

Expense Contract Training Guide

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# About

Expense Contracts are agreements between SCA and the General Contractor.

# Workflow Diagrams



# Step-by-Step Instructions

Create	Hard	Bid	Expense	Contract
Cicate	naru	Dia	LAPENSE	contract

Role	Preceding Steps		Outcome
	Contract information is known.		
odc $\rightarrow$	Work Breakdown Structure has been created.	$\rightarrow$	The Expense Contract is created.

#### Steps

1. Go to 'Project Finder' > Select desired project

Project Finder	C000080127 - R435 C80127 Ext Mas, Roofs, Prpts 🧳	SCA ODC			×
	NEW				
Project Finder	ALL PROJECTS MY PROJECTS RECENT PROJECTS Q				
Apps	SCA DEVQA > Hard Bid > Staten Island > District 31N SELECT				
	Number Name				_
Q Search	→ C000080127 R435 C80127 Ext Mas, Roofs, Prpts				_
Tasks					
Messages					
() Getting Started					
				_	
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2. Go to 'Apps' > Select 'Expenses' App

III Apps		C000080127 - R435 C8012	7 Ext Mas, Roofs, Prpts 🧳	SCA ODC SCA Sandb	×
÷	Q Search	Visit the kStore to explore more than 50 project m	anagement apps that work the way you want them to work. Visit the kStore		
<ul> <li>♀ Project Finder</li> <li>♀ Project Finder</li> <li>♀ Apps</li> <li>♀ Search</li> <li>☞ Tasks</li> <li>☞ Messages</li> <li>(¹) Getting Started</li> </ul>	Q       search         Recent       S         Expenses       Getting Started         Work Breakdown       Portfolio Manager         Administration       Po         P       Dev Logs         Installed Apps       Licenses         Licenses       Users         Cost Management       P         S       Expenses         Issues       Issues         Mork Breakdown       Vork Breakdown	Visit the kalore to explore more than 30 project in Document Management Bul Bulletin Ci Change in Conditions Daily Reports IF IFA Bo Meetings NC NCR No Notice of Direction RFIS Submittals TC TCR Index Management 123 CSI Codes S Locations	other       Secondary Seco		
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3. Select the 'Contract' tab > Click 'New' > Enter required fields (See 'Enter Contract Details' below for specific data entry details) > Click 'Save/Close'

S Expenses	C000080127 - R435 C80127 Ext Mas, Roofs,	Prpts 🖋 SCA 300C - 🗆 ×
←	Contracts Contracts SOV Breakdown Pay Requests	
°		8
Project Finder	Q Default V O 😵 🖶	Contract - 00002 • New 🗍 🖸 🗙
Apps	□ 🗸 Number To Company Title Workflow Status Item Total Current Contract Amount	Total Save To Calculate > SECTIONS
Q Search		DETAILS     DETAILS     PARTIES
		Number C000080127 SCOPE
🛱 Tasks		Date DATES & WORKFLOW Field is required.
Messages		Title COMMENTS
Expenses		Field is required. REFERENCES
		V PARTIES INTEGRATION
() Getting Started		From Contact
		SCA Sandbox 🕲 👻
		From Company Office
		From Company Address
		To Contact
	0 Item(s)	Save / Close
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#### **Enter Contract Details**

Role	_	Preceding Steps		Outcome
ODC	$\rightarrow$	Expense contract created.	$\rightarrow$	Contract details are entered.

Steps

- 1. <u>Title:</u> Enter the contract title
- 2. From Contact: Select the SCA Vice President from the dropdown
- 3. To Contact: Select the General Contractor from the dropdown
- 4. Not to Exceed Amount: Enter the Not to Exceed Amount
- 5. <u>Scope of Work:</u> Enter the contract's scope of work
- 6. <u>Items:</u> Insert a row into the table using the 'Insert' button for each LLW associated with the contract <u>Cost Code</u> – Select the LLW
  - Desc Enter the LLW description
  - Total Enter the allocated amount for that LLW
- 7. <u>Finance PO Code:</u> Enter the finance PO code
- 8. Finance Vendor Code: Enter the vendor code

✓ DETAILS		NTP Date 3/3/2022				
		Substantial Completion Date 3/14/2025				
Number         C000080227           Date         3/24/2022		Executed (SCA)				
Title Field is required.	1	Executed (Contractor)				
✓ PARTIES		∼ ITEMS				
From Contact SCA Vice President - SCA Sa	andbox 🛛 2	Status Draft				
From Company SCA Sandbox		Insert         1         item(s)           Image: Cost code         Desc         STATUS				
From Company Office From Company Address		□ Z 01 * _ * _ Draft \$6				
To Contact	3	✓ COMMENTS				
Field is required.						
To Company						
Field is required.		New comment				
To Company Office To Company Address						
✓ SCOPE		✓ REFERENCES				
\$ Not To Exceed Amount		UPLOAD ADD KAHUA DOC EDIT MARKUP UPI TYPE DESCRIPTION CONTRIBUTOR DATE SIZE N				
Scope of Work						
Addenda						
Work Completed Retainage %	5	Finance PO Number				
Notes		Finance Vendor Code				
✓ DATES & WORKFLOW		Field is required. Integration Messages				
		Integration Date Time				
Workflow Status	Active	Active Lien				
Awarded Date	3/2/2022					

Role		Preceding Steps		Outcome
ODC	$\rightarrow$	Expense contract exists.	$\rightarrow$	Expense contract is updated.

#### Steps

1. Select the desired contract to update > Click 'Edit'



2. Update fields as required > Click 'Save/Close'

ŝ	Expenses		C000080127 - R435 C80127 Ext Mas, Roofs, Prpts 🧪 😂 SCA 00C	) – 🗆 ×
		←	Contracts Change Orders SOV Breakdown Pay Requests	
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E	Project Finder		Q Default V O	Edit 🛿 🕻 🗙
	Apps		Total \$29,474,103.00	> SECTIONS
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~	search		Number C000080127	PARTIES
Ê	Tasks		Date 7/6/2021	DATES & WORKFLOW
2	Massage		Trie	ITEMS
0	messages		Ext Mas, Roots, Prpts	COMMENTS
S	Expenses		✓ PARTIES	REFERENCES
ტ	Getting Started			
	5		SCA Vice President - SCA Sandbox 🔇 👻	
			From Company	
			SCA Sandbox 🕲 👻	
			From Company Office Primary Office	
			From Company Address 30-30 Hompson Ave Queens, NY 12345	
			Eviamal Contractor F_TE Construction	4
			1 Item(s)	
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# **Finalize Contract**

Role		Preceding Steps		Outcome
ODC	$\rightarrow$	Expense contract exists. Cost items sum is not greater than the 'Not to Exceed' amount.	$\rightarrow$	Expense contract is finalized. Message sent to PO to request access for GC and AEoR. Contract can only be unlocked and edited by the CM Facilitator and CAMP Admin.

#### Step

## Select expense contract > Click 'Finalize'

S E	xpenses	C000080127 - R435 C80127 Ext Mas, Roofs, Prpts 🧳	SCA ODC SCA Sandbox	– 🗆 ×
	÷	Contracts Change Orders SOV Breakdown Pay Requests		
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E	Project Finder	Q Default ~ O 😵 🖶 Contract - C000080127	Previ	ew 🛈 🖸 🗙
	Apps	Vumber To Company Title Workflow Status Item Total Curre	Total \$29,474,103.00	> SECTIONS
0	Search	C000 TE Construction Ext Mas, Roofs, Prpts Active \$29,474,103.00		DETAILS
~	search	Number C000080127		PARTIES
Ē	Tasks	Date 7/6/2021 Title Ext Mas, Roofs, Prpts		DATES & WORKFLOW
2	Manager			ITEMS
2	messages	✓ PARTIES		COMMENTS
S	Expenses	From Contact SCA Vice President - SG	CA Sandbox	REFERENCES
da	Catting Started	From Company SUA Sanobox From Company Office Primary Office		
0	Getting Started	From Company Address 30-30 Thompson Ave Queens, NY 12345		
		To Contact External Contractor E -	TE Construction	
		To Company TE Construction		
		To Company Office Primary Office To Company Address 500 Main Street		
		New York, NY 10018		
		✓ SCOPE		
		Engline 2		
		1 item(s)		
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## **Import CSI Codes**

Role		Preceding Steps		Outcome
		CSI Import Spreadsheet.		
		Project has been created.		
AE Facilitator	$\rightarrow$	<b>Note:</b> This step can be performed as soon as the Project is created but needs to be completed before the SOV is sent to the Contractor	$\rightarrow$	CSI Codes are uploaded.

# Example CSI Import Spreadsheet

×	AutoSave (	on 🌒 🖫		≂   I	Kahua_CSI_Co		ple_SCA_	_Project_NoP	aren e <sup>q</sup> • l	Last Modif	ied: Februar	y 16 👻	: م	Search (Alt-	+Q)	
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7			01300					DROCRESS								
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18			01900					EXISTING	PREMISES W	VORK	DONOS					
19			02070					SELECTIVE	REMOVALS	S & DEMC						
20			02081					ASBESTOS	ABATEMEN	IT						
21			02082					PCB-CONT	TAINING CA	ULK REM		ĸ				
22			02085					EXTERIOR	PAINT REM	OVAL						
23			02100					SITE PREP	ARATION							
24			02201					EARTHWO	ORK							
25			02511					ASPHALTIC	C CONCRET	E PAVING						

#### Steps

1. Go to 'Apps' > Select 'CSI Codes' app

🗰 Apps	C000080200 - Q343 C80200 Nev	Four Story Bldg 🧪	SCA AE-Facilitat SOA Sandbox	tor _	□ ×
← Q Search	Visit the kStore to explore more than 50 project manageme	at apps that work the way you want them to work. Visit the kStore	: 🖸		
Project Finder	Document Management 01 rted Bu Bulletin है	er g Community			
Administration Q Search Administration Dev Logs Dev Logs	Ci Change in Conditions	Contacts File Manager			
Tasks	Meetings a NC NCR L	gerung statted gerung statted LLLW			
Messages Cost Management	No Notice of Direction	Media Manager			
() Getting Started Budget	Submittals	Portfolio Manager     Pre-Construction Meeting Items			
<ul> <li>▲ Issues</li> <li>▲ Issues</li> <li>▲ Work Break</li> </ul>	down	Project Directory  Properties			
+					
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# 2. Select 'More' > Select 'Import'

123	CSI Codes		C000080200 - Q343 C80200 New Four Story Bldg 🧳	SCA AE-Facilitato	) -		×
°t" Ⅲ Q Ⅲ	CSI Codes	CSI Codes	NEW         REPORTS         MORE         1           CSI Code         Descript         EXPORT         2         0 Item(s)           IMPORT         HISTORY         0 Item(s)         0				
Ċ	Getting Started						
+3 You la	Add Person	11 at 4:04 PM Eastern Time (US & Canada)		1.9.30.46 - DEVWEEKLY	<u>向</u>	≴Šk kal	nua
						12	

## 3. Select the file to upload > Click 'Ok'

123	CSI Codes		2000080200 - Q343 C80200 New Four Story Bldg 🛛 🖋	SCA AE-Facilitato	) -		×
ີມ 1 1 1 1 1	← Project Finder Apps Search Tasks Messages	CSI Codes	NEW       REPORTS       MORE         CSI Code       Description       0 item(s)         0 item(s)         Completed         Completed       Import         X       Csi_Code_Sample_SCA_Project_NoParent.xisx				
123	CSI Codes						
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# Example of Imported CSI Codes

123	CSI Codes		C000080200 - Q343 C80200 New Four Story Bldg 🧪 SCA AE-Facilitator -	- 🗆 ×
	÷	- CSI Codes 01010	NEW REPORTS MORE V	
ĥ	Project Finder	01015 01060	01010 SUMMARY OF WORK	
	Apps	01200 01300	01015 MISCELLANEOUS PROVISIONS	
Q	Search	01312	01060 PERMITS, FEES, AND CERTIFICATES OF OCCUPANCY	
		01400	01200 PROJECT MEETINGS	
Ê	Tasks	01524	01300 SUBMITTALS	
	Messages	01535	01312 PROGRESS SCHEDULE	
1		01550	01400 QUALITY CONTROL	
123	CSI Codes	01630	01500 TEMPORARY FACILITIES AND CONTROLS	
	Getting Started	01700 01720	01524 CONSTRUCTION WASTE MANAGEMENT	
		01740	01535 SAFETY PROGRAM	
		01900	01550 INDOOR AIR QUALITY (IAQ) REQUIREMENTS	
		02070	01600 MATERIAL AND EQUIPMENT	
+0	Add Person	02082	01630 PRODUCT SUBSTITUTIONS 69 Item(s)	
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## **Process to SOV**

Role		Preceding Steps		Outcome
		Expense contract has been finalized.	_	
РО	$\rightarrow$	Contractor, PO, and SPO are in the project roster.	$\rightarrow$	SOV Breakdown created.
		CSI Codes are imported.		

#### Steps

1. Select the desired contract to update > Select 'Process to SOV'

S	Expenses					Q489 C80227 M	New 4 Story Ar	nnex 🥖	,	SCA PO D SCA Sandbox	) — c	x c
		←	Contracts	Change Orders	SOV Breakdown	Pay Requests						
0			<b>E</b>						VIEW 🛩 HISTORY 😔 URL 😫			
Ë	Project Finder		Q Default V	o			ţ		Contract - C000080227	Pre	eview 🔳	:: ×
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Q	Search			oo oonsiraciion		Complete	000,000,000.00		Number 000080227		PARTIES	
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Ē	Tasks								Title New 4 Story Annex		DATES & WO	RKFLOW
æ	Messages								V DADTIES		ITEMS	
									* PARTIES		COMMENTS	
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ወ	Getting Started								From Company Office Frinally Office From Company Address 30-30 Thompson Avi Queens, NY 12345			
									To Contact External Contractor I	- JJ Construction		
									To Company JJ Construction			
									To Company Office Primary Office			
									To Company Address 400 Main Street New York, NY 10018			
									~ SCOPE			
									Process to SOV			
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## 2. Select 'Save/Close'

S E	Expenses					C000080	)218 - X108 (	80218	New 4 Sto	ory Add	î		e	SCA PO A SCA Sendbox	-	
		←	Contracts	Change Orr	ders SOV	Breakdown *	Pay Reques	5								
~			<b>E</b>	IMPORT 🗸				IMPO	ORT 🗸	GÐ URL	\$					
Ë:	Project Finder		Q, Defau	ilt 🗸 Ə			8 🖶	SOV	Breakdow	'n					* Edit	2:2
	Apps		Contrac	ct	↓ Number	Description	Workfle	~	DETAILS							> SECTIO
Q	Search		00003 -	- JE Construction	n 00003-0001	New 4 Story Ad	d com Draft		Number Description	00003-0 New 4 \$	001 tory Add com				DETAIL	S & WORKFL
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									Ite	m T	Description	▼ Cost Code ▼	Committed	Allocated		
									✓ Contra	ct			\$61,870,000.00	\$61,870,0		
									01		Addition	115291-2A2	\$61,870,000.00	\$61,870,0		
					1 ltem(s)			s	Save / Clos	-0						
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# **Break Down SOV Items**

Role		Preceding Steps		Outcome
Contractor	$\rightarrow$	SOV Breakdown has been created.	$\rightarrow$	SOV items are created.

Steps

1. Select the SOV Breakdown item > Select 'Edit'

\$	Expenses						C000080	0218 - X108 C8	0218 New 4 Story Add 🧪 🗧 🖸 External Contractor A	×
		←	Со	ntracts	Change Or	ders SOV	Breakdown	Pay Requests		
0			■	Ð	IMPORT 🗸				SEND EDIT ZIEW HISTORY IMPORT V COURL	
Ë	Project Finder		Q	Defau	ult v Ə			8 8	SOV Breakdown Preview 1	:: ×
	Apps			Contra	act	↓ Number	Description	Workflov	✓ DETAILS > SEC	TIONS
Q	Search			00003	- JE Constru 1	00003-0001	New 4 Story Add	d com Draft	Number         00003-0001         DETAILS           Description         New 4 Story Add com         DATES & WOR	KFLOW
Ê	Tasks								Contract 00003 - JE Construction - New 4 Story Add com COMMITMENT Contractor External Contractor A - JE Construction COMMENTS COMMENTS	TITEMS
e	Messages								V DATES & WORKFLOW	
\$	Expenses								Status Draft Assigned To External Contractor A - JE Construction	
ባ	Getting Started								Assigned Date 2/22/2022	
									~ COMMITMENT ITEMS	
									51	
									Item T Description T Cost Code T Committed Allocated	
									~ Contract \$61,870,000.00 \$0.00	
									C 01 Addition 115291-2A2 \$61,870,000.00 \$0.00	
									~ COMMENTS	
						1 Item(s)			Submit	
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# 2. Select the pop-out button in the Commitment Items section

S Expenses	C000080218 - X108 C80218 New 4 Story Add 🧪	External Contractor A X
<i>←</i>	Contracts Change Orders SOV Breakdown Pay Requests	
0	■ IMPORT → IMPORT → C=) URL 😫	
Project Finder	Q Default 🗸 O 😰 🖶 SOV Breakdown	Edit 🛿 🖸 🗙
Apps	□ Contract ↓ Number Description Workflow ↓ DETAILS	> SECTIONS
Q Search	00003 - JE Construction         00003-0001         New 4 Story Add com         Draft           Description         New 4 Story Add com         Description         New 4 Story Add com           Contract         00003 - JE Construction - New 4 Story         Contractor         External Contractor A - JE Construction	Add com COMMITMENT ITEMS COMMITMENT ITEMS COMMENTS
Messages	V DATES & WORKFLOW	REFERENCES
S Expenses	Status Draft Assigned To External Contractor A - JE Construct	lion
<ul><li>     Getting Started     </li></ul>	Assigned Date 2/22/2022	
	✓ COMMITMENT ITEMS	
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	O1 Addition 115291-	2A2 \$61,870,000.00 \$0.00
	1 Item(s)	
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# 3. Select the pop-out button for the desired LLW

💲 Expenses	C000080218 - X108 C80218 New 4 Story Add 🧪	External Contractor A JE Construction	– 🗆 ×
← Contr	acts Change Orders SOV Breakdown Pay Requests		
Project Finder	MPORT      MPORT      Or URL      Or		×
Apps	Hem T Description T Cost Code T Committed Allocated Heallocated		S
Q search	Contract         \$61,870,000.00         \$0.00         \$61,870,000.00		v
🖆 Tasks	冠 of Addition 115291-2A2 \$61,870,000.00 \$0.00 \$61,870,000.00		S
Messages			-
S Expenses			
し Getting Started			
	Done		
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## 4. Select the pop-out button in the SOV Items section

\$	Expenses							0000802	218 - 3	X108 C80218	New 4 Sto	ory Ad	d 🧨	External Contractor A JE Construction	-	□ ×
		$\leftarrow$	Contrac	ts C	hange	Orders S	OV Breakd	own F	Pay Re	equests						
Ŀ	Project Finder		SO/	IMF / Breakd	PORT	Commitment	Items			IMP	ORT 🗸	ΟU	RL 🕁			×
	Apps												SOV Breakdown		Next	Done
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Ê	Tasks		R	01		Addition	115	5291-2A2		\$61,870,000.00	\$0.00	\$61	Document 00003 - JE Cor Item 01	struction	SIGNA	TURES
e	Messages												Description Addition Cost Code 115291-2A2 Committed \$61,870,000.00			
\$	Expenses												Allocated \$0.00 Unallocated \$61,870,000.00			
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5. Adding Items: Select 'Insert' to create a new SOV item > Enter required fields: CSI Code, Description, Amount

S Expenses	C000080218 - X108 C80218 New 4 Story Add 🛛 🖋	External Contractor A -  X
← <sup>C</sup>	ontracts Change Orders SOV Breakdown * Pay Requests	
Project Finder	B IMPORT V COURL D SOV Breakdown - Commitment Items - SOV Items	×
Apps	Insert         item(s)           No. T         CSI Code         T         Description         T         Cost Code         Status         Amount         Used on Pay App	p Progress
Q Search	C C 00001 06200 FINISH CARPENTRY FINISH Carpentry 115291-2A2 Draft \$1,000,000.00 No	\$0.00 v
~	Image: Constraint of the state of	\$0.00 S
Tasks	Image: Colored	\$0.00
Messages	00004 115291-2A2 Draft \$4,000,000.00 No	\$0.00
S * Expenses		
(り) Getting Started		
	Done	
	1 Item(s)	
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# 6. Deleting Items: Click on the checkbox next to the desired item > Select 'Delete'

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# 7. Click the 'X' button to exit out of the pop-up screens.

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## 8. Select 'Save/Close'



#### Submit SOV Breakdown

Role		Preceding Steps	_	Outcome
		SOV items have been created.		SOV Breakdown is submitted
Contractor	$\rightarrow$	All commitment items have been fully allocated.	$\rightarrow$	to the PO and SPO for approval.

Select the SOV Breakdown > Select 'Submit'



#### Approve SOV Breakdown

Role		Preceding Steps	Outcome
Order: DO > SDO		The SOV Breakdown is	 SOV items are approved and
01001.00 > 300	$\rightarrow$	submitted by the Contractor.	 ready for pay request.

Steps

1. Go to 'Tasks' > Select the SOV Breakdown Approval Task > Click 'View Source Record'

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## 2. Select the 'View' button

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## 3. Review the SOV Breakdown

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4. Go to 'Tasks' > Select the SOV Breakdown Approval Task

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5. Select 'Approve' > Enter PIN code > Click 'Continue'

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#### **Reject SOV Breakdown**

Role	Preceding Steps	Outcome
PO, SPO	SOV Breakdown submitted by the Contractor.	→ The SOV Breakdown is returned to the previous step.

#### Steps

1. Go to 'Tasks' > Select the SOV Breakdown Approval Task > Click 'View Source Record'



2. Select the 'View' button

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## 3. Review the SOV Breakdown

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## 4. Go to 'Tasks' > Select the SOV Breakdown Approval Task

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5. Select 'Reject' > Enter the reject reason > Click 'Continue'

