

Project Cost Redistribution Transcript

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Welcome to the Project Cost Redistribution Training. To begin, select the start button or press Alt N.

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The project cost initiative involves the improvement of Project Cost Reporting by capturing detailed project information for the purpose of providing better data for decisions, managing resources and forecasting at the project and program levels.

There are actually two distinct components to job costing. The first component is programming to the project specific number for the purpose of encumbering tasks. The second part is project costing thru the Project Cost Redistribution or PCR computer application, which redistributes expenditures from the general project number to the project specific number.

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Effective July 1, 2008, the department will implement a Project Costing Initiative, for the purpose of identifying and tracking costs associated with District-wide and General Consultant contracts. For these types of contracts, special cost accounting measures will be utilized. The cost redistribution application will allow contract funds to be committed to a general will allow contract funds to be committed to a general financial project number up front and reallocated after the work is done to the component projects where the expenditures actually incurred.

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Participants - The participants for the Florida Department of Transportation or FDOT include the Central Office, Office of Information Systems, Office of Comptroller, Work Program Office, All Districts and Consultants.

District Responsibilities - The participants for the districts are the District Project Manager and the District Project Cost Redistribution Coordinator.

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Project Manager - The Contract Method of Compensation (Exhibit B) will explicitly state if the contract will require a cost redistribution file to be submitted with invoice.

Note: Project cost redistribution will be restricted only to designated District-wide and General consultant contracts executed after July 1, 2008. For exceptions, contact the Work Program Office. The Project Manager will provide valid “From” and “To” Project numbers to the consultants in order for them to submit Project Cost Redistribution files.

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Providing valid “To Project” numbers to the consultants will save time and will help to eliminate validation errors. If a Project cost redistribution file is not received for paid invoices within 30 days, you will receive an error report via email. Using the error report, the Project Manager will need to inform the consultant about the Project Cost Redistribution file and inform the consultant that future invoices may be held back unless a Project Cost Redistribution file for the previous invoice is received.

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This is a sample report for invoices without Project Cost Redistribution records.

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PCR Coordinator - The Project Cost Redistribution point of contact between consultant and district office is the PCR Coordinator. If the Project Cost Redistribution file is not received for paid invoices within 30 days, you will receive an error report via email. Review the “Report for Invoices without Project Cost Redistribution Records” in consultation with the Project Manager, and use the Contract number and Invoice number from the report to inform the consultants about the Project Cost Redistribution file.

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The project cost redistribution file is submitted by the consultants via the email address: PCRLOAD@dot.state.fl.us. In case of errors or informational messages, the PCR Coordinator and the consultant will receive an error report via email. Each error can be referenced back to the Frequently Asked Questions or FAQ available on the Procurement web site. This link can be accessed on the resources page.

In the case of Informational messages, all efforts should be made to resolve these messages in future PCR files. The PCR Coordinator should contact the Work Program Manager only after checking the FAQ on the Procurement website.

All efforts should be made first to resolve the issues before contacting the Work Program Manager in Central Office.

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Central Office - The Central Office includes the Work Program Office, the Office of Information Systems and the Office of Comptroller.

Office of Comptroller - The Comptroller has ownership of the PCR process 1 of 3, PCR process 3 of 3, and is responsible for the file processing to FLAIR.

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Office of Work Program - The Office of Work Program is responsible for all the functional issues for PCR process 2 of 3. For any questions related to the Financial work program numbers or "From" Project or "To" Project numbers, contact this office.

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Office of Information Systems - The Office of Information Systems includes Outlook email interface, mainframe PCR validation process, account correlation process, and the interface with FLAIR accounting system.

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Consultant's Responsibilities - Consultants can download the PCR spreadsheet and view the PCR spread sheet CBT or instructions on the Procurement web site. This link can be accessed on the resources page. Refer to the Project Cost Redistribution FAQ on Procurement Office web site before contacting the District Project Cost Redistribution Coordinator. Refer to the spread sheet CBT for correct data formatting. Send PCR data via email to PCRLOAD@dot.state.fl.us.

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When a PCR process validation error occurs, an error report for a PCR file is sent to the consultant via email. The consultant must fix the errors and resend the PCR file back to PCRLOAD@dot.state.fl.us. The consultants should refer to the FAQ available on the Procurement Office web site. For any other related help, contact your district PCR Coordinator.

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These are sample error reports.

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These are sample information reports. Note: All efforts should be made by the consultants to resolve the informational messages if any are sent to them.

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Thank you for viewing this training.