Township Bridge Program

INTRODUCTION

Welcome to the Township Bridge Program (TBP) database. When you enter into the database a main menu will appear. In the upper left hand corner you will see an EXIT button, when clicked, the database will close. On the main menu you have 12 category buttons: Accounting, Structure Information, Programming, Allocation, Contracts, Structure Type, Road Districts, County Name, Road District Mileage, Enter Records Into Allocation Form, Reports, and Archive Records.

In each of your forms there are three buttons in the upper left hand corner. The first button, Close Form, will take you back to the forms menu. The button with binoculars on it is used to search for information. To use this button, click into the field you wish to search, click on the button and a search box will come up. Type in what you want to search for (pay particular attention to all the questions within the search box, this could help make your search more expeditious). Click the find first button and it will find the first record which matches what you typed in the search box. If this is not the record you are searching for, click on find next and the next record that matches will appear, continue to hit the find next button until the record you want appears on the screen, then click the close button on the search box. The last of three buttons is a Delete Record button. You would click on this button to delete a record. Get the record on the screen, click the button, a small screen appears and asks you if you are sure you want to delete this record, click yes or no, you <u>cannot undo a deletion</u>, so be completely sure you want to delete it. A Save Record feature has been incorporated that will prompt you to save the current record before allowing you to go to another record. Since Access automatically saves a record once you advance to the next field, this will prevent an accidental record modification.

The year in date entries, unless specified otherwise, will be a four digit year.

The Search button in Access 2000 differs from Access 97 in that you do not have to close the search dialog box to edit the record once the record is found.

You must enter your county name in the County Name form in order for it to appear in the reports.

To keep confirmation messages from appearing while running reports, at the top of the screen click Tools, Options, and then the Edit/Find tab. In the Confirm box, if checked, uncheck Action Queries. Since this is a universal change in Access, you need only do this in one of your databases.

ACCOUNTING

Your first button is Accounting. This is where you will actually being entering your information.

Group Number
Data entry – number used for tracking.

Type
Use drop down box, it looks up all the types you have in the table, just click on the one you want. The type "Other" is Other Disbursements, while the type "Other Income" is Other Income.

Credit
Defaulted to no, can change to yes (only one can be yes). IDOT does not issue credits. You will manually do these when a job comes in under awarded contract cost, and you will be transferring to the unobligated balance.

Authorization
Defaulted to no, can change to yes. IDOT does not issue these. You will manually do this when you apply unobligated funds to a job that goes over.

Date
Basic date field, input mask of mm/dd/yyyy, slashes put in for you.

Section
Input mask, just type numbers, dashes will be put in for you.

Claim
Basic data-entry

Amount Disbursed
Basic number data entry. The dollar sign and comma will be put in for you.

Receipt
Basic data entry

Amount Received
Basic number data entry. The dollar sign and comma will be put in for you.

Vendor
Looks up names out of your vendor table. If Vendor is not listed go ahead and type vendor name and it will say that the name is not in the list, do you want to add it?   Click yes. The name will be added.

Explanation
Basic data entry. Although you may enter a large amount of data, not all may print on the reports, so please keep this as brief as possible.

STRUCTURE INFORMATION

Date
Enter as mm/dd/yyyy.

Section
Enter number and alpha characters. The dashes are put in for you. For Bridges on a Township line, use the section number that IDOT uses as the lead.

Year Built
Enter a 4 digit year for the year the structure was built.

Existing/Current Structure #
Enter the structure number, if it is a newer structure, enter the county code, followed by a "-" , then the structure number. This number is important to link to the programming entry form for printing your program report.

Former Structure Number
Enter the structure number that the current structure replaced. If it is a newer structure, enter the county code, followed by a "-" , then the structure number.

Replaced

This is a check box. When this box is checked, the information for this structure will no longer appear on reports except for a report by the structure number. This will allow you to maintain a history of old structures once they have been replaced.

Stream Name

Name of stream structure crosses.

Route Number

Route number structure is on.

Road Name

The name of the road structure is on.

Location

Exact location of the structure.

Road District

Use the drop down box, and click the road district you want. If the structure is on the township line, use the one IDOT uses as the lead.

Structure Types

Use the drop down box, and click the structure type you want. (The listing comes from the types you entered in the Structure Types form.

Bridge Name

Enter the name of structure. This field is not a required entry.

Sufficiency Rating

Enter the Sufficiency rating of the structure. Two decimal places are allowed. To ensure accurate reporting, this will need to be updated as the rating changes.

Length

Enter the length of the structure in fee, two decimal places are allowed.

Comments

Basic data entry. Any additional information on the structure. For example if the bridge is on the township line, then you could add the name and section number for the second township in this space.

PROGRAMMING

This form will allow you to program structures indefinitely. You will need to periodically update this form, as more or less money becomes available during a fiscal year. When entering, you will need to make a separate entry for each section and type. If you are programming for Construction and Construction Engineering, it will take two entries.

Date

Enter as mm/dd/yyyy

Fiscal Year

Enter the fiscal year you are obligating funds for, the fiscal year is the State's fiscal year.

Priority Number
Enter the project's priority number for the fiscal year you entered.

Type
This is a drop down box, just pick from the list.

Road District
This is a drop down box, just pick from the list.

Structure Number
Enter the structure number of the existing structure. If it is a newer structure, enter the county code, followed by a "-" , then the structure number. This will enable the program to tie this form to the Structure Entry form for running reports.

Proposed Structure Type
This is a drop down box, just pick from the list the type of structure you are proposing to build. The list of the type of structures comes from the Structure Type form.

Proposed Structure Number
Enter the proposed structure number. If it is a newer structure, enter the county code, followed by a "-" , then the structure number.

Anticipated Obligation Date
Enter a date as mm/dd/yyyy. This date will be the date you anticipate invoicing the funds for this structure.

Estimated Letting Date
Enter a date as mm/dd/yyyy. This is the date you estimate letting the project.

Actual Letting Date
Enter a date as mm/dd/yyyy. This date you will have to come back in and fill in once you know the actual letting date.

Contract Approve Date
Enter a date as mm/dd/yyyy. This is the date that the contract was approved. You will have to come back into this form and fill in this date when you know it.

TBP Amount
Enter a dollar amount that is estimated to come from the TBP fund.

BRRP Amount
Enter a dollar amount that is estimated to come from the BRRP fund.

Local Amount
Enter a dollar amount that is estimated to come from all local funds.

Total
No entry in this field is required. The program adds the above three amounts to come up with the total.

Consultant
Enter the name of the consultant for this project.

Comments
Basic data entry field, enter any additional information about this project.

ALLOCATION

This form is used to track your yearly allocations from IDOT. When first using this program you will need to put a beginning balance for any allocation that is remaining. Every year when the new allocation amount is received from IDOT, you will make an entry using the allocation's fiscal year, type equal to the yearly allocation, and the total entered as amount received. The exception being, if you distribute your yearly allocation to the road districts based on mileage for each road district. There is a separate entry form for this.

Every time you request money from your allocation, you will make an entry disbursing that money from the allocation. The type will be equal to what the money is for, and the section number and road district the money is for. Remember, fiscal year refers to the State's fiscal year. You will need to make sure the fiscal year is entered for every entry.

When you receive money it will need to be entered as a receipt in the accounting form.

Fiscal Year
Enter a four digit year (the State's fiscal year) that the transaction applies to.

Date
Enter as mm/dd/yyyy.

Type
Use the drop down box and pick from the list.

Road District
Use the drop down box and pick from the list.

Section #
Enter number and alpha characters. The dashes will be entered for you.

Receipt Number
Enter the receipt number if you have one.

Amount Received
Enter the dollar amount you received.

Invoice Number
Enter the invoice number.

Amount Disbursed
Enter the amount disbursed.

Explanation
Basic data entry field. Enter any additional information you would like.

CONTRACTS

Road District
Use the Drop down box and pick from the list.

Section
Enter number and alpha characters. The dashes will be entered for you.

Vendor
Looks up names out of your vendor table. If Vendor is not listed go ahead and type vendor name and it will say that the name is not in the list, do you want to add it? Click yes. The name will be added,

Contract Price
Enter the total amount of the contract.

TBP Portion
Enter the amount of the TBP portion.

Other Portion
Enter the amount of the other portion.

Change in Plans
Enter the amount of the change in plans.

Change in Plans 2
Enter the amount of the second change in plans.

Ending Contract Price
No entry required, this is a calculated field.

Engineering Cost
No entry required, this is a calculated field based on the amount of the contract. The percentages charged for engineering can be adjusted to fit your county's rates. Someone from IDOT will need to do this for you.

STRUCTURE TYPE

Structure Type
Enter all the types of structures that you will use. This will allow you to have a drop down box of types on other entry forms.

ROAD DISTRICTS

Road District
Enter all you county's Road District names on this form.

COUNTY NAME

Enter your county's name on this form (one time entry). This puts your county name on all the reports.

ROAD DISTRICT MILEAGE

Road District
Use the drop down box field and pick a road district from the list.

Mileage
Enter the mileage for each road district in this field. If the mileage changes, you will need to update this entry.

ENTER RECORDS INTO ALLOCATION FORM

This is a record entry report. You will be asked to enter the allocation amount, and the fiscal year that allocation is for. Once this is done, the computer will divide the allocation among the Road Districts based on their mileage (based on information you entered in the Road District Mileage form). Entries will then be made in the Allocation form for each road district as the yearly allocation for the fiscal year you entered.

REPORTS

When you click on the reports' button, another screen appears with choices. You will need to click on the report you want, and then choose either report to screen to report to printer. Depending on the report you choose you might be asked to enter additional information. When prompted to enter a date it must always be in the format of mm/dd/yyyy, i.e. 01/01/2002.

Cashflow
A dialog box will appear and prompts you for a start date (must be entered in the mm/dd/yyyy format). Type in the date, hit tab, and enter the end date. Click OK to run the report. These are the dates you want the report run for. Click on OK to run the report. This report draws from information entered on the Accounting form.   Everything entered on this form that affects cash will be printed on the cashflow report for the dates entered.

Individual Section by Type
A dialog box will appear and prompt you for a section number. Enter the number, i.e., 88-00000-00-GM, including the dashes, and click OK. It will then prompt you for a type. Enter the type, i.e. Construction, or leave blank and you will get all types for that section number. Click OK. This report draws information from the Accounting form.

Individual Section Status Report
A dialog box will appear and prompt you for a section number, i.e., 88-00000-00-GM, including the dashes. Click OK. This report will print everything that was entered on the Accounting screen with that particular section number.

Interest
This report will print every entry made in the Accounting form with the type listed as interest affecting the cash balance.

Interest by Date
A dialog box will appear and prompt you for a start date. Type in the date and click OK. Then enter an end date (using the same format), and click OK. The report will print for the dates entered from information entered in the accounting form.

Investment
A dialog box will appear and prompt you a start date. Type in the date, hit tab, and type in the end date. Click OK. The report will draw from information entered in the accounting form for the date entered.

Section Status Report
This report will print all sections, drawing from information in the Accounting form. Once the sections are archived they will no longer appear in this report.

Unobligated by Date
A dialog box will appear and prompt you for a start date. Type in the date, hit tab, and type in the end date. Click OK. These are the dates you want the report run for, drawing from the Accounting form.

Vendor Status
This report draws information from the Accounting form. It will give you a listing of claims paid by vendor.

Vendor Status by Date
A dialog box will appear and prompt you for a beginning date. Enter the date, and click OK. Another dialog box will appear and prompt you for an ending date. Enter the date, and click OK. This report will give you a listing of all the vendors you paid claims to for the time frame you entered. This information comes from the Accounting form.

Vendor Status by Vendor
A dialog box will appear and prompt you for a Vendor's name, enter the name and click OK. Then a dialog box will prompt you for a beginning date. Enter the date and click OK. Finally, a dialog box will prompt you for an ending date. Enter the date and click OK. This will give you a listing for the vendor and the time frame you entered. This information is drawn from the Accounting form.

Allocation
This report will give you a summary of your allocations by fiscal year. It will show the income of the yearly allocation, and any disbursements of that allocation. It is grouped by year, and then gives you an overall total. This information comes from the Allocation form.

Allocation by Fiscal Year
You will be prompted to enter a fiscal year. The report will print all allocation information for that particular year. This information is drawn from the Allocation form.

Programming by Fiscal Year
A dialog box will appear and prompt you for a fiscal year. This report will print everything entered into the Programming form for the fiscal year you entered.

Springfield Report
This report will print BLR 3204. A dialog box will appear and prompt you for the fiscal year. Enter the year, and click OK. Another dialog box will appear and prompt you for the first year of the prior balance. Enter the fiscal year and click OK. Finally, you will be prompted to enter the second fiscal year. Enter the fiscal year and click OK. This report draws information from the Structure Information form and the Programming form.

Allocation by Road Districts
This report draws from the Allocation entry form. A dialogue box will prompt you to pick a road district from the drop down list. The report gives you information on allocations by road districts. If you do not choose a Road District, a report for each road district will be printed on a separate page.

Structure Information by Road District
This report gets information from the Structure Information form. You will be prompted to pick a road district. If you do not pick a road district a report for each road district will be printed on a separate page. Structures that have the replaced box checked will not appear on this list.

Structure Information by Stream Name
A dialogue box will prompt you to enter a stream name. Enter the name and click OK. This report will give you every structure on that stream. This information comes from the Structure Information form.

Structure Information by Structure Type
A dialogue box will prompt you to pick a structure type form the drop down box. If no type is picked the report will run for all structure types. This report groups structure information based on the type of structure. This information comes from the Structure Information form.

Structure Information by Sufficiency Rate
A dialogue box will prompt you to enter a sufficiency rating. Enter the rating and click OK. This will give you all structures with rates less than or equal to the number you entered. This information comes from the Structure Information form.

Structure Information by Length
A dialogue box will prompt you for the length of a structure. Enter the length and click OK. This will give you all structures with a length greater than or equal to the number you entered. This information comes from the Structure Information form.

Structure Information by Road Name
A dialogue box will prompt you for a road name. Enter the name and click OK. This report will give you all structures located on that road. This information comes from the Structure Information from.

Structure Information by Year Built
A dialogue box will prompt you for a year in which a structure was built. Enter the year and click OK. This report will give you all structures built on or before the year you entered and sort the structure information by year built. This information comes from the Structure Information form.

Allocation Balances by Road District
This report will give you an allocation balance for each road district. This information is from the Allocation form.

Programming Entry between Fiscal Years
You will be prompted for a beginning fiscal year. Enter the fiscal year and click OK. You will then be prompted for an ending fiscal year. Enter the fiscal year and click OK. This report will allow you to see what you have programmed for a range of fiscal years. This information is drawn from the Programming Form.

ARCHIVE RECORDS

This will archive records in the Accounting Form, nothing else.

Option One - Investment

Step One - Run an investment report for the time frame you are archiving. For example, if you are archiving from Jan. 1, 1989 through Dec. 31, 1991 then use the same date to run the investment report. Also run a report to obtain the current investment balance.

Step Two - Go into your MFT Accounting form and make an entry as follows:

    Type = Investment
    Date = the last day you are archiving (in the example 12-31-91)
    Amount Received = the total amount of the investment (through the archive frame)
    Vendor = Archive
    Explanation = for archive

Step Three - Check investment report for the same time frame, investments for that time frame should now be zero.

Step Four - Go to Archive Records, Option Two – Non Investment, and follow steps in order, completing all steps.

Step Five - Go into the MFT Accounting form and make the following entry:

    Type = Investment
    Date = date after the last day you archived (in the example 1-1-92)
    Amount Disbursed = the amount that the investments were prior to archive, also the
        same amount you used in Step 2.
    Vendor = Archive
    Explanation = for archive

Step Six - Run Investment report with current dates to check balance.

Option Two – Non Investment

Click on the button, another screen appears. You must follow the steps in order for it to work correctly. This will allow you to archive sections which are closed and old allotments, interests and investments. After you have gone through the following four steps, it will move all the data that you choose to archive over to a new file and make new cash and unobligated balances in your accounting file. Be very sure you are ready to archive, as all four steps must be completed. If the process is stopped after step two, you may corrupt your current data.

Step One – Find Finished Sections
This will print a report showing which sections are done. Click the button, a report will print. With this report, go to step two.

Step Two – Enter finished Sections to be Archived
This will remove the sections you choose out of your main accounting file and put them in a temporary holding file.

Click on button, a new form appears. Enter the first section you wish to archive, hit tab, enter the next, and so on. After you have entered all of the section numbers, click on the button at the top of the form, Archive Records. This will remove them from accounting and put them in the temporary file. Close form.

Step Three – Archive Allotments, Interest, Investments
This will allow you to choose between dates which of the above to archive.

Click button, a small screen appears asking for a beginning date, enter the date (i.e.-01/01/1989), click OK, another small screen appears asking for an ending date, enter the date (i.e.-01/01/1990), click OK. Another small screen appears asking for a beginning date. Enter the same beginning date you entered earlier and click OK.

Another small screen appears asking for an end date. Enter the same date as you did earlier. All allotments, interest, and investments between those two dates will be archived into the temporary file and deleted out of your accounting file.

Step Four – Make Beginning Cash & Unobligated Balances in Accounting File
This will make your new cash and unobligated balances in your accounting file.

Click button, and a dialogue box appears asking for a date. This will be the date of your new cash balance record in the accounting file. Enter the date, i.e.-01/01/2000, and click OK. Another small screen appears asking for a date. This will be the date of the new unobligated balance record in the accounting file. Enter the date, i.e.-01/01/2000, and click OK. The new records will be made.

After it has made the new records in the accounting file, the information is moved from the temporary file to a permanent file.