



# PROJECT COST REDISTRIBUTION FREQUENTLY ASKED QUESTIONS

## Excel Spreadsheet, How do I use it?

The purpose of the cost redistribution spreadsheet will be to capture costs associated with the component projects on a given task work order for District Wide (DW) & General Consultant contracts (GC). The cost redistribution process will redistribute expenditures from the general project number to the associated project specific numbers. The allocation is done after the work is performed by the consultant, at the time of invoicing.

### 1. Contact Email:

**Q: Can I use my personal Email Id?**

A: Yes, This Email address should always be the contractor's contact person's email Id. If you are self employed or a small business, you can use your personal Email Id. Please be advised that Rejection mails will be sent to the *address provided in this field*, not from the actual sender of the file. (i.e. if an administrative assistant uses his/her Email account to send the actual file but provides the Project Manager's E-mail address in the field and an error occurs with the transfer, the message *will only* be sent to the Project Manager, *not* the administrative assistant).

**Q: Can I leave the Email Id blank?**

A: No, you must input a valid Email address.

### 2. Contract Number:

**Q: Can I use any Contract Number?**

A: Yes, Contract Number should be a valid Contract Number provided by FDOT under which the work was performed. This number must be the contract number already submitted in the Consultant Invoice Transmittal system (CITS).

**Q: Can I leave Contract Number blank?**

A: No, you need to have a valid Contract Number.

### 3. DOT Invoice:

**Q: Can I use any DOT Invoice Number?**

A: Yes, Invoice Number should be a valid Invoice Number already accepted by FDOT under which the work was performed. Must be an invoice number already submitted in CITS.

**Q: Can I leave the FDOT Invoice Number blank?**

A: No, you need to have a valid FDOT Invoice number.

### 4. Enter # of Lines To:

**Q: Can I enter anything in Enter # of Lines To?**

A: No, only numeric numbers are allowed.



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**Q: How can I insert an additional blank line or lines?**

A: After you enter a valid numeric number in the "Enter # of Lines To", click on "INSERT" button. The number of lines will be inserted in this spread sheet.

**Q: Can I leave Enter # of Lines To, blank?**

A: Yes.

**5. Delete Blank Rows button:**

**Q: What does it do?**

A: If there is only one blank line, nothing is going to happen after clicking on DELETE BLANK ROWS button. If there are multiple blank rows and at least one row with data then all blank rows will be deleted by clicking on this button. For example, you added 100 rows but after you enter data in 75 rows you want to delete rest of the rows. You can click on DELETE BLANK ROWS button and the remaining blank 25 rows will get deleted.

**6. Clear Worksheet button:**

**Q: What does it do?**

A: ALL DATA will be deleted by clicking on this button.

**Q: Can it delete only part of data.**

A: No.

**7. Create File button:**

**Q: What does it do?**

A: A file is created by clicking on this button. The file name is automatically populated in the window. *DO NOT UPDATE OR CHANGE THE FILE NAME.*

**Q: Can I click on this button without entering data?**

A: No. All required data has to be entered before clicking on this button. You need to enter data in at least one row, otherwise error messages will be flagged for each required data filed.

**8. From Project Id:**

**Q: Can I leave From Project field blank?**

A: No. You must enter valid a financial project number in the From Project field. The only from project numbers that are valid are ones currently existing with the contract. Please be sure you are using a valid FM # that you can verify is in CITS. Please do not enter dashes or spaces, the field will automatically format and insert dashes for your convenience.



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**Q: Can I format From Project field?**

A: No. The data is automatically formatted when you tab or move your cursor to next cell.

## **9. To Project:**

**Q: Can I leave To Project field blank?**

A: No. You must enter valid a financial project number in the To Project field. (This information must be provided to you by your DOT Project Manager.)

**Q: Can I format To Project field?**

A: No. The data is automatically formatted when you tab or move your cursor to next cell.

## **10. Amount:**

**Q: Can I leave Amount field blank?**

A: No. You must enter the valid amount of the invoice corresponding to that of Project Identification. The field will only accept positive numbers.

**Q: Do I need to add cents in Amount field?**

A: Yes, only in the case that cents are greater than zeros. If you have an amount '5656', just enter 5656 and it will automatically be formatted to '\$5656.00'. If you have an amount '5656.25', you need to enter this as '5656.25' and it will automatically be formatted into '\$5656.25'.

## **11. Project Description:**

**Q: Can I leave Project Description blank?**

A: Yes. But it is advisable to put the correct Project Description in this field for your future reference. Once you enter Project Description in this field, Project Description will automatically be converted to upper case letters. Project description information is not being transmitted with Project Cost Redistribution file to the FDOT server.

## **12. Total Amount:**

**Q: Can I Enter Amount in Total Amount field?**

A: No. Total Amount is generated automatically. The total amount should be equal to (+/- \$1.00), the amount of the total invoice amount submitted in CITS.



# **PROJECT COST REDISTRIBUTION FREQUENTLY ASKED QUESTIONS**

## **FDOT E-Mail Interface Generated Errors**

The consultant will send the Project Cost Redistribution file to [PCRLoad@dot.state.fl.us](mailto:PCRLoad@dot.state.fl.us) . In the event of errors, the server will send automatic replies via Email to the address that was provided in the Project Cost Redistribution file. In addition, acknowledgement will be sent to the contact email address indicating that we have received the Project Cost Redistribution file.

## **QUESTION : WHY AM I GETTING THIS MESSAGE IN MY E-MAIL?**

### ***Message 1. No Project Cost Redistribution file was attached to your email:***

A: You have forgotten to attach the Project Cost Redistribution file in your email.

### ***Message 2. The file attached to your email, has an invalid name:***

A: You have accidentally sent a wrong file with your email. Please refer to the training materials and resend the email with a properly named file. First five bytes of your File name should be Contract Number and last three or four bytes should be Invoice number, (i.e: C8444580.)

### ***Message 3. The file attached to your email, is empty or doesn't contain any data:***

A: You have accidentally sent a file with no data in it. Please refer to the training materials, correct the error and resend the file. The file should contain at least one Header and one Detail record.

### ***Message 4. More than one Project Cost Redistribution File was attached to your email. Please send a separate email for each Project Cost Redistribution file.***

A: If you are sure you only included 1 PCRfile in the Email, you may have either a background image or other image file located in your signature block, please delete your signature block before sending your PCR files.



# **PROJECT COST REDISTRIBUTION FREQUENTLY ASKED QUESTIONS**

## **Mainframe Interface Generated Errors**

Once file is received by FDOT OIS (Florida Department of Transportation Office of Information Systems), their internal process loads the Project Cost Redistribution file to mainframe for further editing. If error/errors occur during the validation process, the consultant will receive an email with a list of errors. Make sure to view the subject line of the email you received.

## **QUESTION : WHY AM I GETTING THIS MESSAGE IN MY E-MAIL?**

### **Message 1. File contains no records:**

A: The Project Cost Redistribution file which you have sent via email is empty and there are no records in this file.

### **Message 2. Header record is missing:**

A: The Project Cost Redistribution file header record is missing. Remember there can be only one header record in the Project Cost Redistribution file.

### **Message 3. Detail record(s) is missing:**

A: The Project Cost Redistribution file detail record is missing. Remember there must be at least one or more detail record(s) in the Project Cost Redistribution file.

### **Message 4. Multiple header records:**

A: The Project Cost Redistribution file contains multiple header records. Remember there can be only one header record in the Project Cost Redistribution file.

### **Message 5. Detail record(s) before header record :**

A: The Project Cost redistribution file detail records are located in this file before header record. Please refer to the training material about the file layout.

### **Message 6. Missing contract number:**

A: The contract Identification number is missing in the header record of the Project Cost Redistribution file. Please make sure to provide the correct contract number. Contract number should be five characters long.

### **Message 7. Missing FDOT Invoice number:**

A: The invoice number is missing in the header record of the Project Cost Redistribution file. Please make sure to provide the correct FDOT invoice number. The invoice number should be three to four characters long. If you have two character invoice number, make sure to put '0' in front of two character invoice number. For example, if you have Invoice number 29, make sure you send the invoice number as '029' in



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Project Cost Redistribution file.

**Message 8. Missing contact person email address:**

A: Contact email address was not provided in the Project Cost Redistribution file header record.

**Message 9. Invalid contact email address:**

A: An invalid contact email address was provided in the Project Cost Redistribution files header record. Make sure that the email address format is correct.

**Message 10. Invalid contract number:**

A: An invalid contract number was provided in Project Cost Redistribution file header record. Please provide correct contract number. Contract number should be five characters long.

**Message 11. Ineligible contract:**

A: An ineligible contract number was provided in Project Cost Redistribution file header record. This contract number is ineligible because it has not been identified as eligible for redistribution in CITS (Consultant Invoice Transmittal System).

**Message 12. Invalid invoice number:**

A: An invalid invoice number was provided in the Project Cost Redistribution file header record. Each PCR file is associated with *ONE* invoice.

**Message 13. Ineligible invoice:**

A: An ineligible invoice number was provided in the Project Cost Redistribution file header record. Invoice status prevents receipt of a Project Cost Redistribution file. The invoice must be in a status of PAD (PAID), PEN (PENDING), EED (Electronic estimate disbursement) or CFM (Contract fund management) to be eligible for redistribution. Verify status and resubmit.

**Message 14. Invalid From project Id:**

A: An invalid FROM project number was provided in the Project Cost Redistribution file detail record. From project Id not consistent with the invoice already submitted through CITS.

**Message 15. Invalid To project Id:**

A: An invalid to project Id was provided in the Project Cost Redistribution file detail record. Project Id must exist in accounting database.

**Message 16. Invalid amount:**

A: An invalid AMOUNT was provided in the Project Cost Redistribution file detail record.



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**Message 17. Total of From project amounts not = invoice amount:**

A: The total from the Project Cost Redistribution file is not equal to the corresponding amount of the invoice. Invoice amount is the amount which has been submitted thru the CITS.

**Note:** An exact match is not required. The amounts must agree within \$.50 per Project Cost Redistribution record to allow for rounding/truncation. As long as the difference is within the allowed threshold, the amount submitted by the consultant will be adjusted to match the invoice amount.

**Message 18. If From and To Item+Seg match, From and To ProjID must be equal:**

A: If the From and To Item Segment's match, then the From and To Project ID's must be equal.

**Message 19. To project Id not in current, prior, or next FY (Fiscal Year):**

A: Invalid 'To Project', Input rejected.

**Message 20. No Preliminary Engineering phase exists on the 'To Project':**

A: Invalid 'To Project', Input rejected.

**Message 21. Construction support work not authorized for 'To Project':**

A: Unable to find Construction or Construction Support (5X or 6X) phase in the prior (Current year – 1), current or future year (Current year + 1).

**Message 22. File rejected due to negative distribution:**

A: Negative amounts are not acceptable in Project Cost Redistribution file.

**Message 23. The project cost redistribution file submitted to FDOT by your firm for Contract NNNNN, Invoice NNN has replaced the previous submission.:**

A: This message is generated because your previous file was replaced by the new file you resubmitted. Following is the situation when this can happen: suppose you have sent a file in the morning and realized that you want to send it back because of an incorrect amount or incorrect 'From' and 'To' project Id. This message will be generated after resubmittal.

**Message 24. Cannot Redistribute from a federal project**

A: This message is generated because your file contained a federal financial project number. Please be advised that PCR files containing federal financial project numbers will be bypassed.

**Message 25. Projects off the St Hwy.Sys. (TS=06,16) not eligible for PCR.**

A: This message is generated because your file contains projects off the State Highway System (Transportation Systems 06 and 16). Projects off the St Hwy.Sys.(TS=06,16) not eligible for PCR.



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***Message 26. Can't create To PROJID, entire PCRfile rejected, please resubmit***

A: The To Project ID cannot be created, therefore your entire PCRfile is rejected. Please resubmit with correct To Project number

***Message 27. Invoice already distributed:***

A: You will receive this message only if the invoice number has been processed from the Project Cost Redistribution file. Once the Invoice is processed the flag is updated by the PCR process in CITS database.



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## **Mainframe Interface With Warning/Informational Errors**

### **QUESTION : WHY AM I GETTING THIS MESSAGE IN MY E-MAIL?**

#### **Message 1. Phase changed to construction support:**

A: If project has PE Consultant phase (3x) in any prior year or a Construction Support phase in the current or future year (current year + 1) the 'To Project' was converted to Construction support (6C).

#### **Message 2. Amount changed by + or - nnnn.nn to correct rounding difference:**

A: The amount of one of the redistributed costs has been adjusted due to rounding.

#### **Message 3. To project older than last fiscal year:**

A: Input accepted, the project has a PE consultant phase (3X) in a year prior to fiscal year.

#### **Message 4. To project not qualified, changed to 'From project':**

A: No valid phase found on 'To Project' changed to 'From project'.

#### **Message 5. Construction / CEI programmed beyond next fiscal year:**

A: Input accepted, Construction/CEI phase is beyond next fiscal year.



# PROJECT COST REDISTRIBUTION FREQUENTLY ASKED QUESTIONS

## Missing or Failed PCR files Report

### QUESTION : I SUBMITTED MY PCRFILE, WHY DOES MY INVOICE APPEAR ON THE MISSING FILES REPORT?

**Response:** Any E-mail to the PCRLOAD mailbox will be treated as SPAM if it does not contain the word "PCR" in the subject line. Please check to see if the E-mail you sent contains the correct naming convention in the subject line. Convention is to be FDOT.PCR.FILE.CCCCCNNNN , where CCCCC = Contract Number (C8443, first five characters of filename) NNN = DOT Invoice Number (584 last three or four characters of the filename)

### QUESTION : HOW COME MY DISTRICT DOES NOT APPEAR IN THE MISSING OR FAILED PCR FILES REPORT?

**Response:** This means that your district has 0 missing and 0 failed PCR files.



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## **CITS Interface With Display Messages**

If you would like to review the status of your invoices, please log in to CITS, click on the contract of interest, click on 'Invoices', then click 'View all Invoices', the last column you should see in the table is titled 'Distribution Status'. After you submit a Distribution file, you can periodically check this column to see the status of your submittal.

## **QUESTION: WHAT DOES THIS STATUS MEAN?**

- REC/PEN:** The system is waiting for the invoice to be paid.
- FAL:** The distribution is incorrect or invalid (PCR must be corrected and re-submitted)
- DIS:** Redistribution has been completed (Note is sent to Vendor)
- EXM:** This specific invoice has been exempt from the requirement of sending a PCR file. All task work orders are already issued to the specific project. Redistribution file is not necessary.