



QUICK REFERENCE GUIDE:

Pay Estimates – Review and Approve (Project Engineers)

Background:

To approve a Payment Estimate a contract must have a Payment Estimate with a Status of Pending Approval. The system will automatically assign the appropriate Approval Levels for your payment estimate depending on the Payment Estimate Type. The contractor's payment estimate approval information should be entered by project staff using the Construction Contractor Approvals role. Until a Pay Estimate is fully approved it is not possible for another Pay Estimate to be generated.

Role:

Construction Project Engineer

Navigation:

Construction > Contract Progress > Contract > Pay Estimate Tab

1. From the Contract Progress Summary select the **Payment Estimates tab** and click **Show first 10**.
2. Click the Payment Estimate **Number** of the estimate you want to approve.
3. On the Contract Payment Estimate Summary, click the **Component Actions Menu** in the upper right corner.
4. In the Tasks section, click **Approve**. The system will record your Name and the Date of your approval.

Next Steps:

Use the *Pay Estimate Review and Approve – Contractors and Managers QRG* to log the Contractor's signature date.