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**CTD**

Florida Commission for the Transportation Disadvantaged

Tutorial:  
New Invoice Template for Trip & Equipment Grant  
April 16, 2021



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# 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 then?

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- The purpose, file format, and report and form outlines are all the same as the current template.
- 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.
  - For example, differences in the number of trips, miles, and/or passes between the Trip Invoice tab, Trip Summary tab, and Detailed Trip Data Report tabs
- Successfully automating certain features of the Excel Workbook can require less work by minimizing the potential or possibility of mistakes.

# 1. Trip Invoice Tab Changes

<b>CURRENT FIELD</b>
COUNTY/COUNTIES NAME
GRANTEE NAME AND ADDRESS
<b><u>INVOICE NUMBER</u></b>
INVOICE DATE
GRANT NUMBER
MONTHLY DISBURSEMENT AMOUNT FROM EXHIBIT "B" OF GRANT
<b><u>DATES OF SERVICE</u></b>
<b><u>TYPE OF SERVICE PROVIDED</u></b>
<b><u>UNIT TYPE</u></b>
UNIT COST
<b><u>NUMBER OF UNITS</u></b>
SUBTOTAL
TOTAL PROJECT COST
LESS: AMOUNT OVER EXHIBIT "B" OF GRANT AGREEMENT
ADD: AMOUNT RECOVERED FROM PREVIOUS BILLING
SUBTOTAL
LESS: 10% LOCAL MATCH
TOTAL

# 1. Trip Invoice Tab Changes

CURRENT FIELD	CHANGES
COUNTY/COUNTIES NAME	NONE – INPUT STILL NEEDED
GRANTEE NAME AND ADDRESS	NONE – INPUT STILL NEEDED
<b><u>INVOICE NUMBER</u></b>	<b><u>NOW AUTOMATED – INPUT NO LONGER NEEDED</u></b>
INVOICE DATE	NONE – INPUT STILL NEEDED
GRANT NUMBER	NONE – INPUT STILL NEEDED
MONTHLY DISBURSEMENT AMOUNT FROM EXHIBIT “B” OF GRANT	NONE – INPUT STILL NEEDED
<b><u>DATES OF SERVICE</u></b>	<b><u>NOW DROPDOWN SELECTION</u></b>
<b><u>TYPE OF SERVICE PROVIDED</u></b>	<b><u>NOW AUTOMATED – INPUT NO LONGER NEEDED</u></b>
<b><u>UNIT TYPE</u></b>	<b><u>NOW DROPDOWN SELECTION</u></b>
UNIT COST	NONE – INPUT STILL NEEDED
<b><u>NUMBER OF UNITS</u></b>	<b><u>NOW AUTOMATED – INPUT NO LONGER NEEDED</u></b>
SUBTOTAL	NONE – ALREADY AUTOMATED
TOTAL PROJECT COST	NONE – ALREADY AUTOMATED
LESS: AMOUNT OVER EXHIBIT “B” OF GRANT AGREEMENT	NONE – ALREADY AUTOMATED
ADD: AMOUNT RECOVERED FROM PREVIOUS BILLING	NONE – INPUT STILL NEEDED
SUBTOTAL	NONE – ALREADY AUTOMATED
LESS: 10% LOCAL MATCH	NONE – ALREADY AUTOMATED
TOTAL	NONE – ALREADY AUTOMATED

## 2. Trip Summary Tab Changes

**THIS TAB IS NOW ENTIRELY AUTOMATED,  
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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.



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- 4 What are the changes then?
- 5 1. Trip Invoice Tab Changes
- 6 2. Trip Summary Tab Changes

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# 3. Detailed Trip Data Report Changes

<b>CURRENT FIELDS FOR TRIPS (e.g., Ambulatory)</b>
DATE OF SERVICE
CUSTOMER NAME
COST
MODE
PICK UP TIME
ORIGIN ADDRESS
ORIGIN CITY
DROP OFF TIME
DESTINATION ADDRESS
DESTINATION CITY
MILES

### 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

\*Any remaining field (COST has been removed) not in compliance with the changes above will automatically have its row highlighted yellow 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 Trip Data Report Changes

<b>CURRENT FIELDS FOR PASSES (e.g., Monthly Bus Pass)</b>
DATE OF PASS DISTRIBUTION
CUSTOMER NAME
BUS PASS NUMBER
COST
MODE



# 3. Detailed Trip 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

\*Any remaining field (COST has been removed) not in compliance with the changes above will automatically have its row highlighted yellow 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, since all type of passes must complete the exact same fields. The different types of passes listed under MODE will automatically populate the "Trip Invoice" and "Trip Summary" tabs.

### 3. Detailed Trip Data Report Changes (Credits)

- 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
- \* All trips or passes meeting these criteria and being counted as negative will have their rows highlighted light red

- 6 2. Trip Summary Tab Changes
- 7 3. Detailed Trip Data Report Changes
- 8 3. Detailed Trip Data Report Changes
- 9 3. Detailed Trip Data Report Changes (Credits)

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