Consultant Invoice Transmittal System (CITS) Project Manager training Transcript

Welcome

Welcome to the Florida Department of Transportation's Consultant Invoice Transmittal System, or CITS, Project Manager training.

Course Objectives

The Consultant Invoice Transmittal System, or CITS, is an application that allows invoices to be submitted and reviewed electronically. During this training, you will learn how to access CITS; proper invoice processing; how CITS relates to consultant contracting; contract navigation; and scheduling and tables. CITS only processes invoices for Professional services contracts.

Professional Services contracts are those associated to Engineering, Architecture, Landscape Architecture, and Surveying and Mapping. CITS is tied to Electronic Estimates Disbursement, or EED. CITS has over 2000 users, including 819 corporate ID's from over 600 different firms; nearly 2300 active contracts; and over 1500 invoices paid each month.

Getting Started

All users of CITS must have a Mainframe Resource Access Control Facility, or RACF, Account and Password and System User Authorization. You can find the link on the CITS FDOT page at the FDOT Procurement website. In order for a firm to gain access to CITS, they will need to submit both the Corporate and Individual Access forms. These are docusign powerforms and can be found on the CITS FDOT page. Each new user must complete the Security Access form; read the policies and procedures; take the Technology Awareness course; and submit a .pdf of the completed Security Awareness Certificate. You can find all of the instructions and courses again on the CITS FDOT page. A link to the CITS FDOT page is available on the Resources page.

CITS Access – FDOT Users

FDOT employees who require CITS access must submit an Automated Access Request Form, or AARF, requesting the CITS Project Manager role. The AARF request is a one-time requirement, as long as you are in a position. In addition to the one-time AARF request, the CITS Authorization form must be completed per contract. The CITS Authorization form can be found on the Procurement intranet site, under forms.

Contract Status

Once Contract documents are executed, Professional Services staff enters information into CITS. Then, Financial Services reviews the contract to ensure accuracy prior to locking down the contract

for the Consultant to invoice. It is important to note that when contract documents are being entered, the contract will be in suspended status and consultants cannot invoice during this time. This is a frequently asked question.

Invoice Status

The invoice will have a different status based on the level of review. The Consultant inputs invoice information into CITS but does not submit it for review. The invoice is in the prime status. The Consultant then submits the invoice in CITS and submits all supporting documentation to Project Management in the preferred format. The invoice will now be in the primary or secondary reviewer queue. Then, Project Management reviews, and approves or rejects for payment ensuring work effort is complete. The invoice will now be in Financial services status (if approved), indicating that it is in their queue for review. Either it is rejected and returned, or it is approved and sent to Financial Services. Then, Financial Services audits, and approves or rejects the invoice for payment. If approved, the invoice will then be in a paid status and go to the Department of Financial Services, or DFS, who cuts a voucher. The invoice will then be in a paid status.

The invoice will be first reviewed by the primary level, either the primary approver or the primary approver alternate. Then the invoice will be reviewed by the secondary level, either the secondary approver or the secondary approver alternate. The invoice will then go to financial services queue for approval. It is not a requirement to have a secondary level of review. It is also not a requirement to have an alternate on either level of review. However, it is considered a best practice in the event someone is out of the office unexpectedly. Regardless, an FDOT employee must sign off on the Cost Distribution Work Form or CIT form.

Logging In

Users will log in using their mainframe user ID and password that was assigned after completing the required access agreement. Upon logging in, users are greeted with a Welcome Page. If the user's email is incorrect, they will need to update the address on the welcome page. Please make a note to see who your district CITS coordinator is. This is going to be the person that Project Managers will reach out to first if any CITS issues arise.

Reviewing Invoices in CITS

Remember CITS is only a method or process of invoice review, it is not the procedure. All invoices must be approved in compliance with several Florida Statutes. One statute in particular, Florida Statute 215.422, discusses payments, warrants, and invoices; processing time limits; dispute resolution; and agency or judicial branch compliance. Statute 215.422 states:

"Approval and inspection of goods or services shall take no longer than 5 working days unless the bid specifications, purchase order, or contract specifies otherwise."

On the FDOT Procurement website, you can find links to DFS reports. These reports can be run either by Firm name or Federal Employer Identification number. A link to the FDOT Procurement website is available on the Resources page.

Invoice Reviewer

On the homepage, primary invoice reviewers can access the contract hyperlinks to invoices that are in their queue. Alternate Reviewers will need to select the radio button labeled "List Invoices to Review as Alternate." Select the hyperlinked FDOT Invoice number to be directed to the Invoice Review Form. On the Invoice Review Form select "View Invoice" to open a new window and review the invoice document. If there are questions concerning the Contract, select "View Contract". This will open a new window or switch the Invoice View to Contract View.

On the Main Invoice Page all basic information concerning the invoice is available. Project management needs to make sure that the Prompt Payment Certification has been checked Yes by the Consultant. If it is checked No, there needs to be an appropriate justification for why they did not pay the sub. Additional guidance can be found on the frequently asked questions document, located on the FDOT Procurement intranet site. A link to this site is available on the Resources page. To view the invoice detail, select "Invoice Summary for Print."

Invoice Summary

On the Invoice Summary page charges are broken out by Task Work Order, Financial Project and Compensation element. The displayed Invoice Summary shows two examples of Estimate. In the row with Pavement Analytics, the total billed is greater than the Contractual Limit per Compensation Element. This is because the Estimate column states Yes. The Estimate/Limit field's purpose is to denote which compensation elements are established as estimates by contractual document and which compensation elements are established as not to exceed limits.

Compensation elements set up as non-binding estimates may borrow funds from compensation elements set up as an estimate, however, overall total must be maintained. Also hyperlinks are only available on compensation elements that were billed on.

Invoice Schedules and Review

The Invoice Schedule Pages give a complete breakdown of all Schedule charges for this invoice. Review the information, return to the Invoice Summary and proceed to the next schedule until the entire invoice has been reviewed. Once the entire invoice has been reviewed at the detail level, it may be Approved or Rejected. Please note, a comment is required for any invoice being rejected or returned for corrections. The options on the Invoice are Approve or Return, however, the project manager returns an invoice if they are rejecting it.

Cost Distribution Work Form

Approving the invoice automatically generates the Cost Distribution Work form, or CIT form. Usually the Project Manager will split out the charges, but sometimes CITS will automatically do it if there aren't enough funds to pay the invoice on the first encumbrance line used. The working total and the invoice total must be equal. The working total is the total of all the lines. CITS uses oldest money first to pay all invoices. The invoice reviewer may adjust object codes, line amounts, and the B/CB or Federal Billing indicator only.

Cost Object Codes

Object Codes are determined by the Encumbrance line. CITS will not allow an object to be used that has not been associated to the Financial Project. You can refer to the CITS Valid object codes from the Florida Accountability Information Reference, or FLAIR, and DFS. Links to FLAIR and DFS are available on the Resources page. Once on the page, you will need to scroll down to see the CITS valid object codes.

B/CB Billing Indicator

The B/CB indicator states whether or not these charges are "Federally Participating" or "Non-participating." CITS, by default, sets this indicator based on a relationship between the Financial Project and a Federal Aide Project Number in the Financial Management System. Zero is for Participating and One is for Non-Participating. Only special circumstances will require an adjustment to this indicator.

Splitting CIT Lines

CIT lines may need to be "Split" if the charges should hit multiple Object codes, or if some charges are non-participating. To split a line, simply select the radio button and select "Split." If the project manager is splitting the line, financial services must be informed by email because the split does not save overnight. The project manager could be splitting the encumbrance, the B/CB, or any change. It will not save overnight, so when the project manager splits the line, be sure to inform financial services by email. The user can save and work on the CIT form later, remove the form, or delete a select line. Prior to submittal of the CIT Form, the invoice reviewer must select a radio button indicating that the Federal Participation indicator, or B/CB, has been verified. Submit sends the invoice to the next level for review.

Invoice Schedule Detail

The invoice schedules, whether they are a Lump Sum or Limiting Amount, and their companion table are presented on the screen:

Schedule D-1 / Lump Sum, Percent Complete;

Schedule E-1 / Lump Sum, Companion to Schedule A-1;

Schedule A-1 / Limiting Amount, From Table 5A & 5B;

Schedule A-3 / Limiting Amount or Lump Sum, Defined Rates;

Schedule E-2 / Limiting Amount, Direct Expenses;

Schedule E-3 / Limiting Amount, Travel Expenses

Limiting amount is also known as the upset limit, cost reimbursement, or the maximum limit.

Schedule D-1 calculates by percent complete of services (LS-2) or at completion of Services (LS-1). This schedule always calculates against current expense limit. "FINAL" does not automatically pay remaining balance. Remember: when schedule amount changes, the previous percent complete always changes. For example, 60% of $100,000 = 30% of $200,000 or 75% of $80,000

Schedule E-1 is the most versatile of all schedules but is only used for paying Operating Margin as a lump sum element with tables 5A and 5B. It automatically calculates when accessed and requires no input. It must be accessed after each time Schedule A-1 is adjusted. It will pay the remaining schedule balance on "FINAL" invoice. However, even on the final invoice, the schedule must be accessed to perform the calculation.

Means of Calculation include:

Total amount as a single initial payment

Total amount spread over first two invoices

Proportional to salaries

Percentage of total salary dollars

Percentage of raw salary dollars

Uses rates from Table 4

Schedule A-1 calculates based upon multiplying percentages in Table 5A and unloaded salary rates or actual rates in Table 5B. The consultant simply selects the position, enters the appropriate hours, and CITS performs all necessary calculations. The "NAME" field must be populated for each entry.

Schedule A-3 calculates based upon rates in contract Table 6. No multiplying percentages will be applied to these rates. The "Name/Description" field is not systematically required but should be input, as applicable.

Schedule E-2 is used to invoice for approved direct expenses. Description and amount are the only required fields. Every item invoiced in this schedule must be accompanied by proper documentation. Travel expenses should not be invoiced using this schedule. The note at the bottom of the schedule reminds the project manager of proper documentation.

Schedule E-3 is used to invoice for authorized travel expenses. The "Name", "Consultant", "Start Date", and "End Date" are all required fields. The note at the bottom of the schedule reminds the project manager that the Contractor Travel form is required.

Viewing CITS Contracts

To view a CITS contract, enter the Contract Number under the Search Criteria on the Home page with no dashes and select search. Highlight the desired contract and select the Display Contract button. If the contract is closed, check the "Include Archived Contracts" box at the bottom of the window. For archived contracts, the 10 next to the contract number means that it is active. If it had a 50 next to the contract number, then it is archived. This reads directly from the Contract Funds Management, or CFM, System.

Contract Display

All general Contract information may be viewed on the Contract Display Page. Most information is pulled from FLAIR. Please be sure to pay attention to how many days you have to approve an invoice per contract language [Refer to Exhibit B, Method of Compensation, Section 3.0 on the contract]. The number of days may be specified differently in the agreement.

Project, Encumbrance, and Consultant Pages

The Project page displays all Financial Projects and their encumbered amount associated to the contract. These are manually input by Procurement once they receive the executed contract documents and associated encumbrances. The encumbrance page displays all Encumbrance lines that are associated to both the Financial Projects and Contract. The encumbrance page also displays all encumbrance lines for the contract that still have funds available. Lines that have been completely paid out are not listed. These read from FLAIR or CFM. The consultant page displays the Prime and all sub consultants that are associated to the Contract. It shows if they were on original contract or added by amendment. It also indicates whether the firm is eligible to be reimbursed for direct expenses.

Amendments and Method of Compensation

The amendments page displays all amendments that have been associated to the selected contract. To view the details of the amendment, select the underlined hyperlinked number. The amendment main menu page gives an overview of the purpose of the amendment. It also displays all actions that were taken on the selected amendment, such as contract amount, financial project, rates and method of compensation. The Method of Compensation page allows the user to view specific Contract Tables or Compensation detail. The user can view by Financial Project, Consultant, Task Work Order, or Amendment. Select the "View Rates Table" hyperlink to go to the Contract Rates Table.

Contract Rate Tables

The rates table page allows the user to view the rate tables associated with the contract. The user

can select the table hyperlink to view more information. Each rate table consists of a description, amount, consultant, effective date, and amendment or contract number.

Table 4 consists of Independent Multipliers. The rates are applied to Table 5 rates through Schedule E-1. Table 5A allows percentages to be applied to the Unloaded Salary rates in Table 5B. It is calculated through Schedule A-1. You may notice that some information is redacted because it is audit information which is confidential to federal law, 23 U.S.C. 112. Table 5B is for unloaded, unburden salary rates. It is burdened with percentages in Table 5A and is calculated through Schedule A-1. Table 6 is defined, loaded, and fully burdened rates for salaries, items, or units. It is calculated on Schedule A-3.

Contract Compensation Summary

The user can access the Contract Compensation Summary window by selecting the Compensation Summary button on the main contract page. The Contract Compensation Summary window displays what is in the contract Method of Compensation. The window also displays elements and amounts by Financial Project or Task Work Order within specific Financial Project. You can navigate through different financial project numbers through the Select Project drop down menu.

Contract Task Work Order

The Task Work Order selection page displays all Task Work Orders Associated to the contract. It displays Financial Project Number, Service Periods, Amount and Status. Select "View by Project" to display specific Financial Project Numbers. Please note that the begin and end dates are important for invoicing. The Task Work Order Display window displays the Task Work Order amounts, history, and vital dates. It is important to note that the expenditures will show pending charges and invoices that have been created.

Resources

Some important websites that can provide further information and assistance include:

CITS Logon webpage - https://www.fdot.gov/procurement/Welcome-to-CITS.shtm

Information Security - https://www.fdot.gov/cybersecurity/types-of-access

FDOT Procurement - https://www.fdot.gov/procurement/

FDOT Professional Services Intranet Site - http://infonet.dot.state.fl.us/procurement/

Equal Opportunity Office - https://www.fdot.gov/equalopportunity

Links to these websites are available on the Resources page.

Conclusion

In this training, you have learned about gaining access to CITS; proper invoice processing; how CITS relates to consultant contracting; contract navigation; and scheduling and tables.

This concludes the Consultant Invoice Transmittal System, or CITS, Project Manager training. Thank you for your time and attention.