



Florida Department of Environmental Protection

Petroleum Restoration Program

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





General Tips & Reminders

- 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.



General Tips & Reminders

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

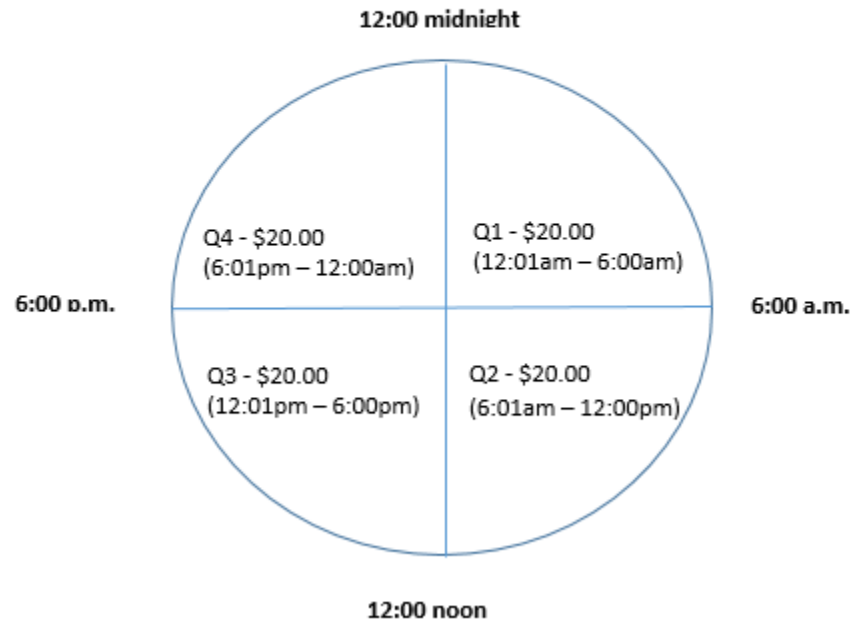
Per Diem pays the contractor/subcontractors for food and shelter whereas mobilization pays for the vehicle, travel time, and mileage.



Per Diem Drawing

Daily Rate (When overnight travel occurs)..... \$80.00

Quarterly Rate (One fourth of the daily rate)..... \$20.00





Travel Voucher



DEP Voucher For Reimbursement of Travel Expenses

Traveler:	Org Code:			EO:		Module/OCA:		Grant:					
Residence: HQ	Project:	08/14 Cat/Yr:											
Preparer:	Phone:												
<input type="checkbox"/> P-Card User	<input type="checkbox"/> Registration Paid By State	<input type="checkbox"/> Meals Were Provided	<input type="checkbox"/> Non DEP Employee	Div/Bureau/Office/Part:									
DATE	Travel Performed From Point of Origin to Destination	Purpose or Reason (Name of Conference)	Hour of Departure/Return xx:xx am/pm	Meals for Class A&B Travel	Per Diem	Lodging Expense	Air Fare	Car Rental	Map Mileage Claimed	Vicinity Mileage Claimed	Incidentals		
											Amount	Type	
* This travel has been determined to be agency mission critical. See attached for statement, determination and/or approvals.													
Justify Car	Choose from the drop down box or type justification					Column Total	Column Total	Column Total	Column Total	Column Total	0	Column Total	SUMMARY TOTAL
Benefits to State						0.00	0.00	0.00	0.00	0.00	@ \$0.445	0.00	0.00
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to the official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.											Less Cash Advance \$ 0.00		
Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose(s) stated above.											Less Peard Charges \$ 0.00		
											Amount Due* \$ 0.00		
											* If negative, traveler owes DEP		
Traveler's Title:						Supervisor's Title:							
Date	Merchant/Vendor or Agency		Description									Amount	
Pick Up <input type="checkbox"/> Phone #:											Mail <input type="checkbox"/> Address:		
											Total State Paid/Pcard Charges \$ 0.00		

- 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



Priority Codes

PRIORITY CODES SUMMARY

PRIORITY #1

Code	Type
A	Emergency Actions
B	Cleanup Related Utility Bills
C	Settlement Agreement/SRFA Lump Sums

PRIORITY #2

Code	Type
A	Imminent Threat
B	PAC Contract
C	SRFA WOs/TAs out of priority order
D	Verification Sampling for PBC & Other Special Purpose
E	PBC
G	Free Product Recovery Initiative (FPRI)
H/I	RFCs for Prior Year WOs/TAs
K	O&M Continuation
M	Well Abandonment for SRCO
N	IDW Removal/Disposal
O	Departmental Discretion
P	Post-Bio/ Chem Application Monitoring
Q	LSSI
R	LTNAM
T	Vulnerable Spring Watersheds
W	Innovative Technology

PRIORITY #3- Cannot be less than 30 (exception for LSA)

Code	Type
A	Standard Petroleum Cleanup Contracts
B	SRFA WOs/TAs in Priority Order
S	Low Score Assessment (old SCS)

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).



STCM Reports Example

Florida Department of Environmental Protection - Enterprise Applications (BETA Testing/Training)

RePorts Project Help Exit Window ORACLE

Storage Tank/Contamination Tracking - Task Report Information

Task Report Information

Del. #	W.O #	Co	Facility *	Discharge Date *	Task Name *	Report Type *	Due Date	Received	Status	Date	Comment
7	GC728-018A	65	8944348	10/31/1996	SA	TSAR	09/25/2017				
7	GC819-014A	65	8944348	10/31/1996	SA	TSAR	08/28/2017				
7	2015-94-W8513A	65	8944348	10/31/1996	RA	SOURCE RE	06/16/2017				
10	GC788-039A	65	8944348	05/16/1995	RA	OTHER	05/24/2017	05/24/2016	A	05/24/2016	
7	GC788-039A	65	8944348	10/31/1996	RA	O&M ANN	05/25/2017				
3	GC788-039A	65	8944348	05/16/1995	RA	O&M QRT	01/25/2017				
2	GC788-039A	65	8944348	10/31/1996	RA	O&M QRT	10/25/2016				
1	GC788-039A	65	8944348	05/16/1995	RA	O&M QRT	07/25/2016				
11	GC788-039A	65	8944348	05/16/1995	RA	ACCESS	05/17/2016	05/17/2016	A	05/17/2016	
7	GC721-012R	65	8944348	10/31/1996	RAP	RAP	04/25/2014	04/21/2014	A	09/30/2014	RAP APPROVED
4	GC721-012R	65	8944348	05/16/1995	RAP	RESPONSE	03/04/2014	03/04/2014	C	03/15/2014	
2	GC721-012R	65	8944348	10/31/1996	RAP	PILOTREPT	12/31/2013	12/13/2013	A	02/24/2014	

Record: 5/?

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



Navigation Tips

Searching for Invoices in MFMP

- Search → Invoice Reconciliation

Type: Invoice Reconciliation

Change the search criteria or name, and then Search.

Search Filters [Search Options](#)

Date Created: Custom From: Mon, 25 Jan, 2016 To: Today, 11:59 PM

PUI of Requester: (select a value) [select]

Requester: (select a value) [select]

Status: No Choice

Supplier: (select a value) [select]

Supplier Invoice #:

Encumbrance #:

IR Sequence #:

Order ID:

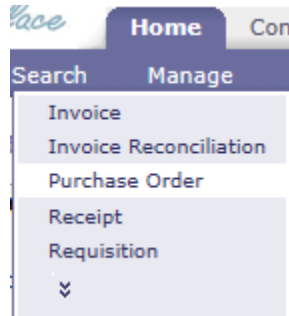
Search Reset Save Search

- 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



Type:

Change the search criteria or name, and then **Search**.

Search Filters [Search Options](#)

Order Title:	<input type="text"/>	Receipt Date (any receipt):	<input type="text" value="No Choice"/>
Close Order:	<input type="text" value="No Choice"/>	Receipt ID (any receipt):	<input type="text"/>
Contract ID:	<input type="text"/>	Receipt Status (any receipt):	<input type="text" value="No Choice"/>
Date Ordered:	<input type="text" value="No Choice"/>	Requester:	(select a value) [select]
Order ID:	<input type="text"/>	Requisition ID:	<input type="text"/>
PUI:	<input type="text" value="3701"/> [select]	Status:	<input type="text" value="No Choice"/>
		Supplier:	(select a value) [select]

- 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

Florida Department of Environmental Protection - Enterprise Applications

Work Order Invoices Tasks Deliv Histories Codes Budtrack Data Cleanup Facility and Work Order RAI Comments ORACLE

Storage Tank/Contamination Tracking - Work Order/Task Assignment Invoice Processing

Work Order/Task Assignment Invoice Processing

WOTA# GC777-007A Site Manager VINCE MOLOSKY Team PCTM5 Phase SR Program E Priority ID 2T

CO/Facility 5 8501124 SUNSHINE FOOD MART #362 Contractor ID 00559 Name TERRA-COM ENVIRONMENTAL CONSUL

Retainage% 10 Pac ID # Contract ID # GC777 BCO Weekly Approval Date 06/09/2015 Cancelled Date

Purchase Requisition PR8787679 Purchase Order AD06FF

Cost Center Admin 06/05/2015 Sent To F&A 07/13/2015 Reconcile Date 07/15/2015 Capital Equipment Cost \$0.00

Invoice Date*	Received*	Invoice #*	Item #	Change	Amount Due*	Reconcile Chg	Priority	Equipment	BCO Date
07/13/2015	07/13/2015	PO ADJ	ADJ	-\$1,494.00	\$0.00	-\$1,494.00	2H		07/14/2015
01/29/2016	02/04/2016	16-022	2	\$0.00	\$15,638.80	-\$1,494.00			06/09/2015
03/01/2016	03/01/2016	RFC2	4,5	\$5,302.50	\$0.00	\$3,808.50	2I		03/15/2016

Fiscal Year* 2014-2015 Cost Center* 37450404555-JG-087889-4773-139900 Fiscal year change reason

Comments

WO/TA Total	\$150,455.26	Action Date*	Action Type*	Description	Comments
Change Total	-\$1,494.00	02/05/2016	CCA	COST CENTER ADMIN	
New Total / Doc Total	\$148,961.26 / \$148,961.26	02/05/2016	IFA	INV DATE TO F&A	
Previously Invoiced	\$0.00				
This Invoice	\$15,638.80				
Balance / With Ret CO	\$133,322.46 / \$133,322.46				
Total Rejected/Clock Stopped Total	\$0.00				

Type Invoice #
Record: 2/3

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



PRP Accounting Contacts

- **Monica Brady** **850-245-8844** monica.j.brady@dep.state.fl.us
- **Derrick Woodard** **850-245-7635** derrick.Woodard@dep.state.fl.us
- Cynthia Boland 850-671-6347 Cynthia.boland@yorkrsg.com
- Debbie Harbison 850-245-8820 Deborah.Harbison@dep.state.fl.us
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- Lauren Mackey 850-508-3467 lauren.mackey@dep.state.fl.us
- Natasha Toth 850-245-8924 Natasha.toth@dep.state.fl.us
- Andrea White 850-245-8731 andrea.l.white@dep.state.fl.us
- Thomas Wolff 850-245-8731 Thomas.wolff@dep.state.fl.us