

Materials Review and Insufficient Certification

This guide explains the necessary steps in the Appia® service to review materials in a daily report and certify material for a payment. For more detailed information, please see the online help.

Daily Report Review Materials

If any items posted in your daily report include materials, the materials usage must be reviewed before the report can be approved. You can adjust the material quantity if it is incorrect.

If you are editing the daily report, click the **Review Materials** tab. You will not see this tab if there are no materials to review or if the usage rate is 0 to 0.

The Appia service opens the Review Materials page and lists the details of the item and material. If an item is split between funding packages, a field is displayed for both. Review the material information and if necessary, make any adjustments to the number of approvals required in the Material Quantity field.

If there is an insufficient quantity, the Material Quantity field in the Material Review section on the daily report will be negative, and there will be an insufficient quantity indicator on the **Work Performed** tab on the Payments page. Insufficient items will not be paid. Approval is done on the Materials page.

Item	Unit	Authorized Quantity	Quantity Placed	Unit Price	Paid Quantity
6086-409-3130	TN	19,000	2,000	\$406,000	0,000

Material	Usage Rate	Fund Package	Approved Quantity	Used Quantity	Remaining Quantity	Material Quantity*
BEAMS, PRETENSIONED PRESTRESSED CONCRETE, BESS	0.500 EACH/FTN	Default Fund Package	1,000	1,000	0.000	1,000
PAVED SHOULDER, HOT MIX ASPHALT MIXTURE, 9-IN.	6.000 SY/TN	Default Fund Package	0.000	12,000	-12,000	12,000

Insufficient Materials Certification

Any item material associations that have not been approved for items in the payment will be flagged as insufficient on the payment’s Work Performed tab. Insufficient items will not be paid. Approval is done on the Materials page.

Click the red check mark to see the material details. Click the **View Materials for Item** link to go to the Item’s page for the material.

Line Number	Item ID	Unit	Authorized	Previous	Current	Overages	Insufficient
Section: 1 - Description							
0020	211-0425	M2	\$2,310.00	\$0.00	\$924.00		
PAVEMENT REMOVAL OF EXISTING CONCRETE							
0030	210-2712	M1	\$4,480.00	\$0.00	\$1,456.00		
BARRIER WALL (TEMPORARY)(RELOCATE)(CONCRETE)							
0040	233-9187	MT	\$5,250.00	\$0.00	\$0.00		<input checked="" type="checkbox"/>
ASPHALT PAVEMENT MISCELLANEOUS							
0080	489-6735	TN	\$10,439,960.00	\$0.00	\$1,500,744.25		
SUPERPAVE ASPHALTIC CONCRETE (TRAFFIC C)							
0090	770-5742	ED	\$89,075.00	\$0.00	\$0.00		<input checked="" type="checkbox"/>
HIGH INTENSITY FLASHING LIGHTS, TEMP-TYPE B							

Once you know which material is insufficient, return to the Materials tab. There may be more than one material per item, and there may be more than one item per material.

1. Select **Approve** from the insufficient material's slide menu. Click **Add**.

2. Enter the approval date. The date must be before the date of the payment in order to be approved for this payment.
3. Select the form the approval was set from. Add information in the other fields as necessary.
4. The value in the Quantity field must be equal to or greater than the value in the Insufficient Quantity field. Enter the appropriate value in the Quantity field and click **Save**.

If the insufficient material was associated with more than one item for the payment, you may need to approve the material again.

When all approvals have been completed, return to the payment.