

HiCAMS User Guide

Chapter 6: WBS Maintenance

Section 4: Split WBSs

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

About WBS Splits

The Split WBS function allows existing Contract Line Items to be assigned to additional funding sources after the Contract has been Activated.

This frequently occurs on resurfacing contracts for items such as Incidental Milling or Adjustment of Manholes when the Line Item was not added for a particular map.

A WBS Split also has an SAP component in the background, similar to Supplemental Agreements. When a WBS Split is done and the Overrun checkbox is checked, HiCAMS transmits a request for additional funds to be encumbered in SAP. This requires documentation to be scanned into SAP just as when a Supplemental Agreement is done.

A WBS Split can also be done to add a new funding source to a contract if the work is not being added by Supplemental Agreement. First the new WBS element is added by the construction unit, and then the WBS Split is done.

Regardless of the reason, if the WBS Split creates an Overrun, a letter must be written to Commercial Accounts to explain why the additional funds need to be encumbered.

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

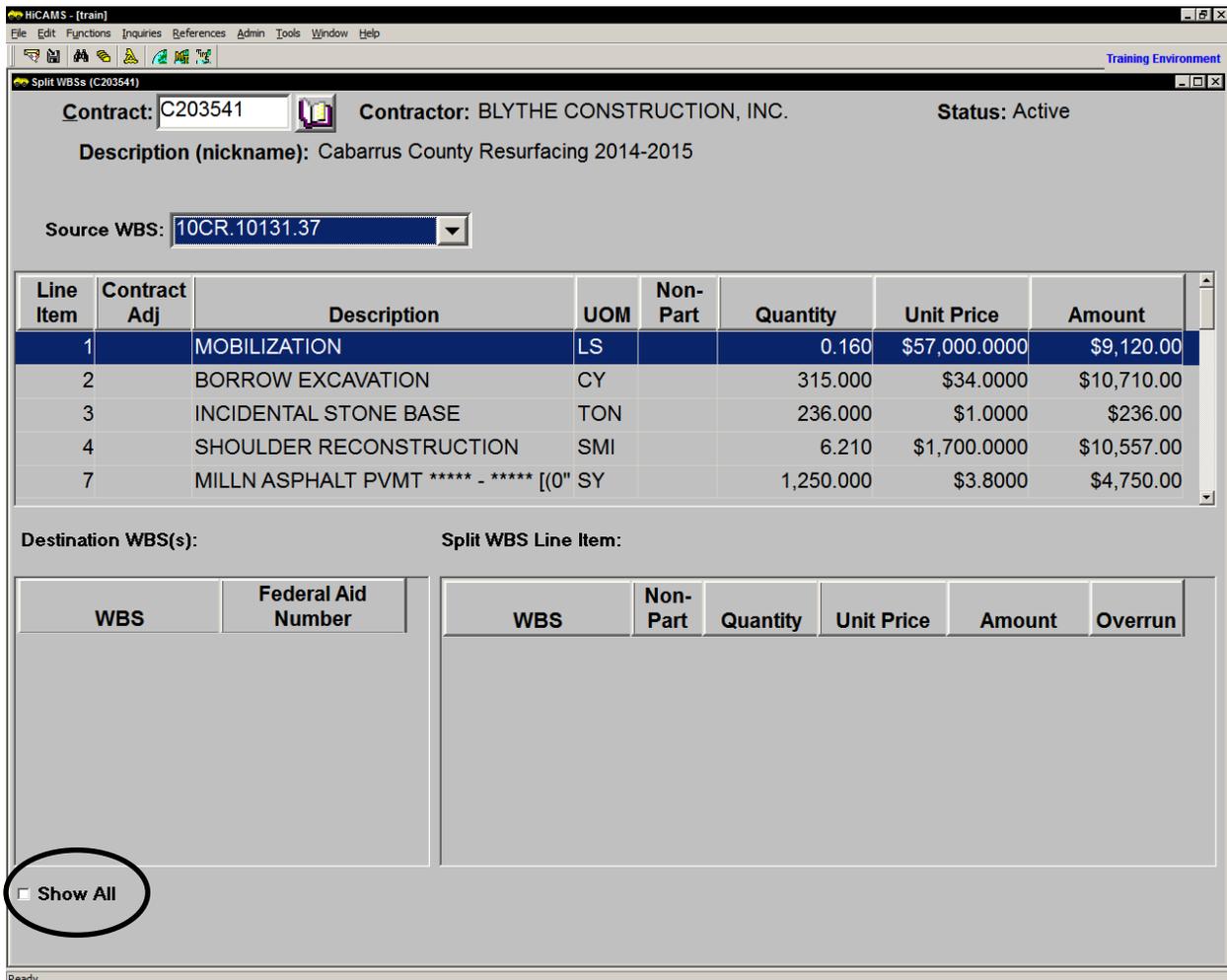
WBS Split in HiCAMS

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

Step 1: Enter the Contract Number.

Step 2: Select the Source WBS elements. The Source WBS is the one which contains the Line Item needed on another WBS element.

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



Notice that there are no WBS elements listed in the Destination WBS(s) box. This is because Line Item 1 already exists at least once on every WBS element currently assigned to the Contract.

To see all the WBS elements the Show All checkbox can be checked.

NOTE: HiCAMS prohibits duplication of WBS element and participation code on a contract.

Step 3: Select the Destination WBS element. The Destination WBS is the WBS element that needs a Line Item found on the Source.

NOTE: If the Destination WBS element was not already part of the contract, contact the Construction Unit to have it added.

Below is an example of the Split WBSs window after the donor Line Item has been selected. Notice that with Line Item 7 highlighted in the Source WBS grid, many destination WBSs are available without checking the Show All box. This means that Line Item 7 is not already present on these WBS elements.

The screenshot shows the HICAMS software interface. The main window is titled "Split WBSs (C203541)". At the top, it displays "Contract: C203541", "Contractor: BLYTHE CONSTRUCTION, INC.", and "Status: Active". Below this, the "Description (nickname): Cabarrus County Resurfacing 2014-2015" is shown. A "Source WBS:" dropdown menu is set to "10CR.10131.37".

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
1		MOBILIZATION	LS		0.160	\$57,000.0000	\$9,120.00
2		BORROW EXCAVATION	CY		315.000	\$34.0000	\$10,710.00
3		INCIDENTAL STONE BASE	TON		236.000	\$1.0000	\$236.00
4		SHOULDER RECONSTRUCTION	SMI		6.210	\$1,700.0000	\$10,557.00
7		MILLN ASPHALT PVMT ***** - ***** [(0"	SY		1,250.000	\$3.8000	\$4,750.00

Below the source WBS grid, there are two sections: "Destination WBS(s):" and "Split WBS Line Item:".

WBS	Federal Aid Number
10CR.20131.105	
10CR.20131.106	
10CR.20131.109	
10CR.20131.110	
10CR.20131.111	
10CR.20131.112	

At the bottom left, there is a checkbox labeled "Show All" which is currently unchecked.

Step 4: To create Line Item 7 on another WBS element, highlight the Destination WBS element, and drag it to the right into the Split WBS Line Item box.

Contract: C203541 Contractor: BLYTHE CONSTRUCTION, INC. Status: Active
 Description (nickname): Cabarrus County Resurfacing 2014-2015
 Source WBS: 10CR.10131.37

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
1		MOBILIZATION	LS		0.160	\$57,000.0000	\$9,120.00
2		BORROW EXCAVATION	CY		315.000	\$34.0000	\$10,710.00
3		INCIDENTAL STONE BASE	TON		236.000	\$1.0000	\$236.00
4		SHOULDER RECONSTRUCTION	SMI		6.210	\$1,700.0000	\$10,557.00
7		MILLN ASPHALT PVMT ***** [(0" SY			1,250.000	\$3.8000	\$4,750.00

Destination WBS(s):
 10CR.20131.105
 10CR.20131.106
 10CR.20131.109
 10CR.20131.110
 10CR.20131.111
 10CR.20131.112

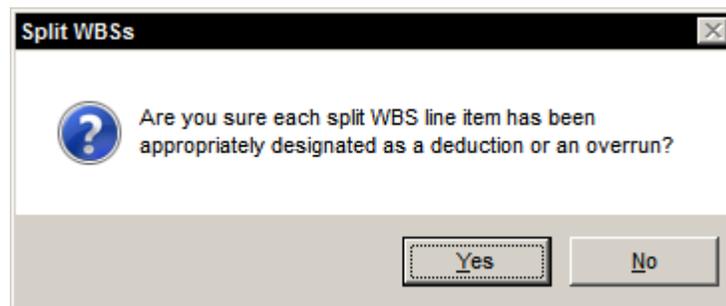
Split WBS Line Item:

WBS	Federal Aid Number	WBS	Non-Part	Quantity	Unit Price	Amount	Overrun
10CR.20131.105		10CR.20131.105		10.000	\$3.8000	\$38.00	

Show All

Step 5: Enter a quantity to establish the skeleton Line Item on the Destination WBS. Remember that payments can be made for more than this quantity when payments are entered - this is just to create the Line Item.

Step 6: Save. HiCAMS will display the following message:



The message allows you the chance to cancel the Save if you discover an error. If all the data is correct, select Yes. If any of the data needs to be changed select No.

If the Overrun box is NOT checked, the quantity designated will be moved from the Source WBS element to the Destination WBS element as shown below:

Contract: C203541 Contractor: BLYTHE CONSTRUCTION, INC. Status: Active
 Description (nickname): Cabarrus County Resurfacing 2014-2015
 Source WBS: 10CR.10131.37

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
1		MOBILIZATION	LS		0.160	\$57,000.0000	\$9,120.00
2		BORROW EXCAVATION	CY		315.000	\$34.0000	\$10,710.00
3		INCIDENTAL STONE BASE	TON		236.000	\$1.0000	\$236.00
4		SHOULDER RECONSTRUCTION	SMI		6.210	\$1,700.0000	\$10,557.00
7		MILLN ASPHALT PVMT ***** [(0" SY			1,240.000	\$3.8000	\$4,712.00

Destination WBS(s): Split WBS Line Item:

WBS	Federal Aid Number	WBS	Non-Part	Quantity	Unit Price	Amount	Overrun
10CR.20131.106							
10CR.20131.109							
10CR.20131.110							
10CR.20131.111							
10CR.20131.112							
10CR.20131.113							

Show All

Because the Overrun box was NOT checked, the dollars are also moved from the Source WBS element to the Destination WBS element and no documentation is required. The increase of \$38.00 on the Destination WBS element is balanced by the reduction by \$38.00 on the Source WBS element

If the Overrun box had been checked, the quantity on the Source WBS element would have remained at 1,250.000 and the encumbrance of the additional \$38.00 would require a letter to be written to Commercial Accounts.

Adding an Additional Participation Code

It is also possible to use the Split WBSs function to create a Non-Participating Line Item from a Participating one, and a Participating Line Item from a Non-Participating one.

Select the Source WBS and Line Item. Then, click on the Show All checkbox. Select the Destination WBS and drag it to the Split WBS Line Item box.

If the Line Item already exists as a Participating or Non-Participating Line Item, HiCAMS will automatically select the 1 in the Non-Part column to create a Non-Participating Line Item, or the blank to create the Participating Line Item. Enter the Quantity and Save the record.

The window before the Save is shown below.

HiCAMS - [train] Training Environment

Split WBSs (C203093)

Contract: C203093 Contractor: BLYTHE CONSTRUCTION, INC. Status: Active

Description (nickname): George Liles Pkwy

Source WBS: 34408.3.5

Line Item	Contract Adj	Description	UOM	Non-Part	Quantity	Unit Price	Amount
194		8" TAPPING VALVE	EA		1.000	\$3,110.0000	\$3,110.00
195		6" AIR RELEASE VALVE	EA		4.000	\$8,000.0000	\$32,000.00
196		2" BLOW OFF	EA		2.000	\$11,430.0000	\$22,860.00
197		RELOCATE WATER METER	EA		8.000	\$496.0000	\$3,968.00
198		RECONNECT WATER METER	EA		8.000	\$496.0000	\$3,968.00

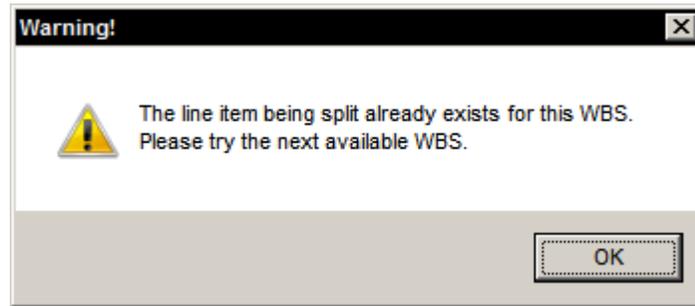
Destination WBS(s): Split WBS Line Item:

WBS	Federal Aid Number	WBS	Non-Part	Quantity	Unit Price	Amount	Overrun
34408.3.5	STP-1304(13)	34408.3.5	1	1.000	\$496.0000		

Show All

Ready

If the WBS element and Participation Code combination already exist, HiCAMS will display the following message:



Click OK. The WBS element is prohibited from being in the Split WBS Line Item box.

NOTE: *Non-Participating Line Items should NOT be created for State Funded WBS elements. ALL work on a State Funded WBS element is by default Non-Participating.*

Paperwork Required for SAP - Overruns

When additional funds are encumbered on the Destination WBS element, a letter to Commercial Accounts identifying the reason for the overrun must be scanned into the Contract attachments in SAP. An example of this letter is shown on the next page.

For assistance with this process, please contact the Construction Unit.



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PATRICK L. MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

20 October 2014

CONTRACT NUMBER: C203541

MEMORANDUM TO: Mr. Todd Morgan
Commercial Accounts Manager

SUBJECT: Budget Correction

Reference is made to the following Budget Corrections for the Overrun / Underrun of Contract Line Items:

Submitted Date	WBS element	Line No.	Amount	Line Item
3 Oct 2014	10CR.20131.114	110	\$8,592.48	2
3 Oct 2014	10CR.20131.114	110	\$37,416.96	11
3 Oct 2014	10CR.20131.114	110	\$61,555.15	10
7 Oct 2014	10CR.20131.114	110	\$3,825.00	4
7 Oct 2014	10CR.20131.114	110	\$38,102.93	6
7 Oct 2014	10CR.20131.114	110	\$1,117.40	9
7 Oct 2014	10CR.20131.114	110	\$3,951.80	31
7 Oct 2014	10CR.20131.115	120	\$4,406.10	31

Please advise if you have questions regarding this change.

Yours very truly,

P. R. Johnson, PE, PLS
Roadway Construction Estimates & Claims
Engineer

PRJ:MBN

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CONSTRUCTION UNIT
1543 MAIL SERVICE CENTER
RALEIGH NC 27699-1543

TELEPHONE: 919-733-2210
FAX: 919-733-8441

WEBSITE: www.NCDOT.ORG

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RALEIGH NC