

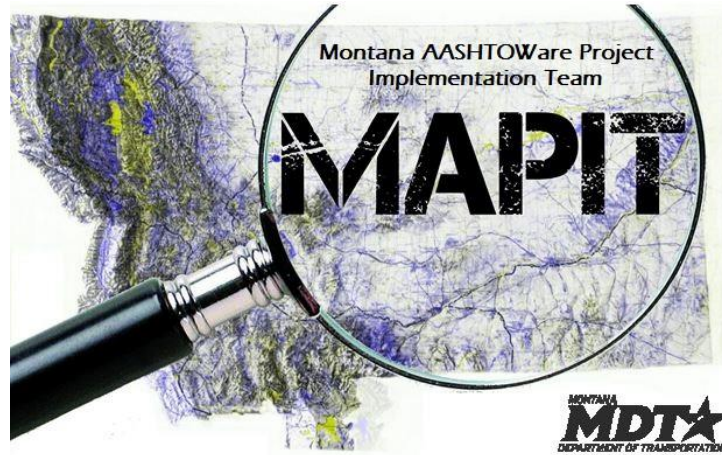


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Adding Line Item Adjustments

Date: January 17, 2018





## MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



### □ **Process Definition**

This process will define adding a Line Item Adjustment record to a selected contract.

Currently the line item adjustment types that a user can select are: Non QA Adjustments, QA Gradation, QA Asphalt Penetration, QA Bridge, QA Density, QA Marshall, QA PG Binder Properties, QA Ride Specification, QA Volumetrics and QA Concrete

### □ **Acronyms and Definitions**

CM - AASHTOWare Project Construction and Materials

CSS – Construction Systems Section

MDT – Montana Department of Transportation

EPM – Engineering Project Manager

QA – Quality Assurance

Non-QA – Items that do not have quality assurance testing requirements yet may have price reductions calculated against them

### □ **MDT Procedure – QA Items**

☰ Items designated for quality assurance are specified in Subsection 105.03 or in the contract special provisions (e.g. volumetric plant mix surfacing).

1. If an item is designated for QA, the EPM or lab personnel enters the required information into the QA program (gradations, volumetric information, etc.) from the sampled and tested materials.
2. The EPM checks the results of the QA information summary and prints the information to a PDF file.
3. From the QA information summary, the EPM enters a Line Item Adjustment on the estimate in CM for each type of adjustment (volumetrics, ride, etc.).
  - a. When a Line Item Adjustment is necessary due to a QA evaluation the EPM will make the adjustment to the item on the selected estimate.
    1. Navigate to Construction > Contract Progress
    2. Select the contract the adjustment will be entered on
    3. Click the Payment Estimates Tab
    4. Click on the Estimate Number link
    5. Click the Item Adjustments Tab.
    6. Under User Generated Dollar-Based Item Adjustments, Click the Select Project Items button
    7. Select the item and click the Add to Item Adjustments button



# MONTANA DEPARTMENT OF TRANSPORTATION

## AASHTOWare Project Construction and Materials



| Proj Ln Num | Project/Category | Item Code, Description                  | Supplemental Description | Unit               |
|-------------|------------------|---|--------------------------|--------------------|
| 0110        | 8801006000/0001  | 301020254, BRIDGE END BACKFILL-TYPE 3   |                          | CUYD - Cubic Yards |
| 0120        | 8801006000/0001  | 301020340, CRUSHED AGGREGATE COURSE     |                          | CUYD - Cubic Yards |
| 0130        | 8801006000/0001  | 301020625, AGGREGATE TREATMENT          |                          | SQYD - Square Yard |
| ✓ 0140      | 8801006000/0001  | 401020022, COMMERCIAL MIX-PG 64-28      |                          | TON - Ton          |
| 0150        | 8801006000/0001  | 402020315, EMULSIFIED ASPHALT-TACK COAT |                          | GAL - Gallon       |
| 0160        | 8801006000/0001  | 402020368, EMULSIFIED ASPHALT CRS-2P    |                          | TON - Ton          |
| 0170        | 8801006000/0001  | 409000000, FINAL SWEEP AND BROOM        |                          | CRMI - Course Mile |

[Add to Item Adjustments](#)

8. Select Type of Other Item Adjustment.
9. Select the Other Item Adjustment Type that corresponds to the adjustment being made.
10. Enter the amount of the adjustment and any comments.

Note: Additional adjustments can be made using the same steps for the same item.

11. Click Save.

- General
- Notes
- Exceptions
- Time Charges
- Projects
- Items
- Contract Adjustments
- Item Adjustments
- Approval Tracking

▼ User-Generated Dollar-Based Item Adjustments

🔍 Type search criteria or press Enter Advanced

Select Project Items... 0 marked for deletion | 0 changed

| Proj Item Num - Proj/Category | Item Description        | Amount  |
|-------------------------------|-------------------------|---------|
| 0140 - 8801006000/0001        | COMMERCIAL MIX-PG 64-28 | -500.00 |

| Adj ID | Type                  | Other Item Adjustment Type | Comments |
|--------|-----------------------|----------------------------|----------|
|        | Other Item Adjustment | QA Volumetrics             |          |

Type ▼  
Other Item Adjustment

Other Item Adjustment Type ▼  
QA Volumetrics - QA Volumetrics

Amount ▼

Comments ▼

Function  
Dollar-Based

Last Updated By

Last Updated Date