

HiCAMS User Guide

Chapter 6: WBS Maintenance

Section 2: Merge WBSs

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Paperwork

Revision History

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

Date	Version	Description	Author
December 1997	1.0	Initial Version	HiCAMS Documentation Specialist
November 2002	2.0	Updated Document	Deirdre Warner
September 2014	3.0	Revised format and added SAP information	Marie Novello

About WBS Element Merges

There are three instances where WBS elements are "Merged" in HiCAMS.

Case 1: Initiated by the Division to streamline record keeping. An example of this case can be seen with C202107 (R-2518A & B)

Case 2: Required because multiple STIP numbers have been combined (see Calvin Leggett August 6, 2009 letter). An example of this case can be seen with C202292 (R-5123 and R5137)

Case 3: May be requested if Contracts have been clustered to streamline record keeping or because the funding has been combined. An example of this case can be seen with C201466 (R-2552AA, AB, B, and C) or C203547 (R-2707AB and B)

Questions about this window should be addressed to the Construction Unit at 919-707-2400.

WBS Merge Process

Merging WBS elements requires access to both the HiCAMS WBS Maintenance > Merge WBSs window and transaction ME22N in SAP.

- Step 1:** Contact Project Management for confirmation that the funding allocations on the two WBS elements can be combined. They will need to know why the request is being made. Email Bill Martin and include Patricia Pollard on Federally funded projects
- Step 2:** Contact Accounting Operations to let them know that this will be occurring. Contacts are Angie Ayscue for Federally funded projects and Melissa Dorman for State Funded projects.
- Step 3:** Once the Contract is Activated, the Construction Unit performs the HiCAMS WBS Merge. Make sure to check the WBS elements for NP line items. If the source WBS has NP line items, NP must exist in SAP for the destination WBS element. Need to do a SPLIT before the MERGE if it doesn't.

CAUTION: The merge CANNOT be performed on the same day as the contract is Authorized because it does not exist yet in SAP. (The WBS elements sent as part of the contract create will be wrong.) Once the Contract create is approved in SAP and the Contract has been activated in HiCAMS, THEN do the Merge in HiCAMS.

- Step 4:** Construction Unit moves Commitments in SAP using ME22N.
- Step 5:** Notify Project Management and Accounting Operations when 3 & 4 are complete.
1. Project Management uses CJ20N to change the user status from R100 to correct user status (generally C80) and writes a brief explanation on Long Text giving permission for funds to be combined.
 2. Accounting Operations transfers funds to remaining WBS.

The steps necessary for these tasks begin on the next page.

Merging the WBS Elements in HiCAMS

To perform the WBS element merge in HiCAMS, go to **Functions > WBS Maintenance > Merge WBSs**. The Merge WBSs window opens.

Step 1: Enter the Contract Number.

Step 2: Select the Source and Destination WBS elements. The Source WBS is the one being eliminated. The Destination WBS is the WBS element that will absorb the line items from the first.

NOTE: If the Destination WBS element was not already part of the contract, it would need to be added first.

Below is an example of the Merge WBSs window after the Contract Number has been entered and the Source and Destination WBS elements designated.

The screenshot shows the 'Merge WBSs (C203547)' window in HiCAMS. The contract is C203547, contractor is E.S. WAGNER COMPANY, LLC - SOUTH CA, and status is Active. The description is 'US-74 BYPASS AB/B CLUSTER'. The source WBS is 34497.3.FS5 with 76% source redistribution. The destination WBS is 34497.3.FS4 with 24% destination redistribution.

Line Item	Cont Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
1		MOBILIZATION	LS		0.350	\$1,656,125.1700	\$579,643.81
2		CONSTRUCTION SURVEYING	LS		0.720	\$250,000.0000	\$180,000.00
3		CLEARING & GRUBBING	LS		0.729	\$627,298.3600	\$457,300.50
4		SUPP CLEARING & GRUBBING	ACR		3.000	\$5,500.0000	\$16,500.00
5		SEALING ABANDONED WELLS	EA		12.000	\$750.0000	\$9,000.00
6		UNCLASSIFIED EXCAVATION	CY		1,404,000.000	\$3.3600	\$4,717,440.00
10		REINF BRG APPR ***** [(247+79.14 -L- LT)]	LS		1.000	\$25,000.0000	\$25,000.00
11		REINF BRG APPR ***** [(248+12.65 -L- RT)]	LS		1.000	\$28,000.0000	\$28,000.00
12		REINF BRG APPR ***** [(28+27.06 -Y1-)]	LS		1.000	\$46,000.0000	\$46,000.00

Line Item	Cont Adj	Description	UOM	Non-Part	Premerge Quantity	Postmerge Quantity	Unit Price	Postmerge Amount
1		MOBILIZATION	LS		0.650	1.000	\$1,656,125.1700	\$1,656,125.17
2		CONSTRUCTION SURVEYING	LS		0.280	1.000	\$250,000.0000	\$250,000.00
3		CLEARING & GRUBBING	LS		0.271	1.000	\$627,298.3600	\$627,298.36
4		SUPP CLEARING & GRUBBING	ACR		2.000	5.000	\$5,500.0000	\$27,500.00
5		SEALING ABANDONED WELLS	EA		4.000	16.000	\$750.0000	\$12,000.00
6		UNCLASSIFIED EXCAVATION	CY		492,000.000	1,896,000.000	\$3.3600	\$6,370,560.00
7		REINF BRG APPR ***** [(157+75.50 -L- EB)]	LS		1.000	1.000	\$24,500.0000	\$24,500.00
8		REINF BRG APPR ***** [(157+75.50 -L- WB)]	LS		1.000	1.000	\$24,500.0000	\$24,500.00
9		REINF BRG APPR ***** [(16+83.14 -Y5-)]	LS		1.000	1.000	\$42,350.0000	\$42,350.00

Step 3: Change the source redistribution percent to 0 and hit Enter (or Tab). This automatically changes the Destination percent to 100.

Step 4: Save. You will be asked for your password. A notification is sent to the Division Construction Engineer, the Resident Engineer, and the Assistant Resident Engineer.

The Review Contract Details window (after the Merge) is displayed below. Notice that in the WBS box, the Source WBS element information is now italicized, and the Merge column now has a Yes in it.

HICAMS - [hicansval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Contract Details (C203547)

Contract: C203547 Contractor: E. S. WAGNER COMPANY, LLC - SOUTH CA Status: Active

Description (nickname): US-74 BYPASS AB/B CLUSTER

General Routes/Counties Staff Goals Dates Financials Status Completion Project Closeout M&T Status History

Nickname: US-74 BYPASS AB/B CLUSTER Bid Amount: \$33,122,503.58

Location: US-74 FROM EAST OF SR-1161 (PLEASANT RIDGE RD) TO EAST OF NC-226. Contract Type: Other

Contractor: 5095 - E.S. WAGNER COMPANY, LLC - SOUTH CA WBS: 34497.3.FS4

Fiscal Vendor #: 50869 Spec Year: 2012

Physical Len: 5.05 Miles - English

Comment:

Step By Step 100% State Funded
 Railroad Insurance A Plus B
 No Plan Blanket Consent
 Seed Mulch Incentive Mainframe Contract
 Vegetation ICT SBE

Work Order	Federal Aid Number	Merge	TIP
34497.3.FS4	NHF-0074(142)	N	R-2707AB
34497.3.FS5	NHF-0074(107)	Y	R-2707B

Regional Category: Statewide

Activate Indicators Warranties

Ready

Merging the WBS elements in SAP - No Payments Already Made

Use ME22N to correct Contract Allocations. The unneeded WBS element will be deleted, then the money added to the remaining WBS.

Step 1: In Header: Go to the customer Data tab. On the right side, in the second row (Contract Changes - Supp/Amen/Other), click the left button (Change Details). For Change Type, select Contract Changes - Item and enter the reason (Project let as Cluster) in the Long Text box. Document number is 01, 02, etc. Click OK.

The right button displays the Change History, with the before and after amounts, and all the WBS merge ICs

Step 2: In Item Overview: Select the row for each Item number (10, 20, 30, etc) that will be deleted (this corresponds to the source WBS element). If there is non-participating funds, they will have their own Item Number. Click on the trash can icon. A trash can should appear at the beginning of the row.

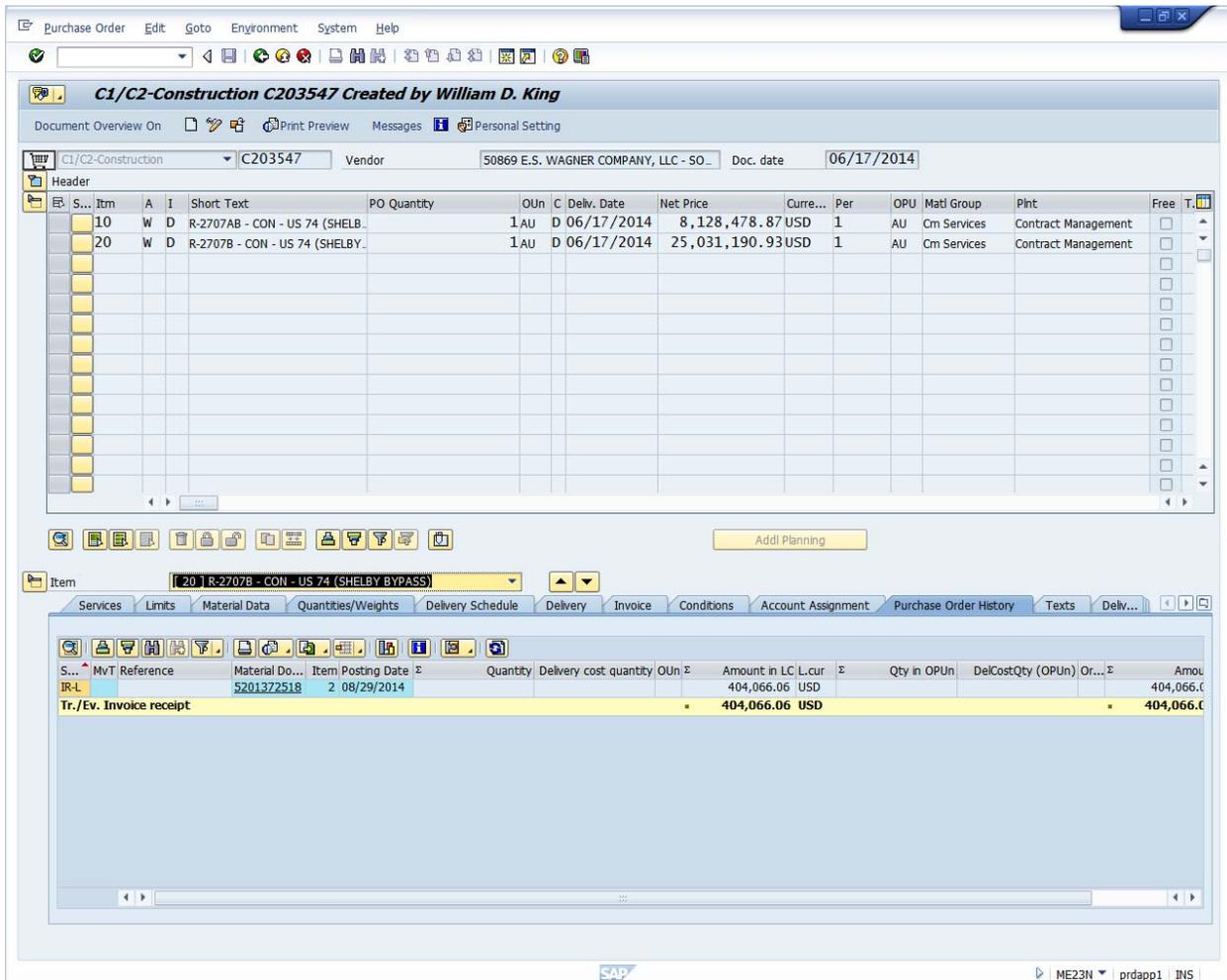
Step 3: In Item Details: Select the Item number that the funds are being added to from the drop down list. Line number 10 will be populated in the detail section below. On the Services tab, find the column labeled Gross Price. Highlight the dollar amount and overwrite it with the combined amount. Enter or Tab out of field.

Step 4: Save. At the bottom of the window, you should receive a green message that the contract has been changed.

Merging the WBS elements in SAP - Payments Already Made

When payments have already been made on the Line corresponding to the WBS element being eliminated, those payments must be moved in SAP before the merged Line can be locked. In this example, Line 20 is being merged into Line 10.

Using ME 23N, access the contract on which the merge is being performed. In Item Details, go to the Purchase Order History Tab. Make note of the Amount in LC total. A screen shot of that tab is below. In this example, that amount is \$404,066.06.



Close the ME23N screen.

Now, create a Credit Memo for the Amount in LC.

- Step 1:** Open ZCM1. Set the Transaction type to Credit Memo. Enter the Purchasing document as Contract Number and the Line being merged. For the Reference, enter "XFERCHARGESTO10" where the number is the Line being retained.
- Step 2:** Hit the Enter key. The amount to be moved populates.

Step 3: In the Amount under the Reference line, enter the amount being moved. In the lower grid, enter the Function Code (7640)

The completed window is shown below.

Invoice Park (MIR7) with Retainage / ALD

Transaction: Credit Memo Balance: 0.00

Selection:

- Purchasing doc. C203547 20
- Service Entry Sheet

Invoice date: 09/24/2014 Vendor: 50869 E.S. WAGNER COMPANY, LLC - SOUT
 Posting date: 09/24/2014 427 OAK ROAD
 Reference: XFERCHARGESTO10 Doc. type: ZC PIEDMONT, SC 29673
 Date of Rcpt: 09/24/2014
 Amount: 404066.06

Item	S. Amount	Quantity	Unit	% ...	Actual Invoice Amo...	Retainage Amount	ALD Amount	Fun...	Final...	Route	Bridge	Parcel
20	1	404,066.06			404,066.06			7640	<input type="checkbox"/>			

Step 4: Click the Process icon. Write down the Document and Work Flow numbers.

Next, reduce the Merged Line to a \$1.00 balance using ME22N.

Step 5: In the Header, enter the reason.

Step 6: In the Item Details, update the Gross prices for both Lines.

Step 7: Save.

Next, create the dummy Invoice.

Step 8: Using ZCM1, enter the header information as before but the Reference this time is "CORRECTCHARGES"

Step 9: Enter the amount being transferred in the Header, and in the Grid. Enter the Function Code.

Step 10: Execute, then Process. You may need to enter the amount in the grid a second time.

Step 11: Write down the Document and Work Flow numbers.

