



Professional Engineering Procurement Services (PEPS) Division

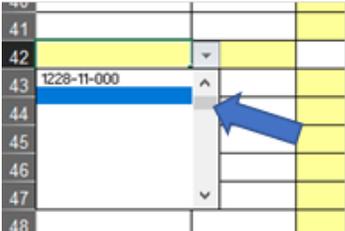


Professional Services Invoice Templates Frequently Asked Questions and Answers (FAQs)

Invoice Templates Resources

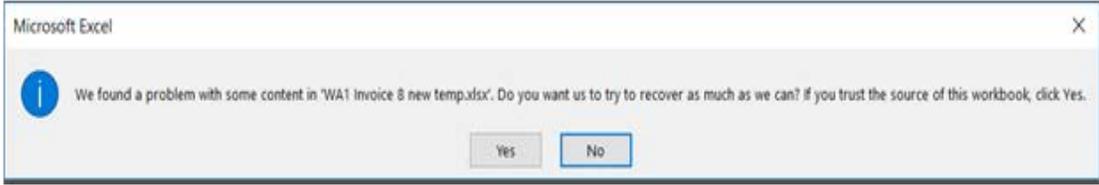
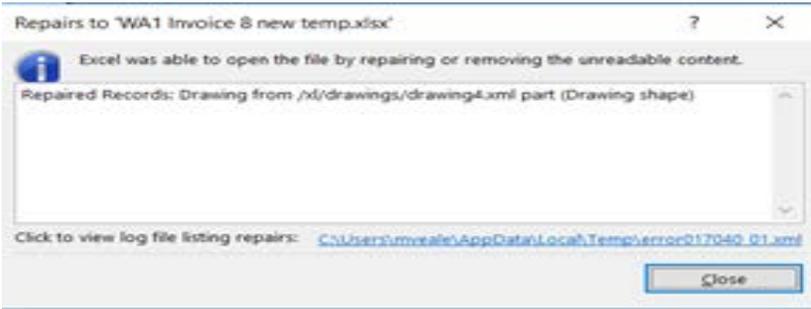
Resources	Resource Description
PEPS Webpage	PEPS Resources and Invoice Templates
Invoice Template Overview	PowerPoint guidance and instructions for completing the Invoice Templates
Guidance on Other Direct Expenses	Guidance on allowable Other Direct Expenses
PEPS Function Code (FC) Mapping	PEPS FC Mapping document showing a complete list of the “New” and the “Legacy” FC’s for use on Professional Services contracts
PEPS_Invoice_Center@txdot.gov	Email address for PEPS Invoice Center where Invoice packages are sent for processing and support for Invoice questions
PEPS_COE_Process@txdot.gov	Email address for PEPS support on Invoice Template questions, trouble shooting and reporting template errors

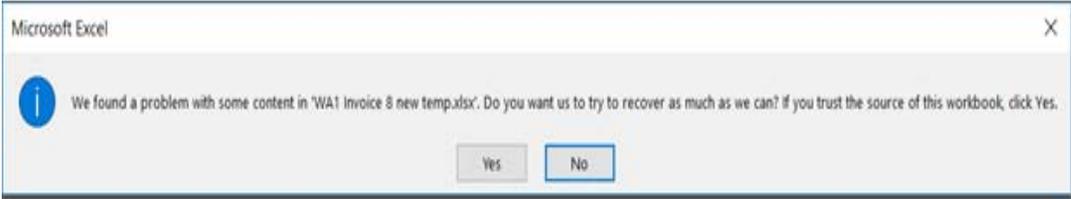
Question Reference #	Question	Answer
<p>Q1</p>	<p>The PEPS Invoice Template does not include Function Code (FC) 309 for Construction Phase Services.</p> <p>This FC is still part of some contracts and Work Authorizations (WAs).</p> <p>What FC do I use on my invoice instead of FC 309?</p>	<p>The Department is no longer using Legacy Function Code (FC) 309 for services performed on Professional Services contracts.</p> <p>In the past, we used Legacy FC 309 for Construction Phase Services, but that FC is now being used only for Errors and Omissions under a Construction Contract.</p> <p>What do I need to do?</p> <ul style="list-style-type: none"> • Legacy FC 351 will be used for billing for Construction Phase Services under a Professional Services Contract. • Legacy FC 351 “rolls-up” to the New FC 300. • Current procurements may use the New FC 300 in the fully executed contract, but providers will still charge to Legacy FC 351 using the Invoice Template. • The Invoice Conversion program that is part of the Invoice Template will automatically “roll-up” the charges from the Legacy FCs to the New FCs. <p>Reference the Invoice Template Overview document (slide 13) for more information. This document is published on PEPS external webpage that can be found in the Resouce section on page one of this document.</p> <p>The following snippet is taken from the Invoice Template Overview:</p> <ul style="list-style-type: none"> • FC 309 is longer used. Charge any services that originally fell under 309 to Legacy FC 351.
<p>Q2</p>	<p>I am trying to complete the new Lump Sum template and have a couple of questions:</p> <ul style="list-style-type: none"> • Invoice worksheet – AY (App.Fiscal Yr) 4-digit field. The example on the instructions seems to indicate that one would enter 9/1/20. When this is 	<p>Enter the four digit Fiscal Year (FY) that is applicable to the billing period. Right now, we are in FY 2020. PEPS FY begins September 1st nd ends August 31st of each year. For example: September 1, 2020 will begin FY 2021.</p> <p>PEPS is no longer using FC 309. For any services that were previously billed under FC 309, you will now use FC 351. Plesse see answer under Question Reference number Q1 for complete details.</p>

	<p>entered, the field populates with 9/1/2019 which is 5 digits not 4. If I enter 2020, the field populates with 7/12/1905 which doesn't seem to be correct either. Please let me know how to populate this field.</p> <ul style="list-style-type: none"> • Deliverable Summary worksheet – Source (Legacy FC) (select from Drop Down Menu – Cell) – There isn't a choice for FC Code 309 on the drop down. Please let me know which code should be used for 309. 	
<p>Q3</p>	<p>I've spent a couple hours now trying to figure out how to get the CSJ and FC numbers to populate with zero luck (your instructions say the CSJ number should auto-populate, but they do not).</p>	<p>Use the CSJ dropdown menu to view and select the CSJ number that will be used for the specific billing period. When you scroll up, you will see all CSJ numbers that have been entered on the CSJ Master List worksheet of the Invoice Template.</p> <p>Reference the Instructions worksheet of the Invoice Template, and/or the Invoice Template Overview PowerPoint for additional instructions and information.</p> <p>The following snippet is taken from subtotal line 42 of the Labor Summary (Office) worksheet, and shows the dropdown menu:</p> 

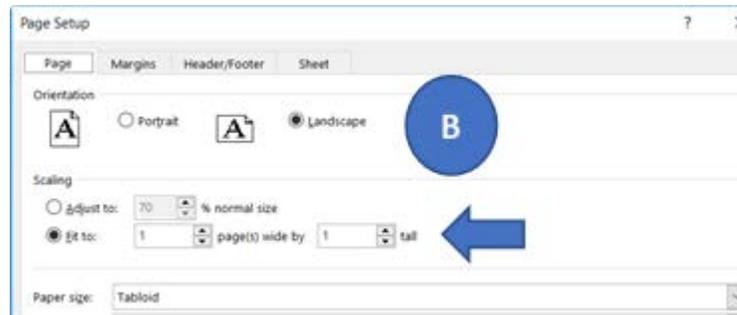
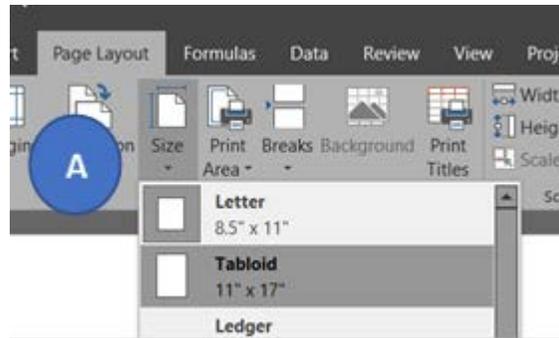
<p>Q4</p> <p>We are working on CEI contract that has 10 CSJs and each one has 9 Function codes, we have run out of room on the template for blank lines to add CSJs and FC combinations. Would it be possible to get extra lines added to this template?</p> <p>I think with CEI work there will be multiple CSJs going forward on the IDC type contracts over the next 3+ years.</p>	<p>The Master CSJ List worksheet of the Invoice Template is setup to allow for up to 50 CSJ's. For all payment types (except Lump Sum), use the Labor Summary (Office) to select the CSJ and FCs for the specific billing period from the dropdown menu that will begin with line 42 of the templates.</p> <p>Reference the Invoice Template Overview, slides 44 – 50 for additional information on setting up a Master Invoice Template. The dropdown menus are setup to select only the CSJ and FCs that will be used for the billing period. See slide 18 of the Invoice Template Overview for Master Project (CSJ and Detail No.) setup, and additional information.</p> <p>We are unable to add or delete line numbers to the invoice templates due to so many formulas that are setup with each of the Invoice Templates. A Supplemental Invoice will be used If more than 50 CSJ and FC combinations per billing period are needed. See slide 28 of the Invoice Template Overview for more information.</p>
<p>Q5</p> <p>On the new invoice template under the TE Summary worksheet, how would you like us to handle instances where we need more than the give 30 lines.</p> <p>It is possible to have more than one section with the same CSJ and FC numbers, but the totals are on separate lines.</p>	<p>Setup and then save a "Master Template" for each WA (with all the dropdown menus setup (i.e., CSJ List, Employee Name, Staffing, ODE, etc.....). Use the Master Template for each billing period.</p> <p>Select the CSJ/FC combinations using the dropdown menu of the Labor Summary (Office). The selected CSJ/FC combinations will auto populate corresponding worksheets where data will need to be entered for the billing period. The template is setup to allow for the same CSJ/FC combination to be used for more than one Subtotal Line.</p> <p>The totals for the same CSJ/FC will be shown as separate line items on the Invoice worksheet and will then be combined into one line on the COA Conversion worksheet.</p>
<p>Q6</p> <p>There isn't a way to only select the CSJ and FC combination for the billing period without deleting that information all together.</p> <p>Basically, this means either creating a new invoice each month OR creating a template</p>	<p>Setup a "Master Template" where the Deliverable Summary (for LS) is blank.</p> <p>When billing, use only the CSJ/FC combinations applicable for the current billing period.</p>

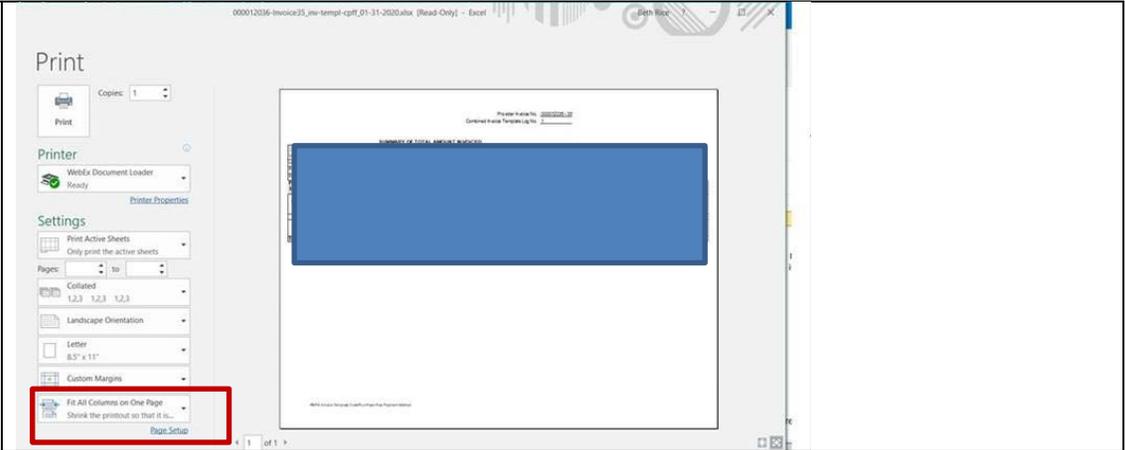
	<p>for each WA once, entering the dollar amount on the lines that apply for a given month and having blank lines of data for the lines that don't apply that month.</p> <p>I have only tried the lump sum invoice template, not the other methods.</p>	<p>For other payment methods, the same concept will apply. Setup the "Master Template", then you will have all the dropdown menus setup, and will only need to select the billing detail that is applicable to that month.</p> <p>Reference the answers for Q5 and Q6 for additional information.</p>
Q7	<p>I'm in the process of providing the new invoice template to the subprovider for a new WA3.</p> <p>I detailed the CSJ information in the new template (Master CSJ List with the CSJ) but when I try to auto populate the CSJ in the Labor Summary (Office) worksheet of the Invoice Template, the option is not available on the dropdown menu (new template attached).</p>	<p>To view the CSF and FC, go to Line 42 of the Labor Summary (Office) and click on the dropdown menu button, scroll up the menu bar, and you will see the available CSJ and FCs.</p> <p>Use the dropdown menus to make sure the scroll bar is all the way to the top. This will allow you to view the first few numbers.</p> <p>Reference the answer for Q3 for additional information.</p>
Q8	<p>Can you please help me with this spread sheet, it is the latest version but I can't fill in the CSJ or the FC?</p>	<p>To add the CSF and FC, please go to Line 42 of the Labor Summary (Office) and click on the dropdown menu button, scroll up the menu bar, and you will see the available CSJ and FCs.</p> <p>Reference the answer for Q3 for additional information.</p>
Q9	<p>How do I hide unused rows or columns?</p>	<p>Instructions for hiding unused rows can be found by referencing the Instructions worksheet that is part of the Invoice template. Look under the column titled Template Field Heading until you see the field title with the asterisk that states <i>*use this cell to remove unused rows*</i>.</p> <p>Each worksheet in the Invoice Template has a button with a dropdown menu that will allow the user to hide unused rows. Scroll up or down the dropdown menu bar to find the "non-blanks" check box. Click on this box and the spreadsheet will "roll up" to show only the populated rows.</p>

		<p>The Summary of Total Amount Invoiced worksheet in the Invoice Template is the only worksheet that allows you to “hide unused columns” in the invoice templates. The columns in this worksheet are unlocked and you will right click and then drag your cursor to select the unused columns, and then click on Hide.</p> <p>To “unhide”, select the column before and after the hidden columns, and then click on “unhide” from the dropdown menu.</p>
<p>Q10</p>	<p>I have typed new invoices for each of our specified rate projects by opening the new template from the website, inputting my info, and then saving it.</p> <p>An error message pops up whenever I open a saved file. I choose Yes and continue, but am wondering if there is a glitch somewhere.</p>	<p>When the cloud/online version of MS Excel is used an error occurs with the template. This is a programming issue within MS Excel and not the template. See below error messages.</p> <p>This error does not affect the way the template works. We highly recommend downloading a copy of the template to your machine and using the machine version of MS Excel to create your master template.</p> <p>The following snippets are included to show the error messages:</p>  
<p>Q11</p>	<p>I'm using the SR- February 2020 Ver 2 from the TxDOT website. I receive an error message - <i>Excel could open the file by</i></p>	<p>The issue may occur when someone is using the cloud version of Excel vs the “hard downloaded” version that resides on a person’s computer.</p>

	<p><i>repairing or removing the unreadable content</i> - when I open the file. I tried converting the Excel file to PDF the formatting is off.</p>	<p>The calculations, dropdowns, etc. will still work even with the error.</p>
<p>Q12</p>	<p>The new excel file is not printing correctly for the <i>Signature Authority</i> worksheet and <i>Summary of Total Amt Invoiced</i> worksheet.</p>	<p>Use the following guidance for printing:</p> <p>Due to the number of columns being used on the <i>Summary of Total Amt Invoiced</i> you will need to change the page size to 11" X 17" and change the orientation to landscape. This will allow for all the columns to show up correctly. Note: This would be the only worksheet that needs this change.</p> <p>Disregard the dropdown on the <i>Signature Authority</i> Page. By doing so all the lines will show up correctly and print as required. When we publish an update, this item will be corrected.</p> <p>If there is an issue when saving and reopening your file (See below messages), download the template to your computer. This will help to eliminate the problem. The following snippets are included to show the error messages:</p>  

<p>Q13</p> <p>When converting the invoice to the PDF format, as required by PEPS, it became a 16-page document.</p> <p>We are not certain if that's the intent to have so many pages, or we did something incorrectly?</p> <p>We didn't change any formatting, other than "clicking" the "Blanks".</p>	<p>Depending on the size of the project you are invoicing, the number of pages will vary. Minimize the number of pages in the Invoice package by:</p> <ol style="list-style-type: none"> 1) Hiding the Master CSJ Worksheet in the submittal. 2) Delete unused subprovider columns on the Summary of Total Amt Invoiced worksheet, and change the paper size to 11" x 17", if applicable. (see image A) 3) Change the paper size to 11" x 17" for the TE Summary worksheet, or set it to fit all columns on one page, if applicable. (see image B)
<p>Q14</p> <p>When I print the new template to a PDF prior to submittal, it splits the Summary of Total Amt Invoiced page into two pages.</p> <p>Are you okay with it being split or maybe you can show me how to fix it?</p>	<p>Click on the print menu, and reference the last menu option to print all columns on one page. See snippet from print menu shown below. This should correct the split. For additional methods, see the answers to Q12 and Q13 above.</p> <p>The following snippet is taken from the Print menu to show the dropdown menu.</p>



		
<p>Q15</p>	<p>We need to use a Supplemental Invoice Template, and were asked to use the LS invoice as our primary invoice and the SR/UC template as the secondary.</p> <p>When we entered the secondary amount under the Signature Authority Worksheet, the Invoice total on the Invoice worksheet turned Red. What do I do?</p>	<p>The amount shown on the Invoice worksheet turned red because it is not a match for the total shown on the Signature Authority worksheet due to adding the Supplemental Invoice Template.</p> <p>The invoice amount is correct, but because the amount shown on the Invoice worksheet does not match the amount shown on the Signature Authority worksheet, the amount shown on the Invoice worksheet turned red.</p> <p>That will indicate to the PEPS Invoice Center to look for a Supplemental Invoice, and to check that the totals shown on the corresponding worksheets are correct, and all necessary documentation for the Supplemental Invoice is attached.</p>
<p>Q16</p>	<p>When the initial invoice was submitted back in January it was on an OLD template which still contained the rounding errors thereby giving a \$0.01 difference between the Invoice worksheet and the WA Financial Summary worksheet, (\$76,255.55 vs \$76,255.56), respectively.</p> <p>The correct amount to be invoiced is \$76,255.55 as shown on the Newer attached template (where the rounding error has been corrected).</p>	<p>Always use the most current invoice template. If you are using a current template, and still have a rounding error, then you may go and manually mark through the error to correct it.</p> <p>We have been working through the rounding errors, but if you continue to have errors, please notify PEPS_COE_Process@txdot.gov</p>

<p>Q17</p>	<p>We just discovered we billed the wrong rate for two of our guys for the last three invoices and need to make a rate adjustment.</p> <p>The error will impact three of our invoices so I think I need to do a supplement for each?</p>	<p>Use the Supplementary Invoice (Log #2, #3, etc.) to bill for the corrected labor rates. Include detailed backup documentation to clearly identify the incorrect labor rates, and then the correct labor rates. The Supplementary Invoice(s) will be attached to the primary invoice.</p> <p>Additionally, we are encouraging subproviders to use the Invoice Template for their billings. It is easier to clearly identify the CSJ/FC for subproviders when using the Invoice Template, and it is also easier for the PEPS Invoice Center to process.</p> <p>PEPS is developing subprovider Invoice Templates which will basically be the same format as the prime Invoice Template. Getting subproviders on board with using the Invoice Template now will make it a seamless transition into using the new subprovider Invoice Templates once they are released.</p>
<p>Q18</p>	<p>A prime firm has a subprovider that billed for services performed in October, November and December.</p> <p>The prime provider has already billed for those time periods, but they want to submit the subprovider billings, and break it out to show the billing by the specific months that the subprovider performed the services.</p>	<p>The prime provider should use setup the Supplemental Invoices for Previous Billing Period method that is part of the Signature Authority worksheet, and show the two additional invoice templates as Log #2 and Log #3.</p> <p>All backup documentation to show the charges based upon the CSJ and FC will be required.</p>
<p>Q19</p>	<p>It was brought to our attention the mileage for the current state rate is incorrect on the new templates, I am not 100% if this is adjustable as the rates change from year to year but wanted share this with you.</p>	<p>The mileage rate is adjustable. The cell is unlocked to where the provider can enter the mileage rate that is applicable to the dates of service.</p> <p>Please refer to the Invoice Template Overview PP, slide 70 as shown in the snippet below.</p> <p>Snippet from Invoice Template Overview:</p>

<p>Q20</p>	<p>I have a question regarding the new templates and our subs... should we have our subs submit on these forms to our firm each month as well.</p> <p>I ask this because I was thinking about the CEI jobs that have 10 CSJs, how would the hours per CSJ be tracked if they were not using these forms?</p>	<p>The Invoice Template can also be used for subprovider billings. That makes our audit process better as well.</p> <p>See the answers for Q17 for additional information.</p>
<p>Q21</p>	<p>Template versions.</p>	<p>Always use the most current template. The templates have been updated with the date and version number. The published Invoice Template will always be the most current, so please check the date of your invoice against the published invoice to ensure that you are using the current version.</p> <p>The PEPS Invoice Templates & Instruction packages have been published to the external TxDOT website, found under the heading “Submit Invoices.”</p>
<p>Q22</p>	<p>How do I bill the final fixed fee for Cost Plus Fixed Fee (CPFF) payment method?</p>	<p>The actual Fixed Fee (FF) for a WA is negotiated and identified in the WA. The invoice template automatically calculates the FF based upon a percentage of labor and profit.</p>

If there is a FF remaining at the end of the WA, the provider will enter the remaining FF balance on the "Fixed Fee Adjustment" line item (Cell E23) on the WA Financial Status Summary worksheet.

The following snippet is taken from the CPFF Invoice Template, WA Financial Status Summary worksheet:

Fixed Fee Summary (Applicable to Prime Only)	
17	
18	Fixed Fee (FF) Authorized Amount (for this WA)
19	Previous Fixed Fee Invoiced
20	Amount of Fixed Fee for this Invoice
21	Total Fixed Fee Invoiced to Date (Including this invoice)
22	Fixed Fee Balance Remaining
23	Fixed Fee Adjustment (if applicable, documentation required)
24	