



UNIVERSITY OF ILLINOIS SYSTEM

## SOV Training Document

Presented by: OnIndus



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## **Overview**

The SOV Breakdown allows Kahua users to set up and approve contracts at a high level, then later break the contract into smaller cost items, the Schedule of Values, via the SOV Breakdown document.

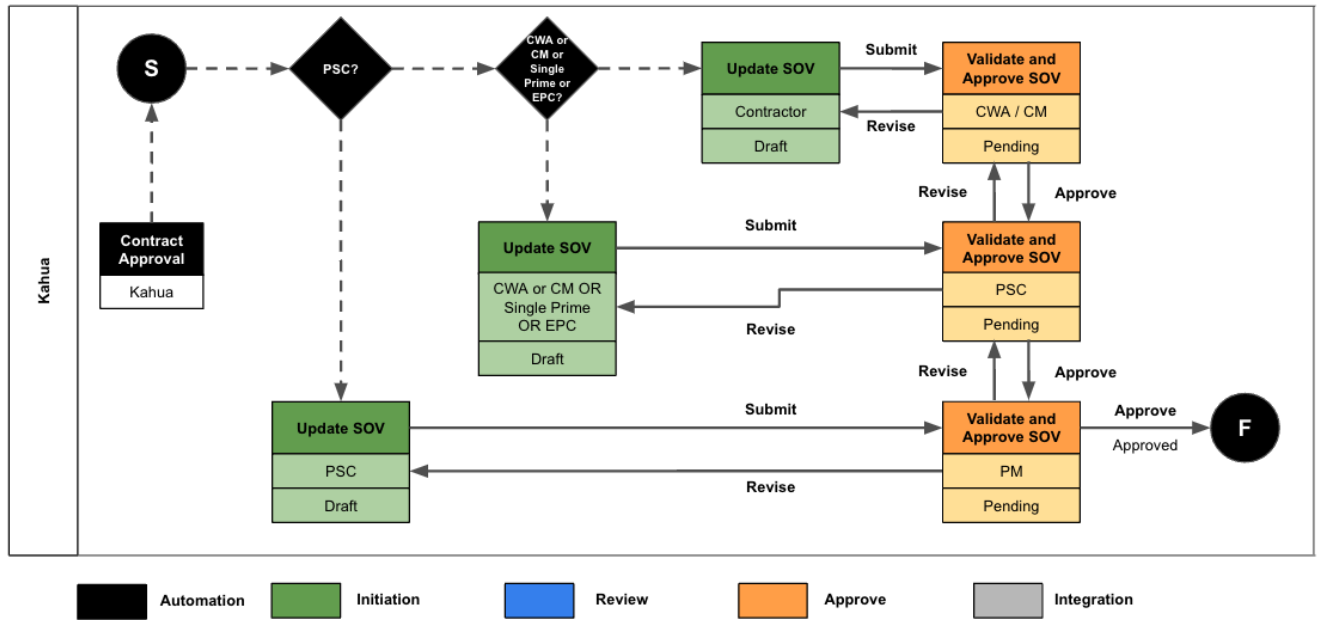
The Expense SOV Breakdown exists between the commitment documents, i.e., the contract and the change orders, and the Pay Request. SOV allows users to:

1. Breakdown the contract line items into as much detail as required
2. Approve some or all line items for inclusion onto the pay request
3. Control line-item numbering as needed in the pay request
4. Control which contract change orders are included on the SOV, and hence in the pay request
5. Incorporate updates from contracts and change orders into the SOV Breakdown, and thus to pay requests, if allowed by the user's cost process
6. Help support contingency and allowance processes via controlled changes to the SOV Breakdown

To access the Expense Contracts application, please open the Apps repository. Under the Cost Management suite of applications click on Expenses and then SOV Breakdown.



# Workflow






## **Contract Line Items and the SOV Breakdown**

1. Contract Line Items form one of the primary groupings of line items on the SOV Breakdown, and, eventually, the pay request
2. The other primary grouping on SOV Breakdown is by change orders
3. There are a couple of key considerations for how many contract line items you need when using SOV Breakdown
  - a. The contract line items form 'buckets' for breaking down the contract in the SOV Breakdown
  - b. For a given contract line item, all related SOV items must use the same activity code, or a child activity code, as the contract line item
4. For a given contract line item, the sum of allocated Amounts for all related SOV items must be between 0 and the contract line-item amount
5. If different branches of the WBS need to be segregated inside the contract, use different contract line items with different activity codes to do this



## Updating the SOV Breakdown


1. Once the Process to SOV button has been clicked by the PSC/Contractor they will be navigated to the SOV Breakdown Application
2. A new screen will be open on the right-hand side
  - a. As you can see the Details section is not editable
3. The Contract Line Items will be displayed in the Commitment Items grid
4. Select the Vendor in the Vendor column for each of the Contract Lines
5. Once done click on the  icon next to the line items to add the breakdown
6. This will open a new screen similar to what is shown below

Item	Description	Activity Code	Vendor	Entry Type	Committed	Allocated	Unallocated
Contract					\$6,413,370.00	\$6,413,370.00	\$0.00
01	General Work	10600		Lump Sum	\$6,413,370.00	\$6,413,370.00	\$0.00

Item	Description	Activity Code	Vendor	Entry Type	Committed
01	General Work	10600	K Construction of Wauconda, Inc	Lump Sum	\$6,413,370.00

ALLOCATION SUMMARY	
	Total
Original	\$6,413,370.00
Net Change	\$0.00
Committed	\$6,413,370.00
Allocated	\$6,413,370.00
Unallocated	\$0.00



7. Click on the  located at the bottom of the screen to expand the record

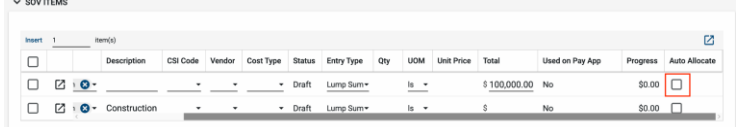
8. In the SOV Items grid click on the Insert button to add additional lines

- a. To add multiple line items enter the number next to the Insert button and then click Insert



Item Number	Activity Code	Description	CSI Code	Vendor	Cost Type	Status	Entry Type	Qty	UOM	Unit Price	Total	Used on Pay App
0001	10000 Construction					Draft	Lump Sum		Is		\$ 100,000.00	No
0002	10000 Construction	Construction				Draft	Lump Sum		Is		\$	No

9. To use the Auto calculation feature in Kahua scroll to the right of the grid and check on the Auto Allocate checkbox and check on the Auto Allocate checkbox



Item Number	Activity Code	Description	CSI Code	Vendor	Cost Type	Status	Entry Type	Qty	UOM	Unit Price	Total	Used on Pay App	Progress	Auto Allocate
0001	10000 Construction					Draft	Lump Sum		Is		\$ 100,000.00	No	\$0.00	<input type="checkbox"/>
0002	10000 Construction	Construction				Draft	Lump Sum		Is		\$	No	\$0.00	<input type="checkbox"/>

- a. If this is checked for a line item, when money is added to other line items it will be **automatically deducted** from the checked line item

10. To enter the Schedule of Values please:

- a. Select the Activity Code
- b. Enter the Description
- c. Select the CSI Code
- d. Select the Prime or Sub for each Line Item
- e. Select the Cost Type
- f. Select the Entry Type
- g. Enter the Total, Quantity, Unit of Measure and/or Unit Price as applicable
- h. The Subcontractors contract shall be attached and if the contract is greater than \$50K, attach either Form A or Form B for each subcontractor, vendor or supplier in the main References section of the SOV Breakdown application

11. **Note:** For a given contract line item, all related SOV items must use the same activity code, or a child activity code, as the contract line item

12. Once all the information has been entered, please click on Done located at the top right of the screen



13. Documents can be attached to the record under the References section. The user can either:

REFERENCES

UPLOADADD KAHUA DOCEDITMARKUPUPDATEREMOVEDOWNLOADADD COMPOSITEADD APPROVAL DOC

<input type="checkbox"/>	TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP ON SEND	IS CURRENT	PREVIEW STATUS	COMMENTS	
--------------------------	------	-------------	-------------	------	------	---------	-----------------	------------------------	------------	----------------	----------	--

- Upload a document saved on their computer
  - Add Kahua Doc to reference a document that is stored within Kahua's File Manager application
  - Add Approval Doc which is used anytime a record is being routed for Review or Signature.
14. Once all details have been filled out, click Save/Close and then please click on **Submit for Approval**

Submit for Approval

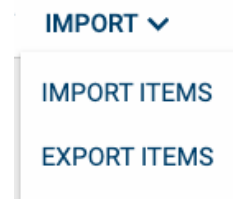




## Using Import/Export to Update SOV

1. Once the Process to SOV button has been clicked by the PSC/Contractor they will be navigated to the SOV Breakdown Application
2. A new screen will be open on the right-hand side
  - a. As you can see the Details section is not editable
3. Please click the Save/Close button located at the bottom of the screen
4. On the Top Bar you will now see the Edit function as well as the Import Button
5. When Import is clicked it will show two options:
  - a. Import Items
  - b. Export Items

Item	Description	Activity Code	Vendor	Entry Type	Committed	Allocated	Unallocated
Contract					\$6,413,370.00	\$6,413,370.00	\$0.00
01	General Work	10600		Lump Sum	\$6,413,370.00	\$6,413,370.00	\$0.00



6. By clicking on the Export Items, you can download the SOV template which can be used to update and import the items into Kahua
7. In the Template, please ensure the initial 3 columns are left empty for any SOV items that are added
8. Once the template has been updated, please click on the Import Button in the SOV breakdown application
9. A pop-up window will open and ask you to select the file which needs to be imported
10. When the file is selected, please click Proceed to begin the Import

A	B	C	D
SourceDocumentNumber	SourceItemNumber	SourceItemtype	ItemNumber
0003	01	CONTRACTITEM	0001
			0002



## Updating the SOV after Change Order Approval

1. To start, please navigate to the Expense SOV Breakdown record for the corresponding Contract that the Change Order was made for
2. Once there, select the record and new screen will open on the right side
3. Click on the Select Change Orders button at the bottom of the record
4. A new window will open where you can select all the available change orders for the contract

Select Change Orders

5. Select the change orders that need to be added to the SOV
6. Once done click on Next located at the bottom of the window

	Number	Description	Date Executed	Status	Total
<input checked="" type="checkbox"/>	0003	- General Work	2/2/2024	Approved	\$6,221.40

☐ Select/Unselect All

7. This will add the Change Order in the Commitment Items Grid for further breakdown
8. Please use the steps listed in the Updating the SOV Breakdown section to proceed with the breakdown of the line items
  - a. Break down the line items by Material and Labor for each vendor, prime or sub



## SOV Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

SEND EDIT VIEW HISTORY IMPORT ▼

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **History** – All updates/changes are tracked
- **Import Items** – It will import SOV Items from the Excel Template


### Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

### Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

### View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon**  to generate a printable PDF version of the document

### History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button



## SOV Breakdown Approval, including CO's

1. Once the Submit for Approval button has been clicked on the SOV Breakdown record, it will start the Approval Process
2. The Approval Process will depend on the Type of Contract, as outlined in the Workflow document:
  - a. If it is a PSC Contract the SOV Breakdown will only be sent to the Project Manager for Approval
  - b. If it is a Construction With Assigned Contract the SOV Breakdown will be sent to the PSC and the Project Manager for Approval
  - c. If it is a Construction Assigned Contract the SOV Breakdown will be sent to the CWA/CM, the PSC and the Project Manager for Approval
3. Depending on the contract type the relevant user will receive a Task and an Email notification to Approve the SOV Breakdown
4. To access the task please login to Kahua and click on the Tasks icon located at the top right



5. Click on the SOV Breakdown Approval Task and a screen similar to what is shown on the right will be visible
6. If further information needs to be seen please click on the View Source Record to access the actual record
7. Once everything has been reviewed, please click on Approve to Approve the SOV Breakdown

View

View Source Record >

APPROVAL DOCUMENT

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UNIVERSITY OF ILLINOIS  
SCHEDULE OF VALUES

Number: 0005-0001  
Description: Test 3 SOV  
Contract: 0005 - Onibus  
Client Contract:  
Contractor Contract: Data Migration

Item	Activity Code	Description	Vendor	Committed / Status	Allocated	Unallocated
Contract			\$2,187,282,867.00	\$100,000.00	\$100,000.00	\$0.00
01	20000	FF&E Total	2187282867	\$100,000.00	\$100,000.00	\$0.00
0001	20000	Test	Illinois Construction Group LLC	Approved	\$40,000.00	
0002	21250	FF&E Total	J. Boone Mechanical Inc.	Approved	\$10,000.00	
0003	21300	FF&E Total	Mr. Pharoah Elevator Company	Approved	\$50,000.00	

COMMENTS

Approve Decline

Task

SECTIONS

- APPROVAL DOCUM...
- COMMENTS
- REFERENCES



## **Resources**

For additional help with Kahua applications please reach out to the Technical team of the University with any questions

Submit a [Support Request](#) or email at [servicedesk@uillinois.edu](mailto:servicedesk@uillinois.edu)

UIC: (312) 996-4806

UIS and UIUC: (217) 333-3102