

# MoDOT Trns\*port™ SiteManager™

## Quick Reference Guide

### Estimate

So, you want to generate and approve an estimate? Here's a quick reference on what steps to take:

1. Make sure all DWR's have been compiled and approved in the diaries through the estimate period. The user can check this in the **DWR.DWR.History** section.
2. The First Level approver should generate the estimate (Project Manager). **Contractor Payments.Estimates.Generate Estimate.**
3. Verify the stockpiled materials payment (if applicable) in the **Contractor Payments.Estimates.Estimate Summary** (use the navigation in this section to make any corrections, if necessary). Also, verify the discrepancies (if any) which are indicated in this section.
4. Resolve any discrepancies in the **Contractor Payments.Estimates.Estimate Discrepancy** section. Remember to use the navigation feature in the Services menu to help resolve these discrepancies. Once resolved, recalculate the discrepancies.
5. Review the Estimate Item Detail. Make sure the quantity for payment for each line item is correct. If incorrect items are found on the summary, correct the problems by resubmitting a new DWR/Diary (don't forget to approve). Start over with the process (generate estimate, verify stockpiled material payments, resolve discrepancies, etc.). **DO NOT** correct the error in the Estimate Item Detail section.
6. Once you have determined the amounts are correct, approve the estimate. A message will be sent to the next reviewer for approval (the Resident Engineer).
7. The next levels of reviewers/approvers should review the estimate and approve accordingly. If errors are found in the Resident Engineer level of approval, rejection should be made and the first level approver will need to correct the estimate and generate/review/approve accordingly. Once the RE approves the estimate, print a Summary to Contractor Report. The Resident Engineer is responsible for printing and mailing this report to the contractor. The Resident Engineer is responsible for saving this report as a PSR file. The Summary to Contractor Report **must** be saved file each time it is generated. Create a subdirectory on your J drive for the Contract, then a Summary to Contractor subdirectory to save the report.
8. Estimates can be deleted in the **Estimate History** window before it is approved on any level. However, if the estimate has been approved on any level, it may not be deleted until it is rejected. Once the estimate is approved at the final level, it may not be deleted at all.
9. The last level of review and approval, Business and Benefits, will not make adjustments to the estimate. This level of approval is set in place for ensuring all estimates have been generated for every active project throughout the state, and creating the electronic information to send to the Office of Administration in order for the Contractor to receive payment. Once Business and Benefits has approved the estimate, the Project Clerk will be notified through Lotus Notes. The Project Clerk will then Print the Summary to Contractor and Summary by Projects reports to mail to the contractor. The Project Clerk will need to save both of the reports (see Step 10).
10. SiteManager updates the header information of reports each time an estimate is ran. SiteManager also does not automatically save a report when you close it. So if you generate a report on a certain date and do not save it, the next time that you generate that report the header information will be for the date that it is generated. Conclusion: If you want a Change Order, Estimate Summary to Contractor or any other SiteManager report to have the header information reflect the contract status at the time the report was first made correctly you **must save the report as a PSR** (previously saved report). If this is done the header will correctly reflect the contract information at the time of the report. The following policy is required for the Summary to Contractor and Summary by Projects reports:

Policy: Save PSR's on the V: drive in the following path for your district. V:\savedreports\districtx (x equals your district number). **You will need to create a subdirectory for your contract prior to saving the report. Example: V:\savedreports\districtx\990101-01.**