

PROJECT DELIVERY ACADEMY

MODULE 2: FEDERAL AUTHORIZATION

Accounts Receivable (AR)

Presented by:

Jennie Garcia

ADOT FMS AR Accountant III

206 S 17th Avenue

Phoenix, AZ 85007

602-712-7436

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AR Unit Team members

AR Manager – Christianne Churchill

Theresa Trevino, AR Financial Analyst Senior

Jennie Garcia, AR Accountant III

Crista Stoneman, AR Accountant II

AccountsReceivable@azdot.gov

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MODULE 2: FINANCIAL MANAGEMENT

Accounts Receivable (AR)

Overview of what we do:

- Invoice and collect money for local match on projects
- Submit weekly request for reimbursement from FHWA
- Assist other ADOT units with invoicing and collections
- Work with the AG's office on uncollectible amounts
- Assist Final Voucher with closeout of projects

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Accounts Receivable - Invoicing

- Since PDA fees are due at the time of project initiation, Our initial prompt to invoice is the Executed IGA, which usually requires us to invoice for PDA (01D) and/or Scoping & Design (03D).
- Once the Executed IGA is received by the AR team, we will start to set up the project in AZ360 for invoicing.
 - Part of this process requires us to process 3 documents in AZ360 (CAM, BGPHE, BGPHR)
 - **NOTE: These documents are not approved by our area and each document can take a few days to approve.**

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- The JPA Group emails executed IGA/JPA to AR and other groups stating that Federal aid may now be requested, if applicable, and that authorization must be received before any work can begin.
- AR will send an invoice to the Local Agency and copy the PM, based on the IGA/JPA for the pro-rata amount.

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- AR's goal is to invoice the Local Agency within 3-5 days of receiving the request to invoice.
- The Local Agency must submit payment of the local matching funds to ADOT before the work can start.
- PM should notify AR of any contract change orders, amendments or other factors that could impact invoicing and/or collections.

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- To request an invoice for additional cost or to prompt AR to invoice for Construction, the PM will need to email the completed Invoice Request form along with supporting documentation (ie. Executed JPA/IGA, detailed recap sheets/ Contract MODs, and concurrence from locals) to AR at AccountsReceivable@azdot.gov. AR team will NOT invoice unless all documentation needed is provided.

NOTE: The amount you are requesting us to invoice for needs to match the supporting documentation provided.

REQUEST FOR INVOICE	
Local Agency Name:	City of Apache Junction
Program and subphase (TRACS):	T0242 01D
AMOUNT TO BE INVOICED	\$8,500.00
Why are we invoicing:	Additional PDA costs are needed to cover final project advertisement efforts and due to extending the project duration.
Additional PMDR, Y or N	Y
Budget in place, Y or N (Amount available):	N
Additional Design Fees?	N
JPA #:	20-0007697-I
Local Agency Contact Name:	Raquel Schatz Mike Wever
Email Address:	rschatz@apachejunctionaz.gov mwever@apachejunctionaz.gov

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Important information RE: Invoice Request sent into the A/R inbox

When submitting your invoice request it is important that you do not send in your request with Virtru on, as we can NOT activate Virtru in our Accounts Receivables inbox as it interferes with us being able to submit and receive invoices and other payment related emails from both internal like the PM's and external customers such as the local agencies.



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Link & Example of a Great invoice request:

<https://adotnet.az.gov/our-agency/financial-management-services/fiscal-operations/accounts-receivable>



Judah Cain <jcain@azdot.gov>
to me ▾

Hello,

The attached invoice request is for City of Maricopa project T0292 01C. The invoice amount is for 100% Local Funds for costs over what is programmed for construction.

Please let me know if you have any questions or if anything additional is needed.

Attachments:

- Invoice Request
- IGA Amendment No. One
- C&S Estimate Recap
- Email with City concurrence to be invoiced

Thanks,

Judah Cain, P.E.
Project Manager
ADOT Project Management Group
205 S. 17th Ave
Phoenix, Arizona 85007
Direct: 602-712-4493

4 Attachments • Scanned by Gmail



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What happens once locals payment is received?

- Once the checks from the locals have been received by our AP department they will be logged and sent to GL for processing. GL will then take checks to treasury's office to cash.
- Once the check clears treasury it will generate on the AR cash and receipts log. It will not show on this log until cleared.

NOTE: Checks are only logged and processed on in office days (Wednesday's and Thursday's). Unfortunately, AR is not made aware of the receipt of checks until it is generated on the AR cash and receipts log.

AR e-mails cash deposits to ITD PM									
Payments Received & Deposited at the Treasury Office and Posted in (AFIS)									
Vendor Legal Name	R Actg Line	Program	Actg Doc Ref	CR Actg Line Desc	Program Phase Description	CR Doc #	Total		
Peoria, City Of	\$ 30,000.00	T000101	D	LA2016000004	JPA# 155392T0001010 Traffic Management Center Equipment Upgrad	KNIGHT, ROBERT (C0895)	D1606162	\$ 30,000.00	
Surprise, City Of	\$ 171.00	T003501	X	LA2016000007	Agency: City of SurpriseProject: FY16 SRT S ProjectsTip ID: SUR16-40	BOYLES, ERIC (C1507)	D1606162	\$ 171.00	
Yuma County	\$ 27,758.00	T003601	X	LA2016000008	Agency: City of SurpriseProject: FY16 SRT S ProjectsTip ID: SUR16-40	BOYLES, ERIC (C1507)	D1606162	\$ 171.00	
Coolidge, City Of	\$ -	SH58601	C	LA2016000092	JPA# 15-5477, SH58601CIntersection Improvements.	JEFFREY MILES (B8571)	D1606162	\$ 27,758.00	
Mesa, City Of	\$ 46,910.00	H686701	C	LA2016000015	JPA # 11-018, SL71301C,Construction costs.	GREGORY JOHNSON	D1606162	\$ -	
Yavapai County	\$ 8,747.00	H874301	C	LA2016000096	JPA# 155599, H874301CRight Turn LaneSR 89 & Verde Ranch Rd.Yavi	DAVIDSON, JEFFREY (C1455)	D1610292	\$ 8,747.00	
CAREAX, Inc.	\$ 926.02	(blank)	ae	LACARF2-2016	IGA/JPA #11-120 - 2016, downloads 30,262.	NOT ENTERED	D1610242	\$ 926.02	
Pima County	\$ 499.32	SB37001	D	(blank)	TRNSFR BAL FROM ADV TO AFISFOR SB37001D	(blank)	D1600005	\$ 499.32	
NOT ENTERED	\$ (499.32)	(blank)	ae	(blank)	Invoicing for additional PMDR	(blank)	D1600005	\$ (499.32)	
Tucson, City Of	\$ 550.00	SF01901	D	LA2016000079	JPA# 155597, SZ18503DDesign/scoping Local Match funds @ 5.7%	GREGORY JOHNSON	D1610055	\$ 550.00	
St. Johns, City Of	\$ 9,991.00	SZ18503	D	LA2016000102	JPA# 155597, SZ18503DDesign/scoping Local Match funds @ 5.7%	DEREK BOLAND	D1610055	\$ 9,991.00	
Goodyear, City Of	\$ 30,000.00	SZ18501	D	LA2016000102	JPA# 155597, SZ18501DPMDR Costs @ 100%	DEREK BOLAND	D1610055	\$ 30,000.00	
Tucson, City Of	\$ 44,459.74	S490001	D	LA2016000008	IGA/JPA 01-132	BILL SNARR	D1610102	\$ 44,459.74	
St. Johns, City Of	\$ 9,991.00	SZ18503	D	LA2016000102	Invoicing for additional PMDR	GREGORY JOHNSON	D1610055	\$ 9,991.00	
ansport Auth-Pima C	\$ 490,205.85	H801101	C	LA2016000065	JPA # 11-195; H801101CProject: Wildlife Crossing Structures	DEREK BOLAND	D1610055	\$ 30,000.00	
Gilbert, Town Of	\$ 568,016.76	H801001	C	LA2016000064	JPA # 11-195; H801001CProject: Wildlife Crossing Structures	TRENT KELSO	D1607128	\$ 568,016.76	
Apache County	\$ 5,000.00	SL73001	D	LA2016000058	Invoicing for additional PMDRNot funded - \$3,012.53Est. future charg	SUZANNE DEITERING	D1609937	\$ 5,000.00	
	\$ 60.55	SH56401	C	LA2016000045	ASP 60201; SH56401C, Apache County Various Locations Pavement #	SETH W CHALLMERS	D1609791	\$ 60.55	
	\$ 80.76	SL63001	D	LA2016000064	JPA# 11-030, SL63001C01DFinal Voucher InvoicePMDR Cost @ 100%	KATHLEEN KNAPP	D1609791	\$ 80.76	
Pima County	\$ 11,682.00	T004401	D	LA2016000085	IGA/JPA # 15-571AADOIT Project # T0044 01D (scoping / design) Coun	TRESCA BROWN	D1609791	\$ 11,682.00	
Pinal County	\$ 423.79	SH58903	D	LA2016000086	SH58903DProject Final Voucherd Pima County Preliminary Engineer	RONALD MCCALLY	D1609791	\$ 423.79	
	\$ 361.87	SZ02801	D	LA2016000086	SZ02801D,JPA# 12-856PMDR CO-STS REVISED11/20/15	JEFFREY DAVIDSON	D1609733	\$ 361.87	
	\$ 504.77	SZ03201	D	LA2016000086	R5Z03201DPMDR CO-STS REVISED11/20/15	JEFFREY DAVIDSON	D1609733	\$ 504.77	
	\$ 1,755.03	SB36602	D	LA21209	RJP#6-169	MIKE SHINE	D1609733	\$ 1,755.03	
	\$ 33,515.03	SB36603	D	LA21209	(blank)	(blank)	D1609733	\$ 33,515.03	
Winslow, City Of	\$ 17,639.00	SL71101	C	LA2016000098	Invoicing for SL711 01C, 100% \$17,639.00.	PHIL JESELENIK	D1609733	\$ 17,639.00	
	\$ 54,803.00	SL71101	C	LA2016000098	Invoicing for SL711 01C, 5.7% \$54,803.00.	PHIL JESELENIK	D1609733	\$ 54,803.00	

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Accounts Receivable - Collections

- AR will follow up with Local Agencies to collect past due amounts. Our target is to receive payment within 45 days of invoicing. Should payment not be received by locals term payment date and no correspondences from the locals, AR will reach out to the PM's for support on working with the locals to obtain payment.
 - AR will not reach out to the locals, for an arrangement has been made between the PM and the locals to receive payment earlier than their term payment date.
- After 120 days, unpaid invoices are subject to be sent to the Attorney General's Office for further collection attempts.
- The Attorney General's office keeps 35% of anything they collect on accounts we refer to them.

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After project is reconciled in Final Voucher Unit

- Based on Final Voucher reconciliation letter, AR will invoice for any additional amount due from the Local Agency.
- If there is an overage, funds will be refunded by ADOT if Local Agency requests in writing within 30 days or they can request the funds be applied to another project.
- If Local Agency requests a refund, AR will process the paperwork and submit to FMS Accounts Payable (AP) to process the refund.

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Accounts Receivable – Questions

Any questions, please contact the FMS AR team at the group email box below.

AccountsReceivable@azdot.gov