

Summary of changes:

1. Pending Payments lines on invoices

Prime and sub consultant invoices now show cumulative invoice amounts for previously invoiced amounts that are unpaid.

- The statuses of invoices that are used to calculate the pending payments include submitted, reviewed and approved. Rejected invoice amounts are not included.
- If a submitted invoice is sent back to draft, the amount is still included in the pending amount. If the amount changes on the draft invoice, the pending amount updates. Best practice moving forward is to set all subsequent invoices back to draft with the one that needs revision.
- Pending amounts show previous invoices only. If there are two invoices in process, the first invoice's pending amounts will not include amounts billed on the second invoice.

2. Sub consultant invoices are automatically included in order.

Primes and higher tier subs can include sub invoices in any order. However, individual invoices can be manually skipped or rejected. Caution must be exercised because skipping or rejecting invoices for lump sum and actual cost plus fixed fee sub invoices can result in payment errors. For example, if a sub consultant has 3 actual cost or lump sum invoices, rejecting or skipping the second one will cause an amount error when the second invoice is included on a later prime invoice. This error is the result of the cumulative nature of percentage payments in CARS.

Note: Numbers 1 and 2 work together to eliminate the “double sub” problem where fixed fee and lump sum payments were overstated when the prime included more than one sub invoice.

3. The software supporting PDF uploads for invoice documentation has been upgraded. In the past, some versions of software used to create the PDFs generated documents that were not handled by the previous version.
4. A minor change to XML uploads has been made. The system now checks to make sure work order numbers match CARS exactly. The only known instance where this change will affect XML users is where the systems that generate user XML include leading zeroes on the work order number.

Guidance: Identifying contract entry problems from the invoice.

Users can identify invoice problems that are caused by potential contract entry errors. A contract entry error will result in multiple cost lines on the invoice where there should be only one cost line. This error occurs most often when amendments are added to the contract. The error can affect primes, sub consultants and amendment sub consultants.



Pending Payments

Pending amounts are shown below the previously paid amounts on a draft invoice. Pending amounts are added to the previously paid amounts to calculate accurate amounts due.

| Actual Cost | | | |
|---|-----------|----------|-------------------|
| DBE: No, OH Rate: Home Office, Function: CADD5 Edit | | | |
| Actual Costs | | | |
| Incurring This Invoice: | 1,000.00 | | |
| Previously Incurred Paid Invoice(s): | 1,950.00 | | |
| Previously Incurred Pending Invoice(s): | 750.00 | | |
| Incurring to Date: | 3,700.00 | | |
| Contract Maximum: | 52,000.00 | | |
| Subject to Maximum: | | 3,700.00 | |
| Previously Paid: | 1,950.00 | | |
| Pending Payment(s): | 750.00 | | |
| Pending and Previously paid: | | 2,700.00 | |
| Actual Cost Due: | | 1,000.00 | |
| Fixed Fee | | | |
| Earned to Date: | 550.00 | | |
| Contract Maximum: | 5,000.00 | | |
| Subject to Maximum: | | 550.00 | |
| Previously Paid: | 250.00 | | |
| Pending Payment(s): | 250.00 | | |
| Pending and Previously paid: | | 500.00 | |
| Fixed Fee Due: | | 50.00 | |
| Due This Line Item: | | | 1,050.00 |
| Total Actual Cost Due: | | | \$1,050.00 |

| Lump Sum | | | |
|---|-----------|-----------|-------------------|
| DBE: No, OH Rate: Home Office, Function: Training Services Edit | | | |
| Earned to Date: | 30,000.00 | | |
| Contract Maximum: | 75,000.00 | | |
| Subject to Maximum: | | 30,000.00 | |
| Previously Paid: | 23,250.00 | | |
| Pending Payment(s): | 0.00 | | |
| Pending and Previously paid: | | 23,250.00 | |
| Due This Line Item: | | 6,750.00 | |
| Total Lump Sum Due: | | | \$6,750.00 |



Pending Payments - continued

Invoices that are submitted will still show submitted amounts from a prior invoice that has been set back to draft status. Best practice moving forward is to set all subsequent invoices back to draft with the one that needs revision.

| Actual Cost | | DBE: No, OH Rate: Home Office, Function: DBE Services | | Edit |
|---|-----------|---|-------------------|----------------------|
| Actual Costs | | | | |
| Incurring This Invoice: | 5,773.58 | Invoice #1 submitted and sent back to draft | | |
| Previously Incurred Paid Invoice(s): | 200.10 | | | |
| Previously Incurred Pending Invoice(s): | 0.00 | | | |
| Incurring to Date: | 5,973.68 | | | |
| Contract Maximum: | 14,000.00 | | | |
| Subject to Maximum: | | 5,973.68 | | |
| Previously Paid: | 200.10 | | | |
| Pending Payment(s): | 0.00 | | | |
| Pending and Previously paid: | | 200.10 | | |
| Actual Cost Due: | | 5,773.58 | | |
| Fixed Fee | | | | |
| Earned to Date: | 150.00 | | | |
| Contract Maximum: | 1,500.00 | | | |
| Subject to Maximum: | | 150.00 | | |
| Previously Paid: | 12.20 | | | |
| Pending Payment(s): | 0.00 | | | |
| Pending and Previously paid: | | 12.20 | | |
| Fixed Fee Due: | | 137.80 | | |
| Due This Line Item: | | | 5,911.38 | |
| Total Actual Cost Due: | | | \$5,911.38 | |

| Actual Cost | | DBE: No, OH Rate: Home Office, Function: DBE Services | | View Details |
|---|-----------|---|-------------------|------------------------------|
| Actual Costs | | | | |
| Incurring This Invoice: | 5,470.35 | Invoice #2 submitted | | |
| Previously Incurred Paid Invoice(s): | 200.10 | | | |
| Previously Incurred Pending Invoice(s): | 5,773.58 | | | |
| Incurring to Date: | 11,444.01 | | | |
| Contract Maximum: | 14,000.00 | | | |
| Subject to Maximum: | | 11,444.01 | | |
| Previously Paid: | 200.10 | | | |
| Pending Payment(s): | 5,773.58 | | | |
| Pending and Previously paid: | | 5,973.68 | | |
| Actual Cost Due: | | 5,470.35 | | |
| Fixed Fee | | | | |
| Earned to Date: | 180.00 | | | |
| Contract Maximum: | 1,500.00 | | | |
| Subject to Maximum: | | 180.00 | | |
| Previously Paid: | 12.20 | | | |
| Pending Payment(s): | 137.80 | | | |
| Pending and Previously paid: | | 150.00 | | |
| Fixed Fee Due: | | 30.00 | | |
| Due This Line Item: | | | 5,500.35 | |
| Total Actual Cost Due: | | | \$5,500.35 | |



Pending Payments - continued

Pending amounts show only invoiced amounts that are from previous invoices according to invoice sequence. If there is more than one invoice submitted, the first invoice's pending amounts will not include amounts billed on invoices that fall later in the invoice sequence. This will be most obvious to higher tier consultants who are including invoices for their subs.

Accept/Include Invoices

Invoice Selection
8 items found, displaying all items. 1

| Invoice Type | Vendor Name | Status | DOT Invoice ID | Invoice Total | | | |
|--------------|------------------|--------------------------|------------------------|---------------|--------|---------|--------|
| S | Able Engineering | Submitted to Higher Tier | 158458 | 15.00 | Accept | Include | Reject |
| S | Able Engineering | Submitted to Higher Tier | 158469 | 15.00 | Accept | Include | Reject |
| S | Able Engineering | Submitted to Higher Tier | 158471 | 30.00 | Accept | Include | Reject |
| S | Able Engineering | Submitted to Higher Tier | 158472 | 20.00 | Accept | Include | Reject |

Contract Invoice Information

Prime Consultant Name: Osage & Co.
Contract Number: 1400022684

Sub Consultant Name: Able Engineering
FEIN/Loc: 89888888/0
PO Number: 9999922
Invoice ID: 158469

State Project ID: _____ Master Contract ID: _____ Work Order: _____ Status: _____

Lump Sum
DBE: No, OH Rate: Home Office, Function: Training Services [View Details](#)

| | | |
|------------------------------|----------|---|
| Earned to Date: | 540.00 | |
| Contract Maximum: | 1,500.00 | |
| Subject to Maximum: | 540.00 | |
| Previously Paid: | 510.00 | |
| Pending Payment(s): | 15.00 | Only the amount from previous invoice 158458 is included. |
| Pending and Previously paid: | 525.00 | |
| Due This Line Item: | 15.00 | |
| Total Lump Sum Due: | | \$15.00 |

Contract Invoice Information

Prime Consultant Name: Osage & Co.
Contract Number: 1400022684

Sub Consultant Name: Able Engineering
FEIN/Loc: 89888888/0
PO Number: 9999922
Invoice ID: 158471

State Project ID: _____ Master Contract ID: _____ Work Order: _____ Status: _____

Lump Sum
DBE: No, OH Rate: Home Office, Function: Training Services [View Details](#)

| | | |
|------------------------------|----------|---|
| Earned to Date: | 592.50 | |
| Contract Maximum: | 1,500.00 | |
| Subject to Maximum: | 592.50 | |
| Previously Paid: | 532.50 | |
| Pending Payment(s): | 30.00 | Only the amounts from previous invoices 158458 and 158469 are included. |
| Pending and Previously paid: | 562.50 | |
| Due This Line Item: | 30.00 | |
| Total Lump Sum Due: | | \$30.00 |



Automatic Order for Included Invoices

Primes and higher tier subs can include sub invoices in any order on their invoices. CARS will automatically order the sub invoices. Three of the invoices below were selected in random order, but they are listed on the invoice in numerical sequence.

Accept/Include Invoices

Invoice Selection

4 items found, displaying all items. 1

| Invoice Type | Vendor Name | Status | DOT Invoice ID | Invoice Total | | | |
|--------------|------------------|--------------------------|------------------------|---------------|--------|---------|--------|
| A | Amos Enterprises | Submitted to Higher Tier | 158450 | 1000.00 | Accept | Include | Reject |
| A | Amos Enterprises | Submitted to Higher Tier | 158451 | 1000.00 | Accept | Include | Reject |
| A | Amos Enterprises | Submitted to Higher Tier | 158462 | 500.00 | Accept | Include | Reject |
| A | Amos Enterprises | Submitted to Higher Tier | 158463 | 250.00 | Accept | Include | Reject |

Sub Consultant Invoices

3 items found, displaying all items. 1

| Invoice Type | Vendor Name | DOT Invoice ID | Invoice Total |
|--------------|------------------|------------------------|---------------|
| A | Amos Enterprises | 158450 | 1,000.00 |
| A | Amos Enterprises | 158462 | 500.00 |
| A | Amos Enterprises | 158463 | 250.00 |

This invoice includes two or more invoices from the same subconsultant. The total amount to be paid for subcontract work will appear overstated in CARS until the invoice is actually paid.

Total Sub Invoices Included: \$1,750.00



Guidance: Identifying contract entry problems from the invoice.

Invoice errors such as incorrect contract maximum amounts and zeroes for previously paid amounts where payments have been made may occur when there are errors in contract entries. One indication that the contract has an error is seeing two cost lines on an invoice. The image shows a new invoice for an existing contract that has just had an amendment added. The error in the contract entry is that the amendment does not have the same function as the original contract. This error prevents the amendment money from being added to the original money.

If you see an invoice like this one, complete the following steps:

1. Make sure your contract is not supposed to have two cost lines. It is unusual for money to be divided between two functions, but it does occur. If there should not be another cost line, continue to step 2. If there should be a new cost line, contact WisDOTCARS@dot.wi.gov if you have any questions about billing.

Note: Most contracts that really have two cost lines have two different cost bases, such as Actual Cost and Cost Per Unit.

2. Delete the new invoice.
3. Contact WisDOTCARS@dot.wi.gov and request that the contract record be corrected before starting a new invoice. The corrections do not require a SQL fix and can usually be completed in a short time.

Actual Cost

DBE: No, OH Rate: Home Office, **Function: Document Control Services** Edit

| | | |
|---|-----------|----------|
| Actual Costs | | |
| Incurring This Invoice: | 0.00 | |
| Previously Incurred Paid Invoice(s): | 900.00 | |
| Previously Incurred Pending Invoice(s): | 5,000.00 | |
| <hr style="border-top: 1px dashed black;"/> | | |
| Incurring to Date: | 5,900.00 | |
| Contract Maximum: | 70,000.00 | |
| Subject to Maximum: | | 5,900.00 |
| Previously Paid: | 900.00 | |
| Pending Payment(s): | 5,000.00 | |
| Pending and Previously paid: | | 5,900.00 |
| <hr style="border-top: 1px dashed black;"/> | | |
| Actual Cost Due: | | 0.00 |
| Fixed Fee | | |
| Earned to Date: | 0.00 | |
| Contract Maximum: | 3,000.00 | |
| Subject to Maximum: | | 0.00 |
| Previously Paid: | 100.00 | |
| Pending Payment(s): | 125.00 | |
| Pending and Previously paid: | | 225.00 |
| <hr style="border-top: 1px dashed black;"/> | | |
| Fixed Fee Due: | | -225.00 |
| Due This Line Item: | | -225.00 |

DBE: No, OH Rate: Home Office, **Function: Administrative Assistance** Edit

| | | |
|---|------------|------|
| Actual Costs | | |
| Incurring This Invoice: | 0.00 | |
| Previously Incurred Paid Invoice(s): | 0.00 | |
| Previously Incurred Pending Invoice(s): | 0.00 | |
| <hr style="border-top: 1px dashed black;"/> | | |
| Incurring to Date: | 0.00 | |
| Contract Maximum: | 403,000.00 | |
| Subject to Maximum: | | 0.00 |
| Previously Paid: | 0.00 | |
| Pending Payment(s): | 0.00 | |
| Pending and Previously paid: | | 0.00 |
| <hr style="border-top: 1px dashed black;"/> | | |
| Actual Cost Due: | | 0.00 |
| Fixed Fee | | |
| Earned to Date: | 0.00 | |
| Contract Maximum: | 40,000.00 | |
| Subject to Maximum: | | 0.00 |
| Previously Paid: | 0.00 | |
| Pending Payment(s): | 0.00 | |
| Pending and Previously paid: | | 0.00 |
| <hr style="border-top: 1px dashed black;"/> | | |
| Fixed Fee Due: | | 0.00 |
| Due This Line Item: | | 0.00 |

