CUF Invoicing (Electronic RR)
User Guide

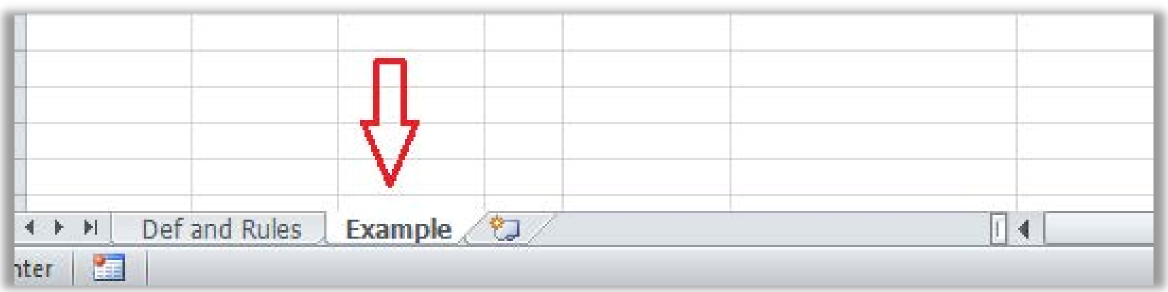
The CUF Invoicing portal was developed to provide claimants of the Underground Storage Tank Cleanup Fund with an online method of submitting Reimbursement Requests. Below are detailed instructions on how to prepare, and submit Reimbursement Requests electronically. Please note that all information requested for use in electronic submittals is currently required by existing laws.

Electronic Invoicing Spreadsheet – Invoice Line Item Data Entry

The Electronic Invoicing Spreadsheet is created by claimants using the information contained in each invoice for which reimbursement is being requested. Each line item contained on each invoice is entered into the Electronic Invoicing Spreadsheet as data into the fields (columns) as specified in the template. All invoice line item information contained on the Electronic Invoicing Spreadsheet must be for costs incurred during a single fiscal year (July 1 through June 30), single UST Cleanup Fund claim number, and single case number (Global ID).

1) Locate the Electronic Invoicing Spreadsheet Template on the State Water Board's website at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/gto/docs/electronic_invoicing_spreadsheet_template.xls

2) Once the Electronic Invoicing Spreadsheet Template opens, select the "Example" Tab. On the "Example" Tab, there will be example invoice line item data included to indicate how invoice line items should appear once the information is entered. It may be beneficial to print this for future reference.



3) From the "Example" Tab, select all the rows of example invoice line item data and delete the information. Be sure to keep the header row.

4) Begin entering the invoice line items of each invoice as data for each field (column) listed on the Electronic Invoicing Spreadsheet "Example" Tab. A brief description of each field (column) and their valid values can be found in Tables 1, 2, and 3 located in the Appendix. Some things to remember:

- The Electronic Invoicing Spreadsheet must include invoice line items for costs associated with a single UST Cleanup Fund claim.
- The Electronic Invoicing Spreadsheet must include invoice line items for costs associated with the same case (Global ID).
- The Electronic Invoicing Spreadsheet must include invoice line items for costs incurred during a single fiscal year. The only exception to this requirement is if the electronic RR will result in

being the first RR package submitted against the UST Cleanup Fund claim or if the UST Cleanup Fund claim is a Priority D.

- Leave Start Time and End Time fields (columns) blank for all Electronic Invoicing Spreadsheet invoice line items.
- The Requested Amount cannot exceed the Invoice Amount for all Electronic Invoicing Spreadsheet invoice line items.
- The Electronic Invoicing Spreadsheet has all the functionality of an MS Excel worksheet. Formulas, copy/paste, etc., can be used to avoid calculation or typographical errors.
- Do not remove any columns from the Electronic Invoicing Spreadsheet.
- Invoices dated **prior to January 1, 2012** where the Name, Cost Incurred Date, and/or Category ID are unknown can be submitted using specific information in the Electronic Invoicing Spreadsheet fields (columns). Refer to Table 1 in the Appendix for instructions.

Reporting Mark-up:

The UST Cleanup Fund understands that some costs may have a mark-up applied. In these situations, claimants must report the mark-up in a specific way. The following instructions indicate how to enter costs with mark-up, if needed. (NOTE: Mark-up can only be applied to costs indicated as third-party in the Category field (column). Third-party costs are known as a subcontractor cost).

5) Subcontractor costs may be eligible for mark-up at a rate of 10 percent or less. However, the tax portion of the invoice is not eligible for mark-up. Therefore, reporting mark-up on the Electronic Invoicing Spreadsheet requires a total of three line item entries:

- A line entry for the <u>subtotal</u> of the original invoice (the original invoice must have a "TP" category),
- A line entry for the tax portion of the invoice, and
- A line entry for the amount of the mark-up.

In addition to above, the **Cost Incurred Date, Invoice Date**, **Category ID**, and **Invoice Number** fields (columns) of the mark-up lines must match the original invoice line item.

Global_ID	Invoice#	InvoiceDate	Phase	Category	Classification	Name	CostIncurredDate	dStartTime
T10000004571	100208	1/1/2014	3GW	TP-INVOICE	81239	LaChapelle Drilling Co.	9/24/2013	
T10000004571	100208	1/1/2014	3GW	TAX	81239	LaChapelle Drilling Co.	9/24/2013	
T10000004571	100208	1/1/2014	3GW	MARKUP	81239	LaChapelle Drilling Co.	9/24/2013	
	1	2		3			4	

1 – Invoice numbers must match for all line items

2 – Invoice Date must match for all line items

3 – Mark-up can only be applied to invoices of category "TP"

4 – Cost Incurred Date must match

EndTime	Unit	Rate	Quantity	InvoiceAmount	RequestAmount	Description	CategoryID	BilledToName
	INVC	213.84	1	213.84	213.84	Water Quality Meter, Field Supplies	12345	CONSULTANT
	EACH	18.71	1	18.71	18.71	Tax on invoice 81239	12345	CONSULTANT
	EACH	0.1	213.84	21.38	21.38	Markup on invoice 81239	12345	CONSULTANT
		5					6	

5 – Maximum markup is 10 percent (0.1 x Invoice Subtotal Amount)

6 – CategoryID must match for all line items

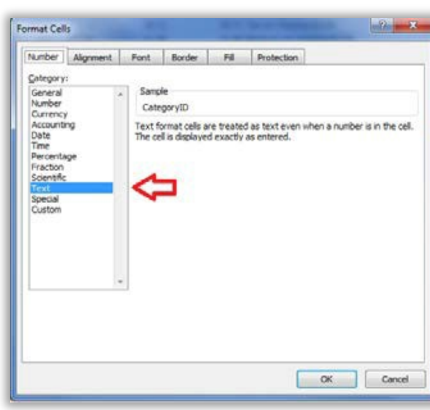
There may be cases where a claimant may need to report mark-up on multiple third-party invoices with the same invoice date. Since the Category ID field (column) for these invoices is based on the date of the third-party invoice, errors will be generated if you use the date alone in the Category ID field (column).

To avoid these errors, the Category ID can be created using the date followed by a space and another numerical value. For example, if you have multiple invoices dated July 31, 2014, the Category IDs will be 0731014 1, 07312014 2, etc. See below for an example of how the entered invoice line item data should appear.

Global_ID	Invoice#	InvoiceDate	Phase	Category	Classification	Name	CostincurredDate	CostincurredStartTime
T10000004571	182293	7/31/2014	6RI	TP-INVOICE	789123	USPS	6/27/2014	
T10000004571	182293	7/31/2014	6RI	MARKUP	789123	USPS	6/27/2014	
T10000004571	182293	7/31/2014	6RI	TP-INVOICE	59631	Laboratory Inc.	6/27/2014	
T10000004571	182293	7/31/2014	6RI	MARKUP	59631	Laboratory Inc.	6/27/2014	
T10000004571	182293	7/31/2014	6RI	TP-INVOICE	40512	Laboratory Inc.	6/27/2014	
T10000004571	182293	7/31/2014	6RI	MARKUP	40512	Laboratory Inc.	6/27/2014	

CostincurredEndTime	Unit	Rate	Quantity	InvoiceAmount	RequestAmount	Description	CategoryID	BilledToName
	INVC	7.27	1	7.27	7.27	Mailing charges for lab sample	07312014 1	CONSULTANT
	EACH	0.1	7.27	0.727	0.727	Markup on invoice 789123	07312014 1	CONSULTANT
	INVC	3130.79	1	3130.79	3130.79	Laboratory testing	07312014 2	CONSULTANT
	EACH	0.1	3130.79	313.079	313.079	Markup on invoice 59631	07312014 2	CONSULTANT
	INVC	2608.99	1	2608.99	2608.99	Laboratory testing	07312014 3	CONSULTANT
	EACH	0.1	2608.99	260.899	260.899	Markup on invoice 40512	07312014 3	CONSULTANT

Note: If the Category ID is a date, the checker requires the format **mmddyyyy**. MS Excel may drop the leading zero from your date causing an error unless the Category ID field (column Q) is formatted properly. To format the field's column, first highlight the column, then right-click and choose "Format Cells". Under the "Number" tab, select "Text". This will display the column as text, and preserve the leading zero in the date. Once the formatting change has occurred, the claimant may need to re-enter the invoice line item data field.



Electronic Invoicing Spreadsheet – Converting from MS Excel to a Text File:

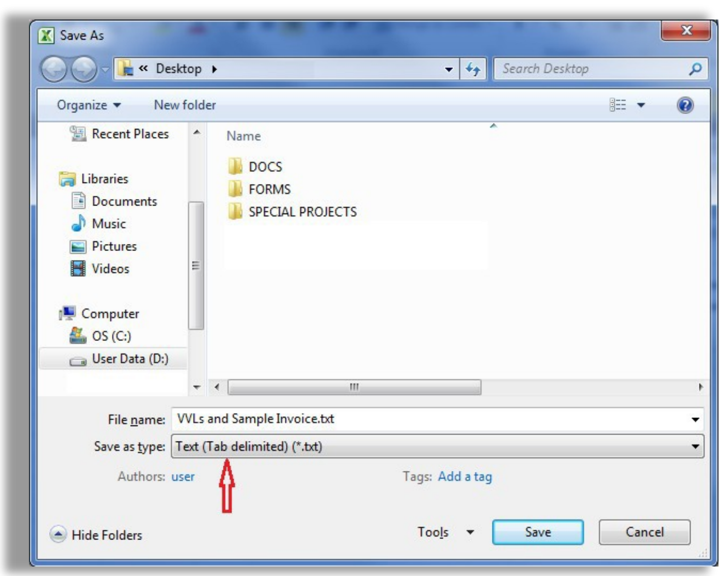
In this step, claimants will learn how to convert the completed Electronic Invoicing Spreadsheet from an MS Excel format to a Text file format, which is the readable format for the GeoTracker CUF Invoicing portal. The Text file, also known as **CUF Invoice File**, will be checked for errors first and then uploaded as part of the final electronic RR package. This is a required step and cannot be skipped.

6) After all the data for the invoice line items have been entered, convert the MS Excel file to a Text file by saving the file in the Text file format.

a) From the claimant's opened Electronic Invoicing Spreadsheet, go to the File menu option in MS Excel and select "Save As".

b) The "Save As" dialog box will open. Select a location to save the claimant's new Text File, name the new Text File, and change the "Save as type" option to Text (Tab delimited)(*.txt) from the drop-down menu.

c) Once the above is completed, select "Save" at the bottom of the dialog box to successfully convert the Electronic Invoicing Spreadsheet from MS Excel file format to the Text file format. (Note: Remember where the Text file is saved because the file is needed in future steps.)



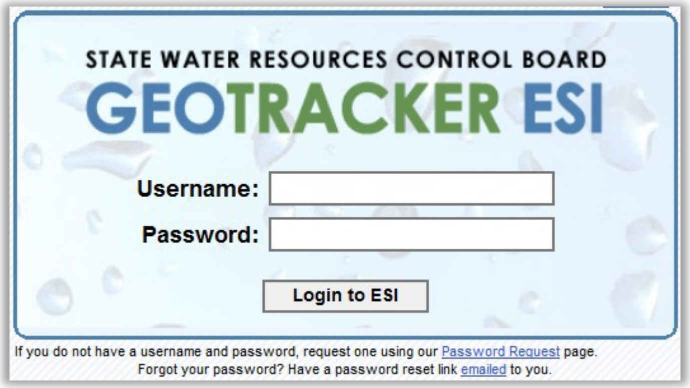
GeoTracker CUF Invoicing Portal - Checking CUF Invoice File for Errors

Once the Electronic Invoicing Spreadsheet has been converted from MS Excel and saved as the CUF Invoice File Text file, the claimant is ready to check the file for data errors. The claimant will upload the CUF Invoice File into the GeoTracker CUF Invoicing portal where the system will perform data checks and return the results of the data check to the claimant. If errors are found in the claimant's CUF Invoice File, the errors must be resolved prior to proceeding with the upload of the final electronic RR package.

7) Click on or copy and paste the following web address into your web browser to access the GeoTracker CUF Invoicing portal.

https://geotracker.waterboards.ca.gov/esi/

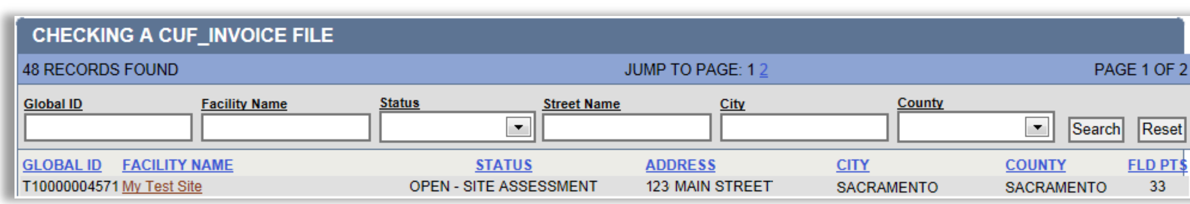
8) Enter your GeoTracker Username and Password at the login screen. This is the same information you would use to upload information to a case (Global ID) you are associated with. If you do not have an account with GeoTracker, you must request one before being able to upload.



9) Once successful login occurs, under the "Tools" menu located on the left side of the screen, select the Check EDD option to expand the list, and then select **CUF Invoice.**

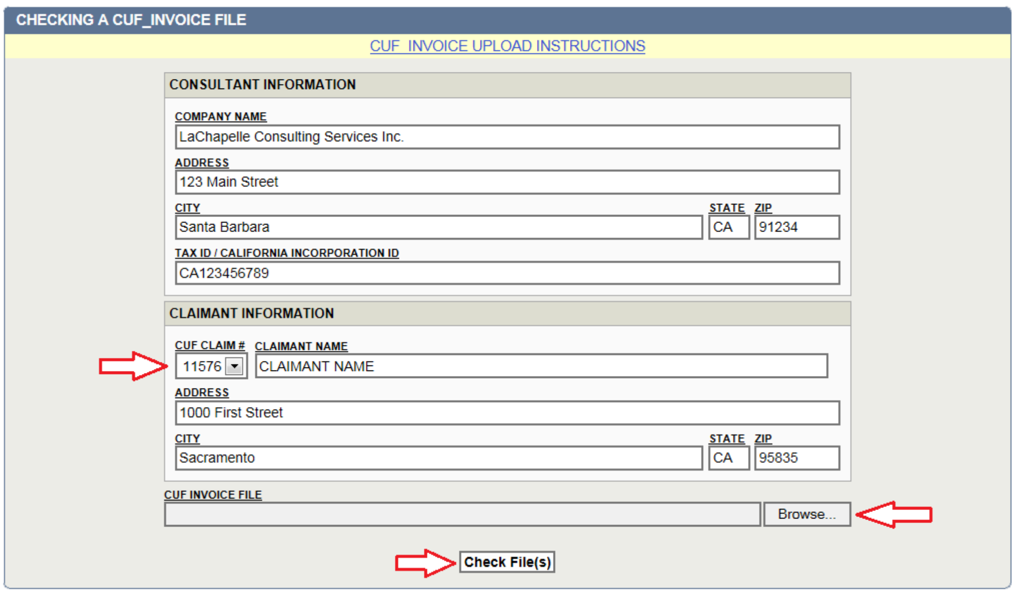
10) After selecting the CUF Invoice option, the first Checking a CUF_Invoice File screen will open and display all cases where you have authorization to upload information. If you have access to multiple cases, you can search for the specific case by searching by the Global ID, street address, or facility name. Once the case is found, select the case by clicking the site name under the "Facility Name" column. (NOTE: If you are not the Responsible Party for the case, you will need to be granted permission by the Responsible Party prior to performing the check. See the link below for more information.)

http://www.waterboards.ca.gov/ust/electronic_submittal/docs/beginnerguide2.pdf



11) On the next screen, enter or verify the consultant and claimant information. If the consultant or claimant information is incorrect, update the information before proceeding. (NOTE: Only Fund-eligible claim numbers associated with the case (Global ID) will display in the drop-down list. If the UST Cleanup Fund claim number being referenced is not listed in the drop-down list, contact the UST Cleanup Fund by email to: ustcleanupfund@waterboards.ca.gov.) **Note:** After claimant information data has been entered for the first time, selecting a claim number from the drop-down list will automatically populate the claimant information fields.

12) After the consultant and claimant information is correct, attach the CUF Invoice File to the information by selecting "Browse" and navigating to the location where the CUF Invoice File was saved. This is the same file that was saved in Step 6.



13) Once the information and file are attached, select "Check File(s)" to run the Checker. The Checker will analyze the file submitted and return any warnings or errors, if applicable.

- **Warnings –** Warnings are used to give the uploader notice that there may be some issues with entries on the Electronic Invoicing Spreadsheet. For example, if the system recognizes an invoice number that has been used in previous submittals, a warning will appear. **An electronic RR can still be uploaded with warnings present.**
- **Errors –** When there is an error in the Electronic Invoicing Spreadsheet, the upload cannot be accepted by the GeoTracker CUF Invoicing portal. For example, if there is a calculation error, or if the requested amount is greater than the invoice amount, an error is generated. **The upload of an electronic RR cannot occur until the error is resolved.**

If errors are found by the CUF Invoice File Checker, the next screen will display the following message:

Click on the text "**Click Here to View the Errors**" to open a new browser tab that displays all the errors and warnings associated with the checked CUF Invoice File.

Understanding the Error Screen:

The following information will provide instruction on how to read and correct changes found during the checking of the CUF Invoice File. Any corrections should be made to the MS Excel Electronic Invoicing Spreadsheet file. After corrections are made, Steps 9-16 will need to be performed again.

14) Review the CUF Invoice File errors and/or warnings as displayed by the Checker. The Checker lists the errors/warnings with the corresponding row number from the file where the error/warning can be found. This information is useful to locate the row that contains the data error/warning on the original MS Excel Electronic Invoicing Spreadsheet file. (See example of error screen below)

(Error Screen)

```
Row 2: Invoice Amount must be equal to rate multiplied by quantity (115 x 3 != 115 -- it should equal 345)
Row 2: Request Amount must less than or equal to Invoice Amount
Row 6: All Cost Incurred Dates must occur in the same fiscal year
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Warnings:
- Category ID  "1956" is associated with more than one Name (Benny Goodman, Charlie Parker) which may indicate an error
- Row 4: The Rate of $115 is greater than the CUF rate guideline of $105
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15) Open the MS Excel Electronic Invoicing Spreadsheet file to review the row in which the error/warning occurred against the information returned by the Checker. (See example of spreadsheet below.)

(Original Spreadsheet)

InvoiceDate	Phase	Category	Classification	Name	CostIncurredDate	StartTime	EndTime	Unit	Rate	Quantity	InvoiceAmount	RequestAmount	Description	CategoryID
1/1/2014	1PM	SSEG	Senior Geologist	Art Tatum	7/1/2013			HOUR	115	3	115	345	Project Management	2000
1/1/2014	1PM	SPEG	Principal Geologist	Benny Goodman	7/1/2013			HOUR	140	2	280	280	CAP Prep, Review & Signature	1956
1/1/2014	1PM	SPAEG	Project Geologist	Charlie Parker	10/16/2013			HOUR	115	1	115	115	USTCF CO Request Preparation	1956
1/1/2014	3GW	EQUIP-OTHER	Water Level Probe	Water Level Probe	10/16/2013			DAY	25	1	25	25	Water Level Probe	33
1/1/2014	3GW	EQUIP-AUTO	Vehicle Use	Sarah Vaughan	1/1/2012			MILES	0.555	500	277.5	277.5	Vehicle Use	6HSA267

16) To correct errors, make changes to the indicated rows and cells in the MS Excel Invoicing Spreadsheet file. When you are finished making changes, you will need to repeat the Checker process again, including saving the file as a Text file (see Steps 6-16). (See the below example to illustrate how to read the Checker screen against the MS Excel Invoicing Spreadsheet file and how to make changes.)

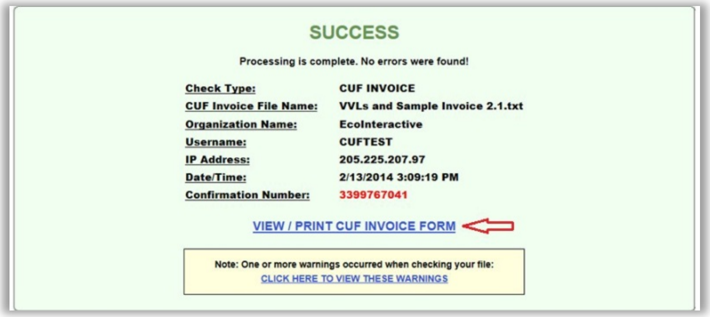
EXAMPLE: In Row 2 of the example (the header row is counted as row 1), the **Invoice Amount** does not equal **Rate** x **Quantity** (115 x 3 is not 115). Because of this miscalculation, the **Requested Amount** ($345) is greater than the **Invoice Amount,** which creates another error.

An error is generated in Row 4 because the **Category ID** (which should be a unique number for each person), is the same for 2 individuals (Benny Goodman from row 3, and Charlie Parker from Row 4).

The last error is in Row 6, where the **Cost Incurred Date** is 1/01/2012. Because this date is not in the same fiscal year as the other cost incurred dates, an error is generated.

Warnings are also generated in the example. In the first warning the same CategoryID is used for 2 individuals. The second warning indicates that the rate charged is in excess of the UST Cleanup Fund's Cost Guidelines. (See the UST Cleanup Fund's website for the most recent version of the Cost Guidelines.)

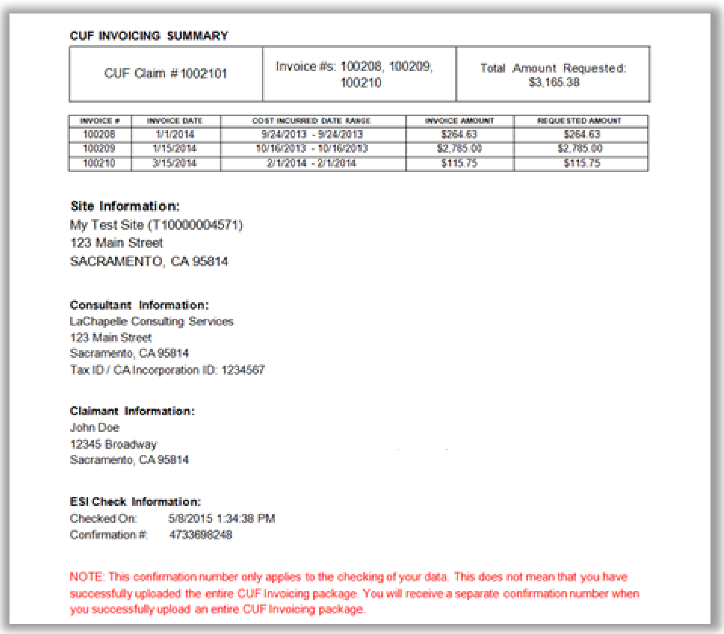
17) If the Checker determines that the CUF Invoice File contains no errors, then the checker will return the below message. (NOTE: If the Checker determines that there are warnings associated with the CUF Invoice File, then the warnings can be accessed by clicking the text "Click here to view these warnings".)



Click on "View/Print CUF Invoice Form" to access the review screen that summarizes the invoice details, gives a list of remaining warnings, and displays the invoice line items.

18) PRINT AND SIGN THE CUF INVOICING SUMMARY FORM. The CUF Invoicing Summary form should be signed by all parties once the information, invoices, and supporting documents have been reviewed and approved by the claimant and uploader. The entire form (<u>including the invoice line items</u>), will be scanned and uploaded in Step 20 along with the signed RR form.

19) The Amount Requested and cost incurred fiscal year on the CUF Invoicing Summary form **<u>MUST</u>** be transferred to the RR form prior to signature from the claimant(s). The claimant should not sign the RR form until all information, invoices, and supporting documents have been reviewed and approved.



CUF INVOICING SUMMARY

CUF Claim # 1002101	Invoice #s: 100208, 100209, 100210	Total Amount Requested: $3,165.38

INVOICE #	INVOICE DATE	COST INCURRED DATE RANGE	INVOICE AMOUNT	REQUESTED AMOUNT
100208	1/1/2014	9/24/2013 - 9/24/2013	$264.63	$264.63
100209	1/15/2014	10/16/2013 - 10/16/2013	$2,785.00	$2,785.00
100210	3/15/2014	2/1/2014 - 2/1/2014	$115.75	$115.75

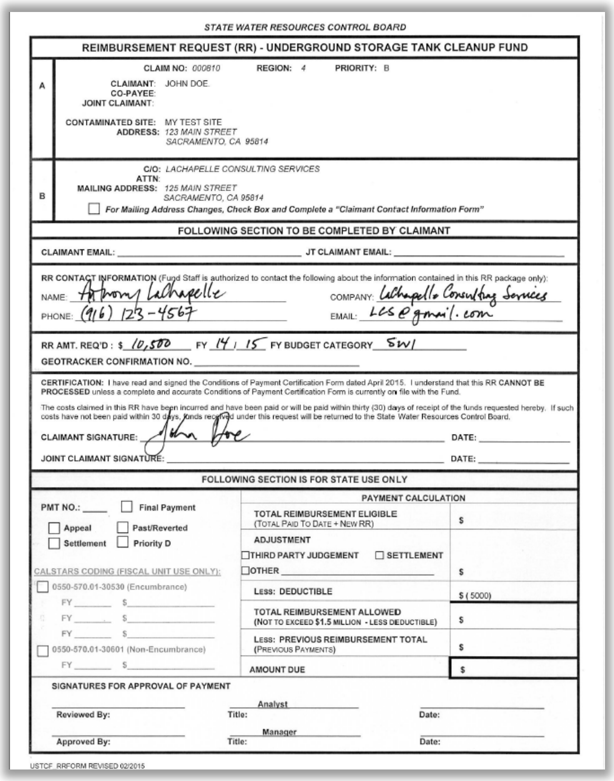
Site Information:
My Test Site (T10000004571)
123 Main Street
SACRAMENTO, CA 95814

Consultant Information:
LaChapelle Consulting Services
123 Main Street
Sacramento, CA 95814
Tax ID / CA Incorporation ID: 1234567

Claimant Information:
John Doe
12345 Broadway
Sacramento, CA 95814

ESI Check Information:
Checked On: 5/8/2015 1:34:38 PM
Confirmation #: 4733698248

NOTE: This confirmation number only applies to the checking of your data. This does not mean that you have successfully uploaded the entire CUF Invoicing package. You will receive a separate confirmation number when you successfully upload an entire CUF Invoicing package.



STATE WATER RESOURCES CONTROL BOARD

REIMBURSEMENT REQUEST (RR) - UNDERGROUND STORAGE TANK CLEANUP FUND

A
CLAIM NO: *000810* REGION: *4* PRIORITY: B
CLAIMANT: JOHN DOE.
CO-PAYEE:
JOINT CLAIMANT:
CONTAMINATED SITE: MY TEST SITE
ADDRESS: *123 MAIN STREET*
SACRAMENTO, CA 95814

B
C/O: *LACHAPELLE CONSULTING SERVICES*
ATTN:
MAILING ADDRESS: *125 MAIN STREET*
SACRAMENTO, CA 95814
☐ *For Mailing Address Changes, Check Box and Complete a "Claimant Contact Information Form"*

FOLLOWING SECTION TO BE COMPLETED BY CLAIMANT

CLAIMANT EMAIL: ______ JT CLAIMANT EMAIL: ______

RR CONTACT INFORMATION (Fund Staff is authorized to contact the following about the information contained in this RR package only):
NAME: Anthony LaChapelle COMPANY: LaChapelle Consulting Services
PHONE: (916) 123-4567 EMAIL: LCS@gmail.com

RR AMT. REQ'D : $ 10,500 FY 14 / 15 FY BUDGET CATEGORY SW1
GEOTRACKER CONFIRMATION NO. ______

CERTIFICATION: I have read and signed the Conditions of Payment Certification Form dated April 2015. I understand that this RR CANNOT BE PROCESSED unless a complete and accurate Conditions of Payment Certification Form is currently on file with the Fund.

The costs claimed in this RR have been incurred and have been paid or will be paid within thirty (30) days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board.

CLAIMANT SIGNATURE: John Doe DATE: ______
JOINT CLAIMANT SIGNATURE: ______ DATE: ______

FOLLOWING SECTION IS FOR STATE USE ONLY

PMT NO.: ____ ☐ Final Payment
☐ Appeal ☐ Past/Reverted
☐ Settlement ☐ Priority D

CALSTARS CODING (FISCAL UNIT USE ONLY):
☐ 0550-570.01-30530 (Encumbrance)
FY ____ $ ____
FY ____ $ ____
FY ____ $ ____
☐ 0550-570.01-30601 (Non-Encumbrance)
FY ____ $ ____

PAYMENT CALCULATION	
TOTAL REIMBURSEMENT ELIGIBLE (TOTAL PAID TO DATE + NEW RR)	$
ADJUSTMENT ☐ THIRD PARTY JUDGEMENT ☐ SETTLEMENT ☐ OTHER ____	$
LESS: DEDUCTIBLE	$ (5000)
TOTAL REIMBURSEMENT ALLOWED (NOT TO EXCEED $1.5 MILLION - LESS DEDUCTIBLE)	$
LESS: PREVIOUS REIMBURSEMENT TOTAL (PREVIOUS PAYMENTS)	$
AMOUNT DUE	$

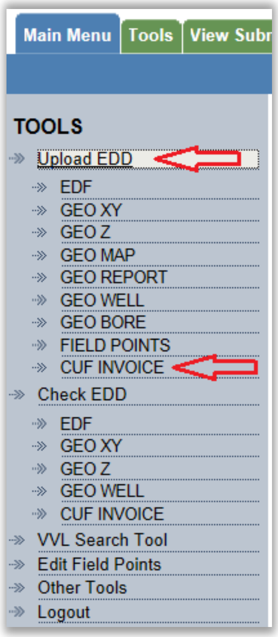
SIGNATURES FOR APPROVAL OF PAYMENT

Reviewed By: ______ Title: Analyst Date: ______
Approved By: ______ Title: Manager Date: ______

USTCF_RRFORM REVISED 02/2015

GeoTracker CUF Invoicing Portal - Uploading Final Electronic RR

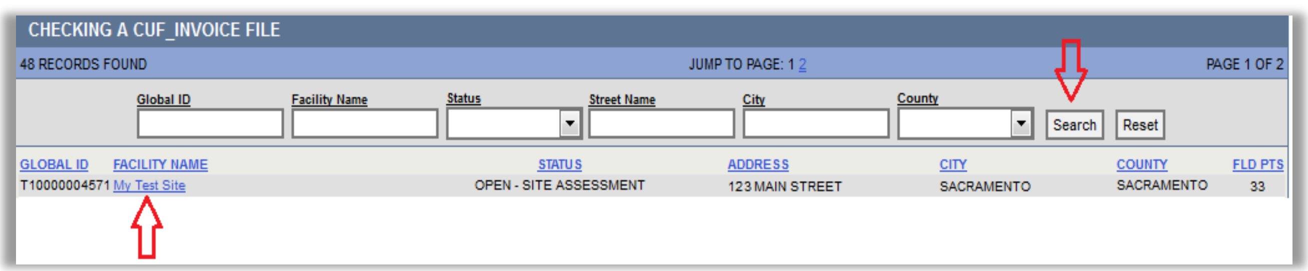
After the CUF Invoice File has successfully passed the Checker, the electronic RR can be uploaded through the GeoTracker CUF Invoicing Portal. The entire electronic RR will consist of the Signed CUF Invoicing Summary File and RR form, CUF Invoice File, and the Supporting Documents file.



20) After successfully checking the CUF Invoice File for errors and all signatures have been collected on the CUF Invoicing Summary file and the RR form, the electronic RR is ready for uploading. Login to GeoTracker as completed previously in Step 7.

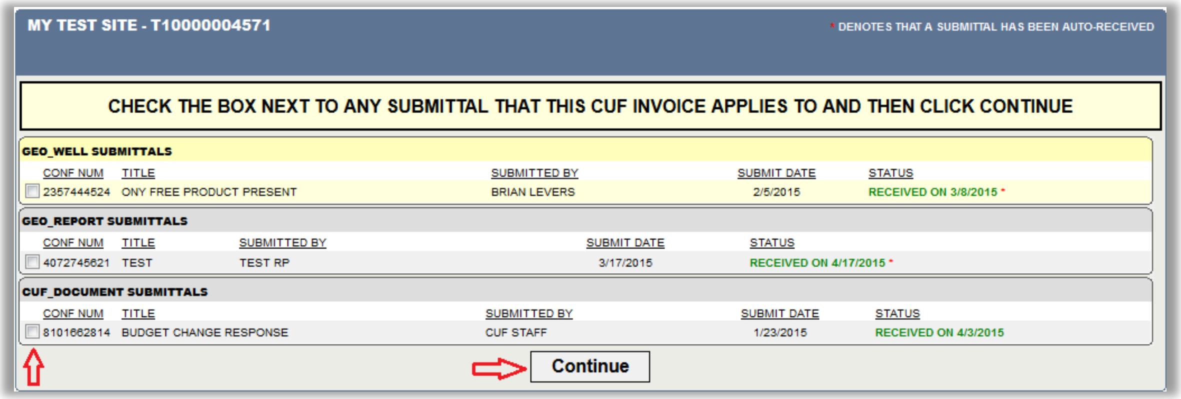
21) Once logged in, select from the "Tools" menu located on the left side of the screen, select the Upload EDD option to expand the list, and then select **CUF Invoice.**

22) As in Step 10, search for the case (Global ID) associated with the UST Cleanup Fund claim for which the electronic RR is being uploaded. Once the case is located, select it by clicking the site name under the "Facility Name" column.



23) After the case is selected, the next screen will display a list of previously uploaded ESI items (i.e., reports, CUF documents, lab data, etc.). Select all ESI items that support the electronic RR submission by checking the box next to the displayed item and clicking “Continue.” By performing this action, the relevant ESI items will be linked to the electronic RR that is currently being uploading. If there are not any ESI items that support the electronic RR submission, choose “Continue” without selecting any ESI items. **(Note: In order to link ESI items to electronic RR submissions, the ESI documents must uploaded prior to uploading the electronic RR. For information on uploading ESI items, see link below.)**

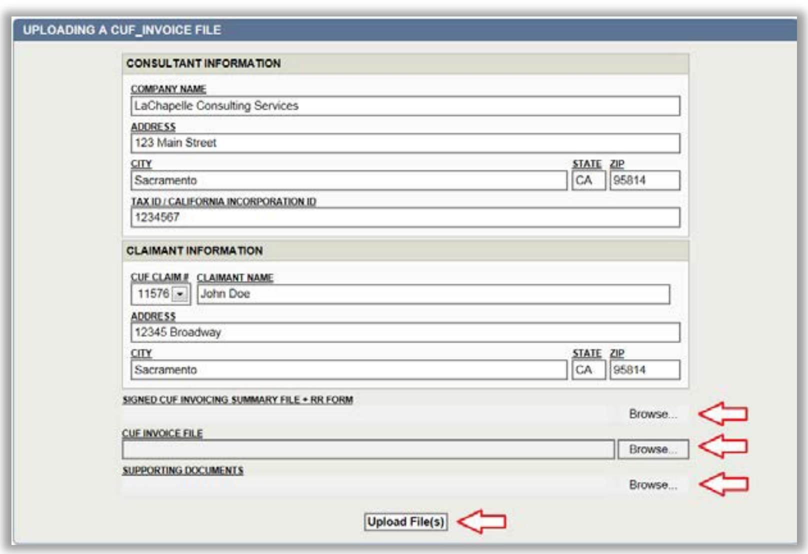
http://www.waterboards.ca.gov/ust/electronic_submittal/docs/beginnerguide2.pdf

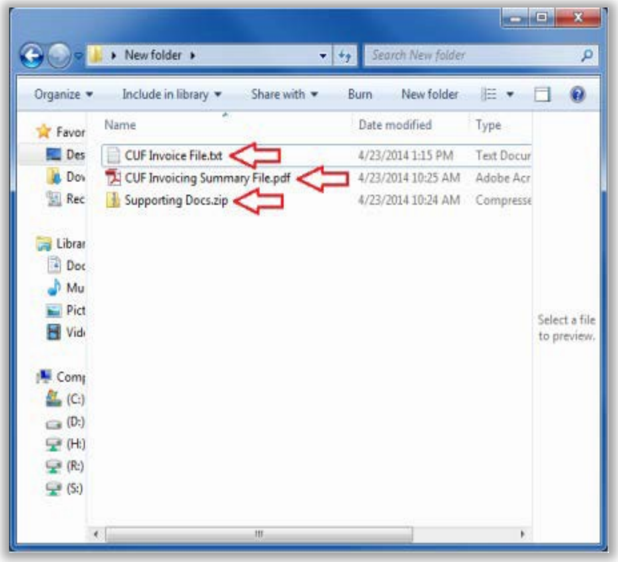


24) Once the linking of ESI items is complete, the Uploading a CUF_Invoice File screen will display. From this screen, enter or verify the Consultant and Claimant Information sections. If the consultant or claimant information is incorrect, update the information before proceeding.

25) After the consultant and claimant information is correct, attach the three required files to upload the electronic RR by selecting “Browse” and navigating to the location where the files are saved.

26) Once the information and files are attached, select “Upload File(s)” to upload the electronic RR. The GeoTracker CUF Invoicing portal will check and analyze the files submitted and return any warnings or errors, if applicable.





- **Signed CUF Invoicing Summary File** (Form generated by GeoTracker after CUF Invoice passed data checker) and RR form – These documents were generated and signed in Step 17. First, scan the **Summary file and the signed RR form** into the computer and save it as a .pdf file. Next select "Browse" (shown below) and navigate to the location on your computer where the scanned file is stored. Attach the file by clicking "ok".

- **CUF Invoice File** (Text file) – This is the text file that was created in Step 6 containing each invoice line item. Select "Browse" (shown below). Navigate to the location where the .txt file is stored and attach it by clicking "ok".

- **Supporting Documents** – As with the Signed CUF Invoicing Summary file, the invoices related to your RR package will have to be scanned as a .pdf file. Each primary invoice is represented by a unique invoice number in the Text file and must be scanned separately, and named in the format: <**invoice#**>.pdf. Sub-invoices for each primary invoice must be scanned and included in the .pdf file in the same order they appear in the invoice. ***For a successful upload, each unique invoice number itemized in the text file must have a corresponding .pdf file.*** Also, any site narratives should be scanned and included as part of the first invoice file submitted.

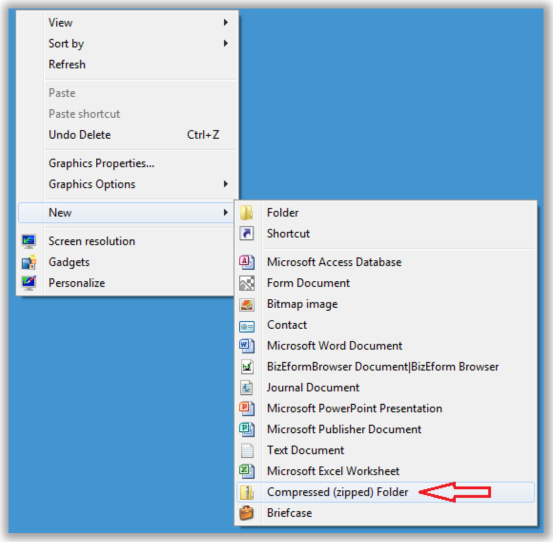
All the .pdf files must be combined into a .zip file for uploading. **See instructions on creating a zip file below**. For example, in the Spreadsheet file below there are two unique invoice numbers **100167**, and **66713**. Therefore, the .zip file must contain two files: **100167.pdf** and **66713.pdf**.

Global_ID	Invoice#	InvoiceDate	Phase	Category
T10000004571	100167	1/1/2014	1PM	SSEG
T10000004571	66713	7/10/2013	1PM	SSEG
T10000004571	66713	7/10/2013	1PM	SSEG
T10000004571	66713	7/10/2013	3GW	EQUIP-OTHER
T10000004571	66713	7/10/2013	3GW	EQUIP-AUTO

Creating a .Zip File

27) To create the .zip file for Step 15, right-click an open area of the desktop and select:

New >> Compressed (zipped) Folder



This creates a new .zip folder on the desktop which can be renamed if you wish. Any files you drag and drop into the folder will become a part of the .zip archive, and will be included when you upload the .zip folder.

A successful upload will generate the screen below. If there are any errors, they will be displayed as in Step 14.

SUCCESS

Processing is complete. No errors were found!

Submittal Type:	CUF INVOICE
Signed CUF Invoice Form File Name:	022414.pdf
CUF Invoice File Name:	Invoice Upload 022414.txt
CUF Invoice File Name:	022414.zip
Organization Name:	EcoInteractive
Username:	CUFTEST
IP Address:	205.225.207.97
Date/Time:	2/24/2014 12:09:17 PM
Confirmation Number:	5965920627
Invoice #s:	100167, 100204, 100208, 100213, 100218, Well Permit
Total Invoice Amount:	$16,623.09

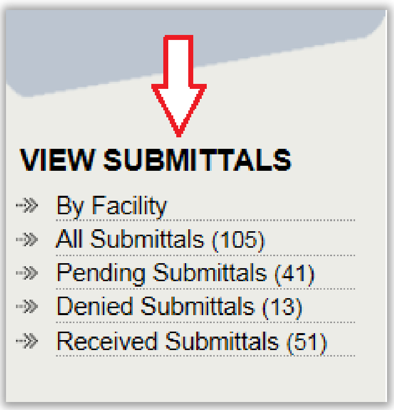
Note: One or more warnings occurred when checking your file:
CLICK HERE TO VIEW THESE WARNINGS

28) Print a copy of the Success screen and keep with the claimant's copy of the RR package.

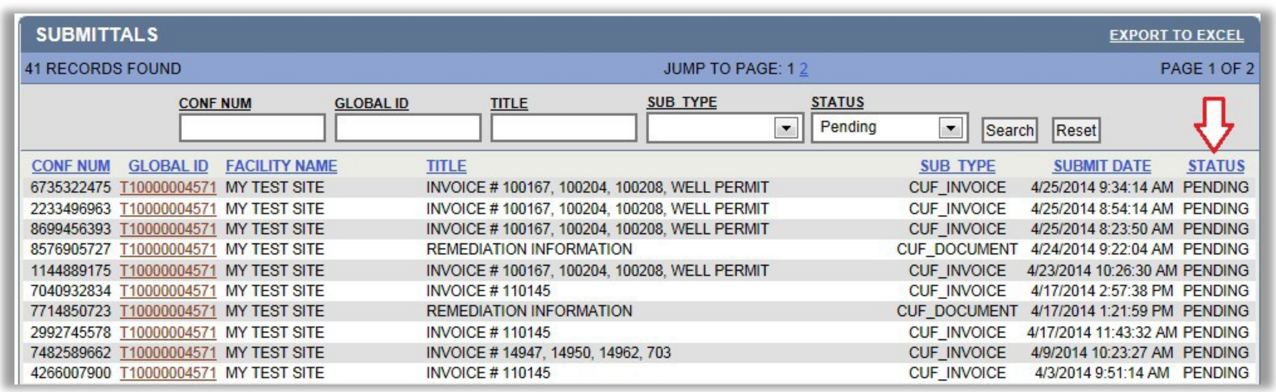
29) Print the Confirmation No. located on the Success screen on the GeoTracker Confirmation No. line of the RR form. This information is needed by the UST Cleanup Fund to match up the documents that the claimant **MUST** send in for their reimbursement payment to be processed.

30) Mail the paper copy of the CUF Invoicing Summary and RR forms containing "wet" signatures to the UST Cleanup Fund. These documents **MUST** be received by the UST Cleanup Fund prior to the release of any eligible costs for reimbursement payment. If these documents are not received by the UST Cleanup Fund, the RR will be suspended.

31) Once the electronic RR has been successfully uploaded, the uploader can view the status of the electronic RR submission at any time by selecting one of the options under the "View Submittals" section on the left panel of the GeoTracker screen.



- The Pending Submittals area will display all electronic RR submissions that have not yet been accepted or denied for review by the UST Cleanup Fund.
- The Denied Submittals Area will display all electronic RR submissions that have been denied for review by the UST Cleanup Fund.
- The Received Submittals area will display all electronic RR submissions that have been accepted for review by the UST Cleanup Fund.
- The All Submittals area will list all electronic RR submissions to the UST Cleanup Fund. The Status column on the far right indicates the current status of the electronic RR submissions (Pending, Received or Denied for review by the UST Cleanup Fund). (See below example).



SUBMITTALS EXPORT TO EXCEL

41 RECORDS FOUND JUMP TO PAGE: 1 2 PAGE 1 OF 2

CONF NUM GLOBAL ID TITLE SUB_TYPE STATUS Pending Search Reset

CONF NUM	GLOBAL ID	FACILITY NAME	TITLE	SUB_TYPE	SUBMIT DATE	STATUS
6735322475	T10000004571	MY TEST SITE	INVOICE # 100167, 100204, 100208, WELL PERMIT	CUF_INVOICE	4/25/2014 9:34:14 AM	PENDING
2233496963	T10000004571	MY TEST SITE	INVOICE # 100167, 100204, 100208, WELL PERMIT	CUF_INVOICE	4/25/2014 8:54:14 AM	PENDING
8699456393	T10000004571	MY TEST SITE	INVOICE # 100167, 100204, 100208, WELL PERMIT	CUF_INVOICE	4/25/2014 8:23:50 AM	PENDING
8576905727	T10000004571	MY TEST SITE	REMEDIATION INFORMATION	CUF_DOCUMENT	4/24/2014 9:22:04 AM	PENDING
1144889175	T10000004571	MY TEST SITE	INVOICE # 100167, 100204, 100208, WELL PERMIT	CUF_INVOICE	4/23/2014 10:26:30 AM	PENDING
7040932834	T10000004571	MY TEST SITE	INVOICE # 110145	CUF_INVOICE	4/17/2014 2:57:38 PM	PENDING
7714850723	T10000004571	MY TEST SITE	REMEDIATION INFORMATION	CUF_DOCUMENT	4/17/2014 1:21:59 PM	PENDING
2992745578	T10000004571	MY TEST SITE	INVOICE # 110145	CUF_INVOICE	4/17/2014 11:43:32 AM	PENDING
7482589662	T10000004571	MY TEST SITE	INVOICE # 14947, 14950, 14962, 703	CUF_INVOICE	4/9/2014 10:23:27 AM	PENDING
4266007900	T10000004571	MY TEST SITE	INVOICE # 110145	CUF_INVOICE	4/3/2014 9:51:14 AM	PENDING

APPENDIX

Table 1 - Description of Spreadsheet Fields and Valid Values

Field	Description
Global_ID	The unique identifier for a regulated facility or site.
Invoice#	Each invoice should have a unique identification number, and each line item of the invoice should include this number.
InvoiceDate	The date that the invoice was generated.
Phase	The phase of cleanup under which the work was performed. (See Valid Value List for appropriate Phase)
Category*	This field is used to categorize the type of cost represented by the line item. (See Table 2 for Valid Values List.)
Classification	This field identifies the classification (i.e. job titles used internally, travel/vehicle use, markup, or third-party invoice number, etc.) of the line item as defined by the organization submitting the invoice.
Name	Name of the person completing the work or the name of the invoice item (i.e., Travel, or SVE Unit). **If the invoice is dated prior to January 1, 2012 and the name of the person completing the work is unknown, enter UNKNOWN in this field.**
CostIncurredDate	The date the activity or work was performed. For third-party items, the date should be the first service date or the first day of the billing period. **If the invoice is dated prior to January 1, 2012, and the exact date is unknown, enter 1/1/1965 in this field.** (**NOTE: All CostIncurredDates for a given RR must fall within the same fiscal year. The State fiscal year begins July 1st of each year and ends on June 30th of the following year.**)
CostIncurredStartTime	This is the starting time for which the task/work commenced. **(NOTE: This field must remain blank at this time. This field may be enabled at a later time.)**
CostIncurredEndTime	This is the ending time for which the task/work completed. **(NOTE: This field must remain blank at this time. This field may be enabled at a later time.)**
Unit	The unit of work used when performing the cost calculation, such as hours, etc. Use **INVC** when inputting total cost of an invoice, or **RCPT** when inputting total cost of a receipt.
Rate	The rate at which a cost is calculated (Rate x Quantity = Invoice Amount).
Quantity	The number of units being calculated.
InvoiceAmount	The total amount of the invoice line item, which is the rate multiplied by the Quantity (Rate x Quantity = Invoice Amount). (**NOTE: The invoice amount must equal Rate x Quantity or an error will occur.)**
RequestAmount	The amount requested for the invoice line item. (**NOTE: This amount may be equal to or less than the invoice amount or an error will occur.**)
Description	Use this field to enter a brief description of the invoice line item (240 characters or less).
CategoryID	The unique identifier for the invoice line item (i.e., professional license number, the person's unique employee number, vehicle license plate number, equipment serial number, third-party invoice number, etc.). **If the invoice is dated prior to January 1, 2012 and the license number or unique identifier is unknown, create a unique Category ID and enter USTCF_UNK + Unique Category ID in this field.**
BilledToName	The name of the person or organization who was billed on the invoice (**NOTE:** This field must be entered in ALL CAPS and must match the name(s) on file with the Fund. If the consultant was billed, enter **CONSULTANT**. If no name is listed, use **NOTLISTED**).

Table 2 – Description of Category Valid Values

Category Code	Description
SPEG	Principal Engineer/Geologist
SPM	Project Manager
SSEG	Senior Engineer/Geologist
SPAEG	Project/Associate Engineer/Geologist
STSEG	Staff Engineer/Geologist
SST	Senior Technician
ST	Technician
SDP	Drafts Person
SC	Clerical
EQUIP-OTHER	Equipment used or rented
EQUIP-AUTO	Vehicle used or rented
TP-LAB	Subcontractor or other third-party laboratory invoice
TP-INVOICE	Subcontractor or other third-party invoice (non-lab)
TP-RECIEPT	Subcontractor or other third-party receipt
TP-BILL	Subcontractor or other third-party bill
TP-PERDIEM	Per Diem charges (food and hotel costs)
MARKUP	The markup charged on the sub-total (before taxes) of another line item
OTHER	Work done by other means
ETAC	Costs associated with the preparation of documents for electronic upload
RTAC	Regulatory Technical Assistance Costs
DB-EQUIP-OTHER	Equipment used or rented that is billed directly to the claimant
DB-EQUIP-AUTO	Vehicle used or rented that is billed directly to the claimant
DB-ETAC	Costs associated with the preparation of documents for electronic upload that are directly billed to the claimant.
DB-LAB	Laboratory invoice that is billed directly to the claimant
DB-INVOICE	Non-lab invoice that is billed directly to the claimant
DB-RECIEPT	Receipt that is billed directly to the claimant
DB-BILL	Bill that is billed directly to the claimant
DB-OTHER	Work done by other means that is billed directly to the claimant
DB-RTAC	Regulatory Technical Assistance Costs that are billed directly to the claimant
TAX	The tax associated with a line item. This must be a third party cost (valid values starting with TP). DB costs may include the tax in the total. DB costs do not need to use this category.

Table 3 – Description of Phase Valid Values

Code	Description
1PM	Project Management
2SA	Site Assessment
3GW	Groundwater Monitoring
4IRA	Interim Remedial Action
5RS	Remedy Selection
6RI	Remedial Implementation
7RSOM	Remedial System O&M
8PRC	Post Remediation/Closure