Subrecipient Training
Intelligent Document Processing
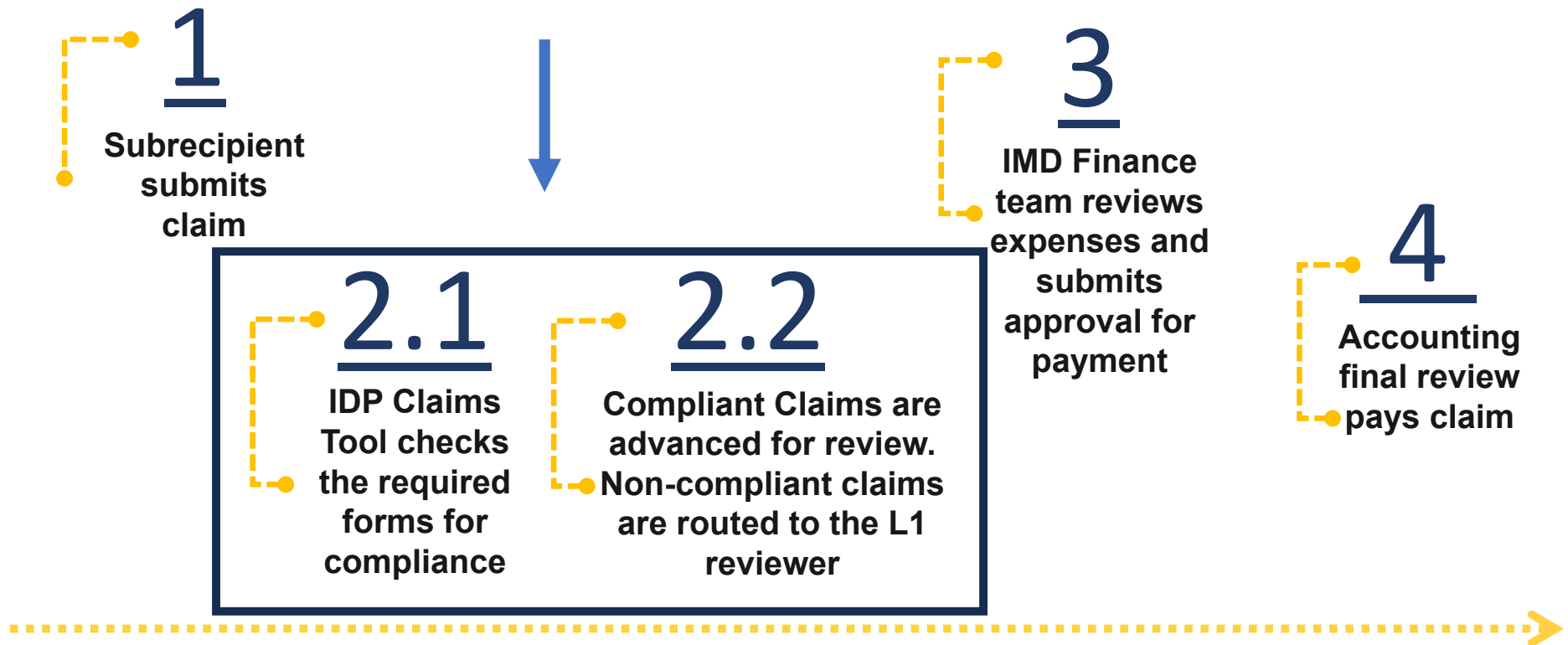
Integrated Mobility Division (IMD) **|** August 6, 2025

What is Intelligent Document Processing?

Intelligent Document Processing (IDP) is an AI-powered claims processing tool that will streamline the claims review process and reduce processing times. IDP will conduct initial validations and generate summaries for each claim, enabling the IMD Finance Team to focus exclusively on detailed validations.

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Claim Approval Process, What's New?

1

Subrecipient submits claim

2.1

IDP Claims Tool checks the required forms for compliance

2.2

Compliant Claims are advanced for review. Non-compliant claims are routed to the L1 reviewer

3

IMD Finance team reviews expenses and submits approval for payment

4

Accounting final review pays claim

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How Does IDP Help?

Faster Processing

Enables quicker turnaround times for claims processing, thereby providing quicker reimbursements

Provides Reliable Information

Claim summaries provide reviewers with reliable information which enables faster decision-making

Drives Standardization

Enables standardization of business processes, creating improved efficiencies

Streamlined Communication

Reduces the amount of back-and-forth information exchange during the processing of claims

Bottom Line – Claims are Reviewed and Paid FASTER!

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What Does IDP Change for Me?

- Nothing has changed with your view of and interaction with EBS.

- All required forms must now be uploaded separately in **PDF** format.

- A standard naming convention for attached files is now required.

- It is imperative that scanned documents be of high quality.

- A **"PAID"** stamp is required on all invoices.

- G-codes must be digitally typed on supporting documentation

Claim Checklist Documents

- These documents are required with each claim submittal:
  - Claim Cover Letter
  - Claim Cover Sheet*
  - DBE/WBE/MBE Form*
  - Progress Reporting Form

*Document templates can be found here:

[Connect NCDOT – Public Transportation Documents](https://connect.ncdot.gov/business/transit/documents/forms/allitems.aspx)

[https://connect.ncdot.gov/business/transit/documents/forms/allitems.aspx]

Non-compliant Cover Sheet

CLAIM COVER SHEET

Vendor Name ~~Washington~~ County
DBA/Unit or Department ~~Riverlight Transit-Wash Co~~
PO Box/Street Address P.~~O Box 1001~~
City, ST ZIP Code ~~~~
Phone | FAX 2~~___-___-__~~3

INVOICE # 11
AGREEMENT # 2000079722

DATE: 6-Jun-25

Improper date formats (mm/dd/yyyy)

BILL TO:

ATTN: NC DOT
Division or Unit of Interest   Finance Office
Street Address 1 S Wilmington Street
Number Mail Service Center 1550
City, State, Zip Code Raleigh, NC 27699-1550

Questions regarding this claim should be directed to:

Name:
Phone:
Email:

Field prompts not removed

The standard NCDOT address is not used

REQUEST FOR PAYMENT TIME PERIOD :   1-May-2025   to   31-May-2025

REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF: $ 7,366.00

Remittance Address: Vendor Name Washington County
DBA/Unit or Department Riverlight Transit-Wash Co
PO Box/Street Address P~~_____~~7
City, ST Zip Code ~~_____~~

I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.

SIGNATURE

Compliant Cover Sheet

CLAIM COVER SHEET

Carolina County
Local Area Transit
P.O. Box 12345
Hometown, NC 27962
252-123-4567

INVOICE # 11
AGREEMENT # 2000079722

DATE: 06/06/2025

BILL TO:

ATTN: NC DOT

Integrated Mobility Division - Finance
1550 Mail Service Center
Raleigh, North Carolina 27699-1550

Questions regarding this claim should be directed to:

Name: John Johnson
Phone: 252-123-4567 ext 211
Email: jjohnson@lat.org

REQUEST FOR PAYMENT TIME PERIOD : 05/01/2025   to   05/31/2025

REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF: $ 7,366.00

Remittance Address: Carolina County
Local Area Transit
P.O. Box 12345
Hometown, NC 27962

I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.

SIGNATURE

Field prompts removed

The standard NCDOT address is used

Proper date format (mm/dd/yyyy)

Non-compliant Cover Letter

Carolina County
Local Area Transit
P.O. Box 12345
Hometown, NC 27962
252-123-4567

Standard address not used

June 6, 2025

Improper date format

NCDOT-IMD
1550 Mail Service Center
Raleigh, NC 27699-1550

RE: 5311 ADMIN GRANT PROJECT NO: 25-CT-065
     Agreement Number: 2000079720
     WBS Element Number: 36233.107.26.1
     Administrative Period of Performance: May 1, 2025 – May 31, 2025
     Invoice 11 Administrative Expenses

Dear IMD:

Administrative Invoice 11 has been completed and submitted for reimbursement. There are attached invoices for DBE/MBE/WEB/HUB Vendor Awards and Vendor Payment documents for this period.

Thank you for your assistance. Please feel free to contact me at 252-123-4567 extension 258 if you have any questions or need further information.

Sincerely,

John Johnson

Project number, Element number, and Agreement number are already in the correct format

Compliant Cover Letter

Carolina County
Local Area Transit
P.O. Box 12345
Hometown, NC 27962
252-123-4567

06/062025

North Carolina Department of Transportation
Integrated Mobility Division
1550 Mail Service Center
Raleigh, NC 27699-1550

RE: 5311 ADMIN GRANT PROJECT NO: 25-CT-065
          Agreement Number: 2000079720
          WBS Element Number: 36233.107.26.1
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Thank you for your assistance. Please feel free to contact me at 252-123-4567 extension 258 if you have any questions or need further information.

Sincerely,

John Johnson

Standard address used

Proper date format (mm/dd/yyyy)

Progress Reporting Form

Project and WBS Element numbers are in the correct format

The date is not in the proper format (05/01/2025-05/31/2025)

North Carolina Department of Transportation
Public Transportation Division
ADMINISTRATION GRANT PROGRESS REPORTING FORM

Project Name: FY25 Community Transportation Administration Grant

Project Number: 25-CT-066

WBS Element: 36233.107.26.1

Period Covered: May 2025

Administrative Activity	Accomplishments During Period
Staff Changes	Interviewed and hired a new Vehicle Operator who will begin his duties on June 2, 2025.
Advertising/Marketing	1/2 page Ad and full page write up about our Services in Discover Washington County Magazine published and distributed to residents of Washington County.
Training	Passenger Safety, Reflective Vest Policy and Cell phone Use Policy.
Outreach Efforts	Delivered brochures and business cards to local doctor's offices, pharmacies, Senior Center and Library.
TAB Meeting Date & Summary	No meeting in May. Next meeting scheduled for July 16, 2025.
Travel	None
Repairs & Maintenance	Oil Changes, Tire rotations, Fire Extinguisher Checks.
Other Significant Activities	Preparing for Compliance Review, Completing FY26 Certs and Assurances and preparing documents for FY27 Admin Grant.

DBE Reporting Form

Project and Element numbers are correctly formatted

The dates should be formatted mm/dd/yyyy. (05/01/2025, 05/31/2025)

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION

DBE/MBE/WBE/HUB VENDOR PAYMENTS

PROJECT SPONSOR:
MAILING ADDRESS:

PROJECT ___25-CT-066___

INVOICE ___11___   WBS ELEMENT ___36233.107.26.1___

PO NUMBER _____
VENDOR NUMBER ___11671___

PERIOD COVERED
FROM: 5/1/2025
TO: 5/31/2025

Payor Name	Payor Report ID	Vendor/Subcontractor Name	Vendor/ Subcontractor Report ID	Amout Paid to Vendor/ Subcontractor this Invoice	Date Paid to Vendor/ Subcontractor this Invoice
	11671	SAFE-T-WORKS	72408	119.00	05/13/25
			TOTAL	119.00	

SUBMITTED BY: _____ SUBRECIPIENT: _____ BY: _____ TITLE: Information Tech II

Mandatory Naming Convention

The file name is how IDP knows that the required forms are included and what information to look for.

- Claim Cover Sheet_Agency Name_Grant Name_Claim Date
  - Claim Cover Sheet_Local Area Transit_5311 Admin_06302025

- Claim Cover Letter_Agency Name_Grant Name_Claim Date
  - Claim Cover Letter_Local Area Transit_5311 Admin_06302025

- DBE Form_Agency Name_Grant Name_Claim Date
  - DBE Form_Local Area Transit_5311 Admin_06302025

- Progress Report_Agency Name_Grant Name_Claim Date
  - Progress Report_Local Area Transit_5311 Admin_06302025

- Gcode_(s)_Agency Name_Grant Name_Claim Date
  - G121_Local Area Transit_5311 Admin_06302025
  - G121_G181_G183_ Local Area Transit_5311 Admin_06302025

NOTE: Do not use slashes (/)

NOTE: Spelling is crucial!
Misspelled or improperly formatted
File names will cause IDP to flag your
submission and delay review.

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Excel and Word documents are no longer allowed

Attachments	⬚ Attachment	⬚ URL	⬚ With Template	⬚ Download	Advanced

Attachment Type	Name	Type
	Administration Grant Progress Reporting	PDF File (Adobe Acrobat Exchange/Reader)
	Claim Cover Sheet.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	Copy of Consolidated Claim Form 20220922	Microsoft Office Excel
	Cover Letter.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	CTS contract signed by everybody.docx	Microsoft Office Word
	DBE-MBE-WBE-HUB Vendor Payments.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G121,G127,G181,G182,G183,G189-NCDOT Sala	PDF File (Adobe Acrobat Exchange/Reader)
	G197-Drug & Alcohol Test.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G211-Janitorial Supplies.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G261-Office Sup & Mat.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G321-Telephone Service.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G372-Promotional Items.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G391-Legal Advertising.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	G422-Lease Computer Software.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	Remittance Letter.pdf	PDF File (Adobe Acrobat Exchange/Reader)
	Safe-T-Works DOT contract signed by eve	PDF File (Adobe Acrobat Exchange/Reader)

A new naming convention is required

All documents are PDF files

Attachments	⬚ Attachment	⬚ URL	⬚ With Template	⬚ Download	Advanced		
Attachment Type			**Name**			**Type**	
			Claim Cover Sheet_Washington County_5311			PDF File (Adobe Acrobat Exchange/Reader)	
			Claim Cover Letter_Washington County_531			PDF File (Adobe Acrobat Exchange/Reader)	
			DBE Form_Washington County_5311 Admin_06			PDF File (Adobe Acrobat Exchange/Reader)	
			Progress Report_Washington County_5311 A			PDF File (Adobe Acrobat Exchange/Reader)	
			G121_G127_G181_G182_G183_G189_Washington			PDF File (Adobe Acrobat Exchange/Reader)	
			G197_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G211_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G261_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G321_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G372_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G391_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	
			G422_Washington County_5311 Admin_061720			PDF File (Adobe Acrobat Exchange/Reader)	

All files follow the prescribed naming convention.
Note: some of the file name is truncated in this view.

Supporting Documentation Changes

A **"PAID"** Stamp is required on all invoices.

- The stamp should be applied in a blank space, not overlapping text
- The date should be written in the month/day/year format.
- Ensure the stamp is well-inked and clearly visible.

Supporting Documentation Changes

G-codes should be digitally typed on the supporting documentation and not handwritten

- G-codes can be typed in any available blank space and avoid typing over existing text.
- G-codes must be typed on EVERY piece of expense backup (e.g., invoices, check copies, receipts, etc.)
- The typed format must be Gcode=amount, (e.g., "G121=$12564.00").
- The digitally typed G-code information must also be added to store receipts.
- Multiple G-codes can be added to one document.

Low-quality scan that may be difficult for IDP to read.

Required "PAID" stamp is missing.

Digitally-typed G-codes with amounts are required.

Digitally-typed G-code and amount added

PAID stamp applied and completed

Supporting Documentation Important Notes

- Attach the proof of payment directly after the invoice

- All documents should be aligned with the text in the upright position

- Reminder: ALL files must be PDFs

- Carefully check the spelling of all file names

- Review files before attaching them for scan clarity, alignment, and digitally added text

Thank you!

Additional questions or comments, please reach out to:

Myra Freeman (*Finance Manager*)

msfreeman1@ncdot.gov | (919) 707 4672