

B2W Backup Invoice Data Entry Guidance

Purpose

This document provides guidance on proper data entry practices within the Backup Invoice Packet (Google Sheets). B2W has observed an increase in pre-filling data, which has resulted in multiple data entry errors and inconsistencies.

Observed Issue

Pre-filling data into Backup Invoice documents prior to actual work activities has led to inaccuracies, including incorrect hours, mismatched crew information, and discrepancies between reported and actual work performed.

Required Practice

All data must be entered live, at the time of the activity or immediately following completion. Pre-filling data in advance is not permitted.

Risks of Pre-Filling Data

- 1 Inaccurate reporting of hours worked
- 2 Mismatch between Time Production Sheets and actual field activity
- 3 Increased likelihood of audit findings and corrections
- 4 Delays in invoice approval and reimbursement
- 5 Potential compliance issues with contract requirements

Benefits of Live Data Entry

- 1 Improved accuracy and reliability of reported data
- 2 Alignment with actual daily operations
- 3 Reduced need for corrections and follow-up communication
- 4 Faster invoice review and approval process
- 5 Stronger compliance with B2W and Caltrans requirements

Expectations Moving Forward

- 1 Do not pre-fill any data fields in the Backup Invoice Packet.
- 2 Enter all information live based on actual work performed.
- 3 Ensure all entries are accurate, complete, and submitted in a timely manner.

4 Supervisors and administrative staff are responsible for maintaining data integrity.

Closing

Maintaining accurate and timely data entry is critical to the success of the B2W program. Adhering to these guidelines will help ensure smooth operations, accurate reporting, and timely reimbursement.