

HiCAMS User Guide

Chapter 3: Contract Adjustments

Section 4: Review Leftover Material

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Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
December 1997	1.0	Initial Version	HiCAMS Documentation Specialist
November 2002	2.0	Updated Document	Deirdre Warner
January 27, 2009	2.1	Renumbered due to addition of Other Line Items functionality (New Chapter 5)	Marie Novello
December 2014	3.0	Updated document and added Business Information	Marie Novello

About Leftover Materials (LOMs)

Section 109-6 "PAYMENT FOR LEFTOVER MATERIALS" of the Standard Specifications for Roads and Structures states:

Payment will be made to the Contractor for materials meeting the requirements of the contract that were to have been permanently incorporated into the work or were to remain the property of the Department but due to revisions or elimination of items of work by the Engineer, due to discrepancies in the contract or due to termination of the contract are not used in the work. The Contractor, upon request, will be reimbursed for the verified actual cost of such material delivered to a site designated by the Engineer, including any handling charges less any discount, but in no event shall payment exceed that which would have been made at the contract unit or lump sum price for the completed work.

The Contractor shall furnish invoices and cost records to the Engineer to verify the actual cost of materials, handling charges, discounts that were taken and transportation charges. No percentage additive will be added to the verified cost of such material.

No payment will be made for loss of anticipated profits and no other payment will be made for leftover materials except as listed above.

Before the payment is created, the Engineer needs to determine the funding source for the leftover material payment.

1. If the Contract is State or Federally funded and the material is being bought outright by another DOT Unit, the transactions are handled solely in SAP. Contact the Division Business Officer for assistance.
2. If the Contract has a State funded WBS element that will be used for the payment for the leftover material, create a Line Item using the HiCAMS Leftover Material function. **Do NOT mark the Line Item Non-Participating (NP 1) on the WBS Details tab.** All State funded WBS elements are Non-participating by default.
3. If the Contract has a Federally funded WBS element that will be used for the payment for the leftover material, and the leftover material payment amount is less than \$5000.00, create a Line Item using the HiCAMS Leftover Material function. **Do NOT mark the Line Item Non-Participating (NP 1) on the WBS Details tab.**

NOTE: NCDOT has a standing agreement with FHWA to pay up to \$5000.00 in leftover materials on a Federally funded contract.

4. If the Contract has a Federally funded WBS element that will be used for the payment for the leftover material, and the leftover material payment amount is greater than \$5000.00 or \$5,000.00 worth of leftover materials has already been paid on the contract, contact the Federal Highway Administration Engineer assigned to the contract and determine if FHWA will participate in the payment for the leftover material.

If FHWA will participate in the payment, create a skeleton Leftover Material, and contact the Construction Unit to have the Payment and Approval Amounts temporarily raised so that the payment can be Approved. **Do NOT mark the Line Item Non-Participating (NP 1) on the WBS Details tab.**

If FHWA will NOT participate in the payment, create a skeleton Leftover Material, and contact the Construction Unit to have the Payment and Approval Amounts temporarily raised so that the payment can be Approved. If the Non Participating WBS already exists in SAP, the Line Item can be marked as Non-Participating (NP 1) on the WBS Details tab.

If the Non-Participating WBS does NOT already exist in SAP, the Line Item must be created as Participating, and made Non-Participating after the Leftover Material is Approved by doing a WBS element split.

Once the Line Item has been entered, a Pay Record is entered to make the actual payment.

For additional information on Leftover Material handling, please contact the Construction Unit.

Creating a Leftover Material Line Item

HiCAMS is used to create the Line Item for payment for Leftover Materials.

To work with the Leftover Material window, go to **Functions > Contract Adjustments > Review Leftover Material**. The Review Leftover Material window opens.

Enter the Contract Number for which you wish to enter a Supplemental Agreement.

To enter a New Leftover Material Line Item for a contract, click the **New** button to open the Review Leftover Material Detail window.

Below is an example of the Review Leftover Material Detail window after the contract number has been entered.

The screenshot shows the HiCAMS application window titled "HiCAMS - [train]". The menu bar includes File, Edit, Functions, Inquiries, References, Admin, Tools, Window, and Help. The window title bar indicates "Training Environment". The main window is titled "Review Left Over Material Detail" and contains the following information:

Contract: C202881 **Description (nickname):** High Point Road/Jamestown Bypass
Contract Adjustment: LOM 1.0 **Description:**
Status: New **Total Amount:** \$0.00

Below this information are five tabs: **General**, Line Items, WBS Detail, Approval, and History. The **General** tab is active and contains the following fields:

- Type Of Work:** (text input field)
- Authority for Change:** (text input field)
- Verbal Approval:**
- Description:** (large text input field)
- Justification:** (large text input field)
- Comment:** (text input field)

At the bottom of the window are four buttons: **Activate**, **Indicators**, **Process Approval**, and **Void**. The status bar at the bottom left shows "Ready".

General Tab

Step 1: Enter a description of why the leftover material charge is occurring.

***TIP:** It is helpful to begin the description with a few words that identify the leftover material.*

Step 2: Enter the Justification.

Below is an example of the General Tab after being completed.

The screenshot shows the HiCAMS software interface. The window title is "HiCAMS - (train)". The menu bar includes "File", "Edit", "Functions", "Inquiries", "References", "Admin", "Tools", "Window", and "Help". The toolbar contains several icons. The main window is titled "Review Left Over Material Detail" and is set in a "Training Environment".

Contract: C202881 Description (nickname): High Point Road/Jamestown Bypass
Contract Adjustment: LOM 1.0 Description: 5 SECTION SIGNAL HEAD- This left over material payment will provide for the paym
Status: New Total Amount: \$0.00

General | Line Items | WBS Detail | Approval | History

Type Of Work:
Authority for Change:
Verbal Approval:

Description:
5 SECTION SIGNAL HEAD- This left over material payment will provide for the payment of signal head #62, a 5 section head, which was left over due to modifications and revisions in the original plans.

Justification:
Signal Head #62 was modified from a five section signal head to a three section signal head also due to a revision of the final signal design.

Comment:

Buttons: Activate, Indicators, Process Approval, Void

Ready

Line Items Tab

Step 3: Enter the Line Item Description. This will be what prints on the estimate report.

Step 4: Leave the UOM as DOL.

Step 5: Enter the payment amount as the quantity. The Unit price remains as \$1.00.

Step 6: Save.

Below is how the Line Items tab looks after entering the Line Items and Saving.

The screenshot shows the HICAMS software interface. The main window is titled "Review Left Over Material Detail". At the top, it displays the contract information: "Contract: C202881", "Description (nickname): High Point Road/Jamestown Bypass", "Contract Adjustment: LOM 1.0", "Description: 5 SECTION SIGNAL HEAD- This left over material payment will provide for the payr", "Status: New", and "Total Amount: \$1,055.00". Below this, there are several tabs: "General", "Line Items", "WBS Detail", "Approval", and "History". The "Line Items" tab is currently selected. Below the tabs, there is a large empty rectangular area. At the bottom of the window, there is a table titled "Contract Adjustment Line Items:".

Line Item	Cont Adj	Short Description	UOM	Quantity	Average Unit Price	Unit Price	Amount	Gen
445	LOM 1	5 SECTION SIGNAL HEAD	DOL	1,055.000	\$0.0000	\$1.0000	\$1,055.00	

At the bottom of the window, there are four buttons: "Activate", "Indicators", "Process Approval", and "Void". The status bar at the very bottom of the window shows "Ready".

WBS Detail

The next step is to assign the line item to a WBS element (funding source for the LOM line items). This is done on the WBS Detail Tab.

An example of the WBS Detail Tab is shown below.

Review Left Over Material Detail

Contract: C202881 Description (nickname): High Point Road/Jamestown Bypass
 Contract Adjustment: LOM 1.0 Description: 5 SECTION SIGNAL HEAD- This left over material payment will provide for the paym
 Status: New Total Amount: \$1,055.00

General | Line Items | **WBS Detail** | Approval | History

Contract Adjustment Line Items:

Line Item	Cont Adj	Short Description	UOM	Quantity	Average Unit Price	Unit Price	Amount
445	LOM1	5 SECTION SIGNAL HEAD	DOL	1,055.000	\$.0000	\$1.0000	\$1,055.00

WBS Selection:

WBS	Federal Aid Number
34802.3.4	NHS-124-1(17)
34820.3.23	STPDA-4121(7)

Contract Adjustment WBS Line Items:

WBS	Line Item	Non-Part	Quantity	Unit Price	Amount
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Activate | Indicators | Process Approval | Void

Step 7: The right lower grid shows the WBS information for the Line Item that is highlighted in the upper grid. Highlight and drag the WBS element that will be funding the payment from the WBS selection grid to the Contract Adjustment WBS Line Items grid.

NOTE: When there is only one WBS element, the Line Item quantities are automatically assigned to it.

If necessary, the work can be designated as Non-Participating by clicking the down arrow in the Non-Part column and selecting 1 from the list.

WBS Selection:		Contract Adjustment WBS Line Items:					
WBS	Federal Aid Number	WBS	Line Item	Non-Part	Quantity	Unit Price	Amount
34802.3.4	NHS-124-1(17)	34820.3.23	445	1	1,055.000	\$1.0000	\$1,055.00
34820.3.23	STPDA-4121(7)						

NOTE: If the Non-Participating WBS element does not already exist in SAP, the Leftover Material CANNOT be created as Non-Participating. It must be created as Participating, and then a WBS element split done to create the Non-Participating WBS in SAP.

Step 8: Click that Activate button. It is not necessary to Verify Indicators. The Leftover Material status changes to Pending Approval.

Approving the Leftover Material

Step 9: Review the data entry. Make any corrections now. Once the Leftover Material is approved, no changes can be made.

Step 10: Go to the Approval tab and select Approve from the drop down list.

Step 11: Hit the Process Approval button. A notification is sent to the Resident Engineer and Project Engineer assigned to the Contract. The new Leftover Material line item is added to the contract.

Paying for the Leftover Material

To create the payment for the Leftover Material, go to Functions > **Contract Tracking** > **Review Pay Records**.

Navigate to the Line Item just created and enter a Pay Record for the Approval Amount of the Leftover Material.

For additional information on Leftover Material handling, please contact the Construction Unit.