

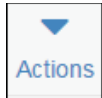
AASHTOWare Project Construction and Materials™

Quick Reference Guide for TDOT

Managing Payment Estimate Exceptions

Role: Office Staff V3

Key to Actions Menus:



Global **Actions** menu
(At the top of the screen)



Component **Actions** menu
(On the heading)



Row **Actions** menu
(On the row)

Background:

- A payment estimate is the payment to the contractor for work performed on the contract. Payment estimate exceptions will need to be evaluated like SiteManager discrepancies. Payment estimate exception settings define how each exception must be addressed before a payment estimate can be approved.

Processing Exceptions on a Payment Estimate:

The **Exceptions** tab on the Contract Payment Estimate Summary lists exceptions and discrepancies generated for the payment estimate. You address an exception by changing its status to *Unresolved*, *Acknowledged*, or *Overridden*.

- The *Unresolved* status is used when the agency wants to make the user aware of the exception and no further processing is necessary.
- The *Acknowledged* status is used when the agency wants positive acknowledgement of the exception.
- The *Overridden* status is used for only two types of exceptions: Insufficient Materials (never override these) and Item Overrun.

Once exception changes above are saved, they cannot again be changed without either recalculating the exceptions or re-generating the entire payment estimate.

After payment estimate exceptions are addressed as needed, the system evaluates that all the exceptions have been addressed properly. If they have

not, errors will be displayed, and the payment estimate will not be allowed to move into the *Pending Approval* status until the exception errors are resolved.

Navigation: **Construction** > [Contract Progress](#) > (Select contract) Contract Progress Summary > Payment Estimates tab > Estimate Number link > Exceptions tab

1. Click the **Exceptions** tab.
2. Review the full results list of exceptions and the different types of exceptions.
3. In the **Adjustments** field (top of the window), click the drop-down arrow and select Yes (means created a monetary adjustment) to filter exceptions, such as Insufficient Materials and Overruns.
 - **Note:** If you select No, the results list will display all the exceptions other than Insufficient Materials and Overruns.
4. In the **Filter** drop-down arrow, select **Pend Draft DWRs** option.
5. Click the expand arrow for the first **Pend Draft DWRs** exception.
6. Notify inspectors to sync their DWRs. When these are resolved, you can Recalculate Exceptions (see next QRG section). Once resolved, you can process remaining exceptions.
7. In the **Filter** drop-down arrow, select **Overdue Payrolls** option.
8. Click the expand arrow for the first **Overdue Payrolls** exception.
9. Notify contractors to submit their Payrolls. When these are submitted, you can Recalculate Exceptions (see next QRG section). Once resolved, you can process remaining exceptions.
10. In the **Filter** drop-down arrow, select **Recurring Times** option.
11. Click the expand arrow for the first **Recurring Times** exception.
12. After reviewing the exceptions, in the **Status** field, click the drop-down arrow and select the state of the contract payment estimate exception which is **Acknowledged** for this example.
13. To do a **Range Fill**, click the blue arrow to the right of the **Status** field.
14. Choose the options for how many rows to **Range Fill**.
15. Click the **Save** button.
16. **Item Overruns** will need to be overridden to pay those items. Choose **Overruns to Override** in the **filter** field.

17. Click **Override** in the **Status** field and enter a comment for each overrun.
18. **Insufficient Materials** will need to be acknowledged. Choose **Acknowledged** in the **Status** field and do a **Range Fill**. Enter any needed comments.
19. **Exceeded Calendar Time** and **Exceeded Completion Date** need to be acknowledged. Choose **Acknowledged** in the **Status** field.
20. For any individual exception, in the **Remarks** section, click the drop-down arrow and select the type of remark from the **Type** field.
21. In the **Remark** field, enter the explanatory text.
 - **Note:** To delete a newly added remark, click the **Delete** button to the right of the remark.
 - **Note:** You can delete a saved remark by clicking the **Mark for Deletion** button. You can undo the mark for deletion by clicking the **Undo** button.
22. Click the **Save** button.

Recalculating Exceptions on a Payment Estimate:

The user can recalculate payment estimate exceptions when needed to resolve the exception. The system recalculates exceptions for the payment estimate, deletes line-item adjustments generated by payment exceptions, and recalculates funding and retainage. An example of when to regenerate exceptions is when inspectors have synced their missing Daily Work Reports.

- **Note:** In the rare occasion, the Funding Check payment exception is reported, the exception must be resolved by contacting Finance, deleting the payment estimate, and then recreating the payment estimate. The **Recalculate Exceptions** action does not clear the Funding Check exception because the payment records with missing funding allocations still exist on the payment estimate.

Navigation: **Construction** > [Contract Progress](#) > (Select contract) Contract Progress Summary > Payment Estimates tab > Number link > Recalculate Exceptions action

1. Click the component **Actions** menu and select the **Recalculate Exceptions** action.

Below is a summary of all of the payment estimate exception types and the action required by TDOT policy:

PAYMENT ESTIMATE EXCEPTION TYPES	
EXCEPTION IN AWP	ACTION REQUIRED
Pending or Draft Daily Work Reports	Contact Inspector & Regenerate Estimate (BOE Report)
Overdue Payrolls	Contact Contractor and Hold Payment (Checklist Event)
Missing Recurring Time	Verify & Acknowledge (Similar to SiteManager)
Item Overrun	MUST Override to Pay (Same as SiteManager)
Insufficient Materials	ONLY Acknowledge/Do NOT Override (Similar to SiteManager)
Exceeded Completion Date	Verify & Acknowledge (Similar to SiteManager)
Exceeded Calendar Time	
DBE Compliance	Contact Civil Rights Office (Same as SiteManager)
Funding Check	Contact Finance (New Discrepancy)

Next Steps:

After managing payment estimate exceptions, the next step is to View Item Adjustments for a Payment Estimate. Refer to TDOT Quick Reference Guides and CBTs for more information.