

# One-on-One with the PEPS Invoice Center

### **2023 PEPS Conference**

Tira Dobrozensky, Invoice Center Manager

Priscilla Vasquez, Invoice Center Lead

Nikki Cervantes, Invoice Center Lead



### **Presentation Topics**



1

PEPS Invoice Center Mission

2

PEPS Invoice Center Team

3

Invoice Life Cycle

4

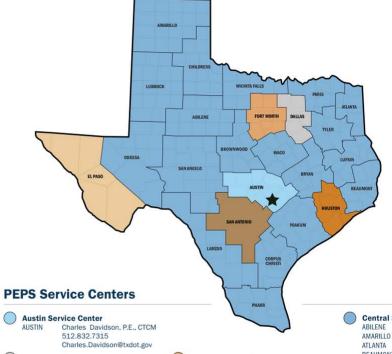
Invoice Timeline

5

One-on-One w/the Invoice Ctr Q & A

2023 PEPS Conference

### PEPS PROFESSIONAL ENGINEERING PROCUREMENT SERVICES





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# **PEPS Invoice Center**



# Oversee review and on-time payment of invoices for the PEPS Division

- Achieve 100% on-time payments to avoid costly penalties for TxDOT
- Process account receivables for PEPS Contracts and Work Authorizations
- Address account inquiries
- Monitor Prompt Payment Compliance



# Invoice Center Manager - Tira Dobrozensky

# Leads

Priscilla Vasquez Nichole Cervantes



## Invoice Specialists

Patricia Pascone

Joku Njoku

Crystal Mejia

**Elizabeth Grado** 

Arlene Sanchez

Cassandra Johnson

Sergio Sanchez

Vanessa Morris

**Angelica Garcia** 

Gina Lopez

Allison De Luna

Stephanie Arango

**Stephanie Gutierrez** 

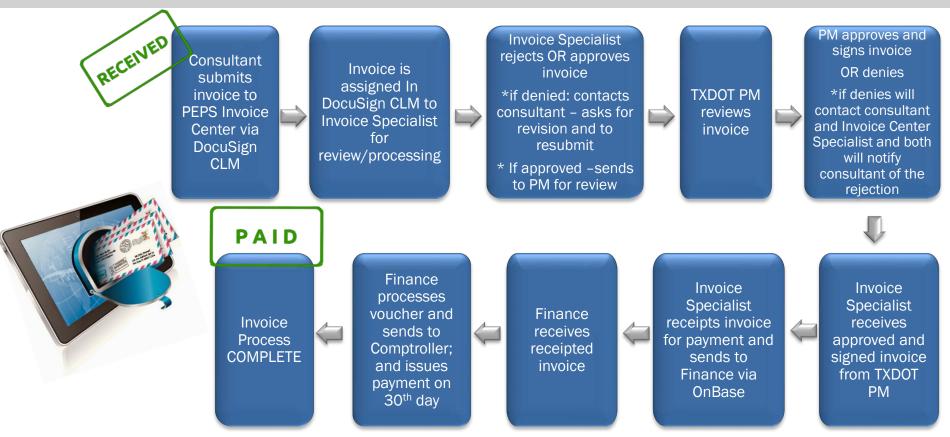
Tiffany Gomez

**Diandra Inocencio** 

# **Invoice Life Cycle**

### **Invoice Life Cycle**





# **Invoice Timeline**

### Breakdown of Timeline for Invoicing – calendar days NOT business days

1 - 21 Days

- Day 1: Received by PEPS Invoice Center via DocuSign CLM and assigned to Invoice Specialist for review/processing
- Day 2-7: Invoice Specialist reviews/processes and sends to TxDOT PM via DocuSign for review
- Day 7-14: TxDOT PM reviews, approves/denies, signs, and returns to Invoice Specialist for further processing
- Day 14-20: Invoice Specialist processes receipt in PeopleSoft and sends to Finance for payment via OnBase

21 Day Marker • Deadline for notifying provider of rejected invoice is no later then Day 21 – after day 21 the invoice CANNOT be rejected, however, there are exceptions due to special circumstances; these are handled on a case-by-case review

21 - 28

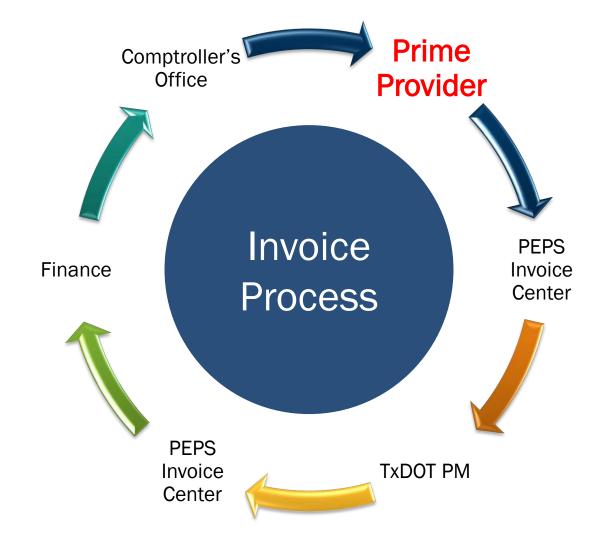
Days

- Finance Division verifies information on invoice and information on receipt created in PeopleSoft
- Once confirmed, Finance enters receipt into database to create voucher
- Sends voucher to Texas Comptroller of Public Accounts to issue voucher payment

28 - 30

- Texas Comptroller receives voucher information from TxDOT
- Issues voucher (payment) to consultant on 30<sup>th</sup> day

Days



### **Important Notes**





DO NOT resubmit invoices without FIRST notifying the Invoice Center AND your TxDOT PM

#### **Reasons WHY:**

- Possibility of the invoice being processed twice
- Possibility of a duplicate payment
- Over payment to contract and Work Authorization
- Over payment will make funds unavailable for future invoices (until reimbursement is received and processed)
- Having to reimburse TXDOT for the overpayment
- Unnecessary work performed with processing the invoice multiple times

#### D0:

- Notify PEPS Invoice Center of the need to cancel previous invoice submitted
- Wait for the PEPS Invoice Center to give you the GO AHEAD to resubmit (this ensures previous invoice was cancelled out of the system and prevents any duplication)

### **Important Notes**





State pays vendor 30 days from the date the invoice was <u>received</u>.

PLEASE hold off on payment status inquiries until 30 calendar days have passed from the date of invoice submittal.

\*\*If a payment status inquiry is received BEFORE the 30 days from the date the invoice was received; we will NOT respond to the inquiry until the 31st day.\*\*

Comptroller link to check for payment status: <a href="https://comptroller.texas.gov/programs/systems/direct-deposit/payment.php">https://comptroller.texas.gov/programs/systems/direct-deposit/payment.php</a>



# QUESTIONS?

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