

HiCAMS User Guide

Chapter 6: WBS Maintenance

Section 1: Add 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 Adding WBS Elements

HiCAMS provides users with the appropriate security the ability to add WBS elements to existing HiCAMS contracts.

The WBS element must exist in SAP and be in the correct status before it can be added.

Once the WBS element is added, Line Items are assigned to it either through the Supplemental Agreement process, or through a WBS element split.

It is important to note that while State Funded WBS elements can be added to a Contract with existing Federal WBS elements, the reverse is not possible. Federal Aid WBS elements cannot be added to contracts originally set up as State Funded.

To have a WBS element added to a contract, please contact the Construction Unit at 919-707-2400.

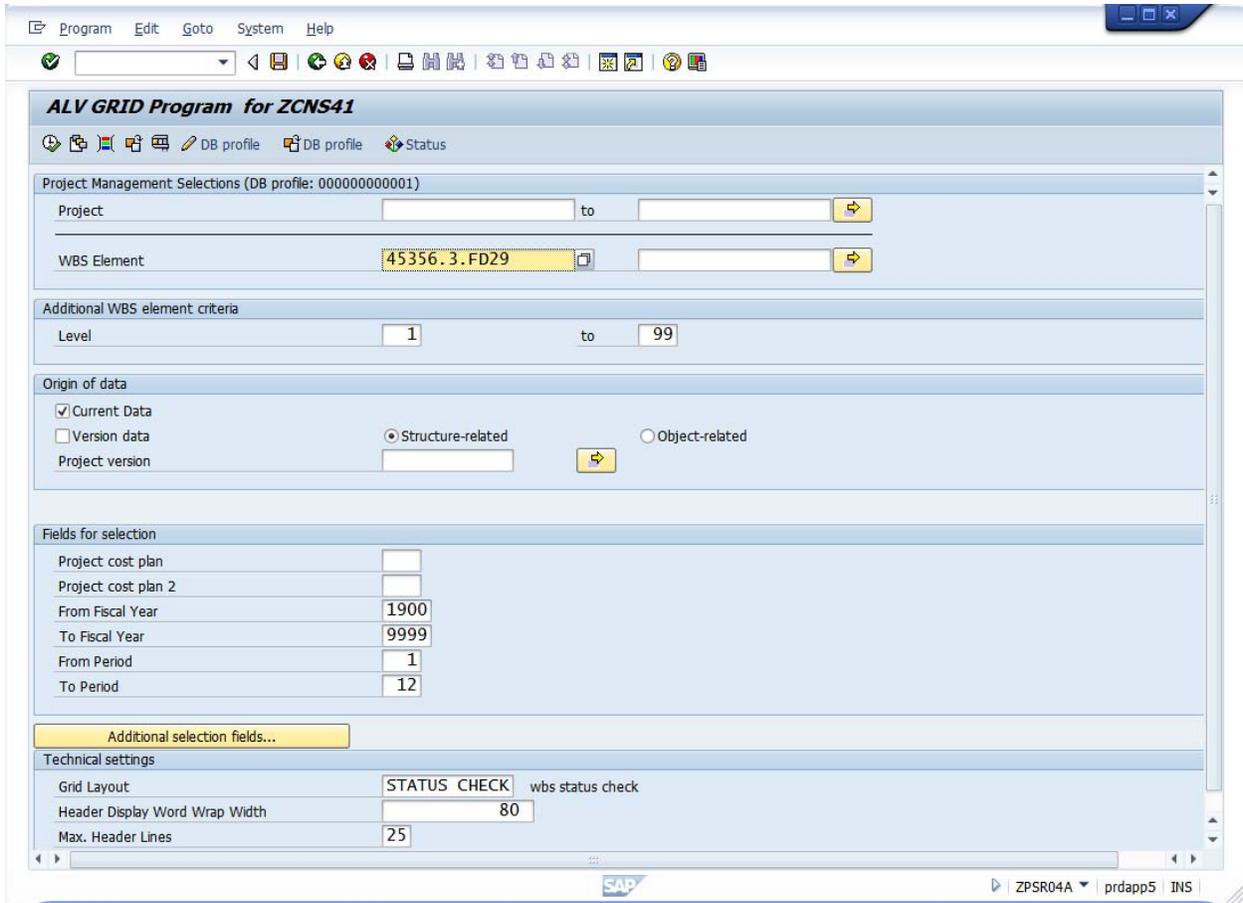
Questions about this window should be addressed to the Construction Unit at 919-707-2400.

Adding a WBS Element - SAP

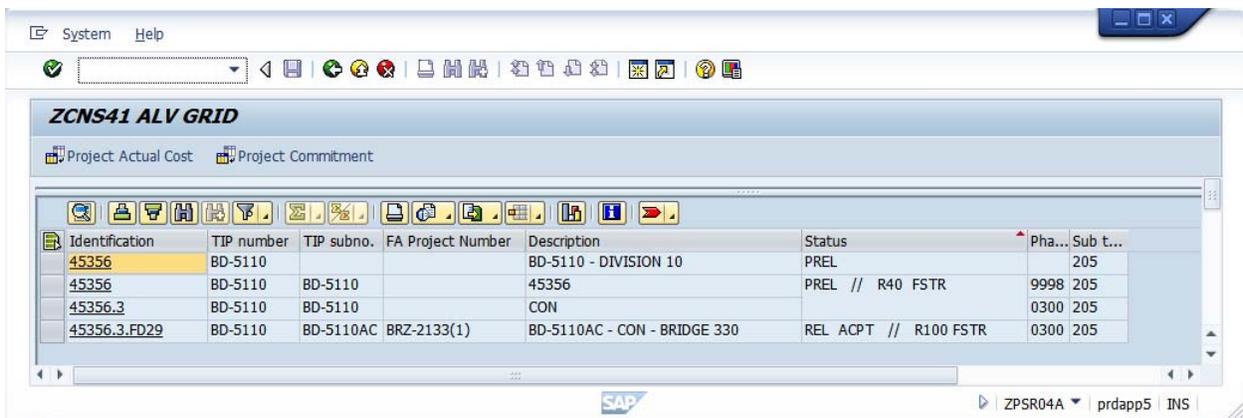
Before a WBS element can be added to a HiCAMS contract, it must be in the proper SAP status.

To validate a WBS element in SAP use transaction ZPSR04A.

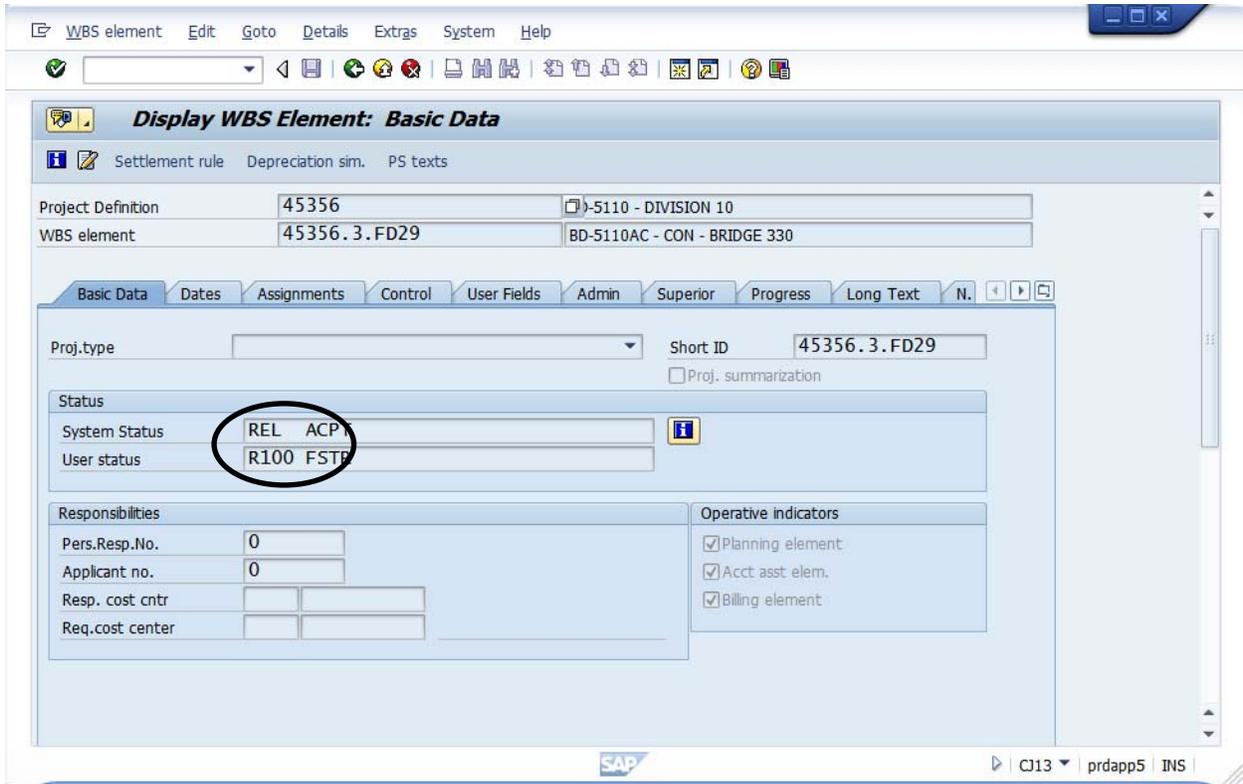
Step 1: Enter the WBS element and hit F8 or the execute button.



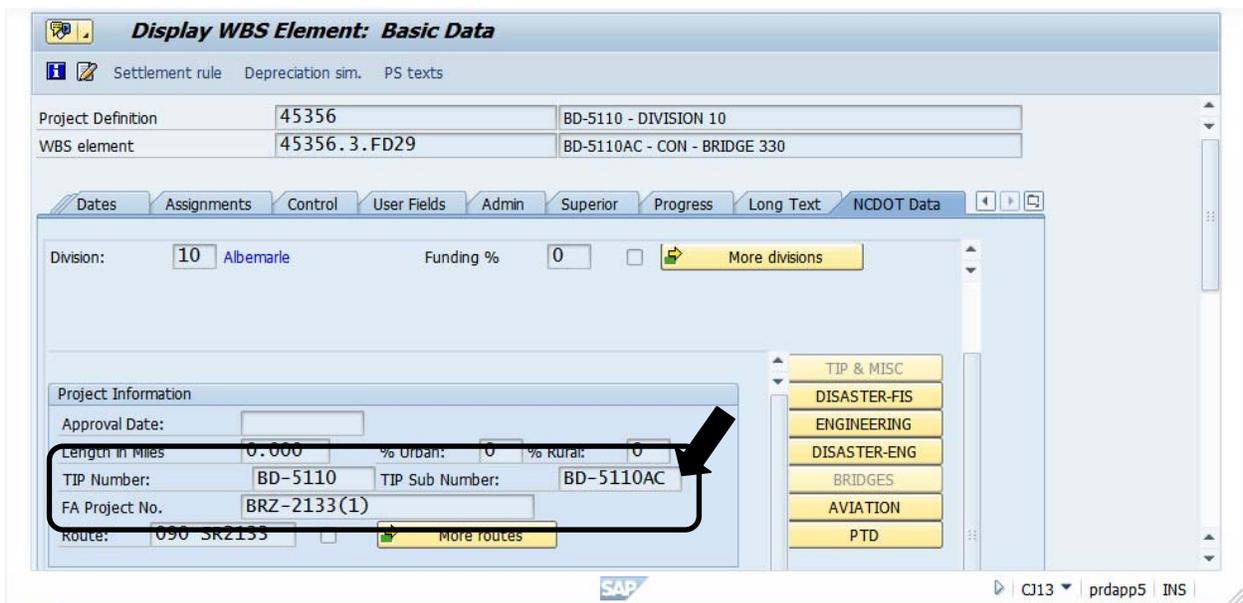
Step 2: Find the exact WBS element on the list and click once.



The Basic Data window opens. This is the window that shows the WBS Element Status. The status shown below is referred to as **REL // R100** as these are the critical parts of the System and User statuses. Confirm that the WBS element is in a valid status to accept payments.



Step 3: To confirm the TIP and Federal Aid number information, select NCDOT Data. The NCDOT Data tab is displayed below.



Note: HiCAMS uses the TIP sub number if it is different than the TIP number.

Valid System and User Statuses

Acceptable statuses are:

REL // R100

REL // R50

REL // R70 (Status means that it is released for expenditures)

REL // M80 (M stands for Modify)

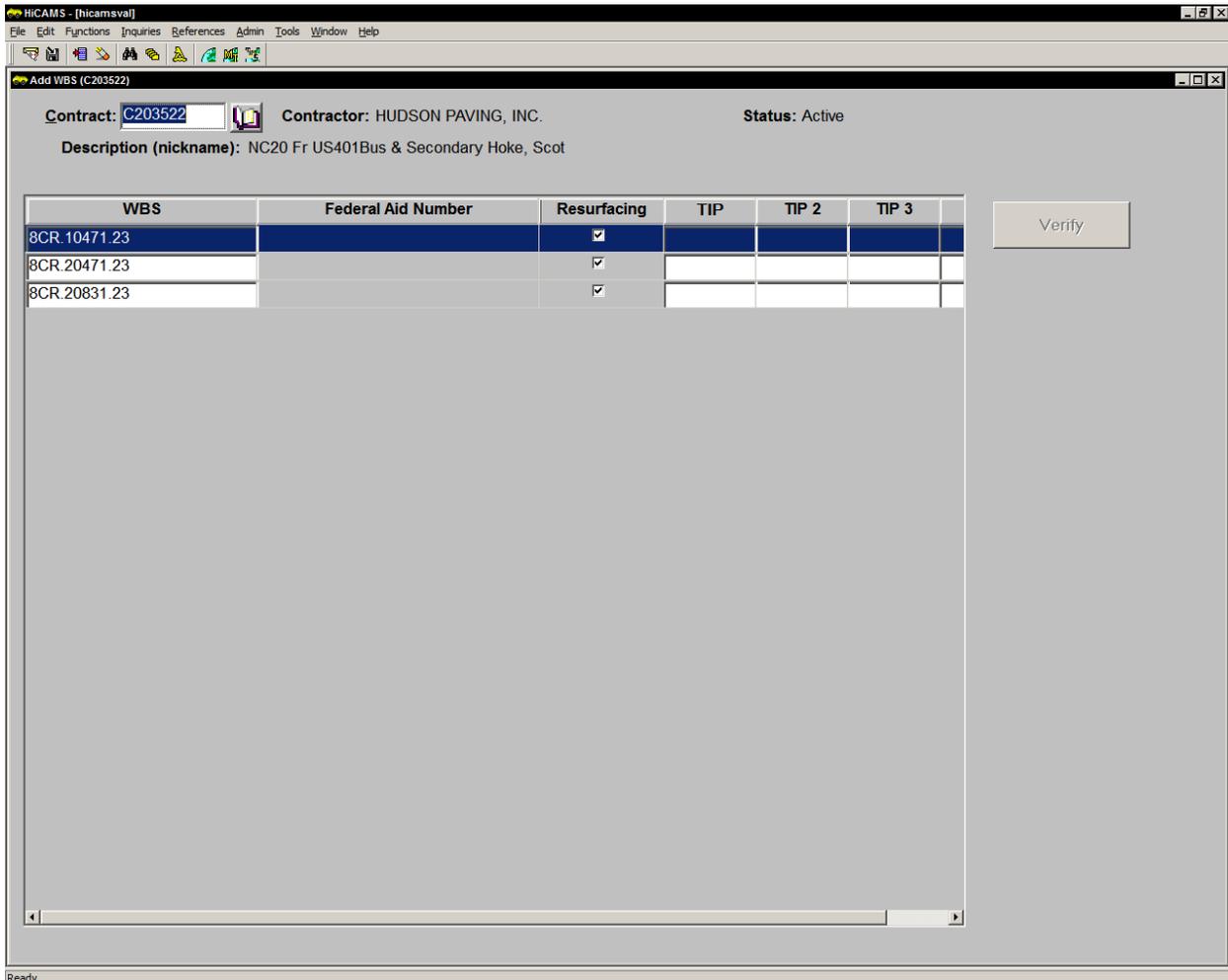
The WBS may contain additional text in the User and System Status fields that does not impact the status with regard to HiCAMS transactions. If the WBS element is not in one of these statuses, the WBS element transactions will fail when they get to SAP. Do not Add a WBS element until the status is correct.

Adding a WBS Element - HiCAMS

To add a WBS element to HiCAMS, go to **Functions > WBS Maintenance > Add WBSs**. The Add WBSs window opens.

Step 1: Enter the Contract Number. The Add WBS window opens. WBS elements currently assigned to the Contract are displayed.

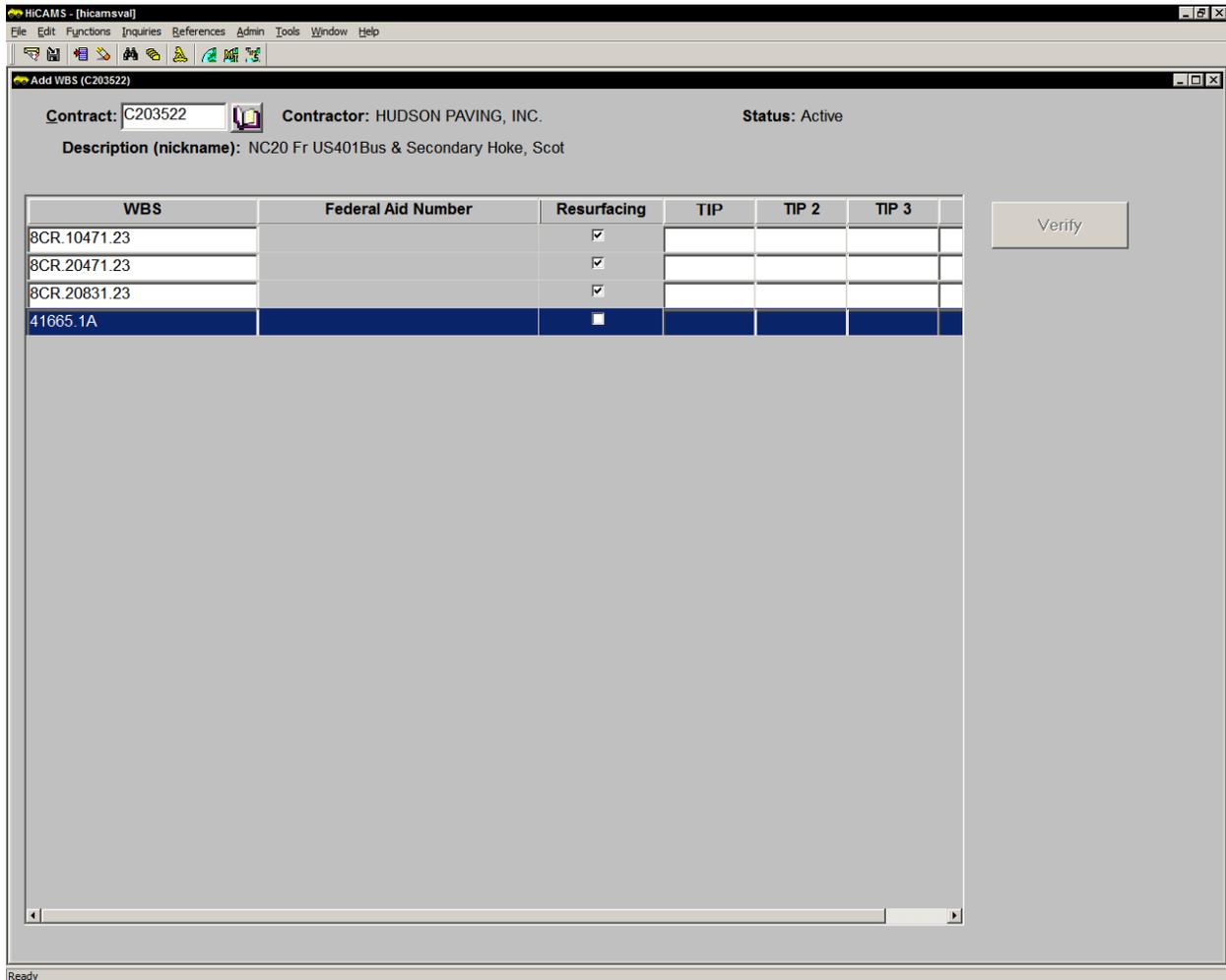
Below is an example of the Add WBS window. Note that the Federal Aid Number field is not available because the 100% State Funded indicator is checked in the Review Contract Details window.



Step 2: Click the Insert icon, hit the Insert button, or select **Edit > Insert** from the toolbar. A new row is added at the bottom of the list of WBS elements in the grid.

Step 3: Enter the WBS element data including the Federal Aid Number and TIP if appropriate. WBS elements containing the CR designation should also have the Resurfacing Indicator checked.

Here is how the window looks after the WBS element is added and before it is Saved.

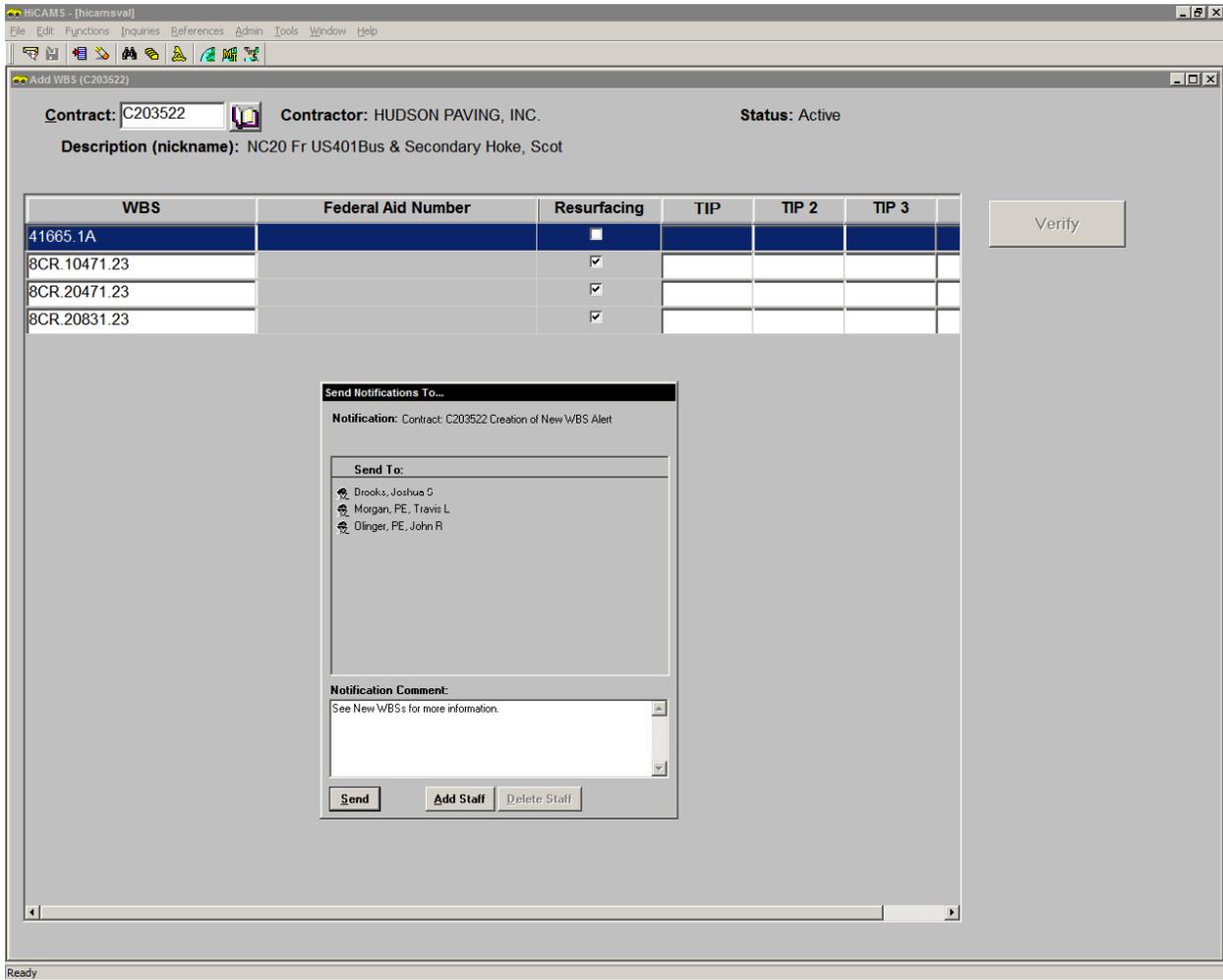


Step 4: Save. The following error message may be displayed:



If the WBS element does not contain a CR, click Yes to continue Saving. If the WBS element does contain a CR, click No, mark the Resurfacing Indicator checkbox, and Save again.

The WBS elements are sorted numerically and a notification to the Resident Engineer, Project Engineer, and Division Construction Engineer is created. Additional Staff members can be added with the Add Staff button.



Step 5: Click the Send button.

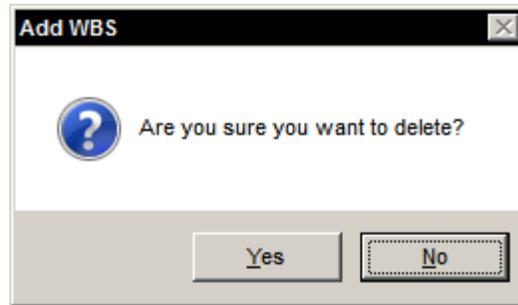
The new WBS element will display in the Review Contract Details window but the Review WBS Details will not show it until Line Items are assigned to it. Line Items can be assigned using either the Review Supplemental Agreements window or the Split WBS elements window.

Deleting a WBS element

The Add WBS element window also allows a WBS element to be deleted as long as it does not have any Line Items assigned to it.

To Delete a WBS element, highlight the row containing the WBS element and click on the Delete icon, click CTRL Delete, or select Edit > Delete from the toolbar.

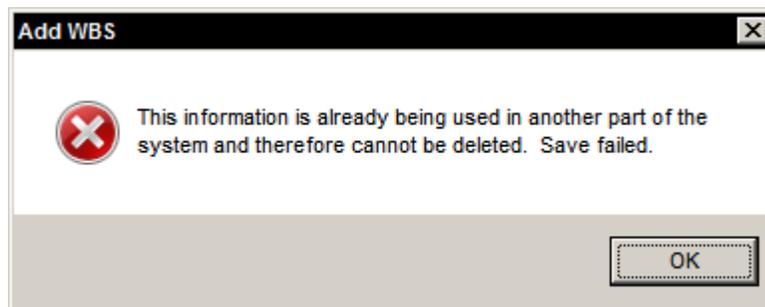
HiCAMS displays a confirmation box as shown below:



Answer Yes to continue with the WBS element delete, or click No to cancel the Deletion.

The final step is to Save the Deletion.

If the WBS element already has Line Items assigned to it, the following message will be displayed when the Save is performed:



Click OK. The WBS element is restored to the window display.