

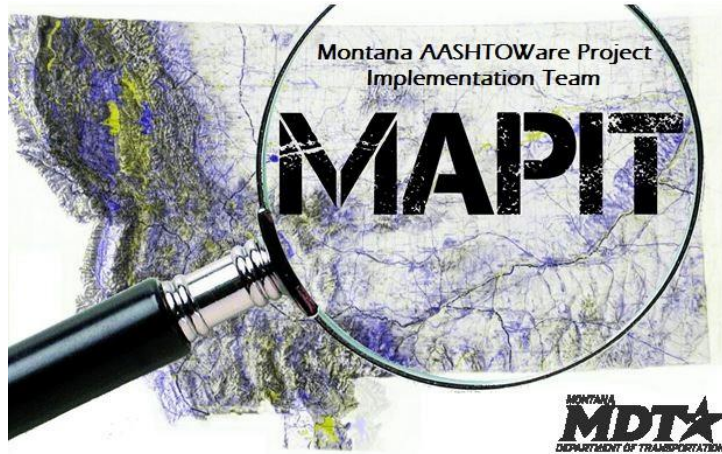


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Force Accounts

Date: November 20, 2017  
Updated: August 26, 2019





MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



❑ **Process Definition**

This process describes the steps involved in creating force accounts and recording force account work on a daily work report.

❑ **Acronyms and Definitions**

EPM – Engineering Project Manager

MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. The EPM/Inspector will create a Force Account in Construction & Materials.
  - a. Navigate to Contract Progress > Force Accounts.
  - b. Click New.
  - c. Enter a description for the Force Account.
  - d. Click Save.
  - e. Click on the number (which is a link) to open the force account
  - f. Click on the Contractors tab.
  - g. Click on the Select Contractors button.
  - h. Start typing the contractor name in the search field or hit enter
  - i. Check applicable contractor(s) and click the Add to Force Account Contractors button.
  - j. Click Save
  - k. Click on the Vendor link.
  - l. The Equipment, Labor and Materials Adjustment Percentages will auto-populate. Changes can be made if needed.

Force Account Summary

▼ Contract: 02415, Force Account: 1 - Additional approach crossing

General	<b>Sequence Number</b>	<b>Complete</b>
Contractors	1	<input type="checkbox"/>
Daily Work Reports	<b>Description *</b>	
Change Orders	Additional approach crossing	

Contractors | Search: | Advanced Showing 1 of 1

Select Contractors... 0 m

Vendor	Legal Name	DBA	Type
2567	HOLLOW CONTRACTING IN	HOLLOW CONTRACTING INC	Original Prime



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Force Account Contractors Contracts Contract Administration Contract Claims Contract Documentation Contract Progress Items Payment Estimates Projects Subcontracts

### Force Account Contractor Summary

Contract: 02415, Force Account: 4 - Webinar Demonstration Save ?

Contractor: 6158 - LEPROWSE CONSTRUCTION, INC.

Percentages  
Equipment  
Labor  
Material Invoices  
Miscellaneous Invoices

Advanced Showing 3 of 3 0 changed

Name	Type	Pct
Equipment	Equipment Adjustment	10.000
Labor	Base Labor Adjustment	80.000
Materials	Material Adjustment	15.000

2. The EPM/Inspector inputs the necessary information into the Force Account, including equipment, labor, and materials.
  - a. Click on the Equipment tab.
  - b. Click the Select Force Account Contractor Vendor Equipment button.
  - c. Check all applicable equipment and click on the Add to Force Account Contractor button.
  - d. Enter a Description for the equipment.
  - e. Enter the Standard and Idle Hourly Rates.
  - f. Select Owned or Rented from the Own Type dropdown list.
  - g. Click Save.
  - h. Click on the Labor tab.
  - i. Click Select Force Account Contractor Labor button
  - j. Check all applicable labor types and click on the Add to Force Account Contractor button.
  - k. Enter a Description for the labor.
  - l. Enter the Regular and OT Hourly Rates.
  - m. Click Save.
  - n. Click on the Material Invoices tab.
  - o. Click New
  - p. Enter a Description of the material.
  - q. Select a Date.
  - r. Enter Amount, Quantity and Unit Price.
  - s. Select Units from the dropdown list.
  - t. Click Save.
  - u. Click on the Miscellaneous Invoices tab.
  - v. Click New
  - w. Enter a Description of the miscellaneous invoice.
  - x. Select a Date.
  - y. Enter the Amount.
  - z. Click Save.



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Contract: 02415, Force Account: 1 - Additional approach crossing Save ?  
 Contractor: 2567 - HOLLOW CONTRACTING INC

- General
- Equipment
- Labor
- Material Invoices
- Miscellaneous Invoices

Q | Type search criteria or press Enter Advanced Showing 3 of 3

Select Force Account Contractor Vendor Equipment... 0 marked for deletion | 0 changed

Equipment ID	Equipment Description	Std Hrly Rt	Idle Hrly Rt	Own Type
Truck1	Truck			
Water Truck		40.00	20.00	Rented
Other				
Other		50.00	30.00	Owned
Truck1	Truck			
Dump Truck		40.00	20.00	Rented

- Labor
- Material Invoices
- Miscellaneous Invoices

Select Force Account Contractor Labor... 0 marked for deletion | 0 changed

Personnel ID	Personnel Description	Reg Hrly Rt	OT Hrly Rt
Laborer1	Laborer		
Joe Smith		30.00	45.00
PowerEquip1	Power Equipment Operator		
Billy Bob		20.00	30.00
Electricians			
Snoopy Brown		40.00	60.00

- Material Invoices
- Miscellaneous Invoices

ID	Descr	Date	Amount
1234	Concrete	02/22/2017	5,000.00
	Qty	Unit Price	Unit
		500.00000	CUYD - Cub...
1235	CAC	02/22/2017	3,000.00
		100.000	30.00000
			CUYD - Cub...

- Miscellaneous Invoices

ID	Descr	Payee	Date
	Premium on bond		02/21/2017
Amount	Allow Pmt Amt	Cmts	
100.00	100.00		

aa. To attach invoices, rental rate emails or payroll documents, in the Force Account Summary window click on the Action button and click on the Attachments link under Views.

Force Account Summary Open Component A Menu

Contract: 02415, Force Account: 6 - Place riprap in eroded trench in 12+20 RT Save

- General
- Contractors
- Daily Work Reports
- Change Orders

Sequence Number	6	Complete	<input checked="" type="checkbox"/>	Actions	There are no actions available.
Description	Place riprap in eroded trench in 12+20 RT			Views	Attachments
				Issues	Links



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- bb. Click on the Select File button.
- cc. Browse and select the desired document.
- dd. Click the Open button.
- ee. Enter a Description of the document.
- ff. Check the Attorney/Client Privilege checkbox if applicable.
- gg. Click Save.

Attachments For Force Account Save

Q Type search criteria or press Enter Advanced Showing 1 of 1

Select File... Select File to Upload 0 marked for deletion | 0 changed | Expa

Name	Historical Report	Size (kb)	Additional Roles Count
ForceAccountReport.pdf	Yes	14	0

Description  Attorney/Client Privilege

Generated by Force Account Report on 02/05/2018 14:32:55

- 3. For each piece of equipment used, the EPM will fill out an Equipment Rental Rate Determination form and email the Rental Rate Outlook distribution list.
- 4. As force account work progresses, the EPM/Inspector records the work on a DWR. If the inspector is working with the force account work and other project work, they create two DWRs, one for the force account and one for everything else. This allows the regular one to be approved and items paid for and the force account one to be left open pending the checking process and any missing information such as payroll information.
- 5. If equipment is used on the Force Account work, then the EPM/Inspector will record the Standard and Idle hours.
  - a. Click on the Equipment tab.
  - b. Enter the Standard and Idle hours.
  - c. Click Save.

Equipment 0 changed

Labor

Materials

Q Type search criteria or press Enter Advanced Showing 3 of 3

Supp Descr	Equipment Descri...	Equipment ID	Std Hrs	Idle Hrs
Dump Truck	Truck	Truck1	6.00	2.00
Other	Other		4.00	
Water Truck	Truck	Truck1	7.00	1.00

- 6. If labor is used on the Force Account work, then the EPM/Inspector will record the regular rate, overtime rate and comments for each of the contractor's workers.
  - a. If labor is used on the Force Account work, then the EPM/Inspector will record the regular rate, overtime rate and comments for each of the contractor's workers.
  - b. Navigate to Daily Work Reports > Force Account Contractors.
  - c. Click Select Force Account Contractors



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- d. Select the appropriate force account contractor(s) and click on Add to DWR Force Acct Contrs
- e. Click Save
- f. Click on the Seq Num link for the appropriate force account.
- g. Enter the Regular and OT Hours .
- h. Enter Comments if applicable.
- i. Click Save.

Labor  Advanced Showing 3 of 3

Materials *The previously highlighted row is not in the current search results. [Show previously highlighted row.](#) ✖*

0 changed

Supp Descr	Personnel Description	Personnel ID	Reg Hrs	OT Hrs	Comment
Billy Bob	Power Equipment Operatc	PowerEquip1	<input type="text" value="8.00"/>	<input type="text" value="1.00"/>	<input type="text"/>
Joe Smith	Laborer	Laborer1	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>
Snoopy Brown	Electricians		<input type="text" value="8.00"/>	<input type="text" value="4.00"/>	<input type="text"/>

7. The EPM/Inspector checks the contractor's payrolls to verify that the correct wages were used.
8. If materials are used on the Force Account work, then the EPM/Inspector will record the quantity of material(s).
  - a. Click on the Materials tab.
  - b. Enter the quantity of material.
  - c. Click Save.

Materials *The previously highlighted row is not in the current search results. [Show previously highlighted row.](#) ✖*

0 changed

Descr	ID	Src/Fac	Unit	Qty
CAC	1235		CUYD - Cubic Yards	<input type="text" value="100.000"/>
Concrete	1234		CUYD - Cubic Yards	<input type="text" value="55.000"/>

7. The inspector requests that the Force Account in Construction & Materials be checked. It will be at the discretion of the EPM as to who performs the check.  
\*Note: Recorded to MISCELLANEOUS WORK in the DWR and include a remark with the path to the documentation in the contract folders on the network share drive.
8. When the Force Account is complete, the EPM/Inspector will check the Complete checkbox on the Force Account.
  - a. Navigate to Contract Progress > Force Accounts
  - b. Click on the Seq Num link for the appropriate Force Account.
  - c. Check the Complete checkbox.



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Contract: 02415, Force Account: 1 - Additional approach crossing Save

General	Sequence Number	Complete
Contractors	1	<input checked="" type="checkbox"/>
Daily Work Reports	Description *	
Change Orders	Additional approach crossing	

- d. Miscellaneous invoices and subcontract administrative allowance calculated based on the chart are included in the Force Account Report which will be automatically attached to the Force Account as a Historical Report.

Contract: 02415, Force Account: 1 - Additional approach crossing Save

General	Sequence Number	Complete	Actions
Contractors	1	<input checked="" type="checkbox"/>	<i>There are no actions available.</i>
Daily Work Reports	Description *		Views
Change Orders	Additional approach crossing		Attachments
			Issues
			Links
			Reports
			Force Account Report
			Historical Reports
			Force Account Report

- ❑ **IT Systems Interfaces Outside of AASHTOWare Project**
- ❑ **Process Exceptions**

Agreed Price instead of Force Account would be added to the Miscellaneous Work bid item.

- ❑ **Business Change Summary** – Force accounts can be maintained in Construction and Materials because a user can create multiple DWR's per day. This will allow them to create a 'Force Account DWR' and keep it open until all the Force Account information has been collected.
- ❑ **Comments**