

4-3

# Contract Tracking: Review Tickets

## Objectives

Overview of Tickets

Understanding process for creating a new Ticket

Understanding process for voiding a Ticket

Understanding process for adjusting a Ticket

Viewing Ticket Details

## About Tickets

At a job site, when materials are received that must be installed immediately, that information is tracked in HiCAMS using the **Review Tickets** function. Items received and stored until they are installed, the **Material Receipts** function is used.

*For example, when an asphalt truck arrives at the site, the driver provides the person receiving the material (i.e. project inspector) with a ticket indicating the material type, quantity, etc. The material must be installed at a certain temperature and therefore must be used to pave the road immediately.*

The information is entered into HiCAMS using the **Review Tickets** function:

- ◆ Truck Number
- ◆ Load Number
- ◆ Date
- ◆ Producer/Supplier
- ◆ Total Weight
- ◆ Comments
- ◆ Location where the material is installed
- ◆ JMF, if the material is an asphalt item
- ◆ Work Order Line Item to which the ticket material applies

For a material being tracked, enter either individual tickets or group them together in a book.

The *installed quantity received* is matched to a line item in the contract. HiCAMS uses the information provided in the **Review Tickets** function (generation of partial estimates to enable payment to the contractor for the installed material). It is also used to update the remaining materials to be installed on the work order line items.

**Note:** You must record all work in either a ticket book or a pay record book.

## Entering a New Ticket

When materials are received at a job site that must be installed immediately, the information can be tracked in HiCAMS using the **Review Tickets** function. Tickets can be entered against contracts that are either **Activated** or **Completed**.

For each contract material being tracked, either enter individual tickets or group them together in a book.

To enter a new ticket:

- Step 1:** Log onto HiCAMS. See “*Getting Started*” chapter for details.
- Step 2:** Select **Functions**→ **Contract Tracking**→**Review Tickets**. The **Review Tickets** window appears.
- Step 3:** Display the contract number to work with using one of these procedures:
- ◆ Type the contract number and press the Enter key.
  - ◆ Choose the contract following this procedure:
    - 1 Click on the book button to the right of the *Contract* field.  
The **Contract Selection** window appears.
    - 2 To select a contract from another location, select it from the list box in the *Location* field.
    - 3 Locate the contract and select from the list, using the scroll bar, if necessary.
    - 4 Click **OK**.
- Step 4:** The **Review Tickets** window displays; the information associated with the contract you selected appears:

Material Type	Material Description	UOM	Line Item	Cont Adj	Line Item Description
Aggregate, Coarse	Coarse Aggregate, #57M	TON	37/SA2		# 57 STONE
Asphalt Bases & Paver	Asphalt Concrete Binder Course, Type	TON	8		ASP CONC INT CRS 119.0D
Asphalt Bases & Paver	Asphalt Concrete Surface Course, Type	TON	9		ASP CONC SURF CRS S12.5D
Asphalt Bases & Paver	Asphalt Drainage Course, Type P-78M	TON	36/SA2		4" PDL

Book	Ticket Date	Total Quantity	Status	Original Book
	108/29/2000	10.010	Processed	

**Step 5:** Select the appropriate material. The information you selected appears in the **Review Tickets** window. Follow the steps below to select a material and line item:

- a) Select the **material type** of the sample from the drop-down list.
- b) Select the **Line Item** on which this material will be used.
- c) Select the appropriate **Material Type**.

**Step 6:** Click the **New** button. The **Review Ticket Detail** window appears:

- Step 7:** Complete the information in the **General** tab.
- a) Either enter a ticket number or a ticket book number (required field).
  - b) If the date the material was received is not today's date, change the date. This field is required.
  - c) Enter the quantity received into the *Total Quantity* field.
  - d) If applicable, enter the number of the load into the **Load** field.
  - e) Select the staff member who received the material (click the Staff button to display the **Staff List** window).
  - f) If applicable, enter the number of the truck in the *Truck* field.
  - g) If familiar with M&T procedures and are aware that the material can be installed in small quantities on a project without additional testing, check the **Small Quantity** box.
  - h) If this is a *Do Not Pay* ticket, check the appropriate box. If the load is replacing a previously delivered load, check *Replacement*. If the load is being paid for by another method, check *Other Payment Method*.
  - i) Select the producer/supplier by clicking the factory icon, or enter the name of the *other producer supplier* (required field). See *Choosing a producer or supplier* in the Reference section for details.
  - j) If the material being added to the ticket is an asphalt item, the job mix formula must be included. See *Entering Job Mix Formula Information* for more information.
  - k) If the should not be paid for this material, check the appropriate box in the **Do Not Pay** box.
- Note:** You would only select this if the material being entered on the ticket is replacing material previously installed that failed to meet standard specifications. Although HiCAMS tracks this replacement material, the contractor will not be paid for it.
- l) Type any comments about the ticket in the *Comment* field.

- Step 8:** Select the **Line Items** tab and complete the information:

Contract: C105497 Contractor: HARRISON CONST. CO., INC., DIV. OF APAC-TENNESSEE Status: Activated  
 Description: Hayesville Bypass  
 Material: Select Material, Class IV UOM: Tons

General | Line Items | Location | Certification | History

Work Order	Line Item	Contract Adj	Non-Part	Description	Unit of Measure	Applied Quantity	Status	Estimate Number
8.3064124	12			FNDATION MATL, MINOR STRS	Tons	0.000		
8.3064124	119			FND CONDIT MAT CL II	Tons	.000		

Quantity: 579.000 Unit Price: \$14.0000

All work orders associated with the contract are listed in the Work Orders column. The **Line Item** column displays the line items specific to the work order. In the *Applied Quantity* field, enter the quantity of the ticket to apply to that line item.

**Note:** *The applied quantity amounts must total the quantity being entered on the ticket in the **General** tab.*

**Step 9:** If applicable, complete the information in the **Location** tab:

Contract: C105497 Contractor: HARRISON CONST. CO., INC., DIV. OF APAC-TENNESSEE Status: Activated  
 Description: Hayesville Bypass  
 Material: Select Material, Class IV UOM: Tons

General | Line Items | Location | Certification | History

Station From:  +   
 Station To:  +   
 Offset Distance:   
 Map Number:   
 Location:

**Station From:** Type the location, in hundreds of feet, from the beginning of the contract construction that the material was installed. For example, if it is 325 feet from the beginning of the contract construction, type 300 in this field.

**Station To:** Type the digits over the hundreds, from the beginning of the contract construction that the material was installed. For example, if it is 325 feet from the beginning of the contract construction, type 25 in this field.

**Offset Distance:** Indicates that the sample was taken from a number of feet to the left or right of some point. *Example:* L15 represents 15 feet to the left of some point R15 represents 15 feet to the right of some point. To enter an Offset Number, click in this field, then type in the number of feet to the left or right, preceded by the appropriate alphabetic character (L or R), as displayed in the above example.

**Map Number:** This data field displays the related Map Number and map that details the location or area that the contract construction is being performed.

**Location:** Provide additional information about the location in this text field. For example, “by the big tree.”

**Step 10:** If applicable, complete the information in the **Certification** tab.

**Step 11:** Click the **Save** button.

**Step 12:** If applicable, select the **History** tab.

**Action:** Displays the most recent action taken for the selected contract, in the HiCAMS system. Usually this field is the last action you performed before this window opened.

**Action Date:** Displays the date on which the action took place. The date defaults to the current date.

**Status:** Displays the status of the New Ticket.

**Who:** Displays the person who performed the action listed in the Action column.

## Voiding a Ticket

Although a ticket cannot be deleted from HiCAMS, it can be voided. This function can be performed on contracts that have not been through the estimate process.

To void a ticket, complete the following:

**Note:** *You must have proper security to void a ticket.*

**Step 1:** Select **Functions**→**Contract Tracking**→**Review Tickets**. The Review Tickets window appears. Display the contract number to work with using one of these procedures:

- ◆ Type the contract number and press the Enter key.
- ◆ Select the contract following this procedure:
  - 1 Click the book icon to the right of the *Contract* field.  
The **Contract Selection** window appears.
  - 2 To select a contract from another location, select it from the list box in the *Location* field.
  - 3 Locate the contract from the list in the window using the scroll bar, if necessary.
  - 4 Click **OK**.

**Step 1:** The **Review Tickets** window displays; the information associated with the contract selected appears.

**Step 2:** Select the appropriate material . The information you selected appears in the **Review Tickets Window**. To select a material:

- 1 Select the **material type** of the sample from the drop-down list.
- 2 Select the **Line Item** on which this material will be used.
- 3 Select the correct **Material Type**.

**Step 3:** Click the **Void** button. A security window appears.

**Step 4:** Enter your HiCAMS password in the field and click **OK**. The ticket is voided.

## Adjusting a Ticket

If a contract was processed for a contract estimate and the contractor was overpaid for materials received on a ticket, this can be corrected by *adjusting* the ticket. To accomplish this, *negative* quantity values are entered in the **Line Items** tab.

**Note:** *Adjustment quantity that is more than the quantity of the original ticket cannot be entered.*

**Step 1:** Select **Functions**→**Contract Tracking**→**Review Tickets**. The Review Tickets window appears. Display the contract number to work with using one of these procedures:

- ♦ Enter the contract number and press the Enter key.
- ♦ Choose the contract following this procedure:
  - 1 Click the book icon to the right of the *Contract* field. The **Contract Selection** window displays.
  - 2 To select a contract from another location, select it from the list box in the *Location* field.
  - 3 Locate the contract from the list in the window, using the scroll bar if necessary.
  - 4 Click **OK**.

**Step 2:** The **Review Tickets** window displays; the information associated with the contract selected appears.

**Step 3:** Select the material being adjusted. The selected information appears in the **Review Tickets** window. To select a material:

- 1 Select the **material type** of the appropriate sample from the drop-down list.
- 2 Select the **Line Item** on which this material will be used.
- 3 Select the correct **Material Type**.

**Step 4:** Click the **Adjust** button.

**Step 5:** Select the **Line Items** tab. Enter negative amount in the **Applied Quantity** column.

**Note:** *This amount must be less than the original work order line item quantity on the ticket. The work order line item quantities must total the ticket quantity.*

**Step 6:** Click **Save**.

## Viewing Ticket Details

**Step 1:** Select **Functions**→**Contract Tracking**→**Review Tickets**. The **Review Tickets** window displays. Select the appropriate contract number to work with using one of these procedures:

- ◆ Type the contract number and press the Enter key.
- ◆ Select the contract following this procedure:
  - 1 Click the book icon to the right of the *Contract* field. The **Contract Selection** window appears.
  - 2 To select a contract from another location, select it from the list box in the *Location* field.
  - 3 Locate the appropriate contract from the list in the window using the scroll bar, if necessary.
  - 4 Click **OK**.

**Step 2:** The **Review Tickets** window displays; the information associated with the contract selected appears.

**Step 3:** Select the material to view. The information selected appears in the **Review Tickets** window. To select a material:

- 1 Select the **material type** of the sample from the drop-down list.
- 2 Select the **Line Item** on which this material will be used.
- 3 Select the correct **Material Type**.

**Step 4:** Double-click the row containing the ticket. The **Review Ticket Detail** window displays.

## Using the Staff List window

**Step 1:** Filter the staff member information retrieved by HiCAMS by entering or selecting information in the following fields:

- ◆ Staff Name (When entering the staff member name, enter the last name only).
- ◆ Job Title
- ◆ Office Category
- ◆ Office Location

**Note:** Depending upon your security access, some of these fields may **not** be available. When this is the case, HiCAMS defaults to the applicable job title, office category, or office location automatically.

**Step 2:** Click the **Retrieve** button. The names, job titles, etc. of staff members appear in the window, according to the filtering options selected.

**Step 3:** Click the desired name.

**Step 4:** Click **OK**.

**Note:** New staff cannot be added through this window. Instead, staff members with proper security clearance perform this task. This is completed using the Security function in the HiCAMS main menu.

## Choosing a producer or supplier

**Step 1:** To display only those producers or suppliers associated with a particular producer name in the **Producer/Supplier** window, select the desired producer from the list box in the *Producer* field.

**Step 2:** To display only those producers that have a particular type of facility, select the desired facility type from the list box in the *Facility Type* field.

**Step 3:** Locate the producer or supplier using the scroll bar on the right side of the window, if necessary.

- Step 4:** Select the row containing the appropriate producer or supplier.
- Step 5:** Click **OK**.
- Step 6:** The producer or supplier selected appears in the *Approved Producer/Supplier* field.

### Entering Job Mix Formula Information

A Job Mix Formula (JMF) is a recipe for asphalt that provides percentages of various ingredients in asphalt. The percentage of asphalt in the Job Mix Formula is tracked in HiCAMS.

When a contract goes through the estimate process, the information provided in the job mix formula is used to determine the quantity of asphalt cement in the total weight of the ticket.

- Step 1:** Enter the percentage of asphalt cement in the JMF in the *AC%* field.
- Step 2:** Enter the job mix formula number in the *JMF* field.
- Step 3:** If the contract has an *AC Price Adjustment*, select the appropriate line item for the ticket.