

HiCAMS User Guide

Chapter 2: Contract Maintenance

Section 4C: Update the RE Assignment

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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.

The screenshot shows the HiCAMS software interface. The window title is "HiCAMS - [Hicamsprod]". The menu bar includes "File", "Edit", "Functions", "Inquiries", "References", "Admin", "Tools", "Window", and "Help". The toolbar contains several icons. The main window is titled "Review Contract Details (DG00219)". It displays the following information:

- Contract: DG00219
- Contractor: BLYTHE CONSTRUCTION, INC.
- Status: Executed
- Description (nickname): WIDEN AND RESURFACE

The "Staff" tab is selected, showing the following fields:

- Resident Engineer: Smith, Brian V (with a staff selection icon) | Office Phone: (336) 375-1774
- Project Engineer: (empty) | Office Phone: (empty)
- M&T Records Contact: Lloyd, Margaret M (with a staff selection icon) | Office Phone: (919) 814-2220
- M&T Section Specialist: Fosque, Robert W (with a staff selection icon) | Office Phone: (336) 256-2567
- Administrative Division: 7 (dropdown)
- Physical Division: 7 (dropdown)
- Office Location: Resident Engineer - McLeansville (list icon)
- Admin Authority Code: Division (dropdown)

Below these fields are sections for:

- IA Inspector: (empty) | Office Phone: (empty) | Approved:
- LGA: Vendor Name: (empty) | Contact Name: (empty) | Address: (empty) | Phone: (empty)

At the bottom right, there are three buttons: "Activate", "Indicators", and "Warranties". The status bar at the bottom left shows "Ready".

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.

Office Location	Office Location Type	Division	Phone Number
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-

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.

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.

Send **Add Staff** **Delete Staff**

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

Update the Cost Center assignment in SAP

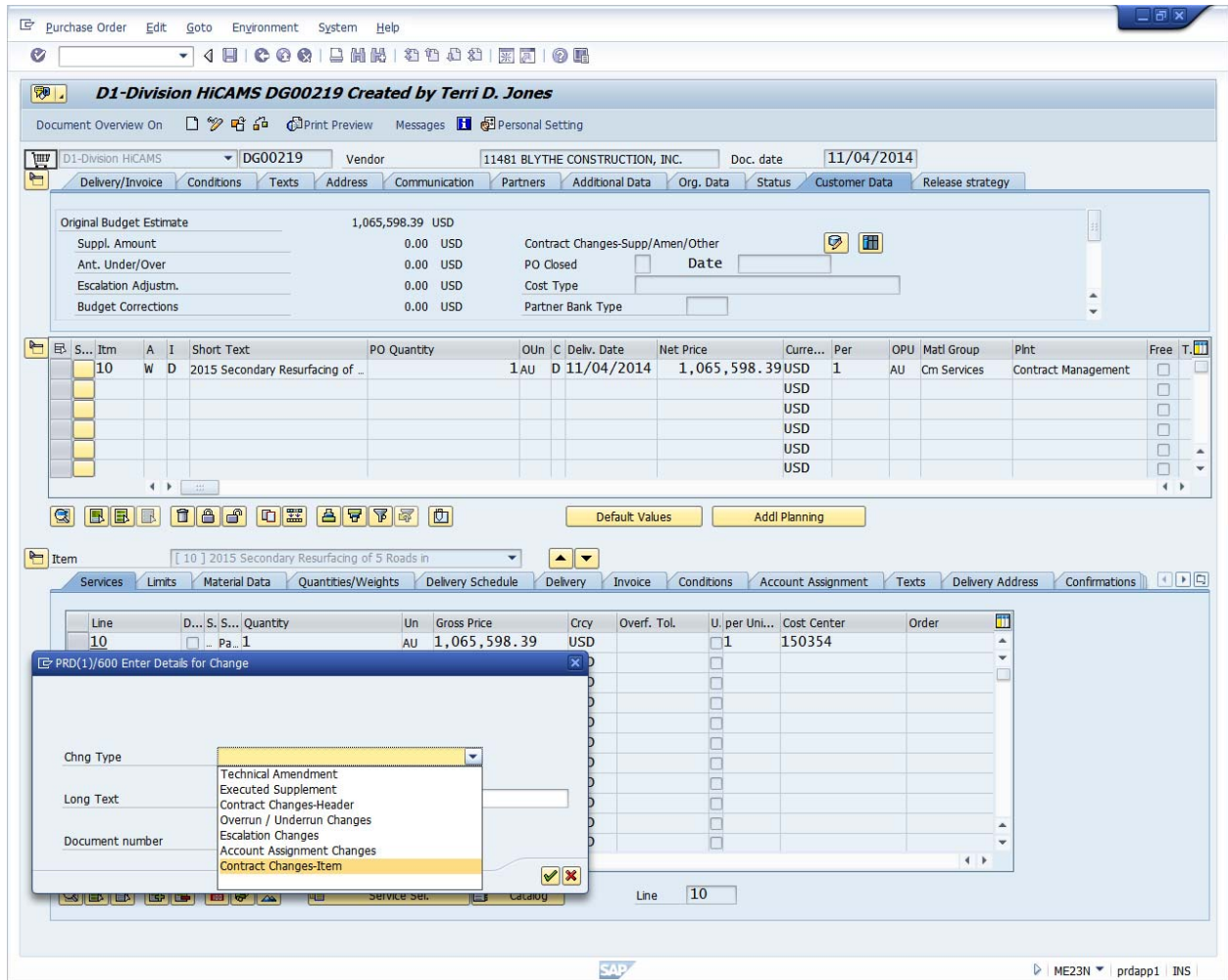
In order for Approved Estimate Payments to pass the SAP preprocessor for payment, the Cost Center assigned to the Office Location on the Staff Tab of Contract Details must match the cost center assigned to the contract in SAP. The office location is visible on the Services Tab of the Item Detail grid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

The screenshot shows the 'Office Locations' maintenance window in HiCAMS. The window title is 'HiCAMS - [Hicamsprod]'. The menu bar includes 'File', 'Edit', 'Functions', 'Inquiries', 'References', 'Admin', 'Tools', 'Window', and 'Help'. The toolbar contains various icons for file operations. The main window title is 'Office Locations'. The current record is 'Resident Engineer - Greensboro' with the address '1584 Yanceyville Street, Greensboro, NC 27415'. The 'Office Location' field is 'Resident Engineer - Greensboro' and the 'Location Type' is 'Contract Administrator Office'. The 'Cost Center' field is '150355', which is circled in red. There are checkboxes for 'Routing Facility' and 'Processing Facility'. Below are sections for 'Office Address' and 'Office Mailing Address' with fields for Street, City, State, Zip, Phone, and Fax.

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

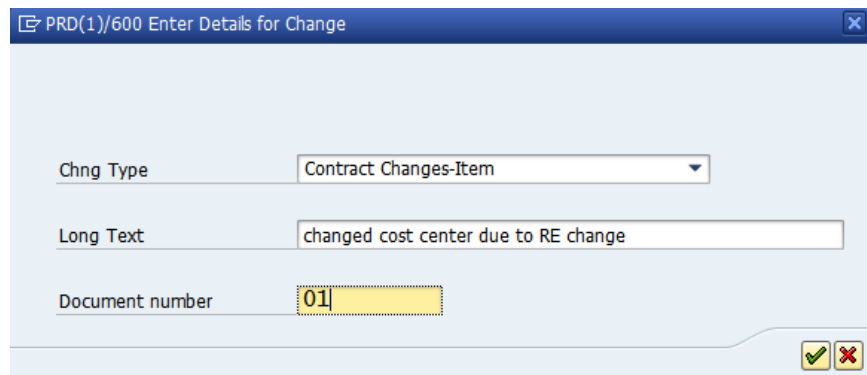
- Step 1:** Create the Details for Change for the Cost Center change. In the Header, click on the Enter Change Details icon.
- Step 2:** For the Change Type, select Contract Changes - Item. An example of the window after Enter Change Details has opened is shown next.



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.

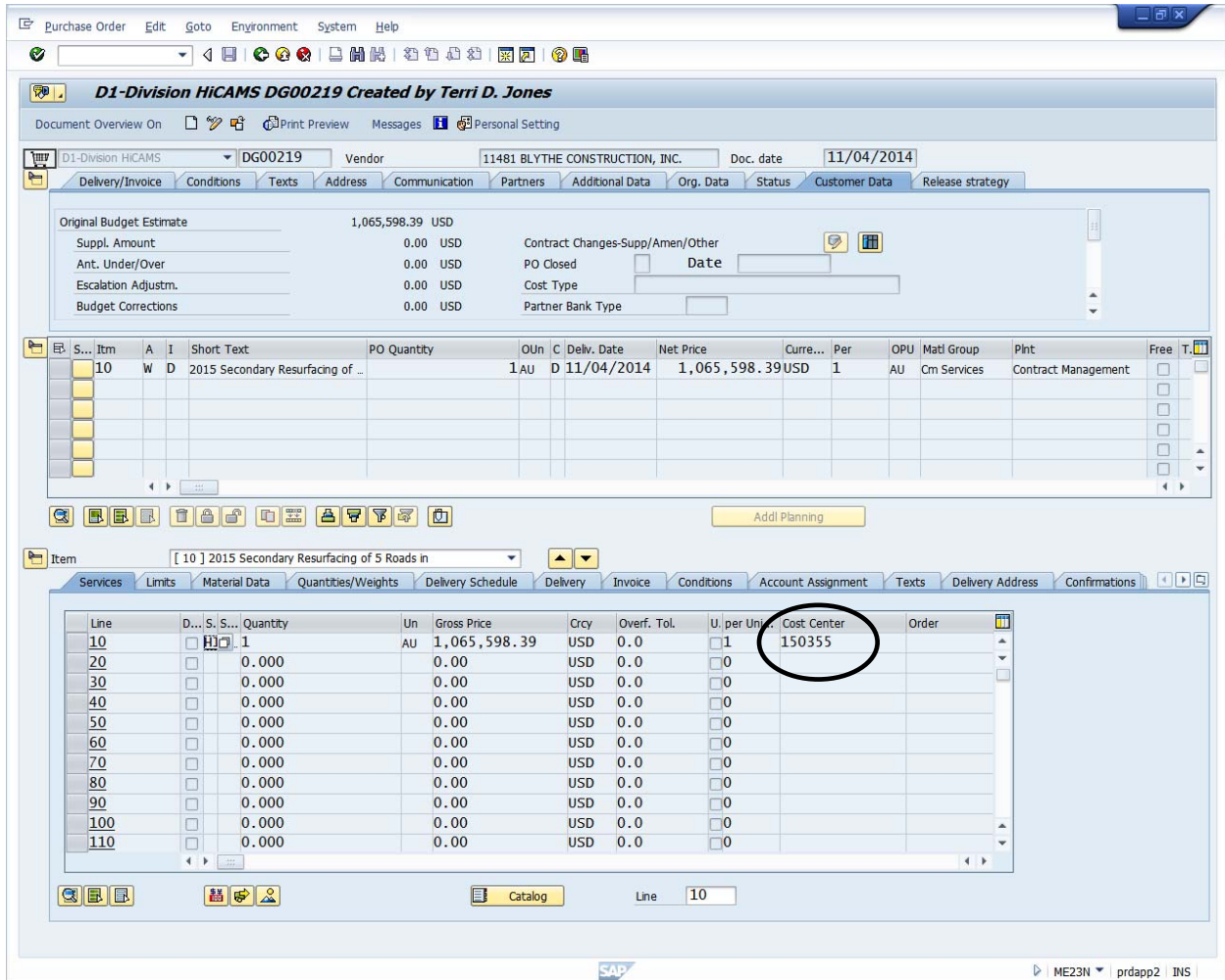
The completed Change Details box is displayed below



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.



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