



## CAARS <ESTIMATE> OPTION

Before attempting to utilize the CAARS <Estimate> Option , you should review Specification 1906 “PARTIAL PAYMENTS” and the entire Section 5-591.370 “PAYMENT PROVISIONS” of the Contract Administration Manual.

You will be using the CAARS <Estimate> option throughout your project to make periodic partial payments to the Contractor for work performed. In accordance with Specification 1906 “Partial Payments”, at least once a month the Engineer will prepare an estimate of the value of the work completed to date for each Contract pay item.

### **Original Contract Fund Encumbrance and Additional Fund Encumbrances**

Work performed on Contract pay items **before** the Contract is approved can be entered into CAARS in order to keep proper records and documentation. However, such items so entered before Contract Approval cannot be paid for until such time as the office of Contract Administration downloads the Original Contract encumbrance to the field, and it is entered into the CAARS system. The Original Contract encumbrance download will be made approximately 3 working days after the Contract is approved.

During the life of your Contract, CAARS **will not** produce a partial estimate voucher for payment, if the amount of the partial payment voucher exceeds the amount of funds encumbered to date. If this is your situation, you will have to make an additional encumbrance of funds in accordance with the Contract Administration Manual 5-591.370 before CAARS will allow you to make a payment to the Contractor. (See sample encumbrance letter on page 40 )

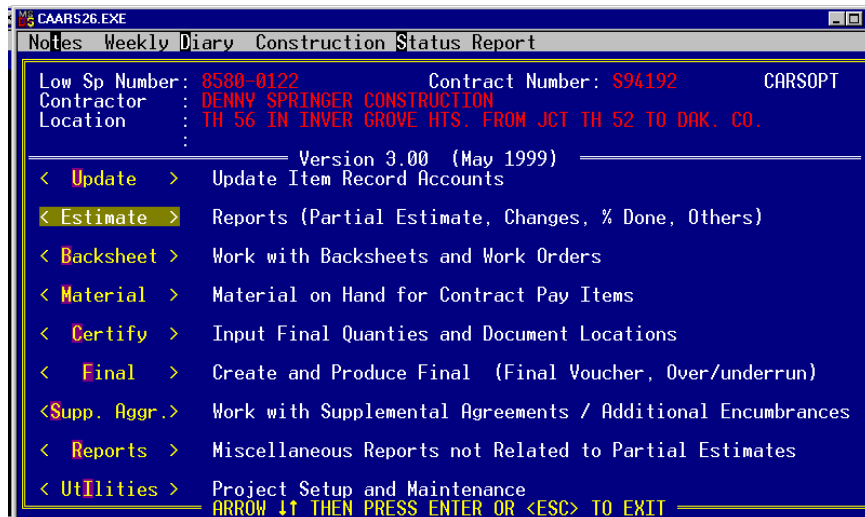
If you attempt to create a partial payment voucher without having sufficient funds encumbered to make payment, CAARS will print the voucher, but will automatically print the following message on the cover sheet.

“This Voucher is \*\*\*VOID\*\*\* Funds encumbered is LESS than Work Certified “

## HOW TO USE THE CAARS <ESTIMATE > OPTION

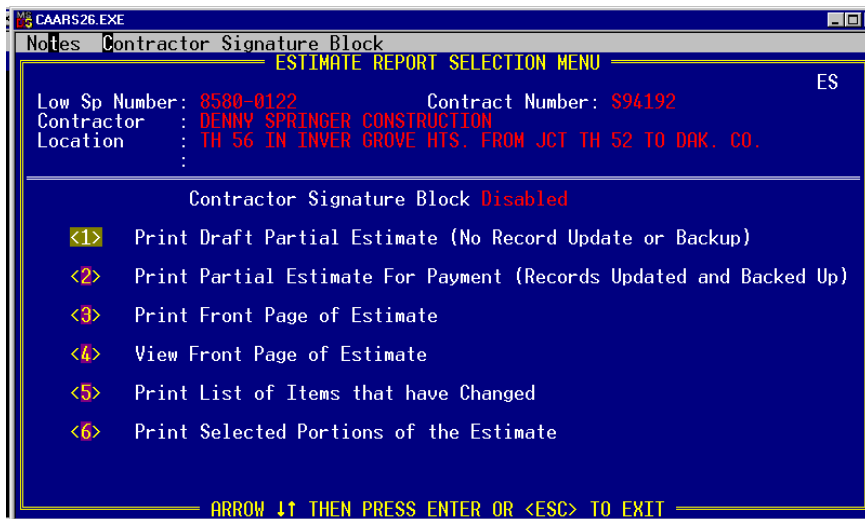
Step 1 - Arrow down and highlight <Estimate> as shown on Screen # 1 below and press ENTER

### SCREEN 1 - Main Menu Screen



Step 2- You are now at Screen 2 below that lists <1> through <6> the various Print and View functions within the <Estimate > Option.

### SCREEN 2- <Estimate> Print and View functions



To initiate any of the above functions <1> through <6> above in Screen 2 you will arrow down and highlight your selection and press ENTER, each function then is performed automatically by the CAARS program. In each function <1> through <6>, as you proceed through the function you select, you will be prompted by CAARS to make certain choices by typing in a Y for Yes or N for No answer. The purpose for each function <1> - <6>, along with some instruction/clarification is as follows:

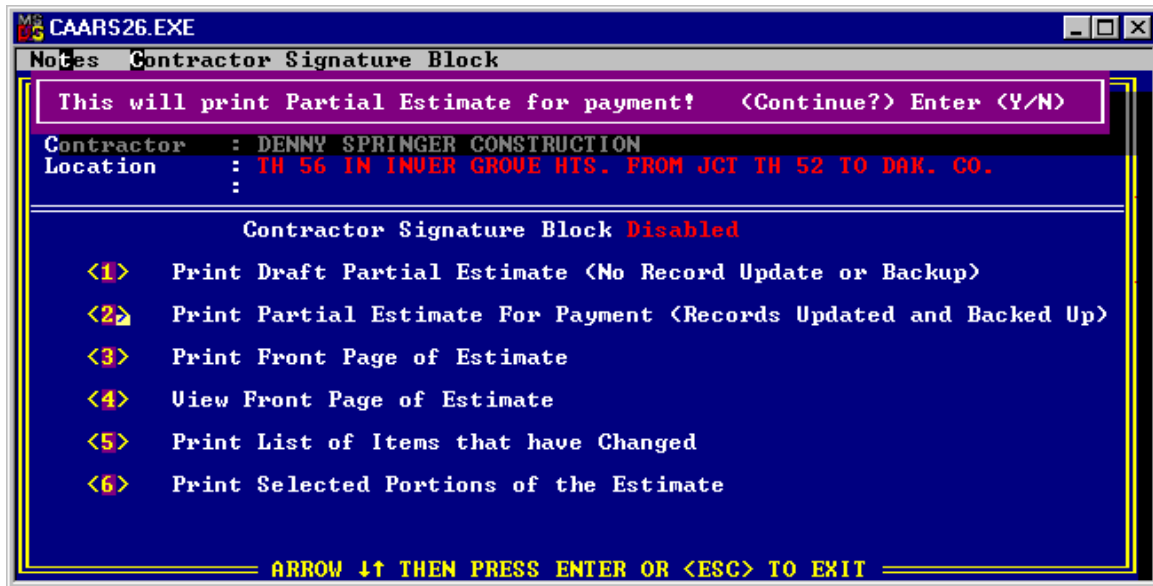
<1> *Print Draft Partial Estimate (No Record Update or Backup)*- This function enables you to print out a “dry run” of your partial estimate for your own review before you actually print the hard copy in function <2> below.. It is recommended you use this function to assure yourself that everything is in order before you use function <2> to actually print the voucher for payment.

< 2 > Print Partial Estimate for Payment (Records Updated and Backed Up) -

This is where you will print your hard copy Partial Estimate for payment. On Screen 2A when you highlight on < 2 > and press ENTER you will receive prompt message # 1:

This will print Partial Estimate for payment! (Continue?) Enter (Y/N) as show below.

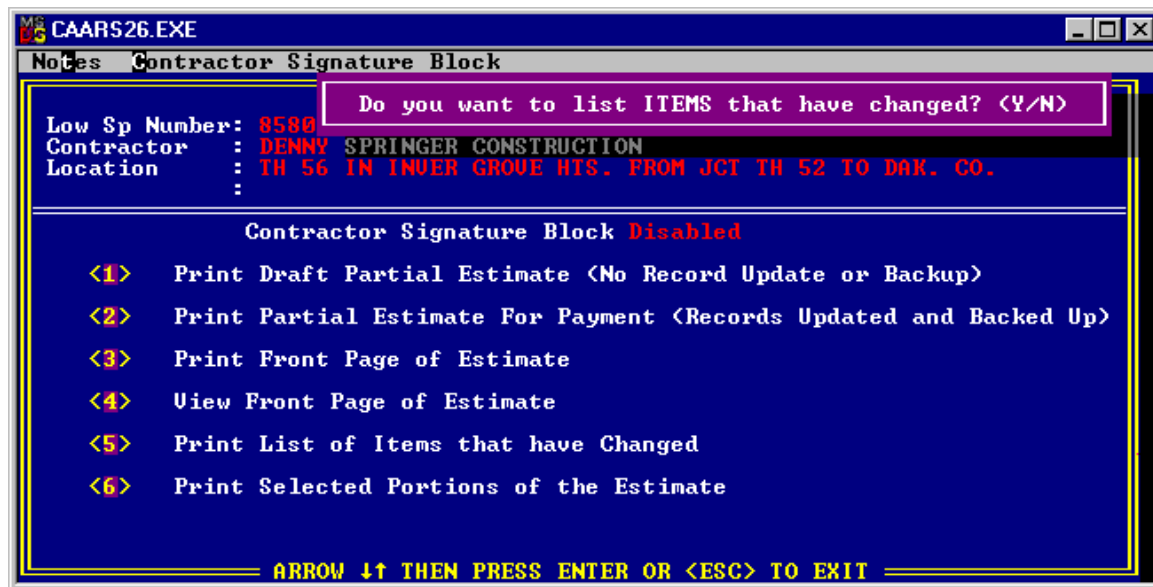
SCREEN 2A - <Estimate> Print and View Functions with CAARS Prompt Message #1.



In response to the above prompt shown in Screen 2A above you will answer by pressing the Y for Yes key. This will automatically give you another CAARS prompt message # 2

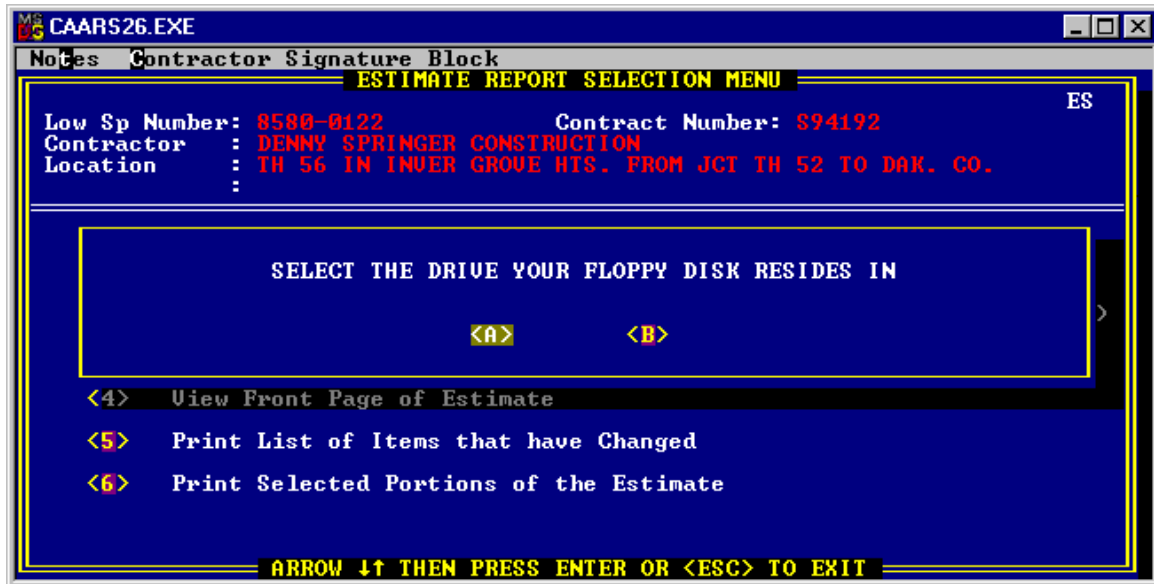
Do you want to list ITEMS that have changed ? (Y/N). as shown below on Screen 2B:

SCREEN 2B - <Estimate> Print and View Functions with CAARS Prompt Message # 2.



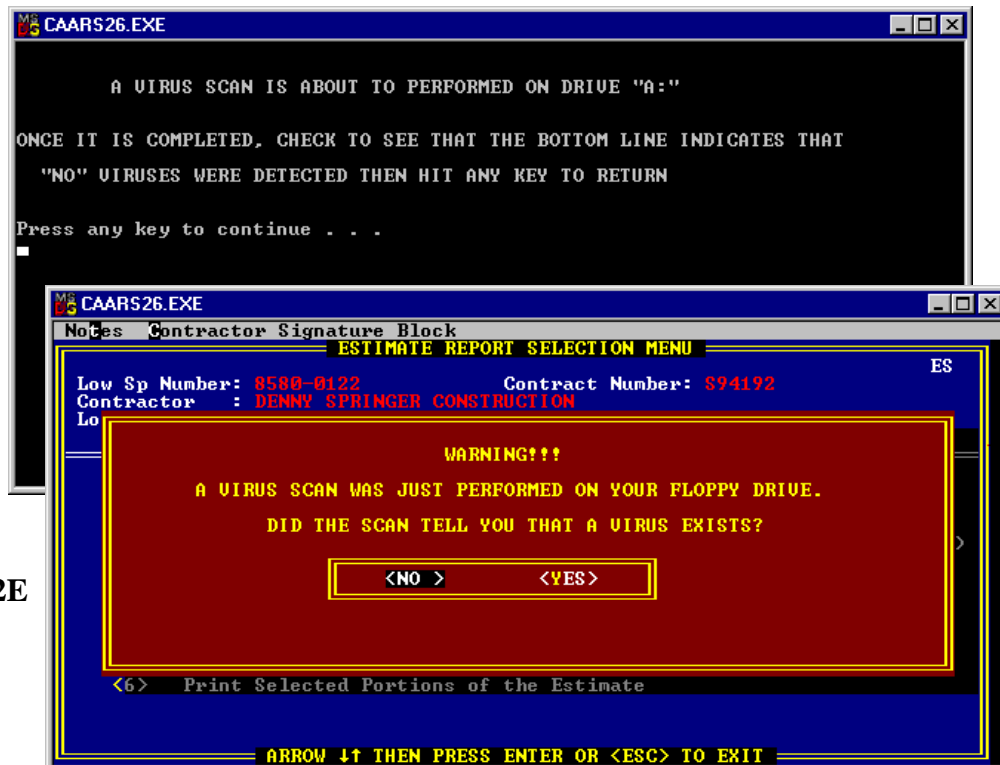
In response to prompt # 2 above you will make your choice Y for Yes or N for No. Either way this will bring you to Screen 2C below.

## SCREEN 2C - Insert Floppy Disk to Create Backup



At this point you insert a 3 ½ inch floppy disk into your P.C. , highlight the drive that it resides in, and press ENTER. You will then receive Screen 2D with a message concerning a virus scan that is about to be performed when you press any key. When you then press any key, the virus scan is performed. If you have a virus ( which is very remote ) you will be notified immediately by the CAARS program, at which time you obviously would not continue, arrow to and highlight **yes** on the red warning screen 2E below and press ENTER , and then immediately contact your MIS person for assistance. If virus is not detected you will press ENTER on the defaulted **No** , in which case you will be notified on Screen 3 that a Backup has automatically been made on the floppy disk.

## SCREEN 2D



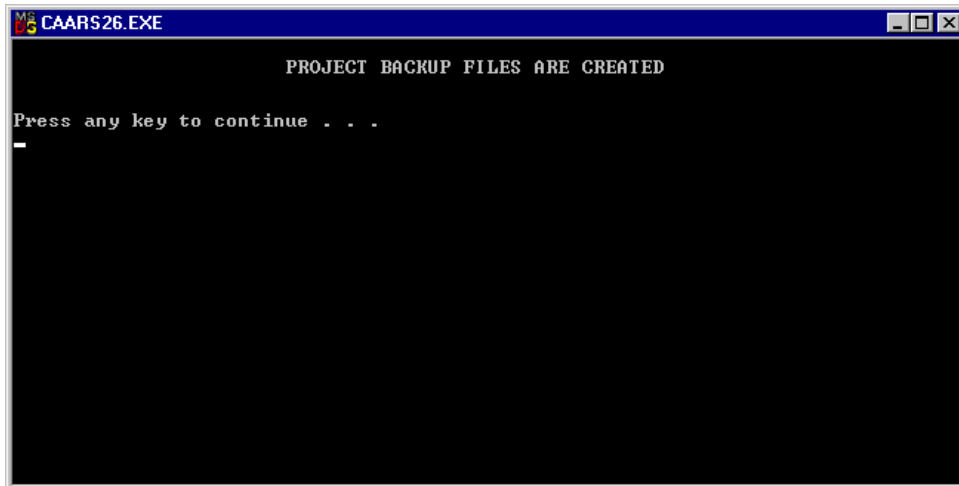
## SCREEN 2E

<Estimate>

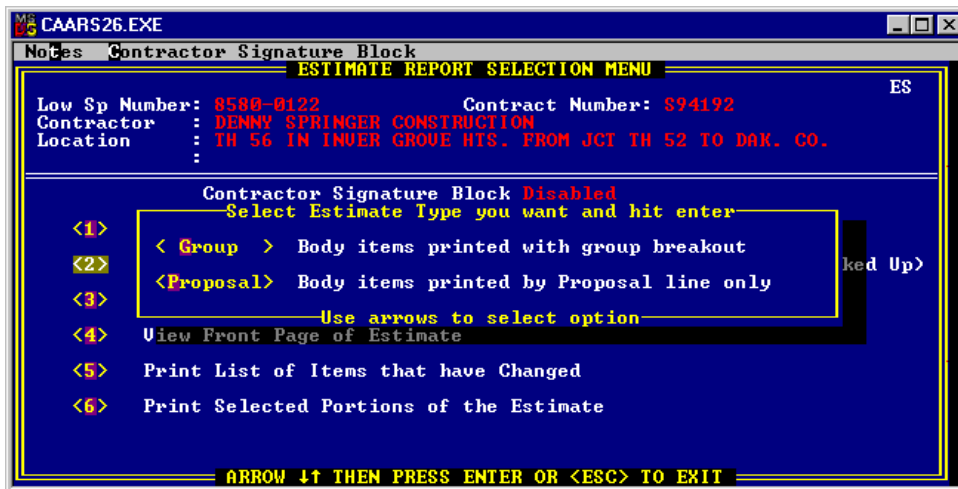
Option

### SCREEN 3- Notification that Backup Files Have Been Created in CAARS

Press any key to continue as instructed in Screen 3 below and you will receive the Estimate Report Selection Menu Screen 4 below.



### SCREEN 4- Estimate Report Selection Menu



In Screen 4 above, arrow to, highlight and press ENTER on the order you want your partial estimate printed. You have a choice of either printing on a Group level or on a Proposal line Level. After you have made your selections and press ENTER the Partial Estimate will be automatically printed by CAARS .

**SCREENS A, B& C** below show the actual printed Partial Estimate sheets with instructions on how to submit to the Office of Contract Administration for payment and the sheets (and Backup Disk) you will keep in your files..



Certificate For Partial Payments

I hereby certify that the goods or materials covered by this claim have been performed, are in accordance with specifications, and are in proper form, kind, and quality.

Dated 7/12/99 Signature Gus Wagner  
GUS WAGNER Project Engineer / Supervisor

This is to certify that, to the best of my knowledge, information and belief, the quantities and values of work certified herein is a fair estimate for the period covered by \_\_\_\_\_ recommended.

Approved \_\_\_\_\_  
Depart \_\_\_\_\_

**B** - Partial Estimate Signature Sheet as Printed in CAARS

**TO SUBMIT FOR PAYMENT:**  
  
Staple **A** (Front Sheet) to **B** ( Signature Sheet)  
Send SIGNED original + 2 copies to:  
  
**CONSTRUCTION OFFICE  
CENTRAL OFFICE  
MAILSTOP 650  
ATT: JAN GARCIA - PARTIAL ESTIMATES**  
  
Normally you should allow at least 3 working days for processing after partial estimate is received in Construction Office.

**IMPORTANT: MAKE CERTAIN THE CONTRACTOR RECEIVES A COMPLETE COPY OF ALL PARTIAL ESTIMATES**

Contract Number  
Voucher Number

S. P. Number 8580-0122  
Period Ending 12 July 1999

STATEMENT OF WORK CERTIFIED  
STATE OF MINNESOTA - DEPARTMENT OF TRANSPORTATION

MAIN BODY ITEMS (Group Level Detail)

**C** - Statement of Work Certified as printed by CAARS - (Breakdown of individual pay item quantities and amounts paid for under this Partial Estimate- Can be anywhere from 1 sheet to numerous sheets , depending on size of Contract ).

11.501	AGGREGATE BASE CLASS 6	TON	11.25		00	1,865.00	20,981.25	001	0004
Totals for Proposal Line Number 0004						1,865.00	\$20,981.25		
21.502	AGGREGATE SHO					0.00	0.00	001	0005
Totals for						0.00	\$0.00		
21.502	AGGREGATE SHO					322.00	3,344.50	001	0006
Totals for						322.00	\$3,344.50		
31.501	JOINT & CRACK FILLER					450.00	630.00	001	0007
Totals for Proposal Line Number						450.00	\$630.00		
55.502	BITUMINOUS MATERIAL FOR POG SEP					345.00	414.00	001	0008
Totals for Proposal Line Number						345.00	\$414.00		
33.501	REMOVE CONCRETE SLAB					22.60	3,164.00	001	0009
Totals for Proposal Line Number						22.60	\$3,164.00		
31.501	CONCRETE CURB & GUTTER DESIGN B624					105.00	1,974.00	001	0010
Totals for Proposal Line Number						105.00	\$1,974.00		
31.516	CONCRETE CURB & GUTTER DESIGN B636					526.00	12,203.20	001	0011
Totals for Proposal Line Number 00					\$17,168.00	526.00	\$12,203.20		
06.516	CASTING ASSEMBLIES		140.00	28.00	3,920.00	0.00	0.00	001	0012
Totals for Proposal Line Number 0012				28.00	\$3,920.00	0.00	\$0.00		
21.501	4" CONCRETE WALK	SQ. FT.	3.35	1,178.00	3,946.30	595.00	1,993.25	001	0013
21.501	4" CONCRETE WALK	SQ. FT.	3.35	520.00	1,742.00	525.00	1,756.75	002	0013
21.501	4" CONCRETE WALK	SQ. FT.	3.35	405.00	1,356.75	398.00	1,333.30	003	0013

3 1/2 Inch Floppy Backup Disk  
Created in <Estimate> Option

S.P. 8580-122  
Partial Est. #2  
Cont. # 594192

Retain a complete copy ( Sheet A , B, and all C sheets ) of each partial estimate and the CAARS Backup Disk in your files for future reference. The Backup Disk should have the **S.P. Number, Partial Estimate Number and Contract Number** labeled on each disk as illustrated above.

## OTHER <Estimate> PRINT & VIEW FUNCTIONS FROM SCREEN 2 ABOVE

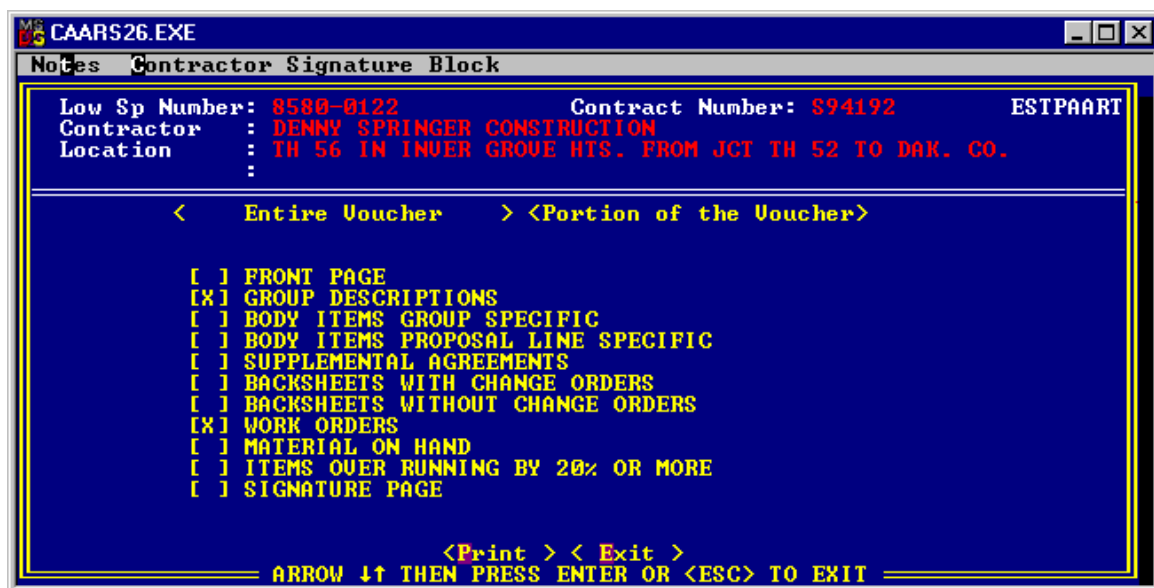
<3> - *Print Front Page of Estimate* - This function allows you to at any time print the front page (Sheet A only ) at any time to get up to the minute information concerning the status of your Contract, including among other things the Value of Work Certified to Date, Funds Encumbered etc.

<4> - *View Front Page of Estimate* - This function will visually display to you the same information as function <3> without having to print.

<5> - *Print List of Items that Have Changed* - This gives you a list of all the pay items that have been worked on and had quantities entered for payment since the last partial estimate was made. Included in this list are all backsheets and Supplemental Agreement items. This function can be used as a checklist to make sure that you have entered all of the pay quantities that you intend to pay for on the current partial estimate (Among other reasons). You also have the option to print this list when you are printing your Partial Estimate for Payment in function <2> above. When using this function CAARS allows you to print the list without having to print the entire voucher, which can be time consuming on a larger project.

<6> - *Print Selected Portions of the Estimate* - If you wish to print only a portion or portions of your partial estimate without having to print the entire estimate ( Which again can be time consuming on larger projects) , you can highlight function <6> on Screen 1 above and press ENTER. This will bring you to Screen 5 below where you will arrow to and highlight <Portion of the Voucher> and press ENTER . You can now arrow down to each category you want to print and press ENTER on each one you select. When you have made your choices, you will press ENTER with <Print> highlighted. You will then be moved to the Voucher Selection Menu Screen 6 where you will arrow to and highlight the voucher you want to print portions of. When you have made your selection on Screen 6 and press ENTER CAARS will print your selections.

### SCREEN 5 - Portion of Voucher Selection Menu



# SCREEN 6 - Voucher Selection Menu

VOUCHER #	VOUCHER DATE
1	07/14/1999
2	07/14/1999

END <ESTIMATE> OPTION

**SAMPLE FUND ENCUMBRANCE LETTER**

---

**STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION**

Northeast Resident Office  
3485 Hadley Avenue North  
Oakdale MN 55128  
612-779-5000 FAX 779-5170

DATE: 7/14/99

TO: Paul M. Bergman  
Contract Administration Engineer

FROM: Gus Wagner *Gus Wagner*  
Project Engineer

SUBJECT: S.P. 8580-122  
Contract # S94192

Estimated amount of Final Voucher.....\$ 166,033.00  
Funds Encumbered to Date.....\$ 163,250.00  
Additional Funds to be Encumbered .....\$ 2,783.00

Cost Breakdown (Known and Anticipated)

<u>Item No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>\$ Amount</u>	<u>Group #.</u>
-	Work Order # 2	1.00	Lump Sum	\$ 1,370.00	\$ 1,370.00	01

This Project is at least 80% complete.

I request that and additional encumbrance of funds be made in the amount of \$1,370.00 to cover these overruns at the time the final estimate is certified for payment.

cc: Contract Administration  
Terry Zoller - ADE -East Metro Const.