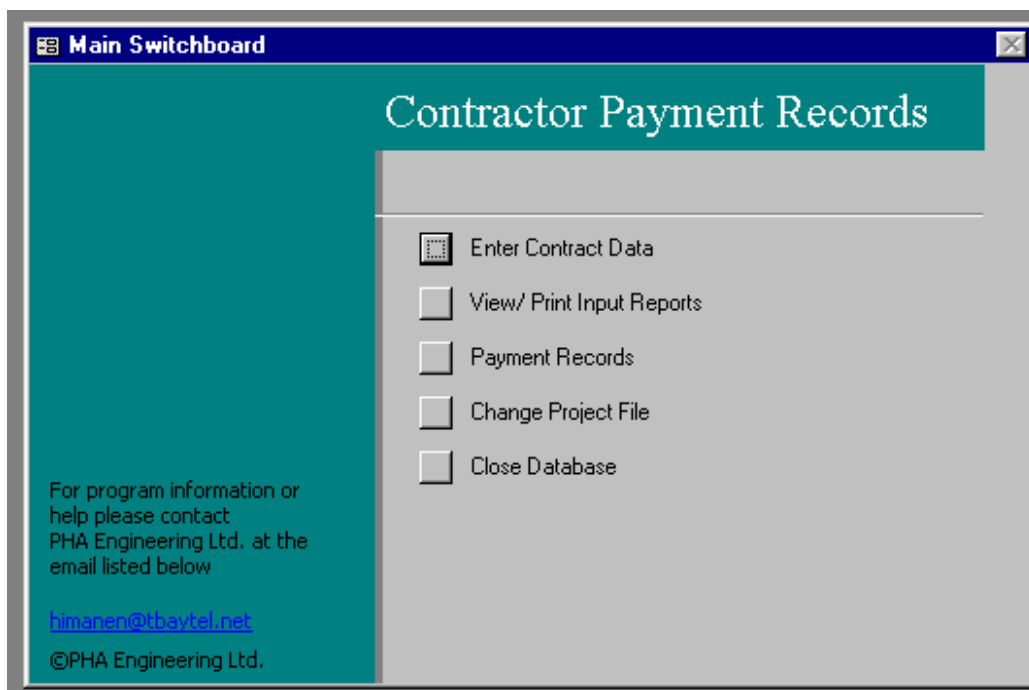

Contractors Payment Calculator

PHA Engineering has developed an Access Database to assist Contractors in the record keeping for quantities and payments for their projects. With this database the contractor will be able to:

- Import items and subcodes from Ministry Digital Data (CPS)
- Record item quantities
- Produce Fuel Price Adjustment calculations and reports
- Produce Progress Payment/Status reports on any time frame
- Print backup information for the progress reports

Following is a brief walkthrough the program to show some of the features it contains.

1.0 Main Switchboard

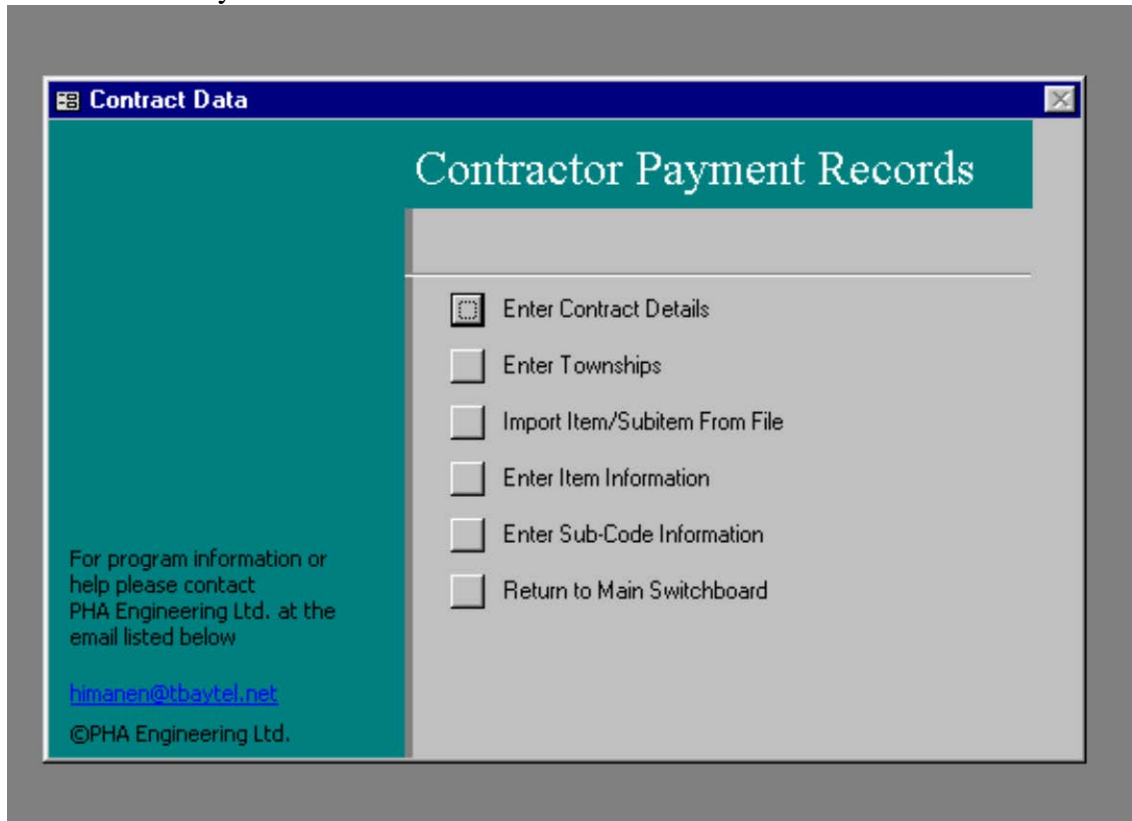


From the main switchboard the user can select to

- Enter contract data
- Review item data
- Enter payment records
- Change the Project File

2.0 Enter Contract Data

From this menu you can enter various information about the contract.



The item information can be entered in two ways.

1. Imported from existing digital text file
2. Manually entered

As per SP100S12,

“The Owner will make available the Contract Drawing's Quantity Sheets in digital format on a 3.5" floppy disk and IBM compatible.”

Using this data the contractor can import all item and subcode information in only a few minutes via the “Import Item/SubItem From File” selection.

The import process will read from the file and store all the relevant information into the database.

Following the import process the user can review the information using the “Enter Item Information” button.

The screenshot shows a window titled "Item Details" with the following fields and controls:

- Item No: 1
- Item Description: Close Cut Clearing
- Item Type: Tender Item (dropdown)
- Unit: m2
- Rate: 10
- Item Subject to Fuel Price Adjustments:
- Select Fuel Price Category: Clearing / m2 (dropdown)
- Buttons: Open Sub-Code Form, Add New Item
- Status bar: Record: 1 of 43

At this screen the user is prompted to enter some information that is not contained within the digital file available from the Ministry.

The user can define:

- Item Type
- Rate
- Fuel Price Adjustment/ Category

The Contractor can also use this menu to add new items when they are required for the contract (ie, Material Bonus/ Penalty, Change Orders, Incentive/ Disincentives).

For each item, a minimum of one subcode entry is required. Those can be accessed through the “Open Sub-Code Form” Button

The Sub-Code Data Form resembles the Q-sheet breakdown for each item. If the import function was used for the Items the townships will have to be selected, as that information is not contained within the digital file. New subcodes can be entered as required.

Enter Sub-Code Data

Item No 1

Item Description Close Cut Clearing

Sub-Code No	Sub-Code Description	Township	Tender Quantity
001	15+360 - 15+457 Rt	MacKenzie	631
002	15+365 - 15+440 Lt	MacKenzie	405
003	15+627 - 15+890 Rt	MacKenzie	1285
004	15+835 - 15+900 Lt	MacKenzie	455
005	16+100 - 16+286 Lt	MacKenzie	1128
006	16+110 - 16+238 Rt	MacKenzie	602
007	16+332 - 16+420 Rt	MacKenzie	202
008	16+410 - 16+427 Lt	MacKenzie	34
009	16+460 - 16+515 Rt	MacKenzie	97
010	16+590 - 16+713 Lt	MacKenzie	552
011	16+690 - 16+720 Rt	MacKenzie	163
012	16+735 - 16+757 Lt	MacKenzie	53
013	16+849 - 16+885 Lt	MacKenzie	83
014	16+910 - 16+997 Lt	MacKenzie	209
015	17+038 - 17+118 Lt	MacKenzie	305
016	17+256 - 17+450 Lt	MacKenzie	1116

Current Item Tender Quantity 22453 m2

Close Form

3.0 Payment Records

The payment records area of the database will allow the Contractor to record all completed quantities on the Contract, and print various reports.

Payment Records

Contractor Payment Records

- Record a Payment
- Print Reports
- Fuel Price Index
- Return to Main Switchboard

For program information or help please contact
 PHA Engineering Ltd. at the email listed below
himanen@thaytel.net
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Below is the main screen for payment records. You can review all past records and enter new ones as required. The records are sorted by Item and by Subcode.

Date	Revised Quantity	Quantity Compl	Reference	Remarks
07-Jan-05	0	30	ticket 12347	A, B & C
08-Jan-05	0	36	Ticket 12348	A, B and C
01-Feb-05	0	24	Ticket 12349	A & B
02-Feb-05	0	20	Ticket 12350	A & B
05-Feb-05	0	26	Ticket 12351	A & B
05-Jan-05	0	24	Ticket 12345	Machine A & B
06-Jan-05	0	22	Ticket 12346	Machine A & B
*	0	0		

There are three types of reports available in the Payment Record section. (See attached Examples)

- Fuel Price Adjustment
- Payment Certificate
- Payment Details

The Fuel Price Adjustment report works on a monthly basis. It will review all completed quantities within the given month, compare the tender opening fuel price index to the current fuel price index and calculate the adjustment required for the progress payment.

The Payment Certificate will review all entered complete quantities, sort through what has been previously invoiced and what is outstanding, and will produce a sorted report ready to submit to the Contract Administrator. This report can be produced at any interval.

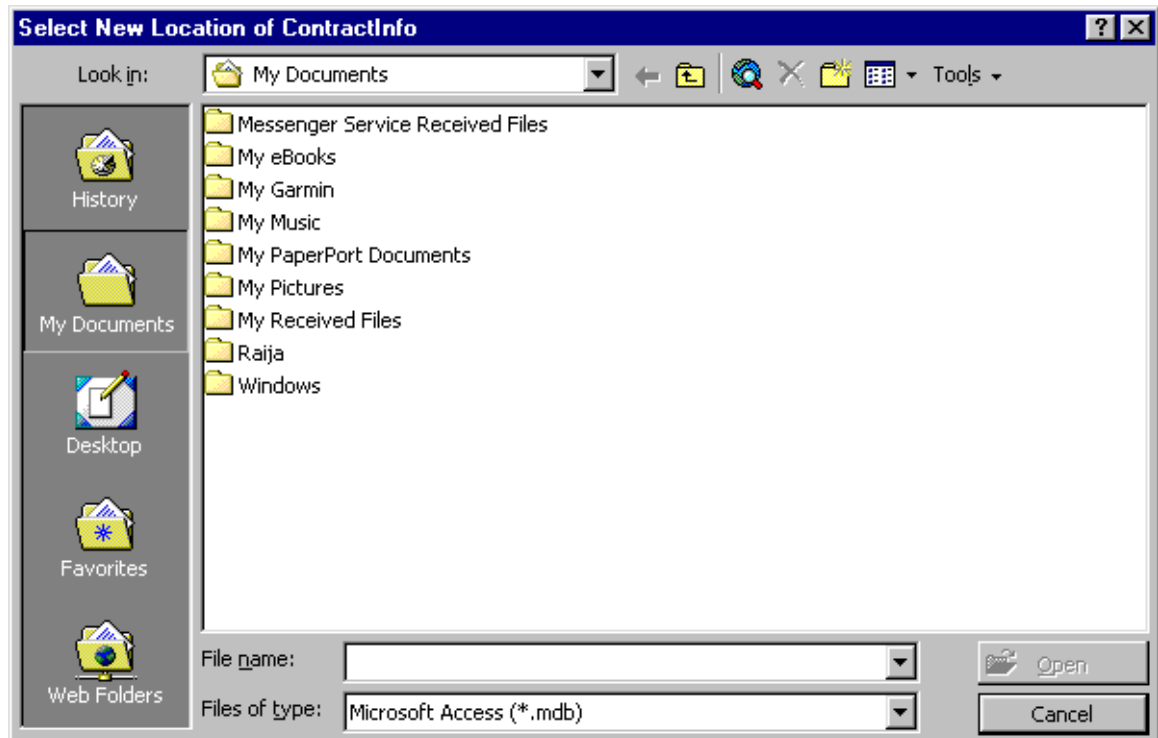
- Monthly for submission to the Contract Administrator,
- Weekly to track production and schedule
- Or any other interval that you require.

The Payment Details Report can be used when there is a disagreement between the Contractors records and the CA's records. The details report can be produced

on any interval, for a single or all items. This report will show each entry that the Contractor has recorded quantity for payment, with a date and remarks.

4.0 Change Project File

The Payment Record Database is set up to run numerous contracts. With the Change Project File button the user can change between various available contracts.



When prompted to select the new data file, the user will change directories to where the desired project exists. (Normally in a subdirectory called contract) The database will load all of that projects data and allow the user to make additions, revisions, or print reports.