QUICK REFERENCE GUIDE:

DFS Pay Estimates – Generating & Submitting

Background:

To generate a Payment Estimate, the contract must be Active, prior estimates must be fully approved, and today's date must be on or after the Actual Completion Date of the AWARD-DT (See the *Contracts - Contract Times* QRG). Prior to generating the first estimate, the Payment Estimate Approval levels will need to be updated after the funding has been checked. Funding checks for DFS contracts are performed by Project Managers.

Roles:

Construction Project Engineer, Construction Office Engineer

Navigation:

Construction > Contract Progress > Contract > Payment Estimates tab

1. Click the **Add Payment Estimate** button to open the Add Contract Payment Estimate component.
2. Select the estimate type from the **Type** dropdown and select the **Period End Date** for your Payment Estimate.
3. Click the **Add Payment Estimate** button in the upper right corner.
4. Anything that will stop the Payment Estimate from generating will show up as a red error. Any helpful programmatic reminders will show up as yellow warnings. Warnings will not stop the estimate from generating.
5. Click the **Previous** dropdown, and navigate back to the Contract Progress Summary, and select the **Payment Estimates** tab.
6. Click the **Number** link for the payment estimate.
7. Click through the tabs to review the data for: Exceptions, Projects, Items, Contract Adjustments, and Item Adjustments.
8. Click the **Exceptions** tab and review the Exceptions. (Click the Help button next to the Save option to learn more about what each Exception means.)
9. Click the **Status** dropdown and select **Overridden**. Enter a **Remark** below explaining why you are overriding the Exception.

*Note: For JOCC contracts the Task Order No. may be different than the Project No.

Submitting Payment Estimate for Approval (Construction Project Engineer only)

10. On the Contract Payment Estimate Summary, click the **Component Actions Menu** in the upper right corner.
11. In the Tasks section, select **Submit For Approval**. The system will change the Status of your Payment Estimate from Draft to Pending Approval and the Approval Tracking tab will populate the first level decision.
12. If the pay estimate has been submitted for approval in error, select the **Component Actions Menu** and select **Change to Draft.**

Next Steps:

Print the *JOCC Payment Estimate Contractor Report* for the Contractor to sign. See the *Payments Estimates – Review and Approve – Project Engineers* QRG for steps on the approval process. When the contractor returns the signed estimate make sure to print and attach the *Payment Estimate Finance Report* to send to the Manager, Finance needs this report to process the payment estimate.