

# AASHTOWare™ Project Construction – Payment Estimate

Creating a Pay Estimate Prerequisite: Postings are made (work items installed) on Daily Work Reports (DWRs) and DWRs are in approved status.

DWR Date	Inspector	Status	Approval Date	Agency Views	Work Items Installed
08/03/2016	MnAd/Post1Mar	Draft		No	No
07/25/2016	MnAd/Carl1Jen	Draft		No	No
07/21/2016	MnAd/Carl1Jen	Draft		No	No
07/14/2016	MnAd/Carl1Jen	Draft		No	No
06/22/2016	SystemUser	Approved	06/22/2016	No	Yes
06/22/2016	MnAd/Carl1Jen	Draft		No	No
06/22/2016	MnAd/Carl1Jen	Approved	06/22/2016	No	Yes

Postings recorded on DWRs in Draft Status will not be included on pay estimate, nor will DWRs outside date range specified during Pay Estimate creation.

**Navigation:** Construction Component > Contract Progress > Enter your Contract number, then select link.

Contract	Description	Prime ID	Prime Name
160073	LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS.	0000202117	R and G Construction Co.

In Progress Summary for your contract, select Payment Estimates, then click on Add Payment Estimate

Number	Status	Exceptions	Current Pay Amount	Type	Period End Date
0001	Approved	Yes	468,811.90	Progress	06/22/2016 14:08:10

# AASHTOWare™ Project Construction – Payment Estimate

On the following screen, select the type of Estimate from the dropdown, and enter Period End Date (it automatically default to today's date).

Progress = “partial”

Reminder: Unapproved DWRs, or DWRs after Period End Date (regardless of DWR status) will not be included on payment estimate.

Click on Add Payment Estimate



The screen will show , then:

Wait a few minutes (the larger the job, the longer you have to wait, it is processing...)

Click on Payment Estimate Overview

Contract ID	Number	Status	Exceptions	Current Pay Amount	Type
160073 Period End Date 08/08/2016 12:32:20	0002	Draft	No	55,500.00	Progress
160073 06/22/2016 14:08:10	0001	Approved	Yes	468,611.90	Progress

Your screen will show similar to above. Click on number of estimate to open the estimate. Note, unlike FieldOps, you have to delete the draft if for some reason you want to run the estimate again, and again, and again. ([How to delete payment estimate instructions are below.](#))

# AASHTOWare™ Project Construction – Payment Estimate

Screen will show:

Progress Overview | Contract Administration | Contract Documentation | Contract Progress | Change Orders | Items | Payment Estimates | Subcontracts

### Contract Payment Estimate Summary

▼ 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS. Save ?

Payment Est Num: 0002    Period End Date: 08/08/2016 12:32:20    Type: Progress    Status: Draft

General	Pay Amount This Contract Payment Estimate	55,500.00	Prime Contractor
Notes	Total Pay Amount (All Payment Estimates)	524,311.90	0000202117 - R and G Construction Co.
Exceptions	Transfer to Accounting Date		Current Contract Amount
Time Charges	Accounting Received Date		3,911,405.68
Projects	Transaction Number		Contract Percent Complete
Items	Transaction Date		13.40
Contract Adjustments			Created By
Item Adjustments			MnAd/CarlJen
Approval Tracking			Created Date
			08/08/2016 12:38:47

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Contract: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS.  
Payment Est Number: 0002    Period EndDate: 08/08/2016    Status: Draft  
Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	473,811.90	55,500.00	529,311.90
Gross Item Adjustments:	0.00	0.00	0.00
Gross Item Pay :	473,811.90	55,500.00	529,311.90
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	473,811.90	55,500.00	529,311.90
Retainage:	0.00	0.00	0.00
Cash Retainage:	0.00	0.00	0.00
Non-Cash Retainage:	0.00	0.00	0.00
Incentive:	0.00	0.00	0.00
Disincentive:	0.00	0.00	0.00
Liquidated Damages:	0.00	0.00	0.00
Other Contract Adjustments:	-5,000.00	0.00	-5,000.00
<b>Total Pay Amount:</b>	<b>468,811.90</b>	<b>55,500.00</b>	<b>524,311.90</b>

Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	0.00	0.00
Price:	0.00	0.00	0.00
Construction Stockpile:	0.00	0.00	0.00
Other Item Adjustments:	0.00	0.00	0.00
<b>Gross Item Adjustments:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Notes:** Click this tab to view or maintain notes for the payment estimate.

Use at your discretion. If you do enter notes, click on Save.

Progress Overview | Contract Administration | Contract Documentation | Contract Progress | Change Orders | Items | Payment Estimates | Subcontracts

### Contract Payment Estimate Summary

▼ 180073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS. Save ?

Payment Est Num: 0002    Period End Date: 08/08/2016 12:32:20    Type: Progress    Status: Draft

There are unsaved changes.

Notes

Q Type search criteria or press Enter Advanced

New 1 added 0 marked for deletion 0 changed

Payment Estimate Note ▼ ×

I'm not sure why you would want to use this particular tab. Maybe to explain why you are generating an estimate more frequently that required? Or because you noticed you forgot to include something on a previous estimate?

Created Date

You can modify or delete a note only if you are logged in with the account used to create the note.

# AASHTOWare™ Project Construction – Payment Estimate

**Exceptions:** Click this tab to view and address payment estimate exceptions.

The Exceptions tab on the Contract Payment Estimate Summary lists exceptions and discrepancies generated for the payment estimate. You can view the list of exceptions and address them as needed to allow approval of the payment estimate. You address an exception by changing its status to *Unresolved*, *Acknowledged*, or *Overridden*.

You can change the status of an exception only when the payment estimate is in *Draft* status. When the payment estimate is changed to a status other than *Draft*, exceptions for the payment estimate can no longer be modified.

To see the exception, expand the Exception by clicking the >

Contract Payment Estimate Summary

160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS

Payment Est Num: 0002 Period End Date: 09/09/2016 12:32:20 Type: Progress Status: Draft

General

Notes

Exceptions

Exception ID	Payment Estimate Exception	Status
1	Missing Percentage of Schedule DWR Item Posting	Unresolved
2	Pending or Draft Daily Work Reports	Unresolved
3	Pending or Draft Daily Work Reports	Unresolved
4	Pending or Draft Daily Work Reports	Unresolved
5	Pending or Draft Daily Work Reports	Unresolved
6	Pending or Draft Daily Work Reports	Unresolved

Exception ID 2 Payment Estimate Exception Pending or Draft Daily Work Reports Status Unresolved

Description

Estimate Exception Type: Pending Or Draft Daily Work Request: Contract 160073, Inspector MnAd/C:

Remarks

Type Remark

To see entire Description, click on magnifying glass

Description

Estimate Exception Type: Pending Or Draft Daily Work Request: Contract 160073, Inspector MnAd/Carl1Jen, DWR Date 6/22/2016, DWR Status Draft.

after viewing/reviewing, click on close at bottom of window.

Each pending or Draft Daily Work Report will show as an exception. Different types of exceptions may show, such as missing recurring time, funding issues (not enough money encumbered to pay), payroll exceptions, etc.

In this example, I'm going to acknowledge the exception (knowing that I do have some pending or draft DWRs, and that I want to exclude them from this estimate.)

Disclaimer: All info shown is from non-production environment, using fake data

# AASHTOWare™ Project Construction – Payment Estimate

I've entered type of remark, and remark.

The screenshot shows a table with columns: Exception ID, Payment Estimate Exception, and Status. The first row is selected, showing Exception ID 2, Payment Estimate Exception 'Pending or Draft Daily Work Reports', and Status 'Unresolved'. Below the table, there is a 'Remarks' section with a 'Type\*' dropdown set to 'Acknowledge - Acknowledge Exception' and a 'Remark\*' text field containing 'Intentional'. A dropdown menu is open for the 'Status\*' field, showing options: Unresolved, Acknowledged, Overridden, and Unresolved. Red arrows point from the text above to the 'Type\*', 'Remark\*', and 'Status\*' fields.

Now, I am going to change the status of this exception to acknowledged, and I'm going to use Range Fill to change status of other exceptions. First, select acknowledged from drop down.

Then click on down arrow next to Status\*

The 'Range Fill' dialog box is shown. It has a '0 Rows' input field, a 'Down' radio button selected, and an 'Up' radio button. Below this, there are two checkboxes: 'All 6 Displayed Rows' and 'All 6 Rows', both of which are unchecked. At the bottom, there is a 'Fill' button. Red arrows point from the text below to the '0 Rows' input and the 'Fill' button.

I want to change the 5 rows below the Exception I'm working on, so I'm going to enter 5, then click on fill.

After doing that, you can see that all exceptions below have status changed to Acknowledged.

Exception ID	Payment Estimate Exception	Status
2	Pending or Draft Daily Work Reports	Acknowledged
3	Pending or Draft Daily Work Reports	Acknowledged
4	Pending or Draft Daily Work Reports	Acknowledged
5	Pending or Draft Daily Work Reports	Acknowledged
6	Pending or Draft Daily Work Reports	Acknowledged

However, the remarks do not come across, but they aren't required.

Some exceptions, such as insufficient funding, need resolution and not just acknowledgement (resolution would be to encumber funds), in that case, after funds were encumbered, you would change status to resolved and make note of encumbrance.

If you want to resolve the Pending or Draft Daily Work Reports exceptions, you need to go back to Contract Progress > DWRs, and approve the DWRs, and then delete this instance of the pay estimate, and re-generate the payment estimate.

Contact support in OCIC for other exception issues.

# AASHTOWare™ Project Construction – Payment Estimate

**Time Charges:** The Time Charges tab on the Contract Payment Estimate Summary contains a list of contract times associated with the contract.

To access additional information about a contract time, click the Contract Time ID - Description link. The system takes you to the Contract Time Summary for the appropriate time type. (Changes to Time Charges can't be made via the Contract Payment Estimates Summary Screen.

**Projects:** contains a list of projects for the payment estimate, along with any voucher information recorded for each project.

You most likely won't be using this tab.

**Items:** displays read-only information about items included in the selected payment estimate.

You can locate a specific item by entering criteria in the Quick Find search box.

You can also select a value in the Items field to filter the list and show only payments made during the current period. The system displays rows of payment estimate items that match your criteria.

Contract Payment Estimate Summary

160073 - LOCATED ON I.H. 23 AT MULTIPLE LOCATIONS. Save ?

Payment Est Num: 0002 Period End Date: 08/08/2016 12:32:20 Type: Progress Status: Draft

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

Q Type search criteria or press Enter Advanced Showing 50 of 299

Items  
No Filter  
No Filter  
Only Payments This Period 0 changed

Project - Deser	Category	Proj Item Ln Num	Supplemental Description	Contract Item Ln Num
120229 - GRADING, BIT MILL & OVERLAY, & TENSION CABL	0001 - SP 3405-93	0010		0010
2021501/00010				55,500.00
120229 - GRADING, BIT MILL & OVERLAY, & TENSION CABL	0001 - SP 3405-93	0020		0020
2031501/00040				0.00
120229 - GRADING, BIT MILL & OVERLAY, & TENSION CABL	0001 - SP 3405-93	0030		0030
2051501/00010				0.00
120229 - GRADING, BIT MILL & OVERLAY, & TENSION CABL	0001 - SP 3405-93	0040		0040
2101506/00010				0.00
120220 - GRADING, AND BITUMINOUS MILL & OVERLAY.	0001 - SP 1205-29	0010		0050
2104501/00003				0.00
120226 - GRADING AND BITUMINOUS PAVING.	0001 - SP 8701-38	0010		0050
2104501/00003				0.00
120229 - GRADING, BIT MILL & OVERLAY, & TENSION CABL	0001 - SP 3405-93	0050		0050
2104501/00003				0.00

You can see additional information about the item by expanding it...click on > on left side of item bar.

**Contract Adjustments:** Provides information about payment estimate adjustments at the contract level. \*\*\*Until MnDOT provides more training on this area, please contact Jennie Carlson or Rick Beckes for assistance with Contract Adjustments.\*\*\*

# AASHTOWare™ Project Construction – Payment Estimate

You can only reverse or change an adjustment by manually creating another contract adjustment on the same or a later payment estimate.

**System-Generated Contract Adjustments** - displays an accordion list of all adjustments created by the system for this payment estimate: Liquidated Damages, Disincentive, Incentive, or Retainage. The change is reflected in a system-generated retainage adjustment on the next payment estimate added to the contract.

**User-Generated Contract Adjustments** – displays an accordion list of all adjustments that have been made manually for the payment estimates. User-generated contract adjustments are permanent adjustments made at the contract level and only affect dollars paid on a payment estimate. There are four types of user-generated contract adjustments: *Liquidate Damages, Disincentive, Incentive, or Other Contract Adjustment*. You can create as many contract adjustments for a payment estimate as you want. Enter the specific amount of the adjustment and, if appropriate, associate the adjustment to a contract time record.

*Note: To add, change, or delete an existing user-generated adjustment, the payment estimate must be in Draft status.*

To manually add an adjustment to the payment estimate, click the New button. The system adds a new row to the list of user-generated contract adjustments and assigns a Contract Adjustment ID to the new record. All other fields in the new row are blank. To save a new contract adjustment, you must enter information in the Type and Amount fields. Enter information in other fields as needed.

The screenshot shows the 'Contract Payment Estimate Summary' page. At the top, there is a navigation bar with links: Progress Overview, Contract Administration, Contract Documentation, Contract Progress, Change Orders, Items, Payment Estimates, and Subcontracts. Below this is a header for 'Contract Payment Estimate Summary' with a dropdown menu showing '180073 - LOCATED ON I.H. 23 AT MULTIPLE LOCATIONS'. A 'Save' button and a help icon are visible. The main content area shows 'Payment Est Num: 0002', 'Period End Date: 08/08/2016 12:32:20', 'Type: Progress', and 'Status: Draft'. On the left, there is a sidebar menu with options: General, Notes, Exceptions, Time Charges, Projects, Items, Contract Adjustments, Item Adjustments, and Approval Tracking. The 'Contract Adjustments' section is expanded, showing 'User-Generated Contract Adjustments' and 'System-Generated Contract Adjustments'. A search bar is present with the text 'Type search criteria or press Enter' and an 'Advanced' link. A 'New' button is highlighted with a red box. Below the search bar, it says 'LIST has no rows' and shows counts: '0 added', '0 marked for deletion', and '0 changed'.

# AASHTOWare™ Project Construction – Payment Estimate

▼ New Payment Estimate Contract Adjustment
✕

<p><b>Contract Adjustment ID</b></p> <p><b>Type *</b> ▼  <input type="text" value=""/>  <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             Disincentive              Incentive              Liquidated Damage              Other Contract Adjustment           </div> </p> <p><b>Distributed By</b>  <a href="#">Percentage</a></p> <p><b>Comments</b> ▼  <input style="width: 95%;" type="text"/> </p>	<p><b>Time ID/Description</b> ▼  <input style="width: 95%;" type="text" value="Begin typing to search or press Enter"/> </p> <p><b>Rate</b></p> <p><b>Unit of Time</b></p> <p><b>Time Units</b></p> <p><b>Last Updated By</b></p> <p><b>Last Updated Date</b></p>
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Type	Time ID	Amount
Other Contract Adjustment		
▼ Other Contract Adjustment Type	Comments	

<p><b>Contract Adjustment ID</b></p> <p><b>Type *</b> ▼  <input type="text" value="Other Contract Adjustment"/> </p> <p><b>Other Contract Adjustment Type</b> ▼  <input type="text" value=""/>  <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             Disincentive - Disincentive              Erodible Acres - Erodible Acres in accordance with 2574              Incentive - Incentive              Monetary Deduction - Monetary Deduction              Other - Other, see comments (must enter comment)              Payroll Deduction - Temporary withholding for payroll submittal              Safety - Deduction for safety violation 1706              System Generated Contract Adjustments           </div> </p> <p><b>Comments</b> ▼  <input style="width: 95%;" type="text"/> </p>	<p><b>Time ID/Description</b> ▼  <input style="width: 95%;" type="text" value="Begin typing to search or press Enter"/> </p> <p><b>Rate</b></p> <p><b>Unit of Time</b></p> <p><b>Time Units</b></p> <p><b>Last Updated By</b></p> <p><b>Last Updated Date</b></p>
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Type	Time ID	Amount
Other Contract Adjustment		-5,000.00
▼ Other Contract Adjustment Type	Comments	
Payroll Deduction	Withholding for payroll submittal from Sub XXXXXXXX	

<p><b>Contract Adjustment ID</b></p> <p><b>Type *</b> ▼  <input type="text" value="Other Contract Adjustment"/> </p> <p><b>Other Contract Adjustment Type</b> ▼  <input type="text" value="Payroll Deduction - Temporary withholding for payro..."/> </p> <p><b>Amount *</b> ▼  <input style="width: 95%;" type="text" value="-5,000.00"/> </p> <p><b>Distributed By</b>  <a href="#">Percentage</a></p> <p><b>Comments</b> ▼  <input style="width: 95%;" type="text" value="Withholding for payroll submittal from Sub XXXXXXXX"/> </p> <p style="font-size: 8px; color: #ccc;">Up to 3999 characters</p>	<p><b>Time ID/Description</b> ▼  <input style="width: 95%;" type="text" value="Begin typing to search or press Enter"/> </p> <p><b>Rate</b></p> <p><b>Unit of Time</b></p> <p><b>Time Units</b></p> <p><b>Last Updated By</b></p> <p><b>Last Updated Date</b></p>
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Save Changes by clicking on Save in the Component header.

Disclaimer: All info shown is from non-production environment, using fake data

# AASHTOWare™ Project Construction – Payment Estimate

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**You can only reverse or change an adjustment by manually creating another contract adjustment on the same or a later payment estimate.**

**Item Adjustments:** provides information about payment estimate adjustments at the item level and allows you to add, change, and delete user-generated item adjustments.

*Note: To add, change, or delete an existing user-generated item adjustment, the payment estimate must be in Draft status. The system automatically recalculates and updates related funding, retainage, and stockpile information for the contract and the payment estimate item when an item adjustment is added, changed, or deleted.*

Item adjustments can result from item overruns, price changes, stockpile adjustments, and for other reasons defined by MnDOT. The Item Adjustments tab displays a row for each item adjustment associated with the payment estimate. Item adjustments are grouped by type in three collapsible sections.

\*\*\*Until MnDOT provides more training on this area, please contact Jennie Carlson or Rick Beckes for assistance with Contract Adjustments.\*\*\*

## **User-Generated Quantity-Based Item Adjustments – Do not use**

**User-Generated Dollar-based Item Adjustments** – This section displays an accordion list of all the adjustments made manually to item dollar amounts for the estimate. User-generated dollar-based item adjustments are permanent adjustments made against any payable line item on the contract, and they only affect dollars on the item. There are only two types of user-generated dollar-based item adjustments: Other Item Adjustment or Overrun, and you can create as many per item as you need. Enter the specific amount of the adjustment on the item. This is a permanent adjustment that the system will never attempt to reverse in any way. **You can only reverse or change a dollar-based item adjustment by manually creating another dollar-based item adjustment on the same or later payment estimate.**

**System-Generated Item Adjustments** – displays an accordion list of all item adjustments that have been created by the system for the estimate. **The information in this section is for viewing only; you cannot modify a system-generated item adjustment.**

When a payment estimate is added, the system compares the reference item on the price adjustment index (fuel escalation) for the contract to the DWR item on the payment estimate. If the items match, and there is a value in the Unit Value Quantity field on the reference price index, the system automatically creates an item adjustment.

When a payment estimate has an exception that would create an item adjustment, you must override the exception before the system can generate the adjustment. If the exception has a status of Unresolved or Acknowledged, the system will not generate the item adjustment. You can override a payment estimate exception on the Exceptions tab.

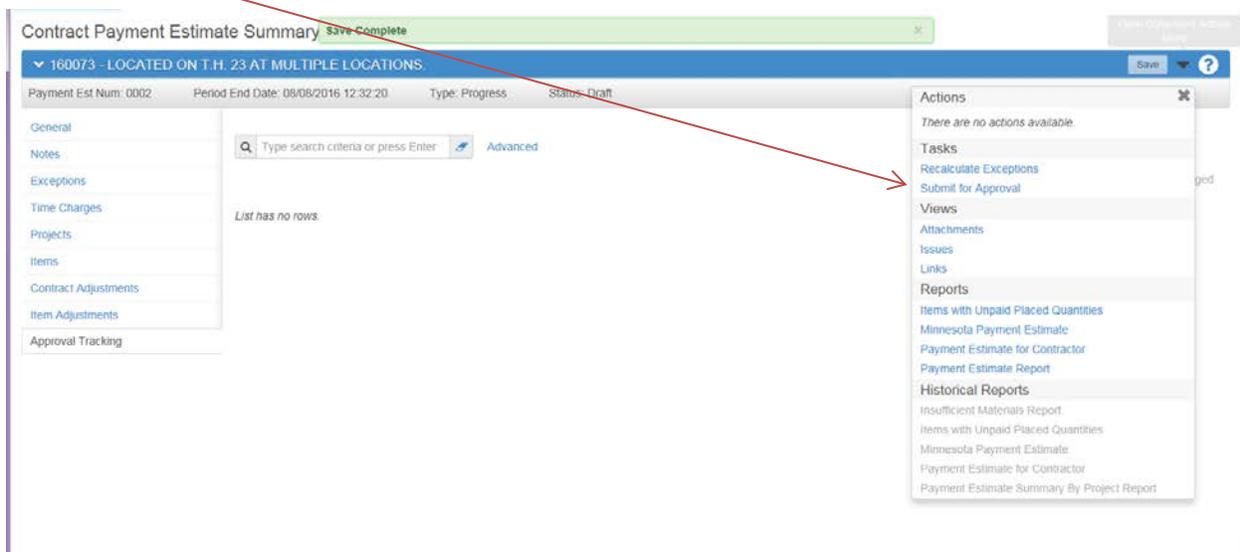
# AASHTOWare™ Project Construction – Payment Estimate

System-based item adjustments are the only source of a stockpile adjustment. If you want to directly control the amounts related to a construction stockpile, you must do this on the Construction Stockpile component. The change is reflected in a system-generated retainage adjustment on the next payment estimate added to the contract.

The system allocates all item adjustment amounts to the funding vehicles already associated with the item (just as it would for the installed quantity on an approved DWR).

During Limited Production, after all steps above are completed, please notify Jennie Carlson or David Johnson (MnIT) that you are ready to approve an estimate)

Prior to approving the estimate, it must be submitted for approval. Click on the action arrow, then on Submit for Approval (This prevents someone from approving an estimate prior to appropriate review)



A Status bar will show that the Estimate has been submitted for approval.

For now, a warning similar to following will show, it's ok to click on x to close.



The Approval Tracking screen will now show:

# AASHTOWare™ Project Construction – Payment Estimate

Progress Overview Contract Administration Contract Documentation Contract Progress Change Orders Items Payment Estimates Subcontracts

## Contract Payment Estimate Summary

160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS Save ?

Payment Est Num: 0002 Period End Date: 08/08/2016 12:32:20 Type: Progress Status: Pending Approval

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

Q [ ] Advanced Showing 1 of 1 D changed

Approval Level	Approval Level Role	Name	Decision
1	MNCONSTRPROJENG		Pending Approval

Approval Date Comments

Now, there are a few different options:

## Contract Payment Estimate Summary

160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS Save ?

Payment Est Num: 0002 Period End Date: 08/08/2016 12:32:20 Type: Progress Status: Pending Approval

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

Pay Amount This Contract Payment Estimate: 50,500.00  
 Total Pay Amount (All Payment Estimates): 519,311.90  
 Transfer to Accounting Date  
 Accounting Received Date  
 Transaction Number  
 Transaction Date

Prime Contractor: 0000202117 - R and G Constructi  
 Current Contract Amount: 3,311,405.68  
 Contract Percent Complete: 13.28  
 Created By: MnAdi/Carl1Jen  
 Created Date: 08/08/2016 12:38:47

Contract: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS  
 Payment Est Number: 0002 Period EndDate: 08/08/2016 Status: Pending Approval  
 Type: Progress - Progress

Previous Pay Est This Pay Estimate Total (All Pay Est)

Actions: There are no actions available.  
 Tasks: Approve, Change to Draft, Reject  
 Views: Attachments, Issues, Links  
 Reports: Items with Unpaid Placed Quantities, Minnesota Payment Estimate, Payment Estimate for Contractor, Payment Estimate Report  
 Historical Reports: Insufficient Materials Report, Items with Unpaid Placed Quantities, Minnesota Payment Estimate, Payment Estimate for Contractor, Payment Estimate Summary By Project Report

In order to approve a payment estimate, your active user role must be assigned approval decision of Pending Approval for the payment estimate; at MnDOT, at this time, only the MNCONSTRPROJENG or MNCONSTRRESENG can approve a payment estimate, and those roles are the only level of approval.

**Approve** - To approve the payment estimate, select Approve from the Actions menu on the component header. After a payment estimate receives final approval, it cannot be modified.

**Change to Draft** - To change the status of a payment estimate from Rejected or Pending Approval to Draft, select Change to Draft from the Actions menu on the component header.

*Note: The Change to Draft command is available only if the payment estimate status is Pending Approval and your active user role is assigned approval level 1, or if the payment estimate status is Rejected and your active user role has been assigned "Change Estimate to Draft" access rights.*

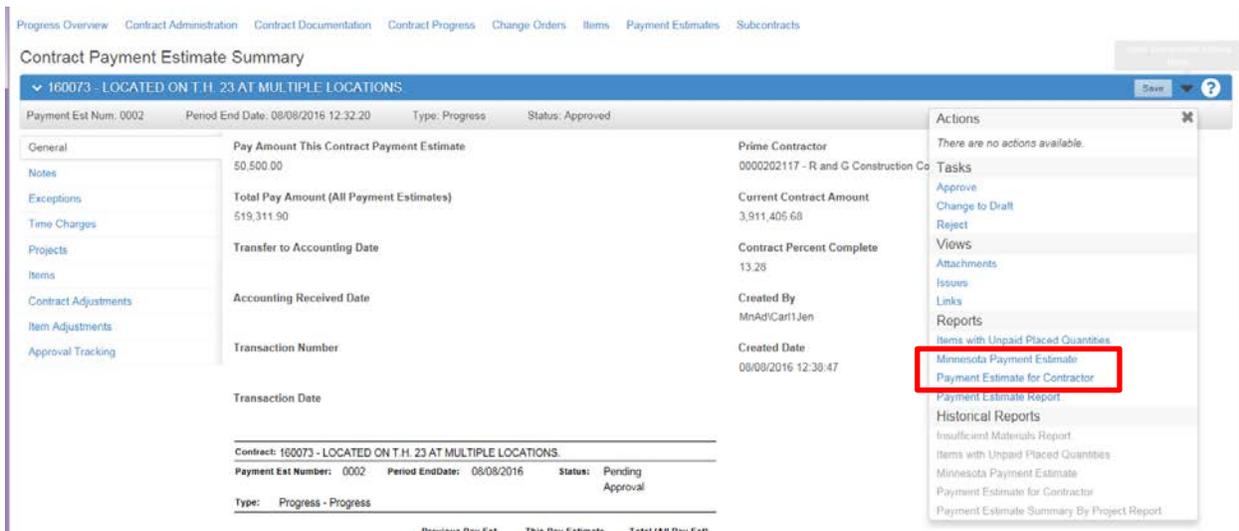
The system changes the status of the payment estimate to Draft and displays a message to confirm that your changes were saved.

# AASHTOWare™ Project Construction – Payment Estimate

**Reject** - When you reject a payment estimate, all of the information contained in the payment estimate becomes read-only. A rejected payment estimate can only be modified after a user with the appropriate permissions selects the Change to Draft command to return the payment estimate to draft status.

To reject a payment estimate, select Rejected in the Approval Decision field on the Payment Estimate Approval Decision Overview. You can enter text in the Comments field as needed. When you are finished, click the Save button.

Next Steps – Generate payment estimates report for submittal to Contractor (Payment Estimate for Contractor) and to CPG for finance to pay (Minnesota Payment Estimate).



The screenshot displays the 'Contract Payment Estimate Summary' page. The main header shows the contract ID '160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS'. Below this, there are fields for 'Payment Est Num: 0002', 'Period End Date: 08/08/2016 12:32:20', 'Type: Progress', and 'Status: Approved'. The page is divided into several sections: 'General', 'Notes', 'Exceptions', 'Time Charges', 'Projects', 'Items', 'Contract Adjustments', 'Item Adjustments', and 'Approval Tracking'. The 'General' section contains fields for 'Pay Amount This Contract Payment Estimate' (50,500.00), 'Total Pay Amount (All Payment Estimates)' (519,311.90), 'Transfer to Accounting Date', 'Accounting Received Date', 'Transaction Number', and 'Transaction Date'. The 'Contract' section shows 'Contract: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS', 'Payment Est Number: 0002', 'Period EndDate: 08/08/2016', 'Status: Pending Approval', and 'Type: Progress - Progress'. The 'Actions' menu is open on the right side, showing options like 'Approve', 'Change to Draft', 'Reject', 'Views', 'Attachments', 'Issues', 'Links', 'Reports', and 'Items with Unpaid Placed Quantities'. The 'Minnesota Payment Estimate' and 'Payment Estimate for Contractor' options are highlighted with a red box.

After running the Minnesota Payment Estimate, save it as: CNXXXXXX\_VCH\_00X\_Progress.pdf, where XXXXXX = Contract Number and 00X = Voucher number; attach it to an email to CPG.

Send the Payment Estimate for Contractor personnel as normal.

## How to Delete a Draft Estimate

Unlike the legacy system (FieldOps) you can't just run draft after draft after draft. Once an estimate has been generated, and is in Draft status, you must delete the draft before you can run another.

Navigation: Home > Construction > Payment Estimates

From Contract Payment Estimate Overview component, find the estimate you want to delete, open Row Actions Menu, and select Delete

# AASHTOWare™ Project Construction – Payment Estimate

Contract Payment Estimate Overview

Contract Payment Estimate Overview Save ?

Type search criteria or press Enter Draft Showing 3 of 3 0 marked for deletion 0 changed

Contract ID	Number	Status	Exceptions	Current Pay Amount	Type
160002	0001	Draft	Yes	57,660.00	Progress
160025	0005	Draft	Yes	9,921.93	Progress
160073	0002	Draft	Yes	50,500.00	Progress

Period End Date 08/08/2016 12:32:20

Actions

- Add Contract Payment Estimate
- Delete
- Exclude from Search Results
- Open

Views

- Attachments
- Links
- Tracked Issues

Reports

- Payment Estimate for Contractor
- Payment Estimate Report
- Summary By Project Report
- Historical Reports
- Insufficient Materials Report
- Items with Unpaid Placed Quantities

Then click on Save

After this is completed, you may make needed changes, approve additional DWRs, select different period end date, or whatever you need to do that caused you to want to delete this draft in the first place.