

HiCAMS User Guide

Chapter 3: Contract Adjustments

Section 5B: Review Other Line Items - Generic Other Line Items

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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
February 2009	1.0	Initial Version	Marie Novello
February 2009	1.1	Updated page 7 with enter a contract number	Marie Novello
April 2012	1.2	Updated Phone numbers	Marie Novello

About Other Line Items

The NCDOT Standard Specifications for Roads and Structures provide for payments or charges to the Contractor that are in addition to payments for the Pay Items in the contract.

Some of the circumstances that cause these additional payments include:

- Final Surface Testing (Incentive and Disincentive)
- Pipe Invert Elevation Adjustment (Increased and Reduced Depth)
- Supplemental Surveying (Field Surveying and Office Calculations)

Some of the circumstances that cause charges to the contractor include:

- Erosion Control performed by DOT Forces
- Field Surveying and Office Calculations performed by DOT Forces
- Maintenance Work performed by DOT Forces
- Cost for Replacement Signs

In addition, Design Build contracts may require payment for AC and Fuel Adjustments. These payments require other line items.

Prior to HiCAMS Version 7.2, these Line Items were added by someone at the Construction Unit through a stand-alone application outside of HiCAMS. With the release of HiCAMS V7.2, authority for adding these standard Other Line Items has been delegated to those in the Resident Engineer's office who have the appropriate security.

There will still be circumstances that require a line item that is not on the standard list to be added to a contract. When this happens, please contact the Construction Unit at 919-707-2400 for assistance.

Standard and Generic Other Line Items

The NCDOT Standard Specifications for Roads and Structures details the circumstances under which a Contractor is allowed to submit a claim for additional compensation or an extension of a contract time. Some of these circumstances include:

Line Item Description	Contract Type
Final Surface Testing - Incentive/Disincentive	All
Pipe Invert Elevation Adjustment - Increased/Reduced Depth	All
Supplemental Field Surveying	All
Supplemental Surveying Office Calculations	All
Credit for DOT Erosion Control	All
Credit for DOT Field Surveying	All
Credit for DOT Maintenance Work	All
Credit for DOT Office Calculations	All
Credit for Replacement Signs	All
AC Price Adjustment - positive/negative	Design Build only
Fuel Price Adjustment - positive/negative	Design Build only

Line items in the above table are Standard Other Line Items and can be added by anyone in the Resident Engineer's office who possesses the correct security setting.

Special circumstances may require that a line item that is not on the standard list be added to the contract. This can be done by users at the Construction Unit.

Some line items that may be added are:

- CREDIT - Anchor Bolt Repair
- Incentive for Receiving No Environmental Violations
- Reimbursement of Electrical Service Expense
- Settlement Agreement
- VEP Payment

The spreadsheet containing all the line items added with the Help Desk Utility is on the shared drive. See:

S:\Contract Administration\Estimates & Claims Section\Procedures\HiCAMS Help Desk

Entering and Approving Generic Other Line Items

Access to inserting Generic Other Line Items is limited to users at the Construction Unit. When a line item cannot be legitimately added through a Supplemental Agreement, Leftover Material, Force Account, or Eliminated Line Item, please contact the Construction Unit for assistance with this process.

To work with the Other Line Items window, go to **Functions > Contract Adjustments > Review Other Line Items**. The Review Other Line Items window opens.

Step 1: Enter the Contract Number to which you wish to add an Other Line Item.

***Note:** For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.*

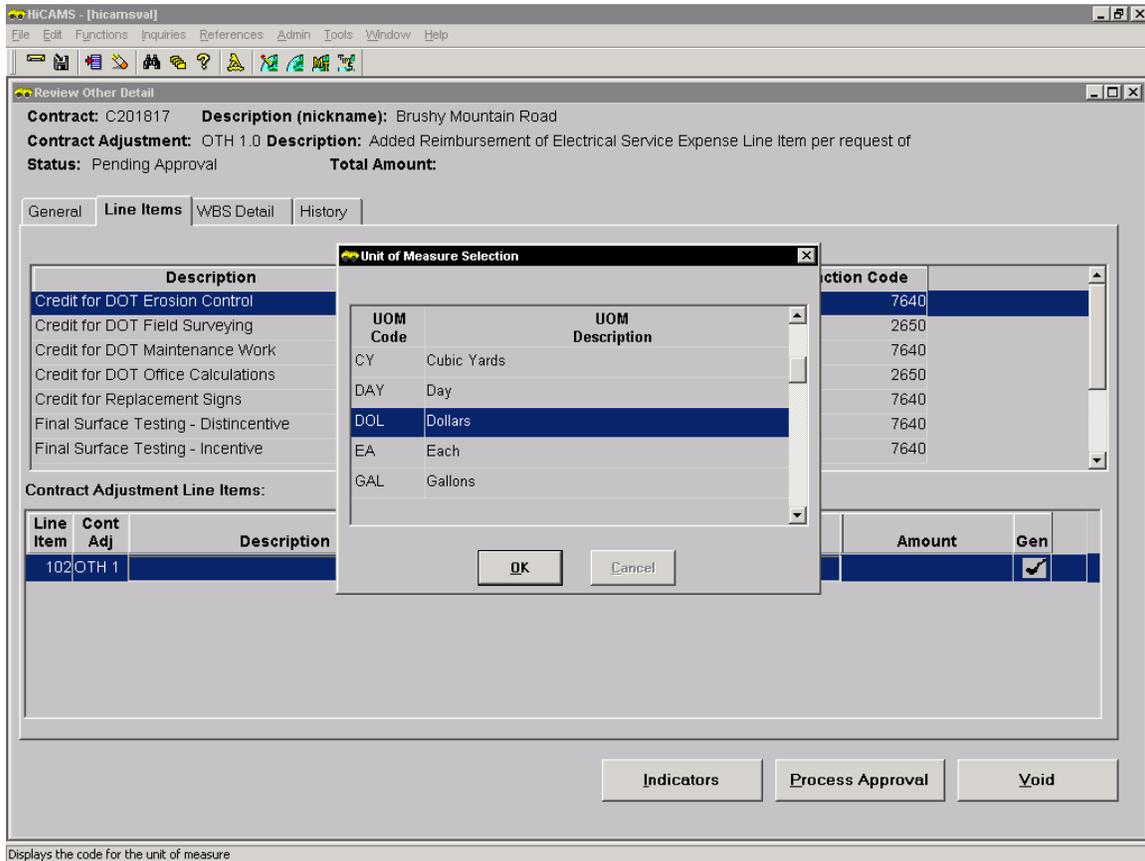
Step 2: To enter an Other Line Item, click the New button at the bottom of the window or the New icon in the toolbar. The Review Other Detail window opens. The Other Line Item Status is Pending Approval.

Step 3: Enter the Description. The description should reference who authorized the addition of the Line Item. It can either be typed directly in the description field, or entered in the text box that opens when the Notepad icon  is clicked. The description can also be copied and pasted from a document or text file. An example of an appropriate description is "Added Reimbursement of Electrical Service Expense Line Item per request of Darrell Ferguson"

Step 4: Next click on the Line Items Tab. The Standard Other Line Items are displayed in the upper portion of the tab. Instead of selecting one of them, click on the Insert button  in the tool bar. A new line item is added in the lower portion of the window labeled "Contract Adjustment Line Item" and the Unit of Measure Selection box opens. The Unit of Measure that is generally used is Dollars. Scroll through the list until Dollars is found and highlight the row. Click OK.

***Note:** The Unit of Measure is not displayed in the window, but can be seen on the printed report.*

Below is an example of the Line Items tab with a new line item inserted and the Unit of Measure Selection box displayed. Notice that the Generic indicator is checked for the line item being inserted.

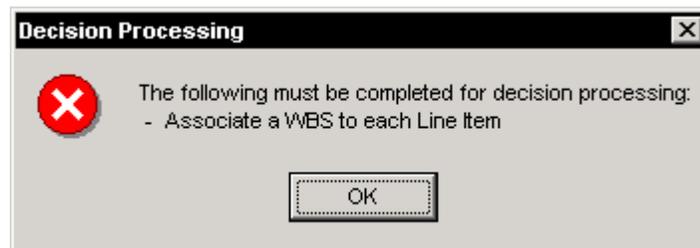


Step 5: Enter the Description for the Line Item. Enter the approximate amount for the quantity. Enter \$1.00 for the Unit Price. Save the other Line Item data.

Step 6: For Contracts with only one WBS element, Save the other Line Item data.

Possible Error:

If a Save attempt is made before the Line Item has been assigned to a WBS element, you will receive the following error message:



Click OK. The system will now open the WBS details tab where the appropriate WBS element can be selected, and the record can then be saved.

Step 7: For line items with multiple WBS elements, click on the WBS Detail tab. In the upper Contract Adjustment Line Items grid, highlight the Other Line Item. In the WBS selection grid, highlight the WBS that will fund the work and drag

and drop it in the Contract Adjustment WBS Line Items portion of the tab. Save the Other Line Item entry.

Step 8: Now click on the Indicators button. The Set Line Item Indicators window opens. Assign the Function Code, and click the Verify button at the bottom of the window. Close the Set Line Item Indicators window.

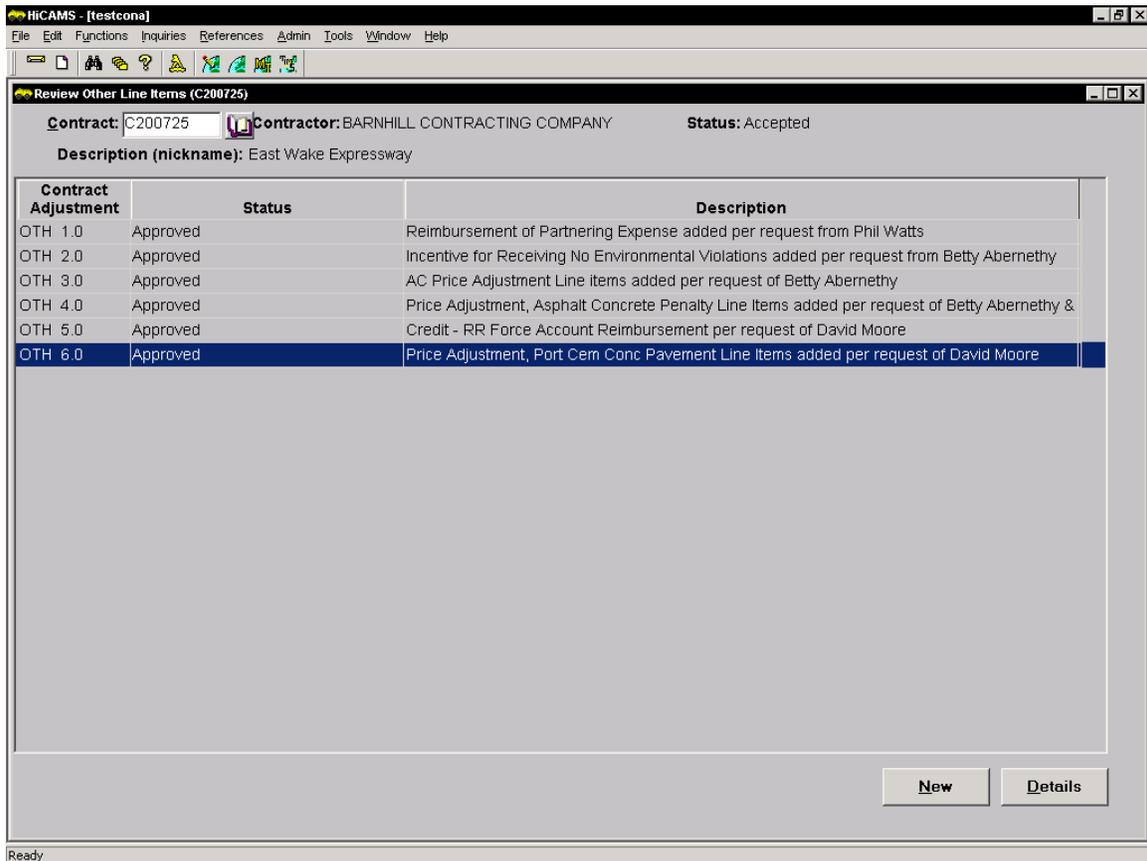
Step 9: Review the Other Line Item data for accuracy. If correct, click the Process Approval button. The Line Item will now be available in the Review Pay Records window and payments can be recorded.

Window Definitions - Review Other Line Items Window

To work with the Other Line Items window, go to **Functions > Contract Adjustments > Review Other Line Items**. The Review Other Line Items window opens. Enter the Contract Number whose Other Line Items you wish to review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Below is an example of the Review Other Line Items window for contract C200725.



Tip: If you want to see the full other line item description in the grid, you can Right-Click and select Word Wrap from the menu.

Column Definitions for the Review Other Line Items Window

Contract Adjustment: The sequential number assigned by HiCAMS as Other Line Items are entered into the system.

Status: Describes how far along in the approval process the Other Line Item is. The possible statuses are as follows:

Pending Approval: Indicates that the Other Line Item has been entered. It has not been finalized and Approved. Other Line Items in this status can still be changed.

Approved: This is the final status for an Other Line Item. Other Line Items in this status can not be changed.

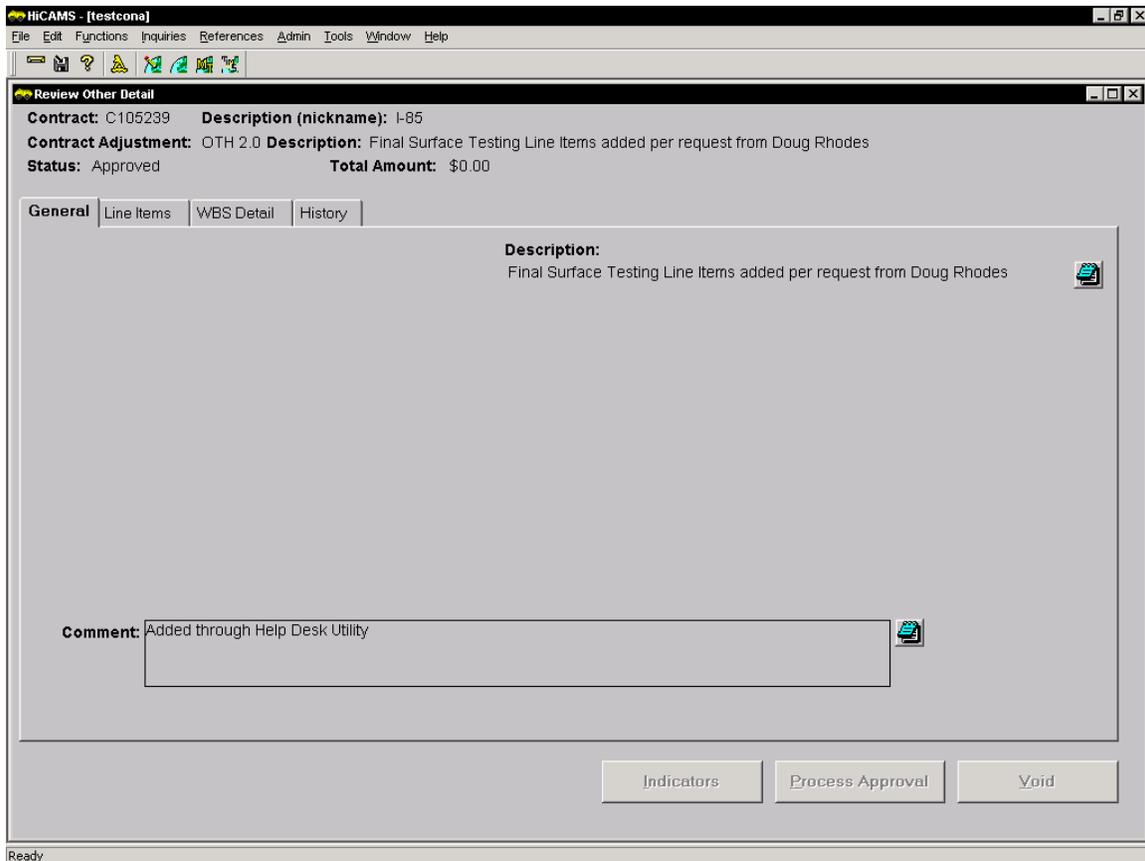
Void: Indicates that the Other Line Item is no longer needed or was entered in error. Other Line Items in this status can no longer be changed.

Description: A brief description of the reason for which the Other Line Item was added.

Information about the Review Other Line Items Details Window

Access the Other Line Items details by selecting the Other Line Item to review and clicking on the Details button at the bottom of the window or by selecting the Other Line Item and double clicking on it.

General Tab Definitions:



Description: A brief description of the reason for which the Other Line Item was added.

Comment: Displays the most recent comment made for this Other Line Item.

Note: Converted Line items will have the comment "Added through the Help Desk Utility"

Line Items Tab Definitions:

Review Other Detail
Contract: C105239 **Description (nickname):** I-85
Contract Adjustment: OTH 2.0 **Description:** Final Surface Testing Line Items added per request from Doug Rhodes
Status: Approved **Total Amount:** \$0.00

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

Description	UOM	Quantity	Unit Price	Function Code
Credit for DOT Erosion Control	DOL	0.0000	\$-1.0000	7640
Credit for DOT Field Surveying	HR	0.0000	\$-100.0000	2650
Credit for DOT Maintenance Work	DOL	0.0000	\$-1.0000	7640
Credit for DOT Office Calculations	HR	0.0000	\$-50.0000	2650
Credit for Replacement Signs	DOL	0.0000	\$-1.0000	7640
Final Surface Testing - Disincentive	DOL	0.0000	\$-1.0000	7640
Final Surface Testing - Incentive	DOL	0.0000	\$1.0000	7640

Contract Adjustment Line Items:

Line Item	Cont Adj	Description	Quantity	Average Unit Price	Unit Price	Amount	Gen
644	OTH 2	FINAL SURFACE TESTING - INCENTIVE	0.000	\$.0000	\$1.0000	\$0.00	✓
645	OTH 2	FINAL SURFACE TESTING - DISINCENTIVE	0.000	\$.0000	(\$1.0000)	\$0.00	✓

Indicators Process Approval Void

Status of the contract adjustment

Upper Grid

Description: The line item description printed on the estimate report.

UOM: UOM stands for Unit of Measure. This is the unit of measure associated with the Other Line Item and designates the units used for payment.

Quantity: The amount of this line item being added to this contract. In most cases this quantity is 0.0000.

Unit Price: The dollar amount paid for each unit of work. Credits to the Department are negative numbers and payments to the Contractor are positive numbers.

Function Code: An attribute required by SAP for funding designation.

Contract Adjustment Line Items Grid

Line Item: The line item number assigned sequentially by HiCAMS when the Other Line Item is created. Line Item numbers assigned to Line Items that are deleted are no longer available.

Cont Adj: Other Line Items are identified by an OTH prefix, and the sequential number that is assigned when the Other Line Item is entered.

Description: The line item description printed on the estimate report.

Quantity: The amount of this line item being added to this contract. In most cases this quantity is 0.0000.

Average Unit Price: This number is defaulted to 0.0000 for all Other Line Items.

Unit Price: The dollar amount paid for each unit of work. Credits to the Department are negative numbers and payments to the Contractor are positive numbers.

Amount: The Quantity multiplied by the Unit Price.

Generic: A check box in this column indicates that the Line Item is not from the Standard Other Line Items list.

Note: All line items added with the Help Desk Utility and converted have the Generic indicator checked.

WBS Tab Definitions:

The screenshot shows the HICAMS software interface. The main window is titled 'Review Other Detail' and displays contract information: Contract: C105239, Description (nickname): I-85, Contract Adjustment: OTH 2.0, Description: Final Surface Testing Line Items added per request from Doug Rhodes, Status: Approved, Total Amount: \$0.00. Below this, there are tabs for 'General', 'Line Items', 'WBS Detail', and 'History'. The 'WBS Detail' tab is active, showing a table of 'Contract Adjustment Line Items' with columns for Line Item, Cont Adj, Description, UOM, Quantity, Average Unit Price, Unit Price, and Amount. Two items are listed: 644 OTH2 FINAL SURFACE TESTING - INCENTIVE and 645 OTH2 FINAL SURFACE TESTING - DISINCENTIVE. Below the table, there are two more tables: 'WBS Selection' and 'Contract Adjustment WBS Line Items'. The 'WBS Selection' table has columns for WBS and Federal Aid Number. The 'Contract Adjustment WBS Line Items' table has columns for WBS, Line Item, Non-Part, Quantity, Unit Price, and Amount. At the bottom, there are buttons for 'Indicators', 'Process Approval', and 'Void', and a 'Show All' checkbox.

Line Item	Cont Adj	Description	UOM	Quantity	Average Unit Price	Unit Price	Amount
644	OTH2	FINAL SURFACE TESTING - INCENTIVE	DOL	0.000	\$.0000	\$ 1.0000	\$ 0.00
645	OTH2	FINAL SURFACE TESTING - DISINCENTIVE	DOL	0.000	\$.0000	(\$ 1.0000)	\$ 0.00

WBS	Federal Aid Number
34159.3.6	NHF-85-3(158)

WBS	Line Item	Non-Part	Quantity	Unit Price	Amount
34159.3.6	644		0.000	\$ 1.0000	\$ 0.00

Show All

Indicators Process Approval Void

Contract Adjustment Line Items Grid

See the information provided in the **Line Items Tab Definitions** section above.

WBS selection

This portion of the tab lists those WBS elements assigned to the Contract.

WBS: WBS elements providing the funding for this contract.

Federal Aid Number: The number assigned to the WBS element by the Federal Highway Administration to track their funding.

Contract Adjustment WBS Line Items Grid

This portion of the tab lists those line items assigned to the WBS element highlighted in the WBS selection grid. If the Show All check box is checked, the line items for all WBS elements shown in the WBS selection grid will be displayed.

WBS: The work order providing the funding for this line item.

Line Item: The line item number assigned sequentially by HiCAMS when the Other Line Item is created.

Non-Part: Indicates whether or not Federal Highway is participating in the funding of this line item. If this field is blank, it indicates that FHWA is participating and providing funds. If this field contains the number 1, it indicates that FHWA is not participating and not providing funds.

Quantity: The amount of this line item being added to this WBS element. In most cases this quantity is 0.0000.

Unit Price: The dollar amount paid for each unit of work. Credits to the Department are negative numbers and payments to the Contractor are positive numbers.

Amount: The Quantity multiplied by the Unit Price.

History Tab Definitions:

HiCAMS - [testcna]
 File Edit Functions Inquiries References Admin Tools Window Help

Review Other Detail
 Contract: C201930 Description (nickname): Maggie Robinson Road
 Contract Adjustment: OTH 1.0 Description: Line Items for Supplemental Surveying added per Standard Specification Sect
 Status: Approved Total Amount: \$0.00

General Line Items WBS Detail **History**

Action	Action Date	Approval Decision	Status	Who
Process Approval	01/23/2009 11:31:01	Approve	Approved	Cloud, C. Dennis
Create	01/23/2009 09:23:01		Pending Approval	Cloud, C. Dennis

Comment:

Indicators Process Approval Void

Ready

Action: Shows who did what during the entry and approval of the Other Line Items. Actions include Create, Process Approval, and Void.

Note: All Other Line Items that were entered in HiCAMS before January 23, 2009, will have only one Action record of Process Approval.

Who: The display name of the person who took the action.

Action Date: The date that the action was set in HiCAMS. This date and time are system generated.

Status: Describes the progress steps taken in the approval process of the Other Line Item.

Comment: Displays the most recent comment made for the Other Line Item.