

Pre-Approval Estimate Error and Encumbrance Check Report

This report has been developed to let the field make an error check before the estimate goes out for approvals. You should run this report after the estimate has been generated, all the line item and contract adjustments are made and **before the first level of approval**. The report compares tables in SM that EED uses to generate payment to the Contractor. If those tables do not agree, then an error is generated by EED. This report will allow the field to detect those errors before it gets into the approval process and corrections can be made with little effort.

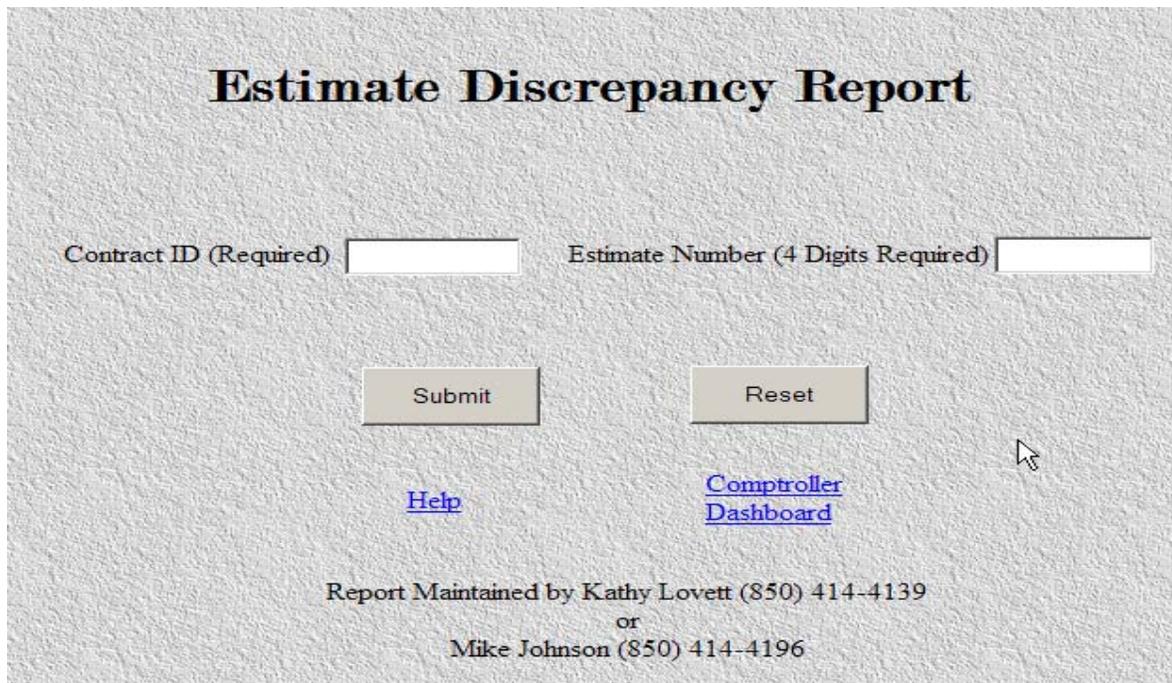
In addition, a link is located on the launch page to check the encumbrance balance available for the work activities against what is paid on the TSO Estimate. This enables you to know up front that you may not have enough money encumbered for the contract/FIN Project.

The report is located on the State Construction INTRANET web site under the Ad-Hoc Report System.

Under the tab for Estimates, the report is titled "EED Estimate Discrepancy Report".



Click on the new report type and the following screen will come up. This report is by contract and estimate. It will only create a report for the current estimate.

A screenshot of a web form titled 'Estimate Discrepancy Report'. The form has a light gray background. At the top, the title 'Estimate Discrepancy Report' is displayed in a large, bold, black serif font. Below the title, there are two input fields: 'Contract ID (Required)' and 'Estimate Number (4 Digits Required)'. Below these fields are two buttons: 'Submit' and 'Reset'. At the bottom of the form, there are two links: 'Help' and 'Comptroller Dashboard'. At the very bottom, there is a footer that reads: 'Report Maintained by Kathy Lovett (850) 414-4139 or Mike Johnson (850) 414-4196'.

Once you enter in the Contract # and Estimate #, click on the “**Submit**” button. If you get the following page, then your estimate most likely will not have any errors once you get to the EED check.

**No Errors Found for
Contract ID: T7244
Estimate: 0014**

If you get the following error report and the difference in the EED Amount and the SM amount is \$0.01, then send the file to Steve Carter in the Central Office at steve.carter@dot.state.fl.us. This is caused by an internal rounding problem in SM and a data base request change will have to be made. Do not continue with the estimate approval process until you have received confirmation that the data base change has been made. If the error is caught early on, the data base change turnaround is fairly quick.

<u>Current Paid Amount</u>	<u>Contract Level Adjustments</u>	<u>Line Item Adjustments</u>	EED Amount Paid Including Adjustments	SM Source Current Amount Paid
\$1,318,414.82	\$.00	\$53,990.58	\$1,372,405.40	\$1,360,242.36
			I	

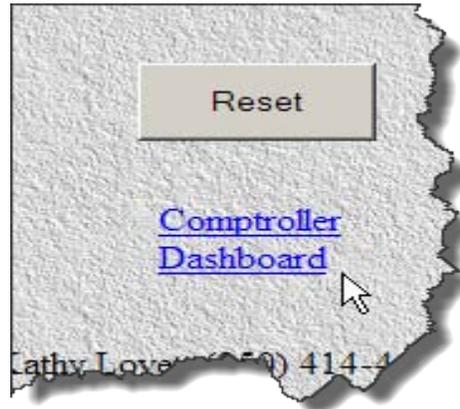
If the difference is greater than \$0.01, then most likely the error was caused by inputting the line item adjustment (LIA) in and finding out later that the incorrect amount was input. Instead of then deleting the adjustment, a correction was made to the existing LIA and then resaved. To correct, delete the LIA in question and enter the correct information and save. To ensure that the data base gets refreshed, it would be better to get completely out of SM and come back in.

ALL incorrect manual LIAs entries should be deleted and re-entered.

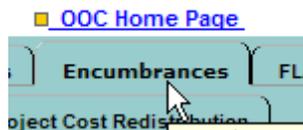
If the error was found after estimate generation and before the first approval, then you only need to correct the LIAs. If the error was found after the first level of approval, then the estimate will have to be rejected and corrections made.

Encumbrance Check on TSO Estimate

To check the encumbrance balance for your contract, a link to the Comptroller's WEB ADHOC site is located on the launch page. This needs to be checked **before the first level of approval** is done in SM so that the problem can be fixed before it gets to the EED payment process.



When you click on Comptroller Dashboard, you will be directed to the following site.



Click on the Encumbrance tab. Under the Encumbrance tab you will have the following options:

Under the Encumbrance



To check the Encumbrance Balance that is in the CFM system, click on the Encumbrance Balance Report.

Here you will be asked to provide information either by FIN Project number or Contract number.

When you click on the Submit button, an Excel spreadsheet will open to provide you with the encumbrance balance for your contract. The information you are looking for is all the way to the right of the spreadsheet.

	Z	AA	AB
	WORK		
	ACTIVITY	STATE PROGRAM	AMOUNT
	=====	=====	=====
30	202	1601010600000001	27,259.55
30	240	1601010600000001	147,931.75
		+	

The report will provide you with the Work Activity Code and the remaining balance amount for each work activity. You can compare the amounts from FLAIR with what you are trying to pay on the TSO estimate. If there is more money encumbered than what you are trying to pay on a Work Activity, then you should be OK to finish processing the estimate for payment. If there is not enough money encumbered, then you may need to process an encumbrance request for additional money before you can pay the estimate.

Once you determine that there may not be enough money encumbered, you will then need to start the encumbrance process. You can continue with the estimate approval process and the money should be there when the estimate gets to EED.

It is important to note that the encumbrance check will show totals as of the prior business day. When the estimate is released to EED, the system will perform the same validation, so there is no reason to delay the estimate by an additional day waiting on a recently encumbered amount to show up on the encumbrance report.