



PROJECT COST REDISTRIBUTION FREQUENTLY ASKED QUESTIONS

1. What is the Cost Redistribution Spreadsheet?

The cost redistribution (PCR) spreadsheet records all work on the specific projects for 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. After the consultant invoice is paid, all valid cost redistribution spreadsheets are redistributed by the PCR process.

Note: Click [here](#) to the Microsoft Excel Guidance section below to resolve file specific errors and issues.

2. What email address should I use in the cost redistribution spreadsheet?

The email address used in the cost redistribution spreadsheet will be used to deliver status updates and error messages during the PCR process. Please double check to make sure that the email address input on the spreadsheet is correct.

Note: If you are not receiving an expected PCR email, check all your email folders (spam, junk, clutter and quarantine) then reach out to your District PCR Coordinator.

3. Can I use any Contract Number?

No, the Contract Number should be a valid Contract Number provided by FDOT under which the work was performed. The contract number used must match the submitted Consultant Invoice Transmittal system (CITS) invoice.

4. Can I use any DOT Invoice Number?

No, the invoice number must match a submitted invoice in the Consultant Invoice Transmittal system (CITS). If it does not, an Ineligible Invoice error will be returned by the PCR process.

5. How do I add new lines in the spreadsheet?

Input the number of new lines to add to the spreadsheet and click on the Insert button to add them.

6. How does the Delete Blank Rows button work?

The Delete Blank Rows button will not do anything, if there is only one blank line. 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.

7. How does the Clear Worksheet button work?

The Clear Worksheet button removes all entered information in the PCR spreadsheet.

Note: Please use caution when using this button, as there is no user confirmation after this action is requested.

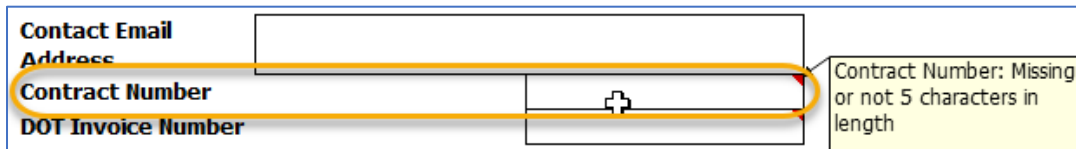
8. How does the Create File button work?

The Create File button opens the SaveAs dialog box to allow the user to specify the save location of the PCR file. Only click this button after double-checking all user entries on the PCR spreadsheet.

Note: Please do not change the file name, as it is used throughout the PCR process and is a combination of the contract and invoice numbers.

9. How can I receive more information on the errors in the PCR spreadsheet?

Look for cells with a red triangle in the upper right corner (example below) and move your cursor within the cell for additional error information.



The image shows a portion of a spreadsheet form with four input fields: 'Contact Email Address', 'Contract Number', and 'DOT Invoice Number'. The 'Contract Number' field has a red triangle in its top-right corner. A yellow callout box points to this triangle with the text: 'Contract Number: Missing or not 5 characters in length'. A yellow oval highlights the 'Contract Number' field and the callout box.

10. What should be input in the From Project field?

The From project must be a valid financial project associated with the contract and the invoice. Check with your FDOT Project Manager, if you are unsure about the financial project number(s) to use. Also, the total of all of the From project lines must match (excluding rounding) to the invoice total or an PCR error (Total of From amount doesn't equal invoice amount) will be created.

Note: Please do not enter dashes or spaces in the From Project number field, as the PCR spreadsheet automatically formats the project number fields.

11. What should be input in the To Project field?

The To project must be a valid financial project associated with the contract and the invoice, it should also be the specific project number included on the CITS invoice. Check with the FDOT Project Manager, if you are unsure about which financial project number(s) to use.

Note: Please do not enter dashes or spaces in the To Project number field, as the PCR spreadsheet automatically formats the project number fields.

12. What should be input in the Amount field?

The Amount field should contain the total cost of the work done for that specific project on the invoice and only positive amounts are allowed.

13. Can I leave Project Description field blank?

Yes, the Project Description field can be left blank, but it is advisable to complete it for your records. It is automatically converted to Upper case by the PCR spreadsheet.

14. Should I Enter Amount in Total Amount field?

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

Error Messages

During the Project Cost Redistribution (PCR) process, you may receive one of the following error messages below:

***Note:** The error messages in this section usually require the file to be reviewed, corrected and resubmitted. Please reach out to your District PCR Coordinator for additional assistance.*

1. No Project Cost Redistribution file was attached to your email

A PCR file was not attached to in your email. Please resend your email with a valid PCR file to PCRLOAD@dot.state.fl.us.

2. The file attached to your email, XXXXXXXXX.txt is not a valid PCR file

Please review the PCR file, as a correct file should contain a header and at least one detail record.

3. Error(s) found in redistribution file for Contract XXXXX Invoice XXXX

Please review the error(s) in the body of the email and resubmit the file. Potential errors include:

- Ineligible contract: The contract number provided in the PCR file header, is not identified as eligible for PCR in the Consultant Invoice Transmittal System (CITS).
- Ineligible invoice: The invoice number provided in the PCR file is not valid as it is not one of the following CITS statuses:
 - Paid (PAD)
 - Pending (PENDING)
 - EED (Electronic estimate disbursement)
 - CFM (Contract fund management)

4. Invalid From Project Id

The From Project number used in the PCR file does not match the financial project number used on the submitted CITS invoice.

5. Invalid To Project Id

The To Project number in the PCR file is not a valid financial project number in DOT's Financial Management (FM) system.

6. Total of From project amounts not equal to invoice amount

The total from the Project Cost Redistribution file is not equal to the corresponding amount of the submitted CITS invoice.

Note: To allow for rounding, the PCR file must be within the threshold (currently, the number of PCR file rows x \$0.50) to pass this edit.

7. If the From and To Item + Seg match, From and To ProjID must be equal

The item + segment are the first seven digits (xxxxxx-x) of the project number and if they are the same, the entire project numbers must match.

8. To project Id not in current, prior, or next FY (Fiscal Year)

The Work Program subsystem is reviewed to ensure that the To project has an authorized estimate in the prior, current or next State Fiscal Year.

9. No Preliminary Engineering phase exists on the To project

The Work Program subsystem is reviewed to ensure that the To project has an authorized Preliminary Engineering (Phase 3X) estimate in the prior, current or next State Fiscal Year.

10. Construction support work not authorized for To project

The Work Program subsystem is reviewed to ensure that the To project has an authorized Construction (Phase 5X) or Construction Support (Phase 6X) estimate in the prior, current or next State Fiscal Year.

11. File rejected due to negative distribution

PCR files are not allowed to have negative distribution amounts. Please correct your line item amount(s), save and resubmit the file.

12. Cannot Redistribute from a federal project

To projects used in a PCR file should not contain any Federal funding in the Work Program subsystem. The PCR process will accept your file and mark it as DIS. If any changes are needed to your PCR file, they will need to be requested by the Project manager or the District PCR coordinator.

13. Projects off the St Highway. Sys. (TS=06,16) not eligible for PCR

To projects used in a PCR file should be on the State Highway System. Please contact your Project Manager after you have confirmed the project number is correct and you receive this error.

14. Can't create To PROJID, entire PCRfile rejected, please resubmit

The Work Program subsystem is reviewed to ensure that the To project has an authorized Preliminary Engineering (Phase 3X), Construction (Phase 5X) or Construction Support (Phase 6X) estimate in the prior, current or next State Fiscal Year.

15. Invoice already distributed

Once a PCR file is distributed by the process, CITS is updated to show that the invoice has been distributed. If you (re)submit a file for a distributed invoice, you will receive this error.

Note: If you need to make any project/amount corrections to a PCR file that has already been distributed, the Project Manager will need to manually request the FLAIR corrections.

16. Phase 1C invalid. Planning phase ineligible for redistribution

Planning (Phase 1X) contracts should not be processed through PCR. They should be encumbered to the specific project number(s) according to the current Work Program instructions.

Informational Messages

During the Project Cost Redistribution (PCR) process, you may receive one of the following informational messages below:

Note: *Any of the information messages in this section will not stop the PCR process. If corrections need to be made to distributed files, the Project Manager will need to request the FLAIR corrections through the Financial Services office. The PCR process is not designed to process corrections*

1. The project cost redistribution file submitted to FDOT by your firm for Contract XXXXX, Invoice XXX has replaced the previous submission

This occurs when a file is submitted multiple times during the day and prior to the nightly PCR job.

2. Phase changed to construction support

When a project has Preliminary Engineering (Phase 3X) in any prior year or a Construction (Phase 6X) in the current or next fiscal year, the To project will become a 6C phase.

3. Amount changed by + or - nnnn.nn to correct rounding difference

If any rounding is necessary, this provides additional information on the redistributed amount after rounding.

4. To project older than last fiscal year

The Preliminary Engineering (Phase 3X) estimate exists in the Work Program subsystem at least two Fiscal years ago or more.

5. To project not qualified, changed to From project

There was not an authorized Preliminary Engineering or Construction Support phase on the To project, project number changed to the From project.

6. Construction / CEI programmed beyond next fiscal year

The Construction Support (Phase 6X) estimate exists in the Work Program subsystem at least two Fiscal years in the future or more.

Missing or Failed PCR files Report

1. What should you do if you submitted your PCR file, but the invoice appears on the missing file report?

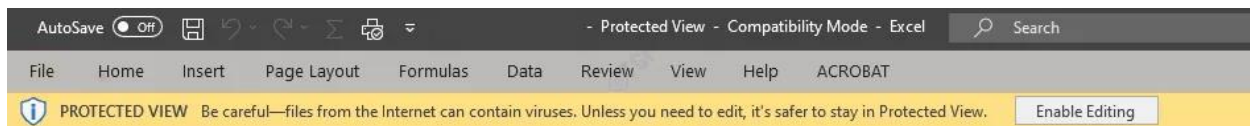
Check your recent emails from the PCR process to ensure that you didn't receive an invalid PCR file format email.

Also, please check all your email folders (spam, junk, clutter, quarantine) for PCR emails, as PCR emails have been inadvertently sent to these folders in the past.

2. What if my District doesn't exist on the Missing or Failed PCR report?

Congratulations! That means that your District does not have any Missing or Failed PCR files.

PCR File Issues – Microsoft Excel Guidance



For technical assistance or questions with the PCR file, please see the links from Microsoft.com below:

- [Microsoft.com - What is protected view?](#)
- [Microsoft.com - Why can't I edit this file?](#)
- [Microsoft.com - Why did my file open read-only?](#)
- [Microsoft.com - Edit cell contents](#)
- [Microsoft.com Answers - Enable editing by default](#)

CITS Invoice Statuses

Invoice Status	Invoice Status Description
REC/PEN	<ul style="list-style-type: none"> • PCR is waiting for the invoice to be processed
BYP	<ul style="list-style-type: none"> • The PCR file contained an error • For more information, refer to the latest PCR email
FAL	<ul style="list-style-type: none"> • The PCR file contained an error and must be corrected/re-submitted • For more information, refer to the latest PCR error email
DIS	<ul style="list-style-type: none"> • Redistribution has been completed. • A successful distribution email is sent back to the email address in the PCR file.
EXM	<ul style="list-style-type: none"> • This invoice is exempt • Usually due to the PCR file having the same From and To financial projects

