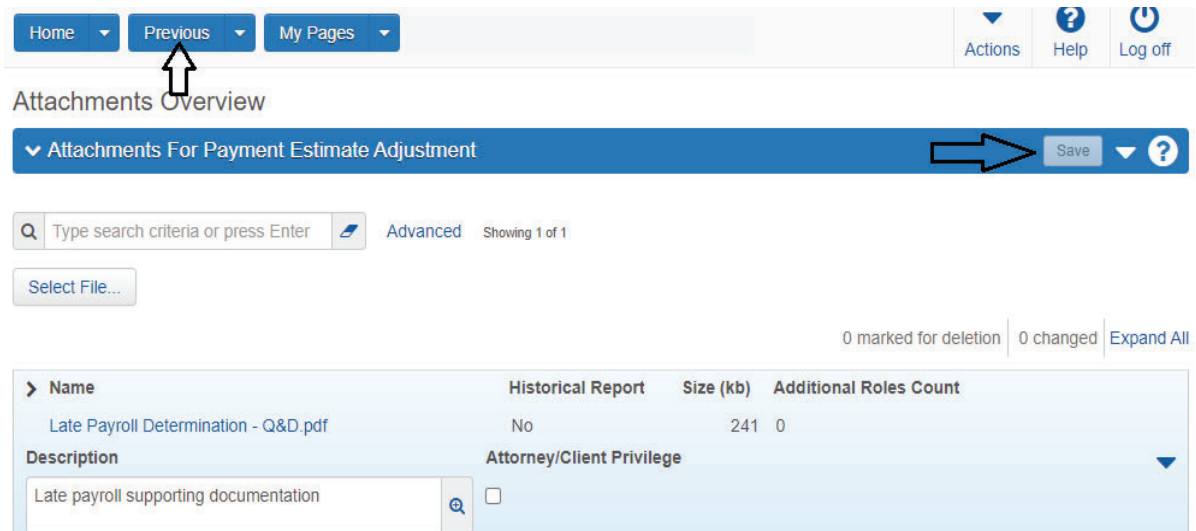
Figure 9-39. Payment Estimate Adjustment

x. Click the Previous button to return to the User-Generated Payment Adjustment. (Figure 9-39)

- **System-Generated Payment Adjustments** - These include retainage information for the payment estimate. This information is Read-only.

h. **Item Adjustments Tab**: This tab is comprised of two sections, User-Generated Quantity-Based Item Adjustments and System-Generated Item Adjustments. (Figure 9-40)

Figure 9-40. Payment Adjustments

- **User-Generated Quantity-Based Item Adjustments** - These will be used temporarily to withhold payment on an item for insufficient material certifications.

---

*Important: User-Generated Quantity-Based Item Adjustments are specific to the payment estimate they are applied to. If this item adjustment needs to be applied on several payment estimates due to insufficient material certifications, a new User-Generated Quantity-Based Item Adjustment will need to be completed for every appropriate payment estimate. When all the approved material certifications have been received for the item's posted quantities DO NOT enter a new User-Generated Quantity-Based Item Adjustment on the payment estimate for that item. The AWP software will then automatically make the remaining item quantity payment. **For Example:** During a two-week pay period the item's total Posted Quantity is 7.1. An approved material certification is received indicating a quantity of 5. A User-Generated Quantity-Based Item Adjustment would be added and the New Pay Quantity This Pay Period value would be 5 (the estimate is going to hold a quantity of 2.1). During the next two-week pay period the item had an additional posting totaling 5.00 bringing the cumulative posting amount to 12.1. During the next two-week period an additional approved material certification is received indicating an quantity of 3, bringing the approved cumulative quantity to 8. The next payment estimate will automaically give back the quantity of 2.1 that was withheld from the previous payment estimate. A new User-Generated Quantity-Based Item Adjustment would be added and the New Pay Quantity This Pay Period value would be 3 (the estimate is going to hold a quantity of 2, bringing the total cumulative amount withheld to 4.1). During the next two-week period an approved material certification is received indicating an quantity of 4.1 (the remaining material certification required for this item). Do NOT enter a new User-Generated Quantity-Based Item Adjustment this payment estimate for this pay-period. The AWP software will then automatically pay the remaining quantity of 4.1.*

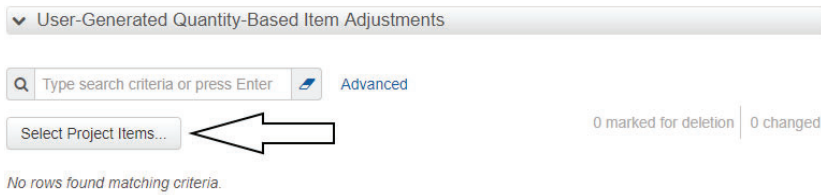i. To add a User-Generated Item Adjustment, click the Select Project Items button. (Figure 9-41)

Figure 9-41. Item Adjustment Select Project Items button

ii. Select the item from the list (the list only displays items being paid on this payment estimate), then click the Add to Item Adjustments button. (Figure 9-42)
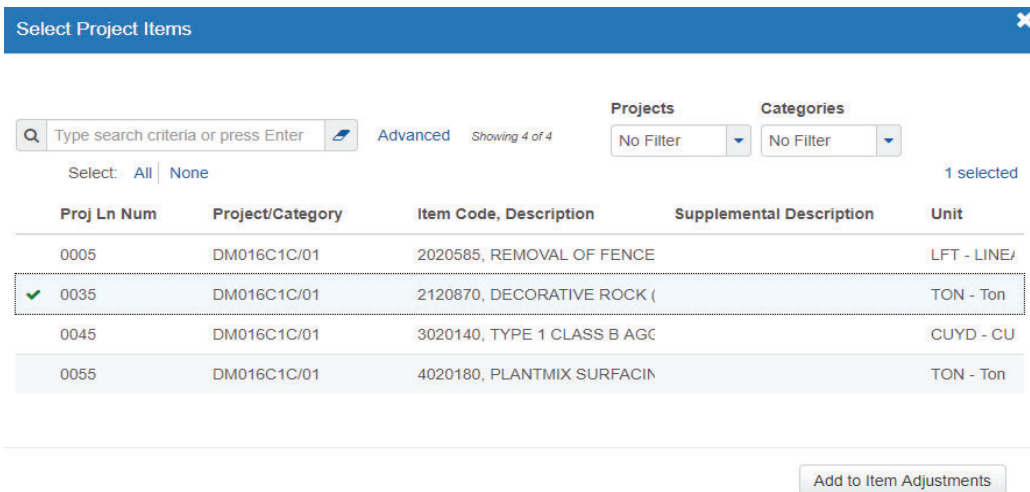

Figure 9-42. Select Project Items

iii. Complete the following fields. (Figure 9-43)
- **Other Item Adjustment Type:** Select MC01 - Insufficient Material Certifications from drop-down list.
- **New Pay Quantity This Pay Estimate:** Enter the quantity of which approved material certifications have been received for the pay-period.
- **Comments:** Enter appropriate comments regarding this item's adjustment. Comments are required before a Save can be completed.
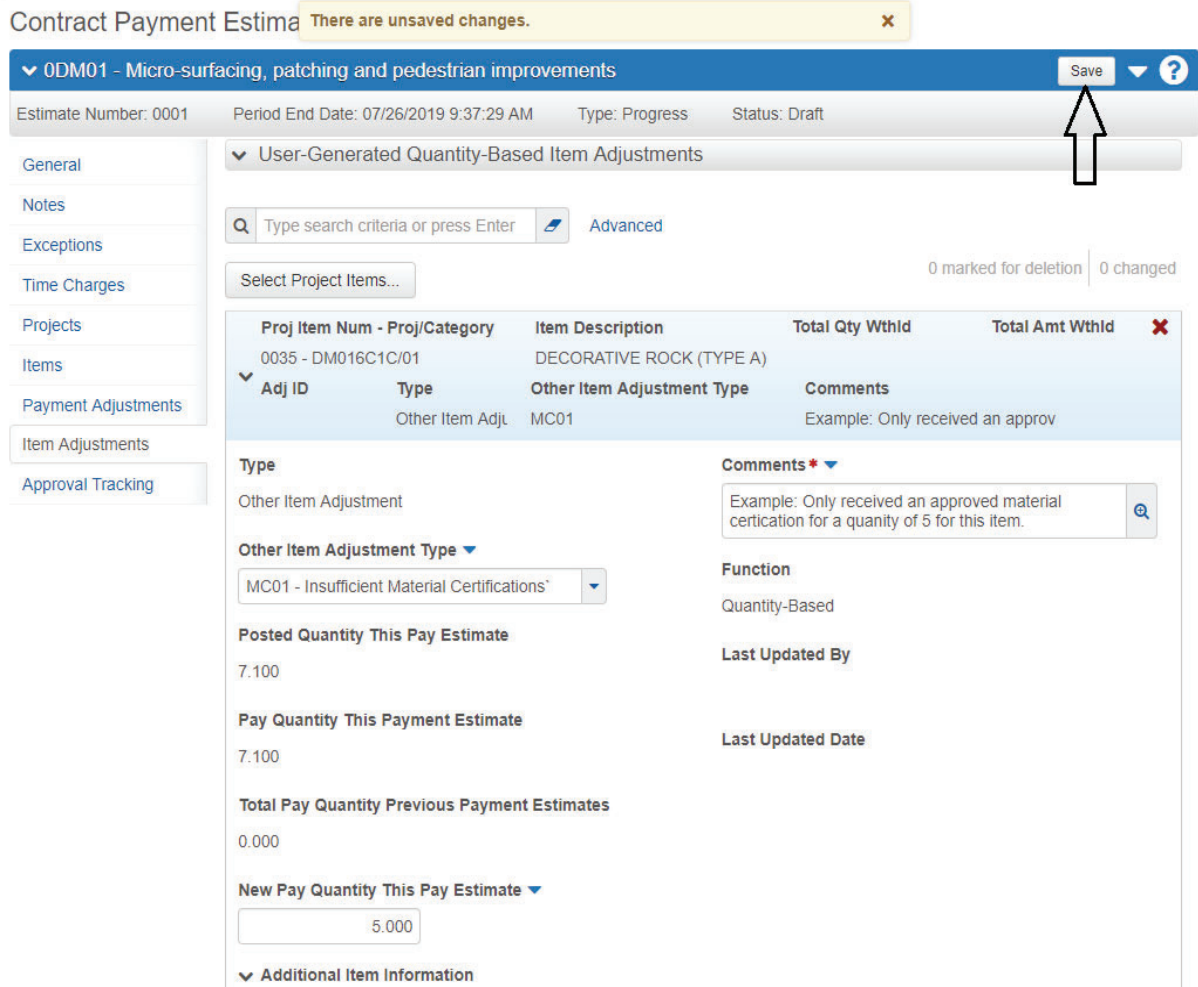
Figure 9-43. Item Adjustment Detail

iv. Click the Save button. (Figure 9-43)

v. If a User-Generated Quantity-Based Item Adjustment needs to be deleted, click the Row Action drop-down and select Delete. (Figure 9-44)
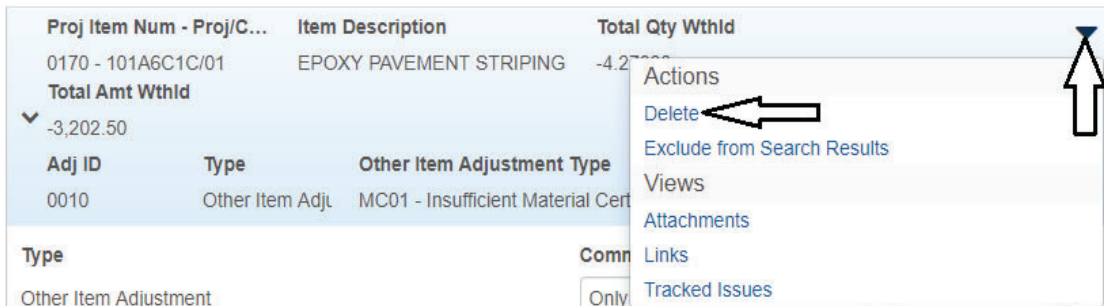
Figure 9-44. Item Adjustment Row Action drop-down, Delete

vi. Click the Save button. (Figure 9-43)

- **System-Generated Item Adjustments** - These include: Stockpile, Overrun, Other Item Adjustments, and Fuel and/or Asphalt Escalation (Price) payments or decrements. This information is Read-Only.

i. **Approval Tracking Tab**: The Approval Tracking tab will populate after the payment estimate is submitted for approval and will track the four levels of the approval process: NV L1 Estimate Generator (Office Engineer), NV L2 Estimate Review (Assistant Resident Engineer or Crew Professional Engineer), NV L3 Estimate Approve (Resident Engineer), NV L4 Estimate Final Check (Construction Admin Staff). (Figure 9-45)

Contract Payment Estimate Summary

▾ 0DM01 - Micro-surfacing, patching and pedestrian improvements				Save ▾ ❓
Estimate Number: 0001	Period End Date: 08/09/2019 4:19:37 PM	Type: Progress	Status: Draft	

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

🔍 Type search criteria or press Enter   Advanced

0 changed

No rows found matching criteria.

Figure 9-45. Contract Payment Estimate Summary, Approval Tracking Tab - Status Draft

13. Return to the General tab and review the Payment Estimate. (Figure 9-46)

Estimate Number: 0003	Period End Date: 11/29/2019 12:00:00 AM	Type: Progress	Status: Draft

General	Pay Amount This Contract Payment Estimate	Prime Contractor
Notes	124,564.27	PUR0003792 - SIERRA NEVADA CONSTRUCTION INC
Exceptions	Total Pay Amount (All Payment Estimates)	Current Contract Amount
Time Charges	528,460.57	1,418,607.00
Projects	Transfer to Accounting Date	Contract Percent Complete
Items		41.10
Payment Adjustments		Created By
Item Adjustments		alawrence@dot.nv.gov
Approval Tracking		Created Date
		05/06/2020 8:43:42 AM

Contract: 0905A - Andrew Lawrence

Payment Est Number: 0003   Period EndDate: 11/29/2019   Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	416,209.50	152,475.71	568,685.21
Gross Item Adjustments:	5,288.23	-24,520.95	-19,232.72
Gross Item Pay :	421,497.73	127,954.76	549,452.49
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	421,497.73	127,954.76	549,452.49
Retainage:	-10,309.78	-3,240.49	-13,550.27
Cash Retainage:	-10,309.78	-3,240.49	-13,550.27
Non-Cash Retainage:	0.00	0.00	0.00
Incentive:	0.00	0.00	0.00
Disincentive:	0.00	0.00	0.00
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	-7,291.65	-150.00	-7,441.65
Total Pay Amount:	403,896.30	124,564.27	528,460.57
Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	-24,100.00	-24,100.00
Price:	1,118.96	1,581.55	2,700.51
Construction Stockpile:	1,815.00	-1,815.00	0.00
Other Item Adjustments:	-952.50	-187.50	-1,140.00
Gross Item Adjustments:	5,288.23	-24,520.95	-19,232.72

Liquidated Damage: Amounts in this line indicate LDs for Main Site Time ONLY.

Other Contract Adj. Amounts in this line indicate NDOT Liquidated Damages assessed for the following: Environmental, Materials, Traffic and Lane Closures and Penalty for Labor Compliance.

Price: Amounts in this line indicate Fuel and Asphalt Escalation payments or decrements.

Other Item Adj. Amounts in this line indicate an Item adjustment to withhold payment for insufficient material certs and subsequent release of withheld amounts when certs are received.

Figure 9-46. Contract Payment Estimate Summary, General tab after Adjustments

> *Note: A DRAFT copy of the Payment Estimate for Contractor report can be created from the Global Actions Menu. Refer to the Section, Executing A Draft Payment Estimate for Contractor Report, in this Chapter of the AWP User Guide for details.*

14. Click the Contract Payment Estimate Summary Component Action drop-down and select Submit for Approval. (Figure 9-47)

Figure 9-47. Contract Payment Estimate Summary Component Action Drop-down

15. The Approval Tracking Tab is now populated with the four Approval Levels. (Figure 9-48)

Figure 9-48. Contract Payment Estimate Summary, Approval Tracking Tab - Status Pending Approval

PAYMENT ESTIMATE REVIEW AND APPROVE PROCESS

When a payment estimate is Submitted for Approval it goes through a four-level Review and Approval process. This process obtains the federally required payment estimate signatures.

If a payment estimate is Rejected at any level the entire review/approval process stops. At this point the payment estimate can be set back to a 'Draft' status so that it can be corrected (see Section, Edit Rejected or Draft Payment Estimate in this Chapter) or the payment estimate can be deleted. Deleting a payment estimate is only requried when a new DWR(s) needs to be included in the estimate, an existing DWR associated with the payment estimate needs to be edited, or a Daily Diary associated with the payment estimate needs to be edited.

When the payment estimate is corrected and/or recreated and re-submitted for approval, it starts the review/approval process over at the first level and must be reviewed/approved at all four levels.

LEVEL 1 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L1 Estimate Generator. (Figure 9-49)

Figure 9-49. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-50)
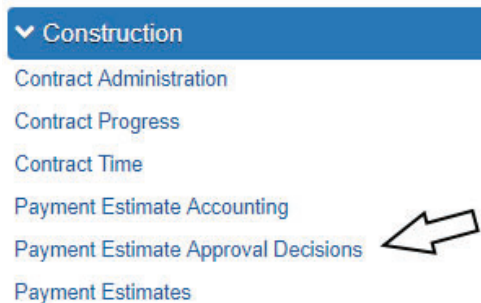
Figure 9-50. Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-51)
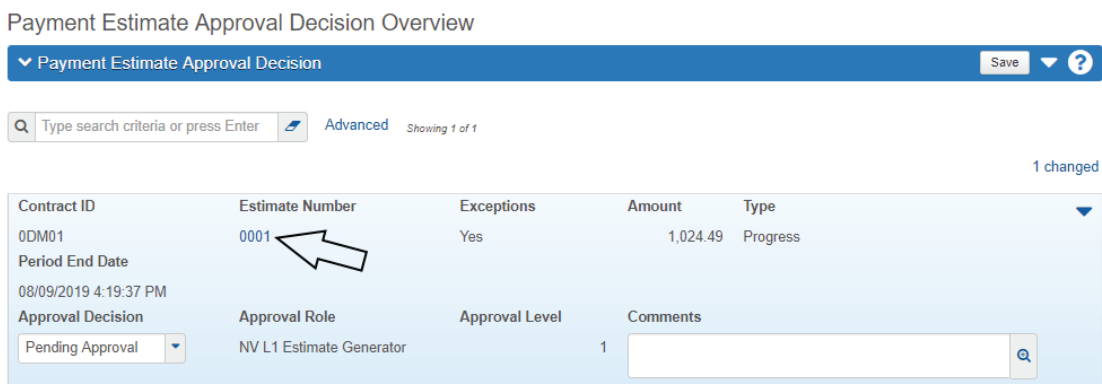
Figure 9-51. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-52) If the payment estimate is rejected, a detailed comment is required. (Figure 9-53)

Figure 9-52. Payment Estimate Approval Decision Summary, Approve

Figure 9-53. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-52 and 9-53)
6. To review the Approval Progression, navigate to the Approval Tracking tab (Step 9 of the Add an Estimate section). (Figure 9-54)

Contract Payment Estimate Summary

Figure 9-54. Contract Payment Estimate Summary, Approval Tracking

LEVEL 2 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L2 Estimate Review. (Figure 9-55)

Figure 9-55. Home Button and Current Role

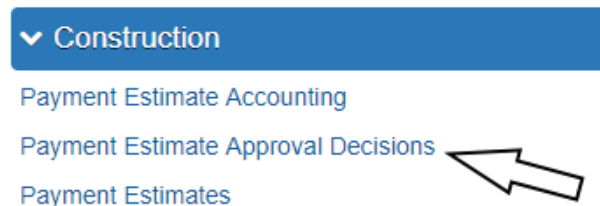2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-56)

Figure 9-56. Construction Component

3. Review the estimate by clicking the Estimate Number link. (Figure 9-57)

Payment Estimate Approval Decision Overview

Figure 9-57. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-58) If the payment estimate is rejected, a detailed comment is required. (Figure 9-59)

Figure 9-58. Payment Estimate Approval Decision Summary, Approve

Figure 9-59. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-58 and 9-59)

6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-60)
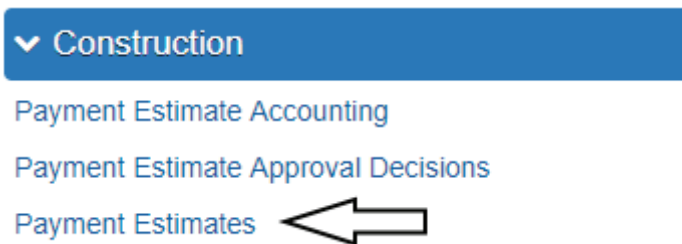
Figure 9-60. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-61)
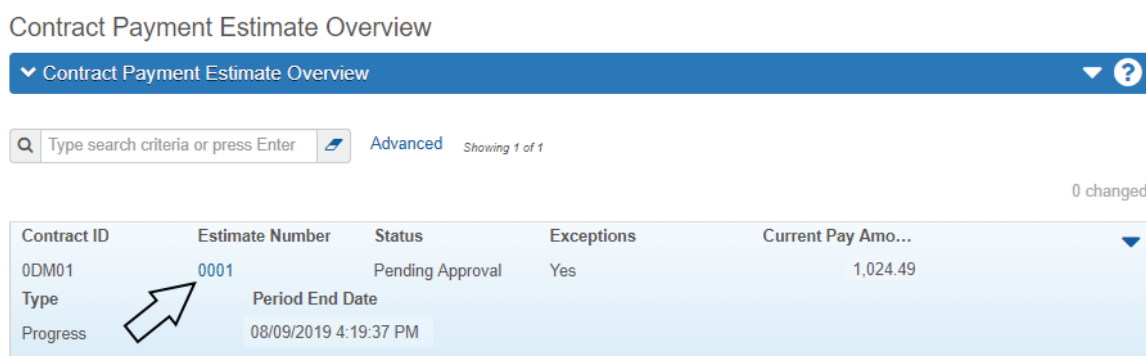
Figure 9-61. Contract Payment Estimate Overview

8. Click the Approval Tracking tab. (Figure 9-62)
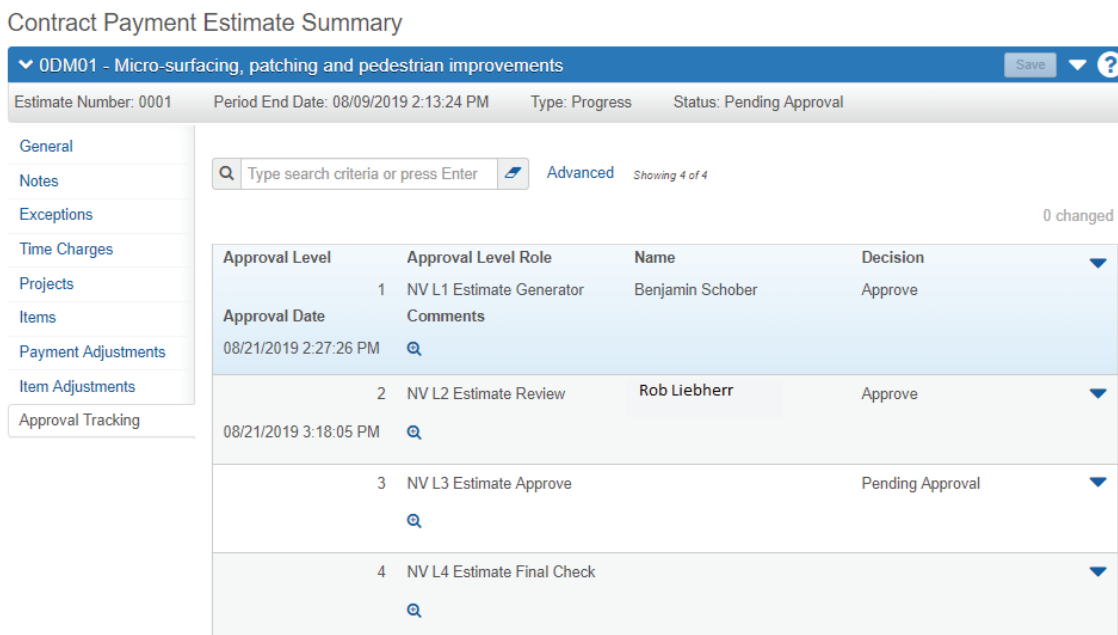
Figure 9-62. Contract Payment Estimate Summary, Approval Tracking

LEVEL 3 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L3 Estimate Approve. (Figure 9-63)

Figure 9-63. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-64)

Figure 9-64. Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-65)
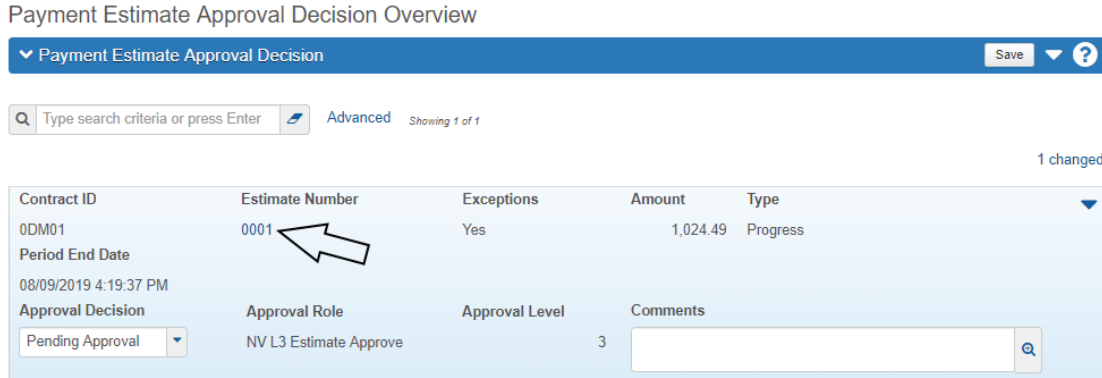
Figure 9-65. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-66) If the payment estimate is rejected, a detailed comment is required. (Figure 9-67)

Figure 9-66. Payment Estimate Approval Decision Summary, Approve

Figure 9-67. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-66 and 9-67)
6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-68)

Figure 9-68. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-69)

Contract Payment Estimate Overview

Figure 9-69. Contract Payment Estimate Overview

8. Click the Approval Tracking tab. (Figure 9-70)

Contract Payment Estimate Summary

Figure 9-70. Contract Payment Estimate Summary, Approval Tracking

LEVEL 4 ESTIMATE REVIEW AND APPROVAL

Level 4 estimate review is completed by Construction Admin Section. When the payment estimate is Approved at this level it is submitted for contractor payment.

Note: Please ensure that the Office Engineer is in the office to answer any bi-weekly contractor payment estimate questions that may require corrections before the Construction Admin Section will approve the Payment Estimate. Remember that the Construction Admin Section is processing contracts statewide and may not be able to review the Payment Estimate until Friday.

EXECUTING AND SAVING THE APPROVED PAYMENT ESTIMATE FOR CONTRACTOR REPORT

The approved Payment Estimate for Contractor report is the NDOT report that shows the four levels of Approval Decisions for the estimate. This report must be saved to the EDOC Contract Files\Contract Files\Division No. 7 - Pay Est. and Related Data\7.1 Construction Pay Estimate Report directory per federal requirements.

1. Confirm current role is set to NV Crew Office. (Figure 9-71)

Figure 9-71. Current Role

2. From the Payment Estimates tab in Contract Progress Summary, click Show first 10 (if visible) or enter the estimate number in the Search field. (Figure 9-72)
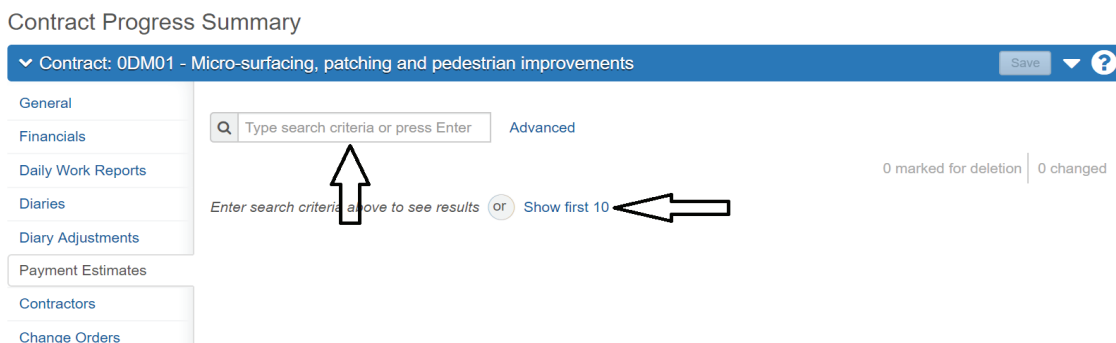
Figure 9-72. Contract Progress Summary: Payment Estimate Search

3. Click the Payment Estimate Row Actions drop-down on the Payment Estimate and click the Payment Estimate for Contractor report, under Reports . (Figure 9-73)

Figure 9-73. Select Payment Estimate for Contractor Report

4. Accept all Default values in the Generate Report - Payment Estimate for Contractor Report window and click the Execute button. (Figure 9-74)

Figure 9-74. Generate Payment Estimate for Contractor Report

5. The Approved Payment Estimate for Contractor report opens in a new browser window. (Figure 9-75)
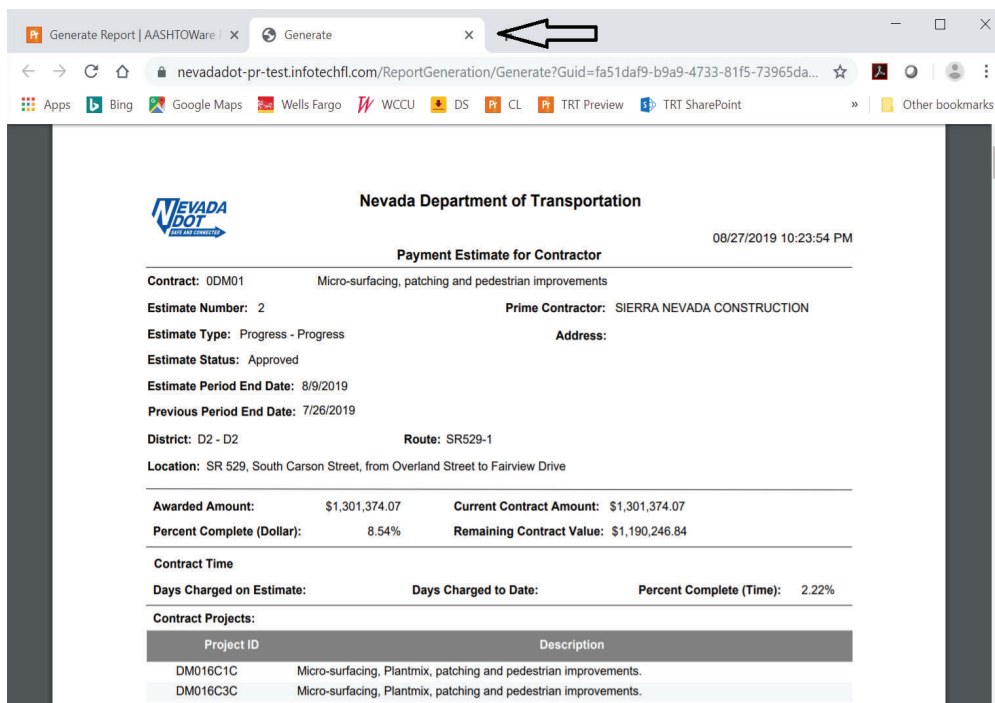
Figure 9-75. Approved Payment Estimate for Contractor Report

6. Print the report to a PDF file, following the browser print options, and save to the EDOC Contract Files\Contract Files\Division No. 7 - Pay Est. and Related Data\7.1 Construction Pay Estimate Report directory.
7. Close the browser tab.
8. Click the Previous button to return back to the Payment Estimate list. (Figure 9-76)

Figure 9-76. Previous Button

EXECUTING THE DRAFT PAYMENT ESTIMATE FOR CONTRACTOR REPORT

A DRAFT copy of the Payment Estimate for Contractor Report can be sent to the Contractor prior to Submitting the Payment Estimate for Approval.

1. Confirm current role is set to NV Crew Office. (Figure 9-77)

Figure 9-77. Current Role

2. Click on the Global Actions Menu and select Generate Report. (Figure 9-78)
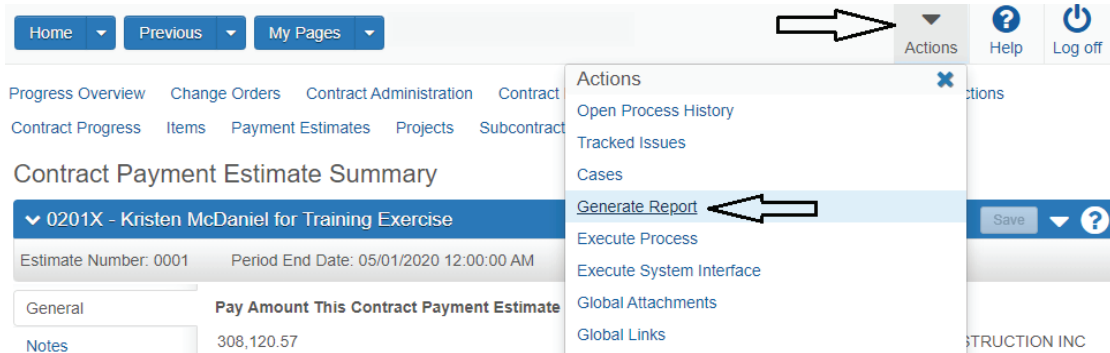
Figure 9-78. Global Options - Generate Report Action

3. Enter the following in the Search field: Payment Estimate. (Figure 9-79)
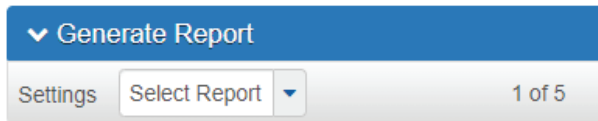
Figure 9-79. Search for Payment Estimate for Contractor Report

4. Select the Payment Estimate for Contractor Report. (Figure 9-80)

Figure 9-80. Select Payment Estimate for Contractor Report

5. Enter the contract ID in the Search field, select the contract from the list , and click the Execute button. (Figure 9-81)

Generate Report

Figure 9-81. Find Contract ID and Execute Report

6. The Draft Payment Estimate for Contractor report opens in a new browser window. (Figure 9-82)

Figure 9-82. Draft Payment Estimate for Contractor Report

7. Print the report to a PDF file, following the browser print options, save to a location on the computer or a share drive, and send the PDF to the contractor.
8. Close the browser tab.
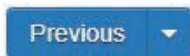9. Click the Previous button to return back to the previous AWP page. (Figure 9-83)

Figure 9-83. Previous Button

EDIT REJECTED OR DRAFT PAYMENT ESTIMATE

1. Confirm current role is set to NV L1 Estimate Generator. (Figure 9-84)

Figure 9-84. Current Role

2. From the Home page, click the Payment Estimates link under the Construction component. (Figure 9-85)
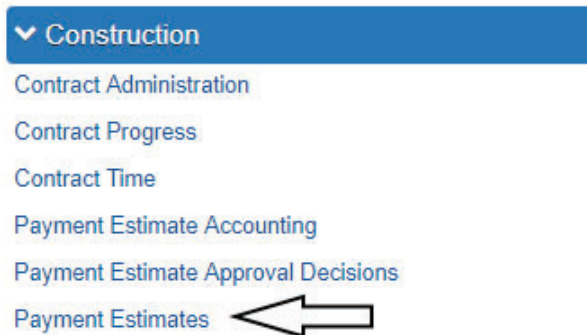

Figure 9-85. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. Then click the Estimate Number hyperlink. (Figure 9-86)
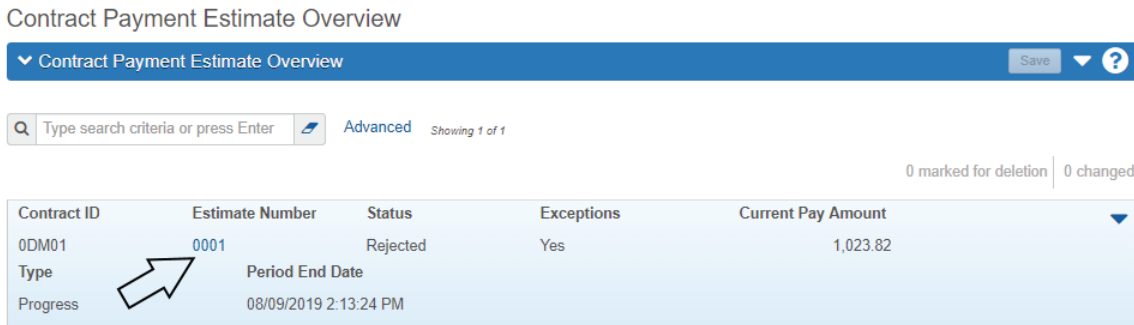

Figure 9-86. Contract Payment Estimate Overview

4. If the estimate has a Status of Rejected (Figure 8-87), complete the next steps (4.a and 4.b). If the status is in Draft, skip to Step 5.
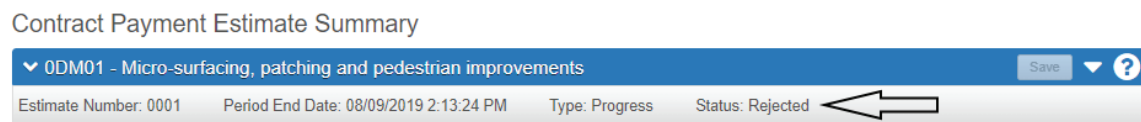
Figure 9-87. Contract Payment Estimate Summary

a. Review the Approval Tracking Comments in the Approval Tracking tab for any notes pertaining to the rejection. (Figure 9-88) Once the payment estimate is changed back to Draft, these notes will disappear.

Figure 9-88. Contract Payment Estimate Summary: Approval Tracking tab

b. Click the Contract Payment Estimate Summary Component Actions Menu and select Change to Draft. (Figure 9-89)

Figure 9-89. Component Row Action: Change to Draft

5. Make appropriate corrections based on the Approval Tracking Comments from Step 4.
   - If the corrections are only within the payment estimate (Exceptions, Payment Adjustments and Item Adjustments) then all that needs to be done is to make the correction(s) and re-submitt the estimate for approval.
   - If a DWR or Diary related to the payment estimate need to be corrected, the payment estimate will have to be deleted (see the Section, Deleting a Payment Estimate, in this Chapter.

DELETING A PAYMENT ESTIMATE

A Payment Estimate can only be deleted if it is in a Draft status.

1. Under Contract Progress Summary, Payment Estimates tab, click Show first 10. (Figure 9-90)
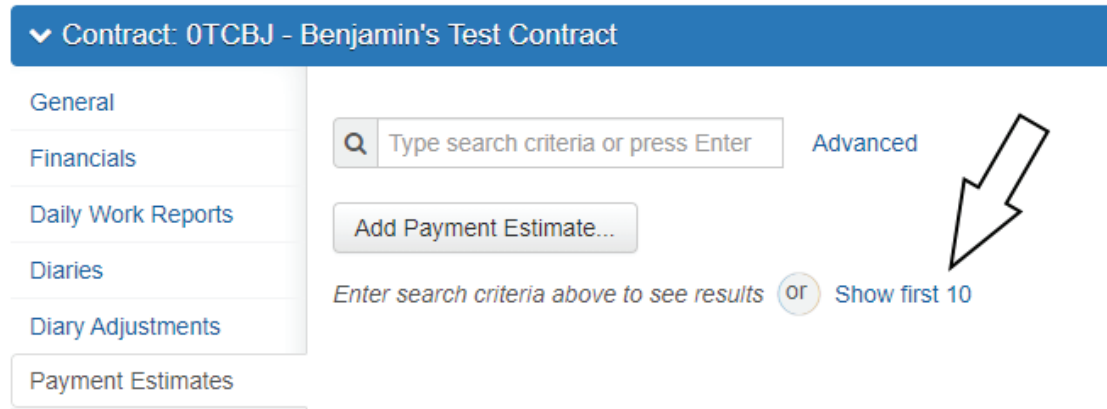

Figure 9-90. Contract Progress Summary, Show First 10

2. Locate the Payment Estimate to be deleted, click the Row Actions Menu, and select Delete. (Figure 9-91)
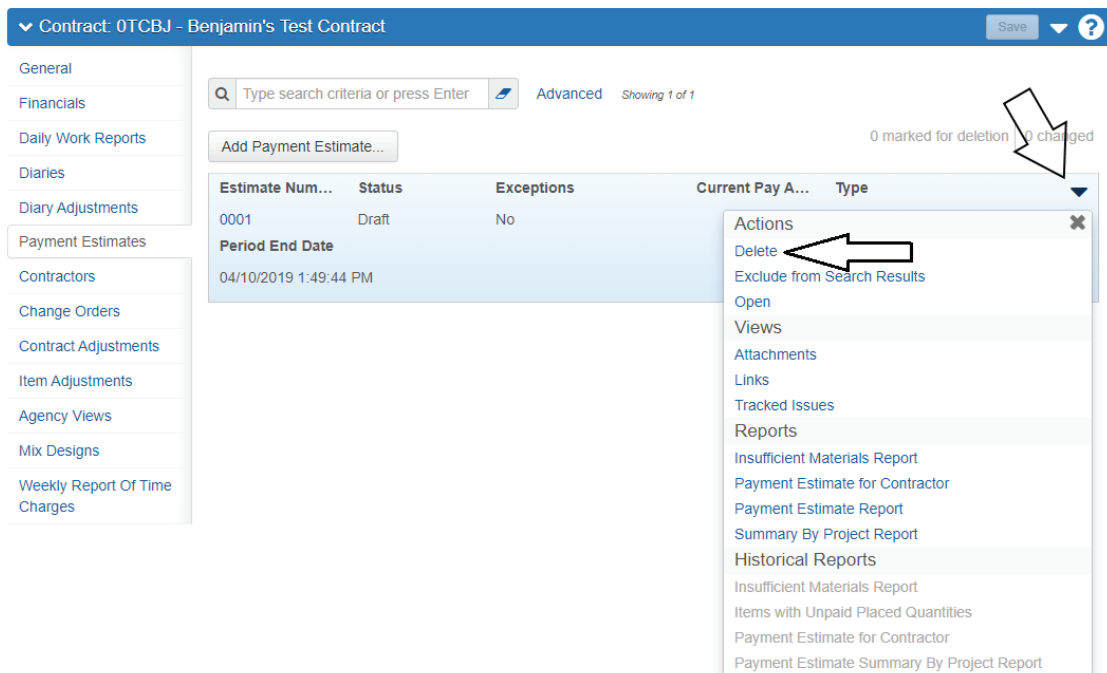

Figure 9-91. Contract Progress Summary with Payment Estimate Row Action Drop-Down

3. Click the Save button. (Figure 9-92)

Figure 9-92. Contract Progress Summary Save button