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## SPREADSHEET

A spreadsheet is a table listing a range of tons with corresponding footage representing the distance a particular tonnage must be spread to obtain the required plan quantity.

The quantity per mile for the width, depth and type of material is found on the project plans. This quantity is used to compute tons/foot and feet/ton and these constants are then used to compute the spread. These constants are figured as follows:

The quantity per mile from the plans for a 6" lift of Cl. 5 placed 24' wide is 3312 tons.

$3312 \text{ tons} / 5280 \text{ feet} = 0.627 \text{ tons/foot}$

$5280 \text{ feet} / 3312 \text{ tons} = 1.594 \text{ feet/ton}$

The figure of 1.594 feet/ton is then multiplied by the number of tons in the load.

$15.0 \text{ tons} \times 1.594 \text{ feet/ton} = 23.9 \text{ feet}$

### Create Spreadsheet in CARS

To make a spreadsheet with CARS:

1. On the Main Menu page, choose Spreadsheet from the Reports column. The Spreadsheet Selection page is displayed.
2. Enter the type of material, tons per mile, beginning and ending tons.
3. Pick the project number from the Assigned Project drop down box, type in the project number in project ID box or type in the project control number in the PCN box. Click on the SEARCH button.
4. The spreadsheet report is generated and can be printed.

The spreadsheet will calculate the spread for each tenth of a ton between the beginning and ending range you enter on the Spreadsheet Selection page. The range of tons entered should be broad enough to cover the various capacities of trucks on the project. Give one copy of the spreadsheet to the scale person so the spread can be entered on the haul ticket. The gravel checker should also have a copy in case the spread is inadvertently left off the haul ticket or if the tickets are generated by the contractor's scale. Retain one copy of the spreadsheet in the project files.

## QUANTITY BOOK

The quantity book is a detailed report of all pay quantities entered in CARS. These entries are taken from Quantity Manager.

The individual contract bid items are displayed in the quantity book in spec and code order and in the same order as listed on the progressive estimate detail sheets. For projects with multiple subprojects, the quantity book will also be divided by subproject.

Source documentation should be noted when quantities are entered.

## Generate the Quantity Book in CARS

To generate a portion or the entire quantity book in CARS:

1. Click on the Quantity Book link. The Quantity Book Selection page is displayed.
2. To generate and print the entire quantity book, leave the beginning and ending spec and codes set to the default values of 001/0001 through 999/9999.
3. To generate and print a section of pay quantities, enter the beginning spec and code for the first item of the section and enter the spec and code for the last item in the range in the ending spec and code. You can also get a section of pay items by typing in the spec number only in the beginning and ending spec text boxes and leaving the codes at their default values. For example, you want to look at all the traffic control pay items in the quantity book. Enter the spec number 704 in the beginning and ending spec text boxes. Leave the beginning and ending code numbers at the default values of 0001 and 9999. Only the pay items under spec number 704 will be generated from the quantity book.
4. The quantity book links displayed on the Quantity Book Selection page can be changed by selecting a project from the Assigned Project drop down list, by entering the project number or entering the PCN.
5. Quantity book reports can be generated by clicking on the subproject links and producing the quantity book for the subproject chosen only. The entire quantity book can be generated by clicking on the All Subprojects link.

## REPORTS

Any reports already created using the Maintenance menu can be printed using the Reports menu. The reports for the project shown at the top of the screen will be displayed. Reports for a different project can be accessed by using the Project Search Criteria. Pick the project by using the assigned project drop down list, by entering the project number or by entering the project PCN. Click on the Search button to display the reports.

### Display/Generate Reports

The reports are displayed and generated as follows:

1. Concrete Paving, Haul Sheets and Mix Bitumen reports
  - a. Reports are displayed by subproject, spec/code and date order
  - b. Click on the date link to generate the report
2. Piling/Test Piling Reports
  - a. Reports are displayed by subproject, spec/code and structure number
  - b. Click on the structure number to generate the report
3. Change Orders
  - a. Reports are displayed by change order number in descending order
  - b. Click on the change order number to generate the report
4. Force Account
  - a. Reports are listed in descending order by force account number
  - b. Click on the Equipment, Material, Personnel and Summary links to generate the reports
5. Weekly Progress Reports
  - a. Reports are listed in descending order by report number

- b. Click on the report number link to generate the report.
6. Approved Progressive Estimates
  - a. From the Approve Progressive Estimate Selection page, pick the project using the assigned project drop down list. The project can also be selected by typing in the project ID, project PCN, the contractor vendor number or the estimate released date, if known.
  - b. Choose the number of the approved estimates to display using the Selection Range drop down list.
  - c. Click on the Search button. The estimates are displayed in descending order. All subprojects are listed.
  - d. Generate the estimate details by clicking on the Details link by each subproject or clicking on the All Details link. Click on the Cover link to generate the cover sheet.
7. Contract Time for Completion

This CARS report is no longer used for final records. The Contract Time for Completion should be completed using [SFN 5660 Contract Time for Completion Summary](#).

### Project Status Selection Report

You may also choose to print the Project Status Selection report. This report summarizes all projects that have not been submitted for final payment. The information summarized can be customized to view any one of the eight Districts or to view information for all Districts. You then have the option to display the information sorted by District, Contractor, Bid Opening Date, or by Time.

To generate the Project Status Selection Report:

1. From the Main Menu, click on the Project Status Selection link. The Project Status Selection page is displayed.
2. Choose the Project Status Search Criteria from the drop down box. Choose either one district or all to display all information for all districts.
3. Choose the report sort order by clicking in the radio button by the choice of District, Contractor, Bid Opening Date or Time.
4. Click on the Search button and the Project Status Selection report will be generated.

### Other Reports

The reports side of the Main Menu also shows reports for the following:

1. Quantity Book
2. Explanation of Change in Plan
3. Final Acceptance Letter
4. Diary Reports

These reports are explained in other sections of this manual.