

FOR YOUR REVIEW BEFORE YOU READ THE INSTRUCTIONS:

TO ENCOURAGE YOU TO TAKE ADVANTAGE OF THE EXCEL INVOICING PROGRAM, HERE ARE SOME ITEMS TO CONSIDER:

- 1.) PREPARATION TIME FOR YOU TO COMPLETE THE PAYMENT APPLICATION IS EXPECTED TO BE APPROXIMATELY **20 MINUTES!**
- 2.) MATH ERRORS WILL BE ELIMINATED!
- 3.) ENTRY ON THE GSC-18 WILL BE LIMITED TO THE FOLLOWING: UNITS COMPLETED THIS PERIOD, AMOUNT REQUESTED FOR STORED MATERIAL, AMOUNT REQUESTED FOR LABOR & OVERHEAD ON STORED MATERIAL, AND CHANGE ORDER PAYMENTS REQUESTED. **ALL APPLICABLE MATHEMATICAL CALCULATIONS WILL BE PERFORMED!**
- 4.) THE PERCENTAGE COMPLETED TO DATE ON THE GSC-18 WILL BE AUTOMATICALLY CALCULATED VIA THE EXCEL PROGRAM. THE BALANCE TO COMPLETE IS NOW REQUIRED FOR EACH GSC-30 LINE ITEM AS WELL AS ALL CHANGE ORDERS – LET EXCEL TAKE AWAY THE HASSLE OF THE MANUAL, TIME-CONSUMING MATHEMATICAL CALCULATIONS!
- 5.) ALTHOUGH IT APPEARS TO BE MORE COMPLICATED, THE GSC-17 IS SIMPLE. THE EXCEL INVOICE PROGRAM ONLY REQUIRES INPUT INTO THREE AREAS:
 - ENDING DATE OF INVOICE PERIOD
 - CHECK IF FINAL OR POST FINAL
 - RETAINAGE PERCENTAGE

ALL OTHER AREAS OF THE GSC-17 ARE COMPLETED BY FORMULA – ALL YOU NEED TO DO IS PRINT IT OUT. DIDN'T EXCEL JUST MAKE LIFE EASIER?

TIME IS OF THE ESSENCE FOR EVERYONE – WE ARE SURE YOU WOULD LIKE TO SAVE TIME ON THE ADMINISTRATIVE ASPECTS OF YOUR CONTRACT WHILE STILL ENSURING THAT YOUR PAPERWORK IS ACCURATE & REIMBURSED TIMELY. IF YOU HAVE ONE OR MULTIPLE CONTRACTS WITH DGS – JUST THINK OF THE SIGNIFICANT SAVINGS IN TIME, AND LET'S NOT FORGET, AGGRAVATION!

WE EXPECT THE EXCEL PROGRAM TO BE ADVANTAGEOUS TO US BOTH. IT IS THE NEXT STEP TOWARDS THE ABILITY TO SUBMIT INVOICES ELECTRONICALLY.

NOW THAT YOU SEE THE ADVANTAGES OF USING THE EXCEL INVOICING PROGRAM, TAKE A FEW MINUTES TO REVIEW THE INSTRUCTIONS. ALTHOUGH IT MAY NOT APPEAR SIMPLISTIC AT FIRST, THE PROGRAM IS BASICALLY A SIMPLE SPREADSHEET. FOR ANYONE SOMEWHAT FAMILIAR WITH EXCEL – YOU'LL PROBABLY BE AN EXPERT AT THE PROGRAM BY YOUR THIRD INVOICE. BY NOW, WE ARE HOPING THAT THE ONLY DECISION FOR YOU TO MAKE IS:

SHOULD I DOWNLOAD IT FROM THE INTERNET (RECOMMENDED OPTION) OR DO I WANT THE PROGRAM E-MAILED OR SENT ON DISK?

**DEPARTMENT OF GENERAL SERVICES
CONTRACTOR PAYMENT APPLICATION
PROCEDURE FOR COMPLETION VIA EXCEL**

The Department of General Services, Public Works, Bureau of Construction has released the 1999 Edition of the General Conditions and Administrative Procedures for construction contracts. The Contractor Payment Application Forms have been revised and are now similar to the standard AIA application form. The forms are available for completion via EXCEL and have been developed to include all applicable formulas. The GSC-30 has been incorporated into the program in order to minimize the administrative burden of its development as well as to enhance the payment application process. The EXCEL program will be available for all contractors to utilize and will help to minimize the effort in preparing the invoices for submittal to DGS. We believe that you will find the EXCEL format to be of tremendous benefit. Contractors can use either EXCEL 97 or EXCEL 2000.

The GSC-18 form has been revised to include labor and materials completed this period, stored materials, labor and overhead for stored materials, and change order payments requested. This change will provide the cumulative contract analysis/status within one form. Contractors will be required to maintain all GSC-30 line items consecutively on the GSC-18 form, regardless of the activity level of the line item. All approved change orders are required to be listed consecutively on the GSC-18, regardless of the activity level of the change order.

The GSC-18 is set up on EXCEL to accommodate 36 invoices. The information entered will be utilized to generate the GSC-17. The EXCEL program contains a separate GSC-17 for each of the invoice requests provide on the GSC-18. The tabs are labeled Invoice (1) through Invoice (36). If the project requires more invoices than provided, the DGS Public Works BPSAS Fiscal Division will provide the contractor with a new spreadsheet, providing an additional 36-invoice capability, while maintaining the status of the prior 36 invoices.

The invoice form (GSC-17) has been revised to provide additional information on the status of the original contract work as well as the cumulative change order amounts invoiced to date. The form does appear to be more complicated than the old version, but it really is quite simple once you become familiar with it. Attached is a copy of the GSC-17, which identifies how each line item is calculated, it is also on the EXCEL file on the Invoice Format tab. One of the best features of the EXCEL format, is that the only areas that contractors will need to complete will be the service periods and the retainage percentage – all of the calculations required will be computed automatically by formula, which have been protected for contractor convenience. If the invoice is a final or post-final invoice, the contractor will need to mark it as such with an “X” in the applicable box.

One aspect that contractors will certainly appreciate is the revision to the retainage calculation methodology. Previously, when the amended contract work was less than 50% complete, the retainage was based on 6% of the total requested to date, inclusive of all change order work completed. The revised form is set up so that when the amended contract work is less than 50% complete, the retainage will be based on 6% of the original contract work completed to date, exclusive of all change order work completed. Once the contract is more than 50% complete, the calculation will remain at 3% of the original contract award amount.

We anticipate that many contractors will utilize the EXCEL program and will find it to be of tremendous benefit. Attached are detailed EXCEL instructions for each form. Enjoy!

EXCEL SPREADSHEET – GETTING STARTED

The EXCEL spreadsheet will be available at the time contracts are awarded. Contractors will receive a copy of this information with their contract award packet. Upon notification by the Contractor to DGS, the DGS Public Works BPSAS Fiscal Division will provide the spreadsheet to the contractor via E-Mail or on disk. The forms are also available on the Internet site as an EXCEL file. (www.dgs.state.pa.us - construction/design – construction/design forms)

The basics in the design of the spreadsheet:

1. The spreadsheet is color-coded for ease in usage. For example, green always indicates a formula – those areas should be avoided to maintain the accuracy of the calculations. Yellow is an area for which an entry is expected. Shaded cells should not be printed as shaded cells – the black and white option has been checked on page setup to eliminate the printing recognition of the shading.
2. The spreadsheet has built-in formula adjustments any time a row is inserted if you: Always position your cell to the colored row (pinkish/purplish color) and insert the row from that point – formulas will automatically adjust. Tip: if you need to insert more rows onto the GSC-30 or the GSC-18, insert the rows before you enter any information on the last available row (the row before the pinkish/purplish row). That way you can simply copy that row down to all of the newly inserted rows and all formulas will be automatically copied down. Note- we only anticipate the need for this if (a) there are more than 500 line items (300 for EXCEL files sent on disk) on your GSC-30 breakdown or (b) there is a need to submit a supplemental breakdown.
3. The GSC-18 form will accommodate 36 invoices. This is accomplished utilizing the Column Hide/Unhide Feature. If you do not hide the unnecessary columns for a particular invoice, you will not be able to print the forms properly.
4. There is a GSC-17 form for each of the 36 invoices on the GSC-18. The GSC-17's are labeled Invoice (1) through Invoice (36).

The first part of the spreadsheet to be completed is the tab labeled “Contract”. DGS will provide all applicable and known information on this tab before the program is sent to the contractor. If the program is downloaded, the information is available on the signature page of your contract. The tab will identify: Contractor Name, Address, and Federal ID Number; Project Title, Description, Location, and Region; Contract Number and Account Coding (these two items can be located on the signature page of your contract). The contractor can enter these items if not included or if the spreadsheet is downloaded from the Internet. If the contractor has elected the direct deposit option and is set up for direct deposit, the ACH Number assigned to the Contractor by Treasury will be identified – Note that the direct deposit option is currently available only on capital construction projects, not on agency projects (DGS project numbers which begin with an “A”). The information entered on this tab will be carried over to the GSC-30, the GSC 17, and the GSC-18. This step will eliminate the need to enter required information onto more than one area and will minimize the likelihood of mistakes. Let EXCEL reduce your administrative burden.

EXCEL INSTRUCTIONS FOR DGS FORM GSC-30

The GSC-30 must be prepared in accordance with Administrative Procedure #4. These instructions are simply detailed instructions related to EXCEL. In no way do they relieve the contractor of any of the contract requirements related to the preparation of the GSC-30. Please submit with your hardcopy, a copy of the GSC-30 via E-Mail or on disk, in accordance with the directions given by the Bureau of Construction – contact the project’s construction inspection supervisor for the appropriate information.

The GSC-30 is now required to be prepared with the items in sequential order. Item numbers containing alphabetic characters will not be accepted, except in the case of supplemental breakdowns. As the contract breakdown is prepared, the EXCEL program will perform the necessary mathematical calculations. The GSC-30 tab is set up for either 300 items, simply delete any rows for items not required– do not submit the GSC-30 showing the unused line items. If more than 300 items are required, insert rows by following the procedure listed under Getting Started – The basics in the design of the spreadsheet – point #2.

The item number is set up by formula. If you have one line item that is a lump sum item to be itemized at a later point on a supplemental breakdown, then you should type in the next item number to avoid problems when you adjust the GSC–30 for the supplemental. Note that supplemental breakdowns will contain all line items – not just the supplemental item(s).

Type in the description for each line item. For each item, type in the quantity (total # of units), the unit (type, for example sf-square foot, cy-cubic yard, ton, lump sum, etc), and the unit price. Note – if the unit is simply “each”, it can be left blank. The scheduled value is set up by formula – it will automatically be calculated. In those cases where a lump sum amount needs to be divided by the number of units to determine the unit price type the scheduled value amount into that field, thereby overriding the formula. Enter the total number of units. The Unit Price will be Scheduled Value/Total Units. Type into the Unit Price the amount calculated (or convert it to a value). Copy down the Scheduled Value Formula from the item above. If your scheduled value is different due to a rounding difference, make that item = total number of units minus 1 unit * unit price. The next item should be 1 unit * remaining difference.

For example: Line item 20 is for \$1,682.00 and 17 units are required. Your unit price would be \$98.94. However, 17 units at \$98.94 would only be \$1,681.98 (2 cent rounding difference). Therefore, your GSC 30 Should reflect:

Line item 20	Item Description	16 units	@	\$98.94	=	\$1,583.04
Line item 21	Rounding Difference of Line 20	1 unit	@	\$98.96	=	<u>98.96</u>

The combined total will be \$1,682.00

The grand total reported on the GSC-30 **MUST** be equal to the amount of your contract award.

Tip: If you E-Mail your approved GSC-30 to klandvater@pa.gov the item will be updated on Fiscal’s records and would therefore be available on the Fiscal Division’s spreadsheet should you ever need an updated copy of the program.

EXCEL INSTRUCTIONS FOR DGS FORM GSC-18

There have been major changes to the GSC-18. It is formatted to be similar to the standard AIA application forms. Of primary benefit, is that the overall status of your contract will be presented within one form – it will be much easier to track the status of every individual line item, including those line items which are split for stored materials and labor & overhead for stored materials. It will also provide, with ease, the calculation of the amended contract amount as well as maintaining the payment status of each change order. It is no longer necessary to provide subtotals on each page of the GSC-18.

The program is set up to handle either 300 line items. The line items are automatically carried over from the GSC-30 thereby eliminating double entry on the different forms. If more than 300 line items are approved on the GSC-30, insert the applicable rows, and copy down from the 300th line item – remember to do this step when your GSC-30 is approved and before you submit your first invoice. If you do not need all 300 line items, simply delete the unnecessary rows. **All line items must be shown on each and every invoice.**

The program is designed for 15 change orders. There is also a non-assigned change order row for ease in adding additional rows if more than 15 are required. Do not use this row for a change order – always keep it blank. Simply position your cell on pinkish/purplish row and insert rows as needed. Copy the non-assigned change order row down to the newly-inserted rows – all formulas will automatically be inserted, all related formulas will be automatically updated to include the additional rows. Type in the change order number and amount. You are once again set to go. Remember to always keep the row above the pinkish/purplish row empty of change order so you can use it again for copying purposes if needed.

As mentioned, the program will accommodate 36 invoices. This ability is accomplished utilizing the column hide/unhide feature. Only keep open the invoice you are submitting this period. The windowpane has been frozen to always maintain the first three rows and first column within view. Each of the invoices is comprised of 5 columns for that invoice. For the GSC-30 line items those columns and input/computations are:

- Total previously requested (Computed automatically by formula)
- Units Completed this period (Enter the applicable units completed)
- Amount Earned this Period (Computed automatically by formula)
- Stored Materials (Enter the amount requested)
- Labor & Overhead for Stored Materials (Enter the amount requested)

For Change Orders - All of the above columns are available, however, only the Amount Earned this Period Column is utilized & the Amount Earned must be entered – it is not a formula.

Tip for Column/Row Hide/Unhide - Hold down your shift key, use your arrow keys to indicate which Columns/Rows to Hide/Unhide. For Column Hide: Position your cell to row 1 – each of the 5 columns per invoice will highlight at once, thereby making that step simpler and faster. By using the shift arrow keystrokes, you will have more control over your selections than you can normally obtain from utilizing the mouse.

NOTE – DOUBLECHECK THAT THE GSC-30 LINE ITEMS AND THE EXECUTED CHANGE ORDERS DO NOT EXCEED 100% COMPLETION AT THE INDIVIDUAL LEVEL - IF THE PERCENTAGE COMPLETED TO DATE EXCEEDS 100%, YOU HAVE OVER BILLED FOR THAT LINE ITEM – THE OVERAGE MUST BE CORRECTED PRIOR TO SUBMITTAL OF THE INVOICE TO THE DEPARTMENT.

The first 5 columns of the GSC-18 are the approved GSC-30 line items carried-forward. Each line item is to be presented on each and every invoice. The next 5 columns to be printed are the ones related to the work completed for that particular invoice. The last three columns of the program are Percentage Completed to Date, Amount Earned to Date, and the Balance to Finish. These last three columns are also to be printed for each and every invoice. The print setup must be set to Landscape, 1 wide X ___ (blank) tall. All of the mentioned columns must be printed for each invoice – if you do not hide the other invoice columns, your printout will be unreadable. It must be printed on 8 ½ x 11 paper. Refer to Administrative Procedure #9 for a copy of the standard printout format expected – Note that the program is already setup for these requirements.

The first three rows must always be printed on every page of the GSC-18 printout. It will also print, as the footer, Page x of xx in order to help maintain the order of the GSC-18 printouts. Again, note that the program is already setup for these requirements.

The GSC-18 will also be used to track pending change orders that are not yet fully executed. This area will be especially useful towards the end of the project for both the Contractor and the Department. These pending change orders will not affect the amended contract amount nor will they impact the invoices until such time as the change orders are approved. Once a change order is approved, delete it from the pending change order section of the GSC-18 and post it to the Executed Change Order section of the GSC-18.

You have completed your preparation of the GSC-18. Didn't we tell you the EXCEL program would make it much easier, less time consuming, and more accurate! And now, for the final and easiest part of the payment application process, you are ready to complete the GSC-17.

EXCEL INSTRUCTIONS FOR DGS FORM GSC-17

There is one GSC-17 tab for each of the invoices. They are labeled Invoice (1) through Invoice (35) or Invoice (48). Once you have completed the GSC-18, and double-checked the units and amounts requested, all that remains is to complete the GSC-17. Utilizing the EXCEL program, this is the easiest step yet. Go to the appropriate Invoice #, then all you need to do is enter the:

- ENDING DATE OF INVOICE PERIOD
- CHECK IF FINAL OR POST FINAL (if applicable)
- RETAINAGE PERCENTAGE

Everything else is automatically computed by formula.

Note:

- When the retainage is at 6%, the retainage amount will be calculated by formula and is equal to the Original Contract Work Completed to Date x 6%.
- When the retainage is at 3%, the retainage amount will be calculated by formula and is equal to the Contract Award Amount x 3%.
- When the retainage is only punchlist items, type the word punchlist into the retainage percentage area of the spreadsheet – you must enter the punchlist total into the retainage amount area of the GSC-17, thereby overriding the formula.

Print a copy of the GSC-17. The printout must all be on one page – it must be printed portrait style. Prepare the appropriate number of copies for submittal, sign the applications, and send them to the construction inspection supervisor. That really was not too bad at all now was it? Once you have processed a few invoices utilizing the EXCEL program, we do not believe you will ever want to return to the stone ages of manual preparation. Further, we anticipate an overall reduction in the average turnaround time of payments made on invoices submitted, and we are certain that you will appreciate quicker payment.

If you have any questions or comments concerning the preparation of the new forms or the utilization of the EXCEL program, please feel free to call:

DGS Public Works BPSAS Fiscal Division @ (717) 705-0988 Kris Landvater

You will be asked to provide your contract number in order to transfer you to the person directly responsible for processing the payment applications on your contract. If you prefer, you may also E-Mail your questions or comments to: klandvater@pa.gov

Finally, the DGS Public Works BPSAS Fiscal Division will be using this spreadsheet to audit your invoices. If at any point your spreadsheet is compromised or deleted, you will be able to request another copy from the Fiscal Division. It will contain all information submitted to date, except for the item description, which would need to be re-entered by your company, as the Fiscal Division does not utilize this field. All prior invoices approved would be included.

We look forward to the successful completion of this project. We hope that you have found these revisions – including the EXCEL program – to be of tremendous benefit. We look forward to the day of accepting your invoices electronically via E-Mail. The Department of General Services wishes to thank you for participating in this mutually beneficial process.