

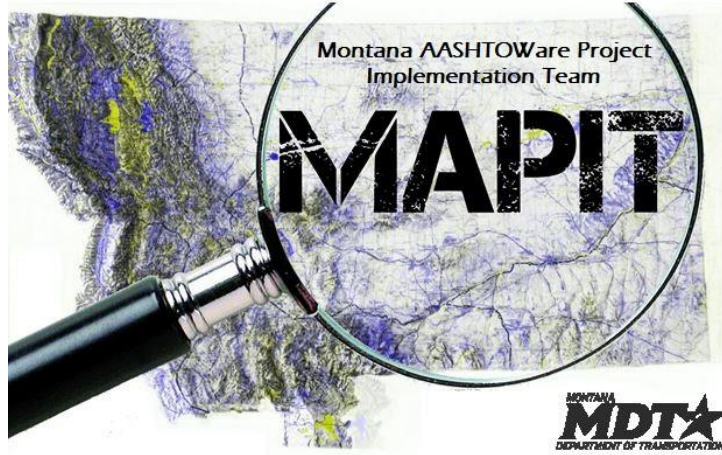


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Generating Progress Estimates

Date: January 30, 2018





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❑ **Process Definition**

This process defines the steps to generate and approve a progress estimate

❑ **Acronyms and Definitions**

MDT – Montana Department of Transportation

CASB – Construction Administration Services Bureau

CAS – Contract Administration Section

CASE – Contract Administration Section Engineer

CASP – Contract Administration Section Supervisor

CAS/ECS – Contract Administration Section/ Engineering Contract Specialist

CRB/DBE – Civil Rights Bureau/Disadvantaged Business Enterprise

DEO – District Engineering Officer

DCE – District Construction Engineer

EPM – Engineer Project Manager

FOP – Field Office Person

IOS – Improvement of Services

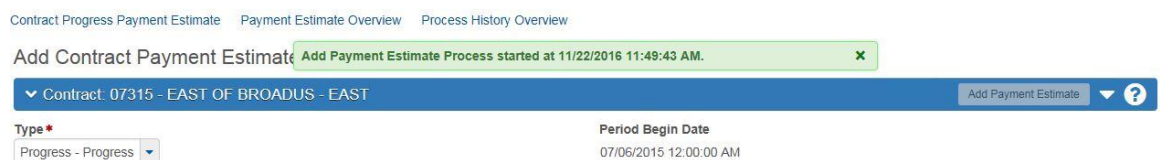
QA – Quality Assurance

TERO – Tribal Employment Rights Office

❑ **MDT Procedure**

1. EPM or FOP Generates the Estimate

- a. Click on the Contract Progress Component
- b. Search on contract ID or select show first 10 to select the contract.
- c. Select desired contract
- d. Click on the Payment Estimates link.
- e. Click on the Add Payment Estimate button.
- f. Select Progress - Progress from the Type dropdown list.
- g. Select Period End Date
- h. Click the Add Payment Estimate button.
- i. Verify the process started successfully.





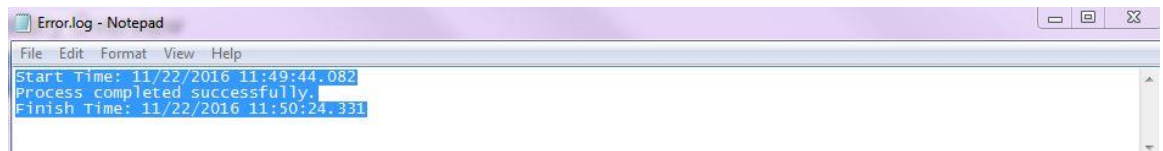
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- j. Click on the Process History Overview quick link at the top of the page.
- k. Look for a process titled AddPaymentEstimate with the current date and time.
 - i. Note: A blue status bar will be displayed at the top while the process is running. The blue status bar will disappear, and the page will be refreshed when the process is complete.
- l. Verify a Success of Yes. Click on the AddPaymentEstimate.log link.
 - i. Note: When clicking on the AddPaymentEstimate.log a popup will open at the bottom of the screen. Click on open to view the log file.

Process	User ID	Success
<input type="checkbox"/> AddPaymentEstimate Reviewed Start Time 11/26/2019 12:39:20 PM	state\U2451 Finish Time 11/26/2019 12:39:49 PM	Yes Output Files AddPaymentEstimate.log Error.log

- m. Verify there were no errors in the log file.



Note: If an error is encountered follow instructions in the .log file.

- n. From the Previous arrow dropdown, select Contract Progress Summary
- o. Click on the Payment Estimates link
- p. Search for contract or select show first 10
- q. Verify that a Draft Payment Estimate was created

Search: Advanced Showing 1 of 1

0 marked for deletion | 0 changed

Number	Status	Exceptions	Current Pay Amo...	Type
0001	Draft	Yes	40,090.00	Progress

Period End Date
12/05/2016 9:08:14 AM

Note: Before you can regenerate an estimate for the same date you must first delete the existing estimate.

2. EPM follows the processes outlined in the Fuel Price Adjustment process document.
3. EPM follows the processes outlined in the Line Item Adjustment process document.
4. EPM follows the processes outlined in the Contract Adjustment process document.
5. EPM follows the processes outlined in the Milestone Adjustment process document.



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6. EPM Verifies data using estimate report.
7. Are Payment Exceptions indicated on the Contractor Payment Estimate Window?
 - a. No. Continue to step 8
 - b. Yes, The EPM reviews the exceptions using the Estimate Exceptions (Discrepancy Rules) process.
 - ☐ Major items that overrun by 25% or \$75,000 and non – major item overruns of \$50,000 will show as discrepancies on the estimate when they occur.
8. Is the percent complete of the contract at or over 90%? (See the Oracle estimate report)
 - a. No. Continue to step 9
 - b. Yes. Do the following, if not previously done.
 - 1) The EPM generates the Project Final Cost Memo.
 - 2) The EPM sends the Projected Final Cost Memo via e-mail to the DEO. The DEO enters the 90 Percent Complete Memo-DEO (Informational date) actual date.
 - 3) The DEO adds additional money onto the Projected Final Cost Memo (if applicable) for final checking of the project and sends to CASB.
9. EPM runs the Estimate report.
 - ☐ Major items that are overrun by 125% or \$75,000 and minor items overrun by \$50,000 are in bold on the report and require a change order.
 - a. Are there items in bold on the report?
 - 1) No. Continue process.
 - 2) Yes. Initiate appropriate Change Order(s) using the Change Order process. Exceptions to this are determined by CAS Supervisor.
10. If the EPM finds errors, they are corrected and the estimate is regenerated, beginning at Step 6.
11. Is the estimate amount less than -\$500 or more than \$500?
 - a. Yes, continue to Step 12.
 - b. No.
 - 1) Do not process the estimate.
 - 2) At the next estimate payment date, this amount will be included in the estimate. If this is the final estimate, refer to the Final Estimate process.
12. EPM provides the estimate report to the contractor (if requested).

Note: For printing estimate report see the JASPER report instructions.
13. EPM/FOP Submits estimate for approval
 - a. FOP Submits estimate for approval.
 - 1) Select Payment Estimates Component Link
 - 2) From the row action menu select **submit for approval** for the contract and estimate being approved.
 - 3) From Contract Payment Estimate Overview window click on estimate number to select estimate.
 - 4) From action menu select **approve** to approve the estimate or return to draft.



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- 5) An e-mail is triggered from the system to the EPM indicating the estimate is ready for review and approval.

Estimate Approval Levels

1. FOP
2. EPM
3. DEO
4. CAS
5. CASP

14. EPM Submits estimate for approval
 - a. Select Payment Estimates Component Link
 - b. From Contract Payment Estimate Overview window click on estimate number to select estimate.
 - c. From action menu select **approve** to approve the estimate or reject the estimate.
 - d. An e-mail is triggered from the system to the DEO indicating the estimate is ready for review and approval.
15. DEO receives an email indicating the estimate is ready for review.
16. DEO reviews the Estimate data using the Estimate report.
17. DEO approves or rejects the estimate
 - a. Select Payment Estimates Component Link
 - b. From Contract Payment Estimate Overview window click on estimate number to select estimate.
 - c. From action menu select **approve** to approve the estimate or reject the estimate.
18. Is the Estimate Approved or Rejected?
 - a. Approved:
 1. An email is triggered from AASHTOWare Project to the CAS/ECS indicating the estimate is ready for review.
 - b. Rejected:
 1. When anyone rejects the estimate an email is triggered in AASHTOWare to the EPM and the DEO noting that the estimate has been rejected.
 2. EPM/FOP corrects the estimate.
 3. EPM/FOP regenerates, verifies and approves the estimate, beginning the process again at Step 6.
19. CAS/ECS reviews the Oracle Estimate report.
 - a. Items in bold on the report are overruns and should have change orders in process. CAS/ECS checks for change orders or discrepancies.
20. If CAS/ECS finds problems, they Reject the estimate, go to Step 6.
21. CAS/ECS approves the estimate.
 - a. CAS/ECS submits the Estimate Report to Accounting Department. If TERO and/or IOS Fees apply, they will be handled with the estimate.
22. An email is automatically sent to CASP notifying that the estimate is ready for review.
23. If CASP rejects the estimate, go to Step 6.
24. CASP reviews and approves the estimates in AASHTOWare Project – final approval level.



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25. Once through the final approval level, CASP Submits estimate payments electronically to accounting through AASHTOWare Project to Accounting Interface.
 - a. One warrant (check) per contractor.