

## Meeting Information

**Meeting Name:** PC2 Project Costing  
**Scribe:** DeVal Lott  
**Facilitator:** Ashley Peters  
**Date:** April 1, 2005  
**Time:** 9:00am – 9:35am  
**Location:** Suite 1616 West Tower

## Invitees/Attendees

+ In attendance, - Absent, # Substitute, \*Other

	Name	Organization/Department	Substituting For
+	Jamie Simpson	DOT	
+	Cindy Bishop	DOT	
+			
+	<b>Project Staff</b>		
+	Ashley Peters	Accenture	
+	Dan Dollar	SAO	

## Agenda

Item No.	Topic	Presenter
1.	Introduction	Ashley Peters
2.	Meeting Handouts	Ashley Peters
3.	Topics for Discussion	Ashley Peters/Dan Dollar
3A	Agreement Amounts	
3B	Billing Status	
3C	Preliminary and Final Bill	

Item No.	Topic	Presenter
3D	Project Overhead	
3E	Year End	
4	Conclusion	Ashley Peters

### Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2	<p><b>Introduction and Meeting Handouts</b></p> <p>Introductions were made and the meeting handouts were distributed and discussed.</p> <p>All current functionality in version 7.02 will be migrated to version 8.8</p>
3A	<p><b>Agreement Amounts</b></p> <ul style="list-style-type: none"> <li>• Agreement Amount is specifically for the Federal Bill and tracks earned dollars only.</li> <li>• Analysis Type and Resource Type provide a method to set billings limits by Program.</li> <li>• DOT is currently satisfied with this programming feature.</li> </ul>
3B	<p><b>Billing Status</b></p> <ul style="list-style-type: none"> <li>• Billing status can be changed as many times as necessary before the final is run.</li> <li>• DOT is currently satisfied with this programming feature.</li> </ul>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
3C	<p><b>Preliminary and Final Bill</b></p> <p><b>Federal Bill Inquiry</b> – This inquiry allows one row of data to be displayed at a time. The inquiry doesn't seem to be helpful to the department. DOT personnel will determine if it is feasible to move this customization forward into version 8.8. <b>(See Action Item # 1)</b></p> <p><b>Federal Bill</b></p> <ul style="list-style-type: none"> <li>• Converts 14 digit expense project to a 7 digit billing project.</li> <li>• Creates a flat file that may be uploaded to FMIS.</li> <li>• Meets FHWA billing requirements</li> <li>• Correlates 5 digit program codes to FHWA codes.</li> <li>• Interfaces to project costing automate billing data entry.</li> <li>• Has options to create a Preliminary or a Final Bill.</li> </ul> <p>DOT asked Dan Dollar about an earlier request to add options to print a "Garvee" bill. This bill would have different billing types and a different range of program codes. Dan indicated that the request would be looked at again. <b>(See Action Item # 2)</b></p>
3D	<p><b>Project Overhead (Lab Allocations)</b></p> <ul style="list-style-type: none"> <li>• An allocation journal that matches cash to expenses</li> <li>• Fully automated; the job runs at month end</li> <li>• DOT is currently satisfied with this programming feature.</li> </ul>
3E	<p><b>Year End</b></p> <p>Year end processing occurs July each year after the close of period 998. Currently, SAO personnel run the process for the DOT (no analysis done by SAO). SAO would like DOT to take over the running of the year end processes. DOT personnel agreed to take over the responsibility of running the processes if given access to those pages in the system. <b>(See Action Item # 3)</b> Note: DOT would prefer that reversal rows be handled by SAO personnel.</p> <p>DOT stated that they would be adding sub-accounts again this year. Jamie Simpson will send Dan Dollar a spreadsheet of new sub-accounts. <b>(See Action Item # 4)</b></p>
4	<p><b>Conclusion</b></p> <p>Actions items were discussed and assigned. Meeting was adjourned.</p>

**Action Item Review**

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	4/1/05	Federal Bill Inquiry – page is seldom used by the DOT.	Jamie Simpson to check with DOT personnel to see if this customization should move forward into version 8.8.
AI2.	4/1/05	DOT had previously requested a way to run a “Garvee” bill.	Dan Dollar is to explore the option of running a “Garvee” bill in addition to the regular Federal bill for DOT.
AI3.	4/1/05	Access by DOT personnel to run year end processes in system	Dan Dollar to check into the possibility of giving DOT personnel access to run year end processes.
AI4.	4/1/05	New sub accounts may effect year end processing.	Jamie Simpson to send spreadsheet to Dan Dollar with new sub-accounts needed for next fiscal year.

**Parking Lot items**

Parking Lot Item No.	Parking Lot Items
PL1	There are no parking lot items for this session.