

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.

=									۶	MY ACCOUNT	LOGOUT
6	Project	4722SE-GS16 /	Daily Activities / 08-12-2016 / Daily Repo	nt / Review Materials							
CURRENT	472	2SE-GS16	Under Construction								
\$ overview	Re	view Materials									Save
	Item		Unit	Authorized Quar	ntity	Quantity Placed		Unit Price		Paid C	luantity
PERSONNEL	0030	400-3130	TN	10	000	2.000		\$500.000			0.000
and a		Material		Usage Rate	Fund Package	Approved Quantity	Used Quantity	Remaining Quantity		Material Qua	ntity*
	0	BEAMS, PRETEN	SIONED PRESTRESSED CONCRETE, BTI	0.500 EACH/TN	Default Fund Package	1.000	1.000	0.000			.000
	0	PAVED SHOULDE	R, HOT MIX ASPHALT MIXTURE, 6 IN.	6.000 SY/TN	Default Fund Package	0.000	12.000	-12.000		1	2000
- 25	Displ	aying 1 item posting									
REVIEW MATERIALS					Save Review Materials						

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.



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8				OVERVIEW	SUMMARY	WORK PERFORMED	ATTACHMENTS					
ALL REPORTS												
	Work Performe	d 💈							In dollars?	YES		
	Line Number	Item ID	Unit		Authorized	Previous	Cur	rent Overages	Insuffi	cient		
=:	Section: 1 - Description											
ITEMS	0020	211-0425	M2		\$2,310.00	\$0.00	\$92	4.00				
	PAVEMENT REMOVAL OF EXISTING CONCRETE											
*	0030	210-2712	M1		\$4,480.00	\$0.00	\$1,45	3.00				
MATERIALS	BARRIER WALL (TEMPO	RARY)(RELOCATE)	(CONCRETE	E)								
	0040	233-9187	MT		\$5,250.00	\$0.00	s	0.00	C			
	ASPHALT PAVEMENT MISCELLANEOUS											
	0080	489-6735	TN		\$10,439,960.00	\$0.00	\$1,500,74	4.25				
Q	SUPERPAVE ASPHALTIC CONCRETE (TRAFFIC C)							225 620 00				
TIME LIMITS	0090	770-5742	ED		\$89,075.00	\$0.00	s	Amount Placed to Date:	\$35,630.00			
	HIGH INTENSITY FLASHING LIGHTS, TEMP-TYPE B Amount Witheld: \$35,630.00									J		
	Displaying all 5 items View Materials for Item											

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**.

۲	Projects / 4984-DYC-13541A-17 / Materials / Hig	gh Intensity Light / /	Approval								
	4984-DYC-13541A-17 (Violet Construction										
ALL REPORTS	New				Save Cancel						
DAILY ACTIVITIES	Material Description High Intensity Light Approved Quantity 0.000			Material Unit Ea Remaining Quantity 0.000							
ITEMS	Used Quantity 14.000			Insufficient Quantity 14.000							
	* Approval Date			Approved By							
MATERIALS	* Form			* Quantity							
	** None Selected **	~		0.000							
	Supplier			Remarks							
0	** None Selected **	V									
	Manufacturer										
	** None Selected **	V		NO NO							
CHANGE ORDERS	Lot										

- 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.
- 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.