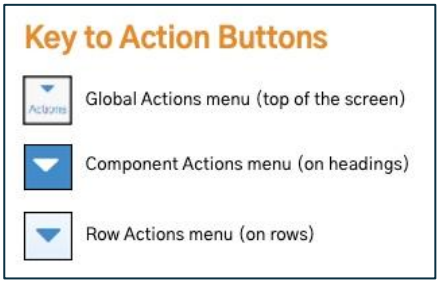
Managing Payment Estimates

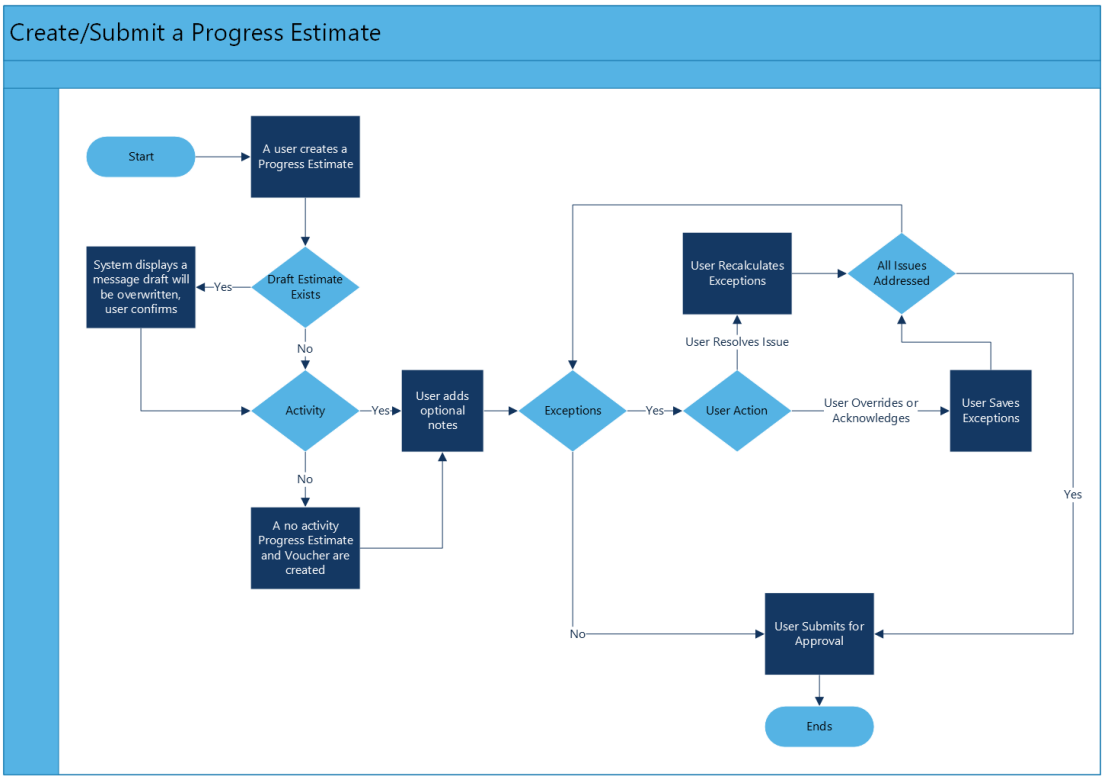
Role(s):

SysWide (Admin)	KYTC_Construction Admin
KYTC_Central Office Construction (View Only)	KYTC_Final Estimate Section
KYTC_Section Office Supervisor	KYTC_Section Office Manager
KYTC_District Construction Office Manager	KYTC_Inspector (View Only)
KYTC_FHWA (View Only)	KYTC_Construction Read Only User (View Only)
KYTC_District PD&P TEBM (View Only)	KYTC_ Auditor (View Only)
KYTC_Contract Section Mars	KYTC_Materials Read-Only User (View Only)
KYTC_Materials Admin (View Only)	



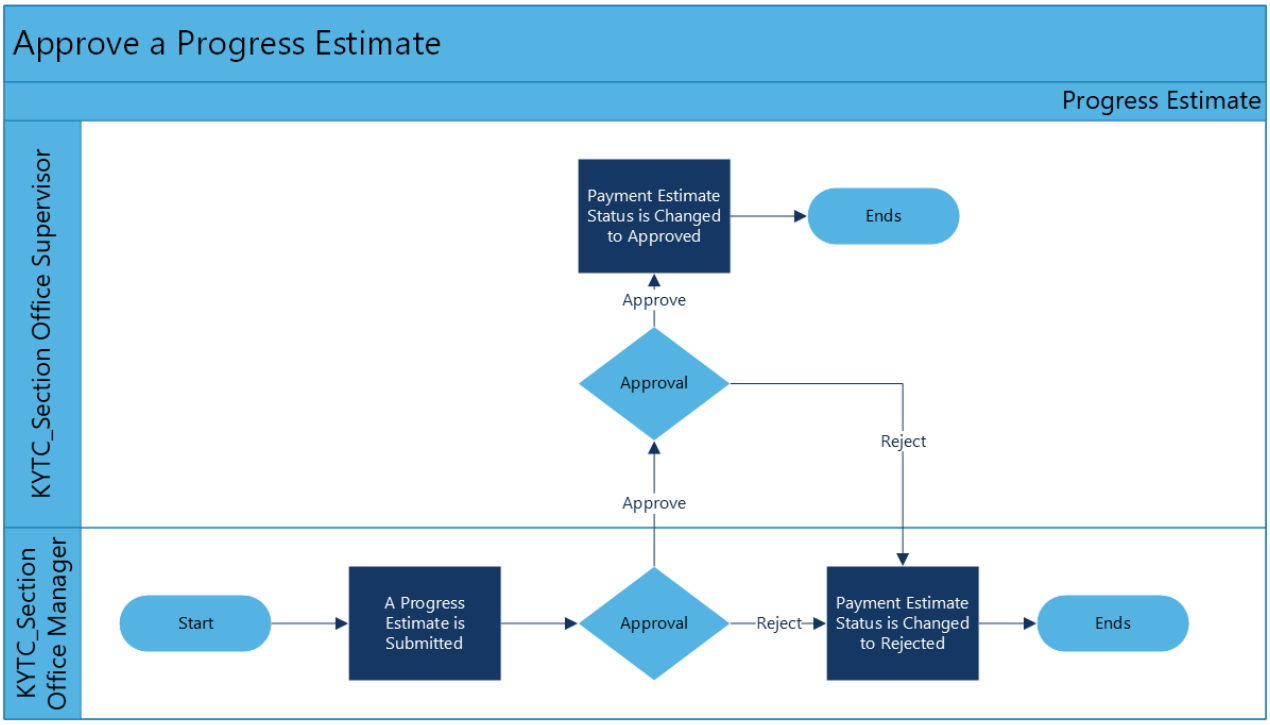
Background:

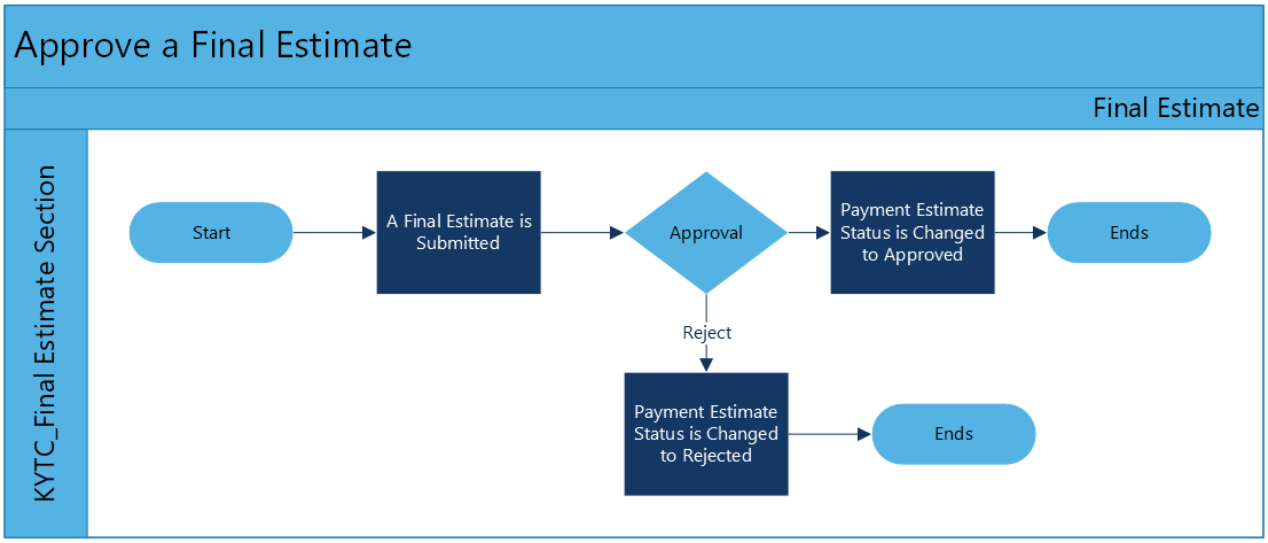
- Below is a high-level overview of the Payment Estimate Process (including creating and approving Progress Estimates, as well as Final Estimates):



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Managing Payment Estimates





Viewing Payment Estimates

Navigation: AASHTOWare Project Dashboard

1. From the Construction component, click the **Contract Progress** link.

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2. In the **Quick Find** search box, search for and select the **Contract ID** link for the contract.
3. Click the **Payment Estimates** tab.
4. Click the **Number** link for the Payment Estimate you need to view.
   - **Note:** Alternatively, you can click the row **Actions** menu for an estimate and select the **Open** action. This will open the Contract Payment Estimate Summary for that estimate.

Creating a Progress Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager
- **Note:** The contract must be active and have approved DWRs, with postings, that have not already been included in a Payment Estimate.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab

1. From the Contract Progress Summary, on the **Payment Estimates** tab, click the **Add Payment Estimate** button.
2. In the **Type** field, click the drop-down arrow and select **Progress**.
   - **Note:** The type selected will determine the Payment Estimate Exceptions and Approval Levels.
3. The **Period End Date** field defaults to the current date but can be modified.
   - **Note:** The **Period Begin Date** field is read-only and cannot be edited. For contracts with existing Payment Estimates, you cannot add a new Payment Estimate where the payment **Period End Date** is before the payment **Period Begin Date**. If attempted, the system will display an error message.
4. Click the **Add Payment Estimate** button.
   - **Note:** The system will display a message once the Payment Estimate Process has started. You can view the status of the Payment Estimate creation by clicking the global **Actions** menu and selecting the **Open Process History** link.
   - **Note:** If a payment estimate exists on the contract, and it is in a Draft status, the system will display a warning message, which will have the user confirm that they want to overwrite that Payment Estimate with the one being created.

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Managing Payment Estimates

Creating a Final/Semi Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin) and KYTC_Final Estimate Section
- **Note:** The contract must be active and have approved DWRs, with postings, that have not already been included in a Payment Estimate. Additionally, there must be an approved Progress or Semi-Final Estimate on the contract.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab

1. From the Contract Progress Summary, on the **Payment Estimates** tab, click the **Add Payment Estimate** button.
2. In the **Type** field, click the drop-down arrow and select **Final**.
   - **Note:** The type selected will determine the Payment Estimate Exceptions and Approval Levels.
3. The **Period End Date** field defaults to the current date but can be modified.
   - **Note:** The **Period Begin Date** field is read-only and cannot be edited. If the contract already has payment estimates, the **Period Begin Date** field displays the **Period End Date** from the most recently approved Payment Estimate (plus one second).
4. Click the **Add Payment Estimate** button.
   - **Note:** The system will display a message once the Payment Estimate Process has started. You can view the status of the Payment Estimate creation by clicking the global **Actions** menu and selecting the **Open Process History** link.
   - **Note:** If a payment estimate exists on the contract, and it is in a Draft status, the system will display a warning message, which will have the user confirm that they want to overwrite that Payment Estimate with the one being created.

Adding Notes to a Draft Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Final Estimate Section, KYTC_Section Office Supervisor, and KYTC_Section Office Manager
- **Note:** The Payment Estimate must be in Draft status.

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Managing Payment Estimates

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the **Notes** tab.
2. Click the **New** button.
3. In the **Payment Estimate Note** field, enter your comment.
4. Click the **Save** button.

- **Note:** If you need to delete or duplicate a **Payment Estimate Note**, click the row **Actions** menu for the note and select the **Delete** or **Duplicate Row** action, respectively. Then, click the **Save** button.
- **Note:** If you wish to add another note, you can select the **Insert Row** action from the row **Actions** menu or repeat steps 2–4 in this section.

Managing Exceptions on a Draft Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Final Estimate Section, KYTC_Section Office Supervisor, and KYTC_Section Office Manager
- **Note:** Exceptions need to be addressed prior to submitting the Payment Estimate for approval. To view and manage the Exceptions on a Draft Payment Estimate, follow the steps in this section. To view custom Exceptions by contract, select the **Payment Estimate Exception Override** quick link from the Contract Progress Summary (after searching and selecting a Contract).

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the **Exceptions** tab.
2. For the **Adjustment** filter, click the drop-down arrow and select **Yes** to view only the Exceptions that create an item adjustment.

- **Note:** You can also select **No** from this drop-down to filter out those Exceptions, or you can leave the default set to **No Filter** in order to view all Exceptions on the Payment Estimate.
- **Note:** Alternatively, you can use the **Quick Find** search box on this tab or create an Advanced search. To do this, click the **Advanced** link and enter your Filters criteria based on the **Adjustment**, **Description**, **Exception ID**, **Payment Estimate Exception** type, and/or **Status** fields, as well as

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any fields from Hidden Columns (e.g., Created By/Date, Error Code, Last Updated By/Date). Then, click the **Apply without saving** button to view your filtered Exceptions list on this estimate.

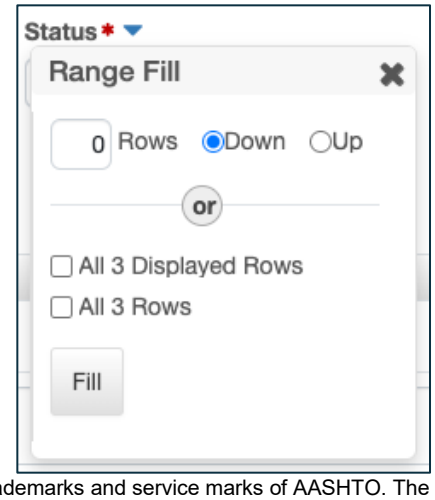
3. Click the **Expand/Collapse** arrow (to the left of the **Exception ID**) to view more details about each Exception.

- **Note:** You can click the **Magnification** button to the left of the **Exception Description** to display the full description of the Exception.

4. Once expanded, click the **Status** drop-down arrow to select the appropriate option from the list: **Acknowledged**, **Overridden**, or **Unresolved**. Status selection should be based on the type of action that must be taken to resolve the Payment Estimate Exception to continue with the estimate:

ACTION	ADDRESS BY
Must Resolve	Fixing the issue before the Payment Estimate can be approved
Must Acknowledge	Selecting **Acknowledged** for the Exception's **Status**
Must Override	Selecting **Overridden** for the Exception's **Status**
Not Calculated or Displayed	The system will not check for the Exception, so it should not need to be addressed as it will never show on the list of Exceptions.

5. Select the correct **Status** for each Exception individually or use the **Range Fill** feature to update multiple rows at once with the same **Status**.



- **Note:** After selecting the **Status** for a row, you can use **Range Fill** by clicking the blue arrow next to the **Status** field and entering the number of rows you wish to apply that **Status**. Alternatively, you can apply the same **Status** to all rows. Once you've made your selection, click the **Fill** button.

6. If an issue has been corrected, you can click the component Actions menu and select the **Recalculate Exceptions** task.

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- **Note:** For example, if you add a Sample Record for a Contract that resolves an Insufficient Materials Exception, you can use the **Recalculate Exceptions** task to remove the Exception.

7. Click the **Save** button.

Viewing Vouchers for a Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Contract Estimate Section Mars, KYTC_State Highway Engineer (Any), KYTC_Deputy State Highway Engineer (Any), KYTC_Materials Admin (View Only), KYTC_District PD&P TEBM, DBE (Any)
- **Note:** A voucher is a record of payment for work performed on a project.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the **Projects** tab.
2. On this tab, you can view the list of projects for the payment estimate, including the voucher information recorded for each project.

- **Note:** Each Payment Estimate project can have only one voucher number.

Viewing Items and Item Adjustments on a Payment Estimate

- Only the following role(s) can complete exercise this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction (View Only), KYTC_Final Estimate Section, KYTC_Section Office Supervisor (View Only), KYTC_Section Office Manager (View Only), KYTC_District Construction Office Manager (View Only), KYTC FHWA (View Only),KYTC_Inspector (View Only), KYTC_Construction Read-Only User (View Only), KYTC_Auditor (View Only), KYTC_Materials Read-Only User (View Only), KYTC_Materials Admin (View Only), KYTC_District PD&P TEBM (View Only)

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the **Items** tab.
2. On this tab, you can view all the contract items included on the Payment Estimate.

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3. Click the **Expand/Collapse** arrow to view more details about each item.
   - **Note:** The items will include any item postings on approved DWRs included in the estimate. On the item, the **Posted Quantity This Pay Estimate** field will be a total of the quantity posted for each approved DWR that includes that item in the posting.
4. Click the **Item Adjustments** tab.
5. On this tab, you can view all the System-Generated Item Adjustments.
6. Click the **Expand/Collapse** arrow to view more details about each Item Adjustment.
   - **Note:** Exception Adjustments that cause a negative adjustment amount (such as Insufficient Materials), will cause a new adjustment to automatically be added to the estimate. Overriding the exception will result in an offsetting positive adjustment for the same amount.

Running the Payment Estimate for Contractor Report

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Central Office Construction, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, KYTC_FHWA, KYTC_Inspector, KYTC_Subcontract User, KYTC_Construction Read-Only User, KYTC_Auditor, KYTC_Contract Estimate Section Mars, KYTC_Final Approval Change Order, KYTC_Chief District Engineer (Any), KYTC_State Highway Engineer, KYTC_Deputy State Highway Engineer, KYTC_Materials Read-Only User, KYTC_Materials Central Office User, KYTC_Materials Central Office Manager, KYTC_ Materials District Office User, KYTC_Materials District Office Manager, KYTC_Materials Admin, KYTC_District PD&P TEBM, and DBE Users

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the row **Actions** Menu.
2. From the **Reports** section, select the **Payment Estimate for Contractor** link.
3. Click the **Execute** button.
   - **Note** The system will open a PDF in a new browser window. The user will be presented with a report layout that contains an overview of the selected Contract payment estimate.

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Managing Payment Estimates

Deleting a Payment Estimate

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, and KYTC_Contract Estimate Section Mars
- **Note:** Only Payment Estimates in Draft status can be deleted.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab

1. From the Contract Progress Summary, on the **Payment Estimates** tab, click the row **Actions** menu for the Draft Payment Estimate you wish to delete.
2. Select the **Delete** action.
3. Click the **Save** button.
   - **Note:** After deletion, the Payment Estimate should no longer be displayed. This action also removes the Payment Estimate information from the **Vouchers** tab on the Contract Project Summary.

Submitting a Payment Estimate for Approval

- Only the following role(s) can complete this section: KYTC_Final Estimate Section and KYTC_Section Office Manager
- **Note:** Only Payment Estimates in Draft status, with no outstanding Exceptions, can be submitted for approval.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the component **Actions** menu.
2. Select the **Submit for Approval** task.
   - **Note:** The Payment Estimate's **Status** will change from Draft to Pending Approval.

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Managing Payment Estimates

Approving a Payment Estimate

- Only the following role(s) can complete this section: KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, and KYTC_Contract Estimate Section Mars
- **Note:** The Payment Estimate must be in Pending Approval status to be approved. The Payment Estimate's **Status** will only update to Approved once all Approval Levels for the Payment Estimate type have been completed.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the component **Actions** menu.
2. Select the **Approve** task.
   - **Note:** Once the Payment Estimate is in Approved status, the system will send a Prime Contractor Payment Received email to the Vendor.

Tracking Approvals on a Payment Estimate

- Only the following role(s) can complete this section: KYTC_Final Estimate Section and KYTC_Section Office Manager

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the **Approval Tracking** tab.
2. On this tab, you can view the Approval Levels for the Payment Estimate once it is Pending Approval.
   - **Note:** As each Approval Level is completed, you can view the level's **Decision Date**, **Decision**, and the approver's **Name**.

Rejecting a Payment Estimate

- Only the following role(s) can complete this section: KYTC_Final Estimate Section, KYTC_Section Office Supervisor, KYTC_Section Office Manager, KYTC_District Construction Office Manager, and KYTC_Contract Estimate Section Mars
- **Note:** The Payment Estimate must be in Pending Approval status to be rejected.

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Managing Payment Estimates

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the component **Actions** menu.
2. Select the **Reject** task.
   - **Note:** The Payment Estimate's **Status** will change from Pending Approval to Rejected. Once Rejected, you can change the Payment Estimate back to Draft status to make corrections.

Changing a Payment Estimate to Draft Status

- Only the following role(s) can complete this section: SysWide (Admin), KYTC_Construction Admin, KYTC_Final Estimate Section, KYTC_Section Office Manager
- **Note:** To edit a Payment Estimate, it must be in Draft status.

Navigation: Construction > Contract Progress > Contract ID link > Payment Estimates tab > Number link

1. From the Contract Payment Estimate Summary, click the component **Actions** menu.
2. Select the **Change to Draft** task.
   - **Note:** The Payment Estimate's **Status** will change back to Draft.

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