Invoicing Spreadsheet Instructions

1	Before you get started!
1.01	Make sure that the priced proposal information is in the proper format (version 10/15)
1.02	Make sure that the budget type (As-Needed or Derived) is understood.
1.03	Have the MDOT authorization form available with the appropriate dates.
1.04	Know who the contact person is for your company with regards to billing.
1.05	This file uses macros. To make sure they work properly, make certain that "enable content" or "enable macros" buttons are checked if shown in the above menu.

2	Setting up the Invoicing File
2.01	From the Priced Proposal Spreadsheet (10/15 version), copy the "Output" worksheet and paste the values into the "Orig" worksheet in this file. The selection set copied and pasted should be the entire worksheet (all rows and columns). To select the entire worksheet, select the box located to the left of the column "A" heading. Please note that if you are using a previous version of the priced proposal spreadsheet, the information will not copy properly. If your project used a previous version of the Priced Proposal Spreadsheet, use the data to complete the current Priced Proposal Spreadsheet (version 10/15) then follow the previous step.
2.02	Under the "Data" menu, select "Edit Links" and "Break Links" for any file listed to remove the link.
2.03	**Budget Worksheet** - Check to make certain all information is accurate. Make sure the payment methods and DBE statuses are correct. Select the "Hide Orig - M20" macro button. This will hide all worksheets related to the original priced proposal and subsequent modifications. If you would like to see all priced proposal worksheets, select the "Unhide Orig - M20" macro button.
2.04	**Invoice Worksheet** - Complete all "Blue" highlighted areas. Make sure that the pull down menu is used in the Invoice worksheet cell B10 to select the firm name. This will ensure that all data matches on all sheets. Select the proper budget type (As-Needed or Derived).
2.05	**Payment Voucher Worksheet** - Complete all "Blue" highlighted areas. Verify that all project and consultant information is shown correctly. If not, make the appropriate changes on the Invoice Worksheet.
2.06	**DBE Payments Worksheet** - Complete all "Blue" highlighted areas representing the services each DBE firm is providing.
2.07	**For As-Needed budgets** - JN's from the priced proposal may be "Various" or may have specific JN's assigned. In any case, go to the **"As-Needed JN List"** worksheet to enter all MDOT JN's that are worked on. As new ones are added, be sure to add them to the bottom of this list. Once billed do not change the JN as it will reassign amounts billed to the wrong JN.
2.08	**Invoice Worksheet** - Select the "Hide Unused Worksheets" macro button. Once the file is set up correctly, this will hide all worksheets that will not be used for this project. If you would like to see all worksheets, select the "Unhide All Worksheets" macro button.

3	Invoicing for Each Billing Period
3.01	**Invoice Worksheet** - Select the current billing period number (not invoice number). In the INVOICE NUMBER and DATE INFORMATION table, enter the Invoice number, billing period start and end dates, and the invoice date under row 61 "Invoice Number and Date Information".
3.02	**JN Worksheet Setup** - On the "JN A" (derived budgets) or "JN1" (as needed contracts). Note, if you used the "Hide Unused Worksheets" macro button in step 2.08, the proper JN worksheets will be shown. As new JNs are added on As-Needed projects, follow step 2.07 and 2.08 to make sure the proper worksheets are shown. Before entering data, select the "COL" macro button in the upper left of the JN Worksheet. This will collapse all extraneous rows and columns. If a column or row is not shown, select the "EXP" macro button to expand the worksheet.
3.03	**JN Worksheet Data Entry - Enter invoice data on each appropriate JN worksheet. This is the only area where data needs to be entered in this spreadsheet.** All other worksheets use this data to report the information on the standard MDOT invoice forms. For each appropriate MDOT JN (JNA - JN50 worksheets), complete the yellow highlighted areas: hours, labor, % Complete, ODC's and LSUM/MILE/UNIT costs for the appropriate billing period number. <u>Important note:</u> All costs for all JN's for a given billing period (date range) must use the same billing period number. For example if only JN1 was billed for the first 4 billing periods (1 - 4) before JN2 began, data for JN2 would begin in billing period number 5.
3.04	**JN Worksheet OH, FCCM & FF Data "Fixing"** - After the invoice data has been checked and the invoice information matches the backup information to be included in the invoice, overwrite any formulas associated with Overhead, Fixed Fee, or FCCM on each worksheet for that billing period. This will protect the amounts billed from changing due to future budget modifications.
3.05	Review the information for each JN to ensure accuracy.
3.06	**ODC Summary Worksheet** - Complete the worksheet to show the total amount for each category of other direct costs (mileage, meals, fuel, etc). If any of these single categories exceeds $2500, a detailed breakdown of these costs including receipts must be provided as supporting documentation. Use the "COL" or "EXP" macro buttons in the upper left to collapse or expand the rows in this worksheet.
3.07	**JN Summary Worksheet** - Use the "COL" or "EXP" macro buttons in the upper left to collapse or expand the rows and columns in this worksheet. Check to make sure this information is shown and matches each JN worksheet (JN A-JN50). To make sure this worksheet prints correctly, adjust the page breaks using the "page break preview" under the "View" menu.
3.08	**DBE Payments Worksheet** – Enter the actual amount paid to date for each DBE firm as well as any deductions. For the final invoice, each DBE firm must sign this form.
3.08	**Invoice Worksheet** - Use the "COLLAPSE" or "EXPAND" macro buttons in the upper left to collapse or expand the rows and columns in this worksheet. Verify that all information is shown and is correct.
3.09	**Payment Voucher Worksheet** - Use the "COLLAPSE" or "EXPAND" macro buttons in the upper left to collapse or expand the rows in this worksheet. Verify that all information is shown and is correct.
3.10	**Saving to PDF** - On the "instructions" worksheet, select the "Hide Unused Rows & Columns and Save as PDF" macro button. This will prompt you for a file name and location to store the file. Once set, the PDF file will appear. Review the layout to make sure all information is properly shown. As an alternate, make sure each of the red or pink colored worksheets are collapsed, select each one to print then select "print" from the "file" menu.
3.11	Sign and submit the standard invoice with all supporting documentation.

4	For changes in Overhead and FCCM Rates
4.01	**First, it is suggested that you save a copy of this file for backup in case of an error!**
4.02	Before changing to a new overhead rate, make sure that the previously billed Overhead and FCCM costs are "fixed" so they are not modified by rate changes. To do this, under each JN Worksheet with previous billing data (JN A-JN50), <u>copy</u> and <u>paste values</u> for Overhead and FCCM amounts from previous billing periods. This will overwrite the formulas for costs that were previously billed. Do not overwrite the formulas for future billing periods. Verify that the amounts did not change.
4.03	**Invoice Worksheet** - Enter the new Overhead or FCCM rate for the appropriate firm(s) in the cell range K33 through L57. This will overwrite a formula referencing the original overhead rate.
4.04	Continue with billing each period.

5	For Budget Modifications (Amendments, Revisions or Transfers)
5.01	**First, it is suggested that you save a copy of this file for backup in case of an error!**
5.02	Before adding the amendment, revision or transfer budget to this file, make sure that the previously billed Overhead, Fixed Fee and FCCM costs are "fixed" so they are not modified by budget modifications. To do this, under each JN Worksheet with previous billing data (JN A-JN50), <u>copy</u> and <u>paste values</u> for Overhead, Fixed Fee and FCCM amounts from previous billing periods. This will overwrite the formulas for costs that were previously billed. Do not overwrite the formulas for future billing periods.
5.03	Verify that the Priced Proposal file is correct. <u>Important note:</u> All data for the amendment, revision or transfer must be located in the same location as the original authorization. If an amendment is only needed for a few of the firms on the team, the information for the firms not involved with the amendment must remain in the file but with blank hours and costs. If a new firm is added to the team, they must be added at the end of the team and their name must be manually added to the "Orig" worksheet without hours or costs.
5.04	From the Priced Proposal Spreadsheet (10/15 version), <u>copy</u> the "Output" worksheet and <u>paste the values</u> into one of the M1 through M20 (Modifications 1 - 20) worksheets in this file. The selection set copied and pasted should be the entire worksheet (all rows and columns). To select the entire worksheet, select the box located to the left of the column "A" heading. Please note that if you are using a previous version of the priced proposal spreadsheet, the information will not copy properly. If your project used a previous version of the Priced Proposal Spreadsheet, use the data to complete the current Priced Proposal Spreadsheet (version 10/15) then follow the previous step.
5.05	Verify that all worksheets properly reflect the new budget.
5.06	Verify that all previous invoice amounts were retained unchanged. Keep in mind that the percent completed for each billing period previously billed will be off since the fixed fee budget changed. This may require adjustment during future billing periods.
5.07	Continue with billing each period.

6	General Information regarding JN's
6.01	JN A - JN J are reserved for authorizations where there are established budgets for each JN and a derivation was completed for each JN with the priced proposal.
6.02	JN1 - JN50 are reserved for authorizations with various JN's but a budget was not established during the priced proposal for each JN. As work is authorized and completed for specific JN's, complete JN1 - JN50.

7	General Information regarding Contract Overages
7.01	Contract Overages shall be addressed during the final invoice only. Modifications (Transfers) between Consultants may be done at this time. Contract amounts shall not be exceeded either at the contract level or JN level. Also, Fixed Fee amounts may not be exceeded. If project costs exceed the contract or JN budget, complete the "Overages" worksheet. Under the Overage column for each JN, record the costs incurred that exceeded the budget for each firm. Keep in mind that a project is not considered over budget if the Total Contract amount or JN budget has been exceeded. For instance, if Firm A was under budget by $5000 and subconsultant Firm B was over budget by $5000, the contract was not exceeded and no overage should be recorded.

8	General Cautions / Information:
8.01	Do not overwrite a formula in a cell unless you are sure what the impacts will be!!
8.02	Do not modify Row Index Columns.
8.03	Do not add, delete or move worksheets in this file.

9	Definitions:
9.01	NON-ACFF COSTS = Any company that is paid using a method other than actual cost plus fixed fee. This includes unit cost, milestone, lump sum, etc. These firms could be prime, tier 1 sub or a tier 2 sub.
9.02	Billing Period = The period of time (dates) covered by labor and expense charges that are included on an invoice.
9.03	Billing Period Number = Represents the sequential order of each billing period.
9.04	Percent Complete - This Period = The % of effort performed within the billing period.