

PROJECT DELIVERY ACADEMY

MODULE 6: PROJECT CLOSEOUT AND MAINTENANCE

PROJECT ACCOUNTING

Presented by:

Randy Clift

Project Accounting Manager

800 W. Washington St., Suite 615

Phoenix, AZ 85007

rclift@azdot.gov

PROJECT ACCOUNTING

Patrycja Kozaczka – Accounting Administrator

Randy Clift – Project Accounting Manager

Lori Gibbs

Sharri Moss

Mary Fagyas

Rebecca Fimbres

Veronica Ruiz- Ronquillo

TEAMWORK

A Little over 3 years ago we combined the three teams under one group call Program Project Funding (PPF).

The “Project Accounting”, “Resource Administration” and “Final Voucher” teams work closely together.

Our focus is creating better processes that will benefit the entire agency through collaboration and cooperation.

We complete the project tasks in the proper sequence to ensure correct data for all projects. Start to Finish we provide project teams with outstanding customer service.

What Do We Do All Day?



What Do We Do All Day.....Really

Equipment Services
JVC CAM FHWA Audits
BQ40LV2 KAIZEN
FO-23 ICAP Payroll Additive CAS
FHWA Billing Project Master Overflow Billing Review
FHWACLN FHWA Credit Audit Project Manager Support
AFIS BUDGET RECONCILIATION PDCA's BQ37LV3 GEMBA WALKS
Reporting Ineligible Expense Review
Payroll Rejects REIMHIST Invoice Reconciliation

Project Master

Project Master is the system where project information is entered before being sent to AFIS. Project numbers are generated through an automated process in a sequential order within Project Master (*Highway and Local*). Some “Other” projects are currently assigned through a manual process.

When the Major Program information is entered into the system it is **crucial** that the information is correct. Based on the information provided, Project Master will generate the 5 character Major Program. This affects the rest of the Programs and Program Phases when they are set up.

Project Master

Major Program (*H8827 – first 5 characters*)

Program (*H882701 – first 7 characters*)

Program Phase (*H882701C – all 8 characters*)

 ADOTNet

SEARCH

ADOTNet Home Page

ITG INFORMATION TECHNOLOGY GROUP

PROJECT MASTER
YOUR HIGHWAY TO PROJECT DATA

HomeProjectSearchAdministration

Project InfoApproval InfoDesignConstructionOther InfoDocuments

Status: Approved (H8827)

Welcome Randall Clift (C5405)

Update

History

New Request

New Subproject

Assign Fed Seq

1	Project Type ☒ ITD ☐ Local ☐ Aero ☐ Other	Major Program H8827	Project Manager Ritz, Amy (B5073)	Statewide / MAGWide (optional) ☐ Statewide ☐ MAGwide	Resource Program RTP (Regional Transportation Pro
LOCATION	Location Name SR 202 SOUTH MOUNTAIN FREEWAY			Major Program Short Name 202 S MTN FRWY	
	Route State Route 202			Crossing Feature / M.P. M054	Offset 0
	State AZ			County Maricopa	2nd County Maricopa
	City Chandler			Zip (optional)	
	Administrative District Phoenix Construction			Urban/Rural ☐ Urban ☒ Rural	Urban Area Code N/A
	Congressional District District 9			Congressional District % 0	2nd Congressional District District 9
	Legislative District District 18			2nd Legislative District District 18	Functional Class Large Urbanized Principal Arterial ~ Other Freeways or E
Board District District 1 (Maricopa)			2nd Board District District 1 (Maricopa)	Engineering District Central Dist	
			On Indian Reservation ☐ Yes ☒ No	On NHS ☐ Yes ☒ No	

Project Master

The system assigns Federal Aid Project Numbers based on the provided information. For example, Highway Projects are assigned based on the Route, Section (*Route Section Location*), and an automated Sequence Number.

F000801D - **389-A(205)**

This number is used in FHWA's system as the Federal Project Number.

Sub-project 01	Phase R	Request Status Approved	Technical Support Manager Amy Ritz (B5073)	Unit 4126	Phone (602) 708-0267	Federal Aid # 202-D(200)S
Program Short Name 202 S MTN FRWY						
IGA/JPA? ☐ Yes ☒ No	Internal Exp Allowed ☒ Yes ☐ No	Program Category (type of work) New Facilities (Right of Way)	Status Open	Environmental Document (Opt.)		Env Date (Opt.)
Budget Item 40516		Budget Amount \$0.00				Total Budget \$0
Funding Source RARF		Fiscal Year 2015	STIP Amend			
Comments (optional)						

Project Master

Budget Item Number - Number used to describe the Funding Source being used on the project.

Please use the comments box if the Budget Item Number does not work properly.

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Funding Source RARF		Fiscal Year 2015	STIP Amend			
Comments (optional)						

Project Master

All projects are reviewed and approved before they go to AFIS and are reviewed once they are successfully interfaced into AFIS.

Changes made in other systems are not always reflected in the current Project Master (*FAST, PIRT, AFIS...etc*).

**The process of getting a project added to AFIS requires the data to go through an interface, which processes once a day. At the earliest, a project will appear the next day after it is approved in Project Master*

Project Master

Unfortunately not all elements can be updated in Project Master once the project has been set up. A CAM (Cost Accounting Modification) must be created in AFIS to update the requested changes:

- Crossing Feature/M.P. (Beginning and End Mile Post)
 - If there is no Lat/Long a Federal Aid Number cannot be generated
- Project Length
- Project Oversight
- Program Short Name
- Program Category (type of work)
- Status

Timing is important because you don't want to submit a project before it is ready. Things always seem to change.....(*Legal documents, location name...etc.*)

AFIS

AFIS is the statewide accounting system that is used to track expenditures, charges, revenues and budgets on projects....and so much more.

System of Record for financial data....the one true source.....one ring that rules them all.....

Financial reporting is provided using the data from this system.

This is where the team ensures that all of the project information is correct.

Many other systems such as, FAST and PIRT rely on data pulled from AFIS.

Square box, round pizza,
triangle slices.



...I'M
CONFUSED!

FHWA Billing

We are responsible for billing FHWA an average of **60 million dollars** a month.

These billings are performed weekly and require an extensive amount of work and expertise to complete.

Multiple groups including GAO are involved in this process.

It is important that these billings are done properly and timely because we work on a **reimbursement** basis for the majority of ADOT's projects.

We have established Performance Measures to track the amount of items that reject and are not included in the reimbursement requests.

FHWA Billing

Some of the daily issues we encounter are usually due to insufficient or misaligned budgets.

Examples:

- **ICAP** – a percentage of each expenditure on projects that covers overhead (*administrative costs*)
 - Don't forget to include ICAP in your budget calculations
- **Payroll Additive** – a percentage of each payroll charge on projects
 - Don't forget to include Payroll Additive in your budget calculations
- **Ineligible Costs** - charging **Annual**, **Holiday** and **Sick** leave to projects

Please **Do NOT** charge **Annual**, **Holiday** and **Sick** leave to the projects.

FHWA Billing

End Dates are required by FHWA and need to be maintained by ADOT.

Expired End Dates prevent ADOT from receiving federal reimbursements.

Any expenses and/or charges are not eligible for federal reimbursement if the are incurred **after** the **End Date** *(All items that were incurred after an End Date has expired and before a new End Date has been approved are also ineligible.)*

PM is responsible for the entire project until all phases are put into F (Final Voucher) status.

Project Dashboard

Website:

ADOTDW

** Just type that in the address bar of your Chrome Browser**

ADOT ADOT Data Warehouse Home Administration ▾Welcome, Randall!

Type to search... Advanced

BECO Reports

3

Envoy Reports

2

Finance Reports

5

HRIS Reports

8

IAMDB

1

IDO Project Change Order

1

ITG Reports

3

mCarrier Reports

1

Pen / FAST Reports

5

Project Dashboard

3

Project Dashboard

Project Dashboard Introduction and Training

Usage Report

Recent Reports

10

Favorites

4

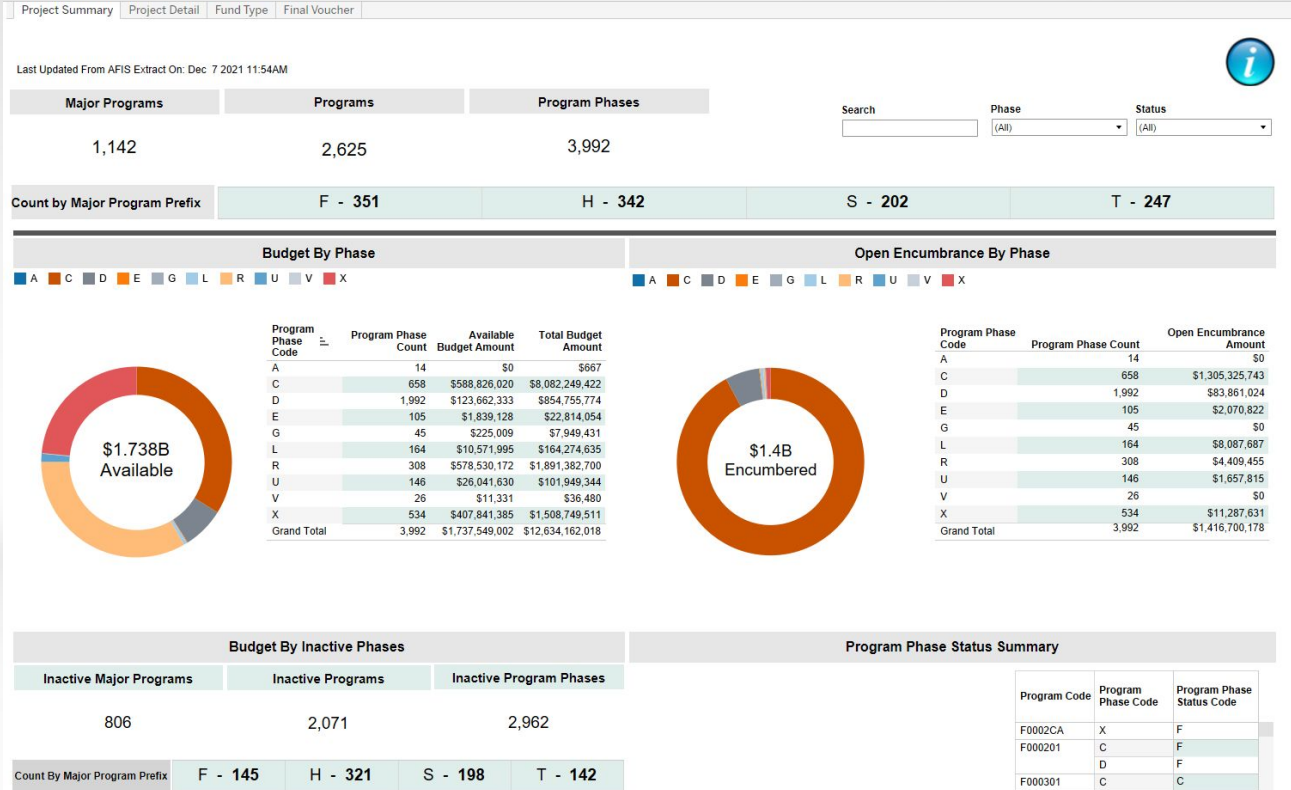
Welcome to the ADOT Data Warehouse

Please select a report from the left to begin.

ADOT
Arizona Department of Transportation

ADOT

Project Dashboard



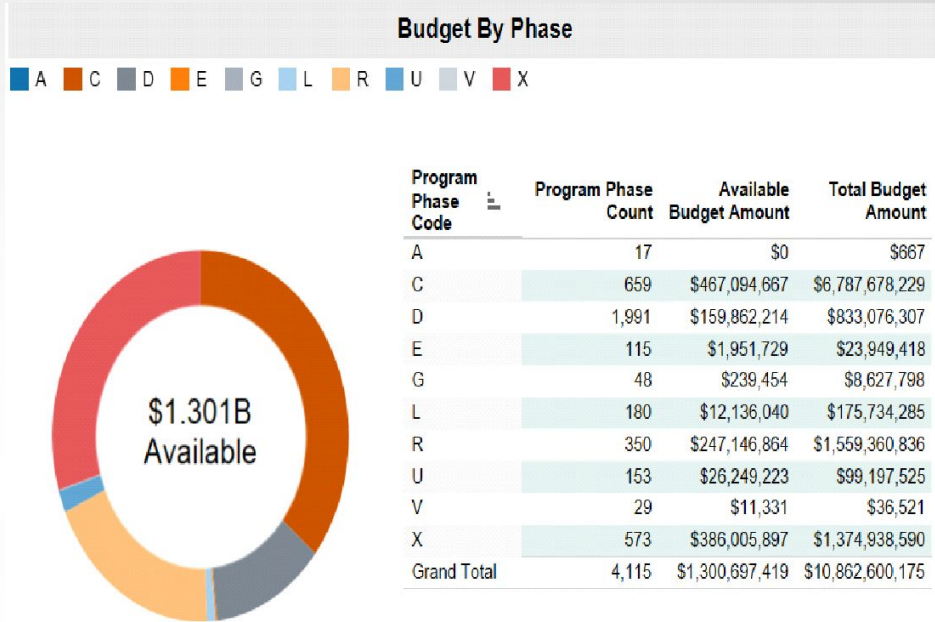
Project Dashboard

Budget By Phase has color blocks for the different Program Phases

Donut chart of Available Budget Amount

Chart of Program Phase Code, Program

Phase Count, Available Budget Amount and Total Budget Amount

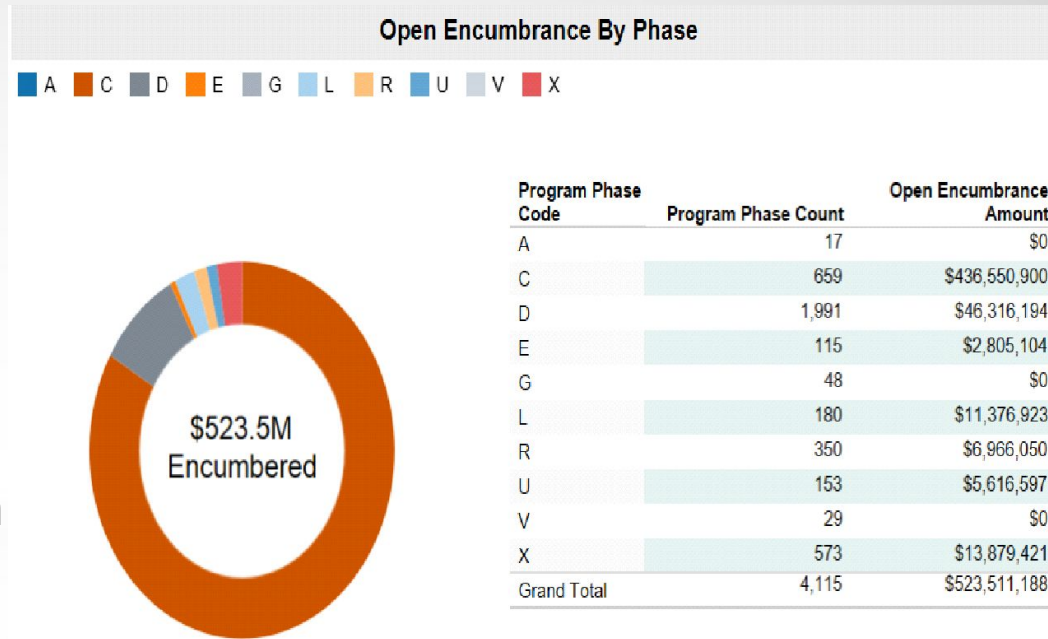


Project Dashboard

Open Encumbrance By Phase
has color blocks for the different
Program Phases

Donut chart of Encumbered
Amount

Chart of Program Phase Code,
Program Phase Count and Open
Encumbrance Amount



Project Dashboard

Inactive Counts by Major Program, Program and Program Phase

Counts of Inactive Phases by Prefix F, H, S, T

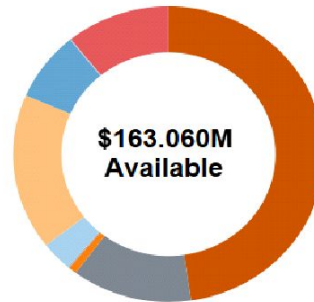
Program Phase Codes by Color

Donut chart of Available Budget Amount

Inactive Phase Chart

Budget By Inactive Phases				
Inactive Major Programs		Inactive Programs		Inactive Program Phases
819		2,194		3,060
Count By Major Program Prefix	F - 101	H - 377	S - 220	T - 121

■ A
■ C
■ D
■ E
■ G
■ L
■ R
■ U
■ V
■ X



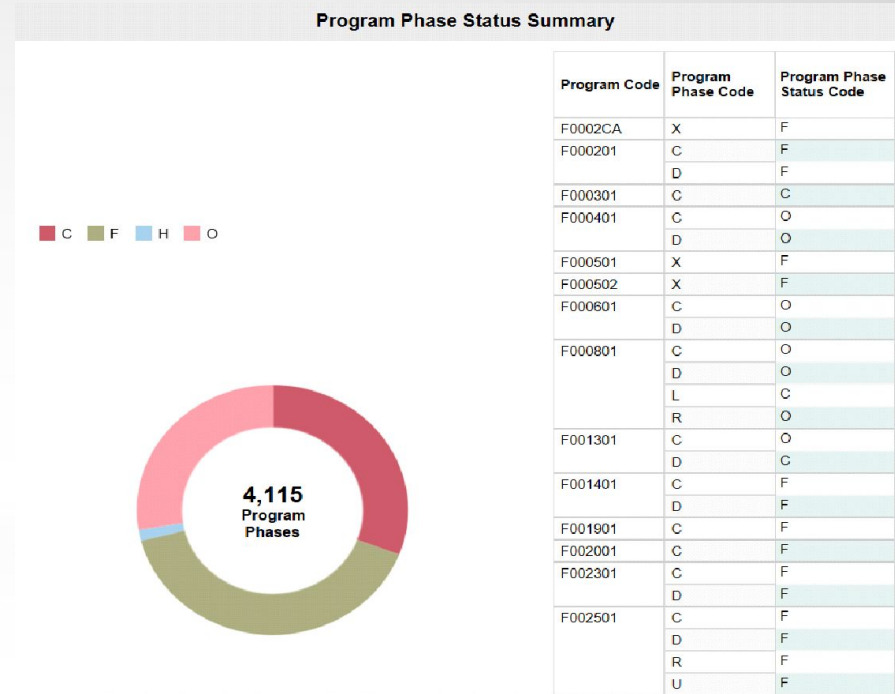
Program Phase Code	Program Phase Count	Available Budget Amount	Total Budget Amount
A	16	\$0	\$0
C	331	\$77,737,918	\$2,389,862,355
D	1,611	\$20,426,647	\$410,726,579
E	110	\$1,387,905	\$12,613,723
G	47	\$238,297	\$8,590,412
L	144	\$5,308,543	\$86,622,532
R	286	\$27,827,224	\$261,331,970
U	137	\$12,500,952	\$56,920,549
V	29	\$11,331	\$36,521
X	349	\$17,620,683	\$608,838,202
Grand Total	3,060	\$163,059,500	\$3,835,542,844

Project Dashboard

Program Phase Status color codes

Donut Chart of Program Phase Statuses by Status

Chart of Programs and Program Phases by Status



Project Dashboard

The Project Detail tab shows you the details of the data from the Project Summary Tab

There are 3 available views on the Project Detail tab: Budget Detail, Encumbrance Detail and Inactive Report

Inactive Report												Unit Code (Only applicable to Encumbrance detail)	
Major Program Code	Major Program Name	Project Manager	Program Code	Program Phase Code	ProgramPhase Status Code	Federal Aid Project Number	Authorization Date	Last Expenditure Date	Project End Date	Days Inactive	Available Budget Amount	Current Budget Amount	Open Encumbrance Amount
F0008	Short Creek - Fredonia Hwy - Short Cre..	Kirstin Huston (E0361)	F000801	L	C	389-A(205)T	12/17/2015	9/2/2017	6/30/2022	1190	\$683	\$68,000	\$0
F0133	I-17 : I-10 TO SR 101L	Huston, Kirstin (E0361)	F013301	D	F	017-A(254)T	3/6/2017	10/13/2018	12/31/2020	784	\$341	\$312,000	\$0
				X	F	Null	7/11/2017	10/27/2018	12/31/2020	770	\$1,463	\$636,500	\$0
F0161	E SELIGMAN TI OP EB 1259 WB 1260	KIRSTIN HUSTON (E0361)	F016101	L	C	040-B(229)T	9/12/2017	4/17/2019	6/30/2021	598	\$91,791	\$110,000	\$0
SB462	PIMA COUNTY - ELEMENTAL BRIDGE INSPECTIONS	Huston, Kirstin (E0361)	SB46201	D	C	Null	6/19/2014	6/3/2019	12/31/2019	551	\$673	\$5,000	\$0
			SB46203	D	C	PPM-0(247)D	6/11/2014	4/19/2019	12/31/2019	596	\$91,292	\$397,667	\$0
SB463	PAG - REGION WIDE CULVERT LOA..	Huston, Kirstin (E0361)	SB46301	D	C	Null	6/19/2014	10/24/2018	12/31/2019	773	\$788	\$5,000	\$0
SF009	LIMBERLOST DR-1ST AV TO CAMPBELL AV, TUCSON	KIRSTIN TVEDTEN (E0361)	SF00901	D	O	TUC0245A	11/28/2011	12/18/2019	12/31/2021	353	\$459	\$5,000	\$0
			SF00902	D	O	TUC0245A	11/28/2011	8/23/2018	12/31/2021	835	\$777	\$153,000	\$0
SH568	CITY OF TUCSON - 4TH/CONGRESS/TOOLE	TVEDTEN, KIRSTIN (E0361)	SH56801	C	C	TUC-0(247)D	7/17/2017	10/10/2018	6/30/2019	787	\$37,170	\$304,166	\$0
				D	C	TUC-0(247)D	3/12/2012	7/19/2017	Null	1235	\$1,916	\$10,000	\$0
			SH56803	D	C	TUC-0(247)D	3/12/2012	6/15/2018	Null	904	\$1,283	\$127,000	\$0

Project Accounting

When you need us.....we'll be there:

Project creation, project updates, project issues and help with Project Master Document errors (*Project related*)
Project related data

Things we need from you:

Project Manager names updated
Project Numbers when reporting issues
Screen shots
Don't delete rejected docs before they are reviewed
Review your project data (*End Dates and Budgets*)

Questions?

**COMING TOGETHER
IS A BEGINNING.**

**KEEPING TOGETHER
IS PROGRESS.**

**WORKING TOGETHER IS
SUCCESS.**

Contact info: PAccounting@azdot.gov

The End

