1. Navigate to the Contract Payment Estimate Summary for the appropriate Contract and Pay Estimate.
2. There are 2 parts of a Contract that may be impacted by an adjustment.
   - Contract-level adjustments
   - Item-level adjustments
3. Select the appropriate 'Contract Adjustments' or 'Item Adjustments' component tab along the left.
4. Both adjustment types can either be generated by the system or by a user. Both components will have collapsible containers showing user-generated adjustments first, followed by system-generated.
5. To add a new Contract Adjustment, select the 'Contract Adjustments component tab and click on the "New" button. A new row populates on screen.
   a. Select the adjustment type from the drop-down under the "Type" field.
   b. Enter the required amount in the "Amount" field.
   c. Fill out the "Comments" field with reasoning for the adjustment.
   d. If appropriate, indicate the Time associated with the adjustment.
6. To add a new Item Adjustment, select the 'Item Adjustments' component tab.
   a. To add quantity-based adjustments, click on the "Select Project Items…" button under the 'User-Generated Quantity-Based Item Adjustments' collapsible containers.
   b. To add dollar-based adjustments, click on the "Select Project Items…" button under the 'User-Generated Dollar-Based Item Adjustments' collapsible containers.
   c. A modal window prompts, select the Item(s) to adjust from the picklist. Click on the "Add to Item Adjustments" button in the lower right of the modal window.
   d. The system adds the necessary rows. If necessary, click on the expand carrot at the left of the row.
      i. Enter the quantity in the "Amount" field for dollar-based adjustments.
      ii. Enter the amount in the "Amount" field for dollar-based adjustments.
      iii. For either adjustment type, enter reasoning for the adjustment in the "Comments" field.
7. Click on the "Save" button at the right of the blue component bar when all changes are completed.