



Internet Contract Administration System User Guide

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INTRODUCTION**A1**

The Internet Contract Administration System (**iCAS**) is an automated web-based computer application supporting Caltrans construction contracts. There are seven modules in **iCAS**:

- A Basics**
- B Help Desk**
- C Contract Initiation/Update**
- D Contract Change Order**
- E Progress Payment**
- F Extra Work Bill**
- G Daily Diary**
- H Administration**

Modules A, B, F, and H of **iCAS** are currently in production.

Module A, **Basics**, explains how to navigate through the **iCAS** modules.

Module B, **Help Desk**, allows a user to report a problem with any of the parts of **iCAS** by submitting an “issue” to the Administrator. The issue is numbered and remains in place for resolution until it is resolved and closed.

Module F, **Extra Work Bill** (EWB), allows contractors performing contract change order work on Caltrans construction contracts to send EWBs electronically.

Module H, **Administration**, allows **iCAS** Application Administrators in each District/Region to assign Usernames, assign roles to individuals, assign individuals to active contracts, and to input the various contract markups.

Modules C, D, E and G are not yet available.

HOW TO USE THIS GUIDE**A2**

This Guide provides step-by-step instructions for using **iCAS**. The **iCAS** may be accessed through the Internet using either Netscape Navigator or Internet Explorer, along with the J-initiator plug in. See **Appendix A and B** for software information.

Commands, titles of fields, button **names**, etc. are in Arial font, bold type.

Unless otherwise indicated, use the left mouse button when instructed to “click.”

CONNECT**A3**

Contractor (external access)**A3.1**

Connect to the Internet using your Internet Service Provider. Once logged onto the Internet, enter the following URL external access address in the “Location” or “Go To” box:

<http://svctdb36.dot.ca.gov:7777/forms/frmservlet?config=EWBJRE2012prod>

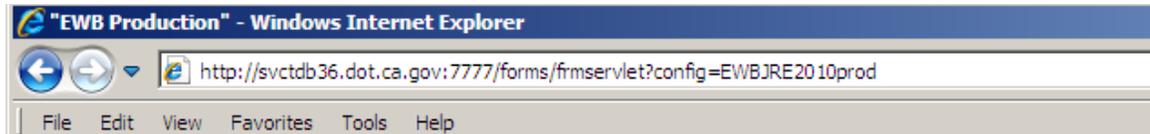


Figure 1. Internet Connection

Caltrans (internal access)

A3.2

Connect to the Department's direct internal access address, and enter the following URL address in the "Location" or "Go To" box:

<http://svctdb34.dot.ca.gov:7777/forms/frmservlet?config=EWBJRE2012prod>

If unable to connect using the Department's internal access address, the Contractor's external access address may be used.

LOG ON

A4

The EWB System log-on window is currently the main link to connect to the EWB database and application.

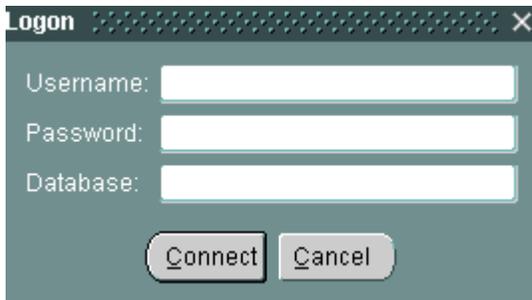


Figure 2. EWB Log on Screen

The HQ/District Administrator assigns a **Username** to each individual who has been trained to use the EWB system. The **Username** is a unique identifier for each individual, and only that individual should use it – do not let others use your **Username** and **Password**.

The first time a user logs on or when a password has been reset, a default password is assigned. The Database will always be **CMS**.

With the cursor in the first field (Username), type the following information (entries are not case sensitive):

1. Username and press the **Tab** key.
2. Password and press the **Tab** key.
3. The database (CMS) and click the **Connect** button or press the **Enter** key.

Upon successful log-on using the default password, a change password window will appear, and will prompt user to enter a password of their choice. The first character must be an alpha character. The rest of the password must be alphanumeric or alpha only, with a minimum of 5 characters and a maximum of 30 characters.

Once the log-on process and connection is complete, user will have access to the EWB application and data.

Broadcasts

A4.1

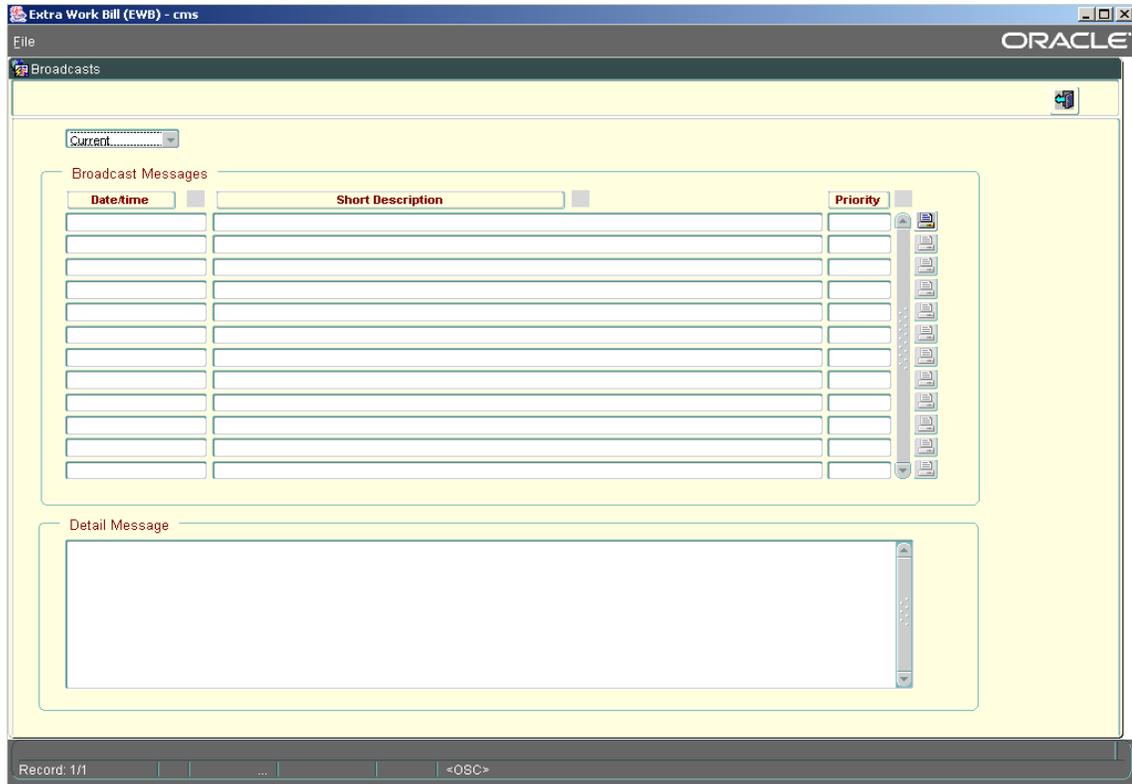


Figure 3. Broadcast screen

The Broadcast feature informs user of important information regarding the system. Upon successful log on, any **current** Broadcast will be displayed. Click the **X** in the upper right hand corner to close the Broadcasts window or the open book will take you to the previous screen.

The user can click on the Broadcast button at any time on the Main Menu to enter the Broadcast screen. To view **All** Broadcasts, click on the down arrow in the upper left-hand corner and all Broadcasts will appear. Broadcasts appear in chronological order (latest to oldest). However, they can also be viewed by the:

- Short Description (places description in alphabetical order)
- Priority (lists priorities by number: 1 is high, 2 is medium, and 3 is low)

User can highlight a specific Broadcast to view the information shown under Detail Message. A Broadcast message can also be printed by clicking on the printer icon at the right end of the broadcast line and message will appear in Adobe Acrobat Reader.

EWB Main Menu

Extra Work Bill

Hello Dist. Admin Central Region

Organization: Caltrans
 Location: Fresno 2
 Address: 9402 N. Blackstone Avenue Fresno CA 93726
 Phone: _____
 Position: _____
 Email Address: _____

Change User Info.

ASSIGNED CONTRACTS AND EXTRA WORK BILL STATUS

Contract	Role	Created	Sent	Pending	Approved	Paid	Rejected	No Merit
07 174204	HQ_ADMIN	0	0	0	0	0	0	0
07 191904	HQ_ADMIN	131	0	0	5	0	0	0
07 199804	HQ_ADMIN	1	3	7	148	0	0	1

Record: 1/1 <OSC>

Figure 4. Main Menu screen

Users will see the EWB Main Menu displayed, and can select one of the following options. Information on some of these options is covered in other sections in this Guide.

1. **EWB Input** - To input a New EWB and to query the system for an existing EWB.
2. **EWB Review** - To review EWBs that have been sent to the RE by the Contractor.
3. **Administration** – To be used by HQ/District Administrators only.
4. **Reports** - To review and print various types of EWB reports.
5. **Broadcast** – To view notifications of important information regarding the system.
6. **Help Desk** - To report issues and/or problems in using the system.
7. **Exit** - To leave the EWB system.
8. **Change User Info** – To update a user's information upon changes in position, email address, phone numbers, location, or password.
9. **Assigned Contracts and Extra Work Bill Status** – To view all contracts assigned to the User Profile and gives access to the EWB Status screen.

Note: The Contract Authorization form **must be** submitted to the RE and/or District/Region Administrator in order to have a contract assigned to a user.

The **Hello User** displays user profile information. If information is not correct, user should update by clicking the **Change User Info** button and make appropriate changes.

From the right side of the **Status** screen, the user can click on the **Reports** icon,  to view the **Report Menu**, or the user can click on the **Detail** button to display the individual bill. When in the **Detail** screen a **Created** EWB can be updated and sent, and a **Rejected** EWB can be Revised.

The **Total amount for EWBs** field at the bottom displays the total amount of all EWBs displayed in the **Status** screen. This is not the total amount that will actually be paid.

On the **Tool Bar** there is a **Refresh** icon . By clicking this icon, all EWBs with a change in their status will be removed from this screen. The EWBs will now be displayed in their appropriate status category.

To exit the Status screen, click on the “Return to Previous Screen”  icon located in the upper right corner, click on the X in the upper right corner, or File, Exit.

COMMANDS

A5

The EWB System contains one Command Menu that provides drop-down options displayed across the top of the screen, and one icon button toolbar. The Command Menu and toolbar work like any other Microsoft pull-down menu and toolbar.

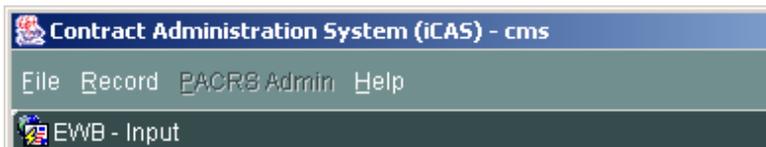


Figure 6. Command Menu

When a Command Menu is clicked, a drop-down list of options will appear. Select and click the appropriate option.

Across the top of the screen are three main commands (action choices): **File**, **Record**, and **Help**. The following are the options and the resulting actions.

File

A5.1

- Clear All** Clears all data from the current screen
- Save** Saves all changes that were made
- Reports** Allows user to select from a variety of pre-designed reports to view or print using the report reader
- Change Password** Provides a pop-up window to allow user to change their password
- Exit** Exits the current screen in the EWB application.

Record

A5.2

Previous	Navigates to the previous record (line) in the EWB Status or Review screens
Next	Navigates to the next record (line) in the EWB Status or Review screens
Scroll Up	Scrolls the current list of records up in the EWB Status or Review screens so that previously hidden records are displayed
Scroll Down	Scrolls the current list of records down in the EWB Status or Review screens so that previously hidden records are displayed
Note: The above items are grayed out in EWB Input only.	
Insert	Creates a new record in the Input screen and all fields are blank
Remove	Removes the current record from the database
Clear	Clears the current unsaved record from the screen and all fields are blank

Help

A5.3

Display Error	Provides additional information if an error is encountered.
On Line Documents	Will display a list of useful information and forms available to all users.
Help Desk	Access the Help Desk module of the EWB System.
About	Provides the current version information of the EWB System.

TOOLBAR

A6

The toolbar, which is displayed below the command line at top of the screen, has eight icon buttons: **Save Reports**, **Copy**, **New Record**, **Remove Record**, **Send EWB**, **Revise EWB**, and **Corrections**.



By placing the cursor on any of the icons across the top of the screen, a tool tip displays the name of the icon. The following icons have the resulting action:

-  **Save** – Saves all changes that were made.
-  **Reports** – Allows user to select from a variety of pre-designed reports and to send the report for viewing and/or printing.
-  **Copy** – Makes a copy (clone) of the displayed EWB. Contractor Report Number needs to be changed; RE Report numbers are assigned automatically.
-  **New Record** – Clears the screen for new input, and changes the mode to Insert.

-  **Remove Record** – From the EWB title page, removes entire EWB, or from other screens removes a single detail line. Use Icon for deleting records, not backspace or delete key off keyboard.
-  **Send EWB** – Sends an EWB to Caltrans for review.
-  **Revise EWB** – Allows an EWB to be revised after it has been reviewed and rejected by Caltrans.
-  **Corrections** – Allows only the RE or RE Authority to correct or reverse a CAS approved or CAS paid EWB.
-  **Return to Previous Screen** – This icon is at the far right of the Toolbar icons and allows user to go to the previous screen.

PASSWORD

A7

To change a password from the User Info Screen, EWB Input, or EWB Review:

1. Choose **File** from the Command Menu.
2. Click on **Change Password**. The screen displayed in Figure 6 will appear.
3. Type in a new password in the **Enter New Password** box. (The first character must be an alpha character. The rest of the password must be alphanumeric or alpha only, with a minimum of 5 characters and a maximum of 30 characters.)
4. Re-type the new password in the **Verify New Password** box.
5. Click the **OK** button if no error messages are encountered.
6. Click the **Cancel** button to stop this process. The password will not be changed from the current password.

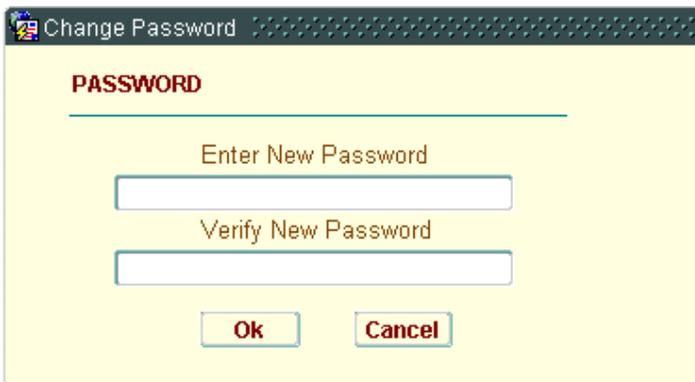


Figure 7. Change Password Screen

If the password is forgotten, call and/or email the HQ/District EWB Administrator (see Appendix D). The Administrator will reset the password. When logging onto the system, use the default password, and the system will prompt user to change the password. A previous password may be re-used.

Note: Passwords are not displayed as text. They appear as a series of bullets to ensure security.

Accounts become inactive if not accessed within 90 days. Upon logging into the system after a 90 day hiatus, a message will display that the account is “inactive” and advises the User to contact the District Administrator to “reactivate” the account.

LOG OFF**A8**

Save work that has been entered before leaving the EWB system. Exit the EWB application from the Main Menu by using the **Exit** option. Do not use the **X** in the upper right hand corner.

FTP**A9**

FTP (File Transfer Protocol) is a means for Contractors to submit their EWBs directly to our iEWB server using their own EWB systems to create their EWBs. When the bills are sent they will appear in the Resident Engineer’s Review screen.

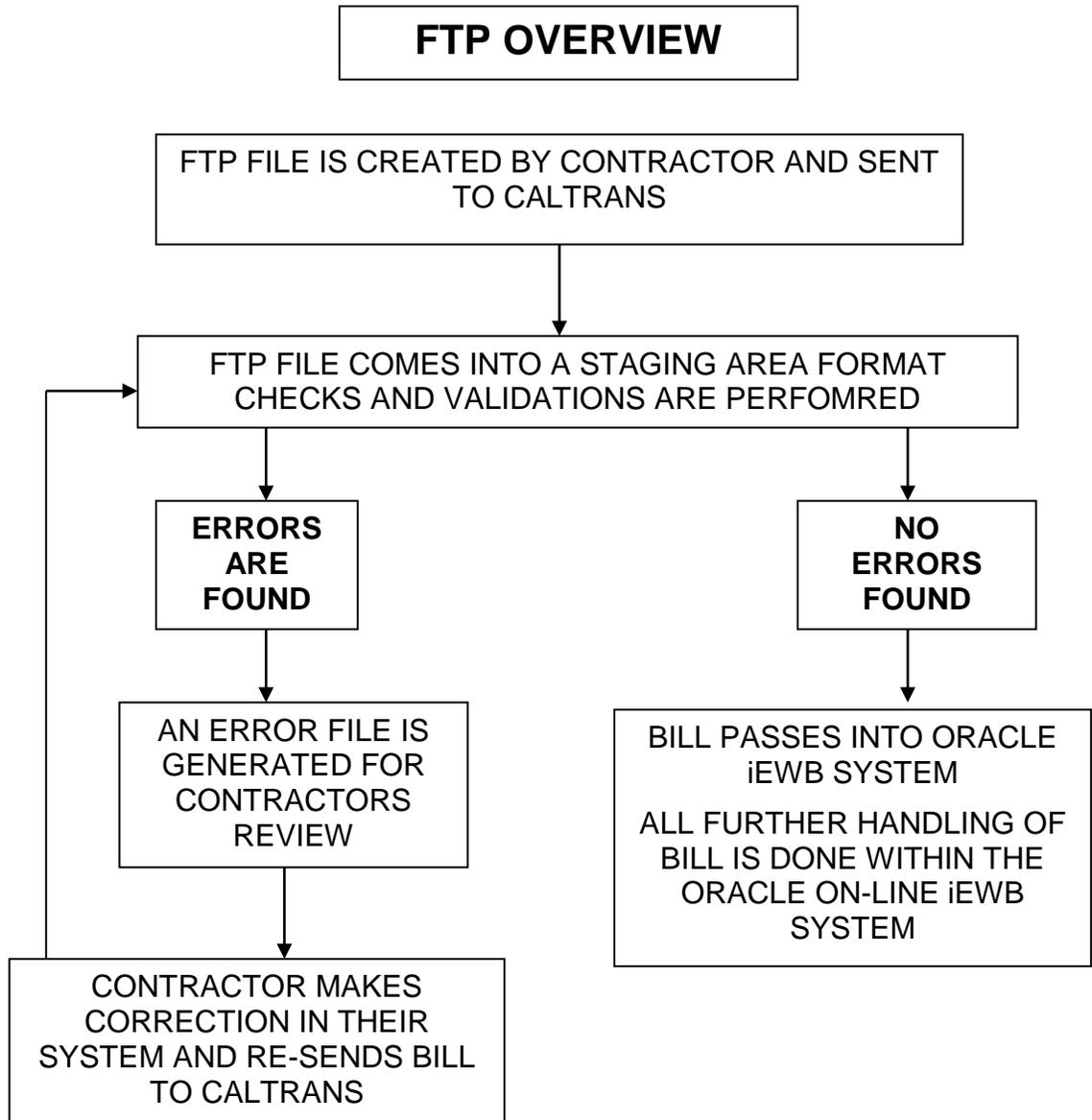
Contractors must be certified by the HQ Administrator in order to use FTP and receive an FTP account for their company before using the FTP process.

The following is the web address to access FTP.

<ftp://username@svctdb36.dot.ca.gov:2100>

For more information on FTP, go to the Caltrans Construction web site at <http://www.dot.ca.gov/hq/construc/iewb/index.htm> Click on ‘More Info on IEWB Entry options [FTP].

This is a schematic of how the FTP process is handled by the iEWB system.



GENERAL

B1

The **Help Desk** module is designed so users can input issues, track the resolution progress and close issues when resolved. All users are capable of entering issues and all issues are recorded via the **Username**.

Report an Issue

B2

Report an Issue is the default tab for this module. This module is made up of four screens:

1. **Report An Issue**
2. **Research Issues** (This tab has been disabled until a future release.)
3. **Check Status**
4. **Issue Detail**

To access **Help Desk**:

1. Click on **Help Desk** on the **Main Menu**.
2. Click on **Help** from the command menu in the **EWB Input** or **Review** screens and go to **Help Desk**.

Figure B2. Report an Issue Screen

The first screen in **Help Desk** is **Report an Issue**. This screen is used to report an issue, suggest an enhancement, or to make comments about the EWB System.

Displayed Fields**B3**

Issue No.	Issue identification number is assigned automatically by the system and can be used for tracking purposes.
Date	The date an issue is entered into the system.
Status	The status will be New when first entered.
Issue Description	Description of Issue Code populated by the system.

Required Fields**B4**

District	The assigned district.
Priority	User's perception of issue, but can be changed by HQ/District Administrators. See list of priorities in Section B6.
Issue	A code selected from LOV.
Module	Use EWB .
Short Description	A free-form brief description of issue (subject line).
Detailed Description	The place to enter all pertinent data regarding the issue, i.e., District, EA, CCO, report numbers, data entered and steps performed at the time, and what error messages were received, etc.

Other Fields**B5**

Screen	A LOV indicating to which screen the issue pertains.
Function	A LOV indicating to which functions the issue pertains.

Enter an Issue**B6**

To report an issue or suggest an improvement:

1. Put the cursor in the **District** field and double click. Select district from LOV.

Note: The district can be typed in but the district should be the district where the project is located.

2. Click on the down arrow key on the right side of **Priority** (1 is high, 2 is Medium, and 3 is Low) for the choices in the drop down box. Highlight appropriate choice and click on it to enter selection into the field. As a guide, the following applies:

High Impacts being able to use system and may result in inaccurate transactions.

Medium Able to work but data may be missing or misleading.

Low Does not impact work but could be an improvement.

3. Double click in the **Issue** field and the LOV of issue categories appears. Highlight issue code that best fits and click on it. Issue Code will be displayed in the field.
4. Click on the down arrow, on the right side of **Module**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field.
5. Click on the down arrow, on the right side of **Screen**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field.
6. Click on the down arrow, on the right side of **Function**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field.
7. Use key words to enter a brief “subject of the issue” in the **Short Description** field. The maximum number of characters is 75.
8. Enter a detailed description in the **Detailed Description** field of the events before and after the problem occurred, using error messages from **Help – Display Error** on the **Command Menu**. The HQ/District Administrator will use this information to re-create and resolve the issue.
9. Please describe only one issue per Help Desk entry.
10. Save the issue by clicking on the save icon or by clicking **File** then **Save** from the **Command Menu**. When **Saved**, the issue automatically goes into the **Help Desk**.

Note: To automatically advance to the next field, use the **Tab** key.

Research Issues

B7

This screen has been disabled until a future release. This screen will have a list of all previous issues entered. It will serve as a library of issues for user’s use.

Check Status

B8

This screen is used to check the status of an issue. Users will only see the issues they input or those input by the iCAS Administrator on their behalf. The Administrator will input an issue only if user could not get into the system. With the exception of **Order by**, this screen is display only.

The **Order by** filter allows users to select from the drop down list the order in which the issues will be displayed.

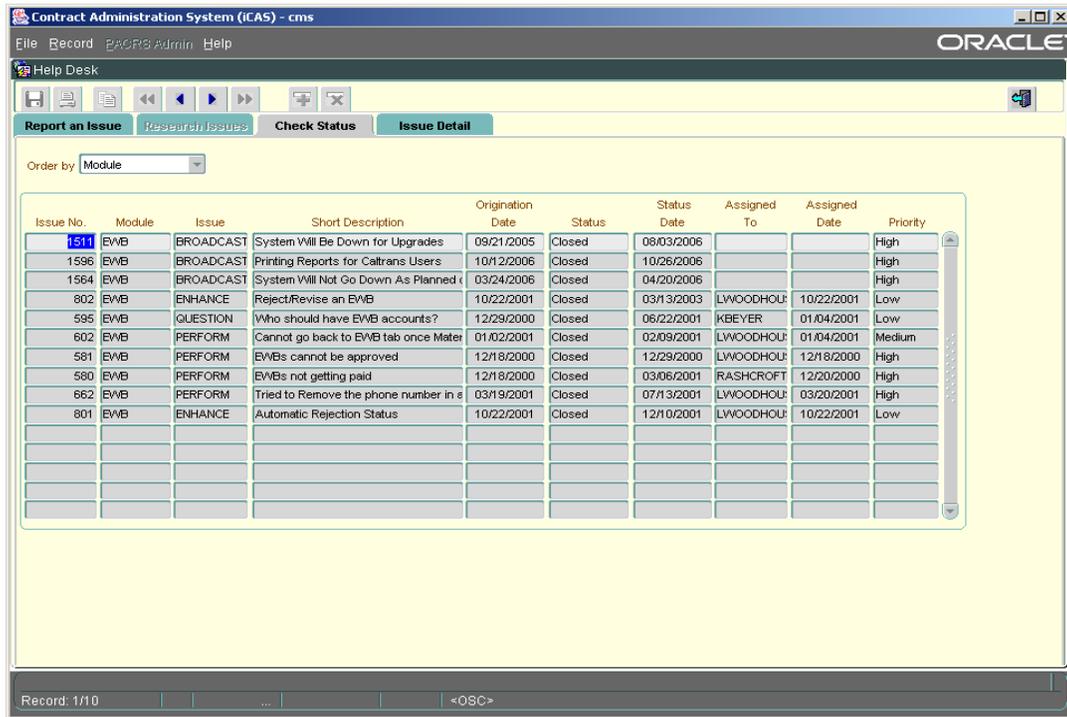


Figure B8. Check Status Screen

Issue Status

To check on the status of an issue previously submitted:

1. Click on the arrow to the right side of the **Order By** field.
2. Highlight and click on the selected order choice to display a list of issues in that order. Choices are:

Module	Status Date
Issue	Assigned To
Short Description	Assigned Date
Origination Date	Priority
Status	

From the displayed list of issues users can tell at a glance the status of an issue. The **Status** field will be either:

- New** Status is **New** until issue is assigned to an Administrator.
- Open** Status is **Open** while the issue is being reviewed.
- Resolved** Status is **Resolved** when Resolution code is input.
- Closed** Status is **Closed** when user is satisfied and clicks **User Approval** box on **Issue Detail** screen.

The **Issue Detail** screen provides details of what is happening with an issue, and is made up of two parts. The top is automatically filled with the information input on the **Report an Issue** screen. The bottom is where HQ/District Administrators document their efforts in resolving the issue. Users can follow the progress of their issue(s) without making any phone calls for status updates.

Note: A user can make changes to the issue on the **Issue Detail** screen up until the time the issue is assigned to an iCAS Administrator. Once assigned, the issue is “grayed out” and no changes can be made.

The **Issue Detail** screen is where users indicate satisfaction with the resolution of an issue by checking the **User Approval** box within 30 days of resolution. If no response is made within specified time, then issue will be assumed satisfactorily resolved and closed by an Administrator.

Figure B9. Issue Detail Screen

To access the **Issue Detail** screen, start in the **Check Status** screen.

In the **Check Status** screen:

1. Select the preferred order and bring up list of issues.
2. From the displayed list, place the cursor in the **Issue No.** field of the issue to be viewed.
3. Click on the **Issue Detail** tab to see the detail screen for that issue.

The fields on the bottom part of this screen are:

Assigned To	Displays name of Administrator assigned to work on the issue
Assigned Date	Displays date Administrator was assigned.
Resolution Code	Displays code for how issue was resolved.
Resolution Comments	This is a free form field for Administrators to document their efforts to resolve the issue.
User Approval	Box where user checks if they agree issue is to be closed.

Review Resolution

B11

When an Administrator feels that an issue is resolved, the resolution will be documented on the **Issue Detail** screen and a **Resolution Code** will be entered. The entry of this code automatically changes the **Status Code** to **Resolved**.

The user must review the resolved issue and if in agreement, close the issue. If not in agreement, contact the iCAS Administrator who resolved the issue and discuss it. The issue can be re-opened if they think more can be done.

Close an Issue

B12

If a user is in agreement that their issue is resolved, they can click on the **User Approval** box in the Issue Detail screen, and the status will change to "Closed".

To close an issue:

1. Select the **Check Status** tab;
2. Bring up list of issues in the order of user's choice.
3. Select an issue with the **Status Code** of **Resolved**.
4. Place cursor in the **Issue No.** field for that issue and click on the **Issue Detail** tab.
5. If in agreement that issue is resolved, click on the **User Approval** box. The status will change to "Closed".

Note: If not in agreement that the issue is resolved, contact the assigned iCAS Administrator for that issue to discuss it, and to possibly re-open it.

6. If no response is made within 30 days of resolution, issue will be assumed satisfactorily resolved and closed by an Administrator.

CREATE

F1**General****F1.1**

The EWB input screen is used to:

1. Create a new EWB.
2. Update or delete an EWB that has not yet been sent, or delete an EWB that has been sent and if status is still New.
3. Process a query for an existing EWB.
4. Revise a rejected EWB.
5. Reverse or Correct an approved EWB.

Screen Configuration

F1.1-1

Information fields on the screen enable users to understand the screen components.

There are three icon buttons in the top right-hand corner of the screen. They are standard in MS Windows applications.

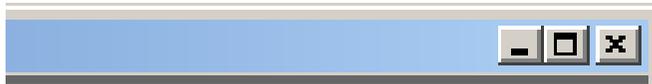


Figure F1.1-1. Minimize, Maximize, Close Screen Symbols

The left symbol minimizes (reduces) the screen display and places a reference symbol at the bottom of the screen on the status bar line. To return to a minimized screen at any time, click on this symbol.

The center symbol maximizes (enlarges) the screen display, causing the current window to fill the screen. It's best to always maximize.

The right symbol closes (exits) the current window.

Tip

F1.1-2

1. When the cursor is in a field where there is a drop down menu or a list of values (LOV) available to populate that field, double-click in the field and the LOV will appear.
2. The fields that are white or teal colored will accept data input. Fields that are "grayed out" automatically provide information generated from the system. User will not be able to enter or revise data in the "grayed out" fields.
3. The system prefers the use of the **Tab** key to move from field to field on the screen. Movement through the fields on the screen is left to right and top to bottom. Holding the **Shift** key and pressing the **Tab** key will move the cursor backward from field to field, only after that field is completed.

4. Each data input field on the **Title** screen and each data input line on the **Equipment, Material, Labor** or **Other** screens, are considered one record.
5. To save the EWB record to the database, click the **Save** icon. User will be prompted to save the record. If any errors occur, a message will be displayed, and the cursor will appear in the field with the error so it can be corrected.
6. When working in the **Equipment, Material** or **Labor** screen, pressing the **down-arrow, tab, or return** key on the keyboard at the end of a record will calculate the record total and move the cursor to the start of the next record.
7. A user can also use the mouse to move to any field after that field is completed, but only after “tabbing” out of the field. Tabbing out of the field will validate the information into the database.
8. A **beep** from the system indicates a message is displayed. The message may be instructional, advisory, or it may be an error message. In some cases, user may have to respond to the message by clicking on a button in a displayed message box in order to continue.
9. If an error message is not understood, click **Help** from the command menu and click on the **Display Error** option. More information about the error will be displayed.
10. To capture a screen print use Control P, this will bring up a print menu, or use Control, Alt, Print Screen, and Paste it into a Word document to print.

Title

User must be in **EWB Input**, viewing the **Title** screen to create a new EWB.

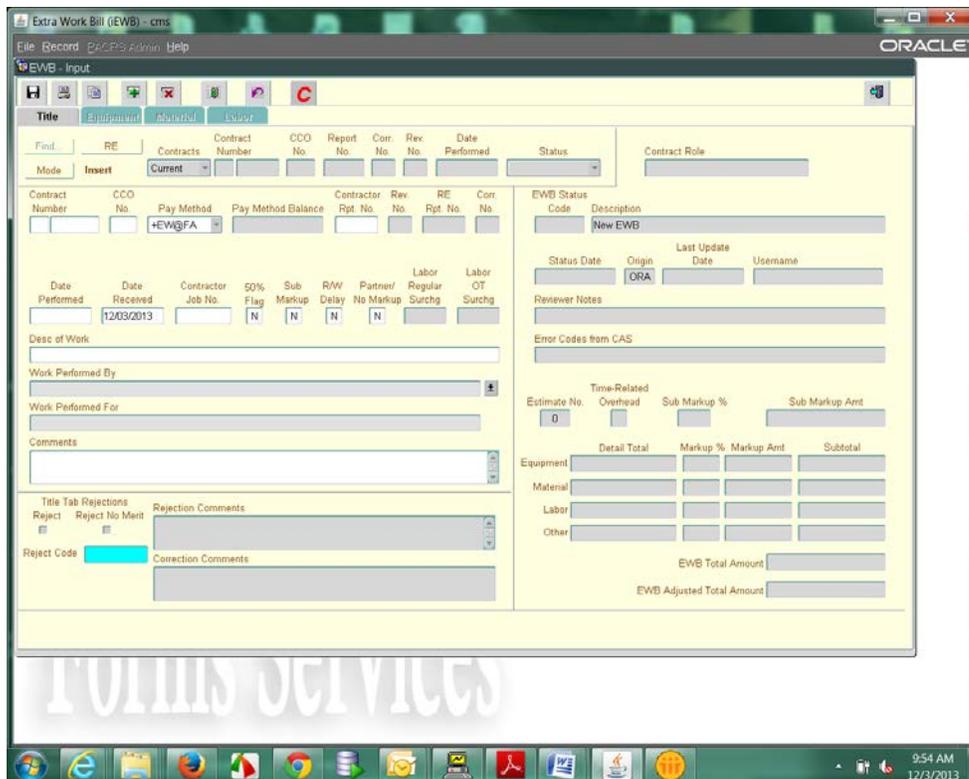


Figure F1.2 Title Screen

Required Fields**F1.2-1**

The following fields must be completed:

District Number	Numeric; select from LOV or enter a value.
Contract Number	EA, Alphanumeric; select from LOV or enter a value. Phase 4 contracts only. If the contract number being entered is not in the system, EWBs cannot be created. Contact the HQ or District Administrator.
CCO Number	Numeric, enter a number value or select from LOV.
Pay Method	Select pay method from the Drop Down list. Eight pay methods to choose from, however only positive amounts can be entered into the system. Any negative amounts will be controlled by one of the two negative pay methods allowed.
Contractor Rpt. No.	Alphanumeric, maximum of six characters.
Date Performed	Date formats automatically by system after digits are entered. The Date Performed field must contain a valid date for the EWB to be added to the database. <u>If EWB covers a range of dates</u> , the last date of range is to be entered in this field. <u>If EWB covers many days of work for an adjustment</u> , the last day applicable (or worked) is used for the Date Performed field.
Work Performed By	User must choose work performed by (Sub or choose the Prime if Prime did the extra work) from the drop down LOV.
Description of Work	Free form field

Other Fields**F1.2-2**

Pay Method Balance	Display only, pay method balance is provided by the system and is updated after the estimate is run.
Contractor Revision No.	Display only field; number is incremented by the system.
RE Report No./Corr. No.	Number is sequentially provided by the system. Note: The RE can change this number on the EWB Review screen. Change must be done <u>prior</u> to saving EWB and exiting Review.
Contractor Job No.	Allows for a maximum of six characters and can be alphanumeric.
Date Received	System will default to the current date.

50% Flag	Default is "N". "Y" is the only other valid value. Field must be set to "Y" to pay 50%.
Sub Markup	Default is "N". "Y" is the only other valid value. Field must be set to "Y" to pay markup. This markup only applies to approved Subcontractors per Section 8 of the Standard Specifications.
R/W Delay	Default is "N". "Y" is the only other valid value. If the R/W box indicates yes, the system allows input of equipment hours, with a maximum of 8 hours of regular time, and the delay factor is applied to the equipment. No equipment overtime hours will be allowed. No Material information will be allowed. Labor regular and overtime hours are allowed. No equipment or labor markups will be applied. Idle time paid on force account only for R/W Delay.
Partner/No Markup	Default is "N". "Y" is the only other valid value. If "Y", enter share of the cost 0.50 (50%) on the Material Tab.
Comments	A free form field to make comments about the EWB.

Input

F1.2-3

1. Click on the  **New Record** button. This clears the screen for input of a new EWB and places the cursor in the district number field under **Contract Number**.
2. Type in the district number, or double-click and select from the LOV.
3. Type in the contract number, or double-click and select from the LOV. If Contract Number is not listed, EWB cannot be entered. Contact the HQ or District Administrator. Press the **Tab** key.
4. Type in 3-digit numeric **CCO Number**. Press **Tab**.
5. To enter the **Pay Method**, click on the down arrow to the right of the field. Highlight the appropriate Pay Method, and press **Tab**.
Note: If the pay method balance is \$0.00, then the CCO is **either** not approved and not in the system, **or** the pay method is incorrect.
6. Enter the **Contractor Report Number** if provided, or the number RE uses.
7. Enter **Date Performed**. In the case where work covers a period of time (such as an adjustment), use the last day for the period of time as the Date Performed. Press **Tab**.
8. The **Date Received** field defaults to current date for Caltrans input, or could be changed to actual date the hardcopy EWB is received. For Contractors, the **Date Received** is the date the EWB is sent to Caltrans for review. Press **Tab**.
9. Enter the **Contractor Job Number**, if provided, and press **Tab**.
10. In the **50% Flag** field, "N" is the default. If flagging charges apply to this EWB, enter "Y", and press **Tab**. Do not apply flagging on Lump Sum or Unit Price Pay Methods.

11. In the **Sub Markup** field, “N” is the default. If yes, type “Y”, and press **Tab**. Do not apply Sub Markup on Lump Sum or Unit Price Pay Methods.
12. In the **R/W Delay** field, “N” is the default. If there is a Right of Way delay factor with associated charges, enter “Y”, and press **Tab**.
13. In the **Partner/No Markup** field, “N” is the default. If this EWB is for a Partnering payment, or for Force Account with no markups to be paid, enter “Y”, and press **Tab**. If “Y”, all other flags must be set to “N”.
14. The **Work Performed By** is a LOV field. Select the contractor name from the LOV drop down list. Press **Tab**.
15. **Desc of Work** field is free form. Enter a description of the work accomplished for this EWB. Press **Tab**.
16. **Comments** is a free form field. Enter comments, which provide additional information about the EWB.
17. To save the completed **Title** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.
18. Now user is ready to move to another screen within the EWB, such as **Equipment**, **Material**, **Labor** or **Other**. Simply click on the screen name.

Tip

F1.2-4

1. If user has completed the Title screen, and has not saved it or does not wish to save it, click the  **New Record** icon to clear the data. User may also click on File, clear All option on the Command Menu.
2. When a Title screen is created and saved, the system automatically assigns a RE Report Number.

Equipment

F1.3

The Equipment Screen is for entering the contractor's equipment that was used to perform work relative to a specific EWB.

When user clicks on the Equipment Screen, the contract information will appear in the master block near the top of the screen.

The lines will be numbered automatically once the user has entered data. The **Tab** key must be used to exit the field and move to the next field of the form.

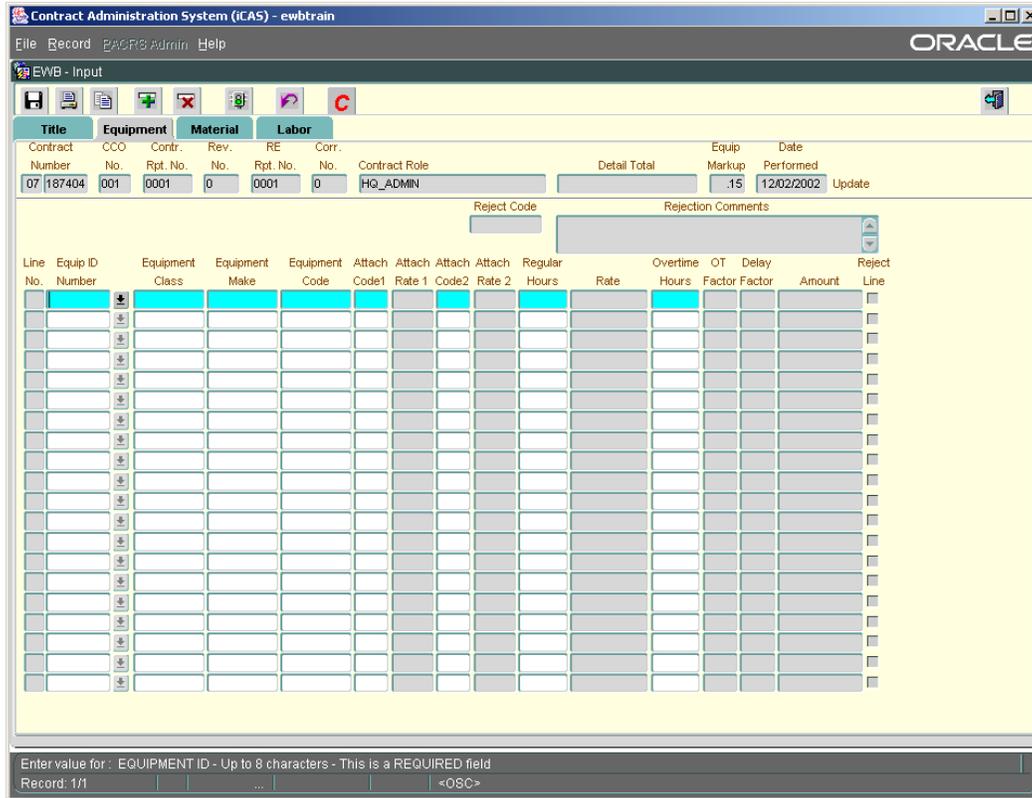


Figure F1.3. Equipment Screen

At the end of a line (record), press the **down arrow, tab** or **return** key. This will calculate and validate the line just completed. The cursor will move to the start of the next line.

Up to 20 equipment records (lines) may be entered for one EWB. If more records are required, create an additional EWB.

Required Fields

F1.3-1

- Equipment ID** Alpha/Numeric
- Equipment Class** Class, Make and Code fields are validated by using the LOV based on the current Equipment Rental Rate Book.
- Equipment Make** Only valid makes can be entered based on the current Equipment Rental Rate Book.
- Equipment Code** Only valid codes makes can be entered based on the current Equipment Rental Rate Book.
- Hours** **Regular and/or Overtime**

Equipment Entry Rules

F1.3-2

1. No equipment can be entered if **Pay Method** is unit price (**UP**) or lump sum (**LS**).
2. **Hours** are validated such that: **Regular Hours** cannot be greater than 8 and **Overtime** hours must not be greater than 16. (**Note:** Hours in this example will be used as 1-day units.)
3. **OT** hours will be grayed out if **RW Delay** = "Y".
4. Grayed out fields are either computed by the system, or do not allow data entry.

Input

F1.3-3

1. Enter the **Equip ID Number**. **Tab** to the next field.
2. Double-click in the **Equipment Class** field to bring up equipment LOV (Figure F1.3-3). When equipment LOV first appears, it is not necessary to move the cursor to the **Find** field, just start typing the first letters of the equipment class code.

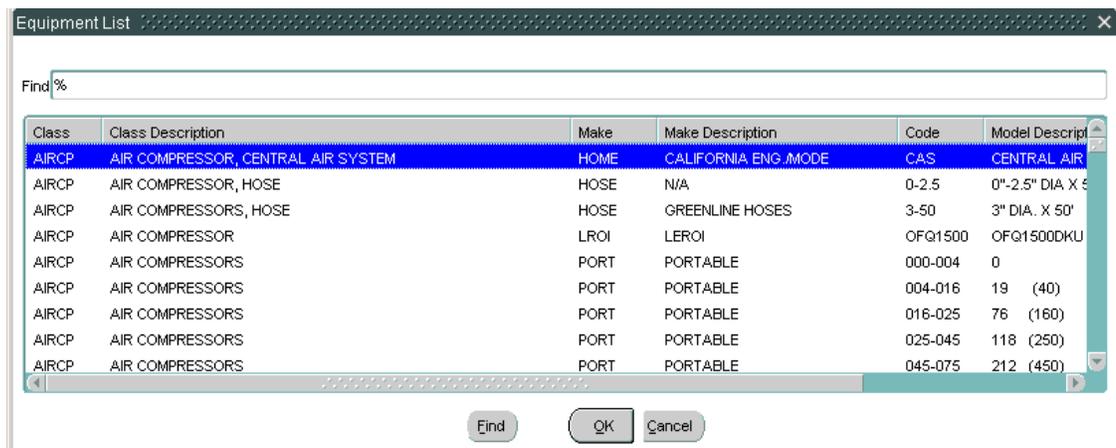


Figure F1.3-3. Equipment List of Values (LOV)

3. The LOV will appear and cursor will move to that Class. User can scroll down to find the appropriate Make and Code.

Note: User can avoid scrolling through multiple screens by further refining the search. Place the cursor to the right side of the % in the **Find** field and type in the **Equipment Make**, then click the **Find** button. Or to **find** a specific piece of equipment, add another % after the make and type the **Equipment Code**. Then click the **Find** button.

4. Users also have an option of clicking the **down arrow button** next to the Equipment ID to select from a previously approved list of equipment (LOV, or database, is per contract). This list can also be further refined to search for a specific piece of equipment by typing in the Equipment ID. The selected equipment ID, Class, Make and Code will be populated.



Figure F1.3-3-1. Equipment List Previously Submitted

5. Highlight the equipment line, and click **OK** at the bottom of the LOV screen. The system will automatically populate the equipment **Class**, **Make** and **Code** fields. Press **Tab**.
6. If there are attachments, double click in the **Attach Code** field and a LOV appears. Highlight the selection and click **OK**. Press **Tab**.
7. Enter **Regular** and/or **Overtime Hours** worked as appropriate and press the down arrow, tab, or enter key to calculate the amount and move the cursor to the next line for a new entry.
8. To save the completed **Equipment** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.

Now user is ready to move to another screen within the EWB, such as **Title**, **Material**, or **Labor**. Simply click on the screen name with the mouse.

Tip

F1.3-4

1. Equipment Rental Codes and Rates (FAER book) are available on the Internet at: <http://www.dot.ca.gov/hq/construc/equipmnt.html>.
2. **Miscellaneous Equipment** is also available at this address. One can determine if a particular piece of equipment is listed, if the rate is current, or if it will need to be updated. If a particular piece of equipment is not listed, it will be necessary to add it. The Contractor should provide the necessary information to the Resident Engineer who will then request a rate.
3. **Daily Rates (TRAFIC and NONOP Classes)**: The number of units (each, per 100, days, etc.) should be entered in the **Hours** field. Even though the data represents "units", the maximum of 8 **Regular** hours and a total of 24 hours will still apply to the field.
4. **Hours** (units) greater than 8 and 24: Class, SAWCO; Make, ABS; can be entered in the **Material** screen as follows:

Vendor Name	Enter the equipment description, e.g., Delineator, Sign, Sawkerf, etc.
Invoice No.	This is required if an invoice date is entered, if no invoice number use FAER book.
Invoice Date	Date of Invoice or same as the work-performed date if no invoice.
Invoice Description	Use equipment codes, e.g., "SAWCO ABSK LF-INDE".
Units	Enter the measurement unit (day, meters, each, etc.).
Unit Cost	Enter rate per Labor Surcharge & Equipment Rental Rates (FAER book).

5. **Equipment working 4/10, 9/80 or on Emergency Force Account Contracts:** Per the FAER Book (Page C), the Contractor will be paid at the Regular Time Rate for equipment working the 4/10 or 9/80 schedules for the forty hours per week worked. Multiple shift hours and hours in excess of 40 hours will be paid at the overtime rate. Emergency Force Account Contracts usually stipulate that equipment will be paid at the Regular Time Rate for all hours worked.
- It will be necessary to use two lines to pay the appropriate Regular Time Rate for hours worked in excess of 8 hours. If the equipment worked is in excess of 16 hours on an Emergency Force Account Contract, a third line of Regular Time Rate must be used.

Material

F1.4

The **Material** screen is provided for the entry of the following as it relates to a specific EWB:

1. Material invoices
2. Miscellaneous invoices, including Partnering costs.
3. Work done by specialist(s)
4. Units (from Equipment) to be paid in excess of 24 "Hours"
5. Lump sum (LS)
6. Unit price payments (UP)

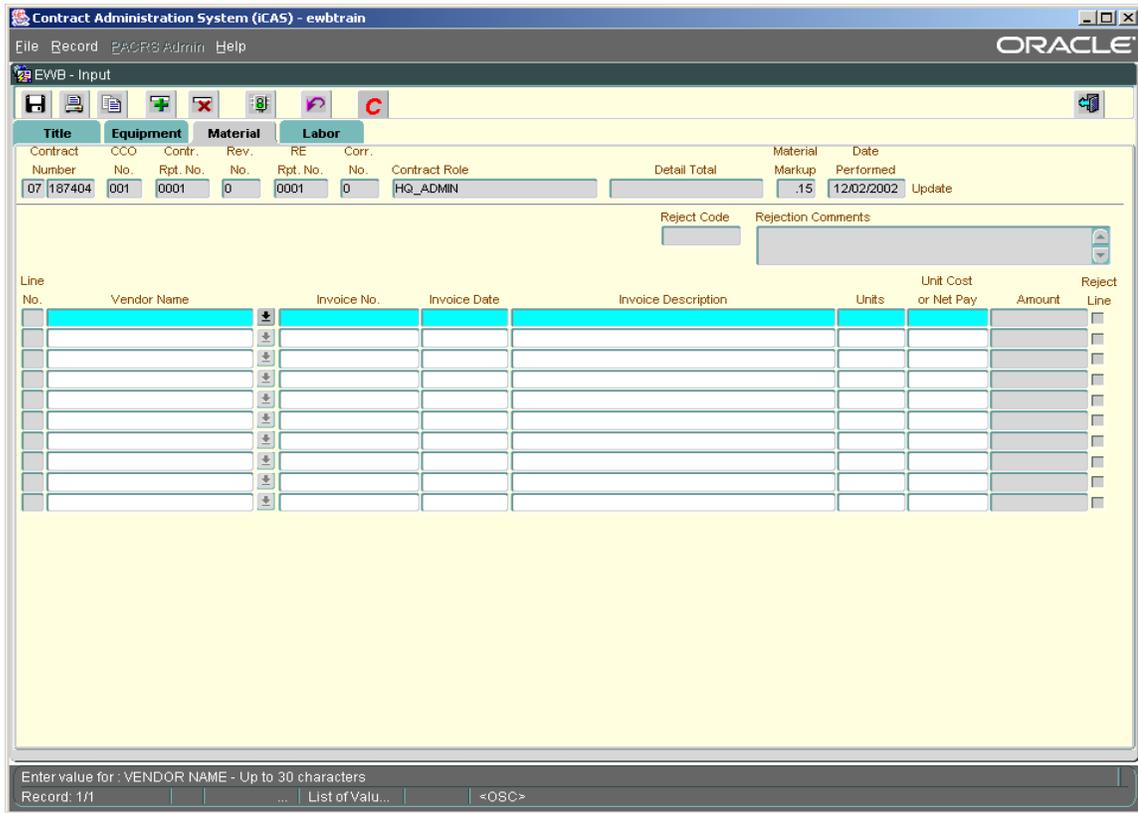


Figure F1.4. Material screen

When user clicks on the **Material** screen, the contract information will appear in the master block near the top of the screen.

The system numbers the lines automatically once data has been entered. The **Tab** key must be used to exit the field and move to the next field of the form.

At the end of a line (record), press the **down arrow**, **tab**, or **return** key to calculate amounts and move the cursor the next line for new entry.

Up to 10 material records may be entered for one EWB. If more records are required, create an additional EWB.

A valid copy of a vendor's invoice shall substantiate the materials. Each invoice shall clearly identify the pertinent information to match invoice with extra work bill. Invoices can be mailed, faxed or sent as an e-mail attachment if approved by the Engineer. The drop-down arrow next to the Vendor name will create a database of all previously paid Material invoices.

Vendor Name	Invoice No	Invoice Date	Units	Cost	Amount
ALERT O-LITE	009635	03/31/2006	1	739.74	739.74
ALERT-O-LITE	0006445	08/31/2005	1	559.67	559.67
ALERT-O-LITE	0006551	09/13/2005	1	379.67	379.67
ALERT-O-LITE	0006632	09/21/2005	1	909.29	909.29
ALERT-O-LITE	0009207	02/28/2006	1	1714.22	1714.22
ALERT-O-LITE	0018548	04/29/2005	1	388.71	388.71
ALERT-O-LITE	0019201	06/13/2005	1	388.71	388.71
ALERT-O-LITE	0019385	06/23/2005	1	685.51	685.51
ALERT-O-LITE	0019859	07/22/2005	1	793.62	793.62
ALERT-O-LITE	0021095	10/04/2005	1	5256.11	5256.11

Figure F1.5. Material List Previously Submitted

Required Fields and Entry Rules

F1.4-1

- Vendor Name** If the vendor name is not available, use CCO or equipment description.
- Invoice No.** Field is up to 20 characters. If there is no invoice, use the **RE report number** or enter “FAER book”.
- Invoice Date** If an invoice number is entered, an **Invoice Date** is required. If there is no invoice date, enter the date the work was performed.
- Invoice Description** Field is up to 50 characters. Enter description of material used.

If **UP** or **LS Payment Method**, enter “per CCO #__”.
 If units (from **Equipment**) are to be paid, enter FAER Codes (Class, Make & Code), in excess of 24 “hours”.
- Units** Enter the measurement unit (day, meters, each, “hours” from equipment, etc.) associated with the unit price. If payment is for an invoice or for **LS**, enter “1” (one).
- Unit Cost or Net Pay** If payment is for an invoice, enter the **Net Pay** amount (cost of material, less discount, plus sales tax), or the LS amount to be paid.

If payment is for **Partnering**, enter 0.50 (50%) of the cost. No markups will be added.

If **Units** (from **Equipment**), enter the “unit” cost per the FAER Book. If **UP**, enter the **Unit Price** cost per the CCO.

Input**F1.4-2**

1. Enter the **Vendor's Name** and press **Tab**.
2. Enter the **Invoice Number** and press **Tab**.
3. Enter the **Invoice Date** and press **Tab**.
4. Type the **Invoice Description** as appropriate for the EWB and press **Tab**.
5. Enter the number of **Units**. These may be expressed to three decimal points. Press **Tab**.
6. Enter the **Unit Cost**, or **Net Pay** expressed to a maximum of two decimal points. Press the down arrow, tab or enter to calculate amount and move cursor to the next line for a new entry.
7. To save the completed **Material** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.

Now user is ready to move to another screen within the EWB, such as **Title**, **Equipment**, **Labor** or **Other**. Simply click on the screen tab name with the mouse.

Tip**F1.4-3**

When billing for work done by a Specialist, the only markup allowed is 10%. Mark the Partner box "Y" (this removes all markups) on the Title screen, then calculate and add the 10% on the invoice and enter that amount and one unit.

Labor**F1.5**

The Labor Screen is provided for the entry of the contractor's or subcontractor's labor used to perform work on a specific EWB. The screen includes fields used to record or calculate labor charges.

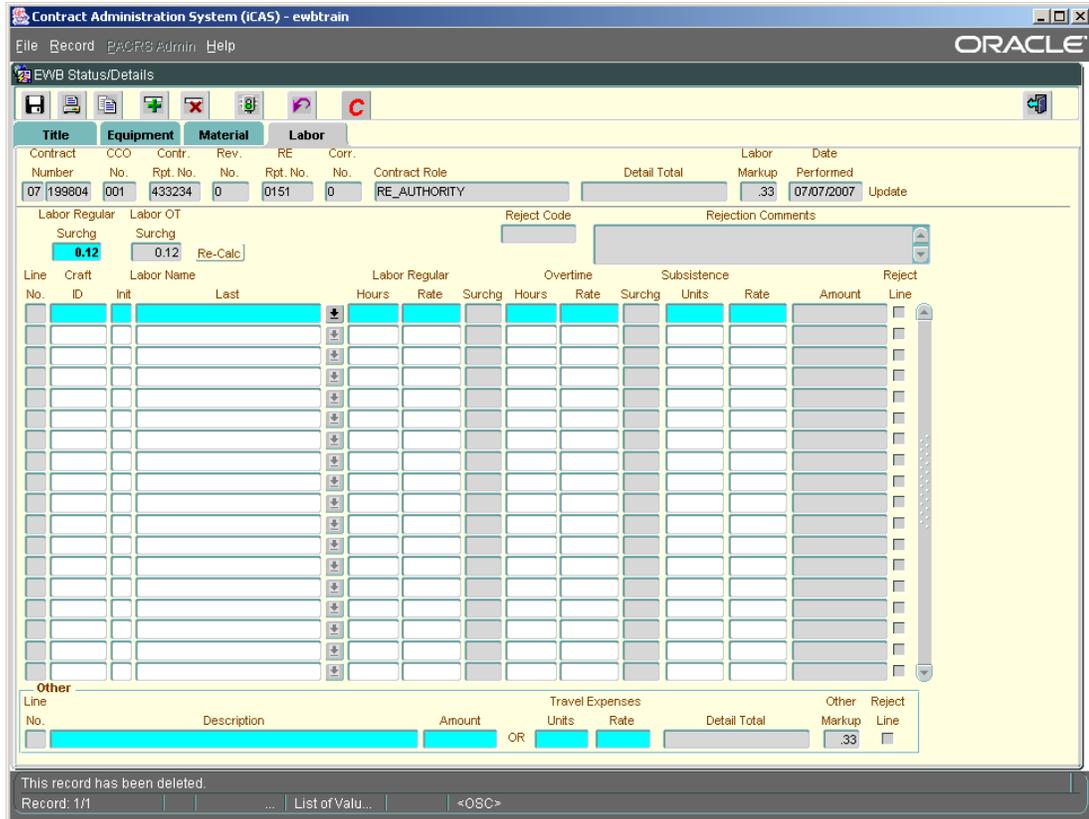


Figure F1.5. Labor screen

When user clicks on the **Labor** screen, the contract information will appear in the master block near the top of the screen.

The lines will be numbered automatically once data has been entered. The **Tab** key must be used to exit a field and move to the next field of the form.

At the end of a line (record), press the **down arrow**, **tab** or **return** key to calculate amounts and move the cursor the next line for new entry.

Up to 20 labor records may be entered for one EWB. If more records are required, create an additional EWB.

Required Fields

F1.5-1

- Labor Regular Surcharge** Select rate from the LOV. When the value is selected, the Labor OT (Overtime) Surcharge field will populate automatically.
- Craft ID** Use LOV (see following Figure 1.5-3.1)
- Labor Name** Initial of first name, and if necessary, middle initial, and person’s last name
- Labor Regular** Required when **Hours** and **Rates** are entered
- Overtime** Required when **Hours** and **Rates** are entered

Subsistence

Required when **Subsistence Units** and **Rates** are entered

Entry Rules

F1.5-2

1. No labor can be entered if **Pay Method** is **UP** or **LS**.
2. Regular hours must not exceed 8 hours for one day. Use two lines for 4/40's and 9/80's.
3. Overtime hours must not exceed 16.
4. Grayed-out fields are either system-generated, or data entry is not allowed.

Input

F1.5-3

1. Double-click in this field to populate the LOV for the **Labor Surcharge**. Highlight the appropriate description and click OK. The Labor Regular and OT Surcharge Fields will then be populated automatically. Press **Tab**.

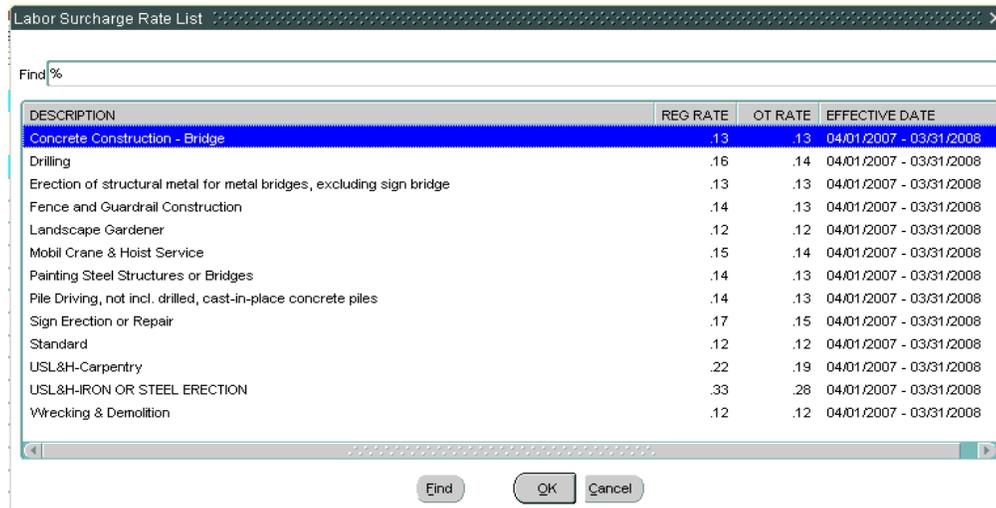


Figure F1.5-3. Labor Surcharge Rate List.

2. Double-click in the **Craft ID** field. When the **Craft ID** LOV first appears, it is not necessary to move the cursor to the **Find** field, just start typing the **Craft ID** code. Highlight the appropriate Craft and click OK.

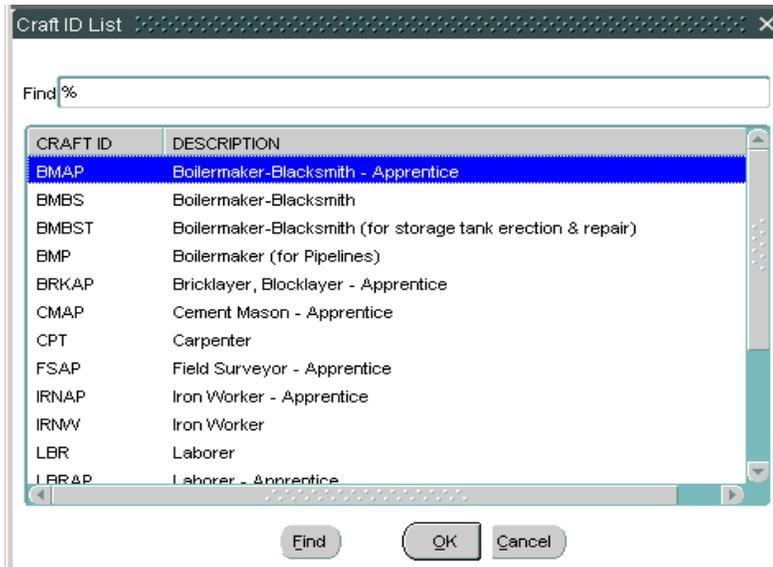


Figure 1.5-3.1. Craft ID List (LOV)

Users also have an option of clicking the **down arrow button** next to the Last Name to select from a previously approved list of Craft IDs, which includes names and rates. This list can be further refined to search for a specific Craft ID and/or name by typing in the Craft ID, and clicking the down arrow button to populate the list of that specific craft and select the appropriate name.



Figure 1.5-3.2. Craft ID List Previously Submitted

3. Enter **Labor Initials**, initial of the first name, and if necessary, middle initial, of the person performing the work, and press **Tab**.
4. Enter the **Last Name** of the person performing the work. Press **Tab**.
5. Enter **Hours worked** (decimals are 1 digit max), either **Regular** and/or **Overtime** in the appropriate field. Press **Tab**.

6. Enter **Labor Rate** (decimals are 3 digits) in the appropriate field(s) for hours worked. Press **Tab**.
7. The system automatically completes the **Surcharge** fields.
8. Enter the **Subsistence Units** and **Rate**, if appropriate. Press **Tab**.
9. Press the **down arrow, tab, or enter** key to calculate amounts and move cursor to next line for new entry. Save the completed **Labor** screen, by clicking on the **Save** icon, or click on **File** then click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.

Now user can move to another tab within the EWB, such as **Title, Equipment, or Material**. Simply click on the tab name with the mouse.

Other

F1.6

The **Other** section of the Labor Tab is provided for entry of other expenses subject to labor markup from labor input. Payment is per Section 9-1.03A(1c) of the Standard Specifications. An invoice is required for this section.

Entry

F1.6-1

This section allows the optional entry for payment of travel expense. Invoice verification is required. Entry is limited to one line, which the system automatically numbers "54".

Input

F1.6-2

1. Enter the **Description** (required field), including invoice number of this charge.
2. Tab to either the **Amount** field or **Units** and **Rate** fields. User can enter one or the other, but not both.
3. To save the completed information, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.
4. Click on the **Title** screen to verify **Detail Totals** for each tab. Now the EWB is ready to be sent.

Completion of Created Bill

F1.7

Once an EWB is created and saved and prior to being sent, any person who is assigned to the contract with create rights can review or make changes. The prime contractor's office staff can create a bill, and any other prime-authorized person can send the bill at a later time. A subcontractor can create a bill (if the prime so authorizes), and the prime can review and send. The prime contractor can always modify a **Saved** bill prior to sending it.

After all information has been entered, checked and saved, it can be sent. An EWB cannot be updated once it has been **Sent**, and it must be sent to the system before Caltrans can review and approve.

1. From the Title Page, click the **Send**  icon.

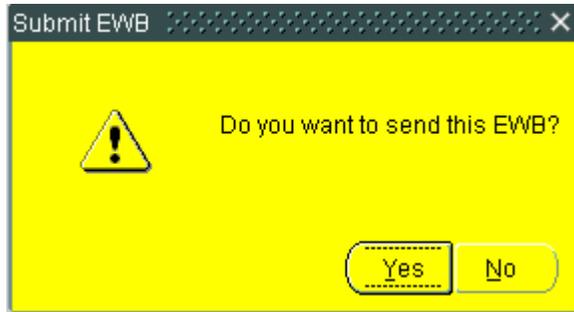


Figure F2. Send screen

2. Click **Yes**. If user does not want to send the bill, click **No**.

Clicking **Yes** changes the EWB system status from **Created** to **Sent**. This places the EWB in the Caltrans Resident Engineer's review screen. See Appendix H, Status Codes.

Note: A bill that has been **Sent** can be deleted from the system as long as the bill has not been reviewed and the status is still New. The bill must be deleted from the Title page and can be retrieved by querying the system from the Input screen, or double-clicking in the **Sent** column under Assigned Contracts and Extra Work Bill Status.

FIND

General

The query mode can be used to find an existing EWB to perform any of the following functions:

1. **Update, delete or send** an EWB.
2. **Copy** a previous EWB.
3. **Revise** a rejected EWB that has not yet been approved.
4. **Correct** an EWB that was approved and has an error. This is also used to reverse an EWB that was approved or paid in error, such as a duplicate.
5. **Print**.

Note: Contractor and Caltrans users can only **“Find”** contract numbers that are assigned to them.

Find

From the **Title** screen:

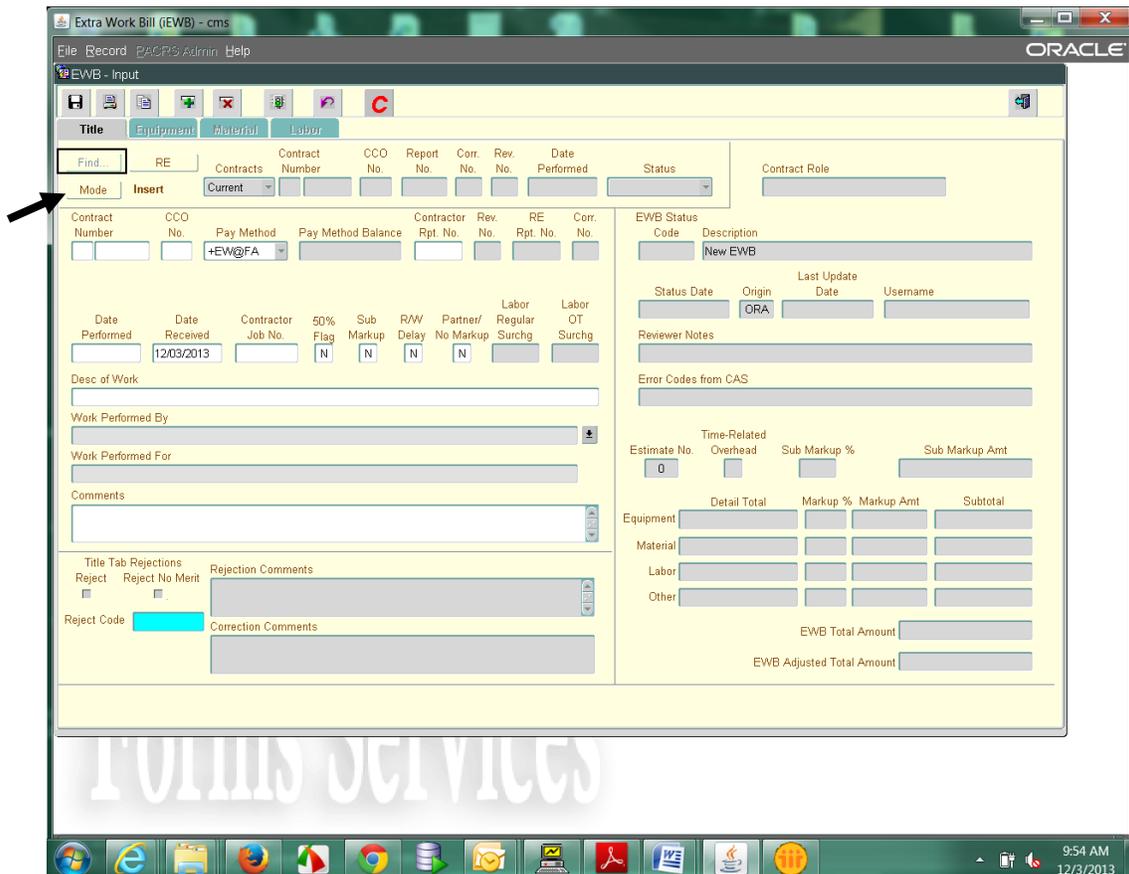


Figure F3.2 Title screen

1. Click the **Mode** button in the top section of the EWB input screen. This will put user in the Query Mode and place the cursor in the district portion of the **Contract Number**. Tab to the next field.

The system generates a default district number based on the user's profile. This number can be changed to another district if incorrect.

2. Enter the **Contract Number**, tab to the next field to further refine the query, click **Find**.
3. Enter the **CCO No.**, tab to the next field to further refine the query, click **Find**.
4. Enter the **Report No.**, tab to the next field to further refine the query, click **Find**.

The button next to the **Find** button is a toggle "switch", which displays either "RE" or "Contractor". The report number entered must correspond with the role displayed on the toggle switch.

5. Enter the **Corr No.**, tab to the next field to further refine the query, click **Find**.
6. Enter the **Rev. No.**, click **Find**.

Tip

F3.2-1

The **Find** button can be clicked after any or all of the above fields have been entered. A LOV will be displayed based on the criteria entered. The more information entered, the more focused the search is.

DISTRICT	EA	CCO	RPT NO	CORR NO	REV NO	STATUS CODE	STATUS DATE	ORIGIN	DATE PERFORMED
05	0190K4	001	0001	0	0	CASPD	12/12/2001	CAS	10/16/2001
05	0190K4	001	0002	0	0	CASPD	12/12/2001	CAS	10/17/2001
05	0190K4	001	0003	0	0	CASPD	12/12/2001	CAS	10/26/2001

Figure F3.2-1 Find Screen

Once the LOV appears, user can also enter information in the **Find** field of the LOV to the right of the % sign and click **Find** to narrow the search.

From the LOV, there are two ways to retrieve the EWB to view:

1. Double click on the appropriate EWB, and the EWB will appear in the **Title** screen.
2. Highlight the appropriate EWB, click **OK**, and the EWB will appear in the **Title** screen.

Once an EWB is selected, user can perform the edit functions.

MODIFY**F4**

General**F4.1**

A user can modify any created EWB (**ORANE**) by updating it until satisfied that it is accurate and complete prior to sending. The EWB can also be deleted if it is not to be sent. Once EWB is complete, the **Save** icon must be clicked in order to re-calculate any changes made. **Note:** An EWB can be modified only if it has not been sent.

Update**F4.2**

User can update the EWB (**ORANE**) by following the **FIND, F3.2** directions, and displaying the EWB. Or from the **Assigned Contracts and Extra Work Bill Status** on the Main Menu, user can double-click in the **CREATE** column for the appropriate contract to display the **Status** screen. By clicking on the **Detail** button on the right side of the screen, the EWB will appear.

- All data previously entered can be updated.
- Use the **Tab** key or the mouse to navigate to the field(s) to add, delete or change data. User may only input or change data in white fields – gray fields do not allow input.
- If the changes are in the **Equipment, Material, or Labor** tabs, use the **down arrow, tab, or enter** key to recalculate the new dollar values.
- To save the updated EWB, click the **Save** icon, or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes. Click on the **Title** screen to verify **Detail Totals** for each tab. The EWB can now be sent.

Delete**F4.3**

Users can delete a record (line item) from the Equipment, Material or Labor screens as long as the status is **ORANE** (created, but not yet sent). A user can delete an entire EWB from the Title screen, if the status is **ORANE** (created, but not yet sent).

Click on any of the **white** fields or lines in the record to be deleted, and click on the **Remove Record** icon  or go to **Record** in the Toolbar Menu, and select **Remove**. This will remove the record (line) or the entire bill from the database.

Users can delete an EWB that has been **Sent**, status is **ORASU** (EWB Sent in Oracle). From the Main Menu, go to Assigned Contracts and Extra Work Bill Status, click in the **Sent** column for the specific contract. EWB Status will appear, click on Detail to populate the EWB to be deleted. If EWB needs to be modified, user should make a copy of the bill then delete the original bill.

Copy

F4.4

This is a convenient way to create a new EWB (clone) that is similar to a previous one. **DO NOT CHANGE THE EWB UNTIL AFTER THE COPY ICON HAS BEEN CLICKED.**
Note: Do not copy an EWB with the status of ORARR, Rejected and Revised.

1. Display the EWB to be copied on the Title screen. This could be one that was just created (**ORANE**), created and sent (**ORASU**), or found by using the **Find** function.

Note: A bill that is grayed out can still be copied.

2. Click the **Copy** icon. 
3. A copy of the original EWB appears with a new system-generated contractor report number. Enter a new **Contractor Report Number** and new **Date Performed**, if needed. Change any other fields as needed, and **Save**.
4. Proceed using the EWB input steps as necessary to enter or change **Equipment**, **Material**, or **Labor** information.
5. If changes are in the **Equipment**, **Material**, or **Labor** tabs, click the down arrow key or enter to recalculate the new dollar values.
6. To save the EWB, click the **Save** icon, or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.

Click on the **Title** screen to verify **Detail Totals** for each tab. The EWB is now ready to be **Sent**.

Hint: You can make a copy of a bill rejected for Incorrect CCO, but you **should not** make a copy of a bill rejected for Incorrect Contract Number.

Hint: If a bill is cloned or copied and the original bill had charges on any of the tabs that will not be used this time around (example, original bill had 4 entries in Labor and the cloned bill is only going to need 2 labor entries) - be sure to use the  (RED X icon) to remove the Labor entries from the original bill - using the "delete" key on the keyboard will not remove the record from the bill.

REVIEW

General

The **Review** screen is accessed by Caltrans only from the **Main Menu**, and is used to review **New** EWBs that have been created and sent.

A detailed report of the entire EWB can be previewed and printed while in the **EWB Review** screen. (See section **Report, F7.**)

Roles

The **RE**, **RE Authority** and **EWB Review** roles can:

1. Review an EWB that has been sent
2. Reject an EWB after review
3. Check the status of an EWB

Only the **RE** or **RE Authority** roles can approve an EWB after review.

Screen

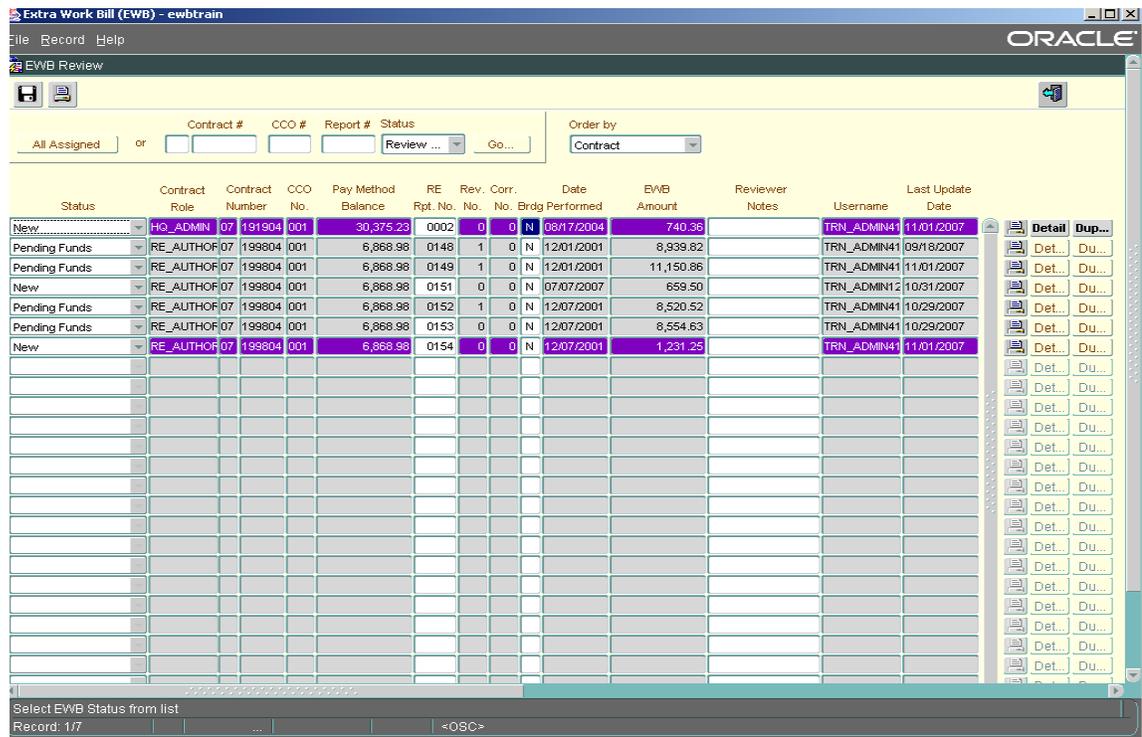


Figure F5.1-2. EWB Review screen

There are only two icons appearing on this screen, which are the **Save** and **Print** in the upper left-hand corner. On the right side of the screen, below the Minimize/

Maximize/Close buttons, there is another icon at the far right of the Toolbar icons which allows user to go to the previous screen.

In the center of the screen there is an **Order by** filter. The filter option has the following system-generated secondary sorts available:

Contract	Sort the EWBs by Contract No
Date Performed	Sort the EWBs by Performed Date: oldest to newest
Reviewer ID	Sort the EWBs by Username displayed alphabetically
Review Date	Sort the EWBs by Date, oldest to newest
Status	Sort by the Status code displayed alphabetically
Total Amount	Sort the EWBs by the Total Amount of the EWB, largest amount to smallest amount

Another filter is available on the top left side of the screen to view all contracts assigned to a user, or to view a district, contract, CCO, Report number, and Status. This filter will function similar to the Query (Mode) function in the Title screen.

In the Review screen, Caltrans users will only see EWBs for the contracts assigned to them. Users may also see New EWBs which are highlighted in purple if more than one bill with same CCO number and Date Work Performed have already been approved, paid or pending. This could possibly mean that there is a duplicate bill.

When no EWBs are awaiting review or approval, or have a **Pending** status, the system displays "There are no EWB's for review".

Note: A bill that has been sent can be deleted as long as it is still New, but only from the EWB Status Screen (Main Menu, Assigned Contracts) or from the Input Screen, Query Mode. The bill cannot be deleted if it is being reviewed and the status is changed to another status such as Review Complete or Pending Approval, etc.

Tip: The **bridge** field is displayed in this screen, "N" is the default value. Y is the only other value. This field **must** be checked to indicate a bridge EWB.

If the bridge value on an EWB should have been Y, and it was approved and not changed prior to saving and exiting the Review screen, then it will need to be **Corrected** in order to change the value to Y.

Fields

F5.1-3

Status	Will be New until action is taken
Contract Role	Display Only – This is the role of the user logged in.
Contract Number	Display Only

CCO No.	Display Only
Pay Method Balance	Automatically calculated by system to show balance of CCO after estimate is run.
RE Report No.	Automatically assigned by system. Report No. can be changed by the RE/RE Authority/EWB Review, must be four (4) digits in length, and changed <u>prior to</u> approving or rejecting the EWB and exiting Review.
Rev No.	Display Only
Corr No.	Display Only
BRDG (Bridge)	Defaults to "N". "Y" is the only other valid value. Must be changed <u>prior to</u> approving or rejecting the EWB and exiting Review
Date Performed	Display Only
EWB Amount	Display Only
Reviewer Notes	Free-form field
Username	Display Only – ID of last user to update EWB.
Last Update Date	Display Only – Date EWB was last updated.
Print Preview	Takes user to Reports and allows printing of displayed EWB
Detail	Displays Highlighted EWB for review.
Duplicate	System will highlight in purple any New EWBs with the same CCO and Date Work Performed if more than one bill with same information has already been approved, paid or pending.

RE Review
F5.2

The RE, or designated reviewer will review the EWB using the Daily Report or other supporting documents associated with the EWB.

1. On the far right, click the **Detail** button of the EWB to be reviewed. EWB will be displayed in the **Title** tab of the **EWB Review/Details** screen.
2. Review data on the **Title**, **Equipment**, **Material**, and **Labor** tabs.
Note: Only accessible fields in each tab are the Rejection boxes, Codes and Comments.
3. If any field(s) or line(s) of EWB is to be rejected, follow the instructions for **Reject** below.

4. If a line is highlighted purple, click on the “Dup” button on the far right, then click on the “Detail” button to review the current bill to check if the bill is a duplicate.
5. Both bills can now be reviewed in Detailed Reports which will appear in separate windows. These reports will be for any bills with the same CCO number and Date Work Performed.
6. Once EWB review is complete, click on the **X** in the upper right hand corner of the screen or click on **File**, **Exit**, or **Return to Previous Screen** icon to return to the **EWB Review** screen.

Reject

F5.2-1

As part of the review process, input fields on the **Title** tab and individual records on the **Equipment**, **Material**, or **Labor** tabs may be rejected. More than one record (line) can be rejected on these tabs, or the entire EWB can be rejected from the Title tab.

To reject a **field** on the **Title** tab:

1. Click the **Reject Title Tab** box on the bottom left of the screen. A list of **Reject Codes** and **Descriptions** will appear.
2. Highlight the appropriate code/description, and click **OK**.
3. By double clicking in the description field, user can type any additional descriptions or comments. The Comments Editor dialog box will appear and by placing the cursor at the end of the description, additional comments can be typed into the field.
4. Click **Save** icon.

Note: A rejection check mark on the **Title** tab, does not constitute a rejection for an individual line on any of the other Tabs. **The line(s) to be rejected in the appropriate tab must be checked in order to enable revision to that line(s).**

To reject a **record** (line) on the **Equipment**, **Material**, or **Labor** tabs:

1. Click on the **Reject Line** box on the far right of the record (line) to be rejected.
Note: To reject the Labor Surcharge rate on an EWB, place a check mark on the first line of labor and use the Incorrect Labor Surcharge Rejection Code. All lines with entries will be changed by the rejection of the first line upon revision.
2. From the list of **Reject Codes/Descriptions**, highlight appropriate code, and click **OK**.
3. By double clicking in the description field, user can type any additional descriptions or comments. The Comments Editor dialog box will appear and by placing the cursor at the end of the description, additional comments can be typed into the field.
Note: For the “**Other**” rejection code, a description is required in order to continue.
4. Complete all rejections in that tab, and click the **Save** icon.

- Click on the **X** in the upper right hand corner of the screen or click on **File, Exit**, or from Title tab, click on the **Return to Previous Screen** icon to return to the **EWB Review** screen.

To reject an **entire EWB** (should not be paid for any reason):

- On the **Title** tab, click the **Reject Title Tab** box on the bottom left of the screen.
- Highlight appropriate **Reject Codes/Descriptions**, and click OK.
- By double clicking in the description field, user can type any additional descriptions or comments. The Comments Editor dialog box will appear and by placing the cursor at the end of the description, additional comments can be typed into the field.
- Click **Save** icon.
- Click on the **X** in the upper right hand corner of the screen or click on **File, Exit**, or **Return to Previous Screen** icon to return to the **EWB Review** screen.

Reviewer Comments

F5.2-2

The Reviewer may make notes in the **Reviewer Notes** field on the EWB Review Screen for his/her information or for the information of other Caltrans employees who will be reviewing the EWB. To input a note, click in the **Reviewer Notes** field or double click and the Reviewer Notes box will appear to enter more information.

Reviewer Comments are for internal use and visible only by Caltrans users.

Change Status of EWB

F5.2-3

After completing the review, the Status of the EWB can be changed on the EWB Review screen.

The system will automatically change the status from **New** to **Rejected or Rejected, No Merit** when a field is rejected on the EWB.

Note: If an EWB has not been completely reviewed and a line is rejected, change the Status from **Rejected** to **Pending Approval** before saving and exiting the Review screen. If the status is not changed before saving and exiting and it gets rejected, the EWB will have to be revised and reviewed again.

There are three types of Rejection status codes for EWBs:

ORARE - Rejected

EWB has rejected records (lines) that need to be revised using the Revision icon. These bills appear in the Rejected column on the Main Menu and will remain until revision is done.

ORARR- Rejected & Revised

These rejected bills have been revised and the status is changed by the system. No further action needs to be taken on these bills.

ORARJ – Reject, No Merit EWB is rejected and is considered a dead bill and not to be revised. These bills appear in the Rejected, No Merit column on the Main Menu and will remain for 45 days.

Note: When a bill is rejected for Incorrect Contract number, Incorrect CCO number or Entire bill, the status in the Review screen is automatically changed to Rejected, No Merit. When “Other” rejection code is used, the status in the Review screen can be changed from Rejected, to Rejected, No Merit.

A bill with a Rejected, No Merit status code **cannot** be revised, but can be **copied** and modified, including CCO number.

User can change the status from **New** to one of the following:

ORAPN - Pending Approval	EWB has been reviewed, but is not ready for approval.
ORAPM - Pending Materials	Caltrans has not yet received a copy of the material invoice from the Contractor.
ORARC - Review Complete	Reviewer has completed the review and the EWB is waiting for RE action.
ORAAP - Approved	EWB has been approved and has been sent to the CAS system for payment.

When the reason for a pending EWB is no longer valid, then the user must go back to the EWB Review screen to change the status to the appropriate code.

The Status can be changed as follows:

1. Click on the **down arrow** to the right of the **Status** field.
2. Highlight and click the appropriate status from the drop down list - the **Status** field will change.
3. Verify **RE Report No.** - This is the last chance to change the RE Report No. before **Status** is saved and **RE Report No.** is locked in. **Note:** Never change this number to 9999.
4. Verify **Bridge** field – system defaults to “N”, but can be changed to “Y” for bridgework.
5. Click **Save** icon.

Note: The status of multiple EWBs can be changed to Approved or Rejected. Once saved, the Approved EWBs will be sent to CAS for Payment and will be removed from the EWB Review screen. However, the Rejected EWBs will not be removed until the user exits the Review screen. Rejected EWBs need to be revised using the Revision process.

After the review process is complete, and the status of an EWB is changed to **approved**, the system can automatically change the status from **New** to one of the following.

ORAPC - Pending CCO EWB does not have a valid CCO in the system or pay method entered is not valid.

ORAPF - Pending Funds Insufficient funds remaining on the existing CCO.

When the CCO and/or funds are in the iEWB system, the Pending EWBs will automatically leave the EWB Review screen.

EWBs with the following Status code should not be rejected or revised.

CASHL - CAS Hold Insufficient funds to pay current EWBs for a CCO.

To remove a CASHL bill from CAS and the EWB Review screen, the bill must be re-approved once the funds are in the system. Be sure to go back into EWB Review and approve the original CASHL bill. The status should be changed to **New, saved**, and then changed to **Approved** and **saved** in the Review screen.

If for any reason the CASHL EWBs should not be paid, then the EWBs should be **Corrected** in the EWB Input screen as **Reverse Only**. **Do not reject a CASHL bill**. Be sure to go into EWB Review and approve the original CASHL bill.

An EWB with the following code is one that passed through the iEWB system and rejected by CAS. The reason for the rejection is listed as a numeric code in the field **Error Codes from CAS**, on the right side of the Title tab. The codes are explained in Appendix I.

CASRE - CAS Reject Rejected by CAS.

An EWB that is CASRE is an unpaid, dead bill. **USER CANNOT REVISE A CAS REJECT.**

To solve the problem of a CAS Reject:

1. Make a copy of the Rejected EWB.
2. Change the Contractor Report No. similar to the original number, i.e., 101 to 101A or 101.1.
3. Cross-reference the new report numbers to the old report numbers in the Contractor's Comments field.
4. Make change to field(s) that caused the bill to be rejected and re-send EWB.

Caltrans personnel should make the necessary modifications to an EWB rejected by CAS and let the Contractor know what was modified.

Review a Revision

F5.2-4

An EWB that appears on the **EWB Review** screen with a **Revision No.** (1 or higher) is a bill that was rejected (for revision), has been revised, and re-sent. To review a revision:

1. Place the cursor on the line of the EWB to be reviewed.
2. Click on the **Detail** button on the right side of the screen. The **Title** screen of the selected EWB will be displayed in **Review** mode.
3. Examine each tab of the EWB to identify rejected items or fields.
4. Examine the revised line(s) or field(s) if changes were made and are correct, **remove** the checkmark from the associated box by simply clicking once in the box.

Tip: This will eliminate both the checkmark and rejection code/description. The checkmark must be removed to approve the bill.

5. **Save** each screen after checkmarks are removed.
6. Once all revised items have been reviewed, rejection checkmarks removed and screen(s) saved, close the EWB by clicking on the **X** in the upper right hand corner of the screen or click on **File, Exit, or Return to Previous Screen** icon to return to the **EWB Review** screen.

If the re-sent revisions are not satisfactory, leave the check mark in place, add additional comments and reject the EWB again. If other items need to be rejected, this can also be done using the rejection process.

Approve an EWB

F5.2-5

Only a Caltrans RE or RE Authority, can approve an EWB. Once an EWB has been approved, the EWB will be sent to the CAS system for payment.

To approve an EWB from the Review screen, the Status must be changed as follows:

1. Click on the **down arrow** to the right of the **Status** field.
2. Highlight and click the **Approved** status from the popup list - the Status field will change.
3. Click **Save**.

Note: The status for multiple EWBs can be changed to Approved after they have been reviewed first. Then they can be saved. Once saved, the bills will be removed from the EWB Review screen.

REVISE A REJECTED EWB**F6**

User can revise a rejected EWB (**ORARE**) after retrieving it from the Main Menu under Assigned Contracts and Extra Work Bill Status, Rejected column. Once the Status screen appears, user can select the EWB from the list and click on Detail button to display rejected bill. User can also use the **Find** function to retrieve an EWB.

To Revise an EWB:

1. Click the **Revise**  icon. The system creates a copy of the original EWB, and the revision number is automatically incremented. The system will display the message "EWB Revision number has been incremented for revision." Click **OK**.
Note: The status of the bill being revised will automatically change to ORARR (Rejected and Revised).
2. Review rejection comments in **all** tabs. Only the records (lines) with rejection checkmarks can be revised or deleted. No lines can be added.
3. Make any necessary revisions or deletions.
4. If changes are in the **Equipment, Material, or Labor** tabs, use the down arrow, tab or return key to recalculate the new dollar values. The system also recalculates when **Save** is clicked.
5. To save the revised EWB, click the **Save** icon , or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.
6. Click on the **Title** tab to verify **Detail Totals** for each tab. Now the Revised EWB can be sent.

REVERSE/CORRECT**F7****General****F7.1**

A CAS approved or CAS paid EWB can be reversed and corrected, or reversed only from the **Title** screen of the EWB. If a bill is reversed, it will be automatically approved by the system and zeros out the previously paid bill. If a bill is reversed and corrected, it must be modified, saved, and then **must** be sent to the RE for review. The bill will then be approved from the **EWB Review** screen.

Note: CASHL EWBs should be **Corrected** in the EWB Input screen as **Reverse Only**. Refer to page 44, "**CASHL – CAS Hold**".

Reverse/Correct is a Caltrans only function. Please notify the Contractor when a Reversal and/or Correction should be done.

How to Reverse/Correct**F7.2****Requirements****F7.2-1**

1. Only **HQ Application Administrator, RE or RE Authority** roles can perform this function.
2. Only an EWB with a status of **CASAP, CASPD, or CASHL** can be reversed.
3. Only the highest **Contractor Revision No.** can be reversed.
4. Only the highest **RE Correction No.** can be reversed.
5. **DO NOT** reject or revise a correction.
6. An EWB can only be corrected four times.

Process**F7.2-2**

1. Retrieve the bill from the Main Menu under Assigned Contracts and Extra Work Bill Status, Approved column. Once the Status screen appears, user can select the EWB from the list and click on Detail button to display approved bill. User can also use the **Find** function to retrieve an EWB that is older than 45 days.
2. Click on the **Corrections**  icon. The following message is displayed:

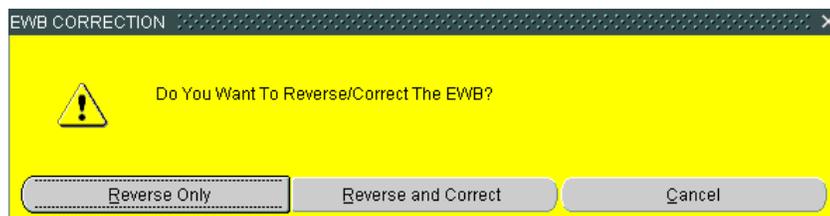
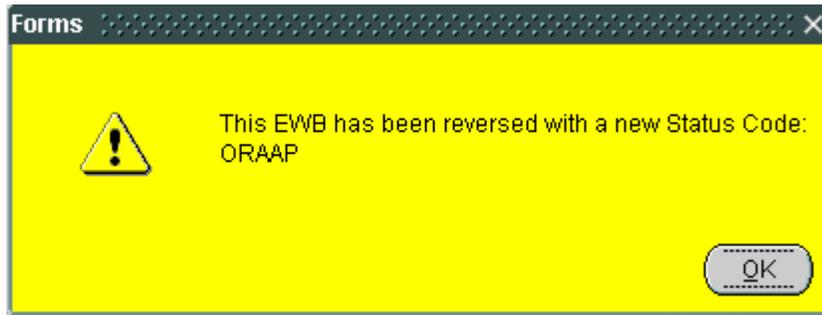


Figure F6.2-2a. Reverse/Correct message

If the EWB is only to be **reversed** (not to be corrected and resent):



1. Click **Reverse Only**. The system generates a negative EWB (reversing the previously approved EWB) with **RE Correction No. 1** and is automatically approved. Figure F6.2-2b. Reverse message
2. Click **OK**. The bill is reversed and nothing further can be done with this bill. The EWB with **Status** of **ORAAP** is displayed.

If the EWB is to be corrected (reversed and resent):

1. Click **Reverse and Correct** to reverse the previously approved EWB payment.

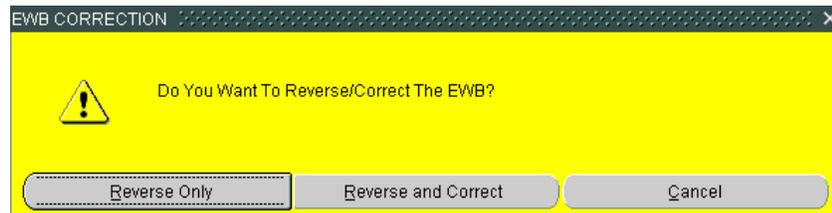
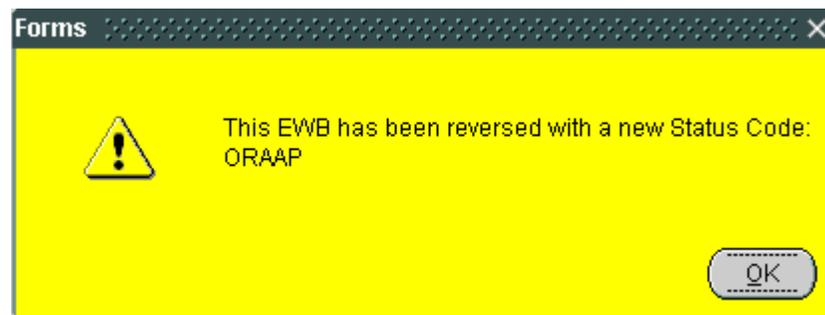


Figure F6.2-2a. Reverse/Correct message

2. Click **OK**. The message below will be displayed.



3. Click **OK** - the EWB copy will be incremented as **Corr** (correction) **No. 2** or **4**. **NOTE:** The **Rev** (revision) **No.** will be 0 (zero).



Figure F6.2-2c. Correct message

4. Make any corrections to records in the previously approved EWB.
5. **Save** corrected EWB and **Send** to RE for Review.
6. Exit **EWB Input**, enter **EWB Review** and approve the EWB.

NOTE: A corrected EWB requires two system transactions – a reversal and a submitted correction. Reversals are assigned odd correction (transaction) numbers, and submittals are assigned even numbers. Correcting an EWB once results in a Corr. No. 2 (Corr. No. 1 is reverse, and Corr. No. 2 is submit). If the bill is reversed only, it cannot be corrected at a later date.

REPORT**F8**

General**F8.1**

Adobe Acrobat Reader 6.0 or greater is required to view or print reports.

The Extra Work Billing (EWB) System provides five pre-designed reports users can select, including:

1. EWB Status Report – one line listing of EWBs for all or specific CCOs selected.
2. EWB Detail Report – shows breakdown of EWB by Equipment, Material and Labor with any comments or rejection comments made.

Note: Comments made on the EWB Review screen are only viewed/printed when a Caltrans user requests the report.

3. EWB Daily Extra Work Report (DEWR) – shows same information as EWB Detail Report without comments.
4. EWB Aging Report – shows a one line listing of how many days EWBs are in the system.
5. Equipment Usage Report – shows a listing of equipment used for a specific date range.

These reports can be viewed, printed or both in Adobe Acrobat. In a limited manner, users can customize the reports with the selections made from the menu. **Pop-up blockers on your computers must be turned off in order to view and print reports as they can block the Adobe software.**

Tip**F8.1-1**

It is highly recommended that a **Status** or **Aging Report** be regularly run to review EWBs in the system. This is especially important prior to processing payment every month. These reports will display all EWBs for each contract.

Report Request Menu**F8.2**

To access the **Report Request Menu**:

1. Click on **Reports** on the **Main Menu**.
2. Click on **Reports** under **File** on the Command Menu.
3. Click on the **Reports**  icon on the Toolbar.

Note: Reports can also be accessed through the Input or Review screens.

Figure F8.2 Report Request Menu Screen

Fields

F8.2-1

- Report Name** This field has a drop down box from which to select various reports. The EWB Detail Report is the default report.
- Labor Compliance** If a check mark is placed in the Labor Compliance box, only those EWBs with input on the Labor Tab will appear to view or print.
- Status Date Range** This field is used to limit a report request to EWBs with a status date in the range entered. A status date is the date a change was made in the status of an EWB.
- Performed Date Range** This field is used to limit a report request to EWBs with the date performed in the range entered. The date is the date the contractor performed work on the EWB.
- Username** By putting the Username in this field, the report is limited to those EWB's associated with the Username.

Contractor's Username automatically appears in the Username field.

Caltrans employees can see everything. By placing the Username in this field, contracts displayed are limited to those assigned to the user listed.
- EWB Origination** User can select to have only those EWBs originating in Oracle or those originating in CAS included. If both are checked, all EWBs will be displayed.
- EWB Status** There are three types of statuses available to select. They are **Approved (All)**, **Rejected (All)**, and **Pending (All)**. A checkmark in at least one box is required to run a report, or any combination of the three can be checked. Each type of Status also has sub-

statuses to select from and any or all can be selected for the type of report needed.

Note: When the Reports icon is clicked from the **Input** or **Status** screen, the EWB information shown on the screen will appear in the Report fields. Use the Clear button to remove this information and replace it with the preferred contract and CCO number. The following buttons on the Report Request Menu can also be used for specific information.

The following fields are used to refine the type of report requested. The more information included the more specific the report will be.

Contract Number	Must be typed in or picked from LOV.
CCO Number	Can be typed in or picked from LOV. Must be 3 digits.
Report Number	Typed-in field. The toggle switch on the left controls whether Contractor or RE Report number is to be entered in this field.
Rev.(ision) No.	Typed in field.
Corr.(ection.) No.	Typed in field.
Est. No.	Typed in field.
Sort Order	Report can be sorted by four options: Report No., Work Date Performed, Performed by, or Estimate No.
Find	Populates an EWB List with RE Report No. for the specific information in the fields shown. Note: Do not click on the Find without any information in the Contract Number field. Doing so could have the computer search indefinitely.
RE	This is a toggle switch between RE and Contractor Report number to search a report by either of these options.
Clear	Clears the screen so other information can be typed in.

Preview or Print Reports

F8.3

To preview or print a report from **Report Request Menu**:

1. Select the **Report Name** to be viewed or printed.
2. Enter **Date Range**, if preferred.
3. Enter **Username**, if preferred.
4. Enter as much information as needed for the report requested in any of the following fields: **Contract Number**, **CCO No.**, **Report No.**, **Rev. No.**, **Corr. No.**, and **Est. No.** Remember to tab between fields.
5. Uncheck the **EWB Origination** boxes, Oracle or CAS, whichever one is not wanted in the report. Both boxes are checked as defaults in the field.
6. Check the type of **Status** boxes, Approved (All), Rejected (All), and Pending (All), or whichever one(s) are wanted in the report.

7. Click the **Preview PDF** button at the bottom of the menu. This will open the Adobe Acrobat Reader browser to view and/or print all reports.

Note: Caltrans users have the option of selecting the **Preview Excel** at the bottom of the menu. However, this feature may not work for everyone depending on the computers settings. EWB Support has no remedy if it does not work.

8. Click on the printer  icon on the Acrobat Reader **Toolbar**, or go to the **Command Menu** under **File**, then **Print**. Make any print selections and click **OK**.

To close Adobe Acrobat Reader and return to the Report Request Menu, click on the **X** in the top right corner, or go to **File** and close.

Note: When the **Reports**  icon is selected on the far right from the **Review** screen, Adobe Acrobat Reader automatically populates the first page of the report requested.

When finished with all EWB tasks remember to close any open EWB screens displayed on the status bar and the browser as well.

HARDWARE/SOFTWARE REQUIREMENTS**A****Client Software**

Windows 95/98/2000/NT/XP (can use MAC operating systems)

Internet Explorer 7 or 8.

Sun's Java Runtime Environment (JRE) 1.6.0_20. (Refer to HQ Construction website below for download info)*

Adobe Acrobat plug-in 6.0, or higher

Minimum Hardware**Computer**

Pentium 90 MHz

62 MB RAM

100 MB Free disk space

Video card capable of 256 colors and 1240x768 resolution

Monitor

17-inch

1240x768 resolution

Access

TCP/IP Internet Access

Proxy Server &/or Firewall Access (On-Line)

Port to be open: 7777, 7778, 7779

FTP Access

Ports to be open: 2099 and 2100

WEB ADDRESSES**B****External Production** (outside firewall)

<http://svctdb36.dot.ca.gov:7777/forms/frmservlet?config=EWBJRE2010prod>

Internal Production (inside firewall)

<http://svctdb34.dot.ca.gov:7777/forms/frmservlet?config=EWBJRE2010prod>

For more information on EWB, Forms, Support, Equipment, Rental Rates, go to the Caltrans Construction web site at <http://www.dot.ca.gov/hq/construc/iewb/index.htm>

Construction Division <http://www.dot.ca.gov/hq/construc>

Contractor Payment <http://www.dot.ca.gov/hq/asc/oap/payments/>

Special Provisions http://www.dot.ca.gov/hq/esc/oe/project_ads_addenda/

iCAS User Manual (iEWB) <http://www.dot.ca.gov/hq/construc/iewb/index.htm>

Equipment Rental Rates <http://www.dot.ca.gov/hq/construc/iewb/equirates.htm>

Internet File Server (IFS/ftp) <ftp://username@svctdb36.dot.ca.gov:2100>

Adobe Acrobat Reader <http://get.adobe.com/reader/>

IE 8.0 address <http://www.microsoft.com/download/en/details.aspx?id=43>

APPLICATION ADMINISTRATORS

IMPORTANT NOTE TO ALL USERS:

- Please contact the appropriate District iCAS Administrator for EWB questions and/or concerns.
- All telephone calls and electronic mail received by the HQ iCAS Administrator from iCAS users will be referred back to the appropriate District iCAS Administrator.

DISTRICT	CONTACT	PHONE	E-MAIL	FAX
1, 2 & 3	Hugo Topete	(530) 741-5504	Hugo.topete@dot.ca.gov	530-822-4324
	Satwinder Dhatt	(530) 741-4371	Satwinder.dhatt@dot.ca.gov	
4	Douglas E. Beckstein	510-286-4962	Douglas_E_Beckstein@dot.ca.gov	
	Joe Revolinsky	510-286-5024	Joseph_Revolinsky@dot.ca.gov	510-286-5029
5	Noel Sands	805-549-3254	Noel.Sands@dot.ca.gov	805-226-8793
6 & 9	Annette Parks	559-243-8036	Annette_Parks@dot.ca.gov	559-243-8043
7	Maria C. Martinez	213-897-4934	Maria_C_Martinez@dot.ca.gov	213-897-0709
	Jennie Garcia		Jennie.garcia@dot.ca.gov	
	Fanny Marquez-Ortiz		Fanny.Marquez-Ortiz@dot.ca.gov	
	Ana Abundo		Ana_M_Abundo@dot.ca.gov	
8	Tom Nguyen	951-232-3833	Tom_Nguyen@dot.ca.gov	909-383-6739
10	Irma Dominguez	209-656-6748	Irma_Dominguez@dot.ca.gov	209-656-1250
11	Cynthia Abrahamson	619-688-6868	Cynthia_Abrahamson@dot.ca.gov	619-688-6848
12	Mary Ruiz-Salah	949-553-3577	Maria_Ruiz_Salah@dot.ca.gov	949-724-2141
	Teresita Tan	949-724-2270	Teresita_Tan@dot.ca.gov	949-724-2141
HQ	Anthony Perry	916-654-2229	Anthony.Perry@dot.ca.gov	

ROLE ASSIGNMENTS
D

The following role assignments used in the EWB System:

Role	Rights
Contractor	Create, Save, Print, View, Send and Revise EWBs
EWB Entry	Create, Save, Print, View, and Revise EWBs
District Data Entry	Create, Save, Print, View, Send, and Revise EWBs
EWB Review	Create, Save, Print, View, Send, Review, Reject, and Revise EWBs
RE (Resident Engineer)	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
RE Authority	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
Administrator, District	Create, Save, Print, View, Send, Review, Reject, and Revise
Administrator, Headquarters	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
Staff (Caltrans)	Read only (Print and View)
Sub Entry	Create, save, print, view, and revise user's EWBs (can only view and revise EWBs, not send EWB for review and approval) automatically puts sub-markup flag to Yes.

REJECTION CODES

Screen	Code	Description
Title	50%	Incorrect 50% flag
	CCO	Incorrect CCO # – leave as rejected, enter new bill
	CONTRACTNO	Incorrect contract # - leave as rejected, enter new bill
	ENTIREBILL	Entire bill rejected, not to be revised
	EWBMARKUPS	EWB Markups incorrect. Contact Dist/HQ Admin, as soon as possible
	OTHER	Blank - Mandatory free form field
	PARTNER	Incorrect partner flag
	PAYMETHOD	Incorrect pay method
	PERDATE	Incorrect work performed date
	RWDELAY	Incorrect R/W delay flag
SUBMARKUP	Incorrect sub markup flag	
Equipment	ATTACH	Incorrect Attachment
	EQCODE	Equipment code is incorrect
	EQDAILY	Equipment not listed in Daily Diary
	EQITEM	Equipment shown doing Item work on Daily Diary
	EQOTHOURS	Overtime Hours Incorrect
	EQREGHOURS	Regular Hours Incorrect
	OTHER	Blank - Mandatory free form field
	UNEQUIP	Unlisted equipment
Material	INVOICE	Missing Invoice # or Date
	MATDAILY	Material Not Reflected in Daily Report
	OTHER	Blank - Mandatory free form field
	UNMATERIAL	Unlisted Material
Labor	AMTPAYROLL	Amounts do not match Payroll & Fringe Benefit Statement
	ITEM	Labor shown doing ITEM work on Daily Diary
	JOB	Job not shown on Daily Diary

Appendix

	LABORSUR	Incorrect labor surcharge rate
	LABPAYROLL	Labor Name not on Payroll
	MISPAYROLL	Missing Payroll
	NONWORKER	Worker not listed in Daily Diary
	OTHER	Blank - Mandatory free form field
	OTHOOURS	Overtime Hours Incorrect
	OTLABOR	Overtime Labor Rate Incorrect
	REGHOURS	Regular Hours Incorrect
	REGLABOR	Regular Labor Rate Incorrect
	SUBSIST	Subsistence Incorrect
Other	AMOUNT	Invalid Other Amount, Units or Rate
	OTHER	Blank - Mandatory free form field

STATUS CODES

F

Code	Description	Type
ORANE	EWB Created in Oracle, but not yet Sent	Pending
ORASU	EWB Sent in Oracle, New	Pending
ORAPC	EWB Approved, Pending : CCO	Pending
ORAPF	EWB Approved, Pending : Funds	Pending
ORAPM	EWB Sent in Oracle, Pending: Materials	Pending
ORAPN	EWB Sent in Oracle, Pending: Approval	Pending
ORARC	EWB Sent in Oracle, Review Complete	Pending
ORARE	EWB Rejected in Oracle	Rejected
ORARJ	EWB Rejected in Oracle – No Merit	Rejected
ORARR	EWB Rejected and Revised	Rejected
ORAAP	EWB Approved in Oracle	Approved
ORASE	EWB Sent to CAS	Approved
CASHL	EWB Held for Payment by CAS	Pending
CASRE	EWB Rejected by CAS	Rejected
CASAP	EWB Approved by CAS for Payment	Approved
CASPD	EWB Paid by CAS	Approved
CASCR	EWB Corrected by CAS	Approved

DATA LOAD SCHEDULES

G

When	Load	Cut Off Time	Time Available
Daily	Contract Table Load	12:00 AM	12:30 AM
Daily	Contract Item Table	12:30 AM	1:00 AM
Daily	CCO Load	12:30 AM	1:00 AM
Daily	EWB Oracle CAS Loop	1:00 AM	2:00 AM
Daily	EWB's from CAS	4:00 AM	4:30 AM
Daily	Equipment Load from CAS	5:00 AM	5:30 AM
Daily	FTP Load	6:00 AM	6:30 AM
Daily	Contract Table Load	8:00 AM	8:30 AM
Daily	CCO Load	8:30 AM	9:00 AM
Daily	EWB Oracle CAS Loop	9:00 AM	10:00 AM
Daily	Contract Table Load	12:00 PM	12:30 PM
Daily	CCO Load	12:30 PM	1:00 PM
Daily	EWB Oracle CAS Loop	1:00 PM	2:00 PM
Daily	FTP Load	1:30 PM	2:00 PM
Daily	Contract Table Load	3:00 PM	3:30 PM
Daily	CCO Load	3:30 PM	4:00 PM
Daily	EWB Oracle CAS Loop	4:00 PM	5:00 PM

The EWB Oracle CAS Loop is the run from Oracle to CAS & CAS to Oracle.

CRAFT ID CODES

ID	Description	ID	Description
BMAP	Boilermaker-Blacksmith - Apprentice	LFM	Light Fixture Maintenance
BMBS	Boilermaker-Blacksmith	LFMAP	Light Fixture Maintenance - Apprentice
BMP	Boilermaker (for Pipelines)	MRBAP	Marble Finisher - Apprentice
BRKAP	Bricklayer, Blocklayer - Apprentice	MRBF	Marble Finisher
BRKL	Bricklayer, Blocklayer	OE	Operating Engineer
BRKT	Brick Tender	OEAP	Operating Engineer - Apprentice
CMAP	Cement Mason - Apprentice	OEBC	Operating Engineer (Building Construction)
CMTMS	Cement Mason	OED	Dredger (Op. Eng.)
CPDAP	Pile Driver (Carpenter) - Apprentice	OEHE	Cranes, Pile Driver & Hoisting Equipment (Op.Eng.)
CPT	Carpenter	OEHW	Operating Engineer (Heavy & Highway Work)
CPTAP	Carpenter - Apprentice	OELS	Landscape Op. Eng.
CPTDW	Drywall Installer (Carpenter)	OELSC	Operating Engineer (Landscape Construction)
CPTFB	Fence Builder (Carpenter)	OELW	Landfill Worker (Op. Eng.)
CPTFC	Fence Constructor (Carpenter)	OEMEB	Steel, Tank & Machinery Erection (Op. Eng.- Building Construction)
CPTPD	Pile Driver (Carpenter)	OEMEH	Steel, Tank & Machinery Erection (Op. Eng.- Heavy & Highway Work)
ELC	Electrician	OEPDB	Pile Driver (Op. Eng. - Building Construction)
ELCAP	Electrician - Apprentice	OEPDH	Pile Driver Op. Eng. - Heavy & Highway Work)
ELCUL	Electrical Utility Lineman	OET	Tunnel (Op. Eng.)
ELVAP	Elevator Constructor - Apprentice	OETU	Tunnel/Underground (Op.Eng.)
ELVC	Elevator Constructor	PLMAP	Plumber - Apprentice
FS&MS	Fire Safety & Misc Sealing	PLMB	Plumber
FSAP	Field Surveyor - Apprentice	PLS	Plasterer
FSUR	Field Surveyor	PNT	Painter
GLZAP	Glazier - Apprentice	PNTAP	Painter - Apprentice
GLZR	Glazier	PNTI	Painter - Industrial
IRNAP	Iron Worker - Apprentice	PNTPH	Parking & Highway Improvement Painter
IRNW	Iron Worker	RFR	Roofer
LBR	Laborer	RFRAP	Roofer - Apprentice
LBRAP	Laborer - Apprentice	SMW	Sheet Metal Worker
LBRAR	Asbestos Removal Worker (Laborer)	SMWAP	Sheet Metal Worker - Apprentice
LBRCL	Carpet, Linoleum	SSW	Slurry Seal Worker
LBRGW	Gunite Worker (Laborer)	TILF	Tile Finisher
LBRLI	Landscape Irrigation Laborer	TILS	Tile Setter
LBRLM	Landscape Maintenance Laborer	TIW	Telephone Installation Worker
LBRPH	Parking & Highway Improvement Painter (Laborer)	TMS	Teamster
LBRTC	Traffic Control/Lane Closure (Laborer)	TMSAP	Teamster – Apprentice
LBRTL	Laborer Trainee (Landscape Construction)	WWD	Water Well Driller
LBRTT	Tree Trimmer (Line Clearance)	WWDAP	Water Well Driller – Apprentice

Appendix

CAS Reject Error codes

I

Error Code	Field	Error Message
1	Input CCO	CCO not numeric.
2	Input Report Number	Report number not numeric
3	Input Line number	Line number is not in range of 01 - 54
4	Input Date Performed	Date Performed not numeric
5	Input Date Performed	Date Performed is invalid or > Current Date
6	Input Date Of Report	Date Of Report is not numeric
7	Input Date Of Report	Date Of Report is invalid or > Current Date
8	Input Pay Method Sign	Pay Method Sign is not valid
9	Input Pay Method	Payment Method cannot be determined.
10	Input Pay Method	Payment Method not valid negative pay method.
11	Input Bridge	Bridge Switch not "N", or "Y"
12	Input Flagging	Flagging Switch not "N", or "Y"
13	Input Sub Markup	Sub Markup Switch not "N", or "Y"
14	Input RW Delay	RW Delay Switch not "N", or "Y"
15	Input Partnering	Partnering Switch not "N", or "Y"
16	Input Equipment Markup	Equipment Markup not numeric or = to .10 or .15
17	Input Labor Markup	Labor Markup not numeric or = to .28 or .33
18	Input Labor Surcharge	Labor Surcharge not numeric
19	Input Labor Surcharge	Surcharge not valid for date performed
20	Input Contract	Contract not on CSR File
21	Input CCO number	CCO not on File for this contract
22	Input CCO number	Pay Method not valid for this CCO
23	Input Report number	Duplicate Report, This DEWR is already on file
24	Input Report number	<u>Not used</u>
25	Input-key	Card key not = previous key & Line number > 01
26	Input Equipment ID	Equipment ID is missing
27	Input Equipment Class	Equipment Class Code is missing
28	Input Equipment Class	Equipment Class is invalid
29	Input Equipment Make	Equipment Make Code is missing
30	Input Equipment Make	Equipment Make is invalid
31	Input Equipment Code	Equipment Model Code is missing
32	Input Equipment Code	Equipment Model Code is invalid
33	Input Equipment Attach	Equipment Attachment is invalid
34	Input Equipment Regular Hours	Equipment Regular Hours are invalid
35	Input Equipment Regular Hours	Equipment Regular Hours > 8
36	Sum of Equip hours	Sum of regular and overtime hours > 24
37	Input Equipment OT Hours	Equipment OT Hours are invalid
38	Daily rate equipment	Only billed at regular rates, not overtime
39	Input Equipment Key	Equipment Key is not on file.
40	Input Invoice Date	Date not numeric or missing

Appendix

Error Code	Field	Error Message
41	Input Invoice Unit	Invoice Unit is invalid or Missing
42	Input Invoice Rate	Invoice Rate is invalid or Missing
43	Input Labor Craft	Labor Craft is missing.
44	Input Labor Initial	Labor Initial is missing.
45	Input Labor Name	Labor Name is missing.
46	Input Labor Regular Hours	Labor Regular Hours are missing or invalid
47	Input Labor Regular Hours	Labor Regular Hours is > 8.0
48	Input Labor Regular Rate	Labor Regular Rate is missing or invalid
49	Input Labor OT Hours	Labor OT Hours are missing or invalid
50	Input Labor OT Hours	Labor OT Hours are > 16.0
51	Input Labor OT Rate	Labor OT Rate is missing or invalid
52	Input Labor Subsistence Units	Labor Subsistence Units is missing or invalid
53	Input Labor Subsistence Rate	Labor Subsistence Rate is missing or invalid
54	Sum of Labor hours	Sum of regular and overtime hours > 24
55	Input Travel Units	Labor Travel Units is invalid
56	Input Travel Rate	Labor Travel Rate is invalid
58	Input Labor Other Amount	Labor Other Amount is invalid
59	Amount and Travel rate	Values in both fields not allowed
60	Amount or Travel unit &rate	No Amount, unit or rate entered
61	Missing Records	No Equipment, Invoice or Labor Cards
62	FA or UP Overpayment	Total amount expended exceeds 200% of authorized amount. This DEWR has been placed into a hold state"
63	FA or UP Overpayment	Total amount expended exceeds authorized amount by \$15,000. This DEWR has been placed into a hold state
64	FA or UP Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state
65	Lump Sum Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state
66	Switch File out of Space	No space on EWB switch file
67	EWB Add Successful	This EWB is available for payment
68	Input Correction Number	Correction number is invalid or missing

GLOSSARY

Term	Definition
Access	The ability to “get into” and use the EWB System
Adjustment of compensation	A method of payment for change order work. Another method of payment is called “extra work.”
Approval	The formal acceptance by the Resident Engineer or his authorized staff of an Extra Work Bill. Approval is required prior to payment.
ARE	Assistant Resident Engineer
CAS	Contract Administration System – a proprietary software application.
CCO	Contract Change Order
Contract	See Standard Specifications 1-1.09.
Contractor	See Standard Specifications 1-1.10.
Correct	A method of changing an EWB that is approved or paid by CAS.
Craft	Another word for “profession.” A craft may be any type of job. Example: “His craft is equipment operator.”
Craft codes	A specialized code that correlates one’s craft with a five-digit, alpha designator. Every recognized craft has a corresponding five-digit designator, called a “craft code.”
DAA	District Application Administrator
Discount	Cash or trade reductions in the price of materials at Force Account – see SS 9-1.03A(2a, 2d, 2e)
District	There are 12 Caltrans Districts, each defined by geographic boundaries.
District Application Administrator	Each Caltrans district has an EWB Administrator who manages EWB System activities for that specific district or region.
District Help Desk	A Caltrans District-level organization that troubleshoots and repairs software and hardware anomalies.
District PC Coordinator	Personal Computer Coordinator - Each Caltrans district has a District PC Coordinator who works closely with the EWB Administrator to ensure EWB System and user needs are met at the district level.
Equipment codes	Multi-digit designators used to identify specific types and configurations of construction equipment. Equipment Codes are found in the Labor Surcharge and Equipment Rental Rates publication (FAER book).
Error directory	A directory located on the FTP server, outside of the Caltrans firewall. Rejected EWBs are filed in the Error Directory.
Error report	A report from CAS to Oracle describing EWB status.
EWB	Extra Work Bill
EWB account	A user must have an “account” to access the EWB System. The account includes an identification name, a password, and other information allowing the system to recognize the user.
EWB system	The Caltrans computer system that automates major portions of the Extra Work Bill (EWB) process. The system saves time for Contractors and Caltrans by eliminating many manual processes. The EWB System may be accessed through the Internet.
Extra work	A <i>method</i> of payment for work. Another <i>method</i> of payment is called “Adjustment of Compensation.”

Appendix

Term	Definition
FAER book	Labor Surcharge and Equipment Rental Rates, a Department of Transportation publication
Force Account	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Unit Price” and “Lump Sum.”
FTP Certification	A Contractor who wishes to send EWBs using the FTP method must receive Caltrans training and certification prior to using the FTP method.
FTP	File Transfer Protocol – the electronic protocol employed to send a file from one location to another, via the internet.
FTP Server	A computer network server that processes sent EWBs via FTP. Also, the Error Directory, located on the FTP server, where rejected EWBs appear.
HQ	Headquarters
Internet	The electronic communication highway linking the world-wide web.
Intranet	As opposed to the Internet, an intranet is a finite, closed-loop system contained usually within one organization or group of organizations.
Labor Compliance Office	A Caltrans district-level body that administrates the labor compliance policy established by the <i>State Labor Code</i> , the <i>Federal Labor Compliance Manual</i> , and the <i>Regulations of the U.S. Departments of Labor and Transportation</i>
Labor rate	A dollar amount paid per hour to someone who performs construction labor. Labor rates are determined through the Prevailing Wage Rates or the Contract and Proposal for each project.
Labor surcharge	A percentage paid to the Contractor for statutory payroll items stipulated by various government agencies. Labor Surcharge Rates are found in FAER book.
Lump sum	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Unit Price” and “Force Account.”
Password	A secret word used for Username identification within the EWB System.
Query	A mode within the EWB System from which queries can be made.
RE	Resident Engineer – the Engineer responsible for contract administration.
Record	An entire EWB on the Title page or a single line on any of the other tabs.
Region	A Caltrans organization comprised of several Caltrans geographic districts.
Reject	The formal refusal to approve an extra work bill, by the Resident Engineer or his authorized staff. Rejected EWBs are filed in the EWB System Error Directory, and in the case of EWBs sent by Hardcopy method, the rejected EWBs are physically returned to the person who sent them.
Rejection codes	Descriptors used to describe why an EWB was rejected
Resend	The act of sending an EWB again. The RE or Contractor must resend a rejected EWB after revising it.
Review	The standard process employed by the Resident Engineer or his staff to compare sent EWBs to other documentation. The results of the comparison (review process) will determine if the EWB will be approved or rejected.
Revise	Enables changes to be made to an EWB that has been rejected.
SCO	State Controller’s Office
Send	The act of transmitting an EWB for review by Caltrans. EWBs may be sent electronically or physically.

Appendix

Term	Definition
Standard Specifications	A State of California, Department of Transportation publication that establishes policies and procedures for the administration of construction work and business
Status	The condition or process location of an EWB. See “status codes.”
Status codes	The EWB System uses descriptors to describe the condition or process location of EWBs. Status codes include “Pending Funds,” “Sent,” “Approved,” etc.
Unit price	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Lump Sum” and “Force Account.”
User	Anyone authorized to use the EWB System
Username	An identification name assigned to the user at the time the account is set up within the EWB System. Entering the Username allows the system to recognize the user, and to grant the user rights to specific system functions.