**Local Agency Maintained Project Profile in SAP**

Purpose

The purpose of this Local Agency Bulletin is to:

* Clarify what constitutes a Local Agency Maintained Project
* Clarify what qualifies as a Local Agency Maintained Project that should be created using Z000002 “LA Mntd and NonEng Projects” Project Profile in SAP transaction code ZJ08

Background

In order to ensure the correct application of the indirect and CE rate, settlement criteria, and validation of expenditures, Local Agency Maintained Projects must be set up using the correct Project Profile in SAP transaction code ZJ08. A Local Agency Maintained Project is defined as: a non-CDOT infrastructure project administered and maintained by the Local Agency with CDOT’s involvement limited to oversight and passing through federal funds. The Project Profile field in SAP retrieves a template that applies certain accounting specifications to a project. Selecting the correct Project Profile is essential in determining what settlements are made to particular cost centers.

The requirements for selecting Project Profile Z000002 “LA Mntd and NonEng Projects” in SAP transaction code ZJ08 are as follows:

1. The project will not be a capitalized asset (CDOT will not own the asset upon project completion)
2. “Advertised By” is Local Agency
3. “Construction Engineering By” is Local Agency

If these three parameters are not met, Project Profile Z000001 “Engineering Capital Projects” should be selected in SAP transaction code ZJ08.

Note: When using the Project Profile Z000002, the following fields must be populated in CJ20N Project Builder Project Manager Custom Tab with an “L - Local”

1. Advertised By
2. Construction Engineering

Note for the CDOT Region Business Managers: Upon receipt of the project workflow in SAP, verify the CDOT Project Manager has selected the correct Project Profile based on the above parameters. If the project does not have the Project Profile of Z000002 “LA Mntd and NonEng Projects” (when the above parameters apply) change the Project Profile to Z000002 “LA Mntd and NonEng Projects”. Once the CDOT Region Business Manager approves the workflow request, the Project Profile cannot be changed. A new Project would need to be created.

If you need assistance with selecting a Project Profile, please contact SAP Super Users within your Region or the Project Systems BPXs:

Tawnya Nicholson Valerie Metaiguer

tawnya.nicholson@state.co.us valerie.metaiguer@state.co.us

(303)512-5207 [7-5207] (303)757-9837 [7-9837]