



UNIVERSITY OF ILLINOIS SYSTEM

SOV Training Document

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Overview

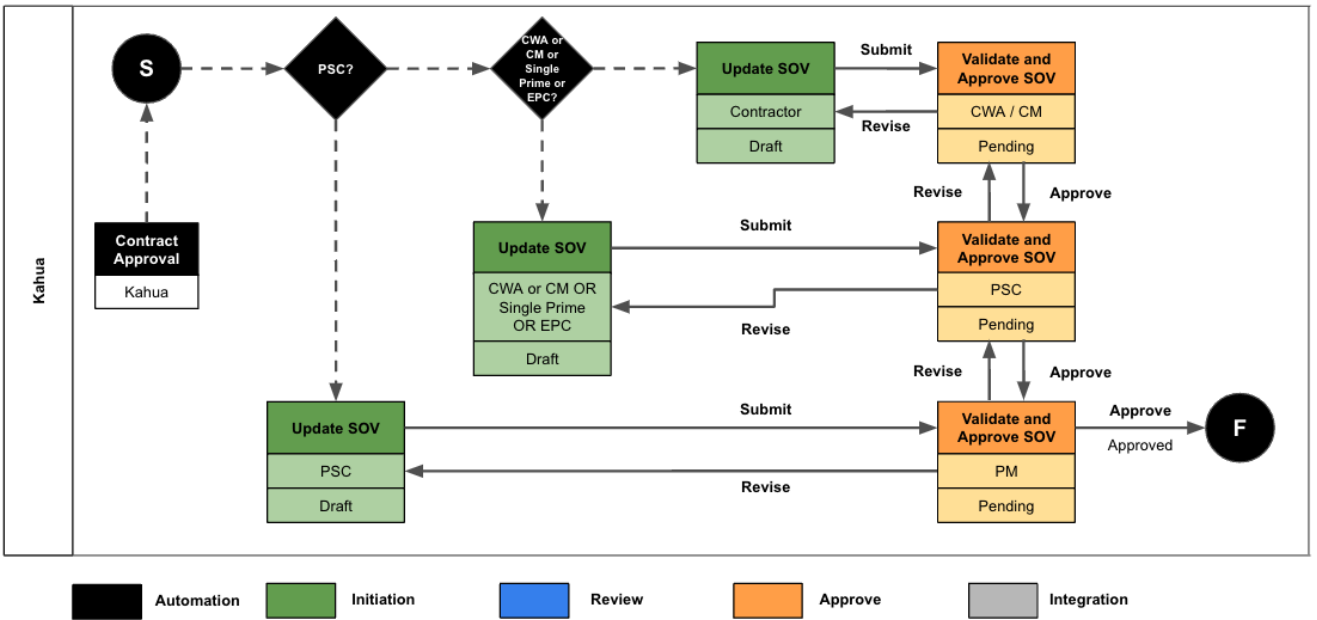
The SOV Breakdown allows Kahua users to set up and approve contracts at a high level, then later break the contract into smaller cost items, the Schedule of Values, via the SOV Breakdown document.

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 in the SOV, and hence in the pay request.
5. Incorporate updates from contracts and change orders into the SOV Breakdown, and thus pay requests, if allowed by the user's cost process.
6. Help support contingency and allowance processes via controlled changes to the SOV Breakdown.
7. Provide subcontractor information and obtain approval so that they can be included in the SOV.

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

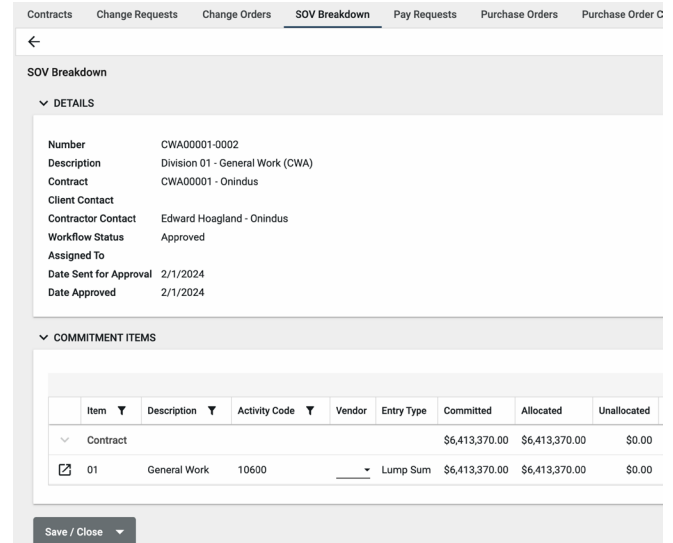


Contract Line Items and the SOV Breakdown

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 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 divided inside the contract, use different contract line items with different activity codes to do this.

Updating the SOV Breakdown

1. Once the PSC/Contractor goes to their approved contract in the Contracts App and clicks the **Process to SOV** button, they will be navigated to the SOV Breakdown Application.
2. A new screen will open on the right.
3. The Details section is not editable.
4. In the Contract Information grid, the PSC or Contractor will need to enter themselves and their subconsultants/subcontractors (subs) and suppliers.



Contracts Change Requests Change Orders **SOV Breakdown** Pay Requests Purchase Orders Purchase Order C

←

SOV Breakdown


▼ DETAILS





Number CWA00001-0002
 Description Division 01 - General Work (CWA)
 Contract CWA00001 - Onindus
 Client Contact
 Contractor Contact Edward Hoagland - Onindus
 Workflow Status Approved
 Assigned To
 Date Sent for Approval 2/1/2024
 Date Approved 2/1/2024

▼ COMMITMENT 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

Save / Close

- a. Click on the expand  icon next to the grid.
- b. Enter the number of lines you will need and click **Insert**. You may continue to add more lines as needed or delete unneeded lines.
- c. Select the company name. Only those subs available in the University of Illinois Companies will be available in this list.
- d. Enter the contract or subcontract total.
- e. The Percentage of Contract will be calculated automatically later.
- f. Select the CEI Status from the dropdown, if applicable.
- g. Select the applicable Tier for each sub. The prime consultant/contractor is Tier 1, and therefore does not need to have a Tier selected. If a sub or supplier is contracted with the Prime, they would be listed as Tier 2, and if a sub or supplier is contracted with a Tier 2 sub, they will be Tier 3.
- h. Select the Responsible To (who the sub is contracted with) from the dropdown for each sub.
- i. Add comments if desired to add more information about the Prime and subs.
- j. The IPHEC Status cannot be edited by the PSC or Contractor.


- k. To upload sub specific documents, such as the executed subcontract and any Certification and Financial Disclosure Forms, click on the  icon next to the sub name, and upload documents in the References section for that sub. The documents uploaded will populate the Ref Count.
 - l. Once all information is entered in the Contract Information Grid, click **Done**.
5. The PSC will have an additional grid to complete, the AE Hourly Rate Schedule. This grid will not be visible on the construction SOV breakdown.
 - a. Scroll to the AE Hourly Rate Schedule grid.
 - b. Click on the expand  icon next to the grid.
 - c. Enter the number of lines you will need and click **Insert**. You may continue to add more lines as needed or delete unneeded lines.
 - d. Select the Subconsultant for each line added.
 - e. To add the Hourly Rates per Vendor, click on the View Details icon next to the Vendor. This will open a new screen on the right.
 - f. Enter the number of lines needed in the Position and Hourly Rate Grid and click Insert.
 - g. Enter the Position Name and the Total Hourly Rates.
 - h. Add any Supporting Documents to the Supporting Documents Grid, such as the Input Worksheet.
 - i. Use the next and previous buttons to navigate to the next vendor to fill in their hourly rates.
 - j. Once finished click **Done** located at the top right of the screen.
 - k. The information entered will populate the Position Count and Ref Count in the main table in the record.
6. The Contract Line Items will be displayed in the Commitment Items grid.
 - a. To expand the grid, click on the  icon at the top right of the grid.
 - b. Click on the  icon next to the line items to add the breakdown.

Position Count	Ref Count
2	1
3	2

- i. For a PSC SOV, there may be multiple contract lines. For a construction SOV, there will likely be one contract line item to break down further.
- c. This will open a new screen like what is shown below. (The example below is for a construction SOV, but the PSC SOV looks similar.)

Item	Description	Activity Code	Vendor	Entry Type	Cost Type	Status	Qty	UOM	Unit Price	Total	Used on Pay App	Progress	Auto Allocate
01	General Work	10600	'K' Construction of Wauconda, Inc	Lump Sum									

Allocation Summary	
Original	\$6,413,370.00
Net Change	\$0.00
Committed	\$6,413,370.00
Allocated	\$6,413,370.00
Unallocated	\$0.00

- d. Click  located at the bottom of the screen to expand the record.

- e. In the SOV Items grid click on the **Insert** button to add additional lines.

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

- g. To use the Auto calculation feature in Kahua scroll to the right of the grid and check the Auto Allocate checkbox next to

the line item from which money should be deducted. If this is checked for a line item, money added to other line items will be automatically deducted from the checked line item.

- h. To enter the Schedule of Values:
 - i. Select the Activity Code
 - 1. 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.
 - ii. Enter the Description
 - iii. Select the CSI Code
 - iv. Select the Prime or Sub Vendor for each Line Item
 - v. Select the Cost Type
 - vi. Select the Entry Type
 - vii. Enter the Total, Quantity, Unit of Measure and/or Unit Price
 - i. Once all the applicable information has been entered, click **Done** located at the top right of the screen.
7. Documents can be attached to the record under the References section. The user can either:

▼ REFERENCES

UPLOAD

ADD KAHUA DOC

EDIT

MARKUP

UPDATE

REMOVE

DOWNLOAD

ADD COMPOSITE

ADD APPROVAL DOC

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

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

Submit for Approval

Using Import/Export to Update SOV

- Once the **Process to SOV** button has been clicked by the PSC/Contractor they will be navigated to the SOV Breakdown Application.
- A new screen will open on the right-hand side.
 - The Details section is not editable.
- Click the **Save/Close** button located at the bottom of the screen.
- On the Top Bar you will now see the Edit function as well as the Import Button.
- When Import is clicked it will show two options:
 - Import Items
 - Export Items
- By clicking on the **Export Items**, you can download the SOV template which can be used to update and import the items into Kahua.
- In the Template, ensure the initial 3 columns are left empty for any SOV items that are added.
- Once the template has been updated, click on the **Import** Button in the SOV breakdown application.
- A pop-up window will open and ask you to select the file which needs to be imported.
- When the file is selected, click **Proceed** to begin the Import.

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

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 COs


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, Construction no Assignment, or Single Prime contract, the SOV Breakdown will be sent to the PSC and the Project Manager for Approval.
 - c. If it is a Construction Assigned (Assigned Subcontractor) 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, log in to Kahua and click on the Tasks icon  located at the top right.
5. Click on the SOV Breakdown Approval Task and a screen like what is shown on the right will open.
6. To review more information, click on **View Source Record** to access the actual record in the app.
7. Within the app, the reviewer can review the details of the SOV as well as the attached references.
8. When the approval is in the Project Manager's court, the PM will also need to review the subcontract(s) and Certification(s) and Financial



View

View Source Record >

APPROVAL DOCUMENT

1 of 1 77% 

UNIVERSITY OF ILLINOIS
SCHEDULE OF VALUES

Number: 0005-0001
Description: Text 3 SOV
Contract: 0005 - Onidus
Client Contact:
Contractor Contact: Data Migration

Item	Activity Code	Description	Vendor	Committed / Status	Allocated	Unallocated
Contract			\$2,187,282.967.0	\$	\$100,000.00	\$100,000.00
01	0001	20000	FF&E Total	2101262007	\$100,000.00	\$0.00
			Test	2101262009	Approved	\$100,000.00
				Construction Group, LLC		\$40,000.00
0002	21250	FF&E Total		Approved	\$10,000.00	
0003	21300	FF&E Total		Approved	\$50,000.00	
			1.Saume Mechanical Inc.			
			Inf. Priority			
			Company			

COMMENTS

Approve Decline

SECTIONS

APPROVAL DOCUM...

COMMENTS

REFERENCES

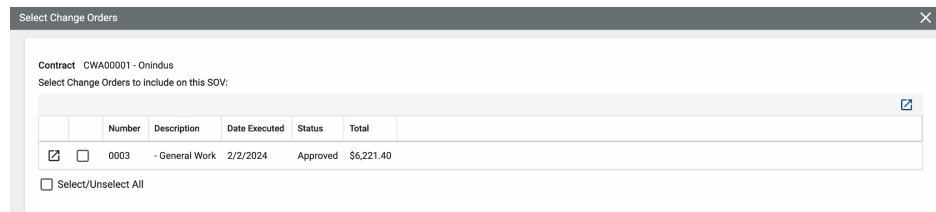
document(s) in the Contract Information grid or alert the Contract Specialist through Kahua messaging that the documents are there for review. Click the View Details icon in the subvendor line items to see any attached documents. Minimum documentation that should be attached is the vendor's subcontract and either Form A or Form B. The CPO Financial Disclosures Affidavit Form could also be attached, if applicable.

- a. If no revisions are needed on the subvendor paperwork, click **Submit to UOCP** in the Contract Information grid to notify UOCP that the documents are ready for posting to the Procurement Bulletin.
9. If revisions are needed on either the subvendor documentation, the schedule of value line items, the hourly rates (PSC only), or any other submitted information, the reviewer can navigate back to the task, then enter the requested revisions in the Comments section below the Approval Document. Click the **Decline** button to send the SOV back to the PSC or Contractor, depending on SOV type. Enter a reason for declining and click **Continue**.
10. If no revisions are needed, click **Approve** to approve the SOV Breakdown.

Updating the SOV after Change Order Approval

1. To start, navigate to the Expense SOV Breakdown record for the corresponding Contract for which the Change Order was made.
2. Once there, select the SOV record and a new screen will open on the right.
3. Click 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.
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.
7. This will add the Change Order in the Commitment Items Grid for further breakdown.
8. Use the steps listed in the *Updating the SOV Breakdown* section to proceed with the breakdown of the line items and to send for approval when complete. The line items should be broken down by Material and Labor for each vendor.

Select Change Orders



The screenshot shows a window titled "Select Change Orders" with a close button (X) in the top right corner. Inside the window, it says "Contract CWA00001 - Onindus" and "Select Change Orders to include on this SOV:". Below this is a table with columns: Number, Description, Date Executed, Status, and Total. There is a checkbox in the first column of the table. The table contains one row of data: 0003, - General Work, 2/2/2024, Approved, \$6,221.40. At the bottom of the window, there is a checkbox labeled "Select/Unselect All".

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

☐ Select/Unselect All