



What, When, Why, & How to Invoice PEPS Invoice Center

Tira Dobrozensky, Invoice Center Manager

Priscilla Vasquez, Invoice Center Lead

Nikki Cervantes, Invoice Center Lead



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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



The PEPS Invoice Center Team...



Invoice Center Manager - Tira Dobrozensky

Leads

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Nichole Cervantes



Invoice Specialists

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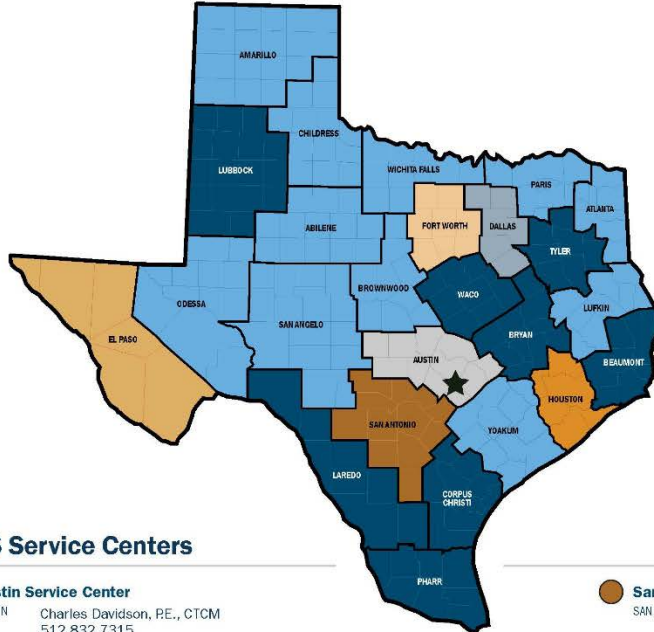
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PEPS Service Centers and Districts

Procuring the most qualified consultants to deliver effective transportation solutions for Texas



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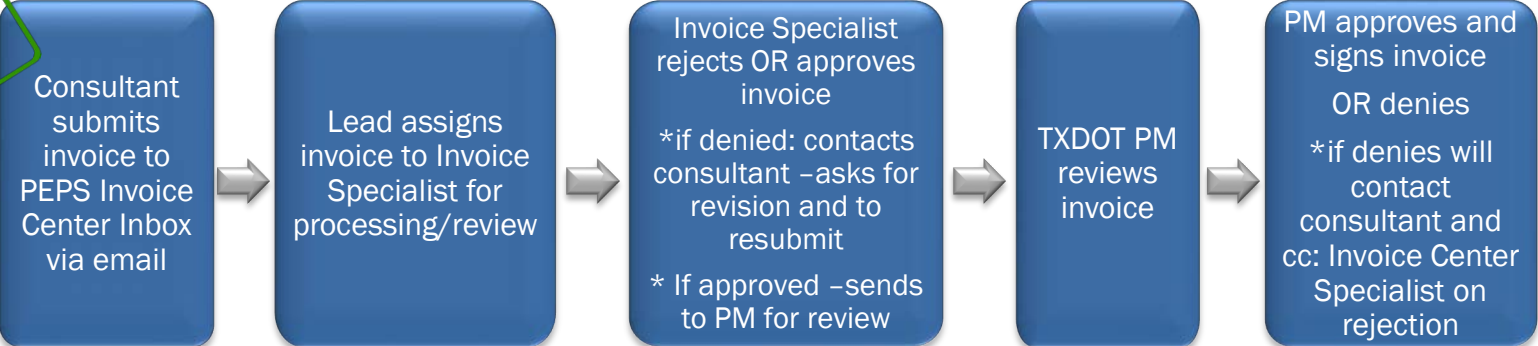
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Invoice Life Cycle

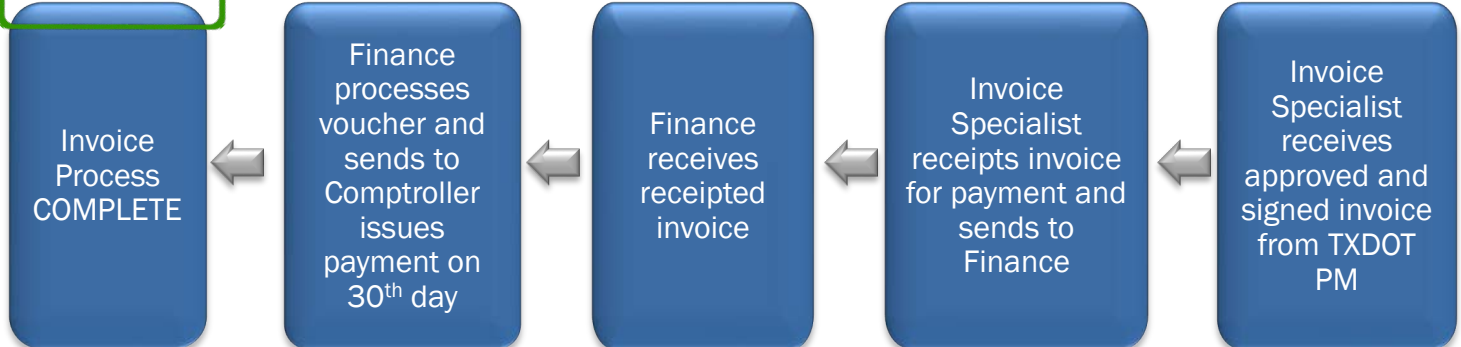
Invoice Life Cycle



RECEIVED



PAID



Invoice Review – Rejection & Corrections

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: 1. Before the execution date 2. After the termination date of the Work Authorization (WA)

Begin Service Date:	3/1/2019	WA Execution Date:	4/6/2019
End Service Date:	3/31/2019	WA Expiration Date:	12/30/2019
WA Project Manager (Provider):		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 2019	DEPT (Budget Acct Source Unit)

Template: Invoice Tab

- Labor Classification not included in executed WA/Supplemental WA (SWA)
- Staffing Rate incorrect – does not match executed WA/SWA

Reasons for Rejection cont.



- Begin Service Date and End Service Date are after the Provider Invoice Date – which is the date invoice is signed by the consultant
- Sending Invoice for processing before the End Service Date

Begin Service Date:	3/1/2019	WA Execution Date:	4/6/2019
End Service Date:	3/31/2019	WA Expiration Date:	12/30/2019
WA Project Manager (Provider):		WA Payment Type(s) for this WA:	

PROVIDER USE ONLY			
I am duly authorized to certify this invoice on behalf of the above named Provider. I further certify that the claim is correct and is not duplicated on any paid or pending invoice.			
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	1/31/2019	2/1/2019	2/28/2019
Provider Authorized Signature			
Name	John Smith		
Title	Sr. Project Manager		
Phone #	512-887-5309		
Email	John.Smith@consultant.com		
Provider Invoice Date	3/22/19		

Invoice Information			
TxDOT Id:	3	FY:	2019
Invoice Amt:	\$0.00		
Firm Inv #:	123456-7890	Disallow Amt:	\$0.00
Status:	Preliminary	Payable Amt:	\$0.00
Invoice Date:	3/22/2019		
Received Date:	3/23/2019		
Approved By:			
Begin Date:	3/1/2019	End Date:	3/31/2019
Processing Review: 3/24/19 - 10			
Comment:			

Reasons for Rejection cont.



- 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
- Invoice is **NOT** signed and dated by Consultant

Primary Invoice Template	1	Primary Invoice Template	\$40,782.28
TOTAL COMBINED INVOICE AMOUNT		\$40,782.28	
Provider Invoice No. for PP Verification	Date Provider Received Payment MM/DD/YY	Begin Service Date MM/DD/YY	End Service Date MM/DD/YY (for PP Verification)
REJECT			
Provider Authorized Signatory			
Name	John Doe		
Title	Billing Specialist		
Phone #	512-685-3514		
Email	John.Doe@companyemail.biz		
Provider Invoice Date	4/12/20XX		

Template: Signature Authority Tab

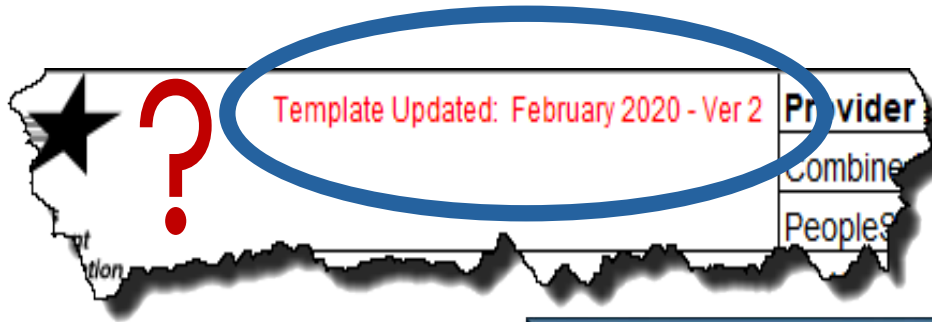
Project (CSJ or Detail No.)	Source (FC)	Emp Name (Acronym)
2964-01-048	130	Sheldon Cooper
2964-01-048	130	Leonard Hofstadter
2964-01-048	130	Penny Cook
2964-01-048	130	Raj Koothrappali
2964-01-048	130	Howard Wolowitz
2964-01-048	130	
1234-56-789	330	Leonard Hofstadter
1234-56-789	330	Penny Cook
1234-56-789	330	Raj Koothrappali
1234-56-789	330	Howard Wolowitz
1234-56-789	330	

Template: Labor Summary Tab

Reasons for Rejection cont.



- Method of payment incorrect/not in the executed WA
- Accounting errors that increase the invoice total amount
- If there are an excessive number of errors that need to be addressed (even if within the 1% cumulative invoice total)
- Old Invoice template being used – Most current Invoice Template is required for all invoice submissions (effective March 1, 2020.)



Template: Labor Summary Tab

Reasons for Correcting 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



Example – Correcting Without Rejection



Template Updated: April 2022-Ver 9

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



Internal Website:

<https://tntoday.dot.state.tx.us/PEPS/Pages/MgmtandAdmin.aspx>

Process Outline
Work Authorization Requests and Assignment Process
Risk Analysis
Work Authorization Negotiation
Work Authorization PeopleSoft Set-up
Work Authorization Closeout
Commercial Lab Program
Invoice Templates and Process
Program Compliance

Where to find current Invoice Template and Resources cont.



External Website: <https://www.txdot.gov/business/consultants/architectural-engineering-surveying.html>

Invoicing for Professional Services

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_Invoice_Center@txdot.gov

Invoice Template Packages and Resources

•Cost Plus Fixed Fee (CPFF)

- [Cost Plus Fixed Fee \(CPFF\) Invoice Template and Instruction Package](#) - June 2022-Ver 11

•Specified Rate and Unit Cost (SR and UC)

- [SR and UC Invoice Template and Instruction Package](#) - June 2022-Ver 10
- [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](#) - July 2022-Ver 7
- [Lump Sum Master Template Setup Video](#) - May 2022-Ver 2
- [Lump Sum How to Complete a Monthly Invoice Video](#) – May 2022-Ver 2

Invoice Resources

- [Invoice Frequently Asked Questions](#)
- [Invoicing Process Quick Reference for Consultants - NEW](#)
- [PEPS Function Code Mapping](#)
- [Utility Engineering Investigation FC Change FAQ](#)
- [Guidance on Other Direct Expenses](#)

Payment Types

Payment Types and Required Documentation



Professional Engineering Procurement Services (PEPS) Invoice Template Packages													
Invoice Template Package Workbook - Structure													
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
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			



Provider Responsibilities

- Charges on invoices should be itemized by listing the deliverable or deliverables associated with the lump sum payment requested.
- Invoice **MUST** match Table of Deliverables in executed WA. A copy of the TOD must be included.
- The provider is not required to submit evidence of actual labor rates, hours worked, travel, overhead rates, or any other cost.
- Payments may be made for completing one or more interim or final deliverables.
- Partial payments may be made based on the interim block deliverable that has been completed. However, no partial payments on line items can be made.



What the Invoice Center Verifies

- Amount shown matches total amount shown in Deliverable Summary
- CSJ is correct
- Total dollar amount of deliverable
- Invoice matches Table of Deliverables by line item

Lump Sum Example



LUMP SUM INVOICE

Deliverable Summary Tab

Correct

Ensure task items are being charged to the correct FC

Itemized Listing

Deliverable Descriptions should match Fee Schedule

Table of Deliverables

Ensure Deliverable Amount total is correct

Amount Calculations

DELIVERABLE SUMMARY			
Lump Sum Payment Method			
Provider Name:	Surveying And Mapping, LLC.	Legacy Contract No.	18-7IDP1017
Provider ID No.	1742704974100	Legacy WA No.	1
Deliverable Breakdown By Project (CSJ/Detail) and Source (Function Code)			
PROJECT (CSJ or Detail No.) (Select from Drop Down Menu - Cell 42, 73, etc.)	SOURCE (LEGACY FC) (Select from Drop Down Menu - Cell 42, 73, etc.)	DELIVERABLE DESCRIPTION	DELIVERABLE AMOUNT (Must be billed by completed line item shown in the Table of Deliverables)
2964-01-048	130	Task 1	\$14,167.01
2964-01-048	130		Subtotal Line 1
			\$14,167.01
2964-01-048	130	Task 2 and Task 3 (Priority 1)	\$24,792.27
2964-01-048	130		Subtotal Line 2
			\$24,792.27
2964-01-048	130	Task 3 (Priority 2)	
2964-01-048	130		Subtotal Line 3
2964-01-048	130	Task 4	
2964-01-048	130		Subtotal Line 4
2964-01-048	150	Task 5 and Task 6	
2964-01-048	150		Subtotal Line 5
2964-01-048	130	Final Deliverables	
2964-01-048	130		Subtotal Line 6
			TOTAL:
			\$38,959.28
DELIVERABLE DATE	DELIVERABLE DESCRIPTION	% OF TOTAL SCOPE	DELIVERABLE AMOUNT
3/31/20xx	Task 1	20.0%	\$14,167.01
3/31/20xx	Task 2 and Task 3 (Priority 1)	35.0%	\$24,792.27
			TOTAL:
			\$38,959.28



Provider Responsibilities

- Providers must itemize labor costs on the “Labor Summary” (employee name, staffing category, number of hours billed, and contract rate).
- The invoice should include copies of time sheets to support the requested payment.
- The provider may be required to provide additional evidence of hours worked and direct costs
- The provider is not required to provide evidence of actual labor costs, overhead rates, or any other cost, except direct costs.



What the Invoice Center Verifies

- Salary rates match rates shown in the WA
- Calculations are correct
- CSJ is correct
- Any travel amounts billed (hotel, meals, taxi, etc.) are correct and approved in WA (Meal receipts DO NOT need to be submitted but MUST be kept by consultant for audit purposes for the life of the contract/WA plus 7 years after the termination date. However, TXDOT PM can request at anytime.)
- Any other direct expenses billed are approved in WA
- Totals shown for each subprovider match backup documentation provided with invoice packet

Specified Rate & Unit Cost Example



WA FEE SCHEDULE						
CSJ: 2964-01-048						
Work Authorization Start Date: 3/15/20xx						
Work Authorization Termination Date: 6/31/20xx						
TASK DESCRIPTION	Project Manager (10 to 20)	Surveyor - Licensed State Land Surveyor (10+)	Survey Technician (Surveyor-in-Training - Senior (5 to 10))	Survey Technician (1 to 5)	Administrative Clerical	TOTAL LABOR HRS AND COSTS
FC 130 (130) - RIGHT-OF-WAY (ROW) DATA						
ROW Mapping						
Right-of-Entry (ROE)						
Prepare and send ROE letters (submit PDF copies of letters and responses)	1	6	16		5	28
Prepare listing (spreadsheet) and maps showing ROE information for up to 15 landowners	1	6	8		5	20
Abstracting						
Research of public records for Right-of-Way (ROW), easements, adjacent properties, etc. (submit PDF copies)	3	6	10	30	4	53
Existing ROW Survey						
Locate, recover, and survey property (e.g. private, adjoining, etc.) corners and ROW monuments	2	33	30			65
Set 5/8" iron rods with plastic caps at PC's, PT's, PI's, and break points (where possible)	1	5	16			22
Prepare and submit MicroStation (DGN) file sheets depicting ROW lines, easements, adjacent properties, etc.	4	15	36			55
ROW Map Sheets						
Prepare GIS geodatabase	1	1	20			22
Prepare signed, sealed, and dated survey plats: print one set full-size map (22" x 34") on mylar and print one set half-size (11" x 17") on paper	5	12	36	130		183
Deliverables						
Prepare and submit final deliverables	2	2	12		14	16
Hours Sub-Total	20	86	184	160	14	464
Contract Rate per Hour	\$ 166.14	\$ 151.04	\$ 108.11	\$ 92.71	\$ 66.58	
Labor Cost	\$ 3,322.80	\$ 12,989.44	\$ 19,892.24	\$ 14,833.60	\$ 932.12	\$ 51,970.20

SPECIFIED RATE + UNIT COST INVOICE Labor Summary Tab

Provider Invoice No. 62753
 Combined Invoice Template Log No. 1

LABOR SUMMARY (OFFICE)
SR-UC Payment Method

Provider Name:	Surveying And Mapping, LLC.	Legacy Contract No.	18-7IDP1017
Provider ID No.	1742704974100	Legacy WA No.	1

Labor Breakdown by CSJ/Function Code:

Project (CSJ or Detail No.)	Source (FC)	Emp Name (Acronym)	Employee Staffing Category (Acronym)	No. of Hours	Contract Rate	Total Direct Labor	Line Total by Project/Source
2964-01-048	130	Sheldon Cooper	Admin	2	\$66.58	\$133.16	
2964-01-048	130	Leonard Hofstadter	Sr. Survey Tech	24	\$108.11	\$2,594.64	
2964-01-048	130	Penny Cook	PM	5	\$166.14	\$830.70	
2964-01-048	130	Raj Koothrappali	Surveyor	82	\$151.04	\$12,385.28	
2964-01-048	130	Howard Wolowitz	Survey Tech	60	\$92.71	\$5,562.60	
2964-01-048	130					Subtotal Line 1	\$21,506.38
2964-01-048	150	Leonard Hofstadter	Sr. Survey Tech	3	\$108.11	\$324.33	
2964-01-048	150	Penny Cook	PM	3	\$166.14	\$498.42	
2964-01-048	150	Raj Koothrappali	Surveyor	8	\$151.04	\$1,208.32	
2964-01-048	150	Howard Wolowitz	Survey Tech	8	\$92.71	\$741.68	
2964-01-048	150					Subtotal Line 2	\$2,772.75
						Total Labor (Office)	\$24,279.13

- Ensure CSJ(s) match Fee Schedule
- Ensure FC match Fee Schedule and Task
- Ensure Invoice Staffing Categories match Fee Schedule
- Ensure Invoice Contract Rates match Fee Schedule

UPDATED: PEPS Guidance on ODE's – Meal Receipts



<https://tntoday.dot.state.tx.us/PEPS/Pages/ContractDevandNeg-Index.aspx#T3>

Table 2: Reimbursable Travel Costs

Type of Travel ODE	Reimbursement	Maximum Set By	Receipt Required for Invoice	Receipt Required for Audit
Hotel/Lodging rate	Actual Cost	GSA rate for city	yes	yes
Hotel/Lodging Taxes/Fees	Actual Cost	Negotiation Center set in Attach E	yes	yes
Meals	Actual Cost	Per diem rate for city (GSA rate)	no	yes
Car/Vehicle Rentals	Actual Cost	Negotiation Center set in Attach E	yes	yes
Air Travel	Actual Cost	GSA rate for city	yes	yes

Other Direct Expenses	
01-27-22	Other Direct Expenses Master List
04-20-22	Guidance on Other Direct Expenses - Updated
08-25-11	Miscellaneous Other Direct Expenses Tracking Sheet

Meals (Per Diem)

Meals may be reimbursed as an ODE if a provider is traveling for the project and has an overnight stay. Meals are reimbursed for actual cost per day (per diem), using the current state rate as a maximum cost. The current state rate is equivalent to the GSA Meal rates. See the [GSA Breakdown on Meals and IEs](#) section below to calculate this rate. The GSA webpage should be used to determine the maximum allowable rate for the specific city of travel. The meal rates are shown under the column heading **M&IE** on the rate schedule shown for the city of travel. Receipts for meals are not required when submitting an invoice; however, meal receipts must be maintained by the provider for audit purposes.



Based on:

- Direct and indirect costs incurred plus a portion of the fixed fee based on a ratio of labor and overhead costs incurred to total estimated labor and overhead costs contained in the Final Cost Proposal.

When this payment method is used, TxDOT:

- May reimburse the provider for allowable costs necessary to complete the project.
- Reimburses the provider for actual, allowable costs during each billing period.
- Pays the provider a percentage of the contract fixed fee (profit) each billing period.



What the Invoice Center verifies

- Total fixed fee for WA matches approved total amount shown in WA
- Correct overhead rate has been entered and matches rate shown in contract and WA
- Correct fixed fee % has been entered
- Totals show for each subprovider match backup documentation provided
- Labor rates billed are actual hourly rates (cost) paid to employee listed who performed service
- Calculations are correct
- Travel dates and amounts are within WA

NOTE: Late invoice submission from Sub



If a sub-contractor submits their invoices late - after the Prime has sent their invoice to PEPS for processing or invoice has already been processed for payment:

- Have the Prime call or email the PEPS Invoice Center to let us know of the submission BEFORE the submission of the supplemental invoice.
- Prime will submit the sub's invoice – use the invoice number that it is tied too and put “SUP” after the invoice number so that we know it is tied to the original invoice already submitted/processed.
- In the body of the email of the supplemental invoice submission – must indicate this is a “supplemental invoice” to an invoice that has already been submitted/processed and specify WHY a supplemental invoice is being submitted.
- The SUP invoice will be reviewed independently from the original invoice - depending on the length of time from the submission of the original invoice. The invoice will receive the same 100% review and the allotted 30-days for processing of the invoice from the date PEPS receives the invoice.
- Ensure all necessary documentation is submitted with the invoice package to prevent any delays with the review and payment of the invoice.
- Payment will be issued directly to Prime. Once payment is received, Prime will issue payment to the sub within 10 days as indicated in the executed contract/WA.
- This will NOT be considered billing more then once in a month since it is tied to an invoice previously submitted.




Prompt Payment Certification



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		



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

Prompt Payment Act

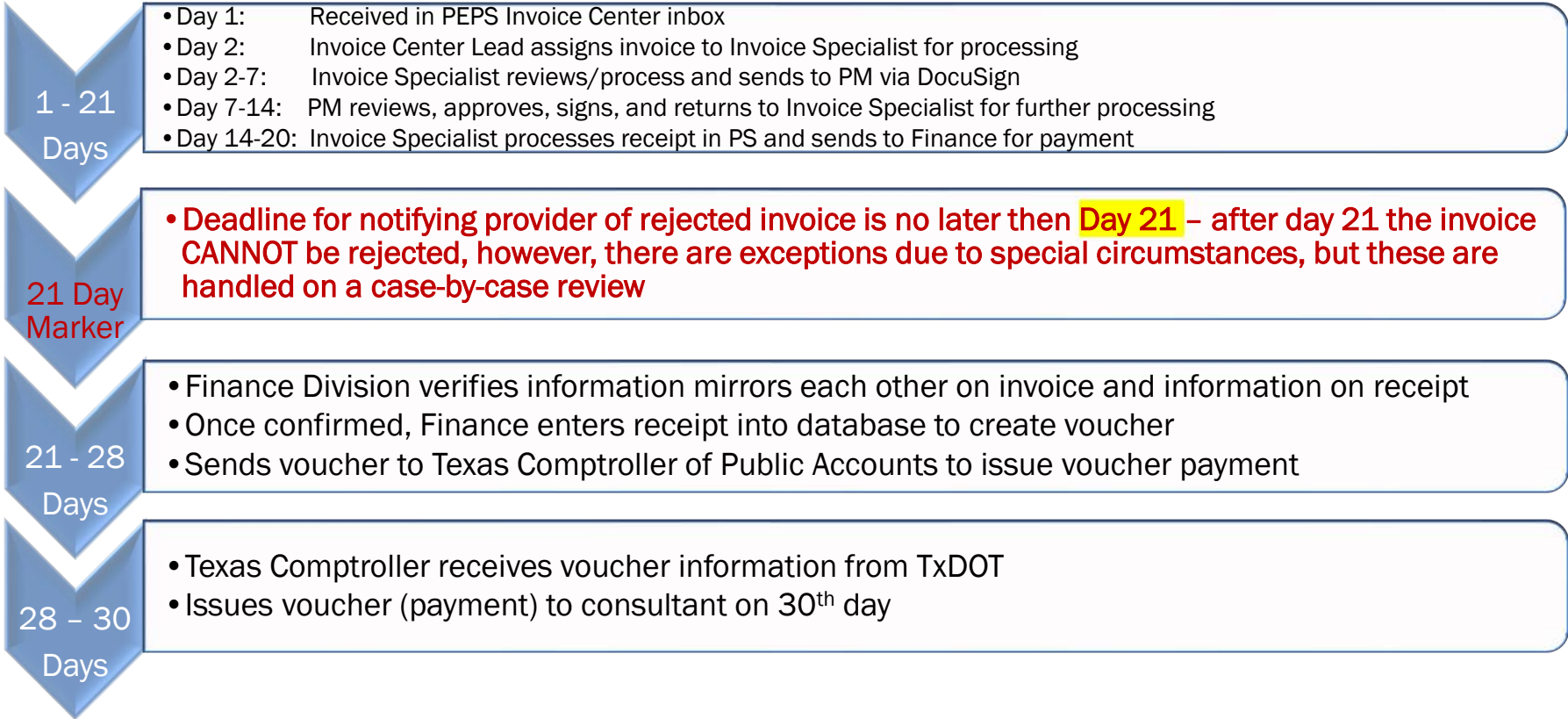


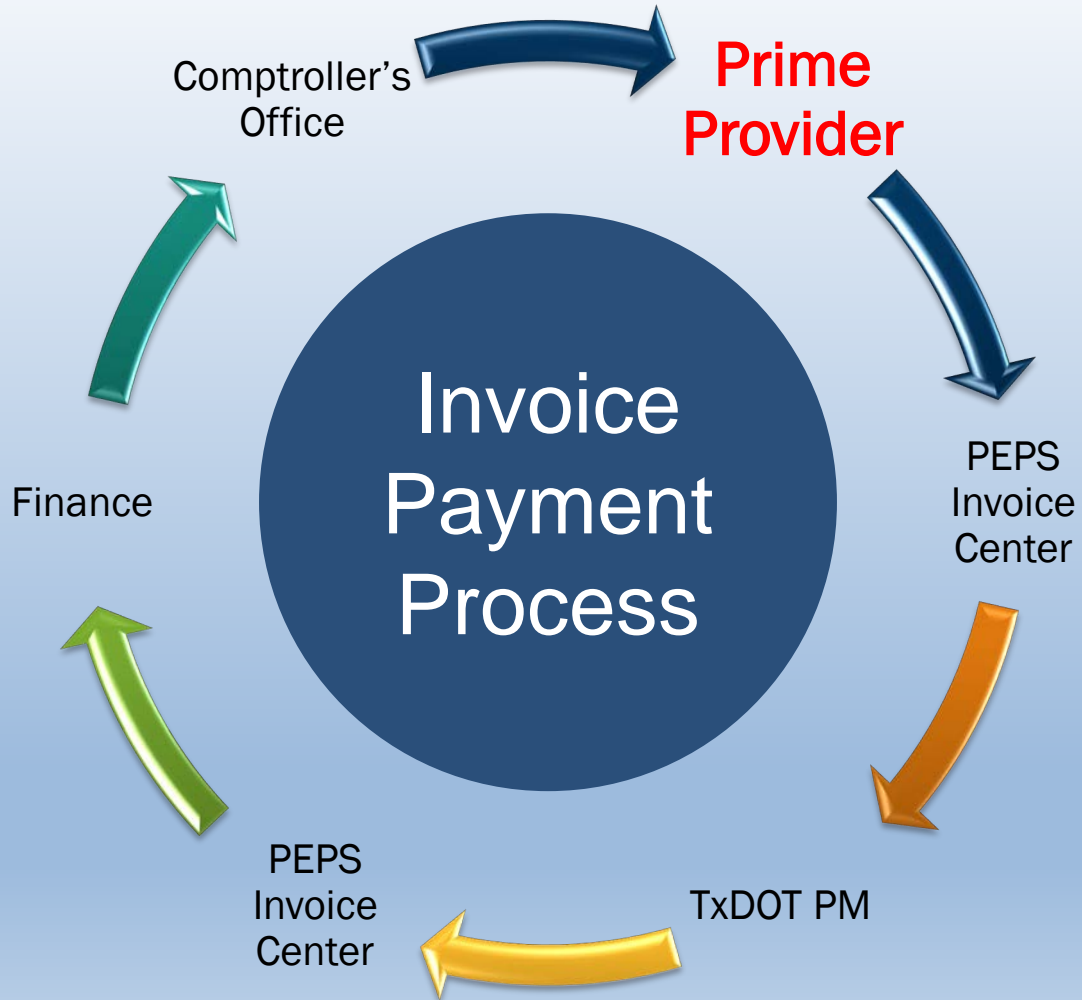
Prompt Payment

- 21st day after government entity receives invoice – cannot deny invoice
- State agency payment due on 30th day after the date invoice
- Date agency receives goods under contract
- Date performance of contracted service is complete
- Date agency receives invoice for goods and services

Invoice Timeline

Breakdown of Timeline – calendar days NOT business days







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 create funds being 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

DO:

- 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)



State pays vendor 30 days from the date the invoice was received.

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.**

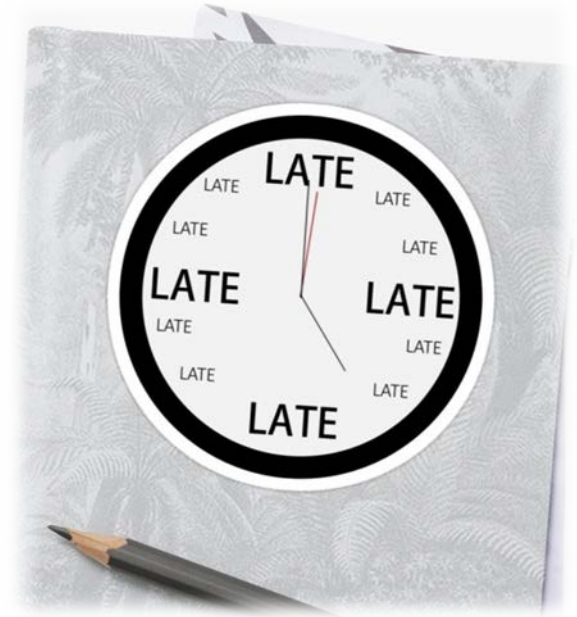
Comptroller link to check for payment status:

<https://comptroller.texas.gov/programs/systems/direct-deposit/payment.php>

Main Reasons WHY Invoices are Late - Internally



- Project Manager
- CSJ
- Purchase Order (PO)
- WA/SWA
- Signature Authority





Return invoices on time – by due date indicated

Ensure CSJ's & Purchase Orders (PO) are set up

WA/SWA are executed

Provide most current Signature Authority






QUESTIONS




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