

# STOCKPILES

This chapter contains the following sections:

---

Adding a New Stockpile .....	7-3
Stockpile Replenishment .....	7-8
Manually Balancing/Closing a Stockpile .....	7-9
Generating the Stockpile Summary Report .....	7-12



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)

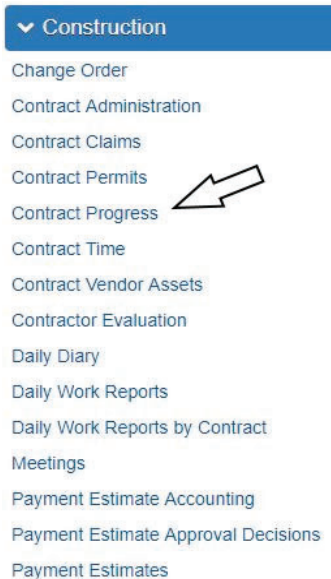


Figure 7-2. Construction Component

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

## Contracts Progress Overview

▼ Contract Progress Overview

No rows found matching criteria.

Enter search criteria above to see results

**Figure 7-3. Contract Progress Overview**

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

## Contracts Progress Overview

▼ Contract Progress Overview

Showing 1 of 1
0 changed

Contract	Description	Prime ID	Prime Name
<a href="#">ODM01</a>	<a href="#">Micro-surfacing, patching and pedestriar</a>	PUR0003792A	<a href="#">SIERRA NEVADA CONSTRUCTION</a>

**Figure 7-4. Contract Progress Overview with Results**

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

[Progress Overview](#)
[Construction Stockpile](#)
[Contract Administration](#)
[Contract Documentation](#)

[Contract Materials and Acceptance Actions](#)
[Items](#)
[Projects](#)
[Subcontracts](#)

Contract Progress Summary

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

**Figure 7-5. Contract Progress Quick Links**

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

Construction Stockpile Overview

▼ Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

0 marked for deletion | 0 changed

No rows found matching criteria.

**Figure 7-6. Stockpile Action Drop-down**

- 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.

Add Construction Stockpile There are unsaved changes. x

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Item \*

Q 2120870  
0035 DECORATIVE ROCK (TYPE A)

Description \*

DECORATIVE ROCK (TYPE A)

Recovery Date

08/19/2020

Figure 7-7. Add Construction Stockpile

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

Construction Stockpile Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

New 1 added | 0 marked for deletion | 0 changed

**New Construction Stockpile Transaction** x

Transaction Amount Invoice Number

Transaction Type \* Invoice Date

Transaction Description\Comments \* Invoice Quantity

Contractor Payment Request Date

Project Item Distribution

Item *	Constr Stockpile Amt *	Fund Package ID	Fund Package Description
<input type="text"/>	<input type="text"/>		

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.

New 1 added | 0 marked for deletion | 0 changed

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price	
STII	1,200.00	11/24/2021			
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc Comments Description or comment per		

Transaction Amount Invoice Number

Transaction Type\* Invoice Date  
 STII - Stockpile Initial Invoice 11/15/2021

Transaction Description|Comments\* Invoice Quantity  
 Description or comment pertaining to the stockpile transaction (i.e., initial stockpile delivery of item, replenishment of stockpile, stockpile balance, etc.) 8.00

Contractor Payment Request Date 11/24/2021

Project Item Distribution

Item*	Constr Stockpile Amt*	Fund Package ID	Fund Package Description
0035 - 301B6C1C - 01	1,200.00		

Figure 7-9. Stockpile Transaction and Save

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

Construction Stockpile Summary There are unsaved changes.

Contract: 0301B - MATERIALS TESTING 0301B Save ?

Construction Stockpile ID	Status
0001	Open

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)

## Construction Stockpile Summary

Contract: 0301B - MATERIALS TESTING 0301B

Construction Stockpile ID	Status	Actions
0001	Open	<ul style="list-style-type: none"> <li>Add New</li> <li>Views</li> <li><b>Attachments (0)</b></li> <li>Issues</li> <li>Links</li> </ul>

Description \*  
DECORATIVE ROCK (TYPE A)

Item ID  
1,200.00

Balance

Figure 7-11. Stockpile Open Attachments

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

## Attachments Overview

Attachments For Construction Stockpile

Type search criteria or press Enter

Select File...

Figure 7-12. Stockpile Attachments, Select File Button

- 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)

Open

Division No. 3 - Materials Division Certs & Test Reports > 3.7 Decorative Rock

Name	Date modified	Type	Size
Stockpile Decorative Rock Testing Report-Memo.pdf	9/14/2020 6:31 AM	Adobe Acrobat D...	459 KB

File name: Stockpile Decorative Rock Testing Report-Memo.pdf

Open

Figure 7-13. Stockpile Attachments, File Selection Window

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

Home Previous My Pages Actions Help Log off

Attachments Overview There are unsaved changes.

Attachments For Construction Stockpile Save ?

Type search criteria or press Enter Advanced

Select File...

Stockpile: Decorative Rock Testing Report-Memo.pdf 469912 bytes

0 marked for deletion 0 changed Expand All

Filename	Historical Report	Size (kb)	Additional Roles Count
Stockpile Decorative Rock Testing Report-Memo.pdf			0

Description Attorney/Client Privilege

Enter a description.

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)

Home Previous My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation

Contract Materials and Acceptance Actions Items Projects Subcontracts

Contract Progress Summary

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Figure 7-15. Contract Progress Quick Links

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

Construction Stockpile Overview

Contract: 0DM02 - Micro-surfacing, patching and pedestrian improvements Save ?

Type search criteria or press Enter Advanced Showing 1 of 1

0 marked for deletion 0 changed

Constr Stockpile ID	Descr	Item	Material Name	Status	
0001	Decorative Rock (Type A)	0035 - 2120870 - DECORATIVE ROCK (TYPE A)		Open	
Constr Stockpile Amt	Balance	Total Recovery Amt	Current Recovery Amt	Prev Approved Recovery ...	Item Recovery Pct
	1,200.00	1,200.00	0.00	0.00	100.00

Figure 7-16. Stockpile Hyperlink

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



## Construction Stockpile Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements



Figure 7-17. New Transaction

- 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.

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price
STAD	615.00	08/01/2019		
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc\Comments	
			Stockpile replenishment	

Transaction Amount	Invoice Number
	359839
Transaction Type*	Invoice Date
STAD - Stockpile Adjustment	08/01/2019
Transaction Description\Comments*	Invoice Quantity
Stockpile replenishment	3.00
Contractor Payment Request Date	
08/01/2019	
Project Item Distribution	
Item*	Constr Stockpile Amt*
0035 - DM016C1C - 01	615.00

Figure 7-18. Stockpile Adjustment

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

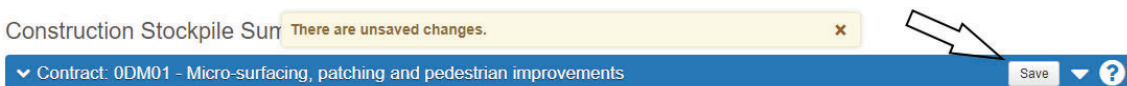


Figure 7-19. Stockpile Save

## 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)

Home Previous My Pages Actions Help Log off

Progress Overview **Construction Stockpile** Contract Administration Contract Documentation

Contract Materials and Acceptance Actions Items Projects Subcontracts

## Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Figure 7-20. Contract Progress Quick Links

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

### Construction Stockpile Overview

Contract: OUG38 - Kristen's Contract for class exercises Save ?

Q [type search criteria or press Enter] Advanced Showing 1 of 1 0 marked for deletion | 0 changed

Constr Stockpile ID	Descr	Item	Material Name	Status
0001	Decorative Rock (Type A)	0035 - 2120870 - DECORATIVE ROCK (T		Active
Constr Stockpile Amt	Balance	Total Recovery Amt	Current Recovery Amt	Prev Approved Reco... Item Recovery Pct
1,815.00	465.00	-1,350.00	-1,350.00	0.00 100.00

Figure 7-21. Stockpile Hyperlink

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

### Construction Stockpile Summary

Contract: OUG38 - Kristen's Contract for class exercises Save ?

New 0 added | 0 marked for deletion | 0 changed

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price
STII - Stockpile Initial Invoic	1,200.00	09/18/2019	12.100	150.00000
> Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc\Comments	
0000000001	9.000	9.000	Description or Comment pe	
STAD - Stockpile Adjustmei	615.00	09/18/2019	12.100	150.00000
> 0000000002	9.000	9.000	Stockpile replenishment	

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)

Construction Stockpile Summary There are unsaved changes. x

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

New 1 added | 0 marked for deletion | 0 changed

STII - Stockpile Initial Invoice	1,200.00	09/18/2019	12.100	150.00000	
> 0000000001	9.000	9.000			Description or Comment pe
STAD - Stockpile Adjustment	615.00	09/18/2019	12.100	150.00000	
> 0000000002	9.000	9.000			Stockpile replenishment

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price	
STAD	-465.00				
> Transaction Num	Qty Posted to Dt	Qty Pd to Dt			Trans Desc\Comments
					Manually balancing the stock

**Transaction Amount** Invoice Number

**Transaction Type** Invoice Date

STAD - Stockpile Adjustment

**Transaction Description\Comments** Invoice Quantity

Manually balancing the stockpile

**Contractor Payment Request Date**

**Project Item Distribution**

Item	Constr Stockpile Amt	Fund Package ID	Fund Package Description
0035 - UG386C1C - 01	-465.00		

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.

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity
STCL			
Unit Price			
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	
Trans Desc\Comments			
Manually closing the stockpil			
Transaction Amount		Invoice Number	
		<input type="text"/>	
Transaction Type *		Invoice Date	
STCL - Stockpile Closure		<input type="text"/>	
Transaction Description\Comments *		Invoice Quantity	
Manually closing the stockpile		<input type="text"/>	
Contractor Payment Request Date			
<input type="text"/>			
Project Item Distribution			
Item *	Constr Stockpile Amt *	Fund Package ID	Fund Package Description
<input type="text"/>	<input type="text"/>		

Figure 7-24. Stockpile Closing Transaction

- 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.

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

Progress Overview **Construction Stockpile** Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Projects

Subcontracts

Contract Progress Summary

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

Figure 7-25. Construction Stockpile Quick Link

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

## Construction Stockpile Overview

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1 0 marked for deletion 0 changed

Constr Stockpile ID	Descr	Item	Material Name	Status
0001	Decorative Rock (Type A)	0035 - 2120870 - DECORATIVE ROCK (		
<b>Constr Stockpile Amt</b>	<b>Balance</b>	<b>Total Recovery Amt</b>	<b>Current Recovery A...</b>	<b>Prev Appro</b>
1,815.00	465.00	-1,350.00	-1,350.00	

Actions ×

Delete

Exclude from Search Results

Open

Views

Attachments

Links

Tracked Issues

Reports

Stockpile Summary Report ←

**Figure 7-26. Select Stockpile Summary Report**

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

### Generate Report

Generate Report - Stockpile Summary Report Execute ?

Settings Output Options 4 of 5 ← →

**Output Type**

Generate as PDF

Download PDF

Generate as HTML

**Report Layout Source**

Base

Custom

Test

**Generate Available Data Output**

**Figure 7-27. Execute Stockpile Summary Report**

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

Generate Report | AASHTOWare | x Generate

nevadadot-pr-test.infotechfl.com/ReportGeneration/Generate?Guid=c44d65c6-7fb8-4adf-aa05-38d69f920872

Generate 1 / 1

**Nevada Department of Transportation** 11/15/2019 3:08:07 PM

**Stockpile Summary Report** Report v1

Contract: 0UG38, Kristen's Contract for class exercises **Stockpile Amount:** \$1,815.00  
**Item Description:** DECORATIVE ROCK (TYPE A) **Stockpile Remaining Amount:** \$465.00  
**Suppl. Description:** **Project:** UG386C1C **Current Item Recovery Percentage:** 100  
**Item ID:** 2120870 **Category:** 01 **Stockpile ID:** 0001  
**Contract Line:** 0035 **Project Line:** 0035 **Stockpile Description:** Decorative Rock (Type A)

**Stockpile Transactions**

Transaction Type	Invoice Number	Invoice Date	Transaction Amount	Invoice Description	Entered By	Recovery Pct	Transaction Date	Est. Num	Vch. Num	Remaining Amount
Stockpile Adjustment	5462186	8/1/2019	\$615.00		Kristen McDaniel	100	11/15/2019	0002	0002	\$465.00
<b>Comments:</b> Stockpile replenishment										
Stockpile Initial Invoice	543159	7/29/2019	\$1,200.00		Kristen McDaniel	100	11/15/2019	0002	0002	\$465.00
<b>Comments:</b> Description or Comment pertaining to stockpile transaction (i.e. Initial delivery of rock; replenishment of stockpile; stockpile balance; etc)										
System			-\$1,350.00		Kristen McDaniel		11/15/2019	0003	0003	\$465.00

**Contract Project Item Stockpile Remaining Amount: \$465.00**

Contract: 0UG38 Page: 1 of 1

Figure 7-28. Stockpile Summary Report

- 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.
- Click the Previous button to return back to the Construction Stockpile Overview Component. (Figure 7-29)

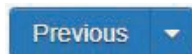


Figure 7-29. Previous Button