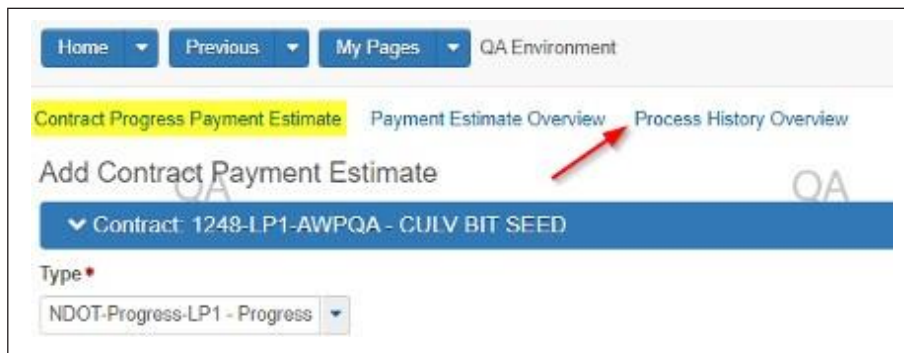


Pay Estimate Generation QRG

1. From the Dashboard under 'Contract Progress Overview', select the blue hyperlink 'Contract' of the applicable Contract.
2. From the left-side tabs, select "Pay Estimates".
3. To generate a new Pay Estimate, click on the "Add Payment Estimate..." button.
 - a. To modify an existing Payment Estimate, skip to Step 7.
4. The system navigates to the 'Add Contract Payment Estimate' page.
 - a. Ensure, or change, the "Type" of pay estimate to generate.
 - b. Use the DatePicker to modify the "Period End Date" if necessary.
 - c. Click on the "Add Payment Estimate" button at the right of the blue component banner.
 - i. A green banner will appear indicating the process has started.
5. To review the process status, and find any errors, click on the blue 'Process History Overview' quick link at the top of the page (shown by red arrow).
 - a. If not, to return to Contract's pay estimates, click on the blue "Contract Progress Payment Estimate" quick link (yellow highlight).



6. On the Process History Overview, to see any errors that may have occurred during generation, click on the "AddPaymentEstimate.log" hyperlink of the applicable 'AddPaymentEstimate' process.



- a. This will download a text file that will show any errors that may have occurred.
 - b. Navigate back to the Contract and resolve any issues mentioned in the log file.
7. To modify, or review and 'Submit for Approval', an existing pay estimate click on the 'Number' hyperlink of the applicable pay estimate.
8. Make any changes necessary and review the information on the component tabs along the left-side.
9. To initiate the approval process and create the appropriate approval levels for the pay estimate, select the component action button at the right of the blue component bar.

10. Select the “Submit for Approval” task from the drop-down.

