Stockpiles - Managing

BACKGROUND: A construction stockpile is money advanced to the contractor to purchase and store a material for a contract project item in bulk quantity. These advanced payments are recovered by the system automatically as work on the contract project item is paid for. Multiple stockpiles may be created for the same contract project item. The system begins to recover the Stockpile from the Contractor for DWR Item Postings beginning on the Recovery Date. The stockpile Description field is used on various reports and overviews. The stockpile Item Recovery Percentage field should be the percent complete of the item at which you want the stockpile balance to be brought back to $0.00 and be fully recovered from the contractor.

ROLES: Construction Office Engineer, Construction Project Engineer

NAVIGATION:

Construction > Contract Progress

1. From the Contract Progress Summary, click the **Construction Stockpile** quick link at the top of the page.

Adding a New Construction Stockpile
2. To add a new Construction Stockpile, click the **Component Actions Menu** in the upper right corner.
3. In the Actions section, click **Add**.
4. Enter a **Description** (this will display on reports and the stockpile overview pages), **Item Recovery Percentage** (the contract item percent complete for which the construction stockpile amount will have been fully recovered), **Item**, and **Recovery Date** (the date that determines when DWR Item Postings will initiate recovery of the stockpile from the contractor).
5. Click **Save**.
6. In the Construction Stockpile Summary, enter the **Material** (optional) and **Source** (optional). Skip this if you are entering an invoice that includes multiple materials for an Item as one Stockpile package.
7. Enter **Comments**, **Invoice Number**, **Invoice Date**, **Transaction Date**, and **Invoice Description** in the New Construction Stockpile Transaction accordion. Select each Project Item in the **Item** dropdown and enter the **Constr Stockpile Amt**.
8. Click **Save**.

Adding an Invoice to an Existing Construction Stockpile
9. In the Construction Stockpile Summary, click the **New** button.
10. Enter **Comments**, **Invoice Number**, **Invoice Date**, **Transaction Date**, **Transaction Type**, and **Invoice Description** in the New Construction Stockpile Transaction accordion for the invoice. Select each Project Item in the **Item** dropdown and enter the **Constr Stockpile Amt**.
11. Click **Save**.

Closing a Construction Stockpile
12. The construction stockpile must have a zero balance to be closed.
13. In the Construction Stockpile Summary, click the **Component Actions Menu** in the upper right corner.
14. In the Actions section, click **Close Stockpile**. The system changes the stockpile Status to Closed. Closed stockpiles cannot be deleted or replenished with additional transactions.

Pausing and Resuming Stockpile Recovery

15. In the Construction Stockpile Overview, click to select the **Paused** checkbox. While the Paused checkbox is checked, the system will not recover payment from this construction stockpile.
16. Click **Save**.
17. When you are ready to resume recovery of this stockpile, return to the Construction Stockpile Overview and click to deselect the Paused checkbox.