Policy & Procedure Document

Last Modified: 02/28/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1105.5

ITEM: TEST & FEE SCHED   **REVISED: 02/28/2007**

SCOPE:

To establish policies and procedures for maintaining the Test & Fee Schedule information in SiteManager.

GENERAL:

The Test and Fee Schedule Window lists all SiteManager test templates in the system, including specification templates and built-in templates OkDOT will not be using. This is simply a listing window that allows for the maintenance of a limited amount of test & fee information for a given template. Only the Charge Amount and Billing Code may be updated and maintained here.

OkDOT will use this window to maintain their data on all laboratory charges. For non-SiteManager tests or charges, a "dummy" SiteManager test template will be need to be created so that they will also appear in this window. All data seen in this window appears in the system table T_TST_FEE_SCHD.

SiteManager Access Assignments				
Central Office				
Group Code	**Group Name**	**Update**	**Inquiry**	**None**
CENADMIN	Central Office Administration			X
FHWA	Federal Highway Administration			X
CENINQRY	Central Office Inquiry Group			X
REGSERV	Regulatory Services			X
SYSADMIN	System Administration	X		
Construction Division				
Group Code	**Group Name**	**Update**	**Inquiry**	**None**
CONSADMN	Construction Administration			X
CONEST	Construction Estimate Processor			X
CONSLOAD	Construction Project Load			X
Field Division				
Group Code	**Group Name**	**Update**	**Inquiry**	**None**
DIVADMIN	Field Division Administration			X
DIVAUDIT	Field Division Auditor			X
DIVINQRY	Field Division Inquiry			X
Materials Division				
Group Code	**Group Name**	**Update**	**Inquiry**	**None**
MATADMIN	Materials Administrator	X		
MATAUTH	Materials Authorizations		X	
MATIAS	Materials Independent Assurance		X	
MATINQRY	Materials Inquiry		X	
MATSTA	Materials Sampling Testing & Approval		X	
MATTEST	Materials Tester		X	
MATTRAIN	Materials Training			X
Residency				
Group Code	**Group Name**	**Update**	**Inquiry**	**None**
RESADMIN	Residency Administration			X
RESAUDIT	Residency Auditor			X
COUNTPRT	Contractor Counterpart			X
RESINQRY	Residency Inquiry			X
RESLABMN	Residency Lab Manager			X
RESLABTC	Residency Lab Technician			X
RESINSP	Residency Inspector			X
RESPRMAN	Residency Project Manager			X
RESSCTRY	Residency Secretary			X

The Test and Fee Schedule window contains the following fields:

Test Method - This field displays the unique code identifier assigned to a SiteManager test template.

Test Description - This field displays the description assigned to the test template.

Charge Amount - This is for entering and editing the amount charged to perform the test. In OkDOT, charge amounts for tests have primarily been limited to tests conducted by the Central Laboratory. This field will be populated initially with the amount derived from their previous data. As new data reflects changes are necessary, those changes will need to be made here.

Billing Code - It is imperative that every Billing Code be distinct (no duplicates). Billing Code data was configured so as to allow the mandated continued population/updating of certain mainframe tables and use of certain mainframe processes involving Materials testing and fees. Materials

Division's objective is to cease all manual population/updating of mainframe data. As long as mainframe population/updating is mandated, all of that be accomplished by automated processes using both SiteManager and the Lab Charge Management System (LCMS) data.

Data entered in this column is captured in T_TST_FEE_SCHD / BILL_CD (A/N 25). For all valid OkDOT laboratory charges, the Billing Code column is to be populated. Non-valid listings will have the Billing Code column left blank. Seven custom LCMS data tables were created to both capture all posted test charges and describe/decipher segments of the billing codes:

LCMS_TST_CHG (All test charges posted to 7-digit Job Piece Numbers, both SiteManager (auto) and Non-SiteManager (manual))
LCMS_CATS (Charge Category codes and their descriptions)
LCMS_UNITS (Charge Unit codes and their descriptions)
LCMS_CHG_STATUS (Charge Status codes and their descriptions)
LCMS_GEN1 (Being used to designate most logical primary or contact Lab)
LCMS_GEN2 (Generic codes and their descriptions for future use)
LCMS_GEN3 (Generic codes and their descriptions for future use)

The custom tables will be maintained and updated by the Materials Administrator until such time that generic fields are available for updating similar information within the SiteManager window itself.

For all valid laboratory charges, the Billing Code column is to be populated in the following manner (positions are from the left):

A. Charge Category = 4 characters (positions 1 thru 4)
B. Activity Charge Code = 4 characters (positions 5 thru 8)
C. A9 (time) Charge Code = 4 characters (positions 9 thru 12)
D. Charge Unit Code = 2 characters = (positions 13 thru 14)
E. Status Code = 1 character = (position 15)
F. Gen1 = 3 characters = (positions 16 thru 18) - Being used to designate most logical primary or contact Lab.
*G. Gen2 = 3 characters = (positions 19 thru 21)
*H. Gen3 = 3 characters = (positions 22 thru 24)

*Generic fields for future use. Until applicable, data population in positions = 000

For all valid laboratory charges, this column should always occupy 24 character spaces and be in the same order as follows:

AAAABBBBCCCCDDEFFFGGGHHH

Codes will be added in custom support tables completely populated with only 0's (zeros) and the description of N/A. Any defined group of positions in the Billing Code that is irrelevant will be completely populated with 0's (zeros), causing description of N/A to appear in reports etc.

For initial data population, Activity Charge Codes were unique for each valid line listing and always ended with 0 (zero). A9 (time) Charge Codes were a "calculation" of the Activity Charge Code and also unique for each valid line listing. A9 (time) Charge Codes were calculated by combining 0 (zero) in front of the left 3 of the Activity Charge Code to make 4 digits.

For test templates having the CXXXX coding convention, the Activity Charge Code was a derivative of XXXX but in keeping with the ending with 0 (zero) rule. Examples: Test template C92006 had an Activity Charge Code of 2060 and an A-9 (time) Charge Code of 0206. Test template C94022 had an Activity Charge Code of 4220 and an A-9 (time) Charge Code of 0422.

For the built-in test templates OKDOT will be using (like T27 and T30) and the AM series custom template, billing codes were established as follows:

AM Series Templates:
AM5001   Activity Charge Code: 8010   A9 (time) Charge Code: 0801
AM5002   Activity Charge Code: 8020   A9 (time) Charge Code: 0802
AM7001   Activity Charge Code: 8030   A9 (time) Charge Code: 0803
(any additional AM prefix Test Methods used are to use the same '8' logic, counting up as templates are created)

Built-In Templates:
T27   Activity Charge Code: 9010   A9 (time) Charge Code: 0901
T30   Activity Charge Code: 9020   A9 (time) Charge Code: 0902
(any additional Built-In Test Methods used are to use the same '9' logic, counting up as templates are put into use)

Reporting and other data manipulation facilities will get inventory and price data from T_TST_FEE_SCHD and, using specified position data in the BILL_CD column, derive Activity Charge Codes and A-9 (time) Charge Codes. Also from specified position data in the BILL_CD column: category, status, unit, Gen1, Gen2 and Gen3 descriptions are to be obtained from the custom LCMS tables.

Rules to Remember:
1. All Billing Codes are unique for each valid line listing
2. All Activity Charge Codes and A-9 (time) charge codes are unique for each valid line listing
3. All Activity Charge Codes end in 0 (zero)
4. All A-9 (time) charge codes begin with 0 (zero) and are created by dropping the 0 (zero) from the end of the Activity Charge Code and adding a 0 (zero) in front of the remaining 3 digits.

Creation, Support and Report Facilities:

Path to Facility on H: (filesrv1/materials)	Table Maintenance? (TYPE)	Report Capacity? (TYPE)	Form Capacity? (TYPE)
*H:\LCMS_TABLES\WORKING\LCMS_SUPT_DATA.mdb	**YES** (LCMS support data: charge types, categories etc.)	**NO**	**YES** (Auto-Billing Code Generator for C series templates)
**H:\TEST_FEES_SCHEDULE\WORKING\TEST_FEES_SCHEDULE.mdb	**YES (Initially Only)** (LPTABLE data - old prices, old codes descriptions and associations)	**YES** (Lists data used in determining initial SM costs)	**NO**
***H:\CHRG_FEES\WORKING\CHRG_AND_FEES(PROD).mdb	**NO**	**YES** (Lists Lab Charges, Fees and A9 Time Charges)	**YES** (Lab and other option selections)

*Functioning copies of tables George Griffin made for us on the Test side initially, joined to SM Production tables.
**Free-standing tables for old mainframe data and descriptions, joined to SM Production tables.
***Incorporates LCMS_SUPT_DATA.mdb with SM Production tables.

Additional Documentation:

LCMS Part1 Joins.pdf   LCMS Part1 Calcs.pdf   OKDOTLCMSRDS_final.pdf