Transportation Utility Management System (TUMS)

Training and Reference Manual

Utility Facility Owner Details Module

Wisconsin Department of Transportation

Table of Contents

UTILITY FACILITY OWNER DETAILS SCREEN (UFODS)

The **Utility Facility Owner Details screen (UFODS)** displays detailed information related to one specific Utility Facility Owner (UFO) for one TUMS project. This information is used in DOCR letters and documents, and is also shared with Central Office for Agreements, Change Orders, and Invoice approvals.

This screen has several names: **Utility Facility Owner Details screen**, **UFODS**, **UFO Details screen**, **UFOD screen**. All of these names refer to the same screen, and have the same meaning. The name variations will be used interchangeably throughout this training module.

Figures 1.0 and 2.0 provide an example of a typical **UFODS** in TUMS. The screen has been split into two Figures because it is long and contains a lot of information.

Figure 1.0 Utility Facility Owner Details screen (UFODS) – Part 1

Figure 2.0 Utility Facility Owner Details screen (UFODS) – Part 2

Security and UFODS

WisDOT utility staff and **Expert** consultant users are allowed full access to all features and sections on the UFODS. **Viewer** access means a user has view-only access to all information on the UFODS.

Basic and **Intermediate** consultant users have view-only access to all information on the UFODS, with a few exceptions. Full access is allowed to these features: Add Contacts, Delete Contacts, set **Work to be done** value.

1. Add and delete **Contacts**. See **Contacts Information** section of this manual for detailed instructions.
2. Set the **Work to be done** field value. See **Compensable and Utility Work Plan Information** section of this manual for detailed instructions.

Action Buttons on UFODS

Action buttons are located throughout the **UFO Details screen**. When selected, these buttons initiate a specific action. Each button, and its associated action, is described in Table 1-0.

Back	Hide	Show	Add Contact	Save	Delete	Add

Button	Description
Back	Click this button to return to the previous screen. This button is displayed on the top-left and lower-left corners of the UFODS.
Hide	Click this button to **Hide** (remove from view) a section of information on the UFODS. This feature was added because the UFODS is long and contains a lot of information. It allows the user to hide sections they don't want to see; to save some scrolling on this screen. This feature resets each time you leave the UFODS. Settings cannot be saved.
Show	Click this button to **Show** (bring back into view) a section of information on the UFODS. This feature was added because the UFODS is long and contains a lot of information. It allows users to display sections they had previously hidden. This feature resets each time you leave the UFODS. Settings cannot be saved.
Add Contact	Click this button to add new contacts to the UFODS. Contact types that can be added are: Primary Contact, 1078 Contact, Field Contact and Trans 220 Contact. Once contacts are added, they can be selected and auto-fill in certain letters and forms in the DOCR application.
Save	Click this button to **Save** editing changes in one section of the UFODS. Users must **Save** changes for each section on this screen. Clicking **Save** in one section, will not save changes in a different section.
Delete	Click this button to **Delete** records in specific sections of the UFODS. Record types that can be deleted are: Utility Number and Agreements. Users can also **Delete** record types: Change Order, Invoices and Invoices Without Agreements, however, this must be done in secondary screens, under **Details** for a specific record.
Add	Click this button to **Add** new records in specific sections of the UFODS. New record types that can be added are: Utility Number and Agreements, Change Orders, Invoices and Invoices Without Agreements.

Table 1-0 Utility Facility Owner Details screen (UFODS), Action Buttons

How to Open the UFODS

To open a specific utility's **UFO Details screen** follow these steps:

1. Click to select a **project** from the **TUMS Search screen**.

2. The project's **Effort Summary screen** (ESS) opens. A list of utility companies is displayed in the bottom-left portion of the screen.

3. Click to select a specific utility company name.

4. The **UFO Detail screen** for selected utility company opens.

Information Sections on UFODS

The UFOD screen is divided into "sections" of related information (data). Each section is described below.

Utility Details

This section displays detailed information about one specific utility company such as legal entity names, addresses, emails and phone numbers.

1. Click Utility Details link to see a secondary screen that displays all information (everything in TUMS tables) about one utility company.
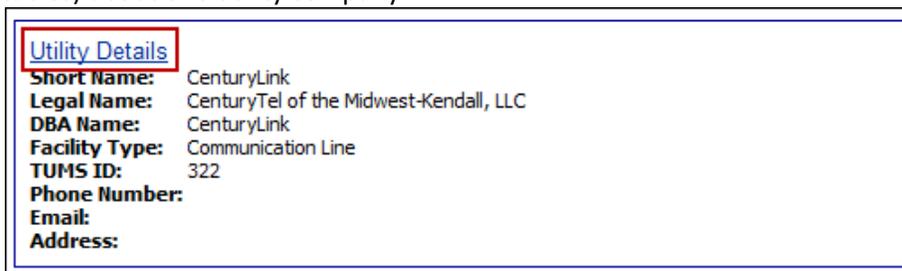
Utility Details	
Short Name:	CenturyLink
Legal Name:	CenturyTel of the Midwest-Kendall, LLC
DBA Name:	CenturyLink
Facility Type:	Communication Line
TUMS ID:	322
Phone Number:	
Email:	
Address:	

Contacts Information

This section displays detailed information about a utility company's contacts such as contact types, names, IDs, phone numbers and emails. You can also add new contacts and delete contacts here.

1. Click the Add Contact button to add a new contact for this utility.
2. Click the link for a specific Name to see all detail information about that contact.
3. Click the Delete link at far-right of contact's name to delete a specific contact.
   Note that the contact **Type** "Primary Contact" cannot be deleted unless the name was manually added by user and the name is <u>not</u> linked to any **TUMS Spatial Editor** data.
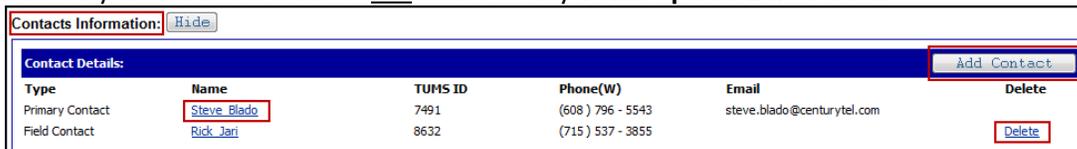
Contacts Information: Hide					
Contact Details:					Add Contact
Type	**Name**	**TUMS ID**	**Phone(W)**	**Email**	**Delete**
Primary Contact	Steve_Blado	7491	(608) 796 - 5543	steve.blado@centurytel.com	
Field Contact	Rick_Jari	8632	(715) 537 - 3855		Delete

Primary Contacts

In general, contacts are staff from the utility company assigned to the current TUMS project. A **Primary Contact** is the main contact person at a utility company assigned to receive Trans 220 notices from WisDOT. Only one **Primary Contact** can be assigned to a utility company on the UFODS.

On the UFODS, a **Primary Contact** is typically already assigned for a utility company and does not need to be added. **Primary Contacts** for a utility are defined in the **TUMS Spatial Editor** application which links to TUMS. If defined, the **Primary Contact** will automatically display on the UFODS, and users cannot delete them. In this case, a Delete option is not available on UFODS for their record, as shown here:

In TUMS, users cannot add a **Primary Contact** if one already exists. However, if a **Primary Contact** does not exist, users can add one manually. This may be necessary because utility coordination work needs to be done quickly-before the **Primary Contact** can be defined in the **TUMS Spatial Editor** application.

Primary Contacts can be deleted only if they were manually added by a user, and are not defined in the **TUMS Spatial Editor** application. If they can be deleted, a Delete option will appear at the far-right of their contact record, as shown here:

After a manual-add, if the **Primary Contact** is later defined in the **TUMS Spatial Editor** application, TUMS will automatically link to it (with programming code behind the scenes). At this point, the **Primary Contact** can no longer be deleted.

If added manually, users should contact their local **Spatial Editor** to have the **Primary Contact** added in the **TUMS Spatial Editor** application.

How to Add Contacts

To add contacts on the UFODS, follow these steps:

1. Contacts are added in the **Contacts Information** section of UFODS.
2. Click **Add Contact** button to begin add process.

3. Enter a contact's last name in the **Last Name** box.
4. Click the **Search** button.

5. On the **Search Results** screen, either click the name of desired participant, or click the **Search Again** button to enter a different **Last Name**.

Search Results

Name	Employer
Jari, Rick	Barron Light And Water Utility
Jarvis, Harlow	Charter Communications

Search Again

6. On the **Add Contact** screen, click the **down-arrow** and select a **Contact type** from the dropdown list. **Contact type** options are: **Primary Contact**, **Field Contact**, **1078 Contact** and **Trans 220 Contact**. Note that users cannot add a **Primary Contact** or **1078 Contact** if one already exists.

Add Contact

Rick Jari
TUMS ID: 8632
1303 E Division Ave
Barron, WI 54812
USA
(715) 537-3855

Employer: Barron Light And Water Utility

Contact type:
Field Contact ▾

Add   Back   Back to Results

7. Click the **Add** button to add this participant.
   a. Or, click **Back** button to return to previous screen.
   b. Or, click the **Back to Results** button to return to the **Search Results** screen.

8. Contact is added to the **Contacts Information** section on UFODS.

Contacts Information: Hide

Contact Details:					Add Contact
Type	**Name**	**TUMS ID**	**Phone(W)**	**Email**	**Delete**
Primary Contact	Steve_Blado	7491	(608) 796 - 5543	steve.blado@centurytel.com	
Field Contact	Chris_Hardy	476968	(920) 582 - 4381	publicworks@winneconnewi.gov	Delete
Field Contact	Rick_Jari	8632	(715) 537 - 3855		Delete

How to Delete Contacts

On the UFODS, contact **Type** options are: **Primary Contact**, **Field Contact**, **1078 Contact** and **Trans 220 Contact.**

A **Primary Contact** for a utility is typically defined in the **TUMS Spatial Editor** application which links to TUMS. If defined there, the **Primary Contact** name automatically displays on the UFODS and cannot be deleted. In this case, there is no Delete option at the far-right of the primary contact record.

Primary Contacts can only be deleted if they were manually added by a user, and are not defined in the

TUMS Spatial Editor application. If they can be deleted, a Delete option will appear at the far-right of their contact record. See **Primary Contacts** in this manual for more information.

All other contact **Types** (**Field**, **1078** and **Trans 220**) can be deleted at any time. To delete a utility contact, follow these steps:

1. In the **Contacts Information** section of the UFODS, click the Delete function located at the far-right of a contact's record.
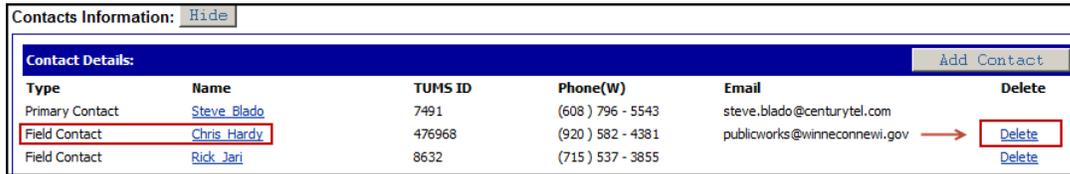
2. A system message appears asking the user to confirm the delete action.
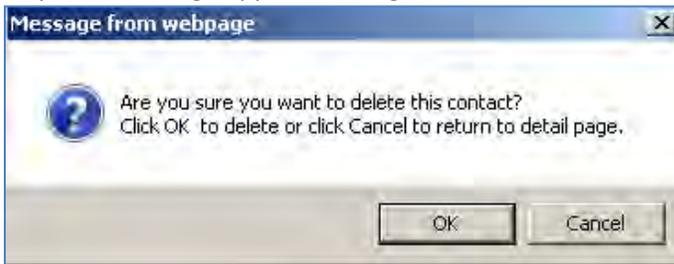
3. Click **OK** button to delete the contact. In this case, the contact is removed from UFODS.
   a. Or, click **Cancel** button to stop the delete action and return to UFODS. In this case, the contact remains on UFODS.

Compensable and Utility Work Plan Information

This section is divided into two sub-sections: **Compensable Details** and **Utility Work Plan Details**. Default values for fields are **No**, or **null** (no value selected). In this section, remember to click the **Save** button so values are saved to the database tables, otherwise, the changes will be lost and need to be re-entered.

Business rules for this section:

- If user selects **Yes** for the fields **Compensable** or **Coordinating Work with Another Utility**, an additional 30 days are added to the **Required Return** date for the **Utility Work Plan**.
- If <u>both</u> fields are set to **Yes**, then 30 days <u>total</u> are added (not 60 days) to the **Required Return** date.
- If <u>either</u> of the fields are set to **Yes** for <u>any</u> utility on a project, an additional 30 days are added to the **Required Return** date for <u>all</u> utilities on that project, whether the utilities are compensable or not.
- The additional 30 days are also added to the **Required Return** date in 1078 letters, DT1078 form and DT2236 form in DOCR.

In this section, the values for **Compensable**, **Coordinating work with another utility** and **Utility moves required** are imported and displayed in PMP (another WisDOT application). The values are displayed in PMP under: **Scope: Utilities-TUMS** and on some PMP reports.

Also, the value for **Compensable** is used in the Milestone Summary Report (MSR), as part of the criteria for determining alerts for Compensable Parcel Status.

How to Set the Work to be Done Value

The **Work to be done** field refers to the timing of the utility coordination work. In other words, when will the utility coordination work be done? This setting will appear on the DT1080, *Utility Status Report* in DOCR, and possibly other documents in the future.

To set a value for the **Work to be done** field in the **Utility Work Plan Details** section on UFODS, follow these steps:

1. **Work to be done** is set in the **Compensable and Utility Work Plan Information** section of UFODS.
2. Click the **down-arrow** to select value from **Work to be done** dropdown menu.
   Possible values are: Prior to Construction, During Construction, Prior-to/During Construction and None.

3. Click the **Save** button in **Utility Work Plan Details** section of UFODP to save value selected.

4. A "…updated successfully" system message displays in red text at top of UFODS.

UFO Comments (PMP: Scope Utilities-TUMS)

In this section users can enter a comment that is specific to the utility company. The comment is limited to 1000 characters. Remember to click the **Save** button so the comment is saved to the database tables, otherwise, the changes will be lost and need to be re-entered.

In the future, this comment field is intended to be imported and displayed in PMP (another WisDOT application); however, it is not being imported to PMP currently.

Utility Number and Agreement Information (UNAI)

A Utility Facility Owner (UFO) may be required to move their utility facilities in order to accommodate a WisDOT highway improvement project. When this happens, the UFO may or may not be eligible for compensation. Refer to the WisDOT Guide to Utility Coordination (UC Guide) for eligibility requirements.

This section stores information related to utility agreements between WisDOT and one UFO-if the UFO is eligible for compensation. A UFO may waive compensation, or WisDOT may have multiple agreements with one UFO. Multiple agreements can be entered in this section of the UFODS. If a UFO is non-compensable, this section does not need to be completed.

The information stored here will auto-fill onto many screens, forms, letters and legal documents in TUMS/DOCR. Some of these screens and documents include: Compensable Log screen, *Cover Memo for Agreements*, DT1080 *Utility Status Report*, DT1541 *Audit Agreement*, DT1542 *Lump Sum Agreement*, DT1660 *Conveyance of Rights in Land*, DT1575 *Municipal Agreement*, etc. Others will be added in the future.

Information stored in this section may be used as partial criteria for alerts on the Milestone Summary Report (MSR).

Also, Central Office (CO) staff will review the data here when approving agreements. CO also runs reports that track **agreement approvals** and **compensation waived** by utilities. These reports include data stored in this section of the UFODS.

It is important that this section be completed as thoroughly as possible for compensable utilities.

In this section, remember to click the **Save** button so changes are saved to the database tables, otherwise, the changes will be lost and need to be re-entered.

This section is divided into two sub-sections: **Utility Number Details** and **Agreement Details**. Figure 3.0 depicts a typical example the **UNAI** section.

Figure 3.0 Utility Number and Agreement Information (UNAI) section

Business rules for UNAI section:
- Users should create a Utility ID in FIIPS for each compensable agreement.
- Multiple agreements can be created for one UFO in this section.
- To save a record in the **Utility Number** section, values are required in these 3 fields:
  1. **R/W ID**, 2. either **UTL # or UA #**, 3. **Plat Type**
- To save a record in the **Agreement Details** section, a value is required in the **Utility ID** field.
- Either **UTL #** or **UA #** can have a value, but both cannot. User will not be allowed to save record if there is a value in both fields.
- If **UTL #** contains a value, only **Comp Waived UTL #** can be checked. **Comp Waived UA #** cannot be checked in this case.
- If **UA #** contains a value, only **Comp Waived UA #** can be checked. **Comp Waived UTL #** cannot be checked in this case.
- **DT1660-COR** checkbox must be checked to Edit/Export the DT1660 form in DOCR.
- A **Plat/Plan Date** is required to export the *Cover Memo for Agreements* from DOCR.
- **UA #** must be entered and **Agreement Type: DT1575 Municipal** must be checked before the DT1575 form can be exported from DOCR.

- An agreement must exist before **Invoice** or **Change Order** records can be created. Each **Invoice** and **Change Order** must link to one agreement record.

Utility Number Details

This sub-section is completed for any UFOs that are eligible for compensation, and/or choose to waive compensation. Multiple agreements can be entered. The fields to be completed are further described below. To save a record in the **Utility Number** section, values are required in these 3 fields:
1. **R/W ID**, 2. either **UTL # or UA #**, 3. **Plat Type**.

R/W ID
The right-of-way (R/W) ID is entered from the plat or plan for the highway improvement project. This is a required field.

UTL
A utility number (UTL #) is entered from the plat or plan for the highway improvement project. This number used to be known as the utility "parcel" number, but was renamed to "utility number."

- **UTL #** and **UA #** are mutually-exclusive, meaning only one of them can hold a value. If **UTL #** is entered, the **UA #** field is disabled. This is a required field.

UA
A utility agreement number (UA #) is entered from the plat or plan for the highway improvement project. This field is completed when working with municipal agreements.

- **UA #** and **UTL #** are mutually-exclusive, meaning only one of them can hold a value. If **UA #** is entered, the **UTL #** field is disabled. This is a required field.

Plat/Plan Date
Either a **plat date** or **plan date** is entered in this field. The value selected depends on which document the Utility Coordinator (UC) is using for reference during utility coordination. This date must be entered before the *Cover Memo for Agreements* can be exported from DOCR.

Comp Waived UTL
If a UFO waives compensation, this box is checked.

- **Comp Waived UTL #** and **Comp Waived UA #** are mutually-exclusive, meaning only one of them can be checked. If **Comp Waived UTL #** is checked, then **Comp Waived UA #** is disabled.
- If this field is checked, it affects the information displayed on the **DT1080,** *Utility Status Report* exported from DOCR, and the information displayed on the **Compensable Log** screen in TUMS. See Appendix B for detail.

Comp Waived UA
If a municipality waives compensation, this box is checked.

- **Comp Waived UA #** and **Comp Waived UTL #** are mutually-exclusive, meaning only one of them can be checked. If **Comp Waived UA #** is checked, then **Comp Waived UTL #** is disabled.

- If this field is checked, it affects the information displayed on the **DT1080,** *Utility Status Report* exported from DOCR, and the information displayed on the **Compensable Log** screen in TUMS. See Appendix B for detail.

Plat Type

Select one of three values from the dropdown menu: **Transportation Project Plat (TPP)**, **Traditional R/W Project Plat** or **Highway Construction Plan**. The value selected depends on which document the UC is using for reference during utility coordination. This is a required field.

Release of Right(s) Forms Used

Click to place a checkmark in front of each form used for this agreement. Multiple boxes can be checked. A checkmark indicates the form is used. No checkmark indicates the form is not used.

- **Not Required** checkbox indicates that a Release of Rights (ROR) form is not required for this agreement. If a checkmark is placed in this checkbox, a system message will appear. The message reminds user to complete the **Brief discussion** text box and describe why an ROR form is not required.

Received

Click to select either **Y** (yes) or **N** (no), indicating whether the form has been signed and received from the UFO.

Recorded

Click to select either **Y** (yes) or **N** (no), indicating whether the form has been recorded and returned from the register of deeds office.

- **N/A** (not applicable) indicates that the selected form does not need to be recorded at the register of deeds office.

UA # or UTL # not cleared comments

Enter a comment in this text box explaining why the UTL # or UA # has not been cleared.

- A maximum of 1000 characters can be entered in this text box.
- This comment will appear on the DT1080, *Utility Status Report*. Once the parcel has been cleared, users need to remove this comment if they do not want it to appear on the DT1080.

Agreement Details

This sub-section is completed for any UFOs that are eligible for compensation, and/or choose to waive compensation. Multiple agreements can be entered. Each field is further described below.

Utility ID

To save a record in the **Agreement Details** section, a value is required in this field. Utility Coordinators (UC) can set up utility IDs in FIIPS (a WisDOT financial application), and then enter the utility ID in this field. Once entered here, TUMS will auto-connect to FIIPS and check for the matching utility ID. If one is found, TUMS will auto-download the matching value for the **FIIPS Estimate** field also.

- A value must be entered in the utility ID field, in order to save a record in the **Agreement Details** section.
- If there is <u>not</u> a utility ID set up in FIIPS (comp waived scenarios), the user can enter the **Plat ID** in this field as a substitution for a FIIPS utility ID.
- In rare cases related to UA #, users are allowed to enter a **Plan ID** (also known as construction plan ID) as a substitution for utility/plat IDs.
- When an ID is entered in this field (whether a Utility ID, Plat ID or Plan ID), and user clicks the **Save** button (to save the record), TUMS quickly links to FIIPS and checks for a matching utility ID.

  If a match is <u>not</u> found, a system message appears: **Utility ID does not exist in FIIPS**. User can click **OK** to close the system message window. The ID can still be saved, but the message serves as a warning to users that the utility ID has not been established in FIIPS.

  Users should think about what is happening, and set up a utility ID in FIIPS if one is needed. If not, users can ignore the message.

Agreement Estimate
Enter the agreement estimate amount.

- **DT1080, *Utility Status Report***. The **Agreement Estimate** amount will appear in the **Estimated Cost** column on the DT1080 form. If left blank, then **$0.00** will appear in this column. Otherwise, the amount entered by user will appear in the column (whether user enters 1.00 or some other amount).

  Note: If **Comp Waived UA #** is checked, then **NA** will appear in the **Estimated Cost** column on the DT1080 form, regardless of the amount entered by user in **Agreement Estimate** field.

- **Compensable Log (Trans 220 Log-Compensable Utilities Only)** screen. The **Agreement Estimate** amount will appear in the **Estimated Cost** column on the **Compensable Log** screen. If **Agreement Estimate** is left blank, then **.00** will appear in the **Estimated Cost** column on **Compensable Log** screen. Otherwise, the amount entered by user will appear in the column (whether user enters 1.00 or some other amount).

  Note: **Comp Waived** checkboxes do not affect what appears on the **Compensable Log** screen for this field.

FIIPS Estimate
The amount in this field is display-only, and cannot be entered or changed by the user. Also, it is linked to the utility ID. The amount would auto-fill from FIIPS when a matching utility ID has been created in FIIPS, and entered in TUMS. See **Utility ID** (directly above) for more information.

Agreement Approval Date
The date in this field is display-only, and cannot be entered or changed by the user. Once the agreement has been sent to and approved by Central Office (CO) staff, an approval date will be entered into TUMS, and then it will display here.

Cover Memo Sent Date

The date in this field is display-only, and cannot be entered by the user. Once a *Cover Memo for Agreements* has been exported successfully from DOCR, or a **Cover Memo Sent Date** has been entered manually in Manage Tracking, then the date will display here.

Credits (Used Life, Salvage, Betterment, Plant loss)

Enter credits amounts allowed for Used Life, Salvage, Betterment and Plant loss.

Agreement Types

Click to place a checkmark next to correct agreement type. Typically, only one agreement type is selected.

Brief discussion of what the agreement covers. Discuss any unusual circumstances.

Enter a comment in this text box explaining any necessary detail related to this utility number or agreement.

- A maximum of 1000 characters can be entered in this text box.
- This comment will appear on the *Cover Memo for Agreements* above the **Credits** section.

How to Add and Save Agreements

To add agreements, follow these steps:

1. Agreements are added in the **Utility Number and Agreements Information (UNAI)** section of UFODS.

2. Three fields are mandatory in order to save a new agreement record: **R/W ID**, either **UTL # or UA #** (one, not both), and **Plat Type**.

3. An agreement must exist before **Invoice** or **Change Order** records can be created. Each **Invoice** and **Change Order** must link to one agreement record.

4. If this is the initial agreement being entered for a UFO (no agreements exist for this UFO yet), simply begin to fill-out the fields as described under **Utility Number Details** and **Agreement Details** sub-sections of this manual. Press the **Save** button when done.

5. If this is an additional agreement (other agreements already exist for this UFO), then click **Add** button, to add a new agreement record.

Utility Number and Agreement Information: Hide	Agreement 1 of 5 <<Prev Next>> Add
Utility Number Details:	
R/W ID: 5026 - 01 - 20 UTL #: 20 UA #: ___ Plat/Plan Date: 02/01/2010 (mm/dd/yyyy) Comp Waived UTL #: ☐ Comp Waived UA #: ☐	

6. The "Agreement X of X" reference will increment and all fields will clear so a new record can be entered. Also **<<Prev** and **Next>>** navigation buttons appear to allow user to move between

agreements.

7. Fill-out all fields in this section as described under **Utility Number Details** and **Agreement Details** sub-sections of this manual.

8. Click **Save** button to save changes, otherwise, they will be lost.

9. Or, click **Cancel** button to cancel the process and return to previous screen. In this case, a new agreement is not added.

How to Delete Agreements

To delete agreements, follow these steps:

1. Agreements are deleted in the **Utility Number and Agreements Information (UNAI)** section of UFODS.

2. Use the **<<Prev** and **Next>>** navigation buttons to move between agreements, and select the agreement to be deleted.

3. Click the **Delete** button at bottom of UNAI section to begin delete action.

4. A system message appears to confirm the deletion. Click **OK** button to continue, or **Cancel** button to stop the delete action.
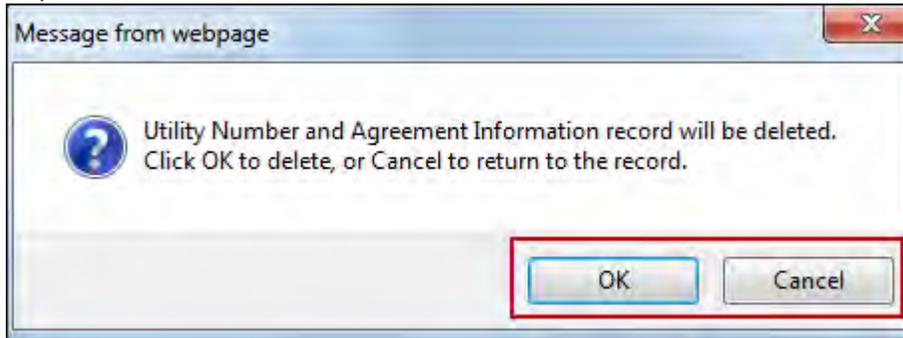
5. If **OK** was selected, a "…deleted successfully" message appears in red text at top of UNAI section. Also the number of agreements is decreased by one.
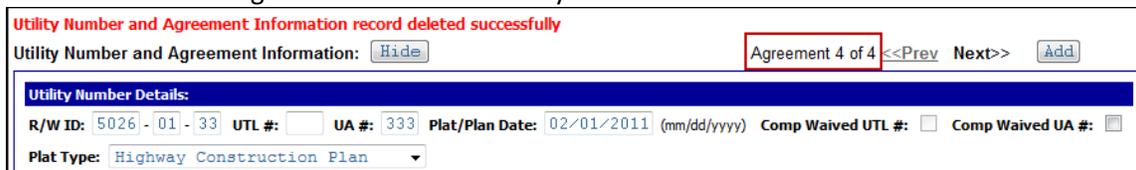
6. Alternatively, if **Cancel** was selected, the delete action stops. User can continue with editing as required.

Change Order Information

In this section, users can add, edit, delete or view details for change orders and second moves. Users can monitor receive/return/approval dates from Central Office staff on this screen.

Also, Central Office staff review the data here in order to approve change orders.

Change orders (and second moves) must link to one utility agreement. The utility agreements are located directly above **Change Order Information** on same screen in the **Utility Number and Agreement Information (UNAI)** section. To see change order information for a different agreement, users must scroll up to the UNAI section, and navigate to the correct agreement number. Users should pay close attention to the upper-right corner of the **Change Order Information** area, to ensure that they are linked to the correct agreement, as shown here:
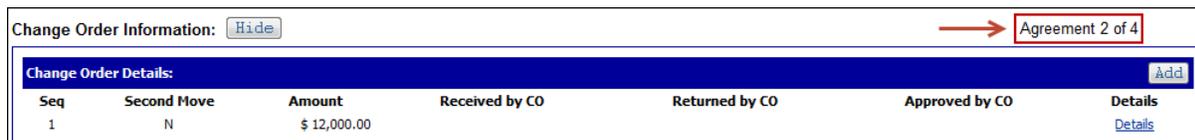
How to Add Change Orders

To add change orders, follow these steps:

1. Change orders are added in the **Change Order Information** section of UFODS.

2. Click **Add** button, to **add** a new change order record.

Change Order Information: Hide						Agreement 2 of 4
Change Order Details:						Add
Seq	Second Move	Amount	Received by CO	Returned by CO	Approved by CO	Details
1	N	$ 12,000.00				Details

3. The **Change Order Details** screen opens.

Change Order Details

Agreement: Agreement2(5026-01-41) ▾

Second Move: ◯ Y ◯ N

Amount($): [   ]

[Save] [Cancel]

4. The currently-linked Agreement ID will default in **Agreement** box. If this is correct, leave as is; otherwise, select correct agreement from dropdown menu. The drop-down menu displays all available agreements for the utility company.

5. Click to select either the **Y** (yes) or **N** (no) radio button indicating whether this is a second move or not. Only one value can be selected.

6. Enter a value in the **Amount($)** box.

7. Click **Save** button to save changes.

8. Or alternatively, click **Cancel** button to cancel the process and return to previous screen. In this case, a new change order will not be added.

How to Edit or Delete Change Orders

To edit or delete change orders, follow these steps:

1. Change orders are edited and deleted in the **Change Order Information** section of UFODS.

2. Click Details link to **edit** or **delete** an existing change order record.

Change Order Information: Hide						Agreement 2 of 4
Change Order Details:						Add
Seq	Second Move	Amount	Received by CO	Returned by CO	Approved by CO	Details
1	N	$ 12,000.00				Details

3. The **Change Order Details** screen opens.

4. The **Agreement** ID cannot be edited. If this needs to be changed, users must delete the change order and re-enter it.

5. Click to edit the **Y** (yes) or **N** (no) radio button indicating whether this is a second move or not. Only one value can be selected.

6. Edit the value in **Amount($)** box.

7. Click **Update** button to save changes.
   a. Or, click **Delete** button to delete change order.
   b. Or, click **Cancel** button to cancel the process and return to previous screen.

Invoice Information

In this section, users can add, edit, delete or view details for invoices. Users can monitor receive/return/approval dates from Central Office staff on this screen.

Also, Central Office staff review the data here in order to approve invoices.

Invoices must link to <u>one</u> utility agreement. The utility agreements are located above on same screen in the **Utility Number and Agreement Information (UNAI)** section. To see invoice information for a different agreement, users must scroll up to the UNAI section, and navigate to the correct agreement number. Users should pay close attention to the upper-right corner of the **Invoice Information** area, to ensure that they are linked to the correct agreement, as shown here:

How to Add Invoices

To add invoices, follow these steps:

1. Invoices are added in the **Invoice Information** section of UFODS.

2. Click **Add** button, to **add** a new invoice record.

Invoice Information: Hide						Agreement 1 of 4
Invoice Details:						Add
Amount	Received by Region	Returned by CO	Approved by CO	Final Bill	Second Move	Details
$ 35,000.00	03/01/2013			N		Details

3. The **Invoice Details** screen opens.

Invoice Details

Agreement: Agreement1(5026-01-40) ▼

Second Move: ◯ Y ◯ N

Final: ☐

Amount($): _____

Received by Region: _____ (mm/dd/yyyy)

Save   Cancel

4. The currently-linked Agreement ID will default in **Agreement** box. If this is correct, leave as is; otherwise, select correct agreement from dropdown menu. The drop-down menu displays all available agreements for the utility company.

5. Click to select either the **Y** (yes) or **N** (no) radio button indicating whether this invoice is for a second move or not. Only one value can be selected.

6. Click to check the **Final** checkbox if this is the final invoice. Checked indicates this is the final invoice, and unchecked indicates it is not.

7. Enter a value in the **Amount($)** box.

8. Enter a date in the **Received by Region** box. This date indicates when the invoice was received by the region (from the utility company). Date must be entered in mm/dd/yyyy format. This date is required to add a new invoice record.

9. Click **Save** button to save changes.

10. Or alternatively, click **Cancel** button to cancel the process and return to previous screen. In this case, a new invoice will not be added.

How to Edit or Delete Invoices

To edit or delete invoices, follow these steps:

1. Invoices are edited and deleted in the **Invoice Information** section of UFODS.

2. Click Details link to **edit** or **delete** an existing invoice record.

3. The **Invoice Details** screen opens.

4. The currently-linked agreement ID will default in **Agreement** box. If this is correct, leave as is. Otherwise, select correct agreement from dropdown menu. If changed, the invoice is auto-linked to selected utility agreement. The drop-down menu displays all available agreements for the utility company.

5. Click to edit the **Y** (yes) or **N** (no) radio button indicating whether this invoice is for a second move or not. Only one value can be selected.

6. Click to edit the **Final** checkbox. Checked indicates this is the final invoice, and unchecked indicates it is not.

7. Edit the value in **Amount($)** box.

8. Edit the date in **Received by Region** box. Date must be entered in mm/dd/yyyy format. A date must be entered in this field.

9. Click **Update** button to save changes and return to UFODS. User receives an "updated successfully" message. Alternatively, user can select one of the following:

   a. Click **Delete** button to delete invoice. A confirmation message appears with two options:
      • Click **OK** to continue with delete action. User is returned to UFODP and receives a "deleted successfully" message.
      • Or, click **Cancel** to stop the delete action and return to **Invoice Details** screen. In this case, the record remains.

   b. Click **Cancel** button to stop the update action and return to UFODS. In this case, any updates are cancelled.

Invoice Information – Without Agreement

This section has the same features as **Invoice Information** section; however, the invoice is not tied to a utility agreement. At times there is a need to enter an invoice that is <u>not</u> tied to a specific utility agreement. See the WisDOT Guide to Utility Coordination (UC Guide) for reasons this might happen.

Also, Central Office staff review the data here in order to approve each "invoice without agreement."

In this section, users can add, edit, delete or view details for "invoices without agreement." Users can monitor receive/return/approval dates from Central Office staff on this screen.

1. Click Add button, to **add** a new "invoice without agreement" record.
2. Click Details link to **edit** or **delete** an existing "invoice without agreement" record.
3. These features work exactly the same as described in this manual under **How to Add Invoices** and **How to Edit or Delete Invoices**. See those sections in this manual for detailed step-by-step instructions.

Invoice Details - Without Agreement:						Add
Amount	**Received by Region**	**Returned by CO**	**Approved by CO**	**Final Bill**	**Second Move**	**Details**
$ 2,300.00	02/02/2012			N	N	Details

An "invoice without agreement" record can be edited and linked to a utility agreement at a later date if needed. To do so, follow these steps:

1. Click Details link to select and edit an existing record.
2. A secondary screen opens where users can select the desired agreement from a dropdown menu.
3. Once selected the "invoice without agreement" moves from the **Invoice Information – Without Agreement** section, up to the **Invoice Information** section on UFODS. It auto-links to selected agreement and is displayed there.

Appendices

Appendix A: Glossary of Acronyms

ACQ = Acquired

APP = Approval or Approved

BITS = Bureau of Information Technology

BTS = Bureau of Technical Services

CO = Central Office

COMP = Compensable or Compensation

COR = Conveyance of Rights in Land

CUC = Consultant Utility Coordinator

DOCR = Document Creator (WisDOT application)

DOT = Department of Transportation

ESS = Effort Summary Screen

ETL = Electronic Transfer Load

FIIPS = Financial Integrated Improvement Programming System

IWA = Invoice Without Agreement

LUG = Local Unit of Government

MSR = Milestone Summary Report

NFPD = No Facilities Per DT1077 Form

NLV = No Longer Valid

NOP = Not on Project

OGC = Office of General Counsel

PMIC = Nightly Data Transfer from FIIPS

PMP = Project Management Plan (WisDOT application)

PUC = Primary Utility Coordinator

R/W = Right of Way

ROR = Release of Rights

RR = Required Return date

Trans 220 = Administrative Rule Trans 220, part of Wisconsin Statute 84.063

TUMS = Transportation Utility Management System (WisDOT application)

UA # = Utility Agreement Number

UA NO = Utility Agreement Number

UAADD = Utility Agreement Approval Desired Date

UC = Utility Coordinator

UCC = Utility Coordination Completed

UFO = Utility Facility Owner

UFOD = Utility Facility Owner Details

UFODS = Utility Facility Owner Details Screen

UNAI = Utility Number and Agreement Information

UOC = Utility Oversight Contact

USR = Utility Status Report

UTL # = Utility Number (used to be: Utility Parcel)

UTL NO = Utility Number (used to be: Utility Parcel)

WAMS = Wisconsin Access Management System

WisDOT = Wisconsin Department of Transportation

WPUAA = Work Plan Utility Agreement Approval

Appendix B: Criteria for Dates Columns
Compensable Log Screen and **DT1080,** *Utility Status Report (USR)*

The criteria for values in the **Dates** columns on **Compensable Log** screen in TUMS, and **DT1080,** *USR* form in DOCR, is largely derived from data stored on the UFODS in TUMS. For this reason, a description of the criteria is included here for reference.

DT1080, Utility Status Report in DOCR

A. Column one, **PROJECT PLAN SENT** date:
    1. Auto-fill **1078 Sent** date (if there is one) from Effort Summary Screen (ESS) in TUMS, else dash.

B. Column two, **UTL OR UA TO CO** date:
    1. Auto-fill **Cover Memo Sent** date (if there is one) from Manage Tracking screen in TUMS, else dash.

C. Column three, **CO APP OR LUG ACQ** date: This column's criteria are complex; there are three possible scenarios described below.

    1. If agreement is compensable, **Agreement Approval Date** on **UFO Detail Page** in TUMS would auto-fill into this date column on the USR. **Note**: Only need to check for an **Agreement Approval Date**. Check for **Comp=Yes** is <u>not</u> needed.

    2. If **Comp Waived UTL #** is checked on **UFO Detail Page** in TUMS, then the **Cover Memo Sent** date will auto-fill into this date column on the USR.

    3. If **Comp Waived UA #** is checked on UFO Detail Page in TUMS, then:
        a. No date will appear in the **UTL OR UA TO CO** or the **CO APP OR LUG ACQ** columns; both will have a dash. **Note**: **PROJECT PLAN SENT** date column will still display a date (if there is one in **1078 Sent** column on ESS), else a dash.
        b. There will be values displayed for these columns: **Company Name**, **Type**, **UA NO**, **R/W Project ID**, **Project Plan Sent** and **Work To Be Done;** else dash (if no values in these columns).
        c. **Utility Project ID** (if one exists) will not display on DT1080; display a dash in this column.
        d. **NA** will be displayed in the **Estimated Cost** column; no dashes used in this column in this scenario.
        e. Check for **Comp=Yes** is <u>not</u> needed.

    Business Policy: If the **Local Unit of Government** (LUG) is handing local utilities' agreements and conveyances, then this date column is left blank and the utility coordinator can enter this date manually in the MS Word document exported from DOCR.

Compensable Log (2246 Screen) in TUMS

Note: Records only display on Compensable Log (2246 screen) if **Comp=Yes** is checked for a UFO on the **UFO Detail Page** in TUMS.

A. Column one, **NOTICE OF COMPENSABLE PACKET SENT** date:
   1. To be determined and added in a future project.

B. Column two, **UTL NO OR UA NO TO CO** date:
   1. Auto-fill **Cover Memo Sent** date (if there is one) from Manage Tracking screen in TUMS, else leave blank.

C. Column three, **CO APP OR LUG ACQ** date: This column's criteria are complex; there are three possible scenarios described below.

   1. If agreement is compensable and neither **Comp Waived UTL #** nor **Comp Waived UA #** is checked, then **Agreement Approval Date** on **UFO Detail Page** in TUMS will auto-fill into this date column on the Compensable Log (2246 screen).

      Note: Only need to check for an **Agreement Approval Date**. Check for **Comp=Yes** is <u>not</u> needed for this specific scenario; the check is handled in a different function for the **Compensable Log** specifically.

   2. If **Comp Waived UTL #** is checked on **UFO Detail Page** in TUMS, then the **Cover Memo Sent** date (if there is one) from Manage Tracking screen in TUMS will auto-fill into this date column on the Compensable Log (2246 screen).

   3. If **Comp Waived UA #** is checked on **UFO Detail Page** in TUMS, no dates will be displayed in the **UTL OR UA TO CO** or the **CO APP OR LUG ACQ** columns on the Compensable Log (2246 screen).