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LIST TRANSMITTALS

From the Home page, select **Transmittals** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

Home Help Logout

1/20/2003 9:58AM EST

Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page

☒ R/W Project ☐ Construction Project

Enter Item/Segment Number:

Enter Parcel Number: **Go**

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages Go	Projects Go	Appraisals Go
Correspondence	Acquisition	Litigation
All Correspondence Go	Enter Real Estate Offer/Counter Offer Go	Suit Go
Relocation	Business Damages	Property Management
Relocation Claims Go	Enter Business Offer/Counter Offer Go	Parcel Interest Inventory Items Go
Contracting	Records and Funds	R/W Cost Estimate
Contracts Go	Create R/W Invoice Transmittal Go	Cost Estimate Go
RWMS People Management	Create R/W Invoice Transmittal	
Role Management Go	Create Contract Invoice Transmittal	
	Create Deposit Transmittal	
	Transmittals Go	
	Warrants	
	List Payable/Receivable Items Report	

US will open a new browser window.

FLORIDA DEPARTMENT OF TRANSPORTATION

Using the "Help" button opens a new browser window.

On the filter page enter the R/W project number and optionally, the parcel number, or enter the transmittal number and click the **Go** button. If only the R/W project number is entered, all r/w transmittals related to that project will be listed. If a R/W project number and parcel number are added, only those transmittals related to that specific parcel will be listed.

Right of Way Management System

Home Help Logout

6/14/2004 2:45PM EST

Select from the following:

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

R/W Project:

Parcel: (Optional)

- Or Enter -

Transmittal Number:

Go

If the transmittal number is entered,

Select from the following:

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

R/W Project:

Parcel: (Optional)

- Or Enter -

Transmittal Number:

...the user is immediately taken to the **View R/W Invoice Transmittal Information** page.

Information Systems

District - 03
Project - 2179114 - SR 79 FROM STEEL FIELD ROAD TO WASHINGTON COUNTY LINE
Transmittal Number - 2006-6537

Select Activity:
Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F596000662001	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	HILLSBOROUGH COUNTY CLERK OF C	RWMS Contact Person:	BELL, R. DAVID <input type="button" value="Select"/>
Street Address:	HILLSBOROUGH COUNTY CLERK OF C ACCOUNTING PO BOX 1110	Federal Aid Project Number:	
City, State Zip:	TAMPA, FLORIDA 33601	Federal Authorization Date:	
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2006		
Status:	Created <input type="button" value="v"/>		
Status Date:	02/02/2005		
Vendor Invoice Number:	<input type="text"/>		
Total Amount	\$ 50,000.00		
Special Instructions or Information:	<input type="text"/>		

Navigation Note: When the user has finished viewing or working with the transmittal, he can enter another transmittal number in the **Enter Transmittal Number** field and go directly to a different transmittal.

The List Transmittals page was modified to allow transmittals to be listed by Transmittal Number (the default) and by Payee Name, in ascending or descending (the default) order.

Unpaid Transmittals

FDOT Office of Information Systems
District - 03
Project - 2179471 - SR 77 FROM NORTH BAY/BAILEY BR TO CR 2300

Right of Way Management System
Home Help Logout
4/23/2003 11:32AM EST

Select Activity:
Go to...

Show Transmittals:
☒ Unpaid
☐ All

Create RIT Create CIT Create Deposit Previous Next

Transmittal Number	Payee	Parcel	Invoice Type	Status	Status Date	R/W Contact	Total Amount
2003-1999	BAY COUNTY CLERK OF CIRCUIT CT	None	R/W Invoice	Sent to FSO	03/07/2003	FUSSELL, TERESA	\$ 72.00
2003-2417	WARE OIL & SUPPLY CO INC	0122	R/W Invoice	Sent to FSO	03/13/2003	FUSSELL, TERESA	\$ 200,000.00
2003-2580	BAY COUNTY CLERK OF THE CIRCUIT COURT	None	R/W Invoice	Sent to FSO	03/18/2003	PATTERSON, TERESA	\$ 96.50
2003-2670	MORAN AND TILESTON, P.A.	0184	R/W Invoice	Sent to FSO	03/19/2003	FUSSELL, TERESA	\$ 8,870.00
2003-2677	MORAN AND TILESTON, P.A.	0112	R/W Invoice	Sent to FSO	03/19/2003	FUSSELL, TERESA	\$ 9,081.50
2003-2935	EMERALD COAST PROTECTIVE SERVICES, INC	None	R/W Invoice	Sent to FSO	03/24/2003	PATTERSON, TERESA	\$ 100.00

At the top of the page is a radio button for the user to select only **Unpaid** transmittals or **All** transmittals. The default setting is **Unpaid**. Unpaid R/W Transmittals are those R/W Invoice Transmittals and R/W Contract Invoice Transmittals currently being processed for payment, those R/W Deposit transmittals that are currently in process and those R/W Transmittals for which a warrant has been received in the District R/W Office but not yet delivered to the payee.

All Transmittals

FDOT Office of Information Systems
District - 03
Project - 2179471 - SR 77 FROM NORTH BAY/BAILEY BR TO CR 2300

Right of Way Management System
Home Help Logout
9/19/2002 3:29PM EST

Select Activity:
Go to...

Show Transmittals:
☐ Unpaid
☒ All

Create RIT Create CIT Create Deposit Previous Next

Transmittal Number	Payee	Parcel	Invoice Type	Status	Status Date	R/W Contact	Total Amount
2003-1	WEIGEL VEASEY APPRAISERS INC	0303	R/W Invoice	Sent to FSO	07/03/2002	KUESTER, KATHY	\$ 450.00
2003-2	LEON CO CLERK OF COURT	0308	R/W Invoice	Sent to FSO	08/03/2002	KUESTER, KATHY	\$ 50,000.00
2003-4	WEIGEL VEASEY APPRAISERS INC	0301	R/W Invoice	Sent to FSO	07/03/2002	KUESTER, KATHY	\$ 123,300.00
2003-5	LEON CO CLERK OF COURT	None	R/W Invoice	Approved	07/05/2002	KUESTER, KATHY	\$ 30.00
2003-6	WEIGEL VEASEY APPRAISERS INC	0302	R/W Invoice	Sent to FSO	07/03/2002	KUESTER, KATHY	\$ 100,000.00
2003-8	LEON CO CLERK OF COURT	0107	R/W Invoice	Created	08/01/2002	KUESTER, KATHY	\$ 51,500.00
2003-9	A & R SUPPLY INC.	None	Credit Invoice	Payment Received	07/01/2002	KUESTER, KATHY	\$ 2,060.00

By selecting the **All** radio button, all transmittals are listed including canceled R/W Transmittals and R/W Transmittals for which the warrant has been delivered to the payee or the warrant was canceled.

NOTE: R/W Deposit Transmittals are shown on the List Transmittals page as "Credit Invoices".

LIST WARRANTS

From the Home page, select **Warrants** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

Home Help Logout

12/29/2003 9:58AM EST

Ⓡ RW Project Ⓞ Construction Project

Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page

Enter Item/Segment Number:

Enter Parcel Number: **Go**

Select Business Area

General Projects/Parcels Appraisal

Administrative Messages **Go** Projects **Go** Appraisals **Go**

Correspondence Acquisition Litigation

All Correspondence **Go** Enter Real Estate Offer/Counter Offer **Go** Suit **Go**

Relocation Business Damages Property Management

Relocation Claims **Go** Enter Business Offer/Counter Offer **Go** Parcel Interest Inventory Items **Go**

Contracting Records and Funds RW Cost Estimate

Contracts **Go** Create RW Invoice Transmittal **Go** Cost Estimate **Go**

RWMS People Management

Role Management **Go** Create R/W Invoice Transmittal **Go**

Create Contract Invoice Transmittal **Go**

Create Deposit Transmittal **Go**

Transmittals **Go**

List Payable/Receivable Items Report **Go**

US* will open a new browser window.

The user is taken to a list of warrants for their district.

Warrants Pending Delivery

District - 03

Select District
DISTRICT 3 - CHIPLEY

View Warrants
Ⓡ Pending Delivery
Ⓞ Return Due Within 30 Days
Ⓞ All

Enter Warrant Number: **Go**

List Warrants

Payee	Warrant Number	R/W Project	Parcel	Status	Status Date	Transmittal Number	Amount	Return Due Date
ESCAMBIA COUNTY CLERK OF THE CIRCUIT COURT	1017484	2224691	1106	Picked Up By Custodian	03/02/2005	2005-7235	13,930.00	05/25/2005
LEON COUNTY CLERK OF COURT	1031494	2197221	Multiple	Warrant Control Officer	03/03/2005	2005-7264	42,700.00	05/29/2005
LEON COUNTY CLERK OF COURT	1031495	2197221	0125	Warrant Control Officer	03/03/2005	2005-7265	450,000.00	05/29/2005
LEON COUNTY CLERK OF COURT	1031506	2197221	Multiple	Warrant Control Officer	03/03/2005	2005-7293	106,659.56	05/29/2005
CUMMINGS, HOBBS & WALLACE, TRUST ACCOUNT	1031505	2178951	0111	Mailed To Payee	03/03/2005	2005-7363	11,992.00	05/29/2005
ROUTIN BROWN REALTY ADVISORS, I ROUTIN BROWN REALTY ADVISORS, I	1031507	2178951	0111	Mailed To Payee	03/03/2005	2005-7354	8,095.00	05/29/2005
PRINCESS HOUSE	123	2197221	None	Warrant Control Officer	03/11/2005	2005-7677	100.00	05/03/2004
EL PROPERTY CONSULTANTS GROUP	9795068	2197221	None	Warrant Control Officer	02/01/2005	2005-7688	1,110.00	05/15/2005

At the top of the page is a radio button for the user to select warrants **Pending Delivery**, **Return Due Within 30 Days** or **All** warrants. The default setting is **Pending Delivery**. Pending delivery will list those warrants received in the District R/W Office that are in the status of **Warrant Control Officer**, **Picked Up By Custodian**, or **Mailed to Payee**. The user can select a warrant from the list by clicking the Payee name. The user will be taken to the **View Warrant Information** page.

Warrants may also be located by entering the warrant number in the **Enter Warrant Number** box in the upper left hand corner of the page and clicking **Go**.

Return Due Within 30 Days

FDOT
Office of Information Systems

Right of Way Management System

Home Help Logout

30000000 TO 40000000

District - 03

Select District
DISTRICT 3 - CHIPLEY

View Warrants
☐ Pending Delivery
☒ Return Due Within 30 Days
☐ All

Enter Warrant Number: Go

Payee	Warrant Number	R/W Project	Parcel	Status	Status Date	Transmittal Number	Amount	Return Due Date
FLORIANA L BROWN & FLORIANA SAUNDERS	1905544	2179471	0130	Warrant Control Officer	05/30/2003	2003-17199	25,000.00	09/26/2003
SANTA ROSA CLERK	0641389	2204425	Multiple	Picked Up By Custodian	11/12/2003	2004-17294	276,150.00	02/01/2004
KENNETH BASS & NANCY R BASS	0919405	2204425	0136	Warrant Control Officer	01/06/2004	2004-17292	25,000.00	03/29/2004
SANTA ROSA CLERK	0159639	2204425	0102	Picked Up By Custodian	08/17/2004	2005-8368	309,750.00	11/10/2004

Go Back

Top of Page

FLORIDA DEPARTMENT OF TRANSPORTATION

**Using the "Help" button opens a new browser window.

Return Due Within 30 Days will show all warrants that have expiration dates within the next 30 days that are in a status of **Warrant Control Officer**, **Picked Up By Custodian** or **Mailed to Payee**.

To find a specific warrant, the user can enter the number in the field labeled **Enter Warrant Number**.

All Warrants

FDOT
Office of Information Systems

Right of Way Management System

Home Help Logout

30000000 TO 40000000

District - 03

Select District
DISTRICT 3 - CHIPLEY

View Warrants
☐ Pending Delivery
☐ Return Due Within 30 Days
☒ All

Enter Warrant Number: Go

Payee	Warrant Number	R/W Project	Parcel	Status	Status Date	Transmittal Number	Amount	Return Due Date
TIMOTHY NEAL DEUERLING & JESSE NEWELL	1223782	2179471	0153	Delivered To Payee	02/26/2003	2003-8	44,700.00	05/01/2003
PENSON & PADGETT TRUST ACCOUNT	1223783	2179471	0177	Delivered To Payee	03/24/2003	2003-10	17,400.00	05/01/2003
PENSON & PADGETT TRUST ACCOUNT	1223784	2179471	0134	Delivered To Payee	02/10/2003	2003-124	6,062.00	05/01/2003
PENSON & PADGETT TRUST ACCOUNT	1223785	2179471	0801	Delivered To Payee	02/10/2003	2003-105	2,326.50	05/01/2003
TIMOTHY NEAL DEUERLING & FOLEY TIMBER & LAND CO	1223800	2179471	0729	Delivered To Payee	02/26/2003	2003-18	300.00	05/01/2003
FIXEL JOE W PA TA	1223786	4037891	1100	Delivered To Payee	05/19/2003	2003-216	1,850.00	05/01/2003
FIXEL JOE W PA TA	1285461	2197481	0113	Delivered To Payee	02/18/2003	2003-187	10,099.24	05/13/2003
FIXEL JOE W PA TA	1285460	2197481	0124	Delivered To Payee	02/18/2003	2003-201	2,350.00	05/13/2003

Go Back Next

In addition to warrants pending delivery the **All** warrants will list those warrants that are in a status of **Delivered to Payee** and those warrants that have been canceled and are in a status of **Financial Services Office**.

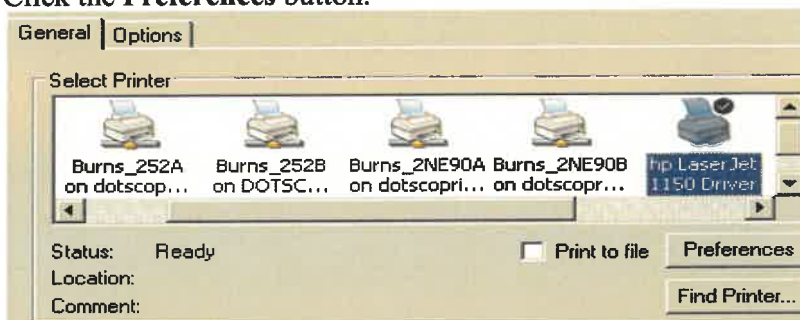
To find a specific warrant, the user can enter the number in the field labeled **Enter Warrant Number**.

PRINTING R/W TRANSMITTALS

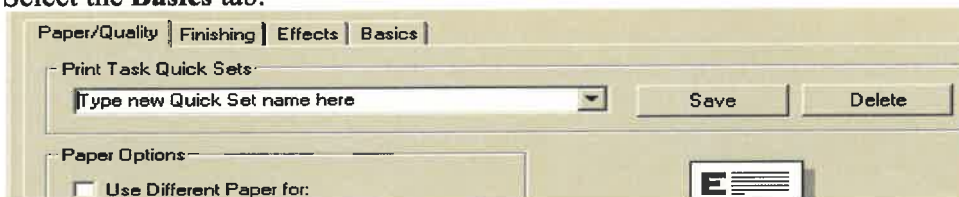
Printing R/W Transmittals (All Types—R/W Invoice Transmittals, R/W Contract Invoice Transmittals, R/W Deposit Invoice Transmittals)

It is important to note that R/W Invoice Transmittals, R/W Contract Invoice Transmittals and R/W Deposit Transmittals were all developed to print in landscape orientation. However, each time the user wants to print a R/W Transmittal they must click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**.

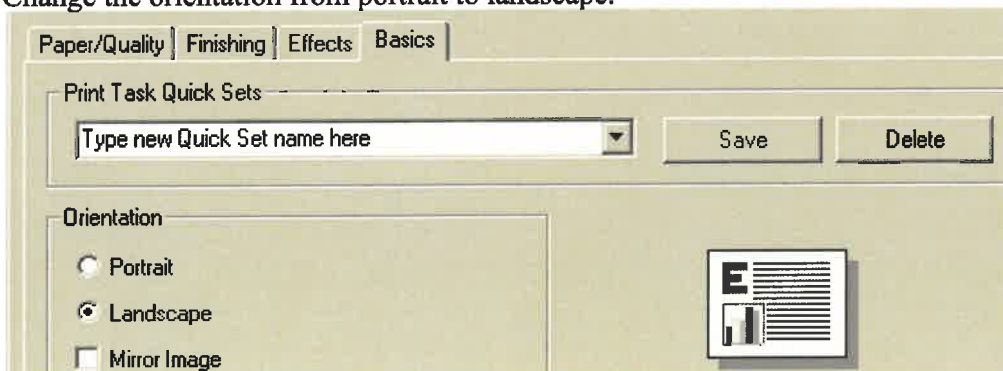
Click the **Preferences** button.



Select the **Basics** tab.



Change the orientation from portrait to landscape.



The user will then click the **Print** button. This will need to be done each time a R/W Transmittal of any type is to be printed.

When a warrant is received, the user can click on the **Record Warrant** button and proceed to record the warrant for this transmittal. Please see Section 10.7, Receive and Record Warrants, for further information.

DELETING WARRANTS AND R/W TRANSMITTALS IN A TERMINAL STATUS

A R/W Transmittal of any type may be deleted until such time as it has progressed to a status of **Sent to FSO**, which is a terminal status for the user. The user may not delete warrants entered into RWMS. The Central Office RWMS Security Administrator has the authority to delete warrants and R/W Transmittals in a terminal status.

If the user has the "System Data Administrator" security profile granted them on the "View R/W Invoice Transmittal Information" page, "View Contract Invoice Transmittal Information" page, and "View Deposit Transmittal Information" page, a "Revert Status" button will be displayed next to "Status". If the "Revert Status" button is clicked the status will be reset to the preceding status in history

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated.

LIST PAYBALE/RECEIVABLE ITEMS REPORT

From the Home page, select **List Payable/Receivable Items Report** from the Records and Funds dropdown selection and click the **Go** button.

The **List Payable/Receivable Items Report** lists all items currently available for selection for payment on a R/W Invoice Transmittal and all items currently available for selection for processing on a R/W Deposit Transmittal.

Right of Way Management System

Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page. ☒ RW Project ☐ Construction Project

Please refer to the Data Refresh Request document for the latest Production refresh date

Enter Item/Segment Number:

Enter Parcel Number:

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages <input type="button" value="Go"/>	Projects <input type="button" value="Go"/>	Appraisals <input type="button" value="Go"/>
Correspondence	Acquisition	Litigation
All Correspondence <input type="button" value="Go"/>	Enter Real Estate Offer/Counter Offer <input type="button" value="Go"/>	Suit <input type="button" value="Go"/>
Relocation	Business Damages	Property Management
Relocation Claims <input type="button" value="Go"/>	Enter Business Offer/Counter Offer <input type="button" value="Go"/>	Parcel Interest Inventory Items <input type="button" value="Go"/>
Contracting	Records and Funds	R/W Cost Estimate
Contracts <input type="button" value="Go"/>	Create R/W Invoice Transmittal <input type="button" value="Go"/>	Cost Estimate <input type="button" value="Go"/>
RWMS People Management	Create R/W Invoice Transmittal	
Role Management <input type="button" value="Go"/>	Create Contract Invoice Transmittal	
	Create Deposit Transmittal	
	Transmittals	
	Warrants	
	List Payable/Receivable Items Report	

US* will open a new browser window.

List Payable/Receivable Items

District - 03

Select District: DISTRICT 3 - CHIPLEY

Work Products: All Work Products

Create RIT Create CIT Create Deposit

List Payable/Receivable Items

Project	Parcel	Work Product	Date	Type	Amount	Balance	Excess Parcel
2178641	0110	Court Order	4/9/2002	OT Deposit	\$89,900.00	\$89,900.00	
			7/31/2002	Improvements	\$48,450.00	\$48,450.00	
			7/31/2002	Attorney	\$2,993.00	\$2,993.00	
	0121	Court Order	7/31/2002	Land	\$18,900.00	\$18,900.00	
			9/11/2002	Land	\$100.00	\$100.00	
			9/11/2002	Business Damages	\$7,900.00	\$7,900.00	
			9/11/2002	Attorney	\$2,000.00	\$2,000.00	
2180031	0101	Agreement	9/12/2001	Land	\$185,000.00	\$185,000.00	
		Court Order	10/15/2002	OT Deposit	\$7,600.00	\$7,600.00	
			6/15/2005	Land	\$3,800.00	\$3,800.00	
			6/15/2005	Land	\$3,800.00	\$3,800.00	
2184511	0103	Surplus	4/10/2002	Sale of Surplus Property	\$0.00	\$-151,100.50	03187
2191681	0141	Court Order	1/14/2003	Land	\$27,500.00	\$27,500.00	
			1/14/2003	Attorney	\$9,075.00	\$9,075.00	
2197221	0105	Court Order	10/19/2004	Improvements	\$30,650.00	\$30,650.00	
	0148	Court Order	10/20/2005	Expert	\$17,500.00	\$17,500.00	

This report is used to manage all items with balances remaining to be paid. The report provides the information by district. The user can review the items on the list then click the appropriate button--**Create RIT**, **Create CIT** or **Create Deposit**—and go directly to the transmittal creation page. As an alternative, the user can click on the Work Product to view the work product detail. From the Work Product, the user can navigate to the transmittal area and process the payment.

The dropdown list **Work Products** allows the user to filter the list by work product by selecting an item on the list.

Select District:
DISTRICT 3 - CHIPLEY

Work Products:
All Work Products

Create RIT Create

Previous Next

List Payable/Receivable Items

Project	Parcel	Work Product	Date		Amount	Balance	Excess Parcel
2178641	0110	Court Order	4/9/2002	OT Deposit	\$89,900.00	\$89,900.00	
			7/31/2002	Improvements	\$48,450.00	\$48,450.00	
			7/31/2002	Attorney	\$2,993.00	\$2,993.00	
	0121	Court Order	7/31/2002	Land	\$18,900.00	\$18,900.00	
			9/11/2002	Land	\$100.00	\$100.00	
			9/11/2002	Business Damages	\$7,900.00	\$7,900.00	
			9/11/2002	Attorney	\$2,000.00	\$2,000.00	
2180031	0101	Agreement	9/12/2001	Land	\$185,000.00	\$185,000.00	

Select District:
DISTRICT 3 - CHIPLEY

Work Products:
Agreements

List Payable/Receivable Items

Project	Parcel	Work Product	Date	Type	Amount	Balance	Excess Parcel
2180031	0101	Agreement	9/12/2001	Land	\$185,000.00	\$185,000.00	
2197481	0800	Agreement	3/17/2003	Improvements	\$133,080.36	\$133,080.36	
2204423	0104	Agreement	4/28/2005	Attorney	\$1,402.89	\$1,402.89	
	0106	Agreement	5/24/2004	Expert	\$4,794.00	\$4,794.00	
2205071	0701	Agreement	2/15/2006	Fees & Costs	\$500.00	\$500.00	
2224691	0157	Agreement	3/10/2003	Land	\$320,000.00	\$320,000.00	
4062261	0100	Agreement	12/16/2002	Improvements	\$2,000.00	\$2,000.00	
			12/16/2002	Land	\$1,750.00	\$1,750.00	
4071111	0100	Agreement	3/31/2003	Improvements	\$300.00	\$300.00	
			3/31/2003	Land	\$200.00	\$200.00	

Notes regarding work products that appear on the list:

- A work product will not be listed if the related parcel status is **Complete**.
- The total work product amount is compared to the transmittal line item amounts. If there is a difference, then the work product is listed (after adjusting for canceled transmittals and deposit transmittals).

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HOLDBACK WARRANT	16
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Create Line Item Information	17
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CREATE A R/W INVOICE TRANSMITTAL - AGREEMENT

From the Home Page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages	Projects	Appraisals
Correspondence	Acquisition	Litigation
All Correspondence	Enter Real Estate Offer/Counter Offer	Suit
Relocation	Business Damages	Property Management
Relocation Claims	Enter Business Offer/Counter Offer	Parcel Interest Inventory Items
Contracting	Records and Funds	R/W Cost Estimate
Contracts	Create R/W Invoice Transmittal	Cost Estimate
RWMS People Management		
Role Management		

On the filter page, include the R/W project number, and if applicable, the parcel number and click the **Go** button.

Select from the following:

Choose selection criteria: ^ Dropdown Selection
@ Type in Selection

R/W Project: 2204121

Parcel: (Optional) 0301

Go

NOTE: All R/W Invoice Transmittals must be associated with a parcel except for miscellaneous payments. For miscellaneous payments the parcel number is optional.

The “Vendor Invoice Number” on the “View Line Item Information” page allows the entry of one “Vendor Invoice Number” for each line item included on the transmittal (CIT or RIT). However, in cases where there are more than one vendor invoice but multiple line items, the vendor invoice number must be entered for each line item.

The “Vendor Invoice Number” field is required for line items on a CIT and optional for line items on an RIT.

From the “Create R/W Invoice Transmittal for” dropdown box, select the type of payment being processed: **Agreements**, **Court Order**, **Relocation Claim**, **Protective Rent Agreement**, or **Miscellaneous**.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Agreements**

List Payable Items For Agreements

Select	Parcel	Other Type	Negotiation Items	Expert Name	Expert Type	Amount	Remaining Balance
<input checked="" type="radio"/>	0301	Initial FDOT RE Offer	Land			\$ 120,000.00	\$ 120,000.00
<input type="radio"/>	0301	Initial FDOT RE Offer	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 2,100.00	\$ 2,100.00
<input type="radio"/>	0301	Initial FDOT RE Offer	Fees & Costs			\$ 1,200.00	\$ 1,200.00

Go Back

Note that the gray box identifies the project and parcel—in this case, parcel 301 on project 2204121.

From the “Create R/W Invoice Transmittal for” dropdown box select **Agreements**. RWMS will then list all the line items that are in a payable status for agreements on that specific parcel. The detailed information for each line item appearing on this screen comes from the purchase agreement information that was previously input into RWMS.

Display of Payable Items

Payable items will be displayed if there is a remaining balance on the item, i.e., the full amount of the item has not been used in another R/W Invoice Transmittal that has not been cancelled, and there is an agreement or closing on the parcel. Once a parcel has been progressed to a status of **complete**, payable items will no longer be displayed.

Select a Line Item to be Paid

From the list of line items available to be paid, select the first line item to be included in the R/W Invoice Transmittal by selecting its radio button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Agreements**

List Payable Items For Agreements

Select	Parcel	Other Type	Negotiation Items	Expert Name	Expert Type	Amount	Remaining Balance
<input checked="" type="radio"/>	0301	Initial FDOT RE Offer	Land			\$ 120,000.00	\$ 120,000.00
<input type="radio"/>	0301	Initial FDOT RE Offer	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 2,100.00	\$ 2,100.00
<input type="radio"/>	0301	Initial FDOT RE Offer	Fees & Costs			\$ 1,200.00	\$ 1,200.00

Go Back

The user will select the radio button by the payable item for land to create the first line item to be paid on the R/W Invoice Transmittal.

Create Invoice Information

Location: District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number:

Payee:

Street Address:

City, State Zip:

*Send Warrant to Payee: ☐ Yes ☒ No

*Fiscal Year:

*Status:

*Status Date:

Vendor Invoice Number:

Replaces Transmittal Number:

* Indicates Required Fields

Approver's Name: UNKNOWN

RWMS Contact Person: UNKNOWN

Federal Aid Project Number: S109 001 R

Federal Authorization Date: 06/26/2006

The user is taken to the Create R/W Invoice Transmittal Information page. On this page the user will type in the **Vendor ID Number (mandatory)** and click the **Validate** button. RWMS will check the vendor ID number against FLAIR data and will return the appropriate **Payee Name** and **Address**. If the name and address are correct, the user will continue with creating the R/W Invoice Transmittal information. **NOTE:** RWMS validates against a file from FLAIR that is refreshed nightly. It takes one night from the time a new vendor is added to FLAIR until the vendor number will validate in RWMS.

In addition to the **Vendor ID**, the following fields are located on this page:

Send Warrant to Payee (mandatory) – this is a radio button with a choice of either **Yes** or **No**. The default selection for Agreements is **No**.

Key Point: When a warrant has been related to the transmittal, this button is disabled.

Fiscal Year - (mandatory) - this is the fiscal year for the programmed funds from which the payment is being made. Typically, this will be the current fiscal year, which is the default setting.

Status - (mandatory) - there are two available statuses when first creating the R/W Invoice Transmittal information. These are: **Created** and **Approved**.

Created - the date the R/W Invoice Transmittal is created in RWMS.

Approved - the date the R/W Invoice Transmittal is approved by the DOT R/W employee with approval authority.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field would not be used for agreements or court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that is in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the R/W Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the R/W Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for additional information). **NOTE:** the **Invoice Approver** and the **RWMS Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

The screenshot shows the 'Create R/W Invoice Transmittal Information' form within the 'Right of Way Management System'. The form is divided into two main sections. The top section contains summary information: District - 03, Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90), and Parcel - 0301 - Open. The bottom section contains the main data entry fields. On the left, there are fields for *Vendor/Client Number (F 591848323 003), Payee (CHANDLER AND ASSOCIATES, INC., 11 WEST 23RD. STREET, PANAMA CITY, FLORIDA 32405), *Send Warrant to Payee (Yes/No), *Fiscal Year (2008), *Status (Created), *Status Date (02/22/2007), Vendor Invoice Number, and Replaces Transmittal Number. On the right, there are fields for Approver's Name (UNKNOWN), *RWMS Contact Person (FUSSELL, TERESA), Federal Aid Project Number (S109 001 R), and Federal Authorization Date (06/26/2006). At the bottom right, there are 'Continue' and 'Go Back' buttons. A legend at the bottom left indicates that an asterisk (*) denotes required fields.

When data entry is complete on this page, click the **Continue** button. The user is taken to the Create Line Item Information page.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder ▾

*Payment Type: Land ▾

*Organization Code: 55033030355 ▾

*Financial Project: 22041214301 ▾

*Line Item Amount: \$ 120,000.00

*Expansion Option: RW - SA, SU, S117 ▾

*Federal Aid Participating: ☒ Yes ☐ No

*Holdback Amount: ☐ Yes ☒ No

*Indicates Required Fields

Create Go Back

Key Point: The Line Item Amount cannot be greater than the remaining balance for the related work product detail amount. The Line Item Amount can be less than the remaining balance.

The following fields are mandatory on the Create Line Item Information page:

Paid To – (mandatory) – there are two choices for the user to select from in this dropdown box, **Parcel Interest Holder** and **Expert**. The default setting is **Parcel Interest Holder**.

Key Point: An **Expert** is someone who is working for the property owner, e.g., an appraiser. The user would select **Expert** if the property owner has requested that fees be paid directly to an expert. If a payment is being made to an attorney's trust fund account in order for funds to be disbursed, and that payment includes any monies for the property owner, the user would select the **Parcel Interest Holder**.

Key Point: Since land payments are never made to an expert, RWMS will generate an error message if the **Paid To** field is set to **Expert** and the **Payment Type** field is set to **Land**. The error message is generic: *There are no funds available for this financial project and organization code.*

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.

There are no Funds available for this Financial Project and Organization Code.

Create Line Item Information

*Paid To: Expert ▾

*Payment Type: Land ▾

*Organization Code: 55033030355 ▾

*Financial Project: 22041214301 ▾

*Line Item Amount: \$ 120,000.00

*Expansion Option: ▾

*Federal Aid Participating: ☒ Yes ☐ No

*Holdback Amount: ☐ Yes ☒ No

*Indicates Required Fields

Create Go Back

By changing the **Paid To** field to **Parcel Interest Holder** the error message will no longer be displayed.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 - Open
 Transmittal Number - 2008-2959
 Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To:

*Payment Type:

*Organization Code:

*Financial Project:

*Line Item Amount: \$

*Expansion Option:

*Federal Aid Participating: ☒ Yes ☐ No

Holdback Amount: ☐ Yes ☒ No

* Indicates Required Fields

Payment Type (mandatory) - this is the type of payment being made as selected from the List Payable Items page.

Organization Code (mandatory) - this is a dropdown box with all the organization codes valid for right of way payments in the district. Most districts only have one organization code but some districts and the Turnpike Enterprise have several.

Line Item Amount (mandatory) - this amount is based on the line item selected from the List Payable Items page. The amount may be changed when necessary, e.g., if a holdback warrant is needed which requires a separate line item or payment is being made to different parties which require separate r/w transmittals.

Key Point: If the full amount of the line item is not used in generating the r/w transmittal, the balance of the line item will be displayed on the List Payable Items page for use in creating a new line item on the same r/w transmittal or a new line item on a separate r/w transmittal.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **Yes**. The **No** button would only be selected if this specific line item could never be federally participating.

Holdback Amount – two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **No**. When creating a transmittal with a holdback warrant, select **Yes** and insert the amount of the holdback warrant in the **Line Item Amount**.

Key Point: When creating line items for the regular warrant on a transmittal that will also include a holdback warrant, make sure that the button is set to **No**. Then insert the amount of the regular warrant. Additionally, on the View Agreement Information for a transaction with a holdback warrant, the amount of the holdback warrant must be entered in the **Holdback Warrant Amount** field.

Financial Project (mandatory) - a dropdown box provides all the available financial project numbers that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there is more than one sequence number with authorized funds available for the project and phase, RWMS will provide all options for the user to make a selection.

Expansion Option (mandatory) - a dropdown box provides all the available expansion options and their corresponding fund codes that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there are multiple fund types authorized for this specific payment that have different expansion options, RWMS will provide all options for the user to make a selection, as shown in the following example:

When the data entry is complete on the Create Line Item Information page, click the **Create** button.

View R/W Invoice Transmittal Information

The user is taken to the View R/W Invoice Transmittal Information page. In addition to the information entered in the Create R/W Invoice Transmittal page, the following fields are available:

Total Amount - this is a read only field that sums the line items selected for the R/W Invoice Transmittal.

Key Point: A R/W Invoice Transmittal status cannot be set to **Sent to FSO** if the total transmittal amount is equal to \$0.

Special Instructions or Information – this is a comment field that is available for including special information about or instructions for handling or processing of the invoice transmittal that will print on the transmittal document.

Key Point: It is strongly recommended that the user include the related parcel number in the **Special Instructions or Information** box.

Key Point: Since almost all payments are coded as federal aid participating regardless of the actual funding on the project, if a payment is made which is truly non-federal aid participating, it is recommended that the user put a comment in the Special Instructions or Information box. For example: "This payment is for testimony regarding noise damages and is not federal aid participating."

This page also includes the following buttons:

List Line Items – by clicking this button the user is able to view the list of line items that have been included on the R/W Invoice Transmittal.

List Line Items

List Line Items				
Number	Payment Type	Total Amount	Held Back	Work Product
1	Land	\$ 120,000.00	NO	View Agreement
Create Line Item				Go Back

The **List Line Items** page includes the ability to view the related work product. In this example, the work product would be an agreement.

History – by clicking this button the user is able to view the status history of the invoice transmittal.

The District System Data Administrators can reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated.

History

Transmittal History	
Status	Status Date
Created	02/02/2007
Close Window	

Create/Add Line Item – by clicking this button the user is able to create and add another line item to the R/W Invoice Transmittal.

NOTE: In RWMS, separate line items are created for land, improvements, and cost to cure/severance damages. Additionally, on an agreement, separate line items can be created for attorney, business damage, closing costs, expert, fees and costs, and move costs.

Create/Add Line Item

In this example, there are fees and costs and attorney fees included in the purchase agreement that will be paid on this R/W Invoice Transmittal. In order to add these additional line items to the R/W Invoice Transmittal, the user will click the **Create/Add Line Item** button on the View R/W Invoice Transmittal Information page.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2959

Select Activity: Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F591848323003	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	FUSSELL, TERESA <input type="button" value="Select"/>
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Created <input type="button" value="v"/>		
Status Date:	02/02/2007		
Vendor Invoice Number:	123456		
Replaces Transmittal Number:			
Total Amount:	\$ 120,000.00		
Special Instructions or Information:	Parcel 301		

The user is taken back to the filter page.

Select from the following

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

R/W Project: 2204121

Parcel: (Optional) 0301

The filter page will default to the R/W project and parcel for which the R/W Invoice Transmittal was initially created. However, since one R/W Invoice Transmittal may be created for payments on different projects and/or parcels, the user has the option to change the project number and parcel number. The user will then click the **Go** button and will be taken back to the List Payable Items page.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Add Line Item for: Agreements

Select	Parcel	Offer Type	Registration Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0301	Initial FDOT RE Offer	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 2,100.00	\$ 2,100.00
<input type="radio"/>	0301	Initial FDOT RE Offer	Fees & Costs			\$ 1,200.00	\$ 1,200.00

Go Back

The two remaining items for payment on the purchase agreement appear. The Land item no longer appears because it is now a line item on the R/W Invoice Transmittal that the user is in the process of preparing.

Click the radio button of the next item to be included on the R/W Invoice Transmittal.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 -
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder
*Payment Type: Attorney
*Organization Code: 55033030355
*Line Item Amount: \$ 2,100.00
*Federal Aid Participating: ☐ Yes ☐ No
Holdback Amount: ☐ Yes ☐ No
* Indicates Required Fields

*Financial Project: 22041214301
*Expansion Option: RW - SA,SU,S117

Create Go Back

The user is again taken to a Create Line Item Information page. **NOTE:** Once the **Paid To** field has been selected for a R/W Invoice Transmittal it cannot be changed since all line items on a R/W Invoice Transmittal must be payable to the same entity. All other fields are the same as previously described. Once all selections have been made, the user will click the **Create** button.

The “Vendor Invoice Number” on the “View Line Item Information” page, allows the entry of one “Vendor Invoice Number” for each line item included on the transmittal (CIT or RIT). However, in cases where there are more than one vendor invoice but multiple line items. The vendor invoice number must be entered for each line item. The “Vendor Invoice Number” field is required for line items on a CIT and optional for line items on an RIT.

View Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 -
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.
Line Item - 2

Select Activity:
Go to...

Enter Transmittal Number: 2008-2959

View Line Item Information

Paid To: Parcel Interest Holder
Payment Type: Attorney
Organization Code: 55033030355
Line Item Amount: \$ 2,100.00
Federal Aid Participating: ☐ Yes ☐ No
Holdback Amount: ☐ Yes ☐ No

Financial Project: 22041214301
Expansion Option: RW

Comments

Update Go Back Delete

If there are additional line items to add to the R/W Invoice Transmittal the user will click the **Create Another** button and proceed through the selection process previously described. As a navigational note, when creating the line items, the user will note at the upper right hand corner of the **View Line Item Information** page, the **Enter Transmittal Number** field appears. This field allows the user to input a transmittal number, click **Go** and be taken directly to the identified transmittal.

Office of Information Systems
11/19/2007 2:33:42 PM

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 -
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.
Line Item - 3

Select Activity:
Go to...

Enter Transmittal Number:
Go

View Line Item Information

Paid To: Parcel Interest Holder
Payment Type: Fees & costs
Organization Code: 55033030355
Line Item Amount: \$ 1,200.00
Federal Aid Participating: ☒ Yes ☐ No
Holdback Amount: ☐ Yes ☒ No

Financial Project: 22041214301
Expansion Option: RW

Comments
Comments Edit

Create Another

Update Go Back Delete

Last Updated by RWMUS03 on 11/19/2007

Delete Line Item

A line item may be deleted from a R/W Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Invoice Transmittal and it is deleted, the R/W Invoice Transmittal will be deleted.

Once all line items have been created, the user may view the line items by selecting **Line Item List** from the Select Activity dropdown box.

Office of Information Systems
11/19/2007 2:34:42 PM

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 -
Transmittal Number - 2008-2959
Payee - CHANDLER AND ASSOCIATES, INC.
Line Item - 3

Select Activity:
Go to...
Transmittal
Transmittal List
Parcel
Parcel List
View Agreement
Project List
R/W Project

Enter Transmittal Number:
Go

View Line Item Information

Paid To: Parcel Interest Holder
Payment Type: Fees & costs
Organization Code: 55033030355
Line Item Amount: \$ 1,200.00
Federal Aid Participating: ☒ Yes ☐ No
Holdback Amount: ☐ Yes ☒ No

Financial Project: 22041214301
Expansion Option: RW

Comments
Comments Edit

Create Another

Update Go Back Delete

Last Updated by RWMUS03 on 11/19/2007

FLORIDA DEPARTMENT OF TRANSPORTATION

The user is taken to the List Line Items page.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 -
 Transmittal Number - 2008-2959
 Payee - CHANDLER AND ASSOCIATES, INC.

Select Activity:
 Go to...

Enter Transmittal Number:

Number	Payment Type	Total Amount	Hold Back	Work Product
1	Land	\$ 120,000.00	NO	View Agreement
2	Attorney	\$ 2,100.00	NO	View Agreement
3	Fees & costs	\$ 1,200.00	NO	View Agreement

From here the user may look at the details of a particular line item by clicking on the corresponding line item number. The user may also choose to view the **Work Product** from this page by clicking on **View Agreement**.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 -
 Transmittal Number - 2008-2959
 Payee - CHANDLER AND ASSOCIATES, INC.

Select Activity:
 Go to...

Enter Transmittal Number:

Number	Payment Type	Total Amount	Hold Back	Work Product
1	Land	\$ 120,000.00	NO	View Agreement
2	Attorney	\$ 2,100.00	NO	View Agreement
3	Fees & costs	\$ 1,200.00	NO	View Agreement

If satisfied that all line items are correct, the user will choose **Transmittal** from the Select Activity dropdown box.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 -
 Transmittal Number - 2008-2959
 Payee - CHANDLER AND ASSOCIATES, INC.

Select Activity:
 Go to...
 Go to...
 Transmittal
 Transmittal List
 Parcel List
 Project List
 R/W Project

Enter Transmittal Number:

Number	Payment Type	Total Amount	Hold Back	Work Product
1	Land	\$ 120,000.00	NO	View Agreement
2	Attorney	\$ 2,100.00	NO	View Agreement
3	Fees & costs	\$ 1,200.00	NO	View Agreement

[Top of Page](#)

The user will be taken to the View R/W Invoice Transmittal Information page.

View R/W Invoice Transmittal

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2959

Select Activity:
Go to...

Enter Transmittal Number:
Go

View R/W Invoice Transmittal Information

Vendor/Client Number: F591848329003
Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD. STREET
City, State Zip: PANAMA CITY, FLORIDA 32405
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status: Created
Status Date: 02/02/2007
Vendor Invoice Number: 123456
Replaces Transmittal Number:
Total Amount: \$ 123,300.00
Special Instructions or Information: Parcel 301

Approver's Name: UNKNOWN
RWMS Contact Person: FUSSELL, TERESA
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Create/Add Line Item List Line Items
Recall Warrant History
View Printable Transmittal

Update Go Back Delete

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY INVOICE TRANSMITTAL

FORM 575-000-21
RIGHT OF WAY
12/02

R/W TRANSMITTAL No. 2008-2959

NEED WARRANT
TO COMPTROLLER

A: Date: 02/02/2007 District No. 03
Payable to: CHANDLER AND ASSOCIATES, INC.
Street: 11 WEST 23RD. STREET
City: PANAMA CITY
State: FLORIDA Zip: 32405
Send Warrant(s) to: ☐ Above Address
☐ District R/W Manager ☐ Other

B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct.
Printed Name:
Signature:
Date:

C: AMOUNT OF WARRANT(S):
No. 1 \$ 123,300.00
No. 2 \$
Total \$ 123,300.00

D: Special Instructions or Information:
Parcel 301

E: CONTACT PERSON:
FUSSELL, TERESA

VENDOR IDENTIFICATION NUMBER		COST DISTRIBUTION		SECTION 215.422 STATUTORY REQUIREMENTS	
F591848329003		FOR COMPTROLLER USE ONLY		DATE GOODS OR SERVICES RECEIVED	
TR	R/W LINE	ORGCODE	EO	OBJECT	AMOUNT
1		55033030355	RW	562010	120,000.00
2		55033030355	RW	562032	2,100.00
3		55033030355	RW	562029	1,200.00

DATE INVOICE RECEIVED		DATE GOODS OR SERVICES APPROVED	

INVOICE NUMBER	C B	EOB FCT	PROJECT ID
2008-2959	0	121	22041214301
2008-2959	0	121	22041214301
2008-2959	0	121	22041214301

☐ ORIGINAL - OFFICE OF COMPTROLLER
☐ COPY, COMPTROLLER - TO BE MAILED WITH WARRANT

☐ COPY, DISTRICT R/W ORIGINATOR
☐ COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT

☐ COPY, STATE COMPTROLLER
☐ COPY, SUSPENSE FILE

NOTE: If the R/W Invoice Transmittal is printed at this time the **Printed Name** of the person approving the R/W Invoice Transmittal will need to be hand written.

By closing the View Printable Transmittal Page, the user is taken back to the View R/W Invoice Transmittal page. The following statuses are available:

Approved - the R/W Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

In order to progress the status of the R/W Invoice Transmittal to **Approved**, first select the approver's name by clicking on the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in RWMS with the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Invoice Transmittal, their name will print on the R/W Invoice Transmittal in the **Printed Name** field.

The screenshot shows the 'View R/W Invoice Transmittal Information' form. At the top, it displays project details: District - 03, Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90), Parcel - 0301 - Open, and Transmittal Number - 2008-2959. There is a 'Go to...' button and a field to 'Enter Transmittal Number:'. The main form area is divided into two columns. The left column contains fields for Vendor/Client Number (F591848323003), Payee (CHANDLER AND ASSOCIATES, INC.), Street Address (11 WEST 23RD. STREET), City, State Zip (PANAMA CITY, FLORIDA 32405), Send Warrant to Payee (radio buttons for Yes/No), Fiscal Year (2008), Status (Approved dropdown), Status Date (02/03/2007), Vendor Invoice Number (123456), Replaces Transmittal Number, Total Amount (\$ 123,300.00), and Special Instructions or Information (Parcel 301). The right column contains fields for Approver's Name (DUNCAN, JOHN A. with a Select button), RWMS Contact Person (FUSSELL, TERESA with a Select button), Federal Aid Project Number (5109 001 R), and Federal Authorization Date (06/26/2006). At the bottom, there are buttons for 'Create/Add Line Item', 'List Line Items', 'View Printable Transmittal', 'Update', 'Go Back', and 'Delete'.

On the View Line Item Information page, the Federal Aid Participating Yes/No radio button is available for edit to the user with the District System Data Administrator security profile after the related transmittal is placed in a terminal status (Sent to FSO, etc.).

Delete R/W Invoice Transmittal

A R/W Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Invoice Transmittal will be deleted.

From the **Approved** status, the R/W Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal statuses and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

Key Point: When the transmittal status has been set to **Sent to FSO**, the agreement detail amounts cannot be changed.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2959

Select Activity:
Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F591848323003	Approver's Name:	DUNCAN, JOHN A. <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	FUSSELL, TERESA <input type="button" value="Select"/>
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	<input type="button" value="Sent to FSO"/>		
Status Date:	02/04/2007		
Vendor Invoice Number:	123456		
Replaces Transmittal Number:			
Total Amount:	\$ 123,300.00		
Special Instructions or Information:	Parcel 301		

Printing the R/W Invoice Transmittal

Click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

From this point, the user can click on the **Record Warrant** button and proceed to record the warrant for this payment. (See Section 10.7, Receive and Record Warrants, for further information on recording warrants.)

CREATE A R/W INVOICE TRANSMITTAL - AGREEMENT WITH HOLDBACK WARRANT

From the Home Page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button. Proceed through the process previously described for Creating a R/W Invoice Transmittal - Agreement.

EXAMPLE: A purchase agreement includes land (\$60,000), improvements (\$30,000) and cost to cure damages (\$10,000) for a total of \$100,000. The purchase agreement indicates the need for a holdback warrant in the amount of \$8,000. Therefore, two warrants will be requested on one R/W Invoice Transmittal - one for delivery at closing for \$92,000 and one delivered later for the holdback amount of \$8,000.

Select a Line Item to be Paid

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302

Create R/W Invoice Transmittal for: **Agreements**

List Payable Items For Agreements

Select	Parcel	Offer Type	Negotiation Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0302	Initial FDOT RE Offer	Land			\$ 60,000.00	\$ 60,000.00
<input type="radio"/>	0302	Initial FDOT RE Offer	Improvements			\$ 30,000.00	\$ 30,000.00
<input type="radio"/>	0302	Initial FDOT RE Offer	Cost to Cure and/or Sev Dmgs			\$ 10,000.00	\$ 10,000.00

Go Back

Select the radio button for the line item of land.

Create Invoice Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number: F 591848323 003

Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD. STREET
City, State Zip: PANAMA CITY, FLORIDA 32405

*Send Warrant to Payee: ☐ Yes ☒ No

*Fiscal Year: 2008

*Status: Created

*Status Date: 02/02/2007

Vendor Invoice Number:

Replaces Transmittal Number:

*Indicates Required Fields

Approver's Name: DUNCAN, JOHN A. **Select** **Remove**

*RWMS Contact Person: FUSSELL, TERESA **Select**

Federal Aid Project Number: S109 001 R

Federal Authorization Date: 06/26/2006

Continue **Go Back**

Input the information for the line item. Click the **Continue** button.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 - Open
Transmittal Number - 2008-2960
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder

*Payment Type: Land

*Organization Code: 55033030355

*Line Item Amount: \$ 60,000.00

*Federal Aid Participating: ☐ Yes ☒ No

*Holdback Amount: ☐ Yes ☒ No

*Indicates Required Fields

*Financial Project: 22041214301

*Expansion Option: RW - SA,SU,S117

Create **Go Back**

Click the **Create** button. Then add the line item for improvements.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 -
Transmittal Number - 2008-2960
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder
 *Payment Type:
 *Organization Code:
 *Line Item Amount: \$
 *Federal Aid Participating: ☐ Yes ☒ No
 Holdback Amount: ☐ Yes ☒ No
 *Indicates Required Fields

*Financial Project:
 *Expansion Option:

Click the **Create** button. Select the radio button for Cost to Cure and/or Severance Damages and view the following screen.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 -
Transmittal Number - 2008-2960
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder
 *Payment Type:
 *Organization Code:
 *Line Item Amount: \$
 *Federal Aid Participating: ☐ Yes ☒ No
 Holdback Amount: ☐ Yes ☒ No
 *Indicates Required Fields

*Financial Project:
 *Expansion Option:

This is the line item that will be adjusted for the holdback warrant. The user will manually change the Line Item Amount from \$10,000 to \$2,000 (see next screen shot). This will leave a balance of \$8,000, which is the holdback amount.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 -
Transmittal Number - 2008-2960
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Paid To: Parcel Interest Holder
 *Payment Type:
 *Organization Code:
 *Line Item Amount: \$
 *Federal Aid Participating: ☐ Yes ☒ No
 Holdback Amount: ☐ Yes ☒ No
 *Indicates Required Fields

*Financial Project:
 *Expansion Option:

Then click the **Create Another** button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302

Add Line Items for: Agreements

List Payable Items For Agreements

Select	Parcel	Offer Type	Negotiation Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0302	Initial FDOT RE Offer	Cost to Cure and/or Sev Dmgs			\$ 10,000.00	\$ 8,000.00

[Top of Page](#)

The List Payable Items page now shows the line item for Cost to Cure and/or Severance Damages with the remaining balance of \$8,000. Select the radio button for this item.

Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 -
Transmittal Number - 2008-2960
Payee - CHANDLER AND ASSOCIATES, INC

Create Line Item Information

*Paid To: Parcel Interest Holder
*Payment Type: Cost to Cure and/or Sev Dmg
*Organization Code: 55033030355
*Line Item Amount: \$ 8,000.00
*Federal Aid Participating: ☒ Yes ☐ No
Holdback Amount: ☒ Yes ☐ No
*Indicates Required Fields

*Financial Project: 22041214301
*Expansion Option: RW - SA, SU, S117

Create Go Back

On the **Create Line Item Information** page the user will see the Line Item Amount that corresponds to the holdback amount. *The user must change the Holdback Amount radio button to Yes.*

Then click the **Create** button. From the Select Activity dropdown, select **Transmittal**.

View R/W Invoice Transmittal Information

Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0302 - Open
Transmittal Number - 2008-2960

Select Activity: Go to

Enter Transmittal Number: Go

View R/W Invoice Transmittal Information

Vendor/Client Number: F591848323003
Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD. STREET
City, State Zip: PANAMA CITY, FLORIDA 32405
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status: Created
Status Date: 02/02/2007
Vendor Invoice Number:
Replaces Transmittal Number:
Total Amount: \$ 100,000.00
Special Instructions or Information: Parcel 302

Approver's Name: DUNCAN, JOHN A. Select Remove
RWMS Contact Person: FUSSELL, TERESA Select
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Create/Add Line Item List Line Items Update Go Back Delete
Printable Transmittal History

Click the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL										FORM 12-5-00-12 RIGHT OF WAY 12/02
R/W TRANSMITTAL No. 2008-2960										NEED WARRANT TO COMPTROLLER
A: Date: 02/02/2007 District No.: 03 Payable to: CHANDLER AND ASSOCIATES, INC. Street: 11 WEST 23RD. STREET City: PANAMA CITY State: FLORIDA Zip: 32405 Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other _____				B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. DUNCAN, JOHN A. Signature: _____ Date: _____			C: AMOUNT OF WARRANT(S): No. 1 \$ 92,000.00 No. 2 \$ 8,000.00 Total \$ 100,000.00			
D: Special Instructions or Information: Parcel 302								E: CONTACT PERSON: FUSSELL, TERESA		
COST DISTRIBUTION										
VENDOR IDENTIFICATION NUMBER F591848323003				FOR COMPTROLLER USE ONLY TR DT _____ CK DT _____ Auditor's Initials _____			SECTION 215.422 STATUTORY REQUIREMENTS DATE GOODS OR SERVICES RECEIVED: N/A DATE GOODS OR SERVICES APPROVED: N/A DATE INVOICE RECEIVED: N/A			
TR	RT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID	
1		55033030355	RW	562010	60,000.00	2008-2960	0	121	22041214301	
2		55033030355	RW	562010	30,000.00	2008-2960	0	121	22041214301	
3		55033030355	RW	562010	2,000.00	2008-2960	0	121	22041214301	
<input type="checkbox"/> ORIGINAL - OFFICE OF COMPTROLLER <input type="checkbox"/> COPY, DISTRICT R/W ORIGINATOR <input type="checkbox"/> COPY, STATE COMPTROLLER <input type="checkbox"/> COPY, COMPTROLLER - TO BE MAILED WITH WARRANT <input type="checkbox"/> COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT <input type="checkbox"/> COPY, SUSPENSE FILE										
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL										
R/W TRANSMITTAL No. 2008-2960										
TR	RT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID	
	4	55033030355	RW	562010	8,000.00	2008-2960	0	121	22041214301	

Key Point: In the upper right corner of the invoice, in section C. Amount of Warrant(s), there are two warrants—No. 1 for \$92,000 (for closing) and No. 2 for \$8,000 (holdback). The holdback warrant amount must be entered on the **View Real Estate Agreement Information** page when the agreement is created in RWMS. (Please see Chapter 5, Negotiation, for further information.)

By closing the **View Printable Transmittal** page, the user is taken back to the **View R/W Invoice Transmittal Information** page. If the user clicks the **List Line Items** button, the user is taken to the following page showing the four line items on this R/W Invoice Transmittal. The user can see which of the line items are associated with the regular warrant and the holdback warrant. The user can also go directly to the **Work Product** by clicking on **View Agreement**.

List Line Items				
Number	Payment Type	Total Amount	Hold Back	Work Product
1	Land	\$ 60,000.00	NO	View Agreement
2	Improvements	\$ 30,000.00	NO	View Agreement
3	Cost to Cure and/or Sev Dmgs	\$ 2,000.00	NO	View Agreement
4	Cost to Cure and/or Sev Dmgs	\$ 8,000.00	YES	View Agreement

[Create Line Item](#)
[Go Back](#)

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The user will now return to the **View R/W Invoice Transmittal Information** page and proceed through the R/W Invoice Transmittal approval process as previously described.

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R/W Invoice Transmittal - Relocation Claim

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CREATE A R/W INVOICE TRANSMITTAL - RELOCATION CLAIM

From the Home Page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page.

Please refer to the Data Refresh Request document for the latest Production refresh date.

☒ R/W Project ☐ Construction Project

Enter Item/Segment Number: 2204121

Enter Parcel Number: 0301

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages	Projects	Appraisals
Correspondence	Acquisition	Litigation
All Correspondence	Enter Real Estate Offer/Counter Offer	Suit
Relocation	Business Damages	Property Management
Relocation Claims	Enter Business Offer/Counter Offer	Parcel Interest Inventory Items
Contracting	Records and Funds	R/W Cost Estimate
Contracts	Create R/W Invoice Transmittal	Cost Estimate
RWMS People Management	Reporting	
Role Management	R/W Production - Acquisition	

FLORIDA DEPARTMENT OF TRANSPORTATION

On the filter page, include the R/W project number and parcel number and click the **Go** button.

Right of Way Management System

Select from the following:

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

R/W Project: 2204121

Parcel: (Optional) 0301

Go

FLORIDA DEPARTMENT OF TRANSPORTATION

NOTE: All R/W Invoice Transmittals must be associated with a parcel except for miscellaneous payments. For miscellaneous payments, the parcel number is optional.

From the “Create R/W Invoice Transmittal for” dropdown box, select the type of payment being processed: **Agreements, Court Order, Relocation Claim, Protective Rent Agreement, or Miscellaneous.**

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Agreements**

List Payable Items For Agreement:

Select	Parcel	On Items	Expert Name	Expert Type	Amount	Remaining Balance
There are currently no Payable Items to display.						

Go Back

Note that the gray box identifies the project and parcel - in this case, parcel 301 on R/W Project 2204121.

Select **Relocation Claim** from the “Create R/W Invoice Transmittal for” dropdown box. RWMS will then list all the line items that are in a payable status for relocation claims on that specific parcel. The detailed information for each line item appearing on this screen comes from the relocation claim information that was previously input into RWMS. For the following example, the user will prepare a R/W Invoice Transmittal for a relocation claim for a move estimate with payment to be made to the move estimator.

Display of Payable Items

Payable items will be displayed if there is a remaining balance on the item, i.e., the full amount of the item has not been used in another R/W Invoice Transmittal that has not been canceled, or the relocation claim is not in a status of **claim paid**. Once a parcel has been progressed to a status of **complete**, payable items will no longer be displayed.

Select a Line Item to be Paid

From the list of line items available to be paid, select the first line item to be included in the R/W Invoice Transmittal by selecting its radio button.

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Relocation Claim**

List Payable Items For Relocation Claims

Select	Parcel	Payment	Relocation Claim Type	Relocation Claim Amount	Remaining Balance
<input checked="" type="radio"/>	0301	SMITH, TIMOTHY LEE & SANDRA KAY HARPER SMITH & ERNEST A. ARMSTRONG	Estimates	\$ 1,500.00	\$ 1,500.00

Go Back

[Top of Page](#)

The user will select the radio button by the payable item for Estimates to create the line item on the R/W Invoice Transmittal.

District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Parcel - 0301 - Open	
Create RAW Invoice Transmittal Information	
*Vendor/Client Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Validate"/>	Approver's Name: UNKNOWN <input type="button" value="Edit"/> <input type="button" value="Print"/>
Payee: <input type="text"/>	RWMS Contact Person: UNKNOWN <input type="button" value="Edit"/>
*Street Address: <input type="text"/>	Federal Aid Project Number: S109 001 R
City, State Zip: <input type="text"/>	Federal Authorization Date: 06/26/2006
*Send Warrant to Payee: <input type="radio"/> Yes <input checked="" type="radio"/> No	
*Fiscal Year: <input type="text"/> 2008	
*Status: <input type="text"/> Created <input type="button" value="v"/>	
*Status Date: <input type="text"/>	
Vendor Invoice Number: <input type="text"/>	
Replaces Transmittal Number: <input type="text"/>	
* Indicates Required Fields	
<div> <input type="button" value="Print"/> <input type="button" value="Go Back"/> </div>	

In addition to the **Vendor ID**, the following fields are located on this page:

Key Point: When a warrant has been related to the transmittal, this button is disabled.

Status - (mandatory) - there are several available statuses when first creating the R/W Invoice Transmittal. These are: **Created, Goods and Services Received, Goods and Services Approved, Vendor Invoice Received and Approved.**

NOTE: The definition for **Created** is different depending upon what invoice is being processed and whether the statuses of **Vendor Invoice Received**, **Goods and Services Received** and **Goods and Services Approved** are applicable. If these statuses are not applicable, the definition of **Created** is the date the R/W Invoice Transmittal is created in RWMS. If these statuses are applicable, the definition of **Created** is the date goods and services are requested.

Key Point: Status dates may not go backwards in time.

Goods and Services Received – (optional) - The requirement for its use is dependent upon the type of payment being processed. If this status is not selected, N/A will print on the R/W Invoice Transmittal. However, if the status of **Goods and Services Received** is selected, then the statuses of **Goods and Services Approved** and **Vendor Invoice Received** become mandatory. The status date for **Goods and Services Received** will print on the R/W Invoice Transmittal.

Goods and Services Approved – (optional) - The requirement for its use is dependent upon the type of payment being processed. If this status is not selected, N/A will print on the R/W Invoice Transmittal. However, if the status of **Goods and Services Approved** is selected, then the statuses of **Goods and Services Received** and **Vendor Invoice Received** become mandatory. The status date for **Goods and Services Approved** will print on the R/W Invoice Transmittal.

Vendor Invoice Received – (optional) - The requirement for its use is dependent upon the type of payment being processed. If this status is not selected, N/A will print on the R/W Invoice Transmittal. However, if the status of **Vendor Invoice Received** is selected, then the statuses of **Goods and Services Received** and **Goods and Services Approved** become mandatory. The status date for **Vendor Invoice Received** will print on the R/W Invoice transmittal.

Approved – (mandatory) - the R/W Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field would not be used for agreements or court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that is in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the R/W Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the R/W Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for

additional information.) **NOTE:** the **Invoice Approver** and the **RWMS Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number: 591848323 003 Approver's Name: UNKNOWN Select Remove
Payee: CHANDLER AND ASSOCIATES, INC. RWMS Contact Person: PARKER, BETTY Select
Street Address: 11 WEST 23RD. STREET Federal Aid Project Number: S109 001 R
City, State Zip: PANAMA CITY, FLORIDA 32405 Federal Authorization Date: 06/26/2006
*Send Warrant to Payee: Yes No
*Fiscal Year: 2008
*Status: Created
*Status Date:
Vendor Invoice Number:
Replaces Transmittal Number:
* Indicates Required Fields

Continue Go Back

When data entry is complete on this page, click the **Continue** button. The user is taken to the **Create Line Item Information** page.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2962
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Pald To: Parcel Interest Holder
*Payment Type: Estimates
*Organization Code: 59033030355 *Financial Project: 22041214501
*Line Item Amount: \$ 1,500.00 *Expansion Option: RW - SU
*Federal Aid Participating: Yes No
* Indicates Required Fields

Create Go Back

Key Point: The Line Item Amount cannot be greater than the remaining balance for the related work product detail amount. The Line Item Amount can be less than the remaining balance.

Key Point: Because certain types of payments included in relocation claims can be made to either the parcel interest holder or the vendor, RWMS has been programmed with a dropdown selection of **Vendor** and **Parcel Interest Holder** for the user to select. The default is **Parcel Interest Holder**. In this example the payment will be made to the **Vendor**.

The following fields are mandatory:

Payment Type (mandatory) - this is the type of payment being made as selected from the List Payable Items page.

Organization Code (mandatory) - this is a dropdown box with all the organization codes valid for right of way payments in the district. Most districts only have one organization code but some districts and the Turnpike Enterprise have several.

Line Item Amount (mandatory) - this amount is based on the line item selected from the List Payable Items page. The amount may be changed when necessary, e.g., if a holdback warrant is needed which requires a separate line item or payment is being made to different parties which requires separate r/w transmittals.

Key Point: If the full amount of the line item is not used in generating the R/W Invoice Transmittal, the balance of the line item will be displayed on the List Payable Items page for use in creating a new line item on the same R/W Invoice Transmittal or a new line item on a separate R/W Invoice Transmittal.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **Yes**. The **No** button would only be selected if this specific line item could never be federally participating.

Financial Project (mandatory) - a dropdown box provides all the available financial project numbers that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there is more than one sequence number with authorized funds available for the project and phase, RWMS will provide all options for the user to make a selection.

Expansion Option (mandatory) - a dropdown box provides all the available expansion options and their corresponding fund codes that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there are multiple fund types authorized for this specific payment that have different expansion options, RWMS will provide all options for the user to make a selection, as shown in the following example:

Create Line Item Information

*Paid To: Parcel Interest Holder

*Payment Type: Land

*Organization Code: 95033030395

*Line Item Amount: \$ 5,000.00

*Federal Aid Participating: ☒ Yes ☐ No

*Financial Project: 21974814301

*Expansion Option: RC - CIGP,LF
RC - CIGP,LF
RW - LF,LFR

* Indicates Required Fields

Create Go Back

When the data entry is complete, click the **Create** button.

View Line Item Information			
Paid To:	Vendor		
Payment Type:	Estimates		
Organization Code:	55033030355	Financial Project:	22041214501
Line Item Amount:	\$ 1,500.00	Expansion Option:	RW
Federal Aid Participating:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="Comments"/>		<input type="button" value="Update"/> <input type="button" value="Go Back"/> <input type="button" value="Delete"/>	
<input type="checkbox"/> Comments End		Last Updated by RWMJUS03 on 11/19/2007	

View R/W Invoice Transmittal Information

View R/W Invoice Transmittal Information			
District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Parcel - 0301 - Open Transmittal Number - 2008-2962		Select Activity: <input type="button" value="Go to..."/>	
		Enter Transmittal Number: <input type="text"/> <input type="button" value="Go"/>	
Vendor/Client Number:	F591848323003	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	5109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Created		
Status Date:	09/03/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount:	\$ 1,500.00		
Special Instructions or Information:	<input type="text"/>		
<input type="button" value="Create/Add Line Item"/> <input type="button" value="List Line Items"/>		<input type="button" value="Update"/> <input type="button" value="Go Back"/> <input type="button" value="Delete"/>	
<input type="button" value="Recent Transmits"/> <input type="button" value="History"/>			
<input type="button" value="View Printable Transmittal"/>			

The user is taken to the View R/W Invoice Transmittal Information page. In addition to the information entered in the Create R/W Invoice Transmittal Information page, the following fields are available:

Total Amount - this is a read only field which displays the sum of the line items selected for the R/W Invoice Transmittal.

Key Point: A R/W Invoice Transmittal status cannot be set to **Sent to FSO** if the Total Transmittal Amount is equal to \$0.

Special Instructions or Information - this is a comment field that is available for including special information about or instructions for handling or processing of the R/W Invoice Transmittal that will print on the R/W Invoice Transmittal document.

Key Point: It is strongly recommended that the user include the related parcel number in the **Special Instructions or Information** box

Key Point: Since almost all payments are coded as federal aid participating regardless of the actual funding on the project, if a payment is made which is truly non federal aid participating, it is recommended that the user put a comment in the Special Instructions or Information box. For example: "This payment is for testimony regarding noise damages and is not federal aid participating."

This page also includes the following buttons:

Create/Add Line Item - by clicking on this button the user is able to create and add another line item to the R/W Invoice Transmittal.

History - by clicking on this button the user is able to view the status history of the R/W Invoice Transmittal. Click the Close Window button to return to the R/W Invoice Transmittal.

History

Transmittal History	
Status	Status Date
Created	09/03/2007

Close Window

List Line Items - by clicking on this button the user is able to view the list of line items that have been included on the R/W Invoice Transmittal. Click the **Go Back** button to return to the R/W Invoice Transmittal.

List Line Items

List Line Items		
Number	Payment Type	Total Amount
1	Estimates	\$ 1,500.00

Create Line Item

Go Back

[Top of Page](#)

By clicking the **Line Item Number** the user is taken to the View Line Item Information page.

View Line Item Information

Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) | Go to:

Parcel - 0301 - Open

Transmittal Number - 2008-2962

Payee - CHANDLER AND ASSOCIATES, INC.

Line Item - 1

Enter Transmittal Number:

View Line Item Information			
Paid To:	Vendor	Financial Project:	22041214501
Payment Type:	Estimates	Expansion Option:	RW
Organization Code:	55033030355		
Line Item Amount:	\$ 1,500.00		
Federal Aid Participating:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Comments

☐ Comments Edit

Update Go Back Delete

Last Updated by R/M/MS03 on 11/19/2007.

The “Vendor Invoice Number” on the “View Line Item Information” page. allows the entry of one “Vendor Invoice Number” for each line item included on the transmittal (CIT or RIT). However, in cases where there are more than one vendor invoice but multiple line items the vendor invoice number must be entered for each line item.

The "Vendor Invoice Number" field is required for line items on a CIT and optional for line items on an RIT.

The District System Data Administrators can now reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated

Delete Line Item

A line item may be deleted from a R/W Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Invoice Transmittal and it is deleted, the R/W Invoice Transmittal will be deleted.

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL																			
R/W TRANSMITTAL No. 2008-2962					NEED WARRANT TO COMPTROLLER														
A: Date: 09/03/2007 District No. 03 Payable to: CHANDLER AND ASSOCIATES, INC. Street: 11 WEST 23RD. STREET City: PANAMA CITY State: FLORIDA Zip: 32405 Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other _____					B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. Printed Name: _____ Signature: _____ Date: _____					C: AMOUNT OF WARRANT(S): No. 1 \$ 1,500.00 No. 2 \$ _____ Total \$ 1,500.00									
D: Special Instructions or Information:										E: CONTACT PERSON: PARKER, BETTY									
VENDOR IDENTIFICATION NUMBER F591848323003										COST DISTRIBUTION FOR COMPTROLLER USE ONLY TR DT _____ CK DT _____ Auditor's Initials _____					SECTION 215.422 STATUTORY REQUIREMENTS DATE GOODS OR SERVICES RECEIVED N/A DATE GOODS OR SERVICES APPROVED N/A DATE INVOICE RECEIVED N/A				
TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID										
	1	55033030355	RW	139910	1,500.00	2008-2962	0	129	22041214501										
<input type="checkbox"/> ORIGINAL - OFFICE OF COMPTROLLER <input type="checkbox"/> COPY, DISTRICT R/W ORIGINATOR <input type="checkbox"/> COPY, STATE COMPTROLLER										<input type="checkbox"/> COPY, COMPTROLLER - TO BE MAILED WITH WARRANT <input type="checkbox"/> COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT <input type="checkbox"/> COPY, SUSPENSE FILE									

NOTE: If the invoice is printed at this time the **Printed Name** of the person approving the R/W Invoice Transmittal will need to be hand written.

NOTE: Because the statuses of **Goods and Services Received**, **Goods and Services Approved** and **Vendor Invoice Received** have not been entered, these fields show as N/A on the printable R/W Invoice Transmittal.

By closing the View Printable Transmittal Page, the user is taken back to the View R/W Invoice Transmittal page.

Once created, the following statuses as previously described are available: **Goods and Services Received, Goods and Services Approved, Vendor Invoice Received and Approved.** Additionally, the following status is available:

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

In order to progress the status of the invoice to **Approved**, first select the approver's name by clicking on the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in RWMS with the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Invoice Transmittal, their name will print on the R/W Invoice Transmittal in the **Printed Name** field.

The screenshot shows a web-based form titled "View R/W Invoice Transmittal Information". At the top left, there is a summary box containing: District - 03, Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90), Parcel - 0301 - Open, and Transmittal Number - 2008-2963. To the right of this box is a "Select Activity:" dropdown menu with "Go to..." selected. Further right is a field for "Enter Transmittal Number:" with a "Go" button. The main form area is divided into two columns. The left column contains fields for: Vendor/Client Number (F591848323003), Payee (CHANDLER AND ASSOCIATES, INC.), Street Address (11 WEST 23RD. STREET), City, State Zip (PANAMA CITY, FLORIDA 32405), Send Warrant to Payee (radio buttons for Yes/No, with No selected), Fiscal Year (2008), Status (Created), Status Date (09/09/2007), Vendor Invoice Number (523), Replaces Transmittal Number (empty), Total Amount (\$ 1,500.00), and a text area for Special Instructions or Information. The right column contains: Approver's Name (UNKNOWN with Select and Remove buttons), RWMS Contact Person (PARKER, BETTY with a Select button), Federal Aid Project Number (S109 001 R), and Federal Authorization Date (06/26/2006). At the bottom of the form are several buttons: "Create/Add Line Item", "List Line Items", "Update", "Go Back", "Delete", "View Printable Transmittal", and a "History" button. A small footer note at the bottom right reads "Print Transmittal by: PARKER, BETTY on: 09/09/2007".

Delete R/W Invoice Transmittal

A R/W Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Invoice Transmittal will be deleted.

From the **Approved** status, the R/W Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal

statuses and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

Key Point: When the transmittal status has been set to **Sent to FSO**, the Relocation Claim Detail Amounts cannot be changed.

Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-2963

View R/W Invoice Transmittal Information

Vendor/Client Number: FS91848323003
Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD. STREET
City, State Zip: PANAMA CITY, FLORIDA 32405
Send Warrant to Payee: ☒ Yes ☐ No
Fiscal Year: 2008
Status: Sent to FSO
Status Date: 10/05/2007
Vendor Invoice Number: 523
Replaces Transmittal Number:
Total Amount: \$ 1,500.00
Special Instructions or Information:

Approver's Name: DUNCAN, JOHN A.
RWMS Contact Person: PARKER, BETTY
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Create/Add Line Item List Line Items
Update Go Back Delete
View Printable Transmittal

NOTE: The Record Warrant button is disabled because the user stated on the R/W Invoice Transmittal that this warrant would be sent directly to the vendor.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY INVOICE TRANSMITTAL

R/W TRANSMITTAL No. 2008-2963

A: Date: 09/09/2007 District No. 03
Payable to: CHANDLER AND ASSOCIATES, INC.
Street: 11 WEST 23RD. STREET
City: PANAMA CITY
State: FLORIDA Zip: 32405
Send Warrant(s) to: ☒ Above Address
☐ District R/W Manager ☐ Other

B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct.
DUNCAN, JOHN A.
Signature:
Date:

C: AMOUNT OF WARRANT(S):
No. 1 \$ 1,500.00
No. 2 \$
Total \$ 1,500.00

D: Special Instructions or Information:

E: CONTACT PERSON:
PARKER, BETTY

VENDOR IDENTIFICATION NUMBER
FS91848323003

COST DISTRIBUTION
FOR COMPTROLLER USE ONLY
TR DT
CK DT
Auditor's Initials

SECTION 215.422 STATUTORY REQUIREMENTS
DATE GOODS OR SERVICES RECEIVED 10/01/2007
DATE GOODS OR SERVICES APPROVED 10/02/2007
DATE INVOICE RECEIVED 10/03/2007

TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID
	1	5503030355	RW	139910	1,500.00	2008-2963	0	129	22041214501

☐ ORIGINAL - OFFICE OF COMPTROLLER
☐ COPY, DISTRICT R/W ORIGINATOR
☐ COPY, STATE COMPTROLLER
☐ COPY, COMPTROLLER - TO BE MAILED WITH WARRANT
☐ COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT
☐ COPY, SUSPENSE FILE

NOTE: Since the statuses of **Goods and Services Received**, **Goods and Services Approved** and **Vendor Invoice Received** have been entered into RWMS, their corresponding status dates now appear on the R/W Invoice Transmittal.

NOTE: Since the warrant is being sent directly to the payee, a check mark has been inserted into the **Send Warrant to Above Address** field of the printable R/W Invoice Transmittal.

Printing the R/W Invoice Transmittal

Click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

If this payment was being made to the parcel interest holder, from this point, the user could click on the **Record Warrant** button and proceed to record the warrant for this payment. (See Section 10.7, Receive and Record Warrants, for further information on recording warrants.)

When a warrant status is changed to “Delivered to Payee” and the warrant record is updated, and the warrant is payment for a relocation claim, the following message will be displayed:

"This warrant is payment for one or more relocation claims. Do you want the related Relocation Claim Statuses to be changed from “Approved Claim” to “Payment Made” with the following Status Date (warrant status date)? Yes/No

"If the user answers “Yes”, the related relocation claim statuses will be automatically changed to “Payment Made” with status dates the same as the warrant “Delivered to Payee” status date. If the user answers “No” then no change will be made to the relocation claims but the warrant will be updated as normal.

The message will only be displayed when the following criteria are met:

1. The Warrant is related to a Right of Way Invoice Transmittal (RIT).
2. The RIT Total Amount equals the Warrant Amount.
3. The RIT has one or more line items related to relocation claims.
4. All of those relocation claims are in an Approved Claim status.
5. All of those relocation claims Approved Claim status date are less than or equal to the warrant “Delivered to Payee” status date.
6. The sum of the Relocation Claim Total Amounts equals the Warrant Amount.

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CREATE A R/W INVOICE TRANSMITTAL - COURT ORDER

From the Home Page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

On the filter page, include the R/W project number, and if applicable, the parcel number and click the **Go** button.

NOTE: All R/W Invoice Transmittals must be associated with a parcel except for miscellaneous payments. For miscellaneous payments the parcel number is optional.

From the “Create R/W Invoice Transmittal for” dropdown box, select the type of payment being processed: **Agreements**, **Court Order**, **Relocation Claim**, **Protective Rent Agreement**, or **Miscellaneous**.

Note that the gray box identifies the project and parcel—in this case, parcel 308 on project 2204121.

CREATE A R/W INVOICE TRANSMITTAL - ORDER OF TAKING

From the “Create R/W Invoice Transmittal for” dropdown box select **Court Order**. RWMS will then list all the line items that are in a payable status for court orders on that specific parcel. The detailed information for the line item appearing on this screen comes from the court order information that was previously input into RWMS.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308

Create R/W Invoice Transmittal for: **Court Order**

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0308	Order of Taking	OT Deposit			\$ 50,000.00	\$ 50,000.00

Go Back

Top of Page

Display of Payable Items

Payable items (line items from the court order detail) will be displayed if there is a remaining balance on the item, i.e., the full amount of the item has not been used in another R/W Transmittal that has not been canceled or the last updated user ID is equal to RWCONVRT on the Court Order. Once a parcel has been progressed to a status of **complete**, payable items will no longer be displayed.

Select a Line Item to be Paid

From the list of line items available to be paid, select the line item to be included in the R/W Invoice Transmittal by selecting its radio button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308

Create R/W Invoice Transmittal for: **Court Order**

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0308	Order of Taking	OT Deposit			\$ 50,000.00	\$ 50,000.00

Go Back

Top of Page

The user will select the radio button by OT Deposit to create the line item to be paid on the R/W Invoice Transmittal.

Create Invoice Information

Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number:

Payee:

Street Address:

City, State Zip:

*Send Warrant to Payee: ☐ Yes ☒ No

*Fiscal Year:

*Status:

*Status Date:

Vendor Invoice Number:

Replaces Transmittal Number:

* Indicates Required Fields

Approver's Name: UNKNOWN

RWMS Contact Person: UNKNOWN

Federal Aid Project Number: S109 001 R

Federal Authorization Date: 06/26/2006

The user is taken to the Create R/W Invoice Transmittal Information page. Here the user will type in the **Vendor ID Number (mandatory)** and click the **Validate** button. RWMS will check the vendor ID number against FLAIR data and will return the appropriate **Payee Name and Address**. If the name and address are correct, the user will continue with creating the invoice transmittal information. **NOTE:** RWMS validates against a file from FLAIR that is refreshed nightly. It takes one night from the time a new vendor is added FLAIR until the vendor number will validate in RWMS.

In addition to the **Vendor ID**, the following fields are located on this page:

Send Warrant to Payee (mandatory) – This is a radio button with a choice of either **Yes** or **No**. The default selection for Court Orders is **No**.

Key Point: When a warrant has been related to the transmittal, this button is disabled.

Fiscal Year - (mandatory) - this is the fiscal year for the programmed funds from which the payment is being made. Typically, this will be the current fiscal year, which is the default setting.

Status - (mandatory) - there are two available statuses when first creating the invoice transmittal information. These are: **Created** and **Approved**.

Created - the date the r/w invoice transmittal is created in RWMS.

Approved - the date the r/w invoice transmittal is approved by the DOT R/W employee with approval authority.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field would not be used for agreements or court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that is in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the R/W Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the R/W Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for additional information). **NOTE:** the **Invoice Approver** and the **Invoice Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

The screenshot shows the 'Create R/W Invoice Transmittal Information' form within the 'Right of Way Management System'. The header includes the FDOT logo, the system name, and navigation links (Home, Help, Logout) along with a timestamp (11/01/2007 9:03AM EST). The breadcrumb trail indicates the user is in District - 03, Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90), and Parcel - 0308 - Open.

The form fields are organized into two columns:

- Left Column:**
 - *Vendor/Client Number: F 596000513 014
 - Payee: BAY COUNTY CLERK CIRCUIT COURT
 - Street Address: PO BOX 2269
 - City, State Zip: PANAMA CITY, FLORIDA 32402
 - *Send Warrant to Payee: ☒ Yes ☐ No
 - *Fiscal Year: 2008
 - *Status: Created
 - *Status Desc: 11/01/2007
 - Vendor Invoice Number: (empty field)
 - Replaces Transmittal Number: (empty field)
 - * Indicates Required Fields
- Right Column:**
 - Approver's Name: UNKNOWN (with Select and Remove buttons)
 - *RWMS Contact Person: PARKER, BETTY (with Select button)
 - Federal Aid Project Number: S109 001 R
 - Federal Authorization Date: 06/26/2006

At the bottom right, there are 'Continue' and 'Go Back' buttons.

When data entry is complete on this page, click the **Continue** button. The user is taken to the Create Line Item Information page.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To: Clerk
*Payment Type: OT Deposit
*Organization Code: 55033030355
*Financial Project: 22041214301
*Line Item Amount: \$ 50,000.00
*Expansion Option: RW - SA, SU, S117
*Federal Aid Participating: Yes
*Paid Through OT: Yes
*Indicates Required Fields

Create Go Back

FLORIDA DEPARTMENT OF TRANSPORTATION

Key Point: The Line Item Amount cannot be greater than the remaining balance for the related work product detail amount. The Line Item Amount can be less than the remaining balance.

Key Point: Because court orders can be made payable to either the Clerk of the Circuit Court or in certain cases to an expert, RWMS has been programmed with a dropdown selection of **Clerk** and **Expert** in the **Paid To** field for the user to select. The default is **Clerk**. An **Expert** is someone who is working for the property owner, e.g., an appraiser. The user would select **Expert** if the court order directs the payment of appraisal fees directly to the appraiser. If the court order directs the payment of fees and costs to the attorney's trust fund account (including attorney fees) for disbursement to the experts, the user would also select **Expert**. If the court order directs payment to be made to an attorney's trust fund account, and that payment includes any monies for the property owner, the user would select **Clerk**.

Key Point: Since land payments are never made to an expert, RWMS will generate an error message if the **Paid To** field is set to **Expert** and the **Payment Type** field is set to **Land**. The error message is generic: *There are no funds available for this financial project and organization code.*

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

There are no Funds available for this Financial Project and Organization Code.

*Paid To: Expert
*Payment Type:
*Organization Code: 55033030355
*Financial Project: 22041214301
*Line Item Amount: \$ 50,000.00
*Expansion Option:
*Federal Aid Participating: Yes
*Paid Through OT: Yes
*Indicates Required Fields

Create Go Back

FLORIDA DEPARTMENT OF TRANSPORTATION

By changing the **Paid To** field to **Clerk** the error message will no longer be displayed.

Information System

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308 - Open
 Transmittal Number - 2008-2964
 Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To: Clerk
 *Payment Type: OT Deposit
 *Organization Code: 55033030355
 *Line Item Amount: \$ 50,000.00
 *Financial Project: 22041214301
 *Expansion Option: RW - SA,SU,S117
 *Federal Aid Participating: Yes No
 Paid Through OT: Yes No
 * Indicates Required Fields

Create Go Back

NOTE: The selection of **Clerk** or **Expert** does not change the **Payee** on the R/W Invoice Transmittal. The **Vendor Number** that is entered when creating the R/W Invoice Transmittal determines the **Payee**. Selecting **Clerk** or **Expert** changes the associated object code.

NOTE: Once the **Paid To** field has been selected for a R/W Invoice Transmittal it cannot be changed since all line items on a R/W Invoice Transmittal must be payable to the same entity.

The following fields are mandatory:

Payment Type (mandatory) - this is the type of payment being made as selected from the List Payable Items page.

Organization Code (mandatory) - this is a dropdown box with all the organization codes valid for right of way payments in the district. Most districts only have one organization code but some districts and the Turnpike Enterprise have several.

Line Item Amount (mandatory) - this amount is based on the line item selected from the List Payable Items page. The amount may be changed when necessary, e.g., if a holdback warrant is needed for a purchase agreement, which requires a separate line item.

Key Point: If the full amount of the line item is not used in generating the R/W Invoice Transmittal, the balance of the line item will be displayed on the List Payable Items page for use in creating a new line item on the same r/w transmittal or a new line item on a separate R/W Invoice Transmittal. This would not typically apply to a R/W Invoice Transmittal for an Order of Taking deposit.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **Yes**. The **No** button would only be selected if this specific line item could never be federally participating.

Paid Through O.T. - two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **No**. When creating a line item for an Order of Taking deposit, the radio buttons are not accessible.

Financial Project (mandatory) - a dropdown box provides all the available financial project numbers that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there is more than one sequence number with authorized funds available for the project and phase, RWMS will provide all options for the user to make a selection.

Expansion Option (mandatory) - a dropdown box provides all the available expansion options and their corresponding fund codes that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there are multiple fund types authorized for this specific payment that have different expansion options, RWMS will provide all options for the user to make a selection, as shown in the following example:

District - 03
Project - 2197481 - SR 61 CRAWFORDVILLE FROM RIVERS ROAD TO SR 363 FOUR POINTS INT
Parcel - 0108 - Open
Transmittal Number - 2003-9
Payee - LARRY K PRICE & DELENE M PRICE

Create Line Item Information

*Paid To: Parcel Interest Holder
*Payment Type: Land
*Organization Code: 55033030355
*Line Item Amount: \$ 5,000.00
*Federal Aid Participating: ☒ Yes ☐ No
*Indicates Required Fields

*Financial Project: 21974814301
*Expansion Option: RC - CIGP,LF
RC - CIGP,LF
RW - LF,LF

Create Go Back

When the data entry is complete, click the **Create** button.

View R/W Invoice Transmittal Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964

Select Activity: Go to...

Enter Transmittal Number: 100

View R/W Invoice Transmittal Information

Vendor/Client Number: F396000513014
Payee: BAY COUNTY CLERK CIRCUIT COURT
Street Address: PO BOX 2269
City, State Zip: PANAMA CITY, FLORIDA 32402
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status: Approved
Status Date: 11/01/2007
Vendor Invoice Number:
Replaces Transmittal Number:
Total Amount: \$ 50,000.00
Special Instructions or Information: Parcel 308

Approver's Name: DUNCAN, JOHN A.
RWMS Contact Person: PARKER, BETTY
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Create/Add Line Item List Line Items
Print Warrant History
View Printable Transmittal

Update Go Back Delete

Last Updated by RWMS03 on 11/20/2007

The user is taken to the **View R/W Invoice Transmittal Information** page. In addition to the information entered in the **Create Invoice** page, the following fields are available:

Total Amount - This is a read only field which displays the sum of the line items selected for the R/W Invoice Transmittal.

Key Point: A R/W Invoice Transmittal status cannot be changed to **Sent to FSO** if the Total Transmittal Amount is equal to \$0.

Special Instructions or Information – this is a comment field that is available for including special information about or instructions for handling or processing of the R/W Invoice Transmittal that will print on the R/W Invoice Transmittal document.

Key Point: It is strongly recommended that the user include the related parcel number(s) in the **Special Instructions or Information** box.

Key Point: Since almost all payments are coded as federal aid participating regardless of the actual funding on the project, if a payment is made which is truly non federal aid participating, it is recommended that the user put a comment in the Special Instructions or Information box. For example: “This payment is for testimony regarding noise damages and is not federal aid participating.”

This page also includes the following buttons:

List Line Items – by clicking on this button the user is able to view the list of line items that have been included on the R/W Invoice Transmittal. By clicking on the Work Product—in this case, **View Court Order**—the user will be taken to the View Court Order Information page. See **Chapter 7, Eminent Domain**, of this manual. Click the **Go Back** button to return to the R/W Invoice Transmittal.

List Line Items

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964
Payee - BAY COUNTY CLERK CIRCUIT COURT

Select Activity:
Go to...

Enter Transmittal Number:

List Line Items				
Number	Payment Type	Paid Through (Y)	Total Amount	Work Product
1	OT Deposit	NO	\$ 50,000.00	View Court Order

History – by clicking on this button the user is able to view the status history of the R/W Invoice Transmittal. Click the **Close Window** button to return to the R/W Invoice Transmittal.

History

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-2964

Transmittal History	
Status	Status Date
Created	11/01/2007

Close Window

Delete Line Item

A line item may be deleted from a R/W Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Invoice Transmittal and it is deleted, the R/W Invoice Transmittal will be deleted.

Once all line items have been created, the user may view the line items by selecting the **Line Item List** from the Select Activity dropdown box.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964
Payee - BAY COUNTY CLERK CIRCUIT COURT
Line Item - 1

Select Activity:
Go to...
Go to...
Transmittal List
List Item List
Parcel List
View Court Order
Project List
R/W Project

Enter Transmittal Number:

View Line Item Information

Paid To: Clerk
Payment Type: OT Deposit
Organization Code: 55033030355
Line Item Amount: \$ 50,000.00
Federal Aid Participating: ☐ Yes ☒ No
Paid Through OT: ☐ Yes ☒ No

Financial Project: 22041214301
Expansion Option: RW

Comments

Update Go Back Delete

The user is taken to the List Line Items page.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964
Payee - BAY COUNTY CLERK CIRCUIT COURT

Select Activity:
Go to...

Enter Transmittal Number:

List Line Items

Number	Payment Type	Paid Through OT	Total Amount	Work Product
1	OT Deposit	NO	\$ 50,000.00	View Court Order

Go Back

Top of Page

Note that the **Create Line Item** button is now disabled. That is because the total of all line items on this transmittal now equals the total amount on the associated work product (Court Order). No more line items can be created on this transmittal.

From here the user may look at the details of a particular line item by clicking on the corresponding line item number or may view the associated work product. If satisfied that all line items are correct, the user will choose **Transmittal** from the Select Activity Dropdown box.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308 - Open
 Transmittal Number - 2008-2964
 Payee - BAY COUNTY CLERK CIRCUIT COURT

Select Activity:
 Go to...
 Go to...
 Transmittal List
 Parcel
 Parcel List
 Project List
 R/W Project

Enter Transmittal Number: 


Number	Payment Type	Paid Through OT	Total Amount	Work Product
1	OT Deposit	NO	\$ 50,000.00	View Court Order


[Go Back](#)

Top of Page





View R/W Invoice Transmittal

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308 - Open
 Transmittal Number - 2008-2964

Select Activity:
 Go to... 

Enter Transmittal Number: 

View R/W Invoice Transmittal Information

Vendor/Client Number:	F596000513014	Approver's Name:	DUNCAN, JOHN A.  
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY 
Street Address:	PO BOX 2269	Federal Aid Project Number:	S189 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Approved 		
Status Date:	11/01/2007		
Vendor Invoice Number:	<input type="text"/>		
Replaces Transmittal Number:	<input type="text"/>		
Total Amount:	\$ 50,000.00		
Special Instructions or Information:	Parcel 308		

[Create/Add Line Item](#) [List Line Items](#) [Update](#) [Go Back](#) [Delete](#)

[Replaced Transmittal](#) [History](#)

[View Printable Transmittal](#)

Last Updated by RWMSIS03 on 11/20/2007

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL						FORM F-5-500-12 RIGHT OF WAY 12-02							
R/W TRANSMITTAL No. 2008-2964						NEED WARRANT TO COMPTROLLER							
A: Date: 11/01/2007 District No. 03 Payable to: BAY COUNTY CLERK CIRCUIT COURT Street: PO BOX 2269 City: PANAMA CITY Zip: 32402 State: FLORIDA Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other _____			B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. DURCAN, JOHN A. _____ <small>Signature</small> _____ <small>Date</small>		C: AMOUNT OF WARRANT(S): No. 1 \$ 50,000.00 No. 2 \$ _____ Total \$ 50,000.00								
D: Special Instructions or Information: Parcel 308						E: CONTACT PERSON: PARKER, BETTY							
COST DISTRIBUTION FOR COMPTROLLER USE ONLY													
VENDOR IDENTIFICATION NUMBER F596000513014				TR DT _____ CK DT _____ Auditor's Initials _____		SECTION 215.422 STATUTORY REQUIREMENTS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DATE GOODS OR SERVICES RECEIVED</td> <td>N/A</td> </tr> <tr> <td>DATE GOODS OR SERVICES APPROVED</td> <td>N/A</td> </tr> <tr> <td>DATE INVOICE RECEIVED</td> <td>N/A</td> </tr> </table>		DATE GOODS OR SERVICES RECEIVED	N/A	DATE GOODS OR SERVICES APPROVED	N/A	DATE INVOICE RECEIVED	N/A
DATE GOODS OR SERVICES RECEIVED	N/A												
DATE GOODS OR SERVICES APPROVED	N/A												
DATE INVOICE RECEIVED	N/A												
TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	PROJECT ID						
	1	55033030355	RW	562010	50,000.00	2008-2964	22041214301						

☐ ORIGINAL - OFFICE OF COMPTROLLER
 ☐ COPY, DISTRICT R/W ORIGINATOR
 ☐ COPY, STATE COMPTROLLER
☐ COPY, COMPTROLLER - TO BE MAILED WITH WARRANT
 ☐ COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT
 ☐ COPY, SUSPENSE FILE

By closing the View Printable Transmittal page the user is taken back to the View R/W Invoice Transmittal Information page. Once created the following statuses are available:

Approved - the R/W Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

In order to progress the status of the R/W Invoice Transmittal to **Approved**, first select the approver's name by clicking on the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in RWMS with the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Invoice Transmittal, their name will print on the R/W Invoice Transmittal in the **Printed Name** field.

The District System Data Administrators can reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated.

On the View Line Item Information page, the Federal Aid Participating Yes/No radio button is available for edit to the user with the District System Data Administrator security profile after the related transmittal is placed in a terminal status (Sent to FSO, etc.).

View R/W Invoice Transmittal Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964

Select Activity: Go to...

Enter Transmittal Number:

Vendor/Client Number: F396000513014
Payee: BAY COUNTY CLERK CIRCUIT COURT
Street Address: PO BOX 2269
City, State Zip: PANAMA CITY, FLORIDA 32402
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status: Approved
Status Date: 11/01/2007
Vendor Invoice Number:
Replaces Transmittal Number:
Total Amount: \$ 50,000.00
Special Instructions or Information: Parcel 308

Approver's Name: DUNCAN, JOHN A.
RWMS Contact Person: PARKER, BETTY
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Last Updated by RWMUS03 on 11/20/2007

FLORIDA DEPARTMENT OF TRANSPORTATION

Delete R/W Invoice Transmittal

A R/W Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Invoice Transmittal will be deleted.

From the **Approved** status, the R/W Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal statuses and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

Key Point: When the transmittal status has been set to **Sent to FSO**, the Court Order Detail amounts cannot be changed.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2964

Select Activity:
Go to...

Enter Transmittal Number:
Go

View R/W Invoice Transmittal Information

Vendor/Client Number:	F596006513014	Approver's Name:	DUNCAN, JOHN A. Select Remove
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY Select
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Sent to FSO		
Status Date:	11/02/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount:	\$ 50,000.00		
Special Instructions or Information:	Parcel 308		

[Create/Add Line Item](#)
[List Line Items](#)
[Update](#)
[Go Back](#)
[Delete](#)

[Record Warrant](#)
[History](#)

[View Printable Transmittal](#)

Last Updated by RWMUS03 on 11/26/2007.

Printing the R/W Invoice Transmittal

Click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

From this point, the user can click the **Record Warrant** button and proceed to record the warrant for this payment. Please see Section 10.7, Receive and Record Warrants, for further information.

CREATE A R/W INVOICE TRANSMITTAL - FINAL JUDGMENT

Beginning at the Home Page, create the R/W Invoice Transmittal in the same manner as for the R/W Invoice Transmittal for the Order of Taking.

Select a Line Item to be Paid

From the list of line items available to be paid, select the first line item to be included in the R/W Invoice Transmittal by selecting its radio button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308

Create R/W Invoice Transmittal for: Court Order

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="checkbox"/>	0308	Final Judgment	Land			\$ 30,000.00	\$ 30,000.00
<input type="checkbox"/>	0308	Final Judgment	Improvements			\$ 35,000.00	\$ 35,000.00
<input type="checkbox"/>	0308	Final Judgment	Cost to Cure and/or Sev. Dmgs			\$ 25,000.00	\$ 25,000.00
<input type="checkbox"/>	0308	Final Judgment	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 13,000.00	\$ 13,000.00
<input type="checkbox"/>	0308	Final Judgment	Expert	DISKIN PROPERTY RESEARCH	Real Estate Appraiser	\$ 15,000.00	\$ 15,000.00

[Go Back](#) [Top of Page](#)

Create R/W Invoice Transmittal Information

The user is taken to the Create R/W Invoice Transmittal Information page. The information to be entered here is same as described above for the Order of Taking.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number:

Payee: BAY COUNTY CLERK CIRCUIT COURT

Street Address: PO BOX 2269

City, State Zip: PANAMA CITY, FLORIDA 32402

*Send Warrant to Payee: ☐ Yes ☒ No

*Fiscal Year:

*Status:

*Status Date:

Vendor Invoice Number:

Replaces Transmittal Number:

* Indicates Required Fields

Approver's Name: UNKNOWN [Select](#) [Remove](#)

*RWMS Contact Person: PARKER, BETTY [Select](#)

Federal Aid Project Number: S109 001 R

Federal Authorization Date: 06/26/2006

[Continue](#) [Go Back](#)

When data entry is complete on this page, click the **Continue** button. The user is taken to the Create Line Item Information page.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2965
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To:

*Payment Type:

*Organization Code:

*Financial Project:

*Line Item Amount: \$

*Expansion Option:

*Federal Aid Participating: ☒ Yes ☐ No

*Paid Through OT: ☒ Yes ☐ No

*Indicates Required Fields

FLORIDA DEPARTMENT OF TRANSPORTATION

In this instance, the user selects the **Yes** radio button in the **Paid Through OT** field to indicate that this portion of the final judgment was paid for through the Order of Taking deposit (\$50,000) previously processed in RWMS.

View R/W Invoice Transmittal Information

Office of Information Systems
Right of Way Management System
11/26/2007 9:13AM EST

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2965

Select Activity:

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number: F596000513014
Payee: BAY COUNTY CLERK CIRCUIT COURT
Street Address: PO BOX 2269
City, State Zip: PANAMA CITY, FLORIDA 32402
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status:
Status Date: 11/19/2007
Vendor Invoice Number:
Replaces Transmittal Number:
Total Amount: \$ 0.00
Special Instructions or Information: Parcel 308

Approver's Name: UNKNOWN
RWMS Contact Person: PARKER, BETTY
Federal Aid Project Number: S109 001 R
Federal Authorization Date: 06/26/2006

Last Updated by RWMUS03 on 11/26/2007

The user is taken to the View R/W Invoice Transmittal Information page. Because the user indicated the \$30,000 line item was paid through the Order of Taking deposit, the R/W Invoice Transmittal shows a **Total Amount** of \$0.00. The user will then click the **Create/Add Line Item** button.

NOTE: In RWMS, separate line items are created for land, improvements, and cost to cure/severance damages.

The user is taken to the Filter page, where a change to the project and/or parcel number may be made if needed, and then to the List Payable Items for Court Orders page, from which the user will select the next item to be paid.

Information System
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308

Add Line Item for: Court Order

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="checkbox"/>	0308	Final Judgment	Improvements			\$ 35,000.00	\$ 35,000.00
<input type="checkbox"/>	0308	Final Judgment	Cost to Cure and/or Sev. Dmgs			\$ 25,000.00	\$ 25,000.00
<input type="checkbox"/>	0308	Final Judgment	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 13,000.00	\$ 13,000.00
<input type="checkbox"/>	0308	Final Judgment	Expert	DISKIN PROPERTY RESEARCH	Real Estate Appraiser	\$ 15,000.00	\$ 15,000.00

Go Back

Top of Page

Next, the user will select the line item for Improvements.

Information System
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308
 Transmittal Number - 2008-2965
 Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To: Clerk

*Payment Type: Improvements

*Organization Code: 55033030355

*Financial Project: 22041214301

*Line Item Amount: \$ 35,000.00

*Expansion Option: RW - SA, SU, S117

*Federal Aid Participating: ☐ Yes ☒ No

*Paid Through OT: ☐ Yes ☒ No

*Indicates Required Fields

Create Go Back

The user will then change the amount of the line item to indicate that portion which was paid through the Order of Taking deposit and set the radio button to Yes. In this case, \$20,000 was paid through the Order of Taking deposit (\$50,000 deposit - \$30,000 land = \$20,000). Then the user clicks the Create button.

Information System
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0308
 Transmittal Number - 2008-2965
 Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To: Clerk

*Payment Type: Improvements

*Organization Code: 55033030355

*Financial Project: 22041214301

*Line Item Amount: \$ 20,000.00

*Expansion Option: RW - SA, SU, S117

*Federal Aid Participating: ☐ Yes ☒ No

*Paid Through OT: ☐ Yes ☒ No

*Indicates Required Fields

Create Go Back

Information System
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308
Transmittal Number - 2008-2965
Payee - BAY COUNTY CLERK CIRCUIT COURT
Line Item - 52

Select Activity:
Go to...

Enter Transmittal Number:
11/20/2007 9:44AM EST

View Line Item Information

Paid To: Clerk
Payment Type: Improvements
Organization Code: 55033030355
Line Item Amount: \$ 20,000.00
Financial Project: 22041214301
Expansion Option: RW
Federal Aid Participating: ☐ Yes ☒ No
Paid Through OT: ☐ Yes ☒ No

Comments
Comments Edit

Create Another

Update Go Back Delete

Last Updated by RWMUS03 on 11/20/2007

FLORIDA DEPARTMENT OF TRANSPORTATION

Now, the user clicks the **Create Another** button to return to the Filter page and then to the List Payable Items for Court Orders page.

Information System
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308

Add Line Item for: Court Order

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Items	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0308	Final Judgment	Improvements			\$ 35,000.00	\$ 15,000.00
<input type="radio"/>	0308	Final Judgment	Cost to Cure and/or Sev. Dmgs			\$ 25,000.00	\$ 25,000.00
<input type="radio"/>	0308	Final Judgment	Attorney	BRIGHAM, TOBY P.	Attorney	\$ 13,000.00	\$ 13,000.00
<input type="radio"/>	0308	Final Judgment	Expert	DISKIN PROPERTY RESEARCH	Real Estate Appraiser	\$ 15,000.00	\$ 15,000.00

Go Back

Top of Page

The line item for Improvements is still included in the list with the remaining balance of \$15,000. The user will select this line item.

Information System
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308
Transmittal Number - 2008-2965
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Paid To: Clerk
*Payment Type: Improvements
*Organization Code: 55033030355
*Financial Project: 22041214301
*Line Item Amount: \$ 15,000.00
*Expansion Option: RW - SA, SU, S117
*Federal Aid Participating: ☐ Yes ☒ No
Paid Through OT: ☐ Yes ☒ No
* Indicates Required Fields

Create Go Back

FLORIDA DEPARTMENT OF TRANSPORTATION

For this line item, the user indicates the remaining balance of \$15,000 was not paid through the Order of Taking Deposit. The user will continue the process of creating the remaining line items.

View R/W Invoice Transmittal

Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 - Open
Transmittal Number - 2008-2965

Select Activity:
Go to...

Enter Transmittal Number:
Go

View R/W Invoice Transmittal Information

Vendor/Client Number: F396008513914
Payee: BAY COUNTY CLERK CIRCUIT COURT
Street Address: PO BOX 2269
City, State Zip: PANAMA CITY, FLORIDA 32402
Send Warrant to Payee: ☐ Yes ☒ No
Fiscal Year: 2008
Status: Created
Status Date: 11/19/2007
Vendor Invoice Number:
Replaces Transmittal Number:
Total Amount: \$ 68,000.00
Special Instructions or Information: Parcel 308

Approver's Name: UNKNOWN Select Remove
RWMS Contact Person: PARKER, BETTY Select
Federal Aid Project Number: S189 001 R
Federal Authorization Date: 06/26/2006

Create/Add Line Item List Line Items Update Go Back Delete
View Printable Transmittal History

The R/W Invoice Transmittal correctly displays the Total Amount of \$68,000 (\$118,000 final judgment - \$50,000 Order of Taking Deposit = \$68,000). The user may now view the list of line items associated with this R/W Invoice Transmittal by clicking the **List Line Items** button.

List Line Items

Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0308 -
Transmittal Number - 2008-2965
Payee - BAY COUNTY CLERK CIRCUIT COURT

Select Activity:
Go to...

Enter Transmittal Number:
Go

Number	Payment Type	Paid Through OT	Total Amount	Work Product
1	Improvements	NO	\$ 15,000.00	View Court Order
2	Cost to Cure and/or Sev Dmgs	NO	\$ 25,000.00	View Court Order
3	Attorney	NO	\$ 13,000.00	View Court Order
4	Expert	NO	\$ 15,000.00	View Court Order
51	Lend	YES	\$ 30,000.00	View Court Order
52	Improvements	YES	\$ 20,000.00	View Court Order

Create Line Item Go Back
Top of Page

Line Items numbered 51 and greater indicate the amounts that were included in the court order but the user indicated the amounts were paid through the Order of Taking Deposit. Therefore, they are viewable in RWMS but will not be listed on the R/W Invoice Transmittal.

The user may also click on the **Work Product**—in this case, the court order—and be taken to the View Court Order page where court order details can be accessed.

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

Page 1

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL										FORM 15-546-12 RIGHT OF WAY 12-02
R/W TRANSMITTAL No. 2008-2965										NEED WARRANT TO COMPTROLLER
A: Date: 11/19/2007 District No. 03 Payable to: BAY COUNTY CLERK CIRCUIT COURT Street: PO BOX 2269 City: PANAMA CITY State: FLORIDA Zip: 32402 Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other				B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. Printed Name: _____ Signature: _____ Date: _____				C: AMOUNT OF WARRANT(S): No. 1 \$ 68,000.00 No. 2 \$ _____ Total \$ 68,000.00		
D: Special Instructions or Information: Parcel 308								E: CONTACT PERSON: PARKER, BETTY		
COST DISTRIBUTION										
VENDOR IDENTIFICATION NUMBER F596000513014				FOR COMPTROLLER USE ONLY TR UT _____ CK UT _____ Auditor's Initials _____				SECTION 215.422 STATUTORY REQUIREMENTS		
				DATE GOODS OR SERVICES RECEIVED				N/A		
				DATE GOODS OR SERVICES APPROVED				N/A		
				DATE INVOICE RECEIVED				N/A		
TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID	
1		55033030355	RW	562010	15,000.00	2008-2965	0	122	22041214301	
2		55033030355	RW	562010	25,000.00	2008-2965	0	122	22041214301	
3		55033030355	RW	562032	13,000.00	2008-2965	0	122	22041214301	
<input type="checkbox"/> ORIGINAL - OFFICE OF COMPTROLLER <input type="checkbox"/> COPY, DISTRICT R/W ORIGINATOR <input type="checkbox"/> COPY, STATE COMPTROLLER <input type="checkbox"/> COPY, COMPTROLLER - TO BE MAILED WITH WARRANT <input type="checkbox"/> COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT <input type="checkbox"/> COPY, SUSPENSE FILE										
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL										
R/W TRANSMITTAL No. 2008-2965										
TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID	
	4	55033030355	RW	562033	15,000.00	2008-2965	0	122	22041214301	

Page 2

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL									
R/W TRANSMITTAL No. 2004-9170									
TR	RIT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB FCT	PROJECT ID
	4	55033030355	RW	562033	15,000.00	2004-9170	0	122	21794714301

Due to the number of line items on this R/W Invoice Transmittal, the document will print as two pages.

The user will then progress the R/W Invoice Transmittal through to the **Sent to FSO** status.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 6 (I-10) TO SR 10 (US 90)
 Parcel - 0308 - Open
 Transmittal Number - 2008-2985

Select Activity:
 Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F596000513014	Approver's Name:	DUNCAN, JOHN A. Select Remove
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY Select
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Fiscal Year:	2008		
Status:	Sent to FSO		
Status Date:	11/20/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount	\$ 68,000.00		
Special Instructions or Information:	Parcel 398		

[Create/Add Line Item](#)
[List Line Items](#)
[Update](#)
[Go Back](#)
[Delete](#)

[Record Warrant](#)
[History](#)

[View Printable Transmittal](#)

Last Updated by RWMUS03 on 11/20/2007

Printing the R/W Invoice Transmittal

The R/W Invoice Transmittal should be printed in landscape direction, as previously described.

From this point, the user can click on the **Record Warrant** button and proceed to record the warrant for this payment. Please see Section 10.7, Receive and Record Warrants, for further information.

Table of Contents
Section 10.5
R/W Invoice Transmittal - Protective Rent Agreement

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CREATE A RW INVOICE TRANSMITTAL - PROTECTIVE RENT AGREEMENT

From the Home page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

Hello: DISTRICT 3 TEST USER, Welcome to the RWMS Home Page

Please refer to the Data Refresh Request document for the latest Production refresh date.

Enter Item/Segment Number: 2179471

Enter Parcel Number: 0303

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages	Projects	Appraisals
Correspondence	Acquisition	Litigation
All Correspondence	Enter Real Estate Offer/Counter Offer	Suit
Relocation	Business Damages	Property Management
Relocation Claims	Enter Business Offer/Counter Offer	Parcel Interest Inventory Items
Contracting	Records and Funds	RW Cost Estimate
Contracts	Create R/W Invoice Transmittal	Cost Estimate
RWMS People Management	Create R/W Invoice Transmittal	
Role Management	Create Contract Invoice Transmittal	
	Create Deposit Transmittal	
	Transmittals	
	Warrants	
	List Payable/Receivable Items Report	

US* will open a new browser window.

On the filter page, include the R/W project number and parcel number and click the **Go** button.

Select from the following:

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

RW Project: 2204121

Parcel: (Optional) 0301

Go

© 2004 DEPARTMENT OF TRANSPORTATION

NOTE: All R/W Invoice Transmittals must be associated with a parcel except for miscellaneous payments. For miscellaneous payments, the parcel number is optional.

From the dropdown box, select the type of payment being processed: **Agreements**, **Court Order**, **Relocation Claim**, **Protective Rent Agreement**, or **Miscellaneous**.

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Agreements**

List Payable Items For Agreement

Select	Parcel	Item Name	Expert Name	Expert Type	Amount	Remaining Balance
<input type="radio"/>	0301	Agreements				
<input type="radio"/>	0301	Court Order				
<input type="radio"/>	0301	Relocation Claim				
<input type="radio"/>	0301	Relocation Agreement				
<input type="radio"/>	0301	Miscellaneous				

There are currently no Payable Items to display.

Go Back

Top of Page

Note that the gray box identifies the project and parcel - in this case, parcel 301 on R/W project 2204121.

Select **Protective Rent Agreement** from the “Create R/W Invoice Transmittal for” dropdown box. RWMS will then list all the line items that are in a payable status for protective rent agreements on that specific parcel. The detailed information for each line item appearing on this screen comes from the protective rent agreement information that was previously input into RWMS.

Display of Payable Items

Payable items (line items from a Protective Rent Agreement) will be displayed if there is a remaining balance on the item that has not been used in another R/W Transmittal that has not been canceled. Once a parcel has been set to a status of **complete**, payable items will no longer be displayed.

Select a Line Item to be Paid

From the list of line items available to be paid, select the first line item to be included in the R/W Invoice Transmittal by selecting its radio button.

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301

Create R/W Invoice Transmittal for: **Protective Rent Agreement**

List Payable Items For Protective Rent Agreements

Select	Parcel	Parcel Interest	Next Payment Due Date	Amount	Remaining Balance
<input type="radio"/>	0301	SMITH, TIMOTHY LEE & SANDRA KAY HARPER SMITH & ERNEST A. ARMSTRONG	02/02/2007	\$ 450.00	\$ 450.00

Go Back

Top of Page

The user will select the radio button by the payable item for Parcel Owner 301.

Create R/W Invoice Transmittal Information Page

The user is taken to the Create R/W Invoice Transmittal Information page. Here the user will enter the **Vendor ID Number (mandatory)** and click the **Validate** button. RWMS will check the vendor ID number against FLAIR data and will return the appropriate **Payee Name and Address**. If the name and address are correct, the user will continue with creating the invoice transmittal information. **NOTE:** RWMS validates against a file from FLAIR that is refreshed nightly. It takes one night from the time a new vendor is added in FLAIR until the vendor number will validate in RWMS.

In addition to the **Vendor ID**, the following fields are located on this page:

Key Point: When a warrant has been related to the transmittal, this button is disabled.

Send Warrant to Payee (mandatory) – This is a radio button with a choice of either **Yes** or **No**. The default selection for Protective Rent Payments is **No**.

Fiscal Year - (mandatory) - this is the fiscal year for the programmed funds from which the payment is being made. Typically, this will be the current fiscal year, which is the default setting.

Status - (mandatory) - there are two available statuses when first creating the R/W Invoice Transmittal information. These are: **Created** and **Approved**.

Created - the date R/W Invoice Transmittal is created in RWMS.

Approved - the date the R/W Invoice Transmittal is approved by the DOT R/W employee with approval authority.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field would not be used for agreements or court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that was in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the R/W Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the R/W Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for additional information). **NOTE:** the **Invoice Approver** and the **Invoice Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

Office of Information Systems 11/26/2007 2:39:18 PM L51

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number:	F 291848323 003	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	CHANDLER AND ASSOCIATES, INC.	*RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	S109 001 R
City, State Zip:	PAHAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
*Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
*Fiscal Year:	2008		
*Status:	Created		
*Status Date:	08/15/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			

* Indicates Required Fields

When data entry is complete on this page, click the **Continue** button. The user is taken to the Create Line Item Information page.

Create Line Item Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3749
Payee - CHANDLER AND ASSOCIATES, INC.

Create Line Item Information

*Payment Type: Protective Rent
*Organization Code: 55033030355
*Line Item Amount: \$ 450.00
*Federal Aid Participating: ☒ Yes ☐ No
*Indicates Required Fields

*Financial Project: 22041214301
*Expansion Option: RW - SA, SU, S117

Create Go Back

FLORIDA DEPARTMENT OF TRANSPORTATION

Key Point: The Line Item Amount cannot be greater than the remaining balance for the related work product detail amount. The Line Item Amount can be less than the remaining balance.

The following fields are available on this page:

Payment Type (mandatory) - this is the type of payment being made as selected from the List Payable Items page.

Organization Code (mandatory) - this is a dropdown box with all the organization codes valid for right of way payments in the district. Most districts only have one organization code but some districts and the Turnpike Enterprise have several.

Line Item Amount (mandatory) - this amount is based on the line item selected from the List Payable Items page. The amount may be changed when necessary, e.g., if a holdback warrant is needed which requires a separate line item.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of Yes and No. The default selection is Yes. The No button would only be selected if this specific line item could never be federally participating.

Financial Project (mandatory) - a dropdown box provides all the available financial project numbers that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there is more than one sequence number with authorized funds available for the project and phase, RWMS will provide all options for the user to make a selection.

Expansion Option (mandatory) - a dropdown box provides all the available expansion options and their corresponding fund codes that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there are multiple fund types authorized for this specific payment that have different expansion options, RWMS will provide all options for the user to make a selection, as shown in the following example:

District - 03
 Project - 2197481 - SR 61 CRAWFORDVILLE FROM RIVERS ROAD
 TO SR 363 FOUR POINTS INT
 Parcel - 0108 - Open
 Transmittal Number - 2003-9
 Payee - LARRY K PRICE & DELENE M PRICE

Create Line Item Information

*Paid To: Parcel Interest Holder
 *Payment Type: Land
 *Organization Code: 55033030355
 *Financial Project: 21974814301
 *Line Item Amount: \$ 5,000.00
 *Expansion Option: RC - CIGP,LF
 *Federal Aid Participating: Yes No
 *Indicates Required Fields

Create Go Back

When the data entry is complete on the Create Line Item Information page, click the Create button.

View R/W Invoice Transmittal Information

Office of Information Systems
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (#-10) TO SR 10 (US 90)
 Parcel - 0301 - Open
 Transmittal Number - 2008-3749

Select Activity:
 Go to...

Enter Transmittal Number:
 Go

View R/W Invoice Transmittal Information

Vendor/Client Number:	F591848323003	Approver's Name:	UNKNOWN Select Remove
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	PARKER, BETTY Select
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	Yes No		
Fiscal Year:	2008		
Status:	Created		
Status Date:	08/01/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount	\$ 450.00		
Special Instructions or Information:	Parcel 301 Individual Warrant Needed		

Create/Add Line Item List Line Items Update Go Back Delete

Printed Warrant History View Printable Transmittal

Last Updated by R/WMS03 on 11/27/2007

The user is taken to the View R/W Invoice Transmittal Information page. In addition to the information entered in the Create R/W Invoice Transmittal page, the following fields are available:

Total Amount - this is a read only field that sums the line items selected for the R/W Invoice Transmittal.

Key Point: A R/W Invoice Transmittal status cannot be set to Sent to FSO if the Total Transmittal Amount is \$0.

Special Instructions or Information – this is a comment field that is available for including special information about or instructions for handling or processing of the R/W Invoice Transmittal that will print on the R/W Invoice Transmittal document.

Key Point: It is strongly recommended that the user include the related parcel number(s) in the **Special Instructions or Information** box.

Key Point: Since almost all payments are coded as federal aid participating regardless of the actual funding on the project, if a payment is made which is truly non federal aid participating, it is recommended that the user put a comment in the **Special Instructions or Information** box. For example: "This payment is for testimony regarding noise damages and is not federal aid participating."

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO".
Transmittals in a "Sent to FSO" status must be deleted and recreated

On the View Line Item Information page, the Federal Aid Participating Yes/No radio button is available for edit to the user with the District System Data Administrator after the related transmittal is placed in a terminal status (Sent to FSO, etc.).

This page also includes the following buttons:

Create/Add Line Item – by clicking on this button the user is able to create and add another line item to the R/W Invoice Transmittal.

History – by clicking on this button the user is able to view the status history of the R/W Invoice Transmittal.

History

District - 03	
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)	
Transmittal Number - 2008-3749	
Transmittal History	
Status	Status Date
Created	08/01/2007
Close Window	

List Line Items – by clicking on this button the user is able to view the list of line items that have been included on the R/W Invoice Transmittal. The user can go directly to the **Work Product** by clicking on **View Protective Rent Agreement**.

List Line Items

The screenshot shows the 'List Line Items' page. At the top, there is a header bar with the text 'Office of Information Systems' and a date '11/27/2007 9:17AM EST'. Below the header, there is a form with the following fields: 'District - 03', 'Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)', 'Parcel - 0301 - Open', 'Transmittal Number - 2008-3749', and 'Payee - CHANDLER AND ASSOCIATES, INC.'. To the right of these fields is a 'Select Activity:' dropdown menu with 'Go to...' selected. Further right is an 'Enter Transmittal Number:' field with a search icon. Below the header, there is a table titled 'List Line Items' with the following columns: 'Number', 'Payment Type', 'Total Amount', and 'Work Product'. The table contains one row with the following data: '1', 'Protective Rent', '\$ 450.00', and 'View Protective Rent Agreement'. Below the table, there is a 'Create Line Item' button and a 'Go Back' button. At the bottom right, there is a 'Top of Page' link.

Delete Line Item

A line item may be deleted from a R/W Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Invoice Transmittal and it is deleted, the R/W Invoice Transmittal will be deleted.

View R/W Invoice Transmittal

The screenshot shows the 'View R/W Invoice Transmittal' page. At the top, there is a header bar with the text 'Office of Information Systems' and a date '11/27/2007 9:17AM EST'. Below the header, there is a form with the following fields: 'District - 03', 'Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)', 'Parcel - 0301 - Open', 'Transmittal Number - 2008-3749', and 'Payee - CHANDLER AND ASSOCIATES, INC.'. To the right of these fields is a 'Select Activity:' dropdown menu with 'Go to...' selected. Further right is an 'Enter Transmittal Number:' field with a search icon. Below the header, there is a table titled 'View R/W Invoice Transmittal Information' with the following columns: 'Vendor/Client Number', 'Payee', 'Street Address', 'City, State Zip', 'Send Warrant to Payee', 'Fiscal Year', 'Status', 'Status Date', 'Vendor Invoice Number', 'Replaces Transmittal Number', 'Total Amount', and 'Special Instructions or Information'. The table contains the following data: 'F59184832003', 'CHANDLER AND ASSOCIATES, INC.', '11 WEST 23RD. STREET', 'PANAMA CITY, FLORIDA 32405', 'Yes', '2008', 'Created', '08/01/2007', 'Vendor Invoice Number: [empty]', 'Replaces Transmittal Number: [empty]', '\$ 450.00', and 'Parcel 301/Individual Warrant Needed'. To the right of the table, there is a 'Select' button for 'UNKNOWN' and a 'Remove' button. Below the table, there is a 'Create/Add Line Item' button, a 'List Line Items' button, a 'View Printable Transmittal' button, and a 'History' button. At the bottom right, there is an 'Update' button, a 'Go Back' button, and a 'Delete' button. At the bottom, there is a footer with the text 'Last Updated by RWMUS03 on 11/27/2007'.

RWMS assigns Division of Financial Services new object codes and Other Cost Accumulators (OCA) to expenditure line items on R/W Invoice transmittals based on the object code list. The object codes for contract line items are retrieved from the encumbrance for the contract

Expansion options used by FDOT are maintained in a separate system by the Office of Comptroller and are retrieved by RWMS for expenditure line items. The Office of Comptroller's web site that includes a list of the expenditure object codes and also a tool to lookup object codes and expansion options:

<http://cosharepoint.dot.state.fl.us/sites/OOC/DOO/FLAIRcodes/default.aspx>

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL						FORM 575-500-12 RIGHT OF WAY 12/02																									
R/W TRANSMITTAL No. 2008-3749						NEED WARRANT TO COMPTROLLER																									
A: Date: 08/01/2007 District No. 03 Payable to: CHANDLER AND ASSOCIATES, INC. Street: 11 WEST 23RD. STREET City: PANAMA CITY State: FLORIDA Zip: 32405 Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other			B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. Signature: _____ Date: _____		C: AMOUNT OF WARRANT(S): No. 1 \$ 450.00 No. 2 \$ _____ Total \$ 450.00																										
D: Special Instructions or Information: Parcel 301/Individual Warrant Needed						E: CONTACT PERSON: PARKER, BETTY																									
<table border="1"> <thead> <tr> <th colspan="2">VENDOR IDENTIFICATION NUMBER</th> <th colspan="2">COST DISTRIBUTION FOR COMPTROLLER USE ONLY</th> <th colspan="2">SECTION 215.422 STATUTORY REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td colspan="2">F591848323003</td> <td>TR DT</td> <td>_____</td> <td>DATE GOODS OR SERVICES RECEIVED</td> <td>N/A</td> </tr> <tr> <td colspan="2"></td> <td>CK DT</td> <td>_____</td> <td>DATE GOODS OR SERVICES APPROVED</td> <td>N/A</td> </tr> <tr> <td colspan="2"></td> <td>Auditor's Initials</td> <td>_____</td> <td>DATE INVOICE RECEIVED</td> <td>N/A</td> </tr> </tbody> </table>								VENDOR IDENTIFICATION NUMBER		COST DISTRIBUTION FOR COMPTROLLER USE ONLY		SECTION 215.422 STATUTORY REQUIREMENTS		F591848323003		TR DT	_____	DATE GOODS OR SERVICES RECEIVED	N/A			CK DT	_____	DATE GOODS OR SERVICES APPROVED	N/A			Auditor's Initials	_____	DATE INVOICE RECEIVED	N/A
VENDOR IDENTIFICATION NUMBER		COST DISTRIBUTION FOR COMPTROLLER USE ONLY		SECTION 215.422 STATUTORY REQUIREMENTS																											
F591848323003		TR DT	_____	DATE GOODS OR SERVICES RECEIVED	N/A																										
		CK DT	_____	DATE GOODS OR SERVICES APPROVED	N/A																										
		Auditor's Initials	_____	DATE INVOICE RECEIVED	N/A																										
TR	RTT LINE	ORCODE	EO	OBJECT	AMOUNT	INVOICE NUMBER	C B	EOB PCT	PROJECT ID																						
	1	55933030355	RW	562010	450.00	2008-3749	0	121	22041214301																						

☐ ORIGINAL - OFFICE OF COMPTROLLER
 ☐ COPY, DISTRICT R/W ORIGINATOR
 ☐ COPY, STATE COMPTROLLER
☐ COPY, COMPTROLLER - TO BE MAILED WITH WARRANT
 ☐ COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT
 ☐ COPY, SUSPENSE FILE

NOTE: If the R/W Invoice Transmittal is printed at this time, the **Printed Name** of the person approving the R/W Invoice Transmittal will need to be hand written.

By closing the View Printable Transmittal page, the user is taken back to the View R/W Invoice Transmittal page.

Once created, the following statuses are available:

Approved - the R/W Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

In order to progress the status of the R/W Invoice Transmittal to **Approved**, first select the approver's name by clicking on the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in RWMS with the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Invoice Transmittal, their name will print on the R/W Invoice Transmittal in the **Printed Name** field.

Information Systems

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3749

Select Activity:
Go to...

Enter Transmittal Number:
150

View R/W Invoice Transmittal Information

Vendor/Client Number:	F591848323003	Approver's Name:	DUNCAN, JOHN A. Select Remove
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	PARKER, BETTY Select
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	5109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Approved		
Status Date:	08/16/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount:	\$ 450.00		
Special Instructions or Information:	Parcel 301/Individual Warrant Needed		

[Create/Add Line Item](#)
[List Line Items](#)
[Update](#)
[Go Back](#)
[Delete](#)

[Record Warrant](#)
[History](#)

[View Printable Transmittal](#)

Last Updated by RWMUS03 on 11/27/2007.

Delete R/W Invoice Transmittal

A R/W Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Invoice Transmittal will be deleted.

From the **Approved** status, the R/W Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal statuses and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

Office of Information Systems

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3749

Select Activity:
Go to...

Enter Transmittal Number:
150

View R/W Invoice Transmittal Information

Vendor/Client Number:	F591848323003	Approver's Name:	DUNCAN, JOHN A. Select Remove
Payee:	CHANDLER AND ASSOCIATES, INC.	RWMS Contact Person:	PARKER, BETTY Select
Street Address:	11 WEST 23RD. STREET	Federal Aid Project Number:	5109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32405	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Sent to FSO		
Status Date:	08/16/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			
Total Amount:	\$ 450.00		
Special Instructions or Information:	Parcel 301/Individual Warrant Needed		

[Create/Add Line Item](#)
[List Line Items](#)
[Update](#)
[Go Back](#)
[Delete](#)

[Record Warrant](#)
[History](#)

[View Printable Transmittal](#)

Last Updated by RWMUS03 on 11/27/2007.

FLORIDA DEPARTMENT OF TRANSPORTATION

Printing the R/W Invoice Transmittal

Click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

From this point, the user can click the **Record Warrant** button and proceed to record the warrant for this payment. Please see the Section 10.7, Receive and Record Warrants, for further information.

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Section 10.6
R/W Invoice Transmittal - Miscellaneous Payment

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CREATE A R/W INVOICE TRANSMITTAL - MISCELLANEOUS PAYMENTS

From the Home page, select **Create R/W Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

The screenshot shows the RWMS Home Page. At the top, it says "Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page." and "Please refer to the Data Refresh Request document for the latest Production refresh date." Below this is a "Select Business Area" section with three columns: General, Projects/Parcels, and Appraisal. The "Records and Funds" dropdown is open, showing options like "Create R/W Invoice Transmittal", "Create Contract Invoice Transmittal", "Create Deposit Transmittal", "Transmittals", "Warrants", and "List Payable/Receivable Items Report". The "Create R/W Invoice Transmittal" option is highlighted. At the bottom, it says "FLORIDA DEPARTMENT OF TRANSPORTATION" and "Using the 'Help' button opens a new browser window."

On the filter page, include the R/W project number. Miscellaneous payments are related at the project level. Entering a parcel number is optional. For all other R/W Invoice Transmittals, the parcel number is mandatory. However, if the parcel number is entered, the miscellaneous payment will be related to the parcel

The screenshot shows the "Right of Way Management System" filter page. It has a header with the PDOT logo and "Right of Way Management System". Below the header, it says "Select from the following". There are two radio buttons for "Choose selection criteria": "Dropdown Selection" (selected) and "Type in Selection". Below this are two input fields: "R/W Project:" with the value "2204121" and "Parcel: (Optional)" with the value "0301". At the bottom is a "Go" button.

From the “Create R/W Invoice Transmittal for” dropdown box, select the type of payment being processed: **Agreements, Court Order, Relocation Claim, Protective Rent Agreement, or Miscellaneous.**

Note that the gray box identifies the project - in this case 2204121 and the parcel number, 301.

Select **Miscellaneous** from the “Create R/W Invoice Transmittal for” dropdown box. Because there is no work product in RWMS tied to miscellaneous payable items, RWMS will present the Create R/W Invoice Transmittal Information page.

Create R/W Invoice Transmittal Information

Enter the **Vendor ID Number (mandatory)** and click the **Validate** button. RWMS will check the vendor ID number against FLAIR data and will return the appropriate **Payee Name** and **address**. If the name and address are correct, the user will continue with creating the R/W Invoice Transmittal information. **NOTE:** RWMS validates against a file from FLAIR that is refreshed nightly. It takes one night from the time a new vendor is added in FLAIR until the vendor number will validate in RWMS. In addition to the **Vendor ID**, the following fields are located on this page:

Send Warrant to Payee (mandatory) – This is a radio button with a choice of either **Yes** or **No**. The default selection for Miscellaneous Payments is **No**.

Key Point: When a warrant has been related to the transmittal, this button is disabled.
Fiscal Year - (mandatory) - this is the fiscal year for the programmed funds from which the payment is being made. Typically, this will be the current fiscal year, which is the default setting.

Status - (mandatory) - there are several available statuses when first creating the invoice transmittal information. These are: **Created, Goods and Services Received, Goods and Services Approved, and Vendor Invoice Received.**

Created - the date the goods and services are requested. This status is optional.

NOTE: The definition for **Created** is different for miscellaneous invoices due to the need to capture the dates for **Vendor Invoice Received, Goods and Services Received, and Goods and Services Approved.** Status dates may not go backwards in time.

Goods and Services Received – (mandatory) - the date the Department receives the goods and services. The statuses of **Goods and Services Received, Goods and Services Approved, and Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Goods and Services Received** will print on the R/W Invoice Transmittal.

Goods and Services Approved - (mandatory) - the date the Department approves the goods and services. The statuses of **Goods and Services Received, Goods and Services Approved, and Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Goods and Services Approved** will print on the R/W Invoice Transmittal.

Vendor Invoice Received - (mandatory) - the date the Department receives the vendor invoice. The statuses of **Goods and Services Received, Goods and Services Approved, and Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Vendor Invoice Received** will print on the R/W Invoice transmittal.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field is not used for agreements and court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Vendor Invoice Number - this is the number as supplied on the vendor invoice. This field would not be used for agreements or court orders. It is optional for relocation claims, protective rent agreement payments and miscellaneous payments.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that was in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the R/W Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the R/W Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for additional information). **NOTE:** the **Invoice Approver** and the **Invoice Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

Statewide Object Code Consolidation Project

RWMS assigns Division of Financial Services new object codes and Other Cost Accumulators (OCA) to expenditure line items on R/W Invoice transmittals based on the object code list. The object codes for contract line items are retrieved from the encumbrance for the contract

Expansion options used by FDOT are maintained in a separate system by the Office of Comptroller and are retrieved by RWMS for expenditure line items. The Office of Comptroller's web site includes a list of the expenditure object codes and also a tool to lookup object codes and expansion options:
<http://cosharepoint.dot.state.fl.us/sites/OOC/DOO/FLAIRcodes/default.aspx>

Information System 11/22/2007 11:44:00 AM

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number:	F 59600513 014	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	BAY COUNTY CLERK CIRCUIT COURT	*RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
*Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
*Fiscal Year:	2008		
*Status:	Created		
*Status Date:	10/03/2007		
Vendor Invoice Number:	1234		
Replaces Transmittal Number:			

* Indicates Required Fields

When data entry is complete, click the **Continue** button. The user is taken to the Create Line Item Information page.

Create Line Item Information

Office of Information Systems 11/27/2007 11:04AM EST

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (1-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3750
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Payment Type: Certified Copies
*Organization Code: Clerk's Fees
*Line Item Amount: Court Reports
*Federal Aid Participating: Document Processing Fee
Notice of Utility Services Number: Electric Fees-R/W
* Indicates Required Fields Freight
Garbage Collection Fees-R/W
Jury Transportation
Materials and Supplies
Mediator Fees
Newspaper Ads (Other)
Newspaper Ads (Property Mngmt)
Newspaper Ads (Suits)
Phone
Postage
Printing, Repro., Film Process
Process Server Fees
Recording fees (Acquisition)
Recording fees (Surplus Prop)
Repair and Maint. Parts
Utility Relocation
Water & Sewer Fees-R/W

*Financial Project: 22041214301
*Expansion Option: RW - SA, SU, S117

[Create](#) [Go Back](#)

ORDA DEPARTMENT OF TRANSPORTATION
Clicking the "Help" button opens a new browser window

The following fields are mandatory on this page:

Payment Type (mandatory) - this is the type of payment being made as selected from the dropdown box.

Organization Code (mandatory) - this is a dropdown box with all the organization codes valid for right of way payments in the district. Most districts only have one organization code but some districts and the Turnpike Enterprise have several.

Line Item Amount (mandatory) - this is the amount to be paid for the payment type selected. The default for the line item amount is \$0.00. The user must enter the line item amount.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of **Yes** and **No**. The default selection is **Yes**. The **No** button would only be selected if this specific line item could never be federally participating.

Financial Project (mandatory) - a dropdown box provides all the available financial project numbers that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there is more than one sequence number with authorized funds available for the project and phase, RWMS will provide all options for the user to make a selection.

Expansion Option (mandatory) - a dropdown box provides all the available expansion options and their corresponding fund codes that are valid for this specific payment, based on data in FM. In most cases, there will only be one choice. However, if there are multiple fund types authorized for this specific payment that have different expansion options, RWMS will provide all options for the user to make a selection, as shown in the following example:

Create Line Item Information

*Paid To: Parcel Interest Holder

*Payment Type: Land

*Organization Code: 55033030355

*Financial Project: 21974814301

*Line Item Amount: \$ 5,000.00

*Expansion Option: RC - CIGP,LF
RC - CIGP,LF
RW - LF,LFR

*Federal Aid Participating: Yes No

*Indicates Required Fields

Create Go Back

In this example, the user will select Clerk's fees. When the data entry is complete, click the **Create** button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3750
Payee - BAY COUNTY CLERK CIRCUIT COURT

Create Line Item Information

*Payment Type: Clerk's Fees

*Organization Code: 55033030355

*Financial Project: 22041214301

*Line Item Amount: \$ 250.00

*Expansion Option: RW - SA,SU,S117

*Federal Aid Participating: Yes No

Notice of Utility Services Number:

*Indicates Required Fields

Create Go Back

View R/W Invoice Transmittal Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3750

Select Activity:
Go to...

Enter Transmittal Number: 100

View R/W Invoice Transmittal Information

Vendor/Client Number: F59600513014

Payee: BAY COUNTY CLERK CIRCUIT COURT

Street Address: PO BOX 2269

City, State Zip: PANAMA CITY, FLORIDA 32402

Approver's Name: UNKNOWN

RWMS Contact Person: PARKER, BETTY

Federal Aid Project Number: S109 001 R

Federal Authorization Date: 06/26/2006

Send Warrant to Payee: Yes No

Fiscal Year: 2008

Status: Created

Status Date: 10/03/2007

Vendor Invoice Number: 1234

Replaces Transmittal Number:

Total Amount: \$ 250.00

Special Instructions or Information: Parcel 301.

Create/Add Line Item List Line Items Update Go Back Delete

View Printable Transmittal

Last Updated by RYMWJS03 on 11/27/2007.

The user is taken to the **View R/W Invoice Transmittal Information** page. In addition to the information entered in the **Create R/W Invoice Transmittal Information** page, the following fields are available:

Total Amount - this is a read only field which displays the sum of the line items selected for the R/W Invoice Transmittal.

Key Point: A R/W Invoice Transmittal cannot be set to Sent to FSO if the Total Transmittal Amount is \$0.

Special Instructions or Information - this is a comment field that is available for including special information about or instructions for handling or processing of the R/W Invoice Transmittal that will print on the R/W Invoice Transmittal document.

Key Point: It is strongly recommended that the user include the related parcel number(s) in the **Special Instructions or Information** box.

Key Point: Since almost all payments are coded as federal aid participating regardless of the actual funding on the project, if a payment is made which is truly non federal aid participating, it is recommended that the user put a comment in the **Special Instructions or Information** box. For example: "This payment is for testimony regarding noise damages and is not federal aid participating."

This page also includes the following buttons:

Create/Add Line Item - by clicking this button the user is able to create and add an additional line item to the R/W Invoice Transmittal.

History - by clicking this button the user is able to view the status history of the R/W Invoice Transmittal. Click the **Close Window** button to return to the View R/W Invoice Transmittal Information page.

The District System Data Administrators can reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated.

On the View Line Item Information page, the Federal Aid Participating Yes/No radio button is available for edit to the user with the District System Data Administrator security profile after the related transmittal is placed in a terminal status (Sent to FSO, etc.).

History

Transmittal History	
Status	Status Date
Created	10/03/2007

[Close Window](#)

List Line Items - by clicking this button the user is able to view the list of line items that have been included on the R/W Invoice Transmittal. Click the **Go Back** button to return to the View R/W Invoice Transmittal Information page.

List Line Items

List Line Items			
Number	Payment Type	Total Amount	Work Product
1	Clerk's Fees	\$ 250.00	None

[Create Line Item](#) [Go Back](#) [Top of Page](#)

Miscellaneous payment items are not associated with a work product. This is shown under the **Work Product** heading—**None**.

Delete Line Item

A line item may be deleted from a R/W Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Invoice Transmittal and it is deleted, the R/W Invoice Transmittal will be deleted.

View R/W Invoice Transmittal Information

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 - Open
 Transmittal Number - 2008-3750

Select Activity:
 Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F59600513014	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Created		
Status Date:	10/03/2007		
Vendor Invoice Number:	1234		
Replaces Transmittal Number:			
Total Amount:	\$ 250.00		
Special Instructions or Information:	Parcel 301.		

If the **Created** status is selected, the R/W Invoice Transmittal must be progressed through the statuses of **Goods and Services Received**, **Goods and Services Approved**, and **Vendor Invoice Received**, as previously described. The status of **Canceled** is also available.

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Parcel - 0301 - Open
 Transmittal Number - 2008-3750

Select Activity:
 Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	F59600513014	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Created		
Status Date:	10/03/2007		
Vendor Invoice Number:	1234		
Replaces Transmittal Number:			
Total Amount:	\$ 250.00		
Special Instructions or Information:	Parcel 301.		

I get involved by DOWM RSOS on 11/27/2007

Once all three statuses of **Goods and Services Received**, **Goods and Services Approved**, and **Vendor Invoice Received**, and status dates have been entered, the following statuses are available:

Approved - the R/W Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Canceled - the R/W Invoice Transmittal will not be processed. This is a terminal status and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

In order to progress the status of the invoice to **Approved**, first select the approver's name by clicking the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Invoice Transmittal, their name will print on the R/W Invoice Transmittal in the **Printed Name** field.

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY INVOICE TRANSMITTAL										FORM 573-400-12 RIGHT OF WAY 11/02																																																													
R/W TRANSMITTAL No. 2008-3750										NEED WARRANT TO COMPTROLLER																																																													
A: Date: 10/03/2007 District No. 03 Payable to: BAY COUNTY CLERK CIRCUIT COURT Street: PO BOX 2269 City: PANAMA CITY State: FLORIDA Zip: 32402 Send Warrant(s) to: <input type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other				B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. DUNCAN, JOHN A. Signature: _____ Date: _____				C: AMOUNT OF WARRANT(S): No. 1 \$ 250.00 No. 2 \$ _____ Total \$ 250.00																																																															
D: Special Instructions or Information: Parcel 301.								E: CONTACT PERSON: PARKER, BETTY																																																															
<table border="1"> <thead> <tr> <th colspan="4">VENDOR IDENTIFICATION NUMBER</th> <th colspan="4">COST DISTRIBUTION</th> <th colspan="4">SECTION 215.422 STATUTORY REQUIREMENTS</th> </tr> <tr> <th colspan="4">F596000513014</th> <th colspan="4">FOR COMPTROLLER USE ONLY</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> <td colspan="4">TR DT _____</td> <td colspan="4">DATE GOODS OR SERVICES RECEIVED 10/05/2007</td> </tr> <tr> <td colspan="4"></td> <td colspan="4">CK DT _____</td> <td colspan="4">DATE GOODS OR SERVICES APPROVED 10/05/2007</td> </tr> <tr> <td colspan="4"></td> <td colspan="4">Auditor's Initials _____</td> <td colspan="4">DATE INVOICE RECEIVED 10/06/2007</td> </tr> </tbody> </table>												VENDOR IDENTIFICATION NUMBER				COST DISTRIBUTION				SECTION 215.422 STATUTORY REQUIREMENTS				F596000513014				FOR COMPTROLLER USE ONLY												TR DT _____				DATE GOODS OR SERVICES RECEIVED 10/05/2007								CK DT _____				DATE GOODS OR SERVICES APPROVED 10/05/2007								Auditor's Initials _____				DATE INVOICE RECEIVED 10/06/2007			
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	1	55033030355	RW	499015	250.00	2008-3750	0	122	22041214301																																																														

☐ ORIGINAL - OFFICE OF COMPTROLLER
 ☐ COPY, DISTRICT R/W ORIGINATOR
 ☐ COPY, STATE COMPTROLLER
☐ COPY, COMPTROLLER - TO BE MAILED WITH WARRANT
 ☐ COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT
 ☐ COPY, SUSPENSE FILE

Delete R/W Invoice Transmittal

A R/W Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Invoice Transmittal will be deleted.

From the **Approved** status, the R/W Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal statuses and the R/W Invoice Transmittal cannot be modified after this status is selected and the Update button clicked.

District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Parcel - 0301 - Open Transmittal Number - 2008-3750		Select Activity: Go to...	Enter Transmittal Number: <input type="text"/>
View R/W Invoice Transmittal Information			
Vendor/Client Number:	F596000513014	Approver's Name:	DUNCAN, JOHN A. <input type="button" value="Select"/> <input type="button" value="Cancel"/>
Payee:	BAY COUNTY CLERK CIRCUIT COURT	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	PO BOX 2269	Federal Aid Project Number:	S109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Sent to FSO		
Status Date:	10/06/2007		
Vendor Invoice Number:	1234		
Replaces Transmittal Number:			
Total Amount:	\$ 250.00		
Special Instructions or Information:	Parcel 301		
<input type="button" value="Create/Add Line Item"/> <input type="button" value="List Line Items"/>		<input type="button" value="Update"/> <input type="button" value="Go Back"/> <input type="button" value="Delete"/>	
<input type="button" value="Record Warrant"/> <input type="button" value="History"/>			
<input type="button" value="View Printable Transmittal"/>			
Last Updated by RV/MJS03 on 11/27/2007			

NOTE: The **Record Warrant** button is now enabled because the user selected **No** on the R/W Invoice Transmittal **Send Warrant to Payee** field indicating the warrant would be returned to the district. If the **Send Warrant to Payee** field had been set to **Yes**, then the **Record Warrant** button will remain disabled since the warrant will be sent directly to the payee.

Printing the R/W Invoice Transmittal

Click on the **View Printable Transmittal** button, click on the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

From this point, the user could click the **Record Warrant** button and proceed to record the warrant for this payment. Please see Section 10.7, Receive and Record Warrants, for further information.

PURCHASING CARD TRANSACTION

In the event that a miscellaneous project payment was made through the use of a Purchasing Card, the transaction should be entered into RWMS as a R/W Invoice Transmittal as a Miscellaneous payment. All data entry would be the same, except as follows:

Send Warrant to Payee - the user would always select the Yes radio button.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR # (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open

Create R/W Invoice Transmittal Information

*Vendor/Client Number: F 591848323 003

Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD STREET
City, State Zip: PANAMA CITY, FLORIDA 32405

*Send Warrant to Payee: ☒ Yes ☐ No

*Fiscal Year: 2008

*Status: Created

*Status Date: 02/02/2007

Vendor Invoice Number: 1234

Replaces Transmittal Number:

* Indicates Required Fields

Continue Go Back

Special Instructions or Information, the user would note that the transaction had been made through the use of a Purchasing Card.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR # (I-10) TO SR 10 (US 90)
Parcel - 0301 - Open
Transmittal Number - 2008-3751

Select Activity: Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number: F591848323003

Payee: CHANDLER AND ASSOCIATES, INC.
Street Address: 11 WEST 23RD STREET
City, State Zip: PANAMA CITY, FLORIDA 32405

Send Warrant to Payee: ☒ Yes ☐ No

Fiscal Year: 2008

Status: Created

Status Date: 02/02/2007

Vendor Invoice Number: 1234

Replaces Transmittal Number:

Total Amount: \$ 500.00

Special Instructions or Information: Parcel 301. A Purchasing Card (PCard) was used for this transaction.

Create/Add Line Item List Line Items

Update Go Back Delete

View Printable Transmittal

Foot Inherited by DWMS/BI/03 on 11/27/2007

Status - Created - the status date of Created in RWMS would be the same as the Order Placed Date in FLAIR.

Status - Goods and Services Received - the status date of Goods and Services Received in RWMS would be the same as the Goods and Services Received Date in FLAIR.

Status - Goods and Services Approved - the status date of Goods and Services Approved in RWMS would be the same as the Goods and Services Approved Date in FLAIR.

Status - Vendor Invoice Received - the status date of Vendor Invoice Received in RWMS would be the same as the Vendor Invoice Received Date in FLAIR.

Status - Approved - the status date of Approved in RWMS would be the same as the Date Approver Processes in FLAIR.

Status - Sent to FSO - the status date of **Sent to FSO** in RWMS would be the same as the **Date Approver Processes** in FLAIR.

NOTE: While the R/W Invoice Transmittal would be progressed through all the statuses to **Sent to FSO**, the actual paper R/W Invoice Transmittal would not be sent forward.

E-PROCUREMENT/MyFloridaMarketPlace (MFMP) Transactions

Most miscellaneous payments will be processed through RWMS. MFMP will be used for payment for commodities.

NON RIGHT OF WAY PAYMENTS

Only payments related to the right of way process may be processed through RWMS as a miscellaneous payment, excluding any payments that are required to be processed through MFMP. All right of way payments are made using phase 4x funds. Payments not related to the right of way process may not be processed through RWMS. Payments using any phase other than a 4x phase may not be processed through RWMS.

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Receive and Record Warrants

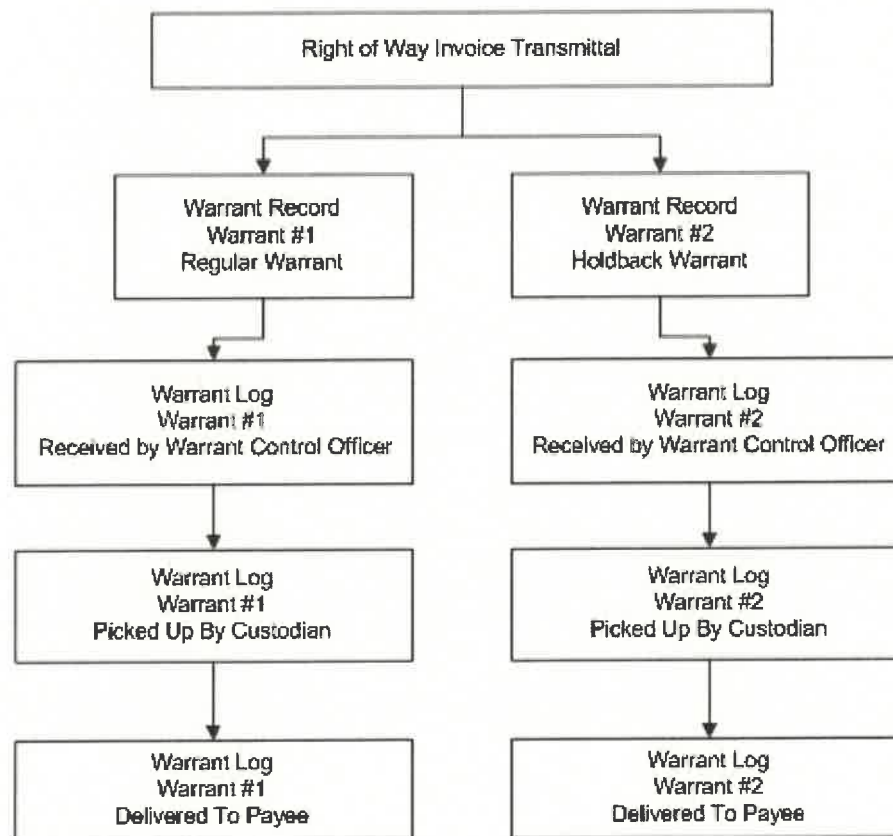
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RECEIVE AND RECORD WARRANTS

When a warrant is received in the District R/W Office, a record of the warrant must be created in RWMS.

Warrant Diagram

The following diagram shows the relationship between the R/W Invoice Transmittal, warrants and warrant logs:



From the home page, select **Transmittals** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

11/30/2007 3:21 PM EST

Hello DISTRICT 3 TEST USER. Welcome to the RWMS Home Page.

Please refer to the Data Refresh Request document for the latest Production refresh data.

☒ R/W Project ☐ Construction Project

Enter Item/Segment Number: 2204121

Enter Parcel Number: 0302

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages	Projects	Appraisals
Correspondence	Acquisition	Litigation
All Correspondence	Enter Real Estate Offer/Counter Offer	Suit
Relocation	Business Damages	Property Management
Relocation Claims	Enter Business Offer/Counter Offer	Parcel Interest Inventory Items
Contracting	Records and Funds	R/W Cost Estimate
Contracts	Create R/W Invoice Transmittal	Cost Estimate
RWMS People Management	Create R/W Invoice Transmittal	
Role Management	Create Contract Invoice Transmittal	
	Create Deposit Transmittal	
	Warrants	
	List Payable/Receivable Items Report	

FLORIDA DEPARTMENT OF TRANSPORTATION

Using the "Help" button opens a new browser window.

On the filter page insert the R/W project number, and if applicable, the parcel number and click the Go button. For this example we will follow a purchase agreement with a holdback warrant (R/W Project 2204121, parcel 302).

Right of Way Management System

11/30/2007 3:23 PM EST

Select from the following:

Choose selection criteria: ☐ Dropdown Selection ☒ Type in Selection

R/W Project: 2204121

Parcel: (Optional) 0302

- Or Enter -

Transmittal Number:

Go

List Transmittals

District: 03

Project: 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)

Parcel: 0302 - Open

Select Activity: Go to...

Show Transmittals: ☒ Unpaid ☐ All

Enter Transmittal Number:

List Transmittals

Transmittal Number	Payee	Parcel	Invoice Type	Status	Status Date	R/W Contact	Total Amount
2209-3284	MARTIN TRACEY COURT ED	0302	R/W Invoice	Sent to FSO	02/02/2007	BELL, R. DAVID	\$ 100,000.00

Create R/W Create CIT Create Deposit

Go Back

Top of Page

The List Transmittals page will show all transmittals for the R/W project and parcel number selected. The user is provided a choice through the use of a radio button to show transmittals in an **Unpaid** status or **All** transmittals. The default is **Unpaid**.

The user will select the Transmittal for which the warrant has been received.

If the user enters the **Transmittal Number** on the filter page and clicks Go,

The screenshot shows the 'Right of Way Management System' interface. At the top, there is a header with the FDOT logo, the system name, and navigation links for Home, Help, and Logout. The main section is titled 'Select from the following:' and contains a form with the following fields: 'Choose selection criteria:' with radio buttons for 'Dropdown Selection' and 'Type in Selection'; 'R/W Project:'; 'Parcel: (Optional)'; '- Or Enter -'; and 'Transmittal Number:' with the value '2008-3784' entered. A 'Go' button is located below the Transmittal Number field. At the bottom, it says 'FLORIDA DEPARTMENT OF TRANSPORTATION' and a note: '*Using the "Help" button opens a new browser window.'

...the user is immediately taken to the **View R/W Invoice Transmittal Information** page.

The screenshot shows the 'View R/W Invoice Transmittal Information' page. At the top, there is a header with the FDOT logo, the system name, and navigation links for Home, Help, and Logout. The main section is titled 'View R/W Invoice Transmittal Information' and contains a form with the following fields: 'District - 03', 'Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)', 'Transmittal Number - 2008-3784', 'Select Activity:' with a dropdown menu, 'Enter Transmittal Number:' with a text box and a 'Go' button. The form is divided into two columns. The left column contains: 'Vendor/Client Number: S000000001001', 'Payee: MARTIN TRACEY COURT ED', 'Street Address: 500 SOUTH DUVAL STREET', 'City, State Zip: TALLAHASSEE, FLORIDA 32399', 'Send Warrant to Payee: Yes No', 'Fiscal Year: 2008', 'Status: Sent to FSO', 'Status Date: 02/02/2007', 'Vendor Invoice Number:', 'Replaces Transmittal Number:', 'Total Amount: \$ 100,000.00', and 'Special Instructions or Information: Parcel 302 with holdback warrant.' The right column contains: 'Approver's Name: DUNCAN, JOHN A. Select Record', 'RWMS Contact Person: BELL, R. DAVID Select', 'Federal Aid Project Number: S109 001 R', and 'Federal Authorization Date: 06/26/2006'. At the bottom, there are buttons for 'Create/Add Line Item', 'List Line Items', 'Record Warrant', 'History', 'View Printable Transmittal', 'Update', 'Go Back', and 'Delete'.

View R/W Invoice Transmittal Information

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784

Select Activity:
Go to...

Enter Transmittal Number:

View R/W Invoice Transmittal Information

Vendor/Client Number:	S000000001001	Approver's Name:	DUNCAN, JOHN A. <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	MARTIN TRACEY COURT ED	RWMS Contact Person:	BELL, R. DAVID <input type="button" value="Select"/>
Street Address:	500 SOUTH DUVAL STREET	Federal Aid Project Number:	S109 001 R
City, State Zip:	TALLAHASSEE, FLORIDA 32399	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Fiscal Year:	2008		
Status:	Sent to FSO		
Status Date:	02/02/2007		
Vendor Invoice Number:	<input type="text"/>		
Replaces Transmittal Number:	<input type="text"/>		
Total Amount:	\$ 100,000.00		
Special Instructions or Information:	Parcel 302 with holdback warrant.		

Last Updated by RWMJS03 on 11/30/2007

From the View R/W Invoice Transmittal page, the user will click the **Record Warrant** button.

Create Warrant Information

The Create Warrant Information page includes general information about the warrant, such as the warrant number, type, delivery status, issue date and amount.

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED

Create Warrant Information

*Warrant Number:	<input type="text"/>	*Voucher ID:	<input type="text"/>
*Warrant Type:	<input checked="" type="radio"/> Regular <input type="radio"/> Holdback	*Issued Date:	<input type="text"/>
*Status:	Warrant Control Officer	*Return Due Date:	<input type="text"/>
*Status Date:	<input type="text"/>	*Paid Amount:	\$ <input type="text"/>
* Indicates Required Fields			

The following fields are available on this page:

Warrant Number - (mandatory) - this is the number printed on the warrant received from the State Comptroller.

Warrant Type - (mandatory) - this is a radio button. Select either **Regular** or **Holdback**. The default is **Regular**.

Status - (mandatory) - there are two statuses available upon creation of the warrant: **Warrant Control Officer** and **Picked up by Custodian**. The default is **Warrant Control Officer**.

Status Date - (mandatory) - this is the date the current status is valid.

Voucher ID - (mandatory) - this is the voucher number assigned by the Comptroller's Office.

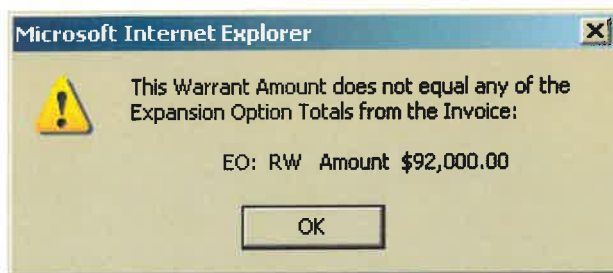
Issued Date - (mandatory) - this is the date the warrant was issued by the State Comptroller as printed on the warrant.

Return Due Date - (mandatory) - this is the date the warrant must be returned to the Comptroller's Office based on procedural requirements.

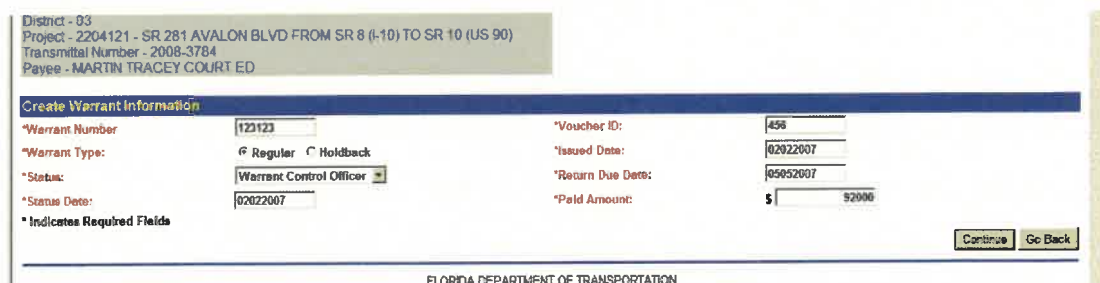
Note: If the Return Due Date is extended, the user must insert the new date in this field and Update the page.

Paid Amount - (mandatory) - this is the amount of the warrant.

Note: The **Paid Amount** must agree with the related amount in the transmittal. In this example, the transmittal has \$92,000 for the regular warrant and \$8,000 for the holdback warrant. Any amount other than \$92,000 on the regular warrant yields the following error message.



The concept is the same for transmittals with different expansion options. The warrant amount must match the related expansion option amount on the transmittal.



When data entry is complete on the Create Warrant Information page, click the **Continue** button. The user is taken to the Create Warrant Log Entry Information page.

Create Warrant Log Entry Information

In order for creation of the warrant to be complete, the user must create a warrant log entry.

The Warrant Log Entry Information page documents each individual who has possession of the warrant. It includes the identification of the person who has possession of the warrant, as well as the time and date of possession.

The following fields are available on this page:

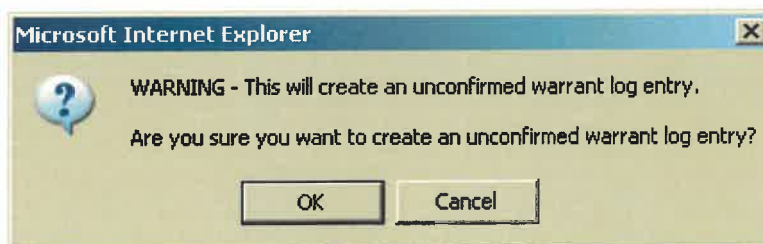
Warrant Pick Up Date - (mandatory) - This is the date the warrant is picked up. The system will default to the current date. The user can change this date and is cautioned to be sure that the actual date of pick up is entered in this field before creating the log entry.

Warrant Pick Up Time - (mandatory) - This is the time of day the warrant is picked up. The system will default to the current time. For District 3, time is set to Central Time. The user can change this time and is cautioned to be sure that the actual time of pick up is entered in this field before creating the log entry.

Custodian Name - (mandatory) - this is the name of the person picking up the warrant. If the user has been assigned the RWMS role of either **Warrant Control Officer** or **Warrant Custodian** and that status was selected on the Create Warrant Information page, the system will default the **Custodian Name** to the user with the option for changing.

Custodian Confirmation - this is a read only field with a default of **No**. Once the person picking up the warrant enters their Password, **Custodian Confirmation** will change to **Yes**. **All warrant log entries must include a custodian confirmation.**

NOTE: The following warning message is generated if the custodian has not entered his password and attempts to create an unconfirmed log entry.



User ID - this is a read only field based on the selected **Custodian Name**.

Password - the person picking up the warrant will enter their RWMS password into this field to confirm they have received the warrant. If confirmation is not entered the warrant log will show the name of the person entered as having picked up the warrant, but the status of the warrant will not change from the confirmed **Custodian**. **All warrant log entries must include a custodian confirmation.**

Once data entry is complete, the user will click the **Create** button. The user is taken to the View Warrant Log Entry Information page.

NOTE: A Warrant Log is created for each warrant and is not a single tracking log of ALL warrants in RWMS. A list of all warrants in RWMS and their related log entries is available as the Self-Serve Report, Warrant Log Report. See the final section of this chapter, Self-Serve Reports for Monitoring Warrants and Warrant Logs.

View Warrant Log Entry Information

District - 03
Project - 2204121 - SR 261 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED
Warrant Number - 123123

Select Activity:
Go to...

Enter Transmittal Number:

Enter Warrant Number:

View Warrant Log Entry Information

Warrant Pick Up Date: 12/03/2007
Warrant Pick Up Time: 08:24 AM
Custodian Name: DISTRICT 3 TEST USER
Warrant Log Comments:

Custodian Confirmation: YES
User Id: RWMUS03
Password:

Last Updated By: RWMUS03 On: 12/03/2007

Upon creation of the Warrant Log entry, the **Warrant Log Comments** field is now available. Also, note that the custodian has confirmed the log entry.

District - 03
Project - 2204121 - SR 261 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED
Warrant Number - 123123

Select Activity:
Go to...
Transmittal
Transmittal List
Warrant Detail

Enter Transmittal Number:

Enter Warrant Number:

View Warrant Log Entry Information

Warrant Pick Up Date: 12/03/2007
Warrant Pick Up Time: 08:24 AM
Custodian Name: DISTRICT 3 TEST USER
Warrant Log Comments:

Custodian Confirmation: YES
User Id: RWMUS03
Password:

Last Updated By: RWMUS03 On: 12/03/2007

Once data entry is complete, from the Select Activity dropdown box the user may select from the following:

Transmittal - this is the specific transmittal on which the warrant was recorded.

Transmittal List - this is a list of all transmittals on the R/W project. The user may choose to view **All** transmittals or **Unpaid** transmittals. The default is **Unpaid** transmittals.

List Warrants - the List Warrant page provides a list of all the warrants and their status for the R/W project and parcel selected.

Warrant Detail - the View Warrant Information page provides detailed information including the status of this specific warrant.

In this example, two warrants were received, so the user may either select List Warrants or Transmittal in order to create the second warrant.

Note: RWMS will not allow the creation of multiple regular warrants on one transmittal except in the case of payments with different expansion options.

List Warrants

Status Date	Status	Type	Custodian	Warrant Number	Warrant Amount	Return Due Date
02/02/2007	Warrant Control Officer	REGULAR	DISTRICT 3 TEST USER	123123	\$ 92,000.00	05/05/2007

On the List Warrants page the user will click the **Create Warrant** button to create the holdback warrant. The user must click the holdback radio button in order to create the holdback warrant.

Create Warrant Information

*Warrant Number: 456 *Voucher ID: 789

*Warrant Type: ☒ Regular ☐ Holdback *Issued Date: 03/02/2007

*Status: Warrant Control Officer *Return Due Date: 06/05/2007

*Status Date: 03/02/2007 *Paid Amount: \$ 8000

* Indicates Required Fields

Continue Go Back

Once data entry is complete, click the **Continue** button.

Create Warrant Log Entry Information

*Warrant Pick Up Date: Month: 12 Day: 03 Year: 2007 Custodian Confirmation: NO

*Warrant Pick Up Time: 9:00 AM PM User Id: RWMUSG

*Custodian Name: DISTRICT 3 TEST USER Assign Password:

* Indicates Required Fields

Create Go Back

Enter the data on the Create Warrant Log Entry Information page, confirm the custodian and click the **Create** button.

List Warrants

Office of Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED
Parcel - 0302

Select Activity:
Go to...

Enter Transmittal Number:
Go

Status Date	Status	Type	Custodian	Warrant Number	Warrant Amount	Return Due Date
02/02/2007	Warrant Control Officer	REGULAR	DISTRICT 3 TEST USER	123123	\$ 92,000.00	03/03/2007
03/02/2007	Warrant Control Officer	HOLDBACK	DISTRICT 3 TEST USER	456	\$ 8,000.00	06/05/2007

Details Transmittal

Go Back

Top of Page

The List Warrants page now shows both warrants. For the warrant to be delivered, the warrant must be picked up by the **Warrant Custodian** and a new **Warrant Log** entry created. Select the warrant to be delivered by clicking on the status date. The user is taken to the View Warrant Information page.

NOTE: Because a Warrant Control Officer is not allowed to deliver warrants directly to payees, RWMS will not allow a warrant to be put in the status of Delivered to Payee if the last confirmed warrant log entry is Warrant Control Officer.

Warrant Picked Up By Custodian

Office of Information Systems
District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED

Select Activity:
Go to...

Enter Transmittal Number:
Go

Enter Warrant Number:
Go

View Warrant Information

Warrant Number: 123123
Voucher ID: 456
Warrant Type: ☒ Regular ☐ Holdback
Issued Date: 02/02/2007
Status: Warrant Control Officer
Return Due Date: 03/03/2007
Status Date: 02/02/2007
Paid Amount: \$ 92,000.00
Received Receipt: ☐ Yes ☒ No

Comments History

List Warrant Logs

Update Go Back Delete

Last Updated By: RWMUS03 On: 12/03/2007

On the View Warrant Information page, the following field is available:

Received Receipt - there are two radio buttons with the choice of **Yes** or **No**.

From the View Warrant Information page, click the **List Warrant Logs** button. The user is taken to the List Warrant Logs page.

District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Transmittal Number - 2008-3784 Payee - MARTIN TRACEY COURT ED Warrant Number - 123123 Warrant Paid Amount - 92,000.00		Select Activity: Go to...	Enter Transmittal Number: <input type="text"/> Go	Enter Warrant Number: <input type="text"/> Go
---	--	------------------------------	--	--

Warrant Custody Date	Custodian User Name	Custodian Confirmation
12/2/2007 8:24:21 AM	DISTRICT 3 TEST USER	YES

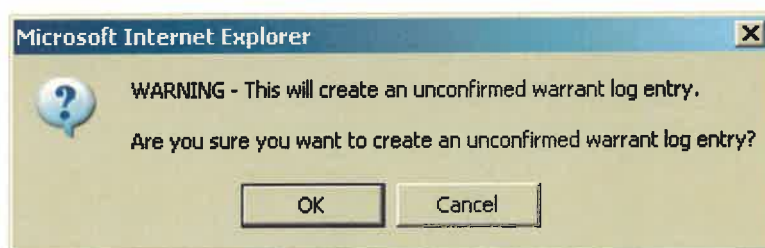
[Top of Page](#)

The user will then click the **Create Warrant Log** button. The user will be taken to the Create Warrant Log Entry Information page.

District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Transmittal Number - 2008-3784 Payee - MARTIN TRACEY COURT ED Warrant Number - 123123		Select Activity: Go to...
--	--	------------------------------

Create Warrant Log Entry Information	
*Warrant Pick Up Date:	Month: 12 Day: 03 Year: 2007
*Warrant Pick Up Time:	09:03 AM PM
*Custodian Name:	WARMATH, PAULA <input type="button" value="Assign"/>
* Indicates Required Fields	
Custodian Confirmation:	NO
User Id:	RW977PW
Password:	<input type="password"/>
<input type="button" value="Create"/> <input type="button" value="Go Back"/>	

The user has entered Paula Warmath as the **Warrant Custodian** picking up the warrant, but the confirmation has not been made. If the user clicks **Create**, the following error message will appear.



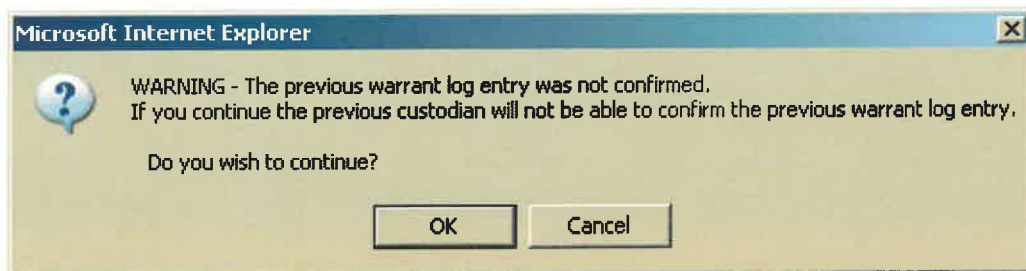
If the user clicks **OK**, the unconfirmed log entry will be created. If the user clicks **Cancel**, the password can be entered and a confirmed log entry will be created.

District - 03 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90) Transmittal Number - 2008-3784 Payee - MARTIN TRACEY COURT ED Warrant Number - 123123		Select Activity: Go to...	Enter Transmittal Number: <input type="text"/> Go	Enter Warrant Number: <input type="text"/> Go
--	--	------------------------------	--	--

View Warrant Log Entry Information	
Warrant Pick Up Date:	12/03/2007
Warrant Pick Up Time:	09:03 AM
Custodian Name:	WARMATH, PAULA
Warrant Log Comments:	<input type="text"/>
Custodian Confirmation:	NO
User Id:	RW977PW
Password:	<input type="password"/>
<input type="button" value="Update"/> <input type="button" value="Go Back"/>	

Last Updated By: RWMUS03 On: 12/03/2007

NOTE: Once a custodian has confirmed receipt of a warrant by entering the password, RWMS will not allow any previous custodians to confirm earlier unconfirmed warrant log entries. Users should never create subsequent log entries when the latest log entry is in an unconfirmed status.



Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED
Warrant Number - 123123
Warrant Paid Amount - 92,000.00

Select Activity:
Go to...

Enter Transmittal Number: Go

Enter Warrant Number: Go

Warrant Custody Date	Custodian User Name	Custodian Confirmation
12/3/2007 9:03:33 AM	WARMATH, PAULA	NO
12/3/2007 8:24:21 AM	DISTRICT 3 TEST USER	YES

Create Warrant Log

Go Back

The List Warrants page indicates that Paula Warmath has current custody of Warrant Number 123123 (regular warrant). However by clicking on the status date of that warrant, the status of the warrant remains **Warrant Control Officer** and Paula Warmath is not the Warrant Control Officer. The reason that the warrant status is still “Warrant Control Officer” is because Paula’s log entry has not been confirmed yet.

Information System

District - 03
Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
Transmittal Number - 2008-3784
Payee - MARTIN TRACEY COURT ED

Select Activity:
Go to...

Enter Transmittal Number: Go

Enter Warrant Number: Go

View Warrant Information

Warrant Number: Voucher ID:

Warrant Type: ☒ Regular ☐ Holdback Issued Date:

Status: Return Due Date:

Status Date: Paid Amount: \$

Received Receipt: ☐ Yes ☒ No

Comments History

List Warrant Logs

Update Go Back Delete

Continues Exit

Last Updated By: RWMUS03 On: 12/03/2007

NOTE: Once a custodian has confirmed receipt of a warrant by entering the password, RWMS will not allow any previous custodians to confirm earlier unconfirmed warrant log entries is disabled for earlier custodians.

By clicking on the **List Warrant Logs** button the user is taken to the View Warrant Log Entry Information page. Here the **Custodian** enters her password and clicks the **Update** button. This changes the **Custodian Confirmation** field to **Yes**.

Information Systems
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Transmittal Number - 2008-3784
 Payee - MARTIN TRACEY COURT ED
 Warrant Number - 123123

Select Activity:
 Go to...

Enter Transmittal Number: Go

Enter Warrant Number: Go

View Warrant Log Entry Information

Warrant Pick Up Date: 12/03/2007
 Warrant Pick Up Time: 09:03 AM
 Custodian Name: WARMATH, PAULA
 Warrant Log Comments:

Custodian Confirmation: YES
 User ID: RW977PW
 Password:

Update Go Back

Last Updated By: RWMUS03 On: 12/03/2007

The View Warrant Information page now shows the **Status** as **Picked Up By Custodian** with the **Status Date** changed to the date that confirmation was entered. Confirming the log entry by entering the password caused the status of the warrant to change to Picked Up by Custodian.

Information Systems
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Transmittal Number - 2008-3784
 Payee - MARTIN TRACEY COURT ED

Select Activity:
 Go to...

Enter Transmittal Number: Go

Enter Warrant Number: Go

View Warrant Information

Warrant Number: 123123
 Warrant Type: ☒ Regular ☐ Holdback
 Status: Picked Up By Custodian
 Status Date: 12/03/2007
 Received Receipt: ☐ Yes ☒ No

Voucher ID: 456
 Issued Date: 02/02/2007
 Return Due Date: 05/05/2007
 Paid Amount: \$ 92,000.00

Comments History
 List Warrant Logs

Update Go Back Delete

Last Updated By: RWMUS03 On: 12/03/2007

From here, the **Status** of the warrant may be changed to **Delivered to Payee**, which is a terminal status and the Warrant record cannot be modified after this status is selected and the Update button clicked.

Information Systems
 District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Transmittal Number - 2008-3784
 Payee - MARTIN TRACEY COURT ED

Select Activity:
 Go to...

Enter Transmittal Number: Go

Enter Warrant Number: Go

View Warrant Information

Warrant Number: 123123
 Warrant Type: ☒ Regular ☐ Holdback
 Status: Delivered To Payee
 Status Date: 12/03/2007
 Received Receipt: ☒ Yes ☐ No

Voucher ID: 456
 Issued Date: 02/02/2007
 Return Due Date: 05/05/2007
 Paid Amount: \$ 92,000.00

Comments History
 List Warrant Logs

Update Go Back Delete

Last Updated By: RWMUS03 On: 12/03/2007

Key Point: When the status is changed to Delivered to Payee, the user must change the Received Receipt radio button to "Yes". Otherwise, RWMS will display the following warning.



Warrants for Relocation Claims

The Relocation Claim Status is automatically updated when a warrant for that claim is delivered.

When a warrant status is changed to “Delivered to Payee” and the warrant record is updated, and the warrant is payment for a relocation claim, the following message will be displayed:

"This warrant is payment for one or more relocation claims. Do you want the related Relocation Claim Statuses to be changed from “Approved Claim” to “Payment Made” with the following Status Date (warrant status date)? Yes/No"

If the user answers “Yes”, the related relocation claim statuses will be automatically changed to “Payment Made” with status dates the same as the warrant “Delivered to Payee” status date. If the user answers “No” then no change will be made to the relocation claims but the warrant will be updated as normal.

The message will only be displayed when the following criteria are met:

1. The Warrant is related to a Right of Way Invoice Transmittal (RIT)
2. The RIT Total Amount equals the Warrant Amount
3. The RIT has one or more line items related to relocation claims
4. All of those relocation claims are in an Approved Claim status.
5. All of those relocation claims Approved Claim status date are less than or equal to the warrant “Delivered to Payee” status date.
6. The sum of the Relocation Claim Total Amounts equals the Warrant Amount.

Warrant History

Warrant History	
Warrant Status	Warrant Status Date
Delivered to Payee	01/22/2004
Picked up by Custodian	01/22/2004
Warrant Control Officer	10/01/2003

Close Window

By clicking the **History** button on the View Warrant Information page, the user is taken to the Warrant History page. This page provides a listing of the statuses of the warrant and their respective status dates.

The District System Data Administrators can reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated

Mailed to Payee

There is also a status of **Mailed to Payee** which is used when the warrant is mailed from the R/W Office to the payee. The holdback warrant (456123) will be used in this example.

The screenshot shows a web application interface for warrant management. At the top, there is a header bar with the text "District - 03" and "Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)". Below this, the "Transmittal Number - 2008-3784" and "Payee - MARTIN TRACEY COURT ED" are displayed. The main section is titled "View Warrant Information" and contains several fields: "Warrant Number" (456123), "Voucher ID" (789123), "Warrant Type" (Regular, Holdback), "Status" (Mailed to Payee), "Issued Date" (02/02/2007), "Return Due Date" (05/03/2007), "Status Date" (02/05/2007), and "Paid Amount" (\$ 8,000.00). There are buttons for "Comments", "History", "List Warrant Logs", "Update", "Go Back", and "Delete". A footer note indicates "Last Updated By: RWMUS03 On: 12/03/2007".

Upon mailing of the warrant, the status is updated to **Mailed to Payee**.

This screenshot is similar to the previous one, but the "Status" field is now "Mailed to Payee" and the "Status Date" is "02/05/2007". The "Received Receipt" field now has a "Yes" radio button selected. The "Update", "Go Back", and "Delete" buttons are still present. The footer note remains "Last Updated By: RWMUS03 On: 12/03/2007".

When the warrant is received by the payee and the receipt acknowledgement returned to the R/W Office, the warrant status is updated to **Delivered to Payee**. When the mailing receipt is received by the District, the Received Receipt radio button is updated to Yes.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Transmittal Number - 2008-3784
 Payee - MARTIN TRACEY COURT ED

Search of Warrant Management System Logs
 Go to: Enter Transmittal Number: Enter Warrant Number:

View Warrant Information
 Warrant Number: Voucher ID:
 Warrant Type: ☐ Regular ☒ Holdback Issued Date:
 Status: Return Due Date:
 Status Date: Paid Amount: \$
 Received Receipt: ☒ Yes ☐ No

Comments History Update Go Back Delete

List Warrant Logs
☐ Comments Edit

Last Updated By: RYMUS03 On: 12/03/2007

By clicking on the **History** button, the warrant history can be viewed.

District - 03
 Project - 2204121 - SR 281 AVALON BLVD FROM SR 8 (I-10) TO SR 10 (US 90)
 Transmittal Number - 2008-3784
 Payee - MARTIN TRACEY COURT ED

Warrant History

Warrant Status	Warrant Status Date
Delivered to Payee	02/12/2007
Mailed to Payee	02/05/2007
Warrant Control Officer	02/02/2007

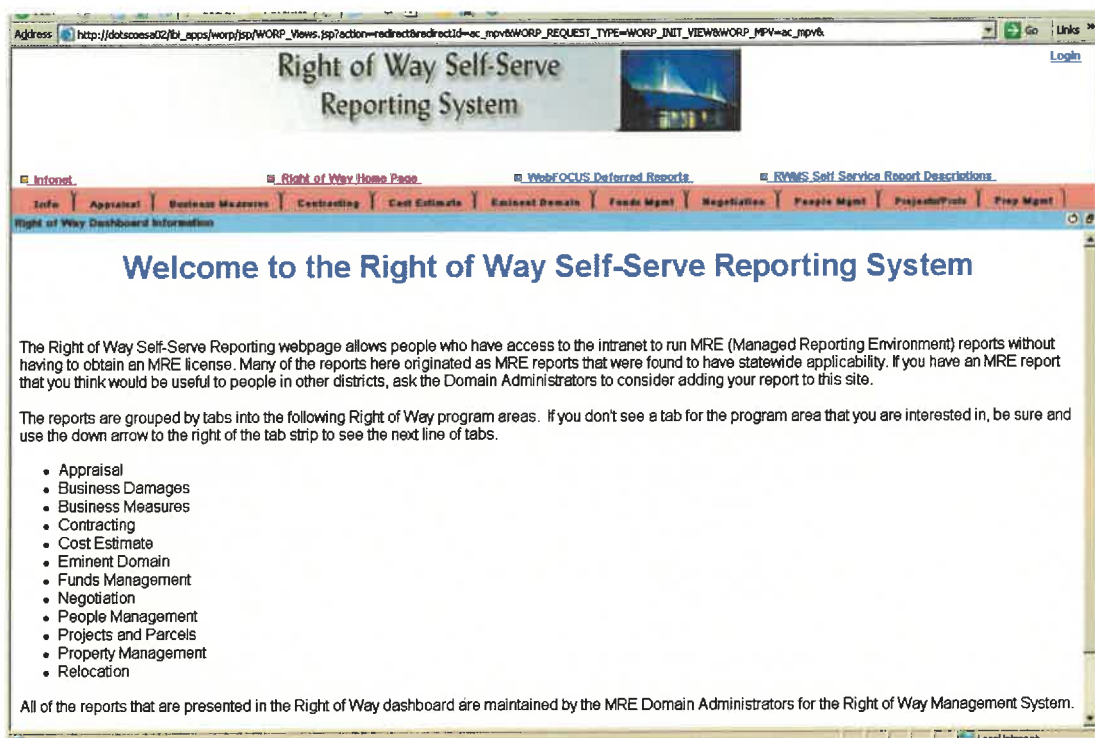
Close Window

Delete Warrants and Warrant Logs

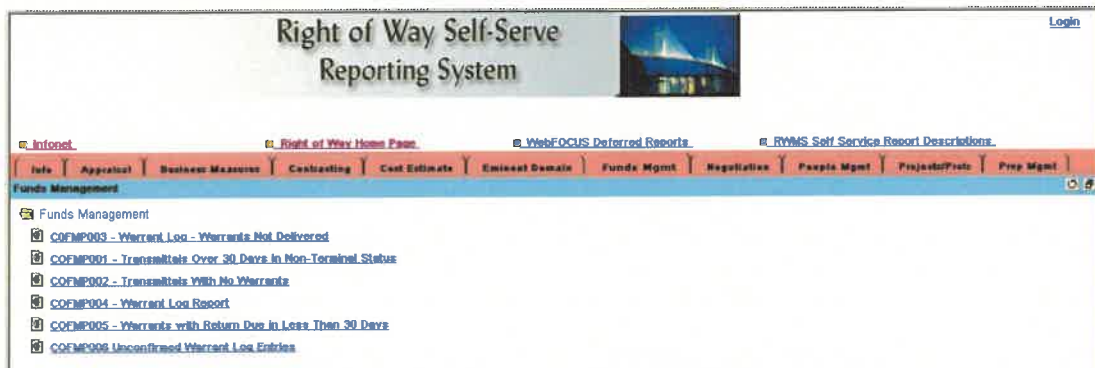
The District RWMS System Data Administrators have the authority to delete warrants and warrant logs when necessary to make data entry corrections in RWMS. All deletions are logged by the system and reports are routinely run against the deletion log to monitor deletion activities.

Self-Serve Reports for Monitoring Warrants and Warrant Logs

As part of each district's quality control process, the status of warrants and warrant logs should be monitored by using the RWMS Self-Serve reporting application. For information and to access the Self-Serve reporting application, go to:



By selecting the **Funds Management** tab, the user will be able to view descriptions of several reports.



These reports should be used to monitor the transmittal and warrant activities.

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CREATE A R/W CONTRACT INVOICE TRANSMITTAL

From the Home page, select **Create Contract Invoice Transmittal** from the Records and Funds dropdown selection and click the **Go** button.

Right of Way Management System

Hello DISTRICT 3 TEST USER, Welcome to the RWMS Home Page: ☒ RW Project ☐ Construction Project

Enter Item/Segment Number:

Enter Parcel Number: **GO**

Please refer to the Data Refresh Request document for the latest Production refresh date.

Select Business Area

General	Projects/Parcels	Appraisal
Administrative Messages GO	Projects GO	Appraisals GO
Correspondence	Acquisition	Litigation
All Correspondence GO	Enter Real Estate Offer/Counter Offer GO	Suit GO
Relocation	Business Damages	Property Management
Relocation Claims GO	Enter Business Offer/Counter Offer GO	Parcel Interest Inventory Items GO
Contracting	Records and Funds	R/W Cost Estimate
Contracts GO	Create R/W Invoice Transmittal GO	Cost Estimate GO
RWMS People Management	Create R/W Invoice Transmittal GO	
Role Management GO	Create Deposit Transmittal Transmittals GO	
	Warrants GO	
	List Payable/Receivable Items Report GO	

US* will open a new browser window.

On the filter page, enter the contract number and click the **Show Task Assignments** button.

Validate Contract

Contract Number:

Show Task Assignments **Go Back**

The “Vendor Invoice Number” on the “View Line Item Information” page allows the entry of one “Vendor Invoice Number” for each line item included on the transmittal (CIT or RIT). However, in cases where there are more than one vendor invoice but multiple line items the vendor invoice number must be entered for each line item.

The “Vendor Invoice Number” field is required for line items on a CIT and optional for line items on an RIT.

RWMS will display a “Show Contract Task Assignment” dropdown box with a listing of task assignments for the contract number selected.

Select the Contract Task Assignment

Contract Number:

Choose Contract Task Assignment:

Go Back

Key Point: Contract Task Assignments that do not have at least one related encumbrance with a balance greater than \$0 will not be listed in the “Choose Task Assignment” list. If there are no task assignments with related encumbrance greater than \$0, the following message will be displayed.

Select the Contract Task Assignment

Contract Number: bd406

There are no Task Assignments for this Contract.

Go Back

Select the task assignment for which the payment is being processed and click the **Go** button.

Create Contract Invoice Transmittal Information

Information System

District - 03
Project - 2197221 - SR 263 CAP CIR NW FROM SR 10 (US 90) TENN. TO SR 8 (I 10)
WEST RAMP

Create Contract Invoice Transmittal Information

*Vendor/Client Number: F591262947001

Payee: GERSON PRESTON ROBINSON & COMPANY PA

Street Address: 686 745TH STREET

City, State Zip: MIAMI BEACH, FLORIDA 33141

*Send Warrant to Payee: ☒ Yes ☐ No

*Fiscal Year: 2008

*Status: Created

*Status Date:

*Vendor Invoice Number:

Replaces Transmittal Number:

*Indicates Required Fields

Approver's Name: UNKNOWN Select Remove

*RWMS Contact Person: UNKNOWN Select

Federal Aid Project Number: 4461 045 P

Federal Authorization Date:

*Final Invoice Code: ☐ Yes ☒ No

Contract Number: DMM09

Service Begin Date:

Service End Date:

Purchase Order ID:

Purchase Unit Code:

Go Back

The user is taken to the Create Contract Invoice Transmittal Information page. On this page the following fields are available:

Vendor/Client Number - (mandatory) - this is a read only field which displays the vendor number from the encumbrance information in FLAIR.

Key Point: Occasionally a vendor's name and number may need to be changed on a contract that already exists in RWMS. It is important to note that even though the new vendor's name and number have been added in FLAIR, they are not automatically added to RWMS. The contract in RWMS must be updated with the new vendor information in order for a CIT to retrieve the correct vendor information.

NOTE: There is a one day delay between adding/updating FLAIR information and that information being available for selection in RWMS.

Payee - this is a read only field which displays the name associated with the vendor number in FLAIR.

Street Address - this is a read only field which displays the address associated with the vendor number in FLAIR.

City, State, Zip - this is a read only field which displays the address associated with the vendor number in FLAIR.

Send Warrant to Payee - (mandatory) - this is a radio button with a choice of either **Yes** or **No**. Because the majority of contract payments are sent directly to the vendor, the default for contract payments is **Yes**. If the Send Warrant to Payee radio button is set to "Yes" the **Record Warrant Button** remains disabled.

Fiscal Year - (mandatory) - this is the fiscal year for the encumbered funds from which the payment is being made. The current fiscal year is the default setting.

Status - (mandatory) - there are several available statuses when first creating the Contract Invoice Transmittal information. These are: **Created, Goods and Services Received, Goods and Services Approved** and **Vendor Invoice Received**.

Created - the date the goods and services are requested. This status is optional.

NOTE: The definition for **Created** is different for Contract Invoice Transmittals due to the need to capture the dates for **Goods and Services Received, Goods and Services Approved** and **Vendor Invoice Received**. Status dates may not go backwards in time.

Goods and Services Received - (mandatory) - the date the goods and services are received by the Department. The statuses of **Goods and Services Received, Goods and Services Approved** and **Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Goods and Services Received** will print on the Contract Invoice Transmittal.

Goods and Services Approved - (mandatory) - the date the goods and services are approved by the Department. The statuses of **Goods and Services Received, Goods and Services Approved** and **Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Goods and Services Approved** will print on the Contract Invoice Transmittal.

Vendor Invoice Received - (mandatory) - the date the vendor invoice is received by the Department. The statuses of **Goods and Services Received, Goods and Services Approved** and **Vendor Invoice Received** are all mandatory, but may be entered in any order. The status date for **Vendor Invoice Received** will print on the Contract Invoice Transmittal.

Status Date - (mandatory) - this is the date the current status is valid.

Vendor Invoice Number – (mandatory) - this is the number as supplied on the vendor invoice.

Replaces Transmittal Number – this field is used when the District System Data Administrator deletes a transmittal that was in a terminal status from RWMS in order to make data entry corrections. The transmittal number of the original deleted transmittal must be entered in this field upon recreation.

Approver's Name - (mandatory) - this field becomes mandatory in order to progress the Contract Invoice Transmittal from **Approved** to **Sent to FSO**. All approvers must have been given the role of **Invoice Approver** under RWMS People Management. (See Chapter 12, People Management, for additional information.)

RWMS Contact Person - (mandatory) - this is the person responsible for the Contract Invoice Transmittal who will be contacted if there are any questions. The system will default the name to the current user if that person has been given the role of **Invoice Contact** under RWMS People Management. (See Chapter 12, People Management, for additional information). **NOTE:** The **Invoice Approver** and the **Invoice Contact Person** may not be the same person.

Federal Aid Project Number - this is a read only field which will display the federal aid project number, if applicable, from FM.

Federal Aid Authorization Date - this is a read only field which will display the date of federal authorization, if applicable, from FM.

Final Invoice Code - (mandatory) - this is a radio button with the choice of **Yes** or **No**. The default is **No**.

NOTE: The **Final Invoice Code** is not currently printing on the R/W Contract Invoice Transmittal. Until such time as this is corrected, the user should enter this information in the **Special Instructions or Information** box on the R/W Contract Invoice Transmittal and highlight it for the District Fiscal Office.

Contract Number - this is a read only field which displays the contract number previously selected.

Service Begin Date - (optional) - this is the date services included in the vendor invoice began.

Service End Date - (optional) - this is the date services included in the vendor invoice ended.

Purchase Order ID - (optional) - this field is available for tracking the Purchase Order number. (See paragraph entitled **Purchase Orders** at the end of this section.)

Purchase Unit Code - (optional) - the four digit code which is part of the Purchase Order number and identifies the district.

Union of Information Systems 11/29/2007 9:29AM EST

District - 03
Project - 2197221 - SR 263 CAP CIR NW FROM SR 10 (US 90) TENN TO SR 8 (I-10)
WEST RAMP

Create Contract Invoice Transmittal Information

*Vendor/Client Number:	F591262947001	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	GERSON PRESTON ROBINSON & COMPANY PA	*RWM Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	666 71ST STREET	Federal Aid Project Number:	4461 045 P
City, State Zip:	MIAMI BEACH, FL 33141	Federal Authorization Date:	08/26/2003
*Send Warrant to Payee:	<input checked="" type="radio"/> Yes <input type="radio"/> No	*Final Invoice Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Fiscal Year:	2008	Contract Number:	DMH09
*Status:	<input type="button" value="Created"/>	Service Begin Date:	
*Status Date:	07/01/2007	Service End Date:	
*Vendor Invoice Number:	1234	Purchase Order ID:	
Replaces Transmittal Number:		Purchase Unit Code:	

* Indicates Required Fields

When data entry is complete, click the **Continue** button. The user is taken to the Create Line Item Information page.

The District System Data Administrators can reset Transmittal Statuses to correct data entry issues.

The following business rules will be enforced:

The "Revert Status" button is not available if the transmittal status = "Sent to FSO". Transmittals in a "Sent to FSO" status must be deleted and recreated.

Create Line Item Information

Create Line Item Information

*Payment Type:	<input type="button" value="Contract Related"/>	*Financial Project:	21972214801
*Encumbrance Line Number:	0004 \$5,767.50	*Expansion Option:	RW
*Organization Code:	55033030355		
*Line Item Amount:	\$ 0.00		
*Federal Aid Participating:	<input checked="" type="radio"/> Yes <input type="radio"/> No		

* Indicates Required Fields

The following fields are mandatory on the Create Line Item Information page:

Payment Type (mandatory) - this is the type of payment being made; for a Contract Invoice Transmittal, the system defaults to **Contract Related**. The other options for selection in the drop down list are: Travel – Airfare, Travel – Hotel, Travel – Meals, Travel – Mileage, Travel – Per Diem, and Travel – Other which is used for items such as rental cars, parking fees, tolls and other allowable travel related incidental expenses.

Create Line Item Information

*Payment Type:	<input type="button" value="Contract Related"/>	*Financial Project:	21972214801
*Encumbrance Line Number:	0004 \$5,767.50	*Expansion Option:	RW
*Organization Code:	55033030355		
*Line Item Amount:	\$ 0.00		
*Federal Aid Participating:	<input checked="" type="radio"/> Yes <input type="radio"/> No		

* Indicates Required Fields

Each item of travel must be treated as a separate line item when creating the Contract Invoice Transmittal.

Key Point: Although travel is not broken out in the encumbrance data in FLAIR, it is required to be treated as separate line items (with different object codes) on the Contract Invoice Transmittal.

Encumbrance Line Number - (mandatory) - this is a dropdown box that displays the encumbrance line item and the current encumbrance balance from FLAIR for all existing encumbrances for the task assignment previously selected.

Organization Code (mandatory) - this is a read only field which displays the organization code from the encumbrance data in FLAIR.

Line Item Amount (mandatory) - this is the amount to be paid for the vendor services from the specific **encumbrance line number** selected, minus any travel included in the amount invoiced for those services. The default for the line item amount is \$0.00.

Federal Aid Participating (mandatory) - two radio buttons are provided with the choices of **Yes** and **No**. The default is **Yes**. The **No** button would only be selected if this specific line item could never be federally participating.

Financial Project (mandatory) - this is a read only field that displays the **Financial Project** number from the encumbrance data in FLAIR.

Expansion Option (mandatory) - this is a read only field that displays the **Expansion Option** from the encumbrance data in FLAIR.

Enter the Contract Related line item:

The screenshot shows the 'Create Line Item Information' form. The 'Payment Type' dropdown is set to 'Contract Related'. The 'Encumbrance Line Number' dropdown shows '0004 \$5,767.50'. The 'Organization Code' is '55033030355'. The 'Line Item Amount' is '\$ 1000.00'. The 'Federal Aid Participating' radio buttons are set to 'Yes'. The 'Financial Project' is '21972214B01' and the 'Expansion Option' is 'RW'. There are 'Create' and 'Go Back' buttons at the bottom right.

Enter any travel expenses as separate line items:

This screenshot is similar to the previous one, but the 'Encumbrance Line Number' dropdown menu is expanded, showing a list of travel-related options: 'Contract Related', 'Travel - Airfare', 'Travel - Hotel', 'Travel - Meals', 'Travel - Mileage', 'Travel - Per Diem', and 'Travel - Other'. The other fields and buttons remain the same.

In this case, mileage. After selecting from the drop down list and entering the line item amount, click the Create button.

Line Item - 2

View Line Item Information

Payment Type: Travel - Mileage
 Encumbrance Line Number: 0004
 Organization Code: 55033030355
 Financial Project: 21972214B01
 Expansion Option: RW
 Line Item Amount: \$ 375.00
 Federal Aid Participating: ☒ Yes ☐ No

Comments Create Another Update Go Back Delete

☐ Comments Edit

Last Updated by RWMUS03 on 09/11/2006.

When the data entry is complete on the Create Line Item Information page, click the **Go Back** button until the user is returned to the View Contract Invoice Transmittal page.

View Contract Invoice Transmittal Information

View Contract Invoice Transmittal Information

Vendor/Client Number: F591262947001
 Payee: GERSON PRESTON ROBINSON & COMPANY PA
 Street Address: 666 71ST STREET
 City, State Zip: MIAMI BEACH, FL 33141
 Send Warrant to Payee: ☒ Yes ☐ No
 Fiscal Year: 2008
 Status: Created
 Status Date: 07/01/2007
 Vendor Invoice Number: 1234
 Replaces Transmittal Number:
 Total Amount: \$ 1,375.00
 Special Instructions or Information: Task Assignment 2008-2

Approver's Name: UNKNOWN
 RWMS Contact Person: PARKER, BETTY
 Federal Aid Project Number: 4461 045 P
 Federal Authorization Date: 08/26/2003
 Final Invoice Code: ☐ Yes ☒ No
 Contract Number: DMM09
 Service Begin Date:
 Service End Date:
 Purchase Order ID:
 Purchase Unit Code:

Create/Add Line Item List Line Items Update Go Back Delete

Printable Viewable History

View Printable Transmittal

The following fields are now available on the View Contract Invoice Transmittal Information page:

Total Amount - this is a read only field that displays the total amount of all line items associated with the Contract Invoice Transmittal.

Special Instructions or Information - this is a comment field that is available for including special information about or instructions for handling or processing of the invoice transmittal that will print on the Contract Invoice Transmittal. **NOTE:** It is recommended that the Task Assignment Number be referenced in the **Special Instructions or Information** box.

This page also includes the following buttons:

Create/Add Line Item - by clicking on this button the user is able to create and add another line item to the Contract Invoice Transmittal.

History - by clicking this button the user is able to view the status history of the Contract Invoice Transmittal. Click the **Close Window** button to return to the Contract Invoice Transmittal.

Transmittal History

Transmittal History	
Status	Status Date
Created	07/01/2007

[Close Window](#)

List Line Items - by clicking on this button the user is able to view the list of line items that have been included on the Contract Invoice Transmittal. Click the **Go Back** button to return to the Contract Invoice Transmittal.

List Line Items

PROJECT - US
 Project - 2197221 - SR 263 CAP CIR NW FROM SR 10 (US 90) TENN TO SR 8 (I-10)
 WEST RAMP
 Transmittal Number - 2008-3766
 Payee - GERSON PRESTON ROBINSON & COMPANY PA

DEFAULT ACTIVITY: Go to: Enter Transmittal Number:

Number	Payment Type	Total Amount	Work Product
1	Contract Related	\$ 1,000.00	View Task Assignment
2	Travel - Mileage	\$ 375.00	View Task Assignment

[Create Line Item](#)
[Go Back](#)

Key Point: The **List Line Items** page includes the ability to view the related work product. In this example, the work product is the task assignment. The user can click on **View Task Assignment** and will be taken to that page.

Delete Line Item

A line item may be deleted from a R/W Contract Invoice Transmittal by clicking the **Delete** button on the View Line Item Information page. If a line item is deleted, the payable item will once again be selectable on the List Payable Items page. If there is only one line item on a R/W Contract Invoice Transmittal and it is deleted, the R/W Contract Invoice Transmittal will be deleted.

View Contract Invoice Transmittal Information

Vendor/Client Number: F591262947001 Payee: GERSON PRESTON ROBINSON & COMPANY PA Street Address: 666 71ST STREET City, State Zip: MIAMI BEACH, FL 33141 Send Warrant to Payee: <input checked="" type="radio"/> Yes <input type="radio"/> No Fiscal Year: 2008 Status: Created Status Date: Created Vendor Invoice Number: Goods & Services Received Replaces Transmittal Number: Vendor Invoice Received Total Amount: \$ 1,375.00 Special Instructions or Information: Task Assignment 2008-2	Approver's Name: UNKNOWN Select Remove RWMS Contact Person: PARKER, BETTY Select Federal Aid Project Number: 4461 045 P Federal Authorization Date: 08/26/2003 Final Invoice Code: <input type="radio"/> Yes <input checked="" type="radio"/> No Contract Number: DMM059 Service Begin Date: <input type="text"/> Service End Date: <input type="text"/> Purchase Order ID: <input type="text"/> Purchase Unit Code: <input type="text"/>
---	--

[Create/Add Line Item](#)
[List Line Items](#)
[Update](#)
[Go Back](#)
[Delete](#)

[View Printable Transmittal](#)

Last Updated by RWMUS03 on 11/28/2007

If the **Created** status is selected, the Contract Invoice Transmittal must be progressed through the statuses of **Goods and Services Received**, **Goods and Services Approved** and **Vendor Invoice Received**, as previously described. The status of **Canceled** is also available.

Canceled- the Contract Invoice Transmittal will not be processed. This is a terminal status and the Contract Invoice Transmittal cannot be modified once this status is selected and the **Update** button clicked.

Project - 2157221 - SR 203 CAP CIR NW FROM SR 10 (US 90) TENN. TO SR 8 (I-10)
WEST RAMP
Transmittal Number - 2008-3708

Enter Transmittal Number:

View Contract Invoice Transmittal Information

Vendor/Client Number:	F591262947001	Approver's Name:	UNKNOWN <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	GERSON PRESTON ROBINSON & COMPANY PA	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	666 71ST STREET	Federal Aid Project Number:	4461 045 P
City, State Zip:	MIAMI BEACH, FL 33141	Federal Authorization Date:	08/26/2003
Send Warrant to Payee:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Final Invoice Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fiscal Year:	2008	Contract Number:	DNB09
Status:	<input type="button" value="Created"/>	Service Begin Date:	<input type="text"/>
Status Date:	<input type="text"/>	Service End Date:	<input type="text"/>
Vendor Invoice Number:	<input type="text"/>	Purchase Order ID:	<input type="text"/>
Replaces Transmittal Number:	<input type="text"/>	Purchase Unit Code:	<input type="text"/>
Total Amount:	\$ 1,375.00		
Special Instructions or Information:	<input type="text" value="Task Assignment 2008-2"/>		

Once all three statuses of **Goods and Services Received**, **Goods and Services Approved** and **Vendor Invoice Received** and status dates have been entered, the following statuses are available:

Approved - the Contract Invoice Transmittal has been approved by the FDOT R/W employee with approval authority.

Canceled - the Contract Invoice Transmittal will not be processed. This is a terminal status and the Contract Invoice Transmittal cannot be modified once this status is selected and the **Update** button clicked.

In order to progress the status of the Contract Invoice Transmittal to **Approved**, first select the approver's name by clicking on the **Select** button by the **Approver's Name** field. This action takes the user to the list of people identified in the role of **Invoice Approver** (this must be someone other than the **RWMS Contact Person**). Select the approver. Then select **Approved** from the **Status** drop down box, enter the status date and click the **Update** button.

NOTE: If the approver has been selected in RWMS prior to printing the R/W Contact Invoice Transmittal, their name will print on the Transmittal in the **Printed Name** field.

Statewide Object Code Consolidation Project

RWMS assigns Division of Financial Services new object codes and Other Cost Accumulators (OCA) to expenditure line items on R/W Invoice transmittals based on the object code list. The object codes for contract line items are retrieved from the encumbrance for the contract

Expansion options used by FDOT are maintained in a separate system by the Office of Comptroller and are retrieved by RWMS for expenditure line items. The Office of Comptroller's web site that includes a list of the expenditure object codes and also a tool to lookup object codes and expansion options:
<http://cosharepoint.dot.state.fl.us/sites/OOC/DOO/FLAIRcodes/default.aspx>

Key Point: The **View Printable Transmittal** button will be disabled if the contract exists in CITS.

The user may now select the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY CONTRACT INVOICE TRANSMITTAL										FORM 1575-00-14 RIGHT OF WAY 12-03	
R/W TRANSMITTAL No. 2008-3766										NEED WARRANT TO COMPTROLLER	
A: Date: 07/01/2007 District No. 03 Payable to: GERSON PRESTON ROBINSON & COMPANY PA Street: 666 71ST STREET City: MIAMI BEACH State: FL Zip: 33141 Send Warrant(s) to: <input checked="" type="checkbox"/> Above Address <input type="checkbox"/> District R/W Manager <input type="checkbox"/> Other _____				B: I acknowledge that proper procedures and policies have been adhered to and that the amount billed and submitted for payment is true and correct. Printed Name: _____ Signature: _____ Date: _____				C: AMOUNT OF WARRANT(S): No. 1 \$ 1,375.00 No. 2 \$ _____ Total \$ 1,375.00			
D: Special Instructions or Information: Task Assignment 2008-2								E: CONTACT PERSON: PARKER, BETTY			
COST DISTRIBUTION											
VENDOR IDENTIFICATION NUMBER F591262947001				FOR COMPTROLLER USE ONLY TR DT _____ CK DT _____ Auditor's Initials _____				SECTION 215.422 STATUTORY REQUIREMENTS			
								DATE GOODS OR SERVICES RECEIVED		N/A	
								DATE GOODS OR SERVICES APPROVED		N/A	
								DATE INVOICE RECEIVED		N/A	
TR	CIT LINE	ENC LINE	ORCODE	EO	OBJECT	AMOUNT	VENDOR INVOICE NUMBER	C	EOS	CONTRACT NUMBER	PROJECT ID
1			55033030355	RW	131131	1,000.00	1234	0	121	DMK09	21972214B01
2			55033030355	RW	261390	975.00	1234	0	121	DMK09	21972214B01
<input type="checkbox"/> ORIGINAL - OFFICE OF COMPTROLLER <input type="checkbox"/> COPY, DISTRICT R/W ORIGINATOR <input type="checkbox"/> COPY, STATE COMPTROLLER <input type="checkbox"/> COPY, COMPTROLLER - TO BE MAILED WITH WARRANT <input type="checkbox"/> COPY, DISTRICT RECORDS AND FUNDS MANAGEMENT <input type="checkbox"/> COPY, SUSPENSE FILE											

Delete R/W Contract Invoice Transmittal

A R/W Contract Invoice Transmittal may be deleted until such time as it is in a status of **Sent to FSO**. At that point no further changes may be made to the R/W Contract Invoice Transmittal. Line items must be individually deleted (see Delete Line Item). When the last line item is deleted, the R/W Contract Invoice Transmittal will be deleted.

From the **Approved** status, the Contract Invoice Transmittal may be progressed to either **Sent to FSO** (Financial Services Office) or **Canceled**. Both of these are terminal statuses and the Contract Invoice Transmittal cannot be modified once this status is selected and the Update button clicked.

View Contract Invoice Transmittal Information			
Vendor/Client Number:	F591262947001	Approver's Name:	DUNCAN, JOHN A. <input type="button" value="Select"/> <input type="button" value="Remove"/>
Payee:	GERSON PRESTON ROBINSON & COMPANY PA	RWMS Contact Person:	PARKER, BETTY <input type="button" value="Select"/>
Street Address:	666 71ST STREET	Federal Aid Project Number:	4461 045 P
City, State Zip:	MIAMI BEACH, FL 33141	Federal Authorization Date:	08/26/2003
Send Warrant to Payee:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Final Invoice Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fiscal Year:	2008	Contract Number:	DMM09
Status:	Vendor Invoice Received	Service Begin Date:	
Status Date:	07/10/2007	Service End Date:	
Vendor Invoice Number:	1234	Purchase Order ID:	
Replaces Transmittal Number:		Purchase Unit Code:	
Total Amount:	\$ 1,375.00		
Special Instructions or Information:	Task Assignment 2008-2		

Last Updated by RWMS03 on 11/28/2007.

NOTE: The **Record Warrant** button is disabled because the user stated on the Contract Invoice Transmittal that this warrant would be sent directly to the vendor.

Printing the Contract Invoice Transmittal

Click on the **View Printable Transmittal** button, click the **File** button in the tool bar, and select **Print**. (See Section 10.1, R/W Transmittals – General, for additional information on printing R/W Transmittals.)

If this payment was not being sent directly to the vendor, from this point, the user could click on the **Record Warrant** button and proceed to record the warrant for this payment. Please see Section 10.7, Receive and Record Warrants, for further information.

DISTRICT-WIDE CONTRACTS

District-wide contracts must be created in RWMS, the same as any other contract. The right of way project on which the payment will be made must also be in RWMS. If payments are being made against a district-wide project number, that project must be entered into RWMS as a right of way project.

Some district-wide contracts, especially environmental contracts, may have valid encumbrances with 3x, 4x and 5x phases. In RWMS, task assignments and therefore payments, may only be tied to encumbrances with 4x phases.

PURCHASE ORDERS

In order to track all right of way expenditures, vendor payments made through the use of a Purchase Order must be entered into RWMS. The transaction would be entered into RWMS as a Contract Invoice Transmittal. All data entry would be the same except that the fields for **Purchase Order Number** and **Purchase Unit Code** would be utilized. While the Contract Invoice Transmittal would be progressed through all the statuses to **Sent to FSO**, the actual paper invoice would not be sent forward.

NOTE: Purchase Orders generated through My Florida MarketPlace (MFMP) must be paid through MFMP and would not be entered into RWMS (see below).

MY FLORIDA MARKETPLACE (MFMP)

The Department is in the process of transitioning all complex contracts out of the payment component of MFMP. This includes all r/w contracts formerly included in MFMP. R/W contracts that are transitioned out of MFMP as well as new r/w contracts must be created in RMWS. RWMS R/W Contract Invoice Transmittals will be used to generate payments on these contracts.

Expert Witness Contracts

The following applies to Expert Witness Contracts in MFMP:

- 1) Vendors providing expert witness services shall be registered in the "myfloridamarketplace".
- 2) Any "new" contracts shall include the terms and conditions contained in Rule 60A-1.031.
- 3) The vendors will be subject to the 1% transaction fee. Expert Witness services must be pursuant to an Expert Witness Contract that is updated with the terms and conditions required in Rule 60A-1.031 or contract with a Purchase Order in the "myfloridamarketplace" that attaches the terms and conditions of our existing Expert Witness Contract.

NOTE: Under no circumstances are payments to be made from two systems (RWMS and MFMP). Once a contract is entered into RWMS all payments are to be made through that system.