

MoDOT Trns*port™ SiteManager™

Quick Reference Guide

Stockpiled Materials

So, you want to create some Stockpiled Materials? Here's a quick reference on what steps to take:

Note: The procedure for calculating conversion factors are the same with SiteManager as what has been required for Material Allowances in CARDEX. Perform the conversion factor calculations prior to entering the information into SiteManager. SiteManager will not calculate the conversion factor for you!

For "catching up" Stockpiled Materials to match CARDEX quantities, follow the specific instructions listed for each field. If entering Stockpiled Materials for the first time, ignore the "catch up" instructions.

Important Note: Before manually zeroing any stockpile material balances, record the quantity left in the stockpile, and read all instructions pertaining to "Zeroing Stockpile Material Balances".

Contract Administration.Contract Records.Stockpiled Materials

Before adding any data, you must determine the following:

- Which Line Items in the Contract include the invoiced material. It is possible to have various material components included on the invoice which effect separate Line Items in the Contract.
- How much of the total invoiced material quantity to allocate to each item.
- What the conversion factor for each Stockpiled Material should be. Either brought over automatically if the material has been set up in Contract Materials. Sampling and Testing Requirements by the Materials Department, or must be calculated by the user. It needs to determine how many units of this item is in one unit of the line item. If the unit for the line item and the unit for the stockpiled material are the same, the conversion factor would equal one.
- If an initial payment amount is due, which Contract Line Items pay this amount.
- Determine if the material component has a material code associated (see Step #2 below).

When "catching up" quantities, before adding any data, you must determine the following:

- Which Line Items in the Contract include the invoiced material. It is possible to have various material components included on the invoice which effect separate Line Items in the Contract.
- How much of the total invoiced material quantity to allocate to each item. This is determined by the following calculation: Add the installed units to the remaining units and enter this quantity. Where the installed units = (Conversion Factor) x (Paid Line Item Amount) and Remaining Units = amount shown on CARDEX estimate (from Jefferson City), in the column listed as "Completed to Date, Quantity".
- If an initial payment amount is due, which contract items pay this amount.
- Determine if the material component has a material code associated (see Step # 2 below).

1. To get started, select your contract and item for the material. From the Services menu, select Choose Keys.

2. **Matl Code:** Perform a search and choose the appropriate material code from the list. **If the material code is not on the list that comes up, call the materials person in your district who is taking care of the job. They will need to associate the material to the line item before you can enter the Stockpiled Material. DO NOT omit adding the material code. This is for all Stockpiled Materials.**

3. **Stockpiled Desc:** Will be populated when the item is selected.

4. **Status:** Populated automatically and means:

Open = stockpiled material has been or is being added, but an estimate including this material has not been generated.

Active = stockpiled material has been locked by an estimate.

Closed = stockpiled material has been zeroed out.

5. **Invoice Date:** Enter the date of Invoice.

6. **Invoice Number:** Enter the Invoice Number.

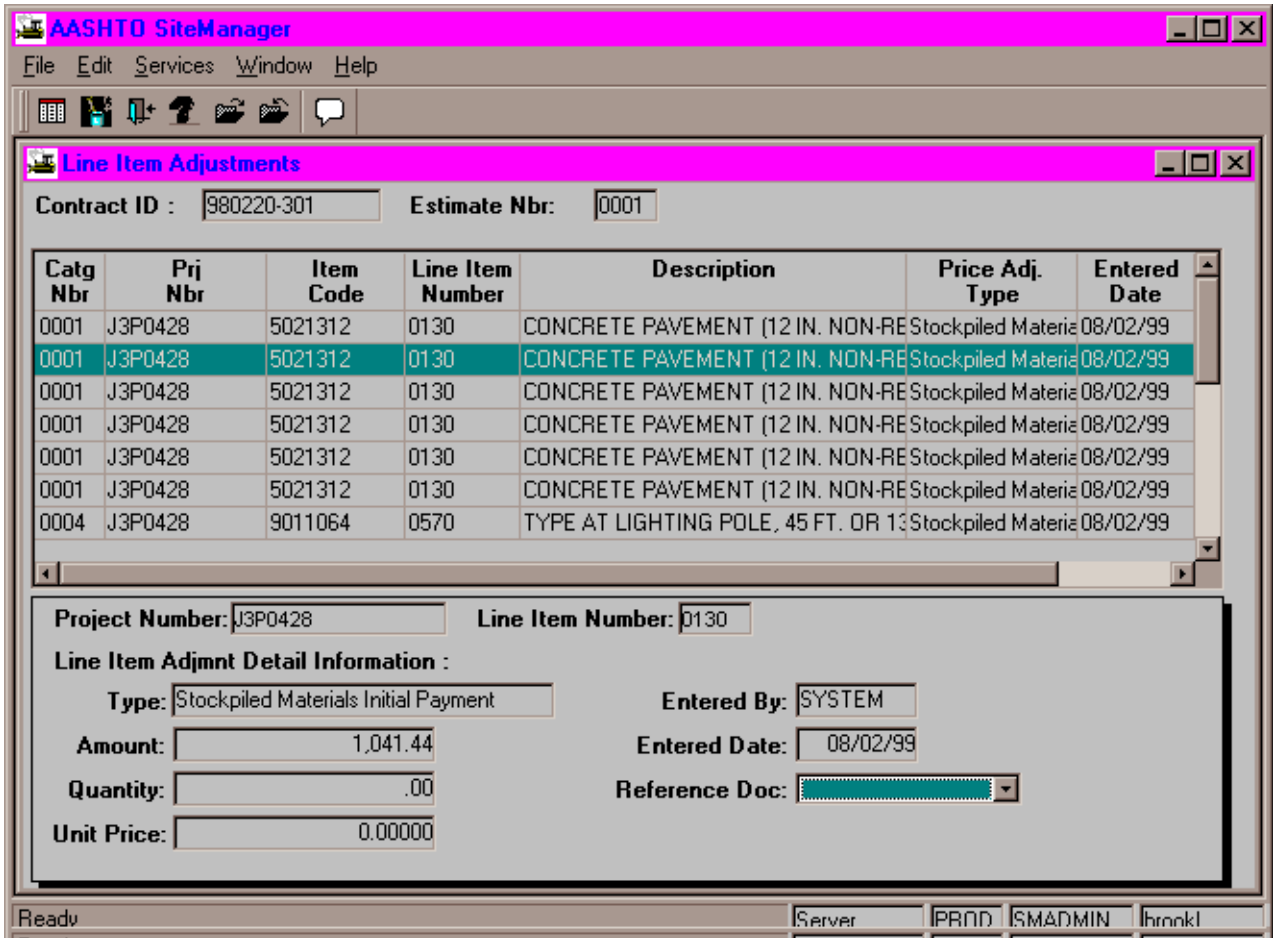
7. **Quantity:** Enter the quantity of the material for the item the invoice represents. For "catching

up", This is determined by the following calculation: Add the installed units to the remaining units and enter this quantity. Where the installed units = (Conversion Factor) x (Paid line Item Amount) and Remaining Units = amount shown on CARDEX estimate (from Jefferson City), in the column listed as "Completed to Date, Quantity".

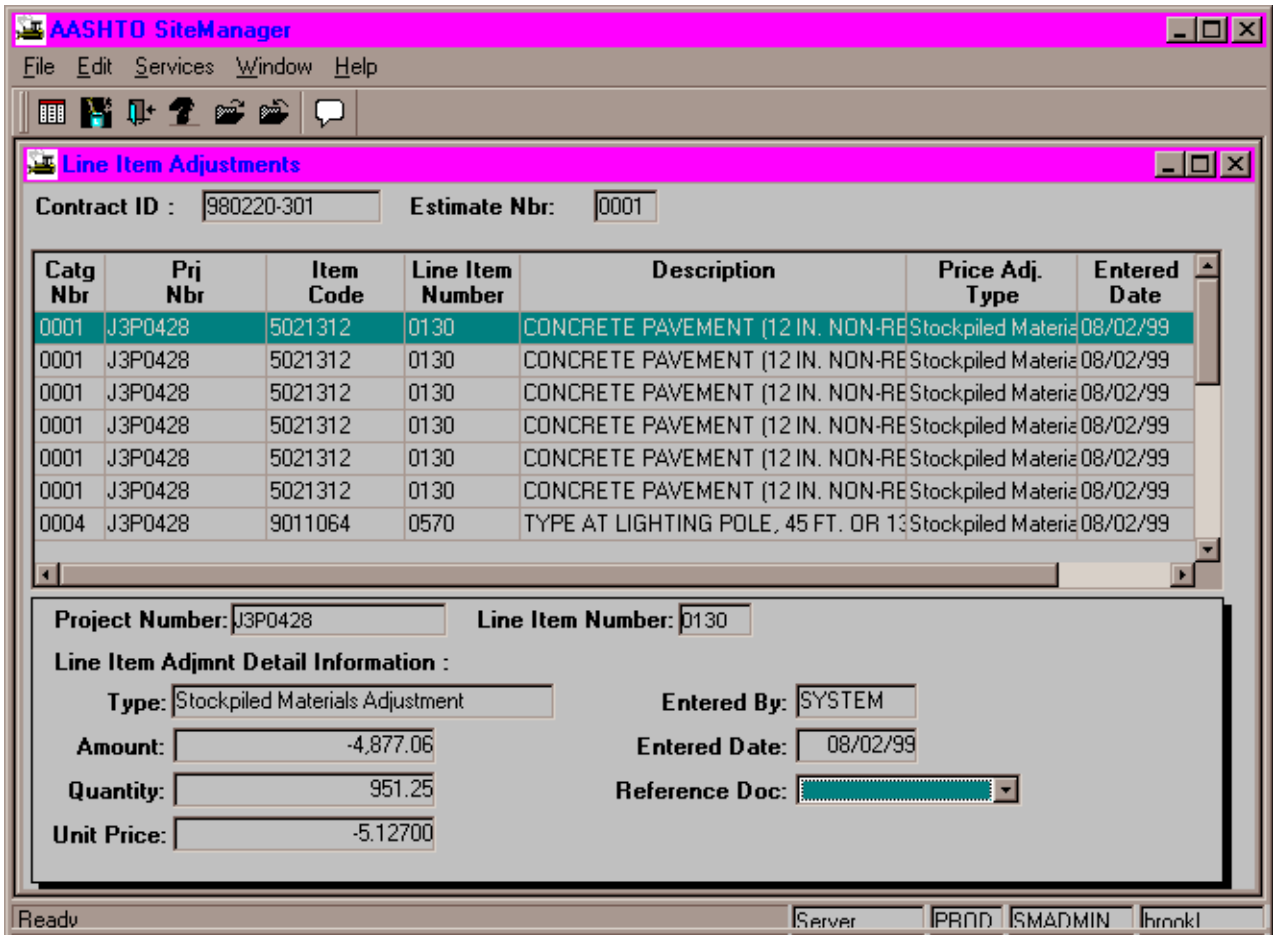
8. **Units:** Units of the Stockpiled Materials (ea, sf, cm, etc.). Select proper units from the drop down list.
9. **Unit Price:** Invoice unit price, including tax. Calculate this amount: (total invoice amount of the item) x tax rate (if applicable) = X. X / total invoice units = Unit Price. For "catching up", use the unit price listed on the CARDEX (Jefferson City) estimate.
10. **Conv Factor:** Brought over automatically, if the material has been set up in Contract Materials. Sampling and Testing Requirements by the Materials Department, or must be calculated by the user. The user needs to determine how many units of the Stockpiled Material item is in one unit of the Contract Line Item. If the unit for the line item and the unit for the stockpiled material are the same, the conversion factor would equal one. For "catching up", use the Conversion Factor associated with the original Materials Allowance (the same method of determining this conversion factor holds true for CARDEX as well as SiteManager, however, it has been found there are some "weird" conversion factors in CARDEX. If you have any questions, discuss this with the person who originally entered the Material Allowance in CARDEX)!
11. **Conversion Unit Price:** Populated automatically and equals (Conversion Factor) x (Unit Price).
12. **Invoice Amount:** Populated automatically and equals (Quantity) x (Unit Price).
13. **Initial Invoice Payment:** This must be entered by the user. Enter the calculated initial payment for the stockpiled material. This will be the initial payment on the estimate. This payment must be equal to or less than the calculated Invoice Amount. We have seen problems when there is a difference between the two. For "catching up", find the installed units = (Paid Line Item Quantity) x (Conversion Factor). This accounts for line items with component parts. Then (Installed Units) x (Unit Price) and add this amount to the remaining dollar amount from CARDEX (Jefferson City) estimate in the column marked "completed to date, amount".
14. **Remaining Quantity:** Populated automatically and equals (Quantity) - (Installed Qty to Date).
15. **Installed Qty to Date:** Populated automatically and equals (Paid Line Item Amount) x (Conversion Factor).
16. **Paid To Date:** Appears to be the Stockpiled Materials Initial Payment.

Once the estimate is generated, the Stockpiled Materials become active and the amounts are updated. The user cannot change any of the fields at this point. Once the estimate has been approved, the Stockpiled Materials associated with the estimate cannot be changed, other than to zero the quantity. However, when you close out a stockpile material balance, SiteManager only clears the installed quantity, it does not zero the dollars. For further information read on!

How does SiteManager calculate the payment, This Estimate, for Stockpiled Materials (shown in the Estimate Summary window) and how can I verify it is correct? In order to verify the payment of the Stockpiled Materials paid on the estimate are correct, navigate to the **Contractor Payments.Contract Adjustments.Line Item Adjustments** section of SiteManager. The user can print the Stockpiled Material information (or any other Line Item Adjustment information) and compare the Stockpiled Materials Initial Payment for each Stockpiled Material associated to each Line Item with the Stockpiled Materials Adjustment made for each Stockpiled Material associated to each Line Item, for the estimate generation period. The Stockpiled Materials Initial Payment equals the initial payment entered by the user in the Stockpiled Materials section of SiteManager.



The Stockpiled Materials Adjustment for this particular Stockpiled Material is shown below. SiteManager calculates the following fields: Amount = \$ value of the adjustment. Quantity = (Total amount of Line Item turned in for payment) x (Conversion Factor for Stockpiled Material). Unit Price = Unit Price for the Stockpiled Material.



All of the Stockpiled Materials Adjustments and Initial Payments are added together, resulting in the total payment value listed in the Estimate Summary for Stockpiled Materials, This Estimate.

If work has not been paid for on the Line Item the Stockpiled Material is associated with, then there will not be an adjustment for that particular Stockpiled Material.

To print the information located in the Line Item Adjustment section follow these steps:

1. Focus in the upper portion of the window.
2. From the File Menu, select print.
3. Focus in the lower portion of the window.
4. From the File Menu, select print.

NOTE: This information must be printed and included in the estimate information sent to the contractor. Include a cover letter with this information explaining the adjustments.

Closing Out Stockpile Material Balances:

IMPORTANT NOTE: When manually closing out stockpile material balances, SiteManager only zeros the quantity, not the dollar value. Therefore, any remaining moneys due must be first calculated, than a manual entry must be made in Contract Line Item Adjustments. **Before manually zeroing any stockpile material balances, record the remaining quantity of the stockpile.**

To calculate the remainder due to MoDot, you will need the following information from the stockpile material:

(Remaining Quantity for stockpile Material) x (Unit Price of Stockpile Material) = Amount of Line Item Adjustment

This is assuming the Initial Invoice Payment is equal to the initial quantity times the stockpile material unit price. This should already be the case if the above instructions were followed when the stockpile materials was entered.

Step by Step instructions:

1. Record remaining quantity of stockpile material.
2. Close out stockpile materials from the services menu.
3. Generate Estimate
4. Go to: Contractor.Payment.Contract Adjustments.Line Item Adjustments.
5. Focus in the lower window, select the New Icon, select the correct project, type in the line number and tab.
6. In the "Type" field, select Stockpile Materials Adjustment.
7. Enter the Amount of Line Item Adjustment calculated above, in the amount field, **as a negative number.**
8. Save.

Go to the Estimate Summary and check the amount in the "other adjustment" field. This amount should represent the total manually entered line item adjustments.

If at some point after entering manual line item adjustments, it is determined necessary to delete this estimate, you must first delete the line item adjustments manually entered or you will get a error message while trying to delete the estimate.

Multiple Instances of the Same Material Code

Under certain circumstances you will be entering multiple Stockpiled Materials for the same line item, using the same material code (for example R-Steel). When SiteManager runs the estimate, it will reduce each stockpile material by the amount turned in for pay during that estimate generation period. However, under these circumstances, this is not correct. SiteManager should be looking at only the first instance of the material code, reducing it until it zero's, than going to the next instance. Instead it is reducing all Stockpiled Materials associated to that line item, which creates a situation where the contractor is getting underpaid for this estimate.

Attached below is a Lotus 123 spreadsheet to be used for calculating the amount that will need to be added back into the estimate using the Line Item Adjustment function.



stpmbkv4.WK4

Here are step by step instructions to correct the error:

1. Generate Estimate (Unless already generated)
2. Go to: Contractor.Payment.Contract Adjustments.Line Item Adjustments.
3. Focus in the lower window, select the New Icon, select the correct project, type in the line number and tab.
4. In the "Type" field, select Stockpiled Materials Adjustment.
5. Enter the Amount of Line Item Adjustment calculated above, in the amount field, **as a positive number.**
6. Save.

Go to the Estimate Summary and check the amount in the "other adjustment" field. This amount should represent the total manually entered line item adjustments.

If at some point after entering manual line item adjustments, it is determined necessary to delete this estimate, you must first delete the line item adjustments manually entered or you will get a error message while trying to delete the estimate.

Shown below is a example of SiteManager prematurely zeroing two stockpiled material invoices. Invoice numbers 9012 and 3456 show a SiteManager remaining balance of zero. This will happen when ever the total pay quantity for the line item exceeds the invoice quantity.

Also, in the example listed below, invoices 5678 and 78920 reduced the amount by the quantity turned in, when in fact, the quantity should not have been reduced at all.

Even though the spreadsheet will account for the dollar amount, giving you the correct amount to add back through line item adjustment, after your estimate has been generated, SiteManager will still consider these invoices zeroed and reduced, therefore closing the stockpiled material record for each.

When this happens, before generating the next estimate, you will need to create a new stockpiled material record for each invoice that was prematurely zeroed and reduced.

For those which have zeroed prematurely, use the original quantity and invoice amount, and start the process over. Add a small letter " a " to the Invoice number the second time you enter the record, moving progressively down the alphabet each time you enter the same invoice.

For those which show a reduction and should not have, use the difference between the Remaining Balance amount and the Stockpile Material Balance. Create a new stockpiled material record with this amount being the initial quantity. Add a small letter "a" to the Invoice number the second time you enter the record, moving progressively down the alphabet each time you enter the same invoice.

This will only need to be done until Systemhouse releases a fix for this problem. You will be notified when this happens and this QRG will be updated.

Lotus 1-2-3 Release 5 - [STPMBKV4.WK4]

File Edit View Style Tools Range Window Help

A:B20

Stockpile Directions

4	Estimate Period Ending:	9/30/99	Contract ID:	Test
5	Estimate Line Number:	0100	Project #	None
6	Line Item Quantity Paid :	200.00	Route:	All
7	Material Name:	Anything	County:	Mine

8

9 **Total Credit (Use For Line Item Adjustment) \$7,000.00**

11	SiteManager					
12	Stockpile Mat'l	Remaining	Remaining	SiteManager	Stockpile	Credit Due
13	Invoice #	Quantity	Balance	Remaining	Unit Price	
15	1234	500.00	300.00	300.00	10.00000	\$0.00
16	5678	300.00	300.00	100.00	10.00000	\$2,000.00
17	9012	100.00	100.00	0.00	10.00000	\$1,000.00
18	3456	200.00	200.00	0.00	10.00000	\$2,000.00
19	78920	400.00	400.00	200.00	10.00000	\$2,000.00
20				0.00		\$0.00

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