

# INDOT eInvoice Application for Consultant Contracts

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# eInvoice Presentation Outline

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- What is eInvoice?
- Why was eInvoice Created?
- History of eInvoice
- PayWise, Relationship to eInvoice
- Contract Build
- Invoicing
- Help?
- Future
- Questions, Answers and Suggestions

# What is eInvoice?

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- eInvoice is an in-house developed ITAP (INDOT Technical Applications Pathway) application created to provide for a pre-audited invoice submittal process and for efficient review, approval and payment processing all electronically, no paperwork.

# Why was eInvoice Created?

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- eInvoice was primarily created to reduce INDOT's overhead administrative burden of invoice and final contract auditing.
  - INDOT owner offices provide varying degrees of review of invoices against contract terms but cannot realistically check the rates and calculations on every invoice.
  - Final contract audits consistently find that invoices are not billed in accordance with contract terms and the discrepancies can sometimes result in sizable citations and refunds due to INDOT or additional payments due to the consultant.

# Why was eInvoice Created? (Cont'd)

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- INDOT's PSCS application (Professional Services Contract System) is already populated with contract information including contract amounts, term dates, NTP dates, PO information links and contract owner information and is being leveraged in eInvoice for consultant contract validation.
- eInvoice provides a consistent format for one-click approvals to feed invoice data into our payment process.

# eInvoice History

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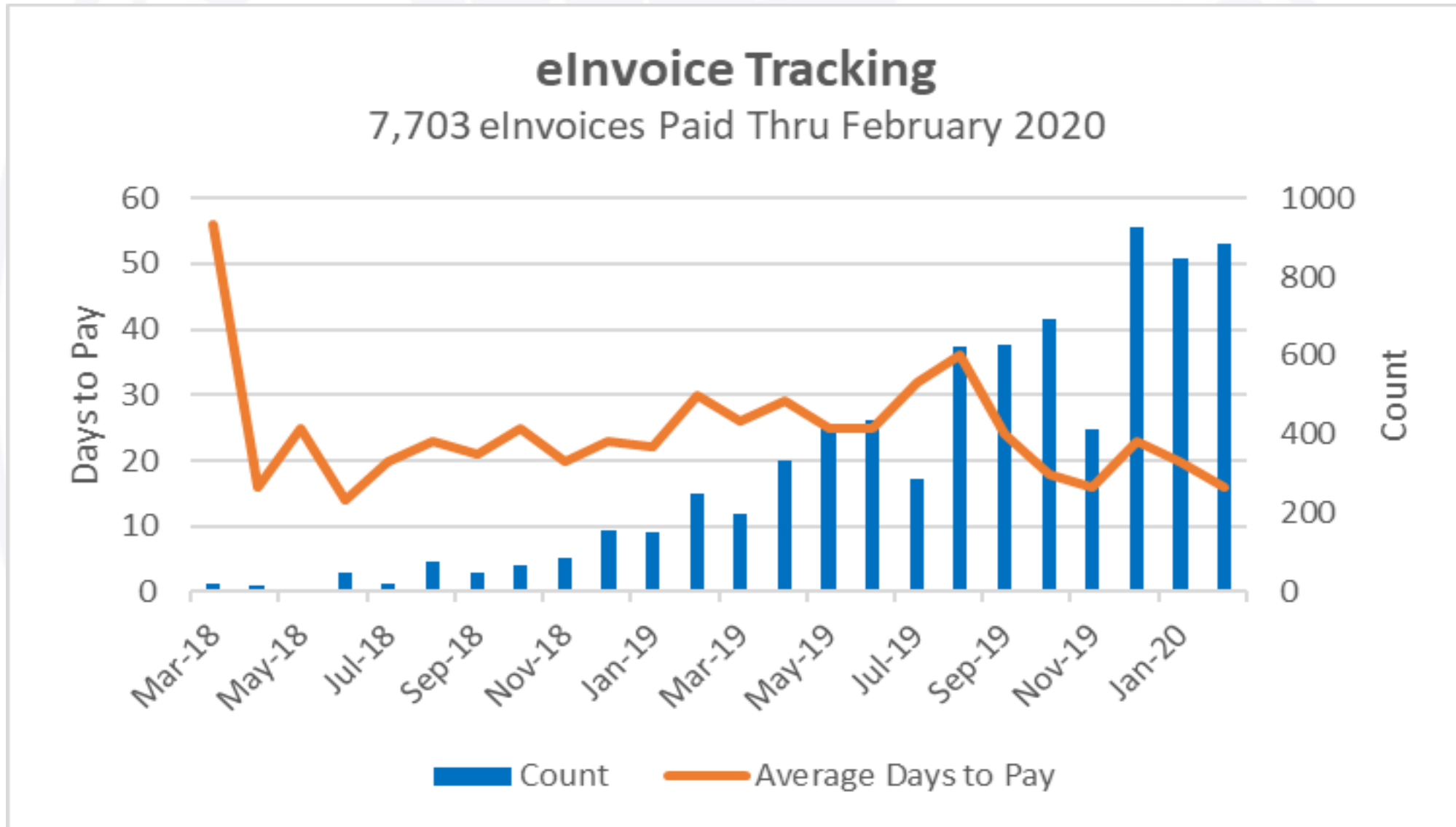
- Development started in 2015 as proposed by Mark Ratliff, Director over External Audit, to reduce final audit burden.
- Met with a focus group of 9 firms in late 2015
- Provided a demo to the pilot firms in Feb 2016
- Performed pilot firm user testing in June and July 2016

# eInvoice History (Cont'd)

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- Went live with pilot firms for Lump Sum contracts in August 2016
- Consultant Lump Sum invoices started arriving in November 2016
- Implemented eInvoice for all new Lump Sum and Negotiated Hourly Rate contracts in March 2018
- Began receiving Negotiated Hourly Rate contract invoices in July 2018
- More than 7,700 invoices have been processed thru eInvoice since March 2018

# eInvoice History (Cont'd)





# PayWise, Relationship to eInvoice

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- PayWise - Accounts Payable Management System
- PayWise has been developed and implemented in parallel with eInvoice
- PayWise is being used to expedite invoices to the Auditor of State for payment
- PayWise helps expedite invoice processing, but does not provide for invoice auditing or consultant contract validation
- eInvoice contracts feed approved invoices into PayWise for payment processing
- Non-eInvoice contracts are emailed and picked up by PayWise for payment approval and processing

# PayWise

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- All contract invoices are now being submitted and processed electronically
- Invoices for non-eInvoice contracts are submitted via email to one of the following email addresses and are picked up and routed via PayWise
  - [CentralOfficeInvoices@indot.in.gov](mailto:CentralOfficeInvoices@indot.in.gov) \*(If you're not sure which district)
  - [CrawfordsvilleInvoices@indot.in.gov](mailto:CrawfordsvilleInvoices@indot.in.gov)
  - [FortWayneInvoices@indot.in.gov](mailto:FortWayneInvoices@indot.in.gov)
  - [GreenfieldInvoices@indot.in.gov](mailto:GreenfieldInvoices@indot.in.gov)
  - [LaPorteInvoices@indot.in.gov](mailto:LaPorteInvoices@indot.in.gov)
  - [SeymourInvoices@indot.in.gov](mailto:SeymourInvoices@indot.in.gov)
  - [VincennesInvoices@indot.in.gov](mailto:VincennesInvoices@indot.in.gov)

# eInvoice Dashboard



Indiana Department of Transportation

## INDOT Electronic Invoicing System (eInvoice 2.2) Dashboard

[Search](#) [Settings](#) [Reports](#) [Invoices](#) [Help](#) [What's New](#)

[Invoice Gauge](#)[PO Balances](#)[Messages](#)

### Additional Filters

Reviewer/Approver

PO Number(s)

Contracting Party

Invoice Number  
(s)

Amendment  
Status


Invoice Status

Contract Engineer

Location

Owner Office

# eInvoice Dashboard

Help  What's New

- System Help
- Consultant Introduction Video
- Invoice Entry
- Compensation Methods
- Entering DBE
- Importing Invoice Labor
- INDOT PM Approval

# eInvoice Task List

## Contract Items

### Contract Tasks

Apply

#### Direct Cost Reimbursement

- CFF Direct Costs
- Direct Cost Reimbursement

#### Project Intent Definition

- Abbreviated Engineers Report
- Alternative Analysis
- Bridge Inspection Report
- Concise Bridge Inspection Report
- Engineer's Report
- Interchange Justification Report
- Traffic Analysis
- Traffic Data Collection
- Traffic Forecasting

#### Environmental Services

- Air Quality Analysis
- Archaeological Investigation
- Ecological Surveys
- Environmental Documentation

#### Road Design and Plan Development

- Design Exception
- Hydraulic Analysis
- Intelligent Transportation System (ITS)
- Landscaping Design
- Lighting Design
- Maintenance of Traffic
- Noise Wall Design
- Pavement Design
- Preconstruction Conference
- Project Management
- Public Hearing
- Public Information Meeting
- Public Involvement
- Retaining Wall Design
- Road Design and Plans
- Rule 5 Application
- Sign Design
- Small Structure Design
- Traffic Management Plan

#### Utility Coordination Services

- Utility Coordination

#### Subsurface Utility Engineering Services

- Subsurface Utility Engineering Services

#### Construction Phase Services

- Construction Phase Services

#### Construction Inspection

- Construction Inspection

#### Other

- Other

# eInvoice Contract Build

Draft Approved - Pending NTP **Ready for Invoice**

Contract Details for P190406a

LS	UP	LRM	NHR	CFF	Total
4 Items \$133,000.00	3 Items \$11,000.00	1 Items \$5,000.00	1 Items \$20,000.00	0 Items \$0.00	9 Items \$169,000.00
<b>\$133,000.00</b>	<b>\$11,000.00</b>	<b>\$5,000.00</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$169,000.00</b>

Task Items

ECI Start Date if applicable: 7/1/2021

Description	Phase	Start Date	End Date	Adjustments	Amount
<b>Compensation Method: LRM</b>					
<b>TaskGroupName: Construction Phase Services</b>					
Construction Phase Services	PE				\$5,000.00
<b>Compensation Method: LS</b>					
<b>TaskGroupName: Bridge Design and Plan Development</b>					
Bridge Design and Plans	PE				\$100,000.00
<b>TaskGroupName: Environmental Services</b>					
Environmental Documentation	PE				\$10,000.00
<b>TaskGroupName: Topographic Survey Data Collection</b>					
Topographical Survey	PE				\$15,000.00
<b>TaskGroupName: Utility Coordination Services</b>					
Utility Coordination	PE				\$8,000.00
<b>Compensation Method: NHR</b>					
<b>TaskGroupName: Project Intent Definition</b>					
Alternative Analysis	PE				\$20,000.00
<b>Compensation Method: UP</b>					
<b>TaskGroupName: Right of Way Plan Development</b>					
Right-of-Way Engineering	PE				\$8,000.00
Right-of-Way Staking	PE				\$2,000.00

**Tools**

Save Cancel

Sub Firm Worksheet Preview Geotech Worksheet

Preview Appendix D Authorizers

**Active Firm Noted in Contract**

Consultant Testing Company

**Contract Tasks**

**Approved Rates**

Firm Name Firm Rates not found

**Firm Approved Rates**

Overhead Rate %

FCCM Rate %

**Contract Rates**

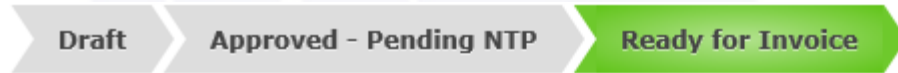
**INDOT Rates**

Cap Rate Override

**Messages**



# eInvoice Contract Build



## Contract Details for P190406a

LS	UP	LRM	NHR
4 Items \$133,000.00	3 Items \$11,000.00	1 Items \$5,000.00	1 Items \$20,000.00
<b>\$133,000.00</b>	<b>\$11,000.00</b>	<b>\$5,000.00</b>	<b>\$20,000.00</b>

## Task Items

ECI Start Date if applicable:

	Description	Phase	Start Date
▲ Compensation Method: LRM			
▲ TaskGroupName: Construction Phase Services			
	Construction Phase Services	PE	
▲ Compensation Method: LS			
▲ TaskGroupName: Bridge Design and Plan Development			
	Bridge Design and Plans	PE	

# eInvoice Contract Build

**Tools**

Save  Cancel

**Active Firm Noted in Contract**

Consultant Testing Company

**Contract Tasks**

**Approved Rates**

Firm Name	Firm Rates not found
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**Firm Approved Rates**

Overhead Rate %

FCCM Rate %

**Contract Rates**

**INDOT Rates**

Cap Rate Override

**Messages**



# eInvoice Produced Appendix D



Indiana Department of Transportation

RFP: P190406a

## APPENDIX "D"

### Compensation

1. The CONSULTANT shall receive as payment for the work performed under this Contract the total amount not to exceed \$169,000.00 (Section 2 - \$133,000.00; Section 3 - \$20,000.00; Section 4 - \$11,000.00; Section 5 - \$5,000.00).
2. The CONSULTANT will be paid for the following services described in Appendix "A" on a lump sum basis. Payment will be in accordance with the following fee schedule:

#### Environmental Services

Environmental Documentation	\$ 10,000.00
Topographic Survey Data Collection	
Topographical Survey	\$ 15,000.00
Bridge Design and Plan Development	
Bridge Design and Plans	\$100,000.00
Utility Coordination Services	
Utility Coordination	\$ 8,000.00

For each lump sum item, the CONSULTANT will be paid based on the percentage of work performed. The CONSULTANT shall show computation of the completion percentage of each item. If a portion of work is completed for an item then the CONSULTANT shall bill only for that work completed.

3. The CONSULTANT will be paid for the following services described in Appendix "A" on a negotiated hourly rate basis: Project Intent Definition. Allowable billing rates for subconsultants will be included with the notice to proceed or contract transmittal letter.

<u>Classification</u>	<u>Base Hourly Rate</u>
CAD Technician	\$90.00
CAD Technician (OT)	\$105.00
Engineer	\$120.00
Project Manager	\$150.00

# eInvoice Consultant Screen



Indiana Department of Transportation

## INDOT Electronic Invoicing System (eInvoice 2.2) Consultant Invoice

Search [Settings](#) [Reports](#) [Invoices](#) [Help](#) [What's New](#)



Contract Details for P190406a

Invoice Details for # 0001

LS	UP	LRM	NHR	CFF	Total
0 Items \$0.00	0 Items \$0.00	0 Items \$0.00	0 Items \$0.00	0 Items \$0.00	0 Items \$0.00
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Lump Sum(LS)

Task Item	Contract Amount	Total % Complete	Total Amount Earned	Prior Billing	Prior % Complete	Current Billing Amount
<b>TaskGroupName: Bridge Design and Plan Development</b>						
a0 - Bridge Design and Plans	\$100,000.00	<div style="width: 0%;"></div>	\$0.00	\$0.00		
<b>TaskGroupName: Environmental Services</b>						
a0 - Environmental Documentation	\$10,000.00	<div style="width: 0%;"></div>	\$0.00	\$0.00		
<b>TaskGroupName: Topographic Survey Data Collection</b>						
a0 - Topographical Survey	\$15,000.00	<div style="width: 0%;"></div>	\$0.00	\$0.00		
<b>TaskGroupName: Utility Coordination Services</b>						
a0 - Utility Coordination	\$8,000.00	<div style="width: 0%;"></div>	\$0.00	\$0.00		

### Tools

Save  Import Labor  Preview

### Active Firm

Consultant Testing Company

### PO Balances

### Approved Rates

Firm Name Firm

#### Firm Approved Rates

Overhead Rate %

FCCM Rate %

#### Contract Rates

Labor Rate Multiplier

ECI Start Date

#### INDOT Rates

Maximum Hourly Rate

### DBE Amounts

DBE Name

### Errors

### Messages

### Supporting Documents



# eInvoice Consultant Screen



## Contract Details for P190406a

Contract #	P190406a	Amendment #	0	Contract Amount	\$169,000.00
Contract Type	Project Specific	Contract Description	Project Development Services - Bridge SR 8 Bridge Replacement, Concrete in Laporte Co.	EDS #	
DES #	1703002	RFP #	1904	Original Contract Date	01/14/2020
Project Manager	Grylewicz, Michael / Shrader, Lisa			Current Expiration Date	12/31/2024
Contract Engineer	Abbasi, Fike	DBE Goal	D=3 M=0 V=0 W=0	Notice to Proceed Date	01/15/2020
Contracting Party	Consultant Testing Company		<a href="#">Contract Invoices History</a>		
Latest Invoice Number		Latest Submittal Date		Latest Invoice Workflow Status	

# eInvoice Consultant Screen

Task Item	Contract Amount	ECI Start Date	Prior Billing	Calculated Amount Billed
TaskGroupName: Project Intent Definition				
a0 - Alternative Analysis	\$20,000.00	07/01/2021	\$0.00	\$0.00
<span>Labor Details</span> <span>Costs</span>				
<span>+ Enter Labor Detail</span>				
Job Classification Name	Hourly Rate	ECI(%)	Hours	Calculated Amount
- CAD Technician Pete Rose 1/16/2020 to 1/31/2020	\$90.00 \$90.00	\$90.00 0	40.00	\$3,600.0000
- Engineer Joe Morgan 1/16/2020 to 1/31/2020	\$120.00 \$120.00	\$120.00 0	24.00	\$2,880.0000
- Project Manager Sparky Anderson 1/16/2020 to 1/31/2020	\$150.00 \$150.00	\$150.00 0	8.00	\$1,200.0000

# eInvoice PM Review Options

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- Approve Invoice**
- Reject Invoice**
- Revised/Request Additional Information**

Continue

Cancel

# Ethics in Accounting

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- An Example

# Help?

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- Invoice Payment Status

- If in “Submitted for Payment” status contact the Project Manager
- If in “Approved – Pending Payment” or “Processed – Pending Payment” status for more than 2 weeks contact Stephanie Fouty at [sfouty@indot.in.gov](mailto:sfouty@indot.in.gov)

- Unable to Invoice Due to Payment Terms Configuration

- Contact the Contract Engineer associated with the contract
  - Fike Abbasi - [FAbbasi@indot.IN.gov](mailto:FAbbasi@indot.IN.gov)
  - Dale Carter - [DCarter@indot.IN.gov](mailto:DCarter@indot.IN.gov)
  - Karen Macdonald - [KMacdonald@indot.IN.gov](mailto:KMacdonald@indot.IN.gov)
  - Tami Stoakes - [TStoakes@indot.IN.gov](mailto:TStoakes@indot.IN.gov)
  - Dave Vorndran - [DVorndran@indot.IN.gov](mailto:DVorndran@indot.IN.gov)

# Future

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- Ongoing Enhancements to Improve Performance
- PM Approval Tasks Dashboard - May
- Real Estate Unit Price Contract Capability - Summer
- Retro-fit for Consultant Contracts Created Prior to eInvoice - Fall
- Cost Plus Fixed Fee Contract Capability



## Questions and Answers