TOPS CONSULTANT USER GUIDE

USER GUIDES PURPOSE

This guide is for consultant companies and staff who are new to TOPS. It provides step-by-step instructions for setup, navigation, Letter of Interest (LOI) submissions, invoices, and other key tasks so users can confidently work in TOPS and collaborate effectively with ODOT.

PREREQUISITES

- **PDF Reader** – To open and view solicitation documents.
- **TOPS User Account** – Organization registration and user setup are required.
- **Permissions** – The public can view current and future solicitations. All other functions require TOPS access.

RELATED INFORMATION

- District Contract Administrator – Help with accounts, permissions, or technical issues.
- TOP Consultant Quick Step Guide – Streamlined reference of the key steps used to complete a process.
- TOP Consultant Frequently Asked Questions – Reference of common questions with clear, straightforward answers.
- TOP Consultant Troubleshooting Guide – Reference of common issues with step-by-step solutions to resolve them.

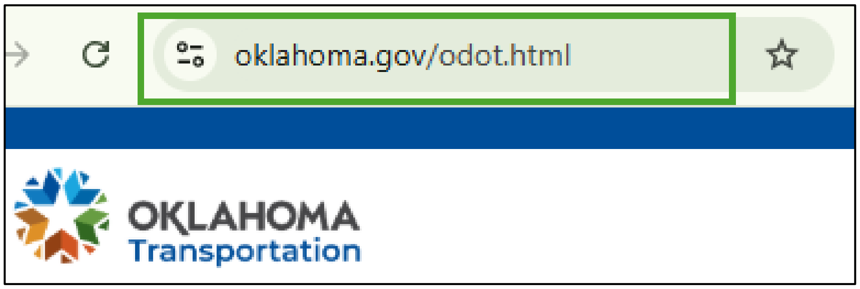
TOPS CONSULTANT USER GUIDE

TABLE OF CONTENT – Hold **Ctrl** and click any section title to jump directly to that section.

Accessing TOPS

TOPS portal is the system consultants use to register, submit solicitations and manage invoices with the Oklahoma Department of Transportation (ODOT). From the ODOT home page, use the steps below to log in to the portal.

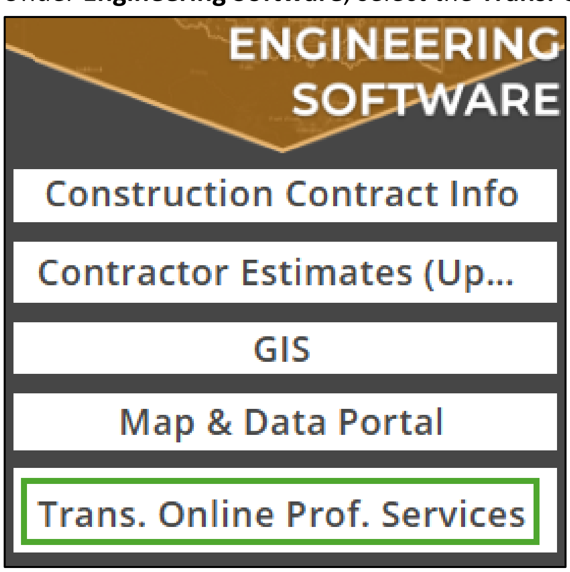
1. Open your browser and go to the **ODOT Homepage** https://oklahoma.gov/odot.html.



2. On the top navigation bar and select **Business Center**.

3. On the **Business Center** page, scroll down to the **Engineering & Software** section.

4. Under **Engineering Software**, select the **Trans. Online Prof. Services.**

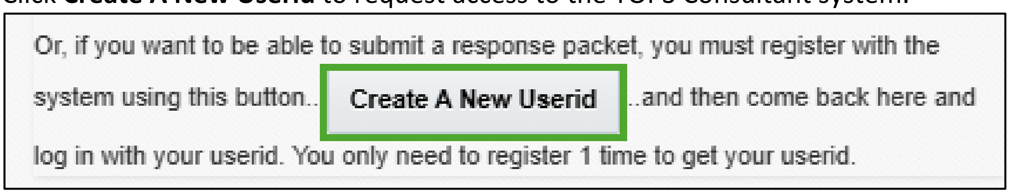


↑ Back to Table of Content

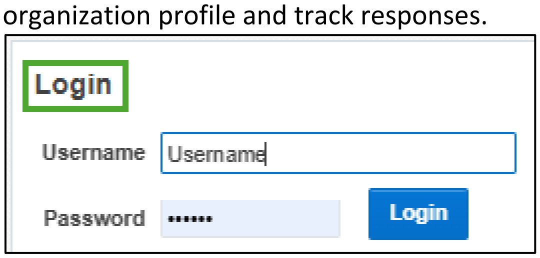
5. After choosing **Trans. Online Prof. Services**, you are routed to the **TOPS Portal Login** page**.**

6. From the **TOPS Login** page, you can:
   a. Click **View Solicitations** to enter as a **Public User (no login)** and view open solicitations or download packets.

   b. Click **Create A New Userid** to request access to the TOPS Consultant system.



   c. **Login** with a registered Username and password to upload Letters of Interest (LOIs), manage your organization profile and track responses.



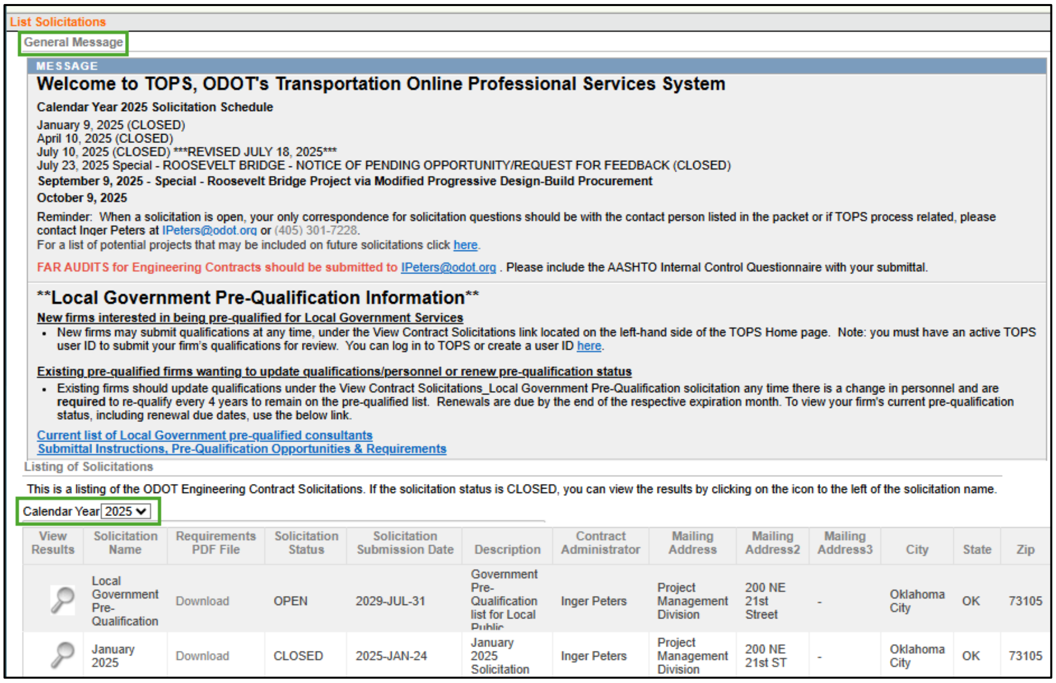
View Solicitations (Read Only)

The **View Solicitations** process is used to browse Engineering Contract opportunities without logging into TOPS. It provides read-only access to review details but does not allow submitting information.

7. On the **TOPS Login** page, click **View Solicitations** to browse Engineering Contract solicitations.

↑ Back to Table of Content

8. On the **List Solicitations** page, users can review any **General Messages** posted by ODOT and use the **Year** drop-down menu to filter available solicitations.
   a. This allows users to view opportunities and details before deciding to register for a TOPS account.



List Solicitations

General Message

MESSAGE

Welcome to TOPS, ODOT's Transportation Online Professional Services System

Calendar Year 2025 Solicitation Schedule

January 9, 2025 (CLOSED)
April 10, 2025 (CLOSED)
July 10, 2025 (CLOSED) ***REVISED JULY 18, 2025***
July 23, 2025 Special - ROOSEVELT BRIDGE - NOTICE OF PENDING OPPORTUNITY/REQUEST FOR FEEDBACK (CLOSED)
September 9, 2025 - Special - Roosevelt Bridge Project via Modified Progressive Design-Build Procurement
October 9, 2025

Reminder: When a solicitation is open, your only correspondence for solicitation questions should be with the contact person listed in the packet or if TOPS process related, please contact Inger Peters at IPeters@odot.org or (405) 301-7228.
For a list of potential projects that may be included on future solicitations click here.

FAR AUDITS for Engineering Contracts should be submitted to IPeters@odot.org . Please include the AASHTO Internal Control Questionnaire with your submittal.

****Local Government Pre-Qualification Information****

New firms interested in being pre-qualified for Local Government Services
- New firms may submit qualifications at any time, under the View Contract Solicitations link located on the left-hand side of the TOPS Home page. Note: you must have an active TOPS user ID to submit your firm's qualifications for review. You can log in to TOPS or create a user ID here.

Existing pre-qualified firms wanting to update qualifications/personnel or renew pre-qualification status
- Existing firms should update qualifications under the View Contract Solicitations_Local Government Pre-Qualification solicitation any time there is a change in personnel and are **required** to re-qualify every 4 years to remain on the pre-qualified list. Renewals are due by the end of the respective expiration month. To view your firm's current pre-qualification status, including renewal due dates, use the below link.

Current list of Local Government pre-qualified consultants
Submittal Instructions, Pre-Qualification Opportunities & Requirements

Listing of Solicitations

This is a listing of the ODOT Engineering Contract Solicitations. If the solicitation status is CLOSED, you can view the results by clicking on the icon to the left of the solicitation name.

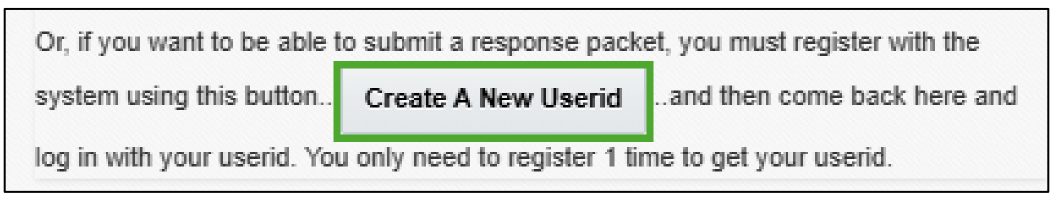
Calendar Year 2025

View Results	Solicitation Name	Requirements PDF File	Solicitation Status	Solicitation Submission Date	Description	Contract Administrator	Mailing Address	Mailing Address2	Mailing Address3	City	State	Zip
	Local Government Pre-Qualification	Download	OPEN	2029-JUL-31	Government Pre-Qualification list for Local Public	Inger Peters	Project Management Division	200 NE 21st Street	-	Oklahoma City	OK	73105
	January 2025	Download	CLOSED	2025-JAN-24	January 2025 Solicitation	Inger Peters	Project Management Division	200 NE 21st ST	-	Oklahoma City	OK	73105

Creating a User ID

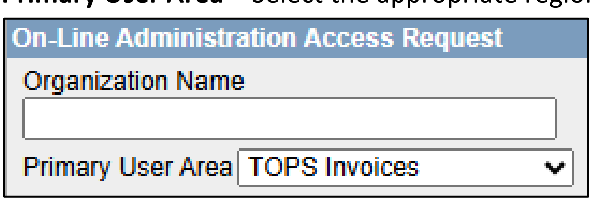
The **Creating a User ID** process is used to establish secure system access for consultants and enable password management within TOPS.

9. On the **TOPS Login** page, click **Create a New Userid.**



Or, if you want to be able to submit a response packet, you must register with the system using this button.. Create A New Userid ..and then come back here and log in with your userid. You only need to register 1 time to get your userid.

10. The **On-Line Administration Access Request** form displays. Complete all required fields, then click **Submit**.
    a. **Organization Name** – Enter your organization's legal name.
    Note: *Enter the Organization Name exactly as registered. Variations (e.g., ABC Consulting vs. ABC Consulting, Inc.) create separate companies and prevent users from linking correctly.*
    b. **Primary User Area** – Select the appropriate region from the drop-down list.

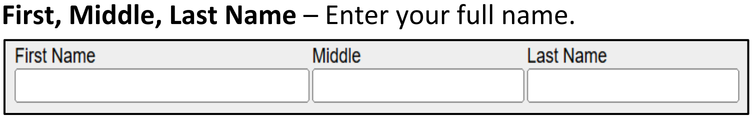


On-Line Administration Access Request

Organization Name

Primary User Area TOPS Invoices

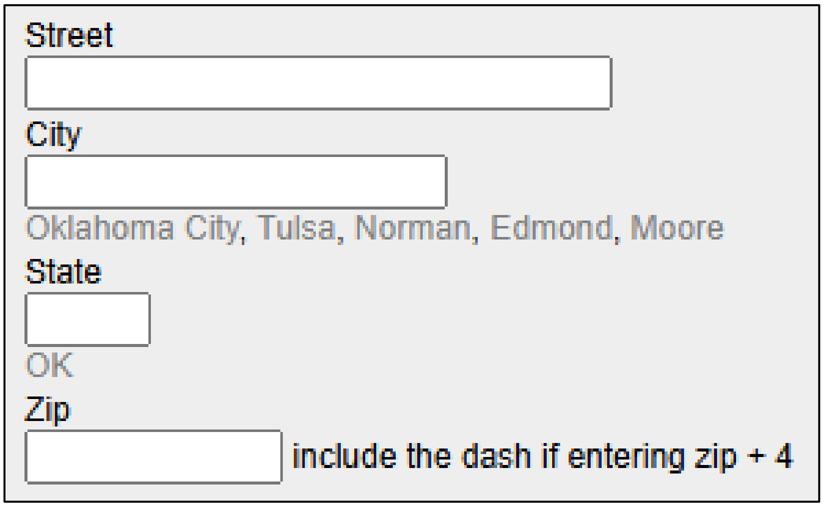
    c. **First, Middle, Last Name** – Enter your full name.



First Name Middle Last Name

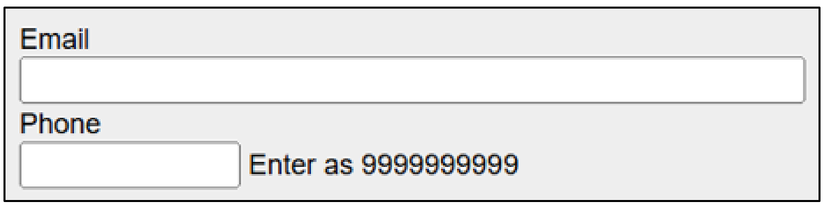
↑ Back to Table of Content

d. **Street, City, State, Zip** – Enter your organization's physical address.



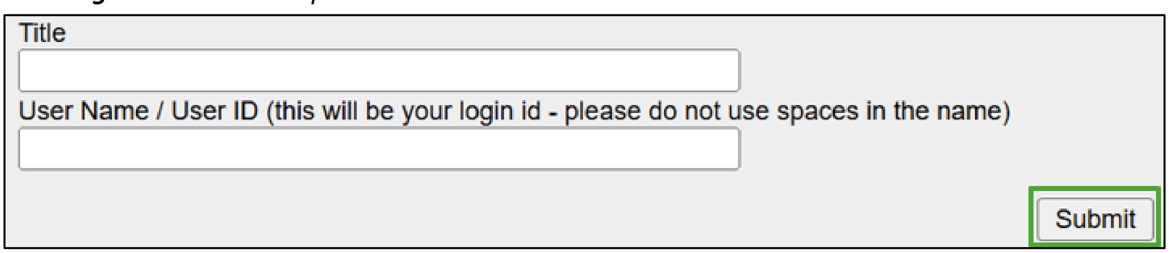
e. **Email address** – Enter your business email address.

f. **Phone** – Provide a direct contact number in the format 9999999999.



g. **Title** –Enter your job title.

h. **User Name / User ID** – Create your desired login ID.
Warning: *Do not include spaces in the User ID.*



Managing Your Password

The **Managing Your Password** process is used to retrieve a temporary password, create a permanent one, and reset credentials when necessary. This step secures consultant accounts and ensures continued access to the system.

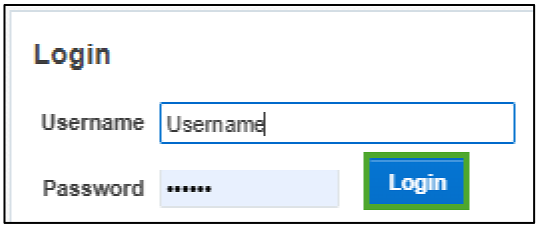
Temporary Password Retrieval

The **Temporary Password Retrieval** process is used to obtain a system-generated password that enables first-time access to TOPS and supports resetting credentials when needed.

11. After registration is submitted, the system generates a **temporary password** and sends it to the email address entered.
    a. You will use this temporary password the first time you log in.
    Note: *It may take 24-48 hours for ODOT to set up the Organization or User.*

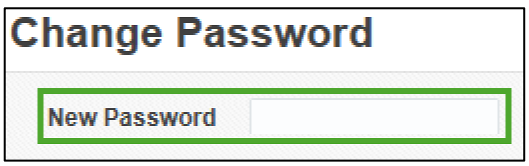
↑ Back to Table of Content

12. Log in with your temporary password.
    a. Go to the **TOPS Login** page.
    b. Enter your User ID into Username box.
    c. In the password box, enter the temporary password provided in the registration email.
    d. Click **Login**.

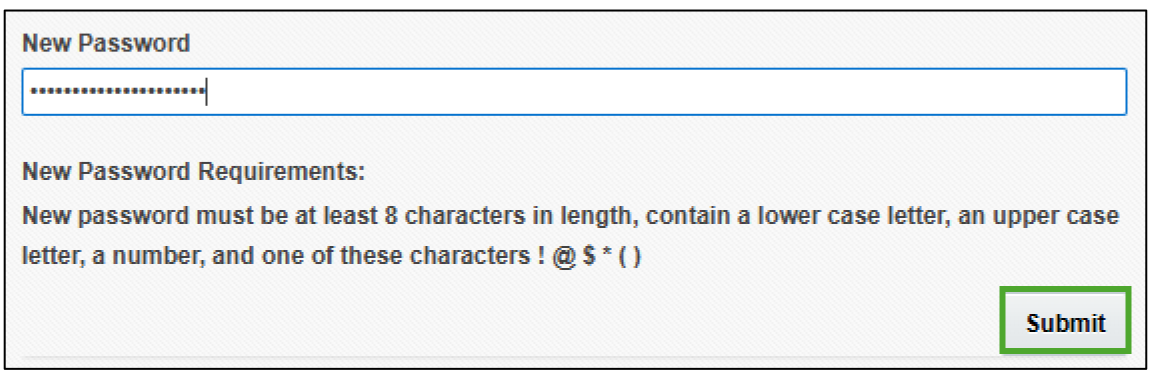


13. After logging in successfully, on the **Solicitation Home** page, locate and click the **Change Password** button.

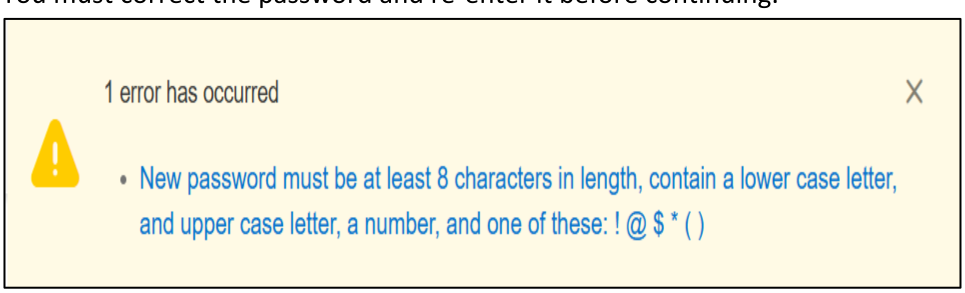
14. Enter your **New Password**.



15. Click **Submit**.



16. If the new password does not meet the listed requirements, the system displays an error message.
    a. You must correct the password and re-enter it before continuing.



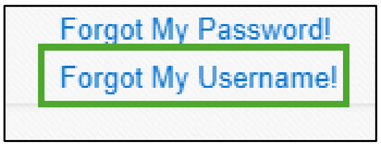
↑ Back to Table of Content

Resetting or Changing Passwords

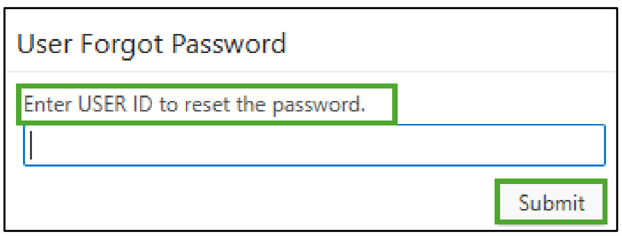
The **Resetting or Changing Passwords** process is used to update login credentials when a user forgets their password or needs to replace an existing one, ensuring secure and continuous access to TOPS.

17. On the **TOPS Login Page**, click the **Forgot My Password!** link located below the login fields.
    a. This link is used when a user has forgotten their current password and cannot access the system.

    b. Click **Forgot My Username**! Enter your **email address**, and click **Send Me My User ID**.



    c. Enter your **User ID** in the required field and click **Submit.**
        i. After submission, the system will send a password reset email to the user's registered email address.
        ii. This email includes your **username** and a **temporary password** that can be used to log in.



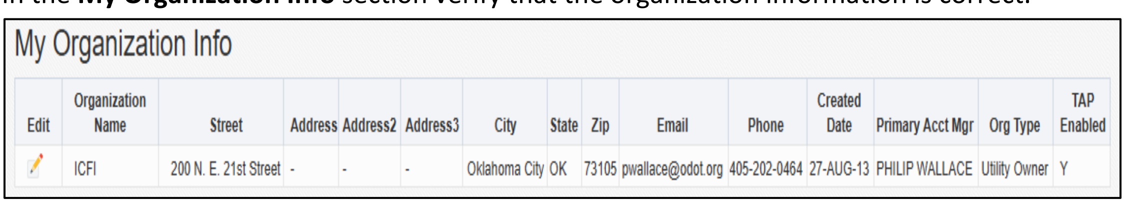
Tip: *Update your password every 90 days to avoid system lockouts and ensure uninterrupted.*

First-Time Setup

The **First-Time Setup** section is used by the Primary Organization Profile Manager to set up the organization's TOPS account and prepare it for consultant activity. This setup includes verifying the organization profile, assigning a Primary Organization Profile Manager, adding and authorizing additional users, managing permissions, and updating the Primary Organization Profile Manager when needed.

Warning: *If organizational details are outdated, solicitations and invoices may be delayed or rejected.*

18. From the TOPS **Solicitation Home** page, scroll down to the **My Organization Info** section to review your organization's information. Primary Organization Profile Manager must complete the initial setup for the organization.
    a. In the **My Organization Info** section verify that the organization information is correct.

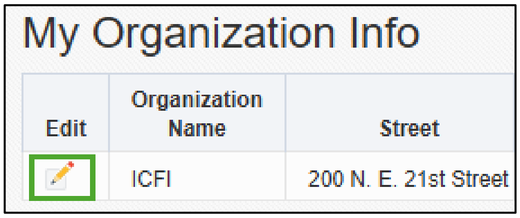


My Organization Info

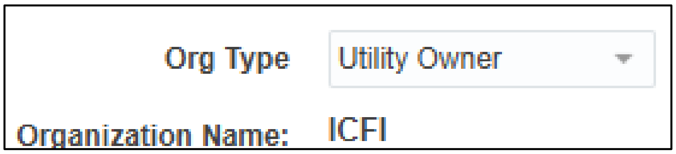
Edit	Organization Name	Street	Address	Address2	Address3	City	State	Zip	Email	Phone	Created Date	Primary Acct Mgr	Org Type	TAP Enabled
	ICFI	200 N. E. 21st Street	-	-	-	Oklahoma City	OK	73105	pwallace@odot.org	405-202-0464	27-AUG-13	PHILIP WALLACE	Utility Owner	Y

↑ Back to Table of Content

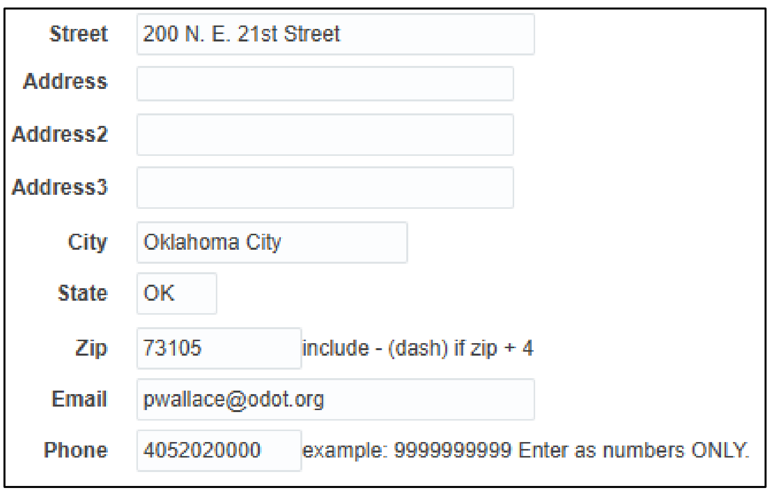
19. To make updates, select **Edit**.



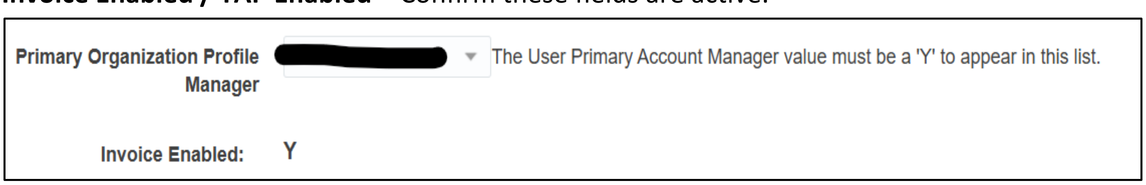
20. **The Edit My Organization Info** page displays. Review and, if needed, update the following fields:
    a. **Org Type** – Confirm correct classification.
    b. **Organization Name** –Must match the organization name provided in your registration confirmation email.



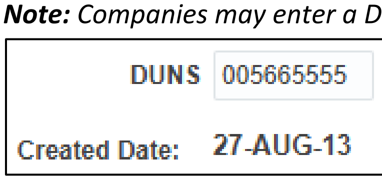
    c. **Street, City, State, Zip** – Confirm and update if changes have occurred.
    d. **Email** – Ensure the organization contact email is valid.
    e. **Phone** – Enter a valid contact number (digits only).



    f. **Primary Organization Profile Manager** – Provides a list of the Primary Account Managers. ***Note**: The user Primary Account Manager value must be a 'Y' to appear on this list.*
    g. **Invoice Enabled / TAP Enabled** – Confirm these fields are active.



    h. **DUNS** – Data Universal Numbering System issued by Dun & Bradstreet.
    i. **Created Date** – The date the user id was created. ***Note:** Companies may enter a DUNS, but it is not currently required by ODOT.*



↑ Back to Table of Content

21. Click **Apply Changes** to confirm updates.

Created Date
27-AUG-13

Cancel | Apply Changes

Adding and Authorizing a User

The **Adding and Authorizing a User** process allows the **Primary Organization Profile Manager** to create new user records and authorize them to act on behalf of the organization in TOPS. The first registered user automatically becomes the Primary Organization Profile Manager, responsible for approving users, managing the organization profile, and assigning permissions.

22. From the **Edit My Organization Info**, scroll down to see the **Users who are authorized to act on behalf of My Organization** panel and review user details.
    a. Confirm User ID, name, email and title.

Users who are authorized to act on behalf of My Organization

Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email	Phone
	ICFITEST4	PHILIP	WALLACE	STREET ADDRESS	OKLAHOMA CITY	OK	74123	pwallace@odot.org	123-456-7890

    b. Verify User Status is set to Active.

Primary Account Manager	User Status
Y	ACTIVE
N	ACTIVE

    c. Check whether permissions such as Invoice Entry or TOPS Debrief User are enabled.

Invoice Entry	Created Date	TOPS Debrief User
Y	27-AUG-13	Y
N	18-MAY-15	N
Y	18-MAY-16	N

23. To add a new user:
    a. Instruct the new user to register using **Create A New Userid** on the login page.
    b. After submission and ODOT set up, the user appears in the **Users who registered with my Organization Name but are Not Authorized to act on behalf of My Organization** panel.

Users who registered with my Organization Name but are Not Authorized to act on behalf of My Organization

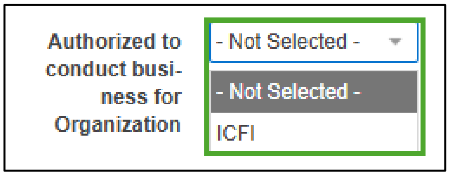
Edit	User Name	First Name	Middle Name	Last Name	Address	City

↑ Back to Table of Content

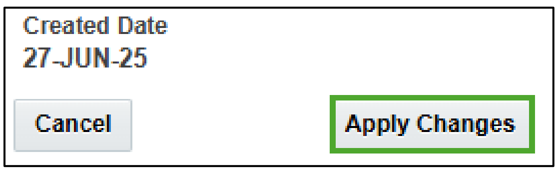
24. Authorizing a user to act on behalf of My Organization:
    a. In the **Users who registered with my Organization Name but are Not Authorized to act on behalf of My Organization** panel, select **Edit** on the user record.

Edit	User Name	First Name	Middle Name	Last Name	Address
	FA_TEST_LOGIN	FRANK	-	ARM	200 NE 21TH

    b. The **Edit Authorized Users** window opens. In the Mark the **Authorized to conduct business for Organization** drop-down select **Organization**.



    c. Click **Apply Changes**



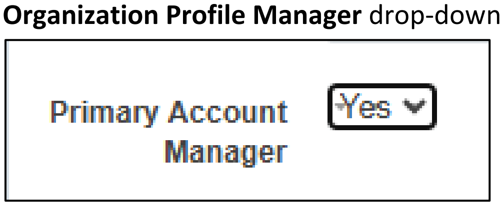
Managing User Permissions

The **Primary Organization Profile Manager** owner will use the **Edit Authorized Users** to edit user roles and access rights, including submitting invoices, accessing task orders, and requesting debriefs.

25. Locate the user record in the **Users who are authorized to act on behalf of My Organization** panel and select **Edit**.

Edit	User Name	First Name	Middle Name	Last Name	Address
	FA_TEST_LOGIN	FRANK	-	ARM	200 NE 21TH

26. The **Edit Authorized Users** page displays, allowing the Primary Organization Profile Manager to review and adjust user permissions.
    a. **Primary Account Manager** – Allows users name to appear in the **Edit My Organization Info**'s **Primary Organization Profile Manager** drop-down list.



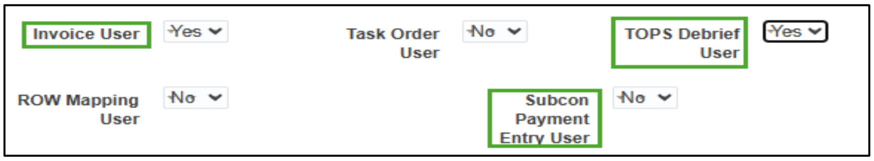
↑ Back to Table of Content

b. **Invoice User** – Allows or prevents access to invoice functions.

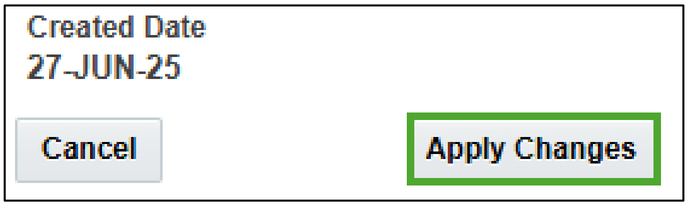
c. **TOPS Debrief User** – Allows or prevents users from scheduling solicitation debriefs.

d. **Subcon Payment Entry User** – Allows or prevents access to subcontractor payment functions.

__Note:__ Task Order User and ROW Mapping Users are not currently supported.



27. Click **Apply Changes**.



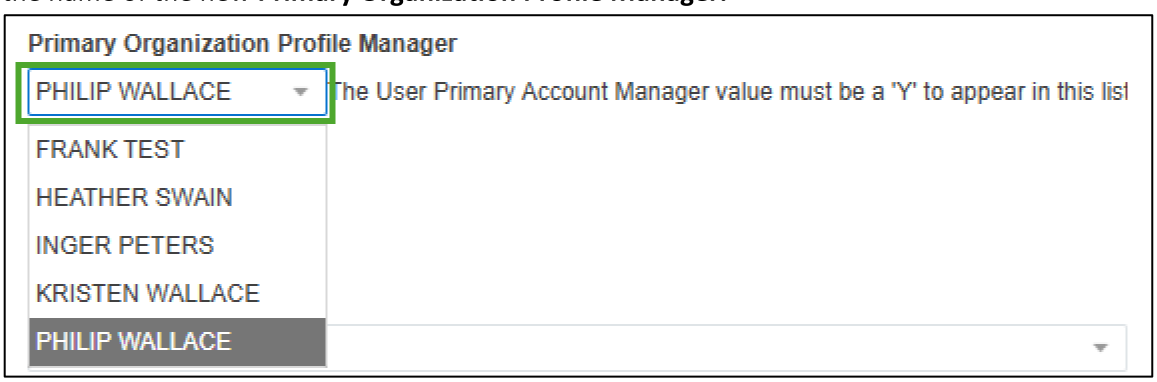
Changing the Primary Organization Profile Manager

Changing the **Primary Organization Profile Manager** process is used when the organization wants to change one of the users current authorized as a **Primary Account Manager** to the **Primary Organization Profile Manager**.

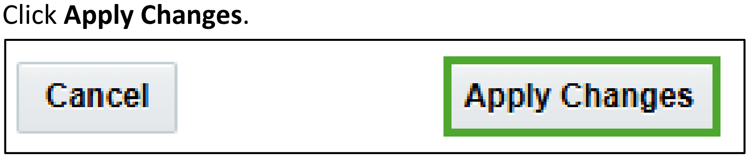
Tip: *For users name to be in the Primary Organization Profile Manager drop-down list, the users Primary Account Manager option must be set as a Yes and authorized to do business on your organizations behave.*

28. From the TOPS **Solicitation Home** page, scroll down to the **My Organization Info** section to review your organization's information.

29. ON the Edit My Organization Info page, in the **Primary Organization Profile Manager** drop-down options select the name of the new **Primary Organization Profile Manager.**



30. Click **Apply Changes**.



↑ Back to Table of Content

Solicitation Home

The **Solicitation Home** section is used to describe the layout of the TOPS home page and the key navigational tools available to users, including the Home Page layout, Navigation Menu, Breadcrumb Trail, System Icons, Filters and Sorting, and Search and Actions options.

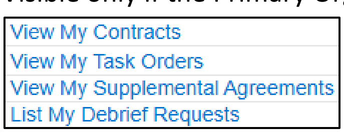
Solicitation Home Page Overview

The **Solicitation Home** provides an overview of the navigation bar, sidebar links, and central section with announcements and resources, along with access to uploaded response packets, organization information, and account records.

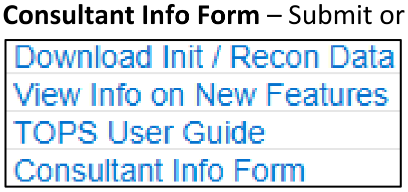
31. On the **Solicitation Home** page, the top navigation bar includes key tabs:
    a. **Solicitation Home** – Returns to the TOPS main page.
    b. **Invoices** – Provides access to create, track, and manage consultant invoices.
    c. **Local Gvt** – Contains resources and pre-qualification details for local government projects.
    d. **Emergency Relief** – Shows opportunities and information related to emergency relief contracts.
    e. **Construction Projects** – Provides access to construction project listings and related details.

32. The left-hand sidebar displays core navigation links including:
    a. **View Contract Solicitations** – Access active and archived solicitations available for response.
    b. **Express Upload** – Quickly submit supporting documents and proposal files for active solicitations.
    c. **View Solicitation Results** – Review outcomes and award details for closed solicitations.

    d. **View My Contracts** – Access all current and past contracts awarded to your organization.
    e. **View My Task Orders** – Access task orders linked to awarded contracts.
    f. **List My Debrief Requests** –View or manage solicitation debrief requests.
        i. Visible only if the Primary Organization Profile Manager has granted permissions.

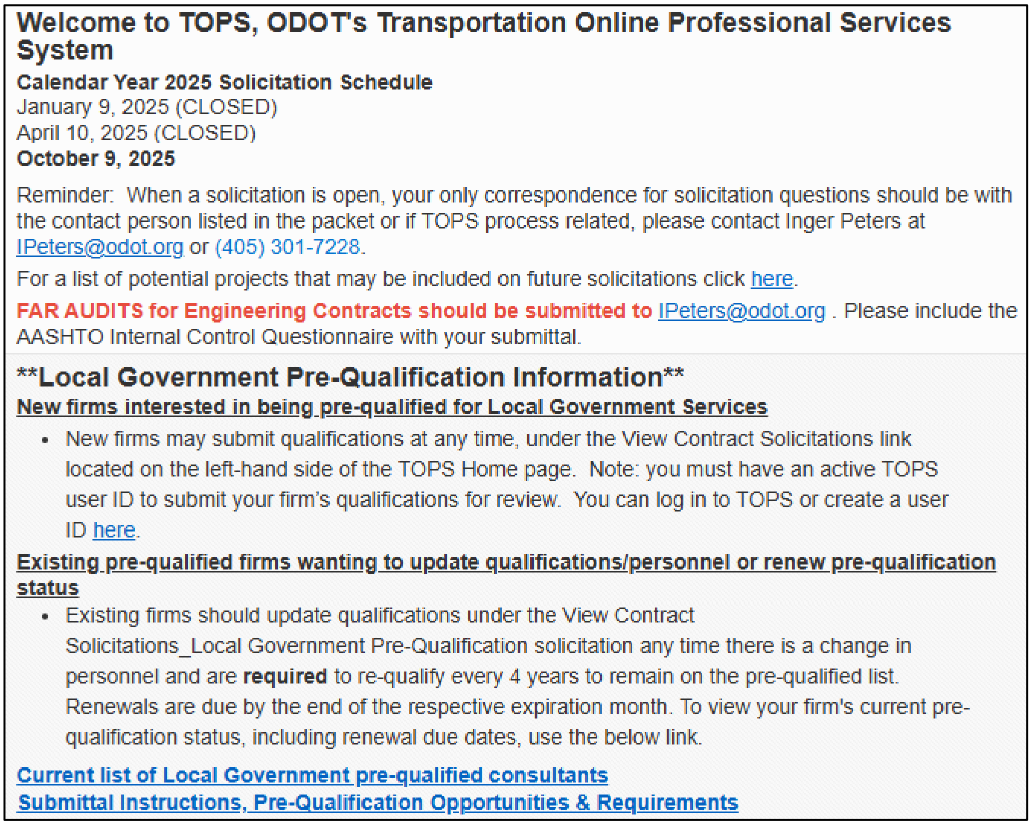


    g. **Download Init / Recon Data** – Retrieve initialization or reconciliation files for internal or financial records.
    h. **View Info on New Features** – Learn about recent system updates and enhancements.
    i. **TOPS User Guide** – Access the complete user guide for detailed instructions and reference.
    j. **Consultant Info Form** – Submit or update consultant information in TOPS.



↑ Back to Table of Content

33. Explore the central section of the **TOPS Solicitation Home Page** to access key announcements, timelines, and resources that keep consultants informed.
    a. **Solicitations Schedule** – Lists anticipated open and close dates for upcoming solicitations.
    b. **Project Notices** – Highlights projects with unique scopes, timelines, or funding sources.
    c. **List of Future Solicitations** – Links to potential project opportunities under consideration.
    d. **Submission Guidance & Contact** – Provides packet preparation instructions and contact information.
    e. **Local Government** – Includes pre-qualification details, renewal deadlines, and related resources.



Welcome to TOPS, ODOT's Transportation Online Professional Services System

Calendar Year 2025 Solicitation Schedule
January 9, 2025 (CLOSED)
April 10, 2025 (CLOSED)
October 9, 2025

Reminder: When a solicitation is open, your only correspondence for solicitation questions should be with the contact person listed in the packet or if TOPS process related, please contact Inger Peters at IPeters@odot.org or (405) 301-7228.

For a list of potential projects that may be included on future solicitations click here.

FAR AUDITS for Engineering Contracts should be submitted to IPeters@odot.org . Please include the AASHTO Internal Control Questionnaire with your submittal.

****Local Government Pre-Qualification Information****

New firms interested in being pre-qualified for Local Government Services

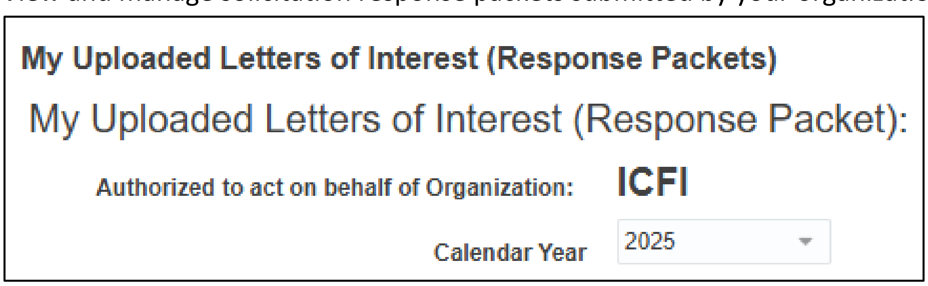
- New firms may submit qualifications at any time, under the View Contract Solicitations link located on the left-hand side of the TOPS Home page. Note: you must have an active TOPS user ID to submit your firm's qualifications for review. You can log in to TOPS or create a user ID here.

Existing pre-qualified firms wanting to update qualifications/personnel or renew pre-qualification status

- Existing firms should update qualifications under the View Contract Solicitations_Local Government Pre-Qualification solicitation any time there is a change in personnel and are **required** to re-qualify every 4 years to remain on the pre-qualified list. Renewals are due by the end of the respective expiration month. To view your firm's current pre-qualification status, including renewal due dates, use the below link.

Current list of Local Government pre-qualified consultants
Submittal Instructions, Pre-Qualification Opportunities & Requirements

34. My Uploaded Letters of Interest (Response Packets)
    a. View and manage solicitation response packets submitted by your organization.



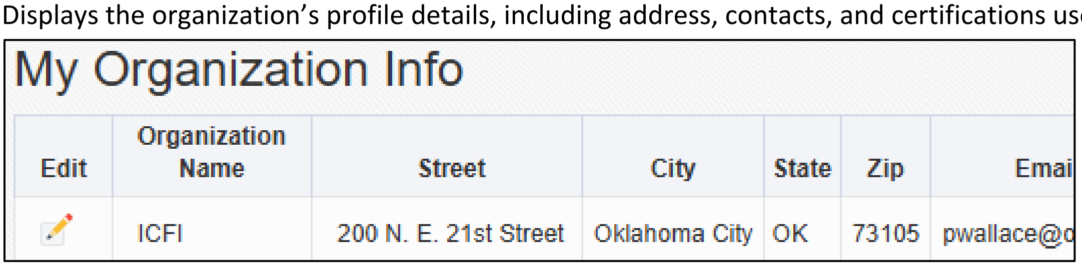
My Uploaded Letters of Interest (Response Packets)

My Uploaded Letters of Interest (Response Packet):

Authorized to act on behalf of Organization: ICFI

Calendar Year 2025

35. My Organization Info
    a. Displays the organization's profile details, including address, contacts, and certifications used in TOPS.

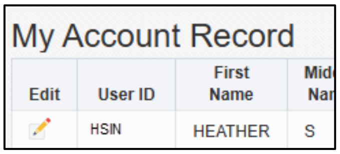


My Organization Info

Edit	Organization Name	Street	City	State	Zip	Emai
	ICFI	200 N. E. 21st Street	Oklahoma City	OK	73105	pwallace@o

↑ Back to Table of Content

36. My Account Record
    a. View and update your individual user information, including contact details and account settings.



Breadcrumb Trail

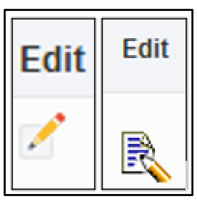
The **Breadcrumb Trail** appears directly below the TOPS logo and provides a clickable pathway showing the user's current location in the system. This navigation aid helps users retrace their steps or quickly return to prior pages.

37. In the example below by clicking **Home** will return the user to the main Sonication Home page.

System Icons

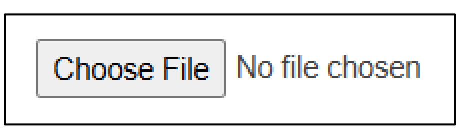
Throughout the TOPS application, users will encounter various system icons used to interact with records or data fields. These icons represent common actions such as editing, viewing, or managing attachments.

38. **Edit icons** - Allows the user to modify an existing record or entry. Clicking this icon opens the editable form.



39. **View/Drill-Down (magnifier or link) -** Opens a detailed view of a specific record, providing additional data or actions tied to the item.

40. **Attachments** - Indicates supporting documents or files are available. Users can upload, view, or download attachments linked to the record.

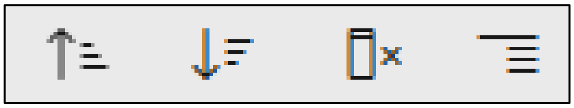


Filters & Sorting Options

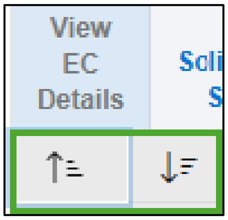
The **Filters & Sorting Options** are used to narrow or reorder data in TOPS grids, helping users quickly locate specific solicitations, invoices, or records.

↑ Back to Table of Content

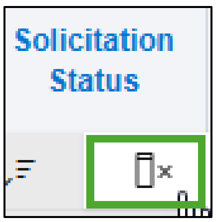
41. In sortable tables, click on any column header to organize the data.



   a. The **Sort Arrows** sort the column in ascending or descending order.
      i. A small arrow icon may indicate the current sort direction.

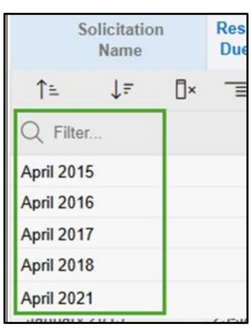


   b. The **Hide** option allows users to **temporarily remove columns** from a list or table view so they can focus only on the fields that matter to them.



   c. The **Control Break** option organizes a table by grouping rows based on a selected column.
      i. This helps quickly review related records together.

42. The **Filter…** allows users to filter the information in column.
   a. Locate the column you want to filter.
   b. Click in the **column header**.
   c. Enter the desired value in the filter field and press **Enter**.
      i. The table will refresh automatically to show only matching results.

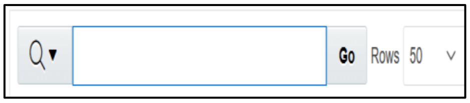


Search and Actions

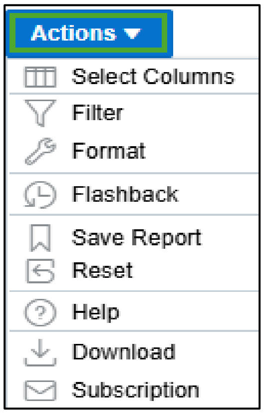
The **Search** bar and **Actions** menu appear at the top of searchable pages throughout the TOPS system, allowing users to quickly filter and manage the information displayed.

↑ Back to Table of Content

43. Use the **Search bar** to filter list results based on keywords or values from visible columns (e.g., Solicitation Name, Contract ID, Vendor Name).
    a. Enter a search term, then click **Go** or press **Enter**.



44. Use the **Actions** drop-down to access options for customizing how list data is displayed.



    a. **Select Columns** – Choose which columns to display or hide in the grid.
    b. **Filter** – Apply conditions to narrow the records shown.
    c. **Rows Per Page** – Adjust the number of rows displayed on each page.
    d. **Format** – Change how grid data is presented (e.g., highlighting, alignment).
    e. **Flashback** – Return to a previously saved report view.
    f. **Save Report** – Save the current view, including applied filters and formatting.
    g. **Reset** – Clear all filters, formatting, and changes, restoring the default view.
    h. **Help** – Open system-provided help resources.
    i. **Download** – Export data in available formats (Excel, PDF, CSV).
    j. **Subscription** – Schedule automated delivery of the report to your email.

Solicitations

The **Solicitations** in TOPS allow consultants to identify, review and respond to open contract opportunities with ODOT. Through this module, users can track solicitation statuses, view associated documents and submit response packets as part of the competitive contracting process.

Understanding EC Numbers/Contract IDs

This section outlines how **Engineering Contract (EC) Numbers**, or **TOPS Contract IDs**, uniquely identify each solicitation. It explains how they are created, linked to solicitations, numbered sequentially, and displayed throughout the system.

45. **EC/TOPS Contract ID Numbers**: Each engineering contract in TOPS is assigned a unique identifier known as the **Engineering Contract (EC) Number.**
    a. Also referred to as the **TOPS Contract ID or Contract ID**.
    b. This number is used to track and manage solicitations and response packets.

46. **Relationship to Solicitations**: Each **TOPS Contract ID** is directly tied to a specific solicitation.
    a. When a new solicitation is created, a corresponding EC number/contract ID is generated.
    b. These numbers help users identify and reference the correct project throughout the submission process.

47. **Numbering Scheme**: The system follows a sequential numbering format.
    a. For example: **EC 2456** is the unique identifier for **Solicitation 100**.
    b. This helps maintain traceability and clarity across project phases.

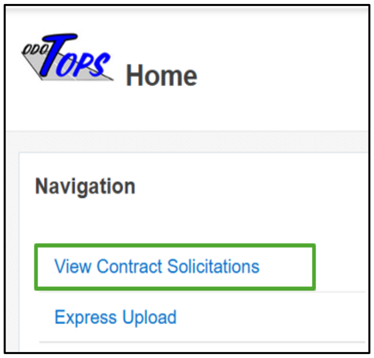
48. **TOPS Contract ID in System**: Within the system interface, EC numbers are labeled as **TOPS Contract ID**.
    a. They appear in various sections including the solicitation list, response packet file names and submission confirmation screens.

↑ Back to Table of Content

View Contract Solicitations

The **View Contract Solicitations** page displays all active and open solicitations currently available in the TOPS system.

49. From the **Solicitations Home** page, locate the **Navigation** panel on the left side. Click **View Contract Solicitations.**



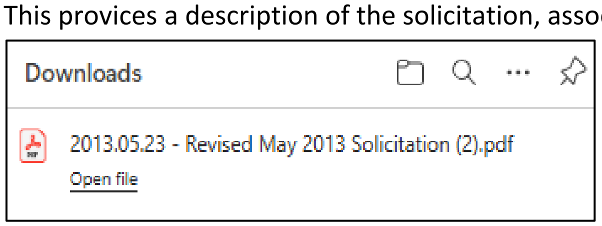
50. The **List All Solicitations** page opens, displaying open and closed solicitations with options to view details and download documents for response preparation.
    a. **EC Details** – View details for the associated EC/Contract ID on open solicitations.
    b. **Solicitation Status** – Indicates whether the solicitation is currently open or closed.
    c. **Solicitation Name** – Title of the project or request for services.

View EC Details	Solicitation Status	Solicitation Name
	OPEN	Local Government Pre-Qualification

    d. **Download Requirements Packet** – Link to download all documents needed to prepare and submit a response.
    e. **Solicitation Response Due date** – Deadline to submit a response packet.
    f. **Description** – Summary outlining the purpose or scope of the solicitation.

Download Requirements Packet	Solicitation Response Due Date	Description
Download	31-JUL-29	Request consideration to be added to a Local Government Pre-Qualification list for Local Public Agencies to select from for interviews.

51. Click the **Download** link in the **Download Requirements Packet** column to download a PDF with detailed solicitation information.
    a. The file saves to your default **Downloads** folder.
        i. This provices a description of the solicitation, associated ECs, and key submission instructions.



↑ Back to Table of Content

52. Click the **View EC Details** icon to display all Engineering Contracts under this solicitation.

Listing of Available Solicitations

View EC Details	Solicitation Status	Solicitation Name	Download Requiremen Packet
	OPEN	Local Government Pre-Qualification	Download

a. The **List Solicitation with Contract Info** page opens, displaying the solicitation name, status, description, and due date.

b. Below this, the **list Engineering Contracts** section will populate with related ECs.

List Solicitation with Contract Info

Solicitation Name: Local Government Pre-

Description: Request consideration a Local Government Pr list for Local Public Ag from for interviews.

Return

List Engineering Contracts

	Solicitation Name	TOPS Contract ID
	Local Government Pre-Qualification	LG-0001

View Solicitation with Contract Info

The **List Solicitation with Contract Info** displays detailed information for a selected solicitation. It helps users confirm the opportunity details before preparing a response.

53. On the **List All Solicitations** page, click **View EC Details** to open the **List Solicitation with Contract Info** page.

a. The top section displays the solicitation summary, including the **Solicitation Name**, **Due Date**, **Status**, and **Description**.

List Solicitation with Contract Info

Solicitation Name: Local Government Pre-Qualification

Solicitation Submission Due Date: 31-JUL-29

Description: Request consideration to be added to a Local Government Pre-Qualification list for Local Public Agencies to select from for interviews.

Solicitation Status: OPEN

54. Below this, the **List Engineering Contracts** section populates with all the ECs associated with that solicitation.

a. Each EC entry includes: **TOPS Contract ID, Work Type Description, Division, County, DBE Goal** and other details.

b. When you click on edit **icon** of individual EC entry, the **View Contract Requirements** page opens.

List Engineering Contracts

	Solicitation Name	TOPS Contract ID	Services Description	Work Type Description	No of Anticipated Contracts	Division	DBE Goal	County Name	Contract Type	Requirements Desc
	September 2025	2555	Modified Progressive Design Build - Roosevelt Memorial Bridge	Bridge & Approaches	3	2	N/A	Bryan, Marshall	Project Specific	SPECIAL NOTICE: In accordance with recentupdatedguidance from USDOT r the Disadvantaged Business Enterprise Program, this contracting op...

Back to Table of Content

View Contract Requirements

The **View Contract Requirements** age displays solicitation details such as scope, work type, DBE goals, and contract type. Consultants can review requirements and download any supporting documents before submitting a response.

55. On the **View Contract Requirements** page, review the solicitation details to understand the scope and expectations.
    a. Review this section thoroughly before preparing or submitting their response. Fields include:
        i. **Contact Person** – Name of the ODOT contact for this solicitation.
        ii. **Phone** – Contact person's phone number.

Contact Person	Phone
Hunter Mack	405-999-0000

        iii. **Job Pieces** – Reference number(s) assigned to the project.
        iv. **Recon Data** – Link to project reconnaissance documentation (if provided).
        v. **Initiation Doc** – Link to project initiation documentation (if provided).
        vi. **Job Piece Desc1** – Description of the job piece or project segment.

Job Piece	Recon Data	Initiation Docs	Job Piece Desc1
3387304			US-70: OVER LAKE TEXOMA

        vii. **Solicitation Name** – Title of the solicitation issued by ODOT.
        viii. **TOPS Contract ID** – Unique identifier assigned in TOPS.
        ix. **Services Description** – Summary of services requested.
        x. **Work Type Description** – Classification of the work to be performed.

View Contract Requirements

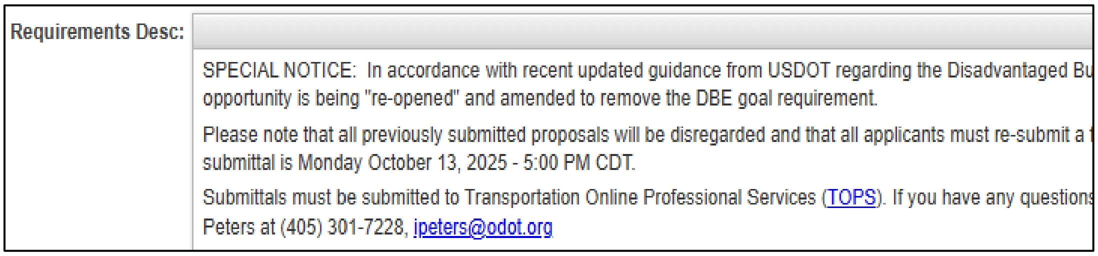
Solicitation Name:	September 2025
TOPS Contract ID:	2555
Services Description:	Modified Progressive Design Build -
Work Type Description:	Bridge & Approaches

        xi. **# Anticipated Contracts** – Expected number of contracts to be awarded.
        xii. **Division** – ODOT division responsible for the solicitation.
        xiii. **County** – County or location where services will be performed.
        xiv. **DBE Goal %** – Disadvantaged Business Enterprise participation percentage target.
        xv. **Contract Type** – Type of contract (e.g., EC, RW) issued.

# Anticipated Contracts:	3
Division:	2
County Name:	Bryan, Marshall
DBE Goal %:	N/A
Contract Type:	Project Specific

↑ Back to Table of Content

xvi. **Requirement Desc** – Displays important solicitation notices or instructions, including updates, amendments, and special submission requirements.



b. Click the **Recon Data** or **Initiation Doc** icon to download available ZIP files containing supporting documents that help assess project qualifications.
Note: *Not all solicitations include this content. If a link opens a "Page Not Found," no Recon files are available for that project.*
   i. The **download** begins automatically once the icon is clicked.
   ii. Extract ZIP files before opening.
   Tip*: If a file fails to download, try another browser (e.g., Chrome or Edge), as large file sizes may cause timeouts.*

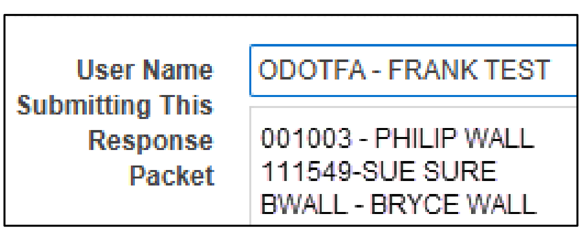
56. When ready to proceed, click the **Submit My Response Packet** button in the top left corner of the screen to begin the submission process.

Solicitation Response Packets

The **Solicitation Response Packets** process allows consultants to upload, edit, and manage their official response files for each solicitation.

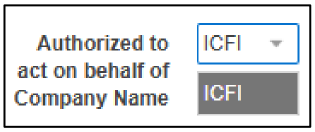
57. On the **View Contract Requirements** screen, click **Submit My Response Packet**, the **Edit My Solicitation Response Record** screen opens.

58. In the **Manage My Solicitation Response Record** section, complete the following fields to submit your response packet:
    a. **User Name Submitting This Response Packet** – Defaults to the logged-in user; select another name if needed.



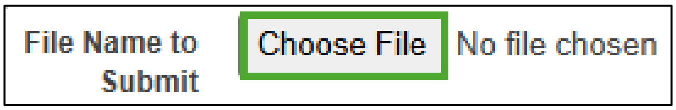
↑ Back to Table of Content

b. **Authorized to Act on Behalf of Company Name** – Select the organization you represent from the drop-down list.



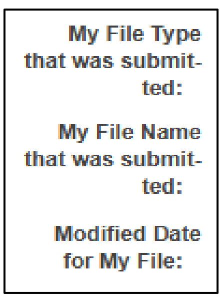
c. **Solicitation Name and EC Number** – Choose the applicable solicitation and EC number/Contract ID.

d. Click **Choose File**, select your file, and click **Open**.

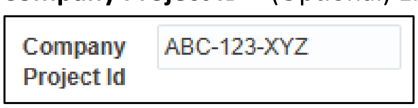


Note: *Only one attachment is allowed. Combine multiple files into a single PDF before uploading.*

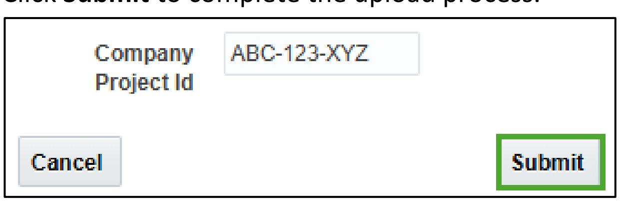
e. **My File Type That Was Submitted** – Displays the uploaded file type.
f. **My File Name That Was Submitted** – Displays the uploaded file name.
g. **Modified Date for My File** – Shows the last updated date of the uploaded file.



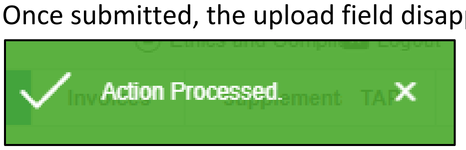
h. **Company Project ID** – (Optional) Enter your organization's internal project or tracking number.



59. Click **Submit** to complete the upload process.



60. After submitting, you'll return to this page, and a green **Action Processed** message will appear in the top-right corner confirming your submission.
    a. Once submitted, the upload field disappears and is replaced with a **timestamp link**.

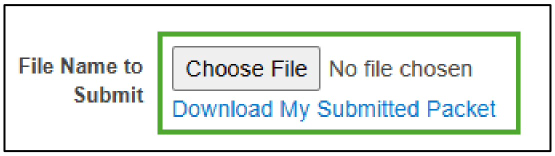


↑ Back to Table of Content

61. To edit, click the **timestamp link** to reopen the **Edit My Solicitation Response Record**.

a. Click **Download My Submitted Packet** to view the existing file.

b. Click **Choose File** to delete the existing file and upload a new one.



Warning: *If a new packet is not uploaded before the deadline, the system will not accept submission.*

c. Click **Delete** to remove complete entry.

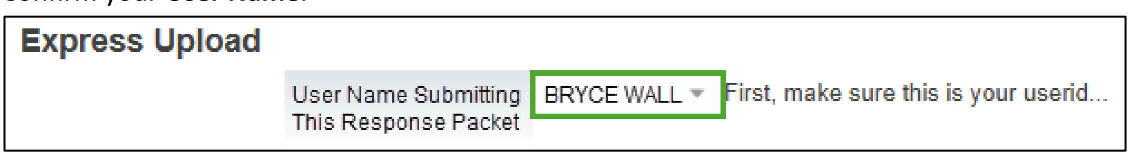
Express Upload

The **Express Upload** feature provides a faster way to upload your response files once you are familiar with the process.

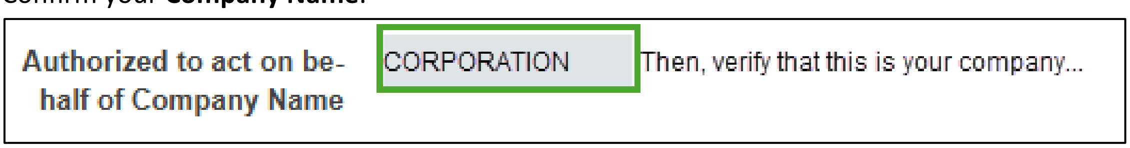
62. On the **Solicitation Home** pages Navigation menu, click **Express Upload** link, the **Express Upload** screen opens.

63. On the **Express Upload** page, complete the following fields to submit your response packet:

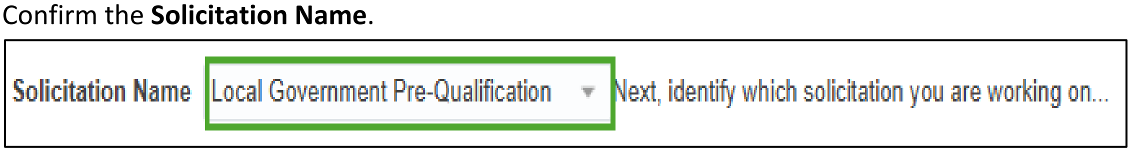
a. Confirm your **User Name**.



b. Confirm your **Company Name**.

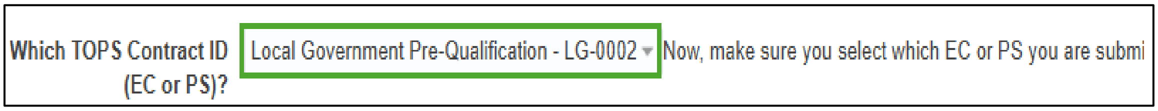


c. Confirm the **Solicitation Name**.

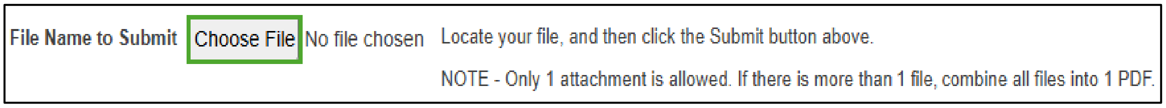


↑ Back to Table of Content

d. Select the corresponding **EC Number** (TOPS Contract ID).



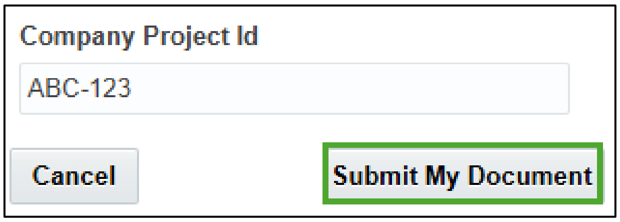
e. Click **Choose File** to upload your file.



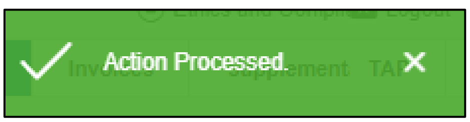
Note: *Only one attachment is allowed. Combine multiple files into a single PDF before uploading.*

f. Enter your **Company Project ID** *(optional).*

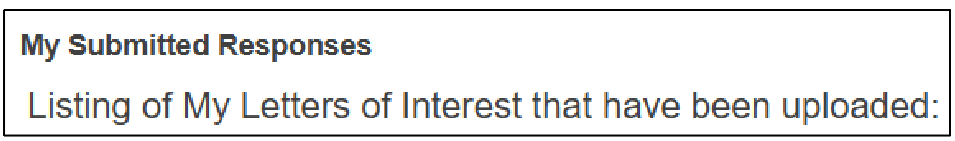
g. Click **Submit My Document** to upload the file.



h. A green **Action Processed** message will appear in the top-right corner confirming your submission.



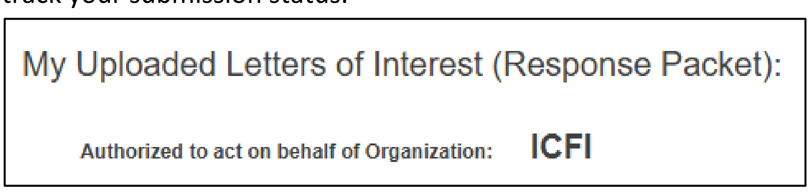
i. The submitted file will display in the **My Submitted Responses** table at the bottom of the page.



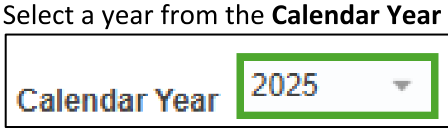
Tracking Solicitation Status

The **Tracking Solicitation Status** page allows consultants to monitor the outcome of submitted responses. From here, users can view submission details, download files, and check whether their organization was short-listed or selected for a contract.

64. On the **Solicitation Home**, scroll down to the **My Uploaded Letters of Interest (Respoinse Packet)** section to track your submission status.



65. Select a year from the **Calendar Year** drop-down list.



↑ Back to Table of Content

66. The table displays all response packets submitted during the selected year.

Calendar Year: 2025

Cal Year	Solicitation Name	Solicitation Response Due	TOPS Contract ID	Services Description	Name	Company Name
2025	Local Government Pre-Qualification	31-JUL-29	LG-0001	County Engineering Services	ODOTFA - FRANK TEST	ICFI
2025	Local Government Pre-Qualification	31-JUL-29	LG-0001	County Engineering Services	ODOTFA - FRANK TEST	ICFI

67. Review the two status columns indicate your results:
    a. **Short Listed** – Displays “Yes” if your organization has been shortlisted for further consideration.
    b. **Selected for Contract** – Displays “Yes” if your organization has been selected for the contract award.

Short Listed	Selected For Contract
Yes	Yes
Yes	No
Yes	Yes
Yes	Yes
No	-

***Note**: Emails are sent out for on status.*

Solicitation Debrief Requests

The **Solicitation Debrief Requests** process allows consultants to request a meeting with ODOT to receive feedback when a submission is not selected for contract award.

Authorizing a User for Solicitation Debrief Requests

Authorizing a user to submit a debrief request gives them permission to schedule a meeting with ODOT to review why their organization was not selected. The **Primary Organization Profile Manager** must update each user account that requires this access.

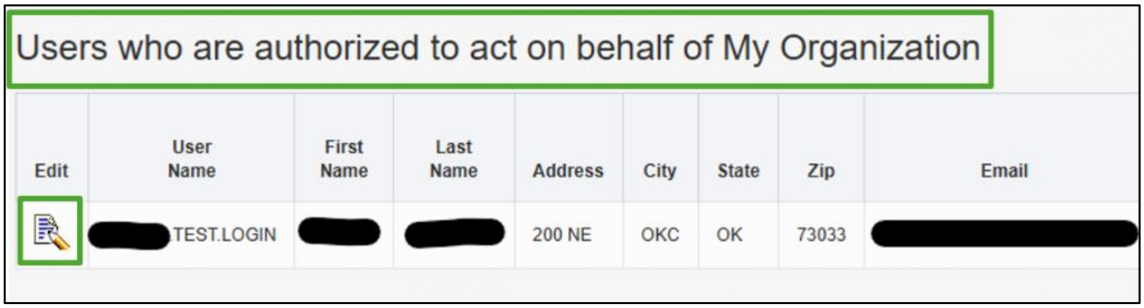
68. For **Primary Organization Profile Manager** only: scroll down to the **My Organization Info** section on the **Solicitation Home** page, then click the **Edit icon** to open the **Edit My Organization Info** window.

My Organization Info

Edit	Organization Name	Street	Add
✎	TEST CEC	200 NE	-

↑ Back to Table of Content

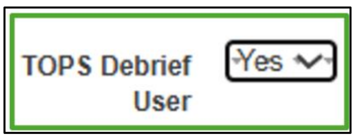
69. Scroll down to the **Users Who Are Authorized to Act on Behalf of My Organization** section, then click the **Edit** icon to open the **Edit Authorized Users** window.



Users who are authorized to act on behalf of My Organization

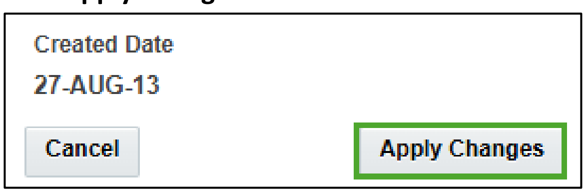
Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email
	[redacted]TEST.LOGIN	[redacted]	[redacted]	200 NE	OKC	OK	73033	[redacted]

70. Locate the **TOPS Debrief User** field at the bottom of the window.
    a. If **TOPS Debrief User = Y (Yes),** the **TOPS Debrief User** option will appear in the left navigation bar on the user's home screen.

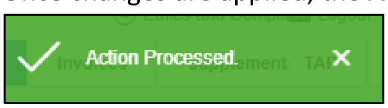


***Note:** ODOT does not decide who may submit debrief request. This is managed by the **Primary Organization Profile Manager**.*

71. Click **Apply Changes** at the bottom of the **Edit Authorized Users** window.



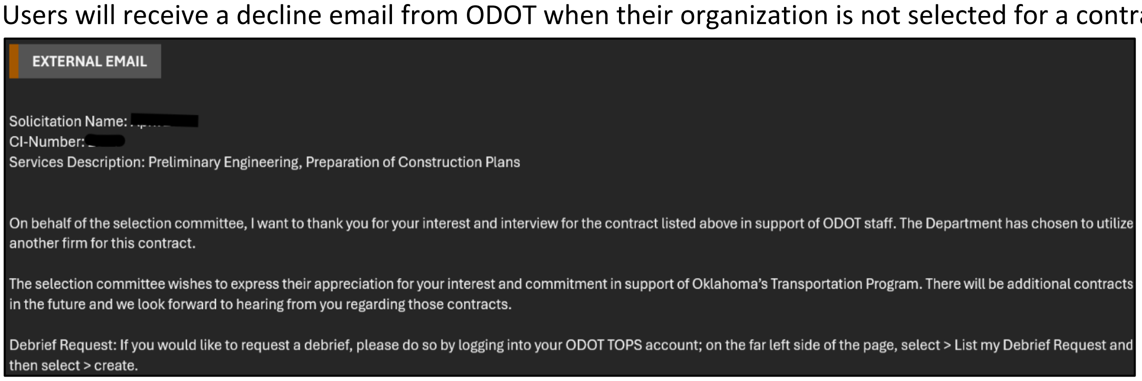
72. Once changes are applied, the **Action Processed** notice will appear.



Submitting a Solicitation Debrief Request

When an organization is not selected for a contract, the user who submitted the response will receive an email notification from ODOT stating that their organization was declined. Authorized users can then submit a **Solicitation Debrief Request** to schedule a meeting with ODOT for feedback.

73. Users will receive a decline email from ODOT when their organization is not selected for a contract.



EXTERNAL EMAIL

Solicitation Name: [redacted]
CI-Number: [redacted]
Services Description: Preliminary Engineering, Preparation of Construction Plans

On behalf of the selection committee, I want to thank you for your interest and interview for the contract listed above in support of ODOT staff. The Department has chosen to utilize another firm for this contract.

The selection committee wishes to express their appreciation for your interest and commitment in support of Oklahoma's Transportation Program. There will be additional contracts in the future and we look forward to hearing from you regarding those contracts.

Debrief Request: If you would like to request a debrief, please do so by logging into your ODOT TOPS account; on the far left side of the page, select > List my Debrief Request and then select > create.

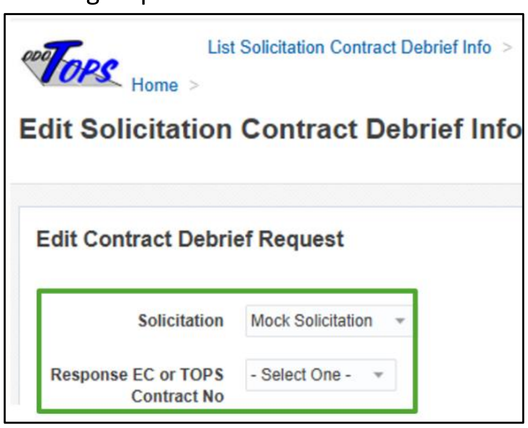
↑ Back to Table of Content

74. On the **Solicitation Home** page, click **List My Debrief Requests** to view existing debrief request records.

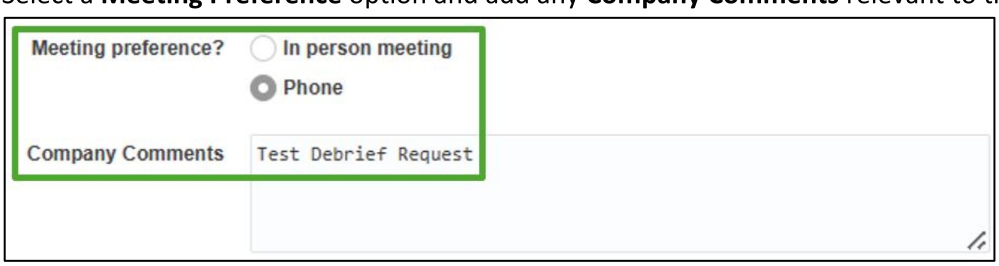
Note: *This navigation link is visible only to users authorized by the* ***Primary Organization Profile Manager.***

75. Click **Create** to add a new **Debrief Request Record** in the system.

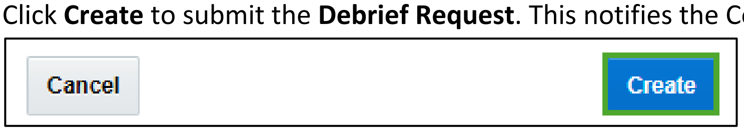
76. Use the drop-down lists to select the **Solicitation** and corresponding **TOPS Contract Number** for the debrief meeting request.



77. Select a **Meeting Preference** option and add any **Company Comments** relevant to the meeting.

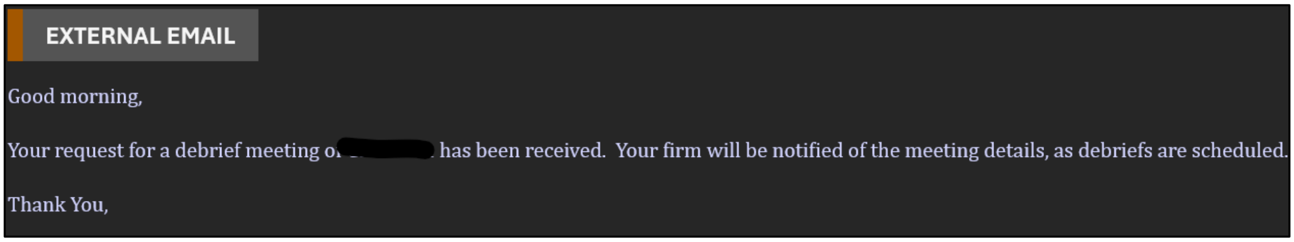


78. Click **Create** to submit the **Debrief Request**. This notifies the Contract Administrator to schedule a meeting.



↑ Back to Table of Content

79. After the request is created, the user will receive a confirmation email.


EXTERNAL EMAIL

Good morning,

Your request for a debrief meeting o[redacted] has been received. Your firm will be notified of the meeting details, as debriefs are scheduled.

Thank You,

80. Once the Contract Administrator schedules the meeting, another email is sent with the meeting details.
    a. The **Debrief Request Record** remains updated in the system so users can track the status of their request.

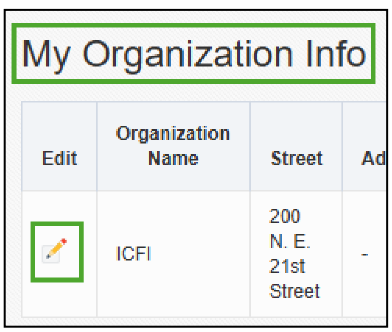
Invoice Process

TOPS invoicing allows companies to create and submit invoices, attach required documentation, and track status against ODOT contracts. This section also explains invoice types and how to resolve common issues.

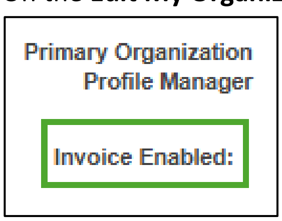
Verify Organization Invoice Access

Before submitting invoices, confirm that invoice functionality is enabled for your organization.

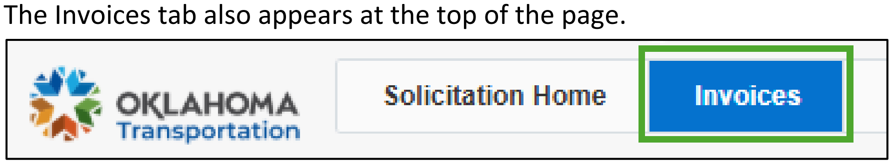
81. Log into TOPS, go to the **Solicitations Home** tab, scroll to **My Organization Info**, and then click the **Edit icon**.



82. On the **Edit My Organization Info** page, check **Invoice Enabled**.



a. **Y (Yes)** – The **Invoices Enabled** option shows in the left menu.
    i. The Invoices tab also appears at the top of the page.



b. **N (No)** – The **Invoices Enabled** option does not appear.
    i. If not enabled, contact your District Contract Administrator.

↑ Back to Table of Content

Authorize Users for Invoice Access

After verifying invoices are enabled, the organization must decide which users can create and submit invoices.

Note: *ODOT does not decide who may submit invoices. This is managed by the* ***Primary Organization Profile Manager****.*

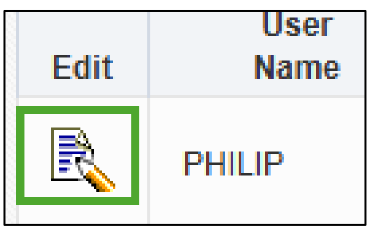
83. On the **Edit My Organization Info** page, scroll to **Users who are authorized to act on behalf of My Organization**.
    a. This section lists all users in the organization profile.
    b. You can view and manage invoice authorization here.

84. Review the **Invoice Entry** column.
    a. **Y (Yes)** – User is authorized to create and submit invoices.
    b. **N (No)** – User is not authorized.

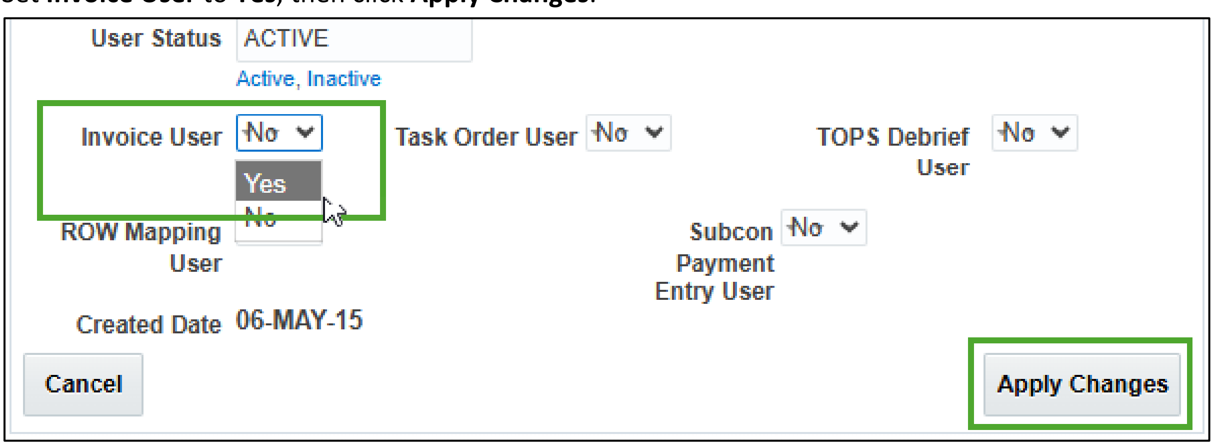
Users who areauthorized to act on behalf of MyOrganization

Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email	Authorized Organization Name	Primary Account Manager	User Status	Invoice Entry
	PHILIP	PHILIP	WALLACE	11601 KINGS RD	MEEKER	OK	74855	PWALLACE@ODOT.ORG	ICFI	Y	ACTIVE	Y
	PHILIP_LG	PHILIP	WALLACE	200 NE 21	OKLAHOMA CITY	OK	73105	pwallace@odot.org	ICFI	-	ACTIVE	N
	153549	SUE	SURESH	200 NE 21ST STREET	OKLAHOMA CITY	OK	73105	ssuresh@odot.org	ICFI	N	ACTIVE	N

85. To grant access:
    a. Click the **Edit icon** for the user's record.



    b. Set **Invoice User** to **Yes**, then click **Apply Changes**.



86. Repeat for each user who needs invoice access.
    a. Once **Invoices Enabled = Y**, authorized users can create and submit invoices, and the **Invoices** tab appears at the top of the page.

↑ Back to Table of Content

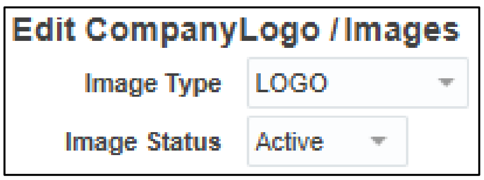
Adding or Updating Your Organization Logo

Each organization must have a logo uploaded in TOPS. The logo appears on the Invoice Processing page and on all invoices.

Note: *An organization logo is required for invoices to process. If your organization does not have a logo, contact the District Contract Administrator.*

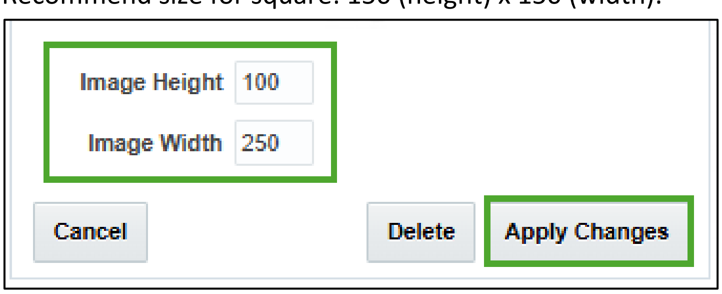
87. On the **Edit My Organization Info** page, scroll to the bottom and locate **My Organization Logo**.
    a. If a logo exists, click **Edit/Upload icon** to update it.
    b. If no logo is listed, click **Create** to add one.

88. In the **Edit Company Logo / Images** window:
    a. **Image Type** – Select **LOGO**.
    b. **Image Status** – Choose **Active** (or **Inactive** to disable).



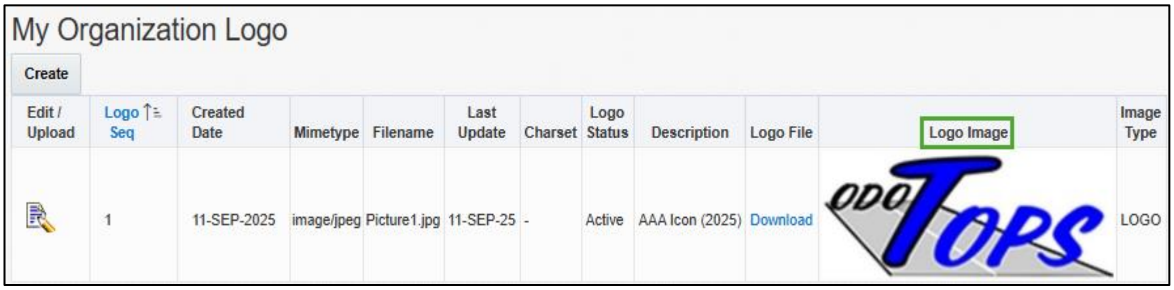
    c. **Image File** – Click **Choose File** to upload a .jpg or .png logo.
    d. **Description** – Optional field.
    e. **Display Image** – Preview of the uploaded logo.
    f. **Download** – Option to download the logo.

    g. **Height / Width** – Adjust only if resizing is needed.
        i. Recommend size for rectangle: 100 (height) x 250 (width).
        ii. Recommend size for square: 150 (height) x 150 (width).



↑ Back to Table of Content

89. Click **Apply Changes** to save.
    a. Scroll back to **My Organization Logo** to confirm the logo appears in the list.



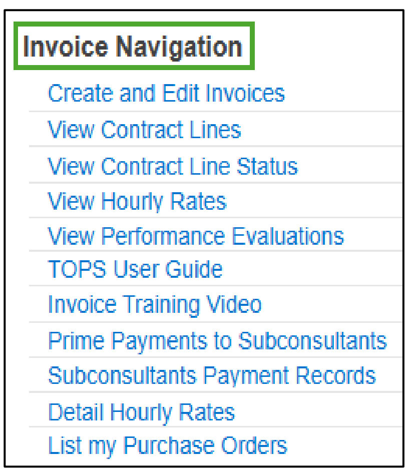
90. Click the **Invoices** tab to return to the **Invoice Processing** page.

91. Verify the logo appears in the **My Company Logo** box under the **Invoice Navigation** panel.
    a. Once visible here, the logo displays on all invoices.

Invoice Processing Page Overview

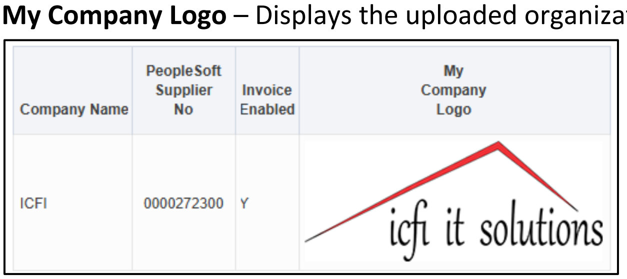
The **Invoice Processing** page is the central workspace for managing invoices in TOPS. From here, companies can create invoices, review contract details, and track invoice status.

92. On the **Invoice Processing** page, review the **Invoice Navigation** menu:



    a. **Create and Edit Invoices** – Start or update an invoice.
    b. **View Contract Lines** – Review contract details for invoicing.
    c. **View Contract Line Status** – Check the status of contract lines.
    d. **View Hourly Rates** – Confirm approved hourly rates.
    e. **Prime Payments to Subconsultants** – View payments made to Subconsultants.
    f. **Subconsultant Payment Records** – Track payments received by Subconsultants.
    g. **Detail Hourly Rates** – View detailed hourly rate structures.
    h. **List My Purchase Orders** – View PO details, amounts, status, and distribution data.
    i. **Other resources** such as **Invoice Training Video** are available but not covered in this guide.

93. Scroll down to the **Organization Information** table, which shows:
    a. **Company Name** – Registered organization name in TOPS.
    b. **PeopleSoft Supplier No** – Unique supplier ID.
    c. **My Company Logo** – Displays the uploaded organization logo.



↑ Back to Table of Content

94. The **MESSAGE** box displays important notices from ODOT, such as:
    a. **System Maintenance Alerts** – Scheduled downtime or updates.
    b. **New Invoicing Requirements** – Policy or process changes.
    c. **Contact Information for Assistance** – Who to contact for help.

MESSAGE

July 25, 2025 Update:

- **TOPS Invoicing is currently available.**
- **New Data Requirements:** Following the transition to the PeopleSoft Financial systems there are now 3 additional data fields that must be selected in addition to the PO number. Line, Schedule and Distribution. While most contract/purchase order data updated automatically within the Contract Administration Database, some did not. If you are having trouble submitting an invoice, please reach out to your District CA for assistance. If your Contract or Task Order is not District specific, please contact Inger Peters at IPeters@odot.org (405)301-7228. Please include your Contract ID and details regarding which service lines are not allowing invoicing. Thank you for your patience.

95. Scroll to the **Listing of All Invoices** grid.
    a. Each row is a single invoice with columns showing details.

Listing of All Invoices

Go Rows 15 Actions

1 - 15 of 35

Details	TOPS Contract ID	Invoice ID	Payment No	Docs	Vendor Name	Invoice Date	Invoice Amt	Comments	Created By
	0003	002	2		Philip Wallace dba ICFI IT Solutions LLC	20-APR-16	$1.00	test invoice	PHILIP
	0003T	123456	6		Philip Wallace dba ICFI IT Solutions	06-DEC-16	$10.00	-	KRIS127

Tip: *Use the search box and filters above the grid to quickly locate an invoice by ID, contract, or status.*

96. Columns are grouped by purpose:
    a. Invoice Identification
        i. **Details icon** – Open invoice detail lines.
        ii. **TOPS Contract ID** – Contract ID (EC ID) tied to the invoice.
        iii. **Invoice ID** – Unique invoice identifier.
        iv. **Payment No** – Payment cycle number.
        v. **Docs** – Attached documentation.

Details	TOPS Contract ID	Invoice ID	Payment No	Docs
	0005T	123	900	

    b. Invoice Content
        i. **Vendor Name** – Organization submitting the invoice.
        ii. **Invoice Date** – Date listed on the invoice.
        iii. **Invoice Amt** – Invoice total.
        iv. **Comments** – Notes entered by the creator.

Vendor Name	Invoice Date	Invoice Amt	Comments
Corporation	29-FEB-25	$191.00	Resubmitting Invoice

↑ Back to Table of Content

c. Entry and Ownership

i. **Created By** – User ID of the creator.

ii. **Created Date** – Date created.

iii. **Created By Name** – Name of the creator.

Created By	Created Date	Created By Name
KRIS177	01-AUG-17	KRISTEN LACE

Note: *This field is located farther right in the grid, not next to Created By or Created Date.*

d. Status and Approvals

i. **Invoice Status** – Stage (Entry, Submitted, Approved, Paid).

ii. **Date Submitted for Processing** – When the invoice was submitted.

iii. **Final Invoice This Task Order** – Indicates if it is the last invoice.

iv. **Amt Approved for Payment** – Approved payment amount.

v. **Date Approved for Payment** – Date of approval.

vi. **Approved for Payment By** – Approver.

Invoice Status	Date Submitted For Processing	Final Invoice This Task Order	Amt Approved For Payment	Created By Name	Date Approved For Payment	Approved For Payment By
Paid	17-DEC-17	-	$191.00	STEWART LITTLE	19-DEC-17	DOE, JOHN
Paid	14-NOV-17	N	$506.73	AMBER JEAN	15-NOV-17	SMITH, JANE

e. Payments

i. **Date Paid** – Date invoice was paid.

ii. **Payment ID** – Payment confirmation number.

iii. **Invoice Parcel Comment** – Notes on related parcels (if applicable).

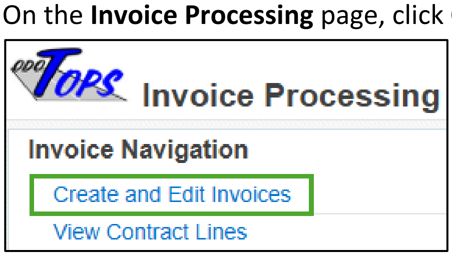
Date Paid	Payment Id	Invoice Parcel Comment
27-NOV-17	00000000000051588086	-

List of Invoices for Entry Page Overview

The **List of Invoices for Entry** page shows all draft invoices in the Entry phase. From here, companies can review and update in-progress invoices until they are submitted. Once submitted, an invoice is removed from this list and can no longer be edited.

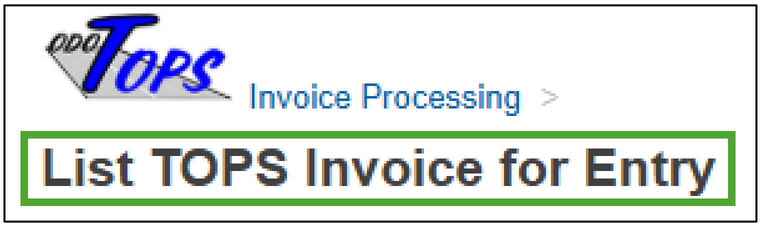
Note: *Only fields unique to Create and Edit Invoices are listed; shared columns match the Invoice Listing Grid.*

97. On the **Invoice Processing** page, click **Create and Edit Invoices** in the **Invoice Navigation** menu.



↑ Back to Table of Content

98. The **List TOPS Invoices for Entry** page opens, displaying the list of all the invoices in the Entry status grid.
    a. Only invoices in the Entry phase appear here.



99. Columns are grouped by purpose
    a. Vendor & Contract References
        i. **Vendor ID** – Unique number assigned by **OMES** to identify vendors.
        ii. **Contract Group** – Contract classification group (RW, EC).

Vendor Id	Contract Group
0000011930	EC

__Note:__ Some fields appear farther to the right in the grid, not directly next to related fields. They are grouped here for reference.

    b. DB Error
        i. ✓ Green Check – Contract Service Lines and PO data are aligned; invoicing is available.
        ii. ✗ Red X – An error has been detected, and invoicing is temporarily unavailable until resolved.
        iii. The invoice cannot be submitted until additional funds are added.
            - Contact your [District Contract Administrator](). If your contract or task order is not District specific, contact Inger Peters IPeters@odot.org.
            - Include your Contract ID/Task Order number.

Invoice Amt	DB Error
$400.00	

    c. Workflow & Status Tracking
        i. **Milestone Event** – Milestone tied to the invoice (30/60/90%, Contract Complete).
        ***Note**: The 30/60/90 milestones apply only to contracts with a Plan, Submittal, and Estimates (PS&E) component.*
        ii. **Date Returned To Entry** – Date the invoice was sent back for correction.
        iii. **Return To Entry Comment** – Notes provided when returned.

Milestone Event	Date Returned To Entry	Return To Entry Comment
30 percent	18-APR-23	Returned test invoice to entry phase. kw

↑ Back to Table of Content

d. Service Period Information

i. **Service Period From Date** – Start date of the service period billed.

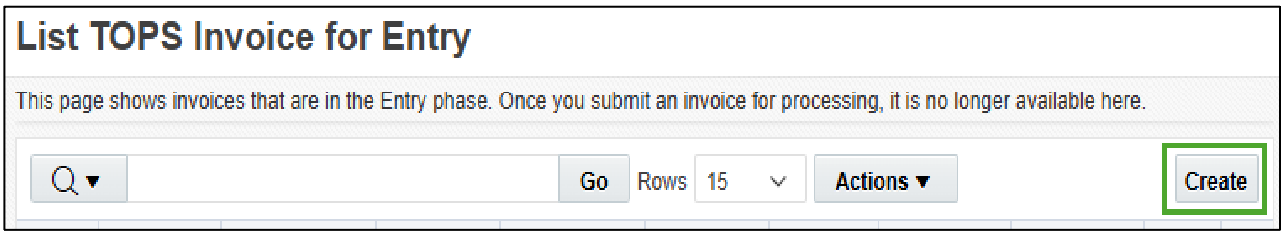
ii. **Service Period To Date** – End date of the service period billed.

Service Period From Date	Service Period To Date
01-APR-24	30-APR-24
29-APR-25	30-APR-25

Create an Invoice Header

The **Create and Edit Invoices** feature is used to start new invoices. The header includes contract ID, invoice ID, service dates, amounts, and attachments. Once the header is created, a blank invoice is generated for entering detail lines.

100. On the **List of Invoices for Entry** page, click **Create**.



101. The **Edit TOPS Invoice** opens a blank page.

a. The **Vendor Information** box (top-right) lists vendors and subconsultants tied to the contract for confirmation.

PS Vendor No	Consultant Name
0000272300	Philip Wallace dba ICFI IT LLC
0000272300	icfiSub Consultant1
0000272300	icfiSub Consultant2
	1 - 3

102. Enter the following information:

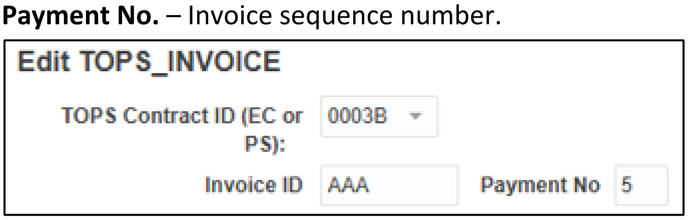
a. Identification

i. **TOPS Contract ID (EC or PS)** – Select the contract number.

ii. **Invoice ID** – Unique ID created by your organization.

- Must be unique across all contracts.
- Limited to 18 characters.

iii. **Payment No.** – Invoice sequence number.



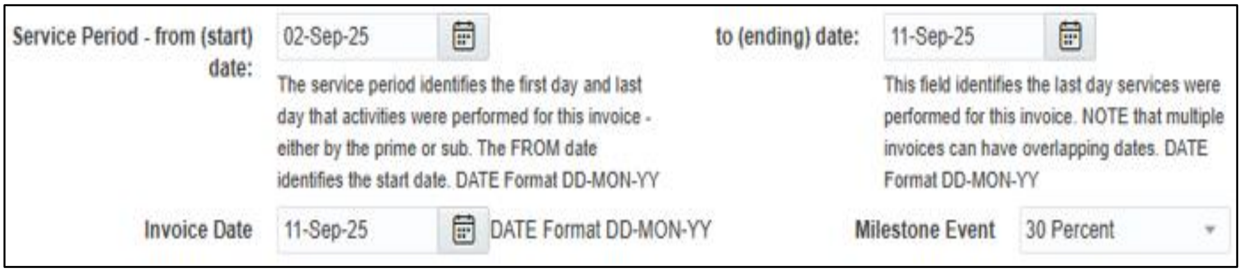
↑ Back to Table of Content

b. Service Dates

   i. **Service Period From Date** – First day work was performed.

   ii. **Service Period To Date** – Last day work was performed (may overlap).

   iii. **Invoice Date** – Date of the invoice (DD-MON-YY).



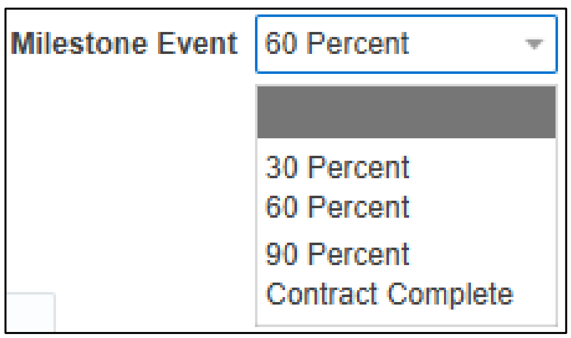
Tip: *Use the calendar icon to ensure correct date format.*

c. Milestone Event (if shown) – Select if required by contract.

   i. Common in Engineering contracts; ROW users typically only use **Contract Complete**.

   ii. **Milestone % Options:**

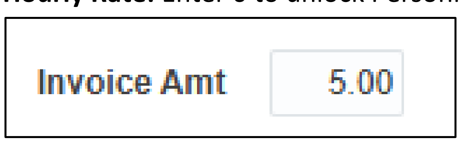
   - **30%** – Preliminary Design complete.
   - **60%** – ROW Acquisition may begin.
   - **90%** – Final Field Review / Project Definition.
   - **Contract Complete** – All work finished; mark as final invoice and attach certification.



d. Amounts

   i. **Invoice Amt** – Total billed.

   - **Lump Sum / Unit Rate**: Enter full amount.
   - **Hourly Rate:** Enter 0 to unlock Personnel, Travel, and Misc. Cost detail lines.

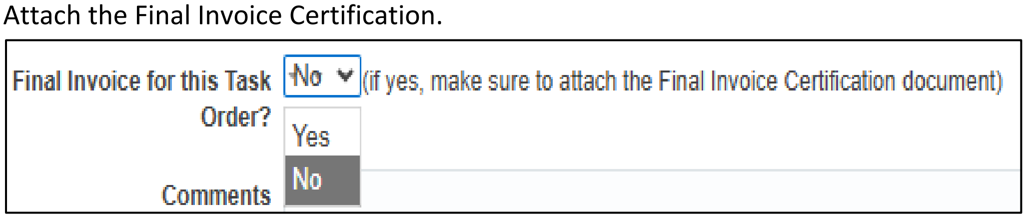


Note: *The sum of Invoice Detail Lines must equal this amount.*

e. Final Invoice for this Task Order

   i. Select **Yes** if this is the last invoice.

   ii. Attach the Final Invoice Certification.



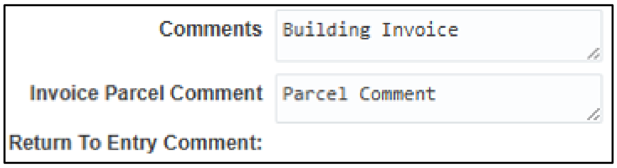
↑ Back to Table of Content

f. Notes

i. **Comments** – General notes.

ii. **Invoice Parcel Comment** – Parcel-related notes.

iii. **Return to Entry Comment** – Used when sending back to draft.



103. Click **Create – Stay Here** to save.

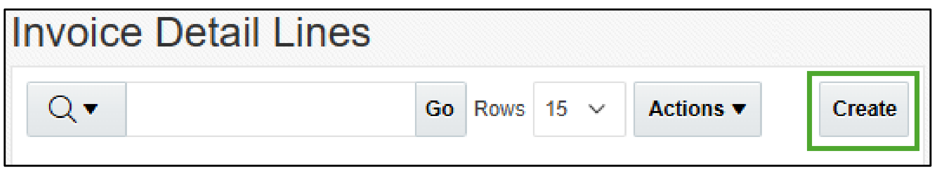
a. The invoice header is created, and the **Invoice Attachment Create** button appears.

Warning: *Error code ORA-00001 means the Invoice ID is already used. Enter a different Invoice ID.*

Create Invoice Detail Lines

After the invoice header is created, companies must add detail lines to specify billed services. Each line represents work by the prime or subconsultants and must reference the correct task order, service type, and billed amount. The sum of all detailed lines must equal the invoice header amount.

104. Scroll down to the **Invoice Detail Lines** box on the **Edit TOPS Invoice** page and click **Create**.



105. On the **Edit TOPS Invoice Detail** page, complete fields in order:

Note: *Each dropdown depends on the field above. Skipping fields or entering out of order can prevent later options from populating.*

a. Displayed fields

i. **Vendor Name** – The organization submitting the invoice.

ii. **TOPS Contract ID** – The contract billed.

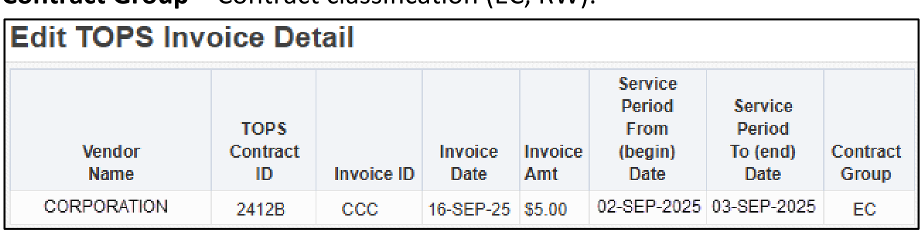
iii. **Invoice ID** – The invoice identifier created by your organization.

iv. **Invoice Date** – The date of the invoice.

v. **Invoice Amt** – The total amount entered in the invoice header.

vi. **Service Period From/To Dates** – Start and end dates for billed work.

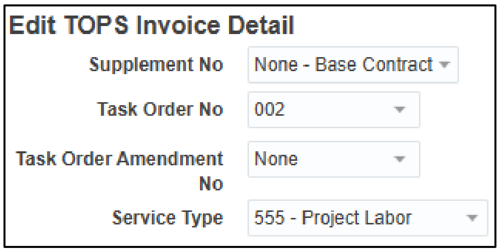
vii. **Contract Group** – Contract classification (EC, RW).


Edit TOPS Invoice Detail

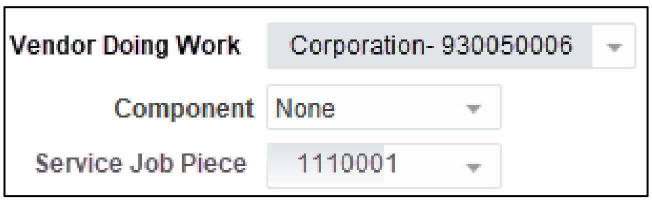
Vendor Name	TOPS Contract ID	Invoice ID	Invoice Date	Invoice Amt	Service Period From (begin) Date	Service Period To (end) Date	Contract Group
CORPORATION	2412B	CCC	16-SEP-25	$5.00	02-SEP-2025	03-SEP-2025	EC

↑ Back to Table of Content

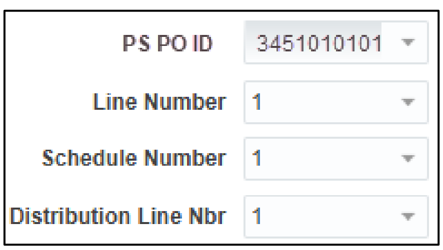
b. Identifiers
   i. **Supplement No** – Select base contract or supplement.
   ii. **Task Order No** – Select related task order.
   iii. **Task Order Amendment No** – Select if applicable (first amendment usually 1A).
   iv. **Service Type** – Select service billed.



c. Work Information
   i. **Vendor Doing Work** – Select prime or subconsultant (separate lines per vendor).
   ii. **Component** – Select project component (if required).
   iii. **Service Job Piece** – Enter job piece number (if applicable).

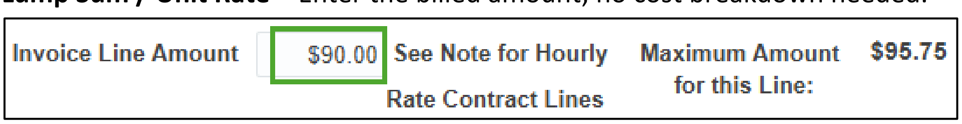


d. Purchase Order References
   i. **PS PO ID** – Main identifier for the Purchase Order.
   ii. ***Warning:*** *All invoices must be tied to a PO for payment.*
   iii. **PO Line Number** – The specific line item billed.
   iv. **PO Shipping Schedule Number** – Enter if applicable.
   v. **PO Distribute Line Nbr** – Line showing how costs are split across accounts.

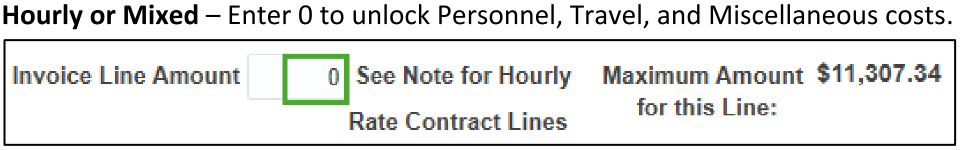


Note: *Selecting the Distribution Line Nbr displays the Maximum Amount for this line.*

e. Invoice Line Amount
   i. **Lump Sum / Unit Rate** – Enter the billed amount; no cost breakdown needed.

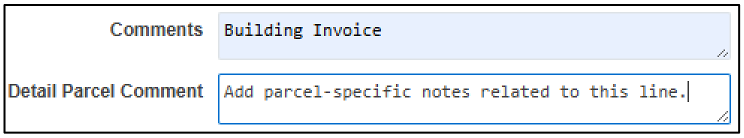


   ii. **Hourly or Mixed** – Enter 0 to unlock Personnel, Travel, and Miscellaneous costs.

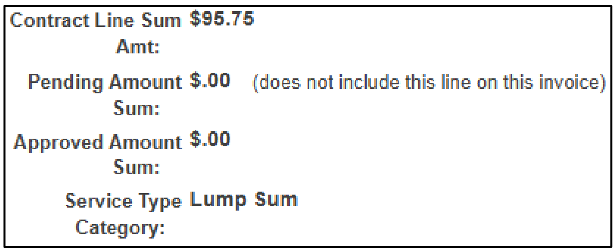


↑ Back to Table of Content

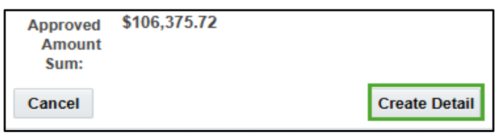
f. Notes
   i. **Comments** – General notes about this line.
   ii. **Detail Parcel Comment** – Parcel-related notes.



g. Totals (System-calculated, read-only)
   i. **Contract Line Sum Amt** – Total funded for this line.
   ii. **Pending Amount Sum** – Total of invoices awaiting approval.
   iii. **Approved Amount Sum** – Total previously approved/paid.
   iv. **Service Type Category** – Lump Sum or Hourly Rate.

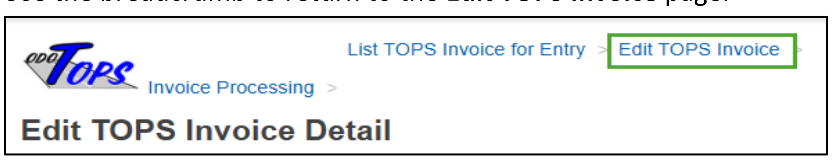


106. Click **Create Detail** to save.

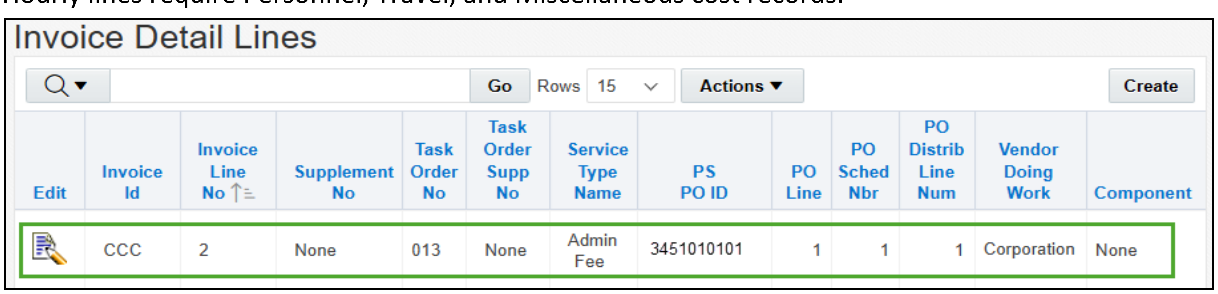


   a. A green indicator confirms the line was created.

107. Use the breadcrumb to return to the **Edit TOPS Invoice** page.



108. Review the **Invoice Detail Lines** grid. Click **Create** again to add more records as needed.
   a. Use the **Edit icon** to update a line.
   b. Invoices may include Lump Sum, Unit Rate, and Hourly lines.
   c. Hourly lines require Personnel, Travel, and Miscellaneous cost records.



Warning: *A red ✗ in DB Error contact your [District Contract Administrator](#).*

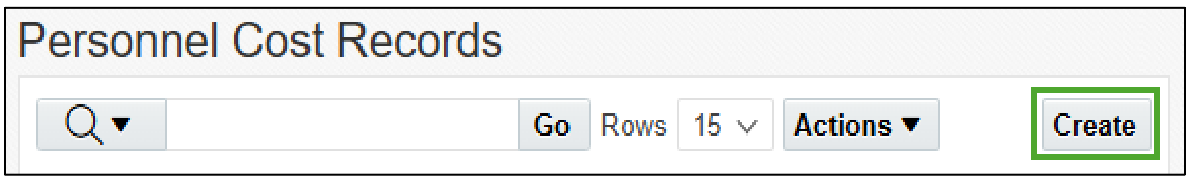
↑ **[Back to Table of Content](#)**

109. Once all invoice detail lines are entered, choose the next step based on the Service Type Category of each line:
Tip: This User Guide has separate sections explaining each of these options.
   a. Lump Sum
      i. These invoices are ready to add attachments.
   b. Hourly Rate or Mixed
      i. Complete these cost detail areas that are applicable for each Hourly line:
         - Personnel Cost Records
         - HR Travel Cost
         - HR Misc Costs

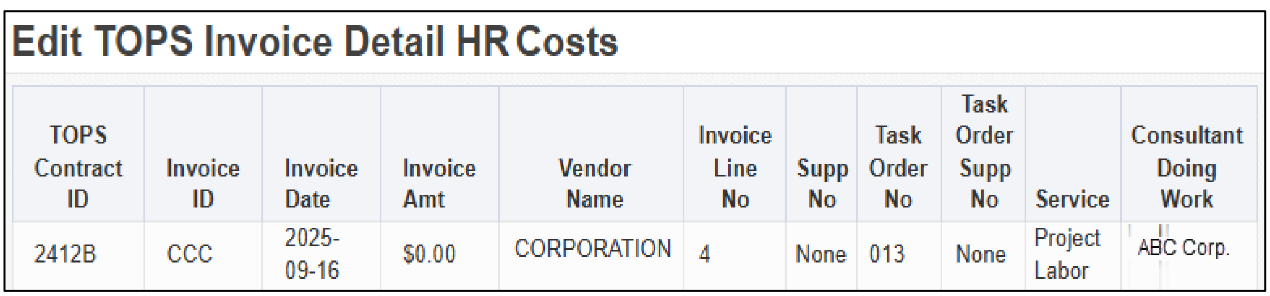
Create Hourly Personnel Cost Records

Personnel Cost Records are used to record labor hours and rates for each staff category contributing to the billed work on an Hourly Rate detail line. This section only appears after you create an Hourly detail line with an Invoice Line Amount of 0.

110. In the **Invoice Detail Lines** grid, scroll to **Personnel Cost Records** and click **Create**.



111. On the **Edit TOPS Invoice Detail HR Costs** page, complete the fields in order:
   a. Displayed fields
      i. Shows contract ID, invoice ID, line number, task order, vendor name, and consultant doing work.

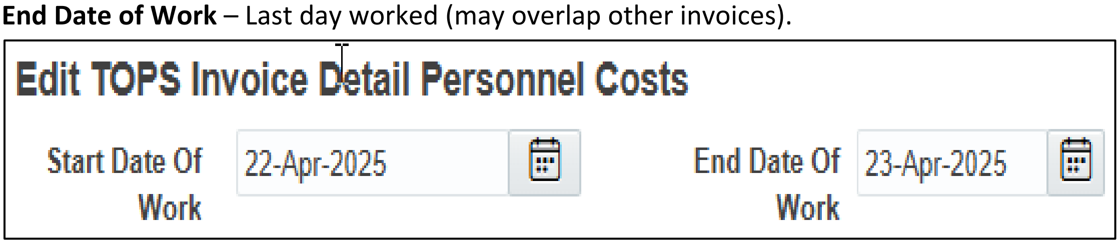


Edit TOPS Invoice Detail HR Costs

TOPS Contract ID	Invoice ID	Invoice Date	Invoice Amt	Vendor Name	Invoice Line No	Supp No	Task Order No	Task Order Supp No	Service	Consultant Doing Work
2412B	CCC	2025-09-16	$0.00	CORPORATION	4	None	013	None	Project Labor	ABC Corp.

***Note:** These fields are pulled from the invoice detail line and cannot be edited here.*

   b. Scroll down to the **Edit TOPS Invoice Detail Personnel Costs** section to enter your data:
      i. **Start Date of Work** – First day worked.
      ii. **End Date of Work** – Last day worked (may overlap other invoices).



***Tip:** The grid on the right shows available consultant names, effective dates, categories, and hourly rates for reference.*

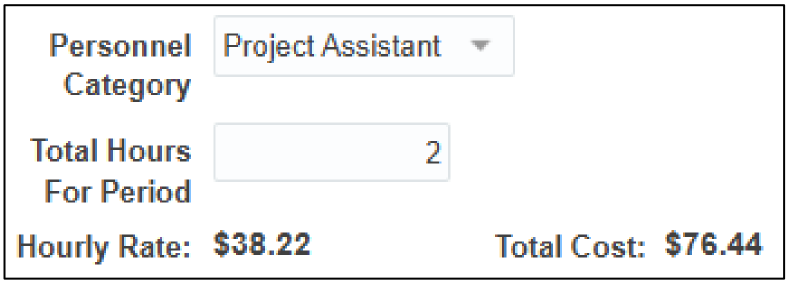
↑ Back to Table of Content

iii. **Personnel Category** – Select labor category.

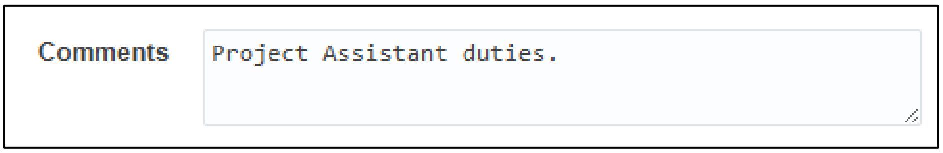
iv. **Total Hours for Period** – Enter total hours worked.

v. **Hourly Rate** – Populates automatically by category.

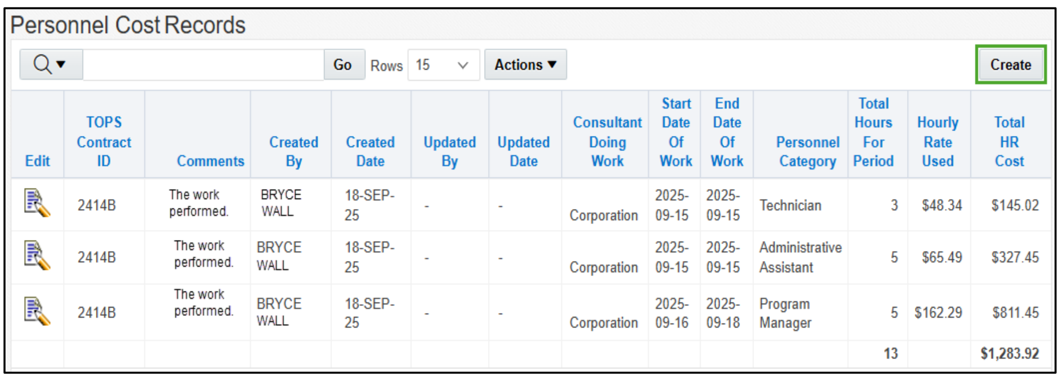
vi. **Total Cost** – Calculated automatically (hours × rate).



vii. **Comments** – Add optional notes.



112. Review the new line. Click **Create** again to add more records as needed.
    a. Use the **Edit icon** to update a line.
    b. Once all Personnel, Travel, and Miscellaneous costs are entered, the invoice is ready for attachments.
        i. See **Attach Invoices Supporting Documentation** in this guide.


Personnel Cost Records

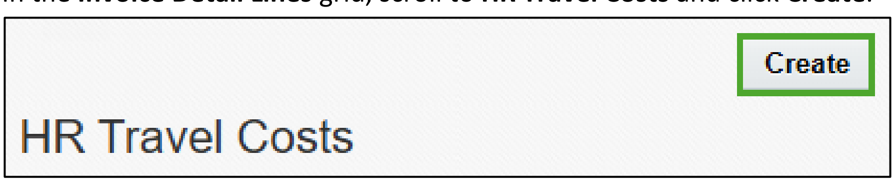
Go Rows 15 Actions Create

Edit	TOPS Contract ID	Comments	Created By	Created Date	Updated By	Updated Date	Consultant Doing Work	Start Date Of Work	End Date Of Work	Personnel Category	Total Hours For Period	Hourly Rate Used	Total HR Cost
	2414B	The work performed.	BRYCE WALL	18-SEP-25	-	-	Corporation	2025-09-15	2025-09-15	Technician	3	$48.34	$145.02
	2414B	The work performed.	BRYCE WALL	18-SEP-25	-	-	Corporation	2025-09-15	2025-09-15	Administrative Assistant	5	$65.49	$327.45
	2414B	The work performed.	BRYCE WALL	18-SEP-25	-	-	Corporation	2025-09-16	2025-09-18	Program Manager	5	$162.29	$811.45
											13		$1,283.92

Create Hourly Travel Cost Records

Travel Cost Records capture mileage, per diem, lodging, and incidental expenses for Hourly Rate detail lines. This section only appears when the **Invoice Line Amount** is set to 0.

113. In the **Invoice Detail Lines** grid, scroll to **HR Travel Costs** and click **Create**.



114. On the **Edit TOPS Invoice Detail HR Travel Cost** page, complete the fields in order:
    a. Displayed fields
        i. Shows contract ID, invoice ID, line number, task order, vendor, and consultant doing work.

↑ Back to Table of Content

b. Mileage Reimbursement Rates

i. A list of ODOT mileage rates appears below the header.

ii. Use this list to select the correct rate for your travel dates.

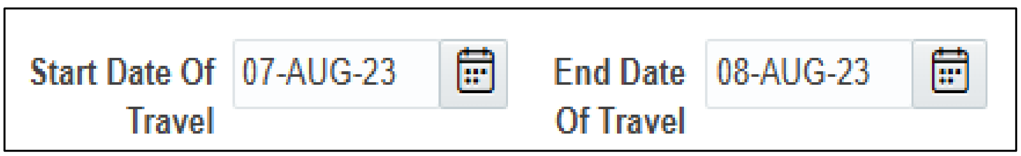
Reimbursement rate for travel BEFORE Jan. 1, 2016 is $0.575 per mile.
The rate for travel between Jan. 1, 2016 and December 31, 2016 is $0.54 per mile.
The rate for travel between Jan. 1, 2017 and December 31, 2018 is $0.47 per mile.
The rate for travel between Jan. 1, 2019 and December 31, 2019 is $0.50 per mile.
The rate for travel between Jan. 1, 2020 and December 31, 2020 is $0.575 per mile.
The rate for travel between Jan. 1, 2021 and December 31, 2021 is $0.56 per mile.
The rate for travel between Jan. 1, 2022 and June 30, 2022 is $0.585 per mile.
The rate for travel between July 1, 2022 and December 31, 2022 is $0.625 per mile.
The rate for travel between Jan. 1. 2023 and December 31, 2023 is $0.655 per mile.
The rate for travel between Jan. 1. 2024 and December 31, 2024 is $0.67 per mile.
The rate for travel between Jan. 1. 2025 and December 31, 2025 is $0.70 per mile.
You MUST create mileage records that begin and end within these dates - do not create one that begins in December and ends in January.

Warning: *Each mileage record must have start and end dates within one listed period (cannot span across years).*

c. Edit **TOPS Invoice Detail Travel** Cost section.

i. **Start Date of Travel** – First day of travel.

ii. **End Date of Travel** – Last day of travel.

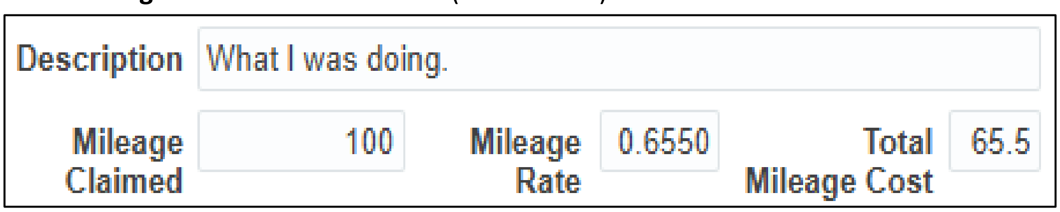


iii. **Description** – Short label or trip description.

iv. **Mileage Claimed** – Enter total miles.

v. **Mileage Rate** – Enter applicable rate from the list.

vi. **Total Mileage Cost** – Auto-calculated (miles × rate).

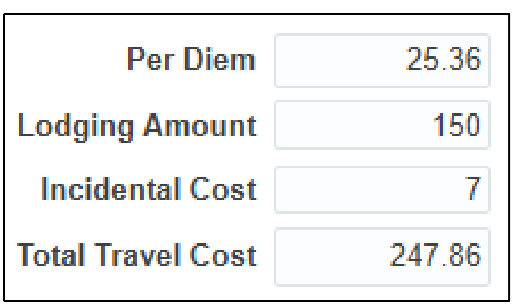


vii. **Per Diem** – Enter any per diem claimed.

viii. **Lodging Amount** – Enter lodging costs.

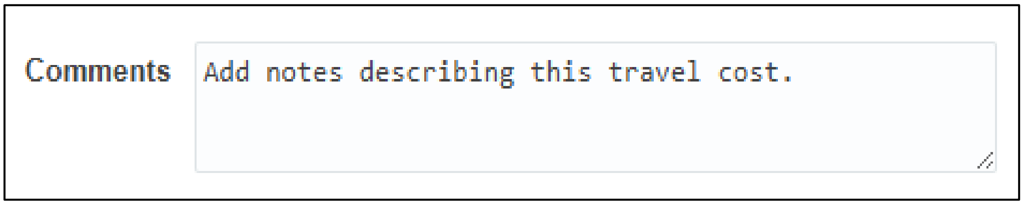
ix. **Incidental Cost** – Enter other eligible travel costs.

x. **Total Travel Cost** – Auto-calculated from all travel amounts.

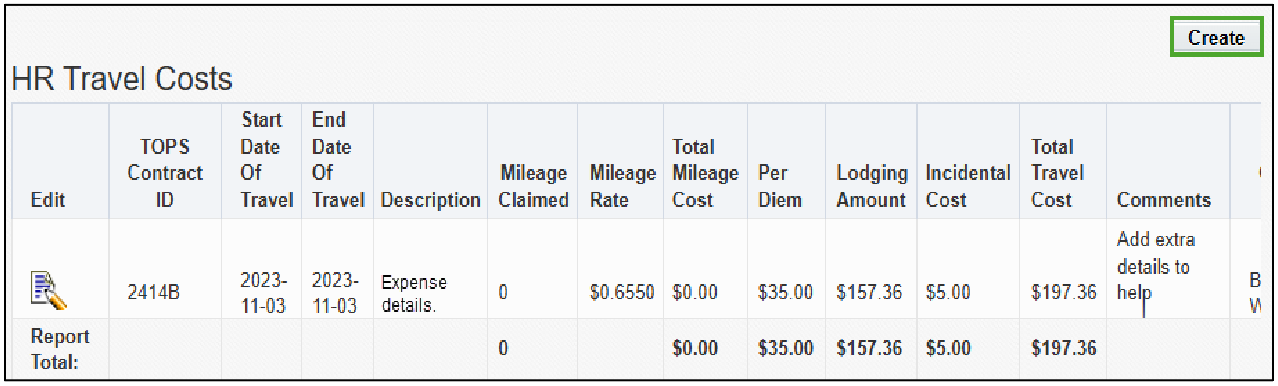


↑ Back to Table of Content

xi. **Comments** – Add notes describing this travel cost.



115. Review the new line. Click **Create** again to add more travel records.
    a. Click Use the **Edit icon** to update a line.
    b. Once all Personnel, Travel, and Miscellaneous costs are entered, the invoice is ready for attachments.
        i. See Attach Invoices Supporting Documentation for instructions.


Create

HR Travel Costs

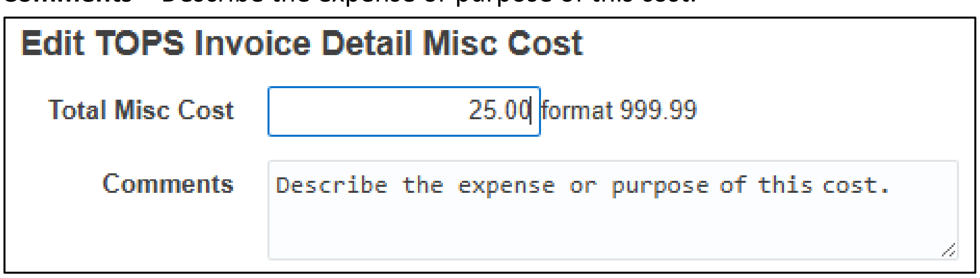
Edit	TOPS Contract ID	Start Date Of Travel	End Date Of Travel	Description	Mileage Claimed	Mileage Rate	Total Mileage Cost	Per Diem	Lodging Amount	Incidental Cost	Total Travel Cost	Comments	(
	2414B	2023-11-03	2023-11-03	Expense details.	0	$0.6550	$0.00	$35.00	$157.36	$5.00	$197.36	Add extra details to help	B W
Report Total:					0		$0.00	$35.00	$157.36	$5.00	$197.36		

Create Hourly Miscellaneous Cost Records

The Miscellaneous Cost Records section is used to capture reimbursable non-labor, Airfare expenses (e.g., supplies, permit fees, printing, baggage fee) for Hourly Rate lines only. Lump Sum and Unit Rate lines cannot include these records.

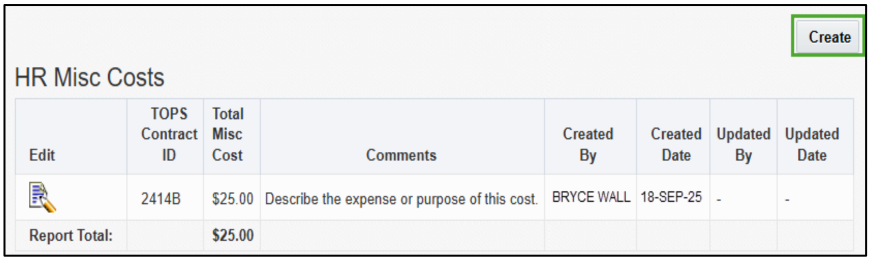
116. In the **Invoice Detail Lines** grid, scroll to the **HR Misc Costs** section and click **Create**.

117. On the **Edit TOPS Invoice Detail HR Misc Costs** page, complete the fields:
    a. Displayed fields
        i. Header shows contract ID, invoice ID, line number, task order, vendor name, and services.
    b. **Total Misc Cost** – Enter the amount (format: 999.99).
    c. **Comments** – Describe the expense or purpose of this cost.



↑ Back to Table of Content

118. Review the new line. Click **Create** again and repeat until all needed HR Misc Cost records are entered.
    a. Use the **Edit icon** to update a line if needed.
    b. If all applicable Personnel, Travel, and Misc items are entered, the invoice is ready for attachments.



Edit	TOPS Contract ID	Total Misc Cost	Comments	Created By	Created Date	Updated By	Updated Date
	2414B	$25.00	Describe the expense or purpose of this cost.	BRYCE WALL	18-SEP-25	-	-
Report Total:		$25.00					

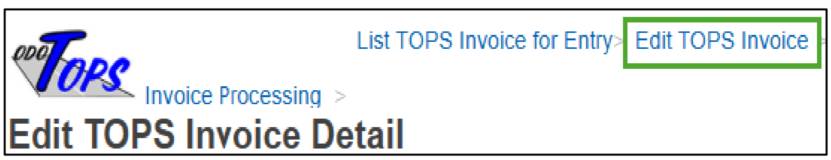
        i. See Attach Invoices Supporting Documentation for instructions.

Attach Invoices Supporting Documentation

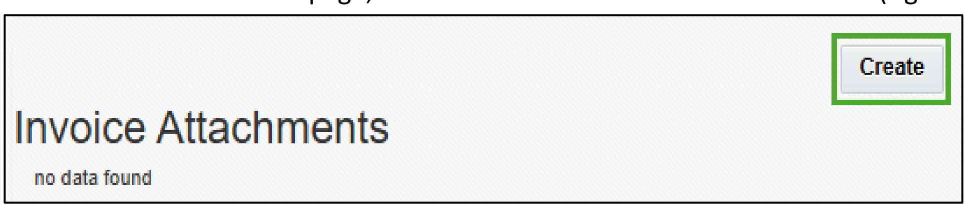
Consultants must attach supporting documents (e.g., timecards, receipts, mileage logs, shipping, Subconsultant invoices) to validate billed work. Attachments are bundled with the invoice, reviewed by ODOT, and required before submission.

Warning: *After you submit an invoice, attachments can no longer be edited. If you need to make corrections, contact District Contract Administrator.*

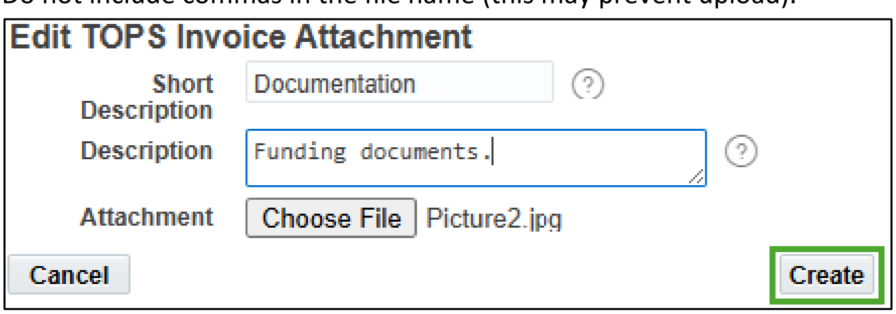
119. Once all invoice detail lines are added, use the breadcrumb at the top of the page to return to the **Edit TOPS Invoice** page.



120. On the **Edit TOPS Invoice** page, scroll to the **Invoice Attachments** section (right side) and click **Create**.



121. On the **Edit TOPS Invoice Attachment** page, complete the fields:
    a. **Short Description** – Brief label for the file.
    b. **Description** – Explain the contents for reviewers.
    c. **Attachment** – Choose and upload the file.
        i. Files must be uploaded before invoice submission.
        ii. Do not include commas in the file name (this may prevent upload).



↑ Back to Table of Content

122. Review the new line. Click **Create** again to add more attachments.
    a. Use the **Edit icon** to update an attachment.

Create

Invoice Attachments

Edit	Attachment Sequence	Attachment Type	Description	Attachment	Mim
	1	Timecard TO _014	Timecard TO _014	Download	applic
	2	Timecard TO _015	Timecard TO _015	Download	applic

Note: *Even when updating only the description, you must reattach the file.*

Submitting an Invoice to ODOT

Submitting an invoice finalizes it and sends it to ODOT for review and approval. Invoices can only be submitted after all detail lines, cost records, and required attachments are complete, and the **Invoice Amt** in the header equals the sum of all **Invoice Line Amounts**.

Warning: *If the **Invoice Amt** is $0.00 (even if detail lines have amounts), the **Submit for Processing** button will not appear.*

123. On the **Edit TOPS Invoice** page, scroll to the **Invoice Detail Lines** grid and review the **Invoice Line Amount** column.
    a. **Lump Sum** lines display amounts entered during line creation.
    b. **Hourly** lines show 0 and must be updated to include Personnel, Travel, and Miscellaneous costs.

Invoice Detail Lines

Go Rows 15 Actions ▾ Create

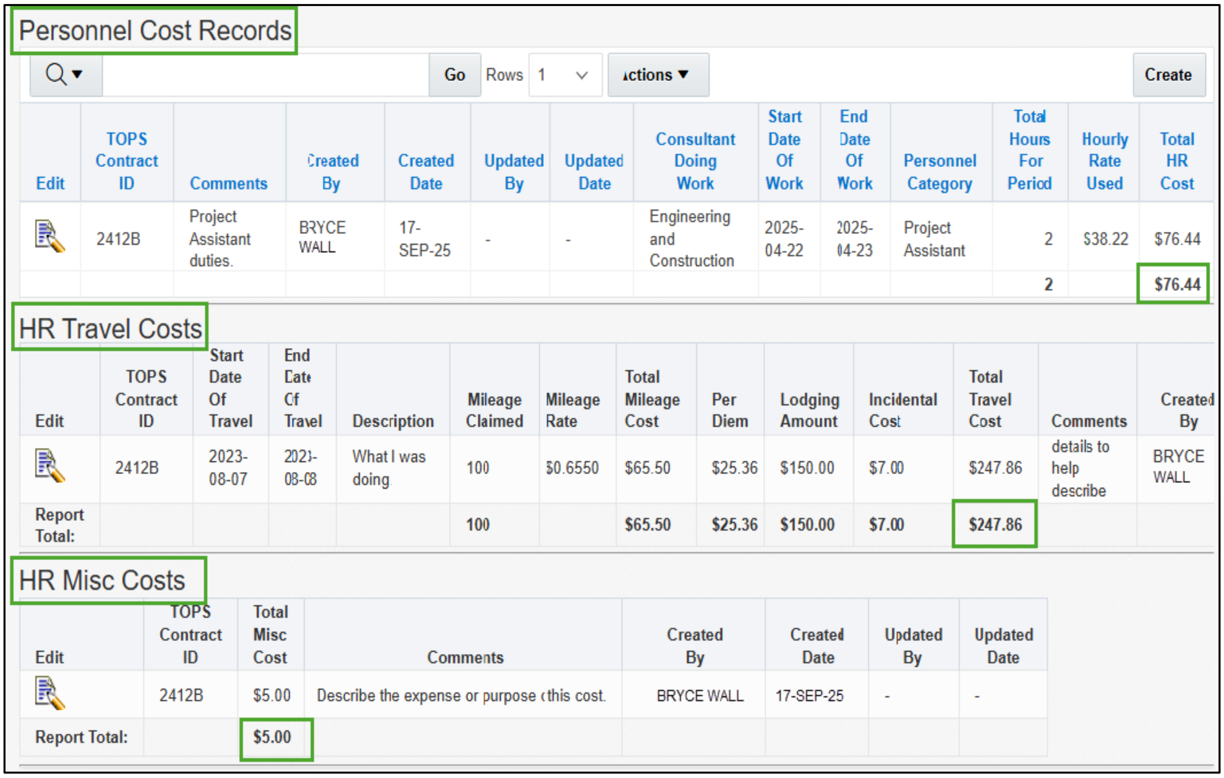
Edit	Invoice Id	Invoice Line No	Supplement No	Task Order No	Task Order Supp No	Service Type Name	PS PO ID	PO Line	PO Sched Nbr	PO Distrib Line Num	Vendor Doing Work	Component	Service Job Piece	JP Desc	Invoice Line Amount
	CCC	2	None	013	None	Admin Fee	3459078666	1	1	1	Corporation	None	3412114	ALONG TIGER ST FROM	$90.00
	CCC	3	None	008	None	Project Labor	3459077777	1	1	1	Corporation	None	2853444	BIG CREEK APPROX 2.5	$0.00
	CCC	4	None	013	None	Project Labor	3459078888	1	1	1	Corporation	None	3412111	ALONG TIGER ST FROM	$0.00
															$90.00

124. Click the **Edit icon** for each Hourly line.

Edit	Invoice Id
	CCC

↑ Back to Table of Content

125. On the **Edit TOPS Invoice Detail** page, scroll to **Personnel Cost Records, HR Travel Costs, and HR Misc Costs**.
    a. Each section has a **Total** column.
    b. Add these totals to get the combined amount for the Hourly line.



Personnel Cost Records

Edit	TOPS Contract ID	Comments	Created By	Created Date	Updated By	Updated Date	Consultant Doing Work	Start Date Of Work	End Date Of Work	Personnel Category	Total Hours For Period	Hourly Rate Used	Total HR Cost
	2412B	Project Assistant duties.	BRYCE WALL	17-SEP-25	-	-	Engineering and Construction	2025-04-22	2025-04-23	Project Assistant	2	$38.22	$76.44
											2		$76.44

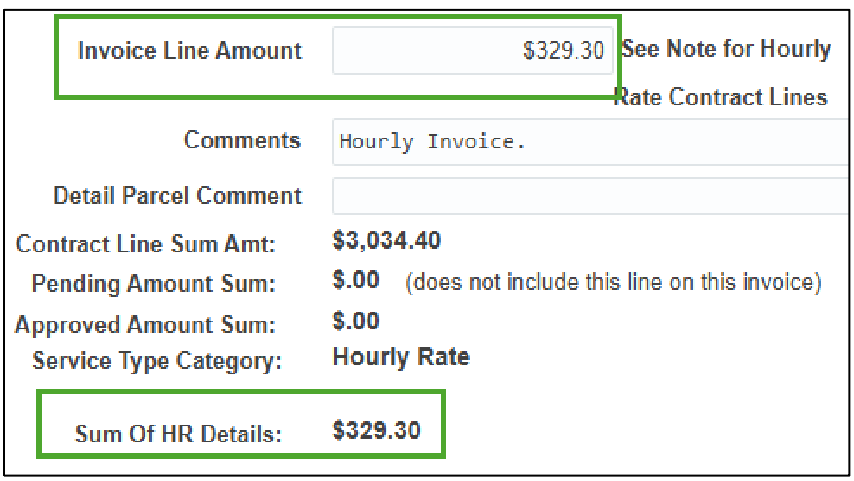
HR Travel Costs

Edit	TOPS Contract ID	Start Date Of Travel	End Date Of Travel	Description	Mileage Claimed	Mileage Rate	Total Mileage Cost	Per Diem	Lodging Amount	Incidental Cost	Total Travel Cost	Comments	Created By
	2412B	2023-08-07	2023-08-08	What I was doing	100	$0.6550	$65.50	$25.36	$150.00	$7.00	$247.86	details to help describe	BRYCE WALL
Report Total:					100		$65.50	$25.36	$150.00	$7.00	$247.86		

HR Misc Costs

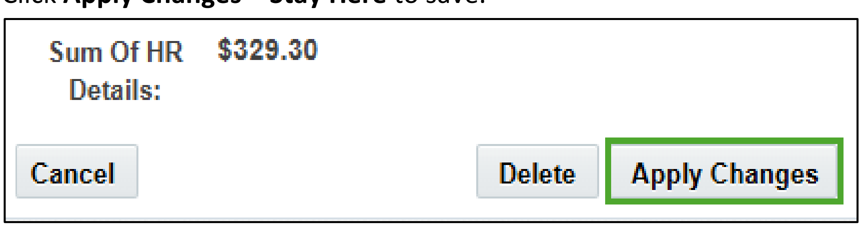
Edit	TOPS Contract ID	Total Misc Cost	Comments	Created By	Created Date	Updated By	Updated Date
	2412B	$5.00	Describe the expense or purpose of this cost.	BRYCE WALL	17-SEP-25	-	-
Report Total:		$5.00					

126. In the **Invoice Line Amount** box, replace 0 with the combined total.
    a. Verify it matches the **Sum of HR Details Amount** shown on the page.



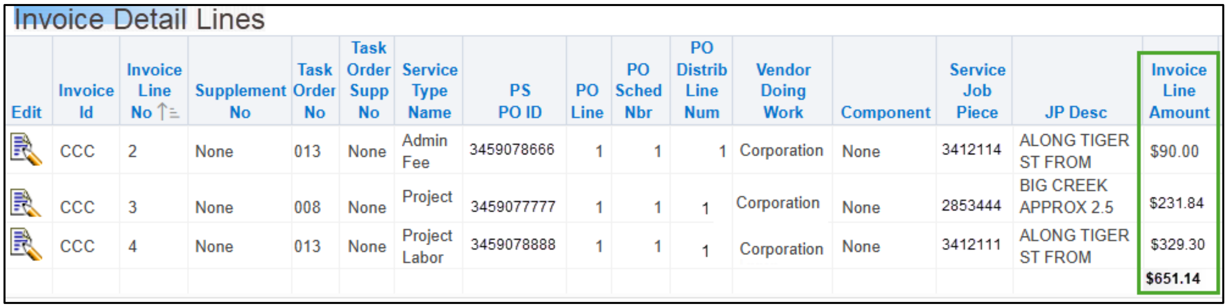
Warning: *The sum of all **Invoice Detail Lines** must equal the **Invoice Amt** in the header or submission will be blocked.*

127. Click **Apply Changes – Stay Here** to save.



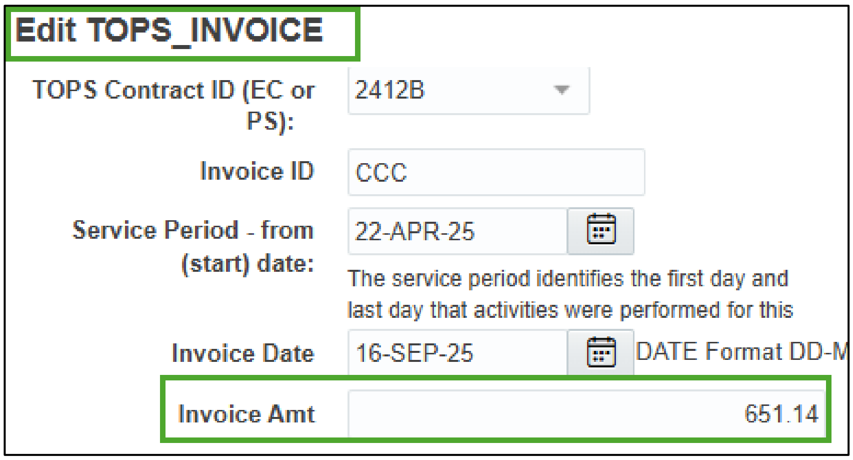
↑ Back to Table of Content

128. Verify the updated **Invoice Line Amount**.
   a. Use the **Edit icon** if further changes are needed.
   b. Repeat for all Hourly lines until the **Invoice Line Amount** is correct.


Invoice Detail Lines

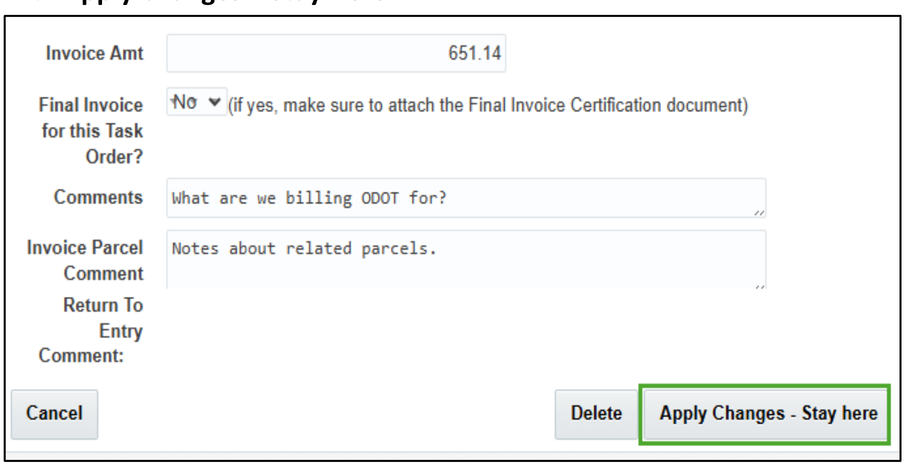
Edit	Invoice Id	Invoice Line No	Supplement No	Task Order No	Task Order Supp No	Service Type Name	PS PO ID	PO Line	PO Sched Nbr	PO Distrib Line Num	Vendor Doing Work	Component	Service Job Piece	JP Desc	Invoice Line Amount
	CCC	2	None	013	None	Admin Fee	3459078666	1	1	1	Corporation	None	3412114	ALONG TIGER ST FROM	$90.00
	CCC	3	None	008	None	Project	3459077777	1	1	1	Corporation	None	2853444	BIG CREEK APPROX 2.5	$231.84
	CCC	4	None	013	None	Project Labor	3459078888	1	1	1	Corporation	None	3412111	ALONG TIGER ST FROM	$329.30
															$651.14

129. At the top of the **Edit TOPS Invoice** page, enter the total of all **Invoice Line Amounts** in the **Invoice Amt** field.

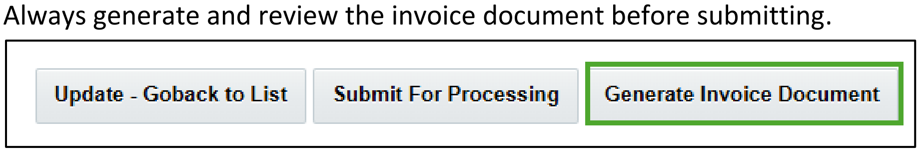


Warning: *A red ✗ in DB Error contact your [District Contract Administrator](#).*

130. Click **Apply Changes – Stay Here**.



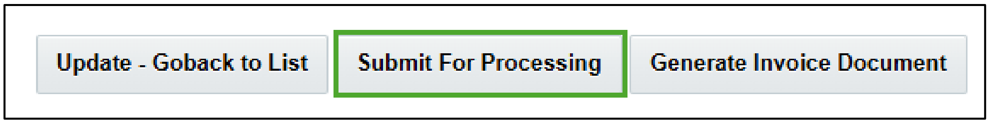
131. The **Submit for Processing** and **Generate Invoice Document** options now appear:
   a. **Generate Invoice** – Creates a draft invoice document for review.
      i. Always generate and review the invoice document before submitting.



Warning: *Once you click* ***Submit for Processing****, the invoice can no longer be edited.*

↑ Back to Table of Content

132. Click **Submit for Processing**.
    a. The invoice status changes from **Entry** to **Submitted**.
        i. ODOT reviewers begin the approval process.



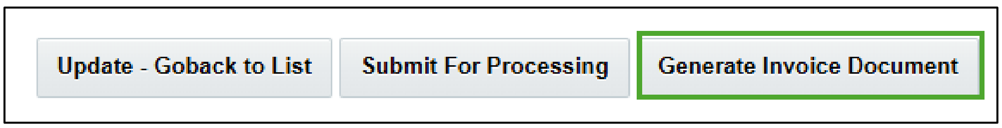
*Note: If **Submit for Processing** does not appear, confirm the **Invoice Amt** matches the detail lines and required attachments are uploaded.*

Generating an Invoice Document

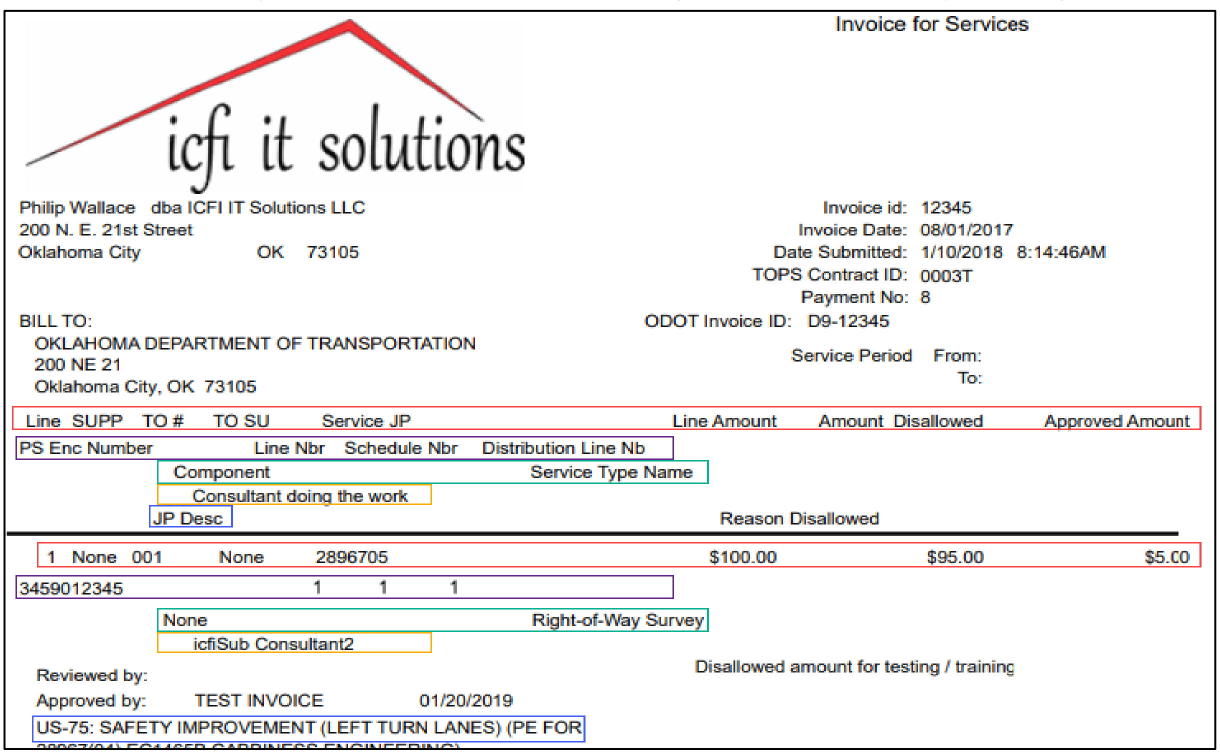
The **Generate Invoice Document** option creates a formatted invoice showing header details, line items, approval information, and each detail line. It can be used to review the invoice before submission or to view and save a copy after submission.

***Note**: This function only generates a copy of the invoice. It does not submit it for processing.*

133. Generate an Invoice to Review **Before** Submitting
    a. On the **Edit TOPS Invoice** page, click **Generate Invoice Document** to view a draft of the invoice.



    b. A **new window opens** showing the invoice in PDF or browser view.
    c. Review the invoice carefully for accuracy.
    d. Make any required edits directly in the **Edit TOPS Invoice** page or **Invoice Detail Lines** before submitting.
    e. All edits must be completed before submission. No changes can be made after processing.



Invoice for Services

icfi it solutions

Philip Wallace dba ICFI IT Solutions LLC
200 N. E. 21st Street
Oklahoma City OK 73105

Invoice id: 12345
Invoice Date: 08/01/2017
Date Submitted: 1/10/2018 8:14:46AM
TOPS Contract ID: 0003T
Payment No: 8

BILL TO:
OKLAHOMA DEPARTMENT OF TRANSPORTATION
200 NE 21
Oklahoma City, OK 73105

ODOT Invoice ID: D9-12345

Service Period From:
To:

Line SUPP TO # TO SU Service JP Line Amount Amount Disallowed Approved Amount
PS Enc Number Line Nbr Schedule Nbr Distribution Line Nb
Component Service Type Name
Consultant doing the work
JP Desc Reason Disallowed

1 None 001 None 2896705 $100.00 $95.00 $5.00
3459012345 1 1 1
None Right-of-Way Survey
icfiSub Consultant2
Disallowed amount for testing / training

Reviewed by:
Approved by: TEST INVOICE 01/20/2019
US-75: SAFETY IMPROVEMENT (LEFT TURN LANES) (PE FOR

↑ Back to Table of Content

134. Generate an Invoice to Review **After** Submitting

a. Go to the **Invoices** tab and locate the submitted invoice in the **Listing of All Invoices** grid.

b. Find the invoice line and click the **Details icon** to open it.

Details	TOPS Contract ID	Invoice ID	Payment No	Docs	Vendor Name	Invoice Date	Invoice Amt	Comments	Created By	Created Date	Invoice Status
	2414B	DDD	15		CORPORATION	18-SEP-25	$1,506.28		58746C	19-SEP-25	Submitted

c. In the top-right corner, click **Generate Invoice Document**.

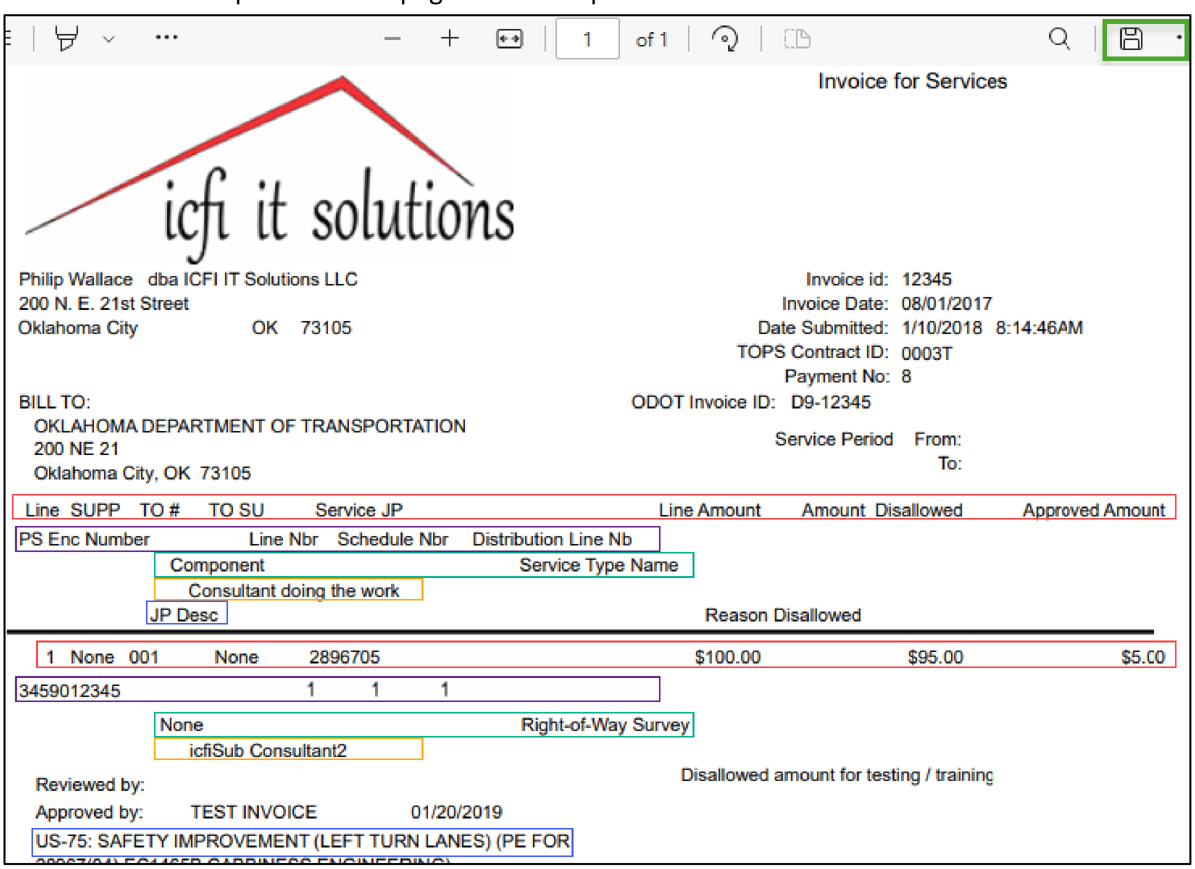
List Invoice Lines

Generate Invoice Document

TOPS Contract ID	Invoice ID	Payment No	Invoice Date	Invoice Amt	Invoice Status	Amt Approved For Payment	Date Approved For Payment	Approved For Payment By	Milestone Event
2414B	DDD	15	18-SEP-25	$1,506.28	Submitted	-	-	-	60 Percent

d. A **new window opens** showing the invoice in PDF or browser view.

i. Use the options on the page to **save** or **print** the document.



Note: *Generated invoices are snapshots. No changes are allowed after submission.*

↑ Back to Table of Content

Viewing Invoice Status and Details Page Overview

The **Viewing Invoice Status and Details** function allows consultants to track invoice status, review header information, and view line approvals. Status stages include Entry, Submitted, In Process, Approved, and Paid. After submission, consultants can confirm approvals, payments, and line history.

135. Go to the **Invoices** tab and locate the submitted invoice in the **Listing of All Invoices** grid.

136. Find the invoice line and click the **Details icon** to open it.
    a. Use the search bar or filters to find invoices by **Contract ID**, **Invoice ID**, **Vendor Name**, or **Status**.

Details	TOPS Contract ID	Invoice ID	Payment No	Docs	Vendor Name	Invoice Date	Invoice Amt	Comments	Created By	Created Date	Invoice Status
	2414B	DDD	15		CORPORATION	18-SEP-25	$1,506.28		58746C	19-SEP-25	Submitted

137. At the top of the **List Invoice Lines** page, review the invoice summary fields:
    Note: *If a field is blank, the event has not occurred yet. If the event has occurred but no entry was recorded, the field will display a dash (**–**).*
    a. **TOPS Contract ID** – Contract tied to this invoice.
    b. **Invoice ID** – Unique identifier for the invoice.
    c. **Payment No** – Sequential payment number.

TOPS Contract ID	Invoice ID	Payment No
2388	3563704	11

    d. **Invoice Date** – Date of the invoice.
    e. **Invoice Amt** – Total dollar amount billed.
    f. **Invoice Status** – Current stage (Entry, Submitted, Approved, Paid).
        i. **Entry** – Draft invoice created (editable)
        ii. **Submitted** – Sent to ODOT.
        iii. **In Process** – Under review.
        iv. **Approved** – Authorized for payment.
        v. **Paid** – Payment issued.

Invoice Date	Invoice Amt	Invoice Status
08-MAY-25	$1.11	Approved

↑ Back to Table of Content

g. **Amt Approved for Payment** – Portion of the invoice approved.
h. **Date Approved for Payment** – When approval was granted.
i. **Approved For Payment By** – User who approved the invoice.
j. **Milestone Event** – Related milestone, if applicable.

Amt Approved For Payment	Date Approved For Payment	Approved For Payment By	Milestone Event
$1.11	13-MAY-25	Jason Guess	-

138. Below the summary is the **Invoice Detail Lines** grid. Each row represents a billable line; columns are grouped for clarity:

a. Identification
   i. **TOPS Contract ID** – Contract ID (EC ID) tied to this line.
   ii. **Invoice ID** – Header invoice ID.
   iii. **Invoice Line No** – Line number within the invoice.
   iv. **Supplement No** – Contract supplement, if applicable.
   v. **Task Order No** – Task order for this line.
   vi. **Task Order Supp No** – Task order supplement, if applicable.

TOPS Contract ID	Invoice Id	Invoice Line No	Supplement No	Task Order No	Task Order Supp No
2388	3563704	1	None	None	None

b. Service and Financial References
   i. **Service Type Name** – Type of service billed.
   ii. **PS PO No** – Purchase order tied to this line.
   iii. **Line Nbr** – PO or contract line number.
   iv. **Sched Nbr** – Contract or task order schedule number.
   v. **Distrib Line Num** – Distribution line for accounting.
   vi. **Component** – Component code for service**.**
   vii. **Service Job Piece** – Job piece number.
   viii. **JP Desc** – Job/project description.

Service Type Name	PS PO No	Line Nbr	Sched Nbr	Distrib Line Num	Component	Service Job Piece	JP Desc
Bridge A	3459012345	1	1	1	None	356111	I-40/US-177 INTERCHANGE

c. Work and Vendor Details
   i. **Vendor Doing Work** – Vendor or Subconsultant performing the work.
   ii. **Invoice Line Amount** – Total billed on this line.

Vendor Doing Work	Invoice Line Amount
Corporation	$1.11
	$1.11

↑ Back to Table of Content

d. Workflow

i. **Created By** – User who created the line.

ii. **Created Date** – When the line was created.

iii. **Reviewed By** – User who reviewed the line.

iv. **Reviewed Date** – When the line was reviewed.

Created By	Created Date	Reviewed By	Reviewed Date
511111	08-MAY-25	Doug Ray	08-MAY-25

e. Approvals

i. **Amount Approved** – Portion approved for payment.

ii. **Approved By** – User who approved the line.

iii. **Approved Date** – When the line was approved.

iv. **Amount Disallowed** – Portion not approved.

v. **Reason for Disallow** – Explanation for disallowed amount.

Amount Approved	Approved By	Approved Date	Amount Disallowed	Reason For Disallow
$1.11	Jason Guess	13-MAY-25	-	-
$1.11				

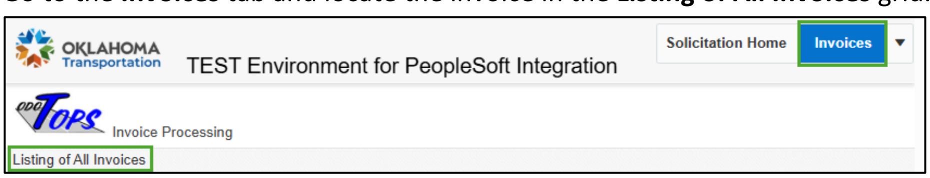
Payments

TOPS payments allow companies to confirm when invoices have been approved, track payment status, and review payment details tied to contracts. This section explains how to view payment history, confirm amounts issued, and record subcontractor payments. Both **prime consultants** and **subconsultants** have dedicated pages to meet the 15-day prompt payment requirement and verify funds exchanged.

Viewing Invoice Payment Status Page Overview

The **Invoices** tab displays invoice approval status, payment dates, and confirmation numbers, allowing companies to track when funds have been issued and approved.

139. Go to the **Invoices** tab and locate the invoice in the **Listing of All Invoices** grid.



140. In the grid, review:

a. **Invoice Status** – Current stage (Entry, Submitted, In Process, Approved, Paid).

b. **Date Paid** – The date ODOT issued payment.

c. **Payment Id** – Payment confirmation number.

Invoice Status	Date Paid	Payment Id
Paid	25-JAN-19	000000457812345

↑ Back to Table of Content

141. Click the **Details icon** to open the invoice.

Details	TOPS Contract ID	Invoice ID
	0003T	12345

142. At the top of **List Invoice Lines**, review:
    a. **Amt Approved for Payment** – Portion approved.
    b. **Date Approved for Payment** – When approval was granted.
    c. **Approved For Payment By** – Approver name.

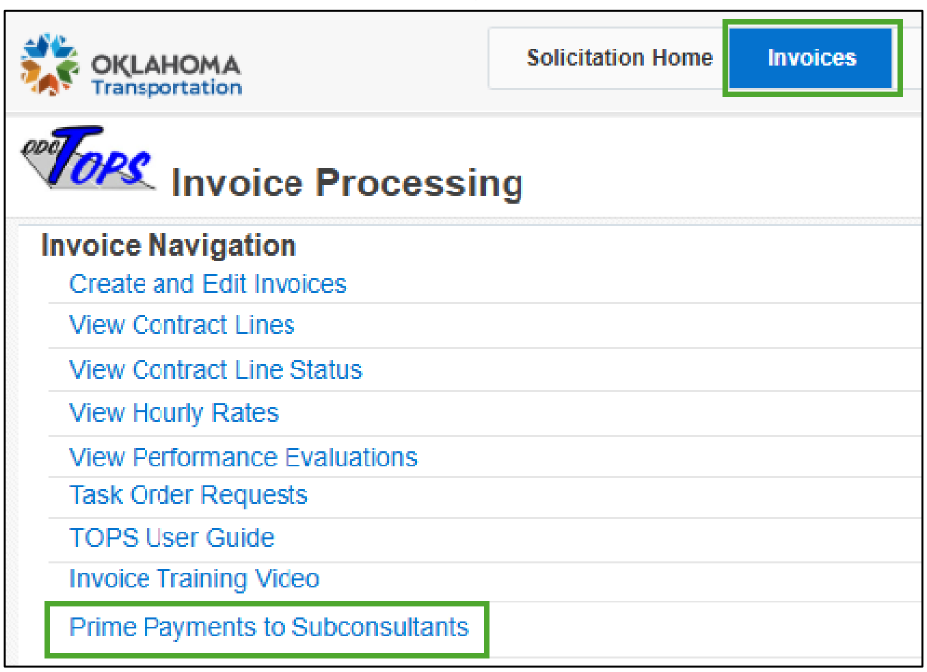
Invoice Status	Amt Approved For Payment	Date Approved For Payment	Approved For Payment By
Paid	$5.00	20-JAN-19	JO BILL

143. Scroll to **Invoice Detail Lines** to the information.
__Note:__ Blank fields mean the event has not occurred yet. A dash (–) means the event occurred but no entry was recorded.

Prime Payments to Subconsultants Page Overview

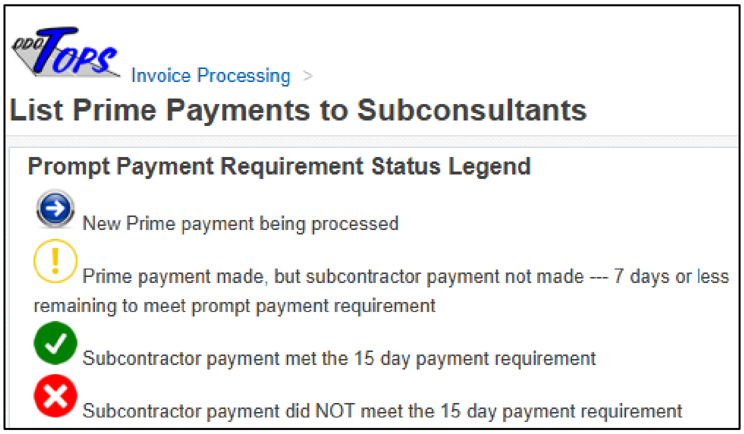
The **List Prime Payments to Subconsultants** page allows prime consultants to document payments made to subcontractors by entering the payment date and amount. Recording this information confirms compliance with the 15-day requirement and enables subcontractors to verify they have been paid.

144. In the **Invoices** tab, on the **Invoice Navigation** menu, click **Prime Payments to Subconsultants**.



↑ Back to Table of Content

145. On the **List Prime Payments to Subconsultants** page, the **Prompt Payment Requirement Status Legend** displays on the top left:
   a. **New Prime payment being processed** – A payment record is in progress.
   b. **Prime payment made, but subcontractor payment not made** – 7 days or fewer remain to meet the requirement.
   c. **Subcontractor payment met** – Payment satisfied within 15 days.
   d. **Subcontractor payment not met** – Payment exceeded the 15-day requirement.



146. To the right, the **Statistics Panel** shows counts and percentages of prompt payment compliance by prime consultant:
   a. **Prime Consultant Name** – The consultant under review.
   b. **Payment Status** – The compliance outcome:
      i. **Paid Promptly** – Payment met the requirement.
      ii. **Failed** – Payment did not meet the requirement.
   c. **Percentage** – Share of total invoices by status.

Statistics

Prime consultant name	Payment status	Count	Percentage
Corporation	Paid Promptly	100	56
Corporation	Failed	80	44

1 - 2

147. Scroll to the Prime Payments to Subconsultants Grid, which lists detailed records of payments.
   a. Identification
      i. **Edit Icon** – Open the **Enter the date and amount the Prime Consultant paid the Subcontractor for this TOPS Invoice Line.**
      ii. **TOPS Contract ID** – Contract identifier tied to the payment.
      iii. **Prime Consultant Name** – The consultant responsible for the contract.
      iv. **Invoice ID** – Parent invoice ID.
      v. **Invoice Date** – Date the invoice was issued.
      vi. **Invoice Amount** – Total invoice amount.

	TOPS Contract ID	Prime consultant name	Invoice id	Invoice date	Invoice amt
	1700	CORPORATION	12345-67	26-FEB-25	$11,602.38

↑ Back to Table of Content

b. Processing and Payment Dates
   i. **Date Submitted for Processing** – Date the invoice was submitted.
   ii. **Date Approved for Payment** – Date ODOT approved payment.
   iii. **Date Paid** – Date ODOT issued payment.
   iv. **Payment ID** – Unique payment confirmation number.

Date submitted for processing	Date paid	Date approved for payment	Payment id
03-MAR-25	17-MAR-25	10-MAR-25	00000000000012345678

c. Invoice Line and Task References
   i. **Invoice Line No** – Line number within the invoice.
   ii. **Supplement No** – Contract supplement, if applicable.
   iii. **Task Order No** – Task order identifier.
   iv. **Task Order Supp No** – Task order supplement.
   v. **Component** – Component code for the service billed.

Invoice line no	Supplement no	Task order no	Task order supp no	Component
2	None	026	A	None

d. Service and Job Details
   i. **Service Type Name** – Type of service performed (e.g., Survey, Environmental Services).
   ii. **Job Piece** – Job piece number.
   iii. **Service Job Piece** – Service job piece identifier.
   iv. **Invoice Line Amount** – Amount billed on the invoice line.

Service type name	Job piece	Service job piece	Invoice line amount
Environmental Services	1234505	1234504	$337.93

e. Approvals and Exceptions
   i. **Amount Disallowed** – Portion of the invoice not approved.
   ii. **Amount Approved** – Portion of the invoice approved for payment.
   iii. **Reason for Disallow** – Explanation of disallowed amounts.

Amount disallowed	Amount approved	Reason for disallow
$0.00	$337.93	-

↑ Back to Table of Content

f. Subconsultant Details
   i. **Vendor Doing Work** – Subconsultant or vendor performing the service.
   ii. **Prime Payment to Sub Date** – Date payment was made to the subconsultant.
   iii. **Prime Payment to Sub Amount** – Amount paid to the subconsultant.
   iv. **Prime Payment to Sub Comment** – Notes about the payment.

Vendor doing work	Prime payment to sub date	Prime payment to sub amt	Prime payment to sub comment
Environmental Consulting Co.	29-APR-25	-	Administrate Fee

g. Prime Consultant Updates
   i. **Prime Updated Date** – Date payment details were last updated.
   ii. **Prime Updated By** – User ID of the updater.
   iii. **Prime Updated By Username** – Full username of the updater.

Prime updated date	Prime updated by	Prime updated by user name
21-MAR-25	JANET SMITH	JSMITH

h. Subconsultant Payment Records
   i. **Payment Status** – Current status (e.g., Paid Promptly, Failed).
   ii. **Subconsultant Pay Date** – Date the subconsultant received funds.
   iii. **Amount Received by Sub** – Amount received by the subconsultant.
   iv. **Comments** – Additional notes.

Payment Status	Subcon Pay Date	Amt Received by Sub	Comments
✓	23-JUN-25	$662.19	REF #: 12345-13

i. Audit Trail
   i. **Created Date** – Date the record was created.
   ii. **Created By** – User who created the record.
   iii. **Updated Date** – Date the record was last modified.
   iv. **Updated By** – User who modified the record.

Created Date	Created By	Updated Date	Updated By
18-JUN-25	Import Process	30-JUN-25	JAMI EVANS

↑ Back to Table of Content

j. Notifications

i. **Notify Email Sent Date** – Date the notification email was sent to confirm payment status.

Notify Email Sent Date
24-JUN-25

ii. The **Subconsultants** will receive a TOPS sub consultant prompt payment system generated email.

A new payment record was processed for an invoice where TOPS indicates your firm is a sub consultant. ODOT requires that you be paid within 15 days of the prime payment.

The payment information is shown below. TOPS provides you with a way to report the payment to your firm. Please use the system to enter the requested info.

Sub consultant name is: Engineering Services Inc.

Prime consultant name: CORPORATION

Contract ID: 1700
Invoice ID: 12345-67
Invoice Date: 2025/02/26
Payment Date: 2025/03/17
Contract service type name is: Environmental Services
Payment amount: $337.93
Amount Disallowed:
Reason disallowed:
Date due to sub consultant: 2025/04/01

Create a Prime Detail Payment to Subconsultant Verification

The **Prime Detail Payment to Subconsultant Verification** page allows prime consultants to enter and update payment details for a subcontractor invoice line, including payment date, amount, attachments, and comments.

148. On the **List Prime Payments to Subconsultants** page, scroll to the Prime Payments to Subconsultants Grid.

Invoice Processing >

List Prime Payments to Subconsultants

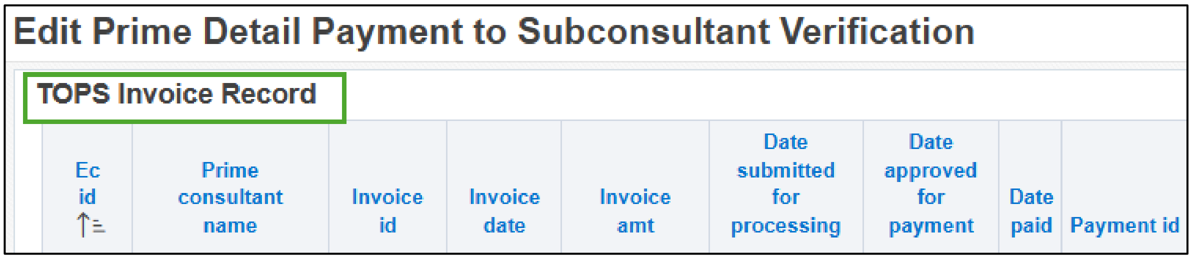
149. **Search** for the line item and click the **Edit icon**.

2012 Go

	TOPS Contract ID	Prime consultant name	Invoice id	Invoice date
	2012	CORPORATION	12345-13	29-JUN-25

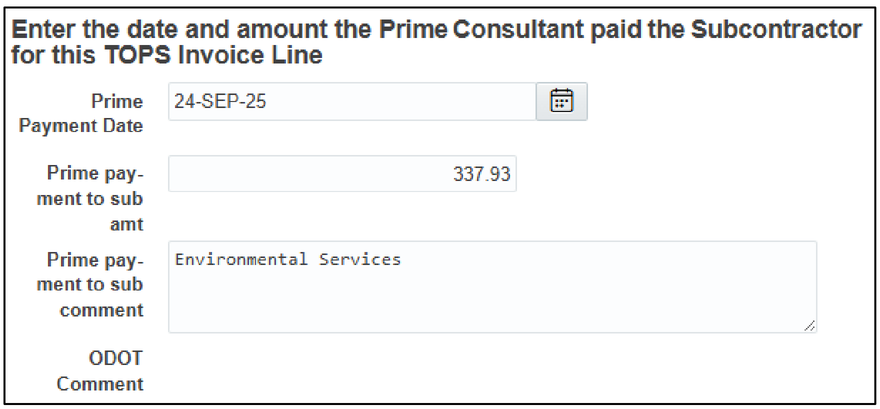
Back to Table of Content

150. The **Edit Prime Detail Payment to Subconsultant Verification** page opens. The **TOPS Invoice Record** at the top displays read-only invoices and contract information for reference.

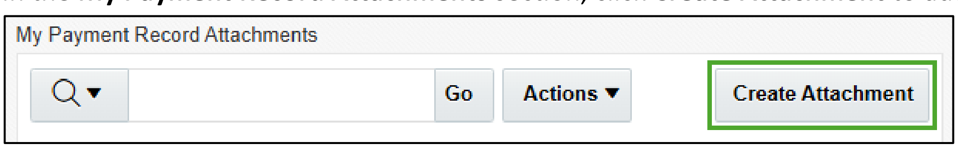


151. In the **Enter the date and amount the Prime Consultant paid the Subcontractor for this TOPS Invoice Line** section, complete:

  a. **Prime Payment Date** – Date the subcontractor was paid.
  b. **Prime Payment to Sub Amount** – Amount paid to the subcontractor.
  c. **Prime Payment to Sub Comment** – Notes about the payment.
  d. **ODOT Comment** – Field for ODOT notes.

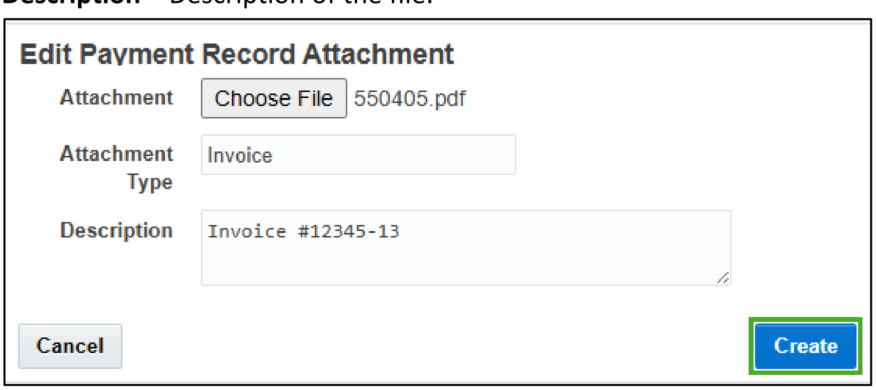


152. In the **My Payment Record Attachments** section, click **Create Attachment** to add supporting documents.



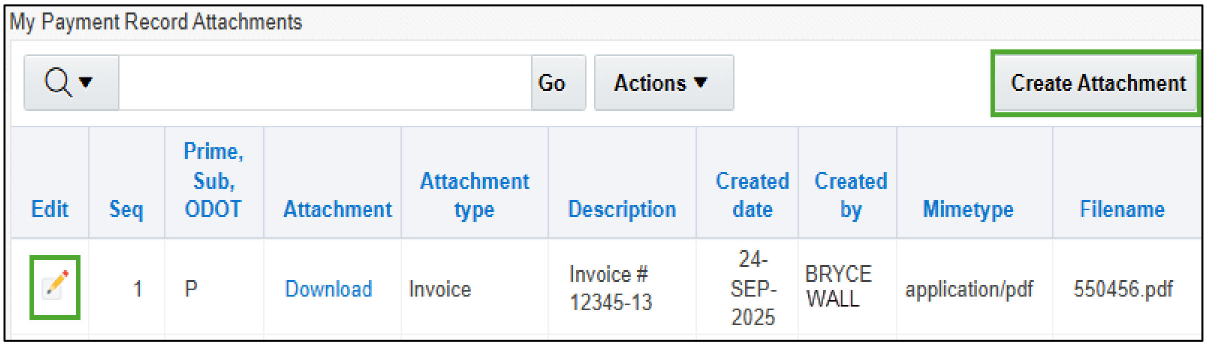
153. On the **Edit Payment Record Attachment** page, complete the fields and click **Create:**

  a. **Attachment:** Choose File – Select the document.
  Warning: *Do not use commas in the file name this may prevent upload.*
  b. **Attachment Type** – Classification of the file.
  c. **Description** – Description of the file.



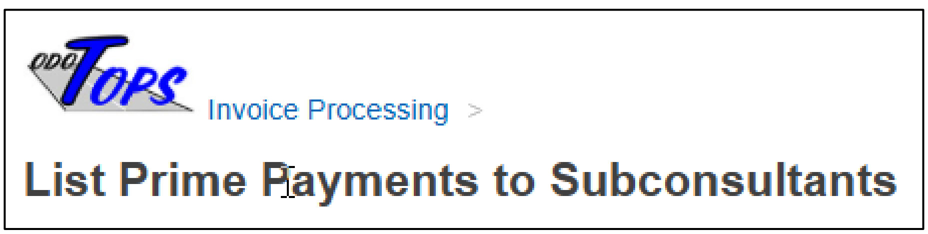
↑ Back to Table of Content

154. Review the new line in **My Payment Record Attachments**. To add more, click **Create Attachment** again.
    a. Use the **Edit icon** to update an attachment.

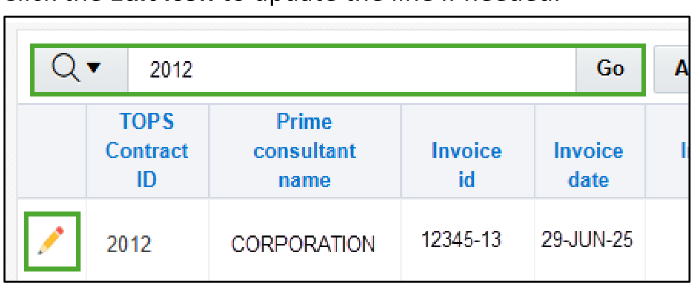


155. Click **Apply Changes** to save.

156. The system returns to the **List Prime Payments to Subconsultants** page.



157. **Search** and confirm the payment entry appears in the list.
    a. Click the **Edit icon** to update the line if needed.



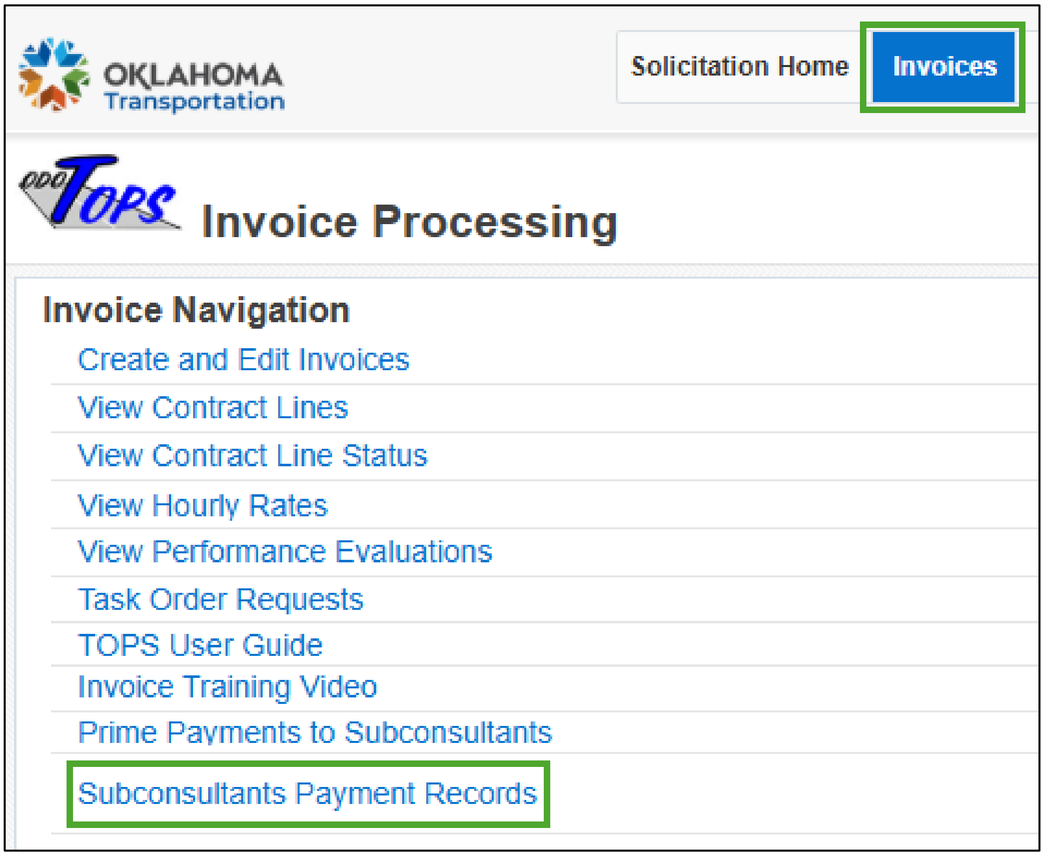
Subconsultants Payment Records Page Overview

The **Subconsultant Detail Payment Verification** page allows subcontractors to enter and update payment confirmation for a specific invoice line, including the payment date, amount received, and comments.

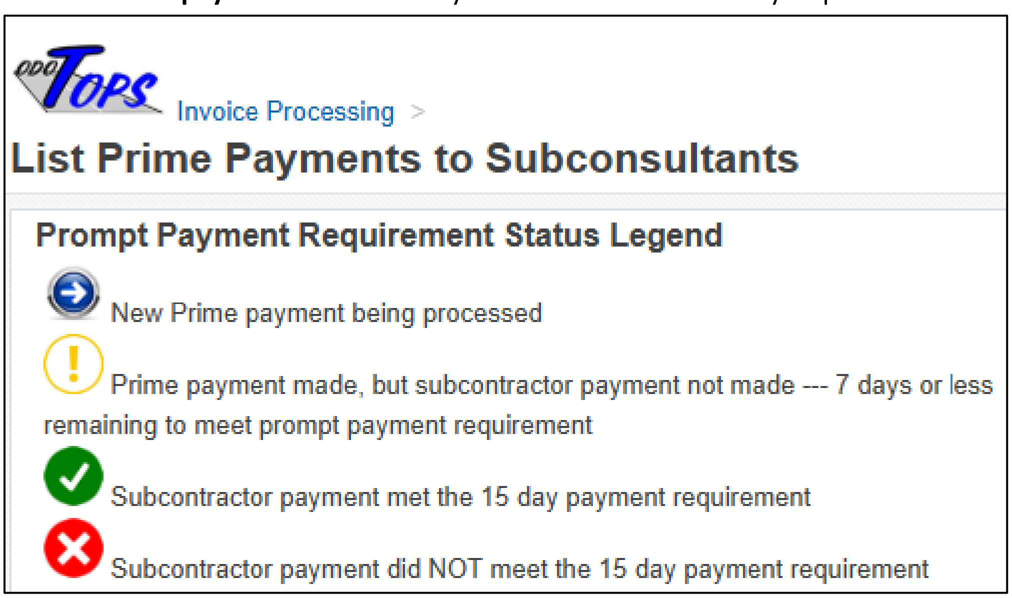
Note: *To see this page, the user must be set up as a* ***Subcon Payment Entry User****, set up by the* ***Primary Organization Profile Manager****.*

↑ Back to Table of Content

158. In the **Invoices** tab, on the **Invoice Navigation** menu, click **Subconsultants Payment Records**.



159. On the **List Subconsultant Detail Payment Verification** page, the **Prompt Payment Requirement Status Legend** displays on the top:
   a. **New Prime payment being processed** – A payment record is in progress.
   b. **Prime payment made, but subcontractor payment not made** – 7 days or fewer remain to meet the requirement.
   c. **Subcontractor payment met** – Payment satisfied within 15 days.
   d. **Subcontractor payment not met** – Payment exceeded the 15-day requirement.



↑ Back to Table of Content

160. Scroll to the **Subconsultant Payment Verification Grid**, which lists subcontractor payment records:

   a. Identification

      i. **Edit Icon** – Open the **Enter the date and amount the Subconsultant was Paid for this TOPS Invoice Line.**

      ii. **TOPS Contract ID** – Contract identifier tied to the payment.

      iii. **Prime Consultant Name** – The prime consultant responsible for the contract.

      iv. **Invoice ID** – Parent invoice identifier.

      v. **Invoice Date** – Date the invoice was issued.

	TOPS Contract ID	Prime consultant name	Payment Status	Invoice id	Invoice date
	1200	Oklahoma Co.		12345-13	22-MAR-25

   b. Processing and Payment Dates

      i. **Date Submitted for Processing** – Date the invoice was submitted.

      ii. **Date Approved for Payment** – Date ODOT approved payment.

      iii. **Date Paid** – Date ODOT issued payment.

Date submitted for processing	Date approved for payment	Date paid
22-MAR-25	01-APR-25	11-APR-25

   c. Invoice Line and Task References

      i. **Invoice Line No** – Line number within the invoice.

      ii. **Supplement No** – Contract supplement.

      iii. **Task Order No** – Task order identifier.

      iv. **Task Order Supp No** – Task order supplement.

      v. **Component** – Component code for the service billed.

Invoice line no	Supplement no	Task order no	Task order supp no	Component
3	None	014	None	None

   d. Service and Job Details

      i. **Service Type Name** – Type of service performed.

      ii. **Job Piece** – Job piece number.

      iii. **Service Job Piece** – Service job piece identifier.

      iv. **Vendor Doing Work** – Subconsultant performing the work.

      v. **Invoice Line Amount** – Amount billed on the invoice line.

Job piece	Service job piece	Service type name	Vendor doing work	Invoice line amount
-	3357777	Materials Sampling	Corporation	$425.00

↑ Back to Table of Content

e. Approvals and Exceptions
   i. **Amount Disallowed** – Portion of the invoice not approved.
   ii. **Reason for Disallow** – Explanation for disallowed amounts.
   iii. **Amount Approved** – Portion of the invoice approved for payment.

Amount disallowed	Reason for disallow	Amount approved
-	-	$425.00

f. Subconsultant Payment Details
   i. **Amt Received by Sub** – Amount received by the subcontractor.
   ii. **Subcon Pay Date** – Date the subcontractor received funds.
   iii. **Comments** – Additional notes.

Amt Received by Sub	Subcon Pay Date	Comments
$425.00	22-APR-25	-

g. Audit Trail and Notifications
   i. **Created Date** – Date the record was created.
   ii. **Created By** – User who created the record.
   iii. **Updated Date** – Date the record was last modified.
   iv. **Updated By** – User who modified the record.
   v. **Notify Email Sent Date** – Date a **TOPS Subconsultant Prompt Payment** email was sent to notify the subcontractor.

Created Date	Created By	Updated Date	Updated By	Notify Email Sent Date
12-APR-25	Import Process	22-APR-25	AMBER SMITH	18-APR-25

Create a Subconsultant Detail Payment Verification

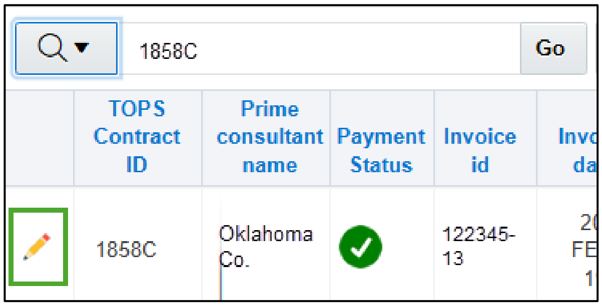
The **Subconsultant Detail Payment Verification** page allows subcontractors to enter and update payment confirmation for a specific invoice line, including the date payment was received and the amount.

161. On the **List Subconsultants Detail Payment Verification** page, scroll to the Subconsultant Payment Verification Grid.

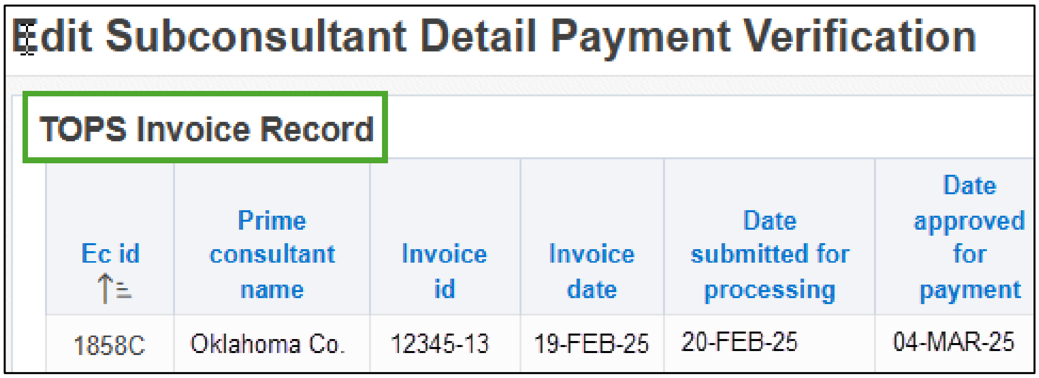
Invoice Processing >

List Subconsultant Detail Payment Verification

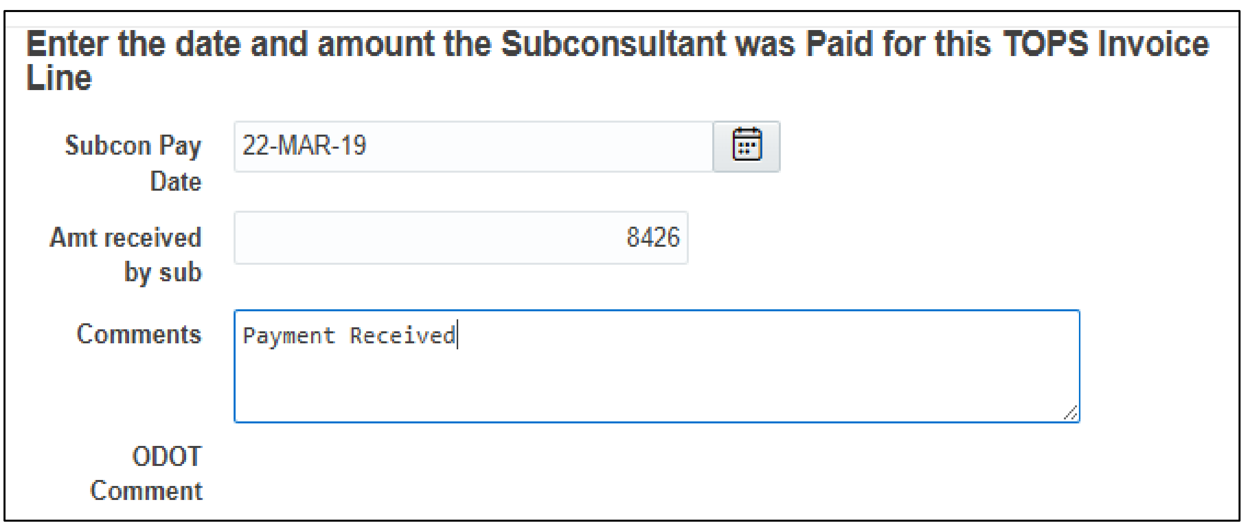
162. **Search** for the line item and click **Edit icon**.



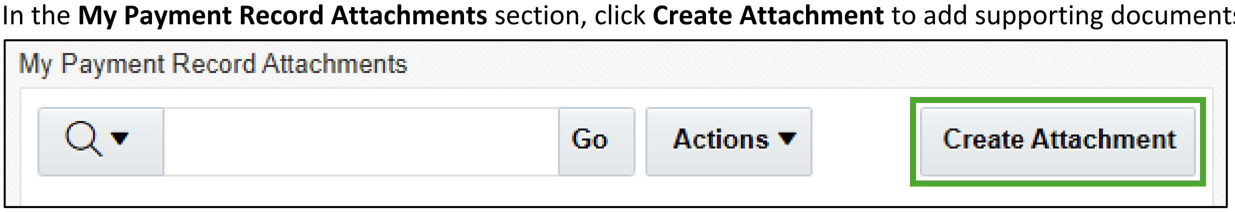
163. The **Edit Subconsultant Detail Payment Verification** page opens. The **TOPS Invoice Record** at the top displays read-only invoices and contract information for reference.



164. In the **Enter the date and amount the Subconsultant was Paid for this TOPS Invoice Line** section, complete:
    a. **Subcon Pay Date** – *Date the subcontractor received funds.*
    b. **Amt Received by Sub** – *Amount received by the subcontractor.*
    c. **Comments** – *Notes about the payment.*
    d. **ODOT Comment** – Field for ODOT notes.

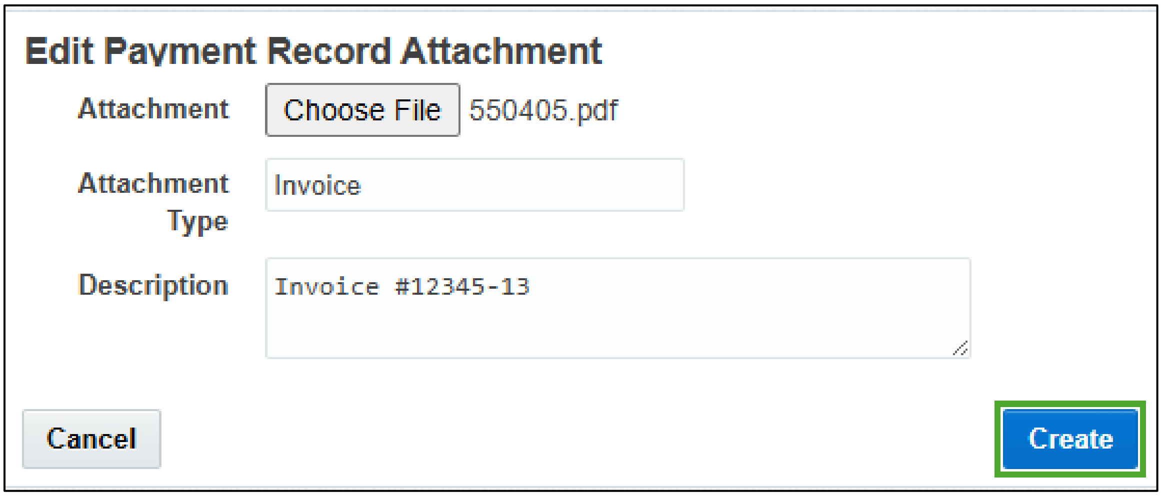


165. In the **My Payment Record Attachments** section, click **Create Attachment** to add supporting documents.

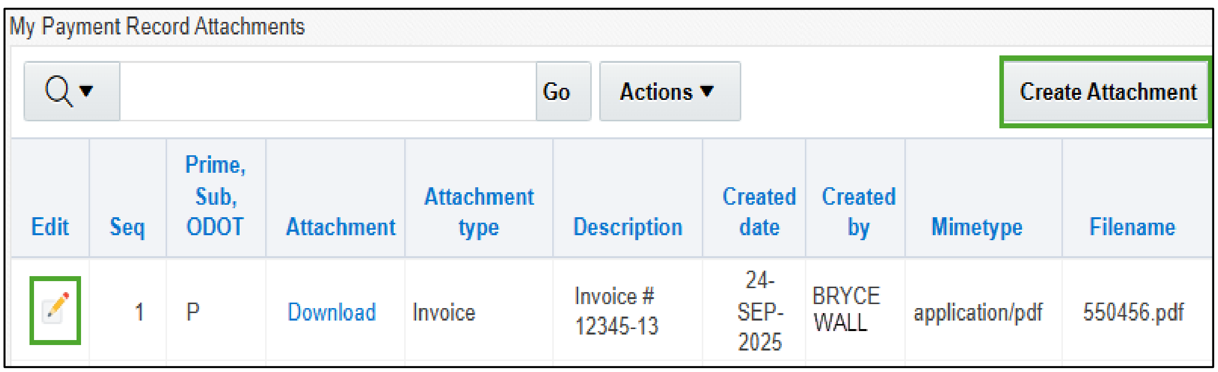


↑ [Back to Table of Content]

166. On the **Edit Payment Record Attachment** page, complete the fields and click **Create:**
   a. **Attachment:** Choose File – Select the document.
      Warning: *Do not use commas in the file name this may prevent upload.*
   b. **Attachment Type** – Classification of the file.
   c. **Description** – Description of the file.

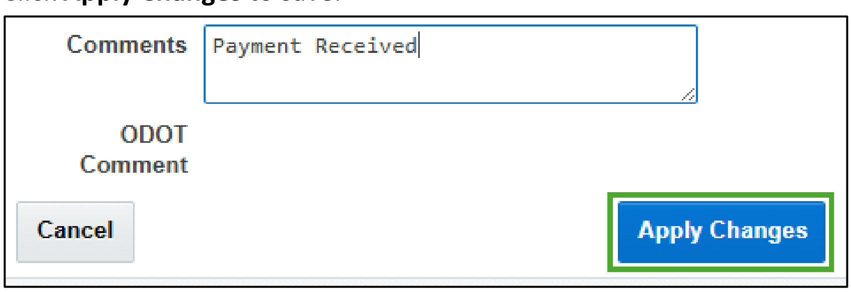


167. Review the new line in **My Payment Record Attachments**. To add more, click **Create Attachment** again.
   a. Use the **Edit icon** to update an attachment.

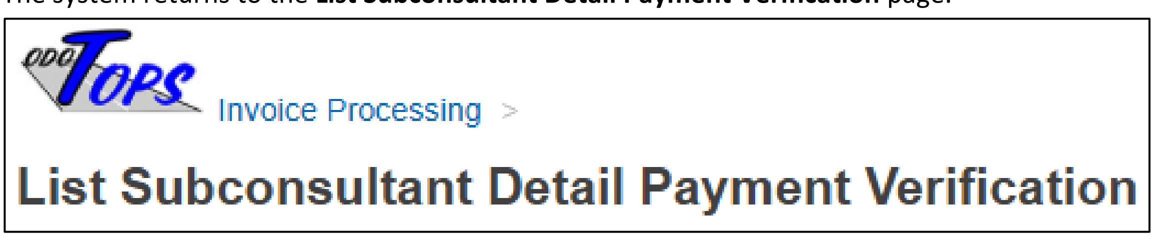

My Payment Record Attachments

Edit	Seq	Prime, Sub, ODOT	Attachment	Attachment type	Description	Created date	Created by	Mimetype	Filename
	1	P	Download	Invoice	Invoice # 12345-13	24-SEP-2025	BRYCE WALL	application/pdf	550456.pdf

168. Click **Apply Changes** to save.

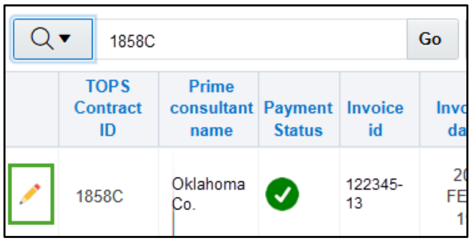


169. The system returns to the **List Subconsultant Detail Payment Verification** page.



↑ Back to Table of Content

170. **Search** and confirm the payment entry appears in the list.
    a. Click the **Edit icon** to update the line if needed.



Organization Resources (Read Only)

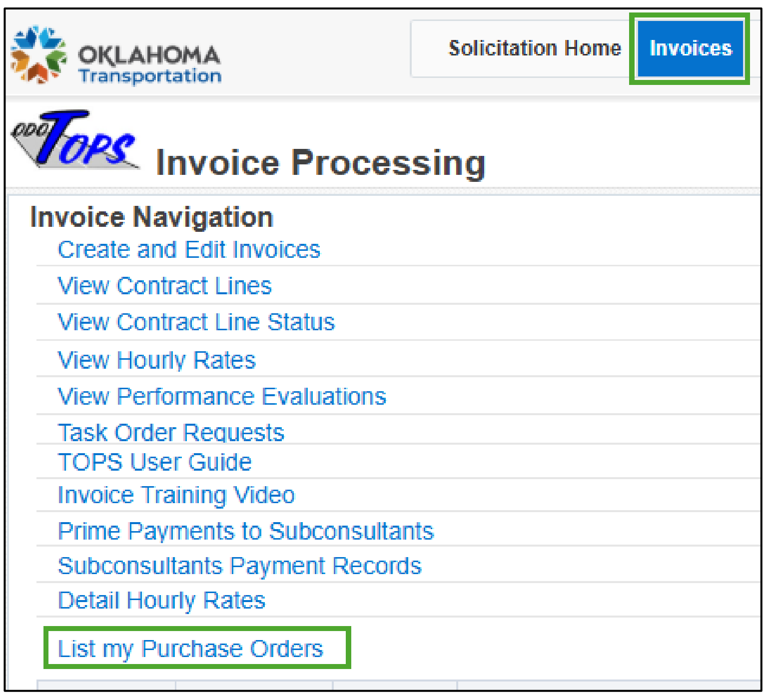
The Organization Resources section provides access to informational links that display contract and performance data maintained by ODOT. These pages are read-only and cannot be updated by consultants in TOPS.

List My Purchase Orders Page Overview

The **List My Purchase Orders** page displays purchase order details for the organization, including PO information, amounts, status fields, and distribution data.

Note: *This page is read-only. Purchase order details are maintained by ODOT and cannot be edited in TOPS.*

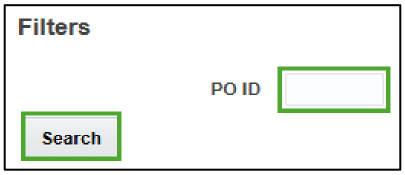
171. Go to the **Invoices** tab and click **List My Purchase Orders**.



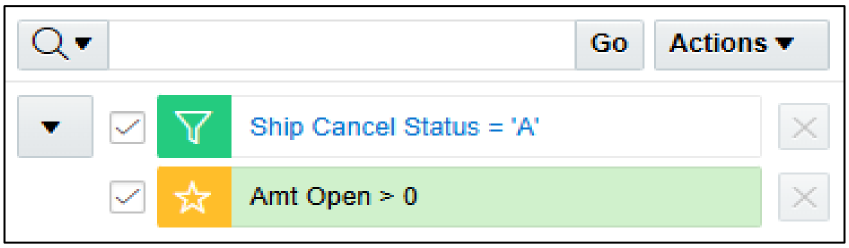
172. The **List My Purchase Orders** page opens showing a list of the organization's purchase orders.

↑ Back to Table of Content

173. Use the **Filters** section to search by PO ID. Enter the PO ID and click **Search**.



174. The grid has two default filters:
   a. Remove active filters by clicking the **X** next to each.
   b. To reset filters, go to the **Actions** menu and click **Reset**.
      i. **Ship Cancel Status = 'A'**
      ii. **Amt Open greater > 0** highlights POs with available funds (green).



175. The grid displays the following information:
   a. Identification
      i. **PO ID** – Purchase order identifier.
      ii. **PO Date** – Date of the purchase order.
      iii. **Vendor ID** – Unique number assigned by **OMES** to identify vendors.
      iv. **Vendor Loc** – Vendor location code.
      v. **Vendor Name** – Vendor assigned to the PO.

PO ID	PO Date	Vendor Id	Vndr Loc	Vendor Name
3459081111	17-JUL-25	0000271111	1111	DAYLYN WALL

   b. Line and Distribution References
      i. **Line Nbr** – Purchase order line number.
      ii. **Sched Nbr** – Schedule number tied to the line.
      iii. **Distrib Line Num** – Distribution line number.
      iv. **Bud Ref** – Budget year reference.
      v. **Project ID** – Related project identifier.
      vi. **Activity ID** – Associated activity identifier.
      vii. **Operating Unit** – Operating unit tied to the PO.
      viii. **Descr254 Mixed** – Description from PeopleSoft.
      ix. **Inv Item ID** – Inventory or item identifier listed on the PO.
      x. **Class Fld** – Classification field for accounting or reporting.

Line Nbr	Sched Nbr	Distrib Line Num	Bud Ref	Project Id	Activity Id	Operating Unit
1	1	1	25			7051111

↑ Back to Table of Content

c. Amounts
   i. **Amt Open** – Open balance remaining on the PO.
   ii. **Merchandise Amt** – Original PO amount.
   iii. **Amt Liquidated** – Amount already paid.
   iv. **Ship Merchandise Amt** – Shipped merchandise total.
   v. **Close Amount** – Amount closed out.

Amt Open	Merchandise Amt	Amt Liquidated	Ship Merchandise Amt	Close Amount
$25,700.00	$31,000.00	$5,300.00	$31,000.00	$0.00

d. Ship Cancel Status – Shipping cancellation code (A, C, O, P, X)
e. Ship Status Desc – Shipping status description.
   i. **P = Pending** – Awaiting action.
   ii. **X = Canceled** – Shipment canceled.
   iii. **O = Open** – Shipment created, not yet complete.
   iv. **A = Active** – Shipment valid and in use.
   v. **C = Closed** – Shipment completed.

Ship Cancel Status	Ship Status Desc
C	Closed

f. PO Status – Current purchase order status (A, C, D, DA, O, PA, PX, X).
   i. **A = Active** – Valid and in use.
   ii. **C = Closed** – Completed, no further activity.
   iii. **D = Dispatched** – Sent to vendor.
   iv. **DA = Dispatched Approved** – Sent and approved.
   v. **O = Open** – Created, not yet dispatched.
   vi. **PA = Pending Approval** – Waiting for approval.
   vii. **PX = Pending Cancel** – Cancel in progress.
   viii. **X = Canceled** – Fully canceled.
g. Change Status – Indicator if changes have occurred (C, U).
   i. **C = Changed** – Purchase order has been modified.
   ii. **U = Unchanged** – No modifications.

PO Status	Change Status
C	U

↑ Back to Table of Content

h. Line Cancel Status – Indicator if a line was canceled (A, C, D, O, P, X).
   i. **A = Active** – Line valid and in use.
   ii. **C = Closed** – Line completed.
   iii. **D = Dispatched** – Line sent to vendor.
   iv. **O = Open** – Line created, not yet dispatched.
   v. **P = Pending** – Line awaiting action.
   vi. **X = Canceled** – Line canceled.

i. Line Change Status – Indicator if a line was modified (C, U).
   i. **C = Changed** – Purchase order has been modified.
   ii. **U = Unchanged** – No modifications.

Line Cancel Status	Line Change Status
C	U

j. Sched Cancel Status – Schedule cancellation code (A, C, O, P, X).
   i. **A = Active** – Schedule valid and in use.
   ii. **C = Closed** – Schedule completed.
   iii. **O = Open** – Schedule created, not yet dispatched.
   iv. **P = Pending** – Schedule awaiting action.
   v. **X = Canceled** – Schedule canceled.

k. Sched Change Status – Schedule modification code (C, U).
   i. **C = Changed** – Purchase order has been modified.
   ii. **U = Unchanged** – No modifications.

Sched Cancel Status	Sched Change Status
A	U

l. Distrib Ln Status – Distribution line status (C, O, X).
   i. **C = Closed** – Distribution line completed.
   ii. **O = Open** – Distribution line active.
   iii. **X = Canceled** – Distribution line canceled.

Distrib Ln Status
O

m. Accounting
   i. **Class Fld** – Classification code.
   ii. **Account** – Account number charged.
   iii. **Product** – Object code for what ODOT is buying. (cost break-downs -may be used RW)

Class Fld	Account	Product
31000	515370	:00

↑ Back to Table of Content

n. Distrib Mthd Flg – Distribution method flag (Q, A)

o. Dist Mthd Flg Desc – Description of distribution method flag.

   i. **Q = Quantity** – PO set up by units (e.g., 12 months). Invoices are entered per unit (e.g., monthly phone bill) until the balance is met.

   ii. **A = Amount** – PO set up by dollar amount. Multiple invoices are deducted from the balance until it is used.

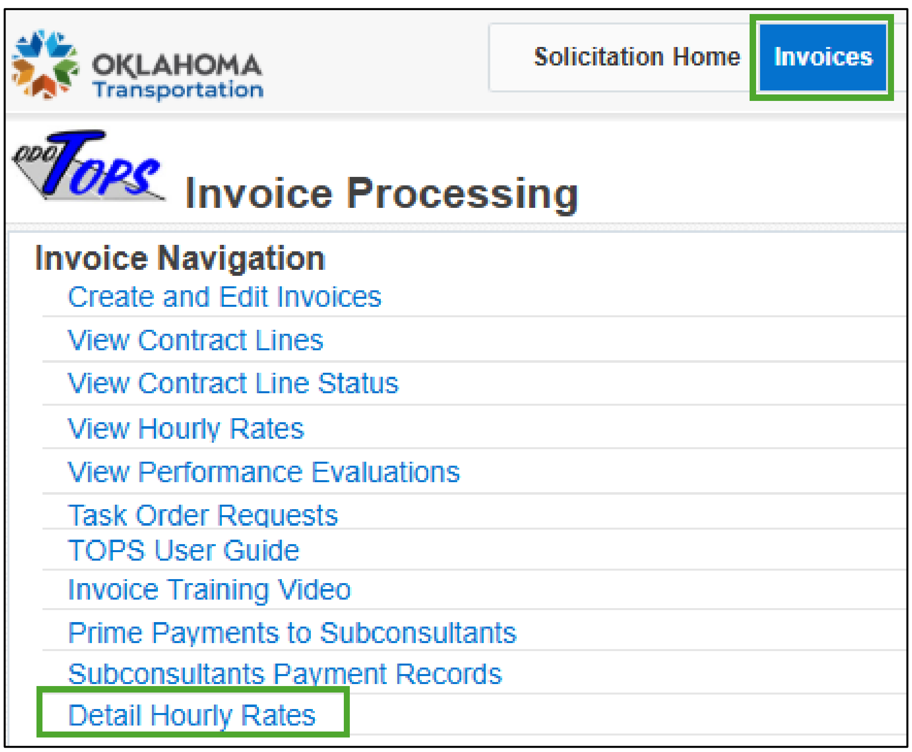
Distrib Mthd Flg	Dist Mthd Flg Desc
Q	Quantity
A	Amount

Detail Hourly Rates Page Overview

The **Detail Hourly Rates** page displays invoice line items with hourly charges across all invoices for a selected EC ID/Contract ID.

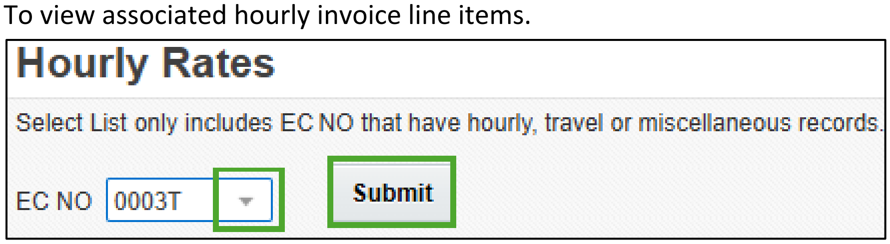
Note: *This page is read-only. Hourly rate details are calculated from invoice records and cannot be edited in TOPS.*

176. Go to the **Invoices** tab and click **Detail Hourly Rates**.



177. The **Hourly Rates** page opens. Select an **EC NO (EC ID/Contract ID)** from the dropdown list, click Submit.

   a. To view associated hourly invoice line items.



↑ Back to Table of Content

178. The grids display all the hourly line items from all the invoices sum the following information:

a. **Hourly Rate Personnel Costs** – Shows personnel cost records by vendor, personnel category, hours, and rate.

Hourly Rate Personnel Costs

Go | Actions

1 - 6

EC NO	Invoice ID	Vendor Doing Work	Start Date Of Work	End Date Of Work	Personnel Category	Total Hours For Period	Hourly Rate Used	Total HR Cost	Comments	Created By	Created Date	Updated By	Updated Date
0003T	12	Consultant1	09-DEC 25	10-DEC 25	Appraiser	1	$1.50	$1.50		PAUL WALL	31-DEC-25		
0003T	12	ICFI	01-JUL 24	07-JUL-24	Clerical	.255	$2.00	$0.51		KRIS WALL	08-JUL-24	KRIS WALL	08-JUL-24
0003T	RWGRP	icfiSub	21-NOV-21	22-NOV-21	Appraiser	5	$1.50	$7.50		FRANK TEST	23-NOV-21		
0003T	123	icfiSub	01-JAN-20	15-JAN-20	Appraiser	.5	$1.50	$0.75		BRAD SAM	24-FEB-20		
0003T	pw-3T-12:58	icfiSub	11-DEC-19	11-DEC-19	Appraiser	3	$1.50	$4.50		PHILIP WALL	31-DEC-19	PHILIP WALL	31-DEC-19
0003T	testFRA1	Consultant1	01-JUN-22	15-JUN-22	Appraiser	1	$1.50	$1.50		FRANK TEST	16-JUN-22		
						10.755		$16.26					

b. **Hourly Rate Travel Costs** – Shows travel-related costs including mileage, per diem, lodging, and incidentals.

Hourly Rate - Travel Cost (mileage based travel costs plus per diem, lodging, and incidentals)

EC NO	Invoice ID	Vendor Doing Work	Comments	Description	Mileage Claimed	Mileage Rate	Total Mileage Cost	Per Diem	Incidental Cost	Lodging Amount	Total Amount	Start Date Of Travel	End Date Of Travel	Created By	Created Date	Updated By	Updated Date
0003T	12	icfiSub Consu		testing	10	$0.59	$5.85				$5.85	09-JAN-22	10-JAN-22	PHILIP WAI	02-JAN-20	PHILIP W	06-JAN-22
0003T	12	ICFI IT Solutic			51	$0.66	$33.41				$33.41	01-JAN-23	11-JAN-23	KRISTEN W	13-JAN-23		
0003T	12	Solutions LL	Truck Use	Truck Use	0	$0.66	$0.00		$90.00		$90.00	01-FEB-23	07-FEB-23	KRISTEN W	19-FEB-25	KRISTEN	19-FEB-25
0003T	12	Philip Wall		test	5	$0.67	$3.35				$3.35	11-JAN-24	12-JAN-24	FRANK TES	19-JAN-24		
0003T	pw-3T-12:58	icfiSub		testing	5	$0.50	$2.50				$2.50	18-DEC-19	19-DEC-19	PHILIP WAI	31-DEC-19	PHILIP W	31-DEC-19
0003T	testFRA1	IcfiSub Consu	test	test	10	$0.63	$6.25				$6.25	01-JUL-22	03-JUL-22	FRANK TES	16-JUN-22	FRANK T	16-JUN-22
					81		$51.36		$90.00		$141.36						

c. **Hourly Rate Miscellaneous Costs** – Shows other eligible costs such as airfare and miscellaneous charges.

Hourly Rate Miscellaneous Costs (include Airfare costs here)

EC NO	Invoice ID	Vendor Doing Work	Comments	Total Misc Cost	Created By	Created Date	Updated By	Updated Date
0003T	12	icfiSub Consultant	testing	$5.00	PHILIP WALLACE	31-DEC-19		
0003T	pw-3T-12:58	icfiSub Consultant	testing after	$3.00	PHILIP WALLACE	31-DEC-19	Philip Wallace	31-DEC-19
				$8.00				

Back to Table of Content

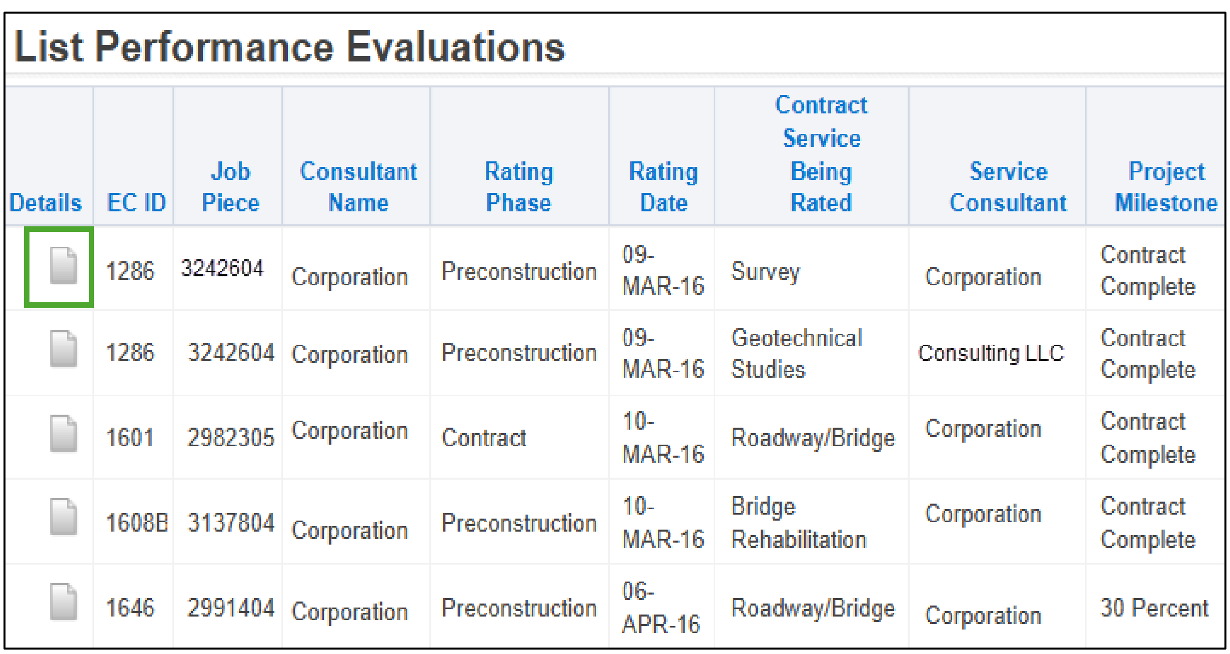
View Performance Evaluations Page Overview

The **View Performance Evaluations** page provides access to organization evaluation records, including evaluation factors, rating scores, overall ratings, and detailed results. Users can also add or edit comments for each evaluation.

Note: *This page is read-only. Performance evaluations are entered and maintained by ODOT.*

179. Go to the **Invoices** tab and click **View Performance Evaluations**.

180. The **List Performance Evaluations** page opens showing the organization's evaluation records.
    a. Click the **Details** icon to view.



List Performance Evaluations

Details	EC ID	Job Piece	Consultant Name	Rating Phase	Rating Date	Contract Service Being Rated	Service Consultant	Project Milestone
	1286	3242604	Corporation	Preconstruction	09-MAR-16	Survey	Corporation	Contract Complete
	1286	3242604	Corporation	Preconstruction	09-MAR-16	Geotechnical Studies	Consulting LLC	Contract Complete
	1601	2982305	Corporation	Contract	10-MAR-16	Roadway/Bridge	Corporation	Contract Complete
	1608B	3137804	Corporation	Preconstruction	10-MAR-16	Bridge Rehabilitation	Corporation	Contract Complete
	1646	2991404	Corporation	Preconstruction	06-APR-16	Roadway/Bridge	Corporation	30 Percent

↑ Back to Table of Content

181. The **List Performance Evaluation Details** page opens with additional information and a download option.
    a. **Evaluation Factors** – Categories used to measure organization performance.
    b. **Rating Scores** – Assigned scores for each evaluation factor.

Evaluation Factor ↑	Rating
A. Knowledge of Department Processes	Meets Expectations
B. Cooperation with the Department, Public, Other Agencies	Meets Expectations
C. Adequacy of Personnel, Supervision, and Management	Meets Expectations
D. Timely Submission of Work	Meets Expectations
E. Accuracy of Billing Records	Meets Expectations
F. Overall Quality and Accuracy of Work	Meets Expectations
Download	

182. Scroll down, click **Create** to add a comment.

F. Overall Quality and Accuracy of Work	Meets Expectations
Download	
1 - 6	
	Create

183. In the **Edit EVAL_COMMENT** section, enter text in the **Eval Comment** box and click **Create**.

Edit EVAL_COMMENTS

Eval Comment

Thank you for the feedback.

28 of 4000

Cancel   Create

184. The comment appears in the **List Performance Evaluation Detail** page under Evaluation Details.
    a. To edit a comment, click the **Edit icon**, update the text, and then click **Apply Changes**.

Edit	Comment	Created By	Created Date	Updated By	Updated Date
	Thank you for the feedback.	58746C	01-OCT-25	-	-

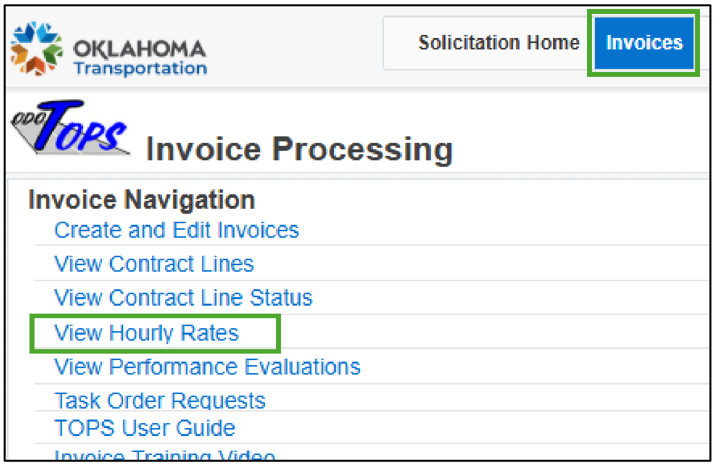
↑ Back to Table of Content

View Hourly Rates Page Overview

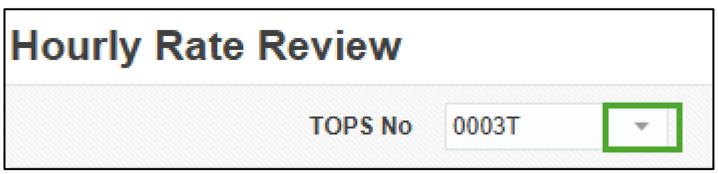
The **View Hourly Rates** page displays organization-provided rate information uploaded and maintained by ODOT.

Note: *This page is read-only. Consultants cannot edit or update rates in TOPS. Rates are tied to the contract EC ID/Contract ID and are used to validate invoice entries.*

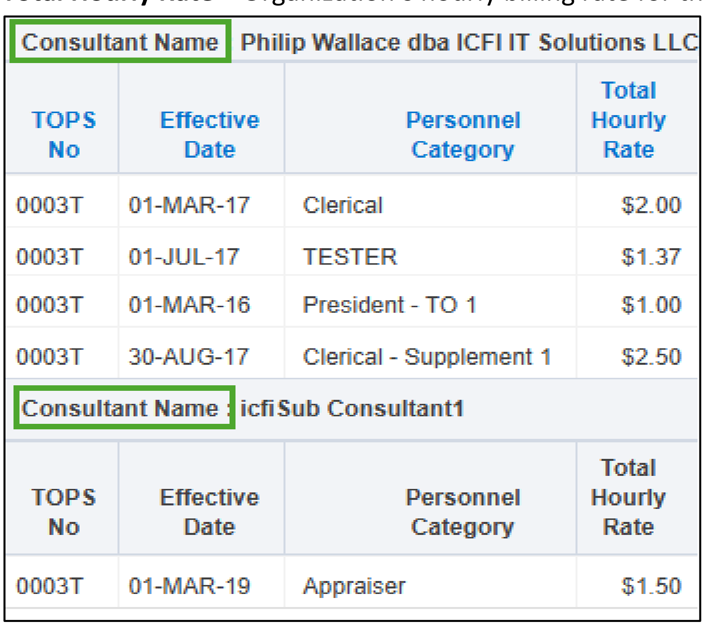
185. Go to the **Invoices** tab and click **View Hourly Rates**.



186. The **Hourly Rate Review** page opens. Use the dropdown to select a **TOPS No**.
    a. The **TOPS No** is the EC ID/Contract ID.



187. The grid displays hourly rate records for the selected contract, sorted by **Consultant Name**.
    a. **Effective Date** – Start date when the rate is valid.
    b. **Personnel Category** – Labor role or classification (e.g., Engineer, Technician).
    c. **Total Hourly Rate** – Organization's hourly billing rate for that category.



Consultant Name Philip Wallace dba ICFI IT Solutions LLC

TOPS No	Effective Date	Personnel Category	Total Hourly Rate
0003T	01-MAR-17	Clerical	$2.00
0003T	01-JUL-17	TESTER	$1.37
0003T	01-MAR-16	President - TO 1	$1.00
0003T	30-AUG-17	Clerical - Supplement 1	$2.50

Consultant Name : icfi Sub Consultant1

TOPS No	Effective Date	Personnel Category	Total Hourly Rate
0003T	01-MAR-19	Appraiser	$1.50

↑ Back to Table of Content