

New TODS Agreement Processing Step-by-Step

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Introduction

The New TODS agreement Process guide provides step-by-step instructions for creating customer master records, sales orders, billing documents and contracts for new TODS agreements.






Conventions

Italicized text indicates text that must be entered in a field.

Bold text in a procedure step indicates application elements that you select, choose, press or enter text.

Italicized and bolded text in a procedure indicates the name of a screen or dialog box that displays.

The following text boxes in a procedure indicate important information:

	Note – a guideline or practice
	Helpful Hint – a tip or hint that helps improve your efficiency
	Warning – a notification of important information
	Example – an example relevant to the task at hand
	Decision – a choice to make that will determine your next step

SAP Resources

Course materials, course catalog and training calendar are published on the BSIP (SAP) Training page of Inside NCDOT.

Overview

Key Terms

The following is a list of key terms and acronyms used throughout this guide. Refer to this section if you encounter an unfamiliar term.

Term	Acronym	Description
Billed Contract	--	contract that has had a payment posted against it
Billing Document	--	SAP document used to create an invoice
Business	--	tourist attractions located on the state non-freeway system which is located within the right-of-way at intersections
Business Owner	--	company or individual who owns the business (same as customer unless TODS fees are paid by corporate office)
Contract	--	SAP sales document that contains control data for the billing of annual renewal fees associated with the TODS Signing Program; includes details about the business
Customer	--	company or individual who pays the TODS fees (same as business owner until TODS fees are paid by corporate office)
Customer Master Record	--	data record in SAP that contains all information necessary to conduct business transactions with a specific customer
Dunning	--	process of sending letters and invoices notifying a customer of a payment due
Invoice	--	printed document used to notify customer of payment due; automatically prints when billing document is saved
Jurisdiction Code	--	code representing the county in which the customer resides
TODS Panel	--	panels are 72" x 16" and include the individual business name, distance, and directional arrow.
Physical Location	--	physical location of the actual business represented on the TODS panel
Sales Order	SO	SAP sales document that contains control data for the one-time billing of fees associated with the TODS Signing Program
Unbilled Contract	--	contract that has not had a payment posted against it, even if it has been invoiced
WBS Element	WBS	cost collector for revenues related to the TODS Signing Program

What is the TODS Signing Program?

The North Carolina Department of Transportation (NCDOT) participates in a federal program to provide tourist oriented directional signing (TODS) on all state or US highways or roads that are not fully controlled access highways (have driveways or intersections).

This program allows the department to install signs to which individual attraction names, distances, and directional arrows are attached. These signs are paid for by the attractions, and the Department constructs and maintains the signs for the attractions.

Tourist-oriented directional signs are installed when qualifying attractions enter into an agreement with the Department and pay the required fees. To be eligible for TODS, all attractions must be defined as either tourist-oriented businesses or facilities.

The New TODS Agreement Processing guide provides step-by-step instructions for creating customer master records, sales orders, billing documents and contracts for new TODS agreements.

How Does it Work?

Business apply for the TODS program via a written request to the appropriate Division Engineer (or their designee, the Division TODS Coordinator). The Coordinator performs a field investigation to verify the distance of the business from the interchange.

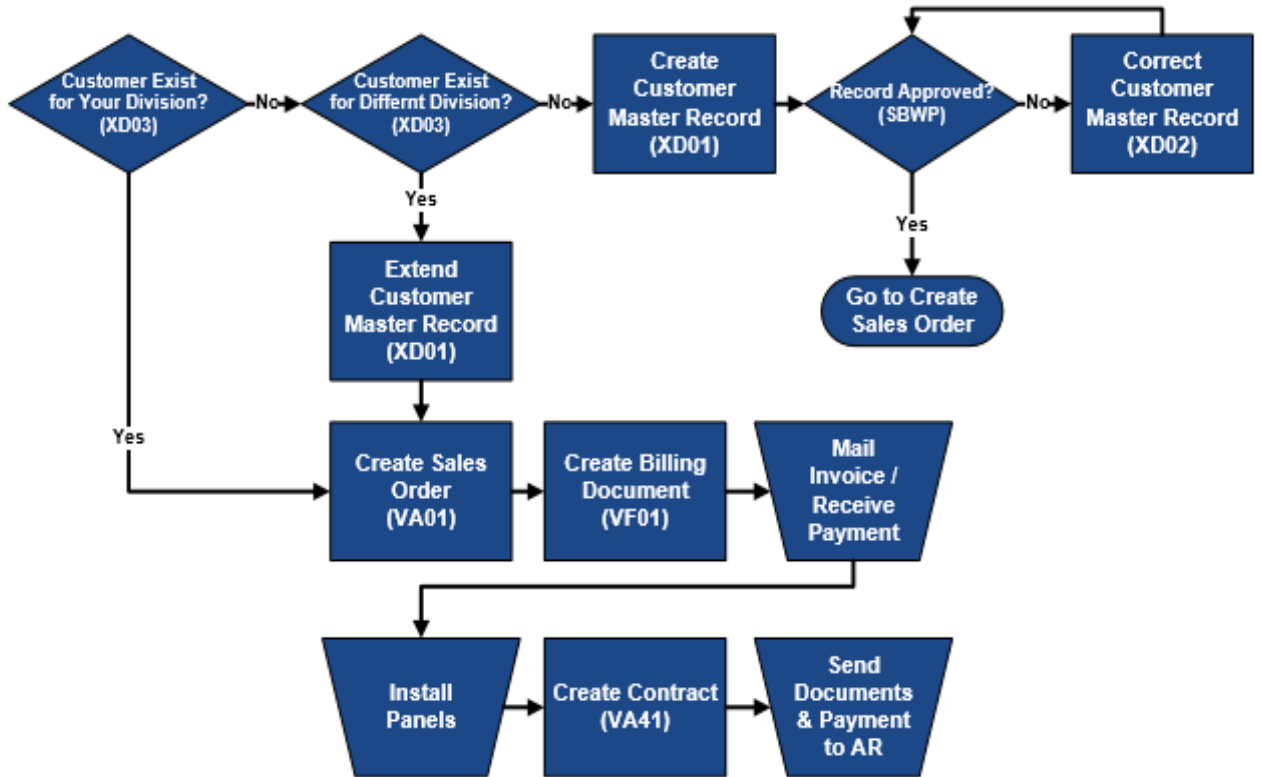
If the business meets the distance requirements, the Coordinator performs an on-site review of the business and completes a qualification survey form. The Coordinator meets with the business owner or their representative and discusses the quantity and type of panels required, provides copies of the program rules, a list of sign fabricators and other information as necessary. Once the field and on-site investigation is completed, the Coordinator sends a written response to the customer's request.

The sign fabricator for the owner is required to submit panel artwork to the Coordinator for review before the panels are fabricated. When the artwork is approved, the Coordinator notifies the sign fabricator to make the signs and provide them to the Coordinator for installation.

The Coordinator assigns an agreement number to the agreement following standard naming conventions and forwards the agreement to the business owner for signature.

When the Coordinator receives the signed agreement, fabricated panels, and payment for first-year fees, they issue a work order to install the panels. After the panels are installed, the Coordinator creates a contract to represent the agreement in SAP. The Coordinator then sends the original signed agreement, invoice, and customer payment to Accounts Receivable.

New TODS Agreement SAP Process




Customer Master Records

A customer master record is a data record in SAP that contains all information necessary to conduct business transactions with a specific customer. The customer is the legal entity responsible for paying the fees associated with the TODS Signing Program and is often the same as the business owner.

XD03 - Display Customer Master Record

Before creating a new customer master record, always check to see if a TODS customer master record already exists for the client. If you think you have already created a TODS customer master record and cannot find it using this procedure, contact the DOT Help Desk for assistance. Do not create a duplicate customer master record.

1. Enter *XD03* in the **Command** field on the *SAP Easy Access* screen.
2. Press **Enter**. The *Customer Display: Initial Screen* dialog box displays.
3. Click  to the right of the **Customer** field. The *Customer Account Number* dialog box displays.
4. Select the **Customers per sales group** tab, if necessary.
5. Enter a *keyword of the customer name surrounded by asterisks* in the **Name** field.




Entering a portion of the name surrounded by asterisks generates a larger number of results, but reduces the risk of not finding a customer due to data entry errors.

6. Enter 55 in the **Distribution Channel** field.
7. Clear the **Division** field, if necessary.



A value defaults in the **Division** field if you have set your parameters (refer to *Set Parameters* in the **Tips & Tricks** for details).

8. Clear the **Maximum No. of Hits** field, if desired.
9. Click  or press **Enter**. A list of customers matching the selection criteria entered displays.



If the following message displays, *No values for this selection*, the client does not have a TODS customer master record in SAP. Click to close the dialog box, then click to exit this transaction.

10. Review the values in the **Name 1**, **City**, **Postal Code** and **Dv** columns.



If ZZ precedes a customer name, the master record is not valid and should not be used.



If the name, city and postal code match the information provided by the business owner, take note of the division number in the **Dv** column, then continue with step 11 to review the customer master record.

If the name, city and postal code do not match the information provided, the client does not have a TODS customer master record in SAP. Click to close the dialog box, then click to exit this transaction.

11. Double click the appropriate customer. The customer master record number populates the **Customer** field.

12. Clear the **Sales Organization**, **Distribution Channel**, and **Division** fields, if necessary.

13. Click or press **Enter**. The *Display Customer: General Data* screen displays.

14. Review data in the following fields on the Address tab:


- **Name** – full name of customer
- **Search term 1/2** - name of business
- **Street/House number** – street address of customer
- **Postal Code/City** – zip code and city



If the address in the **Street/House number** field does not match the address provided by the business owner, a new customer master record must be created.

If the address in the **Street/House number** field matches the address provided, record the customer master record number.

- If the division from step 10 matches your division, the master record can be used to create the sales order.
- If the division does not match, the master record can be extended to your division.

15. Click  to exit this transaction.

Customer Master Template

A customer master template has been created for use when extending or creating customer master records for TODS. The customer name is *TODS Template Customer* and the record number is 29338. By referencing the template customer, many fields automatically default into the new customer master record, reducing the amount of data entry.

XD01 – Extend Customer Master Record





When the name and street address on an existing TODS customer master record matches the information on the new signed agreement, but the master record is not for your division, it can be extended (copied) to your division. Extending master records ensures each TODS customer has only one master record, regardless of the number or location of participating businesses they may own.

Use the following procedure to extend a TODS customer master record from one division to another, referencing the DOT TODS Template Customer.

1. Enter *XD01* in the **Command** field on the **SAP Easy Access** screen.
2. Press **Enter**. The **Customer Create: Initial Screen** dialog box displays.





If your parameters have been set to default for TODS (refer to the *Set Parameters* procedure in the **Tips & Tricks**), proceed to step 7 to change the value in the **Reference division** field.

3. Click  in the **Account group** field, then select **DOT TODS Customers**.
4. Enter the *customer master record number to be extended* in the **Customer** field.
5. Ensure 1500 displays in the **Company Code** field.
6. Enter values in the following fields in the **Sales area** section:
 - **Sales organization** – 1500
 - **Distribution Channel** – 55
 - **Division** – division to receive the customer master record.
7. Enter values in the following fields in the **Reference** section:
 - **Customer** – 29338
 - **Company code** – 1500
 - **Sales Organization** – 1500
 - **Distribution Channel** – 55
 - **Reference division** – division in which panel is to be installed
8. Click  or press **Enter**. The **Create Customer: Sales Area Data** screen displays.
9. Click . The **Customer Create: Initial Screen** displays the following message:
Customer [number] was created for sales area 1500 55 [new division]
10. Click  to exit this transaction.

XD01 – Create TODS Customer Master Record

When the name and address provided by the business owner does not match an existing TODS customer master record, a new one must be created. New customer master records are automatically blocked until reviewed and approved by Accounts Receivable. A sales order cannot be created until the customer master record has been approved. The record creator receives notification of approval or rejection.

1. Enter *XD01* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Customer Create: Initial Screen** dialog box displays.
3. Click  in the **Account group** field, then select **DOT TODS Customers**.
4. Ensure 1500 displays in the Company code field.

5. Enter values in the following fields in the **Sales area** section:

- **Sales Organization** – 1500
- **Distribution Channel** – 55
- **Division** – division in which panel is to be installed

6. Enter values in the following fields in the **Reference** section:

- **Customer** – 29338
- **Company code** – 1500
- **Sales Organization** – 1500
- **Distribution Channel** – 55
- **Reference division** – division in which panel is to be installed



7. Click  or press **Enter**. The **Create Customer: General Data** screen displays.

Customer details

The customer is the company or individual paying for the TODS panels. The customer may or may not be the same as the business. If the customer and business are different, details about the business will be entered on the TODS contract.

Enter details about the customer (company or individual paying for the panels). Use CAPITAL LETTERS when entering text.

8. Enter the FULL CUSTOMER NAME in the first **Name** field.

	If the customer is an individual, enter their full name. If the customer is a company, enter the full company name.
	JOHN QUINCY ADAMS BAKERSFIELD INVESTMENTS, INC POPEYE'S CHICKEN & BISCUITS

9. Enter *ATTN: ACCOUNTS PAYABLE* in the second **Name** field.

10. Enter *SEARCH TERMS* in the **Search term 1/2** fields.



If the customer is an individual, enter the *LAST NAME* in the first **Search term 1/2** field, and the *FIRST NAME* in the second **Search term 1/2** field.

If the customer is a company, enter the prominent keyword(s) in the first **Search term 1/2** field (leave the second field blank).

Do not enter a keyword from the business name in the **Search term 1/2** fields unless the business is also the customer.



ADAMS JOHN QUINCY
BAKERSFIELD
POPEYE'S

11. Enter the *BILLING STREET ADDRESS* in the first **Street/House number** field.



Do not enter the physical location of the business represented on the TODS panel unless it is also the customer billing address.

If the customer address is a post office box, leave this field blank.

The second **Street/House number** field is not used by NCDOT.

12. Enter the *zip code* in the first **Postal Code/City** field.

13. Enter the *CITY* in the second **Postal Code/City** field.



14. Enter the *TWO-LETTER STATE ABBREVIATION* in the **Region** field.

15. Enter the *TAX JURISDICTION CODE* for the *billing address* in the **Tax Jurisdiction** field.



If the customer address is out of state, enter ZZ0000000 in the **Tax Jurisdiction** field.

If the customer address is in NC, perform the following:

1. Click  to the right of the field.
2. Enter *NC* in the **State** field.
3. Click  or press **Enter**.
4. Double click the county that corresponds to the customer address.

16. Enter the *POST OFFICE BOX NUMBER* in the **PO Box** field.



If the customer address is a street address, leave this field blank.

17. Enter the *zip code* in the **Postal code** field.



If the customer address is a street address, leave this field blank.

18. Enter a *telephone number and extension for the customer* in the **Telephone** and **Extension** fields, respectively.



Use dashes when entering telephone numbers. For example, 919-555-1212.

19. Enter a *mobile telephone number for the customer* in the **Mobile Phone** field, if available.

20. Enter a *fax number for the customer* in the **Fax** field, if available.

21. Enter an *E-MAIL ADDRESS for the customer* in the **E-Mail** field, if available.



Do not use the **E-Mail** field to enter additional text. The email address may be used to send official notifications and correspondence to the customer.



The @ symbol is required.

Billing Document Details

Enter details required for the billing document.

22. Click [Sales Area Data](#). The **Create Customer: Sales Area Data** screen displays.

23. Ensure *55* and the *correct division displays* in the **Distr. Channel** and **Division** fields in the header.

24. Ensure *1* defaults into the **Cust.pric.proc.** field on the **Sales** tab.

25. Select the **Billing Documents** tab.



26. Ensure *FOB* and *FREE ON BOARD* defaults into the **Incoterms** fields.

27. Ensure *NT30* defaults into the **Terms of payment** field.

28. Enter *1* in the **Tax classification** column for the **County Sales Tax** line item.

29. Enter *1* in the **Tax classification** column for the **City Sales Tax** line item.


30. Enter *1* in the **Tax Classification** column for the **Tax Jurisdict. Code** line item.


31. Click . The **Customer Create: Initial Screen** displays the following message: *Customer [number] has been created for company code 1500 sales area 1500 55 [division]*
32. Click  in the **Customer Create: Initial Screen** dialog box to exit this transaction.

Workflow

SAP Workflow is used to route documents and work items to customer master record creators when customer master records have been approved or rejected by Accounts Receivable. When you create a new customer master record, check your inbox regularly for notification of approval or rejection.

Workflow is initiated when a new customer master record is saved or when changes to a customer master record that has never been approved are saved. Extended customer master records do not require approval from Accounts Receivable. When a customer master record is extended to another division, there is no resulting Workflow.

Documents  are generated by the system to notify customer master record creators that a master record has been approved.



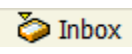

Work items  are generated by the system to notify customer master record creators that a master record has been rejected.

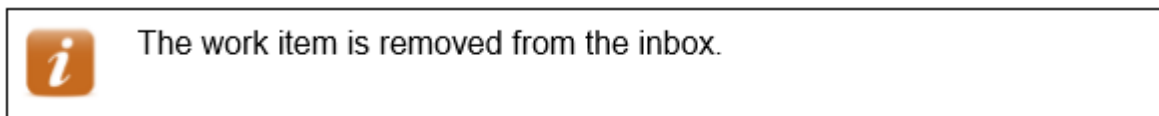
If the customer master record is not correct, the Accounts Receivable clerk rejects the customer master record and provides an explanation. SAP sends the explanation to the record creator via a Workflow work item. The record creator must change the customer master record using transaction XD02. When changes are saved, the system generates a Workflow work item to Accounts Receivable requesting review of the corrected master record.


If the customer master record is a duplicate, the Accounts Receivable clerk rejects the customer master record and provides the record creator with the existing customer number via a Workflow work item. Duplicate master records are flagged for deletion by the Accounts Receivable clerk, and ZZ is added to the beginning of the customer name to indicate the master record should not be used.

Work items should be processed as soon as they are received.

SBWP – Process Workflow Work Items

1. Enter *SBWP* in the **Command** field on the **SAP Easy Access** screen, then click  or click  on the **SAP Easy Access** toolbar. The **Business Workplace of [username]** screen displays.
2. Click . All **Inbox** documents and work items display in the **Worklist**.
3. Double click the appropriate work item. The **Display document: Customer Master Record Rejection Notification** screen displays.
4. Review the **Reason for Rejection** text.
5. Click  to return to the inbox.



6. Click  to exit this transaction.

XD02 – Change Customer Master Record

When an TODS customer master record was not set up correctly or needs updating, it should be changed.


- If making changes to a customer master record that has been rejected by Accounts Receivable, the Workflow process is the same as when a new master record is created (refer to the **Workflow** section)
- If making changes to a previously approved customer master record, such as updating the customer's address, telephone number or email address, there is no resulting Workflow



When a business is sold (and thus, the person or company paying for the TODS contract changes), do not simply change the customer master record to reflect the new owner. Instead, follow the *Change Ownership of Contract process in the TODS Agreement course materials*. However, if a business legally changes its name and the ownership remains the same, the name of the business can be changed on the master record.

For example, Bill Smith owns Smith's Vineyards. The customer master record lists Bill as the customer. Bill sells the business to his friend Jimmy Carroll. The responsibility of paying the TODS Signing Program fees moves from one entity to another. It is against Accounts Receivable



policy to simply change the customer on the customer master record from Bill Smith to Jimmy Carroll. You must follow the *Change Ownership of Contract process* (refer to the TODS Agreement course materials for instructions).

However, if the customer master record lists Smith's Vineyards as the customer, and Bill Smith doesn't sell the business but instead legally changes the name to Stony Mountain Vineyards, the entity responsible for paying the fees stays the same. The customer master record can and should be changed to reflect the new name.


1. Enter **XD02** in the **Command** Field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Customer Change: Initial Screen** dialog box displays.
3. Enter the *customer number* in the **Customer** field.



 If you do not know the customer number, click  to search for it.

4. Click  or press **Enter**. The **Change Customer: General Data** screen displays.

 If the **Change Customer: Sales Area Data** screen displays instead, click .

5. Make the necessary changes.

 If changing the billing address, be sure to review and update the **Jurisdic.code** as necessary.

6. Click . The **Customer Change: Initial Screen** displays the following message: *Changes have been made*
7. Click  in the **Customer Create: Initial Screen** dialog box to exit this transaction.

Sales Orders



A sales order is an SAP sales document that contains control data for the one-time billing of fees associated with TODS Signing Program. The sales order links the cost of the first-year fees to the TODS customer master record and enters the WBS element to record revenue. Only the first-year fees are billed against the sales order. Annual renewal fees are billed against the contract by Accounts Receivable.

VA01 – Create Sales Order

TODS sales orders should be created no earlier than 30 days prior to the expected installation date of the panels. Do not change data that defaults into the sales order.

It is very important to avoid creating duplicate sales orders, because they appear to auditors as unbilled, open orders. If you think you have already created a TODS sales order and cannot find it using *VA03 – Display Sales Order* procedure in the **Tips & Tricks**, contact the DOT Help Desk for assistance or Accounts Receivable. Do not create another sales order.

Also, it is recommended that users reconfigure the columns of the line item table, making it easier to enter required data. (Refer to the *Reconfigure Table Columns/Configuration Button Xpress Card* for instructions.)

1. Enter *VA01* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The *Create Sales Order: Initial Screen* displays.
3. Enter *ZOR* in the **Order Type** field.
4. Enter *1500* in the **Sales Organization** field.
5. Enter *55* in the **Distribution Channel** field.
6. Enter the *division in which the panel will be installed* in the **Division** field.
7. Click  or press **Enter**. The *Create DOT Standard Order: Overview* screen displays.
8. Enter the *customer master record number* in the **Sold-To Party** field.
9. Enter the *agreement number* in the **PO Number** field.



The PO number is comprised of: two-digit division, three -digit county code, intersection and the district sequence.

Example: T06 024 N701-S1151 01

10. Enter the *current date* in the **PO date** field.

11. Click  or press **Enter** to validate your entries.

12. Enter the *TODS material number* in the **Material** column.

- **Material** – TODS ANNUAL


13. Enter the *number of panels* in the **Order Quantity** column.


14. Enter the *TODS WBS element to receive payment* in the **WBS Element** column.




If the line item table has not been reconfigured, you must scroll to the right to find the **WBS element** column.

If you do not know the TODS WBS element for your division, refer to the table in the Appendix.

15. Click  or press Enter to validate your entries. The Description and Amount columns are populated with the relevant data.

16. Click . The following message displays:
DOT Standard Order [number] has been saved.

17. Record the sales order number for future reference.

18. Click  to exit this transaction.



VA02 – Change Sales Order

Use this procedure to access an existing sales order that requires changes. If the billing document has already been created, Accounts Receivable must be contacted so they can cancel the billing document before you make changes to the sales order.



1. Enter VA02 in the **Command** field on the **SAP Easy Access** screen.

2. Click  or press **Enter**. The *Change Sales Order: Initial Screen* displays.

3. Enter the *sales order* in the **Order** field.


 If you do not know the sales order number, click  to search for it.


4. Click  or press **Enter**. The *Change DOT Standard Order [number]: Overview* screen displays.

 If the following message displays, *Consider the subsequent documents*, and Accounts Receivable has already canceled the billing document, click  to continue. (If you have not contacted Accounts Receivable and requested cancellation of the billing document, exit this transaction and do so.)

5. Make the necessary changes.

6. Click  to validate your changes.

7. Click . The *Change Sales Order: Initial Screen* displays the following message:
DOT Standard Order [number] has been saved

8. Click  to exit this transaction.



Billing Documents

A billing document is an SAP document used to create an invoice. TODS Coordinators create a billing document for the first-year fees captured on a TODS sales order. Billing documents reference the customer master record and sales order. Then a billing document is saved, SAP automatically prints two copies of the invoice and attaches an image of the invoice to the billing document in the system.

VF01 – Create Billing Document


Use this procedure to create a billing document referencing a TODS sales order. Never create a billing document that references a TODS contract.

Be sure you have set up your default printer before creating the billing document. Refer to the Set Default printer procedure in the **Tips & Tricks** for instructions, if necessary.

1. Enter *VF01* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Create Billing Document** screen displays.
3. Enter the *sales order* in the **Document** column.
4. Click  or press **Enter**. The *DOT Standard Invoice (ZFS) Create: Overview of Billing Items* screen displays.
5. Review the line item.




If a line item requires changes, exit this transaction. Use transaction VA02 to correct the line item in the sales order, then begin this procedure again.

6. Click . The **Create Billing Document** screen displays the following message: *Document [number] has been saved.*



Two copies of the invoice automatically print to your default SAP printer.

7. Click  to exit this transaction.

Mail Invoice / Receive Payment

If the customer submits payment when they return the signed agreement, the Coordinator stamps RECEIVED on both invoices, and records the date payment was received on each copy. One copy of the invoice is sent to the customer as a receipt and the remaining copy is placed with the customer payment.

If the customer has not already submitted payment, the Coordinator places a label indicating the Division office as the remit to address on one invoice and forwards it to the customer to request payment. When payment is received, the Coordinator stamps RECEIVED on the remaining invoice, records the date payment was received, and places the invoice with the customer payment.

Installation

The Coordinator issues a work order for NCDOT personnel or a contractor to install TODS panels only after customer payment has been received. If the Coordinator is not on site when the panels are installed, they must confirm that the panels were installed correctly.

The date of installation is required when creating the contract.

Contracts

For the NCDOT TODS Signing Program, a contract is an SAP sales document that contains data used for the annual billing of TODS renewal fees. The Contract captures details about the business and location, and the start and end dates of the contract. Contracts link the cost of renewal fees to the outdoor advertising customer master record and the WBS element to receive revenue.

Only annual renewal fees are billed against the contract. The first-year fees are billed against the sales order. Accounts Receivable is responsible for invoicing TODS customers for annual renewal fees one month before they are due. The contract start date determines the bill date for the automated billing cycle. The contract end date is required in order to generate a bill plan.

Calculate Contract Dates


Before creating a contract, the start and end dates for the contract must be calculated. When a panel is installed on the 1st through 14th day of the month, the contract start date is one year from the first day of the same month. When a panel is installed on the 15th through the 31st day of the month, the contract start date is one year from the first day of the following month. For example, if the panel was installed on February 6, 2015, the contract start date is February 1, 2016. If the panel was installed on May 16, 2015, the contract start date is June 1, 2016.

The contract end date is the last day of the month prior to the contract start month for the year 2030. For example, if the contract start date is February 1, 2015, the contract end date is January 31, 2030.

VA41 – Create Contract

Use this procedure to create a TODS contract using information from the signed agreement. Do not create a contract until the TODS panels have been installed.

Use CAPITAL LETTERS when entering *text*.

1. Enter *VA41* in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Create Contract: Initial Screen** displays.



If your parameters have been set to default for TODS (refer to the *Set Parameters* procedure in the **Tips & Tricks**), perform the following:

1. Review the defaulted values to ensure they are correct.
2. Enter ZTD in the **Contract Type** field.
3. Proceed to step 4.

3. Enter or select a value for the following fields:

- **Contract Type** – ZTD
- **Sales Organization** – 1500
- **Distribution Channel** – 55
- **Division** – division in which panel was installed

4. Click  or press **Enter**. The *Create TODS Contract: Overview* screen displays.

5. Enter the *customer master record number* in the **Sold-To Party** field.

6. Enter the *agreement number* in the **PO Number** field.



The PO number is comprised of: two-digit division, three -digit county code, intersection and the district sequence.
For example, T06 024 US701-S1151 01

7. Enter the *current date* in the **PO date** field.

8. Click  or press **Enter** to validate your entries.

9. Enter the *date for the start of the contract* in the **Contract start** field.




Do not use the same year the panel installed as the contract start year.


10. Enter the *date for the end of the contract* in the **Contract end** field.

11. Click  or press **Enter** to validate your entries.


12. Enter the *TODS material number* in the first blank row in the **Material** column.

 Use the following TODS material for new TODS agreement:


- TODS ANNUAL – TODS ANNUAL FEE

 Do not enter or overwrite text in the **Description** column.


13. Enter the *number of panels* in the **Target Quantity** column.


 Enter the number of panels requested on the signed agreement and on the sales order.


14. Enter the *TODS WBS element to receive payment* in the **WBS Element** column.

 Enter the WBS element that is listed on the signed agreement and on the sales order.


If the line item table has not been reconfigured, you must scroll to the right to find the **WBS element** column.

15. Click  or press **Enter** to validate your entries. The **Description** column is populated with the relevant data and the net value is calculated.

 The Net value of each line item is a calculation of the price of the material, number of years on the contract, and number of panels. The Net value in the header is the sum of the net values for the line items.




Line 10	price of material	\$200
	years on contract	13
	number of panels	2
	net value of line item	\$5,200

16. Click  to the left of the first TODS material line item added.


17. Follow the menu path **Goto** → **Item** → **Texts**.

18. Enter explanatory text in the **Material sales text** field. (Ex: 1 SIGN ON SR1818 AT THE INTERSECTION OF MOUNTAIN RIDGE RD.)



19. Click . The *Change TODS Contract [number]: Overview* screen displays.


20. Click  to the right of the **PO date** field. The *Create TODS Contract: Header Data* screen displays.

21. Select the **Contract data** tab.
22. Enter the *date the panel was installed* in the **Installation date** field.
23. Enter the *date the customer check was received by the TODS Coordinator* in the **Acceptance date** field.
24. Enter the *date the agreement was signed by the Division Engineer or designee* in the **Contract signed** field.


 If the physical location of the business is the same as the customer address, proceed to step 26.

If the physical location of the business is different from the customer address, continue with step 21.


25. Select the **Partners** tab.
26. Click  to the left of the **Ship-to party** line item.
27. Click  at the bottom of the screen. The *Address from Master Data for Ship-to party (Document header)* dialog box displays.


 Data in the **Address from Master Data for Ship-to party (Document header)** dialog box defaults from the customer master record, and must be changed as necessary to reference the physical location of the business.

28. Review values in the following fields, and make changes as necessary:
 - **Name** – BUSINESS NAME
 - **Street/House number** (first field) – BUSINESS PHYSICAL ADDRESS

 NCDOT does not use the second field.

- **Postal Code/City** – enter the business zip code in the first field, and the CITY in the second field.
- **Region** – NC
- **Jurisdiction code** – do not change the jurisdiction code that defaults

 If the field is blank, it will cause the contract to error out during annual invoicing.

If the **Jurisdiction code** field does not display, click  in the **Street address** section.

- **Telephone** – telephone number for the business



Use dashes when entering telephone numbers. For example, 919-555-1212.

- **E-Mail** – email address for the business



Do not use the **E-Mail** field to enter additional text.



The @ symbol is required.

- **Comments** – any additional contact information for the business

29. Click or press **Enter** to validate your changes.



If the **Information** dialog box displays, click .

If the **Adjust items** dialog box displays, click

30. Click . The following message displays: *TODS Contract [number] has been saved*




If the **Save Incomplete Document** dialog box displays, required data is missing from the contract.

Click to save the incomplete contract. SAP assigns the contract a document number, but prevents the contract from invoicing until all incomplete items have been corrected using transaction code VA42.

Click to exit the contract without saving your data.



Click and perform the following to correct the incomplete data before saving the contract.

1. Click to select all line items.
2. Click .
3. Refer to the message in the status bar, and enter or correct the data.
4. Click .
5. Repeat steps 3 – 4 until the following message displays in the status bar, *Document is complete*.
6. Click .


31. Record the contract number on the TODS agreement.
32. Click  to exit this transaction.



VA42 – Change Contract

Use this procedure access a contract that requires changes to agreement numbers, dates, material numbers, demographic data, etc.

1. Enter **VA42** in the **Command** field on the **SAP Easy Access** screen.
2. Click  or press **Enter**. The **Change Contract: Initial Screen** displays.
3. Enter the *contract number* in the **Contract** field.
4. Click  or press **Enter**. The **Change TODS Contract [number]: Overview** screen displays.



If the **Information** dialog box displays the following message, *Consider the subsequent documents, documents related to the contract (invoices, credit memos, accounting document, etc.) exist*. Click  to continue.

5. Make necessary changes.
6. Click . The **Change Contract: Initial Screen** displays the following message: *TODS Contract [number] has been saved*
7. Click  to exit this transaction.

Send Documents & Payment to Accounts Receivable

After the contract has been created, the Coordinator records the agreement number, contract number, and customer master record number on the signed agreement. The Coordinator then sends the original signed agreement, customer payment, and invoice to Accounts Receivable.

Tips & Tricks

Set Parameters



Use this procedure to configure parameter settings to default the sales organization, TODS distribution channel, division and DOT TODS template Customer into the selection criteria when creating customer master records, sales orders and contracts for the TODS Signing Program.

1. Follow the menu path **System** → **User Profile** → **Own Data**. The *Maintain User Profile* screen displays.
2. Select the **Parameters** tab.
3. Scroll to the bottom of the **Parameter** section.
4. Enter the following data in the **Parameter ID** and **Parameter value** columns:



Parameter ID	Parameter value
KGD	Z009
VKO	1500
VTW	55
SPA	<i>two-digit division number</i>
RBU	1500
RVK	1500
RVT	55
RSP	<i>two-digit division number</i>
RKN	29338






Do not change any existing information on the screen.

5. Click . The new parameters are sorted in alphabetical order with the existing parameters and test for the new parameters' defaults into the **Short Description** column.
6. Click . The **SAP Easy Access** screen displays the following message: *User [user ID] was saved.*


Set Default Printer



1. Follow the menu path **System** → **User Profile** → **Own Data**. The *Maintain User Profile* screen displays.
2. Select the **Defaults** tab.
3. Click in the **OutputDevice** field. The matchcode button displays to the right of the field.
4. Click . The **Spool: Output device** dialog box displays.
5. Clear the **Output Device** field.
6. Click . A list of printers displays.
7. Double click the printer name in the **OutputDevice** column. The printer name displays in the **OutputDevice** field on the *Maintain User Profile* screen.

 The printer name is typically located on a label attached to the printer. Printer names are case sensitive, and must be entered exactly as they appear on the printer.
8. Ensure the **Output Immediately** and **Delete After Output** checkboxes are selected.
9. Click  or press **Enter**.
10. Click  to save your printer changes and return to the *SAP Easy Access* screen.

VA02 – Cancel Sales Order

Use this procedure to cancel a duplicate sales order created by mistake. Do not cancel a sales order for which the billing document has been created and mailed. If the billing document has been created but not yet mailed, contact Accounts Receivable to request the billing document be canceled before canceling the sales order.





1. Enter *VA02* in the **Command** field on the *SAP Easy Access* screen.
2. Click  or press **Enter**. The *Change Sales Order: Initial Screen* displays.
3. Enter the *sales order* in the **Order** field.

 If you do not know the sales order number, click  to search for it.

4. Click  or press **Enter**. The *Change DOT Standard Order [number]: Overview* screen displays.




If the following message displays, *Consider the subsequent documents*, a billing document has already been created for the sales order. Exit this transaction, then contact Accounts Receivable for assistance.


5. In the **Sales tab**, the **Billing block** field, click  select **AR Billing Block** click  to scroll down, in the **Order reason** field, select **Cancelled – Other**.
6. Click the **Reason for rejection** tab, in the **Order reason** field select **Cancelled – Other**
7. Click . The *Change Sales Order: Initial Screen* displays the following message:
DOT Standard Order {number} has been saved
8. Click  to exit this transaction.


VA03 – Display Sales Order

Use this procedure to display and review a sales order.

1. Enter *VA03* in the **Command** field on the *SAP Easy Access* screen.
2. Click  or press **Enter**. The *Display Sales Order: Initial Screen* displays.
3. Enter a *sales order* in the **Order** field.




If you do not know the order number, click  in the **Order** field to search for it.

4. Click  or press **Enter**. The *Display DOT Standard Order [number]: Overview* screen displays with the **Sales** tab selected.
5. Review the data in the following fields in the header:
 - **DOT Standard Ord** - order number
 - **Net Value** – total dollar amount of order
 - **Sold-To Party** – customer master record number and details
 - **PO Number** – signed agreement number
 - **PO date** – date sales order was created

6. Review the date in the following columns in the **All items** section:


- **Material** – TODS material number
- **Description** – description of TODS material
- **Amount** – actual cost for line item
- **WBS Element** – WBS element to receive payment

7. Click  to return to initial screen.

8. Click  to display the document flow, if desired.



Click a document number, then click  to display the document, if desired. Click  to return to the document flow.

9. Click  to exit this transaction.

VF03 – Display Billing Document

Use this procedure to display and review a billing document.

1. Enter *VF03* in the **Command** field on the **SAP Easy Access** screen.

2. Click  or press **Enter**. The *Display Billing Document* screen displays.

3. Enter the *billing document* in the **Billing document** field.

4. Click  or press **Enter**. The *DOT Standard Invoice (ZDS) Display: Overview of Billing Items* screen displays.


5. Review values in the following fields in the header:




- **DOT Standard Invoice** – billing document number
- **Net Value** – total dollar amount invoiced
- **Payer** – customer number, name and address
- **Billing Date** – date billing document was created


6. Review values in the following columns:

- **Description** – description of TODS material
- **Billed Quantity** – number of panels
- **Net value** – dollar amount for line item
- **DistChanOrder** – (distribution channel) should always be 55
- **Division** – division in which panel will be installed
- **WBS Element** – WBS element to receive payment
- **Sales Document** – Sales order number

7. Click  to return to the *Display Billing Document* screen.

8. Click  to display the document flow, if desired.

 Click a document number, then click  to display the document, if desired. Click  to return to the document flow.

9. Click  to exit this transaction.


VF03 – Reprint Billing Documents


Use this procedure to reprint invoices that have already been printed.

1. Enter *VF03* in the **Command** field on the **SAP Easy Access** screen.



2. Click  or press **Enter**. The **Display Billing Document** screen displays.

3. Enter the *billing document* in the **Billing document** field.

4. Click  or press **Enter**. The *TODS Invoice [number] (ZDS) Display: Overview of Billing Items* screen displays.

5. Click the right side of , then select **Attachment list**. The **Service: Attachment list** dialog box displays a list of attachments.

6. Double click a **Billing document**. A PDF image of the attachment displays.

 If this is not the attachment you wish to print, click  to close the window, then double click another **Billing document** until the desired PDF image displays.

7. Follow the menu path **Document** → **Print**. The *Print* dialog box displays.

8. Ensure the desired printer and settings are selected.

9. Click .

10. Click  to close the window.

11. Repeat steps 6 – 10 as necessary to reprint additional invoices and letters.

12. Click  to close the **Service: Attachment list** dialog box.

13. Click  to exit this transaction.

Appendix

TODS Materials & Fees

Material	Description	Fee
TODS ANNUAL	TODS ANNUAL FEE	\$200/year per panel

TODS WBS Elements

Division 1 - 36114.1	Division 8 - 36114.8
Division 2 - 36114.2	Division 9 - 36114.9
Division 3 - 36114.3	Division 10 - 36114.10
Division 4 - 36114.4	Division 11 - 36114.11
Division 5 - 36114.5	Division 12 - 36114.12
Division 6 - 36114.6	Division 13 - 36114.13
Division 7 - 36114.7	Division 14 - 36114.14