There are three types of Item Adjustments on Payment Estimates:

- **User-Generated Quantity-Based Item Adjustments**
  - Typically not used
  - These adjustments get paid back automatically on the next estimate, whether they should be paid back or not.

- **User-Generated Dollar-Based Item Adjustments**
  - Typically used for temporary withholdings
    - i.e. Paperwork (final requirements), erodible acres, lacking payrolls
  - These are not a substitute for Change Orders and shouldn’t be used like old “backsheets”.

- **System-Generated Item Adjustments**
  - Adjustments created by the system
  - 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:
Go to: User-Generated Dollar-Based Item Adjustments > Select Project Items...

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.
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 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.).

Don’t forget to save your changes!

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