Fundamentals of Invoicing

PEPS Invoice Center

Tira Dobrozensky, Invoice Center Section Director

Priscilla Vasquez, Invoice Center Lead

Nikki Cervantes, Invoice Center Lead

Texas Department of Transportation

Presentation Topics

1. • PEPS Invoice Center Overview

2. • PEPS Invoice Center Team

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5. • Preparing to Invoice

6. • Invoice Submission

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8. • Important Notes and Reminders

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PEPS Invoice Center Overview

Invoice Center Overview

- PEPS Invoice Center stood up in April 2018 – 6 years old
- Started with 6 Contract Specialists and now a Team of 18 with 15 Contract Specialists processing invoices
- Process all invoices for PEPS, which is made up of:
  - ➢ 6 Metro Service Centers
  - ➢ 1 Urban and Rural Service Center (made up of 19 Districts)
  - ➢ 1 Service Center for Divisions (made up of 19 Divisions)
- 2018 processing 12,000+ invoices a year - in 2024 22,000+ invoices a year
- Since 2018 have steadily reduced the amount of penalty interest paid from $400k+ to $68k
- Continuously working on implementing process improvements
  - ➢ Streamlined the invoicing process internally and for our TxDOT and consultant customers (practices, templates, submission, How to Videos, Quick Reference Sheets, etc.)
  - ➢ Implemented DocuSign for invoice submissions and tracking
  - ➢ Working with ITD to have AI assist with some of our data entry/reviewing processes

PEPS Invoice Center Team

PEPS Invoice Center Team

Section Director and Leads

- Tira Dobrozensky (AUS)

- Priscilla Vasquez (PHR)
- Nikki Cervantes (SAT)

Invoice Specialists

- Joku Njoku (AUS)
- Patricia Pascone (AUS)
- Arlene Sanchez (AUS)
- Cassandra Johnson (AUS)
- Vanessa Morris (AUS)
- Sergio Sanchez (AUS)
- Crystal Roberts (AUS)
- Gina Lopez (AUS)
- Stephanie Gutierrez (PHR)
- Angelica Garcia (PHR)
- Crystal Mejia (Victoria)
- Stephanie Arango (SAT)
- Tiffany Gomez (SAT)
- Diandra Inocencio (SAT)
- Allison De Luna (SAT)

Where to start...

TxDOT PMs and consultants:

- Attend the kickoff meeting

- Discuss and provide invoicing information

- **ASK** questions – get the information you need related to your project and how to invoice for it (consultants – ask your finance department what they need / TxDOT PMs…be prepared to provide)

- Utilize the resources provided – internal and external webpages

TxDOT PMs:

- Ensure CSJs are set up and active in PeopleSoft

- Attend CTR622 class – invoicing is covered – expectations for reviewing and approving invoices

- Ensure Signature Authority is set up (with all those who will be reviewing and signing invoices)

- Communicate with PEPS Invoice Center (no longer PM, extended time away and who will be signing invoices in your absence, etc.)

TxDOT PMs – know this information and provide to your consultant:

- Executed WA (have copy)
- Contract/WA numbers
- PeopleSoft numbers for contract/WA
- WA amounts
- Execution & Termination Dates
- District/Division budget number
- Method of payment > determines which invoice template to use

- 2-digit Segment ID number
- CSJ numbers – set up & active
- Function Codes
- Budget Account Source Unit number **(Manager ID #)**
- PEPS external website to assist with invoicing
- Current TxDOT Project Manager

Invoice Resources

Invoicing Resources - Internal

Invoicing Resources - External

Invoicing

The invoice template published on the website will be the most current template. Always use the current template. Do not submit the invoice more than once, as this will cause a delay in processing. Submit all invoice questions to: PEPS_InvoiceInquiries@txdot.gov

Announcing: New email accounts for PEPS invoice submissions will be operational soon. TxDOT's PEPS Division is improving the efficiency of invoice processing by employing automation strategies using DocuSign CLM. The email addresses are posted below will be available on June 23, 2023.

| For Division invoices: | peps_invoice_center_division@inboundna11.springcm.com |
| For District invoices: | peps_invoice_center_district@inboundna11.springcm.com |

Please note: After June 23, 2023, please do not submit invoices to the previous email process boxes as those accounts will not be used to accept invoices.

Invoice template packages and resources
Cost plus fixed fee (CPFF)
- Cost plus fixed fee (CPFF) invoice template and instruction package - September 2023-Ver 16
- Cost Plus Fixed Fee Master Template Setup Video ↗ - July 2022 - Ver 1
- Cost Plus Fixed Fee How to Complete a Monthly Invoice Video ↗ - July 2022 - Ver 1

Specified rate and unit cost (SR and UC)
- SR and UC invoice template and instruction package - September 2023 - Ver 14
- SR and UC master template setup video ↗ - May 2022 - Ver 2
- SR and UC how to complete a monthly invoice video ↗ - May 2022 - Ver 2

Lump sum (LS)
- Lump sum (LS) invoice template and instruction package - September 2023 - Ver 11
- Lump sum master template setup video ↗ - May 2022 - Ver 2
- Lump sum how to complete a monthly invoice video ↗ - May 2022 - Ver 2

Resources
- Invoicing process quick reference for consultants - Updated
- PEPS Function code mapping
- Utility Engineering Investigation FC 135 change FAQ
- Guidance on other direct expenses

Frequently asked questions

Show All   Collapse All

PEPS Guidance on ODEs

- Other direct expenses (ODE)
  - ODE master list — (PDF 12-16-21)
  - PDF Guidance on ODE — (PDF 03-27-24)
  - Miscellaneous ODE tracking sheet — (PDF 08-25-11)

Preparing to Invoice

Preparing to Invoice

What to do to prepare:

- Make sure you have the most current and accurate payment method invoice template

- Watch the "How to Videos" and refer to the resources on the PEPS external webpage to assist with completing the invoice template

- Ensure you have all the invoice detail information you need to complete the invoice:

  - Contract/WA number
  - PO Number
  - Service Dates - Fiscal year (FY) do not overlap (FY begins September 1st and ends August 31st)
  - CSJ number and Function Code
  - Prompt payment Certification is completed (On 1st invoice NA should be filled in – or NA if no subs)
  - Invoice is signed and dated

- Ensure what you will be billing is within the parameters of your signed executed Work Authorization

- Ensure you have necessary back up documentation that you will be invoicing for with your submission

Preparing to Invoice

- Have questions when preparing to invoice...ask your TxDOT PM, the managing PEPS SC or the PEPS Invoice Center...this will prevent rejections and payment delays if you ask those questions prior to invoicing

- Be familiar with your payment type and the required documentation

- Know which email box to submit your invoice to:

  - ❖ **PEPS <u>District</u> Invoices ONLY:** peps_invoice_center_district@inboundna11.springcm.com

  - ❖ **PEPS <u>Division</u> Invoices ONLY:** peps_invoice_center_division@inboundna11.springcm.com

  - ❖ **Have a question or inquiry:** PEPS_InvoiceInquiries@txdot.gov

To check payment status:
Comptroller link to check for payment status: https://comptroller.texas.gov/programs/systems/direct-deposit/payment.php

Payment Type	Instructions	Function (FC) List	Chart of Accounts (COA) Conversion Page	Invoice	Signature Authority Page	WA Financial Status Summary	Summary of Total Amt Invoiced	Labor Summary (Office)	Labor Summary (Field)	Deliverable Summary	Unit Cost Summary	Other Direct Expense (ODE) Summary	Travel Expense (TE) Summary
Professional Engineering Procurement Services (PEPS) Invoice Template Packages													
Invoice Template Package Workbook - Structure													
Cost Plus Fixed Fee	X	X	X	X	X	X	X	X	X			X	X
Specified Rate	X	X	X	X	X	X	X	X	X			X	X
Specified Rate/Unit Cost (Hybrid)	X	X	X	X	X	X	X	X	X		X	X	X
Lump Sum	X	X	X	X	X	X				X			

Invoice Submission

Invoice Life Cycle

RECEIVED

Consultant submits invoice to PEPS Invoice Center via DocuSign CLM

→

Upon receipt, invoice is assigned in DocuSign CLM to Invoice Specialist for processing

→

Invoice Specialist rejects OR approves invoice

*if denied: contacts consultant – Via CLM email, requests revision and to resubmit

* If approved – sends to PM for review

→

TXDOT PM (and all those cc'd per signature authority) reviews invoice

→

PM approves and signs invoice

OR denies

*if denies will return to the Invoice Center Specialist and they will notify consultant of the rejection

↓

PAID

Invoice Process COMPLETE

←

Finance processes voucher and sends to Comptroller; and payment is released on 30th day from date invoice was received

←

Finance receives receipted invoice

←

Invoice Specialist receipts invoice for payment in PeopleSoft and sends to Finance via OnBase

←

Invoice Specialist receives approved and signed invoice from TXDOT PM

Breakdown of Processing Timeline – calendar days NOT business days

1 - 21 Days

- Day 1: Invoice is received by the PEPS Invoice Center via DocuSign CLM and is immediately assigned upon receipt for processing
- Day 2-7: Invoice Specialist reviews and sends to TxDOT PM via DocuSign for review OR notifies consultant of rejection
- Day 7-14: TxDOT PM reviews, approves (or denies), signs, and returns to Invoice Specialist for further processing via DocuSign
- 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, but these are handled on a case-by-case review

21 - 28 Days

- Finance Division verifies information on invoice vs receipt and ensures they mirror each other
- Once invoice and receipt detail is verified, Finance enters receipt into database to create voucher
- Finance sends voucher information to Texas Comptroller of Public Accounts to issue vouchered payment

28 – 30 Days

- Texas Comptroller receives voucher information from TxDOT
- Texas Comptroller releases voucher (payment) to consultant on 30th day from date invoice was received

Reasons for Rejection

Reasons for Rejection

- ANY accounting error on invoice submitted (**over** 1% of cumulative invoice total)

- Invoice crosses Fiscal Years (FYs) – FY is from Sept. 1 – Aug. 31

- Invoice Service Dates are before the execution date or after the termination date of the Work Authorization (WA)

Begin Service Date:	3/1/2019
End Service Date:	3/31/2019
WA Project Manager (Provider):	

WA Execution Date:	4/6/2019
WA Expiration Date:	12/30/2019
WA Payment Type(s) for this WA:	

Template: Invoice Tab

Begin Service Date:	8/15/2019
End Service Date:	9/15/2019
WA Project Manager (Provider):	
DBE/HUB Goal Assignment for Contract and %:	

AY (App/Fiscal Yr) 4 digit	DEPT (Budget Acct Source Unit)	
2019		

Template: Invoice Tab

- Labor Classification not included in executed WA/Supplemental WA (SWA)

- Staffing Rate incorrect – does not match executed WA/SWA

- Overlapping dates (new invoice with dates previously billed)

Reasons for Rejection

- Control Section Jobs (CSJs) are not part of the executed WA/SWA (does **not** apply to Lab, Maintenance, GEO Tech or Traffic WAs)

- Function Codes charged are not part of the executed WA/SWA

- Cumulative Invoice exceeds value of executed WA/SWA

- Negative amounts in the invoicing detail

- Invoice is **NOT** signed and dated by Consultant OR signed and dated before the service dates

Template: Signature Authority Tab
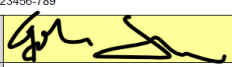
Template: Labor Summary Tab

Reasons for Rejection

- Method of payment incorrect/not in the executed WA

- Accounting errors that increase the invoice total amount

- Incorrect or outdated invoice template being used (*Always check website for any updates*)

- Excessive number of errors that need to be addressed (even if within the 1% cumulative invoice total)

- Prompt Payment Verification not completed - This section **<u>must always</u>** be completed. If 1st invoice, will have N/A. If no subs or no subs paid on prior invoice, should <u>always</u> be completed with N/A on all invoice submissions

PROMPT PAYMENT VERIFICATION			
I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment) for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentations such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a complete PP form shall be attached.)			
Provider Invoice No. for PP Verification	**Date Provider Received Payment MM/DD/YY (for PP Verification)**	**Begin Service Date MM/DD/YY (for PP Verification)**	**End Service Date MM/DD/YY (for PP Verification)**
123456-789	01/01/22	12/01/21	12/30/21
Provider Authorized Signature			
Name	John Smith		
Title	Sr. Project Manager		
Phone #	512-867-5309		
Email	John.Smith@consultant.com		
Provider Invoice Date	1/1/22		

What we correct without rejection

- Project Manager (PM) (wrong or missing)

- FY (Incorrect based on Service Dates)

- Source Unit (wrong or missing)

- District or Division (wrong or missing)

- Seg ID column (wrong or missing)

- Object of Expenditure (wrong or missing)

- Typos on CSJ numbers

- Rounding error (less than 1% of cumulative invoice total) - Unless there are multiple issues then we will reject

- Signature Authority Routing Order – can be adjusted and rerouted

Template Updated: April 2022-Ver 9

	Provider Invoice No.	
	Combined Invoice Template Log No.	
	PeopleSoft (PS) Contract PO No.	
Provider Invoice Date	PS Work Authorization (WA) PO No.	
	TxDOT Invoice No.	

INVOICE			
Provider Name:		Legacy Contract No.	
Provider ID No.		Contract Amount:	
Remittance Address:		Contract Expiration Date:	
		Legacy WA No.	
		WA Authorized Amount:	
Begin Service Date:		WA Execution Date:	
End Service Date:		WA Expiration Date:	
WA Project Manager (Provider):		WA Payment Type(s) for this WA:	
DBE/HUB Goal Assignment for Contract and %:		WA Project Manager (TxDOT):	PROJECT MANAGER NAME

INVOICE SUMMARY		
AY (App/Fiscal Yr.) 4 digit	DEPT (Budget Acct Source Unit)	Project Description
FY	SOURCE UNIT	PLEASE NOTE - PM's MUST verify this; it is the "Manager Number"

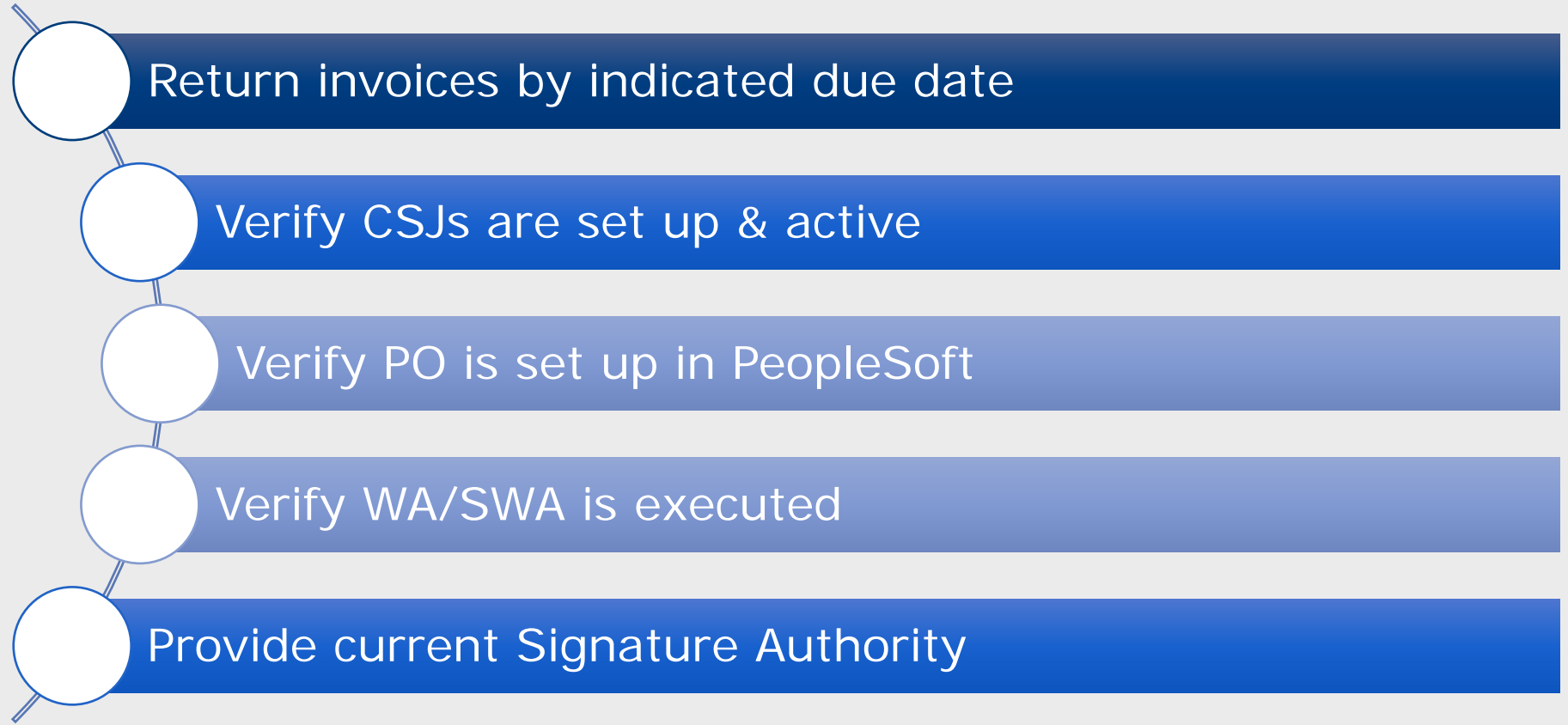| INVOICE DETAIL						
Line No.	DD (DIST/DIV Budget No.)	PCBU (Enter 2 Digit Seg ID No. Only)	PROJECT (CSJ or Detail No.)	AMOUNT	SOURCE (Legacy Function Code)	ACCT (Object of Expenditure)	(TxDOT Use Only) SFI Code

Important Notes and Reminders

# TxDOT PM _MUST_ complete 100% review of every invoice.

- Invoice Center Reviews 100% of the 1st Invoice
- Invoice Center Reviews 30% of all invoices thereafter

TxDOT PMs – How to Prevent Invoices from Being Late

- Return invoices by indicated due date
- Verify CSJs are set up & active
- Verify PO is set up in PeopleSoft
- Verify WA/SWA is executed
- Provide current Signature Authority

- PEPS Invoice Center Update notifications – email blasts, updates posted on PEPS webpage

- Assistance – peps_invoiceinquiries@txdot.gov - email or call
  - Audits: Always include the contract and WA numbers (invoice numbers if necessary)
  - Inquiries i.e.: Questions, payment status *after* 30 days

- Invoice recalls – Please DO NOT submit these request to the invoice submission box. Please send an email to the peps_invoiceinquiries@txdot.gov *(this box is monitored throughout the day OR please call.)*

- Overlapping dates:
  - Ensure comments are added in the body of the email explaining any necessary information pertaining to the supplemental invoice
  - Add "Supp" to the end of the invoice number previously billed that the invoice should be tied to
  - Combining service dates to catch up on billing – contact us and we will work with you this

- When submitting a revision (revised invoice) - add "R" to the end of the invoice number.

- Encouraged to – Ask questions at kick off meetings. Get the information you need for invoicing (Have your Finance Dept. create a form for you to take to kick off to ask and obtain the necessary information for invoicing) *Better prepares you for invoicing correctly*.

- Reminder – The Prompt Payment Verification section on the invoice template signature page - this section must **ALWAYS** be completed. We will be rejecting invoices if not completed.
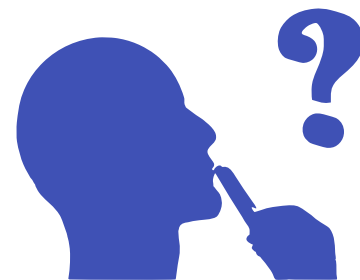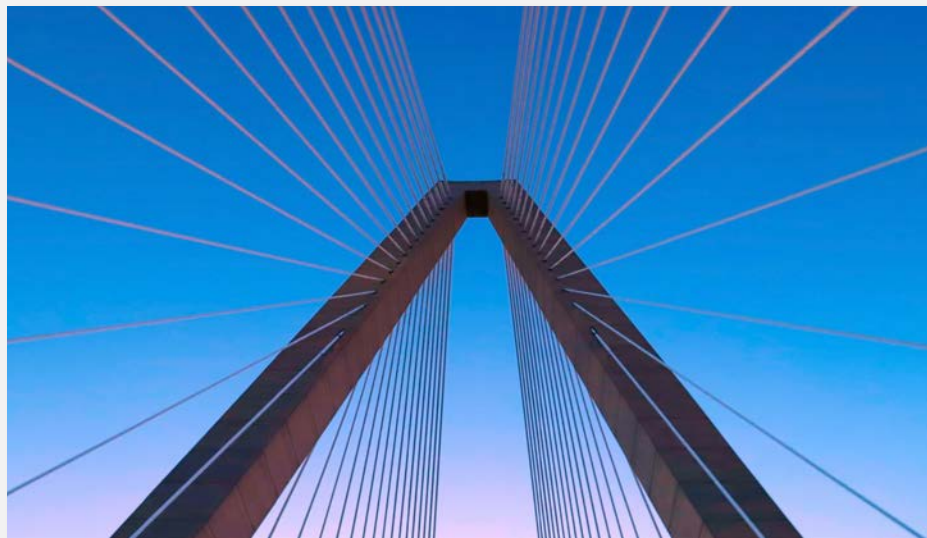
Complete the Prompt Payment Verification

PROMPT PAYMENT VERIFICATION			
I certify that all subproviders, except for any listed on the attached Prompt Payment (PP) Certification form (if applicable) have been paid according to PP law according to the Articles of the contract (within 10 days of receipt of payment) for the billing period indicated below. I understand that the state will perform a periodic verification of PP by requesting supporting documentations such as cancelled checks or electronic bank transfers to support PP. (If any subproviders were not paid in accordance with PP, then a complete PP form shall be attached.)			
Provider Invoice No. for PP Verification	Date Provider Received Payment MM/DD/YY (for PP Verification)	Begin Service Date MM/DD/YY (for PP Verification)	End Service Date MM/DD/YY (for PP Verification)
123456-789	01/01/22	12/01/21	12/30/21
Provider Authorized Signature			
Name	John Smith		
Title	Sr. Project Manager		
Phone #	512-867-5309		
Email	John.Smith@consultant.com		
Provider Invoice Date	1/1/22		

Training

PEPS Invoice Center Offers Training!
In-person or Virtual

Questions

Tira Dobrozensky
Section Director

✉ Tira.Dobrozensky@txdot.gov

☎ (512) 317-8511

Priscilla Vasquez
Lead Contract Administrator

✉ Priscilla.Vasquez@txdot.gov

☎ (956) 354-1396

Nikki Cervantes
Lead Contract Administrator

✉ Nichole.Cervantes@txdot.gov

☎ (210) 753-9020