Payment Estimates – Finance

Background:

When Construction Project Managers approve Payment Estimates and send them to finance they will enter a date in the Transfer to Accounting field. In order to track prompt payment a date must be entered when accounting receives the payment estimate and when the transaction is finalized in IRIS.

Roles:

Construction Funding User

Navigation:

Construction > Contract Progress

1. Use the search field to search for and select the DOT Contract for the payment estimate you are processing (you can search by DOT ID or Contract Description).
2. Select the **Payment Estimates** tab and click **Show first 10**
3. Click the **Number** link for the Payment Estimate that is being processed.
4. Click the **Accounting** tab and enter the date that Finance received the payment estimate in the **Accounting Received Date**.
5. Enter the official record date for IRIS in the **Transaction Date** field.
6. Click the **Save** button.

Next Steps:

Repeat for as many payment estimates as need to be processed.