

# HiCAMS User Guide

## Chapter 4: Contract Tracking

### Section 3: Review Tickets

#### Contents

About Tickets

Entering A Ticket Book - Material Received by Ticket

Updating Existing Records (Changing, Deleting, Voiding, Correcting)

Entering A Ticket Book - Material Not Received

Ticket Book Entry and Density Penalties

#### Appendix

Ticket Book Reports

Numbering Ticket Books

Entering Station Numbers on Ticket Books

Window Definitions - Review Tickets

# Revision History

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

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
December 1999	1.0	Initial Version	HiCAMS Team Documentation Specialist
November 2002	2.0	Updated document	Deirdre Warner
November 2010	3.0	Updated content to match V5.9 functionality and added business information	Marie Novello
April 2012	3.1	Updated phone numbers	Marie Novello
June 2012	3.2	Updated content to match 2012 SSRS for Asphalt Binder	Marie Novello

## About Ticket Books

The Resident Engineer (RE) office staff are responsible for documenting payments for the work that the Contractor satisfactorily performs on a Construction Project. Payments for work performed are recorded by Line Item in either a Pay Record or Ticket Book (See the User Guide [Review Pay Records](#) for information on how they should be entered in HiCAMS).

Payments are used by the Audit Materials function to determine how much of each material is needed. The Material Quantity Paid should not exceed the Material Quantity Accepted.

Because of how payment quantities are calculated in HiCAMS, the Contract Bill of Materials conversion factor for all materials received in tons, and paid by the ton, must be 1.

Information about procedures for the receipt of and documentation for payment of materials when weight tickets are the basis of payment is available in the Records and Reports section of the NCDOT Construction Manual. These same procedures should be followed when the materials are incidental to a line item and not paid for directly.

**Note:** *All material received by ticket should be received in HiCAMS whether it is paid by ticket or incidental to other work.*

Payments for Design Build projects are made on a single line item similar to "Design and Construction". Quantities of work are recorded using the Work Accomplished function. See the HiCAMS User Guide [Review Work Accomplished](#) for additional information on that function.

For additional information on Ticket Book handling, please contact the Construction Unit.

# Entering A Ticket Book - Material Received by Ticket

Ticket Books can be entered two ways, either by Inserting a new record, or by performing a Save As to an existing record.

To work with the Review Tickets window, go to **Functions > Contract Tracking > Review Tickets**.

## Inserting a New Ticket Book Record

**Step 1:** Enter the Contract Number whose Ticket Books you wish to enter in the Contract field.

**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.

### Possible Error:

If the Work Start Date has not been entered for the Contract, you will receive the following message:



If the Work Start Date is known, enter it on the Dates tab of Review Contract Details. If the work has not started, payments to the contractor should not be occurring. Requests for Material Prepayments may be entered before work has started by using the Review Material Prepayments function.

**Step 2:** Select the WBS element to which the payment will be charged by clicking the arrow to the right of the WBS (element) field and highlighting it.



**Note:** The WBS element will default when the Contract has only one WBS element.

**Step 3:** Select the Line Item for which you are entering the Ticket Book either by typing in the Line Item number in the small field to the right of the words "Line Item" or by selecting it from the drop down list. Any existing Ticket Books for that Line Item will display in the grid, with the most recent date at the top of the list.

**Note:** If the Ticket Book's line item does not display in the drop down list, one of two problems exist.

*Problem 1: No materials exist on the Contract Bill of Materials (CBOM) that are received by Ticket. Exit the window, add the Material(s) to CBOM, and reopen the Tickets window. Be sure to set the Conversion Factor to 1 when the line item and the material are both measured in Tons.*

*Problem 2: If the Ticket Book's line item is for an asphalt concrete material, but the AC Adjustment Indicator has been checked, the Line Item will not be displayed in the Ticket Book dropdown. To check this, go to Contract Maintenance > Review Contract Details. Enter your contract number, and highlight the Line Item for which you are trying to enter tickets. Review the General Tab, and if the Checkbox next to "AC Price Adjustment" is checked, contact the Construction Unit to have it removed.*

The screenshot shows a software interface with a 'General' tab selected. The interface displays the following information:

- Line Item: 34
- Unit of Measure: Tons
- Contract Adjustment: SA1
- Spec Book Section: SA
- Quantity: 2,954.000
- Item Nbr:
- Unit Price: \$48.0000
- Fuel Factor: 2.900
- Amount: \$141,792.00
- Description: Warm Mix Asphalt Conc Surf RSF 9.5A
- Warranty Period: to

On the right side, there are three checkboxes:

- Major Line Item
- Specialty Line Item
- AC Price Adjustment
- Fuel Price Adjustment

The 'AC Price Adjustment' checkbox is circled in red in the original image.

**Step 4:** Click the Insert button  (or Insert key) and a new row will be entered. The new row is inserted at the top of the existing rows and becomes Row 1. The Line Item defaults based on the Line Item originally selected, and Received By (on the General Tab) defaults to the name of whomever is logged in.

HICAMS - [testcna]

File Edit Functions Inquiries References Admin Tools Window Help

Review Tickets (C202514)

Contract: C202514 Contractor: MOORE & SON SITE CONTRACTORS INC Status: Active

Description (nickname): 2010 Resurfacing Henderson, Polk

WBS: 14CR.10751.2 Line Item: 10 ASP CONC SURF CRS SF9.5A LEVEL

Row	Line Item	Material	Book	Date	Quantity	Loads	Plant ID	JMF	AC Line Item	Ticket Status	Stator From
1	10			00/00/0000				- -		Not Estimated	
2	10	Asphalt Concrete Surface Course	3	08/18/2010	757.420		39AS261	10-906-152 11 - ASP FOR PL	Processed		71
3	10	Asphalt Concrete Surface Course	2	08/17/2010	374.370		20AS261	10-906-152 11 - ASP FOR PL	Processed		19
4	10	Asphalt Concrete Surface Course	1	08/16/2010	687.770		33AS261	10-906-152 11 - ASP FOR PL	Processed		171

General Location Certification History

Line Item: 10 - ASP CONC SURF CRS SF9.5A LEVEL Plan Quantity: 2,612.000

LI UOM: TON Unit Price: \$47.0000

Applied LI Quantity: Conversion Factor: .000

Received By: Davis, Deborah D

Approved Producer:

Other Producer:

How Accepted:  Small Quantity

Comment:

Truck:

Station Information

From: +

To: +

Do Not Pay Ticket

Replacement

Other Payment Method

Job Mix Formula

Virgin AC %: .00

RAP AC %: .00

Other AC %: .00

Total AC %: .00

Bdr Grd Pay:

Ready

**Step 5:** Select the Material from the drop down list for the entry you are making.

**Note:** If only one material received by ticket is assigned to the Line Item on the CBOM, it will default into the Material field.

**Step 6:** Enter the Ticket Book number. The ticket book number can be repeated. All entries with the same book number will be summed in the Verify Final Quantities window for a Ticket Book Total.

**Note:** For information about numbering Ticket Books, see the Appendix.

**Step 7:** Enter the Ticket Book date. This should match the date that the Material was received on the project. The Ticket Book date must be after the Contract's Work Start Date and also be no later than today's date; i.e. future dates are not allowed.

**Possible Error:**

*If the Ticket Book Date is before the Work Start Date for the Contract, you will get the following error message:*



*Payments to the contractor should not be occurring prior to the Work Start Date. Requests for Material Prepayments may be entered before work has started by using the Review Material Prepayments function.*

**Note:** *The Fuel and AC adjustments for ticket quantities are calculated in accordance with the Standard Specifications that state that the ATP used for the calculation will be the one in effect on the first day of the month in which the partial payment period ends. This is why it is important to have the estimate payment periods on the same day of the month every month.*

*If a ticket is entered with a date outside the current estimate period, it will be assigned its ATP based on the rule from the SSRS. If the estimate period spans multiple months, the ATP will be the one in effect based on the estimate end date - not the month in which the work was performed.*

*Please contact the Construction Unit for any questions on this item.*

**Step 8:** Enter the Ticket Book Quantity (required) and the number of Loads (optional).

**Step 9:** Depending on the Material, you may or may not enter a plant ID. If the Material is Asphalt Concrete, and not Pavement Repair, the Plant ID will default from the Job Mix Formula. If the Material is not Asphalt Concrete, the plant ID, if known, can be typed in the field.

**Note:** *Double-clicking in the Plant ID field will access the Producer/Supplier Selection window and the Plant ID can be selected from there.*

**Step 10:** For Asphalt Concrete Materials (not Pavement Repair), type in the Job Mix Formula or double-click in the JMF field to select a JMF from the list of Approved JMFs for the selected Material.

**Possible Error:**

*HiCAMS checks to be sure that the material for the JMF entered matches the material selected for the ticket book. If it does not match, the following error message will appear:*

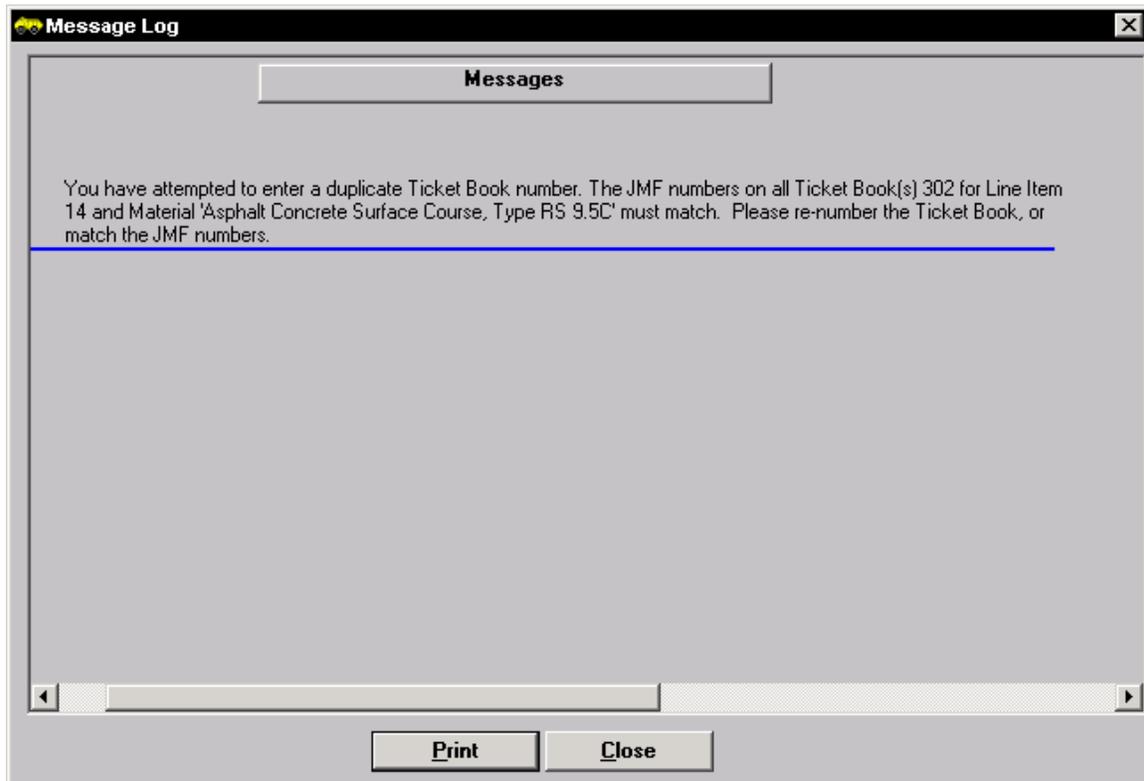


*Click OK and go to the Job Mix Formula to confirm what material is assigned to the JMF you are trying to enter. Then check the material you chose for the ticket book. Remember, the line item is generally written as the Material NOT using Recycled material.*

*This message will also appear if the Ticket Book date does not fall between the effective dates for the JMF. For assistance with this, contact your Division QA Office or Asphalt Pavement Specialist.*

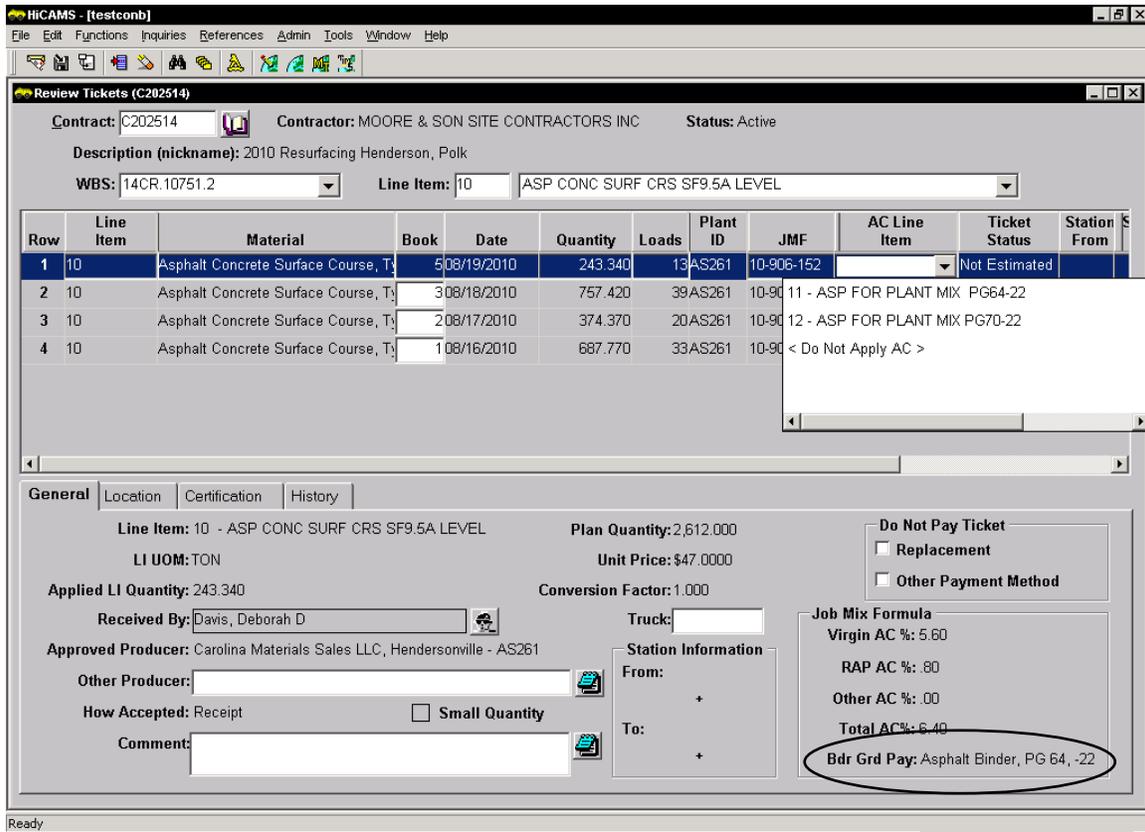
**Possible Error:**

*HiCAMS checks to be sure that all Ticket Books with the same Line Item, Material, and Ticket Book number have the same JMF entered. If the JMF does not match, the following error message will appear:*



*To correct this error, either change the Ticket Book number or the JMF on the ticket that does not match.*

**Step 11:** For contracts let prior to the August 16, 2011 letting, select the Payment AC Binder Grade Line item as required by the JMF by picking it from the drop down list. The Line Items listed in this are any that have the AC Adjustment Indicator checked. The option <Do Not Apply AC> may be chosen for special circumstances defined by the contract.



**Note 1:** The Binder Grade that is to be paid for will be indicated in the JMF box on the General Tab of the Ticket. The "Bdr Grd Pay" (Binder Grade - Pay) for recycled Asphalt Concrete Materials is based on Table 610-2 of the Standard Specifications. See Section 620-4 paragraph 2 of the SSRS for more information.

**Note 2:** If only one Line Item is eligible for AC Price Adjustment, it will default into the AC Line Item field. It is still possible to select <Do Not Apply AC>

**Step 12:** For contracts let from the August 16, 2011 letting and later, the Asphalt Binder for Plant Mix Line items have been simplified into only two categories. The categories are Asphalt Binder for Plant Mix (Grades PG 64-22 and PG 70-22) and Polymer Modified Asphalt Binder for Plant Mix (Grades PG 76-22 and PG 70-28) . Select the Payment AC Binder Grade Line item as required by the JMF by picking it from the drop down list.

**Step 13:** Enter the Station From and Station To information.

**Note:** Information about entering station numbers can be found in the Appendix.

**Step 14:** If the person who received the Tickets on the project is not the same as the person doing the data entry, update the Received By name to be the person who received the tickets. Click on the Staff List icon to select a different name.

**Step 15:** Save the Ticket Book entry. A green check mark  should appear in the far right column. If any of the required information is not entered, an error message will appear that references the row number and the missing information, and a red X  will appear on the unsaved row. Entering the requested information should allow the record to be saved.

### Entering a Ticket Book using the Save As Button

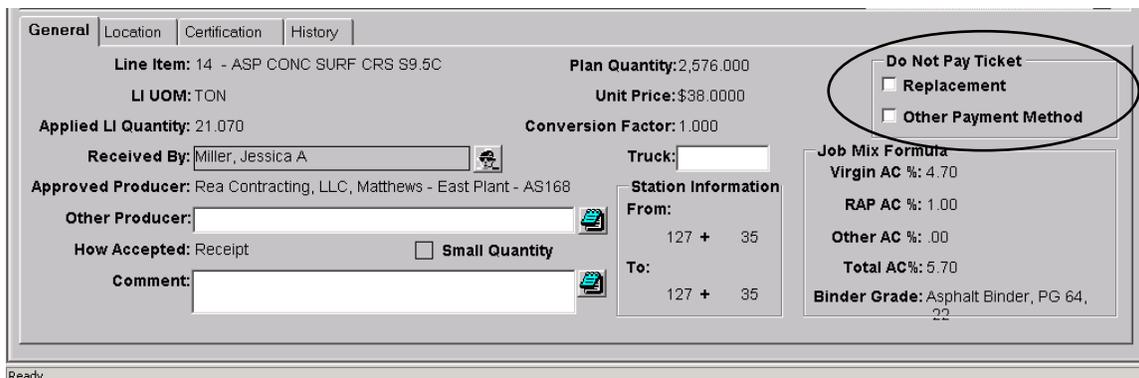
The **Insert** button  creates a single row in the grid. It can be used repeatedly, and then the data filled into multiple rows before a Save. Tabbing is an effective way to navigate in the rows.

The **Save As** button  makes a copy of the selected row minus the Book Number, the Quantity, the Loads, and the Station information, and including the Material, the Date and the Received By Inspector. Processed, Not Estimated, and Void Records can be **Save As'd**.

An important aspect of using **Save As** versus **Insert** is how the Conversion Factor associated with the Material is handled. When an Insert is done, the Conversion Factor used is the one currently on the Contract Bill of Materials. When a Save As is done, the Conversion Factor is the same as on the record being Save As'd. Since the Conversion Factor for any material paid in Tons and received in Tons should be one, this distinction should be transparent to the user.

### Using the Do Not Pay Ticket Check boxes

The General Tab contains two Do Not Pay Ticket checkboxes, one labeled Replacement and the other labeled Other Payment Method.



The screenshot shows a software interface with a 'General' tab selected. The interface includes fields for 'Line Item', 'Plan Quantity', 'LI UOM', 'Applied LI Quantity', 'Conversion Factor', 'Received By', 'Approved Producer', 'Other Producer', 'How Accepted', and 'Comment'. On the right side, there is a 'Do Not Pay Ticket' section with two checkboxes: 'Replacement' and 'Other Payment Method'. Below this is a 'Job Mix Formula' section with 'Virgin AC %', 'RAP AC %', 'Other AC %', and 'Total AC %' fields, and a 'Binder Grade' field. A 'Station Information' table is also visible, showing 'From' and 'To' values.

From	To
127 +	35
127 +	35

Checking either one of these checkboxes indicates that the ticket will not be paid.

The **Replacement** checkbox is used when a ticket book has been entered, and it is decided that the material either needs to be removed, or that it will be left in place at "No Pay".

For instance, if some asphalt concrete material is placed, and the densities fail so badly that the material must be removed, the ticket book material and quantity would still be entered to show that work was done that day, but the Replacement checkbox would be checked to indicate that it was being replaced at the contractor's expense. Please be sure to enter a comment about the circumstances that required the Replacement checkbox to be checked. The Replacement indicator can also be checked on any ticket book that is not Processed.

***Note:** The Replacement checkbox can only be checked if the Ticket Book is not Processed or Void.*

The **Other Payment Method** checkbox is used to indicate that the Material on the Ticket Book is not paid at the Material level, but rather that it is incorporated as part of a Lump Sum item.

For instance, the Lump Sum Pay Item "Reinforced Bridge Approach Fill" requires that Select Material be used in its construction. The Select Material is incorporated into the project and must still be received, but it is not paid for directly. It is included in the cost of the lump sum. Since the Material is received by Ticket, the Ticket Book is entered and the Other Payment Method checkbox is checked.

In both cases, the Materials are counted in the Project Certification Paid/Used totals.

## **Updating Existing Records (Changing, Deleting, Voiding, Correcting)**

As long as the Ticket Book entry is not Processed or Void, any of the previously entered data can be changed. To make a correction, click in the field that needs to be changed, and enter the correct data.

If the Line Item, Date, Quantity, JMF, or AC Line item are changed and the Ticket Book quantity has already been included on a Pending Estimate (Ticket Book status is In Process), the Estimate Status will be set back to Pending Generate so that the changes will be included. **You will not get a notification that this has happened!** You must Generate your estimate again to set it to Pending RE Review.

If the Ticket Book status is Processed, only the Ticket Book number can be changed. Changing this field does not affect the Estimate, but does cause the Ticket Book entry to be re-verified in the Verify Final Quantities window.

If the Ticket Book status is Void, nothing can be changed. It is still possible to perform a Save As of the record.

### Changing Ticket Book Quantities

To increase or reduce a quantity on a Processed Ticket Book, select the row whose entry needs to be corrected, and perform a Save As to copy the original data to create the adjusting record. Enter the positive or negative difference (the amount that will cause the sum to be the correct amount) in the quantity field. Save the record.

HiCAMS checks to be sure that the absolute value of the adjustment quantity does not exceed the sum of the existing ticket book quantities for the same WBS element and Ticket Book Number combination. The quantity for the sum of all ticket books with the same ticket book number cannot be less than 0.000.

See Ticket Book 3 (rows 2 and 3) for an example of a positive correction:

Row	Line Item	Material	Book	Date	Quantity	Loads	Plant ID	JMF	AC Line Item	Ticket Status	Station From	Station To
1	8	Asphalt Concrete Surface Course	4	04/26/2010	107.330	5	AS261	11-098-151	11 - ASP FOR PL	Processed	0	0
2	8	Asphalt Concrete Surface Course	3	04/23/2010	755.390	9	AS261	10-811-151	11 - ASP FOR PL	Processed	88	7
3	8	Asphalt Concrete Surface Course	3	04/23/2010	4.000	1	AS261	10-811-151	11 - ASP FOR PL	Processed	88	7
4	8	Asphalt Concrete Surface Course	2	04/23/2010	588.450	31	AS261	11-098-151	11 - ASP FOR PL	Processed	0	0
5	8	Asphalt Concrete Surface Course	1	04/22/2010	554.110	29	AS261	10-811-151	11 - ASP FOR PL	Processed	62	8

See Ticket Book 23 (rows 3 and 4) for an example of a negative correction:

Row	Line Item	Material	Book	Date	Quantity	Loads	Plant ID	JMF	AC Line Item	Ticket Status	Station From	Station To
1	11	Incidental Stone Base - TON	25	04/19/2010	31.820	2	CA12	-	-	Pending	134	
2	11	Incidental Stone Base - TON	24	05/24/2010	32.360	2	CA12	-	-	Processed	150	
3	11	Incidental Stone Base - TON	23	05/10/2010	32.680	2	CA12	-	-	Processed	133	
4	11	Incidental Stone Base - TON	23	05/10/2010	-0.080	1	CA12	-	-	Processed	133	
5	11	Incidental Stone Base - TON	22	12/07/2009	52.830	3	CA12	-	-	Processed	132	
6	11	Incidental Stone Base - TON	21	11/02/2009	14.680	1	CA12	-	-	Processed	142	
7	11	Incidental Stone Base - TON	20	10/30/2009	23.660	2	CA12	-	-	Processed	132	

## ***Deleting Or Voiding an Existing Ticket Book***

If the Ticket Book was entered in error, and it has not been Saved, hit the **Delete** button (in the toolbar) and it will be removed.

If the record has been Saved but not Processed, use the **Void** button (in the toolbar) to remove the effect of the entered record.

**Step 1:** Select the record entered in error.

**Step 2:** Click the Delete button . If the delete button is not available, go to Step 5.

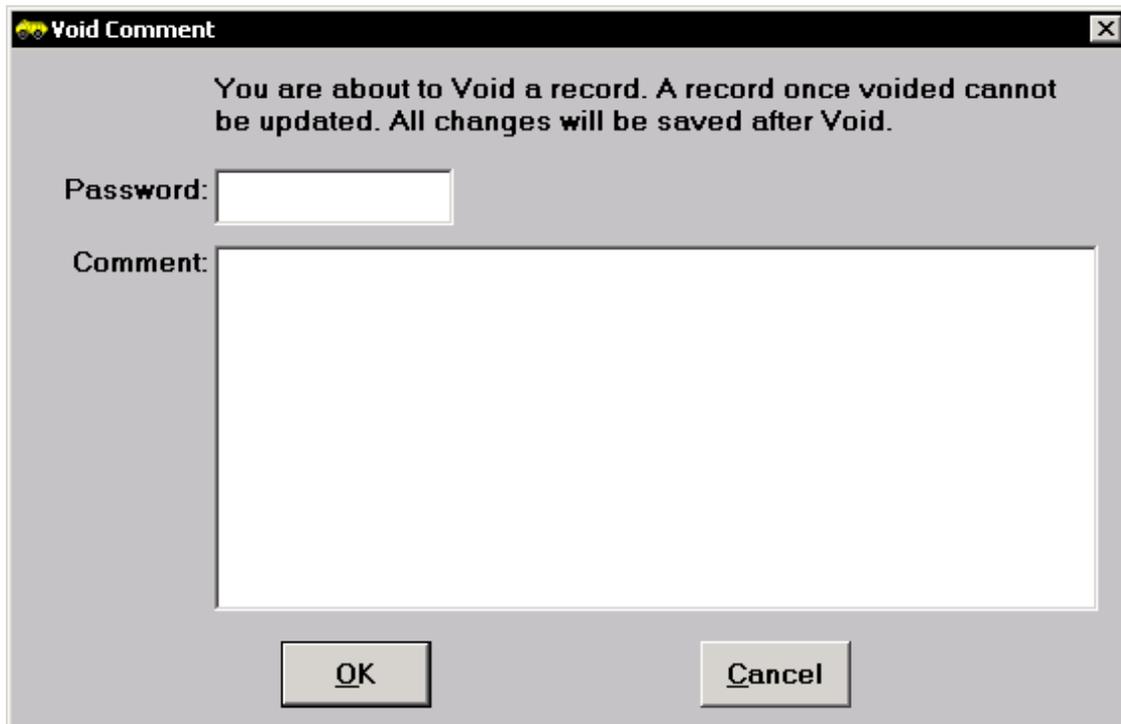
**Step 3:** When the "Are you sure you want to Delete?" Message opens, click Yes if you want to delete the record.



**Step 4:** If the record has already been Saved, the Delete button will not appear. The Void button will appear instead.

**Step 5:** Click on the Void button .

**Step 6:** The Void Comment box opens.



- Step 7:** Enter your HiCAMS password in the Password field and type a comment in the Comment field. The comment should provide enough information that the reason the record was voided is self explanatory. A comment such as "Entered on the wrong Contract" is better than simply stating "Error".
- Step 8:** Click OK. The Ticket status will be changed to Void.
- Step 9:** Save the record to lock in the Void action.

**Possible Error:**

*If the Ticket quantity was included on the Pending Estimate, the Estimate Status will be set back to Pending Generate. **You will not get a notification that this has happened!** You must Generate your estimate again to set it to Pending RE Review.*

### **Correcting an Existing Ticket Book**

If the Ticket Book entry is incorrect and it has been Paid on an Estimate, the Ticket Book entry must be "reversed".

Because of HiCAMS rules for the uniqueness of ticket book data, it is best to renumber tickets that have been processed before making corrections.

- Step 1:** Open the Review Tickets window for the Contract, WBS element, and Line item that has the ticket with the incorrect information.
- Step 2:** Highlight the row that has the incorrect information.
- Step 3:** Renumber the ticket book using a 99 at the beginning of the current ticket book number. If the current ticket book number is 64, the new ticket book number would be 9964.
- Step 4:** Do a Save As of this renumbered ticket book. Enter the "99" ticket book number in the Book field, and enter the same quantity as on the original ticket book, but put a negative sign in front of the quantity. You will also need to enter the station number information.
- Step 5:** Save the records. This creates the reversing entry for the payment entered in error.
- Step 6:** If the Ticket Book is to be re-entered on the same Line Item, highlight the original entry for Book 9964 and do Save As again. Enter the original Ticket Book number (64) and enter the correct data. If the Ticket Book is to be reentered on a different Line Item, select that line item and then proceed with entering it as usual.

Below is an example of how the ticket book window grid will look with the renumbered ticket books and the reversing entries. Note how the comment explains why the ticket was reversed.:

HICAMS - [testconb]

File Edit Functions Inquiries References Admin Tools Window Help

Review Tickets (C201777)

Contract: C201777 Contractor: TENNOCA CONSTRUCTION CO., INC. Status: Accepted

Description (nickname): Rivenview St./Future NC 28

WBS: 34427.3.1 Line Item: 24 ASP CONC SURF CRS S9.5B

Row	Line Item	Material	Book	Date	Quantity	Loads	Plant ID	JMF	AC Line Item	Ticket Status	Station From
1	24	Asphalt Concrete Surface Course, T	998	04/30/2010	-351.818	22	AS96	02-282-153	25 - ASP FOR PL	Processed	10
2	24	Asphalt Concrete Surface Course, T	999	04/30/2010	351.818	22	AS96	02-282-153	25 - ASP FOR PL	Processed	10
3	24	Asphalt Concrete Surface Course, T	998	04/29/2010	-591.980	37	AS96	02-282-153	25 - ASP FOR PL	Processed	55
4	24	Asphalt Concrete Surface Course, T	998	04/29/2010	591.980	37	AS96	02-282-153	25 - ASP FOR PL	Processed	55
5	24	Asphalt Concrete Surface Course, T	16	06/03/2010	27.958	2	AS96	10-945-151	25 - ASP FOR PL	Not Estimated	41
6	24	Asphalt Concrete Surface Course, T	15	05/26/2010	8.036	1	AS96	10-945-151	25 - ASP FOR PL	Processed	41
7	24	Asphalt Concrete Surface Course, T	14	05/13/2010	112.608	7	AS96	10-945-151	25 - ASP FOR PL	Processed	51

General Location Certification History

Line Item: 24 - ASP CONC SURF CRS S9.5B Plan Quantity: 2,980.000

LI UOM: TON Unit Price: \$45.6800

Applied LI Quantity: -351.818 Conversion Factor: 1.000

Received By: Chastain, Jason E Truck:

Approved Producer: Rhodes Bros. Paving, Inc., Franklin - AS96 Station Information

Other Producer: From: 10 +

How Accepted: Receipt  Small Quantity To: 50 +

Comment: Incorrect jmf entered.

Do Not Pay Ticket

Replacement

Other Payment Method

Job Mix Formula

Virgin AC %: 5.90

RAP AC %: .00

Other AC %: .00

Total AC%: 5.90

Bdr Grd Pay: Asphalt Binder, PG 64, -22

Ready

# Entering A Ticket Book - Material Not Received

Sometimes ticketed Materials arrive on the project by truck but HiCAMS is not set up to allow them to be received by Ticket Book entry. See the MSG Tab of the Contract BOM for C202325 below for an example:

**Contract:** C202325 **Contractor:** CAROLINA BRIDGE CO., INC. **Status:** Active  
**Description (nickname):** PUNGO CK BRIDGE NC99 (Carolina Bridge) **Letting Date:** 02/16/2010

Line Item	Contract Adj	Work Item	Description	Quantity	Unit of Measure	Check for Materials	Labor Only
8			SELECT GRANULAR MATL, CLASS III	450.000	CY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9			SOIL STABILIZATION FABRIC	400.000	SY	<input type="checkbox"/>	<input type="checkbox"/>
10			ROCK EMBANKMENTS	650.000	TON	<input type="checkbox"/>	<input type="checkbox"/>
11			ROCK PLATING	900.000	SY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12			FILTER FABRIC FOR ROCK EMBANK-MENTS	360.000	SY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13			SELECT MATERIAL, CLASS VI	350.000	TON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14			FND CONDIT FABRIC	40.000	SY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15			FOUNDATION CONDITIONING MATE- RIAL, MINOR STR	20.000	TON	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16			15" RC PIPE CULV III	60.000	LF	<input type="checkbox"/>	<input type="checkbox"/>
17			*** CS ELBOW ***** THICK [(15", 0.064")]	4.000	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18			15" BCCSP B 0.064"	52.000	LF	<input type="checkbox"/>	<input type="checkbox"/>
19			PIPE CLEAN-OUT	1.000	EA	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**MSG** History

Material	Material Type	Version	Effective Date	Expired on Contract	Criticality	How Received
Rock Embankment - Tons	Rock Embankment (Tons)	2.00	02/16/2010	12/31/2075	Critical	Not Received

For this situation, payment is made by Pay Record and the material is not received in either the Ticket window or the Material Receipt window.

This is how the Pay Record entry should appear:

**Review Pay Records (C202325)**

Contract: C202325    Contractor: CAROLINA BRIDGE CO., INC.    Status: Active

Description (nickname): PUNGO CK BRIDGE NC99 (Carolina Bridge)

WBS: 33264.3.1    Line Item: 10    ROCK EMBANKMENTS

Row	Line Item	Source	Book	Page	Date	Quantity	Inspector	Pay Record Status
1	10	Ticket Books (Pay Record)	1		08/15/2010	697.200	Smith, J. Dwayne	Processed ✓

**General** | Location | History

Line Item: 10 - ROCK EMBANKMENTS    Plan Quantity: 650.000     Do Not Pay

UOM: Tons    Unit Price: \$48.5400     Pro-Rate Fuel Adjustment

Comment:

Substitutable Materials:

Group	Material Description

Ready

## Ticket Book Entry and Density Penalties

In order to properly account for the asphalt material and any associated density or material failures, the following process should be followed:

Always enter both the ticket book and density data.

If the Density has a status of "Does Not Meet Specs - Pay Adjustment", create the PAR from the Density and forward it for approval according to the current policy.

When the PAR is approved, a Pay Factor should be created, and processed on the next estimate.

When the Estimate is Paid, the PAR will automatically be closed.

If the density failure results in a Remove and Replace penalty, the ticket for the failing material should still be entered and marked as "Do Not Pay Ticket - Replacement" with a comment referencing that the material was removed, and replaced by the material in the new ticket book.

A Pay Adjustment Recommendation (PAR) will be created from the Density with a Quantity equal to the amount on the Ticket, and a Percent of 0.00. The PAR will be forwarded for approval according to current policy.

After the PAR is approved, there will NOT be a Pay Factor applied. If the ticket cannot be marked as "Replacement" because it has already been processed, it will need to be reversed following the instructions above.

When the contractor replaces the material, the ticket book information will be entered for payment, as will the new density information. This material may also be penalized for density or mix deficiencies.

If a mix deficiency results in a QA-2A penalty, the same steps as above should be followed. The difference is that the QA-2A PAR is generally entered by the QA lab supervisor.

## **Appendix:**

# **Ticket Book Reports**

### ***Summation of Ticket Books Report***

This report displays the following information for each In Process or Processed ticket book:

- Contact Number
- Line Item and Line Item Description
- Unit of Measure (UOM)
- WBS element
- Non Participating Code
- Ticket Book Number
- Ticket Date
- Job Mix Formula
- Map Number
- AC Line Item Number and Description
- Total Ticket Book Quantity
- Virgin AC % and Quantity
- RAP AC % and Quantity
- Other AC % and Quantity
- Total AC % and Quantity

Totals are provided at the WBS and Line Item level.

The Contract Number must be entered. The data can be filtered by Line Item, Estimate Number, or Ticket Date Range.

# Numbering Ticket Books

Ticket Book numbering is not regulated by HiCAMS except for two rules. First, the Ticket Book Number must be a number. Second, for any given [ticket book number, material, WBS, and WBS line item] combination, the JMF must be the same.

Therefore, almost any ticket book numbering scheme devised by the Resident Engineer's office is allowed.

**Note:** *Ticket Book numbering may be a single uninterrupted sequence of numbers per line item, or numbers can be skipped. As long as the quantity of ticket books matches the count in the transmittal letter, the numbers do not need to be sequential.*

## Entering Station Numbers on Ticket Books

With the release of HiCAMS version 7.2 on 23 January 2009, station number entry began to be required for all ticket books. The reason for this change was to provide easily accessible information to anyone who may be reviewing the project both during the life of the project and after completion of the project when project records have been archived.

The station information was moved from the Location Tab to the data entry grid in the upper portion of the Review Ticket window to make the data entry easier.

While data is required to be entered in the Station To and From fields, there will be times that this information is not available, or the material was placed in so many locations that no one entry can describe where the material was placed.

The following guidance applies to all line items and Materials and will provide some examples of what data is expected to be entered.

1. If material is being placed on the an -L- or -Y- line, the From Station should be equal to the "from" station on the first ticket book and the To station should be equal to the "to" station on the last ticket book. Lane information can still be entered in the comment field, but it is not required.
2. When material is placed on multiple -Y- lines, stationing can reference the -L- line. It would be helpful to note "various -Y- lines" in the comment field but this is not required.
3. For materials such as Incidental Stone, Erosion Control Stone, and Foundation Conditioning Materials that are delivered and placed in multiple locations throughout the project upon delivery, reference the station numbers to the -L- or -Y- line.

# Window Definitions - Review Tickets

To work with the Review Tickets window, go to **Functions > Contract Tracking > Review Tickets**. Enter the Contract Number whose Tickets you wish to review in the Contract field.

**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 Tickets window for contract C202289 after selecting Line Item 7. If the contract had more than one WBS element, the WBS element would need to be selected before the Line Item.

The screenshot shows the HiCAMS Review Tickets window for contract C202289. The window title is "HiCAMS - [testcna]". The menu bar includes File, Edit, Functions, Inquiries, References, Admin, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation.

The main window displays the following information:

- Contract:** C202289
- Contractor:** MAYMEAD, INC.
- Status:** Active
- Description (nickname):** I-40 BURKE / marion
- WBS:** 36687.3.ST1
- Line Item:** 7
- ASP CONC SURF CRS S9.5C**

The table below shows the list of tickets:

Row	Line Item	Material	Book	Date	Quantity	Loads	Plant ID	JMF	AC Line Item	Ticket Status	Station From	Stat Fi
1	7	Asphalt Concrete Surface Course, T	58	09/17/2010	132.130		AS276	11-052-181	8 - ASP FOR PLAI	Not Estimated	125	
2	7	Asphalt Concrete Surface Course, T	57	09/15/2010	60.210		AS276	11-052-181	8 - ASP FOR PLAI	Processed	1035	
3	7	Asphalt Concrete Surface Course, T	56	09/14/2010	75.840		AS276	11-052-181	8 - ASP FOR PLAI	Processed	533	
4	7	Asphalt Concrete Surface Course, T	55	06/29/2010	24.920		AS277	10-041-181	8 - ASP FOR PLAI	Processed	948	
5	7	Asphalt Concrete Surface Course, T	54	06/28/2010	31.980		AS277	10-041-181	8 - ASP FOR PLAI	Processed	1032	
6	7	Asphalt Concrete Surface Course, T	53	06/25/2010	37.130		AS276	11-052-181	8 - ASP FOR PLAI	Processed	10	
7	7	Asphalt Concrete Surface Course, T	52	06/24/2010	75.170		AS277	10-041-181	8 - ASP FOR PLAI	Processed	14	

The bottom section of the window provides details for the selected Line Item 7:

- Line Item:** 7 - ASP CONC SURF CRS S9.5C
- LI UOM:** TON
- Applied LI Quantity:** 24.920
- Received By:** Stockton, Randy Alan
- Approved Producer:** Maymead Materials, Inc., Morganton - AS277
- Other Producer:**
- How Accepted:** Receipt  Small Quantity
- Comments:**

Additional information includes:

- Plan Quantity:** 30,826.000
- Unit Price:** \$35.6100
- Conversion Factor:** 1.000
- Truck:**
- Station Information:** From: 948 + 20, To: 529 + 34
- Do Not Pay Ticket:**  Replacement,  Other Payment Method
- Job Mix Formula:** Virgin AC %: 4.60, RAP AC %: .90, Other AC %: .00, Total AC %: 5.50, Bdr Grd Pay: Asphalt Binder, PG 70, -.22

**Note:** The default Sort Order is Line Item number first, then the Date with the newest first. The default Sort Order can be changed by clicking on the Sort icon or by selecting **Edit > Sort**. See the User Guide "Getting Started" for more details on working with the Sort function.

## **Column Definitions for the Review Tickets Window**

**Row:** A number assigned by HiCAMS. Used to identify those rows which cannot be saved.

**Line Item:** The Contract Line Item associated with the Ticket Book payment.

**Material:** The Material for which payment is being made. The Material may or may not match the Line Item Description.

**Book:** The number assigned to the physical Ticket Book.

**Date:** The date the Material was placed on the job. The Ticket date must be before the Estimate End Date in order for it to be included on the Estimate. Double clicking in the field opens the calendar.

***Note:** The Fuel and AC adjustments for ticket quantities are calculated in accordance with the Standard Specifications that state that the ATP used for the calculation will be the one in effect on the first day of the month in which the partial payment period ends. This is why it is important to have the estimate payment periods on the same day of the month every month.*

*If a ticket is entered with a date outside the current estimate period, it will be assigned its ATP based on the rule from the SSRS. If the estimate period spans multiple months, the ATP will be the one in effect based on the estimate end date - not the month in which the work was performed.*

*Please contact the Construction Unit for any questions on this item.*

**Quantity:** The amount of material being paid for with this Ticket Book.

**Loads:** Optional field - number of tickets included in the Ticket Book.

**Plant ID:** The Approved Producer Supplier Facility ID. This can be entered for non - Asphalt materials and defaults from the Facility assigned to the JMF for Asphalt materials. Double clicking in the field opens the Producer/Supplier Selection window. The Approved Producer may also be selected using the search icon on the General Tab and the Plant ID will default to the ticket grid based on that selection.

**JMF:** The Job Mix Formula used to manufacture the Material. Required for Asphalt materials.

**AC Line Item:** List all the line items that have the AC adjustment Indicator checked on, and the Do Not Apply AC option.

**Ticket Status:** There are five Ticket statuses.

Not Estimated: Indicates that the Ticket has been created but is not included as part of an Estimate.

In Process: Indicates that the Ticket has been included as part of an Estimate but that the Estimate has not been forwarded for approval yet.

Pending: Indicates that the Ticket has been included on an Estimate that is Pending Approval Construction Unit Approval. If the Estimate Type is Final, the Ticket is also in this status when the Estimate is Pending Division Engineer Approval.

Processed: Indicates that the Ticket has been included as part of an Estimate that has been sent to Fiscal for payment.

Void: Indicates that the Ticket is no longer active for payment. It can be used as the base for a Save As action.

## Field Definitions for the Review Tickets Tabs

### General Tab:

The screenshot shows a software interface for a 'General' tab. It contains several sections of data and controls:

- Line Item:** 7 - ASP CONC SURF CRS S9.5C
- Plan Quantity:** 30,826.000
- LI UOM:** TON
- Unit Price:** \$35,6100
- Applied LI Quantity:** 182.660
- Conversion Factor:** 1.000
- Received By:** Stockton, Randy Alan
- Approved Producer:** Maymead Materials, Inc., Hickory - AS276
- Other Producer:** (empty field)
- How Accepted:** Receipt  Small Quantity
- Comment:** (empty field)
- Truck:** (empty field)
- Station Information:** From: 1035 + 00, To: 1300 + 16
- Do Not Pay Ticket options:**  Replacement,  Other Payment Method
- Job Mix Formula:** Virgin AC %: 5.00, RAP AC %: .80, Other AC %: .00, Total AC %: 5.80, Bdr Grd Pay: Asphalt Binder, PG 70, -22

Ready

Line Item: The Contract Line Item number and Description. May include contract adjustment information.

Plan Quantity: The Bid Quantity

LI UOM: The Bid Item's Unit of Measure

Unit Price: The Bid Item's Bid Price

Applied LI Quantity: The Material Quantity divided by the Conversion Factor.

Conversion Factor: The conversion factor entered on the CBOM for the selected material. An Insert uses the Material's current CBOM Conversion Factor. A Save As copies the Conversion Factor from the source ticket.

Do Not Pay Ticket options: When checked, excludes payment quantity from estimate process

Replacement: Used when the material on the current ticket is used in lieu of the original Material. Used to mark an un-Processed ticket as Do Not Pay.

Other Payment Method: Used when the Material on the current ticket is incidental to the work. Generally used when the Line Item has a UOM of Lump Sum.

Received By: On an Insert, the name defaults to the name of the person doing the data entry. On a Save As, the name is copied from the source ticket.

Truck: Optional field - truck number or name. Added for future use.

Approved Producer: The Approved Producer name and Facility ID. For non - Asphalt materials, click on the Factory icon to open the Producer/Supplier Selection window. For Asphalt materials, the name defaults from the Facility assigned to the JMF.

Other Producer: Provides a space to enter a producer that is not on the Approved List.

How Accepted: Indicates how the Accepted Quantity is determined.

Small Quantity: If the Minimum Sampling Guide allows special acceptance for small quantities, checking this box invokes those special rules.

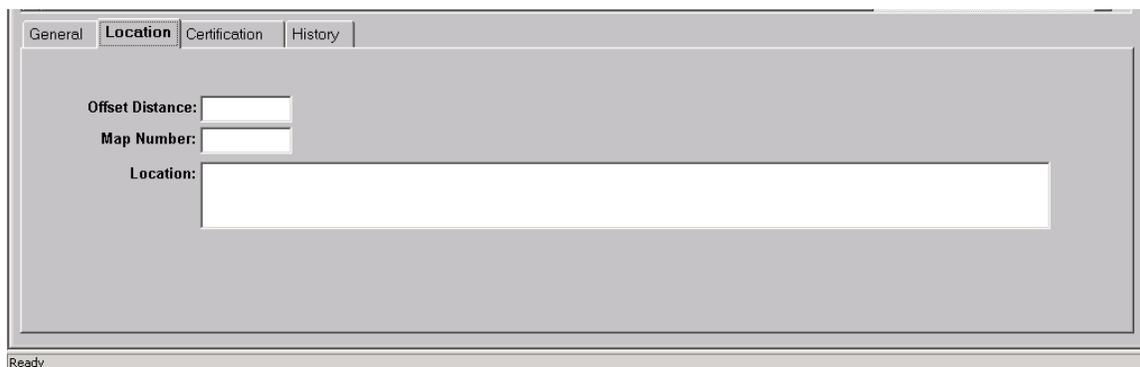
Comment: Provides a space to enter comments about the Ticket entry

Station Information: This data defaults from the upper ticket window grid.

Job Mix Formula: This data defaults from the JMF entered in the upper ticket window grid.

## Location Tab

Provides location information for work done in the associated Ticket entry. These are not required fields.



The screenshot shows a software window with four tabs: General, Location, Certification, and History. The Location tab is selected. Inside the window, there are three input fields: "Offset Distance:" with a small text box, "Map Number:" with a small text box, and "Location:" with a larger text box. The status bar at the bottom left of the window says "Ready".

Offset Distance: Perpendicular distance left or right of a Survey line

Map Number: a way of identifying non-contiguous work areas

Location: additional information describing where the work was performed

## Certification Tab:

Displays Certification information if required

General Location **Certification** History

Certifications: (None)  M&T  RE  Both  
(None)  M&T  RE  Both  
(None)  M&T  RE  Both

Approved Date: 00/00/0000  Documents Received

Approved By:

Ready

Certifications: Certification type(s) required by Minimum Sampling Guide.

M&T/RE/Both: A black circle indicates the Party responsible for approving the Certifications.

Approved Date: The date the Certifications were verified by the accepting party.

Documents Received: Placing a check in the box indicates that the Certification was received and is on file.

Approved By: The name of the person who verified that the Certification was in compliance with the specifications.

## History Tab:

Provides tracking information for who did what and when it was done

Action	Action Date	Status	Who	Comment
Approve	02/12/2009 8:30:34 AM	Processed	Deans, Norita L	
Forward	02/11/2009 4:10:57 PM	Pending	Williamson, Gary Franklin	
Generate	02/11/2009 3:51:31 PM	In Process	Wilson, Kathy H	
Generate	02/11/2009 3:34:31 PM	In Process	Wilson, Kathy H	
Generate	02/03/2009 5:04:17 PM	In Process	Wilson, Kathy H	
Generate	02/03/2009 4:22:23 PM	In Process	Wilson, Kathy H	
Create	02/03/2009 3:56:00 PM	Not Estimated	Wilson, Kathy H	

Ready

Action: Shows what was done to the Ticket. Actions include Create, Generate, Forward, Approve, Reject, Interrupt, Comment, and Void.

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

Status: Describes how far along in the estimate process the Ticket is. Possible Statuses are Not Estimated, In Process, Pending, Processed, and Void.

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

Comment: Displays the comment associated with the action.

### ***Navigation Button Definitions***

The following buttons appear in the toolbar of the Review Tickets window.

*Please note: Buttons will display in the window based on the status of the highlighted row in the window.*



**Insert** button. Used to create a New Row.



**Delete** button. Used to remove an UNSAVED row.



**Save As** button. Used to create a copy of an existing row.



**Void** button. Used to nullify a SAVED row.