

Florida Department of Transportation

Consultant Invoice Transmittal System (CITS)

[The Consultant Invoice Transmittal System \(CITS\)](#) is an application developed to reduce the dependency on manually processed paper documents: namely Professional Services Contracts, Invoices, and supporting information. The system allows for the electronic generation and submittal of invoices by consultants over the Internet. For a complete list of CITS resources, please go to the FDOT Procurement Web site: [Welcome to CITS](#).

Consultants interested in gaining access to CITS may complete and submit a [Corporate Access Request Package](#) to [FDOT Information Security Administration](#)

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CITS Training

This training is designed to provide information to enable the User to:

- Logon to the CITS Application.
- View appropriate contract, Task Work Order, and invoice data already entered into the system.
- Successfully complete all portions of the consultant invoice process.
- Take corrective action, when appropriate, to insure efficient processing of invoice and contract data.

Glossary of CITS Terms

The terms and corresponding definitions are provided to avoid confusion and clarify communication. The definitions provided relate to the terms and their application within the CITS system and in no way attempt to be literal or re-define DOT business procedures. Upon review, discrepancies should be noted and directed to the Procurement Office.

Amendment - a two-party agreement which changes the original terms of the contract.

Basic Services -services that are specifically planned for completion under the terms of the contract as opposed to optional or contingent services for which allowance is made in the contract.

Batch Refresh - batch processing is a mainframe process which uses Job Control Language (JCL) to control processing actions. Batch refresh is the process that results after the processing has occurred to update existing data in the data base.

Browser - a client program (software) with a graphical interactive interface for searching, finding, and viewing information on the World Wide Web via the Internet.

Business Rules - the policy and procedures by which an office or financial entity conducts their daily operation.

CIT Form - this is a department form which is used to approve and transmit invoices for contractual and professional services contracts, court ordered payments (other than right of Way), settlement agreements and payments mandated by the legislature.

CITS - Consultant Invoice Transmittal System - a Web-enabled electronic system designed to automate the method of generation, submittal and review of Professional Services contracts and consultant invoices via the Intranet. CITS is integrated with

external systems; FLAIR, SPURS, etc, and DOT Enterprise systems; Financial Management (FM) Electronic Estimates Disbursement (EED).

Contract - a legally binding document between the Department and a vendor setting forth the terms and obligations; a pending or executed agreement between FDOT and one or more OUTSIDERS (Vendors), which is to be performed over time (including but not limited to construction, consultant, appraisal, utility, JPAs, expert witness and maintenance agreements but excluding permits and land purchase agreements.)

Contractor/Consultant - individual, firm, agency or organization from which services are contracted by the department. Also known as Outsider.

Cookies - Small chunks of text that are stored on the client PC by the browser, and are sent to the server with every request for a page from the domain to which they apply. In CITS, cookies must be enabled.

Disbursement Operations/Financial Services - (DO/FS) - the office which audits contract data entry, audits invoices approved by Level I or Level II reviewers and upon approval, submits invoices to the State Comptroller's office, receives warrants and forwards to the Prime consultant(s) and makes necessary adjustments to current invoices for errors on previously paid invoices.

Disbursement Operations Office - the Department Comptroller's staff and District Staff who audit each Invoice Package.

DOT Information Owner - determines if a user has the proper access to update or delete occurrences in a database; the group who has created the row of data or who has access authority to update and do maintenance on the row.

EED – (Electronic Estimate Disbursement) Department program used to request and track payment of Construction and CITS invoices.

Encumbrance - commitment of budget for the amount/estimation of the liability that will be incurred when the service/commodity is provided.

Final Invoice - that invoice on which the word 'Final' follows the invoice number and will be made in accordance with invoice processing procedures for partial payments.

Functional Area - the Department Office which the business system or application supports, often referred to as End-User Office. The role and Responsibilities of the Functional or Business System Owner in application development are defined in Departmental procedures 325-060-701

Home Page - The startup page of a Web site.

Hypertext/Hyperlink/Link - Text or graphics that contain links to other documents, either on a local server or another remote server. The hypertext in a document is a "hot spot" so that when a user clicks on it they jump to a new area in the document or to a different document or web page.

Internet - World Wide Web collection of interconnected networks that all use the TCP/IP protocol. It is the physical or electronic aspect of the Information Super Highway, a myriad of computers and cables, linked together over a global system, allowing us to read, receive and send information around the world with the click of a button.

Intranet - a private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but is only for internal use.

Invoice - an itemized request for payment for goods delivered or services rendered. (The invoices may require supporting documentation in hard copy to substantiate the charges being invoiced.)

Invoice Schedules - *(submitted by the consultant)* actual form used to enumerate the values to be paid. Schedules are referenced because they contain the authorized rates allowed for various costs and other reimbursements that are translated into the invoice. Defines the appearance/format of the method of compensation which can include hours as well as billing rates and expense reimbursement. The forms filled out by the consultant when creating an invoice allowing the consultant to bill for goods and services provided according to the contractual terms.

LAN - Local Area Network - a computer network limited to the immediate area, usually the same building or floor of the building.

Life Cycle - the period which exists from the time a contract is entered into the CITS system until the same contract is closed out with a final invoice and the CIT form or letter of termination.

Limiting Amount Elements:

Include but not limited to:

- Salary Related Costs
- Administrative overhead and fringe benefit cost
- Facilities Capital Cost of Money (FCCM) in association with salaries. FCCM will be calculated as a percentage of chargeable direct salary and wages with the exception of premium overtime costs, at the rates provided in the Schedules provided.

- Overtime Allowance
- Surveying Services

Logon - The account name used to gain access to a computer system. Not a secret password. *As a verb:* the act of entering into a computer system.

Lump Sum - an exact amount to be paid to a consultant for completion of services as specified in an agreement.

Lump Sum Contract - contracts with a firm, fixed price not subject to adjustment due to the actual cost experience of the consultant in the performance of the contract.

Navigate - the term used to indicate the closing and opening of files or the movement from one page to another on the Web.

Notice to Proceed - the date that FDOT authorizes the consultant to begin services; service term beginning date (except for task assignment contracts where there is not a notice to proceed.)

On-Line - Real-time transaction processing.

Outsider - information regarding vendors, contained in the Transportation Vendor Information (TVI) data base, who do business with the Department.

Page - Also known as a "Web page." It is an electronic representation of the information the author wants to make available as part of a Web site. A page can contain text, pictures, or links to other pages within the web site or links to other web sites or documents.

Prime – the consultant who has contracted with FDOT. Prime provides services according to the terms of the contract and inputs invoices for services provided either by the prime or the sub.

Professional Services - Engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition services

PSU - (*Professional Services Unit*) - the office responsible for the proper procurement of professional services. PSU negotiates and oversees Professional Services contracts and initiates/authorizes the input and submission of the contract information.

Project Manager - Department personnel responsible for the general administration of the service agreement, coordination of activities, between the consultant and FDOT. This individual assures the consultant provides the specified services at a satisfactory level and approval of invoices for payment.

Project - the fixed capital outlay study or planning activity described in the public notice.

Reviewer - an individual or office that is authorized to examine, review or reject contract or invoice data.

Level I Reviewer - individual who performs the first audit of the invoice and the supporting documentation. Upon approval, the invoice may then be submitted for a Level II review (optional) or forwarded to financial services/disbursement operations (FS/DO).

Level II Reviewer – (optional) individual who performs the second audit of an invoice, if applicable. Upon approval, the invoice is then submitted to FS/DO for audit.

Site - Also known as a "Web site." A collection of web pages created and/or maintained by an individual, a business or an organization.

Sub – subconsultant who provides services according to the terms of the contract and may inputs sub-contractor invoices or provides supporting information regarding the price for services provided.

Standard Methods of Compensation - *(submitted as part of the Contract and input by Professional Services.* - Types of compensation or payment to be rendered to the contractor for services and/or deliverables; tables which are referenced for authorized rates allowed for various costs and other reimbursements.

Submittal - a transaction that occurs when input is electronically entered into the system.

Suspended - a status which exists when maintenance or relevant input is entered and the contract, etc. is being reviewed. Until the review has been completed, no additional information or input will be allowed until the contract is set to 'Active' status.

Task Work Order - a department-supplied task assignment type agreement specifying the services to be performed and the fees to be paid for each project assigned under this agreement. Each contract may have several Task Work Orders, each with their own encumbrance and each having its own Begin Date and End Date, Financial Project, Amount, Scope, etc.

Log on from the CITS "LOG ON" page

To begin working in CITS, the USER is required to log on. The security system is designed to allow User access to the data based on their USER-ID and PASSWORD.

The valid User-id regulates the functions the User is able to access within this system.

The USER-ID is secured from:

- A Florida Department of Transportation Supervisor for State personnel.
- The Department Computer Security Office for Vendor access.
 - [Click here for Corporate ID application information.](#)

CITS URL: <https://www3.dot.state.fl.us/consultantinvoicetransmittalsystem>

The first page seen upon entering CITS is the "Log On" page.

FDOT FLORIDA DEPARTMENT OF TRANSPORTATION Log-In [Help](#)

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

Please Do Not Bookmark or Add this Page to your Favorites!

Access requires a Mainframe (RACF) userid and password.

User ID:

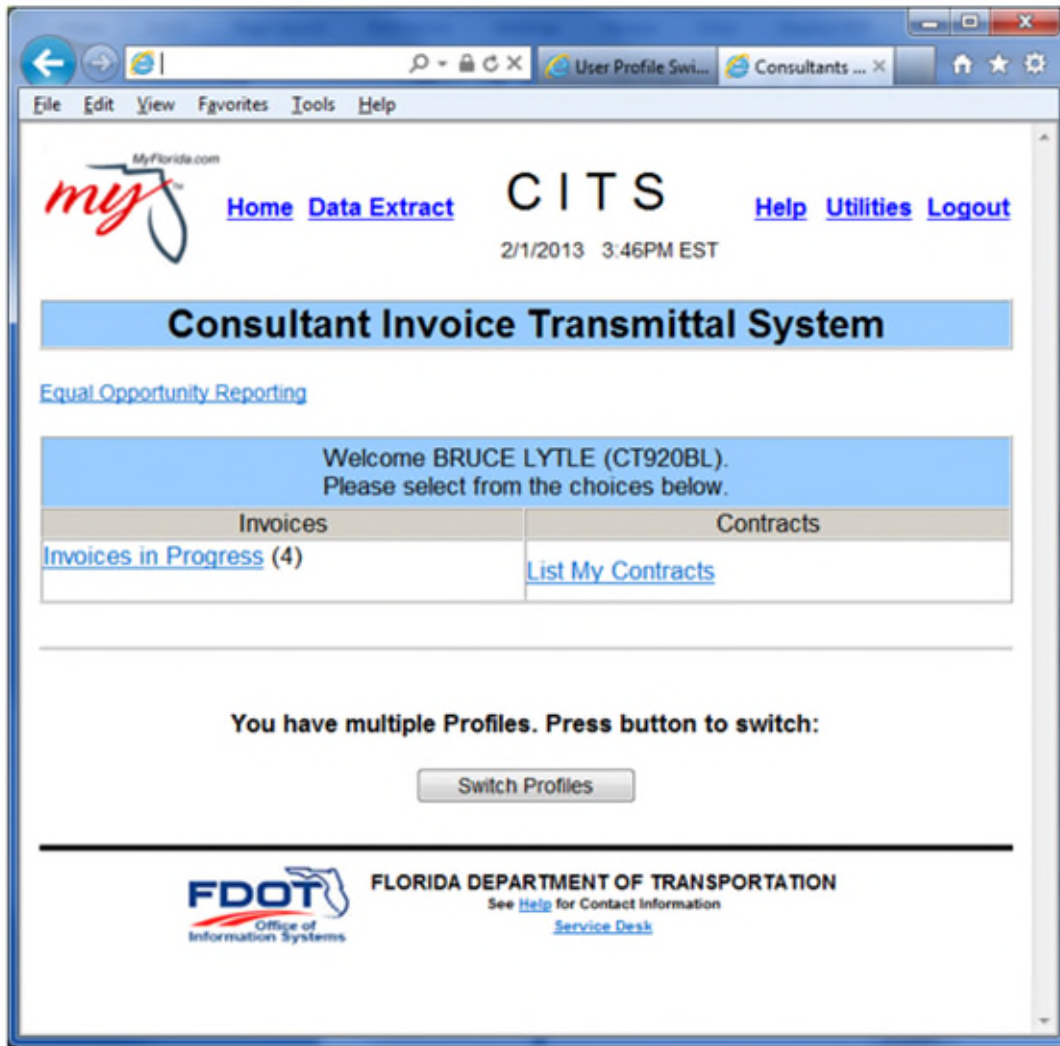
Password:

Change Password ?

This site is maintained by the
FDOT Office of Information Systems
Questions or Comments?
Please Contact:
[Service Desk @ \(866\) 955-4357](#)
[Web Policies and Notices](#)

To log on, enter a valid USER-ID and Password in the appropriate areas and click the SUBMIT button. If an invalid User-id or password is entered, a variety of error messages are given. For assistance in logging on, click the "Help" link in the web page header.

The 'Consultant' Home page allows the Consultant access to the details of their contracts and invoices.



There are two sections on this page: Invoices and Contracts.

The *Contracts* section has one hyperlink: "List My Contracts."

- The "List My Contracts" hyperlink gives access to the details of each of their contracts and/or invoices.

The *Invoices* section may have three hyperlinks: "Invoices to Review", "Invoices in Progress", and "Rejected Invoices".

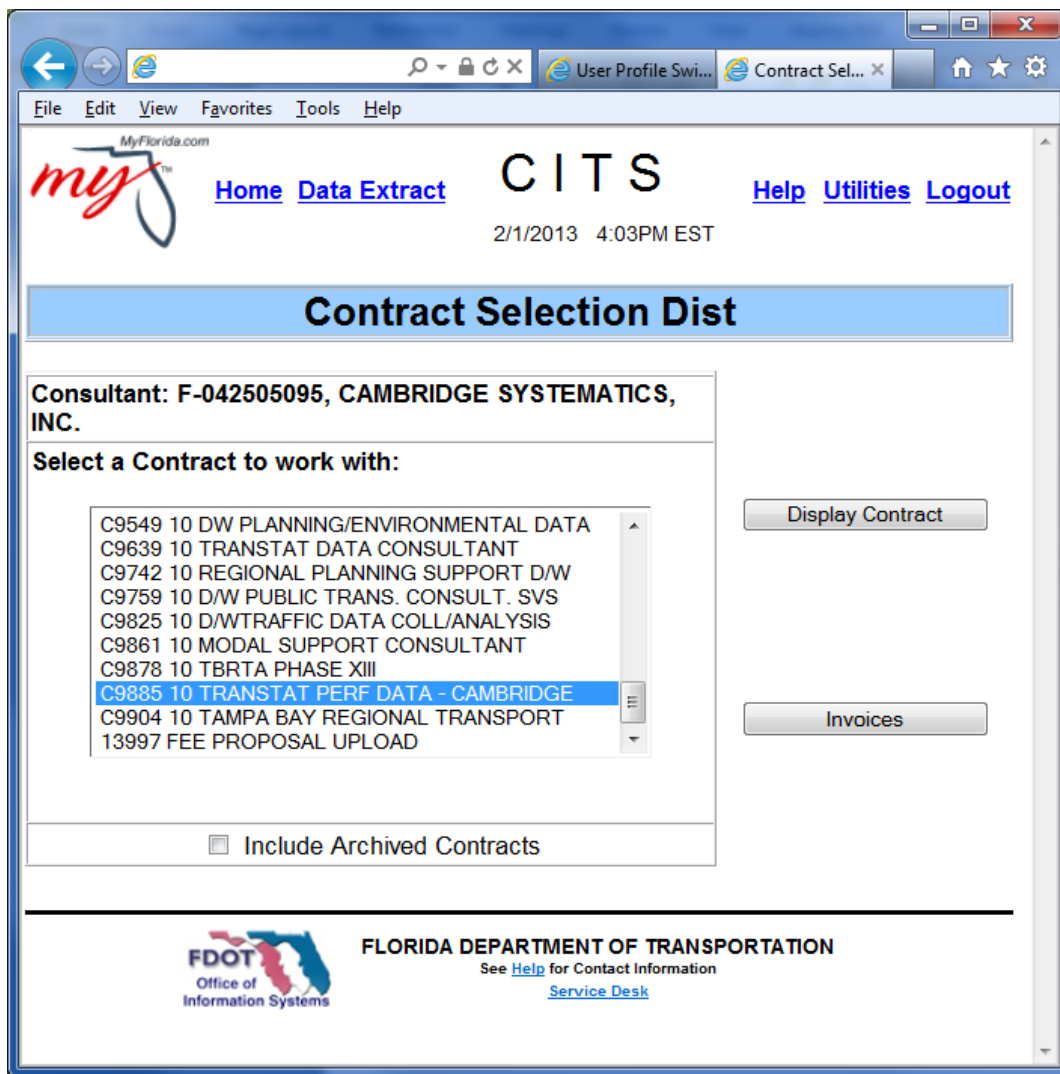
- The "Invoices to Review" hyperlink gives the Prime consultant the ability to review a Sub-Consultant's invoice. (only available in certain instances)
- The "Invoices in Progress" hyperlink allows the Consultant to access invoices that have not been submitted to FDOT.

- The "Rejected Invoices" hyperlink provides the Consultant access to the rejected invoice in order to correct and resubmit the invoice.

Each hyperlink option in the *Invoices* section appears as needed on the Consultant Home page when there is one or more invoice in the queue.

To view the details of a contract, click the "List My Contracts" hyperlink on the Consultant Home Page.

Only Prime Consultants have access to view the details of their contracts through CITS.



The 'Contract Selection' page appears. Highlight the appropriate Contract number/name from the list and click the "Display Contract" button.

Depending on whether the contract is Task Work Order contract or not, the 'Contract Display' or 'Contract Task Work Order Display' page appears. This page contains general Contract information – the Contract dates and amounts, Prime consultant, Contract type, etc.

The screenshot shows a web browser window displaying the CITS (Contract Information Tracking System) interface. The page title is "Contract Task Work Order Display District 00". The header includes the MyFlorida.com logo, navigation links for Home, Data Extract, Help, Utilities, and Logout, and the current date and time: 2/1/2013 4:01PM EST.

Contract Summary:

- Prime Consultant: CAMBRIDGE SYSTEMATICS, INC.
- Vendor Number: F042505095-003
- Contract Status: ACTIVE
- Encumbrances: \$850,287.00
- Status Date: 12/21/2012

Contract Details:

Contract Number:	C9885		
Contract Description:	TRANSTAT PERF DATA - CAMBRIDGE		
Original Amount:	\$100,072.00		
Current Amount:	\$850,287.00		
District:	00		
Approve In (work days):	10		

Term and Execution Dates:

Term Begin Date:	11/20/2012	Term End Date:	11/19/2017
Execution Date:	11/20/2012	Services End:	11/19/2017

Task Work Order and Procurement Details:

Task Work Order Contract:	Y	Method of Procurement:	C - REQ. FOR PROPOSAL-NEGOT.
DMS Number:	973340	Contract Type:	CG - PLANNING

Description and Cost Redistribution:

Description:	
Cost Redistribution:	N

[Access Project Manager and Approver List](#)

Buttons: Projects, Encumbrances, Method Of Comp, Consultants, Amendments, Task Work Orders

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Office of Information Systems
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[Service Desk](#)

At the bottom of the page there are several buttons:

- Click the “Projects” button to access the Financial Project information.
- Click the “Encumbrance” button to access the Encumbrance information.

- Click the “Method of Comp” button to access the Compensation Element information.
- Click the “Consultants” button to access the Consultant information.
- If applicable, click the “Amendments” button to access Amendment information.
- If applicable, click the “Task Work Order” button to access Task Work Order information.

Consultant - View Projects

To view the Financial Project information, click the “Projects” button at the bottom of the Contract page. The 'Financial Projects Associated to Contract' page appears:

The screenshot shows a web browser window displaying the CITS application. The page header includes the MyFlorida.com logo, navigation links (Home, Data Extract, Help, Utilities, Logout), and the text 'CITS' and '2/1/2013 4:10PM EST'. Below the header, there is a link to 'Return To: Contract Page'. The main content area features a blue banner with the title 'Financial Projects Associated To Contract Dist 00' and 'Contract Number: C9885'. Underneath, it states 'Amount is Limit' and displays a table with the following data:

Financial Project	Estimate/Limit Amount	Contract/Amendment Number
192203-1-12-91	\$100,072.00	C9885
192203-1-12-92	\$750,215.00	AUT2
Total		\$850,287.00

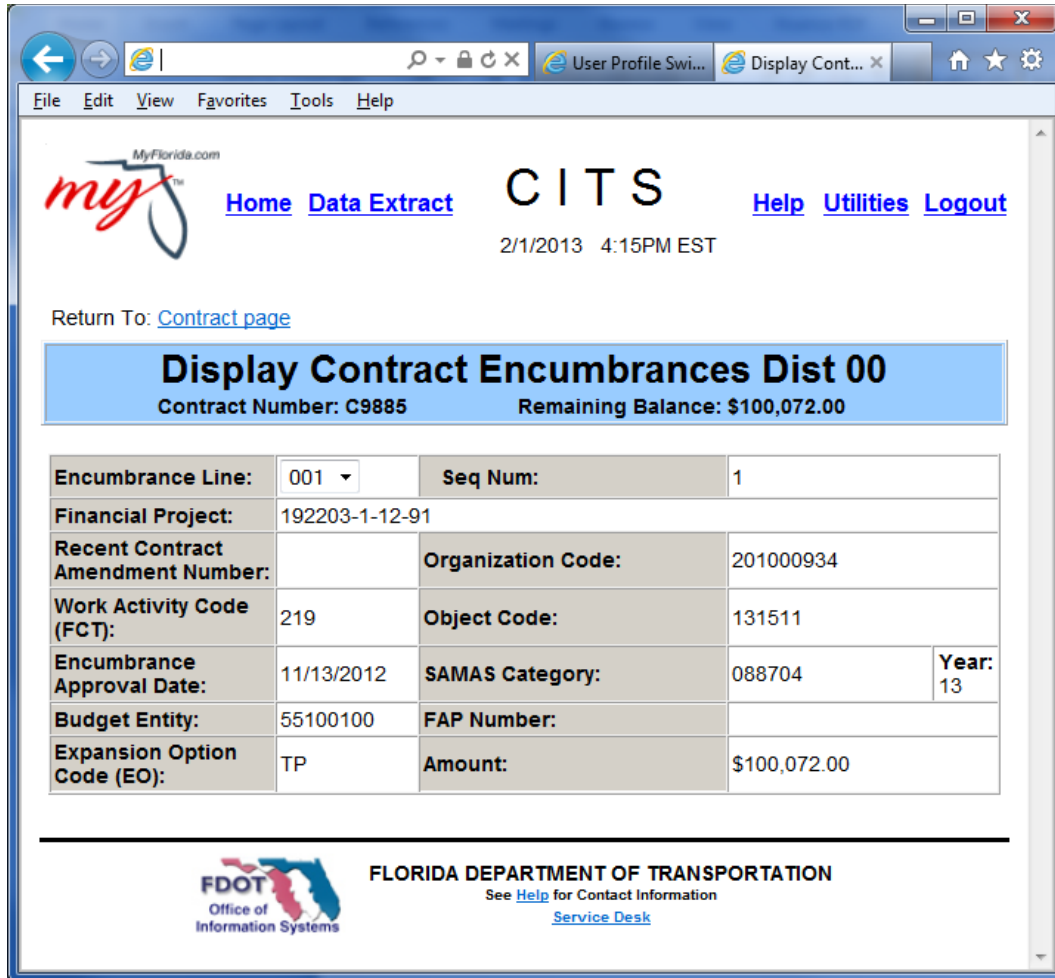
At the bottom of the page, there is a logo for the Florida Department of Transportation (FDOT) Office of Information Systems, along with the text 'FLORIDA DEPARTMENT OF TRANSPORTATION' and a link to 'Service Desk'.

Financial Project amounts are either limiting amounts or estimated amounts. If the amount is an estimate, the consultant may bill over the amount, as long as the total invoiced amount does not exceed the contract amount or the total of all estimate amounts.

- To return to the Contract, click the "Contract Page" link at the top of the page.

Consultant - View Encumbrances

To view Encumbrance information, click the “Encumbrance” button at the bottom of the Contract page. The 'Display Contract Encumbrances' page appears.




MyFlorida.com
my Home Data Extract **CITS** Help Utilities Logout
2/1/2013 4:15PM EST

Return To: [Contract page](#)

Display Contract Encumbrances Dist 00
Contract Number: C9885 Remaining Balance: \$100,072.00

Encumbrance Line:	001	Seq Num:	1		
Financial Project:	192203-1-12-91				
Recent Contract Amendment Number:		Organization Code:	201000934		
Work Activity Code (FCT):	219	Object Code:	131511		
Encumbrance Approval Date:	11/13/2012	SAMAS Category:	088704	Year:	13
Budget Entity:	55100100	FAP Number:			
Expansion Option Code (EO):	TP	Amount:	\$100,072.00		

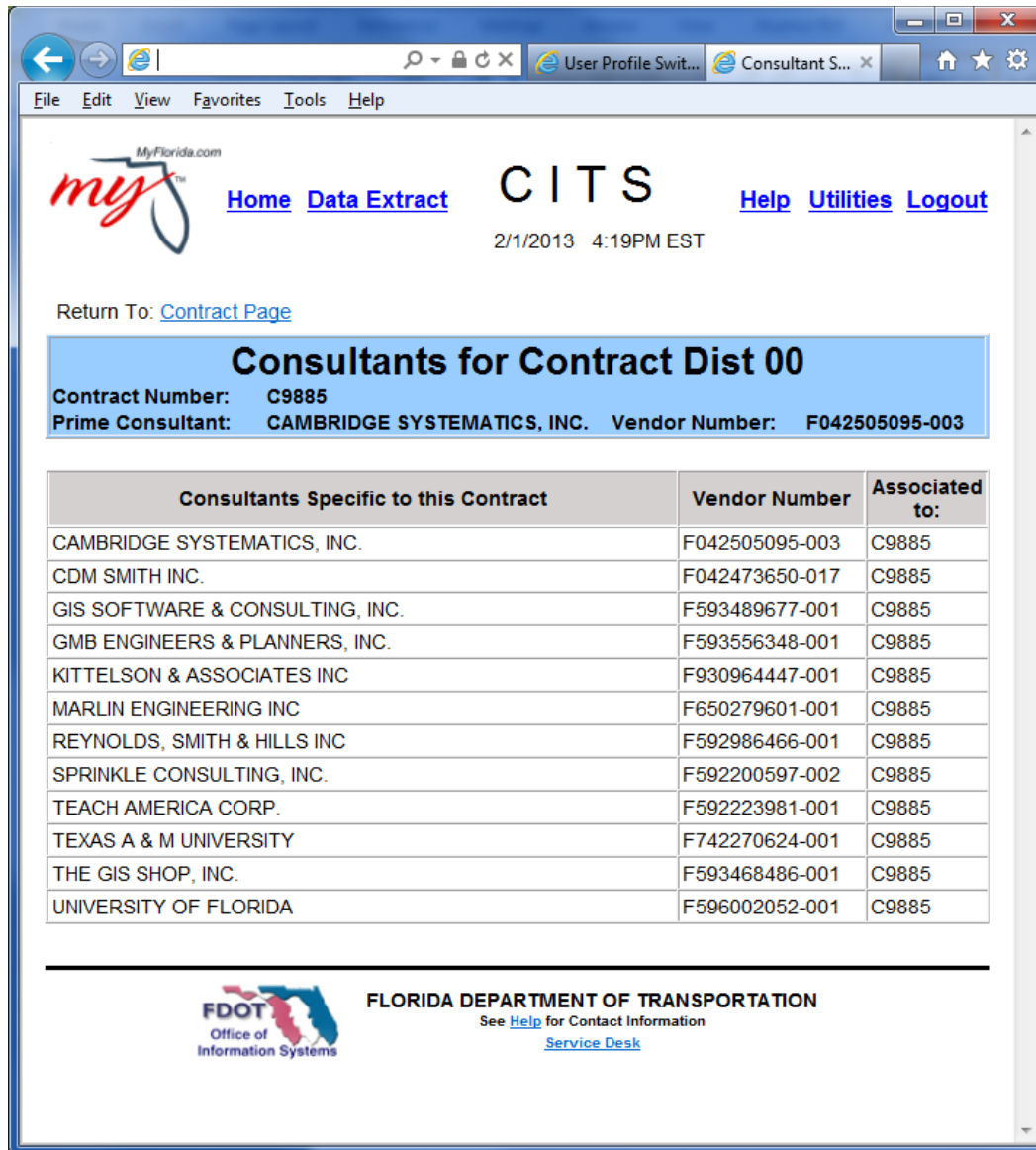
 **FLORIDA DEPARTMENT OF TRANSPORTATION**
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[Service Desk](#)

Select from the drop down menu to view the information for each Encumbrance line.

- To return to the Contract, click the "Contract Page" link at the top of the page.

Consultant - View Consultants

To view the Consultant information, click the "Consultants" button at the bottom of the Contract page. The 'Consultants for Contract' page appears.




MyFlorida.com
my Home Data Extract **CITS** Help Utilities Logout
2/1/2013 4:19PM EST

Return To: [Contract Page](#)

Consultants for Contract Dist 00
Contract Number: C9885
Prime Consultant: CAMBRIDGE SYSTEMATICS, INC. Vendor Number: F042505095-003

Consultants Specific to this Contract	Vendor Number	Associated to:
CAMBRIDGE SYSTEMATICS, INC.	F042505095-003	C9885
CDM SMITH INC.	F042473650-017	C9885
GIS SOFTWARE & CONSULTING, INC.	F593489677-001	C9885
GMB ENGINEERS & PLANNERS, INC.	F593556348-001	C9885
KITTELSON & ASSOCIATES INC	F930964447-001	C9885
MARLIN ENGINEERING INC	F650279601-001	C9885
REYNOLDS, SMITH & HILLS INC	F592986466-001	C9885
SPRINKLE CONSULTING, INC.	F592200597-002	C9885
TEACH AMERICA CORP.	F592223981-001	C9885
TEXAS A & M UNIVERSITY	F742270624-001	C9885
THE GIS SHOP, INC.	F593468486-001	C9885
UNIVERSITY OF FLORIDA	F596002052-001	C9885

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All of the Consultants for the contract are listed. The "Associated to:" column lists the contract or amendment number from which the Consultant was originally added to the contract.

- To return to the Contract, click the "Contract Page" link at the top of the page.

Consultant - View Methods of Compensation

To view the Methods of Compensation information, click the "Method of Comp" button at the bottom of the Contract page. The 'Method of Compensation' page appears:

The screenshot shows a web browser window displaying the 'Method of Compensation Dist 00' page. The browser's address bar shows the URL 'Method of C...'. The page header includes the MyFlorida.com logo, navigation links (Home, Data Extract, Help, Utilities, Logout), and the text 'CITS' and '2/1/2013 4:23PM EST'. Below the header, there is a 'Return To: [Contract page](#)' link. The main content area is titled 'Method of Compensation Dist 00' and includes the following information:

- Contract Number: C9885
- Vendor Number: F042505095-003
- Prime: CAMBRIDGE SYSTEMATICS, INC.

Below this information is a section titled 'Rate Table Information' with a link to 'View RATE TABLES'. A blue banner instructs users: 'To Access Defined Compensated Elements Select from the DropDown lists and Click 'Compensation Element''. The form contains several selection criteria:

- Select Financial Project List:** 192203-1-12-91 (Max 50) or Link to Contract Project Pick List
- Consultant List:** CAMBRIDGE SYSTEMATICS, INC. (Max 50) or Link to Contract Consultant Pick List
- Select Task Work Order List:** 0001 (Max 50 per Project) or Enter Task for Selected Project and
- Select Amendment Number:** No Amendments for This Contract.

At the bottom of the form are three buttons: 'Compensation Element', 'Compensation Summary', and 'Refresh Lists'. The footer of the page features the FDOT logo and the text 'FLORIDA DEPARTMENT OF TRANSPORTATION' with a link to 'Service Desk'.

To view the list of the Rate Tables established for the contract, click the "View RATE TABLES" hyperlink:

This is a close-up screenshot of the 'View RATE TABLES' hyperlink. The page title is 'Method of Compensation Dist 00' and the contract details are the same as in the previous screenshot. The 'View RATE TABLES' link is highlighted in yellow.

The page appears listing all of the established rate tables:

MyFlorida.com
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/1/2013 4:35PM EST

Return To: [Method Of Compensation](#)

Rate Tables District 00
for Contract Number: C9885
Vendor Number: F042505095-003
Prime: CAMBRIDGE SYSTEMATICS, INC.

Table Name	Table Link
TABLE 4 - SALARY MULTIPLIERS	4
TABLE 5A,5B - SALARY MULTIPLIERS & UNLOADED SALARY RATES/MAX	5A, 5B
TABLE 6 - LOADED RATES	6

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To view Rates, click the appropriate table number hyperlink under the "Table Link" column. In this case, the 'Table 6 – Loaded Rates' page appears:

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[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/1/2013 4:36PM EST

Return To: [Method Of Compensation Rate Table List](#)

RATE TABLE CHANGES - Table 6 Dist 00
for Contract Number: C9885
Changes to Rate Table 6 - Loaded Billing Rates
Prime: CAMBRIDGE SYSTEMATICS, INC.
Vendor Number: F042505095-003

Go to Page Number: Page 1 of 1

Component	Begin Date	Unit Rate	Cont /Amd
Associated Consultant	End Date	Unit of Measure	
SENIOR GIS SPECIALIST		\$132.23	C9885
GIS SOFTWARE & CONSULTING, INC.		HOUR	
SPECIALIST		\$135.00	C9885
TEACH AMERICA CORP.		HOUR	

To return to the 'Methods of Compensation' page, click the hyperlink at the top of the page.

MyFlorida.com
my Home Data Extract **CITS** Help Utilities Logout
2/1/2013 4:23PM EST

Return To: [Contract page](#)

Method of Compensation Dist 00
Contract Number: C9885 Vendor Number: F042505095-003
Prime: CAMBRIDGE SYSTEMATICS, INC.

Rate Table Information
[View RATE TABLES](#)


To Access Defined Compensated Elements Select from the DropDown lists and Click 'Compensation Element'.

Select Financial Project List: 192203-1-12-91 Max 50
or
Financial Project Page List: Link to Contract Project Pick List

Consultant List: CAMBRIDGE SYSTEMATICS, INC. Max 50
or
Consultant Page List: Link to Contract Consultant Pick List

Select Task Work Order List: 0001 Max 50 per Project
or
Enter Task Work Order: Enter Task for Selected Project and

Select Amendment Number: No Amendments for This Contract.

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From the 'Method of Compensation' page, click the "View the Contract Compensation Summary" button:

MyFlorida.com
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/1/2013 4:34PM EST

Return To: [Method Of Compensation](#)

Contract Compensation Summary Dist 00
 Contract Number: C9885 Prime: CAMBRIDGE SYSTEMATICS, INC.

TOTAL CONTRACT AMOUNT \$850,287.00

Select Project: 192203-1-12-92 Max 50 Refresh List Link to Contract Project Pick List

Financial Project Number: 192203-1-12-92
 Maximum Project Amount: \$750,215.00

TASK WORK ORDER 5		TWO Amount: \$56,699.02			
Table	Compensation Element	Schedules	Pay Option	Limit/Estimate	Amount
Amendment					
Consultant					
5A, 5B	TASK SERVICES FEDERAL:	A1/A2	Limiting Amount	Estimate	\$39,670.16
CAMBRIDGE SYSTEMATICS, INC.					
No Table Associated	TASK SERVICES FEDERAL OPERATING MARGIN:	D-1	Lump Sum	Limit	\$4,605.56
CAMBRIDGE SYSTEMATICS, INC.					
6	TASK SERVICES FEDERAL - TABLE 6:	E-2/E3,A-3	Limiting Amount	Estimate	\$12,423.30
CAMBRIDGE SYSTEMATICS, INC.					
TOTAL for TASK WORK ORDER 5					\$56,699.02

All Compensation Elements for the Contract are listed by Financial Project.

To return to the 'Method of Compensation' page, click the hyperlink at the top of the page.

MyFlorida.com
my
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/1/2013 4:23PM EST

Return To: [Contract page](#)

Method of Compensation Dist 00

Contract Number: C9885 Vendor Number: F042505095-003
 Prime: CAMBRIDGE SYSTEMATICS, INC.

Rate Table Information

[View RATE TABLES](#)

To Access Defined Compensated Elements Select from the DropDown lists and Click 'Compensation Element'.

Select Financial Project List: or Financial Project Page List:	192203-1-12-91 Max 50 or <input type="radio"/> Link to Contract Project Pick List
Consultant List: or Consultant Page List:	CAMBRIDGE SYSTEMATICS, INC. Max 50 or <input type="radio"/> Link to Contract Consultant Pick List:
Select Task Work Order List: or Enter Task Work Order:	0001 Max 50 per Project or <input type="text"/> Enter Task for Selected Project and <input type="button" value="Get Amends"/>
Select Amendment Number:	No Amendments for This Contract.

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To view the Rates for a defined Compensation Element, select the appropriate Financial Project, Consultant, Task Work Order, and/or Amendment number combination from the drop down lists:

Rate Table Information

[View RATE TABLES](#)

To Access Defined Compensated Elements Select from the DropDown lists and Click 'Compensation Element'.

Select Financial Project List: or Financial Project Page List:	192203-1-12-92 Max 50 or <input type="radio"/> Link to Contract Project Pick List
Consultant List: or Consultant Page List:	CAMBRIDGE SYSTEMATICS, INC. Max 50 or <input type="radio"/> Link to Contract Consultant Pick List:
Select Task Work Order List: or Enter Task Work Order:	0005 Max 50 per Project or <input type="text"/> Enter Task for Selected Project and <input type="button" value="Get Amends"/>
Select Amendment Number:	No Amendments for This Task Work Order.

Click the "Compensation Element" button.

MyFlorida.com
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/4/2013 2:32PM EST


Return To: [Method Of Compensation](#)

Compensation Element List Dist 00

Contract Number: C9885 Prime: CAMBRIDGE SYSTEMATICS, INC.
 Financial Project: 192203-1-12-92 Vendor Number: F042505095-003
 Selected Consultant: CAMBRIDGE SYSTEMATICS, INC.
 Task Work Order: 0005

Maximum Financial Project Amount \$1,995,215.00

Compensation Element	Schedules	Payment Option	Method of Compensation	Table	Amount
TASK SERVICES FEDERAL	A-1/A-2	Limiting Amount	Rts for Emp	5A, 5B	\$39,670.16
TASK SERVICES FEDERAL - TABLE 6	E-2/E-3,A-3	Limiting Amount	Actual Exp	6	\$12,423.30
TASK SERVICES FEDERAL OPERATING MARGIN	D-1	Lump Sum	Pct Cmpl Srvc		\$4,605.56


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Next, click the table number hyperlink for the Compensation Element details:

Compensation Element	Schedules	Payment Option	Method of Compensation	Table	Amount
TASK SERVICES FEDERAL	A-1/A-2	Limiting Amount	Rts for Emp	5A, 5B	\$39,670.16
TASK SERVICES FEDERAL - TABLE 6	E-2/E-3,A-3	Limiting Amount	Actual Exp	6	\$12,423.30
TASK SERVICES FEDERAL OPERATING MARGIN	D-1	Lump Sum	Pct Cmpl Srvc		\$4,605.56

In this case, Table 6 – Loaded Billing Rates, is shown:

MyFlorida.com
my Home Data Extract **CITS** Help Utilities Logout
 2/4/2013 2:37PM EST

Return To: [Method Of Compensation](#) [Compensation Element List](#) [Contract Compensation Summary](#)

Changes to Define Elements Details for Table 6 - Loaded Billing Rates Dist 00
 Contract Number: C9885 Prime: CAMBRIDGE SYSTEMATICS, INC.
 Financial Project: 192203-1-12-92 Vendor Number: F042505095-003
 Task Work Order Number: 0005
 Selected Consultant: CAMBRIDGE SYSTEMATICS, INC.
 Comp Element Type: TASK SERVICES FEDERAL - TABLE 6

Go to Page Number: Go Page 1 of 1

Component	Begin Date	Unit Rate	Cont /Amd
Associated Consultant	End Date	Unit of Measure	
SENIOR GIS SPECIALIST		\$132.23	C9885
GIS SOFTWARE & CONSULTING, INC.		HOURL	
SPECIALIST		\$135.00	C9885
TEACH AMERICA CORP.		HOURL	
PROJECT ENGINEER		\$118.64	C9885
TEXAS A & M UNIVERSITY		HOURL	

Once all desired Compensation Element information has been viewed, return to the Method of Compensation page, then return to the Contract page by clicking on the hyperlinks at the top of the pages.

MyFlorida.com
my Home Data Extract **CITS** Help Utilities Logout
 2/4/2013 2:44PM EST

Return To: [Method Of Compensation](#) [Compensation Element List](#) [Contract Compensation Summary](#)

Changes to Define Elements Details for Table 6 - Loaded Billing Rates Dist 00
 Contract Number: C9885 Prime: CAMBRIDGE SYSTEMATICS, INC.
 Financial Project: 192203-1-12-92 Vendor Number: F042505095-003
 Task Work Order Number: 0005
 Selected Consultant: CAMBRIDGE SYSTEMATICS, INC.
 Comp Element Type: TASK SERVICES FEDERAL - TABLE 6

Consultant - View Task Work Order

If the Contract is a Task Work Order type Contract, a "Task Work Order" button will appear at the bottom of the 'Contract Task Work Order Display' page:

Contract Task Work Order Display District 00

Prime Consultant: CAMBRIDGE SYSTEMATICS, INC.
Vendor Number: F042505095-003 Encumbrances: \$2,174,287.00
Contract Status: ACTIVE Status Date: 2/1/2013

Contract Number:	C9885
Contract Description:	TRANSTAT PERF DATA - CAMBRIDGE
Original Amount:	\$100,072.00
Current Amount:	\$2,174,287.00
District:	00
Approve In (work days):	10

Term Begin Date:	11/20/2012	Term End Date:	11/19/2017
Execution Date:	11/20/2012	Services End:	11/19/2017

Task Work Order Contract:	Y	Method of Procurement:	C - REQ. FOR PROPOSAL-NEGOT.
DMS Number:	973340	Contract Type:	CG - PLANNING

Description:
Cost Redistribution: N

[Access Project Manager and Approver List](#)

Buttons: Projects, Encumbrances, Method Of Comp, Consultants, Amendments, **Task Work Orders**

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To view the Task Work Order information, click the "Task Work Order" button.

The 'Contract Task Work Orders (by T.W.O.)' page appears:

MyFlorida.com
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 2/4/2013 2:56PM EST

Return To: [Contracts Page](#)

Contract Task Work Orders (by T.W.O.) Dist
 Contract Number: C9885

[View by Project](#)

Task Work Order #	Financial Project	Begin Date	End Date	Amount	Status
0010	192203-1-12-92	1/23/2013	3/31/2013	\$6,085.43	Active
0009	192203-1-12-92	1/23/2013	2/28/2014	\$115,576.69	Active
0008	192203-1-12-92	1/23/2013	2/28/2014	\$46,341.16	Active
0007	192203-1-12-92	1/23/2013	10/30/2013	\$32,860.43	Active
0006	192203-1-12-93	1/23/2013	9/30/2015	\$78,986.94	Active
0005	192203-1-12-92	12/12/2012	11/19/2015	\$56,699.02	Active
0004	192203-1-12-92	12/12/2012	12/31/2014	\$474,741.24	Active
0003	192203-1-12-92	12/12/2012	11/19/2015	\$124,984.18	Active
0002	192203-1-12-92	12/12/2012	4/15/2013	\$93,788.00	Active
0001	192203-1-12-91	11/21/2012	11/19/2015	\$100,072.00	Active

Projects

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Click the Task Work Order number hyperlink to view the details of a specific Task Work Order. To view the Task Work Orders listed in order by Financial Project, click the "View by Project" hyperlink at the top of the page.

Return To: [Contracts Page](#)

Contract Task Work Orders (by T.W.O.) Dist
 Contract Number: C9885

[View by Project](#)

Task Work Order #	Financial Project	Begin Date	End Date	Amount	Status
0010	192203-1-12-92	1/23/2013	3/31/2013	\$6,085.43	Active

The 'Contract Task Work Orders (by Project)' page appears.

Return To: [Contracts Page](#)

Contract Task Work Orders by Project Dist
Contract Number: C9885

Project Amount Limit: \$1,995,215.00 **FLAIR Paid Encumbrance Amount:** \$23,447.00 **Remaining Project Amount:** \$1,971,768.00

Select Project: 192203-1-12-92 Max 50 Refresh List Contract Project Pick List

Enter Project:

Select Task Work Orders by Project drop down, enter the Project number, or click the radio button to view a list of Projects to select from:

Return To: [Contracts Page](#)

Contract Task Work Orders by Project Dist
Contract Number: C9885


Project Amount Limit: \$1,995,215.00 **FLAIR Paid Encumbrance Amount:** \$23,447.00 **Remaining Project Amount:** \$1,971,768.00

Select Project: 192203-1-12-92 Max 50 Refresh List Contract Project Pick List

Enter Project:

[View by Task Work Order](#)

Task Work Order #	Begin Date	End Date	Amount	Recovered Amount	Remaining Balance	Status
0010	1/23/2013	3/31/2013	\$6,085.43	\$0.00	\$6,085.43	Active
0009	1/23/2013	2/28/2014	\$115,576.69	\$0.00	\$115,576.69	Active
0008	1/23/2013	2/28/2014	\$46,341.16	\$0.00	\$46,341.16	Active
0007	1/23/2013	10/30/2013	\$32,860.43	\$0.00	\$32,860.43	Active
0005	12/12/2012	11/19/2015	\$56,699.02	\$0.00	\$56,699.02	Active
0004	12/12/2012	12/31/2014	\$474,741.24	\$0.00	\$474,741.24	Active
0003	12/12/2012	11/19/2015	\$124,984.18	\$0.00	\$124,984.18	Active
0002	12/12/2012	4/15/2013	\$93,788.00	\$0.00	\$70,341.00	Active


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Click the Task Work Order number to view the details of the Task Work Order.

The screenshot shows a web browser window with the URL 'Task Work Order Details'. The page header includes the 'myFlorida.com' logo, navigation links for 'Home', 'Data Extract', 'Help', 'Utilities', and 'Logout', and the text 'CITS' and '2/4/2013 3:11PM EST'. Below the header, there are links to 'Contracts Page' and 'Task Work Order Selection Page'. The main content area features a blue box with the title 'Task Work Order0010 Dist' and sub-headers 'Contract Number: C9885' and 'Project Number: 192203-1-12-92'. A table below this box provides key dates and amounts:

Begin Date:	1/23/2013	End Date:	3/31/2013
Status:	Active	Close Date:	
Recovery Amount:	\$0.00	Recovery Date:	

Below the table is a 'T.W.O. Financial Summary' table:

Original Amount:	\$6,085.43
Change Amount:	\$0.00
Current Task Work Order Amount:	\$6,085.43
Expenditures:	\$0.00
Remaining Balance:	\$6,085.43
Recovered Amount:	\$0.00
Final Balance:	\$6,085.43

At the bottom of the main content area are two buttons: 'Method of Comp' and 'Encumbrances'. The footer contains the 'FDOT Office of Information Systems' logo and the text 'FLORIDA DEPARTMENT OF TRANSPORTATION' with links for 'Help' and 'Service Desk'.

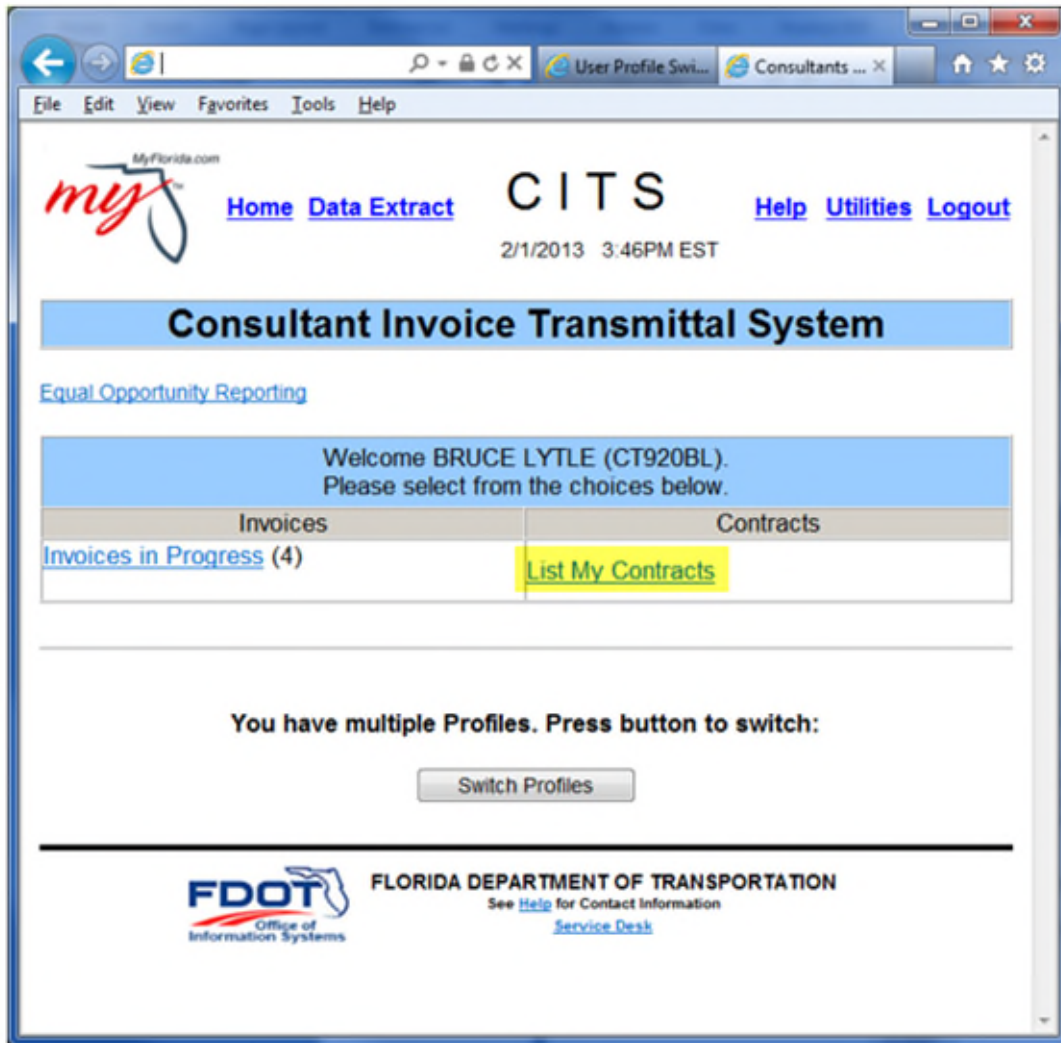
To return to the 'Contract Task Work Orders (by T.W.O.)' page, click the "Task Work Order selection Page" hyperlink at the top of the page.

To return to the main 'Contract - Task Work Order Display' page, click the "Contract Page" hyperlink at the top of the page.

This close-up screenshot shows the top navigation area of the CITS web application. It includes the 'myFlorida.com' logo, navigation links for 'Home', 'Data Extract', 'Help', 'Utilities', and 'Logout', and the text 'CITS' and '2/4/2013 4:52PM EST'. Below this, there is a yellow highlighted box containing the text 'Return To: Contracts Page Task Work Order Selection Page'. At the bottom of the close-up is a blue box with the title 'Task Work Order0010 Dist' and sub-headers 'Contract Number: C9885' and 'Project Number: 192203-1-12-92'.

Consultant - Create New Invoice

To begin the process of creating a new invoice, click the "List My Contracts" hyperlink on the Consultant Home Page.



The screenshot shows a web browser window displaying the CITS (Consultant Invoice Transmittal System) home page. The browser's address bar shows the URL and the page title "User Profile Swi... Consultants ...". The page header includes the "my" logo, navigation links for "Home", "Data Extract", "Help", "Utilities", and "Logout", and the text "CITS" and "2/1/2013 3:46PM EST". A blue banner reads "Consultant Invoice Transmittal System". Below this is a link for "Equal Opportunity Reporting". A blue box contains the message: "Welcome BRUCE LYTLE (CT920BL). Please select from the choices below." A table with two columns, "Invoices" and "Contracts", is shown. Under "Invoices" is a link for "Invoices in Progress (4)". Under "Contracts" is a link for "List My Contracts", which is highlighted in yellow. Below the table is a message: "You have multiple Profiles. Press button to switch:" with a "Switch Profiles" button. At the bottom, the FDOT logo and "FLORIDA DEPARTMENT OF TRANSPORTATION" are displayed, along with links for "Help" and "Service Desk".

When the 'Contract Selection' page appears.

The screenshot shows a web browser window displaying the 'Contract Selection Dist' page. The browser's address bar shows 'User Profile Swi...' and 'Contract Sel...'. The page header includes the 'my' logo, navigation links for 'Home', 'Data Extract', 'Help', 'Utilities', and 'Logout', and the text 'CITS' and '2/1/2013 4:03PM EST'. The main content area features a blue header 'Contract Selection Dist' and a section for 'Consultant: F-042505095, CAMBRIDGE SYSTEMATICS, INC.'. Below this, a list of contracts is shown, with 'C9885 10 TRANSTAT PERF DATA - CAMBRIDGE' highlighted. To the right of the list are buttons for 'Display Contract' and 'Invoices'. At the bottom, there is a checkbox for 'Include Archived Contracts' and the Florida Department of Transportation logo and contact information.

Highlight the appropriate Contract from the list and click the 'Invoice' button.

The 'Select Invoice' Page appears:

MyFlorida.com
myTM [Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
2/21/2013 2:02PM EST

Go To: [Invoices Submitted to State Comptroller for Payment](#) [View All Invoices](#)

Select Invoice Dist 00

Prime: CAMBRIDGE SYSTEMATICS, INC. Prime Vendor Number: F042505095-003
Contract Number: C9885

Select an Invoice [New](#)

FDOT Invoice No.	From Date	To Date	Amount	Status	Level
003	1/1/2013	1/31/2013	\$25,601.11	IN PROGRESS	PRIME

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This page has several sections to facilitate different actions:

- The "Invoices Submitted to Comptroller for Payment" hyperlink lists those Invoices which have been through the entire FDOT review process and have been sent to the Comptroller for payment.
- The "View All Invoices" link lists all Invoices for the selected contract.
- Hyperlinks to invoice for Sub-Consultants (if applicable – not shown here).
- In progress invoices link by Invoice number
- The 'New' button for creating new invoices.
- A table with hyperlinks to all unapproved invoices. (Those with a status of In Process or Pending).

To create a new invoice, click the 'New' button.

The 'Create New Invoice' page appears:

The screenshot shows a web browser window with the address bar displaying 'Create New Invoice'. The page header includes the 'myFlorida.com' logo, navigation links for 'Home', 'Data Extract', 'CITS', 'Help', 'Utilities', and 'Logout', and a timestamp of '2/7/2013 3:47PM EST'. The main heading is 'Create New Invoice Dist 00'. Below this, the 'Invoice Information' section contains fields for 'Invoice Period: From: 12/1/2012 To: 12/31/2012' and a 'Memo:' field with the placeholder text 'Enter notes here.'. The 'Contract Information' section lists 'Contract Number: C9885', 'Contract Amount: \$2,174,287.00', 'Execution Date: 11/20/2012', and 'End of Services: 11/19/2017'. The 'Consultant Information' section lists the 'Prime' as 'CAMBRIDGE SYSTEMATICS, INC.' and 'Prime Vendor Number' as 'F042505095-003'. The 'Firm's Invoice Number' is '201212-2'. A list of 'Subconsultants' includes: KITTELSON & ASSOCIATES INC, REYNOLDS, SMITH & HILLS INC, MARLIN ENGINEERING INC, GMB ENGINEERS & PLANNERS, INC., CDM SMITH INC., SPRINKLE CONSULTING, INC., THE GIS SHOP, INC., TEXAS A & M UNIVERSITY, UNIVERSITY OF FLORIDA, GIS SOFTWARE & CONSULTING, INC., and TEACH AMERICA CORP. A yellow 'Save' button is located below the consultant list. The footer features the 'FDOT Office of Information Systems' logo and the text 'FLORIDA DEPARTMENT OF TRANSPORTATION' with links for 'Help' and 'Service Desk'.

myFlorida.com
Home Data Extract CITS Help Utilities Logout
2/7/2013 3:47PM EST

Create New Invoice Dist 00

Invoice Information

Invoice Period: From: 12/1/2012 To: 12/31/2012
Memo:
Enter notes here.

Contract Information

Contract Number: C9885 Execution Date: 11/20/2012
Contract Amount: \$2,174,287.00 End of Services: 11/19/2017

Consultant Information

Prime: CAMBRIDGE SYSTEMATICS, INC.
Prime Vendor Number: F042505095-003
Firm's Invoice Number: 201212-2
Subconsultants:
KITTELSON & ASSOCIATES INC
REYNOLDS, SMITH & HILLS INC
MARLIN ENGINEERING INC
GMB ENGINEERS & PLANNERS, INC.
CDM SMITH INC.
SPRINKLE CONSULTING, INC.
THE GIS SHOP, INC.
TEXAS A & M UNIVERSITY
UNIVERSITY OF FLORIDA
GIS SOFTWARE & CONSULTING, INC.
TEACH AMERICA CORP.


Save

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Service Desk

Enter the Invoice service period dates in the appropriate fields.

- The invoice period dates (From: and To: fields) should match the invoice submitted in CITS and the backups sent to the project manager. Invoice dates entered differently may not be validated correctly in CITS.
- It is best practice to invoice at monthly intervals in accordance with Exhibit B, Method of Compensation requirements in the contract. This allows for easier validation of billing hours and ensures no overbilling or excessive charges.
- Any overlaps/gaps must be explained in the memo field.
- An invoice may not be created in advance of the current date.
- CITS allows the creation of an "Expense" Invoice to correspond to an earlier "Labor" Invoice by entering the same invoice period as the original "Labor" invoice. This overlap must be explained in the "Memo" field. Upon saving, the system inquires as to whether this is an "Expense" invoice for an earlier "Labor" invoice, or if this is a new invoice. Once confirming this is an "expense" invoice, the new invoice number assumes the same number as the "Labor" invoice with an "A" added (Example: Invoice Number 3A)
- If the Consultant Firm has its own invoice numbering system, enter the number in the field: Firm's Invoice number. CITS warns the Consultant if the number is a duplicate to a previous invoice.
- Mark the check box if the invoice is a final invoice. The final invoice indicator is only available on this page for regular (Non-Task Work Order) contracts.
- Once an invoice has been marked "Final Invoice," the system automatically calculates remaining lump sum balances for the "balance at end" Lump Sum Compensation elements (i.e., Monthly amount, Expenses (% of salary related costs), Operating Margin (% of salary related costs.) for each Financial Project for the Consultant.

Click the "Save" button to create the invoice. Entered information is save and the "Main Invoice" page is displayed.


[Home](#) [Data Extract](#)

CITS
 2/21/2013 2:13PM EST

[Help](#) [Utilities](#) [Logout](#)

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#)

Invoice 004 Dist 00
 Contract Number: C9885
 Prime: CAMBRIDGE SYSTEMATICS, INC.

Invoice Information

From: 2/1/2013 To: 2/15/2013
 Memo:
 ENTER NOTES HERE

TOTAL AMOUNT INVOICED: \$12,706.55

Contract Information

Contract Number: C9885 Execution Date: 11/20/2012
 Contract Amount: \$2,174,287.00 End of Services: 11/19/2017

Consultant Information

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Prime Vendor Number: F042506095-003
 Firm's Invoice Number: **8763-020-02**

Sub Consultants:


- KITTELSON & ASSOCIATES INC
- REYNOLDS, SMITH & HILLS INC
- MARLIN ENGINEERING INC
- GMB ENGINEERS & PLANNERS, INC.
- COM SMITH INC.
- SPRINKLE CONSULTING, INC.
- THE GIS SHOP, INC.
- TEXAS A & M UNIVERSITY
- UNIVERSITY OF FLORIDA
- GIS SOFTWARE & CONSULTANTS
- TEACH AMERICA CORP.

Address Information:

[Rent to:](#)
 CAMBRIDGE SYSTEMATICS, INC. F042506095-003
 100 CAMBRIDGE PARK DRIVE
 SUITE 400
 CAMBRIDGE, MA 02140 -

Contact: SARAH GINAND
 Phone: (617) 354-0167 Ext.
 Fax: (617) 354-1542

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#)


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[Data User](#)

On the “Main Invoice” page:

- The “Delete” button allows the Consultant to delete an un-submitted invoice.
- The “Save” button allows the Consultant to save any new information entered.
- The “Submit” button submits the invoice to FDOT for review.

At the top and bottom of the page there are three hyperlinks:

- "Select Invoice" returns to the 'Select Invoice' page.
- "Invoice Schedules" links to the 'Schedules by Financial Project' page for non-TWO Contracts or the 'Schedules by Task Work Order' page for Task Work Order Contracts.
- "Invoice Summary" links to the 'Invoice Summary by Financial Project' page for Regular Contracts or the 'Invoice Summary by Task Work Order' page for Task Work Order Contracts.

Remittance information is also displayed. Please Note:

Vendor information such as addresses or phone numbers can only be managed by your firm in MyFloridaMarketPlace (MFMP). We do not have the capability of modifying this information.

We use “sequence numbers” tied to your firm's Federal Employer Identification Number to identify specific vendor locations in the state accounting system FLAIR. Each contract is associated with a specific sequence number. For example, if the vendor id displayed by your firm’s name on the invoice is F987654321-003, your contract is associated with the 003 sequence number/location.

1) Information for locations already in MFMP can be changed by whoever registered your firm or received an updated userid and password. If this person is no longer with your firm, contact MyFloridaMarketPlace at (866)352-3776. You will need to request the Username and password for that sequence number.

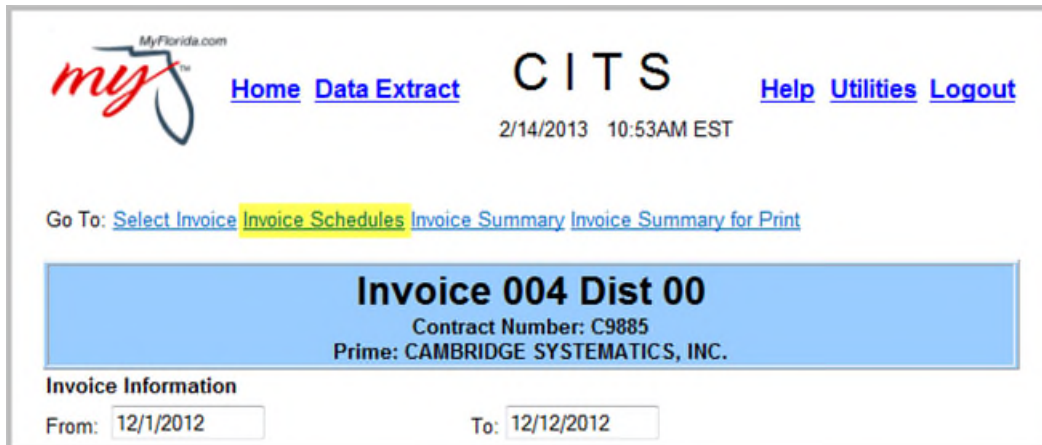
2) If a specific sequence number used on an existing contract does not exist in MFMP, contact the MFMP Help Desk at the above number to find out how to get the existing address information brought in. Once the location is brought into MFMP, you will be able to correct any erroneous information.

The vendor login screen for MFMP can be found at the following link:

<https://vendor.myfloridamarketplace.com/>

Using Invoice Schedules

To create the Schedules for the invoice, click the "Invoice Schedules" hyperlink at the top of the page.



The screenshot shows the top navigation bar with the MyFlorida.com logo, links for Home, Data Extract, CITS, Help, Utilities, and Logout. The date and time are 2/14/2013 10:53AM EST. Below the navigation bar, there are links for Select Invoice, Invoice Schedules (highlighted), Invoice Summary, and Invoice Summary for Print. A blue box contains the text: Invoice 004 Dist 00, Contract Number: C9885, Prime: CAMBRIDGE SYSTEMATICS, INC. Below this, the Invoice Information section shows From: 12/1/2012 and To: 12/12/2012.

After clicking the "Invoice Schedules" hyperlink on the 'Main Invoice' page, the 'Schedules by Financial Project' page appears when invoicing for a non-Task Work Order Contract or the 'Schedules by Task Work Order' page appears when invoicing for a Task Work Order Contract.

The 'Schedules by Task Work Order' page:



The screenshot shows the 'Schedules by Task Work Order Dist 00' page. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there are links for Invoice Summary (highlighted). A blue box contains the text: Schedules by Task Work Order Dist 00, Sub Consultant: CAMBRIDGE SYSTEMATICS, INC., Prime: CAMBRIDGE SYSTEMATICS, INC., Contract Number: C9885, Vendor Number: F042505095-003, Invoice Number: 004. Below this, there is a Save button. The page lists three Task Work Orders (TWOs) with their respective schedules and a checkbox for 'Final Invoice for this TWO':

- Task Work Order: 0010 Financial Project: 192203-1-12-92 Final Invoice for this TWO:
[Schedule D-1 SHRP 2 L-08 ASSESSMENT](#)
- Task Work Order: 0009 Financial Project: 192203-1-12-92 Final Invoice for this TWO:
[Schedule A-1 DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL](#)
[Schedule A-2 DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL](#)
[Schedule D-1 % OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN](#)
- Task Work Order: 0008 Financial Project: 192203-1-12-92 Final Invoice for this TWO:
[Schedule A-1 TASK SERVICES FEDERAL](#)
[Schedule A-2 TASK SERVICES FEDERAL](#)
[Schedule D-1 BICYCLE AND PEDESTRAIN LOS EVALUATION - FEDERAL OM](#)

- Only Task Work Orders that are active during the entire invoice period appear on this page and are available for invoicing.
- If the invoice is a final invoice for a Task Work Order, check the "Final Invoice for this TWO" check box and click the "Save" button.
- Once an invoice has been marked "Final Invoice for this TWO," the system will automatically calculate any remaining lump sum balances for the "balance at end" Lump Sum Compensation elements (i.e., Monthly amount, Expenses (% of salary related costs), Operating Margin (% of salary related costs) for that Task Work Order for the Consultant.
- Both the 'Schedules by Financial Project' and the 'Schedules by Task Work Order' pages give hyperlinks to all of the available Invoice Schedules for the contract either by Project or Task Work Order. The "Main Invoice" and "Invoice Summary" hyperlinks at the top of the page are used to return to the 'Main Invoice' Page or forward to the 'Invoice Summary' page.

Click the desired Schedule hyperlink to proceed.

Invoice Schedule A-1 Fixed Rates

Schedule A-1 is used to invoice for the following three types of salary costs:

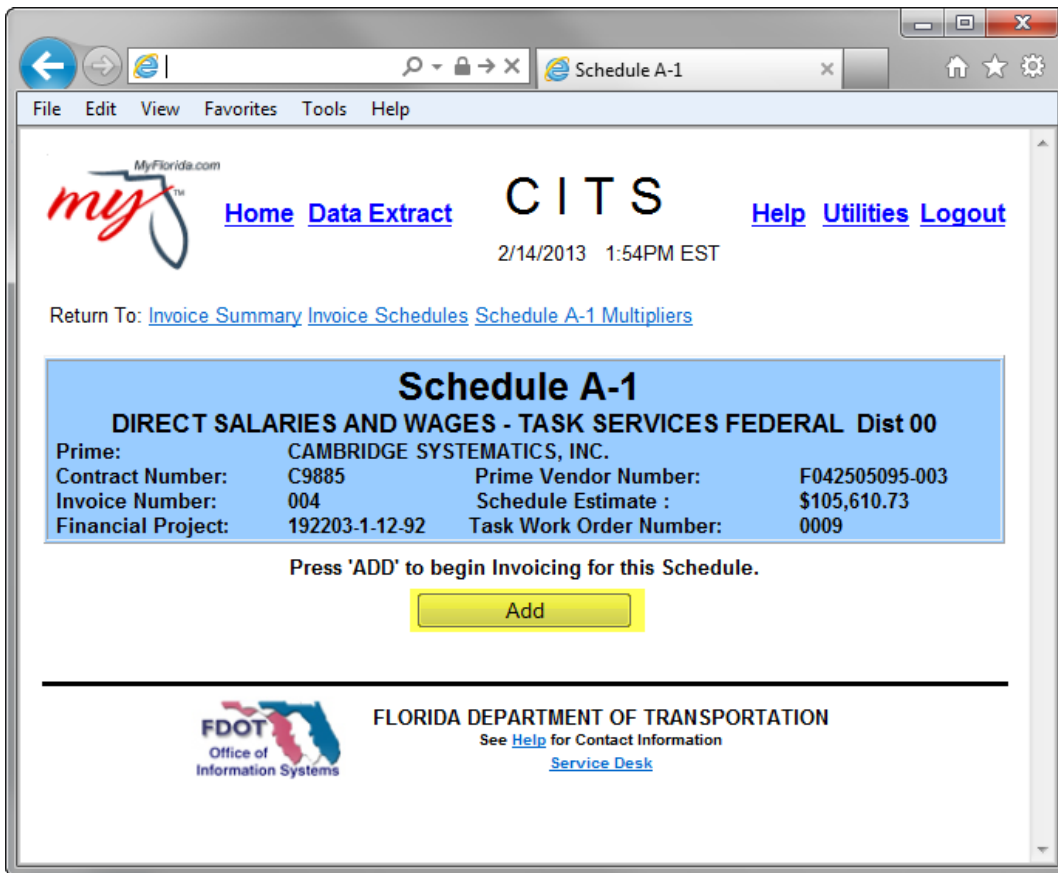
1. Contract Rates
2. Actual Rates subject to a maximum
3. Actual Rates with no maximum

Schedule A-1 functions slightly different for each method of compensation type.

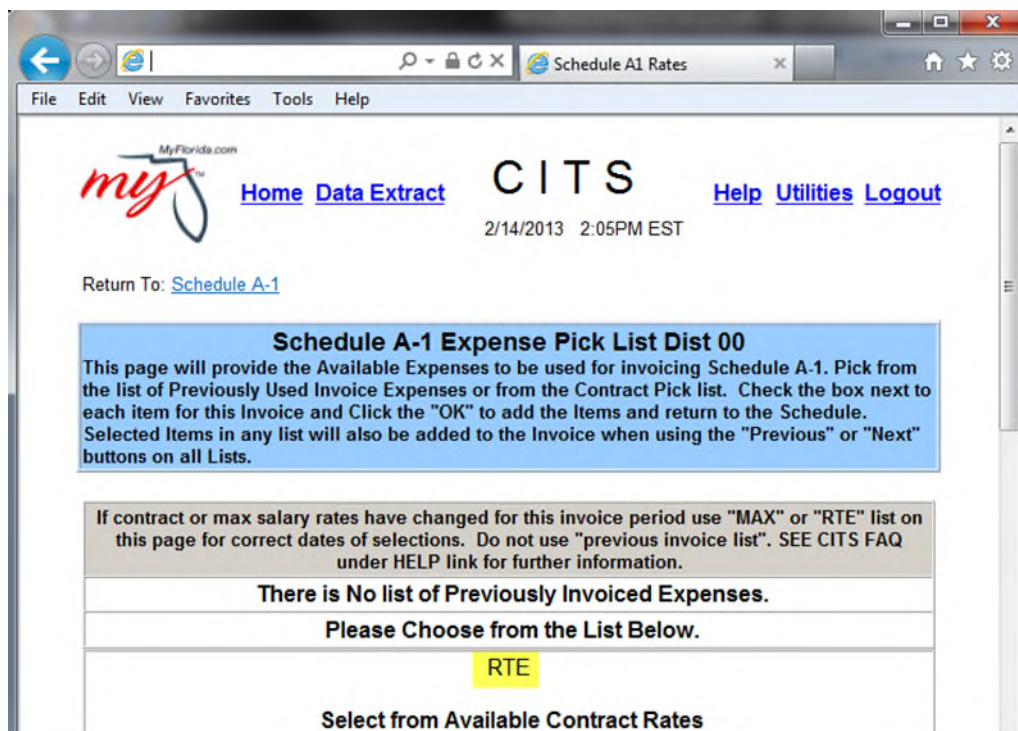
To complete a "Fixed Contract Rate" Schedule A-1, click the appropriate "Schedule A-1" hyperlink on the Schedules page.

Task Work Order: 0009	Financial Project: 192203-1-12-92	Final Invoice for this TWO: <input type="checkbox"/>
Schedule A-1 DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL		
Schedule A-2 DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL		
Schedule D-1 % OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN		

The 'Schedule A-1' page appears:




Click "Add" to continue:



Only the rates pertinent for the given invoice period appear in the pick lists. If a rate changes during the invoice period, both the rates appear with the appropriate dates displayed in the "Start" and "End" columns.

"Previously Invoiced Expenses" are not available until expenses are added to this schedule for the first time.

<input checked="" type="checkbox"/>	SENIOR ENGINEER GMB ENGINEERS & PLANNERS, INC.	\$69.71	
<input checked="" type="checkbox"/>	SENIOR SPECIALIST GMB ENGINEERS & PLANNERS, INC.	\$42.79	
<input type="checkbox"/>	CHIEF ENGINEER A KITTELSON & ASSOCIATES INC	\$76.85	
<input checked="" type="checkbox"/>	CHIEF ENGINEER B KITTELSON & ASSOCIATES INC	\$67.14	
<input checked="" type="checkbox"/>	CHIEF ENGINEER C KITTELSON & ASSOCIATES INC	\$60.00	
<input type="button" value="Next"/>			
<input type="button" value="OK"/>			



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Choose the Expenses or Rates you wish to invoice for by marking the appropriate check box (more than one expense may be added at once by marking multiple check boxes), then click the "OK" button:

The 'Schedule A-1' page reappears displaying the selected expense:

Schedule A-1
DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL Dist 00

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Contract Number: C9885 Prime Vendor Number: F042505095-003
 Invoice Number: 004 Schedule Estimate : \$105,610.73
 Financial Project: 192203-1-12-92 Task Work Order Number: 0009


Blue Highlights indicate a Change in Hourly Rate.

Select	Name	Hourly Rate	Unloaded Total
	Job Title	Hours	Loaded Total
Consultant			
<input type="checkbox"/>	JANE SMITH	\$20.86	\$855.26
<input type="checkbox"/>	SECRETARY/CLERICAL	41	\$2,416.78
	CDM SMITH INC.		
<input type="checkbox"/>	JOHN DOE	\$28.23	\$28.23
<input type="checkbox"/>	COMPUTER PROGRAMMER	1	\$72.28
	MARLIN ENGINEERING INC		
<input type="checkbox"/>	TOM SMITH	\$10.00	\$450.00
<input type="checkbox"/>	TEST FOR OT	45	\$1,491.47
	CAMBRIDGE SYSTEMATICS, INC.		

Sched E-1 based on salaries must be recalculated if Sched A-1 is changed.


Schedule A-1 Total - Direct Overhead Costs:	\$
Schedule A-1 Total - Hours:	87

Total reflects the total for all expenses and hours, whether they appear on the current page or not.
 Salaries burdened with percents located in "Schedule A-1 Multipliers" (see link at top).

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Complete the "Name" and "Hours" fields and click the "Save" button. The system calculates and displays the "Unloaded" Job total and "Loaded" schedule total* on the "Schedule A-1- Direct Overhead Costs" line.

- To add additional expenses, click the "Add" button and repeat the above process.
- To remove an expense, mark its checkbox and click the "Remove" button.



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Return To: [Invoice Summary](#) [Invoice Schedules](#) [Schedule A-1 Multipliers](#)

Schedule A-1

DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL Dist 00

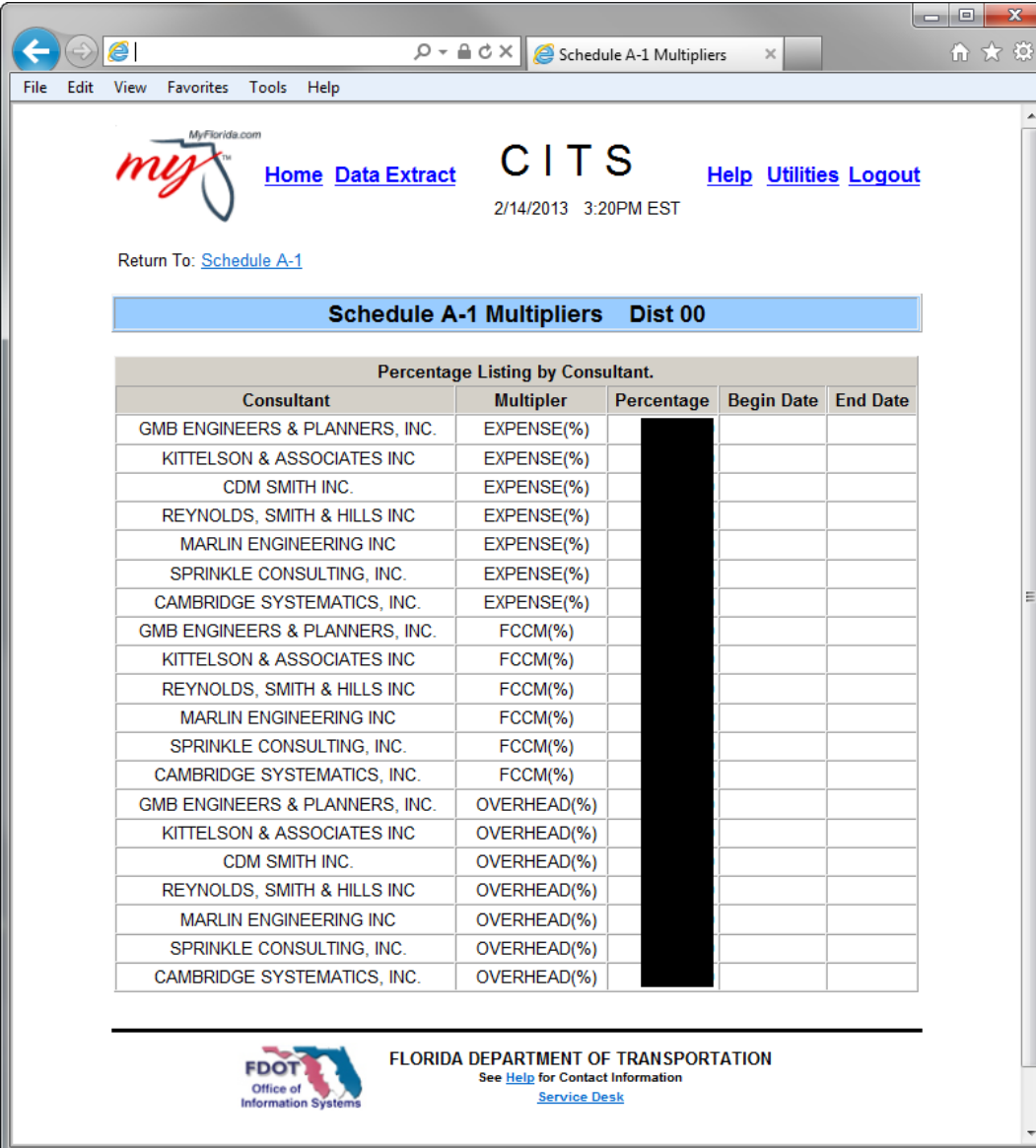
Prime: CAMBRIDGE SYSTEMATICS, INC.

Contract Number: C9885 Prime Vendor Number: F042505095-003

Invoice Number: 004 Schedule Estimate : \$105,610.73

Financial Project: 192203-1-12-92 Task Work Order Number: 0009


To View the associated multipliers to be applied to this Schedule A-1, follow the "Schedule A-1 Multipliers" link at the top of the page:



Return To: [Schedule A-1](#)

Schedule A-1 Multipliers Dist 00

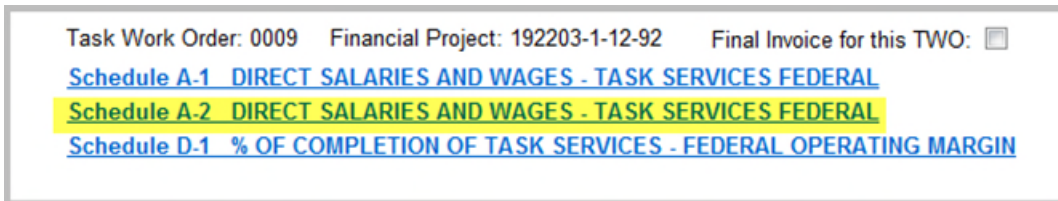
Percentage Listing by Consultant.				
Consultant	Multiplier	Percentage	Begin Date	End Date
GMB ENGINEERS & PLANNERS, INC.	EXPENSE(%)			
KITTELSON & ASSOCIATES INC	EXPENSE(%)			
CDM SMITH INC.	EXPENSE(%)			
REYNOLDS, SMITH & HILLS INC	EXPENSE(%)			
MARLIN ENGINEERING INC	EXPENSE(%)			
SPRINKLE CONSULTING, INC.	EXPENSE(%)			
CAMBRIDGE SYSTEMATICS, INC.	EXPENSE(%)			
GMB ENGINEERS & PLANNERS, INC.	FCCM(%)			
KITTELSON & ASSOCIATES INC	FCCM(%)			
REYNOLDS, SMITH & HILLS INC	FCCM(%)			
MARLIN ENGINEERING INC	FCCM(%)			
SPRINKLE CONSULTING, INC.	FCCM(%)			
CAMBRIDGE SYSTEMATICS, INC.	FCCM(%)			
GMB ENGINEERS & PLANNERS, INC.	OVERHEAD(%)			
KITTELSON & ASSOCIATES INC	OVERHEAD(%)			
CDM SMITH INC.	OVERHEAD(%)			
REYNOLDS, SMITH & HILLS INC	OVERHEAD(%)			
MARLIN ENGINEERING INC	OVERHEAD(%)			
SPRINKLE CONSULTING, INC.	OVERHEAD(%)			
CAMBRIDGE SYSTEMATICS, INC.	OVERHEAD(%)			


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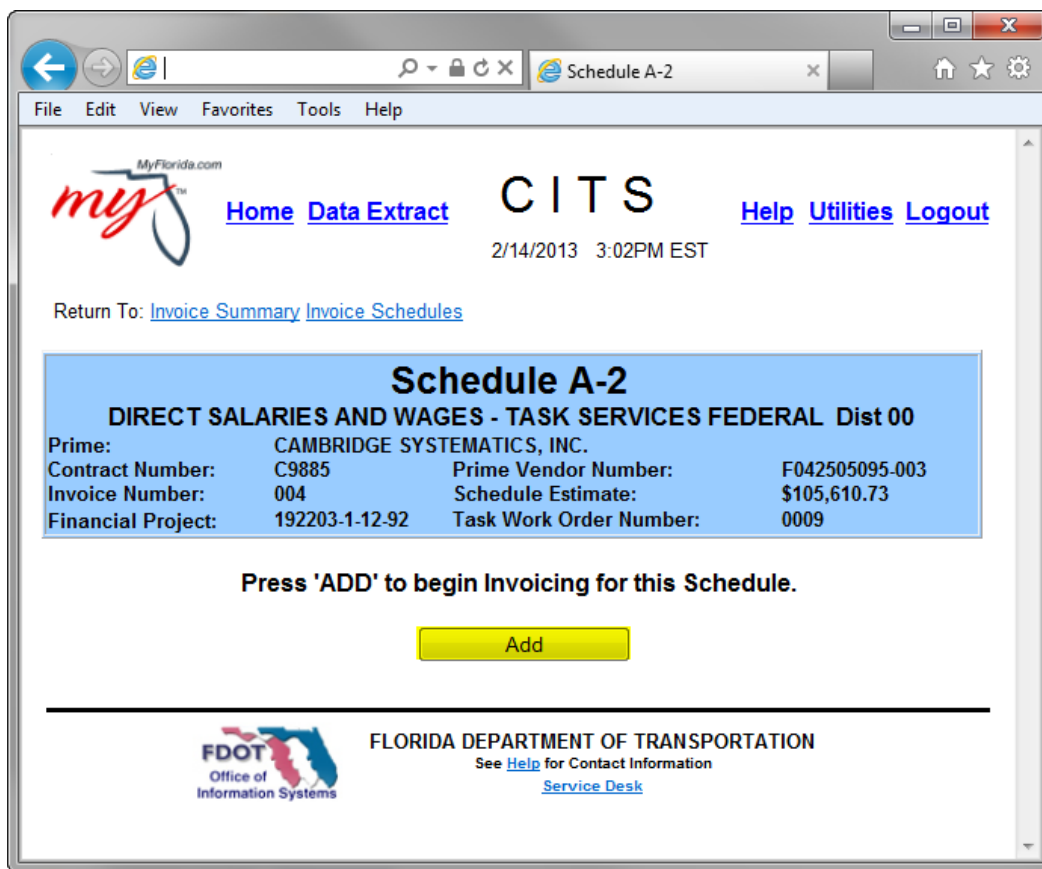
* Redacted for privacy.

Invoice Schedule A-2 Premium Overtime

To complete a Schedule A-2, click the appropriate "Schedule A-2" hyperlink on the Schedules page.



Click "Add" to continue:



After clicking a "Schedule A-2" hyperlink on the Schedules page, the 'Schedule A-2' page appears.

- Schedule A-2 is used to invoice for premium overtime.
- Schedule A-1 must be completed before Schedule A-2. The premium overtime rate (Schedule A-2) is 50% of the unloaded straight time rate (Schedule A-1).

The 'Schedule A-2 Rates' page appears with a pick list of the rates available to add:

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Return To: [Schedule A-2](#)

Select Expense(s) to Add and Click OK Dist 00

Select	Title	Name	Consultant	Premium Rate	Start	End
<input checked="" type="checkbox"/>	SECRETARY/CLERICAL	JANE SMITH	CDM SMITH INC.	\$10.43		
<input checked="" type="checkbox"/>	TEST FOR OT	TOM SMITH	CAMBRIDGE SYSTEMATICS, INC.	\$5.00		

OK

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Only those positions that have been approved for overtime are displayed.

Select the desired expense rate from the pick list by marking the appropriate check box and clicking the 'OK' button.

More than one expense may be added at once by marking multiple check boxes.

Identical employee/job class/rates may not be selected more than once within the schedule for a particular invoice unless the rate for each entry differs.

The 'Schedule A-2' page reappears displaying the selected expense:

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2/19/2013 4:07PM EST

Return To: [Invoice Summary](#) [Invoice Schedules](#)

Schedule A-2
DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL Dist 00

Prime: CAMBRIDGE SYSTEMATICS, INC.
Contract Number: C9885 Prime Vendor Number: F042505095-003
Invoice Number: 004 Schedule Estimate: \$105,610.73
Financial Project: 192203-1-12-92 Task Work Order Number: 0009

Sel	Title	Name	Consultant	Prem Rate	Hours	Total
<input type="checkbox"/>	SECRETARY/CLERICAL	JANE SMITH	CDM SMITH INC.	\$10.43	1.00	\$10.43
<input type="checkbox"/>	TEST FOR OT	TOM SMITH	CAMBRIDGE SYSTEMATICS, INC.	\$5.00	5.00	\$25.00

Schedule A-2 Total: \$35.43
Schedule A-2 Total Hours: 6

[Add](#) [Remove](#) [Save](#)

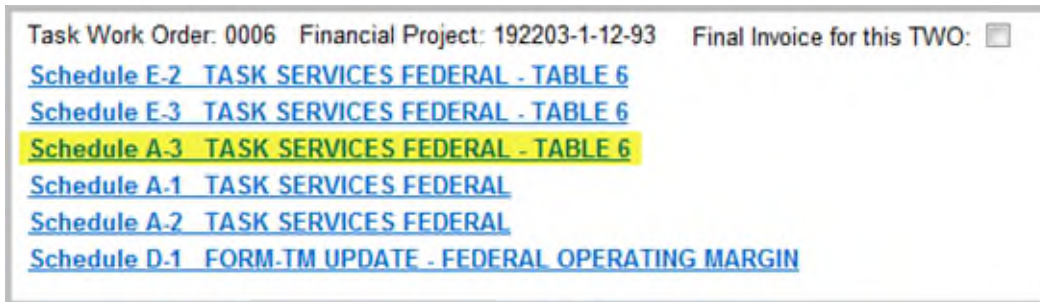
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Add the appropriate number of overtime hours and click 'Save'. The total premium overtime and number of OT hours is calculated.

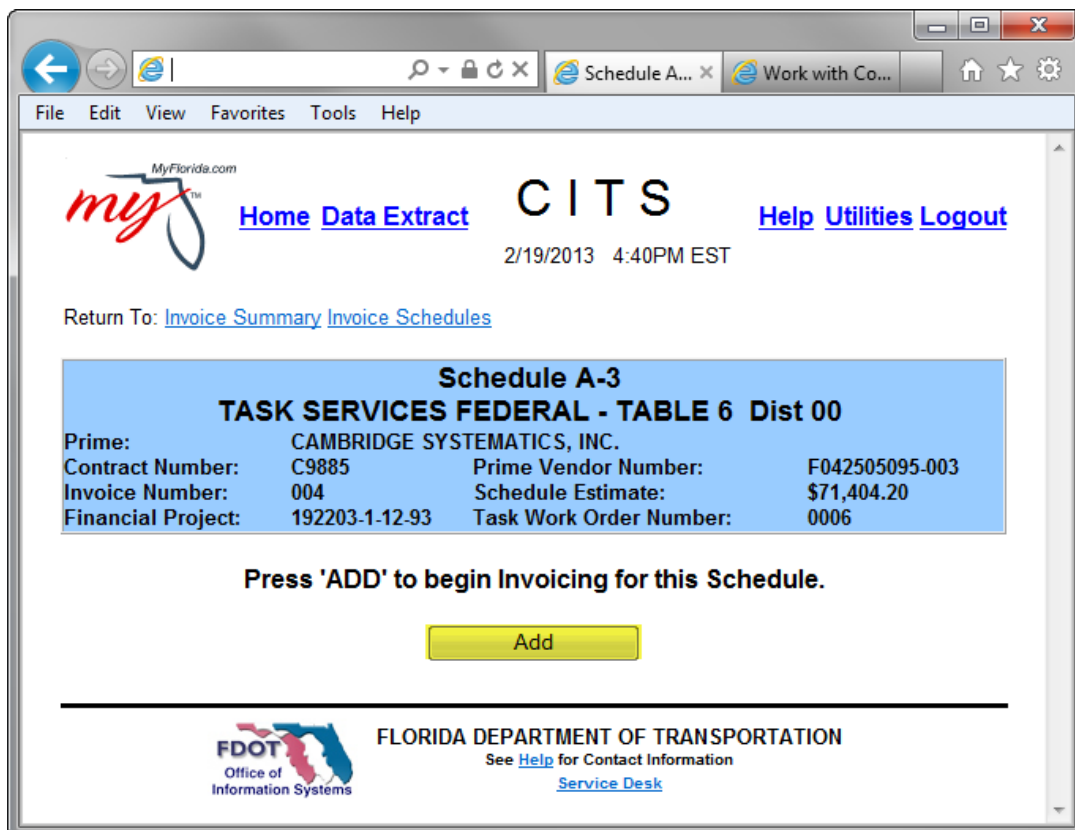
- To add additional expenses, click the button and repeat the above process.
- To remove an expense from a schedule, mark its checkbox and click the button.
- To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

Invoice Schedule A-3

Click the "Schedule A-3" hyperlink on the Schedules page:



After clicking a "Schedule A-3" hyperlink on the Schedules page, the 'Schedule A-3' page appears.



Click the "Add" button to begin invoicing for this schedule.

The 'Schedule A-3' rates page appears with a pick list of the rates available to add.

Schedule A-3 is used to invoice for the following methods of compensation:

- Lump Sum using contractually defined fixed monthly rates (balance at the end.)
- Limiting amount using contractually defined loaded rates for each class/person/unit of work.
- Limiting amount using contractually defined rates for defined actual expenditures/allowances.
- Limiting amount using contractually defined fixed rates; defined per hour, day, and/or month.

Only rates that are pertinent for the given invoice period appear in the pick lists. If a rate changes during the invoice period, both the rates appear with the appropriate dates displayed in the "Start" and "End" columns.

Select the desired expense rate from the pick list by marking the appropriate check box. More than one expense rate may be added at once by marking multiple check boxes.

- Note: Identical employee/job class/rates may not be selected more than once within the schedule for a particular invoice unless the rate for each entry differs.

Click the "OK" button to continue.


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Return To: [Schedule A-3](#)

Select Expense(s) to Add and Click OK Dist 00

Select	Description	Consultant	Unit of Measure	Unit Rate	Start	End
<input checked="" type="checkbox"/>	SENIOR GIS SPECIALIST	GIS SOFTWARE & CONSULTING, INC.	HOUR	\$132.23		
<input type="checkbox"/>	SPECIALIST	TEACH AMERICA CORP.	HOUR	\$135.00		
<input checked="" type="checkbox"/>	PROJECT ENGINEER	TEXAS A & M UNIVERSITY	HOUR	\$118.64		
<input type="checkbox"/>	SCIENTIST	TEXAS A & M UNIVERSITY	HOUR	\$92.83		
<input type="checkbox"/>	SENIOR ENGINEER A	TEXAS A & M UNIVERSITY	HOUR	\$152.61		
<input type="checkbox"/>	SENIOR ENGINEER B	TEXAS A & M UNIVERSITY	HOUR	\$140.23		
<input type="checkbox"/>	SENIOR SCIENTIST	TEXAS A & M UNIVERSITY	HOUR	\$153.01		
<input type="checkbox"/>	GIS SPECIALIST	THE GIS SHOP, INC.	HOUR	\$108.37		
<input type="checkbox"/>	PROJECT ENGINEER A	UNIVERSITY OF FLORIDA	HOUR	\$129.38		
<input checked="" type="checkbox"/>	PROJECT ENGINEER B	UNIVERSITY OF FLORIDA	HOUR	\$89.10		
<input type="checkbox"/>	PROJECT ENGINEER C	UNIVERSITY OF FLORIDA	HOUR	\$86.93		
<input type="checkbox"/>	PROJECT ENGINEER D	UNIVERSITY OF FLORIDA	HOUR	\$79.59		

OK

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The 'Schedule A-3' page reappears displaying the selected Rates. Complete the "Name" and "Number of Units" fields and click the "Save" button:

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Return To: [Invoice Summary](#) [Invoice Schedules](#)

Schedule A-3
TASK SERVICES FEDERAL - TABLE 6 Dist 00

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Contract Number: C9885 Prime Vendor Number: F042505095-003
 Invoice Number: 004 Schedule Estimate: \$71,404.20
 Financial Project: 192203-1-12-93 Task Work Order Number: 0006

Sel	Description	Name	Consultant	Unit of Measure	Number of Units	Unit Rate	Cost This Period
<input type="checkbox"/>	SENIOR GIS SPECIALIST	JOHN SMITH	GIS SOFTWARE & CONSULTING, INC.	HOUR	5.00	\$132.23	\$661.15
<input type="checkbox"/>	PROJECT ENGINEER	JIM JONES	TEXAS A & M UNIVERSITY	HOUR	10.00	\$118.64	\$1,186.40
<input type="checkbox"/>	PROJECT ENGINEER B	SUSAN JANE	UNIVERSITY OF FLORIDA	HOUR	15.00	\$89.10	\$1,336.50

Schedule A-3 Total: **\$3,184.05**

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The system calculates and displays the "Cost This Period" column and the Schedule A-3 total on the "Schedule A-3 Total" line.

- To add additional expenses, click the "Add" button and repeat the above process.
- To remove an expense from a schedule, mark its checkbox and click the "Remove" button.
- To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

Invoice Schedule D-1 Lump Sum

Click the "Schedule D-1" hyperlink on the Schedules page:

Task Work Order: 0006 Financial Project: 192203-1-12-93 Final Invoice for this TWO:

[Schedule E-2 TASK SERVICES FEDERAL - TABLE 6](#)
[Schedule E-3 TASK SERVICES FEDERAL - TABLE 6](#)
[Schedule A-3 TASK SERVICES FEDERAL - TABLE 6](#)
[Schedule A-1 TASK SERVICES FEDERAL](#)
[Schedule A-2 TASK SERVICES FEDERAL](#)
[Schedule D-1 FORM-TM UPDATE - FEDERAL OPERATING MARGIN](#)

The 'Schedule D-1' page appears. Schedule D-1 is used to invoice for lump sum payments for total completion or for a percentage of completion of all services.

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Return To: [Invoice Summary](#) [Invoice Schedules](#)

Schedule D-1 Dist 00
% OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN

Prime: CAMBRIDGE SYSTEMATICS, INC.
Contract Number: C9885 Prime Vendor Number: F042505095-003
Invoice Number: 004 Financial Project: 192203-1-12-92
Schedule Limit: \$9,965.96 Task Work Order: 0009

Total Lump Sum Amount:	\$9,965.96
Percent Project Complete to date:	25%
Fee Earned to Date:	\$2,491.48
Less Previous Billings:	\$0.00
Less Penalties/Credit Invoice	
Incentives	
AMOUNT DUE THIS INVOICE:	\$2,491.49

[Save](#)

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javascript:RouteHome()

Enter the percentage of completion and, if applicable, enter any penalties or incentives in their appropriate fields. Click the "Save" button.

- Note: When the service is complete, enter 100% in the "Percentage of Project Complete to Date" field.

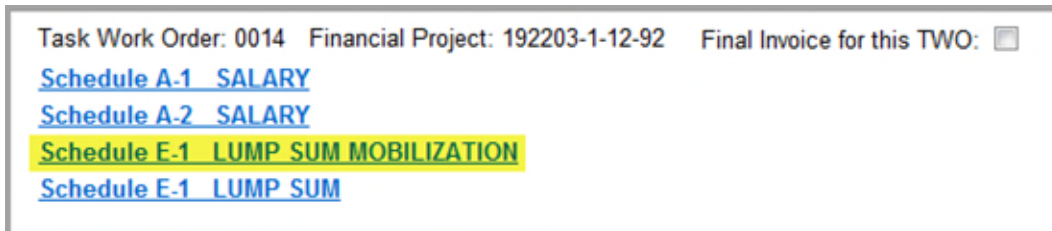
The system calculates the total amount for this schedule and redisplay the page.

To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

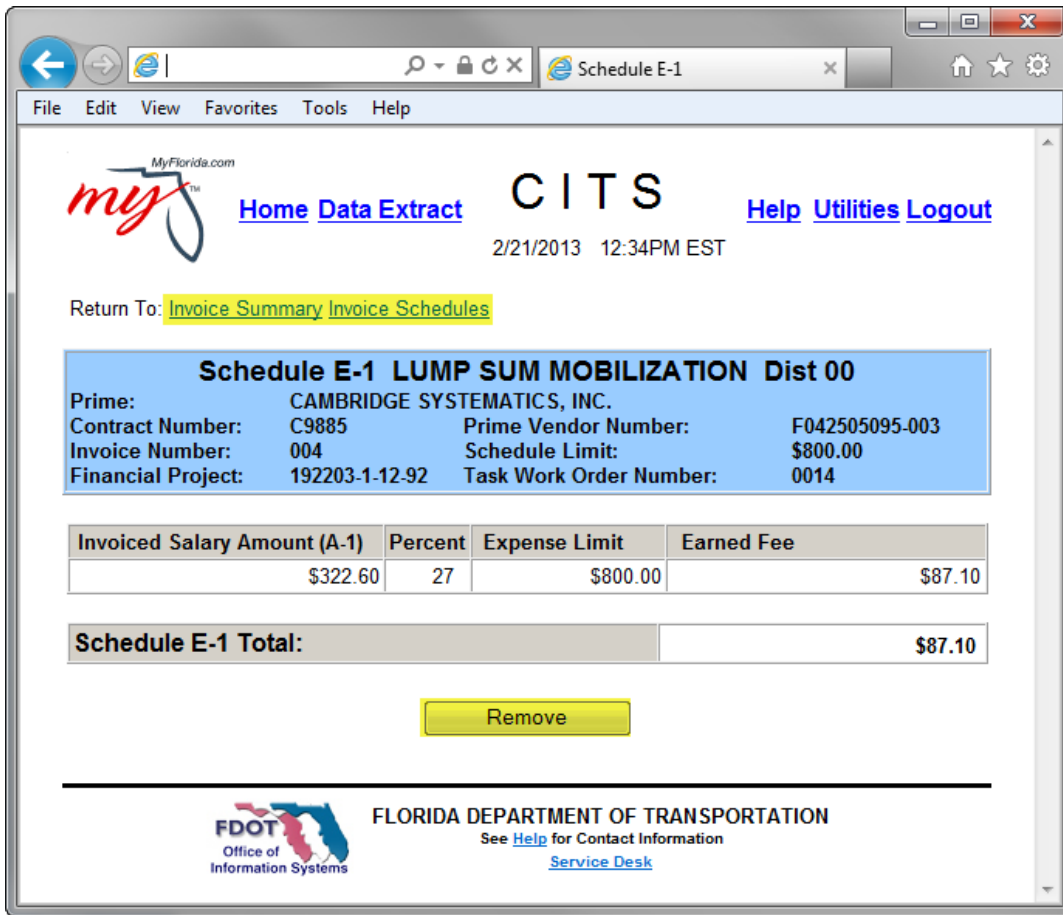
Invoice Schedule E-1

To use schedule E-1, you must first create the appropriate Schedule A-1 or A-2.

Click the "Schedule E-1" hyperlink on the Schedules page:



The system automatically generates the Schedule E-1



Schedule E-1 is used to invoice for payments which are calculated against salary costs as follows:

- Lump Sum elements for Operating Margin paid on a percentage of invoiced salary related costs with the balance paid at the end.
- Lump Sum elements for Direct Expenses paid based on a percentage of invoiced salary related costs with the balance paid at the end.
- Limiting amount elements for Direct Expenses paid based on a percentage of invoiced unloaded salary costs.

Again, the system automatically generates the Schedule E-1 by clicking on the appropriate "Schedule E-1" link from the Schedules page.

- To remove the Schedule E-1, click the button.

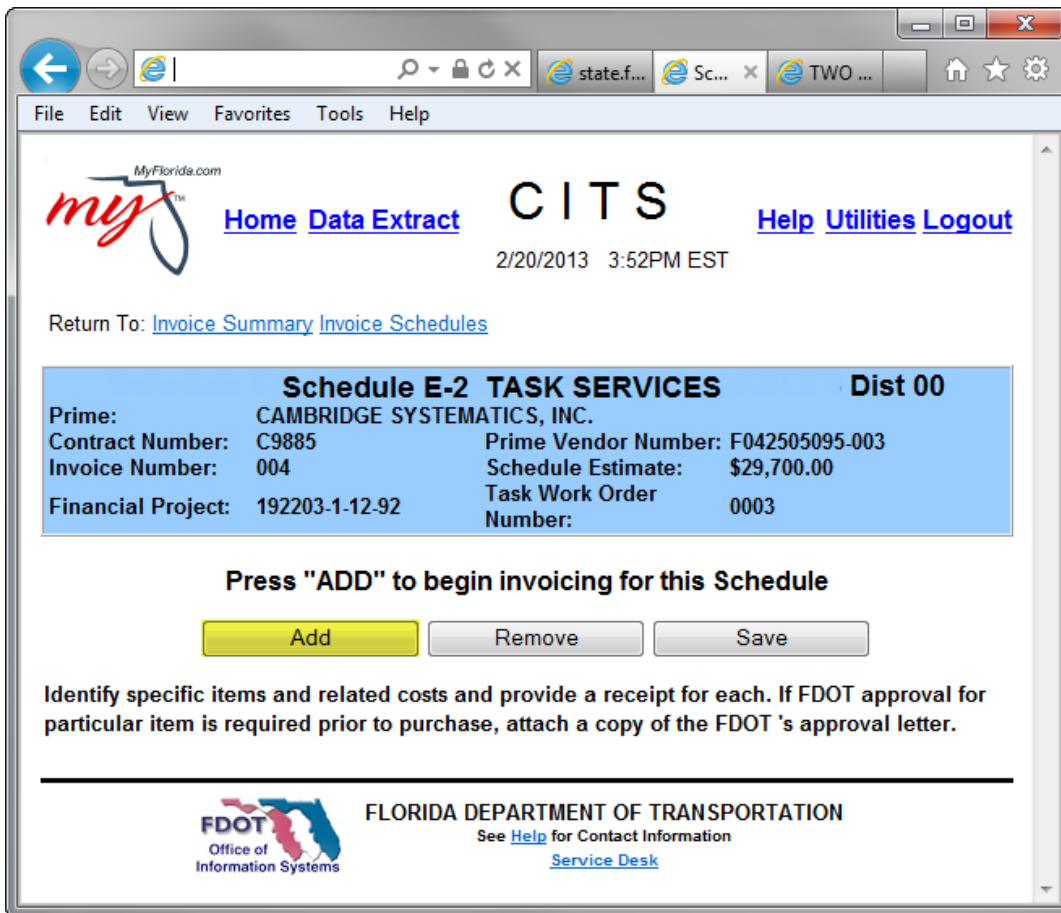
To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

Invoice Schedule E-2

Click the "Schedule E-2" hyperlink on the Schedules page:

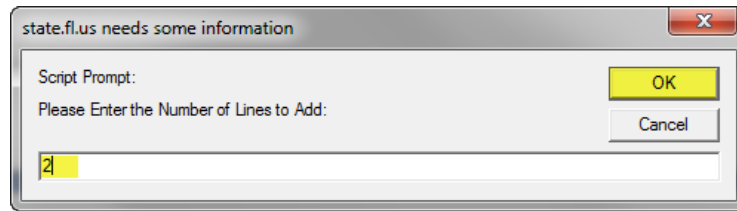


Schedule E-2 is used to invoice for miscellaneous expenses.

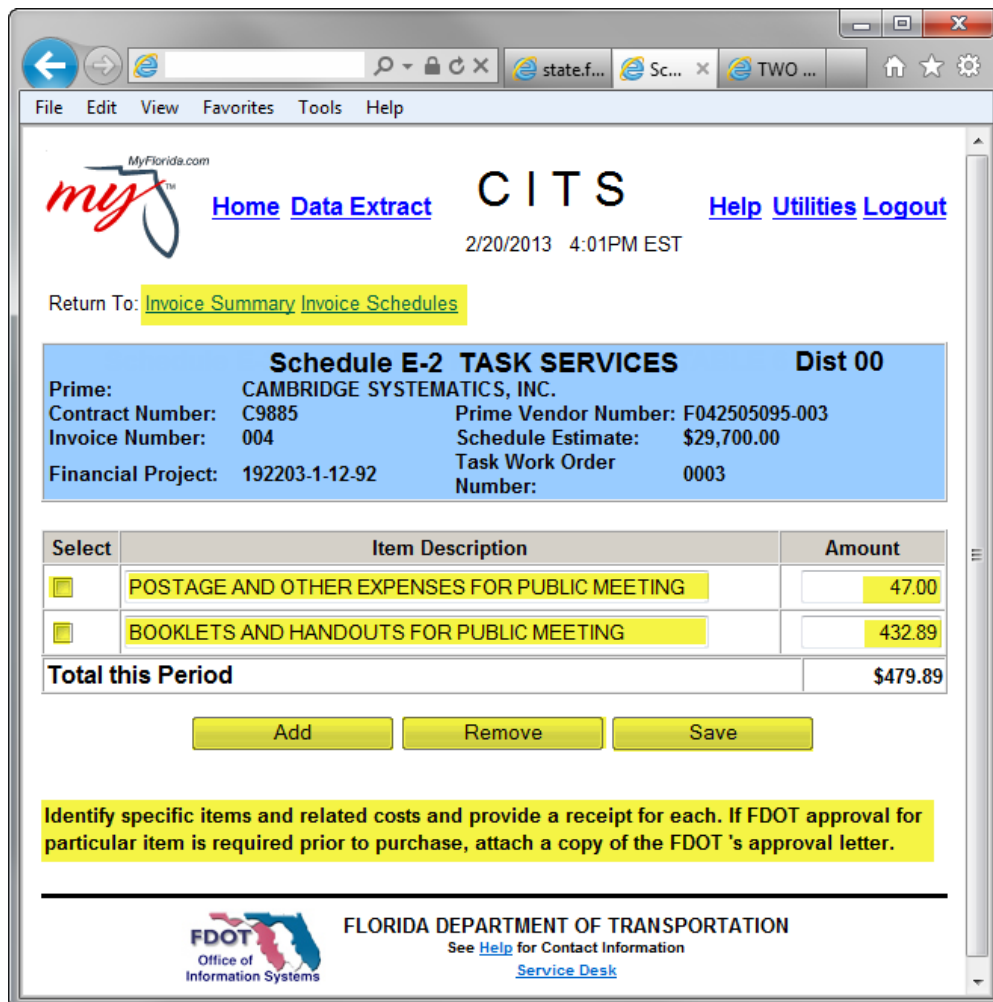


To begin invoicing for this schedule, click the "Add" button.

The system will display a prompt box:



Enter the number of lines needed (max of 5) for this schedule and click the “OK” button. The 'Schedule E-2' page reappears with the chosen number of blank lines:



Select	Item Description	Amount
<input type="checkbox"/>	POSTAGE AND OTHER EXPENSES FOR PUBLIC MEETING	47.00
<input type="checkbox"/>	BOOKLETS AND HANDOUTS FOR PUBLIC MEETING	432.89
Total this Period		\$479.89

Complete the "Item Description" and "Amount" field and click the “Save” button:

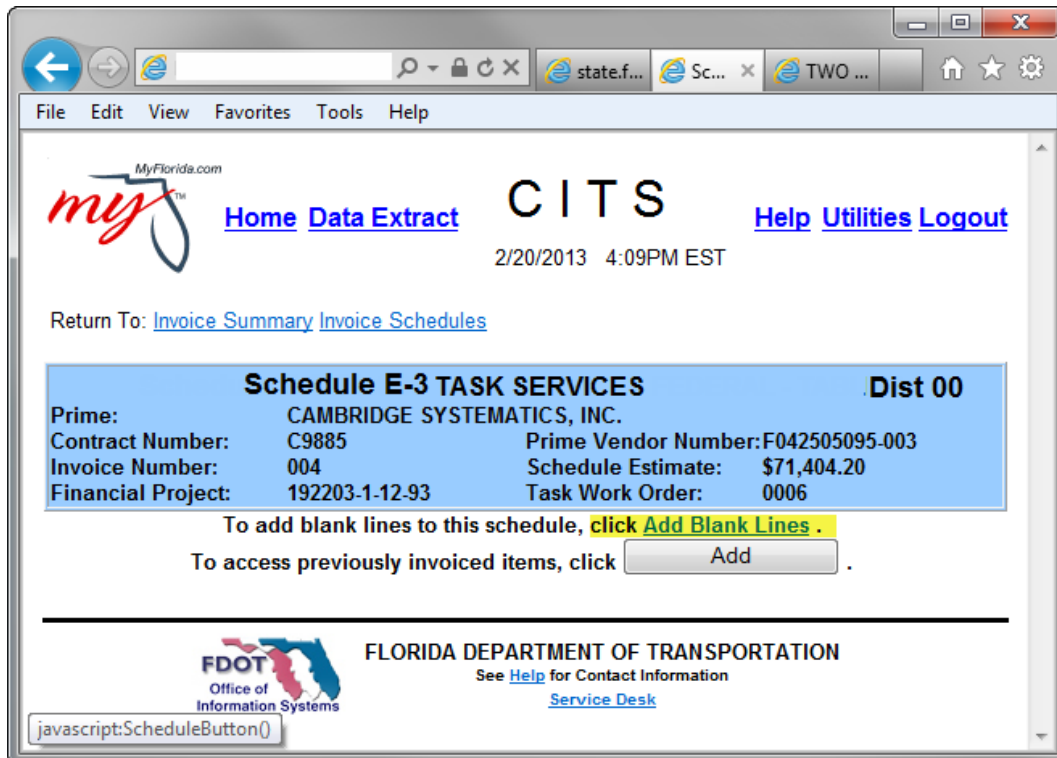
- The system calculates and displays the "Total this Period" field:
- To add additional expenses, click the “Add” button and repeat the above process.
- To remove an expense from a schedule, mark its checkbox and click the “Remove” button.
- To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

Invoice Schedule E-3

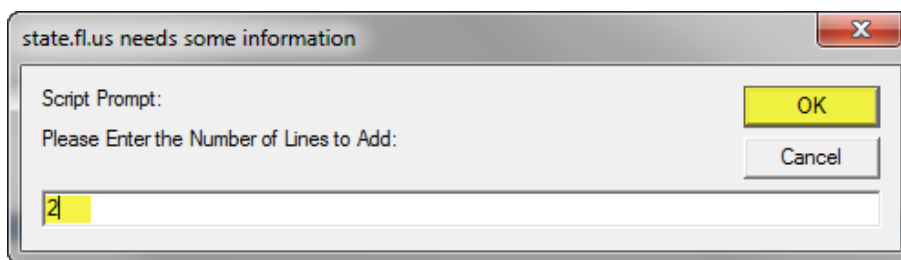
Click the "Schedule E-3" hyperlink on the Schedules page:



Schedule E-3 is used to invoice for travel expenses.



To begin invoicing for this schedule, click the "Add Blank Lines" hyperlink. The system displays a prompt box:



Enter the number of lines needed (max 5) for this schedule and click the "OK" button.

The 'Schedule E-3' page reappears with the chosen number of blank lines.

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Return To: [Invoice Summary](#) [Invoice Schedules](#)

Schedule E-3 TASK SERVICES **Dist 00**

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Contract Number: C9885 Prime Vendor Number: F042505095-003
 Invoice Number: 004 Schedule Estimate: \$71,404.20
 Financial Project: 192203-1-12-93 Task Work Order: 0006

Request Additional Rows (Max 5 at a time)
[Additional Rows](#)

S e l	Name	Travel Dates	Amounts			Total
	Consultant	Start/End	Class C	Foreign	All Other	
<input type="checkbox"/>	SANDY JONES	2/3/2013			\$397.26	\$397.26
		2/5/2013				
	TEACH AMERICA CORP.					
<input type="checkbox"/>	TOM SWIFT	2/3/2013			\$452.98	\$452.98
		2/5/2013				
	CAMBRIDGE SYSTEMATICS, INC.					

	Class C Amount	Foreign Amount	All Other Amount	Total Amount
Total Schedule E-3	\$0.00	\$0.00	\$850.24	\$850.24

- All requests for reimbursement for travel expenses must be supported by a completed Form 300-000-06, State of Florida Consultant Travel Voucher accompanied with receipts.
- Per Bill No. SB2002 Amendment No. 0h Section 48 Subsection (d) Which was signed into law 06/17/2001: "for Class C travel, a state traveler shall not be reimbursed on a per diem basis nor shall a traveler receive subsistence allowance". This paragraph is to expire 06/30/2002.

[Add](#) [Remove](#) [Save](#)

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Complete the "Name", "Consultant", "Dates of Travel" and the "Amounts" fields and click the "Save" button.

- The dates of travel must fall within the invoice period.
- The system calculates and displays the "Total" column and the total for all expenses on the "Total Schedule E-3" line:
- To add additional blank lines, click the "Additional Rows" hyperlink and repeat the above process.
- Once an expense has been created for this schedule, it becomes available for use subsequent invoices.
- Click the button "Add" to access the pick list of previously invoiced expenses.
- To remove an expense from a schedule, mark its checkbox and click the "Remove" button.

To return to the 'Invoice Schedules' page, click the appropriate hyperlink at the top of the page.

Invoice Summary

To view a summary of all schedules and their invoiced amounts for the current invoice, click the "Invoice Summary" hyperlink at the top of the Invoice Pages.

Return To: [Invoice Summary](#) [Invoice Schedules](#)

Non-Task Work Order Contracts

For a non-Task Work Order Contract, the 'Invoice Summary by Financial Project' page appears:

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Go To: [Main Invoice Multi-Project Summary](#)

Invoice Summary by Financial Project Dist 04

Prime: CAMBRIDGE SYSTEMATICS, INC.
Contract Number: C8G15 Prime Vendor Number: F042505095-001
Invoice Number: 023
Invoice Period: From: 5/1/2008 To: 6/30/2008

Start at Financial Project (format 473546-1-62-01):

Financial Project 418429-1-22-01	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
OPT1SAFETY STUDIES & DESIGN SERVICES	D-1	\$104,017.38	no	\$104,017.38	\$104,017.38	\$ 0.00
OPT2 STRATEGIC INTERMODAL SYSTEM CONNECTORS	D-1	\$79,998.73	no	\$57,599.09	\$47,999.24	\$9,599.85
SALARY RELATED COSTS, OPERATING MARGIN AND EXPENSES	D-1	\$195,964.87	no	\$195,964.87	\$195,964.87	\$ 0.00
TOTAL		\$379,980.98		\$357,581.34	\$347,981.49	\$9,599.85

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You may also search by Financial Project Number, enter the number and click "Go".

Use the hyperlinks to go to the “Main Invoice” or view by “Multi-Project Summary”:

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2/21/2013 1:24PM EST


Go To: [Main Invoice](#) [Invoice Schedules](#) [Invoice Summary](#)

Multi-Project Summary Dist 02

Prime: CAMBRIDGE SYSTEMATICS, INC.
Contract Number: C8513 Vendor Number: F042505095-001
Invoice Number: 024 Invoice Period: From: 1/1/2006 To: 1/31/2006

Financial Project	Contractual Limits	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
207830-4-12-01	\$312,945.00		\$295,263.61	\$277,144.09	\$18,119.52
418429-1-22-01	\$380,000.00		\$371,981.11	\$357,581.34	\$14,399.77
TOTAL	\$ 692,945.00		\$ 677,244.72	\$ 634,725.43	\$ 32,519.29

Total amount includes subconsultant amount.

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Task Work Order Contracts

To view a summary of all schedules and their invoiced amounts for the current invoice, click the "Invoice Summary" hyperlink at the top of the Invoice Pages.

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#)

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 2/21/2013 1:41PM EST

Go To: [Main Invoice](#) [Multi-Task Summary](#)

Invoice Summary by Task Work Order Dist 00

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Contract Number: C9885 Prime Vendor Number: F042505095-003
 Invoice Number: 004
 Invoice Period: From: 2/1/2013 To: 2/15/2013

Start at Task Work Order Number (format 0005):

Task Work Order: 0014 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
SALARY	A-1, A-2	\$4,000.00	yes	\$322.60	\$0.00	\$322.60
LUMP SUM MOBILIZATION	E-1	\$800.00	no	\$87.10	\$0.00	\$87.10
LUMP SUM	E-1	\$200.00	no	\$87.10	\$0.00	\$87.10
TOTAL		\$5,000.00		\$496.80	\$0.00	\$496.80

Task Work Order: 0013 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL	A-1, A-2	\$1,000.00	yes	\$0.00	\$0.00	\$0.00
TOTAL		\$1,000.00		\$0.00	\$0.00	\$0.00

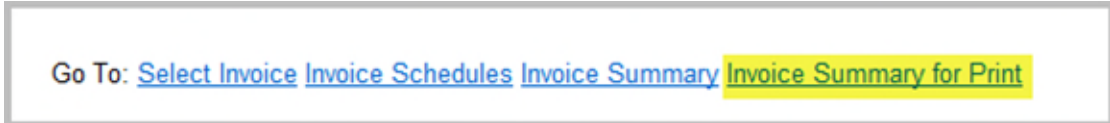
Task Work Order: 0010 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
SHRP 2 L-08 ASSESSMENT	D-1	\$6,085.43	no	\$0.00	\$0.00	\$0.00
TOTAL		\$6,085.43		\$0.00	\$0.00	\$0.00

Task Work Order: 0009 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL	A-1, A-2	\$105,610.73	yes	\$5,203.88	\$0.00	\$5,203.88
% OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN	D-1	\$9,985.98	no	\$2,491.49	\$0.00	\$2,491.49
TOTAL		\$115,576.69		\$7,695.37	\$0.00	\$7,695.37

javascript:MainInvoice()

You may also search Task Work Order number, enter the number and click "Go".

For a more friendly view, click the "Invoice Summary for Print" link on the Main Invoice page:



In this view, only TWOs that are being invoiced on the current invoice are presented:

MyFlorida.com **my** Home Data Extract **CITS** Help Utilities Logout
 2/21/2013 1:43PM EST

Go To: [Main Invoice](#) [Multi-Task Summary](#)

Invoice Summary by Task Work Order Dist 00 - Print

Prime: CAMBRIDGE SYSTEMATICS, INC.
 Contract Number: C9885 Prime Vendor Number: F042505095-003
 Invoice Number: 004
 Invoice Period: From: 2/1/2013 To: 2/15/2013

Start at Task Work Order Number (format 0005):

Task Work Order: 0014 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
SALARY	A-1	\$4,000.00	yes	\$322.60	\$.00	\$322.60
LUMP SUM MOBILIZATION	E-1	\$800.00	no	\$87.10	\$.00	\$87.10
LUMP SUM	E-1	\$200.00	no	\$87.10	\$.00	\$87.10
TOTAL		\$5,000.00		\$496.80	\$.00	\$496.80

Task Work Order: 0009 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
DIRECT SALARIES AND WAGES - TASK SERVICES FEDERAL	A-1	\$105,610.73	yes	\$5,203.88	\$.00	\$5,203.88
% OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN	D-1	\$9,965.98	no	\$2,491.49	\$.00	\$2,491.49
TOTAL		\$115,576.69		\$7,695.37	\$.00	\$7,695.37

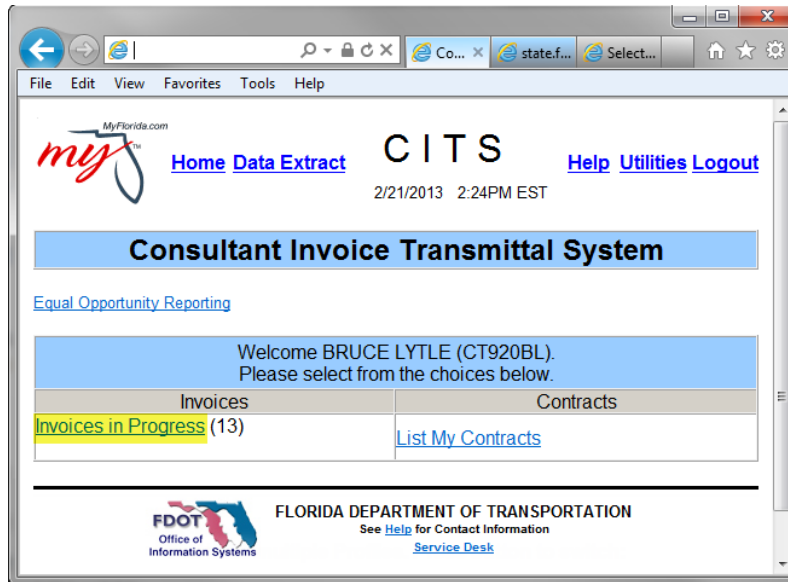
Task Work Order: 0006 Financial Project: 192203-1-12-93	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
TASK SERVICES FEDERAL - TABLE 6	E-3, A-3	\$71,404.20	yes	\$4,034.29	\$.00	\$4,034.29
TOTAL		\$71,404.20		\$4,034.29	\$.00	\$4,034.29

Task Work Order: 0003 Financial Project: 192203-1-12-92	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
TASK SERVICES FEDERAL - TABLE 6	E-2	\$29,700.00	yes	\$479.89	\$.00	\$479.89
TOTAL		\$29,700.00		\$479.89	\$.00	\$479.89

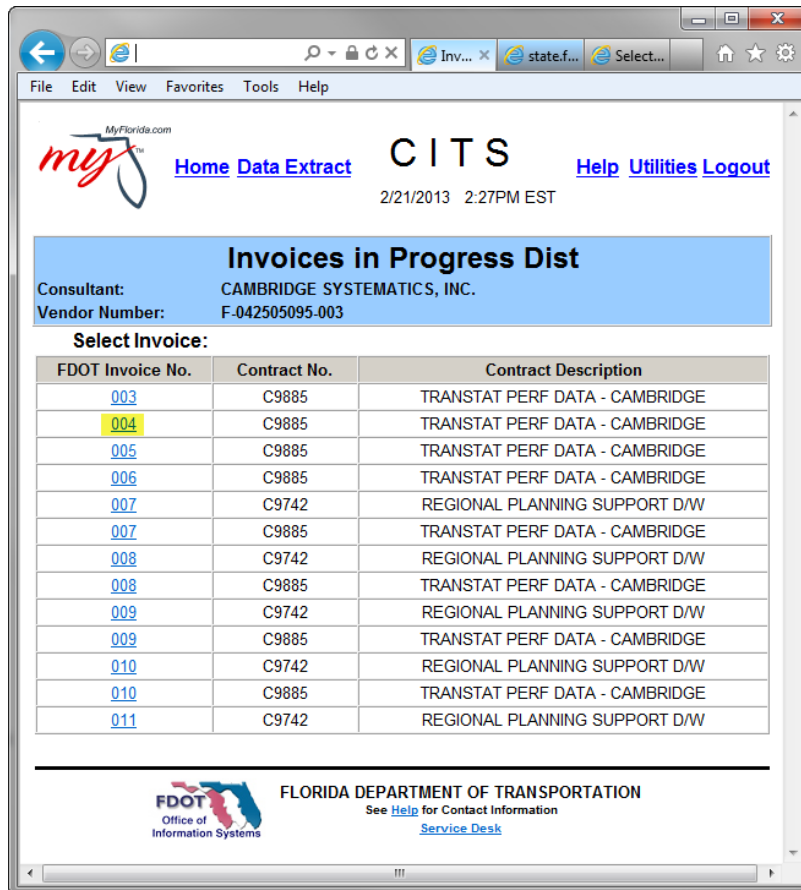
- A "YES" in the "Estimate" column indicates the compensation element is an estimated amount.
- If desired, link back to the individual Invoice Schedules by clicking on the hyperlinks in the "Schedules" column.

Invoices in Progress

To work with a saved invoice, click the "Invoice in Progress" hyperlink on the 'Consultant Home Page'.



The 'Invoices in Progress' page appears:



Locate the Invoice number in the table and click its hyperlink:

The Prime Consultant's 'Main Invoice' page appears.

- Note, the 'Total Amount Invoiced' includes any Sub Consultant invoiced amounts.

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myTM [Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
2/21/2013 2:29PM EST

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#)

Invoice 004 Dist 00
Contract Number: C9885
Prime: CAMBRIDGE SYSTEMATICS, INC.

Invoice Information
From: To:
Memo:

TOTAL AMOUNT INVOICED: \$12,706.35

Contract Information
Contract Number: C9885 Execution Date: 11/20/2012
Contract Amount: \$2,174,287.00 End of Services: 11/19/2017

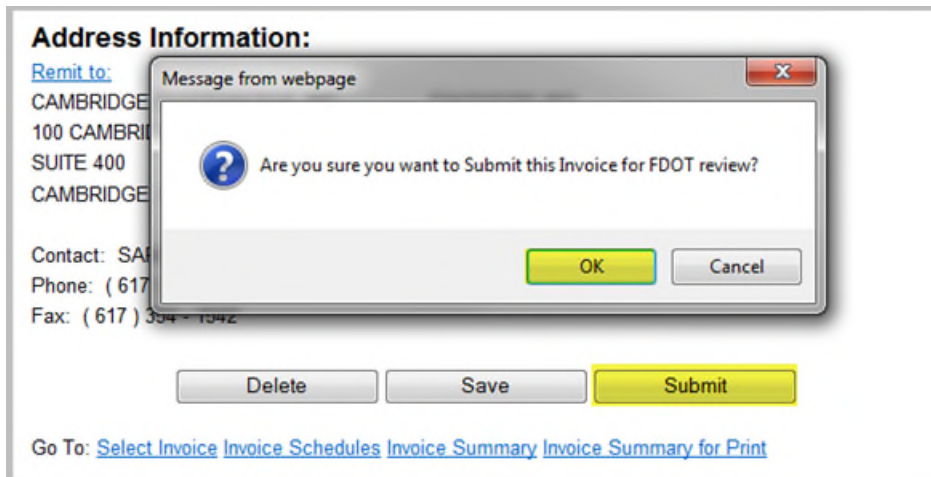
Consultant Information
Prime: CAMBRIDGE SYSTEMATICS, INC.
Prime Vendor Number: F042505095-003
Firm's Invoice Number:

Sub Consultants:
KITTELSON & ASSOCIATES INC
REYNOLDS, SMITH & HILLS INC

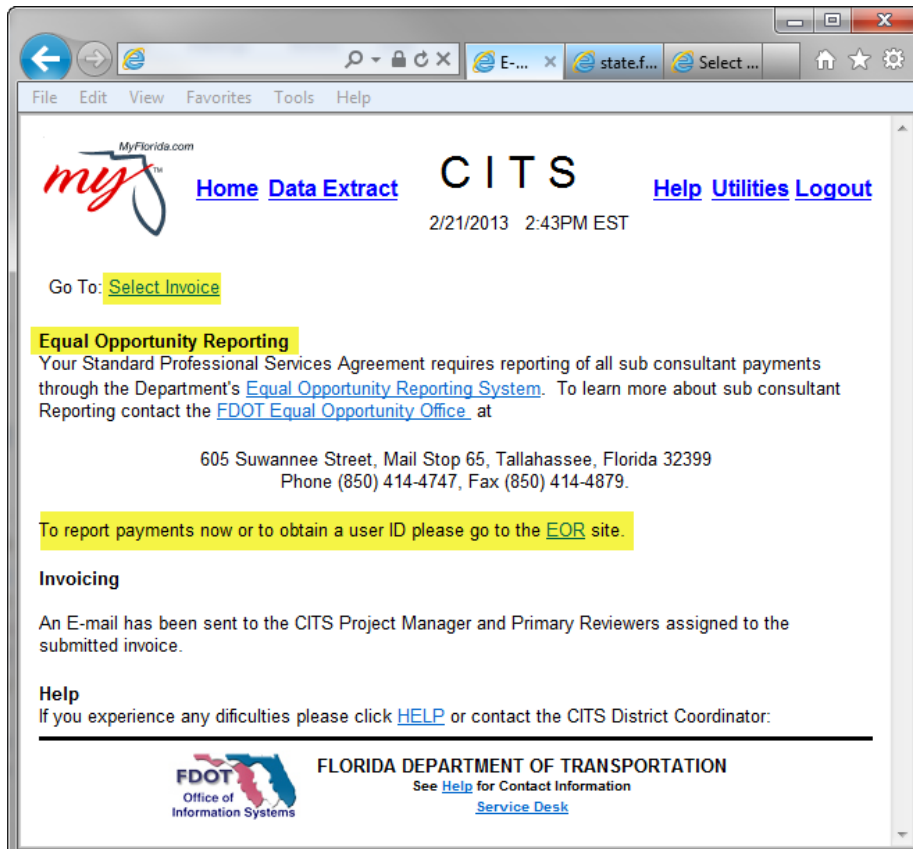
Submit an Invoice

When the invoice is ready to be submitted for FDOT to review for payment, return to the 'Main Invoice' page.

- Click the “Submit” button
- The system displays the confirmation prompt
- Click “OK” to continue, the invoice is submitted to FDOT to review for payment:

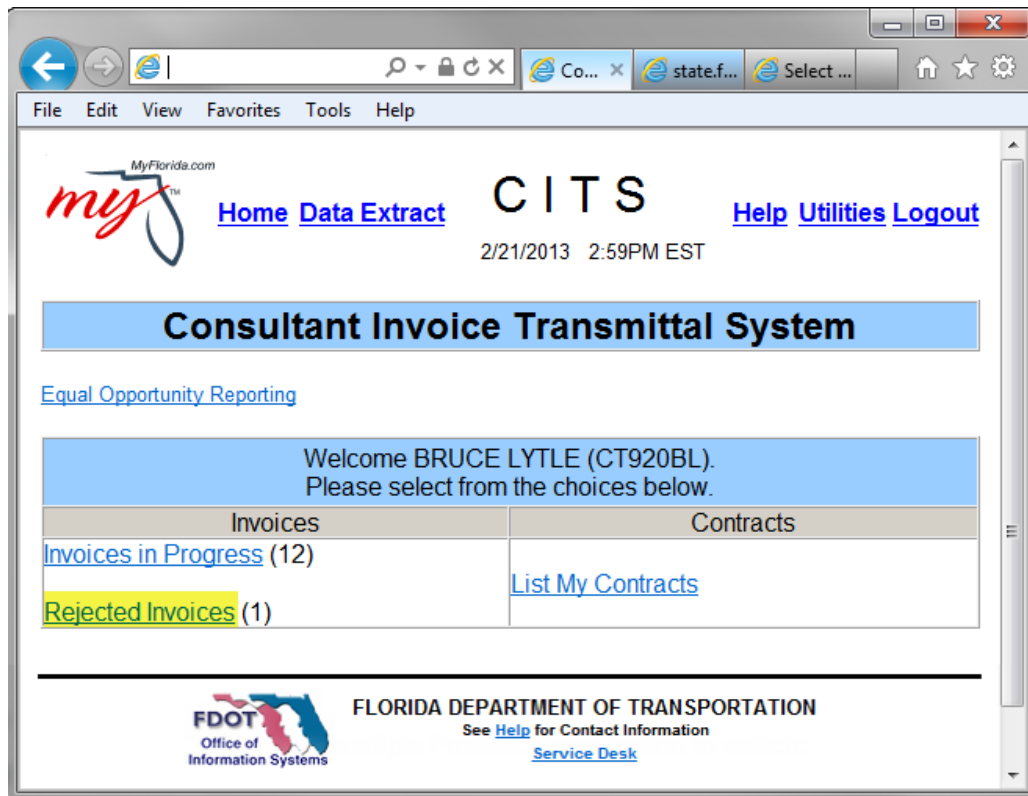


On successful submittal, CITS will display the following page:



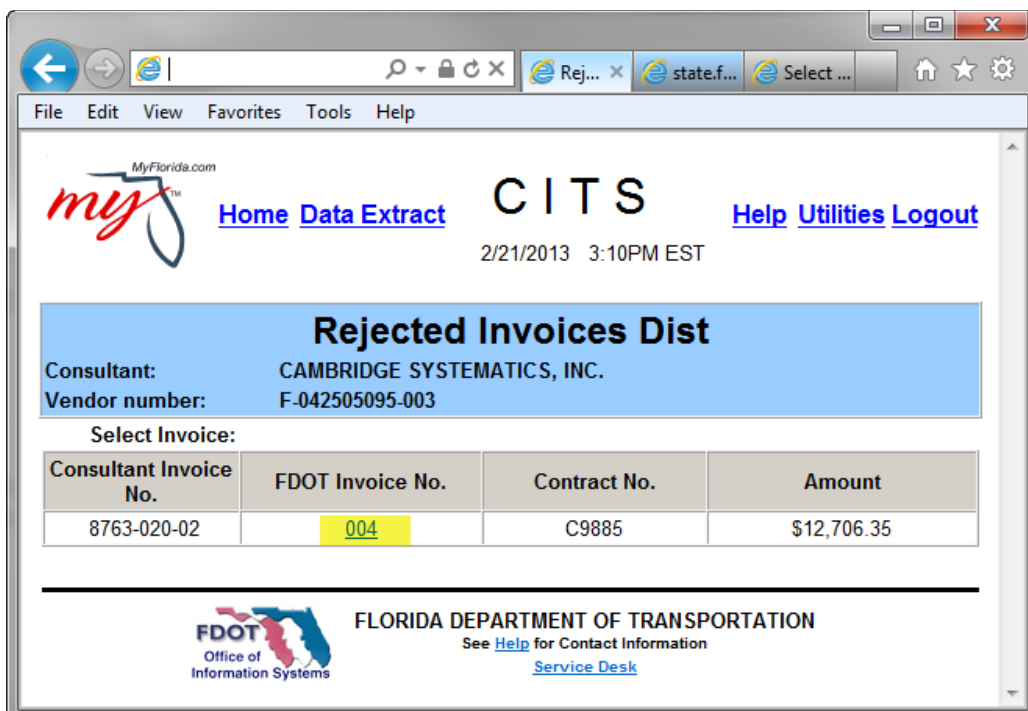
Rejected Invoices

When an invoice is rejected at any level in the FDOT Review process, the Rejected Invoices link appears on the Prime Consultant's Home Page:



The screenshot shows the CITS Home page in a web browser. The page title is "CITS" and the user is identified as "BRUCE LYTLE (CT920BL)". The page is titled "Consultant Invoice Transmittal System". A table lists navigation options: "Invoices in Progress (12)" and "Rejected Invoices (1)". The "Rejected Invoices (1)" link is highlighted in yellow. Other links include "Home", "Data Extract", "Help", "Utilities", and "Logout". The footer includes the FDOT logo and contact information.

To view, correct, and resubmit the rejected invoice, click the "Rejected Invoices" hyperlink.



The screenshot shows the "Rejected Invoices Dist" page. It displays the consultant's name "CAMBRIDGE SYSTEMATICS, INC." and vendor number "F-042505095-003". A table titled "Select Invoice:" lists the rejected invoice details. The "FDOT Invoice No." "004" is highlighted in yellow.

Consultant Invoice No.	FDOT Invoice No.	Contract No.	Amount
8763-020-02	004	C9885	\$12,706.35

The rejected invoices comments page:

MyFlorida.com
my
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
2/21/2013 3:13PM EST

**Contract Number C9885 Dist
FDOT Invoice Number 004**

CAMBRIDGE SYSTEMATICS, INC.
100 CAMBRIDGEPARK DRIVE
SUITE 400
CAMBRIDGE , 02140

Contact: SARAH GINAND
Phone: (617) 354-0167
Fax: (617) 354-1542

Previous Comments:

Review Date: 2/21/2013
Contact Name: BRUCE LYTLE
Phone: (850) 414 - 4680
Fax: (000) 000 - 086

-- REJECTED -- REJECTED FOR TESTING REASONS

FDOT
Office of
Information Systems

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[Service Desk](#)

The page contains information concerning the review itself. The reason for the rejection is displayed in the white 'Memo' field.

Click the 'View Invoice' button to displays the invoice to be corrected:

Go To: [Select Invoice](#) **Invoice Schedules** [Invoice Summary](#) [Invoice Summary for Print](#) [Credit Invoices](#)

Invoice 004 Dist 00
Contract Number: C9885
Prime: CAMBRIDGE SYSTEMATICS, INC.

Invoice Information

Access the schedule by clicking the "Invoice Schedules" hyperlink at the top of the page.

Go To: [Invoice Summary](#)

Schedules by Task Work Order Dist 00

Sub Consultant:
Prime: CAMBRIDGE SYSTEMATICS, INC.
Contract Number: C9885 **Vendor Number:** F042505095-003
Invoice Number: 004

Task Work Order: 0004 Financial Project: 192203-1-12-92 Final Invoice for this TWO: NO

[Schedule D-1 TASK SERVICES FEDERAL OPERATING MARGIN](#)

[Schedule E-2 TASK SERVICES FEDERAL - TABLE 6](#)

[Schedule E-3 TASK SERVICES FEDERAL - TABLE 6](#)

[Schedule A-3 TASK SERVICES FEDERAL - TABLE 6](#)

[Schedule A-1 TASK SERVICES FEDERAL](#)

[Schedule A-2 TASK SERVICES FEDERAL](#)

The Schedules page appears.

Click the Schedule to correct; make the correction; resubmit the invoice.

Sub Consultant Invoices (used infrequently)

On rare occasion, the Sub Consultant may have separate Compensation Elements or Limiting Amounts defined on the contract. In these cases, the sub or the Prime consultant may invoice for the sub consultant separately. This sub invoice is then merged with a Prime consultant Invoice.

Prime or Sub Consultant Invoices for Sub

After successfully logging into CITS, click 'List my Contracts' link on the Homepage.

The screenshot shows the 'Consultant Invoice Transmittal System' interface. At the top, there is a blue header with the title. Below it is a link for 'Equal Opportunity Reporting'. A welcome message reads: 'Welcome BRUCE LYTLE (CT920BL). Please select from the choices below.' Below the message is a table with two columns: 'Invoices' and 'Contracts'. Under 'Invoices', there is a link 'Invoices in Progress (5)'. Under 'Contracts', there is a yellow button labeled 'List My Contracts'.

Invoices	Contracts
Invoices in Progress (5)	List My Contracts

The 'Contract Selection' page appears. Highlight the desired Contract in the list and click the 'Invoices' button:

The screenshot shows the 'Contract Selection Dist' page. At the top, there is a blue header with the title. Below it, the consultant information is displayed: 'Consultant: F-593154723, TIERRA,INC.'. A section titled 'Select a Contract to work with:' contains a list of contract items. The item 'C8001 10 SUNCOAST PARKWAY 2 SECTION 3' is highlighted in blue. To the right of the list is a 'Display Contract' button. Below the list is a yellow button labeled 'Invoices'. At the bottom, there is a checkbox labeled 'Include Archived Contracts'. The footer contains the Florida Department of Transportation logo and contact information.

Consultant: F-593154723, TIERRA,INC.

Select a Contract to work with:

- C8N63 10 TURNPIKE I-595 INTERCHANGE
- C8001 10 SUNCOAST PARKWAY 2 SECTION 3**
- C8014 10 DYER, RIDDLE, MILLS, PRECOURT
- C8033 10 D/W PDE
- C8059 10 CEI, US 301
- C8063 10 I-75 FROM SR 50 TO HERNANDO
- C8091 10 CEI GROUP 100
- C8P00 50 DESIGN SVCS SR-7/US441 N. SAMP
- C8P03 10 SR710 PD&E CORR. FEASIBILITY
- C8P13 10 DW MATERIALS/GEOTECH SUPPORT

Include Archived Contracts

Display Contract

Invoices

FDOT Office of Information Systems
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[Service Desk](#)

The 'Select Invoice' page displays.

To invoice for the Sub Consultant as a Prime, click the hyperlink: 'Click here to invoice for: TIERRA, Inc.':

MyFlorida.com
myTM [Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
5/15/2013 10:56AM EST

Go To: [Invoices Submitted to State Comptroller for Payment](#) [View All Invoices](#)
[Click here to invoice for: TIERRA, INC.](#)
[Click here to invoice for: AMERICAN GOVERNMENT SERVICES CO](#)
[Click here to invoice for: AERIAL CARTOGRAPHICS OF AMERICA](#)

Select Invoice Dist 08

Prime:	REYNOLDS, SMITH AND HILLS, INC	Prime Vendor Number:	F592986466-010
Contract Number:	C8001		

There are no Invoices for the Contract.

Click "NEW" to create an invoice.

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The Prime is now within the Sub Consultant's Invoicing portion of CITS.

As the Sub; the Sub would just start a new invoice. Notice the word "Subconsultant" appears in the blue header. Click the 'New' button to begin.

MyFlorida.com
myTM [Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
5/15/2013 11:02AM EST

Go To: [Invoices Submitted to State Comptroller for Payment](#) [Return to Prime](#) [View All Invoices](#)

Subconsultant Select Invoice Dist 08

Prime:	REYNOLDS, SMITH AND HILLS, INC	Prime Vendor Number:	F592986466-010
Subconsultant:	TIERRA, INC.	Contract Number:	C8001

There are no Invoices for the Contract.

Click "NEW" to create an invoice.

FDOT Office of Information Systems **FLORIDA DEPARTMENT OF TRANSPORTATION**
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MyFlorida.com
my
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
 5/15/2013 11:04AM EST


Subconsultant Create New Invoice Dist 08

Invoice Information
 Invoice Period: From: To:
 Memo:

 Final Invoice:

Contract Information
 Contract Number: C8001 Execution Date: 7/31/2007
 Contract Amount: \$9,061,173.00 End of Services: 6/30/2014

Consultant Information
 Sub: TIERRA, INC.
 Firm's Invoice Number:
 Prime: REYNOLDS, SMITH AND HILLS, INC
 Prime Vendor Number: F592986466-010

 **FLORIDA DEPARTMENT OF TRANSPORTATION**
 Office of Information Systems See [Help](#) for Contact Information
[Service Desk](#)

Enter the Invoice period: "From" date and "To" date and any comments in the "Memo" field. The invoice period dates must run concurrently.

Any overlaps/gaps must be explained in the memo field.

An invoice may not be created in advance of the current date.

If the Consultant Firm has its own invoice numbering system, enter the number in the Firm's Invoice number field.

CITS warns the Consultant if the number is a duplicate to a previous invoice.

Mark the check box if the invoice is a final invoice.

Once an invoice has been marked "Final Invoice," the system automatically calculates remaining lump sum balances for the "balance at end" Lump Sum Compensation

elements, Operating Margin (% of salary related costs) for each Financial Project for the Consultant.

Click the 'Save' button to create the invoice:

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#) [Return to Prime](#)

Subconsultant Invoice 015 Dist 08
Contract Number: C8001
Sub: TIERRA,INC.
Prime: REYNOLDS, SMITH AND HILLS, INC

Invoice Information

From: To:

Memo:

Final Invoice:

TOTAL AMOUNT INVOICED: **\$0.00**

Contract Information

Contract Number: C8001 Execution Date: 7/31/2007
Contract Amount: \$9,061,173.00 End of Services: 6/30/2014

Consultant Information

Prime: REYNOLDS, SMITH AND HILLS, INC
Prime Vendor Number: F592986466-010
Sub: TIERRA,INC.
Firm's Invoice Number:

Go To: [Select Invoice](#) [Invoice Schedules](#) [Invoice Summary](#) [Invoice Summary for Print](#) [Return to Prime](#)

Continue building the invoice as you would any other invoice, using the available schedules.

Once the invoice is complete, click the 'Submit' button:

MyFlorida.com
my
[Home](#) [Data Extract](#) **CITS** [Help](#) [Utilities](#) [Logout](#)
5/15/2013 11:20AM EST


Go To: [Invoices Submitted to State Comptroller for Payment](#) [Return to Prime](#) [View All Invoices](#)

Subconsultant Select Invoice Dist 08

Prime: REYNOLDS, SMITH AND HILLS, INC Prime Vendor Number: F592986466-010
Subconsultant: TIERRA, INC. Contract Number: C8001

Select an Invoice

FDOT Invoice No.	From Date	To Date	Amount	Status	Level
015	1/1/2013	1/30/2013	\$186.20	PENDING APPROVAL	SUB

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The invoice has now been submitted to the Prime for review.

The link to the invoice remains on the "Select Invoice" page, but the Status column indicates the submittal of the invoice.

Review and Merge Sub's Invoice with Prime's Invoice

The Sub's invoice period must fall within the Prime's invoice period in order to merge them together.

To review an invoice submitted by or for a Sub Consultant, click the "Invoices to Review" hyperlink on the Consultant Home Page:


Consultant Invoice Transmittal System

[Equal Opportunity Reporting](#)

Welcome BRUCE LYTLE (CT920BL).
Please select from the choices below.

Invoices	Contracts
Invoices to Review (7)	
Invoices in Progress (28)	List My Contracts
Rejected Invoices (1)	

Choose the Invoice to review and merge:



CITS

5/15/2013 11:35AM EST


[Home](#) [Data Extract](#) [Help](#) [Utilities](#) [Logout](#)

Subconsultant Invoices Dist

Prime: REYNOLDS, SMITH AND HILLS, INC
Vendor Number: F-592986466-010

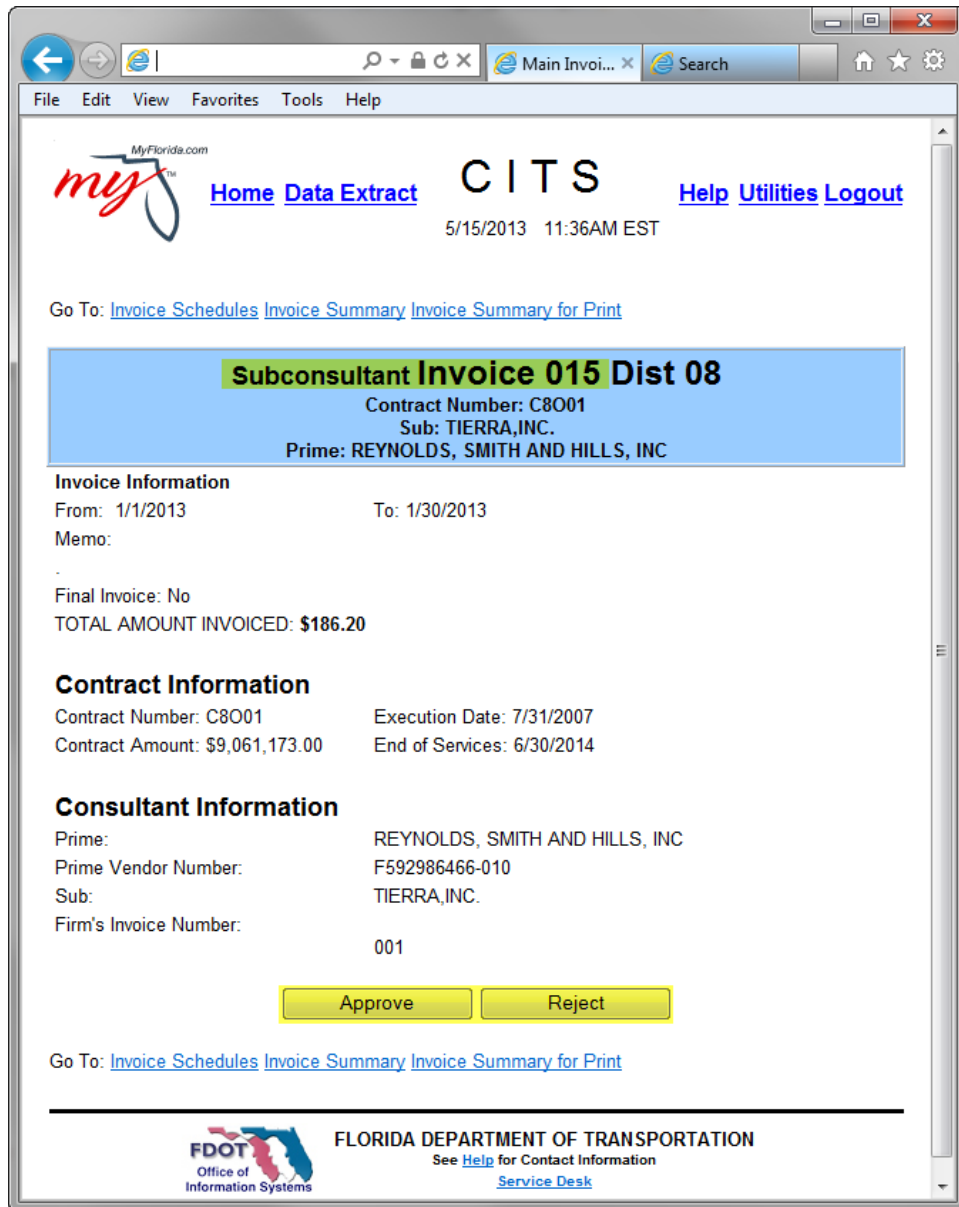
Select Invoice:

Invoice From Date:	Invoice To Date:	Subconsultant Name:	Contract Number:	FDOT Invoice No.	Amount
1/1/2013	1/30/2013	TIERRA, INC.	C8001	015	\$186.20
11/29/2012	12/19/2012	DRMP, INC.	C8Y34	010	\$280.12
12/20/2012	1/30/2013	DRMP, INC.	C8Y34	011	\$1,976.77
1/26/2013	2/22/2013	METRIC ENGINEERING INC	C8Y45	031	\$4,553.23
2/23/2013	3/29/2013	METRIC ENGINEERING INC	C8Y45	032	\$4,744.56
3/30/2013	4/26/2013	METRIC ENGINEERING INC	C8Y45	033	\$8,174.72
1/26/2013	3/15/2013	TBE GROUP, INC. D/B/A CARDNO TB	C8Y45	015	\$4,721.99



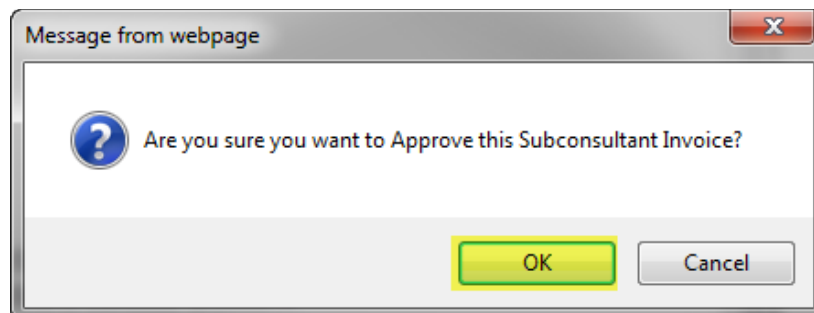
FLORIDA DEPARTMENT OF TRANSPORTATION

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[Service Desk](#)

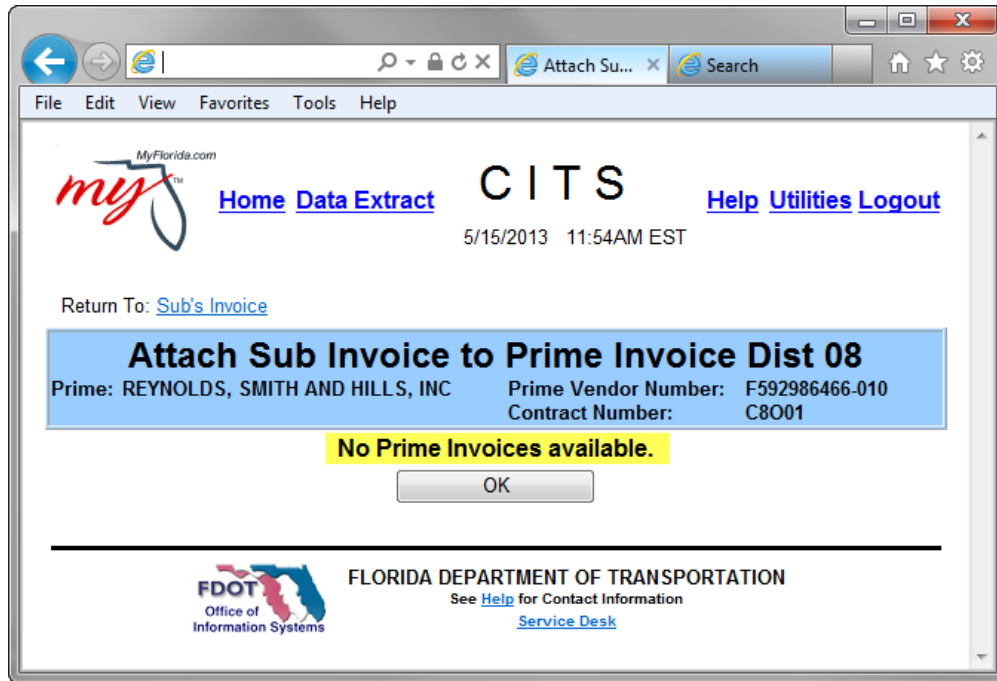


If the invoice information is not accurate, click the 'Reject' button at the bottom of the page to return the invoice to the Sub Consultant for correction.

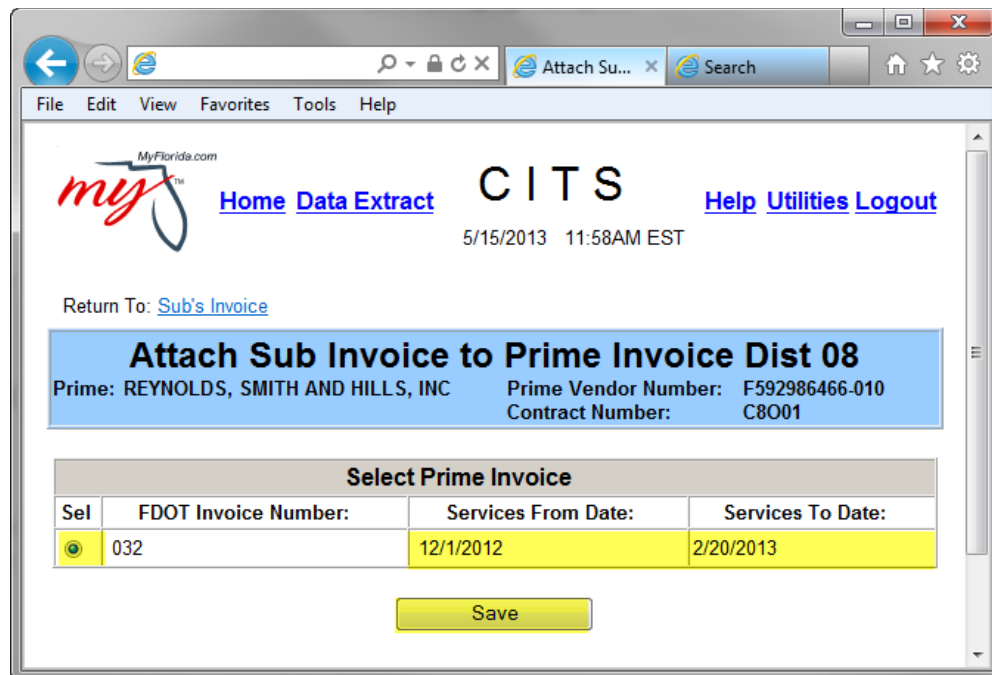
When the Sub Consultant's invoice information is verified as being correct, click the 'Approve' button, and then confirm:



If there is no Prime Invoice for the service period of the Sub invoice, you will receive this message:

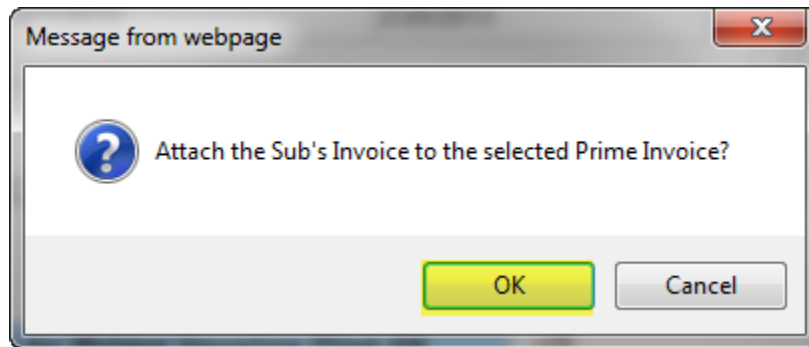


The Prime must open an invoice for the service period:



Select the correct invoice to attach the Sub's invoice and click 'Save'.

Confirm your action:



From the Invoice Summary page, review that the Sub's invoice is now part of the Prime's invoice:

MyFlorida.com **my** Home Data Extract **CITS** Help Utilities Logout
5/15/2013 12:02PM EST

Go To: [Main Invoice](#) [Multi-Project Summary](#)

Invoice Summary by Financial Project Dist 08

Prime: REYNOLDS, SMITH AND HILLS, INC
 Contract Number: C8001 Prime Vendor Number: F592986466-010
 Invoice Number: 032
 Invoice Period: From: 12/1/2012 To: 2/20/2013

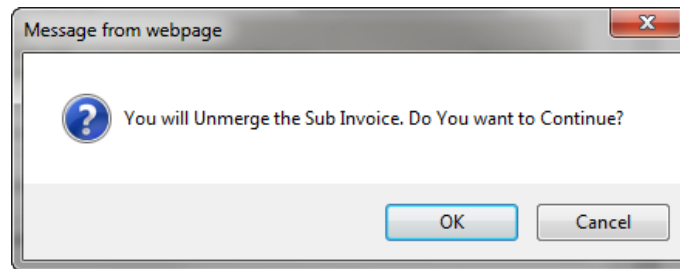
Start at Financial Project (format 473546-1-62-01): Go

Financial Project 405270-1-32-05	Schedule	Contractual Limits per Compensation Element	Estimate	Total Billed to Date	Previous Billing	Amount Due This Period
FIXED FEE	E-1	\$349,035.00	no	\$329,234.51	\$329,234.51	\$0.00
SALARY COST, OVERHEAD, FCCM, AND DIRECT EXPENSES	A-1, A-2	\$3,649,495.00	yes	\$3,442,445.51	\$3,442,445.51	\$0.00
TOTAL		\$3,998,530.00		\$3,771,680.02	\$3,771,680.02	\$0.00

SUBCONSULTANT(S) Click link below to view Sub Invoice Summary	Contractual Limits per Compensation Element	Estimate	Total Earned to Date	Previous Billing	Amount Due This Period	
TIERRA, INC.	\$1,404,455.00	n/a	\$1,404,148.17	\$1,403,981.97	\$186.20	Return for corrections
TOTAL	\$1,404,455.00	n/a	\$1,404,148.17	\$1,403,981.97	\$186.20	

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[Service Desk](#)

Note there is links to view the Sub invoice detail and to return the invoice to the Sub for corrections. If the invoice is 'Returned for Corrections', this conformation will appear:



Clicking 'OK' will 'Unmerge' the Sub invoice from the Prime's.

The Prime would continue to build their invoice and submit as normal.