Q: How do I get access to create an invoice?
A: Consultants need to contact their account administrator and they can give them access. UDOT Project Managers will contact ePM support for access.

Q: What is required for backup documentation?
A: Backup documentation must include Local Government Agreement if applicable, consultant invoice, labor reports, receipts for any direct costs, subconsultant invoice and backup documentation combined in a single pdf, preferably in this order.

Q: How do I add a remittance address?
A: The consultants account administrator can add an address on the consultant 930 screen. Additional instruction is available on the Consultant Services website.

Q: How long can my invoice number be?
A: Invoice numbers can be up to 20 characters long.

Q: How is mileage rounded for $.005 mileage rates?
A: Per Federal regulation, only the final odd mile will be rounded down. The consultant will never lose more than $.005 per transaction.

Q: What if the consultant invoice and UDOT invoice don’t match?
A: If the invoice totals don’t match find which line item(s) are causing the discrepancy and correct it if you can. If the minor discrepancy isn’t fixable due to accounting system rounding you can still submit the invoice, but UDOT will pay from the UDOT invoice. Making a note of the difference is good practice.

Q: How do I take a credit on an invoice?
A: Credits will need to be taken on an individual line item and documented in the invoice notes.

Q: What if a subconsultant doesn’t submit their invoice on time, can I still submit the monthly invoice?
A: Yes, you can submit your invoice for the month and include the subconsultants invoice on the following invoice. You will want to document that information in the invoice notes.

Q: How long do I have to submit an invoice after work is completed?
A: Contract terms state that all invoices must be submitted within 45 days of work.

Q: What is the format for entering hours worked?
A: Labor hours are entered in as total hours, not my day or task, and must be entered in .25 increments.

Q: On a Unit Price contract, what if the ODC rates change or are higher than the contract?
A: Unit Price contracts can only bill up to or lower than the contracted rate. If you need to adjust a rate you will need to mod the contract. This may be common issue for hotel rates that weren’t calculated with tax.

Q: How do I invoice for an On-Call Contract?
A: Each Work Task Order for an On-Call Contract will require individual invoices.

Q: How do I invoice for a current expense contract or any other special circumstance contract?
A: The funding code for current expense will be captured in the comment section as well any other special circumstances.