

OneOffice User Manual

CONSTRUCTION PROJECT MANAGEMENT



A Web Based System
of Contract Record
Keeping &
Project Documentation



USER MANUAL FOR HENNEPIN COUNTY

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GETTING STARTED

ONLINE TRANSACTIONS

The “One Office”™ Project Funding Management Program is a **Web based system** developed by RTVision.

GETTING STARTED

In your internet browser go to your **OneOffice.url**

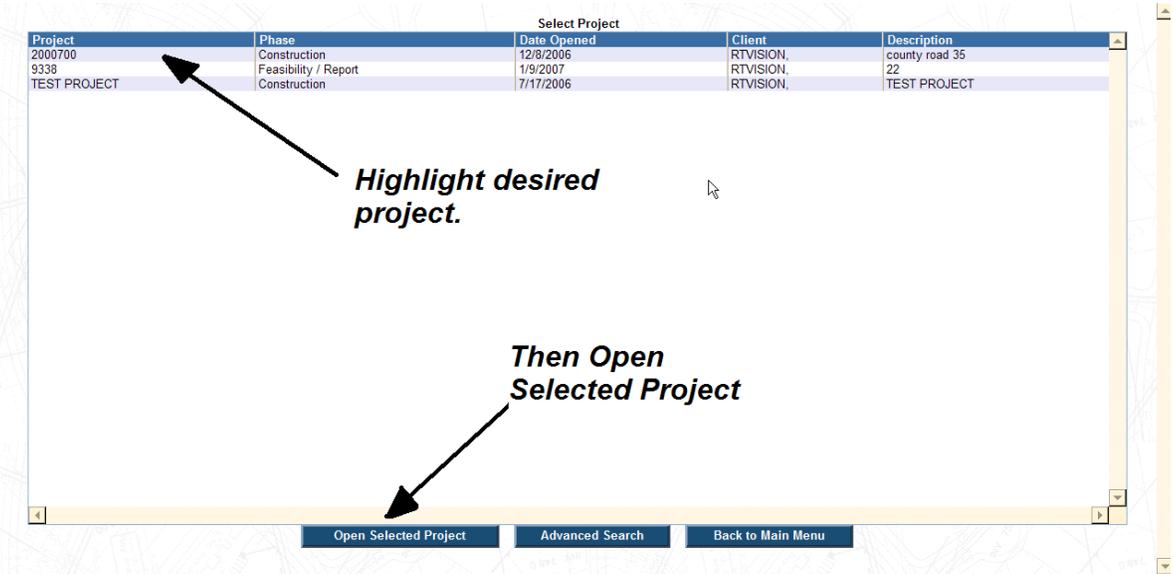
One Office Main Menu

Select “Open Project”

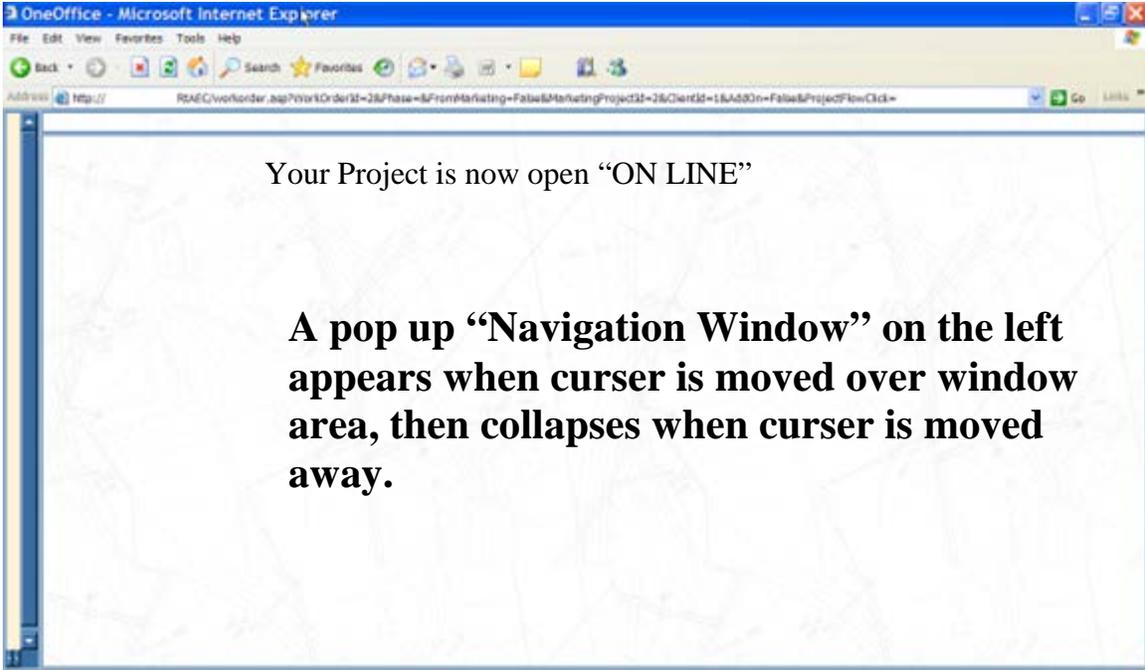
*Enter Project number
or select “View All Projects”
Then Continue.*

Continue

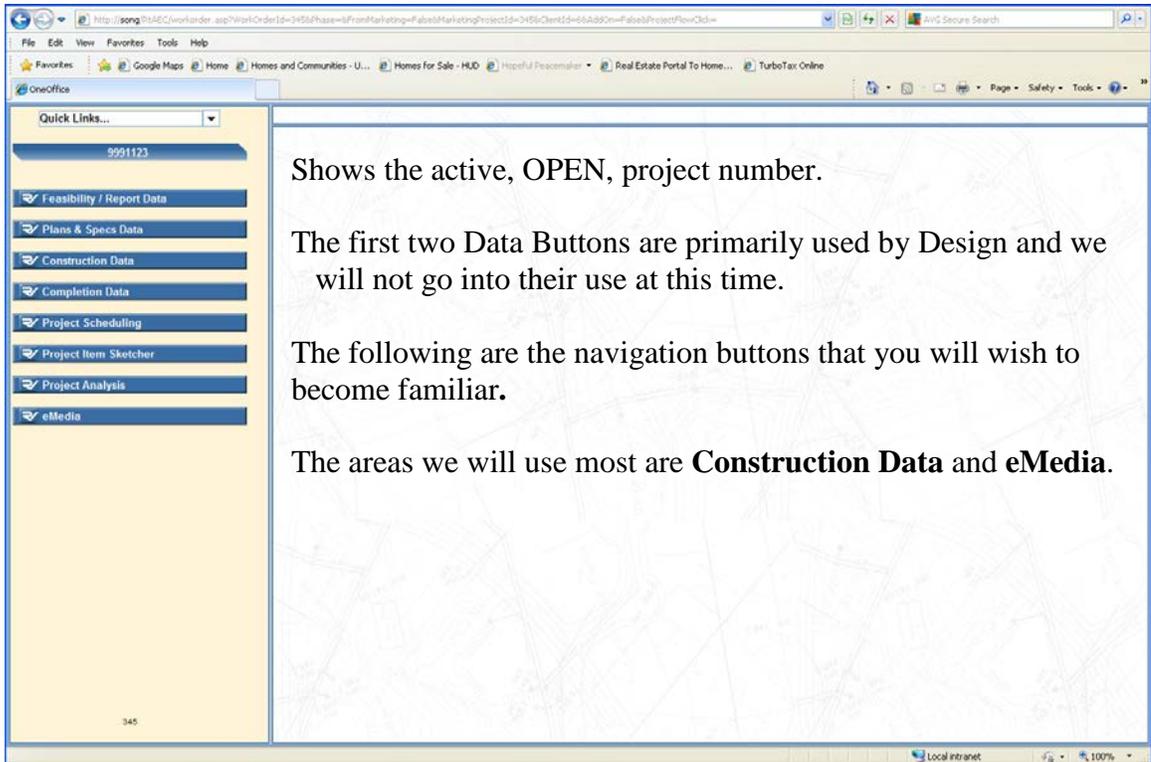
GETTING STARTED



GETTING AROUND



GETTING STARTED

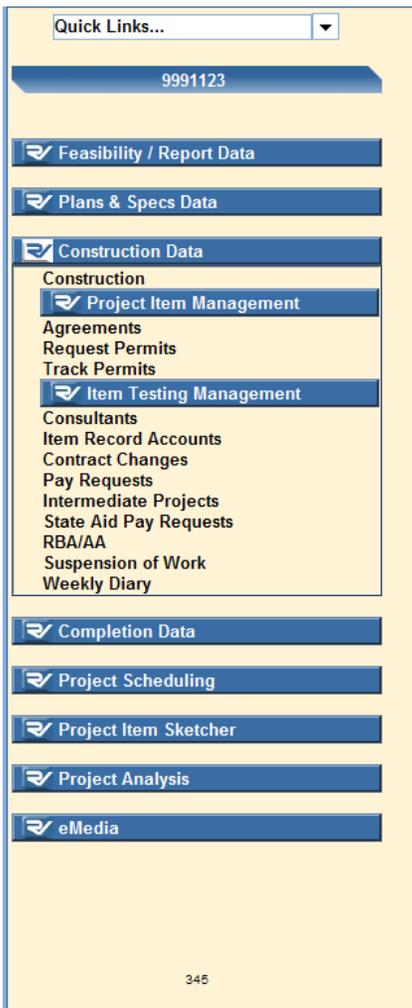


Shows the active, OPEN, project number.

The first two Data Buttons are primarily used by Design and we will not go into their use at this time.

The following are the navigation buttons that you will wish to become familiar.

The areas we will use most are **Construction Data** and **eMedia**.



Construction Data three main areas.

Construction- a form to tack and post project information and status.

Project Item Management which is further subdivided
Agreements,
Request Permits,
Track Permits.

Item Testing Management

Consultants List of Consultants on this project.

Item Record Accounts Quantity record keeping.

Contract Changes Where Change Order, Work Order, Back sheet adjustment and Supplemental agreements are added.

Pay Requests Process and view Partial Payments.

Intermediate Projects Record Intermediate contract requirements, accessed for Weekly Diaries.

State Aid Pay Requests

RBA/AA Request for Board Action /

Suspension of Work

Weekly Diary

GETTING STARTED

Completion Data, as it describes, is the location contract completion is reported and project is moved from Construction. **Caution** until Project is finalized it is best not to navigate here. Once information is updated entries in IRA are no longer allowed, and restoration will require your Administrator to move project back to Construction.

Project Item Sketcher this is the same tool as connected to IRA entries however drawings do not attach directly to an entry.

eMedia portal to a list of readable / printable reports. Most of these portals open limited interactive reports; the exceptions are Document Creation, Document eApproval, and Final Item Documentation.

We will explore just a few in this manual, later looking at Final Item Documentation and Open IRA in Excel.

Construction
<input checked="" type="checkbox"/> Project Item Management
Agreements
Request Permits
Track Permits
<input checked="" type="checkbox"/> Item Testing Management
Consultants
Item Record Accounts
Contract Changes
Pay Requests
Intermediate Projects
State Aid Pay Requests
RBA/AA
Suspension of Work
Weekly Diary
<input checked="" type="checkbox"/> Completion Data
<input checked="" type="checkbox"/> Project Scheduling
<input checked="" type="checkbox"/> Project Item Sketcher
<input checked="" type="checkbox"/> Project Analysis
<input checked="" type="checkbox"/> eMedia
Weekly Diary
Weekly Diary By Contract
Daily Diary
Daily Diary By Contract
Daily Diary List
Daily Diary List By Contract
Uniform Tally Sheet
Non-Uniform Tally Sheet
Project Funding Report
Final Inspection Report
Final Item Documentation
Document Creation
Document eApproval ?
Project Reference Page
Quick Reference Manual
Pay Request
Contract Pay Request
Open IRA in Excel
Project Inspection Sheet

GETTING STARTED

Glossary

IRA	Item Record Account
TRANSACTIONS	Making entries into the “Item Record Account” (IRA)
OPEN TRANSACTIONS	Entries that have not been incorporated into a pay request.
POSTED TRANSACTIONS	Entries that have been incorporated into a pay request.
USED	Total of Posted and Open Transactions
ON LINE	Web based.
OFF LINE	Stand alone, disconnected from Web.
CHECKED IN	Working in project, on line.
CHECKED OUT	Working in project, off line.
PAY REQUEST	Partial Estimate

MAKING and EDITING TRANSACTIONS “ON LINE”

From the Project [Opened] window.

Again the “Navigation Window” appears when cursor is moved over window area, on the left, then collapses when cursor is moved away.

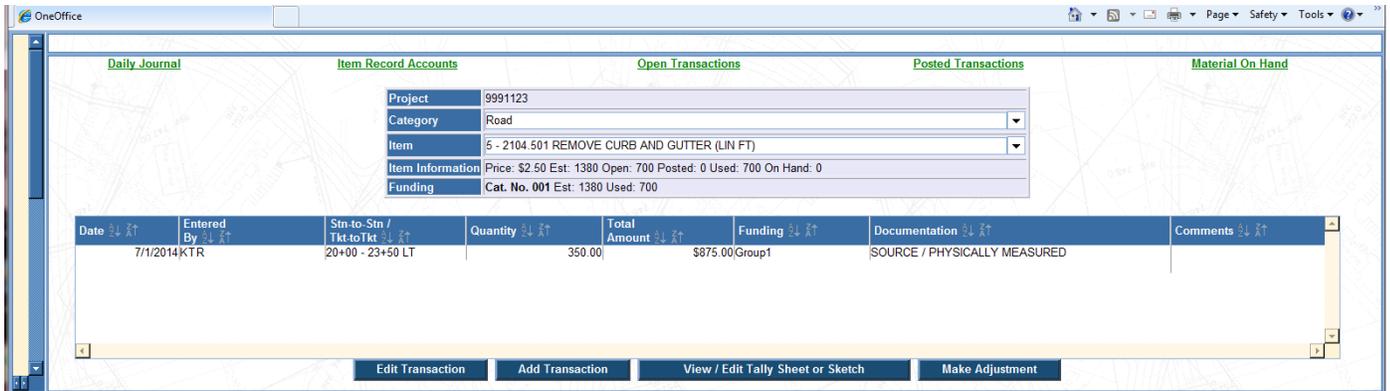
Select “Item Record Accounts” to begin transactions.

Base#/Alt/CC	Line	Item Number	Description	Units	Total Contract Quantity	Total Contract Amount	Posted Quantity	Open Quantity	Used Quantity	Used Amount	On Hand Quantity	On Hand Amount
BB	1	2011.601	CONSTRUCTION SURVEYING	LUMP SUM	1	\$6,600.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
BB	2	2021.501	MOBILIZATION	LUMP SUM	1	\$1,500.00	0.00	0.50	0.50	\$0.00	0.00	\$0.00
BB	97	2031.501	FIELD OFFICE TYPE D	EACH	1	\$30,000.00	0.00	1.00	1.00	\$0.00	0.00	\$0.00
BB	3	2104.511	CLEARING AND GRUBBING	LUMP SUM	1	\$950.00	0.00	0.50	0.50	\$0.00	0.00	\$0.00
BB	4	2104.501	REMOVE SEWER PIPE (STORM)	LN FT	35	\$525.00	0.00	34.00	34.00	\$0.00	0.00	\$0.00
BB	5	2104.501	REMOVE CURB AND GUTTER	LN FT	1380	\$3,450.00	0.00	700.00	700.00	\$0.00	0.00	\$0.00
BB	6	2104.501	REMOVE CONCRETE CURB	LN FT	270	\$540.00	0.00	267.00	267.00	\$0.00	0.00	\$0.00
BB	7	2104.501	REMOVE FENCE	LN FT	34	\$85.00	0.00	35.00	35.00	\$0.00	0.00	\$0.00
BB	8	2104.503	REMOVE CONCRETE WALK	SQ FT	10020	\$6,513.00	0.00	3,510.00	3,510.00	\$0.00	0.00	\$0.00
BB	9	2104.503	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ FT	590	\$885.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00
BB	10	2104.505	REMOVE BITUMINOUS PAVEMENT	SQ YD	1415	\$4,245.00	0.00	710.00	710.00	\$0.00	0.00	\$0.00

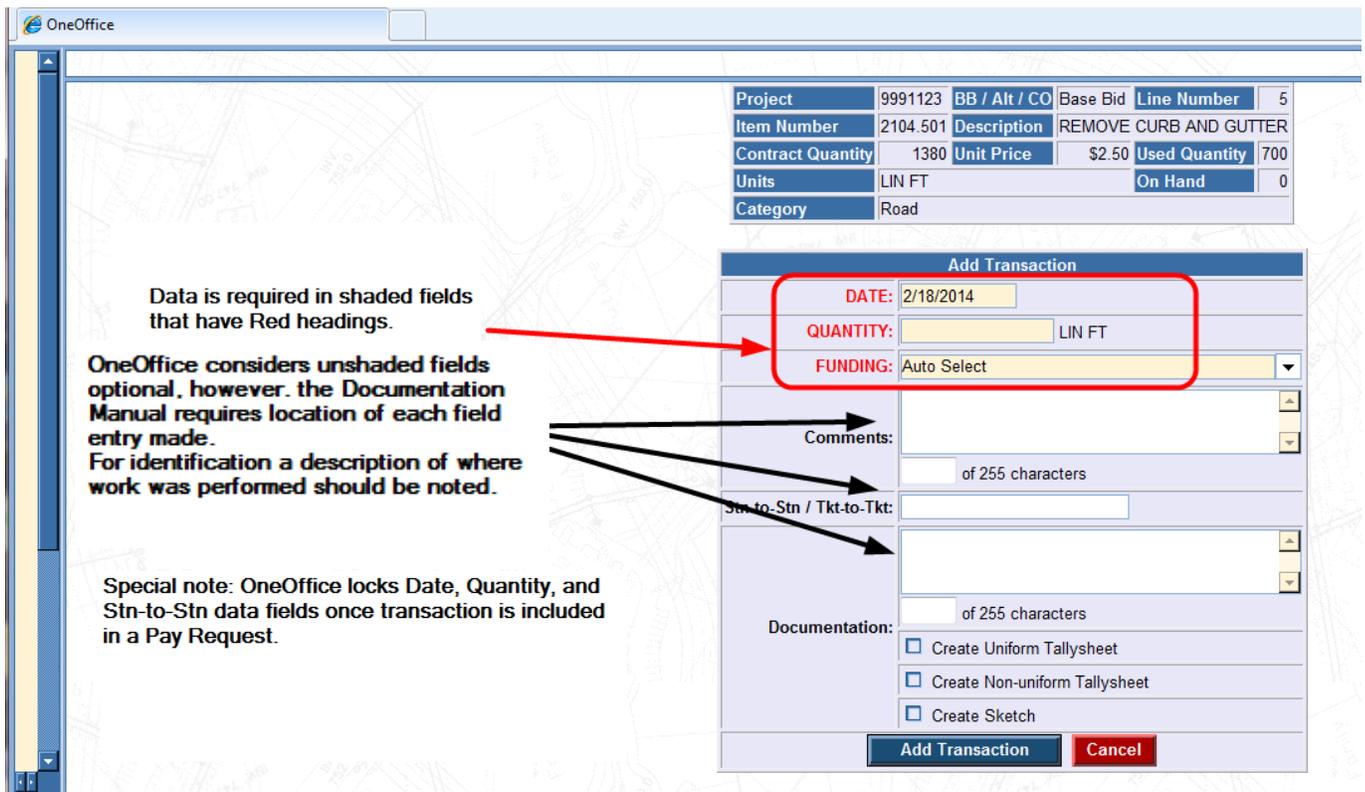
Here project items can be accessed either by double clicking on desired line item or by highlighting the desired line selecting “Add Transaction,” however; a third option is “View Transaction.”

“View Transaction” adds one step to the “Add Transaction” process that allows a review of previous entries. This may be helpful for items that a naming convention is desirable.

MAKING and EDITING TRANSACTIONS “ON LINE”



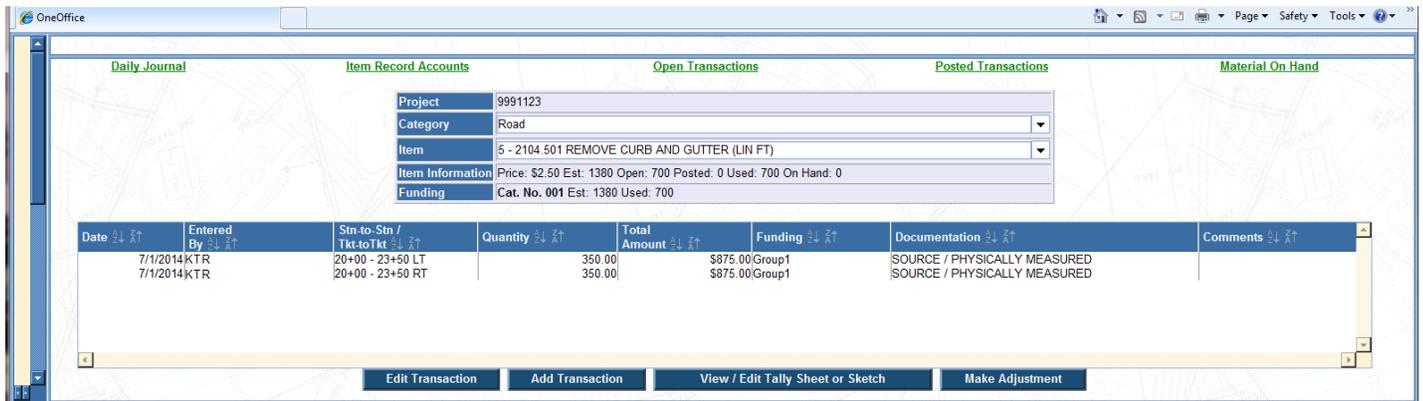
Along with a review, editing of **Open** transactions, along with their attached Tally Sheet or Sketch may be made from here. **Posted** transactions cannot be edited, but quantities can be adjusted by highlighting a transaction line and selecting “Make Adjustment.” We will return to this later. Once review of previous transactions has been made, select “**Add Transaction.**”



Once added, a transaction cannot be deleted.

When data fields are filled in select “Add Transaction.”

MAKING and EDITING TRANSACTIONS “ON LINE”



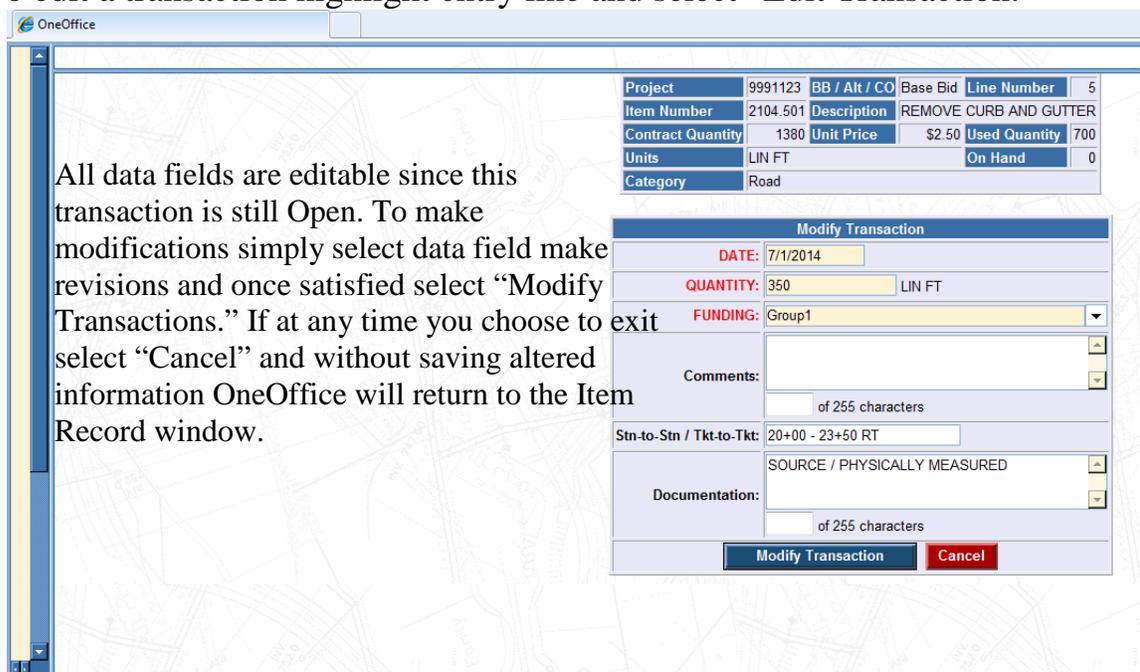
To continue entering quantities for the same item you can select “Add Transaction” at the bottom of screen or if you wish to choose a different item there are different ways to accomplish this;

1. Use the “Item Record Accounts” pull down at the top of page.
2. Use the pull down arrow to the right of item above.
3. Use the navigation window on the left as before.

Partial Estimate

EDIT TRANSACTION

To edit a transaction highlight entry line and select “Edit Transaction.”



All data fields are editable since this transaction is still Open. To make modifications simply select data field make revisions and once satisfied select “Modify Transactions.” If at any time you choose to exit select “Cancel” and without saving altered information OneOffice will return to the Item Record window.

MAKING and EDITING TRANSACTIONS “ON LINE”

ADJUSTING Posted Transactions

The screenshot shows a software interface with a top navigation bar containing tabs: Daily Journal, Item Record Accounts, Open Transactions, Posted Transactions, and Material On Hand. Below the navigation bar is a metadata panel with the following fields:

Project	9991123
Category	Road
Item	5 - 2104.501 REMOVE CURB AND GUTTER (LIN FT)
Item Information	Price: \$2.50 Est: 1380 Open: 700 Posted: 0 Used: 700 On Hand: 0
Funding	Cat. No. 001 Est: 1380 Used: 700

Below the metadata panel is a table with the following columns: Date, Entered By, Stn-to-Stn / Tkt-toTkt, Quantity, Total Amount, Funding, Documentation, and Comments. The table contains two rows of data:

Date	Entered By	Stn-to-Stn / Tkt-toTkt	Quantity	Total Amount	Funding	Documentation	Comments
7/1/2014	KTR	20+00 - 23+50 LT	350.00	\$875.00	Group1	SOURCE / PHYSICALLY MEASURED	
7/1/2014	KTR	20+00 - 23+50 RT	350.00	\$875.00	Group1	SOURCE / PHYSICALLY MEASURED	

At the bottom of the interface are four buttons: Edit Transaction, Add Transaction, View / Edit Tally Sheet or Sketch, and Make Adjustment.

An adjustment can be made to a previous transaction that has been **Posted** by highlighting transaction and selecting “Make Adjustment.”

The screenshot shows the 'Add Adjustment' dialog box. At the top, there is a metadata panel with the following fields:

Project	9991123	BB / Alt / CO	Base Bid	Line Number	5
Item Number	2104.501	Description	REMOVE CURB AND GUTTER		
Contract Quantity	1380	Unit Price	\$2.50	Used Quantity	700
Units	LIN FT			On Hand	0
Category	Road				

Below the metadata panel is the 'Add Adjustment' dialog box with the following fields:

Category: ROAD

Base Transaction: Item: 5 - 2104.501 REMOVE CURB AND GUTTER (LIN FT)

Transaction: 7/1/2014 KTR 350.00 (GROUP 1)

DATE: 7/1/2014

QUANTITY: LIN FT

Comments: (empty text box)

of 255 characters

Buttons: Add Adjustment, Cancel

Pay Requests are not processed for our tutorial project therefore transactions do not become **Posted**, but a few things to take note of;

1. Negative adjustments cannot exceed the original transaction.
2. At this time the Stn-to Stn field will be blank so additional information in Comments field will be useful when auditing entries for finalizing project.
3. Again once “Add Adjustment” is selected a transaction line will be added that cannot be deleted only edited.

MAKING and EDITING TRANSACTIONS “ON LINE”

At the top of each column of an Item’s IRA you will find a sorting function.

Date \updownarrow \uparrow \updownarrow \uparrow	Entered By \updownarrow \uparrow \updownarrow \uparrow	Stn-to-Stn / Tkt-toTkt \updownarrow \uparrow \updownarrow \uparrow	Quantity \updownarrow \uparrow \updownarrow \uparrow
--	--	--	--

These can be very useful, on larger projects, in checking entries, but a naming convention must be set up in the Stn-to-Stn field from when the first transactions is made.

Example, a project with fifty sanitary manholes numbered 200 – 249 and sixty storm sewer structures, both catch basins and manholes numbered 1 - 60 all get new castings. The project is a two year job and there maybe multiple persons making entries. The sort function can make it easy to determine if a particular structure has been account, if care is taken at time of entry with an understanding of how OneOffice sorts data. Unlike Xcel, which sorts by full numerical value of entry, OneOffice sorts by the value of the first intiger, numeric before alpha, then subsequent intigers.

EXCEL	OneOffice
1	1
2	10
3	11
9	12
10	13
11	14
12	2
13	20
14	25
20	212
25	235
212	240
235	3
240	9
A22	A22

By understanding this and taking a few moments, when making the first entry, to develop a naming convention OneOffice will make sorting a much more useful tool.

It works well for stationing as well. Use of an alignment prefix such as LEB, or LEB Main, followed by station verses just the station is suggested.

OneOffice
001
002
003
009
010
011
012
013
014
020
025
212
235
240
A22

WORKING OFF LINE

Check In Check Out Projects

> Construction [Opened]

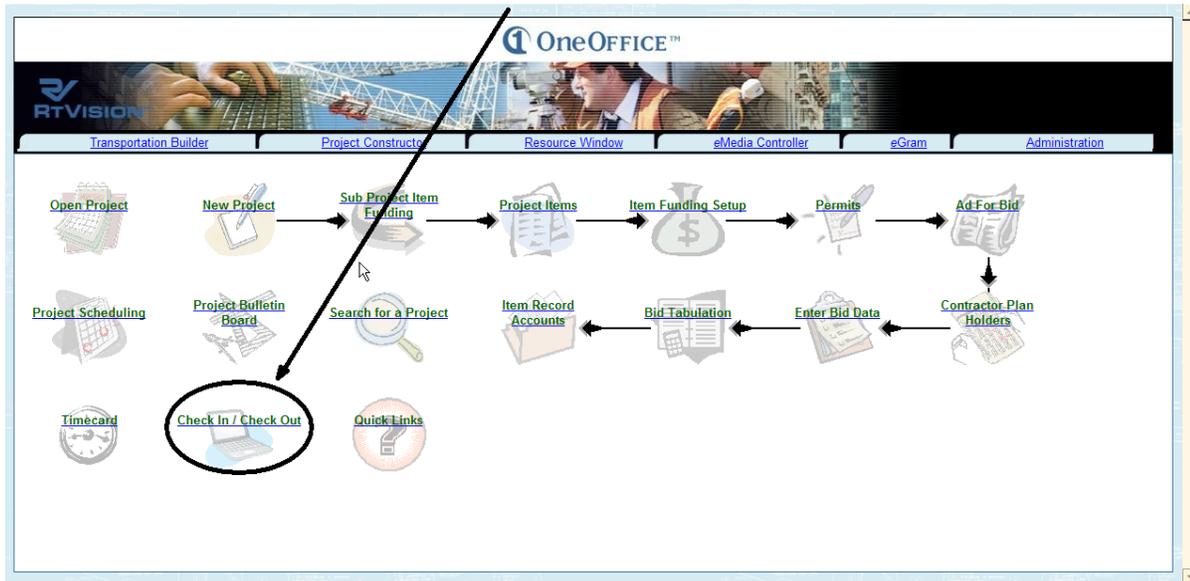
[Daily Journal](#) [Item Record Accounts](#) [Open Transactions](#) [Posted Transactions](#) [Liquidated Damages](#)

Item Record Accounts

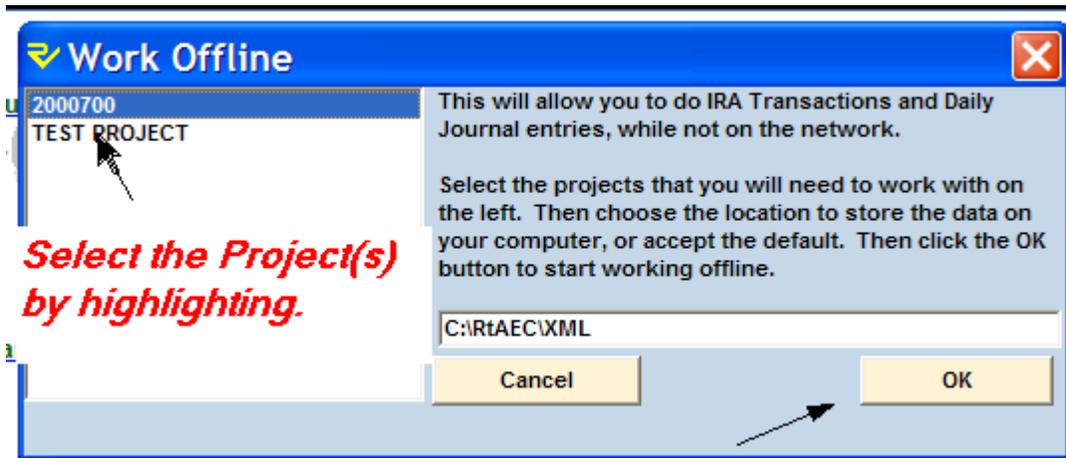
Line #	Item Number	Description	Units	Contract Quantity	Posted Quantity	Open Quantity	Total Amount	Used Amount	Category
BB 40	2021.501	MOBILIZATION	LUMP SUM	1	1	0	\$62,074.50	\$62,074.50	bridge
BB 41	2105.522	SELECT GRANULAR BORROW MOD 10% (CV)	CU YD	740	0	0	\$11,840.00	\$0.00	bridge
BB 42	2301.551	BRIDGE APPROACH PANEL	EACH	275	0	0	\$35,750.00	\$0.00	bridge
BB 43	2401.501	STRUCTURAL CONCRETE (3Y43)	CU YD	224	115	0	\$106,400.00	\$54,625.00	bridge
BB 44	2401.512	BRIDGE SLAB CONCRETE (3Y36)	SQ FT	3332	0	0	\$79,968.00	\$0.00	bridge
BB 45	2401.513	TYPE MODIFIED P-1 RAILING CONCRETE (3Y46)	LIN FT	107	0	0	\$8,346.00	\$0.00	bridge
BB 46	2401.515	SIDEWALK CONCRETE (3Y46)	SQ FT	975	0	0	\$7,312.50	\$0.00	bridge
BB 47	2401.541	REINFORCEMENT BARS (EPOXY COATED)	POUND	49550	12202	0	\$49,550.00	\$12,202.00	bridge
BB 48	2401.601	STRUCTURE EXCAVATION	LUMP SUM	1	0.75	0	\$75,000.00	\$56,250.00	bridge
BB 49	2401.618	BRIDGE DECK PLANING	SQ FT	5100	0	0	\$5,100.00	\$0.00	bridge
BB 50	2402.583	STRUCTURAL TUBE RAILING DESIGN SPECIAL	LIN FT	106	0	0	\$19,080.00	\$0.00	bridge
BB 51	2402.602	ELASTOMERIC BEARING PAD	EACH	34	0	0	\$4,250.00	\$0.00	bridge
BB 52	2404.501	CONCRETE WEARING COURSE (3U17A)	SQ FT	5100	0	0	\$30,600.00	\$0.00	bridge
BB 53	2404.618	SANDBLAST (SPECIAL)	SQ FT	5100	0	0	\$3,060.00	\$0.00	bridge
BB 54	2405.502	PRESTRESSED CONCRETE BEAMS 14RB	LIN FT	668	0	0	\$133,600.00	\$0.00	bridge
BB 55	2411.604	STONE MASONRY VENEER 3.5" THICK	SQ YD	32	0	0	\$27,200.00	\$0.00	bridge
BB 56	2411.604	STONE MASONRY VENEER 5.75" THICK	SQ YD	56	0	0	\$53,200.00	\$0.00	bridge
BB 57	2411.618	ARCHITECTURAL CONCRETE TEXTURE (SANDBLAST)	SQ FT	580	0	0	\$1,450.00	\$0.00	bridge
BB 58	2451.501	STRUCTURE EXCAVATION CLASS WR	CU YD	72	0	0	\$1,800.00	\$0.00	bridge
BB 59	2452.507	C-I-P CONCRETE PILING DELIVERED 12"	LIN FT	1300	650	0	\$27,300.00	\$13,650.00	bridge
BB 60	2452.508	C-I-P CONCRETE PILING DRIVEN 12"	LIN FT	1300	628.5	0	\$6,500.00	\$3,142.50	bridge
BB 61	2452.519	C-I-P CONCRETE TEST PILE 60 FT LONG 12"	EACH	4	2	0	\$16,000.00	\$8,000.00	bridge
BB 62	2452.601	STEEL SHEET PILING (TEMPORARY)	LUMP SUM	1	0.5	0	\$15,000.00	\$7,500.00	bridge

[Add Transaction](#) [View Transactions](#) [Check Out](#) [Check In](#)
[Add Liquidated Damage](#) [View Liquidated Damages](#)

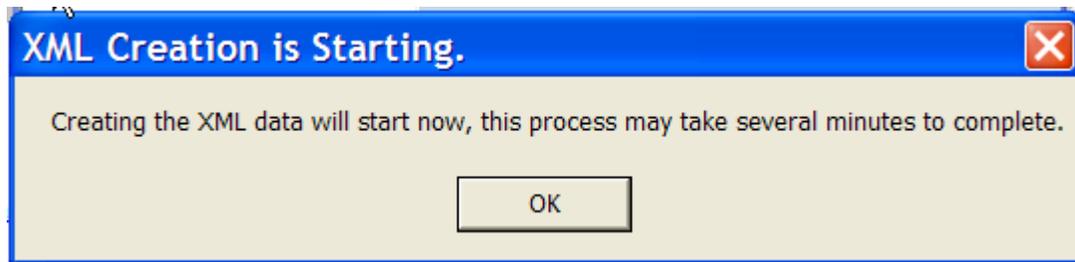
To check project out for working in field click "Check Out" from the IRA page
 or
 "Check In / Check Out" from One Office Main Menu.



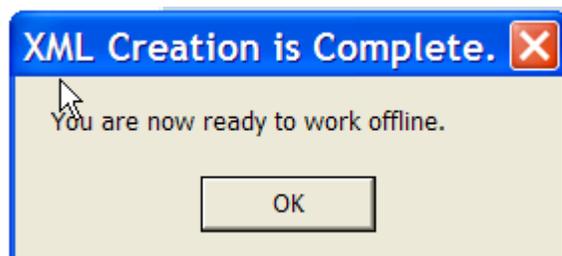
WORKING OFF LINE



Then click OK



OK



Click OK

This has loaded the project information to your hard drive for work off line.

MULTIPLE USERS CAN WORK CONCURRENTLY ON THE IRA
ONLINE OR OFFLINE.

**NOTE: WHEN WORKING OFFLINE BACK UP YOUR
INFORMATION IN THE FIELD TO A FLASH DRIVE, FLOPPY OR
EXTERNAL DRIVE HOURLY.**

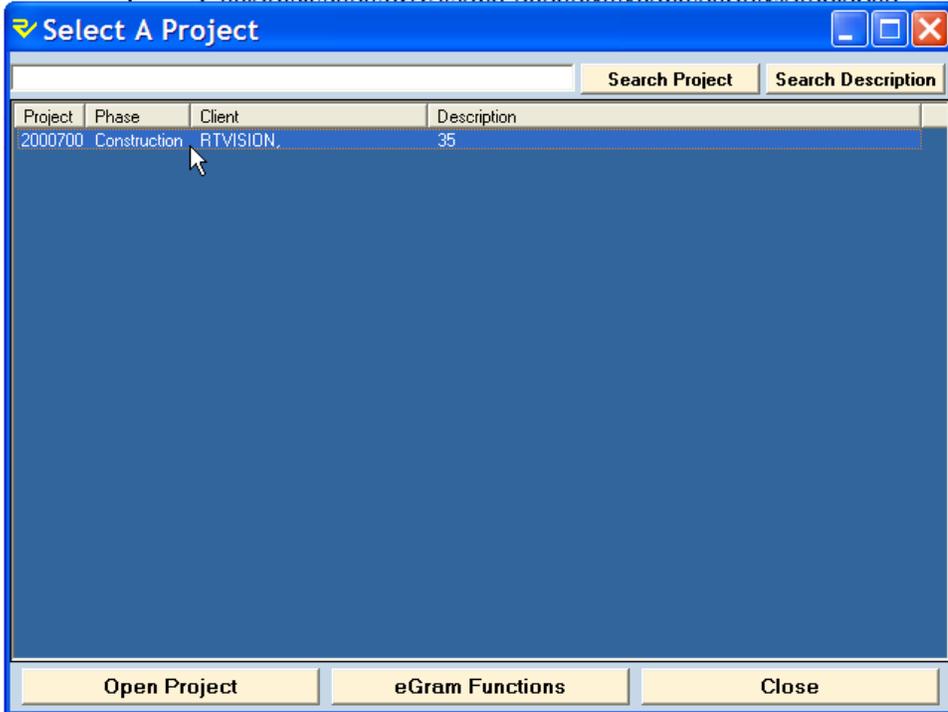
Working off line is used when you can not use VPN to connect to the Network or if you think you will be disconnected often.

WORKING OFF LINE

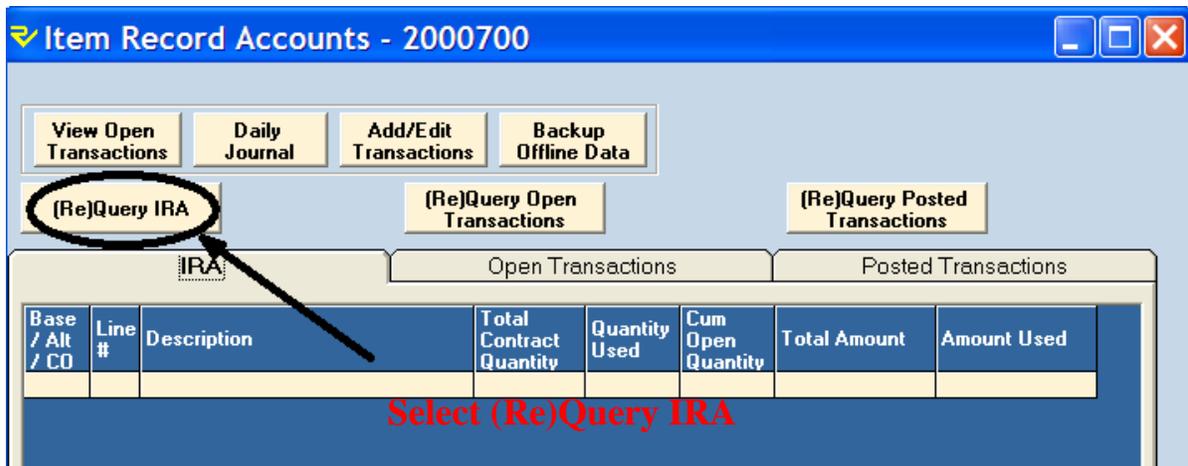
Click the yellow RtVision Logo located on your desk top or at the following path.



C:\WINDOWS\RtQRB_Offline.exe



Highlight requested project and then select "Open Project"



Item Record Accounts - 2000700

View Open Transactions Daily Journal Add/Edit Transactions Backup Offline Data

(Re)Query IRA (Re)Query Open Transactions (Re)Query Posted Transactions

IRA		Open Transactions			Posted Transactions		
Base / Alt / CO	Line #	Description	Total Contract Quantity	Quantity Used	Cum Open Quantity	Total Amount	Amount Used
BB	40	MOBILIZATION	1	1	0	\$62,074.50	\$62,074.50
BB	41	SELECT GRANULAR BORROW	740	0	0	\$11,840.00	\$0.00
BB	42	BRIDGE APPROACH PANEL	275	0	0	\$35,750.00	\$0.00
BB	43	STRUCTURAL CONCRETE	224	115	0	\$106,400.00	\$54,625.00
BB	44	BRIDGE SLAB CONCRETE (3Y36)	3332	0	0	\$79,968.00	\$0.00
BB	45	TYPE MODIFIED P-1 RAILING	107	0	0	\$8,346.00	\$0.00
BB	46	SIDEWALK CONCRETE (3Y46)	975	0	0	\$7,312.50	\$0.00
BB	47	REINFORCEMENT BARS (EPOXY	49550	12202	0	\$49,550.00	\$12,202.00
BB	48	STRUCTURE EXCAVATION	1	0.75	0	\$75,000.00	\$56,250.00
BB	49	BRIDGE DECK PLANING	5100	0	0	\$5,100.00	\$0.00
BB	50	STRUCTURAL TUBE RAILING	106	0	0	\$19,080.00	\$0.00
BB	51	ELASTOMERIC BEARING PAD	34	0	0	\$4,250.00	\$0.00
BB	52	CONCRETE WEARING COURSE	5100	0	0	\$30,600.00	\$0.00
BB	53	SANDBLAST (SPECIAL)	5100	0	0	\$3,060.00	\$0.00
BB	54	PRESTRESSED CONCRETE	668	0	0	\$133,600.00	\$0.00
BB	55	STONE MASONRY VENEER 3.5"	32	0	0	\$27,200.00	\$0.00
BB	56	STONE MASONRY VENEER	56	0	0	\$53,200.00	\$0.00
BB	57	ARCHITECTURAL CONCRETE	580	0	0	\$1,450.00	\$0.00

From this page you can make a Backup of “Offline Data” to a flash drive, view open (since last pay request), posted and (to date) Transactions, make entries to the Daily Journal and from here you can also make transactions for individual items (quantity entries) by **Highlighting item and selecting “Add/Edit Transaction”** icon.

Item Record Accounts - 2000700

View Open Transactions Daily Journal Add/Edit Transactions Backup Offline Data

(Re)Query IRA (Re)Query Open Transactions (Re)Query Posted Transactions

Transactions - 2000700

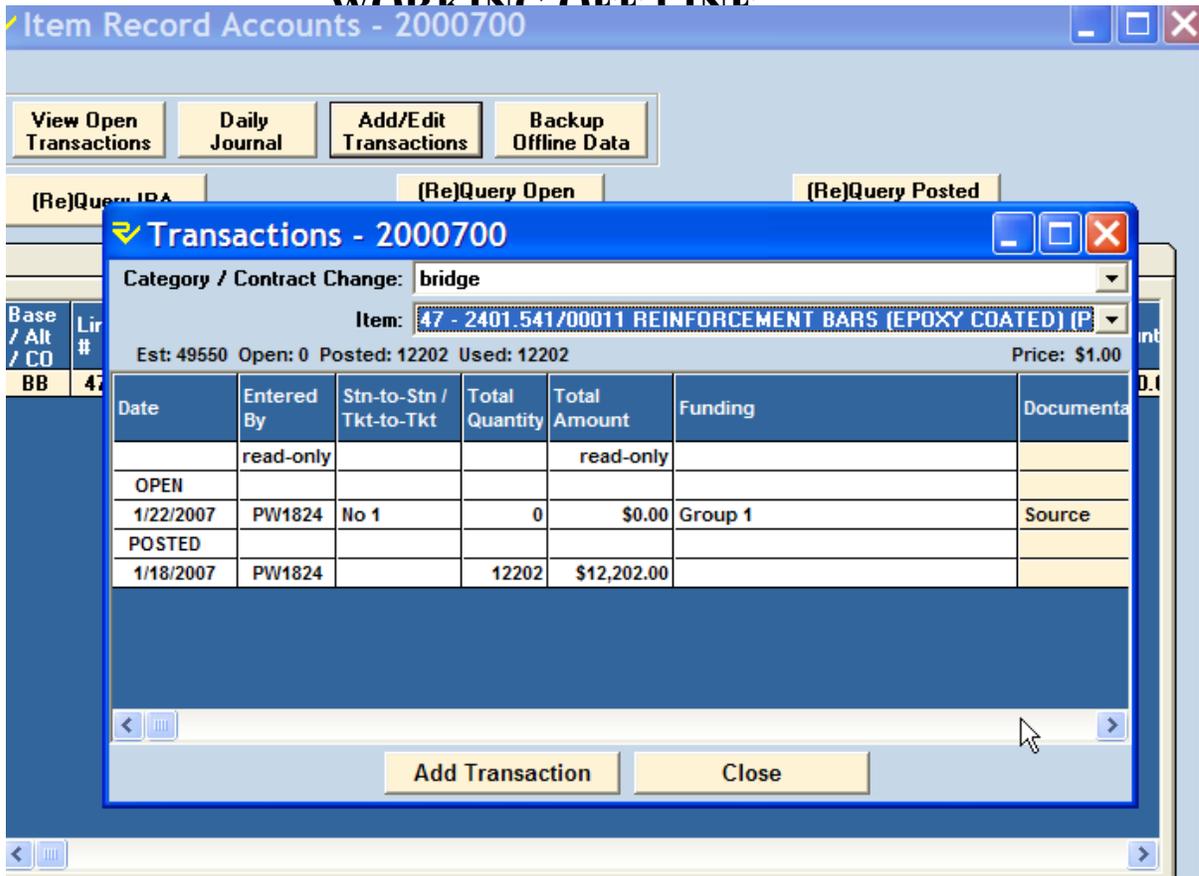
Category / Contract Change: bridge

Item:

Base / Alt / CO	Date	Entered By	Stn-to-Stn / Tkt-to-Tkt	Total Quantity	Total Amount	Funding	Document	Amount
BB		read-only			read-only			\$0.00

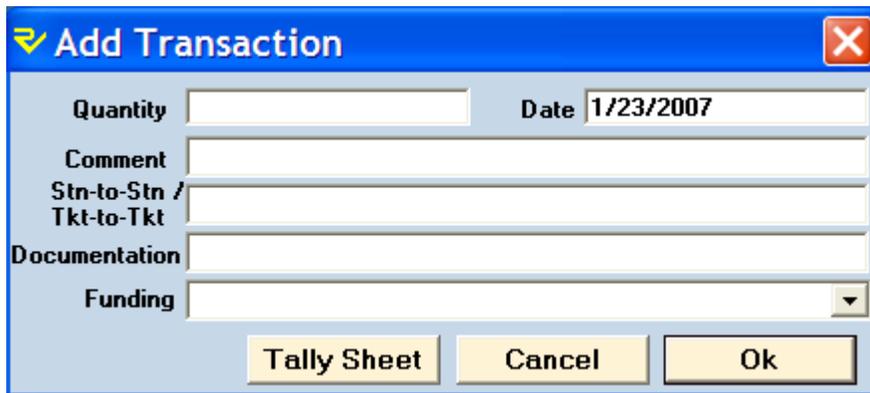
Select category
From pull down highlight item line

Add Transaction Close



Click "Add Transaction"

Note; To edit "Open Transactions" double click on the cell and retype entry. Program will prompt you if cell can not be edited.



Make the quantity, description and documentation entries and, **Note when working offline you must choose funding (group)**, when satisfied click **OK**

WORKING OFF LINE

Daily Journal entries and Weekly Diary

Item Record Accounts - 2000700

View Open Transactions | **Daily Journal** | Add/Edit Transactions | Backup Offline Data

(Re)Query IRA | (Re)Query Open Transactions | (Re)Query Posted Transactions

Base / Alt / CO	Line #	Description	Total Contract Quantity	Quantity Used	Cum Open Quantity	Total Amount	Amount Used
BB	40	MOBILIZATION	1	1	0	\$62,074.50	\$62,074.50
BB	41	SELECT GRANULAR BORROW	740	0	0	\$11,840.00	\$0.00
BB	42	BRIDGE APPROACH PANEL	275	0	0	\$35,750.00	\$0.00
BB	43	STRUCTURAL CONCRETE	224	115	0	\$106,400.00	\$54,625.00
BB	44	BRIDGE SLAB CONCRETE (3Y36)	3332	0	0	\$79,968.00	\$0.00
BB	45	TYPE MODIFIED P-1 RAILING	107	0	0	\$8,346.00	\$0.00
BB	46	SIDEWALK CONCRETE (3Y46)	975	0	0	\$7,312.50	\$0.00
BB	47	REINFORCEMENT BARS (EPOXY)	49550	12202	0	\$49,550.00	\$12,202.00
BB	48	STRUCTURE EXCAVATION	1	0.75	0	\$75,000.00	\$56,250.00
BB	49	BRIDGE DECK PLANING	5100	0	0	\$5,100.00	\$0.00
BB	50	STRUCTURAL TUBE RAILING	106	0	0	\$19,080.00	\$0.00
BB	51	ELASTOMERIC BEARING PAD	34	0	0	\$4,250.00	\$0.00
BB	52	CONCRETE WEARING COURSE	5100	0	0	\$30,600.00	\$0.00
BB	53	SANDBLAST (SPECIAL)	5100	0	0	\$3,060.00	\$0.00
BB	54	PRESTRESSED CONCRETE	668	0	0	\$133,600.00	\$0.00
BB	55	STONE MASONRY VENEER 3.5"	32	0	0	\$27,200.00	\$0.00
BB	56	STONE MASONRY VENEER	56	0	0	\$53,200.00	\$0.00
BB	57	ARCHITECTURAL CONCRETE	580	0	0	\$1,450.00	\$0.00

Daily Journal Entries - 2000700

Open Date Next Date Previous Date Save Close

Date: 1/24/2007 Weather Conditions: Days Charged: 0

Working Days Summary
 Contract: 90 Remaining: 89
 Total: 1 This Week: 1
 Temperature High: Low:

Progress-Controlling Operations or Major Type of Work

Contractor Hours

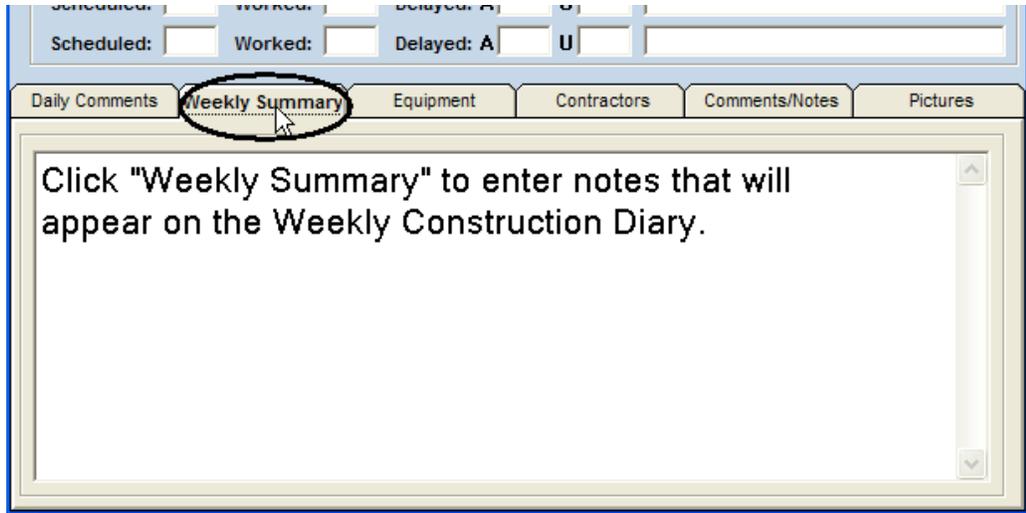
Scheduled	Worked	Delayed	A	U	Description and Road Number
8					

Daily Comments Weekly Summary Equipment Contractors Comments/Notes Pictures

Enter notes which will appear on the Weekly Construction Diary.

Note, there is a limit to text characters. The journal will stop accepting text when full.

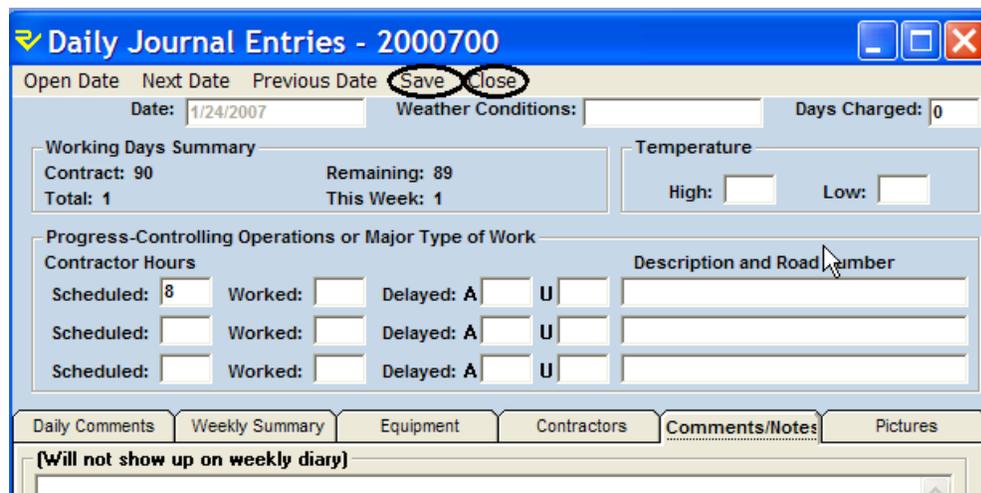
WORKING OFF LINE



Like wise clicking on Equipment for entering type of equipment placed or removed from service and Contractors for entering who worked on job this week.



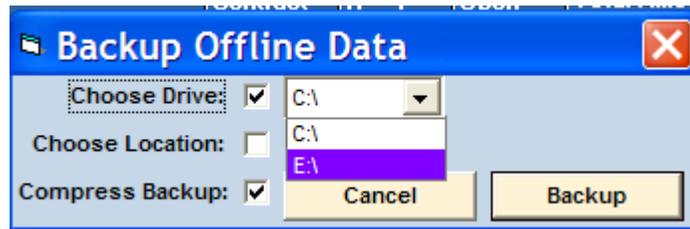
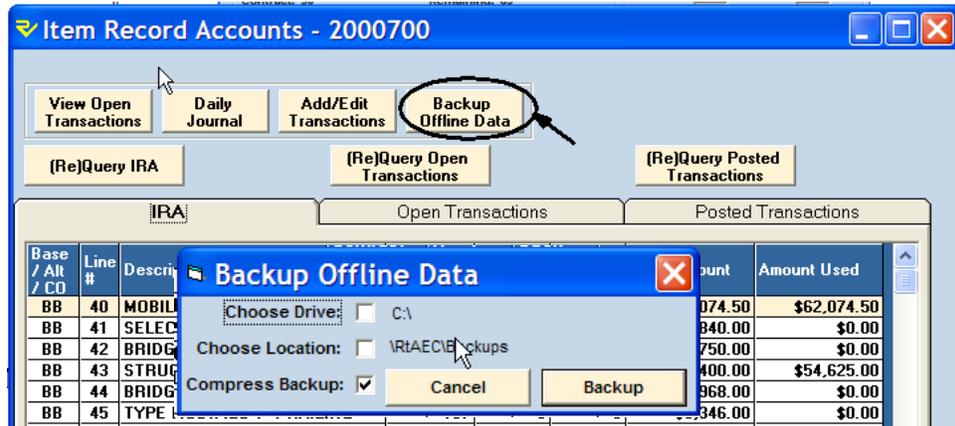
When complete click save and close to complete Journal Entries



WORKING OFF LINE

BACKING UP OFFLINE DATA

At the IRA transaction screen click “Backup Offline Data”



Insert flash drive, Check “Choose Drive”, Highlight the flash drive, and Click “Backup”

MATERIALS ON HAND

Standard Specification 1906.2 allows for payment of materials on hand (MOH) upon contractor's written request. See page 91 of the 2014 Standard Specifications for Construction, (Larger Book) for specific requirements to qualify for requested payment.

To add MOH to OneOffice Select corresponding project item from the IRA and select "Add Material On Hand."

Item Record Accounts

Item Number	Description	Unit	Quantity	Amount	On Hand
BB 50	2540.602 BIKE RACK 5 LOOP	EACH	5	\$7,500.00	0
BB 51	2540.602 WASTE RECEPTACLE	EACH	9	\$4,500.00	0
BB 52	2540.602 RELOCATE MAIL BOX SUPPORT	EACH	1	\$200.00	0
BB 53	2540.603 LANDSCAPE EDGER	LIN FT	17	\$119.00	0
BB 54	2545.511 LIGHTING UNIT TYPE SPECIAL 1	EACH	8	\$25,600.00	0
BB 55	2545.515 LIGHT BASE DESIGN SPECIAL 1	EACH	8	\$4,800.00	0
BB 56	2545.523 2" NON-METALLIC CONDUIT	LIN FT	1144	\$3,718.00	0
BB 57	2545.523 2" NON-METALLIC COND (DIRECTIONAL BORE)	LIN FT	40	\$440.00	0
BB 58	2545.531 UNDERGROUND WIRE 1 COND NO 4	LIN FT	3972	\$4,806.12	0
BB 59	2545.531 UNDERGROUND WIRE 1 COND NO 8	LIN FT	1324	\$1,125.40	0
BB 60	2545.553 HANDHOLE	EACH	1	\$687.00	0
BB 61	2550.603 REMOVE CONDUIT	LIN FT	1780	\$6,230.00	0
BB 62	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$5,000.00	0
BB 92	2563.613 PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	50	\$10,000.00	0

Buttons: Add Transaction, View Transactions, Check Out, Check In, Add Material On Hand, View Material On Hand

Project: 9991123 BB / Alt / CO Base Bid Line Number 54
 Item Number: 2545.511 Description: LIGHTING UNIT TYPE SPECIAL 1
 Contract Quantity: 8 Unit Price: \$3,200.00 Used Quantity: 0
 Units: EACH On Hand: 0
 Category: Road

Notes: New transactions will draw from Material On Hand quantities when they are dated after the Material On Hand transaction date.

Using information on Contractor's request fill in data fields. Keeping in mind not to exceed the contract amount for work.
 Note: OneOffice provides for attachment of electronic copy of invoice. This is recommended for ease of reference.

Add Material On Hand

DATE: 2/19/2014
 QUANTITY: EACH
 AMOUNT: 0
 Calculated Price per Unit: \$0.00

Attach Invoice: Browse For File... Clear Open
 FUNDING: Auto Select
 Comments:

Add Material On Hand Transaction Cancel

Once information is entered select "Add Material On Hand Transaction."

MATERIALS ON HAND

Project: 9991123
Category: Road
Item: 54 - 2545 511 LIGHTING UNIT TYPE SPECIAL 1 (EACH)
Item Information: Price: \$3,200.00 Est: 8 Open: 0 Posted: 0 Used: 0 On Hand: 8
Funding: Cat. No. 003 Est: 8 Used: 0

Date	Payment No.	Entered By	Quantity	Total Amount	Funding	Comments
2/19/2014		KTR	8.00	\$16,000.00	Group 3	

Take special note: this is still Material On Hand. The window looks just like the IRA window, but you must navigate to IRA to make item entries.

Edit Transaction Add Transaction Make Adjustment

Project: 9991123
Category: Road
Item: 54 - 2545 511 LIGHTING UNIT TYPE SPECIAL 1 (EACH)
Item Information: Price: \$3,200.00 Est: 8 Open: 0 Posted: 0 Used: 0 On Hand: 8
Funding: Cat. No. 003 Est: 8 Used: 0

Date	Entered By	Stn-to-Stn / Tkt-toTkt	Quantity	Total Amount	Funding	Documentation	Comments
------	------------	------------------------	----------	--------------	---------	---------------	----------

Here we are back at IRA window for Lighting Unit Type Special 1. One main difference to aid in recognizing IRA vs MOH is the View / Edit Tally Sheet or Sketch button on bottom of window.

Edit Transaction Add Transaction View / Edit Tally Sheet or Sketch Make Adjustment

MATERIALS ON HAND

As you enter for payment, quantities in IRA OneOffice will deduct from the MOH corresponding units. This will show up on Pay Estimate.

SP 027-999-001 Material On Hand Additions						
Line	Item	Date	Added		Added	
54	2545.511 LIGHTING UNIT TYPE SPECIAL 1	6/17/2014	8 EACH		8 EACH	\$16,000.00
Comments: Invoice 7735 & 8211						
77	2575.550 COMPOST, GRADE 2	2/19/2014	12 CU YD		12 CU YD	\$300.00
Comments:						
SP 027-999-001 Material On Hand Balance						
Line	Item	Date	Added		Used	Remaining
54	2545.511 LIGHTING UNIT TYPE SPECIAL 1	6/17/2014	8 EACH		1 EACH	7 EACH \$14,000.00
			\$16,000.00		\$2,000.00	
77	2575.550 COMPOST, GRADE 2	2/19/2014	12 CU YD		0 CU YD	12 CU YD \$300.00
			\$300.00		\$0.00	
Material On Hand Total Amounts:					\$2,000.00	\$14,300.00

If contractor submits additional invoices with requests for further payment of materials on hand for items already listed in MOH, navigate to MOH list by selecting **Materials On Hand** from upper right of IRA.

Construction [Opened]

Daily Journal
Item Record Accounts
Open Transactions
Posted Transactions
Material On Hand

Base Contract Percent Complete
9.63%

Material On Hand

Base/Alt/CC	Line #	Date	Payment No.	Item Number	Description	Units	Entered By	Funded By	Quantity	Amount
BB	54	6/17/2014		2545.511	LIGHTING UNIT TYPE SPECIAL 1	EACH	KTR	Group 3	8.00	\$16,000.00
BB	77	2/19/2014		2575.550	COMPOST, GRADE 2	CU YD	KTR	Group1	12.00	\$300.00

Highlight the appropriate item. If original additions are still OPEN transactions select "Edit Material On Hand" if they are POSTED select "Make Adjustment."

Edit Material On Hand Check Out Check In
View Material On Hand Make Adjustment

Keep in mind that the total amount cannot exceed the contract amount, as per Standard Specifications, and the quantity cannot exceed proposal quantity.

Contract Changes

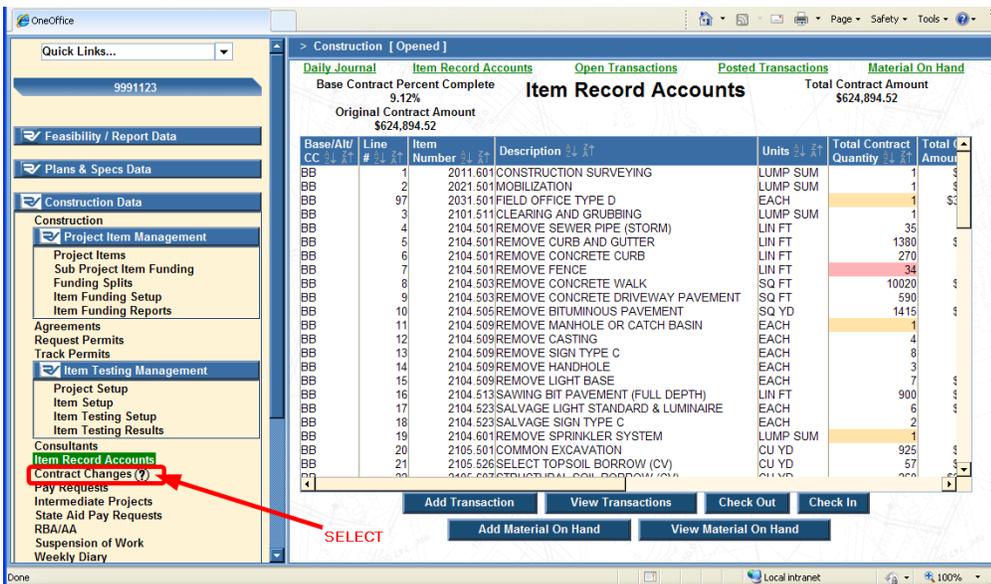
OneOffice has provisions to add Pay Items for modifications to the Contract by Supplemental Agreements, Change Orders and for work covered by Standard Specification through Backsheets.

BACKSHEET

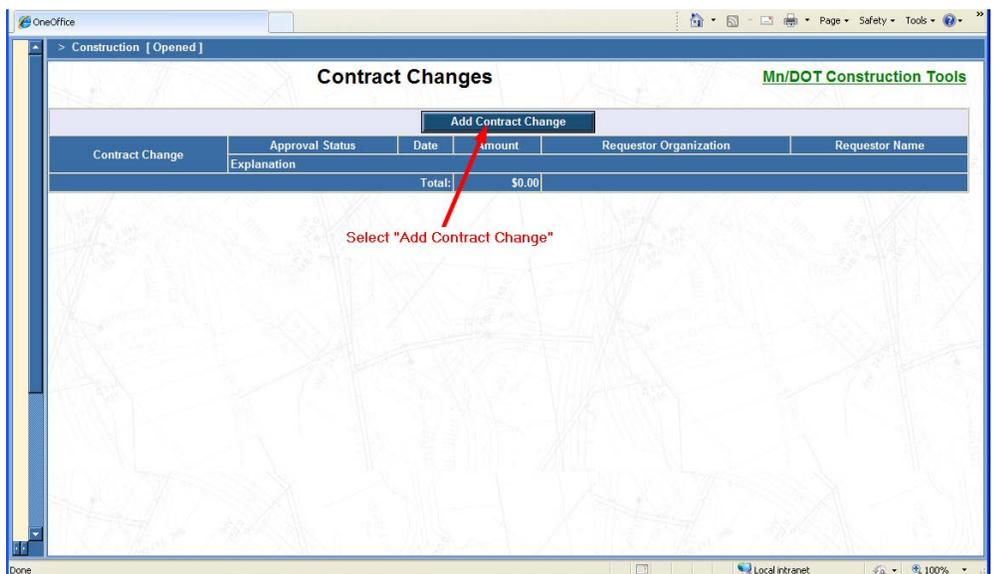
In the Original Bid there will be Pay Item Lines not included that the basis of payment is covered in Standard Specifications, and therefore do not require further negotiations to establish payment . They may include Bituminous Incentive/Disincentive; hold back for erosion control maintenance, among others.

Example: Contract does not have pay item for Water for Dust Control. Standard Specification 2130.5 states "The Department will pay for water applied to aggregate surfaces for dust control caused by the traveling public on portions of the project open to traffic as directed or approved by the Engineer at a unit price of \$20 per 1,000 gal [\$5.45 per cu. m] in the absence of the Contract Pay Item 2130.501."

To add a **Backsheet** move to the navigation window and select "Contract Changes"



Then select "Add Contract Change"



Contract Changes

From the drop down window pick the

REQUEST TYPE: Backsheet

Enter the **DATE:** you wish to enact the change, using the pop up calendar.

Leave **STATUS:** "Pending" We will return to this.

From the drop down window select a name to assign as **REQUESTER:**

Add a narrative to **EXPLANATION:**

Even though the window allows for more keep wording to one line.

I suggest copying or abbreviate description to the Short Explanation/Title. Not required.

Accounting Project Number is not required.

You need not check changes in contract time except when adding a Change Order.

Select "Submit"

Add Contract Change

REQUEST TYPE: Backsheet

DATE: 6/23/2014

STATUS: Pending

REQUESTER: Employee KTR
 Client
 Other

EXPLANATION: Describe work and deductions or payments for Backsheet. Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc.
 Water for Dust Control

Short Explanation / Title: Water (Does Not Show on Contract Change) (100 Character Max)

Accounting Project Number:

Due to this Change, the Contract Time: (Only shows on Change Order)
 Is Not Changed
 Is Changed By [] * Working Days
 Is Changed By [] * Calendar Days
 May be revised if work affected the controlling operation
 * Enter a positive number if the days are increased or a negative number if the days are decreased.

Submit **Cancel**

Contract Changes Mn/DOT Construction Tools

Add Contract Change

Contract Change	Approval Status	Date	Amount	Requestor Organization	Requestor Name
Backsheet 1 - Water for Dust Control	Pending	1/23/2014	\$0.00	Hennepin County	KTR
			Total:	\$0.00	

A Backsheet has now been created, however, not Backsheet Items. Think of a Backsheet similar to that of Microsoft Excel's Workbook . As a Workbook has multiple sheets so can a Backsheet have many Backsheet Items.

To add Backsheet Items select the edit button at the left of Backsheet 1.

Contract Changes

Edit Backsheet 1

DATE: 7/4/2011

STATUS: Pending

REQUESTER: Employee KTR Client Other

EXPLANATION: Describe work and deductions or payments for Backsheet. Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc.
Water for Dust control

Short Explanation / Title: Water for Dust control (Does Not Show on Backsheet 1) (100 Character Max)

Accounting Project Number:

Due to this Change, the Contract Time: (Only shows on Change Order)
 Is Not Changed
 Is Changed By 0 * Working Days
 Is Changed By 0 * Calendar Days
 May be revised if work affected the controlling operation
* Enter a positive number if the days are increased or a negative number if the days are decreased.

Submit Cancel

Options

- View/Print Backsheet 1
- Add/Edit/View Items**
- Remove Backsheet 1
- You cannot access eApproval setup.

Note this page looks a lot like the previous Add Contact Change but it has two distinct differences.

Window title identifies what we are editing. "Edit Backsheet 1"

New Navigational Options appear at the bottom of window.

Select [Add/View Items](#)

Since we have not created an item there is none listed.

Select [Add Item](#)

[Add Item](#) [Back to Backsheet 1](#)

Items for Backsheet 1

No items have been added.

[Add Item](#) [Back to Backsheet 1](#)

Contract Changes

This window may come in handy when negotiating prices for an SA we will close it at this time.



Select Item Price - Windows Internet Explorer provided by Hennepin County

Additional Search Criteria

From Date: Project: All

To Date: Past Years: All

Historical Prices For Item 2130.501/00010

Select or enter a price: Low Avg High Actual

Date	#Bdrs	Qty	Low	Avg	High	Actual	Project	Contract
12/18/2012	7.00	2,000.00	\$15.00	\$28.00	\$36.00	\$25.00	SP 027-681-031	Landweh
5/8/2012	2.00	5.00	\$50.00	\$50.00	\$50.00	\$50.00	0606	Lunda Co
3/13/2012	5.00	210.00	\$15.00	\$20.446	\$27.00	\$15.00	SP 027-709-021	NORTHV
12/6/2011	2.00	107.00	\$38.33	\$44.165	\$50.00	\$50.00	SAP 027-622-005	THOMAS
8/30/2011	3.00	9.00	\$28.50	\$56.1667	\$100.00	\$40.00	SP 027-622-003	Edward H
2/22/2011	2.00	500.00	\$10.00	\$20.00	\$30.00	\$10.00	SP 027-753-013	Lunda Co
7/20/2010	8.00	50.00	\$16.39	\$37.1738	\$55.00	\$16.39	SAP 027-614-011	Valley Pa
5/11/2010	6.00	1,000.00	\$17.00	\$27.00	\$35.00	\$20.00	SP 027-681-027	SHAFER
4/20/2010	8.00	250.00	\$23.20	\$27.775	\$35.00	\$25.00	SP 027-603-043	Lunda Co
10/20/2009	5.00	500.00	\$0.01	\$17.804	\$42.00	\$0.01	SP 027-753-016	Lunda Co
5/12/2009	4.00	150.00	\$28.50	\$33.455	\$38.00	\$28.50	SP 027-090-014	Veit & Co
2/10/2009	6.00	20.00	\$6.00	\$75.00	\$214.00	\$60.00	SAP 027-753-017	CARL BC
1/27/2009	12.00	600.00	\$10.00	\$27.1183	\$40.00	\$20.00	SAP 027-601-041	S M HEI
1/13/2009	6.00	320.00	\$20.00	\$43.8333	\$120.00	\$25.00	SP 027-701-013	SHAFER
7/8/2008	5.00	50.00	\$29.40	\$80.858	\$230.00	\$230.00	SP 027-090-013	Veit & Co
4/22/2008	6.00	500.00	\$15.00	\$24.85	\$35.00	\$15.00	SP 027-661-034	C S MCC
4/7/2008	8.00	131.00	\$15.00	\$26.01	\$40.00	\$25.00	SAP 27-622-004	SHAFER

A few tips here. Keep the **QUANTITY:** to "1" so that the backsheet will not erroneously inflate the Amount of the Contract, which is used in computing percentage of contract competed on each partial payment.

Enter 20 for **UNIT PRICE:**

Specifications 2130.5 set the price OF \$20.00 in absence of a bid price.

Having an extended Description all though not required is useful when finalizing or explaining the pricing to the contractor.

Most of the time leaving the Funding Information at the Match total is preferable.

You can enter the Quantity in the correct group and OneOffice will fill in the percent or vise-versa.

Once you are satisfied information is complete select **Add Item.**

Project Number: 9991123

Category: Backsheet 1

ITEM NUMBER: 2130.501/00010 **UNITS:** MGAL

DESCRIPTION: WATER **LINE NUMBER:** 98

QUANTITY: 1 **UNIT PRICE:** 20

Plan Quantity:

Notes: **Total Price:** \$20.00

Extended Description:

As per Standard Specification 2130.5 in the absence of a bid item the Department will pay for dust control caused by the traveling public on portions of the project open to traffic.

181 /8000

Funding Information:

- Don't change any funding information at this time
- Remove all funding information for this item
- Match total quantity with split quantities
- Over write total quantity with split quantities

Funding Category No.	Funding Category Name	Quantity	Percent
001	Group1	1	100 %
002	Group2		%
003	Group 3		%
004	Group 4		%
005	Group 5		%

Contract Changes

This returns us to a window we have seen previously, with an added Item Description and additional functions. From here we can **Delete** the Item we just created or return to **Modify** it. We can also add more Items to the Backsheet.

Add Item Back to Backsheet 1							
Items for Backsheet 1							
Modify Delete	Line No.	Item No.	Description	Units	Quantity	Unit Price	Total Price
Modify Delete	98	2130.501	WATER	MGAL	1.00	\$20.00	\$20.00
Total							\$20.00
Add Item Back to Backsheet 1							

This function will come in handy when items are similar and should be grouped together.

A good example is for creating a Backsheet for Bituminous Incentives and Disincentives. You will create two Items Incentives with a positive unit price and Disincentives with a negative unit price. Negative quantities are only accepted in the “Make Adjustment” in the IRA which we will discuss later.

At this time select [Back to Backsheet 1](#)

Edit Backsheet 1

DATE: 6/23/2014

STATUS: Approved

REQUESTER: Employee KTR Client Other

EXPLANATION: Describe work and deductions or payments for Backsheet. (Shows on Backsheet 1)
Examples: Material on Hand, Incentive/Disincentive, Retainage, or withholding for specific type of work, Liquidated damages, etc.
Water for Dust Control

[Spell Check Explanation](#)

Short Explanation / Title: Water
(Does Not Show on Backsheet 1) (100 Character Max)

Accounting Project Number:

Due to this Change, the Contract Time: Is Not Changed
 Is Changed By 0 * Working Days
 Is Changed By 0 * Calendar Days
 May be revised if work affected the controlling operation
* Enter a positive number if the days are increased or a negative number if the days are decreased.

Submit
 Cancel

From the **STATUS:** drop down window choose “Approved”

Then **Submit**

- Options
- [View/Print Backsheet 1](#)
 - [Add/Edit/View Items](#)
 - [Remove Backsheet 1](#)
 - You cannot access eApproval setup.

You will see this message as a reminder to check Funding of added items. Select “OK”



Contract Changes

> Construction [Opened]

Contract Changes [Mn/DOT Construction Tools](#)

[Add Contract Change](#)

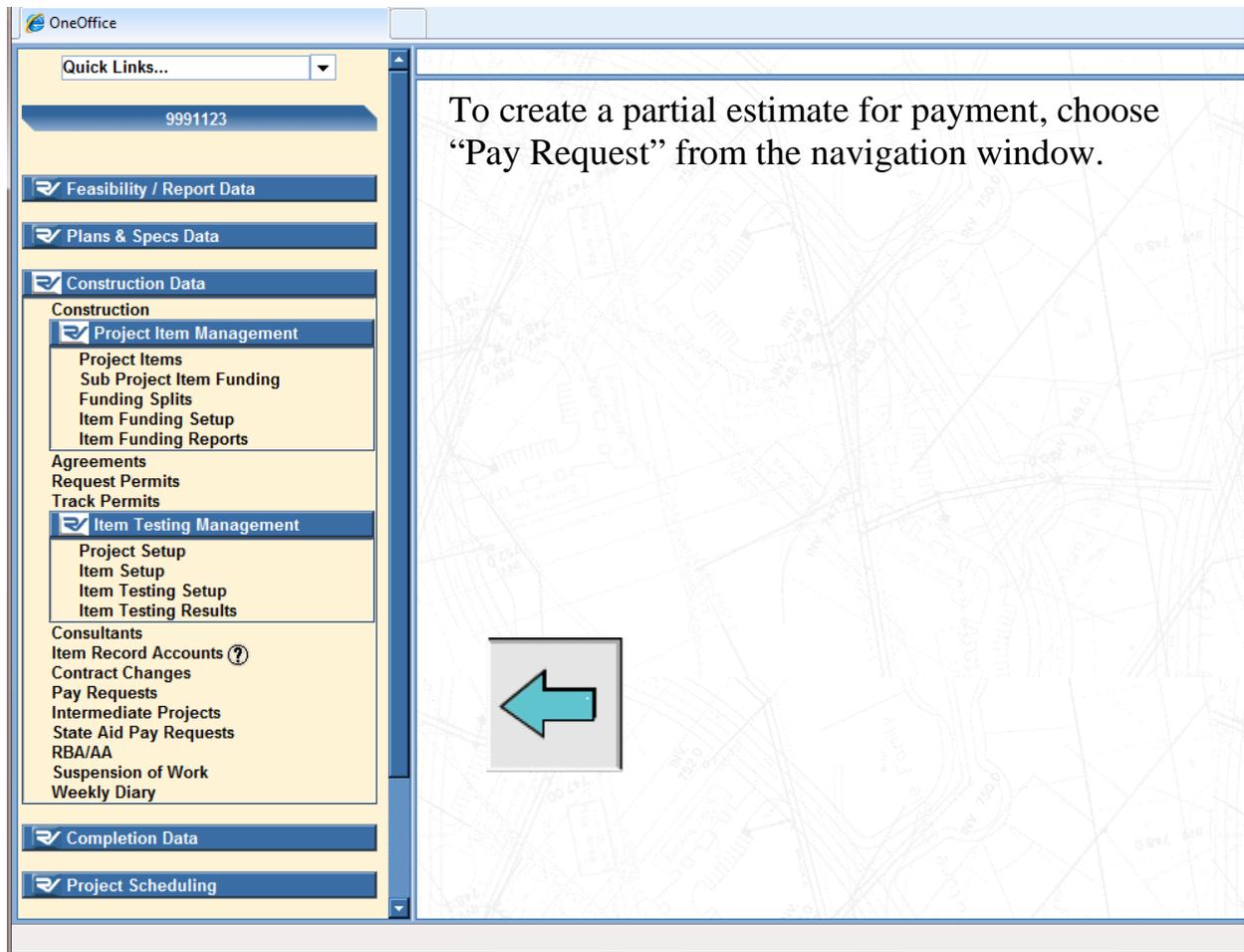
Contract Change	Approval Status	Date	Amount	Requestor Organization	Requestor Name
 Backsheet 1 - Water	Approved	6/23/2014	\$20.00	Hennepin County	KTR
	Water for Dust Control				
Total:			\$20.00		

A quick review indicates we have an approved backsheet with one Item with price of \$20.00 for Water.

There are a few navigational buttons on this page to be familiar with. The Edit  we have already used. The Review  button, next to it, takes you to a window showing more detail of the Backsheet listed. The button at the top of page “Add Contract Change” will take you to the window where you can make additional changes. [Mn/DOT Construction Tools](#) is a hyperlink to the State’s construction web site.

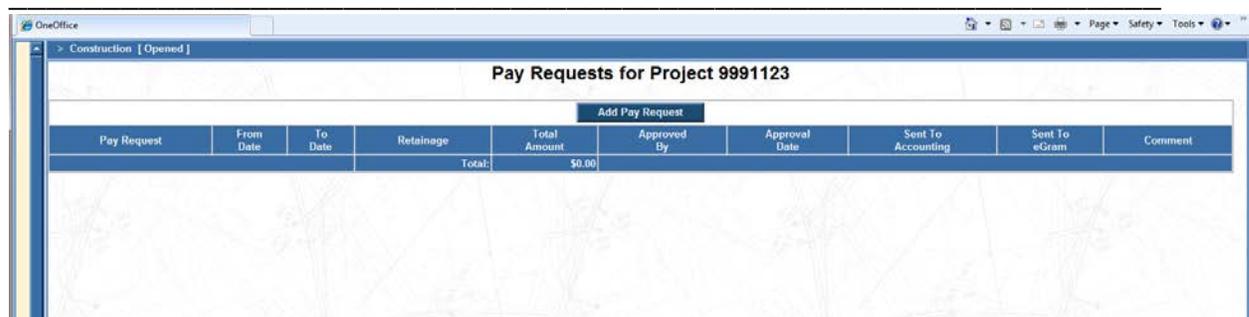
For now using the Pop-up Navigation Window, on the left, you can go to “Item Record Account” and begin entering quantities to this item as to any other contract item.

PARTIAL PAYMENTS



To create a partial estimate for payment, choose “Pay Request” from the navigation window.

The screenshot shows the OneOffice interface with a navigation pane on the left. The project ID 9991123 is displayed at the top. The navigation pane includes sections for Feasibility / Report Data, Plans & Specs Data, Construction Data, and Completion Data. Under Construction Data, the 'Construction' section is expanded, showing 'Project Item Management' (with sub-items: Project Items, Sub Project Item Funding, Funding Splits, Item Funding Setup, Item Funding Reports), 'Agreements' (with sub-items: Request Permits, Track Permits), 'Item Testing Management' (with sub-items: Project Setup, Item Setup, Item Testing Setup, Item Testing Results), and 'Consultants' (with sub-items: Item Record Accounts, Contract Changes, Pay Requests, Intermediate Projects, State Aid Pay Requests, RBA/AA, Suspension of Work, Weekly Diary). A blue arrow points to the 'Pay Requests' item in the Consultants section.



The screenshot shows the 'Pay Requests for Project 9991123' table. The table has columns for Pay Request, From Date, To Date, Retainage, Total Amount, Approved By, Approval Date, Sent To Accounting, Sent To eGram, and Comment. The total amount is \$0.00. The 'Add Pay Request' button is highlighted in blue.

Pay Request	From Date	To Date	Retainage	Total Amount	Approved By	Approval Date	Sent To Accounting	Sent To eGram	Comment
				Total:	\$0.00				

Then select “Add Pay Request”

CAUTION!!! REMOVAL OF A PAY REQUEST CAN NOT BE REVERSED.

PARTIAL PAYMENTS

Enter the Retainage. This can be entered as whole number 5 or as 5%

Add Pay Request			
FROM DATE:	<input type="text"/>	TO DATE:	<input type="text" value="2/18/2014"/>
Processing Date:	<input type="text"/>		
Comment:	<input type="text"/>		
FINAL RFP:	<input type="text" value="No"/>		
Retainage Percent:	<input type="text" value="5"/>		%

Complete Data fields.
From Date must match
the date from last
estimate.

*Check the retainage each time
you prepare an estimate!*

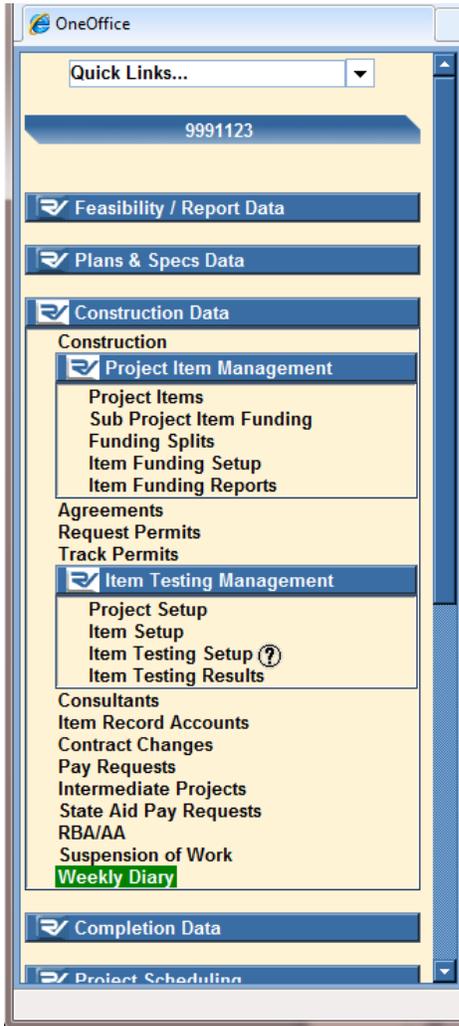
Enter a "Processing Date" OPTIONAL this can be today's date or any other that you choose.

Submit.

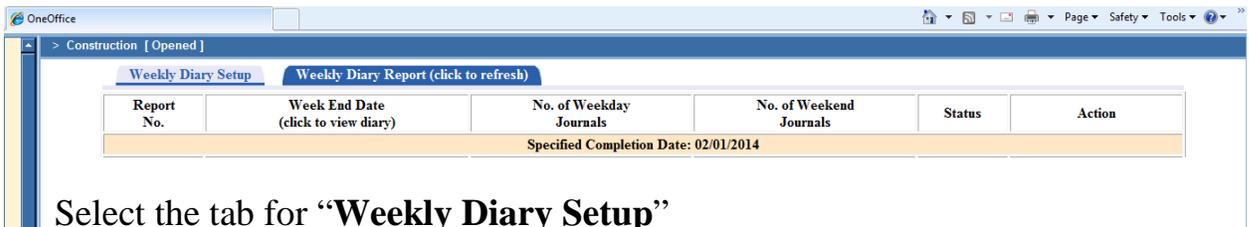
Pay Requests for Project 9991123									
Add Pay Request		Edit Pay Request 1.0		Remove Pay Request 1.0					
Pay Request	From Date	To Date	Retainage	Total Amount	Approved By	Approval Date	Sent To Accounting	Sent To eGram	Comment
Pay Request 1.0  2 Page View	05/06/2014	06/18/2014	5%	\$0.00			No	No	
			Total:	\$0.00					

Note Pay Request options in green lettering. These will differ from County to County. Select **"Pay Request 1.0"**

WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

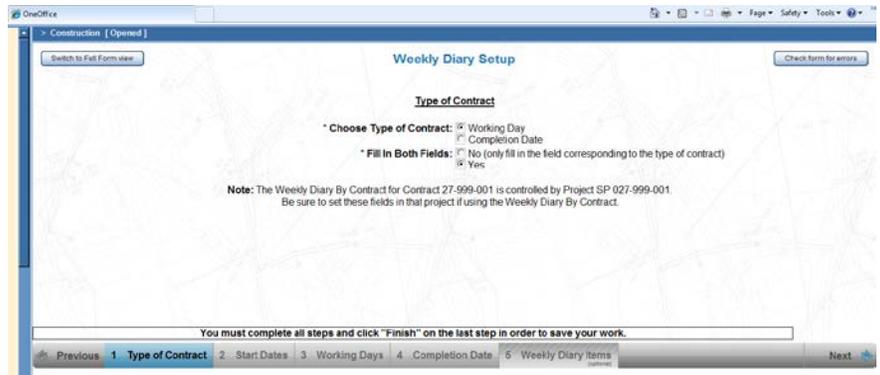


To populate contract information on the Weekly Diary such as Start Date, Working Days, and Major Contract Items, from the Navigation Window select “Weekly Diary”



Select the tab for “Weekly Diary Setup”

Check off appropriate information and follow steps 1 – 5 making sure on step 5 to click “Finish” to save information.



WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

The screenshot shows the 'Intermediate Projects' table with the following data:

Add Intermediate Project	Special Provision Number	Intermediate Project Title	Intermediate Project Description	Total Working Days	Completion Date	Attachment
Edit	38.5	Open to Traffic	Roadway must be open to one way traffic by November 15, 2014	60	11/15/2014	

From the Navigation Window select “Intermediate Projects” to populate the Weekly Diary Intermediate Date information.

Select “Add Intermediate Project and fill in information.”

The 'Add Intermediate Project Information' form contains the following fields:

- SPECIAL PROVISION NUMBER: 38.5
- INTERMEDIATE PROJECT TITLE: Open to Traffic
- Intermediate Project Description: Roadway must be open to one way traffic by November 15,2014
- Total Working Days: 060
- Intermediate Project Completion Date: 11/15/2014
- Attachment: (Browse For File..., Clear, Open)

Buttons: [Submit](#) [Cancel](#)

Note; a file can be attached as reference to support intermediate.

Repeat as many times as the contract requires Intermediates to be tracked. Now the data fields are populated and report is ready to be worked on. Navigate to Item Record Account using the Navigation Window.

The screenshot shows the 'Item Record Accounts' page with the following data:

Base/Alt/CC	Line #	Item Number	Description	Units	Total Contract Quantity	Total Contract Amount	Posted Quantity	Open Quantity	Used Quantity
BB	1	2011.501	CONSTRUCTION SURVEYING	LUMP SUM	1	\$6,600.00	0.00	0.00	0.00
BB	2	2021.501	MOBILIZATION	LUMP SUM	1	\$1,500.00	0.00	0.50	0.00
BB	97	2031.501	FIELD OFFICE TYPE D	EACH	1	\$30,000.00	0.00	1.00	1.00
BB	3	2101.511	CLEARING AND GRUBBING	LUMP SUM	1	\$950.00	0.00	0.50	0.00

The 'Daily Journal' link is circled in red.

From the Item Record Accounts page Click on “Daily Journal”

WEEKLY CONSTRUCTION DIARY AND STATEMENT OF WORKING DAYS

Contract as a whole.

Use pull down window to select pertinent intermediate

Complete data fields as needed. Be sure to Save Journal any time you choose to navigate away from this window or you will lose information.

Click here to show 0 notes for the week

S e c o n d a r y

Quick Links...

2000700

Feasibility / Report Data

Plans & Specs Data

Construction Data

Construction

Project Item Management

Project Items

Sub Project Item Funding

Funding Splits

Item Funding Setup

Item Funding Reports

Agreements

Item Record Accounts

Contract Changes

Pay Requests

Completion Data

Project Scheduling

Project Item Sketcher

Project Analysis

eMedia

Weekly Diary (?)

Daily Diary

Uniform Talk Sheet

Once data fields are complete you can review Weekly Diary by using the navigation window and selecting Weekly Diary under eMedia or from this Daily Journal window using the drop down window near top right titled "View" and selecting Weekly Diary.

Save Journal

View: Weekly Diary

Choose Date

Days Charged:

At any time you can review the weekly by pulling up the navigation window and selecting eMedia