

Utility Relocation Management System Newsletter

Volume 14: 11/24/2021

URMS 3.0 Revamps Reimbursement Invoicing

Release 3.0 of URMS is now live, and a major change with it is an enhanced invoicing process. The reimbursement flow in URMS has been integrated with PennDOT’s financial management system, SAP, so most tasks can now be done directly within the application and receive automated feedback.

Real-Time Invoice Status

Utility invoicing can begin when an agreement has been fully executed in URMS. Every project has an Interim Billing List where new invoices can be submitted as well as a Final Billing List where the final invoice and supporting documents can be submitted.

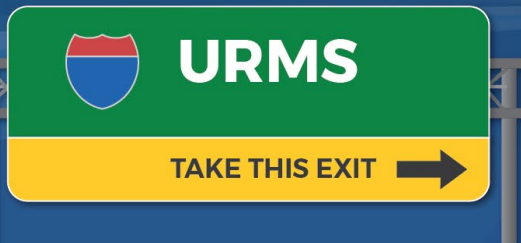
With the new integration of the systems, the agreement is closed automatically once the final bill is paid. PennDOT will also see whether encumbrance funds are available in the current fiscal year, and the utility can check the current status of their invoices directly within URMS. These details will be displayed on the Project Invoices & Payments page described below.

Utility-Wide Invoice List and Agreement List

All Invoices on a Project

The Project Invoices & Payments list is a project page that displays all invoices for the project, including the approval status of each invoice and the dates of processing steps completed. Scrolling to the right, the user can see the status of each invoice.

Project Invoices & Payments								
Utility - Utility Type	MPMS#	Agreement#	Invoice Type	Invoice Status	Utility Invoice#	Submitted Date	Invoice Amount	FY Encu
Somuch Water Co.-Water	84016	F67825278	Final	Approved	01235	05/25/2021	\$229,510.00	
Somuch Water Co.-Water	84016	F67825278	Interim	Approved	01234	05/25/2021	\$97,000.00	
Somuch Water Co.-Water	84016	A16287452	Final	Returned to Utility		05/24/2021	\$310,802.94	



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The list will be accessed through the “Manage Project” button and the “RPI, Agreements & Invoicing” options.

Agreements Across All Projects

For agreements, an even broader scope will be available for utilities in Release 3.0. The Complete Utility Agreement List is added so all of a utility’s agreements in URMS can be viewed in one place. Here you will be able to see each agreement with its type, project number, status of execution, confirmation of final billing, and a link to its details page for review. The Complete Utility Agreement List can therefore provide an overview of many agreements and easy access to the individual agreements without having to navigate through each project’s pages.

Complete Utility Agreement List

[EXPORT LIST](#)

MPMS#	Agreement #	Agreement Type	Utility/Utility Type	Status	Sent to Utility	Executed	Final Bill Submitted?	Actions
64767	CSTAGREMT	Cost Share	Somuch Power Co. - Natural Gas	Pending CO Creation			No	Review
14580	ABINCORP3	Abbreviated Incorporated Work	Training Electric Co. 1 - Electric	Executed Settlement	08/26/2021		No	Review
500100	02A993A	RPI(s)	Training Electric Co. 1 - Electric	Draft			No	Review
88482	111222	Second Design/Move	Somuch Electric Co. - Electric	Pending CO Creation			No	Review
10048	02A994	RPI(s)	Somuch Electric Co. - Electric	Executed	09/16/2021	09/16/2021	Yes	Review
10048	A1234	RPI(s)	Somuch Electric Co. - Electric	Executed	09/16/2021	09/16/2021	No	Review

The user can easily sort the agreements to see all those awaiting their review or completion. Alternatively, the list could be ordered by date or type to best suit the user’s needs. Like many of the lists within the application, it can be exported to allow the user the use of tools from Microsoft Excel.

A new “Utility Functions” dropdown in the light blue menu bar across the top of URMS houses the link to this page.

**URMS**TAKE THIS EXIT 

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Additional Information and Questions

In-depth instructions for the invoicing and agreement processes will be provided in the update of the user guide slated to be available the week following the URMS release.

Previous newsletters and info sheets are posted to the [URMS Information](#) page. For questions, please send an email to URMS Help at RA-PDURMSHELP@pa.gov.