

# PROJECT DELIVERY ACADEMY

## MODULE 4: FINANCIAL MANAGEMENT

# Accounts Receivable (AR)

Presented by:

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# PROJECT DELIVERY ACADEMY

## MODULE 4: FINANCIAL MANAGEMENT

### Accounts Receivable (AR)

#### AR Unit Team members

AR Manager – Christianne Churchill

Michael Bruder, AR Lead Accountant III

Mary Cooper, AR Accountant II

Theresa Trevino, AR Accountant II

[AccountsReceivable@azdot.gov](mailto:AccountsReceivable@azdot.gov)

# PROJECT DELIVERY ACADEMY

## MODULE 4: FINANCIAL MANAGEMENT

### Accounts Receivable (AR)

#### 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 Attorney General's office on uncollectible amounts

## Accounts Receivable - Invoicing

- ▶ Upon Project initiation, when the TRACS and federal-aid numbers are requested and assigned.
- ▶ The Project Manager requests the FMS Accounts Receivable Unit [AccountsReceivable@azdot.gov](mailto:AccountsReceivable@azdot.gov) to invoice the Local Agency for Project Design Administration (PDA) fees and provides supporting documentation (usually JPA).
- ▶ PDA fees are due at the time of project initiation.

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### Accounts Receivable (AR)

To request an invoice, email the Request for Invoice form along with support, usually a JPA to AR at [AccountsReceivable@azdot.gov](mailto:AccountsReceivable@azdot.gov)

REQUEST FOR INVOICE	
Local Agency Name:	Pima County
Program and sub phase (TRACS):	T0140 01D
AMOUNT TO BE INVOICED	\$10,000.00
Why are we invoicing:	Initial PMDR Fees
Additional PMDR, Y or N	N
Budget in place, Y or N (Amount available):	N
Additional Design Fees?	N/A
JPA #:	N/A
Local Agency Contact Name:	Mandley Rust
Email Address:	<a href="mailto:Mandley.Rust@pima.gov">Mandley.Rust@pima.gov</a>

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#### Accounts Receivable (AR)

- ▶ The JPA Group e-mails 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 based on the IGA/JPA for the pro-rata amount.

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### Accounts Receivable (AR)

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

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### Accounts Receivable (AR)

# 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# 155392T000101D Traffic Management Center Equipment Upgrad	KNIGHTEN, ROBERT (C0895)	D1606162 \$ 30,000.00
Surprise, City Of	\$ 171.00	T003501	X	LA2016000007	Agency: City of SurpriseProject: FY16 SRTS ProjectsTip ID: SUR16-40	BOYLES, ERIC (C1507)	D1606162 \$ 171.00
		T003601	X	LA2016000008	Agency: City of SurpriseProject: FY16 SRTS ProjectsTip ID: SUR16-40	BOYLES, ERIC (C1507)	D1606162 \$ 171.00
Yuma County	\$ 27,758.00	SH58601	C	LA2016000092	JPA# 15-5477, SH58601CIntersection Improvements.	JEFFREY MILES (B8571)	D1606162 \$ 27,758.00
Coolidge, City Of	\$ -	SL71301	C	LA2016000015	JPA # 11-018, SL71301C,Construction costs.	GREGORY JOHNSON	D1606162 \$ -
Mesa, City Of	\$ 46,910.00	H686701	C	LA21336	RJP11-167	RONALD MCCALLY	D1610432 \$ 46,910.00
Yavapai County	\$ 8,747.00	H874301	C	LA2016000096	JPA# 155559, H874301CRight Turn Lane SR 89 & Verde Ranch Rd.Yavi	DAVIDSON, JEFFREY (C1455)	D1610292 \$ 8,747.00
CARFAX, Inc.	\$ 926.02	(blank)	ar	LACARF2-2016	IGA/JPA #11.120 - February - 2016, downloads 30,262.	NOT ENTERED	D1610242 \$ 926.02
Pima County	\$ 499.32	SB37001	D	(blank)	TRBSFR BAL FROM ADV TO AFISFOR SB37001D	(blank)	D1600005 \$ 499.32
NOT ENTERED	\$ (499.32)	(blank)	ar	(blank)	TRNSFR BAL FROM ADV TO AFIS FOR SB37001D	NOT ENTERED	D1600005 \$ (499.32)
Tucson, City Of	\$ 550.00	SF01901	D	LA2016000079	Invoicing for additional PMDR	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
	\$ 30,000.00	SZ18501	D	LA2016000102	JPA# 155597, SZ18501DPMDR Costs @ 100%	DEREK BOLAND	D1610055 \$ 30,000.00
Goodyear, City Of	\$ 44,459.74	SS49001	D	LA2016000008	IGA/JPA 01-132	BILL SNARR	D1610102 \$ 44,459.74
Tucson, City Of	\$ 550.00	SF01901	D	LA2016000079	Invoicing for additional PMDR	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
	\$ 30,000.00	SZ18501	D	LA2016000102	JPA# 155597, SZ18501DPMDR Costs @ 100%	DEREK BOLAND	D1610055 \$ 30,000.00
Transport Auth-Pima C.	\$ 490,205.85	H801101	C	LA2016000065	JPA #, 11-195; H801101CProject: Wildlife Crossing Structures	TRENT KELSO	D1607125 \$490,205.85
	\$ 568,016.76	H801001	C	LA2016000064	JPA #, 11-195; H801001CProject: Wildlife Crossing Structures	TRENT KELSO	D1607128 \$568,016.76
Gilbert, Town Of	\$ 5,000.00	SL73001	D	LA2016000058	Invoicing for additional PMDRNot funded - \$3,012.53Est. future charg	SUZANNE DEITERING	D1609937 \$ 5,000.00
Apache County	\$ 60.55	SH56401	C	LA2016000045	AAP-0(201); SH56401C Apache County Various Locations Pavement /	SETH W CHALMERS	D1609791 \$ 60.55
	\$ 80.76	SL63001	D	LA2016000064	JPA# 11-030, SL63001C/01DFinal Voucher InvoicePMDR Cost @ 100%	KATHLEEN KNAPP	D1609791 \$ 80.76
	\$ 11,682.00	T004401	D	LA2016000085	IGA/JPA # 15-5714ADOT Project #: T0044 01D (scoping / design) Coun	TRICIA BROWN	D1609791 \$ 11,682.00
Pima County	\$ 423.79	SH58903	D	LA2016000086	SH58903DProject Final Vouchered Pima County Preliminary Enginee	RONALD MCCALLY	D1609791 \$ 423.79
Pinal County	\$ 361.87	SZ02801	D	LAD212103	SZ02801DJPA# 12-056PMDR COSTS REVISED11/20/15	JEFFREY DAVIDSON	D1609733 \$ 361.87
	\$ 504.77	SZ03201	D	LAD212108	RSZ03201DPMDR COSTS REVISED11/20/15	JEFFREY DAVIDSON	D1609733 \$ 504.77
	\$ 1,755.03	SB36602	D	LA21209	RJP96-169	MIKE SHINE	D1609733 \$ 1,755.03
	\$ 33,515.03	SB36603	D	LA21209	RJP96-169	(blank)	D1609733 \$ 33,515.03
Winslow, City Of	\$ 17,639.00	SL71101	C	LA2016000098	Invoicing for SL711 01C, 100% \$17,639.00.	PHIL JESEJNIK	D1609733 \$ 17,639.00
	\$ 54,803.00	SL71101	C	LA2016000098	Invoicing for SL711 01C, 5.7% \$54,803.00.	PHIL JESEJNIK	D1609733 \$ 54,803.00

## Accounts Receivable - Collections

- ▶ AR will follow up with Local Agencies to collect past due amounts and may contact PM for additional information on charges. Our target is to receive payment within 45 days of invoicing.
- ▶ 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 (AR)

## Accounts Receivable – Questions

Any questions, please contact the FMS AR team at the group e-mail box below.

[AccountsReceivable@azdot.gov](mailto:AccountsReceivable@azdot.gov)