

Entering Estimates into Primavera for use by FACTS

Staff Responsibilities

PD

Project Manager

Oversight of **all** Primavera project activities

Responsible for all PD milestone and activity updates

Responsible for Project codes Assigned to PM

Estimate Updates in Primavera

Work with construction on revisions to increase estimate for contingency increase/decrease

Project Supervisor

Attest to complete information

Finance

Earle Timpson

Approve allotments in FACTS

Stephanie Johnson

Process all PNR

Approve allotments in FACTS

Bev Swiger

FACTS authorization approvals

Responsible for Project codes Assigned to Fin

Construction

Assistant Director

Increase the estimate for contingency increases

Estimator

Work with the PM to determine contingency increase for plan revisions

Set up allotments for contingency increases

New Project Creation

To create a new project the PM has to copy the proper template to the area under their name. The template fields are then modified to reflect the appropriate project information.

1. Open the General Tab at the project level:
 - Enter the New Project Id and Project Name
 - Project Id is to be in the format FY-99999
FY = fiscal year, example 2004 = 04
99999 = sequential number
2. Change the status from what-if to active
3. Assign the responsible manager
 - When you get the pop-up that asks if you want to make that person the responsible manager for ALL WBS elements, answer NO!
4. Open the Dates Tab at the project level

- Change the project start date to the expected date project is to begin in design, if known.
5. Open the Notebook Tab at the project level
 - Enter project description: This description needs to be clear and concise. The language used needs to match similar projects. The PM should reference other projects so consistency can be maintained.
 - Enter project justification: The justification should be concise. If it is an HSIP project, the justification should reference the HSIP study year and the location. This should be no more than a few sentences.
 - Add any pictures associated with the project using the CTP Picture notebook topics (up to 4 pictures).
 6. Open the Codes Tab at the project level
 - When entering a new project it is very important that all the codes at the project level are properly filled out. Many of these codes are populated by MEAP. Once a project is created using one of the standard templates then your next step is to map the project in MEAP. If you can only define your project with a polygon then a section the highest order roadway within that polygon should be mapped so MEAP can populate the project codes. Attached is a list of codes that should automatically be populated by MEAP. The other codes need to be populated by the appropriate section.
 - At the end of this document is a reference guide for entering project codes and the codes that are automatically populated by MEAP are identified. For MEAP help go to: G:\Shared\Primavera P3E\Primavera Documentation\MEAP_training_guide.doc

Once all the information is populated for the project you will need to do a finance number request. This procedure is captured in the following link.

<G:\Shared\Primavera P3E\Primavera Documentation\Process to request PNR.docx>

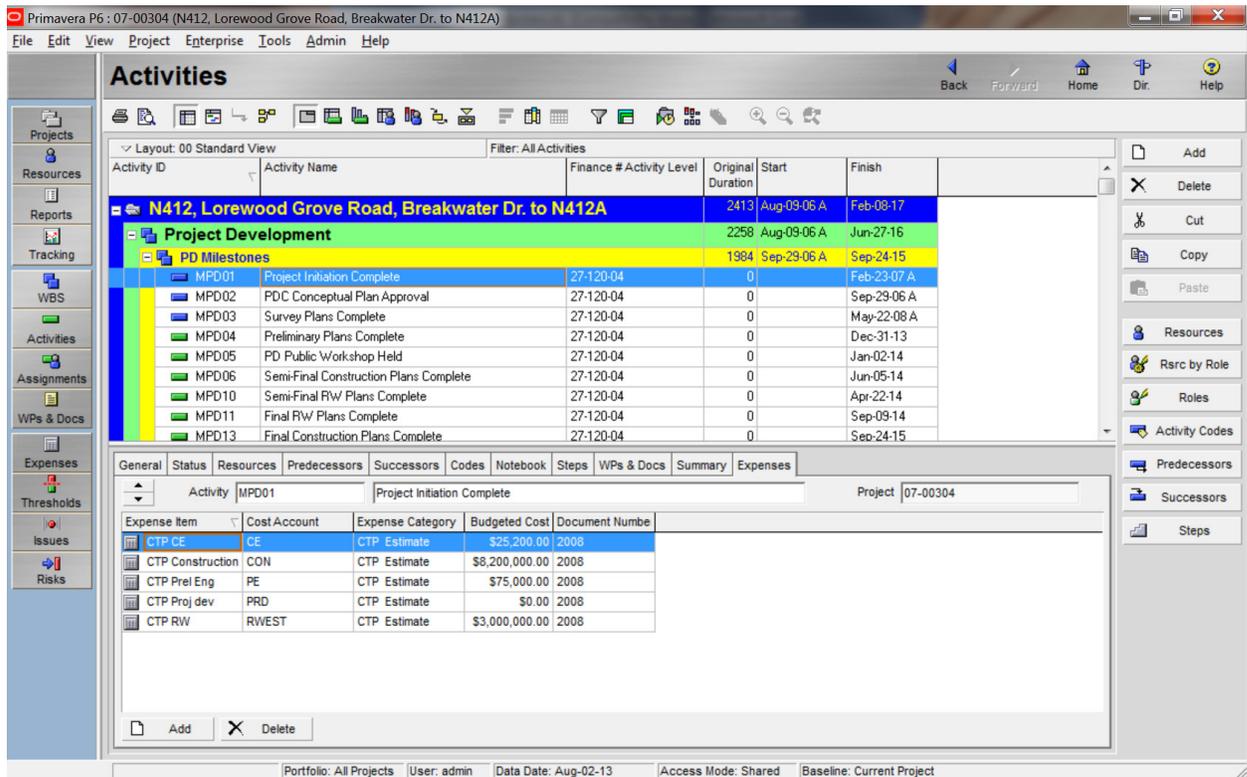
When making the funding request the PM should copy Bob Perrine on the e-mail so that the primavera information can be verified.

A. Procedure for Entering Estimates during Design

The PD project manager will maintain the project estimates through each project milestone. This means that the estimate will be entered into each major milestone phase. There will only be 4 cost estimate numbers entered on each milestone up through semi-final plans. These are PD, PE, RW and CONST. All data gathering and evaluation including environmental work and archaeology will be included under the PE phase. (Or in some cases the PD phase). These entries should match the estimate numbers for the CTP estimate form. If there is no change the estimate from one milestone to the next the same numbers will be re-entered into the current milestone to maintain the project cost history. When the project enters the final plan stage there will be a need to break the estimate out into more detail. The estimate lines will include the appropriate support sections. If work for a support section needs to advance sooner than the rest of the contract then the detailed estimate needs to be broken out prior to the work being funded. This may include advanced utility relocations or long lead traffic items.

The estimate data will be entered under the PD Milestones under the appropriate milestone activity and is entered on the Expenses Tab.

- MPD01 - Project Initiation Complete
- MPD04 – Preliminary Plans Complete
- MPD06 – Semi-Final Construction Plans Complete
- MPD13 – Final Construction Plans Complete



There are 5 columns of data that have to be filled out for each estimate. The following are the standards that should be used when filling in this data.

1. Expense Item – This field is key-in only. The standard is to enter the type of estimate (CTP, Prelim, Semi-final, Final and PS&E) and then the phase of the estimate (PD, PE, RW, CON). We will only be using these 4 selections for estimate information up through semi-final plans. When the project moves to final plans there will be additional estimate lines. These include Traffic, Utility, Contingency and CE.
2. Cost Account – This field is a drop down; select the phase for which you are entering the estimate. We will only be using 4 selections for estimate information up through semi-final plans. These are PRD, PE, RWEST and CON. These numbers will match the CTP estimate form. The PRD should use the estimate from Part I of the estimate form. For projects with only a PE phase Part I and Part II should be combined into PE.

When the project moves to final plans the more detailed estimate will need to be entered. This estimate will have the breakdown of the support sections and include the following:

CON
CE
CNT
TRFC
UTL

ENV – (This should be included in the PE and be complete but in some cases there may be a need for an environmental estimate.)

3. Expense Category - is a drop down, select the appropriate estimate type (CTP Estimate, Prelim Estimate, Semi-final Estimate, Final Estimate, and Award Value). This should match the information proved under the Expense Item key-in column. When entering in the PS&E estimate you should use the “Final Estimate” value
4. Budgeted Cost - enter the amount of the estimate for that phase. For all phases up through final plans this value should come from the CTP estimate form. PE should include all activities from all the support sections and the CON should include all traffic, utility, CE and Contingency costs.
5. Document Number - This field is a four-digit number representing the fiscal year of the first spend for a particular phase. This field is REQUIRED in order for FACTS to read the estimate numbers

B. Procedure for Contingency Increases for Construction Projects

1. Construction will prepare a “paper request” with normal support documentation
2. Send to Project Manager, and copy Finance (Earle Timpson, Bev Swiger & Stephanie Johnson), for approval (if all signatures not provided at this point, still continue with sending an unsigned copy to Earle, Bev, and Stephanie).
Construction Assistant Director will increase the “Construction \$” estimate in PRIMAVERA, entering the revised estimate as an expense under the Notice To Proceed Milestone (MCN02), and coded as “CON”. Also enter a note under the notebook tab in “Funding Comments” briefly describing the action you are requesting. Include the date and your name with the note. You should also note if CMT approval or STIP amendments are required in the notebook tab. The awarded Construction \$ estimate should be shown in the Award Construction Contract Milestone (MCA05) under Contract Administration. The Construction Assistant Director will also send an email to Finance when the Construction \$ estimate in PRIMAVERA has been revised.
3. Finance Section will increase the contract “Authorization” and email the Construction District Estimator when the request is ready to be entered into the FACTS system as an increase to the contract “Allotment”.
4. Construction will procure remaining DelDOT approvals on “paper copies”. Send to Finance Section per current procedure. Note on the paper copy when the updated estimate was entered into PRIMAVERA.

5. Following receipt of all necessary approvals, the Construction Estimator will enter all required data in the FACTS system encumbrance “allotment” to reflect the Contingency approval.

C. Procedure for Setting Up Funds for Consultant Inspection

1. When a Contract is advertised, The Project Manager (Road and/or Bridge) needs to be sure that a CE estimate is included and entered in PRIMAVERA in the Final Construction Plans Complete Milestone (MPD13).
2. When preparing the recommendation to award, the Project Manager will ask the Construction if they anticipate using Consultant inspection. If so, Construction will provide an estimated inspection cost and the Agreement number. This info will be so noted on the recommendation to award. If available, the actual construction inspection budget submittal should be given to the Project Manager as an attachment for the Recommendation to Award. This will allow Finance to load the CE money at the same time as the construction award value is loaded into FACTS.
3. Construction will also send a copy of the estimate to the Consultant Control Coordinator for review and eventual formal Notice to Proceed to the Consultant. If the project is FHWA participating, Construction will include a description of the project for establishment of a DBE Goal.
4. Upon contract award, the requested inspection funds can immediately be Authorized and Allotted by Finance under the appropriate contract number and coded to the proper Consultant Agreement. Finance will include the Consultant Inspection cost in the estimated CE expense shown under the Award Construction Contract Milestone (MCA05). Construction will perform the actual Encumbrance “allotment” in FACTS for the Consultant Inspection dollars. The Consultant Control Coordinator should also be notified by Construction when the encumbrance “allotment” is entered in FACTS.
5. Upon acceptable review of the estimate and a check of the FACTS system to be sure the proper funds are available, the Consultant Control Coordinator will issue a Notice to Proceed to the applicable Consultant.

D. Procedure for Increasing Funds to an Existing Consultant Inspection Task

1. Construction will receive and review a paper copy estimate of additional work from the Consultant, along with the reasons for the increase. Copies will be sent to the Consultant Control Coordinator.
2. The CE estimate in PRIMAVERA will need to be revised to reflect the increase. The Construction Assistant Director will enter a revised estimate for CE expense to reflect the addition to the inspection costs as an expense under the Notice to Proceed Milestone (MCN02). They will also enter a note under the notebook tab in “Funding Comments” briefly describing the requested action. The date and name of the person entering the data should be included with the note. The initial CE estimate can be found under Contract Admin Milestone MCA05 (Award

- Construction Contract). The Construction Assistant Director will also send an email to Finance when the CE estimate in PRIMAVERA has been revised.
3. Finance will Authorize the funds and notify Construction by email when this is done.
 4. Construction will then increase the Allotment and Encumbrance in the FACTS system. The Consultant Control Coordinator will be notified when the dollars are encumbered.
 5. Upon acceptable review of the estimate and a check of the FACTS system to be sure the proper funds are available, the Consultant Control Coordinator will issue a revised Notice to Proceed to the applicable Consultant.

FACTS

All staff should have a view only for the FACTS system. This system is very useful for tracking and managing the fiscal components of the project development. The best way to navigate through the FACTS system is to use the Project Lookup and key in the finance number for a particular project. This will filter all the data as you view the different fiscal information.

What information is available in FACTS?

Estimates:

This view allows the PM to see the latest estimates that have been entered into Primavera and also view the status. If there is a green check next to the estimate it has not been accepted by Finance.

This view also allows the PM to view the Federal aspects of the estimate including; participating/non-participating, Federal obligation funding code and federal obligation fiscal year and also the history of estimate approvals.

Funds Allocation for Capital Transportation System (FACTS)

FACTS - Project Estimates
04-00593 - SR 1, Tybouts Corner to SR 273 - ROAD SYSTEMS

Primavera Estimates

	Finance No	Phase	Estimate Type	Year	Primavera Amount	Approved Amount	
	T200511001	Construction	CTP Estimate	2015	\$90,000,000.00	\$183,000,000.00	✓
	T200511001	Preliminary Engineering	CTP Estimate	2012	\$10,000,000.00	\$10,000,000.00	
	T200511001	Right of Way	CTP Estimate	2013	\$1,000,000.00	\$1,000,000.00	
	T200511001	Salary	Final Estimate	2012	\$35,000.00	\$35,000.00	

Current Phase Estimates All Estimates Estimate History Approval History

Phase No	Year	Fund Type	Fed Amount	Fed %	State Amount	State %	Other Amount	Oth %	Tot Amount	Totl
Construction	2015	Participating	\$146,400,000.00	80	\$36,600,000.00	20	\$0.00	0.00	\$183,000,000.00	
Total			\$146,400,000.00		\$36,600,000.00		\$0.00		\$183,000,000.00	

Estimate Details:

Phase: Construction Fiscal Year: 2015

Fund Type: Participating Total Amount: \$183,000,000.00

Federal %: 80.00 Federal Amount: \$146,400,000.00

State %: 20.00 State Amount: \$36,600,000.00

Federal Obligational Plan:

Federal Code	Amount	Oblig. Year	AC Funds	Priority	New
L05E - NHS-I	\$45,000,000.00	2015	<input checked="" type="checkbox"/>	2	Delete
L05E - NHS-I	\$27,000,000.00	2015	<input type="checkbox"/>	1	Delete
Total	\$72,000,000.00				

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Authorizations

This view allows the PM to see the spend limit for a particular phase of the project. This is what we are authorized to spend on a particular project in a particular phase. Project authorizations are populated from the Estimate data that is entered into Primavera. These estimates should match the estimate data in the CTP that are approved as part of the Bond Bill. Authorizations can be accumulated as a result of Bond Bill passage. This creates prior year authorizations and current year authorizations. In order to set up money for a specific task there must be authorization available. If the authorization is exceeded by a task proposal then the authorization needs to be increased. To increase the authorization the estimate in Primavera needs to be increased and a request for approval needs to be sent to Bev Swiger in Finance. This increase may require a PDC action or a STIP action depending on the amount of the increase.

Funds Allocation for Capital Transportation System (FACTS)

File Edit Actions Functions Reports Window Help

Proj Family Estimate Auth Allotments FMS FSF Docs PO Payments IVCR FSF Log Fed Funds Admin FHVA Codes Exit

FACTS - Project Authorizations

04-00593 - SR 1, Tybouts Corner to SR 273 - ROAD SYSTEMS

Auth Year	Phase	Fund Code	Fed Fund Code	Authorized Amount	Spend Limit Amount	Allotted Amount	Fund Type	
2005	PD	Road Systems - TTF State		\$310,227.73	\$310,227.73	\$310,227.73	Non-Participating	transfer
2011	PE	Road Systems - FHWA Apportionment	L05E	\$2,413,190.31	\$2,413,190.31	\$2,413,190.31	Participating	fixing fe
2011	PE	Road Systems - FHWA Apportionment	L030	\$400,000.00	\$400,000.00	\$400,000.00	Participating	fixing fe
2011	PE	Road Systems - FHWA Apportionment	Q770	\$35,223.90	\$35,223.90	\$35,223.90	Participating	fixing fe
2011	PE	Road Systems - FHWA Apportionment	H770	\$215,185.79	\$215,185.79	\$215,185.79	Participating	fixing fe
2012	PE	Road Systems - TTF State		\$765,900.00	\$765,900.00	\$765,900.00	Participating	per FY
2014	PE	Road Systems - FHWA Apportionment	M001	\$4,800,000.00	\$4,800,000.00	\$0.00	Participating	loading
2014	PE	Road Systems - TTF State		\$1,200,000.00	\$1,200,000.00	\$0.00	Participating	loading
2014	ROW	Road Systems - FHWA Apportionment	M001	\$1,000,000.00	\$500,000.00	\$0.00	Participating	loading

Project Funding Details:

Fund Code: Road Systems - TTF State

Fed Fund Code:

Auth Year: 2012

Amount: \$765,900.00

Phase No: Preliminary Engineering

Fund Type: Participating

Adv. Const: No

Comments: per FY12 BB-Appendix A 7/8/11 aa

Spend Limit

Fiscal Year	Spend Limit	New
2012	\$66,331.51	Transfer
2013	\$201,094.91	Transfer
2014	\$498,473.58	Transfer
Total	\$765,900.00	

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Allotments

This view allows the PM to see the status of any funding requests that have been made. This information replaces the old FS-1. The requests are initially input by Transportation Solutions Finance Section and then are acted on by other sections. We can search the information by agreement number or finance number. The status column tells you where your request is in the process. The BU is Transportation Solutions Finance Unit. The typical status lines you will see are ultimately that your request is reconciled meaning has processed completely through FACTS, FHWA, and FSF (First State Financials). Once the allotment is reconciled then the NTP can be issued. For new agreements Contract Administration will be monitoring this activity to ensure the timely issuance of the NTP. An email is sent to the project manager listed in Primavera when the allotment is reconciled.

FACTS - Allotments

Finance No: T200511001

P3E Project ID:

Show my projects:

Status: Request Cancelled, Request Created, Submitted to BU for Approval, BU Rejected

Project Title	Finance No	Federal No	Allotment Amount	Status	Agreement	Create
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	\$35,000.00	Reconciled Successfully		AANTOINE
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	(\$28,000.00)	Reconciled Successfully		AANTOINE
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	(\$7,000.00)	Reconciled Successfully		AANTOINE
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	\$3,829,500.00	Reconciled Successfully		BALEXAND
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	(\$10,253.28)	Reconciled Successfully		DHABICHT
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	\$320,481.01	Reconciled Successfully	1372	LHERRERA
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	\$310,227.73	Reconciled Successfully	1372	LHERRERA
(04-00593) - SR 1, Tybouts Corner to SR 273	T200511001	NH-N067(26)	(\$310,227.73)	Reconciled Successfully		PCHANTRY

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PO

This view allows the PM to see if the PO (encumbrances) has been set up and you can filter by either the Finance number, vendor, or specific PO. Similar to the allotment process, once the status is 'Reconciled', payments can be processed against the encumbrance. Emails are sent to the project manager listed in Primavera when the PO is reconciled.

The screenshot shows the 'FACTS - Purchase Orders' application window. At the top, there is a menu bar with 'File', 'Edit', 'Actions', 'Functions', 'Reports', 'Window', and 'Help'. Below the menu is a toolbar with various icons for actions like 'Proj Entry', 'Estimate', 'Auth', 'Allotments', 'FMS', 'FSF Docs', 'PO', 'Payments', 'IV/CR', 'FSF Log', 'Fed Funds', 'Admin', 'FH/A', 'Codes', and 'Exit'. The main window title is 'FACTS - Purchase Orders'. On the left side, there is a vertical toolbar with icons for 'BU Approval', 'Process', 'Change Order', 'Recon', 'Print Header', 'New', 'Delete', 'Refresh', 'Print', and 'Close'. The main area contains a 'Filter' dialog box with the following fields: 'Finance No:' (T200511001), 'P3E Project ID:', 'Vendor ID:', 'PO Reference:', and 'FSF PO:'. To the right of these fields is a list of status options: 'PO Created', 'Submitted to BU for Approval', 'BU Rejected', 'BU Approved & Submitted to Finance', and 'Rejected By Finance'. There are 'Filter' and 'Show All' buttons. Below the filter dialog is a table of purchase orders with columns: PO ID, FSF PO #, Vendor Name, PO Amount, Status, Created By, and Created Date. The table contains 14 rows of data, all with a status of 'Reconciled Successfully'. The status bar at the bottom shows 'Ready' and the date 'Aug 15, 12:08 PM'.

PO ID	FSF PO #	Vendor Name	PO Amount	Status	Created By	Created Date
46249	184695	WALTON CORP - 0000024354 - PO BOX 105	\$214,518.94	Reconciled Successfully	KKRESSMAN	7/10/2013
45536	178466	RUMMEL KLEPPER & KAHL LLP - 0000029	\$33,286.81	Reconciled Successfully	LHERRERA	4/17/2013
44335	173711	RUMMEL KLEPPER & KAHL LLP - 0000029	\$38,851.90	Reconciled Successfully	LHERRERA	3/1/2013
41592	161631	JOHNSON MIRMIRAN & THOMPSON INC - 0000029	\$253,027.83	Reconciled Successfully	LHERRERA	10/26/2012
29453	75865	RUMMEL KLEPPER & KAHL LLP - 0000029	\$320,481.01	Reconciled Successfully	LHERRERA	11/8/2012
40851	157501	RUMMEL KLEPPER & KAHL LLP - 0000029	\$249,046.55	Reconciled Successfully	LHERRERA	9/26/2012
39951	150967	RUMMEL KLEPPER & KAHL LLP - 0000029	\$1,676,133.49	Reconciled Successfully	LHERRERA	8/20/2012
39571	148728	CENTURY ENGINEERING INC - 0000030528	\$30,613.76	Reconciled Successfully	LHERRERA	8/3/2012
38549	135769	LOUIS BERGER GROUP - 0000109422 - PO	\$115,643.11	Reconciled Successfully	LHERRERA	6/4/2012
36298	124488	LOUIS BERGER GROUP - 0000013037 - PO	\$0.00	Reconciled Successfully	LHERRERA	6/4/2012
33832	111870	RUMMEL KLEPPER & KAHL LLP - 0000029	\$582,408.29	Reconciled Successfully	LHERRERA	11/21/2011
31573	98684	RUMMEL KLEPPER & KAHL LLP - 0000029	\$225,070.27	Reconciled Successfully	LHERRERA	8/23/2011
26869	60829	RUMMEL KLEPPER & KAHL LLP - 0000029	\$0.00	Reconciled Successfully	DHABICHT	6/15/2011

PV

This view allows the PM to see if an invoice has been processed and paid. You can filter by either the Finance number or the vendor. Emails are sent to the project manager listed in Primavera when the PV is reconciled.

In addition to viewing the information in FACTS, there are a number of reports developed in Cognos that provide detailed information regarding project estimates/authorizations/encumbrances/payments, spend limits, amount spent to date, etc.

The screenshot shows the 'FACTS - Payment Vouchers' application window. The title bar reads 'Funds Allocation for Capital Transportation System (FACTS)'. The menu bar includes 'File', 'Edit', 'Actions', 'Functions', 'Reports', 'Window', and 'Help'. The toolbar contains icons for 'Proj Entry', 'Estimate', 'Auth', 'Allotments', 'FMS', 'FSF Docs', 'PO', 'Payments', 'IVCR', 'FSF Log', 'Fed Funds', 'Admin', 'FHV/A', 'Codes', and 'Exit'. The main window has a 'Filter' section with input fields for 'Finance No:' (T200511001), 'P3E Project ID:', 'Vendor ID:', 'PV Reference:', and 'FSF PV #:'. A dropdown menu is open showing options: 'PV Created', 'Submitted to BU for Approval', 'BU Rejected', 'BU Approved & Submitted to Finance', and 'Rejected By Finance Lead'. Below the filter is a table of payment vouchers.

PV Reference	FSF PV #	Vendor Name	PV Amount	Status	Created By	Created Date	BU
54271	0	RUMMEL KLEPPER & KAHL LLP - 0	\$3,300.42	BU Approved & Submi	JGIBSON	8/14/2013	LHERRI
54026	1612387	RUMMEL KLEPPER & KAHL LLP - 0	\$438.64	Reconciled Successfu	JGIBSON	8/8/2013	LHERRI
54025	1612388	RUMMEL KLEPPER & KAHL LLP - 0	\$40,729.46	Reconciled Successfu	JGIBSON	8/8/2013	LHERRI
54023	1612386	CENTURY ENGINEERING INC - 0000	\$161.47	Reconciled Successfu	JGIBSON	8/8/2013	LHERRI
53786	1603135	RUMMEL KLEPPER & KAHL LLP - 0	\$8,801.63	Reconciled Successfu	MORTIZ	7/30/2013	LHERRI
53298	1592314	WALTON CORP - 0000024354 - PO E	\$21,890.00	Reconciled Successfu	KKRESSMAN	7/29/2013	PCHAN
53718	1592311	RUMMEL KLEPPER & KAHL LLP - 0	\$3,114.96	Reconciled Successfu	MORTIZ	7/26/2013	LHERRI
53716	1592312	RUMMEL KLEPPER & KAHL LLP - 0	\$70,770.58	Reconciled Successfu	MORTIZ	7/26/2013	LHERRI
53172	1567459	LOUIS BERGER GROUP - 00001094	\$582.59	Reconciled Successfu	JGIBSON	7/11/2013	PCHAN
52629	1539263	RUMMEL KLEPPER & KAHL LLP - 0	\$3,469.50	Reconciled Successfu	JGIBSON	6/12/2013	LHERRI
52625	1539264	RUMMEL KLEPPER & KAHL LLP - 0	\$76,337.37	Reconciled Successfu	JGIBSON	6/12/2013	LHERRI
52624	1539262	JOHNSON MIRMIRAN & THOMPSON	\$9,710.87	Reconciled Successfu	JGIBSON	6/12/2013	LHERRI
52622	1542384	CENTURY ENGINEERING INC - 0000	\$322.95	Reconciled Successfu	JGIBSON	6/12/2013	LHERRI
52621	1539260	CENTURY ENGINEERING INC - 0000	\$852.08	Reconciled Successfu	JGIBSON	6/12/2013	LHERRI
52141	1533885	RUMMEL KLEPPER & KAHL LLP - 0	\$3,494.38	Reconciled Successfu	MORTIZ	6/6/2013	LHERRI