

CAMP SOV for POs

Start SOV

1. Click Apps → Click Expenses → Click Contract → Click Process to SOV → Click Save/Close

Reviewing and Approving SOV

1. Access SOV Breakdown → Click Approve → Enter Pin → Click Continue

CAMP SOV for GCs

Start SOV

1. Click Apps → Click Expenses → Click SOV Breakdown → Click Edit
2. Pop out the Commitment Items section → Pop out the SOV Items section
3. Insert Rows → Select CSI Code → Enter Description → Enter \$ (Insert as many rows as the project calls for) → Click Done and Done → Click Save/Close
4. To Export / Import from an Excel file
 - A. To Export Template: Click Edit → Click the dropdown next to Import → Click Export to download the excel template file → Save the excel file → Update the data in the file
 - B. To Import the Template: Click Edit → Click the dropdown next to Import → Click Import → Locate and Click the Excel template file → Click Import → Click OK
5. Click Save/Close
6. Click Submit

CAMP SOV for SPOs

Reviewing and Approving SOV

1. Access SOV Breakdown → Click Approve → Enter Pin → Click Continue