

PAYMENT ESTIMATES

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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)

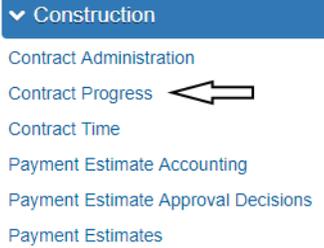


Figure 9-2. Construction Component

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

Contracts Progress Overview



No rows found matching criteria.

Enter search criteria above to see results or [Show first 10](#)

Figure 9-3. Contract Progress Overview

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

Contracts Progress Overview

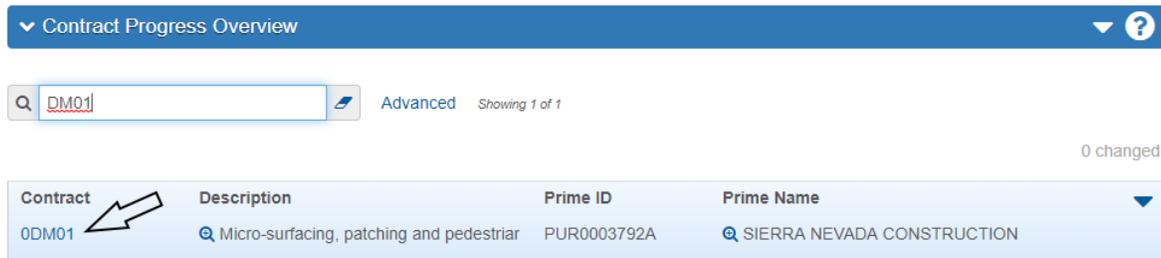


Figure 9-4. Contract Progress Overview with Results

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

Contract Progress Summary

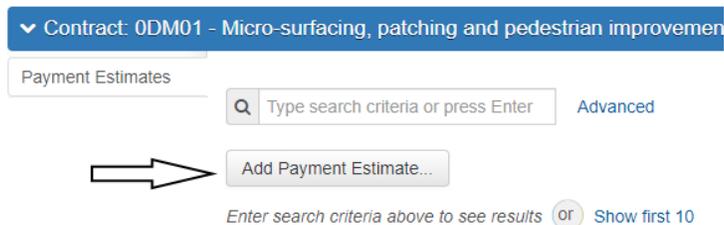


Figure 9-5. Contract Progress: Add Payment Estimate

- 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

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

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

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

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

Figure 9-8. Payment Estimate Process Started

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

Contract Progress Summary

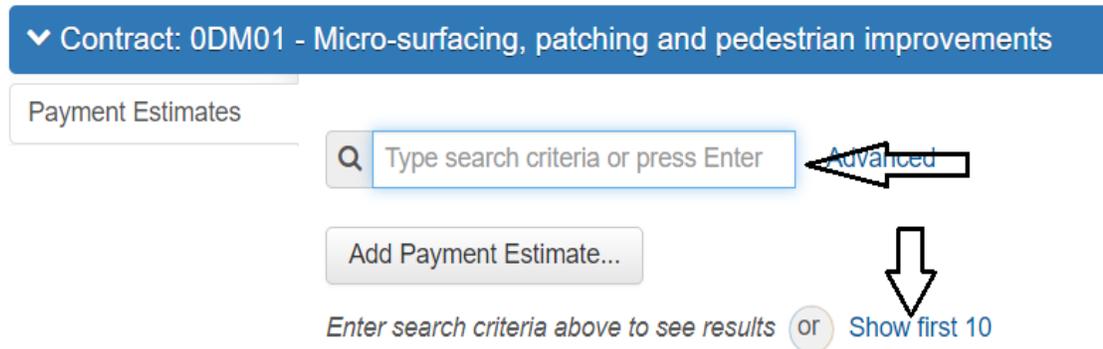


Figure 9-9. Contract Progress Summary: Show Estimate

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

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

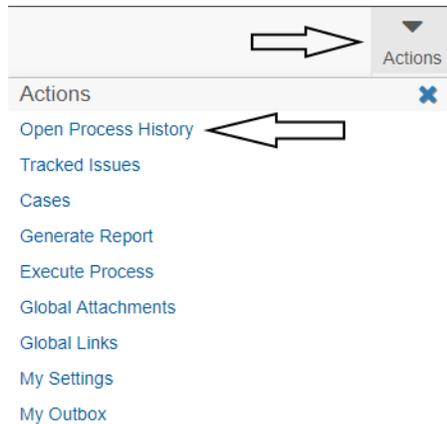


Figure 9-10. Open Process History

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

Process History Overview

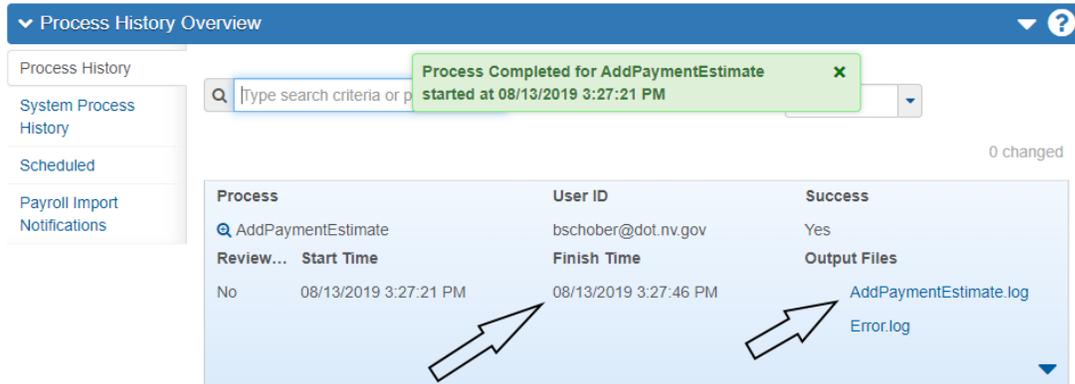


Figure 9-11. Process History Overview

- c. Click the AddPaymentEstimate.log hyperlink (Figure 9-11) and open the file. Review 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)



Figure 9-12. Previous Button

- e. Fix the error(s) and follow the steps to Add the Payment Estimate again. Call Construction Admin for assistance if needed.
11. When the Payment Estimate record is displayed in the list, click the Estimate Number hyperlink. (Figure 9-13)

Contract Progress Summary

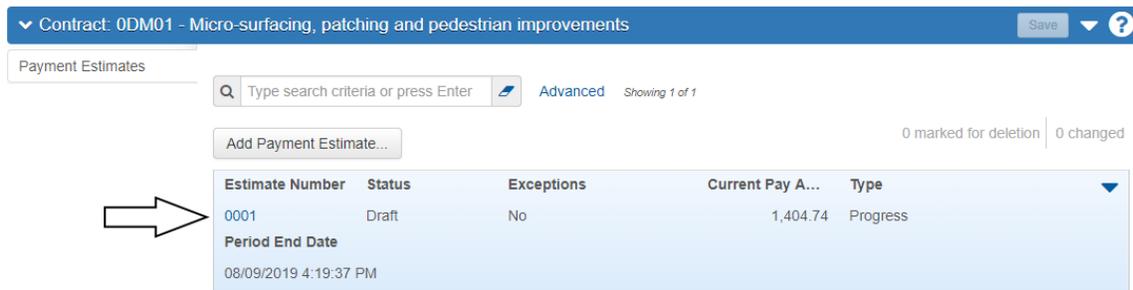


Figure 9-13. Contract Progress Summary: Estimate Number link

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

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

Figure 9-14. Contract Payment Estimate Summary tabs

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

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

Pay Amount This Contract Payment Estimate	318,661.35	Prime Contractor
Total Pay Amount (All Payment Estimates)	318,661.35	11057 - Q&D CONSTRUCTION
Transfer to Accounting Date		Current Contract Amount
		14,556,895.50
		Contract Percent Complete
		2.19
		Created By
		kmcdaniel2@dot.nv.gov
		Created Date
		03/07/2023 6:57:27 AM

Contract: OMD02 - District 2 Materials Training Contract

Payment Est Number: 0001 Period EndDate: 02/17/2023 Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)	
Posted Item Pay:	0.00	528,000.00	528,000.00	Price – Fuel: Price – Asphalt: Price – Emulsified Asphalt: Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85	
Gross Item Pay :	0.00	326,832.15	326,832.15	
Participating Item Pay:	0.00	0.00	0.00	
Non-Participating Item Pay:	0.00	336,807.90	336,807.90	
Cash Retainage:	0.00	-8,170.80	-8,170.80	
Liquidated Damage:	0.00	0.00	0.00	
Other Contract Adjustments:	0.00	0.00	0.00	
Total Pay Amount:	0.00	318,661.35	318,661.35	
Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)	
Overrun:	0.00	0.00	0.00	
Price - Fuel:	0.00	-24,219.42	-24,219.42	
Price - Asphalt:	0.00	-1,948.43	-1,948.43	
Price - Emulsified Asphalt:	0.00	0.00	0.00	
Insufficient Material:	0.00	-175,000.00	-175,000.00	
Material Credit:	0.00	0.00	0.00	
Construction Stockpile:	0.00	0.00	0.00	
Other Item Adjustments:	0.00	0.00	0.00	
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85	

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

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

Figure 9-15. General Tab Details

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

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

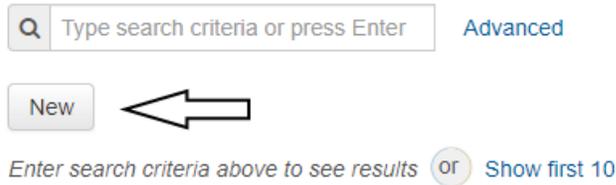


Figure 9-16. Notes Tab New button

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

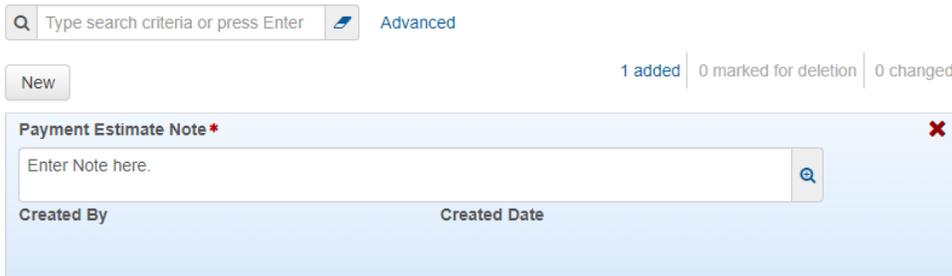


Figure 9-17. Notes Tab Payment Estimate Note

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

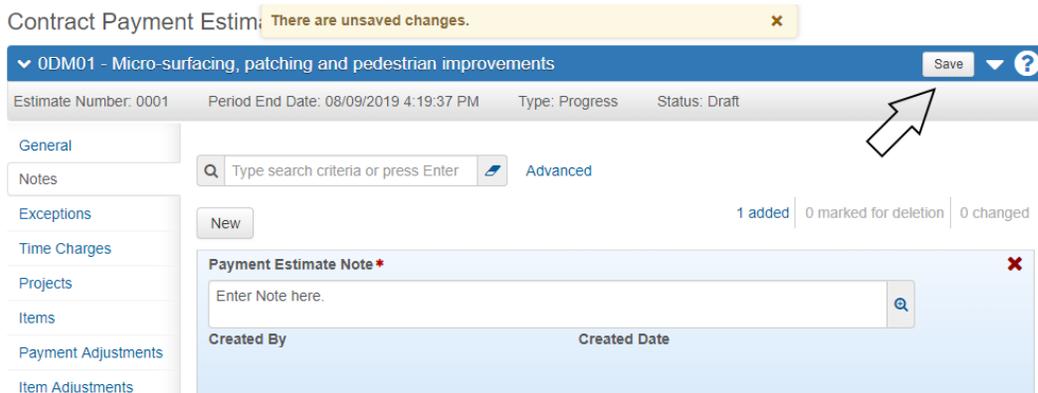


Figure 9-18. Contract Payment Estimate Summary Save button

- c. **Exceptions Tab:** This tab displays 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 Positioning, Pending or Draft Daily Work Reports, etc.) that must be Resolved and/or-* Acknowledged using the Quick Find search box. (Figure 1-20)

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

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 TESTING 0301B
Save ?

Estimate Number: 0001 Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Annual Tracking

System Default Showing 4 of 4

Adjustment
No Filter

0 changed

Exception ID	Payment Estimate Exception	Status	Adjustment
> 35	Missing Percentage of Schedule DWI	Unresolved	No
> 36	Missing Percentage of Schedule DWI	Unresolved	No
> 37	Missing Percentage of Schedule DWI	Unresolved	No
> 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.

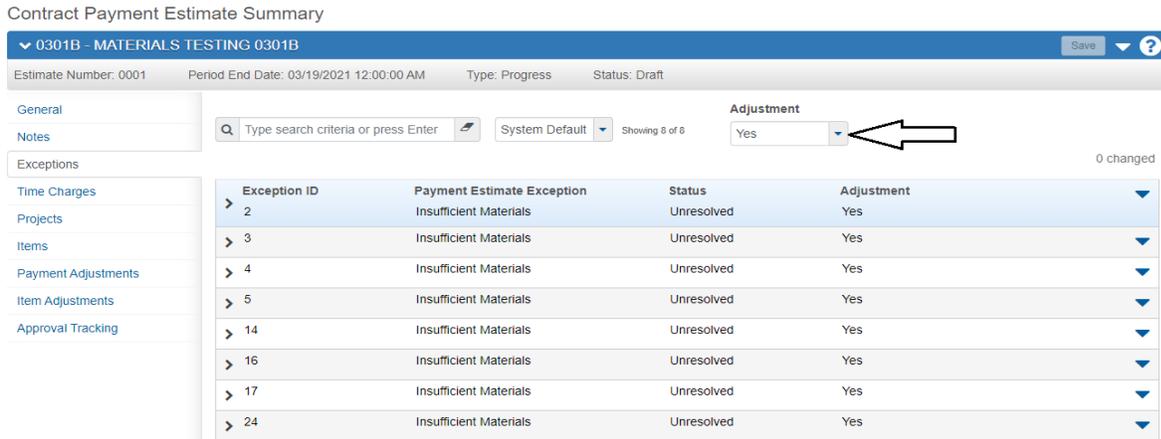


Figure 9-21. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = Yes

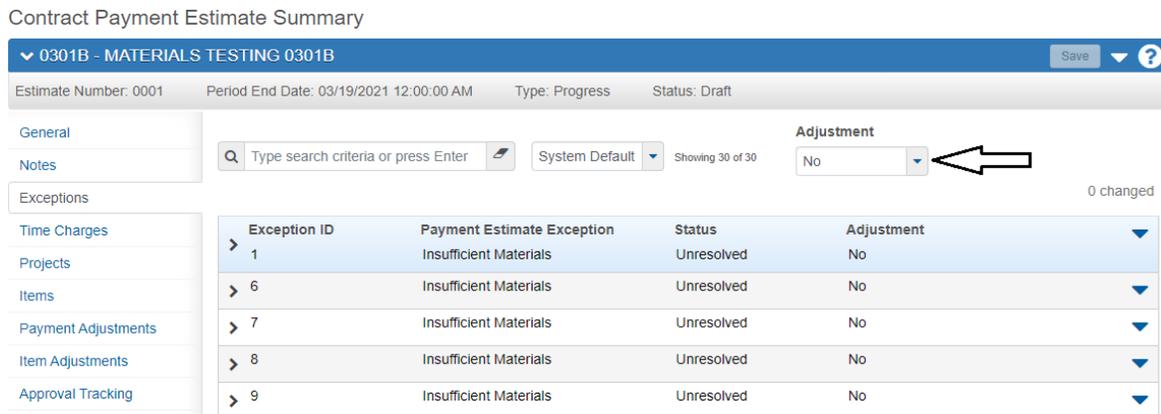


Figure 9-22. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = No

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)

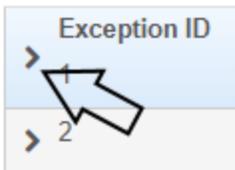


Figure 9-23. Expand Chevron

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

Exception ID	Payment Estimate Exception	Status	Adjustment
35	Missing Percentage of Schedule DW	Unresolved	No

Description

Estimate Exception Type: Missing Percent of Schedule DWR Item

Status * Unresolved

Adjustment No

Remarks

Type * Remark *

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 quantity of 5164.6605 for Reference Item 6250490 - RENT TRAFFIC CONTROL DEVICES, Contract Line Item Number 0150, Project DM016C1C, Project Item Line Number 0150, Category ID 01.

Close

Figure 9-25. Description Large Text window

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 76-22NV, Acceptance Action CERT 0001 is insufficient.

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 *

▼

Acknowledged

Overridden

Unresolved

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)

Exception ID	Payment Estimate Exception	Status	Adjustment
2	Insufficient Materials	Acknowledged	Yes

Description Estimate Exception Type: Insufficient Materials: Project 301B6C10		Status * ▼ Acknowledged
Adjustment Yes		

Figure 9-28. Exception Status, Insufficient Materials Where Adjustment = Yes

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

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

▼ Remarks

Type * Remark *

Acknowledged - Acknowledge Explanation ▼

Enter remark here

Figure 9-29. Exception Remarks, Acknowledged

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

Contract Payment Estimate Summary There are unsaved changes. X

0301B - MATERIALS TESTING 0301B Save ?

Estimate Number: 0001 Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Adjustment: Yes

Showing 7 of 8

Exception ID	Payment Estimate Exception	Status	Adjustment
3	Insufficient Materials	Acknowledged	Yes

3 changed

Description: Estimate Exception Type: Insufficient Materials: Project 301B6C1 Status: Acknowledged

Adjustment: Yes

Remarks: Type: Acknowledged - Acknowledge Explanation Remark: Enter a detailed remark.

Figure 9-30. Contract Payment Estimate Summary Save button

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

d. **Time Charges Tab:** This tab is used to summarize time charged on this payment estimate. No data input. (Figure 9-31)

Advanced Showing 1 of 1

0 changed

Time ID - Time Description	Time Type	Time Unit	% Compl
00 AT - 45 Working Days	Available Time	Days	0.00
Current Time Charged			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 AND PEDESTRIAN IMPROVEMENTS.	1,296,009.07	0.11	
Voucher Num	Voucher Pay Amt	Transaction Number	Transaction Date
0001	1,404.96		

Project ID - Description	Current Project A...	Percent Complete
DM016C3C - CARSON CITY, NON-PRIOR RIGHT (PENDING AGREEMENT NUMBER)	8,024.00	0.00
0001	-0.22	

Figure 9-32. Project Tab Details

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 Advanced Showing 1 of 1 Only Payments This Period

0 changed

Project - Descr	Category - Descr	Proj Ln Num	Ln Num
DM016C1C - MICRO-SURFACE, PLANTMIX PATCH	01 - MICRO-SURFAC	0005	0005
Ref Item ID	Description	Supplemental Description	Pay Amt This Pay Est
2020585	REMOVAL OF FENCE		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.
 - 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 Advanced

New 0 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 Show first 10

Figure 9-34. Payment Adjustment New button

- 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 access 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 Payment Estim There are unsaved changes. ✕

0201Y - Test Item Adjustment Save ?

Estimate Number: 0002 Period End Date: 11/15/2019 12:00:00 AM Type: Progress Status: Draft

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

▼ User-Generated Payment Adjustments

🔍 Type search criteria or press Enter Advanced

1 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type
▼ Comments	-2,880.00	010
Lab Test # CM17-14 Report Date 4/26/19		

Payment Adjustment ID

Type * ▼
Other Contract Adjustment

Other Payment Adjustment Type ▼
010 - Bituminous Pavement

Amount * ▼
-2,880.00

Comments ▼
Lab Test # CM17-14 Report Date 4/26/19

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 Summary There are unsaved changes. x

0UG19 - New Contract Save ?

Estimate Number: 0002 Period End Date: 11/15/2019 12:00:00 AM Type: Progress Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

▼ User-Generated Payment Adjustments

Q Type search criteria or press Enter Advanced

New 1 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type
Other Contract Adjustment		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

Type	Amount	Other Payment Adjustment Type
Other Contract Adjustment	-300.00	040 - Labor Compliance Deduction

▼ Actions

- Contract Adjustment Distribution
- Delete**
- Duplicate Row
- Exclude from Search Results
- Insert Row
- Open Contract Time
- Views
- Attachments
- Links
- Tracked Issues

▼ Comments

Enter a detailed reason for the Payment Adjustment.

Payment Adjustment ID: 0002

Type: Other Contract Adjustment

Other Payment Adjustment Type: 040 - Labor Compliance Deduction

Distributed By: Percentage

Time ID/Description: /

Last Updated By: kmcdaniel2@dot.nv.gov

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

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

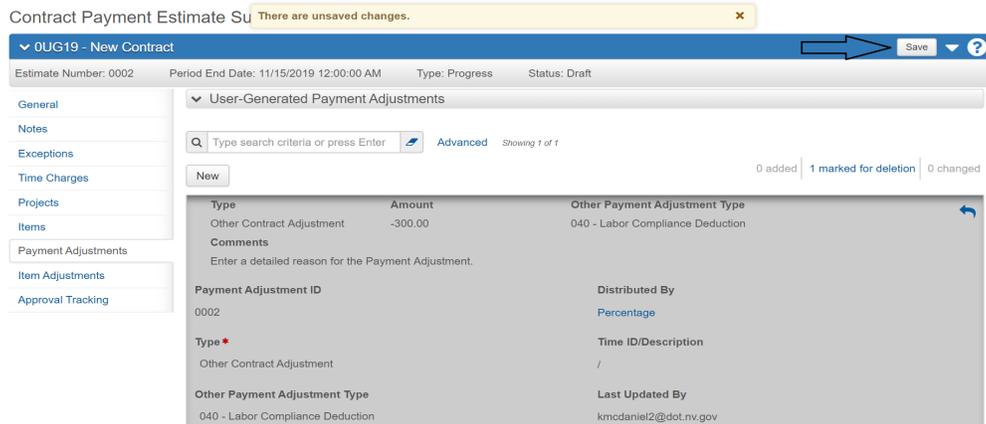


Figure 9-39. Contract Payment Estimate Save

- vi. All Payment Adjustments are REQUIRED to have the supporting documents attached. Click the Row Actions Menu and select Attachments. (Figure 9-40)

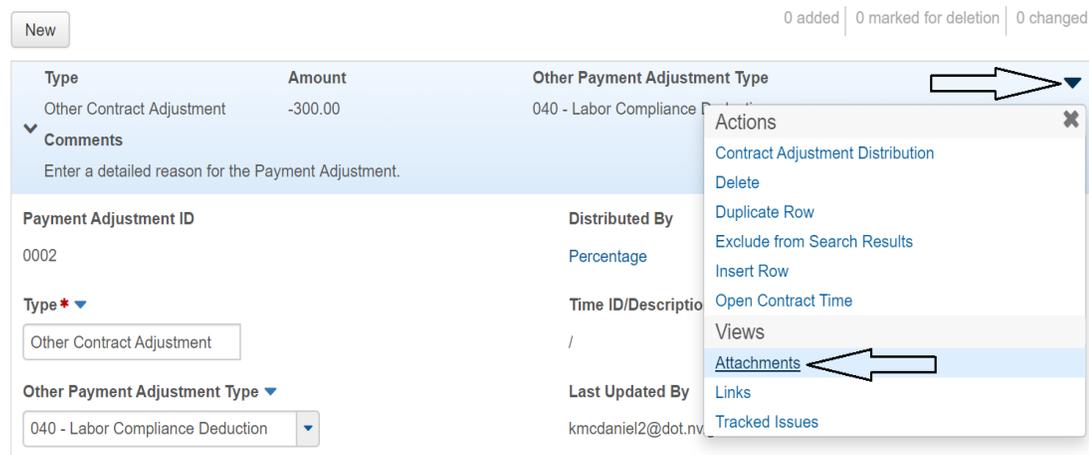


Figure 9-40. Payment Adjustment Row Action drop-down, Attachments

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

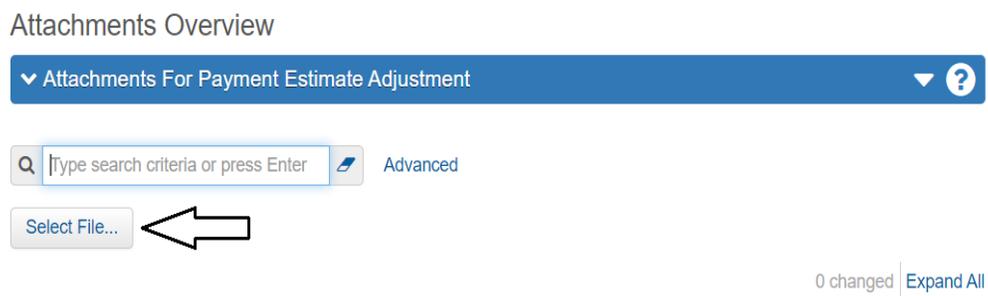


Figure 9-41. Payment Estimate Adjustment Attachment, Select File Button

- 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)

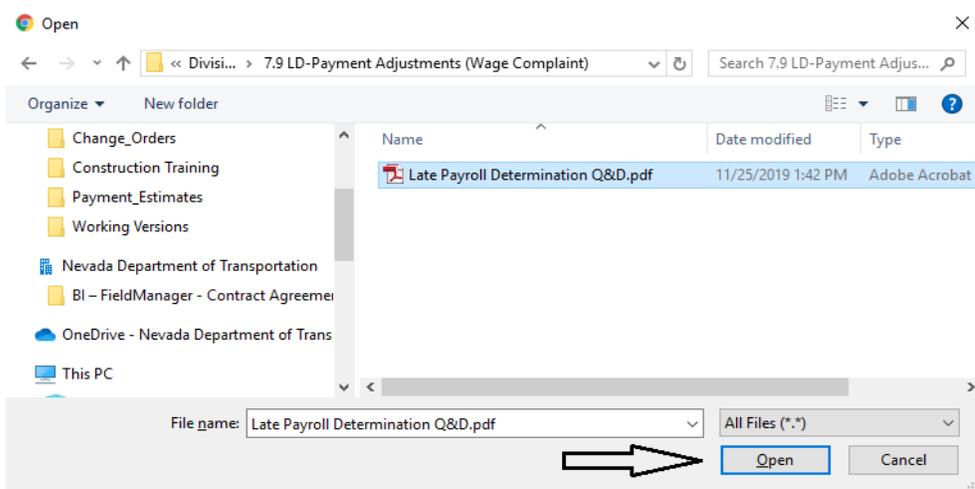


Figure 9-42. Payment Estimate Adjustment Attachments, File Selection Window

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

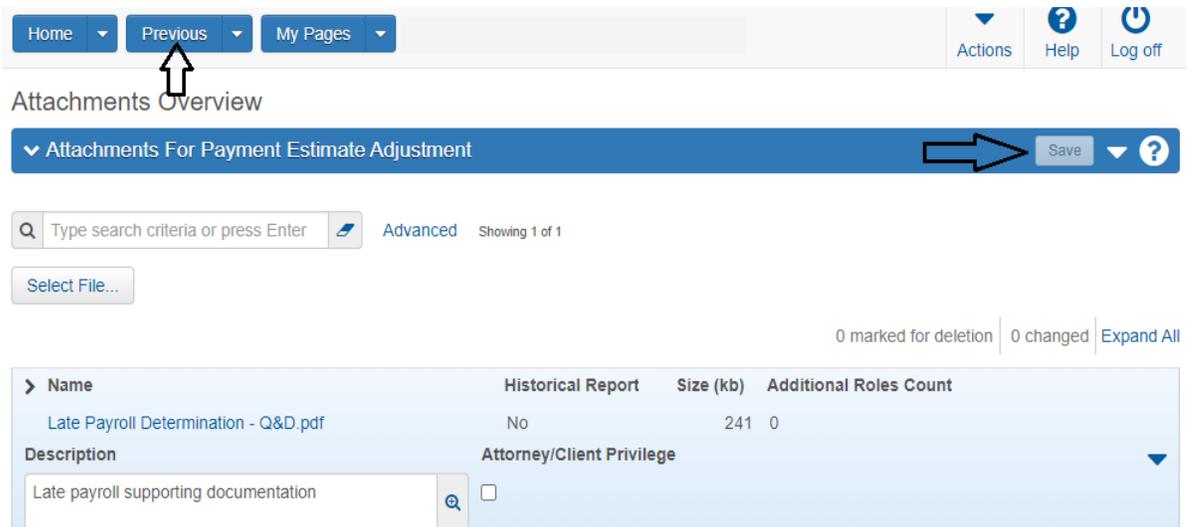


Figure 9-43. Payment Estimate Adjustment

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 - MATERIALS TESTING 0301B
Save ▼ ?

Estimate Number: 0001
Period End Date: 03/19/2021 12:00:00 AM
Type: Progress
Status: Draft

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

▼ User-Generated Payment Adjustments

Advanced

New
0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

▼ System-Generated Payment Adjustments

Advanced
Showing 1 of 1

0 changed

Type	Amount
Retainage	-3,453.54
Time ID	Time Description
	Comments

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

▼ 0301B - MATERIALS TESTING 0301B
Save ▼ ?

Estimate Number: 0001 Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

▼ User-Generated Quantity-Based Item Adjustments

Advanced

Select Project Items...
0 marked for deletion | 0 changed

No rows found matching criteria.

▼ System-Generated Item Adjustments

Advanced
Showing 8 of 8

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 Amount ▼				
> 0055 - 301B6C1C/01	PLANTMIX SURFACING (TYPE 2)	-1,289.00000	-128,900.00	
> Adj ID	Type	Other Item Adjustment Type	Function	
0004	Material		Quantity-Based	
> 0055 - 301B6C1C/01	PLANTMIX SURFACING (TYPE 2)	1,289.00000	2,682.15	
> 0002	Price	Dollar-Based		

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)
- i. **Approval Tracking Tab:** The Approval Tracking tab will populate after the payment estimate is submitted for approval and will track the four levels of the approval process: NV L1 Estimate Generator (Office Engineer), NV L2 Estimate Review (Assistant Resident Engineer or Crew Professional Engineer), NV L3 Estimate Approve (Resident Engineer), NV L4 Estimate Final Check (Construction Admin Staff). (Figure 9-46)

Contract Payment Estimate Summary

Contract Payment Estimate Summary

▼ ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Estimate Number: 0001 Period End Date: 08/09/2019 4:19:37 PM Type: Progress Status: Draft

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

Q Type search criteria or press Enter Advanced

0 changed

No rows found matching criteria.

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)

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

Pay Amount This Contract Payment Estimate: 308,911.35

Total Pay Amount (All Payment Estimates): 308,911.35

Transfer to Accounting Date

Prime Contractor: 11057 - Q&D CONSTRUCTION

Current Contract Amount: 14,556,895.50

Contract Percent Complete: 2.19

Created By: kmcdaniel2@dot.nv.gov

Created Date: 03/07/2023 6:57:27 AM

Contract: OMD02 - District 2 Materials Training Contract

Payment Est Number: 0001 Period EndDate: 02/17/2023 Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	528,000.00	528,000.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85
Gross Item Pay :	0.00	326,832.15	326,832.15
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	0.00	336,807.90	336,807.90
Cash Retainage:	0.00	-7,920.80	-7,920.80
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	-10,000.00	-10,000.00
Total Pay Amount:	0.00	308,911.35	308,911.35

Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	0.00	0.00
Price - Fuel:	0.00	-24,219.42	-24,219.42
Price - Asphalt:	0.00	-1,948.43	-1,948.43
Price - Emulsified Asphalt:	0.00	0.00	0.00
Insufficient Material:	0.00	-175,000.00	-175,000.00
Material Credit:	0.00	0.00	0.00
Construction Stockpile:	0.00	0.00	0.00
Other Item Adjustments:	0.00	0.00	0.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85

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

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

Price - Fuel:
Price - Asphalt:
Price - Emulsified Asphalt:
Asphalt:
Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.

Insufficient Material:
Values in this line indicate amount being withheld due to insufficient Material Certs.

Material Credit:
Values in this line indicate when an Insufficient Material Cert has been satisfied and amount has been credited.

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.

- Click the Contract Payment Estimate Summary Component Action drop-down and select Submit for Approval. (Figure 9-48)

Contract Payment Estimate Summary

ODM01 - Micro-surfacing, patching and pedestrian improvements

Estimate Number: 0001 Period End Date: 07/26/2019 9:37:29 AM Type: Progress

Pay Amount This Contract Payment Estimate
90,045.80

Total Pay Amount (All Payment Estimates)
90,045.80

Transfer to Accounting Date

Actions

There are no actions available.

- Tasks
- Submit for Approval**
- Views
- Attachments
- Issues
- Links
- Reports
- Payment Estimate Report
- Historical Reports
- Insufficient Materials Report
- Items with Unpaid Placed Quantities
- Payment Estimate for Contractor
- Payment Estimate Summary By Project Report

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 Summary

ODM01 - Micro-surfacing, patching and pedestrian improvements

Estimate Number: 0001 Period End Date: 07/26/2019 5:25:26 PM Type: Progress Status: Pending Approval

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Type search criteria or press Enter Advanced Showing 4 of 4

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator		Pending Approval
2	NV L2 Estimate Review		
3	NV L3 Estimate Approve		
4	NV L4 Estimate Final Check		

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 required 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)



Figure 9-50. Home Button and Current Role

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

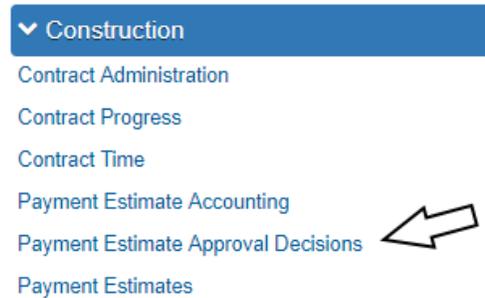


Figure 9-51. Construction Component

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

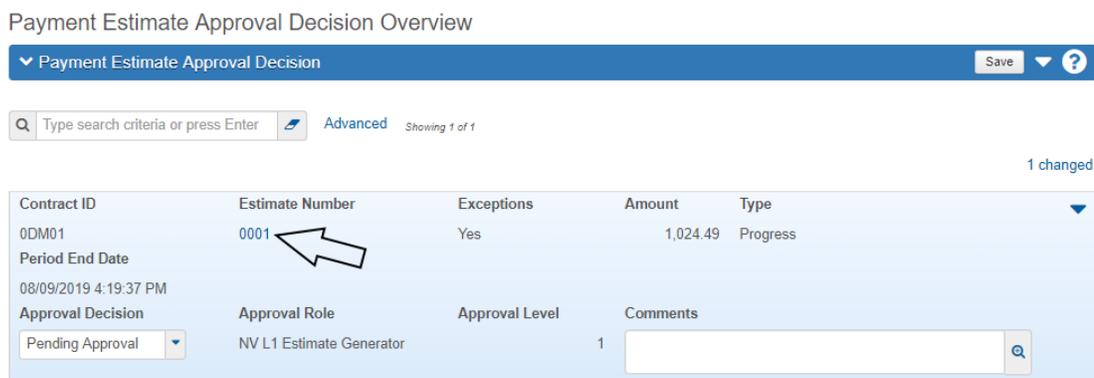


Figure 9-52. Payment Estimate Approval Decision Overview, Estimate Number Link

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)

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
ODM01	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	<input type="text"/>	

Note: In the original image, arrows point to the 'Approve' dropdown menu and the 'Approve' option within that menu.

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

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
ODM01	0001	Yes	1,024.49	Progress
Period End Date 08/09/2019 4:19:37 PM				
Approval Decision	Approval Role	Approval Level	Comments*	
Reject	NV L1 Estimate Generator	1	When payment estimate is rejected, comments are required.	

Note: In the original image, arrows point to the 'Reject' dropdown menu, the 'Reject' option within that menu, and the 'Comments' field.*

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

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

▼ ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Estimate Number: 0001 Period End Date: 08/09/2019 4:19:37 PM Type: Progress Status: Pending Approval

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Q Type search criteria or press Enter Advanced Showing 4 of 4 0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator	Benjamin Schober	Approve
Approval Date: 08/14/2019 4:06:38 PM Q			
2	NV L2 Estimate Review		Pending Approval
3	NV L3 Estimate Approve		
4	NV L4 Estimate Final Check		

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)

Home Previous My Pages

Switch Role

Andrew Lawrence

NV Crew Office

NV L1 Estimate Generator

✓ NV L2 Estimate Review 

NV L3 Estimate Approve

NV ReadOnly

Figure 9-56. Home Button and Current Role

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

▼ Construction

Payment Estimate Accounting

Payment Estimate Approval Decisions 

Payment Estimates

Figure 9-57. Construction Component

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

Payment Estimate Approval Decision Overview

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
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	<input type="text"/>	

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

Payment Estimate Approval Decision There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
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 L2 Estimate Review	2	<input type="text"/>	

Approve
Pending Approval
Reject

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

Payment Estimate Approval Decision There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
0DM01	0001	Yes	1,024.49	Progress
Period End Date 08/09/2019 4:19:37 PM				
Approval Decision	Approval Role	Approval Level	Comments*	
Reject	NV L2 Estimate Review	2	When payment estimate is rejected, comments are required.	

Approve
Pending Approval
Reject

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

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

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



Figure 9-61. Construction Component

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

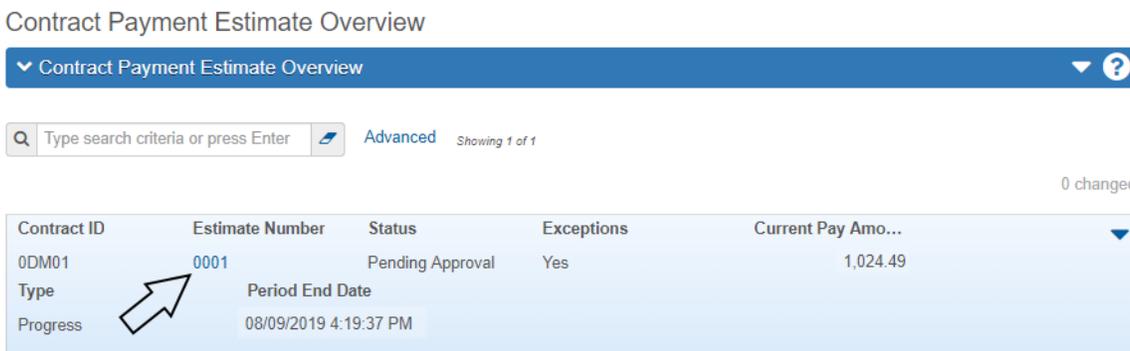


Figure 9-62. Contract Payment Estimate Overview

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

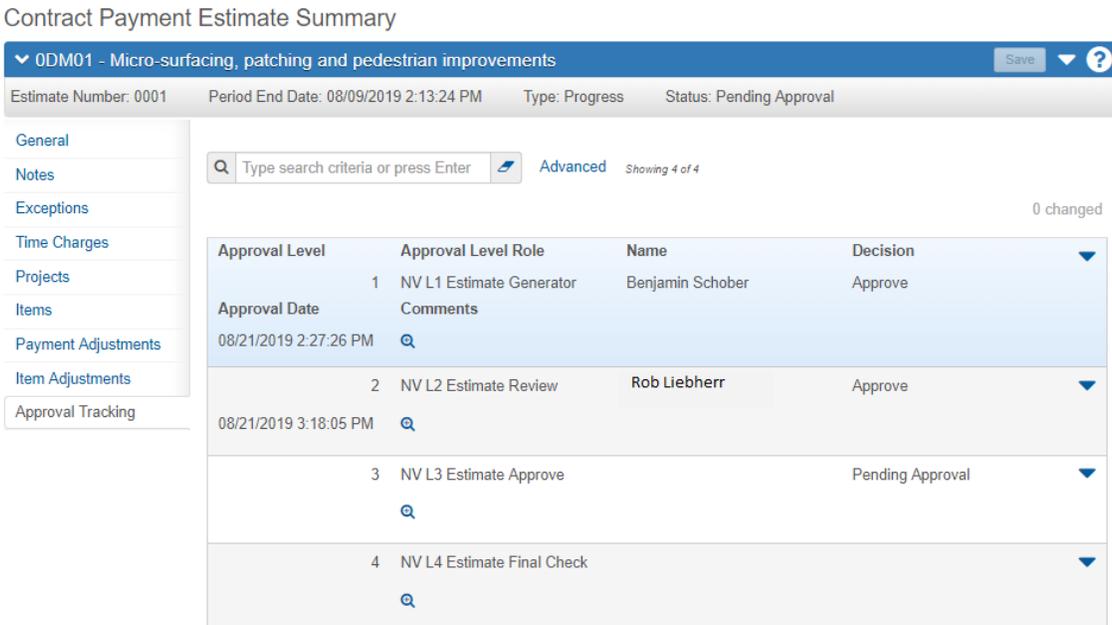


Figure 9-63. Contract Payment Estimate Summary, Approval Tracking

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

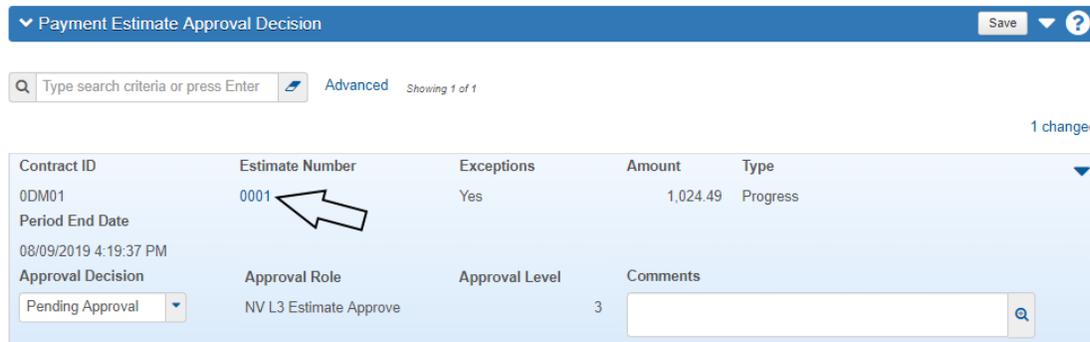


Figure 9-66. Payment Estimate Approval Decision Overview, Estimate Number Link

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

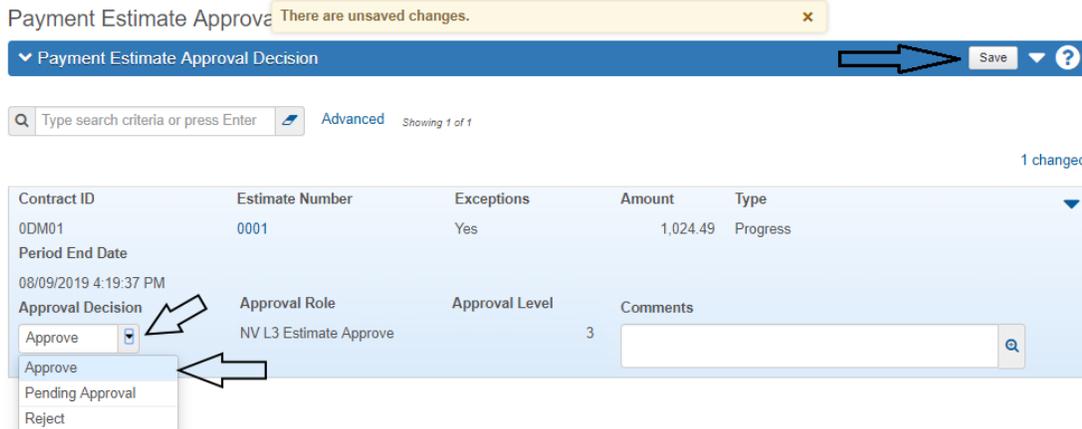


Figure 9-67. Payment Estimate Approval Decision Summary, Approve

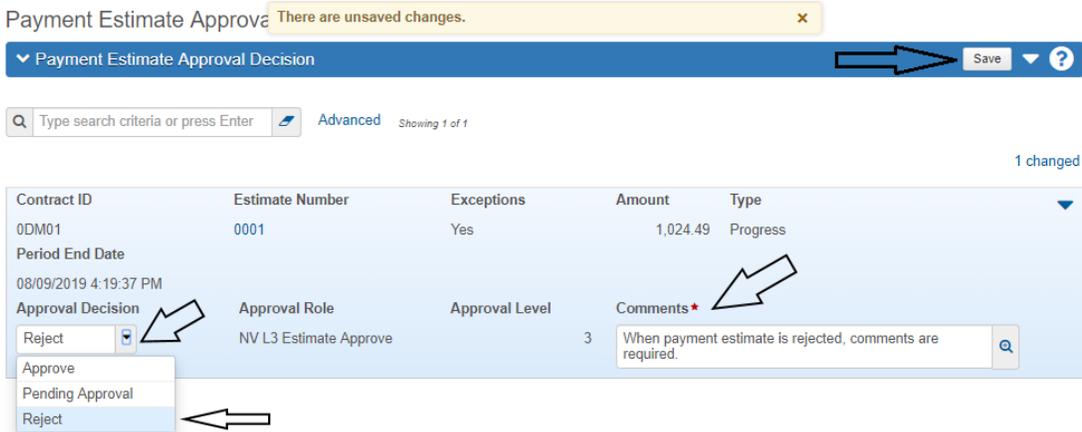


Figure 9-68. Payment Estimate Approval Decision Summary, Reject

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)

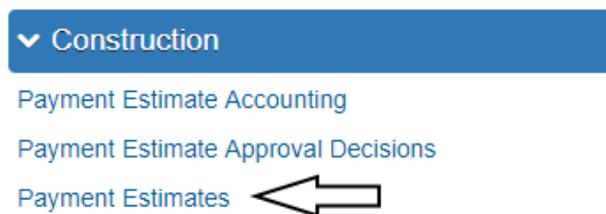


Figure 9-69. Construction Component

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

Contract Payment Estimate Overview

Type search criteria or press Enter Advanced Showing 1 of 1 0 changed

Contract ID	Estimate Number	Status	Exceptions	Current Pay Amo...
ODM01	0001	Pending Approval	Yes	1,024.49
Type	Period End Date			
Progress	08/09/2019 4:19:37 PM			

Figure 9-70. Contract Payment Estimate Overview

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

Contract Payment Estimate Summary

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

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

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

Type search criteria or press Enter Advanced Showing 4 of 4 0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator	Benjamin Schober	Approve
Approval Date		Comments	
08/21/2019 2:27:26 PM			
2	NV L2 Estimate Review	Rob Liebherr	Approve
08/21/2019 3:18:05 PM			
3	NV L3 Estimate Approve	Jessica Downing	Approve
08/21/2019 3:36:58 PM			
4	NV L4 Estimate Final Check		Pending Approval

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)



Figure 9-72. Current Role

2. From the Payment Estimates tab in Contract Progress Summary, click Show first 10 (if visible) or enter the estimate number in the Search field. (Figure 9-73)

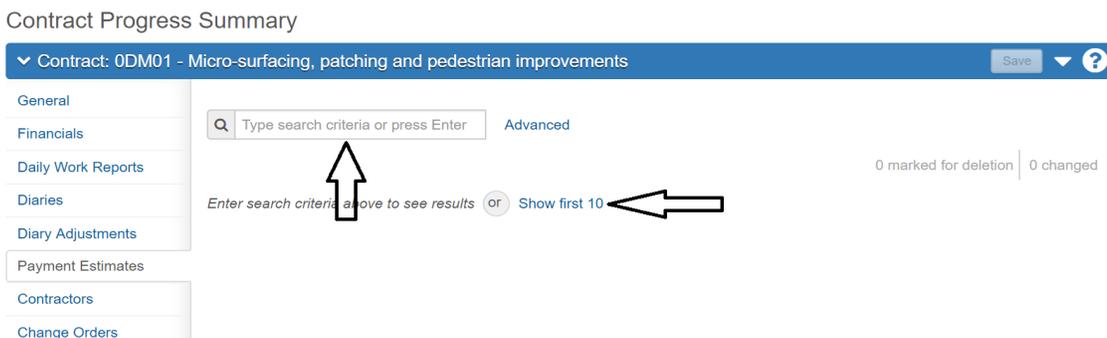


Figure 9-73. Contract Progress Summary: Payment Estimate Search

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

General
Financials
Daily Work Reports
Diaries
Diary Adjustments
Payment Estimates
Contractors
Change Orders
Contract Adjustments
Item Adjustments
Agency Views
Mix Designs
Weekly Report Of Time Charges

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

0 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0002	Approved	Yes		
Period End Date				
08/09/2019 8:41:49 PM				
0001	Approved	Yes		
07/26/2019 5:25:26 PM				

Actions

Exclude from Search Results

Open

Views

Attachments

Links

Tracked Issues

Reports

Insufficient Materials Report

Payment Estimate for Contractor

Payment Estimate Report

Summary By Project Report

Figure 9-74. Select Payment Estimate for Contractor Report

- Accept all Default values in the Generate Report - Payment Estimate for Contractor Report window and click the Execute button. (Figure 9-75)

Generate Report

Generate Report - Payment Estimate for Contractor 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 9-75. Generate Payment Estimate for Contractor Report

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

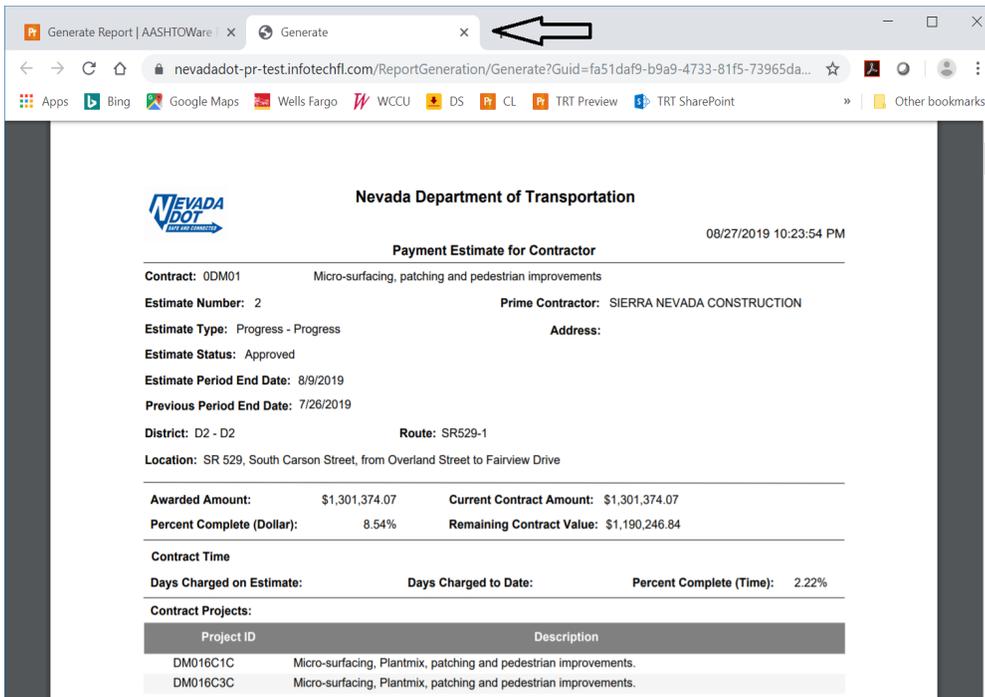


Figure 9-76. Approved Payment Estimate for Contractor Report

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

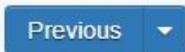


Figure 9-77. Previous Button

EXECUTING THE DRAFT PAYMENT ESTIMATE FOR CONTRACTOR REPORT

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

- Confirm current role is set to NV Crew Office. (Figure 9-78)



Figure 9-78. Current Role

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

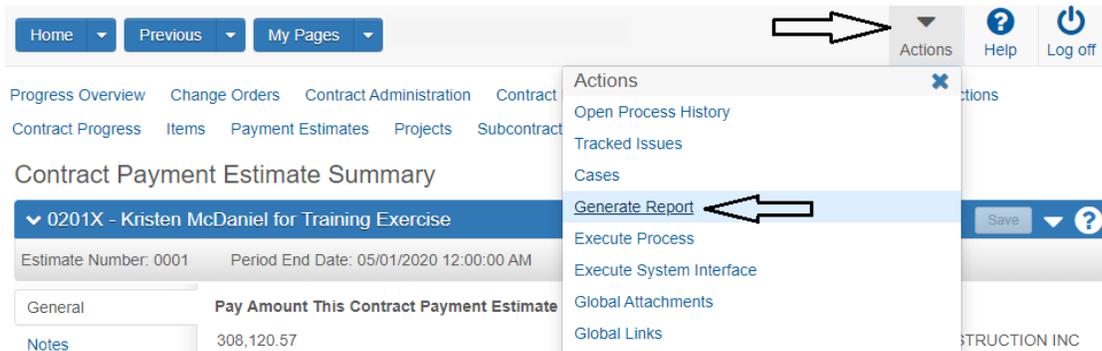


Figure 9-79. Global Options - Generate Report Action

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

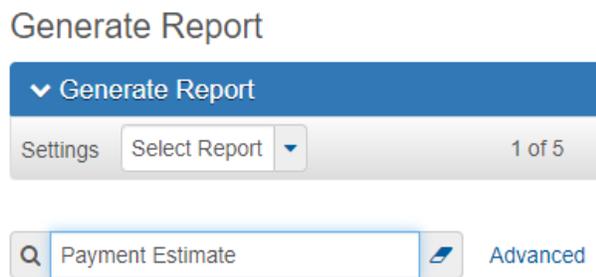


Figure 9-80. Search for Payment Estimate for Contractor Report

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

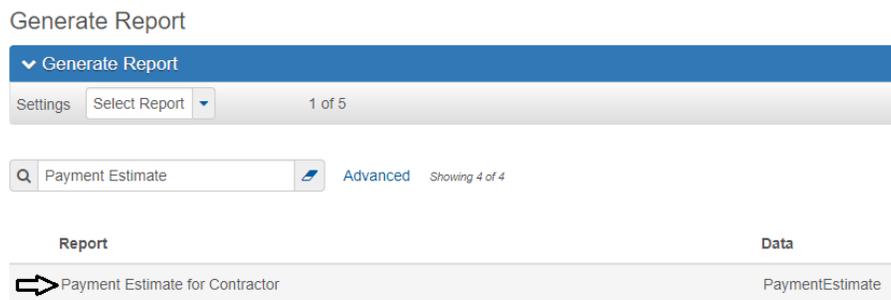


Figure 9-81. Select Payment Estimate for Contractor Report

- 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

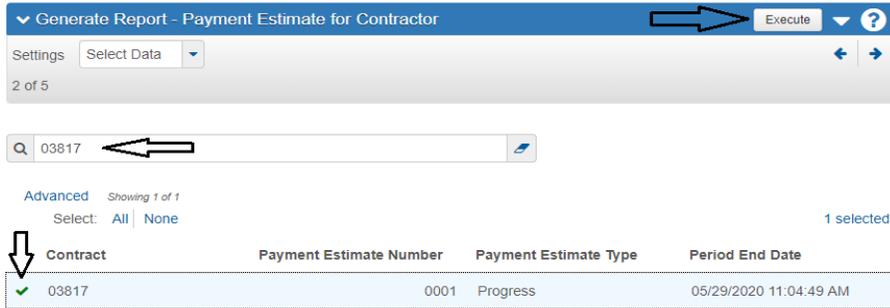


Figure 9-82. Find Contract ID and Execute Report

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

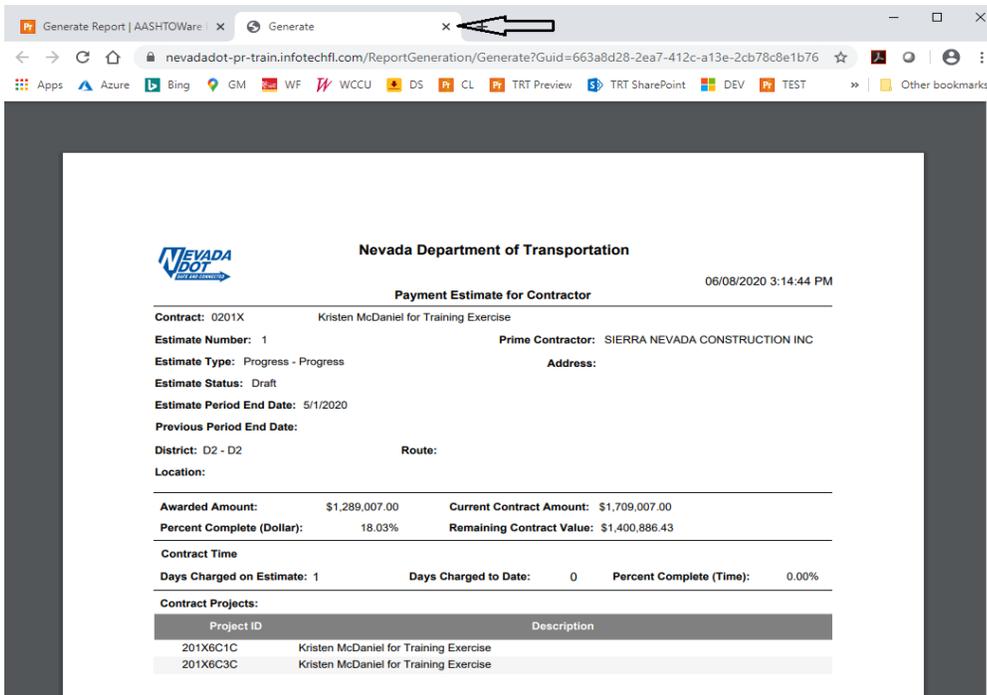


Figure 9-83. Draft Payment Estimate for Contractor Report

- 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.
- Close the browser tab.
- 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)

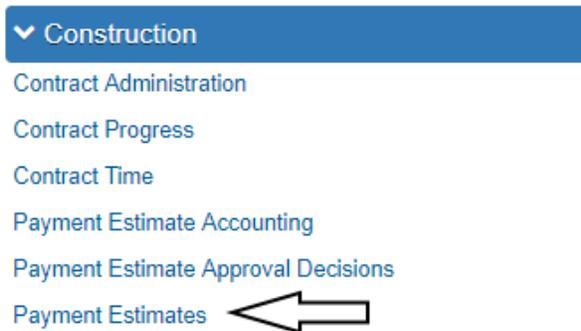


Figure 9-86. Construction Component

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

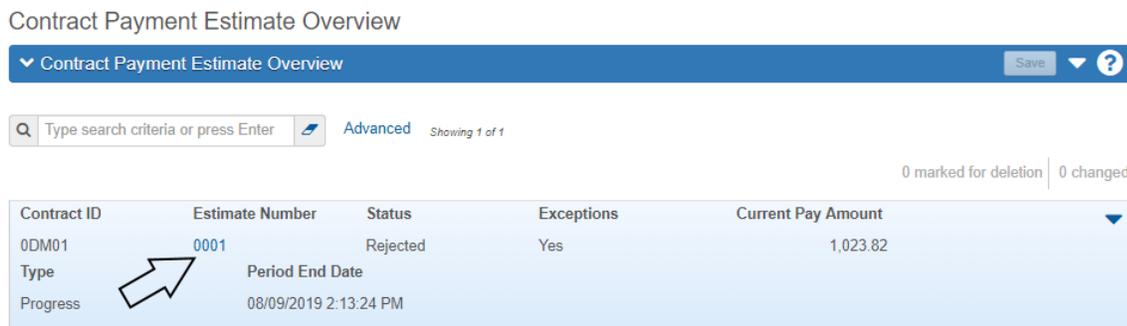


Figure 9-87. Contract Payment Estimate Overview

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

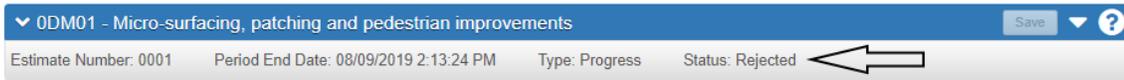


Figure 9-88. Contract Payment Estimate Summary

- 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.

Contract Payment Estimate Summary

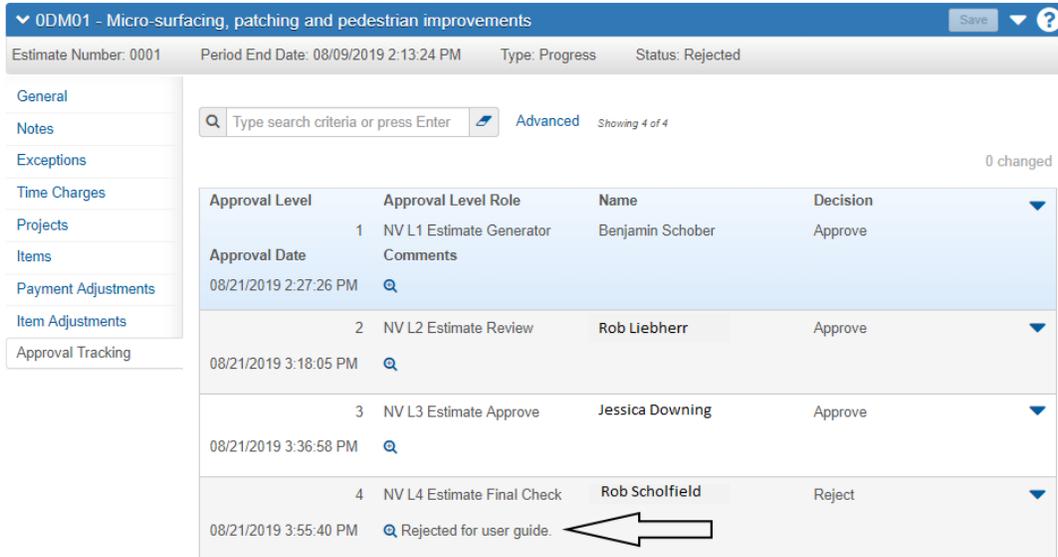


Figure 9-89. Contract Payment Estimate Summary: Approval Tracking tab

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

Contract Payment Estimate Summary

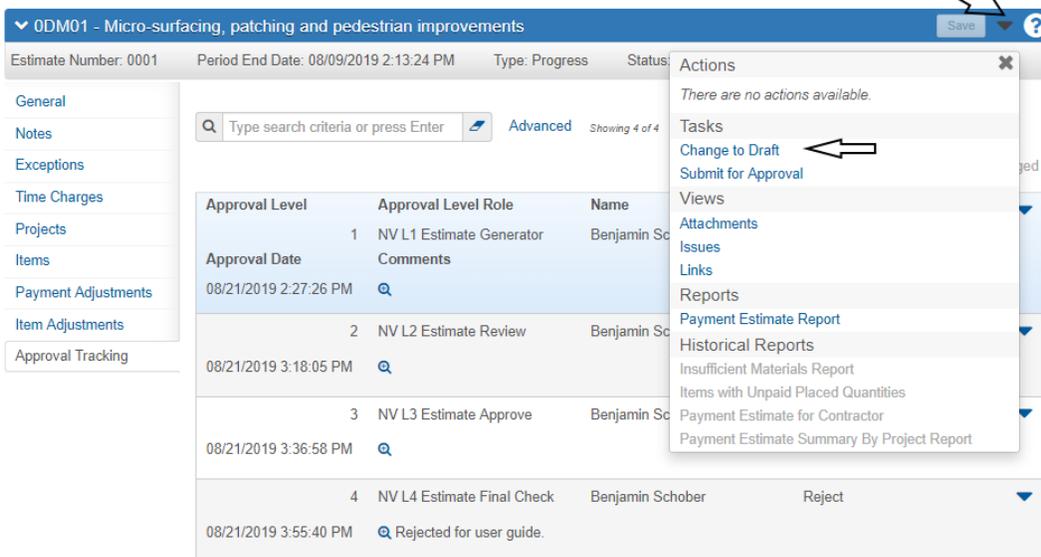


Figure 9-90. Component Row Action: Change to Draft

5. Make appropriate corrections based on the Approval Tracking Comments from Step 4.
 - If the corrections are only within the payment estimate (Exceptions, Payment Adjustments and Item Adjustments) then all that needs to be done is to make the correction(s) and re-submit 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

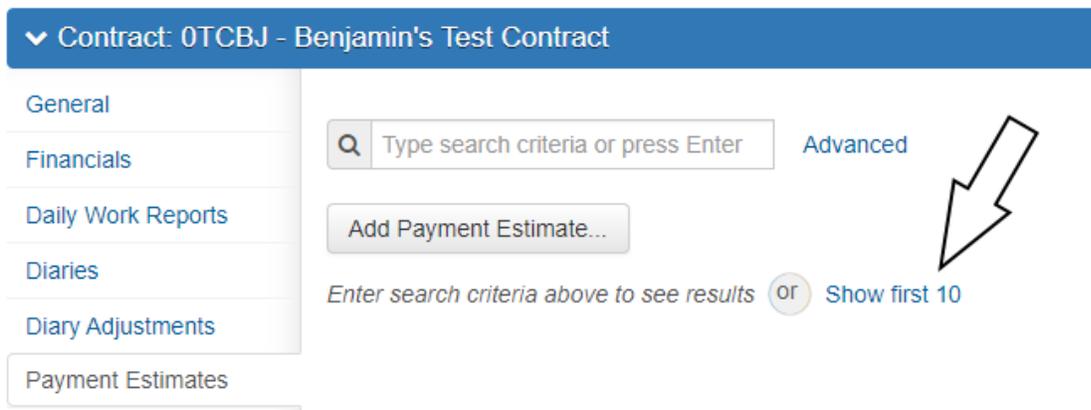


Figure 9-91. Contract Progress Summary, Show First 10

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

Contract Progress Summary

Contract: 0TCBJ - Benjamin's Test Contract

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Type search criteria or press Enter Advanced Showing 1 of 1

Add Payment Estimate...

0 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0001	Draft	No		

Period End Date
04/10/2019 1:49:44 PM

Actions

- Delete
- Exclude from Search Results
- Open
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Insufficient Materials Report
- Payment Estimate for Contractor
- 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 Progress Summary **There are unsaved changes.**

Contract: 0TCBJ - Benjamin's Test Contract

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Type search criteria or press Enter Advanced Showing 1 of 1

Add Payment Estimate...

1 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0001	Draft	No	0.00	Progress

Period End Date
04/10/2019 1:49:44 PM

Figure 9-93. Contract Progress Summary Save button