Processing Payments
A TxDOTCONNECT Job Aid

Introduction
Activities related to 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, how to review and approve a payment, and how to search for and check the status of existing payments.

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.

Roles Impacted
Payment Specialist
ROWAPS Consultant
Payment Coordinator ROW
Payment Coordinator Relocation
Payment Coordinator Contract Specialist
Payment Coordinator Utility
ROW Payment Section Director
ROW Payment Manager
Utility Program Manager (ROW)

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Topics
This job aid contains the following topics:
- Creating a Payment
- Searching for a Payment
- Payment Review Workflow
- Reviewing Payments
Creating 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

Payment Header

- Click next to Project ID.

The Project ID selection window opens.
The Project ID selection window differs depending on whether you are creating a ROW Payment or Utility Payment.

**ROW Payments**

For ROW Payments, filter or sort by Project ID, CSJ, or ROW CSJ.

**Utility Payments**

For Utility Payments, filter or sort by Utility ID, Utility Name, Project ID, CSJ, or ROW CSJ.

For Utility Payments, there are multiple considerations that should be reviewed prior to 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 select the **Organization Name** in the Payment Header manually.
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, Task Description, Resource, Task Status, or Status Date.

Select a Task.

Click Done.

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 once a task is selected.

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.
Payment Information: Utility Payments

This section describes steps specific to the process for Utility payments. 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 both Right of Way (ROW) and Utility Payments.

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

   - When 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 would like 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 Texas Identification Number (TIN) and Payee Mail Code for the organization listed in the Payment Header.

- TxDOTCONNECT populates Mail to District based on the location of the project. 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 does not need to 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.

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.

When a Utility Payment for an **Audit Retainage Payment - Utility Adjustment** task is submitted the Utility Manager & 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.

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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. See the payment review workflow below for more information.
- 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 its approval by a ROW Section Director.
  - The ✖️ Cancel Payment button is active for all standard and handwrite payments.
  - The ✖️ Cancel Payment button will remain active to delete payments from the system when payment requests have been manually cancelled by finance.
Customizing the Column Headers

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

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 displayed after selecting **Payment Custom View**.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the Payment Search Page.
Payment Workflow History

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

<table>
<thead>
<tr>
<th>Payment Workflow History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment ID</strong></td>
</tr>
<tr>
<td>MK0275238</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Approver Name</th>
<th>Approver Role</th>
<th>Date of action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Approved</td>
<td>William Boyd</td>
<td>Reviewer</td>
<td>02/11/2022</td>
</tr>
<tr>
<td>Approval is in process</td>
<td>William Boyd</td>
<td>Reviewer</td>
<td>02/11/2022</td>
</tr>
<tr>
<td>Resumed</td>
<td>William Boyd</td>
<td>Payment Coordinator - Contract Specialist</td>
<td>02/11/2022</td>
</tr>
<tr>
<td>Approval is in process</td>
<td>William Boyd</td>
<td>Payment Coordinator - Contract Specialist</td>
<td>02/11/2022</td>
</tr>
<tr>
<td>Approval is in process</td>
<td></td>
<td>Payment Coordinator - Contract Specialist</td>
<td>02/11/2022</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Open</th>
<th>Sent to Program Office</th>
<th>Received in Program Office</th>
<th>Ready for Payment</th>
<th>Ready for Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Payment</td>
<td>Route Payment</td>
<td>Expense Type</td>
<td>Review [✓] [✓] [✗] Payment Coordinator ROW</td>
<td>Review [✓] [✓] [✗] Payment Coordinator Relocation</td>
</tr>
<tr>
<td>Payment Specialist</td>
<td>TxDOTCONNECT</td>
<td>TxDOTCONNECT</td>
<td>Payment Section Director</td>
<td>PeopleSoft</td>
</tr>
</tbody>
</table>

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, the payment is routed to the Payment Section Director and the status changes to Ready for Payment.
5. The ROW Payment Section Director reviews the payment. If approved, the payment is added to a batch file for processing in PeopleSoft and the status changes to Ready for Voucher.
6. The batch file is processed in PeopleSoft and the status changes to Vouched – Sent to Finance.
7. The payment request is processed in PeopleSoft and the status changes to Paid.

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 also updates to reflect the new payment.
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’s 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 a returned payment is re-submitted by the Payment Specialist, 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**.
Handwrite Payment Review Workflow

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The <strong>Payment Specialist</strong> creates the payment. The payment status is <strong>Open</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Payment Specialist</strong> submits the payment for review.</td>
</tr>
<tr>
<td></td>
<td>- <strong>TxDOTCONNECT</strong> routes the handwrite payment to the <strong>ROW Division Director</strong> for immediate review.</td>
</tr>
<tr>
<td>3.</td>
<td>The remaining process workflow is consistent with other payment types.</td>
</tr>
<tr>
<td></td>
<td>- Once the payment is <strong>Paid</strong>, the payment’s <strong>Check Number</strong> and <strong>PS Voucher ID</strong> populate in TxDOTCONNECT. The <strong>PeopleSoft Expended</strong> field on the project’s <strong>Right of Way</strong> page also updates to reflect the new payment.</td>
</tr>
</tbody>
</table>
Utility Payment Considerations

Prior to 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 TINS and Mail Code are correct in the Organization that is selected.
- Make sure that the organization information, contact information, and address information are correct.

⚠️ If additional information is needed on searching or creating an Organization, refer to the TxDOTCONNECT JOB AID: Utilities

✅ Utility Coordinators should submit a complete payment package to ROW_UtilityRequests@txdot.gov prior to 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 that was 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](http://www.txdotconnect.com).
Payments Timeline

- **District Utility Coordinator** has 16 calendar days to review and process the payment.
- Once received by the Division they will have 7 calendar days to review, process and resolve outstanding issues. 23 days have passed during this activity.

⚠️ Note: It is recommended to send in a payment request without delay to give all parties time to process the request.

- 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.