

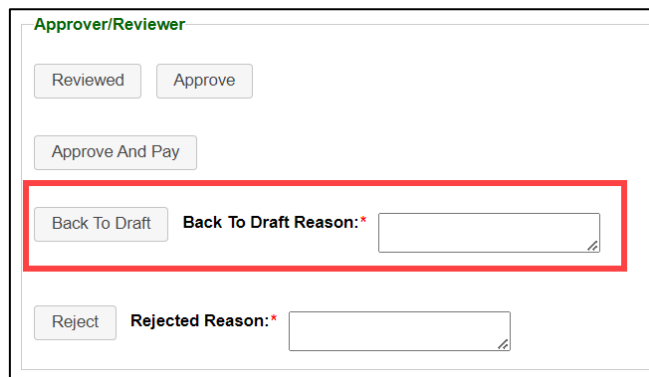
CARS 1.7 Release Notes – March 2023

SUMMARY OF CHANGES

1. New process to send an invoice back to draft status
2. New "Contract Redistribution" search option for the Search Contracts screen
3. Screen changes for "View PO Lines per Project" and "View PO Line Information screens"
4. Display change on "View Invoice Screen"
5. Time-out notification for inactivity
6. New "Purchase Order #" search option on the Invoice Search screen for DOT Staff
7. New Navigation Ribbon changes for DOT Staff
8. New search option for DOT Staff Security List
9. General bug fixes and system updates

1. New process to send an invoice back to draft status

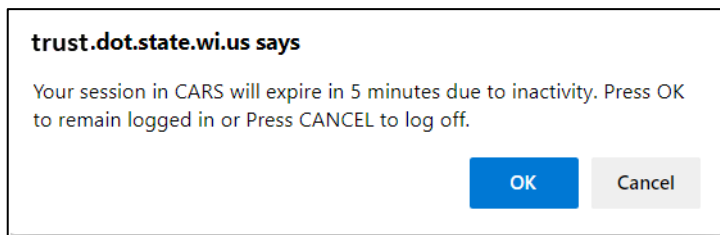
This new button will allow invoices to be returned to draft status without the need to email the DOTCARS inbox. This function is available to DOT Staff who are assigned as an invoice approver for the contract. A reason is required to be entered when this action is taken. An email notification will be sent to the original submitter of the invoice with the reason for the redraft listed in the email. Consultants should email their WisDOT review team before reaching out to DOT CARS team for redraft requests.



The screenshot shows the 'Approver/Reviewer' interface. It contains several buttons: 'Reviewed', 'Approve', 'Approve And Pay', 'Back To Draft', and 'Reject'. The 'Back To Draft' button is highlighted with a red box, and next to it is a text input field labeled 'Back To Draft Reason: *'. Below this, there is another text input field labeled 'Rejected Reason: *'.

2. Time-out notification for inactivity

CARS will display a new notification five minutes prior to the end of a user's session is set to expire. The current session time is 60 minutes.



The screenshot shows a notification dialog box with the title 'trust.dot.state.wi.us says'. The message reads: 'Your session in CARS will expire in 5 minutes due to inactivity. Press OK to remain logged in or Press CANCEL to log off.' At the bottom right, there are two buttons: 'OK' (in blue) and 'Cancel' (in grey).

3. New "Purchase Order #" search option on the Invoice Search screen for DOT Staff

The following change was made on the Invoice Search screen:

- A new search field was added titled "Purchase Order Number".
- This allows for a user to search invoices with a purchase order number.

The screenshot shows the 'Search Invoices' form. It is divided into two columns. The left column contains fields for 'Vendor', 'Vendor Type' (with radio buttons for Prime and Sub), 'Include Lower Tiered Invoices' (checkbox), 'Project ID', 'DOT Invoice ID', and 'Consultant Invoice Number'. The right column contains 'Invoice Status' (dropdown), 'Submitted Date' (From and To fields), and 'Contract Status' (radio buttons for Active, Inactive, and All). A new text input field labeled 'Purchase Order Number' is located at the bottom right of the form, enclosed in a red rectangular box. At the bottom left, there are 'Search' and 'Clear' buttons.

4. New "Contract Redistribution" search option on the "Search Contracts" screen

On the "Search Contracts" screen there is now a new field for search of redistribution contracts. To use this field, enter a vendor name and select the contract redistribution check box.

The screenshot shows the 'Search Contracts' form. It is divided into two columns. The left column contains fields for 'Project ID', 'Vendor Type' (radio buttons for Prime, Sub, Amd Sub, All), 'Status' (dropdown), 'Type' (dropdown), 'Highway', 'Contract Function' (dropdown), 'County' (dropdown), and 'Region/Bureau' (dropdown). A checkbox labeled 'Contract Redistribution:' is located at the bottom left of the form, enclosed in a red rectangular box. The right column contains fields for 'Contract Number', 'Date Type' (dropdown), 'Master Contract Id', 'Work Order', 'Program Code' (dropdown), 'Purchase Order', 'Selection Type' (dropdown), 'Solicitation Id', 'Project Manager', 'Limits', and 'Consultant Contact'.

5. Screen changes for “View PO Lines per Project” and “View PO Line Information” screens

The following fields were added to the table on the “View PO Lines per Project” screen.

- Distribution Line Number
- Merchandise Amount
- Distribution Line Status

View PO Lines per Project

Purchase Order #: 0000022551 Project ID: 0656-71-19 Contract #: 1400043125 Work Order #: 1 PO status: Active

Vendor: HNTB Corporation Vendor ID: 0000030740 Vendor Location: LOC-3

From Accounting System :

Total Amount: \$256,185.22 Total Applied/Paid Amount: \$108,138.13 Total Remaining Balance Amount: \$148,047.09

From CARS :

Approved Total: \$256,185.22 Total Paid to Date: \$108,138.13 Total Remaining Balance Amount: \$148,047.09

Paid Externally: \$0.00 Paid in CARS: \$108,138.13 Receipts: \$0.00 Total: \$108,138.13

One item found. 1

PO Line Number	PO Line Status	Budget Reference	Distribution Line Number	Distribution Line Status	Paid to Date	Merchandise Amount	Remaining Balance
1	Approved	FY2023	1	Open	108138.13	256185.22	148047.09

The following fields were added to the “View PO Line Information” screen

- PO Line Status
- Vendor Location
- Distribution Line Status
- Fund Code
- Budget Reference
- Appropriation ID
- Category Code
- Label change from “PO Date” to “PO Create Date”

View PO Line Information

Purchase Order #: 0000022551 Project ID: 0656-71-19 Contract #: 1400043125 Work Order #: 1 Vendor: HNTB Corporation

Active PO Lines - Active

PO Line Number: 1 PO Line Status: Active PO Created Date: 10/06/2022 Account: 7740000

Distribution Line Number: 1 Distribution Line Status: Open Budget Reference: FY2023

Category Code: 92500 Requisition ID: 22689 Vendor ID: 0000030740 Vendor Location: LOC-3

Department ID: 801000000 Fund Code: 21100 Appropriation ID: 96100

Description: 0656-71-19 M06956043 #1

From Accounting System :

Total Amount: \$256,185.22 Paid To Date: \$108,138.13 Balance Remaining: \$148,047.09

6. Display change on “View Invoice” screen

The following changes were made on the “View Invoice” screen:

- Relabeled the “Entered by DOT” field to “Entered by”
- If the invoice is created by DOT staff, the display will read “Person’s Name – DOT”
- If the invoice is created by a vendor, the display will read “Person’s Name – Vendor Name”

View Invoice ← Back to Dashboard

Contract Invoice Information

Consultant Name: Bob the Builder Inc. FEIN/Loc: xxxxxxxx-x Contract #: 1400043125

PO Number: State Project ID: 0000-00-00 Master Contract ID: Work Order #: Project Description: Bridge Replacement County: Barron Contract #: Entered by: Alexia Smithson - DOT Redistribution Contract: No

Consultant Invoice Number: *

7. New Navigation Ribbon changes for DOT Staff

The following change was made to the Navigation Ribbon:

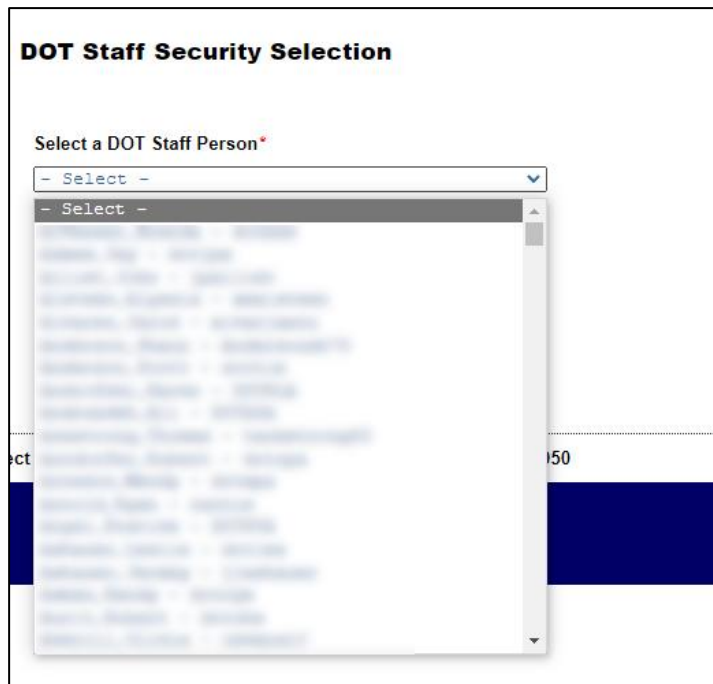
- A new link to the external website titled "Training".



8. New search option on the DOT Staff Security List for DOT Staff

The following change was made on the DOT Staff Security List:

- DOT staff security list will now be a drop-down search.
- This will be alphabetized by last name.



10. General bug fixes and system updates

- Bug fix on View PO Info screen for DOT Staff
- Bug fix for work order numbers manually entered into application
- Bug fix for "Paid Special" display for DOT Staff
- Update on security permissions
- Update on fields to allow for date format to be "MM-DD-YYYY"