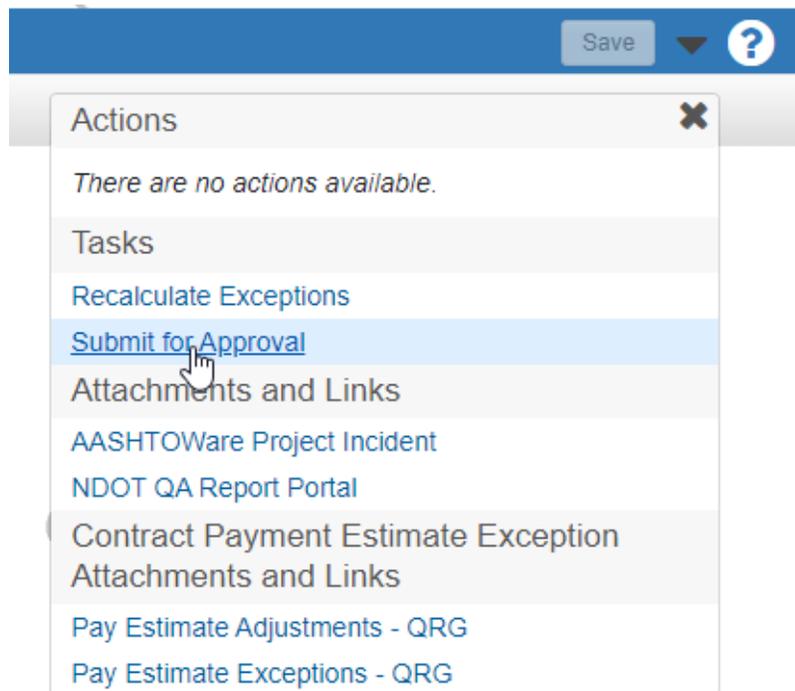


1. Navigate to the Contract Payment Estimate Summary screen for the appropriate Contract and Pay Estimate.
2. Click on the Component Actions Menu next to the Save button and choose Submit for Approval.



3. After the Pay Estimate has been submitted for approval, there are 3 new options under the Component Actions Menu. (See 1st image below) As expected, 'Approve' will approve the Pay Estimate for the Approver's given approval level, not a full approval for the entire Pay Estimate. 'Change to Draft' will change the status back to 'Draft' and can be used when something was missed or needs to be changed before the Pay Estimate was/is approved. Only PMs can 'Change to Draft'. 'Reject' will change the status of the Pay Estimate to 'Rejected' indicating something is incorrect.
 - Approve - Approved
 - Change to Draft – 'Draft' and returns the same options under the Component Actions Menu. (See image above)
 - Reject – 'Rejected' and now offers 'Change to Draft' and 'Submit for Approval' under the Component Actions Menu. (See 2nd image below)



Pay Estimate Approval QRG

Save [dropdown] [?]

Actions [x]

There are no actions available.

Tasks

- Approve [hand cursor]
- Change to Draft
- Reject

Attachments and Links

- AASHTOWare Project Incident
- NDOT QA Report Portal
- Contract Payment Estimate Exception Attachments and Links
- Pay Estimate Adjustments - QRG
- Pay Estimate Exceptions - QRG

Save [dropdown] [?]

Actions [x]

There are no actions available.

Tasks

- Change to Draft [hand cursor]
- Submit for Approval

Attachments and Links

- AASHTOWare Project Incident
- NDOT QA Report Portal
- Contract Payment Estimate Exception Attachments and Links
- Pay Estimate Adjustments - QRG
- Pay Estimate Exceptions - QRG



Pay Estimate Approval QRG

NOTE: Pay Estimate Approval Decision screen will only show Pay Estimates that are available for the current user's approval level role to approve.

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 2 of 2

QA QA QA QA 0 changed

Contract ID	Number	Exceptions	Amount	Type	Period End Date
20626	0001	Yes	32,000.00	NDOT-Progress-SP1	11/27/2021 11:55:00 PM
Approval Decision					
Approval Role					
Approval Level					
Comments					
Pending Approval					
4					
Approve					
Pending Approval					
ApprovalDecision					
0001					
Yes					
274,649.87					
NDOT-Progress-LP3					
11/27/2021 11:59:00 PM					
5					
Reject					
NDOT_Cntrfr_Payments					

Pay Estimate status can be changed here as well. (As seen above)