PRP Accounting

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Welcome

• PRP Accounting processes:

  • All invoices (POs, LSSI Work Orders, Other Obligations)
    • Approximately 1000 invoices a month
  
  • Encumbrance requests for all Program obligations
    • Also cancellations and requests to reduce encumbrances

• MyFloridaMarketplace (MFMP) Account requests and changes
  • Passwords issues, please email MFMP_Administrator@dep.state.fl.us for assistance
General Tips & Reminders

• Approve IR’s immediately!!! PRP only has 5 days to review, submit and obtain site manager approval in MFMP

• Out of Office Delegations
  • Request in MFMP as soon as possible
  • Attach to all invoices approved on behalf of someone else

• Need to reject an invoice?
  • Please contact the accounting associate that submitted the invoice prior to rejecting, we may be able to correct without rejecting
    • Cc: Derrick Woodard and Monica Brady
• Do **NOT** approve a change order for a pay item that has already been approved for payment

• Permits are required **prior** to any work being completed, FDEP will not pay for after-the-fact permits

• SM’s should never edit a PR - PR Creators initiate all new requisitions and changes in MFMP

• CPE – if invoices are always received within 30 days of approval, they get a 2 otherwise another value should be assigned.
See the “Required Documents” tab of the SPI workbook for the items that must be submitted to the site manager to approve the deliverable/task for invoicing.

• Work may be completed after the task due date but retainage should be forfeited per the contract as follows:
  • If submitted 1 to 7 calendar days past the required due date, retainage on the Deliverable pay item is forfeited.
  • If submitted more than 7 calendar days, retainage is forfeited on the entire task.

• Absolutely **NO** work should be performed after the Period of Service (PO End Date).
Disposal Manifest

- Do not approve for payment unless disposal manifest is received.

- If not completed within task, a change order should be processed to move to a different/new task or extend the due dates.

- If not received with the report in which tasked, request supplemental information via response to comments prior to approving the deliverable.

- Recommendation: Add the pay item to the last task, it may be approved for invoicing at any time.

- IMPORTANT: Make sure the final destruction manifest is received prior to approving the final invoice with retainage.
Travel & Per Diem

In order to be eligible for Per Diem:

- Travel must not be included in the pay item loaded rate,
  - Per Diem must be available in SPI (Pay Item 4-1.a or 4.1.b)
- Traveler must work at the same facility for more than one consecutive day, and
- The facility must be located greater than 50 miles from official headquarters

Per Diem pays the contractor/subcontractors for food and shelter whereas mobilization pays for the vehicle, travel time, and mileage.
Per Diem Drawing

Daily Rate (When overnight travel occurs) ........................................ $80.00
Quarterly Rate (One fourth of the daily rate) ...................................... $20.00

12:00 midnight

6:00 p.m.

Q4 - $20.00
(6:01pm – 12:00am)

Q1 - $20.00
(12:01am – 6:00am)

Q3 - $20.00
(12:01pm – 6:00pm)

Q2 - $20.00
(6:01am – 12:00pm)

12:00 noon

6:00 a.m.
• A separate voucher is required for each facility/traveler
• The traveler and their supervisor **must** sign the voucher
• The traveler only needs to enter the departure time from headquarters on the 1st day and only the time returned to headquarters on the final day, as long as they worked at the same facility
Travel Example

• Example: A Contractor leaves the office at 9:00 a.m. on Day 1 and returns to the office the next day at 7:00 p.m., the calculation would be as follows:
  • Day 1: 9:00 a.m. falls in the second daily quarter of 6:00 a.m. to Noon, the contractor would be eligible for Qtrs. 2, 3 and 4 on Day 1. (3 @ $20 per quarter = $60)
  • Day 2: 7:00 p.m. falls in the fourth daily quarter of 6:00 p.m. to Midnight, the contractor would be eligible for Qtrs. 1, 2, 3 and 4 on Day 2. (4 @ $20 per quarter = $80)
  • Total per diem for payment: $60 + $80 = $140

• Please refer to the Restated and Amended ATC Contract, Florida Statue 112.061, and Florida Administrative Code Chapter 69I-42 for more information about Per Diem
It is important that the correct priority code is selected when creating a TA/WO. Funding is linked directly to the priority code.
Associating Deliverables in STCM

Deliverable Review letters should include at minimum the following:

- Report Name
- Task #
- Date Received and date supplemental information received, if applicable
  - Dates should match STCM Reports
- Amount Approved
  - If cost share, include FDEP amount & cost share amount separately so the contractor may use the same letter to request payment from owner
  - Forfeited retainage amount, if applicable
- Response to Comments are not associated to an amount so please be sure to include the actual report name you are approving in the deliverable review letter.
- The number of reports in STCM should be the same as the number of tasks in your SOW (minimum), any invoice point should have a deliverable listed.
  - If you have questions about setting up your reports in STCM, please contact your team leader.

Corrected letter? Make sure it is uploaded to Oculus.
STCM Data Entry Tips

• Up to 7 Deliverables can be entered in the Task Assignment (TA) or Work Order (WO) Form in STCM.
  • Note that Deliverable #7 in STCM must always be the final deliverable and there can only be one #7 deliverable.

• Additional deliverables (#8 thru #99) can be added for a TA/WO in the Task Reports screen in STCM. However, the Deliverable #7 will need to have the latest due date.

• The date of the deliverables DO NOT have to be in chronological order with the Deliverable #.

• If the Deliverable #7 originally entered in STCM is no longer the final deliverable because an additional task/deliverable is added via an RFC, the original Deliverable #7 must be switched from a 7 to any other available # (between 1 and 99), and then add the new final deliverable report as Deliverable #7.
  • Due to special circumstances and the connection to the Low Score Assessment data page, if the Deliverable #7 is an SCS(LSA) report or LSSI report, it can never be changed. If a subsequent report is added such as a Well Abandonment Report, the WA report should be added as a different deliverable number and the original Deliverable #7 SCS report due date should be changed to match the final deliverable date of the WA report.

• Every deliverable received (including partial deliverables submitted for invoicing purposes) must have a report listed in STCM and be uploaded into OCULUS even if it is not an SPI pay item report. Examples include interim deliverables such as field notes and lab report as well as Response to Comments (RTC).
See above GC788-039A which is correct as the deliverables #10 & #11 are due prior to #7.
Audits

The Office of General Council audits PRP’s Purchase Orders/Work Orders:

• Please confirm that all items approved for payment are authorized and documentation is available per the “Required Documents” tab found in Attachment B – Schedule of Pay Items

• If a refund is required:
  • Forward an electronic copy of the letter requesting the refund to Monica Brady
  • Refunds should be mailed to PRP, Attention Monica Brady, for processing
Searching for Invoices in MFMP

• Search → Invoice Reconciliation

  • By IR Number – enter last 7 digits of MFMP invoice ID
    • IR25544-4058555 – the IR sequence # is 4058555

  • By Supplier Invoice # – enter the contractors invoice number
    • IR25544-4058555 – the Supplier Invoice # is 25544
Navigation Tips Con’t

• Search → Purchase Order

  ![Image of search interface]

  - Type: Purchase Order
  - Search Filters:
    - Order Title
    - Close Order
    - Contract ID
    - Date Ordered
    - Order ID
    - PUI: 3701

• Enter PO number
  • Speed up search by limiting PUI to 3701 (Petroleum)
  • Date Ordered – No Choice

• Click on Invoice tab for a list of all invoices
  • Click on invoice ID, then reconciliation tab to see attachments
Navigation Tips Con’t

STCM Invoice Search

- Search by Purchase Order or Task Assignment #
  - Click on the invoice or change order line to see action dates

STCM Actions:
- F11 – Search
- F12 – Executes search
- IFA – Date invoice or CO sent to F&A for processing (submitted in MFMP)
- RFI – Date final invoice processed
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