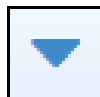**Role:** Office Staff V3

Key to Actions Menus:

Global **Actions** menu
(At the top of the
screen)

Component **Actions**
menu (On the heading)

Row **Actions** menu
(On the row)

Background:

- A payment estimate is a payment to the contractor for work performed on the contract during the given estimate period. The Contract Payment Estimate Overview lists all the contract payment estimates recorded in the system. Use your region's end date for Contract Payment Estimates.
- Before beginning the estimate process, ensure that for the estimate period, all DWRs are approved, Sample Test Results are entered and fully authorized, and Recurring Dates are entered.

Adding a Contract Payment Estimate:

You can add a payment estimate for an active contract on or after the Starting Notice (WKBG) key date has passed. If the contract already includes another payment estimate in Pending Approval status, it must all be approved before another Draft payment estimate is created. If the contract already includes another payment estimate in Draft status you will be prompted to delete the unapproved payment estimates before another payment estimate is added.

Navigation: Construction > Contract Progress > Contract link > Payment Estimates tab

1. Click the **Add Payment Estimate…** button.
2. The **Type** field will default to **Progress** at the beginning of the contract. Modify as needed.
3. Enter correct estimate end date in the **Period End Date** field.
4. Tab out of the field to enable the **Add Payment Estimate** button.

5. When you are finished adding information, click the **Add Payment Estimate** button. Once started a message will display saying "Add Payment Estimate Process started (including date and time).
   - **Note:** The system will execute a background process to complete all calculations and generate estimate exceptions.
   - **Note:** If a pending estimate exists, you will be prompted to ask if you want the prior estimate to be deleted and regenerated.

Viewing Summary Information for a Payment Estimate:

The Payment Estimate Summary lists all the information recorded for a contract payment estimate. The **General** tab lists read-only high-level information about the contract payment estimate.

Navigation: Construction > Contract Progress > Contract link > Payment Estimates tab > Number link > General tab

1. Click the **General** tab to view the overall payment summary information for this payment estimate.
2. Reviewing payment estimate exceptions (see more details in ~~next~~ associated QRG).
3. Click the **Time Charges** tab to view the milestone charge information for this payment estimate.
4. Click to **Projects** tab to view the project information for this payment estimate. To view the summary information for each project on the payment estimate, click on the **Project ID** link, navigate to each project using sub-header bar, and return here by using the **Contract Payment Estimate Summary** link.
5. Click the **Items** tab to view the item information.
   - **Note:** In the **Items** field at the top of the window to the right of the search bar, click the drop-down arrow and select the **Only Payments This Period** filter to display the items with payment on this payment estimate. To view all items, select the **No Filter** option.
6. Request inspectors run DWR Quantity Corrections Process as appropriate.

- **Note:** DWR Quantity Correction is located on the Component **Actions** Menu on the Contract Progress Summary. **Navigation: Construction** > Contract Progress > Contract link

7. Click the **Item Adjustments** tab to review system-generated item adjustments for this payment estimate. (See more details on Item Adjustments in the associated QRG.)
8. Click the **Approval Tracking** tab to view the approval information. (See more details on Estimate Approvals in the associated QRG).
9. Delete and regenerate estimate as needed. Only payment estimates in a Draft status can be deleted.

- **Note:** If the estimate is in Pending Approval status, navigate to the TDOT Price Adjustment App to return the estimate to Draft status. The TDOT Price Adjustment App is located on the Component **Actions** Menu on the Contract Progress Summary. **Navigation: Construction** > Contract Progress > Contract link

Deleting a Contract Payment Estimate:

You can delete a payment estimate when associated DWRs need to be revised. Only payment estimates in a Draft status can be deleted.

Navigation: Construction > Contract Progress > Contract link > Payment Estimates tab

1. Click the **Delete** option on the Row action menu.
2. Click **Save**.

Generating Payment Estimate Reports:

Numerous reports are available to track and review information about payment estimates, such as:

- TDOT Payment Estimate to Contractor report (CR004),
- Payment Estimate Summary report,
- Payment Estimate Project Summary report,
- Adjustment Report – 307AC, Adjustment Report – 411AC,
- Adjustment Report – Bit Matl,
- Adjustment Report – Fuel, Liquid Anti-Strip Agent Payment Report
- Stockpile Report.

Navigation: Construction > Payment Estimates

1. From the Construction component, click the **Payment Estimates** link.
2. For the appropriate payment estimate, click the row **Actions** menu.
3. In the **Reports** section, select the **Estimate Summary to Contractor Report**.
4. Leave the **Output Type** set to the default option.

5. Leave the **Report Layout Source** set to the default option.
6. Click the **Execute** button.

Next Steps:

After managing payment estimates, the next step is to Manage Payment Estimate Exceptions. Refer to TDOT Quick Reference Guides and CBTs for more information.