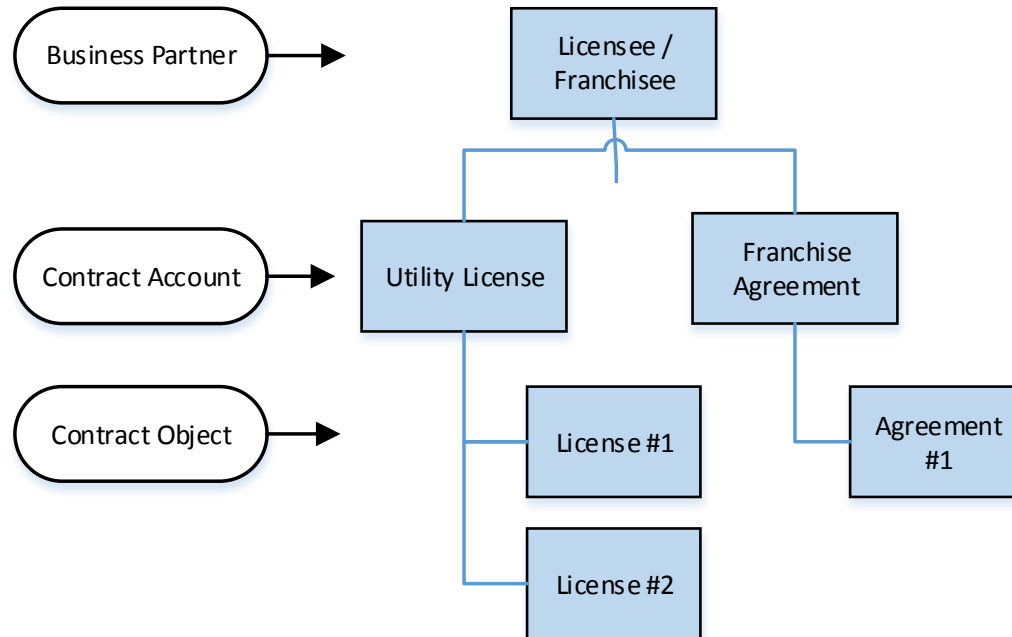


# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE



## Structural Overview:

**Business Partner:** Each customer is a Business Partner in SAP. Each utility license and franchise agreement is set up in PSCD with a contract account and a contract object which is associated with the Business Partner. These two master data structures contain the data necessary to administer the account.

**Contract Account:** The contract account is essentially a category representing a line of business (e.g. Utility Licenses). For OCT, there are two contract account categories—UL and FA. A business partner will be assigned one FA contract account (category) for all franchise agreements, and/or one UL contract account (category) for all utility licenses. Under each category – UL or FA – you can have multiple Contract Objects.

**Contract Object:** A contract object is created for each individual utility license or franchise agreement and is assigned to the appropriate contract account. The contract object contains all of the detailed information regarding the license/agreement. If a business partner has multiple utility licenses, the business partner would have one UL contract account (category) with many contract objects (documents), each representing a separate license.

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE

**NOTE:** Prior to creating a contract account, verify first that the business partner does not already have a contract account for the associated line of business (UL or FA).


**Contract account Create: Initial screen**

Icons: [Home] [Edit] [Refresh] **Create with Sample**

Contract Acct	<input type="text"/>
Business Partner	577775
Cont. Acct Cat.	UL
Valid from	07/22/2015

Ref. Account

Contract Acct	<input type="text"/>
Business partn.	<input type="text"/>



## Create Contract Account

1. Confirm that the licensee/franchisee has been set up as a business partner (BP) and retrieve the BP number. If they have not been set up as a BP, complete the request BP process.
2. Enter transaction code **CAA1**.
3. Complete the following:
  - a. Business Partner: Enter the appropriate number
  - b. Cont. Acct Cat: Select either UL or FA
4. Click *Create with Sample*

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE

## A. Create Contract Account (cont.)

**Contract account Create: General data**

Other partner New partner

Contract Acct: INTERN Cont. Acct Cat.:  UL Utility Licenses

Partner/Address: 555111

General data Dunning/Correspondence

Cross-Partner Data

Cont. acct name: Utility Licenses

Account management data

Acct.Relation.: AH Account Holder  Deletion Flag

AuthorizGroup: UL

Tolerance group: UL Utility Licenses

Clearing Cat.: UL Utility Licenses

Interest key: UL Utility Licenses (Code...)

**Contract account Create: General data**

Other partner New partner

Contract Acct: INTERN Cont. Acct Cat.:  FA Franchise Agreement

Partner/Address: 555111

General data Dunning/Correspondence

Cross-Partner Data

Cont. acct name: Franchise Agreement

Account management data

Acct.Relation.: AH Account Holder  Deletion Flag

AuthorizGroup: FA

Tolerance group: FA Franchise Agreement

Clearing Cat.: FA Franchise Agreement

Interest key:

**Contract account Create: Dunning/Corres**

Other partner New partner


Contract Acct: INTERN Cont. Acct Cat.:  FA Fran

Partner/Address: 555111

General data Dunning/Correspondence

Dunning Control

Dunning Proc.:

5. For UL, all of the required fields should default in and the screen should look like this.
  - a) Click Save button 
  - b) Notate CA#
6. For FA, Interest Key and Dunning Procedure fields will need to be filled out.
  - a) Click the Interest Key field drop down list and select the appropriate Interest Key.
  - b) Toggle to “Dunning/Correspondence” tab, click the Dunning Proc. Field drop down list and select the appropriate Dunning Procedure.
  - c) Click Save button
  - d) Notate CA#

**TIP:** If the fields in this screen are blank, it means that you did not click “Create with Sample” in step 4. Exit this screen by clicking on the yellow exit arrow. When asked “Do you want to save the data first? Click No. Restart at step 2.

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE

**Create Contract Object**

A/R and A/P Data | Sample for A/R and A/P Data

Contract Object

Contract Object [ ] [ ] [ ] [ ] with Sample

Object Type ULRA

Validity Date 07/22/2015

**Create Contract Object**

A/R and A/P Data | Sample for A/R and A/P Data

Contract Object

Contract Object [ ] [ ] [ ] [ ] with Sample

Object Type ULRA Utility licenses

Validity Date 07/22/2015

General Data

Basic Data

Name of Object Utility licenses

Number in Old System [ ]

Administrative Data

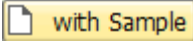
Created by [ ] Created on [ ]

Changed by [ ] Changed on [ ]

Authorization Group UL  Archiving Flag

## B. Create Contract Object

**NOTE:** Prior to creating a contract object, the business partner must have the appropriate contract account set up in PSCD.

1. Enter transaction code **PSOBCREATE**.
2. Object Type: Select the appropriate object type from the drop-down list.
3. Click *Create with Sample* 
4. The screen should display with some fields defaulted in from the Sample and should look like this.

**TIP:** If the fields in this screen are blank, it means that you did not click “Create with Sample” in step 4. Exit this screen by clicking on the yellow exit arrow . When asked “Do you want to save the data first? Click No. Restart at step 2.

5. Click *Create Sample for A/R and A/P Data*

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE

## Create Contract Object

☰ ☰ | A/R and A/P Data | Sample for A/R and A/P Data

Contract Object

Contract Object		☰ ☰ ☰ ☰	☰ ☰ with Sample
Object Type	ULRA Utility licenses		
Validity Date	07/24/2015		

Basic Data | Contacts | Reporting History | Payment Data | Corresponden

Relationship Data

Business Partner	577775	☰	Communications Company / Portland
Address Description	P.O. Box 12345 / Portland OR 97203		
Contract Acct Categ.	UL Utility Licenses		
Contract Account	192020401	☰ ☰	Utility Licenses
Acct Dtrn Charact.			

✔ Contract object 92020333 created

Contract Object

Contract Object	92020333	☰ ☰ ☰ ☰	☰ ☰ with Sample
Object Type	ULRA Utility licenses		
Validity Date	08/06/2015		


## B. Create Contract Object (cont.)

6. Complete the following:  
Business Partner  
Contract Acct Categ.  
Contract Account (if you hit *Enter*, the contract account should populate)

7. Click Save 

8. The contract object number will be displayed at the bottom of your screen.

**NOTE:** The contract object contains additional fields that need to be completed. These data fields are dependent upon the type of contract object created.

9. Click the Change icon  in the Contract Object box.

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE

**Change Contract Object**

A/R and A/P Data | Sample for A/R and A/P Data

Object key	Name
92020334 Utility licenses	Utility licenses
577775 Communications C	Communications C
UL	Utility Licenses

**Contract Object**

Contract Object	92020334
Object Type	ULRA Utility licenses
Validity Date	08/06/2015

## B. Create Contract Object (cont.)

10. Double-click on the contract object number in the Object key box on the left-hand side of the screen.
11. Contract Object tab
  - a. If the contract object belongs to an internal customer, enter the cost object (cost center, internal order, or WBS element) where the expense should post when the billing is processed.

Contract Object | Filing Periodicity | Due Date Offset

**General Data**

Name of Object: Utility licenses  
Number in Old System: [ ]

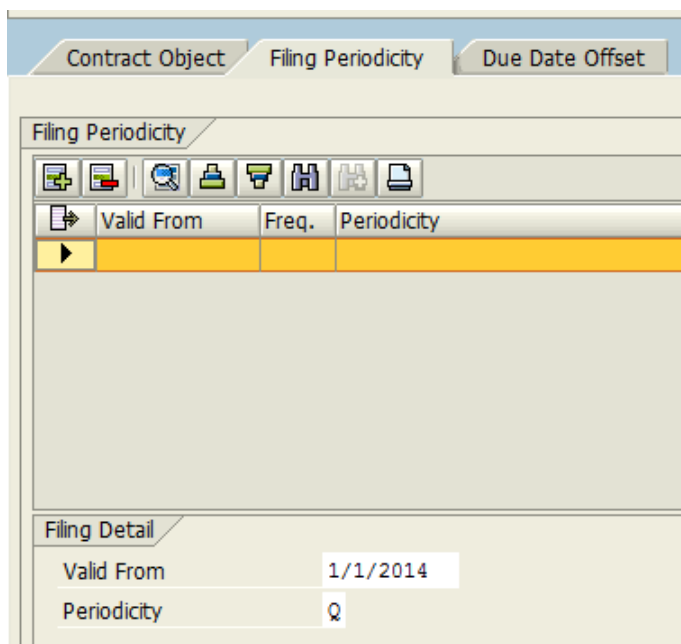
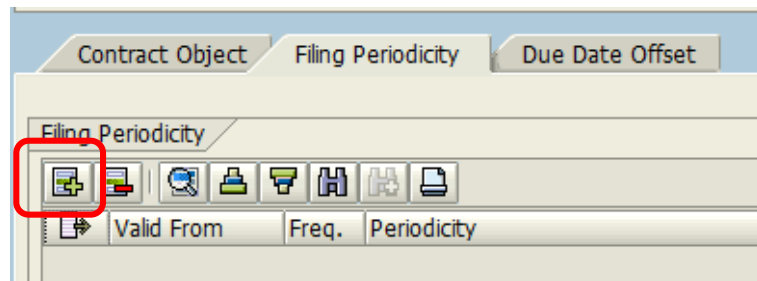
**Internal Customer Controlling Object**

Cost Center	[ ]
Internal Order	[ ]
WBS Element	[ ]

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE



## B. Create Contract Object (cont.)

### 12. Filing Periodicity tab

b. Click on the additional lines icon 

c. Complete the following:

Valid from: Enter the first day of the first reporting period

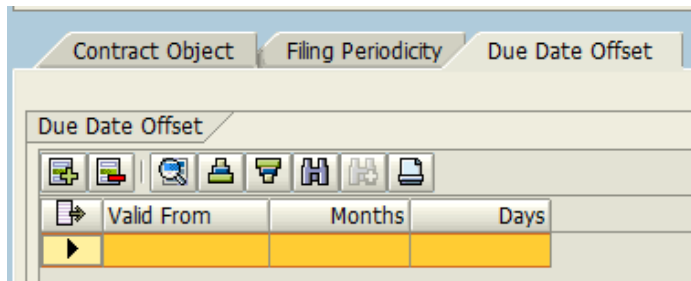
Periodicity: Select Q for quarterly or Y for annual

**NOTE:** The periodicity information is used to validate the filings when they are submitted. For example, if a filing comes in as a quarterly filing, but the Periodicity indicates that it should be an annual filing, the system will reject it.

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.


Transactions Used: CAA1, PSOBCREATE



The screenshot shows the SAP 'Contract Object' configuration screen, specifically the 'Due Date Offset' tab. The 'Valid From' field is set to 1/1/14, 'Months' is 0, and 'Days' is 45. The 'Additional Lines' icon (a grid with a plus sign) is visible in the top right corner of the tab area.

## B. Create Contract Object (cont.)

### 13. Due Date Offset tab

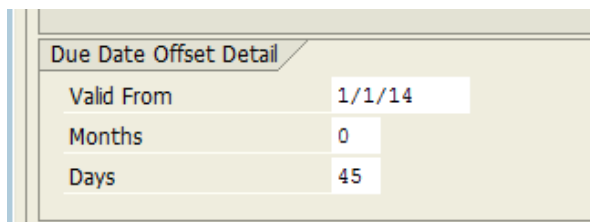
d. Click on the additional lines icon 

e. Complete the following:

Valid from: Enter the first day of the first reporting period


Months and Days: Enter the number of months and/or days from the end of the reporting period that the filling/payment is due

**Example 1:** Payment is due 45 days after the end of the reporting period.

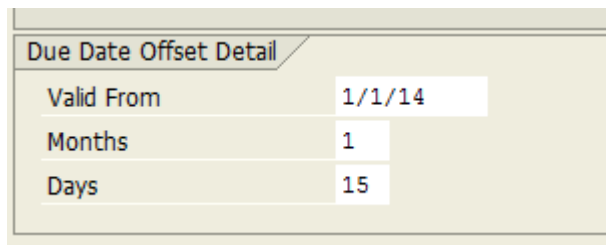


Due Date Offset Detail	
Valid From	1/1/14
Months	0
Days	45

If end of reporting period is 6/30/14, due date will be 8/14/14.

 See examples.

**Example 2:** Payment is due one month and 15 days after the end of the reporting period.



Due Date Offset Detail	
Valid From	1/1/14
Months	1
Days	15

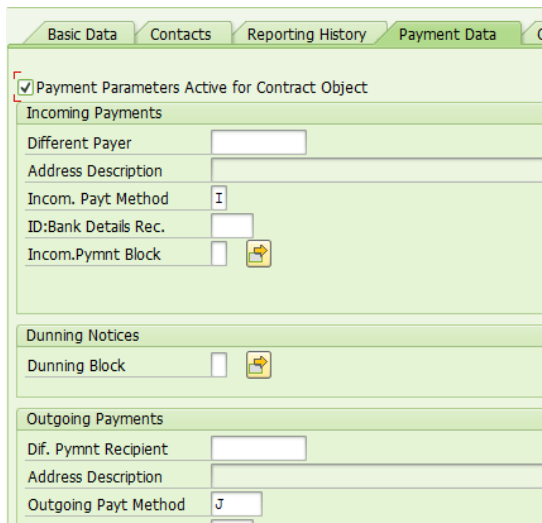
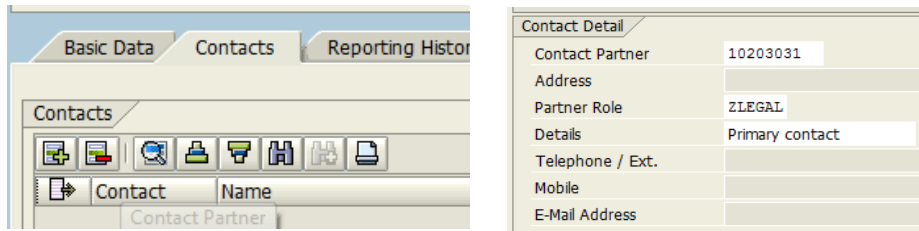
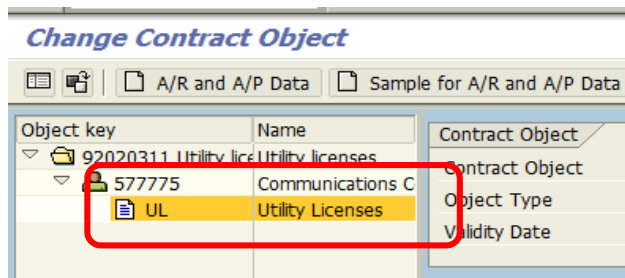
If end of reporting period is 6/30/14, due date will be 8/15/14.



# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE




## B. Create Contract Object (cont.)

14. Double click on the lowest level on the Object key.

15. Complete the necessary fields:

### Contacts tab

- Click on the Add Contact icon 
- Contact Partner: Input Business Partner number of contact person and hit enter key. The contact name, address, phone, etc, will appear.
- Partner Role: If one is assigned to the Business Partner, this will populate once you hit Enter in the last step. If not populated, select the appropriate role from the drop-down list.
- Details: This field can be used for comments regarding the contact

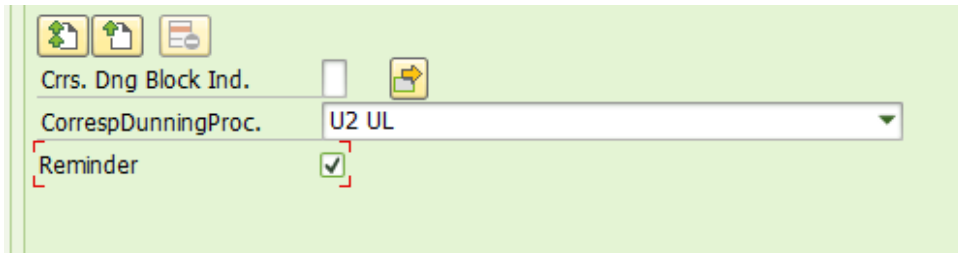
### Payment Data tab (Only for Internal Customers)

- Payment Parameters Active for Contract Object: Check
- Incom. Payt Method: I
- Outgoing Payt Method: J
- Leave other fields in this tab blank

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE



The screenshot shows a SAP form with a light green background. At the top left, there are three icons: a green tree, a document with a green arrow, and a document with a red arrow. Below these icons are three fields: 'Crrs. Dng Block Ind.' with an empty input box and a yellow arrow icon to its right; 'CorrespDunningProc.' with a dropdown menu showing 'U2 UL' and a downward arrow; and 'Reminder' with a checked checkbox. A red arrow points from the text 'Enhanced Inbound Corresp. Tab' to the 'CorrespDunningProc.' field.

## B. Create Contract Object (cont.)

### Enhanced Inbound Corresp. Tab

- a. CorrespDunningProc. Field: select the appropriate inbound correspondence procedure.
- b. Reminder Check Box: Check.

16. Click Save button.

17. For **Utility Licenses**, the Contract Object creating process is completed. For **Franchise Agreements**, continue to the next step.

# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.








Transactions Used: CAA1, PSOBCREATE

Additional Data	
Form of Authority	FA
Effective Date	1/1/2014
Expiration Date	12/31/2020
Extension Date	
Ordinance Number	123abc

Object key	Name
91020347 Wireless	Wireless
532552	Test BP 532552 /
FA	Franchise Agreement

Basic Data    Contacts    Reporting Histor

Contacts

Contact	Name
---------	------

Contact Detail	
Contact Partner	10203031
Address	
Partner Role	ZLEGAL
Details	Primary contact
Telephone / Ext.	
Mobile	
E-Mail Address	

## B. Create Contract Object (cont.)


**Franchise Agreements only,**

18. Double-click on the contract object number in the Object key box on the left-hand side of the screen

### General Data

- Form of Authority: Select from drop-down list
- Effective Date
- Expiration Date
- Extension Date (if appropriate)
- Ordinance Number

19. Double-click on the CA type (FA or UL) in the Object key box on the left-hand side of the screen

20. Complete the necessary fields: 

### Contacts tab

- Click on the additional lines icon
- Contact Partner: Business Partner number of contact person
- Partner Role: Select the appropriate role from the drop-down list
- Details: This field can be used for comments regarding the contact

21. Hit Enter. The contact name, address, phone, etc, will appear.

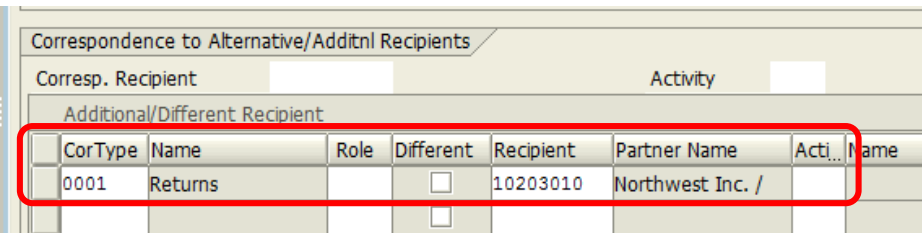
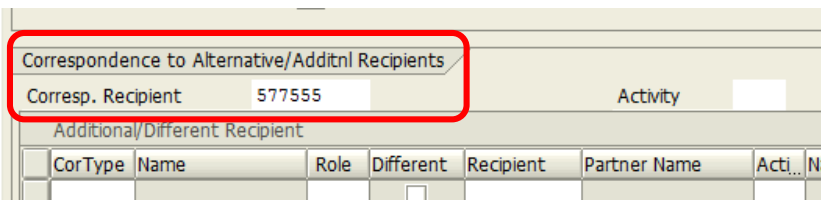
# Create Contract Account & Contract Object

Module: PSCD // Process: Data structure creation.

Transactions Used: CAA1, PSOBCREATE




Wireless Pole Detail			
House No/Street	100	Main Street	
Intersection	1st and Main		
Pole Owner	517130		
Wireless Carrier	532552		
Street Priority	01	Original Height	50
Street Sub Priority	04	Replace Height	55
Pole Owner's Pole No	123456abcde	Installation Date	1/1/2015
Company Site No	5113xx	Removal Date	
Comments			



## B. Create Contract Object (cont.)

22. Complete the following as necessary:

Wireless Pole Data tab

- Click on the add pole icon 
- Enter the pole information

➤ To add additional poles, hit *Enter* to store the data and repeat steps a. and b. above.

23. Correspondence tab

If correspondence is to be sent to a different address than the business partner, use the Alternative/Additional Recipient fields to indicate where the correspondence is to be sent.

- If all correspondence is to be sent to the same business partner, enter the business partner number in the Corresp. Recipient field.
- If certain kinds of correspondence will go to one business partner, while other correspondence will go to a different business partner, enter the Correspondence Type and Recipient information in the Additional/Different Recipient area.

Example: The letter for returned payments will go to the alternate address; all other correspondence will be sent to the business partner that the contract object belongs to.