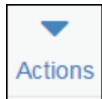


AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Viewing Item Adjustments for a Payment Estimate

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:

- Payment estimate item adjustments can be viewed from two areas of the application—either viewing only the item adjustments for a single payment estimate or viewing all item adjustments for all the payment estimates on the contract.
- System-generated item adjustments provide information about payment estimate adjustments at the item level. Examples of item adjustments can result from item overruns and stockpile adjustments. The information is for viewing only.
- User-generated dollar-based item adjustments are generated by the price adjustment process. This information is for viewing only as well.

Calculating Price Adjustments for Payment Estimates:

The Price Adjustment App is located on the contract (just like in SiteManager). This App should be run after generating the payment estimate.

Navigation: **Construction** > [Contract Administration](#) > (Select Contract)

1. Click the component **Actions** menu and select the **TDOT Price Adjustments App** link.
2. Click the **Execute** button.
3. Click the **Estimate Number**.
4. A summary of messages will be displayed.

5. Click the Setup tab on the far right to enter Asphalt percentages and Liquid Anti-Strip Prices (liquid anti-strip is under construction).
6. Review each Adjustment Type tab (**Fuel**, **Bituminous**, **307 A/C**, **411 A/C**, and **Liquid Anti-Strip**).
 - **Note:** Calculated adjustments will be applied to the original bid item instead of an adjustment item.
 - **Note:** The summarized layout is different than SiteManager due to structure differences.
7. The **Save Adjustments** button will be used to apply the calculated price adjustments and put the Estimate into pending approval.
8. If a recalculation is needed, change estimate back to draft by clicking the **Revert to Draft** button.
 - **Note:** The **Export** button is available to extract the information into an excel format.

Viewing Payment Estimate Item Adjustments for a Payment Estimate:

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

1. Click the **Item Adjustments** tab.
2. Search for and select the adjustments to view on the payment estimate.
3. Click the expand arrow for a row to view more detailed information about the item adjustment.
 - **Note:** User-Generated Dollar-Based Item Adjustments will show the Price Adjustments.
 - **Note:** System-Generated Item Adjustments will show adjustments created by the Estimate process and by Overriding Estimate Exceptions.

Viewing Payment Estimate Item Adjustments for the Entire Contract:

Navigation: **Construction** > [Contract Progress](#) > (Select Contract) > Contract Progress Summary > Item Adjustments tab

1. Click the **Item Adjustments** tab.
 2. Search for and select the adjustments to view on the contract.
 3. Click the expand arrow for a row to view more detailed information about the item adjustment.
- **Note:** This window will show all adjustments (Material Discrepancies, Overruns, and Price Adjustments).

Next Steps:

After viewing item adjustments for a payment estimate, the next step is to Manage Payment Estimate Approval Decisions. Refer to TDOT Quick Reference Guides and CBTs for more information.