



## How to Use the Bid/Estimate/Invoice Summary Spreadsheet

The spreadsheet can assist a responsible person or consultant in complying with the requirements of s. ATCP 35.06, Wis. Adm. Code. This section of the rule requires that a spreadsheet be submitted with each reimbursement application that links the bids and estimates to the invoices and also to the canceled checks.

The spreadsheet can only be operated using Microsoft® Excel. Below are some general instructions about using the spreadsheet. We assume that most users of the spreadsheet will know how to maneuver around in an Excel spreadsheet. We recommend entering practice data into the spreadsheet before using the spreadsheet with real information. If you have questions about using the spreadsheet, please call the ACCP Auditor at (608) 224-4522.

### General Instructions

The spreadsheet is not write protected against modifications. In other words, users can modify any portion of the spreadsheet, including the text sections. This spreadsheet needs to have this flexibility because users may need to insert additional columns to allow entering of many invoices. Because the spreadsheet is not write protected, users may want to save a copy of the form and not use the original spreadsheet for data entry. As a backup, the spreadsheet can always be downloaded from the ACCP website at:

<http://datcp.wi.gov/uploads/Environment/xls/linkss.xls>

### Input Columns:

Discharge Site Name: Enter the Company name (responsible person) or case name which has been used to identify this case.

Case Number: This is the 11 digit number assigned by DATCP to identify each cleanup project or case. If the DATCP case number is not known, contact our office at (608) 224-4523 for assistance.

Tasks: Bid / Estimate Description: Many bids will have a number of tasks identified on them. The spreadsheet is used to track costs on a **per task basis**. A bid identifier (number or code) should also be included here if it is available.

Tasks: Bid / Estimate Amount: Enter the amount of the bid or estimate for each task identified.

Invoices: In the top row, enter the vendor's company name and invoice number. In the body of the spreadsheet, divide the invoiced costs into the corresponding task descriptions identified on a bid or estimate. Insert additional columns are needed.

ACCP Cost Breakout: The costs identified on each invoice should be divided into the appropriate cost categories identified on the right side of the spreadsheet. This must also match with the coding that is done directly on each invoice. Some costs may not be eligible and should be entered into the column labeled as such.

Remarks: Enter any comments that relate to the task or costs associated with the corresponding row of the spreadsheet.

Check Numbers: This field is located at the bottom of the spreadsheet and should be used to identify the check number(s) associated with payment for each invoice located in the column above.

## **Output Columns:**

Total Invoiced Costs: As suggested by the title, this column on the spreadsheet totals the invoiced costs on a per task basis. This column is used to compare against the bid or estimate amounts in the “Budget Status” column.

Budget Status: This column represents the difference between the bid or estimate amount and the actual amount(s) attributed to the ACCP. If there is an overrun in costs, provide an explanation in the remarks column or somewhere else in the reimbursement application.

Totals: This can be found at the bottom of the spreadsheet and as suggested by the title, this sums the totals for each of the columns.

Total ACCP Eligible Costs: This is found at the right side of the spreadsheet and represents the amounts being submitted for reimbursement to the ACCP. As a double check on the data entry, this column plus the total of the “ACCP Ineligible Costs” column should equal the total of the “Total Invoiced Costs” column.

As indicated earlier, if you have questions or problems with the spreadsheet, please call the ACCP Auditor at (608) 224-4522.