HiCAMS User Guide

Chapter 2: Contract Maintenance

Section 4C: Update the RE Assignment

<u>Contents</u>

Update the RE Assignment in HiCAMS Update the Cost Center Assignment in SAP

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
November 2014	1.0	Initial version	Marie Novello

Update the RE assignment in HiCAMS

The tasks required to update the Resident Engineer (RE) assigned to a HiCAMS Contract depend on whether the Contract was Authorized in HiCAMS.

Changing the RE before the Contract is Authorized in HiCAMS

If the Resident Engineer needs to be changed and the contract has not yet been Authorized in HiCAMS, users with the appropriate security can change it by going to **Functions > Contract Maintenance > Authorize Contracts.**

- **Step 1:** Select the row matching the Contract Number whose Resident Engineer needs changing.
- **Step 2:** Use the Staff Selection icon to select the new Resident Engineer.
- **Step 3:** Save. Because the contract has not been Authorized, the Office Location on the Contract updates to the one assigned to the Resident Engineer, and the Cost Center will be correct in SAP.

Changing the RE on the Day the Contract is Authorized in HiCAMS

If the Resident Engineer needs to be changed and it is the SAME day that the contract was Authorized in HiCAMS, users with the appropriate security can change it by going to **Functions > Contract Maintenance > Review Contract Details**.

Step 1: Enter the Contract Number whose Resident Engineer needs changing.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

- Step 2: Click on the Staff Tab.
- Step 3: Click on the Staff Selection icon next to the field labeled Resident Engineer. Use the staff selection function to select the replacement Resident Engineer, and click OK.
- **Step 4:** Save. Because the contract create data has not been sent to SAP, the Office Location on the Contract updates to the one assigned to the Resident Engineer, and the Cost Center will be correct in SAP.

Changing the RE after the Contract is Authorized in HiCAMS

If the Resident Engineer needs to be changed and it is NOT the same day that the contract was Authorized in HiCAMS, users with the appropriate security can change it by going to **Functions > Contract Maintenance > Review Contract Details.** However, the extra step of updating SAP is required so that Estimate Payments do not fail the Payments interface.

Step 1: Enter the Contract Number whose Resident Engineer needs changing. The Contract Details window opens.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: Click on the Staff tab. An example of the Staff Tab is displayed below.

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🤋 M 🔈 /2 🛤 M	
Review Contract Details (DG00219)	
Contract: DG00219 Contractor: BLYTHE CONSTRUCTION, INC. Status: Executed	
Description (nickname): WIDEN AND RESURFACE	
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General Routes/Counties Stating Goals Dates Financials Status Completion Project Closeout Mixt Status	HISTORY
Office Phone	
Desident Engineer: Smith Brian V/	7 1
Project Engineer: Reference 😪 Physical Division	: 7
M&T Records Contact: Lloyd, Margaret M	: Resident Engineer - McLeansville
M&T Section Specialist: Fosque, Robert W 🚓 (336) 256-2567 Admin Authority Code	: Division
IA Inspector	
Office Phone: Approved:	
Vendor Name: Contact Name:	
Address - Phone:	
Audress. Filone.	
	Activate Indicators Warranties
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- Step 3: Click on the Staff Selection icon next to the field labeled Resident Engineer. Use the staff selection function to select the replacement Resident Engineer, and click OK.
- **Step 4:** If necessary, update the Office Location. Click on the list icon to open the Office Location Selection window.

An example of the Office Selection window is shown below after the Division filter has been set to 7 and the Retrieve button clicked.

Report Contraction Selection			×
Filter			
Office Location: (All)	Location Type: (All)	•	<u>R</u> etrieve
Division: 7			
Office Location	Office Location Type	Division	Phone Nur
Resident Engineer - Graham	Contract Administrator Office	7	(336) 570-
Resident Engineer - Greensboro	Contract Administrator Office	7	(336) 487-
Resident Engineer - Greensboro/TMC	Contract Administrator Office	7	(336) 487-
Resident Engineer - McLeansville	Contract Administrator Office	7	(336) 375-
Resident Engineer - Reidsville	Contract Administrator Office	7	(336) 634-
•			• •
ΟΚ	Cancel		

Select the new Office Location making sure that the Office Location Type is Contract Administrator Office. Click OK to enter the Office Location.

Here is how the Staff tab looks after the Resident Engineer and Office Location have been changed. Only a portion of the tab is shown.

HiCAMS - [Hicamsprod]
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🐟 Review Contract Details (DG00219)
Contract: DG00219 Contractor: BLYTHE CONSTRUCTION, INC. Status: Executed
Description (nickname): WIDEN AND RESURFACE
General Routes/Counties Staff Goals Dates Financials Status Completion Project Closeout M&T Status History
Office Phone
Resident Engineer: Ingram, PE, J. Paul 🎇 (336) 487-0150 Administrative Division: 7
Project Engineer: Physical Division: 7
M&T Records Contact: Lloyd, Margaret M 🌪 (919) 814-2220 Office Location: Resident Engineer - Greensboro
M&T Section Specialist: Fosque, Robert W 🔬 (336) 256-2567 Admin Authority Code: Division
IA Inspector
Office Phone: Approved:
LGA
Vendor Name: Contact Name:
Address: Phone:

Step 5: Save the changes. A notification is sent to the new Resident Engineer and if the Contract is a Federal Aid project, the M&T Independent Assurance Supervisor.

Send Notifications To
Notification: Contract: DG00219 Assignment Alert
Send To:
😞 Ingram, PE, J. Paul
🤶 Stanberry, Philip L
Notification Comment:
See Contract Record for more Information.
Sand Add Staff Dalata Staff

If the Office Location was changed, update the Cost Center in SAP.

Update the Cost Center assignment in SAP

In order for Approved Estimate Payments to pass the SAP preprocessor for payment, the Cost Center assigned to the Office Location on the Staff Tab of Contract Details must match the cost center assigned to the contract in SAP. The office location is visible on the Services Tab of the Item Detail grid in the Purchase Order window of SAP.

In HiCAMS, determine what the new Cost Center should be by going to **Admin > Organization Information > Office Locations**. Select the new Office Location in the Office List. On the Office Maintenance, locate the Cost Center assigned to this Office Location. An example of this window is shown below.

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ne gait runcoons inquines <u>References</u> <u>A</u> amin <u>T</u> oois <u>Window</u> <u>Hep</u>			
Office Locations			
Office Location: Resident Engineer - Greens	ooro		
Address: 1584 Vancewille Street Gr	eenshoro NC 27415		
Address. 1004 Tunceyvine Officer, of	10130010, 110 21 413		
Office List Office Maintenance			
Office Location: Resident Engineer - G	reensboro		
Location Type: Contract Administrator	Office 🔻	Routing Facility	
Division	_	Processing Facility	
		- Proceeding Pacifity	
Cost Center: 150355			
Office Address	Office Maili	ing Address	
Street: 1584 Yanceyville Street	Street:	PO Box 14996	
City: Greensboro	City:	Greensboro	
State: North Carolina	State:	North Carolina	
Zip : 27415	Zip: 2	27415-4996	
Phone: (336) 487-0150 Ext:	Phone: () - Ext	
Eax: (226) 256 0206	Eav: (
Fax. (330) 230-0200	Fax. (.)-	
ORG W OFF MAINT			

To update the cost center assignment, open transaction ME22N. The Change Purchase Order window opens.

- **Step 1:** Create the Details for Change for the Cost Center change. In the Header, click on the Enter Change Details icon.
- **Step 2:** For the Change Type, select Contract Changes Item. An example of the window after Enter Change Details has opened is shown next.

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- **Step 3:** For the Long Text, enter Changed Cost Center due to RE change
- **Step 4:** For the Document Number, enter 01. If additional changes are made that day, increment the document number for each one.

The completed Change Details box is displayed below

➡ PRD(1)/600 Enter Details f	for Change		×
Chng Type	Contract Changes-Item	•	
Long Text	changed cost center due to RE change		
Document number	01		
			× ×

- **Step 5:** Change the Cost Center on the Services tab for every Line (WBS element) assigned to the Contract.
- **Step 6:** Save the changes.

Below is an example of the Purchase Order window after the changes have been applied.

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If you encounter difficulties with this process, please contact the Construction Unit at 919-707-2400.