< Material >

CAARS MATERIAL ON HAND OPTION

In accordance with Standard Specification 1906 "Partial Payments" a partial payment may be made to the Contractor for acceptable material produced or furnished as a permanent part of the work yet to be completed. Specific instructions and provisions for making Material on Hand (MOH) payments are given in this section . For those materials produced by the Contractor, the Engineer determines the amount of payment.

In keeping with Spec. 1906 CAARS will in no case allow a MOH payment where the Unit Price of the MOH exceeds the Contract Unit Price as bid. If you attempt to make a MOH payment that does not meet this criteria CAARS will give you a prompt box that states:

The Unit price for MOH cannot exceed the Placed Price

You must then reduce the MOH unit price to a point where the specifications are met before CAARS will allow a MOH payment. The Engineer may request the Contractor to submit an itemized list showing the cost of producing the material or use the following table as a guide:

ITEM NUMBER	ITEM	% OF BID PRICE OR $ VALUE
2118	Aggregate Surfacing	40% in stockpile in pit
2211	Aggregate Base	OR
2221	Aggregate Shouldering	65% in stockpile on project site
2461	Concrete Sand	$3.75 / ton @ Batch Plant
		$5.25 / Cu.Yd. @ Batch Plant
		$2.00 / ton @ Producing Plant
		$2.80 / Cu.Yd. @ Producing Plant
2461	Concrete Coarse Aggregate	$6.25 / ton @ Batch Plant
		$8.75 / Cu.Yd @ Batch Plant
		$4.25 / ton @ Producing Plant
		$5.95 / Cu. Yd. @ Producing Plant
2331 & 2340	Bituminous Aggregate	12 % in stockpile in Pit.
		20 % in stockpile on Project site

Before going on there are some basic facts about the <Material > option as a whole that will be helpful before you continue :

 MOH payments are made directly by the <Material> option and are placed on the next voucher for payment without having to utilize the CAARS <Update> option.

•   Once a MOH file is created for a specific Contract pay item it will remain accessible to you throughout the life of the Contract. However, you can remove any MOH file, at any time, by using the <Delete> option covered later in this section.

•   If you want to add MOH to a Contract Item that already has an existing MOH file , turn to the end of this Section and read " How to add to an existing MOH" p.84

•   If you wish to make a MOH payment for an Item created under a **Supplemental Agreement** you cannot do so under this CAARS <Material> option. If this is your situation   it will be necessary for you to back out to the Main Menu Screen .. Highlight and select the CAARS **<Backsheet>** Option to make such payments

•   The CAARS <Material > option will always require you to connect the MOH to a Contract Item. If you do not want to connect a MOH payment to a Contract Item you have the option of making all MOH payments by creating an Item Record Account   utilizing the CAARS **<Backsheet >** option. **For certain pay items that are designated to be paid for as a Lump Sum, (such as components for a CONDUIT SYSTEM - LUMP SUM), you should enter Material on Hand items as a <Backsheet>.(See page 42 in <Backsheet > section for example)** However, when you use the **<Backsheet>** option,   you must remember to manually reduce this MOH payment using the <Update> option as the material is incorporated into the project and paid for under the regular Contract Item.   (See "How to Remove MOH Item Record Accounts Created in <Backsheet > Option" at the end of this section).

•   The CAARS <Material> option has the capability to automatically reduce the MOH payment made on any upcoming payment voucher as the material is actually placed into the project under its connecting Contract Item. This feature is illustrated later on in this section.

The CAARS <**M**aterial> option provides for payment of MOH but not placed
by either the Unit Price method or by Invoice method.. How to make MOH payments by both Unit Price and Invoice method are covered in this Section. The data and information you will be entering on the various MOH screens are taken from "real world" scenarios for both the Unit Price and the Invoice methods. For a scenario and illustration of MOH paid as a backsheet , see."SCENARIO FOR PAYMENT OF MOH THAT WILL EVENTUALLY BE PAID FOR AS A LUMP SUM PAY ITEM " in <Backsheet> section page 42.


SCENARIO FOR PAYMENT OF MOH BY UNIT PRICE.
The Contractor has crushed and produced a stockpile of 1700 tons of Aggregate Shoulder Class 3 off the project site in Johnson's Gravel Pit. This material was specifically produced for use on S.P.8580-0122. The Contractor requests payment for Material on Hand . By looking at the Contract Admin. Manual table above, you determine that you will pay for the stockpile at 40% (See Mult. Factor 0.4 below) of the Contract Unit Price of $10.53 per ton

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<p align="center">**<<u>M</u>aterial> On Hand Option**</p>

HOW TO MAKE MOH PAYMENTS (BY UNIT PRICE) USING ABOVE SCENARIO

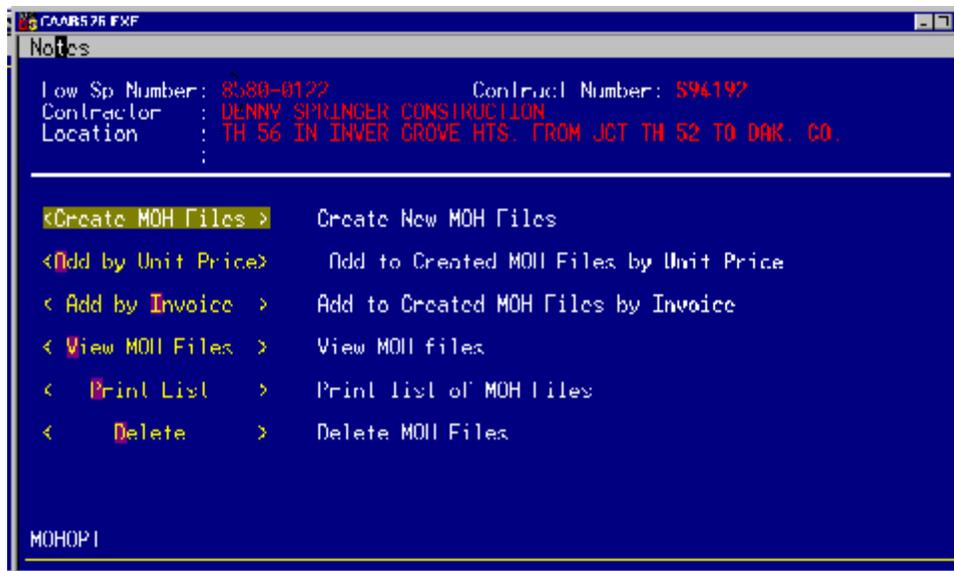**Step 1-** Arrow down and highlight **<Material>** as shown on Screen # 1 below and press
ENTER ...You are now moved to Screen # 2 below with <Create MOH files> highlighted.

SCREEN # 1 - Main Menu Screen
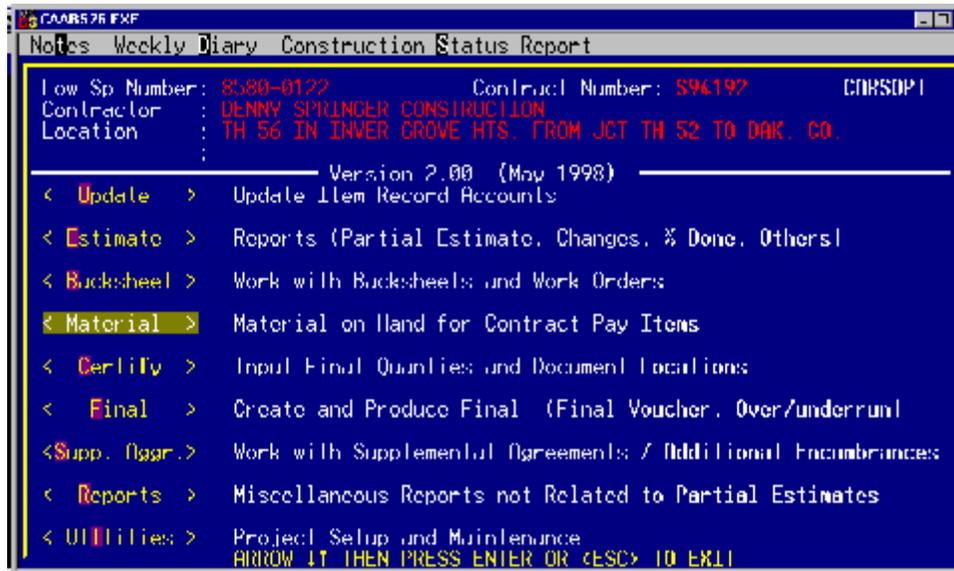
Step 2 - **.** Press ENTER with **<Create MOH Files >** highlighted as shown in Screen # 2 **....** this
will bring you to the Item Selection Screen # 3 below....

SCREEN # 2 - MOHOPT Screen

About Screen # 3 - Item Selection Screen - Note that the items listed on the Item Selection
Screen # 3 are in a Proposal Line No. order based on all of the Contract Body Items as they were
received by you in the original CAARS project download. The items   (Continued)

listed on Screen # 3 are the <u>ONLY</u> items that can be "connected" to a MOH payment. This Item Selection Screen is where you will highlight and select the pay item you wish to "connect" to the MOH payment you want to make. The word "connect" as used herein means that you will select the pay item under which the MOH will finally be paid for as it is actually incorporated into the Project.

Step 3 -   With AGGREGATE SHLD. CLASS 3 highlighted as shown on Screen # 3 below press ENTER ...., you will then receive a short duration prompt box that states:

The item has been added to the MOH File   and an **"x"** will appear in MOH Marker area

signifying this item is connected to a MOH file....You are now automatically returned to the MOHOPT screen shown as Screen # 4   below with < Add By Unit Price > highlighted

SCREEN # 3 - Item Selection Screen for creating MOH Files.

SCREEN # 4 - MOHOPT Screen

<u>**<Material> On Hand Option**</u>

Step 4 - With <Add by Unit Price> Highlighted as shown in Screen # 4 above press ENTER ....**this will bring you to the Item Selection screen # 5 below and display all of the Items** that have a MOH file created and available for use.

SCREEN # 5 - Item Selection Screen for all items that have MOH files created either by Unit Price or Invoice.
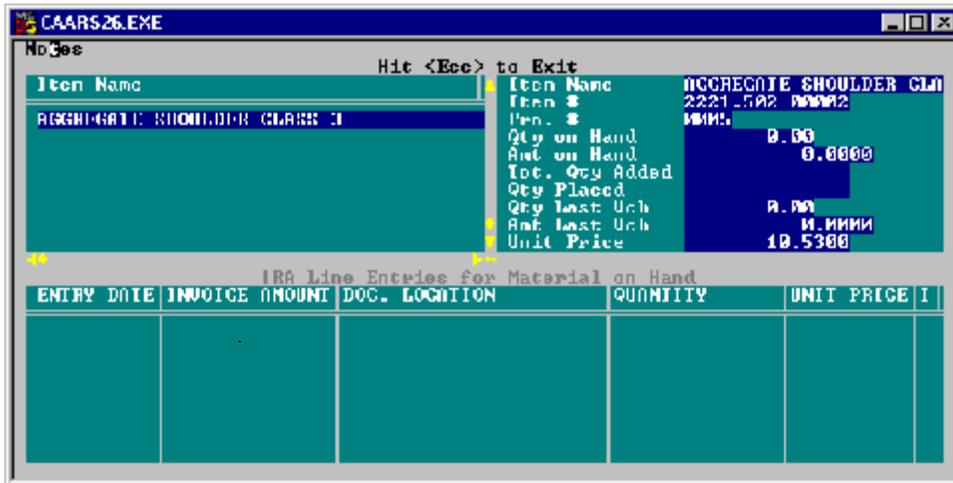
Step 5 - With Aggregate Shoulder Class 3 highlighted as shown above press ENTER . You are now at Screen # 6 - MOH Data Entry Screen below.

SCREEN # 6 - MOH Data Entry Screen...(By Unit Price)

Step 6 - Press ALT key to highlight **Add Entries** as shown above Screen 6 ... press ENTER ... You will now have the cursor blinking in the *Date* field with (Continued)

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the current date displayed...press ENTER ... this will move you to the *Unit Price this entry* field were you will type in **10.53** (One - Zero Point Five Three).. press ENTER ... this will bring you to the

Quantity entry field were you will type in **1700.00**   (One-Seven-Zero-Zero-point-.Zero-Zero) and press ENTER .....   You are now at the Mult. Factor entry field were you will type in your percentage of payment as **0.4** (Zero -point- four)..and press ENTER .... this will bring you to the *Remarks* field were you will type in. **STOCKPILE IN JOHNSON'S PIT**. .... then press ENTER with <Save> highlighted ....you will then receive a short duration prompt that states: Record was Saved **. .... MOH Payment by Unit Price Completed** ..

[Note: This is the only payment made by the CAARS system that does not require you to go through the <Update> option to actually make the payment. This MOH payment of $ 7,160.40 shown in Invoice amount above will be paid on the next voucher for payment**.**]

  .... You will then automatically have Screen # 7 displayed as shown below.

SCREEN # 7 - **Computation of MOH Payment Screen** (By Unit Price)
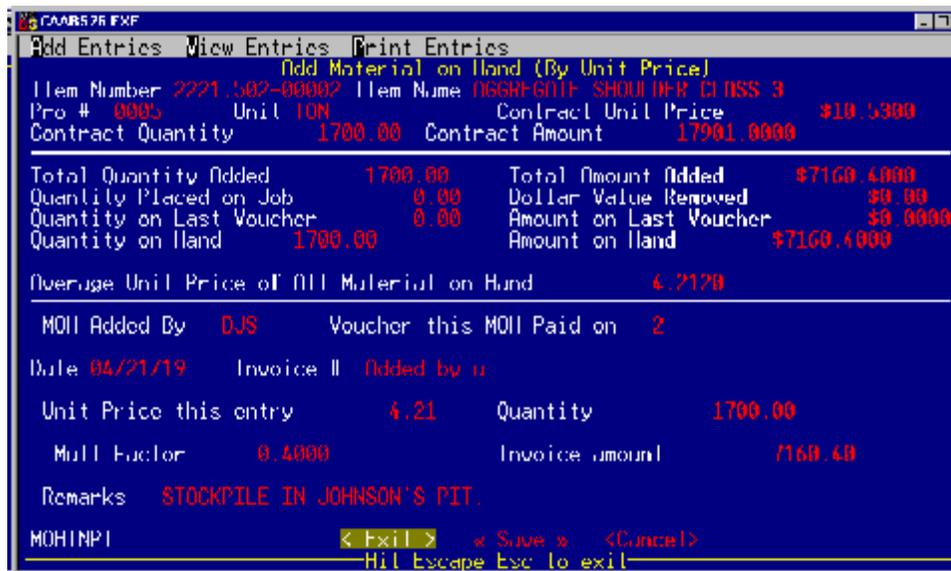
In reviewing the information on Screen # 7 above you can see that CAARS has automatically completed the following computation:[1700 tons *Quantity* x the *Contract Unit Price* of $ 10.53 /ton x the *Mult. Factor* of 0.40 (40% payment) = *Invoice amount* of $ 7,160.40 divided by 1700 tons =   *Unit Price this entry* of $ 4.2120 per ton MOH.   CAARS actually completed this computation at the point you <Saved> in Screen # 6 above, at that point CAARS would have recognized if your Unit Price this entry of $ 4.2120 / ton MOH exceeded the Contract Unit Price of $ 10.53 / ton. In keeping with Specification 1906 at that point CAARS would have prompted you by stating: The Unit price for MOH cannot exceed the Placed Price !!. ... You then would have to reduce the Mult. Factor to arrive at a MOH Unit Price that is less than the $10.53 / ton placed price before CAARS would allow you to continue or make the MOH payment . When you receive the prompt Record was Saved CAARS has recognized and acknowledges your entry to be within the allowable limits of Specification 1906.

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SCENARIO FOR PAYMENT OF MOH BY INVOICE

The Contractor has 31 Casting Assemblies shipped to his project storage yard by Superior Foundry. These Castings will later be incorporated into the project under Contract Item 2506.516 CASTING ASSEMBLIES. The Contractor submits an Invoice # A615483 from Superior Foundry in the amount of $ 2,769.00 and requests payment for MOH.

HOW TO MAKE MOH PAYMENTS   **(BY INVOICE)** (USING ABOVE SCENARIO)

Step 1 - Same as by Unit Price Method (Main Menu —> <Material>

Step 2 - Same as by Unit Price Method (MOH Menu —> <Create MOH Files>

Step 3 - Same as by Unit Price Method accept arrow down and select CASTING
          ASSEMBLIES on the Item Selection Screen # 3 and press ENTER

Step 4 - On MOHOPT Screen # 4 .. Arrow down to < Add by Invoice > and press ENTER

Step 5 - On Item Selection Screen #5 .. Highlight CASTING ASSEMBLIES and press ENTER

Step 6 - Press ALT key to highlight Add Entries then us same procedure as by Unit Price accept
          for information you type into the entry fields of the   MOH Data Entry Screen # 6A (By
          Invoice) as shown below in Step 6A..

 SCREEN # 6A - MOH Data Entry Screen (By Invoice)

Step 6A - Press ALT key to highlight **Add Entries** as shown in above Screen 6A ... press ENTER **...** You will now have the cursor blinking in the *Date* field with the current date displayed...press ENTER ... this will move you to the *Invoice #* field were you will type in **A 615483** and press ENTER ... this will bring you to the *Quantity* entry field were you will type in **31.00**   (Three One -point-.Zero-Zero) and press ENTER ..... You are now at the *Invoice amount* entry field were you will type in **2769.00** (Two-Seven-Six- Nine- point -zero - zero).. .and press ENTER .... this will bring you to the *Remarks* field were you will type in. **STORED ON PROJECT IN CONTRACTORS YARD** .. then press ENTER with <Save> highlighted ....you will then receive a short duration prompt that states: Record was Saved .

.......Payment By Invoice Complete ..CAARS moves to Screen 7A .

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SCREEN # 7A - **Computation of MOH Payment Screen** (By Invoice)

In reviewing the information on Screen # 7 A (By Invoice) above you can see that CAARS has automatically completed the following computation:[$ 2,769.00 *Invoice Amount* divided by *31.00 Quantity* = $ 89.32 *Unit Price this entry* CAARS actually completed this computation at the point you <Saved> in Screen # 6 above, at that point CAARS would have recognized if your Unit Price this entry of $ 89.32 MOH exceeded the Contract Unit Price of $ 140.00 each. . In keeping with Specification 1906 at that point CAARS would have prompted by stating: The Unit price for MOH cannot exceed the Placed Price !!. ... You then would have to **re-enter** the *Invoice Amount* $ figure to something less, so that when divided by the *Quantity* of 31.00 you would arrive at a *Unit Price this entry* of less then $ 140.00 each unit placed price. If you make this adjustment , CAARS would then allow you to continue and make the MOH payment . When you receive the prompt Record was Saved CAARS has recognized and acknowledges your entry to be within the allowable limits of Specification 1906.

HOW IS MOH (**BY INVOICE**) REDUCED AS THE CONTRACT ITEM IS PLACED ?
For each CASTING ASSEMBLY that is placed on the project at the Contract Unit Price of $ 140.00 each, CAARS will reduce the MOH payment by $ 89.32 each until the Invoice Amount is reduced to $ 0.00.

HOW IS MOH **(BY UNIT PRICE)** REDUCED AS THE CONTRACT ITEM IS PLACED In order to demonstrate how MOH by Unit price is reduced as the Contract Item is actually placed into the project at Contract Unit Prices, you will have to exit the <Material> option and use the **< Update>** option. To get to the **<Update>** option from where you are at now, simply press ESC until you get to the Main Menu Screen... then arrow up to and highlight <Update>... Then follow <Update> Steps and instructions given in previous Section.   Once your in the <Update> option, you will select Contract Item AGGREGATE SHOULDER CLASS 3 .as shown on Screen # 8 below.

<Material> On Hand Option

SCREEN # 8 Update Item Record Account (IRA) Screen.
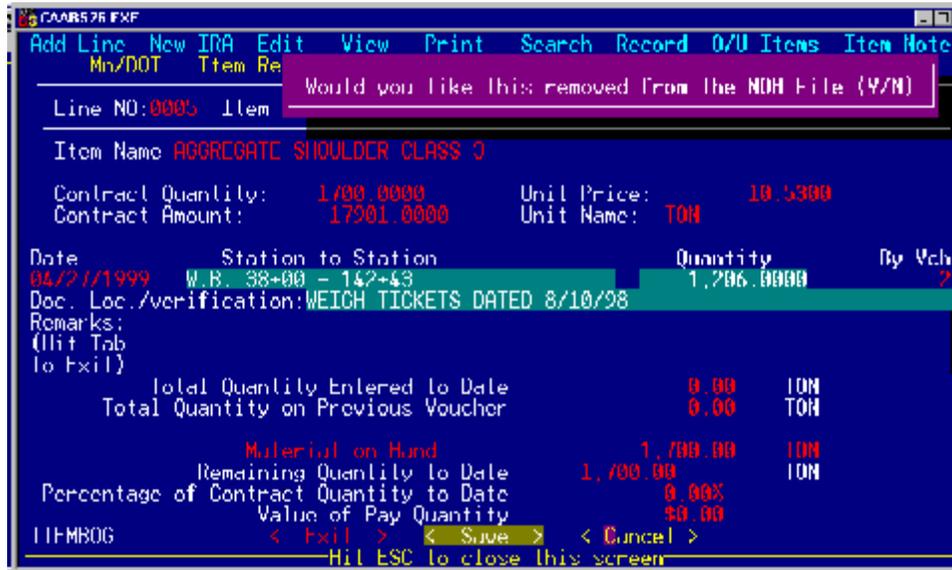
Press ALT key to highlight Add Line and type in <Update> entry with information **as shown** above under *Sta.to Station, . Quantity, & Doc. Location / Verification* `STOP` ... Before you press `ENTER` on <Save> in Screen # 8 above observe that *Remaining Quantity to Date* of the MOH as shown on Screen # 8 is **1700.00** tons....if you now press `ENTER` on <Save> you will automatically be at Screen # 9 below were you will see that the *Remaining Quantity to Date* of the MOH is reduced to **494.00** tons (1700 tons MOH minus 1206 tons Placed by this <Update> entry = 494 tons Remaining) . Also note that when you did press enter on <save> you received a prompt box that stated: `Would you like this removed from the MOH file Y/N` ... you will answer **Y** for Yes **..CAARS then automatically reduces the MOH payment accordingly as shown on the bottom of screen # 10.

SCREEN # 9 - <Update > Item Record Account (IRA) Screen. Do not exit Screen # 9 below until you read   ** "What if I answer N for No" below Screen # 9.

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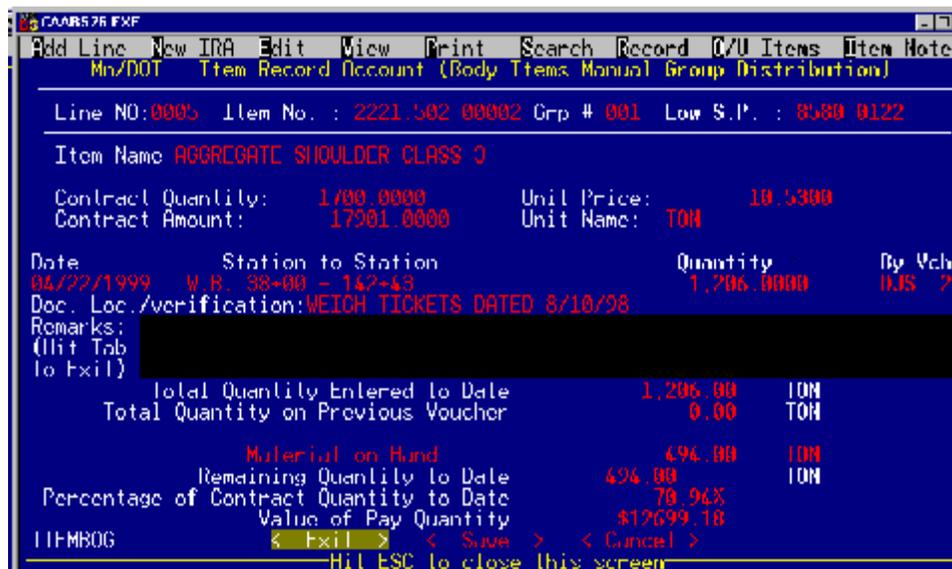
What if I answer N **for No to** <mark>**Would you like this removed from the MOH File? Y/N**</mark>

As you made your <Update> entry above for 1206 tons of Agg. Shld. Class 3 you received the above prompt when you entered on <Save> .... The examples shown here only address a **Y** for Yes response. There are times when you might choose to respond **N** for No. [Example: You could have a situation were you have two different sources of material for the same Contract Item. One source may have MOH while the other source delivers the material straight to the project were it is installed immediately and would not involve MOH. This is not an uncommon situation with Storm Sewer and Culvert items. There are several other examples of where you answer NO.].... If you do choose **N** for No the MOH file will remain unchanged is if you never made the <Update > entry.

At this point you exit the <Update > option from Screen # 9 above by pressing $\boxed{\text{ESC}}$ twice to return to the Main Menu Screen # 1... .Then arrow down and highlight <Material> and press $\boxed{\text{ENTER}}$ ....You now have <Create MOH Files> highlighted...arrow down and highlight <View MOH Files> and press $\boxed{\text{ENTER}}$. You are now at Screen 10 below that contains a list that includes all the items on your project that you have created a MOH File.... as you arrow down the list and highlight each item, you will be able to simultaneously view on the bottom portion of this screen the status of the MOH for the item that is highlighted.

SCREEN # 10 - MOH Items List (Both by Unit Price & By Invoice)

As you can see in Screen # 10 above the 1206 tons of AGG. SHLD CLASS 3 you placed on the project at Contract price, reduces the amount of payment for MOH by $ 4.2120 per each ton placed. (-1206 tons x $ 4.2120 = - $ 5079.67). CAARS will then automatically **reduce** payment on the next voucher to $ 2080.73   ($ 7,160.40 Original MOH payment minus the $5069.67 placed on the project under the Contract item .

<Material> On Hand Option

OTHER IMPORTANT POINTS ABOUT MOH

HOW DO I DELETE A MOH FILE THAT WAS CREATED IN THE <MATERIAL> OPTION ?? (Does not apply to MOH Item Record Accounts created by <Backsheet> option

If you want to delete a MOH file you can do so at any time by going back to the MOHOPT Screen # 4 .... arrowing down and highlighting <Delete> and pressing $\boxed{\text{ENTER}}$ .... You are now at the screen that has the Items list that includes all items on your project that you have created a MOH File...If you now highlight the item you want removed from the MOH file and press $\boxed{\text{ENTER}}$ you will receive two warnings that you will have to answer yes or no to. As a safeguard , CAARS purposely makes you think twice before it will allow you to remove this from the voucher. When you have successfully removed the Item from MOH files you will get a prompt that says ...
$\boxed{\text{Item Removed}}$ If you now <View MOH Files> you will see that the item is indeed gone.

Also note that even if you reduce the value of a MOH file to $0.00 dollars it will not be removed from the MOH files unless you choose to do so under the above <Delete> option. These MOH payments will continue to show as $ 0.00 on Partial Estimate Vouchers. However, all MOH files will be addressed when you attempt to create a Draft Final Voucher under the CAARS <Final> option.   Those MOH files that show $ 0.00 **will not be printed** by CAARS when the Draft Final Voucher is produced . If you still have $ showing on a MOH file when trying to produce a Draft Final Voucher CAARS will prompt you that .
$\boxed{\text{You still have Material On Hand Remaining !!}}$

If, at the time you <Delete> a MOH file and there is still a quantity remaining , CAARS will automatically **reduce** the $ value of that quantity remaining from payment made on the next pay voucher.   CAARS will not create a Draft Final Voucher until all $ remaining in MOH Files is deleted.

HOW DO I DELETE A MOH ITEM RECORD ACCOUNT THAT WAS CREATED BY THE <BACKSHEET> OPTION (Does not apply to MOH files created in <Material>)

Any MOH Item Record Account created under the <Backsheet> option will have to be removed from the CAARS project records manually as the MOH is being placed and paid for under the Contract item . At the time of the Draft Final Voucher, all <Backsheet> MOH items Record Accounts will have to be reviewed and deleted using the <Delete Backsheet Option>, even if they are at a $0.00 value. CAARS will not prompt you to remove MOH Item Record Accounts , ..So you'll just have to remember to do so. Any such MOH <Backsheets> will be removed by the Final Squad in this Office if they still remain when you submit your final records.   Any such MOH Item Record Account, that has $ remaining, will result in reducing the final payment on the Draft Final Voucher by that $ amount .

HOW TO ADD TO AN EXISTING MOH FILE

 If you want to add MOH to a Contract item that already has a MOH file, you do <u>not</u> have to create a new MOH file to make additional MOH entries. This holds true even if the first MOH is already incorporated into the project, and shows a $ 0.00 payment. If this <u>is</u> your situation you would enter the new MOH to the already existing MOH file as follows :... Use the same Step procedures illustrated beginning on page 76 of this Section in the following order: Do Step 1, skip Steps 2 & 3 **,** in Step 4 choose the method by Unit Price or Invoice. .
rest of the Steps remain the same**.**

HOW DOES CAARS COMPUTE PAYMENT WHEN I ADD MOH TO ALREADY EXISTING FILE ??   (By Unit Price)

When MOH by Unit Price is added to a Contract Item that already has an existing MOH file , CAARS will automatically compute a new *Unit Price This Entry* based on the new MOH added. In addition, CAARS also adds any remaining MOH not yet placed on the project under the Contract Unit Price, and computes a *Average Unit Price of All MOH* in the file for that Contract Item.   The $ value of the MOH file will then be reduced, on the next voucher for payment, by this new *Average Unit Price of All MOH* multiplied by the number of Units placed and paid for under the Contract Item in the <Update> option.

HOW DOES CAARS COMPUTE PAYMENT WHEN I ADD MOH TO ALREADY EXISTING FILE ??   (By Invoice)

When MOH by Invoice is added to a Contract Item that already has an existing MOH file , CAARS will automatically compute a new *Unit Price This Entry* based on the $ amount of the new MOH Invoice divided by the number of Units represented by the new Invoice. CAARS also adds to the new Invoice $ amount , any $ amount on the MOH file not yet placed on the project. This total $ amount is then divided by the grand total number of units not yet placed on the project, and arrives at a new *Average Unit Price of all MOH*. .   The $ value of the MOH file will then be **reduced**, on the next voucher for payment, by this new *Average Unit Price of All MOH* multiplied by the number of Units placed and paid for under the Contract Item in the <Update> option.

<Material> On Hand Option

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