

# Agenda

- Introduction of Key staff
- Overview of Consultant Service Payment Voucher process
- Questions related to the Payment Process

# Accounting & Auditing Management

Barbara De Lucia  
Manager, Accounting Operations  
609-530-2420

Angelo Ciaramella  
Manager, Auditing  
609-530-2350

Vacant  
Manager, Agreement Accounting  
609-530-2417

# For general procurement/contract issues

Contact Procurement to determine Contract Id # or Contract Manager Name on documents initiated prior to 8/1/08.

Vacant

Professional Services

609-530-2452

[PSPD@dot.state.nj.us](mailto:PSPD@dot.state.nj.us)

# For ongoing Contract Information

If you are unable to identify your contract manager or have contract management issues to resolve:

## Capital Program Management

Carmen Iantorno

609-530-5653

[Carmen.Iantorno@dot.state.nj.us](mailto:Carmen.Iantorno@dot.state.nj.us)

## Planning and Development

Eric Powers

609-530-3527

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# For ongoing Contract Information (cont.)

If you are unable to identify your contract manager or have contract management issues to resolve:

## Traffic Operations

Linda Cardell

609-530-4690

[Linda.Cardell@dot.state.nj.us](mailto:Linda.Cardell@dot.state.nj.us)

## Maintenance & Operations

Deirdre Boes

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# Overview of changes to the Consultant Service related Payment Voucher process

# What can we look at to improve the process?

- Staffing
- External Process Improvements
- Internal Process Improvements
- Electronic Invoicing

# Inconsistencies noted in the consultant payment voucher process

- Article 24 requirements related to progress reports and monthly invoicing were outdated and did not address current accepted practices.
- The Payment Voucher form (PV) was designed for invoice submissions related to the Treasury Purchase Order process. Instructions were vague.
- Submitted payment voucher packages forwarded to Accounting Operations by the contract manager included incomplete support, lacked contracting authority, funding authority and signature authority to allow payment.



# Inconsistencies noted in the consultant payment voucher process

- Expense Distribution form (AC-1641) for internal purposes was outdated and did not include instructions.
- The Department did not have a policy that addressed the Consultant related payment voucher process.
- The documented procedures were not being consistently applied during the contract management and accounting review process.

# Issues related to “slow payment” concerns

- Turnaround time to reject improperly prepared payment vouchers exceeded a reasonable period of time.
- Payment vouchers rejected due to noncompliance of individual line item ceiling issues created administrative paperwork (zero based modifications) and delayed payment to the Consultant.

# Recommendations/Resolutions

## Department Policy 348

Policy 348 was initiated and effective as of 7/1/08

- ✓ Defines routing-rejection time to return an invoice to the Consultant.
- ✓ Defines responsibilities and signature certifications through the approval process.
- ✓ Allows each major unit to develop internal procedures and oversight.

# Recommendations/Resolutions

## Article 24

Article 24 was updated and circulated to all Consultants with active contracts through the blanket modification process.

- ✓ Addresses both Fixed Price and Cost Plus Fixed Fee Contracts.
- ✓ Eliminates separate payment voucher requirement for basic and extra work modifications.
- ✓ Details submission requirements for monthly progress reports.
- ✓ Specifies supporting documentation requirements for monthly invoice submissions.

# Recommendations/Resolutions Payment Voucher (PV-C)


A new payment voucher form and related instructions were designed specifically for the consultant service agreement invoices.

- Instructions focus on the areas required to be completed by the Consultant submitting the request for payment (A-H)
- The areas required to be completed by the Consultant are shaded
- The new form is available on the Department's internet site and is in a downloadable format.

# Recommendations/Resolutions Payment Voucher (PV-C) (cont.)

- Designed for all consultant service contracts regardless of billing terms (CPFF or Fixed Price).
- Contract ID# will be included on every new Agreement.
- For older agreements, the Contract Id# can be obtained through your Contract Manager or Professional Services.

# New PV ( C ) Form

 STATE OF NEW JERSEY <b>PAYMENT VOUCHER</b> (INVOICE)	MAGIS DOCUMENT NUMBER										ACSG YEAR	FY
	PP START MO DY YR		SCHED PAY MO DY YR		CHE CAT	SEP LIAB	E A	BE TY	CE FL	MAG VENDOR ID NUMBER		
	PV DATE											
Agreement Doc. # (A)	Agreement No. (B)	Contract ID # (C)	PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (H)					TOTAL AMOUNT				
(D) PAYEE NAME AND ADDRESS					(E) SEE INCOMPLETED FORM TO:							
(F) PAYEE DECLARATION: I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES <<>>> HAVE BEEN RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT												
											PRINT PAYEE NAME TITLE          DATE	
LINE NO		REFERENCE				(G) PAYEE REFERENCE NUMBER						
		CTR	AGY	FAGUFR #	L R T							
1												
2												
3												
		FUND	AGCY	ORG CODE	APPR LINE	ACTIVITY CODE	OBJECT CODE	CYS PROJECT#	EFFCT CATEGORY			
1												
2												
3												
		ACCOUNTS PAYABLE REFERENCE #						AMOUNT		ID		
1												
2												
3												
COST INCURRED DATES (H)		CONTRACT DESCRIPTION (I)								AMOUNT		
										TOTAL		
CERTIFICATION BY RECEIVING AGENCY: I certify that the above services have been rendered in accordance with the contract agreement.						CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved.						
Signature						Authorized Signature - Accounting						
Print Name/Title			Date			Print Name/Title			Date			

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# Recommendations/Resolutions Expense Distribution Form (AC-1641) (INTERNAL)

This form has been updated and now includes instructions for completion by the Contract Manager effective immediately.

- Eliminated data processing coding no longer used by the Department.
- Includes Agreement Id Reference
- Agency Obligation reference was added as an optional field to complete.
- Signature authority includes the requirement to print name.

Form is available on the Department's Intranet site



# Recommendations/Resolutions Contract Manager Checklist Form (INTERNAL)

This form is effective immediately to be completed by the contract manager and used by Accounting Operations to address impediments on submitted payment vouchers.

- ✓ It was designed and reviewed by representatives of all the major units in the Department.
- ✓ It will be used in conjunction with the Accounts Payable Turnaround log to track recurring impediments and address training needs.

# Contract Manager Checklist

**Contract Manager Checklist  
Submit to Accounting Operations (A/O) with  
Payment Voucher PV-C and Expense Distribution AC-1641**

Verified/Approved by Contract Manager/ Accounting Operations		A/O	Comments, if rejected by A/O
<input type="checkbox"/>	Appropriate original signature and dates are in correct folds on Payment Voucher (PV-C) and Expense Distribution (AC-1641).	<input type="checkbox"/>	
<input type="checkbox"/>	Summary sheets detailing Basic, Extra Work and Sub-consultant costs by contract line item have been provided. (Attached to PV-C)	<input type="checkbox"/>	
<input type="checkbox"/>	Supporting documentation has been provided when required by Contract Agreement or Contract Manager. (Attached to PV-C)		
<input type="checkbox"/>	Monthly progress reports have been provided by consulting firm and reviewed. (Attached to PV-C) NOTE: A/O will include in their review for Fixed Price Contracts only.		
<input type="checkbox"/>	Vendor Name agrees with Executed Contract and/or Official Name Change with approved Department action. (PV-C)	<input type="checkbox"/>	
<input type="checkbox"/>	Agreement Date and Agreement Number correct. (PV-C)	<input type="checkbox"/>	
<input type="checkbox"/>	Contract ID Number correct. (PV-C)	<input type="checkbox"/>	
<input type="checkbox"/>	Fully executed funding action(s) (AD-12, CGM, Task Order) referenced in Payment Voucher has been entered into CPDS/10, and the action is available in Agreement Accounting and/or Accounting Operations. (If not, forward as attachment with PV-C)	<input type="checkbox"/>	
<input type="checkbox"/>	Request for payment does not exceed the Basic Agreement Ceiling and/or the ceilings on an Extra Work Modification(s), Task Order and related Fixed Fee ceilings.	<input type="checkbox"/>	
<input type="checkbox"/>	Job Number is active and correct. (AC-1641)	<input type="checkbox"/>	
<input type="checkbox"/>	Function Code is active and correct. (AC-1641)	<input type="checkbox"/>	
<input type="checkbox"/>	Agreement ID Number is active and correct. (AC-1641)	<input type="checkbox"/>	
Verified/Approved by Accounting Operations Only			
<input type="checkbox"/>	Vendor ID number is correct and Name and Address agree with Treasury. (PV-C)	<input type="checkbox"/>	

Contract Manager Print Name/Date \_\_\_\_\_

Accounting Operations Processor Name/Date \_\_\_\_\_

CM Checklist 6/08

# Is NJDOT ready for electronic invoicing?

The inconsistencies within the Consultant Service related payment voucher process need to be addressed prior to moving forward with electronic invoicing.

Through building and documenting the business rules and consistently applying them we can advance to electronic invoicing.

# What can you do to help?

- Make your Accounting staff aware of the updated process.
- Check the Payment Voucher prior to submitting for accuracy, signatures and completion.
- Use the most current forms.
- Use the Department's electronic vendor help desk to resolve outstanding payment issues in excess of Prompt Payment Interest protocol.
- Review the materials we send to you through electronic mass mailing.

# Contacts

- Your first point of contact should be your Contract Manager.
- They can help:
  - Provide information on whether a payment voucher was approved by the Contract Manager.
  - Answer questions regarding Contract /Extra Work Modifications/Task Orders status.
  - Access the internal Accounts Payable Log to determine status in Accounting.

# Questions about your payment status?

- Use the Vendor Help site as much as possible when inquiring about a payment:  
[www.state.nj.us/transportation/business/vendorhelp](http://www.state.nj.us/transportation/business/vendorhelp)
- Use the fax line dedicated for researching payments in excess of PPI - 609-530-2405
- Accounting Operations - 609-530-2420

# Important milestones

- Letter dated 8/1/08 sent through an electronic mass mailing addressing elimination of individual line item ceiling limitations, the updated Article 24 revisions to executed contracts through a blanket modification, references to the Vendor Help site and availability of the new PV-C.
- Accounting staff has been notified of all changes
- Key Contract Managers attended an Overview addressing the internal and external changes on August 26<sup>th</sup>. They will follow up with training of other Contract Managers.
- As of October 1<sup>st</sup> the use of the new Payment Voucher form will be mandatory.