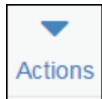


AASHTOWare Project Construction and Materials™ Quick Reference Guide for TDOT Managing Construction Stockpiles

Role: Office Staff V3

Key to Actions Menus:



Global **Actions** menu
(At the top of the screen)



Component **Actions**
menu (On the heading)



Row **Actions** menu
(On the row)

Background:

- A construction stockpile is material for a contract project item purchased by the contractor in bulk and reimbursed by invoice. These material transaction payments are automatically recovered as work on the contract project item paid.

Adding a Construction Stockpile:

Navigation: **Construction** > [Contract Progress](#) > (Select Contract) > **Construction Stockpile** quick link

1. From the Contract Progress Summary component, select the [Construction Stockpile](#) link. (Hint: The link is at the top of the component.)
 - **Note:** The [Construction Stockpile](#) link is the only way to navigate to the Construction Stockpile Overview component for a contract.
2. Click the component **Actions** button and select **Add**.
3. In the **Item** field, search for and select the contract item number and description associated with the stockpiled material.
4. In the **Description** field, enter a description for the stockpile record.
5. In the **Recovery Date** field, this important date is when the stockpile recovery will begin on DWRs. This field will be defaulted to the current date, which but it can be changed to an earlier date if needed.
 - **Note:** Only item postings after the **Recovery Date** will be recovered.

- **Note:** If a future date is needed, this date can be updated later once that date has passed if the initial payment on this transaction has not been made.
6. Click the **Save** button.
 7. The system displays the Construction Stockpile Summary component. If needed, record values in the **Material**, **Source**, and **Facility** fields.
 8. In the **Transaction Date** field, enter the date on which the stockpile transaction is applied. This is the date the stockpile arrives on the job site. This date is informational only.
 9. In the **Transaction Type** field, click the drop-down arrow and select the type of stockpile transaction: **Stockpile Materials Invoice Payment** or **Stockpile Materials Closure**.
 - **Note:** The Transaction Date is informational to show when the material was added to the ground (positive) or taken off the ground (negative).
 10. In the **Invoice Date** field, enter the date of the invoice associated with the stockpile transaction.
 11. In the **Invoice Quantity** field, enter the quantity included on the invoice for the stockpile transaction.
 - **Note:** Enter the quantity on the invoice, unless some of the stockpiled material has already been used on the item by the stockpile is created. In that case, enter only the quantity remaining to be paid on the stockpile.
 12. In the **Invoice Number** field, enter the invoice number associated with the stockpile transaction.
 13. In the **Invoice Description** field, enter a description for the invoice associated with the stockpile transaction.
 14. In the **Comments** field, enter information about the stockpile record. This is a required field. If no specific notes are required, type N/A.
 - **Note:** Stockpile which are depleted or on a Final Estimate will automatically close.
 15. In the **Project Item Distribution** section, in the **Item** field, click the drop-down arrow and select the item, project, and category to which to distribute a portion of the stockpile transaction.

- **Note:** The item chosen in the Project Item Distribution will show the Project Item Line Number. The line number at the top of the window is the Contract Item Line Number.
16. In the **Constr Stockpile Amt** field, enter the amount of the stockpile transaction to associate to that item project and category.
 - **Note:** Enter the amount on the invoice, unless some of the stockpiled material has already been used on the item by the stockpile is created. In that case, enter only the amount remaining to be paid on the stockpile.
 17. Enter additional rows as needed to distribute the stockpile transaction between multiple contract project items for this contract item.
 18. Click the **Save** button.
 - **Note:** Transactions will always be paid on the very next Payment Estimate. Recoveries occur on Payment Estimates having postings on the associated contract project items.

Closing a Construction Stockpile:

Navigation: **Construction** > [Contract Progress](#) > (Select Contract) > **Construction Stockpile** quick link

1. From the Construction Stockpile Overview component, locate the stockpile row.
2. Click row **Actions** button and select **Close Stockpile**.
 - **Note:** **Close Stockpile** will only display if the balance is zero and all transactions are on a fully approved estimate. Under these circumstances the system should close the stockpile for you.
3. If there is a remaining balance on the stockpile, enter a negative adjusting entry manually. Then, click the row **Actions** button and select **Close Stockpile**.
 - **Note:** **Transaction Type** should be set to **Stockpile Closure**.

Reviewing Stockpile Adjustments:

The **Review** tab allows you to view a list of all stockpile adjustments for the contract, including those added by the system. You cannot change or delete information in this list.

Navigation: **Construction** > [Contract Progress](#) > (Select Contract) > **Construction Stockpile** quick link

1. From the Construction Stockpile Overview, select the [Construction Stockpile Review](#) quick link.
2. For each row, review the stockpile information.
3. Expand each row to view additional information.

Next Steps:

After managing construction stockpiles, the next step in training is Managing Contract Change Notifications. Refer to TDOT Quick Reference Guides and CBTs for more information.