

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Construction Module

## Estimate Discrepancy Window

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### Policy and Procedure

Discrepancies on a Progress Estimate may be overridden or resolved. If it isn't resolved, then it will appear on the next estimate.

Only the person who generated the Progress Estimate can override discrepancies. They will research the discrepancies and will either resolve them, or go to the Status drop down box and choose to Override. If a discrepancy cannot be resolved and the Override option is utilized, then a note will be entered indicating the reason for overriding the discrepancy in the remarks bubble.

The following course of action should be taken if the estimate discrepancy appears:

- **Overrun:** The Resident or his Office Manager should check the overrun quantity to see if it's correct. At this point, the discrepancy can be overridden until a change order can be prepared.
- **Contract Completion Date Missed:** The Resident or his Office Manager should verify the discrepancy, and then initiate a change order to correct it. At this point, the discrepancy can be overridden until the change order is approved.
- **Milestone Completion Date Missed:** The Resident or his Office Manager should verify the discrepancy, and then initiate a change order to correct it. At this point, the discrepancy can be overridden until the change order is approved.
- **Checklist Event Completion Date Missed:** The Resident or his Office Manager should verify the discrepancy. If the discrepancy is for Erosion Control then the Resident Office Manager should verify why the Erosion Control Inspection was missed and correct the discrepancy. If the discrepancy is for Contractor Evaluations, the Resident Office Manager should notify the appropriate person to conduct the Contractor Evaluation and Override the discrepancy. If the discrepancy is for FHWA 47 or Materials Check Done, the discrepancy may be overridden if it is a Progress Estimate. If it is a Final Estimate then the appropriate personnel should be notified of the discrepancy, and discrepancy must be resolved prior to approving the estimate.
- **Insufficient Samples:** For Insufficient Samples, the discrepancies need to be resolved in a timely manner. If left unresolved during a progress estimate, a remark is not required however *should* be noted.

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## Estimate Discrepancy Window Description

SiteManager identifies the discrepancies associated with an Estimate. The discrepancies are of two levels; discrepancies at Estimate level and discrepancies at item level.

### Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	The Kentucky Transportation Cabinet-defined ID for the contract.
Estimate Nbr	Auto populated with the estimate number.
Status	Auto populated with the estimate status. Status: APRV - Payment Approval Given INAP - Initial Approval(s) Given INVD - Invalid MINM - Payment Approval Given, Payment Not Made Minimum PEND - Pending Approval RJCT – Rejected
Description	Auto populated with the description of the discrepancy.
Status	The person who generates the estimate will follow the procedure as documented in the Policy and Procedure section above. Status of the discrepancy: Valid Values - Override, Unresolved
By	Auto populated with the User ID of the person overriding the discrepancy.
Resolve Date	Auto populated with the date the discrepancy was overridden.
Resolve Time	Auto populated with the time the discrepancy was overridden.