

TDOT Environmental Division Consultant Assistance Timesheet and Invoice Processing

Consultant Assistance (CA) invoices require weekly Timesheets as supporting documentation, which should be submitted on a weekly basis. Each invoice should only cover one week's worth of work and should be submitted as soon as possible after the week in which the services were provided.

Invoices must meet the requirements described in in the Environmental Division Invoice Guidance document and in the embedded notes to the Environmental Division invoice template.

The following list includes hyperlinks to relevant sections within this document for faster navigation:

- **Weekly Timesheets**
 - [In-house Consultant tasks – submittal](#)
 - [TDOT PM tasks - review](#)
- **Invoice Submittal**
 - [Consulting Firm tasks](#)
- **Invoice Receipt and Review**
 - [TDOT Contracts Section tasks](#)
 - [Stamp as Received](#)
 - [Initial Review](#)
- **Creation of Receipts and Vouchers**
 - [TDOT Contracts Section tasks](#)
- **Invoices in Need of Revision**
 - [Consulting Firm tasks](#)

Weekly Timesheets

In-house Consultant

- The CA Invoice Template (available on the Environmental Division Website) contains a Timesheet tab.
- This Timesheet is completed in Excel each week by the In-house Consultant and a PDF copy is signed by the In-house Consultant.
- No later than the Monday following the week covered in the Timesheet, the Timesheet should be submitted to the relevant TDOT PM for review using the following subject line format:
 - CA, Firm Name, Timesheet, Last Name, Week Ending Date
 - (Example: CA, Baxter, Inc., Timesheet, Smith, 1-30-20)
- Only submit one Timesheet per email. Each email should contain:
 - The Excel version of the completed Timesheet tab
 - The PDF version of the completed Timesheet tab signed by the In-house Consultant.
- Do not hold and/or group Timesheets.

TDOT Project Manager

- Within 3 business days of the CA Timesheet submittal, the TDOT Project Manager reviews the Timesheet and either
 - Returns the Timesheet to the In-house Consultant for revisions, or

- Approves the PDF version of the Timesheet using a dynamic stamp and returns it to the In-house Consultant.

Invoice Submittal and Review Process

Consulting Firm

- Within 5 business days of the TDOT PM emailing the approved Timesheet to the In-house Consultant, the firm submits the CA Invoice to TDOT.EnvDiv.Invoice@tn.gov with the subject line formatted as:
 - CA, Firm Name, Invoice #, Contract #
 - Example: CA, Baxter, Inc., 1234567, E1234
- Only submit one invoice per email. Each email must contain:
 - The completed Excel version of the invoice, including the completed tab for the Timesheet
 - A PDF copy of the invoice and all supporting documentation which:
 - to the extent possible, is in searchable PDF format, and
 - contains the approved and signed Timesheet (signatures by both the TDOT PM and the consultant).
- Invoice attachments to the email should be named according to the following naming convention:
 - Invoice #_Consultant Last Name_Week End Date_WO #_Firm Name
 - Example: 1234567_Smith_1-30-20_CE2222CA_Baxter Inc.

TDOT Contracts Section

Receiving Invoices

- Invoices will arrive in Outlook in the “CONSULT ASSIST” folder in the TDOT.EnvDiv.Invoice account.
- Invoices are stamped as received within 1 business day of their arrival in the TDOT.EnvDiv.Invoice Account. The stamp will reflect the actual receipt date, not the date that the stamp is applied.
- Stamped invoices are moved to the 1.0 CA Invoices Awaiting 1st Level Review folder to await review.

Section Review of Invoices

- Within 5 business days of receipt of an invoice, the Contracts Section will complete a review of the invoice.
 - This review ensures all invoice requirements have been met, that all calculations are correct, that stated project numbers are authorized and funded, and that, where required, appropriate supporting documentation is included.
 - After completing a full review, the invoice is either deemed approvable or in need of revision.
 - If an invoice requires revision:
 - the issues are marked and described on the PDF version of the invoice,
 - a copy of the marked-up invoice is saved in the Unpayable folder by firm name, and
 - a copy of the marked-up invoice is returned to the consultant for revision.
- See [Invoices in Need of Revision](#) for next steps.

- If approvable, the invoice is stamped as approved and placed in the 2.0 CA Invoices Awaiting 2nd Approval folder.

Invoice Tracking – Review and Approval

- Immediately following approval, an internal tracking entry is created for the invoice in CRM and the CA Invoice Combined Tracking sheet.

2nd Section Review of Invoices

- Within 3 business days of the first Contracts Section approval, a second review of the invoice will be completed.
 - After completing this review, the invoice is either deemed approvable or in need of revision.
 - If an invoice requires revision:
 - the issues are marked and described on the PDF version of the invoice,
 - a copy of the marked-up invoice is saved in the Unpayable folder by firm name, and
 - a copy of the marked-up invoice is returned to the consultant for revision.
- See [Invoices in Need of Revision](#) for next steps.
- If approvable, the invoice is stamped as approved and placed in the 3.0 CA Invoices Awaiting Receipt folder.

Create Receipt and Voucher in Edison

- Within 4 business days of the 2nd approval, a receipt and voucher will be created in Edison.
 - Once the voucher is entered, the invoice is ready for Finance review.
 - If Finance finds no issues, the invoice will be paid.
 - If Finance finds issues, the invoice is returned to the Contracts Section. The Section then ensures:
 - the issues are marked and described on the PDF version of the invoice,
 - a copy of the marked-up invoice is saved in the Unpayable folder by firm name, and
 - a copy of the marked-up invoice is returned to the consultant for revision.
- See [Invoices in Need of Revision](#) for next steps.

Invoice Tracking – Receipt and Voucher

- Immediately following the creation of the Receipt and Voucher in Edison, the Section reviewer adds to the internal tracking entry for the invoice:
 - in CRM by entering the receipt, voucher number, and voucher date for the invoice being submitted for payment approval, and
 - into the CA Invoice Combined Tracking sheet by entering the voucher number and date of voucher entry.

Invoices in Need of Revision

Consultant Firm

- When the revised invoice is submitted to TDOT.EnvDiv.Invoice@tn.gov, the subject line for the transmittal email must be formatted as follows:
 - CA, Unpayable, Firm Name, Invoice #, Contract #
 - Example: CA, Unpayable, Baxter, Inc., 1234567, E1234
- and must include the following as attachments:

- The corrected invoice (both the Excel version and the PDF version) with the original invoice number, and
- A PDF copy of the original unpayable invoice reflecting the mark-ups and including all original documentation.