PROJECT DELIVERY ACADEMY

MODULE 6: PROJECT CLOSEOUT AND MAINTENANCE

PROJECT ACCOUNTING

Presented by:

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ADOT

PROJECT ACCOUNTING

Patrycja Kozaczka – Accounting Administrator
Randy Clift – Project Accounting Manager

Lori Gibbs
Sharri Moss
Kara Sullivan
Mary Fagyas

TEAMWORK

A Little over 2 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.

ADOT

What Do We Do All Day?

What Do We Do All Day……Really

Equipment Services

CAM

FHWA Audits

JVC

KAIZEN

BQ40LV2

FO-23

ICAP

Payroll Additive

FHWA Billing

CAS

Project Master

Overflow

Billing Review

FHWACLN

FHWA Credit Audit

Project Manager Support

AFIS

BUDGET RECONCILIATION

PDCAs

BQ37LV3

GEMBA WALKS

Reporting

Ineligible Expense Review

Payroll Rejects

REIMHIST

Invoice Reconciliation

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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 **<u>crucial</u>** 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*)

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	Phase	Request Status	Technical Support Manager		Unit	Phone	Federal Aid #
01	R	Approved	Amy Ritz (B5073)		4126	(602) 708-0267	202-D(200)S

Program Short Name
202 S MTN FRWY

IGA/JPA?	Internal Exp Allowed	Program Category (type of work)		Status	Environmental Document (Opt.)	Env Date (Opt.)
○ Yes ● No	● Yes ○ No	New Facilities (Right of Way)		Open		

Budget Item		Budget Amount		Total Budget
40516		$0.00		$0
Funding Source	Fiscal Year		STIP Amend	
RARF	2015			

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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Budget Item	Budget Amount		
40516	$0.00		Total Budget
Funding Source	Fiscal Year	STIP Amend	$0
RARF	2015		

Comments (optional)

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Project Master

All projects are reviewed and approved before they go to AFIS and are reviewed once they are <u>successfully</u> 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 <u>approved</u> 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.*)

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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

Project Dashboard
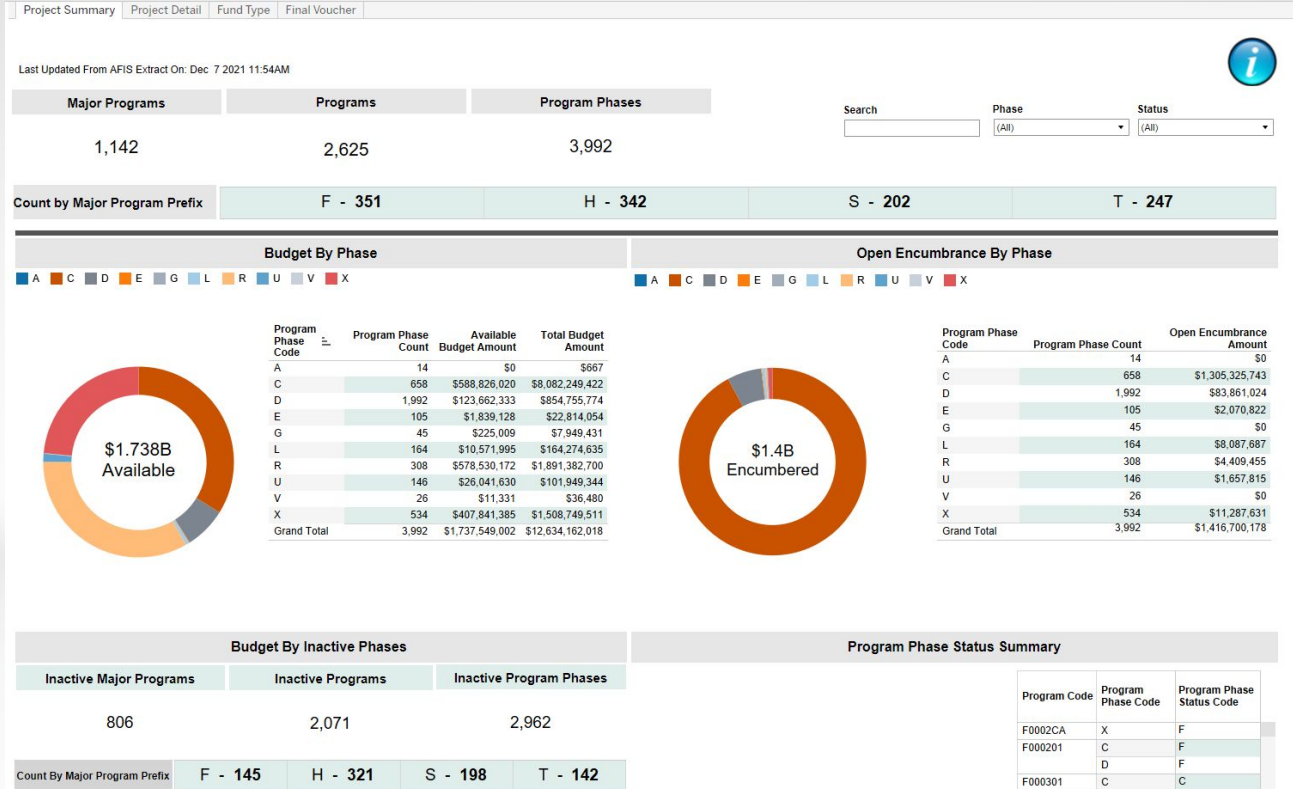
Project Dashboard

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

Budget By Phase

A C D E G L R U V X

$1.301B Available

Program Phase Code	Program Phase Count	Available Budget Amount	Total Budget Amount
A	17	$0	$667
C	659	$467,094,667	$6,787,678,229
D	1,991	$159,862,214	$833,076,307
E	115	$1,951,729	$23,949,418
G	48	$239,454	$8,627,798
L	180	$12,136,040	$175,734,285
R	350	$247,146,864	$1,559,360,836
U	153	$26,249,223	$99,197,525
V	29	$11,331	$36,521
X	573	$386,005,897	$1,374,938,590
Grand Total	4,115	$1,300,697,419	$10,862,600,175

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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

Open Encumbrance By Phase

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

$523.5M Encumbered

Program Phase Code	Program Phase Count	Open Encumbrance Amount
A	17	$0
C	659	$436,550,900
D	1,991	$46,316,194
E	115	$2,805,104
G	48	$0
L	180	$11,376,923
R	350	$6,966,050
U	153	$5,616,597
V	29	$0
X	573	$13,879,421
Grand Total	4,115	$523,511,188
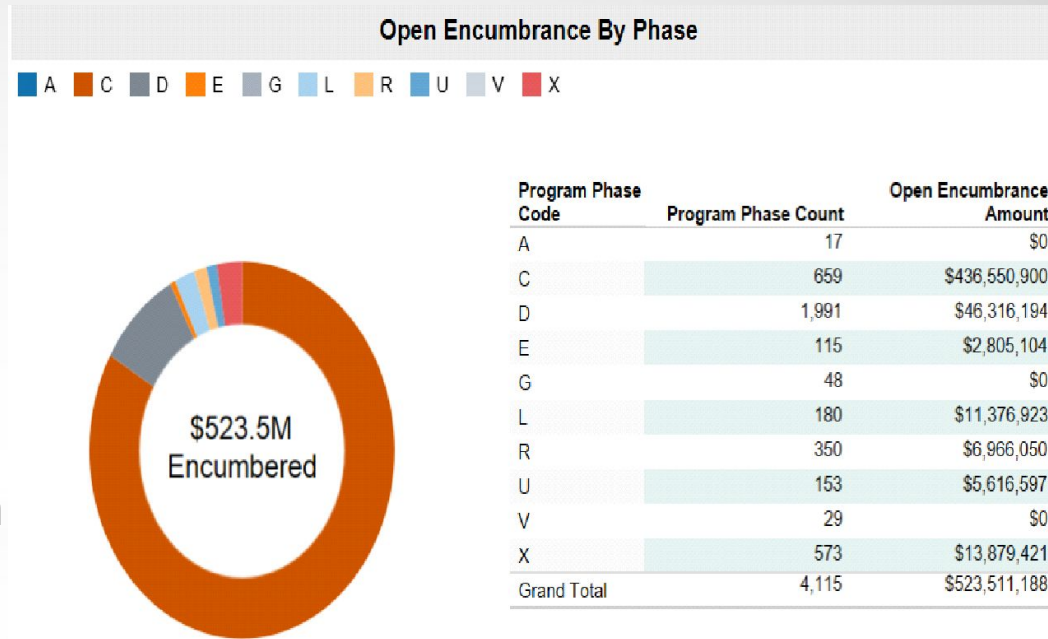
Project Dashboard

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

$163.060M Available
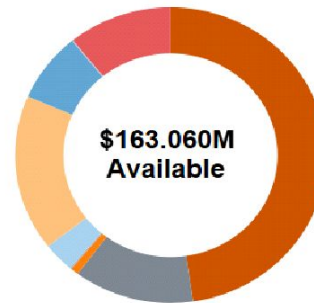
Program Phase Code	Program Phase Count	Available Budget Amount	Total Budget Amount
A	16	$0	$0
C	331	$77,737,918	$2,389,862,355
D	1,611	$20,426,647	$410,726,579
E	110	$1,387,905	$12,613,723
G	47	$238,297	$8,590,412
L	144	$5,308,543	$86,622,532
R	286	$27,827,224	$261,331,970
U	137	$12,500,952	$56,920,549
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

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Project Dashboard

Program Phase Status color codes

Donut Chart of Program Phase Statuses by Status

Chart of Programs and Program Phases by Status

Program Phase Status Summary

Program Code	Program Phase Code	Program Phase Status Code
F0002CA	X	F
F000201	C	F
	D	F
F000301	C	C
F000401	C	O
	D	O
F000501	X	F
F000502	X	F
F000601	C	O
	D	O
F000801	C	O
	D	O
	L	C
	R	O
F001301	C	O
	D	C
F001401	C	F
	D	F
F001901	C	F
F002001	C	F
F002301	C	F
	D	F
F002501	C	F
	D	F
	R	F
	U	F

Donut chart legend: C, F, H, O

4,115 Program Phases
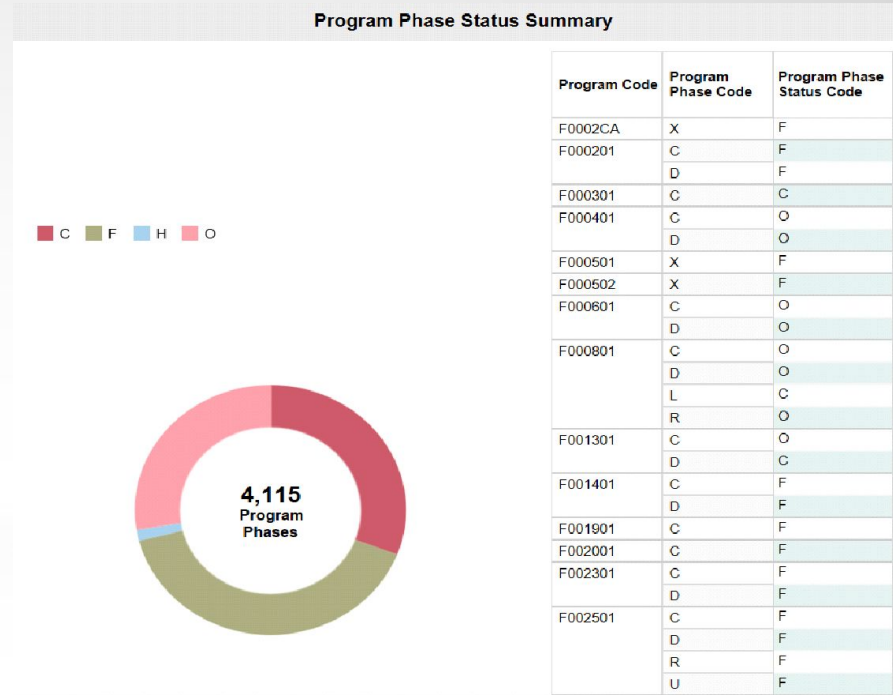
Project Dashboard

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 (E036..	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

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The End