

During the process of DWR approval, the approver must be reviewing the postings; this facilitates a shorter time for contract “finalization.”

Before “certifying” items, ensure all DWRs with postings have been approved. Navigation: Contract Progress > Your Contract > DWRs > filter for DWR status does not = Approved and Work Items installed is (check the box). If there are non-approved DWRs with items posted, the appropriate person will need to approve the DWRs.

Navigation: Contract Progress > Your Contract > Items Quick link

Home Previous My Pages Actions Help Log off

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions **Items** Payment Estimate Approval Levels

Payment Estimate Exception Override Projects Subcontracts

Contract-Global Progress Summary

Contract-Global: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS. Save

General	Contract ID	Proposal ID
Financials	160073	160073

On **General Tab**, select/expand item you wish to “certify”

Home Previous My Pages Actions Help Log off

Administration Overview Approved DBE Commitments Contract Administration Contract Materials and Acceptance Actions Contract Progress Current DBE Commitments

EOM Trucking Contract Payments Projects Subcontracts

Contract Items

Contract-Global: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS. Save

General Contract Project Items Contractor Items

Type search criteria or press Enter System Default Showing 50 of 134 0 changed

Line Num	Bid Qty	Current Extend...	Item Complete
0010	1.000	185,000.00	Complete: No
Item			
2021501/00010 - MOBILIZATION			
0020	1.000	8,000.00	Complete: No
2031501/00040 - FIELD OFFICE TYPE D			
0030	1.000	1.00	Complete: No
2051501/00010 - MAINT AND RESTORATION OF HAUL ROADS			
0040	0.300	3,900.00	Complete: No
2101506/00010 - GRUBBING			

Do not use the Contract Project Items or Contractor Items tab; using the General tab allows for finalization at the Contract level.

AASHTOWARE™ ITEM CERTIFY PROCESS

Verify Quantity Posted to Date Appr DWRs is the same quantity for which you have documentation. If it isn't, additional bookkeeping DWRs need to be created.

Line Num	Bid Qty	Current Extended Amount	Item Complete
0010	1.000	185,000.00	Complete: No
Item 2021501/00010 - MOBILIZATION			
Contract Item Line Number 0010		Item ID 2021501/00010	
Item Description MOBILIZATION		Supplemental Description	
Unit LS - LUMP SUM		Contract Item Unit Price 185,000.00000	
Item Complete No		Attention 0	
Bid Quantity 1.000		Bid Extended Amount 185,000.00	
Current Quantity 1.000		Current Extended Amount 185,000.00	
Spec Book 18		Sample Count	
Section ID		Quantity Paid to Date 1.000	
Quantity Posted To Date 1.000		Quantity Paid to Date Extended Amount 185,000.00	
Change Order Number		Net Change Order Quantity 0.000	
Pending Change Order Quantity 0.000		Pending Change Order Amount 0.00	
Subcontract To Date Quantity 13.000		Subcontract To Date Amount 392,719.00	
Item Source Original		Record Source Preconstruction	
Item Reason		Major Item <input type="checkbox"/>	
Comments		Specialty Item <input type="checkbox"/>	
Pay Plan Quantity <input type="checkbox"/>		Administrative <input type="checkbox"/>	
		Quantity Posted to Date Appr DWRs 1.000	

Enter final documentation location into the comments field (Source, attachments, book/folder/envelope), ProjectWise, or other document system as approved by MnDOT. **SAVE.**

Mark the item complete using item action row:

Contract Items

Contract-Global: 160073 - LOCATED ON T.H. 23 AT MULTIPLE LOCATIONS. Save ?

General

Contract Project Items System Default Showing 50 of 134 0 changed

Line Num	Bid Qty	Current Extended Am...	Item Complete
0010	1.000	185,000.00	Complete: No
Item 2021501/00010 - MOBILIZATION			
Contract Item Line Number 0010		Item ID 2021501/00010	
Item Description MOBILIZATION		Supplemental Description	
Unit LS - LUMP SUM		Contract Item Unit Price 185,000.00000	
Item Complete No		Attention 0	
Bid Quantity		Bid Extended Amount	

Actions

- Exclude from Search Results
- Mark Item Complete
- Mark Item Not Complete
- Tasks
- Contract Item Attention Flags...
- DWR Agency View Contract Item Association
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Item History To Date Report
- Item Posting by Item

If quantities need to be changed for any reason, the item(s) must be marked not complete to facilitate change, and corrective DWRs must be created and approved.