Estimates

Overview

The *Estimate* section of CAMMS allows the Project Manager (or designee) to create monthly estimates based on the quantities recorded on authorized DIQs along with any adjustments.

Creating an estimate will consist of several processes to be performed by the Project Manager (or designee) and the Area:
- o Make sure quantities are accurate on all DIQs and all are approved and in the *Field Book* tab. This will include checking to see that any pay item quantities that are only calculated at the end of the month are included.
- o Create the estimate for the estimate period.
- o Review and make any changes to quantities (such as not paying for an item because of test reports) on the *Estimate Detail/Field Book/Edit* tab.
- o Perform any adjustments (Bituminous Price Adjustment, Stored Materials, Liquidated Damages, etc.)
- o Submit the Estimate. (EstGen)
- o Review and edit the *Forecast* Screen. (PM or Asst)
- o Approve the *Forecast* screen. (Primary PM)
- o Review and approve the Estimate. (Primary PM)
- o Print the C-20 or Estimate Package. Send a copy to Area with any required paperwork.

Notes:
- **The Project Manager should review all DIQs on a regular basis to ensure that the information is accurate.** If there is a problem, the PM would need to follow the procedures to deny or reject for the inspector to correct.
- **DIQ must be PM approved and dated before Period Ending (PE) date to be included on estimate.**
- The approval levels for a monthly (or progress) estimate are: Estimate Generation, Project Manager, Area and Finance.
- Areas may choose to review each estimate prior to initial approval to avoid rejection.
- Area personnel with Finance and PM Work Groups can generate estimates on the *Construction/Pending Estimates* screen (or on the *Contract/Estimates* screen with a contract assignment). Area approvers will only need Finance Work Group.
- *Time Charges Began* date will be the start date for the first estimate.
- For more details on payment for specific items, such as stored materials before work begins, please refer to the Estimate Payments Policy Details document.

Estimates Summary

This screen lists all the estimates that exist for the contract and their status. It is also where a new estimate is created.

Basic Procedure
1. Open the desired *Contract* and select the *Estimates* sub-process.
2. Click the *Add* to create a new estimate. (See Creating an Estimate below for details.)
3. Click *Detail* or *View* to see the information on the estimate.
4. Click *Edit* to make changes to the draft estimate.

Notes:
- The Estimate *Status* can be:
  - Draft – in progress and not yet approved by the first level or rejected.
  - Submitted – approved by the Estimate Generator
  - Approved – approved at the Level indicated
  - Vouchered – approved by Finance
- *Edit* will allow changes to the *PE Date* and *Estimate Type*. It will also reset the estimate and pick up any approved quantities from the *Field Book*. An estimate can be edited up until it receives its initial approval by the Estimate Generator.
- The ⬚ *PDF* link in the upper right-hand corner opens a report with all the information contained on the screen.

Creating an Estimate

Once all appropriate DIQs are approved, the next step in the estimate process involves creating an estimate.

Basic Procedure
1. Open the desired *Contract* and select the *Estimates* sub-process.
2. Click the *Add* in the upper right-hand corner to create the new estimate.
3. Enter or choose a *Period End* date. This will be the last day of the estimate period.
4. Select an *Estimate Type*.
5. Click the *Save* icon.

Notes:
- *Period End Date* must be after the end of the last estimate and not in the future.
- Before an estimate can be created:
  - There can be no submitted DWRs left unapproved.
  - There can be no unapproved Diaries from PE date or earlier. (Most county contracts are exempt from this requirement for now.)
  - Liquidated Damage (and/or Incentive/Disincentive) rates and percentages must be verified/entered under *Contract/Contract ID/Standards/Distribution/Rates*
  - *Work Began Date* must be entered under *Contract/Information/Key Dates* tab.
- Estimates cannot be deleted – only edited.

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Estimate Detail- Field Book Tab -Reviewing Estimate Quantities

Once an estimate is created, the next step in the estimate process is reviewing (and editing if needed) the item quantities to be paid. This is done on the *Field Book* tab.

Basic Procedure
1. Open the desired *Contract* and select the *Estimates* sub-process.
2. Click the *Detail* to view the estimate.
3. The *Field Book* tab contains all the pay items that will appear on the estimate. Review the *Est Approved Qty* information for accuracy.
4. If a change is needed, click *Edit* on that row.
5. Locate the DIQ entry that needs to be taken out of the estimate and click *Exclude*.
6. Enter a *Remark* explaining the need for exclusion.
7. Click *Save*.
8. If additional quantities need to be included in the estimate, click on *Reset* then *Continue.* This will return all quantities to *FB Approved Quantities* and pick up additional quantities.

Notes:

- The only edit that is available is to *Exclude* a whole DIQ entry.
- Any Excluded quantities will automatically show up on the next estimate.
- ***Reset* reverts all *Est Approved Qtys* to *FB Approved Qtys* and would remove any changes made here. It would pick up any additional items that were added and approved for the est period.** Reset is only available if an Estimate is in Draft status.
- DIQ must be PM approved and dated before PE date to be included on estimate.
- A CO item must have a final approval date prior to the PE date for an item to be included on that estimate.
- The *CPSR* can be viewed by clicking on the 🔺 *CPSR* in the top right corner. It can also be viewed under *Contract/Reports*.

Line Item Adjustments

Line Item Adjustments will be used to pay for a variety of items that are not handled in the normal manner. Some of these items include bituminous price adjustments, varying price, etc.

Basic Procedure
1. Navigate to the *Line Item Adjustments* tab of the *Estimates Detail* under the *Estimates* sub-process for the contract.
2. Click on "*Add*".
3. Choose an *Adjustment Type*. This will be based on the item. Please see table following.
4. Uncheck the *Federal* box if it is a Non-Federal Aid adjustment.
5. Select a *Pay Item, Project No* and *Category*
6. Select a specific *Line Item.*
7. Enter a *Quantity & Unit Price* (Use negative qty, not UP, to subtract.*) or *Amount*. (Must check *Amount Only* box to enter amt.) (See table below for [Qty/UP] or [Amt].)
8. Enter the *Invoice Date* and *Invoice #* if it is appropriate. (1 per adjustment)
9. Enter any *Remarks*.
10. Click the *Save* icon.
11. Repeat the process for any additional adjustments by clicking the *Add* again.

Notes:

- Line Item Adjustments can only be created after an estimate has been created but before it is approved.
- To delete an adjustment, click the *Delete* on that row.
- To edit an adjustment, click the *Edit* on that row.
- The "*Federal*" box will be automatically checked on Federal Aid contracts. Box should be unchecked for state contracts or items that FHWA will not participate in.
- *Invoice #* and *Invoice Date* are required on Stored Materials adjustments.

Line Item Adjustment Type	Explanation
Asphalt Placement Rate [Qty/UP]*	Tonnage above specified rate paid for at 50%.
Bituminous Material Adj [Amt]	To pay the Bituminous Price adjustments.
Construction Fuel Adj [Amt]	To pay for Const Fuel Index adjustments.
HMA Production Fuel Adj [Amt]	To pay the Construction Fuel for HMA Production Price adjustment.
Overweight Load [Qty/UP]	To subtract tonnage on an overweight load.
QC/QA Adj [Amt]	To pay for the $ amount of the QC/QA adjustmt.
Pavement Smoothness Adj [Amt]	To pay for smoothness adjustment.
Stored Materials Installed [Either]*	To subtract off the $ amount paid on pay items.
Stored Materials Closure [Either]*	To subtract off the final payment and close out.
Stored Materials Init Pymt [Either]*	To pay for the initial invoice. (1 invoice per LIA)
Unapproved Sub Work [Qty/UP]*	To subtract any amount from unapproved sub.
Unused Material [Either]*	To pay for any unused materials.
Varying Unit Price Adj. [Qty/UP]*	To adjust the amount paid for an item.

 * Require a detail remark with an explanation.

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Contract Adjustments

Contract Adjustments are used to add or subtract dollar amounts to/from an estimate for adjustments - such as incentive/disincentive payments.

Basic Procedure
1. Navigate to the *Contract Adjustments* tab of the *Estimates Detail* under the *Estimates* sub-process for the contract.
2. Click on *Add*.
3. Choose an *Adjustment Type*. This will be based on the item. Please see table following.
4. Uncheck the *Federal* box if it is not a Federal Aid adjustment.
5. Select a *Rate* (if needed) and enter a *Quantity* or enter an *Amount* depending on Type.
6. Enter any *Remarks* if appropriate. (Required for *Type = Other*)
7. If there are multiple projects, assign *Distribution Percentages* accordingly. (These should auto-populate for LD but can be changed.)
8. Click the *Save* icon.
9. Repeat the process for any additional adjustments by clicking the *Add* icon on the toolbar.

Notes:
- Liquidated Damages will be handled here as a Contract Adjustment.
- LD days must be entered as negative number in order to subtract the amount.
- LD Rates come from Scheduled Liquidated Damages table in CAMMS if let after July 2017. It came from the pre-construction system prior to that date.
- Verify that rates/percentages are correct for the contract under *Contract/Contract ID/Standards/Distribution/Rate.*
- Inc/DisInc will not appear on the dropdown unless standards have been entered.
- Only 1 Federal and 1 Non-Federal Contract Adjustment of each Type can be done on an estimate.
- To delete an adjustment, click the *Delete* on that row.
- To edit an adjustment, click the *Edit* on that row.

Contract Adjustment Type	Explanation
Disincentive (DIS)	Based on rates in Standards. (negative Days)
Incentive (INC)	Based on rates in Standards.
Liquidated Damages (LQD)	Enter Quantity of days (negative)
Other (OTH)	Requires Area approval and a Remark

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Approving an Estimate

In order to finalize the estimate and actually pay the contractor, the estimate must be approved by several levels beginning with the person who generated the estimate. Our current approval levels are ESTGEN, PM, AREA, (FINREV for Final) and FINANCE.

Basic Procedure
1. Navigate to the *Approval* tab of the *Estimates Detail* under the *Estimates* sub-process for the contract. Area approvers will go to *Construction/Pending Estimates*.
2. Click on *Edit* on the correct approval row.
3. Select a *Recommendation*
4. Enter any *Remarks* if appropriate.
5. Click *Save*.
6. After ESTGEN approval, navigate to the *Forecast* screens to complete the Forecast.

Notes:
- The ESTGEN will only have *Submitted* as an option for *Recommendation*.
- ***Forecasting* screens must be completed prior to PM approval of estimate.**
- In the case where an approver finds a problem with the pay items on an estimate, they would reject the estimate.
- A *Rejected* estimate will return back to *Draft* status.
- An estimate cannot be deleted, but it can be edited from *Estimates Summary Detail.*
- If Account Function Object (AFO) codes are missing, an error message will occur at Area Approval.
- Emails will be sent to next approver and then when estimate is approved or rejected.
- Any negative estimate requires Contractor's check be received before Area approval.
- PM Approval should be given in CAMMS prior to sending any estimate package.

Forecast Summary

The *Forecast Summary* screen will list each estimate and information pertaining to the estimate.

Basic Procedure
1. Open the desired *Contract* and select the *Forecast* sub-process.
2. Click on *Detail* or *View* to see the forecast information.
3. Click on the 📕 under the *Estimate* column to view the *Forecast Report*.
4. As Primary PM, click on *Approve* to approve the Forecast after edits.

Notes:
- An estimate will show up here once it is Submitted by ESTGEN.
- The 📕 *PDF* link in the upper right-hand corner opens a report with all the information contained on the screen.

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Forecast Detail

The Forecast Detail Screen will allow a PM to input various pieces of information that are necessary for the *Contractor Payment Summary Report, Forecast Report* and the *Progress Report*. These include the projected final quantities, contract % complete, etc.

Basic Procedure
1. Open the desired *Contract* and select the *Forecast* sub-process.
2. Click on *Detail/View* for the Estimate to see forecast information.
3. Click on *Edit* in the header to update *Estimated Completion Date* and *% Complete* as appropriate. Click *Save* or *Cancel* to return.
4. Click on *Edit* for each *Project No* to update *Projected Quantities* as necessary.
5. Click *Save*.
6. Approve is on the *Forecast Summary* screen. (Only for Primary PM)

Notes:
- This screen must be updated prior to PM estimate approval.
- ***% Complete* must be changed by at least a small amount each estimate**.
- *% Time Charged* is auto-filled (except must be entered on Local jobs without diaries)
- CAMMS will initially default all projected quantities to the *Contract Quantity*. Once a change is made to a *Projected Quantity*, that change will be carried over to any subsequent estimates.
- All *Projected Quantities* must be ≥ to the *To Date Quantity*. (If not, *X* appears)
- Change Order items will appear if they were approved prior to PE date.

Viewing/Printing the Contractor Payment Summary Report (CPSR) or Estimate Package

The Estimate Package contains the CPSR, Forecast, and Progress Report (C-20). The CPSR lists all the items and adjustments paid along with the total dollar amounts and the percentage complete information for a particular estimate.

Basic Procedure
1. Open the desired *Contract* and select the *Estimate* sub-process.
2. Click the *Detail/View* to view the estimate.
3. Click on *CPSR* or *Estimate Package* in upper right corner.

Notes:
- The package is only available for estimates that are PM approved and not Area aprvd.
- Each of these reports can be found separately under *Contract/Reports*.
- Progress Report for a no-estimate month will be available at *Reports/Progress Report* in top right corner - *Date Range Prgrs Rprt*. It will have a "No Estimate" watermark.
- The Project Manager will be shown as the worker who had the Primary Project Manager assignment as of the Period Ending date of the Estimate.

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Final Estimate

Final estimates are created after the contract has been Accepted in order to correct any errors in quantity or payment.

Basic Procedure
1.   Open the desired *Contract* and select the *Estimates* sub-process.
2.   Click the *Add* in the upper right-hand corner to create the new estimate.
3.   Enter or choose a *Period End* date. This will be the last day of the estimate period.
4.   Select *Estimate Type = "Final"*.
5.   Click the *Save* icon.

Notes:
- The date for Final Estimate *Period End* date **should be the actual day it is generated.**
- *Forecast Screen/Report* will not be needed for a Final.
- All Diaries, DWRs, DIQs, and COs must be approved, disapproved, denied or deleted.
  - Excluded DIQs will have to be paid (can be "0") in Field Book.
  - After AFM – Unresolved DIQs will be shown on FB/Outstanding tab and DWRs will be on Primary PMs DWR Summary. These must be resolved by Primary PM.
- Area Approval must be given before Final Estimate package is sent to Construction.
- At Final Approval, all assignments are inactivated. Contract *Status* will update to *Final*.
- Final Estimate Paid Date should auto-populate. (If Est=$0, Finance Approval Date. If Contractor owes, CPMS posted date for receipt. If ALDOT owes, CPMS Warrant Date.)

Supplemental Estimate

Supplemental estimates are created when there is a payment issue after the Final Estimate. This is typically done by Area personnel.

Basic Procedure
1.   Open the desired *Contract* and select the *Estimates* sub-process.
2.   Click the *Add* in the upper right-hand corner to create the new estimate.
3.   Enter or choose a *Period End* date. This will be the last day of the estimate period.
4.   Select an *Estimate Type*. *Supplemental* will be the only option.
5.   Click the *Save* icon.
6.   Add a Contract Adjustment (Type = "Other") on *Estimates Detail/Contract Adjustments*.
7.   Add a **detailed** *Remark* including pay items and reasons.
8.   Click the *Save* icon.

Notes:
- A *Final Estimate Paid* date must have been entered.
- A letter must be sent to the Construction Bureau detailing the need for a Supp Estimate.
- Worker must have *Contract Assignment = Primary* on the contract to generate estimate.
- Approval levels will be AREA, FINREV, FINANCE.
- The *Supplemental Estimate Summary Report* can be viewed by clicking on 📄 *SESR*.
- A Supplemental can not be done if the project is showing the Delete in CPMS.

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