

How do I resolve the error messages received when I try to forward a Final Estimate?

When a Final Estimate is forwarded to the Division Engineer, HiCAMS performs a series of validation checks to ensure that items which impact project certification are complete. When one of these checks fails, an error message is given. The list below is in the order they are checked in HiCAMS. Here is what should be done with each one.

NOTE: *Since the introduction of the Open Issues tab in Review Estimates, most of these issues are resolved during the life of the project.*

1 - Final Quantities

Error message:

Contract final quantities have not been verified. Please verify the final quantities prior to forwarding the estimate.

Required Action:

All contracts let on or after January 1, 2001 must have their contract final quantities verified in HiCAMS before the Final Estimate can be forwarded.

Go to Functions > Contract Estimates > Verify Final Quantities and verify any remaining Unverified Items.

Note: *If your contract was let prior to January 1, 2001, you are not required to verify the contract final quantities in HiCAMS. You may verify them, if you so choose, but you may encounter difficulties on converted contracts.*

2 - Progress Schedule Percent

Error message:

Progress schedule percent must be entered prior to forwarding the estimate. Please enter the progress schedule percent.

Required Action:

Enter the percent complete by Progress Chart data.

3 - Material Prepayment Balances

Error message:

There are outstanding material prepayment balances for material prepayment number ##. All balances must be reduced to zero prior to forwarding the estimate.

Required Action:

The application puts you on the Prepayments tab of the Review Estimates window. Any Material Prepayment that shows a balance greater than zero in the Balance column must have an Actual Reduction entered that reduces that Balance to zero.

4 - Pro-Rata and Winter Weather Days

Error message:

There are contract times that have not had the number of Pro Rata or Winter Weather days specified. The number of Pro Rata and Winter Weather days must be zero or greater prior to forwarding the estimate.

Required Action:

A number needs to be entered in the Pro Rata and Winter Weather columns for each contract time that has a time unit of measure in Days. This number can be zero.

This is the number as calculated by the Resident or Division Final Estimate checker. Please include your calculation worksheet in the Final Estimate package sent to Raleigh.

5 - Price Adjustment Recommendations

Error message:

There are Price Adjustment Recommendations that have not been closed. All PARs must be closed prior to forwarding the estimate.

Required Action:

To identify the PARs being referenced by this message, use the Open Issues tab, or go to the Review Pay Adjustment Recommendations window, enter your Contract Number, and check the Status column. Any PAR whose Status is not Closed, needs to be closed now.

If the PAR is a QA-2A or QA-2B Type, contact the Construction Unit at 919-707-2400 for assistance closing the PAR.

6 - Failing Samples

Error message:

There are Failing Samples which have not been disposed of yet. Do you wish to continue?

Required Action:

This message refers to any sample whose Testing Category is Acceptance and whose Sample Status is Does Not Meet Specs, Does Not Meet Specs - Accepted, Does Not Meet Specs - Pay Adjustment, and Does Not Meet Specs - Rejected.

Use the Open Issues tab of the Review Estimates window to identify Project Acceptance Samples with a Status of Does Not Meet Specs.

Go to the Sample, and in the Disposition block, enter a quantity in either the Accepted Qty, Removed Qty, or Pay Adjusted Qty fields. A Sample Disposition Comment is also required.

The Pending Samples for each contract can also be identified in the function **Sampling > View Pending Contract Samples**.

Select the Sample, and Click Details to go to the Sample Window. If a quantity is not displayed in the Accepted, Removed, or Pay Adjusted Quantity fields AND there is no Disposition Comment, this data will need to be entered.

7 - Field Inspection Reports

Error message:

There are Field Inspection Reports which have not been disposed of yet. Do you wish to continue?

Required Action:

Use the Open Issues tab of the Review Estimates window to identify the Field Inspection Reports which have Pay Items that do not have Disposition Comments entered.

Go to the FIR Pay Items Tab and enter Disposition Quantity and Comments for the each Material listed.

8 - Failing Density

Error message:

There are Failing Density entries which do not have Pay Adjustment Recommendations yet. Do you wish to continue?

Required Action:

Use the Open Issues tab of the Review Estimates window to identify the failing Densities that have not had Pay Adjustment Recommendations created.

Navigate from the Density to create the PAR. These PARs must go through the Construction Unit Approval process before Pay Factors can be created.

9 - Unreconciled Material Receipts

Error message:

There are Unreconciled Materials Received for this Contract. Do you wish to continue?

Required Action:

Use the Open Issues tab of the Review Estimates window to identify pending Material Receipts created with the Mobile MRR Data Entry window. Complete the Alternate ID/MRR validation or delete the pending MRR.

10 - Claims Pending

Error message:

There are claims that have not had a final decision processed in the claims tracking application. Do you wish to continue?

Required Action:

Use the Open Issues tab of the Review Estimates window to identify pending claims and obtain Approval, if possible. Do not hold an estimate because a claim is pending, but do let the Construction Unit know.

11 - Contract Acceptance Date

Error message:

The Contract Acceptance Date has not been approved yet. Do you wish to continue?

Required Action:

The Contract Acceptance Date is approved by either the Division Construction Engineer or the Bridge or Roadway Construction Engineer depending on how the project was funded.

The appropriate person was sent a HiCAMS notification the Acceptance Date was entered. Follow-up by phone or email with a reminder to Approve the Date.

For additional information about this topic, please contact the Construction Unit at 919-707-2400.

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