

4-5

Contract Tracking:

Review Material Prepayments

Objectives

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About Material Prepayments

At times, the Contractor must pay for materials that cost a significant amount of money well in advance of the installation of those materials on the contract. The DOT allows the Contractor to request prepayment of those materials in order to alleviate the Contractor's financial burden. The following is an example of the material prepayment process:

The Contractor requests a prepayment for materials that will be used on a construction contract. The Resident Engineer evaluates the dollar amount of the request, obtains the required documentation (invoice number, bill of sale, and consent of surety), and either accepts the material or requests that Materials & Testing inspect and accept the material.

Material Prepayment allows the Resident Engineers, Materials & Testing, or their staff, to do the following:

- ◆ Add material prepayment requests.
- ◆ Accept material prepayment requests.
- ◆ Reject material prepayment requests.
- ◆ Void material prepayment requests.

If the material prepayment is approved, it is paid on the next estimate. As work begins on the contract line items using the prepaid material, the prepaid amount is reduced until the prepaid account reaches zero.

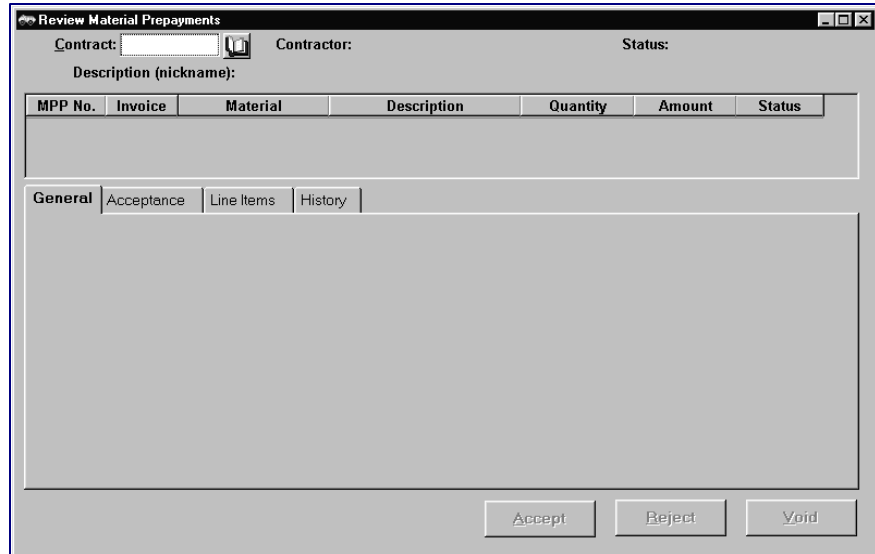
Accessing Material Prepayments

To access material prepayments, follow these steps:

- Step 1:** Log onto HiCAMS, using the instructions under *Logging Onto HiCAMS* (found in **HiCAMS: Getting Started**).

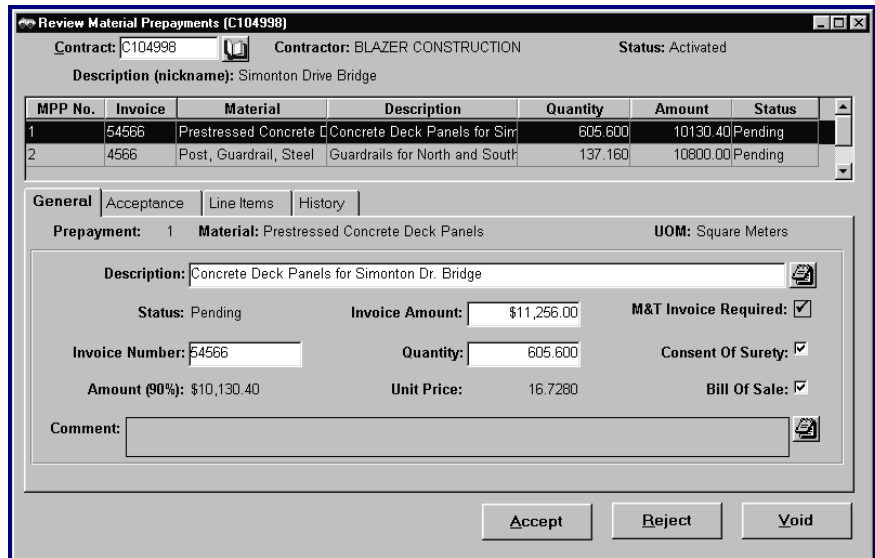
Step 2: Select **Contract Tracking** from the **Functions** menu and choose **Review Material Prepayments** from the sub-menu that appears.

The Review Material Prepayment window displays:



Step 3: Enter or select the Contract Number to review, add, delete, accept, reject, or void material prepayments.

The existing prepayment requests will display in the spreadsheet near the top of the window. If there are no existing requests, the Material Selection window will to enable the creation of a prepayment request:



If the **Material Prepayments** window is being accessed on a contract for the first time, there may not be any existing requests. If there aren't any, the **Material Selection** window will open prompting you to enter a material prepayment request.

Adding a Material Prepayment Request

To add a material prepayment request, follow these steps:

Tip: For details about any fields in the window, use the *What's This?* button.



- Step 1:** Log onto HiCAMS, using the instructions under *Logging Onto HiCAMS* (found in **HiCAMS: Getting Started**).
- Step 2:** Select **Contract Tracking** from the **Functions** menu and choose **Review Material Prepayments** from the sub-menu that appears.

The **Review Material Prepayments** window displays. The existing material prepayment requests will appear in the spreadsheet near the top of the window:

MPP No.	Invoice	Material	Description	Quantity	Amount	Status
1	54566	Prestressed Concrete	Concrete Deck Panels for Sim	605.600	10130.40	Pending
2	4566	Post, Guardrail, Steel	Guardrails for North and South	137.160	10800.00	Pending

General | Acceptance | Line Items | History

Prepayment: 1 Material: Prestressed Concrete Deck Panels UOM: Square Meters

Description: Concrete Deck Panels for Simonton Dr. Bridge

Status: Pending Invoice Amount: \$11,256.00 M&T Invoice Required:

Invoice Number: 54566 Quantity: 605.600 Consent Of Surety:

Amount (90%): \$10,130.40 Unit Price: 16.7280 Bill Of Sale:

Comment:

Accept Reject Void

Note: If accessing the Material Prepayments window for a contract for the first time, there may not be any existing requests. If there aren't any, the Material Selection window will automatically be displayed.

Step 3: Click the **Insert** button on the HiCAMS toolbar to add a Material Prepayment request:



The Material Selection dialog box will to select a material:

A screenshot of the 'Material Selection' dialog box. It features a 'Filter' section with two dropdown menus: 'Materials of this Type:' and 'Contract Line Item:', both currently set to '(All)'. A 'Retrieve' button is located to the right of these dropdowns. Below the filter section is a table with the following columns: 'Material Type', 'Material Description', 'UOM', 'Line Item', and 'Contract Adj'. The table is currently empty. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Step 4: Follow these steps to select a material:

- 1 Select the material type of the sample from the drop-down list.
- 2 Select the **Contract Line Item** on which this material will be used.
- 3 Click the **Retrieve** button.

The Material Type, Description, Unit of Measure and corresponding Line Item will appear.

- 4 Click **OK**.

Note: The materials that show up here are on the contract materials list. These are materials associated with the line items on the selected contract.

The selected material displays in the **Material** column in the **Material** field on the General tab:

Note: If the material must be changed, click the **Material** button on the **General** tab. This button will display the **Material Selection** window to allow a different material to be selected.

General Tab

Notice that the system has displayed the prepayment request number, the material type, the unit of measure (UOM), and the status on the **General** tab:

Step 5: To enter a brief description of the material prepayment request, click the **Notepad** button to the right of the *Description* field to display a comment box. If the description is short, simply enter it in the field.

Notice that the system has set the **Status** to PEND (pending). The status is always *Pending* for new prepayment entries. The status will change accept, reject, or void if these actions are taken.

Step 6: Enter the dollar amount shown on the invoice at the *Invoice Amount* field.

Note: When the dollar amount is entered, the system automatically calculates the value of 90% of that amount and displays it at *Amount (90%)*. The DOT will prepay a maximum of 90% of the invoice amount. The remaining 10% is used to cover installation.

Step 7: Enter the Invoice Number. The Contractor must supply the invoice number in order to receive prepayment.

Step 8: Enter the quantity of the material as listed on the invoice.

Note: *When entering the quantity of materials, the system automatically calculates the Unit Price and displays it at the Unit Price below.*

Step 9: Review the *M&T Invoice Required* checkbox; if selected, Materials & Testing requires a copy of the invoice.

If the checkbox is blank, the Resident Engineer may either accept or reject the material. If the checkbox is marked, M&T must inspect and accept/reject the material.

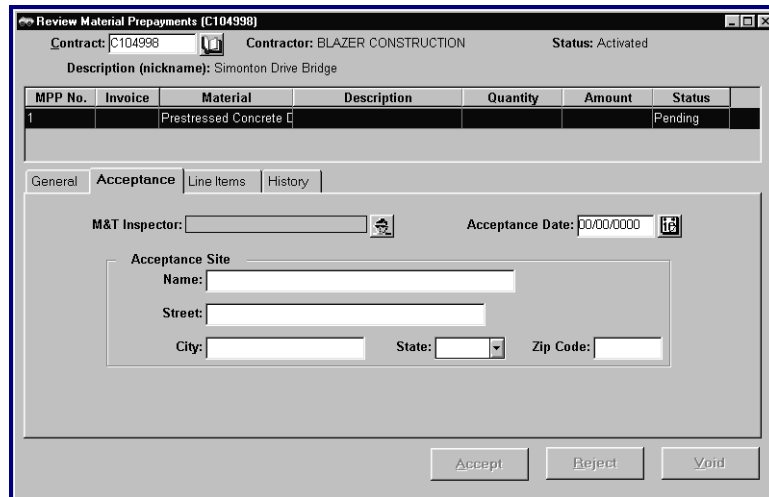
Step 10: Select the **Consent of Surety** checkbox if the Contractor's bonding company granted him or her consent of security.

Step 11: Select the **Bill of Sale** checkbox if the Contractor provided a Bill of Sale.

Step 12: If comments for this prepayment are necessary, click on the **Notepad** button to the right of the **Comment** field, and enter comments. Click **OK** to close the **Material Prepayment** Comment window.

Acceptance Tab

The information on this tab is only necessary if Materials & Testing must accept the request (indicated on the General tab at the **M&T Invoice Required** checkbox). If M&T is responsible for inspecting and accepting the request, the Resident Engineer must designate an inspector and provide location information so that the inspector knows where to go to inspect the material.



Press the **Staff** icon to the right of the M&T Inspector field to open the Staff List window. See *Using the Staff List Window* for more information.

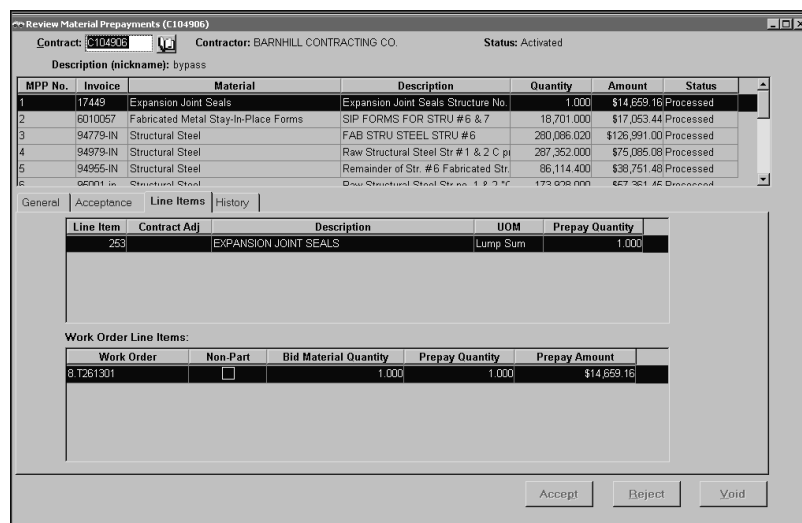


Step 13: Select an **Inspector** and click **OK**.

Step 14: Enter the Acceptance date.

Step 15: Enter the name and address of the acceptance site location where the M&T Inspector needs to go to inspect the material.

Line Items Tab



Step 16: The Line Items tab displays the line items associated with the contract material and the work order line item(s) associated with the highlighted line item.

- Step 17:** Highlight the line item to view.
- Step 18:** Enter the *Prepay Quantity* in the Work Order line item(s) associated with the line item.
- Step 19:** Repeat this process for each line item and for the work order(s) associated with that line item as needed.
- Step 20:** Click the **Save** button on the HiCAMS toolbar.



HiCAMS will generate a notification to the M&T Inspector responsible for accepting the material and approving prepayment.

Note: *HiCAMS sends the notification ONLY if M&T is responsible for accepting the material and approving prepayment. (This is indicated by the M&T Invoice Required checkbox on the General tab.)*

- Step 21:** Press the **Send** button to send the Notification to the M&T Inspector.

Note: *You may specify additional staff to receive the notification by pressing the Add Staff button on the Send Notification To... window.*

History Tab

The History tab simply shows the actions taken on the prepayment.

MPP No.	Invoice	Material	Description	Quantity	Amount	Status
1	54566	Prestressed Concrete	Concrete Deck Panels for Surr	605.600	10130.40	Accepted
2	4566	Post, Guardrail, Steel	Guardrails for North and South	137.160	10800.00	Pending

Action	Action Date	Status	Who
Create	02/16/1999 12:04:00	Pending	De Nicholas, Carmen
Accept	02/16/1999 14:06:00	Accepted	De Nicholas, Carmen

At this point, the prepayment information has been entered into HiCAMS. It is now the responsibility of the Resident Engineer, Materials & Testing, or their staff, to Accept, Reject, or Void the prepayment.

Adding Multiple Material Prepayment Requests

It may become necessary to enter more than one material prepayment request on a contract at a time. Once the initial request is entered, simply click the **Insert** button on the HiCAMS toolbar to add additional prepayment requests.



Clicking the **Insert** button will display the Material Selection window to enable selection of the material type. Once selected, simply enter the relevant information for the new request.

See *Adding a Material Prepayment Request* for detailed instructions for each field.

Deleting a Material Prepayment Request

Only material prepayment requests that have NOT been saved can be *deleted*. In other words, deletions can only occur while requests are being added. Follow the steps below to delete a request:

Step 1: Click the **Delete** button on the toolbar.



Step 2: Press **Yes** to confirm the deletion.

Note: *If a prepayment request has been added and saved in error, it can be voided. However, it can only be voided if the status is Pending. A request that's been accepted or rejected cannot be voided.*

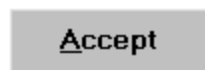
Accepting a Material Prepayment Request

Follow the steps below to accept a material prepayment request.

Step 1: Access the Review Material Prepayments window and select the appropriate contract using the instructions under *Accessing Material Prepayments*.

Step 2: Highlight the spreadsheet row containing the material request to accept.

Step 3: Click the **Accept** button. Clicking the **Accept** button will open a comment window.



Step 4: Enter any necessary comments about accepting the request.

Step 5: Press **OK** to Accept the request and close the comment window.

Once accepted, the status on the General and History tabs will change to ACCPT.

Note: *The Accept button will not be available until the material prepayment request is saved.*

Rejecting a Material Prepayment Request

Follow the steps below to accept a material prepayment request.

- Step 1:** Open the **Review Material Prepayments** window and select the appropriate contract using the instructions under “*Accessing Material Prepayments*”.
- Step 2:** Highlight the spreadsheet row containing the material request to reject.
- Step 3:** Click the **Reject** button. Clicking the **Reject** button will open a comment window.

A rectangular button with a light gray background and a dark gray border. The word "Reject" is centered on the button in a dark gray, sans-serif font.

- Step 4:** Enter any necessary comments about rejecting the request.
- Step 5:** Press **OK** to Reject the request and close the comment window.

Once the request is rejected, the status on the spreadsheet, General tab, and History tab will change to REJCT.

Note: *The Reject button will not be available the material prepayment request has been saved.*

Voiding a Material Prepayment Request

A material prepayment request can only be voided under the following conditions.

- ◆ It has been saved.
- ◆ The request is still pending. (It has not been accepted or rejected.)

Follow the steps below to void a material prepayment request:

Step 1: Open the **Review Material Prepayments** window and select the appropriate contract using the instructions under “*Accessing Material Prepayments*”.

Step 2: Highlight the spreadsheet row containing the material request to void.

Step 3: Click the **Void** button. Clicking the **Void** button will open a comment window.



Step 4: Enter a comment about voiding the request.

Step 5: Press **OK** to Void the request and close the comment window.

Once you the request is voided, the Status on the spreadsheet, General tab, and History tab will change to VOID.

Note: *The **Void** button will not be available until the material prepayment request is saved.*