

AASHTOWare Project Construction Guide



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version 4.0

Formerly SiteManager Construction

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1 Introduction

1.1 Purpose

The purpose of the AASHTOWare Project Construction Guide is to document the use of the AASHTOWare Project program at the New Jersey Department of Transportation (NJDOT).

1.2 Document Organization

The AASHTOWare Project Construction Guide is organized into chapters with each chapter, beginning with Chapter Two, Contract Administration, representing an icon from the AASHTOWare Project's Main Panel. The Materials Management icon is not mentioned in this document, as the AASHTOWare Project Materials Management functionality will be documented separately during the implementation of AASHTOWare Project Materials.

Within each chapter of the AASHTOWare Project Construction Guide, each window in the functionality area is listed along with the navigation, a general description of the window's purpose, NJDOT specific procedure information, and a NJDOT specific definition for each field on the window.

1.3 Additional Documentation

The following is a list of additional documentation that may be reviewed regarding NJDOT specific functionality or processes in AASHTOWare Project:

- AASHTOWare Project Training – This includes the three training manuals as well as the customized NJDOT database and standalone AASHTOWare Project Training application.
- Contract Activation Process Plan – This document describes how a Contract is transferred from Preconstruction to AASHTOWare Project, how to activate and prepare the Contract for the field, and who is responsible for each of these tasks.

- Progress Estimate Process Plan – This document describes how to generate an estimate in AASHTOWare Project, how to review an estimate, how to approve an estimate, and who is responsible for each of these tasks.
- Change Order Process Plan – This document describes how to create a Change Order in AASHTOWare Project, how to review and modify a Change Order, how to approve a Change Order and who is responsible for each of these tasks.
- Contract Finalization Process Plan – This document describes the tasks and reports that must be completed to generate a Final Pay Estimate in AASHTOWare Project and to complete a Contract in AASHTOWare Project as well as who is responsible for each of these tasks.
- Design Documents – Most custom reports and the custom programs have design specification documents which describe the origin of each field and the behavior of the report or program.
- Software Customizations – This documents the generic AASHTOWare Project fields that have been customized or hidden for NJDOT.

2 Contract Administration

2.1 Reference Tables

2.1.1 Interface Load Messages

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Interface Load Messages

The Interface Load Messages window lists the messages generated during the interface load processes. After the Contract is awarded in WebT/Preconstruction, the AASHTOWare Project Office should load the reference information and the Contract into AASHTOWare Project. At the completion of the load process, the AASHTOWare Project Office should view the Interface Load Messages window for any messages generated during the load process. If there are errors relating to the load process, the AASHTOWare Project Office should fix the errors and then reload the files. Once the Contract file is loaded successfully, Construction Services should contact the following parties:

- Contractor
- Regional Construction Engineer (RCE) for CPM jobs or the Regional Maintenance Engineer (RMM) for Maintenance jobs
- Accounting
- Project Manager
- AASHTOWare Project Coordinator

The AASHTOWare Project Administrator is the only security group with update access to the Interface Load Messages window. The AASHTOWare Project Administrator should monitor the Interface Load Messages window and delete older messages as needed.

Table 2-1 Interface Load Messages Field Descriptions

Interface Load Messages Field Descriptions	
Field	Description
Date	Date the interface load message was generated.
Load Process	Name of the interface load process that generated the message (REFLOAD or PRELOAD).
Contract ID	The NJDOT DP number.

Interface Load Messages Field Descriptions	
Field	Description
Table ID	Name of the database table associated with the interface load message.
Message	Interface load message text.

2.1.2 Administrative Offices

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Administrative Offices

The Administrative Office window allows the user to add, modify, and delete the offices in the reference table. NJDOT's Office Levels will be populated in AASHTOWare Project with the Pre-Construction Reference Load. The addresses are loaded from WebT/Preconstruction and the users should be entered and maintained in AASHTOWare Project by the AASHTOWare Project Administrator. Once in production, any changes to office levels 1, 2, or 3 should be made by the AASHTOWare Project Administrator.

Table 2-2 Administrative Offices Folder Tab Field Descriptions

Administrative Offices Field Descriptions	
Field	Description
HQ Admin	The name of the Level 1 Office.
Region	The name of the Level 2 Office. NJDOT will track the following four offices at this level: N – North C – Central S – South H – Headquarters (Region 5)
Region Engineer	This field will be populated by the AASHTOWare Project Coordinator for the Region.
Division	The name of the Level 3 Office. NJDOT will track the following offices at this level: 1 – Construction 4 – Maintenance
Division Engineer	This field will be populated with the appropriate Regional Construction Engineer (RCE) or Regional Maintenance Engineer (RMM).
Address Line 1	First address line that identifies the office location.

Administrative Offices Field Descriptions	
Field	Description
Address Line 2	Second address line that identifies the office location.
Address Line 3	Third address line that identifies the office location.
City	City location of the office.
Zip/Postal	Postal code for the office.
State/Prov	Two-character abbreviation for the state/province.
Country	Four-character code identifying the country.
Phone	Primary telephone number for the office.
Ext	Extension number of the primary telephone number for the office.
FAX	Primary fax number for the office.
Email	NJDOT is not using this field.
Cell Phone	NJDOT is not using this field.

2.1.3 Item Master

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Item Master

The Item Master window is an inquiry only window that lists all possible items that can be used on Contracts at NJDOT. Items should be added to AASHTOWare Project by running the Pre-Construction Reference Load process, which is done by the AASHTOWare Project Office prior to loading the Contract into AASHTOWare Project from WebT/Preconstruction.

If a new item is needed at any point in the Contract, the designer or Resident Engineer should complete the Non-Standard Item Number Request form and submit it to the AASHTOWare Project Office. If granted, the AASHTOWare Project Office should create the item in the AASHTOWare Project preconstruction modules and then run the Pre-Construction Reference Load. Once the item is loaded into the AASHTOWare Project Item Master List, the AASHTOWare Project Office should notify the requester of the new item.

Table 2-3 Item Master Folder Tab Field Descriptions

Item Master Field Descriptions	
Field	Description
Item Code	NJDOT-defined code used to identify the Item.
Spec Year	Specification year from the Item.
Short Description	Short description of the item.
Unit	The unit of measure for this Item.
Unit Type	Indicates that the measurement system used is English (E).
Alternate ID	NJDOT is not using this field.
Spec Book Reference	NJDOT is not using this field.
Description	Text description of the Item.
Indicators	Material Item: Indicates that materials are associated with the Item. Obsolete Item: Indicates that this Item is obsolete and no longer used. Major Item: NJDOT is not using this field. Require Supplemental Description: Indicates when checked that a supplemental description must be entered for an item being added to a Contract.
Item Historical Price	NJDOT is not using this field.
Fuel Adjust Type	NJDOT is not using this field.

2.1.4 Funding Sources

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Funding Sources

The Funding Sources panel allows the user to add, modify, and delete standard funding sources. The user can view but not modify funding sources loaded from the Pre-construction system. In NJDOT, all funding sources should originate in WebT/Preconstruction, and should be loaded into AASHTOWare Project as part of the Pre-Construction Reference Load process. Therefore, funding sources may not be modified in AASHTOWare Project. In NJDOT, only the AASHTOWare Project Administrator has update access to the Funding Sources window.

Before a funding source may be associated with a Contract in AASHTOWare Project, the funding source must reside in the Funding Sources window. If an additional funding source is identified for a Contract after the Contract has been loaded into AASHTOWare Project, e.g., the funding source for a Change Order, and the funding source is not already listed in the Funding Sources window, then Capital/Operations Programming should enter the funding source in WebT/Preconstruction, and the AASHTOWare Project Office should run the Pre-Construction Reference Load process to load the funding source into AASHTOWare Project.

Table 2-4 Funding Sources Folder Tab Field Descriptions

Funding Sources Field Descriptions	
Field	Description
Funding Source Code	Identifies a source of funding. This field is required and cannot be modified after the funding source is saved.
Funding Source Desc	Name or description of the funding source.
Fed Aid Funding Indicator	Indicates whether or not this fund contains federal dollars.
Accounting Fund Code	NJDOT is not using this field.
Preconstruction Indicator	Indicator to show that the fund is from WebT/Preconstruction and cannot be modified.
Participation Percent	Percentage of this fund paid by federal aid. This field is required if the Fed Aid Funding indicator is checked.
Fund Prefix	NJDOT is not using this field.
Funding Group	NJDOT is not using this field.

2.1.5 Vendors

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Vendors

The Vendors window allows the user to add, modify, and delete Vendors and related data in the reference table. In NJDOT, all vendors should originate in WebT/Preconstruction, and should be loaded into AASHTOWare Project as part of the Pre-Construction Reference Load process.

The AASHTOWare Project Coordinator or Resident Engineer should access the Vendor window to associate surety vendors to the prime contractor during the Contract Activation process. Additionally, Construction Services should also maintain the Security Accounts and Securities Usage folder tabs for Contractors who use securities in lieu of retainage.

Description Folder Tab

The Description folder tab displays the Vendor description. The Vendor addresses and remarks can be accessed from this folder tab.

Table 2-5 Vendors Window Description Folder Tab Field Descriptions

Vendors Window Description Field Descriptions													
Field	Description												
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.												
IRS Tax Nbr	NJDOT is not using this field.												
Short Name	Short name for the Vendor.												
Full Name	Full name of the Vendor.												
Vendor Type	Identifies the type of company for the Vendor. This is a required field. Vendor types include the following: <table border="0" style="width: 100%;"> <tr> <td>Bridge</td> <td>Heavy Highway</td> </tr> <tr> <td>Bridge Painting</td> <td>Landscaping</td> </tr> <tr> <td>Electrical/ITS</td> <td>Miscellaneous</td> </tr> <tr> <td>General Concrete</td> <td>Paving</td> </tr> <tr> <td>Grading</td> <td>To Be Determined</td> </tr> <tr> <td>Grading & Paving</td> <td>Trucking and Hauling</td> </tr> </table>	Bridge	Heavy Highway	Bridge Painting	Landscaping	Electrical/ITS	Miscellaneous	General Concrete	Paving	Grading	To Be Determined	Grading & Paving	Trucking and Hauling
Bridge	Heavy Highway												
Bridge Painting	Landscaping												
Electrical/ITS	Miscellaneous												
General Concrete	Paving												
Grading	To Be Determined												
Grading & Paving	Trucking and Hauling												
Alt Vendor ID	NJDOT is not using this field.												
DBE Type	NJDOT-defined code to indicate that the Vendor has certification as a Disadvantaged Business Enterprise (DBE). DBE Types include the following: <table border="0" style="width: 100%;"> <tr> <td>Disadvantaged Business Enterprise</td> <td>SBE Category 5</td> </tr> <tr> <td>Emerging Small Business Enterprise</td> <td>Small Business Enterprise</td> </tr> <tr> <td>SBE Category 4</td> <td>Woman Business Enterprise</td> </tr> </table>	Disadvantaged Business Enterprise	SBE Category 5	Emerging Small Business Enterprise	Small Business Enterprise	SBE Category 4	Woman Business Enterprise						
Disadvantaged Business Enterprise	SBE Category 5												
Emerging Small Business Enterprise	Small Business Enterprise												
SBE Category 4	Woman Business Enterprise												
Corp Type	Identifies the Vendor's company type. Corp types include the following: <table border="0" style="width: 100%;"> <tr> <td>Government Agency</td> <td>Partnership</td> </tr> <tr> <td>Individual</td> <td>Private Corporation</td> </tr> <tr> <td>Joint Venture</td> <td>Public Corporation</td> </tr> <tr> <td>Parent Company</td> <td>Subsidiary</td> </tr> <tr> <td></td> <td>Unknown</td> </tr> </table>	Government Agency	Partnership	Individual	Private Corporation	Joint Venture	Public Corporation	Parent Company	Subsidiary		Unknown		
Government Agency	Partnership												
Individual	Private Corporation												
Joint Venture	Public Corporation												
Parent Company	Subsidiary												
	Unknown												
Corp State	Identifies the Vendor's state or province of incorporation.												
Cert Type	NJDOT-defined code to indicate the DBE's certification type. If the Vendor is a DBE, this field is required. Certification types include the following:												

Vendors Window Description Field Descriptions	
Field	Description
	Certified Other Business Enterprise Disadvantaged Business Enterprise Small Business Enterprise Disabled Business Enterprise SBE Category 4 Emerging Small Business Enterprise SBE Category 5 Minority Business Enterprise Woman Business Enterprise
Cert Date	The DBE certification date. If the Vendor is a DBE, this field is required.
Cert End Date	The date on which the Vendor’s DBE certification expires.
Prequal Date	NJDOT is not using this field.
Prequal End Date	NJDOT is not using this field.
Uncompleted Work Amount	Displays the uncompleted work amount for this Vendor. The uncompleted work amount is the sum of the Vendor’s current Prime Contractor and Subcontract amounts minus the Vendor’s installed-to-date amounts.
Preconstruction Ind	Indicates whether or not the data is from a Pre-construction system.
Ethnic Group	NJDOT-defined code identifying the Vendor’s certified ethnic background The Ethnic Group field is only displayed if the user is authorized to see this data. Ethnic Groups include the following: Asian Indian Hispanic Asian-Pacific American Native American Black American Non Minority Woman Caucasian Other Minority
Gender	Indicates the Vendor’s certified gender (i.e., Male or Female). The Gender field is only displayed if the user is authorized to see this data.

Work Classes Folder Tab

The Work Classes folder tab displays the Vendor's work classes and the qualification amount for each type. Vendors work classes originate in WebT/Preconstruction and should be loaded and updated as part of the Pre-Construction Reference Load process.

Table 2-6 Vendors Window Work Classes Folder Tab Field Descriptions

Vendors Window Work Classes Field Descriptions

Field	Description																																																														
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.																																																														
Short Name	Short name for the Vendor.																																																														
Workclass Type	<p>NJDOT-code that identifies the major type of work class for a Vendor. Workclass types include the following:</p> <table border="0"> <tr><td>Apply Bituminous Material</td><td>Landscaping</td></tr> <tr><td>Asbestos Removal</td><td>Large Diameter Cyc. Piles 3FT or More</td></tr> <tr><td>Bituminous Concrete Curb</td><td>Latex Modified Overlay</td></tr> <tr><td>Blasting</td><td>Long Life Pavement Markings</td></tr> <tr><td>Borings</td><td>Machine Sweeping</td></tr> <tr><td>Bridge</td><td>Maint. & Protection of Traffic</td></tr> <tr><td>Bridge Approach & Transition Slabs</td><td>Mech. Const, Plumbing, Heating, Vent & Air</td></tr> <tr><td>Bridge Fender Systems and Bulkheads</td><td>Milling</td></tr> <tr><td>Bridge Parapets</td><td>Miscellaneous</td></tr> <tr><td>Bridge Repair</td><td>Miscellaneous Structures</td></tr> <tr><td>Bus Shelters</td><td>Modified Design Build</td></tr> <tr><td>Caissons</td><td>Movable Bridge Install/Rehab</td></tr> <tr><td>Cathodic Protection</td><td>Moving</td></tr> <tr><td>Chemical Vegetation Control</td><td>Natural Stone Masonry</td></tr> <tr><td>Clearing</td><td>Noise Barriers</td></tr> <tr><td>Clearing Existing Drain. Pipe & Struct.</td><td>Painting</td></tr> <tr><td>Code for Non-Prequalified Vendors</td><td>Paving</td></tr> <tr><td>Computerized Arterial Traffic Control Sy</td><td>Paving Bituminous</td></tr> <tr><td>Concrete Median Barrier Curb</td><td>Paving Concrete</td></tr> <tr><td>Concrete Repairs</td><td>Paving Concrete Base</td></tr> <tr><td>Core Drilling</td><td>Permanent Signs</td></tr> <tr><td>Curbs, Sidewalks, & Misc. Concrete Work</td><td>Pile Driving</td></tr> <tr><td>Debarred</td><td>Planting</td></tr> <tr><td>Demolition</td><td>Pneumatic Mortar or Gunite</td></tr> <tr><td>Design Services (Subcontracting Only)</td><td>Precast Segmental Bridge Construction</td></tr> <tr><td>Dewatering</td><td>Punch List Work</td></tr> <tr><td>Diving</td><td>Railroad Track Work</td></tr> <tr><td>Drainage</td><td>Rehab. Of Movable Bridge Houses</td></tr> <tr><td>Dredging</td><td>Reinforcing Steel</td></tr> <tr><td>Earth Retaining Structures</td><td>Remote Control Pipe/Jacking Microtunnel</td></tr> <tr><td></td><td>Removal Petroleum, Debris, & Hazardous Matl</td></tr> </table>	Apply Bituminous Material	Landscaping	Asbestos Removal	Large Diameter Cyc. Piles 3FT or More	Bituminous Concrete Curb	Latex Modified Overlay	Blasting	Long Life Pavement Markings	Borings	Machine Sweeping	Bridge	Maint. & Protection of Traffic	Bridge Approach & Transition Slabs	Mech. Const, Plumbing, Heating, Vent & Air	Bridge Fender Systems and Bulkheads	Milling	Bridge Parapets	Miscellaneous	Bridge Repair	Miscellaneous Structures	Bus Shelters	Modified Design Build	Caissons	Movable Bridge Install/Rehab	Cathodic Protection	Moving	Chemical Vegetation Control	Natural Stone Masonry	Clearing	Noise Barriers	Clearing Existing Drain. Pipe & Struct.	Painting	Code for Non-Prequalified Vendors	Paving	Computerized Arterial Traffic Control Sy	Paving Bituminous	Concrete Median Barrier Curb	Paving Concrete	Concrete Repairs	Paving Concrete Base	Core Drilling	Permanent Signs	Curbs, Sidewalks, & Misc. Concrete Work	Pile Driving	Debarred	Planting	Demolition	Pneumatic Mortar or Gunite	Design Services (Subcontracting Only)	Precast Segmental Bridge Construction	Dewatering	Punch List Work	Diving	Railroad Track Work	Drainage	Rehab. Of Movable Bridge Houses	Dredging	Reinforcing Steel	Earth Retaining Structures	Remote Control Pipe/Jacking Microtunnel		Removal Petroleum, Debris, & Hazardous Matl
Apply Bituminous Material	Landscaping																																																														
Asbestos Removal	Large Diameter Cyc. Piles 3FT or More																																																														
Bituminous Concrete Curb	Latex Modified Overlay																																																														
Blasting	Long Life Pavement Markings																																																														
Borings	Machine Sweeping																																																														
Bridge	Maint. & Protection of Traffic																																																														
Bridge Approach & Transition Slabs	Mech. Const, Plumbing, Heating, Vent & Air																																																														
Bridge Fender Systems and Bulkheads	Milling																																																														
Bridge Parapets	Miscellaneous																																																														
Bridge Repair	Miscellaneous Structures																																																														
Bus Shelters	Modified Design Build																																																														
Caissons	Movable Bridge Install/Rehab																																																														
Cathodic Protection	Moving																																																														
Chemical Vegetation Control	Natural Stone Masonry																																																														
Clearing	Noise Barriers																																																														
Clearing Existing Drain. Pipe & Struct.	Painting																																																														
Code for Non-Prequalified Vendors	Paving																																																														
Computerized Arterial Traffic Control Sy	Paving Bituminous																																																														
Concrete Median Barrier Curb	Paving Concrete																																																														
Concrete Repairs	Paving Concrete Base																																																														
Core Drilling	Permanent Signs																																																														
Curbs, Sidewalks, & Misc. Concrete Work	Pile Driving																																																														
Debarred	Planting																																																														
Demolition	Pneumatic Mortar or Gunite																																																														
Design Services (Subcontracting Only)	Precast Segmental Bridge Construction																																																														
Dewatering	Punch List Work																																																														
Diving	Railroad Track Work																																																														
Drainage	Rehab. Of Movable Bridge Houses																																																														
Dredging	Reinforcing Steel																																																														
Earth Retaining Structures	Remote Control Pipe/Jacking Microtunnel																																																														
	Removal Petroleum, Debris, & Hazardous Matl																																																														

Vendors Window Work Classes Field Descriptions	
Field	Description
	Earthwork Repairs Using Resin Impregn Matl
	Electrical Rest and Service Buildings
	Engineering Rigging
	Environmental Dredging Rumble Strips
	Erect Steel and/or Prestressed Concrete Sampling and Analysis
	Erect Steel Plate Drainage-Metal Bin Wal Sand Drains & Sand Fill
	Erection of Bridge Railing Sandblasting
	Erection of Permanent Forms Sawing, Sealing, & Curbing
	Erection Ornamental & Light Struct Steel Sewage Disposal
	Fencing Sign Structures
	Foundation Excavation Soil & Rock Anchors
	General Concrete Standard Pavement Markings
	Grading Subsurface Invest & Loc. By Vacuum Excav
	Grading & Bituminous Paving Subsurface Investigation & Test Borings
	Grading and Paving Systems Integrator
	Grouting Topsoil & Seeding
	Grubbing Tree Trimming & Removal
	Guide Rail Trenching
	Health & Safety Plan Truck Scale Installation
	Heavy Highway Tunneling
	Hydro-demolition Underground Utilities
	Impact Attenuators Installation Waterproofing
	Intelligent Transportation Systems Welding
Qualification Amount	Amount specified for the major type of work for which the Vendor is qualified.

Affiliates Folder Tab

The Affiliates folder tab displays the Vendor's Affiliates (i.e., the other Vendors affiliated with this Vendor) and their relationship. The Affiliate addresses can also be accessed from this folder tab. Vendor affiliates originate in WebT/Preconstruction and should be loaded and updated as part of the Pre-Construction Reference Load process.

Table 2-7 Vendors Window Affiliates Folder Tab Field Descriptions

Vendors Window Affiliates Field Descriptions											
Field	Description										
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.										
Short Name	Short name for the Vendor.										
Affiliate Short Name	Abbreviated name of the Vendor. The user can search this field. This field is required.										
Relationship Type	Type of Affiliate. This field is required. Relationship types include the following: <table border="0" style="width: 100%;"> <tr> <td>Acquired by Other Company</td> <td>Partnership</td> </tr> <tr> <td>Family Relationship</td> <td>Same Address</td> </tr> <tr> <td>Joint Venture</td> <td>Same Phone Number</td> </tr> <tr> <td>Other</td> <td>Subsidiary</td> </tr> <tr> <td>Parent</td> <td></td> </tr> </table>	Acquired by Other Company	Partnership	Family Relationship	Same Address	Joint Venture	Same Phone Number	Other	Subsidiary	Parent	
Acquired by Other Company	Partnership										
Family Relationship	Same Address										
Joint Venture	Same Phone Number										
Other	Subsidiary										
Parent											
Ownership %	The Vendor's percentage of ownership of the Affiliate. This field is required.										

Personnel Folder Tab

The Personnel folder tab displays the Vendor's personnel. The Vendor personnel addresses can also be accessed from this folder tab. Vendor personnel originate in WebT/Preconstruction and should be loaded and updated as part of the Pre-Construction Reference Load process.

Table 2-8 Vendors Window Personnel Folder Tab Field Descriptions

Vendors Window Personnel Field Descriptions									
Field	Description								
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.								
Short Name	Short name for the Vendor.								
Person Name	The name of a person employed by the Vendor.								
User ID	NJDOT is not using this field.								
Officer Title	NJDOT-defined code that identifies the title of the Vendor's employee Office titles include the following: <table border="0" style="width: 100%;"> <tr> <td>Administrator</td> <td>Officer</td> </tr> <tr> <td>Agent</td> <td>Other</td> </tr> <tr> <td>Both Officer and Stockholder</td> <td>Owner</td> </tr> <tr> <td>Contact</td> <td>Partner</td> </tr> </table>	Administrator	Officer	Agent	Other	Both Officer and Stockholder	Owner	Contact	Partner
Administrator	Officer								
Agent	Other								
Both Officer and Stockholder	Owner								
Contact	Partner								

Vendors Window Personnel Field Descriptions																			
Field	Description																		
	<table border="0"> <tr> <td>Corporate Secretary</td> <td>President</td> </tr> <tr> <td>Engineer</td> <td>Project Engineer</td> </tr> <tr> <td>Estimator</td> <td>Project Manager</td> </tr> <tr> <td>Field Engineer</td> <td>Project Supervisor</td> </tr> <tr> <td>Field Manager</td> <td>Spouse</td> </tr> <tr> <td>Individual Owner</td> <td>Stockholder</td> </tr> <tr> <td>Key Personnel</td> <td>To Be Determined</td> </tr> <tr> <td>Left Company</td> <td>Treasurer</td> </tr> <tr> <td>Manager</td> <td>Vice President</td> </tr> </table>	Corporate Secretary	President	Engineer	Project Engineer	Estimator	Project Manager	Field Engineer	Project Supervisor	Field Manager	Spouse	Individual Owner	Stockholder	Key Personnel	To Be Determined	Left Company	Treasurer	Manager	Vice President
Corporate Secretary	President																		
Engineer	Project Engineer																		
Estimator	Project Manager																		
Field Engineer	Project Supervisor																		
Field Manager	Spouse																		
Individual Owner	Stockholder																		
Key Personnel	To Be Determined																		
Left Company	Treasurer																		
Manager	Vice President																		
SSN	Social Security Number of the vendor's employee. This field is displayed only if the user is authorized to see this data.																		
Ethnic Group	<p>NJDOT-defined code identifying the Vendor's certified ethnic background. The Ethnic Group field is only displayed if the user is authorized to see this data. Ethnic Groups include the following:</p> <table border="0"> <tr> <td>Asian Indian</td> <td>Hispanic</td> </tr> <tr> <td>Asian-Pacific American</td> <td>Native American</td> </tr> <tr> <td>Black American</td> <td>Non Minority Women</td> </tr> <tr> <td>Caucasian</td> <td>Other Minority</td> </tr> </table>	Asian Indian	Hispanic	Asian-Pacific American	Native American	Black American	Non Minority Women	Caucasian	Other Minority										
Asian Indian	Hispanic																		
Asian-Pacific American	Native American																		
Black American	Non Minority Women																		
Caucasian	Other Minority																		
Gender	Indicates the Vendor's certified gender (i.e., Male or Female). The Gender field is only displayed if the user is authorized to see this data.																		

Prime Contacts Folder Tab

NJDOT is not using this folder tab.

Contacts relating to the Prime Contractor should be entered on the DC 34 Custom Contract Template, accessible in the Contracts window.

Associates Folder Tab

The Associates folder tab displays the Vendor's Associates (i.e., the other Vendors associated with this Vendor) and the role of the Associate. If the Vendor is a Prime Contractor, an associate type of Insurance and Surety **MUST** be entered here before they can be selected for specific Contracts on the Prime Contractor folder tab in the Contracts window.

The AASHTOWare Project Coordinator or Resident Engineer should associate the Surety Company with the vendor as necessary during the Contract Activation process. If the Surety Company is not available for selection, it should first be added to the Vendor Master List in WebT/Preconstruction and then loaded into AASHTOWare Project as part of the Pre-Construction Reference Load process.

A generic insurance type with the name "Insurance – See DC-175" **MUST** be added to the Associates folder tab for all Vendors when the Vendor is initially loaded into AASHTOWare Project with a database trigger. If "Insurance – See DC-175" is not associated to the Vendor, the AASHTOWare Project Administrator should be contacted.

Table 2-9 Vendors Window Associates Folder Tab Field Descriptions

Vendors Window Associates Field Descriptions	
Field	Description
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.
Short Name	Short name for the Vendor.
Associate Short Name	Short name for an Associate of the Vendor. The user can search this field. This field is required.
Associate Type	Type of Vendor Associate. This field is required. Associate types used by NJDOT include the following: Insurance Surety

Security Accounts Folder Tab

The Security Accounts folder tab has a security accounts section and a security transaction section. The security accounts section displays the Vendor's security accounts; the security transaction section displays a history of transactions made against the selected account at the financial institution.

Construction Services should maintain the Security Accounts folder tab for Contracts that use securities in lieu of retainage.

AASHTOWare Project does not allow for securities to be negative. If a security account balance becomes negative, Construction Services should notify the Resident Engineer of the affected Contracts so that a manual adjustment can be made to Contract's estimate to address the negative securities account balance. Once the securities account balance goes positive, all adjustments should be entered in AASHTOWare Project on the Securities Accounts folder tab of the Vendor window. The Resident Engineer should then be notified to make another manual adjustment to balance the original adjustment.

Table 2-10 Vendors Window Security Accounts Folder Tab Field Descriptions

Vendors Window Security Accounts Field Descriptions	
Field	Description
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.
Short Name	Short name for the Vendor.
Account ID	The account ID is entered as the vendor's ID.
Description	Description of the type of bond (e.g. municipal).
Current Balance	Current value of a security account for the Vendor. The current balance is the sum of all credits to the account minus the sum of all debits to the account. This value is calculated by the system. AASHTOWare Project will not accept account transactions that make the Current Balance negative.
Retainage Required	The amount required to be encumbered for all the Contracts associated to this account. The required amount is the sum of all estimate retainage amounts and securities used amounts for all Contracts associated with this account. This value is calculated by AASHTOWare Project.
Amount Available	Amount of the current balance that can be encumbered. The amount available is the difference between the current balance of the account and the total amount encumbered for all Contracts associated to the account. This value is calculated by the system. AASHTOWare Project will not accept account transactions that make the Amount Available negative.
Transaction	
Type	Type of transaction (D = Debit or C = Credit).
Sec Type	Type of security (e.g., Bond, CD). NJDOT will only use Bond.
Certificate ID	Certificate of Deposit ID number.
Amount	Amount of the transaction. Only positive values are accepted in this field. (If the amount is a withdrawal, enter 'D' for debit as the Transaction Type.) A value that makes the account negative cannot be entered.
Post Date	AASHTOWare Project-generated date when the transaction is entered into the system.
Maturity Dt	Date on which the security matures.
Comments	Description of the transaction.

Securities Usage Folder Tab

The Securities Usage folder tab is used to associate the Vendor's security accounts to specific Contracts for use in lieu of retainage. After a Contract is selected, the

current retainage percentage and other Contract amounts are calculated by the system and displayed on this folder tab.

During the activation process, Construction Services should associate Contracts to the accounts that should be used in lieu of retainage.

Table 2-11 Vendors Window Securities Usage Folder Tab Field Descriptions

Vendors Window Securities Usage Field Descriptions	
Field	Description
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number.
Short Name	Short name for the Vendor.
Account ID	The account ID is entered as the vendor's ID.
Description	Description of the type of bond (e.g. municipal).
Current Balance	Current value of the account. The current balance is the sum of all the credits to the account minus the sum of all debits to the account.
Retainage Required	The amount required to be encumbered for all the Contracts associated to this account. The required amount is the sum of all estimates retainage amounts and securities used amounts for all Contracts associated with this account.
Amount Available	Amount available that can be encumbered. The amount available is the difference of the current balance of the account and the total amount encumbered from the amount for all the Contracts associated to the account.
Contract ID	The NJDOT DP Number.
Retainage Percentage	Percentage retainage for the Contract.
Contract Amounts	
Original	Displays the bid amount of the Contract. The Contract bid amount is the sum of the Contract Item amounts (Item quantity * Item price).
Installed	Displays the total installed amount for the Contract. The installed amount is the sum of the installed-to-date amounts from the Daily Work Reports (quantity * Item price).
Paid	Displays the total paid amount for the Contract. The Contract paid amount is the sum of the estimate net pay totals.
Securities/Retainage Amounts	
Required	Displays the required retainage withholding from this account for this Contract. The required amount is the sum of all estimates' retainage amounts and securities used amounts.

Vendors Window Securities Usage Field Descriptions	
Field	Description
Covered	Displays the total amount covered by the securities for this Contract. The covered amount is the sum of all estimates' securities used amounts.
Difference	Displays the difference between the covered amount and the required amount.

2.1.6 Default Critical Dates

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Default Critical Dates

The Default Critical Dates window allows the user to view and modify the default Critical Dates. AASHTOWare Project adds the default Critical Dates automatically to each new Contract. In NJDOT, the default Critical Date types were defined during the implementation meetings. The AASHTOWare Project Administrator should make any modifications, if needed.

The Critical Date types and settings used by NJDOT are listed in the following table:

Table 2-12 Default Critical Dates Settings

Default Critical Date Settings				
Critical Date	Req'd Act/Final	Dist. List/Recipient ID	Message Text	Comment
Accepted Date	F	N/A	Project Accepted by State Transportation Engineer.	The Accepted Date should be entered by the Close Out Engineer as the date the State Transportation Engineer signed the DC- 20. The Certificate of Completion should have been issued by the Department.
Adjusted Completion Date	N	N/A		The Adjusted Completion Date should be populated and updated by AASHTOWare Project with the current completion date of the Contract when a time adjustment Change Order is approved.
Award Date	A	N/A	N/A	The Award Date should be populated by AASHTOWare Project when the Contract is loaded into AASHTOWare Project from WebT/Preconstruction.

Default Critical Date Settings				
Critical Date	Req'd Act/Final	Dist. List/Recipient ID	Message Text	Comment
Checked Out to Field Date	N	N/A	N/A	The Checked Out to Field Date should be populated by AASHTOWare Project and updated each time the contract is "checked-out" via the pipeline process. NJDOT IS NOT USING.
Contract Archived Date	N	N/A	N/A	The Contract Archived Date should be populated by AASHTOWare Project as part of the Contract Archival process.
Contractor Bankruptcy Date	N	N/A	N/A	The Contractor Bankruptcy Date should be updated by Resident Engineer when applicable.
Contractor Default Date	N	N/A	Department Action Executed.	The Contractor Default Date should be updated by Resident Engineer when applicable.
Contractor Final Certificate Date	F	NA	Final Certificate has been issued to the Contractor.	Final Certificate should be entered by the Close Out Engineer when the Final Certification has been issued to the Contractor. This should be the final estimate and when the two year time frame for legal action against the Department begins.
Execution Date	A	N/A	N/A	The Execution Date, set by Construction Services, MUST be entered by the Resident Engineer during the Contract Activation process.
Final As-built Change Order Approved	F	Resident Engineer	All items are finalized. DWR's can no longer be created.	The Final As-built Change Order Approved Date should be entered by the Close Out Engineer once all work and documentation for the Contract is complete. Once this date is entered, all items are finalized and Daily Work Reports can no longer be created. This date should be entered just before the Final Estimate is created.
Letting Date	A	N/A	N/A	The Letting Date MUST be populated by AASHTOWare Project when the Contract is loaded into AASHTOWare Project from Preconstruction.

Default Critical Date Settings				
Critical Date	Req'd Act/Final	Dist. List/Recipient ID	Message Text	Comment
Official Contract Start Date	N	N/A	N/A	The Resident Engineer MUST enter the Official Contract Start Date as follows: Fixed Completion Date: Execution Date + 25 days Working Day/Calendar day: 25 days after execution or the first day they work. This date starts counting time on the Contract and is the first Estimate's begin date.
Open to Traffic Date	Y	Construction-Close Out Distribution List Operations-Project Manager Recipient	Contract is fully open to traffic in final configuration.	The Resident Engineer should enter this date when the Contract is fully open to traffic.
Price Adjustment Base Date	Y	N/A	N/A	The Price Adjustment Base Date should be entered by the Resident Engineer as the date noted in Special Provisions during the Contract Activation process.
Signed Date	N	N/A	N/A	NJDOT is not using this field.
Substantial Work Complete Date	F	RCE or RMM	Work is substantially complete.	The Substantial Work Complete Date should be entered by the Resident Engineer once the Contract is determined to be substantially complete.
Original Completion Date	N	N/A	N/A	The Original Completion Date should be populated by AASHTOWare Project when the Contract is loaded into AASHTOWare Project from WebT/Preconstruction for Fixed Completion Date Contracts. This date should be calculated by AASHTOWare Project for Calendar Day Contracts.
Work Begin Date	N	RCE or RMM	Contractor has started work.	The Work Begin Date MUST be entered by the Resident Engineer when work starts on the Contract.

Table 2-13 Default Critical Dates Folder Tab Field Descriptions

Default Critical Dates Field Descriptions	
Field	Description
Critical Date Type	AASHTOWare Project-defined default Critical Date type. The default Critical Date types were defined during system development.
Required to Activate	Indicates that a Critical Date event must occur before the Contract status can be changed from Pending to Active (e.g., the Execution Date). A Critical Date cannot be both Required to Activate and Required to Finalize.
Distribution List	Group to be notified when the actual date of the Critical Date event is entered. The user can search this field. After valid entry of a Distribution List, the Recipient ID field is protected. In NJDOT, the Distribution List, if applicable, is identified on a Contract by Contract basis in the Contracts window. It is not used on this window.
Required to Finalize	Indicates that a Critical Date event must occur before the Contract status can be changed to Complete. A Critical Date cannot be both Required to Activate and Required to Finalize.
Recipient ID	Person to be notified when the actual date of the Critical Date event is entered. The user can search this field. After valid entry of a Recipient ID, the Distribution List field is protected. In NJDOT, the Recipient ID, if applicable, is identified on a Contract by Contract basis in the Contracts window. It is not used on this window.
Message Text	Standard message to be sent to the recipient(s).

2.1.7 Default Key Dates

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Default Key Dates

The Default Key Dates window allows the user to add, modify, and delete the default Key Dates. The Key Date types were defined by NJDOT in the system code tables during the AASHTOWare Project implementation. In the Default Key Dates window, the user can add pre-defined Key Date types to the default list, and AASHTOWare Project will add the default Key Dates automatically to each new Contract. Once the default Key Dates are added to the Contract, the Resident Engineer or his designee should review the dates in the Key Dates window, delete the dates that are not applicable, and modify the dates as required for the Contract. The AASHTOWare Project Administrator should make modifications to the Default Key Dates as needed.

All Key Dates should be marked as "Required to Finalize" with the exception of the RE Estimated Completion Date as an actual date should not be entered for this Key Date. The default Key Date types and settings used by NJDOT are listed in the following table:

Table 2-14 Default Key Dates Settings

Default Key Date Settings				
Key Date Type	F / M	Message Text	Projected Date	Dist. List/ Recpt.
Acceptance Inspection	M	The acceptance inspection was held.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
All Required Material Certs and Drawings	M	All required material certifications and drawings have been submitted.	Final Completion Date	Construction – Close Out Distribution List Operations – Project Manager Recipient
All Required Payrolls and EEO Statements	M	All required payrolls and EEO statements have been submitted.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
All Required Releases Received	M	All required releases have been received from the Contractor.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
All ROW Issues Resolved	M	All ROW and encroachment issues have been resolved.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
As-Built Qtys Agreed to by Contractor	M	As-built quantities have been agreed to by the Contractor.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient

Default Key Date Settings				
Key Date Type	F / M	Message Text	Projected Date	Dist. List/ Recipt.
As-Built Qtys Reviewed by BCM	M	As-built quantities have been reviewed by the Bureau of Construction Management.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
As-Built Qtys Sent to Contractor	M	As-built quantities have been sent to the Contractor.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Close Out Meeting Held	M	The close out meeting was held.	Substantial Completion Date If a meeting is not required, then the date the letter is sent notifying the contractor should be entered in the actual date field.	Construction-Close Out Distribution List Operations-Project Manager Recipient
Completion Date	M	The Contract is Complete.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Construction Completion	M	Construction is complete and verified by the Corrective Action Inspection.	Substantial Completion Date The actual date field should be populated with the date the first corrective action inspection took place.	Construction-Close Out Distribution List Operations-Project Manager Recipient
Corrective Action Inspection	M	The corrective action inspection was held.	Substantial Completion Date The actual date field should be populated with the date the first corrective action inspection took place.	Construction-Close Out Distribution List Operations-Project Manager Recipient
DC 23 Tabulation of Working Days Comp.	M	DC 23 Tabulation of Working Days is complete.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient

Default Key Date Settings				
Key Date Type	F / M	Message Text	Projected Date	Dist. List/ Recipt.
DC 123 Final Certification of Compliance	M	DC 123 Final Certification of Compliance has been received.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Final Contract Status Memo Submitted	M	Final Contract Status Memo has been submitted by Close Out Engineer.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
LB 95A Materials Cert	M	LB 95A has been sent to the Bureau of Materials.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Letter of Corrective Work to Contractor	M	The letter of corrective work has been sent to the contractor.	Substantial Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Mylars Submission	M	Mylars received from Contractor	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Notice of Completion	M	Contractor notification that all work is complete has been received.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient
Pavement As-Built Data	M	Pavement as-built data form has been submitted.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient

Default Key Date Settings				
Key Date Type	F / M	Message Text	Projected Date	Dist. List/ Recipt.
RE Estimated Completion Date	M	This is the Resident Engineer's estimated completion date.	RE should determine this date on a contract basis. The RE should enter the Projected Date with his estimated completion date during the activation process. If the estimated date changes, then the projected date should be modified accordingly. The Actual Date field should remain blank.	Construction – Field Manager Operations – Project Manager
RE Memo of Corrective Work	M	The memo indicating corrective work is complete has been sent.	Final Completion Date	Construction-Close Out Distribution List Operations-Project Manager Recipient

All Key Dates are indicated as **Required** to Finalize.

Table 2-15 Default Key Dates Folder Tab Field Descriptions

Default Key Dates Field Descriptions	
Field	Description
Key Date Type	The name assigned by NJDOT for dates tracked in the Key Dates window.
Fed/ State/ Prov Ind	Indicates that this date is for Contracts funded with Federal funds, State/Province funds, or multiple funds. This is a required field.
Required to Activate	NJDOT is not using this field.
Required to Finalize	Indicates that a Key Date is part of the Contract finalization process. A Key Date cannot be both Required to Activate and Required to finalize.
Distribution List	Group to be notified when the actual date of the Key Date event is entered in the Key Date window. The user can search this field. After valid entry of a Distribution List, the Recipient field is protected. In NJDOT, the Distribution List, if applicable, is identified on a Contract by Contract basis in the Contracts window. It is not used on this window.

Default Key Dates Field Descriptions	
Field	Description
Recipient User ID	Person to be notified when the actual date of the Key Date event is entered. The user can search this field. After valid entry of a Recipient, the Distribution List field is protected. In NJDOT, the Recipient ID, if applicable, is identified on a Contract by Contract basis in the Contracts window. It is not used on this window.
Message Text	Standard message to be sent to the recipient(s).

2.1.8 Default Checklist Events

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Default Checklist Events

The Default Checklist Events window allows the user to add, modify, and delete the default Checklist Events. The event types were defined by NJDOT in the system code tables during the AASHTOWare Project implementation. In the Default Checklist Events window, the user can add pre-defined Checklist Events type to the default list, and AASHTOWare Project will add the default Checklist Events automatically to each new Contract. Once the default Checklist Events are added to the Contract, the Resident Engineer or his designee should review the events in the Checklist Scheduled Events window, delete the events that are not applicable and, modify the events as required for the Contract. The AASHTOWare Project Administrator should make modifications to the Default Checklist Events as needed. The default Checklist Event types and settings used by NJDOT are listed in the following table:

Table 2-16 Default Checklist Event Settings

Checklist Event Type	F/M	Event Group Type	Freq.	Event Day	Recipient	Message
1391	M	EEO	Annual	August 12 th	Civil Rights Compliance Unit	"The July Report" (1391) has not been received.
AD 267	M	EEO	Monthly	Estimate Day - 1	Civil Rights DBE Unit	Monthly DBE Utilization Report has not been received.
AD 268	M	EEO	One Time Only	Contract completion Date plus 2 months	Civil Rights DBE Unit	Final DBE Utilization Report has not been received.
DC 127	M	EEO	Monthly	Estimate Day - 1	Civil Rights Compliance	DC 127 has not been completed.

Checklist Event Type	F/M	Event Group Type	Freq.	Event Day	Recipient	Message
FHWA 1409	M	EEO	Quarterly	Week after quarter begins	Civil Rights Compliance Unit	Quarterly Training Report has not been received.
Ins- Comprehensive Auto Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Comprehensive General Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Excess Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Marine General Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Owner and Cont. Protective Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Pollution Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins. - Railroad Protective Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed
Ins- Workers Comp and Employers Liab.	M	Insurance	Annual	2 months prior to expiration	Construction – Field Manager Operations – Project Manager	Policy has not been renewed

Checklist Event Type	F/M	Event Group Type	Freq.	Event Day	Recipient	Message
Monthly Training Report	M	EEO	Monthly	Second Monday of the Month	Civil Rights Compliance Unit	Monthly Training Report has not been received.
TAD 1276/CC257	M	EEO	Monthly	Estimate Day - 1	Civil Rights Compliance Unit	Monthly Workforce Utilization Report for Prime and subs has not been received.

All Checklist Events should be established as appropriate for the Contract so that an estimate discrepancy can be generated by AASHTOWare Project if an event is missed.

Table 2-17 Default Checklist Events Folder Tab Field Descriptions

Default Checklist Events Field Descriptions	
Field	Description
Event Type	The names assigned by NJDOT to events that occur throughout the life of the Contract.
Fed/ State/ Prov Ind	Indicates that the checklist event is for Contracts funded with Federal funds, State/Province funds, or multiple funds. This is a required field.
Event Group Type	Grouping of associated event types. This is a required field.
Required Doc Type	NJDOT is not using this field.
Frequency Type	For repetitive events, the frequency with which they occur. Frequency types used by NJDOT include the following: Annually Monthly Quarterly One Time Only
Event Day	The day of the week or month that the event is to occur. For weekly events, enter the day of the week (01-07). For monthly events, enter the day of the month (01-30). This field is protected for all other frequency types.
Distribution List	NJDOT is not using this field.
Recipient ID	Person to be notified when the event's projected date expires before the actual date is entered. The user can search this field. After valid entry of a Recipient, the Distribution List field is protected. In NJDOT, the Recipient ID, if applicable, is identified on a Contract by Contract basis in the Contracts window. It is not used on this window.

Default Checklist Events Field Descriptions	
Field	Description
Message Text	Standard message to be sent to the recipient(s).
External Indicator	NJDOT is not using this field.
Required to Activate	NJDOT is not using this field.
Discrepancy Indicator	Indicates that if an event has not occurred before estimate generation, it will be reported as a discrepancy. In NJDOT, all Checklist Events should generate estimate discrepancies.

2.1.9 Default Liquidated Damages

Navigation: Main Panel \ Contract Administration \ Reference Tables \ Default Liquidated Damages

NJDOT is not using the Default Liquidated Damages window in the Contract Administration functionality area.

Liquidated Damages will be entered during Project Set-up by the Resident Engineer or AASHTOWare Project Construction Coordinator with the information provided in the Projects' Contract.

2.2 Contact Records

2.2.1 Contracts

Navigation: Main Panel \ Contract Administration \ Contract Records \ Contracts

The Contracts window lets the user add new Contracts, and view, add, modify, or delete the basic Contract data. The majority of the information in the Contract window is loaded into AASHTOWare Project from WebT/Preconstruction through the Pre-Construction Contract Load process.

The AASHTOWare Project Coordinator and the Resident Engineer have update access to the Contract window to activate the Contract and to maintain any changes of the basic contract data. The Project Close Out Engineer also has update access to the Contract window to assist in the Contract Finalization activities and to complete the Contract. Capital/Operations Programming and Agreement Accounting also have update access to the Contracts window to create attachments regarding Change Order funding requirements.

The Construction Layout Program is attached to the Contacts window through the Attachments button. For information regarding this refer to the Construction Layout Program Document. The Resident Engineer or his designee should update the Construction Layout Program throughout the life of the Contract.

The Resident Engineer or his designee should populate the DC34 Key Contact Personnel Contract template for each Contract during the Contract Activation Process and modify the information as changes occur. The information entered in the DC34 Key Contact Personnel Contract template is used to populate the DC34 Key Contact Personnel Report.

The Resident Engineer or his designee should enter the legislative districts, municipalities, and number of lanes affected by the Contract in the Contract Generic Fields window during the Contract Activation Process.

Description Folder Tab

The Description folder tab displays the Contract description data. This includes the Contract's status, administrative offices, funding sources, and other descriptive information that determines how the system processes data for this Contract.

The majority of the information in the Description Folder Tab should be pre-populated by the Pre-Construction Contract Load process. The AASHTOWare Project Coordinator and/or Resident Engineer should review the contract data, make any necessary changes, and populate any missing values that are required by AASHTOWare Project or NJDOT policy to activate the contract.

Table 2-18 Contracts Window Description Folder Tab Field Descriptions

Contracts Window Description Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Fed St/Pr Prj Nbr	For Federal jobs, the Federal Number is the seven digit number assigned by capital programming when the contract is awarded. For 100% State jobs, the field should be populated with 'STATE'.
Status	Contract Status values consists of the following: Active Archived Complete Pending.
Primary PCN	The NJDOT DP number.
Region	The Region field is populated from Preconstruction with the Region where the work is to occur. Values include the following: N C S H
Division	The Division field is populated from Preconstruction with the Division responsible for the contract. Values include the following:

Contracts Window Description Folder Tab Field Descriptions															
Field	Description														
	1 for Construction 4 for Maintenance														
Progress Sched	NJDOT is not using this field.														
Variance Pct	This field defaults to '0' (zero) and should not be changed.														
Funding	Indicates that the Contract is funded by federal funds only, by state funds only, or by multiple funding sources. This field is determined by the funding sources associated to the Contract in the Funding window.														
Desc	Text description of the Contract as determined in Preconstruction.														
Time Charges	How time charges are assessed for the Contract. Values include the following: Calendar Days Completion Date Working Days														
Bid Days	This field is populated from Preconstruction with the original number of days for the Contract when the Time Charges are Working Days or Calendar Days. This field should not be changed.														
Bid Amt	This field is populated from Preconstruction with the original bid amount for the Contract.														
Contract Type	This field is populated from Preconstruction and indicates the classification of the Contract type. Contract types include the following: <table border="0" style="width: 100%;"> <tr> <td>Bridge Repair</td> <td>Landscape</td> </tr> <tr> <td>Construction</td> <td>Miscellaneous</td> </tr> <tr> <td>Demolition</td> <td>Reconstruction</td> </tr> <tr> <td>Drainage</td> <td>Resurfacing</td> </tr> <tr> <td>Electrical</td> <td>Safety & Traffic Control</td> </tr> <tr> <td>Intersection Improvement</td> <td>Unique</td> </tr> <tr> <td>ITS – Intelligent Transportation Systems</td> <td>Widening - Resurfacing</td> </tr> </table>	Bridge Repair	Landscape	Construction	Miscellaneous	Demolition	Reconstruction	Drainage	Resurfacing	Electrical	Safety & Traffic Control	Intersection Improvement	Unique	ITS – Intelligent Transportation Systems	Widening - Resurfacing
Bridge Repair	Landscape														
Construction	Miscellaneous														
Demolition	Reconstruction														
Drainage	Resurfacing														
Electrical	Safety & Traffic Control														
Intersection Improvement	Unique														
ITS – Intelligent Transportation Systems	Widening - Resurfacing														
Fed Oversight	Indicates that federal authorities must receive and approve any Change Orders for this Contract. This field is populated by the Regional Coordinator and/or the Resident Engineer for Contracts involving interstates and major bridges during the Contract review and activation process. If populated, AASHTOWare Project will require FHWA approval for all Change Orders.														
Work Type	This field is populated from WebT/Preconstruction and indicates the classification of the major type of work being done on the														

Contracts Window Description Folder Tab Field Descriptions																							
Field	Description																						
	<p>contract. Work types include the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Bridge Painting or Cleaning</td> <td style="width: 50%;">Lighting</td> </tr> <tr> <td>Curbs, Sidewalks, Gutters</td> <td>Miscellaneous</td> </tr> <tr> <td>Drainage Work, Culverts, Erosion Control</td> <td>Pavement Markings</td> </tr> <tr> <td>Earthwork</td> <td>Primarily Asphalt Work</td> </tr> <tr> <td>Fencing</td> <td>Primarily Portland Cement Concrete Work</td> </tr> <tr> <td>General Construction</td> <td>Removal of Buildings</td> </tr> <tr> <td>Guiderail</td> <td>Signals Signs</td> </tr> <tr> <td>Intelligent Transportation Systems</td> <td>Structures – Large</td> </tr> <tr> <td>Interchange</td> <td>Structures – Small</td> </tr> <tr> <td>Joints (IE, Pavement Crack Seal)</td> <td>Surface Prep (IE, Rumble Strips)</td> </tr> <tr> <td>Landscaping</td> <td>Utility Work</td> </tr> </table>	Bridge Painting or Cleaning	Lighting	Curbs, Sidewalks, Gutters	Miscellaneous	Drainage Work, Culverts, Erosion Control	Pavement Markings	Earthwork	Primarily Asphalt Work	Fencing	Primarily Portland Cement Concrete Work	General Construction	Removal of Buildings	Guiderail	Signals Signs	Intelligent Transportation Systems	Structures – Large	Interchange	Structures – Small	Joints (IE, Pavement Crack Seal)	Surface Prep (IE, Rumble Strips)	Landscaping	Utility Work
Bridge Painting or Cleaning	Lighting																						
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Intelligent Transportation Systems	Structures – Large																						
Interchange	Structures – Small																						
Joints (IE, Pavement Crack Seal)	Surface Prep (IE, Rumble Strips)																						
Landscaping	Utility Work																						
Local Oversight	NJDOT is not using this field.																						
Proposal Fund Type	<p>This field is populated from WebT/Preconstruction and indicates the type of funds used for the Contract. Proposal fund types include the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">County</td> <td style="width: 50%;">Municipal Fund</td> </tr> <tr> <td>Federal and State</td> <td>State of NJ, Usually 100%</td> </tr> <tr> <td>Federal</td> <td>Utility</td> </tr> </table>	County	Municipal Fund	Federal and State	State of NJ, Usually 100%	Federal	Utility																
County	Municipal Fund																						
Federal and State	State of NJ, Usually 100%																						
Federal	Utility																						
Spec Yr	The Item Master specification year of the Items used for the Contract.																						
Unit System	Indicates that the measurement system used for the Contract is English.																						
Suppl Spec Bk Yr	NJDOT is not using this field.																						
CE Job Number	This field is populated from WebT/Preconstruction with the CE Job Number. (If it has not been, do so now)																						
Wage Decision																							
Wage Decision ID	NJDOT-defined id for a wage decision applicable to the Contract. In NJDOT, WAGE should always be selected.																						
Wage Decision Description	Description of the wage decisions. In NJDOT, this should always be See NJDOL Wage Decision for Contract.																						
Genrl Wg Dcsn ID	NJDOT-defined ID for the wage decision. In NJDOT, this should always be WAGE.																						

Location Folder Tab

The Location folder tab displays the Contract location data that can be added, modified, or deleted. This includes the list of available counties for the state those associated with the selected Contract, with once county designated as the primary county for the Contract.

The majority of the information in the Location Folder tab should be populated from WebT/Preconstruction. During the Contract Activation process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review all fields for accuracy and make any necessary corrections as well as fill in any missing information.

Table 2-19 Contracts Window Location Folder Tab Field Descriptions

Contracts Window Location Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Location	Description of the Contract location. Two lines are provided.
Beg Sta Nbr	Precisely defines the station number where the work begins unless there are multiple projects.
Beg Termini	Precisely defines the milepost where the work begins.
Route Nbr	The primary route for Contract. For contracts (maintenance) that cross multiple routes, this field is populated with "Various" and the exact route numbers will be specified in the Location fields.
End Sta Nbr	Precisely defines the station number where the work ends unless there are multiple projects.
End Termini	Precisely defines the milepost where the work ends.
Highway Nbr	The primary highway number for the Contract. For contracts (maintenance) that cross multiple highways, is populated with "Various" and the exact highway numbers are specified in the Location fields.
Road System	Type of road system where the primary work is done.
Highway Type	Type of highway where the primary work is done (for example, asphalt, concrete, gravel).

Contracts Window Location Folder Tab Field Descriptions	
Field	Description
	Divided (Not E or F) Collector (Major) Freeway Collector (Major) Freeway Collector (Minor) Divided (Not E or F) Collector (Minor) Freeway Local Freeway Minor Arterial Divided (Not E or F) Local Freeway Principal Arterial Not Applicable Divided (Not E or F) Minor Arterial Planning and Statewide Projects, Enhance Divided (Not E or F) Principal Arterial Undivided Collector (Major) Expressway Collector (Major) Undivided Collector (Minor) Expressway Collector (Minor) Undivided Local Expressway Local Undivided Minor Arterial Expressway Minor Arterial Undivided Principal Arterial Expressway Principal Arterial Various
Town	NJDOT is not using this field.
Contract County	Name of a county in which the work is done. The user can search this field.
Primary County	Indicates the primary county in which the work is done. One county must be indicated as the primary county.

Payment Data Folder Tab

The Payment Data folder tab displays the Contract payment data that can be added, modified, or deleted. This data includes Estimate Generation indicators and Retainage information. During the Contract Activation process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review all fields for accuracy, make any necessary corrections, and update the Generate Est1 Day field, the Liquidated Damage Rate field, and the Securities Allowed checkbox, if applicable.

Once the Contract is considered substantially complete, the Resident Engineer should modify the retainage record to release the appropriate amount of retainage.

Table 2-20 Contracts Window Payment Data Folder Tab Field Descriptions

Contracts Window Payment Data Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.

Contracts Window Payment Data Folder Tab Field Descriptions	
Field	Description
Current Contract Amt	The current amount of the contract (original bid amount plus approved change orders). This field is display only.
Generate Est1 Day	The day of the month (1-30) that the contract's first estimate should be generated. Three days before this date the system sends a notification message to the RE on the Contract that estimate generation is approaching. This date is determined by Construction Services. It varies from contract to contract.
Original Contract Limit Amt	NJDOT is not using this field.
Liquidated Dam Rate Amt	The final liquidated damages rate amount for the Contract as defined in Special Provisions for the Contract.
Generate Est2 Day	The day of the month (1-30) that the contract's second estimate should be generated. Three days before this date the system sends a notification message to the RE on the contract that estimate generation is approaching. The value in this field must be greater than the value specified for Generate Est1 Day. This field should only be populated in rare cases where estimates are generated every two weeks for a contract.
Contract Limit Pct	NJDOT is not using this field.
Retainage	
Securities Allowed	Indicates whether or not securities are allowed in lieu of Retainage for the contract. Construction Services should include whether or not Securities are allowed in the Notice to Proceed package. The Resident Engineer should check this box if applicable to the contract.
Retain Stckpiled Ind	Indicates that Retainage includes stockpiled materials in the earnings calculation. (Always check this box)
Unlimited Escrow	Indicates that there is no limit to how much Retainage may be covered by the escrow account.
Max Escrow Amt	Maximum amount that may be encumbered in an escrow account used in lieu of Retainage.
Retainage Charges	
Work Compl Basis	Method for calculating Retainage. In NJDOT, this should be Work in Place.
Effect Date	Effective date of Retainage. The effective date cannot be duplicated on different Retainage records.
Pct	The Retainage percentage to be applied to the Contract. Must be less than or equal to the maximum Retainage percentage. This field should default to 2%, at Substantial Completion should be changed from 2% to 1%, and to 0% at completion.

Contracts Window Payment Data Folder Tab Field Descriptions	
Field	Description
Pct Base	Indicates Retainage should be calculated as a percentage of the CURRENT AMOUNT.
Max Pct	The maximum Retainage percentage allowed for the Contract, the same % as the retainage being used.
Max Amt	NJDOT is not using this field. (USE 0 in this field).
Lump Amt	NJDOT is not using this field. (USE 0 in this field)
Trgr Pct	The percentage of contract completion at which the Retainage change is to occur. (USE 0 in this field)
Trgr Base	Indicates that the trigger percentage should be a percentage of the current amount. (USE CURRENT AMT in this field).

Critical Dates Folder Tab

The Critical Dates folder tab displays the Critical Dates for the Contract. Some dates should be entered by the Pre-Construction Contract Load process from Preconstruction to AASHTOWare Project, some dates should be entered by AASHTOWare Project, and other dates should be entered by the Resident Engineer or the Close Out engineer. Refer to Table 2-12 Default Critical Dates Settings for all critical dates used by NJDOT and their purpose.

Table 2-21 Contracts Window Critical Dates Folder Tab Field Descriptions

Contracts Window Critical Dates Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Critical Date Description	AASHTOWare Project-defined default Critical Date type. The default Critical Date types were defined during system development.
Actual Occurrence Date	The date that the critical date occurred.
Required to Activate	Indicates that a Critical Date event must occur before the Contract status can be changed from Pending to Active (for example, the Execution Date).
Required to Finalize	Indicates that a Critical Date event must occur before the Contract status can be changed to Complete.
Distribution List	NJDOT is not using this field.
Recipient ID	Person to be notified when the actual date of the Critical Date event is entered. The user can search this field.

Contracts Window Critical Dates Folder Tab Field Descriptions	
Field	Description
Message Text	Standard message to be sent to the recipient(s).

Primary Personnel Folder Tab

The Primary Personnel folder is used to identify the Resident Engineer, Project Manager, and Contract Designer. During the Contract Activation process, the AASHTOWare Project Coordinator and/or the Resident Engineer should enter the Resident Engineer and the Project Manager responsible for the Contract.

Table 2-22 Contracts Window Primary Personnel Folder Tab Field Descriptions

Contracts Window Primary Personnel Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Engineer	Name of the Resident Engineer for the contract. The person specified should receive AASHTOWare Project generated notification messages related to the contract. This is a required field.
Project Manager	Name of the Project Manager for the contract. This is a required field.
Contract Designer	Name of the person or firm that designed the Contract.
Contract Created By	Name of the user who added the Contract, or a AASHTOWare Project indicator for Contracts built by the system. This field is system populated and not editable.
Notification Recipients	
Contract Status Changed to Active:	
User ID	NJDOT is not using this field.
Distribution List	NJDOT is not using this field.
Work Progress Behind Schedule:	
User ID	NJDOT is not using this field.
Distribution List	NJDOT is not using this field.
Civil Rights Exception Report Generated:	

Contracts Window Primary Personnel Folder Tab Field Descriptions	
Field	Description
User ID	NJDOT is not using this field.
Distribution List	NJDOT is not using this field.

Prime Contractor Folder Tab

The Prime Contractor folder tab displays the Prime Contractor data that can be added, modified, or deleted. This data includes the Prime Contractor, contractor defaulted data, maximum Subcontract amount, and Prime Associates.

During the Contract Activation process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review the window for accuracy and associate the Surety Company to the Contractor in the Prime Associates area of the window. If the Surety Company is not available, Construction Services should be contacted.

Once all insurance information is received, the AASHTOWare Project Coordinator and/or the Resident Engineer should associate the record "Insurance – See DC 175" to the Contractor in the Prime Associates area of the window.

Additionally, the AASHTOWare Project Coordinator and/or the Resident Engineer should select the correct payment address for the Contractor in the Address window. The payment address should be obtained at the Pre-Construction Meeting. If the address is not available, the AASHTOWare Project Office should be contacted.

If the Contractor files for bankruptcy, the Resident Engineer should enter the date the Contractor filed for bankruptcy as well as the type of bankruptcy.

If a Contractor defaults, the Resident Engineer should identify that the Contractor as defaulted, select the appropriate reason, enter the date, and then enter the Bonding company as the new Prime Contractor.

Table 2-23 Contracts Window Prime Contractor Folder Tab Field Descriptions

Contracts Window Prime Contractor Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Current Prime	NJDOT-defined Vendor ID and short name for the current Prime Contractor.
Max Subcontract Pct	Maximum percentage of the total Contract amount that the Prime Contractor is allowed to subcontract (excluding specialty items). In NJDOT, this field should be defaulted to 50%.

Contracts Window Prime Contractor Folder Tab Field Descriptions	
Field	Description
Bankruptcy Date	Date the Prime Contractor filed for bankruptcy. The Resident Engineer should enter the Bankruptcy Date and Type as needed.
Bankruptcy Type Desc	Type of bankruptcy filed. Bankruptcy Type Descriptions include the following: Chapter 11 Chapter 13.
Defaulted	
Indicator	When checked (ON), the Defaulted Indicator indicates that the Prime Contractor is in default.
Reason	Reason the Original Prime Contractor is defaulted. Reasons include the following: Fail to start 40 days from Contract Exec Insufficient Resources
Date	The date the Prime Contractor defaulted.
Original Prime Contractor	NJDOT-defined Vendor ID and short name for the original Prime Contractor who was awarded the Contract and then defaulted.
Prime Contacts:	
Contact Name	NJDOT is not using this field.
Contact Type	NJDOT is not using this field.
User ID	NJDOT is not using this field.
Prime Associates:	
Assoc Vendor ID	NJDOT-defined ID for the Prime Contractor's Associates. AASHTOWare Project requires that at least one surety and one insurance company be associated with the Prime in order to activate the contract.
Associate Short Name	Short name for the Prime Contractor's Associate.
Associate Type	Type of Prime Contractor Associate. An associate type of Insurance and Surety MUST be established for each Contract in order to activate the Contract.

DBE Commit Folder Tab

The DBE Commitment folder tab lets the user add and modify the Contractor's DBE Commitment. This folder tab also displays AASHTOWare Project-calculated DBE amounts.

During the Contract Activation process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review all fields for accuracy.

Table 2-24 Contracts Window DBE Commit Folder Tab Field Descriptions

Contracts Window DBE Commit Folder Tab Field Descriptions																																																									
Field	Description																																																								
Contract ID	The NJDOT DP number.																																																								
DBE Work Class	<p>The Prime Contractor’s DBE Work Class for the Contract. This value can only be entered if the Prime Contractor is a DBE. DBE Work Classes include the following:</p> <table border="0"> <tr> <td>Apply Bituminous Material</td> <td>Landscaping</td> </tr> <tr> <td>Asbestos Removal</td> <td>Large Diameter Cyc. Piles 3FT or More</td> </tr> <tr> <td>Bituminous Concrete Curb</td> <td>Latex Modified Overlay</td> </tr> <tr> <td>Blasting</td> <td>Long Life Pavement Markings</td> </tr> <tr> <td>Borings</td> <td>Machine Sweeping</td> </tr> <tr> <td>Bridge</td> <td>Maint. & Protection of Traffic</td> </tr> <tr> <td>Bridge Approach & Transition Slabs</td> <td>Mech. Const, Plumbing, Heating, Vent & Air</td> </tr> <tr> <td>Bridge Fender Systems and Bulkheads</td> <td>Milling</td> </tr> <tr> <td>Bridge Parapets</td> <td>Miscellaneous</td> </tr> <tr> <td>Bridge Repair</td> <td>Miscellaneous Structures</td> </tr> <tr> <td>Bus Shelters</td> <td>Modified Design Build</td> </tr> <tr> <td>Caissons</td> <td>Movable Bridge Install/Rehab</td> </tr> <tr> <td>Cathodic Protection</td> <td>Moving</td> </tr> <tr> <td>Chemical Vegetation Control</td> <td>Natural Stone Masonry</td> </tr> <tr> <td>Clearing</td> <td>Noise Barriers</td> </tr> <tr> <td>Clearing Existing Drain. Pipe & Struct.</td> <td>Painting</td> </tr> <tr> <td>Code for Non-Prequalified Vendors</td> <td>Paving</td> </tr> <tr> <td>Computerized Arterial Traffic Control Sy</td> <td>Paving Bituminous</td> </tr> <tr> <td>Concrete Median Barrier Curb</td> <td>Paving Concrete</td> </tr> <tr> <td>Concrete Repairs</td> <td>Paving Concrete Base</td> </tr> <tr> <td>Core Drilling</td> <td>Permanent Signs</td> </tr> <tr> <td>Curbs, Sidewalks, & Misc. Concrete Work</td> <td>Pile Driving</td> </tr> <tr> <td>Debarred</td> <td>Planting</td> </tr> <tr> <td>Demolition</td> <td>Pneumatic Mortar or Gunite</td> </tr> <tr> <td>Design Services (Subcontracting Only)</td> <td>Precast Segmental Bridge Construction</td> </tr> <tr> <td></td> <td>Punch List Work</td> </tr> <tr> <td></td> <td>Railroad Track Work</td> </tr> <tr> <td></td> <td>Rehab. Of Movable Bridge</td> </tr> </table>	Apply Bituminous Material	Landscaping	Asbestos Removal	Large Diameter Cyc. Piles 3FT or More	Bituminous Concrete Curb	Latex Modified Overlay	Blasting	Long Life Pavement Markings	Borings	Machine Sweeping	Bridge	Maint. & Protection of Traffic	Bridge Approach & Transition Slabs	Mech. Const, Plumbing, Heating, Vent & Air	Bridge Fender Systems and Bulkheads	Milling	Bridge Parapets	Miscellaneous	Bridge Repair	Miscellaneous Structures	Bus Shelters	Modified Design Build	Caissons	Movable Bridge Install/Rehab	Cathodic Protection	Moving	Chemical Vegetation Control	Natural Stone Masonry	Clearing	Noise Barriers	Clearing Existing Drain. Pipe & Struct.	Painting	Code for Non-Prequalified Vendors	Paving	Computerized Arterial Traffic Control Sy	Paving Bituminous	Concrete Median Barrier Curb	Paving Concrete	Concrete Repairs	Paving Concrete Base	Core Drilling	Permanent Signs	Curbs, Sidewalks, & Misc. Concrete Work	Pile Driving	Debarred	Planting	Demolition	Pneumatic Mortar or Gunite	Design Services (Subcontracting Only)	Precast Segmental Bridge Construction		Punch List Work		Railroad Track Work		Rehab. Of Movable Bridge
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	Rehab. Of Movable Bridge																																																								

Contracts Window DBE Commit Folder Tab Field Descriptions	
Field	Description
	Dewatering Houses
	Diving Reinforcing Steel
	Drainage Remote Control Pipe/Jacking
	Dredging Microtunnel
	Earth Retaining Structures Removal Petroleum, Debris, & Hazardous Matl
	Earthwork Repairs Using Resin Impregn Matl
	Electrical
	Engineering Rest and Service Buildings
	Environmental Dredging Rigging
	Erect Steel and/or Prestressed Concrete Rumble Strips
	Erect Steel Plate Drainage-Metal Bin Wal Sampling and Analysis
	Erection of Bridge Railing Sand Drains & Sand Fill
	Erection of Permanent Forms Sandblasting
	Erection Ornamental & Light Struct Steel Sawing, Sealing, & Curbing
	Fencing Sewage Disposal
	Foundation Excavation Sign Structures
	General Concrete Soil & Rock Anchors
	Grading Standard Pavement Markings
	Grading & Bituminous Paving Subsurface Invest & Loc. By Vacuum Excav
	Grading and Paving Subsurface Investigation & Test Borings
	Grouting Systems Integrator
	Grubbing Topsoil & Seeding
	Guide Rail Tree Trimming & Removal
	Health & Safety Plan Trenching
	Heavy Highway Truck Scale Installation
	Hydrodemolition Tunneling
	Impact Attenuators Installation Underground Utilities
	Intelligent Transportation Systems Waterproofing
	Welding
DBE Goal Percent	DBE goal percentage for the Contract.
DBE Goal Value	DBE goal amount for the Contract. AASHTOWare Project calculates this field by multiplying the Contract bid amount by the DBE goal percentage.
DBE Commitment	

Contracts Window DBE Commit Folder Tab Field Descriptions	
Field	Description
Original Amount	DBE commitment amount at award of the Contract.
Total Current Pct	Percentage of the current DBE commitment in the contract. AASHTOWare Project calculates this value by dividing the total current amount of the DBE commitment by the Contract bid amount.
Total Current Amount	Sum of the current DBE commitments for all Subcontracts to date. Calculated by AASHTOWare Project.
Total DBE Subcontracts	
Installed to Date	Installed to Date amount for all DBE Subcontracts in the Contract. The sum of all DBE Subcontracts - reported Item quantities multiplied by the Item prices.
Towards Goal	Subcontract amount counted towards the DBE commitment goal. The sum of the DBE Subcontract amounts multiplied by the DBE goal percentage.
Not Towards Goal	Subcontract amount not counted towards the DBE commitment goal. The sum of the DBE Subcontract amounts minus the amount counted towards the DBE commitment goal.
Amount	Sum of all the DBE Subcontract amounts for the Contract.

Training Plan Folder Tab

NJDOT is not using the Training Plan folder tab.

2.2.2 Milestones

Navigation: Main Panel \ Contract Administration \ Contract Records \ Milestones

The Milestone window allows the user to add, modify, and delete Contract Milestones. In NJDOT, milestones are defined in the Special Provisions for the Contract and should be entered in the Milestone window by the AASHTOWare Project Coordinator during the activation process. The Resident Engineer or his designee should enter the date work started and the date work was completed. An estimate discrepancy should be generated if the Actual Completion date is not entered by the time the milestone should be complete. If the duration of a milestone should be increased or decreased, a Time Adjustment Change Order should be created.

- ☐ Lane Closures are tracked in the Daily Work Report window and are not considered milestones.

Table 2-25 Milestones Field Descriptions

Milestones Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Mlstr Nbr	AASHTOWare Project-generated sequential number of the milestone. This value cannot be modified.
Description	Text description of the milestone.
Time Used (%)	Percentage of days bid that have been used.
Cur Mlstr Cmpl Date	Current expected date of completion. Calculated by the system.
Milestone Nbr	AASHTOWare Project-generated sequential number of the milestone. This value cannot be modified.
Description	Text description of the milestone.
Time Charges	How time charges are assessed for the Milestone. Time charge options include the following: Available Work Days Calendar Days Fixed Completion Date
Bid Days	The original number of days bid for the milestone. This field is required if the Time Charges value is Calendar Days and the Rate Time Period value is Days. A value cannot be entered if the Time Charges value is Fixed Completion Date.
Charged	The total number of days charged to the milestone to date. Calculated by the system. Can be Calendar Days, depending on the Time Charges entry. This field is empty if the Time Charges value is Fixed Completion Date.
Adjusted	Adjustment to the days charged for a milestone. This value is provided by the function.
Rate Time Period	The rate time period (days or hours) is used to calculate the incentive or disincentive for the milestone.
Bid Hours	The original number of hours for the milestone. This field is required if the Time Charges value is Calendar Days and the Rate Time Period value is Hours. The Bid Hours value must be evenly divisible by 12. A value cannot be entered if the Time Charges value is Fixed Completion Date.
Remaining	Total days remaining to complete the milestone work on time. This value is calculated by the system [(Bid Days + Adjusted Days) – Charged Days].
Credit Days	The total number of credit days recorded for the milestone to date. Calculated by the system.

Milestones Field Descriptions	
Field	Description
Work Start Date	The date the work is expected to begin and time is charged against the milestone. Must be less than or equal to the Current Milestone Completion Date.
Work Start Time	The time the work is expected to begin and time is charged against the milestone.
Original Milestone Compl Date	Original date the milestone is to be completed. If the Time Charges entry is Calendar Days, the system calculates this value (Work Start Date + Bid Days). This field is required if the Time Charges entry is Fixed Completion Date.
Original Milestone Compl Time	Original time the milestone is to be completed. Calculated from the Work Start Time if the Time Charges entry is Calendar Days (Work Start Time + Hours).
Current Milestone Compl Date	Current expected date of completion. Calculated by the system. The function enters this date when time adjustments for milestones are approved. For new milestones, this field defaults to the milestone's original completion date.
Current Milestone Compl Time	Current expected time of completion. Always calculated from the Work Start Time if the Time Charges entry is Calendar Days (Work Start Time + Hours).
Actual Completion Date	The date the work was completed for the milestone. Must be greater than or equal to the Work Start Date.
Actual Completion Time	The time the work was completed for the milestone.
Preconstruction Ind	NJDOT is not using this field.
Milestone Compl Ind	Indicates that the Milestone work is completed.
Incentive Rate Amt	NJDOT is not using this field.
Disincentive Rate Amt	NJDOT is not using this field.
Incentive Cap Amt	NJDOT is not using this field.

MILESTONE STEP-BY-STEP:

To add a Milestone with a Fixed Completion Date:

1. On the Contract Records panel, double-click the Milestones icon, the Milestone window opens and a Contract select list is displayed (unless you already have your Contract open).
2. In the Contract ID list box select your Contract. The Milestones for the selected Contract are displayed.
3. Click the New button.

4. In the Description field type a description for the Milestone.
5. In the Time Charges list select Fixed Completion Date.
6. In the Rate Time Period select either Hours or Days to be used.
7. In the Original Milestone Compl Date field type the date the Milestone is to be completed.
8. In the Original Milestone Compl Time field type the time the Milestone is to be completed.
9. In the Incentive Rate Amt field type the rate in dollars the Contractor is to be compensated, press Tab.
10. In the Disincentive Rate Amt field type the rate in dollars the Contractor is to be penalized, press Tab.
11. In the Incentive Cap Amt field type the maximum amount for the milestone.
12. Save.

To add a Milestone with time charges of Available Work Days or Calendar Days:

1. On the Contract Records panel, double-click the Milestones icon, the Milestone window opens and a Contract select list is displayed (unless you already have your Contract open).
2. In the Contract ID list box select your Contract. The Milestones for the selected Contract are displayed.
3. Click the New button.
4. In the Description field type a description for the Milestone.
5. In the Time Charges drop-down select Available Work Days or Calendar Days.
6. In the Rate Time Period click either Hours or Days to be used for the calculations.
7. If the Rate Time Period is Days, in the Bid Days field type the number of days bid for the milestone.
8. If the Rate Time Period is hours, in the Bid Hours field type the number of hours bid for the milestone.
9. In the Incentive Rate Amt field type the rate in dollars the Contractor is to be compensated, press Tab.
10. In the Disincentive Rate Amt type the rate in dollars the Contractor is to be penalized, press Tab.
11. In the Incentive Cap Amt field type the maximum incentive amount for the milestone.
12. Save.

2.2.3 Projects

Navigation: Main Panel \ Contract Administration \ Contract Records \ Projects

The Projects window contains descriptions of the Contract Projects. Every Contract has one Project. The majority of the information in the Projects window should be loaded into AASHTOWare Project from WebT/Preconstruction through the Pre-Construction Contract Load process.

During the Contract Activation Process, the AASHTOWare Project Coordinator and the Resident Engineer should review the Projects window for accuracy and associate the appropriate price indexes to the Project.

Additionally, throughout the life of the Project, the Resident Engineer should modify the Status of the Project so that it accurately reflects the stage of the Project. This information is transferred to the Monthly Status of Construction Projects Report.

Description Folder Tab

The Description folder tab displays the Project description data. This includes the Project's status, Description, the UPC Number, and other descriptive information that determines how the AASHTOWare Project reports data for this Contract.

The majority of the information in the Description Folder Tab should be pre-populated by the Pre-Construction Contract Load process. The AASHTOWare Project Coordinator and/or Resident Engineer should review the Project data and make any necessary changes. (i.e. select a Surface Type as applicable to the contract)

Additionally, the Resident Engineer should modify the Status of the Project throughout the life of the Project, so that it accurately reflects the stage of the Project. This information is transferred to the Monthly Status of Construction Projects Report.

Table 2-26 Projects Window Description Folder Tab Field Descriptions

Projects Window Description Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Nbr	The NJDOT DP number. The Project Number will always be the same as the Contract ID.
Fed St Prj Nbr	The federal/state number for the Project. Must be unique within a Contract.
UPC Number	The NJDOT UPC number for CPM Projects. This field should be blank for Operations Projects.
Description	Text description of the Project. Two lines are provided.
Spec Yr.	Specification year from the Item Master record.
Unit Sys.	The system for unit of measure for this Item. This value is supplied by the Item Master list and should always be E.
Status	Indicates the current status of a Project. The Resident Engineer should update the Status field with the appropriate status throughout the life of the Project. Statuses include the following:

Projects Window Description Folder Tab Field Descriptions	
Field	Description
	Active Construction Project Core Results Pending Advertised Corrective Work-No Progress Asbuilts Incomplete Corrective Work In Progress Awaiting Action by State Extra Work After Compl. Date Awaiting Asbuilt Agreement Final CO in Progress Awaiting Award Final Clean Up in Progress Awaiting Contractor Submissions Final Design Awaiting Growth of Grass Force Account Extra Work Awaiting Telephone Bill Legal Action Delay or Claim Commission Action Pending Local Acceptance Pending Completed New Project Conceptual Estimate No Activity by Contractor Construction Preliminary Engineering Unusual Problem
Complete	NJDOT is not using this field.
Auth Pay Limit	NJDOT is not using this field. It should default to 0.00.
Acct Prj Nbr	NJDOT is not using this field.
Prj Type	Identifies the type of Project. Project Types include the following: Betterments Landscape Bridge Painting Miscellaneous Construction Reconstruction Demolition Resurfacing Drainage Safety & Traffic Control Electrical Structural/Bridge Repair Intersection Improvements Unique ITS – Intelligent Transportation Widening – Resurfacing Systems
Work Type	Identifies the major type of work being done in the Project. Work Types include the following:

Projects Window Description Folder Tab Field Descriptions																									
Field	Description																								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Bridge Painting or Cleaning</td> <td style="width: 50%;">Lighting</td> </tr> <tr> <td>Curbs, Sidewalks, Gutters</td> <td>Miscellaneous</td> </tr> <tr> <td>Drainage Work, Culverts</td> <td>Pavement Marking</td> </tr> <tr> <td>Earthwork</td> <td>Primarily Asphalt Work</td> </tr> <tr> <td>Fencing</td> <td>Primarily Portland Cement</td> </tr> <tr> <td>General Construction</td> <td>Concrete Work</td> </tr> <tr> <td>Guiderail</td> <td>Removal of Building</td> </tr> <tr> <td>Interchange</td> <td>Signals</td> </tr> <tr> <td>Intelligent Transportation Systems</td> <td>Signs</td> </tr> <tr> <td>Structures – Large</td> <td></td> </tr> <tr> <td>Structures – Small</td> <td></td> </tr> <tr> <td>Utility Work</td> <td></td> </tr> </table>	Bridge Painting or Cleaning	Lighting	Curbs, Sidewalks, Gutters	Miscellaneous	Drainage Work, Culverts	Pavement Marking	Earthwork	Primarily Asphalt Work	Fencing	Primarily Portland Cement	General Construction	Concrete Work	Guiderail	Removal of Building	Interchange	Signals	Intelligent Transportation Systems	Signs	Structures – Large		Structures – Small		Utility Work	
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Fencing	Primarily Portland Cement																								
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Guiderail	Removal of Building																								
Interchange	Signals																								
Intelligent Transportation Systems	Signs																								
Structures – Large																									
Structures – Small																									
Utility Work																									
Surface Type	<p>Type of surface grading used in the Project. The Resident Engineer should update this field as appropriate for the Project. Surface Types include the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Bituminous (Base+Surface<9in)</td> <td style="width: 50%;">Continuously Reinforced Concrete</td> </tr> <tr> <td>Bituminous (Base+Surface>9in)</td> <td>Concrete</td> </tr> <tr> <td>Composite (Bituminous over Concrete)</td> <td>Jointed Non-Reinforced Concrete</td> </tr> <tr> <td></td> <td>Jointed Reinforced Concrete</td> </tr> </table>	Bituminous (Base+Surface<9in)	Continuously Reinforced Concrete	Bituminous (Base+Surface>9in)	Concrete	Composite (Bituminous over Concrete)	Jointed Non-Reinforced Concrete		Jointed Reinforced Concrete																
Bituminous (Base+Surface<9in)	Continuously Reinforced Concrete																								
Bituminous (Base+Surface>9in)	Concrete																								
Composite (Bituminous over Concrete)	Jointed Non-Reinforced Concrete																								
	Jointed Reinforced Concrete																								
Route Nbr	Route number where the Project work is done.																								
Sect Nbr	Road section number where the Project work is done.																								
Road System	<p>Type of road system where the Project work is done. Road System types include the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">County</td> <td style="width: 50%;">Local</td> </tr> <tr> <td>County Authority or Park</td> <td>State</td> </tr> <tr> <td>Federal/Primary</td> <td>State or Interstate Authority</td> </tr> <tr> <td>Interstate</td> <td>State Park</td> </tr> </table>	County	Local	County Authority or Park	State	Federal/Primary	State or Interstate Authority	Interstate	State Park																
County	Local																								
County Authority or Park	State																								
Federal/Primary	State or Interstate Authority																								
Interstate	State Park																								
Road Name	Name of the road where the Project work is done.																								
Location	Description of the physical location of the Project. Two lines are provided.																								
Engr Pct	NJDOT is not using this field.																								
Work Site	<p>Identifies the landscape of the Project work site. Work Sites include the following options:</p> <ul style="list-style-type: none"> Urban Rural 																								

Projects Window Description Folder Tab Field Descriptions	
Field	Description
Beg Sta	Precisely defines the station number where the Project work begins.
Beg Termini	Precisely defines the milepost when the project work begins.
Latitude	The midpoint latitude of the Project location.
Eng Sta	Precisely defines the station number where the Project work ends.
End Termini	Precisely defines the milepost when the project work ends.
Longitude	The midpoint longitude of the Project location.

Counties Folder Tab

The Counties folder tab displays a list of available counties and a list of those associated with the selected Project. The user can add and remove counties to and from the Project. During the Activation Process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review the Counties folder tab to ensure that all necessary counties are assigned to the Project. If a county should be assigned and is not available, it should first be added to the Contract in the Contracts window, Location folder tab.

Table 2-27 Projects Window Counties Folder Tab Field Descriptions

Projects Window Counties Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Nbr	The NJDOT DP number. The Project Number will always be the same as the Contract ID.
Fed St Prj Nbr	The federal/state number for the Project. Must be unique within a Contract.
Description	Text description of the Project. Two lines are provided.
Location	Description of the physical location of the Project. Two lines are provided.
Available Counties	Counties included in the contract that have not been associated with this Project.
Project County	Counties that have been associated with this Project.

Projects Window Counties Folder Tab Field Descriptions	
Field	Description
Proj Len %	Percentage of the total length of the work to be done in each county. This field is required for every Project county. The percentages for all counties should add up to 100%.

Adjustment Indices Folder Tab

The Adjustment Indices folder tab is used to determine which price indices should be applied to the Project. Once an index is assigned to a Project, the items included in the index will be considered subject to a fuel or asphalt price adjustment. During the Contract Activation Process, the AASHTOWare Project Coordinator should associate the appropriate price adjustment types to the Project.

Price Adjustment Index types are defined in the Price Adjustment Maintenance window in Contractor Payments Reference Tables. Refer to section 5 Contractor Payments for a list of Price indices and the associated items.

Table 2-28 Projects Window Adjustment Indices Folder Tab Field Descriptions

Projects Window Adjustment Indices Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Nbr	The NJDOT DP number. The Project Number will always be the same as the Contract ID.
Fed St Prj Nbr	The federal/state number for the Project. Must be unique within a Contract.
Description	Text description of the Project. Two lines are provided.
Location	Description of the physical location of the Project. Two lines are provided.
Indx Type	Identifying code of the price adjustment index.
Available Type Indices	Price adjustment indices that can be associated with this project.
Indx Type	Identifying code of the price adjustment index.
Project Pay Adjustment Indices	Price adjustment indices that have been selected for this Project.

2.2.4 Categories

Navigation Main Panel \ Contract Administration \ Contract Records \ Categories

The Categories window allows the user to add, modify, and delete Categories. Categories are typically used to group Items within a Project that are to be funded by the same source. Categories should be pre-populated by the Pre-Construction Contract Load process.

During the Contract Activation Process, the AASHTOWare Project Coordinator and/or the Resident Engineer should review the Category window for accuracy prior to the activation of the Contract and should ensure that all categories are assigned a Suppl Wrk Cls Tpe of Bridge (Structures) or Road is selected. AASHTOWare Project Coordinators may add a Category to the Contract in AASHTOWare Project if a Change Order requires that a new Category be created.

Categories Generic Fields window is used to enter the open to traffic date for structures. During the Finalization Process, the Resident Engineer or his designee should email the AASHTOWare Project Coordinator the Structure Open to Traffic Dates, as appropriate for each Category and the AASHTOWare Project Coordinator should enter the information in AASHTOWare Project.

Table 2-29 Categories Field Descriptions

Categories Field Descriptions											
Field	Description										
Catg Nbr	Category number assigned to Items during Pre-construction. Items can be grouped in Categories, primarily for funding.										
Fed St/Pr Prj Nbr	Federal, State, or Project Number for the Category.										
Desc	Description of the Category.										
Length	The length of road represented by this Category. If more than one Category contains work for the same portion of road, the length is split between them.										
Width	The width of road represented by this Category. If more than one Category contains work for the same portion of the width is split between them. The user can find, filter, and sort this field.										
Catg Wrk Cls Type	Classification of work for a Category within a Project. Classifications include the following: <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bridge (All Structures)</td> <td>Roadway/Landscape/Wildflower/ Erosion Control</td> </tr> <tr> <td>Construction Engineering</td> <td>Third Party Participation</td> </tr> <tr> <td>Non-Contract Construction Engineering</td> <td>Utility Betterment (Bridge)</td> </tr> <tr> <td>Non-participating (Bridge)</td> <td>Utility Betterments (Roadway)</td> </tr> <tr> <td>Non-participating (Roadway)</td> <td></td> </tr> </table>	Bridge (All Structures)	Roadway/Landscape/Wildflower/ Erosion Control	Construction Engineering	Third Party Participation	Non-Contract Construction Engineering	Utility Betterment (Bridge)	Non-participating (Bridge)	Utility Betterments (Roadway)	Non-participating (Roadway)	
Bridge (All Structures)	Roadway/Landscape/Wildflower/ Erosion Control										
Construction Engineering	Third Party Participation										
Non-Contract Construction Engineering	Utility Betterment (Bridge)										
Non-participating (Bridge)	Utility Betterments (Roadway)										
Non-participating (Roadway)											

Categories Field Descriptions																											
Field	Description																										
Bridge ID	NJDOT-defined value that identifies a bridge or other structure.																										
Engr Pct	NJDOT is not using this field.																										
Brdg Type	Type of bridge represented by this Category. This value cannot be modified if the Bridge ID field is empty. Bridge Types include the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bascule Span</td> <td style="width: 50%;">Pre-stressed Concrete Box Beam</td> </tr> <tr> <td>Cast In place Arch Structure</td> <td>Pre-stressed Concrete Bulb Tee</td> </tr> <tr> <td>Cast In Place Box Culvert</td> <td>Pre-stressed Concrete I-Beam</td> </tr> <tr> <td>Concrete Slab Span</td> <td>Pre-stressed Concrete Slab Beam</td> </tr> <tr> <td>Deck-truss</td> <td>Rigid Frame Concrete</td> </tr> <tr> <td>Lift Span</td> <td>Rigid Frame Steel</td> </tr> <tr> <td>Pedestrian or Bikeway Bridge – Concrete</td> <td>Rolled Beam</td> </tr> <tr> <td>Pedestrian or Bikeway Bridge</td> <td>Steel Box Girder</td> </tr> <tr> <td>Pre-cast Concrete Arch Structure</td> <td>Swing Span</td> </tr> <tr> <td>Pre-cast Concrete Box Culvert</td> <td>Thru-Girder/Floorbeam Bridge</td> </tr> <tr> <td>Pre-cast Concrete Segmental Bridge</td> <td>Thru-truss</td> </tr> <tr> <td></td> <td>Timber Structure</td> </tr> <tr> <td></td> <td>Welded Steel Plate Girder</td> </tr> </table>	Bascule Span	Pre-stressed Concrete Box Beam	Cast In place Arch Structure	Pre-stressed Concrete Bulb Tee	Cast In Place Box Culvert	Pre-stressed Concrete I-Beam	Concrete Slab Span	Pre-stressed Concrete Slab Beam	Deck-truss	Rigid Frame Concrete	Lift Span	Rigid Frame Steel	Pedestrian or Bikeway Bridge – Concrete	Rolled Beam	Pedestrian or Bikeway Bridge	Steel Box Girder	Pre-cast Concrete Arch Structure	Swing Span	Pre-cast Concrete Box Culvert	Thru-Girder/Floorbeam Bridge	Pre-cast Concrete Segmental Bridge	Thru-truss		Timber Structure		Welded Steel Plate Girder
Bascule Span	Pre-stressed Concrete Box Beam																										
Cast In place Arch Structure	Pre-stressed Concrete Bulb Tee																										
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Concrete Slab Span	Pre-stressed Concrete Slab Beam																										
Deck-truss	Rigid Frame Concrete																										
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Pedestrian or Bikeway Bridge – Concrete	Rolled Beam																										
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Pre-cast Concrete Arch Structure	Swing Span																										
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Pre-cast Concrete Segmental Bridge	Thru-truss																										
	Timber Structure																										
	Welded Steel Plate Girder																										
Fed Wrk Catg Type	Identifies the type of work for the Category. Federal work categories include the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bridge</td> <td style="width: 50%;">Non-participating (Bridge)</td> </tr> <tr> <td>Construction Engineering</td> <td>Non-participating (Roadway)</td> </tr> <tr> <td>Default Value for XML Import</td> <td>Roadway</td> </tr> <tr> <td>Erosion Control</td> <td>Third Party Participation</td> </tr> <tr> <td>General Landscape</td> <td>Utility Betterments (Bridge)</td> </tr> <tr> <td>Latin Landscape</td> <td>Utility Betterment (Roadway)</td> </tr> <tr> <td>Non-Contract Construction Engineering</td> <td>Wildflowers</td> </tr> </table>	Bridge	Non-participating (Bridge)	Construction Engineering	Non-participating (Roadway)	Default Value for XML Import	Roadway	Erosion Control	Third Party Participation	General Landscape	Utility Betterments (Bridge)	Latin Landscape	Utility Betterment (Roadway)	Non-Contract Construction Engineering	Wildflowers												
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General Landscape	Utility Betterments (Bridge)																										
Latin Landscape	Utility Betterment (Roadway)																										
Non-Contract Construction Engineering	Wildflowers																										
Brdg Span Nbr	Number of spans within the bridge structure. Protected if the Bridge ID field is empty.																										
Rd Sect Nbr	Road section number where the Category work is done. The user can find, filter, and sort in this field.																										
Fed Wrk Cls Type	Class of construction used for the Category. Construction classifications include the following:																										

Categories Field Descriptions	
Field	Description
	Bridge Non-participating (Bridge) Construction Engineering Non-participating (Roadway) Default Value for XML Import Roadway Erosion Control Third Party Participation General Landscape Utility Betterments (Bridge) Latin Landscape Utility Betterment (Roadway) Non-Contract Construction Wildflowers Engineering
Brdg Length	Length of the structure represented by this Category. Protected if the Bridge ID field is empty.
Hwy Nbr	Highway number where the primary Category work is done. The user can find, filter, and sort this field.
Suppl Wrk Cls Type	Supplementation category classification to distinguish between Bridge and Roads. Classifications include the following: REQUIRED Bridge (Structures) Roadway
Brdg Width	The width of the structure represented by this Category. Protected if the Bridge ID field is empty.
Hwy Type	Highway type where the primary Category work is done. Highway types include the following: Divided (Not E or F) Collector (Major) Freeway Collector (Major) Freeway Collector (Minor) Divided (Not E or F) Collector (Minor) Freeway Local Divided (Not E or F) Local Freeway Minor Arterial Divided (Not E or F) Minor Arterial Freeway Principal Arterial Not Applicable Divided (Not E or F) Principal Arterial Planning and Statewide Projects, Enhance Expressway Collector (Major) Undivided Collector (Major) Expressway Collector (Minor) Undivided Collector (Minor) Expressway Local Undivided Local Expressway Minor Arterial Undivided Minor Arterial Expressway Principal Arterial Undivided Principal Arterial Various
Beg Sta Nbr	NJDOT is not using this field.
Beg Termini	NJDOT is not using this field.
Unit Nbr	NJDOT is not using this field.

Categories Field Descriptions	
Field	Description
End Sta Nbr	NJDOT is not using this field.
End Termini	NJDOT is not using this field.
Desc	NJDOT is not using this field.

2.2.5 Items

Navigation: Main Panel \ Contract Administration \ Contract Records \ Items

The items window provides access to items specific to a contract. During the Contract Activation Process, the Resident Engineer or his designee should identify which items are Pay Plan Quantity items and/or Specialty items. Once the Contract has been changed to "Active," items may only be viewed in this window. Any changes to items on an "Active" contract should be done via the Change Order window.

Table 2-30 Items Field Descriptions

Items Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Nbr	The NJDOT DP number.
Line Item Nbr	The Contract Line Item number that identifies each Item as it appears in the contract.
Category Nbr	Category number under which Items are grouped, such as Roadway, Bridge, etc.
Item Code	NJDOT-defined code used to identify an Item. This value is supplied by the Item Master list.
Units Type	The unit of measure for this Item. This value is supplied by the Item Master list.
Spec Year	Specification year from the Item Master record.
Description	Text description of the Item. This value is supplied by the Item Master list.
Major Item	NJDOT is not using this field.

Items Field Descriptions	
Field	Description
Specialty	<p>Items flagged as "specialty" are excluded from the calculation used to determine the amount of the contract that may be subcontracted.</p> <p>The Resident Engineer or his designee should identify the Specialty items during the Contract Activation Process.</p>
Status Type	<p>Code indicating the current status of an Item.</p> <p>Pending. Status defaults to pending when the Item is added.</p> <p>Active. When a Contract's status is changed to active, the status of all of the Contract's Items is changed to active. An active Item cannot be deleted.</p> <p>Final. When a Final Item Quantity Change Order is approved, the status of all of the Change Order's Items is changed to Final.</p> <p>Audited. When an Item has been approved or accepted through an audit, the user must indicate its status as Audited.</p> <p>Complete. When a Contract's status is changed to complete, the status of all of the Contract's Items is changed to complete.</p>
Unit Price	Unit price of the Item; identified on Contract documents.
Bid Qty	This is the original quantity of the line Item, as indicated in the contract.
Bid Amt	Total dollar amount of Item at bid. Bid Qty multiplied by Unit Price.
Proposal Line Nbr	The line number that identifies the Item as it appears on the proposal. Entered by Preconstruction.
Related Item	NJDOT is not using this field.
Critical	NJDOT is not using this field.
Pay Plan Qty	<p>Indicates if the line Item is paid to plan quantity. If this indicator is ON, an in-box message indicating that the item has exceeded the bid quantity will be issued to the user who generated the estimate.</p> <p>The Resident Engineer or his designee should identify the Pay Plan Qty items during the activation process.</p>
Suppl Desc Req'd	Indicates if the line item requires a supplemental description.
Material Discrepancy Adj	NJDOT is not using this field.
Supplemental Descriptions	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
CO Nbr	The Change Order Number which added the item to the Contract.

Items Field Descriptions	
Field	Description
Pend CO Qty	The total item quantity included on all pending change orders.
Pend CO Amt	The total item dollar amount included on all pending change orders.
Net CO Qty	The net change to the Item quantity from all approved Change Orders.

2.2.6 Contract Funding

Navigation: Main Panel \ Contract Administration \ Contract Records \ Contract Funding

The Contract Funding panel allows the user to specify funding for the whole Contract, and for the Contract's Projects, Categories, and Line Items. The Contract Funding panel lists the current funding specifications in the top data window. Data for the selected funding record is displayed in the bottom data window. If the user adds funding that does not match the funding selection on the Contract Description folder tab (i.e., Federal, State/Province, or Multiple), AASHTOWare Project automatically updates the Contract Description folder tab.

Active Contracts must be fully funded. For any part of the Contract funded by multiple sources, the combined funding must equal 100%. If more than one priority level is assigned, the combined funding for each priority level must equal 100%. In addition, each funding source can be assigned a Cap amount. When the highest priority funding source reaches its Cap amount, the funding source with the next highest priority continues the funding. If the lowest priority level fund has a Cap amount, the Cap amount will be ignored until a lower level fund is added.

The Funding window should be pre-populated by the Pre-Construction Contract Load process. During the Contract Activation Process Capital/Operations Programming should review the Funding window for accuracy.

If during the life of the Contract, an additional funding source is required, Capital/Operations Programming should associate the funding source in the Contract Funding window. If the Funding Source is not available for selection in AASHTOWare Project, the funding source should then be entered in Preconstruction. The AASHTOWare Project Office should run the Pre-Construction Reference Load process to load the funding source into AASHTOWare Project.

Table 2-31 Contract Funding Field Descriptions

Contract Funding Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Number	The NJDOT DP number.
Funding Source Code	Identifies a particular source of funding. After a record is saved, this field is protected. To change the Funding Source Code, delete the record and add it again.
Funding Source Description	Name or description of the funding source.
Category Number	A grouping of Items assigned during Pre-construction. Items can be grouped within Categories for various reasons, primarily for funding.
Source Participation Percent	The percentage of the total amount in the Project/Category provided by the Funding Source.
Priority Order	Indicates the order in which funds are appropriated to the Contract. The valid range is between 1 and 9.
Line Item Number	The Contract Line Item Number that identifies each Item as it appears in the contract. All bid Line Item Numbers are assigned by the Pre-construction function. All Line Item Numbers added to the Contract after construction begins are assigned by the user.
Combine	NJDOT is not using this field.
Local Agreement Nbr	NJDOT is not using this field.
Fed/State Project Nbr	The federal or state Project Number for the Project.
State Accounting Code	NJDOT is not using this field.
Related Item	NJDOT is not using this field.
State Funding Code	NJDOT is not using this field.
Proposal Line Nbr	The line number that identifies the Item as it appears on the proposal.
Original Cap Amt	Original funding limit. This field is defined in Preconstruction.
Prev Estimates Amt Used	Amount used in the previous estimate.
Current Cap Amt	Current funding limit. This field is entered in AASHTOWare Project.
Current Estimate Amt Used	Amount used in the current estimate.

2.2.7 Contract Authority

Navigation: Main Panel \ Contract Administration \ Contract Records \ Contract Authority

The Contract Authority window displays the users, office levels, global Contract access indicator, and user group assignments. Once the Contract is loaded into AASHTOWare Project, The Resident Engineer should notify the AASHTOWare Project Coordinator via email with the Contract Authority requests for the Contract. The AASHTOWare Project Coordinator should grant all field office personnel access to the Contract within the appropriate group. If a user is granted access to a Standalone security group, that user should also be granted access to the contract with the corresponding Server security group. For example, Inspectors should be given access as Inspector and Inspector Standalone.

During the Contract Activation Process, the AASHTOWare Project Coordinator should assign specific Contract Authority to both the Resident Engineer and the Project Manager. AASHTOWare Project users who should participate in the Change Order review process should also be giving specific Contract Authority.

When user is no longer working on a particular contract, the AASHTOWare Project Coordinator should end Contract Authority for that user.

Table 2-32 Contract Authority Field Descriptions

Contract Authority Field Descriptions	
Field	Description
User ID	NJDOT-defined ID of the user.
User Name	Name of the user with this ID.
HQ Assignment	Indicates if the user is assigned to the Headquarters Office.
REG Assignment	Indicates to which Region the user is assigned.
DIV Assignment	Indicates if the user is assigned to Construction or Maintenance.
Active	A check in the Active check box identifies current AASHTOWare Project users.
Contact Authority Assignment	
Group Description	Drop-down list containing all the current user's active group assignments. The administrator selects from among these groups to assign the user office-wide or specific contract authority. Upon selecting a new value, the office-wide access and contract ID fields will be cleared. This is a required field.

Contract Authority Field Descriptions	
Field	Description
Office-wide Access	This field indicates whether the user has been assigned group access rights to all contracts within the user's assigned office. Office-wide Access is set in the Users window. This field is protected from update.
Contact id	This field identifies the contract to which the user is assigned group access rights and is required if office-wide access is not selected. The search capability for this field is limited to contracts on which the user is not currently assigned authority.
Contract Description	This protected field describes the contract to which the user is assigned group access rights.
Authority Start Date	The date Contract Authority begins for this user. The value defaults to the current date when a save is performed. This field will only be populated for contract-specific rows – it is not used for office-wide contract authority.
Authority End Dt	The date Contract Authority ends for this user. The value defaults to the current date upon choosing End Contract Authority from the window's Services menu. The user has authority until the following day. This field will only be populated for contract-specific rows – it is not used for office-wide contract authority.

2.2.8 Key Dates

Navigation: Main Panel \ Contract Administration \ Contract Records \ Key Dates

The Key Dates window lists the Key Dates for the selected Contract in the top portion of the window. The data for the selected Key Date is displayed in the bottom portion of the window. In NJDOT, all Key Dates are defined as default Key Dates and should be automatically added to each new Contract when the Contract is loaded into AASHTOWare Project.

During the activation process, the Resident Engineer or his designee should review each Key Date and delete the dates that are not applicable to the Contract. For the Key Dates that should be tracked on the Contract, the Resident Engineer or his designee should enter the appropriate projected date and Distribution List or Recipient ID. As the date occurs, the Resident Engineer or his designee should enter the Actual Date. Refer to Table 2-14 Default Key Dates Settings for details regarding each Key Date.

Table 2-33 Key Dates Field Descriptions

Key Dates Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Key Date Type	The name assigned by NJDOT for dates tracked in the Key Dates window.
Projected Date	The date the event is targeted to occur.
Required to Activate	Indicates that a key date must occur before the Contract status can be changed from Pending to Active. A Key Date cannot be both Required to Activate and Required to Finalize.
Actual Date	The date the event actually occurs. When entered, the date must be current or in the past. The Recipient or Distribution List is notified when this date is entered.
Required to Finalize	Indicates that a key date is part of the Contract finalization process. A Key Date cannot be both Required to Activate and Required to Finalize.
Distribution List	Group to be notified that the event has occurred. Either a Distribution List or Recipient field value must be entered. After a valid entry in either field, the other field is protected.
Recipient	User ID of a person to be notified that the event has occurred. Either a Distribution List or Recipient must be entered. After a valid entry in either field, the other field is protected.
Message Text	Standard message to be sent to the recipient(s).

2.2.9 Checklist Scheduled Events

Navigation: Main Panel \ Contract Administration \ Contract Records \ Checklist Scheduled Events

The Checklist Scheduled Events window lists the Checklist Events for the selected Contract in the top portion of the window. The data for the selected Checklist Events is displayed in the bottom portion of the window. In NJDOT, all Checklist Events are defined as default Checklist Events and should be automatically added to each new Contract when the Contract is loaded into AASHTOWare Project.

During the activation process, the Resident Engineer or his designee should review each Checklist Event and delete the events that are not applicable to the Contract. For the Checklist Events that should be tracked on the Contract, the Resident Engineer or his designee should enter the appropriate next projected date, the number of occurrences, and the appropriate Recipient ID. Refer to Table 2-16 Default Checklist Event Settings for details regarding each Checklist Event.

Table 2-34 Checklist Scheduled Events Field Descriptions

Checklist Scheduled Events Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Event Type	The names assigned by NJDOT to events that occur throughout the life of the Contract.
Event Group Type	Grouping of associated event types. This is a required field.
Frequency Type	For repetitive events, the frequency with which they occur. Frequency types used by NJDOT include the following: Annually Monthly Quarterly One Time Only
Event Day	The day of the week or month that the event is to occur. For weekly events, enter the day of the week (01-07). For monthly events, enter the day of the month (01-30). This field is protected for all other frequency types.
Milestone No	Identifies a milestone number within the Contract.
Next Proj Date	Next target date for a repetitive event to occur. For a new checklist event, it is the first occurrence date. This is a required field.
Required to Activate	NJDOT is not using this field.
Nbr of Occurrences	Number of times the event is scheduled to occur in the specified frequency type. This is a required field. If the frequency type is 'One Time Only' this field will default to 1. For 'Annually,' 'Monthly,' and 'Quarterly' Checklist Events, 999 should be entered as the number of occurrences.
Discrepancy	Indicates that if an event has not occurred before estimate generation, it will be reported as a discrepancy. In NJDOT, all Checklist Events should generate estimate discrepancies.
Required Doc Type	NJDOT is not using this field.
External Indicator	NJDOT is not using this field.
Distribution List	NJDOT is not using this field.
Recipient	The User ID of a person to be notified when the Checklist Event's projected date expires and the actual date is not entered.
Message Text	Standard message to be sent to recipient(s).

2.2.10 Checklist Event Dates

Navigation: Main Panel \ Contract Administration \ Contract Records \ Checklist Event Dates

The Checklist Event Dates window lists the scheduled events for the selected Contract. As the event occurs, the Resident Engineer or his designee should enter the Actual Date of the event. Personnel are notified when a Checklist Event is not accomplished by the Projected Date and an estimate discrepancy is generated. AASHTOWare Project automatically creates a row for the next projected date through the Contract Monitor Job Status process. However, if the actual date occurs before AASHTOWare Project generates the row for the next projected date, the user should use the new button to manually enter the Actual Date.

Table 2-35 Checklist Event Dates Field Descriptions

Checklist Event Dates Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Event Type	The names assigned by NJDOT to events that occur throughout the life of the Contract.
Frequency Type	For repetitive events, the frequency with which they occur. Frequency types used by NJDOT include the following: Annually Monthly Quarterly One Time Only
Event Group Type	Grouping of associated event types. This is a required field.
Next Proj Date	Next target date for a repetitive event to occur. For a new checklist event, it is the first occurrence date. This is a required field.
Nbr of Occrnc	Number of times the event is scheduled to occur in the specified frequency type. This is a required field. If the frequency type is 'One Time Only' this field will default to 1.
Required to Activate	NJDOT is not using this field.
Discr Ind	Indicates that if the event has not occurred by the time of estimate generation, this event is noted as a Discrepancy. An event type cannot be both Required to Activate and associated with a Discrepancy. If one of these fields is checked, the other field is protected.
Required Doc Type	NJDOT is not using this field.

Checklist Event Dates Field Descriptions	
Field	Description
Ext Ind	NJDOT is not using this field.
Projected Date	The date the event is targeted to occur. This field is protected after the record is saved. When entered, the date must be in the future and cannot be greater than the next projected date. For a new row, default to Next Proj Date.
Actual Date	The date the event actually occurs, which is protected when the external indicator is checked. When entered, the date must be current or in the past.
Comments	Comments about this record.

2.2.11 Permits

Navigation: Main Panel \ Contract Administration \ Contract Records \ Permits

The Permits window allows the user to add, modify, and delete Contract permit data. This is a record of the permits obtained for the Contract, including the permit type, the person who requested the permit, the effective date, the expiration date, and the permit number if applicable.

The Resident Engineer or his designee should enter the permit information in AASHTOWare Project during the Activation Process.

Permits Field Descriptions																																									
Field	Description																																								
Contract ID	The NJDOT DP number.																																								
Permit Type	<p>NJDOT-defined value for the type of permit. Permit types are as follows:</p> <table border="0"> <tr> <td>D&R Canal Commission</td> <td>NJDEP Remediation Approval</td> </tr> <tr> <td>DCA Asbestos Removal</td> <td>NJDEP Stormwater Management</td> </tr> <tr> <td>DCA Building</td> <td>NJDEP Stream Encroachment - GP</td> </tr> <tr> <td>DCA Building Demolition</td> <td>NJDEP Stream Encroachment – IP</td> </tr> <tr> <td>DCA Elevator</td> <td></td> </tr> <tr> <td>Endangered Species Act Section 7 Consult</td> <td>NJDEP Threatened & Endangered Species Cord</td> </tr> <tr> <td>EO 11988 Floodplains</td> <td>NJDEP Tidelands Conveyance</td> </tr> <tr> <td>EO 11990 Wetlands</td> <td>NJDEP Transition Area Waiver</td> </tr> <tr> <td>Meadowlands Commission</td> <td>NJDEP Water Quality Certificate</td> </tr> <tr> <td>National Marine Fisheries Service</td> <td>NJDEP Waterfront Development</td> </tr> <tr> <td>NJ Agriculture Development Area</td> <td>NJPDES Cst Activity Stormwater GP (RFA)</td> </tr> <tr> <td>NJDEP CAFRA</td> <td></td> </tr> <tr> <td>NJDEP Coastal Wetlands</td> <td>Other</td> </tr> <tr> <td>NJDEP Dam Safety</td> <td>US Coast Guard</td> </tr> <tr> <td>NJDEP Freshwater Wetlands – GP</td> <td>USACOE Section 10 (Navigable Waters)</td> </tr> <tr> <td>NJDEP Freshwater Wetlands – IP</td> <td>USACOE Section 404 (Individual)</td> </tr> <tr> <td>NJDEP Green Acres Pgm/State House Comm.</td> <td>USACOE Section 404 (Nationwide)</td> </tr> <tr> <td>NJDEP Highlands Preservation Area</td> <td>USDA Farmland Conversion (Form AD 1006)</td> </tr> <tr> <td>NJDEP Parks & Forestry</td> <td></td> </tr> <tr> <td>NJDEP Pollutant Discharge</td> <td>USEPA Sole Source Aquifer</td> </tr> </table>	D&R Canal Commission	NJDEP Remediation Approval	DCA Asbestos Removal	NJDEP Stormwater Management	DCA Building	NJDEP Stream Encroachment - GP	DCA Building Demolition	NJDEP Stream Encroachment – IP	DCA Elevator		Endangered Species Act Section 7 Consult	NJDEP Threatened & Endangered Species Cord	EO 11988 Floodplains	NJDEP Tidelands Conveyance	EO 11990 Wetlands	NJDEP Transition Area Waiver	Meadowlands Commission	NJDEP Water Quality Certificate	National Marine Fisheries Service	NJDEP Waterfront Development	NJ Agriculture Development Area	NJPDES Cst Activity Stormwater GP (RFA)	NJDEP CAFRA		NJDEP Coastal Wetlands	Other	NJDEP Dam Safety	US Coast Guard	NJDEP Freshwater Wetlands – GP	USACOE Section 10 (Navigable Waters)	NJDEP Freshwater Wetlands – IP	USACOE Section 404 (Individual)	NJDEP Green Acres Pgm/State House Comm.	USACOE Section 404 (Nationwide)	NJDEP Highlands Preservation Area	USDA Farmland Conversion (Form AD 1006)	NJDEP Parks & Forestry		NJDEP Pollutant Discharge	USEPA Sole Source Aquifer
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NJDEP Pollutant Discharge	USEPA Sole Source Aquifer																																								
Submitted Date	The permit request was submitted.																																								
Effective Date	The effective date of the permit.																																								
Expiration Date	The expiration date of the permit.																																								
Permit Number	The number associated with the permit, if applicable.																																								

2.2.12 Correspondence Log

Navigation: Main Panel \ Contract Administration \ Contract Records \ Correspondence Log

The Correspondence Log window tracks correspondence pertaining to a contract. Users may add or modify correspondence records that have been either sent or received by NJDOT. The user can describe the document, identify related records and disputes, attach the document, forward the correspondence record to other users, and open reference documents that have been received with correspondence records from other users.

In NJDOT, attachments in AASHTOWare Project are limited to PDF, Word, and Excel files. All other file formats including pictures should be maintained as project documentation outside of AASHTOWare Project. Attachments should be identified with the following naming convention: YYYYMMDDAAAA = Year, Month, Day, and abbreviation of the attached document. A description should also be included for each attachment. When selecting Security Groups for attachments, "Add All" should be selected.

The Resident Engineer or his designee should enter details of correspondence sent or received related to the contract. The following is a non-exclusive list of examples of correspondence that should be tracked in the Correspondence window.

- Construction Meeting Minutes
- Contractor Request for Substantial Completion Date
- Letter to Contractor regarding Close Out meeting
- Letter to Contractor regarding remaining work
- DC 123 Certificate of Compliance
- DBE Certification
- DC97 Pile Records
- LB 95A
- Letter from Contractor that all work is complete
- Schedule of Corrective Action
- LB 315 Rolling Straight Edge Report
- Request list of Failing Samples for Credit
- All required releases
- All required Payrolls, EEO and Payroll Shortage Letter
- All required warranties
- Letter of all work complete and ready for final acceptance
- DEP Completion form
- Schedule acceptance inspection
- Memo that the corrective inspection is the acceptance inspection
- Memo to Regional Traffic Engineer
- FWHA Acceptance Inspection Date
- DC 27 Bit Conc Wt & Location Record

- Memo requesting As-built review
- Memo of As-built review
- List of final as-built quantities to contractor
- Agreement with as-built quantities from contractor
- Final DC 83 form
- DC 177 As-built database input form
- Notification for final billing
- Certification of monuments
- Structure Open to Traffic
- Structural Steel Paint Systems
- Memo of Raised Pavement Markers
- Supplemental Estimate Requests and Approvals

If the correspondence is in reference to a claim or dispute, the Resident Engineer should create the Correspondence record, attach the correspondence, reference the claim number, and then forward the Correspondence to the Project Manager.

Table 2-37 Correspondence Log Field Descriptions

Correspondence Log Field Descriptions											
Field	Description										
Contract ID	The NJDOT DP number.										
Contract Correspondence Serial Number	Sequential AASHTOWare Project-generated serial number for the correspondence record.										
Correspondence Type	NJDOT-defined type of correspondence. Correspondence types include the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Agreements</td> <td style="width: 50%;">Memo</td> </tr> <tr> <td>Email</td> <td>Permit</td> </tr> <tr> <td>Form</td> <td>Plans</td> </tr> <tr> <td>Insurance Policy</td> <td>Report</td> </tr> <tr> <td>Letter</td> <td></td> </tr> </table>	Agreements	Memo	Email	Permit	Form	Plans	Insurance Policy	Report	Letter	
Agreements	Memo										
Email	Permit										
Form	Plans										
Insurance Policy	Report										
Letter											
Received/Sent	Field in which the user can select 'Received' or 'Sent' from a drop-down list to identify the correspondence as received or sent.										
On	Date on which the correspondence was received or sent. This date cannot be in the future. Defaults to the system date.										
Correspondence ID	User-defined alphanumeric field to identify the correspondence.										
Sent From	Name of the person or agency sending the document.										
Sent To	Name of the person or agency receiving the document.										

Correspondence Log Field Descriptions													
Field	Description												
Document Category	NJDOT defined category of correspondence used for retrieval and analysis. Categories include the following: <table border="0" style="width: 100%;"> <tr> <td>Claims/Disputes</td> <td>Municipal Agreements</td> </tr> <tr> <td>Close Out</td> <td>Permits</td> </tr> <tr> <td>EEO/Payroll</td> <td>Shop Drawings</td> </tr> <tr> <td>Insurance Policies</td> <td>Supplemental Estimates</td> </tr> <tr> <td>Material Forms</td> <td>Traffic Ops Forms</td> </tr> <tr> <td>Meeting Minutes</td> <td>Utility Agreements</td> </tr> </table>	Claims/Disputes	Municipal Agreements	Close Out	Permits	EEO/Payroll	Shop Drawings	Insurance Policies	Supplemental Estimates	Material Forms	Traffic Ops Forms	Meeting Minutes	Utility Agreements
Claims/Disputes	Municipal Agreements												
Close Out	Permits												
EEO/Payroll	Shop Drawings												
Insurance Policies	Supplemental Estimates												
Material Forms	Traffic Ops Forms												
Meeting Minutes	Utility Agreements												
Document Location	Physical location of the correspondence. If the document is not attached to the Correspondence record, its location should be identified.												
Major Topics	Major topics associated with the correspondence.												
Related Correspondence	Search field that allows the user to link record to another existing correspondence record for the contract.												
Required Response Text	Description of the response to the correspondence that is required.												
Dispute	Search field that allows the user to link record to an existing contract claim associated with this correspondence. All correspondence relating to a claim should be linked to the Claim number.												
Attachment	If a document is available, it should be scanned and attached to Correspondence record in AASHTOWare Project.												

2.2.13 Plan Discrepancies

Navigation: Main Panel \ Contract Administration \ Contract Records \ Plan Discrepancies

NJDOT is not using the Plan Discrepancies window in the Contract Administration functionality area.

2.2.14 Stockpiled Materials ****SEE APPENDIX A FOR EXAMPLES****

Navigation: Main Panel \ Contract Administration \ Contract Records \ Stockpiled Materials

The Stockpiled Materials window allows the user to select materials to stockpile for the Contract, and enter invoice data for the materials. The window also allows the user to replenish depleted material stockpiles, and close out stockpiles as needed.

In NJDOT, the Resident Engineer or his designee should enter the stockpile material information and ensure that the initial payment information is correct (i.e.

should not exceed 85% of the bid amount for the item). The Resident Engineer or his designee should also replenish the stockpile as necessary. AASHTOWare Project automatically applies the initial invoice payment to the next estimate, and as the item using the stockpile is recorded on a Daily Work Report and generated on an estimate, AASHTOWare Project automatically recoups the payment at the rate the item is used. Details for stockpile payments are itemized in the Line Item Adjustment window.

During the Contract Finalization Process, all active stockpiles should be closed and all unused stockpiled material payments are recouped by AASHTOWare Project on the next estimate. If possession of the material is retained by NJDOT, the Resident Engineer or his designee may need to initiate a Change Order to balance the recouped payment.

Table 2-38 Stockpiled Materials Field Descriptions

Stockpiled Materials Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Project Nbr	The NJDOT DP number.
Catg Nbr	Category number assigned to Items during Pre-construction.
Line Item Nbr	Contract Line Item number that identifies each Item as it appears on the Contract.
Units	Description of the unit of measurement for the Line Item.
Unit Price	Unit price of Item; identified on Contract documents.
Bid Quantity	The quantity of the Line Item, as indicated on the proposal or Contract.
Item Description	Short text explanation of the Item.
Supp Description 1	This field contains a textual description that is supplemental to the item's description. Two lines are provided.
Matl Code	NJDOT is not using this field.
Stockpiled Desc	Description of the material (or Item) being stockpiled. Auto populates if the user selects a value for material code.
Status	The status of a stockpiled material may be Open, Active, or Closed. New materials are given open status. Materials included in an estimate are given active status. When a balance is closed out, the material is given closed status. Open and active materials can be modified unless an estimate is pending. Only open materials can be deleted.

Stockpiled Materials Field Descriptions	
Field	Description
Invoice Date	Date of the invoice.
Invoice Number	Identifies the invoice with which the material was received. This field is required.
Quantity	Number of units received. This field is required. When modified, this value cannot be less than Installed Qty To Date.
Units	Description of the unit of measure for the material.
Unit Price	Unit price of the material; identified on the invoice. This field is required.
Conv Factor	The Conversion Factor is derived from the Contract Line Item information. It is the number of units of the material used in one unit of the Line Item. Defaults to 1.0 when the Stockpiled Description is typed by the user. The user can modify the default value.
Conv Unit Price	Unit price of the material multiplied by the Conversion Factor. This field is display only.
Invoice Amount	AASHTOWare Project-calculated product of the material Quantity and Unit Price.
Initial Invoice Payment	The initial payment to be applied to the invoice upon generation of the first estimate for the stockpiled material.
Matl Sn	The stockpile material sequence number. Each time the user creates a stockpiled material record, it will receive a Material Sequence number. The first stockpile material record will be assigned the number one (1) for the Material Sequence number and subsequent Material Sequence numbers (for each newly created stockpile record) will increase by increments of one (1).
Replenish Sn	The replenishment sequence number. Each time the user replenishes a stockpile, AASHTOWare Project copies the existing stockpile information to a new stockpile record, which the user can modify. When the new stockpile record is saved, it is assigned the same Material Sequence Number as the original stockpile. The first replenishment stockpile will be assigned the number zero (0) for the Replenish Sequence number and subsequent Replenish Sequence numbers will increase by increments of one (1).
Remaining Qty	The quantity of the material that remains. Calculated as the difference between Quantity and Installed Quantity To Date. May be zero if the Project is closed or the Contract is ended.
Installed Qty To Date	The quantity of the material installed to date. This value is calculated by the estimate generation process. This is a protected field.
Paid To Date	The amount that has been paid for the stockpiled material to date. This value is calculated by the estimate generation process. This is a protected field.

2.2.15 Force Accounts

Navigation: Main Panel \ Contract Administration \ Contract Records \ Force Accounts

The purpose of a Force Account is to record unexpected and unplanned expenses. A new Force Account describes the work to be done and lists the equipment, labor, and materials to be used, including rates per hour and costs per unit.

In NJDOT, the Resident Engineer or his designee should create the force account record in AASHTOWare Project as necessary. The Inspector should record the hours the equipment was used, the hours personnel worked, and the amount of material used on the Force Account folder tab in the Daily Work Report window. The Inspector should contact the Resident Engineer or his designee if updates are needed to the Force Account window to accurately reflect the equipment, personnel types, and material used on the Force Account. The daily record of the Force Account work submitted by the contractor should be attached to the Daily Work Report.

If the Force Account work is performed by a subcontractor, the Resident Engineer or his designee should manually calculate the additional 5% due to the Contractor and enter the amount in the Other Adjustment field. Supporting documentation should be attached to the Force Account.

The Resident Engineer or his designee should create a Change Order which should be linked to the Force Account to pay the Contractor. A Force Account item with a supplemental description which coincides with the number of the Force Account should be added to the Contract for the approximate amount of the Force Account. For example, Force Account #1 should be paid with the Force Account Item with a supplemental description of Force Account #1 and Force Account #2 should be paid the Force Account Item with a supplemental description of Force Account#2, etc.

Once the Force Account is complete, the total amount of the Force Account should be paid on the Daily Work Report with the appropriate Force Account item. An adjusting Change Order should be created so that the Force Account Item's final quantity reflects the amount of the Force Account.

Equipment Folder Tab

The Force Account Equipment folder tab allows the user to create and maintain a list of equipment and usage rates for the selected Force Account. The Resident Engineer or his designee should enter the description and purpose of the Force Account on the Equipment folder tab. Equipment to be used for the Force Account will also be established on the Equipment folder tab. Additional equipment may be added to the Force Account at any time.

- Only the equipment established on the Force Account window will be available for recording hours used on the Daily Work Report. If a new piece of equipment is needed for the Force Account work that is not already established, the Resident Engineer or his designee should add it to the Force Account Equipment folder tab prior to the Inspector recording the work.

Table 2-39 Force Accounts Window Equipment Folder Tab Field Descriptions

Force Accounts Window Equipment Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Force Account ID	AASHTOWare Project-generated ID for the Force Account.
Description	Work the Force Account is intended to cover. This field is required.
Purpose	Reason for the Force Account. This field is required.
Equipment	Total amount of Force Account equipment costs derived from the usage reported by Inspectors. This field is display only.
Equipment Adj (%)	NJDOT is not using this field.
Labor	Total amount of Force Account labor costs derived from the usage reported by daily inspectors and the adjustment percentage. This field is display only.
Labor Adj (%)	Percentage of the labor cost added as an adjustment to the labor cost. Refer to the NJDOT specifications for details on the Labor Adjustment.
Materials	Total amount for Force Account material costs derived from the daily usage reported by Inspectors and the adjustment percentage. This field is display only.
Materials Adj (%)	Percentage of the material cost added as an adjustment to the material cost. Refer to the NJDOT specifications for details on the Materials Adjustment.
Subtotal	Sum of the equipment, labor, and material costs after adjustment. This field is display only.
Other Adjustment	The manually calculated amount that should be added to the Force Account if the Force Account work was performed by a subcontractor.
Total	Sum of the Subtotal and Other Adjustment amounts. This field is display only.
Force Account Equipment Description	Text description of the piece of equipment. This is a required field. This field scrolls horizontally.

Force Accounts Window Equipment Folder Tab Field Descriptions	
Field	Description
Used Rate	Used rate for the equipment. This is a required field.
Idle Rate	Idle rate for the equipment. This is a required field.
Owned or Rented Type	Indicates if the equipment is owned by the Contract or rented. This is a required field. Options include the following: Contractor Owned Rented

Labor Folder Tab

The Force Account Labor folder tab allows the user to create and maintain a list of Force Account workers and their wage rates. The Resident Engineer or his designee should enter the names of each person working on the Force Account. Additional workers may be added to the Force Account at any time.

- ☐ Only the workers established on the Force Account window will be available for recording hours used on the Daily Work Report. If a new worker is needed for the Force Account work that is not already established, the Resident Engineer or his designee should add him or her to the Force Account Labor folder tab prior to the Inspector recording the work.

Table 2-40 Force Accounts Window Labor Folder Tab Field Descriptions

Force Accounts Window Labor Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Force Account ID	AASHTOWare Project-generated ID for the Force Account.
Description	Work the Force Account is intended to cover. This field is required.
Purpose	Reason for the Force Account. This field is required.
Equipment	Total amount of Force Account equipment costs derived from the usage reported by Inspectors. This field is display only.
Equipment Adj (%)	NJDOT is not using this field.
Labor	Total amount of Force Account labor costs derived from the usage reported by daily inspectors and the adjustment percentage. This field is display only.

Force Accounts Window Labor Folder Tab Field Descriptions																																							
Field	Description																																						
Labor Adj (%)	Percentage of the labor cost added as an adjustment to the labor cost. Refer to the NJDOT specifications for details on the Labor Adjustment.																																						
Materials	Total amount for Force Account material costs derived from the daily usage reported by Inspectors and the adjustment percentage. This field is display only.																																						
Materials Adj (%)	Percentage of the material cost added as an adjustment to the material cost. Refer to the NJDOT specifications for details on the Materials Adjustment.																																						
Subtotal	Sum of the equipment, labor, and material costs after adjustment. This field is display only.																																						
Other Adjustment	The manually calculated amount that should be added to the Force Account if the Force Account work was performed by a subcontractor.																																						
Total	Sum of the Subtotal and Other Adjustment amounts. This field is display only.																																						
Worker Name	Name of the worker for the Force Account work. This is a required field.																																						
Class	<p>Job classification of the worker for the Force Account work. The user can search this field. This is a required field. Job Classes include the following:</p> <table border="0"> <tr> <td>Asphalt Technologist</td> <td>Operator-Bridge Deck Finisher</td> </tr> <tr> <td>Carpenter</td> <td>Operator-Cherry Picker</td> </tr> <tr> <td>Dockbuilder</td> <td>Operator-Combination Backhoe</td> </tr> <tr> <td>Electrician</td> <td>Operator-Concrete Finisher, Self-Propel</td> </tr> <tr> <td>Foreman-Asphalt</td> <td>Operator-Concrete Pump</td> </tr> <tr> <td>Foreman-Carpenter</td> <td>Operator-Crane</td> </tr> <tr> <td>Foreman-Concrete</td> <td>Operator-Ditcher</td> </tr> <tr> <td>Foreman-Dockbuilder</td> <td>Operator-Driller</td> </tr> <tr> <td>Foreman-Finisher</td> <td>Operator-Front End Loader</td> </tr> <tr> <td>Foreman-Grade</td> <td>Operator-Gradall</td> </tr> <tr> <td>Foreman-Ironworker</td> <td>Operator-Grader</td> </tr> <tr> <td>Foreman-Labor</td> <td>Operator-Groove Cutting Machine</td> </tr> <tr> <td>Foreman-Painter</td> <td>Operator-Guiderail Auger, Pounder</td> </tr> <tr> <td>Ironworker</td> <td>Operator-Log Skidder</td> </tr> <tr> <td>Labor-Asbestos Removal</td> <td>Operator-Milling Machine</td> </tr> <tr> <td>Labor-Asphalt</td> <td>Operator-Oiler</td> </tr> <tr> <td>Labor-Asphalt Dumpman</td> <td>Operator-Pavement Breaker</td> </tr> <tr> <td>Labor-Asphalt Raker</td> <td></td> </tr> <tr> <td>Labor-Asphalt Screedman</td> <td></td> </tr> </table>	Asphalt Technologist	Operator-Bridge Deck Finisher	Carpenter	Operator-Cherry Picker	Dockbuilder	Operator-Combination Backhoe	Electrician	Operator-Concrete Finisher, Self-Propel	Foreman-Asphalt	Operator-Concrete Pump	Foreman-Carpenter	Operator-Crane	Foreman-Concrete	Operator-Ditcher	Foreman-Dockbuilder	Operator-Driller	Foreman-Finisher	Operator-Front End Loader	Foreman-Grade	Operator-Gradall	Foreman-Ironworker	Operator-Grader	Foreman-Labor	Operator-Groove Cutting Machine	Foreman-Painter	Operator-Guiderail Auger, Pounder	Ironworker	Operator-Log Skidder	Labor-Asbestos Removal	Operator-Milling Machine	Labor-Asphalt	Operator-Oiler	Labor-Asphalt Dumpman	Operator-Pavement Breaker	Labor-Asphalt Raker		Labor-Asphalt Screedman	
Asphalt Technologist	Operator-Bridge Deck Finisher																																						
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Labor-Asphalt Raker																																							
Labor-Asphalt Screedman																																							

Force Accounts Window Labor Folder Tab Field Descriptions	
Field	Description
	Labor-Blaster Operator-Pile Driver Labor-Concrete Finisher Operator-Roller Laborer Operator-Scraper Labor-Form Setter Operator-Surveyor Labor-Landscape Operator-Tugboat Labor-Painter Other-Labor Classification Labor-Powertool Superintendent Operator Teamster Operator-Asphalt Paver Traffic Control Coordinator Operator-Asphalt Roller Traffic Director Operator-Backhoe Truck Driver
Regular Rate	Regular hourly rate of the worker for the Force Account work. This is a required field.
Fringe Rate	Fringe hourly rate of the worker for the Force Account work. This is an optional field.
Overtime Rate	Overtime hourly rate of the worker for the Force Account work. This is a required field.

Material Folder Tab

The Force Account Material folder tab allows the user to create and maintain a list of Force Account materials and related invoice quantities and costs. The Resident Engineer or his designee should enter the invoice information for materials used on the Force Account. Additional material may be added to the Force Account at any time.

- ☐ Only the materials established on the Force Account window will be available for recording quantities used on the Daily Work Report. If a new material is needed for the Force Account work that is not already established, the Resident Engineer or his designee should add it to the Force Account Materials folder tab prior to the Inspector recording the work.

Table 2-41 Force Accounts Window Material Folder Tab Field Descriptions

Force Accounts Window Material Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Force Account ID	AASHTOWare Project-generated ID for the Force Account.

Force Accounts Window Material Folder Tab Field Descriptions	
Field	Description
Description	Work the Force Account is intended to cover. This field is required.
Purpose	Reason for the Force Account. This field is required.
Equipment	Total amount of Force Account equipment costs derived from the usage reported by Inspectors. This field is display only.
Equipment Adj (%)	NJDOT is not using this field.
Labor	Total amount of Force Account labor costs derived from the usage reported by daily inspectors and the adjustment percentage. This field is display only.
Labor Adj (%)	Percentage of the labor cost added as an adjustment to the labor cost. Refer to the NJDOT specifications for details on the Labor Adjustment.
Materials	Total amount for Force Account material costs derived from the daily usage reported by Inspectors and the adjustment percentage. This field is display only.
Materials Adj (%)	Percentage of the material cost added as an adjustment to the material cost. Refer to the NJDOT specifications for details on the Materials Adjustment.
Subtotal	Sum of the equipment, labor, and material costs after adjustment. This field is display only.
Other Adjustment	The manually calculated amount that should be added to the Force Account if the Force Account work was performed by a subcontractor.
Total	Sum of the Subtotal and Other Adjustment amounts. This field is display only.
Invoice ID	Invoice received with the material used for the Force Account.
Invoice Dt	Date of the invoice received with the material used for the Force Account.
Contract FA Material Description	Description of the material used for the Force Account. This is a required field.
Delivered Qty	Invoiced quantity of the delivered material used for the Force Account. This is a required field.
Units Type	Unit of measurement of the material used for the Force Account. This is a required field.
Unit Price	Unit price of the material used for the Force Account. This is a required field.

Summary Folder Tab

The Force Account Summary folder tab calculates and displays the total actual cost of the Force Account and the actual costs per type and per day. This is a view-only

window. The total actual costs are derived from the hours and quantities reported on Daily Work Reports. The user can access the Daily Work Reports from this window. The Resident Engineer or his designee should view the Summary folder tab to obtain the total amount of the Force Account recorded on Daily Work Reports. This amount should then be compared to the Change Order to be sure the funding is accurately secured and the Force Account work is accurately paid.

Table 2-42 Force Accounts Window Summary Folder Tab Field Descriptions

Force Accounts Window Summary Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Force Account ID	AASHTOWare Project-generated ID for the Force Account.
Description	Work the Force Account is intended to cover. This field is required.
Purpose	Reason for the Force Account. This field is required.
Equipment	Total amount of Force Account equipment costs derived from the usage reported by Inspectors. This field is display only.
Equipment Adj (%)	NJDOT is not using this field.
Labor	Total amount of Force Account labor costs derived from the usage reported by daily inspectors and the adjustment percentage. This field is display only.
Labor Adj (%)	Percentage of the labor cost added as an adjustment to the labor cost. Refer to the NJDOT specifications for details on the Labor Adjustment.
Materials	Total amount for Force Account material costs derived from the daily usage reported by Inspectors and the adjustment percentage. This field is display only.
Materials Adj (%)	Percentage of the material cost added as an adjustment to the material cost. Refer to the NJDOT specifications for details on the Materials Adjustment.
Subtotal	Sum of the equipment, labor, and material costs after adjustment. This field is display only.
Other Adjustment	The manually calculated amount that should be added to the Force Account if the Force Account work was performed by a subcontractor.
Total	Sum of the Subtotal and Other Adjustment amounts. This field is display only.
Daily ID	Date and User ID of the Daily Work Report that includes the Force Account information.
Labor Costs	Accumulated amount of regular and overtime labor costs for the Force Account.

Force Accounts Window Summary Folder Tab Field Descriptions	
Field	Description
Fringe Costs	Accumulated amount of regular and overtime fringe labor costs for the Force Account.
Equipment Costs	Accumulated amount of used and idle equipment costs for the Force Account.
Material Costs	Accumulated amount of material costs for the Force Account.
Total Costs	Total labor, fringe, equipment, and material costs on one Daily ID for the Force Account.
Daily ID Totals	Total labor, fringe, equipment, and material costs on all Daily IDs for the Force Account.
Daily ID Adjustments	Adjusted labor, equipment, and material costs computed with the adjustment percentage entered for each. The Total Daily ID Adjustment is the total of the adjusted labor, equipment, and material costs for the Force Account.
Force Account Adjustment	NJDOT is not using this field.
Total Cost	Sum of the Daily ID Totals, Total Daily ID Adjustments, and Force Account Adjustment for the Force Account.

2.2.16 Design Evaluation

Navigation: Main Panel \ Contract Administration \ Contract Records \ Design Evaluation

NJDOT is not using the Design Evaluation window in the Contract Administration functionality area.

2.2.17 Disputes/Claims

Navigation: Main Panel \ Contract Administration \ Contract Records \ Disputes/Claims

The Dispute/Claim window allows the user to track claims related to a Contract. The user may add, modify, and delete claim records. In NJDOT, the Resident Engineer or his designee will maintain the Disputes/Claims window.

Description Folder Tab

The Description folder tab displays the basic description data that can be added, deleted, updated, or viewed. Once the contractor submits form DC 161, the Resident Engineer or his designee should enter the information in AASHTOWare Project in the Disputes/Claims window. A record of the correspondence should also be created in the Correspondence Log window, attaching the DC 161 to the Correspondence record. The Resident Engineer or his designee should then send an e-mail to notify the Project Manager of the pending claim. The Project Manager

should use the information in the AASHTOWare Project Disputes/Claims window and the DC 161 to enter claim tracking information in PRS. As the claim proceeds through the claims tracking process, the Resident Engineer should update the Description folder tab with the Status and Resolution Level of the claim.

- All correspondence relating to claims should be entered in the Correspondence Log window with a Category Type of Claims/Disputes. The correspondence, including the DC 161 should be attached to the Correspondence record. Additionally, the Project Manager should be notified of all Correspondence relating to the Claim.

Before a Contract should be considered complete, all Claims must have a date in the Dept Resolved Date field. If the claim proceeds to litigation enter the date the claim was escalated to litigation in this field and comment in Remarks that the claim is in litigation.

Table 2-43 Disputes/Claims Window Description Folder Tab Field Descriptions

Disputes/Claims Window Description Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Dispute ID	AASHTOWare Project-generated ID for the dispute or claim.
Type Ind	Identifies this is a claim. This is a required field, and in NJDOT, all records should be entered as Claim.
Status	Status of the claim. This is a required field. Status options include the following: Claim Notice Only Step 3 – Offer Rej by Cont. Await Contractor Accepted Settlement Offer Action Step 1 - RE Review Step 4 - Mediation Step 1 - Offer to Contractor Global Settlement Step 2 - Dispute Review Board Withdrawn Step 2 - Offer to Contractor Litigation – Cont. Process Step 3 - Claims Committee Terminated Step 3 - Offer to Contractor
Subcontr ID	NJDOT is not using this field.
Category Type	NJDOT-defined Category of the claim. This is a required field. Category types include the following: Increase/Decreased Quantities Measurement of Quantities New Work Other Character of Work

Disputes/Claims Window Description Folder Tab Field Descriptions	
Field	Description
Estimate Nbr	NJDOT is not using this field.
Requested Days	Number of days requested by the Contractor in the claim. Either Requested Amt or Requested Days is required. If this is not known at the time of claim notice, this field should be left blank and the requested number of days entered once this is known.
Requested Amt	Dollar amount requested by the Contractor in the claim. Either Requested Amt or Requested Days is required. If this is not known at the time of the claim notice, \$1.00 should be entered in this field, and then changed to the actual requested amount once the amount is known.
Settled Days	Days settled for the claim, if the settlement is directly linked to this claim. If a settlement includes multiple claims, this field should be left blank and the decision should be entered in the Remarks field.
Settled Amt	Amount settled for the claim, if the settlement is directly linked to this claim. If a settlement includes multiple claims, this field should be left blank and the decision should be entered in the Remarks field.
Received Date	Date the claim was received by NJDOT. This is a required field
Logged Date	Date the claim was entered into AASHTOWare Project. This date is entered by AASHTOWare Project.
Diary Start Date	Start date of a range of diaries that document the claim. Cannot be later than the current date. This date should be entered if applicable.
Diary End Date	End date of a range of diaries that document the claim. Must be greater than or equal to the Diary Start Date. This date should be entered if applicable.
Contractor Accepted Date	Date the Contractor accepted the NJDOT offer in writing. Cannot be after the current date or equal to the Dept Resolved Date.

Disputes/Claims Window Description Folder Tab Field Descriptions	
Field	Description
Dept Resolved Date	Date the claim was resolved. Cannot be after the current date. On active Contracts this date should be entered by the Resident Engineer and should be one of the following: the date the Change order is executed the claim is withdrawn the date of the unconditioned final certificate On Contracts that are no longer active, this date should be entered by the Project Manager and should be one of the following: the date the AD-12 is executed the date the claim is withdrawn the date of the final court decision (when a zero dollar decision is made by the courts, otherwise an Ad-12 needs to be executed to pay for the settlement) Details should be entered in the Remarks field as appropriate.
FHWA Concurrence Date	NJDOT is not using this field.
Release/Payment Date	NJDOT is not using this field.
Resolution Level	The level in which the Claim was resolved. Resolution Levels include the following: Withdrawn Settled at Step 1 Settled at Step 2 Settled at Step 3 Settled at Step 4 Global Settlement Litigation - Ruling Issued
Remark	Remarks about the claim. At a minimum this field should include the following: Description of the Claim Contractor Reference Number Claim Event Date Multiple Claim settlement amount/days details, if applicable
Project Number	The DP Number related to the claim.
Line Item	Line Item Number of an Item associated with the claim. The user can search this field. An Item can be in multiple claims. This field is protected in update mode.
Item Code	NJDOT-defined code for the Item associated with the claim.
Short Description	Short description of the Item associated with the claim.

Disputes/Claims Window Description Folder Tab Field Descriptions	
Field	Description
Seq Nbr	AASHTOWare Project-generated sequence number that identifies the Project and Line Item associated with the claim.

Recipients Folder Tab

NJDOT is not using the Recipients folder tab.

Related Records Folder Tab

The Related Records tab displays a list of AASHTOWare Project records related to the selected claim. This allows the user to navigate automatically to the related record's window (e.g. Change Order or Correspondence Log). This window is view only.

Table 2-44 Disputes/Claims Window Related Records Folder Tab Field Descriptions

Disputes/Claims Window Related Records Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Dispute ID	AASHTOWare Project-generated ID for the dispute or claim.
Entered Date	Date the record related to the claim was entered in AASHTOWare Project
Related Records	Records that are related to the claim. In NJDOT, all correspondence relating to the claim will be entered in the Correspondence Log window and if a claim results in a Change Order, the Change Order will be linked to the claim.
Key	AASHTOWare Project-generated sequence number that identifies the record associated with the claim.

2.2.18 DSS Contracts

Navigation: Main Panel \ Contract Administration \ Contract Records \ DSS Contracts

NJDOT is not using the DSS Contracts window in the Contract Administration functionality area.

2.3 Contractor Management

2.3.1 Construction Conference

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Construction Conference

NJDOT is not using the Construction Conference window in the Contract Administration functionality area.

2.3.2 Progress Schedule

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Progress Schedule

NJDOT is not using the Progress Schedule window in the Contract Administration functionality area.

2.3.3 Subcontracts

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Subcontracts

The Subcontract window allows the user to add, modify, and delete Subcontractors associated with a specific contract. The panel also displays calculated DBE commitment amounts.

If a Contractor requests approval of a Subcontract, the DC-18 should be submitted to the Region, which is then forwarded to Construction Services. Construction Services should review the Subcontract request and approve the Subcontract, as appropriate. If the Subcontractor is not in the AASHTOWare Project vendor list, Construction Services should add the Subcontract to the Vendor window in Preconstruction according to the new vendor procedures and then the AASHTOWare Project Office should load the Subcontractor into AASHTOWare Project with the Pre-Construction Reference Load process.

Once the Subcontract is approved, Construction Services should notify the Region via email. The Subcontract Coordinator should enter the Subcontract in AASHTOWare Project once the Subcontract is approved by Construction Services.

- 📄 If the Subcontract is not entered in AASHTOWare Project with an approval date, Inspectors cannot record work performed by the Subcontractor. Therefore, retainage will be withheld on all items, not just items performed by the Prime Contractor.

Description Folder Tab

The Subcontractor and DBE commitments should be entered on the Description folder tab. To be selected as a Subcontractor, a contractor must first be entered as a vendor in the Vendor reference tables. When a new Subcontract is saved, AASHTOWare Project adds the Subcontract amount to the total amount of

uncompleted work for the Subcontractor. The Contract's Prime Contractor cannot be selected as a Subcontractor on the Contract.

The Subcontract Coordinator should enter subcontracts into AASHTOWare Project.

Table 2-45 Subcontracts Window Description Folder Tab Field Descriptions

Subcontracts Window Description Folder Tab Field Descriptions						
Field	Description					
Contract ID	The NJDOT DP number.					
SubCont Nbr	User-entered number associated with each Subcontract. After saving, it cannot be modified. In NJDOT, Subcontracts should be identified with a three digit number, i.e. 001, 002, etc.					
Parent Subcont Nbr	NJDOT is not using this field.					
Supp/Hauler Ind	Indicates that the Subcontractor is a supplier or hauler only. If so, the Subcontract cannot have Items. The user must enter the Total Subcontract Amount manually. If the Supplier/Hauler checkbox is selected on a Federal Contract, then 60% should also be entered in the Percent towards DBE Goal field to not that only 60% of the work should count towards meeting the goal for this Subcontractor.					
Subcontractor	Short name for the Subcontractor.					
Contractor DBE Goal Pct	The percentage of contract work counted toward the DBE commitment goal.					
SubCont Type	NJDOT-defined Subcontract Type. Subcontract Types are as follows: DBE Non-DBE Specialty Supplier/Hauler					
DBE Type	NJDOT-defined code for the Subcontractor's DBE Type. DBE Types are as follows:					
	<table border="0"> <tr> <td>Disadvantaged Business Enterprise</td> <td>SBE Category 5</td> </tr> <tr> <td>Emerging Small Business Enterprise</td> <td>Small Business Enterprise</td> </tr> <tr> <td>SBE Category 4</td> <td>Woman Business Enterprise</td> </tr> </table>	Disadvantaged Business Enterprise	SBE Category 5	Emerging Small Business Enterprise	Small Business Enterprise	SBE Category 4
Disadvantaged Business Enterprise	SBE Category 5					
Emerging Small Business Enterprise	Small Business Enterprise					
SBE Category 4	Woman Business Enterprise					
Verified Payment Amt						
Last	NJDOT is not using this field.					
Total	NJDOT is not using this field.					
Work Type	NJDOT-code that identifies the major type of work class for a Vendor. Workclass types include the following:					

Subcontracts Window Description Folder Tab Field Descriptions	
Field	Description
Apply Bituminous Material	Landscaping
Asbestos Removal	Large Diameter Cyc. Piles 3FT or More
Bituminous Concrete Curb	Latex Modified Overlay
Blasting	Long Life Pavement Markings
Borings	Machine Sweeping
Bridge	Maint. & Protection of Traffic
Bridge Approach & Transition Slabs	Mech. Const, Plumbing, Heating, Vent & Air
Bridge Fender Systems and Bulkheads	Milling
Bridge Parapets	Miscellaneous
Bridge Repair	Miscellaneous Structures
Bus Shelters	Modified Design Build
Caissons	Movable Bridge Install/Rehab
Cathodic Protection	Moving
Chemical Vegetation Control	Natural Stone Masonry
Clearing	Noise Barriers
Clearing Existing Drain. Pipe & Struct.	Painting
Code for Non-Prequalified Vendors	Paving
Computerized Arterial Traffic Control Sy	Paving Bituminous
Concrete Median Barrier Curb	Paving Concrete
Concrete Repairs	Paving Concrete Base
Core Drilling	Permanent Signs
Curbs, Sidewalks, & Misc. Concrete Work	Pile Driving
Debarred	Planting
Demolition	Pneumatic Mortar or Gunitite
Design Services (Subcontracting Only)	Precast Segmental Bridge Construction
Dewatering	Punch List Work
Diving	Railroad Track Work
Drainage	Rehab. Of Movable Bridge Houses
Dredging	Reinforcing Steel
Earth Retaining Structures	Remote Control Pipe/Jacking Microtunnel
Earthwork	Removal Petroleum, Debris, & Hazardous Matl
Electrical	Repairs Using Resin Impregn Matl
Engineering	Rest and Service Buildings
	Rigging

Subcontracts Window Description Folder Tab Field Descriptions	
Field	Description
	Environmental Dredging Erect Steel and/or Prestressed Concrete Erect Steel Plate Drainage-Metal Bin Wall Erection of Bridge Railing Erection of Permanent Forms Erection Ornamental & Light Structure Steel Fencing Foundation Excavation General Concrete Grading Grading & Bituminous Paving Grading and Paving Grouting Grubbing Guide Rail Health & Safety Plan Heavy Highway Hydrodemolition Impact Attenuators Installation Intelligent Transportation Systems Rumble Strips Sampling and Analysis Sand Drains & Sand Fill Sandblasting Sawing, Sealing, & Curbing Sewage Disposal Sign Structures Soil & Rock Anchors Standard Pavement Markings Subsurface Invest & Loc. By Vacuum Excav Subsurface Investigation & Test Borings Systems Integrator Topsoil & Seeding Tree Trimming & Removal Trenching Truck Scale Installation Tunneling Underground Utilities Waterproofing Welding
Cert Type	NJDOT-defined code to indicate the DBE's certification type. This field is automatically entered by AASHTOWare Project based on information in the Vendor window. Certification types include the following: Certified Disadvantaged Business Enterprise Disabled Business Enterprise Emerging Small Business Enterprise Minority Business Enterprise Other Business Enterprise Small Business Enterprise SBE Category 4 SBE Category 5 Woman Business Enterprise
Approval Date	The date the approval was given for this Subcontract. If the sum of the Subcontractor's uncompleted work amount for all Contracts (including the total amount of the new Subcontract) exceeds the sum of the Subcontractor's work class qualification amounts, a warning message is displayed. If an Approval Date is not entered, AASHTOWare Project will not display the Subcontractor's name in the Contractor drop-down list on the Contractors and Record Work Items folder tabs in the Daily Work Reports window.

Subcontracts Window Description Folder Tab Field Descriptions	
Field	Description
Pct Twrds DBE Goal	Percentage of the Subcontract amount counted towards the DBE commitment goal. For non-nested DBE Subcontracts with no line Items (that is, a supplier or hauler), the field defaults to 100% and can be modified. For other non-nested DBE Subcontracts, the field defaults to 100% and cannot be modified.
Fed Supp/Haul Fund Pct	Percentage of the Subcontract DBE commitment goal that is covered by federal funding for a DBE supplier or hauler. Defaults to 100 when Contract Funding is Federal. Defaults to zero when Contract Funding is State. Entered by the user when Contract Funding is Multiple.
Amounts	
This SubContract	Quantity multiplied by Subcontract line Item unit price for all Subcontract Items. Must be entered manually if a Subcontract without any Items is entered (that is, a supplier or hauler).
This Original Commitment	Original amount that the Prime Contractor commits to subcontract to the DBE.
This Current Commitment	For Subcontracts where DBE Type is indicated, this is calculated by multiplying the Subcontract Amount by the Pct Towards DBE Goal.
Total Original Commitment	Sum of the original commitment amounts for all the DBE Subcontracts for a Contract.
Total Current Commitment	Sum of current commitment amounts for all the DBE Subcontracts for a Contract.
Total Allowable Max (non-spclty)	Maximum allowed amount (excluding specialty Items) for all Subcontracts in a Contract. This is the Max Allowed Subcontract Percent in the System Operational Parameter table multiplied by the difference of the total Contract amount minus the specialty Items amount.
Total Towards Max (non-spclty)	Current amount of all Subcontracts that contribute towards the Max Allowable Amount (non-spclty). This is the sum of all of the non-line Item Subcontract amounts plus all of the nonspecialty Subcontract line Item amounts.
Total Spclty Subcontracted	Current amount of all Subcontracts that contribute towards the Max Allowable Amount (non-spclty). This is the sum of all of the non-line Item Subcontract amounts plus all of the nonspecialty Subcontract line Item amounts.
Total Subcontracted	Sum of all parent Subcontract amounts for the Contract.
Pct of Total Sub'd	
This SubContract	Percentage of the sum of the parent Subcontract amounts covered by this Subcontract.
This Original Commitment	Percentage of the sum of the Subcontract original commitment amounts covered by this Subcontract.

Subcontracts Window Description Folder Tab Field Descriptions	
Field	Description
This Current Commitment	Percentage of the sum of the Subcontract current commitment amounts covered by this Subcontract current commitment amount.
Pct of Total Contract	
This SubContract	Percentage of the Contract's current amount covered by this Subcontract's Total Amount.
This Original Commitment	Percentage of the Contract's current amount covered by this Subcontract's Original Commitment Amount.
This Current Commitment	Percentage of the Contract's current amount covered by this Subcontract's Current Commitment Amount.
Total Original Commitment	Percentage of the Contract's current amount covered by the Total Original Commitment Amount.
Total Current Commitment	Percentage of the Contract's current amount covered by the Total Current Commitment Amount.
Total Allowable Max (non-spclty)	Percentage of the Contract's current amount covered by the Total Allowable Max (non-spclty) Amount.
Total Towards Max (non-spclty)	Percentage of the Contract's current amount covered by the Total Towards Max (non-spclty) Amount.
Total Spclty Subcontracted	Percentage of the Contract's current amount covered by the Total Spclty Subcontracted Amount.
Total Subcontracted	Percentage of the Contract's current amount covered by the sum of all the parent Subcontract amounts.

Items Folder Tab

The Subcontract Items folder tab allows the user to add, modify, and delete Subcontract Items. If the Subcontractor is a hauler or supplier only, the Subcontract will not have Items. If the Subcontract has no Items, the user must enter the Subcontract Amount manually. If the Subcontract has Items, the Subcontract Amount is the sum of all of the Item amounts and the user cannot modify it.

In NJDOT, the Subcontract Coordinator should enter the items for each subcontract.

- If multiple Subcontractors are subcontracted to perform work on different portions of the same item unit (e.g. one Subcontractor installs the item and the other subcontractor paints the item), both Subcontractors should be assigned the appropriate quantity and Partial should be selected in the This Subcontract Unit field.

Table 2-46 Subcontract Window Items Folder Tab Field Descriptions

Subcontract Window Items Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Subcontract Nbr	User-entered number associated with each Subcontract. After saving, it cannot be modified. In NJDOT, Subcontracts should be identified with a three digit number, i.e. 001, 002, etc.
Project Number	The NJDOT DP number.
Line Item	The Contract Line Item number that identifies each Item as it appears in the contract.
Item Code	NJDOT-defined code used to identify an Item. This value is supplied by the Item Master list.
Unit Type	The unit of measure for this Item. This value is supplied by the Item Master list.
Specialty	Items flagged as "specialty" are excluded from the calculation used to determine the amount of the contract that may be subcontracted.
Short Description	Text description of the Item. This value is supplied by the Item Master list.
Supp Descriptions	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
Quantity	
Contract Bid Quantity	Contract bid quantity of the Contract Line Item.
Current Contract Quantity	Current quantity of the Contract line Item including any Change Orders. Current Quantity is calculated by the sum of Bid Quantity and the net Change Order quantity.
Parent Subcontract Quantity	NJDOT is not using this field.
This Subcontract Quantity	The quantity of the line Item subcontracted to this Subcontract. The Subcontract Quantity must be a positive value.
Unit	
Contract Bid Unit	Unit of the Item identified on the invoice.
Current Contract Unit	Unit of the Item identified on the invoice.

Subcontract Window Items Folder Tab Field Descriptions	
Field	Description
Parent Subcontract Unit	NJDOT is not using this field.
This Subcontract Unit	Unit of this Subcontract Line Item. Defaults to the unit on the Contract bid item. Select Partial if the item is unit is performed by multiple Subcontractors.
Price	
Contract Bid Price	Unit of the Item identified on the invoice.
Current Contract Price	Unit of the Item identified on the invoice.
Parent Subcontract Price	NJDOT is not using this field.
This Subcontract Price	Unit price of the Item for this Subcontract.
Amount	
Contract Bid Amount	Total amount of the bid Item available for Subcontract. Contract Bid Amount Item amount is calculated by the Contract bid unit price of the Item multiplied by the Contract bid quantity.
Current Contract Amount	Total amount of the current Item available for Subcontract. Current Contract amount is calculated by the Contract bid unit price of the Item multiplied by the current Contract quantity.
Parent Subcontract Amount	NJDOT is not using this field.
This Subcontract Amount	Total amount of the Subcontract Item. Sub Item amount is calculated by multiplying the Subcontract unit price of this Subcontract Item times the Subcontract quantity.
Subcontract Amount	The sum of quantity times the unit price for all Subcontract Items, or the value entered directly if the Subcontract has no line Items (i.e., a supplier or hauler).
Shared Level 1 Item Ind	NJDOT is not using this field.

2.3.4 Contractor Payrolls

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Contractor Payrolls

NJDOT is not using the Contractor Payrolls window in the Contract Administration functionality area.

2.3.5 Document Submission

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Document Submission

NJDOT is not using the Document Submission in the Contract Administration functionality area.

2.3.6 Contractor Evaluation

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Contractor Evaluation

NJDOT is not using the Contractor Evaluation window in the Contract Administration functionality area.

2.3.7 Contractor Payroll Load

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Contractor Payroll Date

NJDOT is not using the Contractor Payroll Load window in the Contract Administration functionality window.

2.3.8 Document Submission Review

Navigation: Main Panel \ Contract Administration \ Contractor Management \ Document Submission Review

NJDOT is not using the Document Submission Review window in the Contract Administration functionality area.

2.4 Reports (CA+)

2.4.1 Contract Status

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Contract Status

The Contract Status Report window allows the user to generate a Contract status report consisting of a report header, the Contract critical dates, the percentage of work complete by time and dollars, the current Contract amounts, and a Project breakdown. The current Contract amounts include values from approved estimates; pending estimates are not included.

The Contract Status Report displays information on contracts with a status of Active or Pending, unless the user specifically selects an Archived or Complete contract through the Contract ID field on the report criteria window. In all other instances, a filter is applied to the report so that only Active and Pending contracts are displayed.

In NJDOT, the Contract Status Report is available for viewing, but it is not required as part of the Contract Administration process.

- The Contract Status Report is a standard AASHTOWare Project report. NJDOT has customized several fields in AASHTOWare Project that are not reflected in this report. For example, the field on the report **“Date Notice to Proceed” is actually the “Official Contract Start Time”**. Refer to the SMC Summary of Customizations.xls for details regarding field customizations.

2.4.2 Required Documents

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Required Documents

NJDOT is not using the Required Documents Report in the Contract Administration functionality area.

2.4.3 Item Quantity

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Item Quantity

NJDOT is not using the Item Quantity Report in the Contract Administration functionality area.

2.4.4 Item Work Report

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Item Work Report

The Item Work Report lists all of the Contract Item work records found in the database based on user-selected criteria. This report displays the original bid quantity, current quantity, and installed quantity of the selected Item. The data is grouped according to the Item Code and Project Number. The bid quantity, current quantity, and installed quantity of Items is summarized for each group.

In NJDOT, the Item Work Report is available for viewing, but it is not required as part of the Contract Administration process.

2.4.5 Dispute/Claim Summary

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Dispute/Claim Summary

NJDOT is not using the Dispute/Claim Summary Report in the Contract Administration functionality area.

2.4.6 Subcontract Value

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Subcontract Value

NJDOT is not using the Subcontract Value Report in the Contract Administration functionality area.

2.4.7 Contractor Current Status

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Contractor Current Status

NJDOT is not using the Contractor Current Status Report in the Contract Administration functionality area.

2.4.8 Contractor Behind Schedule

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Contractor Behind Schedule

NJDOT is not using the Contractor Behind Schedule Report in the Contract Administration functionality area.

2.4.9 Past History-Work Completion

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Past History-Work Completion

NJDOT is not using the Past History-Work Completion Report in the Contract Administration functionality area.

2.4.10 Past History-Claims

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ Past History-Claims

NJDOT is not using the Past History-Claims Report in the Contract Administration functionality area.

2.4.11 View Saved Reports (PSR)

Navigation: Main Panel \ Contract Administration \ Reports (CA+) \ View Saved Reports (PSR)

NJDOT is not using the View Saved Reports (PSR) window in the Contract Administration functionality area.

2.5 Process List

Navigation: Main Panel \ Contract Administration \ Process List

NJDOT is not using the Process List window in the Contract Administration functionality area.

3 Daily Work Reports

3.1 Daily Work Reports

Navigation: Main Panel \ Daily Work Reports \ Daily Work Reports

A Daily Work Reports (DWR) is used to record daily construction activity. AASHTOWare Project lets the User create a DWR in Standalone Mode or in Server mode. Only one DWR may be created per person per day per Contract, and only the creator of the DWR may modify the DWR. For example, if a DWR is created by an Inspector, the Resident Engineer may not make changes to the Inspector's DWR. Once a DWR has been authorized on a Diary for payment and included on an estimate, it appears as Read Only and may not be modified by any user.

In NJDOT, the Resident Engineers, Office Engineers, and Inspectors should create DWRs to record the daily construction activity. **The first DWR for the Contract should be created for the date of the Official Contract Start Date or when the Contractor begins work, whichever is first.** The purpose of the DWR at the point of the Official Contract Start Date if the Contractor has not yet begun working is to record that the Contractor is not on site. The Resident Engineer should ensure that a DWR is created for each day of the Contract with the exception of Saturdays, Sundays, and Holidays, unless work was performed on those days until the Contract is complete, which is identified in AASHTOWare Project when the Completion Date Key Date is entered.

DWR Info. Folder Tab

The DWR Info folder tab lets the User create a new DWR and collect information about the day for which the DWR was created.

The DWR should be created for the date in which the work was performed and created in AASHTOWare Project no later than the close of business the day after the work was performed. If the work takes place overnight, then the work should be recorded for the day the work was initiated. At a minimum, the following information should be entered on the DWR Info. folder tab:

- DWR Date
- Temperature
- AM and PM Weather Conditions
- Environmental and Safety Remarks.

Table 3-1 DWR Info. Folder Tab Field Descriptions

DWR Info. Folder Tab Field Descriptions											
Field	Description										
Contract ID	The NJDOT DP number.										
Inspector	This field displays the user's name that created the Daily Work Report.										
DWR Date	This is the date for which the Contractor performed work. This is a required field.										
Locked	Status indicator for DWRs that are piped between server mode and standalone mode. "Yes" indicates the DWR has been "checked out" by a user to standalone mode and updates are not allowed in server mode. "No" indicates that the latest version of the DWR is on the server and updates are allowed.										
Authorized	Indicates if the Daily Work Report has been authorized on a Diary (Yes), or if it has not been authorized a Diary (No).										
Authorized Date	Date on which the Daily Work Report was authorized.										
Temperature											
High	The high temperature for the work shift. This field is required by NJDOT.										
Low	The low temperature for the work shift. This field is required by NJDOT.										
Weather Conditions											
A.M.	NJDOT-defined drop-down list from which the user selects the significant weather condition for the morning. This field is required by NJDOT. Weather conditions include the following options: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cloudy/Overcast</td> <td style="width: 50%;">Other-See Remarks</td> </tr> <tr> <td>Foggy</td> <td>Partly Sunny</td> </tr> <tr> <td>Heavy Rain</td> <td>Snow/Ice</td> </tr> <tr> <td>Humid</td> <td>Sunny</td> </tr> <tr> <td>Light Rain/Drizzle</td> <td>Windy</td> </tr> </table>	Cloudy/Overcast	Other-See Remarks	Foggy	Partly Sunny	Heavy Rain	Snow/Ice	Humid	Sunny	Light Rain/Drizzle	Windy
Cloudy/Overcast	Other-See Remarks										
Foggy	Partly Sunny										
Heavy Rain	Snow/Ice										
Humid	Sunny										
Light Rain/Drizzle	Windy										
P.M.	NJDOT-defined drop-down list from which the user selects the significant weather condition for the afternoon. This field is required by NJDOT. The weather conditions options are the same as the A.M. options.										
No Work Items Installed	A check in this box indicates that no work items were installed. This field is entered by AASHTOWare Project.										
No Contractors On site	A check in this box indicates that no contractors were present on the work site. This field is entered by AASHTOWare Project.										
No Daily Staff On Site	A check in this box indicates that no NJDOT work activities were recorded to the Daily Work Report. This field is entered by AASHTOWare Project.										

DWR Info. Folder Tab Field Descriptions	
Field	Description
Work Suspended Time	NJDOT is not using this field.
Work Resumed Time	NJDOT is not using this field.
Remark Type	Denotes the types of remarks entered in the Remarks field, and lets the user select a remark type to enter or view. Environmental and Safety remarks are required, even if the remark is "No Safety issues." Remark types include the following: <div style="display: flex; justify-content: space-between; margin-left: 20px;"> <div style="width: 45%;"> <ul style="list-style-type: none"> -Environmental -Safety Accidents EEO General Lane Closures </div> <div style="width: 45%;"> <ul style="list-style-type: none"> Potential Claim Traffic Impact Utilities Visitors On-Site Weather </div> </div>
Remarks	General remarks for the current Daily Work Report. Each remark is associated with a remark type. Only one remark for each remark type may be entered, but the user can enter multiple remark types on each Daily Work Report. Environmental and Safety Remarks should be entered for each DWR even if the comment is "No environmental issues today."

Contractors Folder Tab

The Contractors folder tab in Daily Work Reports allows the User to enter daily data on the Contractor and variable labor (by personnel type).

In NJDOT, all Contractors (prime and subcontractors) on site for the day should be identified. The Prime Contractor will always be listed first in the drop-down list, followed by approved Subcontractors. If the Subcontractor on site is not available in the drop-down list, the user should verify that the Subcontractor has been entered and approved in the Subcontract window and then the Regional Subcontract Coordinator should be contacted.

NJDOT is not using the Supervisor/Foreman section of this window.

The Personnel Type section of the window should be used to record each Contractor’s staff on site for the day. For each personnel type selected, the number of people on site and the hours worked should also be entered. AASHTOWare Project should calculate the total number of hours for each Personnel Type. The Personnel Types that appear in the drop-down list are Contractor specific and should be selected by the Resident Engineer or his

designee in the Contract Master List window during the Contract Activation Process. For a list of possible Personnel Types refer to Table 3-16 NJPRSNNL NJDOT | DWR Contractor Personnel Type Code Table Values.

The Vender Master List contains personnel types listed multiple times such as Laborer, Laborer(1), and Laborer(2). When recording personnel types, the user should record all personnel who worked the same number of hours to the same type. For example, if there are three laborers on the job site and two laborers worked for eight hours and one laborer worked for 4 hours, the personnel should be recorded as follows:

Personnel Type	Nbr of Persons	Hours Worked	Total Hours
Laborer	2	8	16
Laborer(1)	1	4	4

Table 3-2 Contractors Folder Tab Field Descriptions

Contractors Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user’s name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Contractors	Drop-down list containing the short name for the Contractor who worked on the Contract on this date.
Nbr of Supervisors	NJDOT is not using this field. It should always display “0”.
Nbr of Workers	Number of personnel present on-site on this date. This number is calculated by AASHTOWare Project based on the number of personnel recorded under the “Personnel Type” section.
Contractor Hrs	Hours worked by the contractor on this date. This is the AASHTOWare Project-calculated sum of the “Hours Worked” fields for Supervisors and Personnel Types.
Supervisor / Foreman Name	NJDOT is not using this field.
Hours Worked	NJDOT is not using this field.
Personnel Type	The personnel type of workers who worked for the selected Contractor. Personnel Types can be added from the drop-down list.

Contractors Folder Tab Field Descriptions	
Field	Description
Nbr of Persons	The number of persons of each personnel type who worked on this date for the selected Contractor.
Hours Worked	Hours worked by this personnel type
Total Hours	AASHTOWare Project-generated total hours worked by this personnel type on this date.

Contractor Equip Folder Tab

The Contractor Equip folder tab allows the User to document the presence and use of equipment on the job site for the selected Contractor. Each piece of equipment on site for the day should be recorded. The Number of Pieces, Number Used, and Hours Used are optional fields. This information, however, should be recorded in a delay situation. Additionally, the Remarks may be captured for each piece of equipment.

The Equipment that appears in the drop-down list are Contractor specific and should be selected by the Resident Engineer or his designee in the Contract Master List window during the Contract Activation Process. For a list of possible Equipment refer to Table 3-15 NJEQUIPT NJDOT | DWR Contractor Equipment Types Code Table Values.

Table 3-3 Contractor Equip Folder Tab Field Descriptions

Contractor Equip Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user's name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Contractors	Drop-down list containing the short name for the Contractor who worked on the Contract on this date.
Equipment ID – Description	The equipment on site for the selected Contractor. Equipment Types can be added from the drop-down list.
Nbr of Pieces	The quantity of each equipment type on-site.
Nbr Used	Identifies how many pieces of the equipment type were used that day.

Contractor Equip Folder Tab Field Descriptions	
Field	Description
Hours Used	Number of hours the equipment was used that day.

Work Activities Folder Tab

The Work Activities folder tab allows the User to record the number of regular and overtime hours performed by the DWR creator for that day and Contract. The hours reported on the Work Activities folder tab should be transferred to the Contract Manpower Program and reported on the Weekly Report. For a list of possible work activities refer to Table 3-17 NJDOT Work Activities.

Table 3-4 Contractor Equip Folder Tab Field Descriptions

Work Activities Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user’s name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Work Activities	NJDOT work activity codes.
S/C	State indicator.
Work Code	NJDOT is not using this field.
Reg. Hours	The number of regular hours reported for the selected activity code for this Contract.
OT Hours	The number of overtime hours reported for the selected activity code for this Contract.
Vehicle ID	NJDOT is not using this field.
Starting Mileage	NJDOT is not using this field.
Ending Mileage	NJDOT is not using this field.

Work Items Folder Tab

The Work Items folder tab lists all active items on the Contract. As many items as needed may be selected for recording placed quantities on a DWR. Items pending Change Order approval are available in this window.

Table 3-5 Work Items Folder Tab Field Descriptions

Work Items Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user's name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Instld	Indicates whether or not the Work Item is installed.
Project Number	The NJDOT DP number.
Line Item Number	Contract Line Item Number of the Work Item.
Category Number	Category Number in which the Work Item is included.
Category Description	Description of the Category.
Item Code	NJDOT-defined code that identifies a particular item.
Description	Short description of the Work Item.
Supplemental Description	This field contains a textual description that is supplemental to the item's description. Two lines are provided

Record Work Items Folder Tab

The Record Work Items folder tab displays usage information on the selected Item for this DWR. The User can enter new usage data on this folder tab. If the Item is installed in multiple locations, the User can enter the quantity installed at each location.

The quantity entered in the Placed Quantity field should be included on an estimate if the DWR is authorized on a Diary. The Placed Quantity field may be manually entered by the user or it may be entered by AASHTOWare Project if a

DWR Template is used. Refer to Table 3-12 NJDOT DWR Templates for a list of available DWR Templates. If a template is used and a user overwrites the quantity entered by AASHTOWare Project, MISMATCH should appear next to the installation location sequence number.

The As-Built quantity should be entered in the As-Built Qty field once the quantity is known. This information displays on the DC 104 As-Built Summary Report and is used in analyzing the as-built and paid to date quantities.

- AASHTOWare Project does not pay the quantities entered in the As-built Qty field. Only quantities entered in the Placed Quantity field are included in the estimate.

On Federal Contracts, retainage should not be withheld on work performed by Subcontractors. Therefore, it is imperative to associate the Contractor performing the work to the correct placed quantities. If more than one contractor performs work on the same item, the Contractor performing the majority work should be recorded.

Remarks are available for each item's installation location sequence number. Remarks should be entered as appropriate to document additional information regarding the placement of the item.

Attachments are also available for each item's installation location sequence number. Attachments should be created at the Inspector's discretion or Resident Engineer's direction in accordance to the NJDOT AASHTOWare Project attachment policy.

In NJDOT, attachments in AASHTOWare Project are limited to PDF, Word, and Excel files. All other file formats including pictures should be maintained as project documentation outside of AASHTOWare Project. Attachments should be identified with the following naming convention: YYYYMMDDAAAA = Year, Month, Day, and abbreviation of the attached document. A description should also be included for each attachment. When selecting Security Groups for attachments, "Add All" should be selected.

At a minimum, the following information should be entered on the Record Work Items folder tab:

- Placed Quantity
- Plan Page Number Contractor
- Location
- Station Information, if applicable.

Table 3-6 Record Work Items Folder Tab Field Descriptions

Record Work Items Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user's name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Project Nbr	The NJDOT DP number.
Line Item Nbr	Contract Line Item Number of the Work Item.
Item Code	NJDOT-defined code that identifies a particular item.
Category Nbr	Category Number in which the Work Item is included.
Item Desc	Short description of the Work Item.
Unit Price	Unit price of the Item; identified on the invoice and Contract documents.
Supp Desc	This field contains a textual description that is supplemental to the item's description. Two lines are provided.
Qty Reported to Date	The total number of reported quantities on Daily Work Reports.
Qty Authorized to Date	The total of all reported quantities on reported on Daily Work Reports that have been authorized on a Diary.
Units Type	The unit of measure for this Item. This value is supplied by the Item Master list.
Qty Installed to Date	The total of all reported quantities that have been authorized and included on an estimate.
Bid Qty	This is the original quantity of the line Item, as indicated on the proposal or Contract.
Pay to Plan Qty	Indicates if the line Item is paid to plan quantity. If this indicator is ON, an In-Box message indicating that the item has exceeded the bid quantity will be issued to the Resident Engineer when the estimate is generated.

Record Work Items Folder Tab Field Descriptions	
Field	Description
Status	Code indicating the current status of an Item. Pending. Status defaults to pending when the Item is added. Active. When a Contract's status is changed to active, the status of all of the Contract's Items is changed to active. An active Item cannot be deleted. Final. When a Final Item Quantity Change Order is approved, the status of all of the Change Order's Items is changed to Final. Audited. When an Item has been approved or accepted through an audit, the user must indicate its status as Audited. Complete. When a Contract's status is changed to complete, the status of all of the Contract's Items is changed to complete.
Qty Paid to Date	The total of reported quantities that have been included on a paid estimate.
Current Contract Qty	This is the bid quantity plus all approved change order item quantities.
Placed Qty	Quantity of the Work Item installed on this date.
Plan Page Nbr	Plan page number on which the work item is included. IAWD should be entered for If and Where Items. COP should be entered if there was a change in plan.
Contractor	Drop-down list containing the name of the Contractor responsible for the Work Item. This is a required field. Note: Subcontractors responsible for a Work Item will not appear in this drop-down list unless an Approval Date for the subcontract has been entered on the Subcontracts window, the subcontractor has been subcontracted the selected item, and the subcontractor is listed as on site for the DWR date on the Contractors folder tab.
As-Built Qty	The As-Built quantity for the item.
Loc Seq Nbr	Sequence number for the installation record for the Item. This number is automatically sequentially assigned by the system.
Location	Location where the Work Item was installed. An Item can be installed at multiple locations. (This description does <i>not</i> have to be unique for each entry.)
Measured Indicator	Indicates that the installation location of this Work Item was measured. Measured should be selected when entering an As-Built quantity. Estimated should be selected when estimating the Placed quantity.
From Station	Station ID that identifies where the installation of this Work Item starts.
From Station Offset	Offset from the Station ID that identifies where the installation of this Work Item starts.

Record Work Items Folder Tab Field Descriptions	
Field	Description
From Station Distance	Distance of the offset from the Station ID that identifies where the installation of this Work Item starts.
To Station	Station ID that identifies where the installation of this Work Item ends.
To Station Offset	Offset from the Station ID that identifies where the installation of this Work Item ends.
To Station Distance	Distance of the offset from the Station ID that identifies where the installation of this Work Item ends.

Force Accounts Folder Tab

The Force Accounts folder tab in DWRs allows information to be viewed and added daily on a Force Account. The Force Accounts should be created and maintained under Contract Administration by the Resident Engineer or his designee. The equipment, laborers, and materials entered in the Force Account window are available on the DWR to record the daily activity. If an additional piece of equipment, laborer, or material is needed, the Inspector should contact the Resident Engineer.

The Daily Summary submitted by the Contractor should be attached to the DWR Info. folder tab.

Table 3-7 Force Accounts Folder Tab Field Descriptions

Force Accounts Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Inspector	This field displays the user's name that created the Daily Work Report.
Date	This is the date for which the Contractor performed work. A Daily Work Report should be created for every day a contractor performs work.
Force Account ID	Force Account ID number.
Description	Description of the work the force account is intended to cover.
Purpose	Description for the reason for the force account.
Equipment	

Force Accounts Folder Tab Field Descriptions	
Field	Description
Description	Description of the piece of equipment.
Hours Used	Number of hours the equipment was used on this Force Account on this date.
Used Rate	Used rate for the piece of equipment.
Hours idle	Number of hours the equipment was idle on this date. Note: The total of Hours Used + Hours Idle cannot exceed 24.
Idle Rate	Idle rate for the piece of equipment.
Labor	
Worker Name	Name of the worker authorized to work on the force account.
Worker Class	Job classification of the worker.
Regular Hours	Regular hours worked on this force account on this date.
Regular Rate	Regular hourly rate for the worker.
Fringe Rate	The fringe rate that should be applied to the regular hours worked when determining the total cost.
OT Hours	Overtime hours worked on the force account on this date. Note: The total of Regular Hours + OT Hours cannot exceed 24.
OT Rate	The overtime hourly rate for the worker.
Materials	
Invoice ID	ID for the invoice for the material.
Cont FA Matl Description	Contract Force Account material description.
Quantity	Quantity of the material used on the force account on this date.
Unit Price	Unit price of the material.
Unit of Measure	Unit in which the material is measured.

3.2 Diary

Navigation: Main Panel \ Daily Work Reports \ Diary

A Diary is a daily collection of the Daily Work Reports submitted by all Users working on the Contract. The Resident Engineer or his designee should create a Diary for each day of the Contract, beginning with the Official Contract Start Date or the Work Begin Date, whichever date occurs first. Diaries should be created for each day until the Contract is complete, which is identified in AASHTOWare Project when the Completion Date Key Date is entered.

- One Diary is created for each day per Contract, including weekends and holidays.

A Diary has two main purposes. The Authorize folder tab is used to authorize DWRs for payment and record remarks. The Charge folder tab is used to denote the type of day (charge or no charge) for the Contract and for Milestones.

Authorize Folder Tab

The Diary Authorize folder tab allows the User create and authorize a DWR for payment. In NJDOT, the Resident Engineer should authorize DWRs for payment. Once a DWR is authorized, it is read-only and modifications can no longer be made to it. Placed quantities recorded on authorized DWRs should be automatically included on the next estimate. Once a DWR has been included on a paid estimate, it cannot be unauthorized.

Prior to authorizing the DWR, the Resident Engineer should ensure all placed quantities are correct. This can be done by reviewing the DWR itself or by reviewing the Preview DWR Report. If the Resident Engineer notices a discrepancy with the DWR, the creator of the DWR should be notified so that it can be corrected. If the creator of the DWR is not available prior to the end of the estimate period, the Resident Engineer should create his own DWR to adjust the quantity and note the purpose of the adjustment in Remarks for the item on the DWR.

Remarks are available for each Dairy. The Resident Engineer should enter his or her comments regarding the day on the Diary or on his or her DWR.

Table 3-8 Authorize Folder Tab Field Descriptions

Authorize Folder Tab Field Descriptions													
Field	Description												
Contract ID	The NJDOT DP number.												
Diary Date	The date for which the Diary was created.												
Last Modified User ID	NJDOT-defined ID for the user who last modified the Diary.												
Creator User ID	NJDOT-defined ID for the user who created the Diary.												
Inspector	The name of the User who created the Daily Work Report. The author of a Daily Work Report is the only person who can modify the Daily Work Report.												
Authorized	Indicates whether or not the Daily Work Report has been authorized by the user. A check indicates that the Daily Work Report is authorized.												
Authorized Date	The date the Daily Work Report was authorized. When the Daily Work Report is authorized, the system enters the current date. If the authorization is removed, the date is removed.												
DWR Template	Indicates whether or not a DWR template was used on the Daily Work Report.												
Remarks Type	Denotes the types of remarks entered in the Remarks field, and lets the user select a remark type to enter or view. Remark types include the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Environmental</td> <td style="width: 50%;">Lane Closures</td> </tr> <tr> <td>Safety</td> <td>Potential Claim</td> </tr> <tr> <td>Accidents</td> <td>Traffic Impact</td> </tr> <tr> <td>EEO</td> <td>Utilities</td> </tr> <tr> <td>General</td> <td>Visitors On-Site</td> </tr> <tr> <td></td> <td>Weather</td> </tr> </table>	Environmental	Lane Closures	Safety	Potential Claim	Accidents	Traffic Impact	EEO	Utilities	General	Visitors On-Site		Weather
Environmental	Lane Closures												
Safety	Potential Claim												
Accidents	Traffic Impact												
EEO	Utilities												
General	Visitors On-Site												
	Weather												
Remarks	General remarks for the current Diary. Each remark is associated with a remark type. Only one remark type may be entered for each remark type, but the user may enter multiple remark types on each Diary.												

Charge Folder Tab

The Diary Charge folder tab allows the User to record charge or credit information for the day for the Contract and for each Milestone. The default charge type on a Diary is a Full Day charge. If a day is considered to be a No Charge Day, then the No Charge radio button and an appropriate credit reason must be selected. The Resident Engineer should record the type of charge for each day of the Contract and for active Milestones as applicable.

- The Charge information entered on a Diary is displayed on the Tabulation of Work Days Report.

Table 3-9 Charge Folder Tab Field Descriptions

Charge Folder Tab Field Descriptions											
Field	Description										
Contract ID	The NJDOT DP number.										
Date	The date for which the Diary was created.										
Charge Type											
Charge Type Full Day	Full day charge indicator for the Diary. When checked, a Full Day charge will be applied to the Diary.										
Charge Type Half Day	NJDOT is not using this field.										
Charge Type No Charge	No Charge day indicator for the Diary. When checked, a No Charge day will be applied to the Diary. If this charge type is selected, a credit reason must be given.										
Credit Reason	NJDOT-defined reason for granting a Credit day. A credit reason is required if a charge type is No Charge. Credit Reasons include the following: <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">Archeological Issue</td> <td style="width: 50%;">Right of Way</td> </tr> <tr> <td>Environmental Issue</td> <td>Saturday</td> </tr> <tr> <td>Holiday</td> <td>Sunday</td> </tr> <tr> <td>Other-See Remark</td> <td>Weather</td> </tr> <tr> <td>Permit</td> <td></td> </tr> </table>	Archeological Issue	Right of Way	Environmental Issue	Saturday	Holiday	Sunday	Other-See Remark	Weather	Permit	
Archeological Issue	Right of Way										
Environmental Issue	Saturday										
Holiday	Sunday										
Other-See Remark	Weather										
Permit											
Total Number of Diaries	Total number of diaries that exist for the contract.										
Total Diary Charge Days	The Total Diary Charge Days field is the sum of all records that have Charge Type as Full Day for the diary.										
Total Diary No Charge Days	The Total Diary No Charge Days field is the sum of all records that have Charge Type as No Charge for the diary.										
Adj Total Diary Charge Days	The Adj Total Diary Charge Days field is the sum of previous total charge days and current total charge days for the contract.										
Adj Total Diary No Charge Days	The Adj Total Diary No Charge Days field is the sum of previous total suspended days and current total suspended days for the contract.										
Mlstrn Nbr	Identifies the number of a milestone for the selected Contract.										
Milestone Description	Description of a milestone for the selected Contract.										

Charge Folder Tab Field Descriptions	
Field	Description
Charge Amount	Type of day credited (Full Day or No Charge). NJDOT will not use Half Day charges.
Credit Reason	NJDOT-defined reason for granting a Credit day. A credit reason is required if a charge type is No Charge. These are the same reasons available for the Contract time charges.

3.3 History

Navigation: Main Panel \ Daily Work Reports \ History

NJDOT is not using the History window in the Daily Work Reports functionality area.

3.4 Diary Adjustments

Navigation: Main Panel \ Daily Work Reports \ Diary Adjustments

The Diary Adjustment window allows adjustments to be applied for a day that has incorrect charge information recorded and applied by an approved estimate.

The Resident Engineer should use the Diary Adjustment window to change the Charge type for both Contract charges and Milestone charges for diaries that have been included on approved estimates.

-  The adjustments entered in the Diary Adjustment window are displayed on the Tabulation of Work Days Report.

Diary Folder Tab

The Diary Adjustment Diary folder tab allows adjustments to charge days on a Diary associated with an approved estimate.

The Resident Engineer should adjust the charge days for the contract, if applicable. A reason for the adjustment should be included in the Remarks fields.

Table 3-10 Diary Folder Tab Field Descriptions

Diary Folder Tab Field Descriptions											
Field	Description										
Contract ID	The NJDOT DP number.										
Diary Date	The date of the Diary being adjusted.										
Charge	Type of charge associated with the Diary being adjusted.										
Sequence Nbr	The AASHTOWare Project-entered sequence number that identifies the Diary Adjustment.										
User ID	AASHTOWare Project-entered user ID of the user who entered the Diary Adjustment.										
Charge	The adjusted type of charge associated with the Diary. If work was performed, a Full day charge can be applied to the contract end date. If No Charge (credit) days is selected, no time is applied to the contract end date.										
Credit Reason	NJDOT-defined reason for granting a Credit day. A credit reason is required if a charge type is No Charge. Credit Reasons include the following: <table border="0" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;">Archeological Issue</td> <td style="width: 50%;">Right of Way</td> </tr> <tr> <td>Environmental Issue</td> <td>Saturday</td> </tr> <tr> <td>Holiday</td> <td>Sunday</td> </tr> <tr> <td>Other-See Remark</td> <td>Weather</td> </tr> <tr> <td>Permit</td> <td></td> </tr> </table>	Archeological Issue	Right of Way	Environmental Issue	Saturday	Holiday	Sunday	Other-See Remark	Weather	Permit	
Archeological Issue	Right of Way										
Environmental Issue	Saturday										
Holiday	Sunday										
Other-See Remark	Weather										
Permit											
Update Date	The AASHTOWare Project-entered date the Diary Adjustment was last updated.										
Estimate	The AASHTOWare Project-entered estimate number on which the Diary Adjustment appears.										
Remarks	User-entered information about the Diary Adjustment.										

Milestones Folder Tab

The Diary Adjustment Milestone folder tab allows adjustments to milestone charge days that have been included on a paid estimate.

The Resident Engineer should adjust the charge days for a milestone, if applicable. A reason for the adjustment should be provided in the Remarks field.

Table 3-11 Milestones Folder Tab Field Descriptions

Milestones Folder Tab Field Descriptions											
Field	Description										
Contract ID	The NJDOT DP number.										
Diary Date	The date of the Diary being adjusted.										
Mlstr Nbr	Identifies the number of a milestone for the selected Contract that is being adjusted.										
Charge	Type of charge associated with the Milestone being adjusted.										
Credit Reason	The credit reason associated to the Milestone being adjusted.										
Sequence Nbr	The AASHTOWare Project-entered sequence number that identifies the Diary Milestone Adjustment.										
User ID	AASHTOWare Project-entered user ID of the user who entered the Diary Milestone Adjustment.										
Charge	The adjusted type of charge associated with the Milestone. If work was performed, a Full day charge can be applied to the contract end date. If No Charge (credit) days is selected, no time is applied to the contract end date.										
Credit Reason	NJDOT-defined reason for granting a Credit day. A credit reason is required if a charge type is No Charge. Credit Reasons include the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Archeological Issue</td> <td style="width: 50%;">Right of Way</td> </tr> <tr> <td>Environmental Issue</td> <td>Saturday</td> </tr> <tr> <td>Holiday</td> <td>Sunday</td> </tr> <tr> <td>Other-See Remark</td> <td>Weather</td> </tr> <tr> <td>Permit</td> <td></td> </tr> </table>	Archeological Issue	Right of Way	Environmental Issue	Saturday	Holiday	Sunday	Other-See Remark	Weather	Permit	
Archeological Issue	Right of Way										
Environmental Issue	Saturday										
Holiday	Sunday										
Other-See Remark	Weather										
Permit											
Update Date	The AASHTOWare Project-entered date the Diary Adjustment was last updated.										
Estimate	The AASHTOWare Project-entered estimate number on which the Diary Adjustment appears.										
Remarks	User-entered information about the Diary Adjustment.										

3.5 Item – DWR Template Association

Navigation: Main Panel \ Daily Work Reports \ Item – DWR Template Association

The Item – DWR Template Association window is used to associate DWR templates to an item on the Master List. This window displays all of the items on the Master List at the top and all of the templates that have been created and are active on

the bottom left in the Templates List window. Templates that are associated to items are moved to the Associated Templates window on the bottom right of the panel. Templates may be associated with more than one item.

The AASHTOWare Project Administrator should associate the templates to the Master List items. Below is a list of templates available for association:

Table 3-12 NJDOT DWR Templates

NJDOT DWR Templates	
Template ID	Template Description
ASHPCT	Asphalt Percentage
DC29B	DC29B Bituminous Concrete Pavement
DC29C	DC29C Application of Bituminous Materials
DC29D	DC29D Pile Driving
DC92	DC92 Test Pile Template
LANEOCCP	Lane Occupancy

More than one template may be associated to an item. The Asphalt Percentage template and the DC29B Bituminous Concrete Pavement template both contain asphalt percentage fields that are used to determine if the item is subject to an asphalt price adjustment. One of these templates, but not both templates, should always be used in conjunction with the Asphalt Price Adjustment Report to determine the asphalt price adjustment for the item. The DC29C Application of Bituminous Materials also has an asphalt percentage field and this template must be used for determining the asphalt price adjustments for its associated items.

The Lane Occupancy template should be used for the purpose of tracking lane occupancy charges. However, it can only be used once the Lane Occupancy item has been added to the Contract via Change Order. If the Contract requires lane occupancy charges, the item should be added via an Extra Work function Change Order. Once approved, the item should be recorded for the date the Lane Charge should have occurred using the Lane Occupancy template. During the Contract Finalization process, the Lane Occupancy items should be balanced during the As-Built review process.

If a template becomes unnecessary, outdated or obsolete and needs to be made unavailable for use with future Contracts, it should be removed, or disassociated, from the items in the Master List by removing them from the Associated Templates window. The templates should maintain any existing Contract Item associations, but should not be available to associate to future Contract Items. If the template

becomes valid again later it should be added back to the Associated Templates window.

Table 3-13 Item – DWR Template Association Field Descriptions

Item - DWR Template Association Field Descriptions	
Field	Description
Item Code	NJDOT-defined code used to identify the Item.
Item Master Short Description	Short description of the item.
Spec Year	Specification year from the Item.
Unt Sys Ind	Indicates that the measurement system used is English (E) or Metric (M).
Last Chng Year	Specification year from the Item.
Templates List	
Template ID	The unique identifier assigned to the template at its creation.
Template Description	The template name or title.
Associated Templates	
Template ID	The unique identifier assigned to the template at its creation. This Template ID is assigned to the item.
Template Description	The template name or title.

3.6 Contract Item – DWR Template Association

Navigation: Main Panel \ Daily Work Reports \ Contract Item – DWR Template Association

The Contract Item – DWR Template Association window is used to associate templates to Contract Items. This allows templates to be assigned on a Contract by Contract basis.

During the Contract Activation Process, the Resident Engineer or his designee should associate the templates that should be used on the Contract Items. There are several ways to associate templates to the contract items. The templates may be globally associated to all items in the contract, or templates can be associated for each item, either individually or in small groups. The templates associated with the items will be displayed on the bottom left portion of the panel in the Templates

List window. Templates that are associated to Contract Items are moved to the Associated Templates window on the bottom right of the panel. Templates may be associated to more than one Contract Item.

If a template becomes unnecessary, outdated or obsolete and needs to be made unavailable for further use, it should be removed, or disassociated from the Contract Items if no data has been recorded to the template by removing them from the Associated Templates window. If data has been associated to a template that has become outdated, the template should still be made inactive for the Contract by deselecting, or unchecking, the Active check box. This way the template should no longer be used in the Contract, but the historical data associated with the template in the Contract remains intact. If the template becomes valid again later it should be added back to the Associated Templates window.

Table 3-14 Contract Item - DWR Template Association Field Descriptions

Contract Item - DWR Template Association Field Descriptions	
Field	Description
Item Code	NJDOT-defined code used to identify the Item.
Item Master Short Description	Short description of the item.
Category Num	Category number under which Items are grouped, such as Roadway, Bridge, etc.
Line Item Num	The Contract Line Item number that identifies each Item as it appears in the contract.
Last Chg Year	Specification year from the Item.
Unit Sys Indicator	Indicates that the measurement system used is English (E) or Metric (M).
Spec Year	Specification year from the Item.
Bid Quantity	This is the original quantity of the line Item, as indicated in the contract.
Unit Price	Unit price of the Item; identified on Contract documents.

Contract Item - DWR Template Association Field Descriptions	
Field	Description
Status Type	Code indicating the current status of an Item. Pending. Status defaults to pending when the Item is added. Active. When a Contract's status is changed to active, the status of all of the Contract's Items is changed to active. An active Item cannot be deleted. Final. When a Final Item Quantity Change Order is approved, the status of all of the Change Order's Items is changed to Final. Audited. When an Item has been approved or accepted through an audit, the user must indicate its status as Audited. Complete. When a Contract's status is changed to complete, the status of all of the Contract's Items is changed to complete.
Supplemental Descriptions	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
Templates List	
Template ID	The unique identifier assigned to the template at its creation.
Templt Desc	The template name or title.
Associated Templates	
Active	Indicates if the record is active or inactive.
Template ID	The unique identifier assigned to the template at its creation. This Template ID is assigned to the Contract Item.
Description	The template name or title.

3.7 DWR Template Usage Report

Navigation: Main Panel \ Daily Work Reports \ DWR Templates Usage Report

NJDOT is not using the DWR Template Usage Report in Daily Work Reports functionality area.

3.8 Process List

Navigation: Main Panel \ Daily Work Reports \ Process List

NJDOT is not using the Process List window in Daily Work Reports functionality area.

3.9 Reference Tables (DWR+)

3.9.1 Vendor Master List

Navigation: Main Panel \ Daily Work Reports \ Reference Tables (DWR+) \ Vendor Master List

The Vendor Master List allows a user to maintain a centralized list of equipment and personnel types associated to a vendor.

In NJDOT, the same list of equipment and personnel types should be maintained for all Contractors (Prime and Subcontractors). NJDOT has customized AASHTOWare Project to add the equipment and personnel types to each vendor automatically through a database trigger and two custom code tables.

The NJEQUIPT NJDOT | DWR Contractor Equipment Types custom code table, created in the Systems Tables Maintenance window should be used to hold the list of equipment types that will be added to each vendor. Below is the list of equipment and their associated codes:

Table 3-15 NJEQUIPT NJDOT | DWR Contractor Equipment Types Code Table Values

NJEQUIPT NJDOT DWR Contractor Equipment Types Code Table Values	
Code ID	Description
0001	Asphalt Milling Machine
0005	Asphalt Pavers Crawler Mounted
0010	Asphalt Pavers Wheel Mounted
0015	Backhoe Tracked Bucket
0020	Backhoe Tracked Hydraulic
0025	Backhoe Rubber Tired Hydraulic
0030	Backhoe Tractor-Loader
0035	Barge
0040	Bituminous Distributor Truck
0045	Bobcat

NJEQUIPT NJDOT DWR Contractor Equipment Types Code Table Values	
Code ID	Description
0050	Boring Machine Horizontal
0055	Compactor Plate Tamper
0060	Compactor Rammer
0065	Compactor Self Propelled-Roller
0070	Compactor Sheep foot Roller
0075	Compactor Static
0080	Compactor Tandem Roller
0085	Compactor Vibratory Roller
0090	Compressor- Diesel
0095	Compressor Truck Mounted
0100	Compressor, Gas
0105	Concrete Finishing Machine
0110	Concrete Grinder
0115	Concrete Groover
0120	Concrete Pavers
0125	Concrete Finishing Machine
0130	Concrete Pump Trailer mounted
0135	Concrete Pump Truck Mounted
0140	Concrete Saw
0145	Concrete Transit Mixer
0150	Concrete Vibrator
0155	Crane Hydraulic

NJEQUIPT NJDOT DWR Contractor Equipment Types Code Table Values	
Code ID	Description
0160	Crane Mechanical
0165	Crane Truck Mounted
0170	Crash Attenuators- Truck Mounted
0175	Crawler loader
0180	Crawler Pipe layer
0185	Crawler Tractor
0190	Curb Machine - Slipform
0195	Dump Trailer
0200	Dump Truck- Triaxle
0205	Dump Trucks -3-5 yds
0210	Dump Trucks Tandem
0215	Excavator Bucket
0220	Excavator Combination Loader
0225	Farm Tractor
0230	Flatbed Trucks
0235	Hammer Air Impact
0240	Hammer Drop Type
0245	Hammer Hydraulic
0250	Hammer Mechanical
0255	Jack Hydraulic
0260	Loader- Bucket
0265	Loader - Side Dump Bucket

NJEQUIPT NJDOT DWR Contractor Equipment Types Code Table Values	
Code ID	Description
0270	Pickup Truck - 1 T
0275	Pickup truck - 3/4 T
0280	Pickup Truck -1/2 T
0285	Pile Drive - Air
0290	Pile Driver - Diesel
0295	Pile Driver - Vibratory
0300	Rock Drill Self Propelled
0305	Sand Spreader
0310	Sandblaster
0315	Sandblaster-Vacuum, Trailer Mtd.
0320	Scraper
0325	Snow plows - truck Mounted
0330	Soil Stabilization Machine
0335	Spreader - self propelled
0340	Sweeper - Double Engine
0345	Sweepers - Single Engine
0350	Traffic Line Remover-Truck Mtd.
0355	Traffic Line Remover-Walk Behnd
0360	Traffic Line Striper-Truck Mtd.
0365	Traffic Line Striper-Walk Behind
0370	Trailer Mounted Seed Sprayer
0375	Trailer Mounted Mulcher

NJEQUIPT NJDOT DWR Contractor Equipment Types Code Table Values	
Code ID	Description
0380	Trenching Machine
0385	Truck Mounted Striper
0390	Water Truck

The NJPRSNL NJDOT | DWR Contractor Personnel Type custom code table, created in the Systems Tables Maintenance window should be used to hold the list of personnel types that will be added to each vendor. Below is the list of personnel and their associated codes:

Table 3-16 NJPRSNL NJDOT | DWR Contractor Personnel Type Code Table Values

NJPRSNL NJDOT DWR Contractor Personnel Type Code Table Values	
Code ID	Description
0001	Asphalt Foreman
0005	Asphalt Laborer
0010	Asphalt Laborer1
0015	Blaster
0020	Blaster(1)
0025	Carpenter Foreman
0030	Carpenter
0035	Carpenter(1)
0040	Crane Operator/Hyd
0045	Crane Operator/Track
0050	Crane Operator/Truck
0055	Dockbuilder Foreman
0060	Dockbuilder

NJPRSNL NJDOT DWR Contractor Personnel Type Code Table Values	
Code ID	Description
0065	Dockbuilder1
0070	Dumpman
0075	Electrician
0080	Electrician(1)
0085	Foreman
0090	Formsetter/Finisher
0095	Formsetter/Finisher(1)
0100	Grade Foreman
0105	Ironworker Foreman
0110	Ironworker -Structural
0115	Ironworker –Structural(1)
0120	Ironworker-Reinforcement
0125	Ironworker-Reinforcement(1)
0130	Labor Foreman
0135	Laborer
0140	Laborer(1)
0145	Laborer(2)
0150	Oiler
0155	Operating Engineer
0160	Operating Engineer(1)
0165	Operating Engineer(2)
0170	Operating Engineer(3)

NJPRSNNL NJDOT DWR Contractor Personnel Type Code Table Values	
Code ID	Description
0175	Painter/Sandblaster
0180	Painter/Sandblaster(1)
0185	Pipe Foreman
0190	PowerTool Laborer
0195	PowerTool Laborer(1)
0200	Screedman
0205	Screedman (1)
0210	Superintendent
0215	Superintendent Alternate
0220	Surveyor
0225	Surveyor/Instrument
0230	Traffic Control Coordinator (1)
0235	Traffic Control Coordinator(2)
0240	Truck Driver-Teamster
0245	Truck Driver-Teamster(1)
0250	Welder
0255	Welder(1)

As a new Vendor is loaded into AASHTOWare Project from Preconstruction/WebT through the Pre-Construction Reference Load process, a custom database trigger adds the equipment and personnel types listed in the NJEQUIPT and NJPRSNNL code tables to each vendor.

If a new equipment or personnel type should be added to each vendor, it must be added to the respective code table. At that point, the equipment or personnel type should be added with the database trigger to each new vendor. In order to add the new equipment or personnel type to existing vendors, a custom SQL script should

be used. This action should be performed by the AASHTOWare Project Administrator. Below is an example of an SQL script that may be used to add new equipment or personnel types to an existing vendor in the AASHTOWare Project database.

NJDOT is not using the Supervisors option available on the Vendor Master List window. Contractor Supervisors will be tracked as Personnel Types.

The Work Activities section of the Vendor Master List window is used for capturing the NJDOT work activity codes. Work activities are not stored in a code table like the equipment and personnel lists. To add additional work activities, it should be added to any vendor and then it will be available for all vendors. Below is the list of personnel and their associated codes:

Table 3-17 NJDOT Work Activities

NJDOT Work Activities	
Activity Description	Activity Description
01 Resident Engineer	14 Safety
02 Non Resident Engineer	15 Miscellaneous
03 Office Work	16 Special Category
04 General	17 Vacation
05 Earth	18 Sick
06 Drainage	19 Administration
07 Aggregates	20 Holiday
08 Curb and Sidewalk	21 Without Pay
09 Paving	22 With Pay
10 Structures	23 Other Leave
11 Utilities	24 Training Off Project
12 Electrical	25 Loaned Off Project
13 Guide Rail	26 Special Assignment

Table 3-18 Vendor Master List Field Descriptions

Vendor Master List Field Descriptions	
Field	Description
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number. Also displays the vendor's name.
Equipment	Radio button used to display the Vendor equipment master list.
Equipment Description	Description of a piece of equipment or type of equipment.
Equipment ID	Identification of the equipment.
Active Indicator	Indicates if the record is active or inactive.
Personnel	Radio button used to display the Vendor personnel master list.
Personnel Type	Personnel type of workers.
Active Indicator	Indicates if the record is active or inactive.
Supervisor	NJDOT is not using this field.
Work Activities	Radio button used to display the NJDOT Work Activity Codes.
Work Activities	NJDOT work activity codes.
SSN/SIN	An identification number for the work activity code.
S/C	State indicator.
Active	Indicates if the record is active or inactive.

3.9.2 Contract Master List

Navigation: Main Panel \ Daily Work Reports \ Reference Tables (DWR+) \ Contract Master List

The Contract Master List allows the Equipment and Personnel Types on the Vendor's Master List to be associated to specific contract as well as the NJDOT Work Activity Codes.

During the Contract Activation Process, the Resident Engineer or his designee should associate equipment types, personnel types, and work activity codes to be used on the Contract to the Contractors. It is highly recommended to associate only the particular types of equipment that will be utilized on the job be selected. Equipment and personnel type associations must be made for the Prime Contractor as well as all Subcontractors. NJDOT Work Activity Code associations made for one contractor on the Contract are automatically associated to all contractors on the Contract. The initial associations should be made during the Contract Activation Process; however, this window may be modified at any time during the life of the Contract, and should be modified when a subcontractor is approved.

- ☐ If Equipment types, Personnel types, and Work Activity codes are not associated with the Prime Contractor and Subcontractors, then they will not be available for selection on a Daily Work Report.

Table 3-19 Contract Master List Field Descriptions

Contract Master List Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Vendor ID	The Vendor ID is the first letter of the Vendor's last name followed by a numeric sequence number or the Vendor's tax id number. Also displays the vendor's name.
Equipment	Radio button used to display the Vendor equipment master list.
Vendor Master List	
Equipment Description	Description of a piece of equipment or type of equipment.
Eqp ID	Identification of the equipment.
Active	Indicates if the record is active or inactive.
Contract Vendor List	
Equipment Description	Description of a piece of equipment or type of equipment that is associated to this Contractor.
Eqp ID	Identification of the equipment that is associated to this Contractor.
Active	Indicates if the record is active or inactive for this Contractor.
Personnel	Radio button used to display the Vendor personnel master list.

Contract Master List Field Descriptions	
Field	Description
Vendor Master List	
Personnel Name	Personnel type of workers.
Active Indicator	Indicates if the record is active or inactive.
Contract Vendor List	
Personnel Name	Personnel type of workers who are associated with this Contractor.
Active Indicator	Indicates if the record is active or inactive for this Contractor.
Supervisor	NJDOT is not using this field.
Work Activities	Radio button used to display the work activity master list.
Vendor Master List	
SSN/SIN	An identification number for the work activity code.
S/C	State indicator.
Work Activities	NJDOT work activity codes.
Contract Master List	
SSN/SIN	An identification number for the work activity code.
S/C	State indicator.
Work Activities	NJDOT work activity codes.

4 Pipeline

- ☰ The AASHTOWare Project Pipeline functionality should only be used by field users who are working in Standalone mode.

4.1 Server to PM Pipeline

Navigation: Main Panel \ Pipeline \ Server to PM Pipeline

The Server to PM Pipeline window allows users to download (check out) data from the server’s database to the standalone workstation’s database. The primary users of the pipeline functionality are Inspectors; however, Resident Engineers and Office Engineers may also use the Server to PM Pipeline to work in Standalone mode.

4.1.1 Pipeline Summary Folder Tab

The Server to PM Pipeline Summary folder tab shows the number of Daily Work Reports, Diaries, Change Orders, and Force Accounts selected. At a minimum, users who are working in Standalone mode should download the Basic Contract Data weekly from the server’s database to the standalone database.

The Basic Contract Data checkbox should always be selected ON when pipelining data from the server database to the standalone database. This will automatically update the standalone database with all modifications made to the Contract Master List, Subcontractors who have been approved, Change Orders which have been approved, and modifications made to Force Accounts.

Table 4-1 Pipeline Summary Folder Tab Field Descriptions

Pipeline Summary Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Description	This is the description of the Contract for which the data is downloaded.

Pipeline Summary Folder Tab Field Descriptions	
Field	Description
Basic Contract Data	This field indicates that the Basic Contract Data is to be downloaded. If the user checks the Basic Contract Data box, all of the Contract data required to process the Daily Work Reports, including Change Orders, is downloaded to the user’s workstation. The Contract is updated on the server with a flag to indicate that the Contract has gone to the field. The Check-In/Check-Out Log table on the server is updated with the User ID and the check-out date.
Diaries	NJDOT will not download Diaries to Standalone mode. Therefore, this field should always display '0' (zero).
Change Order	This field indicates the number of Change Orders to be downloaded.
Materials	NJDOT is not using this field.
DWRs	This field indicates the number of Daily Work Reports to be downloaded.
Force Accounts	This field indicates the number of Force Accounts is to be downloaded.
Users	NJDOT is not using this field.
Pipeline Status	Displays messages on the status of a pipeline process in progress.

4.1.2 Diary Select Folder Tab

In NJDOT, Diaries should never be pipelined to Standalone mode. Therefore, users should not utilize this folder tab.

Table 4-2 Diary Select Folder Tab Field Descriptions

Diary Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Diary Date	Date of Diary.

Diary Select Folder Tab Field Descriptions	
Field	Description
Credit Day Value	Number of credit days for the Diary.
Credit Reason Type	Reason for the credit.
Diary Locked Ind	On the Server to PM Pipeline window, this field indicates that the Diary is downloaded from the server (checked out). On the PM to Server Pipeline window, this field indicates that the Diary is uploaded to the server (checked in).
Est Nbr	Estimate that includes the Diary.
Add button	Adds the selected Diaries from the top data window to the bottom data window.
Remove button	Removes the selected Diaries from the bottom data window.
Rem All button	Removes all of the Diaries from the bottom data window.

4.1.3 DWR Select Folder Tab

Users may select their own Daily Work Reports to pipeline from the server to standalone for the purpose of correcting errors on the unauthorized DWR. A copy of the DWR will still remain on the server, but the DWR will be locked and therefore, is protected from authorization or inclusion for payment on an estimate until the DWR is piped back up from the standalone database to the server. Users should not pipeline other user's DWR's.

Table 4-3 DWR Select Folder Tab Field Descriptions

DWR Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
User Name	Name of the user who created the Daily Work Report.

DWR Select Folder Tab Field Descriptions	
Field	Description
DWR Date	Date of the Daily Work Report.
DWR Locked Ind	Indicates whether or not the Daily Work Report can be modified on this workstation.
Estimate Number	Estimate that includes the DWR.
Add button	Adds the selected DWRs from the top datawindow to the bottom datawindow.
Remove button	Removes the selected DWRs from the bottom datawindow.
Rem All button	Removes all of the DWRs from the bottom datawindow.

4.1.4 Change Order Select Folder Tab

The Change Order Select folder tab allows the user to select approved change orders to download. When the Basic Contract Data checkbox is selected on the Pipeline Summary folder tab, all approved Change Orders are automatically included in the download. Therefore, users are not required to utilize this folder tab.

Table 4-4 Change Order Select Folder Tab Field Descriptions

Change Order Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Change Order Number	This is the Change Order Identification code.
Change Order Description	This is the full description of the Change Order.
Add button	Adds the selected Change Orders from the top datawindow to the bottom datawindow.

Change Order Select Folder Tab Field Descriptions	
Field	Description
Remove button	Removes the selected Change Orders from the bottom datawindow.
Rem All button	Removes all of the Change Orders from the bottom datawindow.

4.1.5 Force Account Select Folder Tab

The Force Account Select folder tab allows the user to select approved change orders to download. When the Basic Contract Data checkbox is selected on the Pipeline Summary folder tab, all Force Accounts are automatically included in the download. Therefore, users are not required to utilize this folder tab.

Table 4-5 Force Account Select Folder Tab Field Descriptions

Force Account Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Force Account ID	Force Account identification code.
Force Account Description	Description of the Force Account.
Add button	Adds the selected Force Account to the top datawindow to the bottom datawindow.
Remove button	Removes the selected Force Accounts from the bottom datawindow.
Rem All button	Removes all of the Force Accounts from the bottom datawindow.

4.1.6 User Select Folder Tab

NJDOT is not using the User Select folder tab.

4.2 PM to Server Pipeline

Navigation: Main Panel \ Pipeline \ PM to Server Pipeline

The PM to Server Pipeline window allows users to upload (check in) data from the standalone database to the server. The primary users of the pipeline functionality are Inspectors; however, Resident Engineers and Office Engineers may also use the PM to Server window to pipeline work created on the standalone database back to the server.

4.2.1 Pipeline Summary Folder Tab

The PM to Server Pipeline Summary folder tab shows the number of Daily Work Reports, Diaries, and Sample and Test selected. At a minimum, users who are working in Standalone mode should upload Daily Work Reports from the standalone database to the server by the next business day.

When the user will no longer be working on the Contract in Standalone Mode, the user should check the Basic Contract Data checkbox ON. This will remove the Contract from the Standalone database. Typically, this is done near the end of the Contract or when the user is assigned to another area.

Table 4-6 Pipeline Summary Folder Tab Field Descriptions

Pipeline Summary Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Description	This is the description of the Contract for which the data is downloaded.
Basic Contract Data	Indicates that the user has released the Contract. The Basic Contract Data is not uploaded to the server, but a flag is uploaded indicating that the user has released the Contract. This deletes the Contract from the standalone database.
Diaries	NJDOT will not create Diaries in Standalone mode. Therefore, this field should always display '0' (zero).
DWRs	This field indicates the number of Daily Work Reports to be uploaded.
Sample and Test	NJDOT will not samples and record test data in Standalone mode. Therefore, this field should always display '0' (zero).

Pipeline Summary Folder Tab Field Descriptions	
Field	Description
Check In Status	Displays messages on the status of a pipeline process in progress.

4.2.2 Diary Select Folder Tab

In NJDOT, Diaries should never be created in Standalone mode. Therefore, users should not utilize this folder tab.

Table 4-7 Diary Select Folder Tab Field Descriptions

Diary Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Diary Date	Date of Diary.
Credit Day Value	Number of credit days for the Diary.
Credit Reason Desc	Reason for the credit.
Diary Locked Ind	On the Server to PM Pipeline window, this field indicates that the Diary is downloaded from the server (checked out). On the PM to Server Pipeline window, this field indicates that the Diary is uploaded to the server (checked in).
Est Nbr	Estimate that includes the Diary.
Add button	Adds the selected Diaries from the top data window to the bottom data window.
Remove button	Removes the selected Diaries from the bottom data window.
Rem All button	Removes all of the Diaries from the bottom data window.

4.2.3 DWR Select Folder Tab

The DWR Select folder tab allows users to select Daily Work Reports to upload. DWR's should be uploaded to the Server by the business day after the work was performed by the Contractor. If DWR's are not uploaded to the server, they cannot be authorized and therefore, they cannot be included on the estimate.

Table 4-8 DWR Select Folder Tab Field Descriptions

DWR Select Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
User Name	Name of the user who created the Daily Work Report.
DWR Date	Date of the Daily Work Report.
Locked Indicator	Indicates whether or not the Daily Work Report can be modified on this workstation.
Estimate Nbr	Estimate that includes the DWR.
Add button	Adds the selected DWRs from the top datawindow to the bottom datawindow.
Remove button	Removes the selected DWRs from the bottom datawindow.
Rem All button	Removes all of the DWRs from the bottom datawindow.

4.2.4 Sample/Test Select Folder Tab

NJDOT is not using the Sample/Test Select folder tab.

4.3 Pipeline Information

Navigation: Main Panel \ Pipeline \ Pipeline Information

The Pipeline Information window is a view only window. It lets the user view Pipeline information about Daily Work Reports, Diaries, Contracts, Change Orders,

Force Accounts, and Sample data. The Pipeline Information window shows a history of Pipeline activity, such as when the data was downloaded and uploaded, and who downloaded or uploaded the data.

The Pipeline Information window displays information that applies to the selected Contract, except for the Samples folder tab, which lists all Samples. When the user is connected to the server, the panel shows information on data uploaded and downloaded to and from the server.

Viewing the Pipeline information window often assists in trouble shooting locked DWR's and if information is needed in Standalone mode and is not available. For example, if an Inspector wants to show that a subcontractor is on the job site and the subcontractor is not available in the selection list, the Pipeline Summary window will show the last time the Inspector downloaded the Basic Contract Data, which may not have included the new subcontractor.

4.3.1 Samples Folder Tab

NJDOT is not using the Samples folder tab.

4.3.2 Contract Folder Tab

The Contract folder tab shows a history of Pipeline activity on a Contract.

Table 4-9 Contract Folder Tab Field Descriptions

Contract Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Check Out User ID	User who downloaded the contract data.
Check Out Date	Date the contract data was downloaded.
Check Out Time	Time the contract data was downloaded.

Contract Folder Tab Field Descriptions	
Field	Description
Check In User ID	User who uploaded the contract data.
Check In Date	Date the contract data was uploaded.
Check In Time	Time the contract data was uploaded.

4.3.3 DWRs Folder Tab

The DWRs folder tab shows a history of Pipeline activity for DWRs on a Contract. DWRs created in Standalone mode will not have a Check Out User, Date, or Time.

Table 4-10 DWRs Folder Tab Field Descriptions

DWRs Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
User ID	ID of the user who created the Daily Work Report.
DWR Date	Date of the Daily Work Report.
Check Out User ID	User who downloaded the DWR.
Check Out Date	Date the DWR was downloaded.
Check Out Time	Time the DWR was downloaded.
Check In User ID	User who uploaded the DWR.
Check In Date	Date the DWR was uploaded.
Check In Time	Time the DWR was uploaded.

4.3.4 Diaries Folder Tab

The Diaries folder tab shows a history of Pipeline activity for Diaries on a Contract. Since Diaries should not be downloaded, this window should always be blank.

Table 4-11 Diaries Folder Tab Field Descriptions

Diaries Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Diary Date	Date of the Diary.
Check Out User ID	User who downloaded the Diary.
Check Out Date	Date the Diary was downloaded.
Check Out Time	Time the Diary was downloaded.
Check In User ID	User who uploaded the Diary.
Check In Date	Date the Diary was uploaded.
Check In Time	Time the Diary was uploaded.

4.3.5 Change Orders Folder Tab

The Change Orders folder tab shows a history of Pipeline activity for Change Orders on a Contract.

Table 4-12 Change Orders Folder Tab Field Descriptions

Change Orders Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.

Change Orders Folder Tab Field Descriptions	
Field	Description
Contract Description	This is the description of the Contract for which the data is downloaded.
Change Order Number	This is the Change Order Identification code.
Check Out User ID	User who downloaded the Change Order.
Check Out Date	Date the Change Order was downloaded.
Check Out Time	Time the Change Order was downloaded.

4.3.6 Force Accounts Folder Tab

The Force Accounts folder tab shows a history of Pipeline activity for Force Accounts on a Contract.

Table 4-13 Force Accounts Folder Tab Field Descriptions

Force Accounts Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Contract Description	This is the description of the Contract for which the data is downloaded.
Force Account Number	Force Account identification code.
Check Out User ID	User who downloaded the Force Account.
Check Out Date	Date the Force Account was downloaded.
Check Out Time	Time the Force Account was downloaded.
Check In User ID	User who uploaded the Force Account.
Check In Date	Date the Force Account was uploaded to the server.

Force Accounts Folder Tab Field Descriptions	
Field	Description
Check In Time	Time the Force Account was uploaded to the server.

4.4 Pipeline Synchronization

Navigation: Main Panel \ Pipeline \ Pipeline Synchronization

The Pipeline Synchronization window is only available in Standalone Mode and is intended to be used with SitePad. NJDOT is not using the Pipeline Synchronization window.

4.5 Process List

Navigation: Main Panel \ Pipeline \ Process List

NJDOT is not using the Process List window in the Pipeline functionality area.

5 Contractor Payments

5.1 Estimate

5.1.1 Generate Estimate

Navigation: Main Panel \ Contractor Payments \ Estimate \ Generate Estimate

The Generate Estimate window can be accessed within the Contractor Payments component or by direct access from the In-Box. AASHTOWare Project produces three types of Estimates: Progress, Final, and Supplemental. A Progress estimate is the type of estimate generated for the first estimate and all estimates up to the Final estimate. There can be one and only one Final estimate on the Contract. All estimates after the Final estimates are considered Supplemental estimates.

In NJDOT, the Resident Engineer should generate the Progress, Final, and Supplemental estimates for a Contract. When a Progress and Final estimate is generated, AASHTOWare Project performs the following functions automatically:

- Deletes the Pending estimate
- Determines quantities for payment
- Calculates Stockpiled Materials
- Identifies Discrepancies
- Calculates Retainage
- Determine Funding Amounts

For each monthly progress estimate, two estimates should be generated by the Resident Engineer. The first estimate should be generated for the purpose of determining quantities for payment. Based on the quantities on the draft Progress estimate, price adjustments should be applied for fuel and asphalt items. Then, a second Progress estimate for the payment period should be generated to include the fuel and asphalt price adjustment items. Final estimates differ from Progress estimates in that they should also release all remaining retainage in addition to the functions previously mentioned. For more information regarding the Final estimate process, refer to the Contract Finalization Plan.

Supplemental estimates are lump sum estimates in which the amount of the estimate is entered by the person generating the estimate. Documentation regarding Supplemental estimates, including the initial request for the Supplemental estimate should be recorded in the Correspondence Log window with a Category Type of "Supplemental Estimate".

Table 5-1 Generate Estimate Field Descriptions

Generate Estimate Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Last Estimate Number	The estimate number of the previously generated estimate for the selected contract.
Generate Estimate Number	The estimate number of the estimate currently being generated for the selected contract.
Date	
Begin	The Estimate Period Begin Date field defines the beginning date for the estimate generation period.
End	The Estimate Period End Date field defines the ending date for the estimate generation period. The End Date cannot be a date greater than the current date or less than the Estimate Generation Period Begin Date.
Type	
Type (Generation)	The Estimate Generation Type field defines whether a Progress, Final, or Supplemental Estimate is generated.

5.1.2 Estimate Summary

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Summary

The Estimate Summary window is an inquiry window that allows the user to view calculated Estimates summary information for the Contract. The window shows three sets of totals:

- Current Estimate
- Combined totals for previous Estimate(s)
- Totals to date

***In NJDOT, the Estimate Summary window contains improperly calculated retainage information and **should not be used for payment information**. The

Estimate Certificate on Crystal Reports should be used for all payment and retainage information.

Table 5-2 Estimate Summary Field Descriptions

Estimate Summary Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	Estimate number associated with the estimate summary.
Item Earnings	The total dollar amount of the work items that have been installed and included in an estimate.
Participating	The dollar amount that is federally funded for all the items, which are included in an estimate.
Non-Participating	The dollar amount that is not federally funded for all the items, which are included in an estimate.
Retainage	The dollar amount that has been retained for the contract.
Stockpiled Materials	NJDOT is not using this field.
Incentive	NJDOT is not using this field.
Disincentive	NJDOT is not using this field.
Liquidated Damage	NJDOT is not using this field.
Other Adjustments	The dollar amount of adjustments other than retainage that have been assessed including contract adjustments such as EEO adjustments, Substantial Liquidated Damages, and Final Liquidated Damages.
Overrun Adjustments	The dollar amount of adjustments that have been assessed due to item overruns.
Paid To Contractor	The dollar amount which has been paid out to the contractor which is a computation of item total, retainage, liquidated damages, stockpiled materials, and other adjustment totals.
Subcontract Earnings	The net total subcontractor earnings for the estimate.
Prime Contract Earnings	The net total prime contract earnings for the estimate.

5.1.3 Estimate Discrepancy

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Discrepancy

The Estimate Discrepancy window displays the estimate discrepancies generated by the Progress and Final estimate processes. In NJDOT, the following four types of discrepancies are possible for the estimate:

- Item Overruns
- Contract Completion Date Missed
- Milestone Completion Date Missed
- Checklist Event Completion Date Missed

Estimate discrepancies generated for a Progress estimate should be fixed and recalculated or overridden with an explanation. Estimate discrepancies generated for a Final estimate should be resolved and recalculated in order to approve the estimate. Only the generator (Resident Engineer) of the estimate may recalculate and override discrepancies. All other reviewers of the estimate should view the Estimate Discrepancy window prior to approving the estimate for information regarding why estimate discrepancies exist on the Contract. Table 5-3 Estimate Discrepancy Override Procedures lists the possible discrepancy types for NJDOT and the appropriate override procedure:

Table 5-3 Estimate Discrepancy Override Procedures

Estimate Discrepancy Override Procedures	
Discrepancy Type	Override Procedure
Item Overruns	<p>AASHTOWare Project will automatically override these discrepancies with a message stating "This discrepancy has been addressed by line item adjustment<insert adjustment detail>". This override will continually appear until a Change Order is approved to increase the item quantity.</p> <p>The Resident Engineer should verify that the overrun is due to increased quantities. If the discrepancy is due to incorrect placed quantities, the estimate should be deleted and the DWR quantities adjusted appropriately.</p>
Contract Completion Date	<p>The Resident Engineer should verify that a change order is being processed or initiate one. The discrepancy can then be overridden with an explanation.</p> <p>The Resident Engineer should also determine if Liquidated Damages are appropriate to apply to the estimate.</p>

Estimate Discrepancy Override Procedures	
Discrepancy Type	Override Procedure
Milestone Completion Date	The Resident Engineer should verify the status of the Milestone. If the milestone is not complete, the Resident Engineer should verify that a change order is being processed or initiate one. The discrepancy can then be overridden with an explanation. The Resident Engineer should also determine if disincentives are appropriate to apply to the estimate.
Checklist Event Completion Date Missed	
Insurance Expiration Checklist Events	The Resident Engineer should notify the Contractor that the insurance expiration date is approaching and then override the discrepancy with an explanation.
EEO Reports	This event type includes the TAD 1276/CC257, FHWA 1409, AD 267, AD 268, 1391, and the Monthly Training Report. The Resident Engineer should notify the Contractor that the report is overdue and then override the discrepancy with an explanation.

- Estimate Discrepancies should be resolved during the estimate process if possible. Estimate Discrepancies that are overridden will reappear on the each estimate until the issue causing the discrepancy is resolved.

Table 5-4 Estimate Discrepancy Field Descriptions

Estimate Discrepancy Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	Estimate number associated with the estimate summary.
Status	Status of the estimate including: APRV - Payment Approval Given INAP – In approval PEND - Pending Approval RJCT – Rejected
Description	Description of the discrepancy.
Status	Status of the discrepancy. Valid values are Override and Unresolved. AASHTOWare Project allows a discrepancy to remain Unresolved. NJDOT procedure is that all discrepancies should be resolved or overridden with an explanation.

Estimate Discrepancy Field Descriptions	
Field	Description
By	User ID of the person overriding the discrepancy.
Resolve Date	Date the discrepancy was overridden.
Resolve Time	Time the discrepancy was overridden.

5.1.4 Estimate Item Detail

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Item Detail

The Estimate Item window displays the Item quantities from approved Daily Work Reports. If an estimate is pending, the window displays items on the current estimate. If the estimate is in the approval process or approved, the window will display cumulative totals for all items on estimates.

In NJDOT, the Estimate Item Detail window should be viewed for information regarding item quantities to date.

Table 5-5 Estimate Item Detail Field Descriptions

Estimate Item Detail Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	The estimate number associated with the item record.
Project Nbr	The NJDOT DP number.
Line Item Number	The contract line item number that identifies each item as it appears on the contract for both all bid items assigned by the pre-construction function and for all Items added to the contract after construction begins by the user.
Item Code	The NJDOT-defined code used to identify a particular Item.
Item Description	The short description for the item code.
Qty Installed This Est.	Installed quantity for the selected line item number for the current open estimate.

Estimate Item Detail Field Descriptions	
Field	Description
Amt Installed This Est.	The amount paid for the installed quantity for the current open Estimate. Formula: $Qty\ Paid\ This\ Est = Item\ Unit\ Price * Installed\ Qty\ This\ Est$
Qty Reported to Date	The total number of units reported as installed to date for the line item.
Qty Authorized to Date	The total of all reported quantities on Daily Work Reports that are authorized. Installed quantity from t_cont_item table + sum of all installed quantity for which there are authorized date values but not an estimate number
Supp Description	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
(Quantity) Bid	The bid quantity for the selected line item.
(Amount) Bid	The bid amount for the selected line item. Formula: $Bid\ Amount = Item\ Unit\ Price * Bid\ Quantity$
(Quantity) Current	The quantity resulting from the addition of the Bid Quantity plus the net change order quantity for the line item selected.
(Amount) Current	The current dollar value of the calculated Current Quantity. Formula: $Current\ Amount = Item\ Unit\ Price * Current\ Qty$
(Quantity) Pending CO	The Net Pending Quantity for the line item selected from the unapproved change orders.
(Amount) Pending Co	The current dollar value of the calculated pending quantity. Formula: $Pending\ Amount = Item\ Unit\ Price * Pending\ Qty$
(Quantity) Notified Qty	Notification Quantity threshold. If the installed quantity is equal or greater than 'Notified Qty', then the project manager is notified.
(Amount) Notified Qty	The dollar value for the notified quantity. Formula: $Notified\ Amount = Item\ Unit\ Price * Notified\ Qty$
(Quantity) Projected Qty	The anticipated number of units installed at the completion of the contract. Formula: $Proj.\ Qty = Current\ Qty + Pending\ Qty$
(Amount) Projected Qty	The dollar value for the Notified Quantity from above. Formula: $Proj.\ Amount = Item\ Unit\ Price * Projected\ Qty$
(Quantity) Installed To Date	The total units installed for the line item to date. This quantity includes the units installed for the current open estimate.
(Amount) Installed To Date	The dollar value for the Installed To Date Quantity. Formula: $Inst\ To\ Date\ Amount = Item\ Unit\ Price * Installed\ To\ Date\ Qty$

Estimate Item Detail Field Descriptions	
Field	Description
(Quantity) Installed This Est	This is the total units installed for the line item for the current open estimate. When viewing all items for the contract this field is not applicable.
(Amount) Installed This Est	The dollar value for the Installed This Est. Quantity. When viewing all items for the contract this field is not applicable. Formula: $\text{Ins This Est Amount} = \text{Item Unit Price} * \text{Ins This Est Qty}$
(Quantity) Paid Previously	The total units installed that have been paid for the line item. When viewing all items for the contract this field is not applicable.
(Amount) Paid Previously	The dollar value for the Paid Previously Quantity. When viewing all items for the contract this field is not applicable. Formula: $\text{Paid Prev Amount} = \text{Item Unit Price} * \text{Paid Prev Qty}$
(Quantity) Pay This Est	The number of units installed for the line item on the current open estimate to be paid. The default value for this field is the installed quantity during the current open estimate period. When viewing all items for the contract this field is not applicable.
(Amount) Pay This Est	The dollar value for the Pay This Est. Quantity. When viewing all Items for the Contract this field is not applicable. Formula: $\text{Pay This Est Amount} = \text{Item Unit Price} * \text{Pay This Est Qty}$
(Quantity) Paid To Date	The total number units that has been paid to date for the line item.
(Amount) Paid To Date	The dollar value for the Paid To Date Quantity. Formula: $\text{Paid To Date Amount} = \text{Item Unit Price} * \text{Pay To Date Qty}$
Unit Price	The bid price for one unit of the selected item.
Unit of Measure	The unit of measurement for the selected item.
Deficient Tested Materials Ind	NJDOT will not use this field.
Exceeds Allowed Overrun Ind	Indicates the Item Quantity Installed to Date exceeds allowable overrun limit. The overrun limit is any quantity above the current Contract quantity.

5.1.5 Estimate Item Paybook

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Item Paybook

This Estimate Item Paybook is an inquiry only window showing the payment history for a Contract Item. The Item payment history displays in reverse chronological order meaning the current Estimate Item displays on the first row. Thus, it is possible that the first row is not yet paid. Whether the first row is paid

or not can be determined by the Reviewer User ID. If the Reviewer User ID is the final reviewer, then the Item is sent in the current Estimate for payment.

In NJDOT, the Estimate Item Paybook window should be viewed to determine which estimates included a particular item.

Table 5-6 Estimate Item Paybook Field Descriptions

Estimate Item Paybook Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Prj Nbr	The NJDOT DP number.
Ln Itm Nbr	Line Item Number for the Item within the Project
Prj Nbr	The NJDOT DP number.
Cat Nbr	Category number under which items are grouped such as Roadway, Bridge, etc.
Ln Itm Nbr	Line Item Number for the Item within the Project
Item Code	Item code for the Line Item
Item Description	Text description of the Item. This value is supplied by the Item Master list.
Supp Description	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
Estimate Nbr	The estimate number associated with the item record.
Period End Date	Period End Date for the Estimate.
Approver User ID	User ID of the last approver of the Estimate.
Approval Date	Date the last approval took place.
Total Amount	Total amount for the Item in the Estimate.
Adjmt (+)	Sum of Positive adjustment amounts for the Line Item.
Adjmt (-)	Sum of Negative adjustment amounts for the Line Item.

5.1.6 Estimate History

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate History

The Estimate History window allows the selection and display of all Estimates for a Contract. The Estimates will display from most recent to the oldest Estimate. The Estimate History window is also the only window in AASHTOWare Project that allows Pending estimates to be deleted. Estimates in any other status may not be deleted.

In NJDOT, the Resident Engineer should delete an estimate in Pending status if a DWR should be unauthorized and its placed quantities modified. If an estimate status is INAP (In the Approval Process) and a change must be made to the DWR placed quantities, the estimate should first be rejected in the Estimate Rejection window by the next estimate approver.

Table 5-7 Estimate History Field Descriptions

Estimate History Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Description 1	The short description for the item code.
Estimate Number	The starting estimate number on the first row.
Net Pay	Net payment for this estimate.
Period End Date	End Date of the estimate period.
RE User ID	The Resident Engineer’s user ID.
RE Appr. Date	Date on which the Resident Engineer approved the estimate.
Last Appr. User ID	Last Approval user ID.
Last Appr. Date	Last Approval Date.
Est Stat	The current status of the estimate APPV – Payment Approval Given INAP – In approval PEND – Pending Approval RJCT - Rejected

Estimate History Field Descriptions	
Field	Description
Est Type	The type of estimate generated – either Progress or Final.

5.1.7 Estimate Approval

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Approval

This Estimate Approval window allows the authorized reviewers to approve all Estimate types (Progress, Final, or Supplemental). The approval process provides an audit trail, providing who approved the estimate and when it was approved.

The estimate can be modified up until the first level approval is entered by the Resident Engineer. Once the estimate is in INAP status, the estimate cannot be modified, unless it is rejected by the next estimate level approver. Once the final approval level submits his approver, the estimate can no longer be changed in AASHTOWare Project.

Table 5-8 Estimate Approval Field Descriptions

Estimate Approval Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	The estimate number associated with the item record.
Generated By	The ID of the user that generated the selected estimate.
On	The date and time the selected estimate was generated.
Type	The type of estimate.
(Levels of Approval)	The title of the reviewer for the corresponding approval level.
Date	The date the reviewer for the corresponding approval level approved the estimate. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.
Time	The time the reviewer for the corresponding approval level approved the estimate. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.

Estimate Approval Field Descriptions	
Field	Description
User ID	The user ID of the reviewer that approved the corresponding approval level. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.

5.1.8 Estimate Rejection

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Rejection

The Estimate Rejection window allows the authorized Estimate reviewers to reject any Estimate type – progress or final. The Estimate Rejection window provides the Estimate reviewers an option to disapprove an Estimate for whatever reason they see fit with the requirement of attaching a Remark documenting the reason for rejecting the Estimate.

If an estimate is rejected, the person rejecting the estimate should provide a comment as to why the estimate is rejected. The Resident Engineer is then notified of the rejected estimate via the AASHTOWare Project inbox. The estimate can then be regenerated and resubmitted for approval.

Table 5-9 Estimate Rejection Field Descriptions

Estimate Rejection Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	The estimate number associated with the item record.
Generated By	The ID of the user that generated the selected estimate.
On	The date and time the selected estimate was generated.
Type	The type of estimate.
Approval Information	
(Levels of Approval)	The title of the reviewer for the corresponding approval level.
Date	The date the reviewer for the corresponding approval level approved the estimate. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.

Estimate Rejection Field Descriptions	
Field	Description
Time	The time the reviewer for the corresponding approval level approved the estimate. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.
User ID	The user ID of the reviewer that approved the corresponding approval level. This field will have a value whenever the corresponding 'Approve' check box is checked by the authorized reviewer.
Reason for Rejection	Documents the reason(s) that the estimate is being rejected. The remarks are attached to the In-Box message sent to the previous reviewers.

5.1.9 Estimate Tracking

Navigation: Main Panel \ Contractor Payments \ Estimate \ Estimate Tracking

The Estimate Tracking window is an inquiry only window that allows the tracking of an Estimate generation, approval, and rejection.

In NJDOT, users may view the Estimate Tracking window to determine the status of the approval of an estimate.

The generator of the estimate and the first level of approval should be the Resident Engineer.

For Progress estimates, the level two approval level should be Accounting Operations. This will also be the last level of approval.

For Final and Supplemental Estimates, the level two approval level should be the Regional CST/Maint. Manager. The third and final level of approval should be Accounting Operations.

Table 5-10 Estimate Tracking Field Descriptions

Estimate Tracking Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	The estimate number associated with the item record.
(Generated) Date	The date when the estimate was generated.

Estimate Tracking Field Descriptions	
Field	Description
(Generated) Time	The time when the estimate was generated.
(Generated) User ID	The user ID of the person that generated the estimate.
(Level 1) Date	The date when the estimate was approved by the corresponding level.
(Level 1) Time	The time when the estimate was approved by the corresponding level.
(Level 1) User ID	The user ID of the reviewer of the corresponding level.
(Level 2) Date	The date when the estimate was approved by the corresponding level.
(Level 2) Time	The time when the estimate was approved by the corresponding level.
(Level 2) User ID	The user ID of the reviewer of the corresponding level.
(Level 3) Date	The date when the estimate was approved by the corresponding level.
(Level 3) Time	The time when the estimate was approved by the corresponding level.
(Level 3) User ID	The user ID of the reviewer of the corresponding level.

5.1.10 Enter Check Number

Navigation: Main Panel \ Contractor Payments \ Estimate \ Enter Check Number

NJDOT is not using the Enter Check Number window in the Contractor Payments functionality area.

5.2 Contract Adjustments

5.2.1 Contract Adjustments

Navigation: Main Panel \ Contractor Payments \ Contract Adjustments \ Contract Adjustments

The Contract Adjustments window lists all the different types of Contract adjustments and the associated detail information for a Contract or an Estimate.

Description Folder Tab

The Description folder tab of the Contract Adjustment window allows the user to access adjustments made on previous Estimates within the same Contract and allows for adjustments to be applied on the current pending estimate.

In NJDOT, the Resident Engineer should make the necessary Contract Adjustments and review the adjustments made by the AASHTOWare Project automatically.

The Cash Retainage Withheld adjustment should be made by AASHTOWare Project automatically. The Resident Engineer should only make this adjustment manually if the securities balance is negative and direction is provided by Construction Services.

- Additional Contract Adjustment Types exist in the code table and are available for selection if a user has update access to the Contract Adjustment window. NJDOT procedure, however, is that only the adjustments listed in the table below be utilized. The additional adjustment types should not be deleted as they are related to the system processing and may be used in the future.

Table 5-11 Description Folder Tab Field Descriptions

Description Folder Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Entered Date	Date the contract adjustment was entered.
User ID	User ID of the person that entered the User-Defined Contract Adjustment. A AASHTOWare Project entered Contract Adjustment will not have a user ID associated with it.
Est Nbr	The Estimate number associated with the contract adjustment record.
Adjustment Description	The description of the adjustment made to the contract. Adjustment Descriptions utilized at NJDOT include the following: Cash Retainage Withheld EEO Adjustment Liquidated Damages Substantial Completion Liquidated Damages Final Completion
Adjustment Amount	Adjustment amount for the particular Contract Adjustment.
Remarks	The remarks attached to the Contract Adjustment record.

Project Distribution Folder Tab

NJDOT is not using the Project Distribution folder tab.

5.2.2 Liquidated Damages

Navigation: Main Panel \ Contractor Payments \ Contract Adjustments \ Liquidated Damages

NJDOT is not using the Liquidated Damages window in the Contractor Payments functionality area.

Liquidated Damages will be manually entered by the Resident Engineer on a job by job basis during activation/set-up.

5.2.3 Contract Time Adjustments

Navigation: Main Panel \ Contractor Payments \ Contract Adjustments \ Contract Time Adjustments

NJDOT is not using the Contract Time Adjustments window in the Contractor Payments functionality area.

5.2.4 Line Item Adjustments

Navigation: Main Panel \ Contractor Payments \ Contract Adjustments \ Line Item Adjustments

The Line Item Adjustments window allows the user to inquire about the Line Item Adjustments for an Estimate. The top portion of the window displays all the Estimate Line Items for which an adjustment is present. The bottom portion of the window displays associated adjustment information.

In NJDOT, the Line Item Adjustment window is used to view adjustments made to items due to Stockpiled Materials and Item Overruns. All Line Item Adjustments are made automatically by SiteManager, and therefore, this window is Inquiry only.

- Additional Line Item Adjustment Types exist in the code table and are available for selection if a user has update access to the Line Item Adjustment window. NJDOT procedure, however, is that only the Stockpiled Material and Item Overrun adjustments be utilized. The additional adjustment types should not be deleted as they are related to the system processing and may be used in the future.

Table 5-12 Line Item Adjustments Field Descriptions

Line Item Adjustments Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Nbr	The estimate number associated with the contract adjustment record.
Catg Nbr	Category number under which items are grouped such as Roadway, Bridge, etc.
Prj Nbr	The NJDOT DP number.
Item Code	Item code for the line item.
Line Item Nbr	Line item number for the item within the project.
Description	Short description of the item.
Prince Adj Type	Type of price adjustment applicable for the line item.
Supp Description	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
Project Number	The NJDOT DP number.
Line Item Number	Line item number for the item within the project.
Line Item Adjustment Detail Information	
Type	Type of line item adjustment. This is a required field. Line Item Adjustment Types used by NJDOT include the following: Stockpiled Materials Closure Overrun Stockpiled Materials Adjustment Overrun Re-adjustment Stockpiled Materials Initial Payment
Entered By	User ID of the person entering or modifying the line item adjustment. This will always display SYSTEM for Stockpile adjustments.
Entered Date	Date on which this adjustment was entered or modified. Required field.
Amount	Amount that the line item is being adjusted.
Quantity	Quantity of the item adjusted.
Unit Price	Unit price of the line item.
Stockpiled Information	

Line Item Adjustments Field Descriptions	
Field	Description
Stockpile Sn	The stockpile material sequence number that AASHTOWare Project assigns to stockpiled material records on the Maintain Stockpiled Materials window. This is a protected field.
Replenish Sn	The replenishment sequence number that AASHTOWare Project assigns to Replenishment stockpile records on the Maintain Stockpiled Materials window. This is a protected field.

5.3 Milestone Adjustments

5.3.1 Disincentives

Navigation: Main Panel \ Contractor Payments \ Milestone Adjustments \ Disincentives

NJDOT is not using the Disincentives window in the Contractor Payments functionality area.

5.3.2 Incentives

Navigation: Main Panel \ Contractor Payments \ Milestone Adjustments \ Incentives

NJDOT is not using the Incentives window in the Contractor Payments functionality area.

5.3.3 Milestone Time Adjustments

Navigation: Main Panel \ Contractor Payments \ Milestone Adjustments \ Milestone Time Adjustments

NJDOT is not using the Milestone Time Adjustments window in the Contractor Payments functionality area.

5.4 Reports (CP+)

5.4.1 Summary By Project

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ Summary By Project

The Summary by Project Report is a multi-page report generated for those who require Estimate Summary and details at the project level. It summarizes detailed information for all projects within an Estimate. Included in the report are an itemized description of quantities and amounts by projects.

The report consists of three page types. The first page summarizes the Contract information on an Estimate. The second page summarizes the payment information for each Project within the Contract. The third page type summarizes the quantities and amounts of items used for each Project for this Estimate.

To produce the report, the Contract ID and Estimate Number are required. If Estimate Number is not known at the time of request, the correct Estimate may be selected from a selection list.

In NJDOT, the Summary by Project Report is available for viewing, but it is not required as part of the Estimate process.

- The Summary by Project Report is a standard AASHTOWare Project report. NJDOT has customized several fields in AASHTOWare Project that are not reflected in this report. For example, the field on the report "Date Notice to Proceed" is actually the "Official Contract Start Time". Refer to the SMC Summary of Customizations.xls for details regarding field customizations.

5.4.2 Summary By Funding

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ Summary By Funding

The Summary by Funding report is intended for those who require information on funding source and associated payments and adjustments for a given project in a Contract. It summarizes all project totals for the Estimates and funding for a project within a Contract.

The report consists of two pages. This first page summarizes the Payments and Adjustments made to a Project and Estimate. This second page summarizes the different funding for a Project in a Contract.

In NJDOT, the Summary by Funding Report is available for viewing, but it is not required as part of the Estimate process.

- The Summary by Funding Report is a standard AASHTOWare Project report. NJDOT has customized several fields in AASHTOWare Project that are not reflected in this report. For example, the field on the report "Date Notice to Proceed" is actually the "Official Contract Start Time". Refer to the SMC Summary of Customizations.xls for details regarding field customizations.

5.4.3 Estimate Activity Log

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ Estimate Activity Log

The Estimate Activity Report displays the activity messages issued during the various processes in the Estimate process — Estimate generation, approval, and rejection.

In NJDOT, the Estimate Activity Log is available for viewing, but it is not required as part of the Estimate process.

5.4.4 Installed Work

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ Installed Work

This Installed Work Report displays the amounts for all items installed in a Contract (from both unauthorized and authorized Daily Work Reports) that are not included on an Estimate.

The Resident Engineer should view the Installed Work Report prior to generating an estimate to review the item quantities to be paid on the next estimate and to determine if there are any DWRs that should have been authorized on the Diary but are still unauthorized.

5.4.5 Work Suspend/Resume Times

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ Work Suspend\Resume Times

NJDOT is not using the Work Suspend\Resume Times window in the Contractor Payments functionality area.

5.4.6 View Saved Reports (PSR)

Navigation: Main Panel \ Contractor Payments \ Reports (CP+) \ View Saved Reports (PSR)

NJDOT is not using the View Saved Reports (PSR) window in the Contractor Payments functionality area.

5.5 Reference Tables (CP+)

5.5.1 Price Adjustment Maintenance

Navigation: Main Panel \ Contractor Payments \ Reference Tables (CP+) \ Price Adjustment Maintenance

Price Index tables are used in the Monthly Fuel Price Adjustment and Monthly Asphalt Price Adjustment Reports to determine the price adjustments for fuel and asphalt items.

The AASHTOWare Project Administrator is responsible for updating the monthly index for each adjustment type.

Table 5-13 Price Adjustment Descriptions lists the adjustments that should be tracked in the Price Adjustments Maintenance window:

Table 5-13 Price Adjustment Descriptions

Price Adjustments Descriptions	
Price Index	Description
Fuel	Statewide fuel price index.
NASH	Asphalt price index north of and including Route 195.
SASH	Asphalt price index south of Route 195.

Description Folder Tab

The Description folder tab, the default folder tab for Price Index Maintenance, allows the price index description to be created, accessed, updated or deleted.

Table 5-14 Description Folder Tab Field Descriptions

Description Folder Tab Field Descriptions	
Field	Description
Price Index	Identifies the specific index used by an item.
Description	Description of index.
Unit	Unit of measure used for the index. In NJDOT, the unit should be Dollar.
Default Threshold Pct	If the percentage change between the adjustment for the item and the original price of the item (based on the Price Adjustments Base Date for the contract) is less than or equal to this value, no adjustment is made in the payment process. In NJDOT, this value should be zero (0).

History Folder Tab

The Price Index History is used to access, add, modify or delete the history of price indices.

The AASHTOWare Project Administrator should enter the monthly indexes.

Table 5-15 History Folder Tab Field Descriptions

History Folder Tab Field Descriptions	
Field	Description
Price Index	Identifies the specific index used by an item. This is a protected field.
Date	Date the Price Index is valid. This is a required field.
Value This Date	Valid Value for the Price Index. This is a required field.

Adjustment Folder Tab

The Price Index Adjustment tab is used to access, add or modify the items that are subject to price adjustments.

- Additional Adjustment Types exist in the code table and are available for selection. NJDOT procedure, however, is that only the Fuel and Asphalt adjustments be utilized. The additional adjustment types should not be deleted as they are related to the system processing and may be used in the future.

Table 5-16 Adjustment Folder Tab Field Descriptions

Adjustment Folder Tab Field Descriptions	
Field	Description
Price Index	Identifies the specific index used by an item.
Item Code	The NJDOT-defined code used to identify an item.
English/Metric	Indicates whether the item is measured in English or Metric units.
Spec Year	The year of the specification book in which the item appears.
Adjustment Type	Code that is used to identify the type of the adjustment being made. Adjustment Types utilized by NJDOT include the following: Asphalt Fuel
Fuel Usage Factor	The fuel usage factor for the item based on the specifications. If the pay unit and the specification reference unit are different, the conversion calculation information should be entered in Remarks. This field should be blank for Asphalt adjustments.
Unit Value Quantity	NJDOT is not using this field. It should always display a value of 0.00.
Threshold Percent	NJDOT is not using this field. It should always display a value of 0.00.

5.5.2 Autopay Item

Navigation: Main Panel \ Contractor Payments \ Reference Tables (CP+) \ Autopay Item

NJDOT is not using the Autopay Item window in the Contractor Payments functionality area.

5.5.3 Contract Discrepancy Options

Navigation: Main Panel \ Contractor Payments \ Reference Tables (CP+) \ Contract Discrepancy Options

The Contract Discrepancy Options panel allows default discrepancy options to be modified for individual Contracts. The default settings for estimate discrepancy options are addressed in the System Operational Parameters window in System Administration. These are the options that will produce discrepancies when their criteria are not met at Estimate generation time.

The default Contract Discrepancy Options are as follows:

- Item Overrun
- Contract Completion Date Missed
- Milestone Completion Date Missed
- Checklist Event Completion Date Missed

The Project Closeout Engineer may “turn off” the estimate discrepancies if needed to approve the Final estimate. The Resident Engineer should send a memo to the Project Closeout Engineer and the Field Manager to request that the discrepancies be turned off. With concurrence of the Field Manager, the Project Closeout Engineer should turn off the discrepancies. A Correspondence Log record should also be created by the Resident Engineer with a Category Type of “Close Out” to document the memo.

Table 5-17 Contract Discrepancy Options Field Descriptions

Contract Discrepancy Options Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Use System Defaults	This resets the estimate discrepancy options to the current default discrepancy options established in the System Operational Parameters window.
Item Overrun	Indicates if Item Overrun will produce an Estimate discrepancy.
Insufficient Samples	NJDOT is not using this field.
Insufficient Certified Payrolls	NJDOT is not using this field.
Contract Completion Date Missed	Indicates if Contract Completion Date Missed will produce a Estimate discrepancy
Milestone Completion Date Missed	Indicates if Milestone Completion Date Missed will produce a Estimate discrepancy
Checklist Event Completion Date Missed	Indicates if Checklist Event Completion Date will produce a Estimate discrepancy

Contract Discrepancy Options Field Descriptions	
Field	Description
DBE Compliance	NJDOT is not using this field.

5.5.4 Contractor Payment Approval Levels

Navigation: Main Panel \ Contractor Payments \ Reference Tables (CP+) \ Contractor Payment Approval Levels

The Contractor Payment Approval Levels reference table window allows approval authority to be modified for individual Contracts. The default settings of the user groups and the definition of what users are in each group is addressed in the System Operational Parameters window in System Administration. The Contractor Payment Approval Levels allows the assignment of approval levels within the predefined groups for a specific Contract based on estimate type.

The AASHTOWare Project Administrator should modify the estimate approval levels for a Contract if a default approver is not available.

The default estimate approval levels as defined in the System Operational Parameters window are as follows:

Progress Estimate:

- Resident Engineer
- Accounting Operations

Final and Supplemental Estimates:

- Resident Engineer
- Regional CST Eng/Maint. Engineer
- Accounting Operations

Table 5-18 Contractor Payment Approval Levels Field Descriptions

Contractor Payment Approval Levels Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Estimate Type	A drop-down list which allows the user to select from Progress, Final, or Supplemental estimate types
Use System Defaults	This resets the estimate approval level to the current default approval levels established in the System Operational Parameters window.
Level Number	The hierarchical number of the approval level – the higher the number the higher the approval authority
Description	Description of the approval level
User Group	Group ID identified for the approval level

5.6 Process List

Navigation: Main Panel \ Contractor Payments \ Process List

NJDOT is not using the Process List window in Contractor Payments functionality area.

6 Change Orders

6.1 Change Order Maintenance

6.1.1 Header

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Header

The Change Order Header window allows a user to create a new Change Order by entering new descriptive information for a Change Order and to maintain the current descriptive information about an existing Change Order as the status of the Change Order progresses from Draft through Pending to Approved or Denied.

In NJDOT, the Resident Engineer or his designee should create Change Orders relating to the Contract. When creating Change Orders, the main reason for the Change Order should be selected in the Reason Code drop-down list. Refer to Table 6-1 Change Order Reason and Standard Explanations for Change Order reason descriptions. If there is more than one reason for the Change Order, additional reasons can be selected in the Change Order Explanation window.

Table 6-1 Change Order Reason and Standard Explanations

Change Order Reasons	Standard Explanations	
	ID	NJDOT Defined Standard Text
As-Built Adjustment	001	Changes Authorized by Construction in accordance with CPH Sec 4-A (including as-builts), which are not in any other description of change.
Traffic Impact Mod or Safety Enhancement	002	Traffic impact modification or safety enhancement
Extra Work	003	Additional work for Corrective Action comment, including work after completion date
Scope Change	004	Project Manager change to add or delete work (Scope change)
Right of Way	005	Change to address a Right of Way issue

Utility	006	Change to address a Utility issue
Environmental	007	Change to address an Environmental issue
Contract Correction	008	Change to address an error or omission in the Contract
Field Conditions	009	Any other Project Management change based on field conditions.
Specification Change	010	Change in Specification by the Department
Material Change	011	Change in Material by the Department and/or Contractor
Value Engineering	012	Implementation of a Value engineering proposal
Contractor Request	013	Implementation of a Contractor requested change (except VE or Material)
Time Adjustment	014	Only a Time Adjustment and/or mitigation of a delay (No Quantities)
Incentive/Disincentive Payment	015	Incentive/Disincentive Payments (including bonus and penalty)
Other – See Change Order Description	016	Unique Situations, including Force Majeure (i.e. Act of God, fire, flood, strikes, accident, etc.)

If the Change Order is created as the result of a claim, then the claim should be linked to the Change Order in the Dispute ID field. If the Change Order is created for the purpose of a Force Account, then the Force Account should be linked to the Change Order in the Force Account field.

The Close Out Engineer should create the Certification of Completion Change Order at the end of the Contract. This Change Order should occur once on the Contract during the Contract Finalization Process. The Certification of Completion Change Order should be created as a Zero Dollar Change Order. The Change Order Approval Rules should be overridden, and the Close Out Engineer should select the individuals from the following Security Groups who are required to indicate that the construction on the Contract has been accepted:

- Resident Engineer (RE)
- Regional Elect. Maintenance Supv. (RELEMSV)
- Regional Maintenance Engineer (RCERMM)

- Project Manager (PM)
- Field Manager (FLDMGR)
- Regional Construction Engineer (RCERMM)
- Director of Operations (DIRECTOR)

These individuals should accept the construction by approving the Certificate of Completion Change Order.

Table 6-2 Change Order Header Field Descriptions

Change Order Header Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
CO Number	Number assigned to the change order. This number is generated by AASHTOWare Project.
Tentative Verbal Approval Dates	
Federal	This date must be entered if the Contract requires federal oversight. If the Change Order is over \$10,000, the Resident Engineer or his designee should enter actual date of the Federal approval. If the Change Order is less than \$10,000, the Resident Engineer or his designee should enter the date the Change Order is created. Adjustments of time always require federal approval.
Local	NJDOT is not using this field.
CO Created by	This is user name for the AASHTOWare Project user that created the Change Order. This is a display only field. It is populated the first time the new Change Order is saved.
On	The date it was created. This is a display only field. It is populated the first time the new Change Order is saved.

Change Order Header Field Descriptions																			
Field	Description																		
Status	<p>Stage in the life of the change order. Available status codes include the following:</p> <p>Draft – This is the status of the Change Order while it is created and updated.</p> <p>Pending – This is the status of the Change Order while it is in the approval process.</p> <p>Approved – AASHTOWare Project automatically assigns this status when the Change Order is approved. An approved Change Order cannot be modified.</p> <p>Denied – This status must be selected by the Resident Engineer or his designee when it is determined that the Change Order will never be approved. (The 9000 Items created on this denied CO cannot be used again; skip to the next available item number).</p>																		
Approval Level	This field displays the level comprising the step needed to approve the Change Orders.																		
Description	A short narrative description of the referenced change order. This field is a required field and limited to 60 characters.																		
Reason Code	<p>NJDOT-defined reasons for Change Orders. Reason Codes consist of the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">As-built Adjustment</td> <td style="width: 50%;">Other - See Change Order Description</td> </tr> <tr> <td>Certification of Completion</td> <td>Right of Way</td> </tr> <tr> <td>Contract Correction</td> <td>Scope Change</td> </tr> <tr> <td>Contractor Request</td> <td>Specification Change</td> </tr> <tr> <td>Environmental</td> <td>Time Adjustment</td> </tr> <tr> <td>Extra Work</td> <td>Traffic Impact Mod or Safety Enhancement</td> </tr> <tr> <td>Field conditions</td> <td>Utility</td> </tr> <tr> <td>Incentive/Disincentive Payment</td> <td>Value Engineering</td> </tr> <tr> <td>Material Change</td> <td></td> </tr> </table>	As-built Adjustment	Other - See Change Order Description	Certification of Completion	Right of Way	Contract Correction	Scope Change	Contractor Request	Specification Change	Environmental	Time Adjustment	Extra Work	Traffic Impact Mod or Safety Enhancement	Field conditions	Utility	Incentive/Disincentive Payment	Value Engineering	Material Change	
As-built Adjustment	Other - See Change Order Description																		
Certification of Completion	Right of Way																		
Contract Correction	Scope Change																		
Contractor Request	Specification Change																		
Environmental	Time Adjustment																		
Extra Work	Traffic Impact Mod or Safety Enhancement																		
Field conditions	Utility																		
Incentive/Disincentive Payment	Value Engineering																		
Material Change																			
CO Type	<p>Change order types define the purpose of the change order. CO Types include the following:</p> <p>Change Order</p> <p>Certification of Completion</p> <p>Supplemental Agreement</p>																		

Change Order Header Field Descriptions	
Field	Description
Override Approval Rules	A check box that indicates that the established Approval Rules do not apply to the change order. When this indicator is selected for a change order, the user is allowed to specify a sequence of approval groups which will only apply to the current change order. The Close Out Engineer will override approval rules when sending the Certification Completion Change Order for approval.
Emergency Work	NJDOT is not using this field.
Functions	
Overrun / Underrun	A check box that indicates that the quantities associated with at least one Contract item has been modified as a result of the Change Order.
Extra Work	A check box that indicates that there is at least one new item included on the Change Order.
Time Adjustment	A check box that indicates that a modification to Contract time or modification to Milestones on the Contract.
Force Account	A check box that indicates that a Change Order is linked to a Force Account.
Zero Dollar	A check box that indicates that the Change Order does not affect the dollar amount of the contract. Zero Dollar Change Orders cannot include any other functions (they will gray out and become unusable). The Certification of Completion Change Order should be created as a Zero Dollar Change Order.
Final Quantity	NJDOT is not using this Change Order function.
Bid Contract Amt	The original bid amount of the Contract. This is a display-only field. The field will be automatically populated by the system.
Current Contract Amt	The current amount of the contract. This is a display-only field.
CO Amount	The amount of the Change Order derived from all Contract items modified by the Change Order. This is a display-only field. The amount displayed will be added to the current Contract amount upon approval of the Change Order.
Reference to	
Dispute	This field allows the user to link the change order to an existing dispute or claim.

Change Order Header Field Descriptions	
Field	Description
Force Account	This field allows the user to link the change order to a force account for the contract. This field is required if the Force Account function checkbox is populated.

6.1.2 Change Items

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Change Order Items

The Change Order Items window allows the user to select an existing item on the Contract for inclusion in the Change Order, add a new item to the Contract by including it in the Change order, select and modify an existing item in the Contract and already associated with the Change Order, and delete an item from a Change Order.

Whenever the Change Order function is an Overrun/Underrun, Extra work, and/or Force Account, the Change Order Items window must be used to make the corresponding entries and/or modifications to the Change Order items.

Change Order Item Folder Tab

The Change Order Item folder tab shows the detailed information about items included in this Change Order. On the Change Order Item folder tab of the Change Order Items window the user may select an existing item in the contract and add it to the change order, select an existing item in the current change order for modification; and/or complete the entry of change order information required for a new contract item (created on the New Contract Item tab).

In NJDOT, the Resident Engineer or his designee should enter Change Order Item information.

The Resident Engineer or his designee should identify an Area of Change if the item is included on the Change Order for any of the following reasons:

- As-built Adjustment
- Scope Change

- Contract Correction
- Field Conditions
- Contractor Request

Table 6-3 Change Order Item Tab Field Descriptions

Change Order Item Tab Field Descriptions		
Field	Description	
Contract ID	The NJDOT DP number.	
CO Nbr	Number assigned to the change order.	
Project Nbr	The NJDOT DP number.	
Line Item Nbr	The Contract line item number that uniquely identifies each item as it appears on the project.	
Item Code	NJDOT Standard Item Number	
Unit	Unit of measure.	
Unit Price	Unit price of the item.	
Item and Supplemental Descriptions	This is a display field that will populate when the item is selected.	
Area or Change	NJDOT defined areas of change. This field is required if the item is included as part of the Change Order as an As-built Adjustment, Scope Change, Contract Correction, Field Conditions, or Contractor Request. Area of Change options include the following:	
	Bridge	Landscape
	Drainage	Roadway
	Electrical	
Contract Bid Quantity	The quantity of the line item.	
Contract Bid Amount	The quantity of the line item multiplied by unit price.	

Change Order Item Tab Field Descriptions	
Field	Description
Approved Change Order Quantity	The net change to item quantity from all approved Change Orders.
Approved Change Order Amount	The net changes to item quantity from all approved Change Orders multiplied by unit price.
Current Contract Quantity	Bid contract plus approved quantity.
Current Contract Amount	Bid contract plus approved quantity multiplied by unit price.
Pending Change Order Quantity	The net change to item quantity from all change orders pending approval.
Pending Change Order Amount	The net change to item quantity from all Change Orders pending approval multiplied by unit price.
This Change Order Quantity	The positive or negative line item added or changed on this Change Order.
This Change Order Amount	The positive or negative line item added or changed on this Change Order multiplied by unit price.
Force Account Item	Check-box indicating that the new item is for force account associated with the Change Order in the CO Header window. This box may be checked for only a new item.

New Contract Item Folder Tab

When the contract does not already contain the item to be included in the current Change Order, the user must first create the new Contract item using the New Contract Item tab and then add it as a Change Order item using the Change Order Item tab. The new Contract item must be created through the Change Order process, including approval of the Change Order, before it can be officially added to the Contract and to the database.

The New Contract Item tab is only enabled when a new Contract item is added and then associated with the Change Order as a Change Order item. On the New Contract Item the user may create a new item to be added to the Contract

through this Change Order; or update new Contract item information included in this Change Order.

In NJDOT, the Resident Engineer or his designee should enter new items on a Change Order. The first item added to the Contract should be given Line Item Number 9001 and each addition item should increase sequentially (i.e. 9001, 9002, 9003, etc.). If the needed item is not available in the Item Code field, the Resident Engineer should complete the Non-Standard Item Number Request form and submit it to the Office. The Specialty and Pay Plan Qty check boxes should be selected as applicable for the Item.

If the reason for adding the item is for As-Built Adjustment, Scope Change, Contract Correction, Field Conditions, or Contractor Request, then the appropriate Area of Change should be selected on the Change Order Item folder tab.

If a new category or funding source is required for the item, the AASHTOWare Project Coordinator should create the new Category, and Capital/Operations Programming should associate the new funding source to the Category.

Table 6-4 New Contract Tab Field Descriptions

New Contract Item Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Change Order Nbr	Number assigned to the change order.
Project Nbr	The NJDOT DP number.
Category Nbr	Category number assigned to Items during Pre-construction. Items can be grouped in Categories, primarily for funding.
Line Item Nbr	The Contract line item number that uniquely identifies each item as it appears on the project. New items should be numbered starting with 9001 and sequentially from there for each new item.
Item Code	Standard Item Number.
Units Type	The unit of measure for this item.
Spec Year	The specification year as stated in the item master.

New Contract Item Tab Field Descriptions	
Field	Description
Description	Description of the item as stored in the item master.
Major Item	NJDOT is not using this field.
Specialty	Indicates that new item is a specialty item. Items flagged as "specialty" are excluded from the calculation used to determine the amount of the contract that may be subcontracted.
Status Type	Code indicating the status of the item.
Unit Price	The unit price of the item.
Proposal Line Nbr	NJDOT is not using this field.
Related Item	NJDOT is not using this field.
Critical	NJDOT is not using this field.
Pay Plan Qty	Indicates if the line Item is paid to plan quantity. If this indicator is ON, an in-box message indicating that the item has exceeded the bid quantity will be issued to the user who generated the estimate.
Suppl Desc Req'd	If check box is marked, a supplemental description is required.
Material Discrepancy Adj	NJDOT is not using this field.
Supplemental Descriptions	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided. If the Force Account item is added to the Contract, then the Supplemental Descriptions should include the number and description of the Force Account.

6.1.3 Change Order Time Adjustments

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Change Order Time Adjustments

The Time Adjustments window allows the authorized users to enter one or more time adjustments for a Change Order. At least one adjustment must be recorded using this window if the Time Adjustment function applies to the Change Order.

Time adjustments may be related to the Contract completion date, Milestone(s) on the Contract, or both. The Charge Type for the Contract determines which timing components of the Contract and its associated Milestones may be entered and modified.

In NJDOT, the Resident Engineer or his designee should enter Contract and Milestone time adjustments on a Change Order. Additionally, an explanation for the time adjustment should also be entered in the Change Order Time Adjustment window. This explanation is exported to the DC 173 Change Order.

CHANGE ORDERS WITHOUT TIME ADJUSTMENTS:

When preparing a Change Order without a Time Extension, DO NOT ENTER THE TIME ADJUSTMENT AREA AT ALL. The standard statement that there is no extension of time warranted should be included with the other comments, such as in general comments, in the Change Order.

If you have already entered an explanation in Change Order Time Adjustments, contact your Coordinator for further assistance before changing the status to pending.

Table 6-5 Change Order Time Adjustments Field Descriptions

Change Order Time Adjustments Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Change Order Nbr	Number assigned to the change order.
Adjusted Contract or Milestone	Indicates whether the adjustment is for the Contract or Milestone.
Adjustment Days	Number of days that the Contract or Milestone is to be adjusted.
Adjustment Date	AASHTOWare Project will automatically figure the completion date of a milestone or contract completion if the contract has Calendar Days (CD) charge type.

Change Order Time Adjustments Field Descriptions	
Field	Description
Explanation	Explanation of the time adjustment.

6.1.4 Change Order Explanations

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Change Order Explanations

The Change Order Explanation window is used to document the reasons for contract changes. This window allows the author of the change order to record the reason for changes in the contract included in the Change Order. It also allows reviewers and approvers to view the change order reasons.

In NJDOT, two types of explanations should be added to the Change Order: General Change Order Explanations and Explanations Applied to Specific Items. The Resident Engineer or his designee should enter the reasons for the Change Order in the Change Order Explanations window in accordance with the following:

General Change Order Explanations:

- Sequence Number 1 – **This should always be entered as the Location of Proposed Change Order**
- Next GEN Explanation – This area is reserved for capturing the purpose of the Change Order. It should be either copied and pasted from the Construction Order Catalog or manually typed into the text field. As many sequence numbers can be used as necessary.
- Next GEN Explanation – This area is reserved for the appropriate DAG statement if required.
- Next GEN Explanation – This area is reserved for the appropriate funding explanations such as the Project Manager statements, the FHWA statement, or the 3rd party participation statement.

Explanations Applied to Specific Items

- COTS Standard explanations should be applied to specific items if the reason for including the item on the Change Order differs from the reason selected in the Reason Code field on the Header window. For example, if a Change Order is created with three items and only two of the items are for the Utility reason, then the reason for the third item should be selected from the list of standard explanations. Up to five standard explanations may be applied to the Change Order, but each item may only be assigned to one explanation. Refer to Table 6-1 Change Order Reason and Standard Explanations for a list of Standard Explanations and their corresponding reasons.
 - Statements regarding particular items should be made if an item is requiring an adjustment by \$25K or more, positive or negative or if a "Pay Proposal" item is adjusted.
- ☰ All explanations entered in the Change Order Explanations window are exported to various reports.

Table 6-6 Change Order Explanation Field Descriptions

Change Order Explanation Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Change Order Nbr	Number assigned to the change order.
Status	Stage in the life of the change order. Available status codes include: Draft, Pending, Approved, and Denied.
Explanation Type	The type of explanation, selected from a standard set of defined types. NJDOT will only use General Change Order Explanations.
Seq. Nbr	The AASHTOWare Project-assigned sequence number of the Change Order Explanation.
Std CO Expl ID	NJDOT is not using this field.
Type	The type of explanation, selected from a standard set of defined types. NJDOT will only use General Change Order Explanations.
Date Applied	The date the explanation was applied to the change order.
Remarks	The explanation copied from the Construction Order Category.

6.1.5 Item Summary

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Item Summary

The Contract Change Order Item Summary Window allows users to view the details of an item on a Change Order in any status.

The Item Summary window is a display-only window with two data windows: The top data window displays the selected Change Order item the description and original, current, and pending Contract item quantities and corresponding amounts. The lower data window displays a list of the Change Orders associated with the selected change order item, the quantity, the dollar amount and the status of the Change Order.

Table 6-7 Item Summary Field Descriptions

Item Summary Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Prj Nbr	The NJDOT DP number.
Line Itm Nbr	Line Item assigned to the item.
Item Code	The NJDOT-defined code used to identify a particular item.
Unit	Unit of measure.
Unit Price	Unit price of the item.
Item Description	Description of the item as stored in the item master.
Supplemental Description	User-entered description that is supplemental to the Item's description from the Item Master. Two lines are provided.
Contract Bid Quantity	The quantity of the line item.
Contract Bid Amount	The quantity of the line item multiplied by unit price.

Item Summary Field Descriptions	
Field	Description
Approved Change Order Quantity	The net change to item quantity from all approved Change Orders.
Approved Change Order Amount	The net changes to item quantity from all approved Change Orders multiplied by unit price.
Current Contract Quantity	Bid contract plus approved quantity.
Current Contract Amount	Bid contract plus approved quantity multiplied by unit price.
Pending Change Order Quantity	The net change to item quantity from all unapproved change orders. The net change to item quantity from all unapproved change orders.
Pending Change Order Amount	The net change to item quantity from all unapproved Change Orders multiplied by unit price.
% Change To Date	The percent change in the item between the original Contract Bid and current Contract Amount.
CO Nbr	Number assigned to the Change Order.
Quantity	The positive or negative line item added or changed on this Change Order.
Unit Price	Unit price of the item.
Amount	The positive or negative line item added or changed on this Change Order multiplied by unit price.
Status	Stage in the life of the change order. Available status codes include: Draft, Pending, Approved, and Denied.

6.1.6 Signature Page

Navigation: Main Panel \ Change Orders \ Change Order Maintenance \ Signature Page

NJDOT is not using the Signature Page window in the Change Orders functionality area.

6.1.7 Change Order Review/Approve

The Change Order Review window allows the user who receives an e-mail message to review a draft Change Order to access the Change Order information, view the Contract and Change Order information on-line, document their recommendation to approve or deny the Draft change order, and record Remarks related to their recommendation.

The Change Order Approve window allows the user who receives an e-mail message to approve a pending Change Order to access the Change Order information, view the contract and change order information on-line, document their recommendation to approve or deny the Pending change order, and record Remarks related to their recommendation.

In NJDOT, the Change Order Review/Approve window should be used for three purposes:

- While a Change Order is in Draft status, users in the review process should use this window to provide a recommendation and provide comments regarding the Change Order. Comments should be displayed in the Change Order Tracking window for all users to view.
- While the Change Order is in Pending status, users in the Change Order approval process should use this window to approve or deny the Change Order. If a Change Order is denied, remarks regarding why it is denied should be entered.
- During the Contract Finalization Process, users responsible for signing the Certification of Completion letter should enter their recommendation in this window.

If a user is responsible for approving a Change Order on behalf of someone else (for example, approval on behalf of the Contractor), the date that person approved the Change Order should be entered in the Approval Date field and a comment should be entered in Remarks stating who provided the approval.

Documentation created and distributed for the purpose of approving a Change Order should be attached to the Contracts window in Contract Administration area.

Table 6-8 Change Order Review/Approve Field Descriptions

Change Order Review/Approve Field Descriptions

Field	Description
Contract ID	The NJDOT DP number.
CO Number	Number assigned to the change order.
Approver ID	Reviewer/Approver ID listed.
Approval Date	Date the change order reviewed/approved.
Name	Name of the reviewer/approver.
Recommendation	
Approved	Radio button to indicate if the change order recommendation is approved.
Denied	Radio button to indicate if the change order recommendation is denied.

6.1.8 Tracking

The Change Order Tracking window lists all users to whom the Change Order was forwarded and shows the status of their review and approval actions.

A tracking record is a summary record for each reviewer and each approver of the change order. The Track Change Order window is a display-only window and does not allow records to be added, deleted, or updated. Once the Change Order is approved, tracking records are saved. Thereafter, the tracking records can only be viewed and cannot be added to, deleted, or modified from any window.

In NJDOT, the Tracking window should be used by users in the Change Order process to view comments regarding the Change Order during the Review Process and to track the approval of the Change Order.

CO Header Folder Tab

The CO Header tab displays the Change Order header. It contains display-only fields. Header information may not be added, updated, or deleted here.

Table 6-9 CO Header Folder Tab Field Descriptions

CO Header Field Descriptions

Field	Description
Contract ID	The NJDOT DP number.
CO Number	Number assigned to the change order. This number is generated by AASHTOWare Project.
Tentative Verbal Approval Dates	
Federal	<p>This date must be entered if the Contract requires federal oversight.</p> <p>If the Change Order is over \$10,000, the Resident Engineer or his designee should enter actual date of the Federal approval.</p> <p>If the Change Order is less than \$10,000, the Resident Engineer or his designee should enter the date the Change Order is created.</p> <p>Adjustments of time always require federal approval.</p>
Local	NJDOT is not using this field.
CO Created by	This is user name for the AASHTOWare Project user that created the Change Order. This is a display only field. It is populated the first time the new Change Order is saved.
On	The date it was created. This is a display only field. It is populated the first time the new Change Order is saved.
Status	<p>Stage in the life of the change order. Available status codes include the following:</p> <p>Draft – This is the status of the Change Order while it is created and updated.</p> <p>Pending – This is the status of the Change Order while it is in the approval process.</p> <p>Approved – AASHTOWare Project automatically assigns this status when the Change Order is approved. An approved Change Order cannot be modified.</p> <p>Denied – This status must be selected by the Resident Engineer or his designee when it is determined that the Change Order will never be approved.</p>
Approval Level	This field displays the level comprising the step needed to approve the Change Orders.
Description	A short narrative description of the referenced change order. This field is a required field and limited to 60 characters.
Reason Code	NJDOT-defined reasons for Change Orders.
CO Type	Change order types define the purpose of the change order.

CO Header Field Descriptions	
Field	Description
Override Approval Rules	A check box that indicates that the established Approval Rules do not apply to the change order. When this indicator is selected for a change order, the user is allowed to specify a sequence of approval groups which will only apply to the current change order. The Close Out Engineer should override approval rules when sending the Certificate of Completion Change Order for approval.
Emergency Work	NJDOT is not using this field.
Functions	
Overrun / Underrun	A check box that indicates that the quantities associated with at least one Contract item have been modified as a result of the Change Order.
Extra Work	A check box that indicates that there is at least one new item included on the Change Order.
Time Adjustment	A check box that indicates that a modification to Contract time or modification to Milestones on the Contract.
Force Account	A check box that indicates that a Change Order is linked to a Force Account.
Zero Dollar	A check box that indicates that the Change Order does not affect the dollar amount of the contract. Zero Dollar Change Orders cannot include any other functions (they will gray out and become unusable). The DC 20 Construction Acceptance Change Order should be created as a Zero Dollar Change Order.
Final Quantity	NJDOT is not using this Change Order function.
Bid Contract Amt	The original bid amount of the Contract. This is a display-only field. The field will be automatically populated by the system.
Current Contract Amt	The current amount of the contract. This is a display-only field.
CO Amount	The amount of the Change Order derived from all Contract items modified by the Change Order. This is a display-only field. The amount displayed will be added to the current Contract amount upon approval of the Change Order.
Reference to	
Dispute	This field allows the user to link the change order to an existing dispute or claim.

CO Header Field Descriptions	
Field	Description
Force Account	This field allows the user to link the change order to a force account for the contract. This field is required if the Force Account function checkbox is populated.

CO Tracking List Folder Tab

The CO Tracking List tab displays all the individual tracking records for the change order. These records are scrollable. They show the Reviewer and Approver details including the date sent, the person responsible, the action taken and the date, and any recommendations (Remarks) from the reviewer or approver.

Table 6-10 CO Tracking List Folder Tab Field Descriptions

CO Tracking List Tab Field Descriptions	
Field	Description
Contract ID	The NJDOT DP number.
Change Order Number	Number assigned to the Change Order.
Sent Date	Date the Change Order was sent.
Name	Name of the authorizer.
Action	Action on the Change Order.
Date	Date action taken.
Recommendation	Recommendation by the approver.
Remarks	Remarks entered by approver.

6.2 Reports (CO+)

6.2.1 Change Order Report

Navigation: Main Panel \ Change Orders \ Reports (CO+) \ Change Order Report

NJDOT is not using the Change Order Report in the Change Orders functionality area.

6.2.2 Unapproved Change Order Aging Report

Navigation: Main Panel \ Change Orders \ Reports (CO+) \ Unapproved Change Order Aging Report

NJDOT is not using the Unapproved Change Order Aging Report in the Change Orders functionality area.

6.2.3 Change Order/Reason Code Breakdown

Navigation: Main Panel \ Change Orders \ Reports (CO+) \ Change Order/Reason Code Breakdown

The Change Order/Reason Code Breakdown Report window displays the Change Order/Reason Code Breakdown details indicating trends in contract changes.

In NJDOT, the Change Order/Reason Code Breakdown Report is available for viewing, but it is not required as part of the Change Order process.

6.2.4 Time Extension Granted

Navigation: Main Panel \ Change Orders \ Reports (CO+) \ Time Extension Granted

NJDOT is not using the Time Extension Granted Report in the Change Orders functionality area.

6.2.5 View Saved Reports (PSR)

Navigation: Main Panel \ Change Orders \ Reports (CO+) \ View Saved Reports (PSR)

NJDOT is not using the View Saved Reports (PSR) window in the Change Orders functionality area.

6.3 Reference Tables

6.3.1 CO Approval Groups

Navigation: Main Panel \ Change Orders \ Reference Tables \ CO Approval Groups

The Change Order Approval Groups window allows authorized personnel to establish and maintain a reference table that defines the Departmental and Non-departmental User Groups required to approve Change Orders. It also allows the user to define where those User Groups fit in the approval hierarchy.

The NJDOT Change Order Approval hierarchy in AASHTOWare Project is as follows:

- Contractor Proxy
- Resident Engineer
- Field Manager
- Regional CST/Maint. Engineer

The Contractor Proxy (usually Resident Engineer) should approve the Change Order in AASHTOWare Project on behalf of the Contractor.

If a Field Manager is not assigned to the Contract, then the Resident Engineer should be selected to approve the Change Order in the Field Manager position.

Table 6-11 CO Approval Groups Field Descriptions

CO Approval Groups Field Descriptions
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Field	Description
Approval Level 1 Departmental User Group	This will be the NJDOT Contractor Proxy Security Group.
Approval Level 2 Departmental User Group	This will be the NJDOT Resident Engineer Security Group.
Approval Level 3 Departmental User Group	This will be the NJDOT Field Manager Security Group.
Approval Level 4 Departmental User Group	This will be the NJDOT Regional CST/Maint. Manager Security Group.
Approval Level 5 Departmental User Group	NJDOT is not using this field.
Approval Level 6 Departmental User Group	NJDOT is not using this field.
Contractor Non- departmental User Group	<p>User group assigned to approve when Non-departmental contractor approval of a Change Order is required. A selection for this group is mandatory.</p> <p>The Contractor Proxy will enter approval in AASHTOWare Project on behalf of the Contractor.</p> <p>This will be the NJDOT Contractor Proxy Security Group.</p>
Federal Non- departmental User Group	NJDOT is not using this field.
Local Non- departmental User Group	NJDOT is not using this field.

6.3.2 Change Order Approval Rules

Navigation: Main Panel \ Change Orders \ Reference Tables \ Approval Rules

NJDOT is not using the Change Order Approval Rules window.

6.3.3 Standard Explanations

Navigation: Main Panel \ Change Orders \ Reference Tables \ Standard Explanations

The Standard Explanations process also allows authorized NJDOT personnel to create and maintain standard change order explanations. Each standard explanation has an Explanation ID defined by the NJDOT.

When a Contract Change Order is being written, the Resident Engineer or his designee should enter explanations to document reasons or descriptions for Contract changes included in a Change Order. In NJDOT, the Resident Engineer or his designee should select the appropriate Standard Explanation in the Change Order Explanations window to define the purpose of each item that is included on the Change Order.

Standard Explanations are established before any contract change orders are written using the Standard Explanations window. Refer to Table 6-1 Change Order Reason and Standard Explanations for a list of the Standard Explanations.

Table 6-12 Standard Explanations Description Folder Tab Field Descriptions

Standard Explanations Field Descriptions	
Field	Description
Explanation ID	NJDOT-defined identifier that identifies a standard change order explanation. This field is only editable when creating a new explanation. The Explanation ID must be unique in the database.
Explanation Text	Display field of first characters of NJDOT-defined text that describes the CO Standard Explanation.
Enter/Edit Explanation	NJDOT-defined text that describes the CO Standard Explanation. This field is only editable for new and unused standard explanations.

6.4 Process List

Navigation: Main Panel \ Change Orders \ Process List

NJDOT is not using the Process List window in the Change Orders functionality area.

7 Civil Rights

7.1 Reference Tables

7.1.1 Wage Decisions

Navigation: Main Panel \ Civil Rights \ Reference Tables \ Wage Decisions

Wage Decisions are required by AASHTOWare Project to activate the Contract. In NJDOT wage decisions will be tracked outside of AASHTOWare Project, and therefore, a general wage decision record is created in this window to serve as a placeholder in order to activate the Contract.

The AASHTOWare Project Administrator should be the only security group with access to the Wage Decision window.

Description Folder Tab

The Wage Decision Description folder tab is used to add, update or view wage decision information. In NJDOT, the Description folder tab displays the general wage description that should be selected during the Contract Activation Process in the Contracts window.

Table 7-1 Wage Decisions Description Folder Tab Field Descriptions

Wage Decisions Description Field Descriptions	
Field	Description
Wage Decision ID	Unique NJDOT-defined ID for wage decision. In NJDOT, this field should display WAGE.
General Wage Decision ID	General Wage Decision ID. In NJDOT, this field should display WAGE.
Decision Date	Date of Decision.
Wage Decision Description	Description of wage decision. In NJDOT, this field should display See NJDOL Wage Decision for Contract.

Job Classification Folder Tab

The Job Classifications folder tab displays the list of wage rates for specific job classes for the current wage decision. AASHTOWare Project requires that at least one Job Classification be selected for each wage decision. Since NJDOT is using a general wage decision, a Job Class of Wage Decision should be selected.

Table 7-2 Wage Decisions Job Classification Folder Tab Field Descriptions

Wage Decisions Job Classification Field Descriptions	
Field	Description
Wage Decision ID	Unique NJDOT-defined ID for wage decision. In NJDOT, this field should display WAGE.
Class Type	The NJDOT-defined ID for a job classification. In NJDOT, this field should display Wage Decision.
Class Group	NJDOT is not using this field.
Group Description	Describes the group. In NJDOT, this field should display Wage Decision.
Wage Rate	Specifies the recommended wage rate for job classification by the Department of Labor and is a required field. In NJDOT, this field should display 1.00.
Fringe Benefit Rate	Employee fringe benefit rate. This is a required field. In NJDOT, this field should display 1.00.

Counties Folder Tab

The Counties folder tab is used to add, view or delete the Wage Decision Counties for the selected wage decision. AASHTOWare Project requires that at least one county be associated for each wage decision. Since NJDOT is using a general wage decision, this window should have only one value of 'Wage.'

Table 7-3 Wage Decisions Counties Folder Tab Field Descriptions

Wage Decisions Counties Field Descriptions	
Field	Description
Wage Decision ID	Unique NJDOT-defined ID for wage decision. In NJDOT, this field should display WAGE.
Available Counties	The list of values from an NJDOT-defined reference table available to associate with the Wage Decision. In NJDOT, 'Wage' is the only option.

Wage Decisions Counties Field Descriptions	
Field	Description
Wage Decision Counties	The list of values that is already associated with the wage decision. In NJDOT, 'Wage' should be associated to the generic wage decision.

7.1.2 Training Programs

Navigation: Main Panel \ Civil Rights \ Reference Tables \ Training Programs

NJDOT is not using the Training Programs window in the Civil Rights functionality area.

7.1.3 System/User Type Mappings

Navigation: Main Panel \ Civil Rights \ Reference Tables \ System/User Type Mappings

NJDOT is not using the System/User Type Mappings window in the Civil Rights functionality area.

7.2 Contract Compliance

Navigation: Main Panel \ Civil Rights \ Contract Compliance

All windows accessed in the Contract Compliance area of AASHTOWare Project are also accessible in the Contract Administration area of AASHTOWare Project, with the exception of the Trainees window. The following is a list of windows available in the Contract Compliance area of Civil Rights:

- Contracts
- Subcontracts
- Trainees – NJDOT is not using this window.
- Key Dates
- Checklist Scheduled Events
- Checklist Event Dates

- Document Submission – NJDOT is not using this window
- Contractor Payrolls – NJDOT is not using this window

Since the windows that are used by NJDOT are accessible in the Contract Administration area of AASHTOWare Project, only the AASHTOWare Project Administrator has access to the windows in Contract Compliance. Refer to Section 2 Contract Administration for details regarding NJDOT's use of the above windows

7.3 Reports (CV+)

Navigation: Main Panel \ Civil Rights \ Reports (CV+)

The following reports are available in the Civil Rights area of AASHTOWare Project:

- DBE Status
- DBE Breakdown
- Commitments by Contractor
- Quarterly DBE Commitments
- Trainee Affirmative Action
- Annual EEO
- Wage Survey
- View Saved Reports (PSR)

NJDOT is not using the Civil Rights Reports.

7.4 Process List

Navigation: Main Panel \ Civil Rights \ Process List

NJDOT is not using the Process List window in the Civil Rights functional area.

8 Accessories

8.1 Inbox

Navigation: Main Panel \ Accessories \ Inbox

The AASHTOWare Project 'In-Box' provides electronic mail capability for users allowing them to send and receive electronic mail messages to each other through 'AASHTOWare Project' mail. Users also have the option to delete a single message or, if desired, several messages at a time. When a user deletes mail messages, AASHTOWare Project marks them for deletion so they will no longer appear in the user's In-Box. The marked messages are retained until the next archival process, when AASHTOWare Project will permanently delete the messages.

In NJDOT, all mail received in the AASHTOWare Project Inbox should be a AASHTOWare Project generated message. NJDOT users should continue to use the agency's email system as the means to send and receive email messages. The following are examples of occurrences in AASHTOWare Project that generate a message to a user's AASHTOWare Project inbox:

- When the Projected Date of a Key Date is reached before the Actual Date is entered
- When the Actual Date is entered for a Key Date
- When the Projected Date of a Checklist Event is reached before the Actual Date is entered
- When an estimate is finished processing
- When an estimate is ready for approval
- When a Change Order is ready for review
- When a Change Order is ready for approval
- When a Correspondence Record is forwarded for review

Once the Inbox message is reviewed, the user should delete the message.

Table 8-1 Inbox Field Descriptions

Inbox Field Descriptions	
Field	Description
User Name	The name of the user who sent the message. Messages initiated by AASHTOWare Project should display SYSTEM.
Date-Time	The date and time the message was sent.
Subject	The description of the purpose of the inbox message.

8.2 Distribution List

Navigation: Main Panel \ Accessories \ Distribution List

AASHTOWare Project provides a Distribution list which is to be typically created by users only for AASHTOWare Project generated messages. These lists can be assigned to specific processes that generate system messages through specific AASHTOWare Project functions. For example, the Key Dates window allows the selection of a distribution list for sending automatic messages, when the Key Date does not occur.

In NJDOT, distribution lists should only be used on Construction Contracts. For each distribution list, the appropriate Regional Close Out Technician and Field Manager should be added to the list. The AASHTOWare Project Administrator is responsible for maintaining the Distribution Lists.

- Close Out Central
- Close Out ITS
- Close Out North
- Close Out South

Table 8-2 Distribution List Field Descriptions

Distribution Field Descriptions	
Field	Description
Distribution List	The name of the distribution list.

Distribution Field Descriptions	
Field	Description
User Name	Name of the AASHTOWare Project User. User names on the left side of the window are all the available users that may be selected for a distribution list. User names on the right side of the window are included in the selected distribution list.
Active	Indicates if the AASHTOWare Project user is active or not.

8.3 Custom List Record Usage

Navigation: Main Panel \ Accessories \ Custom List Record Usage

NJDOT is not using the Custom List Record Usage window in the Accessories functionality area.

8.4 ADHOC Query Tool

Navigation: Main Panel \ Accessories \ ADHOC Query Tool

NJDOT is not using the ADHOC Query Tool window in the Accessories functionality area.

8.5 View Saved Reports (PSR)

Navigation: Main Panel \ Accessories \ View Saved Reports (PSR)

NJDOT is not using the View Saved Reports (PSR) window in the Accessories functionality area.

8.6 System Attachments

Navigation: Main Panel \ Accessories \ System Attachments

NJDOT is not using the System Attachments window in the Accessories functionality area.

8.7 Process List

Navigation: Main Panel \ Accessories \ Process List

NJDOT is not using the Process List window in the Accessories functional area.

8.8 Process Status

Navigation: Main Panel \ Accessories \ Process Status

NJDOT is not using the Process Status window in the Accessories functionality area.

9 System Administration

9.1 Group Security

Navigation: Main Panel \ System Administration \ Group Security

The Group Security window allows the AASHTOWare Project Administrator to:

- Define a Group with an ID number
- Describe the Group in the Description field
- Create the Group Type as Regular or Standalone

The AASHTOWare Project Administrator defines the rights of the Group at four system levels:

- Access rights to the Main Panel icons are set in the AASHTOWare Project Nav Group as Yes or No
- Access rights to a window are set in Window Name as Update, Inquiry or No rights
- Access rights to a tab and to other windows via the Services menu are set in Tab Label/Services Menu Nav as Update, Inquiry or No rights.
- Access rights to the Column (field) level are set in Column Label as Update, Inquiry or No rights

The AASHTOWare Project Administrator may modify a group's rights and may copy a group's rights to a newly created group and modify these rights for the new group. The AASHTOWare Project Administrator may delete an entire group but may not delete a group if a User is still assigned to it. The AASHTOWare Project Administrator may view groups' rights online or print reports of an individual group's rights or all groups' rights.

When the AASHTOWare Project Administrator creates a New Group, by clicking the New button, a blank window appears. The AASHTOWare Project Administrator names and describes the new Group and may copy rights from another existing

Group. Modifications to these rights are made and the new group window is saved. The AASHTOWare Project Administrator may elect to define rights for the new group, not copying and modifying another group’s rights.

The Group Detail panel is designed for logical assignment of rights. Once the AASHTOWare Project Administrator selects an icon name in AASHTOWare Project NAV Group, all the associated windows appear in the Window Name box. If a group is given rights to the icon (Yes), all the associated windows can be set to Update, Inquiry or No rights. If the group is denied rights to the Icon (No), the associated windows are grayed and cannot be set.

A group must be assigned rights starting at the Icon level followed by the window level. (First, second and third level icons and windows). When rights have been assigned in the icon and window level, column rights may be assigned to groups.

In NJDOT, the AASHTOWare Project Administer should make the necessary adjustments to Group Security. Security Groups in NJDOT are organized into four categories: Field, Region, Head Quarter Administration, and Other. Since Security Group access may change, only the Security Groups identified during the implementation are listed in this document. If specific access rights granted to a Security Group is needed, the current rights should be viewed by generating the Group List Report, which is described in section 9.4.1 Group List.

Field Security Groups should be assigned to Users who work out of Field Offices. Aside from the Coordinator Group and the AASHTOWare Project Administrator Group, the Field Security Groups have the most update access to most windows in AASHTOWare Project. The Resident Engineer Security Group is the only group with rights to generate an estimate. If someone other than the Resident Engineer should generate the estimate, that person should be assigned to the Resident Engineer Security Group for the time in which that person is generating estimates. Users assigned to one of the Field Security Groups should be granted specific Contract Authority to view and update Contracts.

Table 9-1 Field Security Groups

Field Security Groups	
Group ID	Description
INSP	Inspector
INSPSA	Inspector Standalone
OCLERFD	Office Clerical – Field
OENGR	Office Engineer

Field Security Groups	
Group ID	Description
OENGRSA	Office Engineer Standalone
RE	Resident Engineer
RESA	Resident Engineer Standalone

Region Security Groups should be assigned to Users who work out of Regional Offices. Users assigned to a Region Security Group should be granted Office Wide Access to update and view all Contracts in his or her Region.

Table 9-2 Region Security Groups

Region Security Groups	
Group ID	Description
COENGR	Change Orders Engineer
DIRECTOR	Director
FLDMGR	Field Manager
PRJCLOUT	Project Closeout
RCERMM	Regional CST Eng/Maint. Engineer
REGENGSF	Regional Engineer Staff
REGOINQ	Regional Office Inquiry (Clerical)
RELEMSV	Regional Elect. Maintenance Supv.
SMCORD	AASHTOWare Project Coordinator
SMCORDSA	AASHTOWare Project Coordinator Standalone
SUBCORD	Subcontract Coordinator
SUPPRENG	Supervisor/Project Engineer
UTILITY	Utilities

Head Quarters Administration Security Groups should be assigned to Users who work out of the Head Quarters Office. Users assigned to a Head Quarters Administration Security Group should be granted Office Wide Access to update and view all Contracts all Contracts in the State of New Jersey.

Table 9-3 Head Quarters Administration Security Groups

Head Quarters Administration Security Groups	
Group ID	Description
ACCTOPS	Accounting Operations
AGRACCT	Agreement Accounting
ASSTCOMM	Assistant Commissioner/CFO
BURCST	Bureau of Construction Management
CAPOPSPG	Capital/Operations Programming
CIVILRGT	Civil Rights
CSTSERV	Construction Services
DEPTSEC	Department Secretary
DIRHQ	Director – Head Quarters
DIRPM	Director of Project Management
PM	Project Manager
PRGMMGR	Program Manager
STRNENG	Sate Transportation Engineer

The Other Security Group category is reserved for users who are not necessarily part of NJDOT, but may require access to AASHTOWare Project. These security groups provide various degrees of inquiry access to the windows in AASHTOWare Project. A user assigned to an Other Security Group may be given Office Wide access or specific Contract Authority.

Table 9-4 Other Security Groups

Other Security Groups	
Group ID	Description
AUDIT	Audit
DAG	Deputy Attorney General
EMRGMGT	Emergency Management
FHWA	Federal Highway Administration
OTHRINQ	Other Inquiry
TRAFFOPS	Traffic Operations
TRNSECTY	Transportation Security

Table 9-5 Group Security Field Descriptions

Group Security Field Descriptions	
Field	Description
Group ID	The transportation agency-defined alpha-numeric identification of the Group ID allows 8 characters or less.
Description	Textual description of the group in 40 characters or less.
Group Type	The type of group - Regular or Standalone. Standalone is only required if the Security Group should be able to created Daily Work Reports in Standalone Mode.
Copy from Group	Names the Group with rights to be copied to a new Group.
Nav Group	A scrollable list of all icons in the AASHTOWare Project main panel.
Access in Nav Group	Defines the group's access to AASHTOWare Project icons as either Yes or No.
Window Name	Name of the window(s) associated with the icon selected in Nav Group.
Access in Window Name	Defines the Group's access to windows in AASHTOWare Project as either Update, Inquiry or No Rights.
Tab Level/Services Menu Nav	Name of the tab(s) associated with the window selected in Window Name or link(s) to windows accessible via the Services menu.

Group Security Field Descriptions	
Field	Description
Access in Tab Label/Services Menu Nav	Defines the Group's access to tab(s) associated with the window selected in Window Name or to link(s) to windows accessible via the Services menu as either Update, Inquiry or No Rights. The access level to tab(s) or link(s) cannot be higher than the access level of the corresponding window.
Column Label	Name of the field(s) associated with the window selected in Window Name.
Access in Column Label	Defines the Group's access to columns associated with the window selected in Window Name as either Update, Inquiry or No Rights.

9.2 User Security

Navigation: Main Panel \ System Administration \ User Security

The User Security window allows the AASHTOWare Project Administrator to create, update, or delete User information.

In NJDOT, the AASHTOWare Project Administrator should perform the following actions in the User Security Window:

- Create a new User and User ID
- Update User detail information
- Assign new and existing Users to Groups (or assign their rights)
- Remove new and existing Users from Groups (or revoke their rights)
- Create and Reset Passwords

If a new user should be added to AASHTOWare Project, The AASHTOWare Project User Account Request Form should be completed and emailed to the AASHTOWare Project Office at Trnsport.Support@dot.state.nj.us.

The User Security Generic Fields window is used to identify if the user is classified as a Construction/Operations (S) user, a Consultant (C) user, or a Materials (M) user. The appropriate field should be checked by the AASHTOWare Project Administrator.

The User Security Address window is used to capture the Cellular Phone Number of the Resident Engineer. The AASHTOWare Project administer should enter this field

for all Resident Engineers as it should display on the DC 34 Key Contact Personnel Report.

The email address entered is used in an NJDOT custom trigger to notify the user if AASHTOWare Project generated an Inbox message for the user.

Table 9-6 User Security Field Descriptions

User Security Field Descriptions	
Field	Description
User ID	The unique identifier assigned to an individual who requires access to AASHTOWare Project. For NJDOT personnel, this field is the employee's TP number.
User Name	The User name. In NJDOT, the User name is entered as Last Name, First Name, MI in mixed case.
Geographic Area	NJDOT is not using this field.
SM Security User	Indicator to specify whether the user is a AASHTOWare Project user or not.
Sampler	NJDOT is not using this field.
Tester	NJDOT is not using this field.
Global Tester	NJDOT is not using this field.
Title	The title of the person to be used in AASHTOWare Project. This field is required for field personnel.
SSN	For NJDOT personnel, this field is the nine-digit employee code. For Consultant personnel, this field is this the same rolling set up numbers (00001) used I in the User ID, followed by the last four digits of the consultant's social security number.
Supervisor	NJDOT is not using this field.
Vendor Prsn Ind	NJDOT is not using this field.
Vendor ID	NJDOT is not using this field.
Vendor Prsnl ID	NJDOT is not using this field.
Area Engineer	In NJDOT, AASHTOWare Project Coordinators, Regional Construction Engineers, and Regional Maintenance Engineers should be designated as Area Engineers.

User Security Field Descriptions	
Field	Description
Active	Indicates a user's status.
Default RTF Library	The report library that should be the default for the user. In NJDOT, this field is RTFPROD.
HQ Admin	Indicates if the User is assigned to the Headquarters Office.
Region	Indicates to which Region the User is assigned (N, S, C, or H)
Division	Indicates to which Division (Construction, 1, or Maintenance, 4,) the User is assigned.
Database Login ID	NJDOT is not using this field.
Database Password	NJDOT is not using this field.
Office-Wide Contract Access All On	When clicked, this button assigns office-wide contract authority to the user in all selected groups, based on the user's designated office level. In NJDOT, all users assigned to Headquarters are given Office-Wide access. Users assigned to Regional Offices are given Office-Wide access for his or her appropriate Division. For instance, the Regional Construction Engineer for Region North should be assigned to Region North, Division 1 and then given Office-Wide access. Field personnel are not given Office Wide access. Contract Specific Authority is granted by the AASHTOWare Project Coordinator upon request of the Resident Engineer.
Office-Wide Contract Access All Off	When clicked, this button, removes office-wide contract authority to the user, and contract authority must be assigned specifically on a contract-by-contract basis.
Group Description	Lists all possible Security Groups available in AASHTOWare Project.
Member Of	Indicates the Security Groups assigned to the user.
Office Wide	Indicates if the user is given Office Wide access for the selected Security Group.

9.3 System Tables Maintenance

Navigation: Main Panel \ System Administration \ System Tables Maintenance

The System Table Maintenance panel provides two tabs that allow the System Administrator to maintain both the Code Tables and Error Messages in AASHTOWare Project.

The Code Table Folder tab is used to add, modify, delete and query the code tables and corresponding entries. This function is available to System Administrators only. The processes in this tab update the code tables and corresponding code details in AASHTOWare Project.

Opening this window displays table identification, table name and the type of the table. Table identification and table name are User-specified columns. Table Type is selected from the dropdown data window. There are three types of code tables: System, User and Change. The default Table Type is User.

- System type code tables contain system processing codes and modification is not allowed.
- User type code tables contain User-defined codes. The User can add, modify and delete the codes and descriptions.
- Change code tables allow description changes and not code changes or have restrictions that a User can add or delete new codes but can not modify the existing codes or descriptions. All code tables that are loaded by the Preconstruction reference load files are Change code tables, and the update indicator for those code tables will be set to No or 'N'. This means a user cannot delete the codes in that code table. Although it is possible to modify the descriptions in Change code tables, it is not advisable, as any updates will be overwritten by the next reference file loaded. If any changes in the descriptions are desired, the change should be made in Preconstruction, then passed on to AASHTOWare Project in the next reference load.

Several custom code tables were created in the System Tables Maintenance window in order to facilitate the customizations required by NJDOT. Refer to Table 9-7 NDJOT Custom AASHTOWare Project Code Tables for a list of the custom code tables added to AASHTOWare Project and their purpose. No modifications were made to the Error Messages folder tab. Refer to the AASHTOWare Project System Manager's Guide for additional information.

Table 9-7 NDJOT Custom AASHTOWare Project Code Tables

NDJOT Custom AASHTOWare Project Code Tables
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Table ID	Table Name	Purpose
LEGDSTRT	NJDOT – Legislative Districts	This table identifies each legislative district within the state of New Jersey. It is used in the Contract Generic Fields window.
MPACTVTY	NJDOT – Manpower Activity Codes	This table identifies each activity code available in the Contract Manpower Program.
MUNICIPAL	NJDOT – Municipality	This table identifies each municipality within the state of New Jersey. It is used in the Contract Generic Fields window.
NJCOTSRM	NJDOT – COTS Reason Mapping	This table maps the Change Order Reasons with the Standard Explanations. This mapping is used in the generation of some COTS reports.
NJEQUIPT	NJDOT DWR Contractor Equipment Types	This table identifies the equipment types that should be tracked on Daily Work Reports. It is used in database trigger when a new vendor is created to populate the Vendor Master List window.
NHMPSEC	NJDOT – Manpower Security	This table identifies the security groups that should have update access to the Planned Hours folder tab in the Contract Manpower Program. The Group ID should be entered as the Code Description.
NJPRSNNL	NJDOT DWR Contractor Personnel Types	This table identifies the contractor personnel types that should be tracked on Daily Work Reports. It is used in database trigger when a new vendor is created to populate the Vendor Master List window.
USRTITLE	NJDOT – User Job Title	This table identifies state and consultant job titles. It is used in the User Security window, Title field.

Table 9-8 System Table Maintenance Field Descriptions

System Table Maintenance Field Descriptions	
Field	Description
Table ID	Alphanumeric Table identification.
Table Name	Alphanumeric Table name.
Table Type	Select one from System, User and Code.
Code ID	Alphanumeric Code ID.
Description	Alphanumeric Code description.

9.4 Reports (SA+)

9.4.1 Group List

Navigation: Main Panel \ System Administration \ Reports \ Group List

The Group List Report displays the list of AASHTOWare Project's available User Groups and their AASHTOWare Project rights. It allows the AASHTOWare Project Administrator to view, save and print the report. The AASHTOWare Project Administrator may select to generate a report for one group, many groups or all groups by highlighting the desired groups or choosing Select All in the Report Criteria window. The Report may be generated and printed off line.

The report displays the Group ID, Panel Name, Sub Panel Name, Window Name, Column ID, Tab ID and Access type assigned for each group.

The Group List Report should be used by the AASHTOWare Project Administrator to view groups' rights and, subsequently, to make necessary modifications to the rights of a group.

To modify details in Group Maintenance, the AASHTOWare Project Administrator should return to the Group Security window and define or modify the group's details. To modify details in User Maintenance, the AASHTOWare Project Administrator should return to the User Security window and define or modify User details.

9.4.2 User List

Navigation: Main Panel \ System Administration \ Reports \ User List

The User List Report displays the list of AASHTOWare Project Users and related information and allows the AASHTOWare Project Administrator to view, Save, and print the report. The AASHTOWare Project Administrator may select to generate a report for one User, many Users or all Users by highlighting the desired Users or choosing Select All in the Report Criteria window. The report may be generated and printed off-line.

The report displays the User ID, User name and membership in group(s) by Group ID and Description.

The User List Report should be used by the AASHTOWare Project Administrator to view the User's membership in groups and, subsequently, to make necessary modifications to the rights of a User. No changes can be made to the report.

To modify details in User Maintenance, the AASHTOWare Project Administrator should return to the User Security window and define or modify User details. To modify details in Group Maintenance, the AASHTOWare Project Administrator should return to the Group Security window and define or modify the Group details.

9.4.3 Windows List

Navigation: Main Panel \ System Administration \ Reports \ Windows List

Windows List Report displays the list of all Windows available in AASHTOWare Project and allows the AASHTOWare Project Administrator to view and print it. The report displays the Main Panel Group, the Sub Panel Group/Window and the Window(s) names. The list of windows is limited to the AASHTOWare Project modules installed in NJDOT.

The AASHTOWare Project Administrator may choose to print the report off-line in the report Criteria window. Generating this report off-line is not an option in the Report Criteria window and the option appears grayed. The report must be generated on the AASHTOWare Project Administrator's PC. The report cannot be saved nor exported.

9.4.4 Code Table List

Navigation: Main Panel \ System Administration \ Reports \ Code Table List

Code Table List Report displays a listing of all the code tables in ascending order by table ID. For each table, it displays Table ID, Table Name and type and a Code ID and Description.

The AASHTOWare Project Administrator may choose to print the report off-line in the report Criteria window. Generating this report off-line is not an option in the Report Criteria window. The option appears grayed. The report must be generated on the AASHTOWare Project Administrator's PC. This report may not be saved or exported.

User, System, Restricted and Description Change type code tables may be modified only in the Code Table Maintenance window. No changes are possible to the Code Table List Report.

9.4.5 View Saved Reports (PSR)

Navigation: Main Panel \ System Administration \ Reports \ View Saved Reports (PSR)

NJDOT is not using the View Saved Reports (PSR) window in the System Administration functionality area.

9.5 Templates

9.5.1 Material Test Templates

Navigation: Main Panel \ System Administration \ Templates \ Material Test Templates

NJDOT is not using the Materials Test Templates window. This window will be used once the AASHTOWare Project Materials Implementation is complete.

9.5.2 Custom Template (List & Record)

Navigation: Main Panel \ System Administration \ Templates \ Custom Template (List & Record)

The Custom Template (List & Record) panel lets the System Manager create custom templates to collect Contract records, SUPERPAVE Mix Design records and Portland Cement Concrete Mix Designs, and Custom Templates to list records not related to specific Contracts. Custom templates are sometimes needed to collect data that cannot be entered on the standard panels provided with AASHTOWare Project. The System Manager creates the template by defining the required window elements. The System Manager can preview the template design before making the template accessible to the end Users. Multi-line detail is supported, that is multiple records for a single template can be created.

During the Construction implementation, one Custom Contract Record was created for the purpose of collecting information for the DC 34 Key Contact Personnel Report. Refer to the design document for details regarding this Custom Contract Record.

Table 9-9 Custom Template (List & Record) Field Descriptions

Custom Template (List & Record) Field Descriptions	
Field	Description
Type	Template type is either Custom Contract Record or Custom List.
Template ID	Template identification code.
Description	Template Description used as the template name.

Custom Template (List & Record) Field Descriptions	
Field	Description
Field Label	Name given to the field.
Type	Type of field (numeric or alphanumeric).
Length	Length of the field expressed as the number of digits that can be entered.
Unit	Unit of measurement.

9.5.3 DWR Templates

Navigation: Main Panel \ System Administration \ Templates \ DWR Templates

The System Administrator creates DWR templates by defining the required window elements on the DWR Templates panel. To create a DWR Template, the System Administrator specifies: the template description; template ID; whether the template is active or inactive; whether it is a header only or detail/multi line; whether there is a return value field; and whether the template can be pipelined to the Inspector's stand-alone machine. Once the template is identified, the types of data that will be recorded on the template window are defined. After all the template fields have been defined, the System Administrator generates the template and it is displayed on a preview window. On this preview window, the System Administrator can further design the template by moving or resizing the fields. Templates can receive further formatting modifications by exporting to PowerBuilder, which is discussed in the section Exporting and Importing DWR Templates. The template is saved after all modifications are made and can then be associated to items and contracts.

Refer to section 3 Daily Work Reports for a list of DWR Templates that have been created. Refer to the design document for each template for details regarding its use and functionality.

Table 9-10 DWR Template (Field Descriptions)

DWR Template Field Descriptions	
Field	Description
Template ID	Template identification code. This field can only be edited for new templates.
Description	Template Description used as the template name.
Active	Template Active indicator. A template must be active to associate it to items.
Detail/Multi Line	This specifies whether the template is a detail/multi line template or a header (one line) template.
Return Field	This field is automatically populated if the return box in a Header field has been checked, which will return a value to the Placed Quantity field on the Work Items folder tab in the Daily Work Reports window.
Pipeline	The template can be pipelined to standalone mode if this indicator is ON.
Field	A AASHTOWare Project assigned field identification number.
Data Type	Type of field (numeric, alphanumeric, label, or computed).
Field Label	Name given to the field.
Length	Length of the field expressed as the number of digits that can be entered.
Unit	Unit of measurement.
Expression	Expression which is used for calculated fields.
Return	If Checked, this value will return to the Placed Quantity field on the Work Items folder tab in the Daily Work Reports window.

9.6 System Operational Parameters

Navigation: Main Panel \ System Administration \ System Operational Parameters

The system operational parameters control many aspects of AASHTOWare Project functionality. These parameters typically affect the entire system and in many cases provide default values for certain components. Many of these parameters are set at the installation time and may not to be changed for the life of AASHTOWare Project. If changes do occur, they should be infrequent.

During implementation, NJDOT determined how they want these parameters set. Initial entry and subsequent maintenance of these parameters should be performed by the AASHTOWare Project Administrators through the System Operational Parameters window. This window is organized into tabs with each tab containing parameters specific to a component of AASHTOWare Project.

9.6.1 System Admin Folder Tab

The defaults settings on the System Admin folder tab are related to System Administration functions of AASHTOWare Project.

Table 9-11 System Admin Folder Tab Field Descriptions

System Admin Folder Tab Field Descriptions	
Field	Description
Country Indicator	Indicates the Country in which AASHTOWare Project is installed. In NJDOT, this field is US.
Report Header 1	Identifies the text that will be used in the first line of reports generated by AASHTOWare Project. In NJDOT, this field is New Jersey.
Report Header 2	Identifies the text that will be used in the second line of reports generated by AASHTOWare Project. In NJDOT, this field is Department of Transportation.
Password Expire in Days	Number of days for a password to expire. In NJDOT, this field is 999.
DBMS Name	This field is used to trap the database errors and map the errors to the AASHTOWare Project error message. This is the database name. In NJDOT, this field is Oracle.
Password Length	Indicates the minimum length of the user's password. In NJDOT, this field is 4.
Code Table Modify Ind	An indicator that is used to override edit checks when updating code tables. N indicates that checks cannot be overridden. In NJDOT, this field is N.
Preview DWR Rpt Remarks Ind	An indicator that provides the optional reporting of DWR Contractor Equipment, Personnel, Supervisor, and Daily Staff Remarks on the Diary Preview DWR Report. Y indicates that remarks are displayed. In NJDOT, this field is Y.

9.6.2 Contract Admin Folder Tab

The defaults settings on the Contract Admin folder tab are related to Contract Administration functions of AASHTOWare Project.

Table 9-12 Contract Admin Folder Tab Field Descriptions

Contract Admin Folder Tab Field Descriptions	
Field	Description
Number Of Office Levels	Indicates the number of administrative office levels including the central office that NJDOT has. In NJDOT, this field is 3.
Level 1 Office Long	Long description used to identify NJDOT's first level office. Value entered here appears in windows and reports. In NJDOT, this field is HQ Admin.
Level 2 Office Long	Long description used to identify NJDOT's second level office. Value entered here appears in windows and reports. In NJDOT, this field is Region.
Level 3 Office Long	Long description used to identify NJDOT's third level office. Value entered here appears in windows and reports. In NJDOT, this field is Division.
Level 4 Office Long	NJDOT is not using this field.
Level 1 Office Short	Short description used to identify NJDOT's first level office. In NJDOT, this field is HQ.
Level 2 Office Short	Short description used to identify NJDOT's second level office. In NJDOT, this field is REG.
Level 3 Office Short	Short description used to identify NJDOT's third level office. In NJDOT, this field is DIV.
Level 4 Office Short	NJDOT is not using this field.
Level 2 Office Left	This is the beginning (left most) position that identifies NJDOT's second level administrative office from the office code passed from LAS. Valid values are 1 through 5. The default 0. In NJDOT, this field is 1.
Level 2 Office Right	This is the ending (right most) position that identifies NJDOT's second level administrative office from the office code passed from LAS. Valid values are 1 through 5. This position must be equal to or greater than the beginning (left most) position. The default is 0. In NJDOT, this field is 1.
Level 3 Office Left	This is the beginning (left most) position that identifies NJDOT's third level administrative office from the office code passed from LAS. Valid values are 1 through 5. The default 0. In NJDOT, this field is 2.

Contract Admin Folder Tab Field Descriptions	
Field	Description
Level 3 Office Right	This is the ending (right most) position that identifies NJDOT's third level administrative office from the office code passed from LAS. Valid values are 1 through 5. This position must be equal to or greater than the beginning (left most) position. The default is 0. In NJDOT, this field is 2.
Level 4 Office Left	NJDOT is not using this field.
Level 4 Office Right	NJDOT is not using this field.
Maximum Allowed Subcontractor %	NJDOT designated default contract value for the maximum percentage of the total contract amount the prime is allowed to subcontract (excluding specialty items). In NJDOT, this field is 50%.
Progress Schedule Variance	NJDOT is not using this field.
Default Funding Source code	NJDOT is not using this field.
Project Authorize payment Limit	The result of this percentage multiplied times the total amount of the project is added to the total project amount to determine the project's default total authorized payment limit. The default is 0. In NJDOT, this field is 0.
Change Order Absolute Value Approval	This indicator directs processing of negative value change orders (those with a total dollar amount less than zero) by the Change Order Approval function. Valid values are 'Y' or 'N'. If the value is 'Y', the function processes a negative value change order in the same way that change orders with positive amounts are processed (absolute value). If the value is 'N', the change order function will process negative value change orders using the lowest approval level in the sequence. The default is 'Y'. In NJDOT, this value is Y.
DWR Template Usage Ind	If this indicator is set to Yes, DWR templates functionality will be fully utilized, with information from the template being returned to the protected Placed Qty field of the Daily Work Report. The default for the DWR Template Usage Ind function is No. If the indicator is set to No, DWR templates will return values to the Placed Qty field of the Work Items tab, but the Placed Qty can be modified or overwritten by manual entries. In NJDOT, this value is N.

9.6.3 Contract Payment Folder Tab

The defaults settings on the Contract Payment folder tab are related to Contract Payment functions of AASHTOWare Project.

Table 9-13 Contract Payment Folder Tab Field Descriptions

Contract Payment Folder Tab Field Descriptions	
Field	Description
Contract Retainage Percentage	This default value is used by the Estimate Generation process in the determination of a retainage adjustment. This is the percentage of the payment that is withheld for retainage. This value can be overridden by a Contract specific retainage percentage. The default is 2. In NJDOT, this field is 2%, 1% @sub compl. and 0@final compl.
Default Work Complete Base Type	This field is used by the Estimate Generation process in calculating retainage. This field indicates the type of retainage calculation to perform. This field will have three possible values, WINP (Work In Place), WREM (Work Remaining) or WPER (Work Per Period). The default value for this field is WINP. In NJDOT, this field is Work in Place.
Contract Maximum Retainage Percentage	This default value is used by the Estimate Generation process to check to ensure that the total amount retainage does not exceed this percentage of the Contract value. The default is 0. In NJDOT, this field is 2%.
Retainage Trigger Percentage	The percentage of work completed on the Contract in which time a retainage will be applied. The work completed will depend on the value entered in 'Trigger Amount Base'. The trigger amount base is either 'C'(current) or 'B'(Bid). In NJDOT, this field is Current.
Item Overrun Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged in regards to a Contract item overrun. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/ flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is Y.
Insufficient Sample Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient samples being taken. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is N.

Contract Payment Folder Tab Field Descriptions	
Field	Description
Insufficient Payroll Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged in regards to insufficient certified payrolls. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is N.
Contract Date Missed Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged for a missed Contract Completion Date. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by an individual Contract indicator. The default is 'Y'. In NJDOT, this field is Y.
Milestone Date Missed Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged for a missed Contract Milestone Completion Date. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is Y.
Event Date Missed Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged for a missed Checklist Event Completion Date . Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is Y.
DBE Compliance Indicator	This indicator is used by the Estimate Generation process to determine whether a discrepancy should be checked and flagged in regards to the transportation agency compliance with the DBE Goals. Valid values are 'Y' or 'N'. A value of 'Y' means that the discrepancy should be determined/flagged and value of 'N' means that this discrepancy will not be checked or flagged. This value can be overridden by a Contract specific indicator. The default is 'Y'. In NJDOT, this field is N.
Retainage Base Amount Type	This field is used by the Estimate Generation process in calculating Retainage. This field indicates whether to use the Current Contract Amount(C) or the Bid Contract Amount(B) as the base amount in calculating the retainage. The default value in this field is "B". In NJDOT, this field is Current.

Contract Payment Folder Tab Field Descriptions	
Field	Description
Retainage Trigger Amount Base	This field is used by the Estimate Generation process in calculating Retainage. This field indicates whether to use the Current Contract Amount(C) or the Bid Contract Amount(B) as the base amount for the retainage trigger percent in calculating the retainage. The default value in this field is "B". In NJDOT, this field is Current.
Min Amount to Pay	The minimum amount that will be paid on an estimate. Note: If the estimated payable amount is less than this value, a transaction is not created for the financial system. In NJDOT, this field is 0.00.
Liq Dam Calc Type:	This field is used by the Estimate Generation process in calculating the liquidated damages for a Contract. Valid values are 'SWCM' or 'WKCM'. The default is 'WKCM'. NOTE: In NJDOT, Liquidated Damages should be applied to the estimate manually in the Contract Adjustment window.
Payroll Discrepancy Lag Days	NJDOT is not using this field. In NJDOT, this field is 0.
Major Item Overrun Percentage	Indicates the percentage of the bid quantity of a major item in a contract, in which it can overrun before the system generates a discrepancy for the item. In NJDOT, this field is 0.
Minor Item Overrun Percentage	Indicates the percentage of the bid quantity of a minor item in a contract, in which it can overrun before the system generates a discrepancy for the item. In NJDOT, this field is 0.
Check Nbr Ind	This indicator allows the Department of Transportation agency to determine if the Check Number window displays in the Estimates tab of Contractor Payments. "Y" displays the icon. The icon will not display if "N" is selected. The default is "Y". In NJDOT, this field is N.
Contract Time Adj Indicator	This indicator allows the Department of Transportation agency to determine if the Contract Time Adjustment window displays in the Contract Adjustment tab of Contractor Payments. "Y" displays the icon. The icon will not display if "N" is selected. The default is "Y". In NJDOT, this field is N.
Milestone Time Adj Ind	This indicator allows the Department of Transportation agency to determine if the Milestone Time Adjustment window displays in the Milestone Adjustments tab of Contractor Payments. "Y" displays the icon. The icon will not display if "N" is selected. The default is "Y". In NJDOT, this field is N.


Contract Payment Folder Tab Field Descriptions	
Field	Description
Estimate Signer Title Lines 1 & 2	When these are populated, the signature line text is added to the Summary By Project report. In NJDOT, this Line one is Resident Engineer. Line two is blank.

9.6.4 Civil Rights Folder Tab

NJDOT is not using the Civil Rights folder tab.

9.6.5 Other System Parameters Folder Tab

The defaults settings on the Other System Parameters folder tab are related to multiple functions of AASHTOWare Project, including Contract Administration, Contract Payments, Change Orders, and Materials.

-  NJDOT should be implementing the AASHTOWare Project Materials Management portion of AASHTOWare Project after the Construction portion. System parameters that affect Materials are not detailed in this document and are noted in the Description column in the table below.

The Other System Parameters folder tab has been customized to add the parameter Allow Attach to All Option for Attachments with the following script:

```
INSERT INTO instopt VALUES ('allow_attach_to_all', 'Allow Attach to All Option for Attachments','Y');
```

This custom parameter uses existing AASHTOWare Project code to allow a user to create an attachment and to attach that attachment to all records in AASHTOWare Project. It was added to the NJDOT database for the purpose of attaching the Contract Manpower Program and the Construction Layout Program to all Contract records so the attachments do not require manual creation for each Contract. This parameter should only be set to Y for the initial attachments and then be set to N.

Table 9-14 Other System Parameters Folder Tab Field Descriptions

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Acceptance Method Required for Sampling and Testing	This System Parameter is related to AASHTOWare Project Materials Management.
Allow Critical Item Indicator Update	Sets the system to allow critical items to be marked anytime prior to completion of construction, regardless of whether contract item has been subcontracted. May be set to 'Y' or 'N'. The default is 'N'. In NJDOT, this field is N.
Allow Custom PCC Mix Design Record Templates	This System Parameter is related to AASHTOWare Project Materials Management.
Allow Custom SUPERPAVE Mix Design Record Templates	This System Parameter is related to AASHTOWare Project Materials Management.
Allow Editable Active Stockpile Material Conversion Factor	Sets system to allow the user to edit the conversion factor on Stockpile Materials window while the stockpile is active. May be set to 'Y' or 'N'. The default is 'N'. In NJDOT, this field is N.
Allow Material Unit Edit	This System Parameter is related to AASHTOWare Project Materials Management.
Allow Stockpile Material Zero Conversion Factor	Sets system to allow user the ability to enter "zero" as the conversion factor for a stockpile in the Stockpile Materials window. May be set to 'Y' or 'N'. The default is 'N'. In NJDOT, this field is N.
Allowed Sample Limited Access Lock	This System Parameter is related to AASHTOWare Project Materials Management.
Allowed Sample Office Lock	This System Parameter is related to AASHTOWare Project Materials Management.
Allowed Sample User Lock	This System Parameter is related to AASHTOWare Project Materials Management.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Allow Deduct Overrun Item Discrepancy Indicator	This parameter setting will designate whether to automatically deduct payment for Contract items that have exceeded current Contract item quantity while generating an estimate. In NJDOT this field is Y.
Allow Attach to All Option for Attachments	This parameter allows users to associate attachments to all records. In NJDOT, this field is N. The AASHTOWare Project Office may change this field to Y if an attachment should be associated to all records.
Auto Fill Contract Item Proposal Line Number Ind	If set to 'Y', during the AASHTOWare Project to SiteXchange extract, will automatically assign proposal line numbers to those contract items that do not have one and updates this information to the AASHTOWare Project database. In NJDOT, this field is N.
Auto Generate Sample ID	This System Parameter is related to AASHTOWare Project Materials Management.
Auto-authorize Sample ID	This System Parameter is related to AASHTOWare Project Materials Management.
Calculate Price Adjustments Using DWR Date Indicator	Designates whether to calculate price adjustments using the DWR Date instead of Estimate Date when generating the estimate. IN NJDOT, this field is N.
Change Order Federal Approval Level	Indicates where Federal Approval occurs amongst Departmental Change Order approval hierarchy. In NJDOT, this field is 2.
Change Order Federal Approval Level From	Indicates whether Federal Approval is set relative to the beginning or the end of the Departmental Change Order approval hierarchy. In NJDOT, this field is From End.
Contract Item Proposal Line Number Required Ind	If set to 'Y' designates the Contract Item Proposal Line Number field is a required field in the Item window and the Change Order Items window. If set to 'N', the field is not required. In NJDOT, this field is N.
Contract Lump Sum Amount	This field indicates the default amount to be used on the contract retainage record. In NJDOT, this field is 0.0.
Contract Ret. Max \$ Amount	This field sets the default dollar amount to be used on the contract Max Retainage Amount in the Contract Retainage Record. In NJDOT, this field is 0.0.
Default Sample Material Unit	This System Parameter is related to AASHTOWare Project Materials Management.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Default Sample Security	This System Parameter is related to AASHTOWare Project Materials Management.
Default Sample Status	This System Parameter is related to AASHTOWare Project Materials Management.
Define Office Lock Level	This System Parameter is related to AASHTOWare Project Materials Management.
Display Approved Source Required	This System Parameter is related to AASHTOWare Project Materials Management.
DWR Placed Quantity Discrepancy Indicator	This parameter setting will control flagging of a discrepancy in the Placed Qty field if the user's input value is different from the DWR template return value. In NJDOT, this field is Y.
DWR Template Qty Mismatch Message	The default message that will appear if the DWR Placed Quantity Discrepancy Indicator is set to 'Yes' and there is a discrepancy between the DWR Template returned value and the manually entered Placed Qty value. In NJDOT, this field is Mismatch.
DWR Work Item Measured Indicator Default	This field will identify the type of measured indicator for the quantity on the work item record. Example values may be 'Interim Qty' or 'Final Qty.' The labels for the radio buttons may be customized by setting the DWR Work Item Measure Indicator Label1 and Label2 to an appropriate value. In NJDOT, this field is N.
DWR Work Item Measured Indicator Label1	The default value for Label1 in the DWR Work Item Measure Indicator. In NJDOT, this field is Measured.
DWR Work Item Measured Indicator Label2	The default value for Label2 in the DWR Work Item Measure Indicator. In NJDOT, this field is Estimated.
Enable LIMS Application	This System Parameter is related to AASHTOWare Project Material Management.
Enable Spell Check Remarks	Indicates whether Spell Check is available on the Remarks on the DWR Work Reports – DWR Info tab, the Diary- Authorize tab, and the DWR Work Reports- Work Items tab when a Work Item is being recorded. Microsoft must be installed for the spell check feature to be functional. In NJDOT, this field is Y.
Enable Unauthorize Sample	This System Parameter is related to AASHTOWare Project Material Management.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Final Est Approval Level 1 Des	Contains the description of the first group designated for the indicated level of approval on Final Estimates. In NJDOT, this field is Resident Engineer.
Final Est Approval Level 1 Grp	Contains the Security Group of the first level of approval on Final Estimates. In NJDOT, this field is RE.
Final Est Approval Level 2 Des	Contains the description of the second group designated for the indicated level of approval on Final Estimates. In NJDOT, this field is Reg CST Eng/Maint. Eng.
Final Est Approval Level 2 Grp	Contains the Security Group of the second level of approval on Final Estimates. In NJDOT, this field is RCE RMM.
Final Est Approval Level 3 Des	Contains the description of the third group designated for the indicated level of approval on Final Estimates. In NJDOT, this field is Accounting Operations.
Final Est Approval Level 3 Grp	Contains the Security Group of the third level of approval on Final Estimates. In NJDOT, this field is ACCTOPS.
Final Est Approval Level 4 Des	NJDOT is not using this field.
Final Est Approval Level 4 Grp	NJDOT is not using this field.
Final Est Approval Level 5 Des	NJDOT is not using this field.
Final Est Approval Level 5 Grp	NJDOT is not using this field.
Limited Access Sample Group	This System Parameter is related to AASHTOWare Project Materials Management.
Limited Access Standalone Group	This System Parameter is related to AASHTOWare Project Materials Management.
Material Discrepancy Accept Sample By	This System Parameter is related to AASHTOWare Project Materials Management.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Material Discrepancy Sample Status 1	This System Parameter is related to AASHTOWare Project Materials Management.
Material Discrepancy Sample Status 2	This System Parameter is related to AASHTOWare Project Materials Management.
Material Discrepancy Sample Status 3	This System Parameter is related to AASHTOWare Project Materials Management.
Material Discrepancy Payment Calculation	This flag indicates whether or not to calculate the materials discrepancy line item adjustments during estimate processing. In NJDOT, this field is N.
Material Discrepancy Payment Calculation Item Default	This flag tells the system how to default contract items' flags when the item is created. When this flag is set to 'Y', AASHTOWare Project will default each new contract item to have discrepancy adjustments turned on. Authorized users may still toggle an individual item's adjustments on or off during the course of a contract. In NJDOT, this field is N.
Producer/ Supplier Required for Sampling and Testing	This System Parameter is related to AASHTOWare Project Materials Management.
Prog Est Approval Level 1 Des	Contains the description of the first group designated for the indicated level of approval on Progress Estimates. In NJDOT, this field is Resident Engineer.
Prog Est Approval Level 1 Grp	Contains the Security Group of the first level of approval on Progress Estimates. In NJDOT, this field is RE.
Prog Est Approval Level 2 Des	Contains the description of the second group designated for the indicated level of approval on Progress Estimates. In NJDOT, this field is Accounting Operations.
Prog Est Approval Level 2 Grp	Contains the Security Group of the second level of approval on Progress Estimates. In NJDOT, this field is ACCTOPS.
Prog Est Approval Level 3 Des	NJDOT is not using this field.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Prog Est Approval Level 3 Grp	NJDOT is not using this field.
Prog Est Approval Level 4 Des	NJDOT is not using this field.
Prog Est Approval Level 4 Grp	NJDOT is not using this field.
Prog Est Approval Level 5 Des	NJDOT is not using this field.
Prog Est Approval Level 5 Grp	NJDOT is not using this field.
Require Cont Item Smpl Represented Qty	This System Parameter is related to AASHTOWare Project Materials Management.
Require Smpl Basic Data Represented Qty	This System Parameter is related to AASHTOWare Project Materials Management.
Sample Type Required for Sampling and Testing	This System Parameter is related to AASHTOWare Project Materials Management.
Sampling & Testing Req Criteria Priority 1	This System Parameter is related to AASHTOWare Project Materials Management.
Sampling & Testing Req Criteria Priority 2	This System Parameter is related to AASHTOWare Project Materials Management.
Sampling & Testing Req Criteria Priority 3	This System Parameter is related to AASHTOWare Project Materials Management.
Sampling & Testing Req Criteria Priority 4	This System Parameter is related to AASHTOWare Project Materials Management.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Subcontract Work Exempt from Retainage	The parameter's setting will control whether to automatically calculate retainage for work performed by a Vendor ID other than the Prime Contractor, as reported on the DWR Work Item. In NJDOT, this field is Y.
Supp Est Approval Level 1 Des	Contains the description of the first group designated for the indicated level of approval on Supplemental Estimates. In NJDOT, this field is Resident Engineer.
Supp Est Approval Level 1 Grp	Contains the Security Group of the first level of approval on Supplemental Estimates. In NJDOT, this field is RE.
Supp Est Approval Level 2 Des	Contains the description of the second group designated for the indicated level of approval on Supplemental Estimates. In NJDOT, this field is Reg CST Eng/Maint. Eng.
Supp Est Approval Level 2 Grp	Contains the Security Group of the second level of approval on Supplemental Estimates. In NJDOT, this field is RCERMM.
Supp Est Approval Level 3 Des	Contains the description of the third group designated for the indicated level of approval on Supplemental Estimates. In NJDOT, this field is Accounting Operations.
Supp Est Approval Level 3 Grp	Contains the Security Group of the third level of approval on Supplemental Estimates. In NJDOT, this field is ACCTOPS.
Supp Est Approval Level 4 Des	NJDOT is not using this field.
Supp Est Approval Level 4 Grp	NJDOT is not using this field.
Supp Est Approval Level 5 Des	NJDOT is not using this field.
Supp Est Approval Level 5 Grp	NJDOT is not using this field.
Test Method Required For Sampling & Testing	This System Parameter is related to AASHTOWare Project Materials Management.
Use Obsolete Item Indicator on Item Master	If set to 'Y', items that are marked obsolete will not be displayed on the Item Master and cannot be added to a contract. In NJDOT, this field is N.

Other System Parameters Folder Tab Field Descriptions	
Field	Description
Use Satisf. Represented Matrl Qty in Discrepancy Process	This System Parameter is related to AASHTOWare Project Materials Management.

9.6.6 LIMS Parameters

This is a Materials related folder tab.

9.7 Contract Archival Window

Navigation: Main Panel \ System Administration \ Contract Archival Window

NJDOT is not using the Contract Archival window in the System Administration functionality area.

9.8 Contract Restore Window

Navigation: Main Panel \ System Administration \ Contract Restore Window

NJDOT is not using the Contract Restore window in the System Administration functionality area.

9.9 Process List

Navigation: Main Panel \ System Administration \ Process List

The Process List window lists processes that are available to the authorized user in a particular functional area. Processes that may be available can be standard RTF report templates or customized processes. From this window, authorized users can submit processes for on-line and background execution - depending upon the type of process. (Some processes may only be run as background processes.)

In NJDOT, the following three processes should be run regularly by the AASHTOWare Project Administrator or representative of the AASHTOWare Project Office:

- BREFLOAD – Preconstruction Reference Load: This Process will load reference data from Preconstruction into AASHTOWare Project.
- BPRELOAD – Pre-construction Contract Load: This Process will load Contract data from Preconstruction into AASHTOWare Project.
- BMONCONT – Monitor Contract Status: This process should run nightly to review the status of the Contract and send messages to the designated recipients for Key Dates and Checklist Event Dates.

For additional information regarding the running of processes, refer to the AASHTOWare Project System Manager's Guide.

9.10 Process Security

Navigation: Main Panel \ System Administration \ Process Security

Before a process may be accessed by users, Process Security must be assigned. This is done through the Process Security window, accessed from the System Administration panel.

In NJDOT, only the AASHTOWare Project Administrator has the necessary security to run the BREFLOAD – Preconstruction Reference Load, BPRELOAD – Pre-construction Contract Load, and the BMONCONT – Monitor Contract Status processes from the System Administration Process List window.

9.11 Define Process

Navigation: Main Panel \ System Administration \ Define Process

NJDOT is not using the Intranet Define Process window in the System Administration functionality area.

9.12 Intranet Security Group

Navigation: Main Panel \ System Administration \ Intranet Security Group

NJDOT is not using the Intranet Security Group window in the System Administration functionality area.

9.13 Maintain Sysparms and Servers

Navigation: Main Panel \ System Administration \ Maintain Sysparms and Servers

The Maintain Sysparms and Servers window assists in the setup of DPS application servers and their configurations. The Maintain Sysparms and Servers window has two tabs: System Parameters and Servers. The parameters on this window modify the servers table in the AASHTOWare Project database.

When the AASHTOWare Project client application is started, the system will try to connect to all DPS servers that are defined on the Servers tab.

10 Manuals

10.1 User Manual

Navigation: Main Panel \ Manuals \ User Manual

NJDOT is not using the User Manuals window in the Manuals functionality area.

10.2 Sampling and Testing Procedures

Navigation: Main Panel \ Manuals \ Sampling and Testing Procedures

NJDOT is not using the Sampling and Testing Procedures window in the Manuals functionality area.

11 Reports

Navigation: Main Panel \Reports

The Reports icon is configured in the SMAPP.ini file to open the program or directory determined by NJDOT. In NJDOT, the Reports icon is used allow AASHTOWare Project users to access Crystal Reports directly through AASHTOWare Project.

All custom AASHTOWare Project Reports are Crystal Reports and may be accessed from the Reports icon in AASHTOWare Project or directly through Crystal Reports. Below is a list of the custom reports in AASHTOWare Project Construction:

- Calculation of Construction Layout Adjustment
- DC 173 Change Order
- DC 174A Participation Summary for CO #
- DC 174B Participation Summary for All Change Orders
- Tabulation of Work Days
- DC 23 Key Contact Personnel
- DC 92 Test Pile Report
- DC 97 Foundation Pile Report
- Estimate Certificate
- Const Summary to Date with Bonds in Lieu of Retainage
- Lane Occupancy Charges
- Lane Occupancy Charge Letter
- Asphalt Price Adjustment(Currently being written)
- Fuel Price Adjustment(Currently being written)
- As-Built By Plan Sheet

- DC 27 - Bituminous Concrete Pavement - Location & Weight Report
- DC 29 Lookup DC Lookup by Item Number, By Date

STOCKPILED MATERIALS

- The initial payment of the stockpile invoice can either be a full payment or a partial payment for the material and is entered on the Maintain Stockpiled Materials window.
- If an installed line item has a corresponding stockpile material this process will reduce the quantity of the stockpile using the following formula:

$$\text{STOCKPILE REMAINING QUANTITY} = \text{PREVIOUS STOCKPILED REMAINING QTY} - (\text{INSTALLED QTY ITEM} * \text{MATERIAL CONV. FACTOR})$$

- Item earnings are adjusted by the Stockpile Line Item adjustment which is calculated for each item containing a stockpile. This adjustment is computed using the following formula:

$$\text{STOCKPILE ADJUSTMENT} = \text{MATERIAL CONV. FACTOR} * (\text{UNIT PRICE} * \text{LINE ITEM ADJ. PERCENT}) * \text{ITEM INSTALLED QTY}$$

- The following examples illustrate how initial invoice payments are made and how the item earnings are adjusted (by the system for reduction from previously paid stockpiled materials) due to stockpile materials.

Contract Item: Demonstration Drilled Shaft
 Unit = 130 (Bid Quantity on top Stockpiled screen)
 Unit of Measure = LF (Units for the Bid Item on top Stockpiled screen)
 Unit Price = \$7,000.00/LF

<u>Material</u>	<u>Unit of Measure For Material</u> (Units bottom screen)	<u>Material Conversion Factor</u>
Rebar Spiral 16mm/#5	Unit	0.008 (0.008 Unit/LF of Shaft)
Rebar Spiral 13mm/#4	Unit	0.008 (0.008 Unit/LF of Shaft)

Stockpiled Materials:

Rebar Spirals 16mm/#5

Invoice Amount = \$82,910.00

Quantity = 1.0 (of stockpiled material this invoice)

Unit Price = \$82,910.00

Conversion Factor = 0.008 (Conversion Factor = #of units of stockpiled material used in one unit of the Line Item: 1.0U/130.0LF = 0.008 Units of Spiral Cage per LF of Demonstration Drilled Shaft)

Rebar Spirals 13mm/#4

Invoice Amount = \$82,910.00

Quantity = 1.0 (of stockpiled material this invoice)

Unit Price = \$82,910.00

Conversion Factor = 0.008

STOCKPILED MATERIALS

Example #1: 100% of invoiced material paid on estimate (Using data from above)

- Invoice amount is paid in full for Rebar Spirals 16mm/#5 @\$82,910.00(See Sample #1A)
- Invoice amount is paid in full for Rebar Spirals 13mm/#4 @\$82,910.00(See Sample #1B)

Example #2: 39 LF of Demonstration Drilled Shaft is paid on report. Therefore,

For Rebar Spirals 16mm/#5:

Amount paid for the material on invoice	= \$82,910.00
Invoice amount for this material	= \$82,910.00
Line Item Adj. Percent	= 1.0

For Rebar Spirals 13mm/#4:

Amount paid for the material on invoice	= \$82,910.00
Invoice amount for this material	= \$82,910.00
Line Item Adj. Percent	= 1.0

Contract Item Cost Demonstration Drilled Shaft	= \$7,000.00/LF
39 LF X \$7,000.00	= \$273,000.00

LESS:

Stockpiled Material = Conversion Factor + (Unit Price * Line Item Adj. Percent)
* Item Installed Qty

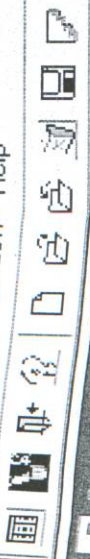
Rebar Spiral 16mm/#5: $0.008(\$82,910.00 * 1.0) * 39 = \$25,867.92$

Rebar Spiral 13mm/#4: $0.008(\$82,910.00 * 1.0) * 39 = \$25,867.92$

Amount Payable on estimate under line item is \$273,000.00 and a deduction of
 $(\$25,867.92 + \$25,867.92) = \$51,735.84$ from the stored materials line item.

(See Sample #2A & 2B)

SAMPLE # 1A



Stockpiled Materials

Contract ID: 98765 Project Nbr: 98765 Catg Nbr: 0005 Line Itm Nbr: 0040
 Units: Linear Foot Unit Price: 7000.00 Bid Quantity: 130.00
 Item Description: DEMONSTRATION DRILLED SHAFT
 Supp Description 1:
 Supp Description 2:

Matl Code: REBAR SPIRAL 16mm/#5 Status: OPEN
 Invoice Date: 9/14/14 Invoice Number: 53277 Quantity: 1.0 Units: UNIT Unit Price: \$82,910.00
 Conv Factor: 0.008 Conv Unit Price: \$82,910.00 Invoice Amt: \$82,910.00 Initial Invoice Payment: 1 Matl Sn Replenish Sn
 Remaining Qty: 1.0 Installed Qty To Date: 0 Paid To Date: \$82,910.00

MATL CODE:

- *Search for Material and SELECT if in the list
- *OR if not on the list determine if the Material SHOULD be on the list
- *THEN notify RME or SMM Support to have the Material added to the list.
- *IF NEITHER CONDITION APPLIES leave the Material Code box empty and manually enter the Stockpiled Description.

SAMPLE # 1B

Contract ID: 98765 Project Nbr: 98765 Catg Nbr: 0005 Line Itm Nbr: 0040
 Units: Linear Foot Unit Price: 7000.00 Bid Quantity: 130.00
 Item Description: DEMONSTRATION DRILLED SHAFT
 Supp Description 1:
 Supp Description 2:

Matl Code: REBAR SPIRAL 13mm/#4 Status: OPEN
 Invoice Date: 01/14/14 Invoice Number: 53278 Quantity: 1.0 Units: UNIT Unit Price: \$82,910.00
 Conv Factor: 0.008 Conv Unit Price: \$82,910.00 Invoice Amt: \$82,910.00 Initial Invoice Payment: 1 Matl Sn: 0 Replenish Sn:
 Remaining Qty: 7.0 Installed Qty To Date: 0 Paid To Date: \$82,910.00

MATL CODE:

- *Search for Material and SELECT if in the list
- *OR if not on the list determine if the Material SHOULD be on the list
- *THEN notify RME or SMM Support to have the Material added to the list.
- *IF NEITHER CONDITION APPLIES leave the Material Code box empty and manually enter the Stockpiled Description.



New Jersey Department of Transportation
Estimate Certificate Report
Work Performed and Materials Furnished
Status: Payment Approval Given
Estimate Type: Progress Estimate

Estimate No. 0008
 Contract ID **98765**
 Date **01/14/2014**
 Work Performed To **01/14/2014**
 Region North

SAMPLE #2A

Fed Proj No. STATE

Job No.

Route Description	Contractor	Unit	Unit Price	Contract Quantity	Current Quantity	Quantity Prev Allow	Qty Allowed This Estimate	Amt Allowed This Estimate	Qty Allowed To Date	Amt Allowed To Date
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BRDG

0033	TEMPORARY COFFERDAM PIER 1E	LS	\$ 1,200,000.00	1.00	1.00	0.00	0.10	\$ 120,000.00	0.10	\$ 120,000.00
0034	TEMPORARY COFFERDAM PIER 2W	LS	\$ 1,000,000.00	1.00	1.00	0.00	0.10	\$ 100,000.00	0.10	\$ 100,000.00
0040	DEMONSTRATION DRILLED SHAFT	LF	\$ 7,000.00	130.00	130.00	0.00	39.00	\$ 273,000.00	39.00	\$ 273,000.00
0044	DRILLED SHAFT IN SOIL, 96" DIAMETER	LF	\$ 1,950.00	7,383.00	7,383.00	475.00	193.48	\$ 377,286.00	668.48	\$ 1,303,536.00
0056	GROUNDING AND BONDING SYSTEM	LS	\$ 25,000.00	1.00	0.00	0.00	0.15	\$ 3,750.00	0.15	\$ 3,750.00

ROAD

0006	PROGRESS SCHEDULE UPDATE	U	\$ 2,000.00	14.00	14.00	3.00	1.00	\$ 2,000.00	4.00	\$ 8,000.00
0009	FIELD OFFICE TYPE F MAINTENANCE	MO	\$ 7,500.00	32.00	32.00	4.00	1.00	\$ 7,500.00	5.00	\$ 37,500.00
0010	TELEPHONE SERVICE	LS	\$ 12,800.00	1.00	1.00	0.30	0.08	\$ 1,049.60	0.38	\$ 4,915.20
0011	CONSTRUCTION LAYOUT	LS	\$ 750,000.00	1.00	1.00	0.25	0.04	\$ 30,750.00	0.29	\$ 215,250.00
0019	ABSORBENT BOOM	LF	\$ 15.00	5,600.00	5,600.00	3,000.00	220.00	\$ 3,300.00	3,220.00	\$ 48,300.00
0020	OIL ONLY EMERGENCY SPILL KIT, TYPE 1	U	\$ 1,000.00	4.00	4.00	2.00	1.00	\$ 1,000.00	3.00	\$ 3,000.00
0026	FUEL PRICE ADJUSTMENT	LS	\$ 15,000.00	1.00	1.00	0.02	0.00	\$ 45.00	0.02	\$ 270.00
0028	EXCAVATION, REGULATED MATERIAL	CY	\$ 10.00	2,273.00	2,273.00	884.00	293.00	\$ 2,930.00	1,177.00	\$ 11,770.00
0029	DISPOSAL OF REGULATED MATERIAL	T	\$ 50.00	3,700.00	3,700.00	0.00	637.50	\$ 31,875.00	637.50	\$ 31,875.00
0060	MATERIALS FIELD LABORATORY MAINTENANCE	MO	\$ 7,000.00	32.00	32.00	8.00	1.00	\$ 7,000.00	9.00	\$ 63,000.00

Total: \$961,485.60 \$2,224,166.20



New Jersey Department of Transportation
 Estimate Certificate Report
 Work Performed and Materials Furnished
 Status: Payment Approval Given
 Estimate Type: Progress Estimate

Estimate No. 0008
 Contract ID 98765
 Date 01/14/2014
 Work Performed To 01/14/2014
 Region North

SAMPLE #2B

Fed Proj No. STATE

Job No.

Section

Route

Description

Contractor

Vendor ID

Allowance For Material On Job Site

Material On Ground

For Item No.	Material	Unit	Quantity Last Estimate	Quantity This Estimate	Quantity Remaining	Unit Price	Amt This Estimate
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BRDG 0040	DEMONSTRATION DRILLED SHAFT	LF	0.00	0.624	1.376	-82,910.00	-51,735.84
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$$= 2(25,867.92 \div 82,910.00)$$

$$= 2(0.312)$$

$$= \boxed{0.624}$$

$$1.0 \text{ UNIT \#5 SPIRAL}$$

$$+ 1.0 \text{ UNIT \#4 SPIRAL}$$

$$2.0$$

$$2.0 - 0.624 = \boxed{1.376}$$

DIFFERING UNITS OF MEASURE ARE RECOGNIZED BY THE SYSTEM AND CALCULATED BASED ON INFORMATION PROVIDED IN SAMPLE IAYB WINDOW