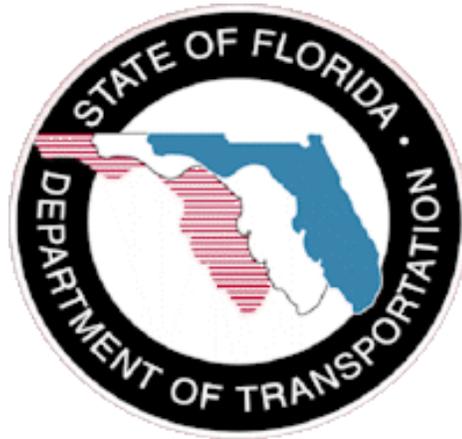


Florida Department of Transportation



User Guide (Internal)

Unpaid Bills

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INTRODUCTION

In order to provide a means for Final Estimates personnel to store, manage and report on data relating to unpaid bill claims, Engineering Support Services has developed a menu driven data entry and reporting system that provides easy access to current and historical State project claim information.

To access the system you must have a valid LAN user id and be granted authority to access the system menus. Some users will be granted update authority while others will only be able to read the database.

If you are a District or Turnpike Final Estimate Manager (DFEM) user, you will only have access to edit data that has been entered by your district. You may however report on all claim data. Central Office has Administration access to all data. If you need information on a claim that is not being maintained by your office, please contact Central Office Final Estimates Section Staff.

GENERAL DEFINITIONS

- Edit Icon: 
- Detail Icon: 
- Delete Icon: 
- Search Icon: 

NAVIGATION

MENU

The menu bar is shown on all pages. It consists of the following items.

- Home
 - This will take you to the CARS home page.
- Contracts
 - This is the starting page for all users. This page lists all contracts that have received an unpaid bill claim.
- Admin
 - This page is only visible to Administrators.
 1. This page provides tools for the Admin users to manage the application.
- Reports
 - This page provides a list of available reports.
- Help
 - This page provides links to the user hand book. This Document.
- Search Contract List
 - This text box allows users to search for Contracts by Contract Id, Project Id, Vendor Id, or Vendor Name.
 - Once the user has entered some information and either presses the enter key or clicks the Icon the system will return all results where a match has been found and also highlights each match.



SEARCH

Search by Contract Id

To search for a particular **Contract** you enter in the Contract Id (you can enter a partial number) into the text box has shown below. Once you have entered the information you can press enter or click on the Icon 

Note: Search feature will search all records. This includes contracts that may not show up on the contract list page due to the following filter. Date received after 01/01/2000 and with a status of Good Cause or Un-Resolved.



Your results have been returned and the **182's** have been highlighted.

	District	Contract ID	Lead Project ID	Primary Vendor ID	Const UnPaid Bills	Maint UnPaid Bills	
 	04	18202	23160815201	I-95/SI F592028249	1	0	
 	08	18212	23225315201	CONS F591104806	9	0	
 	02	18221	21295115201	I-75FF F592871935	4	0	

Search by Project Id

To search for a particular **Project** you enter in the Project Id (you can enter a partial number) into the text box has shown below. Once you have entered the information you can press enter or click the Icon 

FDOT - UnPaid Bills CO\ons82mj

Search Contract List:  [Home](#) [Contracts](#) [Admin](#) [Reports](#) [Help](#)

Your results have been returned and the **258's** have been highlighted.

	District	Contract ID	Lead Project ID	Primary Vendor ID	Const UnPaid Bills	Maint UnPaid Bills	
 	02	18509	21025815201	SF F590933906	1	0	
 	03	19071	22258215201	SF F590721886	1	0	
 	07	18812	25829515201	PI F592192459	1	0	
 	07	19782	25830015201	N. F840915605	1	0	

Search by Vendor Id

To search for a particular **Vendor ID** you enter in the Vendor Id (you can enter a partial number) into the text box has shown below. Once you have entered the information you can press enter or click on the Icon 

FDOT - UnPaid Bills CO\ons82mj

Search Contract List:  [Home](#) [Contracts](#) [Admin](#) [Reports](#) [Help](#)

Your results have been returned and the **f591's** have been highlighted.

	District	Contract ID	Primary Vendor Name	Primary Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	01	16758	R S FUTCH CONSTRUCTION INC	F591596298	3	0
 	01	16759	R S FUTCH CONSTRUCTION INC	F591596298	4	0
 	01	17231	R S FUTCH CONSTRUCTION INC	F591596298	1	0
 	01	17340	FLORIDA ROADS CO	F591289969	14	0

Search by Vendor Name

To search for a particular **Vendor Name** you enter in the Vendor Name (you can enter a partial name) into the text box has shown below. Once you have entered the information you can press enter or click on the icon 

FDOT - UnPaid Bills CO10982M

Search Contract List:  [Home](#) [Contracts](#) [Admin](#) [Reports](#) [Help](#)

Your results have been returned and all **CONSTRUCTION's** has been highlighted.

	District	Contract ID	Primary Vendor Name	Primary Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	01	14329	POSEN CONSTRUCTION INC.	F382297532	1	0
 	01	16758	R S FUTCH CONSTRUCTION INC	F591596298	3	0
 	01	18174	MITCHELL CONSTRUCTION CO INC	F581220465	1	0
 	01	18316	GULF CONSTRUCTION GROUP INC	F592763898	1	0

CONTRACTS

All unpaid bill claims start with a contract. In order to add an unpaid bill claim you must first select or add a new contract. The Contract list page is your starting point. I suggest [searching for your contract](#) first. If it's not found you must add it in order to add an unpaid bill claim.

ADD NEW CONTRACT

Adding a new contract is very simple.

- Click on the link **Add Contract** located top left under the label **Contract List** or bottom left.
- Enter the contract Id.
 - As shown right, as you type you will be given a list of choices you may choose from. You may choose from the list or you can continue typing the contract Id.
- Once you have selected or entered the contract Id, press enter or click Create.
 - The system will do a validation against what you have entered to ensure the contract Id is valid. This validation check is against Site Manager. If the contract exists in Site Manager and belongs to your district then it will pass validation.
 - **Note:** If you choose from the list you will always pass the validation.
- You will be directed to the search results page showing the new contract you added. You're ready to add an unpaid bill.

Contract ID
e2h0
E2H00
E2H01
E2H02
E2H03
E2H04
E2H07
E2H09

EDIT CONTRACT

Currently this is a Central Office function only.

The information at the contract level comes from Site Manager and should not change unless the Contractor defaults on the contract and the Surety Company takes over the Contract. If this happens you will need to contact the Central Office and have them edit the contract to show a new Prime Contractor (in this case will be the Surety Company) and change the Vendor ID and Vendor Name to reflect the change in ownership.

- Click the edit icon 
- Focus will be set on Primary Vendor ID.
 - Start typing new Vendor Id.
 - As shown right, as you type you will be given a list of choices you may choose from. You may choose from the list or you can continue typing Vendor Id.
- You may also choose to find the Vendor by name.
 - Start typing new Vendor Name.
 - As shown right, as you type you will be given a list of choices you may choose from. You may choose from the list or you can continue typing Vendor Name.
- Provide a comment; give a reason why the Vendor information has changed.
- Click **Update** or press **Enter**.

Primary Vendor ID	Primary Vendor Name
z34-0	ANDERSON COLUMBIA CO., INC.
Z34-0368340	LMI INSURANCE COMPANY
Z34-0438190	OHIO FARMERS INSURANCE COMPANY
Z34-0860093	FIREMAN'S FUND INSURANCE COMPANY OF OHIO
Z34-0927698	INFINITY AUTO INSURANCE COMPANY
Z34-0960104	CREDIT GENERAL INSURANCE COMPANY

Primary Vendor Name
infinity a
Z34-0927698:INFINITY AUTO INSURANCE COMPANY
Z75-1227771:INFINITY ASSURANCE INSURANCE COMPANY

VIEW CONTRACT DETAILS

Due to limitations on screen size, not all contract information could be displayed on the Contract List page. For this reason a detailed view has been provided in order to provide the complete contract information.

- Click on the Detail icon. 
- Once you're done looking at the information you may return to the Contract list by one of the methods below.
 - Click on the **Back to List** link located bottom left.
 - Click on the **Contract** menu item. Location top right.

DELETE CONTRACT

In order to delete a contract, the contract must not have any unpaid bills. The system will only show the delete icon  only if the unpaid bill record count is zero for both Construction and Maintenance.

- Click on the delete icon. 
- You will be asked if you are sure you want to delete this record.
 - This is your last chance. If you click the Delete button the record will be deleted and cannot be recovered.
- If you are sure you want to delete the record, then click on **Delete** or press **Enter**.

UNPAID BILL

Unpaid Bills are added to a Contract. You can have many Unpaid bills per contract.

ADD UNPAID BILL

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)

	District	Contract ID	Lead Project ID	Primary Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(N.F592871935)	0	0

- Select the link under the Const Unpaid Bills.
- Select **Add Unpaid Bill** link.

UnPaid Bill Claims(Construction)

Contract ID	Lead Project ID	Primary Vendor Name
E2H07	20769915201	SR COLUMBIA CO., INC.

[Add UnPaid Bill](#)

- Select the **Project ID** from the drop down.
- Select Against Prime.

Project ID

20769915201

20769915201

20779015201

- By selecting this check box the system populates both the vendor ID and Vendor Name fields.
 - **Note:** Both vendor fields are locked for editing. If you want to change this information you will need to un-check the box.
 - The SSN Used check box is used to determine if the Vendor Id entered into the system is a Social Security Number. If so check the box. If the box is checked read only users will not see the vendor id. (This includes all reports).
- Enter the amount. Oh let's say \$3500.00
 - Enter the Date received. 08/12/2012. The system will not let you enter a date in the future. If you do and try to save the record the system will be give you an error.
 - The Making Claim DBE check box is used to determine if the contractor making the claim is a DBE or not. This is used to determine if additional contacts on added to the email distribution list.
 - The Comments field can be used to record additional details you feel maybe useful.

UnPaidBill

Project ID Against Prime

SSN Used Against Vendor ID Against Vendor Name

- Vendor ID – Making Claim. You can start entering an id number and the system will provide you with possible matches found in the vendor table. If you select one of the items from the list the system will fill in the Vendor ID and Name for you. This is the case for both the Id and Name fields.

- If you select an item from the list while entering the ID. The system will lock the Vendor Name for editing. If you select an item from the list while entering the Name. The system will lock the Vendor Id for editing.

SSN Used	Vendor ID Making Claim	Vendor Name Making Claim
<input type="checkbox"/>	f592	
Create Click to Open 	F592000711:GUETTLER & GUETTLER, INC.	
	F592001335:PALM BEACH STUCCO, INC.	
	F592004963:WALTER L. LISTA INC.	
	F592005601:GATE CONCRETE PRODUCTS COMPANY	
	F592005824:POST HASTE TRAVEL SERVICE, INC.	

- This is done to reduce the case where the Id and Name are not correct.

- If at all possible select an item from the list. This will help ensure the Vendor ID and Name is always correct.
- Click on Create or press enter.

Note: The system sets the Status to **Unresolved** by default.

EDIT UNPAID BILL

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)

	District	Contract ID	Lead Project ID	Primary De Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(NEF592871935	1	0

- Select the link under the Const Unpaid Bills.
- Select the Edit Icon. 
- Make the changes you need to make. The page works the same has the Create page.
- Once you have made the changes Select **Update**.

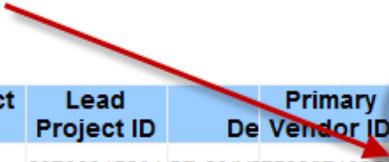
DELETE UNPAID BILL

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)



	District	Contract ID	Lead Project ID	Primary De Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(NEF592871935	1	0

- Select the link under the Const Unpaid Bills.
- Select the Delete Icon. 
 - Note: If the Delete Icon  is not available, this means we still have a Status record associated to the Unpaid Bill record. We must delete all status records first. See [Deleting Status](#).
- You will be given one last chance to change your mind about deleting the record.
- If you're sure then Select **Delete**.

Delete UnPaid Bill

Are you sure you want to delete this?

UnPaidBill

ProjectId	AgainstPrime	Locked
20769915201	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CreatedBy	Created	LastModifiedBy	LastModified
COICN982MJ	8/27/2012 4:25:20 PM	COICN982MJ	9/28/2012 3:38:13

Delete



STATUS

The system currently allows three statuses. Resolved, Unresolved (Default), and Good Cause. When you add an unpaid bill claim the system will add a status of Unresolved. You can delete this status but can change it. You can edit the remark if you like.

Edit Status

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)



	District	Contract ID	Lead Project ID	Primary De Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(NEF592871935	1	0

- Select the link under the Const Unpaid Bills.
- Select the link under Status column. For this example the link is **Unresolved**.



	Received	Project ID	Amount	Vendor Name Making Claim	Status
 	8/12/2012	20769915201	\$3,500.00	WALTER L. LISTA INC.	Unresolved

- Select the Edit Icon. 
- You will notice the only items you can edit are the Status Date and remark. For this example let's change the remark.
- Enter 'Contractor is no good' for remark.
- Select **Update**.

Add Status

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)



	District	Contract ID	Lead Project ID	Primary De Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(NEF592871935	1	0

- Select the link under the Const Unpaid Bills.
- Select the link under Status column. For this example the link is **Unresolved**.



	Received	Project ID	Amount	Vendor Name Making Claim	Status
 	8/12/2012	20769915201	\$3,500.00	WALTER L. LISTA INC.	Unresolved

- Select **Add Status** link.
- Select **Status ID** from the Drop Options
 - Notice that you only have two to choose from. **Resolved** and **Good Cause**. Since the system added Unresolved by default you only have two other options.
- For this example choose Resolved
- Enter 'Contractor has met all requirements issue is resolved.' For remark.
- Select Create
- You were returned to the previous screen where you can see the added status.

Status



Contract Information:	
02	E2H07
20769915201	ANDERSON COLUMBIA CO., INC.

UnPaid Bill Information:	
Project ID	Received
20769915201	8/12/2012

[Add Status](#)

- **Notice:** The option to delete the statuses is not available. The record has been locked. This occurs once a resolved status has been added.
 - If you find a need to change the status on this Unpaid Bill Claim you will need to Contact central office and request the record to be unlocked.

Delete Status

The first thing you need to do is search for the contract you will be working with.

- Enter **e2h07** into the search text box and press enter.
- This will result in the following view.

Search Results

[Add Contract](#)

	District	Contract ID	Lead Project ID	Primary De Vendor ID	Const UnPaid Bills	Maint UnPaid Bills
 	02	E2H07	20769915201	SR 26(NEF592871935	1	0

- Select the link under the Const Unpaid Bills.
- Select the link under Status column. For this example the link is **Unresolved**.

	Received	Project ID	Amount	Vendor Name Making Claim	Status
 	8/12/2012	20769915201	\$3,500.00	WALTER L. LISTA INC.	Unresolved

ADMINISTRATION

The administration page allows the admin to manage the Security groups, and Status Types.

SECURITY GROUPS

Security groups are broken into two categories Construction and Maintenance. If a user will manage both construction and maintenance contracts you should enter them into both security groups.

Add User

- Select **Manage Security Groups** on the Admin page.
- Select the appropriate Role.
 - **Construction Role** will be used for this example
- Select **Create New**.
- Select **Role Id** from Drop Down.
 - You have two options
 - Admin
 - District
- Enter a Description, User ID, Last Name, and First Name.
- Select **Create**.

Role Id

Admin	▼
Admin	
District	

Admin Section

- [Manage Security Groups](#)
- [Manage Status Types](#)

List of Security Groups

Description	Create
Construction	System
Maintenance	System

[Back to Admin](#)

Delete User

- Select the Delete Icon  for the user you would like to delete.
 - You will be given one more chance to change your mind.
- Select **Delete**.

Edit User

- Select the Edit Icon  for the user you would like to edit.
 - Make the changes needed.
- Select **Update**.

STATUS TYPES

Currently there are three status types **Resolved**, **Un-Resolved**, and **Good Cause**. You cannot delete a status type but you can change the description and/or deactivate the status type. If you deactivate a status type the system will no longer allow you to choose that status type when adding a new status type. The status type of **Un-Resolved** is used by the system as the default and therefore cannot be deactivated.

Add Status Type

Notice: Once you add a status type it cannot be deleted. So make sure you need this. If you add one by mistake you can deactivate the status to prevent its use.

- From the admin Section select **Manage Status Types**.
- Select **Create New**.
- Provide **Item Id**. It must be 4 characters long.
- Enter **Description**. This what the users will see on the reports.
- Select **Create**.

Edit Status Type

- From the admin Section select **Manage Status Types**.
- Select the **Edit** icon  for the status type you would like to edit.
 - Make the changes needed.
 - **Note:** you can only change the Description and the Activate status.
- Select **Update**.