



CARS Frequently Asked Questions

New FAQs and updates are shown in red.

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GENERAL QUESTIONS

If you have any questions, please contact [Dan Meinen](#).

Mandatory Use of CARS for Invoicing and Evaluations

- When will we have to switch to CARS and stop using paper invoices and evaluations? (May 2015)
WisDOT will be implementing the mandatory use of CARS for invoicing costs incurred after June 30, 2015. All evaluations will also be developed and submitted to consultants through CARS effective July 1, 2015. This will mean that all August 2015 invoices requesting payment for costs incurred in July 2015 will be submitted in CARS. CARS does allow a firm to complete an invoice in August for costs incurred prior to July 1, 2015 on the same invoice.

Exemptions: Contracts completed by September 30, 2015 will be exempt from mandatory use. Master contracts with all work orders completed by September 30, 2015 will be exempt from mandatory use. Final invoices for all exempt contracts/work orders must be received by December 1, 2015.

CARS allows firms to report the total of all amounts previously paid through paper invoicing at one time in CARS.

Cumulative totals of costs that were already invoiced within CARS (including external amounts reported as paid outside CARS) are shown on all invoices, regardless of invoice status.

The image below illustrates where previously paid amounts may appear on an invoice for a contract paid on a lump sum basis.

The screenshot displays a CARS invoice interface. The top section is titled 'Lump Sum' and includes a header with 'DBE: No, OH Rate: Home Office, Function: Traffic Engineering Services' and an 'Edit' button. Below this, a table lists the following items:

Earned to Date:	0.00
Contract Maximum:	52,430.00
Subject to Maximum:	0.00
Previously Paid:	9,201.47
Due This Line Item:	-9,201.47
Total Lump Sum Due:	-9,201.47

The bottom section is titled 'Summary' and contains the following table:

Total DBE Cost This Invoice:	0.00
Total Non-DBE Cost This Invoice:	-9,201.47
Total Due This Invoice:	-9,201.47
Total Contract Maximum:	52,430.00
Previously Paid:	9,201.47
Remaining Agreement Balance:	43,228.53

Example:

- Current contract start date: 03/13/13 with monthly invoices. Invoice 1 is for 03/2013; invoice 2 is for 04/2013, etc.
- Current Invoice Status: Invoices 1 through 14 done on paper total \$100,000 to the prime consultant and \$10,000 to the subconsultant.
- Invoice 15: Prime consultant enters \$100,000 as the previously paid amount in CARS. The subconsultant enters \$10,000 as the previously paid amount in CARS. These entries are done only once on the first CARS invoice to begin invoicing in CARS with up-to-date paid amounts.
- Contracts invoiced for the first time after July 1, 2015 or those that do not have any previously paid amount will answer "No" to the question, "Were there prior invoices for this contract/project?".



Information on signing up an administrator for your firm and getting training materials prior to June 20, 2015 can be found at <http://dot.wisconsin.gov/business/engrserv/cars.htm>

After June 20, 2015, WisDOT will be converting its internet page and this information can be found at <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/cars.aspx>

Please contact Dan Meinen – WisDOT CARS Administrator at WisDOTCARS@dot.wi.gov with any questions.

Security Administrators

- If we denote security administrator users and turn it into WisDOT, what does that mean? Are we forced to start using the new system for everything or can we do a test basis on some small projects? (November 2014)
Setting up an administrator for your firm is the first step in using CARS. While the Department has encouraged firms to get set up in CARS sooner rather than later, establishing an administrator for your firm does not mean your firm has submit invoices or review evaluations sooner than firms that have not established an administrator. Firms are encouraged to become familiar with the application and try invoicing on a limited number of projects. Consultants should communicate with their WisDOT project manager before submitting the first invoice on a contract to make sure the project manager is ready to approve invoices in CARS.

Access to Test Environment

- Can we have access to the updated sample WisDOT database? (November 2014)
Request for access to the “acceptance” environment of CARS can be permitted on a case-by-case basis through the CARS Administrator [Dan Meinen](#). The purposes of testing upload of XML, or providing internal firm training can be acceptable reasons. Since WisDOT uses this area for its own testing of new code and training, it cannot allow unlimited time for the consultant to have access but can schedule accordingly to assist the consultant.

Ohio DOT

- Is CARS similar to the Ohio DOT system? (November 2014)
The current version of CARS is not based on Ohio DOT’s systems for on-line evaluations or invoicing. WisDOT has been looking at [Ohio DOTs SAFe](#) system for scoping and estimating consultant contracts as a model for future versions of CARS.

Companies Trained for CARS

- Can we have a list of every company that has gone through training? (November 2014)
WisDOT provides this list - http://bit.ly/CARS_training; however, attending the training is not a requirement to gain access to CARS. Instructional documentation and other resources are available to support and supplement classroom training. We will continue to promote signing up vendor administrators so that access within a firm can be given through this administrator.

UPDATE: A new schedule of training classes will be posted by May 15.

Reports

- Is there a report to run to determine any adjustments that were made automatically? (November 2014)
There is no report to view adjustments. To view adjustments made to an invoice in CARS, you will have review the invoice detail in the CARS application.

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Local Programs

- If local program managers (such as K Johnson) make changes, how will this work? (November 2014)
When local program management consultants are approving invoices in CARS, they will have roles similar to those used by WisDOT employees.

Security Access Maintenance

- Why am I not able to create an invoice for a new contract or subcontract?
Some firms choose to assign contract security access by selecting the **Select All Active Contracts** check box. Selecting this check box affects current active contracts, but does not affect contracts that are not in the system. Each firm must maintain its security list by adding security access when it is awarded new contracts. Selecting the **Select All Active Contracts** check box when there are new contracts will update the security list to include all new active contracts, subcontracts, or amendment subcontracts.



Manage Amendment SubContracts

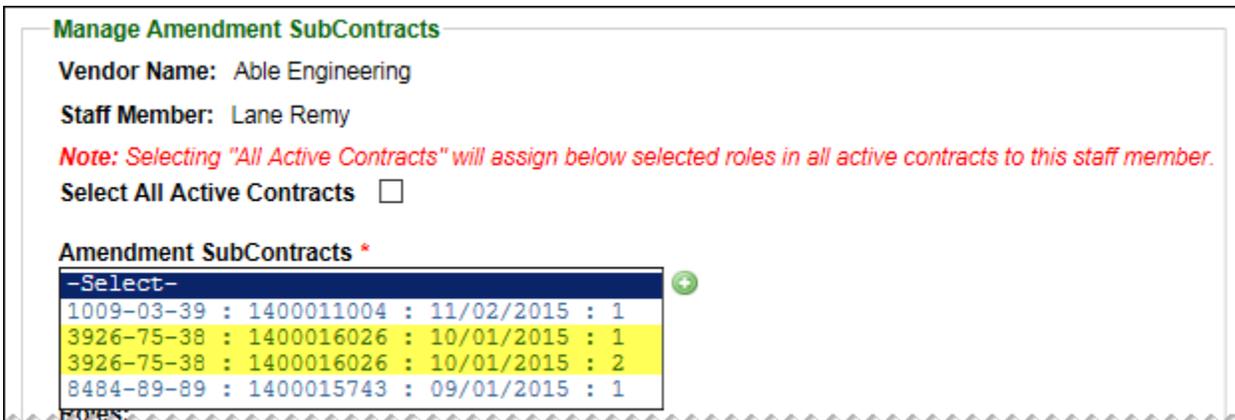
Vendor Name: Able Engineering

Staff Member: Lane Remy

Note: Selecting "All Active Contracts" will assign below selected roles in all active contracts to this staff member.

Select All Active Contracts

Another security setting to check is to make sure all subcontracts, amendment subcontracts and phases for the contract are included in the user's security permissions. For example, suppose a firm is assigned two amendment subcontracts and is also an original subcontractor for the prime. The subcontracting firm's security administrator must assign roles for both amendment subcontracts and the original subcontract to users who need access for viewing, invoicing or evaluations.



Manage Amendment SubContracts

Vendor Name: Able Engineering

Staff Member: Lane Remy

Note: Selecting "All Active Contracts" will assign below selected roles in all active contracts to this staff member.

Select All Active Contracts

Amendment SubContracts *

-Select-				
1009-03-39	: 1400011004	: 11/02/2015	: 1	
3926-75-38	: 1400016026	: 10/01/2015	: 1	
3926-75-38	: 1400016026	: 10/01/2015	: 2	
8484-89-89	: 1400015743	: 09/01/2015	: 1	

Pages:

INVOICING QUESTIONS

Turnaround Time

- How long does it take to be paid after the invoice is submitted? (February 2016)
After the PM approves invoices, invoices are paid in the order of number of days since submittal. Every effort is made to ensure that invoices are paid to prime consultants within 30 days of submittal.

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Contract Set-up in CARS

- Why do previous paid and fixed fee amounts on a new invoice not display correctly when all previous invoices are submitted? (February 2016)

CARS does not update the previous paid and fixed fee amounts until the invoice status is "Paid". If you create a new invoice when any previously submitted invoice is not paid, you must check the amounts by adjusting for invoiced amounts that have yet to be paid.

In CARS, invoices must be paid in order of submission. If you submit an invoice before the previous invoice is paid, CARS will adjust the amounts shown on the new invoice only when the first invoice is paid. However, the cost amounts recorded in the PDF CARS generates on submission of the second invoice are permanent and will not include any unpaid amounts. Each firm may decide whether to wait until all previous invoices are paid before submitting another one to ensure that the PDF records are consistent, or to submit new invoices before previous ones are paid.

WisDOT recommends that each prime consultant submit only one invoice per contract per month.

<p>Lump Sum DBE: No, OH Rate: Home Office, Function: Planning And/Or Studies </p> <p>Earned to Date: 200.00 Contract 2,000.00 Maximum: Subject to 200.00 Maximum: Previously Paid: 0.00 ----- -- Due This Line 200.00 Item:</p> <p>Total Lump Sum Due: \$200.00</p>	<p>Lump Sum DBE: No, OH Rate: Home Office, Function: Planning And/Or Studies </p> <p>Earned to Date: 400.00 Contract 2,000.00 Maximum: Subject to 400.00 Maximum: Previously Paid: 0.00 ----- -- Due This Line 400.00 Item:</p> <p>Total Lump Sum Due: \$400.00</p>
--	--

First Invoice Not Yet Paid

Second Invoice Does Not Show Previous Paid

<p>Lump Sum DBE: No, OH Rate: Home Office, Function: Planning And/Or Studies </p> <p>Earned to Date: 400.00 Contract 2,000.00 Maximum: Subject to 400.00 Maximum: Previously Paid: 200.00 ----- -- Due This Line 200.00 Item:</p> <p>Total Lump Sum Due: \$200.00</p>
--

Second Invoice Shows Previous Paid When First is Paid

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- How do consultants know the contract is set up correctly, including subcontracts, amendments and if-authorized costs? What should consultants check before starting the first invoice in CARS? (April 2015)

There are a few entries to check in CARS before starting the first invoice in CARS. After the first invoice is created in CARS, it is more difficult to change the contract.

- Does the number of cost lines in CARS (in the *Cost Information* section at the bottom of the *View Work Order* or *View Contract* page) agree with the number of cost lines in the contract? If the original contract and amendments were keyed with different DBE, Function, Overhead Rate type or Basis of Payment values, CARS will add extra cost lines where there should be only one.
- Is the Basis of Payment correct for each prime and subconsultant cost line? Pay special attention to subconsultant cost lines to make sure that “Actual Cost” lines are not supposed to be “Cost Per Unit” or “Specific Rate” lines. This problem is difficult to identify in CARS. To check, create a draft invoice at the prime level, and then create draft invoices for each subconsultant. After you check each cost line, delete each draft invoice. You can also contact the [CARS Administrator](mailto:WisDOTCARS@dot.wi.gov) (WisDOTCARS@dot.wi.gov), the WisDOT Contract Specialist for your region or bureau or the WisDOT Project Manager to have the Contract Summary Report run for your contract. Management Consultants and Local Program Managers do not have access to this report.
- Review the subconsultant structure in CARS to make sure that lower tier subconsultants are not sub to the prime when they should be sub to another subconsultant. Before CARS invoicing, lower tier subconsultants were not identified and associated with other subconsultants. All older records show the lower tier subconsultants as subs to prime, even though they are truly subs to another subconsultant.

Invoice Notification Emails

- Why did I get an automated email from CARS about an invoice? (April 2015)

CARS sends email notifications to consultants when the invoice is rejected or paid. Consultants who have the Invoice Notification role for a specific contract receive these email notifications. If no one in the firm has the Invoice Notification role for a particular contract, then the Vendor Administrators receive an email containing both the notification and an explanation that the notification role has not been assigned to any one for this contract yet.

System Performance

- There are reports of slow response time at the WisDOT site. The ability to “select all” projects for a consultant has been removed because it bogged down the system; therefore consultants are spending more time establishing their project groups. (November 2014)

UPDATE: WisDOT has looked carefully at CARS performance and made changes in March and April that significantly improve performance. The ability to select all active contracts is available. (April 2015)



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Invoice Messages

- CARS inserted a message on the invoice. What does this message mean? (April 2015)

There are three instances where CARS inserts messages. The messages and their explanations are as follows:

- Cause: change to indirect cost rate - This message appears in the Cost section of the invoice when overhead rates change.
The message reads, "The amount previously paid is greater than the amount previously incurred for this contract line. This difference occurred because of indirect cost rate changes that applied to previously invoiced costs. The indirect cost rate calculations currently applied to previous invoices may be viewed by clicking on the View Details button for each previously paid invoice. The indirect cost rate calculations originally applied to previous invoices may be viewed on the Paid Invoice document that was saved by the CARS application when the invoice was paid."
- Cause: Previously paid invoice amount different - This message appears in the Cost section of the invoice when invoiced costs exceed the contract maximum or overhead rates change.
The message reads, "The amount previously paid is less than the amount previously incurred for this contract line. This difference may have occurred because previous incurred cost exceeded the contract maximum for this contract line. The difference may also be attributed to indirect cost rate changes that applied to previously invoiced costs. The indirect cost rate calculations currently applied to previous invoices may be viewed by clicking on the View Details button for the previously paid invoice. The indirect cost rate calculations originally applied to previous invoices may be viewed on the Paid Invoice document that was saved by the CARS application when the invoice was paid."
- Cause: More than one subconsultant - This message appears in the Sub Consultant Invoices section when more than one invoice from an individual subconsultant is included in the higher tier consultant's invoice. Sometimes the invoice totals include amounts for cumulative costs, such as a fixed fee, and the second invoice will include amounts that are to be paid on the first invoice.
The message reads, "This invoice includes two or more invoices from the same subconsultant. The total amount to be paid for subcontract work will appear overstated in CARS until the invoice is actually paid."

Journal Voucher Invoices

- How are journal vouchers submitted in CARS? (December 2014)

Submit an invoice against the main project and include the DT1511 as an attachment. Then the WisDOT Expenditure Accounting Unit uses the DT1511 to make the actual payments.

Previously Invoiced Amounts

- How do we fill out previously invoiced amounts? (December 2014)

Invoices for primes and subconsultants are now entered separately. Prime contractors and subconsultants should use the total of amounts previously invoiced on paper, but enter only the amount that was paid to your firm. This number is often on the last paper invoice submitted.

When entering previously invoiced amounts, please attach documentation that supports any calculated previously invoiced amounts and separate the calculations by firm.

Invoices Over Contract Limits

- Is approval in CARS a legal contract when, for instance, a subinvoice is \$1,000 over limit but they submit it online? (November 2014)

CARS will not approve payment beyond the contract limit for any particular basis of payment line. Those limits can only be change through contract amendment. The submittal or payment of invoices in CARS does not modify the terms of the contract.



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Supporting Documents in Submitted Invoice PDFs

- Where is the supporting documentation that was attached to the invoice before it was submitted? (April 2015)
CARS makes one PDF record of submitted data, including the following in the order shown in the PDF:
 - Prime consultant's invoice with details
 - Prime consultant's supporting documents (progress reports, receipts, journal voucher worksheets, etc.)
 - Subconsultant's invoice with details
 - Subconsultant's supporting documents

When there is more than one subconsultant, the invoices and supporting documents are kept together.

Invoice Standards

- Will there be consistency amongst expectation from all WisDOT managers? We don't want to attach detail receipts for some where others might be fine with a total. (December 2014)

WisDOT does not have standard requirements regarding the level of supporting documentation that must be uploaded as support for an actual cost invoice. The level of supporting documents required in CARS will be the same as was required for paper invoices. You will need to continue to submit level of documentation required on a particular contract.

Invoice Rejections

- How do rejections work? If rejected, do we have to start completely over or will just a part be rejected? Will there be a partial pay and if so, will support be provided so we know what was rejected? (December 2014)

WisDOT may approve, reject or adjust a submitted invoice. A prime consultant may accept, reject and include a subconsultant invoice. A prime (or higher tier sub) may not make adjustments to a lower tier consultant invoice.

If an invoice is rejected by WisDOT or a higher tier consultant, the consultant will need to submit a new invoice to replace the rejected invoice.

If an invoice is adjusted by WisDOT, the consultant will be paid the adjusted amount. If a consultant wants to re-invoice an item that was removed by WisDOT adjustment, the consultant will need to include that item in a new invoice.

UPDATE: CARS now sends email notifications to consultants when the invoice is rejected or paid. WisDOT users are notified when invoices are submitted. Project Managers should work with consultants before rejecting an invoice. (April 2015)

Invoice Examples

- Can you walk through a live example for us? (November 2014)

WisDOT has created a video example of all invoicing aspects for distribution to consultants. An example can be made showing where invoices have exceeded contract limits and how this will not be paid.

If you have any questions, please contact [Dan Meinen](#).

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Invoice Content

- Electronic invoicing requires the display of individual names and rates. This is an item WisDOT and ACEC WI partnered so that invoicing was not required to show individual names and rates. Our members continue to remain concerned about providing this confidential data that may reach unintended parties. We recognize WisDOT PMs may desire to know who is working on their project during the period, but we maintain that pay rates are company confidential information. (December 2014)

Request: WisDOT modify the program to remove specific rates as part of the invoicing.

CARS was designed to gain efficiencies in processing payments to the consultants. In order to do so, the system allows staff to make adjustments. WisDOT acknowledges that this is a small percentage of invoices needing adjustment. Personnel with "Invoice Approver" role can open and view direct labor contents of name and cost. The CSS unit provides security for this role, and it is given to project managers, supervisors and contract specialist in order to perform the review and approval of invoices. Hourly rates would need to be manually calculated by dividing the cost by hours. It is the intent that payment of an invoice would not be held up for a small dispute in costs, such as a \$400,000 payment that would not be held up over a \$10 disputed meal charge. To reduce the number of people from the current number of invoice approvers would stress the flow of making timely payments for an invoice.

Overhead Rates and Audits

- Why are all of the indirect cost now \$0? Our indirect cost rate has not changed. (February 2016)
WisDOT is in the process of transitioning the overhead rate type name from "Company Wide" to "Home Office" for all firms to help with data consistency and to anticipate future contingencies. "Home Office" provides a more accurate description of the cost pool being used, whereas "Company Wide" is much broader and is often misused. Labor costs that were formerly assigned the indirect cost rate type "Company Wide" will use "Home Office". Not all firms are using "Home Office" immediately.
- The indirect cost rate that automatically appears is my company's approved provisional maximum rate. How can my company invoice at lower indirect cost rates?
Consultants may elect to invoice at a lower indirect cost rate than their approved provisional maximum rate. This reduction is applied across all projects, only applies to invoicing and does not affect the rate used during contract estimating. Additionally, this reduction is a temporary change to the provisional invoicing rate and the rate will be adjusted once a final rate is known. Indirect cost rates higher than the approved maximum rates will not be approved for any reason. Consultants that would like to invoice at lower indirect cost rates than their approved provisional maximum rate can contact the WisDOT Audit Supervisor at (608) 261-6270 or work with their audit section contact during the Consultant Financial Report approval process.
- Can we get overhead rates for all other firms or request back up so we can verify they are appropriate? (December 2014)
WisDOT doesn't release indirect cost rates of consultants to other consultant firms. Release of consultant indirect cost rates is governed by federal laws and regulations that are reflected in WisDOT policy for disclosure of indirect cost rates in [FDM 8-25-30.4](#).
The indirect cost rates used to invoice actual cost plus fixed fee are controlled by WisDOT auditors. Consultant indirect cost rates are applied to the applicable base (usually direct labor) based on rates in the CARS tables applicable to that firm for the month, year and rate type indicated on the invoice.
Primes or subs with questions regarding the accuracy or applicability of indirect cost rates applied in CARS should contact the WisDOT Audit Supervisor at (608) 261-6270.



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- If we don't receive our final overhead audit results until January, how will the difference be handled? Will there be a true-up? Will rates automatically be updated and if so, how is it suggested that it be tracked? How do we handle this for jobs for which a final bill was submitted? (December 2014)

The indirect cost rate applied to CARS will use the most current indirect cost rate available when the invoice is submitted. In almost all cases that will be a provisional rate that will eventually be adjusted to an actual rate.

UPDATE: CARS is able to automatically true-up contracts when new cost rates are entered into the system. When invoices are affected by rate changes, CARS displays a message directly on the invoice. Note that these system messages are not recorded in the invoice PDF records. (April 2015)

Invoice Direct Cost Categories

- What do I do if there is no Direct Cost Category in CARS that works for a direct cost I am trying to invoice? (November 2015)

The direct cost categories in CARS are based on information provided by a consultant firm when they annually submit their Consultant Financial Report (CFR) to WisDOT auditors. The CFR submittal includes a Direct Cost Summary on WisDOT form DT1865-3C that indicates what items are charged as direct costs under the firm's cost accounting policies. The direct cost categories in CARS are set up in each consultant's profile based on what was indicated and approved in their most recently accepted CFR.

Follow these steps if you cannot find a category match for a direct cost you are trying to invoice:

1. Look at WisDOT form DT1865-3C to look for a category that might be used to describe the direct cost. If there is no category on the form, contact the WisDOT Audit Section to determine which existing category should be used to cover the cost.
2. If there is a suitable category on the form DT1865-3C but it is not available in your firm's profile, check the form that was submitted to WisDOT. Verify that category was selected to indicate that you charge the item directly. If the form indicates that your firm uses a direct cost category but it is not listed for your firm in CARS, then there was probably an error made when setting up your firm's profile in CARS. Contact the WisDOT Audit Section to have the category added to your profile.
3. If there is a suitable category on the form but your firm did not indicate on the form that it charges the item directly, then you cannot charge the item as a direct cost. Either your firm's cost accounting policies require the item to be charged as an indirect cost or your firm incorrectly filled out the form. If the form was incorrect, your firm must submit a revised DT1865-3C to the Audit Section for review. The direct cost category will be added to your firm's profile if the Audit Section agrees that this type of cost can be charged as a direct cost.

Audit inquiries regarding CARS setup of indirect cost rates or direct cost categories should be directed to Justin.Kiekhaefer@dot.wi.gov or Kurtis.Linck@dot.wi.gov

Invoice Billing Project Category Codes vs. Activity Codes

- We are hearing both that consultant time must be billed according to activity codes and/or consultants may use a single project activity code "9999" for all activity on a project. The former is creating issues for current projects as well as future projects.

Most consultants have established a work breakdown structure (WBS) that divides the scope of work into pieces. The WBS structure establishes and communicates with their job cost accounting system for project management and invoicing. (November 2014)

Impact: Implementing invoicing to the large number of activity codes or even to the reduced number of proposed project category codes prior to establishing project scoping to such codes seems out of sequence. Project scope generates a WBS, unique for every project, which should flow into a related invoice. This is especially true for larger projects as evidenced by some of the special invoicing requirements on these larger projects.

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For example, in a large project, even the proposed new project category code 2010 – Roadway Design w/ Drainage would likely be split into numerous WBS tasks within a firm’s accounting system. In general, the consultant’s job costing system WBS will not match one-to-one with the WisDOT project category codes; it will likely be a many-to-one relationship. Establishing these relationships for invoicing will require either special report coding for accounting systems, or manual preparation—both requiring additional consultant time.

Request: WisDOT allow the “9999” code for all existing projects and all new projects until the scoping and negotiation process establishes a project category code assignment such that a firm can create a job costing WBS that will interface with the WisDOT project category codes for invoicing.

WisDOT already allows all existing projects to use 9999 code and has not made activity code tracking mandatory. The current Invoice Billing Project Category Codes shown in FDM are available for invoicing. CARS does not support special invoicing requirements given for I39 team or any other that have them. CSS unit has instructed team how to process invoices from consultant by having them upload invoice with special codes as a supporting document to enter data in database it is collected in. CARS data can be entered/uploaded at a summary level for payment. WisDOT is currently working to ensure consistency in WBS through PMP and in-house cost tracking systems to improve scoping, estimating and negotiating capabilities. Modifications to these codes will not be made in CARS until such time that scoping, estimating, negotiating functionality is developed.

Note: Category codes, Version 2/8/11 are published on the WisDOT website

Subconsultant Invoicing Workflow

- There are subcontract invoices in the CARS system for a subcontract, and we have amendments. Why does CARS ask for amounts previously paid outside CARS again? (February 2016)

You have started the invoice from an amendment subcontract on the contract. Always start subcontract invoices from the original subcontract. Never start an invoice from an amendment subcontract unless that is your firm’s only role in the contract. When you start the invoice from the “highest” level, available dollars in CARS automatically include dollars contributed by approved amendments.

- How does the prime consultant ensure the subconsultant invoice is accurate, such as for time charges, distribution of charges, and making sure the subconsultant or contract limits are not exceeded? (December 2014)

This information is found in the [CARS manual](#) (see *Consultants: Review and Include Subcontractor Invoices*). The prime opens the subconsultant invoice in the prime invoice when they are ready for review and approval. If the prime is not ready to submit an invoice, they may simply delete the draft invoice. The subinvoice is not lost and will be included when prime is ready to create invoice for submittal. We currently have a request in for changing this process so that a higher tier consultant will have a way to review subconsultant invoices from the dashboard prior to creating an invoice.

- How does the prime consultant control the invoicing if the prime consultant disputes the subconsultant’s progress billing? (December 2014)

This process is found in the [CARS manual](#) (see *Consultants: Review and Include Subcontractor Invoices*). If after the review of the subconsultant’s progress billing, there is an option to reject the invoice. It is sent back to sub to modify. The prime consultant may also reject the subconsultant invoice and submit its invoice without including subconsultant’s until the dispute is resolved.

- Some smaller firm subconsultants may choose not to provide electronic invoicing. How is the prime consultant to address this on current projects? (December 2014)

Request: Firms want time to make sure sub-agreements between firms for future projects address this issue.

This process is found in the CARS manual (see *Consultants: Invoice Contracts with Subcontracts*). The prime consultant can use the subconsultant paper invoice to key it in CARS manually. The paper invoice from the sub is then uploaded into the subinvoice as a supporting document.

WisDOT is not party to sub-agreements.



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Subconsultant Invoices

- Does order matter when including subconsultant invoices? (February 2016)

Yes. If the prime wishes to include more than one invoice from a single subconsultant, include them in the prime invoice in order of DOT invoice from largest to smallest. For example, include 58960 on your invoice before you include 58958. Including the invoices in reverse order avoids some behind-the-scenes problems that will affect your next invoice.

- We are subcontractors to a county or municipal prime contractor. Why can't we invoice in CARS? (February 2016)
- Counties, cities and other government entities not using CARS for invoicing yet; their subcontracts also will not invoice in CARS.

- For jobs on which we are subconsultant, what is our role? Can you provide an example of what we would be expected to do as a subconsultant? (December 2014)

As a subconsultant, your primary role in CARS is to submit invoices to the prime consultant. While CARS allows subs to submit invoices to primes in the application, primes may also receive invoices from sub outside the application with the prime keying sub invoices in CARS. Subs will need to coordinate with primes to determine the method for submitting sub invoices on a particular contract.

As a subconsultant, you may also have to receive and approve invoices from lower tier subs. When that occurs, you will be approving (and possibly keying) lower tier sub invoices in CARS.

Work performed by a sub may be evaluated in CARS separately from WisDOT's overall evaluation of the prime contract. When an evaluation of a sub is created by WisDOT in CARS, the sub will have to review and respond to the evaluation in CARS.

- Can we have the authority to give our subs access to contracts? It seems like it would be beneficial if subs couldn't access or submit invoices until we have our internal contract. (December 2014)

The application does not give prime consultants the ability to control a sub's ability to submit an invoice. The prime or sub cannot view or invoice a contract until it has been authorized by WisDOT. Prior to submitting an invoice in CARS, a consultant should communicate with the entity receiving the invoice (next higher tier sub, prime, or WisDOT) that they are ready to receive and approve invoices through CARS.

- How do subconsultants know where to start invoices when they are listed on the contract in more than one place? Subconsultants can be listed under original subcontracts, subcontractors to subcontractors, amendment subcontractors or if-authorized tasks. (April 2015)

Create the invoice at the first level where your firm is listed. Contract amounts in CARS are cumulative, which is to say the subcontract, amendment and if-authorized funds "roll up" into one dollar amount.

Subcontractors should open the contracts from the dashboard. CARS opens the *View Work Order*, *View Subcontract* or the *View Amendment Subcontract* page. Then click **Create Invoice** to begin.

Consultants who create invoices for a subconsultant can create them directly on the prime invoice. Use the **Create Invoice** button in the *Sub Consultant Invoices* section. If there are multiple subconsultants, select the appropriate subconsultant in the list before you click **Create Invoice**.

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- How do subs enter their information if they don't have an overhead rate? (December 2014)

WisDOT contracting policies require all primes and subs to have approved indirect cost rates prior to execution of an actual cost plus fixed fee contract. Standard contract provisions require primes and subs to submit a consultant financial report for each year in which a consultant invoiced costs on an actual cost basis.

If a consultant firm has not submitted a complete and accurate consultant financial report to WisDOT within five months of their fiscal year end, they are in breach of their contract provisions. Consultants without approved indirect cost rates will be able to invoice direct cost in CARS, but will not be able to recover indirect costs until their rates are submitted and approved.

If a prime or sub has questions or concerns regarding the status or accuracy of their indirect cost rate information in CARS, they should contact the WisDOT Audit Supervisor at (608) 261-6270.

Consultant (prime or sub) do not need current approved indirect cost rates to submit invoices for contracts with a basis of payment other than actual cost plus fixed fee.

- Do title companies who are set up as subs need to enter all information into CARS? What about small firms that the DOT has listed as a sub? What do we do if the subs won't enter invoices into CARS? (December 2014)

Primes (or higher tier subs) may enter invoices for lower tier subs. When the prime enters information in CARS for a sub, the prime should scan and upload the invoice document submitted by the sub. Many small subcontracts, including those for title search companies, are written as a cost-per-unit or lump sum basis of payment, which require minimal data entry in CARS. WisDOT is not party to subcontract agreements. Prime and sub will need to decide what their policy of using CARS or not using CARS will be.

- What happens when a sub invoice exceeds contract limits? (December 2014)

Consultants (prime or sub) can submit invoices for costs that exceed the not-to-exceed amounts for a particular line in the contract. However, the system will not pay amounts above the contract limits. Payment beyond limits requires a contract amendment.

- Why are the subcontract amendment amounts not adding correctly to the original subcontract amount in CARS? (December 2014)

UPDATE: CARS has corrected so that it adds all available funds for a contractor or subcontractor on a given contract. The only reason you should not be able to invoice for contract costs is when an amendment has yet to be keyed in CARS.

XML Invoicing

The ability to import XML invoices for prime consultants and for subconsultants is available in CARS. Documentation is found on the CARS page (<http://www.dot.wisconsin.gov/business/engrserv/cars.htm>). If you have questions, please contact [Dan Meinen](#).

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