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 obtaining access to CITS should go to the Welcome to CITS page and read the sections under "Firm's Initial Access to CITS" and "Individual's Access to CITS".

Contents

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.

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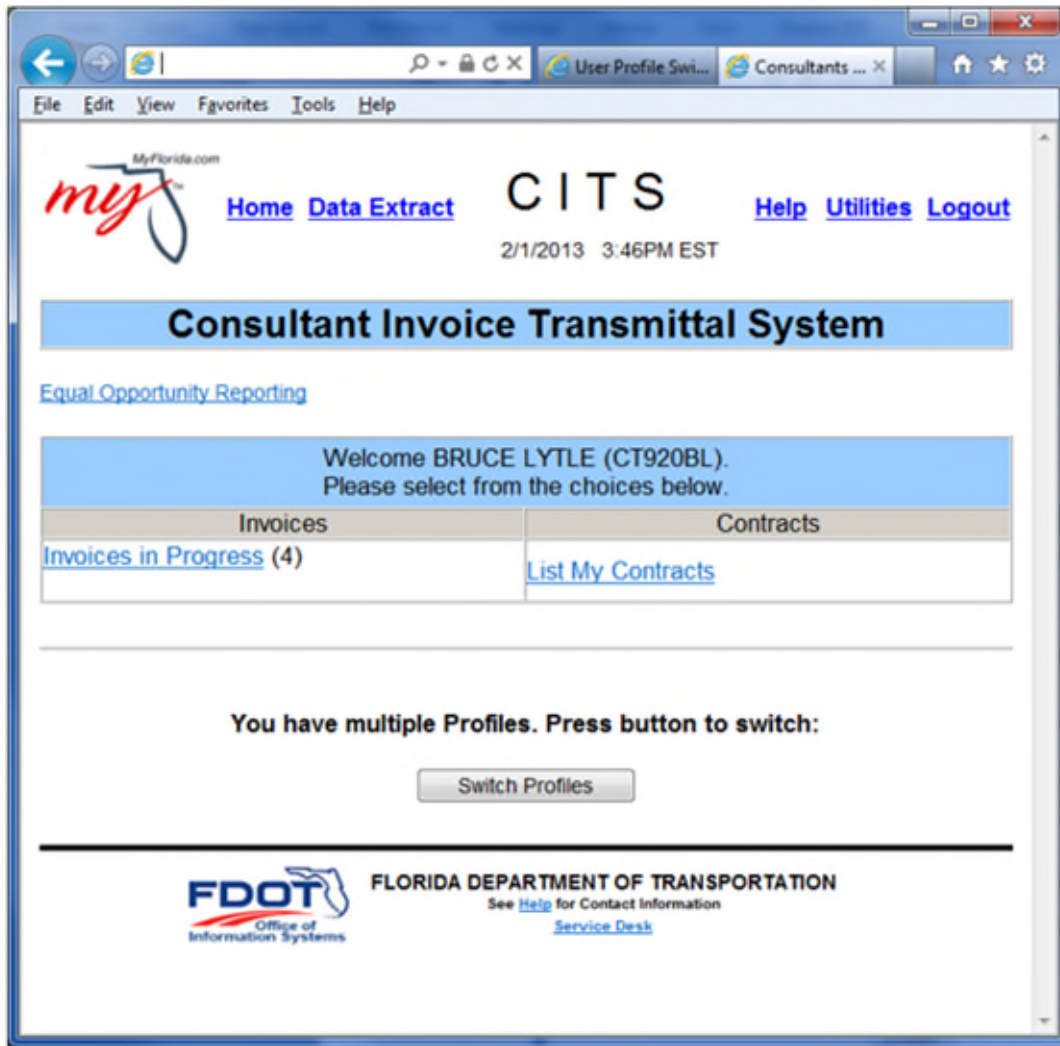
There are two sections on this page: Invoices and Contracts.

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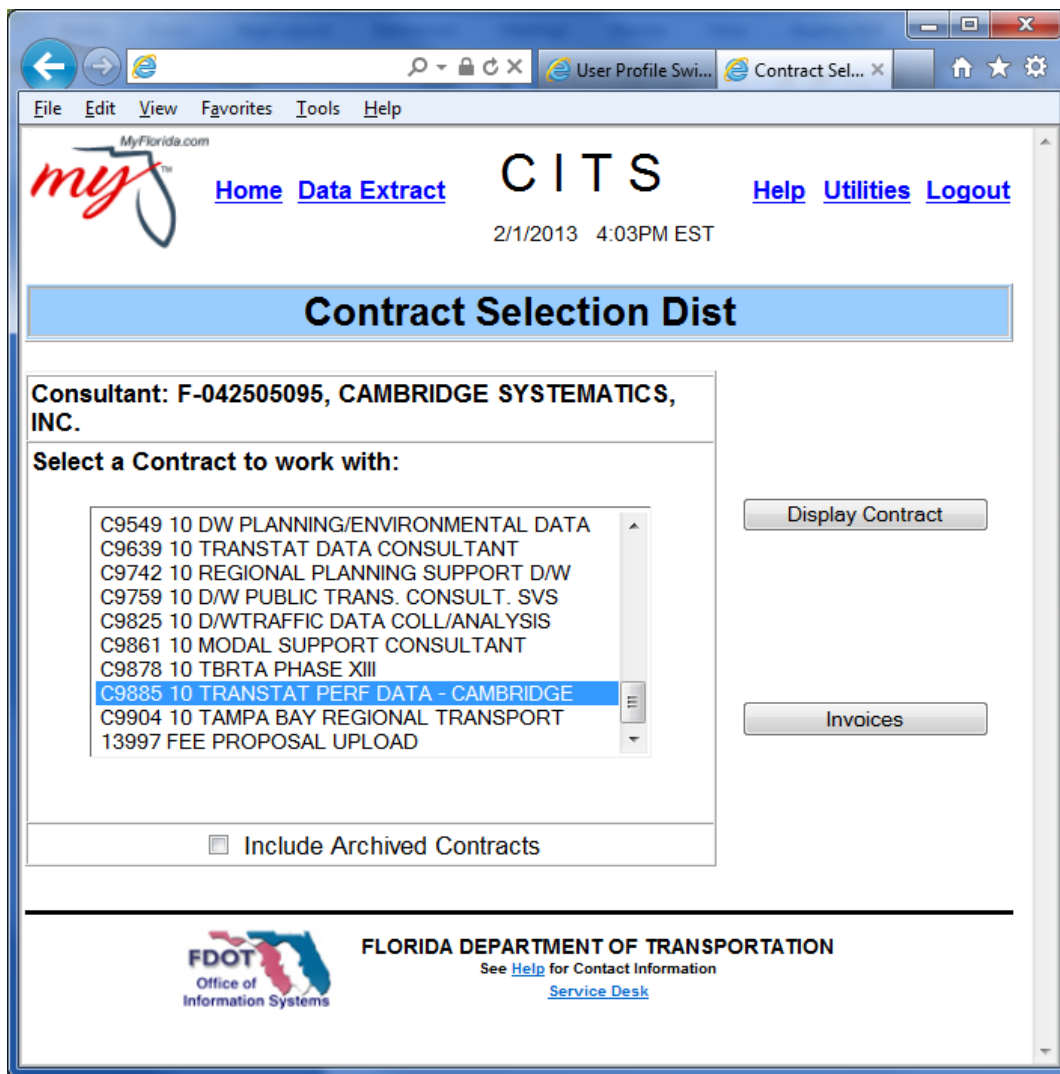
The 'Contract Selection' page appears. Highlight the appropriate Contract number/name from the list and click the "Display Contract" button.

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.

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:

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.

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.

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:

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

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

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

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

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.

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:

Click the "Compensation Element" button.

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:

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.

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:

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

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

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.

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

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:

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

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.

Consultant - Create New Invoice

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

When the 'Contract Selection' page appears.

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

The 'Select Invoice' Page appears:

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:

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.

Go To: Select Invoice Invoice Schedules Invoice Summary Invoice Summary for Print

Invoice 004 Dist 00
Contract Number: C9585
Prime: CAMBRIDGE SYSTEMATICS, INC.

Invoice Information

From: 2/1/2013   To: 2/15/2013

Memo:

ENTER NOTES HERE

TOTAL AMOUNT INVOICED: $12,706.35

Contract Information

Contract Number: C9585   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: F042505095-000
Firm's Invoice Number:

8763-020-02

Sub Consultants:
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 FLORID
GIS SOFTWARE & CONS
TEACH AMERICA CORP.

Address Information:

Remit to:
CAMBRIDGE SYSTEMATICS, INC.   F042505095-000
100 CAMBRIDGEPARK DRIVE
SUITE 400
CAMBRIDGE, MA 02140 –

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

Delete   Save   Submit

Go To: Select Invoice Invoice Schedules Invoice Summary Invoice Summary for Print

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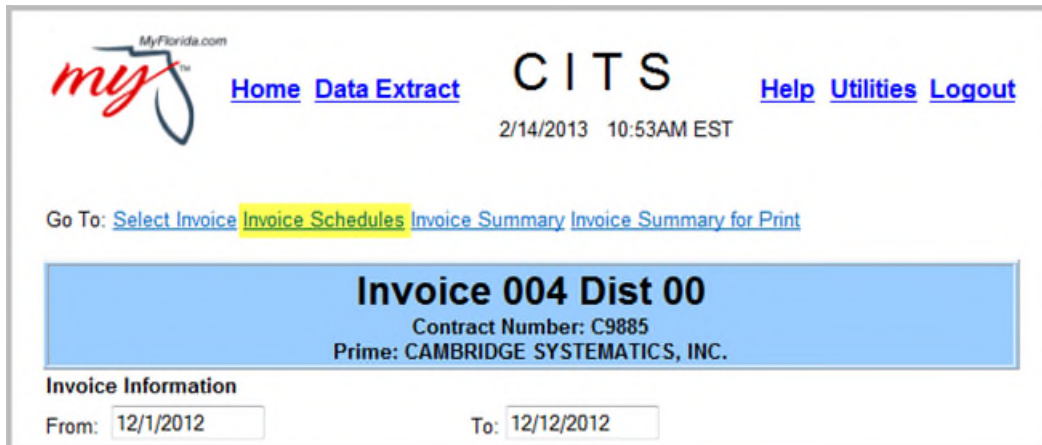
2) If a specific sequence number used on an existing contract does not exist in MFMP, contact the MFMP Help Desk at the above number to find out how to get the existing address information brought in. Once the location is brought into MFMP, you will be able to correct any erroneous information.

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.

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:

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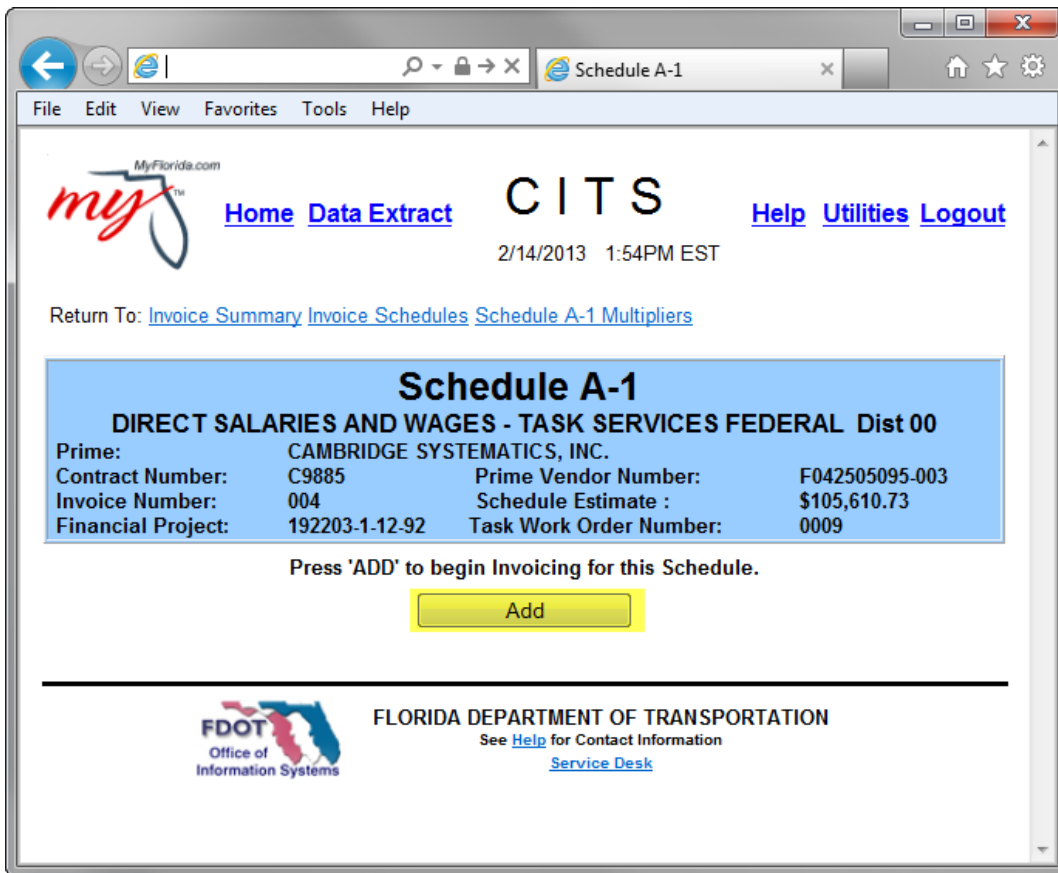
Click "Add" to continue:
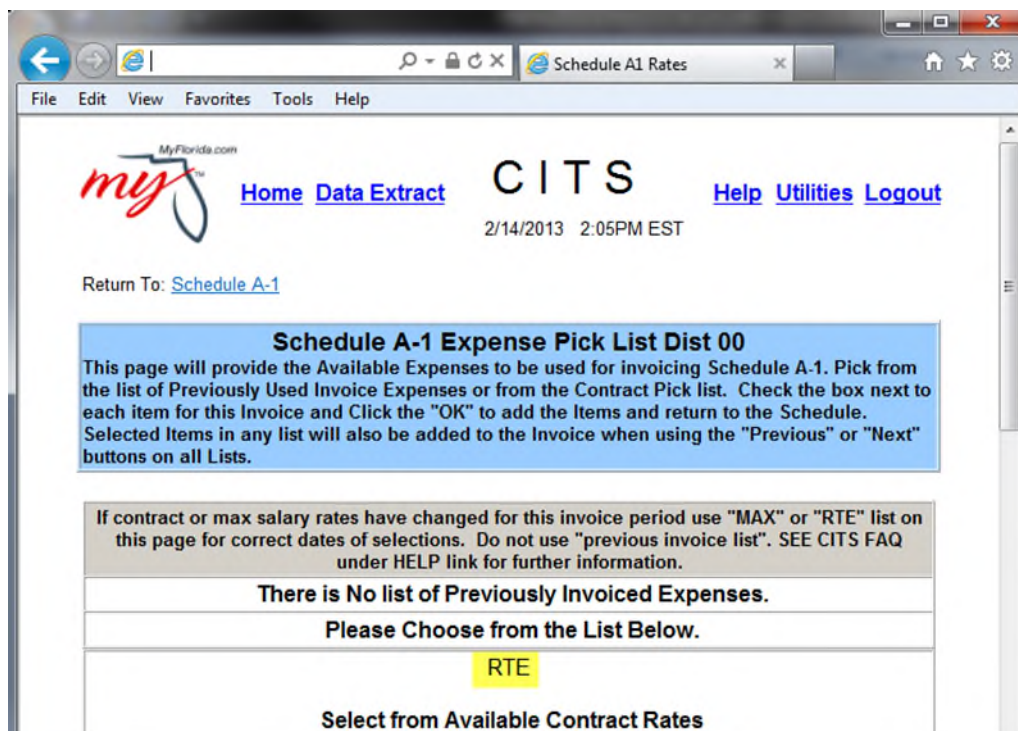
Only the rates pertinent for the given invoice period appear in the pick lists. If a rate changes during the invoice period, both the rates appear with the appropriate dates displayed in the "Start" and "End" columns.

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

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
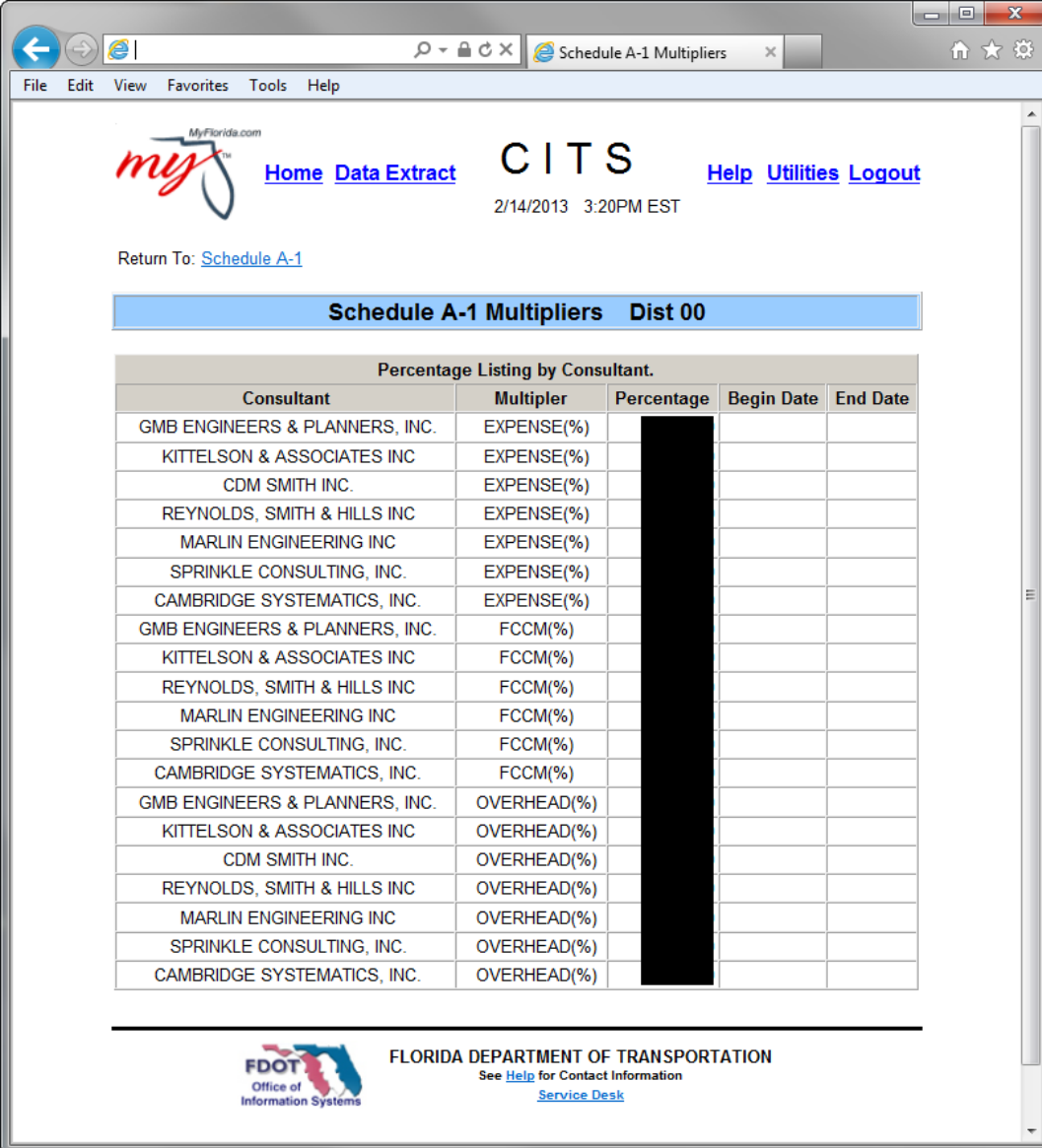
Prime: CAMBRIDGE SYSTEMATICS, INC.

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 / Job Title	Hourly Rate / Hours	Unloaded Total / Loaded Total
	Name	**Hourly Rate**	**Unloaded Total**
Select	**Job Title**	**Hours**	**Loaded Total**
	Consultant		
	JANE SMITH	$20.86	$855.26
☐	SECRETARY/CLERICAL	41	$2,416.78
	CDM SMITH INC.		
	JOHN DOE	$28.23	$28.23
☐	COMPUTER PROGRAMMER	1	$72.28
	MARLIN ENGINEERING INC		
	TOM SMITH	$10.00	$450.00
☐	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.

[Add]   [Remove]   [Save]

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.

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:

* 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.
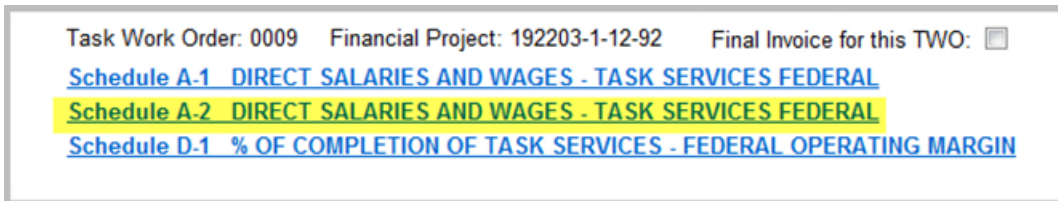
Click "Add" to continue:
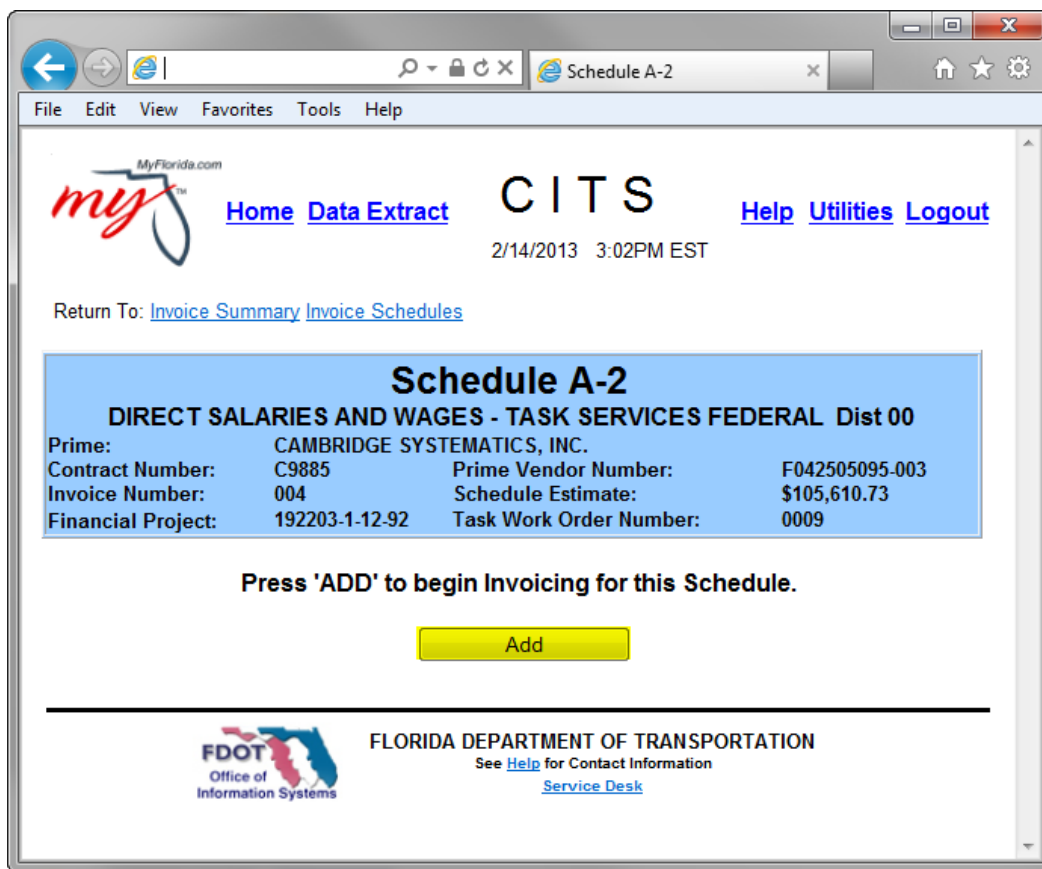
After clicking a "Schedule A-2" hyperlink on the Schedules page, the 'Schedule A-2' page appears.

- 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:

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:

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:
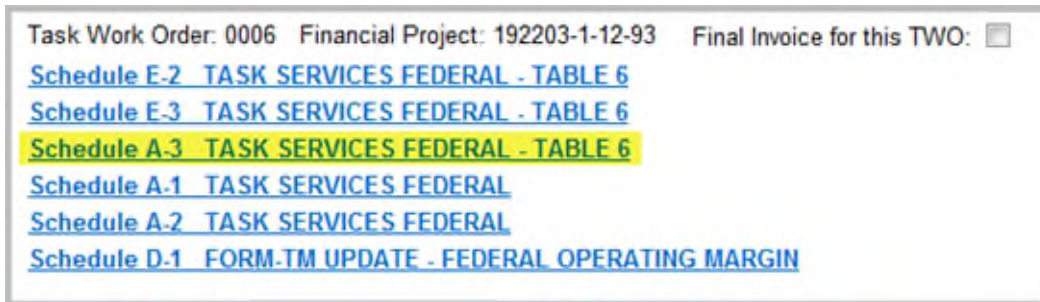
After clicking a "Schedule A-3" hyperlink on the Schedules page, the 'Schedule A-3' page appears.
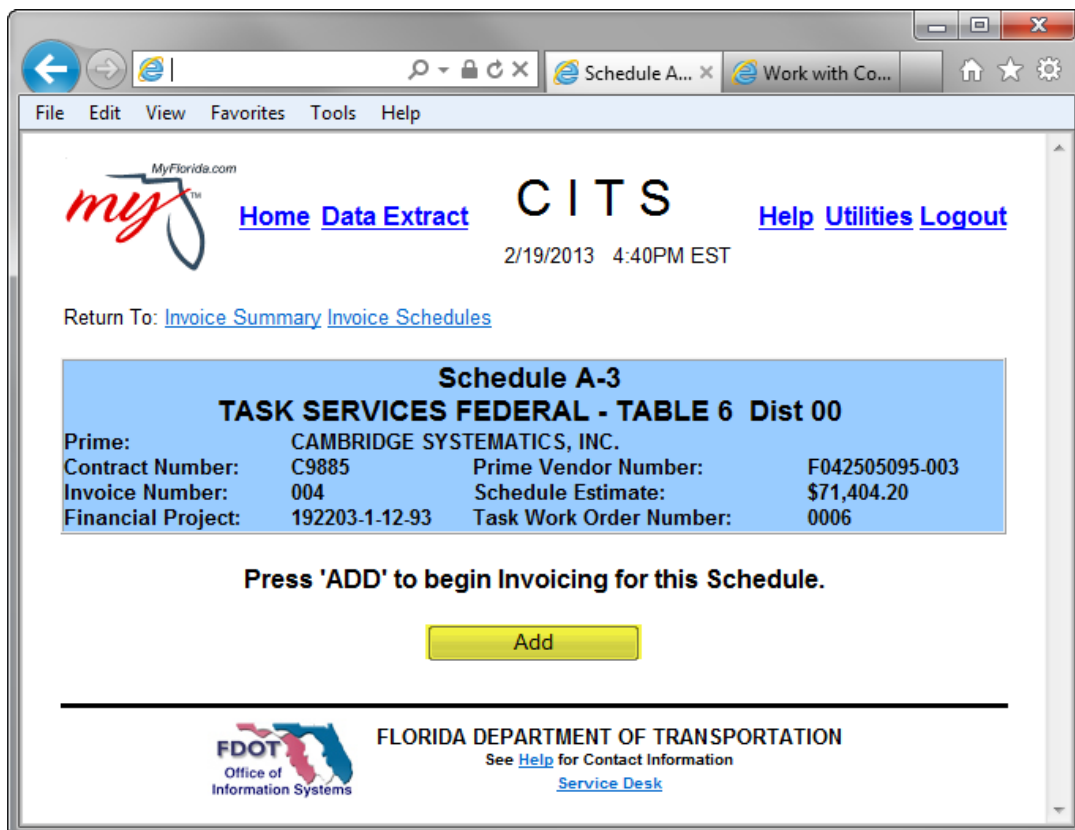
Click the "Add" button to begin invoicing for this schedule.

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.

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
☑	SENIOR GIS SPECIALIST	GIS SOFTWARE & CONSULTING, INC.	HOUR	$132.23		
☐	SPECIALIST	TEACH AMERICA CORP.	HOUR	$135.00		
☑	PROJECT ENGINEER	TEXAS A & M UNIVERSITY	HOUR	$118.64		
☐	SCIENTIST	TEXAS A & M UNIVERSITY	HOUR	$92.83		
☐	SENIOR ENGINEER A	TEXAS A & M UNIVERSITY	HOUR	$152.61		
☐	SENIOR ENGINEER B	TEXAS A & M UNIVERSITY	HOUR	$140.23		
☐	SENIOR SCIENTIST	TEXAS A & M UNIVERSITY	HOUR	$153.01		
☐	GIS SPECIALIST	THE GIS SHOP, INC.	HOUR	$108.37		
☐	PROJECT ENGINEER A	UNIVERSITY OF FLORIDA	HOUR	$129.38		
☑	PROJECT ENGINEER B	UNIVERSITY OF FLORIDA	HOUR	$89.10		
☐	PROJECT ENGINEER C	UNIVERSITY OF FLORIDA	HOUR	$86.93		
☐	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:

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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2/20/2013   3:22PM EST

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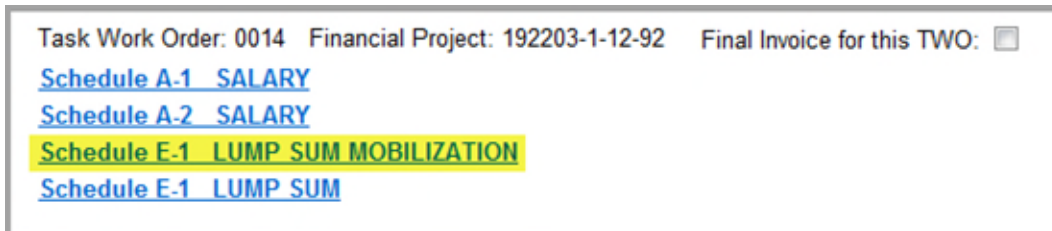
The system calculates the total amount for this schedule and redisplays the page.

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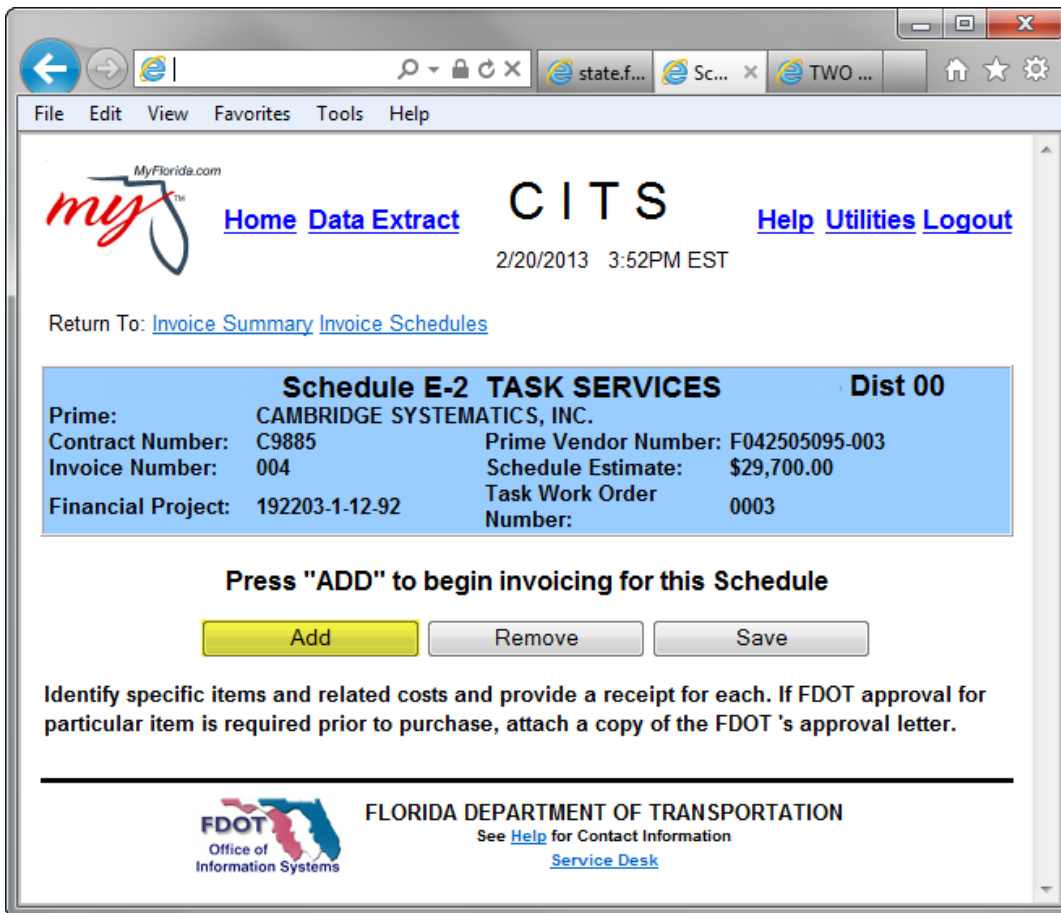
- To remove the Schedule E-1, click the button.

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

Invoice Schedule E-2

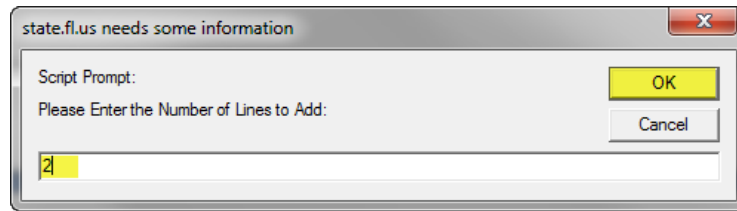Click the "Schedule E-2" hyperlink on the Schedules page:

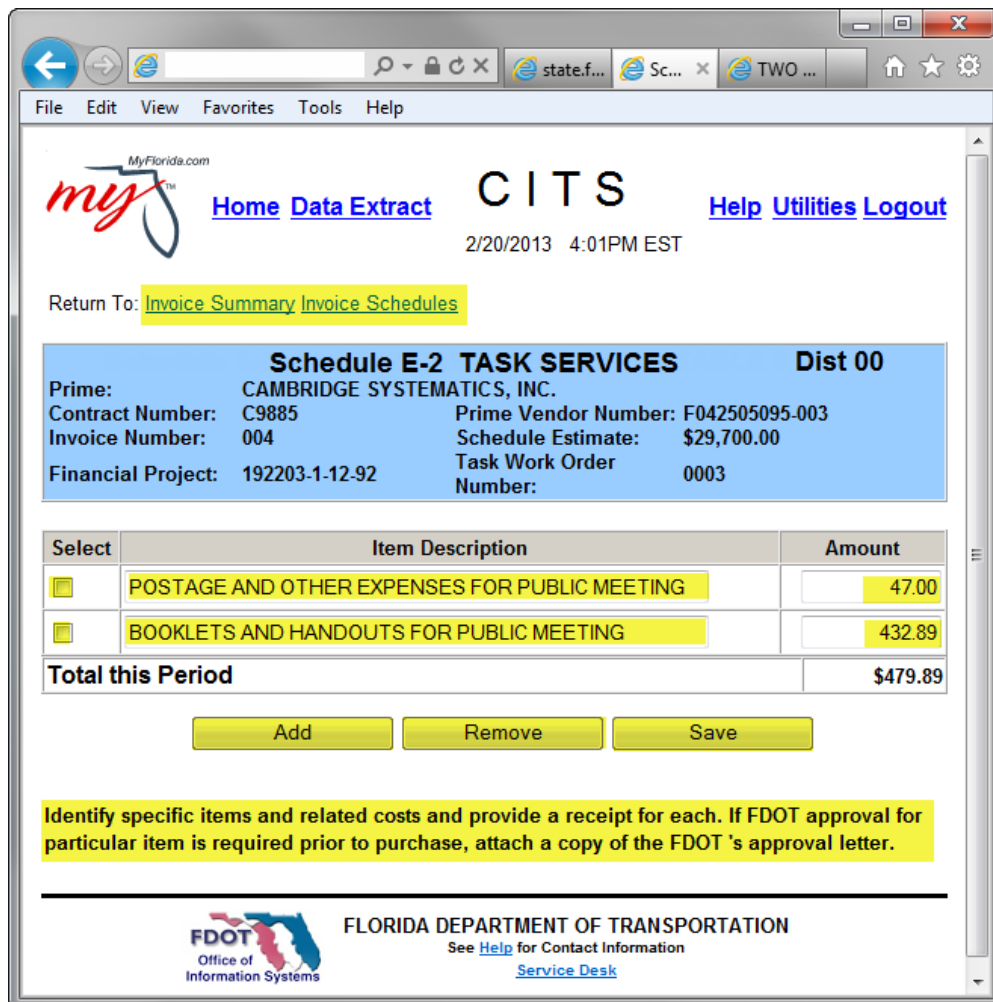Schedule E-2 is used to invoice for miscellaneous expenses.

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:

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:

Task Work Order: 0003   Financial Project: 192203-1-12-93   Final Invoice for this TWO: ☐
Schedule E-2   TASK SERVICES
Schedule E-3   TASK SERVICES
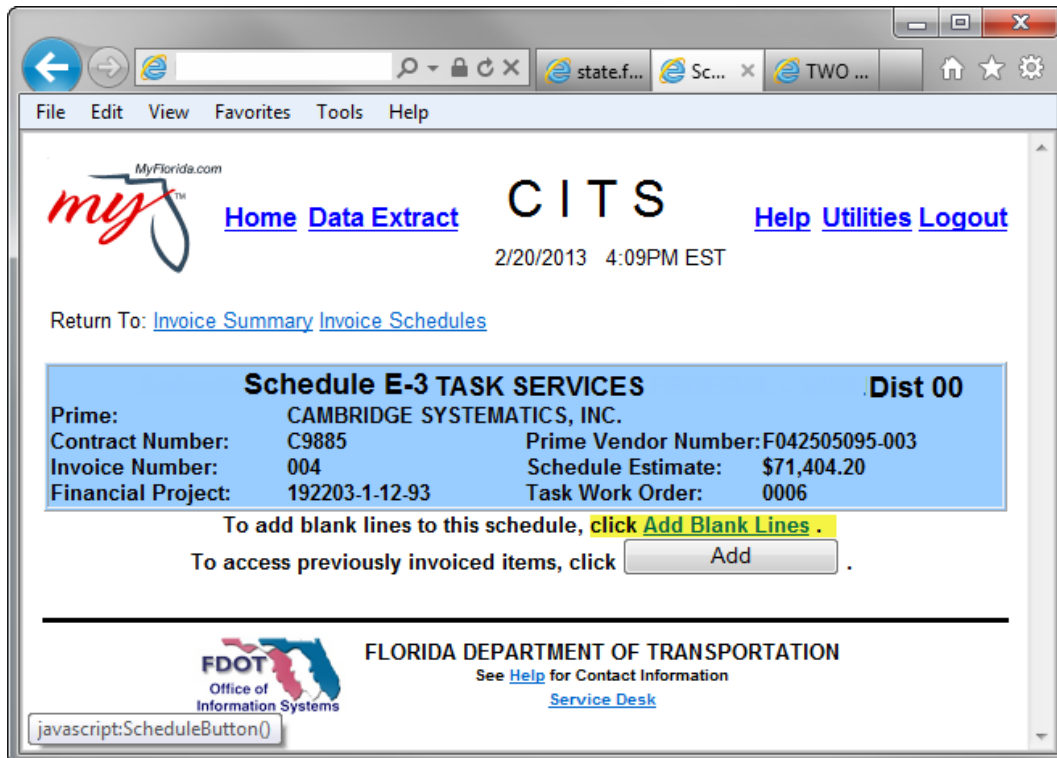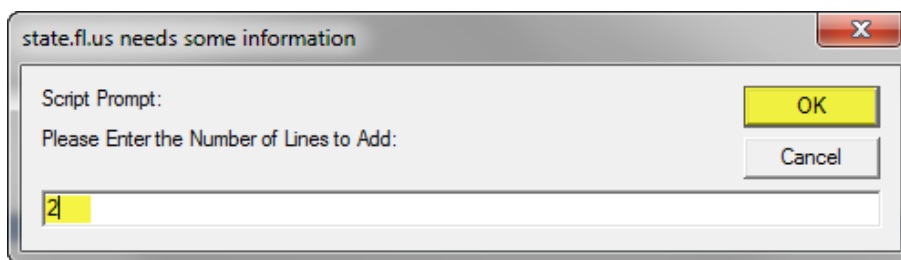Schedule A-3   TASK SERVICES
Schedule A-1   TASK SERVICES
Schedule A-2   TASK SERVICES
Schedule D-1   FORM-TM UPDATE
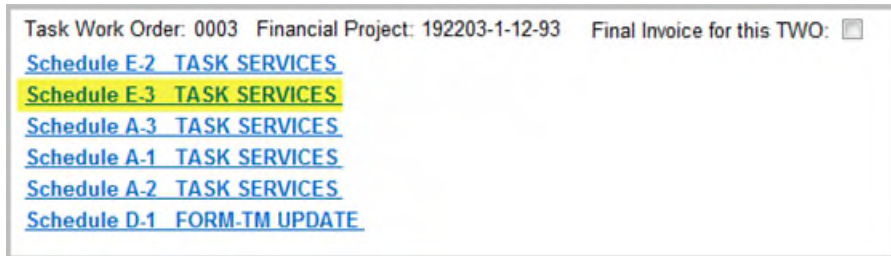
Schedule E-3 is used to invoice for travel expenses.

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2/20/2013   4:09PM EST

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
To add blank lines to this schedule, **click Add Blank Lines** .
To access previously invoiced items, click [Add] .

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javascript:ScheduleButton()

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

state.fl.us needs some information

Script Prompt: [OK]

Please Enter the Number of Lines to Add: [Cancel]

2

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.

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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CITS

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2/21/2013 1:04PM EST

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): [   ]   Go

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	$.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	$.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":

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.

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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):   [   ]   Go

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	$.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: 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	$.00	$.00	$.00
TOTAL		$1,000.00		$.00	$.00	$.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	$.00	$.00	$.00
TOTAL		$6,085.43		$.00	$.00	$.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	$.00	$5,203.88
% OF COMPLETION OF TASK SERVICES - FEDERAL OPERATING MARGIN	D-1	$9,965.96	no	$2,491.49	$.00	$2,491.49
TOTAL		$115,576.69		$7,695.37	$.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:

Go To: Select Invoice Invoice Schedules Invoice Summary Invoice Summary for Print
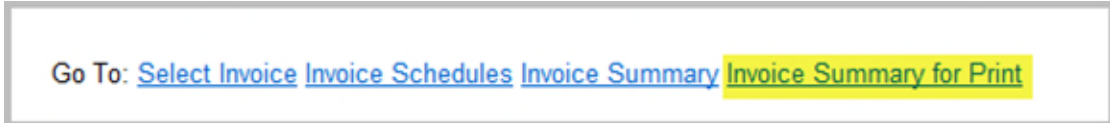
In this view, only TWOs that are being invoiced on the current invoice are presented:

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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): [____]   Go

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	$9,965.96	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'.
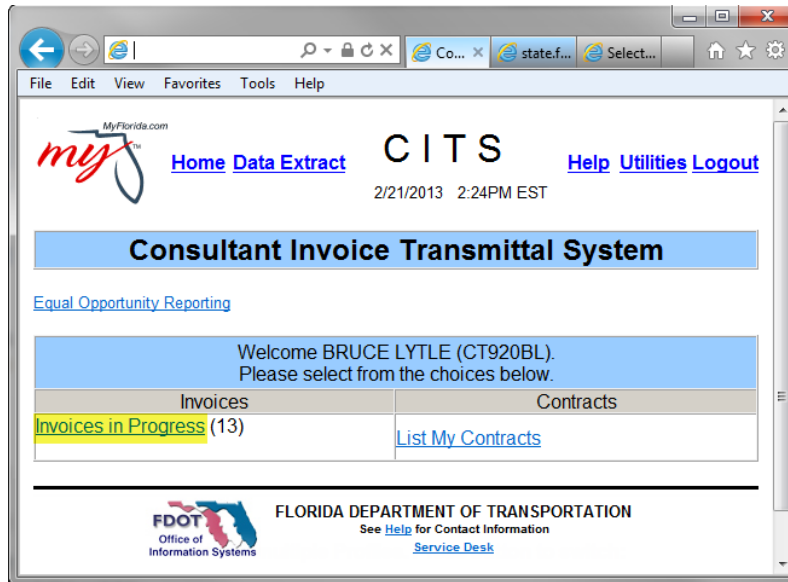
The 'Invoices in Progress' page appears:
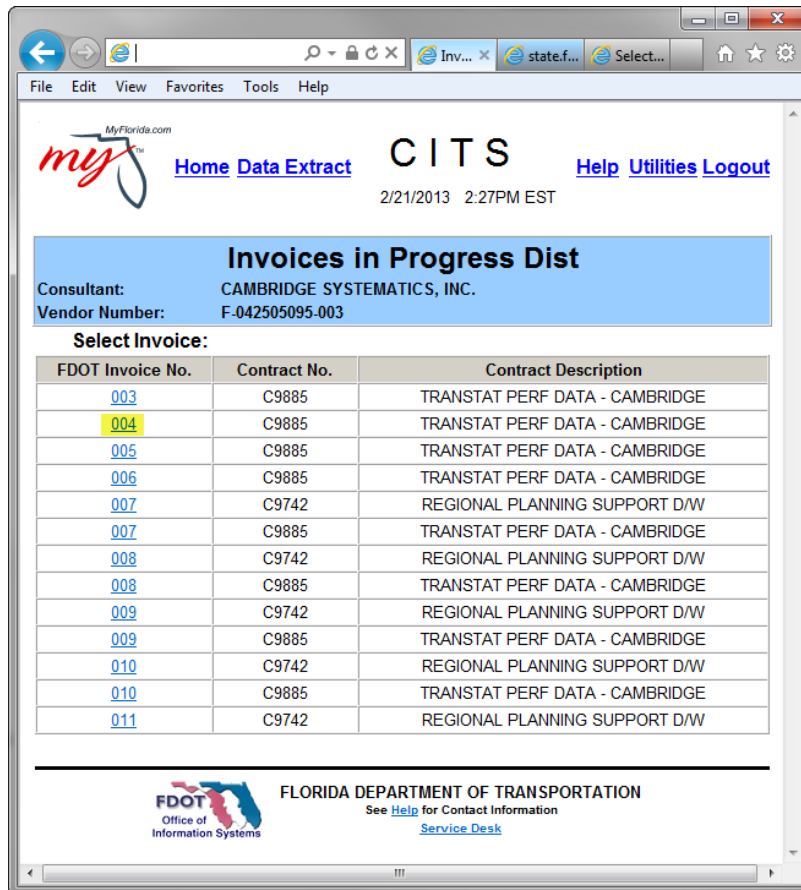
Locate the Invoice number in the table and click its hyperlink:

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

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

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:
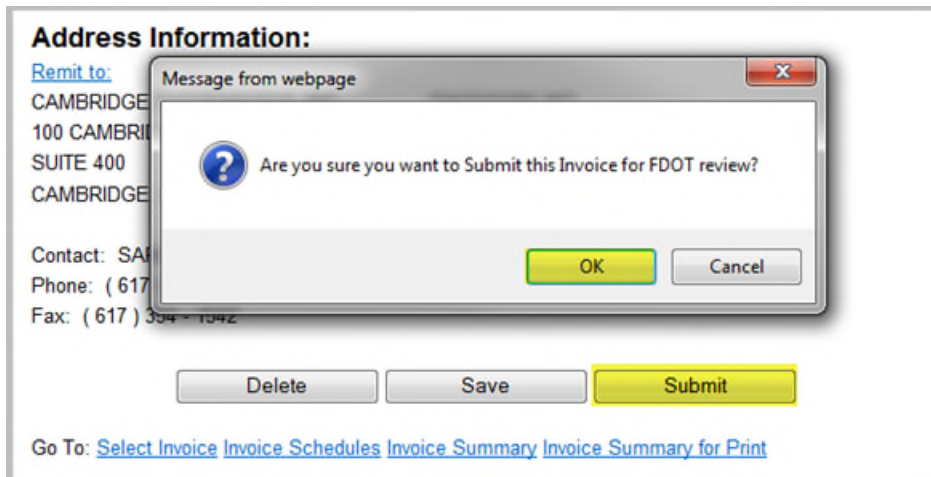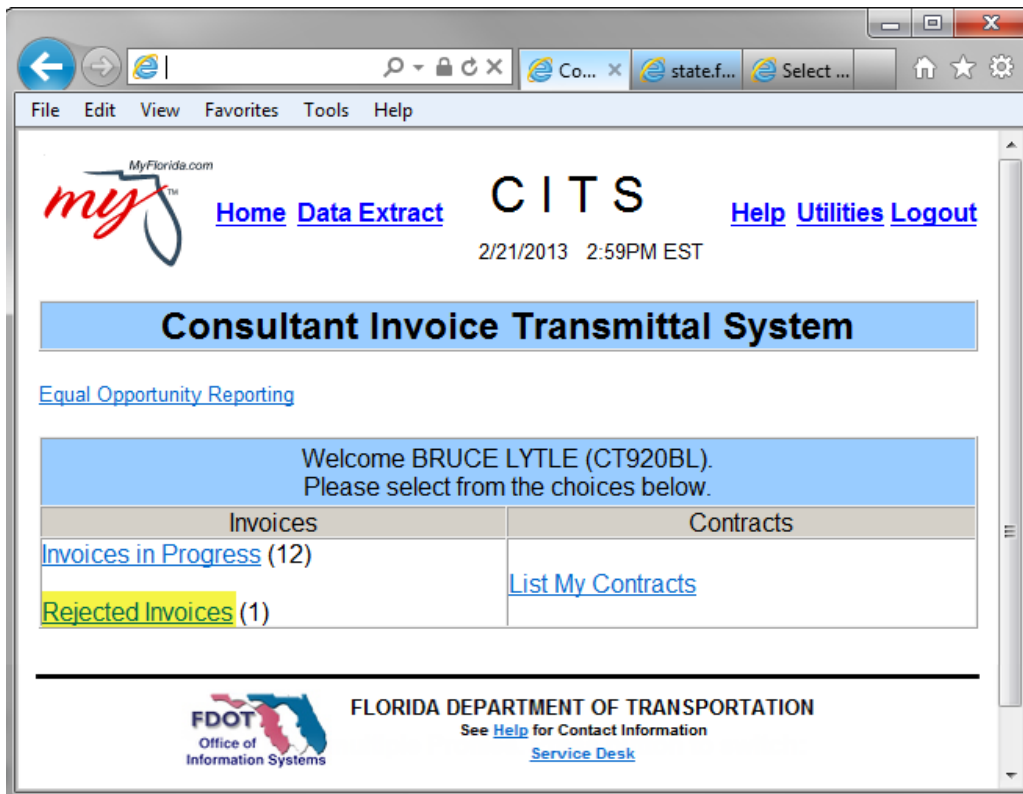
On successful submittal, CITS will display the following page:
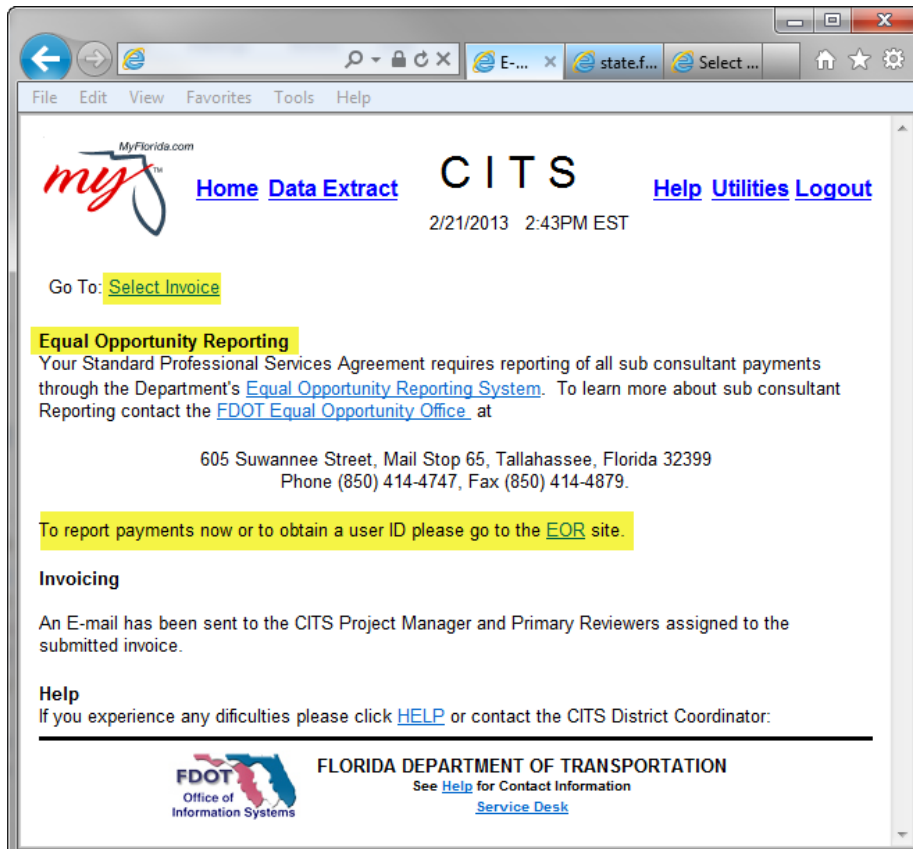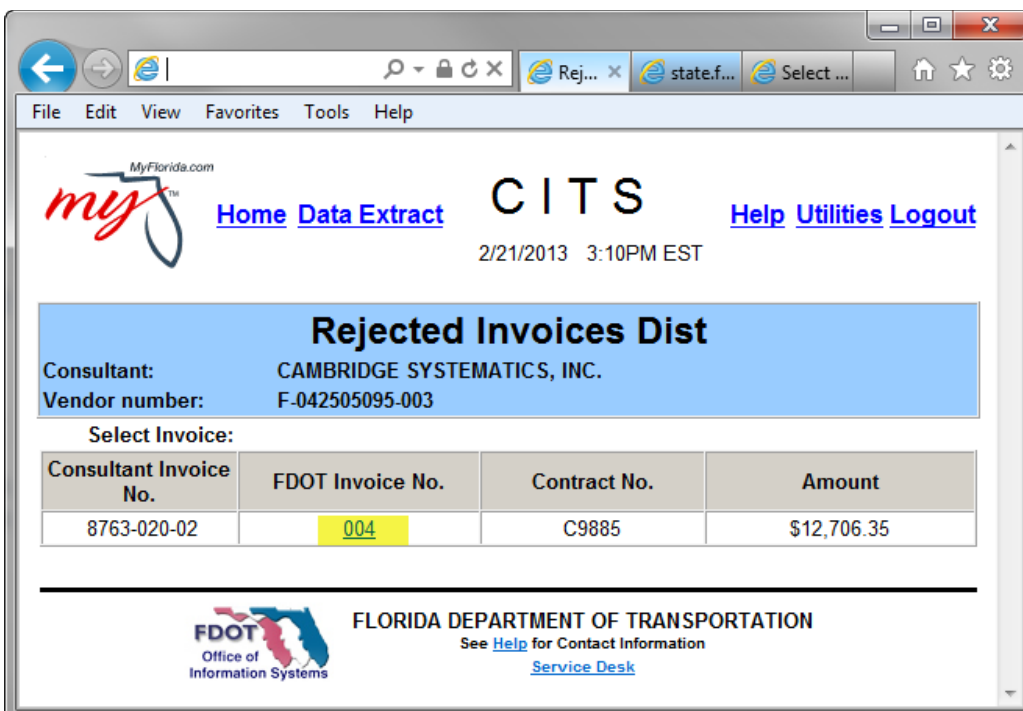
Rejected Invoices

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:

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

The rejected invoices comments page:

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:

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

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

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.

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 <mark>Invoice Schedules</mark> Invoice Summary Invoice Summary for Print Return to Prime

Subconsultant Invoice 015 Dist 08
Contract Number: C8O01
Sub: TIERRA,INC.
Prime: REYNOLDS, SMITH AND HILLS, INC

Invoice Information

From: 1/1/2013   To: 1/30/2013

Memo:

.

Final Invoice: ☐

TOTAL AMOUNT INVOICED: **$0.00**

Contract Information

Contract Number: C8O01   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:

001

[Delete]   [Save]   [Submit]

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:

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:

Choose the Invoice to review and merge:

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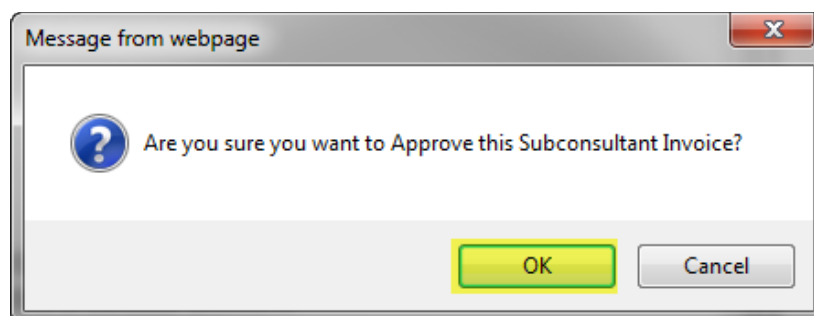
If there is no Prime Invoice for the service period of the Sub invoice, you will receive this message:
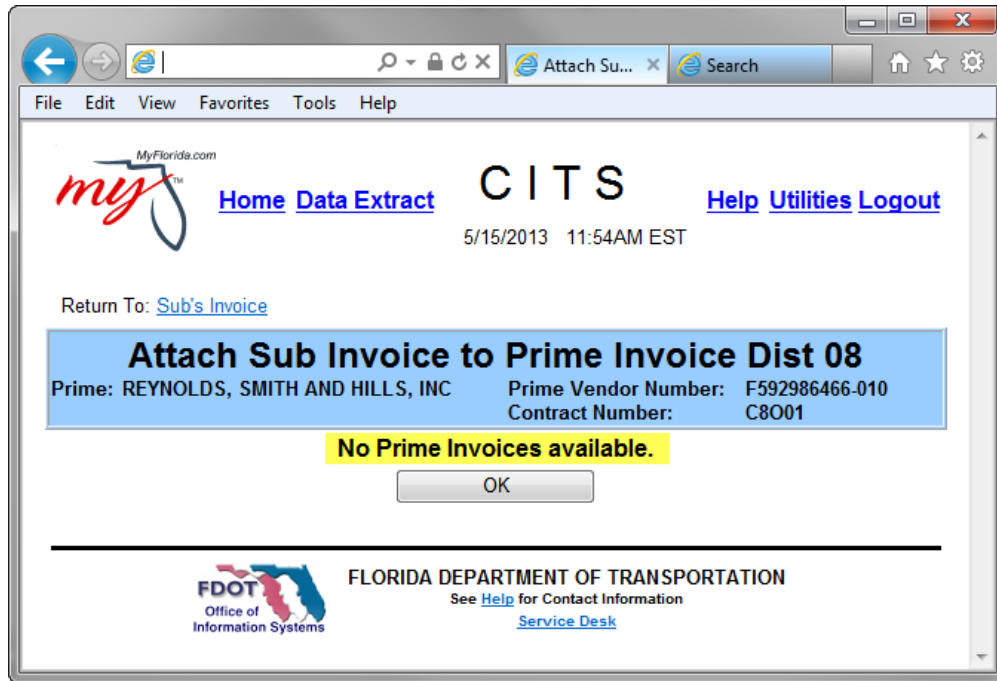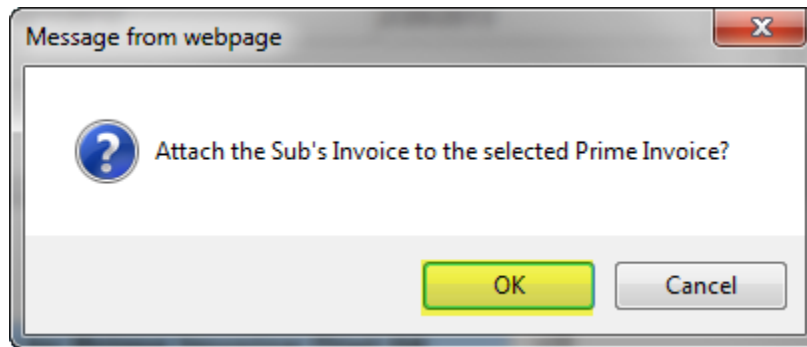

The Prime must open an invoice for the service period:
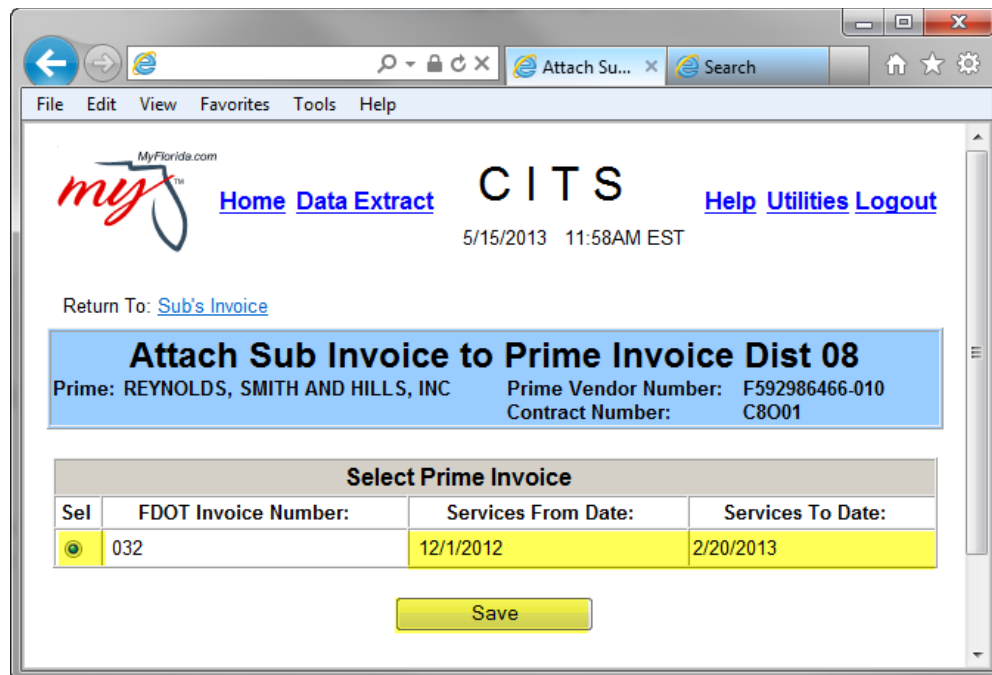
Select the correct invoice to attach the Sub's invoice and click 'Save'.

Confirm your action:

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

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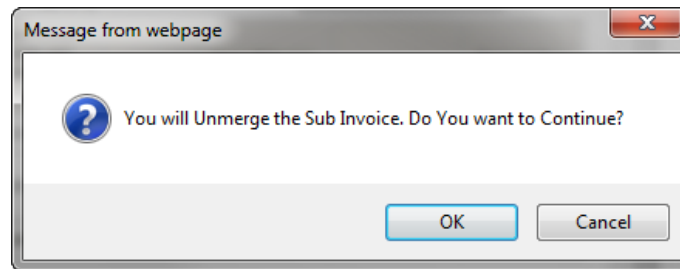
Clicking 'OK' will 'Unmerge' the Sub invoice from the Prime's.

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