

The Project Costing Initiative was implemented in 2008 for the purpose of identifying and tracking costs associated with District-wide and General Consultant contracts. District-wide and General Consultant contracts are either: 1) designated for programming & encumbering funds to the project specific financial project number up front for all task work orders; or 2) flagged for processing through the Project Cost Redistribution application (automated process). The Cost Redistribution application allows contract funds to be committed to a general 99 “box” or general financial project number up front, and re-allocated after-services have been performed to the specific projects where the expenditures actually were incurred, at the time of invoicing.

The automated Cost Redistribution Application is summarized as follows:

- 1) Contract is flagged in the Consultant Invoice Transmittal System (CITS) for the Cost Redistribution application.
- 2) At the time of submittal of a contract invoice in CITS, the consultant is required to submit a Project Cost Redistribution (PCR) file to a central FDOT e-mail account established for submittal of PCR files, called PCRLOAD@dot.state.fl.us. The PCR file is an electronic file that provides for redistribution of invoice charges, in a pre-defined format. The template for developing the Cost Redistribution file (PCR spreadsheet) can be downloaded from the FDOT Procurement website. The information collected in the spreadsheet includes: Contact e-mail address; Contract Number; FDOT Invoice Number; “From” Project Numbers (General Project Number associated with the task work order at the time of issuance); “To” Project Numbers (Project Specific Number associated with the project on which the services were performed) & Dollar Amounts. The “From” & “To” project numbers are expected to be provided to the consultant by the FDOT project manager. It is the consultant’s responsibility to have & maintain a job cost accounting system that will track costs from the general numbers to their associated component project numbers. It is important to note that although the automated Cost Redistribution application is interfaced with CITS (for purposes of

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 9/3/2010 6:44PM EST

**Contract Task Work Order Display District 07**

Prime Consultant: **ICON CONSULTANT GROUP, INC.**  
 Vendor Number: F593576100-001 Encumbrances: \$235,730.00

Contract Number:	C8S02
Contract Description:	D/W CTST DESIGN
Original Amount:	\$33,092.00
Current Amount:	\$674,644.00
District:	07
Approve In (work days):	5

Term Begin Date:	9/18/2008	Term End Date:	9/18/2013
Execution Date:	9/18/2008	Services End:	9/18/2013

Task Work Order Contract:	Y	Method of Procurement:	C - REQ. FOR PROPOSAL-NEGOT.
DMS Number:	973340	Contract Type:	CA - ENGINEERING

Description:	
Cost Redistribution:	Y

tracking PCR file status), the Cost Redistribution application is not a part of CITS & is not directly tied to the CITS invoicing process.

Below is a snapshot of the PCR spreadsheet that the Consultant uses to generate the PCR file. Once the PCR file is created, the consultant attaches it in an e-mail for submittal to the [PCRLOAD@dot.state.fl.us](mailto:PCRLOAD@dot.state.fl.us) mailbox. All messages that are sent from PCRLOAD are automated.

**PROJECT COST REDISTRIBUTION INFORMATION**

Contact Email

Contract Number

DOT Invoice Number

Enter # of lines to

"FROM" PROJECT	"TO" PROJECT	\$AMOUNT	PROJECT DESCRIPTION
	<b>TOTAL AMOUNT</b>		

In accordance with the Work Program Instructions, Part III, Chapter 26, when the consultant submits the PCR file, the redistribution will be made through an automated process whereby the estimate and commitment on the districtwide or GC number will be reduced and the estimate and commitment on individual projects will be added/increased. Phases 2C (PD&E), 3C (Design), and 6C (CEI) will automatically be established on the individual projects to which the charges are being reallocated.

Estimates are updated in the Work Program by the PCR process. XC Phases are created systematically and updated to reflect the amount of expenditures applied in the Cost Allocation process. The Districtwide phase estimates are also systematically reduced by the amount of expenditures redistributed.

The following business rules apply for the Cost Redistribution Application:

- In all cases, before a FROM Project is redistributed, the application verifies if the From Number is associated to a Federal Project (check thru FM). If so, then the application bypasses the TR10 transaction, and no redistribution of the project takes place.
- Modifications include bypassing if a TO Project is off the State Highway System -Transportation Systems (06 or 16).
- If the FROM is not a federally funded project, it can be redistributed to itself and other State or Federal Projects.

The consultant will be notified if redistribution is bypassed when a Federal FROM Project is utilized. This modification should prevent any occurrences of redistribution from a Federal Project to a State Project. The consultant will be notified by e-mail and can also view the distribution status in CITS in the All Invoices screen (see below).

The distribution statuses are: REC, PEN, FAL, DIS, BYP, and EXM. Status definitions are provided below.

**REC:** The system is waiting for the invoice to be paid.

**PEN:** When the PCR file arrives before the invoice (The application is waiting for the invoice to be paid)

**FAL:** The distribution is no longer correct/valid (PCR must be corrected and re-submitted)

**DIS:** Redistribution has been completed (Note is sent to Vendor)

**BYP:** Represents that the redistribution was bypassed because a Federal financial FROM project was utilized.

**EXM:** Exempt from redistribution because the invoice is comprised of project specific numbers only.

Please note, invoices associated with task work orders that are programmed and encumbered to the specific project number are exempted from a requirement for a PCR file. In other words, the consultant would only be required to submit a PCR file for task work orders issued against the general "99" box. Upon verification that no general project numbers exist in the invoice, the system will automatically flag the invoice distribution status as **EXEMPT** in CITS.

Below is an example of the error returned to the consultant firm when the redistribution file is bypassed.

To: [KELLY.BISHOP@CARDNOTBE.COM](mailto:KELLY.BISHOP@CARDNOTBE.COM)

cc: [FDOT\\_PRCORD7@dot.state.fl.us](mailto:FDOT_PRCORD7@dot.state.fl.us)

Subject: error message(s) found in redistribution file for Contract C8S02 invoice 007

From Project ID	To Project ID	Amount	Message Description
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254646-1-32-06 project	427140-1-52-01	\$8,099.25	Cannot redistribute from a federal project

Ending Cost Redistribution at: 2010-08-03-17.10.42.693598

In an effort to prevent excessive transactions from occurring which net is \$0 (i.e., when the From and To Project Numbers are the same), no tr10 transactions are created under this scenario. Consultants are not required to submit PCR files for projects that would be redistributed from and back to the same financial project number.

Consultants are not required to submit PCR files for invoices exclusively associated with task work orders that were encumbered to the specific project. These task work order invoices will not show up as missing a PCR file in CITS, and will not show up on PCR error reports. Only invoices that contain a general project number (“99” county) will require redistribution. Invoices with a mixture of both project specific and general numbers will require a PCR file.

An aggregate report of missing PCR Records is available from the Office of Comptroller to show all missing PCR files statewide.

Additional information on the Cost Redistribution application is available at <http://www.dot.state.fl.us/procurement/Project%20Costing%20Initiative.shtm>