



QUICK REFERENCE GUIDE:

Pay Estimates – Generating & Submitting

Background:

To generate a Payment Estimate the contract must be Active, must not have an existing draft or partially approved Payment Estimate, and today's date must be on or after the Actual Completion Date of the NTP-DT (See the *Contracts - Contract Times* QRG).

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Construction > Contract Progress > Contract > Payment Estimates tab

1. Click **Show first 10** and verify the contract does not have an existing Payment Estimate in Draft or Pending Approval Status.
2. Click the **Add Payment Estimate** button to open the Add Contract Payment Estimate component.
3. Select the estimate type from the **Type** dropdown and select the **Period End Date** for your Payment Estimate.
4. Click the **Add Payment Estimate** button in the upper right corner.
5. To check the progress of the Payment Estimate process, click the **Process History Overview** quicklink at the top of the window. When the process is complete, the Process History tab will list the **AddPaymentEstimate** process with Success = Yes. (If No is populated under Success open the AddPaymentEstimate.log, review the errors, and correct them before adding another pay estimate)
6. Click the Previous dropdown and navigate back to the Contract Progress Summary and select the Payment Estimates tab.
7. Click the **Number** link for the payment estimate.

8. Click through the tabs to review the data for: **Exceptions, Projects, Items, Contract Adjustments, and Item Adjustments.**
9. Click the **Exceptions** tab and review the Exceptions.
10. Choose the following **Statuses** for the exception types listed and enter a remark. (Also if you are curious about what each exception means click the Help button in the upper right corner of the screen to learn more)
 - a. **Resolve:** Unattached Item
 - b. **Override:** Attention Flag, Exceeded Calendar Time, Exceeded Completion Date, Item Overrun, Overdue Payrolls

Contract Adjustments

11. To add a new adjustment, click the **New** button.
12. Choose the appropriate **Other Contract Adjustment Type** from the dropdown.
13. Enter the **Amount** of the adjustment (include a minus symbol for a negative adjustment).
14. Enter **Comments** explaining the adjustment.
15. Enter the **Contract Fund Package ID** for this adjustment.
16. Click **Save**.

Item Adjustments

17. To add a new adjustment, click the **Select Project Items** button.
18. Search for and select the item(s) for which the adjustment will be made. Once the item or items are selected a green check will appear to the left of the item(s). Click the **Add to Item Adjustments** button.
19. Expand the item adjustment and toggle the **Other Item Adjustment Type** field.

If you need further assistance please contact your Module Admin
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20. Enter a dollar value in the **Amount** field. Enter a negative amount if the adjustment is to withhold money
21. Enter additional information to explain the item adjustment in the **Comments** field.

Next Steps:

Print the *Payment Estimate Contractor Report AK* for the Contractor to sign. See the *Payments Estimates – Reviewing and Approving* QRG for steps on the approval process. When the contractor returns the signed estimate make sure to print and attach the *Payment Estimate Finance Report* to send to the Manager. Finance needs this report to process the payment estimate.