

OAKS CI Training Guide – GMP Subcontractor Distribution (CMR) State of Ohio Standard Forms and Documents

The GMP Subcontractor Distribution allows the CMR the opportunity to identify how the Contract amount will be distributed. This record functions much like the Contract SOV.

- a) **After you have completed your Contract SOV template page 2**
- b) **Log into OAKS CI and into your project**
 - a. **Go to Logs**
 - b. **Click Change Order or Contract Modification**
 - c. **Click New at the top of your screen.**
 - d. **Choose the GMP Subcontract Distribution Workflow and click OK**
 - e. **Complete mandatory fields highlighted with an asterisk.**
 - f. **Go to the line item list tab and click Import**

Create New Change Order - Project No. SAT-120002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General Change Order

General

Organization: Department of Administrative Services Record Number:

Project Number: SAT-120002 Creator: Shauna Hooks

Project Name: SAT 7 CM-R Test Project Creation Date:

Project Location: GSD Surface Rd Status:

Title: *

Trade:

Action Details

Create New Change Order

To:

Cc:

Send For:

Task Notes:

Line Item List

Current View: All

0 Item(s) Page 1 of 1 100 items per page

No.	Reference	WBS Code	Code Name	Short Description	Amount	Subcontractor?
-----	-----------	----------	-----------	-------------------	--------	----------------

Add Copy Import Remove Grid Find Total Amount: \$ 0.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

OAKS CI Training Guide – GMP Subcontractor Distribution (CMR)

Creating and Importing Spreadsheet:

Step 1: Open Excel spreadsheet from the OFCC Website (choose the appropriate spreadsheet based on the OAKS CI system you are utilizing.)

NEW OAKS CI Contract SOV Import Template - New

M140-07-CI

Construction (K12) (Excel)

OAKS CI Contract SOV Import Template

M140-

v1012

(Agency/Higher Ed) (Excel)

02-CI

Step 2: Enter Subcontractor Distribution lines

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-BE	General Requirements Budget				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds				
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labor	Sample Description	\$3,000.00		
CE-01-MBM	CE Mobilization Matl				
CE-01-TFL	CE Temporary Facilities Labor				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labor				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labor				
CE-01-CLM	CE Closeout Material				
CE-01-OTL	CE General Conditions Labor				
CE-01-OTM	CE General Conditions Material				
CE-FC-00	Facility Construction				
CE-FC-BE	Facility Construction Budget	Sample Description	\$1,000.00	Sample Subcontractor	
CE-FC-02L	Existing Conditions Labor				

Prepare interface file

6

4

4a

Step 4: Enter the short description for the work to be done, enter the name of the subcontractor providing the service. Ensure that you have created a Subcontractor Supplier Declaration in OAKS CI for the Subcontractors Listed.

- a. To add additional duplicate lines highlight the line, starting with the number, click copy, go to the next line down , right click, choose insert copied cell.

Step 5: Name and save the spreadsheet

Step 6: Click Prepare Interface File (macro's must be enabled)

Step 7: Once you click the Prepare Interface button, a box will appear indicating that the process is complete, click OK. This portion is now complete

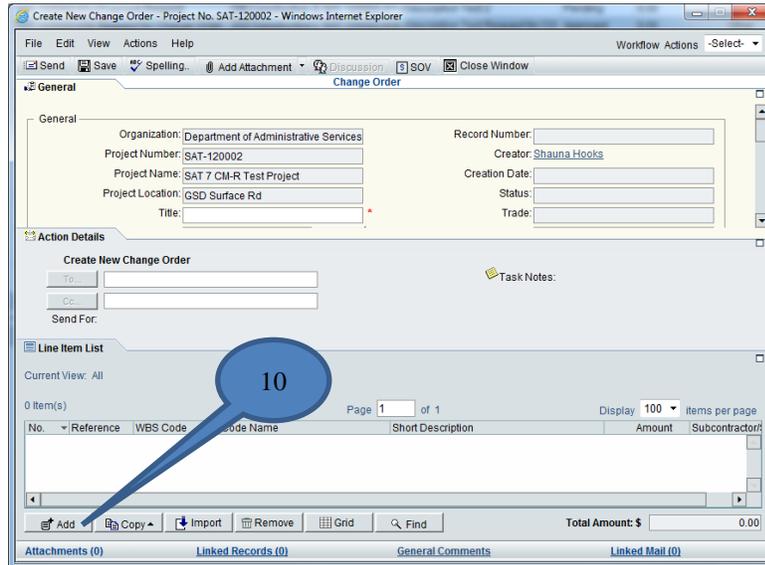
Step 8: Go back to your GMP Subcontractor- Distribution record in OAKS CI

Step 9: Click the Import button shown in example F, Click- Browse, select the .csv version of the xls file you previously saved

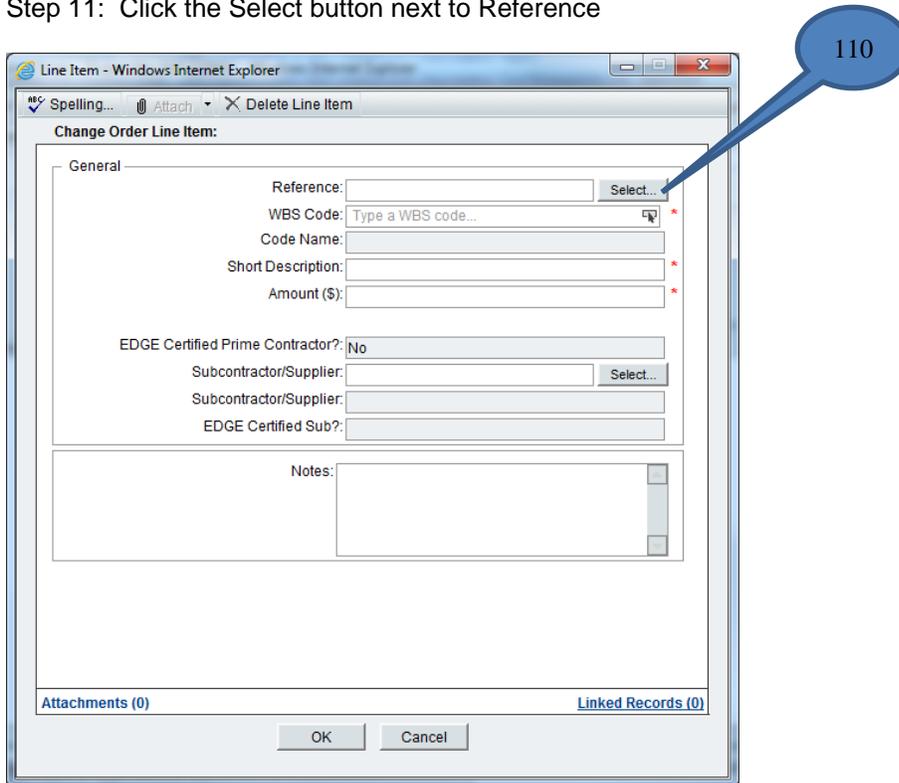
- Click open
- Then click OK

OAKS CI Training Guide – GMP Subcontractor Distribution (CMR)

Step 10: Once the form has been imported, click the Add button



Step 11: Click the Select button next to Reference



Step 12: You must now select the line from your SOV that you will be deducting from. This line should be the Subcontracted work line if you have exhausted all of the money from this line choose your Contingency or other applicable line to fund the imported line items.

Step 13: Once you have chosen the Subcontracted work line, add a short description and the amount to be deducted from the code. Insure the amount you enter **is** a **negative** dollar amount.

OAKS CI Training Guide – GMP Subcontractor Distribution (CMR)

Task Details

Record has been closed. [\(Click here to open\)](#)

SAMPLE K12 School District
Project DISTRIBUTION

Line Item List

Current View: All Show Currency in: Transaction Currency

595 Item(s) Page 1 of 6 Display 100 items per page

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Su
595	0	CMR-CSC-PXS	CM-R Const Personnel Exp	CM Labor	321,155.00	14.9	
594	3	CMR-CSC-PXS	CM-R Const Personnel Exp	Construction Stage Personnel Cost	-321,155.00	0	
593	5	OR-CF-CM	CM at Risk Contingency	CM's Contingency	81,443.00	0	
592	0	CE-Z10-SC	CE Scheduling Services	GMP Allowance - \$30,000 Temp HV	30,000.00	0	TP Mechanical Co
591	0	CE-D40-10L	CE Fire Protection Special	Commissioning-L	4,152.00	0	TP Mechanical Co
590	0	CE-D40-10L	CE Fire Protection Special	Coordination-L	46,990.00	0	TP Mechanical Co
589	0	CE-D40-10L	CE Fire Protection Special	Closeout/O&M/Training-L	4,720.00	0	TP Mechanical Co
588	0	CE-D40-10L	CE Fire Protection Special	Punchlist-L	3,075.00	0	TP Mechanical Co

Total Amount: \$ 0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Task Details

Record has been closed. [\(Click here to open\)](#)

SAMPLE Agency/Higher Education
Distribution

Line Item List

Current View: All Show Currency in: Transaction Currency

43 Item(s) Page 1 of 1 Display 100 items per page

No.	Reference	WBS Code	Code Name	Short Description	Amount	Subcontractor/Su
043	14	CE-CE-SV	Contract Awarded SOV Pending	Subcontractors	-139,205.00	
042	0	CE-FC-08M	Openings Matl	Access Doors	268.00	
041	0	CE-FC-08M	Openings Matl	Wood Doors - 2nd Floor	8,093.00	
040	0	CE-FC-08M	Openings Matl	Wood Doors- 1st Floor	14,468.00	
039	0	CE-FC-08M	Openings Matl	Hollow Metal Doors	3,098.00	
038	0	CE-FC-08M	Openings Matl	Hollow Metal door Frames - 2nd Floor	12,522.00	
037	0	CE-FC-08M	Openings Matl	Hollow Metal door Frames - 1st Floor	21,358.00	
036	0	CE-FC-08M	Openings Matl	Factory Mounted Hardware	44,592.00	

Total Amount: \$ 0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Step 14 : Once complete your record should look similar to the one shown above. **NOTE THE TOTAL DOLLAR AMOUNT IS 0.**

Step 15: Choose your workflow action in the upper right hand corner and click Send.

Contact OAKS CI for assistance:
 614.644.2211
oaksci@ofcc.ohio.gov