CARS Update XML Pre-Release Notes

Summary of changes:

Redistribution contract invoices (journal vouchers) are now entered directly in CARS

New XML Schema to allow XML invoicing for redistribution contracts

Redistribution invoices are entered directly in CARS

Project allocations for redistribution contracts (formerly called journal vouchers) are now entered directly in CARS. Form DT1511 is no longer required, but you may continue to include it as part of the invoice documentation. Only contracts paid on specific rate and cost per unit payment types may be redistribution contracts (FDM 8-10-15, FDM 8-15-2.1). When the **Redistribution Contract** identifier is "yes" on the contract record, redistribution information must be entered in CARS. All of the expenses entered as labor and costs must be allotted to other projects. The labor and cost expenses must exactly balance the amounts redistributed to other projects.

Identifying Redistribution Contracts

A new field in the Contract (or Work Order) Information section on the prime consultant's or WisDOT's View Contract (or Work Order) page identifies redistribution contracts.

▾ Work Order Information

Work Order Number:	**Purchase Order Number:**
5	
	Contract Function:
Project ID:	Construction Services
3926-75-30	
	Federal Funding %:
Contract Type:	20.00
Work Order	
	Program Code:
Period Start Date:	2034
Party:	**ARRA:**
2	No
Party Type:	**DBE $ Goal:**
	$0.00
Status:	
Active	**DBE % Goal:**
	0.00
Limits:	
Specific Rate Redistribution	**Current DBE %:**
	0.00
Highway:	
SR WO ReD	**Total DBE Cost:**
	$0.00
County:	
Clark	**DBE Waiver:**
	No
Region/Bureau:	
BPD	**Anticipated Authorized Date:**
Workorder Cancel Date:	**Program Management:**
	DOT
Fixed Fee%:	
8.00	**Redistribution Contract:**
	Yes
Std Overhead Rate %:	
150.00	
Total Invoice:	
$0.00	
Closed Date:	
Evaluation Needed:	

Entering Redistribution Invoices

1. Create a new invoice, and enter labor and cost information as you normally do for an invoice.

> **Note**: Until you enter incurred costs on the invoice, there will be no controls for entering redistribution information. Once you click **Edit** and go back, the controls are displayed.

Specific Rate
DBE: No, **OH Rate:** Home Office, **Function:** Construction Services   [Edit]

Incurred This Invoice:	0.00
Previously Incurred Paid Invoice(s):	0.00
Previously Incurred Pending Invoice(s):	0.00
	———
Incurred to Date:	0.00
Contract Maximum:	25,000.00
Subject to Maximum:	0.00
Previously Paid:	0.00
Pending Payment(s):	0.00
Pending and Previously paid:	0.00
	———
Specific Rate Due:	0.00

Total Specific Rate Due: $0.00

Specific Rate
DBE: No, **OH Rate:** Home Office, **Function:** Construction Services   [Edit]   Redistribution Total Amount: $ 0.00   [Add/Edit Redistribution]

Incurred This Invoice:	0.00
Previously Incurred Paid Invoice(s):	300.00
Previously Incurred Pending Invoice(s):	0.00
	———
Incurred to Date:	300.00
Contract Maximum:	25,000.00
Subject to Maximum:	300.00
Previously Paid:	300.00
Pending Payment(s):	0.00
Pending and Previously paid:	300.00
	———
Specific Rate Due:	0.00

Total Specific Rate Due: $0.00

Entering Redistribution Invoices - continued

> **Note**: **Redistribution Total Amount** is shown in red when the incurred costs entered and the redistributed costs do not match. The invoice cannot be submitted until the incurred costs and the redistribution total balance.

2. Go back to the *View Invoice* page.
3. Click **Add/Edit Redistribution**.
   CARS opens the *Redistribution Contract Amounts* page.

On the *Redistribution Contract Amounts* page, CARS shows the sum of all of the labor and costs entered as incurred expenses in the **Total Due This Line Item** field. You cannot directly edit the amount shown in this field because the value is calculated using the incurred costs.

4. Enter the first project ID in the first **Project ID** field.

> **Note**: The **Project ID** field uses positional search to list existing projects in CARS.

5. Enter the amount that is to be redistributed to the project in the **Amount** field.
   CARS automatically adds the amounts you have entered in the **Cumulative Total** field.

Specific Rate
DBE: No, OH Rate: Home Office, Function: Construction Services 📝 Edit   Redistribution Total Amount: $ 0.00 📝 Add/Edit Redistribution **[3]**

Incurred This Invoice:	1,000.00
Previously Incurred Paid Invoice(s):	300.00
Previously Incurred Pending Invoice(s):	0.00
	————
Incurred to Date:	1,300.00
Contract Maximum:	25,000.00
Subject to Maximum:	1,300.00
Previously Paid:	300.00
Pending Payment(s):	0.00
Pending and Previously paid:	300.00
	————
Specific Rate Due:	1,000.00
Total Specific Rate Due:	$1,000.00

Redistribution Contract Amounts   ⬅ Back to Invoice

New Redistribution Contract Amounts
  invoiceLineId :   184217
  Total Due This Line Item: `1000.0`

Project ID	Amount
[4] 1212-12-12	**[5]** 200
6544-44-44	100
7897-98-78	100
5555-55-55	100
	0
	0
	0
	0
	0
	0

Cumulative Total: `500`

Total Difference: 0
  Save   Cancel   Balance

Existing Redistribution Contract Amounts
Nothing found to display.

6. Repeat steps 4 and 5 until all of the redistribution costs are entered or until all 10 pairs of fields are completed.
7. Click **Save** to store the redistribution data. CARS clears the **Project ID** and **Amount** fields and lists the entries in the **Existing Redistribution Contract Amounts** table. If you have more than ten projects and amounts to enter, you can save and enter more when the fields are cleared.
8. Click **Balance** to show the difference between the value in the **Total Due This Line Item** field and the **Cumulative Total** field. The balance is the amount of costs that have not been matched in the redistribution entries. The box border is green if the total difference is low or matched. The box border is red if the total difference is too high.
9. Click **Back to Invoice** to review invoice information.

Redistribution Contract Amounts   [9] ← Back to Invoice

New Redistribution Contract Amounts

invoiceLineId : 184217

Total Due This Line Item: 1000.0

Project ID	Amount
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0

Cumulative Total: 700

Total Difference: 300.00

[7] Save   Cancel   [8] Balance

Existing Redistribution Contract Amounts
6 items found, displaying all items. **1**

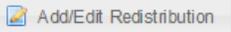| Project Id	Amount	Edit	Delete
1212-12-12	200.0	✏	⊖
1234-56-78	50.0	✏	⊖
5555-55-55	100.0	✏	⊖
6544-44-44	100.0	✏	⊖
7987-98-78	100.0	✏	⊖
9789-78-97	150.0	✏	⊖

Entering Redistribution Invoices - continued

Redistribution invoices cannot be submitted until the **Redistribution Total Amount** matches the **Total Due** for the invoice. When the amounts to not balance, the **Redistribution Total Amount** is shown in red.

Either correct the invoice incurred (labor and cost lines) or the redistribution entries.

Editing Redistribution Entries

1. Click **Add/Edit Redistribution** to open the redistribution entries.

2. In the Ex**isting Redistribution Contract Amounts** table, click **Edit** ✏ on the row you need to change or **Delete** ⊖ to remove a record.
   On **Edit**, CARS opens the **Redistribution Contract** page.

3. Change the values in the **Project ID** or the **Amount** fields.

4. Click **Save**.
   CARS reopens the **Redistribution Contract Amounts** page with the corrected entries shown.

Specific Rate

DBE: No, **OH Rate:** Home Office, **Function:** Construction Services   📝 Edit   Redistribution Total Amount: $ 700.00   📝 Add/Edit Redistribution

Incurred This Invoice:	1,000.00	
Previously Incurred Paid Invoice(s):	300.00	
Previously Incurred Pending Invoice(s):	0.00	
	————	
Incurred to Date:	1,300.00	
Contract Maximum:	25,000.00	
Subject to Maximum:		1,300.00
Previously Paid:	300.00	
Pending Payment(s):	0.00	
Pending and Previously paid:		300.00
	————	
Specific Rate Due:		1,000.00
Total Specific Rate Due:		$1,000.00

Existing Redistribution Contract Amounts
6 items found, displaying all items.   1

Project Id	Amount	Edit	Delete
1212-12-12	200.0	✏	⊖
1234-56-78	50.0	✏	⊖
5555-55-55	100.0	✏	⊖
6544-44-44	100.0	✏	⊖
7987-98-78	100.0	✏	⊖
9789-78-97	150.0	✏	⊖

Redistribution Contract

Edit Redistribution Contract

* Indicates required field 184217

Project Id *
1234 5678

Amount *
50.0

4 Save   Cancel

New XML schema

The schema that defines XML structure for CARS has been updated to include new elements that allow redistribution contract invoice data to be entered in an uploaded invoice. The incurred costs and redistribution amounts on the invoice must match exactly in order for the invoice to be submitted.

The images to the right show new code blocks in specific rate and cost per unit invoices. These two cost types are the only ones eligible to use redistribution. The new elements are entered at the end of the invoice details section just before the Line Item end tag.

There is no limit to the number of redistribution details elements allowed in the redistribution data.

The same requirements for data entry as given in Redistribution invoices are entered directly in CARS apply to XML invoices.

> **Note**: Project IDs are not currently validated in XML. It is possible to enter an invalid project ID. Please review invoices for redistribution contracts with extra care.

Please visit the CARS page (http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx) for copies of the new schema and other supporting information.

```
83    <directCostSpecificRateTotal>
84        <totalDirectCostInvoiced></totalDirectCostInvoiced>
85        <directCostSpecificRateDetails>
86            <wisdotCostCategory>Company vehicle mileage</wisdotCostCategory>
87            <directCostDescription>a</directCostDescription>
88            <paidToType>Internal Allocation</paidToType>
89            <payeeName></payeeName>
90            <units></units>
91            <unitRate></unitRate>
92            <unitDescription></unitDescription>
93            <directCostCalendarMonth>03</directCostCalendarMonth>
94            <directCostCalendarYear>2016</directCostCalendarYear>
95            <directCostAmount>1700</directCostAmount>
96        </directCostSpecificRateDetails>
97    </directCostSpecificRateTotal>
98
99    <specificRateRedistribution>
100       <srRedistributionDetails>
101           <projectId>10010011</projectId>
102           <redistributionAmount>1000</redistributionAmount>
103       </srRedistributionDetails>
104
105       <srRedistributionDetails>
106           <projectId>10020022</projectId>
107           <redistributionAmount>1500.67</redistributionAmount>
108       </srRedistributionDetails>
109   </specificRateRedistribution>
110 </specificRateLineItem>
```

```
42 <costPerUnitLineItem>
43     <paymentTypeKey>Cost Per Unit</paymentTypeKey>
44     <DBEKey>y</DBEKey>
45     <overheadRateTypeKey>Field Office</overheadRateTypeKey>
46     <functionKey>Miscellaneous</functionKey>
47     <firstInvoiceForProject>N</firstInvoiceForProject>
48     <previousKeyCostPerUnitAmount>1500</previousKeyCostPerUnitAmount>
49     <totalCostPerUnitInvoiced>9000.00</totalCostPerUnitInvoiced>
50
51     <costPerUnitRedistribution>
52         <cpuRedistributionDetails>
53             <projectId>10000011</projectId>
54             <redistributionAmount>1000.90</redistributionAmount>
55         </cpuRedistributionDetails>
56     </costPerUnitRedistribution>
57 </costPerUnitLineItem>
```