

Extra Work Bill - On-Line Data Entry Option

Caltrans has designed an internet-based Extra Work Billing system where screens that resemble the current paper-based EWB forms are presented. The extra work bill information is input into the data entry forms and the Prime Contractor "sends" the bill to the Caltrans resident engineer for approval.

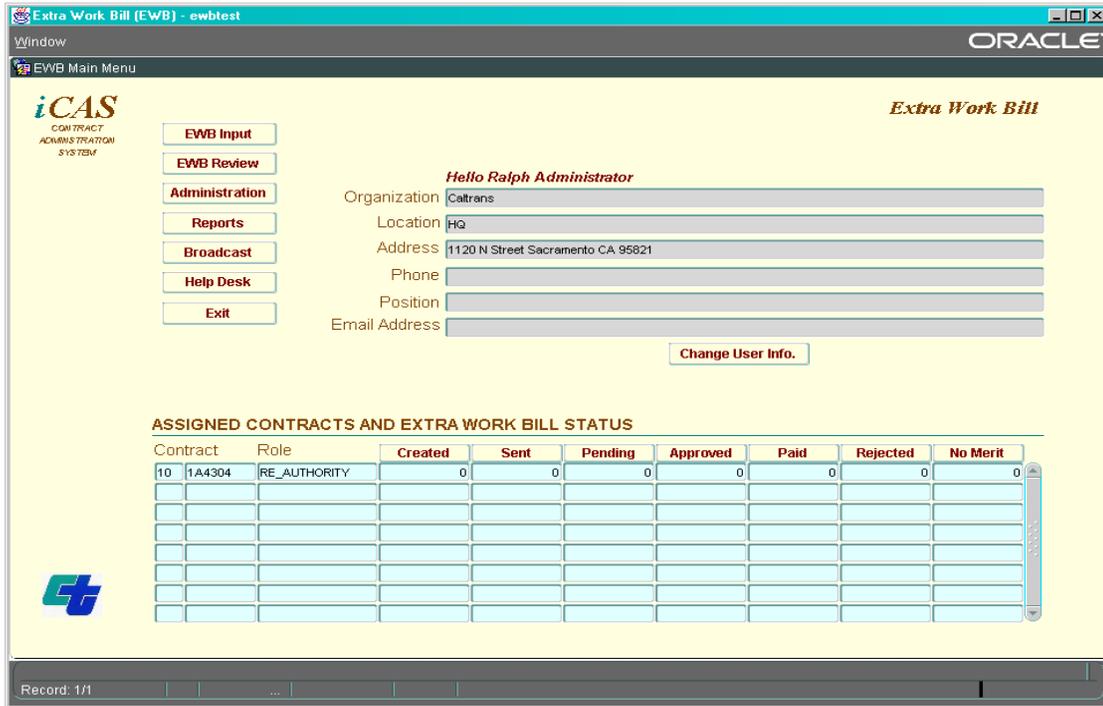
We expect that having Extra Work Bills sent electronically will result in improved accuracy, quicker payments, and the ability to track the status of any Extra Work Bill through the Caltrans system.

This process will provide a permanent electronic record of exactly when your Extra Work Bills are sent, who has them, how long they've been there, and if they're scheduled for payment.

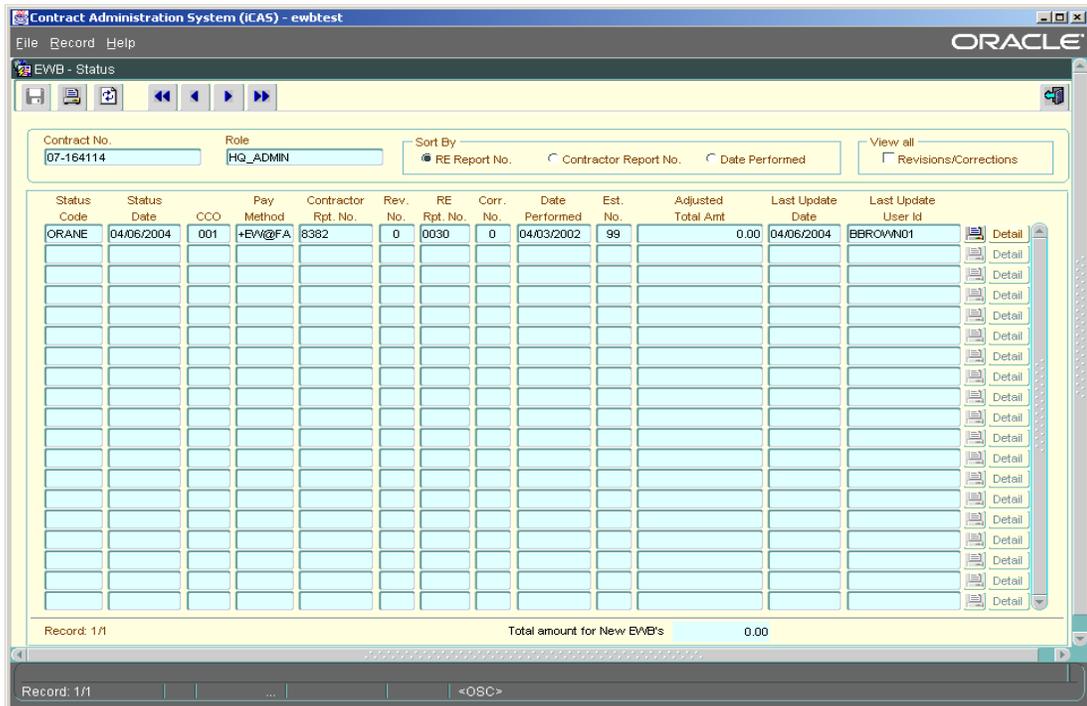
However, at this time, it is still necessary for required back-up documentation to be sent on paper. You must continue sending the paper invoices for material and/or work done by specialists or Lump Sum or Unit Price payments.

The following are examples of the On-Line Data Entry screens. This is only a brief look at the system screens. Detailed training is available for System participants.

EWB MAIN MENU



The Main Menu is the opening screen for the EWB System. This screen contains the navigation buttons to get to the different tabs within the system and also displays information contained on the user's Individual User Profile that can be maintained by the user. Also displayed on the Main Menu is the Assigned Contracts and Extra Work Bill Status. The Assigned Contracts and Extra Work Bill Status shows, at a glance, what is happening on the contract. By double clicking in the Status fields, the Status Screen shown below will appear showing a list of all EWB's having the appropriate status.



EWB INPUT

Title Tab

Contract Administration System (ICAS) - ewb

File Record Help

ORACLE

EWB - Input

Title Equipment Material Labor

Find... RE Contracts Contract Number COO No. Report No. Corr. No. Rev. No. Date Performed

Mode Insert Current 05

Contract Number COO No. Pay Method Pay Method Balance Contractor Rpt. No. Rev. Rpt. No. RE Rpt. No. Corr. No.

Date Performed Date Received Contractor Job No. 50% Flag Sub Markup R/W Delay Partner Switch Labor Regular Surchg Labor OT Surchg

Work Performed By

Desc of Work

Contractor's Comments

Reject Title Tab Reject Code Rejection Comments

EWB Status Code Description

Status Date Origin Last Update Date Username

Reviewer Notes

Error Codes from CAS

Estimate No. OverHead Sub Markup % Sub-Markup Amt

	Detail Total	Markup %	Markup Amt	Subtotal
Equipment				
Material				
Labor				
Other				

EWB Total Amount

EWB Adjusted Total Amount

Enter value for : DISTRICT - From 01 to 12

Record: 1/1 ... List of Valu... <OSC>

The first screen print under EWB Input is the Title Tab. The information entered on this tab is basic contract information. The top left section of the page is the Query Section that allows you to “find” a bill already in the system. The middle left section is for inputting a new bill, and the bottom left portion is where Caltrans would reject an item on this page or the entire bill. The right side of the screen gives the user the status of the bill and a recap of all portions of the bill.

Equipment Tab

Equipment information to be billed is entered on the Equipment Tab. When you double click in the Equipment Class field, the Rental Rate table comes up in the Equipment list as shown below. When you select the equipment required, several fields are automatically populated. This table validates the equipment codes and rates, and helps ensure accuracy.

As shown below, there is also a self-building table based on Contractor's Equipment ID Number that is populated as equipment is billed and approved.

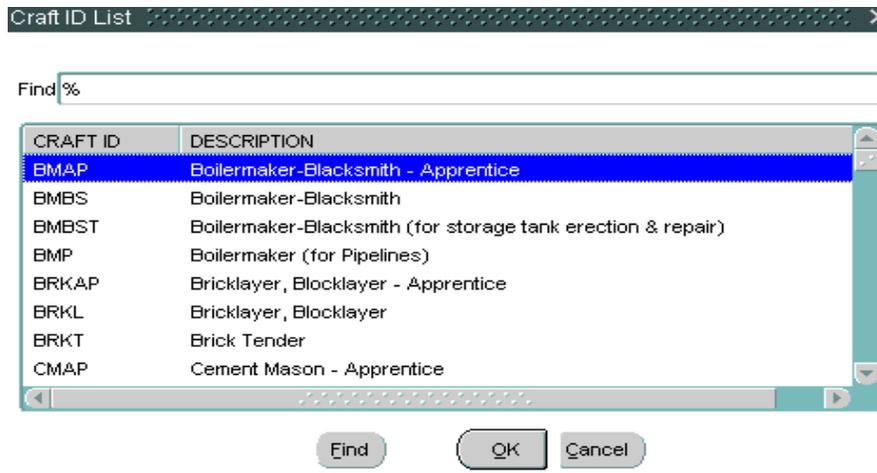
Labor Tab

This screen is for inputting the labor information. The “Other” section at the bottom of the Labor Tab is for other expenses subject to labor markup that can not be put in the main body of the Labor Tab.

By double clicking in the Labor Regular Surcharge field a list of Labor Surcharges, as shown below, will be displayed for you to select from.

DESCRIPTION	REG RATE	OT RATE	EFFECTIVE DATE
Standard	.17	.15	04/01/2002 - 03/31/2003
Landscape Gardener	.18	.15	04/01/2002 - 03/31/2003
Wrecking & Demolition	.19	.16	04/01/2002 - 03/31/2003
Pile Driving, not incl. drilled	.21	.18	04/01/2002 - 03/31/2003
Concrete Construction - Bridge	.22	.19	04/01/2002 - 03/31/2003
Mobil Crane & Hoist Service	.22	.19	04/01/2002 - 03/31/2003
Fence and Guardrail Construction	.22	.19	04/01/2002 - 03/31/2003
Painting Steel Structures or Bridges	.23	.2	04/01/2002 - 03/31/2003
Erection of structural metal for metal bridges	.23	.2	04/01/2002 - 03/31/2003

Below is the Craft ID list that is displayed when you double click in the Craft ID Field. You can select the needed code from this list. Craft ID's are based on information from the Prevailing Wage book.



There is also a self-building table based on workers names that can be selected. The table builds as entries are made and approved. This list is shown below.



If changes need to be made to data already sent, Caltrans can reject portions of the bill by putting a check in the "Reject" box of the entry in question. A reject code is entered and comments can be made to explain the rejection. Once the contractor revises the bill, he will be able to make revisions only on the rejected line(s).

BROADCAST

Oracle Developer Forms Runtime - Web

Window

ORACLE

Broadcasts

Current

Broadcast Messages

Date/time	Short Description	Priority
08/13/2002 09:06:51	Labor Surcharge Rate	1

Detail Message

Please make sure to double click in the labor surcharge field and select the surcharge rate. Typing the surcharge rate currently does not work. The Surcharge defaults to the standard rate.

We are aware of the problem when an EWB is rejected and the user wants to change the Labor Surcharge, but the system is not allowing you. If there is only one line item, the labor surcharge can be changed. But when there are more than one line item you receive the error message, "Labor surcharge can not be null or zero". This message is displayed several times and appears to be in a loop. Close the first screen, "Oracle Forms Server" to get out of the loop. You will have to log back in after this.

We wanted to get this fixed before the next estimate but have run out of time. If you have any EWBs with the problem described above, please send to Lauren.Woodhouse and cc: Ken Rever the list of EWBs and their respective Dist. FA, CCO and RF Report # and what the Labor Surcharge should be.

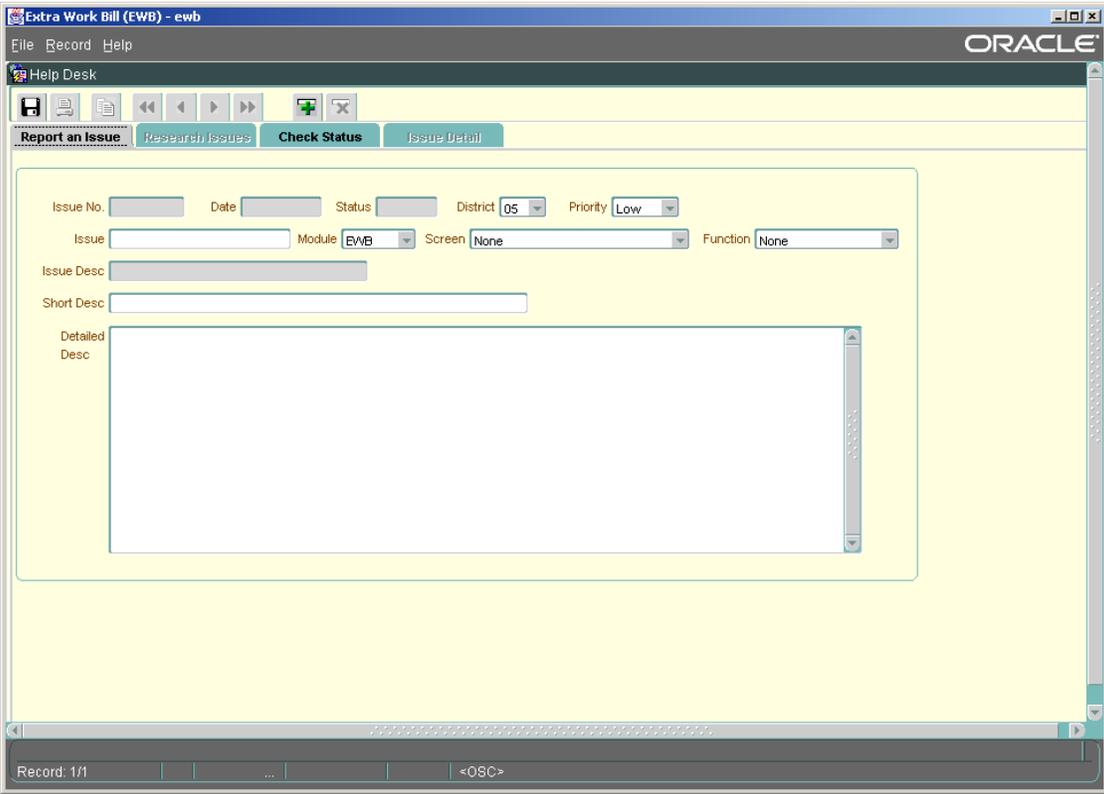
Record: 1/1

The Broadcast feature was designed as a way to communicate necessary system information to the users. If a broadcast has been sent since the last time you were in the system, the message will be displayed when you enter the system. If you are already in the system, the broadcast will be displayed when you change sections.

HELP DESK

The EWB System has an on-line Help Desk that allows you to enter and track an issue.

Report an Issue Tab



The screenshot shows the 'Report an Issue' tab in the Oracle EWB system. The interface includes a menu bar with 'File', 'Record', and 'Help'. Below the menu is a toolbar with navigation icons. The main content area is divided into four tabs: 'Report an Issue' (selected), 'Research Issues', 'Check Status', and 'Issue Detail'. The 'Report an Issue' form contains the following fields:

- Issue No. (text input)
- Date (text input)
- Status (text input)
- District (dropdown menu, currently '05')
- Priority (dropdown menu, currently 'Low')
- Issue (text input)
- Module (dropdown menu, currently 'EWB')
- Screen (dropdown menu, currently 'None')
- Function (dropdown menu, currently 'None')
- Issue Desc (text input)
- Short Desc (text input)
- Detailed Desc (large text area)

At the bottom of the window, there is a status bar showing 'Record: 1/1' and '<OSC>'.

This is the “Report an Issue” screen. You can report a problem you are having in the system or suggest an enhancement to the system from here. The user is asked to code his issues from a list that appears when you double click in the “Issue” field. A short description, as well as, a detailed description is requested. The more detailed the information used in describing what you were doing or attempting to do when the problem occurred, the better it is for the District Administrator. The problem will need to be re-created in the process of solving the issue.

Check Status Tab

Issue No.	Module	Issue	Short Description	Origination Date	Status	Status Date	Assigned To	Assigned Date	Priority
745	EWB	PERFORM	Cannot Enter New EWB	09/17/2001	Closed	09/21/2001	LWOODHOL	09/21/2001	High
857	EWB	PERFORM	Cumbersome to Find a Caltrans Locatic	01/22/2002	Closed	07/22/2002	LWOODHOL	01/22/2002	Medium
886	EWB	PERFORM	Checking the Issue Worklist	02/22/2002	Closed	08/14/2002	RASHCROFT	02/22/2002	Medium
703	EWB	SWAPP	What happens when you reject and E	06/14/2001	Closed	06/22/2001	KBEYER	06/18/2001	Medium
707	EWB	SWAPP	Labor Surcharge should not be require	06/22/2001	Closed	07/22/2002	LWOODHOL	07/05/2001	High
711	EWB	PERFORM	When does a Contract from CAS meet	07/13/2001	Closed	08/16/2001	LWOODHOL	07/13/2001	High
1154	EWB	BROADCAST	System will be down this evening start	02/10/2003	Closed	04/09/2003			High
1230	EWB	BROADCAST	External Application Server Down	06/23/2003	Closed	06/23/2003			High
1231	EWB	BROADCAST	External Application Server Down Tod	06/23/2003	Closed	06/23/2003			High
1238	EWB	BROADCAST	FTP Still Down	06/25/2003	Closed	06/25/2003			Medium
1243	EWB	BROADCAST	External Application Server Down Tom	06/30/2003	Closed	06/30/2003			High
1245	EWB	BROADCAST	FTP is Now Up and Functioning Proper	07/02/2003	Closed	07/02/2003			High
1251	EWB	ENHANCE	Add More Load Schedules between C	07/15/2003	Closed	12/23/2003	TSCHIAVO	07/15/2003	Medium

The above screen lists all the issues that you have entered into the system. This gives the user the status of all his/her issues at a glance. Each user will only see their issues on this screen.

Issue Detail Tab

Extra Work Bill (EWB) - ewb

File Record Help

ORACLE

Help Desk

Report an Issue Research Issues Check Status Issue Detail

Issue no. 745 Requestor BBROWN01 District 09 Status Closed Status Date 09/21/2001

Module EVB Screen EVB INPUT-Title Function New

Issue PERFORM Issue Desc Performance Issue Date 09/17/2001 Priority High

Short Desc Cannot Enter New EWB

Explanation
I received a call from Kal Sondh in Bakersfield, who has been trying to input EWBs for contract 09-304504, CCO #1, and the system keeps telling him this district is invalid.
This contract was set up in his profile and the CCO has been entered into the CAS system, but he still cannot enter EWBs. Can you help?

Assigned To LWOODHOUSE Assigned Date 09/21/2001 Resolution Code PROVASSIST Resolution Date User Approval

Resolution Comments
Talked to Bina. User was trying to input bill into CAS. In CAS you have to be assigned to a district specific district. User is assigned to Dist. 6 not 9. Bina instructed him to use EWB.

Record: 1/1 <OSC>

To see the detail of a particular issue, the user would look to this screen. The top half of the screen is what the user input. The bottom half is what the District Administrator inputs. There will be enough information input here so the user will know what is happening on his issue and will not need to call the Help Desk for an update. Once the District Administrator feels the issue is resolved, the user has the final say on whether or not the issue is resolved to their satisfaction.