

# CMS PROGRAMMING - Final Invoices and Contract Auto-closure Processes

## 1. Consultant submittal of a Final Invoice for a Contract or Work Task Order (WTO) in CMS:

### A. Project-Specific Contracts

1. When submitting a Final Invoice for a Contract, the Consultant must mark it as Final in the CMS Invoice screen. Marking an Invoice as Final can also be completed retroactively (see “Mark Invoice as Final Retroactively (after payment)”, below. If the “Mark as Final” button is not appearing in the Invoice Detail screen, verify the consultant does not have other invoices that are in the “Invoice not submitted” tab.
2. CMS will generate a Final Invoice – Ready to Approve email to the UDOT Primary and Secondary contacts that contains the Scope of Work completion date, Contract amount, and the Amount remaining on the contract after all invoices submitted are paid. The email will also contain a link to instructions for the UDOT Primary Contact (UDOT PM) to complete the Consultant Evaluation Form in Interchange.
3. The UDOT PM will need to complete the Final Consultant Project Evaluation in Interchange and then access the CMS PENDING UDOT PM APPROVAL invoice status to review the Final Invoice and backup documentation.
4. The UDOT PM will approve or reject the Final Invoice in the CMS PENDING UDOT PM APPROVAL status.

### B. On-Call Contracts

1. When submitting a Final Invoice for a WTO, the Consultant must mark it as Final in the CMS Invoice screen. Marking an Invoice as Final can also be completed retroactively (see “Mark Invoice as Final Retroactively (after payment)”, below.
2. CMS will generate a Final WTO Invoice – Ready to Approve email to the UDOT Primary and Secondary contacts that contains the Scope of Work completion date, Contract amount, and the Amount remaining on the contract after all invoices submitted are paid.
3. The UDOT PM will approve or reject the Final Invoice in the CMS PENDING UDOT PM APPROVAL status.

## 2. Final Invoice Approved by UDOT PM:

### A. Project-Specific Contracts

1. Upon Final Invoice approval within CMS, the system will require the UDOT PM to upload the Consultant Final Evaluation (pdf).
2. CMS will generate a PM Approved invoice email and the invoice will move to the CMS PENDING COMPTROLLER APPROVAL status.

**Note:** The invoice will NOT be submitted to the Comptroller’s office for payment if the evaluation is not uploaded in the CMS Invoice screen.

### B. On-Call Contracts

1. Each WTO will be closed in CMS after the final invoice has been submitted, approved, and paid.
2. Once all WTO's have been closed, the UDOT PM must upload a Final Consultant Project Evaluation on the Dates tab in the CMS Maintenance screen (ePM 912).

**Note:** Unused WTO's can be closed manually on the WTO tab in the CMS Maintenance screen

### Final Invoice Rejected by UDOT PM:

- A. If the Final Invoice is rejected, the UDOT PM will provide notes in the CMS Invoice screen as to the corrections that are needed for invoice approval.
- B. CMS will generate the Invoice rejected email and the invoice will return to the CMS INVOICE NOT SUBMITTED status.

**Note:** The Consultant will need to make the needed corrections and re-submit the Final Invoice or delete the invoice.

### 3. Final Invoice Paid by UDOT:

#### A. Project-Specific Contracts

1. If approved, UDOT Comptrollers will reconcile payment information, verify, and pay the Final Invoice.
2. CMS will generate the Final Invoice Paid email and the invoice will move to the CMS INVOICE PAID status.
3. If the contract paid amount is under \$300,000.00 or the fee type is Lump-Sum, the CMS contract status will be updated to CLOSED.

If the contract paid amount is over \$300,000.00 (not Lump-Sum), the contract will go to Internal Audit and the CMS contract status will be updated to AUDIT. Once the Audit is complete, the CMS contract status will be updated to CLOSED.

#### B. On-Call Contracts

1. CMS will generate a Contract Ready for FINET Closure email to the Comptroller's office

**Note:** Once any contract status is set to CLOSED or AUDIT, the unexpended pool dollars (if any) for the contract will be released back to the Consultant's cumulative pool dollars available and the project funds will be unencumbered.

### Unmark Invoice as Final (prior to payment):

1. If an Invoice that was inadvertently marked as Final has not been paid, the person reviewing the invoice (UDOT PM or UDOT Comptrollers) will need to reject the invoice.
2. The Invoice will move to the CMS INVOICE NOT SUBMITTED status.
3. The Consultant will need to resubmit a revised invoice to the UDOT PM or delete it.

**Note:** If the invoice has been paid and needs to be un-marked as Final, contact Consultant Services who will request that the CMS Programmer “un-mark” it as Final.

### Mark Invoice as Final Retroactively (after payment):

The Consultant or the UDOT PM will be able to mark the last paid invoice as Final if it was not initially identified as the Final Invoice prior to the invoice being paid. This will initiate the contract or WTO auto-closure process. Requests for an Invoice to be marked as Final can be accessed on the CMS INVOICE PAID status.

1. CMS will generate the Requested as Final email to the other party (either Consultant PM or UDOT PM) to notify them that the invoice is now marked as Final.  
The invoice will move to the CMS PENDING FINAL INVOICE APPROVAL status.
2. The UDOT PM will be required to complete the Consultant Final Evaluation and upload it upon approving the invoice now marked as Final in the CMS PENDING FINAL INVOICE APPROVAL status.
3. If the UDOT PM marked the last paid invoice as final, the Consultant will be required to Confirm or Cancel that the invoice is Final.  
If the Consultant marked the last paid invoice as final, the UDOT PM will be required to Confirm or Cancel that the invoice is Final.  
In all cases, the Comptroller’s office will be required to Approve or Cancel that the invoice is Final. The actions in the above task are completed by accessing the Invoice in the CMS PENDING FINAL INVOICE APPROVAL status.
4. If any party (Consultant, PM, or Comptroller’s Office) rejects the invoice as Final, the invoice will move back to the CMS INVOICE PAID status.

**Note:** All invoices in the system for the contract or WTO must be paid before an Invoice can be retroactively marked as final.

### On-Call Contract Expiration Email Reminder (If contract is not closed)

If an evaluation has NOT been completed and uploaded in CMS within 45 DAYS of the On-Call Contract Expiration Date, CMS will generate an email to the UDOT Primary and Secondary Contact and the WTO Requestor for WTO’s that do not have an invoice marked as FINAL (and paid) with the following information/verbiage:

Subject Line: On-Call Contract has Expired <XXXXXX> with outstanding Work Task Order Invoices - <Consultant Name>

Re: PIN Description: <PIN DESCRIPTION>

PIN No.: <XXXXXX>

Consultant: <CONSULTANT NAME>

Contract No.: <CONTRACT #> - <CONTRACT DESCRIPTION>

The referenced On-Call contract has been Expired for 45 days but has outstanding WTO Invoice(s) that have either; not been paid or the last invoice was not marked as final. Summary for each Work Task Order is as follows:

<list of each WTO, Project PIN#, WTO Amount and Insert Dollars remaining on each WTO will be here> .

Please follow up on each WTO to ensure the last invoice is marked as final, has been submitted and paid and then initiate the closure process, as follows:  
Complete the Consultant Project Evaluation form.

Once the Final Evaluation is complete, you must access the CMS Contract Maintenance Screen for this contract and, under the Dates tab, enter the date the Final Consultant Evaluation was completed. This date will initiate an automated email to the Comptroller's office ([jobshare2@utah.gov](mailto:jobshare2@utah.gov)) requesting the contract be closed in FINET and CMS. (Note to Shawn: when the Comptroller's office closes the contract in CMS, release the remaining dollars to the consultant's cumulative pool)

## Closure of Unused Contracts or Work Task Order's in CMS

### 1. Project-Specific Contracts

If there are no invoices submitted or paid for a contract, the UDOT Primary or Secondary Contact may close the contract manually without performing a consultant project evaluation.

- a. The UDOT Primary or Secondary contact must access the Close Unused Contract button on the CMS Contract Maintenance screen (ePM 912), on the Dates Tab.

**Note:** Closing an unused contract will set the contract status to closed and generate an email to the Comptroller's office to close the contract in FINET.

### 2. On-Call Contracts

If there are no invoices submitted or paid for a Work Task Order, the UDOT Primary or Secondary Contact may close the WTO manually.

- a. The UDOT Primary or Secondary contact must access the Close Unused WTO check box on the CMS Contract Maintenance screen (ePM 912), on the Work Task Orders Tab.

**Note:** Closing an Unused WTO will set the WTO status to closed and generate an email to the Comptroller's office to close the WTO in FINET.