

ITEM ADJUSTMENTS ON PAYMENT ESTIMATES

There are three types of Item Adjustments on Payment Estimates:

- User-Generated Quantity-Based Item Adjustments
 - o Typically not used
 - o These adjustments get paid back automatically on the next estimate, whether they should be paid back or not.
- User-Generated Dollar-Based Item Adjustments
 - o Typically used for temporary withholdings
 - i.e. Paperwork (final requirements), erodible acres, lacking payrolls
 - o These are not a substitute for Change Orders and shouldn't be used like old "backsheets".
- System-Generated Item Adjustments
 - o Adjustments created by the system
 - o Ex. Fuel Escalation items, Construction Stockpiles (material on hand)

To create an Item Adjustment:

Once the payment estimate has been generated and is in Draft status, select the Item Adjustments tab:

Contract Payment Estimate Summary

170044 - LOCATED ON T.H. 220 AT 120TH ST. NW & 160TH ST. NW. Summary ?

Payment Est Num: 0004 Period End Date: 09/29/2017 1:49:10 PM Type: Progress Status: Draft

General	Pay Amount This Contract Payment Estimate	Prime Contractor
Notes	74,657.75	0000889455 - Redstone Construction, LLC
Exceptions	Total Pay Amount (All Payment Estimates)	Current Contract Amount
Time Charges	2,034,309.18	2,091,883.70
Projects	Transfer to Accounting Date	Contract Percent Complete
Items		97.26
Contract Adjustments	Accounting Received Date	Created By
Item Adjustments	Transaction Number	MnAG:Grov1Sba
Approval Tracking	Transaction Date	Created Date
		09/29/2017 1:50:08 PM

Contract: 170044 - LOCATED ON T.H. 220 AT 120TH ST. NW & 160TH ST. NW.
Payment Est Number: 0004 Period EndDate: 09/29/2017 Status: Draft
Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	1,987,651.43	74,657.75	2,062,309.18
Gross Item Adjustments:	-25,308.00	0.00	-25,308.00

ITEM ADJUSTMENTS ON PAYMENT ESTIMATES

Go to: User-Generated Dollar-Based Item Adjustments > Select Project Items...

Contract Payment Estimate Summary

Contract Payment Estimate Summary

170044 - LOCATED ON T.H. 220 AT 120TH ST. NW & 160TH ST. NW

Payment Est Num: 0004 Period End Date: 09/29/2017 1:49:10 PM Type: Progress Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Contract Adjustments

Item Adjustments

Approval Tracking

▼ User-Generated Quantity-Based Item Adjustments

Q [] Advanced

Select Project Items...

0 marked for deletion | 0 changed

No rows found matching criteria.

▼ User-Generated Dollar-Based Item Adjustments

Q Type search criteria or press Enter Advanced

Select Project Items...

0 marked for deletion | 0 changed

No rows found matching criteria.

▼ System-Generated Item Adjustments

Q Type search criteria or press Enter Advanced

0 changed

No rows found matching criteria.

Select the item you want to adjust. You can type the item number or description in the search box or scroll through the list of items. Select the item, and a green check mark will appear by the item. Select the *Add to Item Adjustments* button at the bottom right corner of the screen.

Select Project Items

Q Type search criteria or press Enter Advanced Showing 50 of 86

Select All None

1 selected

Proj Item Ln Num	Project/Category	Item Code, Description	Supplemental Description	Unit
✓ 0010	116332/0001	2021501/00010, MOBILIZATION		LS - Lump Sum
0010	125888/0001	2104601/00210, REMOVE REGULATED WASTE MATE		LS - Lump Sum
0010	126046/0001	2104601/00210, REMOVE REGULATED WASTE MATE		LS - Lump Sum
0020	116332/0001	2031602/00010, COMBINATION FIELD LABORATORY-		EACH - Each
0020	125888/0001	2401501/03643, STRUCTURAL CONCRETE (3BS2)		C Y - cu yd
0020	126046/0001	2401501/03643, STRUCTURAL CONCRETE (3BS2)		C Y - cu yd
0030	116332/0001	2104501/00010, REMOVE PIPE CULVERTS		L F - Lin Ft
0030	125888/0001	2401513/01146, TYPE F (TL-4) BARRIER CONCRETE (L F - Lin Ft
0030	126046/0001	2401513/01146, TYPE F (TL-4) BARRIER CONCRETE (L F - Lin Ft
0040	116332/0001	2104505/00100, REMOVE PAVEMENT		S Y - sq yd
0040	125888/0001	2401541/00011, REINFORCEMENT BARS (EPOXY CO		LB - Pound
0040	126046/0001	2401541/00011, REINFORCEMENT BARS (EPOXY CO		LB - Pound
0050	116332/0001	2104505/00120, REMOVE BITUMINOUS PAVEMENT		S Y - sq yd
0050	125888/0001	2401541/00026, REINFORCEMENT BARS (STAINLESS		LB - Pound

Add to Item Adjustments

ITEM ADJUSTMENTS ON PAYMENT ESTIMATES

The Item Adjustment will be added to the User-Generated Dollar-Based Item Adjustments section.

Select the Other Item Adjustment Type from the drop down arrow. Choose from the drop down list. Fill in the Amount field. If it is a negative adjustment, make sure to put "-". Fill in the comment field as well. This will populate on the MN Payment Estimate so it's a good place to further describe the adjustment (i.e. reason for the withholding, SPEC number, etc.).

The screenshot shows the 'User-Generated Dollar-Based Item Adjustments' form. The main table lists an adjustment with Proj Item Num - Proj/Category 0010 - 116332/0001, Item Description MOBILIZATION, and Amount -1,000.00. The 'Type' is 'Other Item Adjustment' and the 'Other Item Adjustment Type' is 'Payroll Withholding'. The 'Comments' field contains 'Non submission of payrolls'. The 'Amount' field is highlighted with a red box and contains '-1,000.00'. A dropdown menu for 'Other Item Adjustment Type' is open, showing options like 'DB Interim - Design Build Interim Payment', 'Disincentive - Disincentive', 'Erodible Acres - Withholding for Erodible Acres', 'Incentive - Incentive', 'Item withholding - Withholding per specification (enter relevant spec in comment)', 'Material Failure - Material Failure', 'Other - Other, see comments (must enter comment)', and 'Payroll Withholding - Withholding for payroll submittal'. The 'Payroll Withholding' option is selected. The 'Additional Item Information' section shows Reference Item Code 2021501/00010, Contract Item Line Number 0010, and Supplemental Description.

Don't forget to save your changes!

The screenshot shows the 'Contract Payment Estimate Summary' page. A yellow banner at the top indicates 'There are unsaved changes.' The page header shows '170044 - LOCATED ON T.H. 220 AT 120TH ST. NW & 160TH ST. NW'. The 'Save' button is circled in red. The page also shows 'Payment Est Num: 0004', 'Period End Date: 09/29/2017 1:49:10 PM', 'Type: Progress', and 'Status: Draft'.

Once the requirements of the item adjustment have been met, remember to remove the adjustment on a future estimate.

The screenshot shows the 'User-Generated Dollar-Based Item Adjustments' form. The main table lists an adjustment with Proj Item Num - Proj/Category 0010 - 116332/0001, Item Description MOBILIZATION, and Amount 1,000.00. The 'Type' is 'Other Item Adjustment' and the 'Other Item Adjustment Type' is 'Payroll Withholding'. The 'Comments' field contains 'Payrolls submitted. Removing Item Adjustment from payment Estimate #4'. The 'Amount' field is highlighted with a red box and contains '1,000.00'. The 'Additional Item Information' section shows Reference Item Code 2021501/00010, Contract Item Line Number 0010, and Supplemental Description.