



Florida Commission for the Transportation Disadvantaged

Tutorial:
New Invoice Template for Trip & Equipment Grant
January 12, 2023

Current Invoice Template

- Purpose is to establish uniform procedures and provide standard forms for the submission of invoices to the Commission for the Transportation Disadvantaged (Commission or CTD) for the provision of transportation through grant agreements.

In short, standardization

- Submitted to CTD as a Microsoft Excel Workbook
Excel is the industry standard for spreadsheets
- Comprised of 3 Main Parts
 1. CTD Trip Invoice Form (“Trip Invoice” tab)
 2. Trip Summary Data Report (“Trip Summary” tab)
 3. Detailed Trip Data Reports (“Ambulatory”, “Wheelchair”, “Stretcher”, “Group Per Passenger”, “Passes” tabs)

These parts are what standardize the invoices

Proposed New Invoice Template

- Purpose is to establish uniform procedures and provide standard forms for the submission of invoices to the Commission for the Transportation Disadvantaged (Commission or CTD) for the provision of transportation through grant agreements.

No change to this purpose

- Submitted to CTD as a Microsoft Excel Workbook

No change to this file format

- Comprised of 3 Main Parts

1. CTD Trip Invoice Form (“Trip Invoice” tab)
2. Trip Summary Data Report (“Trip Summary” tab)
3. Detailed Trip Data Reports (“Ambulatory”, “Wheelchair”, “Stretcher”, “Group Per Passenger”, “Passes” tabs)

No change to this outline of 3 main parts

What are the changes about then?

Compliance

- The purpose, file format, and report and form outlines are all the same as the current template. In other words, **the standardization of the invoices remains the same.**
- The idea is to create less work, make it easier or more straightforward, and minimize occurrence of errors or inconsistencies between the three main parts of the template. In other words, **the new template helps to ensure compliance** with the existing standardization.
 - For example, differences in the number of trips, miles, and/or passes between the Trip Invoice tab, Trip Summary tab, and Detailed Trip/Passes Data Report tabs
- Successfully automating certain features of the Excel Workbook can result in less work for all parties by helping to ensure compliance by minimizing the potential or possibility of mistakes.

1. Trip Invoice Tab Changes

#	CURRENT FIELD	CHANGES
1.	COUNTY/COUNTIES NAME	NONE – INPUT STILL NEEDED
2.	GRANTEE NAME AND ADDRESS	NONE – INPUT STILL NEEDED
3.	<u>INVOICE NUMBER</u>	<u>NOW AUTOMATED FROM MONTH AND GRANT NUMBER (can be overridden)</u>
4.	INVOICE DATE	NONE – INPUT STILL NEEDED
5.	GRANT NUMBER	NONE – INPUT STILL NEEDED
6.	MONTHLY DISBURSEMENT AMOUNT FROM EXHIBIT “B” OF GRANT	NONE – INPUT STILL NEEDED
7.	<u>DATES OF SERVICE</u>	<u>NOW DROPDOWN SELECTIONS THAT ADJUST TO MONTH AND YEAR</u>
8.	<u>TYPE OF SERVICE PROVIDED</u>	<u>NOW AUTOMATED FROM SUMMARY TAB – INPUT NO LONGER NEEDED</u>
9.	UNIT TYPE	NONE – INPUT STILL NEEDED and STILL DROPDOWN SELECTION
10.	UNIT COST	NONE – INPUT STILL NEEDED
11.	<u>NUMBER OF UNITS</u>	<u>NOW AUTOMATED FROM SUMMARY TAB – INPUT NO LONGER NEEDED</u>
12.	SUBTOTAL	NONE – ALREADY AUTOMATED
13.	TOTAL PROJECT COST	NONE – ALREADY AUTOMATED
14.	LESS: AMOUNT OVER EXHIBIT “B” OF GRANT AGREEMENT	NONE – ALREADY AUTOMATED
15.	ADD: AMOUNT RECOVERED FROM PREVIOUS BILLING	NONE – INPUT STILL NEEDED
16.	SUBTOTAL	NONE – ALREADY AUTOMATED
17.	LESS: 10% LOCAL MATCH	NONE – ALREADY AUTOMATED
18.	TOTAL	NONE – ALREADY AUTOMATED

2. Trip Summary Tab Changes

**THIS TAB IS NOW ENTIRELY AUTOMATED,
NO INPUT AT ALL IS REQUIRED**

The totals for trips, miles, and passes are calculated and pulled from the Detailed Trip Data Report tabs (Ambulatory, Wheelchair, etc.). These same totals also feed into the Trip Invoice tab so that the “UNIT TYPE” and “NUMBER OF UNITS” fields in that tab are now automated and input is no longer needed.

3. Detailed Trip Data Report Changes

CURRENT FIELDS FOR TRIPS (e.g., Ambulatory)	CHANGES
DATE OF SERVICE	MUST BE IN DATE FORMAT AND WITHIN DATES OF SERVICE
CUSTOMER NAME	MUST HAVE SOME SORT OF TEXT
COST	THIS FIELD IS REMOVED
MODE	MUST HAVE SOME SORT OF TEXT
PICK UP TIME	MUST BE IN TIME FORMAT OR DATE AND TIME FORMAT
ORIGIN ADDRESS	MUST HAVE SOME SORT OF TEXT
ORIGIN CITY	MUST HAVE SOME SORT OF TEXT
DROP OFF TIME	MUST BE IN TIME FORMAT OR DATE AND TIME FORMAT
DESTINATION ADDRESS	MUST HAVE SOME SORT OF TEXT
DESTINATION CITY	MUST HAVE SOME SORT OF TEXT
MILES	MUST BE A POSITIVE NUMBER (can be negative for prior month)

*Any remaining field (COST has been removed) not in compliance with the changes above will automatically have its row highlighted yellow and the far right column (filterable) describing the error so that it is clearly visible (and can be corrected). Any field not being in compliance results in the trip not being counted, as well as the miles associated with the trip not being counted.

3. Detailed Passes Data Report Changes

CURRENT FIELDS FOR PASSES (e.g., Monthly Bus Pass)	CHANGES
DATE OF PASS DISTRIBUTION	MUST BE IN DATE FORMAT AND WITHIN DATES OF SERVICE
CUSTOMER NAME	MUST HAVE SOME SORT OF TEXT
BUS PASS NUMBER	MUST HAVE SOME SORT OF TEXT (can contain numbers)
COST	THIS FIELD IS REMOVED
MODE	MUST HAVE SOME SORT OF TEXT
NUMBER OF PASSES (*new field)	MUST BE 1 OR -1 (for prior month deduct)

*Any remaining field (COST has been removed) not in compliance with the changes above will automatically have its row highlighted yellow and the far right column (filterable) describing the error so that it is clearly visible (and can be corrected). Any field not being in compliance results in the pass not being counted.

** There will be just one tab for all passes. Like trips, all types of passes must complete the exact same fields (listed above). Unlike trips, however, passes do not subscribe to a standardized list of modes (i.e., Ambulatory, Wheelchair, Stretcher, Group Per Passenger). The different types of passes listed under the MODE column will automatically populate the “Trip Invoice” and “Trip Summary” tabs.

3. Detailed Trip Data Report Changes (Deducts)

- Though rare, CTCs may want to correct a previous month's invoice submission by taking back a trip or a pass.
 - In the past, this has been done by counting such trips, miles, or passes as a negative.
 - The date associated with these "negative" trips or passes is from a previous month in the same state fiscal year, reflected in the invoice submission for the most recent month.
 - The new template allows for these credits, or negatives, if the following criteria are met:
 - For trips, the date must fall in a previous month within the same state fiscal year, and the miles must be shown as a negative value
 - For passes, the date must fall in a previous month within the same state fiscal year, and the number of passes associated with it must be counted as negative, or -1.
- * All trips or passes meeting these criteria and being counted as negative will have their rows **highlighted light red**, and will also show up in the filterable, far right column as "EARLIER MONTH DEDUCT".