

# Electronic Invoicing

Mike Pecorelli

Project Manager

Utah Department of Environmental Quality

Division of Environmental Response and Remediation

Petroleum Storage Tank Trust Fund Section



UTAH DEPARTMENT *of*  
ENVIRONMENTAL QUALITY

**ENVIRONMENTAL RESPONSE  
& REMEDIATION**



# Current Claim Issues

- Owner's signatures collected in advance on blank claim forms
- Submissions of incorrect rates
  - Labor, equipment, mileage, etc.
- Math errors on submissions

PETROLEUM STORAGE TANK TRUST FUND REQUEST FOR PAYMENT VOUCHER												
SUBMITTED BY: _____										DATE: _____		
PAYEE:					RELEASE NUMBER: _____			FILE TO: _____				
ADDRESS:					FACILITY NUMBER: _____			UTAH DEPT. OF ENVIRONMENTAL QUALITY				
TYPE OF BUSINESS: SOLE PROPRIETOR _____ PARTNERSHIP _____ CORPORATION _____					SITE NAME: _____			DIV. OF ENVIRONMENTAL RESPONSE & REMEDIATION				
					SITE LOCATION: _____			195 NORTH 1950 WEST, PO BOX 148549 SALT LAKE CITY, UTAH 84114-8549				
					PHONE: _____			PHONE NO. (801) 526-1100				
DATE	WORK PLAN	SERVICES RENDERED: DESCRIPTION MUST INCLUDE COPIES OF INVOICES, CHECKS & BACK-UP DOCUMENTATION	INVOICE #	AMOUNT								
<small>I, the undersigned, certify that the above listed items or services were required for and used at this site, that the charges appearing herein are correct, and that no part of the same has been paid for by the PST Fund. The preparation of a claim based on materially false information is subject to criminal penalties. Utah Code Ann. § 19-6-429.</small>											TOTAL SUBMITTED: 5	
SIGNATURE OF RESPONSIBLE PARTY: <i>John Doe</i> DATE: _____						SIGNATURE OF CONSULTANT FOR PROJECT: _____ DATE: _____			CLAIM # 1			LESS DISALLOWED COSTS: _____
NOTE: Signatures of BOTH Responsible Party AND Consultant required for Direct Reimbursement to the Consultant. Only one signature required for reimbursement to owner.											PMT #	
STATE USE:											SUB-TOTAL APPROVED: 5	
PROJECT MANAGER		DATE	ACCOUNTANT	DATE	DIVISION DIRECTOR	DATE						LESS DEDUCTIBLE: 5
PST SECTION MANAGER		DATE	MSC	DATE	DEQ/FINANCIALS	DATE						TOTAL TO REIMBURSE: 5
REV DATE: 2011												
FINANCIAL CODING	7220	480	4731	7220	6137							AMOUNT

Math Quiz

$2 + 2 = 5$



# Current Claim Issues

- Approved funds shifted to hours for higher level employees
  - Line item review of charges against approved Work Plans & Budgets are time consuming
- Rounding to the nearest hour for billable time
  - Even if it is a few minutes of actual work

## Round Your Answer

46 min ~ 1 hour

30 min ~ 1 hour

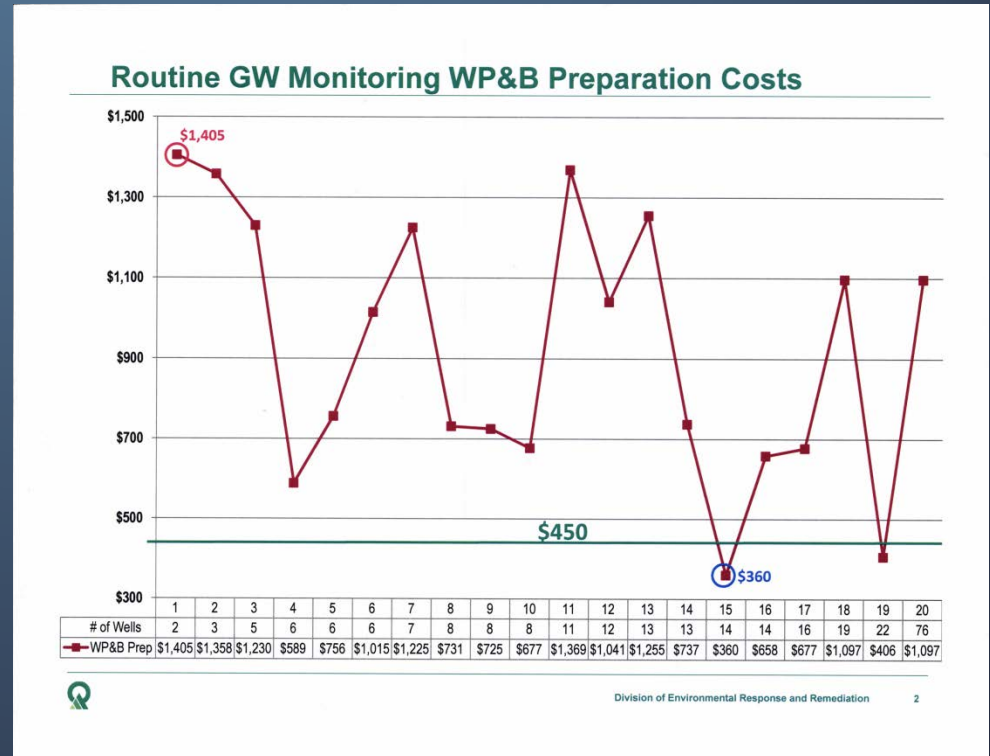
18 min ~ 1 hour

7 min ~ 1 hour



# Current Claim Issues

- Large variability for routine work
  - Groundwater sampling, well installation, etc.
- No easy way to track a claim's progress in the review process



# Current Claim Issues

- Duplicate Invoices
  - Difficult to spot for an individual
- Across same site, multiple sites, and multiple project managers
- Tracking hours worked by an individual



# Why Develop an Electronic Claim Submission Process?

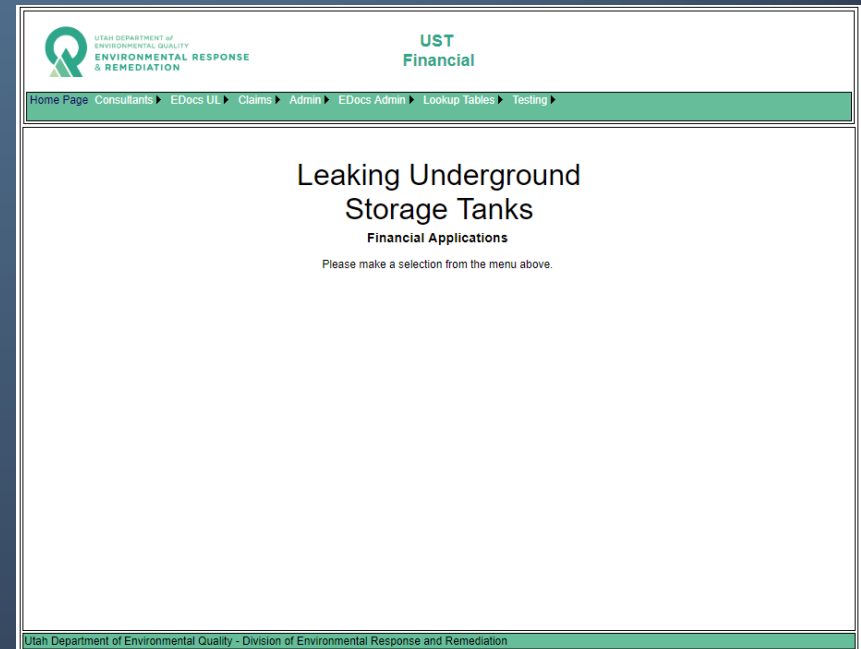
- Finding leaks
  - Electronic data helps stop leaks
  - Computer helps check claims
  - Computers quickly check and sort through large volumes of information
  - Generate reports, audits, etc.





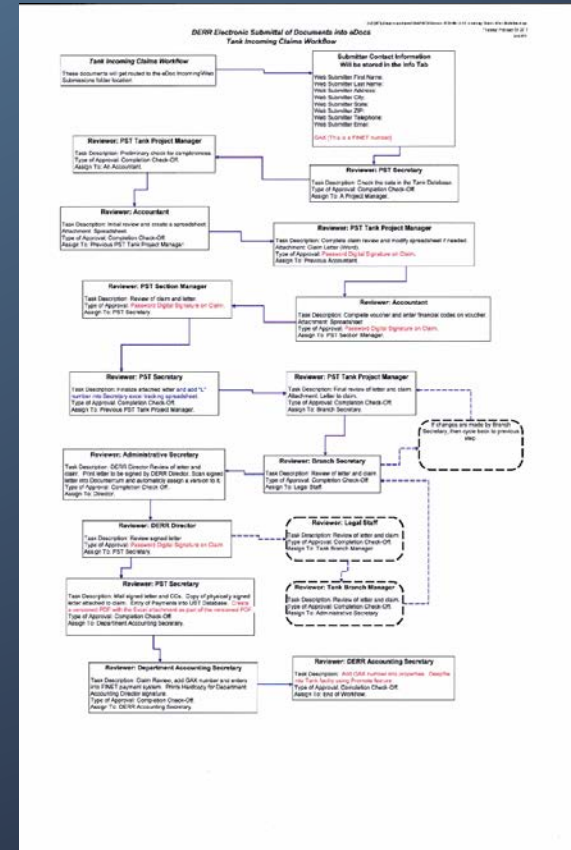
# Development Scope Creep

- Original Scope was Electronic Claim Submission
- Added Work Plan & Budget Approval



# Development Scope Creep

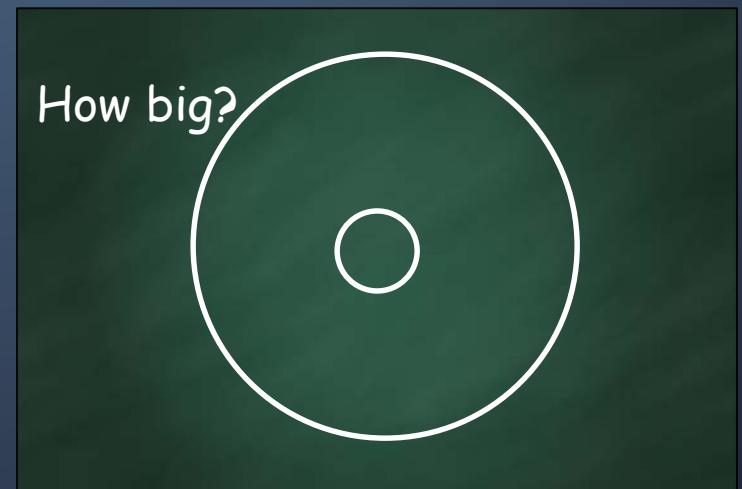
- Develop electronic signature policy
- Develop lists of common work and equipment
  - Acceptable labor codes for routine tasks
  - Approved equipment rates
- Need to update some rules
- Setup electronic tracking for claim processing





# Development Lessons Learned

- Over-view of entire process to automate
  - Think of the big picture
  - Explain process to developer
    - Good sounding board



# Development Lessons Learned

- Time and materials basis is preferred
  - If allowed
  - Scope changes adjustments are easier
    - Expect scope changes
- Developer suggested design and data input options
  - Less data entered by typing is better
  - User typed input is discouraged and made difficult



# Status of Utah's Electronic Claim Submission

- Finishing Development
  - Internal Testing
  - Outside testing
- Implementation





# Moving Forward

- Develop auditing reports and methods
  - Check for duplication
  - Check for excessive hours being charged
- Check cost of routine work being done for acceptable costs
  - Groundwater sampling
  - Well installation
  - Subsurface investigation



# Conclusion

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# Database Link

[Utah Financial Database Link](#)



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