

Oracle
Textura Payment Management
Subcontractor Schedule of Values Management

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Oracle Textura Payment Management Subcontractor Schedule of Values Management

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Updating a Budget

Your budget is called your Schedule of Values (SoV) on Textura Payment Management and reflects a list of works your organization will complete for a contract. In instances where the General Contractor does not use the **Specified Sov** setting, you will need to record your own budget.

If your organization has the ability to edit and itemize your budget, users assigned the Project Manager role will see a **Budget** task on the **Project Home** page after accepting a contract. Selecting the **Edit Budget** task from the **Project Home** page opens the **Edit Schedule of Values** page.

FAQs

How should I fill out my Schedule of Values? (see page 19)

My Schedule of Values is out of balance. What do I do? (see page 19)

Why does my Work Breakdown had multiple tables? (see page 19)

Additional Resources

- ▶ **In-App Help:** In the application, select the **? > Help for this Page** link in the top right corner of your page. The Help topics presented are context sensitive to the page you have open in TPM.
- ▶ **Documentation Library** (https://docs.oracle.com/cd/E97085_01/10313806.htm)
- ▶ **Support** (https://docs.oracle.com/cd/E97085_01/10313339.htm)

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Schedule of Values Management

Modify the budget if the total value of the contract is not changing. The sum of the line items (**Working Totals**) must equal the total contracted value of each component (**Totals**). If you need to change the value of the contract, your General Contractor will need to create a subcontract change order for your organization.

Why Modify a Budget Without Changing the Contract Value?

Modify your current Schedule of Values (SoV) to:

- ▶ Create, delete, or combine scheduled value lines
- ▶ Allocate or reallocate funds in accordance with existing change orders.

Before You Begin

- ▶ You can only edit your schedule of values if your General Contractor does not use the **Specified SoV** contract setting. If your General Contractor uses the **Specified SoV** setting, you cannot access the **Edit Schedule of Values** page, but you can still see your billing information on the **View Schedule of Values** page.
- ▶ Make sure someone in your organization is assigned the Project Manager project role for the project related to your SoV. This is a required role for working on a project on TPM and only Project Managers can edit the SoV.
- ▶ Consider whether you need to break out your SoV before beginning these steps. If you or your General Contractor do not need a detailed record of your work and fund allocation, you can leave this page alone.
- ▶ The **Edit Schedule of Values** and **Enter Invoice** pages and workflows are different. The SoV is your budget for the project and reflects your total contract value. You use the **Enter Invoice** page to record the value of and submit a claim for the work you performed during a scheduled draw.
- ▶ If your assigned budget on the **Edit Schedule of Values** page is too low or too high for the work you will provide on the project, you can ask your General Contractor to adjust the value of your contract with a change order.

High-Level Overview

This guide directs you through the steps required to itemize your work breakdown.

To edit your work breakdown on a project:

1) **Navigate to the Edit Schedule of Values Page.**

When you first access this page, you will see a table with a single line item on the **Edit SoV** tab. The line item includes a description and the entirety of your budget for the project.

Note: This is the most common experience for Subcontractors on TPM. If your General Contractor linked your contract to two separate components in their work breakdown, you might see two or more tables on this page.

2) **Manually break out the SoV** on the **Edit SoV** tab to show more details for your budget. Add a new line to the table and edit the following columns for that line: Phase Code, Description, and Adjustment Amount.

The total of all lines in your Scheduled Values (**Working Totals**) must equal the original budget amount (**Totals**). If these two numbers do not match, your Schedule of Values will be out of balance and you will not be able to proceed.

Note: Your project budget is determined by the General Contractor organization. Once you accept the contract, you will need to ask your General Contractor for a change order to increase or decrease the total contract value.

Optional Steps

View Schedule of Values: As a Subcontractor, you can view the current budget on the **View Schedule of Values** page. This page differs slightly from the **Edit Schedule of Values** page because it shows the SoV as a single table and reflects the budget after the last claims period.

If your General Contractor uses the **Specified SoV** contract setting, you cannot edit your budget or access the **Edit Schedule of Values** page, but you can still access and view the **View Schedule of Values** page.

Note: The link below open the **Help** documentation in a new browser tab. The current tab will continue to display this guide (**Subcontractor Schedule of Values Management**) and will retain the topic you are currently viewing.

See **View Schedule of Values for Subcontractors**

https://docs.oracle.com/cd/E97085_01/TPMhelp/en/North_America/10303400.htm.

Navigate to the Edit Schedule of Values Page

To make changes to the Schedule of Values (SoV) after it is created, choose **Edit Schedule of Values** from the **My Contract** menu at the top of any page.

Working with the Schedule of Values for Subcontractors

Enter your project's budget on the **Edit SoV** tab of the **Enter Schedule of Values** (SoV) page.

Only users with the Project Manager role can edit an SoV.

Nav	Phase Code	Description	Adjustment Amount	Scheduled Value Amount	Net Change By C/D Amount	Contract Sum to Date Amount	Billed To Date Amount	% Comp	Retention to Date Amount	Balance to Complete
		Earthwork and Site Prep	0.00	617,500.00	0.00	617,500.00	87,900.50	14.23	8,790.05	529,599.50
Working Totals:			0.00	617,500.00	0.00	617,500.00	87,900.50	14.23	8,790.05	529,599.50
Totals:			0.00	617,500.00	0.00	617,500.00	87,900.50	14.23	8,790.05	529,599.50

- 1) **Save Changes** Button: Save changes you made on the page. When you select the **Save Changes** button, you will see a **Status** page, confirming changes were saved.
- 2) **Revert to Saved** Button: Discards changes and returns the SoV to the last saved version
- 3) **Draw Context:** Shows a message defining when the changes impact the project.

4) **Filter Components** (Not Pictured): Choose to view:

- ▶ **All:** Displays all components
- ▶ **No Change Orders:** Displays only non-change order components
- ▶ **Only Change Orders:** Displays only change order components

Note: Change order components will display as collapsed tables when SoVs have more than ten components.

5) **Contract Description:** Acts as a label for the SoV table.

6) **Edit SoV Tab:** Use this tab to modify scheduled values for the line item.

7) **Edit Contract Tab:** View and access subcontracts associated with the project, associate tax rates to a line, and change **Self Performed** status.

8) **Edit Billings Tab:** View and edit billed to date amounts.

9) **SoV Table:** Contract components appear as individual line items. A General Contractor's line item becomes a contract component in a subcontract. The name of the table matches the name of the component in the General Contractor's Schedule of Values.

Out of Balance components display with a red outline and always load in an expanded view.

Use the available buttons to manage your project budget.

- ▶ **Add New Line:** Adds a new line to the SoV table. Your cursor will be in the new line. The active line displays in yellow.
- ▶ **Copy Selected:** Adds a copy of the active line immediately below the original.
- ▶ **Delete Selected:** Deletes the active line.
- ▶ **Browse:** Displays a dialog box to select a file from your device.
- ▶ **Upload New from CSV Button:** Upload a file selected from your device into the SoV table.
- ▶ **Download Example CSV File Link:** Download a sample Excel file to your device to use as a template if you plan to upload a CSV file to use as your SoV.

Multiple Component Contracts Overview

If your subcontract includes multiple components, the Schedule of Values (SoV) will show separate tables for each component in your contract. The first ten display automatically when the page loads. The remaining components are hidden.

ORACLE Textura Payment Management 13 Tools Green Corp Linda Davis 0 ?

Springfield Town Center 001 Find Draws Project Tasks Messages

Project Home | My Contract | Compliance | Subcontracts | Project Setup

Edit Schedule of Values

Save Changes Revert to Saved Reallocating for Draw #2 - 20-Dec-2017 View Components: All No Change Orders Only Change Orders Only Out of Balance

Carpentry

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	
		Carpentry	0.00	1,356,340.00	0.00	1,356,340.00	0.00	0.00	0.00	1,356,340.00
Working Totals:			0.00	1,356,340.00	0.00	1,356,340.00	0.00	0.00	0.00	1,356,340.00
Totals:			0.00	1,356,340.00	0.00	1,356,340.00	0.00	0.00	0.00	1,356,340.00

Tiling

Edit SoV Edit Contract Edit Billings

Add New Line Copy Selected Delete Selected Browse... No file selected. Upload New from CSV Download Example CSV File

Nav	Phase Code	Description	Adjustment	Scheduled Value	Net Change By C/O	Contract Sum to Date	Billed To Date	% Comp	Retention to Date	Balance to Complete
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	
		Tiling	0.00	929,000.00	0.00	929,000.00	0.00	0.00	0.00	929,000.00
Working Totals:			0.00	929,000.00	0.00	929,000.00	0.00	0.00	0.00	929,000.00
Totals:			0.00	929,000.00	0.00	929,000.00	0.00	0.00	0.00	929,000.00

See About Modifying the Schedule of Values for Subcontractors for more information.

Breaking Out Subcontractor SoV Manually

To break out the budget on the **Edit SoV** tab of the **Edit Schedule of Values (SoV)** page:

- 1) Select the **Add New Line** button.
The new row displays in yellow, and a dashed line borders the active field.
- 2) In the **Phase Code** column for the new line, enter a number.
Lines will display in order by phase code on project documents.

When creating a phase code:

- ▶ Use numbers and/or letters
- ▶ Do not use special characters.
- ▶ make phase codes sequential.

Lines are sorted by the first digit of the phase code. If your SoV includes more than nine lines, use leading zeros to sort items correctly. Remember to add a phase code to the original line, too.

For example: To ensure your line items sort correctly use 001, 010, and 100 for 1, 10, and 100.

If you add Subcontractors and Suppliers, you will link the subcontracts to your SoV using phase codes.

- 3) Enter a description to describe the work or expense for the line item. The first line will default to the **Contract Description** entered on the **Project Settings** page.

Note: This is the description that will appear on an invoice for a line item. The character limit is 80 characters.

- 4) In the **Adjustment Amount** column, enter the amount of money budgeted for the line item. Entering amounts in this column will update the amounts in the **Scheduled Value**, **Contract Sum to Date**, and the **Balance to Complete** columns. When adding **Adjustment Amounts** on a new line, remember to subtract an equivalent amount from the original line.
- 5) Confirm your **Working Totals** amounts.
The **Working Totals** display totals, including adjustments that are not yet saved. This row displays in red until you allocate the entire contract value in the table.
- 6) After you complete your SoV, select the **Save Changes** button.
The **Working Totals** should match the **Totals** when you complete the work breakdown. A **Status** page confirms the budget has been saved.

Reallocating Budget Amounts to a New Line for Subcontractors

Not sure whether to break out your SoV? Consult the General Contractor to determine if the SoV needs to show a work breakdown.

To break out the budget on the **Edit SoV** tab of the **Edit Schedule of Values** (SoV) page:

- 1) **Navigate to the Edit Schedule of Values Page** (see page 7).
- 2) Select the **Add New Line** button.
The new row displays in yellow, and a dashed line borders the active field.
- 3) In the **Phase Code** column for the new line, enter a number.
Lines will display in order by phase code on project documents.

When creating a phase code:

- ▶ Use numbers and/or letters
- ▶ Do not use special characters.
- ▶ make phase codes sequential.

Lines are sorted by the first digit of the phase code. If your SoV includes more than nine lines, use leading zeros to sort items correctly. Remember to add a phase code to the original line, too.

For example: To ensure your line items sort correctly use 001, 010, and 100 for 1, 10, and 100.

If you add Subcontractors and Suppliers, you will link the subcontracts to your SoV using phase codes.

- 4) Enter a description to describe the work or expense for the line item. The first line will default to the **Contract Description** entered on the **Project Settings** page.

Note: This is the description that will appear on an invoice for a line item.

- 5) In the **Adjustment Amount** column, enter the amount of money budgeted for the line item. Entering amounts in this column will update the amounts in the **Scheduled Value**, **Contract Sum to Date**, and the **Balance to Complete** columns. When adding **Adjustment Amounts** on a new line, remember to subtract an equivalent amount from the original line.
- 6) Confirm your **Working Totals** amounts.
The **Working Totals** display totals, including adjustments that are not yet saved. This row displays in red until you allocate the entire contract value in the table.
- 7) After you complete your SoV, select the **Save Changes** button.
The **Working Totals** should match the **Totals** when you complete the work breakdown. A **Status** page confirms the budget has been saved.

Reallocating Budget Amounts to an Existing Line for Subcontractors

Use the **Edit SoV** tab on the **Edit Schedule of Values** page to adjust the Schedule of Values (SoV) amounts in a project's budget. If original contract values (total) are not changed, line item amounts may be reallocated without creating a change order.

Note: Amounts assigned to Subcontractors can only be changed by a change order.

To reallocate budget amounts to an existing line from the **Edit SoV** tab of the **Edit Schedule of Values** page:

- 1) **Navigate to the Edit Schedule of Values Page** (see page 7).
- 2) In the **Adjustment Amount** column for each line to edit, either:
 - ▶ Type a negative number to adjust down, or decrease the amount
 - ▶ Type the same number as a positive number to adjust up, or increase the amount.
- 3) Verify the **Adjustment Amount** column totals remain zero. If totals are not zero, review the amounts in the column for an imbalance.
 - ▶ Amounts cannot be less than the **Billed to Date** amounts. To change the **Billed to Date** amount, change the payment and retention amounts under the **Edit Billings** tab first.
 - ▶ You can make the **Contract Sum to Date** amount less than the amount of the scheduled value.
 - ▶ You can subtract the **Billed To Date** amount from the **Contract Sum To Date** amount to determine the un-billed or **Balance to Complete** amount.
- 4) Select the **Save Changes** button.
A **Status** page confirms the application saved your changes.
- 5) Optional. From the **Status** page, select the here link to return to the **Edit Schedule of Values** page so you can review your changes.

Uploading New SoV from CSV for Subcontractors

You can upload your Schedule of Values (SoV) as a CSV file. Consider uploading your SoV if you already have it saved in Excel or it has several lines.

When formatting a CSV:

- ▶ Change the column format from **general** to **text** (general column format automatically removes the leading zeros)
- ▶ Do not use commas
- ▶ Do not use dollar signs
- ▶ Do not use subtotals
- ▶ Do not use totals.

To upload a new Schedule of Values on the **Edit Schedule of Values** page:

- 1) **Navigate to the Edit Schedule of Values Page** (see page 7).
- 2) Select the **Download Example CSV** File link to save a properly formatted template.
- 3) Use the sample CSV file as a formatting guide. Either enter budget details directly into the sample file, or modify an existing Excel spreadsheet to match the format of the sample file.

The first row of the spreadsheet shows the heading for each field. Each subsequent row must include values for the following columns:

- ▶ **Column A (Phase Code):** A number used to sort line items in an SoV.
When you download the file, your phase codes will automatically populate the first column.
- ▶ **Column B (Phase Code Description):** Text describing the work or expense for the line item. The character limit is 80 characters.
- ▶ **Column C (Budget Amount):** The amount of money budgeted for the line item.
- ▶ **Column D (Billing Adjustment):** An amount entered to account for previous, off-system billings for the line item.
- ▶ **Column E (Retention Adjustment):** An amount entered to account for retention held from previous, off-system billings for the line item.

Projects with special budgets should also include:

- ▶ **Column F (Special Budget Amount):** An alternative budget tracked on the system.
- ▶ **Column G (Special Budget Changes):** Changes made to the alternative budget.

Projects with unit billing may also include:

- ▶ **Column H (Unit of Measure):** The way quantities are measured.
- ▶ **Column I (Unit Price):** The cost of each unit.
- ▶ **Column J (Unit Quantity):** The amount of units budgeted for the line item.

Note: Columns H through J only display if a project uses the **Display Units** project setting.

- 4) Save the file to your computer.
- 5) On the **Edit Schedule of Values** page, select **Browse...**
A **File Upload** dialog box appears.

- 6) Choose your budget CSV file.
The file name displays next to the **Upload New from CSV** button.
- 7) Select **Upload New from CSV**.
The spreadsheet lines should display in the **Edit SoV** tab.
- 8) Verify the totals are correct and the SoV is in balance.
If your SoV is out of balance, check the amounts you entered. Contact **Oracle Support** https://docs.oracle.com/cd/E97085_01/10313339.htm if you need help balancing your SoV.
- 9) Select the **Save Changes** button when the SoV is complete and your totals are accurate.

Note: The **Working Totals** should match the **Totals**.

A **Status** page confirms the changes have been saved.

Viewing Subcontracted Lines for Subcontractors

Use the **Edit Contract** tab to view subcontracts associated with line items, access subcontracts, create a contract for a line item, or change self-performed status.

Initially, the **Organization/Subcontract** column displays:

- ▶ **New:** The line has not been subcontracted
- ▶ An empty cell: Some part of the line item has been subcontracted.

To view lines subcontracted out to other organizations on the **Edit Contract** tab of the **Edit Schedule of Values** page:

- 1) In the **Nav** column, select the **+** sign to show line details.
The expanded line shows subcontracts associated with a line item.
The Sub-Tier Subcontractor names in the **Organization/Subcontract** column link to the **Contract Maintenance** page for a subcontract.
See **Contract Maintenance for Subcontractors** (see Contract Maintenance for Subcontractors - https://docs.oracle.com/cd/E97085_01/TPMhelp/en/North_America/10303337.htm) for more information.
- 2) Optional. From the **Organization/Subcontract** column for a line without a subcontract, select the **New** link to navigate to the **Create Contract** page.
See **Contract Maintenance for Subcontractors** (see Contract Maintenance for Subcontractors - https://docs.oracle.com/cd/E97085_01/TPMhelp/en/North_America/10303337.htm) for more information about creating subcontracts.

Additional Schedule of Values Information

These additional topics list and explain the fields you may see on the **Edit Schedule of Values** page.

Edit Schedule of Values Fields Overview for Subcontractors

Nav

When a line item is subcontracted, the Subcontractor and Self-Performed budget lines are included under the phase code.

Select the + sign to see line item details associated with a phase code. If you select the + sign on one tab, it expands line item details on all tabs.

Select the – sign to hide the line item details. If you select the - sign on one tab, it hides line item details on all tabs.

Phase Code

A **Phase Code** identifies the budget line items in a Schedule of Values. Lines are sorted by the first digit of the phase code. If your SoV includes more than nine lines, use leading zeros to sort items correctly.

For example: To ensure your line items sort correctly, use 001, 010, and 100 for 1, 10, and 100.

Description

The **Description** defines the line item. This is the description that will appear on an invoice for a line item. The character limit is 80 characters.

Edit SoV Tab Overview for Subcontractors

Use the **SoV** tab to view the budget and adjust un-billed line items.

Adjustment Amount

Used to change line item amounts.

Scheduled Value Amount

Current value for the line item, including **Adjustment Amount**.

Net Change by C/O Amount

Total value of change orders (positive or negative) that impact the line item.

Contract Sum to Date Amount

Value of the line item plus the **Net Change by C/O** amount.

Billed to Date Amount

Amount invoiced to date (this value changes based on Draw Context).

% Comp

Percentage of the line item completed so far.

Retention to Date Amount

Amount of retention held back.

Balance to Complete

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date** amount.

Edit Contract Tab Overview for Subcontractors

The **Contract** tab lists subcontracts for the project. Use this tab to view contracts associated with line items, access Sub-Tier subcontracts, create a contract for a line item, or change self-performed status.

Organization/Subcontract

Lists the organization contracted for the line and links to the **Contract Maintenance** page for the subcontract. If **New** appears in the column, the line is not linked to a subcontract. Select the **New** link to navigate to the **Contract Maintenance** page to create a new subcontract.

See **Contract Maintenance for Subcontractors** (see Contract Maintenance for Subcontractors -

https://docs.oracle.com/cd/E97085_01/TPMhelp/en/North_America/10303337.htm) for more information.

Scheduled Value Amount

Current value for the line item, including the **Adjustment Amount**.

Net Change by C/O Amount

Total value of change orders (positive or negative) that impact the line item.

Contract Sum to Date Amount

Value of the item plus or minus the **Net Change by C/O** amount.

Subcontract Amount

Total value of the contract.

Self Performed

Indicates whether the line is self-performed (Yes) or includes subcontracts.

Billed to Date Amount

Amount invoiced to date (changes based on Draw Context).

% Comp

Percentage of the line item completed so far.

Retention to Date Amount

Amount of retention held back.

Balance to Complete

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date Amount**.

Edit Billings Tab Overview for Subcontractors

The **Edit Billings** tab shows billed line items. Use this tab to view billings. Administrators will also use the **Edit Billings** tab to account for work performed before system implementation.

Contract Sum to Date Amount

Value of the line item plus or minus the **Net Change by C/O** amount.

Adjustment Amount

Column used to change the **Billed to Date Amount** for the line item.

Billed to Date Amount

Amount invoiced to date (changes based on Draw Context).

% Comp

Percentage of the line item completed so far.

Allow Overbill

Only displays when enabled by **Oracle Support** https://docs.oracle.com/cd/E97085_01/10313339.htm on the subcontract. Select individual line items to enable overbilling, or select the check box at the top of the column to select all line items for overbilling.

Retention to Date Adjustment

Column used to change the **Retention to Date** amount of the line item.

Retention to Date Amount

Amount of retention held back.

Balance to Complete

Amount left to bill on the contract (the total amount of work outstanding on the contract). This amount equals the **Contract Sum to Date Amount** minus the **Billed to Date Amount**.

Allocate Change Orders for Subcontractors

As a Subcontractor, use the **Change Order Allocation** page to adjust your **Schedule of Values** (SoV) with the change order amounts assigned by the General Contractor.

A bulleted list shows:

- ▶ How many change orders need to be allocated
- ▶ Which change order can be allocated on the current page
- ▶ The draw context (which draw is impacted by the change order allocation).

A table shows budget, or Schedule of Values (SoV) lines impacted by the change order. It includes an **Allocate** column with the change order amount.

See **Working With the Schedule of Values Page for Subcontractors** for more about the Schedule of Values.

Navigate to the Allocate Change Order Page

When a General Contractor creates a change order, a **Schedule of Values Out of Balance** section is generated on the **Project Home Page** for all affected Subcontractors.

To find the **Allocate Change Orders** page:

- ▶ Select the link in the system-generated email.
- ▶ Select the link from the **Tasks** page.
- ▶ Use the **Required: Edit Schedule of Values** link under the **Schedule of Values Out of Balance** section.
- ▶ Choose the **Edit Schedule of Values** link from the **My Contract** menu at the top of any page.

Allocating a Change Order Amount

The **Allocate Change Order** page shows one change order at a time. If a contract has more than one change order, the next change order will display on the **Allocate Change Order** page after you save the first one.

To allocate a change order amount on the **Allocate Change Order** page:

- 1) **Navigate to the Allocate Change Order Page** (see page 17).

The **Allocate Change Order** page displays.

- 2) On the **Allocate Change Order** page, enter an amount in the **Allocate** column for each line impacted by the change order.

When you complete an entry, the amount displays in the **Net Change By C/O** total.

- ▶ When the **Working Total** in the **Allocate** column equals the **Total**, the allocation is complete.
 - ▶ The **Working Total** amount matches the amount in the **Allocate** column heading.
- 3) Optional. Add an additional line.
 - a. Select the **Add New Line** button to add an additional line to the **Schedule of Values** for the change order.
 - b. In the **Allocate** column for the new line, enter the change order amount you would like to allocate.

Note: The new line also requires a **Phase Code** and **Description**.

- 4) Select the **Save Changes** button.

A **Status** page confirms you allocated the change orders.

Frequently Asked Questions

How should I fill out my Schedule of Values?

The system originally displays the Schedule of Values (SoV) as one line item on the **Edit Schedule of Values** page. If your General Contractor does not use **Specified SoV** and wants to see a detailed budget, break out your SoV.

You will use the **Edit SoV** tab to allocate your funds to multiple line items.

See ***Edit SoV Tab of Subcontractor Schedule of Values.***

My Schedule of Values is out of balance. What do I do?

If the Schedule of Values (SoV) is out of balance, it means your **Working Totals** and **Totals** values do not match. There are two reasons why an SoV may become out of balance.

There are Budgeting Errors

Navigate to the **Edit Schedule of Values** page. Make corrections to the **red** fields and save the page. When the SoV is in balance, the **Working Totals** and **Totals** amounts will both display in black.

If you cannot edit your Schedule of Values, but you do have the Project Manager role, the General Contractor is using the **Specified SoV** contract setting and enters budget information on your behalf. Contact your General Contractor if you need them to update your budget.

See ***Breaking Out Subcontractor SoV Manually.***

Change Orders Need Allocating

Select the **Required: Edit Change Orders** link on the **Project Home** page to navigate to the **Allocate Change Orders** page. Enter the change order value in the **Allocate** column.

Change orders must be entered one at a time. You must allocate the first variation and save before the system prompts you with the next one.

See ***Allocate Change Orders for Subcontractors.***

Why does my Work Breakdown had multiple tables?

If your subcontract includes multiple components (sections of work), the Schedule of Values (SoV) will show separate tables for each component in your contract on the **Edit Schedule of Values** page.

You can edit each table as you would normally edit a line item, but the sum of the lines in each component must always equal the amounts in the **Totals** line.

Most Subcontractors will only see a single table on their **Edit Work Breakdown** page.