Process Payments

A TxDOTCONNECT Job Aid

Roles Impacted

ROW Payment Specialist
ROWAPS Consultant
Payment Coordinator ROW
Payment Coordinator Relocation
Payment Coordinator Contract Specialist
Payment Coordinator Utility
ROW Payment Section Director
Utility Program Manager (ROW)
ROW Super User

Last Revised

January 9, 2026
R9.5.0.0

PROCESS PAYMENTS

Introduction

Activities related to the right of way and utilities may require payment from TxDOT to a third party. This document describes how to create and submit a new payment, review and approve a payment, and search for and check the status of existing payments.

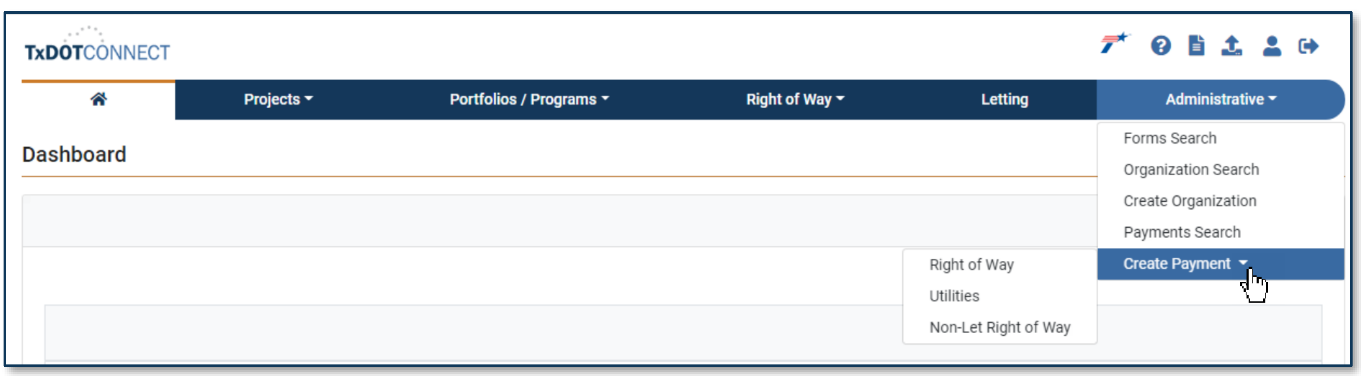
Note: The information you can see in TxDOTCONNECT may be sensitive. Please make sure you follow the proper procedures when sharing information with third parties.

Topics

This job aid contains the following topics:

Create a Payment

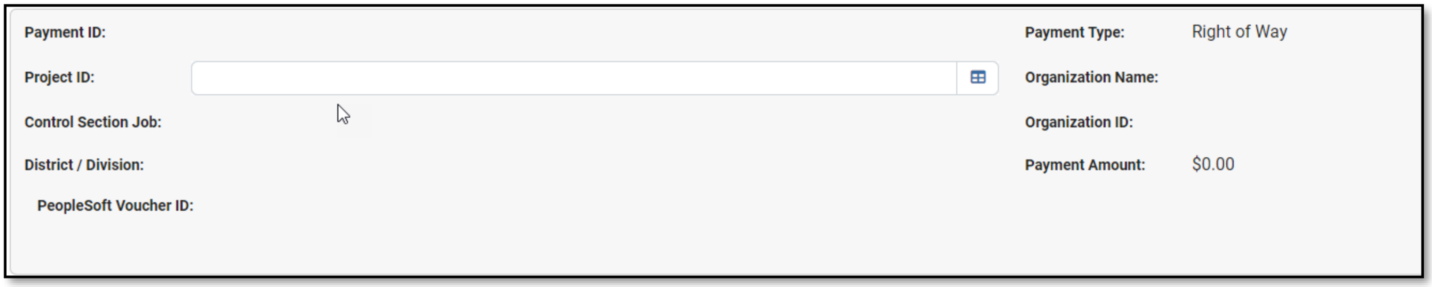
Users with the **Payment Specialist** or **ROWAPS Consultant** security role can create a new payment.



- Click the **Administrative Module.**
- Hover your cursor over **Create Payment**.
- Click **Right of Way**, **Utilities**, or **Non-Let Right of Way**.

The **Payment and Voucher** page appears. It is divided into three sections:

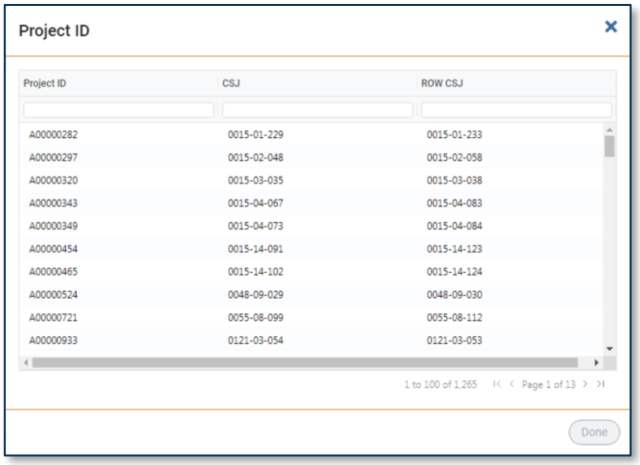
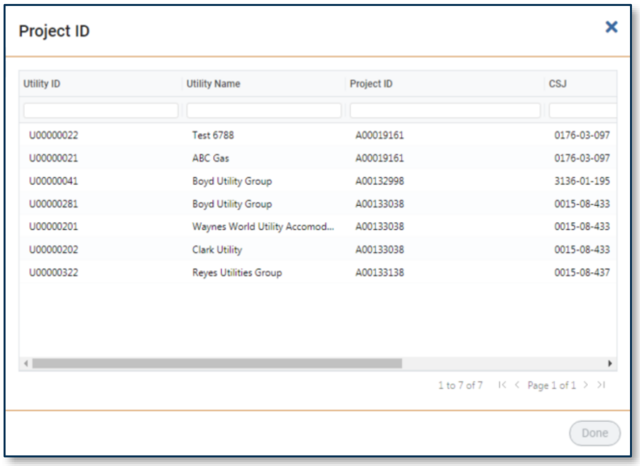
- **Payment Header**
- **Payment Information**
- **Voucher Information**



- Click next to Project ID.

The **Project ID** selection window opens.

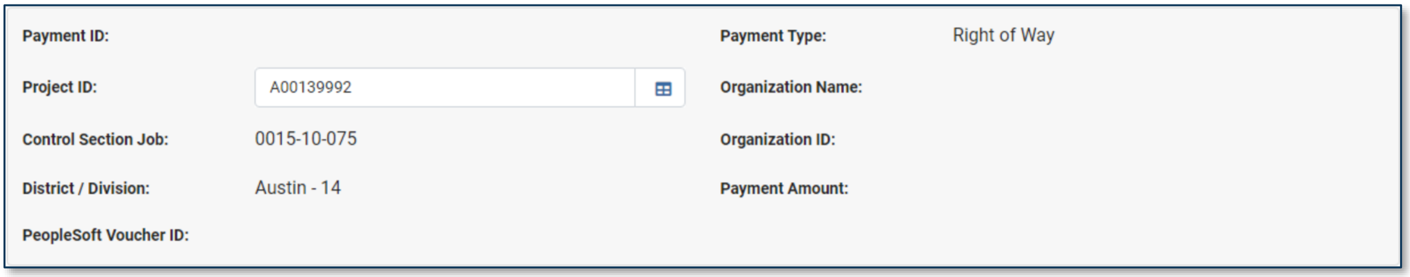
The **Project ID** selection window differs depending on whether you create a ROW or **Utility Payment**.

ROW Payments	Utility Payments
	

- For **ROW Payments**, filter or sort by Project ID, CSJ, or ROW CSJ.
- For **Utility Payments**, filter or sort by Utility ID, Utility Name, Project ID, CSJ, or ROW CSJ.
- For Utility Payments, multiple considerations should be reviewed before payment execution. To review these considerations later in this document, click here.

- Select a **Project** for ROW Payments and the appropriate **Utility / Project** for Utility Payments
- Click Done.

The **Control Section Job**, **District/Division**, **ROW Project ID**, **ROW CSJ**, and **Utility ID** (if applicable) populate automatically.

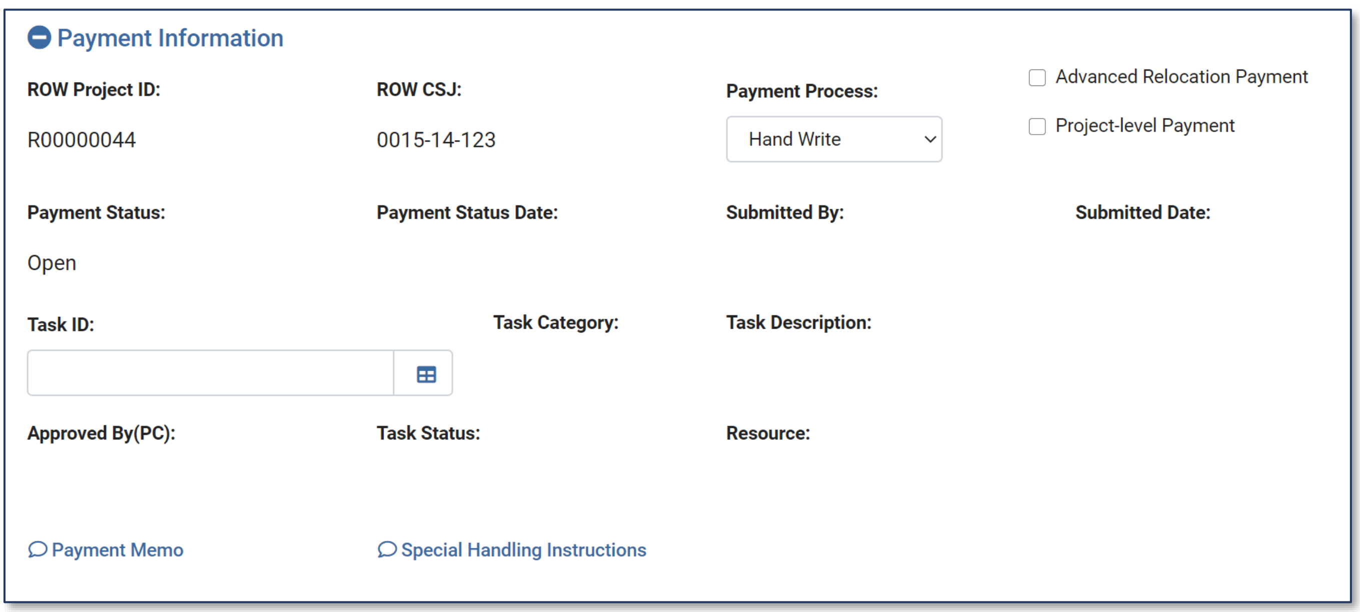


The remaining fields in the **Payment Header** will populate automatically as other actions are completed.

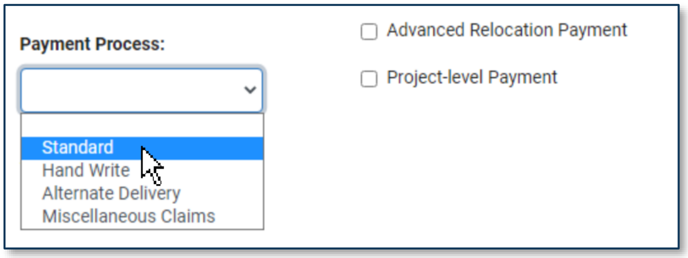
- **Payment ID** – This field is populated when the payment is saved or submitted. All Payment IDs begin with the letter "M."
- **Organization Name & ID** – these fields are populated when the ROW task (for ROW Payments) or Utility ID (for Utility Payments) is selected. This functions differently for Project-Level Payments; see below for more information.
- **Payment Amount** – this field populates from the payment amount entered in the Payment Information section of the page.
- **PeopleSoft Voucher ID** – this field populates automatically once the payment is processed in PeopleSoft.

Payment Information: ROW Payments

This section describes steps specific to the process for Right of Way (ROW) payments. For instructions on Utility payments, see the next section.



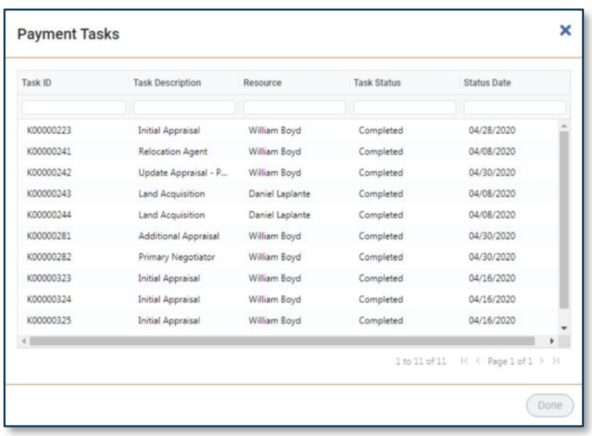
1. Payment Process defaults to **Standard**. Select the dropdown to choose another payment option.



- Click Payment Memo to add a memo line to the payment.
- Click Special Handling Instructions to add special instructions for Hand-Write payments, so FIN Division knows where to send the payment.
- If applicable, check the box for **Advanced Relocation Payment.** Additional guidelines about Advanced Relocation can be found in the **ROW Relocation Assistance Manual**.

For **Non-Let Right of Way** payments, **Project-level Payment** is checked automatically and cannot be changed.

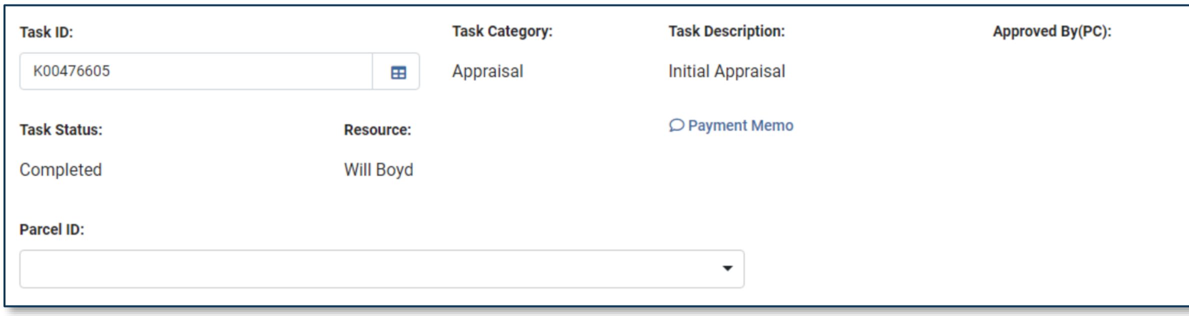
- If applicable, check the box for **Project-level Payment**. This is used when the payment is not associated with a specific task.
- If checked, **skip steps 8-11** below and manually select the Organization Name in the Payment Header.
- Click next to **Task ID**.
- The **Payment Tasks** selection window opens, listing all completed tasks for the selected ROW Project.



Filter or sort by Task ID, Description, Resource, Task Status, or Status Date.

- Select a Task.
- Click Done.

Once a task is selected, the Organization Name and Organization ID in the Payment Header and the Task Category, Task Description, Task Status, Resource, Expense Category, and Expense Type in the Payment Information section populate automatically.

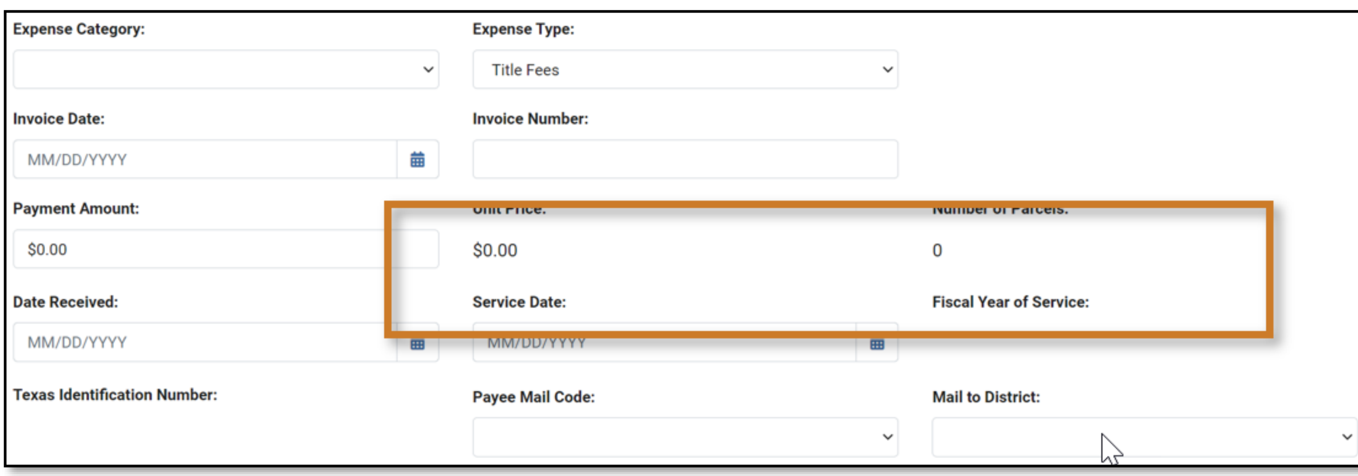


Payment amounts for relocation expenses are validated against the amount entered on the parcel's **Relocation** page.

- Click Payment Memo to add a memo line to the payment.
- Select one or more parcels in the **Parcel ID** field.

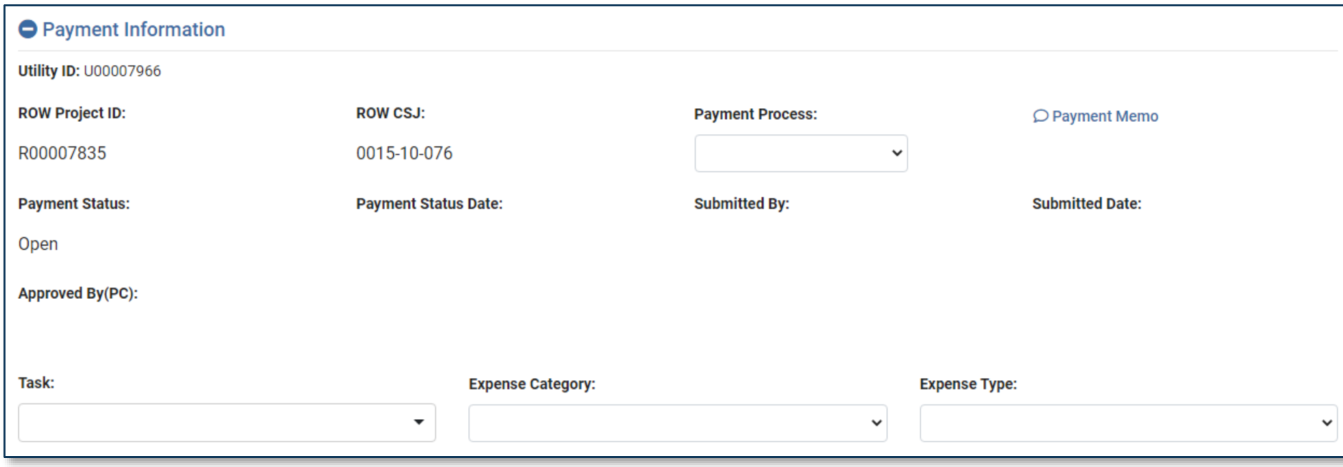
When the ROW Payment Type is Title Fees, two new fields will appear:

- **Unit Price** – This is a calculated field dividing the number of parcels by the Payment Amount.
- **Number of Parcels** – This view-only field is auto-populated by the number of parcels selected in the **Parcel ID** field.

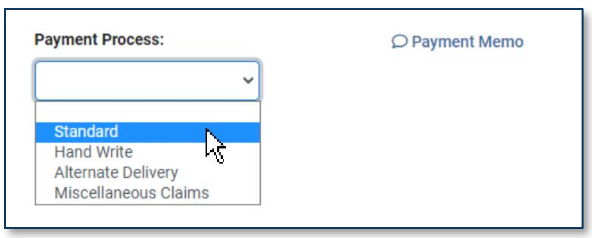


Payment Information: Utility Payments

This section describes steps specific to the Utility payment process. For instructions on right-of-way (ROW) payments, see the previous section.



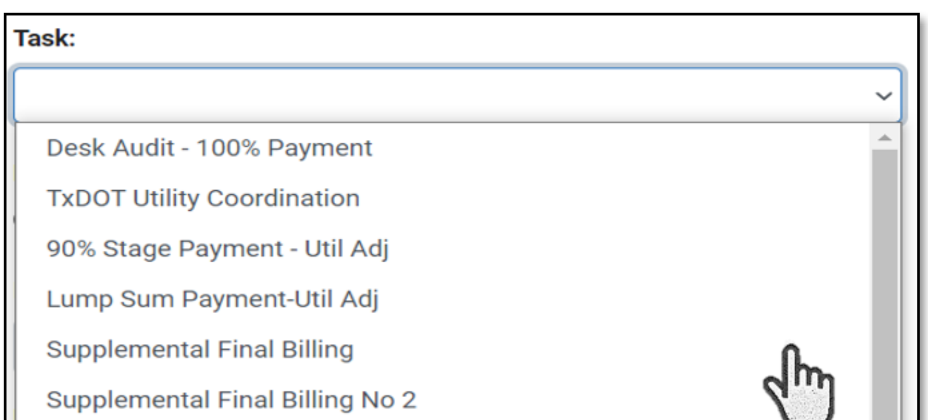
- **Payment Process** defaults to **Standard**. Select the dropdown to choose another payment option.



- Click Payment Memo to add a memo line to the payment.
- Click Special Handling Instructions to add special instructions for Hand-Write payments, so FIN Division knows where to send the payment.

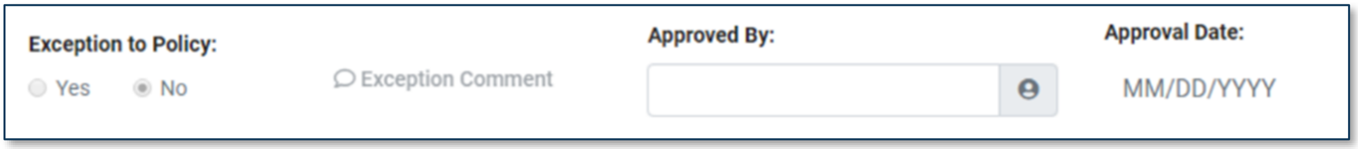
2. Click the Task dropdown menu.

The **Organization Name**, **Expense Category**, and **Expense Type** populate automatically.



Exception to Policy

The steps described in the remaining sections are common to Right of Way (ROW) and Utility Payments.



3. Indicate if the payment is an exception by selecting **Yes** under **Exception to Policy**.

When an Exception to Policy is indicated, the **Exception Policy**, **Approved By**, and **Approved Date** fields become required.

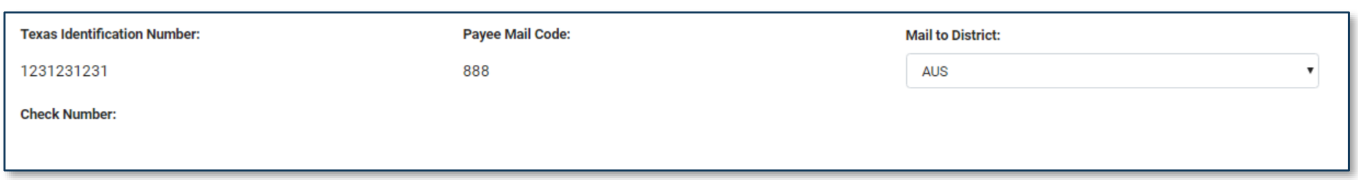
Invoice Information

4. Enter the **Invoice Date**.
5. Enter the **Invoice Number**.

If there is no Invoice Number, you may leave this blank. When you submit the payment, TxDOTCONNECT will ask if you want to populate this field with the Payment ID.

6. Enter the **Payment Amount**.
7. Enter the date the invoice was received in **Date Received**.
8. Enter the date the service was performed in **Service Date**.

TxDOTCONNECT will automatically populate the **Fiscal Year of Service** based on the **Service Date**.

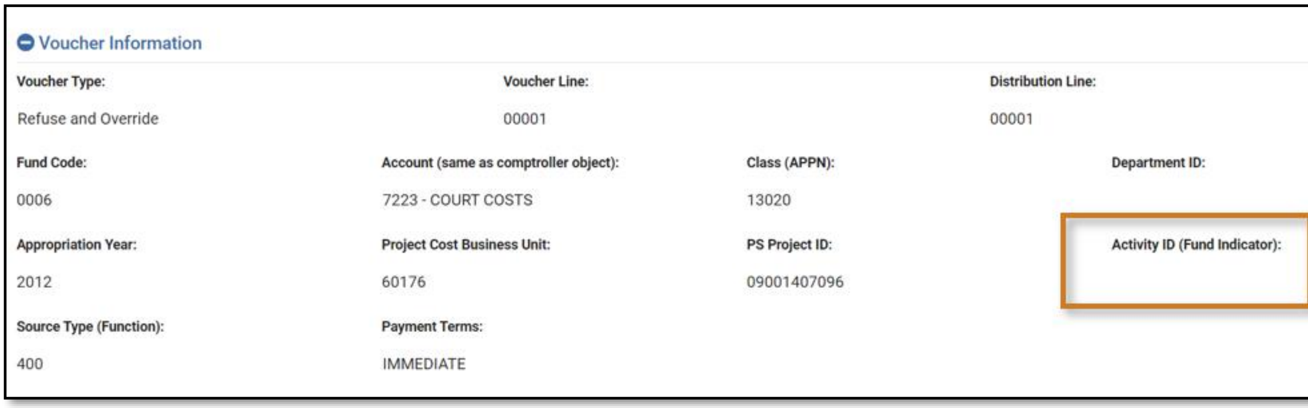


- TxDOTCONNECT populates the **Texas Identification Number** (TIN) and **Payee Mail Code** for the organization listed in the Payment Header.
- TxDOTCONNECT populates **Mail to District** based on the project's location. You may change this if needed.

- TxDOTCONNECT populates the **Check Number** once the payment has been approved and processed in PeopleSoft.

Voucher Information

The **Payment Specialist** must not add anything to the Voucher Information section. Portions of this section are completed automatically by TxDOTCONNECT or by the reviewer during the review process, as described below.


Voucher Information

Voucher Type:	Voucher Line:	Distribution Line:	
Refuse and Override	00001	00001	
Fund Code:	**Account (same as comptroller object):**	**Class (APPN):**	**Department ID:**
0006	7223 - COURT COSTS	13020	
Appropriation Year:	**Project Cost Business Unit:**	**PS Project ID:**	**Activity ID (Fund Indicator):**
2012	60176	09001407096	
Source Type (Function):	**Payment Terms:**		
400	IMMEDIATE		

Activity ID will auto-populate from the Parcel Page on Parcel-Level (task-specific) and Project-Level payments if both:

- **Payment Type** = **Right of Way**
- Project-level checkbox is **NOT** selected

For **Non-Let Right of Way Payments**, the **Activity ID** is auto-populated to **ROW-ST**.

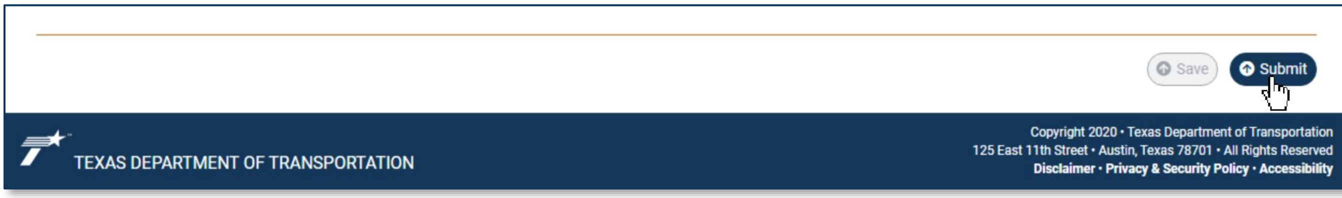
- The Activity ID will not display as a user drop-down selection for the ROW Payment Specialist role.
- Once **Payment Status** is **Sent to the Program Office or Received in the Program Office**, the Activity ID will display as a drop-down selection for Payment Coordinator ROW, Payments Coordinator Relocation, or Payment Coordinator Contract Specialist roles.

Save or Submit

Once the Payment Information section is complete,

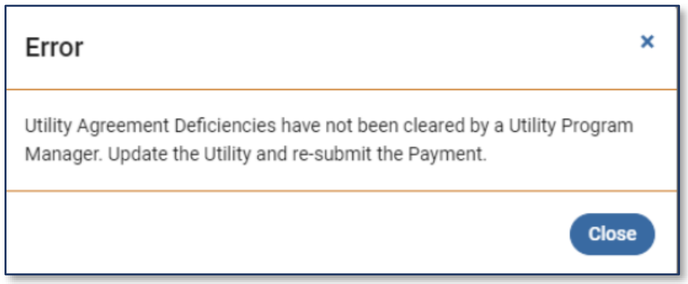
9. Click **Save** or **Submit**.

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



Compliance Review Error

If a Supplemental Agreement is Required on the Utility and no Deficiencies Cleared Date has been entered, the Utility Payment can be saved but cannot be submitted until there is a Deficiencies Cleared Date.



When a Utility Payment for an **Audit Retention Payment—utility Adjustment** task is submitted, the **Utility Manager** and the **Utility Coordinator** within the project they are assigned to and for which the payment is made will be notified of the payment (see below for example).

Subject: A Utility Audit Retainage Payment <insert Payment ID> Has Been Submitted

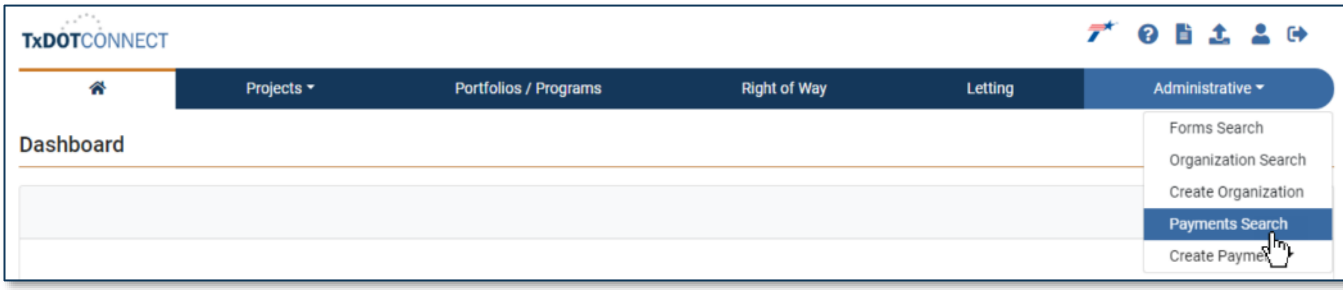
Body: A Utility Audit Retainage payment <insert Payment ID> has been submitted; log in to TxDOTCONNECT to see the payment details

TxDOTCONNECT should be a hyperlink that takes the user to the TxDOTCONNECT log-in page.

Searching for a Payment

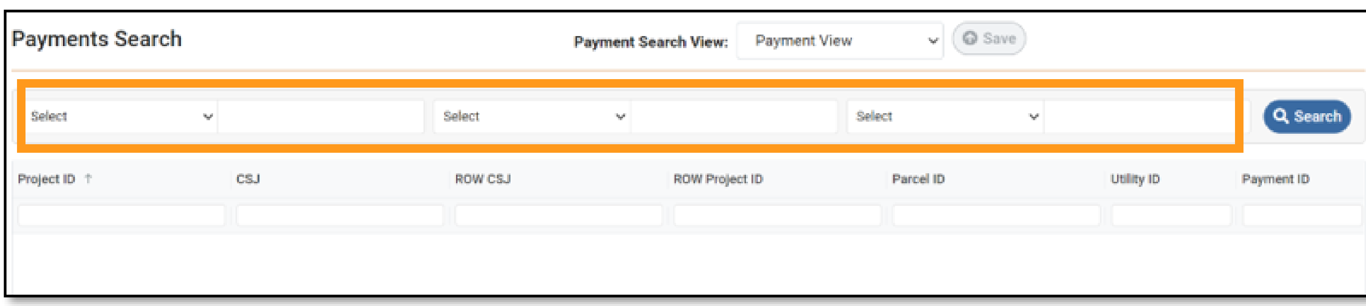
Once a payment is saved or submitted, authorized users can search for it in the **Payment Search** feature.

The information you see in TxDOTCONNECT may be sensitive. Please follow the proper procedures when sharing information with third parties.



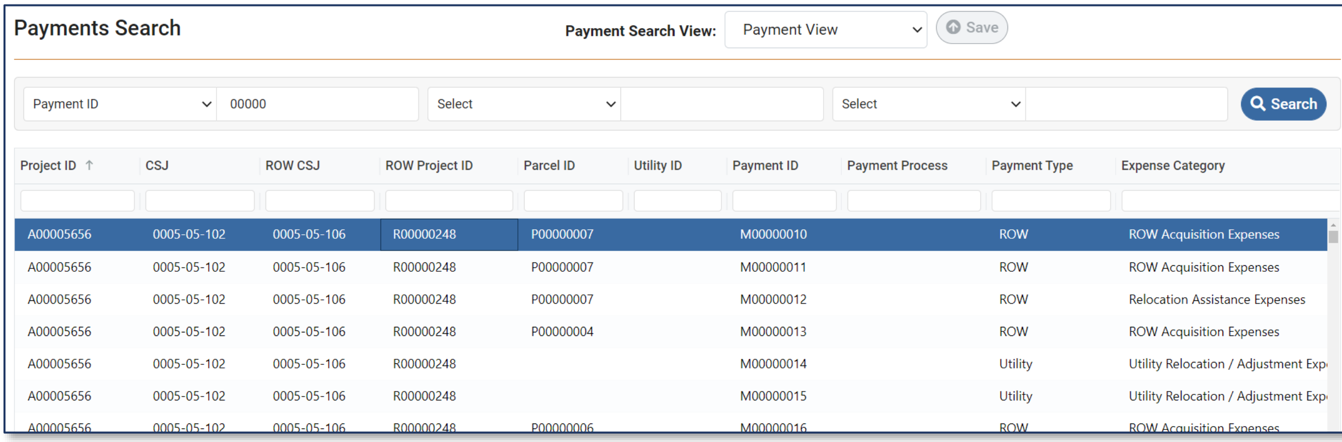
1. Click **Administrative** in the top menu bar.
2. Select **Payment Search**.

The **Payment Search** page appears.



3. Select at least one of the search criteria.
4. Enter a search term.
5. Press Enter or click **Search**.

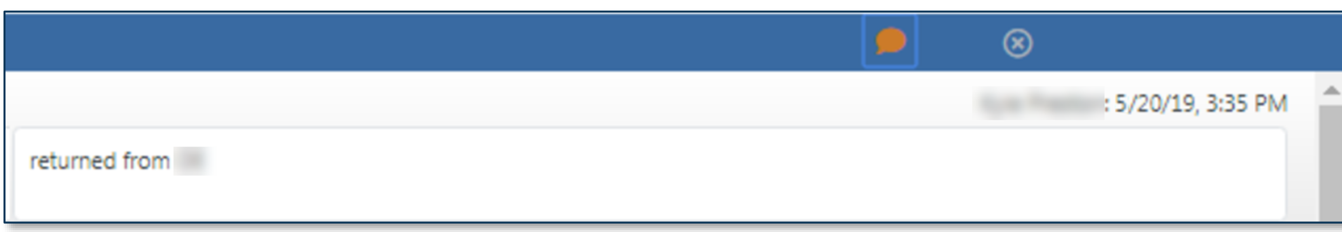
The search results populate.



- Sort or filter your search results using the column headers.
- Check the **Payment Status** to determine its progress through review and approval. For more information, see the payment review workflow below.
- 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 a **ROW Section Director** approves it.

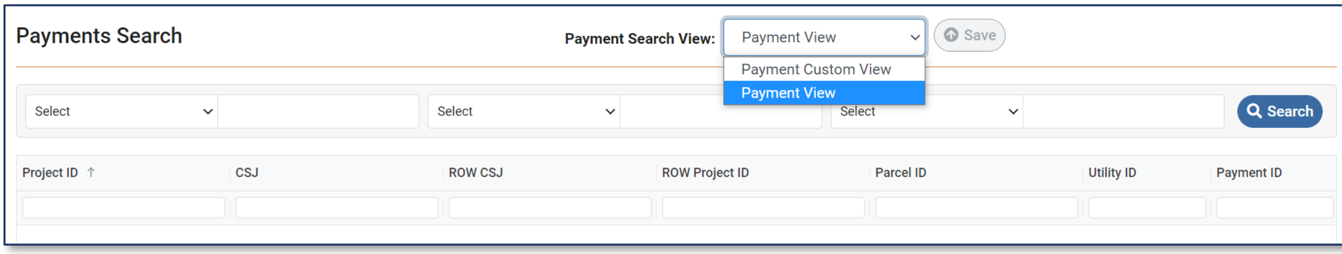
  The Cancel Payment button is active for all standard and handwritten payments.

  The Cancel Payment button will remain active to delete payments from the system when finance manually cancels payment requests.



Customizing the Column Headers

TxDOTCONNECT allows users to customize the Payment Search Page, ensuring they can filter projects by the preferred Search Field Column Headers.

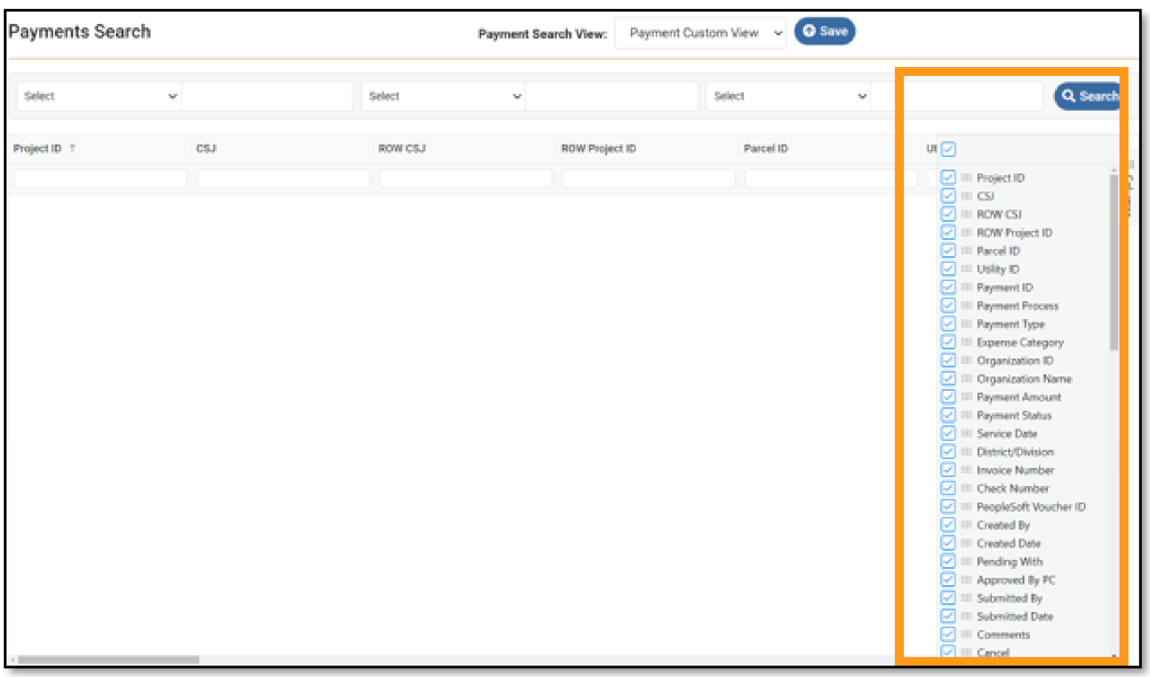


Users may choose from the following Preset Views:

- **Payment Custom View** to establish a personalized view of payment search criteria.
- **Payment View** for the default Column Headers.

Payment Custom View

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



Select or deselect the check box to enable or disable the column headers you want displayed on the **Payment Search Page.**

Payment Workflow History

The payment workflow history is displayed at the bottom of the Payment & Voucher Page for all payment types: **ROW, Utility**, & **Non-let**.

Payment Workflow History

Payment ID	Payment Process	Submitted By	Created On	Status	Workflow Actions	Comments	Cancel
M00275238	Standard	William Boyd	02/11/2022	Pending with ROW Payment Section Director			

Status:	Approver Name:	Approver Role:	Date of action:
Task Approved	William Boyd	Reviewer	02/11/2022
Approval is in process	William Boyd	Reviewer	02/11/2022
Returned	William Boyd	Payment Coordinator - Contract Specialist	02/11/2022
Approval is in process		Payment Coordinator - Contract Specialist	02/11/2022
Approval is in process		Payment Coordinator - Contract Specialist	02/11/2022

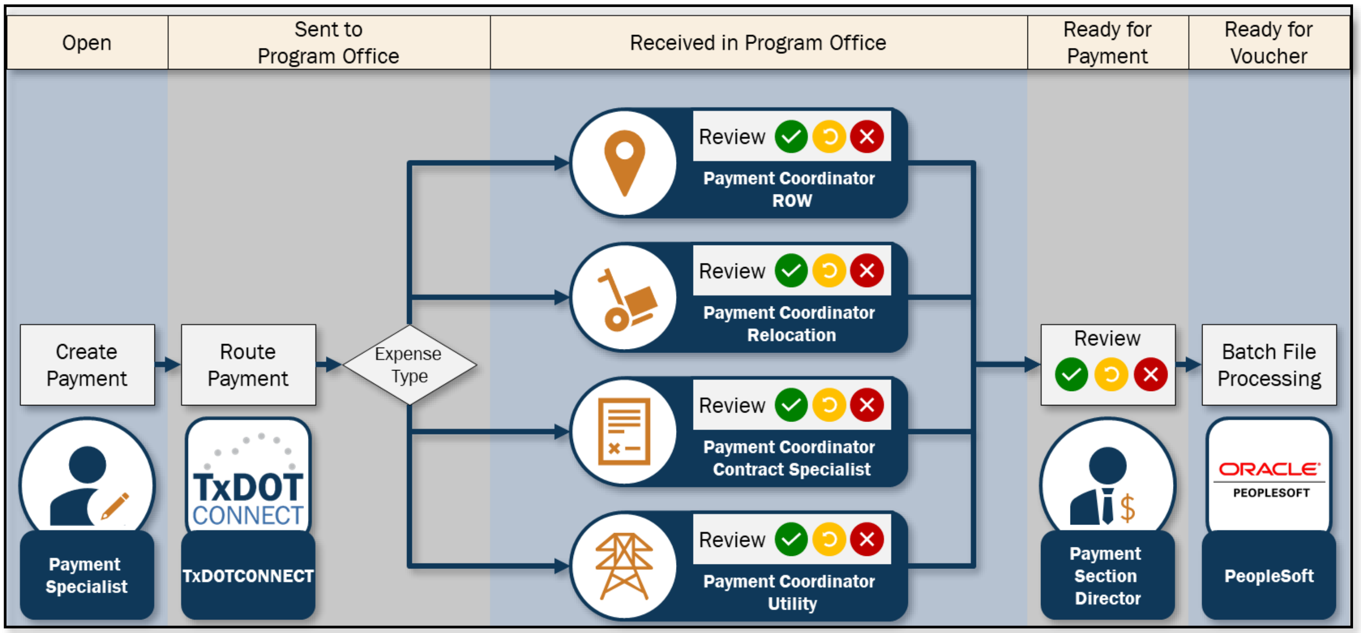
Payment Review Workflow

Once a payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakeholders.

Each reviewer may choose from the following options:

- **Approve** – the payment **continues** to the next step in the workflow.
- **Return** – the **Payment Specialist** receives 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 payment to the appropriate reviewer group based on Expense Type. The status changes to **Sent to Program Office**.
3. An individual reviewer assigns the payment from **My Group List** to **My Tasks,** as described in the next section. The status changes to **Received in Program Office**.
4. The individual reviewer reviews the payment. If approved, it is routed to the **Payment Section Director**, and its status changes to **Ready for Payment**.
5. The **ROW Payment Section Director** reviews the payment. If approved, it is added to a batch file for processing in PeopleSoft, and its 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**.

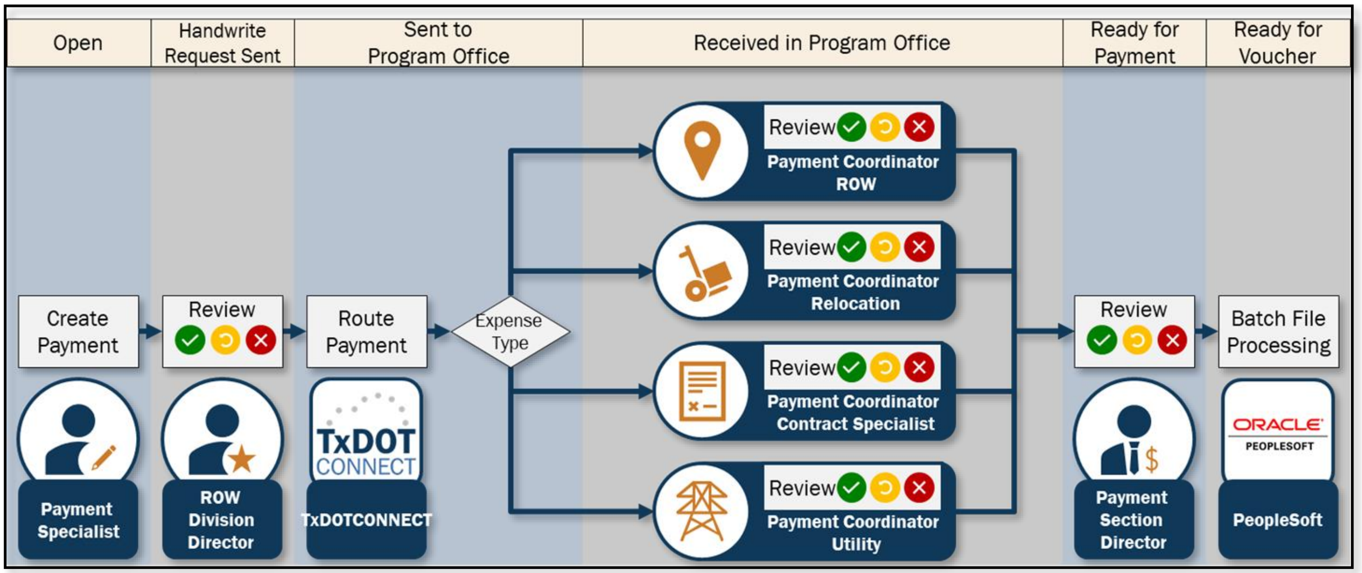
Handwrite Payment Review Workflow

Once a handwritten payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakeholders. This process is different from the standard payment workflow due to the urgent nature of handwritten payments.

Each reviewer may choose from the following options:

- **Approve** – the payment **continues** to the next step in the workflow.
- **Return** – the **Payment Specialist** receives 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 handwritten payment to the **ROW Division Director** for immediate review.

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

Once the payment is **made, the check number and PS voucher ID will** populate in TxDOTCONNECT. The **PeopleSoft Expended** field on the project's **Right of Way** page has also been updated to reflect the new payment.

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 updates to reflect the new payment.

- For Utility Payments with the following tasks, the status of the utility updates to **Adjustment completed-90% paid**
    - 90% Stage Payment - Util Adj
    - Supplemental Final Billing
    - Supplemental Final Billing No 2
- For Utility Payments with the following task, the status of the Utility should be updated to Adjustment completed Payment Made
    - Desk Audit 100% payment
    - Lump Sum Payment Utl Adj
    - Utility Misc Post Audit
    - LPA Util Adj Sponsor Reimbursement - Actual Cost
    - Audit Retainage payment Utl Adj
    - Supplemental Audit Reta - Utl Adj
    - Supplemental Audit Reta - Utl Adj No 2

Alternate Delivery and Miscellaneous Claims Payment Workflow

ROWAPS Consultants can only **Save** ROW (Task or Project-Level) and **Payment Process** = **Alternate Delivery** or **Miscellaneous Claims**.

ROW Payment Specialist can **Save** or **Submit** ROW (Task or Project-Level), **Non-Let ROW** or **Utility Payment** and **Payment Process** = **Alternate Delivery** or **Miscellaneous Claims**.

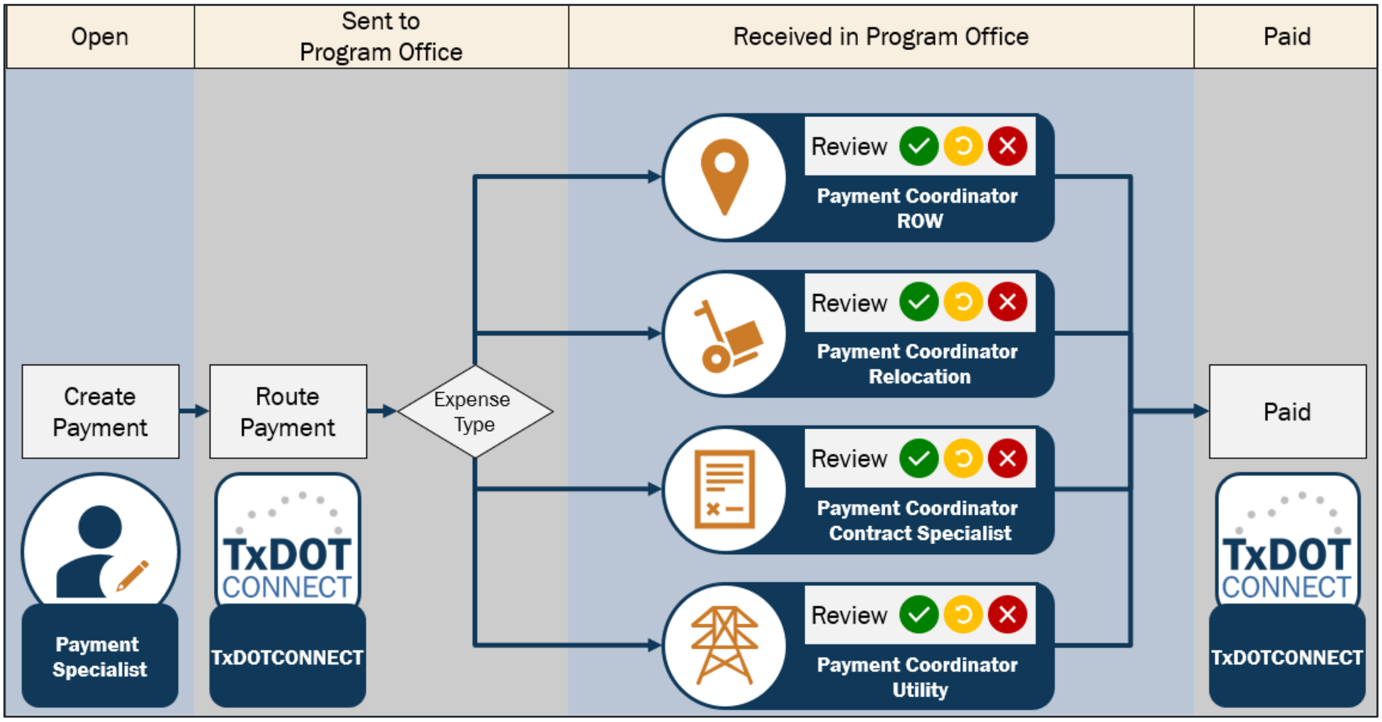
A **Miscellaneous Claims** Payment is used to reimburse a **Utility Owner** when the Utility Owner has not submitted an invoice within 24 months after the end of the fiscal year in which the date of the service under the contract was completed (for example, by August 31, 2027, for the fiscal year ending August 31, 2025).

Failure to meet this deadline necessitates reimbursement through the Miscellaneous Claims Process, which requires the reauthorization of funds by the State Legislature.

Once a payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakeholders.

Each reviewer may choose from the following options:

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

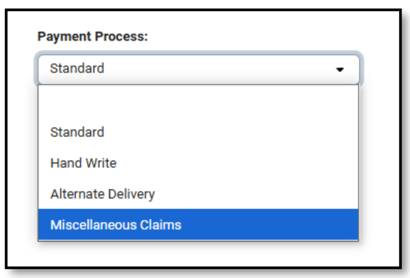


PROCESS PAYMENTS

1. The **Payment Specialist** creates the payment. The payment status is **Open**.
2. The **Payment Specialist** submits the payment for review. TxDOTCONNECT routes the payment to the appropriate reviewer group based on Expense Type. The status changes to **Sent to Program Office**.
3. An individual reviewer assigns the payment from **My Group List** to **My Tasks,** as described in the next section. The status changes to **Received in Program Office**.
4. The reviewer can **Cancel** at this point if needed and will be prompted to enter the **reason** for the cancellation.
5. The reviewer can **Approve**, **Not Approved**, or **Return** the payment.
6. If **Approved**, this is the end of the Alternate Delivery / Miscellaneous Claims payment workflow. **Payment Status** is listed as **Approved**.

   If the payment is **Not Approved,** the **Payment Coordinator** is prompted to enter a reason for the payment, and this is the end of the payment workflow. The **Payment Status** is listed as **Not Approved**, and the **Payment Specialist** will receive an email notification that the payment was **Not Approved**.

   If the **Payment Coordinator** returns the payment, they must enter a reason for the return. The payment is then routed back to the My Tasks of the **Payment Specialist** who created the payment. **Payment Status** is listed as **Returned for Correction**, and the **Payment Specialist** will receive an email notification that the payment was returned.



   If the Payment Process is **incorrect**, select **Returned for Correction**. The **Payment Specialist** can then edit the field and re-submit the request for review.

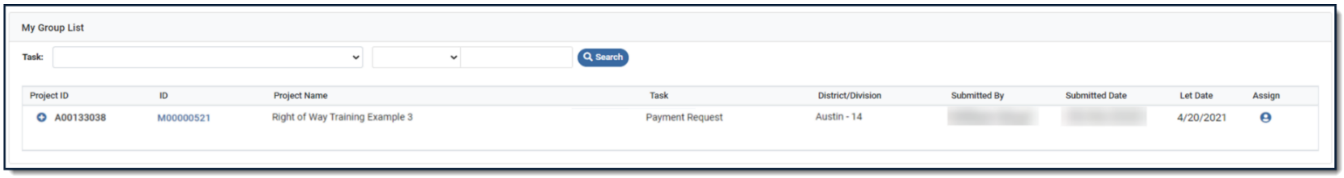
7. To complete the process for approved alternate delivery or Miscellaneous Claims Payments, a **ROW Super User** or **Payment Coordinator** is able to edit the Payment Status Date and Check Number.

Reviewing Payments

Authorized users with the appropriate security roles can review payment requests in the **My Group List** and **My Tasks** sections of the **Dashboard** on the TxDOTCONNECT **Home Page**.

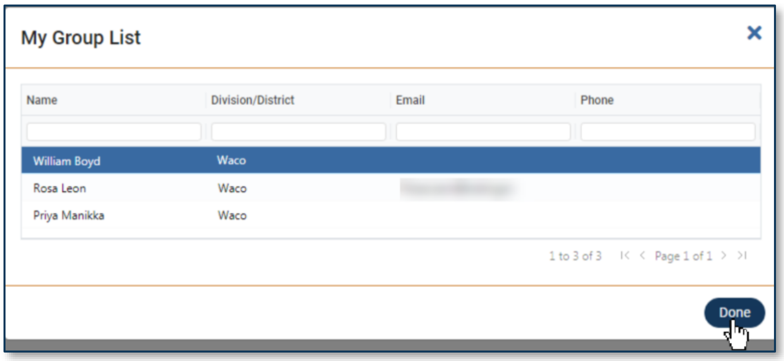
To get to the **Dashboard**, click from any page in TxDOTCONNECT.

1. Navigate to **My Group List**.



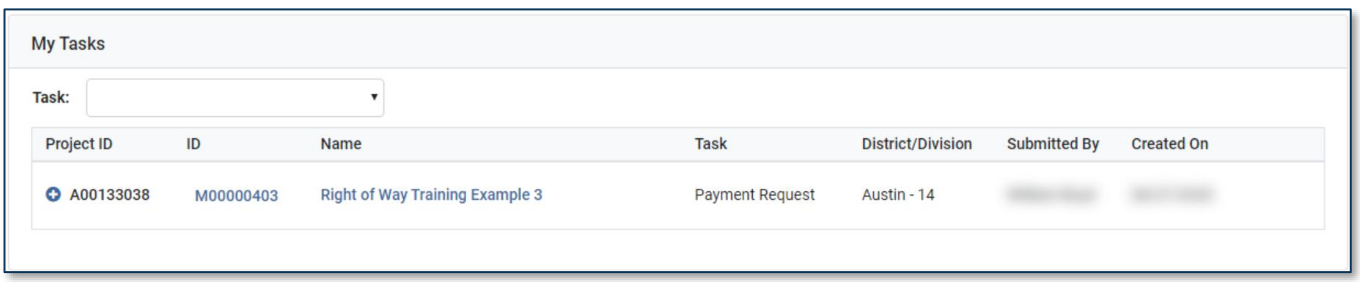
2. Click **Assign.**

The **My Group List** selection window appears.



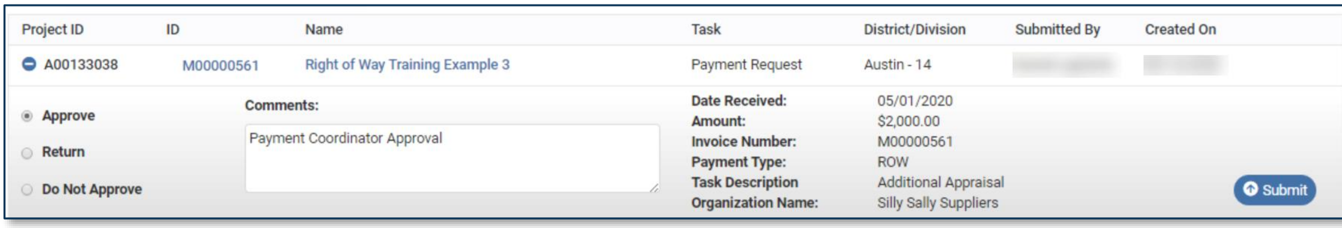
3. Select the appropriate name from the list.
4. Click Done.

The payment request is now assigned to the individual reviewer and appears in **My Tasks**.



- Click the **Payment ID** to navigate to the payment's **Payment & Voucher** page.
- Click the **Project Name** to navigate to the **Project Details** page.

5. Click to expand the payment review feature.



6. Click **Approve**, **Return**, or **Not Approve**.
7. Enter a comment if desired.
8. Click Submit.

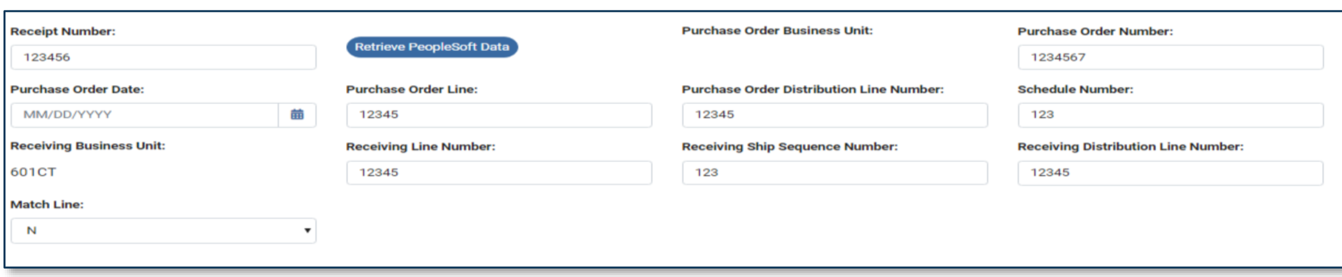
When the **Payment Specialist** re-submits a **returned** payment, it bypasses **My Group List** and routes to **My Tasks** for the Payment Coordinator who previously reviewed the request.

Adding Purchase Order Information

The **Payment Coordinator Contract Specialist** must add purchase order information to the payment.

1. Navigate to the **Payment and Voucher** page using the **Payment ID**.
2. Navigate to the bottom of the page where the purchase order information fields are.
3. Enter the **Receipt Number**.
4. Click Retrieve PeopleSoft Data.

All available purchase order information will populate from **PeopleSoft**.



Utility Payment Considerations

Before execution of a Utility Payment, ensure to follow the following guidelines first:

- Confirm with Project Delivery that the **TINS** and **Mail Code** are active and correct in USAS.
- Verify that the selected organization's **TINS** and **Mail Code** are correct.
- Make sure that the organization information, contact information, and address information are correct.

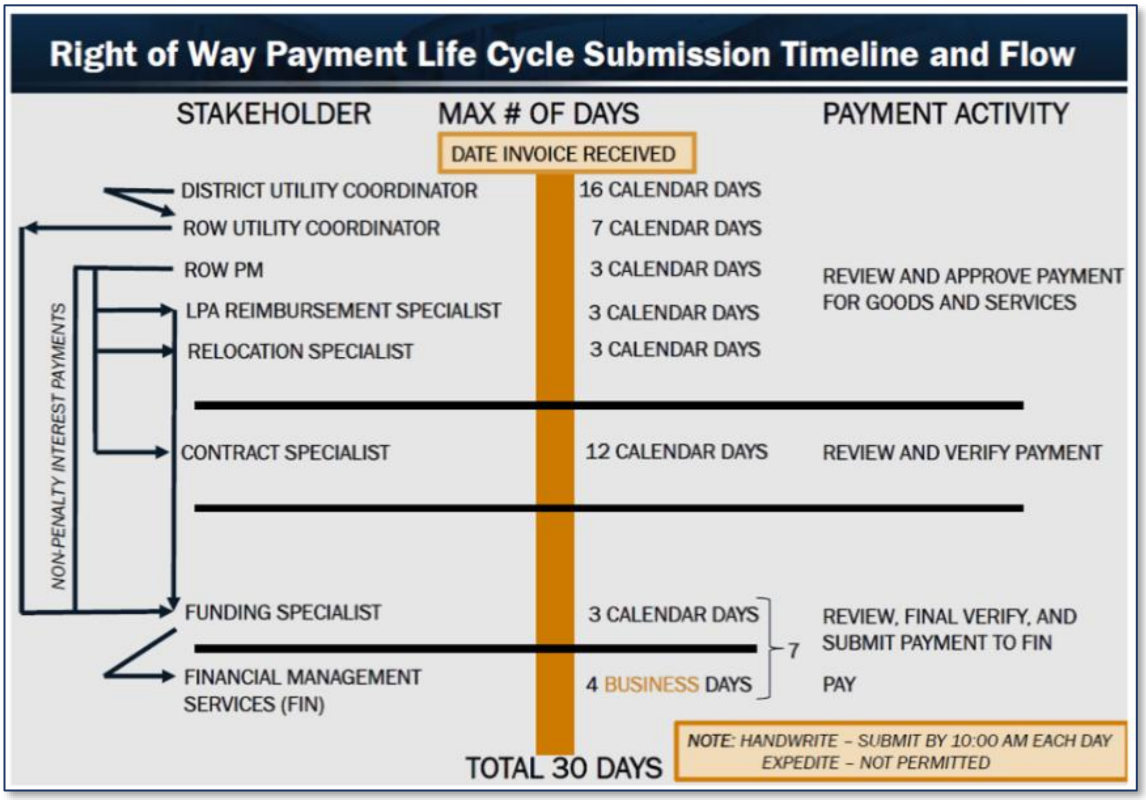
If you need additional information on searching for or creating an Organization, refer to the **TxDOTCONNECT JOB AID: Utilities.**

Utility Coordinators should submit a complete payment package to **ROW_UtilityRequests@txdot.gov** before submitting the payment in TXDOTCONNECT.

When submitting a complete payment package, include the **TxDOTCONNECT Payment ID** and **Organization ID** in the body of the email. Note: Information found on form ROW-A-15 is now captured in TxDOTCONNECT, so there is no need to create or submit form ROW-A-15.

To return to the steps to submit a payment, click here.

Payments Timeline



- **District Utility Coordinator** has 16 calendar days to review and process the payment.
- Once received by the Division, it will have seven calendar days to review, process, and resolve outstanding issues. 23 days have passed during this activity.

Note: It is recommended that you send in a payment request without delay to give all parties time to process it.

- Finance will have 7 days to process the payment once received and resolve outstanding issues.
- Those payment activities equal to 30 days. TxDOT has 21 days to reject a payment request.