

< Backsheet >

<Estimate>

CAARS < BACKSHEET > OPTION

Also referred to as OTHER ALLOWABLE PAY ITEMS , Backsheets are payments you want to make that are authorized to be paid for under the Standard Specifications, Special Provisions or other authorizations. CAARS does not include these types of payments in the original CAARS download, making it necessary for you to create your own Item Record Account in order to pay the Contractor. Examples of these types of Backsheet payments and authorizations would be:

- Credit (Deduction) for out of tolerance Curb & Gutter, as authorized by Standard Specification 2531K(1).
- Items for additional traffic control that may be required, as authorized by Special Provisions S-_____.
- Deductions taken for failing aggregate in the concrete mix , as authorized by Central Lab. recommendation, as per letter dated _____.
- Material on Hand for Lump Sum pay items as per Standard Specification 1906.
- Change Orders and Work Orders for Minor Extra Work

SCENARIO FOR PAYMENT OF MATERIAL ON HAND THAT WILL EVENTUALLY BE PAID FOR UNDER A LUMP SUM PAY ITEM.

The Contractor submits an Invoice in the amount of \$ 2,500.00 for various components that will eventually be incorporated into the Lump Sum payment item 2545.509 CONDUIT SYSTEM (POWER). The Contractor requests payment for Material on Hand as per Standard Specification 1906.

When you want to pay for Material on Hand that will eventually be paid for under a Lump Sum pay item (As illustrated in the above scenario) you should use the CAARS <Backsheet >option rather than the CAARS <Material> option. Before you continue to create this Material on Hand backsheet, it is suggested you read the entire <Material> option section starting on page 73 of this Manual. As you will see, the CAARS <Material> option is programed to compute a *Unit Price This Entry* of MOH , based on the Contract price per measurable unit. (Exp: \$10.53 per Cubic Yard). Having made this computation, the CAARS <Material> option then has the ability to **add or subtract** automatically from the MOH , as the Contract Item it is tied to is being placed on the project.

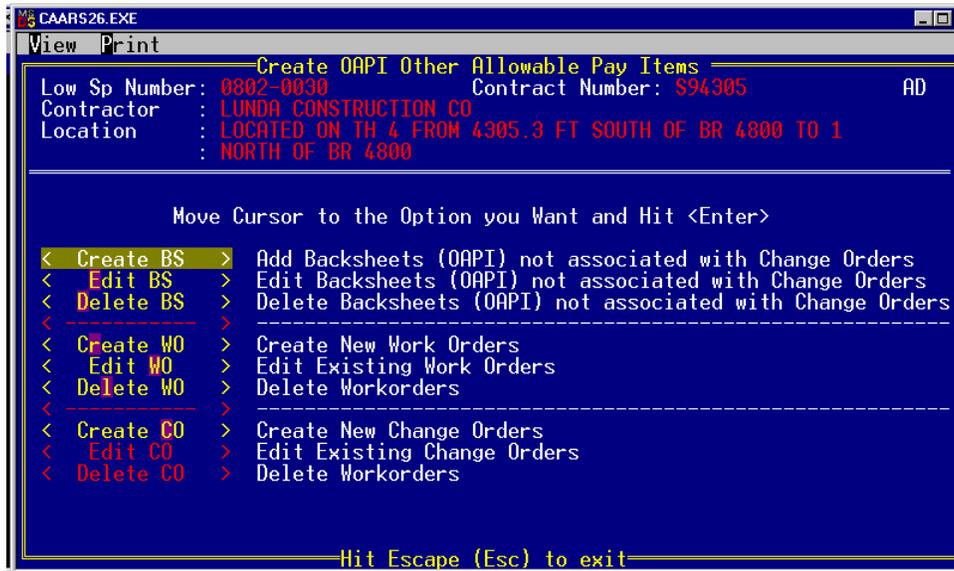
In the case of Lump Sum items, such as the one in the above scenario, the CAARS <Material> option **cannot compute a *Unit Price This Entry* of MOH.** Lump Sum items lack both the Contract Unit Price, and the measurable unit, that the <Material> option requires to make the necessary computation. This makes it necessary to create an Item Record Account under the <Backsheet> option, for MOH that is tied to a Lump Sum Contract Item. The main difference in paying for MOH by backsheet , is that adding or subtracting quantities to MOH has to be done manually, by separate Item Record Account <Update> entries, each time a change in MOH occurs.

NOTE: The term “Backsheet” is a slang work derived from the physical position of the payment as it appears on a partial or final pay voucher. The reason these payments are called Backsheets is because they are extra payments that will be printed and appear last on the voucher

INSTRUCTIONS FOR CREATING A BACKSHEET ITEM RECORD ACCOUNT

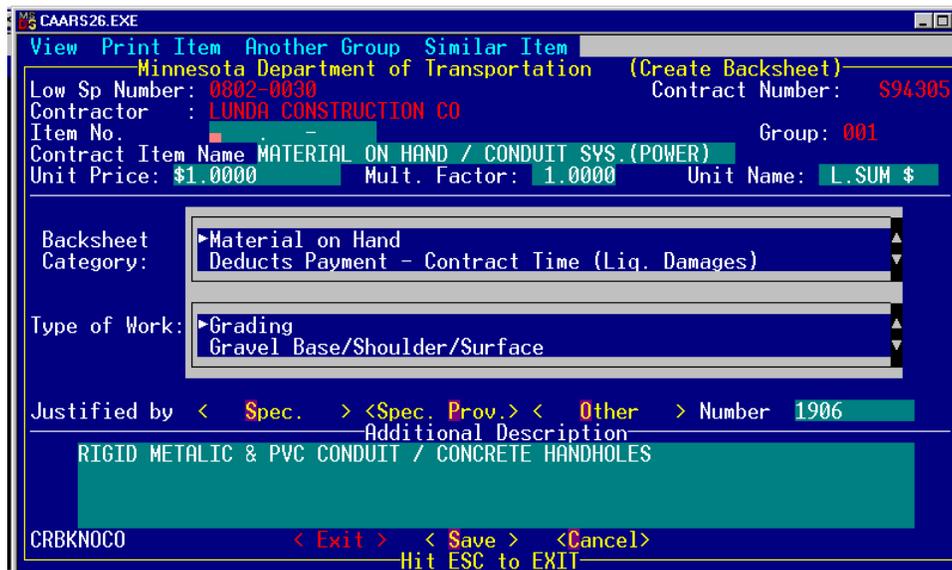
Step 1 - Arrow down on Main Menu and highlight < Backsheet>Press ..ENTER .this will bring you to the Other Allowable Payments Screen 1 below .

<Backsheet> **SCREEN 1** - Other Allowable Payments Screen.



Step 2- With <Create BS > highlighted as shown in Screen 1 above ... press ENTER... this will bring you to the Create Backsheet Data Entry Screen 2 below with the cursor in Item No field.

<Backsheet > -**SCREEN 2** - Data Entry Screen showing correct entry to create the Backsheet Item Record Account.



<Backsheet> Option

Step 3 - Type in the information as it is shown on Screen 2 above, and as detailed in Steps 4 through 13 below ... Under *Item No.* type in **1906** ..press ENTER

Step 4- Under *Contract Item Name* type in **MATERIAL ON HAND / CONDUIT SYS. (POWER)** ...Press ENTER.... you will now get another screen named the Group Selection Screen; when you get to that point place an **x** in Group 1 only, and press ENTER....you are now back to screen 2 in the *Unit Price* field were you will continue to type in your data.

Step 5 - Under *Unit Price* type in **1.00** and press ENTER(*See why use 1.00 as Unit Price below)

Step 6 - Under *Mult. Factor* leave at **1.00** and press ENTER

Step 7 - Under *Unit Name* type in **L.SUM \$** and press ENTER

Step 8 - You are now at *Backsheet Category* with Material on Hand highlighted. If you down and up arrow to scroll , you can review all of the catagories , and choose the one that best describes this backsheet. For this entry , of course, you will highlight **Material on Hand** and press ENTER

Step 9 - You are now at *Type of Work* with Grading highlighted, again..if you down and up arrow to scroll, you can again review the list, and choose the type of work that best describes this backsheet. For this entry, you will arrow to and highlight **Signing and Lighting** and press ENTER

Step 10- You are now at the area where you will arrow to and highlight the Contract Document that will justify this backsheet. You can select either *<Spec>* , *<Spec. Prov.>* or *<Other>* .. In this case for your entry you will highlight and select *<Spec>* ...Press ENTER

Step 11- You now have the cursor in *Number* box ... Type in **1906** which is the Standard Specification that justifies this payment.....Press ENTER

Step 12 - You are now at the *Additional Description* Box were you will type in **RIGID METALLIC & PVC CONDUIT / CONCRETE HANDHOLES** then press TAB to highlight *<Save>* ... press ENTER.

Step 13- If you have Federal Funds on a Group you have designated with an **x** in Step 4 above, you will receive a prompt message, for each federal group you have designated that states:
This item is found in a federally funded group, is this item federal Participating ? Y/N .. In our example it is federal participating, so you will type **Y** signifying **Yes**.

Step 14 - You now have *<Exit >* highlighted...press .ESC twice... .you are now back at the Main Menu Screen **COMPLETE** - AT THIS POINT YOU HAVE ONLY CREATED THE ITEM RECORD ACCOUNT FOR THIS BACKSHEET. IN ORDER TO MAKE A PAYMENT, YOU WOULD HAVE TO MAKE AN ENTRY IN THE *<UPDATE>* SECTION. (Continued)

<Backsheet> Option

*WHY USE 1.00 AS A UNIT PRICE ON LUMP SUM MOH PAYMENTS ??

Notice that in the Data Entry Screen 2 above, we typed in the *Unit Price* as **1.00** , the *Mult.Factor* as **1.00** and the *Unit Name* as **Lump Sum \$** . The reason you would want to enter the **Unit Price** as **1.00** , when creating a Material on Hand Item Record Account, is that you then leave the \$ amount open ended . If, at a later time, you happen to get more Material on Hand, on this same item, you will not have to create a 2nd. (or more) Item Record Accounts to either add or subtract \$ figures. (Examples below). Note: If you were to use \$ 2,500.00 as a *Unit Price* you will be “locked in” to the \$ 2,500.00 figure, making it necessary to create additional Item Record Accounts.

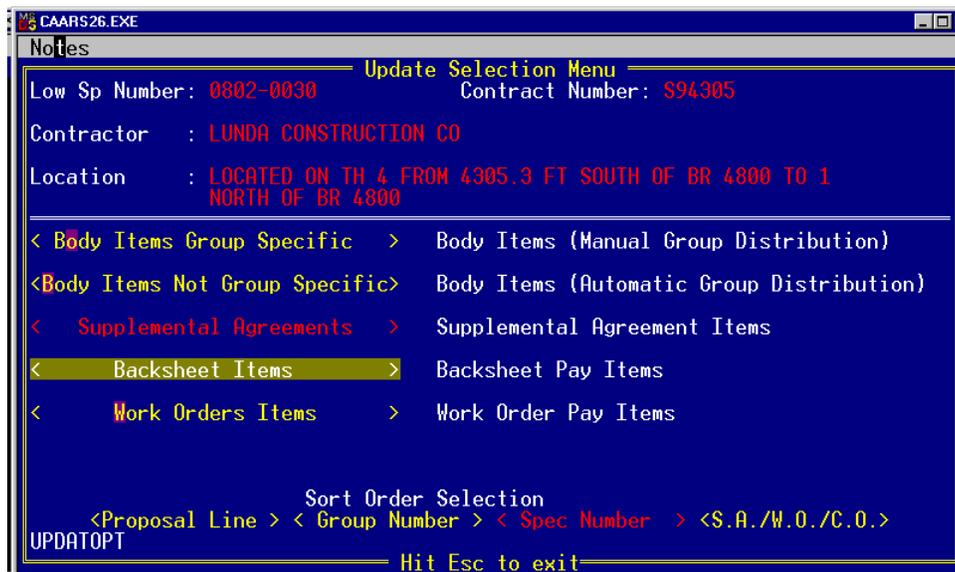
HOW TO MAKE < UPDATE > ENTRIES FOR MATERIAL ON HAND BACKSHEETS

In order to enter the above Material on Hand for payment, you will have to make <Update> entries using the instructions in the<Update > section on page 16 with the following exceptions:

When you get to Step 2 on page 16 of the <Update> instructions you will arrow down and highlight <Backsheet> as shown in the Update Selection Menu Screen 3 belowand press ENTER,

The rest of the <Update> instructions will apply from that point on.

<Backsheet> - SCREEN 3 - Update Selection Menu



<Backsheet> Option

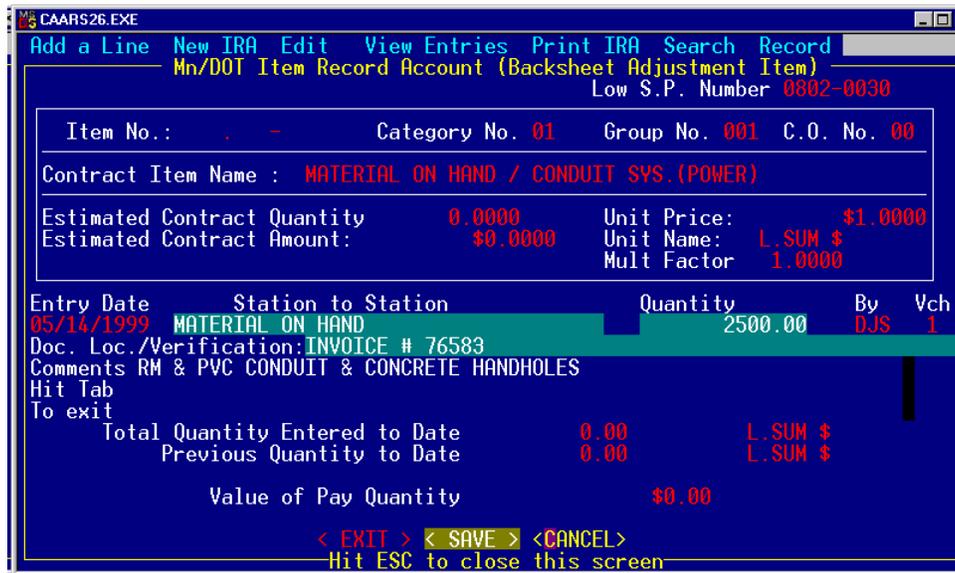
HOW MATERIAL ON HAND ENTERED IN THE <BACKSHEET> OPTION IS MANUALLY ADDED AND SUBTRACTED IN THE <UPDATE> ITEM RECORD ACCOUNT OPTION.

In order to illustrate how Material on Hand entered as a <Backsheet> is added and subtracted from the Item Record Account, three separate <Update> entries are already made for you below. These entries illustrate both adding and subtracting from the MOH Lump Sum \$ amount.

Remember, Material on Hand entered into CAARS under the <Material>option does this addition and subtraction automatically, as the Contract Item is being placed. However, in the <Backsheet > option, any addition or subtraction is only accomplished by making plus or minus entry in the <Update>option.

Screen 4 below shows original payment entry of \$ 2,500.00 on the Item Record Account.

<Update> SCREEN 4 - Backsheet Item Record Account



(Continued)

<Backsheet> Option

Screen 5 shows an entry of (minus) - \$ 850.00 after the Contractor has placed part of the Lump Sum CONDUIT SYSTEM (POWER) into the Project, using up a portion of the Material on Hand. .

<Update> SCREEN 5 - Backsheet Item Record Account (Showing minus entry)

CAARS26.EXE
 Add a Line New IRA Edit View Entries Print IRA Search Record
 Mn/DOT Item Record Account (Backsheet Adjustment Item)
 Low S.P. Number 0802-0030

Item No.:	-	Category No. 01	Group No. 001	C.O. No. 00
-----------	---	-----------------	---------------	-------------

Contract Item Name : MATERIAL ON HAND / CONDUIT SYS.(POWER)

Estimated Contract Quantity	0.0000	Unit Price:	\$1.0000
Estimated Contract Amount:	\$0.0000	Unit Name:	L.SUM \$
		Mult Factor	1.0000

Entry Date	Station to Station	Quantity	By	Vch
05/14/1999	MATERIAL ON HAND	-850.00	DJS	1

Doc. Loc./Verification:USED ON PROJECT
 Comments ESTIMATED \$ VALUE OF MOH USED
 Hit Tab
 To exit

Total Quantity Entered to Date	2,500.00	L.SUM \$
Previous Quantity to Date	0.00	L.SUM \$
Value of Pay Quantity	\$2500.00	

< EXIT > < SAVE > < CANCEL >
 Hit ESC to close this screen

Screen 6 below shows that at a later date you add another \$ 1200.00 to this same MOH.

<Update> SCREEN 6 -Backsheet Item Record Account (Showing more / new MOH added)

CAARS26.EXE
 Add a Line New IRA Edit View Entries Print IRA Search Record
 Mn/DOT Item Record Account (Backsheet Adjustment Item)
 Low S.P. Number 0802-0030

Item No.:	-	Category No. 01	Group No. 001	C.O. No. 00
-----------	---	-----------------	---------------	-------------

Contract Item Name : MATERIAL ON HAND / CONDUIT SYS.(POWER)

Estimated Contract Quantity	0.0000	Unit Price:	\$1.0000
Estimated Contract Amount:	\$0.0000	Unit Name:	L.SUM \$
		Mult Factor	1.0000

Entry Date	Station to Station	Quantity	By	Vch
05/14/1999	MATERIAL ON HAND	1200.00	DJS	1

Doc. Loc./Verification:INVOICE # 86754
 Comments WIRING AND CONDUIT
 Hit Tab
 To exit

Total Quantity Entered to Date	1,650.00	L.SUM \$
Previous Quantity to Date	0.00	L.SUM \$
Value of Pay Quantity	\$1650.00	

< EXIT > < SAVE > < CANCEL >
 Hit ESC to close this screen

<Backsheet> Option

(Continued)

After entering with <Save> highlighted in Screen 6 above you arrive at Screen 6A below.

<Backsheet> **SCREEN 6A** - Item Record Account (Showing Material on Hand Remaining)

CAARS26.EXE

Add a Line New IRA Edit View Entries Print IRA Search Record

Mn/DOT Item Record Account (Backsheet Adjustment Item)

Low S.P. Number 0802-0030

Item No.: - Category No. 01 Group No. 001 C.O. No. 00

Contract Item Name : MATERIAL ON HAND / CONDUIT SYS.(POWER)

Estimated Contract Quantity 0.0000 Unit Price: \$1.0000

Estimated Contract Amount: \$0.0000 Unit Name: L.SUM \$

Mult Factor 1.0000

Entry Date	Station to Station	Quantity	By	Vch
05/14/1999	MATERIAL ON HAND	1200.00	DJS	1

Doc. Loc./Verification: INVOICE # 86754

Comments WIRING AND CONDUIT

Hit Tab

To exit

Total Quantity Entered to Date \$ 2,850.00 L.SUM \$

Previous Quantity to Date L.SUM \$

Value of Pay Quantity \$2850.00

< EXIT > < SAVE > < CANCEL >

Hit ESC to close this screen

As illustrated above, by using **1.00** as a Unit Price in Screen 1, you have a running total of \$ 2,850.00 current Material on Hand, without having to create any additional backsheet Item Record Accounts. { \$ 2,500.00 original MOH - \$ 850.00 used on project. + 1200.00 added later = **\$ 2,850.00** as shown above on Screen 6A *under Total Quantity Entered to Date.*

EXAMPLE OF OTHER BACKSHEETS

SCENARIO: You receive complaints from residents near the Miller Borrow Pit area, that dust created from trucks hauling, is drifting into the residential areas. Your Contract does not specifically contain a pay item for Water. You determine that in accordance with Standard Specification 2130.501 , you are authorized to pay for Water at the rate of \$12.00 per M gallon in this situation.

Shown below in Screens 7 and 8 are the correct completed entries for such a <Backsheet> using the same steps you used to create and pay for the MOH backsheet.

<Backsheet> Option

<Backsheet > -SCREEN 7- Data Entry Screen showing correct entry to create the Backsheet

CAARS26.EXE

View Print Item Another Group Similar Item (Create Backsheet)

Minnesota Department of Transportation Contract Number:

Low Sp Number: 8580-0122

Contractor : DENNY SPRINGER CONSTRUCTION

Item No. 2130.501- Group:

Contract Item Name WATER FOR DUST CONTROL

Unit Price: \$12.0000 Mult. Factor: 1.0000 Unit Name: M GALLON

Backsheet Category: Other Payments / Credits Per Specs.
Incentive - Contract Time

Type of Work: Grading
Gravel Base/Shoulder/Surface

Justified by < Spec. > <Spec. Prov.> < Other > Number 2130.501

Additional Description

HAUL ROADS IN AND OUT OF MILLER PIT.

CRBKNOCO < Exit > < Save > <Cancel>
Hit ESC to EXIT

Item Record Account (FOR GROUP #1 ONLY)

<Update> SCREEN 8 - Backsheet Item Record Account created in Screen 7 above
(showing correct daily entry for Group # 1)

CAARS26.EXE

Add a Line New IRA Edit View Entries Print IRA Search Record

Mn/DOT Item Record Account (Backsheet Adjustment Item)

Low S.P. Number 8580-0122

Item No.: 2130.501- Category No. Group No. 001 C.O. No. 00

Contract Item Name : WATER FOR DUST CONTROL

Estimated Contract Quantity 0.0000 Unit Price: \$12.0000

Estimated Contract Amount: \$0.0000 Unit Name: M GALLON

Mult Factor 1.0000

Entry Date	Station to Station	Quantity	By	Vch
05/17/1999	HAUL ROADS IN AND OUT OF MILLER PIT	14.00	DJS	2

Doc. Loc./Verification: WATER RECORD BOOK

Comments DUST CONTROL FOR RESIDENTIAL AREAS ADJACENT TO MILLER PIT

Hit Tab

To exit

Total Quantity Entered to Date 0.00 M GALLON

Previous Quantity to Date 0.00 M GALLON

Value of Pay Quantity \$0.00

< EXIT > < SAVE > <CANCEL>
Hit ESC to close this screen

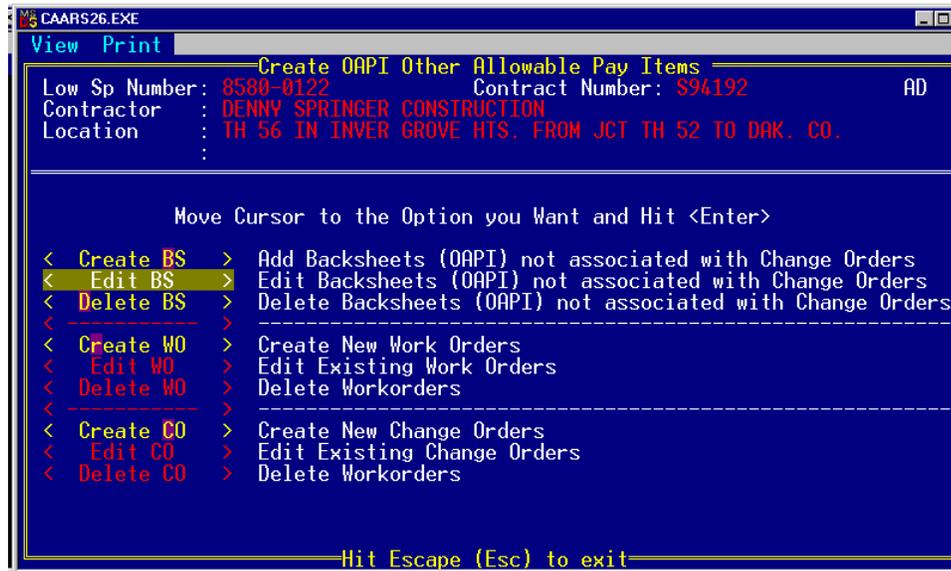
<Backsheet> Option

CAARS <EDIT BS > FUNCTION

You can at any time edit any of the data you entered in Steps 2 through 13 earlier in this section, when you created the Item Record Account in the CAARS <Create BS > option by doing the following:

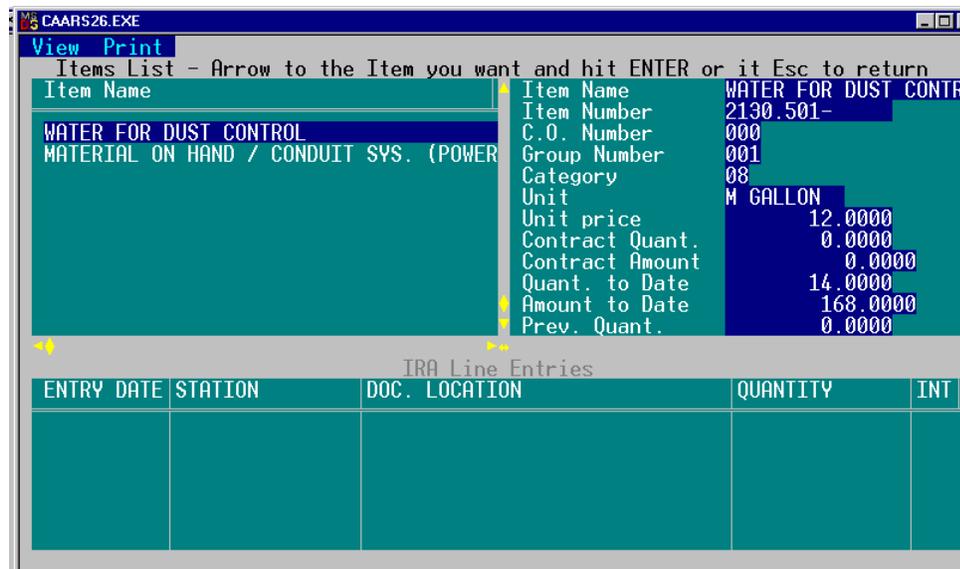
Step I - Arrow down on the Main Menu Screen and highlight <Backsheet> ...Press ENTER... this will bring you to the Other Allowable Payments Screen 1 below

<Backsheet> SCREEN 1 - Other Allowable Payment Screen



Step II - With <Edit BS> highlighted as shown above in Screen 1 press ENTER. .. This will bring you to the Item Selection Screen 2 below.

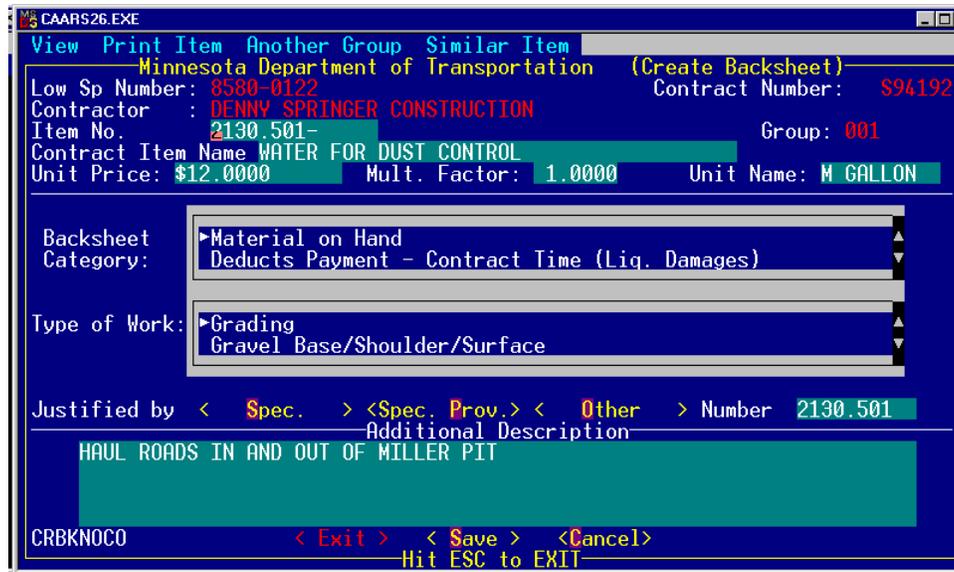
<Backsheet> SCREEN 2 - Backsheet Item Selection Screen



<Backsheet> Option

(Continued)

Step III - The Backsheet Item Selection Screen 2 lists all of the backsheets you have created on your project. Arrow down and highlight the backsheet you want to edit and press ENTER. .. You will then receive the Data Entry Screen 3 below, with the cursor blinking in the *Item No.* This Screen contains all of the information you entered under the <CreateBS> option.



<Backsheet> SCREEN 3- Data Entry Screen to create backsheet Item Record Account

Step IV - You can now edit any of this data simply by typing in your changes and pressing enter to move from field to field. ...**When** you are satisfied with your corrections press ENTER with <Save> highlighted....<.Edit BS> COMPLETE....Press ESC to return to Main Menu Screen.

Important: Although rare, you have the ability to make a change in the *Unit Price* or *Mult Factor* originally made under the <Create BS > option. Be aware, that if you find it necessary to make a change to either the *Unit Price* or *Mult. Factor*, it will automatically trigger CAARS to recompute all of the <Update> entries you have made based on the new numbers you enter under the <Edit BS> option. Based on this new computation, CAARS is programmed to then automatically either add or subtract from monies paid on the next payment voucher.

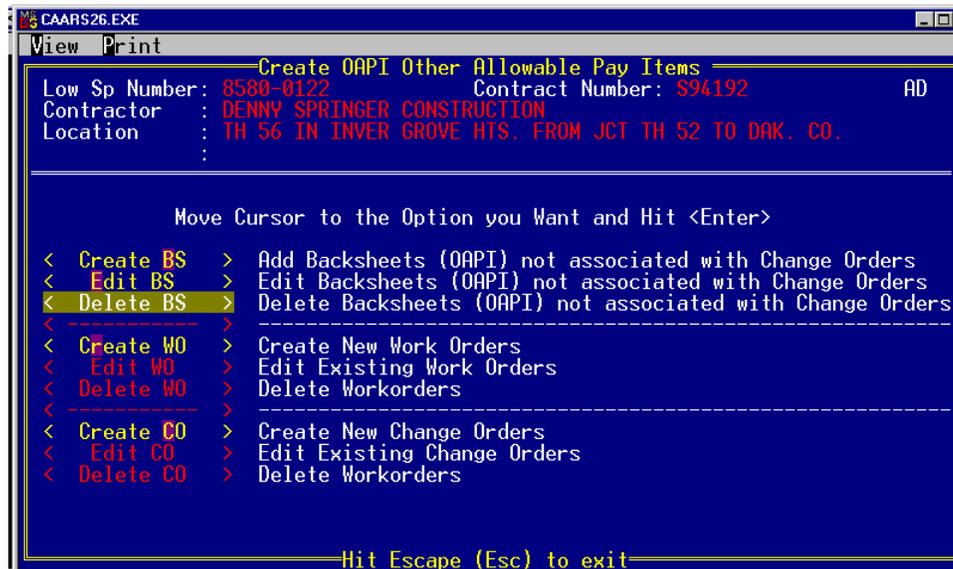
MOH ITEM RECORD ACCOUNT THAT WAS CREATED BY THE <BACKSHEET> OPTION MUST BE REMOVED FROM PROJECT RECORDS AT TIME OF FINAL

Any MOH Item Record Account created under the <Backsheet> option will have to be removed from the CAARS project records manually as the MOH is being placed and paid for under the Contract item . At the time of the Draft Final Voucher, all <Backsheet> MOH items Record Accounts will have to be reviewed and deleted using the <Delete Backsheet Option> shown later in this section, even if they are at a \$0.00 value. **CAARS will not prompt you to remove MOH Item Record Accounts , created by the <Backsheet > option.....So you'll just have to remember to do so.** Any such MOH <Backsheets> will be removed by the Final Squad, in this Office, if they still remain when you submit your final records. Any such MOH Item Record Account, that has \$ remaining, will result in reducing the final payment on the Draft Final Voucher by that \$ amount

TO USE THE < DELETE B S >FUNCTION FOR ANY BACKSHEET

Step 1 - Arrow down on Main Menu and highlight <Backsheet> and press ENTER ... this will bring you to the Other Allowable Payments Screen 9 below.

<Backsheet> SCREEN 9 - Other Allowable Payments Screen



Step 2 - With <Delete BS > highlighted as shown above in screen 9 press ENTER...you will then receive an Item Selection Menu Screen (Not shown here) , that lists all of your backsheets, here you will arrow down, highlight the backsheet you want to delete, and press ENTER... You will then receive Screen 10 below with <Delete > highlighted....If you now press ENTER again you will
(Continued)

get a prompt message that reads:

This will permanently remove this record ! Do you want to continue ? <No> <Yes> ..

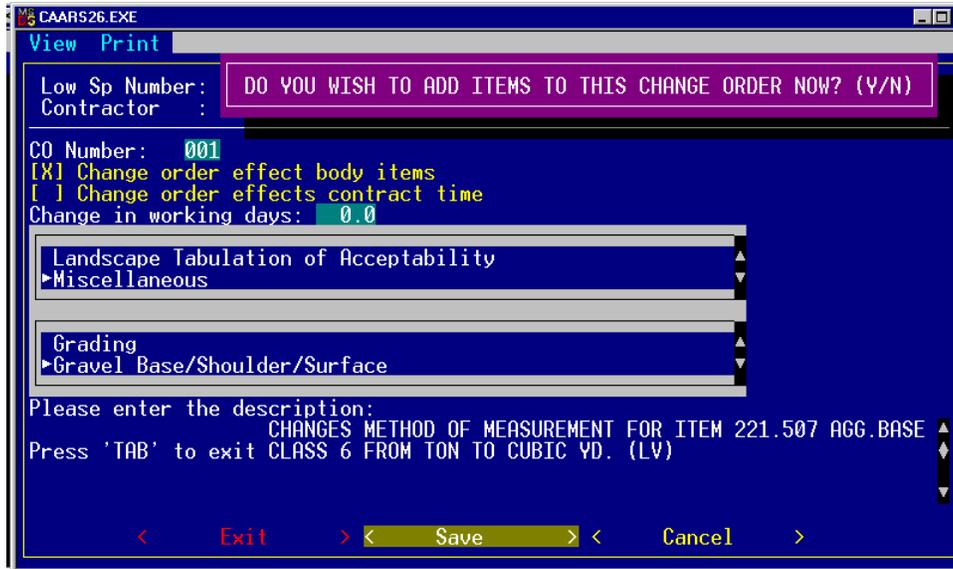
..CAARS automatically defaults to <No> , so you have to purposely arrow over and highlight <Yes> and then press ENTER before you can successfully continue to delete this backsheet. CAARS does this purposely to make sure there is no mistake in what your trying to accomplish.

<Backsheet> SCREEN 10 - Delete Backsheet Screen



Step 3- Press ENTER with <Yes> highlighted, COMPLETE ..this will remove this backsheet from the records Remember, any backsheet that you created for Material on Hand that has \$ remaining, will result in reducing the final payment , on the Draft Final Voucher, by that same \$ amount.

<Backsheet> SCREEN 2 - Change Order data entry Screen .



Step 3 -Type in all of the data, correctly shown on Screen 2 above, in order to Create this Change Order. .. When you are done press ENTER with <Save> highlighted .. You will then receive a message prompt

DO YOU WISH TO ADD ITEMS TO THIS CHANGE ORDER NOW ? (Y / N).. Answer N for no... COMPLETE This will bring you back to the Other Allowable Payments Screen.

An example when you would answer Y for Yes to the above prompt would be taking a deduction for failing material by Change Order.

CAARS <BACKSHEET> WORK ORDER FOR MINOR EXTRA WORK

A Work Order for Minor Extra Work (**hereinafter referred to as Work Order**) , (Form 2460-01) is used by the Engineer or Project Supervisor directing the Contractor to perform “Minor Extra Work” in situations where there is no Contract Unit Price for the work or work item. The Work Order is not an agreement and the Contractor is acknowledging receipt of the order by signing. The Work Order itself does not authorize payment. Specification 1403 “Extra Work” authorizes payment for minor extra work necessary to complete the Contract as originally intended. The Standard Specifications applicable to each Contract will state the maximum dollar amount allowed per work occurrence. (Currently , the 1995 Specifications allow \$10,000 per occurrence).

Payment for minor extra work may be made by negotiated unit price or by force account, (See Contract Administration Manual Supplemental Agreement section requirements for these methods of payment.) **Approval of negotiated unit prices from the Mn/DOT Estimating Unit is mandatory on all Work Orders except as noted in the process below.**

(The below information in NOTE does not apply to State Aid , County & Municipal projects)

NOTE: In order to streamline the price approval process required for Work Orders it will no longer be necessary to obtain negotiated item price approval from the Estimating Section , provided the total cost of the negotiated prices of an individual Work Order does not exceed \$5000.00 . Any individual Work Order that has negotiated prices that total in excess of \$5000.00 require approval from the Estimating Unit by contacting Joe Tummers @ (651)-297-3145.

This new policy will apply only to Negotiated Unit Price items. All Work Orders written for force account will require approval of equipment rental rates from the Estimating Unit. This transfer of responsibility is not mandatory and will be completely at the discretion of each District / Division Construction ADE. The method of price justification will be up to each District / Division.

The Estimating Section assures that they will always be willing to review any costs, even if a District adopts this procedure.

Each minor extra work occurrence may use any combination of methods of payment as may be provided by the Contract. However, each method of payment within the same Work Order will have a separate Item Record Account for each method used on every voucher pay group involved.

Work Orders are numbered consecutively and need not be written in formal language or typed. They must be legible and clearly state the work to be accomplished. An itemized Estimate of Costs may be included on each Work Order , however , it is not mandatory.

Cost overruns resulting from Work Orders must be encumbered in accordance with the Fund Encumbrance portion of the Contract Administration Manual. (Continued)

WORK ORDER FOR MINOR EXTRA WORK BY FORCE ACCOUNT

Shown below is a typical scenario and Work Order that we will use to illustrate correct CAARS entries for this option using Force Account as a basis of payment.

SCENARIO: You find that storm water is backing up in the ditch adjacent to the entrance to the Superamerica gas station on T.H.56. During heavier rainstorms the entrance becomes inaccessible because of flooding. The plans call for resurfacing this entrance with Class 6 Aggregate Base. Prior to placing the Aggregate Base, you determine that the adjacent ditch needs some minor grading, in order to correct this situation. You decide to pay for this work on a Force Account basis, under Work Order No. 1 shown below. You estimate the total cost of this work to be approximately \$ 750.00 .

Mn/DOT TP 2460-0112-92	Sheet <u>1</u> of <u>1</u> Sheets
State of Minnesota - Department of Transportation	
WORK ORDER	
MINOR EXTRA WORK	
Contractor: Denny's Const.Co.	Work Order No. 1
Address: Inver Grove Hts., MN	State Proj.No. 8580-0122
Job Location: In Inver Grove Hts, bet. T.H. 52 and Co. Rd. 26.	Fed.Proj. No. STPF 0697(167)
	Contract No. S94192
In accordance with Standard Specifications 1103 and 1403 you are hereby authorized and instructed to do the work described herein.	
Grade ditch adjacent to the Superamerica Station to provide proper drainage to the North. Dispose of excess material in the ACE Blacktop pit Rt. of Sta. 228 W.B.	
Total Estimated Cost = \$ 750.00 Force Account to grade ditch and dispose of excess material	
<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px;"> <p>Note: In order to determine whether or not the work you are trying to do qualifies as a Work Order for Minor Extra Work there are 2 basic questions you should ask . If you can answer yes to both questions the work qualifies. (1)- Does this work have to be done to complete the project as originally intended.? (2)- Will the total cost be \$10,000 or less ? Realizing that there are a certain amount of "Gray" areas if you have any doubts you should first discuss with either Frank Kennedy @ (651)296-6503 or Denny Springer @ (651) 296-8473..</p> </div>	
Received by: <u>Denny's Const.</u> Contractor	Issued by: <u>Gus Wagner</u> Project Engineer /Supervisor
By: <u>Jon Springer -Supt.</u>	Date: 8/10/99

FORCE ACCOUNT WORK ORDER FOR MINOR EXTRA WORK

Step 1 - Arrow down on the Main Menu Screen and highlight <Backsheet> ..Press ENTER. this will bring you to the Other Allowable Payments Screen 1 below .

<Backsheet> SCREEN 1 - Other Allowable Payment Screen

CAARS26.EXE

View Print

Create OAPI Other Allowable Pay Items

Low Sp Number: 8580-0122 Contract Number: S94192 AD

Contractor : DENNY SPRINGER CONSTRUCTION

Location : TH 56 IN INVER GROVE HTS. FROM JCT TH 52 TO DAK. CO.

Move Cursor to the Option you Want and Hit <Enter>

- < Create BS > Add Backsheets (OAPI) not associated with Change Orders
- < Edit BS > Edit Backsheets (OAPI) not associated with Change Orders
- < Delete BS > Delete Backsheets (OAPI) not associated with Change Orders
- < Create WO > Create New Work Orders
- < Edit WO > Edit Existing Work Orders
- < Delete WO > Delete Workorders
- < Create CO > Create New Change Orders
- < Edit CO > Edit Existing Change Orders
- < Delete CO > Delete Workorders

Hit Escape (Esc) to exit

Step 2 - With <Create WO > highlighted as shown above in Screen 1 press ENTER.... This will bring you to the Work Order for Minor Extra Work Description Screen 2 below.

<Backsheet> SCREEN 2 - Work Order for Minor Extra Work Description Screen

CAARS26.EXE

View Print

Create Work Order Description

Low Sp Number: 8580-0122 Contract Number: S94192

Contractor : DENNY SPRINGER CONSTRUCTION

Work Order Number: 001

Reason for the Work Order: ENVIRONMENTAL
OTHER

Type of Work: Grading
Gravel Base/Shoulder/Surface

Please enter a brief description of the W.O.: GRADE DITCH ADJACENT TO SUPERAMERICA STATION ENTRANCE TO PROVIDE DRAINAGE TO THE NORTH.
Press 'TAB' to exit discription

< Exit > < Save > <Cancel>

Hit Escape (Esc) to exit

<Backsheet> Option

Step 3 -Type in all of the data that describes this Work Order, correctly shown on Screen 2 above, and as follows:

Work Order Number - Type in 001

Reason for the Work Order - Scroll until OTHER is highlighted ...press ENTER.

Type or Work - Scroll until GRADING is highlighted ...press ENTER

Please enter a brief description of the Work Order - Type in GRADE DITCH ADJACENT TO SUPERAMERICA STATION ENTRANCE TO PROVIDE DRAINAGE TO THE NORTH. ...

Press TAB key ..this will bring you to <Save> highlighted.. Press ENTER.....

This will bring you to the Payment Type Screen, with< Force Account> highlighted

<Backsheet> **SCREEN 3** - Work Order Work Payment Type Screen (Force Account)

CAARS26.EXE

Add New Item Another Group View Similar item Edit Item

Minnesota Department of Transportation (Create Workorder)

Low Sp Number: 8500-0122 Contract Number: S94192

Contractor : DENNY SPRINGER CONSTRUCTION

Method of Payment: < Force Account > <Negotiated Price>

Item No. : -

Contract Item Name: -

Group Number: Work Order : 001

Unit Price: \$1.0000 Unit of Measure: -

Multiplication Factor: 1.0000

Special Remarks

CRWO < Exit > < Save > <Cancel>

Hit ESC to EXIT

Step 4 - Press ENTER with <Force Account > highlighted as shown above in Screen 3... You are now at the *Group Selection Menu* on Screen 4 below.

<Backsheet> **SCREEN 4** - Group Selection Menu

CAARS26.EXE

Add New Item Another Group View Similar item Edit Item

Place an X in by the group(s) you want the item added to -- Hit enter when d

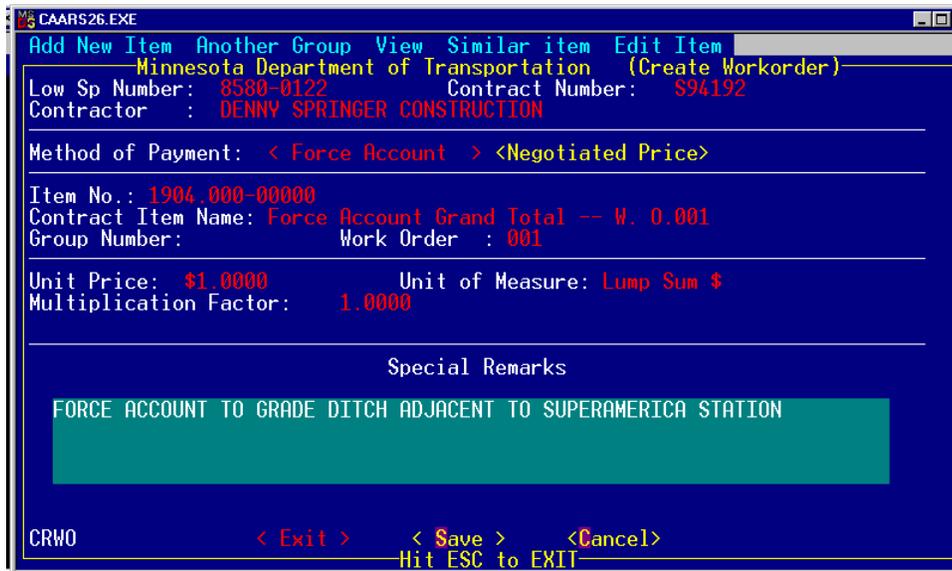
ADD	Group Num	Group Description
X	001	AGG.BASE,AGG.SHLD., CURB & GUTTER AND SIDEWALK CONST.
	002	SIDEWALK CONSTRUCTION
	003	SIDEWALK CONSTRUCTION

Hit ESC to EXIT

<Backsheet> Option

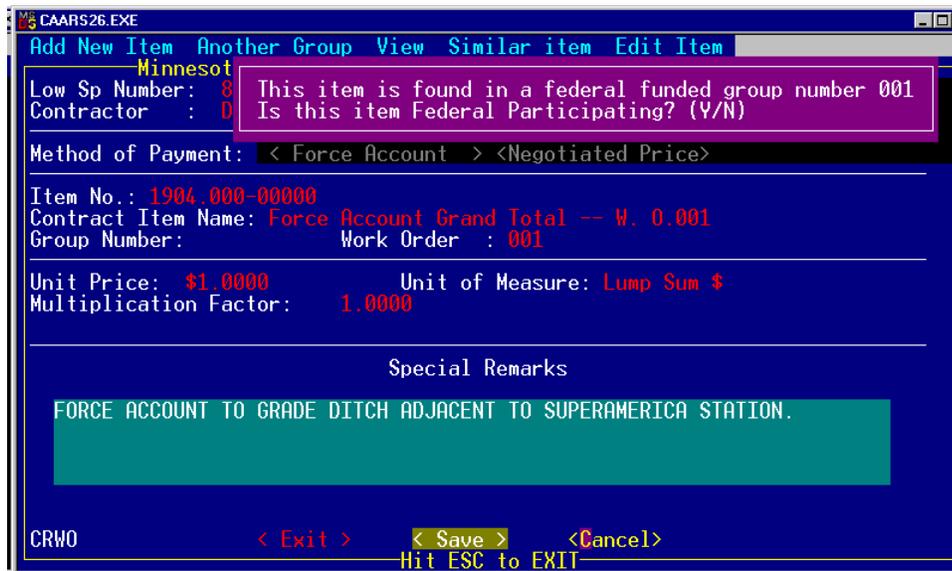
Step 5- Place an x in the ADD column as shown above in Screen 4 , signifying that you want this force account work to be included with the Group 001 quantities ..press ENTER .. This will bring you to the Work Order Item Description Screen 5 below

Backsheet> SCREEN 5 - Work Order Item Description Screen



Step 6- Type in the description of the Force Account work do be done under this Work Order in *Special Remarks* as shown correctly above in Screen 5. ..press ENTER with <Save> highlighted. You will then receive the Federal Participation Prompt Screen 6 below

Backsheet> SCREEN 6 - Federal Participation Prompt Screen



WORK ORDER FOR MINOR EXTRA WORK BY NEGOTIATED PRICE

SCENARIO: Prior to constructing the 4 inch Concrete Walk along Co. Rd. 26 and Blaine Ave. you discover 2 in-place “live” sanitary sewer manholes that do not show on the Plans. As these manholes fall directly in the sidewalk alignment, you determine that both of these manholes should be reconstructed in order to match the new sidewalk elevation. You then negotiate with the Contractor and arrive at a Negotiated Price of \$ 550.00 each to reconstruct.

Mn/DOT TP 2460-0112-92

Sheet 1 of 1 Sheets

State of Minnesota - Department of Transportation

**WORK ORDER
MINOR EXTRA WORK**

Contractor: Denny’s Const.Co.

Work Order No. 2

Address: Inver Grove Hts., MN

State Proj.No. 8580-0122

Job Location: In Inver Grove Hts, bet. T.H. 52 and Co. Rd. 26.

Fed.Proj. No. STPF 0697(167)

Contract No. S94192

In accordance with Standard Specifications 1103 and 1403 you are hereby authorized and instructed to do the work described herein.

The Contractor shall reconstruct 2 in-place Manholes to finish sidewalk grade near the intersection of Co.Rd. 26 & Blaine Ave.

All work will be in accordance with all applicable specifications and as directed and staked by the Engineer.

The Engineer & Contractor agree to payment as a negotiated unit price of \$ 550.00 for each reconstruct. This price shall include all costs incurred .

Total Estimated Cost = \$ 1,100.00

Assistional cost to F&I 2 No. 780 Frame Castings @ Negotiated cost of 135.00 each = \$270.00

D.W. 8/20/99

J.D.D. 8/20/99

Received by:

Issued by:

Denny’s Const.

Gus Wagner

Contractor

Project Engineer /Supervisor

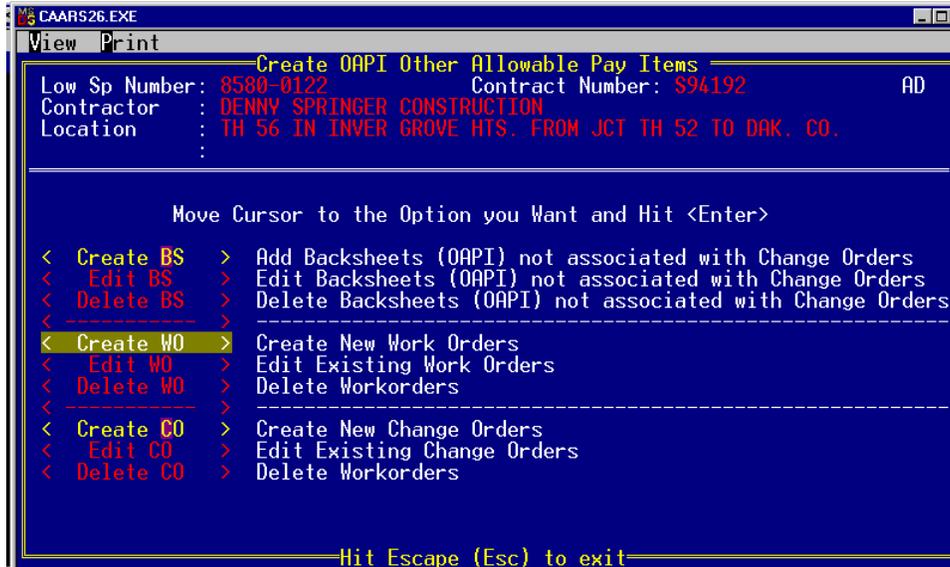
By: Jon Springer -Supt.

Date: 8/14/99

NEGOTIATED PRICE WORK ORDER FOR MINOR EXTRA WORK

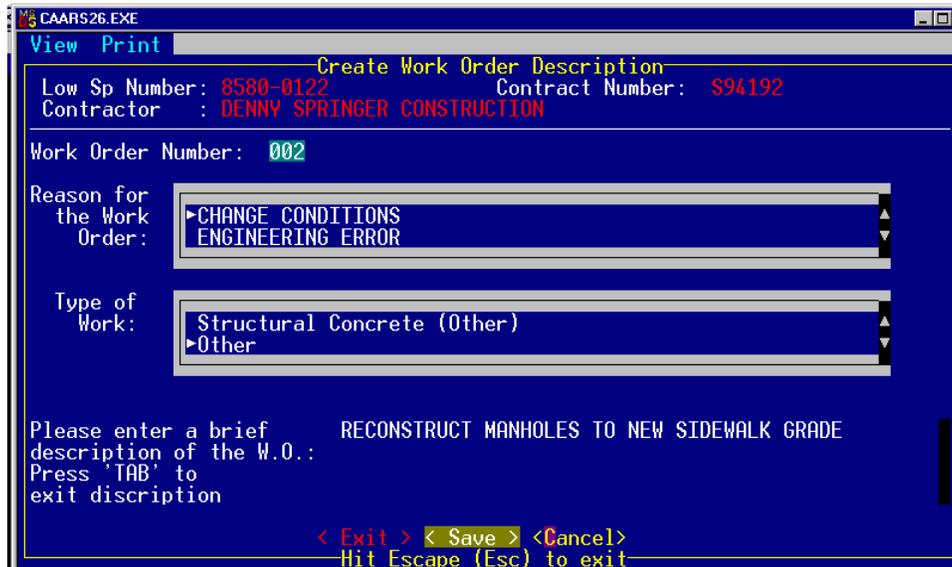
Step 1- Arrow down on the Main Menu Screen and highlight <Backsheet> ..Press ENTER.. This will bring you to the Other Allowable Payments Screen 1 below.

<Backsheet> SCREEN 1 - Other Allowable Payment Screen



Step 2- With <CreateWO> highlighted as shown above in Screen 1 press ENTERthis will bring you to the Work Order for Minor Extra Work Description Screen 2 below.

<Backsheet> SCREEN 2- Work Order for Minor Extra Work Description Screen



<Backsheet> Option

Step 3- Type in all of the data that describes this Work Order, correctly shown on Screen 2 above, and as follows:

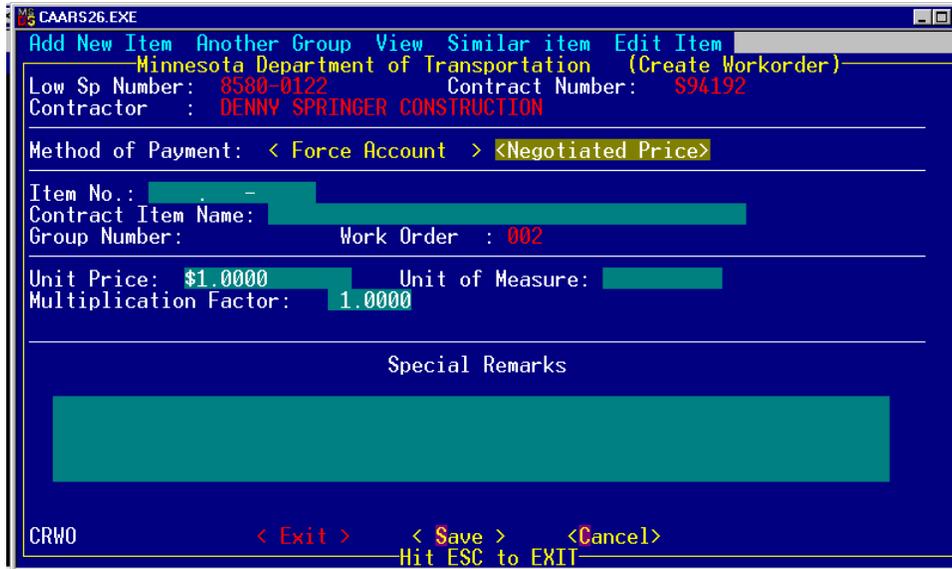
Work Order Number - Type in 002

Reason for the Work order - Scroll until CHANGED CONDITION is highlighted.. Press ENTER

Type of Work - Scroll until OTHER is highlighted.....press ENTER

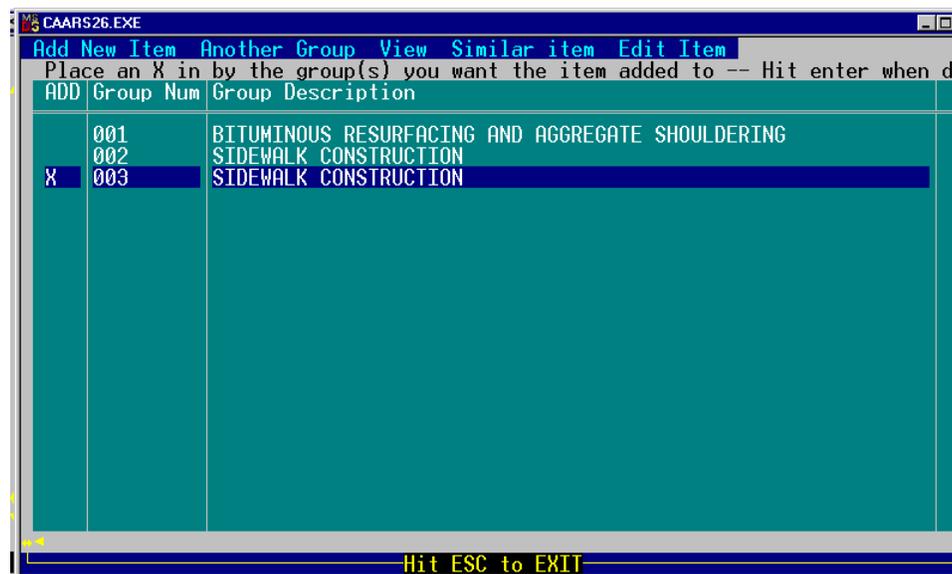
Please Enter a Brief Description of the Work - Type in RECONSTRUCT MANHOLES TO NEW SIDEWALK GRADEpress ENTER ..then press TAB key ..this will bring you to <Save > highlighted .. Press ENTER again. ...This will bring you to the Payment Type Screen 3

<Backsheet>- SCREEN 3 - Work Order Work Payment Type Screen (Negotiated Price)



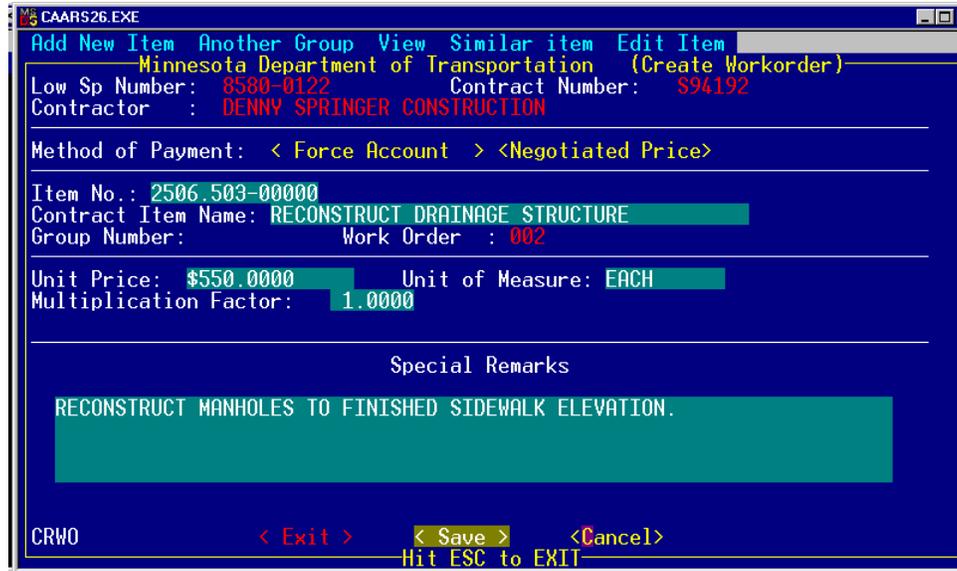
Step 4 - Press ENTER with <Negotiated Price> highlighted, as shown above in Screen 3...You are now at the *Group Selection Menu* Screen 4 below.

<Backsheet>- SCREEN 4 -Group Selection Menu



Step 5- Type an **x** in the ADD column as shown above in Screen 4, signifying that you want this negotiated price item to be included with Group 3 quantities. ... press ENTER .. This will bring you to the Work Order Item Description Screen 5 below, with the cursor blinking in the Item No. entry field.

<Backsheet> SCREEN 5 - Work Order Item Description Screen



Step 3- Type in all of the data that describes this Item , correctly shown on Screen 5 above, and as follows:

Item No. - Type in 2506.503 (Taken from Standard Specifications)

Contract Item Name - Type in RECONSTRUCT DRAINAGE STRUCTURE

Unit Price - Type in \$550.00

Unit of Measure - Type in EACH

Multiplication Factor - Leave as is

Special Remarks - Type in RECONSTRUCT MANHOLES TO FINISHED SIDEWALK GRADE. ...Press TAB key .. This will bring you to <Save> highlighted.. Press ENTER... This will bring you to the COMPLETED Item Record Account as shown in Screen 6 below.

{ Note: Notice that this time you **did not receive** a prompt message:

This item is found in a federal funded group number 001 Is this item Federal Participating? (Y/N)

CAARS recognizes the fact that there are no Federal funds in Group 3, and skips the prompt }

<Backsheet> SCREEN 6- Completed Item Record Account (Negotiated Price Item)

CAARS26.EXE

Add New Item Another Group View Similar item Edit Item (Create Workorder)

Minnesota Department of Transportation
 Low Sp Number: 8580-0122 Contract Number: S94192
 Contractor : DENNY SPRINGER CONSTRUCTION

Method of Payment: < Force Account > <Negotiated Price>

Item No.: 2506.503-
 Contract Item Name: RECONSTRUCT DRAINAGE STRUCTURE
 Group Number: Work Order : 002

Unit Price: \$550.0000 Unit of Measure: EACH
 Multiplication Factor: 1.0000

Special Remarks
 RECONSTRUCT MANHOLES TO FINISHED SIDEWALK GRADE.

CRWO < Exit > < Save > <Cancel>
 Hit ESC to EXIT

You must now go through the <Update> option if you wish to make an entry for payment. To do this go back to page 45 of this section and use the instructions for HOW TO MAKE <UPDATE> ENTRIES FOR MOH BACKSHEETS., with the exception that when you get to the Update Selection Menu Screen 3 on page 45, you will highlight and press ENTER on <Work Order Items> Show below in Screen 7 is a correctly made <Update> sample entry for Negotiated Price payment

<Backsheet> - SCREEN 7 - Sample <Update> Item Record Account Entry for Negotiated Price

CAARS26.EXE

Add a Line New IRA Edit View Entries Print IRA Search Record

Mn/DOT Item Record Account (Work Orders Item) Low S.P. Number 8580-0122

Item No.: 2506.503-00000 Group No. 003 W. O. No. 002

Contract Item Name : RECONSTRUCT DRAINAGE STRUCTURE

Estimated Contract Quantity: 0.00 Unit Price: 550.0000
 Estimated Contract Amount: 0.0000 Unit Name: EACH
 Mult Factor: 1.0000

Date	Station to Station	Quantity	By	Vch
05/25/1999	CO. RD 26 LT. 2+35 & 3+28	2.00	DJS	2

Doc. Loc/Verification: SOURCE DOCUMENTATION
 Comments ACTUAL FIELD COUNT. MANHOLES RAISED TO MATCH 4 INCH CONCRETE
 Hit Tab WALK GRADES.
 To Exit

Total Quantity Entered to Date 0.00 EACH
 Previous Quantity to Date 0.00 EACH

Value of Pay Quantity \$0.00

ITEMWO < EXIT > < SAVE > <CANCEL>
 Hit ESC to close this screen

<Backsheet> Option

CAARS <EDIT WO > FUNCTION

Using the CAARS <Edit WO> function you can at any time edit the data you originally entered earlier, when you created the Item Record Account under the <Create WO > option.

Important: Although rare, you have the ability to make a change in the *Unit Price* or *Mult Factor* originally made under the <Create WO > function. Be aware, that if you find it necessary to make a change to either the *Unit Price* or *Mult. Factor*, it will automatically trigger CAARS to recompute all of the <Update> entries you have made based on the new numbers you enter under the <Edit WO> function.. Based on this new computation , CAARS is programmed to then automatically either add or subtract from \$ due on the next payment voucher.

To use the <Edit WO> function, you can use the same basic instructions given earlier in this section under <Edit BS> function..

The <Edit WO> function also allows you to add pay items to an already existing Work Order, even if that Work Order has already been executed and had payments made. This is accomplished by the sub-function < Add / Edit Items on existing WO >. However you must remember not to exceed the prescribed dollar amount limit (Currently \$ 10,000 per occurrence under the 1995 Standard Specifications). Also , the pay item you intend to add to a Work Order must be for the **same minor extra work** as the original Work Order was written. [You cannot add an item to an existing Work Order if the item you are adding is totally unrelated to the original intent of the Work Order. If this is your situation , you must create a brand new Work Order to cover the scope of the new minor extra work item .]

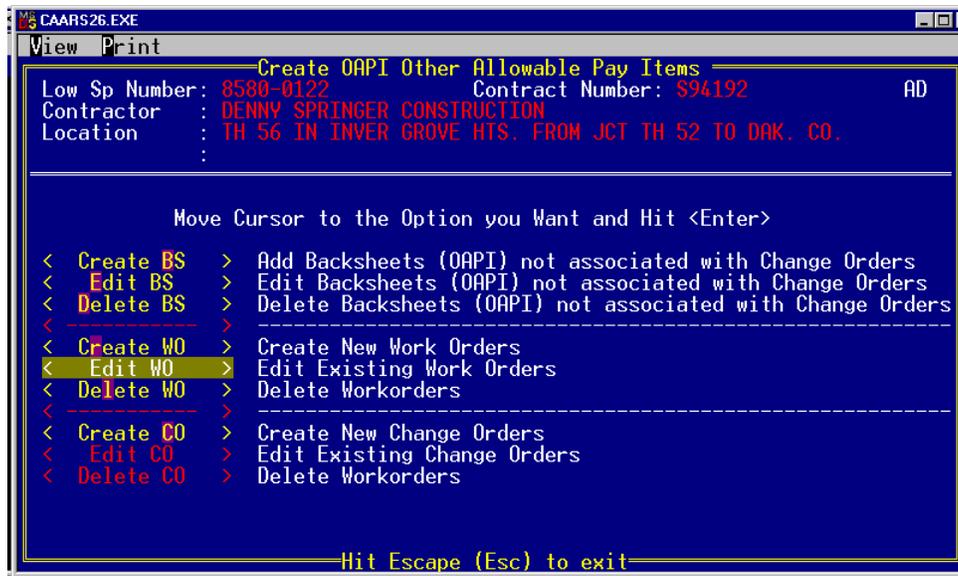
SCENARIO: After you have written Work Order No. 2 and are proceeding to reconstruct the 2 manholes to sidewalk grade , you discover that the in-place casting assembly frames for both manholes are broken and will need replacement. You then agree with the Contractor to a negotiated unit price of \$135.00 each for 2 No.780 Frame Castings. You also decide that the cover castings are still usable in the new frames. You want to add this item to Work Order No.2 under the <Edit Work Order> option. For your own records, (not mandatory) you then take your original Work Order form 2160-0112 and revise it to show your revision as shown on page

To add these new items to existing Work Order No. 2 you would use the following procedure:

HOW TO < Add / Edit Items on existing WO >

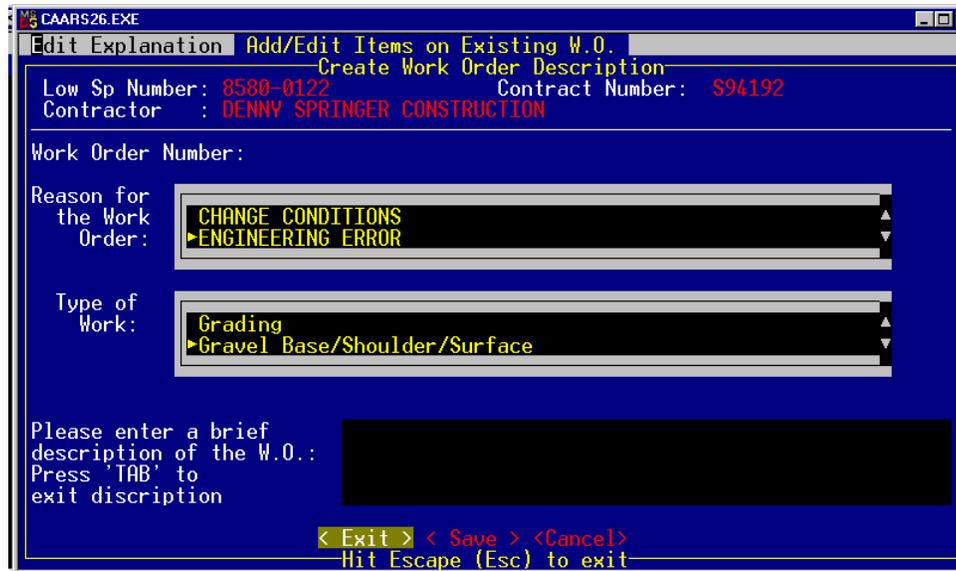
Step 1- Arrow down on the Main Menu Screen and highlight <Backsheet> ..Press ENTER. this will bring you to the Other Allowable Payment screen 1 below.

<Backsheet> SCREEN 1 - Other Allowable Payments Screen.



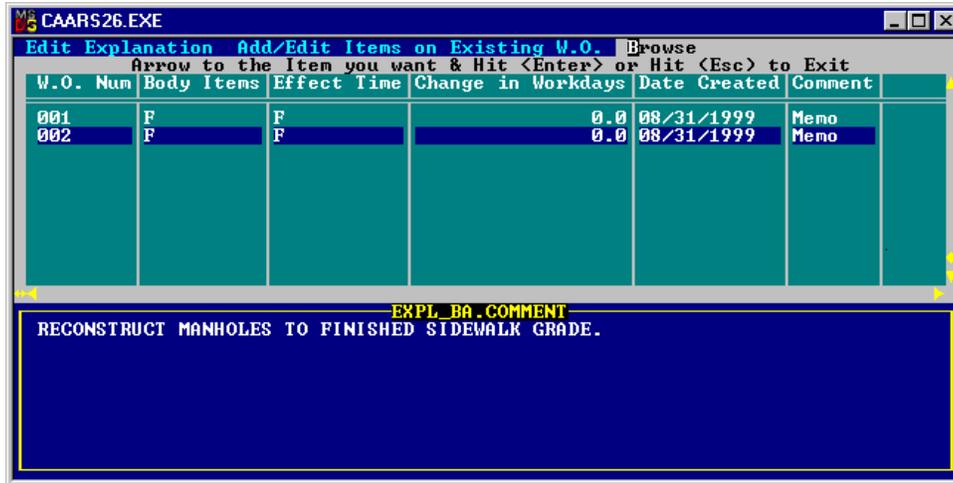
Step 2- With <Edit WO> highlighted as shown above in Screen 1 press ENTER. ... this will bring you to the Work Order for Minor Extra Work Description Screen 2 below.

<Backsheet> SCREEN 2- Work Order for Minor Extra Work Description Screen



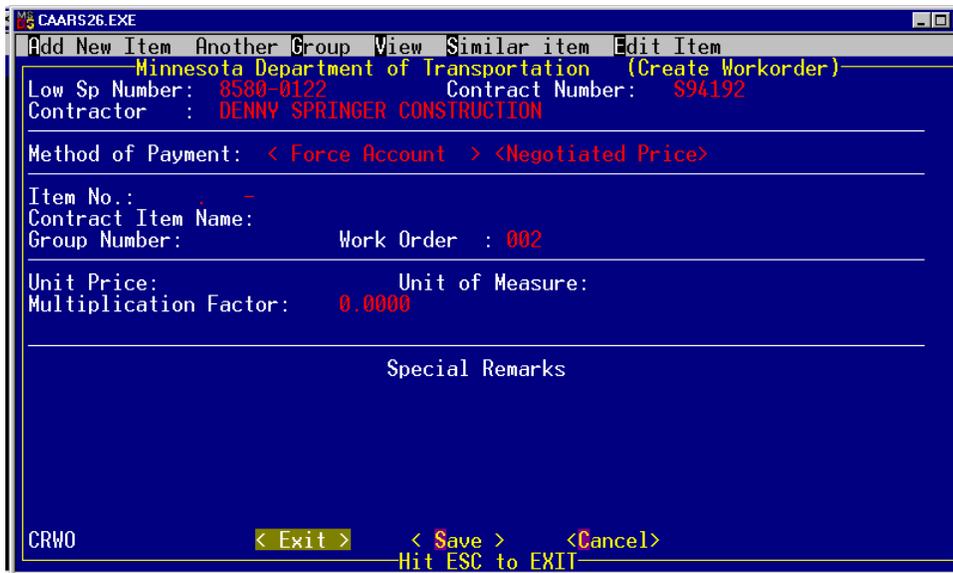
Step 3- Highlight **Add / Edit Items on Existing W.O.** on upper menu bar as shown above in Screen 2 ..press ENTER. this will bring you to Work Order Selection Menu 1 Screen 3 below.

<Backsheet> SCREEN 3-Work Order Selection Menu 1 Screen



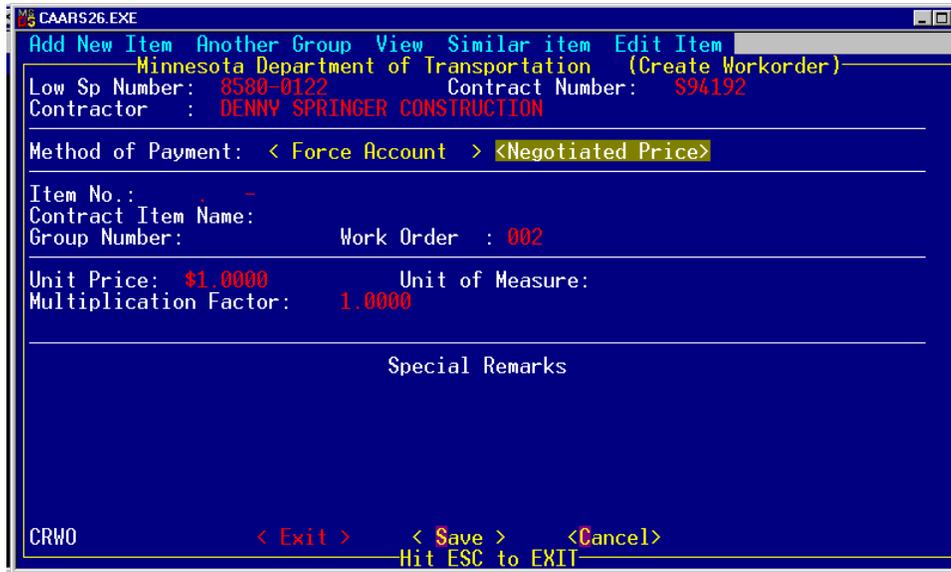
Step 4- As shown on Screen 3 above arrow down, highlight and select Work Order Number 2 (the Work Order you want to add the item to) and press ENTER....this will bring you to the already existing backsheet IRA for this Work Order Screen 5 below.

<Backsheet> SCREEN 5- Existing Item Record Account for Work Order No. 2



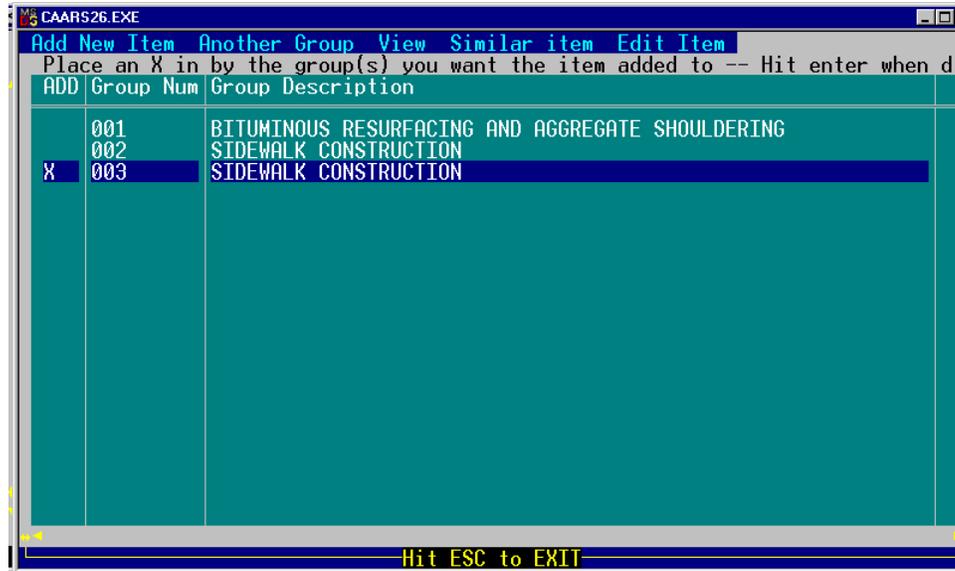
Step 5 - Off the upper menu bar on Screen 5 above, highlight and select **A**dd New Item..press ENTER....This will bring you to Screen 5A below with <Force Account>highlighted .

Backsheet> SCREEN 5A- Existing IRA for Work Order No. 2



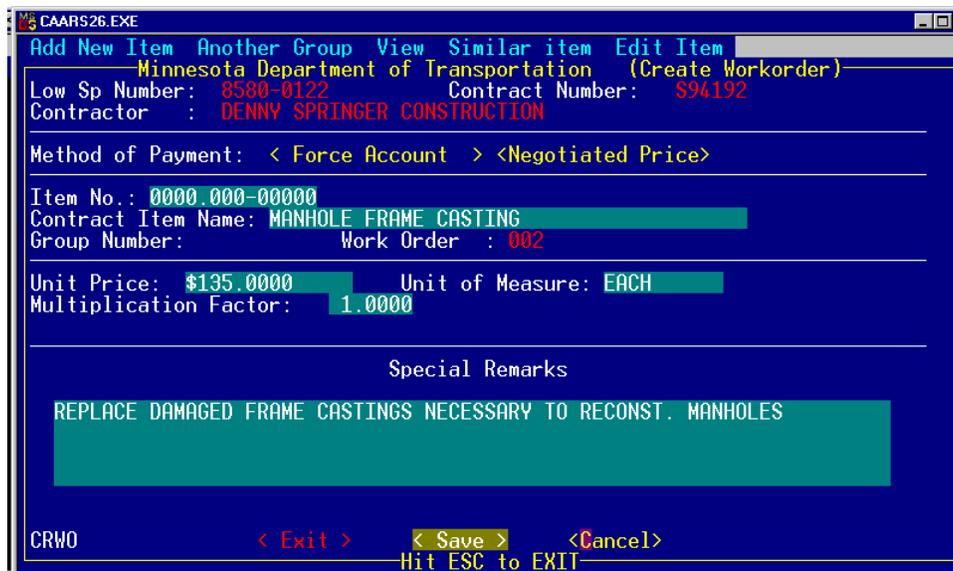
Step 6 - .Arrow over to , highlight **<Negotiated Price >** as shown above in Screen 5A.. Press ENTER . .This will bring you to the Group Selection Menu Screen 6 below.

<Backsheet> SCREEN 6 - Group Selection Menu



Step7 - Type an **x** in the ADD column as shown above in Screen 6, signifying that you want this negotiated price item to be included with Group 3 quantities. ... press ENTER .. This will bring you to the Work Order Item Description Screen 7 below, with the cursor blinking in the Item No. entry field.

<Backsheet> SCREEN 7- Work Order Item Description Screen



Step 8- Type in all of the data that describes this Item , correctly shown on Screen 7 above, and as follows: *Item No.* - Press ENTER

Contract Item Name - Type in MANHOLE FRAME CASTING

Unit Price - Type in \$135.00 (Continued)

Step 8 - (Continued)

Unit of Measure - Type in EACH

Multiplication Factor - Leave as is @ 1.00

Special Remarks - Type in REPLACE DAMAGED FRAME CASTINGS NECESSARY TO RECONST. MANHOLES ...Press TAB key .. This will bring you to <Save> highlighted.. Press ENTER... This will bring you to the COMPLETED Item Record Account as shown in Screen 8 below.

<Backsheet> SCREEN 8 Completed Item Record Account for added Work Order Item.

CAARS26.EXE

Add New Item Another Group View Similar item Edit Item

Minnesota Department of Transportation (Create Workorder)

Low Sp Number: 8580-0122 Contract Number: S94192

Contractor : DENNY SPRINGER CONSTRUCTION

Method of Payment: < Force Account > <Negotiated Price>

Item No.: 0000.000-00000

Contract Item Name: MANHOLE FRAME CASTING

Group Number: Work Order : 002

Unit Price: \$135.0000 Unit of Measure: EACH

Multiplication Factor: 1.0000

Special Remarks

REPLACE DAMAGED FRAME CASTINGS NECESSARY TO RECONST. MANHOLES

CRWO < Exit > < Save > <Cancel>

Hit ESC to EXIT

In order to make an entry for payment you would now go back to page 16 and use the INSTRUCTIONS FOR MAKING A DAILY <UPDATE> ENTRY., with the exception that when you get to the Update Selection Menu Screen 2 on page 16 you would highlight and press ENTER on <Work Order Items> . You do not have to make the <Update>entry now, however, shown below for your information, in Screen 9 is the correctly made <Update> entry for this Negotiated Price payment.

<Backsheet> - SCREEN 9 - Sample <Update> Item Record Account Entry for Negot. Price

CAARS26.EXE

Add a Line New IRA Edit View Entries Print IRA Search Record

Mn/DOT Item Record Account (Work Orders Item)

Low S.P. Number 8580-0122

Item No.:0000.000-00000 Group No. 003 W. O. No. 002

Contract Item Name : MANHOLE FRAME CASTING

Estimated Contract Quantity: 0.00 Unit Price: 135.0000

Estimated Contract Amount: 0.0000 Unit Name: EACH

Mult Factor: 1.0000

Date Station to Station Quantity By Vch

05/27/1999 CO.RD.26 LT. 2+35 & 3+28 2.00 BJS 2

Doc. Loc/Verification:SOURCE DOCUMENTATION

Comments ACTUAL FIELD COUNT.

Hit Tab

To Exit

Total Quantity Entered to Date 0.00 EACH

Previous Quantity to Date 0.00 EACH

Value of Pay Quantity \$0.00

ITEMWO < EXIT > < SAVE > <CANCEL>

Hit ESC to close this screen

<Backsheet>