STCM Invoice Forms
User Guide

May, 2006
Version 3.0

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Invoice Roles

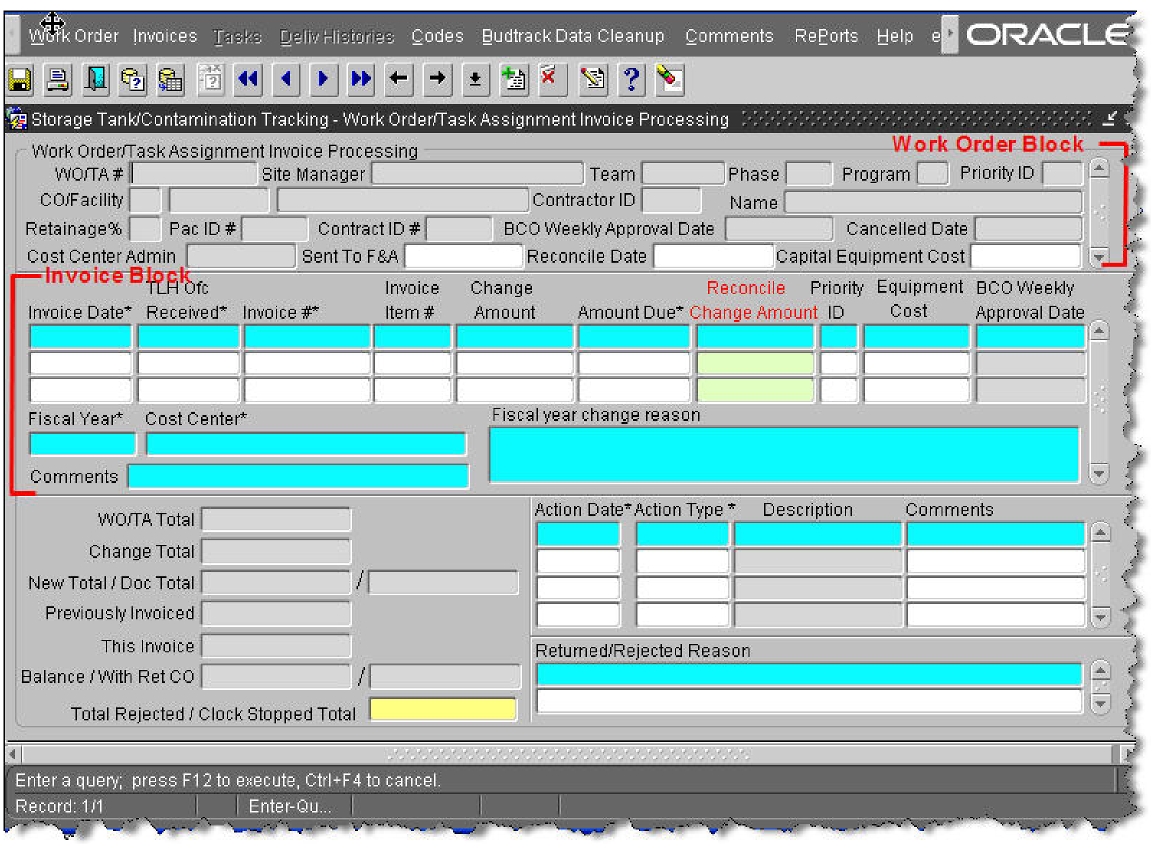
Any role can access the invoice module and query, but only the following roles can enter and update information in the module. These roles are:

- PCT_INVOICE – If user is a member of BPSS Accounting allows query, insert, and update of invoices and change orders.

- PCT_INVOICE_ADMIN – Allows insert, update, and delete to the invoice code tables and encompasses the role of PCT_INVOICE.

Accessing the Invoice Form

Anyone who has access to STCM may query information on this form but only BPSS Accounting staff can make changes. From the STCM main menu, go to **Cleanup, Work Order, Invoices, Invoices**.



The form opens in query mode automatically. Enter a work order number and press F12. All the information pertaining to the work order you just entered is now displayed. Before we go any further, we need to see what all the fields mean.

Field Definitions

Work Order Block

WO/TA #	The work order or task assignment number you enter to query on.
Site Manager	The Site Manager who created the Work Order/ Task Assignment. Note that if the background color of this field is yellow it means that that the Current Site Manager is different from the Site Manager who is being displayed. The contact information for the Current Site Manager can be viewed by selecting Site Manager under the Work Order menu at the top of the form.
Team	The team of the site manager who created the Work Order/Task Assignment.
Phase	The phase of the work order or task assignment that was queried
Program	Cleanup program for the facility / discharge combination represented in the Final Deliverable.
Priority ID	Priority assigned to the work order / task assignment by the site manager. Please note that work orders and task assignments will not be put on the weekly approval listing until this field has a valid entry.
CO	County ID number
Facility	Facility ID number
Contractor ID	Contractor ID number
Name	Contractor name
Retainage %	Percentage of the total work order amount that will be withheld from payment until the work has been completed.
Pac ID #	If this work order / task assignment is for a PAC site the PAC contract number will be listed.
Contract ID #	If the site is a PUC the PUC contract number will be filled in here.
BCO Weekly Approval Date (Encumbrance Approved)	Date that the work order / task assignment was approved by the bureau chief.
Cancelled Date	Date the work order / task assignment was cancelled. **Please note** that once a contractor signature date is populated or if there are invoices for this work order / task assignment it may not be cancelled.
Cost Center Admin	The cost center administrator signature date from the work order / task assignment. **Please note** that work orders and task assignments will not be put on the weekly approval listing until this field has a valid date.

Sent to F&A	Date that the work order was sent from BPSS Accounting to Finance & Accounting.
Reconcile Date	Date BPSS Accounting verifies that the F&A has officially encumbered the given work order/ task assignment into the State of Florida accounting system.
Capital Equipment Cost	The cost for capital equipment for this facility, if any.

Invoice Block

Invoice Date	Date contractor placed on the invoice. Must be less than or equal to the current date and less than or equal to the received date.
TLH Ofc Received	Date the Tallahassee Office received the work order / task assignment at DEP. This date must be less than or equal to any invoice action dates and less than or equal to the system date when data was entered into STCM.
Invoice #	Invoice number assigned by the contractor. You may not have duplicate invoice numbers for the same work order or task assignment.
Invoice Item #	The events that this invoice covers per the work order worksheet. If there are multiple events per invoice please separate them with commas.
Change Amount	The change amount (if any) for this highlighted invoice. **Please Note:** This amount may be the sum of multiple event change order amounts from the invoice document.
Amount Due	The amount of the invoice is for.
Reconcile Change Amount	This is the total of all billed, unbilled, and planned change amounts used by BPSS Finance and Accounting can reconcile the balance from the invoice document to the data entry form in STCM. Basically, it assists in “checking the math”.
Priority ID	Assigned by BPSS Finance and Accounting. This field is required anytime a Change Amount is not zero.
Equipment Cost	Cost of equipment on site, if any.
BCO Weekly Approval Date (Encumbrance Approved)	Date the change amount was approved by the bureau chief. If the change amount is negative then this number reflects the date the original work order was approved. If this number is positive it reflects the Friday of the week it was approved for payment since change orders are always approved once on the weekly sign off sheet.
Fiscal Year	The fiscal year that this invoice will be paid from. Note the Fiscal Year is determined by the Cost Center selected.

Cost Center	The cost center covering this invoice. It defaults to the Cost Center used when the work order / task assignment was issued, but can be overridden by BPSS Accounting.
Comments	Optional comments field for the invoice
Fiscal Year Change Reason	Optional field to list the reason that the original fiscal year was changed. It was required to be entered by BPSS Accounting if they can change the Cost Center (thus the Fiscal Year is changed) via an override, from what was the Cost center when the work order/ task assignment was originally asked.

Summary Information / Invoice Actions

WO/TA Total	Original dollar amount for the work order / task assignment queried.
Change Total	Total change amount billed to date for the work order / task assignment.
New Total	New total value of the work order / task assignment. Calculated by adding the Original Work Order Amount plus the sum of the Change Total to date.
Doc Total	New work order total minus the change amount retainage.
Previously Invoiced	Total amount that was previously invoiced by the contractor to BPSS.
This Invoice	The total amount for the current invoice that is highlighted
Balance	Balance remaining for the work order / task assignment after the current invoice is paid. This amount assumes change amount retainage has not been billed and includes the highlighted invoice amount.
With Ret CO	Same as balance but with change order and retainage already billed.
Total Rejected / Clock Stopped Total	Total amount of invoices for this work order or task assignment that are currently in a clock stopped or rejected status.
Action Date	Date of the invoice action. This date must be greater than or equal to the invoice received date, less than or equal to the current date, and greater than or equal to any previous action dates. You can not have more that one action date with the same action type and same due date.
Action Type	Invoice actions are items such as sent to F&A, clock stopped, rejected, etc… Please see the list of values for all of the possible choices (press **Control + L** while in that field)
Description	Description of the Action Type, this is a display only field.
Comments	Optional comments that may be entered reflecting the invoice action.
Returned / Rejected	The reason that an invoice has been returned or rejected.

Reason	Please see the list of values for all of the possible choices (press **Control + L** while in that field).

Querying Invoice Data

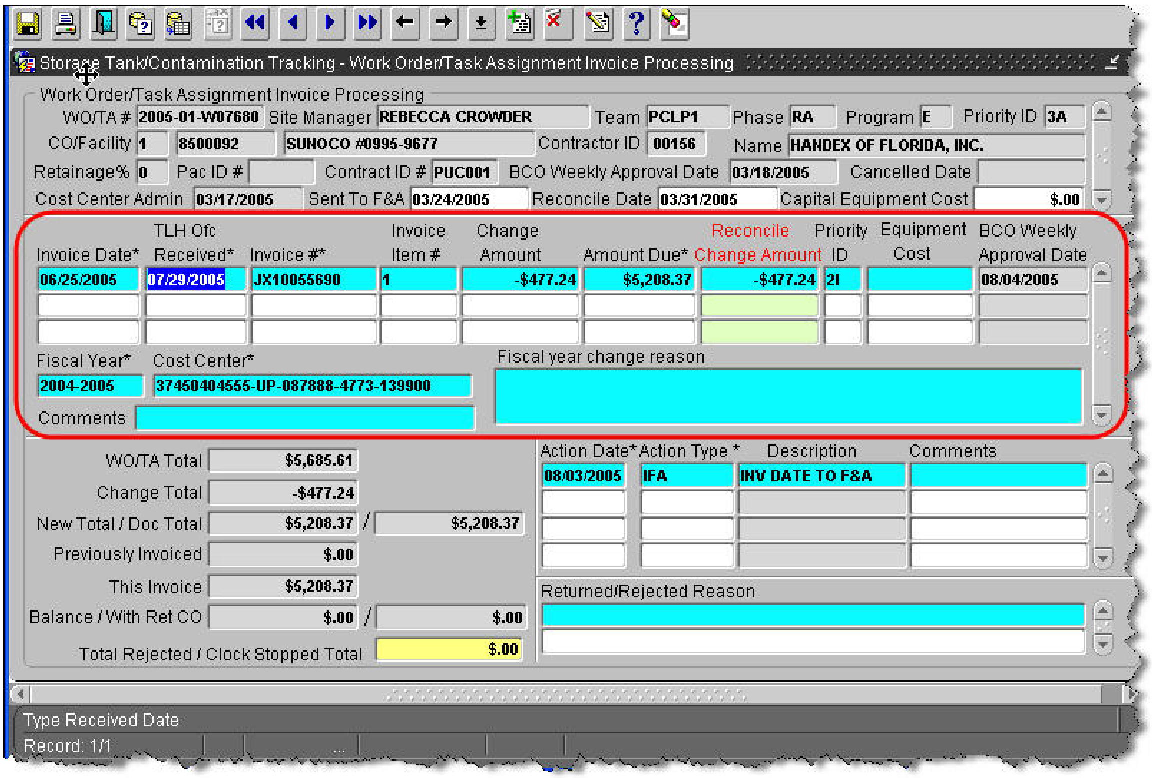
The invoice data entry form opens in enter query mode. You may query on the following fields: Work Order Number, Site Manager, Team, Facility ID, and Contractor ID.

Entering Invoice Data

> Please note that to ensure accurate and complete data entry, press tab to move through the fields of this form. Failure to do so could cause errors.

You may change any field that has a white background, depending on your system privileges. Fields with gray backgrounds are read only. Note that fields with asterisks (*) are required fields. If these fields are left blank the invoice will not save.

The form opens in ‘enter query’ mode. Enter a Work Order Number, Site Manager, Team, Facility ID, or Contractor ID and press F12 to execute the query. All of the invoice data for this work order or task assignment is now populated. Please make sure the invoice you have has not already been entered before doing data entry, because the form will not allow duplicate invoice numbers on a work order / task assignment. We are going to use the work order **2005-16-W07680** as an example.



Notice that there is a block below the Work Order Block. In the above image, the block has been identified with a red border. The block above the red border line is related to the work order or task assignment. Everything surrounded by the red border pertains to the invoices related to the work order or task assignment that was queried.

To enter a new invoice click on the first blank line under the invoice date column (this is an exception to using the tab key). The required fields for an invoice are: invoice date, TLH Ofc Received, invoice number, amount due, fiscal year, and cost center. If one of those fields is blank, the invoice record will not be saved. You may put in the invoice items for this invoice, the change order amount (if any), and the equipment cost.

The BCO Weekly Approval date will be automatically populated when you leave this record. If the invoice shows a negative change amount, the field will be populated with the original BCO Weekly Approval date for the work order or task assignment. If it is a positive amount, the BCO Weekly Approval date will be populated with the next weekly sign off date that falls after the Sent to F&A action is entered for this invoice/change amount record.

Once you have reached the end of the record press tab again and you will be taken to the fiscal year field which will be populated with the fiscal year determined by the cost center chosen on the work order or task assignment when it was issued. You may change the fiscal year if necessary to indicate the fiscal year that the invoice is to be paid from. A limited list of cost centers will be provided in a list of values. Inclusions will be limited to only cost centers for the fiscal year that was entered. Press tab again and you will be taken to the fiscal year change reason – if you can override the default cost center and fiscal year, you should enter a fiscal year change reason. Please continue entering information and pressing tab until you come to the action date/type section.

In this section you can enter invoice action information for the invoice highlighted. Please make sure that the invoice that is highlighted in the section above is the invoice you would like to enter actions for. Enter an action date and press tab. Press **CONTROL + L** to get a list of possible actions. Please select the action you want and press **OK**. You may enter more than one action for each invoice. You may enter comments specific to each action that you enter. Press tab once more and you will be taken to the returned/rejected field. Press **CONTROL + L** for a list of reasons. You are now done. Press **CONTROL + F6** (or the disk button) to save your work.

> Notice that when you click on an invoice row to highlight it, the amounts on the bottom left-hand side of the screen change to reflect the totals related to the highlighted invoice only.

Updating Invoice Data

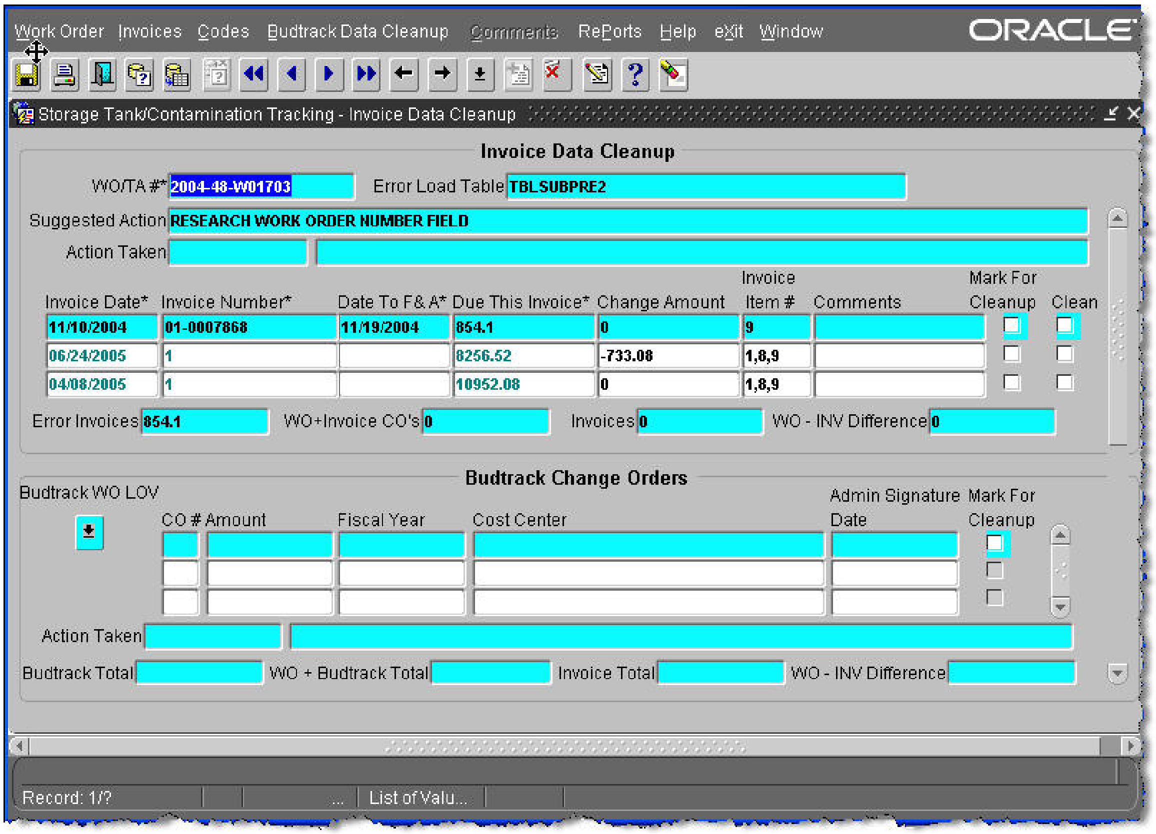
Please choose the following from the STCM main menu: **Cleanup, Work Order, Invoices, Invoices**.

> Please note that to ensure accurate and complete data entry, press tab to move through the fields of this form. Failure to do so could cause errors.

Only users with the PCT_INVOICE role may update invoice information – and they can not update Work Order / Task Assignment information, other than some specific dates listed below. If there is incorrect work order / task assignment information, the site manager will have to correct that. Any fields that have a white back ground are updateable. If, for any particular reason, you need to delete a record (invoice), highlight the record and press the delete button (with the red X) on the tool bar. Once all of your changes have been made, press CONTROL + F6 to save the changes.

Invoice Cleanup

Unfortunately, not all of the work order / task assignment / invoice data transferred cleanly from Budtrack or from the BPSS Accounting Access database. As a result we have created a form to assist BPSS Accounting to do data cleanup. From the STCM main menu go to **Cleanup, Work Order, Invoices, Invoice Cleanup**.



The work order/ task assignment number will be populated along with the error load table. The error load table will tell you which BPSS Accounting Access table the error came out from during the Invoice Module load process. The suggested action will tell you what the application thinks the problem is after analyzing the load data. Action taken will populate after the cleanup of the data is complete. The invoice details are listed for each invoice that is in the system for this work order/ task assignment. You can indicate that it needs priority cleanup by clicking the mark for cleanup check box. Below the invoice detail is a summary of information for the work order, and the invoices. Error Invoices indicate the number of invoices that are not correct that the system can detect via data analysis. Work order + Invoice CO's, is the original work order amount, plus any invoice change amounts that are in the system (either positive or negative). The invoices are summed up in the Invoices field. WO-INV Difference is the, original work order amount + sum of invoice change order amounts, minus the invoices amount. If everything is correct, the difference should be $0.00.

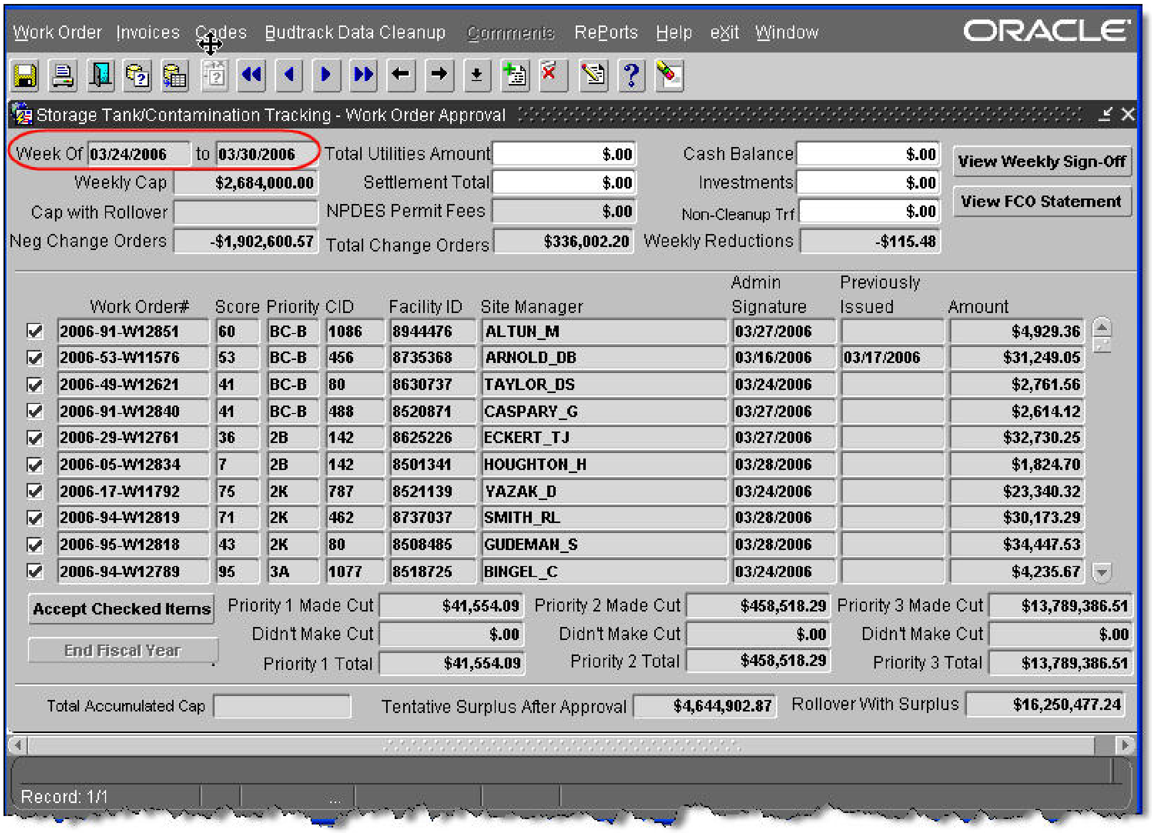
On the bottom half of the screen you will see the same type of calculation totals represented for the Budtrack Change Order data. Before the work order module was developed, work orders and change orders were tracked in BPSS Accounting by a database they developed, and by the Cleanup Site Management/ LP's in Budtrack.

Saving Invoice Information

No matter what form you are in, press **CTRL + F6** or the Save button on the toolbar to save the record. You can verify the record was saved by looking at the status bar on the lower left-hand corner of the form. It should display a message similar to "record applied and saved".

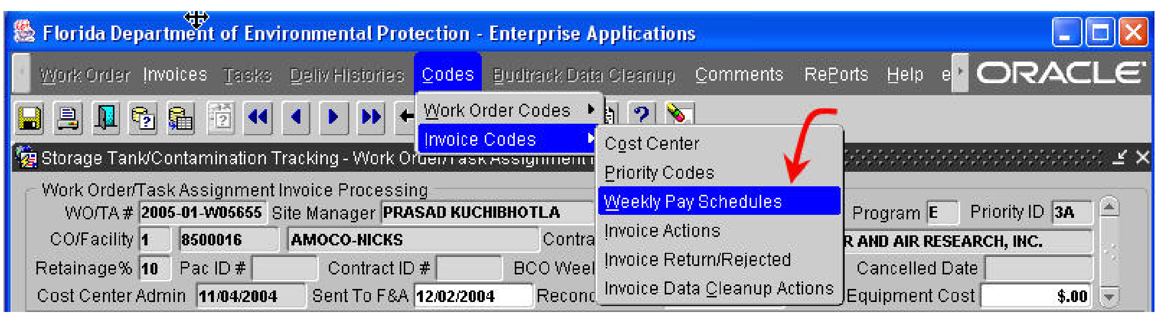
Weekly Approval Sign Off Form

From the main menu, select **Cleanup, Work Order, Invoices, Weekly Approval**. This list will give you all of the work orders and task assignments that have received a cost center administrator signature prior to or during the current week, and a Priority ID, that have not yet been approved by the Bureau Chief. The form automatically calculates which entries make the cut for the weekly approval based on the Priority ID, Cost Center Admin Signature Date, and dollar amount. This form also lists the weekly cap that can be spent, the cap with rollover (surplus and deficits from previous weeks), utilities amount, cash balance, investments, NPDES, weekly reductions, and change order amounts. There is also a summary report on the bottom that sums up the amount of money that did and did not make the cut for Priority groups 1, 2, and 3. At the very bottom the surplus/deficit is listed after the calculations are done for the weekly signoff.



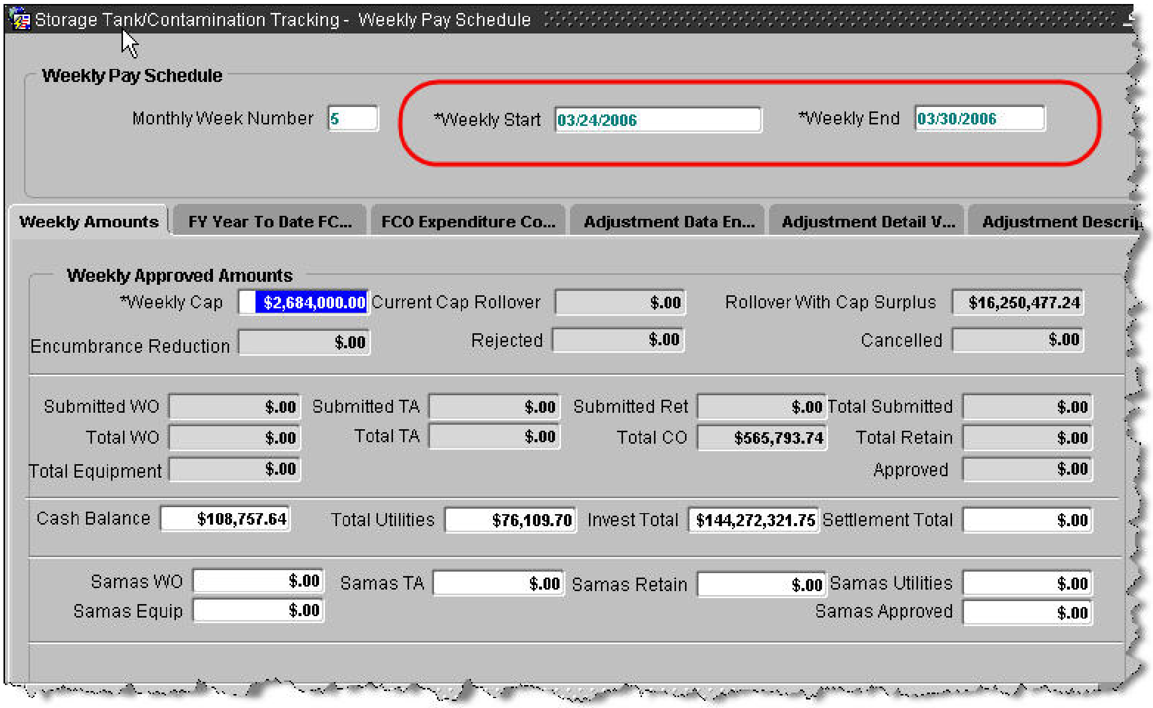
Weekly Pay Schedule Form

In order to access these forms from the main menu go to **Codes**, **Invoice Codes**, **Weekly Pay Schedules**



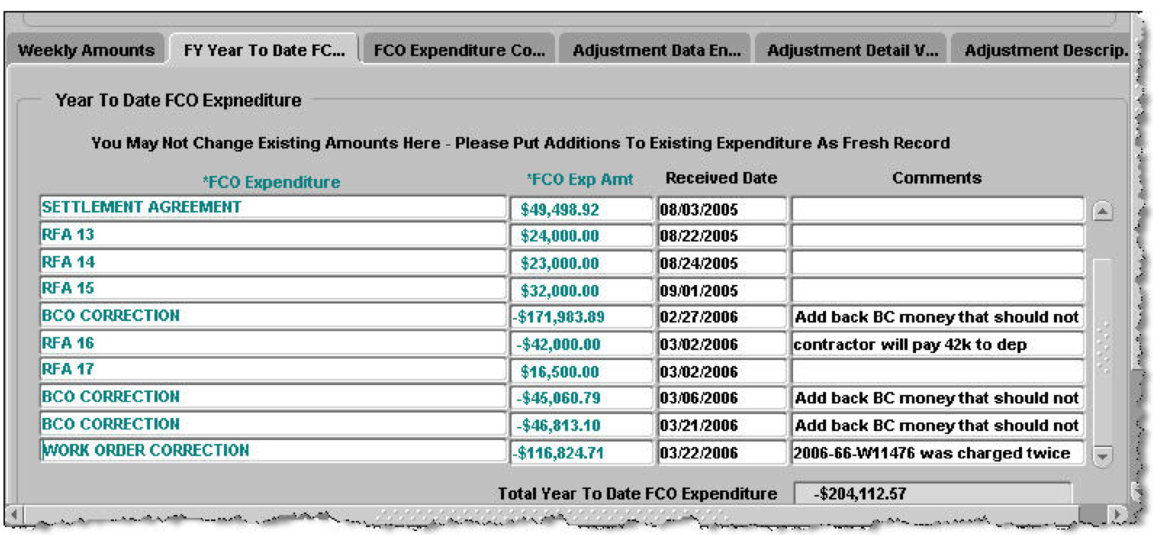
Weekly Amounts

The weekly Amounts tab was designed to track changes in the weekly caps. It also allows accounting to enter the weekly dollar amounts for cash balance, utilities, investments, settlements, and all SAMAS amounts for the FCO statement. You can not enter surplus information on this tab, it is just displayed as an aid. You can enter it using the surplus data entry tab.



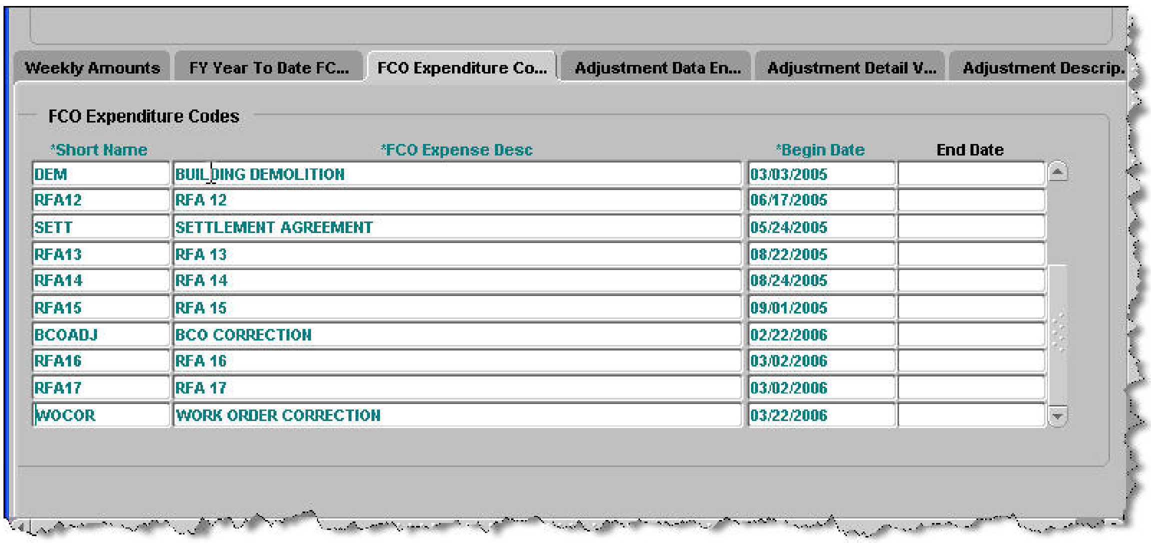
FY Year to Date FCO

Here you can enter any new FCO expenditures. Please note that you can not adjust the amount of any expenditure already entered. You have to add a new record to make adjustments. Once you enter the amount please enter the received date and any comments you may have. You are limited to the list of FCO expenditure types. You can edit that list on the next tab.



FCO Expenditure Codes

This tab lists the current FCO expenditure codes. In order to end a current code, place a date in the end date field. Once the current date has passed the current date this code will no longer be valid. To add a new code click in a blank record and create a short name, description, and enter the date you would like the new code to become active. The new code will be active until that date and after, until such time as an end date is reached.

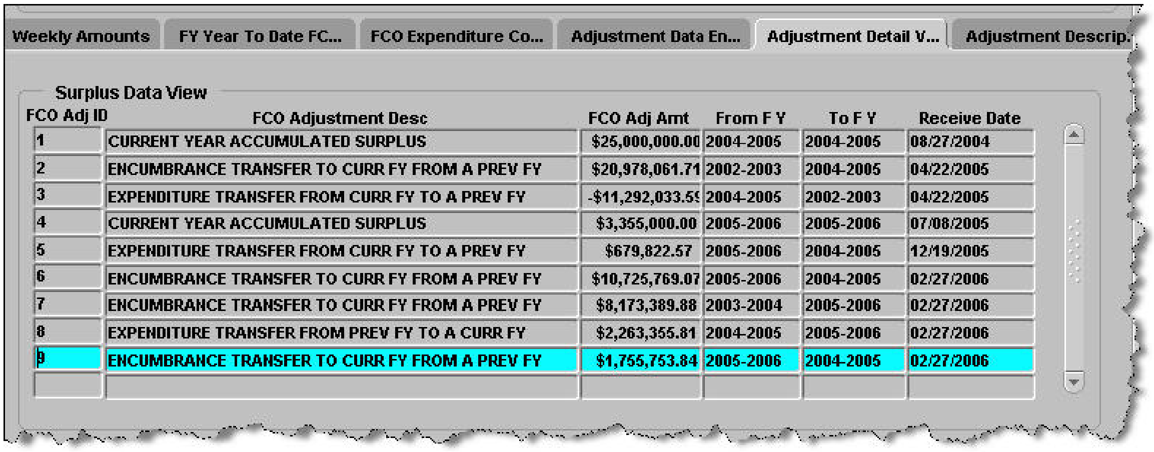


Surplus Data Entry

Using this tab, BPSS Accounting can add or subtract to/from the surplus for any given fiscal year. The FCO Adjustment Description comes from a code table listed on the last tab on this form that is named the same. Any adjustments to the description need to be done on that tab.

Surplus Detail View

This tab lists all of the adjustments to the surplus for any fiscal year. This form is view only. Any adjustments need to be made on the Surplus Data Entry tab.



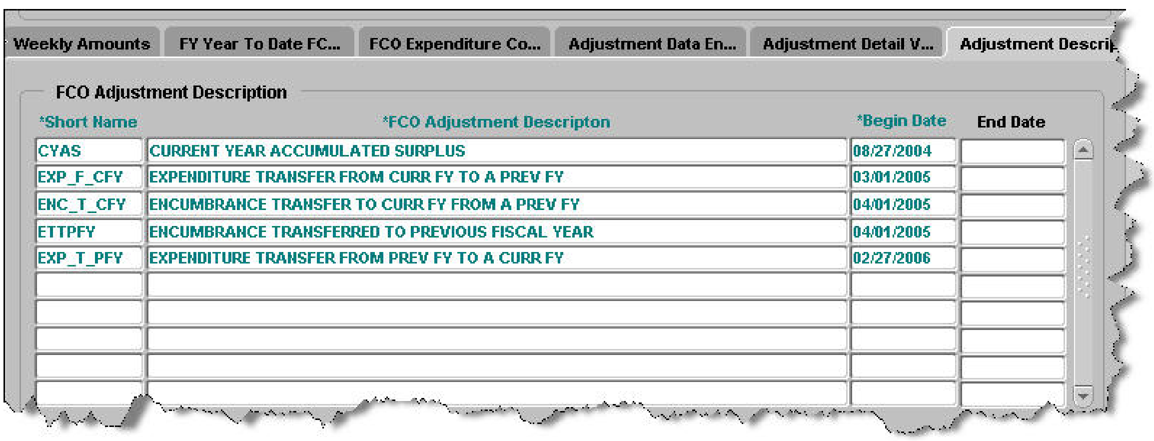
Weekly Amounts | FY Year To Date FC... | FCO Expenditure Co... | Adjustment Data En... | Adjustment Detail V... | Adjustment Descrip...

Surplus Data View

FCO Adj ID	FCO Adjustment Desc	FCO Adj Amt	From F Y	To F Y	Receive Date
1	CURRENT YEAR ACCUMULATED SURPLUS	$25,000,000.00	2004-2005	2004-2005	08/27/2004
2	ENCUMBRANCE TRANSFER TO CURR FY FROM A PREV FY	$20,978,061.71	2002-2003	2004-2005	04/22/2005
3	EXPENDITURE TRANSFER FROM CURR FY TO A PREV FY	-$11,292,033.5	2004-2005	2002-2003	04/22/2005
4	CURRENT YEAR ACCUMULATED SURPLUS	$3,355,000.00	2005-2006	2005-2006	07/08/2005
5	EXPENDITURE TRANSFER FROM CURR FY TO A PREV FY	$679,822.57	2005-2006	2004-2005	12/19/2005
6	ENCUMBRANCE TRANSFER TO CURR FY FROM A PREV FY	$10,725,769.07	2005-2006	2004-2005	02/27/2006
7	ENCUMBRANCE TRANSFER TO CURR FY FROM A PREV FY	$8,173,389.88	2003-2004	2005-2006	02/27/2006
8	EXPENDITURE TRANSFER FROM PREV FY TO A CURR FY	$2,263,355.81	2004-2005	2005-2006	02/27/2006
9	ENCUMBRANCE TRANSFER TO CURR FY FROM A PREV FY	$1,755,753.84	2005-2006	2004-2005	02/27/2006

FCO Adjustment Description

This tab contains the code list for FCO Adjustment descriptions. You can not change an existing code, only begin a new one or end an old one. To end on old one just enter a date when the code will no longer be effective. To create a new one place your cursor on a blank line and fill in all of the information except for the end date.



Weekly Amounts | FY Year To Date FC... | FCO Expenditure Co... | Adjustment Data En... | Adjustment Detail V... | Adjustment Descrip

FCO Adjustment Description

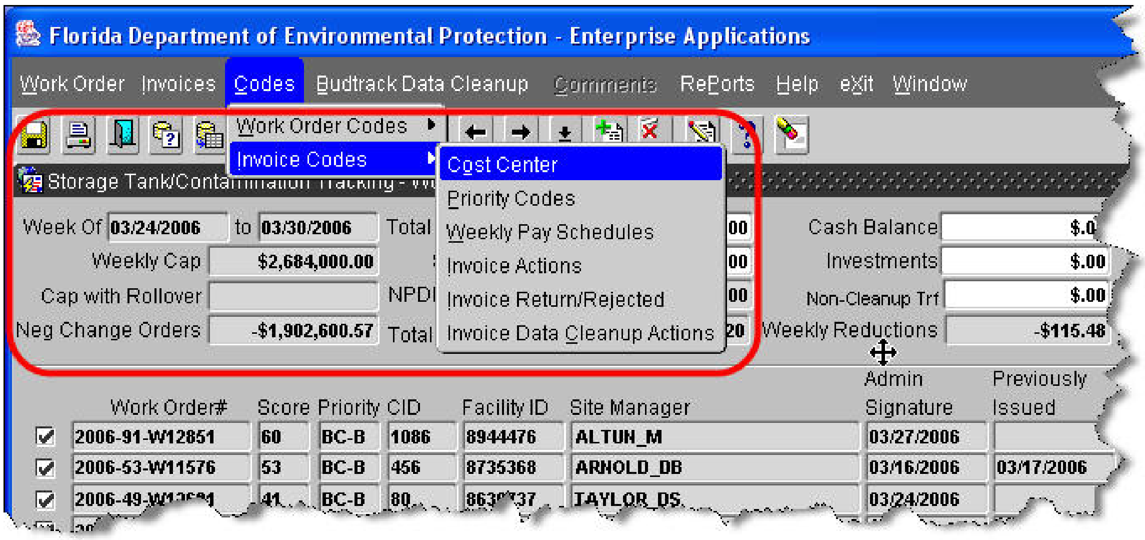
*Short Name	*FCO Adjustment Descripton	*Begin Date	End Date
CYAS	CURRENT YEAR ACCUMULATED SURPLUS	08/27/2004	
EXP_F_CFY	EXPENDITURE TRANSFER FROM CURR FY TO A PREV FY	03/01/2005	
ENC_T_CFY	ENCUMBRANCE TRANSFER TO CURR FY FROM A PREV FY	04/01/2005	
ETTPFY	ENCUMBRANCE TRANSFERRED TO PREVIOUS FISCAL YEAR	04/01/2005	
EXP_T_PFY	EXPENDITURE TRANSFER FROM PREV FY TO A CURR FY	02/27/2006	

Invoice Code Forms

From the main menu select **Cleanup, Work Order, Codes, Invoice Codes** and then choose which code table you would like to view. Currently, there are six code tables in the Invoice Module. These are:

1. Cost Center
2. Priority Codes
3. Weekly Pay Schedules
4. Invoice Actions
5. Invoice Return/Rejected

6. Invoice Data Cleanup Actions



Invoice Reports

To access the Invoice STCM reports simply click on **Reports** from any menu in STCM. Then follow the menu selection of **Contamination, Invoices**. Or you could click at the following link to access the Invoice Reports page directly.

http://tlhora6.dep.state.fl.us/stcm/default_invoices.asp

Each report has a description in order to help you find what you are looking for. Currently, there are five reports under the Invoice Reports section. These are:

1. Invoice Changes
2. Invoice Data Cleanup
3. Work Order Statistics
4. Work Orders By Site Manager
5. Bureau Chief's Monthly Reports

The Bureau Chief Monthly Reports have the link to the following reports:

1. GC Tasks
2. GC Invoices
3. Rejected Invoices
4. Stop Clock Invoices
5. Days Between
6. (Business Days Between Invoice Received Date and Action Date when Sent to F&A)

Storage Tanks & Contamination Monitoring Information

STCM Data Entry | Main Report Menu |

Invoice Reports

1. **Invoice Changes**
   This report lists the change orders for the fiscal year selected
   as well as the previous two years. The top of the report lists the summary of
   all changes for the 3 fiscal years: FY Total Change Order Amount,
   Total Change Order Amount for 3 FY Period, Fiscal Year, Work Order Number,
   Change Order Number, and Total Amount

2. **Invoice Data Cleanup**
   This report provides information on invoice errors and their possible causes:
   Work Order Number, County, Facility ID, Invoice Date, Date to F&A, Invoice Amount,
   Change Amount, PAC Contract Number, Error Load Table, Budtrack Error, and Suggestive Action

3. **Work Order Statistics**
   This report provides information on the details of work orders:
   Work Order Number, Sent to F&A Date, Fiscal Year, Cost Center, Work Order Amount,
   Change Order Number, Team, Site Manager, Contractor ID, County ID, and Facility ID

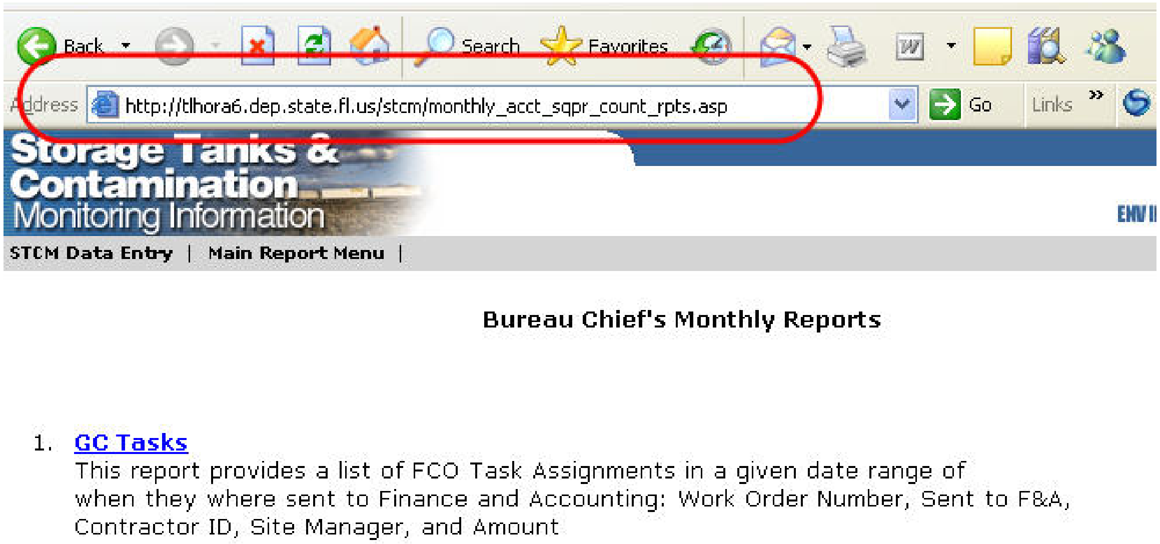
4. **Work Orders by Site Manager**
   This report provides information on work orders and site managers:
   Company Name, Sent to F&A Date, Fiscal Year, Cost Center, Work Order Number,
   Change Order Number, County, Facility ID, Work Order Amount,
   Work Order Amount Total by Contractor, and Work Order Total by Site Manager

5. **Bureau Chief's Monthly Reports**
   These reports provide the counts in SQPR, the Bureau Chief's Monthly report,
   for Work Orders and FCO Task Assignments. They can also be run at any given time
   for any date range. Reports include *GC Tasks*, *GC Invoices*, *Rejected Invoice Counts by Team*,
   Stop Clock Counts by Contractor, and *Average Number of Days to Process and Invoice by Team*.

6. **Exit**

Bureau Chief Monthly Reports can also be accessed at:

http://tlhora6.dep.state.fl.us/stcm/monthly_acct_sqpr_count_rpts.asp



Each of these reports has parameters which would let you enter your own criteria to refine the search. For example, the Invoice Changes report has two parameters: Fiscal Year and Sort By to help filter the records and display them in the required sort by order.