TxDOTCONNECT

Right of Way & Utilities

Reference Guide

Ver. 7.7.0.0

Table of Contents

1 Introduction

1.1 Reference Guide Overview

1.1.1 Purpose of this Document

TxDOTCONNECT is an information technology solution to automate the delivery of TxDOT's transportation programs, projects, and Right of Way. It will replace the functionality from up to 40 Engineering Operations systems. It impacts both internal and external stakeholders to the agency. This includes individuals who use legacy systems to input data regarding TxDOT projects, as well as those individuals that rely on that information for decision-making purposes.

This document is a guide to navigating the Right of Way functionality within **TxDOTCONNECT** and performing tasks according to security roles.

1.1.2 Reference Guide Key

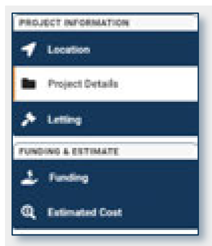
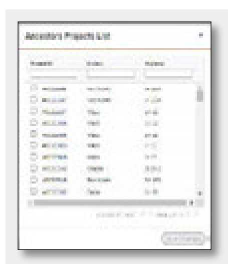
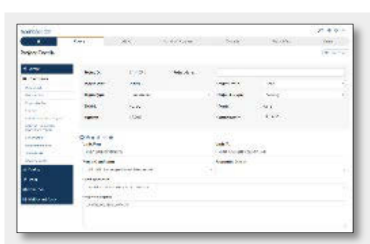
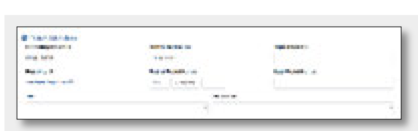
This reference guide uses symbols and color to emphasize certain points. These are described below.

Tips This symbol identifies tips and benefits.	**1. Ordered Lists** Processes are presented with blue numbers.
Important This symbol indicates an important note that should be read carefully.	• **Unordered Lists** Lists are presented with bullets.
* **Red Stars** Required fields are identified with a red star (*). These fields must be completed in a new project before saving a project.	**Bold Text** Where possible, buttons and fields are identified with images of the button or field. Otherwise, they're identified with **bold text**.

1.1.3 Feature Key

TxDOTCONNECT contains several types of buttons and fields. These are described below.

Feature	Example	Description
Button	Close	An interactive part of the screen that provides quick and basic functions. It is usually labeled with its purpose.
Add from List		A button that allows the user to select one or more options from a Pop-Up Window.
Check Box		A small box that, when selected, enables or selects a certain feature.
Date Picker	MM/DD/YYYY	A button that allows the user to select any date from any year.

Drop-Down Menu		A field that allows the user to select one or more values from a predefined list. It also allows typing to skip to a specific value.
Expand/Collapse		A button that, when clicked, expands  or collapses  a section of a page.
Field		An interactive part of the screen where any value may be typed. Remember to follow the guidelines for the applicable business area.
Icon		An image, usually a clickable button, that represents a specific program or entity.
Left Navigation Menu		A menu that appears to the left of all project pages. Click an option to display that page. The menu also expands to show all available sections on the selected page.
Pop-Up Window		A small screen that displays information relevant to an area being edited or viewed. The popup window remains on the screen until an action has been completed.
Page		The full page of detailed information displayed after a project or page option has been selected. These are often divided into multiple selections.
Radio Button		A small, interactive button that allows the user to select from one of a few options.
Section		A part of a page that contains information specific to a certain topic or area. These are clearly titled, with the ability to expand or collapse.

1.2 Login Page

The login page is the page that appears when accessing the TxDOTCONNECT web address.

1.2.1 Sign In

Internal users can sign in with their TxDOT credentials.

1. Navigate to TxDOTCONNECT in the internet browser.
2. Enter your TxDOT **User Name** in the Username field.
3. Enter your TxDOT **Password** in the Password field.
4. Click .

TxDOTCONNECT works best in **Google Chrome** for most purposes but will also function in Internet Explorer 11 and FireFox.

1.2.2 Forgotten Passwords

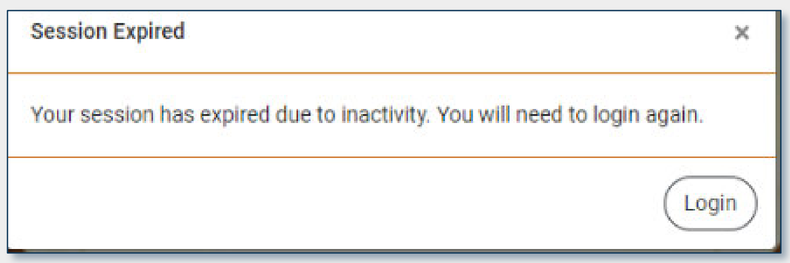
If you have issues logging in to TxDOTCONNECT, contact the help desk at **(512) 302-HELP (4357)** or open a **TxDOTNow ticket** using the link on the screen.

Requesting a password reset for the application resets the network password.

1.2.3 Idle Session Security Timeout

For security purposes, once a session in TxDOTCONNECT is idle for 20 minutes, the system logs you out.

The **Session Expired** message appears.

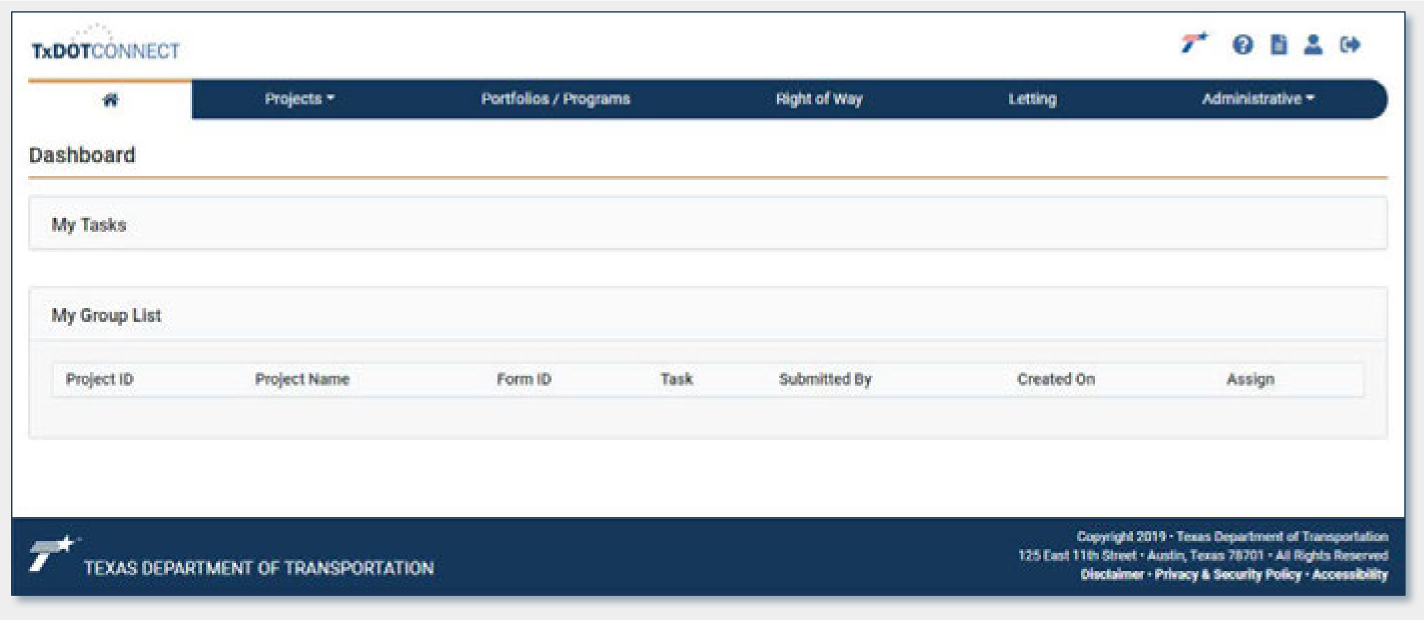


1.2.4 Extended Session Security Logout

For security purposes, if a session in TxDOTCONNECT has lasted longer than four hours, TxDOTCONNECT will log the user out and require the user to log back into TxDOTCONNECT, before continuing to work.

1.3 Home Page

The TxDOTCONNECT **Home Page** contains the **Top Menu Bar** and the **Dashboard**, which includes **My Tasks** and **My Group List**.

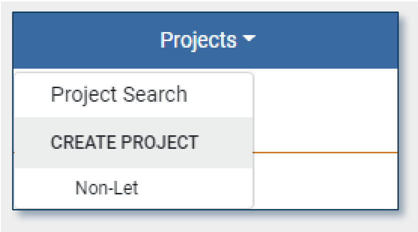


1.3.1 Top Menu Bar

The **Top Menu Bar** appears at the top of every page, and includes these modules:

- Click 🏠 on any page to return to the **Home Page**.
- Click Projects ▾ to search for or create a project.
- Click Portfolios / Programs to view Planning Targets. For more information, refer to the **Project Information Reference Guide**.
- Click Right of Way to view Right of Way parcel information.
- Click Letting to perform a contract inquiry. For more information, refer to the **Project Information Reference Guide**.
- Click Administrative ▾ to manage administrative tasks such as [creating organizations and payments](#).

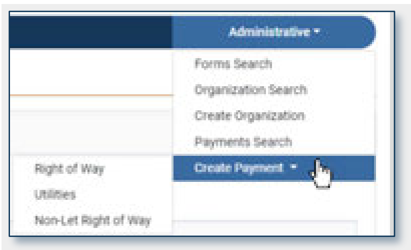
Some modules in the top menu bar display additional selections when clicked.



- Select **Projects** to search for a project.
  See [Project Search](#).
- Select **Non-Let** to create a new Non-Let project.

For more information about creating other project types, see the **Project Information Reference Guide**.

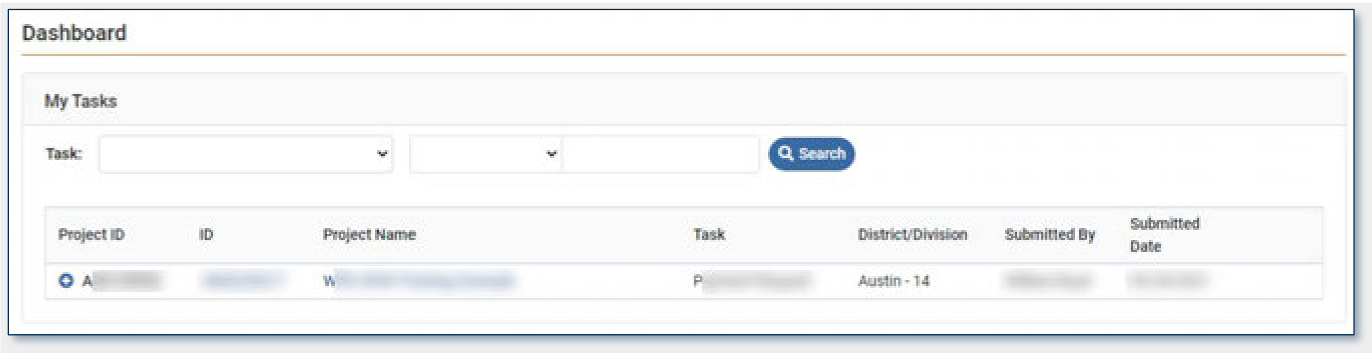
- Select **Parcel Search** to search for a parcel by Parcel ID, ROW Project ID, Project ID, and other values. The parcel will open to the **Parcel Details** page in the **Right of Way** module.
- Select **Utility Search** to search for a utility by Utility ID, ROW Project ID, Project ID and other values. The utility will open to the **Utility** page in the **Projects** module.



- Select **Forms Search** to search for a specific form by Form Type and Form ID.
- Select **Organizations Search** to search for third party organizations that may be referenced as vendors or consultants. For more information, see [Organizations](#) in this Reference Guide.
- Select **Create Organization** to create a new third party to reference as a vendor or consultant. For more information, see [Organizations](#) in this Reference Guide.
- Select **Payments Search** to search for existing payments. For more information, see [Payments](#) in this Reference Guide.
- Select **Create Payment** to create a payment to an organization. For more information, see [Payments](#) in this Reference Guide

1.3.2 My Tasks

My Tasks contains information if a task is assigned in TxDOTCONNECT. Tasks include review and approval of decisions for workflow items, such as Resource Requests and Payment Requests. You can review and respond to the request within My Tasks. This section contains the fields described below.

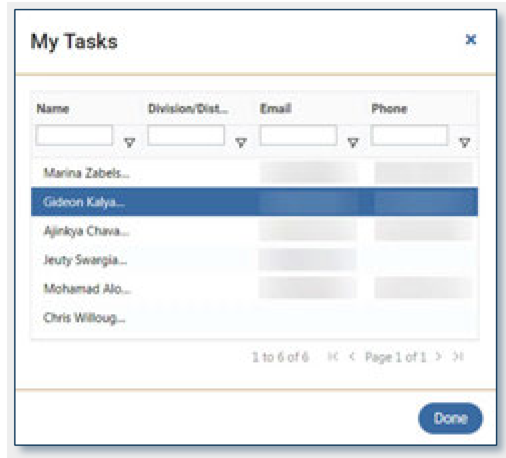


Field	Description
Project ID	The project identifier for which the request was submitted. Click to expand the task and view more details and options.
ID	The unique identifier for the form or request. Click the **ID** to navigate to the form or request.
Project Name	The project name for which the request was submitted. Click the **Project Name** to navigate to the project.
Task	The name of the task being reviewed.
District/Division	The name and number of the district or division from which the request was submitted.
Submitted By	The person who submitted the request.
Submitted Date	The date the request was submitted.
Response Selection Approve Return Do Not Approve	Radio buttons for response selection. ■ **Approve** – the request will be approved and move forward in the workflow. ■ **Return** – the request will be returned to the submitter to make changes and resubmit. Note: Resource Requests do not include this option. ■ **Do Not Approve** – the request will be canceled and will not move forward in the workflow.
***Comments**	This field is intended for comments to clarify the response. This field is required if **Return** or **Do Not Approve** are selected.
Submit	Click Submit to submit the response and finalize the request.
Add Resource	This button only appears on **Resource Requests**. Click to open the Resource Assignment window shown below.

1.3.2.1 Resource Assignment

Click Add Resource on a Resource Request to open the Resource Assignment window.

1. Use the column headers to filter the list of available resources.
2. Select a Resource.
3. Click Done to save the resource and add them to the resource request.

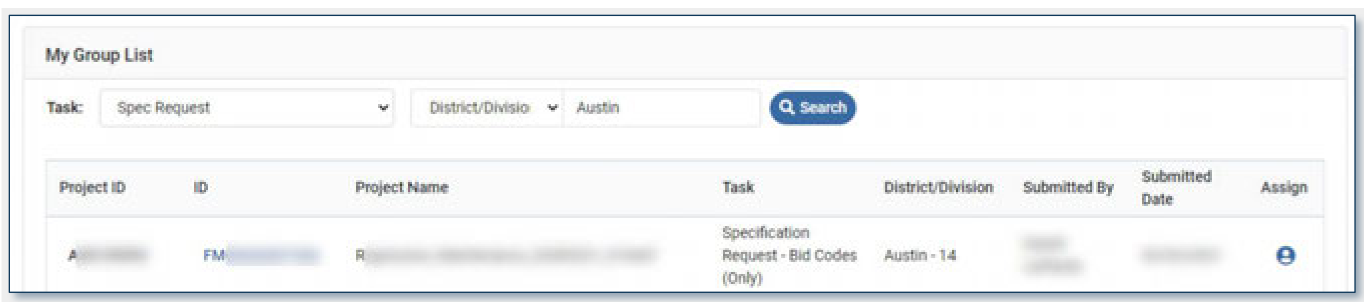


1.4 My Group List

My Group List allows supervisors and coordinators to assign tasks to individuals within their workgroup. The individual to whom the task is assigned will then see the task in their My Tasks list.

If a workflow item is routed to a single individual, it will bypass the My Group list and go directly to the individual's My Tasks list.

This section displays the information described below.



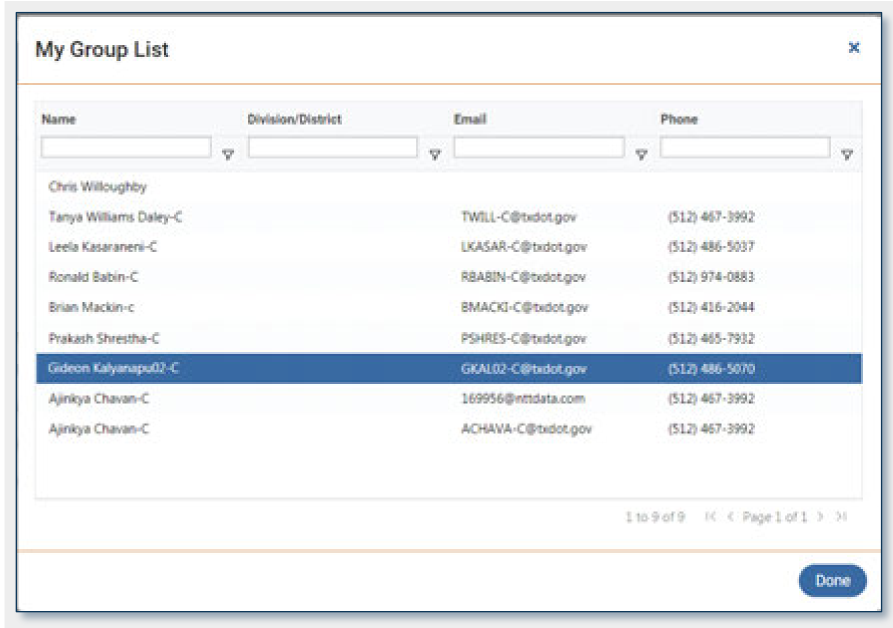
Field	Description
Project ID	The project identifier for which the request was submitted.
ID	The unique identifier for the form or request. Click the **ID** to navigate to the form or request.
Project Name	The project name for which the request was submitted. Click the **Project Name** to navigate to the project.
Task	The name of the task being requested.
District/Division	The name and number of the district or division from which the request was submitted.
Submitted By	The person who submitted the request.
Submitted Date	The date the request was submitted.
Assign Task	Click to select a team member to assign the request.

1.5 Task Assignment

Click on a task in My Group List to open the Task Assignment window.

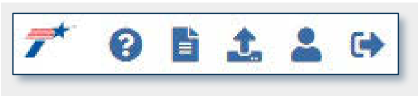
1. Use the column headers to filter or sort the list of available resources.
2. Select an individual to whom to assign the task.
3. Click Done to complete the assignment.

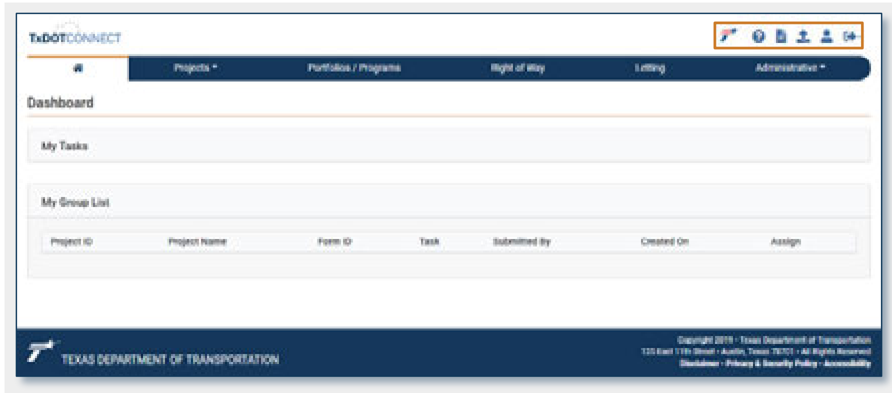
The task will disappear from the My Group List section of the Dashboard, and the selected individual will now see the task in My Tasks.



2 Tools Menu

The **Tools Menu** appears in the upper right corner of every page in TxDOTCONNECT and provides access to several features in TxDOTCONNECT.



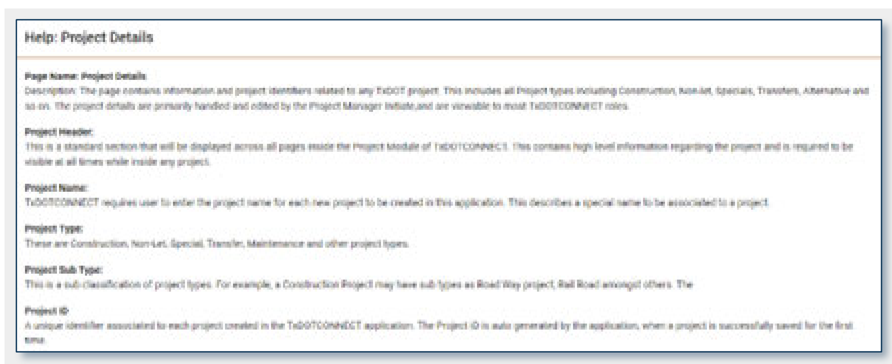


The Tools Menu consists of the following features:

- Click to navigate to www.txdot.gov.
- Click to access **Help** for any page in TxDOTCONNECT.
- Click to access the **Reporting** feature.
- Click to access the **Bulk Upload** feature (available for certain roles only).
- Click to access the **Profile** page.
- Click to **Log Out** of TxDOTCONNECT.

These and other buttons in TxDOTCONNECT have **Tool Tips** available. Hover over them to read a reminder of their function.

2.1 Help Page



The **Help Page** displays information about the sections and fields on the current page. Click to open the Help page.

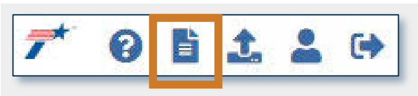
Help opens in a separate browser window, to prevent replacing the current page.

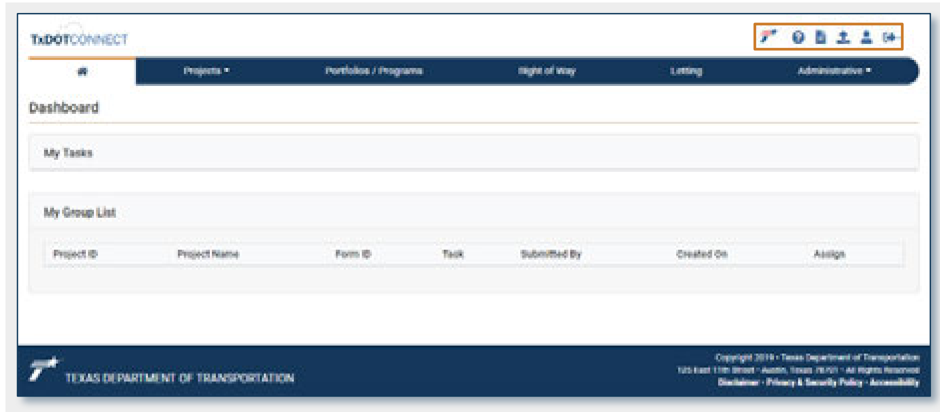
Sections and fields are described in the order they appear on the page in question, not in alphabetical order.

2.2 Reporting Page

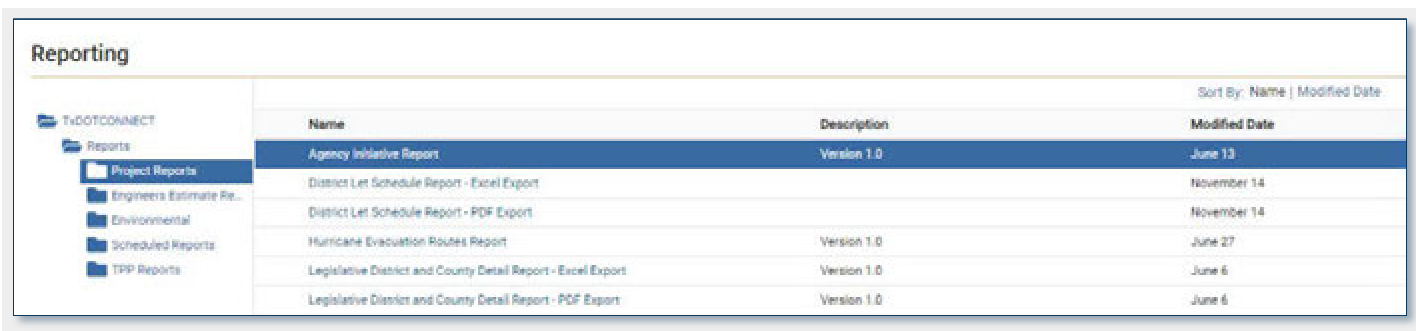
The **Reporting Page** allows you to access and run automated reports.

Click in the Tools menu to open the Reporting Page.





2.2.1 Report Selection

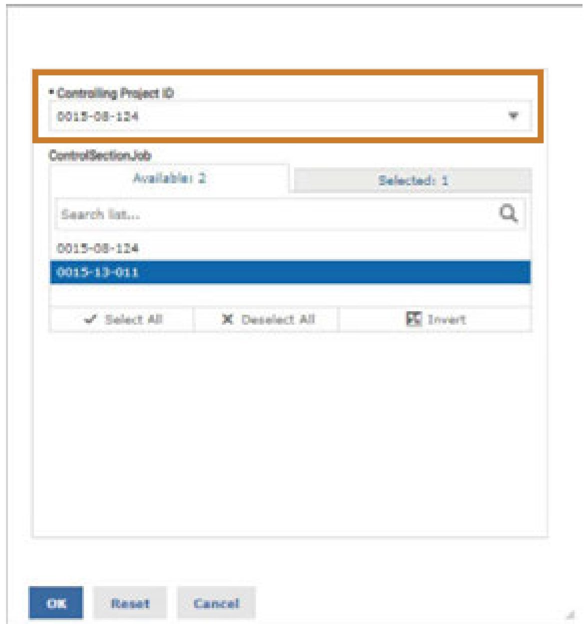


1. Double-click the **TxDOTCONNECT** folder (if it is not already open).
2. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
   - Project Reports
   - Engineer's Estimate Reports
   - Environmental
   - Scheduled Reports
   - TPP Reports
3. Select the desired **Report Category**.
4. Select the desired **Report Name**.
5. The **Report Options** window will open.

2.2.2 Report Options

6. Select the search criteria.

Depending on the report type, there may be multiple search criteria available.



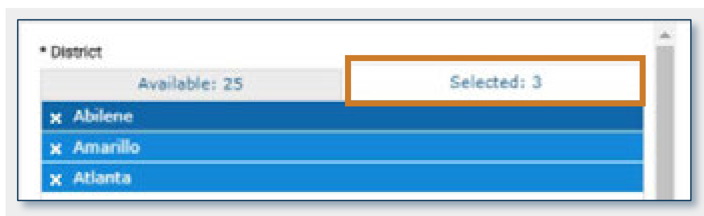
There are several buttons on the **Report Options** window:

- Click ✓ Select All to select all values in the list.
- Click ✕ Deselect All to de-select all values in the list.
- Click Invert to select all values *except* the current selections.
- If the list of search criteria is too long to fit in the window, click the ═ symbol underneath these buttons, then drag to resize the list of criteria.

There are multiple criteria depending on the Report type. Make sure you complete all criteria with an asterisk (*).

To select all but a few values, click ✓ Select All, then de-select the ones that are not needed.

To review all the criteria you have selected, click the **Selected** tab in the Report Options window.

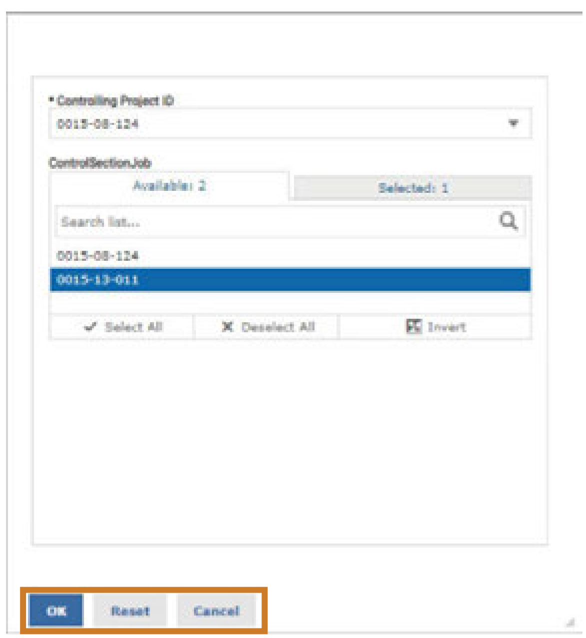


- Click OK to generate the report based on the current criteria.
- Click Reset to remove all criteria selections.
- Click Cancel to cancel the report selection.

Once the selections are complete,

7. Click OK.

The report will display.



2.2.3 Report Toolbar

There are several options in the **Report Toolbar**.

- Click to export a report. This is described in more detail below.
- Click to **undo**, **redo**, or **undo all actions**.
- Click to open the **Report Options** window and select criteria again.
- Click **Back** to return to the main **Reporting** page.

- Use to zoom in, zoom out, or select a zoom level.
- Use to search for terms within the report. The arrow keys navigate through the search results within the report.
- Use to navigate to the first, previous, next, or last page in the report.

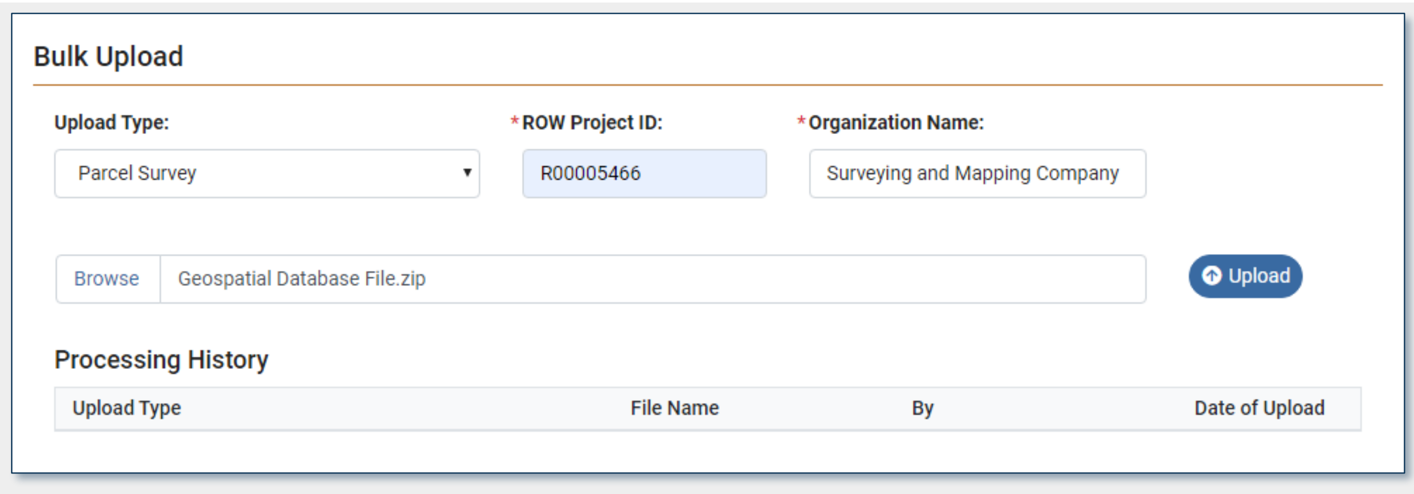
In most cases, use **XLSX** for Excel reports.

The following options are available to export the report

- **Portable Document Format (.pdf)**
  This produces a formatted document that cannot be edited.
- **Excel Spreadsheet (.xls)**
  This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**
- **Comma Separated (.csv)**
  This produces a spreadsheet without formatting, which can be useful for uploading into other software.
- **Rich Text Format (.rtf)**
  This produces a text file with minimal formatting, that can be edited further.
- **XLSX Excel Spreadsheet (.xlsx)**
  This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. **This is much more common than .xls.**

2.3 Bulk Upload Page

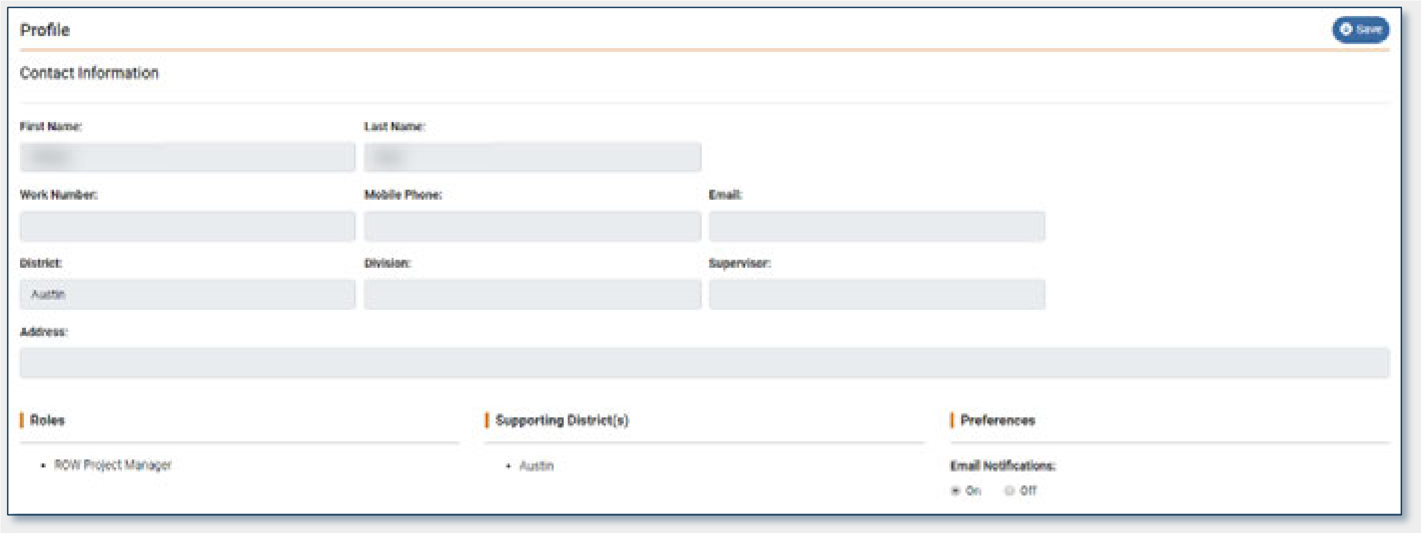
The **Bulk Upload** page allows internal and external surveyors users to upload geospatial data to create parcels for Right of Way projects.



Field	Description
Upload Type	This field defaults to Parcel Survey for Right of Way users.
***ROW Project ID**	The ROW Project ID for the Right of Way project to which the parcel should be added.
***Organization Name**	The name of the organization that performed the survey.
Browse	Click to open your computer's file explorer and select the Geospatial Database (GDB) file package, The GDB file must be formatted as a zipped file package (.zip).
Upload	Click to upload the GDB file package.
Processing History	This grid displays each of the user's past uploads with the most recent at the top. The following information is available for each file upload. Upload Type File Name By (the user who uploaded the file) Date of Upload

2.4 Profile

The Profile page contains information about the user's contact information, roles, supporting districts, and preferences.



Section	Description
2.4.1 Contact Information	This section contains information populated from the TxDOT Active Directory.
2.4.2 Roles	This lists the user's assigned security roles. To change or add a Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** or open a **TxDOTNow ticket.**
2.4.3 Supporting District(s)	This section lists the user's assigned district. Division staff may support multiple districts.
2.4.4 Preferences	This section allows the user to adjust settings for **Email Notifications** (on or off).

Don't forget to click Save to save changes to your preferences.

3 Projects Module

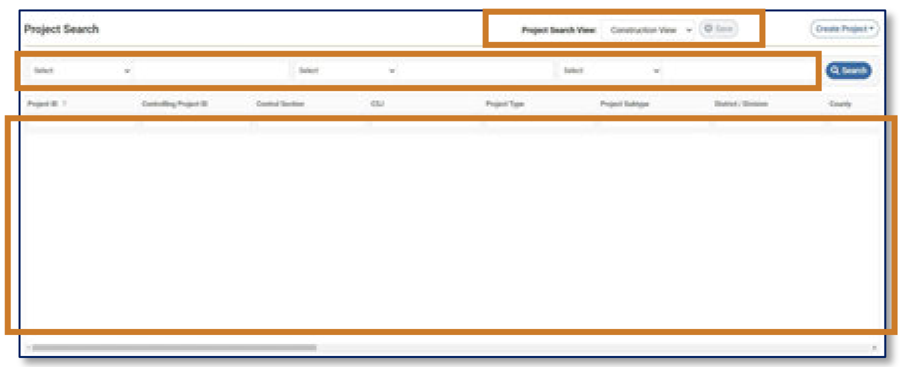
The **Project** tab in the Top Menu Bar leads to the **Project Search** page.

This page differs depending on whether the user is a district or a division employee.

- **District staff** will see *active* (not *all*) projects in their district by default.
- **Design Coordinators,** other **Division Staff, MPOs** and **FHWA** will see no projects until they perform a search.
- **External Consultants** will see no projects until they perform a search and will be able to find only those projects to which they have been invited.

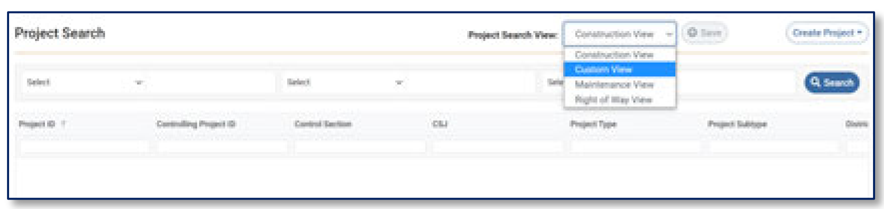
There are three parts on this page:

- The **Project Search View** selection feature
- The **Search** feature
- The **Search Results**



3.1 Project Search View Feature

TxDOTCONNECT allows users to customize the Project Search Page ensuring the user can filter projects by the Search Field Column Headers preferred.



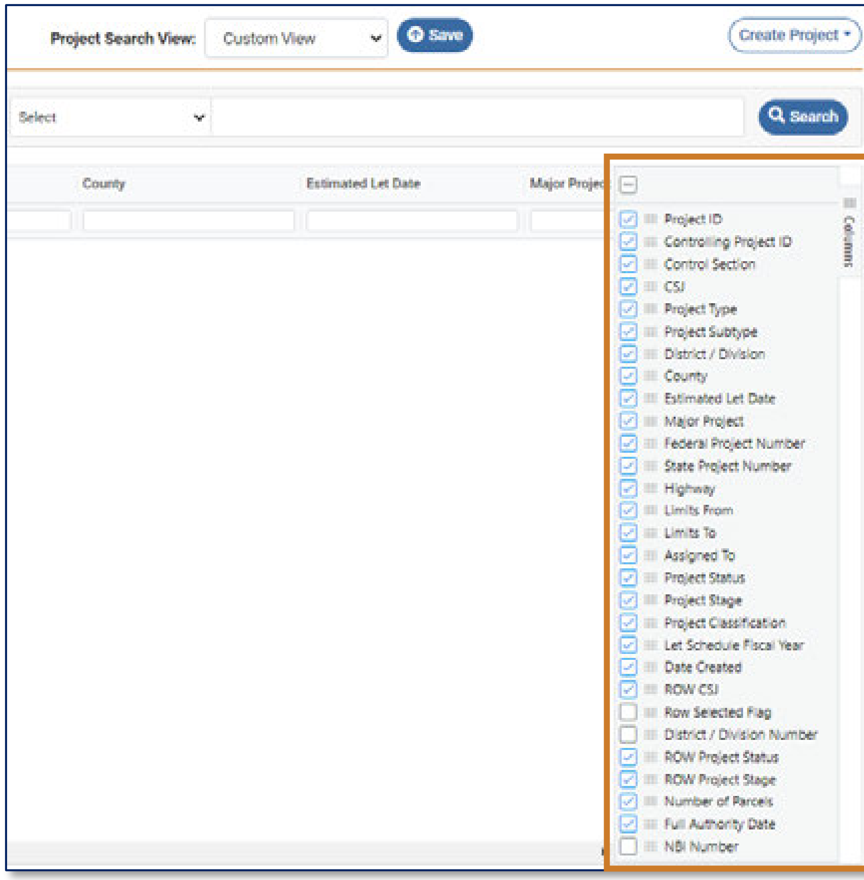
Users may choose from the following Preset Views:

- **Construction View** for use with Construction and most other project types.
- **Maintenance View** for use with Maintenance Projects.
- **Right of Way View** for use by ROW user roles.
- **Custom View** to establish a personalized view of project criteria.

3.2 Custom View

In Custom View, the user can choose the search criteria column headers displayed using the drop-down menu displayed after selecting **Custom View**.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the **Project Search Page**.



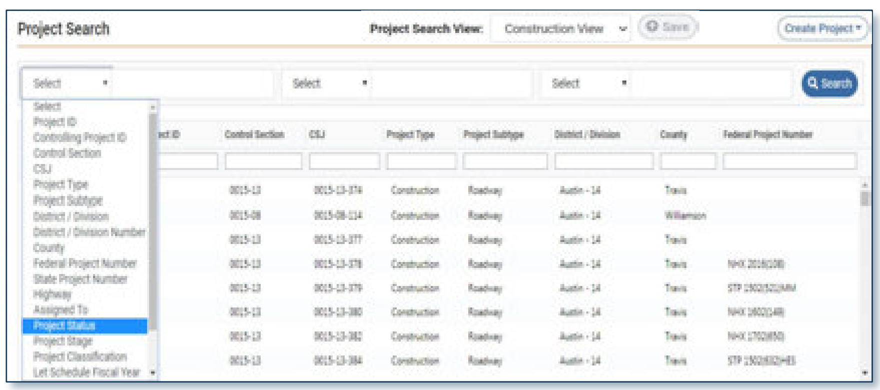
3.3 Search Feature

To search for a specific project,

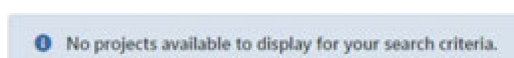
1. Use the **Select** drop-down menu to select search criteria.
2. Enter a search term.
3. Click Search.

The **Search Results** will appear.

Up to three search criteria can be selected, and up to three search terms entered.



If no projects match the search criteria, the message below will display:



Not finding what you're looking for? Remember these tips:

- Is the project closed? Select **Project Status** in the Search Criteria and type "Closed."
- Was the project created in DCIS? Select **Project Subtype** in the Search Criteria and type "Legacy."
- Is the project in a different district? Select **District/Division** in the Search Criteria and type the district's name.
- **Remember**: You can search by partial information – there is no need for a "wildcard" character.

3.4 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

If no projects match the filter criteria, the message “No results found.” will display.

3.5 Search Results Column Headers

The current list of search column headers for **Project View** appears below.

- Project ID
- Controlling Project ID
- Control Section
- CSJ
- Project Type
- Project Subtype
- District/Division
- County
- Let Type
- Estimated Let Date
- Bids Received Until Date
- Major Project
- Federal Project Number
- State Project Number
- Highway
- Limits From
- Limits To
- Assigned To Project Status
- Project Stage
- Project Classification
- Let Schedule Fiscal Year
- Date Created
- ROW CSJ
- ROW Project Status
- ROW Project Stage
- Number of Parcels
- Full Authority Date

3.6 Select Project

- Click a project once to highlight it.
- Double-click a project to open it.

3.7 Create Project

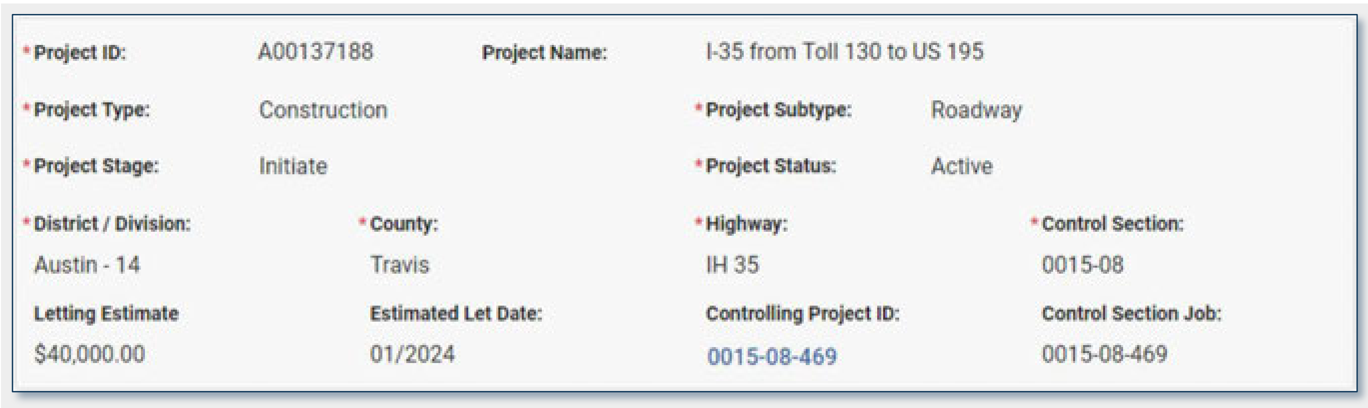
If your Security Role allows you to create a project, see Create Project in the **Project Development Reference Guide** for instructions.

4 Project Header

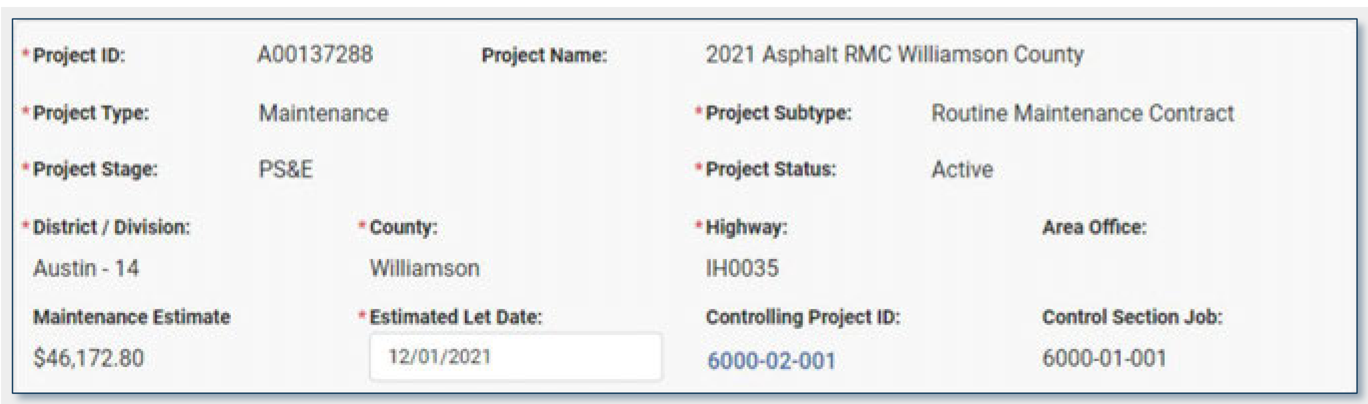
The **Project Header** appears at the top of every Project page. It contains critical, high-level project information.

A header for a Construction project and for a Maintenance project are shown below.

Construction Project Header



Maintenance Project Header



The descriptions of each field are provided below.

Field	Description
Project ID	The unique primary identifier. This field populates the first time the project is saved.
Project Name	A unique name for the project. Recommended formats include: - For Construction Projects: [Highway Number] [Limit From] [Limit To] - For Maintenance Projects: [Fiscal Year] [Type of Work] [County]

Project Stage	This indicates where the project is in its lifecycle. The possible values depend upon the **Project Type**.	
	Initiate	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Preliminary Engineering (PE)	Indicates preliminary studies for a project have begun, including environmental, surveys, geotechnical studies, hydrologic/ hydraulic analysis, traffic studies, etc. Not available for maintenance projects.
	Plans, Specifications, & Estimates (PS&E)	Indicates resources are working on development and approval of engineering plans, specifications and estimates in preparation for letting.
	Ready to Let	Indicates the project meets agency criteria for letting process.
	Letting	Indicates the project has been advertised for letting and is progressing through the letting process.
	Construction	Indicates a project has been let, awarded and is ready for construction to begin. Not used for maintenance projects.
	Execute	Maintenance and Alternative Delivery projects only. Indicates a project has been let, awarded and is ready for maintenance to begin. Available only when an Actual Let Date is populated.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
Project Status	This indicates whether the project is currently being worked to develop or execute.	
	Active	Indicates that the project is in progress.
	Inactive	Indicates the FHWA guidelines of Inactive projects.
	Paused	Indicates that TxDOT has temporarily stopped work on the projects.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
	Reopened	Indicates a closed or canceled project that has been reopened to allow for additional financial reconciliation to be performed.

- A Closed **Status** will automatically populate a Closed **Stage**.
- A Canceled **Status** will automatically populate a Canceled **Stage**.
- If you cancel a controlling project, all its subordinate projects will be canceled. If you wish to cancel only a subordinate project, you must first disassociate it.
  For more information, see Associate/Disassociate Projects.

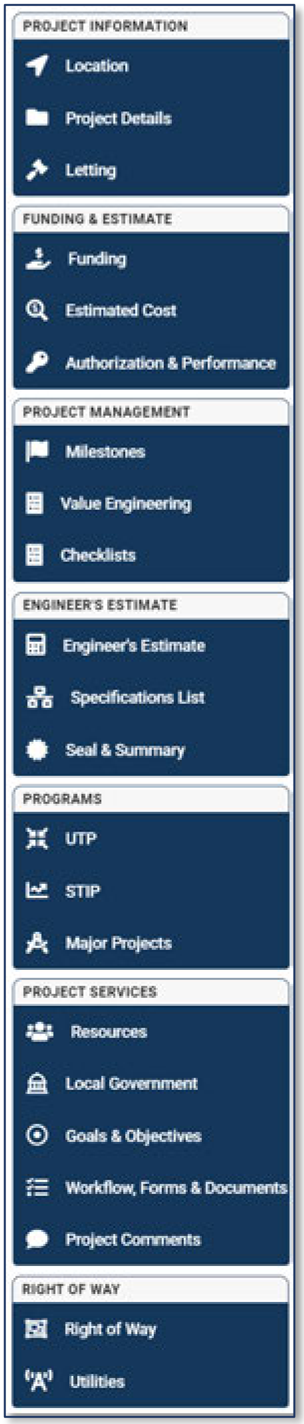
Project Type	The types of projects that can be created in TxDOTCONNECT. The Project Type determines the options for Project Subtype, Project Stage, Project Status, Left Navigation Menu, and sections of the Letting Page. Options for Project Type include: - Construction - Maintenance - Non-Let - Alternative Delivery - Transfer - Feasibility Study
Project Subtype	This value further defines the type of work that will be done or how the project will be delivered. The options for this field are dependent upon the Project Type, and include:
Construction	- Bridge - Ferry Boat - Local Let - Public Transportation Network - Rail - Rail Safety - Roadway - Safety Rest Area
Maintenance	- Bridge Preventive - Emergency (requires a Certification of Emergency request) - Ferry Boat - Material Only - Routine Maintenance Contract - Safety Rest Area - State Use - Traffic Maintenance
Non-Let	- Bridge - Change Order - Local - Non Roadway - Public Transportation Network - Rail - Rail Safety - Right of Way - Roadway - Statewide Planning
Alternative Delivery	- Design Build - Design Build Maintain - Design Build Maintain Operate - Design Build Finance - Design Build Finance Operate Maintain
Transfer	- Tranfer
Feasibility Study	- Feasibility Study

District	Name and district number of the District where the project is assigned based on funding. When the project is created, this value defaults to the District assigned to the project creator.
County	This value will populate automatically based on the selected location. If various locations are selected, this value must be selected from a dropdown menu.
Highway	This represents the Highway designation and number requiring work within the project.
Control Section	This identifies a particular section of highway.
Letting Estimate or **Sealed/Completed Engineer's Estimate** or **Letting Low Bid**	The most recent estimated cost of contruction on the project. - If the project has no Sealed or Completed Engineer's Estimate and has not yet been let, this displays the amount of the **Letting Estimate** from the Estimated Cost page. - If the project has a Sealed or Completed Engineer's Estimate, this displays the amount of the **Sealed Engineer's Estimate** (for Construction Projects) or Completed Engineer's Estmate (for Maintenance Projects). - If the project has been let, this displays the actual **Letting Low Bid** amount.
Estimated Let Date	The District's estimate for when the project will let. This may change over time.
Controlling Project ID	This is the primary Project ID if multiple projects are being grouped together for letting purposes. This is also known as the Controlling CSJ or Contract CSJ. Upon creation, the system defaults this field to the Control Section Job of the current project. If the current project has been added as a subordinate to a different controlling project, the Controlling Project ID will be the controlling project's Control Section Job (CSJ). Subordinate projects can be associated and disassociated from the Letting Page of the Controlling Project. Click the **Controlling Project ID** to navigate to the controlling project.
Control Section Job	All projects must have a Control Section Job (CSJ). The nine-digit number is interpreted as follows: - **Control** (4 digits) – a section of highway with a defined geographic begin and end points, usually 25 to 30 miles in length - **Section** (2 digits) – parts of the control that are shorter, logical, and practical in length. - **Job** (3 digits) – number assigned in sequence within the limits of each control section. The CSJ is assigned automatically upon creating and saving a project in TxDOTCONNECT, based on the Control Section selected on the Location page. Exceptions are as follows: - **Off-System projects** – If the control section is Off-System (these begin with a letter, e.g., A9XX-XX), the CSJ field becomes a drop-down menu in which you must select the correct control section job. - **Various locations** – If you select Various locations in the Highway and Control Section fields, the CSJ field becomes a drop-down menu in which you must select a control section. When the project is saved, the next number in sequence will be assigned to complete the CSJ number.

5 Left Navigation Menu (Projects)

The **Left Navigation Menu** (or "**Left Nav**") appears to the left of every Project page. It contains a list of all pages available for that project.Some pages only appear or are only activated for certain project types or only after certain actions have been taken.

This Reference Guide focues only on the following pages:



Location. This page shows the specific location of the project along with other fields related to location and asset types.

Resources. This page allows authorized users to invited additional resources to the project, including external partners.

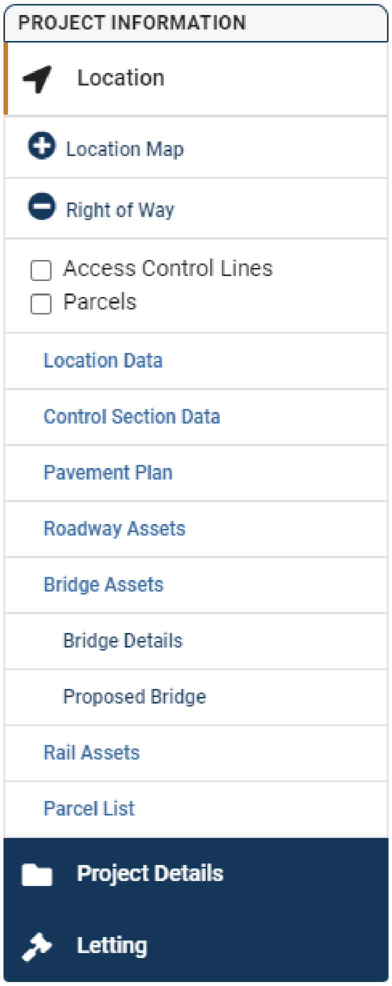
Right of Way. This page displays Right of Way project information and allows the assignment of organizations, tasks, and funding agreements.

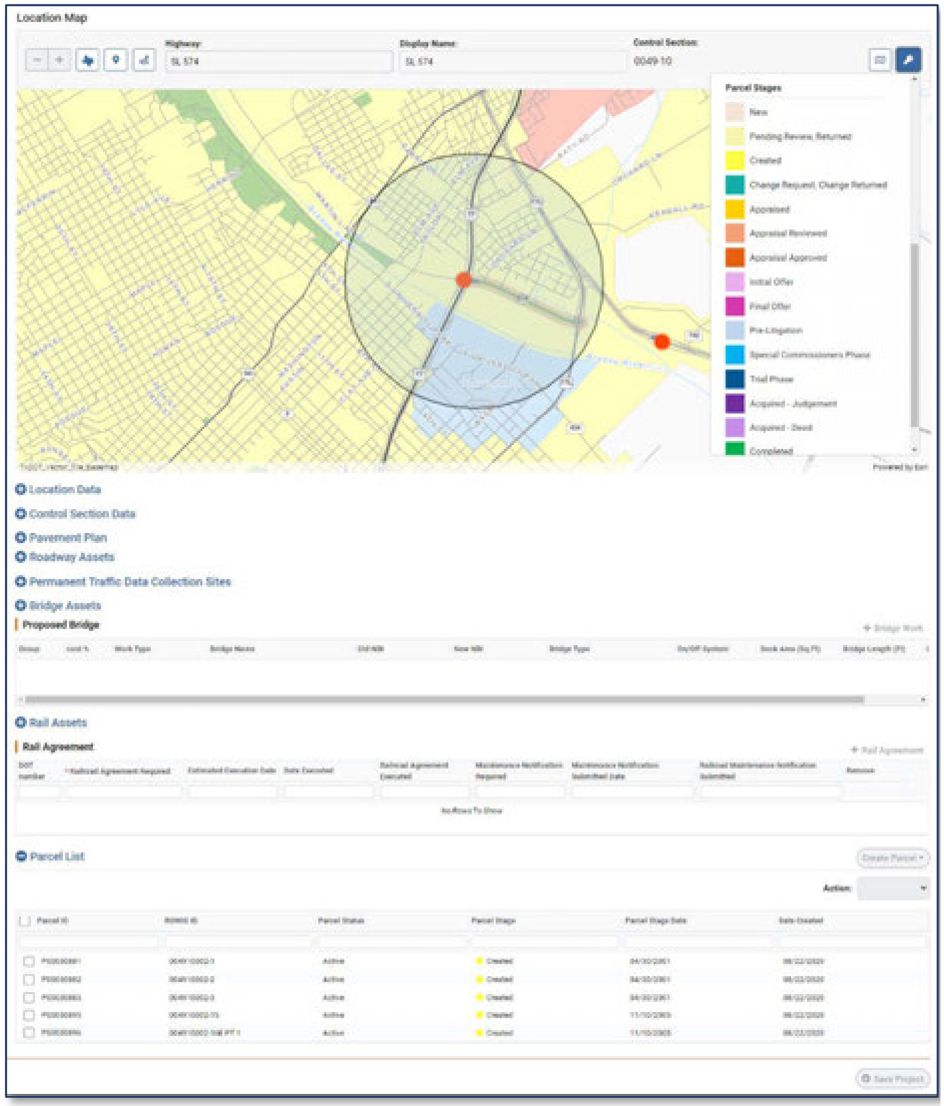
Utilities. This page allows authorized users to enter information about utilities in conflict, including providers and standard utility agreeements.

5.1 Location Page

The first page in the Left Navigation Menu shows the specific location of the project and parcels being acquired.

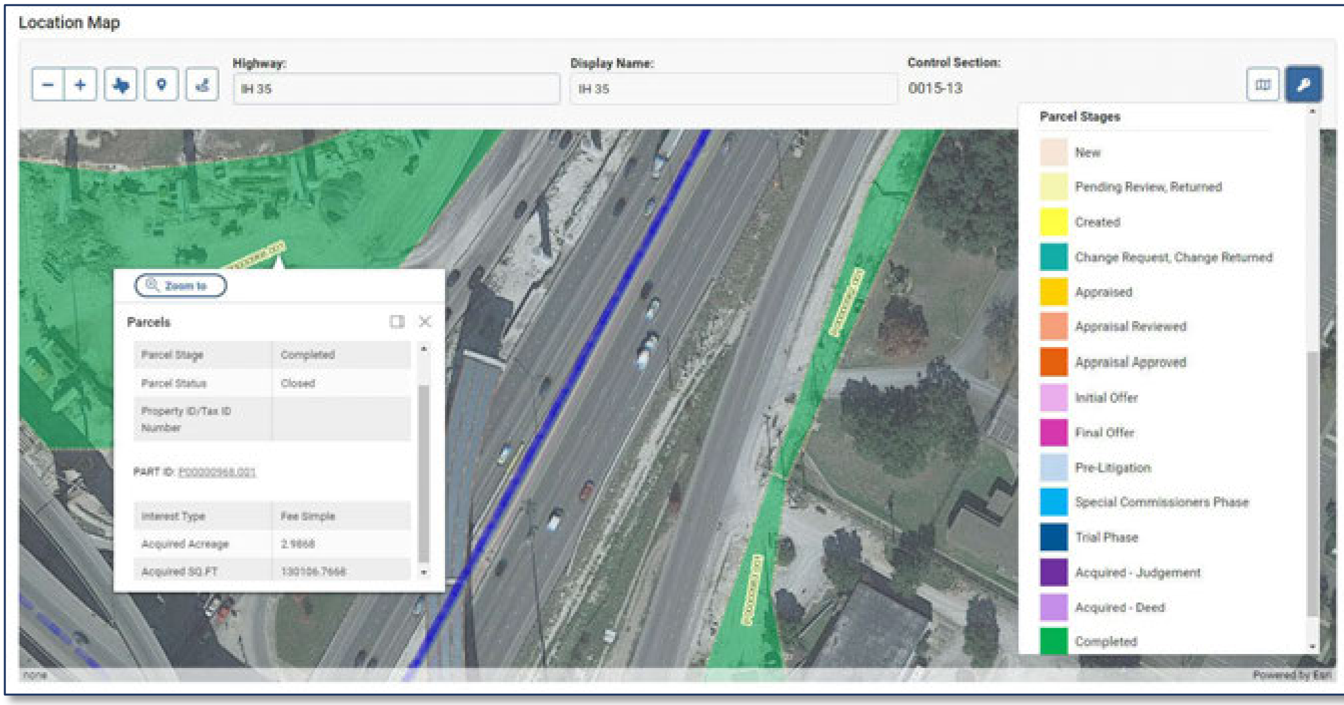
The **Location** page is arranged in several sections; this guide describes only the **Location Map** and the **Parcel List**.





5.1.1 Location Map

The Location Map tool is an interactive map on which you can view the project location.

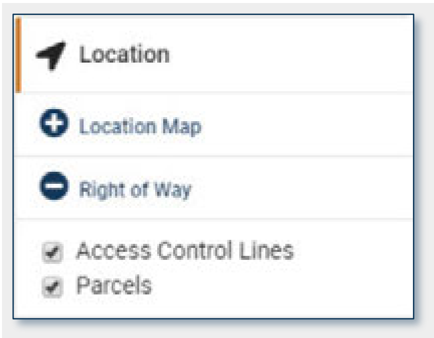


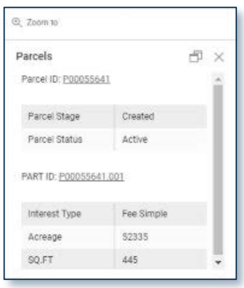
	Grab and Pan	Click and drag to pan around to the map.
− +	**Zoom Out and In**	Click this to zoom out or in on the center of the map.
	Texas View	Click this to zoom out and view the entire state.
	Map View	Click this to select between Satellite View or Street View.
	Map Key	Click this to display a description of map icons and parcel stage colors.

The ability to draw project end points and change the highway and control section are controlled by security roles. More information on these features is provided in the **Project Information Reference Guide**.

5.1.1.1 Right of Way Feature Layers

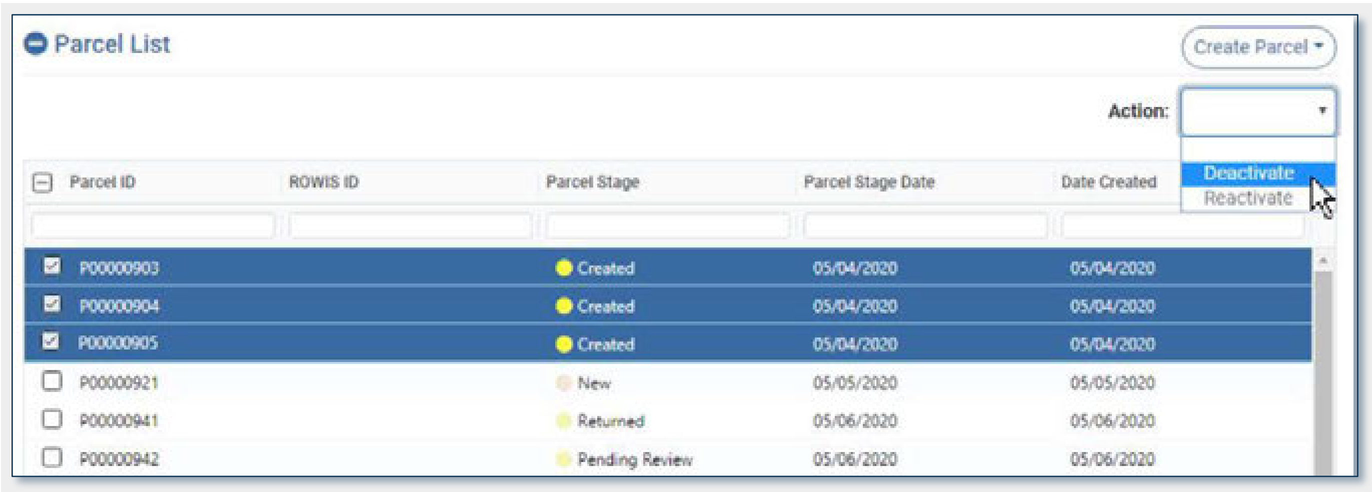
The Left Navigation Menu offers the following feature layers that can be added to the Location Map.

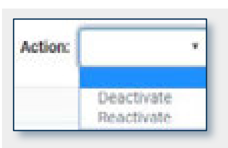
<table>
<tr>
<td rowspan="2">
</td>
<td>Access Control Lanes</td>
<td>Select this to view boundaries and easements as red and blue lines around parcels.</td>
</tr>
<tr>
<td>Parcels</td>
<td>Select this feature layer to view parcels in relation to the project, colored according to their stage:

Click a parcel on the map to view the Parcel Information pop-up with information about the parcel, described below.</td>
</tr>
<tr>
<td rowspan="3">Parcel Information

</td>
<td>Zoom To</td>
<td>Click this button to automatically zoom to the parcel shape on the map.</td>
</tr>
<tr>
<td>Parcel ID</td>
<td>Click the Parcel ID to navigate to the Parcel Details page for that parcel.</td>
</tr>
<tr>
<td>Part ID</td>
<td>Click the Part ID to navigate to the Parcel Parts section of the Parcel Details page for that parcel.</td>
</tr>
</table>

5.1.2 Parcel List

The Parcel List allows you to see all associated parcels to a specific ROW project.

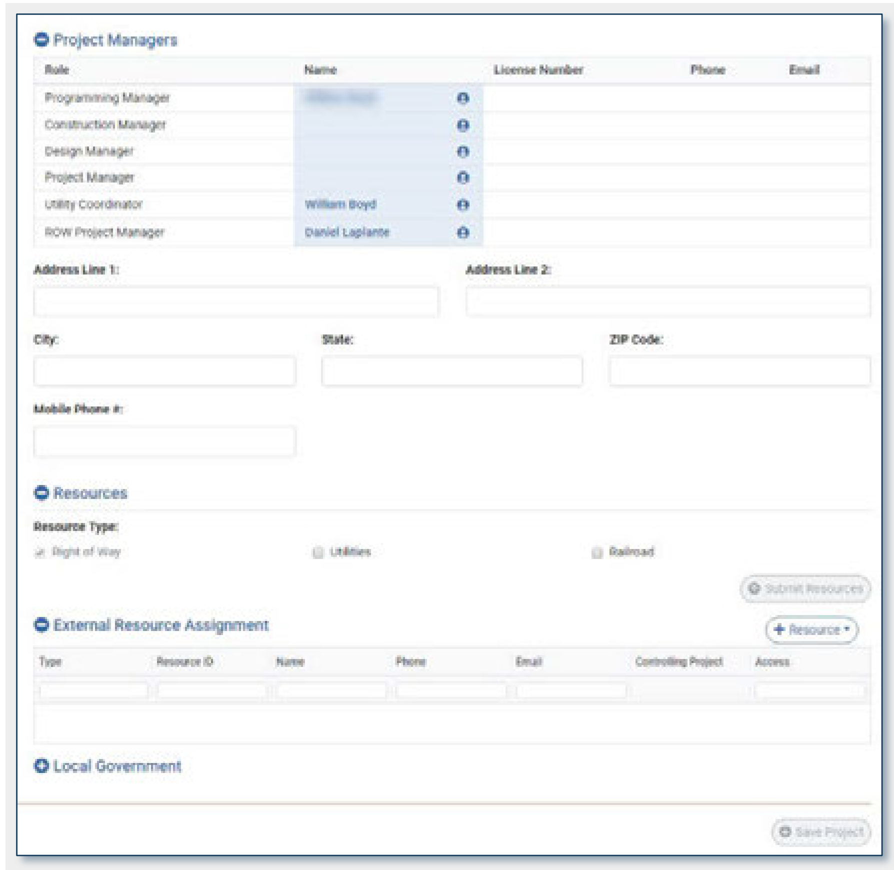


Button/Column	Description
	This button allows authorized users to create new parcels through a manual process or bulk upload.
	This button allows authorized users to deactivate or reactivate one or more parcels. The parcel must first be selected in the Parcel List below.
Parcel ID	The parcel's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Parcel IDs begin with the letter **P**.
ROWIS ID	The identifier for legacy ROW projects migrated from the Right of Way Information System (ROWIS).
Parcel Stage	This indicates where the parcel is in the acquisition process.
Parcel Stage Date	This indicates the date at which the parcel reached its current stage.
Date Created	This indicates the date on which the parcel entered was created.

6 Resources Page

The Resources page is where additional Resources can be assigned to the Project.

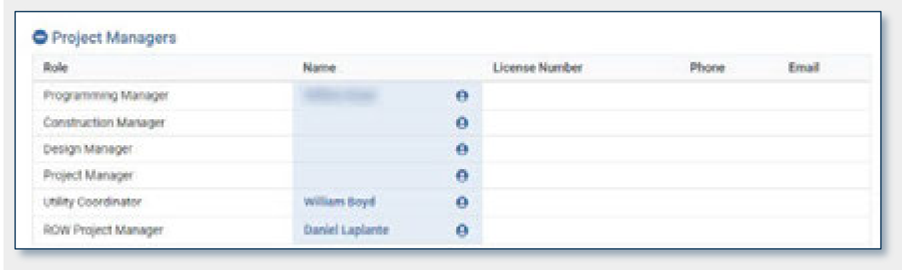
The **Resources** page is arranged in four sections; this guide describes only the **Project Managers**, **Resources**, and **External Resource Assignment** sections.



6.1.1 Project Managers

The **Project Managers** section of the Resources page lists the staff resources assigned to the project.

To assign ROW Project Manager and Utility Coordinator roles, use the **Resources** section described below.



The following roles may change the assigned resources in this section.

- The assigned **ROW Project Manager** may be changed by a **ROW Supervisor**.
- The assigned **Utility Coordinator** may be changed by a **Utility Manager** or **Utility Program Manager**.

6.1.2 Resources

The **Resources** section allows users with project manager security roles to request internal Right of Way (ROW), Utilities, or Rail Road resources.

When a user requests **Right or Way** or **Utility** resources, an **RCSJ** (Right of Way CSJ) will be created and associated with the original CSJ. This will also allow applicable roles access to the Right or Way and Utilities Pages on the Left Navigation Menu.

1. Check the box next to the desired resource.
2. Click 

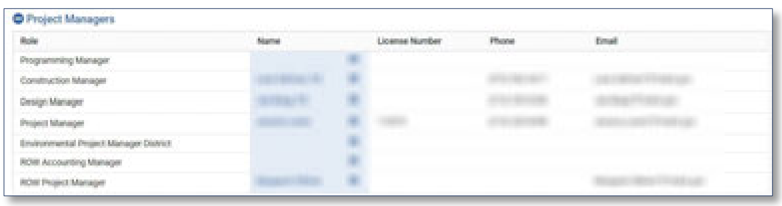
3. The appropriate group will receive the request and choose to approve or not approve.

The status of this request can be tracked on the **Workflow, Forms, & Templates** page.

Only one pending resource request is allowed for each resource type.

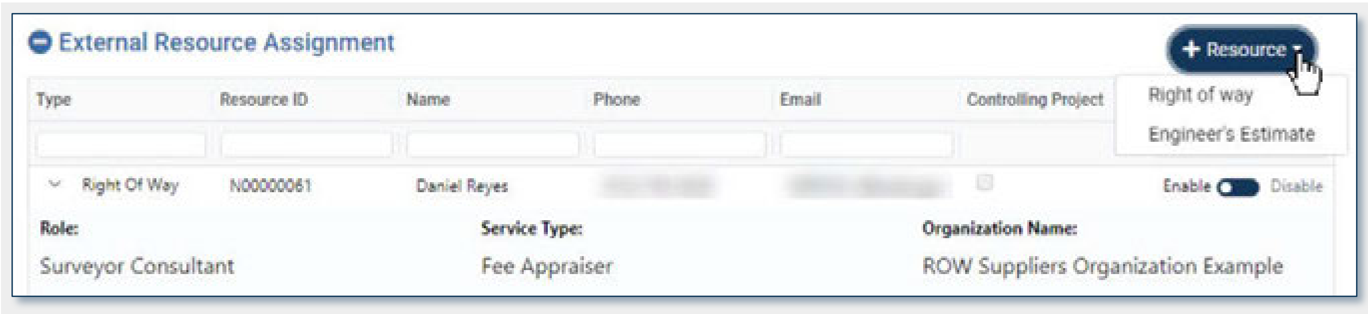
The Right of Way page populates automatically with the ROW Project ID. The project stage date will appear as the date created when the Right of Way project is created.

Once the ROW, Utility or Rail resource has been requested, there will be a Project Manager Role line created for that functionality on the Resource Page. See how these roles are assigned later in this document.



6.1.3 External Resources Assignment

The **External Resources Assignment** section allows authorized users to invite external resources with user accounts to access the project in TxDOTCONNECT.



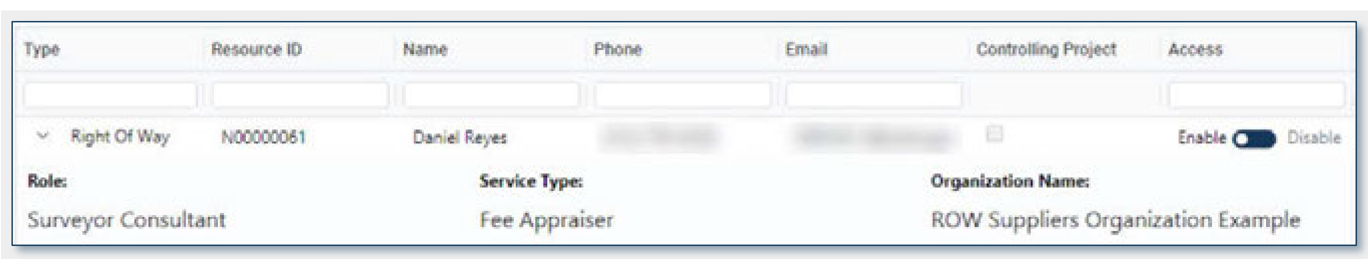
To assign external Right of Way resources, follow the process below:

1. Click + Resource.
2. Select **Right of Way**.

The **External Resources-Right of Way** selection window appears.

3. Use the column headers to sort or filter by Resource ID, Name, Service Type, or Organization Name.
4. Check ☑ the box next to the desired resource.
5. Click **Done**.
6. Click Save Project.

The invited resource will appear in the **External Resource** table and will receive an email notifying them they have been granted access to the project.



- Use the Controlling Project checkbox to grant access to all associated projects (controlling and subordinate).
- Those with appropriate security roles may **Enable** and **Disable** the access of external resources at any time using the **Access** switch.

The only external Right of Way resources available for assignment are those that have been:

1. Added as supporting resources using the **Create Organization** feature in the **Administrative** module,
2. Added to the ROW Project and,
3. Who already have access to TxDOTCONNECT.

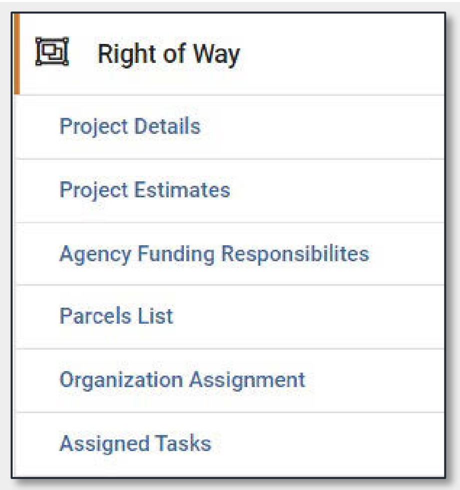
The table below shows the external ROW roles and the pages in TxDOTCONNECT they can access.

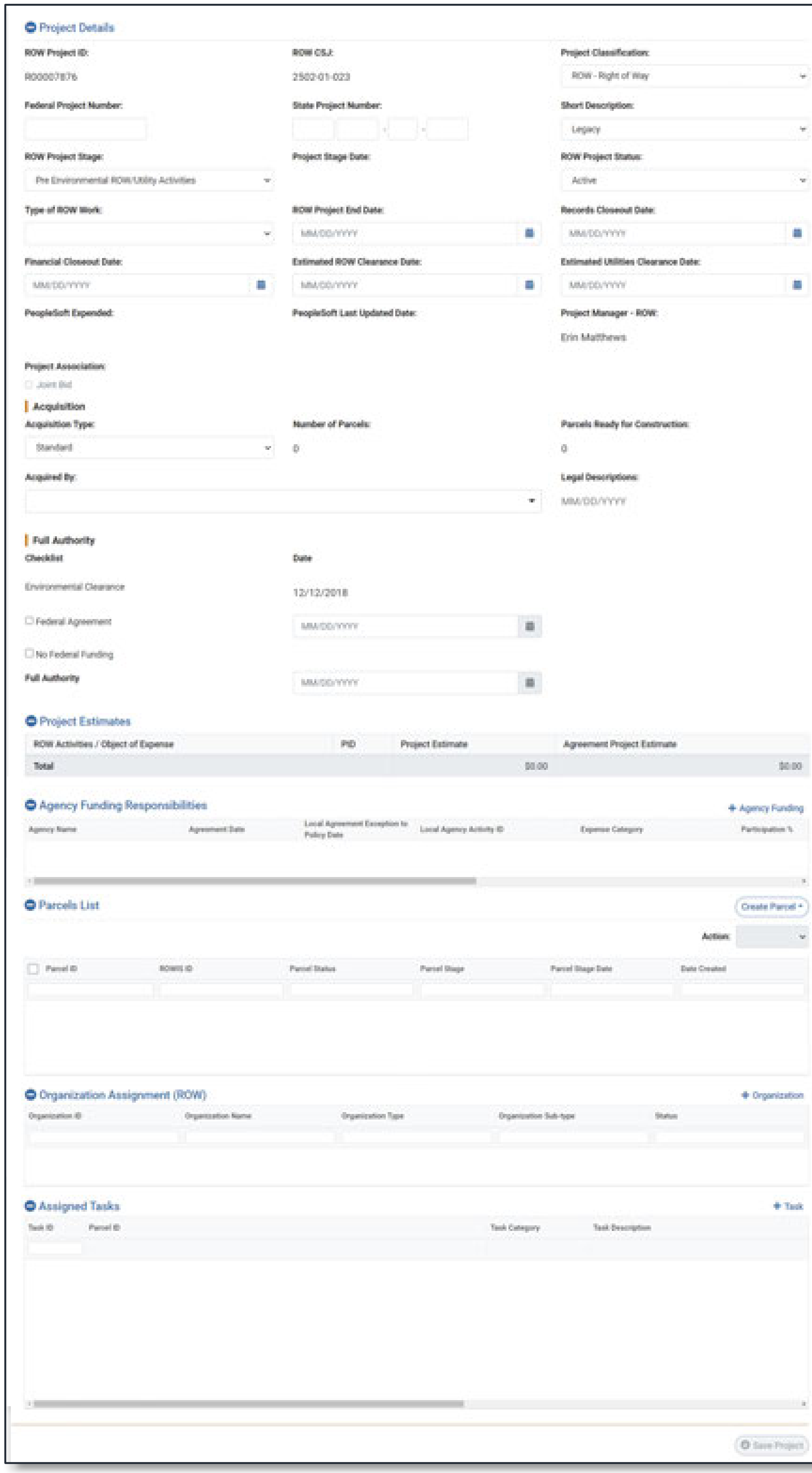
Role	Home Page	Projects Module	Right of Way Module	Administrative Module
Surveyor Consultant	Dashboard	Project Search Location	None	None
ROWAPS Consultant	Dashboard My Tasks My Group List	Project Search Location Project Details Right of Way Utilities	Parcel Search All Parcel Pages	Organization Search
Utility Consultant	Dashboard My Tasks My Group List	Project Search Location Project Details Right of Way Utilities	None	None

7 Right of Way Page

The Right of Way page displays Right of Way (ROW) information for the project. This page is only available if a ROW Resource Request has been approved.

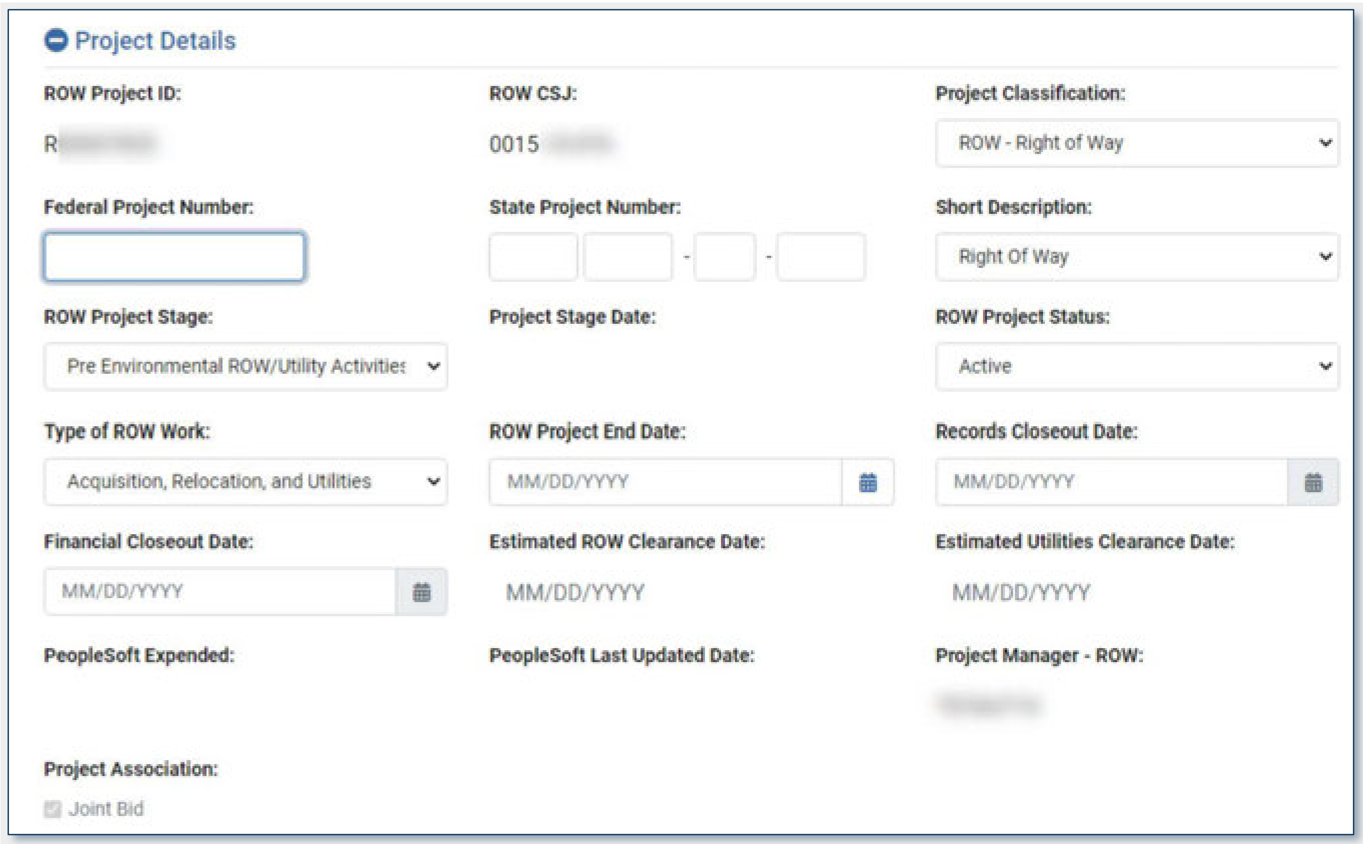
The Right of Way page is arranged in six sections:





7.1.1 Project Details

The Project Details section displays details about the ROW project. It contains the Acquisition and Full Authority subsections, described below.

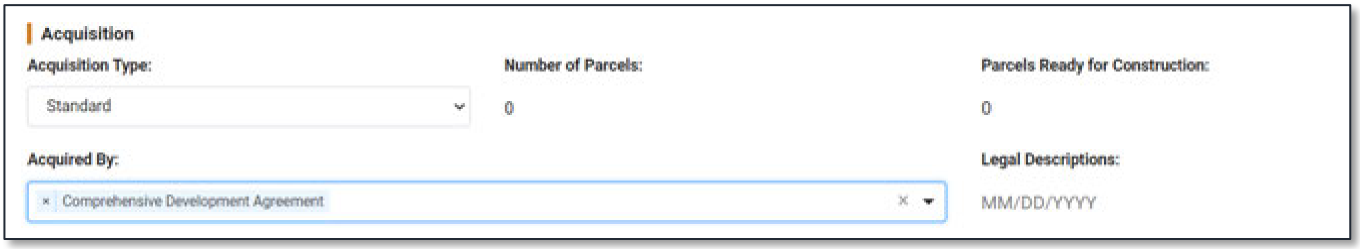


<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td>ROW Project ID</td><td colspan="2">This is the unique identifier for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved.
All ROW Project IDs begin with the letter R.</td></tr>
<tr><td>ROW CSJ</td><td colspan="2">This is the unique Control Section Job (CSJ) for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved.</td></tr>
<tr><td>Project Classification</td><td colspan="2">This indicates if the project was created for Right of Way or for Utilities.</td></tr>
<tr><td>Federal Project Number</td><td>This is the number assigned to the project to track Federal funds.</td><td rowspan="2">A project cannot have both a Federal Project Number and a State Project Number.</td></tr>
<tr><td>State Project Number</td><td>This is the number assigned to the project to track State funds.</td></tr>
<tr><td>Short Description</td><td colspan="2">This indicates whether the ROW project was created for Right of Way, Utility Work, or Utility Investigation.</td></tr>
</table>

ROW Project Stage		This indicates the stage of acquisition for the ROW project as a whole. Individual parcels are tracked at the parcel level.
	Pre-Environmental	Activities that can be performed prior to obtaining full authority; for example: parcel surveys, appraisals and appraisal reviews, and preliminary utility investigations and identification of utility conflicts.
	Post-Environmental	Activities that can be performed after full authority is obtained, for example, negotiation and eminent domain proceedings.
	Activities Completed	Acquisition of all necessary parcels is complete, and relocation of eligible displacees and demolition of improvements can begin.
	Financial Closeout	All financial transactions have been completed for the project.
	Records Closeout	All records related to the project have been completed.
Project Stage Date		This indicates the last time the ROW Project Stage field was updated.
ROW Project Status		This indicates the status of the ROW project as a whole. Individual parcels are tracked at the parcel level.
Type of ROW Work		This indicates whether the ROW Project was created for Acquisition Only, Relocation Only, Utilities Only, or some combination of these.
ROW Project End Date		This indicats the date all parcels have been acquired.
Records Closeout Date		This indicates the date all ROW project records have been closed out.
Financial Closeout		This indicates the date all financial transactions have been closed out.
Estimated ROW Clearance Date		This is the estimated date that ROW clearance will be received. This field can only be updated by a **ROW Supervisor**.
Estimated Utilities Clearance Date		This is the estimated date that utilities clearance will be received. This field can only be updated by a **ROW Supervisor** or a **Utility Manager**.
PeopleSoft Expended		This displays the total amount of expenditures processed in PeopleSoft.
PeopleSoft Last Updated Date		This indicates the time the PeopleSoft Expended field was updated.
Project Manager – ROW		This displays the assigned ROW Project Manager from the Resources page.
Project Association		This indicates the ROW project is part of a joint bid for letting purposes.

7.1.1.1 Acquisition

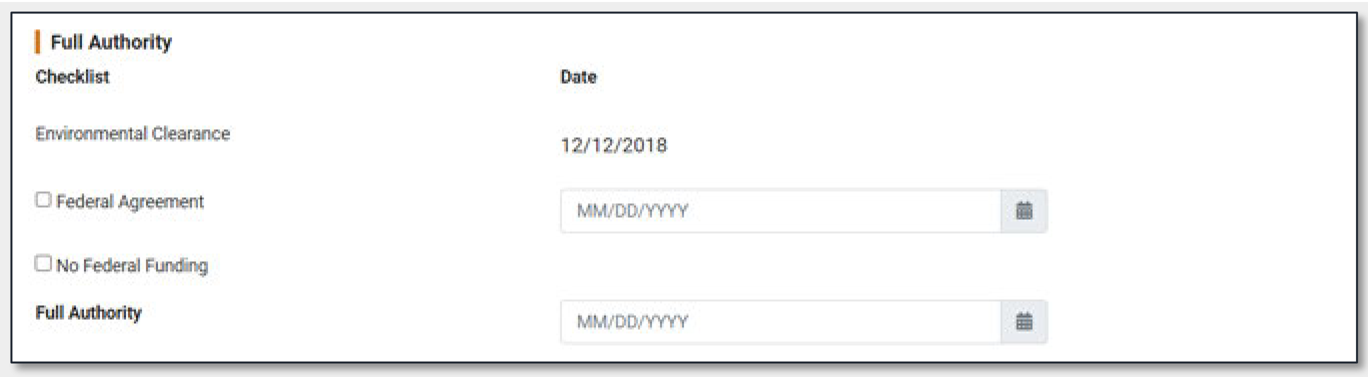
The Acquisition subsection displays summary information about the parcels and their acquisition type.



Field	Description
Acquisition Type	This indicates whether all parcels are being acquired through standard or advanced acquisition processes, or if there is a mix.
Number of Parcels	This displays the number of active parcels created for the ROW project.
Parcels Ready for Construction	This displays the number of active parcels that have reached the stage “Ready for Construction.”
Acquired By	This indicates the method for, or party, acquiring the parties. This field allows multiple values to be selected.
Legal Descriptions	This displays the date legal descriptions have been obtained for all parcels. This requirement must be indicated for each individual parcel on the Parcel Details page, as described below.

7.1.1.2 Full Authority Checklist

The Full Authority subsection displays the requirements for full authority and the date they are completed.



Field	Description
Environmental Clearance	This indicates the date Environmental Clearance is obtained for the project. This field populates automatically from the Project Details page when updates are received from the ECOS database.
Federal Agreement	This indicates whether agreements have been obtained for federal funding. TxDOTCONNECT checks for information about federal funding in the Agency Funding Agreements section, as described below. This field may only be updated by the ROW Funding Manager.
No Federal Funding	This indicates when no Federal Funding has been provided for this project. This field may only be updated by the ROW Funding Manager.
Full Authority	This displays the date all Full Authority requirements have been met for all parcels on the project. This field may only be updated by the ROW Funding Manager.

7.1.2 Project Estimates

The Project Estimates table displays funding amounts for all ROW activities.

Project Estimates

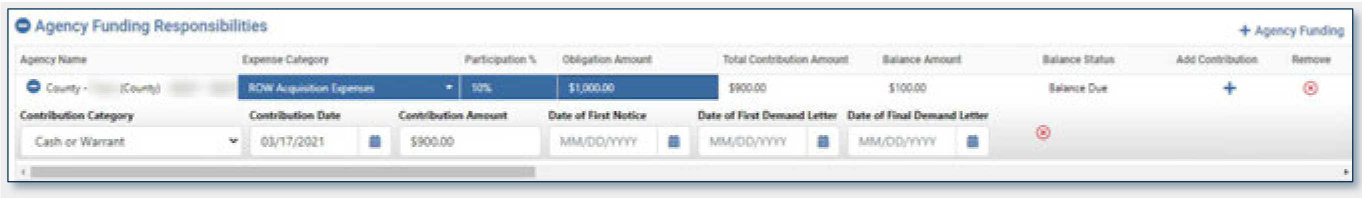
ROW Activities / Object of Expense	PID	Project Estimate	Agreement Project Estimate
District Time Sheet Costs (function 600/blank)	601	$5,000.00	$0.00
Total		$5,000.00	$0.00

Column	Description
ROW Activities/Object of Expense	This displays the funding line from the project's Funding Page.
PID	This displays the program ID (PID) of the funding line.
Project Estimate	This displays the approved funding amount from the project's Funding Page. This field **does not update** after the Full Authority Date.
Agreement Project Estimate	This displays the approved funding amount from the project's Funding Page. This field **continues to update** after the Full Authority Date populates.

Together, the **Project Estimate** and **Agreement Project Estimate** fields allow the ROW Project Manager to see that a project's approved funding amount has changed after the Full Authority Date populates.

7.1.3 Agency Funding Responsibilities

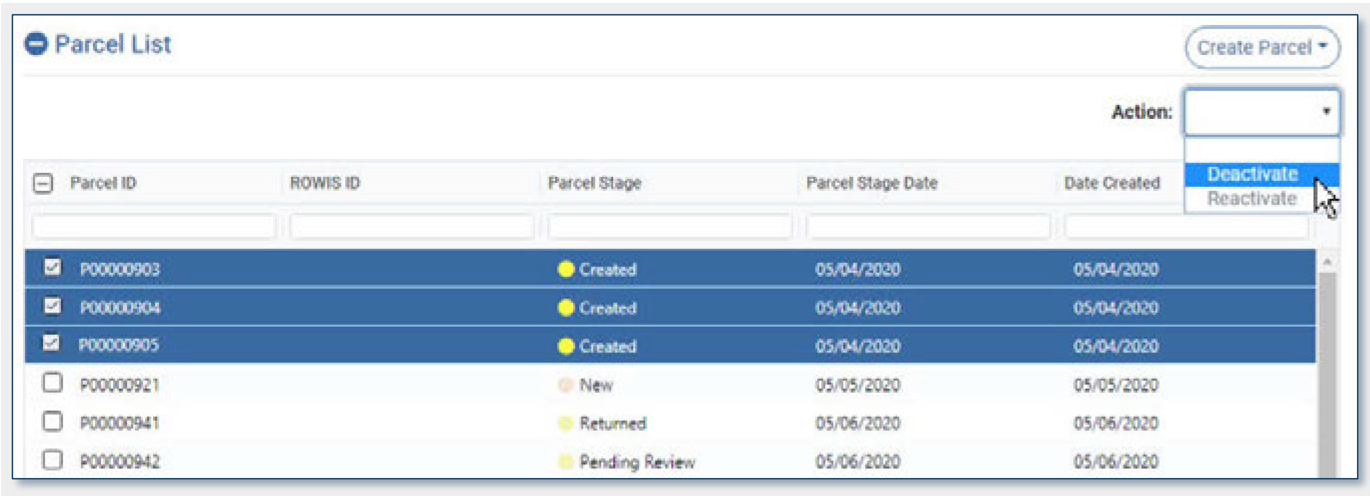
This section displays agencies who have committed to, and defines their specific funding responsibilities.

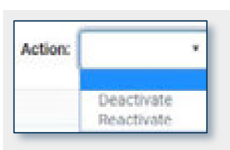


Feature/Column	Description
+ Agency Funding	This button allows authorized users to add information about agency funding responsibilities.
Agency Name	This indicates the name of the participating agency.
Expense Category	This indicates the expense category for the funding obligation.
Participation %	This indicates the percentage of the agency's participation.
Obligation Amount	This indicates the amount of the participating agency's funding obligation.
Total Contribution Amount	This displays the total amount of all contributions received from the participating agency.
Balance Amount	This indicates the balance still owed by the participating agency. TxDOTCONNECT calculates this by subtracting the **Total Contribution Amount** from the **Obligation Amount**.
Balance Status	This indicates whether the participating agency still has a balance due, whether the obligation is settled, or if the obligation is overfunded.
Add Contribution (+)	This button allows ROW Project Managers to record contributions toward an obligation.
Contribution Category	This indicates the category of the contribution toward an obligation.
Contribution Date	This indicates the date the contribution was received.
Contribution Amount	This indicates the amout of the contribution.
Date of First Notice	This indicates the date a first notice of an obligation due.
Date of First Demand Letter	This indicates the date the first demand letter was sent.
Date of Final Demand Letter	This indicates the date the final demand letter was sent.
⊗ **Remove**	This button removes an obligation or a contribution.

7.1.4 Parcel List

The Parcel List allows you to see all associated parcels to a specific ROW project.

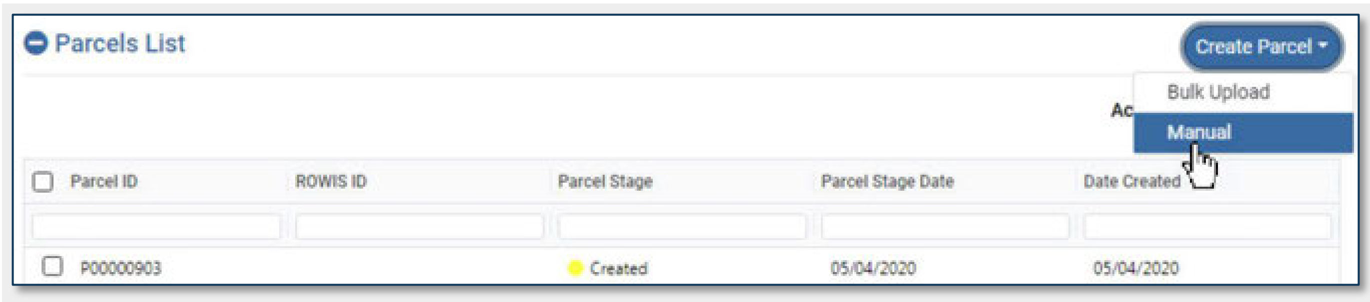


Button/Column	Description
	This button allows authorized users to create new parcels through a manual process or bulk upload. - Select **Bulk Upload** to create a parcel by uploading a .gdb file. More information can be found in the **Bulk Upload** section of this Reference Guide. - Select **Manual** to add a parcel through manual data entry. More information can be found below this table.
	This button allows authorized users to deactivate or reactivate one or more parcels. The parcel must first be selected in the Parcel List below.
Parcel ID	The parcel's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Parcel IDs begin with the letter **P**.
ROWIS ID	The identifier for legacy ROW projects migrated from the Right of Way Information System (ROWIS).
Parcel Stage	This indicates where the parcel is in the acquisition process.
Parcel Stage Date	This indicates the date at which the parcel reached its current stage.
Date Created	This indicates the date on which the parcel entered was created.

7.1.4.1 Creating a Parcel Manually

A ROW Project Manager may create parcels manually from the **Parcels List** section, available on both the **Location Page** and the **Right of Way** page.

1. Click **Create Parcel**
2. Select **Manual**.

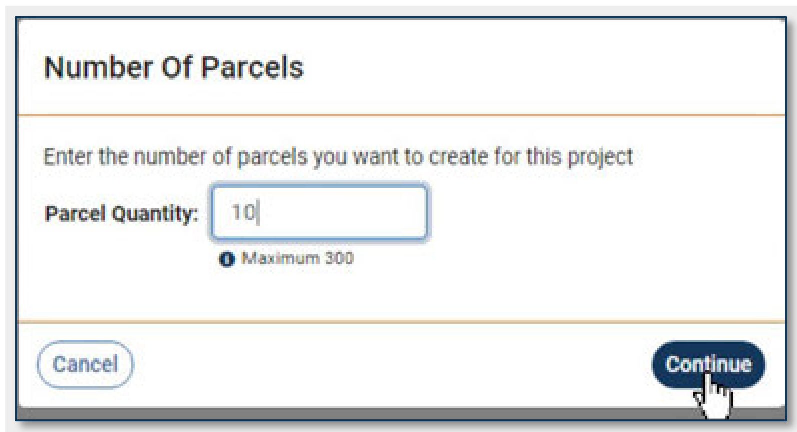


The **Number of Parcels** window will appear.

3. Enter the number of parcels you would like to create (up to a maximum of 300).
4. Click Continue.

A success message will appear.

5. Click Close.



The new parcel(s) populate in the Parcels List with Parcel IDs.

Parcel IDs are generated automatically in sequence. They are 9 digits and always begin with the letter **P**.

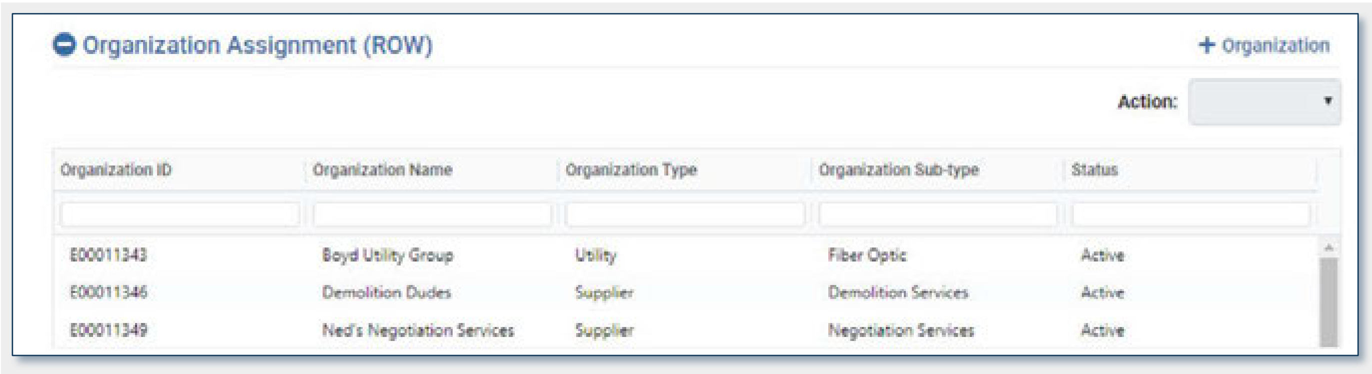
For more information about Right of Way Identifiers, watch [this video].

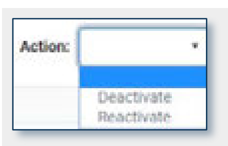
Only create parcels that are needed at the time to avoid using up Parcel IDs.

7.1.5 Organization Assignment

This section allows authorized users to assign organizations to a ROW project from the TxDOTCONNECT Organization database.

To add a new organization to the TxDOTCONNECT Organization database, use the **Create Organization** feature in the Administrative module, described below.



Feature/Column	Description
+ Organization	This button allows authorized users to select an organization for assignment to the ROW Project. The organization appears as an additional row in the Organization Assignment grid.
	This drop-down menu doen not currently allow any activity.
Organization ID	The organization's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Organizations IDs begin with the letter **E**. Double click the Organization ID to navigate quickly to the organization's page in the Administrative module.
Organization Name	The organization's name.
Organization Type	The organization's type. This determines the services the organization may perform and how it may be used in TxDOTCONNECT.
Organization Sub-Type	The organization's subtype. This further refines the services the organization may perform and how it may be used in TxDOTCONNECT.
Status	This indicates whether the organization is active or inactive on the project.

7.1.6 Assigned Tasks

This section allows authorized users to assign tasks to organizations.

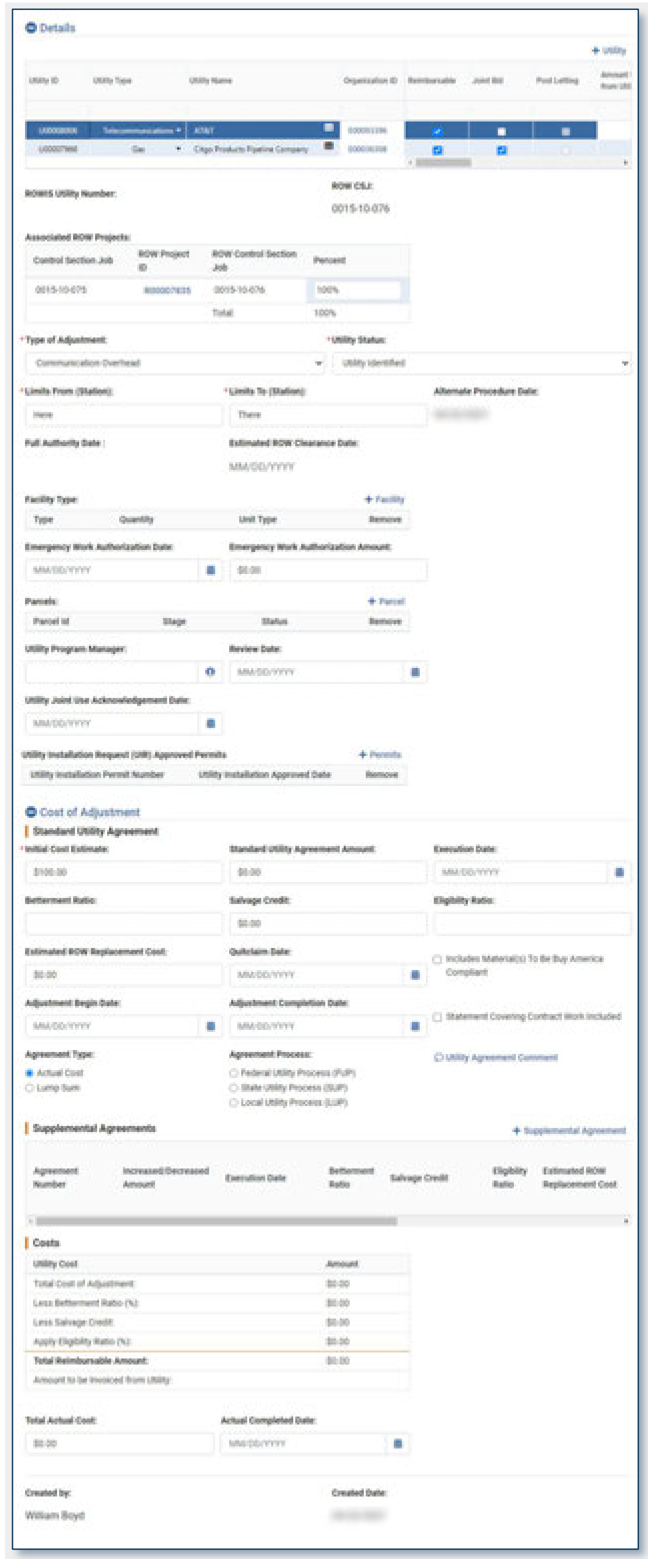
Before an organization can be assigned a task, it must first be assigned in the **Organization Assignment (ROW)** section and the project must be saved.

Feature/Column	Description
+ Task	This button allows authorized users to add a task for assignment.
Task ID	The task's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Task IDs begin with the letter **K**.
Parcel ID	This indicates one or more parcels for which the task must be performed.
Task Category	This indicates the category for the task. This selection determines the available Task Descriptions and Service Types as well as the organizations to whom the task may be assigned.
Task Description	This indicates the description for the task. This selection is determined by the selected Task Category, and determines the available Service Types.
Service Type	This field populates automatically depending on the selected Task Category and Task Description.
Resource	This allows authorized users to select the resource that will perform the task. Only resources that meet the following requirements will be available for selection: - The resource is listed as a Supporting Resource under one of the organizations entered in the Organization Assignment table. - The Resource's Service Type matches that of the tasks' Service Type. Refer to the Organizations section of this guide for more information about creating and updating Supporting Resources in the TxDOTCONNECT Organization database.
Displacee	This is the displacee impacted by the task. This is only applicable for **Third-Party Relocation** tasks.

7.2 Utilities Page

The Utilities page displays and tracks information for both reimbursable and non-reimbursable work being performed for a project. This page is only available if a Utility Resource Request has been approved.

The Utilities page is arranged in two sections:

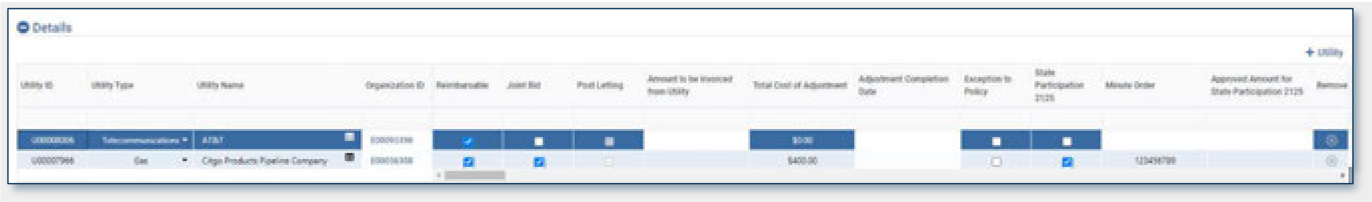


7.2.1 Utilities Details

The Utilities Details section contains multiple subsections described below.

7.2.1.1 Utilities Table

The Utilities Table contains all utilities records that have been added to the project. Authorized users must add a utility record here before entering information on the rest of the page.

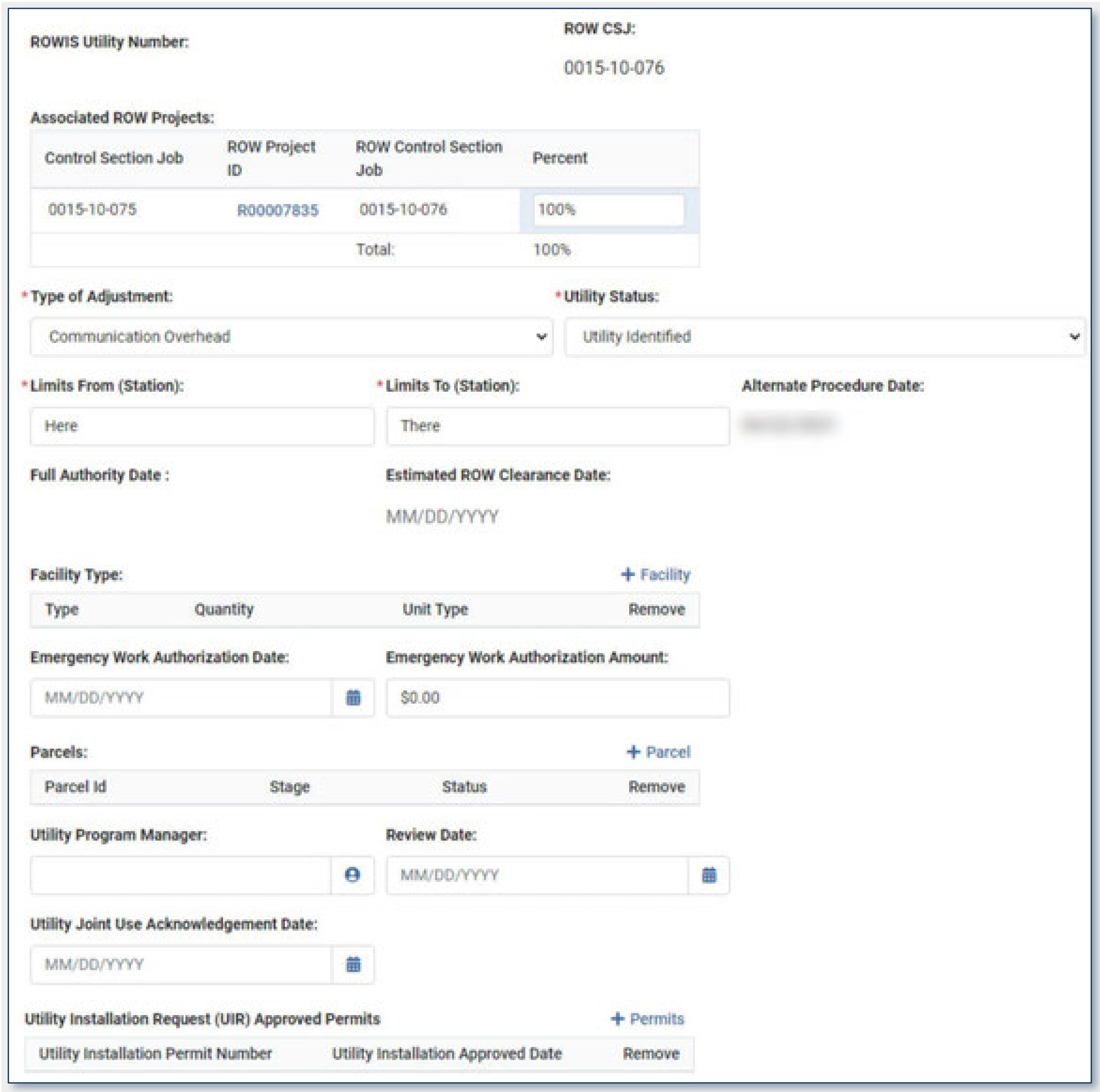


Feature/Column	Description
+ Utility	This button allows authorized users to add a utility to the Utilities Table. **1.** Click + Utility . The Utility List window appears, with a list of utilities already identified on associated projects (projects that will be let together under a single Controlling Project). **2.** Sort or filter the list by Utility ID, Project ID, Control Section Job, and ROW Control Section Job. **3.** Make a selection. ▪ If the utility you want to add has already been added to an associated project, select it from the list and click Done. ▪ If the utility you want to add has not already been added to an associated project, click Create New Utility. The utility will appear in the Utilities Table.
Utility Type	Indicates the type of utility being adjusted for the project.
Utility ID	The utility adjustment's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the project is saved. All Utility IDs begin with the letter **U**.
Utility Name	This button allows authorized users to select the Utility organization performing the adjustment.
Organization ID	The utility's Organization ID. Click this link to navigate to the utility's organization page in the Administrative module.
Reimbursable	This checkbox indicates whether the adjustment is reimbursable.

Joint Bid	This checkbox indicates whether the utility work is part of a joint bid. • The project must have ROW funding with **PID 502** or **503**. • The project's engineer's estimate must be in District control (not under District Office or Division review) Checking this box has the following effects: • The ROW Project is added to the list of subordinate projects on the **Letting Page**. • The Utility Category of Work becomes available on the **Engineer's Estimate** page. • The Joint Bid indicator on the **Right of Way** page is checked.
Post Letting	If the project has already let, and the need is identified to add Utilities to the Construction Contract, a **Letting Management Coordinator** must instead select the **Post Letting** check box for the utility. This will have the same effect as if the **Joint Bid** check box was selected prior to Letting.
Amount to be Invoiced from Utility	This indicates the amount to be invoiced from the utility. This is only applicable if Reimbursable is selected.
Total Cost of Adjustment	This displays the Total Cost of Adjustment, and is populated automatically once the Standard Utility Agreement information is entered below.
Adjustment Completion Date	This indicates the Utility Coordinator's best estimate of the date the utility adjustment will be complete.
Exception to Policy	This indicates whether the adjustment is being completed as an exception to policy.
State Participation 2125	This checkbox indicates if the utilities record is impacted by Texas Senate Bill 1512, and enables the next two fields.
Minute Order	This allows authorized users to enter the Minute Order Number associated with the State Participation 2125.
Approved Amount for State Participation 2125	This allows authorized users to enter the required dollar amount for State Participation 2125.
Remove	This button allows authorized users to remove a Utility record. Only Utility Program Managers may remove a utility record.

7.2.1.2 Additional Details

When a Utility is selected in the Utilities Table, the fields below display information specific to the selected utility.



Feature/Field	Description
ROWIS Utility Number	The identifier for legacy Utility projects migrated from the Right of Way Information System (ROWIS).
Associated ROW Projects	If the utility exists on associated projects, indicate here the percentage of the utility is located within each ROW project. Use the link below to access the applicable job aid. https://tntoday.dot.state.tx.us/TPD/Documents/TxDOTCONNECT/Job%20Aids/Utility%20IDs%20with%20Multiple%20ROW%20CSJs.pdf
Type of Adjustment	This indicates the type of utility adjustment being performed. It further refines the Utility Type selected in the Utilities Table above.

Feature/Field	Description
Utility Status	This indicates the current status of the utility adjustment.
Limits From and Limits To	This indicates the limit of the utility adjustment, entered as stations.
Alternate Procedure Date	This indicates the date the utility record was created.
Full Authority	This displays the date all Full Authority requirements have been met for all parcels on the project.
Estimated ROW Clearance Date	This is the estimated date that ROW clearance will be received. This field populates from the value entered on the Right of Way page.
Facility Type	This allows authorized users to identify the facilities involved in the adjustment. Click **+ Facility** to add a row to the table, then select a **Type**, enter a **Quantity**, and select a **Unit Type**.
Emergency Work Authorization Date and Amount	This indicates the date and amount of an emergency work authorization, if applicable.
Parcels	This allows authorized users to identify the specific parcels of land involved in the adjustment. Only parcels on the current ROW project are available for selection. Click **+ Parcel** and select one or more parcels from the selection window.
Utility Program Manager and Review Date	This indicates the Utility Program Manager responsible for reviewing and approving the utility adjustment information, and the date the review was performed.
Utility Joint Use Acknowledgment Date	This indicates the date of the Joint Use Acknowledgment agreement, if applicable.
Utility Installation Request (UIR) Approved Permits	This allows authorized users to enter permit information for the utility installation. Click **+ Permits**, then enter the **Utility Installation Permit Number** and the date it was **approved**.

7.2.1.3 Utility Status Progression Definitions

Relevant Status	When to Use
Utility Identified	Use once conflict analysis has found issue with utility
Utility Notified of Conflict	Once utility provider has been notified of the utility conflict
Emergency Work Authorization Executed	When emergency work authorization is executed by TxDOT
Agreement sent to Utility	When the utility agreement is sent to utility for completion
Agreement Received from Utility	When the completed agreement is received by the District Utility Coordinator from utility provider
Utility Agreement Executed	Once utility agreement has been executed by TxDOT
Adjustment in Progress	Once utility provider has begun work to move conflicting facility
Adjustment Completed	When the utility adjustment has been completed in field
Adjustment Completed – 90% paid	When the utility adjustment has been completed in field, 90% payment made
Adjustment Completed – Final Payment Made	When the final payment is made, no further cost related to adjustment
Utility No Longer in Conflict	When the utility needs to be canceled or suspended; no adjustment required
Adjustment Completed – Utility Invoice Not Submitted (Misc Claims)	Used for miscillanious claims

7.2.2 Cost of Adjustment

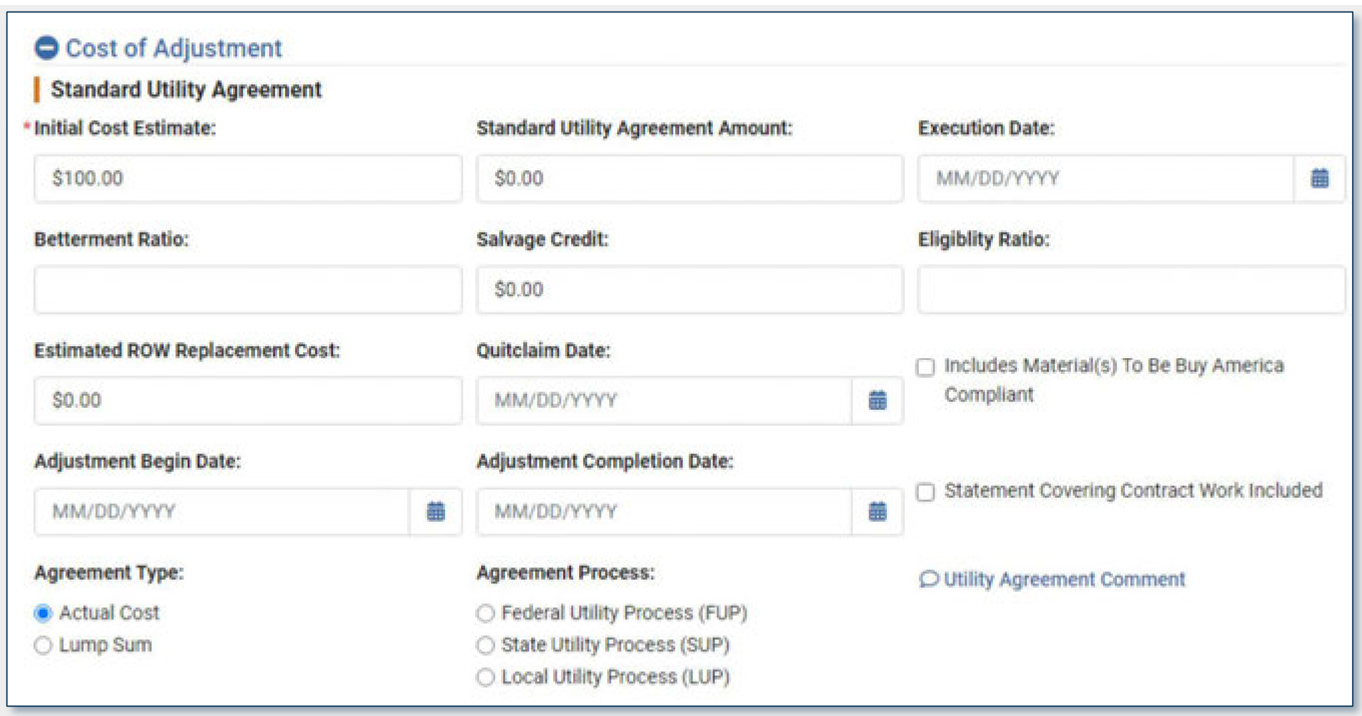
Information from the Standard Utility Agreement and Supplemental Utility Agreement (if applicable) are entered, calculated, and summarized in the Cost of Adjustment information.

7.2.2.1 Standard Utility Agreement

The Standard Utility Agreement subsection contains the fields described below.

The **Statement Covering Contract Work Included** check box is selected when the ROW-U-48 Form is required within the Utility Agreement. This indicates the utility is not adequately staffed and equipped to perform such work with its own forces and equipment at a time convenient to and in coordination with the associated construction.

When a Cost of Adjustment is executed, the Adjustment Completion Date column in the Utility Details table to be auto populated with the Adjustment Completion Date in the cost of adjustment section so that the date in both places are the same.

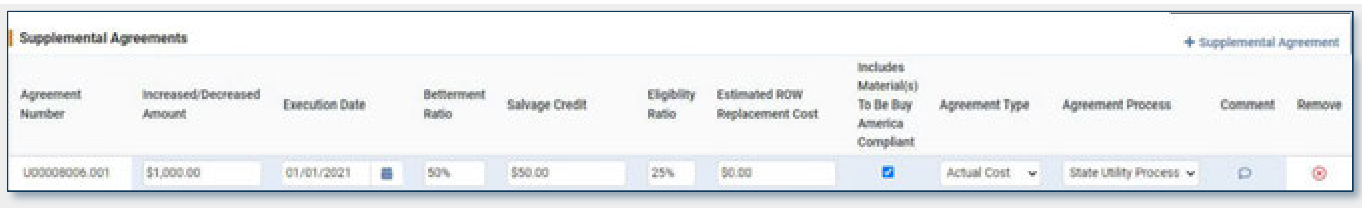


Feature/Field	Description
Initial Cost Estimate	This indicates the Utility Coordinator's best initial estimate for the cost of the adjustment.
Standard Utility Agreement Amount	This indicates the actual cost amount as recorded in the Standard Utility Agreement.
Execution Date	This indicates the date the Standard Utility Agreement is executed.
Betterment Ratio	This indicates the percentage betterment that results from the adjustment.
Salvage Credit	This indicates the value of the salvage credit that results from the adjustment.

Eligibility Ratio	This indicates the utility's eligibility for reimbursement expressed as a percentage.
Estimate ROW Replacement Cost	This indicates the costs associated with ROW replacement, if applicable.
Quitclaim Date	This indicates the date the utility quit claim to the property, if applicable.
Includes Material(s) To Be Buy America Compliant	Check this box to indicate that compliance with Buy America guidelines. More information can be found on TxDOT's Buy America website.
Adjustment Begin and Completion Dates	This indicates the dates the adjustment will begin and end as recorded in the Standard Utility Agreement.
Statement Covering Contract Work Included	Check this box to indicate that the Standard Utility Agreement includes a statement covering contract work.
Agreement Type	This indicates whether the Standard Utility Agreement refers to an Actual Cost or Lump Sum.
Agreement Process	This indicates whether the Standard Utility Agreement will follow the Federal, State, or Local Utility Process (FUP, SUP, and LUP, respectively).
Utility Agreement Comment	This allows authorized users to enter a comment related to the Standard Utility Agreement. Click the comment icon, type a comment in the window, and click **Done**.

7.2.2.2 Supplemental Agreements

A Supplemental Utility Agreement is only needed if changes occur to the Standard Utility Agreeement. This subsection contains the fields described below.



Supplemental Agreements

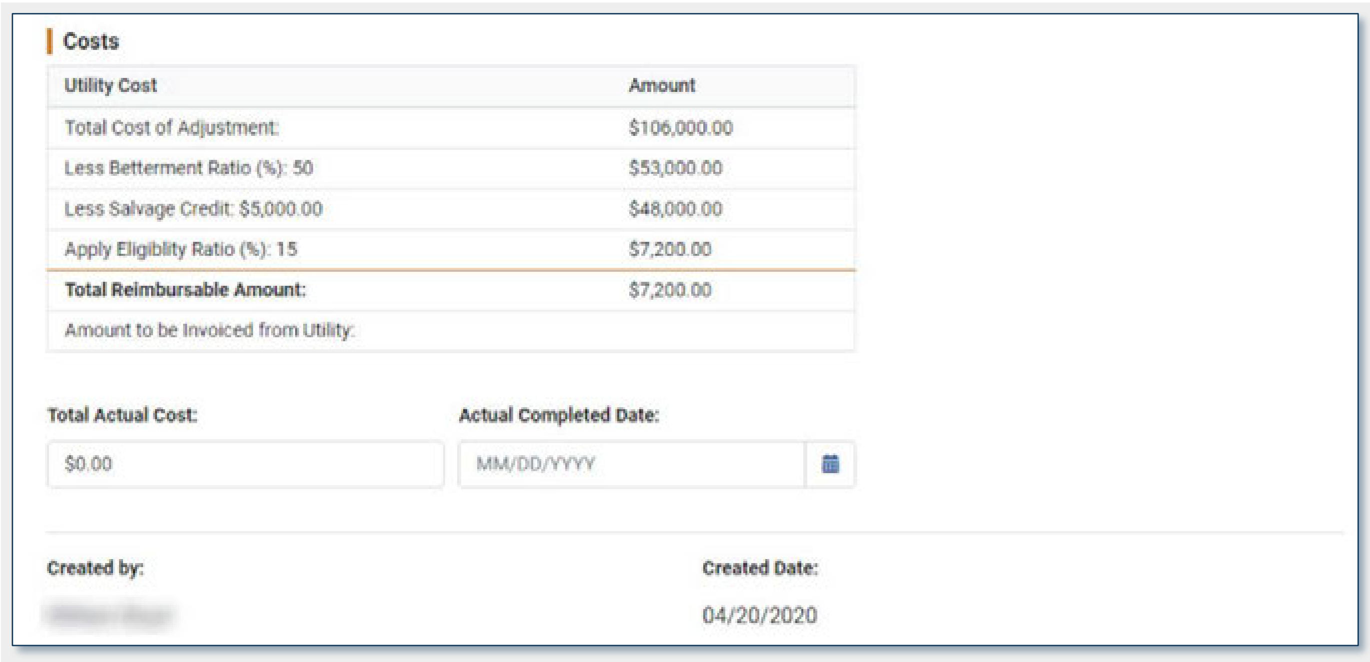
\+ Supplemental Agreement

Agreement Number	Increased/Decreased Amount	Execution Date	Betterment Ratio	Salvage Credit	Eligiblity Ratio	Estimated ROW Replacement Cost	Includes Material(s) To Be Buy America Compliant	Agreement Type	Agreement Process	Comment	Remove
U00008006.001	$1,000.00	01/01/2021	50%	$50.00	25%	$0.00	☑	Actual Cost	State Utility Process		

Feature/Field	Description
+ Supplemental Agreement	This allows authorized users to add rows to the Supplemental Agreements table, if applicable.
Agreement Number	The Supplemental Agreement's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the project is saved. All Supplemental Agreement Numbers consist of the **Utility ID** with a 3-digit suffix.
Increased/Decreased Amount	Used by TxDOTCONNECT to add to or subtract from the amount of the **Standard Utility Agreement Amount** in the **Standard Utility Agreement** subsection.
Execution Date	Supplemental Agreements Date of execution
Betterment Ratio	The percentage of the In-Kind cost divided by Betterment Cost. Betterment Cost is any improvement or upgrade to th existing facility at the time the adjustment or relocation effort is made.
Salvage Credit	
Eligibility Ratio	
Estimated ROW Replacemnet Cost	
Includes Material(s) to be Buy America Compliant	
Buy America Compliant	
Agreement Type	
Agreement Process	
Comment	

7.2.2.3 Costs

The Costs subsection calculates and summarizes the amounts entered in the Standard Utility Agreement and, if applicable, Supplemental Agreement subsections. It also contains the fields described below.



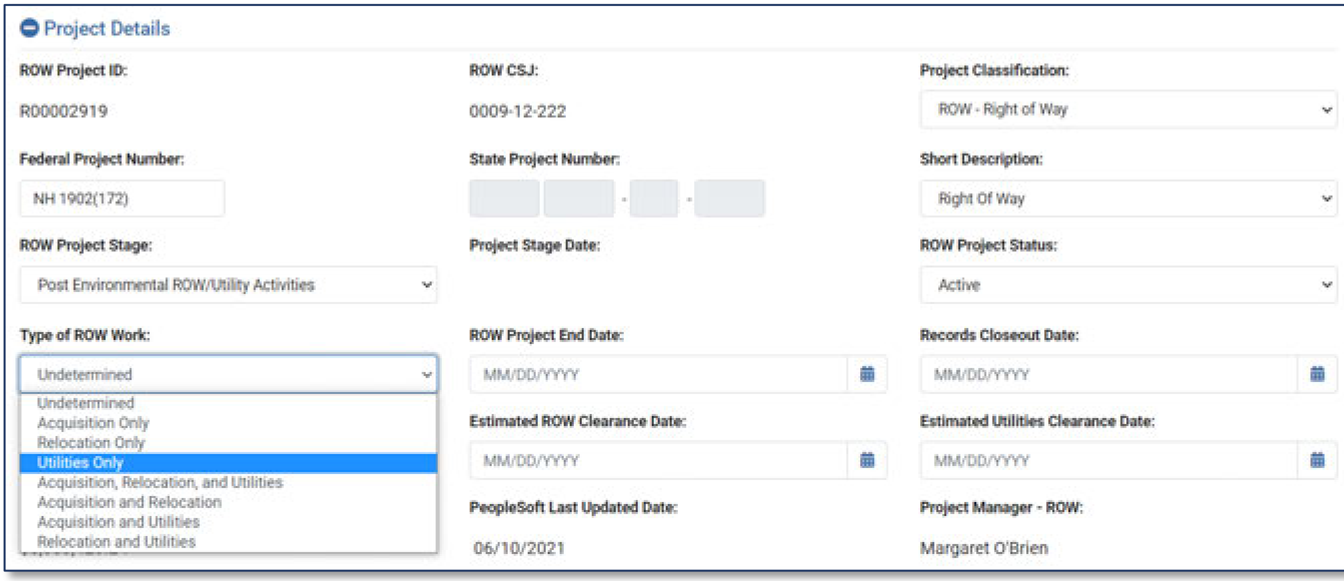
Feature/Field	Description
Total Actual Cost	This indicates the final actual cost of the utility adjustment.
Actual Completed Date	This indicates the final actual date the adjustment is completed.
Created By and Created Date	This field automatically populates with the name of the individual who created the utility record and the date it was created.

7.2.2.4 Non-Reimbursable Utilities

On projects that are Non-Reimbursable - Utility Only, use the **Type of ROW Work** selection of **Utilities Only from the drop-down menu listed under ROW Project Details**.

Only **ROW PM** or **ROW Superuser** roles may select the Utilities Only selection below.

Remember that access to the Utility Page in the Left Navigation Menu will only be provided after a Resource has been requested. For more information, review the Resource Request Job Aid.



To request Utilities Only, Email ROW Applications Helpdesk and cc the ROW PM for the project.

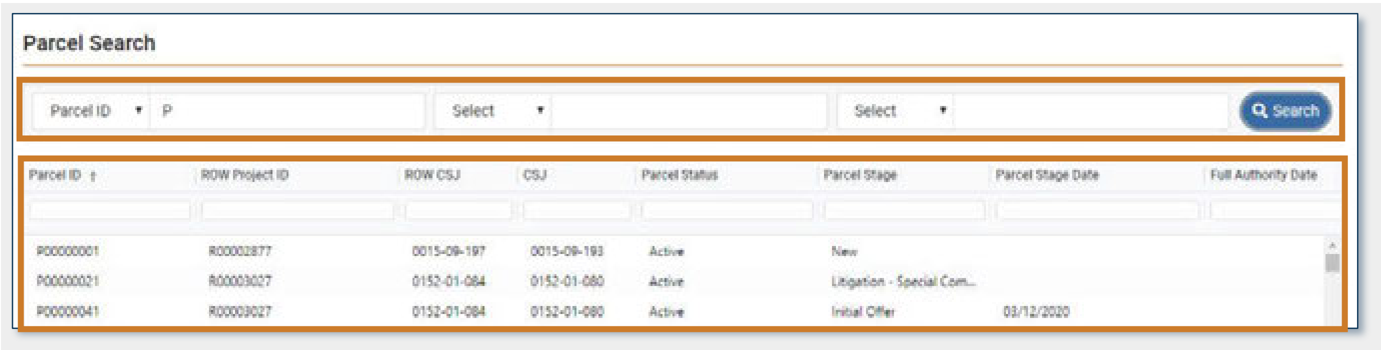
Request from Consultants will not be completed, unless the Utility Coordinator and ROW PM are on the email sent to RAH.

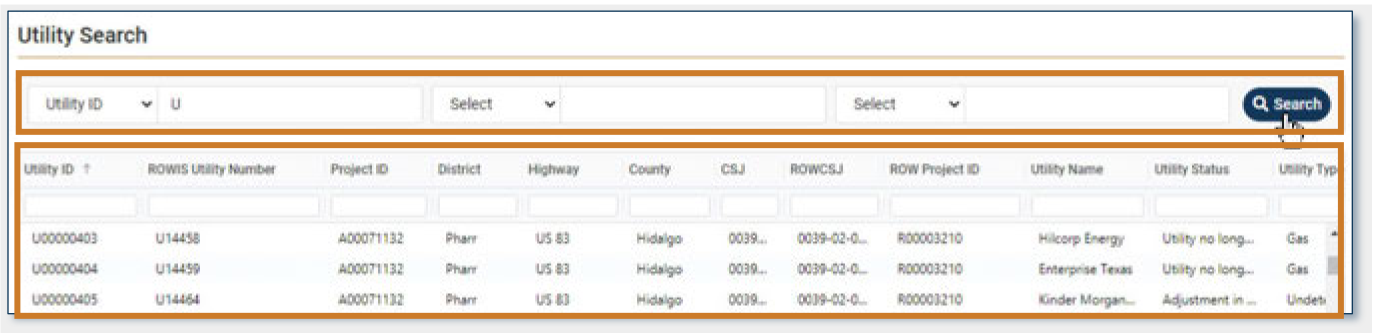
8 Right of Way Module

The **Right of Way** tab in the Top Menu Bar leads to the **Parcel Search** and **Utility Search** pages. It allows authorized users to search for, view, and update Right of Way parcels.

8.1 Parcel Search or Utility Search

Whichever type of search you use, there are two parts on this page: the **Search Feature,** the **Search Results.**





8.1.1 Search Feature

To search for a specific parcel or utility,

1. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
2. Enter a search term.
3. Click .

The **Search Results** will appear. If no parcels or utilities match the filter criteria, the message "No projects available to display for your search criteria."

8.1.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

8.1.2.1 Search Results Column Headers

The current list of search column headers appears below.

8.1.2.2 Parcel Search Columns

- Parcel ID
- ROWIS Parcel ID
- ROW Project ID
- ROW CSJ
- CSJ
- Parcel Status
- Parcel Stage
- Parcel Stage Date
- Full Authority Date
- County
- District/Division
- Highway
- Owner Name

8.1.2.3 Utility Search Columns

- Utility Number
- ROWIS Utility Number
- Project ID
- District
- Highway
- County
- CSJ
- ROW CSJ
- ROW Project ID
- Utility Name
- Utility Status
- Utility Type

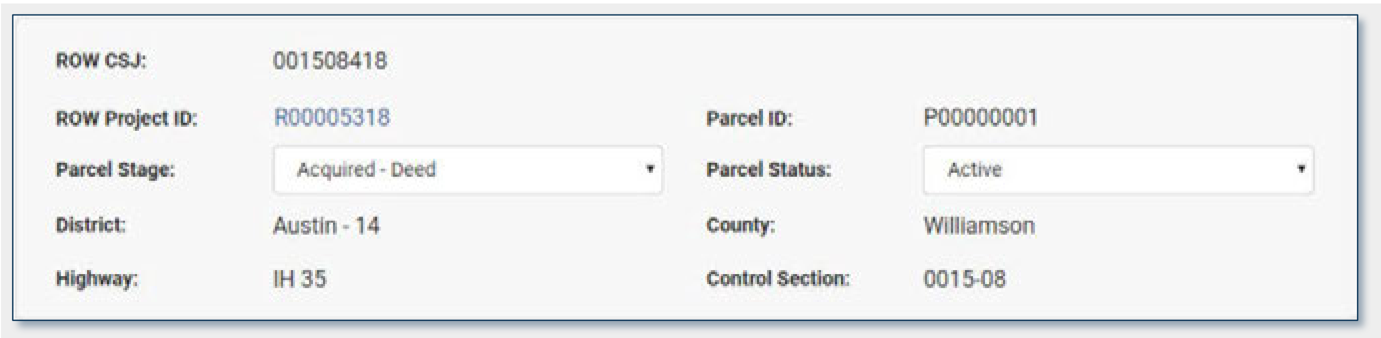
8.1.2.4 Select Parcel or Utility

- Click a parcel or utility once to highlight it.
- Double-click a parcel or utility to open it.

Parcels open to the **Parcel Details** page in the **Right of Way** module.
Utilities open to the **Utilities** page in the **Projects** module.

8.2 Parcel Header

The **Parcel Header** appears at the top of every Parcel page. It contains important high-level parcel information. The header contains the fields described below:



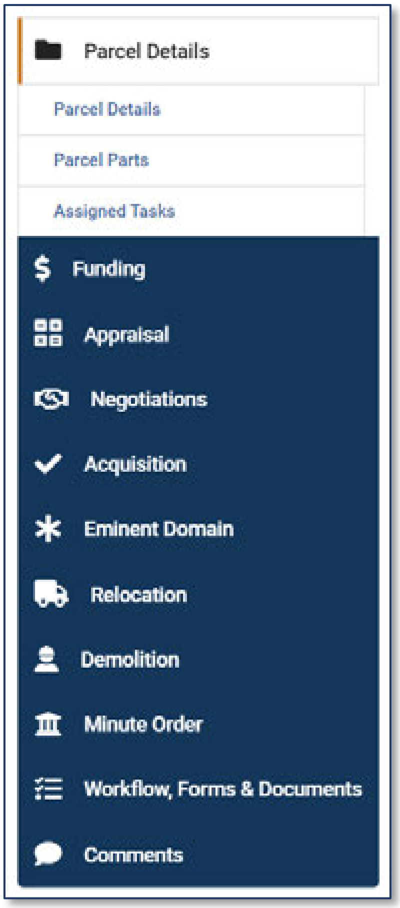
Field	Description	
ROW CSJ	This is the unique Control Section Job (CSJ) for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved.	
ROW Project ID	This is the unique identifier for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved. All ROW Project IDs begin with the letter **R**.	
Parcel ID	This is the unique identifier for the parcel, generated by TxDOTCONNECT when the parcel is created and saved. All Parcel IDs begin with the letter **P**.	
Parcel Stage	This allows authorized users to update the stage of the parcel to indicate where it is in the acquisition process.	
	New	The parcel has been created manually but no progress has yet been made or .gdb file has been uploaded.
	Created	The parcel location information (.gdb file) has been uploaded and approved but no progress has been made.
	Appraised	The appraisal information has been entered into TxDOTCONNECT on the Appraisal page.
	Appraisal Reviewed	The appraisal reviewer has reviewed the appraisal and indicated whether the appraisal is recommended or not.
	Appraisal Approved	TxDOT has approved the appraisal and an Appraisal Approved Date has been entered on the Appraisal page.
	Initial Offer	An initial offer has been sent to the property owner. The amount and date must first be entered on the Negotiation page.
	Final Offer	A final offer has been sent to the property owner and the amount and date have been entered on the Negotiation page.

	Pre-Litigation	Begins on the date the E-49 package is submitted to the OAG for the parcel and ends on the date the Petition is filed or when settlement on the parcel is reached.
	Special Commissioner Phase	Begins the date the Petition is filed and ends when Objections are filed by either party, the date a Judgment in Absence of Objection is Filed or when settlement on the parcel is reached.
	Trial Phase	This phase begins when Objections are filed and ends when the case is completed.
	Acquired – Deed	It indicates that the parcel is acquired by deed from the property owner.
	Acquired – Judgment	It indicates that the parcel is acquired by judgment from the property owner. This includes a Judgment in Absence of Objection (JAO), an Agreed Judgment or a Final Judgment.
	Completed	All activities on the parcel have been completed and all payments associated with the parcel have been made.
Parcel Status	This allows an authorized user to update the current status of the parcel.	
	Active	Indicates that the parcel acquisition is in progress.
	Paused	Indicates that TxDOT has temporarily stopped work on the parcel acquisition.
	Canceled	Indicates termination of a parcel acquisition prior to its completion.
	Closed	Indicates deliverables and final reconciliation processes are complete for parcel acquisition.
	Surplus	Indicates a parcel has been designated as surplus.
District	Name and district number of the District where the parcel is located. This field populates automatically based on the district assigned to the project.	
County	Name of the county where the parcel is located. This field populates automatically based on the county assigned to the project.	
Highway	Name and/or number of the highway where the project is located. This field populates automatically based on the highway of the project.	
Control Section	This identifies the section of highway where the project is taking place. This field populates automatically based on the control section of the project.	

8.3 Left Navigation Menu (Right of Way)

The **Left Navigation Menu** (or "**Left Nav**") appears to the left of every parcel page. It contains a list of all pages available for that parcel.

Some pages are only required for certain situations.

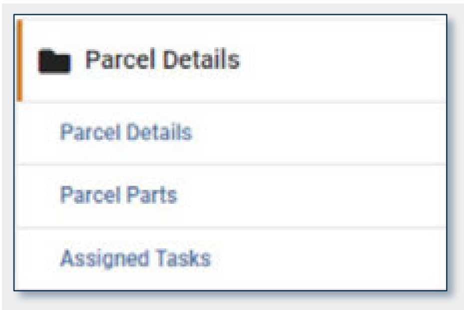


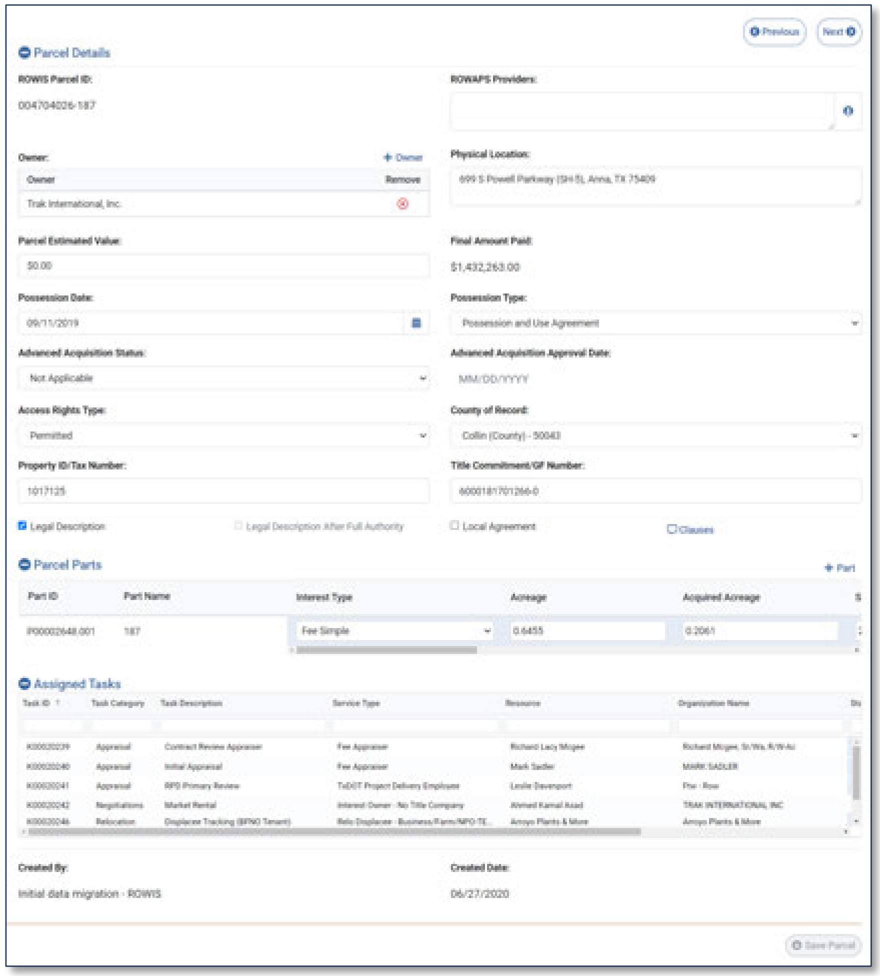
Field	Description
Parcel Details	Allows authorized users to capture or reviewing initial setup data regarding the parcel.
Funding	Allows authorized users to track funding responsibilities and activities.
Appraisal	Allows authorized users to complete, review, or approve the property appraisal.
Negotiations	Allows authorized users to enter information related to the initial and final offer and other agreements.
Acquisition	Allows authorized users to enter and review approved values, final payments, and refunds.
Eminent Domain	Allows authorized users to capture details related to Eminent Domain proceedings.
Relocation	Allows authorized users to manage relocation of residential and non-residential displacees.
Demolition	Allows authorized users to manage demolition information.
Minute Order	Allows authorized users to enter Transportation Commission meeting minute order numbers relevant to the acquisition of a property.
Workflow, Forms & Documents	Access to workflow data, additional forms and where documents stored in OnBase may be accessed.
Comments	Allows authorized users to enter comments and view comments left on other pages

8.4 Parcel Details Page

Parcel Details allows authorized users to capture initial parcel setup data.

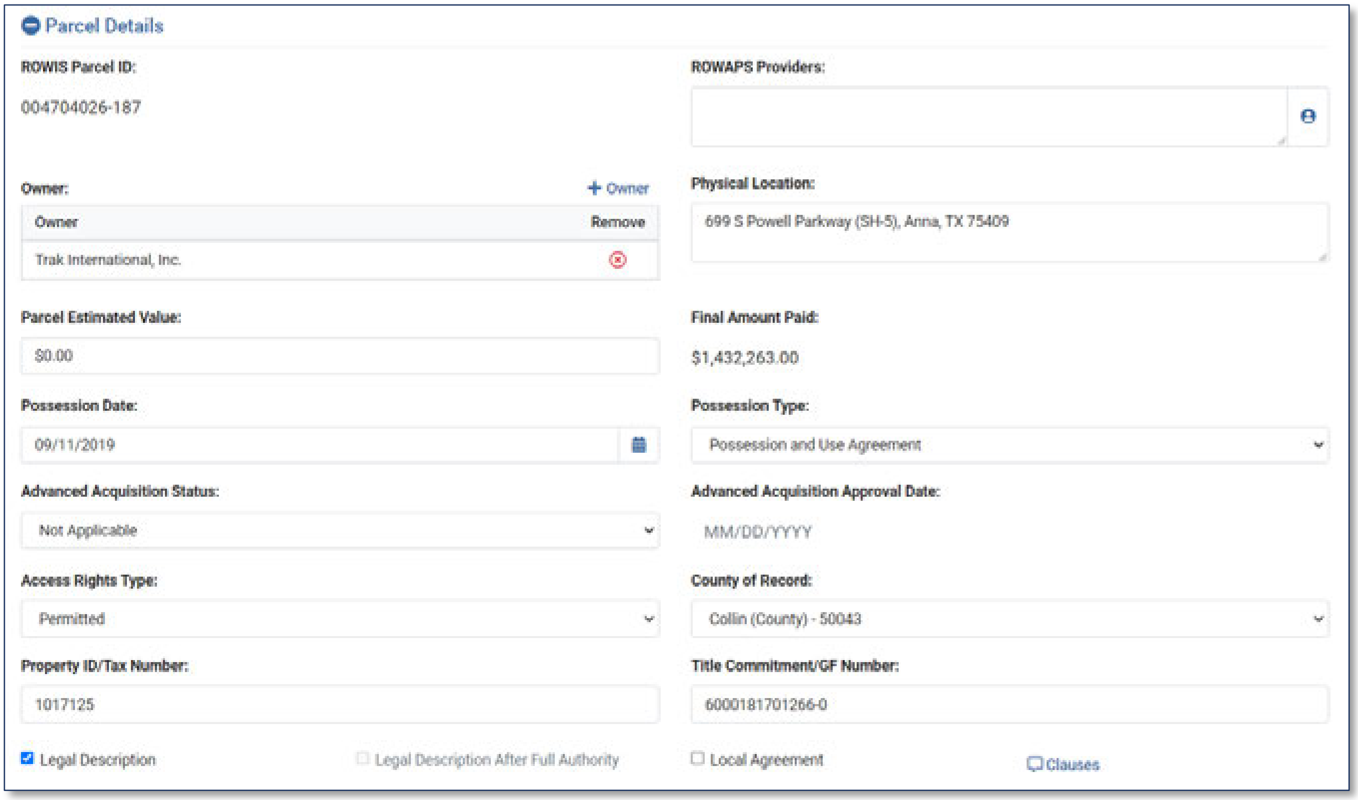
The Parcel Details page is arranged in three sections:





8.4.1 Parcel Details

The Parcel Details section contains the fields described below.

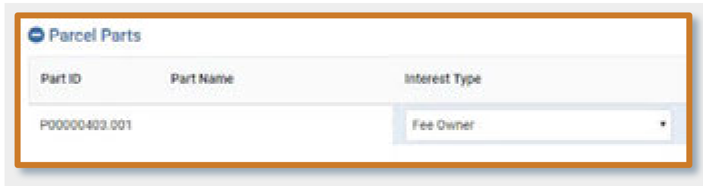


Feature/Field	Description
ROWIS Parcel ID	The identifier for legacy ROW parcels migrated from the Right of Way Information System (ROWIS).
ROWAPS Providers	This allows authorized users to identify the ROWAPS provider responsible for managing the parcel through the acquisition process. Click the resource icon to select a ROWAPS Provider.
Owner	This allows authorized users to identify the owner of the parcel. Click **+Owner** to select the owner.
Physical Location	This is a description of the physical location of the parcel (up to 100 characters).
Parcel Estimated Value	This indicates the ROW Project Manager's best initial estimate of the parcel's value.
Final Amount Paid	This calculates the total amount all paid payments, including market rental and land acquisition.
Possession Date and Type	This indicates the date of the property possession and whether it took place through negotiation, condemnation, possession and use agreement.

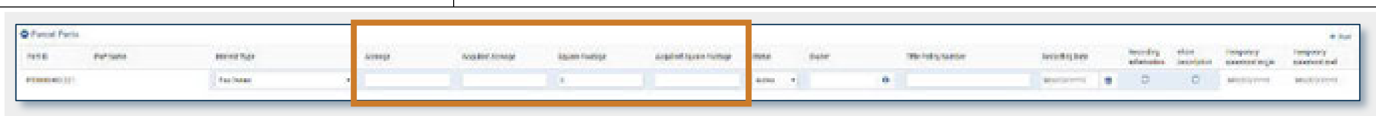
Advanced Acquisition Status and Approval Date	This indicates the stage of advanced acquisition, if applicable, and the date advanced acquisition is approved.
Access Rights Type	This indicates whether access rights are permitted, partially permitted, denied, or not applicable.
County of Record	This indicates the parcel's county of record.
Property ID/Tax Number	This indicates the property ID or tax number for the parcel.
Title Commitment/GF Number	This indicates the number for the title commitment or general file (GF).
Legal Description	This allows authorized users to indicate that legal descriptions have been obtained for the property. This is a requirement for full authority.
Legal Description After Full Authority	Used to indicate the legal descriptions have been obtained for the property after the project has received full authority.
Local Agreement	This allows authorized users to indicate that agreements have been obtained with local public agencies for acquisition of the property. This is a requirement for full authority.
Clauses	This allows authorized users to enter clause information for the parcel acquisition. Click the square comment icon to open the Clauses window, type the information, and click **Done**. Information entered for square comment icons does not populate on the parcel comments page.

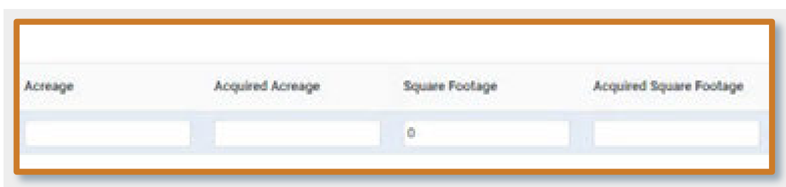
8.4.2 Parcel Parts

The Parcel Parts section contains the features and columns described below.

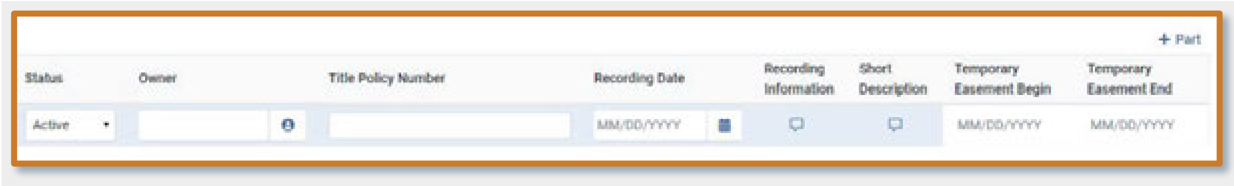


Feature/Column	Description
Part ID	This is the unique identifier for the parcel part, generated by TxDOTCONNECT when the part is created and saved. All Part IDs consist of the Parcel ID with a 3-digit suffix.
Part Name	The name for legacy ROW parcels migrated from the Right of Way Information System (ROWIS).
Interest Type	This indicates the parcel part's type, use, or how it will be valued.





Feature/Column	Description
Acreage and Acquired Acreage	This indicates the size of the parcel part in acres, both for the total parcel part and for that which TxDOT is acquiring.
Square Footage and Acquired Square Footage	This indicates the size of the parcel part in square feet, both for the total parcel part and for that which TxDOT is acquiring.



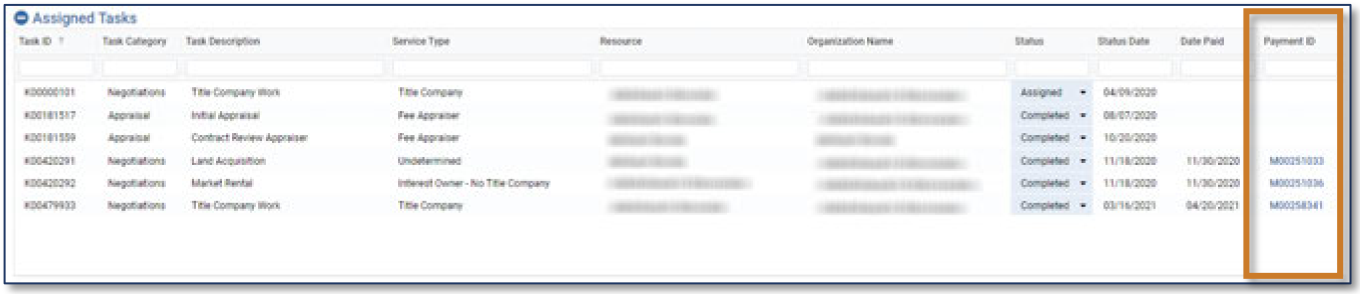
Feature/Column	Description
Status	This allows authorized users to update the status of the parcel part. This will almost always be “Active.”
Owner	This allows authorized users to select the owner of the parcel part, if different from the owner of the overall parcel.
Title Policy Number	This indicates the title policy number for the parcel part.
Recording Date	This indicates the recording date for the part acquisition.
Recording Information	This allows authorized users to enter recording information for the parcel part. Click the square comment icon, type the information, and click Done. Square comment icons do not populate on the Parcel Comments page.
Short Description	This allows authorized users to enter a short description for the parcel part. Click the square comment icon, type the information, and click Done. Square comment icons do not populate on the Parcel Comments page.
Temporary Easement Begin and End	This indicates the begin and end dates for parcel parts with an interest type of Temporary Easement.
+ Part	This allows authorized users to add parts to the parcel. Click this button to add a row and complete the applicable fields.

8.4.3 Assigned Tasks

The Assigned Tasks section allows authorized users to view and update the tasks assigned on the Right of Way page. A task's status may be updated from Assigned to Pending, Completed, or Canceled.

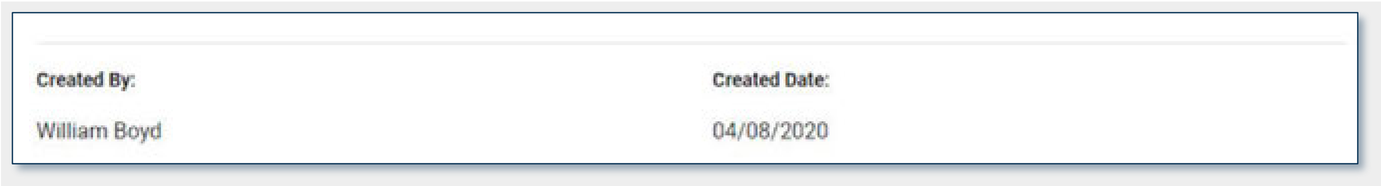
- Tasks must be created and assigned in the **Assigned Tasks** section of the **Right of Way** page.
- Task-specific payments can only be created for **Completed** tasks.
- For **Appraisal** tasks, users are not able to remove/add Parcel IDs to the task on the ROW Project **Assigned Tasks** Table.

- You can sort and filter the tasks by each of the column headers.
- All tasks that have been paid will display a **Payment ID** that functions as a hyperlink and takes the user to the payment selected.



8.4.4 Created By and Created Date

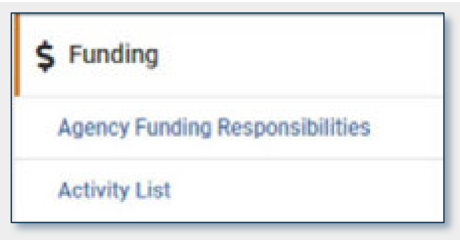
At the bottom of the page is displayed which user created the parcel and on what date.

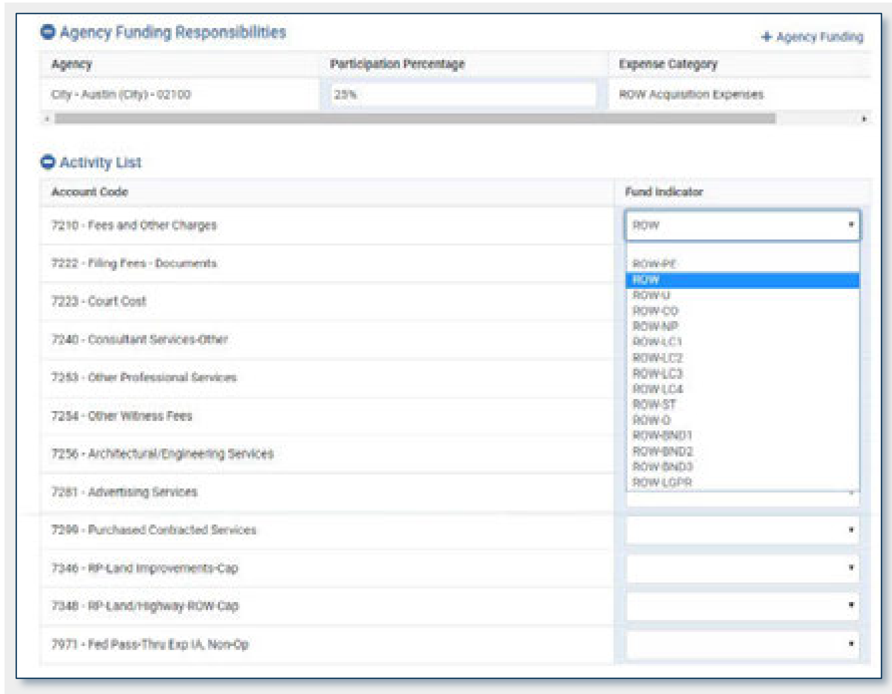


8.5 Funding Page

The parcel's Funding page allows authorized users to capture to reviewing initial parcel setup data.

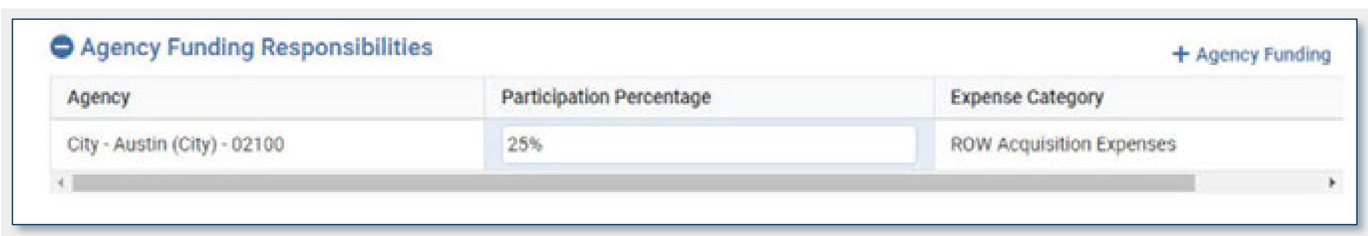
The Funding page is arranged in two sections:





8.5.1 Agency Funding Responsibilities

This section allows authorized users to indicate which participating agency (entered on the Right of Way page) is particitipating at the parcel level, and what percentage.

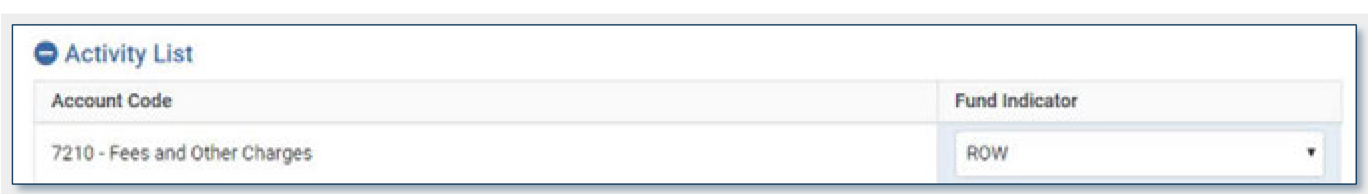


1. Click **+ Agency Funding**.
2. Select the appropriate agency.
3. Enter the Participation Percentage.

Only those agencies that were entered in the Agency Funding Responsibilities section of the Right of Way page will be available for selection.

8.5.2 Activity List

This section allows authorized users to select the funding source for each Right of Way activity.

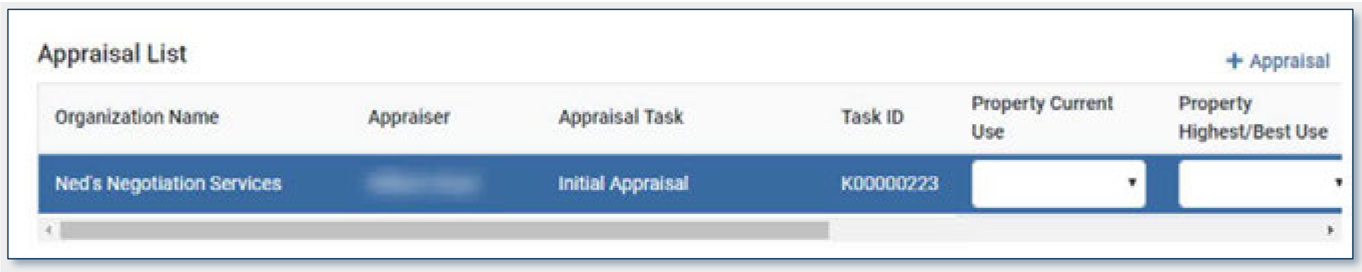


8.6 Appraisal Page

The Appraisal page allows authorized users to enter appraisal details.

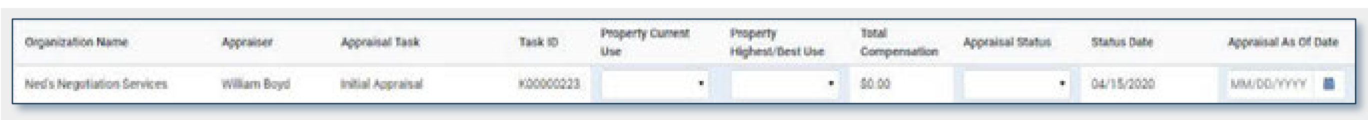
The Appraisal page is arranged with the **Appraisal List** table at the top and the four tabs below. Authorized users may click **+Appraisal** to add appraisal rows to the Appraisal List.

- Before an appraisal can be added, an appraisal task must be assigned on the Right of Way page.
- An appraisal must be added and selected before the tabs and information will display.



8.6.1 Appraisal List

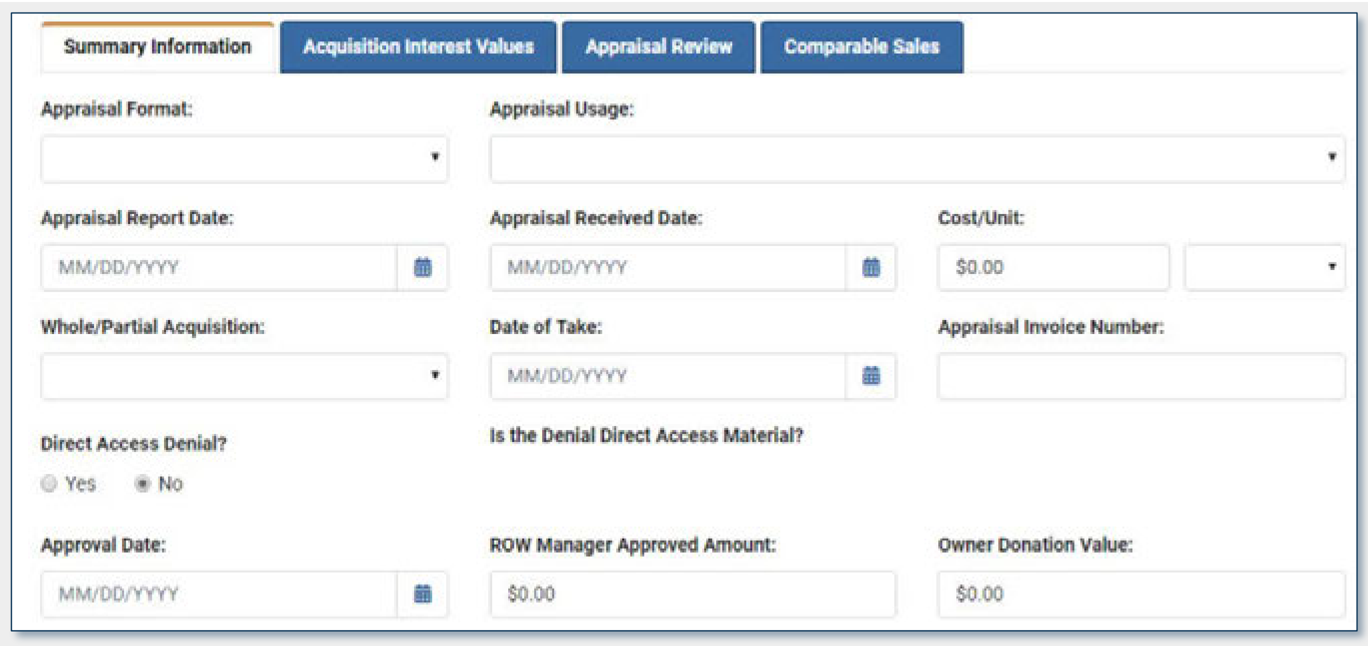
The Appraisal List table at the top of the page contains the fields described below.



Feature/Field	Description
Organization Name	This indicates the name of the organization assigned the appraisal task.
Appraiser	This indicates the name of the resource assigned the appraisal task.
Appraisal Task	This indicates the task as displayed in the Task Assignment section of the Right of Way page.
Task ID	This indicates the Task ID as displayed in the Task Assignment section of the Right of Way page.
Property Current Use and Property Highest/Best Use	These fields indicate how the property is currently being used and what the highest value use of that property would be.
Total Compensation	This value populates from the Total Compensation calculated in the Compensation Summary subsection of the Summary Information tab.
Appraisal Status	This allows authorized users to update the status of the appraisal.
Status Date	This indicates the date of the last update to the appraisal's status.
Appraisal As Of Date	This indicates the date the appraisal was performed.

8.6.2 Summary Information

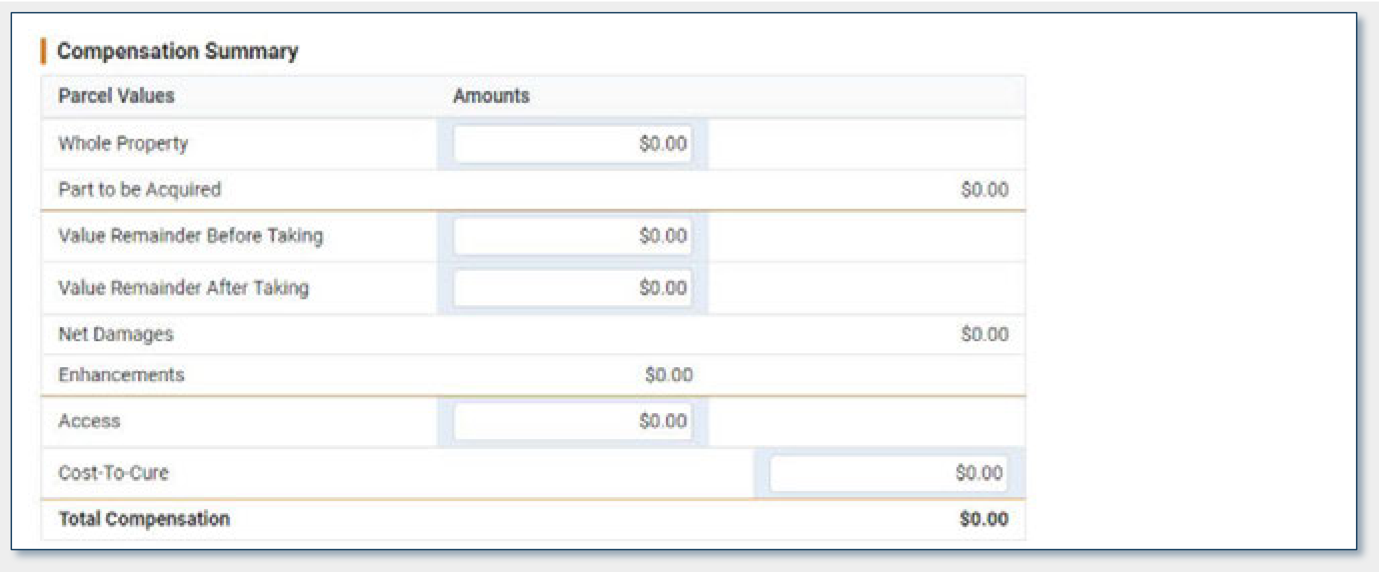
The Summary Information tab displays the following information for the appraisal selected in the Appraisal List.



Field	Description
Appraisal Format	This indicates the specific format of the appraisal.
Appraisal Usage	This indicates how the appraisal is being used, especially if it is being used as the basis for values.
Appraisal Report Date	This indicates the date of the appraisal report.
Appraisal Received Date	This indicates the date the appraisal was received.
Cost/Unit	This indicates the property's cost per unit
Whole/Partial Acquisition	This indicates whether TxDOT is taking the property in whole or in part.
Date of Take	This indicates the date of the take.
Appraisal Invoice Number	This indicates the invoice number for the appraisal.
Direct Access Denial and Is the Denial Direct Access Material?	This indicates whether the property owner is impacted by a Direct Access Denial and whether this Denial has been deemed material and therefore compensable.
Approval Date and ROW Manager Approved Amount	This indicates the date and amount the appraisal was approved for.
Owner Donation Value	This indicates the value, if any, of the owner's donation of property.

8.6.2.1 Compensation Summary

The Compensation Summary subsection contains amounts entered from the appraisal as well as fields that calculate the Total Compensation amount. The calculated fields are described below.



Field	Description
Whole Property	The market value of the whole property. This value typically is based upon the cost per unit value.
Part to be Acquired	Total of all part values entered on the **Acquisition Interest Values** tab.
Value Remainder Before Taking	The value of remainder immediately before the taking.
Value Remainder After Taking	The value of the remainder immediately after taking.
Net Damages	Amount property has decreased in value (if Value Remainder Before Taking is greater than Value Remainder After Taking).
Enhancements	Amount property has increased in value (if Value Remainder Before Taking is less than Value Remainder After Taking).
Access	The lack of any access denial or the material impairment of the direct access on or off the remaining prperty affects the market value of remaining property in the sum.
Cost-To-Cure	This indicates the amount the donor agrees to accept which is less than what TxDOT offers.
Total Compensation	Sum of all positive and negative values above.

8.6.3 Acquisition Interest Values

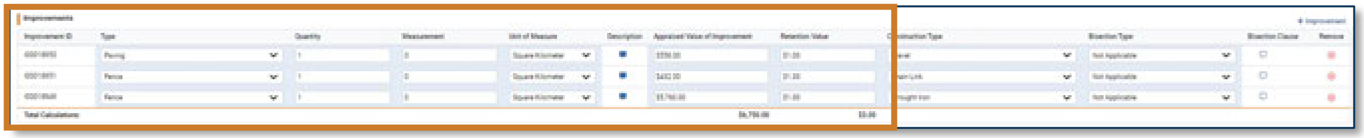
This tab allows authorized users to enter appraised values for each parcel part for the selected appraisal. It contains a Parcel Parts table at the top and Improvements subsection at the bottom.

8.6.3.1 Parcel Parts

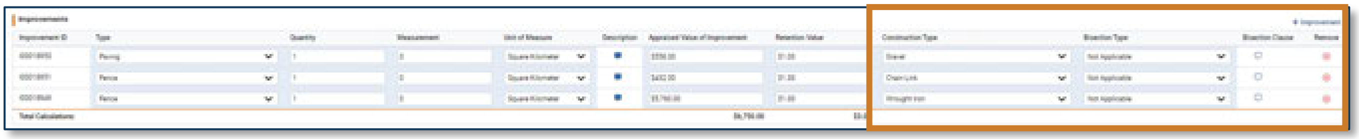
This table lists all Parcel Parts created on the **Parcel Details** page. It displays the Parcel Part ID, Interest Type, and part Status. Authorized users may enter the Appraised Value or indicate if a part is Not Appraisable.

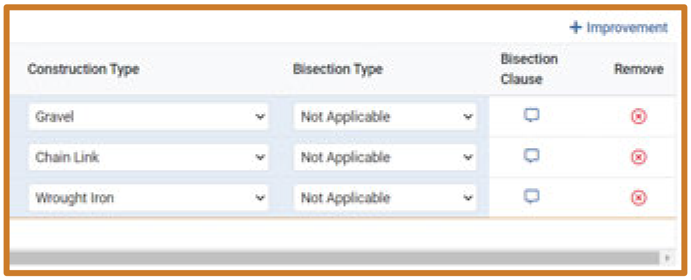
8.6.3.2 Improvements

This section lists all Improvements for a Parcel Part. There are Total Calculations for both the **Appraised Value of Improvement** and **Retention Value** which calculates the total for each of these columns.



Field	Description
+ Improvement	Use this to add an **Improvement** line.
Improvement ID	This is the unique identifier for the improvement, generated by TxDOTCONNECT when the improvement is created and saved. All improvement IDs begin with the letter **I**.
Type	This indicates the type of improvement.
Quantity	This indicates how many of the improvements are present on the property.
Measurement and Unit of Measure	This indicates the size of the improvement and its unit of measure.
Description	This allows authorized users to enter a description of the improvement. Click the square comment icon, enter the description, then click Done. Square comment icons do not populate on the Parcel Comments page.
Appraised Value of Improvement	This indicates the appraised value of the improvement. This column shows a calculated total for all improvement lines.
Retention Value	This indicates the retention value of the improvement. This column shows a calculated total for all improvement lines.

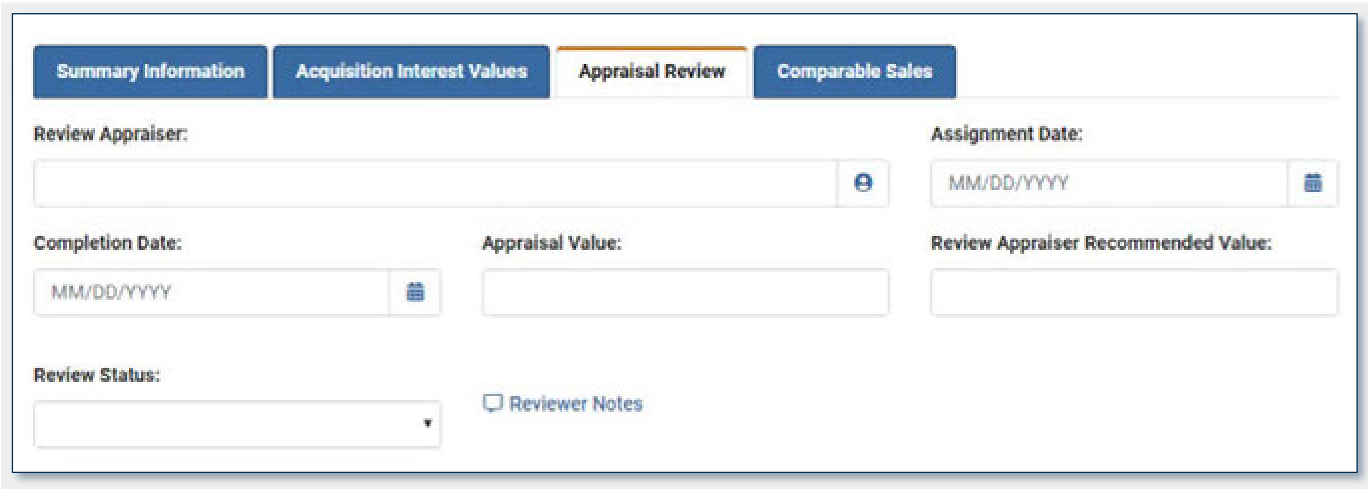




Field	Description
Construction Type	This indicates the construction type or material used in the improvement.
Bisection Type and Clause	This indicates whether the improvement bisects any property lines. Click the square comment icon to add a bisection clause, enter the information, then click Done. Square comment icons do not populate on the Parcel Comments page.
Remove	This allows authorized users to remove an improvement from a parcel part.

8.6.4 Appraisal Review

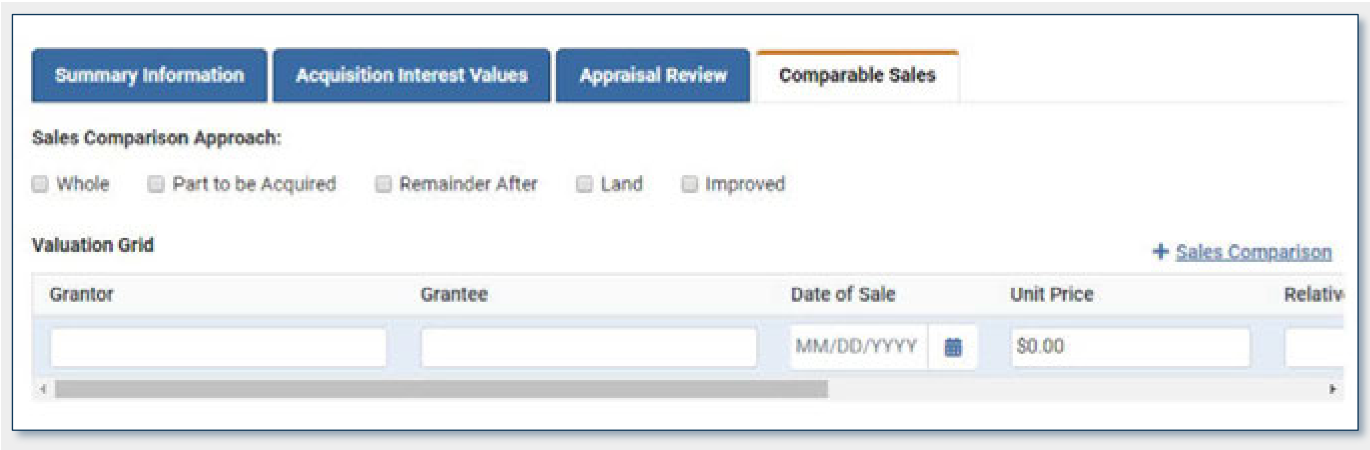
This tab allows authorized users to enter appraisal review information for the selected appraisal. It contains the fields described below.



Field	Description
Review Appraiser	This indicates the name of the individual who is performing the review. Click the resource icon to select from the resources identified in the Task Assignment section of the Right of Way page.
Assignment Date	This indicates the date the appraisal review assignment took place.
Completion Date	This indicates the date the appraisal review is complete.
Appraisal Value	This indicates the value of the appraisal being reviewed.
Review Appraiser Recommended Value	This indicates the value being recommended by the review appraiser.
Review Status	This indicates whether the outcome of the appraisal review is **Recommended** or **Not Recommended**.
Reviewer Notes	This allows authorized users to enter reviewer notes. Click the square comment icon, type the notes, and click **Done**. Square comment icons do not populate on the Parcel Comments page.

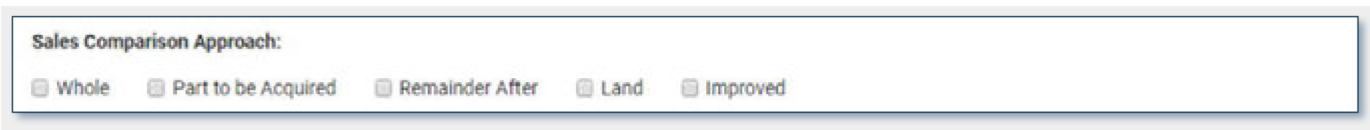
8.6.5 Comparable Sales

This tab allows authorized users to enter appraised values for information about comparable properties used for valuation. It contains a Sales Comparison Approach subsection and a Valuation Grid.



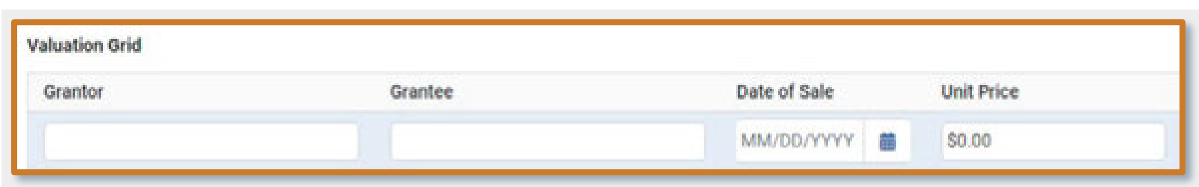
8.6.5.1 Sales Comparison Approach

This subsection indicates whether the Sales Comparison Approach was Whole, Part to be Acquired, Remainder After, Land, or Improved.



8.6.5.2 Valuation Grid

This subection allows authorized users to add Sales Comparison information.



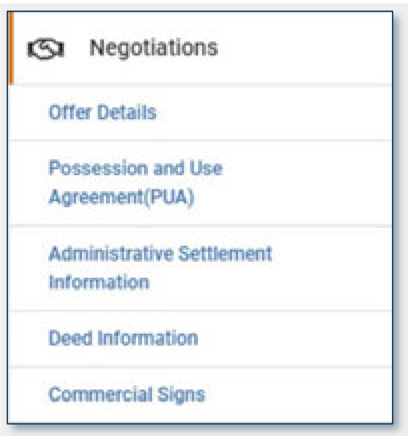
Field	Description
Grantor	This identifies the party who sold the comparable property.
Grantee	This identifies the party who purchased the comparable property.
Date of Sale	This indicates the date of the comparable property's sale.
Unit Price	This indicates the unit price used in the comparable property's sale.

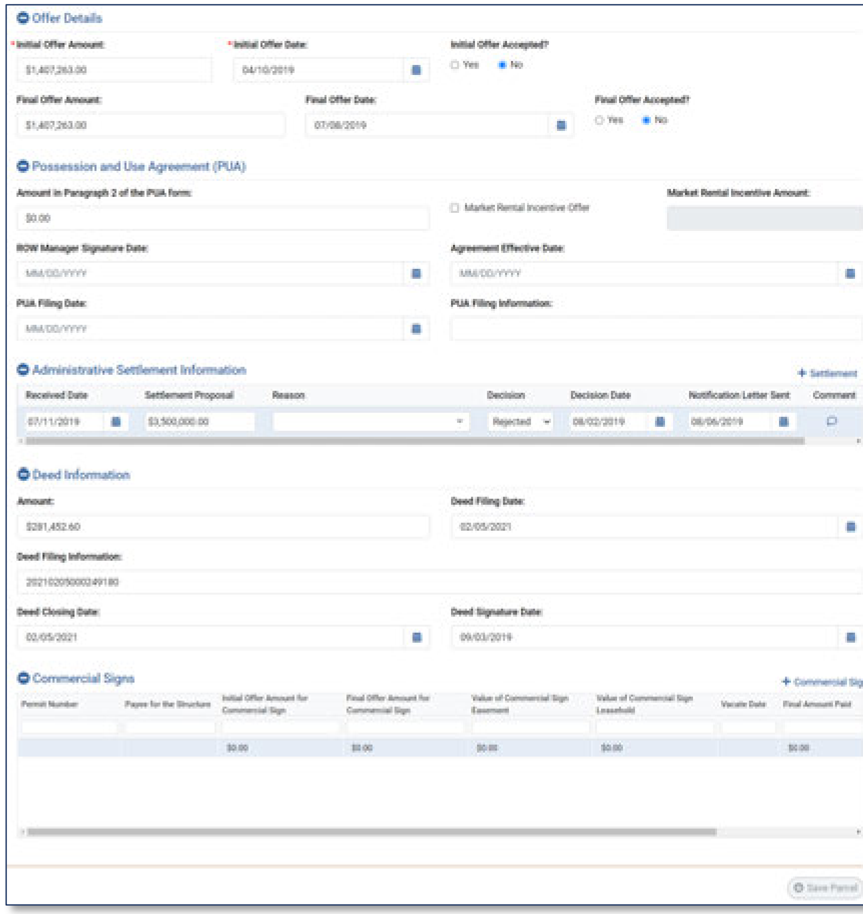
Field	Description
Relative Location	This indicates the location of the comparable property relative to the appraised property.
Size (Acres) and Size (Square Feet)	This indicates the size of the comparable property in acres or square feet.
Remove	This allows authorized users to remove a sales comparison from the Valuation Grid.
+ Sales Comparison	This allows authorized users to add a new row to the Valuation Grid to enter another sales comparison record.

8.7 Negotiations Page

The Negotiations page allows authorized users to track the Initial and Final Offer, track negotiation of Possession and Use Agreements (PUAs), Administrative Settlements, and enter Deed information.

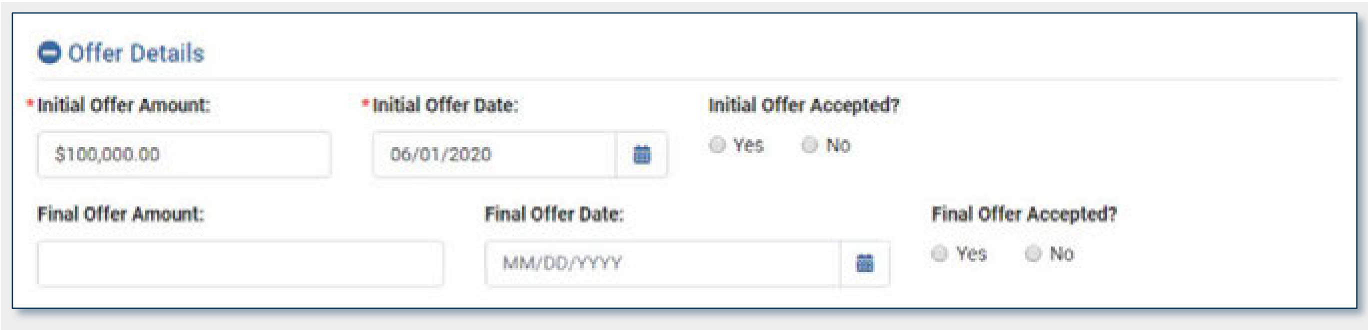
The Negotiations page is arranged in four sections:





8.7.1 Offer Details

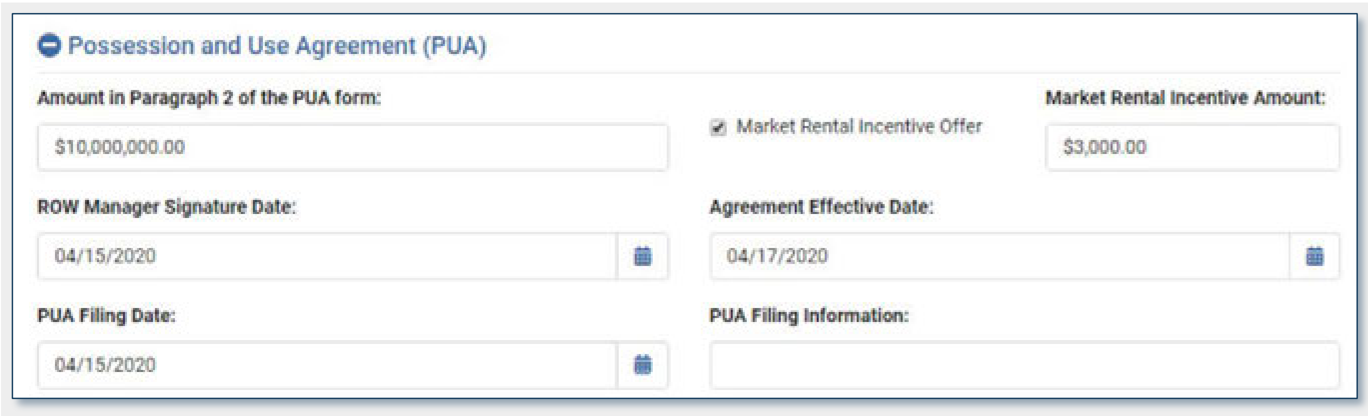
This section allows authorized users to enter and update details related to the initial and final offers.



Field	Description
Initial Offer Amount	This indicates the amount of the initial offer. This field is only available if the Parcel Stage is set to **Initial Offer**.
Initial Offer Date	This indicates the date the initial offer was made to the property owner.
Initial Offer Accepted?	This indicates whether the initial offer was accepted by the property owner.
Final Offer Amount	This indicates the amount of the final offer.
Final Offer Date	This indicates the date the final offer was made to the property owner.
Final Offer Accepted?	This indicates whether the final offer was accepted by the property owner.

8.7.2 Possession and Use Agreement (PUA)

This section includes details on a Possession and Use Agreement, if applicable. For more information about PUAs, refer to the ROW Acquisition Manual.



Possession and Use Agreement (PUA)

Amount in Paragraph 2 of the PUA form: $10,000,000.00

Market Rental Incentive Offer

Market Rental Incentive Amount: $3,000.00

ROW Manager Signature Date: 04/15/2020

Agreement Effective Date: 04/17/2020

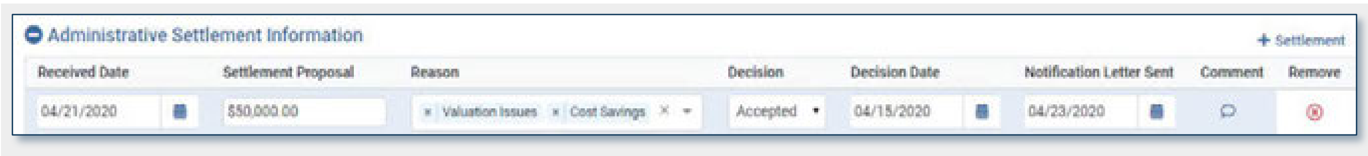
PUA Filing Date: 04/15/2020

PUA Filing Information:

Field	Description
Amount in Paragraph 2 of the PUA form	This includes the amount from Paragraph 2 of the PUA agreement form.
Market Rental Incentive Offer	This indicates whether the Market Rental Incentive amount was offered to the property owner.
Market Rental Incentive Amount	This indicates the amount of the Market Rental Incentive. • This field is only available if the Market Rental Incentive Offer indicator is checked. • This amount must be between $3,000.00 and $25,000.00.
ROW Manager Signature Date	This indicates the date the PUA was signed by the ROW Manager.
Agreement Effective Date	This indicates the date the PUA is effective.
PUA Filing Date	This indicates the date the PUA is filed.
PUA Filing Information	This field provides space for PUA filing information.

8.7.3 Administrative Settlement Information

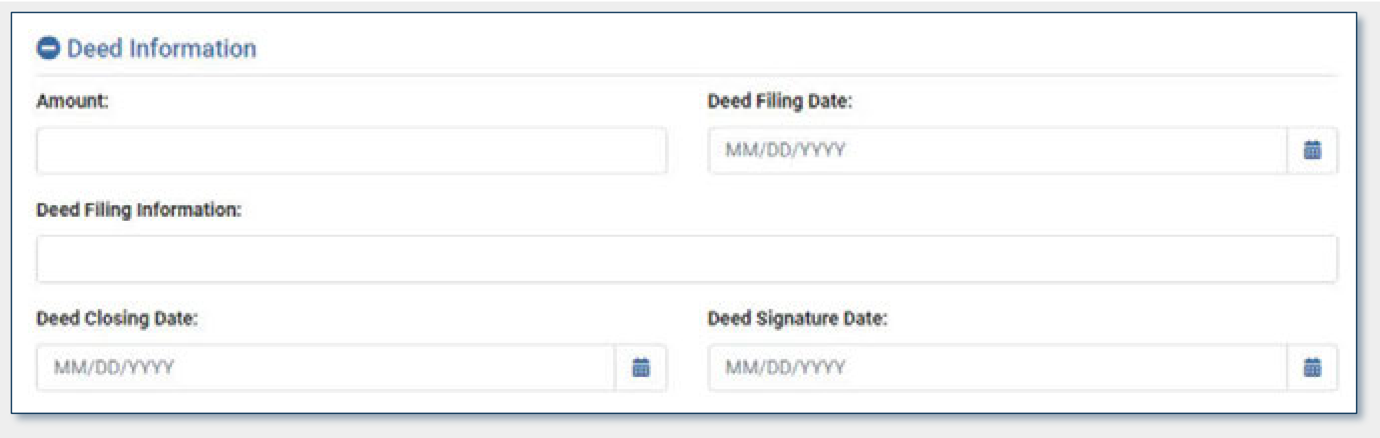
This section includes details on an Administrative Settlement, if applicable. An Administrative Settlement is a settlement exceeding the appraised value of the property. It is effectively the property owner's counteroffer when they do not accept the initial offer.



Field	Description
Received Date	This indicates the date TxDOT received the administrative settlement.
Settlement Proposal	This indicates the amount of the proposed settlement.
Reason	This indicates the rationale behind the property owner's administrative settlement. More than one value may be selected here.
Decision	This indicates whether TxDOT decides to accept or reject the administrative settlement.
Decision Date	This indicates the date TxDOT reached a decision about the administrative settlement.
Notification Letter Sent	This indicates the date of the notification letter sent by TxDOT to the property owner regarding the decision.
Comment	This allows authorized users to enter a comment related to the administrative settlement. Click the comment icon, enter the comment text, then click **Done**. Comments left using rounded comment icons populate on the Parcel Comment page.
Remove	This allows authorized users to remove an administrative settlement record.
+ Settlement	This allows authorized users to add a new row to the Administrative Settlement table and enter information about another administrative settlement.

8.7.4 Deed Information

This section contains details about the property deed.



Field	Description
Amount	This indicates the amount paid for the property deed.
Deed Filing Date	This indicates the date the deed was filed.
Deed Filing Information	This allows authorized users to enter deed filing information.
Deed Closing Date	This indicates the date the deed was closed.
Deed Signature Date	This indicates the date of the signature on the deed.

8.7.5 Commercial Signs

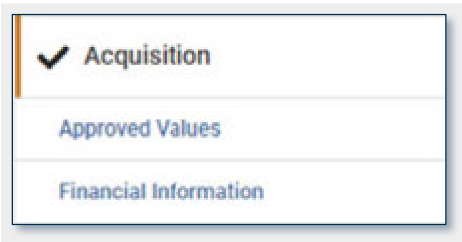
This section contains details about commercial signs on the property

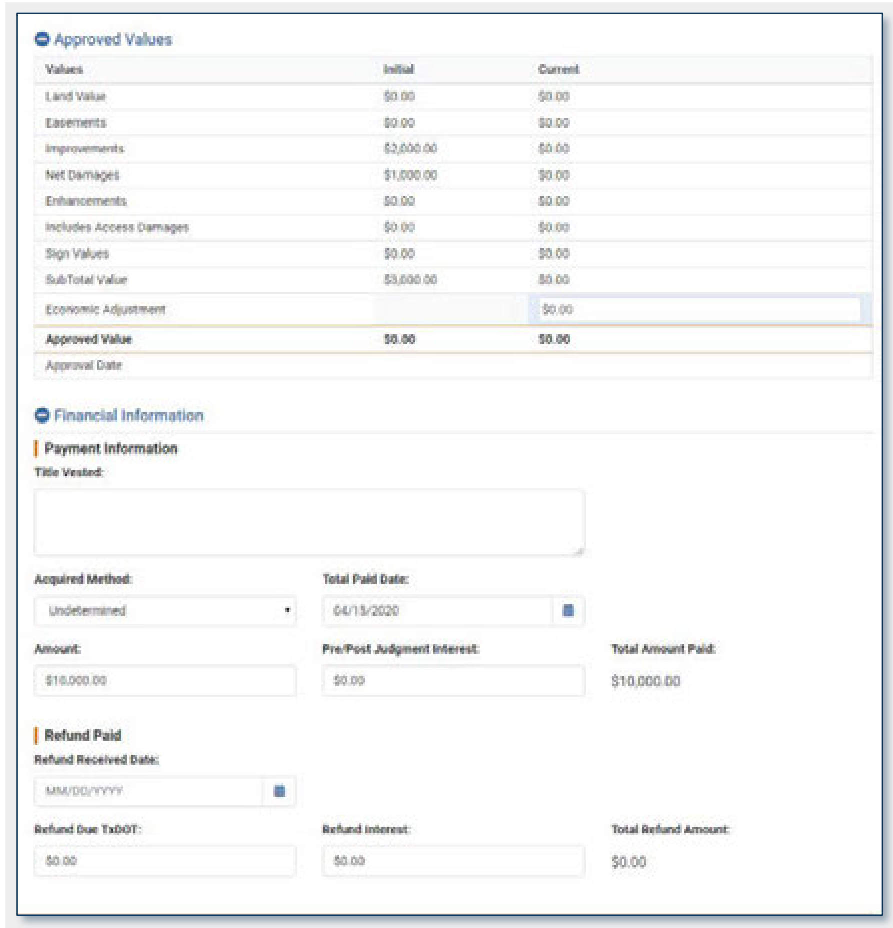
Field	Description
Permit Number	This indicates the permit number for the commercial sign. This field is alphanumeric and does not accept dashes.
Payee for the Structure	This indicates the name of the payee for the commercial sign (for example, Lamar Outdoor).
Initial Offer Amount for Commercial Sign	This indicates the initial amount offered for the commercial sign.
Final Offer Amount for Commercial Sign	This indicates the final amount offered for the commercial sign.
Value of Commercial Sign Easement	This is the value amount of the easement containing the commercial sign.
Value of Commercial Sign Leasehold	This is the value amount of the leaseholder for the commercial sign.
Vacate Date	This indicates the first date the property will be vacant.
Final Amount Paid	This indicates the final amount paid for the property acquisition.
Retention of Sign	This indicates whether or not the commercial sign will be retained.
Remove	This button removes a commercial sign.

8.8 Acquisition Page

The Acquisition Page displays approved appraisal values and financial information about payments and refunds.

The Acquisition page is arranged in two sections:





8.8.1 Approved Values

This section displays all approved values from the appraisal.

Approved Values

Values	Initial	Current
Land Value	$0.00	$0.00
Easements	$0.00	$0.00
Improvements	$2,000.00	$0.00
Net Damages	$1,000.00	$0.00
Enhancements	$0.00	$0.00
Includes Access Damages	$0.00	$0.00
Sign Values	$0.00	$0.00
SubTotal Value	$3,000.00	$0.00
Economic Adjustment		$0.00
Approved Value	**$0.00**	**$0.00**
Approval Date		

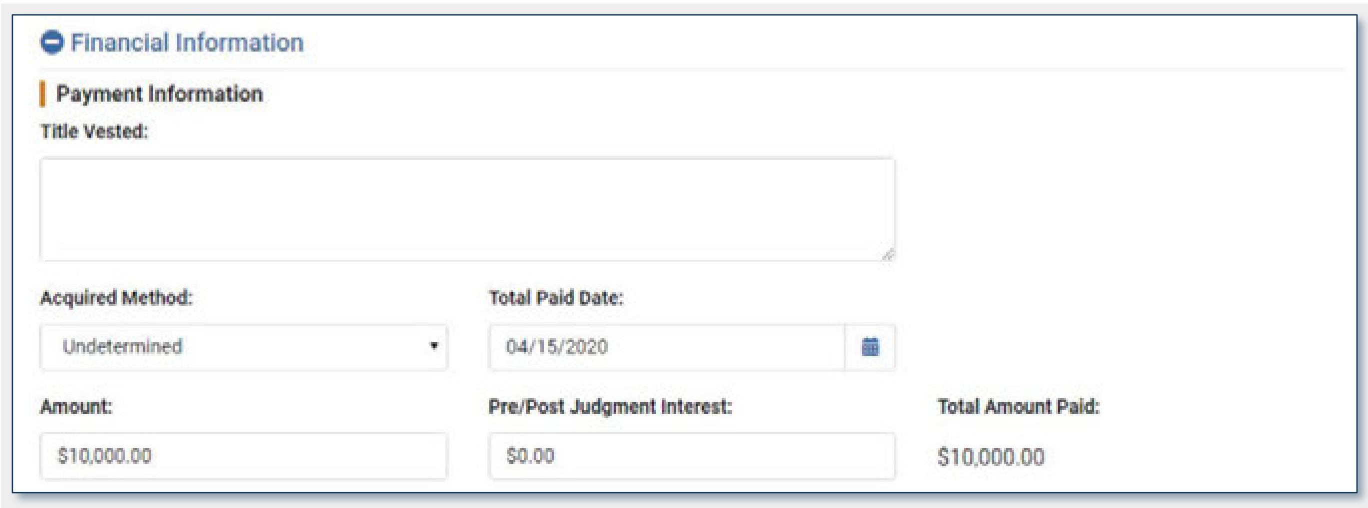
The only editable field is the Economic Adjustment. This field allows authorized users to enter an Economic Adjustment of up to $1,000.00 on properties of low value.

8.8.2 Financial Information

This section contains information about final payments and refunds.

8.8.2.1 Payment Information

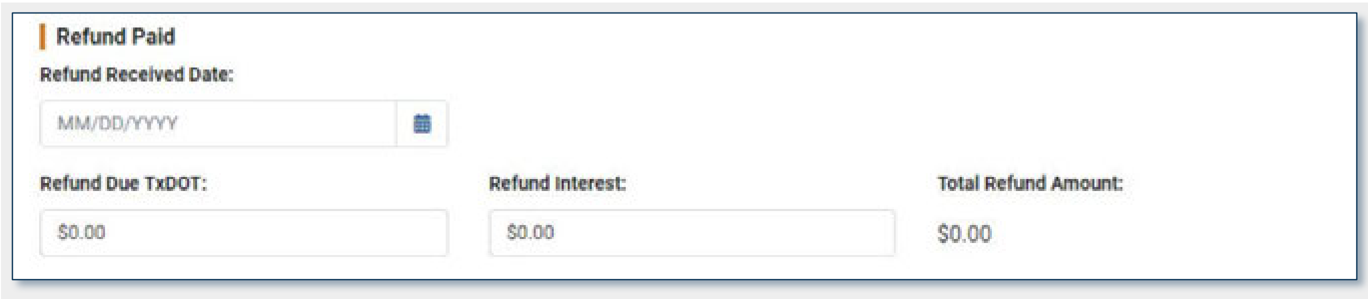
This subsection allows authorized users to enter information about title, payments, and interest.



Field	Description
Title Vested	Allows authorized users to enter title vested information (up to 250 characters).
Acquired Method	Indicates how the property was acquired.
Total Paid Date	Indicates the date the total amount was paid to the property owner.
Amount	Indicates the amount paid to the property owner for the value of the property.
Pre/Post Judgment Interest	Indicates the amount paid to the property owner for pre- and post-judgment interest.
Total Amount Paid	Calculates the sum of the **Amount** and **Pre/Post Judgment Interest** fields to display the total amount paid to the property owner.

8.8.2.2 Refund Paid

This subsection allows authorized users to enter information about refunds due to TxDOT.

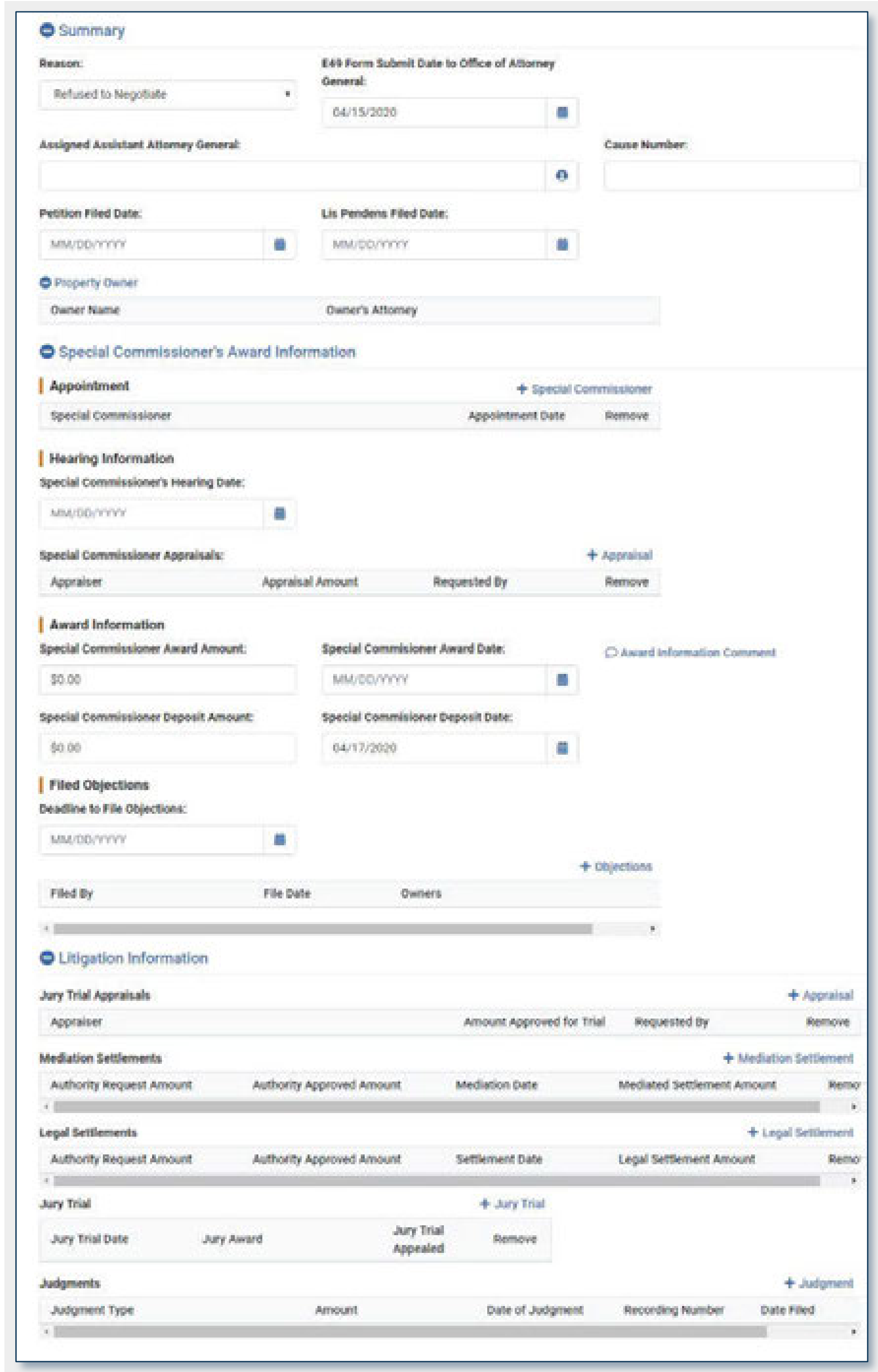


Field	Description
Refund Received Date	This indicates the date a refund was received by TxDOT, if applicable.
Refund Due to TxDOT	This indicates the amount of the refund due to TxDOT.
Refund Interest	This indicates the amount of any refund interest due to TxDOT.
Total Refund Amount	This field calculates the sum of the **Refund Due TxDOT** and **Refund Interest** to display the total amount of the refund.

8.9 Eminent Domain Page

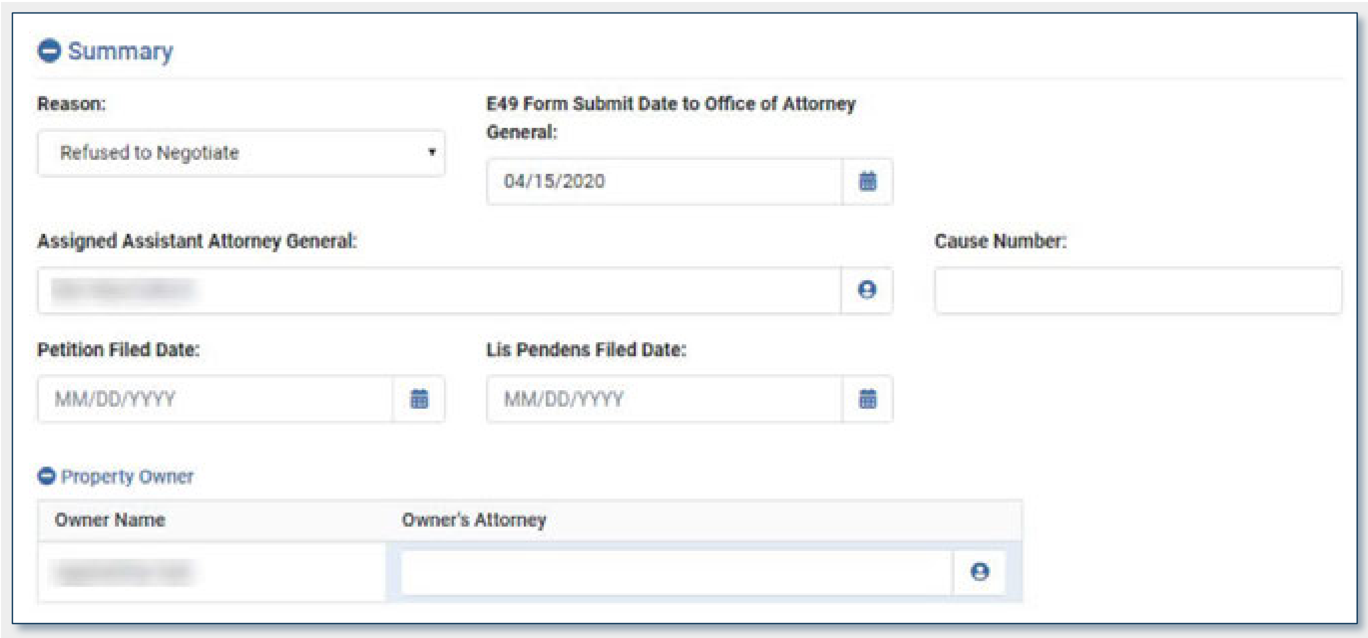
The Eminent Domain Page contains details about litigation proceedings related to the acquisition of the parcel.

The Eminent Domain page is arranged in three sections:



8.9.1 Summary

This section contains preparatory information for eminent domain proceedings.

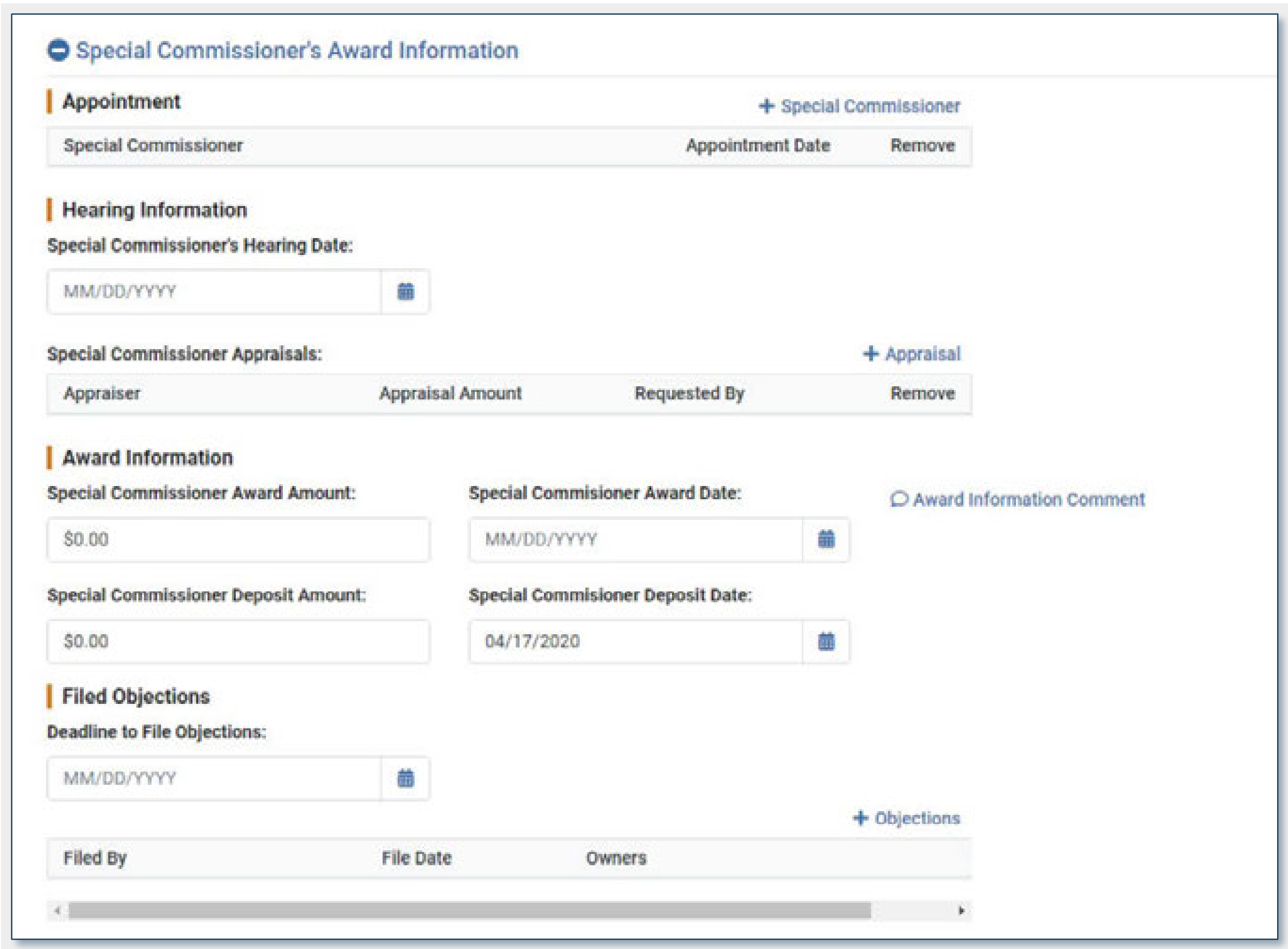


Field	Description
Reason	This indicates the reason for Eminent Domain proceedings
E49 Form Submit Date to Office of Attorney General	This indicates the date the E49 package of documentation is filed with the Office of the Attorney General
Assigned Assistant Attorney General	This allows authorized users to identify the Assistant Attorney General assigned to the eminent domain case. Click the resource icon to select the appropriate party from the TxDOTCONNECT Organization database.
Cause Number	This indicates the cause number for the eminent domain proceedings.
Petition Filed Date	This indicates the date the eminent domain petition was filed.
Lis Pendens Filed Date	This indicates the date the lis pendens was filed. Lis pendens is the formal notice to the property owner of pending legal action.
Property Owner and Owner's Attorney	This displays the property owner identified on the **Parcel Details** page. It allows authorized users to identify the owner's Attorney. Click the resource icon to select the appropriate party from the TxDOTCONNECT Organization database.

8.9.2 Special Commissioner's Award Information

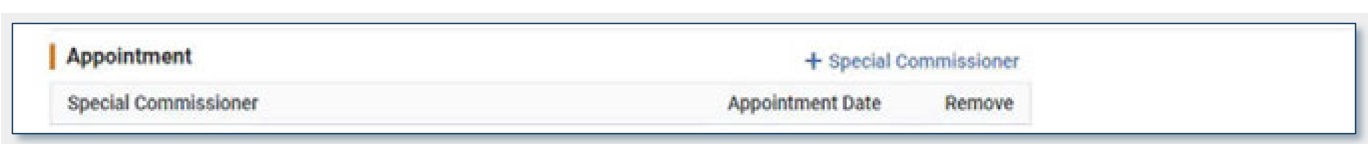
This section contains several subsections about the Special Commissioner phase of eminent domain proceedings.

- For all tables, click **+[Item]** and complete the appropriate fields.
- Click ⊗ **Remove** to remove a row from a table.



8.9.2.1 Appointment

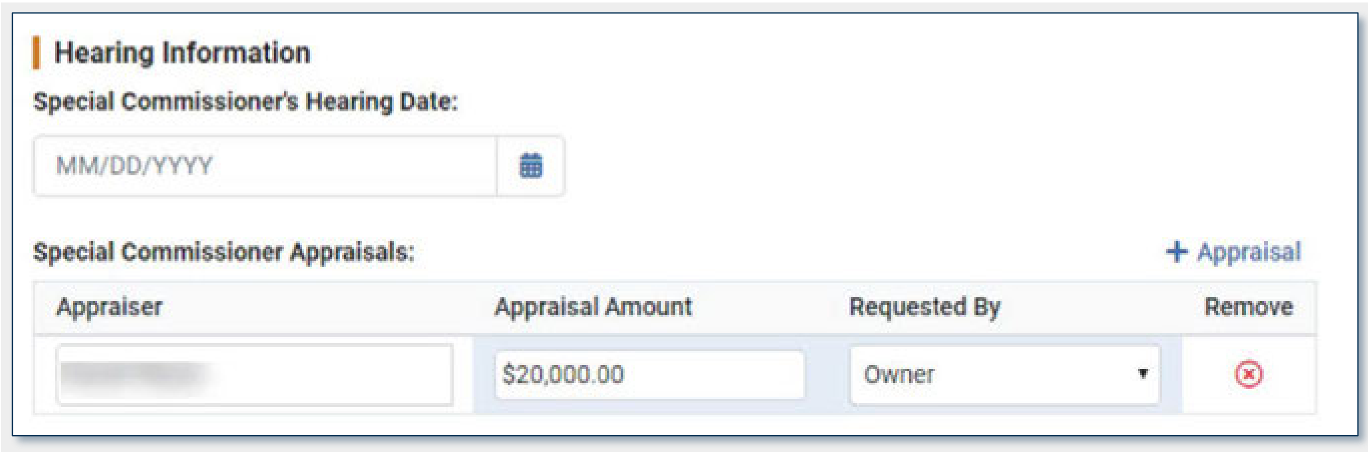
This subsection allows authorized users to identify the special commissioner appointed to oversee the eminent domain proceedings.



Click **+ Special Commissioner** to select the appropriate party from the TxDOTCONNECT Organization database, then enter the **Appointment Date.**

8.9.2.2 Hearing Information

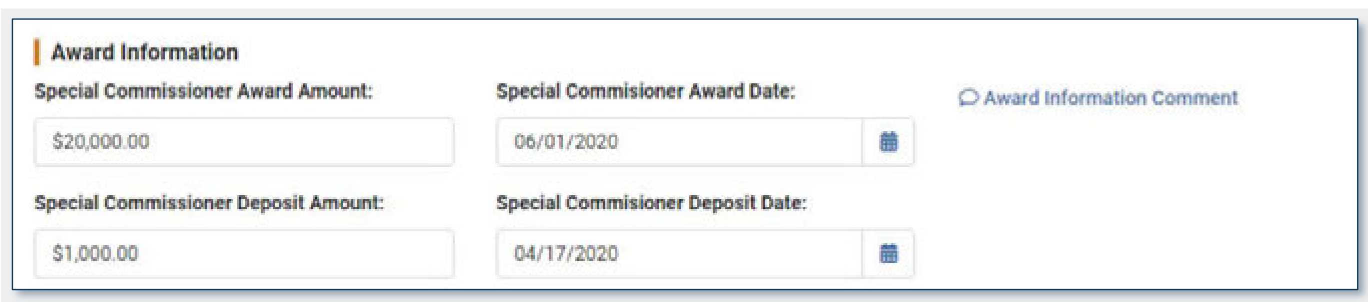
This subsection allows authorized users to enter details about special commissioner hearings.



- Enter the **Special Commissioner's Hearing Date**.
- Click **+ Appraisal** to select an appraiser from the TxDOTCONNECT Organization database. Then enter the **Appraisal Amount** and the party who requested the appraisal.

8.9.2.3 Award Information

This subsection allows authorized users to enter details about the special commissioner award and deposit.

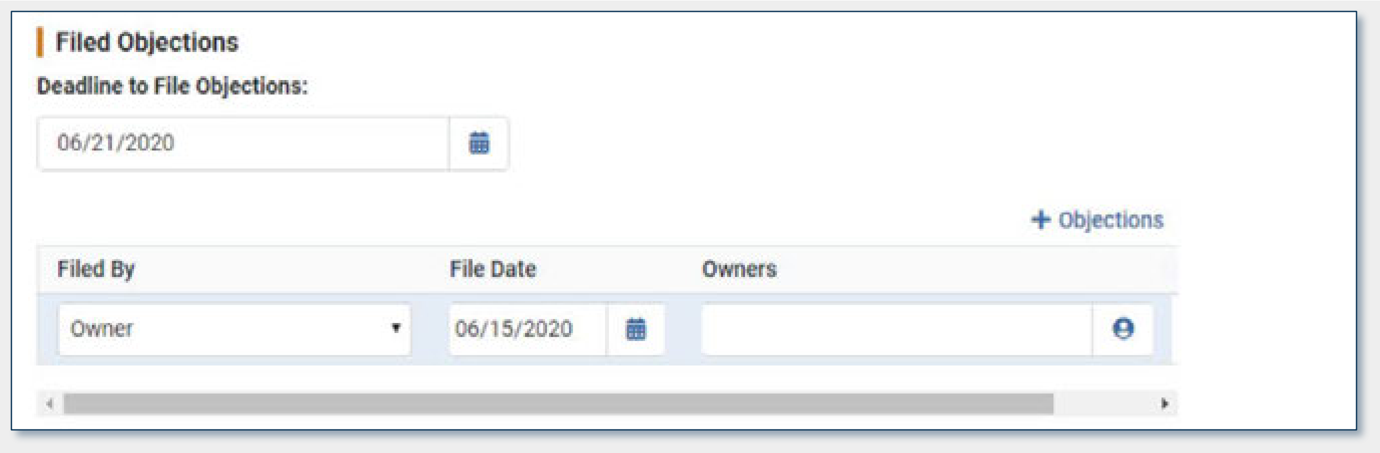


Click **Award Information Comment** to open the comment window, enter a comment, and click **Done**.

Comments entered in rounded comment icons will populate on the Parcel Comments page.

8.9.2.4 Filed Objections

This subsection allows authorized users to enter details about objections filed.

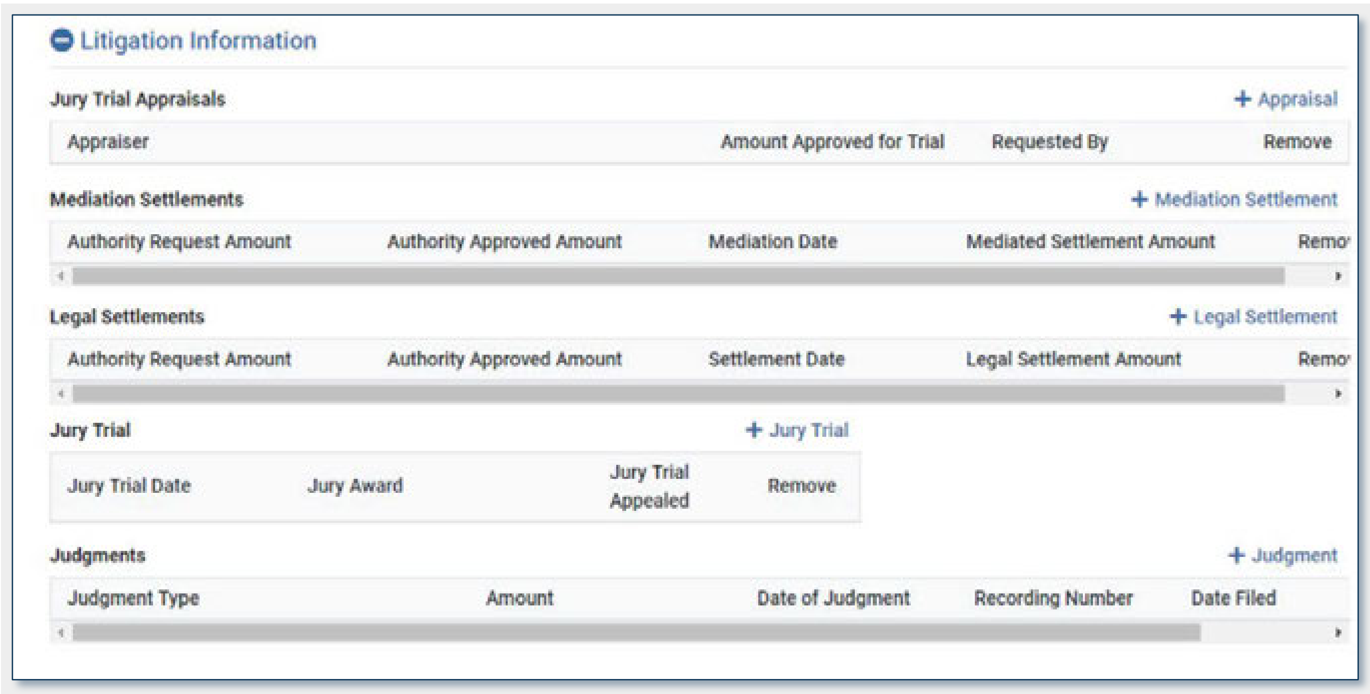


- The **Deadline to File Objections** populates automatically based on the **Special Commissioner Award Date**.
- Click **+ Objections** to indicate that objections have been filed, by whom, and when.

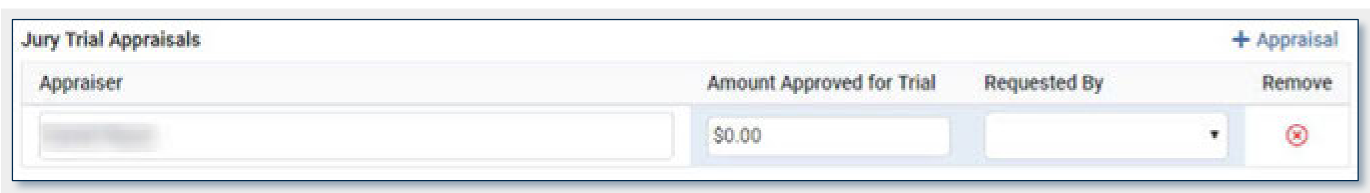
8.9.3 Litigation Information

This section contains several tables for various stages of litigation.

- For all tables, click **+[Item]** and complete the appropriate fields.
- Click ⊗ **Remove** to remove a row from a table.

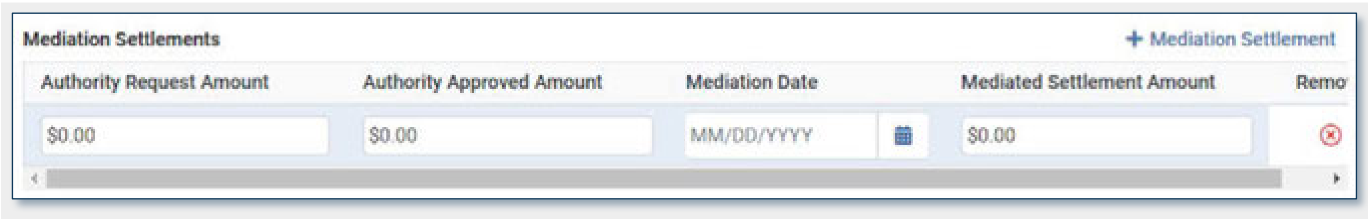


8.9.3.1 Jury Trial Appraisals



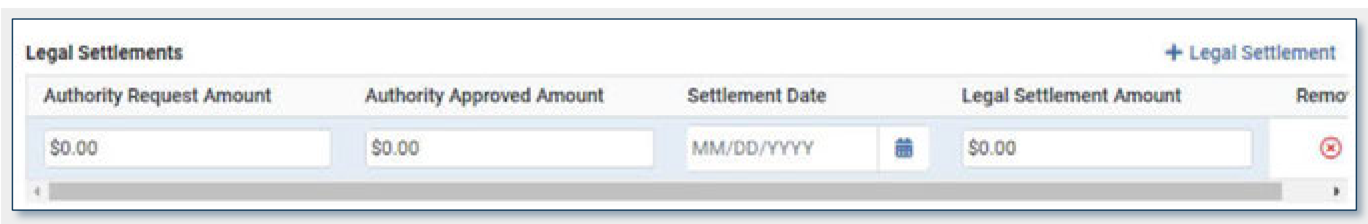
Field	Description
Appraiser	The name of the appraiser selected to perform the appraisal for the purposes of a jury trial.
Amount Approved for Trial	The amount approved for the jury trial.
Requested By	The party that requested the appraisal.
+ Appraisal	This allows authorized users to select an appraiser from the TxDOTCONNECT Organization database.

8.9.3.2 Mediation Settlements



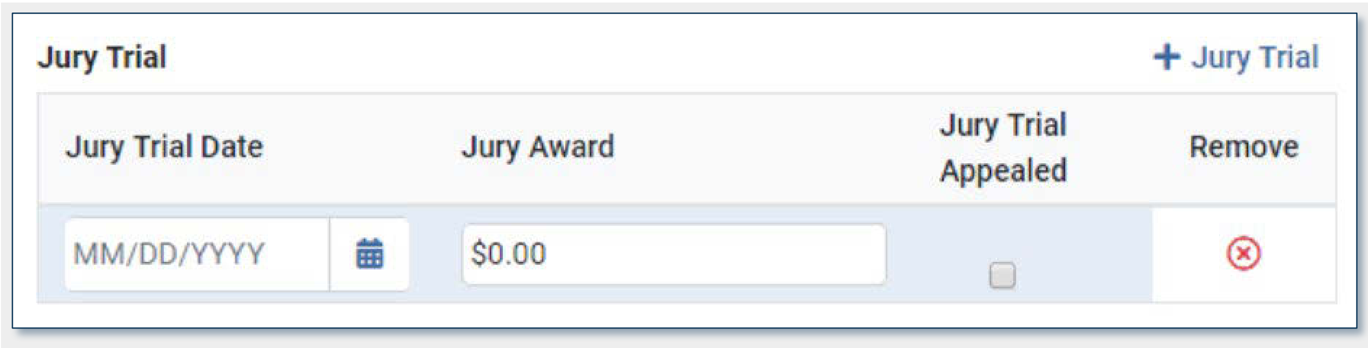
Field	Description
Authority Request Amount	This indicates the amount requested for mediation.
Authority Approved Amount	This indicates the amount approved for mediation.
Mediation Date	This indicates the date mediation occurs.
Mediated Settlement Amount	This indicates the final amount settled upon by both parties through mediation.

8.9.3.3 Legal Settlements



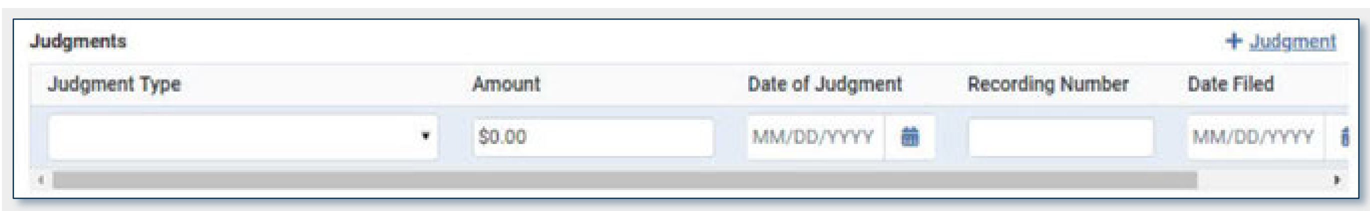
Field	Description
Authority Request Amount	This indicates the amount requested for legal settlement.
Authority Approved Amount	This indicates the amount approved for legal settlement.
Settlement Date	This indicates the date on which legal settlement occurs.
Legal Settlement Amount	This indicates the final amount settled upon by both parties through legal settlement.

8.9.3.4 Jury Trial



Field	Description
Jury Trial Date	This indicates the date of the jury trial.
Jury Award	This indicates the amount awarded by the jury.
Jury Trial Appealed	This indicates whether the jury trial is appealed.

8.9.3.5 Judgements

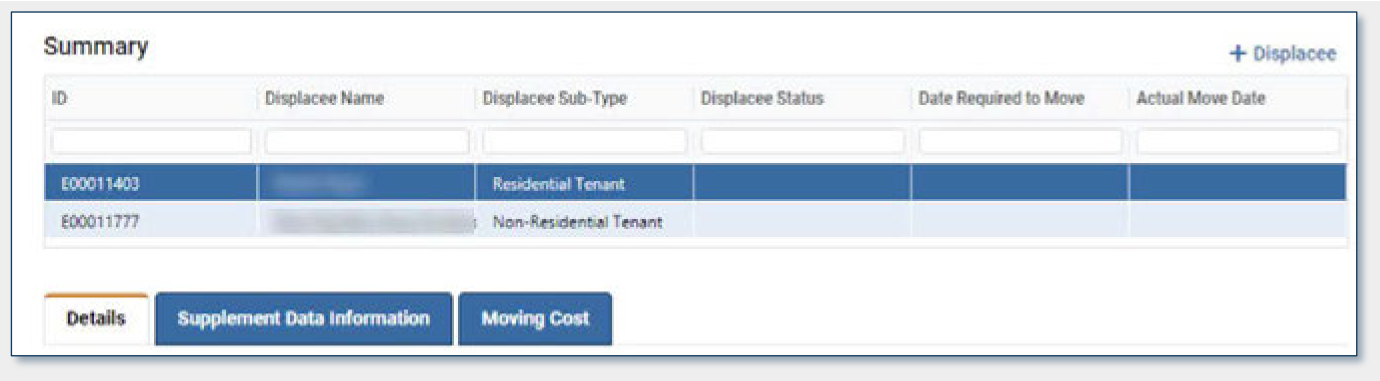


Field	Description
Judgment Type	This indicates either Judgment, Agreed Judgment, or Judgment in Absence of Objection.
Amount	This indicates the amount of the judgment.
Date of Judgment	This indicates the date of the judgment.
Recording Number	This indicates the recording number associated with the judgment.
Date Filed	This indicates the date the judgment is filed.

8.10 Relocation Page

The Relocation Page allows authorized users to identify and provide details about parties requiring relocation as a result of parcel acquisition. These parties are referred to as “Displacees.”

The Relocation page is arranged in a Summary Table at the top and three tabs below.



8.10.1 Summary Table

The Displacee Organization needs to be added to the ROW Project

To add a Displacee to the table,

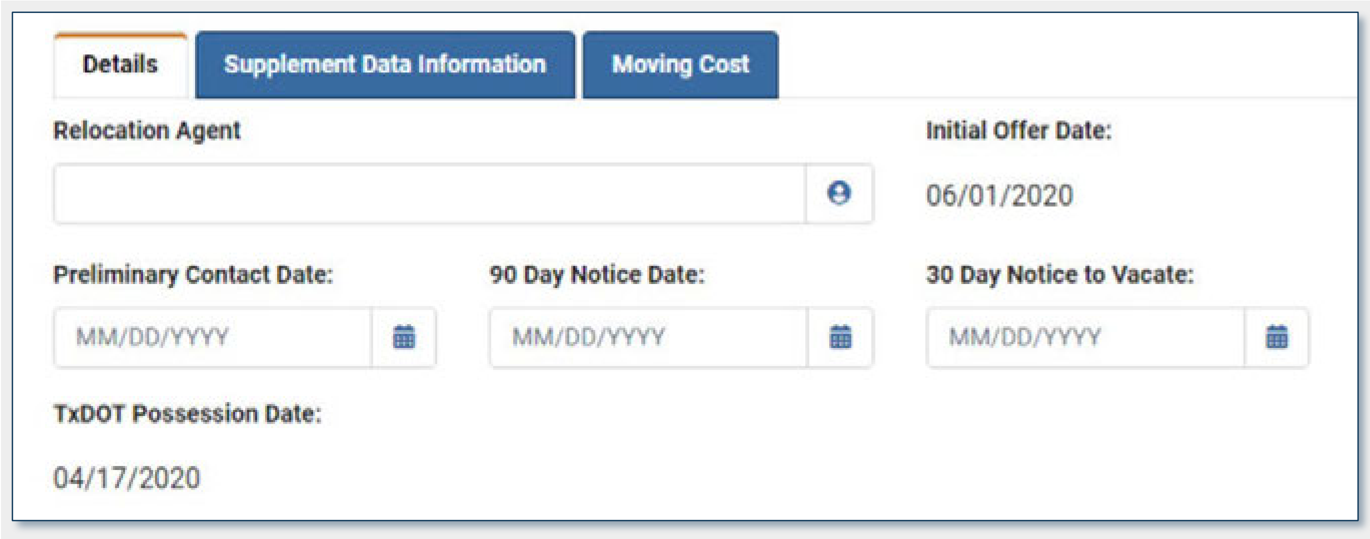
1. Click **+ Displacee.**
2. Select a displacee from the TxDOTCONNECT Organization database.

The Organization ID, Name, and Sub-Type populates automatically based on the information available in the TxDOTCONNECT Organization database.

3. Enter any additional information known:
    - Displacee Status
    - Date Required to Move
    - Actual Move Date

8.10.2 Details

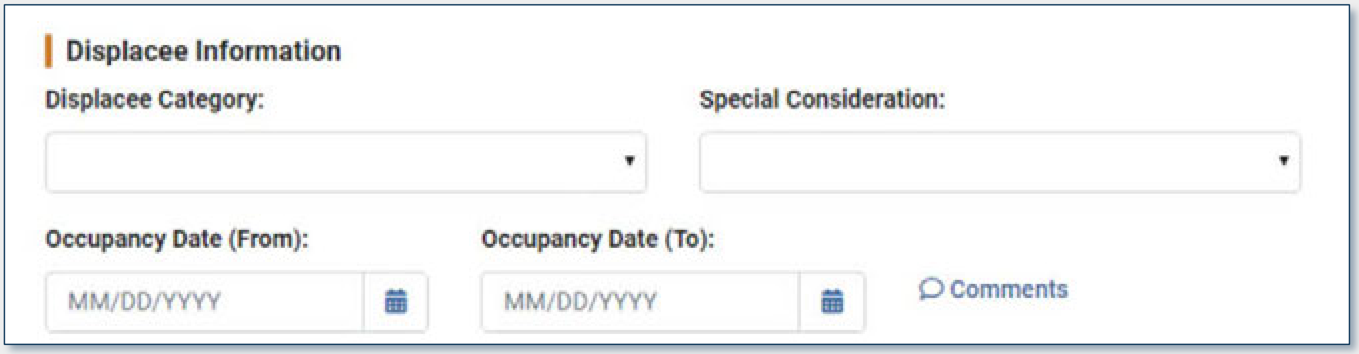
The Details tab contains multiple subsections that display details about relocation of the selected displacee.



Field	Description
Relocation Agent	This allows authorized users to select the Relocation Agent responsible for overseeing the relocation of the selected displacee. Click the resource icon to select a Relocation Agent from the TxDOTCONNECT Organization database.
Initial Offer Date	This indicates the date the Initial Offer was made to the property owner and populates automatically from the Negotiations Page.
Preliminary Contact Date, 90 Day Notice Date, 30 Day Notice Date	These fields indicate the dates of contact with the displacee.
TxDOT Possession Date	This indicates the date TxDOT takes possession of the property. It populates automatically from the Negotiations page, the earliest of: - The PUA Agreement Effective Date, or - The Deed Closing Date

8.10.2.1 Displacee Information

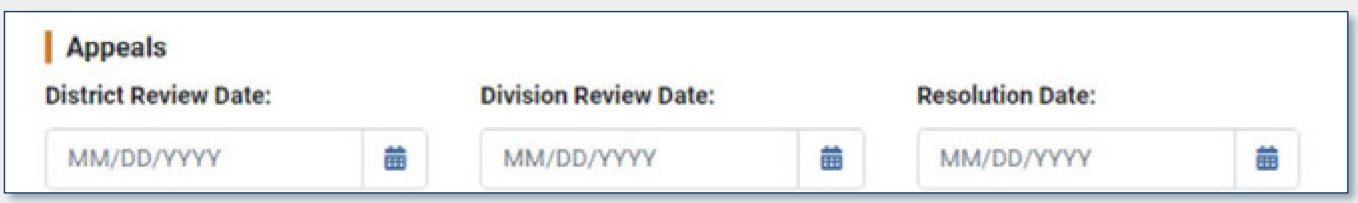
The Displacee Information subsection contains information about the selected displacee.



Field	Description
Displacee Category	This indicates the category of the displacee; for example, whether the displacee is a business owner, non profit, or farm tenant.
Special Consideration	This indicates whether the displacee requires special conideration, such as handicap, public transportation, health services, or schools.
Occupancy Date (From) and (To)	These dates indicate the range of dates the displacee has occupied the property.
Comments	This allows authorized users to enter comments. Click the comment icon, type the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.

8.10.2.2 Appeals

The Appeals subsection indicates the dates of **District Review**, **Division Review**, and **Resolution** of a relocation appeal, if applicable.

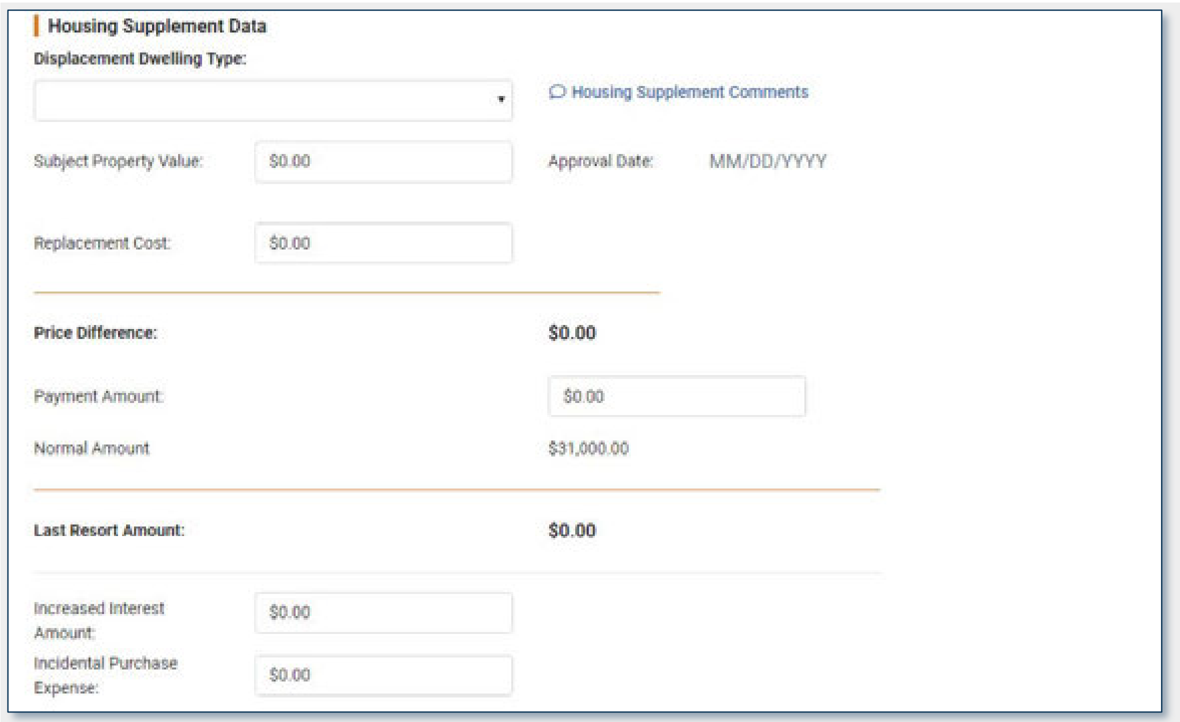


8.10.3 Supplement Data Information

The Supplement Data Information tab contains information about housing or rental supplement. It is arranged in two subsections.

If the **Displacee** is listed as types **Residential Tenant** or **Residential Owner**, the **Supplemental Data Information** Tab will be grayed out and unavailable for data entry.

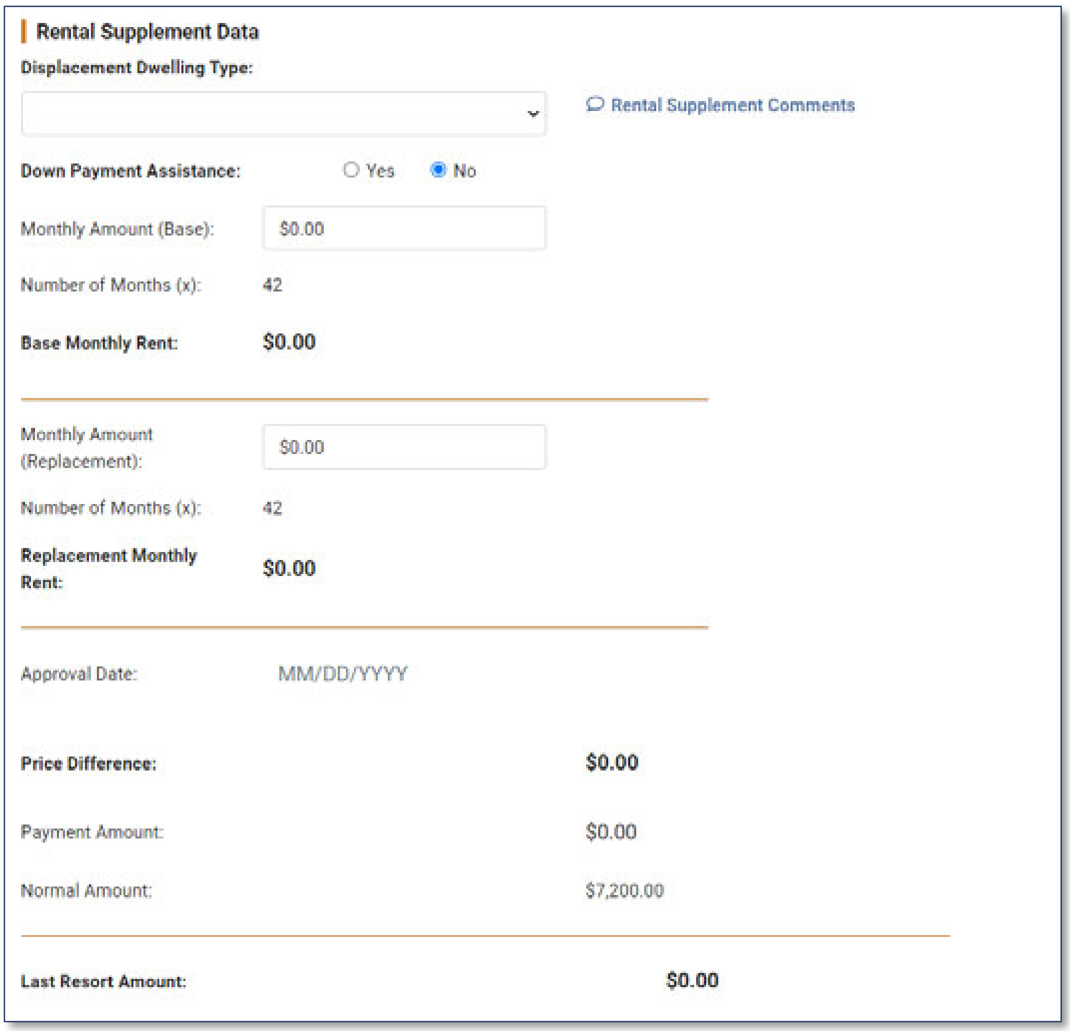
8.10.3.1 Housing Supplement Data



Field	Description
Displacement Dwelling Type	This indicates the type of dwelling used during displacement.
Housing Supplement Comments	This allows authorized users to enter comments related to the housing supplement. Click the comment icon, enter the comment, and click **Done**. Comment entered using rounded comment icons will populate on the Parcel Comments page.
Subject Property Value	This indicates the value of the subject property value.
Approval Date	This indicates the date of approval by a Relocation Specialist. Only a user with the Relocation Specialist security role may enter this date.
Replacement Cost	This indicates the cost of replacement if the housing supplement is not approved.
Price Difference	This field calculates the difference between the Replacement Cost and Subject Property Value (Replacement Cost minus Subject Property value).
Payment Amount	This indicates the amount of the housing supplement payment. - This cannot exceed the amount in the Price Difference field. - This field is disabled if Price Difference is zero or negative.

Normal Amount	This amount defaults to $31,000 and is used to calculate the Last Resort Amount.
Last Resort Amount	- If no value has been entered in the Payment Amount field, this is calculated as the Price Difference minus the Normal Amount. - If a value has been entered in the Payment Amount field, this is calculated as the Payment Amount minus the Normal Amount.
Increased Interest Amount	This indicates the amount of increased interest.
Incidental Purchase Expense	This indicates the amount of incidental purchases expenses.

8.10.3.2 Rental Supplement Data



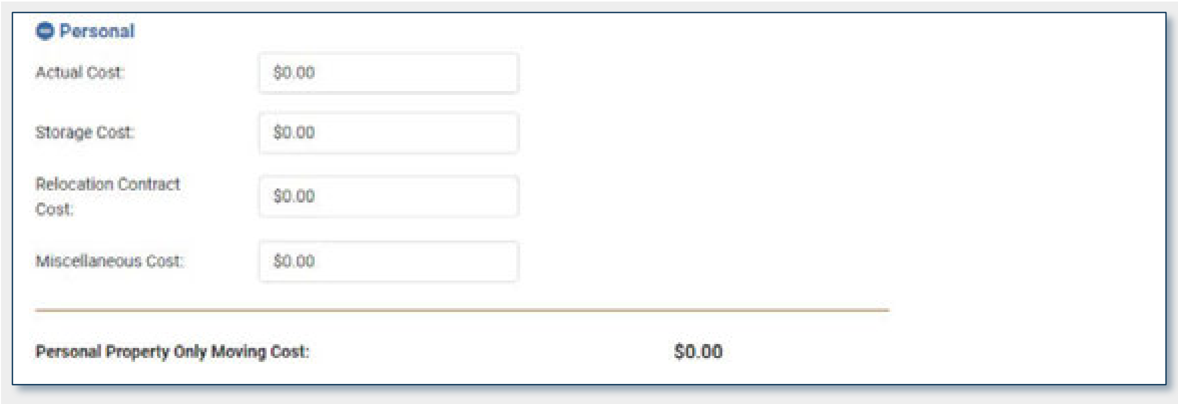
Field	Description
Displacement Dwelling Type	This indicates the type of dwelling used during displacement.
Rental Supplement Comments	This allows authorized users to enter comments related to the rental supplement. Click the comment icon, enter the comment, and click **Done**.

	Comment entered using rounded comment icons will populate on the Parcel Comments page.
Down Payment Assistance	This indicates whether assistance is required to cover the down payment on a rental.
Monthly Amount (Base)	This indicates the amount of monthly rent for the displacee.
Number of Months (x)	The number of months of rent to calculate (defaults to 42 months by law).
Replacement Monthly Rent	The monthly amount multiplied by the number of months.
Approval Date	This indicates the date of approval by a Relocation Specialist. Only a user with the Relocation Specialist security role may enter this date.
Price Difference	This field calculates the difference between the Replacement Cost and Subject Property Value (Replacement Cost minus Subject Property value).
Payment Amount	This indicates the amount of the housing supplement payment. This cannot exceed the amount in the Price Difference field. • This cannot exceed the amount in the Price Difference field. • This field is disabled if Price Difference is zero or negative.
Normal Amount	This amount defaults to $7,200 and is used to calculate the Last Resort Amount.
Last Resort Amount	• If no value has been entered in the Payment Amount field, this is calculated as the Price Difference minus the Normal Amount. • If a value has been entered in the Payment Amount field, this is calculated as the Payment Amount minus the Normal Amount.

8.10.4 Moving Cost

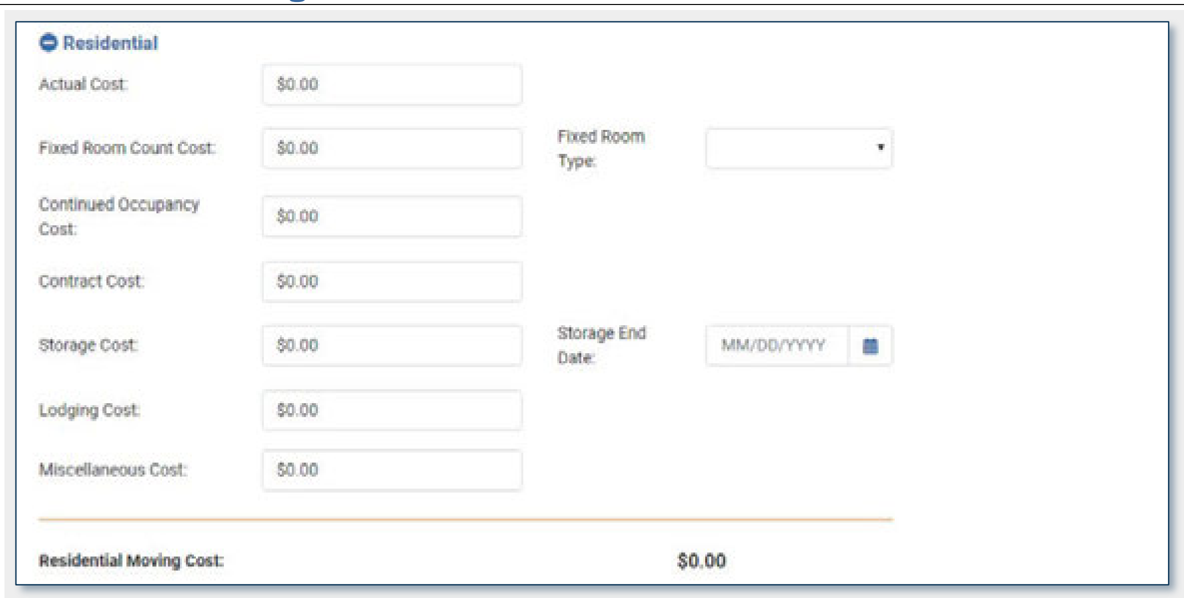
The Moving Cost tab contains information about moving costs associated with the relocation for the selected displacee. It is arranged in several subsections.

8.10.4.1 Personal Moving Costs



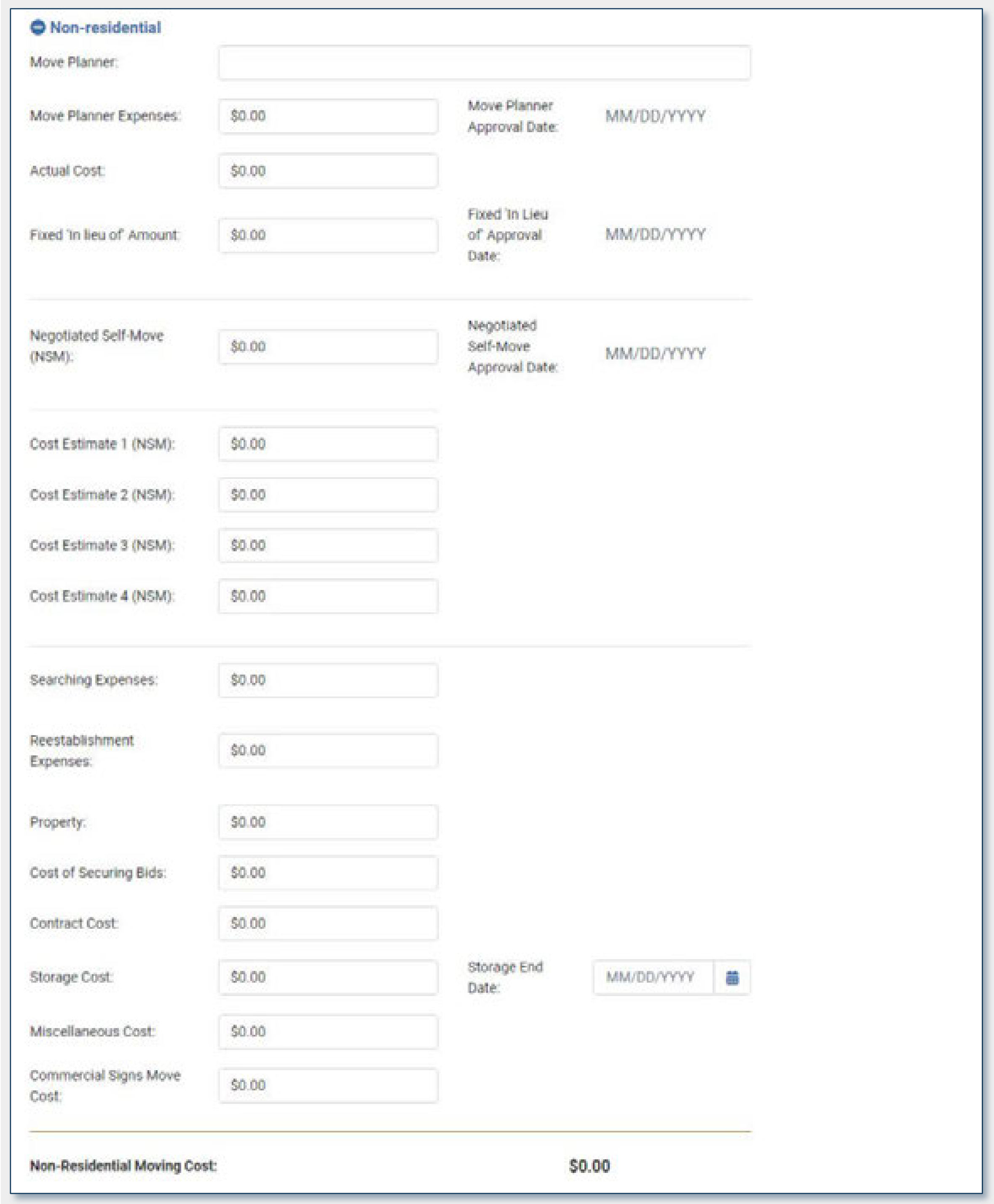
- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Personal Property Only Moving Cost** amount.

8.10.4.2 Residential Moving Costs



- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Residential Moving Cost** amount.

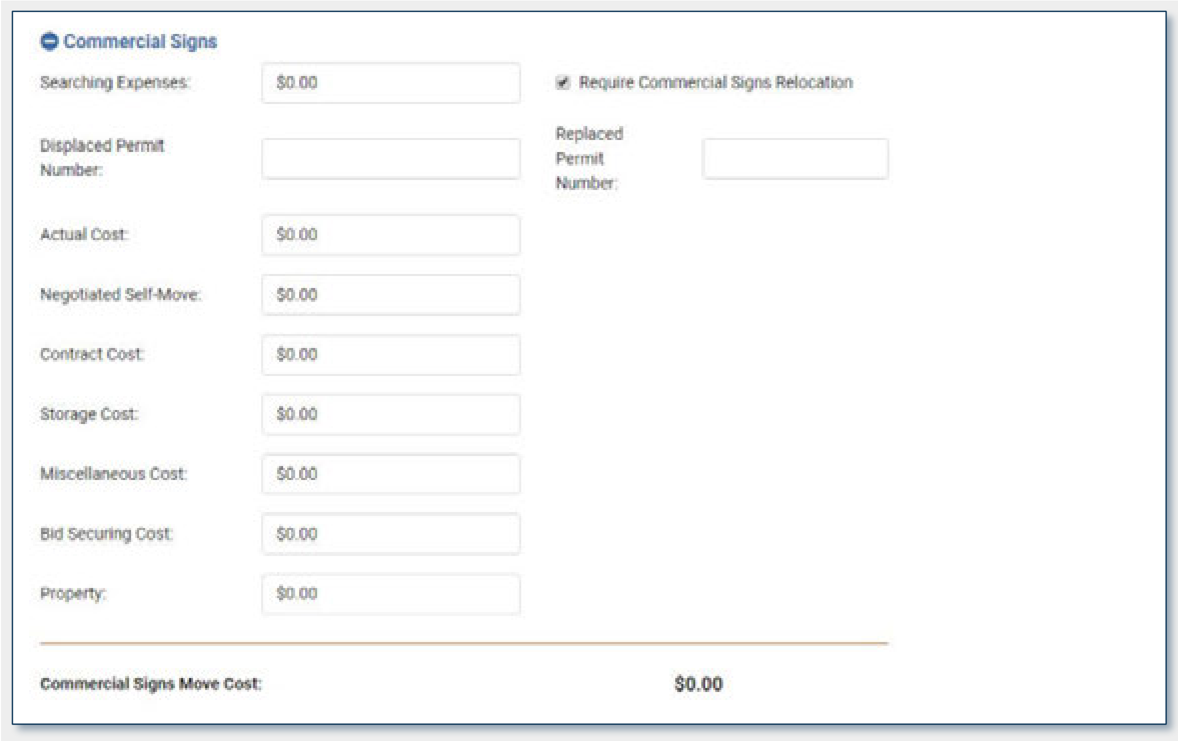
8.10.4.3 Non-Residential Moving Costs



- Enter the amounts for each cost.
- Only users with the Relocation Specialist security role may enter Approval Dates.
- TxDOTCONNECT calculates and displays the total in the **Non-Residential Moving Cost** amount.

⚠ The **Cost Estimate 1-4 (NSM)** fields are not included in the total Non-Residential Moving Cost.

8.10.4.4 Commercial Signs Moving Costs

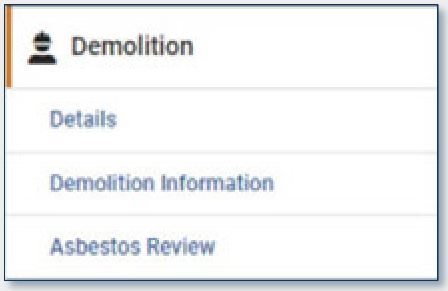


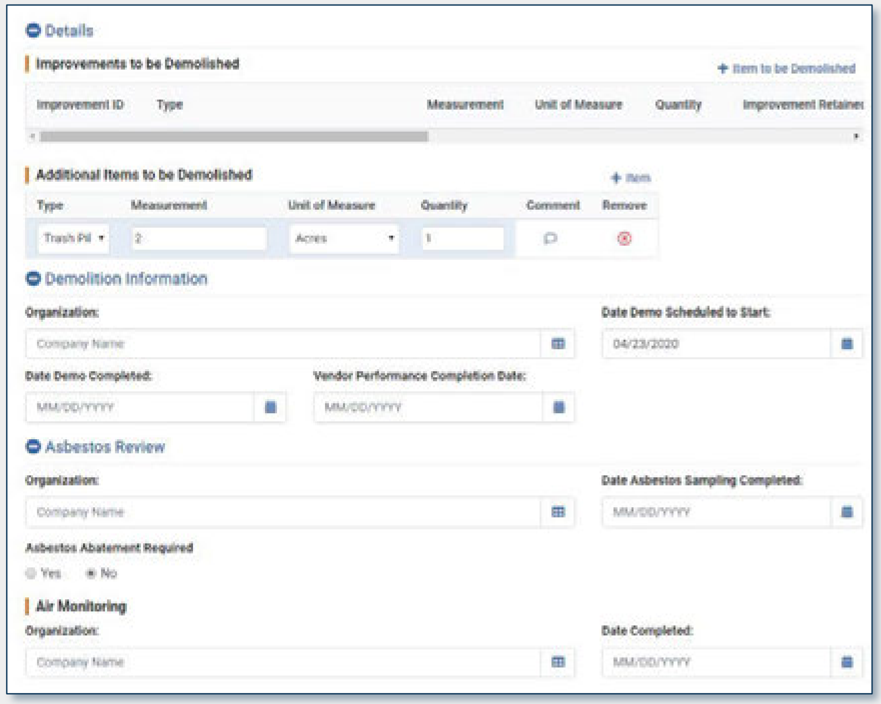
- This subsection is only available when the Require Commercial Signs Relocation indicator is checked.
- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Residential Moving Cost** amount.

8.11 Demolition Page

The Demolition Page contains details about improvements and other items requiring demolition.

The Demolition page is arranged in three sections:

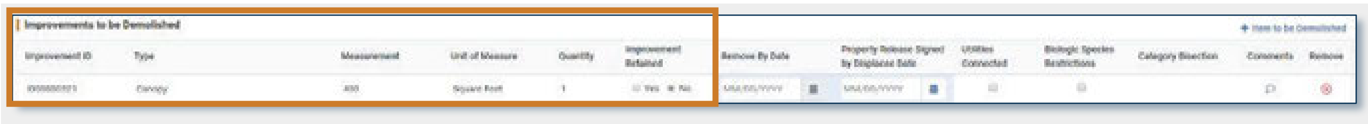


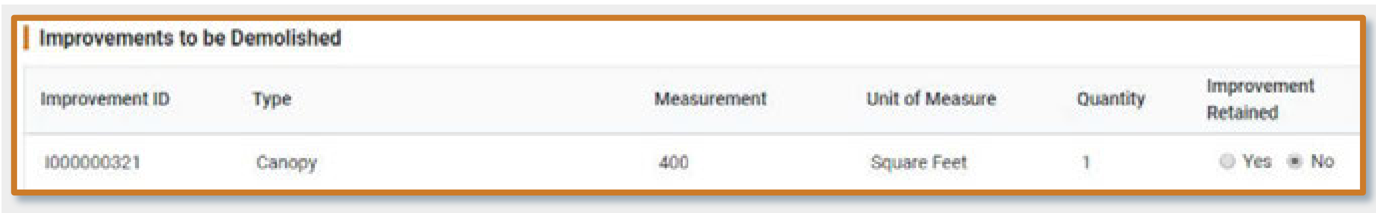


8.11.1 Details

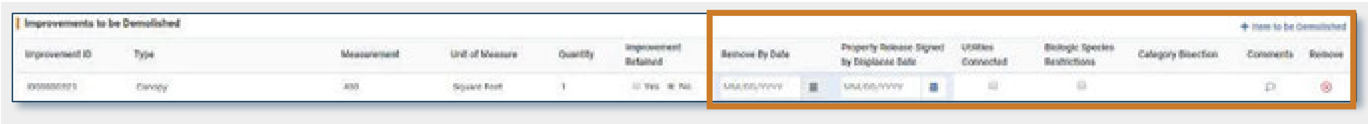
The Details section contains the **Improvements to be Demolished** and **Additional Items to be Demolished** subsections.

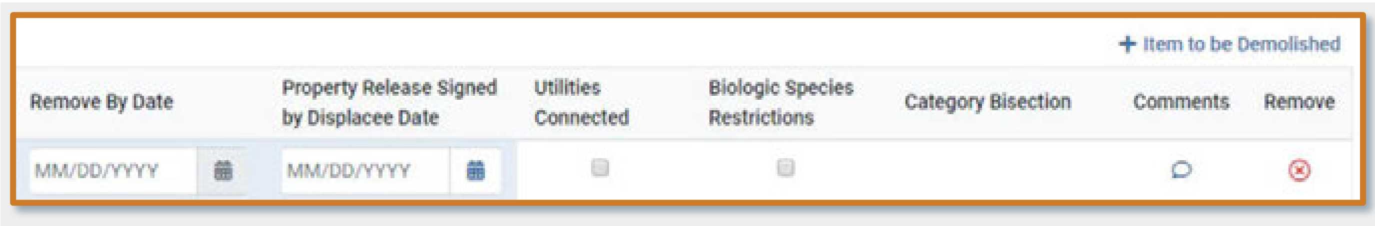
8.11.1.1 Improvements to be Demolished





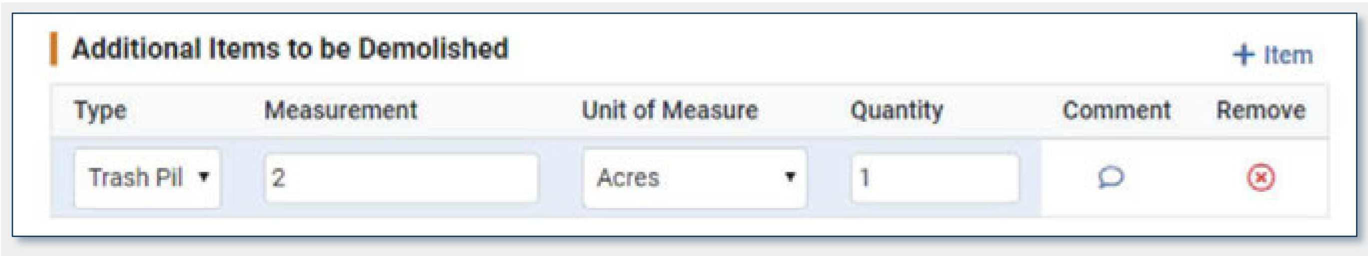
Field	Description
Improvement ID	This is the unique identifier for the improvement, generated by TxDOTCONNECT when the improvement is created and saved on the Appraisal Page. All improvement IDs begin with the letter **I**.
Type	This indicates the type of improvement.
Measurement and Unit of Measure	This indicates the size of the improvement and its unit of measure.
Quantity	This indicates how many of the improvements are present on the property.
Improvement Retained	This indicates whether the improvement must be retained or not.





Field	Description
+ Item to Be Demolished	This allows authorized users to add rows to the table of improvements to be demolished. Click **+ Item to be Demolished** and select from the list of improvements added on the Appraisal page.
Remove By Date	This indicates the date by which the improvement must be removed from the property.
Property Release Signed by Displacee Date	This indicates the date the displacee signed the property release.
Utilities Connected	This indicates whether utilities are connected to the improvement.
Bioligic Species Restrictions	This indicates whether there are biologic species restrictions that must be observed in the course of the demolition.
Category Bisection	This indicates whether the improvement bisects any property lines. This is entered and updated on the Appraisal page.
Comments	This allows authorized users to add a comment to the improvement. Click the comment icon, enter the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.
Remove	This button removes an improvement.

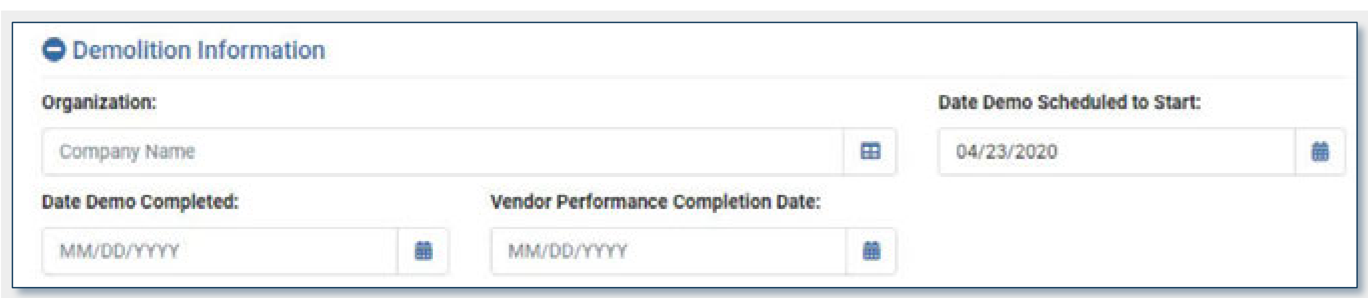
8.11.1.2 Additional Items to be Demolished



Field	Description
+ Item	This allows authorized users to add a row to the **Additional Items to be Demolished** Table.
Type	This indicates the type of item that needs to be demolished.
Meaurement and Unit of Measure	This indicates the size of the item and its unit of measure.
Quantity	This indicates how many of the items are present on the property.
Comments	This allows authorized users to add a comment to the item. Click the comment icon, enter the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.

8.11.2 Demolition Information

The Demolition Information section contains information about the demolition vendor organization and dates.



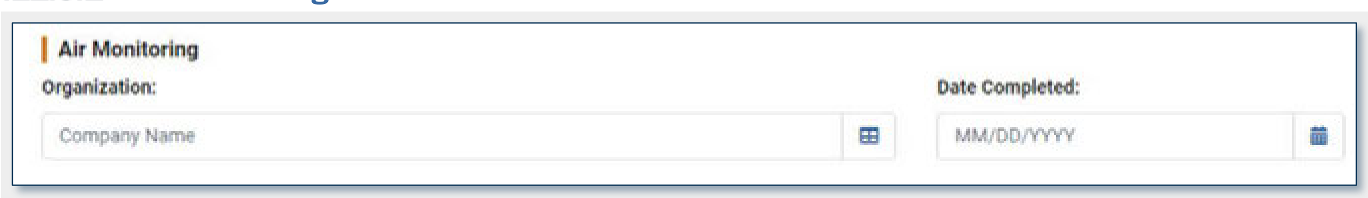
Organization	This allows authorized users to click the selection icon to select the demolition vendor organization from the TxDOTCONNECT Organization database.
Date Demo Scheduled to Start	This indicates the date demolition is expected to start.
Date Demo Completed	This indicates the date demolition is completed.
Vendor Performance Completion Date	This indicates the date of the vendor's performance completion.

8.11.3 Asbestos Review

The Asbestos Review section contains information about the asbestos review and air monitoring.

Field	Description
Organization	This allows authorized users to click the selection icon to select the asbestos review vendor organization from the TxDOTCONNECT Organization database.
Date Asbestos Sampling Completed	This indicates the date asbestos sampling is completed.
Asbestos Abatement Required	This indicates whether an asbestos abatement is required.

8.11.3.1 Air Monitoring

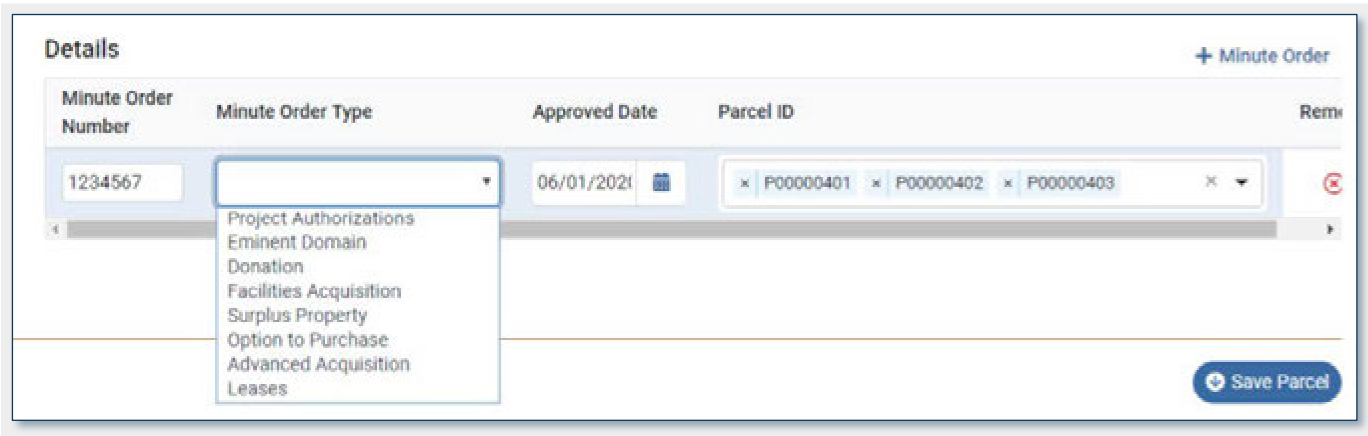


Field	Description
Organization	This allows authorized users to click the selection icon to select the air monitoring vendor organization from the TxDOTCONNECT Organization database.
Date Completed	This indicates the date air monitoring is completed.

8.12 Minute Order Page

The Minute Order Page allows authorized users to enter minute order information for key events that require approval by the Texas Tranportation Commission.

The Minute Order page contains only the **Details** table.



8.12.1 Details Table

To add a minute order to the table,

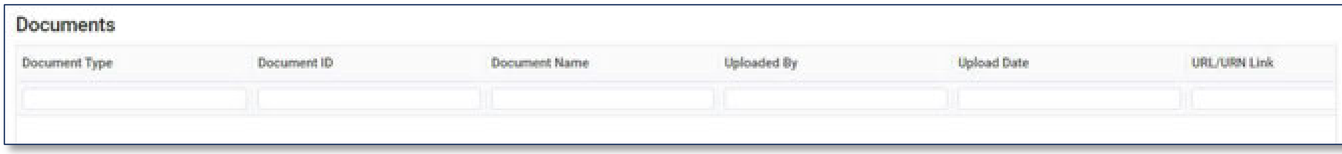
1. Click **+ Minute Order.**

A new row appears in the Details table.

2. Enter the Minute Order Number.
3. Select a Minute Order Type.
4. Enter the Approved Date.
5. Select one or more parcels that are impacted by the minute order.
6. Click **Save Parcel**.

Clicking ⊗ **Remove** will remove the minute order from all parcels at once.

8.13 Workflow, Forms & Documents



Parcel specific documents that are attached to the parcel in TxDOTCONNECT will be displayed in the list on the **Workflow, Forms & Documents** page. Documents can be filtered or searched according to the column headers.

- Document Type
- Document ID
- Document Name
- Uploaded By
- Upload Date
- URL/URN Link

8.14 Parcel Comments Page

The Parcel Comments allows authorized users to enter comments about the parcel. It also displays all comments entered elsewhere in the parcel pages using the rounded comment icons.

To add a comment to the table,

1. Click **+ Comment.**

A new row appears in the Parcel Comments table.

2. Select a **Comment Type**.
3. Enter your comment text.
4. Click **Save Parcel**.

TxDOTCONNECT automatically captures your name and date the comment was created.

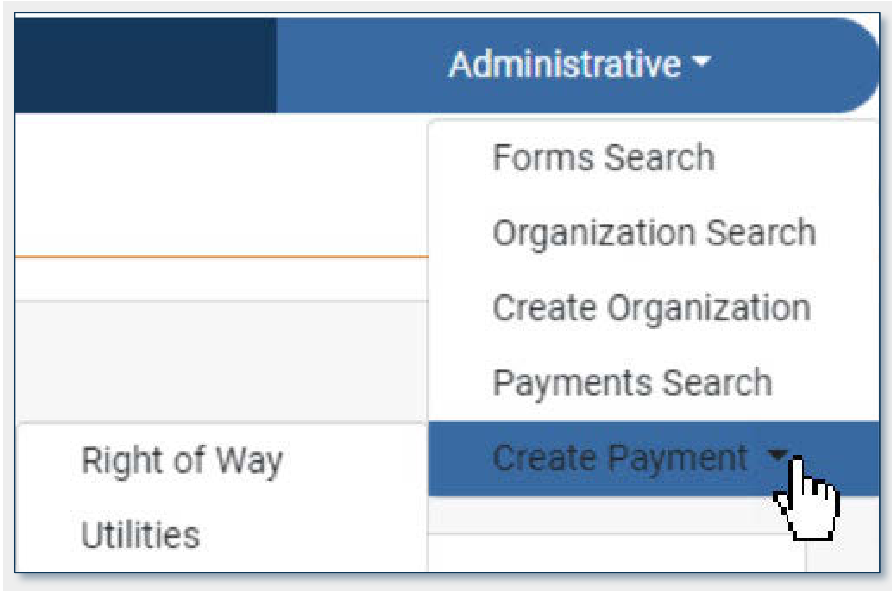
9 Administrative Module

The Administrative Module allows authorized users to create and search for organizations and payments.

The **Administration** tab in the Top Menu Bar the offers the following options:

- Forms Search
- Organization Search
- Create Organization
- Payments Search
- Create Specification Request
- Create Certifiction of Emergency
- Create Feasibility Study
- Create Payment
  - Right of Way
  - Utilities
  - Non-Let Right of Way

This guide cover only the Organizations and Payments functionality.



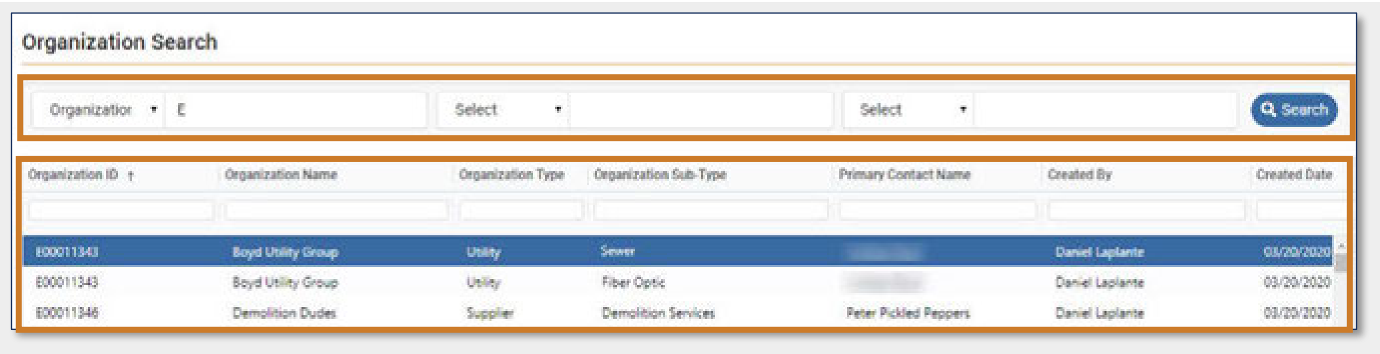
Your ability to access and use each Administrative feature depends on your **Security Role**. You can check your security role in your **User Profile**.

If you need to change your Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** for assistance or open a **TxDOTNow ticket.**

9.1 Organization Search

The **Organization Search** feature allows authorized users to search for, view, and update organizations that already exists within the TxDOTCONNECT Organization database.

There are two parts on this page: the **Search Feature,** the **Search Results.**



9.1.1 Search Feature

To search for a specific organization,

1. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
2. Enter a search term.
3. Click .

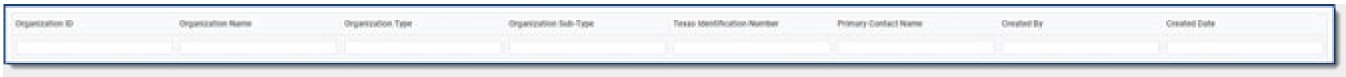
The Search Results will appear.

9.1.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

9.1.2.1 Search Results Column Headers



The current list of search column headers appears below.

- Organization ID
- Organization Name
- Organization Type
- Organization Sub-Type
- TINS Number
- Primary Contact Name
- Created By
- Created Date

9.1.2.2 Select Organization

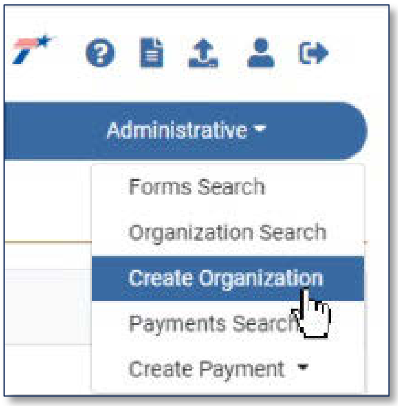
- Click an organization once to highlight it.
- Double-click an organization to open it.

9.2 Create Organization

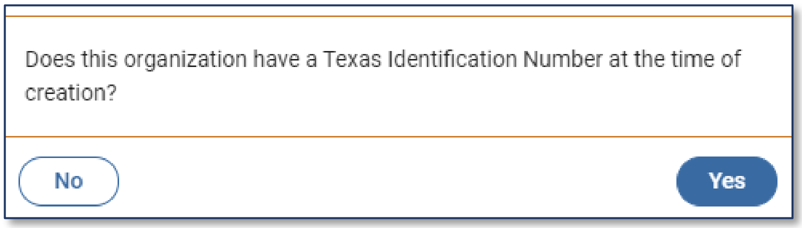
Create a new organization from the Create Organization feature in the Administrative module.

To create a new organization,

1. Click the Administrative Module.



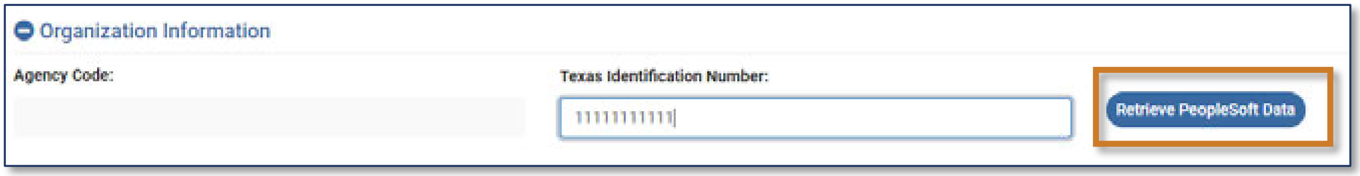
2. Select Create Organization. The TINS Pop-Up box appears asking "Does this organization have a Texas Identification Number at the time of creation?"



3. If No, Proceed to step 5.

   If Yes, the user shall be required to enter the Texas Identification Number (TINS)

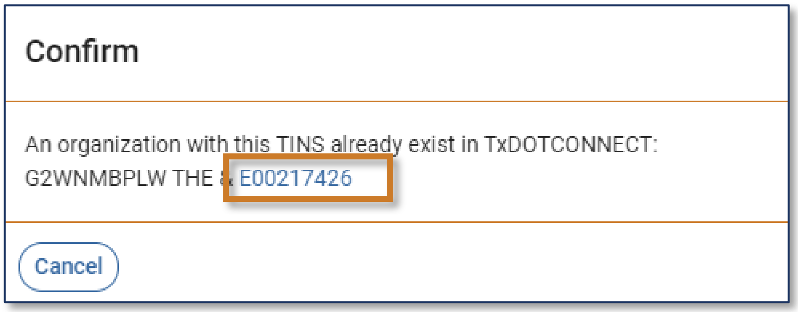
   - All other fields on the page will be disabled except for the TINS field
   - Enter the 11 digit TINS number is entered the **Retrieve PeopleSoft Data** button becomes enabled



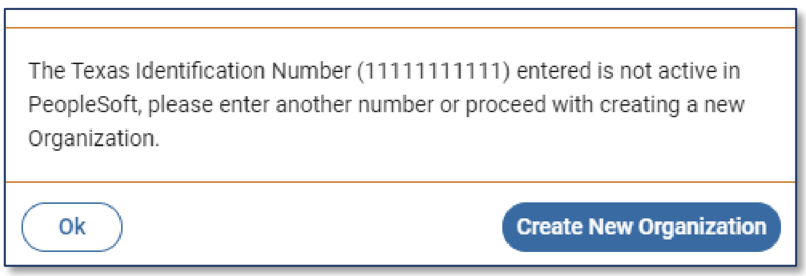
4. Select the **Retrieve PeopleSoft Data** button. The system queries PeopleSoft to see if the TINS number already exist

Anytime the Texas Identification Number is entered or edited, TxDOTCONNECT requires the user to select the Retrieve PeopleSoft Data button. This action is required to prevent saving multiple organizations with the same TINs number

- If the TINS entered is a valid number in PeopleSoft, a message will be displayed



- Select the Organization ID displayed to enter this organizations existing page or select Cancel to return to the previous screen.
- If the TINS entered is not a valid number in PeopleSoft, an error message will appear:



- Select the Ok button to return to the page and re-enter a TINS
- Select the Create New Organization button to add a new organization without TINS number

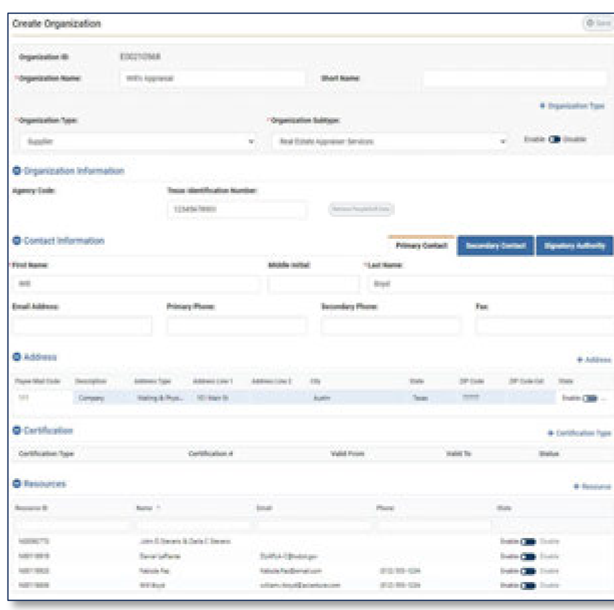
5. The Create Organization Page opens:

The Create Organization page is divided into the following sections:

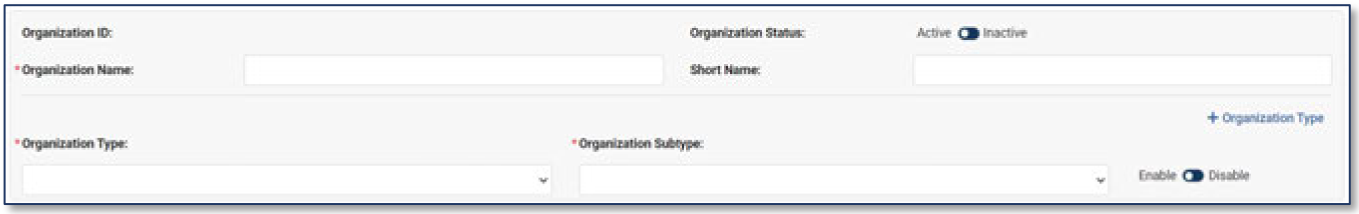
- Organization Header
- Organization Information
- Contact Information
- Address
- Certification
- Resources

Each section contains several fields, and some are arranged in tabs or tables. Required fields are identified with a red star (*).

These sections are described in detail below.

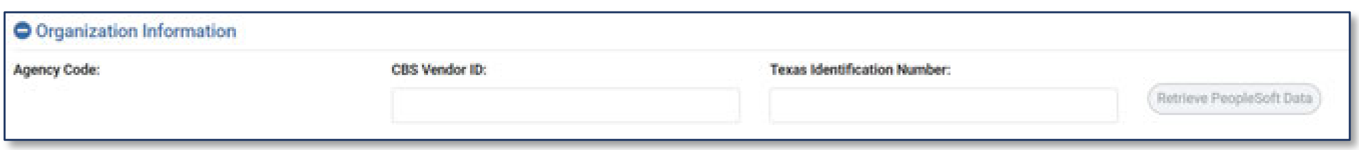


9.2.1 Organization Header



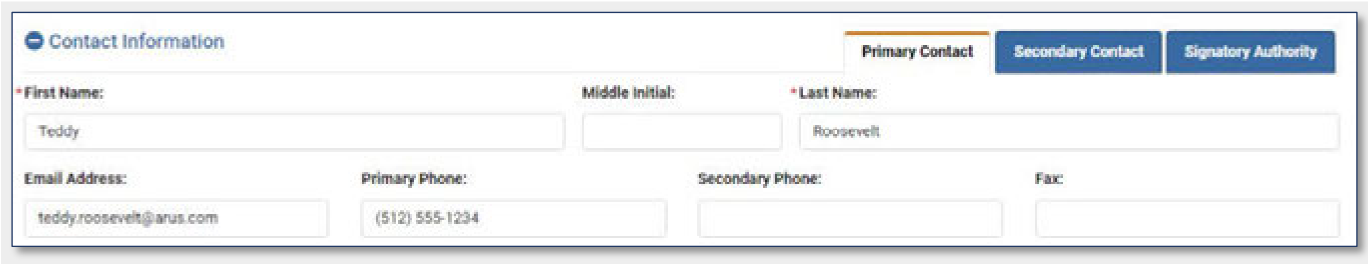
Field	Description
Organization ID	The organization's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the organization is saved. All Organization IDs begin with the letter **E**.
Organization Status	Click this to toggle an organization's status between Active and Inactive.
Organization Name	This is the name that appears elsewhere in TxDOTCONNECT for assigned tasks, payments, and external resources.
Short Name	This is a short name for reference.
Organization Type	This identifies how the organization interacts with TxDOT and determines how the organization can be used elsewhere in TxDOTCONNECT. An organization may have more than one type. Click **+ Organization Type**.
Organization Subtype	This further refines the type of organization. An organization may have more than one subtype. Select additional subtypes from the dropdown menu.
Enable Disable	Click this to toggle an organization's Type and Subtype between Enable and Disable. This prevents that type and subtype from being used in organization assignment and payments.

9.2.2 Organization Information



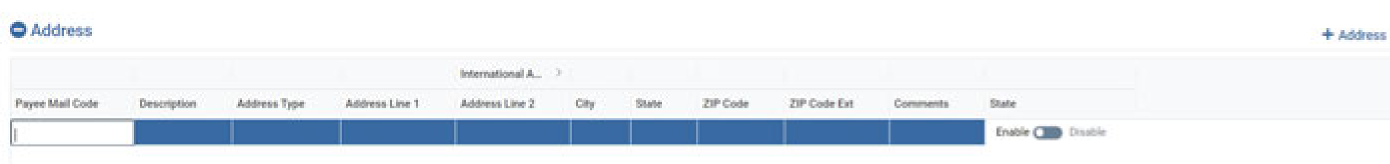
Field	Description
Agency Code	This identifies organizations with an **Organization Type** of City, County, State, or Federal Government.
CBS Vendor ID	A unique identification number assigned to a contractor by the Contractor Bidding System.
Texas Identification Number	This code is required for organization that will receive payment.

9.2.3 Contact Information



- **Primary Contact** – This is the main point of contact. It is required for all organization types.
- **Secondary Contact** – This is required for **Lessee** and **Buyer** organization types
- **Signatory Authority** – This is required for **Supplier** organization types.

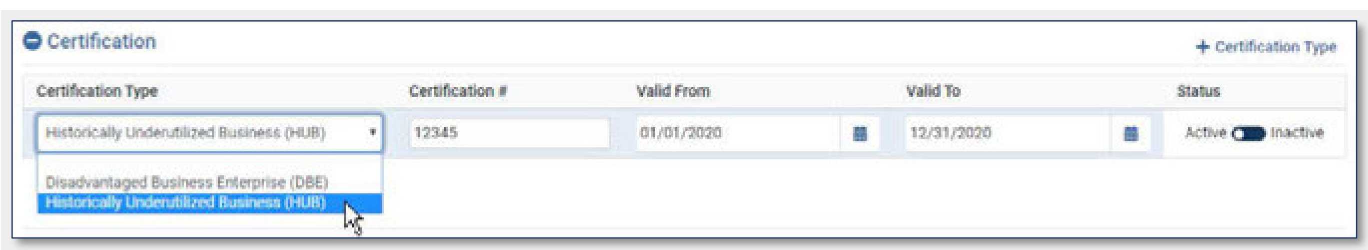
9.2.4 Address Information



To add an address for the new organization,

1. Click **+ Address**. A new row will appear in the Address table.
2. Select an **Address Type**. At least one mailing address is required for all organizations.
3. Enter the Payee Mail Code, Description, Address Type, Address Lines 1 and 2, City, State, and ZIP Code and any comments.
4. Use the State toggle to Enable or Disable the address line information when more than one line is available.

9.2.5 Certifications

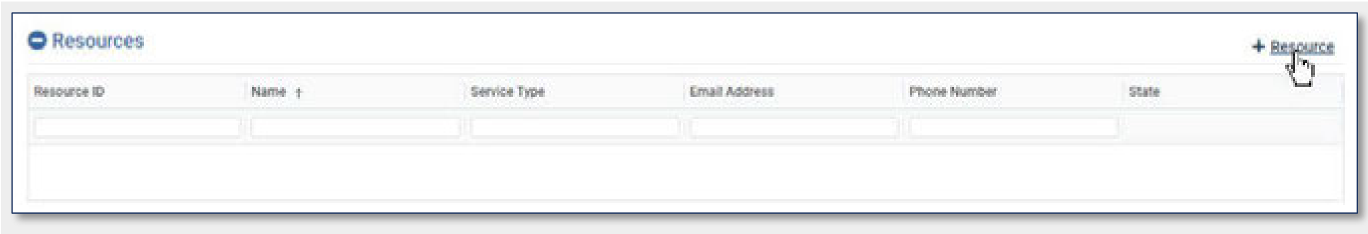


To add a certification to an organization,

1. Click **+Certification Type.**
2. Select the appropriate certification.
3. Enter the **Certification #.**
4. Enter the **Valid From** and **Valid To** dates.

Authorized users can toggle the certification between **Active** and **Inactive** at any time.

9.2.6 Supporting Resources

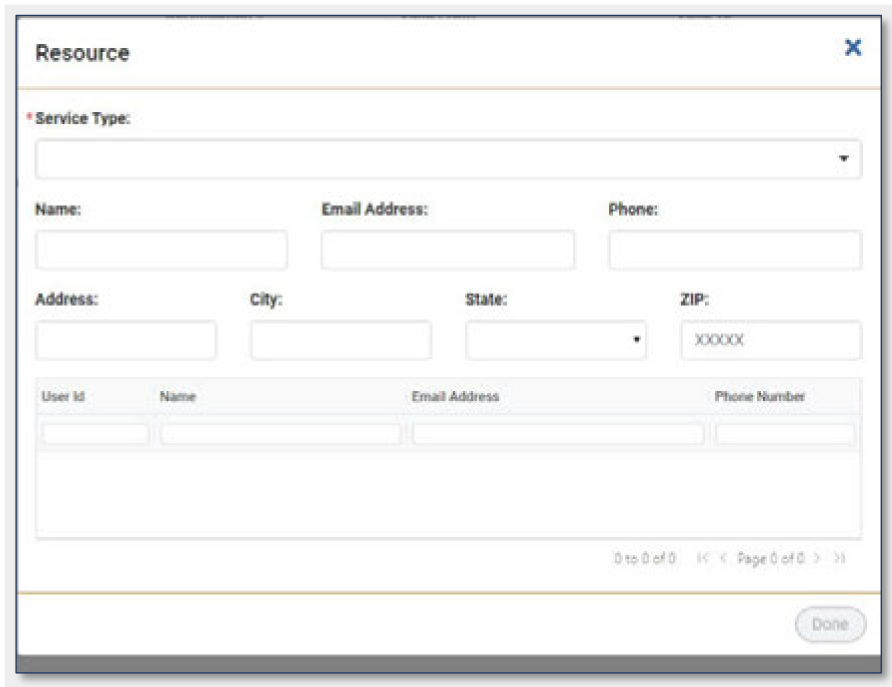


To add a supporting resource to an organization,

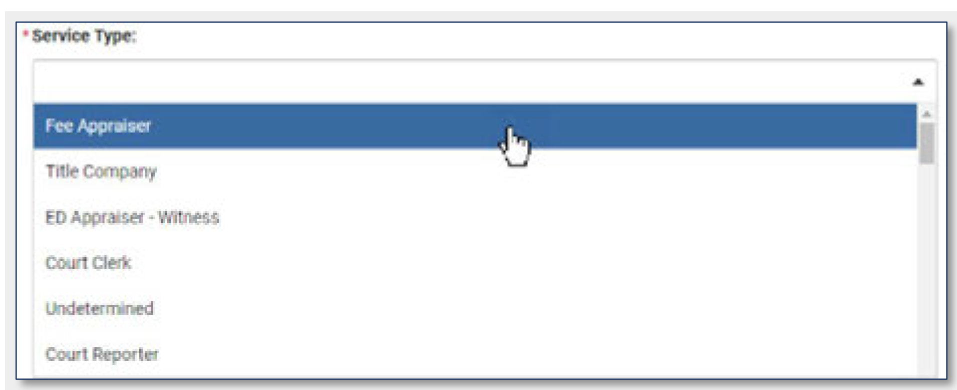
1. Click **+Resource.**

The **Resource** window will appear.

This window contains a **Service Type** selection, several fields for identification and contact information, and a table to display resources who match the information entered.



2. Select a **Service Type**. This is required.



More than one service type may be selected. This determines the type of tasks that can be assigned to this resource. For example, appraisal tasks may only be assigned to a resource with an appraisal service type.

3. Enter at least one field of identifying information (for example, Name)
4. Click **Search**.

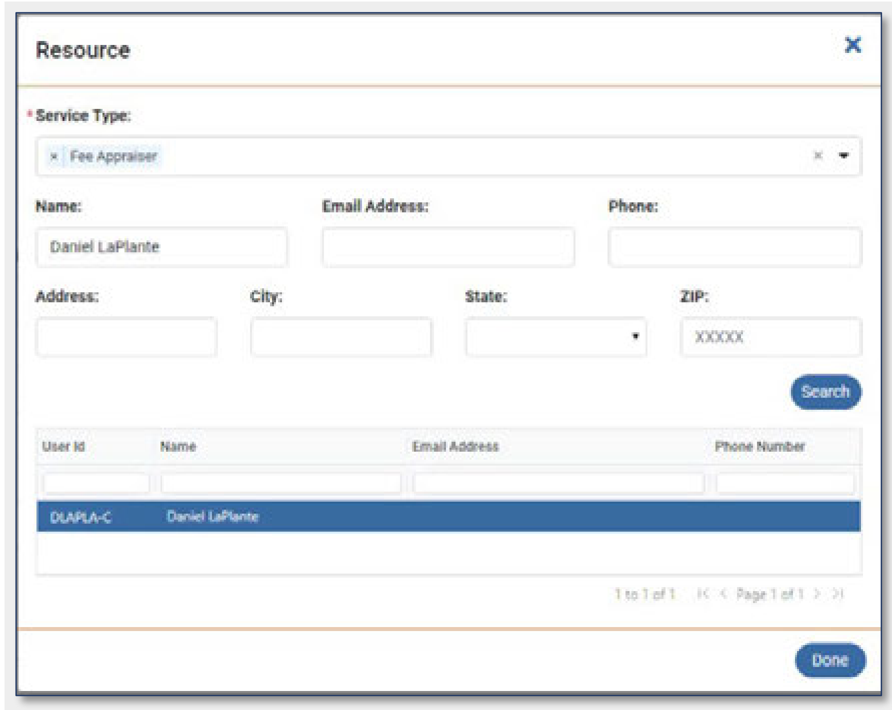
If any resources already exist in the TxDOTCONNECT database, they will appear in the search results at the bottom of the window.

1. Select the desired resource.
2. Click **Done**.

If the desired resource is not displayed in the search results, or if no resources are found, a new one must be created.

1. Complete all contact information fields.
2. Click **Done**.

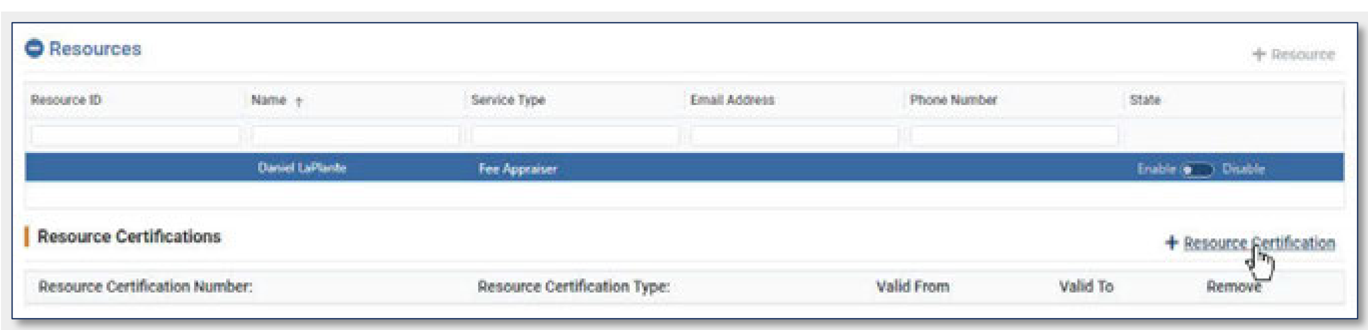
The resource appears in the **Resources** table.



- TxDOTCONNECT automatically generates a Resource ID for new resources. All Resource IDs begin with the letter **N**.
- Once a resource is added, authorized users may toggle the resource as active or inactive. Inactive resources cannot be assigned tasks.

9.2.7 Resource Certifications

When a resource is selected in the **Resources** list, certifications may be added for them in the list below.



To add a certification for a supporting resource,

1. Select the resource in the **Resources** table.
2. Click **+Resource Certification**
3. Enter the **Resource Certification Number**.
4. Select the **Resource Certification Type**. The options are determined by the resource's Service Type.
5. Enter the **Valid From** and **Valid To** dates.

To remove a certification, click **Remove.**

Save Organization

Once all required fields are complete, click **Save** at the top or bottom of the **Create Organization** page.

TxDOTCONNECT automatically generates a new **Organization ID**.

If an existing organization matches the information for a new organization, TxDOTCONNECT alerts the user that the organization already exists and asks for confirmation.

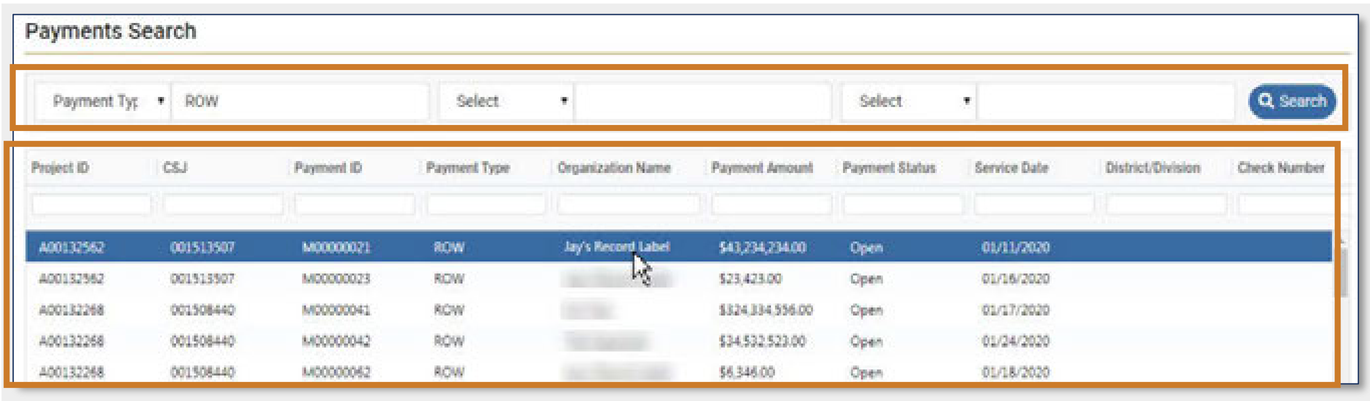
TxDOTCONNECT compares the following information to the existing organizations in the database:

- Name
- Address
- Phone
- Email
- Certification Type (organization-level)
- Certification Number (organization-level)

9.3 Payment Search

The **Payment Search** feature allows authorized users to search for and view payments that already exist within the TxDOTCONNECT Organization database.

There are two parts on this page: the **Search Feature,** the **Search Results.**



9.3.1 Search Feature

To search for a specific payment,

4. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
5. Enter a search term.
6. Click Search. The Search Results will appear.

- Sort or filter your search results using the column headers.
- Check the **Payment Status** to determine its progress through review and approval. See the payment review workflow below for more information.
- Click to display reviewer comments, with the reviewer's name and the date and time the review was submitted.
- Click to cancel a payment at any time before its approval by a ROW Section Director.

  The Cancel Payment button is active for all standard and handwrite payments.

  The Cancel Payment button will remain active to delete payments from the system when payment requests have been manually canceled by finance.

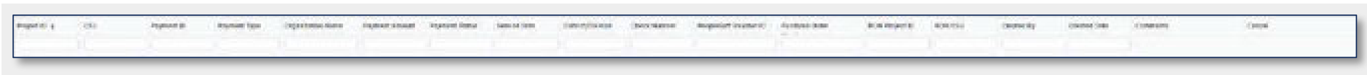
9.3.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

9.3.2.1 Search Results Column Headers

The current list of search column headers appears below.



Project ID	Payment ID	Payment Status	Purchase Order Number
CSJ	Payment Process	Service Date	Created By
ROW CSJ	Payment Type	District/Division	Created Date
ROW Project ID	Organization ID	Invoice Number	Pending With
Parcel ID	Organization Name	Check Number	Approved By POC
Utility ID	Payment Amount	PeopleSoft Voucher ID	Submitted By
		Expense Category	Submitted Date

- Click to display reviewer comments, with the reviewer's name and the date and time the review was submitted.
- Click to cancel a payment at any time before its approval by a ROW Section Director.

9.3.2.2 Select Payment

- Click a payment once to highlight it.
- Double-click a payment to open it.

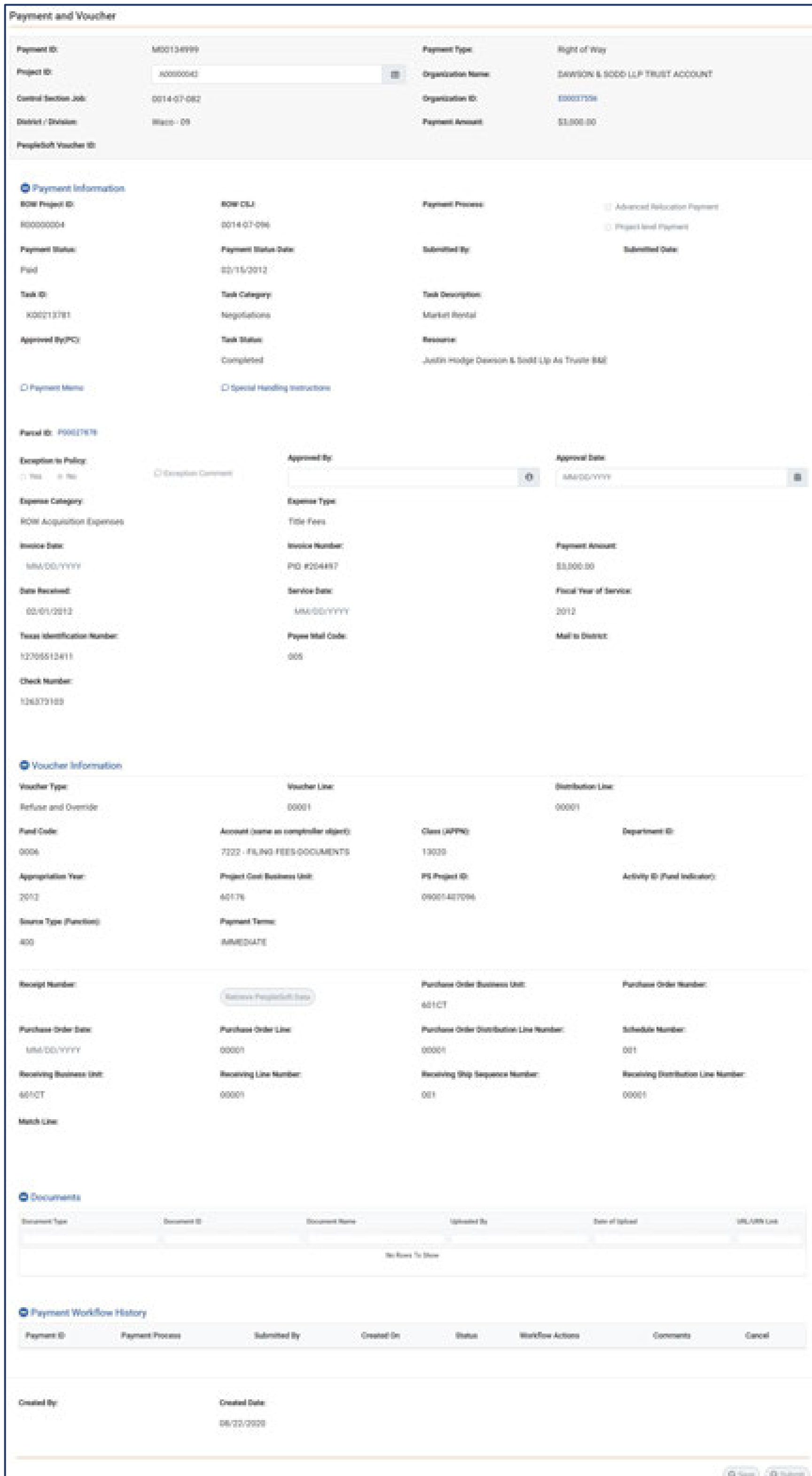
9.4 Payment and Voucher

The **Payment and Voucher** feature allows authorized users to create and submit a payment for approval. Only users with the security role **Payment Specialist** may create and submit a payment.

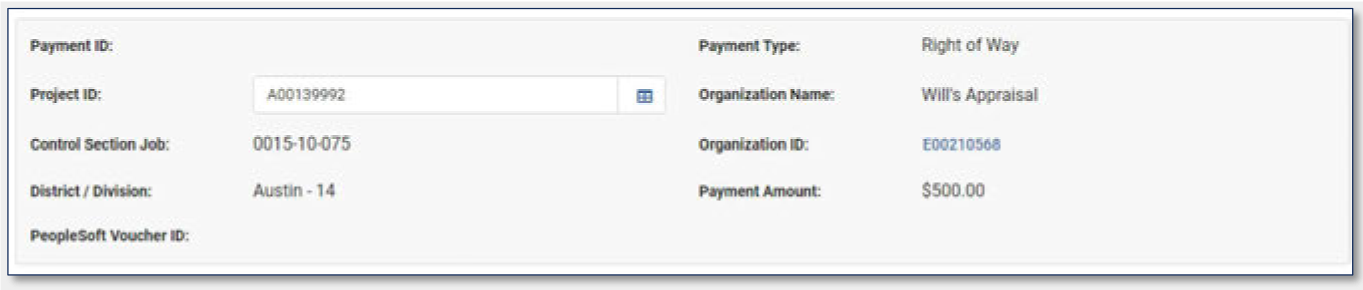
The Payment and Voucher page is divided into the following sections:

- Payment Header
- Payment Information
- Voucher Information
- Documents
- Payment Workflow

The Payment Information section is slightly different for Right of Way payments and Utility payments.



9.4.1 Payment Header



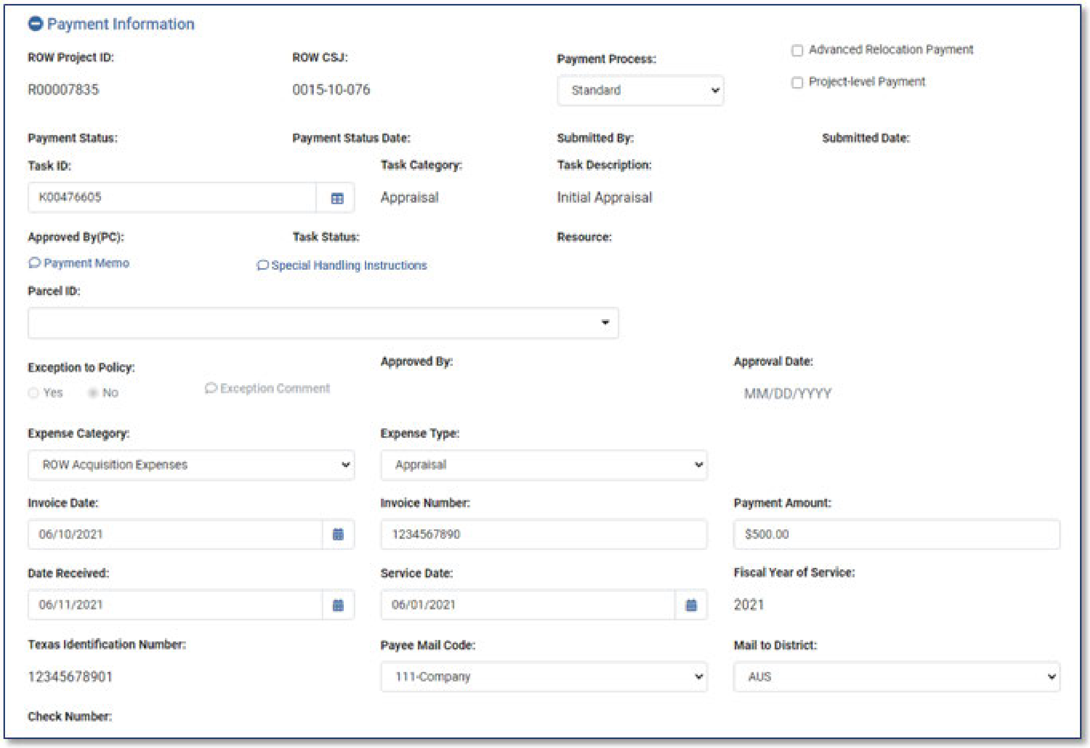
Field	Description
Payment ID	The payment's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the payment is saved or submitted. All Payment IDs begin with the letter **M**.
Payment Type	This indicates the type of the payment, either Right of Way, Non-Let Right of Way, or Utility.
Project ID	This allows authorized users to select the project related to the payment.
Organization Name	This indicates the name of the organization that will receive payment. ■ For task-specific payments, this populates automatically based on the selected task. This is described below. ■ For project-level payments, this value requires user selection.
Control Section Job	This displays the control section job of the project.
Organization ID	The primary identifier of the payee organization. Double click the Organization ID to navigate quickly to the organization's page in the Administrative module.
District/Division	This displays the district or division to which the project is assigned.
Payment Amount	This amount populates automatically from the payment amount entered in the Payment Information section below.
PeopleSoft Voucher ID	This identifier populates automatically once the payment is processed in PeopleSoft.

9.4.2 Payment Information

The fields in the **Payment Information** section differ slightly depending on the **Payment Type**.

9.4.2.1 Payment Information: Right of Way

This section describes the **Payment Information** section for **Right of Way** payments.



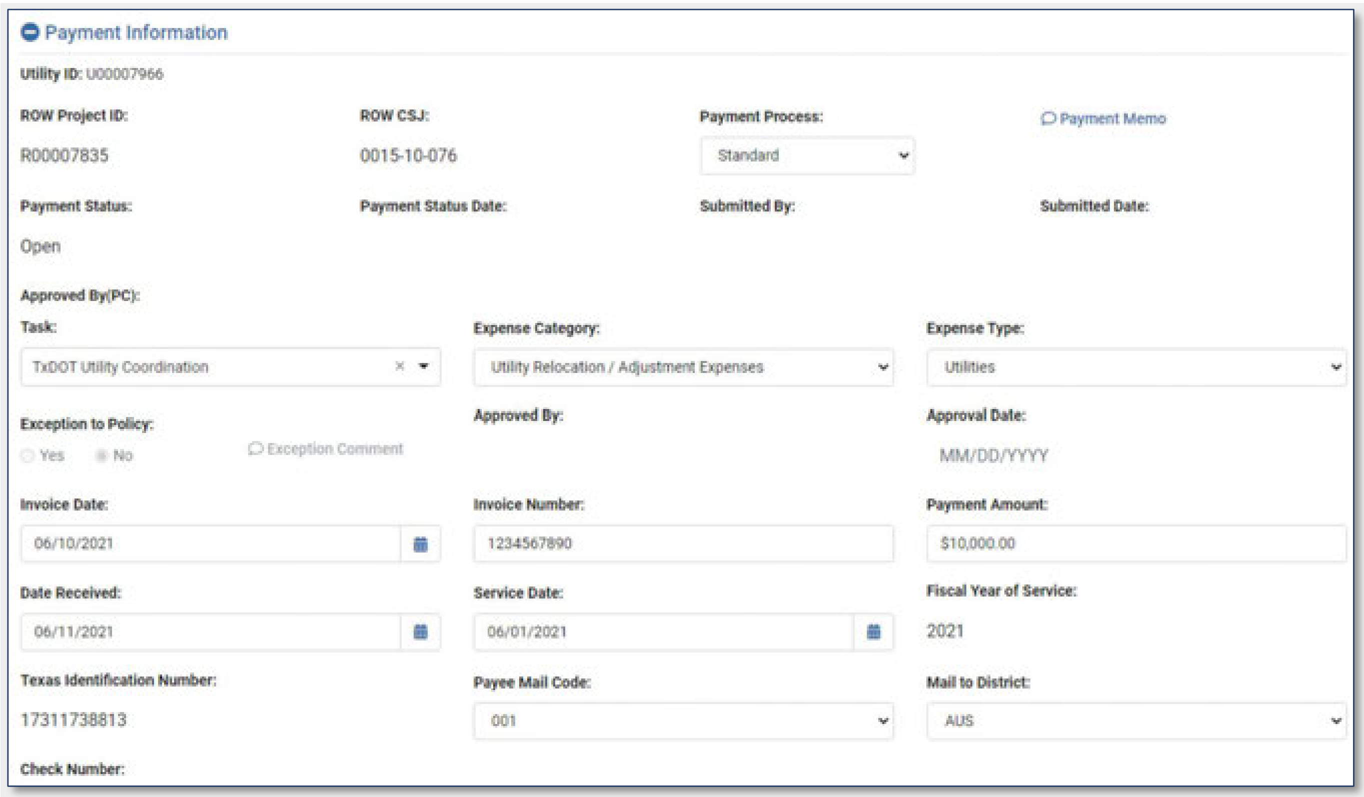
Field	Description
ROW Project ID	The ROW Project's unique primary identifier. All ROW Project IDs begin with the letter **R**.
ROW CSJ	The ROW Project's unique Control Section Job (CSJ).
Payment Process	This indicates how the payment will be processed. - Standard - Hand Write - Alternative Delivery - Miscellaneous
Payment Memo	This allows authorized users to enter a payment memo. Click the comment icon, enter the memo, and click Done.
Special Handling Instructions	This allows details to be entered for special instructions for the payment.
Advanced Relocation Payment	This indicates whether the payment is for Advanced Relocation.
Project-level Payment	This indicates whether the payment is for the project as a whole, rather than for a specific task. Use this for ROWAPS payments.

Payment Status and Payment Status Date	This indicates the current status of the payment as it progresses through the review and approval workflow, and the date it reached that status.
Submitted By and Submitted Date	This indicates who submitted the payment for review and the date it was submitted.
Task ID	This allows authorized users to select the specific task for which payment is being made. Click the selection icon to select from a list of completed tasks related to the the project selected in the header. This field is disabled for project-level payments.
Task Category, Task Description, Task Status, and Resource	These fields populate automatically based on the selected Task ID.
Approved By (PC):	This field identifies the Payment Coordinator who reviewed and approved the payment. This field only populates once the payment has been approved.
Parcel ID	This allows authorized users to select one or more parcels for which the payment is being made. This field is disabled for project-level payments.
Exception to Policy	This indicates whether the payment is an exception to policy.
Exception Comment	This allows authorized users to enter a comment about the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Reason Code	This indicates the reason code related to the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Approved By and Approved Date	This indicates who approved the exception to policy and on what date. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Expense Category and Expense Type	These fields populate automatically based on the selected Task ID.
Invoice Date	This indicates the date of the invoice from the vendor organization.
Invoice Number	This indicates the number of the invoice from the vendor organization. If no invoice number is available, TxDOTCONNECT will offer to populate this field with the Payment ID when the payment is saved or submitted.
Payment Amount	This indicates the amount of the payment. This value populates in the Payment Header.
Date Received	This indicates when the invoice was received from the vendor organization.
Service Date	This indicates when the service was performed.
Fiscal Year of Service	This indicates the fiscal year in which the service occurred. This populates automatically based on the Service Date.

Texas Identification Number and Payee Mail Code	These fields populate automatically based on the selected organization.
Mail to District	This indicates the mail to district. This populates automatically based on the project selected in the header.
Check Number	This indicates the check number of the payment. This only becomes available once the payment is processed in PeopleSoft.

9.4.2.2 Payment Information: Utility

This section describes the **Payment Information** section for **Utility** payments.

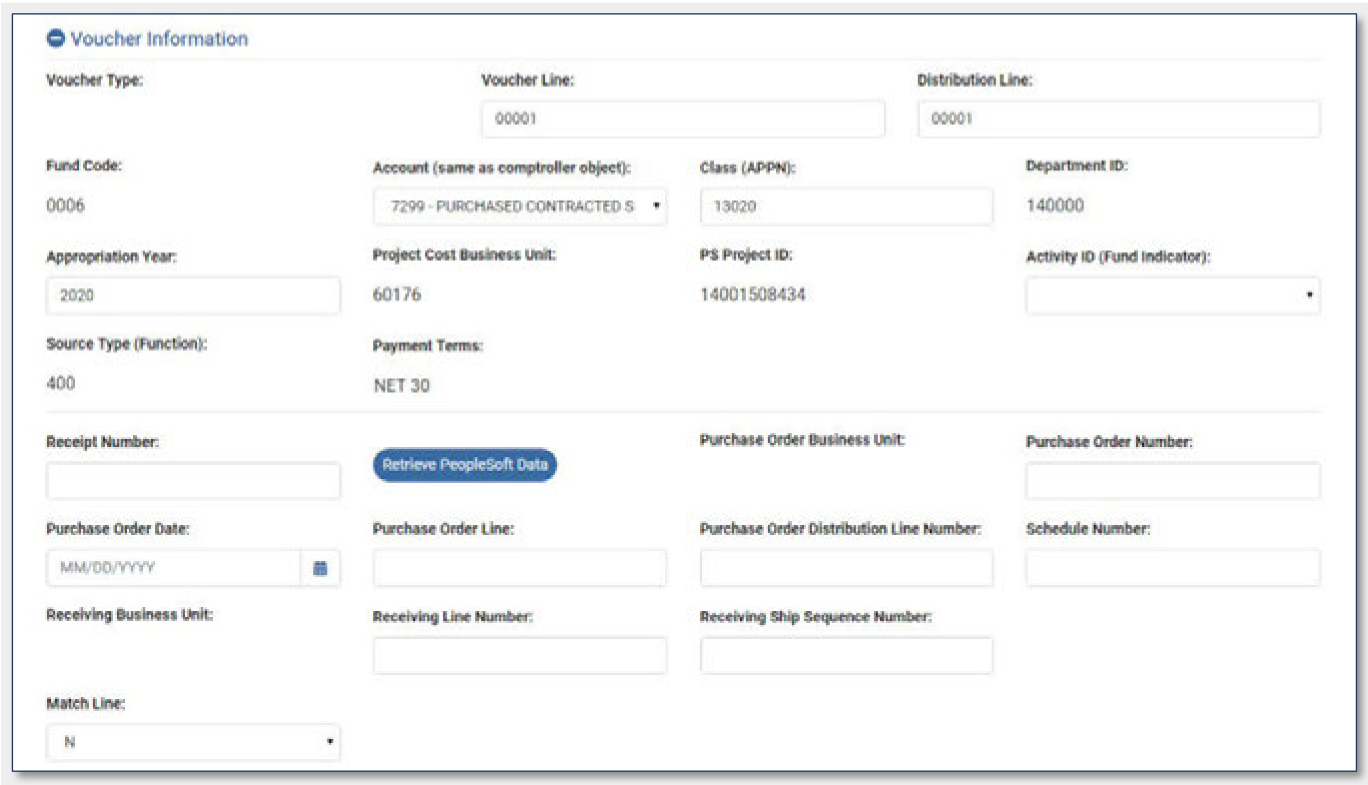


Field	Description
Utility ID	The utility adjustment's unique primary identifier. All Utility IDs begin with the letter **U**.
ROW Project ID	The ROW Project's unique primary identifier. All ROW Project IDs begin with the letter **R**.
ROW CSJ	The ROW Project's unique Control Section Job (CSJ).
Payment Process	This indicates how the payment will be processed. - Standard - Hand Write - Alternative Delivery - Miscellaneous Claims

Payment Memo	This allows authorized users to enter a payment memo. Click the comment icon, enter the memo, and click Done.
Payment Status and Payment Status Date	This indicates the current status of the payment as it progresses through the review and approval workflow, and the date it reached that status.
Submitted By and Submitted Date	This indicates who submitted the payment for review and the date it was submitted.
Approved By (PC):	This field identifies the Payment Coordinator who reviewed and approved the payment. This field only populates once the payment has been approved.
Task	This allows authorized users to select the category of the task for which payment is being made.
Expense Category and Expense Type	These fields populate automatically based on the selected Task.
Exception to Policy	This indicates whether the payment is an exception to policy.
Exception Comment	This allows authorized users to enter a comment about the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Approved By and Approved Date	This indicates who approved the exception to policy and on what date. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Invoice Date	This indicates the date of the invoice from the vendor organization.
Invoice Number	This indicates the numbere of the invoice from the vendor organization. If no invoice number is available, TxDOTCONNECT will offer to populate this field with the Payment ID when the payment is saved or submitted.
Payment Amount	This indicates the amount of the payment. This value populates in the Payment Header.
Date Received	This indicates when the invoice was received from the vendor organization.
Service Date	This indicates when the service was performed.
Fiscal Year of Service	This indicates the fiscal year in which the service occurred. This populates automatically based on the Service Date.
Texas Identification Number and Payee Mail Code	These fields populate automatically based on the selected organization.
Mail to District	This indicates the mail to district. This populates automatically based on the project selected in the header.
Check Number	This indicates the check number of the payment. This only becomes availabl once the payment is processed in PeopleSoft.

9.4.3 Voucher Information

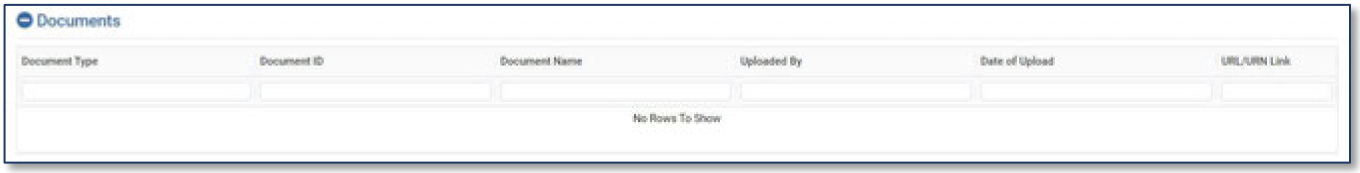
The **Voucher Information** section, which includes purchase order Information, populates automatically from PeopleSoft. Exceptions to this are described below.



- The Activity ID (Fund Indicator) must be selected by the Payment Coordinator according to Right of Way division guidelines.
- The Contract Review Specialist adds Purchase Order information during the review and approval workflow. To complete these fields, enter the **Receipt Number** and click Retrieve PeopleSoft Data.

9.4.4 Documents

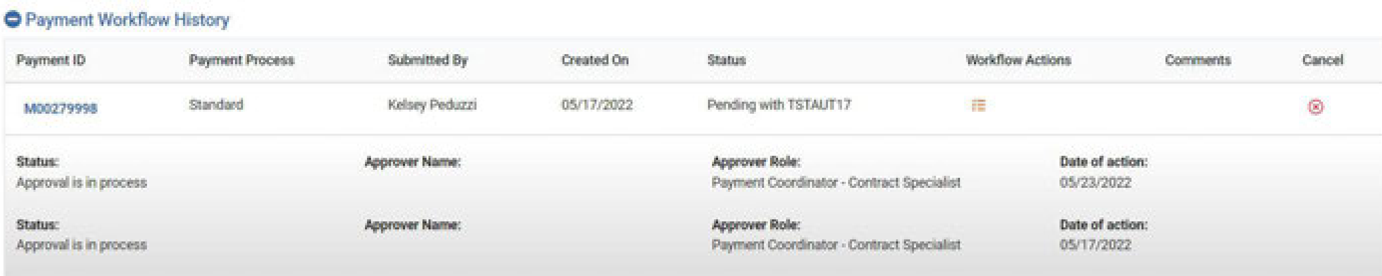
This section is used to store documents important to the payment. Documents stored in OnBase can be linked to this section for retrieval.



Document Type	This indicates the type of document.
Document ID	This indicates the Document ID.
Document Name	This indicates the document or file name.
Uploaded By	This indicates the user the file was uploaded by.
Date of Upload	This indicates the date the document was uploaded.
URL/URN Link	This is the link to the document in OnBase for direct access.

9.4.5 Payment Workflow History

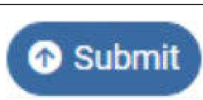
This section is used to store documents important to the payment. Documents stored in OnBase can be linked to this section for retrieval.



Payment ID	This indicates the Payment ID.
Payment Process	This indicates the process type. These include Standard, Hand Write, Alternative Delivery and Miscellaneous Claims.
Submitted By	This indicated who created the payment.
Created On	This indicates the date the payment was created.
Status	This indicates the current status of the payment including is actions are pending.
Workflow Actions	Use the button to show Workflow Actions. These will display below the payment line.
Comments	This indicates any comments associated with the payment.
Cancel	Use the ⊗ button to cancel the payment.

9.4.6 Save or Submit

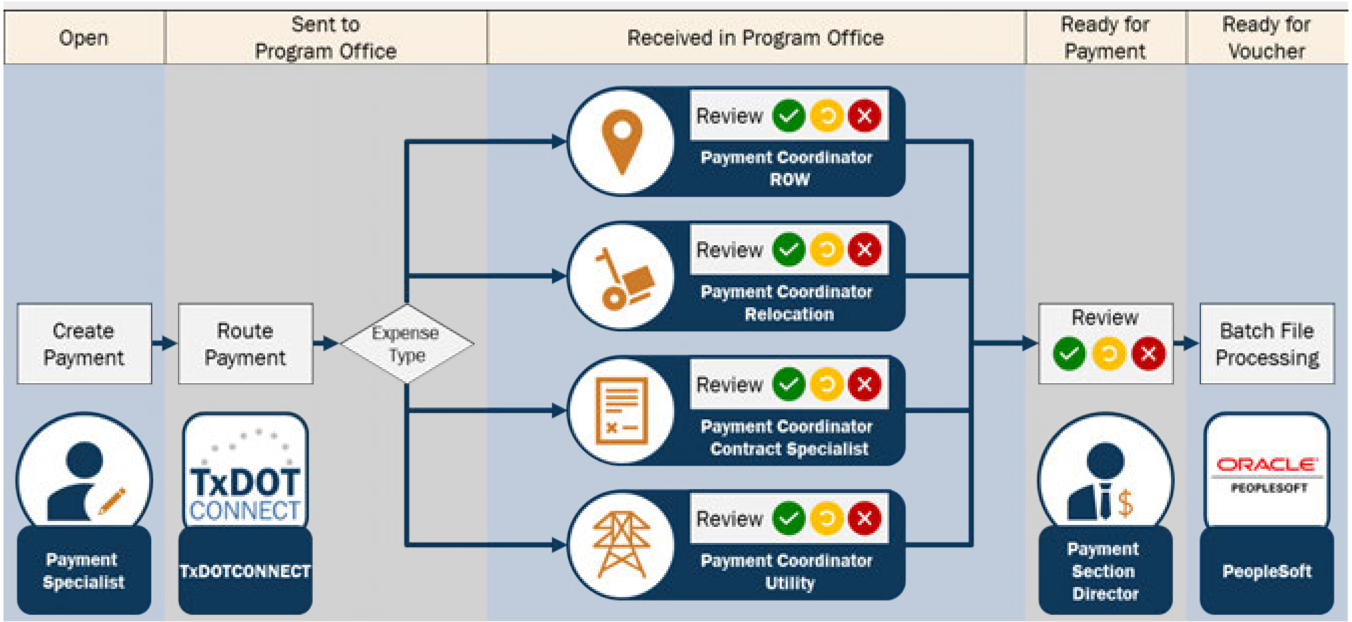
Once the Payment Information section is complete, click Save or Submit.

Button	Description
	TxDOTCONNECT saves the payment, even if required fields are missing or incomplete, and generates a **Payment ID**.
	TxDOTCONNECT validates the payment to ensure all required fields are complete, generates a **Payment ID**, and routes the payment to reviewers.

9.5 Payment Review Workflow

Once a ROW or Utility payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakholders. The exact workflow depends on the payment type, but all reviewers have the same options:

- **Approve** – the payment **continues** to the next step in the workflow.
- **Return** – the Payment Specialist recieves the request in **My Tasks** to make changes and resubmit.
- **Not Approve** – the Payment Specialist receives a notification and the workflow **ends**.



1. The Payment Specialist creates the payment. The payment status is **Open**.
2. The Payment Specialist submits the payment for review. The payment is routed to the Payment Manager and the status changes to **Sent to Program Office**.
3. The Payment Manager reviews the payment request. If approved, the payment is routed to the Payment Coordinator and the status changes to **Received in Program Office**.
4. The individual reviewer reviews the payment. If approved, the payment is routed to the Payment Section Director and the status changes to **Ready for Payment**.
5. The ROW Payment Section Director reviews the payment. If approved, the payment is added to a batch file for processing in PeopleSoft and the status changes to **Ready for Voucher**.
6. The batch file is processed in PeopleSoft and the status changes to **Vouchered – Sent to Finance**.
7. The payment request is processed in PeopleSoft and the status changes to **Paid**.

Once the workflow is complete, the payment's **Check Number** and **Voucher Information** populate in TxDOTCONNECT. The **PeopleSoft Expended** field on the project's **Right of Way** page also updates to reflect the new payment.

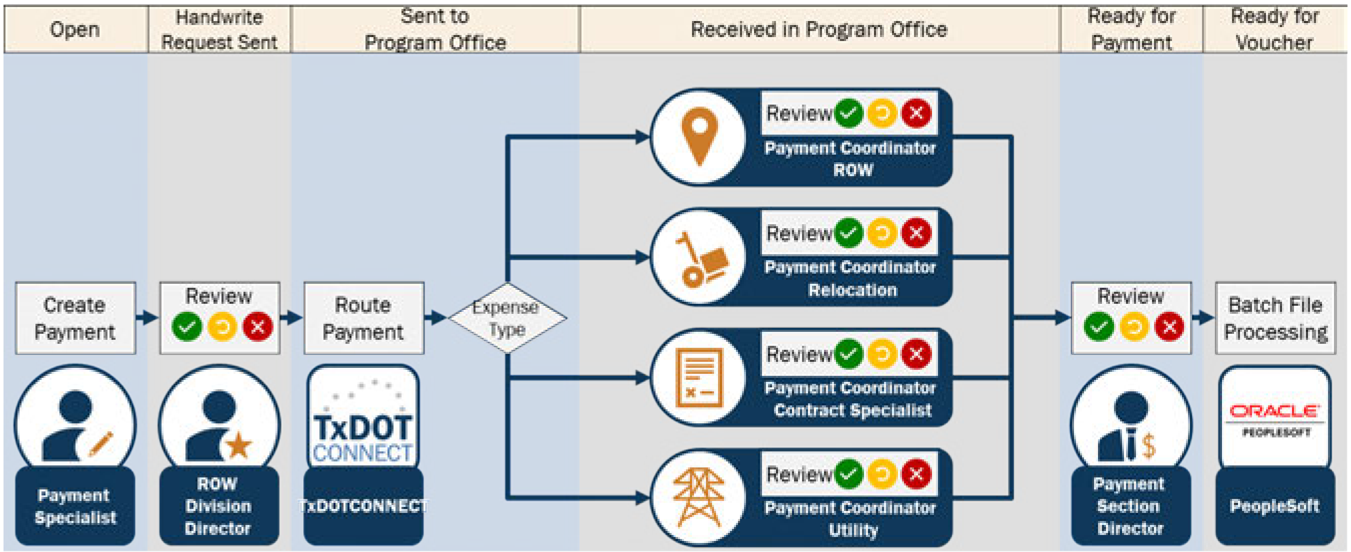
9.5.1 Handwrite Payment Review Workflow

Once a handwrite payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakholders. This process is diferent than the standard payment workflow due to the urgent nature of handwrite payments.

Each reviewer may choose from the following options:

- **Approve** – the payment **continues** to the next step in the workflow.
- **Return** – the Payment Specialist recieves the request in **My Tasks** to make changes and resubmit.
- **Not Approve** – the Payment Specialist receives a notification and the workflow **ends**.

The workflow depends on the payment type.



1. The **Payment Specialist** creates the payment. The payment status is **Open**.
2. The **Payment Specialist** submits the payment for review.

   TxDOTCONNECT routes the handwrite payment to the **ROW Division Director** for immediate review and includes an email to notify the ROW Division Director of a pending handwrite payment to process.

3. The remaining process workflow is consistent with other payments.

Once the payment is **Paid**, the payment's **Check Number** and **PS Voucher ID** populate in TxDOTCONNECT. The **PeopleSoft Expended** field on the project's **Right of Way** page also updates to reflect the new payment.