WisDOT Contract Administration and Reporting System

Getting Access
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WisDOT and Consultant Dashboards
Invoicing
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WisDOT Contract Administration and Reporting System

Introduction

The Contract Administration and Reporting System (CARS) is used to manage and support WisDOT contracts. The system is currently used to manage contracts, including the following processes:

- Invoicing
- Evaluations

CARS is managed and supported by Consultant Services, which is part of the Division of Transportation System Development (DTSD) Bureau of Project Development (BPD).

For technical assistance, contact:

- CARS support Team  
  WisDOTCARS@dot.wi.gov
- Sharon Bremser - State Consultant Services Supervisor  
  sharon.bremser@dot.wi.gov  
  608-266-2375

Document Conventions

The instructions distinguish between “WisDOT” functions and “Consultants” functions by using these terms in the title of the description or instructions. For example, the content in WisDOT: Dashboards differs from that in Consultants: Dashboards. If a section does not specify one of these user types, then it applies to both types.

The terms “vendor” and “consultant” both refer to firms who contract with WisDOT. They are used interchangeably in this document.

Prime contracts, subcontracts and amendments are collectively referred to as “contracts” in this manual, but they are not equal in CARS. Each type of contract is handled differently in the system.

Paths (a sequence of menu and page links) to particular pages are marked as “Path:” and start with the main menu. Elements in the path are separated by an arrow (→). There may be more than one possible path to a particular page, but only one is noted.

Some images are condensed to show the relevant parts of a page in the confines of the printed page while maintaining legibility. Portions of the actual page may be cut out or cut off, and large blank may be condensed so the field in the image appears much smaller than it is in CARS. Sections of the page may be collapsed, which hides some of the content. The page may be narrowed, which can cause the control buttons at the top of the page to display in more than one row. The Help Desk contact number, and the date and time that always appear at the bottom of the actual page are rarely shown.

Instruction steps include fields that are required in the system and fields that trigger system actions. Be sure to enter all data as required by your region or bureau.
System Requirements

System requirements for CARS are found in Appendix 1: System Requirements and Compatibility Settings. This appendix also describes compatibility settings for Internet Explorer, which can affect the appearance and function of CARS pages.

Getting Access

Basic access control is managed through the Consultant Services Section (CSS) of BPD. A completed CARS Access Request is needed for the following cases:

- All WisDOT employees
- WisDOT employees who need Regional Administrator access - These administrators manage groups of contracts assigned to management consultants and assign management consultant roles.
- Consultants who need Vendor Administrator access - These administrators can add and delete staff members for the firm and manage all of these staff members’ access to the firm’s data.
- Consultants who need Management Consultant access - These administrators can access specific contract, evaluation or invoice data as determined by their Regional Administrator. They can also access DOT data lists and search tools. Management Consultants cannot have the Regional Administrator roles.

Access to CARS requires a valid Web Access Management System (WAMS) ID.
Obtain a WAMS ID

You should never share your WAMS ID or password with anyone. WAMS IDs identify the user who completed a transaction in CARS.

The process for obtaining a WAMS ID requires a valid email address. To obtain a WAMS ID, use the following steps.

1. Go to the CARS log in page at https://trust.dot.state.wi.us/cars/
2. Click **Register for a Wisconsin User ID**.
3. Read the instructions and terms, and click **Accept** at the bottom of the page.
4. Complete the self-registration information. The following information is required:
   a. First name
   b. Last name
   c. Email address.
      - Only one WAMS ID is allowed per email address.
      - Your email address is used in CARS to send notifications. You can change this address in your CARS profile. See **WisDOT: User Profiles** on page 50 or **Consultants: User Profiles** on page 61.
   d. User ID requested for CARS (5 character minimum)
   e. Password for CARS (7 character minimum)
   f. Secret question for account recovery
   g. Answer to the secret question for account recovery
5. Click **Submit**.
6. The system will send an automated email to the address you provided. Open the email and click the enclosed link. You must complete registration within the time period specified.
7. A new Internet Explorer window opens. Enter your WAMS ID and password, and then click **Login**.
8. The system opens a page confirming that your account is created and activated.
9. Click **Logout**.
Complete the CARS Request for Access Form

The DT1522 - CARS Request for Access form is included in Appendix 2: CARS Access Request Form. It is also available online from the CARS page (http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx). To complete the form, you must have a valid WAMS ID.

1. (Optional) Click Save a copy on the toolbar to save the form to a convenient location on your computer.
2. (Optional) Open the saved version on your computer.
3. Select the type of access needed in the Access Request Type box. Access is described in Appendix 3: WISDOT Roles and Actions in CARS and Appendix 4: Vendor Roles and Actions in CARS.
4. Complete the information in Section A.
5. WisDOT only: Select the permissions needed.
6. Click Save.

continued on next page
Complete the CARS Request for Access Form - continued

7. Click **Submit** to automatically email the form to the WisDOT CARS Security Administrators. Adobe Acrobat will open a message box asking you to indicate which type of email service you use.

![Select Email Client dialog box](image)

**a.** If you select **Desktop Email Application**, Acrobat creates and opens an email with the completed CARS Access Request form attached. Send the email as-is, or you can edit the message before you send it. If your email application is not running and you are not logged in, you will be prompted to open the application and sign in. Acrobat then creates the new message as described.

**b.** If you select **Internet Email**, open your email account and create a new email to WisDOTCARS@dot.wi.gov. Include the completed form as an attachment.

Access requests are typically completed within 5 working days. You will receive email confirmation when access has been granted.
Security

Roles and Actions in CARS

Access to data in CARS is based on security roles assigned to the user by a security administrator. A role is a set of actions that a user performs to fulfill a job function. An action, such as manage or view, applies to a specific type of object, such as a prime contract, subcontract or an invoice. Roles in CARS are either vendor roles or DOT roles. A user can never have a mix of vendor roles and DOT roles.

Two different roles may have one or more actions in common. For example, many of the vendor roles contain the action View Contract.

WisDOT Roles

The CARS Administrator (WisDOTCARS@dot.wi.gov) and WisDOT Regional Administrators assign access for WisDOT staff members. See Appendix 3: WisDOT Roles and Actions in CARS on page 149 for current lists of WisDOT roles and actions.

Management Consultants

CARS Administrators assign access for Management Consultants. See Appendix 5: Regional Administrator Instructions on page 156 for Regional Administrator instructions.

Consultant Roles

Vendor Administrators assign access for the staff members at their firms. See Appendix 6: Vendor Administration Instructions on page 164 for Vendor Administrator instructions. See Appendix 4: Vendor Roles and Actions in CARS on page 153 for current lists of vendor roles and actions.

A user may be assigned more than one role, as determined by your firm or department administrator. For example, a staff member who submits invoices for contracts and reads evaluations may be granted both Invoice Submitter and View Evaluations roles.

The authority granted by roles is cumulative. For example, a consultant staff member who belongs to a group that can view evaluations for every prime contract in a region can also be granted access to view invoices for a specific individual prime contract in that group.
Log In to CARS

1. Navigate to the Log In page for CARS:
   Production: https://trust.dot.state.wi.us/cars/
2. Enter your test WAMS ID in the User ID field.
3. Enter your test WAMS password in the Password field.
4. Click Login.
Linking to the CARS Log In Page (Bookmarking)

You can create a permanent link to the CARS Log In page. However, simply bookmarking the page without editing the link will not work. Use the following steps to bookmark the page.

1. Navigate to the CARS Log In page: https://trust.dot.state.wi.us/cars/
   Be sure to use lower case “cars” or the connection will fail.
   Notice that the link shown in the address bar changes.

2. Click Favorites 🌟. Internet Explorer opens the Favorites Center.
Linking to the CARS Log In Page (Bookmarking) - continued

3. Click **Add to favorites** to bookmark the page
   -OR-
   Click the **Add to favorites** arrow to see more options.

4. In your **Favorites** list, locate the new bookmark. The default name for the bookmark is “Wisconsin Department of Transportation”.

5. Right-click the new bookmark in the list, and then click **Properties**. Internet Explorer opens the bookmark’s property sheet.
Linking to the CARS Log In Page (Bookmarking) - continued

6. On the Web Document tab in the URL field, find the end of the URL and backspace to delete the text until the URL reads “https://trust.dot.state.wi.us/”.

7. Type “cars/” on the end of the URL.

8. Click OK.

9. Test your bookmark by clicking the link in your Favorites and logging in to CARS to make sure the link connects properly.
Change WAMS Password

Begin the process of changing your password by accessing the log in page for CARS.

Production: https://trust.dot.state.wi.us/cars/
Training: https://acceptance.dot.state.wi.us/cars/

1. Click Change your password. The Profile Management Log In page opens.
Change WAMS Password - continued

2. Enter your WAMS ID in the User ID field.
3. Enter your current password in the Password field.
4. Click Login. The Profile Management page opens with your WAMS ID information shown.
5. In the Account Information section, click Change Password. The Change Password page opens.
Change WAMS Password - continued

6. Enter your current password in the **Current Password** field.
7. Enter a new password in the **New Password** field. The new password must meet the requirements stated in the paragraph above the fields.
8. Enter the new password again in the **Re-enter New Password** field.
9. Click **Submit**.
10. If your new password meets the given requirements, WAMS Profile Management displays a message confirming that your password was successfully changed.
   a. Click **Logout** to exit.
   - OR -
   b. Click **Continue** to return to the **Profile Management** page.
WisDOT: Create User Profile

The *Update Login Information* page opens the first time DOT users log in to CARS. Normally, CARS opens the *Dashboard* page. You can create a profile and then edit it later. Currently, you must simply select a primary region. Please select the region or bureau from which you are paid. It is recommended that you also enter a phone number.

1. Select the primary region or bureau for which you work in the *Regions* field.
2. Optional: Enter your work phone number in the *Phone Number* field.
3. Click Next. CARS opens your *Dashboard* page.

WisDOT: Update Login Information

CARS opens the *Update Login Information* page for returning CARS users who have not entered a phone number. A phone number is not required.

1. Optional: Enter your work phone number in the *Phone Number* field. If you choose not to enter a phone number, CARS will prompt you to enter one each time you log in.
2. Click Next. CARS opens your *Dashboard* page.
Consultants who have access to more than one firm’s records will see the CARS Vendor Selection page after logging in to CARS. Each firm name is a link to the user’s dashboard for that firm.

- Click the link for the firm in which you are going to work.
**Navigation**

**Main Menus**

The CARS main menu varies by your permissions. You will not necessarily have all of the commands that are described for each of the menu types. WisDOT users, Regional Administrators and Management Consultants will see WisDOT main menus. Consultants will see consultant main menus.

*WisDOT Main Menus*

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Purpose</th>
<th>Menu Item</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Returns to your <em>Dashboard</em> page from any page in CARS</td>
<td>Search</td>
<td>Lists tools for items that can be searched, such as contracts, vendors and invoices</td>
</tr>
<tr>
<td>Master Group</td>
<td>Administrator tools for adding and finding master groups</td>
<td>Reports</td>
<td>Links to the SAP Business Object reports</td>
</tr>
<tr>
<td>Vendors</td>
<td>Tools for finding and managing vendors</td>
<td>Security</td>
<td>Tools for assigning WisDOT user security access; visible only to Regional Administrators</td>
</tr>
<tr>
<td>Solicitations</td>
<td>Tool for finding solicitations</td>
<td>Profile</td>
<td>Opens the <em>User Profile</em> page for user information management</td>
</tr>
<tr>
<td>DT25</td>
<td>Tools for adding and finding DT25 records</td>
<td>Log Off</td>
<td>Logs the user off CARS</td>
</tr>
</tbody>
</table>
### Consultant Main Menus

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Returns to your <em>Dashboard</em> page from any page in CARS</td>
</tr>
<tr>
<td>Search</td>
<td>Lists tools for items that can be searched, such as invoices</td>
</tr>
<tr>
<td>Security</td>
<td>Visible only to Vendor Administrators for managing access</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>Opens the <em>User Profile</em> page</td>
</tr>
<tr>
<td>Log Off</td>
<td>Logs the user off CARS</td>
</tr>
</tbody>
</table>
Contract and Work Order Identifiers on Dashboards and in Security Lists

Contract identifiers may have multiple components that help you choose a specific contract when similarly named projects are listed on certain pages, such as dashboards or. The identifiers are displayed in a specific order and are separated by colons in the order:

<table>
<thead>
<tr>
<th>Place</th>
<th>Identifier</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State project ID</td>
<td>8 digits in 3 sets separated by hyphens</td>
<td>9999-99-99</td>
</tr>
<tr>
<td>2</td>
<td>Master contract number</td>
<td>“M” followed by 8 digits</td>
<td>M00000000</td>
</tr>
<tr>
<td>3</td>
<td>Work order number</td>
<td>Whole number</td>
<td>278</td>
</tr>
<tr>
<td>4</td>
<td>Contract number</td>
<td>10 digit number</td>
<td>1400006343</td>
</tr>
<tr>
<td>5</td>
<td>Approval date</td>
<td>MM/DD/CCYY</td>
<td>04/01/2012</td>
</tr>
<tr>
<td>6</td>
<td>Amendment Number (amendment subcontracts)</td>
<td>Whole number</td>
<td>21</td>
</tr>
</tbody>
</table>

Where one or more of the identifiers is not applicable or available, it is skipped in the result. The image below shows an example of contracts a security list. The place listed in the table above is shown on the top row, and a color is applied. The search results are marked in color by identifier type. Notice that project IDs are not always the first identifier shown.

Prime contracts, subcontracts and amendment subcontracts may have all of the first five identifiers. There is an additional number on the end when a single prime contract or work order has multiple amendment subcontracts assigned to one subcontractor. The amendment subcontracts are listed in the amendment subconsultant’s security list only when the firm has a cost line on the amendment.

**Note:** Security administrators must assign security roles for every amendment subcontract to each appropriate user in order for invoice costs to be applied correctly. If your firm has a new approved amendment subcontract, you must update the security access before the funds can be properly applied to your invoice.
The images below show examples of amendment subcontracts assigned to the same subcontractor as listed on both the dashboard and on the *Edit/New Amendment Subcontract* page available to security administrators. Colors are applied to the parts of the identifiers for emphasis.
Search Tools

Search Field

CARS provides a search field to locate a specific project, contract or master contract, currently for prime contracts only. The search field **Prime Project, Contract or Master Contract** is in the upper right-hand corner of most CARS pages. If CARS finds more than one match, the system displays a table of search results. If you have the appropriate access to the record, search results table will contain links to the contracts and invoices. If CARS finds only one match and you have appropriate security role, CARS opens the appropriate contract page.

![Search Field](image)

**Note**: Search terms for projects and contracts must include the entire project or contract ID. “Wild card” characters such as the asterisk (*) are not supported. Hyphens are not needed in project IDs.

Search Menus

Use the search menu functions to locate records quickly. Available search functions include contracts, invoices and vendors (DOT only).

![Search Menus](image)

If CARS finds more than one match, the system displays a table of search results. If CARS finds only one match, the system opens the appropriate contract or project page. If you have appropriate access to the record, search results table will contain links to the contracts and invoices. If CARS finds only one match and you have appropriate security role, CARS opens the appropriate contract page.

Search results are limited to the first 100 matching records in order to maintain performance standards. If the record you need does not appear in the search results, review your search criteria. You may also need to adjust or add to the search criteria in order to limit the results.
WisDOT: Search Menu Functions

WisDOT users have 3 search functions:

- Contracts (page 26)
- Vendors (page 31)
- Invoice (page 31)

To complete any search function, enter the search criteria as described in the sections below and click Search.

No fields are required; leave any field blank or at “-Select-” to ignore that parameter.

Search Contracts

Path: Search → Contracts

- **Project ID**: Uses the autocomplete feature to list the first 10 matching project IDs. As you type more digits, CARS updates the list of matching projects.
- **Vendor Type**: Select the Prime, Sub or All buttons. Prime is the default.
- **Vendor**: Uses the autocomplete feature to list matching consultant firm names. As you type more characters, CARS updates the list of matching consultants.
- **Status**: Select the contract status. The selection choices are:
  - Active
  - Cancelled
  - Complete
  - Selection
  - Solicitation
**WisDOT: Search Contracts - continued**

- **Type**: Select the contract type as *Master* or *Regular*. “Master” returns only master contract records.
- **Highway**: Enter all or part of the highway name. You may use wild cards (*) as character placeholders in this search field.
- **Contract Function**: Select from over 100 function designations.
- **County**: Select the county name from the list. Multi-county projects use “Various” in the County field.
- **Region/Bureau**: Select the WisDOT region or bureau responsible for the contract by its abbreviation.
- **Contract Number**: Enter the exact CARS contract number.
- **Master Contract Id**: Enter the exact master contract number formatted as “M” followed by eight digits. Do not use hyphens. Work order number is not required.
- **Work Order**: Enter the exact work order number. Master Contract ID is required to search by work order number.
- **Purchase Order**: Enter all or part of the PO number. You may use wild cards (*) as character placeholders in this search field.
- **Solicitation Id**: Uses the autocomplete feature to list matching solicitation IDs. As you type more characters, CARS updates the list of matching solicitation IDs.
WisDOT: Search Contracts - continued

- **Project Manager**: Uses the autocomplete feature to list matching project manager names, last name first. As you type more characters, CARS updates the list of matching names.

- **Limits**: Enter all or part of the project limits. You may use wild cards (*) as character placeholders in this search field. Special characters such as hyphens, ampersands and slashes are not allowed.

- **Consultant Contact**: Uses the autocomplete feature to list matching consultant contact names, last name first. As you type more characters, CARS updates the list of matching names.

- **Date Type**: This field is one of three fields used to search contracts by date range. Select the date type in this field:
  - Selection Date
  - Submitted Date
  - Approved Date
  - Anticipated Auth(orized) Date
  - Authorized Date
  - Original Completion Date
  - Current Completion Date
  - Cancelled Date
WisDOT: Search Contracts - continued

- **From Date**: This field is one of three fields used to search contracts by date range. Enter the earliest or start date in this field. A calendar opens to help you select the date.
- **To Date**: This field is one of three fields used to search contracts by date range. Enter the latest or end date in this field. A calendar opens to help you select the date.
- **Program Code**: Enter the financial program code.
- **Selection Type**: Select the type of contract:
  - Interagency Agreement
  - Local Design
  - Municipal Engineering
  - Request for Proposal
  - Research Program
  - Small Purchase
  - Sole Source
  - Mentor Protégé
- **Master Contract Group Search**: Select a solicitation ID from the list. Solicitation IDs consist of the master contract start date, solicitation number (a combination of bureau abbreviation, solicitation number and solicitation date), and the job description for the solicitation. Example: 08/01/201/, BOS02-03/05/2014, Sign Structure Inspection
WisDOT: Search Contracts - continued

When your search is completed, CARS displays the results in grid format. Click the link in the Project Id column to access the contract. Active links in the Master Contract column open master contracts.
**Search Vendors**

Use the Vendor search functions to locate vendor information. When you click **Search**, CARS opens the **View Vendor** page with the firm’s information loaded.

Path: **Search → Vendors**

- **Status**: Select “Active” or “Inactive”
- **Vendor**: Uses the autocomplete feature to list matching vendor names. As you type more characters, CARS updates the list of matching names.
- **DBE**: Select “Yes” or “No” to indicate the firms’ current Disadvantaged Business Enterprise status.

**Search Invoices**

Path: **Search → Invoice**

- **Prime Vendor**: Uses the autocomplete feature to list matching prime consultant firm names. As you type more characters, CARS updates the list of matching names.
- **Sub Vendor**: Uses the autocomplete feature to list matching sub consultant firm names. As you type more characters, CARS updates the list of matching names.
- **Sub Vendor Type**: Select the **Subcontract** or **Amendment Subcontract** buttons. **Subcontract** is the default.
Search Invoices - continued

- **Project ID**: Uses the autocomplete feature to list the first 10 matching project IDs. As you type more digits, CARS updates the list of matching projects.
- **DOT Invoice ID**: Enter the unique invoice identifier assigned by CARS. CARS displays this numeric value in the Invoice ID field in the Contract Invoice Information section for each invoice.
- **Consultant Invoice Number**: Enter the invoice identifier assigned to the invoice by the consultant. This value is typically the tracking number from the firm’s financial system.
- **Invoice Status**: Select the current invoice status. The selection choices are:
  - Accepted by Higher Tier
  - Approved
  - Approved - Sent to Acct Sys
  - Approved - Zero or Negative invoice
  - Checked Out for Payment
  - Draft
  - Draft for Subcontract
  - Included in Higher Tier
  - Included in Invoice
  - Paid
  - Paid Special
  - Rejected
  - Rejected by Higher Tier
  - Reviewed
  - Sent Back to Approver
  - Submitted
  - Submitted to Higher Tier
**Search Invoices - continued**

- **Submitted Date From:**
  This field is one of two fields used to search contracts by submitted date range. Enter the earliest or start date in this field. A calendar opens to help you select the date.

- **Submitted Date To:**
  This field is one of two fields used to search contracts by submitted date range. Enter the latest or end date in this field. A calendar opens to help you select the date.

When your search is completed, CARS displays the results in grid format. Click the link in the **Project Id/Master/WO #** column to access the invoice. Links are active only for invoices to which you have security access.
Consultants: Search Menu Functions

Consultant users have 2 search functions:

- **Contracts (page 34)**
- **Invoice (page 38)**

To complete any search function, enter the search criteria as described in the sections below and click **Search**.

No fields are required; leave any field blank or at “-Select-” to ignore that parameter.

**Search Contracts**

Path: **Search → Contracts**

- **Project ID**: Uses the autocomplete feature to list matching project IDs. As you type more digits, CARS updates the list of matching projects.
- **Vendor Type**: Select **Prime**, **Sub** or **All**. **Prime** is the default.
- **Vendor**: Uses the autocomplete feature to list matching consultants. As you type more characters, CARS updates the list of matching consultants.
- **Status**: Select from:
  - Active
  - Cancelled
  - Complete
  - Selection
  - Solicitation
- **Type**: Select the contract type as **Master** or **Regular**. “Master” returns only master contract records.
**Search Contracts - continued**

- **Highway**: Enter all or part of the highway name. You may use wild cards (*) as character placeholders in this search field.
- **Contract Function**: Select from over 100 function designations
- **County**: Select the county name from the list. Multi-county projects use “Various” in the **County** field.
- **Region/Bureau**: Select the WisDOT region or bureau abbreviation
- **Contract Number**: Enter the exact CARS contract number.
- **Master Contract Id**: Enter the exact master contract number formatted as “M” followed by eight digits. Do not use hyphens. Work order number is not required.
- **Work Order**: Enter the exact work order number. Master Contract ID is required to search by work order number.
- **Purchase Order**: Enter all or part of the PO number. You may use wild cards (*) as character placeholders in this search field.
- **Solicitation Id**: Uses the autocomplete feature to list matching solicitation IDs. As you type more characters, CARS updates the list of matching solicitation IDs.
**Search Contracts - continued**

- **Project Manager**: Uses the autocomplete feature to list matching project manager names, last name first. As you type more characters, CARS updates the list of matching names.

- **Limits**: Enter all or part of the project limits. You may use wild cards (*) as character placeholders in this search field. Special characters such as hyphens, ampersands and slashes are not allowed.

- **Consultant Contact**: Uses the autocomplete feature to list matching consultant contact names, last name first. As you type more characters, CARS updates the list of matching names.

When your search is completed, CARS displays the results in grid format. Click the link in the **Project Id** column to access the contract.
Search Contracts - continued

- **Date Type**: This field is one of three fields used to search contracts by date range. Select the date type in this field:
  - Selection Date
  - Submitted Date
  - Approved Date
  - Anticipated Auth(orized) Date
  - Authorized Date
  - Original Completion Date
  - Current Completion Date
  - Cancelled Date

- **From Date**: This field is one of three fields used to search contracts by date range. Enter the earliest or start date in this field. A calendar opens to help you select the date.

- **To Date**: This field is one of three fields used to search contracts by date range. Enter the latest or end date in this field. A calendar opens to help you select the date.
Search Invoices

Path: Search → Invoice

- **Prime Vendor**: Uses the autocomplete feature to list matching prime consultant firm names. As you type more characters, CARS updates the list of matching names.
- **Sub Vendor**: Uses the autocomplete feature to list matching sub consultant firm names. As you type more characters, CARS updates the list of matching names.
- **Sub Vendor Type**: Select the Subcontract or Amendment Subcontract buttons. Subcontract is the default.
- **Project ID**: Uses the autocomplete feature to list the first 10 matching project IDs. As you type more digits, CARS updates the list of matching projects.
- **DOT Invoice ID**: Enter the unique invoice identifier assigned by CARS. CARS displays this numeric value in the Invoice ID field in the Contract Invoice Information section for each invoice.
- **Consultant Invoice Number**: Enter the invoice identifier assigned to the invoice by the consultant. This value is typically the tracking number from their financial system.
Search Invoice - continued

- **Invoice Status**: Select the current invoice status. The selection choices are:
  - Accepted by Higher Tier
  - Approved
  - Approved - Sent to Acct Sys
  - Approved - Zero or Negative invoice
  - Checked out for Payment
  - Draft
  - Draft for subcontract
  - Included in Higher Tier
  - Included in Invoice
  - Paid
  - Paid Special
  - Rejected
  - Rejected by Higher Tier
  - Reviewed
  - Sent Back to Approver
  - Submitted
  - Submitted to Higher Tier

- **Submitted Date From**: This field is one of two fields used to search contracts by submitted date range. Enter the earliest or start date in this field. A calendar opens to help you select the date.

- **Submitted Date To**: This field is one of two fields used to search contracts by submitted date range. Enter the latest or end date in this field. A calendar opens to help you select the date.
Search Invoice - continued

When your search is completed, CARS displays the results in grid format. Click the link in the Project Id/Master/WO # column to access the invoice. Links are active only for invoices to which you have security access.
Buttons

*Back to Top Button*

Pages in CARS can be very long. The **Back to Top** button floats in the lower right-hand corner of every screen when you scroll down from the top of the page. When you click, CARS automatically scrolls to the top of the current page.

*Go to Bottom Link*

Some pages that are typically long have a **Go to Bottom** link at the top of the page near the navigation and command buttons. An example is the View Contract page. Click this link to go to the bottom of the page.

Page Navigation and Command Buttons

Pages often have buttons used to navigate or to perform functions within CARS. They are located at the top or bottom of the page, and the buttons you can see vary by your permissions, the type of record, and the status of the record. Always use the CARS navigation buttons, such as **Back to Dashboard**, **Back** and **Next**, instead of the Internet Explorer buttons for similar functions.
Data Entry Tools

Autocomplete

Autocomplete is an incremental search feature available in some fields where the content is predictable or structured. When you type a minimum of 2 characters, CARS lists all possible values that begin with those two characters. As you type more characters, CARS shortens the list to match. Examples of these fields include Project ID and Vendor. This feature is sometimes called “type-ahead”. You must click the value in the list provided to enter it in the field.

Positional Search

Fields in CARS have a down arrow on the right side usually have a defined set of possible values. These fields read “-Select-” before you enter data. You can quickly enter data by typing the first two or more characters of the term you need. CARS will display the first matching item on the list. If you stop typing before CARS finds the match you want, simply start to type the characters again, but add another. For example, suppose you want to enter “Portage” in a County drop-down field. Typing “PO” selects “Polk”. If you pause typing and enter “R”, CARS changes the county to “Racine” because that is the first county that begins with “R”. Typing “POR” without pausing changes the selected county to “Portage”.

Note: You can also use the UP and DOWN keys on your keyboard to move up and down drop-down fields. For example, type “GRE” in the County field (CARS displays “Green”), and then press the DOWN key. CARS displays “Green Lake”.

Search Tools – Data Entry Tools
WisDOT: Dashboards

The Dashboard page normally opens when you log in to CARS. Click Home on the main menu on any page to return to the Dashboard page.

WisDOT: Dashboard Elements

1. The main menu contains the command menus as described on page 21. The menus you see depend on the roles you have. For example, the Security command is visible only to persons who have the Regional Administrator role.

2. Your user ID appears in the heading at the top of the page. It identifies the current user.

3. Use the search tools (see page 25) to locate a specific prime project, contract or master contract.

4. There are four sections on the dashboard:
   - **Evaluations** shows contract and work order evaluations that are in “PM Created” (draft) or “Consultant Reviewed” (returned by consultant firm) status. See WisDOT: Dashboard Alerts on page 45 for more details.
   - **Invoices** shows invoices from consultants. See WisDOT: Dashboard Alerts on page 45 for more details.
   - **Favorite Contracts** shows contracts you have designated as favorites so they appear on your Dashboard page for quick access.
   - **User Notes** are for your use as reminders or notes.
The Dashboard page normally opens when you log in to CARS. Click Home on the main menu on any page to return to the Dashboard page.

**WisDOT: Dashboard Elements**

5. CARS provides tools to sort lists. The heading rows of columns you can sort contain the title as a blue links and a double arrow. Click the heading row once to sort in ascending order (A to Z). Click again to reverse the order (Z to A). The double arrow changes to a single arrow to indicate the sort order you chose.

6. Identifiers such as contract IDs serve as links to specific records.
WisDOT: Dashboard Alerts

The CARS dashboard alerts you to evaluations and invoices that have been on the dashboard for extended periods by highlighting them in color. If an invoice or evaluation assigned to you has had no status change in the last 10 days, that row is highlighted yellow. If the status has not changed in 20 days or more, the row is highlighted in red. These color changes coincide with email reminders that are sent to users who have the primary notification role at 10 days and both primary and secondary notification roles at 20 days or more.
WisDOT: User Notes

User notes are added, changed and removed from the User Profile page. Click Profile on the main menu to go to the User Profile page.

The User Notes section is intended for reminders and for information that you want to save. Each note requires an associated start date and an end date. Notes can be up to 2000 characters in length.

Note: The end date for a user note is intended for your information, and you can use it as a due date. CARS does not automatically delete user notes after the end date.

Manage User Notes

1. Click Add User Notes. CARS opens the Edit/New User Notes page.
2. Type the note in the User Note field.
3. Change the date in the Start Date field, if needed. CARS opens a calendar control when your cursor is in either date field.
   Note: The value in the Start Date field defaults to the current date.
4. Enter date in the End Date field.
5. Click Save. CARS opens the View User Note page showing the message “Record added Successfully”, the note text, and its associated start and end dates.
WisDOT: User Notes - continued

6. Click **Cancel** if the note is saved and you do not need to make changes. CARS returns to the **User Profile** page, where the new note now appears in the **User Notes** section.

7. You can also click **Edit** to return to the **View User Note** page, or click **Delete** to remove the note.
WisDOT: Favorite Contracts

Use Favorite Contracts functionality to place links to a specific View Contract page on your Dashboard page. Using favorite contracts links is faster than using the search tools, especially when there are several contracts associated with a project.

Add a Favorite Contract

1. Open the View Contract page for a contract or master contract:
   - Path: Search → Contracts
   - Use the search tools (see page 25) to locate the contract.

2. Click Favorite. CARS adds this contract to the Favorite Contracts section on your Dashboard page. The Favorite button changes to the Undo Favorite button.

3. Click Home on the main menu to go to the Dashboard page, and then confirm that this contract was added to your favorites.
WisDOT: Favorite Contracts - continued

Remove a Favorite Contract
There are two places to remove a contract from your favorites: on the View Contract page for a contract and on your User Profile page.

User Profile Page
1. Click your user name in the upper left corner of any page to go to the User Profile page.
2. In the Favorite Contract section, locate the appropriate contract and click Delete User Favorite.

View Page
- On the View page for a contract or master contract, click Undo Favorite. CARS removes the contract from the Favorite Contracts section on your Dashboard page.
WisDOT: User Profiles

Use these steps to manage your profile information and your region and bureau information. For details on the Additional Regions section, see WisDOT: Additional Regions on page 51. For details on user notes, see WisDOT: User Notes on page 46. For details on favorites, see WisDOT: Favorite Contracts on page 48.

Edit User Profile

1. Click Profile on the main menu. CARS opens the User Profile page.
2. Click Edit Profile. CARS opens the Edit User Profile page.
3. Change your user profile information as needed. You can change your name, primary region, email address and phone number.
   a. Changing the value in the Regions field modifies your primary region. See WisDOT: Add Additional Regions on page 51 for instructions for adding secondary regions.
   b. Changing the value in the Email Address field modifies the email address that CARS uses for evaluation and invoice notifications.
4. Click Save.
**Additional Regions**

*Add Additional Regions*

You can add additional regions and bureaus to your profile if you work with contracts that cross region or bureau boundaries. Currently, region and bureau settings do not affect security and settings in CARS.

1. Click **Profile** on the main menu. CARS opens the **User Profile** page.
2. Click **Add Additional Regions** in the **Additional Regions** section. CARS opens the **Additional Region** page.
3. Select a region or bureau in the **Regions** field.
4. Click **Save**.
Remove Additional Regions

1. Click **Profile** on the main menu. CARS opens the **User Profile** page.

2. Click **Delete User Profile Region** in the **Additional Regions** section. CARS displays the message, “Are you sure you want to DELETE User Profile Region?”

3. Click **Confirm**. CARS removes the secondary region from the profile.
**WisDOT: View Uploaded Contract Documents**

As of July 2016, contract documents will be uploaded into CARS. Paper copies will continue to be stored in Central Files and sent to consultants and municipalities, but regions and bureaus will no longer retain hard copies. WisDOT users may view contract documents directly in CARS on the View Contract. Only users with the CARS Administrator role may upload and manage contract documents.

Contract documents stored as PDF files in CARS are named according to a naming convention. The file name contains the following components, in order:

1. Project ID
2. Master contract ID
3. “WO” + work order number
4. CARS contract number
5. Authorization date as YYYYMM
6. Document type identifier

Contract documents and amendment documents are each divided into four types of content for future security segregation. Document identifiers indicate the content of the PDF and include the following:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Content</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Contract pages, including subcontracts and amendments</td>
<td>C</td>
</tr>
<tr>
<td>DBE</td>
<td>DBE forms</td>
<td>D</td>
</tr>
<tr>
<td>Fee Comp</td>
<td>Fee Compensation details</td>
<td>F</td>
</tr>
<tr>
<td>WisDOT</td>
<td>DT25 forms, signature pages, authorization letters</td>
<td>W</td>
</tr>
<tr>
<td>Amendment Contract</td>
<td>Amendment contract pages, including subcontracts</td>
<td>CA + amendment number</td>
</tr>
<tr>
<td>Amendment DBE</td>
<td>Amendment DBE forms</td>
<td>DA + amendment number</td>
</tr>
<tr>
<td>Amendment Fee Comp</td>
<td>Amendment fee Compensation details</td>
<td>FA + amendment number</td>
</tr>
<tr>
<td>Amendment WisDOT</td>
<td>Amendment DT25 forms, signature pages, authorization letters</td>
<td>WA + amendment number</td>
</tr>
</tbody>
</table>

Regular contract file names do not contain master contract and work order number. Master contract file names do not contain work order numbers.

**Examples:**

<table>
<thead>
<tr>
<th>Contract document (DBE)</th>
<th>10170033-823051017-20050826-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amendment 1</td>
<td>10170033-823051017-20050826-FA1</td>
</tr>
<tr>
<td>Master Contract</td>
<td>16460701-M10005555-606025555-20030331-C</td>
</tr>
<tr>
<td>Work Order</td>
<td>16460701-M10005555-WO2-606025555-20030331-W</td>
</tr>
</tbody>
</table>
View Uploaded Documents for a Contract - continued

The following images show uploaded contracts for a regular contract with an amendment, and for a work order.
WisDOT: View Contract Uploaded Documents

1. Search for and open the contract or work order as described in Search Contracts on page 26.
2. Expand the Uploaded Documents section at the top of the page.
3. Click the hyperlink for the appropriate document. CARS opens the PDF in the same window.
4. The Acrobat toolbar appears mid-page. Use these controls to perform the following actions:
   a. Save
   b. Print
   c. Zoom
   d. Close the toolbar
5. Use the scroll bar to move the view within the PDF.
6. Click Back to return to the CARS View Contract page.
**Consultants: Management Consultant Dashboards**

Management Consultants are granted special access to their company contracts by the WisDOT Regional Administrators. They use the Local Program Reviewer role for their firms. This role allows the Management Consultants to manage contracts, evaluations and invoices for other firms that they oversee.

Management Consultants have dashboards and menus like those of WisDOT users. The page shown below is an example of a Management Consultant's Dashboard page.
Consultants: Dashboards

The vendor Dashboard page displays the prime contracts, master contracts, projects, subcontracts and amendments assigned to your firm; invoices for these contracts and subcontracts; and evaluations sent to your firm.

Click Home on the main menu on any page to return to the Dashboard page.

Consultants: Dashboard Elements and Filters

1. The main menu contains the command menus as described on page 21. The menus you see depend on the roles you have. For example, the Security command is visible only to persons who have the Vendor Administrator role.
2. Your user ID and full name appear in the heading at the top of the page.
3. Your firm name appears in the heading at the top of the page after “processing on behalf of”.
4. Use the search tools (see page 25) to locate a specific prime project, contract or master contract.
5. There are five sections on the dashboard:
   - **Prime Contracts** shows a list of projects, prime contracts, master contracts and work orders.
   - **Sub-Contracts** shows a list of subcontracts.
   - **Amendment Subcontracts** shows a list of amendments.
   - **Invoices** shows a list of invoices except paid ones. Invoices for subcontracts have the letter “S” in the **Type** column, and invoices for amendment subcontracts have the letter “A” in the **Type** column. “CM” indicates that the invoice is for an invoice that has a combination of types.
   - **Evaluations** shows contract and work order evaluations from WisDOT for your review.

**Note:** Click the Expand/Collapse arrow to expand sections to show data in the section. Click the Expand/Collapse arrow again to hide the section and consolidate the page.

6. CARS provides tools to filter the **Prime Contract** table. Enter filter parameters, and then click **Filter**. You can use one or both filter fields. Delete filter parameters and click **Filter** again to restore the full list of contracts.
   a. Select **Active, Cancelled or Complete** in the **Status** field.
   b. Enter a project ID in the **Project ID** field to limit the prime contracts list temporarily. This field uses the autocomplete feature to list the first ten matching project IDs. As you type more digits, CARS updates the list of matching projects.
7. CARS provides page controls when a contract list is longer than 10 contracts. Contracts are listed in numerical order by default. If you sort based on one of the table headings, the revised sort order is preserved when you select another page.
   - Click “First” to go to the first 10 contracts listed.
   - Click “Prev” to go to the previous page in the sequence.
   - Click a page number to display that page.
   - Click “Next” to go to the next page in the sequence.
   - Click “Last” to go to the last page in the sequence.

8. CARS provides tools to filter the Sub-Contracts table. Enter filter parameters, and then click Filter. You can use one or both filter fields. Delete filter parameters and click Filter again to restore the full list of subcontracts.
   a. Enter a project ID in the Project ID field to limit the subcontracts list temporarily. This field uses the autocomplete feature to list the first 10 matching project IDs. As you type more digits, CARS updates the list of matching projects.
   b. Enter the prime vendor name in the Prime Vendor field to limit the subcontracts list temporarily. This field uses the autocomplete feature to list matching vendor names. Select the vendor name in the list.
9. CARS provides tools to filter the Amendment SubContracts table. Enter filter parameters, and then click Filter. You can use one or both filter fields. Delete filter parameters and click Filter again to restore the full list of amendment subcontracts.
   a. Enter a project ID in the Project ID field to limit the subcontracts list temporarily. This field uses the autocomplete feature to list the first 10 matching project IDs. As you type more digits, CARS updates the list of matching projects.
   b. Enter the prime vendor name in the Prime Vendor field to limit the subcontracts list temporarily. This field uses the autocomplete feature to list matching vendor names. Select the vendor name in the list.
10. CARS provides tools to sort lists. The heading rows of columns you can sort contain the title as a blue link and a double arrow. Click the heading row once to sort in ascending order (A to Z). Click again to reverse the order (Z to A). The double arrow changes to a single arrow to indicate which order is shown.
11. Identifiers such as contract IDs often serve as links to specific records. If the staff member has been granted access to the contract or work order, the ID is an active link. If not, then the ID appears as plain black text.
Consultants: User Profiles

Use these steps to manage your profile information and your region and bureau information.

**Edit User Profile**

1. Click **Profile** on the main menu. CARS opens the **User Profile** page.
2. Click **Edit Profile**. CARS opens the **Edit User Profile** page.
3. Change your user profile information as needed. You can change your name, email address and phone number.
   
   Changing the value in the **Email Address** field modifies the email address that CARS uses for evaluation and invoice notifications.
4. Click **Save**.
Invoicing

Invoicing processes are the same for regular contracts and work orders, and they are the same for prime consultants and sub-consultants. Prime contract invoices are submitted to WisDOT, and sub-consultant invoices are submitted to the next higher tier (either prime consultant or a higher-tier subcontractor). Higher tier consultants can view and reject sub-consultant invoices.

Quick Facts about Invoicing in CARS

- Only one invoice in “Draft” status is allowed for a given contract. You must submit or delete an invoice draft for a contract before you can create another one.
- “Draft” status invoices are accessible and freely editable only by staff members who have the appropriate roles.
- WisDOT cannot access “Draft” status invoices created by consultant firms, nor do they appear on WisDOT user dashboards.
- Invoices in “Paid” status are not listed on WisDOT dashboards. Search for these invoices as described in Search Invoices on page 31.
- Consultant Dashboard pages list only invoices in “Draft” status.
- Users who have the View Invoice role cannot see rate or cost details. Direct labor cost, indirect cost rate, and indirect cost fields are hidden.
- Invoices can contain costs for more than one month, provided costs for different months are entered as separate line items.
- Invoice adjustments made by WisDOT invoice approvers are added as new lines on the invoice. Submitted data is maintained as part of an audit trail.
- Invoice maximums are managed separately for each firm on the contract. Primes should not bill subconsultant costs as one of their expenses.

Invoice Roles

WisDOT users must have either the Invoice Editor or the Invoice Approver role to make changes to invoices. Only users who have Invoice Approver can approve invoices. Invoice Reviewer users can review submitted invoices but not approve them. WisDOT users who have the View Invoice role can read invoices, but cannot change or approve them. Users who have the View Invoice role can read invoices, but cannot make any changes.

To manage invoices, a consultant staff member must have the Invoice Editor or Invoice Submitter role for the specific contract, or Subcontract Invoice Editor or Subcontract Invoice Submitter when working on subcontracts. The staff member who submits invoices to WisDOT or to a higher tier contractor must have the Invoice Submitter or Subcontract Invoice Submitter role. Users who have the View Invoice or Subcontractor View Invoices roles can read invoices, but cannot make changes.

- Subcontractor invoices are submitted to the prime contractor or the next higher tier subcontractor in cases where the subcontractor is working for another subcontractor.
- Consultants can include invoices for their subcontractors with their invoices for payment, and then pay the subcontractors. The alternative is to reject the subcontractor invoice. Contractors cannot make any changes to subcontractor invoices.
- Consultants can create invoices for their subcontractors directly. Higher tier consultants should determine whether they want their subcontractors to create their own invoices and submit them, or always create invoices for their subcontractors.
Invoicing Processes
Consultants create invoices, add cost information and upload supporting documentation before submitting the invoice to WisDOT. WisDOT reviews and approves the invoice for payment. If there is a question about an expense, WisDOT may adjust the invoice and send it for payment instead of causing payment to be withheld. Expenditure Accounting pays the invoice.

Subcontractors follow the same processes as prime consultants. The differences in subcontractor invoicing processes are as follows:

Invoice Statuses

- Accepted by Higher Tier
- Approved
- Approved - Sent to Acct Sys
- Approved - Zero or Negative invoice
- Checked out for Payment
- Draft
- Draft for subcontract
- Included in Higher Tier
- Included in Invoice
- Paid
- Paid Special
- Rejected
- Rejected by Higher Tier
- Reviewed
- Sent Back to Approver
- Submitted
- Submitted to Higher Tier
Invoicing Process Diagram

Figure 1 - Invoice Process Diagram
Redistribution Contracts

Redistribution contract provisions (formerly called journal voucher (JV) contracts) are described in the Facilities Development Manual (FDM) in chapter 8, section15-2. These contracts are currently paid like invoices for other projects in CARS. Form DT1511 is required for JV contracts and must be included in the invoice documentation.

**Note**: Page 2 of form DT1511 is now optional. Page 1 is still required.

Invoice Notifications

CARS automatically sends email notification to either WisDOT or consultant users when the status of an invoice changes. Messages are routed to persons who have notification roles for the individual project ID. CARS also sends email notifications when the status of an invoice does not progress within a set time period. The invoice must be either approved or rejected in order to progress. The following table summarizes invoice notifications.

<table>
<thead>
<tr>
<th>New status</th>
<th>Status changed by</th>
<th>Email sent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Prime Consultant</td>
<td>WisDOT users with the Primary Notification role receive email immediately upon invoice submission. Future versions of CARS will also send reminders at days 10 and 20, and every day after 20 days until the invoice is approved or rejected. WisDOT users with Secondary Notification receive email at days 10 and 20 and every day after 20 days until the invoice is approved or rejected.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Sub Consultant</td>
<td>Prime vendor users with the Primary Notification role receive email immediately upon invoice submission. Future versions of CARS will also send reminders at days 10 and 20, and every day after 20 days until the invoice is approved or rejected. If no vendor users have the invoice notification role for this contract, the firm’s Vendor Administrator receives the email.</td>
</tr>
<tr>
<td>Paid</td>
<td>WisDOT</td>
<td>Prime consultants and subconsultants with the Invoice Notification role receive email when the invoice is paid. If no vendor users have the invoice notification role for this contract, the firm’s Vendor Administrator receives the email.</td>
</tr>
<tr>
<td>Rejected</td>
<td>WisDOT</td>
<td>Prime consultants with the Invoice Notification role receive email when the invoice is rejected. If no vendor users have the invoice notification role for this contract, the firm’s Vendor Administrator receives the email.</td>
</tr>
<tr>
<td>Rejected</td>
<td>Higher tier consultant</td>
<td>Sub consultants with the Invoice Notification role receive email when the invoice is rejected. If no vendor users have the invoice notification role for this contract, the firm’s Vendor Administrator receives the email.</td>
</tr>
</tbody>
</table>
Import an Invoice

CARS allows you to import invoice information using an Extensible Markup Language (XML) document. The XML documents used to import data into CARS may be generated, for example, from your firm’s financial software using a custom routine. You can also export data to Microsoft Excel® or Access®, adjust the data as needed, and then create the XML invoice by pasting generated elements into a template or by using Visual Basic for Applications or another programming language to generate the invoice automatically. The XML document creation process will vary for every consultant. Currently, the invoice data must be imported for each contract separately; there is no batch process. XML invoices can be uploaded by prime consultants and by subcontractors. A prime consultant cannot upload XML for a subconsultant.

Many resources are available to help your firm generate the necessary XML invoice documents, including basic information on the CARS page. See also Appendix 13 on page 251 and Appendix 14 on page 273.

### Import XML Invoice Buttons

- **View Work Order**
- **View Contract**
- **View Subcontract**
- **View Amendment Subcontract**
**Import Invoice Steps**

1. Open the contract or subcontract record for which you are entering an invoice in CARS. See Search Tools on page 25 for information on locating prime contract records.

   **Note:** The appropriate Invoice Editor or Invoice Submitter role is required to import XML invoices.

2. Click Import Invoice; subconsultants click Import Sub Invoice. CARS opens the Import Invoice section.

3. Click Browse. CARS opens the Choose File to Upload dialog box.

4. Browse to the XML file for upload and select it.

5. Click Open. CARS displays the path to the file in the Browse field.
Import Invoice - continued

6. Click Upload. CARS attempts to import the invoice.
   a. If the import is successful, CARS opens the new invoice, which is in “Draft” status.
   b. If there is an error and CARS cannot import the invoice, CARS displays an error message.
   c. If CARS was able to import the invoice partially, you will see an error message along with the Show Invoice button. See Consultants: Common Invoice Import Errors on page 267 for more details. You can delete the invoice, adjust the XML document and try to import again, or manually edit the invoice directly in CARS as described in Invoicing, beginning on page 62.

Note: You must delete an existing draft invoice before you can import another one. Only one invoice in “Draft” status is allowed per contract.

7. Upload supporting documentation and submit the invoice as for manually entered invoices. See Upload Supporting Documents on page 92 and Consultants: Submit Invoices on page 96 for details.
Consultants: Create a New Invoice

When you create a new invoice, CARS combines general information you enter and cost information from the contract in a new invoice record. If you have previously invoiced costs on this contract within CARS, submitted and paid totals are also shown and used in the calculations on the new invoice. You can also manually enter and edit total previous costs paid outside CARS (external costs) on the first invoice for a contract or project only. See Consultants: First Invoice in CARS Question on page 107 for details.

Only one invoice in “Draft” status is allowed for a given contract. You must submit or delete an invoice draft for a contract before you can create another one. If you try to create a new invoice when there is already one in “Draft” status, CARs displays the error message, “Cannot create invoice. One already exists in draft status.”

Sub-consultant users who create invoices in CARS must have security access to all subcontracts, amendment subcontracts and phases that apply to their firms in order for the invoice costs to be applied correctly. If you are missing access to one of these parts of a contract, please contact your firm’s CARS administrator.
Consultants: Create a New Invoice - continued

1. Open the contract you are invoicing.
2. Click Create Invoice. CARS opens the Edit Invoice page. Only consultant information can be entered or updated. Contract information is locked.
3. Select No under Final Invoice. Select Yes only when the work for a contract is complete and you are submitting final costs.
4. Enter the invoice identifier of your choosing in the Consultant Invoice Number field. Follow your firm’s conventions as required. This identifier is limited to 20 characters.
5. Enter dates in the Start Date and End Date fields. These dates refer to the period for which you are invoicing, not to the contract work period. This period may span more than one month.
Consultants: Create a New Invoice - continued

6. Enter the name and contact information of the person that WisDOT can contact if there are questions about the invoice in the **Name**, **Phone** and **Email** fields.

7. Click **Save**. CARS creates and opens the new invoice and assigns “Draft” status. No billed charges are added. Some monetary values from the contract are shown on this new invoice, but they are not invoice charges. A sample of a newly created invoice is shown in **Appendix 8: Sample Invoices in CARS and PDF of Submitted Invoice**. See **Appendix 9: Invoice Sections** in for an explanation of the information shown on an invoice.

8. If this is the first invoice entered for this contract or project in CARS, you are asked if there were prior invoices that were paid outside CARS. Answer “Yes” or “No.” See **Consultants: First Invoice in CARS Question** on page 107 for details.

**Note**: You must enter the previous paid external amount on the first invoice in CARS before you submit it. This amount cannot be entered or edited on subsequent invoices.
Consultants: Edit Contract Invoice Information

You can edit the consultant information while the invoice is in “Draft” status.

1. Click Edit in the Contract Invoice Information section. CARS opens the Edit Invoice page. Only consultant information can be updated.
2. Update the seven consultant information fields as needed.
3. Click Save.
Consultants: Add Costs for Actual Cost Contracts

If the terms for the contract you are invoicing specify payments based on actual costs (also called “cost plus”), you can add these costs in the **Actual Cost** section.

If needed, create a new invoice using the instructions in *Create a New Invoice* on page 69.

1. Click **Edit** in the **Actual Cost** section.
   
   If this is the first invoice for a project or contract, CARS asks for previously paid amounts that were paid outside of CARS for this contract. See *Consultants: First Invoice in CARS Question* on page 107 for details.

2. Answer the “prior invoices” question, and then click **Save**. CARS opens the **Actual Cost Contract Items** page.
**Add Direct Labor**

1. Click **Add Direct Labor** on the *Actual Cost Contract Items* page. CARS opens the *Add/Edit Direct Labor* page.
2. Enter the employee name in the 2 employee name fields.
3. If your firm requires an employee number, enter it in the *Employee Number* field.
4. Enter the employee job function as defined by your firm in the *Employee Classification* field. This field is limited to 50 characters.
5. If your firm has the option, select the type of hours the employee worked in the *Hours Type* field. Two types are allowed: “Hours Worked” and “Premium Pay”. Most firms report only regular hours, and the value in this field is automatically set to “Hours Worked”.
6. Enter the number of hours the employee worked during the period for which you are invoicing in the *Hours* field. This time period is not limited by the *Start Date* and *End Date* you entered in the *Consultant Invoice Information* (page 70). You can enter up to two decimal places.

**Note**: You can invoice for other time periods, provided you enter the information as another line item.
**Add Direct Labor - continued**

7. Select a type of work in the Activity field.

   **Note:** Activity codes are defined in the FDM in chapter 8, section 10-1, attachment 1.3.

8. Select the month the work was done in the Calendar Month of Labor field.
9. Enter the year the work was done in the Calendar Year of Labor field.
10. Select the predefined rate type in the Indirect Cost Rate Type field.

   **Note:** Selecting a rate type here determines rate applied in the Indirect Costs section, if overhead applies. Overhead rates are subject to updates.

11. Enter the cost of this employee’s work in the Labor Cost field.
12. Click Save. CARS saves the labor cost and lists the details on the Actual Cost Contract Items page. CARS also displays the message, “Direct Labor saved successfully”.
13. Click Back/Cancel to return to the Actual Cost Contract Items page.
**Edit Actual Labor Costs**

1. Locate the appropriate line on the *Actual Cost Contract Items* page and click **Edit Direct Labor** on that line. CARS opens the *Add/Edit Direct Labor* page.
2. Make the necessary updates to the data fields described in *Add Direct Labor* on page 74.
3. Click **Save**.

**Delete Actual Labor Costs**

1. Locate the appropriate line on the *Actual Cost Contract Items* page and click **Delete Direct Labor** on that line. CARS displays an *Are you sure?* message.
2. Click **Confirm**. CARS deletes the direct labor cost.
**Add Direct Costs**

1. Click **Add Direct Cost** on the *Actual Cost Contract Items* page. CARS opens the *Add/Edit Indirect Cost* page.
2. Select a predefined cost type in the **Category** field.
3. Enter a description of the specific cost in the **Description** field.
4. Select a payment recipient type in the **Paid To Type** field.
   - Select “Internal Allocation” for project-related costs incurred by your firm, such as equipment or supplies.
   - Select “Payment” for amounts paid to business service providers, such as analytical services, shipping and postage, or travel and meal expenses.
5. Enter the name of the external business service provider in the **Payee Name** field. This field is required when the value in the **Paid To Type** field is “Payment”.
6. Enter the quantity of items or other measure for this cost in the **Units** field.
7. Enter the cost per unit in the **Unit Rate** field. This field is required when the **Units** field is not empty.
**Add Direct Costs - continued**

8. Enter a brief explanation of the units used to describe the cost in the **Unit Description** field. This field is required when the **Units** field is not empty.

9. Select the month the cost was incurred in the **Calendar Month of Costs** field.

10. Enter the year the cost was incurred in the **Calendar Year of Costs** field.

11. If your firm has the option, select an indirect cost type in the **Indirect Cost Rate Type** field if an indirect rate applies to this cost. Most firms cannot apply indirect cost rates to direct costs.

12. Enter the total cost in the **Direct Cost** field. You can enter this value or have CARS calculate it.

13. Click **Calculate** if you want CARS to calculate the value for Units × Unit Rate.

14. Click **Save**. CARS saves the direct cost and lists the details on the **Actual Cost Contract Items** page. CARS also displays the message, “Direct Cost saved successfully”.

![AddEdit Direct Cost](image)
**Edit Direct Costs**

1. Locate the appropriate line on the *Actual Cost Contract Items* page and click *Edit Direct Cost* on that line. CARS opens the *Add/Edit Direct Cost* page.
2. Make the necessary updates to the data fields described in *Add Direct Labor* on page 74.
3. Click *Save*.

**Delete Direct Costs**

1. Locate the appropriate line on the *Actual Cost Contract Items* page and click *Delete Direct Cost* on that line. CARS displays an *Are you sure?* message.
2. Click *Confirm*. CARS deletes the direct cost.
**Indirect Costs**

Indirect costs are typically overhead costs, which are commonly applied only to direct labor costs. CARS automatically generates indirect cost lines for your invoices based on cost type (direct labor or direct cost), the month and year of the cost, and the indirect cost rate type (such as “Home Office” or “Field Office”). Indirect costs generated by CARS are not editable. The rates for each firm and indirect cost type are maintained in CARS by the DTSD Audit and Contract Administration Section. The details for indirect costs shown on the Actual Cost Contract Items page are described below.

1. CARS totals indirect costs based on cost type, date, and cost rate type, and inserts a single line in the **Indirect Costs** section. In this example, the four lines shown in the Direct Labor section that were reported for March 2015 and should have the “Home Office” indirect cost rate applied are combined into one line item in the **Indirect Costs** section (marked “1”).

2. CARS lists costs that have a different cost rate type separately in the **Indirect Costs** section.

3. CARS lists costs that have a different date (month or year) separately.
Indirect Costs - continued

4. CARS lists costs having different cost types separately, such as direct labor and direct costs. Most firms do not apply an indirect cost rate to direct costs.

5. Costs added manually are listed separately and can be edited. Most firms do not add indirect costs manually. CARS lists costs having different cost types separately, such as direct labor and direct costs. Most firms do not apply an indirect cost rate to direct costs.

6. Costs added manually are listed separately and can be edited. Most firms do not add indirect costs manually.
**Manually Add Indirect Costs**

Consultants who use “General and Administrative” (G&A) as one of their indirect cost types must add these costs manually. Only these consultants have the ability to add indirect costs manually using the steps described below.

1. Click **Add Indirect Cost** on the **Actual Cost Contract Items** page. CARS opens the **Add/Edit Indirect Cost** page.
2. Enter the indirect cost in the **Costs Subject to Indirect Cost Rate** field.
3. Enter a description of the indirect cost in the **Description** field.
4. Select the month the work was done in the **Calendar Month of Costs** field.
5. Enter the year the work was done in the **Calendar Year of Costs** field.
**Manually Add Indirect Costs - continued**

6. Select the cost rate type in the **Indirect Cost Rate Type** field if your firm can apply indirect rates to these costs. This is rare.

**Note:** For information about indirect cost rates, see the Facilities Development Manual (FDM) in Chapter 8, Section 10-30.

7. Click **Save**. CARS saves the labor cost and lists the details on the **Actual Cost Contract Items** page.
**Add Fixed Fee**

Fixed fees are based on the percentage of the contract work that is completed. The percent complete (progress) should be calculated using one of the following formulas:

\[
\frac{\text{Total Direct Labor Invoiced} + \text{Total Overhead Invoiced}}{\text{Total Estimated Contract Direct Labor} + \text{Total Estimated Contract Overhead}} \times 100\%
\]

OR

\[
\frac{\text{Total Direct Labor Invoiced}}{\text{Total Estimated Contract Direct Labor}} \times 100\%
\]

CARS calculates the fixed fee due as a percentage of the fixed fee stated in the contract. For example, if the fixed fee on Contract A is $1000 and the work is 52% complete, then the fixed fee due is $520.

Previously paid amounts are subtracted on the invoice. For the second invoice for Contract A, if the percent complete is 79%, the fixed fee due is $790. The invoice will show earned to date = $790, minus previously paid $520, resulting in fixed fee due = $270.

1. Enter the progress of the contract work in the Percent Complete field.
2. Click Save Fixed Fee. CARS calculates the amount due and adds it to the Actual Cost Contract Items page.

   **Note:** Click Reset to change the percent complete value back to the last saved value.

3. Click Back to view the invoice.
   The previously paid amounts are shown in the Actual Cost section under “Fixed Fee”.)
Consultants: Add Costs for Cost Per Unit Contracts

If the terms in the contract you are invoicing specify payments based on cost per unit, you can add these costs in the Cost Per Unit section.

If needed, create a new invoice using the instructions in Create a New Invoice on page 69.

1. Click Edit in the Cost Per Unit section.

   If this is the first invoice for a project or contract, CARS asks for previously paid amounts that were paid outside of CARS for this contract. See Consultants: First Invoice in CARS Question on page 107 for details.

2. Answer the “prior invoices” question, and then click Save. CARS opens the Actual Cost Contract Items page.

3. Enter the total amount to invoice in the Cost Per Unit Amount field.

4. Click Save Cost Per Unit.

   Note: Click Reset to revert the cost per unit amount to the previous value, provided you have not yet clicked Save Cost Per Unit.

5. Click Back to view the invoice.
Consultants: Add Costs for Lump Sum Contracts

If the terms in the contract you are invoicing specify payments based on a lump sum, you can add these costs in the Lump Sum section. Lump sum percent complete (progress) is based on the same formulas as an actual cost fixed fee.

\[
\frac{\text{Total Direct Labor Invoiced} + \text{Total Overhead Invoiced}}{\text{Total Estimated Contract Direct Labor} + \text{Total Estimated Contract Overhead}} \times 100%
\]

OR

\[
\frac{\text{Total Direct Labor Invoiced}}{\text{Total Estimated Contract Direct Labor}} \times 100%
\]

If needed, create a new invoice using the instructions in Create a New Invoice on page 69.

1. Click Edit in the Lump Sum section.
   
   If this is the first invoice for a project or contract, CARS asks for previously paid amounts that were paid outside of CARS for this contract. See Consultants: First Invoice in CARS Question on page 107 for details.

2. Answer the “prior invoices” question, and then click Save. CARS opens the Lump Sum Contract Item page.

3. Enter the progress of the contract work in the Percent Complete field.

4. Click Save Lump Sum.
   
   Note: Click Reset to revert the lump sum amount to the previous value, provided you have not yet clicked Save Lump Sum.

5. Click Back to view the invoice.
Consultants: Add Costs for Specific Rate Contracts

If the terms for the contract you are invoicing specify payments based on specific rates, you can add these costs in the Specific Rate section.

If needed, create a new invoice using the instructions in Create a New Invoice on page 69.

1. Click Edit in the Specific Rate section.

   If this is the first invoice for a project or contract, CARS asks for previously paid amounts that were paid outside of CARS for this contract. See Consultants: First Invoice in CARS Question on page 107 for details.

2. Answer the “prior invoices” question, and then click Save. CARS opens the Specific Rate of Compensation Contract Items page.
Add Direct Labor

1. Click Add Direct Labor. CARS opens the Add/Edit Direct Labor page.
2. Enter the employee name in the 2 employee name fields.
3. If your firm requires an employee number, enter it in the Employee Number field.
4. Enter the employee job function as defined by your firm in the Employee Classification field. This field is limited to 50 characters.
5. If your firm has the option, select the type of hours the employee worked in the Hours Type field. Two types are allowed: “Hours Worked” and “Premium Pay”. Most firms report only hours worked, and the value in this field is automatically set to “Hours Worked”.
6. Enter the number of hours the employee worked during the period for which you are invoicing in the Hours field. This time period is not limited by the Start Date and End Date you entered in the Consultant Invoice Information when you created the invoice (page 70). You can enter time values with up to two decimal places.
7. Select a type of work in the Activity field.

**Note:** Activity codes are defined in the FDM in Chapter 8, Section 10-1, attachment 1.3.
Add Direct Labor - continued

8. Select the month the work was done in the Calendar Month of Labor field.
9. Enter the year the work was done in the Calendar Year of Labor field.
10. Enter the cost of this employee’s work in the Labor Cost field.
11. Click Save. CARS saves the labor cost and lists the details on the Specific Rate of Compensation Contract Items page.
**Add Direct Cost**

1. Click **Add Direct Cost**. CARS opens the **Add/Edit Direct Cost** page.
2. Select a predefined cost type in the **Category** field.
3. Enter a description of the specific cost in the **Description** field.
4. Select a payment recipient type in the **Paid To Type** field.
   - Select “Internal Allocation” for project-related costs incurred by your firm, such as equipment or supplies.
   - Select “Payment” for amounts paid to business service providers, such as analytical services or travel expenses.
5. Enter the name of the external business service provider in the **Payee Name** field. This field is required when the value in the **Paid To Type** field is “Payment”.
6. Enter the quantity of items or other measure for this cost in the **Units** field.
7. Enter the cost per unit in the **Unit Rate** field. This field is required when the **Units** field is not empty.
8. Enter a brief explanation of the units used to describe the cost in the **Unit Description** field. This field is required when the **Units** field is not empty.
**Add Direct Cost - continued**

9. Select the month the cost was incurred in the **Calendar Month of Costs** field.
10. Enter the year the cost was incurred in the **Calendar Year of Costs** field.
11. Enter the total cost in the **Direct Cost** field. You can enter this value or have CARS calculate it.
12. Click **Calculate** if you want CARS to calculate the value for the direct cost (Units × Unit Rate).
13. Click **Save**. CARS saves the direct cost and lists the details on the **Actual Cost Contract Items** page.
14. Click **Back/Cancel** to return to the **Actual Cost Contract Items** page.
Upload Supporting Invoice Documents

CARS can associate supporting documents with the invoice. These documents include any required documentation, such as receipts and subcontract correspondence. Use the document management tool to upload documents and to access copies of invoices that CARS generates automatically.

- The Invoice Editor or Invoice Submitter roles for prime or subcontracts are required in order to upload documents.
- CARS accepts only PDF documents for storage.
  - To create PDF documents from existing Microsoft Office documents, save as a PDF. For optimum compatibility with CARS, save as PDF/A. If you have Adobe Acrobat, you can convert a “regular” PDF document to the PDF/A subset. See Appendix 15: Save Invoice Documents as PDF/A for details.
  - To save any printable file as a PDF, print to PDF.
  - To make a PDF file of hard copy receipts or subcontractor invoices, scan the pages and save the scanned image as a PDF, or take a photo with a smart phone and email a PDF copy to an accessible email account.

Note: The document manager currently handles one document at a time. Firms who have Adobe Acrobat® may combine supporting documents as a single file for upload.

1. On the Dashboard page in the Invoices section, select the appropriate invoice.
2. On the View Invoice page, scroll to the bottom of the page to the Upload Documents section and click Upload Documents. CARS opens the Upload Documents page.
Upload Supporting Invoice Documents - continued

3. Click **Browse**.
4. Navigate to the document on your local computer and select it in the list of files.
5. Click **Open**.
6. Enter a brief description in the **Document Description** field.
7. Click **Upload**. CARS displays the message “Document uploaded successfully” when the upload is complete. You can now upload more documents.
8. When the upload is complete, click **Back** to return to the View Invoice page. The uploaded document is listed in the **Upload Documents** section.

Delete Uploaded Supporting Invoice Document

To delete one of the documents you uploaded, click **Delete** in the **Upload Documents** table for the appropriate document.

You cannot delete CARS-generated documents, such as copies of invoices that are created upon submittal.
Download Supporting Invoice Documents

Documents saved in CARS can have 3 sources:

- Consultant upload
- WisDOT upload
- CARS-generated

All document saved in CARS are PDF files. WisDOT users can transfer documents from CARS to the LAN directory for saving in eClient.

CARS combines all documents attached to an invoice when the invoice is submitted into a single PDF, including subconsultant documentation and submitted invoices.

1. In the Upload Documents section, click the link in the Document Description column. CARS opens the View Invoice Document page.
2. Click Download. CARS opens the document in a new Internet Explorer window.
Invoicing – Download Supporting Invoice Documents
- continued

3. Save the document to the appropriate drive location:
   a. Hover your mouse pointer near the bottom of the page to use the Acrobat document menu, and then click Save a copy.
   b. On the Internet Explorer Page menu, click Save as...

   **Note:** You must have the Internet Explorer Command bar enabled to see this menu.

   In either case, the system opens the **Save a Copy...** dialog box.

4. Click Computer in the left panel of the **Save a Copy...** dialog box.
5. Navigate to the location where you want to save the documents.
6. If needed, change the file name.
7. Click Save.
Consultants: Submit Invoices

When all costs are entered and all supporting documents are uploaded for the invoice, it is ready to be submitted for approval by WisDOT and subsequent payment. When you submit an invoice, CARS automatically generates a PDF copy and lists it in the Upload Documents section. The invoice is also sent to the contract Project Manager for review.

Submitted invoices are no longer listed on your dashboard. You can use two methods to view submitted and paid invoices: search for invoice to view invoices in any status, or click the View Paid Invoices button to view paid invoices only. See page 38 for instructions on searching for invoices.

- In the Consultant Certification section, click Submit Invoice. CARS sends the invoice to WisDOT and removes it from your dashboard.

CARS automatically sends email to specific WisDOT staff members notifying them that the invoice for this project has been submitted.

CARS also automatically notifies designated consultant staff members when the invoice for this project has been paid or rejected.

Consultants: Delete Invoices

If an invoice is in “Draft” status, it can be deleted from the system. Once the invoice is submitted, it is part of the permanent records.

- On the View Invoice page, click Delete Invoice.
Consultants: Invoice Contracts with Subcontracts

When your company is the prime contractor for a contract, a subcontractor can create invoices using the same procedures as the prime contractor. However, when they submit the invoice, it is sent to the prime contractor, not to WisDOT. A subcontractor to a subcontractor submits invoices to the next higher tier for multi-tier contracts. Only the prime contractor submits invoices to WisDOT.

Subconsultant invoices are “included in” (attached to) a prime consultant’s invoice. If the prime consultant needs to submit only the subconsultant’s invoice, the prime creates an invoice with no costs for themselves, and then approves and includes the subconsultant’s invoice to forward the invoice to WisDOT. If the subconsultant has been paid outside CARS, the prime can create an invoice where the costs previously invoiced outside CARS amount match the costs detailed in the invoice; the costs previously paid outside CARS cancel the costs billed in the invoice. An invoice where the previously paid amounts exactly offset the billed costs for a net invoice amount of zero is called a “zero” invoice.

Subcontract Invoice Roles

To manage subcontract invoices, a subcontractor staff member must have the Subcontract Invoice Editor or Subcontract Invoice Submitter role. The subcontractor staff member who submits invoices to the higher tier contractor must have the Subcontract Invoice Submitter role.

Subcontractor Invoices on the Prime Contractor’s Dashboard

Prime contractors see subcontract invoices listed on their Dashboard pages while the invoice is still in “Draft for Subcontract” status, but will not be able to open it from the Dashboard page. The letter “S” in the Type column and “Draft for Subcontract” in the Status column indicate that the invoice is for a subcontract. The letter “A” in the Type column and “Draft for Subcontract” in the Status column indicate that the invoice is for an amendment subcontract.

When the subcontractor submits the invoice, it is no longer listed on the Dashboard page for prime contractor or subcontractor.
Consultants: Review and Include Subcontractor Invoices

Use this process to review invoices that subcontractors have submitted.

The invoice status for subcontractor-submitted invoices is “Submitted to Higher Tier”. Higher tier consultants can view and reject subcontract invoices, but they cannot make adjustments.

**Note:** If you have more than one invoice from the same subconsultant to include on your invoice, then attach, accept and include them in reverse chronological order. For example, include June’s invoice before you include May’s. The order does not affect what you see on the invoice in CARS, but important elements behind the scenes are not set correctly if you do not follow this rule.

1. Create a new invoice for the contract. See Create a New Invoice on page 69 for details.
2. In the Sub Consultant Invoices section, click Accept/Include Invoices. CARS opens the Invoice Selection page.
3. Click the invoice link in the DOT Invoice ID column for the appropriate invoice. CARS opens the View Invoice page for the subcontractor’s invoice. Note that both prime and subcontractor are listed on the invoice, and your name and firm are listed at the top of the page.
Consultants: Review and Include Subcontractor Invoices - continued

4. Review the information on the invoice.
5. Click Back to Include Invoice to return to the prime contractor’s invoice page.
Consultants: Review and Include Subcontractor Invoices - continued

6. Information only: Click **Accept** to indicate that the subcontractor invoice has been reviewed. Accepting the invoice does not include it on the prime invoice. The status changes to “Accepted by Higher Tier”.

7. Click **Include** to include the subcontractor invoice on the prime invoice. The included subcontractor invoice is removed from the **Invoice Selection** table. The costs are now included on the invoice as shown in step 10.

8. Information only: Click **Reject** to disallow the subcontractor invoice. The subcontractor invoice is removed from the prime contractor invoice and is given the status “Rejected by Higher Tier”. The invoice can be searched for and viewed, but it is unusable.

9. Click **Back** to return to the prime contract **View Invoice** page.

10. Included subcontractor invoices are listed in a table in the **Sub Consultant Invoices** section.

   The costs for the sub consultant invoice are included in the **Total Due this Invoice** amount in the **Summary** section.
Consultants: Create Invoices for Subcontractor
Prime or higher tier subcontractors can create invoices for a subcontractor.

1. Open the View Invoice page for the prime consultant’s invoice.
2. In the Sub Consultant Invoices section, select a subcontractor in the first field.

   **Note:** In the notation in the list, “S” means subcontractor and the last number (“0” in this case) is the contract phase.

3. Click Create Invoice. CARS opens the Edit Invoice page. Only consultant information can be entered or updated. Contract information is locked.
4. Select No under Final Invoice. Select Yes only when the work for a contract is complete and you are submitting final costs.
5. Enter a meaningful invoice identifier of your choosing in the Consultant Invoice Number field. This identifier is limited to 20 characters.
6. Enter dates in the Start Date and End Date fields. These dates refer to the period for which you are invoicing, not to the contract work period.
7. Enter the name and contact information of the person that WisDOT can contact if there are questions about the invoice in the Name, Phone and Email fields.
8. Click Save. CARS creates and opens the new invoice and assigns “Draft for Subcontract” status.
Consultants: Create Invoices for Subcontractor - continued

9. Enter costs as you would for a prime contract.
10. Click **Back**.
11. Upload any necessary supporting documents. See *Upload Supporting Documents* on page 92 for details.
12. In the **Consultant Certification** section, click **Submit Invoice**. CARS will display the message, “Invoice submitted successfully” when the submittal is complete.
13. Click **Back to Dashboard**.
14. Open the prime contract invoice.
15. In the **Sub Consultant Invoices** section, click **Accept/Include Invoices**. CARS opens the *Invoice Selection* page.
16. Click **Include** for the appropriate subcontractor invoice. CARS includes the costs on the prime contract invoice and removes the subcontract invoice from the Invoice Selection table.
17. Click **Back**. Included subcontractor invoices are listed in a table in the **Sub Consultant Invoices** section.
**Consultants: Create Invoices as a Subcontractor or Amendment Subcontractor**

When you are a subcontractor on a project, the steps used to enter invoice costs are the same as those for the prime contractor. One minor difference is that invoices are submitted to the prime contractor or the next higher tier contractor in the case of multi-tier contracts.

**Consultants: Determine Where to Start Subcontract Invoices**

The critical difference for subcontract invoices is where you choose to originate an invoice, particularly when the subcontract involves amendments. The problem subcontractors face is that they cannot see the project structure as a whole like the prime can. For security reasons, the only parts they can see are individual subcontract and amendment subcontract records. It is easy to be confused when the “pieces” of a subcontract don’t seem to be connected.

The image to the right shows the subcontract structure as seen on a full contract record, as is visible to prime consultants. There are three sub-consultants. Amos, Able and Axel are original subcontractors; these firms are listed on the original contract before amendments were added. Amos is marked with yellow arrows. **Original subcontractors should start every invoice from the subcontract record - never from an amendment record.**

Acme is an amendment subcontractor (marked with red arrows). **Amendment subcontractors should start every invoice from the lowest-numbered amendment subcontract record.**
Consultants: Determine Where to Start Subcontract Invoices - continued

It seems to make sense to start an invoice from the piece of the subcontract where the funds are shown – to invoice “against” those funds. But in CARS, funds are not tied to one contract or subcontract record. Rather, the funds for each part of a subcontract are linked behind the scenes such that a link can be added as needed (like a new amendment). The chain starts at the “top” or the first level on which a firm is listed on the contract record, and that is where invoices should always start. If a new amendment is added, the chain connecting the funds gets longer. If an invoice is started in the middle of the chain, CARS starts a new chain that is not connected to the old chain, and the funds and data about previous payments is disconnected. Once that new chain is started, it persists until it is deleted from the database, even if the invoice that started the chain is deleted. That is why invoices started from the wrong level in CARS require a code or SQL “fix”. Code fixes cannot be made to CARS except during scheduled down times.

Fortunately, subcontractors and amendment subcontractors can see a simple version of the contract structure on the CARS dashboard. By using the filter tools, you can be certain to start an invoice from the “highest” level on a subcontract.

Consultants: How to Find the Correct Invoice Starting Point

Especially if you are unsure if your firm is an original subcontractor or an amendment subcontractor, start your invoice by searching the subcontracts on the Dashboard. The fastest way to find a subcontract record on the dashboard when you have several pages of them is to filter the records. CARS lists projects where your firm is an original subcontractor. CARS may also return no results if your firm is not an original subcontractor.

Original subcontractors should start every invoice from the subcontract record - never from an amendment record.

1. On the Dashboard, expand the Sub Contracts section.
2. Enter the project ID in the Project ID field.
3. Click Filter. CARS lists matching projects where your firm is a subcontractor. See Consultants: Dashboard Elements on page 59 of the CARS manual for more details.
4. Open the subcontract record to start the invoice.

Note: Some consultants have more than one contract under the same project number. When filtering contracts by project number, check the contract number and other data shown in the list to make sure you are invoicing against the correct contract.
Consultants: How to Find the Correct Invoice Starting Point - continued

If you do not find an original subcontract record, then find the lowest numbered amendment subcontract.

1. On the Dashboard, expand the Amendment Subcontracts section.
2. Enter the project ID in the Project ID field.
3. Click Filter. CARS lists projects where your firm is an amendment subcontractor. The number at the end of the link in the Contract column is the amendment number. See Consultants: Dashboard Elements on page 60 for more details.
4. Open the amendment subcontract record for the lowest-numbered amendment subcontract and start the invoice from that record. In this example, that amendment subcontract number is 7.

Amendment subcontractors should start every invoice from the lowest-numbered amendment subcontract record.

**Note:** If not all links for the same amendment subcontract are active, then you do not have security to access all of the amendment subcontracts. Contact your firm’s CARS administrator to get access assigned before starting a new invoice. You must have access to all pieces of the amendment subcontract before the costs will load correctly.
Invoicing – Consultants: Previously Paid Amounts in CARS

Cumulative totals of costs that were already invoiced within CARS (including external amounts reported as paid outside CARS) are shown on all invoices, regardless of invoice status.

The image illustrates where previously paid amounts may appear on an invoice for a lump sum contract.
Consultants: First Invoice in CARS Question

CARS needs to include previously paid amounts in payment calculations. For the first invoice entered in CARS for a contract or project, the system always asks you to enter amounts and fixed fees previously paid outside CARS for each basis of payment (actual cost, cost per unit, lump sum or specific rate). If the contract has more than one basis of payment, you must answer the “prior invoices” question for each basis of payment type for the first invoice.

Note: If you try to submit a first-time invoice without answering the “previous paid” question for each basis of payment type, even if there is no invoiced amount, CARS will display an error message, “Cannot submit. Missing previous paid information. Please edit:(invoice description) to set previous paid”.

1. If there are no previously paid amounts, select No and then click Save. CARS continues with adding cost information as described for the appropriate basis of payment.
2. If there are previously paid amounts, select Yes. CARS provides fields to collect the previously paid amounts. The fields you see will vary based on whether there are fixed fees for the cost basis.
3. Enter the total amount that was previously invoiced outside CARS for this contract or invoice for your firm only. Do not include payments to subconsultants. Enter only costs for the same basis of payment (actual cost, cost per unit, lump sum, or specific rate). The fields for actual cost invoices are different from those for cost per unit, lump sum, and specific rate invoices.

4. For actual cost invoices, enter the total of only the fixed fees previously paid outside CARS for this contract or invoice.

5. Click Save. CARS continues to the Contract Items page for the appropriate basis of payment. The previously paid amounts are shown at the top of the page, including zero amounts.
Consultants: First Invoice in CARS Question - continued

The previously invoiced amounts are also figured into the amounts shown on the View Invoice page.

Note: CARS performs calculations using the previously paid amounts before displaying the cost summary on the View Invoice page.

The previously incurred (invoiced amounts are also figured into the amounts shown on the View Invoice page.

---

**Actual Cost**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incurred This Invoice</td>
<td>8,533.64</td>
</tr>
<tr>
<td>Previously Incurred</td>
<td>27,415.48</td>
</tr>
<tr>
<td>Incurred to Date</td>
<td>35,949.10</td>
</tr>
<tr>
<td>Contract Maximum</td>
<td>78,717.05</td>
</tr>
<tr>
<td>Subject to Maximum</td>
<td>35,949.10</td>
</tr>
<tr>
<td>Previously Paid</td>
<td>27,415.48</td>
</tr>
<tr>
<td>Actual Cost Due</td>
<td>8,533.64</td>
</tr>
</tbody>
</table>

**Fixed Fee**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned to Date</td>
<td>4,437.00</td>
</tr>
<tr>
<td>Contract Maximum</td>
<td>24,650.00</td>
</tr>
<tr>
<td>Subject to Maximum</td>
<td>4,437.00</td>
</tr>
<tr>
<td>Previously Paid</td>
<td>875.76</td>
</tr>
<tr>
<td>Fixed Fee Due</td>
<td>3,561.24</td>
</tr>
<tr>
<td>Due This Line Item</td>
<td>12,094.88</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total DBE Cost This Invoice</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Non-DBE Cost This Invoice</td>
<td>12,094.88</td>
</tr>
<tr>
<td>Total Due This Invoice</td>
<td>$12,094.88</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Contract Maximum</td>
<td>102,387.85</td>
</tr>
<tr>
<td>Previously Paid</td>
<td>28,291.22</td>
</tr>
<tr>
<td>Remaining Agreement Balance</td>
<td>75,097.03</td>
</tr>
</tbody>
</table>
Consultants: Edit Previously Invoiced Amount

You can adjust the amount reported as previously paid outside CARS if you find an error. You must edit previously paid amounts using the appropriate basis for payment Contract Items page.

**Note:** The “previously invoiced” question is asked only for the first invoice for a project in CARS. You can enter and edit this information only on the first invoice submitted in CARS.

1. Click **Edit Previous Paid**. CARS opens the **Edit Previous Paid** page.
2. Adjust the value in the **Previously Invoiced Amount (Including Fixed Fee)** field, if needed.
3. Adjust the value in the **Fixed Fee Amount Previously Invoiced** field, if needed.
4. Click **Save**. CARS adjusts the previously paid amounts and returns to the previous Contract Items page.
CARS Invoicing Through PeopleSoft

The process diagram below shows the high-level process for simple invoice processing of CARS (Chapter 84) contract invoices through PeopleSoft.
**WisDOT: Approve Invoice**

**Note:** Invoices cannot be processed until a purchase order number is assigned to the contract or work order.

Use this process to approve invoices in CARS. After the invoice status is set to “Approved”, the invoice is accessed in CARS by Expenditure Accountants for payment.

With the implementation of the CARS-PeopleSoft interface, it takes a minimum of two days before an approved invoice is paid by automated batch processes.

1. Expand the **Invoices** section on your dashboard. CARS lists all invoices in the system.
2. Locate the invoice to pay.
   a. If needed, sort the invoices to help to find the one you need. Click the blue link in the column heading to sort A to Z, and click it again to sort Z to A. When you sort by **Status** (A-Z), the submitted invoices are listed last.
   b. Use the page selection tools to see more invoices in the list.
3. Click the invoice link in the **Project Id/Master/WO#** column for the appropriate invoice. CARS opens the invoice.

**DO NOT APPROVE INVOICES IN CARS PLEASE CLICK REVIEWED INSTEAD**

Until further notice, do not approve invoices in CARS. Due to the implementation of PeopleSoft in July 2016, there are problems with many invoices involving fixed fee percentages, order, timing, invoice amounts, etc.
**WisDOT: Approve Invoice - continued**

4. Review the costs and documents.

5. Click **View Details** for each cost section on the invoice: Actual Cost, Cost Per Unit, Lump Sum, or Specific Rate. The cost sections on the invoice are determined by the contract terms, and some sections may not appear on your invoice. Parts of the **Actual Cost Contract Items** page are shown in the sample.

   CARS opens the appropriate **Contract Items** page.

6. Review the cost details, and adjust or reverse costs as needed.

7. Click **Back** to return to the **View Invoice** page.

8. Click **Approved**. CARS changes the status of the invoice to “Approved - Sent to Acct Sys”. The invoice is no longer listed on your dashboard. Expenditure Accounting handles invoices for payment using semi-automated processes in PeopleSoft. Once an invoice is sent to the financial systems, its status in CARS is determined by data from PeopleSoft. Invoices cannot be reverted to “Draft” or “Submitted” status once they are approved.

   Once the invoice is marked “Paid” by PeopleSoft, CARS automatically sends email to designated consultant staff members notifying them that this invoice has been paid.

---

**DO NOT APPROVE INVOICES IN CARS PLEASE CLICK REVIEWED INSTEAD**

Until further notice, do not approve invoices in CARS. Due to the implementation of PeopleSoft in July 2016, there are problems with many invoices involving fixed fee percentages, order, timing, invoice amounts, etc.
WisDOT: Adjust Invoice

Adjusting invoices serves the purpose of paying consultants faster. Rather than hold or reject a $50,000 invoice for a question about a $50 cost, the $50 item can be adjusted out and the rest of the invoice paid.

- Invoices can be adjusted only by persons who have the WisDOT Invoice Approver role.
- Direct labor hour and cost adjustments must always be negative (subtractions).
- Direct and indirect cost adjustments can be positive or negative numbers.
- Fixed fee, lump sum and cost per unit adjustments must always be positive numbers; however, the corrected values may be higher or lower than the original values.
- See Edit Previously Invoiced Amount on page 110 for details on editing this type of costs.

**Note:** Invoice adjustments are uncommon in practice, but the system allows them to be made.
WisDOT: Adjust Direct Labor and Overhead

Direct labor costs are submitted as actual costs or as specific rate costs. Actual costs may be subject to overhead.

1. On the View Invoice page in the Actual Cost section, click View Details. CARS opens the Actual Cost Contract Items page.

   Note: The “N” values in the Adjustment column mark the lines that are not adjustments entered by the approver.

2. Click Adjust Direct Labor for the appropriate record. CARS opens the Adjust Direct Labor page.
3. Enter the number of hours to subtract in the Hours field.
4. Enter the cost to subtract in the Labor Cost field.
5. Enter an explanation of the adjustment in the Adjustment Reason field.
6. Click Save. CARS returns to the Actual Cost Contract Items page and adds an adjustment line.

You may continue with reviewing the invoice, adding more adjustments or approving the invoice.
WisDOT: Adjust Indirect Costs

Indirect costs are reported as actual costs.

1. On the View Invoice page in the Actual Cost section, click View Details. CARS opens the Actual Cost Contract Items page.
2. Click Adjust Indirect Cost for the appropriate record. CARS opens the Adjust Indirect Cost page.
3. Enter the difference between the invoice costs and the adjusted cost in the Costs Subject to Indirect Cost Rate field. Enter “-” for negative adjustments.
4. Enter an explanation for the adjustment in the Adjustment Reason field.
5. Click Save. CARS returns to the Actual Cost Contract Items page. The adjustment line is added in the Indirect Costs section. CARS also displays...
WisDOT: Adjust Direct Costs

Direct labor costs can be included as actual costs or as specific rate costs.

1. On the View Invoice page in the Actual Cost section, click View Details. CARS opens the Actual Cost Contract Items page.
2. Click Adjust Direct Cost for the appropriate record. CARS opens the Adjust Direct Cost page.
3. Enter the difference between the invoice rate and the adjusted cost rate in the Unit Rate field. Enter “-” for negative adjustments.
4. Enter the total adjustment in the Direct Cost field. You can enter this value or have CARS calculate it.
5. Click Calculate if you want CARS to calculate the value for Units × Unit Rate.
6. Enter an explanation for the adjustment in the Adjustment Reason field.
7. Click Save.

CARS returns to the Actual Cost Contract Items page. The adjustment line is added in the Direct Costs section. CARS also displays a message that the direct cost adjustment was successfully saved.
WisDOT: Adjust Fixed Fee, Lump Sum and Cost Per Unit

The process for adjusting these three cost types is similar. Fixed fees are found in the Actual Cost section. Lump sum and cost per unit amounts are major sections themselves.

1. In the appropriate cost type section of the invoice, click View Details.
2. On the contract item page, click Adjust.
3. Enter a new value in the Percent Complete field.
4. Enter an explanation for the adjustment in the Adjustment Reason field.
5. Click Save. CARS returns to the contract item page and displays a message that the adjustment was saved successfully. The adjustment details are shown below the original percent complete.
**WisDOT: Delete Adjustment**

Use this process for any adjustment line.

1. In the appropriate cost type section of the invoice, click **View Details**.
2. On the contract item page, locate the appropriate adjustment line and click **Are you sure you want to DELETE adjustment?** 🤔.
   
   CARS displays an **Are you sure?** message.
3. Click **Confirm**.
   
   CARS removes the adjustment line from the invoice. The adjusted costs are no longer on the invoice.
**WisDOT: Reverse Cost**

Use this process for any invoice cost line.

1. In the appropriate cost type section of the invoice, click **View Details**.
2. On the contract item page, locate the appropriate adjustment line and click **Reverse Cost**.
   
   CARS opens the **Reverse Cost** page.
3. Enter the reason for the reversal in the **Adjustment Reason** field.
4. Click **Save**.
   
   CARS enters an adjustment line that reverses the cost on the contract item page and displays a message that the reversal was successfully saved. The adjusted costs are no longer on the invoice.
**WisDOT: Reject Invoice**

Use this process for any invoice.

1. In the **Approver/Reviewer** section of the invoice, enter the reason for the rejection in the **Rejected Reason** field.
2. Click **Rejected**.

CARS changes the status of the invoice to “Rejected” and removes it from the dashboard. CARS automatically sends email to designated consultant staff members notifying them that this invoice has been rejected.

Invoices that have been rejected cannot be re-used. Please consider asking the CARS Administrators to set the invoice back to draft status first. Email requests to:
WisDOTCARS@dot.wi.gov
View Paid Invoices

WisDOT and consultants can view a list of paid invoices for a particular project or contract from the View Invoice page. The invoice must be paid to be listed, not submitted or approved.

1. Click View Paid Invoices. CARS opens the Paid Invoices List page.
2. The Paid Invoices List provides invoice details that will allow you to search for and open the invoice to review the details.
   a. Project ID
   b. DOT invoice ID
   c. Consultant Invoice Number
   d. WisDOT only: Vendor

See Search Invoices on page 31 for instructions for locating invoices.
View Purchase Order Information

Any WisDOT user can view purchase order information in CARS. Some of the information comes from PeopleSoft while other details are reported or calculated using CARS data.

1. Search for the contract record in CARS as described in Search Contracts on page 26. CARS opens the View Contract page.

2. Click the Purchase Order Number link in the Contract Information section. CARS opens the View Purchase Order Information page.

Note: A newly-entered PO number in CARS does not become an active link until the interface runs.

In the image to the right, information that is highlighted in yellow comes from CARS. Above the Active PO Lines - Active section is static contract information. The six highlighted fields within the Active PO Lines - Active section contain values that are calculated using invoice data from CARS. All other fields (no highlight) contain data transmitted from PeopleSoft.

Note: Values in the six fields calculated using CARS invoice data are always displayed in red.
Invoicing – View Purchase Order Information – continued

Field Descriptions:

**PO Line #** - PeopleSoft PO line number associated with the information shown

**PO Status** - Translation of the PO status in PeopleSoft. CARS does not receive PO data when the PeopleSoft status is not one of those listed.

<table>
<thead>
<tr>
<th>PeopleSoft Status</th>
<th>CARS Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>D - Dispatched</td>
<td>Active</td>
</tr>
<tr>
<td>PA - Pending Approval</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>A - Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>C - Complete</td>
<td>Closed</td>
</tr>
<tr>
<td>X - Cancelled</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

**PO Date** - Date the PO was created in PeopleSoft (usually by interface automation)

**Account** - STAR account code based on the former WisDOT Object Code. See Appendix 12 - Account Number based on Object Code on page 247 for details.

**Class Field** - TBD
Field Descriptions - continued

Dept ID - Numerical value identifying the specific WisDOT department. See the Office of Policy, Finance and Improvement intranet site for the current list of Department (Org) codes.

Program Code - Legislative program code

Vendor ID - Unique number assigned to a consultant firm

Vendor Location - Indicates a vendor’s location; needed particularly when a vendor has multiple offices

Requisition # - PeopleSoft requisition number that initiated this PO. There is no PeopleSoft requisition for converted purchase orders.

Requisition Line # - PeopleSoft requisition line number associated with this PO. There is no PeopleSoft requisition for converted purchase orders.
Field Descriptions - continued

Acc Sys Encumbered Amt - Future use

Note: Data in this field will not match CARS for converted POs. Remaining balance is all that is shown, NOT original full contract cost.

Acc Sys Balance - Available unspent funds remaining for this contract, including prime and all subcontractors and amendment subcontractors

AccSys Paid to Date - Future use.

Description - Item description from the PeopleSoft PO line.

CARS Current Contract Cost - Sum of the contract cost lines for this contract from CARS records. This value is calculated from CARS data. Corresponding CARS field is Current Total Cost.
Field Descriptions - continued

**CARS Contract Balance** - Current cost minus all amounts paid. Paid amounts include those paid through CARS and those paid outside CARS. This value is calculated from CARS data.

**CARS Paid to Date**: Data is these fields is calculated from CARS data.

**Paid Externally** - Contract cost amounts paid outside CARS.

**Paid in CARS** - Contract cost amounts paid through CARS invoices.

**Receipts** - Amounts repaid to WisDOT by the vendors, such as in cases where overhead adjustments result in contract overpayments.

**Total** - Sum of all amounts paid external to CARS, within CARS, and amounts repaid by the vendor (receipts).
Evaluations

Evaluations serve to describe the consultant’s performance and rate the quality of work. The Facilities Development Manual (FDM) in chapter 8, section 25-5 states that evaluations are required at the completion of each contract or as needed for multi-year contracts for:

- All contracts with estimated totals of $10,000 or more, including both full-service and specialty master contracts
- Individual work orders with estimated totals of $10,000 or more on full-service master contracts

Evaluations are optional on work orders for specialty master contracts and full-service master contract work orders with estimated totals of less than $10,000.

In CARS, evaluations are created by a WisDOT Project Manager and then routed to the consultant or to the subcontractor. The consultant or subcontractor can review and make comments on the evaluation, and then send it back to WisDOT. The general process flow is described in Figure 2 Evaluation Process Flow on page 129.

The FDM also states that evaluations should be signed and dated by both the WisDOT Project Manager and a consultant representative. These obligations are completed in CARS electronically when the Project Manager sets the evaluation status to “Ready for Review”, and when the consultant representative sets the evaluation status to “Consultant Reviewed”.

In order for the evaluations to be routed to the appropriate persons, the Evaluator (WisDOT) must be included in the DOT Contacts list, and the Reviewer (consultant firm) must be included in the Consultant Contacts list. If the appropriate person is not listed in the CARS list, please contact the CARS Administrator at WisDOTCARS@dot.wi.gov.

Email notifications are sent to consultants who have the Evaluation Notification role for the contract.

- When a DOT employee is the evaluation creator or the Evaluator listed on an evaluation, the evaluation is listed on the Dashboard page unless the evaluation has been sent to the consultant for review.
- When the consultant has the Evaluation Reviewer role for a contract (subcontractors need the Subcontract Evaluation Reviewer role), the evaluations will be listed on that person’s Dashboard page when the evaluation has been sent to the consultant for review. Consultants can have different access types for evaluations, including view-only, notification and reviewer.
- Evaluations cannot be added until the contract has a value in the Date Authorized field, which is in the Contract Details section of the View Contract page.

Evaluators may add comments to explain the ratings given for a specific category. Some regions require comments for every category.

**Note:** When a consultant’s or subcontractor’s work is rated “2” or lower (on a scale of 1-5 with “1” being the lowest rating), a comment in the evaluation is required by WisDOT. CARS will enforce this requirement in the future.
Figure 2 - Evaluation Process Diagram
**Evaluation Statuses**
CARS has seven possible statuses for evaluations. Each status can be assigned only at a specific stage of the evaluation process, and WisDOT users have different status choices than consultant users.

<table>
<thead>
<tr>
<th><strong>Status</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PM Created</td>
<td>WisDOT users: CARS assigns this status to new evaluations. The evaluation stays in PM Created status until the evaluation is ready to send to the consultant.</td>
</tr>
<tr>
<td>Ready for Review</td>
<td>WisDOT: Change an evaluation’s status from “PM Created” to “Ready for Review” to send the evaluation to the consultant or subconsultant for review.</td>
</tr>
<tr>
<td>Consultant Reviewed</td>
<td>Consultant: Change an evaluation’s status from “Ready for Review” to “Consultant Reviewed” to return the evaluation to WisDOT.</td>
</tr>
<tr>
<td>PM Submitted</td>
<td>WisDOT: Change an evaluation’s status from “Consultant Reviewed” to “PM Submitted” to end the evaluation process.</td>
</tr>
<tr>
<td>PM Rejected</td>
<td>WisDOT: Change an evaluation’s status from “Consultant Reviewed” to “PM Rejected” to start the evaluation process again. CARS automatically copies the rejected evaluation data into a new evaluation that has the next sequence number. This new evaluation has the status “Copied and Revised”.</td>
</tr>
<tr>
<td>Copied and Revised</td>
<td>WisDOT: CARS assigns this status to the next sequential evaluation when the evaluator rejects an evaluation that has been reviewed by the consultant.</td>
</tr>
<tr>
<td>Re-Evaluated</td>
<td>WisDOT: Change an evaluation’s status from “Copied and Revised” to “Re-Evaluated” when changes are made to the copied evaluation.</td>
</tr>
</tbody>
</table>
**Evaluation Notifications**

CARS automatically sends email notification to WisDOT and consultant users when the status of an evaluation is changed. Emails are routed to persons who have notification roles for the project ID. In addition, the evaluation will be listed on the appropriate user’s dashboard. The following table summarizes evaluation notifications. Links to the evaluations appear on the dashboard pages of users.

<table>
<thead>
<tr>
<th>Status</th>
<th>Status changed by</th>
<th>Email sent to</th>
<th>Linked on Dashboard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM Created</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Ready for Review</td>
<td>WisDOT</td>
<td>Prime consultants with the Invoice Notification role receive email immediately. If no vendor users have the evaluation notification role for this contract, the firm’s Vendor Administrator receives the email. If the evaluation is for a subcontract, emails are sent to both the prime and sub-consultants. The evaluation is linked on the subconsultant dashboard only.</td>
<td>No</td>
</tr>
<tr>
<td>Consultant Reviewed</td>
<td>Prime Consultants</td>
<td>WisDOT users with the Primary Notification role</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>WisDOT</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
WisDOT: Add Evaluation

1. Open the appropriate View Contract page:
   - Use a Favorite link on your dashboard.
   - Use the search tools (see page 25) to locate the contract.

2. Click New Evaluation. CARS displays a confirmation message if there is more than one project associated with the contract.

3. Click Yes or No to continue with the evaluation.
   - If you click Yes, the evaluation will be associated with all projects associated with the currently open contract. The contract ID is shown in the Contract Number field.
   - If you click No, the evaluation you are starting will apply only to the project that is currently open. The project ID is shown in the Project ID field.
   - If you click X (close), the new evaluation is cancelled.

   **Note:** When you click No, the Vendor field on the Edit/New Evaluation page becomes the Project/Vendor field as shown in the inset on page 133 of this manual.

   CARS opens the Edit/New Evaluation page.
4. Enter the required information in the Evaluation Information section:
   a. Processing Status Date
   b. Evaluation Type - Select one of the following:
      - Final Evaluation
      - Intermediate Evaluation
      - Revised Final Evaluation
   c. Percent of work completed
   d. Vendor - If you click Yes to answer the confirmation question, the name of the vendor selected for the contract is automatically entered.
      If you click No to answer the confirmation question, this field is called Project/Vendor.
   e. Full Scope Evaluation - Defaults to “Yes”.
   f. Evaluation Function - Select the contract function. This option determines the questions available for the Evaluation Category Questions
   g. Evaluation Period From
   h. Evaluation Period To
WisDOT: Add Evaluation - continued

5. Enter numerical ratings for each relevant evaluation category in the **Rating** fields. Use the rating scale shown at the top of the section. You can enter fractional rating values with one decimal place, such as “4.5”.

If one of the six categories does not apply, leave the field blank. If you do not enter a rating, then the evaluation questions for that category will not be listed on the **Evaluation Category Questions** page. CARS displays the average of the ratings at the bottom of the column in the **Overall Evaluation rating** field.

6. Add comments in the **Evaluator Comments** fields. The maximum length of the comments is 4000 characters; a counter displays under the field when you start typing.

**Note:** Your region or WisDOT may require comments.

7. Click **Next**.
WisDOT: Add Evaluation - continued

8. CARS opens the Evaluation Category Questions page. If you did not enter a rating for the category on the Edit/New Evaluation page, the category and related questions are not listed on this page. Select the answer to each question about the details of the firm’s performance. The answer choices are:

- Exceeds
- Improvement Needed
- N/A (not applicable)
- Satisfactory

9. Click Next.

Note: Click Back to return to the Edit/New Evaluation page to make changes or add more category question sections.
WisDOT: Add Evaluation - continued

10. Verify that the name of the consultant staff member shown in the Reviewer - Consultant field is correct. CARS automatically enters the name of the person listed as consultant contact on the contract. Any reviewer you select must be listed in CARS as a consultant contact.

11. Verify that the name of the WisDOT employee shown in the Evaluator - WISDOT field is correct. CARS automatically enters the name of the person listed as Project Manager on the contract. Any evaluator you select must be listed in CARS as a DOT contact.

12. Select a “Yes” or “No” answer in the Would you have reservation selecting this firm again for this type of project? field. The default answer is “No”.

13. Enter any comments you wish to add in the Overall Evaluator Comments field.

14. Select a “Yes” or “No” answer in the Was this Evaluation done at a face-to-face meeting? field. The default answer is “No”.

15. Enter the location and date of the review in the Discussion Location/Date field.
WisDOT: Add Evaluation - continued

16. Click **Save**. CARS saves the evaluation with the status set to “PM Created”. This status means that the evaluation is saved, but it has not been sent to the consultant reviewer.

**Note:** The **Eval PDF File** field was used for evaluations entered during the transition into CARS and electronic-only evaluations. If applicable, it contains the name of the PDF version of the paper evaluation that was saved for future reference. These files are stored on the WisDOT network. This field is no longer used.
WisDOT: Send Evaluation to Consultant Reviewer

1. Open the View Evaluation page for the evaluation that has the status “PM Created”:
   - On the Dashboard page, click the Seq No link in the Evaluations section
   - OR –
   - On the View Contract page, click View Evaluation (not illustrated).
   - If there are other evaluations for this contract, click the link in the Evaluation No column in the Evaluations List table.

2. Click Edit on the View Evaluation page.

3. Add or change any information as needed.

   **Note:** Click Next or Back on the pages to view the entire evaluation.

4. On the Evaluation Details page, change the value in the Processing Status field to “Ready for Review”. This status means that the evaluation is saved, and it will be sent to the consultant reviewer when you click Save.
Send Evaluation to Consultant Reviewer - continued

5. Click **Save**.

CARS sends the evaluation to the consultant. CARS also changes the status of the evaluation to “Ready for Review” and removes the evaluation from the **Evaluations** section on your dashboard. WisDOT users can still access the evaluation through the **View Contract** page.

CARS also lists the evaluation on the Consultant Reviewer’s dashboard and sends email notifications to consultants who have the Evaluation Notification role for this contract.
Consultants: Review Evaluation

1. On the Dashboard page in the Evaluations section, click the link in the Seq No column. CARS opens the View Evaluation page for the new evaluation:
2. Review the evaluation information.
3. Click Edit.
Consultants: Review Evaluation - continued

4. Verify that the name in the **Reviewer - Consultant** field is correct. Follow your firm’s guidelines for who should be listed in this field if more than one person reviews the evaluation.

5. Add general summary comments in the **Overall Reviewer Comments** field. You can add overall comments or comments for a specific category. Each field will accept up to 4000 characters, and a character counter displays when you start typing.

   **Note**: Click **Next** or **Back** on the pages to review the entire evaluation.

6. Add any responses to the Categories and Ratings scores and comments in the **Reviewer Comments** field.

7. When you are satisfied with your comments and are ready to return the evaluation to WisDOT, change the status from “Ready for Review” to “Consultant Reviewed” in the **Processing Status** field.
8. Click **Save**. CARS submits the reviewed evaluation to WisDOT and removes the evaluation from the **Evaluations** section on your dashboard.

CARS also lists the evaluation on the WisDOT Evaluator’s dashboard and sends email notification to consultants who have the Evaluation Notification role for this contract.

**Note:** Also use this process to route “Re-Evaluated”-status evaluations to WisDOT.
WisDOT: Submit Evaluation

1. Open the View Evaluation page for an evaluation that has the status “Consultant Reviewed”:
   - On the Dashboard page, click the Seq No link in the Evaluations section
   - OR –

2. Click Edit.

3. Add or change any information as needed.


   **Note:** Click Next or Back on the pages to view the entire evaluation.

5. Select “PM Submitted” in the Processing Status field on the Evaluation Details page.

6. Click Save. CARS removes the evaluation from the Evaluations section on your dashboard. WisDOT users can still access the evaluation through the View Contract page.
WisDOT: Reject Evaluation

1. Open the View Evaluation page for an evaluation that has the status “Consultant Reviewed”:
   - On the Dashboard page, click the Seq No link in the Evaluations section
   - OR –

2. Click Edit.

3. Add or change any information as needed.


   **Note:** Click Next or Back on the pages to view the entire evaluation.

5. Select “PM Rejected” in the Processing Status field on the Evaluation Details page.

6. Click Save. CARS changes the status of the evaluation to “Copied and Revised” and increases the sequence number. The evaluation remains on the WisDOT Evaluator’s dashboard.

   After the evaluation has been revised, change the status to “Re-Evaluated” to send the evaluation back to the consultant for review. The sequence number is not increased.
| 1. System Requirements and Compatibility Settings |
| 2. CARS Access Request Form |
| 3. WisDOT Roles and Actions in CARS |
| 4. Vendor Roles and Actions in CARS |
| 5. Regional Administrator Instructions |
| 6. Vendor Administrator Instructions |
| 7. Reports |
| 8. Sample Invoices in CARS and PDF of Submitted Invoice |
| 9. Invoice Sections |
| 10. Sample Evaluations |
| 11. Expenditure Accounting Instructions |
| 12. Determine Contract Status |
| 13. Import XML Invoice |
| 14. Save Invoice Documents as PDF/A |
APPENDIX 1  System Requirements and Compatibility Settings

CARS and Internet Explorer

Internet Explorer Version: CARS is designed for Internet Explorer 10 and is compatible with Internet Explorer 11. This section describes actions you can take to use CARS more effectively.

Internet Explorer Buttons: It is recommended that you avoid using the Internet Explorer buttons while working in CARS. The Internet Explorer Back and Forward buttons may not affect the CARS application as expected. Use the navigation buttons provided in CARS to ensure that you navigate in the application correctly. If you don’t see a button that will open the page you want, click Home and locate the page.

Internet Explorer Tabs: CARS users must be sure to log off and close Internet Explorer, especially if users share computers. User credentials can persist in an Internet Explorer session, and the risk of accidental account sharing is greatest when users who have multiple tabs open simply close the CARS tab. In this case, if CARS is opened on a new tab, the last user is automatically logged on.
If you have reason to open multiple copies of CARS, the current user on the first tab is automatically logged on when you create a new tab in Internet Explorer and open CARS. You must open a separate copy (session) of Internet Explorer before you can log on as a different user.
Compatibility View

Sometimes pages in CARS might not display like you expect them to or you might have other problems with CARS, especially if the browser you are using is not Internet Explorer 10 or higher. If text or fields overlap or fields (especially large fields) are disordered on the page, there are two possible causes:

1. The current window size is too small for the page.
2. There is a compatibility problem between Internet Explorer and the CARS page.

The solution for the first cause is to simply enlarge or maximize the window.

If the there is a compatibility problem, the Compatibility View button appears on the Address bar. This means the page was probably coded for a different version of Internet Explorer than the one you have, or even for a different browser. If there is no compatibility problem, this button will not appear.

There are two simple methods for correcting compatibility conflicts.

3. Click Compatibility View on the Internet Explorer Address bar. The button will change in appearance, depending on your settings. Internet Explorer will now show this page in compatibility view every time you open it until you turn off Compatibility View.

4. On the Internet Explorer Menu bar, point to Tools, and then click Compatibility View Settings to open the Compatibility Settings dialog box.

   Note: If the Menu bar is not displayed, right-click the Address bar, and then click Menu bar.

   a. Verify that the correct website is listed in the Add this website field.
   b. Click Add.
   c. Recommended: You can select Display all websites in Compatibility View to automatically turn on Compatibility View for every website you visit.
   d. Click Close.

For more information about Compatibility View, visit
APPENDIX 2   CARS Access Request Form

CONTRACT ADMINISTRATION AND REPORTING SYSTEM (CARS) REQUEST FOR ACCESS

Wyconsin Department of Transportation

Email Questions to: WisDOTCARS@dott.wi.gov
Click to Request a WAMS ID

Step 1 – Access Request Type (select only one)

☐ WisDOT Employee
☐ WisDOT Regional Administrator
☐ Management Consultant
☐ Consultant Administrator
(up to 2 people per firm)

Step 2 – Complete the information in Section A. This information is required for ALL requests.

SECTION A – APPLICANT INFORMATION

Access Request Type: ☐ Create Account
☐ Update Account
☐ Delete Account

Date of Application (m/d/yyyy)

Required for Management Consultant and Consultant Administrator Requests Only

Federal Employer Identification Number (FEIN)

Applicant Name (Last, First, Ml)

Consultant Firm – Name of Unit of Government

Address, City, State, ZIP Code

W Access Management System (WAMS) User ID

Applicant Email Address

(Area Code) Telephone Number

I acknowledge that if I divulge my password or give access to any of my privileges to unauthorized persons, I may be subject to User Agency disciplinary action and/or prosecution under provisions of a 943.76 Wis. Stats. However, I understand that I may be required to give this information to WisDOT Security Officer for logon ID problem resolution. The Contract Administration and Reporting System is for authorized users only: system access is monitored. By using this system, I expressly consent to this monitoring. Evidence of unauthorized access will be provided to the appropriate law enforcement agencies.

X

(Applicant Signature – Electronic Signature, Brush Script (not))

(Date – m/d/yyyy)

Step 3 – WisDOT Employee Requests Only. Complete the information in Section B.

SECTION B – ROLES

Consultant Roles

☐ Consultant user access is configured by the firm’s Consultant Administrators. Users other than Management Consultants and Consultant Administrators do not need to submit this form.

☐ Management Consultant access is configured by WisDOT Regional Administrators. No further information is needed on this form.

WisDOT Employee Roles (Select all that apply)

☐ View Contracts (allows user to view contracts)
☐ Evaluation Editor (allows user to manage evaluations)
☐ View Evaluations (allows user to view evaluations)
☐ Invoice Editor (allows user to manage invoices)
☐ View invoices (allows user to view invoices)
☐ Invoice Reviewer (allows user to manage and review invoices, but not approve them)
☐ Invoice Approver (allows user to manage, adjust and approve invoices)

Step 4 – Submit Request for Access to: WisDOTCARS@dott.wi.gov

For CARS Security Internal Use Only

Section C – To be completed by CARS Security Administrator

Request Completed By

Date (m/d/yyyy)

Notes
## APPENDIX 3   WisDOT Roles and Actions in CARS

### DOT Roles

<table>
<thead>
<tr>
<th>DOT Role</th>
<th>Associated Actions</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOT Staff</td>
<td>View Contracts</td>
<td>For all WisDOT users. This role is automatically assigned to all WisDOT users when the user’s WAMS ID is added to CARS. WisDOT users have read-only access to every contract, but cannot carry out any other actions without additional roles, which are assigned on a contract-by-contract basis by a Regional Administrator or a CARS Administrator.</td>
</tr>
<tr>
<td>View Evaluations</td>
<td>View Evaluation</td>
<td>Allows WisDOT users read-only access to evaluations for a specific contract.</td>
</tr>
<tr>
<td>View Invoices</td>
<td>View Contracts</td>
<td>Allows WisDOT users read-only access to invoice information for a specific contract. No changes are permitted.</td>
</tr>
<tr>
<td>Evaluation Editor</td>
<td>View Contracts View Evaluations</td>
<td>Allows WisDOT users to create evaluations and review consultant responses to evaluations for a specific contract. This role causes the evaluation to be listed on the user’s dashboard.</td>
</tr>
<tr>
<td>Invoice Editor</td>
<td>View Contracts View Invoices</td>
<td>Allows WisDOT users to view consultant-submitted invoices. They can also create invoices and edit “draft” status invoices created by WisDOT, but not vendor-created invoices in “draft” status. This role does not allow the review, adjustment, rejection or approval of consultant-submitted invoices.</td>
</tr>
<tr>
<td>Invoice Approver</td>
<td>View Contracts View Invoices Invoice Approver</td>
<td>Allows WisDOT users to adjust, reject and approve invoices for payment. This role causes the invoice to be listed on the user’s dashboard.</td>
</tr>
<tr>
<td>Invoice Reviewer</td>
<td>View Contracts View Invoices Invoice Approver Invoice Auditor</td>
<td>Allows WisDOT users to review invoices. This role allows the user to change the invoice status to “Reviewed” and to adjust invoice lines. It does not allow rejection or approval of invoices.</td>
</tr>
<tr>
<td>Notify Primary</td>
<td>Email Primary</td>
<td>Future use. For WisDOT users who are responsible for day-to-day activities for a specific project. These users receive email notification (day 1) when invoices and evaluations are sent by consultants. If invoices and evaluations that are not acted upon within 10 days, a second email is generated. Additional email notifications are generated at day 20 and every day thereafter if the invoice remains in “Submitted” status or if the evaluation remains in “Consultant Reviewed” status.</td>
</tr>
<tr>
<td>DOT Role</td>
<td>Associated Actions</td>
<td>Purpose</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Notify Secondary</td>
<td>Email Secondary</td>
<td>Future use. For WisDOT supervisors who are responsible for specific projects. These users receive email notification if invoices and evaluations that are not acted upon within 10 days. Additional email notifications are generated at day 20 and every day thereafter if the invoice remains in “Submitted” status or if the evaluation remains in “Consultant Reviewed” status.</td>
</tr>
<tr>
<td>DOT Regional Admin</td>
<td>Manage DOT Staff</td>
<td>Designated Regional Administrators only. These administrators assign roles for WisDOT contracts and work orders, but not for Local Program contracts.</td>
</tr>
<tr>
<td>Local Program Reviewer</td>
<td>Manage Local Programs</td>
<td>Management Consultants only. These users are vendor users who manage contracts for WisDOT.</td>
</tr>
<tr>
<td>Expenditure Accountant</td>
<td>View Contracts</td>
<td>Expenditure Accounting only. These users are responsible for specialized functions, such as approving purchase order requisitions and paying invoices.</td>
</tr>
<tr>
<td>Selection Reviewer</td>
<td>View Contracts Approve NOI Selection</td>
<td>Consultant Services only. Future use.</td>
</tr>
<tr>
<td>NOI Reviewer</td>
<td>View Contracts Maintain NOI Approve NOI Selection</td>
<td>Consultant Services only. Future use.</td>
</tr>
<tr>
<td>NOI Specialist Editor</td>
<td>View Contracts Manage Solicitation NOI Info</td>
<td>Consultant Services only. Future use.</td>
</tr>
<tr>
<td>Run Batch Jobs</td>
<td>Run batch jobs for PeopleSoft interface</td>
<td>PeopleSoft interface use only. No user should have this role assigned.</td>
</tr>
<tr>
<td>DOT Editor</td>
<td>View Contracts View Evaluations Manage Updates</td>
<td>Consultant Services only. These users are able to create, update and delete contract records.</td>
</tr>
<tr>
<td>DOT Role</td>
<td>Associated Actions</td>
<td>Purpose</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DOT Admin</td>
<td>View Contracts&lt;br&gt;View Evaluations&lt;br&gt;Manage Updates&lt;br&gt;Manage Evaluations&lt;br&gt;View Invoices&lt;br&gt;Manage Invoices&lt;br&gt;Invoice Approver&lt;br&gt;Invoice Auditor&lt;br&gt;Manage Application&lt;br&gt;Maintain NOI&lt;br&gt;Manage Solicitation NOI Info&lt;br&gt;Approve NOI Selection&lt;br&gt;Manage DOT Staff</td>
<td>DOT CARS Administrators only. These users have broad access to CARS records.</td>
</tr>
</tbody>
</table>
**DOT Actions**

<table>
<thead>
<tr>
<th>DOT Action</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Contracts</td>
<td>Allows WisDOT users to view contracts, but not to change, create or delete contracts. Assigned to all WisDOT users by default.</td>
</tr>
<tr>
<td>View Evaluations</td>
<td>Allows WisDOT user to view evaluations, but not to change, create or delete evaluations.</td>
</tr>
<tr>
<td>Manage Evaluations</td>
<td>Allows WisDOT user to change, create or delete evaluations.</td>
</tr>
<tr>
<td>Manage Updates</td>
<td>Allows WisDOT user to change, create or delete contracts, work orders and projects.</td>
</tr>
<tr>
<td>View Invoices</td>
<td>Allows WisDOT user to view invoices, but not to change, create or delete invoices.</td>
</tr>
<tr>
<td>Manage Invoices</td>
<td>Allows WisDOT user to change, create or delete invoices.</td>
</tr>
<tr>
<td>Invoice Approver</td>
<td>Allows WisDOT user to approve invoices for payment.</td>
</tr>
<tr>
<td>Invoice Auditor</td>
<td>Allows WisDOT users to adjust invoice lines and to mark the invoice as “Reviewed”.</td>
</tr>
<tr>
<td>Manage Solicitation NOI Info</td>
<td>Allows the WisDOT user to change, create or delete solicitations and notices of intent.</td>
</tr>
<tr>
<td>NOI Reviewer</td>
<td>Allows the WisDOT user to respond to a firm’s NOI. The staff member can edit specific NOI fields, but others are read-only.</td>
</tr>
<tr>
<td>Approve NOI Selection</td>
<td>Allows the WisDOT user to approve vendor selection for a contract or work order.</td>
</tr>
<tr>
<td>Manage Local Programs (Management Consultant)</td>
<td>Allows a CONSULTANT user to view contracts with the Program Management flag set to “Management Consultant”.</td>
</tr>
<tr>
<td>Manage Regional Assignments</td>
<td>Allows a WisDOT user to manage Management Consultant users, groups and contracts.</td>
</tr>
<tr>
<td>Manage Financial Info</td>
<td>Allows the Division of Business Management Expenditure Accounting staff to review and pay invoices.</td>
</tr>
<tr>
<td>Email Primary</td>
<td>Designates WisDOT users who are to receive initial (day 1) email notification for invoice submittals and evaluations returned by consultants. A second email is generated at day 10 if no action has occurred on the invoice or evaluation. More emails are generated at day 20 and every day thereafter if the invoice remains in “Submitted” status or if the evaluation remains in “Consultant Reviewed” status.</td>
</tr>
<tr>
<td>Email Secondary</td>
<td>Designates WisDOT users who are to receive email notification at day 20 and every day thereafter if the invoice remains in “Submitted” status or if the evaluation remains in “Consultant Reviewed” status.</td>
</tr>
<tr>
<td>Run Batch Jobs</td>
<td>CARS-PeopleSoft interface use only.</td>
</tr>
</tbody>
</table>
## Vendor Roles and Actions in CARS

<table>
<thead>
<tr>
<th>Vendor Role</th>
<th>Associated Actions</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Staff</td>
<td>Vendor Access</td>
<td>Required for vendor access to CARS. This role is automatically assigned to all vendor users when the user’s WAMS ID is added to CARS.</td>
</tr>
</tbody>
</table>
| Vendor Administration | Manage Staff Assignments  
Evaluation Notification  
Invoice Notification | For administrators responsible for assigning staff member access. These users also receive evaluation and invoice email notifications when no other user has these roles for a project. |
| View Contracts        | View Contracts     | For staff members who need only to view contract information.                                                                                                                                             |
| View Evaluations      | View Contracts  
View Evaluations | For staff members who need to view evaluations for contracts.                                                                                                                                              |
| Evaluation Notification| Evaluation Notification | For staff members who need to know when evaluations are received.                                                                                                                                                     |
| Evaluation Reviewer   | View Evaluations  
Evaluation Reviewer | For staff members who need to review and respond to DOT evaluations of contract work.                                                                                                                        |
| View Invoices         | View Contracts  
View Invoices | For staff members who need to view contract invoice information.                                                                                                                                              |
| Invoice Notification  | Invoice Notification | For staff members who need to know when invoices are sent. May also be applied to specific subcontracts and amendment subcontracts.                                                                         |
| Invoice Submitter     | View Contracts  
View Invoices  
Manage Invoice  
Invoice Submitter | For senior staff members who are responsible for reviewing invoices and billing the DOT.                                                                                                                     |
| Invoice Editor        | View Invoices  
Manage Invoice | For staff members who prepare contract invoices.                                                                                                                                                            |
| Subcontract Invoice Editor | Manage Subcontract Invoice | For staff members who prepare subcontractor invoices. May also be applied to specific amendment subcontracts.                                                                                       |
| Subcontractor Invoice Submitter | Manage Subcontract Invoice  
Subcontract Invoice Submitter | For staff members responsible for reviewing subcontractor invoices and billing the DOT. May also be applied to specific amendment subcontracts.                                                               |
| View Subcontracts     | View Subcontracts | For staff members who need to view subcontract information. May also be applied to specific amendment subcontracts.                                                                                     |
| View Subcontract Evaluations | View Subcontracts  
View Subcontractor Evaluations | For staff members who need to view evaluations for subcontracts. May also be applied to specific amendment subcontracts.                                                   |
<table>
<thead>
<tr>
<th>Vendor Role</th>
<th>Associated Actions</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontract Evaluation</td>
<td>View Subcontractor Evaluations</td>
<td>For staff members who need to review and respond to DOT evaluations of subcontract work. May also be applied to specific amendment subcontracts.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>View Subcontractor Evaluation Reviewer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View Subcontracts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>View Subcontractor Invoices</td>
<td></td>
</tr>
<tr>
<td>View Subcontract Invoice</td>
<td>View Subcontracts</td>
<td>For staff members who need to view subcontract invoice information. May also be applied to specific amendment subcontracts.</td>
</tr>
<tr>
<td></td>
<td>View Subcontractor Invoices</td>
<td></td>
</tr>
</tbody>
</table>
**Vendor Actions**

<table>
<thead>
<tr>
<th>Vendor Action</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Access</td>
<td>Allows the user access to CARS.</td>
</tr>
<tr>
<td>Manage Staff Assignments</td>
<td>Allows a staff member to assign and edit roles assigned to other staff members.</td>
</tr>
<tr>
<td>View Contracts</td>
<td>Allows a staff member to view specific contracts, but not to change, create or delete contracts.</td>
</tr>
<tr>
<td>View Evaluations</td>
<td>Allows a staff member to view specific evaluations, but not to change, create or delete evaluations.</td>
</tr>
<tr>
<td>Evaluation Notification</td>
<td>Designates the user who receives automatic email notification when evaluations are received from WisDOT. Messages are sent to the email address in the profile record for this user.</td>
</tr>
<tr>
<td>Evaluation Reviewer</td>
<td>Allows a staff member to respond to evaluator comments on contract evaluations and return the evaluations to WisDOT. The staff member can edit specific evaluation fields, but others are read-only.</td>
</tr>
<tr>
<td>View Invoices</td>
<td>Allows a staff member to view invoice information, but not to change, create or delete invoices.</td>
</tr>
<tr>
<td>Invoice Notification</td>
<td>Designates the user who receives automatic email notification when invoices are paid or rejected by WisDOT. Messages are sent to the email address in the profile record for this user.</td>
</tr>
<tr>
<td>Invoice Submitter</td>
<td>Allows a staff member to send invoices for their firm to the DOT Project Manager.</td>
</tr>
<tr>
<td>Manage Invoice</td>
<td>Allows the staff member to change, create or delete invoices.</td>
</tr>
<tr>
<td>View Subcontracts</td>
<td>Allows the staff member to view subcontractor contracts, but not to change, create or delete subcontractor contracts.</td>
</tr>
<tr>
<td>View Subcontractor Evaluations</td>
<td>Allows a staff member to view specific subcontractor evaluations, but not to change, create or delete subcontractor evaluations.</td>
</tr>
<tr>
<td>Subcontractor Evaluation Reviewer</td>
<td>Allows a staff member to respond to evaluator comments on subcontract evaluations and return the evaluations to WisDOT. The staff member can edit specific evaluation fields, but others are read-only.</td>
</tr>
<tr>
<td>View Subcontractor Invoices</td>
<td>Allows the staff member to view specific subcontractor invoices, but not to change, create or delete them.</td>
</tr>
<tr>
<td>Manage Subcontract Invoice</td>
<td>Allows the staff member to change, create or delete subcontractor invoices in draft status.</td>
</tr>
<tr>
<td>Subcontract Invoice Submitter</td>
<td>Allows a staff member to send invoices for their subcontractors to the DOT Project Manager.</td>
</tr>
</tbody>
</table>
APPENDIX 5   Regional Administrator Instructions

Regional Administrators are responsible for maintaining project access in CARS for WisDOT employees in their regions and bureaus. They can add users who have valid WAMS IDs as WisDOT users and assign roles for specific contracts to them. They are also responsible for maintaining overall user access when certain events occur. If you need help or have questions about roles or user access, please contact the CARS Administrator (WisDOTCARS@dot.wi.gov).

Roles Regional Administrators can assign to WisDOT users are described in the following table.

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Editor</td>
<td>View Contracts</td>
<td>Can create evaluations and review evaluations returned by consultants. When this role is assigned for a specific project, evaluations for the project will be listed on the WisDOT user’s dashboard when the status is “PM Created” and “Consultant Reviewed.”</td>
</tr>
<tr>
<td></td>
<td>View Evaluations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manage Evaluations</td>
<td></td>
</tr>
<tr>
<td>Invoice Approver</td>
<td>View Contracts</td>
<td>Can adjust, reject or approve invoices for payment.</td>
</tr>
<tr>
<td></td>
<td>View Invoices</td>
<td>Cannot mark an invoice as “reviewed.”</td>
</tr>
<tr>
<td></td>
<td>Manage Invoices</td>
<td>When this role is assigned for a specific project, invoices for the project will be listed on the WisDOT user’s dashboard when the consultant submits them and when Expenditure Accounting returns the invoice to the approver.</td>
</tr>
<tr>
<td></td>
<td>Invoice Approver</td>
<td></td>
</tr>
<tr>
<td>Invoice Editor</td>
<td>View Contracts</td>
<td>Can create invoices.</td>
</tr>
<tr>
<td></td>
<td>View Invoices</td>
<td>Can edit WisDOT-created invoices.</td>
</tr>
<tr>
<td></td>
<td>Manage Invoices</td>
<td>Cannot review, adjust, reject or approve invoices.</td>
</tr>
<tr>
<td>Invoice Reviewer</td>
<td>View Contracts</td>
<td>Can review invoices.</td>
</tr>
<tr>
<td></td>
<td>View Invoices</td>
<td>Cannot adjust, reject or approve invoices.</td>
</tr>
<tr>
<td>Notify Primary</td>
<td>Email Primary</td>
<td>Future Use. Designated users receive email notification when invoices and evaluations are sent by consultants. If invoices and evaluations that are not acted upon within 10 days, a second email is generated.</td>
</tr>
<tr>
<td>Notify Secondary</td>
<td>Email Secondary</td>
<td>Future Use. Designated users receive email notification if invoices and evaluations are not acted upon within 20 days. This role is generally assigned to supervisors.</td>
</tr>
<tr>
<td>View Evaluations</td>
<td>View Evaluations</td>
<td>Can view evaluations for assigned contracts. Cannot create, edit or change the status of evaluations. Cannot view evaluations that are in “Ready for Review” status</td>
</tr>
<tr>
<td>View Invoices</td>
<td>View Contracts</td>
<td>Can view invoices for assigned contracts. Cannot create, adjust, reject, approve or change the status of invoices. Cannot view vendor-created invoices in “Draft” status</td>
</tr>
<tr>
<td></td>
<td>View Invoices</td>
<td></td>
</tr>
</tbody>
</table>
Regional Administrators are responsible for maintaining WisDOT user access for WisDOT as a whole, not just for their own regions or bureaus. The table below describes common events and the Regional Administrator’s responsibilities for each event.

**Note**: If the user changes affect 25 or more projects, please contact the CARS Administrator (WisDOTCARS@dot.wi.gov) because it may be time consuming to move or remove access for large numbers of projects. The CARS Administrator may be able to assign roles using database updates.

<table>
<thead>
<tr>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>New project is approved</td>
<td>• Assign user access for the new project</td>
</tr>
<tr>
<td>Project is cancelled</td>
<td>• Remove user access from this project</td>
</tr>
<tr>
<td>User changes roles</td>
<td>• Identify impacted projects to be revised</td>
</tr>
<tr>
<td>Example: Project Manager</td>
<td>• Adjust roles accordingly</td>
</tr>
<tr>
<td>becomes a supervisor</td>
<td></td>
</tr>
<tr>
<td>User changes region</td>
<td><strong>Old Regional Administrator:</strong></td>
</tr>
<tr>
<td></td>
<td>• Remove user access for all projects or as directed</td>
</tr>
<tr>
<td>User leaves DOT</td>
<td><strong>New Regional Administrator:</strong></td>
</tr>
<tr>
<td></td>
<td>• Assign user access for all projects or as directed</td>
</tr>
<tr>
<td></td>
<td><strong>User leaves DOT</strong></td>
</tr>
<tr>
<td></td>
<td>• Notify the CARS Administrator (<a href="mailto:WisDOTCARS@dot.wi.gov">WisDOTCARS@dot.wi.gov</a>) to get the user removed from CARS completely. Provide the effective date.</td>
</tr>
<tr>
<td></td>
<td>• Remove user access from all contracts</td>
</tr>
</tbody>
</table>
WisDOT: Assign WisDOT Roles

The DOT Staff Security List page lists WisDOT users with their assigned roles and lists of contracts. There are two columns in this list: Roles - Actions and Contracts.

**Note:** DOT Administrators are not listed in the DOT Staff Security List for Regional Administrators. Please contact the CARS Administrator (WisDOTCARS@dot.wi.gov) if the WAMS ID you need is not listed.

Regional Administrators can add roles for specific contracts, which are listed in the Contracts column. Only DOT Administrators can add or change DOT Staff roles, which are listed in the Roles-Actions column.

**Locate a WisDOT User**

- **Path:** Security → Security List-DOT
  CARS opens the DOT Staff Security List page.
  To locate the WisDOT user by WAMS ID in the DOT Staff Security List:
  1. Click the letter of the user’s last name in the Filter Staff section.
WisDOT: Assign WisDOT Roles - continued

2. Locate or add the user by WAMS ID. You can:
   a. Read the pages to find the user and click the user name link.
   b. Sort the list by DOT Staff Member by clicking the column heading link, locate the user, and click the user name link.
   c. If the user is not in the list, click Add DOT Staff Member and search by WAMS ID. Then click Save. CARS automatically adds the View Contracts role to new WisDOT users. CARS opens the View DOT Staff Member page for that user.
Add Contract Roles for a WisDOT User

To complete this process, locate the WisDOT user as described on page 158 and begin on the View DOT Staff Member page.

1. In the Contracts section, click Assign Contract / Roles. CARS opens the Manage Contracts page for the user.

2. On the Manage Contracts page, create a list of individual contracts that will be assigned the same group of permissions. If this user needs different permissions for one or more contracts, you must assign them separately. To create a list of contracts:
   a. Select a specific contract in the Contracts field.
   b. Click Add Contract to include a specific contract in the list of contracts. CARS lists the contracts you select under the Contracts field.
   c. Click Delete to remove a specific contract from the list.

Note: You must select and add each contract to the list individually. You cannot select more than one contract at a time.
Add Contract Roles for a WisDOT User continued

3. In the Roles table, select the roles this user needs for the listed contracts. You must select at least one role.

4. Click Save. The user now has the assigned roles for the specific contracts you chose. CARS lists each contract separately on the View DOT Staff Member page.
**Edit Contract Roles for a WisDOT User**

To complete this process, locate the WisDOT user as described on page 158 and begin on the *View DOT Staff Member* page.

1. In the **Contracts** section, locate the appropriate contract and click **Edit Contract Roles**. CARS opens the *Manage Contracts* page.
2. In the **Roles** table, select the roles this user needs for the contract. You must select at least one role.
3. Click **Save**. The user now has the new permissions you have assigned.
Delete Contract Roles for a WisDOT User

To complete this process, locate the WisDOT user as described on page 158 and begin on the View DOT Staff Member page.

1. In the Contracts section, locate the appropriate contract group and click Delete Contract. CARS displays the message, “Are you sure you want to DELETE Contract from staff member?”

2. Click Confirm. CARS removes all permissions for the contract and deletes the contract from the user’s contracts list.
Consultants: Security Menu

CARS Vendor Administrators grant roles either for individual contracts or by groups that combine a specific set of contracts. A security group is a set of contracts with specific roles applied to those contracts. Each person assigned to the group has the same access.

**Note:** Security administrators must maintain the contract role assignments for their firms. If your firm has a new contract or amendment, none of your users can access it until you update the security access.

Security settings are configured by persons who have the Vendor Administrator role in CARS. Each firm should have two or more persons who are assigned this role. The Security menu is visible only to persons who have the Vendor Administrator role in CARS. The Security menu has two commands: Security List and Manage Groups.

The commands on the security menu allow detailed control of the access each staff member has to the firm’s contract information. The functions accessed from each command are described in Table 2.

**Table 2: Security Menu Commands**

<table>
<thead>
<tr>
<th>Command</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security List</td>
<td>Add staff members to your firm’s Vendor Security List</td>
</tr>
<tr>
<td></td>
<td>Delete staff members from your firm’s Vendor Security List</td>
</tr>
<tr>
<td></td>
<td>Access the View Staff Member page for each staff member, where you can review and manage detailed security settings for each staff member:</td>
</tr>
<tr>
<td></td>
<td>Assign and un-assign security roles such as Vendor Staff and Vendor Administrator</td>
</tr>
<tr>
<td>Manage Groups</td>
<td>Create groups of contracts, subcontracts, or amendments</td>
</tr>
<tr>
<td></td>
<td>Manage groups</td>
</tr>
<tr>
<td></td>
<td>Delete groups</td>
</tr>
</tbody>
</table>
Consultants: Access the Security List

- Open the Vendor Security List page:
  - Path: Security → Security List
    CARS opens the Vendor Security List page.

Note: The Security menu is visible only to persons who have the Vendor Administrator role in CARS.
Consultants: Add Staff Members

1. On the Vendor Security List page, click Add Staff Member. CARS opens the Add Staff Member page.
2. Enter the staff member’s WAMS ID in the WAMS ID field.
3. Click Save.

CARS automatically opens the View Staff Member page so you can start adding roles. At this point, the new staff member’s dashboard will list all of your firm’s prime contracts, subcontracts, amendments, invoices and evaluations. However, none of these items will have active links, and the staff member will have no access to anything except to view the list on the dashboard.

**Note:** The CARS Administrator cannot assign any vendor roles for a consultant user except Vendor Staff and Vendor Administrator on this page. Any access beyond these two roles is assigned as described in Consultants: Assign Security Roles on page 167.

The person who assigns contract roles must have the Vendor Administrator role for the consultant firm.

Consultants: Delete Staff Members

1. On the Vendor Security List page, click Delete Staff Member in the table row of the staff member you want to delete. CARS displays a message asking you to confirm the deletion.
2. Click Confirm.

CARS removes the Staff Member from your Staff Members table.
Consultants: Assign Security Roles

CARS automatically assigns the Vendor Staff role to all consultant users when they are added as staff members to the consultant firm as described on page 166. This role is required for access to CARS, but provides no access to project, contract, evaluation or invoice records.

Note: The only security role not associated with records that you can assign or un-assign using this process is Vendor Administrator.

1. On the Vendor Security List page, click the user name of the staff member whose role you are changing. The name serves as a link to the View Staff Member page, which provides detailed information about the person’s security access to this firm’s records.
2. Click Add Role.
3. On the Manage Staff Member page, select the Vendor Administrator box for this staff member in the Check column.
4. Click Save.

Note: The Add Role button does not appear when the staff member already has both the Vendor Staff and Vendor Administrator roles.

Consultants: Un-Assign Security Roles

Follow the procedure for assigning security roles, except de-select the Vendor Administrator role for this staff member.
Consultants: Assign Contract Roles

This process grants access to one or more individual contracts. Remember that prime contracts, subcontracts and amendments are handled separately. The process of assigning roles is the same for each type of contract.

1. On the Vendor Security List page, click the staff member name link in the Staff Members table. CARS opens the View Staff Member page.
2. Click Assign Contract / Roles
   - OR -
   Assign SubContract / Roles
   - OR -
   Assign Amendment SubContract / Roles.
Consultants: Assign Contract Roles - continued

3. Create a list of individual contracts:
   a. Select a specific contract in the **Contracts** field.
   b. Click **Add Contract** 📊 to include a specific contract in the list of contracts. CARS lists the contracts you select under the **Contracts** field.
   c. Click **Delete** 🗑 to remove a specific contract from the list.

   **Note:** You must select and add each contract or subcontract to the list individually. You cannot select more than one contract at a time.

- OR -

4. Select **Select All Active Contracts** to grant this staff member access to every **existing active** contract assigned to this firm (vendor).

   **Note:** You must maintain user access by adding and removing contracts as they come in or finish. Selecting this checkbox assigns roles only for **currently active** contracts.

5. In the **Roles** table, select the roles this staff member needs for the specified contracts. You must select at least one role.

6. Click **Save**. The staff member now has the assigned roles for the specific contracts you chose.
Consultants: Edit Contract Roles

1. On the Vendor Security List page, click the staff member name link in the Staff Members table. CARS opens the View Staff Member page.
2. Click Edit Contract Roles in the table row of the contract for which you want to change access. CARS opens the Edit/New Contract page.
3. Change the contract access by:
   - Changing the role name
   - Selecting or de-selecting roles in the Roles table
   - OR -
   - Adding or removing contracts
4. Click Save.
   CARS changes the staff member’s access to the contract and returns to the View Staff Member page, which now shows the updated roles.

Consultants: Delete Contract from Staff Member

1. On the Vendor Security List page, click the staff member name link in the Staff Members table. CARS opens the View Staff Member page.
2. Click Delete Contract in the table row of the contract for which you want to remove access. CARS displays a message asking you to confirm the deletion.
3. Click Confirm. CARS removes the contract from the staff member’s Contracts table. The roles are automatically deleted when the contract deletion is confirmed.
Assign Roles for All Parts of the Contract

Staff members who create invoices in CARS must have security access to all subcontracts, amendment subcontracts and phases that apply to their firms in order for the invoice costs to be applied correctly. Contracts with multiple amendments are listed once for each amendment awarded to your firm. Phased projects are listed once for each phase; the project IDs are the same, but the contract number and approval dates vary.

Consultants: Manage Groups

Groups are used to streamline staff access assignments. CARS allows you to group prime contracts or subcontracts or amendments and assign roles that apply to every contract in the group. When you assign a staff member to a group, you grant the staff member the specified roles for each contract in the group. Only staff members who have the Vendor Administrator role can create and manage groups.

- Groups must contain like objects. Because prime contracts, subcontracts and amendments are not managed alike in CARS, groups must contain only one type of contract.
- Access to prime contracts, subcontracts and amendments can be assigned either through groups or through individual contracts. Neither access method supersedes the other.
- Access granted by roles and groups is cumulative. You can increase a staff member’s access for an individual contract, even if the staff member has access to it as a member of a group.
- You can add prime contracts, subcontracts and amendments to more than one group, provided the same type of contract is included in the group.

Plan your firm’s groups carefully. Try to give each group a meaningful name so it is clear what access the group allows. Consider setting naming convention standards or policy.

Maintain your firm’s groups. Periodically remove completed contracts or add them to a special group. Be sure to add new contracts to appropriate groups. You can use individual contract roles to grant additional access to a contract if a staff member needs more roles than are built into the group.

Group names must be unique within a firm. Each group name cannot be longer than 37 characters. If the name you choose is longer than 37 characters, CARS will stop allowing character entry.
Consultants: Create a New Contract Group

1. Open the Manage Groups page:
   - Path: Security → Manage Groups
2. Click Add Group.
   CARS opens the Group type selection dialog box.
3. Choose the appropriate group type based on the type of contracts in the group.
4. Click OK. CARS opens the New/Edit Group page.
5. Enter a name for the group in the Group Name field.
6. Select roles for the group in the Roles table.
7. Create a list of individual contracts:
   a. Select a specific contract in the Contracts field.
   b. Click Add Contract to include a specific contract in the group to which you are granting access.
   c. Click Delete to remove a specific contract from the group.

   - OR -
8. Select Select All Contracts to add every existing contract assigned to this consultant firm to this group.

   Note: You must maintain your groups by adding and removing contracts as they come in or finish, or by adding new groups for new contracts.

9. Click Save.
   CARS creates the new group and lists it on the Manage Groups page.
Consultants: Assign Staff Members to Contract Groups

1. Open the Vendor Security List page:
   - Path: Security → Security List

2. Click the staff member name link in the Staff Members table to open the View Staff Member page.

3. Click Assign/Unassign Groups. CARS opens the Assign/Unassign Groups page.

4. Select the groups for the staff member.

5. Click Save. CARS adds the staff member to the group and lists the groups and details on the View Staff Member page and the Vendor Security List page.
Consultants: Modify Contract Group Roles

1. Open the Manage Groups page:
   - Path: Security → Manage Groups

2. Click Edit Group for the appropriate group.
   CARS opens the New/Edit Group page.

3. Select roles you want to add, or de-select roles you want to remove.

4. Click Save.
   CARS modifies the group and lists the new information on the Manage Group page.
APPENDIX 7  Reports

There are 37 CARS reports currently available in SAP® BusinessObjects™. The reports are available to WisDOT users. Users who need access to these reports must provide their WisDOT Active Directory (network or LAN) login to the CARS Administrator (WisDOTCARS@dot.wi.gov).

You can access reports using the Reports button on the main menu to access reports. Path: Reports → BO Reports

Two reports are accessed from CARS pages. The Contract Summary Cost Line Report can be accessed directly from the View Contract, View Master Contract and View Work Order pages via the Contract Summary links. Expand the Contract Reports section at the top of the page and click Contract Summary.

Note: Both Contract Summary links open the same report.

The Master Summary link opens the report Current Master Contracts Balances and Contacts, Totals by Contract, which is available only on the View Master Contract and View Work Order pages.

Both report links open a new Internet Explorer window and run the report automatically using parameters from the currently open contract record.
Report Window Controls

Main Tabs
There are two main tabs in SAP BusinessObjects. When you run a report, SAP BusinessObjects creates another tab for the report.

- The **Home** tab shows a list of documents you have most recently viewed or run, and lists messages and alerts.

- The **Documents** tab has three drawers, including **My Documents**, **Folders** and **Search**. Elements on each drawer control the information displayed in the main panel. CARS reports are documents in SAP BusinessObjects terms, and multi
  - **My Documents** contains **My Favorites** where non-public BO Reports may be stored, your **Inbox** for messages, and **Personal Categories**.
- **Folders** contains the Public Folders in the side panel and a list of documents in the main panel. When you open Public Folders and click the CARS subfolder, a list of CARS documents (reports) is shown in the main panel.
- **Search** contains a search field. When you search for a term, the results are shown in the main panel, and tools for limiting the results are shown in the side panel.

**Header Panel**
The header panel is present on all tabs. There are five menu items on it.

- **Applications** contains a link to the Web Intelligence application. Most users do not have access to the application or the underlying data sources.
- **Preferences** allows you to set options, including the default page that opens when you click BO Reports in CARS, location and time zone, Crystal Reports preferences, and more.
- **Help menu** allows you to open the SAP documentation and to view information about SAP BusinessObjects.
- **Log Off** closes BO Reports.
- **Search** allows you to locate documents and reports. All search results are listed, but you may not have access to an item. Search results are automatically displayed in the Search drawer.

**Display and Report Controls**
Display and report controls are present on Web Intelligence report tabs. They are not present on reports that are based SAP® Crystal Reports®.
• **Web Intelligence** menu contains controls for display options for the side panel, report tables and status bar.

• **New** is used to create new reports. Access to data sources is required.

• **Open** is used to open existing reports.

• **Save Menu** is used to save an open report. You can permanently save reports you have run - including specific data sets - as one of your favorites within the reports folder and (optionally) a different file name using the **Save As** command. The **Save** command is disabled for public reports.

• **Print** menu allows you to save reports or to export reports you have run as PDF files. Click the **Print** menu arrow and then click **Print** to open the **Print** dialog box (shown below). Set the options needed, and then click **Print**. SAP BusinessObjects opens the Internet Explorer download toolbar.
Click the **Print** icon to open the Internet Explorer download toolbar directly. You can save or open the entire current report as-is.

Use the print functions in Adobe Acrobat or Reader to print hard copies of the report.

- **Find** turns the **Search Bar** on and off. The **Search Bar**, when activated, is located at the bottom left of the report panel.
- **History** opens a list of dates for saved copies of the report.
- **Export** menu allows you to export documents or current reports as PDF, Excel, comma separated values (CSV) or text. SAP BusinessObjects opens the Internet Explorer download toolbar to save the document or report. Exporting a document saves the entire report, including data across multiple tabs. Exporting a current report saves only the current report, including data from only the currently active tab. See BI Launch Pad Help for more information.
- **Send to** is disabled.
- **Undo** reverses the last action, such as refreshing the data or drilling data.
- **Redo** repeats the last action, such as showing or hiding a report section in outline mode.
- **Refresh** menu allows you to reload the currently displayed report or all reports with the most current data from the data source (CARS
application).

- **Track** menu turns on and off the ability to see changes in the data over time. Click **Track** to set options, and click **OK**. Refresh the data to see the new report with changes highlighted. Use the **Options** tab to view the predefined change notation. See **BI Launch Pad Help** for more information.

![Data Tracking screenshot](image)

Sample data showing tracked changes:

<table>
<thead>
<tr>
<th>ID</th>
<th>Company</th>
<th>Date</th>
<th>ID</th>
<th>Change</th>
<th>Status</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0</td>
<td>AECOM Technical Services, Inc.</td>
<td>06/03-22</td>
<td>10</td>
<td>Approved</td>
<td>BTS</td>
<td>Peter Kemp</td>
</tr>
<tr>
<td>S1</td>
<td>AECOM Technical Services, Inc.</td>
<td>10/03-27</td>
<td>12</td>
<td>Approved</td>
<td>SE</td>
<td>Joe Gallimore</td>
</tr>
<tr>
<td>S2</td>
<td>AECOM Technical Services, Inc.</td>
<td>10/03-01</td>
<td>14</td>
<td>Approved</td>
<td>SW</td>
<td>Steve Marshall</td>
</tr>
<tr>
<td>S3</td>
<td>AECOM Technical Services, Inc.</td>
<td>03/31-02</td>
<td>14</td>
<td>Approved</td>
<td>SW</td>
<td>Steve Marshall</td>
</tr>
</tbody>
</table>

- **Drill** menu first causes SAP BusinessObjects to make a copy of the current report and open the **Filter Bar**. See **BI Launch Pad Help** for more information.
- **Filter Bar** allows you to limit the results that are displayed in the report using simple filters. See **BI Launch Pad Help** for more information.
- **Freeze** allows you to select header rows or columns that do not scroll when you move within the report. See **BI Launch Pad Help** for more information.
- **Outline** opens and closes a bar along the left side of the report window that allows you to show and hide sections of the current report as defined by the report headers. See **BI Launch Pad Help** for more information.
Report Views and Help Menu

Report views determine the mode in which reports are viewed, and the help menu provides links to online documentation and tutorials.

There are two views for SAP BusinessObjects reports. CARS reports should be viewed in **Reading** mode. **Design** mode is for constructing new reports, and most users do not have access to the application or the necessary data sources.

The **Help** menu is comprised of **Help Contents (F1)**, **Tutorials**, and **About**. The **Help Contents (F1)** and **Tutorials** items are links to online documentation and training resources. The **About** item opens a message that gives version and copyright information.

**Side Panel Tabs**

Side panel tabs change the information and tools displayed in the side panel.
• **Document Summary** shows report properties, including general, statistics, document and data options, and report parameters with the current values.

• **Navigation Map** shows all of the reports (tabs) in a document

• **Input Controls** shows all of the parameter variants for the report and provides tools to edit the variants.

• **User Prompt Input** shows the default values for the report parameter variants and provides tools to edit the variants for the currently open report. New parameters you enter do not change the report defaults permanently.

---

**Status Bar and Go Arrows**

The **Status Bar** appears on the lower right of the report window when you activate it using the control under Web Intelligence. The **Go** arrows always appear in the lower right corner of the report window.
• **Track changes** describes the
• **Go to Page** controls allow you to navigate within the pages of a report (limited to the current tab).
• Display modes show the report data in **Quick Display** mode (continuous) or in **Page** mode (in print layout for 8.5 x 11-inch pages)
• **Zoom** enlarges or reduces the display of the current report
• Refresh reloads data from the data source (CARS application) to show the most current data
Some reports have more than one tab because the results are displayed based on different criteria. For example, the Budget Detail Reports are sorted based on region, selection type and program; therefore, there are three tabs to display the different versions. Select a tab to view that version of the report.
WisDOT: Run Reports

CARS reports are developed in the SAP BusinessObjects application as objects called Web Intelligence documents. The interface used to interact with CARS reports is known as the *BI launch pad*.

1. Click **BO Reports** on the CARS main menu. CARS opens the *BI Launch Pad* page on a new Internet Explorer tab.
2. Click **Documents** in the header panel. BI launch pad opens the *Documents* tab.
3. Click the Folders drawer to expand and display its contents.

4. Expand Public Folders and click the CARS folder to see the list of CARS reports in the main panel.
5. Locate the report you need. Reports are listed alphabetically.
6. Double-click the report title to open the report. The report and any prompt dialog boxes open on a new SAP BusinessObjects tab. Some reports run automatically while others require that you enter prompt variants. If variants are required, you must enter them as described on
7. Some reports run automatically. However, many reports open a Prompts dialog box before the report runs. To enter or edit a prompt variant, first select the variant in the list in the left panel of the Prompts dialog box. Then you can use any of the following methods to set the parameter:
   a. Change the value in the prompt field directly.

   For date variants, CARS provides a calendar button on the right-hand side of the field. The calendar button opens a calendar control that helps you enter dates quickly. Use the scroll buttons on the left to change the month and the scroll buttons on the right to change the year. Then select the day in the calendar. Click Today to automatically enter today’s date in the prompt field. The default time is 12:00:00 AM.

   Then click Add from List of Values to copy the parameter into the prompt field. Click Remove selected value(s) to clear the prompt field.
b. Click **Refresh** to generate a list of available values for the variant in CARS. Continue through step “c” to enter a value for the variant in the **Variant** field.

c. Select a value in the **List of Values** field.
   If the list of available values is long, use the **Go to next chunk** and **Go to previous chunk** arrows to move quickly in the list, or use the drop down to move to any chunk. Use the scroll bar to view different parts of the list.
   Click **Add from List of Values** to copy the parameter into the prompt field. Click **Remove selected value(s)** to clear the prompt field.

d. Enter a value in the search field and click **Search** to find similar values in CARS. The search function will show all matching values in the **List of Values** field. For example, a search for “45” returns all values containing this sequence, including 45, 4500, 45000, 245000, 10145 and 64549. You can use the search arrow to specify whether text searches are case-sensitive or not.

e. The **Available prompt variants** tools are not enabled for WisDOT. You can add variants, but they do not appear in or affect the reports.

8. When all prompts are entered, click **OK** to run the report. Some reports will take a short time to process before results are displayed.

When the report is open, you can use the **User Prompt Input** side panel tab to change the input variants for the report directly in the input boxes. Press **Enter** on the keyboard to re-run the report with the new variants. Click **Advanced** to open the **Prompts** dialog box as shown in step 7.
### Report Descriptions

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act 89 Listing</td>
<td>Lists projects that require ACT 89 public notification. A cost benefit analysis is required for contracts and work orders with estimated costs of $300,000 or more.</td>
<td><img src="image" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>

**Prompts** - all are required:

- **Initial Estimate amount** - may be any number, including zero
- **Date of Solicitation** - format as MM/DD/YYYY; must match the solicitation date
- **Date of Selection** - format as MM/DD/YYYY; must match the solicitation date
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Total by Region</td>
<td>Lists total amendments and amendment costs by region.</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td><strong>Prompts</strong> - all are required:</td>
<td><img src="image2.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Amdt Apvd Start Date - start date of the date range during which the amendment was approved</td>
<td><img src="image3.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Amdt Apvd End Date - end date of the date range during which the amendment was approved</td>
<td><img src="image4.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Budget Detail</td>
<td>Details projects that are in solicitation, selection, submitted or authorized status, along with their total costs. The three tabs for this report show the data by region, selection type and program. The budget detail by selection type report is subdivided by Construction and Design/Other contracts, and then by status. <strong>Prompts</strong> - start date is required; end date is optional: • Start Date - start date of the date range • End Date - end date of the date range</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>

---

![SAP BUSINESSOBJECTS INFOVIEW](image2.png)
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Summary Reports</td>
<td>Summarizes projects that are in selection, submitted, approved, or authorized status, along with their costs. The three tabs for this report show the data by region, selection type and program. The reports by selection and program are subdivided by region or bureau.</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td><strong>Prompts</strong> - start date is required; end date is optional:</td>
<td><img src="image2.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Start Date - start date of the date range</td>
<td><img src="image3.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• End Date - end date of the date range</td>
<td><img src="image4.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>
APPENDIX 7   Reports 193

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>This report is accessed from the CARS View Contract page in the Contract Reports section. It is not available in the Business Objects Reports list. The main menu for reports does not appear on reports outside the BO Reports list. Summarizes contract and amendment costs and labor hours by prime and sub. For master contracts, all work orders are listed.</td>
<td><img src="image1.png" alt="Dialog Box Image" /></td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td><img src="image2.png" alt="Contract Summary" /></td>
</tr>
</tbody>
</table>

**Prompt** - required:
- Contract Number
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Summary Cost Line Report</td>
<td>Details prime, sub and amendment cost line data.</td>
<td><strong>Prompt</strong> - required:</td>
</tr>
<tr>
<td></td>
<td><strong>Contract Number</strong></td>
<td><strong>Contract Number:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Contract Number:</strong> 216111133</td>
</tr>
</tbody>
</table>

**Description:**
Details prime, sub and amendment cost line data.

**Prompt** - required:
- Contract Number
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts at Central Office</td>
<td>Contracts and projects requiring form DT25, organized by region and stage of approval. No prompts.</td>
<td><img src="image" alt="Contracts at Central Office by Region" /></td>
</tr>
<tr>
<td>by Region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts at Central Office</td>
<td>Contracts and projects requiring form DT25, organized by contract function and stage of approval. No prompts.</td>
<td><img src="image" alt="Contracts at Central Office by Contract Type" /></td>
</tr>
<tr>
<td>by Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Current and Waiting Master Contracts Work Orders Details</td>
<td>Lists current master contracts and work order details by region. A cost summary is shown on the last page of the report. Prompt - required: • Region/Bureau</td>
<td><img src="image1.png" alt="Image of SAP BusinessObjects InfoView dialog box" /></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="image2.png" alt="Image of Crystal Reports showing Current Master Contracts with Work Orders Detailed" /></td>
</tr>
</tbody>
</table>

This report includes work orders from multiple fiscal years.
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| Current Master Balances/Contracts | Lists current master contracts, firms, WisDOT contact, approval and completion date and work order cost totals by region. 3 tabs show information by current or previous master contracts, or masters waiting to be approved. Prompts - all optional:  
  - Region  
  - Group Type  
  - Master Group ID  
  - Vendor Name    | ![Dialog Box Images](image1.png)  
  ![Dialog Box Images](image2.png)                                                                                                                        |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| DBE Goal Tracking      | Lists total authorized contract dollars, federal contract dollars, race-conscious and race-neutral dollars by solicitation date. Each category is summarized at the end of the DBE Goal Tracking report. The first report tab is the DBE Goal Tracking report and the second lists details by project ID. | Prompt:
  - all optional:
    • Start Date - start date of the date range
    • End Date - end date of the date range
    • Anticipated Execution Start Date - start date of the date range
    • Anticipated Execution End Date - end date of the date range |

**Prompts**

- Start Date - start date of the date range
- End Date - end date of the date range
- Anticipated Execution Start Date - start date of the date range
- Anticipated Execution End Date - end date of the date range
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT25 at Gov by Region</td>
<td>Lists DT25 contracts and projects that are presently at the Governor’s Office for approval by region and bureau. No prompts.</td>
<td>![Images]</td>
</tr>
<tr>
<td>DT25 at Gov by Type</td>
<td>Lists DT25 contracts and projects that are presently at the Governor’s Office for approval by contract function. No prompts.</td>
<td>![Images]</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Evaluation Details</td>
<td>Lists evaluation results by function and project grouped by vendor name. The number of evaluations and the average rating are reported.</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td></td>
<td><strong>Prompts</strong> - Start date is required, all others optional:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Start Date - start date of the date range</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• End Date - end date of the date range</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Vendor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Region</td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Evaluation Summary</td>
<td>Summarizes number of evaluations and average rating by firm.</td>
<td><img src="image1" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td><strong>Prompts</strong> - all required:</td>
<td><img src="image2" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Date Evaluation Completed (Start) - start date of the date range</td>
<td><img src="image3" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Date Evaluation Completed (End) - end date of the date range</td>
<td><img src="image4" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Expiring Contracts</td>
<td>Lists project details arranged by region or bureau where the scheduled completion date is less than 9 months away. No prompts.</td>
<td>![Expiring Contracts Image]</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>FHWA Uniform Report of DBEs Awards</td>
<td>Summarizes federal dollars awarded to prime and subcontracting DBE firms based on ethnic groups. Standard Federal Highway Administration report.</td>
<td><img src="image" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>

**Prompts:**
- start and end dates are required; contract number is optional.
- Start Date - start date of the date range
- End Date - end date of the date range
- Contract Number

![FHWA Uniform Report of DBE Awards Between 07/01/2014 and 12/30/2014](image)
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
<th>Note</th>
</tr>
</thead>
</table>
| Firm Email Distribution List | Lists the contact email addresses for vendor firms. The email list for rostered and non-rostered firms is permanently stored in the Public Folders\CARS\Documentations folder.                                                                 | Prompt - optional

- Roster Firm Flag - Enter “N” as a second value or remove the “Y” (no parameters entered) to generate a list of email addresses for non-rostered and rostered firms. Specifying “Y” generates a list of email contacts for rostered firms only. “Y” is the default. | Report results are not displayed to protect the privacy of the email address owners.                                                                                                                                                                          |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Fee by Fixed Fee Pct (Function)</td>
<td>Lists ranges of fixed fees as percent of total contract/work order costs. Report is segregated into construction, other, and all contracts. Prompts - required: • Start Date - start date of the date range • End Date - end date of the date range</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box" /> <img src="image2.png" alt="Fixed Fee by Fixed Fee Pct" /></td>
</tr>
</tbody>
</table>
Governor’s Office Report

Lists DOT projects sent to the Governor’s office on the specified date. Multiple pages are generated to list contracts by state funding percent or other groups:

- No State Funding
- State Funding 20% or Less
- State Funding More than 20%
- Let Contract more than Estimate

Projects on the report pages are grouped by contract function, such as LET Construction, Local Construction, Construction Services, Design Engineering, Specialty Master Contract, Utility, etc.

**Prompt** - required:

- Date sent to Governor. This value is a single date, not a range.
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Authorized by Written Notice Work</td>
<td>Lists projects, vendor, highway, limits and if authorized amounts awaiting encumbrance. Projects grouped by region and bureau. No prompts.</td>
<td><img src="image" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Invoicing Status Report</td>
<td>Lists invoices in CARS that have been submitted and approved for payment. Three tabs list invoices for WisDOT project managers, local program work orders for WisDOT, and local program contracts, organized by region and ordered by number of days since submission. A fourth tab lists approved invoices currently waiting to be paid. No prompts.</td>
<td><img src="image" alt="CARS Invoicing Status Report for Consultant Local Program Managers" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Master Summary</td>
<td>This report is accessed from the CARS View Master Contract or View Work Order page in the Contract Reports section for master contracts and work orders only. It is not available in the Business Objects Reports list. The main menu for reports does not appear on reports outside the BO Reports list. The report lists the master contract group information, including contract maximums for each vendor plus totals, and the percent of funds spent and available. No prompts.</td>
<td><img src="Current%20Master%20Contracts%20Balances%20and%20Contacts%2C%20Totals%20by%20Contract.png" alt="Image" /></td>
</tr>
</tbody>
</table>
Open Projects

Lists projects that are open for charges in EAPS. Two tabs list open contracts where a vendor is either prime or sub, and where the vendor is prime only.

Prompts - all optional:
- Region
- Vendor Name
### Open Projects for Consultants

Lists contracts and work orders where contract completion date, including amendments is in the future. **Project list includes only those where submitted dates are entered.** Includes project information and important dates. Reports total contract cost with amendments included. Grouped by vendor name, and subdivided by prime and subcontract roles.

Two tabs list open contracts where a vendor is either prime or sub, and where the vendor is prime only.

**Prompts** - all optional:
- Region
- Vendor Name

---

<table>
<thead>
<tr>
<th>State</th>
<th>Project ID</th>
<th>Function</th>
<th>Region</th>
<th>Highway</th>
<th>Limits</th>
<th>Date of Selection</th>
<th>Date Submitted</th>
<th>Date Approved</th>
<th>Date Authorized</th>
<th>Revised Comp. Date</th>
<th>Total Contract Cost (Annex)</th>
<th>Total Contract Cost (Main)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontract</td>
<td>1000-06-71</td>
<td>Planning A&amp;D</td>
<td>NY</td>
<td>Non-Hwy</td>
<td>8000 E 8000 N 8000 S 8000 W</td>
<td>04/03/2015</td>
<td>06/20/2015</td>
<td>06/20/2015</td>
<td>06/20/2015</td>
<td>06/20/2015</td>
<td>$24,227.63</td>
<td>$24,227.63</td>
</tr>
<tr>
<td>Total Number of Projects as Subcontract:</td>
<td>1</td>
<td>Open projects as Subcontract where project is past estimated completion date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Number of Projects for</td>
<td></td>
<td>All open projects where contract is past estimated completion date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$24,227.63</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

<p>| Subcontract | 7720-05-50 | Title Searches | NY | 9th St | 4500% | 07/02/2012 | 06/20/2012 | 06/20/2012 | 06/20/2012 | 06/20/2012 | $24,000.00 | $24,000.00 |
| Total Number of Projects as Subcontract: | 1 | Open projects as Subcontract where project is past estimated completion date: | | | | | | | | | $24,000.00 | 100.0% |
| Total Number of Projects for | | All open projects where contract is past estimated completion date: | | | | | | | | | $24,000.00 | 100.0% |</p>
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
<th>Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Projects with Initial Estimate Amount</td>
<td>Lists contracts and work orders where contract completion date is in the future, including amendments and contracts not yet executed. Shows project information and important dates. Initial estimate amount is shown as a total. Grouped by vendor name, and subdivided by prime and subcontract roles. Two tabs list open contracts where a vendor is either prime or sub, and where the vendor is prime only. <strong>Prompts</strong> - all optional: • Region • Vendor Name</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
<td><img src="image2.png" alt="Images" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Pending Work</td>
<td>Lists contracts and work orders where selection date is entered in CARS, but the approval date is not. Report includes pertinent solicitation and project information. Includes field for initial estimate amount. Grouped by region. No prompts.</td>
<td><img src="image-url" alt="Pending Work Report" /></td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
<td>Prompt - optional:</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Projects Needing Evaluations</td>
<td>Lists projects where an evaluation is required but has not yet been completed. Projects closed less than three months do not appear on this report. Grouped by region and project manager.</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Image" /></td>
<td>Region</td>
</tr>
<tr>
<td>(Region)</td>
<td></td>
<td><img src="image2.png" alt="Projects Needing Evaluation Image" /></td>
<td></td>
</tr>
</tbody>
</table>

**Examples:**
- **NE:**
  - Project ID: 1220-15-21
  - Vendor: DAAR Engineering, Inc.
  - Contract Number: 1400012079
  - Contract Function: Construction Services
  - Approved Date: 1/6/12
  - Date Closed: 2/15/16
  - Number of Projects: 1

- **Other Regions:**
  - Various projects listed with similar details and numbers. No explicit numbers are shown for other regions.

---

**APPENDIX 7  Reports**

214
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Web Report</td>
<td>Lists consultant selections for solicited projects by solicitation date. Pertinent data such as solicitation ID, project ID, contract function, highway, county and ranked firms are included. There are two tabs for this report: one for rolling solicitations and one for construction engineering. No prompts.</td>
<td><img src="image" alt="Selection Web Report" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Vendor Prime_Sub</td>
<td>Lists prime and subcontract details by vendor. Includes detailed information about the project as well as important dates in contract process and total contract costs. Also includes contracts and work orders that are not yet approved.</td>
<td><img src="image1.jpg" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Work Detailed</td>
<td></td>
<td><img src="image2.jpg" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>

**Prompts** - start and end dates are required; region and vendor name are optional:
- **Start Date** - start date of the date range
- **End Date** - end date of the date range
- **Region**
- **Vendor Name**

![Vendor workload as prime and subcontractor detailed between 01/04/2015 and 07/07/2015](image3.jpg)
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Prime_Sub</td>
<td>Lists prime and subcontract details by vendor. Includes detailed information about projects as well as important dates and total contract costs with amendments. Also includes contracts and work orders that are not yet approved.</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Work Detail w-amend</td>
<td></td>
<td><img src="image2.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>

**Prompts** - start and end dates are required; region and vendor name are optional:
- Start Date - start date of the date range
- End Date - end date of the date range
- Region
- Vendor Name
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Prime_Sub Work</td>
<td>Summarizes prime and subcontracts by vendor. Summarizes number of Construction, Design, and other contract functions as well as original contract cost information. Includes contracts/work orders not approved.</td>
<td><img src="image1.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Work Function Summary</td>
<td>Summarizes number of Construction, Design, and other contract functions as well as original contract cost information. Includes contracts/work orders not approved.</td>
<td><img src="image2.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td><strong>Prompts</strong> - start and end dates are required; region, vendor name and contract function are optional:</td>
<td><img src="image3.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Start date - start date of the date range</td>
<td><img src="image4.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• End date - end date of the date range</td>
<td><img src="image5.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Region</td>
<td><img src="image6.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Vendor name</td>
<td><img src="image7.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td></td>
<td>• Contract Function</td>
<td><img src="image8.png" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Prompt and Results Dialog Box Images</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Vendor Prime_Sub Work</td>
<td>Summarizes prime and subcontracts by vendor. Shows number of times vendor was selected as Prime/Sub for a particular contract function, and the total cost of those projects. Includes contracts and work orders that are not yet not approved.</td>
<td></td>
</tr>
<tr>
<td>Function-Type</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prompts** - start and end dates are required; region, vendor name and contract function are optional:

- Start date - start date of the date range
- End date - end date of the date range
- Region
- Vendor Name
- Contract Function

![SAP BUSINESSOBJECTS INFOVIEW](image-url)
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| Vendor Prime_Sub Work Multi Yrs by Amt | Summarizes approved prime and sub workload by firm. Includes costs of approved contracts by fiscal year. **Prompts** - start and end dates are required; region, vendor name and contract function are optional:  
  • Start date - start date of the date range  
  • End date - end date of the date range  
  • Region  
  • Vendor Name  
  • Contract Function | ![Vendor Prime/Sub Multi-Year Workload on Approved Contracts between 05/20/2015 and 11/09/2015](image1) |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| Vendor Prime Sub Work Summary | Summarizes a firm's workload as both prime and sub. Includes contracts/work orders not approved. **Prompts** - start and end dates are required; region, vendor name and contract function are optional:  
  • Start date - start date of the date range  
  • End date - end date of the date range  
  • Region  
  • Vendor Name  
  • Contract Function                                                                                         | ![Prompt and Results Dialog Box Images](image1.png)  
  ![Prompt and Results Dialog Box Images](image2.png)  
  ![Prompt and Results Dialog Box Images](image3.png)  
  ![Prompt and Results Dialog Box Images](image4.png)
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| Vendor Prime Sub Work Summary by Region | Summarizes prime and sub workload dollar amounts by firm and region. Includes contracts/work orders not approved. **Prompts**  
• Start date - start date of the date range  
• End date - end date of the date range  
• Region  
• Vendor Name | ![Prompt and Results Dialog Box Images](image1.png)  
![Prompt and Results Dialog Box Images](image2.png) |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Report Contracts-Work Orders Authorized</td>
<td>Lists detailed project information that has been authorized within a timeframe.</td>
<td><img src="image.jpg" alt="Prompt and Results Dialog Box Images" /></td>
</tr>
</tbody>
</table>
|                                            | **Prompts** - all are required:  
  • Start date - start date of the date range  
  • End date - end date of the date range | ![SAP BUSINESSOBJECTS INFOVIEW](image2.jpg) |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
</table>
| Web Report Vendor Prime-Sub Work Summary | Summarizes projects and prime and sub dollar amounts by firm for projects authorized within a timeframe. **Prompts** - all are required:  
  • Start date - start date of the date range  
  • End date - end date of the date range | ![Prompt and Results Dialog Box](image1.png)  
  ![Vendor Workload as Prime and Subcontractor Detailed](image2.png) |
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Prompt and Results Dialog Box Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Roster Update</td>
<td>Detailed list of vendor firms on the WisDOT Roster of Eligible Engineering Consultants. Provides DBE status, addresses, phone numbers and a synopsis of skills. No prompts.</td>
<td><img src="image" alt="Image of SAP BusinessObjects InfoView" /></td>
</tr>
</tbody>
</table>

**Documentation**

<table>
<thead>
<tr>
<th>Document</th>
<th>Type and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Email Distribution List</td>
<td>Web Intelligence Report. Lists email addresses for contacts of consultant firms.</td>
</tr>
<tr>
<td>Setting Automatic Folder Navigation</td>
<td>Microsoft Word. Provides instructions to have SAP Business Objects automatically open the CARS folder when the user clicks <strong>BO Reports</strong> on the CARS menu.</td>
</tr>
</tbody>
</table>
Draft Actual Cost Invoice with No Costs Added (Before Edit)
Submitted Lump Sum Invoice with Subcontractor Invoices Included
View Invoice

Contract Invoice Information

Consultant Name: FEBrUs
Osage & Co.
90500990090

State Project ID: Master Contract ID:
0874-00-01 M054300300

Project Description: County:
McKay Various

Final Invoice: Consultant Invoice Number:
02/01/2016 05-01-1

Time Period Covered by this Invoice:
Start Date: 02/01/2016
End Date: 03/31/2015

Consultant Contact:
Name: Sara
Phone: 908-807-8074
Email: sara

Lump Sum

DBE: Yes, DBE: Home Office, Function: Training Services

Earned to Date: 183,000.00
Contract Maximum: 1,000,000.00
Subtotal Maximum: 183,000.00
Previously Paid: 0.00
Due This Line Item: 160,000.00

Total Lump Sum Due: $160,000.00

Sub Consultant Invoices

1 Items found, displaying at Items: 1

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>Vendor Name</th>
<th>DBE Invoice ID</th>
<th>Invoice Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>Acme Inc</td>
<td>1353</td>
<td>44,250.00</td>
</tr>
<tr>
<td>**</td>
<td>Able Engineering</td>
<td>1354</td>
<td>50,000.00</td>
</tr>
<tr>
<td>A</td>
<td>Axel Construction</td>
<td>1350</td>
<td>30,000.00</td>
</tr>
</tbody>
</table>

Total Sub Invoices Included: $124,250.00

Summary

Total DBE Cost This Invoice: 160,000.00
Total Non-DBE Cost This Invoice: 0.00

Total Due This Invoice: $204,250.00

Total Contract Maximum: 1,000,000.00
Previously Paid: 0.00
Remaining Agreement Balance: 1,000,000.00

Contract Paid Summary

Total DBE Cost: $1,000,000.00
Total Non-DBE Cost: $400,000.00

Prime Contract Maximum: $1,000,000.00
Sub Contract Maximum: $400,000.00
Abed Sub Contract Maximum: $100,000.00

Total Contract Maximum: $1,000,000.00
Previously Paid on Contract: $271,750.00
Remaining Agreement Balance: $1,328,250.00

Upload Documents

1 Item found

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Partial Invoice</td>
<td>April 30, 2015</td>
</tr>
</tbody>
</table>

Consultant Certification

I certify that to the best of my knowledge the work as listed has been completed, represents no duplication of payments, and that all costs are in compliance with the contract terms.

Submitted By: Sara Reed
Approved By: JC Lane
### Direct Labor Detail by Activity - Actual Cost

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month Year</th>
<th>Employee Name</th>
<th>Employee Number</th>
<th>Indirect Cost Rate Type</th>
<th>Premium Pay Hrs</th>
<th>Pay Hrs</th>
<th>Direct Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Field Work</td>
<td>3 2015</td>
<td>Jenny Parker</td>
<td>2012</td>
<td>Field Office</td>
<td>40.0</td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>1 2015</td>
<td>Javier Munoz</td>
<td>M#76</td>
<td>Field Office</td>
<td>40.0</td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Total General Field Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.0</td>
<td></td>
<td>$2,400.00</td>
</tr>
<tr>
<td>General Office Work</td>
<td>3 2015</td>
<td>Maria Salazar</td>
<td>5334</td>
<td>House Office</td>
<td>40.0</td>
<td></td>
<td>$700.00</td>
</tr>
<tr>
<td></td>
<td>1 2015</td>
<td>Javier Munoz</td>
<td>M#76</td>
<td>House Office</td>
<td>40.0</td>
<td></td>
<td>$700.00</td>
</tr>
<tr>
<td>Total General Office Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.0</td>
<td></td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Project Supervision</td>
<td>2 2015</td>
<td>Veronica Spencer</td>
<td>5467</td>
<td>House Office</td>
<td>40.0</td>
<td></td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Total Project Supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40.0</td>
<td></td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Total Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>160.0</td>
<td>$3,700.00</td>
</tr>
</tbody>
</table>

### Direct Labor Summary - Actual Cost

<table>
<thead>
<tr>
<th>Month Year</th>
<th>Indirect Cost Rate Type</th>
<th>Premium Pay Hrs</th>
<th>Pay Hrs</th>
<th>Direct Labor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 2015</td>
<td>House Office</td>
<td>Hours Worked</td>
<td>40.0</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td>3 2015</td>
<td>Field Office</td>
<td>Hours Worked</td>
<td>40.0</td>
<td>$800.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>2 2015</td>
<td>Field Office</td>
<td>Hours Worked</td>
<td>40.0</td>
<td>$800.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td>$800.00</td>
</tr>
<tr>
<td>Total Summary</td>
<td></td>
<td></td>
<td></td>
<td>$3,700.00</td>
</tr>
</tbody>
</table>

### Direct Costs - Actual Cost

<table>
<thead>
<tr>
<th>Date</th>
<th>Indirect Cost Category</th>
<th>Indirect Cost Desc</th>
<th>Indirect Cost Rate Type</th>
<th>Indirect Cost</th>
<th>Hours Worked</th>
<th>Rate</th>
<th>Indirect Cost Rate</th>
<th>Indirect Cost Rate</th>
<th>Indirect Cost Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 2015</td>
<td>Per Diem</td>
<td>Logging and Billing</td>
<td>Days</td>
<td>Veronica Spencer</td>
<td>4.0</td>
<td>120.0</td>
<td>1,200.00</td>
<td>480.00</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>480.00</td>
</tr>
</tbody>
</table>

### Indirect Costs - Actual Cost

<table>
<thead>
<tr>
<th>Date</th>
<th>Indirect Desc</th>
<th>Indirect Cost Rate Type</th>
<th>Indirect Cost</th>
<th>Indirect Cost Rate</th>
<th>Indirect Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 2015</td>
<td>Calculated Labor Cost</td>
<td>House Office</td>
<td>$1,200.00</td>
<td>1.85</td>
<td>$2,173.50</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,173.50</td>
</tr>
<tr>
<td>3 2015</td>
<td>Calculated Labor Cost</td>
<td>Field Office</td>
<td>$1,700.00</td>
<td>1.00</td>
<td>$1,700.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,700.00</td>
</tr>
<tr>
<td>3 2015</td>
<td>Calculated Labor Cost</td>
<td>Home Office</td>
<td>$750.00</td>
<td>1.85</td>
<td>$1,375.50</td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,375.50</td>
</tr>
<tr>
<td>Total Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,675.50</td>
</tr>
</tbody>
</table>

### Fixed Fee - Actual Cost

<table>
<thead>
<tr>
<th>DOT Invoice No</th>
<th>Fixed Fee Amount</th>
<th>Percent Complete</th>
<th>Paid Price Invoices</th>
<th>Erased to Date</th>
<th>Amount Due this Invoice</th>
<th>Amount Due this Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$25,000.00</td>
<td>20.00%</td>
<td>$0.00</td>
<td>$1,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

| Total Fixed Fee | $0.00 |

### Summary of Total Invoice - Actual Cost

Firm: Orange Co.
Subconsultant to: Cost: $10,925.50
# Summary of Total Invoice - Specific Rate

<table>
<thead>
<tr>
<th>Term</th>
<th>Subconsultant to</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omega &amp; Co.</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Consultant Certification

I certify that to the best of my knowledge the work as listed has been completed, represents no duplication of payments, and that all costs are in compliance with the contract terms.

Submitted by: J User

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Description</td>
</tr>
<tr>
<td>Progress Report</td>
</tr>
</tbody>
</table>
APPENDIX 9  Invoice Sections

Invoice Sections Overview

All invoices have 5 sections in common:

• Contract Invoice Information
• Sub Consultant Invoices
• Summary
• Consultant Certification
• Upload Documents

There are also sections for each basis of payment in the contract. The type and number of sections depends on how many basis of payment types are in the contract. For example, if the contract is paid based on a lump sum, the only section on the invoice will be a lump sum section. These cost sections may include:

• Actual Cost
• Cost Per Unit
• Lump Sum
• Specific Rate
Contract Invoice Information Section - continued

The **Contract Invoice Information** section shows key contract information and the invoice contact information entered with the instructions in *Create New Invoice* on page 69.

1. Key contract information appears at the top of the page. The contract information is not editable.
2. The number in the **Invoice ID** field is the DOT Invoice ID, which is a unique number CARS assigns to this invoice. This identifier is one of three invoice search parameters, along with **State Project ID** and **Consultant Invoice Number**.
3. Consultant information entered when creating the invoice appears at the bottom of this section.
4. Click **Edit** to update the invoice contact information.
Sub Consultant Invoices Section
The **Sub Consultant Invoices** section appears in all invoices, but its appearances varies based on whether there are subcontracts associated with the contract. An empty section appears if there are no subcontracts. A field and buttons are added when there are subcontracts.

Summary Section
The **Summary** section shows the total costs billed on this invoice, the totals for the available funds for this contract, paid amount, and remaining available funds.

Consultant Certification Section
1. The **Consultant Certification** section contains a statement asserting that the work being billed is complete and that all billed costs comply with the contract terms.
2. Click **Submit Invoice** to send the invoice to the next step in payment processing.
3. When the invoice is submitted, the submitters name appears after the certification statement.
Sub Consultant Invoices

The Sub Consultant Invoices section contains tools used to include invoices sent by sub consultants or to create invoices on the sub consultant firm’s behalf.

1. Select the sub consultant firm.
2. Click Create Invoice to create an invoice for this sub consultant.
3. Click Accept/Include Invoices to review and include the invoiced sub consultant costs with your firm’s invoice, or reject the sub consultant invoice.
4. CARS shows the total of sub consultant invoices you have accepted and included with your firm’s invoice.

Actual Cost Section

The Actual Cost section shows cost details for direct labor, overhead, indirect costs, and fixed fees. Each cost accounting block begins with a description, and there is an edit button that applies to this block. If there is more than one actual cost entered in the contract, the accounting block will be repeated for each cost item, and each block will have its own Edit button. Click Edit to enter or review the cost details. The Due This Line Item and Total Actual Cost Due amounts are the sum of Actual Cost Due and Fixed Fee Due. See Cost Per Unit on page 237 for an example of multiple accounting blocks.

Fixed fees are paid by percentage of work completed. The percentage complete (progress) should be calculated using one of the following formulas:

\[
\text{Fixed Fee} = \left( \frac{\text{Total Direct Labor Invoiced} + \text{Total Overhead Invoiced}}{\text{Total Estimated Contract Direct Labor} + \text{Total Estimated Contract Overhead}} \right) \times 100\%
\]

OR

\[
\text{Fixed Fee} = \left( \frac{\text{Total Direct Labor Invoiced}}{\text{Total Estimated Contract Direct Labor}} \right) \times 100\%
\]

The columnar format groups the information to make it easier to see how the costs are being calculated. Actual costs are totaled at the bottom of each section.

If the invoice is in “Draft” status, click Edit to add to or change the cost information. If the invoice has been submitted, the View Details button replaces the Edit button.
Actual Cost Section - continued

### Accounting Block Line Item Descriptions

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incurred This Invoice</td>
<td>Total of this type of costs as described in the details</td>
</tr>
<tr>
<td>Previously incurred</td>
<td>Amount previously invoices, not including fixed fees</td>
</tr>
<tr>
<td>Incurred to Date</td>
<td>Total costs incurred for this contract</td>
</tr>
<tr>
<td>Contract Maximum</td>
<td>Total amount available per the contract terms, including original costs and amendments</td>
</tr>
<tr>
<td>Subject to Maximum</td>
<td>Amount of the incurred costs that are limited by the contract maximum</td>
</tr>
<tr>
<td>Previously Paid</td>
<td>Amount previously paid that is limited by the contract maximum</td>
</tr>
<tr>
<td>Actual Cost Due</td>
<td>Total amount of incurred costs payable under contract terms. Calculated as lesser of contract max or incurred to date, minus previously paid</td>
</tr>
</tbody>
</table>

### Fixed Fee Block Line Item Descriptions

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned to Date</td>
<td>Total fixed fee for original costs and amendments</td>
</tr>
<tr>
<td>Contract Maximum</td>
<td>Total amount available per the contract terms, including original costs and amendments</td>
</tr>
<tr>
<td>Subject to Maximum</td>
<td>Amount of the fees that are limited by the contract maximum</td>
</tr>
<tr>
<td>Previously Paid</td>
<td>Amount previously paid for this contract</td>
</tr>
</tbody>
</table>

![Invoice Example](image)
Cost Per Unit Section
Cost per unit accounting blocks are arranged like actual cost blocks. When the contract has multiple costs per unit, the Cost Per Unit section has one accounting block per cost. Click Edit to enter or review the cost details for a cost block.

Specific Rate Section
Specific rate accounting blocks are arranged like actual cost blocks. If there is more than one specific rate entered in the contract, the accounting block will be repeated for each cost item, and each block will have its own Edit button. Click Edit to enter or review the cost details.
Lump Sum Section

Lump sum accounting blocks are arranged like fixed fee blocks. Costs are paid by percentage of work completed. The percentage complete (progress) should be calculated using one of the following formulas:

\[
\frac{\text{Total Direct Labor Invoiced} + \text{Total Overhead Invoiced}}{\text{Total Estimated Contract Direct Labor} + \text{Total Estimated Contract Overhead}} \times 100\% \\
\text{OR}

\frac{\text{Total Direct Labor Invoiced}}{\text{Total Estimated Contract Direct Labor}} \times 100\% 
\]
**WisDOT: Approver/Reviewer Section**

WisDOT uses this section when reviewing and approving invoices. When there is a two-stage review, the person with the Invoice Reviewer role marks the invoice as reviewed. Then the approver can complete the final review and approve the invoice. If the invoice is rejected, the rejection reason must be included. Notification is sent to the contractor when an invoice is rejected.
### Sample Evaluation, Page 1

<table>
<thead>
<tr>
<th>Evaluation Details</th>
<th>Overall Evaluation Rating: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments and Summary</td>
<td>Describe strengths, weaknesses and provide suggestions for improvement.</td>
</tr>
<tr>
<td>Questions &amp; Answers</td>
<td>1. Would you recommend selecting this firm again for this type of project? No.</td>
</tr>
<tr>
<td>2. Was the Evaluation done at a loca-to-face meeting? Yes.</td>
<td></td>
</tr>
<tr>
<td>3. Discussion Location/Date:</td>
<td></td>
</tr>
</tbody>
</table>

### Quality of Work

<table>
<thead>
<tr>
<th>Questions &amp; Answers</th>
<th>Rating: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were errors or omissions numerous, serious, significant or costly?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Were project records (plans, specs, RIA, QC) accurate, complete and easy to follow?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Did the work reflect compliance with Department procedures, construction manual and specifications?</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

### Project Management

<table>
<thead>
<tr>
<th>Questions &amp; Answers</th>
<th>Rating: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was the project manager in control of the services provided to WAC?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Did the consultant project manager facilitate good working relationships with the consultant project manager and the Department staff?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Did the consultant project manager assign appropriate staff to the service?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Was qualified staff available when required?</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

### Financial Controls

<table>
<thead>
<tr>
<th>Questions &amp; Answers</th>
<th>Rating: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the project manager ensure that costs were controlled and that the project was completed within the budgeted amount?</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Were the project funds used for the intended purpose?</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

### Evaluation Comments

| Comments & Recommendations | |
|-----------------------------||
| Editor Comments: |
| Reviewer Comments: |

---

**Contact Information**

- Contract Number: 140000009
- Evaluation Number: 3
- Vendor: J
- Date Submitted: 09/11/2014
- Processing Status: Completed
- Evaluation Date: 09/11/2014
- Evaluation Period: 08/20/2014 - 09/20/2014

**Evaluation History**

- 08/20/2014 - Rating for Review
- 09/10/2014 - EV Created
- 09/11/2014 - EV Completed

**Project Work Completed:**

- 100%
APPENDIX 11  Expenditure Accounting Instructions

Expenditure Accounting Processes
Expenditure Accounting staff members are responsible for two processes in CARS:

- Checking contract documents and contract records to verify information in PeopleSoft when approving new requisitions in PeopleSoft
- Viewing invoices in CARS for approval in PeopleSoft

This chapter describes both of these processes, but includes the basic process of searching for a contract in CARS, which is essential to the process.

Users who have the Expenditure Accounting role are granted limited access to contracts in CARS. They must access contracts through the Financial link on the Search menu. They also have limited access to invoices, but can access them through the links on the Dashboard page or from the Invoice command on the Search menu.

Journal Vouchers
Journal voucher (JV) contracts (as described in the Facilities Development Manual (FDM) in chapter 8, section15-2) are paid like invoices for other projects in CARS, typically as master contracts and work orders. Form DT1511 is required for JV contracts and must be included in the invoice documentation.

Note: Page 2 of form DT1511 is now optional. Page 1 is still required.

JV projects use a “dummy” project ID in the Transportation Interactive Procurement System (TIPS) against which costs cannot be invoiced. In CARS, the invoices are paid on the projects listed on the DT1511 in the Cost Distribution by Project ID area.
View Uploaded Contract Documents

As of July 2016, contract documents will be uploaded into CARS. Paper copies will continue to be stored in Central Files and sent to consultants and municipalities, but regions and bureaus will no longer retain hard copies. WisDOT users may view contract documents directly in CARS on the View Contract. Only users with the CARS Administrator role may upload and manage contract documents.

Contract documents stored as PDF files in CARS are named according to a naming convention. The file name contains the following components, in order:

1. Project ID
2. Master contract ID
3. “WO” + work order number
4. CARS contract number
5. Authorization date as YYYYMM
6. Document type identifier

Contract documents are divided into four types of content for future security segregation. Document identifiers indicate the content of the PDF and include the following:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Content</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Contract pages, including subcontracts and amendments</td>
<td>C</td>
</tr>
<tr>
<td>DBE</td>
<td>DBE forms</td>
<td>D</td>
</tr>
<tr>
<td>Fee Comp</td>
<td>Fee Compensation details</td>
<td>F</td>
</tr>
<tr>
<td>WisDOT</td>
<td>DT25 forms, signature pages, authorization letters</td>
<td>W</td>
</tr>
<tr>
<td>Amendment Contract</td>
<td>Amendment contract pages, including subcontracts</td>
<td>CA + amendment number</td>
</tr>
<tr>
<td>Amendment DBE</td>
<td>Amendment DBE forms</td>
<td>DA + amendment number</td>
</tr>
<tr>
<td>Amendment Fee Comp</td>
<td>Amendment fee Compensation details</td>
<td>FA + amendment number</td>
</tr>
<tr>
<td>Amendment WisDOT</td>
<td>Amendment DT25 forms, signature pages, authorization letters</td>
<td>WA + amendment number</td>
</tr>
</tbody>
</table>

Regular contract file names do not contain master contract and work order number. Master contract file names do not contain work order numbers.

Examples:

<table>
<thead>
<tr>
<th>Contract document (DBE)</th>
<th>10170033-823051017-20050826-D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amendment 1</td>
<td>10170033-823051017-20050826-FA1</td>
</tr>
<tr>
<td>Master Contract</td>
<td>16460701-M10005555-606025555-20030331-C</td>
</tr>
<tr>
<td>Work Order</td>
<td>16460701-M10005555-WO2-606025555-20030331-W</td>
</tr>
</tbody>
</table>
WisDOT: View Contract
Uploaded Documents

5. Search for and open the contract or work order as described in Search Contracts on page 26.

6. Expand the Uploaded Documents section at the top of the page.

7. Click the hyperlink for the appropriate document. CARS opens the PDF in the same window.

8. The Acrobat toolbar appears mid-page. Use these controls to perform the following actions:
   a. Save
   b. Print
   c. Zoom
   d. Turn off the toolbar

9. Use the scroll bar to move the view within the PDF.

10. Click Back to return to the CARS View Contract page.
View Invoice Documents in CARS

Use this process to view an invoice in CARS to approve it in PeopleSoft. When the invoice is paid in PeopleSoft, the interface triggers updates the CARS record and the associated paid invoice PDF. In addition, CARS sends an email to consultants informing them that the invoice is paid. Access the Dashboard page by clicking Home on the main menu.

1. Expand the Invoices section on your dashboard. CARS lists all invoices that are approved for payment on dashboards for Expenditure Accountants. You will also see invoices that you have checked out for payment.

2. Locate the invoice to pay.
   a. If needed, sort the invoices to help to find the one you need. Click the blue link in the column heading to sort A to Z, and click it again to sort Z to A. When you sort by Status (A-Z), the approved invoices are listed first.
   b. Use the page selection tools to see more invoices in the list.

3. Click the invoice link in the Project Id/Master/WO# column for the appropriate invoice. CARS opens the invoice.

Note: If you have checked out an invoice for payment, only you can pay this invoice. Other users can view the invoice, but cannot pay it or send it back to the approver. If you need access to a checked out invoice, contact the CARS Administrator.
View Invoice Documents in CARS - continued

4. Scroll down to the Upload Documents section.
5. Click the Submitted Partial Invoice link to view the PDF for this invoice.
APPENDIX 12  Determine Contract Status

WisDOT users can determine the approval status of contracts either by searching for *Recommendation to Governor for Contract Approval* (form DT25) document information or by opening the contract page to check approval and other dates. DT25 documents are required for contracts over $3000 and some amendments.
WisDOT: Determine Status from DT25

Use this process to

1. Open the Search DT25 page.
   - Path: DT25→Search DT25
2. Enter search criteria in the fields to limit the search results.
3. Click Search. CARS lists DT25 documents that meet the criteria. If only one DT25 is found, CARS opens the appropriate View CARS DT25 page directly.

   **Note:** Entering no search criteria will cause CARS to list all DT25 records.

4. If there is more than one search result, click the link to the View CARS DT25 page in the Master/Project Id column. CARS opens the appropriate View CARS DT25 page.
WisDOT: Determine Status from DT25 - continued

5. Review the dates in the Approvals section to determine the status of the contract.
WisDOT: Determine Authorized Date from Contract

DOT users who have authorization to view contracts can verify approval and authorization dates.

1. Search for and open the appropriate contract. Use the Search menu (see page 21) or the search field (see page 25) or a Favorites link on your dashboard (see page 48) to open the View Contract page.

2. Review the approval and authorization dates in the Contract Details section to determine the status of the contract.
APPENDIX 13  Import XML Invoice

Consultants: Import an Invoice

CARS allows you to import invoice information using an Extensible Markup Language (XML) document. XML invoice imports replicate the process of entering invoices manually, but data entry is automated. Complete XML documents used to import data into CARS may be generated, for example, from your firm’s financial software using a custom routine. You can also export invoice data to Microsoft Excel® or Access®, adjust the data as needed, and then generate the XML invoice using Visual Basic for Applications (VBA) or another programming language to generate a complete CARS XML invoice. Partial invoice data can be generated automatically and then blocks of elements can be copied and pasted into an existing XML document. See Appendix 14 on page 273 for detailed guidance on generating XML blocks from Excel; see Consultants: Import Actual Cost or Specific Rate Invoice with Empty Cost Blocks on page 266 for details about how to structure an invoice when there are no costs of a particular type on the invoice.

The XML document creation process will vary for every consultant. Currently, the invoice data must be imported for each contract separately; there is no batch process. XML invoices may be uploaded for both prime consultants and subcontractors.

Note: XML imports may currently be used for DT1510 Consultant Contract Invoices only. Do not use for DT1511 Journal Vouchers.

Many resources for XML information are available on the CARS page (http://www.dot.wisconsin.gov/business/engrserv/cars.htm).

XML Invoice Structure

XML documents must strictly adhere to the requirements as defined in a schema. The CARS schema specifies the content, structure, and some format requirements for XML documents used to import invoices, which ensures that the data is imported correctly into CARS. A graphic representation of the CARS schema is shown in Figure 3 on page 254. The schema itself is available on the CARS page (http://www.dot.wisconsin.gov/business/engrserv/cars.htm).

Documents meeting the CARS schema requirements are valid. If an XML invoice document is not valid, CARS will either import only part of the invoice data or fail to create the invoice. Invoices that partially or fully fail to import generate error messages. The CARS schema allows elements only; comments cannot be included in the invoice.

Line spaces (returns) are not considered in XML document processing. However, they are useful to organize code blocks and improve readability.

The XML document consists of the XML declaration in the first line of code and the content elements. As for most markup languages, each element is delimited by start and end tags that identify it as a specific entry. Some elements contain other elements. Elements that contain other elements are parent elements, and the elements they contain are child elements. Tags where data is not provided and not required must be present in the document, but they can contain no data; these are called empty elements. The table beginning on page 255 lists the CARS schema elements and some basic details about each element.
Consultants: Import an Invoice - continued

CARS XML invoices always consist of a header block, an invoice information block, and the invoice details. Each invoice contains one header block, one information block, and one invoice details block. The header and information blocks contain the same types of elements for each invoice, but the invoice details vary because this block contains the cost line items. The cost line items in an invoice are determined by the cost basis in the contract terms. XML invoices often have only one cost line item block, but it is possible to have more than one. Cost line item blocks can be as simple as a lump sum block, which has seven elements in a single block, or as complex as an actual cost block, which has 39 lines in four blocks with sub-blocks that can repeat. For line items that have sub-blocks, the invoice must contain each sub-block in order to be valid. Figure 4 on page 264 describes the code blocks in an XML invoice.

A sample valid XML lump sum invoice based on the CARS schema and showing examples of the elements is shown in Figure 5 on page 265.

**Four-Part Line Item Keys**

Four critical values for each cost line item in the XML invoice must exactly match values in the contract, including capitalization and spaces. (Exception: DBEKey elements are flags, and flags are not case sensitive.) These values are found in the **Cost Information** section of each contract and comprise the four-part key combination used to identify the line item uniquely. The four values and the corresponding XML tags are shown in the image below.
Special Characters in XML

Some characters that are used in XML code require special notation if you need to use them in your data. If you must use special characters such as ampersands (&), the less-than sign (<) or the greater-than sign (>), use numeric character references or one of the predefined entities.

<table>
<thead>
<tr>
<th>Character</th>
<th>XML Predefined Entity (the semicolon is required)</th>
<th>Unicode Numeric Reference</th>
<th>Unicode Decimal Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>ampersand (&amp;)</td>
<td>&amp;</td>
<td>\u0026</td>
<td>&amp;#038</td>
</tr>
<tr>
<td>less-than sign (&lt;)</td>
<td>&lt;</td>
<td>\u003C</td>
<td>&amp;#060</td>
</tr>
<tr>
<td>greater-than sign (&gt;)</td>
<td>&gt;</td>
<td>\u003E</td>
<td>&amp;#062</td>
</tr>
<tr>
<td>apostrophe (’)</td>
<td>'</td>
<td>\u0027</td>
<td>&amp;#039</td>
</tr>
<tr>
<td>quotation marks (“ ”)</td>
<td>&quot;</td>
<td>\u0022</td>
<td>&amp;#034</td>
</tr>
</tbody>
</table>

Note: An apostrophe (’) and quotation marks may be used in most fields without special notation in CARS XML files.

Note: Text data exported from financial systems into CDATA sections do not require special notation as long as the CDATA remains intact in the XML.

Partial Invoice Imported as XML

It is possible to import part of an invoice as XML. You can use an “empty” invoice as a basis, copy in details from an XML or Excel export, import the invoice, and manually complete it in CARS. See Consultants: Import Incomplete Invoice on page 266 for more information, and see Appendix 14: Using Spreadsheet Data to Create CARS XML Invoices on page 273 for details.

Note: Code samples shown in this appendix are displayed in Notepad++, a free XML editor available from http://notepad-plus-plus.org/
Figure 3 - Graphic Representation of the CARS Schema
# CARS XML Element Descriptions

<table>
<thead>
<tr>
<th>XML Element Name</th>
<th>Required</th>
<th>Format Requirements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>header</td>
<td></td>
<td></td>
<td>Header block is required for all XML invoices</td>
</tr>
<tr>
<td>federalEmployeeIdentification</td>
<td>Yes, always</td>
<td>9 digits</td>
<td>Firm's FEIN (Federal Employer ID Number) Critical for matching consultant to project</td>
</tr>
<tr>
<td>FEINLoc</td>
<td>Yes, always</td>
<td>1 digit, usually 0</td>
<td>Location code; used when a consultant has more than one location.</td>
</tr>
<tr>
<td>currentDate</td>
<td>Yes, always</td>
<td>YYYYMMDD</td>
<td></td>
</tr>
<tr>
<td>vendorCompanyName</td>
<td></td>
<td>50 character limit</td>
<td></td>
</tr>
<tr>
<td>vendorAddress1</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorAddress2</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorCity</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorState</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorZip</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorZipExttn</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>vendorContactName</td>
<td>Yes, always</td>
<td>60 character limit</td>
<td></td>
</tr>
<tr>
<td>vendorContactPhone</td>
<td>Yes, always</td>
<td>999-999-9999</td>
<td></td>
</tr>
<tr>
<td>vendorContactEmail</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>primeVendorCompanyName</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>primeVendorCity</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>primeVendorState</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>primeVendorZip</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>End header</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>invoiceInformation</td>
<td></td>
<td>Invoice Information block is required for all XML invoices</td>
<td></td>
</tr>
<tr>
<td>vendorInvoiceNumber</td>
<td>Yes, always</td>
<td>20 character limit</td>
<td></td>
</tr>
<tr>
<td>projectDescription</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>projectCounty</td>
<td></td>
<td>Information only: for consultant records</td>
<td></td>
</tr>
<tr>
<td>subContractInvoiceFlag</td>
<td></td>
<td>1 character</td>
<td>Must be “Y” for subcontract invoices. May be “N” or empty for primes. Not case sensitive.</td>
</tr>
<tr>
<td>timePeriodCoveredFrom</td>
<td>Yes, always</td>
<td>YYYYMMDD</td>
<td></td>
</tr>
<tr>
<td>timePeriodCoveredTo</td>
<td>Yes, always</td>
<td>YYYYMMDD</td>
<td></td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------</td>
<td>---------------------</td>
<td>-------</td>
</tr>
<tr>
<td>finalInvoiceFlag</td>
<td>Yes, always</td>
<td>Y/N</td>
<td>Not case sensitive.</td>
</tr>
<tr>
<td>zeroInvoiceFlag</td>
<td>Yes, always</td>
<td>Y/N</td>
<td>Not case sensitive.</td>
</tr>
<tr>
<td>stateProjectID</td>
<td>Yes, always</td>
<td>9999-99-99</td>
<td>hyphens are required</td>
</tr>
<tr>
<td>masterContract</td>
<td>Only for work orders</td>
<td>M99999999</td>
<td>“M” is required, and use no hyphens Required for work order invoices Must be empty for regular contracts</td>
</tr>
<tr>
<td>workOrderNumber</td>
<td>Only for work orders</td>
<td></td>
<td>Required for work order invoices Must be empty for regular contracts</td>
</tr>
</tbody>
</table>

**END invoiceInformation**

**invoiceDetails**

<p>| totalInvoiceAmount               |                                      |                     | Contains the totalInvoiceAmount element plus one or more line item blocks. Invoice Details block is required for all XML invoices |
| actualCostLineItem               |                                      |                     | <strong>Actual Cost line item block</strong> (includes all aqua-shaded items) |
| paymentTypeKey                   | Yes, for actual cost invoice        | “Actual Cost”       | Component of 4-part key |
| DBEKey                           | Yes, for actual cost invoice        | Y/N                 | Component of 4-part key, must exactly match contract cost information. Not case sensitive. |
| overheadRateTypeKey              | Yes, for actual cost invoice        |                     | Component of 4-part key, must exactly match contract cost information. Case-sensitive. |
| functionKey                      | Yes, for actual cost invoice        |                     | Component of 4-part key, must exactly match contract cost information. Case-sensitive. |
| firstInvoiceForProject           | Yes, for actual cost invoice        | Y/N                 | “Y” when the invoice is the first one for the project in CARS; if not, use “N”. Not case sensitive. |
| previousKeyAmount                |                                           | up to 2 decimal places only | Use only for the first invoice entered in CARS and only when invoices have been paid outside CARS (on paper). |
| previousKeyFixedFeeAmount        |                                           | up to 2 decimal places only | Use only for the first invoice entered in CARS and only when invoices have been paid outside CARS (on paper). |</p>
<table>
<thead>
<tr>
<th>XML Element Name</th>
<th>Required</th>
<th>Format Requirements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>totalLineItemKey</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>Information only. Total for actual cost items on this invoice. CARS calculates this total using all actual cost amounts.</td>
</tr>
<tr>
<td>directLaborActualCostTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>totalDirectLaborInvoiced</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>Information only. CARS calculates this total using actual cost direct labor amounts.</td>
</tr>
<tr>
<td>directLaborActualCostDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>employeeFirstName</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>employeeLastName</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>employeeNumber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>employeeClassification</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hoursType</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Typically “Hours Worked” The option “Premium Pay” is permitted on a contract-by-contract basis, and only rarely. Not case-sensitive.</td>
</tr>
<tr>
<td>hours</td>
<td>Yes, for actual cost invoice</td>
<td>up to 2 decimal places only</td>
<td></td>
</tr>
<tr>
<td>activity</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>1 to 4 digit activity code as defined in CARS and FDM 8-10 attachment 1.3. See the CARS page for complete Code and type lists.</td>
</tr>
<tr>
<td>laborCalendarMonth</td>
<td>Yes, for actual cost invoice</td>
<td>MM</td>
<td>Combined with year and indirectCostRateType, this value determines the overhead rate applied to the laborCostAmount value.</td>
</tr>
<tr>
<td>laborCalendarYear</td>
<td>Yes, for actual cost invoice</td>
<td>YYYY</td>
<td>Combined with month and indirectCostRateType, this value determines the overhead rate applied to the laborCostAmount value.</td>
</tr>
<tr>
<td>indirectCostRateType</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Combined with month and year, this value determines the overhead rate applied to the laborCostAmount value. See the CARS page for complete Code and type lists. Not case-sensitive.</td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>laborCostAmount</td>
<td>Yes, for actual cost invoice</td>
<td>up to 2 decimal places only</td>
<td></td>
</tr>
<tr>
<td>END laborCostDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END directLaborActualCostTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>indirectCostActualCostTotal</td>
<td></td>
<td></td>
<td>Use this block only when your firm is allowed to apply overhead to actual costs. This situation is rare.</td>
</tr>
<tr>
<td>totalIndirectCostInvoiced</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>Information only. CARS calculates this total using actual cost indirect cost amounts.</td>
</tr>
<tr>
<td>indirectCostActualCostDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>subjectToIndirectCostsRate</td>
<td>Yes, for actual cost invoice</td>
<td>up to 2 decimal places only</td>
<td></td>
</tr>
<tr>
<td>indirectCostDescription</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>indirectCostCalendarMonth</td>
<td>Yes, for actual cost invoice</td>
<td>MM</td>
<td>Combined with year and indirectCostRateType, this value determines the overhead rate applied to the subjectToIndirectCostsRate value.</td>
</tr>
<tr>
<td>indirectCostCalendarYear</td>
<td>Yes, for actual cost invoice</td>
<td>YYYY</td>
<td>Combined with month and indirectCostRateType, this value determines the overhead rate applied to the subjectToIndirectCostsRate value.</td>
</tr>
<tr>
<td>indirectCostRateType</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Combined with month and year, this value determines the overhead rate applied to the subjectToIndirectCostsRate value. See the CARS page for complete Code and type lists. Not case-sensitive.</td>
</tr>
<tr>
<td>END indirectCostDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END indirectCostTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>directCostActualCostTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>totalDirectCostInvoiced</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>Information only. CARS calculates this total using actual cost direct cost amounts.</td>
</tr>
<tr>
<td>directCostActualCostDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>wisdotCostCategory</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td>Cost category as defined in CARS. See the <a href="#">CARS page</a> for complete Code and type lists. Not case-sensitive.</td>
</tr>
<tr>
<td>directCostDescription</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>paidToType</td>
<td>Yes, for actual cost invoice</td>
<td>“Internal Allocation” or “Payment”</td>
<td>Not case-sensitive.</td>
</tr>
<tr>
<td>payeeName</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>units</td>
<td>Yes, for actual cost invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unitRate</td>
<td>Yes, for actual cost invoice</td>
<td>up to 4 decimal places only</td>
<td>required when units is not empty</td>
</tr>
<tr>
<td>unitDescription</td>
<td>Yes, for actual cost invoice</td>
<td>20 character limit</td>
<td>required when units is not empty</td>
</tr>
<tr>
<td>directCostCalendarMonth</td>
<td>Yes, for actual cost invoice</td>
<td>MM</td>
<td>Combined with year and indirectCostRateType, this value determines the overhead rate applied to the directCostAmount value. See the <a href="#">CARS page</a> for complete Code and type lists.</td>
</tr>
<tr>
<td>directCostCalendarYear</td>
<td>Yes, for actual cost invoice</td>
<td>YYYY</td>
<td>Combined with month and indirectCostRateType, this value determines the overhead rate applied to the directCostAmount value. See the <a href="#">CARS page</a> for complete Code and type lists.</td>
</tr>
<tr>
<td>indirectCostRateType</td>
<td></td>
<td></td>
<td>Enter an indirect rate type only when your firm is allowed to apply overhead to direct costs. This situation is rare. Combined with month and year, this value determines the overhead rate applied to the directCostAmount. See the <a href="#">CARS page</a> for complete Code and type lists. Not case-sensitive.</td>
</tr>
<tr>
<td>directCostAmount</td>
<td>Yes, for actual cost invoice</td>
<td>up to 2 decimal places only</td>
<td></td>
</tr>
</tbody>
</table>

**END directCostActualCostDetails**

**END directCostActualCostTotal**
<table>
<thead>
<tr>
<th>XML Element Name</th>
<th>Required</th>
<th>Format Requirements</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>actualCostFixedFee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>totalFixedFeeInvoiced</td>
<td></td>
<td>2 decimal places only</td>
<td>Information only. CARS calculates this total using the fixed fee percent.</td>
</tr>
<tr>
<td>fixedFeePercent</td>
<td>Yes, for actual cost invoice</td>
<td>up to 4 decimal places</td>
<td></td>
</tr>
<tr>
<td>END actualCostFixed Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END actualCostLineItem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>costPerUnitLineItem</td>
<td></td>
<td></td>
<td><strong>Cost Per Unit line item block</strong> (includes all yellow-shaded items)</td>
</tr>
<tr>
<td>paymentTypeKey</td>
<td>Yes, for cost per unit invoice</td>
<td>&quot;Cost Per Unit&quot;</td>
<td>Component of 4-part key</td>
</tr>
<tr>
<td>DBEKey</td>
<td>Yes, for cost per unit invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>overheadRateTypeKey</td>
<td>Yes, for cost per unit invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>functionKey</td>
<td>Yes, for cost per unit invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>firstInvoiceForProject</td>
<td>Yes, for cost per unit invoice</td>
<td>Y/N</td>
<td>&quot;Y&quot; when the invoice is the first one for the project in CARS; if not, use “N”. Not case sensitive.</td>
</tr>
<tr>
<td>previousKeyCostPerUnitAmount</td>
<td></td>
<td>2 decimal places only</td>
<td>Use only for the first invoice entered in CARS and only when invoices have been paid outside CARS.</td>
</tr>
<tr>
<td>totalCostPerUnitInvoiced</td>
<td>Yes, for cost per unit invoice</td>
<td>2 decimal places only</td>
<td></td>
</tr>
<tr>
<td>END costPerUnitLineItem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>lumpSumLineItem</td>
<td></td>
<td></td>
<td><strong>Lump Sum line item block</strong> (includes all blue-shaded items)</td>
</tr>
<tr>
<td>paymentTypeKey</td>
<td>Yes, for lump sum invoice</td>
<td>&quot;Lump Sum&quot;</td>
<td>Component of 4-part key</td>
</tr>
<tr>
<td>DBEKey</td>
<td>Yes, for lump sum invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------</td>
<td>---------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>overheadRateTypeKey</td>
<td>Yes, for lump sum invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>functionKey</td>
<td>Yes, for lump sum invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>firstInvoiceForProject</td>
<td>Yes, for lump sum invoice</td>
<td></td>
<td>“Y” when the invoice is the first one for the project in CARS; if not, use “N”. Not case sensitive.</td>
</tr>
<tr>
<td>previousKeyLumpSumAmount</td>
<td></td>
<td>2 decimal places only</td>
<td>Use only for the first invoice entered in CARS and only when invoices have been paid outside CARS.</td>
</tr>
<tr>
<td>currentLumpSumPercentComplete</td>
<td>Yes, for lump sum invoice</td>
<td>up to 6 decimal places only</td>
<td>Cumulative percent complete of the contract work. See pages 84 and 236 for more information about fixed fees.</td>
</tr>
<tr>
<td>END lumpSumLineItem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>specificRateLineItem</td>
<td></td>
<td></td>
<td>Specific Rate line item block (includes all green-shaded items)</td>
</tr>
<tr>
<td>paymentTypeKey</td>
<td>Yes, for specific rate invoice</td>
<td>&quot;Specific Rate&quot;</td>
<td>Component of 4-part key</td>
</tr>
<tr>
<td>DBEKey</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>overheadRateTypeKey</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>functionKey</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Component of 4-part key, must exactly match contract cost information</td>
</tr>
<tr>
<td>firstInvoiceForProject</td>
<td>Yes, for specific rate invoice</td>
<td>Y/N</td>
<td>“Y” when the invoice is the first one for the project in CARS; if not, use “N”. Not case sensitive.</td>
</tr>
<tr>
<td>previousKeySpecificRateAmount</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>Use only for the first invoice entered in CARS and only when invoices have been paid outside CARS.</td>
</tr>
<tr>
<td>totalSpecificRateInvoiced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>directLaborSpecificRateTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>totalDirectLaborSpecialRateInvoiced</td>
<td></td>
<td></td>
<td>Information only. CARS calculates this total using specific rate direct labor amounts.</td>
</tr>
<tr>
<td><strong>directLaborSpecificRateDetails</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>employeeFirstName</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>employeeLastName</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>employeeNumber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>employeeClassification</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hoursType</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Typically “Hours Worked”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The option “Premium Pay” is permitted on a contract-by-contract basis, and only rarely. Not case-sensitive.</td>
</tr>
<tr>
<td>hours</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>activity</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>1 to 4 digit activity code as defined in CARS and FDM 8-10 attachment 1.3. See the CARS page for complete Code and type lists.</td>
</tr>
<tr>
<td>laborCalendarMonth</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>MM</td>
</tr>
<tr>
<td>laborCalendarYear</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>YYYY</td>
</tr>
<tr>
<td>laborCostAmount</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>up to 2 decimal places only</td>
</tr>
<tr>
<td>END directLaborSpecificRateDetails</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END directLaborSpecificRateTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>directCostSpecificRateTotal</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>totalDirectCostInvoiced</td>
<td></td>
<td></td>
<td>Information only. CARS calculates this total using specific rate direct cost amounts.</td>
</tr>
<tr>
<td><strong>directCostSpecificRateDetails</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XML Element Name</td>
<td>Required</td>
<td>Format Requirements</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>wisdotCostCategory</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td>Cost category as defined in CARS. See the CARS page for complete Code and type lists. Not case-sensitive.</td>
</tr>
<tr>
<td>directCostDescription</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>paidToType</td>
<td>Yes, for specific rate invoice</td>
<td>“Internal Allocation” or “Payment”</td>
<td>Not case-sensitive.</td>
</tr>
<tr>
<td>payeeName</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>units</td>
<td>Yes, for specific rate invoice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>unitRate</td>
<td></td>
<td>up to 2 decimal places only</td>
<td>required when units is not empty</td>
</tr>
<tr>
<td>unitDescription</td>
<td></td>
<td>20 character limit</td>
<td>required when units is not empty</td>
</tr>
<tr>
<td>directCostCalendarMonth</td>
<td>Yes, for specific rate invoice</td>
<td>MM</td>
<td></td>
</tr>
<tr>
<td>directCostCalendarYear</td>
<td>Yes, for specific rate invoice</td>
<td>YYYY</td>
<td></td>
</tr>
<tr>
<td>directCostAmount</td>
<td>Yes, for specific rate invoice</td>
<td>up to 2 decimal places only</td>
<td></td>
</tr>
</tbody>
</table>

END directCostSpecificRateDetails
END directCostSpecificRateTotal
END specificRateLineItem
END invoiceDetails
CARS XML Invoice Code Blocks

**XML Invoice**
Always contains
- Header
- Invoice Information
- Invoice Details

**Invoice Details**
Always contains
- one or more line items
- Actual Cost and Specific Rate line items must contain all sub-blocks, but details blocks may be omitted
- Can have multiple details blocks within each "total" block

*Figure 4 - Code Blocks in XML Invoices*
Figure 5 - Sample Valid XML Document
Consultants: Import Actual Cost or Specific Rate Invoice with Empty Cost Blocks

There will be times when you won’t have costs of a given type to report for a time period or for a contract. For example, not all actual cost or specific rate contracts have direct costs every month. The XML invoice still must contain each major cost type element and any top-level elements. The details blocks may be omitted as shown below.

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>XML Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Cost Direct Labor</td>
<td><code>&lt;directLaborActualCostTotal&gt;</code> <code>&lt;totalDirectLaborInvoiced&gt;</code> <code>/totalDirectLaborInvoiced</code> /<code>directLaborActualCostTotal</code></td>
</tr>
<tr>
<td>Actual Cost Indirect Cost</td>
<td><code>&lt;indirectCostActualCostTotal&gt;</code> <code>&lt;totalIndirectCostInvoiced&gt;</code> <code>/totalIndirectCostInvoiced</code> /<code>indirectCostActualCostTotal</code></td>
</tr>
<tr>
<td>Actual Cost Direct Costs</td>
<td><code>&lt;directCostActualCostTotal&gt;</code> <code>&lt;totalDirectCostInvoiced&gt;</code> <code>/totalDirectCostInvoiced</code> /<code>directCostActualCostTotal</code></td>
</tr>
<tr>
<td>Specific Rate Direct Labor</td>
<td><code>&lt;directLaborSpecificRateTotal&gt;</code> <code>&lt;totalDirectLaborSpecificRateInvoiced&gt;</code> <code>/totalDirectLaborSpecificRateInvoiced</code> /<code>directLaborSpecificRateTotal</code></td>
</tr>
<tr>
<td>Specific Rate Direct Cost</td>
<td><code>&lt;directCostSpecificRateTotal&gt;</code> <code>&lt;totalDirectCostInvoiced&gt;</code> <code>/totalDirectCostInvoiced</code> /<code>directCostSpecificRateTotal</code></td>
</tr>
</tbody>
</table>

*Note:* Using empty blocks does not apply to lump sum and cost per unit invoices because these invoice types do not contain details blocks.
Consultants: Common Invoice Import Errors

See Search for Invoices on page 38 and Delete Invoices on page 96 for instructions for these processes.

When there is an error in a cost block, CARS still imports the errors that do not contain errors.

**Draft status already exists**

1. A draft status invoice already exists. Search for the invoice and either delete it or edit it manually. Only one invoice in draft status is allowed per contract. Alternatively, you may simply need to submit the existing invoice.

**Not found a record with 4 part key**

2. No match for the four-part key line item. Click Show Invoice to open the invoice and manually edit it to match all four key cost field values to match the values in the contract. You can also delete the invoice, edit the XML, and import again. See Four-Part Line Item Keys on page 252 for more information.

**No Contract exists**

3. Project, master contract or work order number mismatch for the vendor FEIN. Verify that the data for the following tags match the contract information:
   - `<stateProjectId>`
   - `<masterContract>`
   - `<workOrderNumber>`
Consultants: Common Invoice Import Errors - continued

**Indirect Cost Rate Type not found**

4. The indirect cost rate type may be:
   - Not entered correctly in the XML code. Check the code and correct.
   - Not valid for this contract. Check the cost rate types that are valid for this contract. Contact the CARS Administrator if the rate type is needed.
   - Expired. Contact the CARS Administrator if the rate type is needed.

**Data Needed**

5. CARS checks direct labor, indirect cost, and direct cost blocks in actual cost and specific rate XML invoices for completeness. If information is missing for one or more required elements, CARS creates a list of missing data.
Consultants: Common Invoice Import Errors - continued

Date Errors
6. CARS checks the month and year values entered in direct labor, indirect cost, and direct cost blocks in actual cost and specific rate XML invoices. If a date is not entered correctly, CARS lists the error.

Rate Type Mismatch Errors
7. CARS checks the indirect cost rate types for cost line details entered in direct labor, indirect cost, and direct cost blocks in actual cost and specific rate XML invoices. If the rate type does not match a valid type in CARS, CARS lists the error. This check validates the rate type name and reports values that are not valid for CARS as a whole.

Rate Type Not Allowed
8. CARS checks the direct and indirect cost rate types for cost line details entered in direct labor, indirect cost, and direct cost blocks in actual cost and specific rate XML invoices. If the rate type is not permitted for the consultant firm, CARS lists the error.
Consultants: Common Invoice Code Errors

Errors that are due to XML code mistakes specify the location of the error by line number. Some XML editors, including Notepad++, show the code with line numbers.

Not facet-valid

1. Date format incorrect or date is invalid. Delete the draft invoice and correct the XML date format so that the pattern is “YYYYMMDD.”

Note: In this case, the first error causes the second error because the time period start and end dates are required values.

No child element is expected

2. An end tag is missing for a block. Check the XML code and insert the appropriate tag.
Consultants: Common Invoice Code Errors

Invalid content was found

3. A start tag is missing. Check the XML code and insert the appropriate tag.

XML Code Error 3
Consultants: Non-specific Import Errors

Non-specific error

The “generic” error occurs when CARS cannot match the error to a more specific error code. The generic error occurs when the following conditions were produced in the XML invoice:

- The FEIN does not match the prime consultant
- Comments or other non-element data are in the XML invoice

Error(s):
- An error has occurred and your request cannot be processed.

Please contact the help desk.

XML Import Non-Specific Error
Appendix 14  Save Invoice Supporting Documents as PDF/A

CARS stores uploaded supporting invoice documents only when they are supplied as portable document format (PDF) files. Rarely, a submitted PDF will not save correctly in the CARS system, sometimes because there are problems with the PDF itself. There are many specifications, standards and subsets released since the inception of PDF in 1993. This appendix explains how to save documents using the subset PDF/A, which ensures that the material in the PDF is optimized for archiving. This subset stores all of the document content as embedded content; no links or encryption, layers, executable code, embedded files or transparencies in graphics are included. Embedding all of the content helps to ensure that the file is forward compatible. Instructions are included for Microsoft® Office® documents and for converting existing PDF documents to PDF/A (requires Adobe® Acrobat®).

Microsoft Office documents are stored as “regular” PDF files by default. To save a document using the PDF/A subset, you must use the Save As functionality. Instructions are provided below for two of the later Office versions and for Adobe Acrobat XI. The process of saving as a PDF/A file began with Office version 15. Using earlier versions of Office require that you save as a PDF and then convert the PDF to PDF/A using Acrobat.
1. Click **File** on the ribbon.
2. Click **Save as Adobe PDF**.
3. On the **Save Adobe PDF File As** dialog box, click **Options**.
4. Select the **Create PDF/A-1a:2005 compliant file** check box.
5. Click **OK**.
6. Continue saving the file as you normally would.

**Note:** When you open a PDF/A file in Adobe Acrobat, Acrobat displays the warning shown below. Click **Enable Editing** if you need to modify the file. Then re-save the file as PDF/A as described in **Acrobat XI** in this appendix.
Microsoft Office® 2016 (Office 16)

1. Click File on the ribbon.
2. Click Export.
3. Click Create PDF/XPS. Office opens the Save As dialog box.
4. Click Options. Office opens the Options dialog box.
5. Select the ISO 19005-1 compliant (PDF/A) check box.
6. Click OK.
7. Continue saving the file as you normally would.
Adobe Acrobat® XI

Option 1: Save As...
You can use either the Save As command or the Save As Other command in Acrobat to convert a “regular” PDF to the PDF/A subset.

1. On the File menu, point to Save As Other… and then click Archivable PDF (PDF/A). Acrobat opens the Save As dialog box.
2. Continue saving the file as you normally would.

Option 2: Save As...

1. On the File menu, select Save As…. Acrobat opens the Save As dialog box.
Option 2: Save As...- continued

2. In the **Save as type** field, select PDF/A (*.pdf).
3. Continue saving the file as you normally would.