

APCM Lunch & Learn: Payment Estimates

Session Q&A:

In SiteManager, as an auditor, I have recordkeeper and project manager role; will APCM be set up the same way?

Yes. Users can hold multiple roles in APCM. Access will be granted to APCM with the same or equivalent roles you have in SiteManager.

Is there a calendar view that will be available for viewing DWRs?

APCM does not currently have a calendar view for viewing Diary/Daily Work Reports DWRs.

Is APCM a web browser application? If so, are there any compatibility issues with specific platforms (i.e. chrome, edge, etc)?

APCM is a web application. Chrome is the recommended preferred browser.

What does "measured" mean?

"Measured" allows the DWR creator to identify the posting (item being paid) was measured in the field. This field is currently included when creating a SiteManager DWR work item.

Is there an at-a-glance calendar that shows, DWR, weather, payments, approval without going to each day to check?

APCM does not currently have an at a glance calendar that shows this information.

What were the documents that needed approving and how were they submitted for approval?

In the video demonstration, there were no documents that needed approval. In order to process the estimate, it was necessary for all DWRs to be approved for the estimate period. During the demonstration, the DWRs were submitted for approval. Once the DWRs were approved, the estimate was able to be generated.

What's an example of "contract adjustment?"

An example of a contract adjustment would include liquidated damages that would be calculated for a contract.

As approvals are completed does it send a notification to the next in line that it is ready for them to approve?

At this time, there is no system generated notifications sent to estimate approvers.

How are estimates handled when needing to be rejected?

Estimates can be rejected through the action menu prior to the Finance estimate deadline, like the current SiteManager process. Once rejected, it can be changed to draft status and modified to be submitted through the approval process.

Will the approval tracking tab showcase tracking of all working estimates or just for the single estimate you have sent into the approval process?

At this time, the approval tracking status has to be reviewed within each contract.

Is approval not required at PM level?

Estimate approval levels are established by the District Construction office prior to the contract activation, similar to existing process in SiteManager. Refer to the district policies and procedures to determine the expected estimate approval requirements for your contract.

When you would formerly run an "Estimate Package", will there be anything that looks like that? (to send to the contractor)

APCM has the Contactor Estimate Package report that is available to view and print, like the existing SiteManager Estimate Package at any time for the contract.

Were there multiple pay items on that example? And if so, is there a report that will summarize the paid items?

APCM has the Contactor Estimate Package report that will detail the items included in the DWRs for the estimate period. You can also view the Item History Report that will be available in APCM.

Could you explain more what is needed under the "Exceptions" tab?

The exception tab will identify discrepancies for the estimate period such as projected recurring events (checklist events) not fulfilled, overruns, and material quantities exceeding available amounts. Refer to the Managing Payment Estimates job aid for additional information.

Are there character limitations under the Station entry like SM does?

The APCM entry field for Stations currently allows a total of 20 characters.

Can it be used with an iPad?

Yes, with internet access.

Does the 'not calendar' of DWRs show all inspectors or only a single inspector at a time? Your example only has you as the sole enterer.

The Daily Work Report component will list ALL DWRs by all inspectors for the contract.

Who provides access to generate an Estimate?

Access to the system for your role is granted by submitting a TxDOT Now Ticket.

Can the inspector upload their supporting docs for the payment being made?

No. All project records should be uploaded to ProjectWise, the system of record for projects.

Does the new program require a CITRIX connection?

A CITRIX connection will be necessary for external users.

Will other district PM's be able to have access to APCM prior to district roll out so we can get a hands on look before having to use it?

Access to APCM for existing SiteManager users is being granted prior to the district scheduled rollouts.

Time Charges - does this show all the daily credit & charges?

You can view the daily credits and charges for a contract by viewing the Contract Time Statement report.

Is there a way to see what estimates are pending your specific level of approval, or do you have to search each one by CSJ?

There is not currently the option to view specific estimates requiring approval by user. You will have to review each CSJ.

Can a saved (unapproved) DWR be modified and or deleted if necessary

An unapproved DWR can be modified until it is approved and included in an estimate cycle. A DWR in draft status can be deleted by the creator.

How are estimates handled when needing to be rejected?

Estimates can be rejected through the action menu before the Finance estimate deadline, just as you currently do in SiteManager. Once rejected, it can be changed to draft status, modified and resubmitted through the approval process again.

At what point will this be available for maintenance contracts?

New maintenance contracts will be loaded into APCM in accordance with the APCM District rollout timeline. Access to APCM for existing SiteManager users is being granted prior to the district scheduled rollouts.

For a -C employee (Consultant or Contractor), is the process for access the same, or will it change?

The-C employee access will remain the same as requesting SiteManager access. There will be a specific APCM Access Request ticket available in TxDOT Now after February 2026.

For the Diary view, we should really be able to see the charge/credit and reason for all the days without having to open another dropdown.

Noted.

Is there ability to make revisions without a rejection once submitted for approval?

Once submitted for approval, estimates cannot be modified without being rejected OR changed to DRAFT status.

Can the estimate draft also show the % time used, like we currently have?

The APCM reports should include the data for the contract when generated.

Can the recordkeeper change to draft and make changes themselves without having to be rejected and re-ran?

The person who has generated the estimate can return to a draft status if it has not yet been approved.

Where and how are milestone time charges/credits entered? with no calendar view, where do we see this info when reviewing estimates?

Milestone time charges and credits are entered through the Diaries component. A Milestone time statement report is available in APCM

Do we still need to approve the estimate, like we do in SM, before the AE can approve?

The generator of the estimate will submit for approval for the next level established by the district at activation.

When is the first pilot program going to start and which District is starting this?

An initial pilot began for 2 projects in August 2025. You can review the District phased rollout schedule on the site, link:

[AASHTOWare Project Construction & Materials](#)

Will there be training on "activating" project?

Yes. Information will be shared with Districts as we approach the phased rollout.

Will it have estimate discrepancies?

Yes, estimate discrepancies will be available to view in APCM.

Can deficiencies also be checked?

Material deficiencies will be available to view in APCM. Reports will also be available to identify material deficiencies for projects.

Some questions were addressed during the recorded APCM Lunch and Learn Training session. This recording is available internally on **Crossroads** and externally on the **APCM Resource page** at **TxDOT.gov**.

Questions submitted that could not be covered during the live session or immediately afterward have been addressed in this document. All responses were provided by the **Construction Division's Training and Development team** to ensure accuracy with current APCM status.