TOPS CONSULTANTS
FEQUENTLY ASKED QUESTIONS

USER GUIDES PURPOSE

This guide addresses frequently asked questions about TOPS and provides clear, direct answers.

RELATED INFORMATION

- District Contract Administrator – Help with accounts, permissions, or technical issues.
- TOP Consultant User Guide – Complete reference of all TOPS features, processes, and detailed instructions.
- TOP Consultant Quick Step Guide – Streamlined reference of the key steps used to complete a process.
- TOP Consultant Troubleshooting Guide – Reference of common issues with step-by-step solutions to resolve them.

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TOPS CONSULTANTS
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Accessing TOPS

- **Q: How do I access the TOPS system?**
  A: Go to https://biappsrv.odot.ok.gov/apex/f?p=750:LOGIN_DESKTOP and log in with your assigned credentials.
- **Q: What if I don’t have a TOPS account yet?**
  A: Go to the TOPS login page and click Create A New Userid to create your account.
- **Q: I forgot my password. What should I do?**
  A: Use the “Forgot Password” link on the login page. If needed, contact the District Contract Administrator.
- **Q: Why doesn’t my temporary password work?**
  A: Your account must first be set up and authorized by ODOT.

View Solicitations (Read Only)

- **Q: Can I see solicitations without logging in?**
  A: Yes. Use the “View Solicitations” link on the login page

Creating a User ID

- **Q: Who needs to create a User ID in TOPS?**
  A: Any consultant who needs to access solicitations, upload response packets, or view contract details in the TOPS system must have an active User ID.
- **Q: How long does it take to receive my User ID after submitting the form?**
  A: User ID requests are typically processed within 2–3 business days. You’ll receive an email with your login credentials once the account has been created.

First-Time Setup

- **Q: Who is my Primary Organization Profile Manager?**
  A: The first user who registered with your organization. This person manages other users and permissions.
- **Q: How do I update our organization’s profile info?**
  A: Log in, scroll to My Organization Info, click Edit, and update contact fields.
- **Q: Can we change our Primary Organization Profile Manager?**
  A: Yes, the existing Primary Organization Profile Manager can change Primary Organization Profile Manager from the drop-down list of users with Y in Primary Account Manager.
- **Q: How do we add users to our organization in TOPS?**
  A: New users must register. The Primary Organization Profile Manager then authorizes and assigns roles.

Adding and Authorizing a User

- **Q: Who can add or authorize a user in TOPS?**
  A: Only a user with the Primary Organization Profile Manager role can authorize a new user to act on behalf of their organization in TOPS.
- **Q: How do I know if someone is already authorized for our organization?**
- A: In the Authorized Users list, check for names and roles assigned to your organization. You’ll see their access level and status.
- **Q: What if I need to remove someone's access?**
  A: Go to the Authorized Users section, locate the person’s name, and change the User Status to Inactive.
- **Q: Can I request someone else be authorized if I’m not a Primary Organization Profile Manager?**
  A: No. You’ll need to contact your Primary Organization Profile Manager to complete the authorization.

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Managing User Permissions

- **Q: How do I know what permissions a user currently has?**
  A: Open the Authorized Users list and review the “Roles” or “Permissions” column next to each user’s name.
- **Q: Can permissions be changed later?**
  A: Yes. A Primary Organization Profile Manager can return to the user’s profile at any time and adjust permissions as needed.

Changing the Primary Organization Profile Manager

- **Q: What if our Primary Organization Profile Manager is no longer with the organization?**
  A: Contact the District Contract Administrator to assign a new Primary Organization Profile Manager if you cannot access the original account.

Solicitation Home Page Layout

- **Q: Where do I find key announcements and deadlines for upcoming solicitations?**
  A: You can find these in the central section of the Solicitation Home page under the Solicitations Homepage panel.

Breadcrumb Trail

- **Q: What is the breadcrumb trail?**
  A: A clickable path beneath the header to help users navigate backward through the site.

System Icons

- **Q: How do I view more details about a record?**
  A: Use the View/Drill-Down icon (often shown as a magnifying glass or hyperlink). It opens a detailed page with more data or actions related to that specific record.

Filters & Sorting Options

- **Q: How can I sort the data in a TOPS table?**
  A: Click on any column header to sort that column in ascending order. Click again to reverse it. A small arrow will show which direction it’s sorted.
- **Q: What is the Control Break feature used for?**
  A: The Control Break option lets you group rows in a table based on a specific column (like Solicitation Name). It helps organize related records together visually.

Search and Actions

- **Q: What can I do with the Actions menu?**
  A: The Actions menu provides customization tools for how the list is displayed. Common options.

Understanding EC Numbers/Contract IDs

- **Q: What is an EC Number/Contract ID/TOPS Contract ID?**
  A: The Engineering Contract ID, also known as Contract ID, identifies each opportunity. Each project is assigned an EC number, which identifies the solicitation.

View Contract Solicitations

- **Q: Why can’t I see a solicitation?**
  A: Confirm you submitted an LOI, and the solicitation is still OPEN.

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- **Q: How do I start submitting my response packet?**
  A: Solicitation Home, select View Contract Solicitations. Click View EC Details, then in the List Engineering Contracts grid, click icon. The View Contract Requirement will show the Date My Response Packet Was Submitted link(s).
- **Q: How do I get to the "List Solicitation with Contract Info" page?**
  A: Click the View EC Details link for any solicitation. This will open the "List Solicitation with Contract Info" page.
- **Q: What does the "View Contract Requirements" page show?**
  A: It displays detailed solicitation information to help you understand the project scope and requirements before submitting your response.

Solicitation Response Record

- **Q: Where do I upload my response documents?**
  A: From the View Contract Requirements screen or Express Upload page.
- **Q: Can I edit my submission after uploading?**
  A: Yes, but only while the solicitation is OPEN. Delete and resubmit your file.
- **Q: How do I know my upload succeeded?**
  A: A green confirmation bar appears, and your file shows in the Submitted Responses table.

Express Upload

- **Q: What is Express Upload?**
  A: A faster way to upload if you know the Solicitation Name and EC/Contract ID.

Tracking Solicitation Status

- **Q: How do I check if I've been selected?**
  A: Go to the *My Uploaded Letters of Interest* section. Look at the Shortlisted and Selected for Contract columns.
- **Q: Will I get notified if I'm selected or not?**
  A: Yes. You'll receive an email with your selection status.

Solicitation Debrief Requests

- **Q: I am not seeing the link to create a solicitation debrief request on my home page**?
  A: That link is only visible if your user TOPS Debrief User is marked as Yes by the Primary Organization Profile Manager.
- **Q: Why would I need a Solicitation Debrief Request?**
  A: To receive constructive feedback from the Department on why a consultant was not shortlisted or selected for a contract.

Organization Invoice Access

General Access

- **Q: What does Invoices Enabled = N mean?**
  A: Your organization does not currently have invoice functionality turned on in TOPS.
- **Q: Who can request invoice functionality be enabled for an Organization?**
  A: The Primary Organization Profile Manager should contact the District Contract Administrator.
- **Q: How long does it take to get invoice functionality enabled?**
  A: It varies, but typically a few business days. The District Contract Administrator can provide a timeline.

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User Permissions

- **Q: Does enabling invoices automatically give all users access?**
  A: No. Each user must be authorized individually by the Primary Organization Profile Manager.
- **Q: Who is our Primary Organization Profile Manager?**
  A: The person listed as the main contact in My Organization Info.

Using the Invoices Menu

- **Q: How will I know when invoice functionality is active?**
  A: The Invoices Enabled option shows in the left menu and the Invoices tab appears at the top right.
- **Q: I don't see the Invoices option. What does that mean?**
  A: Your organization does not have invoice functionality enabled. Contact the District Contract Administrator.
- **Q: Can ODOT enable invoices for individual users only?**
  A: Yes. Once the Invoice functionality is enabled at the organization level, user can be assigned with invoicing function.

Authorizing Users for Invoice Access

General User Setup

- **Q: What does Invoice Entry = Y do?**
  A: This gives the user permission to create, edit, and submit invoices.
- **Q: Can a user be authorized to act on behalf of the organization but not create invoices?**
  A: Yes. Set Authorized to Conduct Business drop-down to organization name but leave Invoice Entry = N.
- **Q: Who can add or edit invoice users?**
  A: Only the Primary Organization Profile Manager.

User Status & Maintenance

- **Q: Can we delete users from our organization profile?**
  A: No. Users can be set to Inactive but not permanently deleted.
- **Q: What happens if a user leaves the organization?**
  A: Set the user's status to Inactive so they cannot log in or submit invoices.
- **Q: Can multiple users have invoice entry access at the same time?**
  A: Yes. You can authorize as many users as needed.
- **Q: Can subconsultants be added as users to submit invoices?**
  A: No. Only prime consultants can be authorized. Subconsultant billing must go through the prime's invoices.
- **Q: Where do I update user authorization?**
  A: In My Organization Info > Users who are authorized to act on behalf of My Organization.

Adding or Updating Your Organization Logo

General Questions

- **Q: Is a logo required for invoices to process?**
  A: Yes. Each organization must upload a logo in TOPS.
- **Q: What file formats are accepted for the logo upload?**
  A: JPG and PNG files.
- **Q: What size works best?**
  A: Recommend size for: rectangle: 100 (height) x 250 (width) or square: 150 (height) x 150 (width).
- **Q: Can we upload more than one logo?**
  A: No. Only one logo can be active at a time.
- **Q: What does Image Status = Inactive do?**
  A: It removes the logo from invoices but does not delete it.

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Permissions & Display

- **Q: Who can upload or update the logo?**
  A: Any user with access to the My Organization Info page.
- **Q: Where does the logo appear after uploading?**
  A: In the Invoice Navigation box on the Invoice Processing page.
- **Q: If we update our logo, how long until it shows on invoices?**
  A: Immediately after you click Apply Changes.

Invoice Processing Page Overview

Navigation & Layout

- **Q: Where can I create or edit invoices?**
  A: Use Create and Edit Invoices in the Invoice Navigation menu.
- **Q: What if I don't see the Invoice Navigation links?**
  A: Verify that Invoices Enabled = Y in My Organization Info.
- **Q: Where does my organization logo display?**
  A: In the My Organization Logo field of the Organization Information table and in the Invoice Navigation panel.
- **Q: What is shown in the MESSAGE box?**
  A: Notices from ODOT such as system maintenance, new requirements, or contact information.

Invoice Listing Grid

- **Q: How do I quickly find a specific invoice?**
  A: Use the search box and filters above the Listing of All Invoices grid.
- **Q: What does the Details icon (magnifying glass) do?**
  A: Opens the invoice detail lines for review.
- **Q: What does Invoice Status mean?**
  A: The stage of the invoice (Entry, Submitted, Approved, Paid).
- **Q: Why is Created By Name not next to Created By or Created Date?**
  A: That column appears farther to the right in the grid.

List of Invoices for Entry Page Overviews

General Access

- **Q: What invoices appear on the List of Invoices for Entry page?**
  A: Only draft invoices in the Entry phase.
- **Q: What happens when an invoice is submitted?**
  A: It is removed from this page and can no longer be edited.

Vendor & Contract References

- **Q: What is the Vendor ID?**
  A: The vendor number is assigned by OMES for doing business with the State of Oklahoma.
- **Q: What does Contract Group mean?**
  A: The contract classification group (RW, EC).

DB Error

- **Q: What does the Green ✓ mean?**
  A: Contract Service Lines and PO data are aligned; invoicing is available.
- **Q: What does the Red ✗ mean?**
  A: An error has been detected, and invoicing is temporarily unavailable until resolved.

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- **Q: What should I do if I see a Red ✗?**
  A: Contact the District Contract Administrator. If your contract or task order is not District specific, contact Inger Peters (IPeters@odot.org, 405-301-7228). Include your Contract ID/Task Order number.

Workflow & Status

- **Q: What is a Milestone Event?**
  A: A milestone event is a progress marker (e.g., 30%, 60%, 90%, or Contract Complete). The 30/60/90 milestones apply only to contracts with a Plan, Submittal, and Estimates (PS&E) component.
- **Q: Why would an invoice be returned to Entry?**
  A: It needs correction before it can be resubmitted.
- **Q: Where do I see comments about returned invoices?**
  A: In the Return To Entry Comment field.

Service Period

- **Q: What is the Service Period From and To Dates?**
  A: They define the start and end dates for the services billed.

Create an Invoice Header

Identification

- **Q: Who assigns the Invoice ID?**
  A: Your organization creates it; it must be unique across all contracts.
- **Q: What happens if two invoices use the same Invoice ID?**
  A: An error appears, and a new ID must be used.
- **Q: What is the Payment No. field?**
  A: The sequence number of the invoice (increments each invoice).

Service Dates & Milestones

- **Q: Can service periods overlap?**
  A: Yes, if work occurs across multiple invoices.
- **Q: What is a Milestone Event?**
  A: A progress marker (30%, 60%, 90%) or Contract Complete for final billing. The 30/60/90 milestones apply only to contracts with a Plan, Submittal, and Estimates (PS&E) component.
- **Q: What happens if I mark Contract Complete?**
  A: It signals all work is finished; also select Final Invoice for this Task Order and attach final invoice certification.

Amounts

- **Q: Why enter 0 for Hourly Rate invoices?**
  A: This unlocks Personnel, Travel, and Misc. Cost lines for detailed entry.
- **Q: What if the Invoice Amt doesn't match the detail lines?**
  A: The invoice cannot be submitted until they match.

Create Invoice Detail Lines

General Entry

- **Q: Why must fields be completed in order?**
  A: Each dropdown depends on the field above; skipping prevents later fields from populating.
- **Q: Can multiple vendors be entered on one line?**
  A: No. Each vendor (prime or subconsultant) must have a separate line.
- **Q: Can Lump Sum and Hourly lines be on the same invoice?**
  A: Yes, each must be entered as a separate line.

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Purchase Order (PO) References

- **Q: What does DB Error mean?**
  A: An error has been detected, and invoicing is temporarily unavailable until resolved.
- **Q: What does a Green Check ✓ mean?**
  A: Contract Service Lines and PO data are aligned; invoicing is available.
- **Q: What does a Red ✗ mean?**
  A: An error has been detected; invoicing is unavailable until corrected.
- **Q: Who fixes PO funding issues?**
  A: Contact the District Contract Administrator.

Invoice Line Amount

- **Q: Why enter 0 for Hourly lines?**
  A: This unlocks Personnel, Travel, and Misc. Cost entry.
- **Q: What happens if the line amount doesn't match the header?**
  A: The invoice cannot be submitted until all lines match the total in the header.

Create Hourly Personnel Cost Records

General Entry

- **Q: Why don't Personnel Cost Records appear for my invoice?**
  A: They only appear if the Invoice Line Amount = 0 for an Hourly line.
- **Q: Can multiple staff be entered under one record?**
  A: No. Enter one record per staff category.
- **Q: Where do the hourly rates come from?**
  A: They are preloaded in TOPS based on the Personnel Category.
- **Q: Can I override the hourly rate?**
  A: No. Rates are fixed in the system, if incorrect contact the District Contract Administrator.

Dates & Hours

- **Q: Can service dates overlap with other invoices?**
  A: Yes. Dates may overlap as long as they match the billed work period.

Create Hourly Travel Cost Records

General Travel Costs

- **Q: Why don't Travel Cost Records appear?**
  A: They only appear if the Hourly detail line's Invoice Line Amount = 0.
- **Q: Where do I find the mileage rate?**
  A: The list of ODOT mileage rates appears above the entry fields.
- **Q: Can travel span across calendar years?**
  A: No. Each record must fall entirely within one listed mileage rate period.
- **Q: What expenses can be entered?**
  A: Mileage, per diem, lodging, and eligible incidental costs.

Mileage & Rates

- **Q: Can I enter my own mileage rate?**
  A: No. You must use an ODOT-listed rate.
- **Q: What if my mileage dates don't match the listed periods?**
  A: Adjust the travel dates to fall within a valid period or split into multiple records.

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Create Hourly Miscellaneous Cost Records

General Use

- **Q: What types of expenses can be entered as Miscellaneous Costs?**
  A: Approved non-labor, non-travel expenses such as supplies, permit fees, or printing.
- **Q: Can Lump Sum or Unit Rate lines include Miscellaneous Costs?**
  A: No. Only Hourly Rate invoice lines can include Miscellaneous Cost Records.
- **Q: Is there a limit on the number of Miscellaneous Cost Records per invoice?**
  A: No. Multiple records may be entered if needed.
- **Q: Can I attach receipts directly to this section?**
  A: No. Supporting documentation is added in the Invoice Attachments section.

Permissions & Access

- **Q: Who can enter Miscellaneous Cost Records?**
  A: Any user authorized for invoice entry in TOPS.
- **Q: Can Subconsultants enter their own Miscellaneous Costs?**
  A: No. The prime consultant must enter and submit all billing, including subcontractor costs.

Attach Invoices Supporting Documentation

General Attachments

- **Q: What types of documents should be attached?**
  A: Timecards, receipts, mileage logs, Subconsultant invoices, or other required support.
- **Q: Can I upload multiple attachments?**
  A: Yes. Add as many as needed to support the invoice.
- **Q: Who can upload invoice attachments?**
  A: Any user with invoice entry permissions.

Technical Details

- **Q: What file formats are supported?**
  A: Standard formats such as PDF, JPG, and PNG.
- **Q: Why can't I upload a file with commas in the name?**
  A: Commas in filenames can cause upload errors. Rename the file before attaching.
- **Q: Do attachments need to be re-uploaded if I edit a description?**
  A: Yes. Any change requires reattaching the file.

Submitting an Invoice to ODOT

General Submission

- **Q: Why can't I see the Submit for Processing button?**
  A: Check that the Invoice Amt matches the total of all detail lines and that all required attachments are uploaded.
- **Q: What's the difference between Generate Invoice and Submit for Processing?**
  A: Generate creates a draft invoice for review; Submit sends the invoice to ODOT for approval.
- **Q: Can I edit an invoice after submission?**
  A: No. Once submitted, it cannot be edited. If incorrect contact the District Contract Administrator.
- **Q: Does ODOT get notified automatically when I submit?**
  A: Yes. The system routes the invoice to ODOT reviewers.

Invoice Amounts & Line Details

- **Q: Do Lump Sum invoices require detailed line updates?**
  A: No. Lump Sum amounts are entered during line creation.

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- **Q: Why do Hourly lines default to 0?**
  A: They must be updated with totals from Personnel, Travel, and Miscellaneous records.
- **Q: What if my Invoice Amt is higher than available PO funds?**
  A: A Red ✗ in DB Error contact the District Contract Administrator.

Generating an Invoice Document

General

- **Q: What is the purpose of the Generate Invoice Document function?**
  A: It creates a formatted report of the invoice for review, saving, or sharing. It does not submit the invoice.
- **Q: When can I generate an invoice?**
  A: At two points: before submission (from the Edit TOPS Invoice page) and after submission (from the Invoices tab).
- **Q: Does generating an invoice notify ODOT?**
  A: No. It only creates a copy for your records.

Before Submission

- **Q: Why don't I see the Generate Invoice Document option?**
  A: Confirm the Invoice Amt equals the sum of detail lines, and all required attachments are uploaded.
- Q: Can I make changes after generating?
  A: Yes, but you must regenerate a new version to reflect updates.

After Submission

- **Q: Where do I find a submitted invoice to generate again?**
  A: In the Invoices tab, under the Listing of All Invoices grid.
- **Q: Does the generated document look the same as the one ODOT reviewers see?**
  A: Yes. It includes header details, line items, and approval information.

Viewing Invoices Status and Details

Status

- **Q: What do the invoice status stages mean?**
  A: Entry = draft invoice (editable), Submitted = sent to ODOT, In Process = under review, Approved = authorized for payment, Paid = payment issued.
- **Q: Why do some fields show a dash (–)?**
  A: The event occurred but no entry was recorded. Blank fields mean the event has not yet occurred.

Approvals

- **Q: How can I confirm who approved my invoice?**
  A: Check the Approved For Payment By field in the summary or the Approvals section of the detail grid.
- **Q: Where can I see if part of my invoice was rejected?**
  A: In the detail grid, review Amount Disallowed and Reason for Disallow.

Invoice Details

- **Q: What's the difference between the summary and the Invoice Detail Lines grid?**
  A: The summary shows header-level information; the grid provides line-level billing, service, vendor, and approval history.

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Viewing Invoice Payment Status

Status & Timing

- **Q: My invoice shows Approved but not Paid—what does that mean?**
  A: Approval is complete, but ODOT has not yet issued payment.
- **Q: How can I tell when a payment was made?**
  A: The Date Paid field displays once ODOT issues payment.
- **Q: What does Payment Id represent?**
  A: A confirmation number assigned to the payment, when available.

Approvals

- **Q: Who approved my invoice for payment?**
  A: Check Approved For Payment By in the summary.
- **Q: Can multiple people approve different parts of an invoice?**
  A: Yes. Approval can occur at both the invoice and line-item levels.

Invoice Detail Lines

- **Q: Why is my paid amount less than the invoice total?**
  A: Part of the invoice was disallowed—see Amount Disallowed and Reason for Disallow in the detail lines.
- **Q: Can I view which vendor or Subconsultant was paid?**
  A: Yes, the Vendor Doing Work and Invoice Line Amount fields show who was billed and how much.

Prime Payments to Subconsultants Page Overview

Status & Timing

- **Q: What does "Paid Promptly" mean?**
  A: The subcontractor was paid within the 15-day requirement.
- **Q: What does "Failed" mean?**
  A: The subcontractor was not paid within the 15-day requirement.

Documentation & Tracking

- **Q: Can primes update payment information after submission?**
  A: Yes. The Prime Updated Date, Updated By, and Updated By Username fields show who last made updates.
- **Q: Can subcontractors verify their payments?**
  A: Yes. The system allows subcontractors to confirm payment records entered by the prime.
- **Q: What does the Notify Email Sent Date mean?**
  A: It shows when an automated email was sent confirming payment status.

Create a Prime Detail Payment to Subconsultant Verification

Payment Entry

- **Q: What fields must I enter for subcontractor payments?**
  A: Payment date, payment amount, and optional comments.
- **Q: What is the ODOT Comment field for?**
  A: It is reserved for notes entered by ODOT staff.

Attachments

- **Q: Why won't my file upload?**
  A: File names with commas may block upload. Rename the file and try again.
- **Q: Can I update an attachment later?**
  A: Yes. Use Edit in the attachments section.

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Saving & Confirmation

- **Q: What happens if I forget to click Apply Changes?**
  A: Your updates will not be saved, and the subcontractor will not see the payment.
- **Q: How can I confirm the payment was saved?**
  A: After saving, the entry appears in the grid.

Subconsultants Payment Records Page Overview

Access & Navigation

- **Q: Why don't I see the Subconsultants Payment Records option?**
  A: You must be set up as a Subcon Payment Entry User by your Primary Organization Profile Manager.
- **Q: What is the purpose of this page?**
  A: To allow subcontractors to verify payment details and confirm they were paid by the prime within 15 days.

Payment Verification

- **Q: What information can I verify on this page?**
  A: Invoice details, approval dates, payment amounts, and the date you received funds.
- **Q: How do I record the date I was paid?**
  A: Use Edit in the grid to open the entry form and enter your payment date.
- **Q: What does "Amt Received by Sub" mean?**
  A: The dollar amount you (the subcontractor) actually received.

Notifications

- **Q: What does "Notify Email Sent Date" mean?**
  A: The date the system sent you a TOPS Subconsultant Prompt Payment email confirming payment entry.
- **Q: I didn't receive the email but see a date — why?**
  A: Check your spam/junk folder. If still missing, confirm your organization's email setup with the Primary Organization Profile Manager.

Create a Subconsultant Detail Payment Verification

Access & Purpose

- **Q: Why don't I see the Subconsultant Detail Payment Verification option?**
  A: You must be set up as a Subcon Payment Entry User by your Primary Organization Profile Manager.
- **Q: What is this page used for?**
  A: To confirm payment received from the prime consultant and maintain compliance with the 15-day payment rule.

Data Entry

- **Q: What does "Amt Received by Sub" mean?**
  A: It is the actual dollar amount you received from the prime consultant.
- **Q: Do I have to add attachments?**
  A: Supporting documents are optional unless specifically requested by ODOT.
- **Q: Can I change information after saving?**
  A: Yes. Click Edit on the grid to update the record.

Notifications

- **Q: I didn't get the notification email — what do I do?**
  A: Check your spam/junk folder. If still missing, confirm your organization's email setup with the Primary Organization Profile Manager.

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- **Q: What does "Notify Email Sent Date" mean?**
  A: The system sent you a TOPS Subconsultant Prompt Payment email confirming the payment record entry.

List My Purchase Orders Page Overview

General Access

- **Q: What purchase orders appear on this page?**
  A: All purchase orders are tied to the organization, with details such as ID, vendor, budget, and status.
- **Q: Can I edit purchase order details here?**
  A: No. This page is read-only. Purchase orders are maintained by ODOT.

Filters & Defaults

- **Q: How do I reset the filters?**
  A: Use the Actions menu and select Reset.

Status Codes

- **Q: What does PO Status show?**
  A: The overall stage of the PO (for example: Active, Closed, Dispatched, Pending Approval).

Detail Hourly Rates Page Overview

General Access

- **Q: What does the Detail Hourly Rates page show?**
  A: All personnel, travel, and miscellaneous cost line items tied to a selected EC ID/Contract ID.
- **Q: Can I edit hourly rate records here?**
  A: No, this page is read-only. Records come directly from invoices.

Personnel Costs

- **Q: What does Total HR Cost mean?**
  A: The total hourly cost calculated as hours worked × hourly rate.

Travel Costs

- **Q: What costs are included in Travel Costs?**
  A: Mileage, per diem, lodging, and incidental expenses.

Miscellaneous Costs

- **Q: What types of costs show in Miscellaneous Costs?**
  A: Airfare and other approved miscellaneous expenses.

View Performance Evaluations Page Overview

General Access

- **Q: Who enters performance evaluations?**
  A: ODOT staff enter and maintain all evaluation records.
- **Q: Can consultants change evaluation scores or factors?**
  A: No. Evaluations are read-only in TOPS. Consultants may only add comments.

Comments

- **Q: Where do comments appear after I add them?**
  A: Below the evaluation details on the List Performance Evaluation Details page.

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- **Q: Can I edit a comment once it's created?**
  A: Yes, click the Edit icon next to the comment to make changes.

Evaluation Content

- **Q: What are Evaluation Factors?**
  A: Categories ODOT are used to measure consultant performance (e.g., timeliness, quality of work).
- **Q: What is the Overall Rating?**
  A: A summary score based on all evaluation factors.

View Hourly Rate Review Page Overview

General Access

- **Q: What does TOPS No mean?**
  A: It is the EC ID/Contract ID for the selected contract.
- **Q: Can I edit or update rates on this page?**
  A: No. Hourly rates are uploaded and maintained by ODOT.

Data References

- **Q: What does Personnel Category mean?**
  A: It represents the labor role or classification tied to the rate (e.g., Engineer, Technician).
- **Q: Why are Effective Dates important?**
  A: They define when a rate becomes valid and ensure billing matches approved timelines.

Validation

- **Q: How are these rates used in TOPS?**
  A: They validate invoice entries to confirm billing aligns with approved contract rates.

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