

Project Cost Redistribution- Status Update

The Project Costing Initiative was implemented in July 2008 for the purposes 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. 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 tracking PCR file status), the Cost Redistribution application is not a part of CITS & is not directly tied to the CITS invoicing process.

myFlorida.com
Home CITS Help Utilities Logout
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

Since the Cost Redistribution application has been deployed, there has been a need to make minor modifications/enhancements. The Office of Information Systems has recently implemented an enhancement to prevent the inappropriate redistribution of federal projects.

The following business rules now apply, as a consequence of this recent enhancement:

- 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).

MyFlorida.com

[Home](#) **CITS** [Help](#) [Utilities](#) [Logout](#)

8/30/2010 4:32PM EST

Go To: [Select Invoice](#)

All Invoices Dist 06

Prime: AECOM TECHNICAL SERVICES, INC. Prime Vendor Number: F952661922-008

Contract Number: C8U45

FDOT Inv	From Date	To Date	Paid Date	Amount	Invoice Status	Distribution Status
005	7/3/2010	7/30/2010		\$16,442.69	PEND APP	
004	5/29/2010	7/2/2010	8/24/2010	\$32,186.77	PAID	REC
003	5/1/2010	5/28/2010	6/15/2010	\$24,304.98	PAID	DIS
002	4/3/2010	4/30/2010	5/11/2010	\$21,471.15	PAID	DIS
001	12/22/2009	4/2/2010	5/10/2010	\$16,515.76	PAID	DIS

Currently, the distribution statuses: REC, PEN, FAL, and DIS. Status definitions are provided below.

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

FAL: The distribution is incorrect/invalid (PCR must be corrected and re-submitted)

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

Another implemented enhancement allows invoices associated exclusively with task work orders that are programmed and encumbered to the specific project number to be 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. Accordingly, the **EXEMPT** distribution status will be automated for invoices which are comprised of project specific numbers only. Upon verification that no general project numbers exist in the invoice, the system will automatically flag the invoice distribution status as **EXEMPT** in CITS. Invoices with a mixture of both project specific and general numbers will still require a complete PCR file.

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

To: KELLY.BISHOP@CARDNOTBE.COM

cc: 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
-----	-----	-----	-----
254646-1-32-06	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 in \$0, the application bypasses tr10 transactions when TO Project and FROM Project numbers are identical.

A notification email is produced for each missing PCR Record for each eligible Contract. Currently, these e-mail notifications are sent on a monthly basis to the District PCR Coordinator. In an attempt to make this information more readily available, an aggregate report of missing PCR Records has been developed by Office of Comptroller to show all missing and failed PCR files statewide. This new report is available on the Office of Comptroller and Procurement Office websites.

The District Project Cost Redistribution Coordinators are responsible for monitoring the missing PCR files within their district, and ensuring that PCR issues are ultimately resolved. The Office of Comptroller will also monitor the missing PCR records report to ensure that districts are resolving and removing missing PCR files from the report.

The District Project Cost Redistribution Coordinators are as follows:

District	PCR COORDINATORS	Contact Numbers
1	Bonnie Lewis	(863) 519-2626
1	Ed McKinney	(863) 519-2212
2	Carmen Crane	(386) 961-7597
3	Clay Hunter	(850) 415-9479
3	Richard Norris	(850) 415-9366
3	Regina Battles	(850) 415-9270
4	Jessica Rubio	(954) 777-4626
5	Chela Wood	(386) 943-5526
6	Timothy Albury	(305) 470-5262
6	Teresita Alvarez	(305) 470-5287
7	Bob Keller	(813) 975-6461
7	Lynda Crescentini	(813) 975-6171
Turnpike	Ken Umlauf	(407) 264-3133
Turnpike	Woody Lawson	(407) 264-3015
Turnpike	Judith Fernandez	(407) 264-3040
Central Office	Chuck Rohling	(850) 414-4651

Additional information on the Cost Redistribution application is available at

<http://www.dot.state.fl.us/procurement/Project%20Costing%20Initiative.shtm>

The statewide report showing all invoices with missing and failed PCR files is located at

<ftp://ftp.dot.state.fl.us/fdot/co/ooc/PCRREPT>