

Material Item


Overview

Area Materials Coordinators or Area Construction Coordinators with contract assignments will make an association between pay items and material code items. Users will access from Construction > Contract > Material Item, and associate the appropriate material codes(s) to each pay item that will need samples generated.


Material Item Summary

Pre-requisite: Association of Pay Item to Material Code via Materials > Material Code > Material Category > Pay Item Association is required for material items to be available for association to the pay item.

A list of Pay Item to Material Code associations that have been added will display. If no samples will be generated for the contract, i.e., mowing and grassing jobs, the NO MATERIALS REQUIRED value will display after selection. The PDF link will generate an unofficial report of the Material Item Summary window content.

Basic Procedure
1. Open the desired <i>Contract</i> and select the <i>Material Item</i> subprocess.
2. Click on <i>Add/Edit</i> to open Material Item Add/Edit window to add pay item to material code associations. Associations created will display on the Material Item Summary window.
3. Click on the <i>Material Item PDF</i>  to view the unofficial report.

Notes:


- The contract Assignment Transfer of Primary Assignment from Area Construction Engineer to Project Manager will be prevented until at least one (1) Pay Item to Material Code association has been created. The NO MATERIALS REQUIRED is considered a valid selection if no contract samples will be generated. Invalid or NULL Material Code Item error will be returned if no associations have been created.
- Multiple Material Codes may be associated to a single Pay Item.
- Deselection of a Pay Item to Material Code associations at Add/Edit will remove the value from the Material Item Summary window.
- Pay Item or Material Code values can be filtered using the  icon.

Material Item Add/Edit

Area Materials Coordinators or Area Construction Coordinators should add or edit pay item to material code associations on this window. If no samples will be generated, selection of the *NO MATERIALS REQUIRED* checkbox should be made, which will gray out existing pay item to material code checkboxes to prevent selection.

Basic Procedure
1. Open the desired <i>Contract (Construction > Contract ID)</i> and select the Material Item subprocess to access the Material Item Summary window.
2. Click on <i>Add/Edit</i> link in upper right-hand corner.
3. Select the desired <i>Material Code(s) checkbox</i> for each Pay Item that exists, or select the <i>NO MATERIALS REQUIRED checkbox</i> .
4. Click <i>Save</i> .

Notes:

- If the *NO MATERIAL REQUIRED* checkbox was selected in error, then click in checkbox again to deselect. Existing pay item to material item checkboxes will become available for selection.
- Users may modify any pay item to material code association by selecting the *Add/Edit* link, then select/deselect the checkbox and *Save*.
- Pay Items display once per contract for association, regardless of multi-project availability.
- Added Change Order items become available for association upon Verbal Change Order approval. (Retraction of subsequently rejected or disapproved CO items is being evaluated for inclusion.)
- Newly added Material Code Items will display for selection if Active.
- Pay Item or Material Code values can be filtered using the  icon.
- If no Pay Items are listed for the contract, contact CAMMS Support.
- If no Material Items are listed for existing Pay Items, contact CAMMS Support.
- Once a Pay Item to Material Code association has been created, the Material Item will be listed at the Construction > Contract Samples subprocess.