

CMR/DB Contract SOV – GMP Amendment – Subcontractor Distribution

Contract SOV

Once the Contract has been approved in OAKS CI, the Contract SOV will be created. The SOV will consist of **Preconstruction line items**.

Workflow:

Agency Higher Ed Review \rightarrow Created by: CMR/DB \rightarrow Submitted to: A/E Review \rightarrow Sent to: PC Review
Sent to: PM Approval

K12 Review \rightarrow Created by: Project Coordinator \rightarrow Submitted to: Vendor Approval \rightarrow Sent to: A/E Review
Sent to: PM Approval

Note: If you have any pre con work provided by an Edge provider the Subcontractor Supplier declaration must be approved in OAKS CI prior to the SOV submission

Complete all of the necessary information in the upper form.

The screenshot shows a web browser window titled "Create New Contract Schedule of Values - Project No. SFC-130326.01 - Windows Internet Explorer". The form is titled "Contract Schedule of Values" and includes a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar are icons for "Send", "Save", "Spelling...", "Add Attachment", "Discussion", "Cash Flow", and "Close Window".

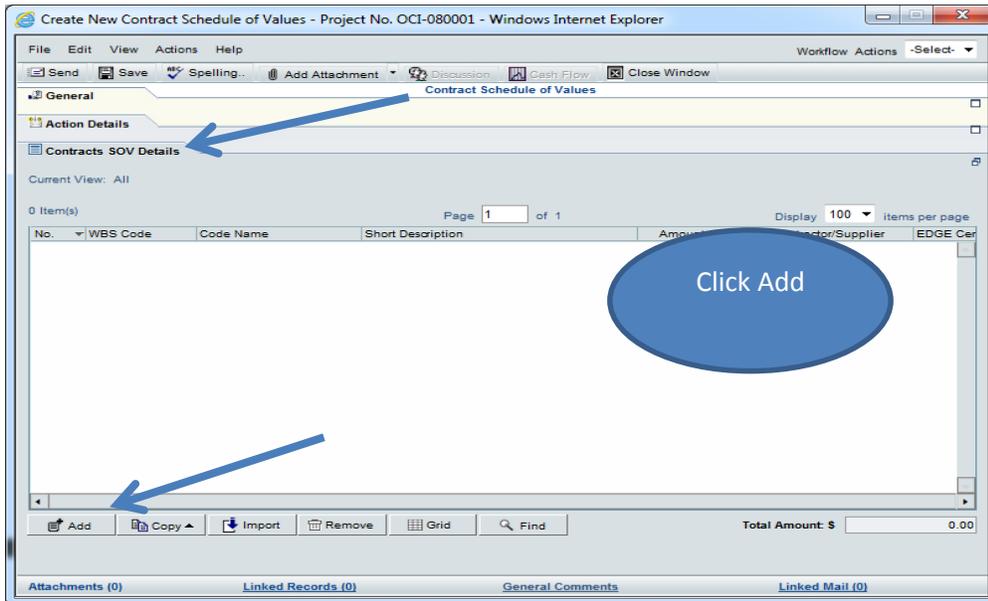
The form is divided into several sections:

- General:** Includes fields for Project Number (SFC-130326.01), Project Name (Wellington New 4-8 Grade Middle Sch), Organization Name (Wellington EVSD), Facility Name (Wellington New 4-8 ES/MS), Title (with an asterisk), Record Number, Creator (Shauna Hooks), Creation Date, and Status.
- Contract Information:** Includes Contract No. (with a "Select..." dropdown and asterisk), Trade, EDGE Certified Prime?, Vendor Name, Total Contract Amount, Line Item Total (\$), and Difference (\$).
- LFI MOU:** Includes LFI Select (with a "Select..." dropdown and asterisk), Title, Stage, Construction Fund, and % Local Initiative Fund.
- Notes:** A text area for additional information.

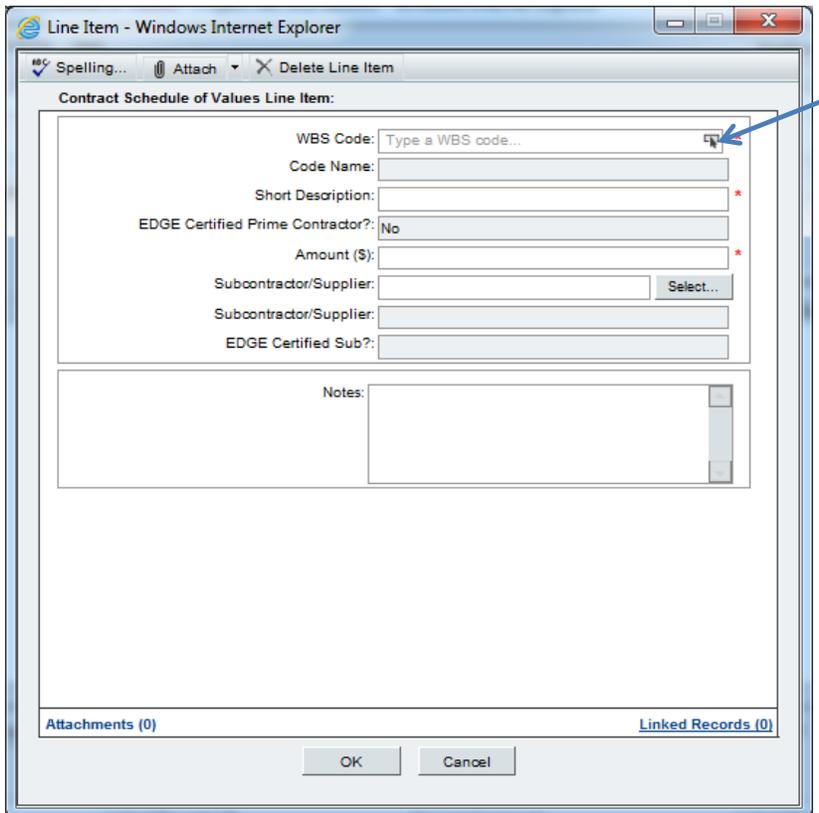
Callouts and annotations:

- A blue callout bubble points to the "Contract No." field with the text "All * must be completed".
- A blue callout bubble points to the "LFI Select" field with the text "LFI MOU".
- A blue callout bubble points to the "Contracts SOV Details" tab at the bottom with the text "Click Contract SOV Details Tab".

At the bottom of the form, there are tabs for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".



Click the arrow next to WBS Code:



WBS Picker - Windows Internet Explorer

Select Expand Collapse Find Close Window

Click Collapse

	WBS Code	WBS Name
1	FA-00-00	Property Acquisition Summary
2	PA-PA-00	Property Acquisition General
3	PA-PA-BE	Property Acquisition Budget
4	PA-PA-RC	Real Estate Commission
5	PA-PA-AP	Real Estate Appraisal
6	PA-LA-00	Land Acquisition Summary
7	PA-LA-BE	Land Acquisition Budget
8	PA-LA-OT	Land Acquisition Expense
9	PA-EA-00	Easement Acquisition Summary
10	PA-EA-BE	Easement Acquisition Budget
11	PA-EA-OT	Easement Acquisition Expense
12	RM-00-00	Relocation and Moving Summary
13	RM-RM-00	Relocation and Moving Expense
14	RM-RM-BE	Relocation and Moving Budget
15	RM-RM-MX	Moving Expense
16	RM-RM-LS	Leased Temporary Space
17	LE-00-00	Legal Expense Summary
18	LE-LE-00	General Legal Expense
19	LE-LE-BE	Legal Expense Budget
20	LE-LE-CS	Legal Consulting Expense
21	LE-LE-DE	Legal Defense Expense
22	LE-LE-PA	Property Acquisition Legal Exp
23	LE-LE-BF	Bond Financing Legal Expense
24	OR-00-00	Owner Expense Summary
25	OR-OR-00	Owner Expense General
26	OR-OR-BE	Owner Expense Budget
27	OR-PL-00	OR Planning Expense Summary
28	OR-PL-BE	OR Planning Budget
29	OR-PL-PI	OR Project Initiation
30	OR-PL-FS	OR Feasibility Study

WBS Picker - Windows Internet Explorer

Select WBS Code

	WBS Code	WBS Name
1	PA-00-00	Property Acquisition Summary
12	RM-00-00	Relocation and Moving Summary
17	LE-00-00	Legal Expense Summary
24	OR-00-00	Owner Expense Summary
57	AE-00-00	Professional Design Summary
92	RF-00-00	Regulatory Fees Summary
101	CM-00-00	Construction Management Summary
131	CMR-00-00	CM at Risk Summary
132	CMR-CM-00	CM-R Services General
135	CMR-PSC-00	CM-R Precon Stage Comp Summary
136	CMR-PSC-BE	CM-R Precon Stage Comp Budget
137	CMR-PSC-OMS	CM-R Organizational Meeting Fee
138	CMR-PSC-PVS	CM-R Program Verification Fee
139	CMR-PSC-SDS	CM-R Schematic Design Fee
140	CMR-PSC-DDS	CM-R Design Development Fee
141	CMR-PSC-GMS	CM-R GMP Amendment Fee
142	CMR-PSC-CDS	CM-R Construction Documents Fee
143	CMR-PSC-PXS	CM-R Precon Personnel Expense
144	CMR-PSC-RES	CM-R Precon Reimbursable Expenses
145	CMR-CSC-00	CM-R Const Stage Comp Summary
149	CE-00-00	Construction Execution Summary
247	CX-00-00	Commissioning Summary
270	FE-00-00	F F and E Summary
281	AA-00-00	Acquisition of Art Summary
285	PM-00-00	Project Management Summary
309	ES-00-00	Energy Services Summary
349	ID-00-00	Interior Design Summary

Click + next to CMR-PSC

Choose appropriate code (Review WBS Name to make appropriate code selection)

Line Item - Windows Internet Explorer

Spelling... Attach X Delete Line Item

Contract Schedule of Values Line Item:

WBS Code: *

Code Name:

Short Description: *

EDGE Certified Prime Contractor?:

Amount (\$): *

Subcontractor/Supplier: Select...

Subcontractor/Supplier:

EDGE Certified Sub?:

Notes:

Attachments (0) [Linked Records \(0\)](#)

OK Cancel

Ensure that all * areas are completed

Repeat steps from pages 1-3 until all necessary lines have been added

Sample of completed lower form

Contract Schedule of Values - CMR-Hammond-SOV-PreCon - Project No. SFC-130329.01 - Windows Internet Explorer

File Edit View Actions Help

Save Spelling.. Add Attachment SOV Cash Flow Close Window

Contract Schedule of Values

General

General

Project Number: SFC-130329.01 Record Number: SOV-001
 Project Name: Brown - New K-12 Creator: Karen Little
 Organization Name: Brown LSD Creation Date: 06/16/2014 04:49 PM Local (GMT-5)
 Facility Name: Brown - New K-12 Status: Approved
 Title: CMR-Hammond SOV PreCon

Task Details

Record has been closed. (Click here to view process details)

Contracts SOV Details

Current View: All Show Currency in: Transaction Currency

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

No.	WBS Code	Code Name	Short Description	Amount (\$)	LFI Percent	Subcontractor Supplier
008	CMR-PSC-RES	CM-R Precon Reimbursable Expense	Printing for Design Reviews	2,980.00	4.59	
007	CMR-PSC-RES	CM-R Precon Reimbursable Expense	Bond	1,000.00	4.59	
006	CMR-PSC-GMS	CM-R GMP Amendment Fee	GMP-Hammond	8,680.00	4.59	
005	CMR-PSC-CDS	CM-R Construction Docs Fee	CD-ADS	1,610.00	4.59	Architectural Des
004	CMR-PSC-CDS	CM-R Construction Docs Fee	CD-Hammond	14,448.00	4.59	
003	CMR-PSC-DDS	CM-R Design Development Fee	DD-ADS	1,610.00	4.59	Architectural Des
002	CMR-PSC-DDS	CM-R Design Development Fee	DD-Hammond	19,520.00	4.59	
001	CMR-PSC-DDS	CM-R Schematic Design Fee	SD-Hammond	8,502.00	4.59	

Grid Find Total Amount: \$ 58,440.00

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

Once all lines have been added:

Choose the Workflow action **Submit** in the upper right hand corner of the record)
 Click **Send** in the upper left hand corner of the record.

Create New Contract Schedule of Values - Project No. SOC-120001 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select- -Select- Submit

Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

Contract Schedule of Values

General

General

Organization: Southern State Community College Record Number:
 Project Number: SOC-120001 Creator: Nathan Minnich-Weber
 Project Name: Brown County Campus Creation Date:
 Project Location: Southern State Community College Status:
 Title: * Fee Title: SAO Standard Fee 1

Action Details

Create New Contract Schedule of Values

To... Task Notes:

GMP Amendment (usually created during design documentation by the Construction Manager)

GMP Amendment represents the total maximum amount to be paid by the owner. It includes the cost of all the work, general conditions, contingency, and the fee payable to the CM at Risk or Design Build team.

Workflow:

Agency Higher Ed **Created by:** CMR/DB ➡ **Submitted to:** A/E Review(step skipped if DB)
➡ **Sent to:** PM Review ➡ **Sent to:** Project Coordinator Validation Doc Prep ➡ **Sent to:** Contractor Signature ➡ **Sent to:** Owner Signature Funding ➡ **Sent to:** Contracting Authority ➡ **Sent to :** PC Notice to Proceed

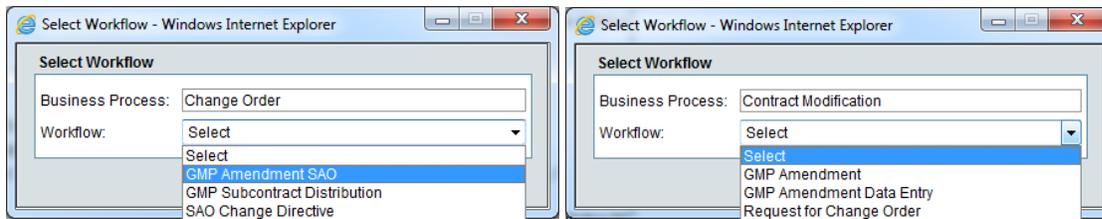
K12 **Created by:** Project Coordinator ➡ **Submitted to:** PM Review ➡ **Sent to:** Program Manager Review ➡ **Sent to:** Vendor Review Sign ➡ **Sent to:** District Approval ➡ **Sent to :** Contracting Authority Review ➡ **Sent to :** PC Notice to Proceed

Go to Logs

Click Change Order or Contract Modification

Click New at the top of your screen.

Choose the GMP Amendment Workflow and click OK



- A. Select the Contract. Once Contract is selected, many fields will auto populate. Complete all open fields, * are mandatory.

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

Change Order

General

General

Organization: Department of Administrative Services Record Number:

Project Number: SAT-120002 Creator: Shaub

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

Project Location: GSD Surface Rd Status:

Title: GMP Amendment Trade: General Trades

Contract Reference: SAT-120002-01-01 Contractor Name: DM Construction Services

Change Order Type: GMP Amendment EDGE Certified Prime?: No

Change Order No.: Fee Title: SAO Standard Fee 1

GMP Amendment Contract Sum

General Conditions Contingency % Cap:

Cost % Cap: CM/DB Fee % Cap:

Construction Design Services Fee % Cap:

Cost of the Work (\$):

Construction Stage Personnel Costs (\$): Construction Personnel Cost Cap (\$):

General Conditions Costs (\$): General Conditions Costs Cap (\$):

Subcontracted Work (\$):

Action Details

Line Item List

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

B. Click the Line Item List tab

Change Order - GMP #1 - Project No. SAT-120002 - Windows Internet Explorer

File Edit View Actions Help

Accept Task Decline Task SOV Close Window

Change Order

General

GMP Amendment Contract Sum

General Conditions Contingency % Cap:

Cost % Cap: CM/DB Fee % Cap:

Construction Design Services Fee % Cap:

Cost of the Work (\$):

Construction Stage Personnel Costs (\$): Construction Personnel Cost Cap (\$):

General Conditions Costs (\$): General Conditions Costs Cap (\$):

Subcontracted Work (\$):

Self-Performed Work (\$):

Contingency (\$): Contingency Cap (\$):

Construction Design Services Fee (\$): Construction Design Services Fee Cap (\$):

CM/DB Fee (\$): CM/DB Fee Cap (\$):

Contract Sum (\$):

Contract Sum (\$):

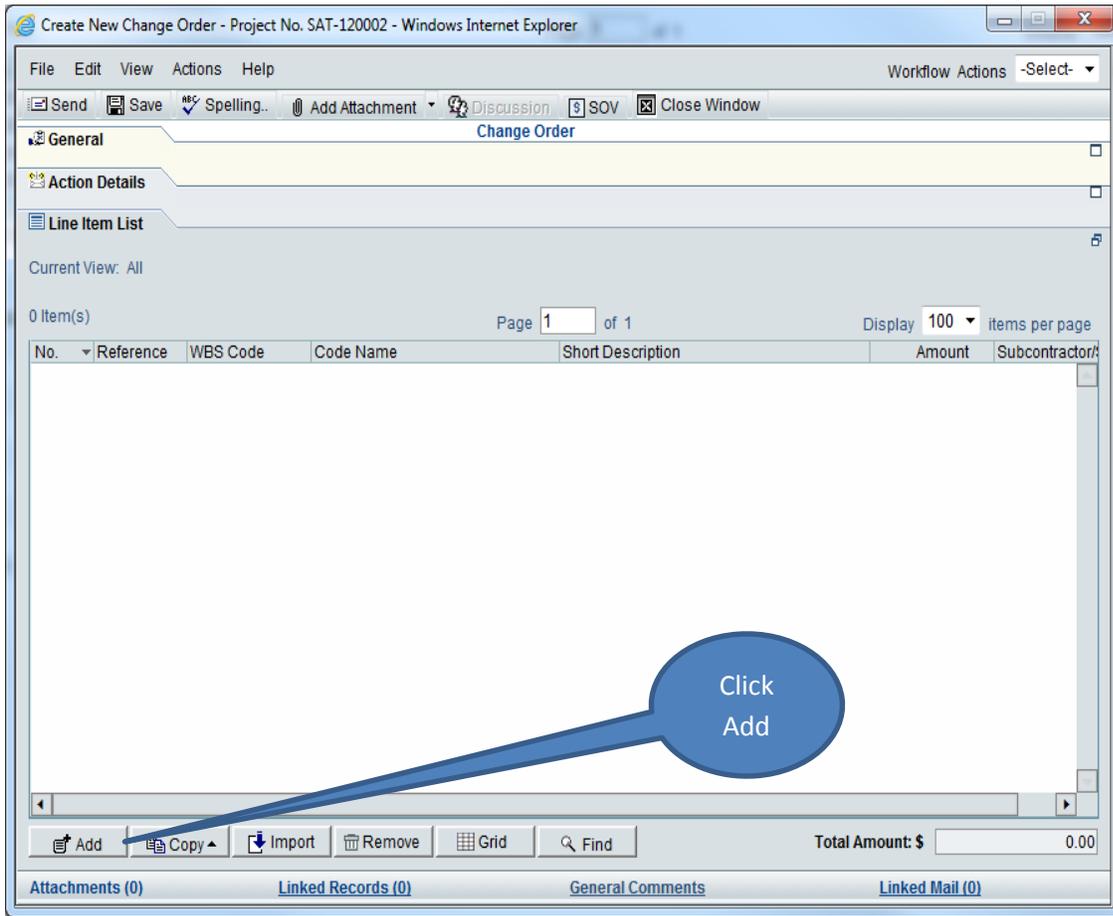
Total (\$):

Difference (\$):

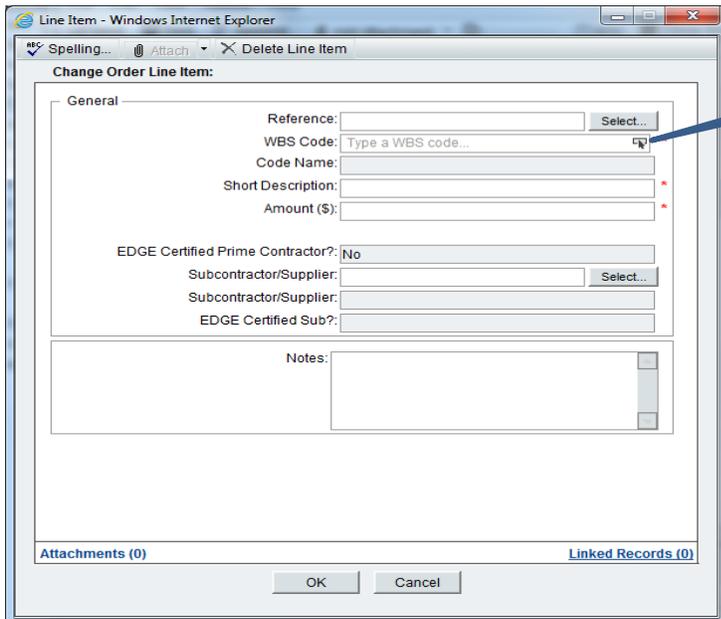
Task Details

Line Item List

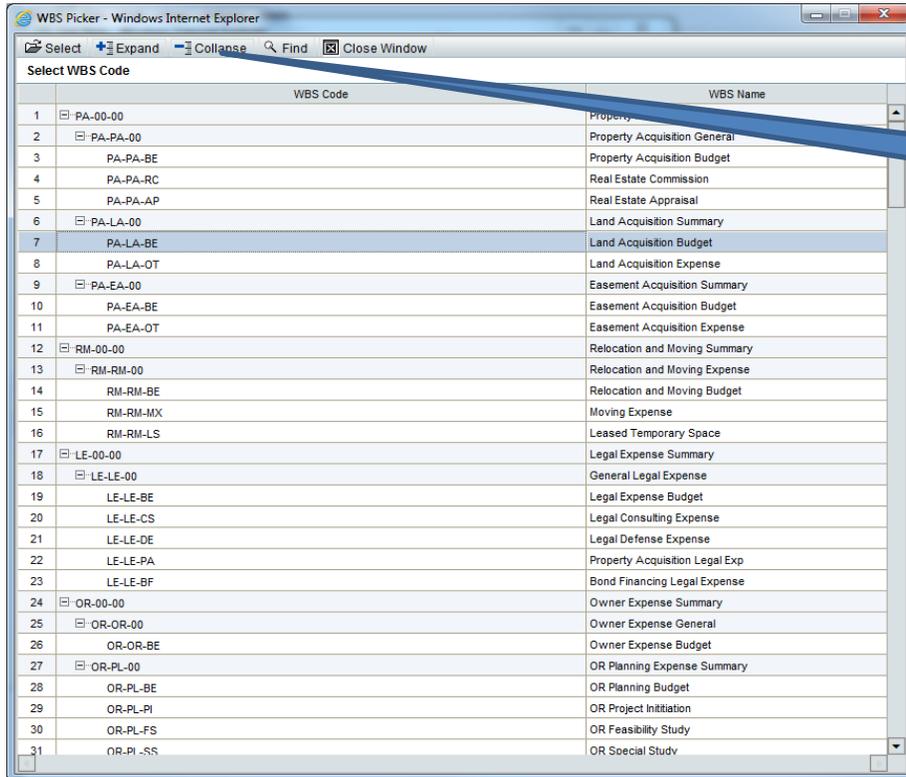
Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)



C. Click Arrow next to WBS Code



D. Collapse Screen



WBS Picker - Windows Internet Explorer

Select Expand Collapse Find Close Window

	WBS Code	WBS Name
1	PA-00-00	Property
2	PA-PA-00	Property Acquisition General
3	PA-PA-BE	Property Acquisition Budget
4	PA-PA-RC	Real Estate Commission
5	PA-PA-AP	Real Estate Appraisal
6	PA-LA-00	Land Acquisition Summary
7	PA-LA-BE	Land Acquisition Budget
8	PA-LA-OT	Land Acquisition Expense
9	PA-EA-00	Easement Acquisition Summary
10	PA-EA-BE	Easement Acquisition Budget
11	PA-EA-OT	Easement Acquisition Expense
12	RM-00-00	Relocation and Moving Summary
13	RM-RM-00	Relocation and Moving Expense
14	RM-RM-BE	Relocation and Moving Budget
15	RM-RM-MX	Moving Expense
16	RM-RM-LS	Leased Temporary Space
17	LE-00-00	Legal Expense Summary
18	LE-LE-00	General Legal Expense
19	LE-LE-BE	Legal Expense Budget
20	LE-LE-CS	Legal Consulting Expense
21	LE-LE-DE	Legal Defense Expense
22	LE-LE-PA	Property Acquisition Legal Exp
23	LE-LE-BF	Bond Financing Legal Expense
24	OR-00-00	Owner Expense Summary
25	OR-OR-00	Owner Expense General
26	OR-OR-BE	Owner Expense Budget
27	OR-PL-00	OR Planning Expense Summary
28	OR-PL-BE	OR Planning Budget
29	OR-PL-PI	OR Project Initiation
30	OR-PL-FS	OR Feasibility Study
31	OR-PI-SS	OR Soecial Studv

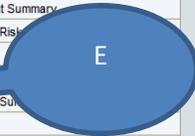
E. Choose the appropriate code (Review WBS codes to make appropriate code selection)

WBS Picker - Windows Internet Explorer

Select Expand Collapse Find Close Window

Select WBS Code

	WBS Code	WBS Name
1	PA-00-00	Property Acquisition Summary
12	RM-00-00	Relocation and Moving Summary
17	LE-00-00	Legal Expense Summary
24	OR-00-00	Owner Expense Summary
58	AE-00-00	Professional Design Summary
92	RF-00-00	Regulatory Fees Summary
101	CM-00-00	Construction Management Summary
131	CMR-00-00	Construction Manager at Risk Summary
132	CMR-CM-00	CM-R Services General
136	CMR-PSC-00	CM-R Professional Services
148	CMR-CSC-00	CM-R Construction Stage Comp Sum
154	DB-00-00	Design-Build Summary
181	CE-00-00	Construction Execution Summary
275	Cx-00-00	Commissioning Summary
298	FE-00-00	F F and E Summary
309	AA-00-00	Acquisition of Art Summary
313	PM-00-00	Project Management Summary
337	ES-00-00	Energy Services Summary
377	ID-00-00	Interior Design Summary



WBS Picker - Windows Internet Explorer

Select Expand Collapse Find Close Window

Select WBS Code

	WBS Code	WBS Item
1	OR-00-00	Owner Expense Summary
50	AE-00-00	Professional Design Summary
86	RF-00-00	Regulatory Fees Summary
95	CM-00-00	CM Adviser Services Summary
122	CMR-00-00	Construction Manager at Risk Summary
138	DB-00-00	Design-Build Summary
164	CE-00-00	Construction Execution Summary
165	CE-CE-00	New Construction Execution
171	CE-ABC-00	CE Facility Construction
173	CE-A-00	CE Substructure
178	CE-A10-00	CE Foundations
186	CE-A20-00	CE Basements
195	CE-A40-00	CE Slabs-on-Grade
196	CE-A40-03L	CE Slab-on-Grade Concrete Labr
197	CE-A40-03M	CE Slab-on-Grade Concrete Matl
198	CE-A40-07L	CE Slab Thermal and Moist Labr
199	CE-A40-07M	CE Slab Thermal and Moist Matl
200	CE-A40-31L	CE Slab-on-Grade Subbase Labr
201	CE-A40-31M	CE Slab-on-Grade Subbase Matl
202	CE-B10-00	CE Superstructure
218	CE-B2010-00	CE Exterior Walls
236	CE-B2020-00	CE Exterior Windows
240	CE-B2050-00	CE Exterior Doors and Grilles
244	CE-B30-00	CE Exter Horizontal Enclosures
259	CE-B3010-00	CE Roofing
275	CE-C10-00	CE Interior Construction
295	CE-C20-00	CE Interior Finishes
307	CE-D10-00	CE Conveying Systems
317	CE-D20-00	CE Plumbing and Fixtures
323	CE-D30-00	CE HVAC
329	CE-F1000-00	CE Heating Systems



Complete all * FIELDS

Line Item - Windows Internet Explorer

Spelling... Attach Delete Line Item

Contract Modification Line Item:

General

To modify an existing line, select the item in the Reference field. Enter the change in value in the Amount (\$) field. To add a new line item leave Reference blank, select the WBS code, and complete the form.

Reference: Select...

WBS Code: *

Code Name:

Breakdown:

Short Description: *

Amount (\$): *

Subcontractor/Supplier: Select...

LFI Percent:

Details

EDGE Certified Prime Contractor?:

Subcontractor/Supplier Name:

EDGE Certified Sub?:

LFI Share (\$):

Notes:

Attachments (0) [Linked Records \(0\)](#)

OK Cancel

Sample of completed lower form.

Contract Modification - GMP Amendment - Project No. SFC-130319.01 - Windows Internet Explorer

File Edit View Actions Help

Save Spelling... Add Attachment SOV Close Window

Contract Modification

General Task Details Line Item List

Current View: All Show Currency in: Transaction Currency

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

No.	Reference	WBS Code	Code Name	Short Description	Amount	Subcontractor
003	0	OR-CF-CM	CM at Risk Contingency	CM's Contingency	266,017.00	
001	0	CMR-CSC-PXS	CM-R Const Personnel Expense	Construction Stage Personnel Cost	321,155.00	
004	0	CMR-CSC-CFS	CM-R Construction Stage Fee	CM's Fee	182,665.00	
023	0	CE-Z10-BE	CE General Conditions Budget	General Trades	497,047.00	
006	0	CE-G3010-BE	CE Water Utilities Budget	Waste Water Treatment Plant	256,582.00	
024	0	CE-G-BE	CE Sitework Budget	Sitework and Utilities	553,092.00	
005	0	CE-E2050-BE	CE Movable Furnishings Budget	Loose Furnishings	150,000.00	
014	0	CE-E2013-BE	CE Casework Budget	Casework	375,292.00	
013	0	CE-E1038-BE	CE Foodservice Equipment Budget	Kitchen Equipment	311,978.00	
007	0	CE-D60-BE	CE Technology Budget	Technology	763,376.00	
008	0	CE-D50-BE	CE Electrical Budget	Electrical	867,522.00	
027	0	CE-D50-BE	CE Electrical Budget	Temp Electric-Bill Spade Electric	34,992.00	
012	0	CE-D40-BE	CE Fire Protection Budget	Fire Protection	208,586.00	
009	0	CE-D30-BE	CE HVAC Budget	HVAC Controls	198,115.00	
010	0	CE-D30-BE	CE HVAC Budget	HVAC	1,208,034.00	
011	0	CE-D20-BE	CE Plumbing and Fixtures Budget	Plumbing	468,653.00	
002	0	CE-CE-GC	General Conditions Allowance	General Condition Costs	103,314.00	
026	0	CE-CE-BE	Construction Execution Budget	Selective Demolition	213,532.00	
028	0	CE-C10-BE	CE Interior Construction Budget	Ceiling Demolition-Alpha & Omega	17,867.00	

Grid Find Total Amount: \$ 9,315,929.00

Attachments (2) [Linked Records \(0\)](#) General Comments [Linked Mail \(0\)](#)

F. Once the record is complete, go to the upper right hand corner of your form and click the arrow next to Workflow Action, choose **Submit**.

G. Click **Send**.

Workflow Actions: -Select-, Submit, Submit

General

Organization: Department of Administrative Services
Project Number: SAT-120002
Project Name: SAT 7 CM-R Test Project
Project Location: GSD Surface Rd
Record Number:
Creator: Shauna Hooks
Creation Date:
Status:
Trade: General Trades

Action Details

Create New Change Order

To:
Cc:
Send For:

Line Item List

Current View: All

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

No.	Reference	WBS Code	Code Name	Short Description	Amount	Subcontractor?
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Total Amount: \$ 0.00

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

GMP Subcontractor- Distribution

The GMP Subcontractor Distribution allows the CMR/DB the opportunity to identify how the Contract amount will be distributed. This record functions much like the Contract SOV and will automatically update the Contract SOV upon approval.

Agency Higher Ed Created by: CMR/DB → Submitted to: AE Review (skipped if DB) → PC Validation → Sent to : PM Approval

Template created by CMR/DB record initiated by: PC (K12) → Submitted to: Vendor Review → Sent to : AE Review → Sent to : PM Approval

- a) After you have completed your Contract SOV template/spreadsheet pg.14
- 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

Organization: Department of Administrative Services
Project Number: SAT-120002
Project Name: SAT 7 CM-R Test Project
Project Location: GSD Surface Rd
Title: *

Record Number:
Creator: Shauna Hooks
Creation Date:
Status:
Trade:

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

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

Total Amount: \$ 0.00

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 Construction (K12) (Excel) M140-07-CI

Notice: ALL PROJECTS HOUSED IN THE CLOUD WILL UTILIZE :

OAKS CI Contract SOV Import Template (Agency/Higher Ed) (Excel)

Step 2: Enter Subcontractor Distribution lines

	C	D	E	F	G	H
1	Import Business Process Records					
2	Note: Do not change column structure. Too add new lines, copy and paste the entire line to be repeated.					
3						
4	WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
5				\$9,500.00		
6						
7	CE-00-00	Construction Execution Summary				
8	CE-01-00	General Requirements				
9	CE-01-BE	General Requirements Budget				
10	CE-01-IN	CE Insurance				
11	CE-01-SB	CE Surety Bonds				
12	CE-01-SC	CE Scheduling Services				
13	CE-01-PF	CE Partnering Facilitation				
14	CE-01-MBL	CE Mobilization Labr	Sample Description	\$3,000.00		
15	CE-01-MBM	CE Mobilization Matl				
16	CE-01-TFL	CE Temporary Facilities Labr				
17	CE-01-TFM	CE Temporary Facilities Matl				
18	CE-01-LCL	CE Lead Contractor Services Labr				
19	CE-01-LCM	CE Lead Contractor Services Matl				
20	CE-01-CLL	CE Closeout Labor				
21	CE-01-CLM	CE Closeout Material				
22	CE-01-OTL	CE General Conditions Labor				
23	CE-01-OTM	CE General Conditions Material				
24	CE-FC-00	Facility Construction				
25	CE-FC-BE	Facility Construction Budget	Sample Description	\$1,000.00	Sample Subcontractor	
26	CE-FC-02L	Existing Conditions Labr				

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.

- 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)

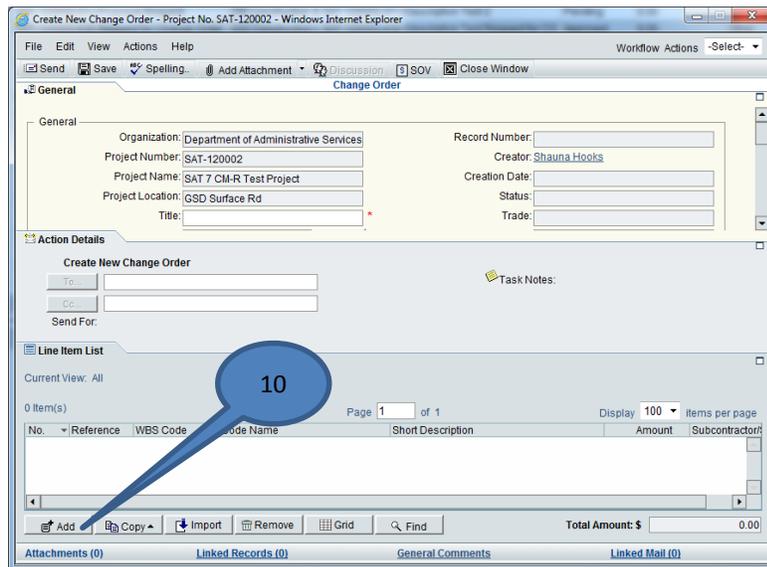
Step 7: Once you click the Prepare Interface button, a box will appear indicating that the process is complete, click OK. This portion is now complete

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

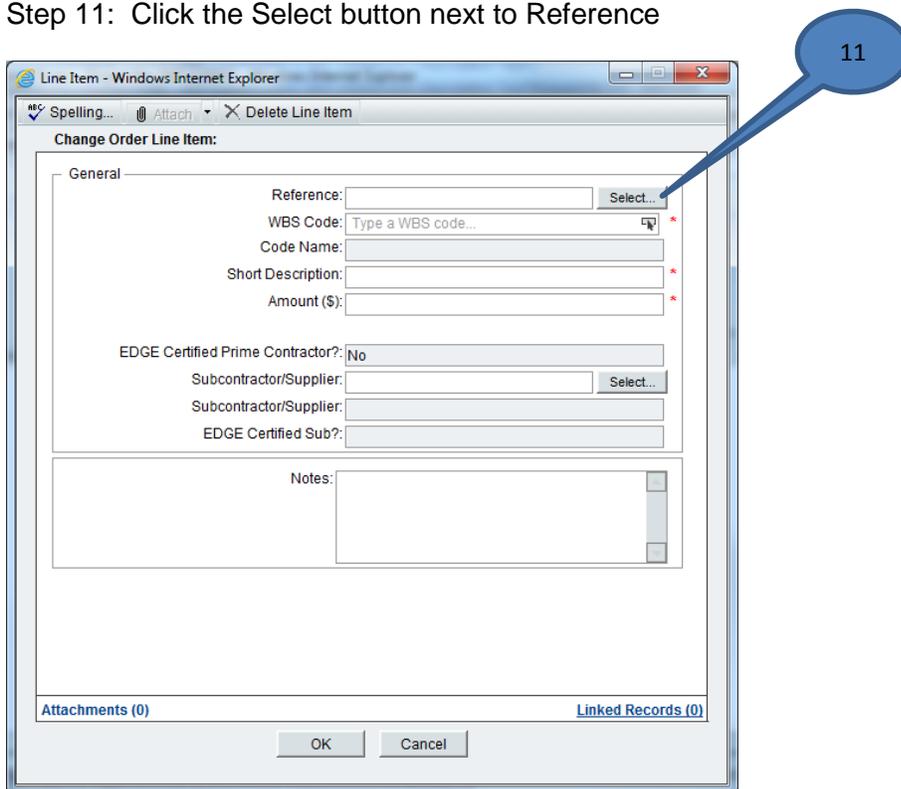
Step 9: Click the Import button shown in example F, Click- Browse, select the .csv version of the xls file you previously saved

- Click open
- Then click OK

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.

Task Details

Record has been closed.

SAMPLE K12 School District Project DISTRIBUTION

Line Item List

Current View: All

Show Currency in: Transaction Currency

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

No.	Reference	WBS Code	Code Name	Short Description	Amount	LFI Percent	Subcontractor/Su
064	14	OR-CF-CM	CM at Risk Contingency	Transfer Self Perform CMR Continge	3,188.00	0	
063	13	CE-CE-SP	Self-Performed Work	Transfer balance to Contingency	-3,188.00	0	
062	12	CE-CE-SW	Subcontractor Work Allowa	Subcontracted Work	149,077.00	0	
061	13	CE-CE-SP	Self-Performed Work	Move Funds to Cover Subcontract W	-149,077.00	0	
060	14	OR-CF-CM	CM at Risk Contingency	Sitework - Bid Overage	-62,124.00	0	
059	0	CE-G-BE	CE Sitework Budget	Sitework - Bid	827,000.00	0	
058	0	CE-D60-BE	CE Technology Budget	Alternate #45 - Data Communication	8,500.00	0	
057	0	CE-D60-BE	CE Technology Budget	Alternate #19 - Communications Co	46,500.00	0	
056	0	CE-D60-BE	CE Technology Budget	Alternate #46 - CCTV Camera	44,500.00	0	

Grid Find

Total Amount: \$ 0.00

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

Task Details

Record has been closed.

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	
035	0	CE-FC-08M	Openings Matl	Brush Lists - As Builts	4,000.00	

Grid Find

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