

PM ACADEMY

Financial Management Services

Thomas Kaye

Accounts Payable Manager

MD203b

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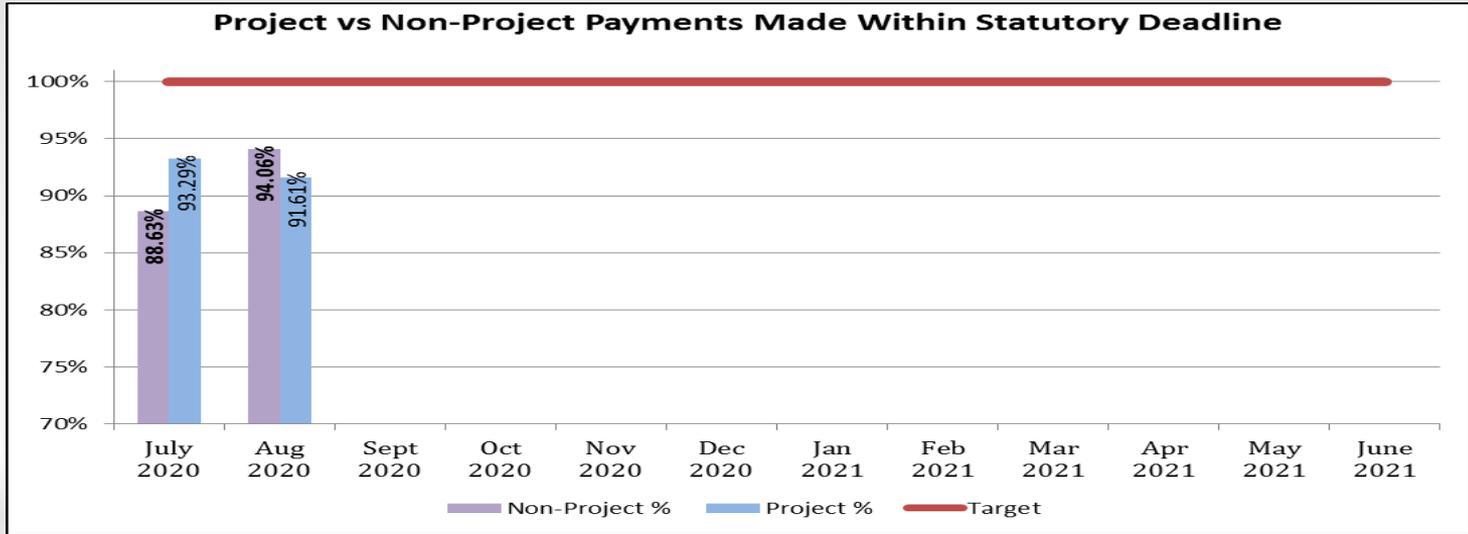
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PM ACADEMY

Financial Management Services



	FY17 Average	FY18 Average	FY19 Average	FY20 Average	FY21 Average	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021
Days Non-Project	7.69	6.18	9.47	12.11	14.23	15.94	12.51										
Days Project	20.02	11.34	12.74	14.16	11.72	10.60	12.83										
Days All Payments	10.86	7.35	10.35	12.39	13.77	14.99	12.55										

PM ACADEMY

Financial Management Services

Bureau	Bureau name	Aug-20					
		Procurement			Programs		
		Payments	Late	%	Payments	Late	%
1100	DIRECTORS OFFICE	4		100%			
1200	OFFICES OF THE DIRECTOR	21		100%			
1500	BUSINESS OPERATIONS	61	3	95%	17		100%
1800	GRAND CANYON LOGO SIGNS	9		100%			
1900	ARIZONA HIGHWAYS MAGAZINE	72		100%	67		100%
2100	FINANCIAL ADMINISTRATION	47	2	96%	1		100%
2200	INFORMATION TECHNOLOGY	185	7	96%			
2300	BUSINESS OPERATIONS ADMINISTRATIVE SERVICES DIVISION	702	32	95%	74	4	95%
2400	AGENCY CENTRALIZED COSTS	385	85	78%			
3100	MOTOR VEHICLE DIVISION	736	6	99%	1	1	0%
3500	ENFORCEMENT AND COMPLIANCE DIVISION	131	21	84%	8		100%
4100	STATE ENGINEERS OFFICE	10		100%	4		100%
4200	MULTIMODAL PLANNING DIVISION	8		100%	140		100%
4300	INFRASTRUCTURE DELIVERY & OPERATIONS DIVISION CONSTRUCTION	544	17	97%	505	63	88%
5100	INFRASTRUCTURE DELIVERY & OPERATIONS DIVISION MAINTENANCE	2101	122	94%	4	1	75%
6100	TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS	407	27	93%	1		100%
	Subtotals	5423	322		822	69	
	Average Days to Pay/Percentages of Late Payments	12.51	5.94%	94.06%	12.83	8.39%	91.61%
	Total Payments Made				6245		
	Total Payments Made by Statute				5854		
	Average Days to Pay				12.55		
	Percent on-time				93.74%		

Monthly	FY19	FY19 AVG	FY20	FY20 AVG	FY21	FY21 AVG	July	August	September	October	November	December	January	February	March	April	May	June
Discounts	\$ 76,338.64	\$ 6,361.55	\$ 81,699.70	\$ 6,808.31	\$ 14,467.62	\$ 7,233.81	\$ 1,678.63	\$ 12,788.99										
Rebates	\$ 137,916.45	\$ 11,493.04	\$ 162,530.61	\$ 13,544.22	\$ 33,587.76	\$ 16,793.88	\$ 17,036.25	\$ 16,551.51										
Combined	\$ 214,255.09	\$ 17,854.59	\$ 244,230.31	\$ 20,352.53	\$ 48,055.38	\$ 24,027.69	\$ 18,714.88	\$ 29,340.50										
Goal	\$ 200,000.00	\$ 16,666.67	\$ 240,000.00	\$ 20,000.00	\$ 240,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
+/- from Goal	\$ 14,255.09	\$ 1,187.92	\$ 4,230.31	\$ 352.53	\$ (191,944.62)	\$ 4,027.69	\$ (1,285.12)	\$ 9,340.50										

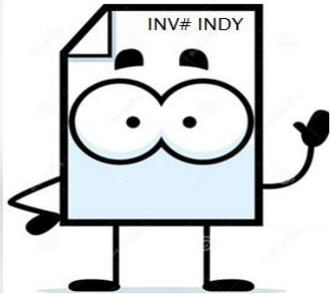
PM ACADEMY

Financial Management Services

- ▶ **OnBase** – Agency wide access to all Invoices, Pay Reports, P-Card charges, & Employee Reimbursements
- ▶ **DocuSign** – Facilities and MPD using and now almost Zero Late Payments in the past months
- ▶ **Ivalua** – Statewide replacement of PAZ – Agency wide look at multiple systems to one
- ▶ **Access DataBase** – All utility bills with all data
- ▶ **AP Out-Reach Program** – How can we help you?
- ▶ **AP GEMBA WALK** – Come See how we make paying \$2.25B/yr look easy.
- ▶ **AP Web Page on Intranet** - Status, news, links to forms, policies, procedures, training programs, who's who in AP (contact info), FAQ's and more.....

Hi! Welcome to Accounts Payable! My name is Indy Invoice. I am so excited that you're here with us today! I want to introduce you to all of the wonderful staff members in AP. Please follow along with this print out as you take your GEMBA walk it will help you see what everyone does and give you some interesting facts. You are about to meet some pretty amazing folks! Enjoy!

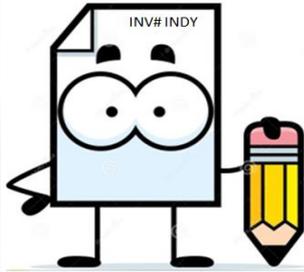
ACCOUNTS PAYABLE



GEMBA WALK PROGRAM

DEFINITIONS

Before we get started, here are a few definitions that might help you during your GEMBA walk.



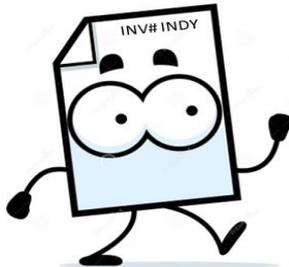
- ▶ **Approve** – Authorized personnel verifies all invoice and payment information before it is released for disbursement
- ▶ **Duplicate** – An invoice with the same invoice number, vendor name, date, and dollar amount that already exists in OnBase or has been paid already
- ▶ **Enter** – Data enter the invoice details in the appropriate accounting system for payment
- ▶ **HURF** – Highway User Revenue Fund
- ▶ **Index** – Data enter searchable fields into OnBase
- ▶ **OnBase** – Digital database and imaging system
- ▶ **PCard** – Card based purchasing method
- ▶ **Purchase Order Number**– Authorization for the purchase from Procurement department
- ▶ **Received Folder** – Where invoices are saved when they cannot be paid due to missing or incorrect information
- ▶ **Reviewed Folder** – Where invoices are saved when they are ready for payment
- ▶ **Upload** – The process of transferring an invoice into OnBase

ACCOUNTING SPECIALIST I

Karen McDevitt

Karen is our Invoice coordinator, she uploads invoices AP receives via US postal service, interoffice, and email. She managed over 34,000 emails in FY17.

WOW! Impressive!



▶ Invoice coordinator –

- Upload and Index invoices into OnBase
- Invoice research
 - Duplicates
 - Validate purchase order
 - Validate dollar amount to pay
- Scan paper invoices into OnBase
- Upload electronic invoices into OnBase

ACCOUNTANT I – AP LEAD

Brandon Keyes

▶ AP Lead -

Brandon focuses on technical payments and managing the received folder. Ask Brandon to explain what received folder is and how the process has recently been updated. It's quite interesting.



- Process the following technical invoices
 - HURF
 - Debt Services
 - Unemployment
 - Employee Reimbursements
- Received folder lead
 - Maintain, process, and update invoices in the Received folder
 - Monitors Received folder, Hotels, & Water

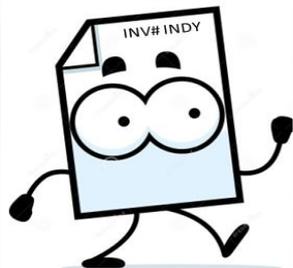
ACCOUNTING SPECIALIST I

Roberto Arciniega

▶ **General Accounts Payable**

Roberto focuses on specialty payments like Abandoned Vehicles. She also enters Utility and regular AP invoices.

- Enter regular AP invoices
- Process Abandoned Vehicle payments
- Back up duties include
 - Uploading and Indexing regular AP & CP invoices
 - Uploading and Indexing invoices received via DocuSign
 - Back up process utility invoices



ACCOUNTING SPECIALIST I

Ryla Best

▶ **General Accounts Payable**

Ryla's main responsibility is to upload, index, and enter invoices received into the unit via DocuSign. We received 15,678 invoice via DocuSign in FY17! THAT'S A LOT OF INVOICES!



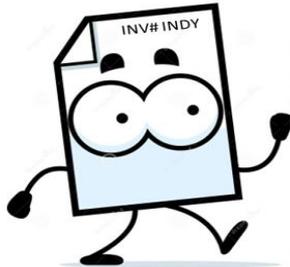
- Upload, index, and enter invoices received via DocuSign
 - Verify the invoice is not a duplicate
 - Verify invoice number, purchase order, and receipt number
- Invoice research
- Process Revenue Refunds
- Back up duty - Upload and index invoices received in the AP mailbox

ACCOUNTING SPECIALIST I

Jose Thomas

▶ “Rush” Invoices –

Jose enters invoices from our “Rush” folder. He processed over 16,000 “Rush” invoices in FY17! Ask Jose to explain what the “Rush” folder is for you.



- Enter Rush invoices
- Upload Credit Memos
- Keying Discounts
- Back up duty
 - Enter regular AP invoices

ACCOUNTANT I - UTILITIES

Dee Natale

Utilities –

Dee is our newest member of AP and is training to manage all aspects of Utility related payments. She is also responsible to provide backup to contract payables.



- Enter Utility invoices:
 - Electric bills
 - Water
 - Sewer and waste
 - Gas bills
 - Telephone bills (mobile and landline)
- Maintains AP Utility Database
- Research Utility & Telecommunications issues
- Backup duties includes CP uploading and entering

ACCOUNTANT I - CONTRACTS LEAD

Rosie Stubbs

Rosie keeps watch over contract related payments, which was over **\$1.1 Billion in FY17!** BAM! We dance with joy and excitement that she joined our team!!



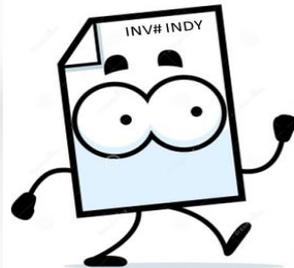
- ▶ **Contracts Payable Lead –**
 - Process Contract Payable invoices
 - Research funding availability
 - Upload and enter payments for:
 - Field Reports
 - ECS
 - Utilities and Railroad
 - JPA
 - MAG & PAG
 - Stipend
 - MPD
 - AVA
 - Monitor CP and Approving CP & Utilities

ACCOUNTING SPECIALIST I

Mark Brugnoni

▶ Contracts Payable –

Mark is part of the Contracts Payable team. He entered an average of **1,000 CP payments a month in FY17**. Great job Mark!



- Enter Contracts Payable invoices for:
 - ECS (including Temp Tech)
 - Aviation
 - MPD
 - Utility/Railroads
 - Local projects
 - Process In-Kind for MPD & Local Projects
- Back up duties – enter AP invoices

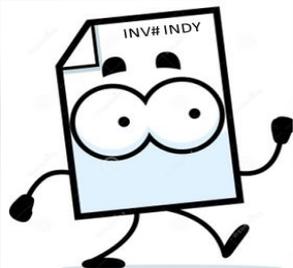
ACCOUNTANT I – Specialty Programs

Jake James

▶ Specialty Invoice Programs –

- Process the following specialty payments
 - Purchasing card
 - Ghost Card
 - Hotels
 - Bottled water
- Research all issues concerning PCard, Ghost Card, Hotels, & Water
- Approve invoices one day per week
- Monitors general AP Review folder

Jake is a busy man. He entered 5,570 invoices and processed 4,101 per month PCard payments in FY18!!
WOW!



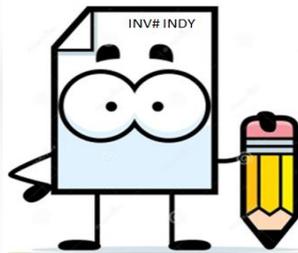
ACCOUNTANT II

Kim Jambon

▶ **Compliance and Procedures –**

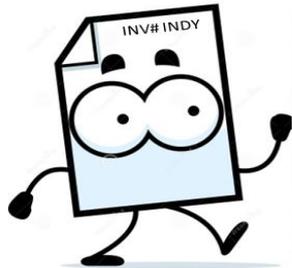
- Policies & Procedures
 - Create, update, and analyze AP policies and procedures
- Approve payments in AFIS and Procure AZ one day per week
- Special projects as assigned

In FY17 Kim documented 50 procedures and 30 policies for AP staff and management. It's nice to have policies and procedures handy when you need them.



CP SUPERVISOR – Pamela Adame

They have led the CP team on a journey of continuous improvement!
All their hard work is paying off too!
All of their payments are 96% on time!
Wow! Great Job!!



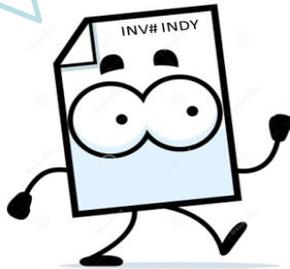
- ▶ Contracts Payable Supervisor
 - Supervise 4 staff members
 - , Mark, Kristina, and Dee
 - Responsible for payments to contractors, construction, engineering consultants, local governments, railroads, Utility, and telecom payments
 - Also responsible for Infrastructure Delivery and Operations Division “Exempt” payments

AP SUPERVISOR – JENNIFER HERRON-ULMER

▶ Accounts Payable Supervisor

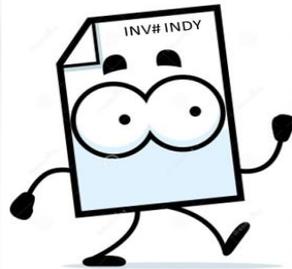
- Supervises 4 staff members
 - Karen, Rosie, Jose, and Jake
- HURF
- DES Unemployment
- Debt Service
- System related payment issues
- Vendor Account reconciliation
- Employee Reimbursement

With Jennifer's input and assistance, the combined dollar amount ADOT received in vendor discounts and rebates was an incredible \$168,510.16 in FY18!



AP MANAGER – THOMAS KAYE

Tom led and inspired the AP team to submit 160 Kaizens in FY19, implement the PCard and OnBase training classes, Huddle board, and the new and Improved Received folder process. Tom has BIG CI plans including PDCAs for AP in FY21! Ask him about them.



- ▶ Accounts Payable Manager
 - Tom oversees the incredibly dedicated AP staff!
 - Ensures timely payment expenditures for ADOT
 - AP Performance Measures
 - Implementation of efficiencies and improvements for the benefit of Arizona through Arizona Management System

CONTRACTS PAYABLE

Contractor Cycle

- Begins 1st Wednesday each month (appears on ADOT calendar)
- Contractor Pay 3rd Wednesday each month (appears on ADOT calendar)
- Payments are released 2 days prior to Contractor Pay
- Adjustments are made for Holidays
- **Critical** component is differentiating between Fed/Non-Fed (eligible/ineligible) charges

← March		April 2019					May →
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3 MONTHLY ESTIMATES	4	5	6	
7	8	9	10	11	12	13	
14	15 PAYMENTS ARE RELEASED	16	17 CONTRACTOR PAY	18	19	20	

Summary of Federal Aid Construction					
Accumulated	699,713,333.61	0.00	699,713,333.61	72,337.59	699,785,671.20
Previous	679,511,545.45	0.00	679,511,545.45	72,337.59	679,583,883.04
Current	20,201,788.16	0.00	20,201,788.16	0.00	20,201,788.16
Summary of Non-Federal Aid Construction					
Accumulated	2,534,432.60	0.00	2,534,432.60	0.00	2,534,432.60
Previous	2,339,193.28	0.00	2,339,193.28	0.00	2,339,193.28
Current	195,239.32	0.00	195,239.32	0.00	195,239.32
Grand Total Construction					
Accumulated	702,247,766.21	0.00	702,247,766.21	72,337.59	702,320,103.80
Previous	681,850,738.73	0.00	681,850,738.73	72,337.59	681,923,076.32
Current	20,397,027.48	0.00	20,397,027.48	0.00	20,397,027.48

CONTRACTS PAYABLE

▶ ECS Pay Report Reminders:

- ▶ Check for PR accuracy for correct project and phase
- ▶ Ensure funds are available for project and phase on PR
- ▶ Per Prompt Pay Legislation ARS 28-411 Consultant Submittal and Payment Requirements, ADOT is required to process payment within 21 days of receipt of invoice
- ▶ ADOT has 7 days to reject an invoice back to the consultant
- ▶ ECS payments will be quickly addressed if Payment Reports are sent out of CP Cycle

ENGINEERING CONSULTANTS SECTION					
Payment Report Form - Specific Rates					
Payment Report No.: 8 ✓	Progress <u>X</u> or Final _____	Contract No.: 2017-010.03 ✓			
Contract Description: Temporary Part-Time Project Delivery Manager ✓		Month Ending: 12/31/2017 ✓			
Name of Consultant: Kimley-Horn and Associates, Inc. ✓		Vendor Code: PZ000002344 ✓			
Supplemental Service Employee Name (if applicable): Siva Sivakumar					
Remit to Address: PO Box 79384, City of Industry, CA 91716-9384					
Contract NTP Date: 12/12/2016 ✓	Contract Completion Date: 2/9/2018 ✓	NA % Billed	NA % Completed		
PO Line Number	TRACS Number and Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
19 ✓	TRACS NO. H8531 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
20 ✓	TRACS NO. H8931 01D ✓		\$2,899.52 ✓	\$4,530.50 ✓	\$7,430.02 ✓
21 ✓	TRACS NO. SH636 01C ✓		\$724.88 ✓	\$0.00 ✓	\$724.88 ✓
22 ✓	TRACS NO. F0002 01C ✓		\$1,268.54 ✓	\$0.00 ✓	\$1,268.54 ✓

If within the seven days of receipt by the Department, incomplete or incorrect invoices are received, the submitter will be notified in writing of those items that the Department does not approve and/or certify under the terms of the agreement and return invoice to the submitter. The 21-day payment time frame will begin anew upon receipt of the corrected invoice

CONTRACTS PAYABLE

- PRs should not have handwritten manual changes/corrections on them per FHWA.
- FHWA requirements must be met to avoid reimbursement delays, rejections, or termination of future funding.
- If you have a question, ask! We are happy to help 😊.

Incorrect Submission
 - This will result in your invoice being rejected by CP

PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
	TRACS NO. H7454 01L TOTAL ABOVE CATEGORIES	\$6,415,041.09	5362331.15	34092.62	5396423.77
	Fixed Fee @ 10.5% of DL & OH Net Fee Adjustment for PR#69-75 Net Fee Adjustment PR#44-73 Contract Rebalance thru PR#74	\$385,892.52	\$360,623.69 (\$421.42) (\$6,138.78) (\$13,678.00)	\$3,553.55	\$364,177.24 (\$421.42) (\$6,138.78) (\$13,678.00)
	Project Total H745401L	\$6,800,933.61	56202861.11 6202716.84	37626.17	56240874.67 6240252.91
Submitted By SEE PAGE 4 Consultant		Date	Total To Date	-\$6,240,874.67	
Approved By SEE PAGE 4 ADOT Project Manager		Date	Previous Report	\$6,202,861.11	
Approved By Engineering Consultants Section		Date	Current Report	\$36,013.56	

*outside services is for the following per CROSS:
 Newspaper Ads, Direct Mailer, Public Meeting Venue, Court Reporter,
 Interpretation, Translation, Delivery.
 Meals & Entertainment is not approved expense and
 was denied.*

Correct Submission

PO Line Number	Description	Total Contract Amount	Previous Accumulative Amount	Current Amount Billing	Total Accumulative Amount
1	Original Contract ✓ Direct Labor calculation errors	\$ 356,170.16	\$ 7,269.73	8624.76	15894.49
	Overhead @ 136.85% calculation errors	\$ 487,418.86	\$ 9,948.62	\$6,624.80	\$15,894.83
	Other Direct Expenses			11902.99	21751.61
	Personal Vehicle Mileage	\$ 2,162.26	\$0.00	\$125.49	\$125.49
	Outside Reproduction	\$ 902.84	\$0.00	\$0.00	\$0.00
	Outside Messenger Service	\$ 236.25	\$0.00	\$0.00	\$0.00
	Vehicle Rental & Rental Fuel	\$ 721.50	\$0.00	\$0.00	\$0.00
	Lodging & Meals	\$ 2,700.00	\$0.00	\$86.34	\$86.34
	Miscellaneous EDR Database, EMC Labs	\$ 371.00	\$0.00	0.00	\$11.73
	Total Other Direct Expenses	\$ 7,093.85	\$0.00	\$223.56	\$223.56
	Outside Services			211.83	211.83

THANK YOU FOR JOINING US!!

On behalf of Accounts Payable I'd like to say thank you for joining us and we hope you enjoyed your GEMBA walk through FMS Accounts Payable. Enjoy the rest of your day! Thank you for visiting!

