This chapter contains the following sections:

Adding a Payment Estimate	
Payment Estimate Review and Approve Process	
Executing and Saving the Approved Payment Estimate for Contractor Report	
Executing the Draft Payment Estimate for Contractor Report	9-36
Edit Rejected or Draft Payment Estimate	9-39
Deleting a Payment Estimate	9-41



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

- 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)\*
- Other Item Adjustments for Insufficient Materials for items with deficient/missing 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.

\*\*The AWP software automatically withholds payment on items with deficient and/or missing material certifications. This automatic process uses a Material Certification (Cert) Sample, where the crew office creates a Sample Record and attaches a copy of the material certification. This Cert Sample is reviewed and approved by the Material Division, Lab Services (Carson City) staff. Refer to the AWP Cert Sample Record Creation document located in the AWP Materials User Guides SharePoint location for details.

*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)



9

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

### **Contracts Progress Overview**

Q	Type search criteria or press Enter	Advanced
~	Type search entend of press Enter	Advanced

Figure 9-3. Contract Progress Overview

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

**Contracts Progress Overview** 

✓ Contract Progress Overview	- ?
Q DM01  Advanced Showing 1 of 1	0 changed
Contract Description Prime ID Prime Name	•
Figure 9-4 Contract Progress Overview with Results	
Click the Add Payment Estimates button. (Figure 9-5)	
Contract Progress Summary	
✓ Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvemen	
Q         Type search criteria or press Enter         Advanced	
Add Payment Estimate	
Enter search criteria above to see results or Show first 10 Figure 9-5. Contract Progress: Add Payment Estimate	

5.


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.

Add Contract Payment Estimate Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements Add Payment Estimate Progress - Progress Semi-Final - Semi-Final Figure 9-6. Add Contract Payment Estimate: Type and Cutoff 7. Click the Add Payment Estimate button. (Figure 9-7)

Add Contract Payment E There are unsaved changes.

	-	
✓ Contract: 0DM01 - Micro-surfacing, patching and	Add Payment Estimate 🤜 字	
Type*	Period Begin Date	51
Progress - Progress	07/26/2019 12:00:00 AM	$\langle \rangle$
	Period End Date *	
	08/09/2019 3:42:06 PM	

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)

×

Contract Progress Payment Estimate	Payment Estimate Overview Process History Overview		
Add Contract Payment E	Add Payment Estimate Process started at 06/05/2020 1:05:24 PM.	×	
✓ Contract: 0201X - Kristen M	cDaniel for Training Exercise		Add Payment Estimate 🔻 ?
Туре*	Period Begin Date		
Progress - Progress	04/24/2020 12:00:00 AM		
	Period End Date*		
	05/29/2020 1:04:37 PM	<b>#</b>	

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

✓ Contract: 0DM01 -	Micro-surfacing, patching and pedestrian improvements
Payment Estimates	<b>Q</b> Type search criteria or press Enter
	Add Payment Estimate
	Enter search criteria above to see results or Show first 10
<b>F</b>	Enter search criteria above to see results or Show first 10

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)

		Actions
Actions		Actions
Open Process History	$\sim$	•••
Tracked Issues		
Cases		
Generate Report		
Execute Process		
Global Attachments		
Global Links		
My Settings		
My Outbox		
Figure 9-10. Open Proces	ss History	

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

g

Process History Overview

<ul> <li>Process History</li> </ul>	Overview			- ?
Process History	Pro	cess Completed for AddPaymentEstimate	×	
System Process History	Q Type search criteria or p sta	rted at 08/13/2019 3:27:21 PM	<b>▼</b>	
Scheduled			C	changed
Payroll Import	Process	User ID	Success	
Notifications	Q AddPaymentEstimate	bschober@dot.nv.gov	Yes	
	Review Start Time	Finish Time	Output Files	
	No 08/13/2019 3:27:21 F	PM 08/13/2019 3:27:46 PM	AddPaymentEstimat	e.log
	4	FI L	Error.log	-

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



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

✓ Contract: 0DM01 - Mid	cro-surfacing, patcl	hing and pedestria	an improvements		Save	- ?
Payment Estimates	Q Type search crite Add Payment Estima	ate	Advanced Showing 1 of 1		0 marked for deletion 0	changed
	Estimate Number	Status	Exceptions	Current Pay A	Туре	•
	0001	Draft	No	1,404.74	Progress	
	Period End Date					
	08/09/2019 4:19:37	PM				

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

9

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 P	ayment Estimate	•		Prime Co	ontractor
Notes	318,661.35				11057 - C	0&D CONSTRUCTION
Exceptions	Total Pay Amount (All Payme	ent Estimates)			Current (	Contract Amount
Time Charges	318,661.35				14,556,89	95.50
Projects	Transfords Assessed in Date				Cantanat	Descent Complete
tems	Transfer to Accounting Date				Contract	Percent Complete
Payment Adjustments					2.19	
tem Adjustments					Created I	Ву
oproval Tracking					kmcdanie	el2@dot.nv.gov
opproval fracking					Created	Date
					00/07/00/	0.0.57.07.414
					03/07/202	23 6:57:27 AM
	Contract: 0MD02 - District 2 Ma	terials Training Cor	ntract			-
	Payment Est Number: 0001	Period EndDate:	02/17/2023	Status: Drat	t	-
	Type: Progress - Progress					
		Previous	Pay Est	This Pay Estimate	Total (All Pay Est)	Price – Fuel:
	Posted Item Pay:		0.00	528,000.00	528,000.00	Price – Asphalt:
	Gross Item Adjustments:		0.00	-201,167.85	-201,167.85	Price – Emulsified
	Gross Item Pay :		0.00	326,832.15	326,832.15	Asphalt:
	Participating Item Pay:		0.00	0.00	0.00	
Liquidated Damage:	Non-Participating Item Pay:		0.00	336,807.90	336,807.90	Values in these lines
Values in this line	Cash Retainage:		0.00	8,170.80	-8,170.80	indicate Fuel, Asphalt,
indicate I Ds for Main	Liquidated Damage:     Other Contract Adjustmenter		0.00	0.00	0.00	and Emulsified Asphalt
Site Time ONLY	other Contract Adjustments:		0.00	0.00	0.00	escalation payments or
	Total Pay Amount:		0.00	318,661.35	318,661.35	decrements.
Other Contract Adj.:						Insufficient Material:
Values in this line	Item Adjustment Type	Previous	Pay Est	This Pay Estimate	Total (All Pay Est)	Values in this line
indicate NDOT	Overrun:		0.00	0.00	0.00	indicate amount being
Liquidated Damages	Price - Fuel:		0.00	-1 949 42	-24,219.42	withhold due to
for the following:	Price - Asphalt:		0.00	-1,946.43	-1,946.43	insufficient Material
Environmental,	Insufficient Material:		0.00	-175 000 00	-175 000 00	Control Control Control
Materials, Lane	Material Credit:		0.00	0.00	0.00	Certs.
Closures, and Penalty	Construction Stockpile:		0.00	0.00	0.00	– Material Credit:
for Labor Compliance.	Other Item Adjustments:		0.00	0.00	0.00	Values in this line
	Gross Item Adjustments:		0.00	-201,167,85	-201,167,85	indicate when an
						Insufficient Material
						Cert has been satisfied
						and amount has been
						credited.

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

g

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

Q         Type search criteria or press Enter         Image: Comparison of the pres         Image: Compari	nced
New	1 added 0 marked for deletion 0 changed
Payment Estimate Note *	×
Enter Note here.	Q
Created By	Created Date
igure 9-17. Notes Tab Payment Estimate Note	

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

Contract Paymen	t Estima There are unsaved changes.						
✓ 0DM01 - Micro-surfacing, patching and pedestrian improvements							
Estimate Number: 0001	Period End Date: 08/09/2019 4:19:37 PM Type: Progress Status: Draft						
General	Q Type search criteria or press Enter / Advanced						
Exceptions	1 added 0 marked for deletion 0 changed						
Time Charges	New Payment Estimate Note* X						
Projects	Enter Note here.						
Items	Crasted By						
Payment Adjustments	Greated Date						
Item Adjustments							

Figure 9-18. Contract Payment Estimate Summary Save button

c. Exceptions Tab: This tab displays payment exceptions, which may prevent the payment estimate's approval. The exceptions require specific responses depending on the estimate type. Refer to the chart in Figure 9-19. It is strongly recommended to first search the entire list for all exceptions (Insufficient Materials, Overrun, Missing Percentage of Schedule DWR Item Positing, Pending or Draft Daily Work Reports, etc.) that must be Resolved and/or-\* Acknowledged using the Quick Find search box. (Figure 1-20)

#### Progress Semi-Final Exception Construction Stockpile Balance Not Displayed Must Resolve **Funding Check** Must Resolve Must Resolve Not Displayed Must Resolve Item Incomplete 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 Insufficient Materials May Be Left Unresolved\* May Be Left Unresolved\*

#### Payment Estimate Exception Chart

#### **Definition of Status Response**

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

May Be Left Unresolved - Exception is valid, issue the specified payment to Contractor. \*MUST Acknowledge ONLY when the Adjustment value is Yes. Must include a detailed Remark.

Figure 9-19. Payment Estimate Exception Chart

#### Contract Payment Estimate Summary

✓ 0301B - MATERIALS	STESTING 0301B				Save 🔻 ?
Estimate Number: 0001	Period End Date: 03/19/202	1 12:00:00 AM Type: Progress S	tatus: Draft		
General Notes Exceptions	Q Percentage	System Default	Showing 4 of 4	Adjustment No Filter	0 changed
Time Charges	Exception ID	Payment Estimate Exception	Status	Adjustment	•
Projects	> <sup>36</sup>	Missing Percentage of Schedule DWI	Unresolved	No	<b>•</b>
Payment Adjustments	> 37	Missing Percentage of Schedule DWI	Unresolved	No	•
Item Adjustments	> 38	Missing Percentage of Schedule DWI	Unresolved	No	•

Figure 9-20. Payment Estimate Exception Tab Details - Quick Find Search Box

With the introduction of Materials functionality, the Payment Estimate Exception list includes exceptions for Insufficient Materials. These materials exceptions indicate insufficiencies with sampling & testing and certifications. A new filter is available where you can filter on the Adjustment. (Figure 9-21) The only exceptions of this type that WILL be Acknowledged are those where the Adjustment has a value of 'Yes' (Figure 9-21). These exceptions indicate there are insufficient material certifications and payment will be withheld on the item associated to the material certification. The Insufficient Materials exceptions where the Adjustment has a value of 'No' indicate that there are sample/testing insufficiencies. (Figure 9-22) These exceptions do NOT affect payments but are listed for information purposes only.

9

▼ 0301B - MATERIALS TESTING 0301B           Save         ▼						
Estimate Number: 0001	Period End Date: 03/19/2021 12	2:00:00 AM Type: Progress Sta	atus: Draft			
General	Q Type search criteria o	r press Enter 🥒 System Default 💌	Adjustme Showing 8 of 8 Yes			
Exceptions					0 changed	
Time Charges	Exception ID	Payment Estimate Exception	Status	Adjustment	-	
Projects	2	Insufficient Materials	Unresolved	Yes		
Items	> 3	Insufficient Materials	Unresolved	Yes	-	
Payment Adjustments	> 4	Insufficient Materials	Unresolved	Yes	-	
Item Adjustments	> 5	Insufficient Materials	Unresolved	Yes	-	
Approval Tracking	> 14	Insufficient Materials	Unresolved	Yes	-	
	> <sup>16</sup>	Insufficient Materials	Unresolved	Yes	-	
	> 17	Insufficient Materials	Unresolved	Yes	-	
	> 24	Insufficient Materials	Unresolved	Yes	-	

Figure 9-21. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = Yes

Contract Payment Estimate Summary

✓ 0301B - MATERIALS TESTING 0301B     Save							
Estimate Number: 0001	Period End Date: 03/19/2021	12:00:00 AM Type: Progress	Status: Draft				
General Notes	Q Type search criteria or	press Enter 🥒 System Default	<ul> <li>Showing 30 of 30</li> </ul>	Adjustment	3		
Exceptions					0 changed		
Time Charges	Exception ID	Payment Estimate Exception	Status	Adjustment	-		
Projects	<b>&gt;</b> 1	Insufficient Materials	Unresolved	No			
Items	<b>&gt;</b> <sup>6</sup>	Insufficient Materials	Unresolved	No	-		
Payment Adjustments	> 7	Insufficient Materials	Unresolved	No	-		
Item Adjustments	> 8	Insufficient Materials	Unresolved	No	-		
Approval Tracking	> 9	Insufficient Materials	Unresolved	No	-		

Figure 9-22. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = No

**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 9-23)



Figure 9-23. Expand Chevron

ii. Click the Expand Text box icon for the Description field to view full details of the Exception. (Figure 9-24)

► Streption ID	Payment Estimate Exception Missing Percentage of Schedule DW	Status Unresolved	Adjustment No	•
Description a Estimate Exception T a justment No	ype: Missing Percent of Schedule DWR Item	Status *	•	
✓ Remarks				
Type <b>*</b>	Remar	k*		
•				Q

Figure 9-24. Expand Text box Icon

iii. Provide the Description details (Figures 9-25 & 9-26) 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 Acknowledged according to the Payment Estimate Exception Chart (Figure 9-19).

Description	×
Estimate Exception Type: Missing Percent of Schedule DWR Item Posting: Contract 0DM01, Percentage of Schedule suggested qu 5164.6605 for Reference Item 6250490 - RENT TRAFFIC CONTROL DEVICES, Contract Line Item Number 0150, Project DM0160 Item Line Number 0150, Category ID 01.	antity of C1C, Project
Figure 9-25. Description Large Text window	Close
Description	×
Estimate Exception Type: Insufficient Materials: Project 301B6C1C, Item 4020180, Project Item Line Number 0055 Material Set 0301B BF21-09 PBS Type 2C w/RAP JMF 01, Material M7030302B - ASPHALT CEMENT PG 76-22N Acceptance Action CERT 0001 is insufficient.	j, ≜ ↓V, ▼
	Close
Figure 9-26. 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 9-19 Payment Estimate Exception Chart.
  - **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 Deleting 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.
  - Must Acknowledge: This requires the exception to have a Status set to Acknowledged. (Figure 9-27)

Status *		
Acknowled	ged	
Overridder	1	
Unresolved	t	

Figure 9-27. Exception Status, Acknowledged

• May Be Left Unresolved: This exception is unique for Insufficient Materials. Only the Insufficient Materials Exceptions where the Adjustment value is 'Yes' MUST have a Status of Acknowledged. (Figure 9-28)



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

 Once the Status has been updated, select the Remarks Type of Acknowledged - Acknowledged Explanation and enter specific details explaining the recommendation for the Exception in the Remark field. (Figure 9-29)

✓ Remarks		
Туре *	Remark *	
Acknowledged - Acknowledge Explanation	Enter remark here	ଷ୍



vi. Repeat for all exceptions, then click the Save button. (Figure 9-30)

g

Contract Payment	Estimate S There are un	saved changes.		×	
✓ 0301B - MATERIAL	S TESTING 0301B				Save - ?
Estimate Number: 0001	Period End Date: 03/19/202	1 12:00:00 AM Type: Progress	Status: Draft		
General Notes Exceptions	Q Type search criteria o	r press Enter 🥒 System Defau	t Showing 7 of 8	Adjustment Yes 💌	3 changed
Time Charges Projects	✓ Exception ID 3	Payment Estimate Exception Insufficient Materials	Status Acknowledged	Adjustment Yes	-
Items Payment Adjustments Item Adjustments Accornege Tacking	Description Q Estimate Exception Ty Adjustment Yes	rpe: Insufficient Materials; Project 301B	Status * 🔻 6C1 Acknowledge	ed 🔻	
Approval Hacking	✓ Remarks Type * Acknowledged - Acknowledged -	R wiedge Explanation	emark* Enter a detailed remark.		Q ×



*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 9-31)

Q	Type search criteria or press Enter	Advanced	Showing 1 of 1				
						0 chan	ged
Ti	me ID - Time Description	Time Type	Time Unit	% Compl			•
00 <b>C</b> t	AT - 45 Working Days urrent Time Charged	Available Time	Days		0.00		
	1.00						

Figure 9-31. Time Charges Tab Details

e. Projects Tab: This tab is used to summarize project information on this payment estimate. No data input. (Figure 9-32)

Q Type search criteria or press Enter 🥒 Advanced Showing 2 of 2

			0 changed
			-
Project ID - Description	Current Project A	Percent Complete	
DM016C1C - MICRO-SURFACE, PLANTMIX PATCHING	1,296,009.07	0.11	
AND PEDESTRIAN IMPROVEMENTS.			
Voucher Num Voucher Pay Amt	Transaction Number	Transaction Date	
0001 1,404.9	96		
			-
DM016C3C - CARSON CITY, NON-PRIOR RIGHT	8,024.00	0.00	
(PENDING AGREEMENT NUMBER)			
0001 -0.2	22		



g

f. Items Tab: This tab is used to summarize item information on this payment estimate. No data input. (Figure 9-33)

Q	Type search criteria	or press Enter	2	Advanced	Showing 1 of 1	Only Payments This P	eriod -	
								0 changed
	Project - Descr				Category - Descr	Proj Ln Num	Ln Num	-
	DM016C1C - MICRO	D-SURFACE, PLA		X PATCI	01 - MICRO-SURFAC	0005	0005	
>	Ref Item ID	Description			Supp	plemental Description	Pay Amt This Pay Est	
	2020585	REMOVAL OF I	FENCE	Ξ			1,440.76	

Figure 9-33. 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 9-34)

✓ User-Generated Payment Adjustments	
Q       Type search criteria or press Enter       Image: Advanced         New       Image: O added       0 marked for deletion	0 changed
No rows found matching criteria.	
✓ System-Generated Payment Adjustments	
Q     Type search criteria or press Enter     Advanced	0 changed
Enter search criteria above to see results or Show first 10	
Figure 9-34. Payment Adjustment New button	

ii. Complete the User-Generated Payment Adjustment fields. (Figure 9-35)

• Type: This value defaults to "Other Contract Adjustment".

**Note:** NDOT will use the Type of Other Contract Adjustment to acssess 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 9-36)
- 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.

Contract Daymont Estin There are unsaved changes

Contract i dynner	It EStill more and and				
✓ 0201Y - Test Item	Adjustment			Save - ?	
Estimate Number: 0002	Period End Date: 11/1	5/2019 12:00:00 AM	Type: Progress	Status: Draft	
General	✓ User-Generated	Payment Adjustme	nts		
Notes					
Exceptions	<b>Q</b> Type search criteria	or press Enter	Advanced		
Time Charges	New			1 added 0 marked for deletion 0 changed	
Projects	Туре	Amount	Other P	Payment Adjustment Type	
Items	×	-2,880.00	010		
Payment Adjustments	Lab Test # CM17-14	Report Date 4/26/19			
Item Adjustments	Payment Adjustment	ID	Distr	ributed By	
Approval Tracking			Perc	entage	
	Туре \star 🤜		Last	Updated By	
	Other Contract Adjust	ment			
	Other Payment Adjus	tment Type 🔻	Last	Updated Date	
	010 - Bituminous Pave	ement 👻			
	Amount* 🔻				
	-2,880	.00			
	Comments 🔻				
	Lab Test # CM17-14 Report Date 4/26/19		Q		

Figure 9-35. Payment Adjustment Detail

×

#### Other Payment Adjustment Type

005 - Asphalt Cements
010 - Bituminous Pavement
015 - Concrete
020 - Cut Backs
025 - Early Completion Incentive
030 - Emulsion
035 - IRI
040 - Labor Compliance Deduction
045 - Paint / Striping
050 - PWL
055 - Stormwater
060 - Surface Tolerance
065 - T/C Deficiencies
070 - Traffic and Lane Closures
075 - Other

Figure 9-36. Other Payment Adjustment Type drop-down

#### iii. Click the Save button. (Figure 9-37)

Contract Payment	Estimate Su There are	unsaved changes.		×
✓ 0UG19 - New Contr	ract			Save V ?
Estimate Number: 0002	Period End Date: 11/15/201	2 12:00:00 AM Type: Progress	Status: Draft	
General	✓ User-Generated	Payment Adjustments		
Notes		or proce Enter		
Exceptions	Type search chiefe	or press Enter		1 added 0 marked for deletion 0 ehenged
Time Charges	New			added of marked for deletion of changed
Projects	Туре	Amount	Other Payment Adjustment 1	Туре 🗙
Items	Other Contract Adju	stment	040	

Figure 9-37. 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 9-38)

New			0 added   0 marked for deletion   0 changed
Туре	Amount	Other Payment Adjustm	nent Type
Other Contract Adjustment	-300.00	040 - Labor Compliance [	Actions
Comments			Contract Adjustment Distribution
Enter a detailed reason for the P	ayment Adjustment.		
Payment Adjustment ID		Distributed By	Duplicate Row
0002		Percentage	Exclude from Search Results
0002		roroonago	Insert Row
Туре ≭ 🔻		Time ID/Descriptio	Open Contract Time
Other Contract Adjustment		1	Views
· · · · · · · · · · · · · · · · · · ·			Attachments
Other Payment Adjustment Type	•	Last Updated By	Links
040 - Labor Compliance Deduction	-	kmcdaniel2@dot.nv	Tracked Issues

Figure 9-38. Payment Adjustment Row Action drop-down, Delete

v. Click the Save button. (Figure 9-39)

### 9-18

Contract Payment	Estimate Su There are unsaved change	×				
✓ 0UG19 - New Cont	ract					ave 🔻 ?
Estimate Number: 0002	Period End Date: 11/15/2019 12:00:00 AM	Type: Progress	Status: Draft		-	
General	✓ User-Generated Payment Adjust	stments				
Notes						
Exceptions	Q Type search criteria or press Enter	Advanced SI	nowing 1 of 1			
Time Charges	New				0 added 1 marked for deletion	0 changed
Projects	Туре А	mount	Other	r Payment Adjustment Type		-
Items	Other Contract Adjustment -3	300.00	040 - I	Labor Compliance Deduction		. ,
Payment Adjustments	Comments Enter a detailed reason for the Payme	ent Adjustment.				
Item Adjustments	Payment Adjustment ID 0002		E	Distributed By Percentage		
	Туре *		т	Time ID/Description		
	Other Contract Adjustment		1			
	Other Payment Adjustment Type		L	Last Updated By		
	040 - Labor Compliance Deduction		k	kmcdaniel2@dot.nv.gov		

Figure 9-39. 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 9-40)

New			0 added 0 marked for deletion 0 changed
Туре	Amount	Other Payment Adjustm	ent Type
Other Contract Adjustment	-300.00	040 - Labor Compliance I	Actions
Comments			Contract Adjustment Distribution
Enter a detailed reason for the F	Payment Adjustment.		Delete
Payment Adjustment ID		Distributed By	Duplicate Row
0002		Bereentage	Exclude from Search Results
0002		Fercentage	Insert Row
Туре \star 🤝		Time ID/Descriptio	Open Contract Time
Other Contract Adjustment		1	Views
		,	Attachments
Other Payment Adjustment Type	•	Last Updated By	Links
040 - Labor Compliance Deductio	n 🔻	kmcdaniel2@dot.nv	Tracked Issues

Figure 9-40. Payment Adjustment Row Action drop-down, Attachments

vii. Click the Select File... Button. (Figure 9-41)

Attachments Overview

~	Attachments For Payment Estim	nate	Adjustment		• ?
Q	Type search criteria or press Enter	2	Advanced		
S	elect File				
				0 changed	Expand All

Figure 9-41. Payment Estimate Adjustment Attachment, Select File Button

viii. Go to the appropriate EDOC Contract Files\Contract\Division No. 7 - Construction Pay Estimate and Related Data directory and select the supporting document file, then click the Open button. (Figure 9-42)

g

0 Open			×
← → ∽ ↑ 📙 « Divisi > 7.9 LD-Payn	ent Adjustments (Wage Complaint) 🛛 🗸 さ	Search 7.9 LD-Paym	ent Adjus 🔎
Organize 🔻 New folder			• 🔳 🕜
Change_Orders	Name	Date modified	Туре
Construction Training	🔁 Late Payroll Determination Q&D.pdf	11/25/2019 1:42 PM	Adobe Acrobat
<ul> <li>Payment_Estimates</li> <li>Working Versions</li> <li>Nevada Department of Transportation</li> <li>BI – FieldManager - Contract Agreemen</li> <li>OneDrive - Nevada Department of Trans</li> </ul>			
This PC	<		>
File <u>n</u> ame: Late Payroll D	termination Q&D.pdf v	All Files (*.*)	~
		<u>O</u> pen	Cancel

Figure 9-42. Payment Estimate Adjustment Attachments, File Selection Window

ix. Enter a Description and click the Save button. (Figure 9-43)

Home   Previous   My Pages				Actions	Pelp	
Attachments Overview						9
<ul> <li>Attachments For Payment Estimate Adjustm</li> </ul>	ent			$\Rightarrow$	Save	- ?
Type search criteria or press Enter     Advance Select File	d Showing 1 of 1					
			0 marked for de	eletion 0	changed	Expand
> Name	Historical Report	Size (kb)	Additional Roles Count			
Late Payroll Determination - Q&D.pdf	No	241	0			
Description	Attorney/Client Privile	ge				-
Late payroll supporting documentation	Q 🗆					
gure 9-43. Payment Estimate Adjustment						

- x. Click the Previous button to return to the User-Generated Payment Adjustment. (Figure 9-43)
- System-Generated Payment Adjustments These include Retainage information for the payment estimate. This information is Read-only. (Figure 9-44)

Contract Payment Estimate Summary

✓ 0301B - MATERIAL	S TESTING 0301B			Sa	ve 🗕
Estimate Number: 0001	Period End Date: 03/19/2021 12:00:00 AM	Type: Progress	Status: Draft		
General	✓ User-Generated Payment Adjustm	ents			
Notes					
Exceptions	Q Type search criteria or press Enter	Advanced			
Time Charges	New			0 added 0 marked for deletion	0 changed
Projects	No rows found matching criteria.				
Items	✓ System-Generated Payment Adjust	stments			
Payment Adjustments					
Item Adjustments	Q Type search criteria or press Enter	Advanced Showing	g 1 of 1		
Approval Tracking					0 changed
	Туре	Amount			-
	Retainage	-3,453.54	L .		
	Time ID Time Description	on Co	omments		

Figure 9-44. System-Generated Payment Estimate Adjustments

h. Item Adjustments Tab: This tab is comprised of two sections, User-Generated Quantity-Based Item Adjustments (will NOT be used on contracts where materials are set up) and System-Generated Item Adjustments. (Figure 9-45)

#### Contract Payment Estimate Summary

9

✓ 0301B - MATERIAL	LS TESTING 0301B	Save 🗸
Estimate Number: 0001	Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft	
General	✓ User-Generated Quantity-Based Item Adjustments	
Notes		
Exceptions	<b>Q</b> Type search criteria or press Enter	
Time Charges	Select Project Items	0 marked for deletion 0 changed
Projects	No rows found matching criteria.	
Items	✓ System-Generated Item Adjustments	
Payment Adjustments		
Item Adjustments	Q Type search criteria or press Enter Z Advanced Showing 8 of 8	
Approval Tracking		0 changed
	0010 - 301B6C1C/01 REMOVAL OF COMPOSITE SURF. 526.00000	1,225.84 🗨
	0001 Price Dollar-Based	
	Proj Item Num - Proj/Category         Item Description         Quantity           0055 - 301B6C1C/01         PLANTMIX SURFACING (TYPE 2)(         -1,289.00000           Adj ID         Type         Other Item Adjustment Type         Function           0004         Material         Quantity-Based	Amount -128,900.00
	0055 - 301B6C1C/01         PLANTMIX SURFACING (TYPE 2)(         1,289.00000           0002         Price         Dollar-Based	2,682.15

Figure 9-45. Item Adjustments

- System-Generated Item Adjustments These include: Stockpile, Overrun, Insufficient Materials (Material), and Fuel and/or Asphalt Escalation (Price) payments or decrements. This information is Read-Only. (Figure 9-45)
- 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 9-46)

9

Contract Payment Estimate Summary

✓ 0DM01 - Micro-surfacing, patching and pedestrian improvements						
Estimate Number: 0001	Period End Date: 08/09/2019 4:19:37 PM	Type: Progress	Status: Draft			
General Notes	Q Type search criteria or press Enter	Advanced				
Exceptions				0 changed		
Time Charges	No rows found matching criteria.					
Projects						
Items						
Payment Adjustments						
Item Adjustments						
Approval Tracking						

Figure 9-46. Contract Payment Estimate Summary, Approval Tracking Tab - Status Draft

13. Return to the General tab and review the Payment Estimate. (Figure 9-47)

g

General	Pay Amount This Contract Payment Estimate Print				ntractor		
Notes	308,911.35	&D CONSTRUCTION					
Exceptions	Total Pay Amount (All Payment	Total Pay Amount (All Payment Estimates) Currer					
Time Charges	308,911.35	308 911.35 14.556					
Projects	Too for the American Date			0	Description of the second s		
Items	Transfer to Accounting Date			Contract	Percent Complete		
Payment Adjustments				2.19			
Item Adjustments				Created E	Зу		
Approval Tracking				kmcdanie	l2@dot.nv.gov		
Approval fracking				Created [	Date		
				03/07/202	23 6·57·27 ΔΜ		
				05/01/202			
	Contract: 0MD02 - District 2 Materia	als Training Contract					
	Payment Est Number: 0001 Pe	eriod EndDate: 02/17/202	3 Status: Dra	ft			
	Type: Progress - Progress				Price – Fuel:		
		Previous Pay Est	This Pay Estimate	Total (All Pay Est)	Price – Asphalt:		
	Posted Item Pav:	0.00	528 000 00	528 000 00	Price – Emulsified		
	Gross Item Adjustments:	0.00	-201.167.85	201.167.85	Asphalt:		
	Gross Item Pay :	0.00	326.832.15	326.832.15	Values in these lines		
Liquidated Damage:	Participating Item Pay:	0.00	0.00	0.00	indicate Fuel Asphalt		
Values in this line	Non-Participating Item Pay:	0.00	338,807.90	336,807.90	and Emulsified Asphalt		
indicate LDs for Main	Cash Retainage:	0.00	-7,920.80	-7,920.80	escalation payments or		
Site Time ONLY.	Liquidated Damage:	0.00	0.00	0.00	decrements.		
Other Contract Adj.:	Other Contract Adjustments:	0.00	-10,000.00	-10,000.00			
Values in this line	Total Pay Amount:	0.00	308,911.35	308,911.35	Insufficient Material:		
indicate NDOT					indicate amount being		
Liquidated Damages	Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)	withheld due to		
for the following:	Overrun:	0.00	0.00	0.00	insufficient Material		
Environmental,	Price - Fuel:	0.00	-24,219.42	-24,219.42	Corte		
Materials, Lane	Price - Asphalt:	0.00	-1,948.43	-1,948.43	Certs.		
Closures, and Penalty	Price - Emulsified Asphalt:	0.00	0.00	0.00	<ul> <li>Material Credit:</li> </ul>		
for Labor Compliance.	Insufficient Material:	0.00	<del>-175,000.00</del>	-175,000.00	Values in this line		
	Material Credit:	0.00	0.00	0.00	indicate when an		
	Construction Stockpile:	0.00	0.00	0.00	Insufficient Material		
	Other Item Adjustments:	0.00	0.00	0.00	Cert has been satisfied		
	Gross Item Adjustments:	0.00	-201,167.85	-201,167.85	and amount has been		

Figure 9-47. 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 9-48)

credited.

✓ 0DM01 - Micro-surfacing, patching and pedestrian improvements						
Estimate Number: 0001	Period End Date: 07/26/2019 9:37:29 AM	Type: Progres	Actions		X	
General	Pay Amount This Contract Payment Estimate		There are no actions available.			
Notes	90,045.80		Tasks			
110103			Submit for Approval			
Exceptions	Total Pay Amount (All Payment Estimates)		Views			
Time Charges	90,045.80		Attachments			
Projects			Issues			
	Transfer to Accounting Date		Links			
Items			Reports			
Payment			Payment Estimate Report			
Adjustments			Historical Reports			
Item Adjustments			Insufficient Materials Report			
A second Testine			Items with Unpaid Placed Quantities			
Approval fracking			Payment Estimate for Contractor			
			Doviment Ectimate Cummany By Droject	Doport		

Figure 9-48. Contract Payment Estimate Summary Component Action Drop-down

15. The Approval Tracking Tab is now populated with the four Approval Levels. (Figure 9-49)

Contract Payment	Estimate Summa	ary			
✓ 0DM01 - Micro-surf	acing, patching and pe	destrian improvement	ts		Save 🔻 ?
Estimate Number: 0001	Period End Date: 07/26/2	2019 5:25:26 PM Ty	pe: Progress Status: Pending	Approval	
General Notes Exceptions	Q Type search criteri The previously highlight	ia or press Enter	Advanced Showing 4 of 4 nt search results. Show previously hi	ghlighted row. 🗙	
Time Charges					0 changed
Projects	Approval Level	Approval Level R	Role Name	Decision	-
Items		1 NV L1 Estimate G	enerator	Pending Approval	
Payment Adjustments	Approval Date	Comments			
Item Adjustments		Q			
Approval Tracking		2 NV L2 Estimate Re	eview		•
		Q			
		3 NV L3 Estimate Ap	pprove		-
		Q			
		4 NV L4 Estimate Fi	inal Check		•
		Q			

Figure 9-49. 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 9-50)

Home	•	Previous	-	My Pages	-
Switch	Rol	в			
Andrew NV Cre	Lawn w Off	ence fice ite Generato	<	<u></u>	
NV L2 E	stima	te Review			
NV L3 E	stima	ate Approve			
NV Rea	dOnly	1			

Ą

Figure 9-50. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-51)

✓ Construction
Contract Administration
Contract Progress
Contract Time
Payment Estimate Accounting
Payment Estimate Approval Decisions
Payment Estimates
Figure 9-51, Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-52)

Payment Estimate Approval Decision Overview

✓ Payment Estimate Appr	oval Decision				Save 🔻 ?
Q Type search criteria or press	Enter <i>S</i> Advanced showing	ig 1 of 1			
					1 changed
Contract ID	Estimate Number	Exceptions	Amount	Туре	•
0DM01	0001	Yes	1,024.49	Progress	
Period End Date					
08/09/2019 4:19:37 PM					
Approval Decision	Approval Role	Approval Level	Comments		
Pending Approval	NV L1 Estimate Generator		1		Q

Figure 9-52. 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 9-53) If the payment estimate is rejected, a detailed comment is required. (Figure 9-54)

9-26

Payment Estimate	Approva There are unsaved	changes.		×	
✓ Payment Estimate Apple A	oproval Decision			<b>C</b>	Save 🔻 ?
					-
Q Type search criteria or pr	ess Enter 🥒 Advanced s	howing 1 of 1			
					1 changed
Contract ID	Estimate Number	Exceptions	Amount	Туре	•
0DM01	0001	Yes	1,024.49	Progress	
Period End Date					
08/09/2019 4:19:37 PM					
Approval Decision	Approval Role	Approval Level	Comments		
Approve	NV L1 Estimate Generator		1		Q
Approve <					
Pending Approval					
Reject					
Figure 9-53 Payment	Estimate Annroval Decisio	n Summary Approv	۵		
rigure 5-55. r dyment		on ourninary, Approv	6		
Payment Estimate	Approva There are unsaved	changes.		×	
✓ Payment Estimate Apple A	pproval Decision				Save V ?
O Type search criteria or pr	ess Enter 🖉 Advanced	howing 1 of 1			
- Type course of the	oo ciiloi D	nowing for f			
					1 changed
Contract ID	Estimate Number	Exceptions	Amount	Туре	•
0DM01	0001	Yes	1,024.49	Progress	
Period End Date				1	
08/09/2019 4:19:37 PM				N	
Approval Decision	Approval Role	Approval Level	Comments*		
Reject	NV L1 Estimate Generator		1 When paymen	t estimate is rejected,	comments are

Figure 9-54. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-53 and 9-54)

 $\sim$ 

Approve Pending Approval Reject

6. To review the Approval Progression, navigate to the Approval Tracking tab (Step 9 of the Add an Estimate section). (Figure 9-55)

#### Contract Payment Estimate Summary

g

V 0DM01 - Micro-sur	facing, patching and pedes	strian improvements			Save 🗸 🤇
Estimate Number: 0001	Period End Date: 08/09/201	9 4:19:37 PM Type: Progress	s Status: Pending Approval		
General					
Notes	Q Type search criteria or	press Enter 🥒 Advanced	Showing 4 of 4		
Exceptions					0 changed
Time Charges	Approval Level	Approval Level Role	Name	Decision	•
Projects	1	NV L1 Estimate Generator	Benjamin Schober	Approve	
Items	Approval Date	Comments			
Payment Adjustments	08/14/2019 4:06:38 PM	ଷ୍			
Item Adjustments	2	NV L2 Estimate Review		Pending Approval	-
Approval Tracking		Q			
	3	NV L3 Estimate Approve			•
		ଷ୍			
	4	NV L4 Estimate Final Check			-
		Q			

Figure 9-55. 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 9-56)



Figure 9-56. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-57)



3. Review the estimate by clicking the Estimate Number link. (Figure 9-58)

Payment Estimate Approval Decision Overview

✓ Payment Estimate App	proval Decision				Save 🔻 ?
Q Type search criteria or pre	ss Enter 🥒 Advanced sho	wing 1 of 1			
					1 changed
Contract ID	Estimate Number	Exceptions	Amount	Туре	•
0DM01	0001	Yes	1,024.49	Progress	
Period End Date					
08/09/2019 4:19:37 PM					
Approval Decision	Approval Role	Approval Level	Comments		
Pending Approval	NV L2 Estimate Review		2		Q

Figure 9-58. 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 9-59) If the payment estimate is rejected, a detailed comment is required. (Figure 9-60)

Payment Estimate	ayment Estimate Approva <sup>There are unsaved changes.</sup>							
✓ Payment Estimate Apple A	pproval Decision					$\leq$	Save	- ?
Q Type search criteria or pr	ress Enter 🥒 Advanced	Showing 1 of 1				-		
Contract ID	Estimata Number	Executions		Amount	Turpo		1	changed
0DM01 Period End Date	O001	Yes		1,024.49	Progress			•
08/09/2019 4:19:37 PM Approval Decision	Approval Role	Approval Level		Comments				
Approve Approve	NV L2 Estimate Review		2				ଷ	
Pending Approval Reject								
Figure 9-59. Payment E	Estimate Approval Decisio	n Summary, Approve						
Payment Estimate	Approva There are unsaved	changes.			×			
✓ Payment Estimate Apple A	oproval Decision						Save	• ?
Q Type search criteria or pr	ess Enter 🥒 Advanced s	howing 1 of 1						
							1	changed
Contract ID	Estimate Number	Exceptions		Amount	Туре			-
0DM01	0001	Yes		1,024.49	Progress			
Period End Date					$\wedge$			
08/09/2019 4:19:37 PM					$\sim$			
Approval Decision	Approval Role	Approval Level		Comments* Z				
Reject	NV L2 Estimate Review		2	When payment required.	estimate is rejected	I, comments are	ତ୍	
Pending Approval								
Reject								

Figure 9-60. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-59 and 9-60)

6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-61)

### Construction

9

Payment Estimate Accounting

Payment Estimate Approval Decisions

Payment Estimates

Figure 9-61. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-62)

Contract Payment Estimate Overview

✓ Contract Pa	ayment Estimate Overvie	w			▼ ?
Q Type search	criteria or press Enter	Advanced Showing 1	of 1		
					0 changed
Contract ID	Estimate Number	Status	Exceptions	Current Pay Amo	•
0DM01	0001	Pending Approval	Yes	1,024.49	
Туре	ST Period End D	ate			
Progress	08/09/2019 4:1	19:37 PM			

Figure 9-62. Contract Payment Estimate Overview

#### 8. Click the Approval Tracking tab. (Figure 9-63)

Contract Payment Estimate Summary

✓ 0DM01 - Micro-surf	acing, patching and pede	strian improvements			Save 🔻 ?
Estimate Number: 0001	Period End Date: 08/09/2019	2:13:24 PM Type: Progres	s Status: Pending Approval		
General Notes Exceptions	Q Type search criteria or	press Enter 🥑 Advanced	Showing 4 of 4		0 changed
Time Charges	Approval Level	Approval Level Role	Name	Decision	•
Projects	1	NV L1 Estimate Generator	Benjamin Schober	Approve	
Items	Approval Date	Comments			
Payment Adjustments	08/21/2019 2:27:26 PM	Q			
Item Adjustments	2	NV L2 Estimate Review	Rob Liebherr	Approve	•
Approval Tracking	08/21/2019 3:18:05 PM	Q			
	3	NV L3 Estimate Approve		Pending Approval	•
		Q			
	4	NV L4 Estimate Final Check			•
		Q			

Figure 9-63. 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 9-64)



Figure 9-64. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-65)



Figure 9-65. Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-66)

Payment Estimate Approval Decision Overview

✓ Payment Estimate Appr	oval Decision				Save 🔻 ?
Q Type search criteria or press	Enter / Advanced Showi	ng 1 of 1			
					1 changed
Contract ID	Estimate Number	Exceptions	Amount	Туре	•
0DM01	0001	Yes	1,024.49	Progress	
Period End Date					
08/09/2019 4:19:37 PM					
Approval Decision	Approval Role	Approval Level	Comments		
Pending Approval	NV L3 Estimate Approve		3		Q

Figure 9-66. Payment Estimate Approval Decision Overview, Estimate Number Link

 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 9-67) If the payment estimate is rejected, a detailed comment is required. (Figure 9-68)

g

Payment Estimate Approva There are unsaved changes.										
✓ Payment Estimate Appro	✓ Payment Estimate Approval Decision									
Q Type search criteria or press	Enter  Advanced Showing	1 of 1				1 changed				
Contract ID	Estimate Number	Exceptions	Amount	Туре		-				
0DM01	0001	Yes	1,024.49	Progress						
Period End Date										
08/09/2019 4:19:37 PM Approval Decision	Approval Role	Approval Level	Comments							
Approve	NV L3 Estimate Approve	3				Q				
Pending Approval										
Reject										
Figure 9-67. Payment Est	imate Approval Decision S	Summary, Approve								

Payment Estimate	Approva There are unsaved of	changes.			×		
✓ Payment Estimate A	pproval Decision					Save	• ?
Q Type search criteria or p	ress Enter 🥒 Advanced sh	lowing 1 of 1					
						1 (	changed
Contract ID	Estimate Number	Exceptions		Amount	Туре		-
0DM01	0001	Yes		1,024.49	Progress		
Period End Date					$\sim$		
08/09/2019 4:19:37 PM					$\sim$		
Approval Decision	3 Approval Role	Approval Level		Comments*			
Reject	NV L3 Estimate Approve		3	When payment	estimate is rejected, comments are	Q	
Approve				roquirou.			
Pending Approval							
Reject	$\triangleleft$						

Figure 9-68. Payment Estimate Approval Decision Summary, Reject

- 5. Click the Save button. (Figures 9-67 and 9-68)
- 6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-69)



Figure 9-69. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-70)

#### Contract Payment Estimate Overview

<ul> <li>Contract Pay</li> </ul>	✓ Contract Payment Estimate Overview				
Q Type search c	riteria or press Enter 🥒	Advanced Showing 1	of 1		
					0 changed
Contract ID	Estimate Number	Status	Exceptions	Current Pay Amo	-
0DM01	0001	Pending Approval	Yes	1,024.49	
Туре	Period End D	ate			
Progress 🗸	08/09/2019 4:1	19:37 PM			

Figure 9-70. Contract Payment Estimate Overview

#### 8. Click the Approval Tracking tab. (Figure 9-71)

Contract Payment Estimate Summary

V 0DM01 - Micro-surfa	acing, patching and pede	strian improvements			Save 🔻 ?
Estimate Number: 0001	Period End Date: 08/09/201	9 2:13:24 PM Type: Progres	s Status: Pending Approval		
General					
Notes	<b>Q</b> Type search criteria or	press Enter Advanced	Showing 4 of 4		
Exceptions					0 changed
Time Charges	Approval Level	Approval Level Role	Name	Decision	•
Projects	1	NV L1 Estimate Generator	Benjamin Schober	Approve	
Items	Approval Date	Comments			
Payment Adjustments	08/21/2019 2:27:26 PM	Q			
Item Adjustments	2	NV L2 Estimate Review	Rob Liebherr	Approve	-
Approval Tracking	08/21/2019 3:18:05 PM	Q			
	3	NV L3 Estimate Approve	Jessica Downing	Approve	-
	08/21/2019 3:36:58 PM	Ð			
	4	NV L4 Estimate Final Check		Pending Approval	-
		Q			

Figure 9-71. 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 Contract Files\Contract\07 Estimates\7.1 Pay Est Reports directory, per federal requirements, prior to the creation of the next payment estimate.

1. Confirm current role is set to NV Crew Office. (Figure 9-72)



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 9-73)

Contract Progress	Summary	
✓ Contract: 0DM01 -	Micro-surfacing, patching and pedestrian improvements	Save 🔻 ?
General		
Financials	Q Type search criteria or press Enter Advanced	
Daily Work Reports	$\Delta$	0 marked for deletion 0 changed
Diaries	Enter search criteria above to see results or Show first 10	
Diary Adjustments		
Payment Estimates		
Contractors		
Change Orders		

Figure 9-73. 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 9-74)

Contract Progress Summary

✓ Contract: 0DM01 - I	Nicro-surfacing, pat	tching and pede	estrian improvements		Save 🔻 ?
General	Q Type search cri	teria or press Ente	Advanced Sho	wing 2 of 2	
Daily Work Reports				0	marked for deletion 0 changed
Diaries	Estimate Num	Status	Exceptions	Current Pay A Type	<b>T</b>
Diary Adjustments	0002	Approved	Yes	Actions	A
Payment Estimates	Period End Date			Exclude from Search R	tesults 4
Contractors	08/09/2019 8:41:49	PM		Open	
Change Orders	0001	Approved	Yes	Views	
Contract Adjustments	07/26/2019 5:25:26	PM		Links	
Item Adjustments	01120/2010 0.20.20			Tracked Issues	
				Reports	
Agency Views				Insufficient Materials R	eport
Mix Designs				Payment Estimate for 0	Contractor
Weekly Report Of Time				Payment Estimate Rep	ort
Charges				Summary By Project R	eport

Figure 9-74. 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 9-75)

Generate Report

<ul> <li>Generate Report - Payment Estimate for Contractor</li> </ul>		Execute	• ?
Settings Output Options   4 of 5		$\Lambda$	<b>+ +</b>
Output Type	Report Layout Source		
Generate as PDF	Base		
Download PDF	<ul> <li>Custom</li> </ul>		
Generate as HTML	O Test		
Generate Available Data Output			

Figure 9-75. Generate Payment Estimate for Contractor Report

5. The Approved Payment Estimate for Contractor report opens in a new browser window. (Figure 9-76)

P Generate Report   AASH	ITOWare 🛛 🗙 🚱 Ge	enerate				- 0	×
- > C 🏠 🔒	nevadadot-pr-test.in	nfotechfl.com/Report@	eneration/Generate?Guid=1	a51daf9-b9a9-4733-81f5-7396	5da 🕁 🗡	0	) ÷
Apps 🕞 Bing 🄀	Google Maps 🛛 🐱 We	ells Fargo 📝 WCCU	👤 DS 📴 CL 📴 TRT Pre	view 🚯 TRT SharePoint	»	, Other book	kmarks
	7	Nevada D	enartment of Transnor	tation			•
	EVADA DOT	Nevada B	epartment of Transpor	00/07/0040 4	0.00.54 PM		
		Paym	ent Estimate for Contractor	08/2//2019 1	0:23:54 PW		
Cont	tract: 0DM01	Micro-surfacing, patcl	ning and pedestrian improvemen	ts			
Estin	mate Number: 2		Prime Contracto	r: SIERRA NEVADA CONSTRUCT	ION		
Estin	mate Type: Progress -	Progress	Address	3:			
Estin	mate Status: Approved	I					
Estin	mate Period End Date:	8/9/2019					
Prev	vious Period End Date:	7/26/2019					
Distr	rict: D2 - D2	Rout	e: SR529-1				
Loca	ation: SR 529, South Ca	arson Street, from Overla	nd Street to Fairview Drive				
Awa	arded Amount:	\$1,301,374.07	Current Contract Amount:	\$1,301,374.07			
Per	cent Complete (Dollar)	8.54%	Remaining Contract Value	: \$1,190,246.84			
Cor	ntract Time						
Day	s Charged on Estimat	e: Dag	s Charged to Date:	Percent Complete (Time):	2.22%		
Con	ntract Projects:						
	Project ID		Descriptio				
	DM016C1C	Micro-surfacing, Plantmix	, patching and pedestrian improv	ements.			
	DM016C3C	Micro-surfacing, Plantmix	, patching and pedestrian improv	ements.			-

Figure 9-76. Approved Payment Estimate for Contractor Report

- 6. Print the report to a PDF file, following the browser print options, and save to the Contract Files\Contract\07 Estimates\7.1 Pay Est Reports directory.
- 7. Close the browser tab.

g

8. Click the Previous button to return back to the Payment Estimate list. (Figure 9-77)



### 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 9-78)

Home 🝷	Previous	-	My Pages	-
Switch Rol	e			
Andrew Lawr	fice	r		
NV L2 Estima	ate Review			
NV L3 Estima	ate Approve			
NV ReadOnly	У			
Figure 9-78. Cu	rrent Role			

2. Click on the Global Actions Menu and select Generate Report. (Figure 9-79)

Home		Actions	<b>?</b> Help	U Log off
Progress Overview         Change Orders         Contract Administration         Contract           Contract Progress         Items         Payment Estimates         Projects         Subcontract	Actions Open Process History Tracked Issues	×	tions	
Contract Payment Estimate Summary	Cases			
✓ 0201X - Kristen McDaniel for Training Exercise	Generate Report		Save	- ?
Estimate Number: 0001 Period End Date: 05/01/2020 12:00:00 AM	Execute System Interface			
General Pay Amount This Contract Payment Estimate	Global Attachments			
Notes 308,120.57	Global Links		TRUCTIO	N INC

Figure 9-79. Global Options - Generate Report Action

3. Enter the following in the Search field: Payment Estimate. (Figure 9-80)

Generate Report						
✓ Gene	erate Report					
Settings	Select Report		1 of 5			
Q Payme	ent Estimate	2	Advanced			

Figure 9-80. Search for Payment Estimate for Contractor Report

4. Select the Payment Estimate for Contractor Report. (Figure 9-81)

Generate Report	
✓ Generate Report	
Settings Select Report   1 of 5	
Q     Payment Estimate     Image: Advanced Showing 4 of 4	
Report	Data
Payment Estimate for Contractor	PaymentEstimate

Figure 9-81. 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 9-82)

Generate Report ✓ Generate Report - Payment Estimate for Contractor Execute Settings Select Data -÷ 2 of 5 Q 03817 Ø Advanced Showing 1 of 1 Select: All None 1 selected Contract Period End Date Payment Estimate Number Payment Estimate Type 03817 0001 Progress 05/29/2020 11:04:49 AM -

Figure 9-82. Find Contract ID and Execute Report

9

6. The Draft Payment Estimate for Contractor report opens in a new browser window. (Figure 9-83)

Generate Repo	ort   AASHTOWare   x 🚱 Generate - 🗆
⇒ c o	A nevadadot-pr-train infotachfl.com/DeportGeneration/Generate/Guid-663a9d28-2ea7-412c-a13e-2ch78c8a1h76 🕁 👖 O 🧕
Apps 🔥 Azu	ure D Bing V GM 📷 WF M WCCU 💿 DS 🔛 CL 🔯 IKI Preview Sp IKI SharePoint 🏣 DEV 🔯 IESI 🛛 » 📔 Other bookm
	Nevada Department of Transportation
	06/08/2020 3:14:44 PM
	Payment Estimate for Contractor
	Contract: 0201X Kristen McDaniel for Training Exercise
	Estimate Number: 1 Prime Contractor: SIERRA NEVADA CONSTRUCTION INC
	Estimate Type: Progress - Progress Address:
	Estimate Status: Draft
	Estimate Period End Date: 5/1/2020
	Previous Period End Date:
	District: D2 - D2 Route:
	Location:
	Awarded Amount: \$1,289,007.00 Current Contract Amount: \$1,709,007.00
	Percent Complete (Dollar): 18.03% Remaining Contract Value: \$1,400,886.43
	Contract Time
	Days Charged on Estimate: 1 Days Charged to Date: 0 Percent Complete (Time): 0.00%
	Contract Projects:
	Project ID Description
	201VC/C
	20 I AGC IC NISter McDaniel for Haining Exercise

Figure 9-83. 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 9-84)



Figure 9-84. Previous Button

### EDIT REJECTED OR DRAFT PAYMENT ESTIMATE

1. Confirm current role is set to NV L1 Estimate Generator. (Figure 9-85)



Figure 9-85. Current Role

2. From the Home page, click the Payment Estimates link under the Construction component. (Figure 9-86)



3. In the search box, enter the Contract Number, or click Show first 10. Then click the Estimate Number hyperlink. (Figure 9-87)

Contract Payment Estimate Overview

<ul> <li>Contract Payme</li> </ul>	Save 🗸 ?				
Q Type search criteria	or press Enter	Advanced Showin	ig 1 of 1		
					0 marked for deletion 0 changed
Contract ID	Estimate Number	Status	Exceptions	Current Pay Amount	-
0DM01	0001	Rejected	Yes	1,023.82	
Туре	7 Period End I	Date			
Progress	08/09/2019 2	:13:24 PM			

Figure 9-87. Contract Payment Estimate Overview

4. If the estimate has a Status of Rejected (Figure 8-88), complete the next steps (4.a and 4.b). If the status is in Draft, skip to Step 5.

Contract Payment Estimate Summary

Estimate Number: 0001 Period End Date: 08/09/2019 2:13:24 PM Type: Progress Status: Rejected	

Figure 9-88. Contract Payment Estimate Summary

a. Review the Approval Tracking Comments in the Approval Tracking tab for any notes pertaining to the rejection. (Figure 9-89) Once the payment estimate is changed back to Draft, these notes will disappear.

,,,,,		, ,						
V 0DM01 - Micro-surf	✓ 0DM01 - Micro-surfacing, patching and pedestrian improvements							
Estimate Number: 0001	Period End Date: 08/09/2019 2:13:24 PM Type: Progress Status: Rejected							
General								
Notes	Q Type search criteria o	r press Enter 🥒 Advanced	Showing 4 of 4					
Exceptions					0 changed			
Time Charges	Approval Level	Approval Level Role	Name	Decision	-			
Projects	1	NV L1 Estimate Generator	Benjamin Schober	Approve				
Items	Approval Date	Comments						
Payment Adjustments	08/21/2019 2:27:26 PM	Q						
Item Adjustments	2	NV L2 Estimate Review	Rob Liebherr	Approve	-			
Approval Tracking	08/21/2019 3:18:05 PM	Q						
	3	NV L3 Estimate Approve	Jessica Downing	Approve	-			
	08/21/2019 3:36:58 PM	Q						
	4	NV L4 Estimate Final Check	Rob Scholfield	Reject	•			
	08/21/2019 3:55:40 PM	Rejected for user guide.						

Contract Payment Estimate Summary

Figure 9-89. Contract Payment Estimate Summary: Approval Tracking tab

b. Click the Contract Payment Estimate Summary Component Actions Menu and select Change to Draft. (Figure 9-90)

Contract Payment Estimate Summary					
V 0DM01 - Micro-surf	acing, patching and pedes	strian improvements		Save	•?
Estimate Number: 0001	Period End Date: 08/09/2019	2:13:24 PM Type: Progres	s Status:	Actions	X
General				There are no actions available.	
Notes Exceptions	Q Type search criteria or p	press Enter 🥒 Advanced	Showing 4 of 4	Tasks Change to Draft	bet
Time Charges	Approval Level	Approval Level Role	Name	Views	-
Projects Items	1 Approval Date	1 NV L1 Estimate Generator Benjamin Sc val Date Comments		Attachments Issues	
Payment Adjustments	08/21/2019 2:27:26 PM	Q		Reports	
Item Adjustments Approval Tracking	2 08/21/2019 3:18:05 PM	NV L2 Estimate Review	Benjamin Sc	Payment Estimate Report Historical Reports Insufficient Materials Report	
	3 08/21/2019 3:36:58 PM	NV L3 Estimate Approve	Benjamin Sc	Payment Estimate for Contractor Payment Estimate Summary By Project Report	•
	4 08/21/2019 3:55:40 PM	NV L4 Estimate Final Check	Benjamin Sc	hober Reject	•

Figure 9-90. Component Row Action: Change to Draft

9

- 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 9-91)

### **Contract Progress Summary**

<ul> <li>Contract: 0TCBJ - Benjamin's Test Contract</li> </ul>							
General							
Financials	Q         Type search criteria or press Enter         Advanced						
Daily Work Reports	Add Payment Estimate						
Diaries	Enter search criteria above to see results OF Show first 10						
Diary Adjustments	Enter search officing above to see results . Show mat to						
Payment Estimates							

Figure 9-91. Contract Progress Summary, Show First 10

2. Locate the Payment Estimate to be deleted, click the Row Actions Menu, and select Delete. (Figure 9-92)

#### Contract Progress Summary

g

✓ Contract: 0TCBJ - I	Benjamin's Test Contract		Save 🗸
General			
Financials	Q Type search criteria or press Ente	r 🥒 Advanced	Showing 1 of 1
Daily Work Reports	Add Payment Estimate		0 marked for deletion 🖓 chai
Diaries	Estimate Num Status	Exaptions	
Diary Adjustments	0001 Draft	No	Current Pay A Type
Payment Estimates	Period End Date	140	Actions
Contractors	04/10/2019 1:49:44 PM		Exclude from Search Results
hange Orders			Open
			Views
Contract Adjustments			Attachments
tem Adjustments			Links
ancy Views			Tracked Issues
igency views			Reports
/lix Designs			Insufficient Materials Report
Veekly Report Of Time			Payment Estimate for Contractor
Charges			Payment Estimate Report
			Summary By Project Report
			Historical Reports
			Insufficient Materials Report
			Items with Unpaid Placed Quantities
			Payment Estimate for Contractor
			Payment Estimate Summary By Project Report

Figure 9-92. Contract Progress Summary with Payment Estimate Row Action Drop-Down

### 3. Click the Save button. (Figure 9-93)

Contract Progres	s Summa There are unsaved chang	ges.	\$	<
✓ Contract: 0TCBJ -	Benjamin's Test Contract			Save 🗸
General				57
Financials	Q Type search criteria or press Ente	er 🥒 Advanced sh	howing 1 of 1	
Daily Work Reports	Add Payment Estimate			1 marked for deletion 0 changed
Diaries	Estimate Num Status	Exceptions	Current Pay A	Туре 🛌
Diary Adjustments	0001 Draft	No	0.00	Progress
Payment Estimates	Period End Date			
Contractors	04/10/2019 1:49:44 PM			

Figure 9-93. Contract Progress Summary Save button