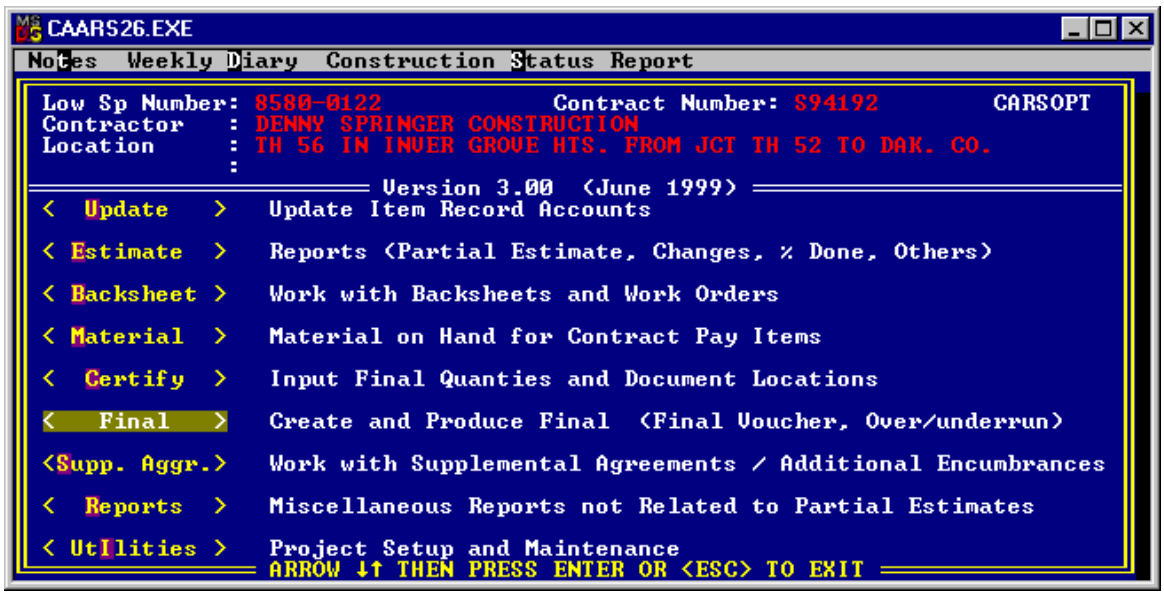

< Final >

CAARS <FINAL > OPTION

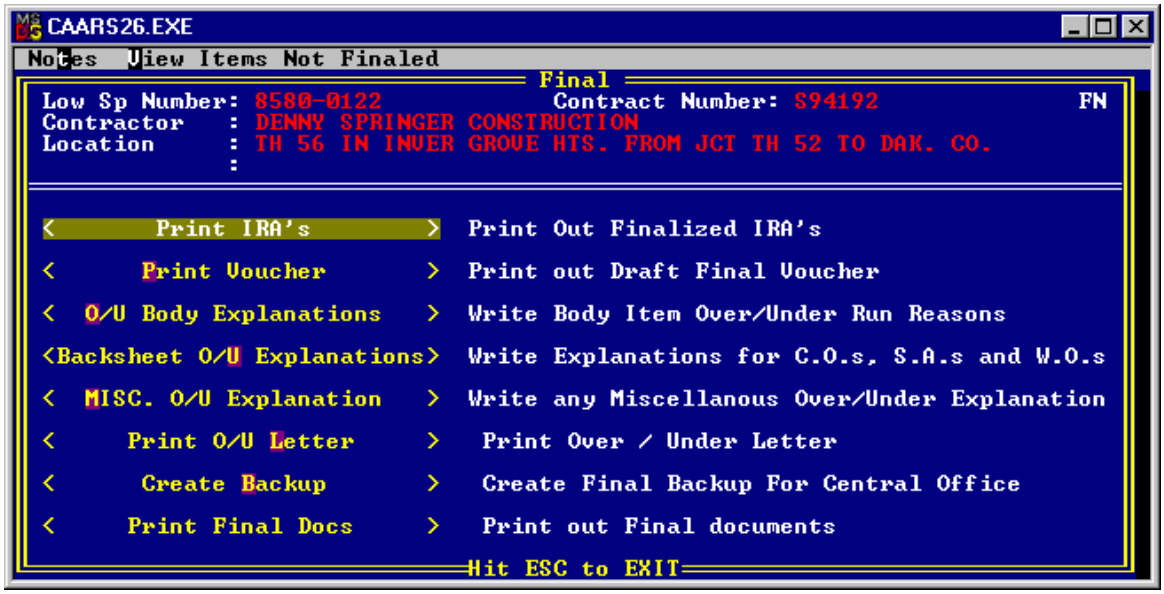
You will utilize the CAARS <Final> Option when you have completed your project and are preparing to submit your records and Draft Final Voucher to the Office of Contract Administration for final review and payment. In order for the <Final> Option to function, all of the Item Record Accounts, for every pay item on your Contract, must be finalized through the <Certify> Option. In order to see which items have not as yet been through the <Certify> option press **ALT** and **V** at the same time to access *View Items Not Finaled* off the top menu bar of Screen 2 below. This will display a menu screen with all items not yet finalized on your project.

To use the CAARS <Final> option arrow down and highlight <Final> as shown on Screen 1 below and press ENTER. This will bring you to Screen 2 below

SCREEN 1 - Main Menu Screen



SCREEN 2 - Final Functions Screen

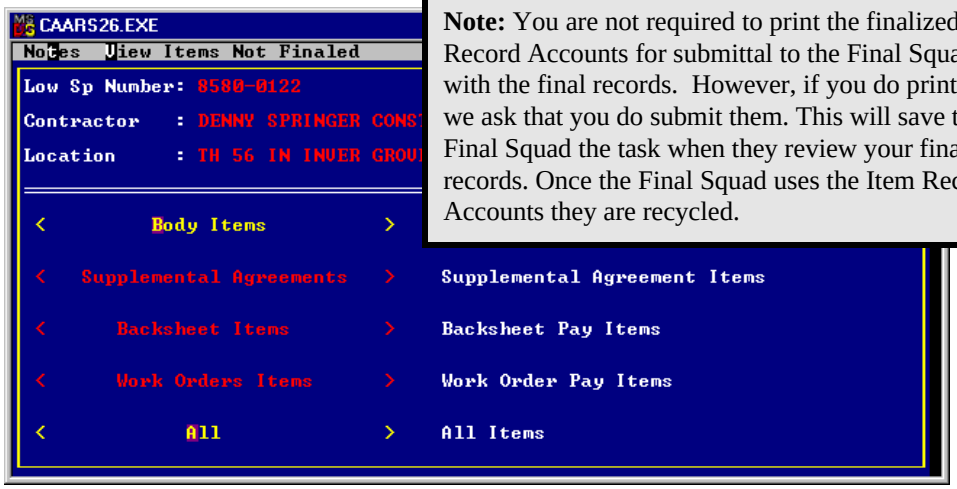


To initiate any of the functions listed on Screen 2 above you will arrow down and highlight your selection and press ENTER. The purpose for each function along with some instruction / clarification is shown (In Order) below.

FINAL FUNCTIONS: **- Addressed hereunder in same order as above Screen 2**

< Print IRA's > - This function will allow you to print out all of the Finalized Item Record Accounts for review. If an Item Record Account has not yet gone through the <Certify> option it will print out showing a Final Quantity of 0.00 with no Final Documentation Location. By pressing ENTER with **<Print IRA's >** highlighted you will receive Screen 3 below that will give you a choice of what specific Item Record Accounts you want to print. Make your selection and press ENTER ... CAARS will print only the selected Item Record Accounts.

SCREEN 3 - Print Item Record Accounts Selection Menu



Note: You are not required to print the finalized Item Record Accounts for submittal to the Final Squad with the final records. However, if you do print them we ask that you do submit them. This will save the Final Squad the task when they review your final records. Once the Final Squad uses the Item Record Accounts they are recycled.

<Print Voucher>- This function will allow you to print a Draft Final Voucher provided all of your Item Record Accounts have gone through the <Certify> option and are finalized. If you attempt to use this option without first using the <Certify >option to finalize all Item Record Accounts, you will not be allowed to create the Draft Final Voucher. You will receive a CAARS prompt that will state. You have not finaled all of the body items ! .... when you have satisfied this requirement CAARS will then print the Draft Final Voucher.

Before submitting a Draft Final Voucher and the final records, it may be necessary for the Engineer to run one last Partial Estimate, in order to reduce the payment due the Contractor on the Draft Final Voucher to $ 0.00. **The "NET VALUE OF THIS VOUCHER" figure on the Draft Final Voucher should always be $ 0.00** unless there is a specific or unusual reason for withholding money due the Contractor.

The Draft Final Voucher does not need any field signatures and is submitted to the Contract Administration office "as is" with the final records. A copy of the Draft Final Voucher should be reviewed by the Contractor before submitting to Contract Administration for a Finals check.

At the completion of the final review the office of Contract Administration will create the actual Final Voucher to include any changes or corrections. The Final Voucher, along with the **CERTIFICATE OF FINAL ACCEPTANCE,** is then returned to the Engineer for signatures of the Engineer and the Contractor. It should be noted that once all of the required signatures are present on the Certificate of Final Acceptance, no changes can be made to the Final Voucher. Once a Contract is closed, it becomes signed, sealed and delivered and is **never** reopened to make additional payment to, or collect money owed, from the Contractor.

All 3 of the following <Final > functions deal with the Overrun / Underrun report
< O/U Body explanations > - ***<Backsheet O/U Explanations> <Misc. O/U Explanations>***

Overrun and Underrun Reports. - The O/u Report is mandatory on all Federally funded projects which are designated FAP or MAP. O/U reports which may be required by Construction District Management discretion, need not be submitted with the Final records. The report shall contain the following:
a) An explanation of the overruns / underruns of Major Contract Items which have varied in excess of 25% of the original contract quantity. (A Major Contract Item is defined as an item that has a dollar value that exceeds **both 5%** of the original Contract value **and $ 10,000**)Note: **must meet both criteria.**
b) A list of all Change Orders and a brief explanation of each Change Order along with proper sequence numbers (Example: Change Order No. 1 provides for a change in the method of measurement for item 2105.501 Common Excavation) (Example: This Contract has 9 Change Orders numbered 1 through 6 ; 6A through 8) Etc.

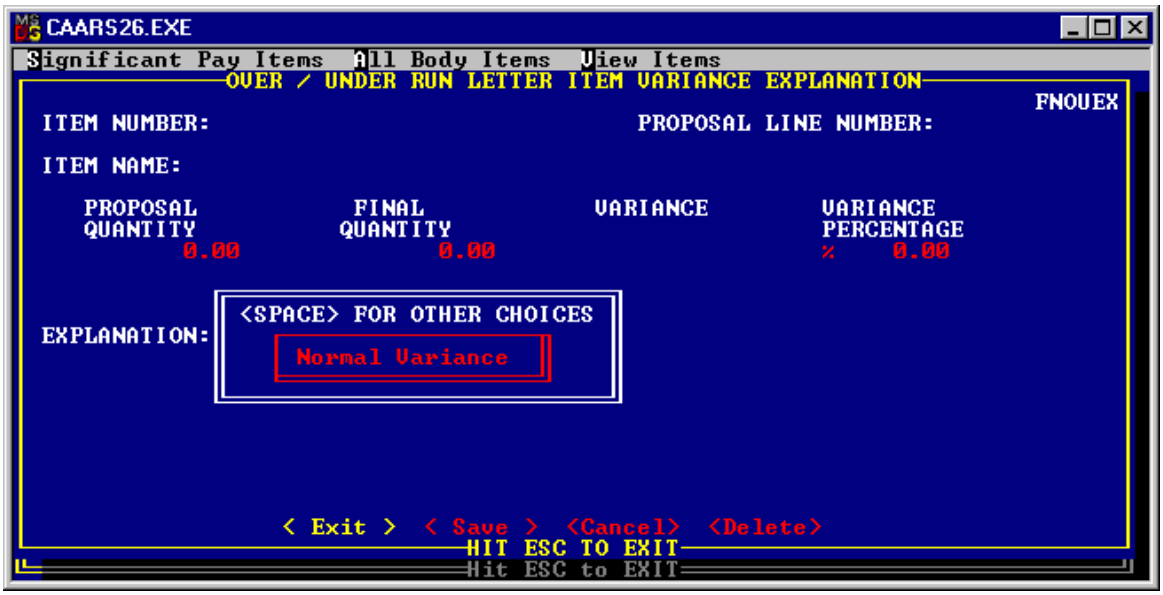
c) A list of all Work Orders for Minor Extra Work along with proper sequence numbers. No further explanation is required (Example: This Contract has 12 Work Orders for Minor Extra Work numbered 1 through 12.) (Continued)

If there are no Major Contract Items (as defined above), or if none of the Major Contract items vary more than plus or minus 25%, an overrun / underrun report will still be required. However, in this case a simplified version of the O/U report will contain a positive statement: "There were no significant overruns or underruns of Major Contract Items on this Project." OR " This Contract contained no Major Contract Items". In addition, this simplified version of the O/U report will continue to require a listing of all Work Orders for Minor Extra Work, and Change Orders as shown in a) & b) above.

HOW TO CREATE AN O/U REPORT

<O/U Body Explanations> On the Final Functions Screen 2 above arrow down to and highlight *<O/U Body Explanations>* and press ENTER.. This will bring you to Screen 4 below

SCREEN 4 - Overrun / underrun letter Item Variance Explanation

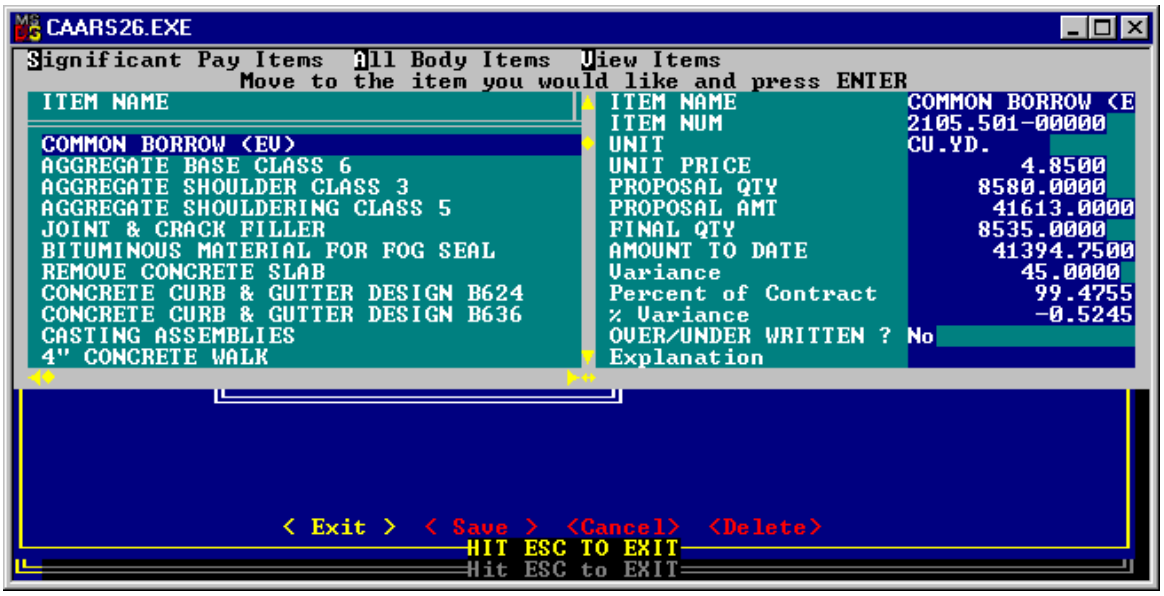


Press the **ALT & S** keys to Highlight and select Significant Pay Items off of the top menu bar. In following the above stated criteria, this project did not have any significant pay items (5% of the original contract and $ 10,000) that varied more then plus or minus 25%. When this is the case, CAARS will give you a prompt message that will state on Screen 4 **No items to select !**

By pressing **ALT & A** keys on Screen 4 above, you can also print out an O/U Report that will include All Body Items if you wish. Although an O/U Report that includes All Body Items is not required , some District Construction Offices do want an O/U Report of this type. You should check to see if it is required in your District.

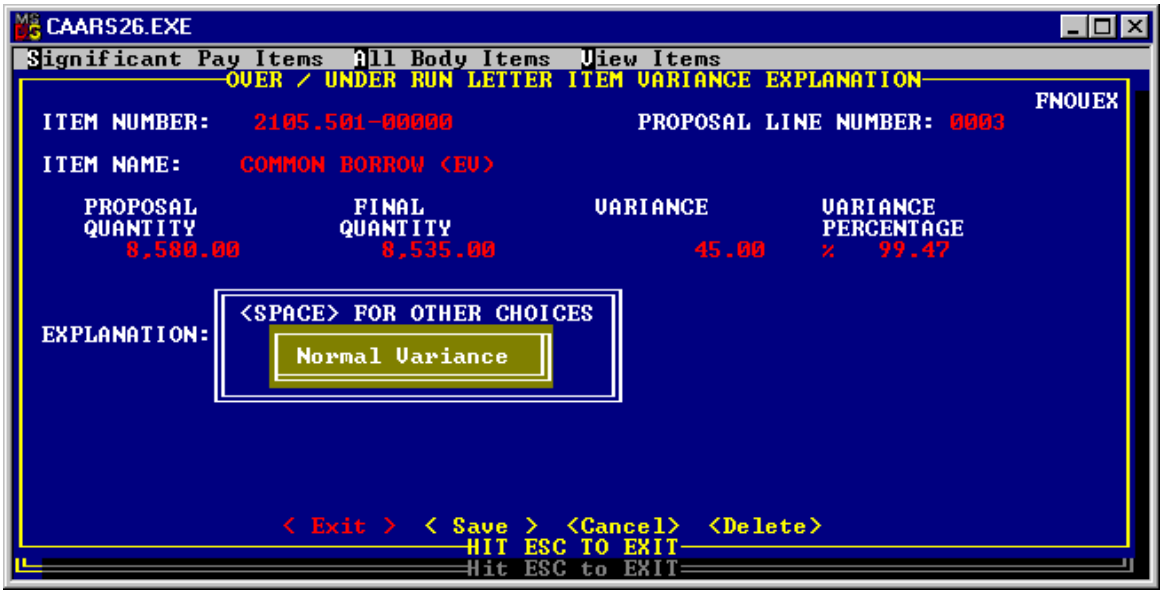
If you then want to create an O/U Report that includes All Body Items press **ALT & A** which will bring you to the Item Selection Menu on Screen 5.

SCREEN 5 - Item Selection Menu for Creating O/U Report



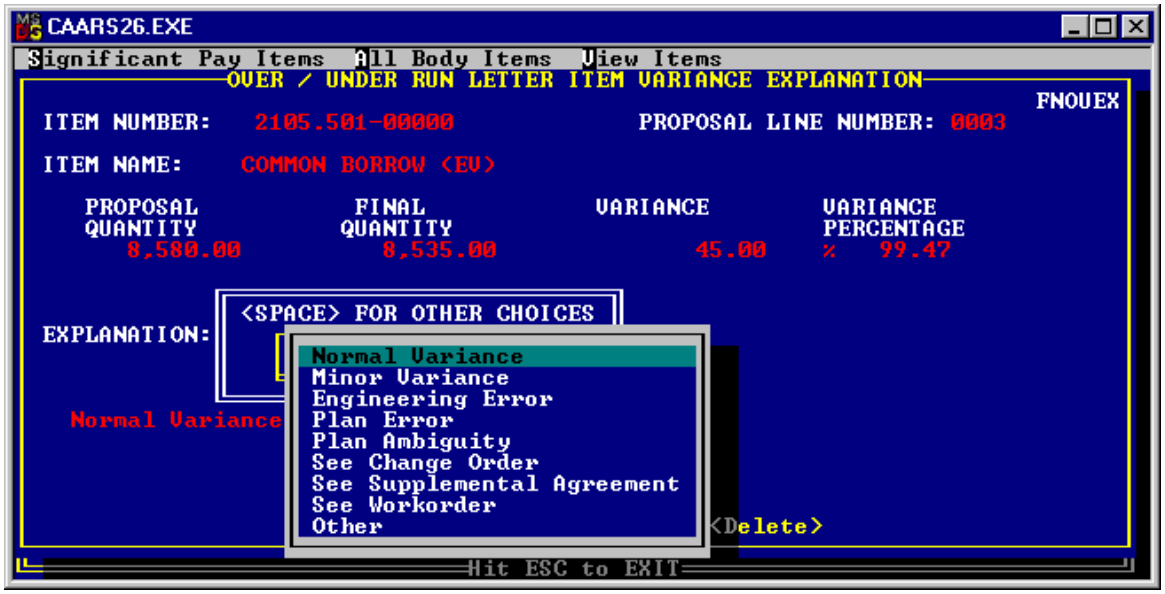
Listed on the menu of Screen 5 above are all of the Contract Body Items that varied from the original quantity shown in the plans. By arrowing down and highlighting each item individually you can see that on the right hand side of the screen as you scroll or arrow down the Contract information will show simultaneous with the item you have highlighted. If you press ENTER on a highlighted item you will receive the Item Variance Explanation Screen 6 below..

SCREEN 6 - Item Variance Explanation

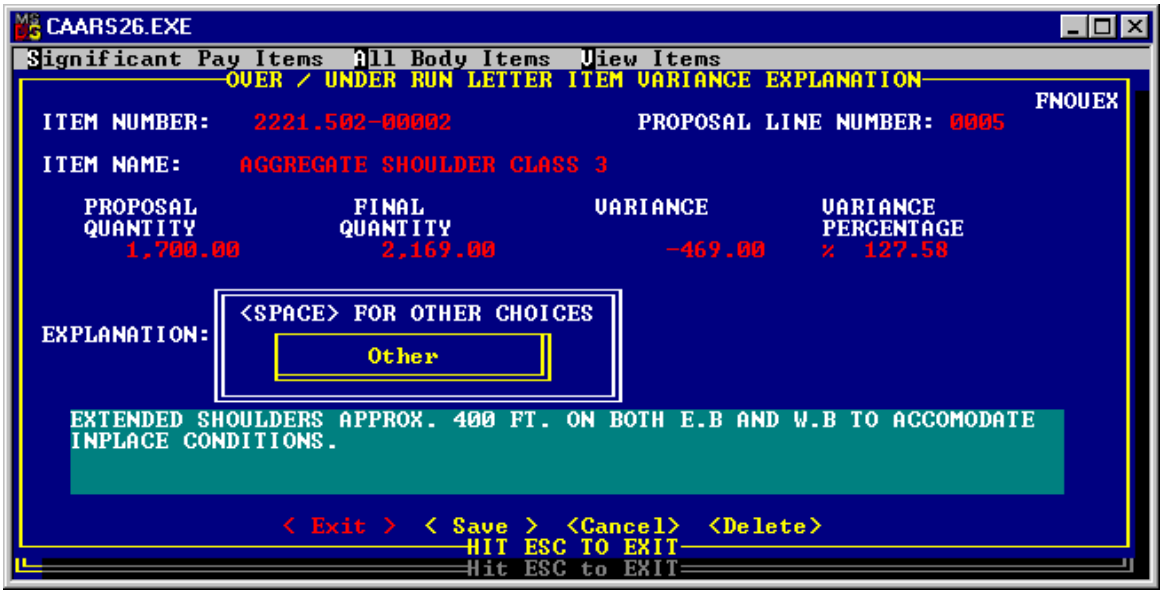


If you now, while you are in Screen 6 press the **spacebar** you will get the pull down menu that gives you some of the commonly used explanations for the overrun or underrun. Arrow down to the most applicable explanation and press enter and this same explanation will appear in red letters along with an entry field for further explanation. An example of further explanation utilizing the entry field is shown in Screen 7

SCREEN 6 -Item Variance Explanation - showing pull down explanation menu

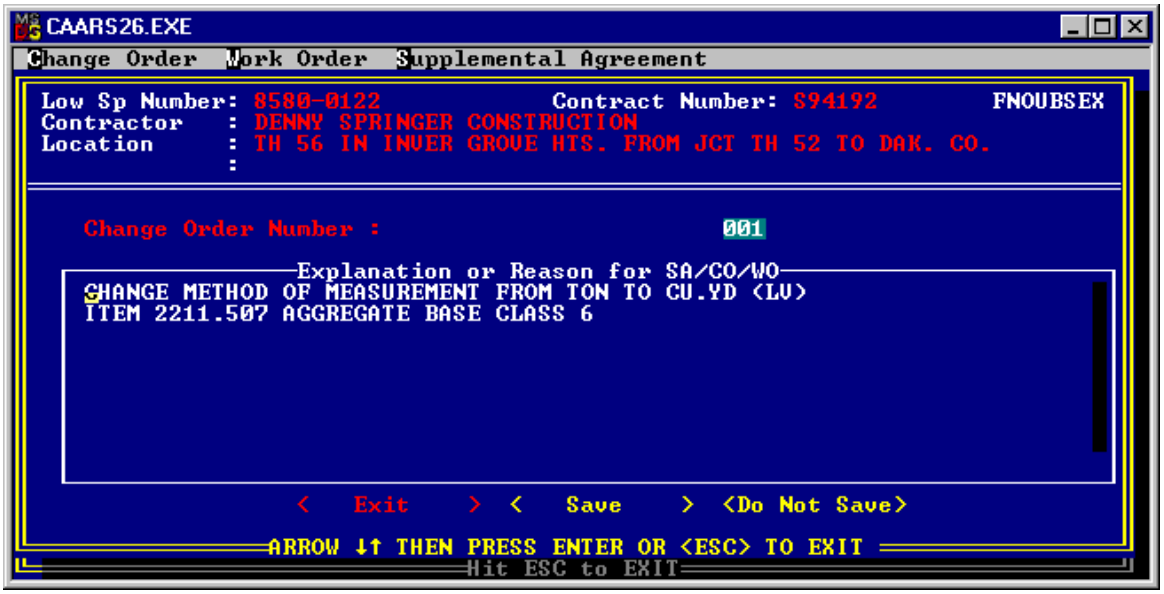


SCREEN 7 - Item Variance Explanation - showing explanation in entry field

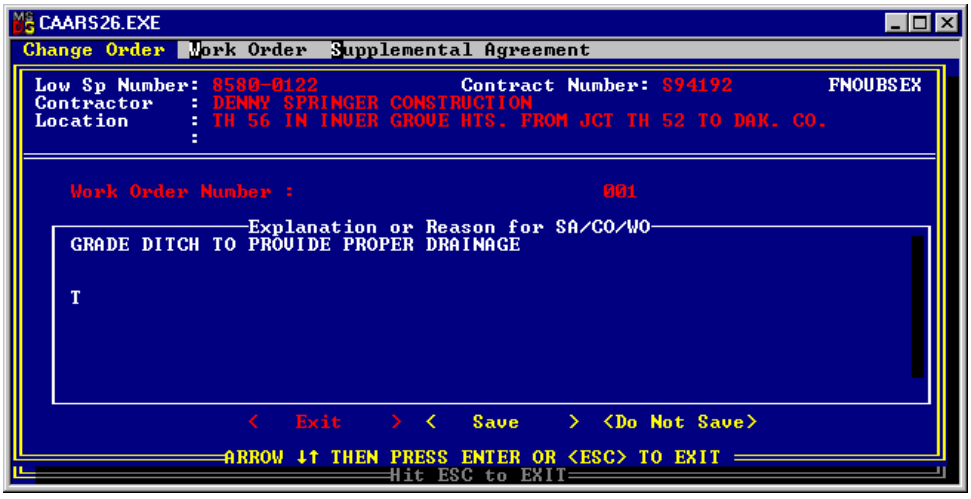


On the Final Functions Screen 2 above arrow down to and highlight ***Backsheet O/U Explanations>*** and press ENTER.. This will bring you to Screen 8 below... with Change Order highlighted on the top menu bar of screen 8..press ENTER... Highlight Edit Change Order off pull down menu ...press ENTER.... Select the Change Order you want a description of and press ENTER ... your explanation for the Change Order will automatically appear or " pop in" the *Explanation or Reason for SA/CO/WO* area of Screen 8 (shown below) based on the original information you entered when you created the Change Order in the <Backsheet> option. Use the same procedure for Work Orders (Work Order 1 & 2 shown below in Screens 9 & 10.)

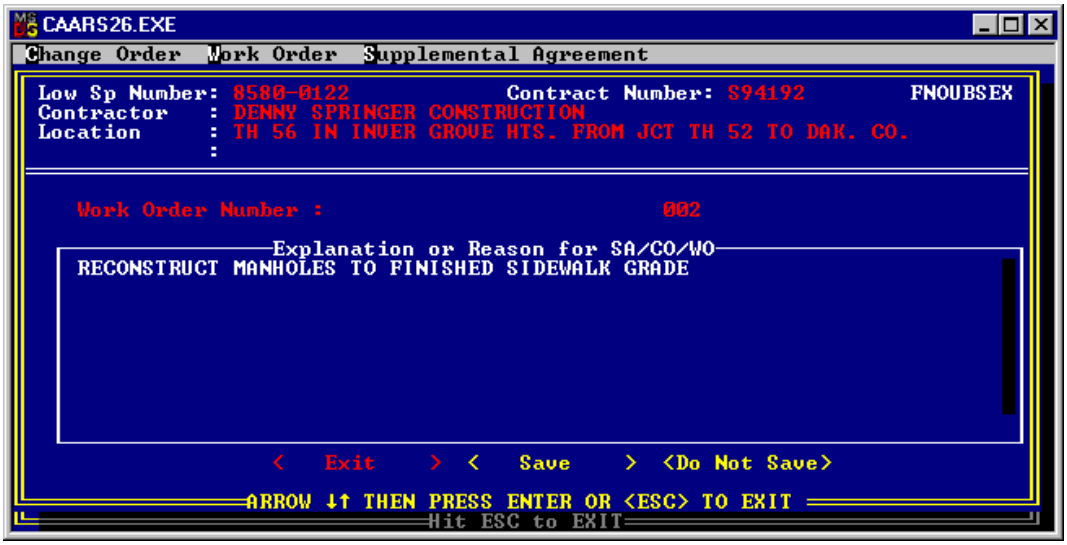
SCREEN 8- Backsheet O/U Explanations (Change Order)



SCREEN 9- Backsheet O/U Explanations (Work Order # 1)



SCREEN 10- Backsheet O/U Explanations (Work Order # 2)



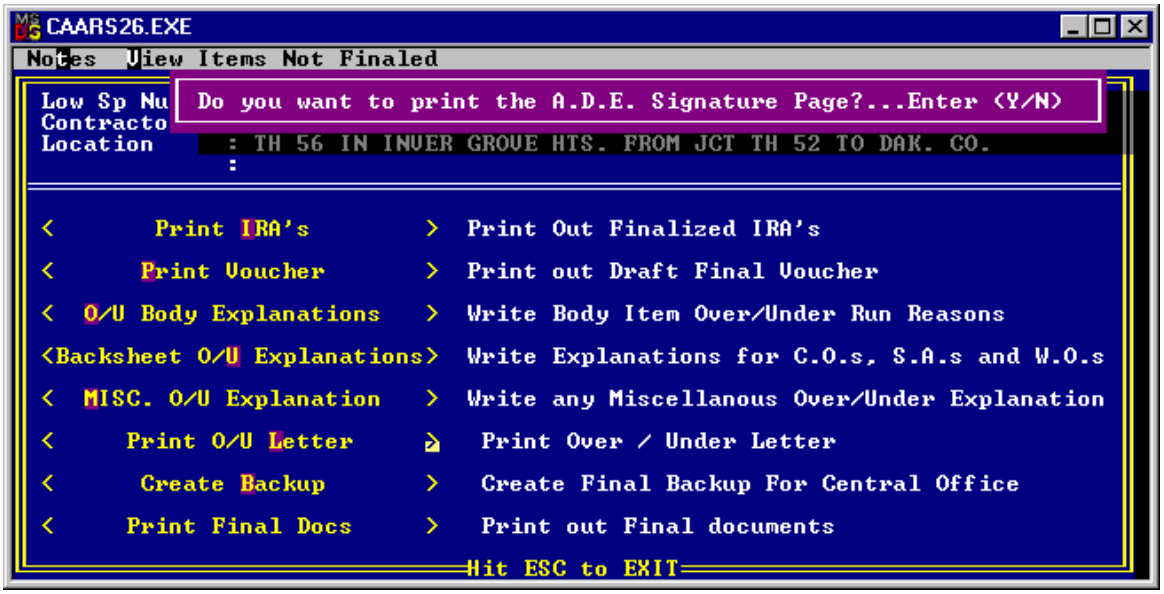
<Print O/U Letter> - On Screen 2 arrow down and highlight <Print O/U Letter > press ENTER
This will bring you to Screen 11 below : CAARS will then give you a prompt message:

Do you want to print the A.D.E.Signature Page ?. . . Enter (Y/N)

If the O/U Report you are writing is required to be submitted to Contract Admin. Enter **Y**
If the O/U Report you are writing is for District purpose only you can answer **Y** or **N**

After you have made your Y or N choice CAARS will proceed to print out a complete O/U letter ready for Signature (If a signature is needed)

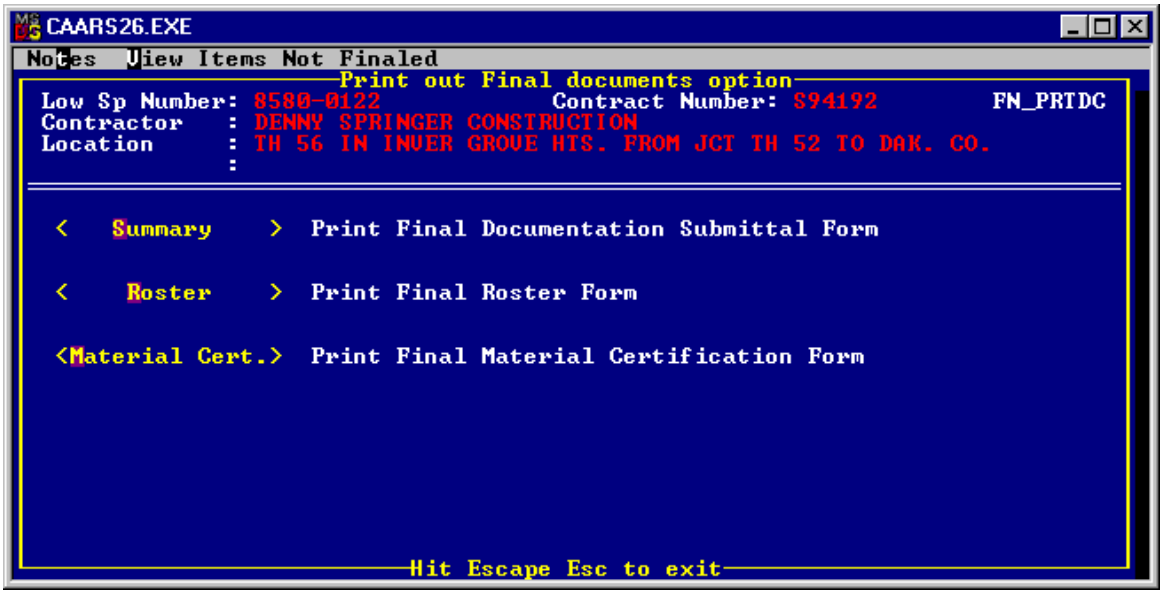
SCREEN 11 - O/U Print Screen



< *Create Backup*> -This is where you will create the final backup 3 ½ inch floppy disk that you will submit to Contract Administration along with the Draft Final Voucher and the rest of your Final Records.

<*Print Final Docs*> - This is where you will print the forms you will use for your final Documentation submittal to the Office of Contract Administration. Shown below is Screen 12 which shows the 3 required forms. Examples of the Documentation Roster and the Summary forms are shown complete with required documentation in the Documentation Requirements section of this manual. **The Material Certification is not submitted with the Final** and must be addressed with the District Materials Office. (Completed Summary & Roster is illustrated on page 163 & 164 in the Documentation Requirements section.)

SCREEN 12 - Final Documents (Forms) to be completed and submitted with final records.



END <FINAL> OPTION