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4. Invoice search results screen for DOT (Admin, Regional Admin, Staff)
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7. New status on invoices for original subs or amendment only subs that are included in the Prime vendor's invoice that is approved.
8. When Including invoices for lower tier (subcontracts) you are restricted to one invoice for the same vendor.
9. Invoice Summary
10. XML Error Message when submitting duplicate Consultant Invoice Number
11. XML – Better error identification when missing data elements.
12. "Upload" function in CARS is available in multiple browsers

1. Invoice search screen changes for Vendor

The following changes were made to the advanced search screen:

- There is one field for entering the vendor name with a radio button to select either prime or sub.
- Vendor type allows for narrowing search to invoices on contracts where the vendor entered in the name field is the prime or a sub (original or amendment).
 - As in the current search screen, the vendor name field is optional.
- Choose the status of the contract. Defaults to "active".

The screenshot shows the 'Search Invoices' interface. At the top, there is a navigation bar for the State of Wisconsin Department of Transportation with links for Home, Search, Security, Profile, and Log Off. The page title is 'CARS - Contract Administration & Reporting System'. Below the title, the user is identified as 'VENDORTESTADMIN - vendor tester PROCESSING ON BEHALF OF Vendor Zz'. There is a search box for 'Prime Project, Contract or Master Contract:'. A 'Back to Dashboard' link is visible. The main section is titled 'Search Invoices' and contains a form with the following fields: 'Vendor' (text input), 'Vendor Type: @ Prime @ Sub' (radio buttons), 'Project ID' (text input), 'DOT Invoice ID' (text input), 'Consultant Invoice Number' (text input), 'Invoice Status' (dropdown menu), 'Submitted Date' (From and To text inputs), and 'Contract Status' (radio buttons for Active, Inactive, All). Red arrows point to the Vendor field, the Vendor Type radio buttons, and the Contract Status radio buttons. At the bottom, there are 'Search' and 'Clear' buttons. The footer contains contact information for the WisDOT Computer Help Desk and the date 'Tuesday, Jun 8, 2021 3:50:40 PM'.



2. Invoice search results screen for Vendor

The following changes were made to the Invoice Search results screen:

- The ability to choose the columns you want to appear on the screen.
- You can click and drag the column name to move it to be in the order you choose.
- You can export the results from the screen to a file in PDF or CSV format.
- You can print the results from the screen.
- The pagination has changed to make it easier to go from page to page.

State of Wisconsin Department of Transportation
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CARS - Contract Administration & Reporting System

VENDORTESTADMIN - vendor tester PROCESSING ON BEHALF OF Vendor Zz Prime Project, Contract or Master Contract: [Search](#)

[Back To Invoice Search](#)

Select Columns Filter search results:

| DOT Invoice Id | Project Id / Master / WO # | PO # | Status | Vendor Name | Prime Vendor Name | Project Manager | Consultant Invoice# | Submitted Date | Invoice Period |
|----------------|----------------------------|------|-----------|-------------|-------------------|------------------|---------------------|----------------|--------------------------|
| Z20043 | 1111-50-07 / M22220000 / 1 | | Submitted | Vendor Zz | Vendor Zz | Decabooter, Phil | P-w01-1 | 2021-03-12 | 2021/03/01 to 2021/03/02 |
| Z20986 | 1111-50-07 / M22220000 / 1 | | Submitted | Vendor Zz | Vendor Zz | Decabooter, Phil | P-2 | 2021-04-06 | 2021/01/01 to 2021/01/02 |

Showing 1 to 2 of 2 entries [Previous](#) [Next](#)

3. Invoice search screen changes for DOT (Admin, Regional Admin, Staff)

The following changes were made to the advanced search screen:

- There is one field for entering the vendor name with a radio button to select either prime or sub.
- Vendor type allows for narrowing search to invoices on contracts where the vendor entered in the name field is the prime or a sub (original or amendment).
 - As in the current search screen, the vendor name field is optional.
- Choose to show any included invoices for lower tiers (subcontracts).
- Choose the status of the contract. Defaults to “active”.

State of Wisconsin Department of Transportation
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CARS - Contract Administration & Reporting System

DOTSTAFFADMIN Prime Project, Contract or Master Contract: [Search](#)

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Search Invoices

Invoice Information

Vendor:

Vendor Type: Prime Sub

Include Lower Tiered Invoices

Project ID:

DOT Invoice ID:

Consultant Invoice Number:

Invoice Status:

Submitted Date: From: To:

Contract Status: Active Inactive All



4. Invoice search results screen for DOT (Admin, Regional Admin, Staff).

The following changes were made to the Invoice Search results screen:

- The ability to choose the columns you want to appear on the screen.
- You can click and drag the column name to move it to be in the order you choose.
- You can export the results from the screen to a file in PDF or CSV format.
- You can print the results from the screen.
- The pagination has changed to make it easier to go from page to page.

5. Invoices for a Redistribution Contract

The following changes were made to the screen used to enter amounts for redistribution contracts:

- Entries are made one at a time. When the <save> button is used, the entered data appears at the bottom of the screen.
- The total amount due, redistribution amount entered and a remaining balance appear at the top of the screen.
- Each entry can be edited or deleted.

Direct questions to the [WisDOT Computer Help Desk](#) 1-800-362-3050

Tuesday, Jun 8, 2021 4:53:58 PM



6. Submitted PDF documents for invoices on original and amendment subcontracts.

When an invoice for a lower tier vendor is included in a higher tier’s invoice, the PDF that was created when the lower tier’s invoice was submitted will remain. That PDF document is available when the lower tier vendor views the invoice. The PDF will include any supporting documents that were uploaded. (prior to this release the tier’s PDF is not attached to their invoice after payment.)

Upload Documents

Showing 1 to 1 of 1 entries

| File Name | Document Description | Created Date |
|-----------------------------------|---------------------------|---------------------------|
| invoice652873.pdf | Submitted Partial Invoice | June 08, 2021 05:01:43 PM |

7. New status on invoices for original subs or amendment only subs that are included in the Prime vendor’s invoice that is approved.

When the invoice for a prime is approved, any invoices that are included (at any level) will be changed from “included in Invoice” or “included in higher tier” to:

Included – prime invoice approved

8. When Including invoices for lower tier (subcontracts) you are restricted to one invoice for the same vendor. For example, if there are two submitted invoices for SubVendor A, when the prime is including invoices for that vendor, they are limited to one of the invoices.

9. Invoice Summary

The invoice and contract summary sections of the invoice have been combined into one section. The summary will show the current status of the contract starting at the level for the vendor that the invoice is for.

The example below is an invoice for the prime.

- Each lower tier subcontract is displayed. Each level is indented.
- The “due this invoice” column will have a value if there is an included invoice for that vendor.

Invoice Contract Summary

| Consultant | Contract Maximum | Previously Paid on Contract | Pending Payments | Remaining Balance without current invoice | Due this Invoice | Remaining Balance with current invoice |
|------------------------|------------------|-----------------------------|------------------|---|------------------|--|
| Vendor Zz | 20,000.00 | 600.00 | 0.00 | 19,400.00 | 1,000.00 | 18,400.00 |
| Vendor Test Sub | 20,000.00 | 300.00 | 0.00 | 19,700.00 | 400.00 | 19,300.00 |
| Vendor Test Sub Of Sub | 20,000.00 | 400.00 | 0.00 | 19,600.00 | 150.00 | 19,450.00 |
| Vendor 111 | 20,000.00 | 500.00 | 0.00 | 19,500.00 | 100.00 | 19,400.00 |
| Grand Total | 80,000.00 | 1,800.00 | 0.00 | 78,200.00 | 1,650.00 | 76,550.00 |



(9. Invoice Summary continued). The example below is an invoice for a lower tier that reports to the prime with no lower tier sub reporting to them. The invoice being viewed is included in the prime’s invoice.

- Each lower tier subcontract is displayed. Each level is indented.
- The “due this invoice” column will have a value if there is an included invoice for that vendor.

Invoice Contract Summary

| Consultant | Contract Maximum | Previously Paid on Contract | Pending Payments | Remaining Balance without current invoice | Due this Invoice | Remaining Balance with current invoice |
|--------------------|------------------|-----------------------------|------------------|---|------------------|--|
| Vendor_111 | 20,000.00 | 500.00 | 0.00 | 19,500.00 | 100.00 | 19,400.00 |
| Grand Total | 20,000.00 | 500.00 | 0.00 | 19,500.00 | 100.00 | 19,400.00 |

The example below is an invoice for a prime where:

- A vendor reporting to the prime submits a zero dollar due invoice but there is an included invoice for their lower tier that has an amount due greater than zero.
- A lower tier vendor does not have any included invoices so the “due this invoice” is dashes.

Invoice Contract Summary

| Consultant | Contract Maximum | Previously Paid on Contract | Pending Payments | Remaining Balance without current invoice | Due this Invoice | Remaining Balance with current invoice |
|------------------------|------------------|-----------------------------|------------------|---|------------------|--|
| Vendor Zz | 20,000.00 | 1,600.00 | 0.00 | 18,400.00 | 550.00 | 17,850.00 |
| Vendor Test Sub | 20,000.00 | 700.00 | 0.00 | 19,300.00 | 0.00 | 19,300.00 |
| Vendor Test Sub Of Sub | 20,000.00 | 550.00 | 0.00 | 19,450.00 | 100.00 | 19,350.00 |
| Vendor_111 | 20,000.00 | 600.00 | 0.00 | 19,400.00 | -- | 19,400.00 |
| Grand Total | 80,000.00 | 3,450.00 | 0.00 | 76,550.00 | 650.00 | 75,900.00 |

10. XML Error when submitting a duplicate Consultant Invoice Number

Error(s):

- Duplicate consultant invoice number found. Please enter a different consultant invoice number.

Import Invoice

* Indicates required field

11. XML - Better error identification when missing data elements.

12. ‘Upload’ function in CARS is available in multiple browsers.

