



QUICK REFERENCE GUIDE:

Stockpiles - Managing

Background:

Multiple stockpiles may be created for the same contract project item. The system begins to recover (take back) the Stockpile from the Contractor beginning on the recovery date when DWR Item Postings are made. The stockpile Description field is used on various reports and overviews. The stockpile Item Recovery Percentage field should be the percent of the item completed at which the stockpile balance will be brought back to \$0.00 and be fully recovered from the contractor.

Roles:

Construction Project Engineer, Construction Office Engineer

Navigation:

Construction > Contract Progress > Contract

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 and click **Add**.
3. 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 be fully recovered), **Item**, and **Recovery Date** (the date that determines when DWR Item Postings will initiate recovery of the stockpile from the contractor).

4. Click **Save**.
5. 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.
6. In the New Construction Stockpile Transaction enter **Comments**, (any helpful additional information about this stockpile) **Invoice Number**, **Invoice Date**, **Transaction Type**, **Invoice Quantity**, and **Invoice Description**.
7. In the Project Item Distribution select each Project Item in the **Item** dropdown and enter the **Constr Stockpile Amt** (the amount of stockpile payment).
8. Click **Save**.
9. Select the **Row Actions Menu** for the transaction and select **Attachments**.
10. Click **Select file** and search for and select the fully reviewed and approved stockpile request and click **Open**.
11. Enter any helpful **Description** information and click **Save**.

Adding an Invoice to an Existing Construction Stockpile

12. In the Construction Stockpile Summary for the item you want to add a stockpile payment for, click the **New** button.
13. In the New Construction Stockpile Transaction enter **Comments**, **Invoice Number**, **Invoice Date**, **Transaction Date**, **Transaction Type**, and **Invoice Description**. In the Project Item Distribution select each Project Item in the **Item** dropdown and enter the **Constr Stockpile Amt(s)**.
14. Click **Save**.



QUICK REFERENCE GUIDE:

Stockpiles - Managing

Closing a Construction Stockpile

15. The construction stockpile must have a zero balance to be closed. A stockpile can only be closed if it has been included in a full approved payment estimate.
16. In the Construction Stockpile Summary, click the **Component Actions Menu** in the upper right corner.
17. 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

18. 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.
19. Click **Save**.
20. When you are ready to resume recovery of this stockpile, return to the Construction Stockpile Overview and click to deselect the **Paused** checkbox.

Next Steps:

Payment Estimates – Generating and Submitting