<Certify>

For the purpose of this section the words certify, certified, certification, re-certify, final, finalize and finalization will all be considered to mean <Certify>.

The CAARS <Certify> option is where you will finalize the total of all your daily <Update> entries you have made on your individual Item Record Accounts for Contract pay items, and other allowable payments (backsheets).   The Certify option is used one item at a time , when you feel that the item is completed, and there will be no more work on this item on the project. At the time of certification, you should have all of your computations (if any) checked. You should also have, and be ready to enter into CAARS, the prescribed and correct quantity documentation for the item being certified .

The Certify option can be used at any time during your project, as the pay items become completed. Normally, finalization will be done for all items at the same time, at the end of the Contract. It is a matter of preference, whatever works best for you.

Some important points to remember about the <Certify> option are:

(1) -   When you use the certify option, you do not carve the *Final Quantity* figure you enter in "stone ". You can repeat the certification process, or re-certify, an unlimited amount of times. You can change both the *Final Quantity* figure and the *Final Documentation Location* each time you re-certify until it is correct.

(2)-   Regardless of the number of Groups you have on your project, CAARS <Certify> option certifies on a Proposal Line level. (All Groups added into one). Therefore, the information you type in the *Final Documentation Location* must include the location of the documentation that supports all Groups that contain the item you are certifying.

(3)-   After you have used the <Certify> option on an item, you can still make additional <Update> entries if the need arises , however , if you do so, CAARS will automatically   require you to re-certify that item.

(4)-   All Item Record Accounts , for all pay items , must be certified before CAARS will allow you to produce a Draft Final Voucher for payment.

(5)-   You can re-certify an item using 2 different methods:
  (a)-   Under some conditions, you can re -certify a pay item without repeating the <Update> process, as long as the final pay quantity is supported 100% by the documentation submitted. (how to do this is shown later in this section)
  (b)-   You can use the <Update> option and make either a bookkeeping entry to show a correction quantity + or - , or a whole new entry.(as shown in the Update section).
  Note that if you use method (a) above, CAARS will **automatically** record in the <Update> option, any change you make to the *Final Quantity* figure in the <Certify> option (either plus or minus). Even though the change is made while your working in the <Certify> option, <CAARS> will record such entries in the <Update> option as a "Bookkeeping Entry".

The item we will use as a sample item for certification, will be the same item we used to illustrate the <Update> option - 4 INCH CONCRETE WALK. By looking back at the Update section, we see that our pay item was in all three Groups. We made one Update entry for this pay item to finish off Group 1 . The Group 2 and Group 3 entries were already made for you on the sample project diskette.

Step 1 - Arrow down and highlight <Certify > on the Main Menu Screen ...press $\boxed{\text{ENTER}}$ ..

You are now at the Certify Selection Menu Screen 1 below with <Body Items > highlighted .. Press $\boxed{\text{ENTER}}$ ... This will bring you to Screen 2 Item Selection Menu below.

**< Certify > -SCREEN 1**- Certify Selection Menu
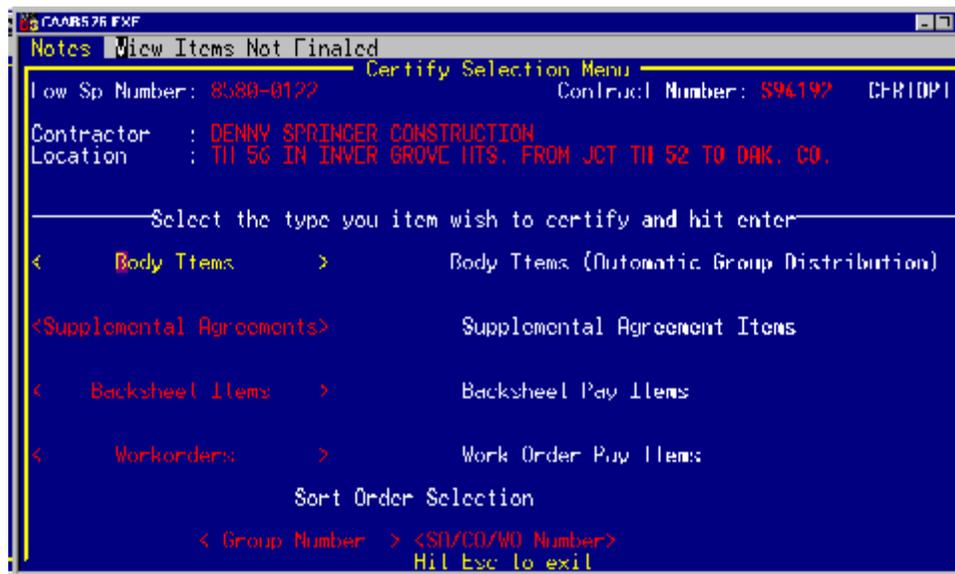
Step 2- **About Screen 2**- **Item Selection** Screen 2 below is where you will select the pay item you want to certify entries on. If you arrow up and down on this Screen, you will notice that the left hand side of the screen will scroll up and down the menu, to enable you to highlight an item, and make your selection. This menu will contain all of your Contract pay items, on a .

PROPOSAL LINE BASIS. Also take note that as you scroll and highlight on the left hand menu from item to item, the right hand side of the screen will automatically give you all of the vital Contract information of any highlighted item. Likewise, in the bottom portion of the screen you will also be able to view the summation total of all the daily Update entries, for each individual pay Group, for the highlighted pay item. . If you highlight 4 INCH CONCRETE WALK as a pay item, you will be viewing in CAARS Screen 2 below. In reviewing Screen 2 , you can see the summation of quantity totals entered in <Update> for each Group under *Quantity Group Specific* as follows :

Group 1 - Fed. Funds -S.P. 8580-0122 [(Low S.P)   595.00 + 566.00 =   1161.00 Square Feet
Group 2- State Funds- S.P. 8586-0019.   =   525.00 Square Feet
Group 3 - County Funds S.P. 85- 601-05   =   398.00 Square Feet
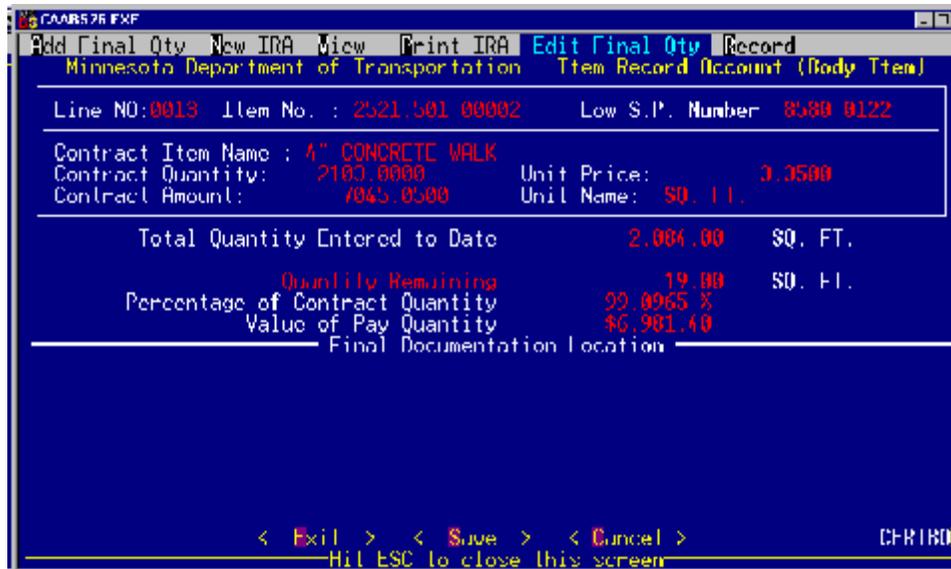Total Square Feet of 4 inch Concrete Sidewalk placed all Groups   =   2084.00 Square Feet

<Certify> - <u>SCREEN 2</u> - Item Selection Screen (Body Items Group Specific)
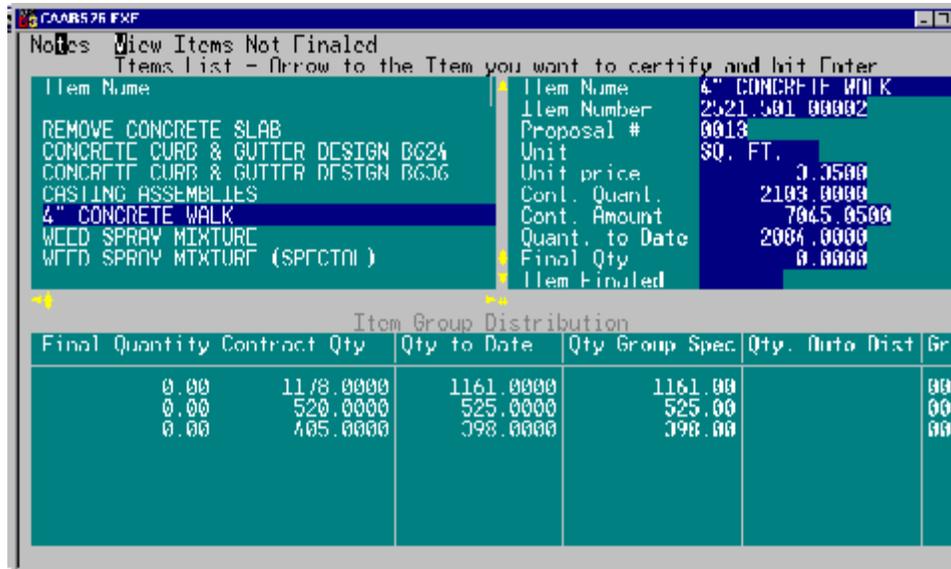
Step 3 - With 4 Inch Concrete Walk highlighted as shown above in Screen 2 .. Press ENTER
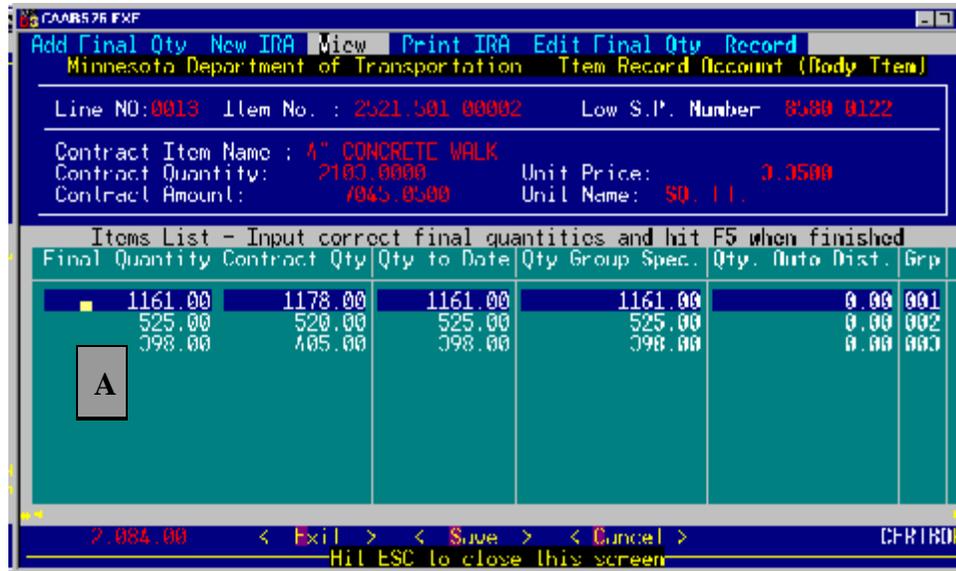This will bring you to the finalization Screen 3 below.

<Certify> <u>SCREEN 3</u> - Item Finalization Screen

Step 4- Press ALT key to get to upper menu bar.. Highlight <Add Final Qty.> ..press ENTER
This will bring you to the Finalization Work Screen 4 below with the cursor blinking in *the Final Quantity* column.   * * (To Re-Certify see below <Edit Final Qty.>)

<Certify > - SCREEN 4 - Finalization Work Screen (Body Items Group Specific)

Step 5 - At this time, while your in the <Certify> option, you can arrow down to the *Final Quantity* for each pay Group in column **A** and "type over" the figures shown, in order to adjust or correct any of the 3 *Final Quantity* figures shown above in Screen 4 (if necessary).   [Example: You may discover an error in computations on your Daily Accomplishment Report that changes the *Final Quantity* of 4 inch Concrete Walk entered in pay Group 3 from 398.00 Sq. Ft., as shown above, to 395.00 Sq. Ft..] .Using this example, you have two choices of making corrections as shown   below**.**

(1)-   You can, at this time on Screen 4, change the 398.00 figure for pay Group 3 to 395.00, and
         that would then be your Final Figure for Group 3.   Keep in mind, that if you want to correct a
         Final Quantity in this way , your final support documentation must verify the 395.00 figure.
         Even though you are working in the <Certify> option, CAARS will automatically record this as
         a separate line entry of minus -3.00 Sq. Ft. "Bookkeeping Entry" in the <Update> option
         entry records.

(2)-   You may choose to go back through the <Update> option and make a minus - 3.00 Sq. Ft.
         "Bookkeeping Entry' (see instructions in update section),   to make such corrections. Keep in
         mind, that if you choose to make your corrections through the <Update> option, CAARS will
         require you to repeat the <Certify> option each time you make entry/entries in <Update> after
         the original <Certify>.   Each time an item is re-certified , the information you entered in *Final
         Document Location* , in the previous certify, will have to be reviewed and changed (if
         necessary). This is shown in Step 6 ahead.

Note : You may want to choose No. (1) method above, when you make corrections to a large volume
of support documentation, such as 60 packets of Weigh Tickets. That way you can avoid making
several <Update > bookkeeping entries to each individual packet of tickets. However, each cover
sheet , on each packet of tickets should show any correction made to that individual packet.

<Certify> Option   (Continued)

Step 5 - (Continued) - When you are satisfied that your *Final Quantity* totals are correct press the F5 Function key <u>as instructed in the mid portion of Screen 4</u> ...This will bring you to Screen 4A Finalization Work Screen below.

<Certify > - **SCREEN 4A** - Finalization Work Screen (Body Items Group Specific)

Step 6- You are now at the *Final Documentation Location* entry field, where you will type in your final reference as shown above in Screen 4A. FORMS 28233 BOOKLET P-1 PAGES 4 -7. Remember that , <u>CAARS Certifies items on a PROPOSAL LINE BASIS only</u>. Note that the information you just typed in the *Final Documentation Location* field includes a <u>complete reference to all Groups 1 through 3.</u> that are included in the 2,084.00 Sq. Ft. total . {i.e. Group 1 has Daily Accomp. Reports # 4 & 5 for a total of 1161.00 Sq. Ft. , Group 2 has Report # 6 for a total of 525.00 Sq Ft . and Group 3 has Report # 7 for 398.00 Sq..Ft. for a grand total of 2,084.00 Sq. Ft. in all Groups 1 - 3 as shown above in Screen 4A}

Also note that if you are in the process of re-certifying, the information you typed in from the previous <Certify>, under *Final Quantity* and *Final Documentation Location ,* <u>is still present</u>, and may or may not be correct. If the information is not correct you can type over and make your adjustments. When you are satisfied that your entry is correct press ENTER with <Save> highlighted.

RE-CERTIFY AN ITEM USING   **   <EDIT FINAL QUANTITY > OPTION

At any time after the original <Certify> option is implemented and <Saved> on a pay item , you can re-certify that same item, at any later date, by repeating all of the above Steps except in Step 4 above you will highlight and select **<Edit Final Qty >** <u>instead of</u> <Add Final Qty.>

CERTIFYING> ITEMS THAT WHERE ENTERED IN <UPDATE > UNDER AUTOMATIC GROUP DISTRIBUTION.

The pay item we will use as a sample item for <Certify> under the Automatic Group Distribution option, will be the same item we entered under Automatic Group Distribution in the <Update> option -MOBILIZATION.

Certifying items that were entered in <Update> under Automatic Group Distribution is accomplished by basically the same Steps as shown above for *Group Specific* distribution and are as follows:

Step 1 - Same as Group Specific above. (Main Menu <Certify>)

Step 2 - Same as Group Specific above. (Certify Menu <Body Items>

Step 3 - With MOBILIZATION highlighted on Item Selection Screen press ENTER

Step 4 - Press ALT key to get to upper menu bar ..Highlight <Add Final Qty >...Press ENTER

This will bring you to the Finalization Screen 5 below with the cursor blinking in the   *Final Quantity* column. (The <Edit Final Qty.> feature is the same as for *Group Specific*.)

<Certify > - SCREEN 5 - Finalization Work Screen (Automatic Group Distribution)
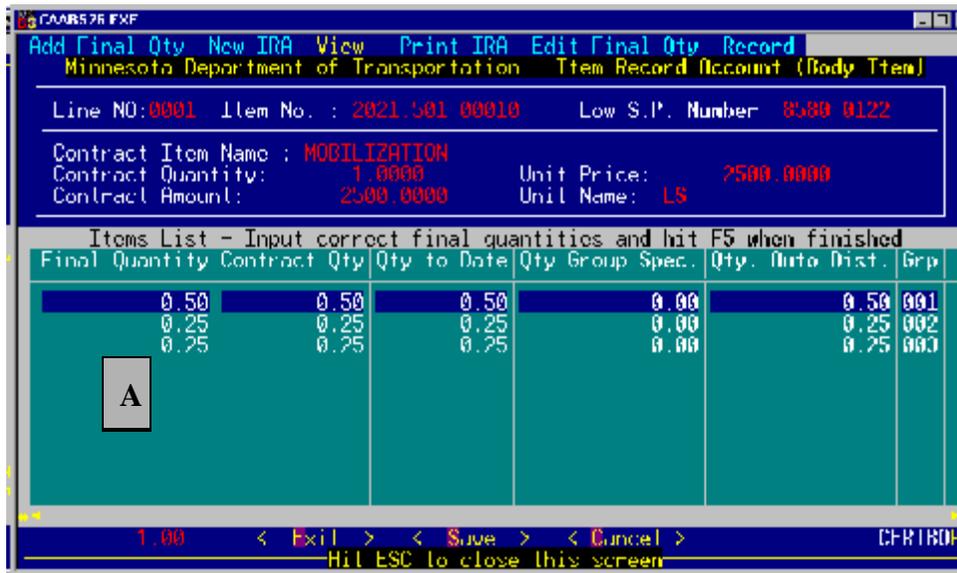
Step 5   -   At this time, while your in the <Certify> option, you can arrow down to the *Final Quantity* for each pay Group in column A above, and "type over" the figures shown, in order to adjust or correct any of the 3 *Final Quantity* figures shown above in Screen 5. (* The figures shown in column A for this particular pay item are evenly split and need no adjustment , however see changing the Final Quantity Automatic Distribution below in this section for an example of typing over to adjust the final quantities). All of the other points mentioned above under Step 5 for *Group Specific* apply here also.   (Continued)

<Certify> Option
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Step 6 - You now press the F5 function key to receive Screen 5A , where you will type in your *Final Documentation Location* as SOURCE DOCUMENTATION as shown below.

<Certify > - SCREEN 5A - Finalization Work Screen (Automatic Group Distribution)
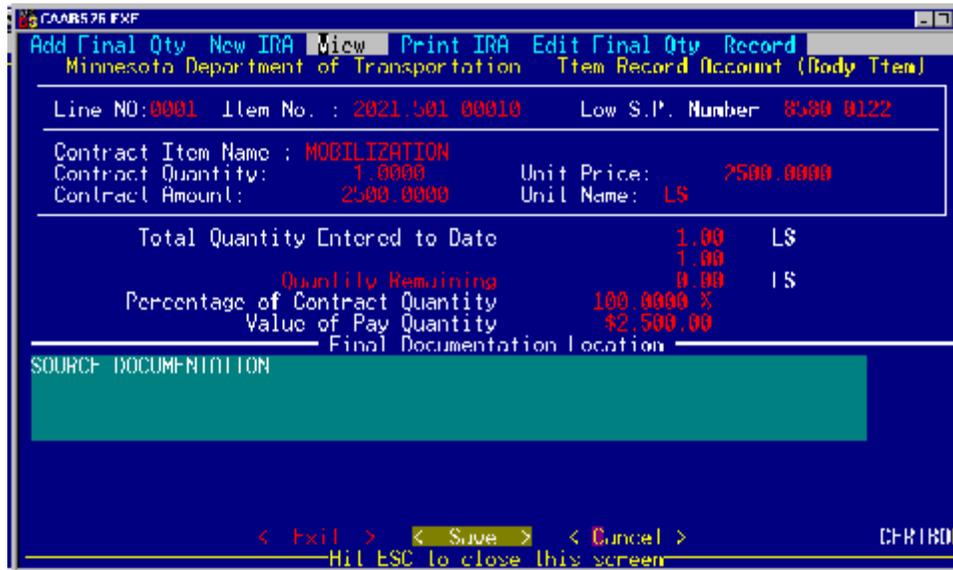
CHANGING THE FINAL QUANTITY AUTOMATIC DISTRIBUTION

When using Automatic Group Distribution changing the *Final Quantity* figure may be necessary to pay a Group Final Quantity to the closest whole Unit. This occurs when the Automatic feature comes up with a half unit for a given Group. To illustrate this, we will use the item GRUBBING from our sample project 8582-0122 , .

< Update > -SCREEN 6 - Sample Update Entry - Auto Group Distribution
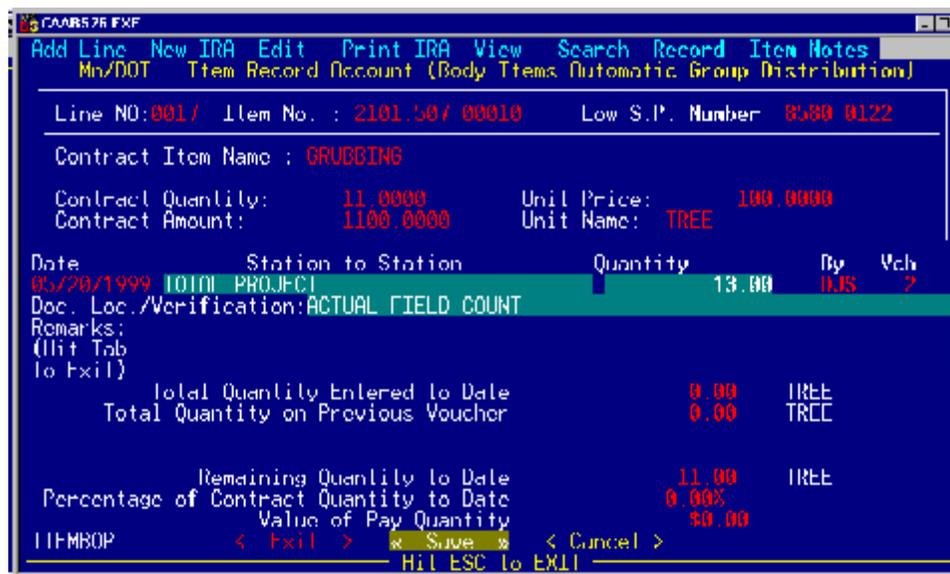
<Certify> Option
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As you can see in Screen 6 above, for Item GRUBBING , we made an <Update> entry of 13.00 Trees using Automatic Group Distribution. The Contract Quantity for each Group 1 is as follows.

> Group 1 = 5 trees
> Group 2 = 3 trees
> Group 3 = 3 trees

Proposal Line Contract total =11.00 trees.

When using Auto Group Dist., CAARS takes each entry made and computes a straight percentage of distribution, based on the original Contract Group quantity, divided by the total Proposal quantity . This means that for every tree entered Auto Group Dist. for the GRUBBING item Group 1 gets 5 divided by 11 or 0.4545 % of a tree, Group 2 gets 0. 2730 % and Group 3 gets 0.2730 %. = 100%

When we now <Certify> the GRUBBING item we see in Screen 7 below that CAARS automatically computed and distributed the Final Quantity of 13 trees using the above formula. **Group 1 gets 13 x 0.4545 or 5.91 trees ; Groups 2 & 3 each get 13 x 0.2727 = 3.55 trees.**

<Certify> - SCREEN 7 - Finalization Work Screen

You can now move the cursor in screen 7 above to the top of the *Final Quantity* column A and type over the figures so that you won't be paying for a fraction of a tree (or any like unit). The same Screen 7A below is again shown below after corrections / adjustments have been made.

Gr.1-   Gr.2-   Gr.3 = Proposal

In Screen 7 above the Final Quan. figures in Column A are: 5.91 - 3.55 & 3.55 =13 Trees   In Screen 7A B we have **typed over** and changed these figures to:6.00- 4.00 & 3.00 =13 Trees

(Continued)

<Certify> Option
95

Certify> - SCREEN 7A - Finalization Work Screen (Showing corrections to Final Quantity)

The *Final Documentation Location* will then be SOURCE DOCUMENTATION as shown below in Screen 8.

<Certify> - SCREEN 8 - Finalization Screen Completed