Designer Pay
Agreements
Request Services on Contract Additional Services Reimbursable Expenses

Regional Consultants Pay
Tasks

Direct Billing
For goods or service not on contract or purchase order

Vendor Billing
For goods or service on purchase order

Contractor Pay Request
Total completed and stored
Designer Pay

Designer invoices sent to TBR

TBR OFD
Receives, date stamps, and adds approval stamp
Designer Payment Screen
Enters into PITS and assigns type:
- Basic Service
- Additional Services
- First Other
- Second Other
- Misc
Enters date sent to Project Manager

TBR OFD
Project Manager
Confirms $ amount and invoice type assignment in PITS approves

TBR OFD
Enters /up loads invoice and enters Project Managers approved dates into PITS and
Enters sent to OBF date

TBR Office of Business and Finance
Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison
and sends register to TSSBA or F&A Accounts requesting disbursement enters warrant date into PITS for Designer Pay

F&A Accounts
Issues payment through Automated Clearing House or by warrant

Campus
TBR OBF reports to schools
Business Office receives notice of LGIP draw down when institution funds are involved
Regional Consultants Pay

Invoices sent to TBR

TBR OFD
- Receives, and date stamps and adds approval stamp
- on Designer Payment Screen enters tasks that the payment should be assigned to Regional consultants / task, and reimbursable
- enters into PITS as Basic Services
- Enters SBC #, Charge to Campus, Charge to SBC Project

TBR OFD
- Project Manager
- Confirms $ amount and invoice task assignment in PITS approves

TBR OFD
- Enters /up loads invoice and enters Project Managers approved dates into PITS
- and
- Enters sent to OBF date

TBR Office of Business and Finance
- Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison
- and sends register to TSSBA or F&A Accounts requesting disbursement
- enters warrant date
- into PITS for Designer Pay

F&A Accounts
- Issues payment though Automated Clearing House or by warrant

Campus
- TBR OBF reports to schools
- Business Office creates LGIP draw down when Institution funds are involved
- Creates LGIP draw down from Edison Account Receivable module
- Treasury performs the recharge of Funds between Funds 31 and Campus LGIP account
- No Accounts Receivable is created when funding is State on Bond $
Direct Billing
Commerce and Insurance
For goods or service not on contract or purchase order

TBR Office of Business and Finance
Enters into Edison as General Pay
and
audits

TBR OFD
Project Manager
approves

TBR OFD
Enters into PITS
and
approve dates

TBR Office of Business and Finance
Acknowledges adjustments, if any; re-audits; makes appropriate entries in
Edison
and sends register to TSSBA or F&A Accounts requesting disbursement

Enters Inter unit Journal into Edison with Commerce & Insurance

Campus
TBR OBF reports to schools
Business Office receives notice of LGIP draw down when Institution
funds are involved
Vendor Billing
General Encumbrances
(For Purchase, Requisition, and Local Purchase Orders)
For goods or service on purchase order
PITS encumbrances

Campus
Confirms receipt, approves invoice,
forwards to TBR for payment process

TBR Office of Business and Finance
Initiates payment process and payment in PITS General Pay
Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison
Payment records are kept in Edison paper copies of invoices are shredded after payment
and sends A.P. Vouchers to TSSBA or F&A Accounts requesting disbursement

F&A Accounts
Issues payment through Automated Clearing House or by warrant

Campus
TBR OBF reports to schools
Business Office receives notice of LGIP draw down when Institution funds are involved
Contractor Pay Request

Construction Progress Meeting

- **Designer** certifies
  - 1 copy CC, 1 copy to Designer, 2 copies to CR
- **Construction Representative** reviews and enters into PITS payment log
- Sends 2 copies to TBR OFD

TBR OFD

- Reviews and enters into PITS receiving date as received by OFD and date sent to Project Manager

TBR OFD

- Construction Director
- Receives/Approves

TBR OFD

- Enters date approved by Project Manager and send to OBF

TBR Office of Business and Finance

- Audits

TBR Office of Business and Finance

- Acknowledges adjustments, if any; re-audits; makes appropriate entries in Edison
- And sends register to TSSBA or F&A Accounts requesting disbursement release
- Into PITS for Contractor Pay

F&A Accounts

- Issues payment though Automated Clearing House or by warrant

Campus

- TBR OBF reports to schools
- Business Office receives notice of LGIP draw down when Institution funds are involved