STOCKPILES

This chapter contains the following sections:

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Manually Balancing/Closing a Stockpile 7-9

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STOCKPILES 7

A construction stockpile is money advanced to the contractor in a payment estimate to purchase and store a material for an item. These advanced payments are recovered as the work on the item is paid for.

AWP software uses only a dollar amount (not quantity) to calculate stockpiles. It also allows for a stockpile on an item to be replenished using the same stockpile record.

Stockpiles are automatically balanced and closed on the Semi-Final payment estimate. However, Stockpiles can also be balanced manually if needed before the Semi-Final payment estimate.

Refer to Chapter 24, Progress Payments, in the Documentation Manual, for the required documents needed to add a stockpile.

ADDING A NEW STOCKPILE

1. Confirm current role is set to NV Crew Office. (Figure 7-1)

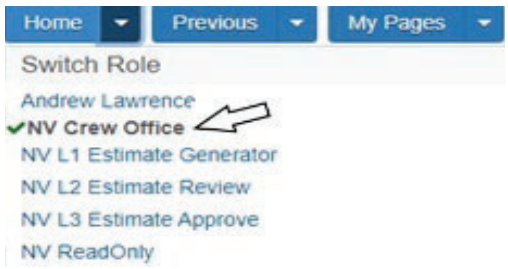

Figure 7-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 7-2)

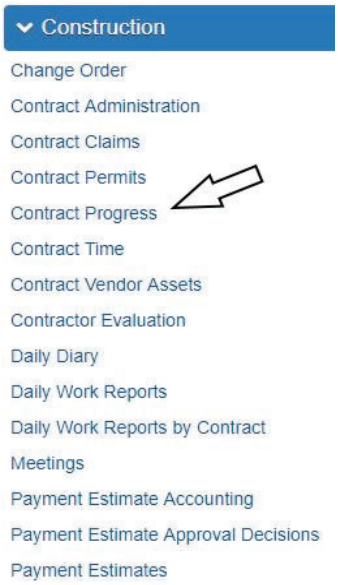

Figure 7-2. Construction Component

3. In the search box, enter your Contract Number, or click Show first 10. (Figure 7-3)

Figure 7-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 7-4)

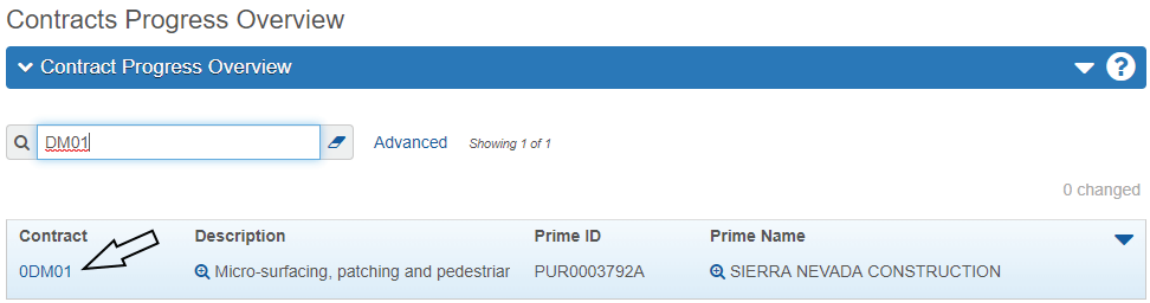

Figure 7-4. Contract Progress Overview with Results

5. In the Quick Links, Click Construction Stockpile. (Figure 7-5)

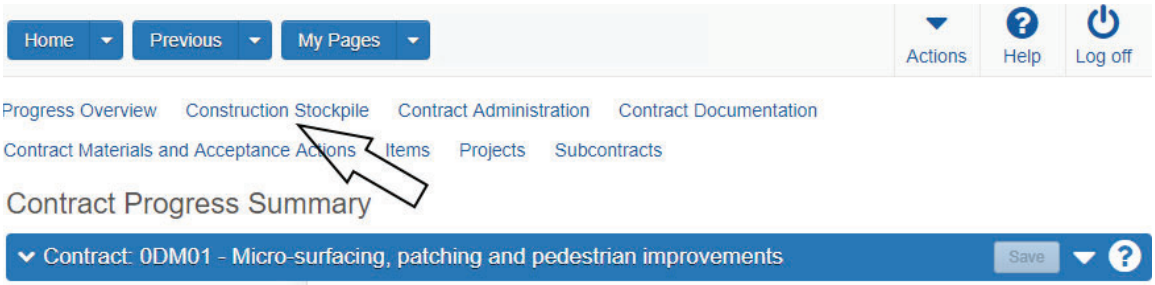

Figure 7-5. Contract Progress Quick Links

6. Click the Row Action drop-down and select Add. (Figure 7-6)

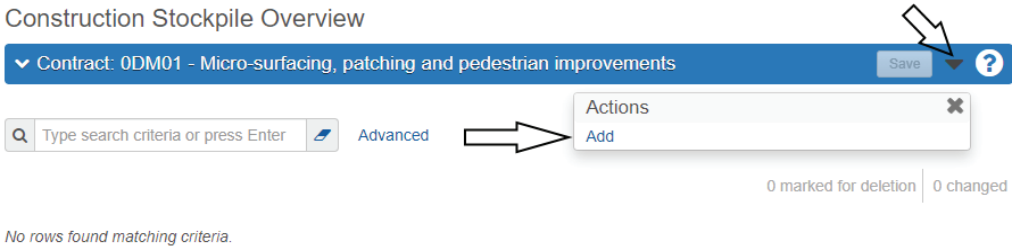

Figure 7-6. Stockpile Action Drop-down

7. Select the Stockpile Item, enter the Stockpile Description, confirm the Recovery Date defaults to today's date, and then click the Save button. (Figure 7-7)

Note: *The Stockpile Description should be the Item Description.*

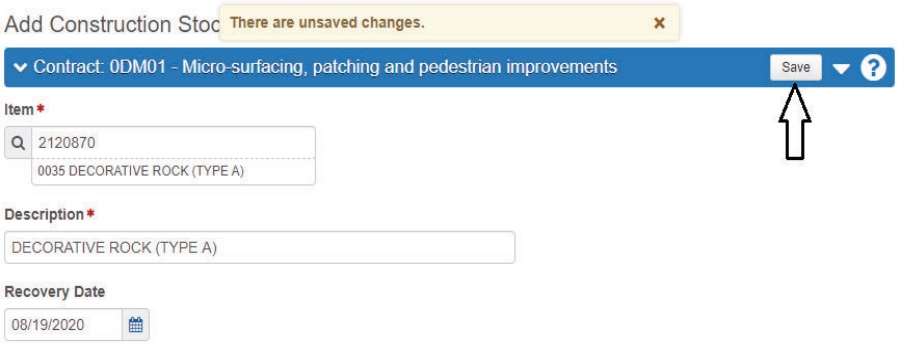

Figure 7-7. Add Construction Stockpile

8. Scroll down to the New Construction Stockpile Transaction section. (Figure 7-8)

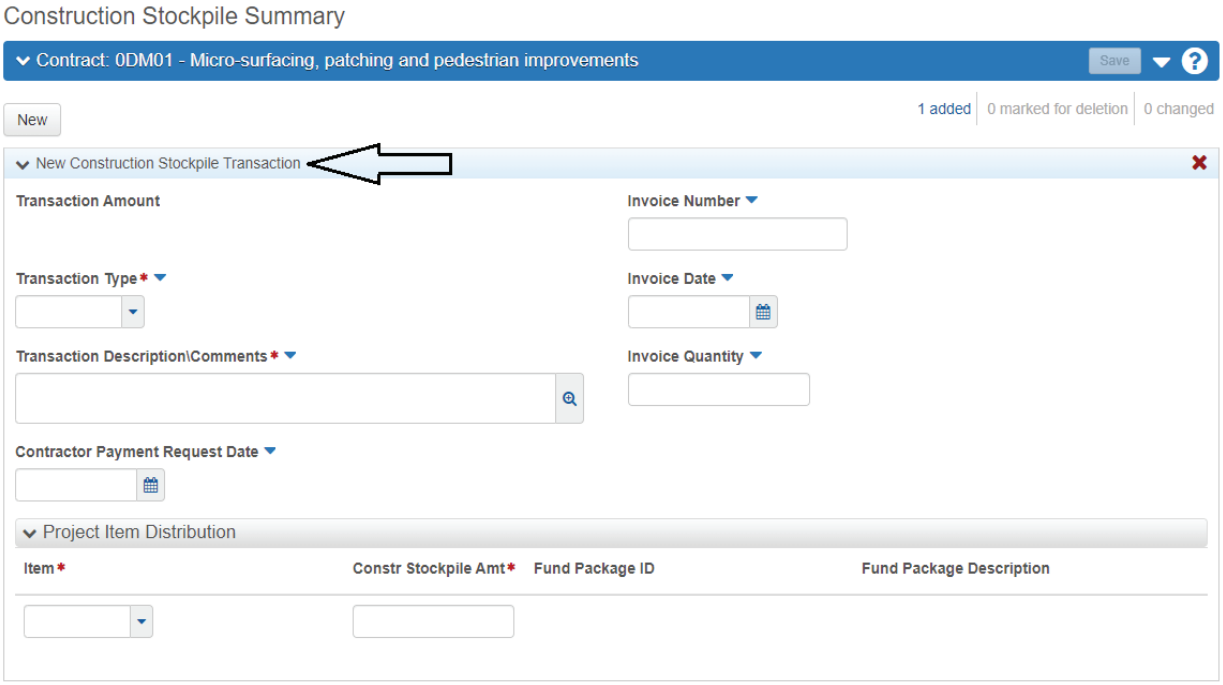

Figure 7-8. New Construction Stockpile Transaction

9. Complete the following fields under the New Construction Stockpile Transaction section. (Figure 7-9)
   - **Transaction Amount** - A system generated field showing the dollar amount of the construction stockpile transaction. This is equal to the net sum total amount for the transaction's project item distribution amounts.
   - **Transaction Type:**
     - **STAD - Stockpile Adjustment** - Replenishing a stockpile
     - **STCL - Stockpile Closure** - Closing a stockpile
     - **STII - Stockpile Initial Invoice** - Stockpile associated with an invoice (i.e. pipe, fence post, etc)
     - **STIP - Stockpile Initial Produced** - Stockpile associated with produced items (i.e. aggregates, premix patching, etc)
   - **Transaction Description\Comments** - Description or Comment pertaining to stockpile transaction (i.e. Initial delivery of rock; replenishment of stockpile; stockpile balance; etc). Enter a description associated with the construction stockpile.

- **Contractor Payment Request Date** - Date on the *Request For Payment For Material On Hand Form (040-015)* from the Contractor.
- **Invoice Number** - The number indicated on an associated invoice.
- **Invoice Date** - Date on the invoice.
- **Invoice Quantity** - Quantity of the item for the stockpile. This quantity is for informational purposes only. It is not included in any of the stockpile calculations.
- **Project Item Distribution - Item** - Select the item, project and category in which to distribute all or a portion of the stockpile transaction. Add additional rows to distribute the stockpile transaction between different categories.
- **Project Item Distribution - Const Stockpile AMT** - Enter the dollar amount of the stockpile transaction to associate that item, project and category.

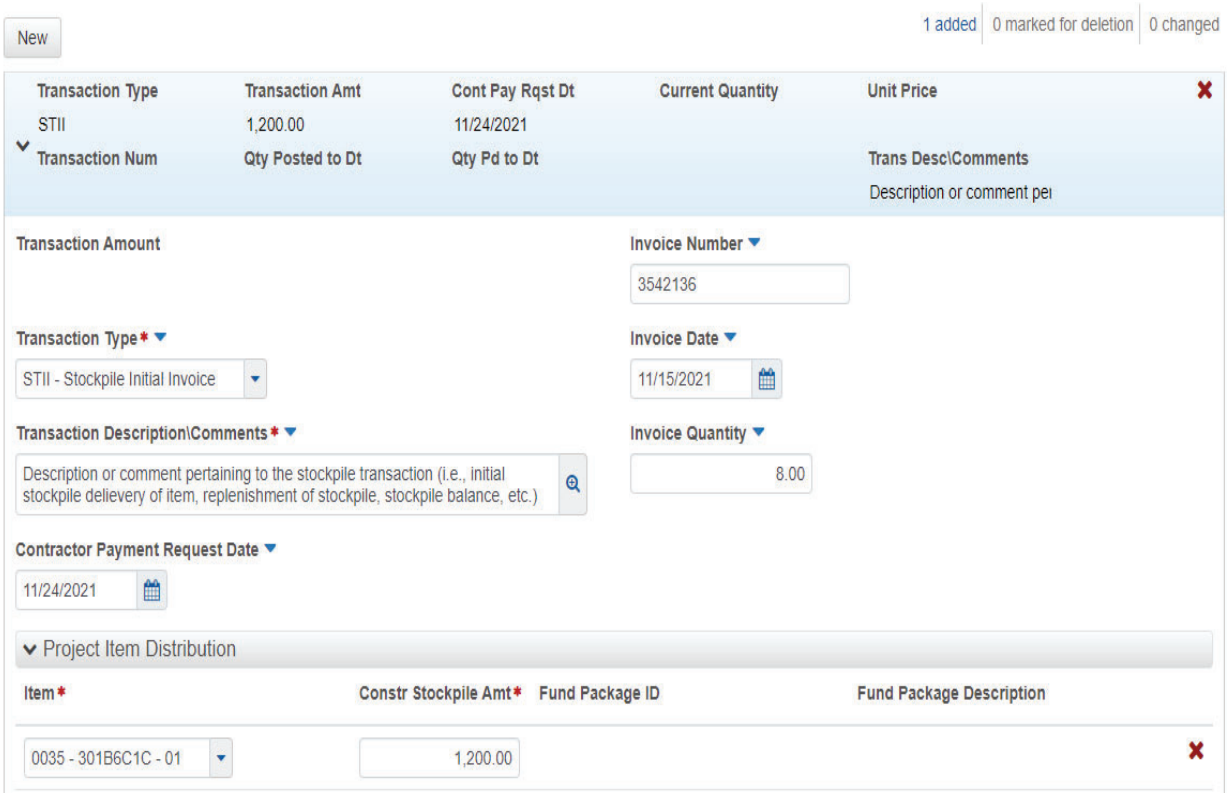

Figure 7-9. Stockpile Transaction and Save

10. Click the Save button at the top of the screen. (Figure 7-10)

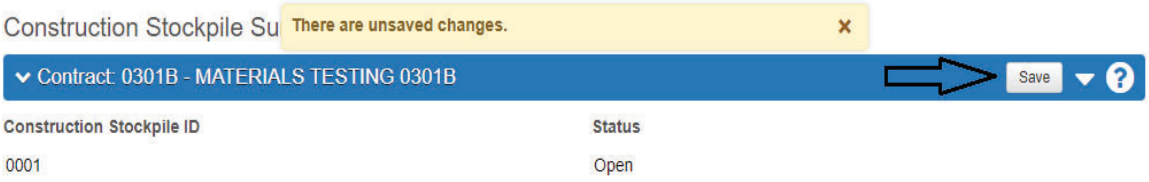

Figure 7-10. Stockpile Save

11. All Stockpiles are REQUIRED to have the approved contractor testing report/memo attached. Click the Row Actions Menu and select Attachments. (Figure 7-11)

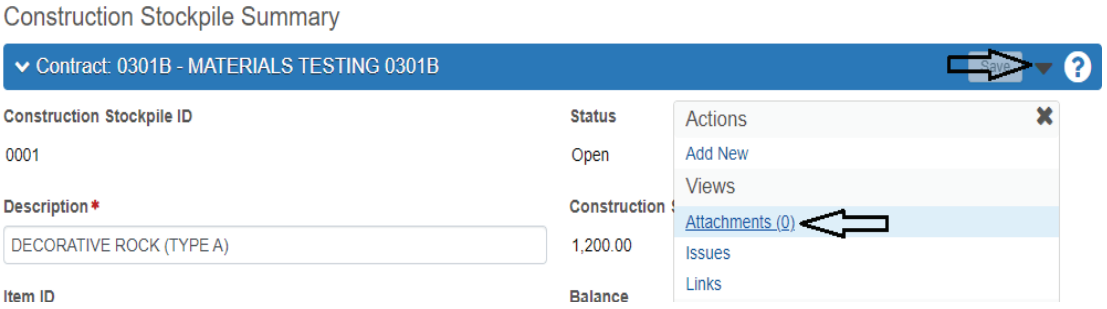

Figure 7-11. Stockpile Open Attachments

12. Click the Select File... Button. (Figure 7-12)

Figure 7-12. Stockpile Attachments, Select File Button

13. Go to the appropriate EDOC Contract Files\Materials & Testing Files\Division No. 3 - Materials Division Certs & Test Reports directory and select the supporting document file, then click the Open button. (Figure 7-13)

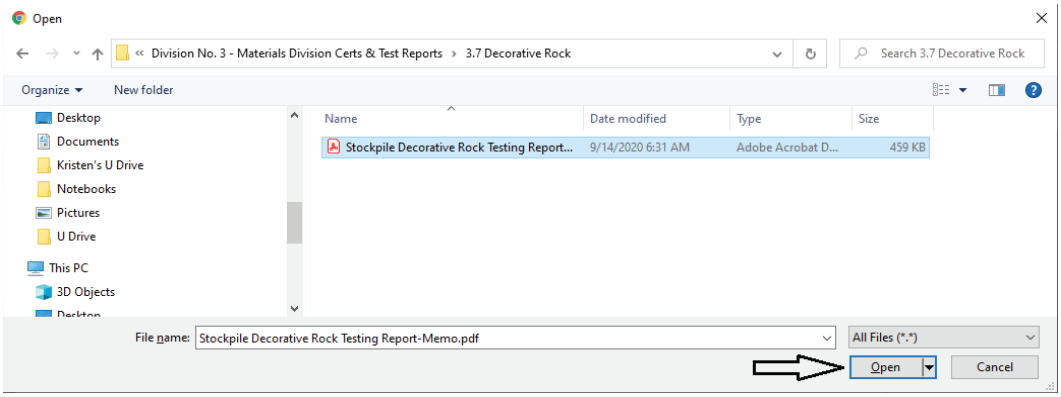

Figure 7-13. Stockpile Attachments, File Selection Window

14. Enter a Description and click the Save button. (Figure 7-14)

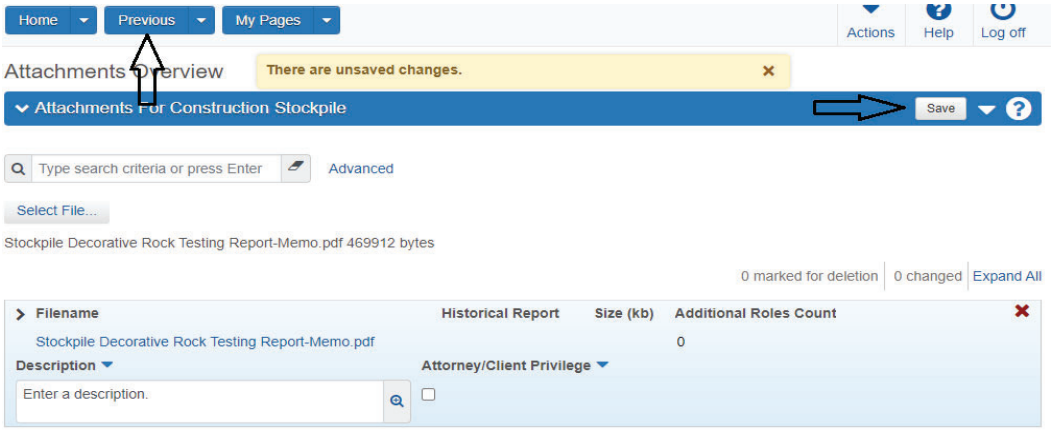

Figure 7-14. Stockpile Attachments, Save

15. Click the Previous button to return to the Stockpile record. (Figure 7-14)

STOCKPILE REPLENISHMENT

If an additional stockpile is needed for an item that already has a stockpile, set up using the following steps.

1. In the Contract Progress component, click the Construction Stockpile in the Quick Links. (Figure 7-15)

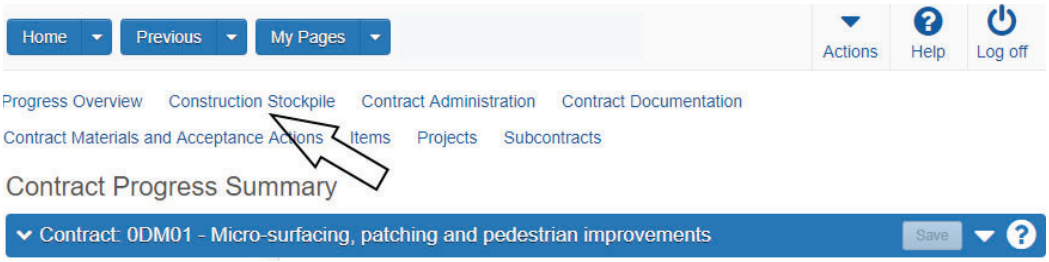

Figure 7-15. Contract Progress Quick Links

2. Click the Stockpile's hyperlink under Constr Stockpile ID. (Figure 7-16)

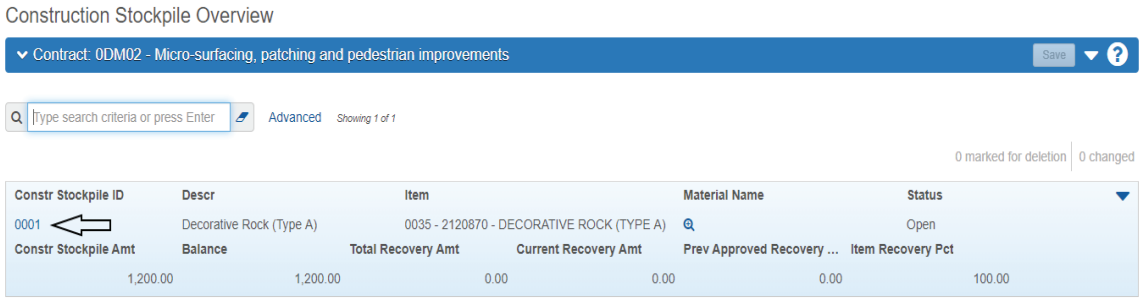

Figure 7-16. Stockpile Hyperlink

3. To add a new transaction, click the New button. (Figure 7-17)

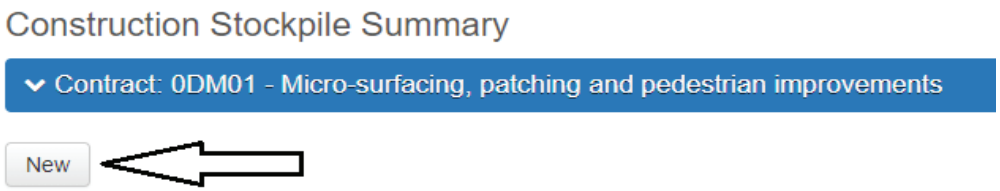

Figure 7-17. New Transaction

4. Enter the new invoice information. Set the Transaction Type to **STAD - Stockpile Adjustment**. (Figure 7-18) Use the information in Step 8 from the previous section to complete the records.

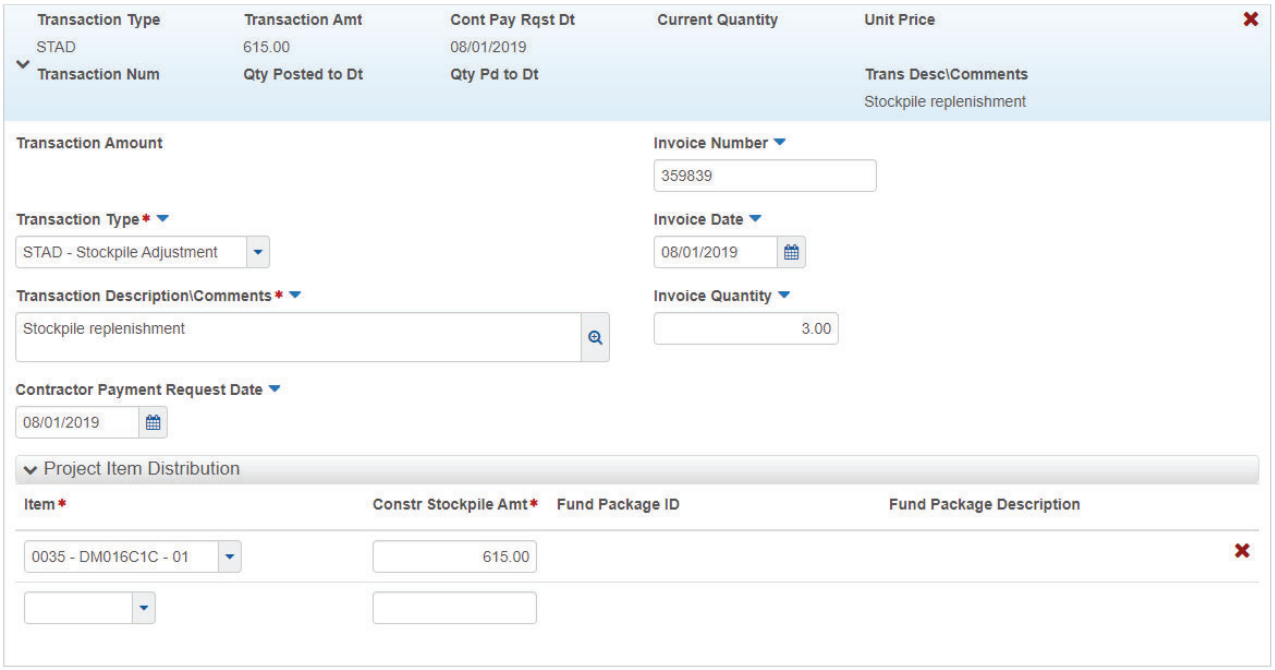

Figure 7-18. Stockpile Adjustment

5. Click the Save button. (Figure 7-19)

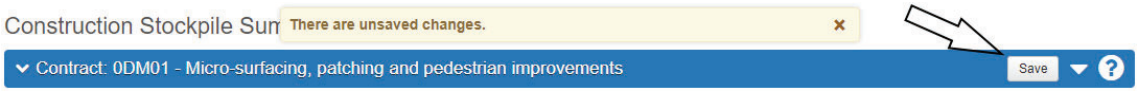

Figure 7-19. Stockpile Save

MANUALLY BALANCING/CLOSING A STOCKPILE

A stockpile can be manually balanced and closed at any point during the contract.

1. In the Contract Progress component, click the Construction Stockpile in the Quick Links. (Figure 7-20)

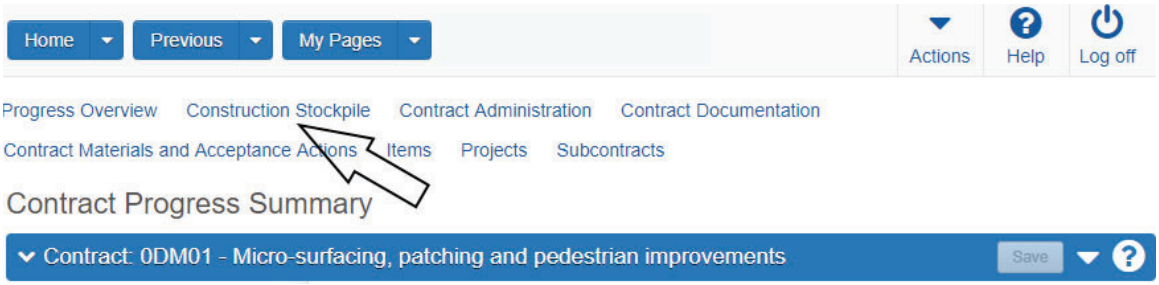

Figure 7-20. Contract Progress Quick Links

2. Click the Stockpile's hyperlink under Constr Stockpile ID. (Figure 7-21)

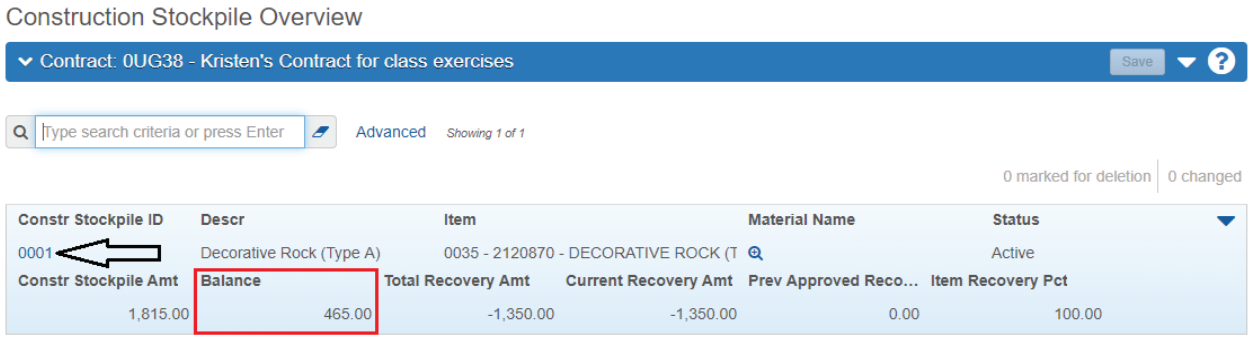

Figure 7-21. Stockpile Hyperlink

3. Click the New button. (Figure 7-22)

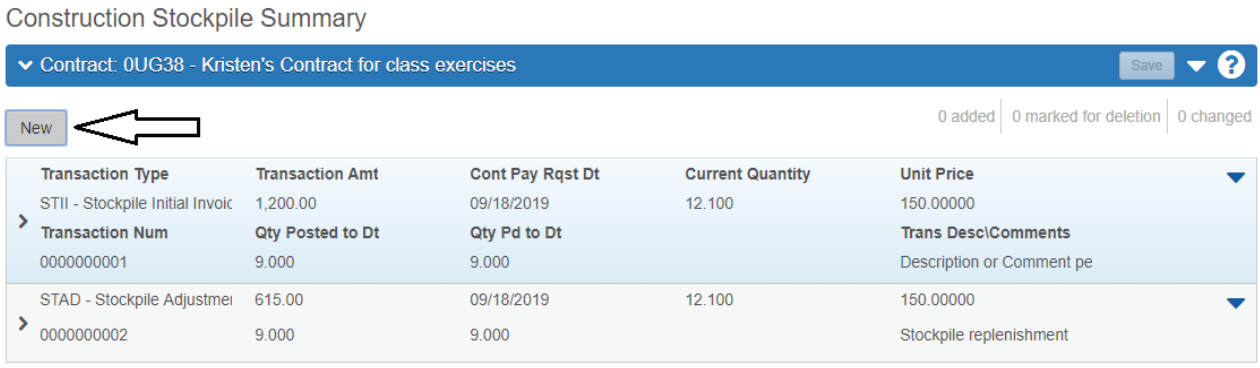

Figure 7-22. New Stockpile Transaction

4. Enter the balancing information. (Figure 7-23)
   - Set the Transaction Type to **STAD - Stockpile Adjustment**.
   - Enter a **Transaction\Comment**.
   - Enter a negative dollar amount in the **Constr Stockpile Amt** field, to bring the balance to zero. (Refer to the balance field from Figure 7-21)

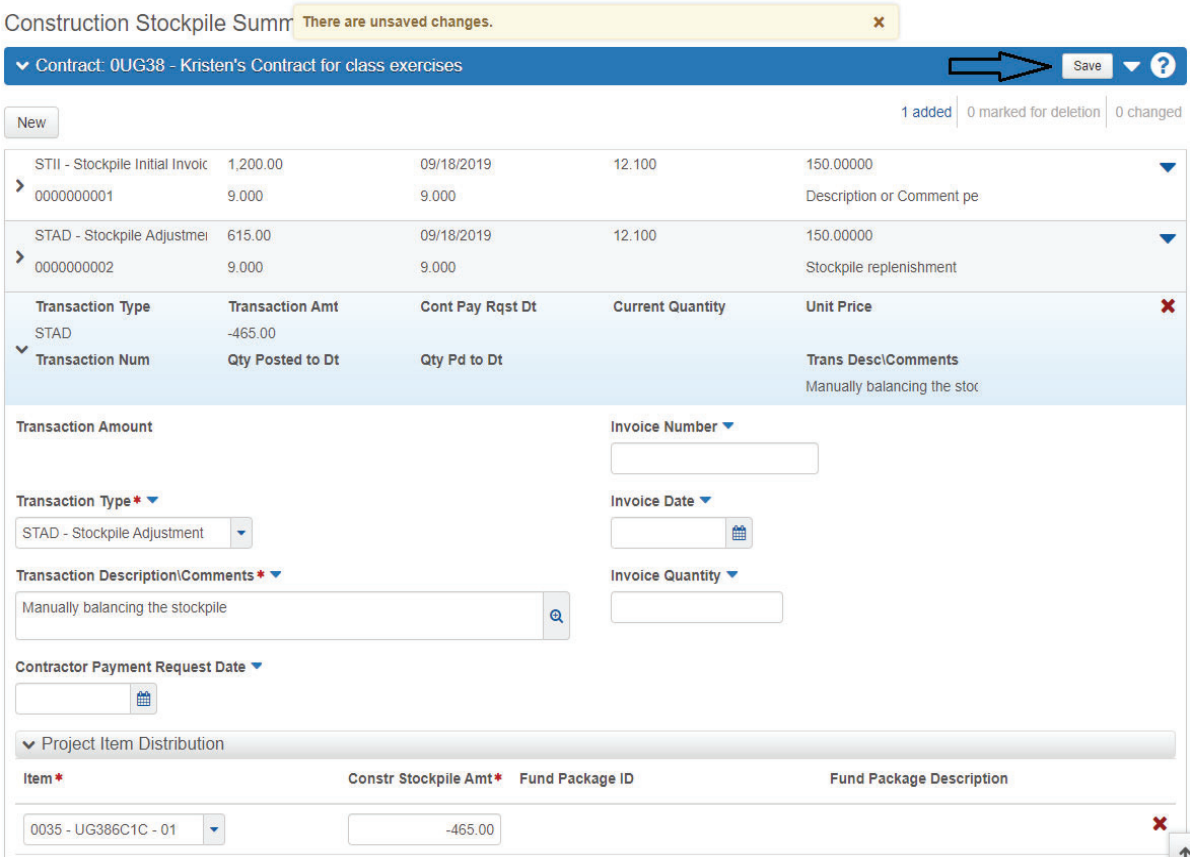

Figure 7-23. Stockpile Balancing Transaction

5. Click the Save button. (Figure 7-23)
6. Click the New button again. (Figure 7-22)
7. Enter the closing information. (Figure 7-24)
   - Set the Transaction Type to **STCL - Stockpile Closure**.
   - Enter a **Transaction\Comment**.
   - Leave all other fields blank.

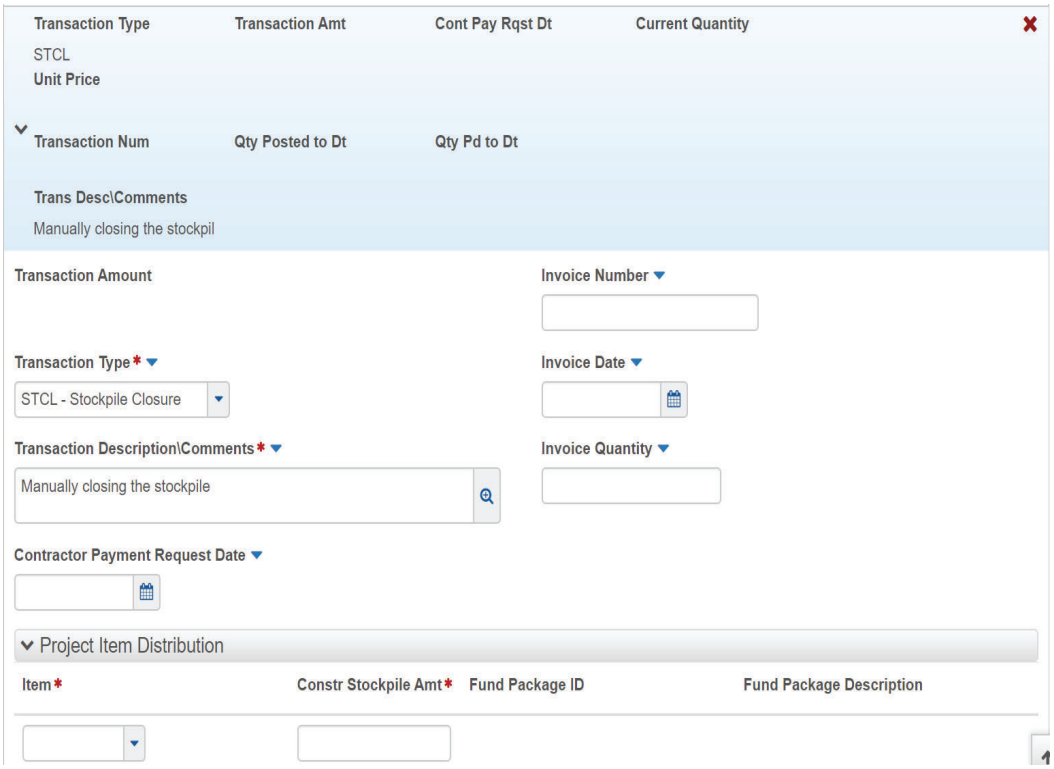

Figure 7-24. Stockpile Closing Transaction

8. Click the Save button. (Figure 7-23)

GENERATING THE STOCKPILE SUMMARY REPORT

The Stockpile Summary Report shows all transactions for the stockpile and the remaining balance.

1. From the Contract Progress Summary component, click on the Construction Stockpile Quick Link. (Figure 7-25)

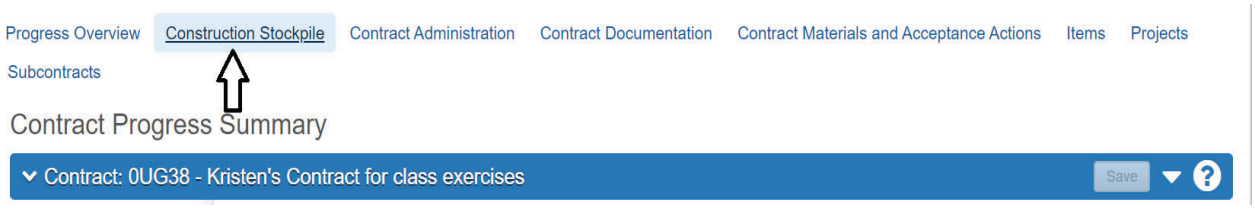

Figure 7-25. Construction Stockpile Quick Link

2. Click the Construction Stockpile Overview Row Actions drop-down on the stockpile and click the Stockpile Summary Report. (Figure 7-26)

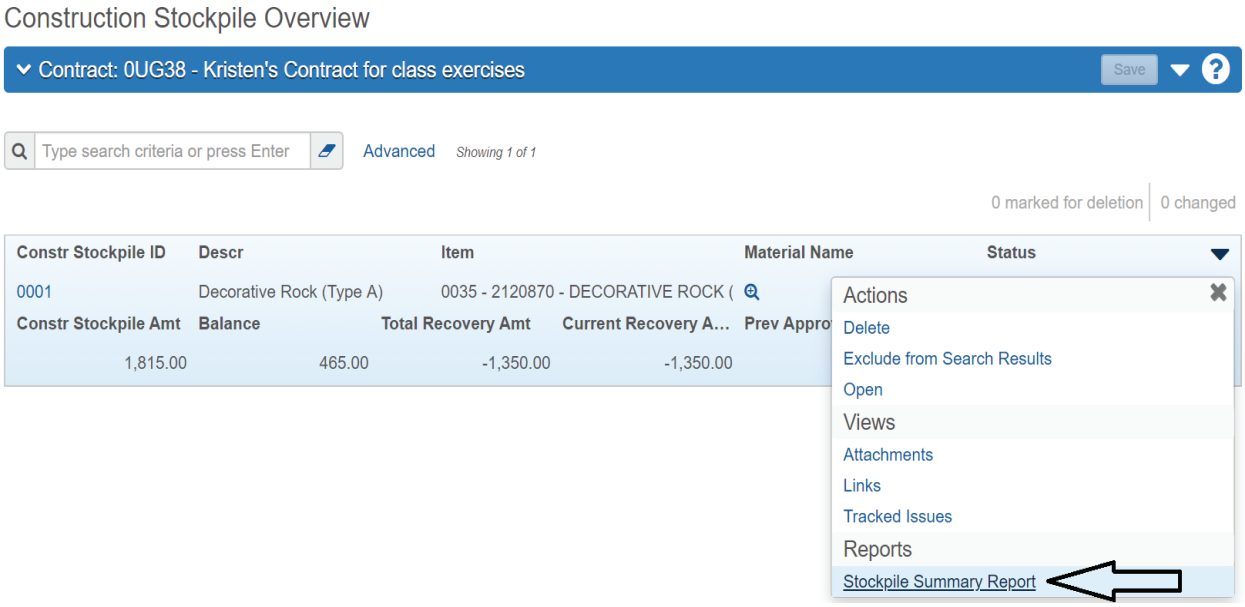

Figure 7-26. Select Stockpile Summary Report

3. Accept all Default values in the Generate Report - Stockpile Summary Report window and click the Execute button. (Figure 7-27)

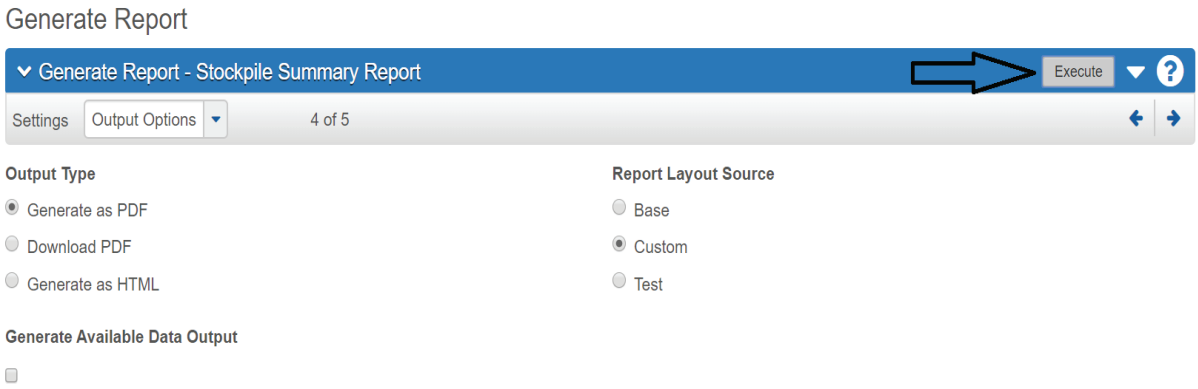

Figure 7-27. Execute Stockpile Summary Report

4. The Stockpile Summary Report opens in a new browser window. (Figure 7-28)

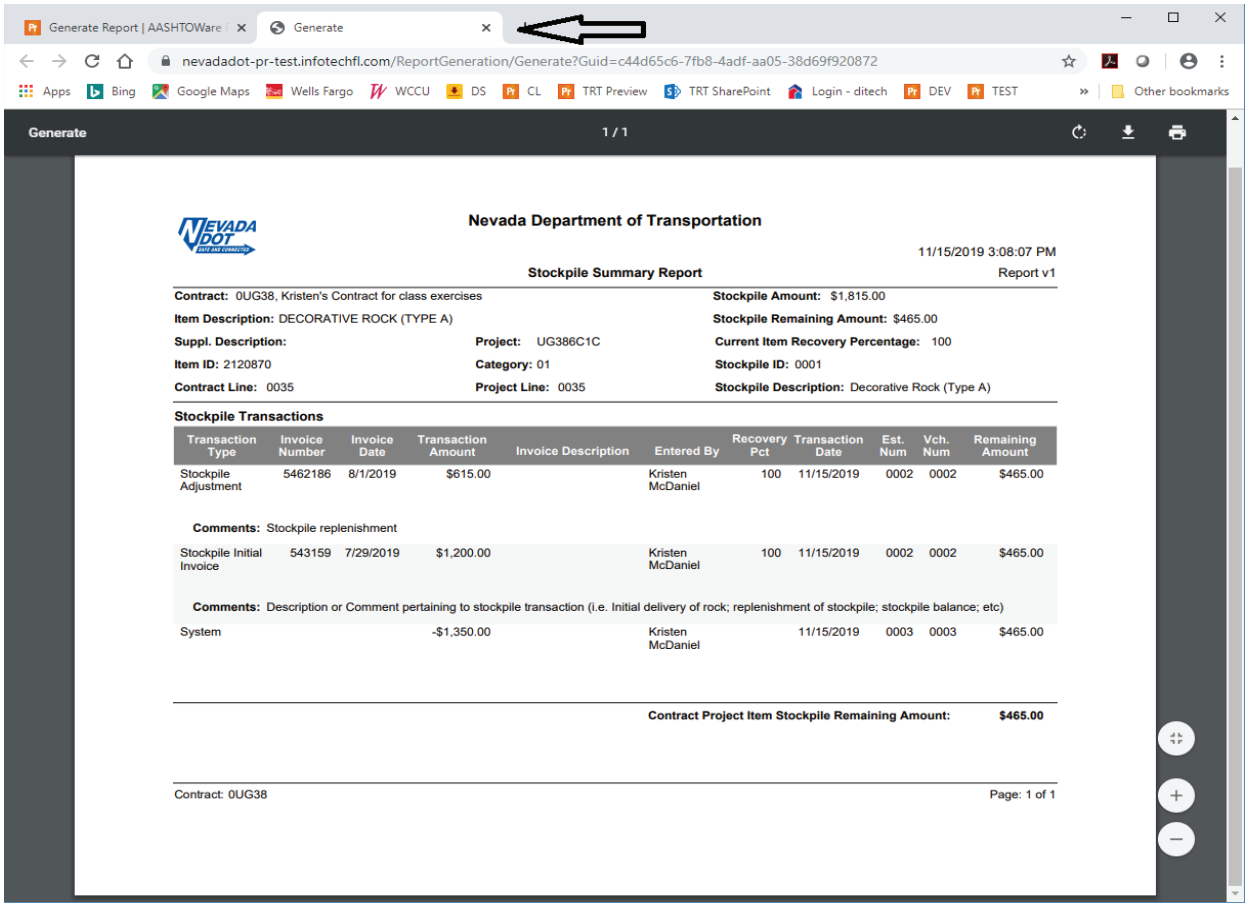

Figure 7-28. Stockpile Summary Report

5. At this point the Stockpile Summary Report can be printed to a PDF file, following the browser print options. If a PDF copy is not needed, close the browser tab to delete the report.
6. Click the Previous button to return back to the Construction Stockpile Overview Component. (Figure 7-29)

Figure 7-29. Previous Button