

# Invoice Impediments Frequently Asked Questions

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1. Please explain the new Deliverables Submitted and Accepted date vs Beginning and Ending Billing Period Dates on the Lump Sum Invoice templates.
  - a. The deliverable submission and acceptance date applies to Lump Sum payment type only. For Lump Sum payment type, the Project Managers are not tracking when the work began and ended on a deliverable; instead, the costs are considered incurred based on completion and acceptance of the deliverable.
2. Please explain the difference between 30-day submittal day requirement between invoice submittals and invoice revisions.
  - a. You can resubmit a rejected invoice once it is corrected, which fixes the identified deficiencies. This corrected invoice should be submitted as soon as possible. The resubmission of this invoice will not be counted as a second invoice, even if another invoice is submitted in that same month (30-day period), for a subsequent monthly billing period.
3. What do we do if we discover additional costs from a subprovider after we have submitted and have been paid for a particular billing period?
  - a. When a consultant bills for a billing period, it is expected that all costs associated with that period have been submitted. A supplemental invoice will need to be submitted to tie to the previous invoice that was billed and paid. When a consultant submits a subsequent invoice for that same billing period, TxDOT must go back and re-evaluate all costs associated with that billing period to ensure that these costs are not duplicated in the previous invoice. Additionally, TxDOT authority to pay older invoice may be limited depending on when the costs were incurred, based on the legislative appropriation year that the cost occurred. As a reminder, the terms and conditions of the contract state that the Engineer is authorized to submit requests for reimbursement no more frequently than monthly and no later than ninety (90) days after costs are incurred.
4. We need to complete our Invoice Template, but we do not have the CSJ Numbers or charge codes. Where do we get that information?
  - a. The TxDOT Project Manager is to provide the CSJ number, Project ID number, or charge code to the provider so that the costs are charged to the appropriate cost center.
5. What do we do if the Table of Deliverable milestones have not been met by TxDOT?
  - a. Services to be provided by TxDOT or reviews by TxDOT should not hold up a provider from doing their work within the agreed upon work schedule. If TxDOT is delaying the project, a supplemental work authorization may be needed to add additional time, and potentially funds for any costs that are a result from the TxDOT delay.
6. Can we only send one invoice per calendar month per work authorization?
  - a. No. As indicated in the terms and conditions of the contract, the Engineer is authorized to submit requests for reimbursement no more frequently than monthly and no later than

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ninety (90) days after costs are incurred. However, this does not include the resubmission of a rejected invoice. A rejected invoice may be resubmitted as soon as the issues are corrected.

7. Will an invoice be rejected for using the wrong district, PCBU, or CSJ codes?
  - a. The invoice center needs to have the proper information in order to bill properly in Peoplesoft (the TxDOT financial system). If these numbers are entered incorrectly, billing and payment cannot properly occur. For simple invoices, these minor errors may be corrected by TxDOT staff, however for more complex invoices these will be return to the provider for correction.
8. What do we do if we are requested to use a Function Code that is not in the invoice template drop down box but specifically requested by the TxDOT Project Manager?
  - a. The TxDOT Project Manager will need to request that PEPS add the new function codes that are not within the invoice template drop down and the reasons they are being utilized for the project.
9. Can we submit an invoice if we are aware that a subprovider has outstanding costs for the same billing period?
  - a. A provider should not knowingly submit an invoice that does not contain all of the costs associated with that specific billing period. Refer to response #3 above.
10. Can the TxDOT Project Manager ask the Prime to compile multiple months into a single invoice?
  - a. Under the terms and conditions of the contract, the provider is authorized to submit an invoice at a minimum monthly. The TxDOT Project Manager is not authorized to change those terms stated within the contract.
11. The Table of Deliverables can be too complex when wanting to bill monthly with multiple CSJs. What can be done to simplify this?
  - a. The Table of Deliverables is a negotiated element of the contract. It should be developed with the intent to allow invoicing at least on a monthly basis. Billing frequency and the type of deliverables and interim deliverables should be discussed during the negotiation phase of contract or work authorization development.
12. It takes time for the providers to assemble invoices, but TxDOT will not reimburse this time as a direct labor cost. How can we account for this additional cost?
  - a. For most providers, the costs associated with the accounting functions, including invoicing, is typically included in the indirect cost rate. So, the cost for invoicing is included as an indirect cost through the application of the Indirect Cost Rate.

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13. TxDOT Districts sometimes collapse cells in the Exhibit D removing some Job Classifications, if there are no hours estimated in those Job Classification. Can we request that those be left in so they can be used under special circumstances?
- While it is not appropriate to include every possible labor category in a work authorization, it is appropriate to include labor categories that may be needed, but to include no hours for them. Should the need arise, the more appropriate labor category can be substituted in using hours that are dedicated to that task but assigned to another category.
14. Why are we unable to bill job classifications on Specified Rate jobs unless the category is in Exhibit D?
- Refer to response #13 above.
15. There may be situations where there are some overruns and underruns in the different Function Code budgets. Can we use unused ODE budgets to cover overruns on function code budgets?
- The level of effort estimate on a work authorization is divided into various tasks under broad categories of work called function codes. While the maximum not to exceed on the work authorization is a hard number, not to be exceeded, the budgets at the function codes are considered estimates, which when performed the actual costs may vary above or below the estimate. Small variations should not be of concern; however, when they vary significantly questions should be asked by the project manager to determine the cause of the variance, which may require a supplement work authorization.
16. Are we able to move budgets between function codes for the same firm without a supplemental agreement or supplemental work authorization?
- Refer to response #15 above.
17. Are we able to move budgets between subprovider without a supplemental agreement or supplemental work authorization?
- Refer to response #15 above. The assumption is that unused funds may be moved, not removing the work committed to a subprovider.
18. Does escalation added by supplemental only apply to new work authorizations?
- A provider is allowed to begin using a higher (escalated) rate on an existing work authorization once the higher rate becomes effective in the contract. However, there will not be an adjustment to the maximum amount not to exceed identified on the work authorization.
19. Is there an automated report for District Project Managers to check district wide budget status, WA status, and contract status?

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- a. Information on the status of the work authorizations and contracts can be found in PSCAMS as well as on the Contract & Work Authorization Utilization Tableau Dashboard. The District should monitor the status of their own consultant budget utilization these tools.

20. Who at TxDOT is receiving, reviewing, and routing the invoice through the approval process for payment?

- a. The preparation and submittal of the invoice is the responsibility of the provider. It is the PEPS Invoice Center who receives the invoice, completes an initial review, routes it for approval, and payment. The TxDOT Project Manager will review the invoice to verify that the work has been completed and is sufficient before approving it and before it routes through to the authorized signature authority. The PEPS Invoice Center uses an automated workflow system to automatically route the invoice through the different reviewers and approvers for processing and payment.

21. Can we request a supplemental to modify the Table of Deliverables to allow for more frequent payments? It appears that there is some resistance to changing the Table of Deliverables through a supplemental agreement.

- a. Yes, a request can be made. Any agreement changes need to be done through a supplemental agreement or supplemental work authorization to protect both TxDOT and the provider. TxDOT cannot pay for something that is not within the contract or WA.