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Section 10.1
R/W Transmittals – General

LIST TRANSMITTALS

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

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.

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:	2006-6537
	Go

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

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

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

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.

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

Warrants Pending Delivery

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
BOUTIN BROWN REALTY ADVISORS, I BOUTIN 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	8785868	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

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

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.
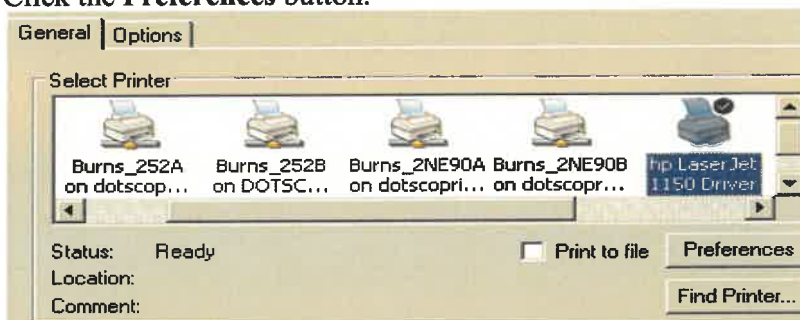
Select the **Basics** tab.
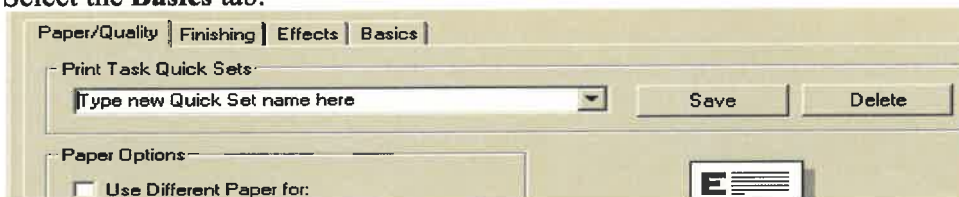
Change the orientation from portrait to landscape.
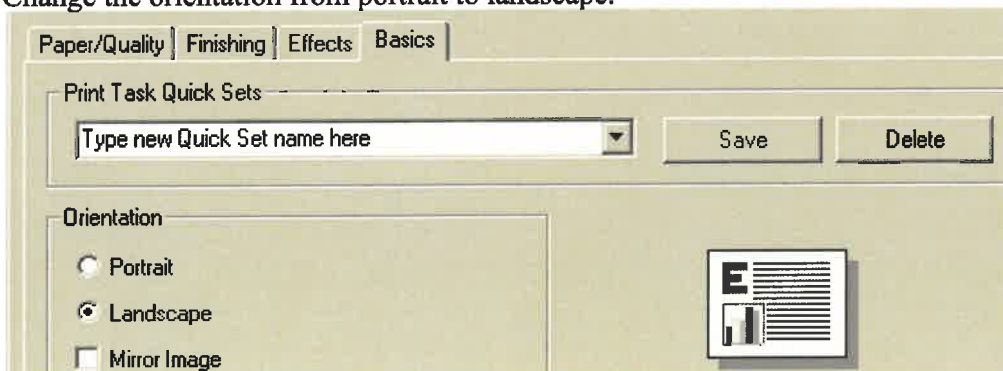
The user will then click the **Print** button. This will need to be done each time a R/W Transmittal of any type is to be printed.

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.

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

● R/W Project ○ Construction Project

Enter Item/Segment Number:

Enter Parcel Number: Go

Select Business Area

General
Administrative Messages

Projects/Parcels
Projects

Appraisal
Appraisals

Correspondence
All Correspondence

Acquisition
Enter Real Estate Offer/Counter Offer

Litigation
Suit

Relocation
Relocation Claims

Business Damages
Enter Business Offer/Counter Offer

Property Management
Parcel Interest Inventory Items

Contracting
Contracts

Records and Funds
Create R/W Invoice Transmittal

Create R/W Invoice Transmittal
Create Contract Invoice Transmittal
Create Deposit Transmittal
Transmittals
Warrants
List Payable/Receivable Items Report

R/W Cost Estimate
Cost Estimate

RWMS People Management
Role Management

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   Previous | Next

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.

District - 03

Select District:
DISTRICT 3 - CHIPLEY
Work Products:
All Work Products

- All Work Products
- Agreements
- Court Orders
- Relocation Claims
- Protective Rent Agreements
- Lease Payments
- Excess Parcels
- Inventory Items

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	

District - 03

Select District:
DISTRICT 3 - CHIPLEY
Work Products:
Agreements

List Payable/Receivable Items

Project	Parcel	Work Product	Date	Type	Amount	Balance	Exc Par
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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Section 10.2
R/W Invoice Transmittal - Agreement

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.

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.

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.**

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.

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

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.

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

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.*

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:	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

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

Information Systems

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

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.

The user is taken back to the filter page.

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.

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.

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

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.

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.

The user is taken to the List Line Items page.

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.**

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.

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

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

View R/W Invoice Transmittal

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

View Printable Transmittal

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.

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.

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
○	0302	Initial FDOT RE Offer	Land			$ 60,000.00	$ 60,000.00
○	0302	Initial FDOT RE Offer	Improvements			$ 30,000.00	$ 30,000.00
○	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	Approver's Name:	DUNCAN, JOHN A. [Select] [Remove]
Payee:	CHANDLER AND ASSOCIATES, INC.	*RWMS Contact Person:	FUSSELL, TERESA [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:	02/02/2007		
Vendor Invoice Number:			
Replaces Transmittal Number:			

* Indicates Required Fields

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 ▾	*Financial Project:	22041214301 ▾
*Line Item Amount:	$ 60,000.00	*Expansion Option:	RW - SA,SU,S117 ▾
*Federal Aid Participating:	⊙ Yes ○ No		
Holdback Amount:	○ Yes ⊙ No		

* Indicates Required Fields

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:	Improvements ▼		
*Organization Code:	55033030355 ▼	*Financial Project:	22041214301 ▼
*Line Item Amount:	$ 30,000.00	*Expansion Option:	RW - SA,SU,S117 ▼
*Federal Aid Participating:	⦿ Yes ○ No		
Holdback Amount:	○ Yes ⦿ No		
* Indicates Required Fields			

Create   Go Back

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:	Cost to Cure and/or Sev Dmgs ▼		
*Organization Code:	55033030355 ▼	*Financial Project:	22041214301 ▼
*Line Item Amount:	$ 10,000.00	*Expansion Option:	RW - SA,SU,S117 ▼
*Federal Aid Participating:	⦿ Yes ○ No		
Holdback Amount:	○ Yes ⦿ No		
* Indicates Required Fields			

Create   Go Back

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:	Cost to Cure and/or Sev Dmgs ▼		
*Organization Code:	55033030355 ▼	*Financial Project:	22041214301 ▼
*Line Item Amount:	$ 2,000.00	*Expansion Option:	RW - SA,SU,S117 ▼
*Federal Aid Participating:	⦿ Yes ○ No		
Holdback Amount:	○ Yes ⦿ No		
* Indicates Required Fields			

Create   Go Back

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 Item for: Agreements

Previous   Next

List Payable Items For Agreements

Select	Parcel	Offer Type	Negotiation Items	Expert Name	Expert Type	Amount	Remaining Balance
○	0302	Initial FDOT RE Offer	Cost to Cure and/or Sev Dmgs			$ 10,000.00	$ 8,000.00

Previous   Next

Go Back

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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.

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

Click the **View Printable Transmittal** button.

View Printable Transmittal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY INVOICE TRANSMITTAL

FORM 575-090-12
RIGHT OF WAY
12:02

NEED WARRANT
TO COMPTROLLER _____

R/W TRANSMITTAL No. 2008-2960

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.
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	FOR COMPTROLLER USE ONLY	SECTION 215.422 STATUTORY REQUIREMENTS	
F591848323003	TR DT _____ CK DT _____ Auditor's Initials _____	DATE GOODS OR SERVICES RECEIVED	N/A
		DATE GOODS OR SERVICES APPROVED	N/A
		DATE INVOICE RECEIVED	N/A

TR	RIT LINE	ORGCODE	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

☐ 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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY INVOICE TRANSMITTAL

R/W TRANSMITTAL No. 2008-2960

TR	RIT LINE	ORGCODE	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.**

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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Section 10.3
R/W Invoice Transmittal - Relocation Claim

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.

On the filter page, include the R/W project number and 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 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.

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

Create Invoice Information

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 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 Relocation Claims 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 R/W Invoice Transmittal. These are: **Created, Goods and Services Received, Goods and Services Approved, Vendor Invoice Received** and **Approved**.

Created – (optional) -the date the R/W Invoice Transmittal is created in RWMS, or if applicable, the date goods and services are requested.

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.

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

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:

When the data entry is complete, 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 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

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

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

View Line Item Information

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

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.

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.

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

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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Section 10.4
R/W Invoice Transmittal - Court Order

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.

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.

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

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.

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:	$ 50,800.00	*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

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

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

Create Line Item Information

*Paid To:	Expert		
*Payment Type:			
*Organization Code:	55033030355	*Financial Project:	22041214301
*Line Item Amount:	$ 50,000.00	*Expansion Option:	
*Federal Aid Participating:	⊙ Yes ○ No		
Paid Through OT:	○ Yes ⊙ No		
* Indicates Required Fields			Create Go Back

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

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 - 2008-2964
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 ○ 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:

When the data entry is complete, 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 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

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

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.

The user is taken to the List Line Items 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.

View R/W Invoice Transmittal

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

View Printable Transmittal

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.).

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:

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:	5109 001 R
City, State Zip:	PANAMA CITY, FLORIDA 32402	Federal Authorization Date:	06/26/2006
Send Warrant to Payee:	○ Yes ⦿ 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

Record Warrant   History

View Printable Transmittal

Update   Go Back   Delete

Last Updated by RWMUS03 on 11/20/2007.

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 ▼]   [Previous] [Next]

List Payable Items For Court Orders

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

[Previous] [Next]

[Go Back]

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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:	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 Date:	11/19/2007
Vendor Invoice Number:	
Replaces Transmittal Number:	

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

* 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

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

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.

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

Preview   Next

List Payable Items For Court Orders

Select	Parcel	Court Order Type	Court Order Item	Expert Name	Expert Type	Amount	Remaining Balance
○	0308	Final Judgment	Improvements			$ 35,000.00	$ 35,000.00
○	0308	Final Judgment	Cost to Cure and/or Sev. Dmgs			$ 25,000.00	$ 25,000.00
○	0308	Final Judgment	Attorney	BRIGHAM, TOBY P.	Attorney	$ 13,000.00	$ 13,000.00
○	0308	Final Judgment	Expert	DISKIN PROPERTY RESEARCH	Real Estate Appraiser	$ 15,000.00	$ 15,000.00

Preview   Next

Go Back

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FLORIDA DEPARTMENT OF TRANSPORTATION

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

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.

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

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.

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.

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

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

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	Land	YES	$ 30,000.00	View Court Order
52	Improvements	YES	$ 20,000.00	View Court Order

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

NEED WARRANT _____
TO COMPTROLLER

R/W TRANSMITTAL No. 2008-2965

A: Date:11/19/2007 District No. 03	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.	C: AMOUNT OF WARRANT(S):
Payable to: BAY COUNTY CLERK CIRCUIT COURT		No. 1 $ 68,000.00
Street: PO BOX 2269		No. 2 $
City: PANAMA CITY		Total $ 68,000.00
State: FLORIDA Zip: 32402	Printed Name:	
Send Warrant(s) to: ☐ Above Address		
☐ District R/W Manager ☐ Other_____	Signature:	
	Date:	

D: Special Instructions or Information:	E: CONTACT PERSON:
Parcel 308	PARKER, BETTY

COST DISTRIBUTION

VENDOR IDENTIFICATION NUMBER	FOR COMPTROLLER USE ONLY	SECTION 215.422 STATUTORY REQUIREMENTS	
F596000513014	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	RIT LINE	ORGCODE	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

☐ 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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY INVOICE TRANSMITTAL

R/W TRANSMITTAL No. 2008-2965

TR	RIT LINE	ORGCODE	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	ORGCODE	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.

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

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.

On the filter page, include the R/W project number and 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 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 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.

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.

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

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		RC - CIGP,LF
* Indicates Required Fields			RW - LF,LFR

[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

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: [ ] 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]
[Record Warrant] [History]
[View Printable Transmittal]

[Update] [Go Back] [Delete]

Last Updated by RWMUS03 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

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

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

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.

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.

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

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.

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

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

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

Create Line Item Information

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 ▾
*Federal Aid Participating:	⊙ Yes ○ No		RC - CIGP,LF
* Indicates Required Fields			RW - LF,LFR

Create   Go Back

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

Office of
Information Systems   11/27/2007 11:06 AM EST

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

Information System   11/27/2007 11:06 AM EST

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:	F596000513014	Approver's Name:	UNKNOWN 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:	○ 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

Record Contact   History

View Printable Transmittal

Update   Go Back   Delete

Last Updated by RWMUS03 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

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

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

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.

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

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:

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:	○ Yes ● 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		

Create/Add Line Item   List Line Items

Record Warrant   History

View Printable Transmittal

Update   Go Back   Delete

Last Updated by RWMUS03 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.

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

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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Section 10.7
Receive and Record Warrants

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:

```
                    ┌─────────────────────────────────────┐
                    │   Right of Way Invoice Transmittal   │
                    └─────────────────────────────────────┘
                          │                        │
                          ▼                        ▼
              ┌──────────────────────┐  ┌──────────────────────┐
              │   Warrant Record     │  │   Warrant Record     │
              │   Warrant #1         │  │   Warrant #2         │
              │   Regular Warrant    │  │   Holdback Warrant   │
              └──────────────────────┘  └──────────────────────┘
                          │                        │
                          ▼                        ▼
        ┌──────────────────────────────┐  ┌──────────────────────────────┐
        │   Warrant Log                │  │   Warrant Log                │
        │   Warrant #1                 │  │   Warrant #2                 │
        │ Received by Warrant Control  │  │ Received by Warrant Control  │
        │   Officer                    │  │   Officer                    │
        └──────────────────────────────┘  └──────────────────────────────┘
                          │                        │
                          ▼                        ▼
              ┌──────────────────────┐  ┌──────────────────────┐
              │   Warrant Log        │  │   Warrant Log        │
              │   Warrant #1         │  │   Warrant #2         │
              │ Picked Up By         │  │ Picked Up By         │
              │   Custodian          │  │   Custodian          │
              └──────────────────────┘  └──────────────────────┘
                          │                        │
                          ▼                        ▼
              ┌──────────────────────┐  ┌──────────────────────┐
              │   Warrant Log        │  │   Warrant Log        │
              │   Warrant #1         │  │   Warrant #2         │
              │ Delivered To Payee   │  │ Delivered To Payee   │
              └──────────────────────┘  └──────────────────────┘
```

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

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).

List Transmittals

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

View R/W Invoice Transmittal Information

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.

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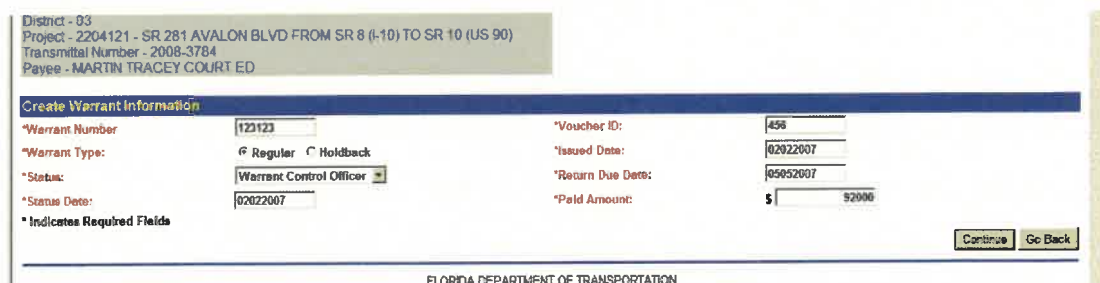
Note: If the Return Due Date is extended, the user must insert the new date in this field and Update the page.

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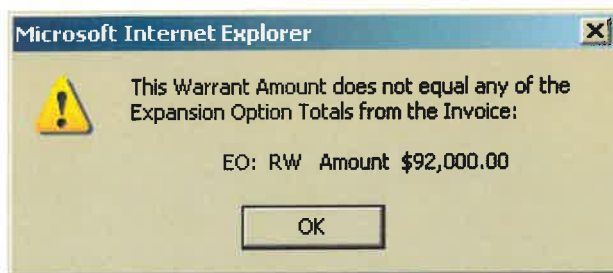
The concept is the same for transmittals with different expansion options. The warrant amount must match the related expansion option amount on the transmittal.

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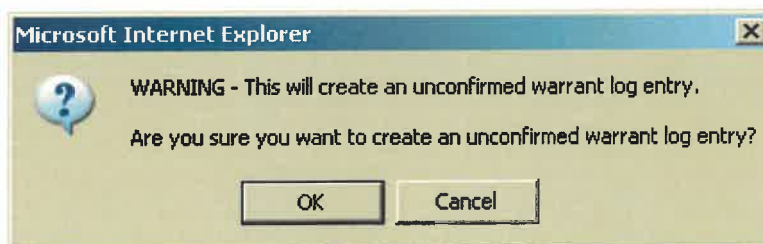
User ID - this is a read only field based on the selected **Custodian Name**.

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

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.

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

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

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

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

List Warrants

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

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.

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

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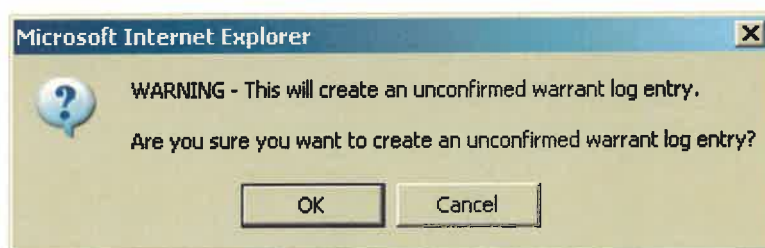
If the user clicks **OK**, the unconfirmed log entry will be created. If the user clicks **Cancel**, the password can be entered and a confirmed log entry will be created.

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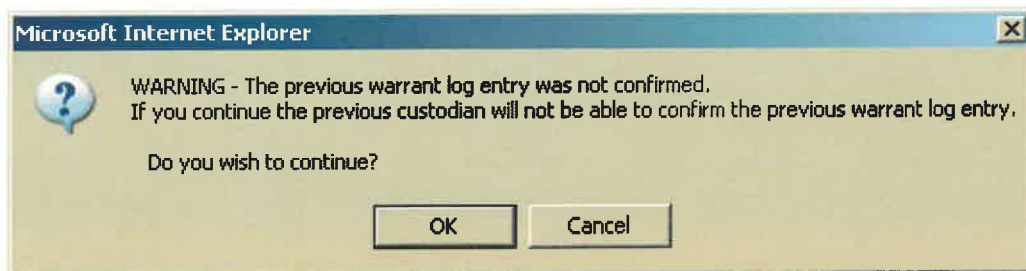
The List Warrants page indicates that Paula Warmath has current custody of Warrant Number 123123 (regular warrant). However by clicking on the status date of that warrant, the status of the warrant remains **Warrant Control Officer** and Paula Warmath is not the Warrant Control Officer. The reason that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

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**.

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.

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.

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.

Microsoft Internet Explorer

[?] WARNING - The Warrant Status has changed to Delivered to Payee but the Received Receipt = No. Do you wish to continue?

[OK]   [Cancel]

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.

Upon mailing of the warrant, the status is updated to **Mailed to Payee**.

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.

By clicking on the **History** button, the warrant history can be viewed.

## 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:
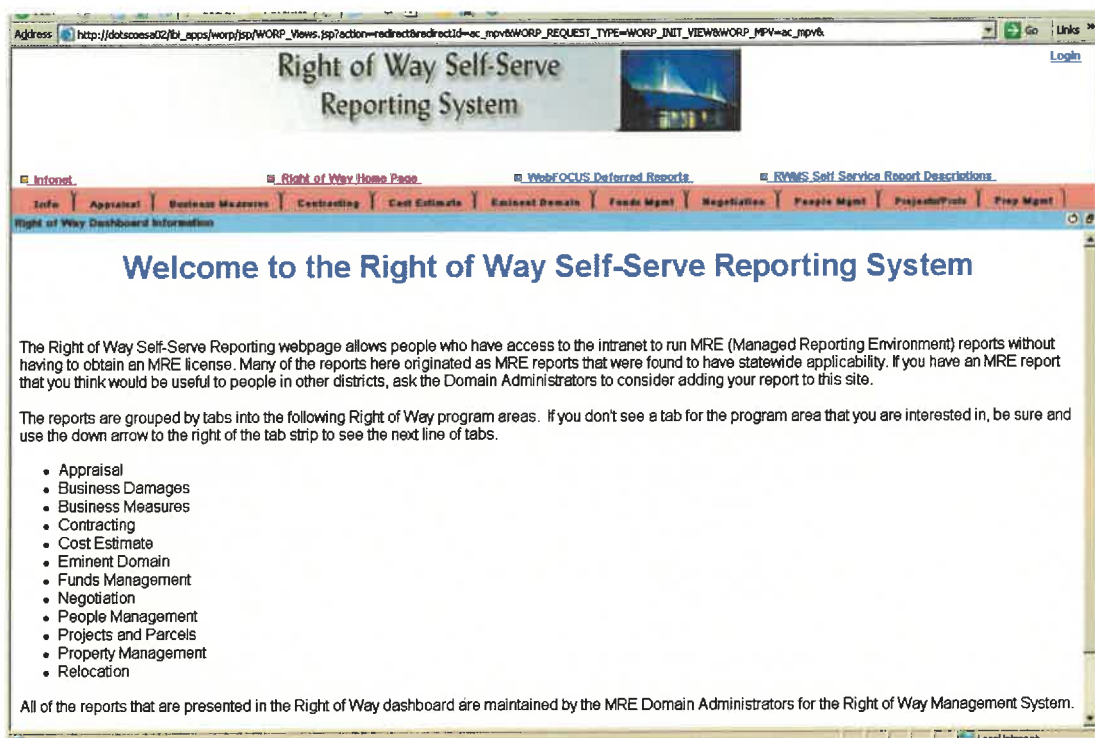
By selecting the **Funds Management** tab, the user will be able to view descriptions of several reports.
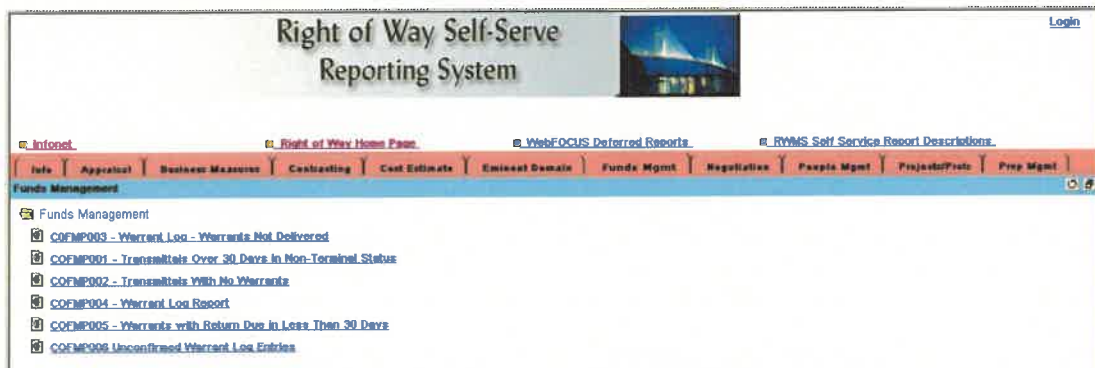
These reports should be used to monitor the transmittal and warrant activities.

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Section 10.8
R/W Contract Invoice Transmittal

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.

On the filter page, enter the contract number and click the **Show Task Assignments** 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.

RWMS will display a "Show Contract Task Assignment" dropdown box with a listing of task assignments for the contract number selected.

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

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.

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

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.

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:

Enter any travel expenses as separate line items:

In this case, mileage. After selecting from the drop down list and entering the line item amount, click the Create button.

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

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

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

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.

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.

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

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. [Select] [Remove]
Payee:	GERSON PRESTON ROBINSON & COMPANY PA	RWMS Contact Person:	PARKER, BETTY [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:	⦿ Yes ○ No	Final Invoice Code:	○ Yes ⦿ No
Fiscal Year:	2008	Contract Number:	DMM09
Status:	Vendor Invoice Received ▾	Service Begin Date:	
Status Date:	07102007	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		

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

Record Warrant   History

View Printable Transmittal

Last Updated by RWMUS03 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.