



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

June 20, 2012

To: All L&S Staff

From: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Proc. 2012-1
Utilization of L&S Function Codes

Since early January 2012 we have been entering our time worked in SAP as directed by the memo from Mr. Victor Barbour and Mr. Terry Gibson dated January 5, 2012 (see attached). While we have been entering our time as directed, we have been working with SAP programmers to expand the L&S function code list to better track the work that we do. We are now at a point of development of our new function code list to implement its use. The following electronic files will hopefully help to clarify and enable use of these new function codes::

- L&S Function Codes 06-2012.xlsx
- Function Codes Long & Short Description 06-2012.xlsx
- "List of New Function Codes.pdf"
- "Guidelines for use of new function codes.ppsx"

These files can also be found on "Inside NCDOT" under "Site Map", and then clicking on the Location & Surveys Team site. Under the Location and Surveys Team Docs folder, the files will be located in the directory entitled "Location and Surveys Function Code Information". This new list will replace any function code list you may have prior to this memo. Beginning immediately, we will implement the use of these function codes to charge our time worked in SAP.

These function codes are now in SAP and are fully functional with the exception of the ones noted on the spreadsheet that do not currently work with the 1DOT WBS element. These function codes are denoted in "red." A list of the function codes can be displayed in SAP using the transaction "ZPSR19" and then entering the appropriate functional area range you want to display. The hierarchy of the function codes and phases can also be displayed by using the SAP transaction "FM_SETS_FUNCTION3" and then using either the "PROJCSTPHS" or "PROJCSTTSK" as the functional area group.

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Other work is in process to develop methods to utilize these function codes. This includes Business Warehouse reporting processes, cost estimating spreadsheets for in-house and PEF work, and other forms that can be used to automate and track our work performed. We also intend to follow-up with a description list that will clarify further how to charge and utilize these function codes. In addition, we will also be scheduling and providing training as needed for the Business Warehouse reporting process.

As always, thank you for your assistance in making this happen. If you have questions or comments, please don't hesitate to pass those on to your Regional Engineer or call Dale Burton or me directly.

CWB/jdb

Attachments: Memo from Victor Barbour and Terry Gibson

Cc: Victor Barbour, PE w/ attachments
Ron Allen, PE w/ attachments

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January 5, 2012

To: Division of Highways Managers
Technical Services Managers

From: Victor Barbour, PE
Technical Services Administrator

Terry Gibson, PE
State Highway Administrator

Subject: Implementation of New Function Codes

Accompanying this memo is a list of new function codes that have been developed to replace STARS network time charges (activities and activity elements). As you may remember, the STARS Improvement Work Team cited that network time charging has created scheduling issues and agreed that another approach was needed. The approach outlined in the accompanying function code list and presentation has been coordinated with the PE Estimate & Budget Work Group and complements their efforts.

These new functions have been added to SAP and are ready for use. Please begin using them immediately. Even though there will be a transition period of about two months when SAP will still accept network time charges while the system is being reconfigured, we prefer that you begin using the new functions. We do not anticipate any major issues with the changeover and hopefully you should find this new approach to be much simpler.

If you have any questions, please contact Ron Allen in the SMO at 919-707-6635 or by e-mail at rallen@ncdot.gov.

VB/TG/rda

Cc: Ron Allen, PE Debbie Barbour, PE Jimmy Norris
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