Processing Payments

A TxDOTCONNECT Job Aid

Who?

- Payment Specialist
- Payment Manager
- Payment Coordinator
- Contract Specialist
- Utility Program Manager
- ROW Payment Section Director

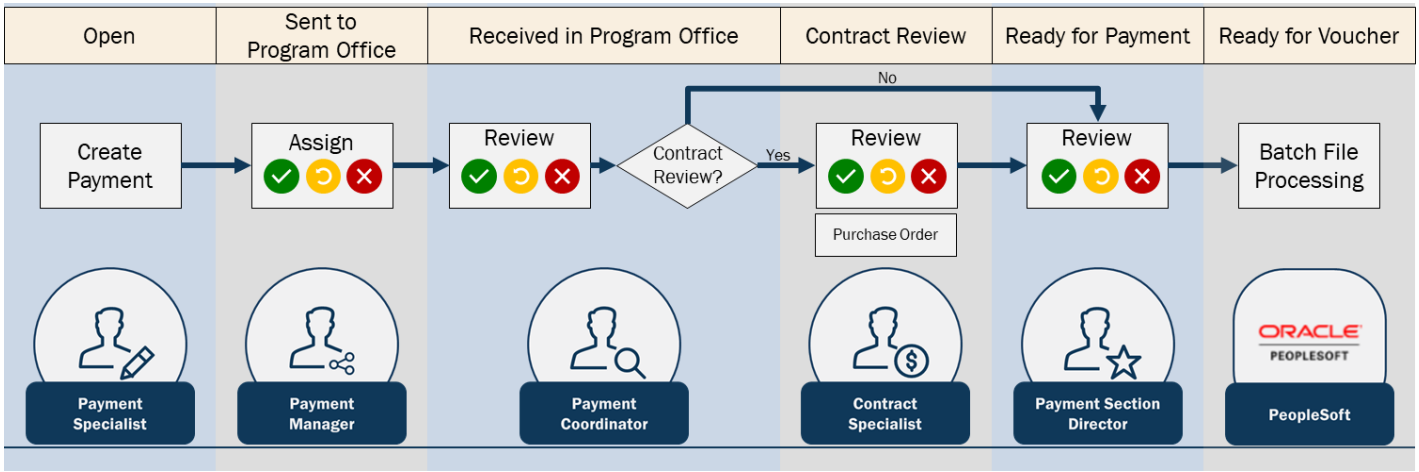
When?

May 2020

Introduction

For some projects that involve external partners, project managers create tasks and assign them to organizations and supporting resources. Once these tasks are completed and an invoice is received, an authorized user can use the enter a payment request for that organization in TxDOTCONNECT.

This course describes how to search for and view existing payments, how to create and submit a new payment, and how to review and approve a payment.



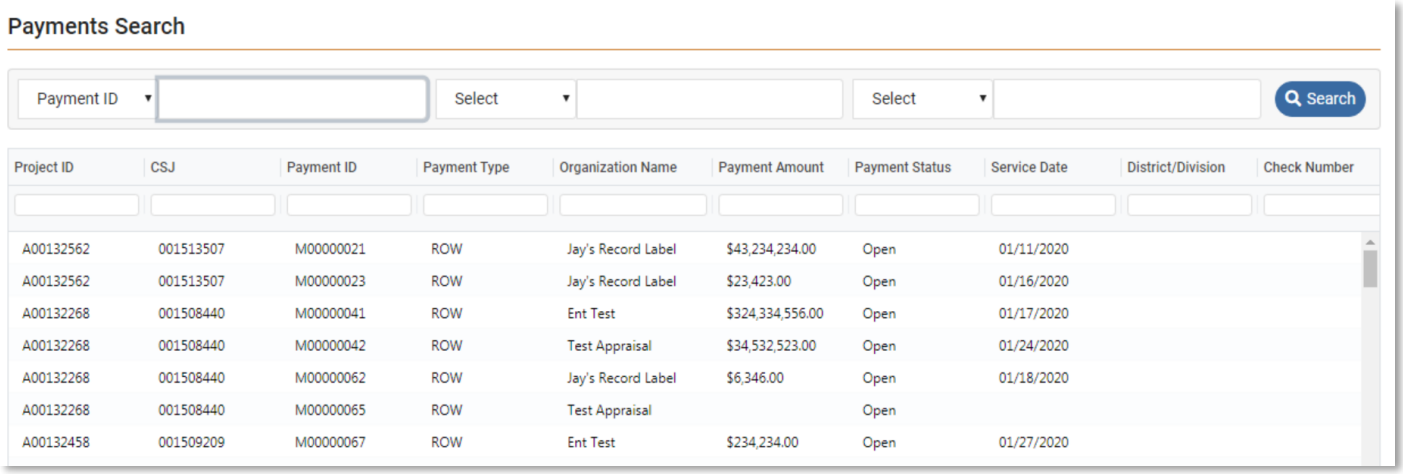
All payment requests must be approved by the proper reviewer before they are processed to the vendor. The routing of the request for approval is different depending on the payment type, but the process for reviewing and approving the payment is the same.

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

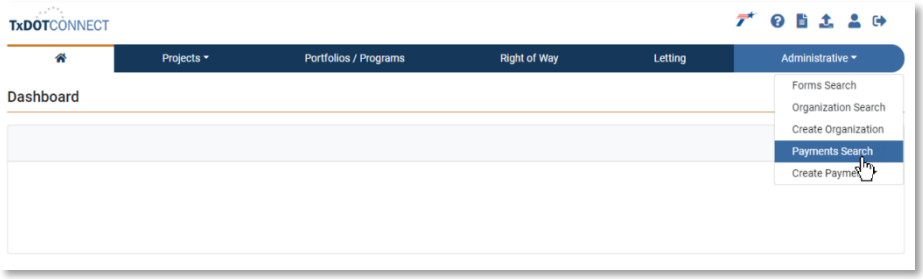
CREATING PARCELS

Searching for a Payment

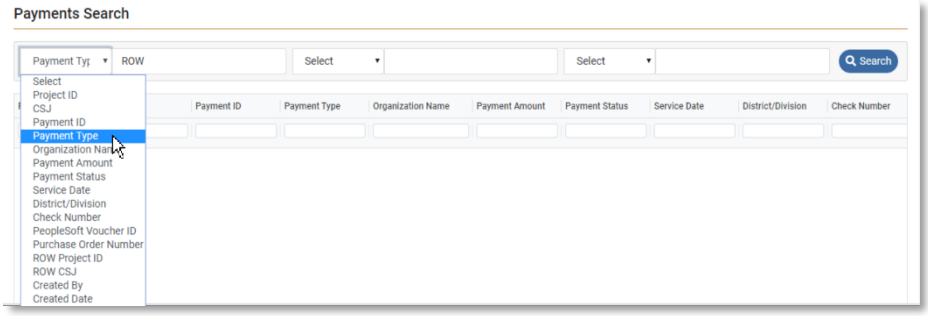
You can search for an existing payment from the Payment Search feature in the Administrative module.



1. Click the **Administrative** module and select **Payment Search**.

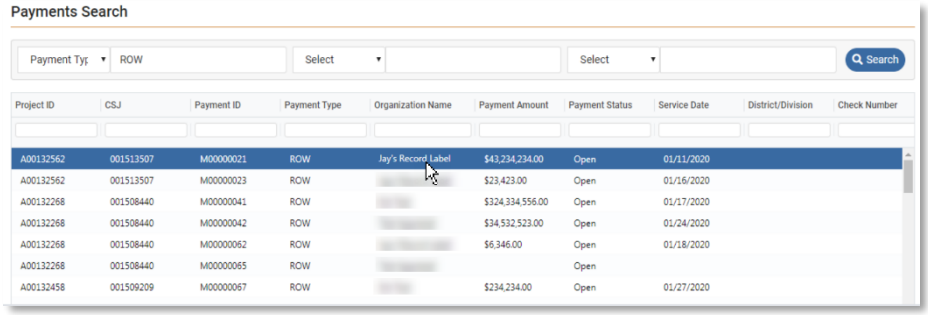


2. The **Payment Search** page appears. Select at least one of the search criteria and enter a search term, and click **Search**.

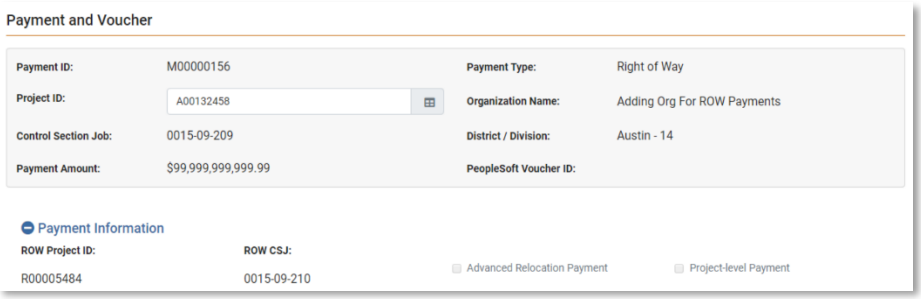


3. The search results populate. Sort or filter them using the column headers if needed.

   Double-click a payment to open and view detailed information about it.



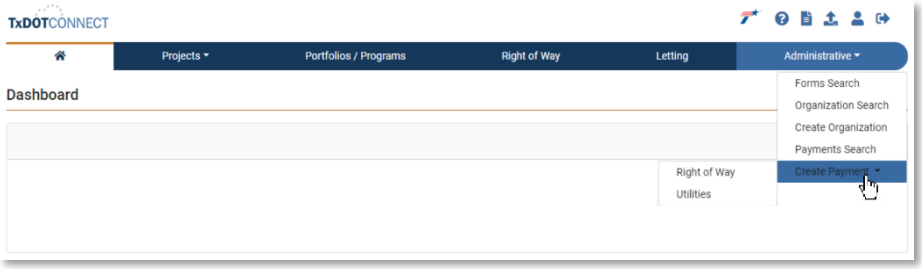
4. We'll look at this information in the next section as we describe how to create a new payment.



Creating a Payment

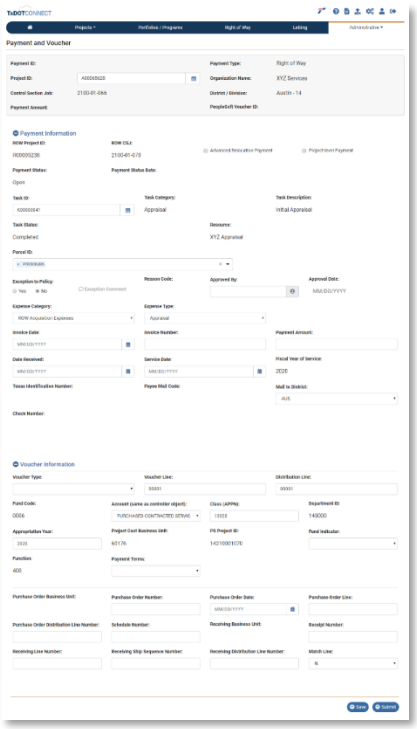
Authorized users can create a new payment from the Create Payment feature in the Administrative module.

1. To create a new organization, click the **Administrative Module** and select **Create Payment**. The Create Payment page appears.



2. The Payment and Voucher page is divided into the following sections:
   - Payment Header
   - Payment Information
   - Voucher Information

Each section contains several fields and several of these only populate once payment information is approved or process in PeopleSoft.



The **Payment and Voucher** page is divided into sections.

CREATING PARCELS

Payment Header

Authorized users can create a new payment from the Create Payment feature in the Administrative module.

A. Payment ID

This is generated once all required fields are entered and the payment is saved or submitted. Payment ID's always begin with the letter **M**.

B. Payment Type

This is populated with the payment type selected in the Administrative module. It determines the layout of the page and which fields are included.
For example:

- ROW Payments allow you to indicate an Advance Relocation Payment or Project-Level Payment and provide additional detail about the task and parcel.
- Utility Payments reference the Utility ID.

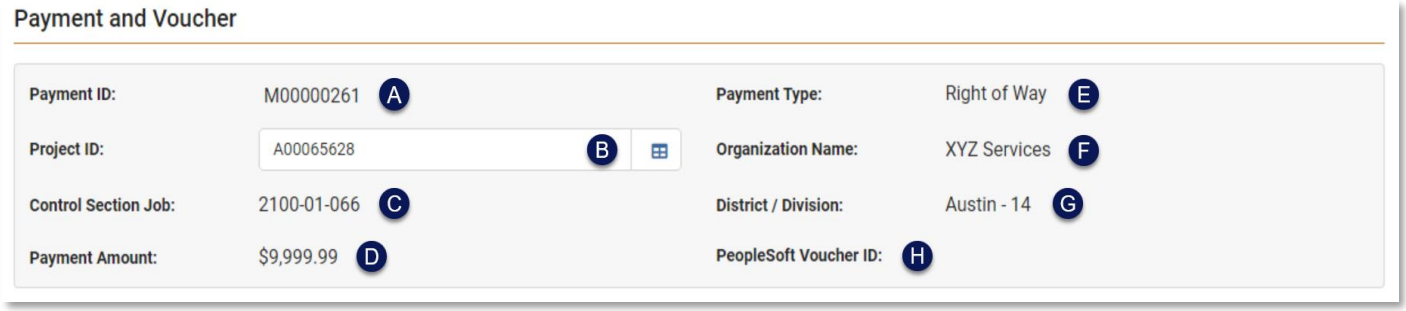
C. Project ID

This field allows you to select the transportation project (Project ID) or utility work (Utility ID) to which the payment applies.

Only Utilities with Joint Bid or Reimbursable indicators will appear in this list. Additional information can be found in the course **Managing Utilities**.

D. Organization Name

This field allows you to select the organization that performed the work and will receive the payment. For Right of Way (ROW) payments, TxDOTCONNECT populates this field automatically based on the selected **task** (unless the payment is indicated as a **Project-level Payment**.)



E. Payment Type

This identifies the control section job (CSJ) where the work took place. TxDOTCONNECT populates this field automatically based on the **Project ID**.

F. District/Division

This identifies the district or division responsible for the selected project ID or utility **ID**.

G. Payment Amount

This is the amount of the payment. This is entered in the **Payment Information** section below but populates in the **Payment Header** for easy reference.

H. PeopleSoft Voucher ID

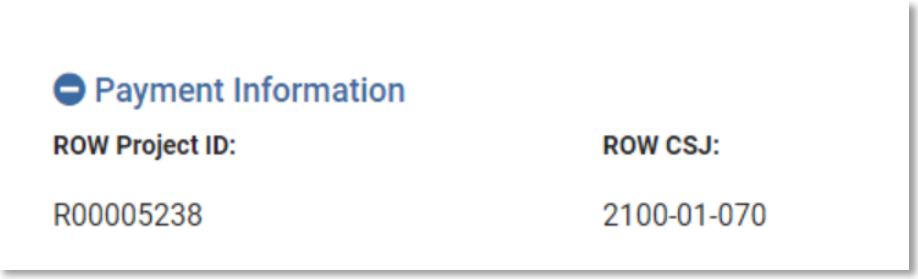
TxDOTCONNECT populates this identifier once the payment has been processed and paid in PeopleSoft.

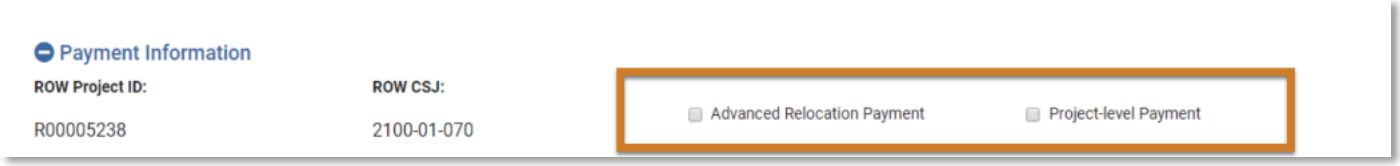
Payment Information

Many of the fields in Payment Information populate automatically based on the selections made in the Payment Header.

Project Identifiers

ROW and Utilities payments both include a ROW Project ID and ROW CSJ. Utilities payments also include a Utility ID. These identifiers populate automatically based on the **Project ID** value selected in the **Payment Header**.

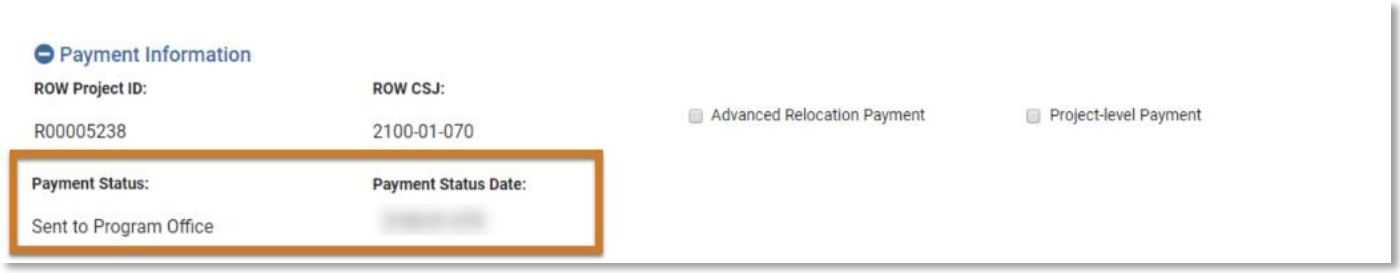




Indicators

The **Advanced Relocation Payment** indicator means the payment is for relocation services before a relocation has been completed. Additional guidelines and justification for Advance Payment Processing for relocation can be found in the **ROW Relocation Assistance Manual**.

The **Project-level Payment** indicator means the payment is not associated with a specific assigned task. Checking this box removes the requirement to identify a specific completed task and changes the Organization field into an editable field.



Payment Status and Date

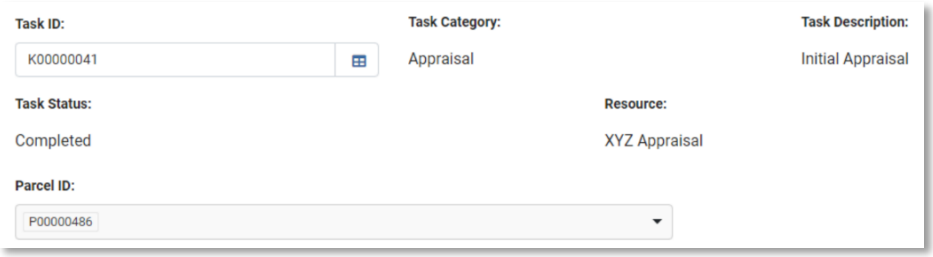
- The **Payment Status** populates automatically as the payment routes through the workflow; these statuses are described in the workflow job aids for each payment type.
- The **Payment Status Date** populates automatically anytime the status changes as the result of a reviewer's action.
- A **Status Reason** and **Payment Status Comment** appear only when a payment is **Returned for Correction**.

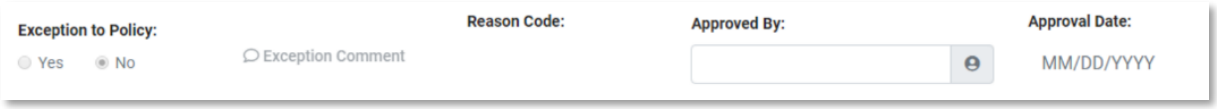
Task

The **Task ID** field allows you to select the task performed by the organization being paid.

For **ROW** payments, only completed tasks specific to the selected ROW project will be available. Other fields then populate based on this selection. You must also select the parcel(s) to which the payment is related.

For **Utilities** payments, select the applicable task from the drop-down menu.

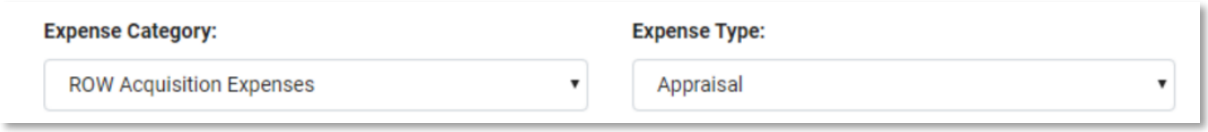




Exception to Policy

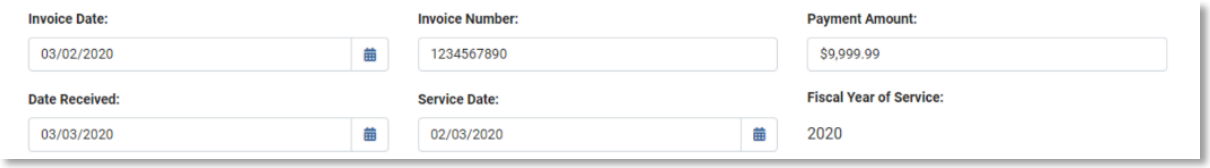
If a payment is an exception to policy, indicate this by selecting **Yes** under **Exception to Policy**.

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



Expense Category

TxDOTCONNECT populates the **Expense Type** and **Expense Category** fields automatically based on the selected task. Depending on the payment type, these fields may be located elsewhere on the page.



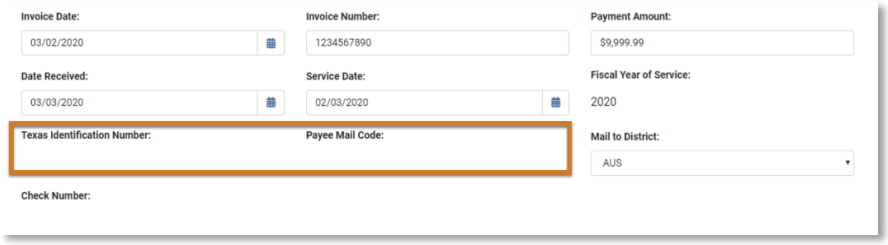
Invoice Information

- **Invoice Date** and **Invoice Number** reference the invoice submitted by the external partner. The **Invoice Number** field is required; however, if no invoice is available, upon saving TxDOTCONNECT will ask if the user wants to pre-fill the field with the **Payment ID number**.
- The **Payment Amount** is the amount TxDOT will pay to the external partner.

- The **Date Received** is the date the invoice was received by TxDOT.
- The **Service Date** is the date the task was completed. TxDOTCONNECT will automatically populate the Fiscal Year of Service field based on the Service Date entered.

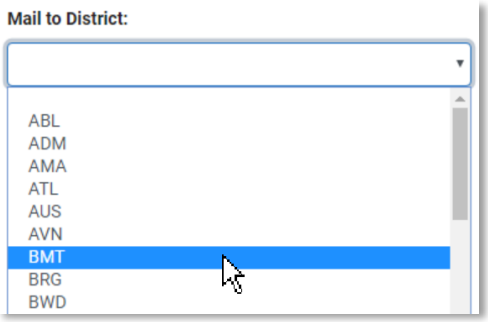
Payee Information

TxDOTCONNECT populates the Texas Identification Number (TIN) and Payee Mail Code automatically from the Organization file, based on the organization selected in the Payment Header.



Mail to District

This field indicates where the payment should be mailed. TxDOTCONNECT automatically populates this to match the District/Division identified in the Payment Header, but authorized users may select a different district if needed.



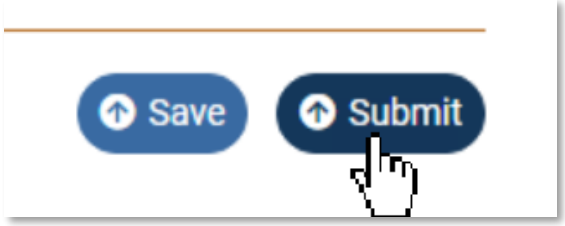
Check Number

TxDOTCONNECT automatically populates the **Check Number** when the payment is processed by PeopleSoft.

Save and Submit

Once the Payment information is completed, authorized users may 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, and then routes the payment to reviewers.



Users who create payments may track the status of their payments by checking the **Payment Status**, **Status Reason**, **Status Comment**, and **Payment Status Date** fields. They also receive automated email notifications to inform them of their payment request's progress through the review process.

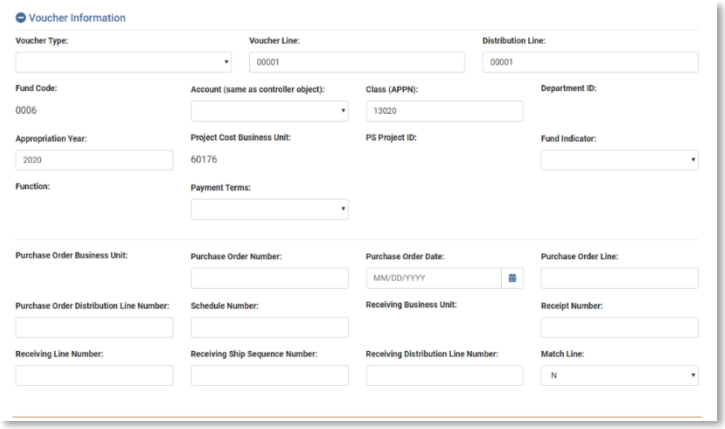
A payment request may be canceled at any point until it has been processed in PeopleSoft.

Create a Voucher

Once the payment is approved, it is sent to Finance to create the voucher for the payment. There is also information in the voucher section related to purchase orders.

Many of the fields in the Voucher Information section populate automatically with default values but can be updated by a Contract Specialist as needed.

- The Contract Specialist selects a **Voucher Type**, **Fund Indicator**, and **Payment Terms**.
- All other fields populate as default values based on previous selections or PeopleSoft data.



Select your desired map view

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