KENT STATE UNIVERSITY

OFFICE OF THE UNIVERSITY ARCHITECT

<u>CONTRACTOR SCHEDULE OF VALUES PROCEDURE IN OAKSCI</u>

If you are going to use the Import option for entering your line items, please go to Page Five.

Step One: Go into OAKSCI. Click on your project.

NOTE: All Subcontractor/Supplier Declarations must be approved before this step can be completed.

- ➢ Go to Logs – Contract Schedule of Values.
- ➢ Click on Create.
- ➢ Go to the General Block.

General | Contracts SOV Details

◢ General

Organization	Record Number
Kent State University	

Project Number	Creator
KSU-130001	Cindy Pizzuto

Project Name	Creation Date
Kent State University Training 2	

Project Location

KSU

Title *

Name this "Company Name SOV"

Fee Titl

◢ Contract Information

Contract No. *	Contractor Name
Type a Contract No....	

Click on the dark rectangle and pick the contract listed.

Trade	Total Contract Amount
	$0.00

EDGE Certified Prime?	Line Item Total ($)
	$0.00

- ➢ Fill in the title which should be **Company Name**, then **SOV.**
- ➢ At Contract No., click on the dark rectangle and pick your contract.
- ➢ The total contract amount will populate when you enter the contract and MUST match the amount that will be added in the Contracts SOV Details section.

Step Two: Click the words "Contracts SOV Details."

- ➢ When you click on the Add Button, the box to the right will show Line Item Details.

Step Three: Add each line item for your contract (must be done one at a time).

- ➢ Click on the dark rectangle in the WBS Code line. Then hit the Collapse All Groups button at the top. It will make it easier to navigate. **Or just start typing WBS description or code without clicking on rectangle.**
- ➢ Pick a line you will be billing from and highlight that line, hit the Select button at the bottom.
- ➢ In the Short Description line, put a clear description of work.
- ➢ Put in the dollar amount for this particular line.
- ➢ If the work is being done by a Subcontractor or it is materials from a Material Supplier, then click on the dark rectangle on the Subcontractor/Supplier line. Highlight the company and click Select at the bottom.
- ➢ Once you pick the proper Subcontractor/Supplier, the EDGE information will automatically be filled in.
- ➢ Click on Save and Add New at the bottom of the screen until all lines have been added.
- ➢ Continue to add the lines, including the Subcontractor/Supplier information, until your entire contract amount is shown at the bottom in Total Amount.

NOTE: It is very important to add the Subcontractor/Supplier to this process, especially if they are EDGE or MBE. It is MANDATORY.

NOTE: Subcontractors/Suppliers MUST BE APPROVED before you can fill this information in.

Step Four: Click on the word Send which will open a New Box.

➢ Workflow Actions will be Submit.
➢ It will be sent to the Associate for review. The Associate's name will pre-populate.

Step Five: The Associate will Accept the task and review.

➢ Associate will check the descriptions of work, and the Subcontractor/Supplier information.
➢ Associate will check that the breakdown is correct as far as construction amounts, close-out amounts, bond, etc.
➢ If the Associate is okay with this, Workflow Actions will be Accept and then hit Send, which will send it to the Project Coordinator (OUA Accounting).

Step Six: Project Coordinator will Accept the task.

➢ Project Coordinator will review the SOV dollar amount of Subcontractors and Suppliers, especially those who were listed as EDGE. The amount for the EDGE sub/suppliers MUST BE the same or greater to be approved.
➢ Workflow Actions will be Accept, then Send. It will go to the Project Manager for review.

Step Seven: Project Manager will Accept the task.

➢ Project Manager will review the descriptions of work, and the Subcontractor/Supplier information.
➢ Project Manager will also check that the breakdown is correct as far as construction amounts, close-out amounts, bond, etc.
➢ Workflow Actions is Approve, then Send. The SOV will now be listed as Approved.

Step Eight: OUA Accounting will send the Contract to Final Approved.

➢ Accounting will go into Contracts and highlight the proper contract and Accept the task. Will make sure that the Proceed Date, Contract Time (Calendar Days) and Original Contract Completion Date are filled in.
➢ Workflow Actions will be SOV Approved, then Send.
➢ Contract will now be listed as Final_Approved.

To Add Schedule of Values using Import Feature:

Step One: Save the document you will receive from the Project Manager or Project Coordinator (OUA Accounting) in a location you will be able to find easily on your computer. My Documents is usually the best place. Wherever you save this document will be where the Import file will save.

➢ The document will be titled, M140-02-CI-Contract_SOV_Import_Template_OCT18.xlsm

Step Two: If you have Excel 2003, a popup will prompt you to Enable Macros. In Excel 2007, an information bar (as seen in picture above) will appear, click on Options and select Enable this Content.

Step Three: Start entering in your Schedule of Values in the Excel spreadsheet.

➢ Find the appropriate WBS Codes and add a short description (up to 50 characters). This line is very important, as whatever you insert here will show up on your pay request.
➢ **When adding subcontractor/supplier names, they must match EXACTLY what you have entered in the OAKS declaration.**
➢ Leave unused rows empty. **DO NOT DELETE**.

NOTE: You may need to use the same WBS Code more than once. So Insert and Copy the ENTIRE LINE.

Step Four: Email a copy of this file to the Associate and the Project Manager and get their approval.

> ➢ It will be easier to make changes to this document than it will be to the OAKSCI file.

Step Five: Once it has been approved by the Associate and Project Manager, it's time to Import.

Step Six: Go into your Excel template and Prepare the Interface File.

> ➢ Click on the Prepare Interface File (the big purple button at the top right of the file).
> ➢ The screen will flicker as the interface file is created. You should get a message saying the process is complete. Click OK.
> ➢ A new file will be created titled SAO-OAKS_CI_Contract_SOV_Import_Template.**CSV**
> ➢ This file will be saved where the original excel template has been saved.

Step Seven: Go into OAKSCI. Click on your project.

> ➢ Go to Logs – Contract Schedule of Values.
> ➢ Pick Create.
> ➢ Go to the General Block.

- Fill in the title which should be **Company Name**, then **SOV.**
- At Contract No., click on the dark rectangle and pick your contract.
- The total contract amount will populate when you enter the contract and MUST match the amount that will be added in the Contracts SOV Details section.
- The total contract amount will populate when you enter the company name and MUST match the amount that will be added in the Contracts SOV Details section.

Step Eight: Click on Contracts SOV Details.

- Click on the Import button. A box will appear like you saw when you uploaded a document.
- Click on the three dots and find the document ending in **CSV.** Once it is highlighted, hit Open.
- Click the Next button.

- ➢ All WBS Codes will appear exactly as you entered them in the Excel Spreadsheet.
- ➢ Click Save at the bottom of the screen.

Step Nine: Click on the word Send which will open a New Box.

- ➢ Workflow Actions will be Submit.
- ➢ It will be sent to the Associate for review. The Associate's name will pre-populate.

Step Ten: The Associate will Accept the task and review.

- ➢ Associate will check the descriptions of work, and the Subcontractor/Supplier information (which was not on the Excel file).
- ➢ If the Associate is okay with this, Workflow Actions will be Accept and then hit Send, which will send it to the Project Coordinator (OUA Accounting).

Step Eleven: Project Coordinator will Accept the task.

- ➢ Project Coordinator will review the SOV dollar amount of the Subcontractors and Suppliers, especially those who were listed as EDGE. The amount for the EDGE sub/suppliers MUST BE the same or greater to be approved.
- ➢ Workflow Actions will be Accept, then Send. It will go to the Project Manager for review.

Step Twelve: Project Manager will Accept the Task.

- ➢ Project Manager will review that there are no changes to the original Excel document that they approved.
- ➢ Workflow Actions is Approve, then Send. The SOV will now be listed as Approved.

Step Thirteen: OUA Accounting will send the Contract to Final Approved.

- ➢ Accounting will go into Contracts and highlight the proper contract and Accept the task. Will make sure that the Proceed Date, Contract Time (Calendar Days) and Original Contract Completion Date are filled in.
- ➢ Workflow Actions will be SOV Approved, then Send.
- ➢ Contract will now be listed as Final_Approved.