OFFICE OF THE UNIVERSITY ARCHITECT

CONTRACTOR SCHEDULE OF VALUES PROCEDURE IN OAKSCI

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.

- Go to Logs – Contract Schedule of Values.
- Pick New.
- Go to the General Block.

- Click on the box to the right of General, to enlarge the screen or click on the word “General.”
- Fill in the title which should be Company Name, then SOV.
- At Contract No., hit Select and pick your company’s name.
- 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 Two: Click the words “Contracts SOV Details” to enlarge this portion of the screen.

- Click on the Add Button, then the Detail Line Item button.
- A new box will appear.

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

- Click on the Select button next to WBS Code. Then hit the Collapse button at the top. It will make it easier to navigate.
- Pick a line you will be billing from and highlight that line, and hit the Select button at the top.
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 Select on the Subcontractor/Supplier line. Highlight the company and double click on it.

Once you pick the proper Subcontractor/Supplier, the EDGE information will automatically be filled in.

Click on OK at the bottom of the screen.

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 words “Action Details” to enlarge this section.

- Workflow Actions will be Submit.
- It will be sent to the Associate for review.

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 who were listed as EDGE. The amount 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 Approval Verification, 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.

- The document will be titled, SAO-OAKS_CI_Contract_SOV_Import_Template.xls

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.
- DO NOT ADD SUBCONTRACTOR OR SUPPLIER INFORMATION ON THIS SHEET.
- 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

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

- Go to Logs – Contract Schedule of Values.
- Pick New.
- Go to the General Block.

- Click on the box to the right of General, to enlarge the screen or click on the word “General.”
- Fill in the title which should be Company Name, then SOV.
- At Contract No., hit Select and pick your company’s name.
- 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: Go down to Contracts SOV Details and click on the words to enlarge this section or click on the small box in the right hand corner.

- Click on the Import button. A box will appear like you saw when you uploaded a document.
- Click on Browse or Find and find the document ending in CSV. Once it is highlighted, click OK.
- All of your WBS Codes will appear exactly as you entered them in the Excel Spreadsheet.

Step Nine: Add Subcontractor/Supplier Information.

- Looking at the Contracts SOV Details, highlight a line and then double click on the one that needs to have a Subcontractor or Supplier added to it.
- A new box appears.
NOTE: Subcontractors/Suppliers must be Approved before you can fill this information in.

Step Ten: Submit to the Associate for review.

- Click on the Action Details Section and click on the words “Action Details” to enlarge this section.
- Workflow Actions will be Submit, then hit Send.
- It will be sent to the Associate for review.

Step Eleven: 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 Twelve: Project Coordinator will Accept the task.

- Project Coordinator will review the SOV dollar amount of the Subcontractors and Suppliers who were listed as EDGE. The amount 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 Thirteen: 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 Fourteen: 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 Approval Verification, then Send.
➢ Contract will now be listed as Final_Approved.