

CUF INVOICING

FREQUENTLY ASKED QUESTIONS

GEOTRACKER ACCOUNT

1. How do I create a GeoTracker ESI account?

GeoTracker requires a login to gain access to the secure ESI section of GeoTracker in order to upload documents and data to sites/facilities you are associated with. If you are a Responsible Party (RP), Authorized RP Agent, or Contractor you can obtain a username/password login account by going to the public ESI webpage at:

http://www.waterboards.ca.gov/ust/electronic_submittal/index.shtml

2. Can the UST Cleanup Fund grant me access to upload CUF Invoices (electronic RRs)?

No. The RP and/or Authorized RP Agent need an active GeoTracker account to upload CUF Invoices (electronic RRs). The Authorized RP Agent must first obtain permission from the claimant by logging into the site specific account and following the procedures to request access (see chapter 5.1 of the GeoTracker FAQ's). GeoTracker FAQ Link:

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

3. Who do I contact if I am experiencing an issue with my GeoTracker account?

For general assistance in searching or utilizing the GeoTracker database, please contact the:

GeoTracker Help Desk

Email: geotracker@waterboards.ca.gov

Phone: 1-866-480-1028

4. How long does it take for a GeoTracker account to be approved to begin uploading CUF Invoices (electronic RRs)?

Generally, a GeoTracker account request is processed within 2-3 business days.

GENERAL CUF INFORMATION

5. Can I still submit a hard copy of the reimbursement request (RR) to the UST Cleanup Fund for review?

Yes, hard copies can still be submitted using the normal process. However, hard copy RR packages will take longer to process because UST Cleanup Fund staff will key in the RR package into the electronic invoicing system.

6. Will the UST Cleanup Fund continue to mail copies of the Payment Summary sheets and processed RR forms to the claimants?

Yes. The electronic process will not affect the mailing of documents. All documents will continue to be sent to claimant.

7. I do not have the claimant's social security number/tax ID/CA Incorporation ID for the majority of our clients which is needed when checking the Electronic Invoicing Spreadsheet in GeoTracker. Is this field mandatory?

Yes, this is a required field for the uploader/consultant only. The social security number/tax ID/CA Incorporation ID field is for the company doing the upload and not the claimant.

8. Where do I find the status of my CUF Invoice (electronic RR) submittal?

Once you have successfully completed your CUF Invoice (electronic RR) upload, you can view the status of your request by logging into your GeoTracker ESI account. From the home screen on the left-hand side of the screen, select "All Submittals" located under the "View Submittals" heading. This selection will provide you with the status of claims that you have uploaded.

9. Can I retract/delete my CUF Invoice (electronic RR) submittal?

Yes. You can delete your previously uploaded CUF Invoices (electronic RRs) as long as they are in pending status. To perform this, login to your GeoTracker ESI account. From the home screen on the left-hand side of the screen, select "Pending Submittals" located under the "View Submittals" heading. Then, select the link under the Global ID for the CUF Invoice (electronic RR) upload you wish to delete. On the next screen, refer to the "CUF_Document Submittals" heading, and there you will find the delete submittal link.

10. What documents are required to be mailed to the UST Cleanup Fund when submitting CUF Invoices (electronic RRs)?

The Reimbursement Request (RR) form and the CUF Invoicing Summary form, both which require a wet signature from the claimant (authorized signer), must be mailed to the UST Cleanup Fund in order for the CUF Invoice (electronic RR) review process to be completed.

11. I forgot to include some invoices with my CUF Invoice (electronic RR) submittal. Can I send the missing invoices directly to the UST Cleanup Fund for inclusion with the CUF Invoice (electronic RR) RR submittal?

No. The UST Cleanup Fund will not add invoices to an existing electronic RR submission because the claimant has not reviewed and requested the costs for reimbursement through the normal process. Therefore, the new invoices must be submitted as a new CUF Invoice (electronic RR). (See the Electronic Invoicing User Guide at the following link for instructions:

http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

12. My CUF Invoice (electronic RR) submittal was denied. I have made the necessary corrections. Do I need to upload the entire package again?

Yes. If any changes to the contents of a previously uploaded RR package, then the entire RR package **MUST** be uploaded again. You will need to complete the entire process for uploading a new CUF Invoice (electronic RR) submittal beginning with checking the CUF Invoice File. The new CUF Invoicing Summary Form and Reimbursement Request (RR) form **MUST** be re-signed by all parties and uploaded again. (See the Electronic Invoicing User Guide at the following link for instructions:

http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

13. I have received closure on my site, and I will be submitting my last RR. I have one invoice that is outside of the cost incurred fiscal year parameters. Can I submit this invoice with the last RR package?

If the claim you are submitting against is a Priority A, B, or C, then you will need to submit the single invoice separately as a new CUF Invoices (electronic RR). For Priority A, B, and C claims, incurred costs can only span a single year to coincide with claim Annual Site Budgets.

If the claim you are submitting against is a Priority D, then you can submit the single invoice in the same CUF Invoice (electronic RR) submittal.

14. Can I still upload my CUF Invoice (electronic RR) if errors or warnings are found by the CUF Invoice File Checker?

CUF Invoice Files with warnings can be uploaded. However, those with errors cannot be uploaded because the database system will not allow the upload to proceed until the errors are resolved.

15. Who do I contact if I cannot fix errors found in my Electronic Invoicing Spreadsheet by the CUF Invoice FileChecker?

If you are experiencing difficulty fixing errors when running the Electronic Invoicing Spreadsheet through the CUF Invoice File Checker, please send an email with “CUF Invoice” entered in the subject line to:
ustcleanupfund@waterboards.ca.gov.

16. The Electronic Invoicing Spreadsheet no longer has a place to list the Proof of Payment (POP) information. How do I reflect POP information now when I submit my CUF invoices?

POP information should be uploaded into GeoTracker as a CUF Document first, then linked to the CUF Invoice (electronic RR). When uploading the CUF Invoice (electronic RR), select the items that you want linked by checking the “Apply to Deliverable” box next to each related item. (See the Electronic Invoicing User Guide at the following link for instructions:
http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

TECHNICAL CORRESPONDENCE & REPORTS

17. Can I submit for a report that was uploaded to GeoTracker, but not yet approved by the regulatory agency?

Yes. You can submit costs associated with the report for reimbursement. UST Cleanup Fund staff can view uploaded submittals that are in “pending” status within GeoTracker.

18. Should all technical correspondence and reports supporting a CUF Invoice (electronic RR) be uploaded to GeoTracker?

Yes. Technical correspondence and reports must be uploaded to GeoTracker **prior to** uploading the CUF Invoice (electronic RR). The relevant technical correspondence and reports should be linked to the CUF Invoice (electronic RR) as supporting material. (See the Electronic Invoicing User Guide at the following link for instructions:

http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

19. Can I link directives, technical correspondence and reports to a CUF Invoice (electronic RR)?

Yes. First upload any relevant directives or reports to GeoTracker. When uploading the CUF Invoice (electronic RR), select the directive(s) that you want linked by checking the “Apply to Deliverable” box next to each related item.

(See the Electronic Invoicing User Guide at the following link for instructions: http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

COST & MARK-UP

20. What if the costs are dated prior to the ‘90s and technical reports are not available either in our client’s files or at the local regulatory agency?

If you do not have access to the technical reports, make a note of this and include it with the rest of the invoice documents for a reasonable and necessary evaluation.

21. If a line item on an invoice is outside of the fiscal year in which most of the other costs were incurred, will I need to split the invoice and request that one line item in a separate electronic RR?

Yes. For Priority A,B, and C claims, costs incurred can only span a single year to coincide with claim Annual Site Budgets. The system checks to see that all Cost Incurred Dates fall within the same fiscal year. If you have a invoice line item that falls outside of the fiscal year, the system will not allow you to upload the electronic RR with this invoice line item included. Be aware that a warning will be generated on the next electronic RR submission that contains this invoice number because the same invoice number will appear in multiple electronic

RRs. However, you can still upload the electronic RR containing this warning.

22. How much effort should I put into detailing out the unrequested costs? For example, if I have multiple line items relating to a non-reimbursable scope of work, is it necessary to list all line items and indicate the amount requested for each is \$0?

It is not necessary to list the non-requested costs onto the Electronic Invoicing Spreadsheet. However, you must line-out all non-requested line items on the invoice prior to uploading it to GeoTracker.

23. How would I apply a discount received for on-time bill payment to the Electronic Invoicing Spreadsheet? For example, the invoice has 10 line items that total \$1,000. Since that bill was promptly paid, they received a discount of \$10 bringing their reimbursable total to \$990.

You can show the deductions by making the “InvoiceAmount” field the full amount, and the “RequestAmount” field the discounted amount. In the “Description” field, add a note that you received a discount for timely payment. The UST Cleanup Fund will only reimburse eligible costs that are incurred and paid for by the claimant.

24. How do I report mark-up for several vendors are on one invoice?

The mark-up amount for each third-party invoice must be reported separately. Each third-party invoice will have a category beginning with “TP”, and its own unique Category ID, allowing the system to differentiate between the mark-up amounts for each vendor. (See the Electronic Invoicing User Guide at the following link for instructions:

http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/electronic_invoicing_user_guide.pdf.)

FIELDS & VALID VALUES

25. Can you provide more clarification on the usage of the following fields: “Classification”, “Description” and “Category ID”?

The “**Classification**” field is for you to classify the invoice line item in your own terms. This column is used to provide clarity as to the specifics of the invoice line item. Since the system does not evaluate your entry in this column, any input will be accepted; however, entering phrases like “Misc. Supplies”, or “Vehicle Use” will help UST Cleanup Fund staff understand the nature of the cost.

The “**Description**” field allows you to enter a brief description of the invoice line item (240 characters or less), and include any details that you were not able to find a place for in other fields. The Checker does not evaluate entries in the description column; therefore, errors will not be generated based on input from this column. You can think of it as an area for notes to yourself and UST Cleanup Fund staff regarding a line item.

The “**CategoryID**” field is used to capture any unique identifier related to the invoice line item. For example, vehicle license plate numbers, employee ID numbers, or license numbers are reported here. (**NOTE:** This field compares the unique identifier you entered with the name entered in the “Name” column. Therefore, while a single “Name” can have two different CategoryIDs (i.e., two different people with the exact same name), there cannot be two different names sharing a single CategoryID.)

26. Def and Rules: On the “Def and Rules” tab of the Electronic Invoicing Spreadsheet, in column B, there are references labeled “Attrb”. How are these references related to each field?

The “Attrb” column describes the type of input and the maximum number of characters you can use:

C = Alphanumeric Characters (letters and numbers) D = Date

N = Number

For example, N12 means a number with a maximum length of 12 characters, C20 means Alphanumeric with a max length of 20 characters, etc.

27. How do we go about entering invoices billed directly to the claimant for waste disposal?

You may enter “DB-Invoice” as the Category, “waste disposal” as the Classification, name of the person completing the work or the name of the invoice item (i.e., Travel, or SVE Unit) as the Name, and the “waste manifest” as the Category ID. The columns for Category, Classification, Name, and Category ID can become repetitive when there is no technician/labor or direct equipment being used.

28. Category Field: What is the difference between TP-Invoice and TP-Bill?

The categories TP-INVOICE and TP-Bill are used to differentiate between one-

time charges and recurring charges. Typically, an invoice will have an invoice number and a list of one-time charges, while a bill is recurring and uses a date range in place of an invoice number.

29. Category Field: Can you explain the difference between the TP-PERDIEM category and the TP-RECEIPTS category?

The TP-PERDIEM category refers to items that fall under the State Per Diem Guidelines (e.g., meals, hotels, and incidentals). The TP-RECEIPT category is for all work related receipts that are not invoiced or billed formally.

30. Category Field: What should we enter as the “Category” for labor charges when there is not a category code that corresponds to our job title? For example, my invoice has a “Senior Project Manager,” but the closest valid category code is a Project Manager.

Select the Category whose job description is the closest match to the employee and indicate their type of work in the Description column. A justification must be provided on the invoice or supporting document to support the cost being requested for the line item.

31. Name Field: Other than the employee/company name, can a miscellaneous invoice item description be input here?

You may enter a miscellaneous invoice item description, but be aware that using this description in the name field multiple times in the same spreadsheet may generate warnings or errors if the Category ID's for the items do not match.

32. Cost Incurred Date Field: Can I enter ‘week incurred date’ instead of ‘day incurred date’ for the Cost Incurred Date Column?

No. A single date must be used for work performed. This information is required by Health and Safety Code section 25299.57(b)(2)(C).

33. Description Field: If the invoice line item is for a third party cost, does the company’s name and zip code need to be included here?

The description field is for any information that you think will be useful to the UST Cleanup Fund in evaluating the reasonableness or necessity of the cost. Company name and zip code can be entered into this field; however, it would be more useful if you entered a description of the product or service rendered.

34. Category ID Field: If an employee has a professional license, is it necessary to put that in the Category ID field, or will an internal employee number suffice?

You may use any unique identifier for the individual. Employee ID numbers or professional license numbers are both okay to use. Keep in mind, any unique identifier used specifically for an employee should be consistently used when submitting these costs for reimbursement electronic invoices.

35. Category ID Field: If an employee uses their personal vehicle, can their employee number be used versus their license plate number?

No. The employee may not use their employee number. A unique identifier must be generated for the vehicle in the Category ID Field. Any unique identifier used specifically for an employee's vehicle should be consistently used when submitting these costs for reimbursement.

36. Category ID Field: If a company vehicle is used, can the internal vehicle number be used versus the license plate number?

Yes. You may enter the internal vehicle number, license plate number, or any other unique identifier assigned to that vehicle. Keep in mind, any unique identifier used specifically for a company vehicle should be consistently used for this vehicle when submitting costs for reimbursement.

37. Category ID Field: How do we determine the Category ID for unit priced items?

There should be a unique identifier for the unit priced item. Something like a report number, or the confirmation number of a GeoTracker upload would be an appropriate Category ID.

38. Category ID Field: In Category ID, are you only accepting Employee ID and State of CA professional licensure? (Professional licensure in other States might be the only licensure.)

No. Category ID can be any unique number related to the individual or equipment. This can be a professional ID number, an employee number, or an arbitrary number you have created to represent the person/equipment. Keep in

mind, any unique identifier used specifically for an employee should be consistently used when submitting these costs for reimbursement.

39. Category ID Field: I keep getting the following error when checking an invoice on GeoTracker “For a category of DB-Bill, the Category ID field must be a valid date in the format MMDDYYYY. I have tried different date formats, and I still get this error (i.e., 5/26/2014, 05262014, etc.)” How do I fix this error?

05262014 is the correct format. However, sometimes MS Excel drops the leading zero. Therefore, you may need to reformat the cell to display the date correctly. Then, re-enter the date with the leading zero on the spreadsheet. To reformat the cell, follow these instructions:

- Right-click the cell
- Choose “format cells”>> number tab >> choose “text”

40. Billed To Name Field: If the claimant is paying the costs, should we list the claimant name as it appears on the RR Form, or the party listed in the Bill To section of each invoice?

- If the party listed in the Bill To Section of the invoice is the claimant, then the claimant’s name MUST be written exactly as it appears on the RR Form.
- If the party listed in the Bill To Section of the invoice is the consultant, then use CONSULTANT in the BilledToName field.
- If the party listed in the Bill To Section is not the claimant or consultant, then use NOTLISTED in the BilledToName field.

41. Cost Incurred Start/End Time Fields: Do the Cost Incurred Start/End Times need to be entered for each line item?

No. The Start and End Time columns must remain blank until further notice.

42. Cost Incurred Start/End Time Fields: Are Cost Incurred Start/End Times going to be required in the future?

We are currently evaluating whether there is a need to collect Cost Incurred Start/End times.