

Payment Estimates

AASHTOWare Project Construction and Materials™
rev. April 2023

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Introduction

AASHTOWare Project™ (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials™ (*PrCM*) is a module designed to support the complete construction and materials management process.

Payment Estimates

Payment Estimate Overview

A Payment Estimate is the payment to the contractor for work performed on a contract within a specified time frame.

For the SCDOT, this is typically monthly. An AASHTOWare Project Payment Estimate includes:

- DWR's that have not been paid on a prior Payment Estimate but are on or before the period end date.
- Payment adjustments (item adjustments and contract adjustments).

Generating a Payment Estimate

Generating a Payment Estimate for a contract requires that:

- The Informational Time NTP-DT has been entered
- The Main Contract Time is active with a Start Time entered.
- All DWRs for the pay period have been approved.
- The user has contract authority.

Roles that can create/edit Payment Estimates:

- RCE
- ARCE
- PROJ ENG

Roles that can submit Payment Estimates for approval:

- RCE

1. From the Home Screen, select the Contract Progress link.

PROJECT PRJ ENGINEER

- Home Page News
- External Links
 - Training Resources
 - Construction Support
 - Construction Support (TEAMS)
 - Subcontractor Support
 - Contractor Evaluation Support
 - Materials Support
- Materials
- Civil Rights & Labor

Construction

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Specific Authorizations
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Approval Decisions
- Payment Estimates

Figure 1 – Contract Progress

2. Select the Contract.

Contracts Progress Overview

Contract Progress Overview

0263880 Advanced Showing 1 of 1

0 changed

Contract	Description	Prime ID	Prime Name
0263880	Reconstruction/Rehabilitation - Aiken County	1SA015	SATTERFIELD CONSTRUCTION COMPANY, INC.

Figure 2 – Select Contract

3. Select the Payment Estimates tab.
4. Click the Add Payment Estimate Button.

Contract Progress Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County Save

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Type search criteria or press Enter Advanced

Add Payment Estimate...

No rows found matching criteria.

0 marked for deletion | 0 changed

Figure 3 – Add Payment Estimate

5. Select the Type, enter the Period End Date **ending at 11:59 PM**.
6. Click the Add Payment Estimate Button.

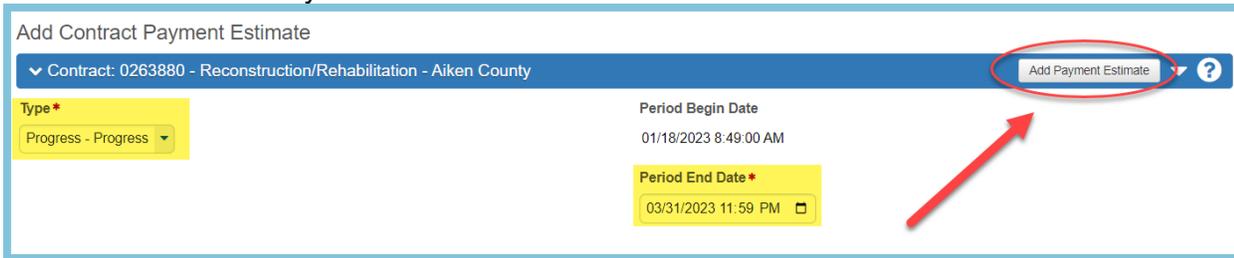


Figure 4 – Generate Payment Estimate

7. This will begin the Add Payment Estimate Process. The system is compiling all the DWR information and may take several minutes depending on the server load.
8. The Add Payment Estimate Process Status can be checked by selecting the Global Actions Menu and selecting Open Process History.

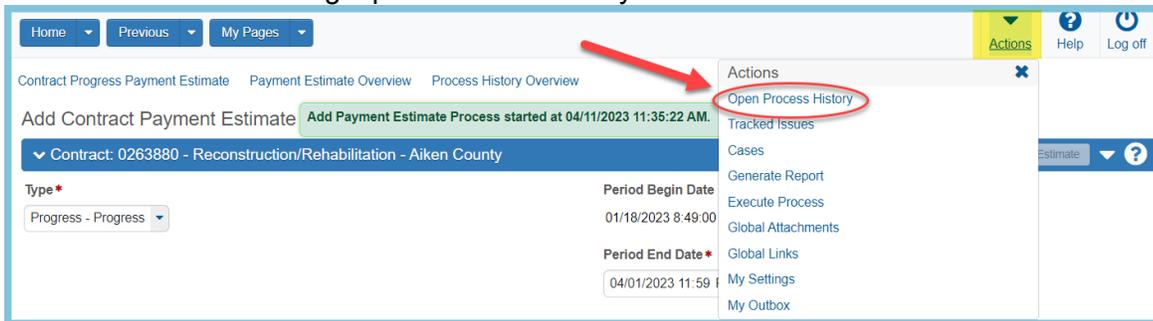


Figure 5 – Open Process History

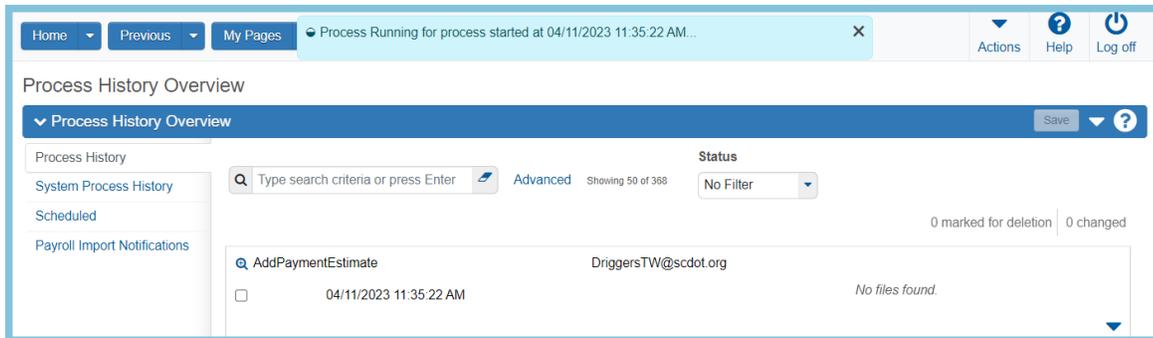


Figure 6 – Process Running

9. Once the Payment Estimate process is complete, the blue message box will turn from blue to green. From within this screen, you can also view the Add Payment Estimate log and the Error log. These text documents are useful to correct issues with the Payment Estimate.

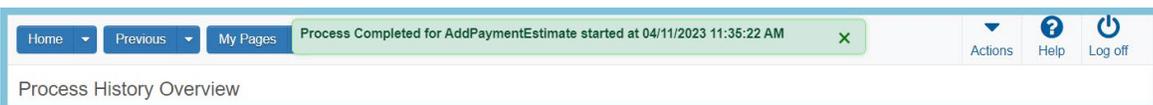


Figure 7 – Process Completed

10. Using the previous selector, navigate to the Contract Progress Summary where your Payment Estimate can be viewed.

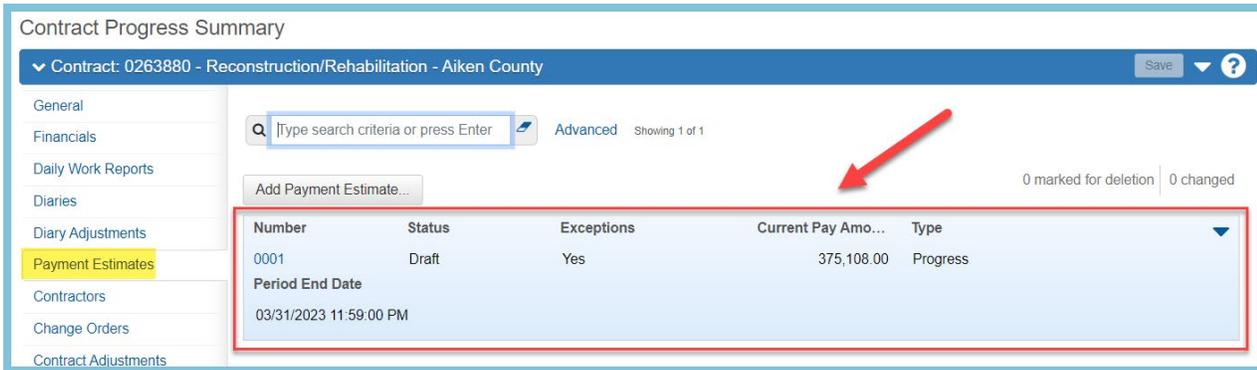


Figure 8 – Viewing Payment Estimate Record

Deleting a Draft Payment Estimate

While your Payment Estimate is in a Draft status, it can be deleted at any time to change the period end date or to make DWR related changes.

1. On the Payment Estimate record, click the Row Action Menu, select Delete, and **Save**.

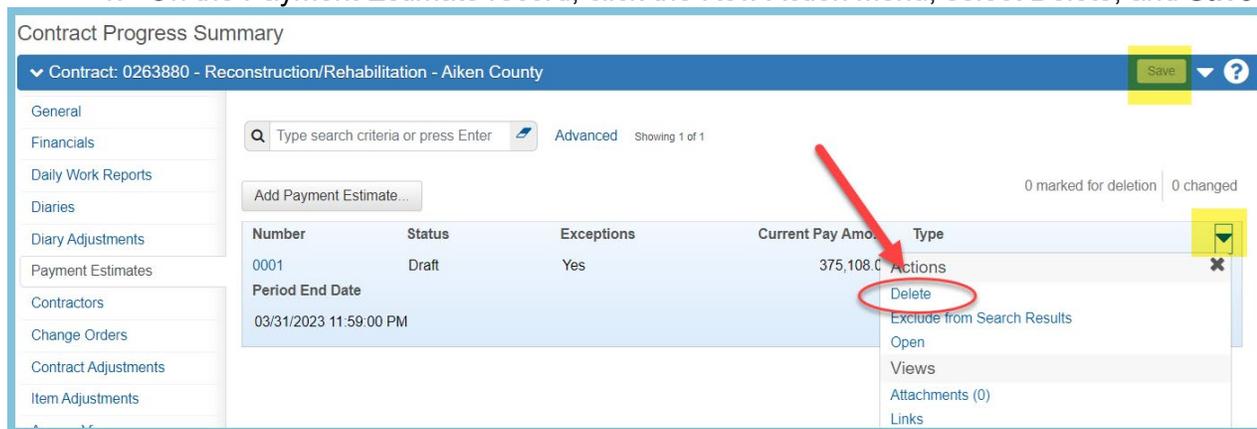


Figure 9 – Delete Payment Estimate

Alternatively, you can delete a draft Payment Estimate by simply generating a new estimate. The system will warn you that your estimate in a Draft status will be deleted.

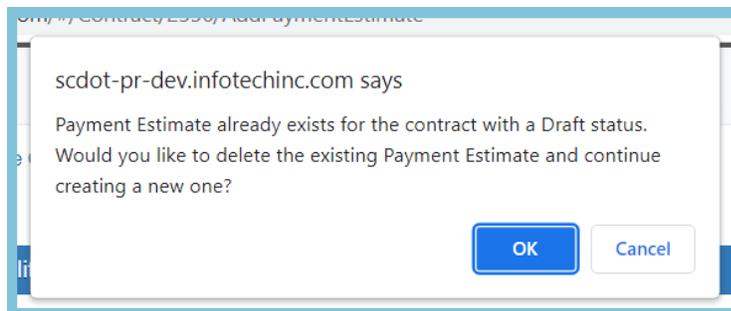


Figure 10 – Overwrite Draft Payment Estimate

Viewing the Payment Estimate

1. Click the Number to open the Payment Estimate.

Contract Progress Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

General | Financials | Daily Work Reports | Diaries | Diary Adjustments | **Payment Estimates** | Contractors | Change Orders | Contract Adjustments

Search: [Type search criteria or press Enter] Advanced Showing 1 of 1

Add Payment Estimate 0 marked for deletion | 0 changed

Number	Status	Exceptions	Current Pay Amo...	Type
0001	Draft	Yes	375,108.00	Progress

Period End Date: 03/31/2023 11:59:00 PM

Figure 11 – Open the Payment Estimate

General Tab

The General Tab will display information about the Payment Estimate but also includes an embedded Payment Estimate Report at the bottom of the screen.

Contract Payment Estimate Summary

0263880 - Reconstruction/Rehabilitation - Aiken County

Payment Est Num: 0001 | Period End Date: 03/31/2023 11:59:00 PM | Type: Progress | Status: Draft

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

Pay Amount This Contract Payment Estimate	375,108.00	Prime Contractor	1SA015 - SATTERFIELD CONSTRUCTION COMPANY, INC.
Total Pay Amount (All Payment Estimates)	375,108.00	Current Contract Amount	10,224,241.43
Transfer to Accounting Date		Contract Percent Complete	3.67
Accounting Received Date		Created By	DriggersTW@scdot.org
Transaction Number		Created Date	04/11/2023 11:35:54 AM
Transaction Date			

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

Payment Est Number: 0001 | Period EndDate: 03/31/2023 | Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	753,358.00	753,358.00
Gross Item Adjustments:	0.00	-378,250.00	-378,250.00
Gross Item Pay :	0.00	375,108.00	375,108.00
Participating Item Pay:	0.00	0.00	0.00

Figure 12 – General Tab



Notes Tab

Select the Notes tab to display the notes section. From here you can add a note to the Payment Estimate.

Add a Note

1. Select **New**.
2. Enter Note.
3. Select **Save**.

Contract Payment Estimate Summary

0263880 - Reconstruction/Rehabilitation - Aiken County

Payment Est Num: 0001 Period End Date: 03/31/2023 11:59:00 PM 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 1 of 1

New 0 added | 0 marked for deletion | 0 changed

Payment Estimate Note

Enter Your Note Here.

Created By	Created Date
DriggersTW@scdot.org	04/11/2023 11:58:19 AM

Figure 13 – Notes Tab

Exceptions Tab

Exceptions are discrepancies that must be dealt with before a Payment Estimate can be submitted for approval.

Exceptions must be resolved, overridden, or acknowledged before a Payment Estimate can be submitted for approval.

In addition, some exceptions cause system generated item adjustments.

The most common exceptions are:

- Pending or Draft DWRs
- Overdue Payrolls
- Item Overruns (system generated item adj.)
- Negative Estimates
- Insufficient Materials (system generated item adj.)
- Exceeded Completion Date
- Missing Start Time

View Exceptions

Select the Exceptions tab to view any Exceptions that might exist. Click the magnifier to see more details about the exception.

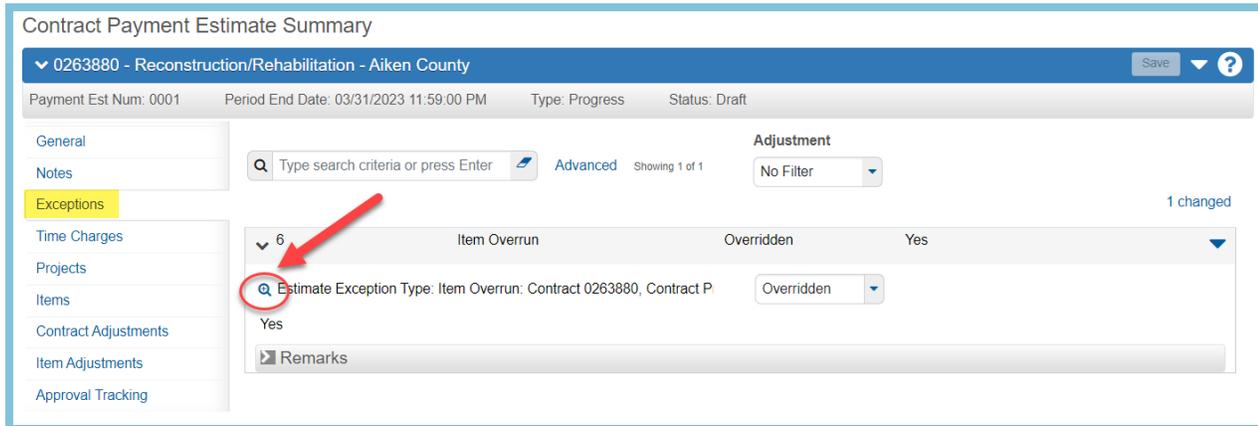


Figure 14 – Description Magnifier

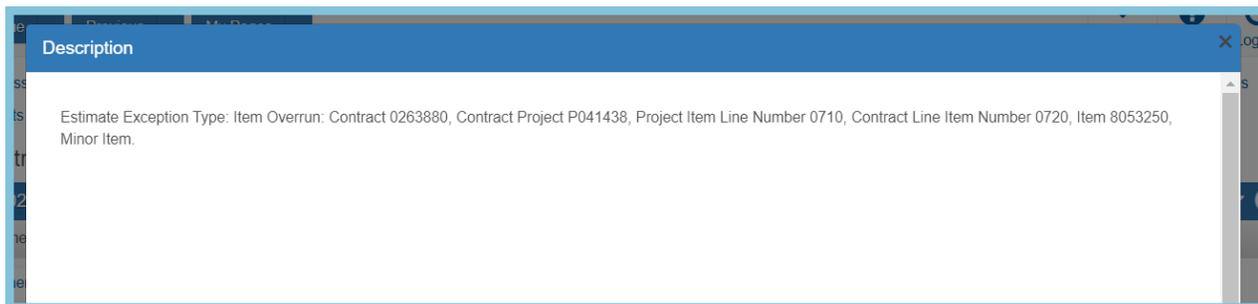


Figure 15 – Expanded Description

Estimate Exception Handling

The best way to handle an exception is to resolve the issue. Once resolved, the exceptions can be recalculated to clear the issue.

Recalculate Exceptions

1. Select the Component Action Menu.
2. Select Recalculate Exceptions.

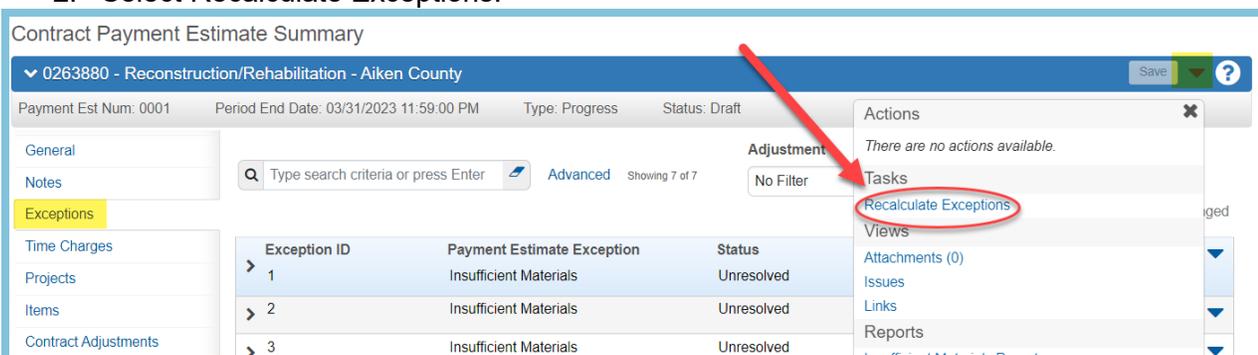


Figure 16 – Notes Tab

If the Recalculate Exception Process worked, any associated Payment Exceptions will be removed.

**It is important to note that approving a Pending or Draft DWR and Recalculating Exceptions will clear a DWR Exception. However, to include any postings from DWR's that were previously not approved, the Payment Estimate must be re-generated.*

Acknowledging and Overriding

In some instances, Estimate Exceptions cannot be cleared and must be Overridden or Acknowledged. These statuses function similarly except in the case of Estimate Exceptions that include system generated item adjustments.

Acknowledged: means you are aware of the exception and agree with any penalties (system generated item adjustments).

Overridden: means you are aware of the exception and do not want to proceed with the system generated item adjustment. The system generated item adjustment will be offset by another system generated item adjustment.

1. In the Status field, change the status to Overridden or Acknowledged.
2. Select Remarks Type
3. Enter Remark (Required)
4. Click **Save**.

Figure 17 – Overriding Payment Estimate

Estimate Exceptions with System Generated Item Adjustments

Insufficient Materials and Item Overruns will automatically have a system generated item adjustment associated to them.

Figure 18 – Adjustments



Item Overruns

The system will not pay for any item overruns that exceed the item overrun threshold allowance. Any amount that exceeds the threshold will be withheld from the payment estimate. This exception can be cleared by creating a change order to increase the item amount then recalculating exceptions.

If the exception is acknowledged, the adjustment will be processed with the estimate. Once the payment estimate is approved, the only way to remove the adjustment will be to increase the item amount with a change order. Afterwards, the adjustment will be credited back in the next payment estimate.

If the adjustment is overridden, the adjustment will be offset and no penalty will be applied to the current estimate. If overridden, the estimate exception will reappear on subsequent payment estimates until the item amount is increased with a change order.

Insufficient Materials

The system will not pay for any item without an **approved** representative sample for items before the estimate period end date.

If the exception is acknowledged, the adjustment will be processed with the estimate. The system will automatically credit the adjustment back once a representative sample has been obtained and approved in the next payment estimate.

If the adjustment is overridden, the adjustment will be offset and no penalty will be applied to the current estimate. If overridden, the estimate exception will reappear on subsequent payment estimates until a representative sample is obtained and approved.

Time Charges

If a contract has a Main Contract Time of AT – Available Time, time charges from Daily Diaries will be displayed here. At this time, the SCDOT does not use this time type.

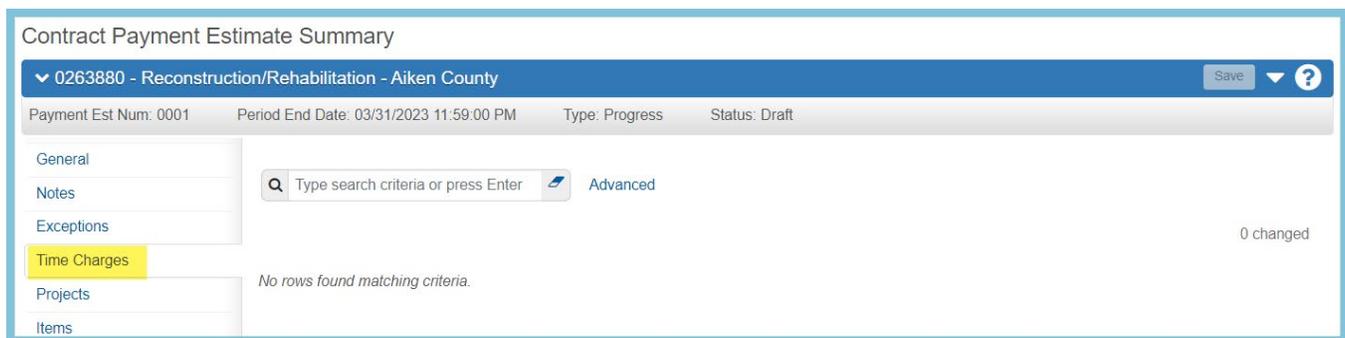


Figure 19 – Time Charges Tab

Projects

This tab will display a breakdown of the Payment Estimate and the contract projects.

Project ID - Description	Current Project Amount	Percent Complete
P041438 - 2023 FA Secondary Pavement Improvement Program	7,009,426.39	2.68
P041511 - 2023 Non-FA Secondary Pavement Improvement Program	3,214,815.04	5.83

Figure 20 – Projects Tab

Items

This tab will display a breakdown of the items included in this estimate. The items filter can be used to display only payments this period or have no filter.

Project - Descr	Category - Descr	Proj Ln Num	Ln Num	Pay Amt This Pay Est
P041438 - 2023 FA Secondary Pavement Improvem	1 - PayItems For Pro	0010	0010	125,000.00
P041438 - 2023 FA Secondary Pavement Improvem	1 - PayItems For Pro	0020	0020	62,500.00

Figure 21 – Items Tab

Contract Adjustments

Contract Adjustments include:

A. System-Generated Contract Adjustments

- Liquidated Damages
- Incentives
- Disincentives

This adjustment type is read only.

B. User-Generated Contract Adjustments *(include but are not limited to)*

- Manually entered Liquidated Damages
- Manually entered Incentives
- Manually entered Disincentives
- Contract related penalties.
-

Add a User-Generated Contract Adjustment

To enter a User-Generated Item Adjustment:

1. Click New

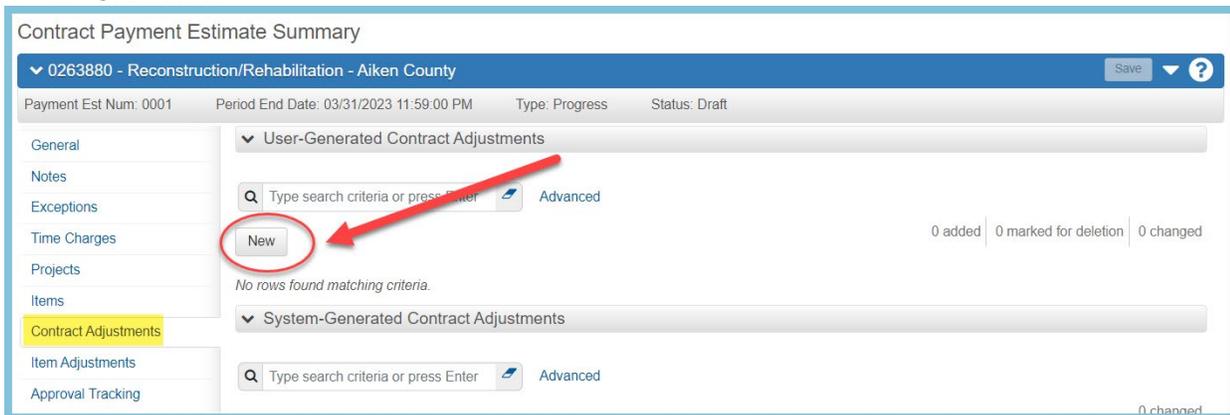


Figure 22 – Contract Adjustments Tab

2. Enter in a Type, Amount, and a Comment.
3. If you choose OTHR as the Type, you must enter an Other Contract Adjustment Type.
4. If you choose Liquidated Damage as the Type, you will be required to select an active Site Time.
5. Click **Save**.

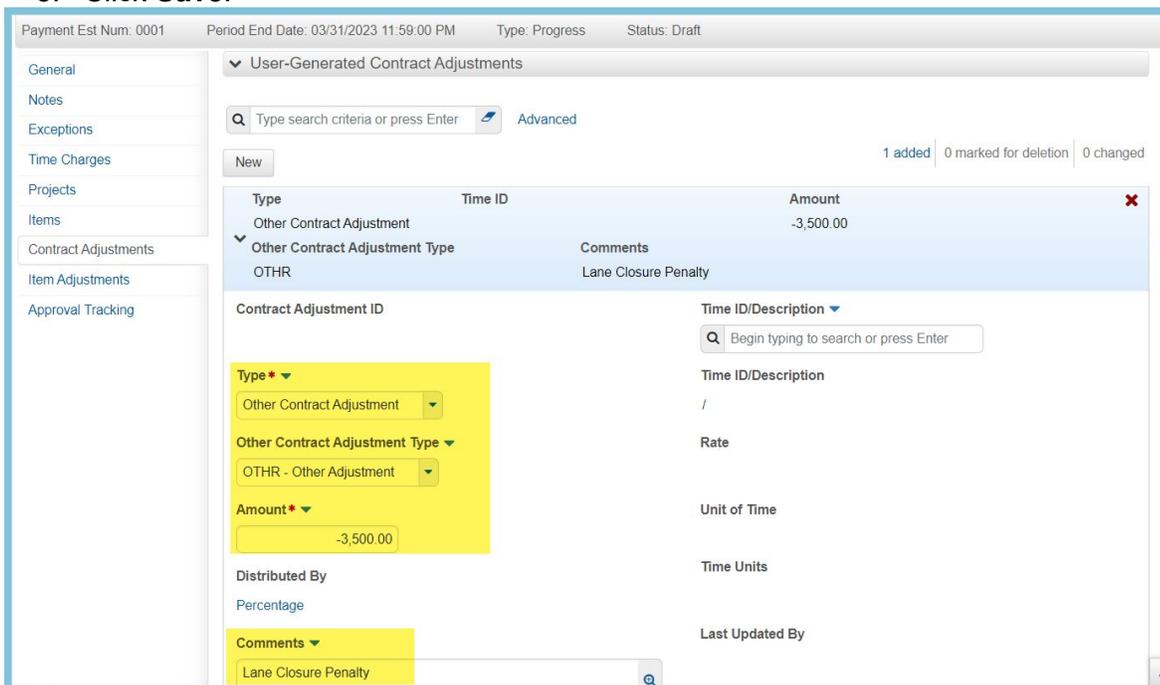


Figure 23 – Contract Adjustments Data

6. Select Percentage under Distributed By. ***REQUIRED***

Figure 24 – Contract Adjustments Distribution Link

The system will automatically distribute the adjustment across the projects based on their weight. This can be changed. **In addition, you must distribute this amount across the categories** so it will get applied to the payment estimate correctly.

Instead of using Percentages, you can alternatively select distributed by Amount. If you selected Amount, the total of the distributed amount must equal the original amount. If you selected Percentage, the total of the distributed percentages must equal 100%.

7. Click **Save**.

Payment Estimate Contract Adjustment Project Distribution Summary

Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County

Payment Est Num: 0001 Period End Date: 03/31/2023 11:59:00 PM Type: Progress Status: Draft

Type	Amount
Other Contract Adjustment	-3,500.00

Other Contract Adjustment Type: OTHR - Other Adjustment

Distributed By: Percentage

Projects: 0 changed

Project ID - Description	Controlling	Distribution Percent	Distribution Amount
P041438 - 2023 FA Secondary Pavement Improvement Program	Yes	68.55693342	-2,399.49
P041511 - 2023 Non-FA Secondary Pavement Improvement Program	No	31.44306658	-1,100.51

Project-Categories: 0 changed

Project ID - Description	Category ID - Description	Distribution Percent	Distribution Amount
P041438 - 2023 FA Secondary Pavement Improvement Program	1 - PayItems For ProjectId: P041438	100.00000000	-2,399.49
P041511 - 2023 Non-FA Secondary Pavement Improvement Program	1 - PayItems For ProjectId: P041511	100.00000000	-1,100.51

Figure 25 – Contract Adjustments Distribution

Delete a User-Generated Contract Adjustment

User-Generated Contract Adjustments can be deleted by:

1. Selecting the Row Action Menu.
2. Select Delete.
3. Click **Save**.

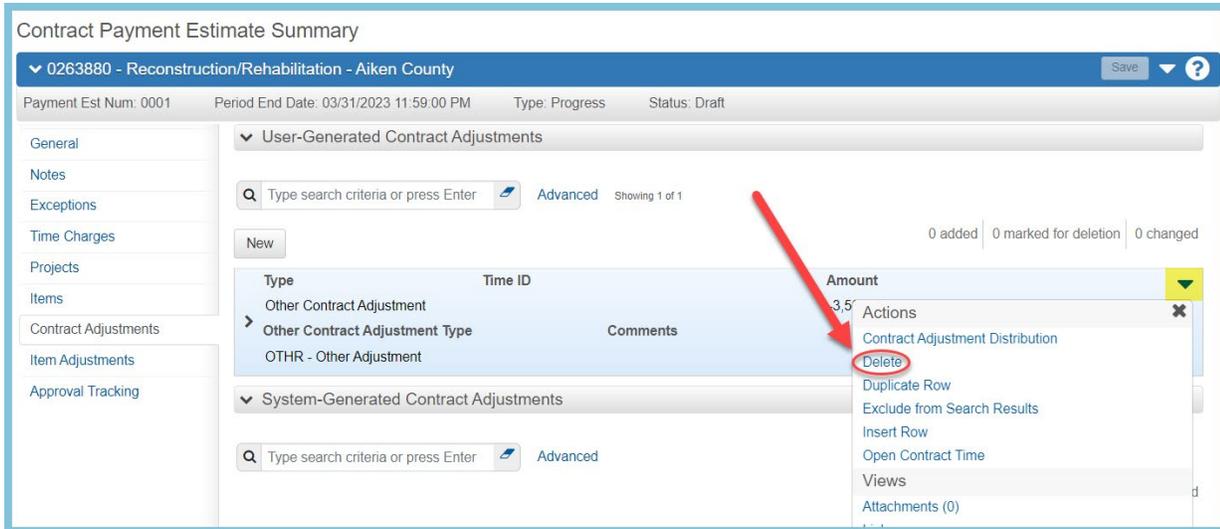


Figure 26 – Contract Adjustments Tab

Item Adjustments

Item Adjustments include:

A. System-Generated Item Adjustments

- Stockpile Adjustments
- Item Overrun Adjustments
- Material Discrepancy Adjustments
- Price Index Adjustments

System Generated Adjustments are read only

B. User-Generated Quantity-Based Item Adjustments

This adjustment type is used to temporarily withhold partial or full payment on an item included in the current Payment Estimate.

The amount withheld will be paid on the next Payment Estimate unless the adjustment is manually created again.

Add a User-Generated Quantity Based Item Adjustment

To enter a User-Generated Quantity Based Item Adjustment:

1. On the User-Generated Quantity-Based Item Adjustments, click the Select Project Items button.

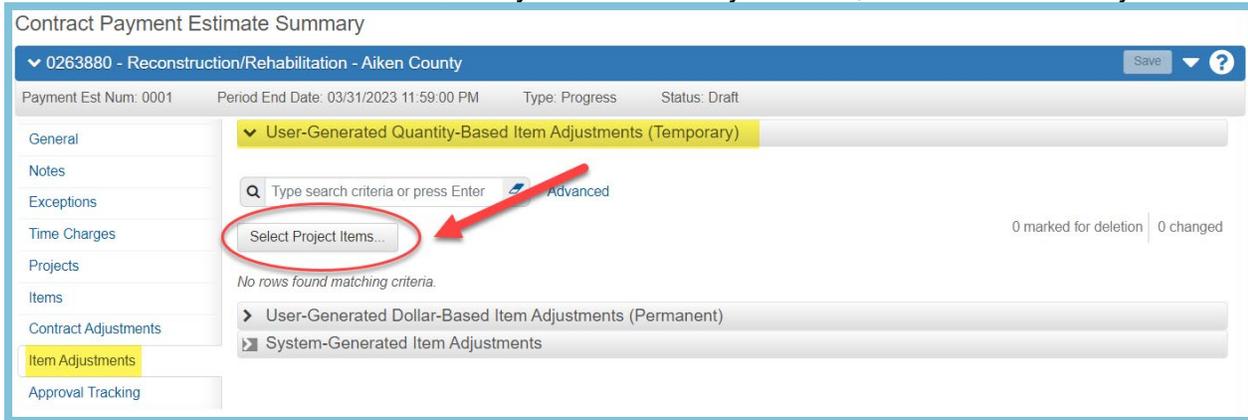


Figure 27 – User-Generated Quantity Based Item Adjustments

2. Select one or more project current estimate items.
3. Select the Add to Item Adjustments button.
4. Set the Other Item Adjustment Type to OTHR.
5. Enter a comment.
6. Enter a New Pay Quantity This Pay Estimate.
7. Click **Save**.

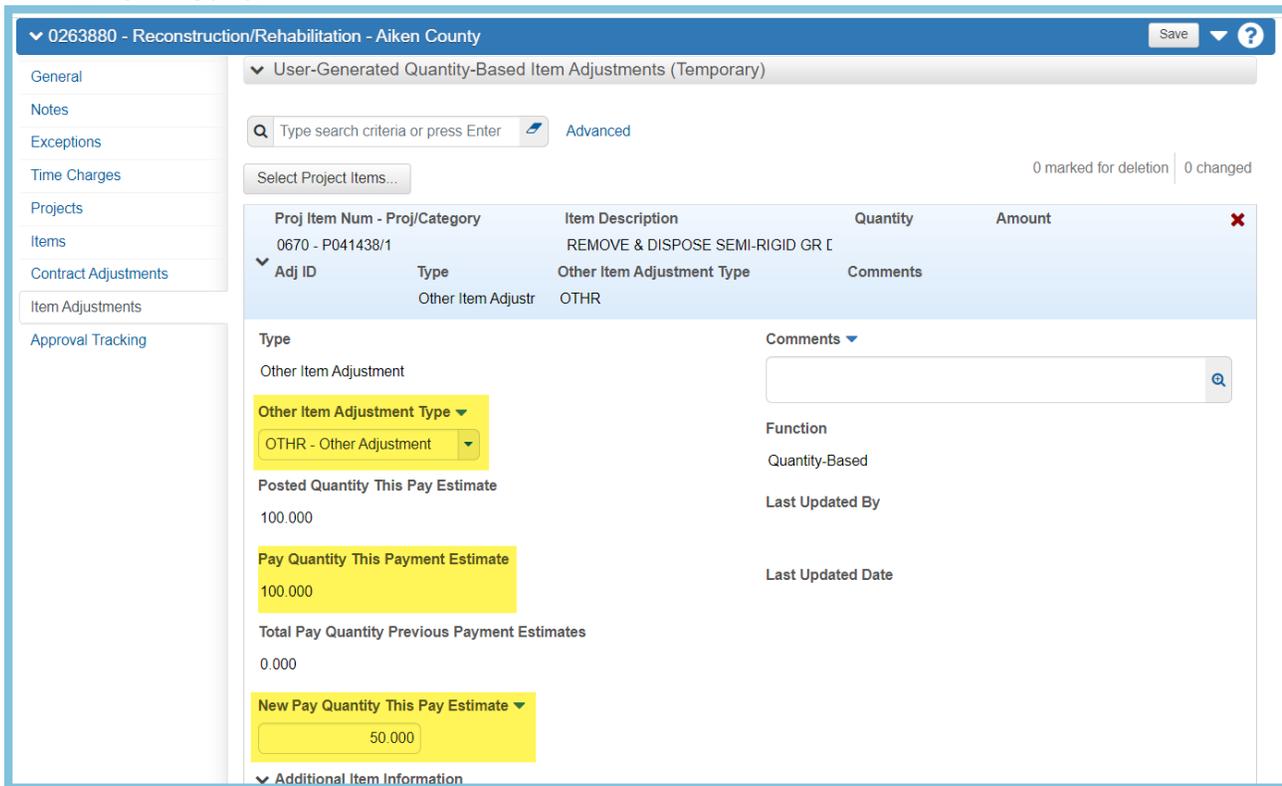


Figure 28 – User-Generated Quantity Based Item Adjustments Data

Delete User-Generated Quantity Based Item Adjustments

To delete a User-Generated Quantity Based Item Adjustment:

1. Select the Row Action Menu, click Delete, and **Save**.

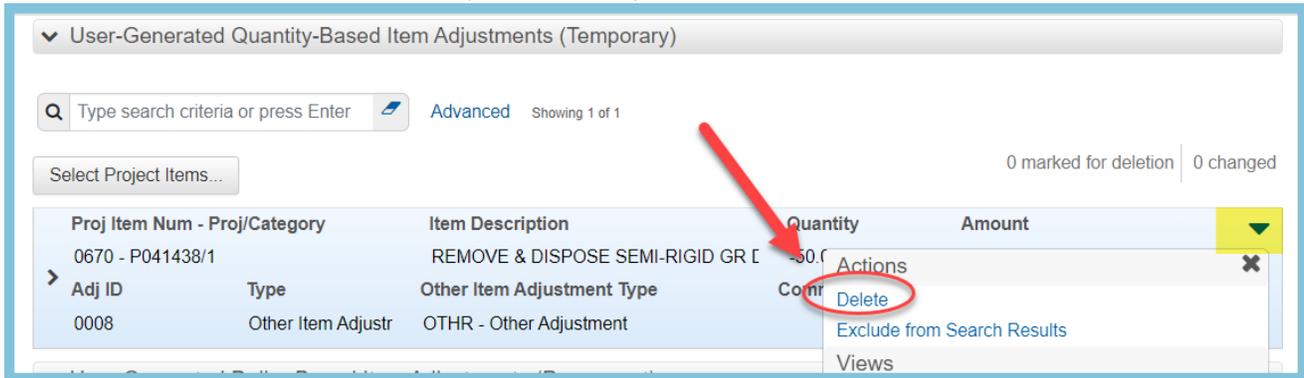


Figure 29 – Delete Use- Generated Quantity Based Item Adjustments

C. User-Generated Dollar-Based Item Adjustments

This adjustment type is permanent and any project item can be used even when not included on the current Payment Estimate.

Add a User-Dollar Quantity Based Item Adjustment

To enter a User-Generated Dollar Based Item Adjustment:

1. On the User-Generated Dollar-Based Item Adjustments.
2. Click the Select Project Items button.

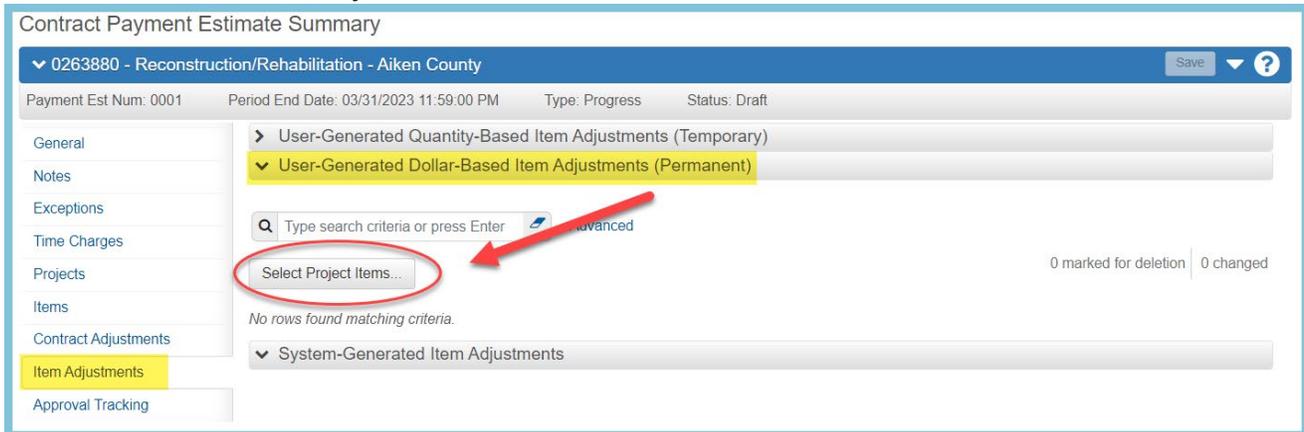


Figure 30 – Select User-Generated Dollar Based Item Adjustments

3. Select one or more project items.
4. Select the Add to Item Adjustments button.
5. Select Other as the Type.
6. Select the Other Item Adjustment Type.
7. Enter a comment, and enter the amount.
8. Click **Save**.

▼ User-Generated Dollar-Based Item Adjustments (Permanent)

Q Type search criteria or press Enter Advanced

Select Project Items... 0 marked for deletion | 0 changed

Proj Item Num - Proj/Category	Item Description	Amount
0070 - P041511/1	LIQUID ASPHALT BINDER PG64-22	50.00

▼ Adj ID Type Other Item Adjustment Type Comments

Other Item Adjustr AC

Type * ▼
Other Item Adjustment ▼

Other Item Adjustment Type ▼
AC - AC Adjustment ▼

Amount ▼
50.00

Comments ▼

Function
Dollar-Based

Last Updated By

Last Updated Date

Figure 31 –User Generated Dollar Based Item Adjustments Data

Delete User-Generated Dollar Based Item Adjustments

To delete a User-Generated Dollar Based Item Adjustment:

1. Select the Row Action Menu, click Delete, and **Save**.

▼ User-Generated Dollar-Based Item Adjustments (Permanent)

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select Project Items... 0 marked for deletion | 0 changed

Proj Item Num - Proj/Category	Item Description	Amount
0070 - P041511/1	LIQUID ASPHALT BINDER PG64-22	
0009	LIQUID ASPHALT BINDER PG64-22	

▼ Adj ID Type Other Item Adjustment Type Comments

Other Item Adjustr AC - AC Adjustment

System-Generated Item Adjustments

Actions
Delete
Exclude from Search Results
Views
Attachments (0)
Links
Tracked Issues

Figure 32 –Delete User Generated Dollar Based Item Adjustments

Approval Tracking

Submitting an Estimate for Approval

When a Payment Estimate has been reviewed and is ready to be approved, it must first be submitted for approval.

It is a system requirement that the first approver role can be the only role that submits a Payment Estimate for approval.

This is a user with the RCE role.

To submit a Payment Estimate for approval:

1. Using the RCE role, select the Component Action Menu, and click Submit for Approval.

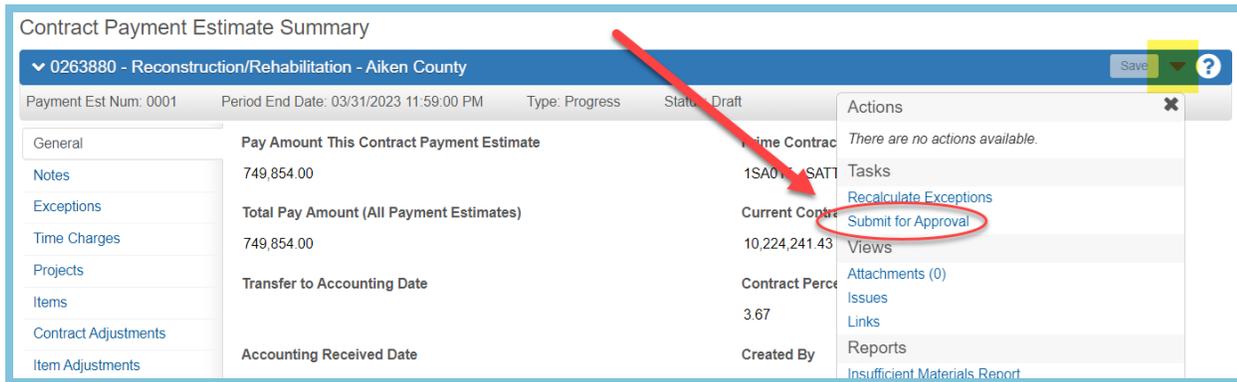


Figure 33 – Submit Payment Estimate for Approval

2. Once the Payment Estimate has been submitted for approval, the status will change from Draft to Pending Approval.

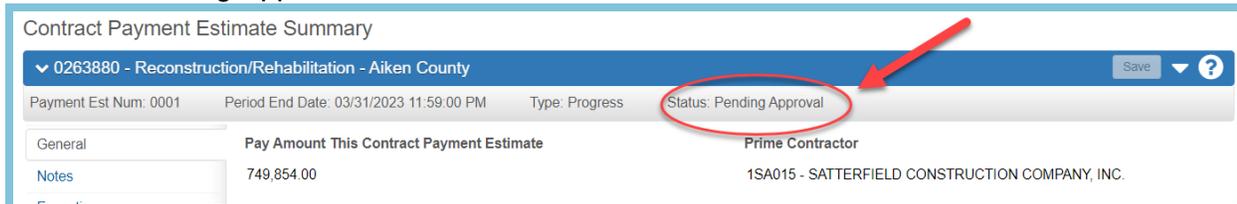


Figure 34 – Pending Approval

Changing a Payment Estimate to Draft

A Payment Estimate can only be changed to Draft while in a Pending Approval or Rejected status. **Once the Payment Estimate is in an Approved status, no changes can be made. Any mistakes must be corrected on the next Payment Estimate.**

To change a Payment Estimate back to Draft:

1. Select the Component Action Menu and click Change to Draft.

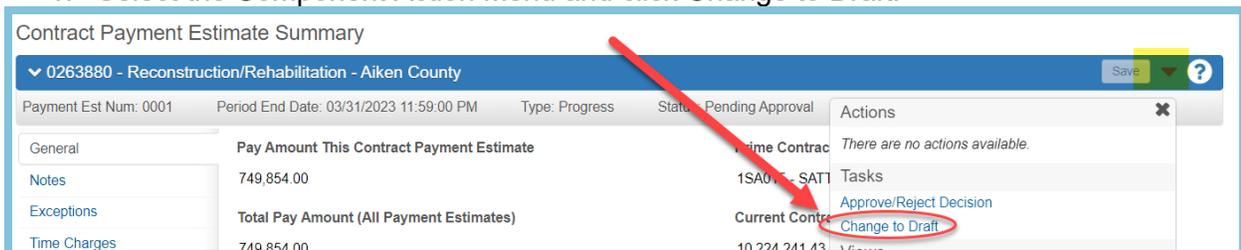


Figure 35 – Change Payment Estimate to Draft

Approving or Rejecting a Payment Estimate

Once a Payment Estimate has been submitted for approval, the next step is the Approve/Reject Decision. The approval process in AASHTOWare Project is not user based but is instead role based and requires contract authority.

1. From the Component Action Menu, select the Approve/Reject Decision (*Payment Estimate Approval Decision Screen will open*)

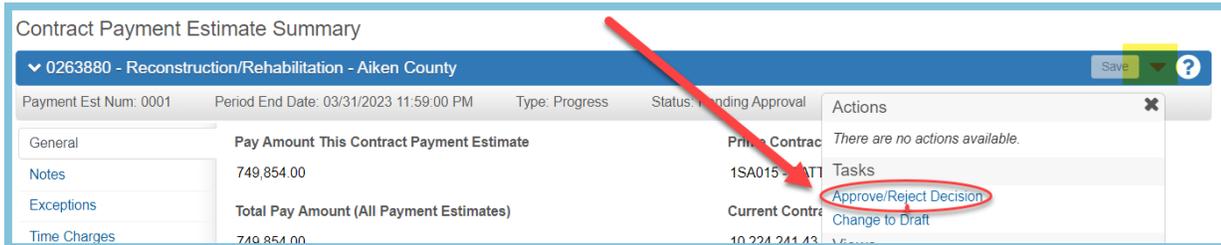


Figure 36 – Approve / Reject Decision Link

2. Locate your Payment Estimate
3. Set the Approval Decision
4. If Reject is selected as the Approval Decision, a comment is required.
5. Click **Save**.

If Approve is selected as the Approval Decision, the Payment Estimate will require the decision of the next approval level if there are more than one approval level.

Once the final level in the approval process has approved the Payment Estimate the status will change from Pending Approval to Approved.

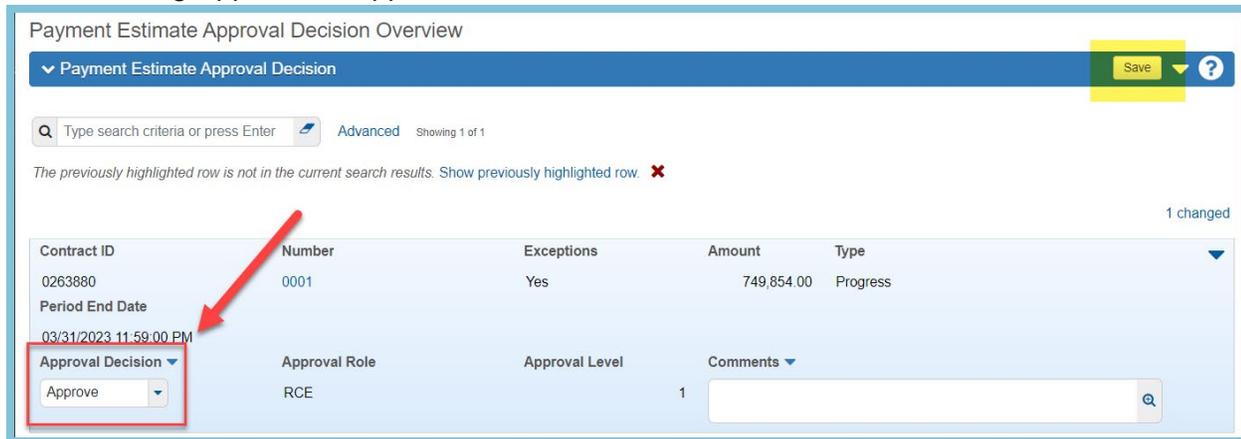


Figure 37 – Approve / Reject Decision

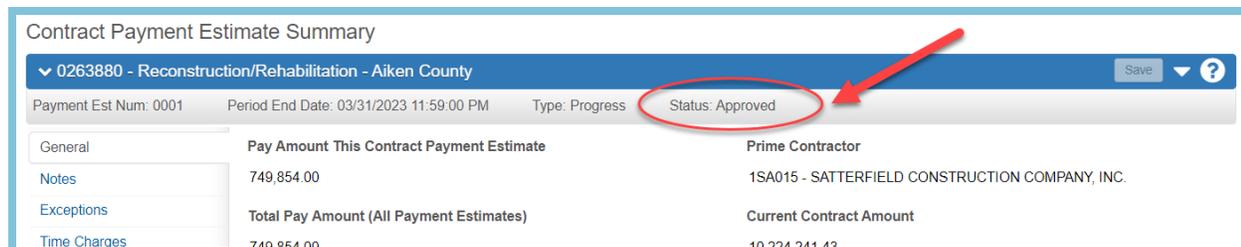


Figure 38 – Payment Estimate Approved

Approval Tracking

The approval process can be tracked in the Approval Tracking tab.

The screenshot shows the 'Approval Tracking' tab selected in the left-hand navigation menu. The main content area displays a table with the following data:

Approval Level	Approval Level Role	Name	Decision
1	RCE	Travis Driggers	Approve

Below the table, there is a section for 'Approval Date' and 'Comments' with a search icon.

Figure 39 – Approval Tracking Tab

Payment Estimate Reports

Reports related to payment estimates are located in the Component Action Menu. These reports include historical reports once the Payment Estimate is approved.

The screenshot shows the 'Actions' menu open on the right side of the interface. A red arrow points from the 'Name' column of the table in Figure 39 to the 'Reports' section of the menu. The 'Reports' section contains the following items:

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

Figure 40 – Payment Estimate Reports



Need Support?

*For all AASHTOWare Project
related support, please contact:*

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit

<https://www.scdot.org/business/aashtowareproject.aspx>



South Carolina Department of Transportation