



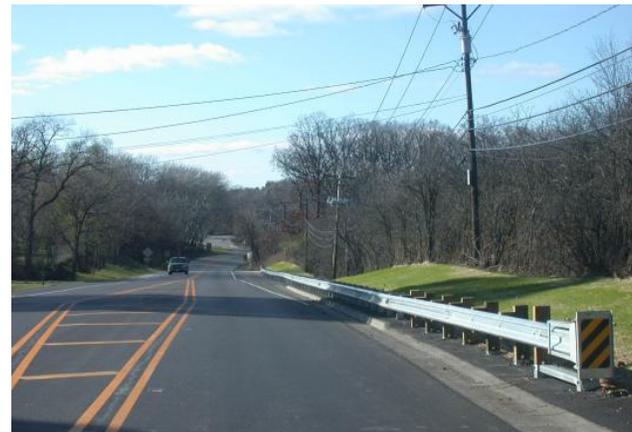
Southwestern
Regional Operations

Regional Contract SiteManager Voucher Distribution

Sean Grinnell, PE
SWRO Program Delivery Engineer

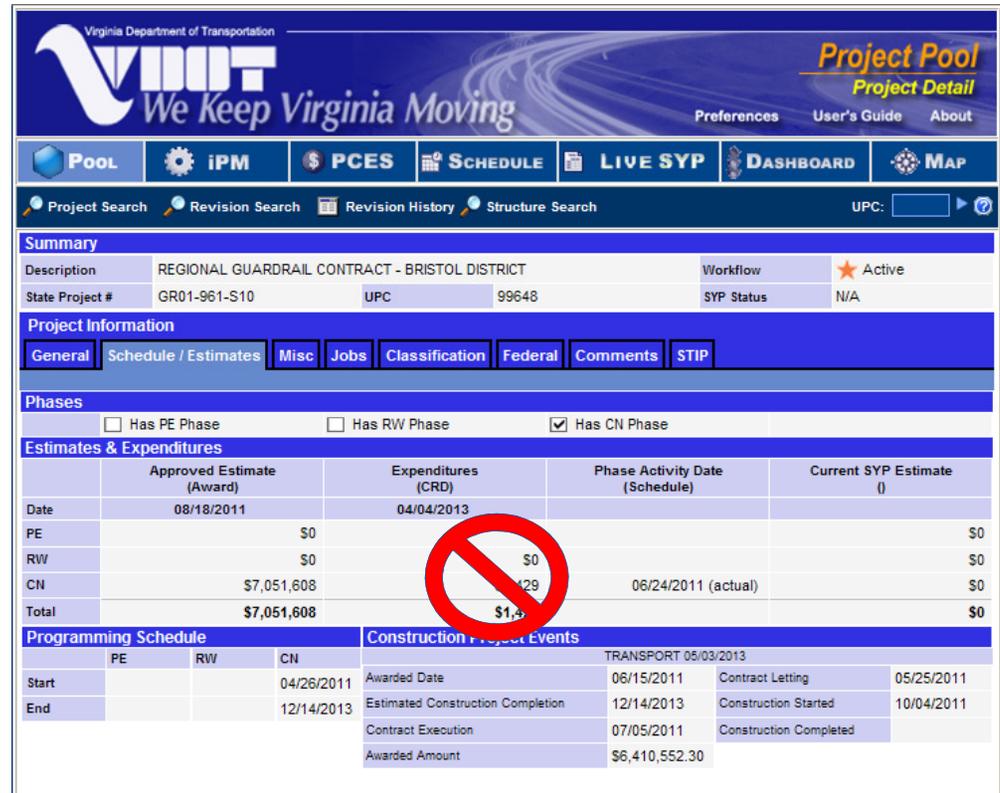
Objective

- **Summarize Distribution Process**
 - Purpose
 - Partners
 - Steps
- **Generate Discussion & Comments**



Purpose

- Provides Accurate Project Accounting
- Eliminates Journal and \$0 Vouchers
- Ensures Task UPC's receive expenditures, NOT Contract UPC's.



The screenshot shows the VDOT Project Pool interface. The project is identified as 'REGIONAL GUARDRAIL CONTRACT - BRISTOL DISTRICT' with State Project # GR01-961-S10 and UPC 99648. The workflow is 'Active' and SYP Status is 'N/A'. The 'Estimates & Expenditures' table shows an approved estimate of \$7,051,608 for the PE phase and actual expenditures of \$1,429 for the CN phase. A red prohibition sign is overlaid on the \$1,429 value. The 'Construction Project Events' table shows the project was awarded on 06/15/2011 and construction started on 10/04/2011.

Estimates & Expenditures				
	Approved Estimate (Award)	Expenditures (CRD)	Phase Activity Date (Schedule)	Current SYP Estimate (I)
Date	08/18/2011	04/04/2013		
PE	\$0			\$0
RW	\$0			\$0
CN	\$7,051,608	\$1,429	06/24/2011 (actual)	\$0
Total	\$7,051,608	\$1,429		\$0

Programming Schedule		Construction Project Events	
PE	RW	CN	TRANSPORT 05/03/2013
Start		04/26/2011	Awarded Date 06/15/2011 Contract Letting 05/25/2011
End		12/14/2013	Estimated Construction Completion 12/14/2013 Construction Started 10/04/2011
			Contract Execution 07/05/2011 Construction Completed
			Awarded Amount \$6,410,552.30

Partners



- **Construction Staff**
 - **ACE**
 - **CM & Inspectors**
 - **Contract Administration Staff**
- **Business Administrator**
 - **Fiscal Technicians**

Step 1: SiteManager

- Create Maintenance Charge IDs
- Maintenance Charge Plug-In Application
- Task Order Specific Codes
 - Allows for Task Order Cost Tracking

Virginia Department of Transportation
SITE MANAGER MAINTENANCE CHARGES SYSTEM

Contract ID	F00099648N01
Vendor ID	R976
Description	REGIONAL GUARDRAIL UPGRADE - SOUTHWESTERN (BRISTOL)
State Project Number	(NFO)GR01-961-S10.N501

Project Manager
Create Charge
Help Document

User ID: SAADD001 User Name: Anthony Dodson

County* Filter County Data
Select a County

Route* Search Route

Asset* Select an Asset

Activity* Filter Activity Data
Select an Activity

Structure Select a Structure

UPC / OPC (Select only One) Select a UPC
 or
 Search OPC Code

Organization Code* Search ORG Code

Custom Description*

Fields marked * are required

Create Charge

	CHARGE ID	CUSTOM DESCRIPTION	ACTIVE INDICATOR
Edit	025-63-340-63216-00000-00091431-32113	Task UPC 102189 - Dickenson County - Various Routes	☑
Edit	027-460-340-731-00000-00102759-11101	Route 460 - Buchanan Co. - Task UPC 102759	☑
Edit	027-602-340-731-00000-00102759-11101	Route 602 - Buchanan Co. - Task UPC 102759	☑
Edit	027-604-340-731-00000-00102759-11101	Route 604 - Buchanan Co. - Task UPC 102759	☑
Edit	027-605-340-731-00000-00102759-11101	Route 605 - Buchanan Co. - Task UPC 102759	☑
Edit	027-614-340-731-00000-00102759-11101	Route 614 - Buchanan Co. - Task UPC 102759	☑
Edit	027-621-340-731-00000-00102759-11101	Route 621 - Buchanan Co. - Task UPC 102759	☑
Edit	027-623-340-731-00000-00102759-11101	Route 623 - Buchanan Co. - Task UPC 102759	☑
Edit	027-627-340-731-00000-00102759-11101	Route 627 - Buchanan Co. - Task UPC 102759	☑

Step 1: SiteManager

- Project Inspection Staff
 - Applies Task Order Charge ID
 - Task Order Pay Items
 - Each Daily Work Report
 - SiteManager Maintenance Charge Plug-In Application


Virginia Department of Transportation
SITEMANAGER MAINTENANCE CHARGES SYSTEM

Contract ID	F00099648N01
Vendor ID	R976
Description	REGIONAL GUARDRAIL UPGRADE - SOUTHWESTERN (BRISTOL)
State Project Number	(NFO)GR01-961-S10,N501

Project Manager
Create Charge
Help Document

User ID: SAADD001 User Name: Anthony Dodson

Inspector Name DARREL G. HENSLEY DWR Date 04/18/2013
[Get DWR Items](#)

Daily Work Report Details

DWR Date	04/18/2013
Lock Indicator	No
Authorized Indicator	Yes
Authorized Date	04/22/2013
Paid Indicator	Yes
Estimate Number	0016

	PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
Select	00099648N01	2145	1	UPC 102719; Russ Co; Rt 82; Site #1	13320	167-82-340-731-00000-00102719-11011
Select	00099648N01	2175	1	UPC 102719; Russ Co; Rt 82; Site #1	13345	167-82-340-731-00000-00102719-11011
Select	00099648N01	2065	1	UPC 102719; Russ Co; Rt 82; Site #1	24282	167-82-340-731-00000-00102719-11011



Step 1: SiteManager

- Project Inspection Staff
 - Generate Contractor Estimate
 - Process Maintenance Charge Report (MCR)
 - Forward MCR to Regional Project Manager

MAINTENANCE CHARGES REPORT

Page 1 of 3

Rpt_ID: Charges Report

Commonwealth of Virginia

Date: 05/03/2013

Department of Transportation

MAINT

Contract ID	F00099648N01	Estimate Number	0016			
Prime Contractor	RMD HOLDINGS, LTD.					
Pay Period	03/20/2013 TO 04/19/2013					
PCN	CN	ITEM	TRANDATE	PAID	DESCRIPTION	AMOUNT
CHARGE ID: 167-65-340-731-00000-00102719-11011				DESC: Route 65 - Russell County - Task UPC 102719		
00099648N01	9002	24282	04/08/2013	14.00	FLAGGER SERVICE	\$252.000
00099648N01	9002	24282	04/16/2013	15.00	FLAGGER SERVICE	\$270.000
00099648N01	9002	24282	04/09/2013	16.00	FLAGGER SERVICE	\$288.000
00099648N01	9002	24282	04/15/2013	19.00	FLAGGER SERVICE	\$342.000
00099648N01	9002	13320	04/15/2013	350.00	GUARDRAIL GR-2	\$6,839.000
00099648N01	9002	13320	04/16/2013	175.00	GUARDRAIL GR-2	\$3,419.500
00099648N01	9002	13322	04/16/2013	75.00	GUARDRAIL GR-2 8 POST	\$1,737.750
00099648N01	9002	13345	04/15/2013	1.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$2,200.000
00099648N01	9002	13345	04/16/2013	1.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$2,200.000
00099648N01	9002	13349	04/08/2013	2.00	GUARDRAIL TERMINAL SITE PREPARATION	\$3,000.000
				SUBT OTAL: \$20,548.25		
CHARGE ID: 167-666-340-731-00000-00102719-11011				DESC: Route 666 - Russell County - Task UPC 102719		
00099648N01	9002	24282	04/10/2013	19.00	FLAGGER SERVICE	\$342.000
00099648N01	9002	24282	04/11/2013	11.00	FLAGGER SERVICE	\$198.000
00099648N01	9002	13320	04/11/2013	250.00	GUARDRAIL GR-2	\$4,885.000
00099648N01	9002	13320	04/10/2013	275.00	GUARDRAIL GR-2	\$5,373.500
00099648N01	9002	13322	04/11/2013	12.50	GUARDRAIL GR-2 8 POST	\$289.625
00099648N01	9002	13331	04/11/2013	12.50	RAD. GUARDRAIL GR-2	\$300.000
00099648N01	9002	13345	04/10/2013	1.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$2,200.000
00099648N01	9002	13345	04/11/2013	1.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$2,200.000
				SUBT OTAL: \$15,788.13		
CHARGE ID: 167-811-340-731-00000-00102719-11011				DESC: Route 811 - Russell County - Task UPC 102719		
00099648N01	9002	24282	04/02/2013	20.00	FLAGGER SERVICE	\$360.000
00099648N01	9002	24282	04/03/2013	6.00	FLAGGER SERVICE	\$108.000
00099648N01	9002	13320	04/02/2013	225.00	GUARDRAIL GR-2	\$4,396.500
00099648N01	9002	13345	04/02/2013	2.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$4,400.000
				SUBT OTAL: \$9,264.50		
CHARGE ID: 167-82-340-731-00000-00102719-11011				DESC: Route 82 - Russell County - Task UPC 102719		
00099648N01	9002	24282	04/18/2013	16.00	FLAGGER SERVICE	\$288.000
00099648N01	9002	13320	04/18/2013	300.00	GUARDRAIL GR-2	\$5,862.000
00099648N01	9002	13345	04/18/2013	2.00	ALTERNATE BREAKAWAY CABLE TERMINAL (GR-9)	\$4,400.000
				SUBT OTAL: \$10,550.00		
CHARGE ID: 195-645-340-731-00000-00080816-11021				DESC: Route 645 - Wise County - Task UPC 80816		

3

7



Step 2: Voucher Distribution Summary

- **Regional Project Manager**
 - **Review Cardinal Voucher**
 - After Contract Administration approves SiteManager Estimate.
 - **Compares MCR to Cardinal Voucher**
 - **Prepares Distribution Summary Table**
 - Provides Charge, Activity and Monetary Amount for each Task Order

Cardinal Voucher: 00183494
SiteManager Est: 012

Voucher Distribution
Contract ID: H0009647N01

Date: 4/15/13

Invoice Line: 1																
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	PC Bus Unit	Project	Activity	Source Type
1	\$ 115,858.25	1.000	50100	5023230	4720	605002	12000						50100	0000099647	632	ZSITE
Distribution																
	\$ 112,057.75	1.000	50100	599999	4100	604002	12000						50100	0000106804	631	ZSITE
Distribution																
	\$ 3,800.50	1.000					12034	11163400	73216	J55		SAMM130006				
Invoice Line: 2																
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	PC Bus Unit	Project	Activity	Source Type
1	\$ (34,938.05)	1.000	50100	5023230	4720	605002	12000						50100	0000099647	632	ZSITE
Distribution																
	\$ (34,938.05)	1.000	50100	599999	4100	604002	12000						50100	0000106804	631	ZSITE
Invoice Line: 3																
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	PC Bus Unit	Project	Activity	Source Type
Distribution																

Step 3: Voucher Distribution

- Designated Business Office
 - Receives Distribution Summary
 - Modifies Voucher in Cardinal
 - Add NEW Invoice Lines
 - Match Lines on Distribution Summary
 - Delete ORIGINAL Invoice Lines

Invoice Lines

Line: 3 Item: 9137101000 UOM: HUR
 Distribute by: Amount Unit Price: 76,628.50000 Quantity: 1.0000 Amount Only
 Ship To: CNTRL OF1 Line Amount: 76,628.50
 SpeedChart: Description: REGIONAL GUARDRAIL UPGRADE - S One Asset

Multi-SpeedCharts Purchase Order & Receiver Info
 Calculate Associate Receiver(s)

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	76,628.50	1.0000	50100	5023230	04100	604002	12000			

Line: 4 Item: 9137101000 UOM: HUR
 Distribute by: Amount Unit Price: -29,412.90000 Quantity: 1.0000 Amount Only
 Ship To: CNTRL OF1 Line Amount: -29,412.90
 SpeedChart: Description: REGIONAL GUARDRAIL UPGRADE - S One Asset

Multi-SpeedCharts Purchase Order & Receiver Info
 Calculate Associate Receiver(s)

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
<input type="checkbox"/>	1	-29,412.90	1.0000	50100	5023230	04100	604002	12000			

Step 4: Voucher Approvals



- **Designated Business Office**
 - **Notification of Distribution**
- **District / Region Contract Administrator**
 - **Approves Cardinal Voucher**
- **Other Standard Approvals as Required**
- **Process as Usual**



QUESTIONS?

Sean Grinnell, P.E.
SWRO Program Delivery Engineer
540-375-0148
sean.grinnell@vdot.virginia.gov

Anthony Dodson, EIT
SWRO Project Manager
540-375-0161
anthony.dodson@vdot.virginia.gov