



Contract Adjustments and Category Distribution

Navigation: Home Dashboard -> Contract Progress -> Payment Estimates -> Estimate -> Contract Adjustments

Contract Adjustments are used for Fuel Price Adjustment, Schedule Adjustment, Steel Adjustments, Legal Adjustment and Recoup MDT Costs. The most common contract adjustments are Fuel Price Adjustments & Schedule Adjustments. For contracts that have tied projects or multiple categories for distribution, it is **important** to apply the correct adjustments under the categories.

Fuel Price

Fuel price adjustments are made after completion of the Fuel Price adjustment EXCEL spreadsheet. This can be found on the crew share drive under the 04_ESTIMATES folder & FUEL ASPHALT_ADJUST sub folder. (The spreadsheet can also be found at [mdtinfo.mdt.mt.gov - /other/webdata/internal/const/fuel_adjustments/](http://mdtinfo.mdt.mt.gov/-/other/webdata/internal/const/fuel_adjustments/)) Once the worksheet has been completed, the total adjustment will be applied in the Contract Adjustment tab in AASHTOWare.

Steel Price

Steel price directions can be found at [STEEL-PRICE-ADJ-GUIDE.pdf \(mt.gov\)](#). The steel prices are based on the information from the Bureau of Labor Statistics.

Creating a Contract Line Adjustment

- A) From the home dashboard, click on the Contract Progress hyperlink.
- B) Enter the contract in the search box on the Contracts Progress Overview Window.
- C) Click on the Payments Estimate Tab (on the left-hand side of the screen)
- D) Place the cursor in the search box and hit enter. All estimates will show.

Contract Progress Summary

▼ Contract: 01420 - I-15/I-90 - BUTTE

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

🔍 Type search criteria or press Enter Advanced Showing 14 of 14

Add Payment Estimate...

Number	Status	Exceptio
0014	Draft	Yes
0013	Approved	Yes
0012	Approved	Yes



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- E) Click on the blue estimate number to take you to the estimate.
- F) This will open up the estimate.
- G) Select the Contract Adjustments Tab on the left.
- H) Hit the New gray button to add a new contract item.

- I) Enter the Type. Choices are Disincentive, Incentive, Liquid Damage and Other. You will need to use Other for this to allow the window for Other Contract Adjustments to open.
- J) Select the Adjustment that needs to be applied.

- K) Add an amount. The system will require an amount to entered prior to saving.
- L) A comment should be added in with a brief description of the adjustment. Ex: Fuel Price adjustment for 4/25/21, Estimate 14. Talk with the EPM on what types of comments they would like to have documented.
- M) Save.



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- N) If there are multiple categories on the contract, you will need to select the Distributed By. The default is Percentage.
- O) Once saved, click on the blue Percentage link.

Amount * ▼

Distributed By

Percentage

- P) In the next screen, you will be able to split out your amounts to the different categories. You can change the Distributed amount to Amount if you would like.
- Q) You will see the Project (if there is tied project, it will show both)
- R) Under Project categories, select the amount of percentage that will need to be added to each category.
- S) If you apply to different categories and use percentage, you need to make sure that it equals 100% between the categories.

Project ID - Description	Controlling	Distribution Percen...	Distribution Amount
9466084000 - I-15/I-90 - BUTTE	Yes	<input type="text" value="100.00"/>	-1,100.00

▼ Project-Categories

Q Type search criteria or press Enter **Advanced** Showing 6 of 6

4 c

9466084000 - I-15/I-90 - BUTTE	0001 - COLD MILLING, PMS OVERLAY	<input type="text" value="10.00"/>	0.00
9466084000 - I-15/I-90 - BUTTE	0002 - BRIDGE DECK REPAIR 12 STR	<input type="text" value="60.00"/>	0.00
9466084000 - I-15/I-90 - BUTTE	0003 - AR 22120 - Damaged Guardrail,	<input type="text" value="0.00"/>	0.00
Project ID - Description	Category ID - Description	Distribution Percen...	Distribution Amount
9466084000 - I-15/I-90 - BUTTE	0004 - AR 22121 - Damaged Guardrail,	<input type="text" value="0.00"/>	0.00
9466084000 - I-15/I-90 - BUTTE	0005 - AR 22144 - Damaged Guardrail,	<input type="text" value="30.00"/>	0.00

- T) If you want to use an Amount, in the distribution page, select the Type as Amount and Save.
- U) Split up the amounts between the categories to equal the total amount for the contract.



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Project ID - Description	Controlling	Distribution Percent	Distribution Amount*
9466084000 - I-15/I-90 - BUTTE	Yes	100.00	-2,000.00

Project-Categories

Q Type search criteria or press Enter [Advanced](#) Showing 6 of 6

9466084000 - I-15/I-90 - BUTTE	0001 - COLD MILLING, PMS OVERLAY, GUAF	50.00	-1,000.00
Project ID - Description	Category ID - Description	Distribution Percent	Distribution Amount*
9466084000 - I-15/I-90 - BUTTE	0002 - BRIDGE DECK REPAIR 12 STRUCTUF	50.00	-1,000.00

V) Save.

The same steps above can be used for any of the adjustment types. Note of caution, if you are doing a positive estimate, make sure that your numbers are not showing in the negative. It will give an error.