



Pay Requests, Review & Approval

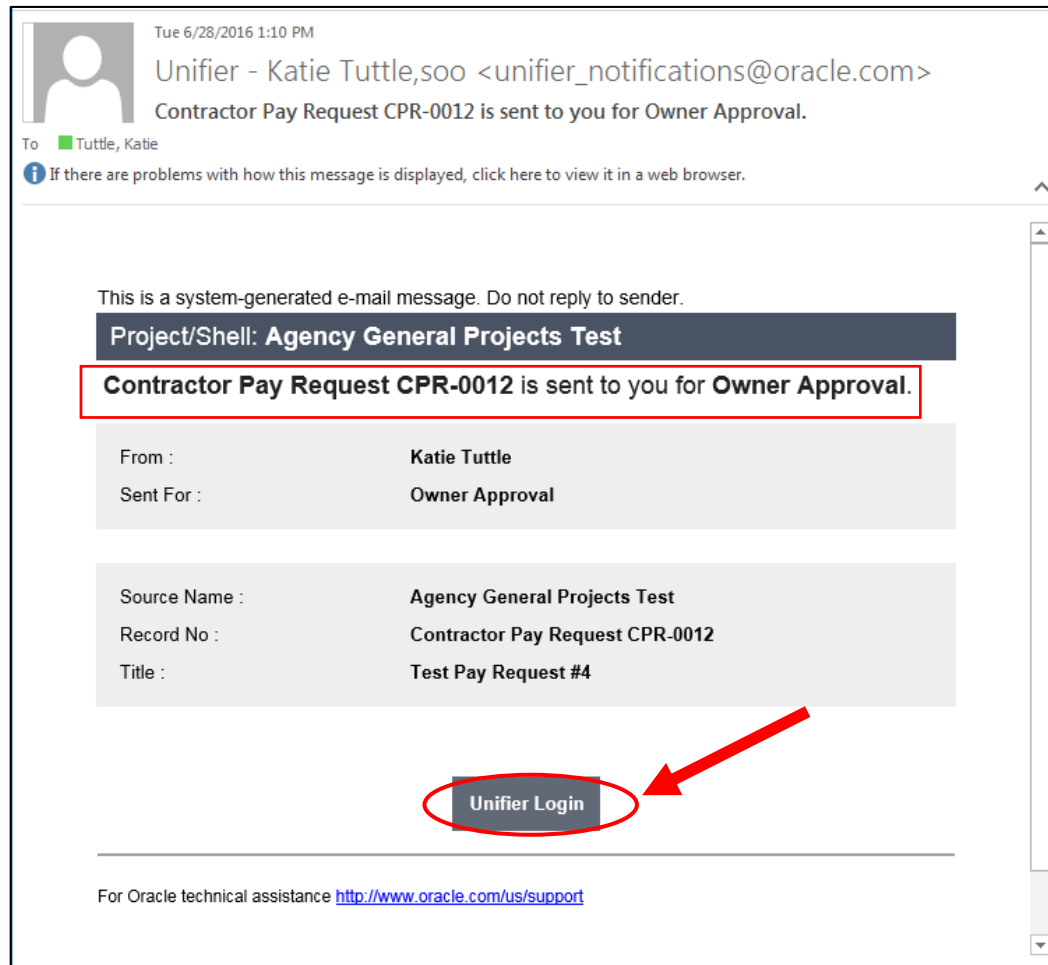
Agency/Higher-Ed

Types and Process

- ▶ As the representative for the **Owner**, you will be reviewing and approving two types of pay request records:
- ▶ Contractor Pay Request (*Shown in this Job Aid*)
 - ▶ Created by: **Contractor** → Submitted to: **Associate (A/E) Review** → Sent to: **Contractor Update (if necessary)** → Sent to: **PC Review and Validation** → Sent to: **PM Review** → Sent to: **PM Supervisor Review** → **Sent to: Owner Approval** → Sent to: **Owner for Payment Processing**
- ▶ Professional Services Pay Request
 - ▶ Created by: **Associate (A/E)** → Submitted to: **PM Approval** → Sent to: **A/E Update (if necessary)** → Sent to: **PC for Payment Request Validation** → Sent to: **PM Supervisor Approval** → **Sent to: Owner Approval** → Sent to: **Owner for Payment Processing**

Receive an Email

- ▶ When you have a Pay Request for you to review and approve, you will receive an email notification from OAKS CI
- ▶ Click the “Unifier Login” button to access your task



Task Action

- ▶ Review Task Details
- ▶ Click “Accept Task”

Contractor Pay Request - Pay App #01 - Project No. OCI-090004 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=704&model=ucpr&fromcostlog=1&project_id=1021&nfl=0&_uref=uuu129:navigator-3

File Edit View Actions Help

Accept Task Decline Task Line Item History SOV Review Close Window

Contractor Pay Request

General

Organization: Department of Administrative Services Record Number: CPR-0039
Project Name: OAKS CI Training 4 Creator: Katie Tuttle
Project Number: OCI-090004 Creation Date: 06/30/2017 09:55 AM (UTC-8)
Project Location: 4200 Surface Road Status: Pending

Task Details

From: Katie Tuttle Task Due Date: Task Notes (0)
To: Owner:Katie Tuttle Task Status: Not Started Workflow Progress
Cc:
Sent For: Owner Approval

Pay Request Details

Current View: All Show Currency in: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 Items Per Page

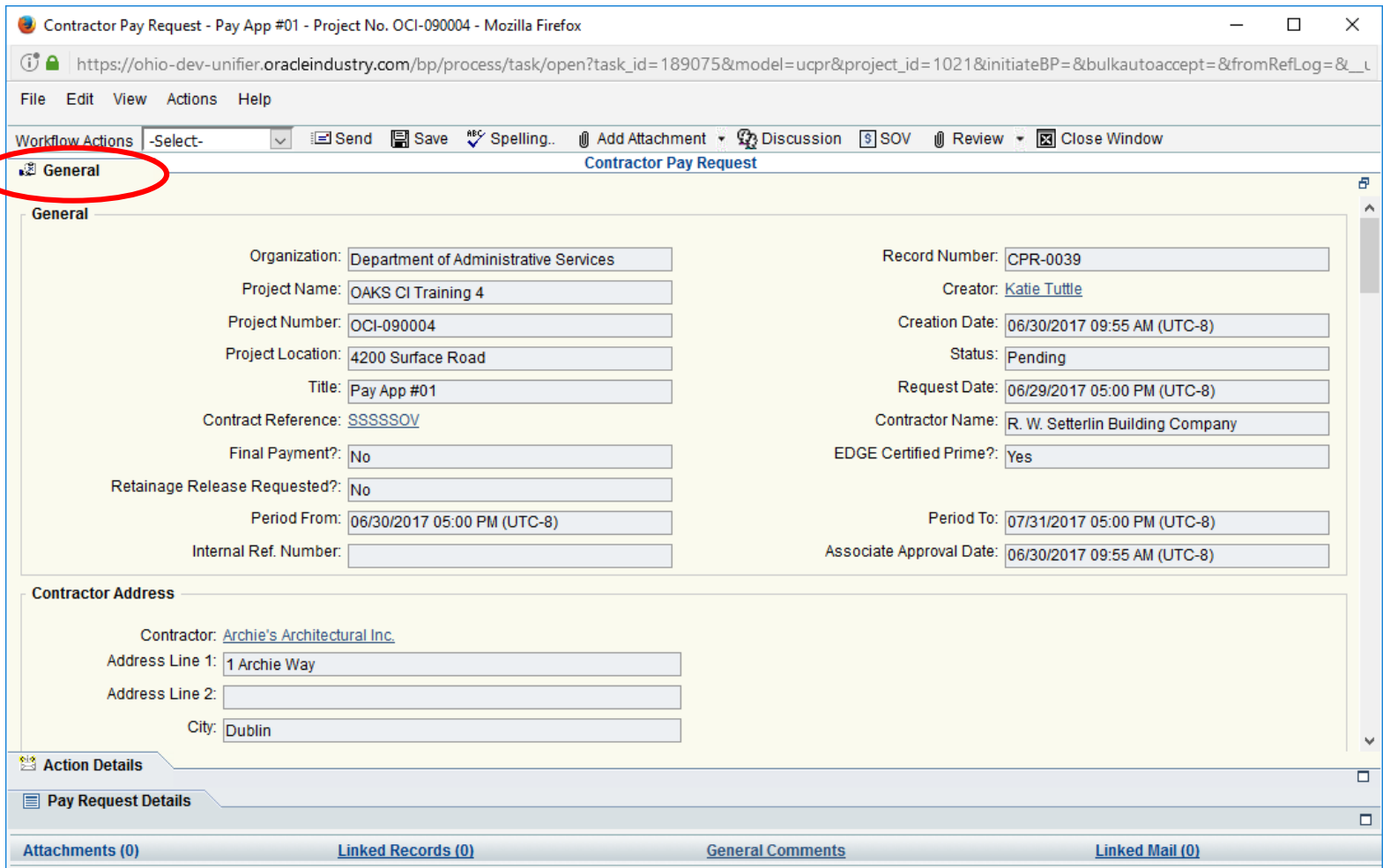
No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb	Current Material Stored	\$ of Material Stored OnSite	\$
002	CE-FC-03M	concrete material	\$250.00	\$0.00	\$37.50	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	

Find Show Filtered Total Amount Total Amount: \$75.00

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

Review the Record

- ▶ Click the General Tab to expand the upper form
- ▶ Carefully review the record by scrolling through the upper form
- ▶ Ensure that all data entered is correct



Contractor Pay Request - Pay App #01 - Project No. OCI-090004 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=189075&model=ucpr&project_id=1021&initiateBP=&bulkautoaccept=&fromRefLog=&_L

File Edit View Actions Help

Workflow Actions -Select- Send Save Spelling.. Add Attachment Discussion SOV Review Close Window

General Contractor Pay Request

General

Organization:	Department of Administrative Services	Record Number:	CPR-0039
Project Name:	OAKS CI Training 4	Creator:	Katie Tuttle
Project Number:	OCI-090004	Creation Date:	06/30/2017 09:55 AM (UTC-8)
Project Location:	4200 Surface Road	Status:	Pending
Title:	Pay App #01	Request Date:	06/29/2017 05:00 PM (UTC-8)
Contract Reference:	SSSSSOV	Contractor Name:	R. W. Setterlin Building Company
Final Payment?:	No	EDGE Certified Prime?:	Yes
Retainage Release Requested?:	No	Period To:	07/31/2017 05:00 PM (UTC-8)
Period From:	06/30/2017 05:00 PM (UTC-8)	Associate Approval Date:	06/30/2017 09:55 AM (UTC-8)
Internal Ref. Number:			

Contractor Address

Contractor: [Archie's Architectural Inc.](#)

Address Line 1: 1 Archie Way

Address Line 2:

City: Dublin

Action Details

Pay Request Details

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

Review the Record

- ▶ Line item information displays in the **Earned Current Request** blocks in the upper form and the **Pay Request Details** in the lower form
- ▶ **Current Earned and Total Amount blocks should match**
- ▶ **Please Note:** The **Earned this Period** column should **NEVER** reflect a negative amount

General Contractor Pay Request

Earned Current Request

Current Services:	\$0.00	Current Material:	\$700.00
Current Labor:	\$0.00	Stored Materials:	\$0.00
Current DPE/Reimb:	\$0.00		
Current Labor Total:	\$0.00	Current Materials Total:	\$700.00
		Current Earned:	\$700.00

Pay Request Details

Current view: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb
001	CM-BS-PD	Predesgin srvc	\$14,000.00	\$7,000.00	\$700.00	\$0.00	\$55.00	\$0.00	\$0.00

Total Amount: \$700.00

*NOTE

- ▶ For Professional Services Pay Requests, check to make sure the total amount is correct and the **difference in the general tab is \$0**

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=929646&id=108501&sourceId=0&project_id

File Edit View Actions Help

Workflow Actions Expedite Change C Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

Payment Requested

Final Payment?: No *

Invoices for Reimbursable Exp. Attached?: No *

Amount (\$): \$3,000.00 *

Line Item Total (\$): \$3,000.00

Difference (\$): \$0.00

Notes:

Action Details

Create New Professional Services Pay Request

To... []

Cc... []

Send For:

Task Notes:

Pay Request Details

Current View: All

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount
002	AE-BS-SD	AE Schematic Design Services	More Schematic Design Services	\$1,500.00
001	AE-BS-SD	AE Schematic Design Services	Schematic Design Services	\$1,500.00

Add Copy Import Remove Grid Find

Total Amount: \$3,000.00

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

Approve the Record

- ▶ Once you have completed your review, click on the Action Details Tab
- ▶ Choose the Workflow Action: Approve
- ▶ The “To” box will populate with who the record goes to next
- ▶ Click Send

The screenshot shows a web browser window titled "Contractor Pay Request - Pay App #01 - Project No. OCI-090004 - Mozilla Firefox". The URL is https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=189075&model=ucpr&project_id=1021&initiateBP=&bulkautoacc. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with icons for Save, Spelling, Add Attachment, Discussion, SOV, Review, and Close Window. A red arrow points to the "Workflow Actions" dropdown menu, which is open and shows "Approve" selected. Below the menu, the "General" tab is active, showing fields for Organization (Department of Administrative Services), Project Name (OAKS CI Training 4), Project Number (OCI-090004), Project Location (4200 Surface Road), Record Number (CPR-0039), Creator (Katie Tuttle), Creation Date (06/30/2017 09:55 AM (UTC-8)), and Status (Pending). The "Action Details" section is highlighted with a red box and contains the "Approve" button, a "To..." field with "Owner Financial" entered, a "Cc..." field, and "Send For: Payment Processing". The "Pay Request Details" section shows a table with 2 items. The table has columns for No., WBS Code, Commit Short Description, Scheduled Value, Previously Earned, Earned This Period, % Labor Complete, % Materials Complete, % Services Complete, DPE or Reimb, and Curr Mater Store. The table data is as follows:

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb	Curr Mater Store
002	CE-FC-03M	concrete material	\$250.00	\$0.00	\$37.50	\$0.00	\$15.00	\$0.00	\$0.00	\$
001	CE-FC-03L	concrete labor	\$250.00	\$0.00	\$37.50	\$15.00	\$0.00	\$0.00	\$0.00	\$

At the bottom of the interface, there are links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

Next Steps

- ▶ The record will now go to the person in the “Owner Financial” role
- ▶ The Owner Financial will create a Voucher in their own Financial System of Record, then Record that Voucher in OAKS CI
- ▶ Finally, they will complete the Payment Processing step by plugging in that Voucher into the Pay Request Record

- ▶ For more information on completing the Payment Processing step, please refer to the **Record and Apply Voucher Job Aid**

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211