



# Professional Services Pay Request

## Agency/Higher-Ed

# Purpose

- ▶ Provides for the submission, review, and approval of interim or final payment requests for services completed by the provider
- ▶ References and relates directly to the schedule of values (SOV) line item amounts as outlined in the Professional Service Provider's Agreement

- ▶ Workflow

Created by: **Associate** → Submitted to: **PM Approval** →  
Sent to: **Associate Update (if necessary)** → Sent to: **PC Validation** → Sent to: **PM Supervisor Approval** → Sent to: **Owner Payment** → Sent to: **Payment Process**

# Roles & Responsibilities

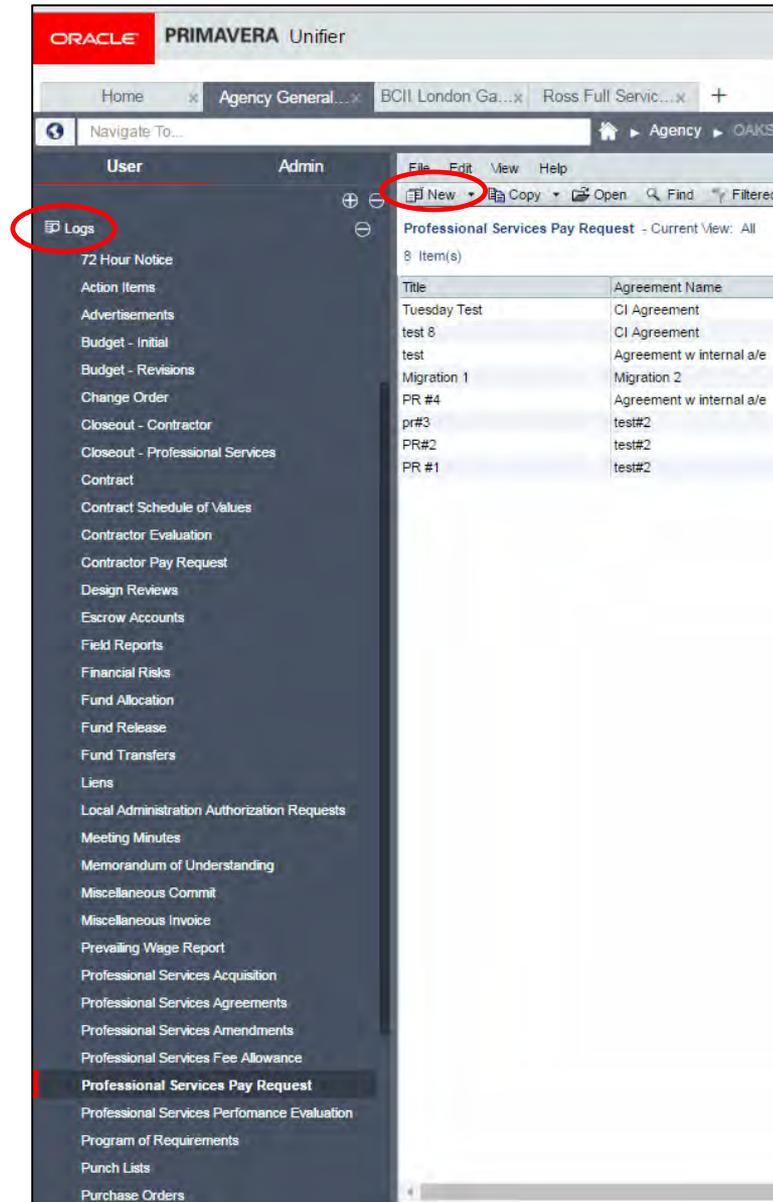
- ▶ Professional Services Provider
  - ▶ Creates the pay request record
  - ▶ Submits the record to the Project Manager
  - ▶ Provides clarification and updates as requested
  - ▶ Can also withdraw the payment request
- ▶ Project Manager (PM)
  - ▶ Reviews the payment request record
  - ▶ Requests clarification
  - ▶ Updates
  - ▶ Recommends approval
- ▶ Project Coordinator
  - ▶ Reviews and confirms that the mechanics of the pay request are accurate
  - ▶ Ensures that all necessary information and forms are present
  - ▶ Requests clarification and updates from the Project Manager
  - ▶ Sends the record to the Owner for payment

# Roles & Responsibilities

- ▶ Project Manager Supervisor
  - ▶ Receives this record from the Project Coordinator when this is the final payment
  - ▶ Requests clarification and updates from the Project Manager
  - ▶ Forwards the final payment to the Owner for payment once it has been approved
- ▶ Owner's Representative
  - ▶ Authorizes and initiates payment procedures
  - ▶ Requests clarification or updates from the Project Manager
- ▶ Owner's Financial
  - ▶ Creates the payment voucher to pay the request
  - ▶ Records the voucher information in OAKS CI if it was created manually

# PS Pay Request Creation

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> Professional Services Pay Request
  - ▶ Click New



# Complete General Block

- ▶ Enter the required \* fields
  - ▶ Enter the Title
  - ▶ Select Contract Reference (Contract Trade Name & the Pay Requests Application #)
  - ▶ Select Period From (period covered by current payment request)
  - ▶ Select Period To

The screenshot shows two browser windows. The main window is the 'Professional Services Pay Request' form. The 'General' section contains the following fields:

- Organization: Department of Administrative Service
- Project Number: OCI-080001
- Project Name: Agency General Projects Test
- Project Location: OAKS CI Administration
- Title: Test 4 \*
- Contract Reference: Test Agreement Select...
- Agreement Type: Design
- Other Description:
- Period From: 12/01/2015 05:00 PM (UTC-8) \*
- Period To: 12/31/2016 05:00 PM (UTC-8) \*

The 'Payment Requested' section includes:

- Final Payment?: No
- Invoices for Reimbursable Exp. Attached?: No
- Amount (\$): \$3,000.00 \*
- Line Item Total (\$): \$0.00
- Difference (\$): \$3,000.00

The 'Action Details' section shows 'Pay Request Details'.

The second window is a 'Professional Services Agreements' data picker. It displays a table with the following data:

Title	Professional Services Provider	Agreement Type	Total Agreement Amount (\$)	CO F
Migration 2	OCI Migration Inc	Design	1,100.00	
Angle's Test	OCI Test General	SAO/Agency	0.00	
test#2	OCI Test General	Design	12,000.00	
Agreement w internal a/e	OCI Test General	Design	55,000.00	
CI Agreement	OCI Test General	Design	15,000.00	
Test Agreement	OCI Test General	Design	12,000.00	

A red arrow points from the 'Contract Reference' field in the main form to the 'Test Agreement' row in the data picker table.

# Complete Payment Requested Block

- ▶ Enter the required \* fields
  - ▶ Final Payment
    - ▶ Select Yes if this is the final pay request for this agreement
  - ▶ Invoices for Reimbursable Exp. Attached?
    - ▶ Select Yes if invoices are attached
  - ▶ Amount (\$)
    - ▶ Enter the amount of the current payment request

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 -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Professional Services Pay Request

General

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test 4 \* Internal Ref. Number:

Contract Reference: Test Agreement Select... \* Professional Services Provider: OCI Test General

Agreement Type: Design EDGE Certified Sub?: Yes

Other Description:  Received Date:

Period From: 12/01/2015 05:00 PM (UTC-8) \* Period To: 12/31/2016 05:00 PM (UTC-8) \*

Payment Requested

Final Payment?: No \* Amount (\$): \$3,000.00 \*

Invoices for Reimbursable Exp. Attached?: No \* Line Item Total (\$): \$0.00

Difference (\$): \$3,000.00

Notes:

Action Details

Pay Request Details

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

# Add Notes

- ▶ To aid the next person in the workflow process, add information about this pay request. For example:
  - ▶ Pre-Design- 100%
  - ▶ Schematic Design- 90%
  - ▶ Document Design- 25%

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 -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

### Professional Services Pay Request

**General**

Project Number: OCI-080001 Creator: Kate Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test 4 \* Internal Ref. Number:

Contract Reference: Test Agreement Select... \* Professional Services Provider: OCI Test General

Agreement Type: Design EDGE Certified Sub?: Yes

Other Description: Received Date:

Period From: 12/01/2015 05:00 PM (UTC-8) \* Period To: 12/31/2016 05:00 PM (UTC-8) \*

**Payment Requested**

Final Payment?: No \* Amount (\$): \$3,000.00 \*

Invoices for Reimbursable Exp. Attached?: No \* Line Item Total (\$): \$0.00

Difference (\$): \$3,000.00

Notes:

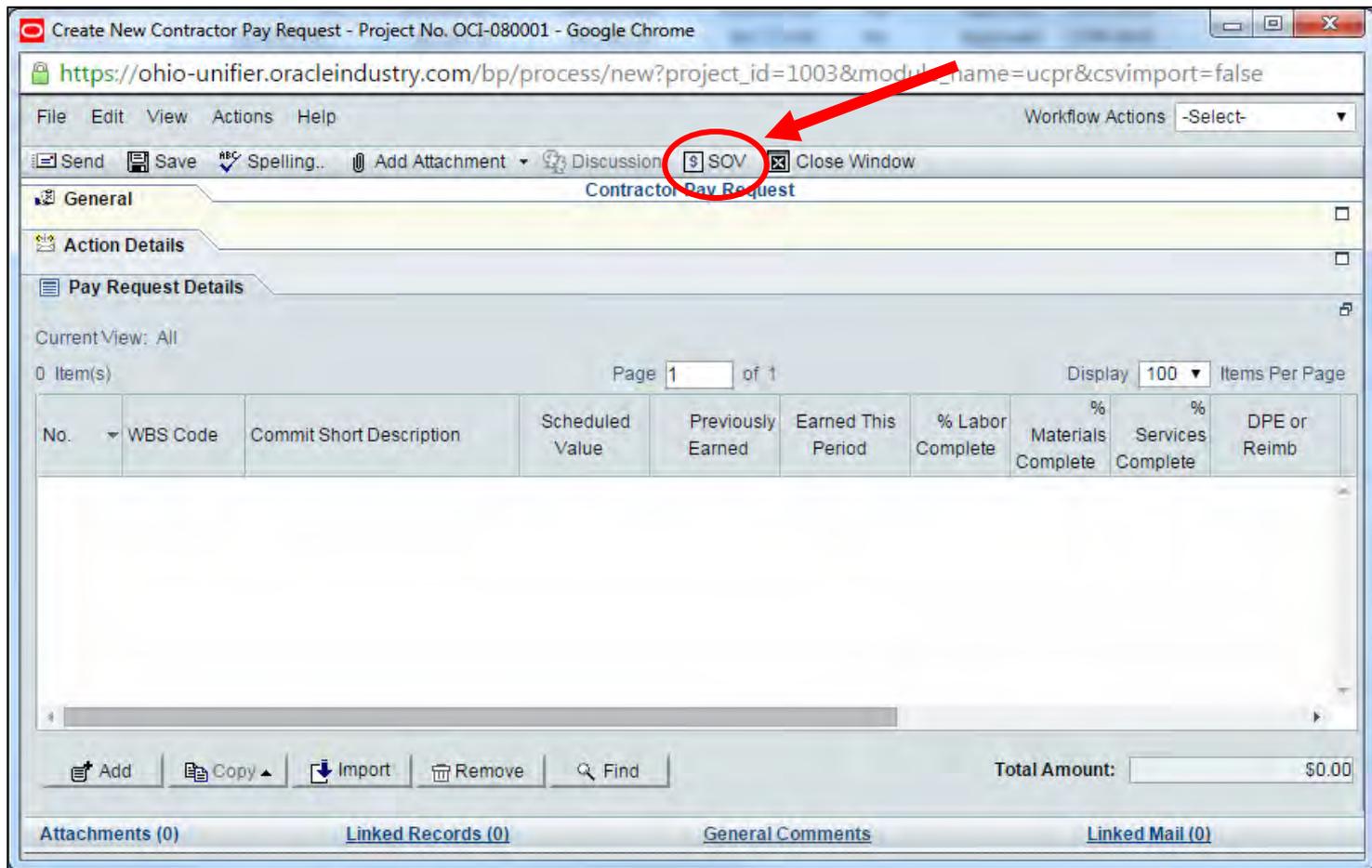
**Action Details**

**Pay Request Details**

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

# Review SOV

- ▶ Prior to adding lines to your pay request, you may want to view the remaining balance on your SOV (Schedule of Values)
- ▶ Click SOV at the top of your window



The screenshot shows a web browser window titled "Create New Contractor Pay Request - Project No. OCI-080001 - Google Chrome". The address bar displays the URL: [https://ohio-unifier.oracleindustry.com/bp/process/new?project\\_id=1003&module\\_name=ucpr&csvimport=false](https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=ucpr&csvimport=false). The browser's menu bar includes File, Edit, View, Actions, and Help. Below the menu bar, there are icons for Send, Save, Spelling, Add Attachment, Discussion, and SOV. The SOV icon is circled in red, and a red arrow points to it from the right. The page title is "Contractor Pay Request". The main content area has tabs for "General", "Action Details", and "Pay Request Details". Below the tabs, it shows "Current View: All", "0 Item(s)", "Page 1 of 1", and "Display 100 Items Per Page". A table with the following columns is visible: No., WBS Code, Commit Short Description, Scheduled Value, Previously Earned, Earned This Period, % Labor Complete, % Materials Complete, % Services Complete, and DPE or Reimb. At the bottom, there are buttons for Add, Copy, Import, Remove, and Find. The "Total Amount" is displayed as \$0.00. At the very bottom, there are links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

# Review SOV

- ▶ This allows you to look at the Scheduled Value and Commits Remaining Balance for each of the line items on your SOV
- ▶ You can also export the SOV to Excel by clicking Export and choosing the Summary Schedule of Values Sheet

The screenshot shows a web browser window titled "Schedule of Values - Google Chrome" with the URL <https://ohio-unifier.oracleindustry.com/bp/psov/view/processing?docid=0&recordid=5595>. The browser's menu bar includes "File", "Edit", and "View". The "Export" option is circled in red, and a red arrow points to it. A dropdown menu is open, showing "Summary Schedule of Values Sheet" as the selected option. Below the menu, the "Breakdowns" section is visible, and the currency is set to "United States Dollar (USD)".

Ref.	WBS Item	WBS Code	Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete	Material
1	Insurance	CE-01-IN		\$500.00	\$0.00	\$0.00	\$100.00	
2	Bond	CE-01-SB		\$800.00	\$800.00	\$0.00	\$0.00	
3	Setup Shed	CE-01-MBL		\$700.00	\$700.00	\$0.00	\$0.00	
4	Shed	CE-01-MBM		\$500.00	\$40.00	\$0.00	\$0.00	
5	Earthwork	CE-SI-31L		\$1,500.00	\$1,200.00	\$20.00	\$0.00	
6	Equipment Rental	CE-SI-31M		\$1,200.00	\$960.00	\$0.00	\$20.00	
7	Concrete Foundation	CE-FC-03L		\$8,000.00	\$8,000.00	\$0.00	\$0.00	
8	Foundation Material	CE-FC-03M		\$4,200.00	\$4,200.00	\$0.00	\$0.00	
9	Block/Stone Walls	CE-FC-04L		\$5,500.00	\$5,500.00	\$0.00	\$0.00	
10	Wall Materials	CE-FC-04M		\$4,100.00	\$4,100.00	\$0.00	\$0.00	
11	Paint	CE-FC-07L		\$500.00	\$500.00	\$0.00	\$0.00	
12	Paint	CE-FC-07M		\$0.00	\$0.00	\$0.00	\$0.00	
Total:				\$27,500.00	\$26,000.00	\$20.00	\$120.00	

At the bottom of the browser window, there is a status bar with the text "javascript:psovsheetExport('summary')", "Apply", "OK", and "Close" buttons.

# Review SOV

- ▶ This is how your SOV will look in Excel
- ▶ **Note:** This file is for reference only. It cannot be re-imported into OAKS CI

Summary\_Schedule\_of\_Value\_Sheet (6) - Excel

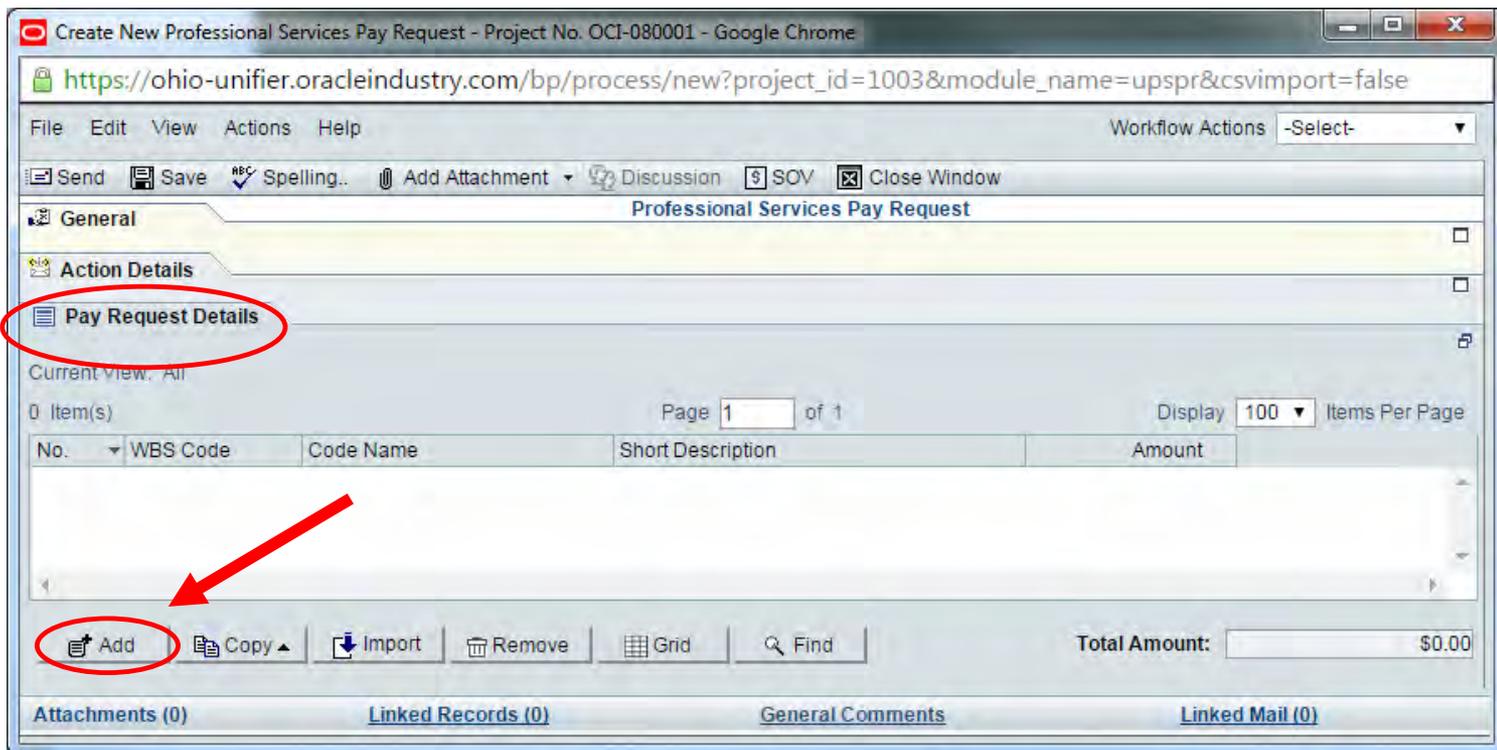
Column: All

Note: This file is for reference only. The contents of this file cannot be modified and re-imported into the Schedule of Value Sheet.

Line Item	WBS Item	WBS Code Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete
1	Insurance	CE-01-IN	\$500.00	\$0.00	\$0.00	\$100.00
2	Bond	CE-01-SB	\$800.00	\$800.00	\$0.00	\$0.00
3	Setup Shed	CE-01-MBL	\$700.00	\$700.00	\$0.00	\$0.00
4	Shed	CE-01-MBM	\$500.00	\$40.00	\$0.00	\$0.00
5	Earthwork	CE-SI-31L	\$1,500.00	\$1,200.00	\$20.00	\$0.00
6	Equipment Rental	CE-SI-31M	\$1,200.00	\$960.00	\$0.00	\$20.00
7	Concrete Foundation	CE-FC-03L	\$8,000.00	\$8,000.00	\$0.00	\$0.00
8	Foundation Material	CE-FC-03M	\$4,200.00	\$4,200.00	\$0.00	\$0.00
9	Block/Stone Walls	CE-FC-04L	\$5,500.00	\$5,500.00	\$0.00	\$0.00
10	Wall Materials	CE-FC-04M	\$4,100.00	\$4,100.00	\$0.00	\$0.00
11	Paint	CE-FC-07L	\$500.00	\$500.00	\$0.00	\$0.00
12	Paint	CE-FC-07M	\$0.00	\$0.00	\$0.00	\$0.00

# Add Line Items

- ▶ Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested
- ▶ Click on the Pay Request Detail Tab
- ▶ Click Add



# Add Line Items

- ▶ Click on the arrow next to WBS Code
- ▶ Choose the appropriate WBS Code and click Select
- ▶ Enter a Short Description and the Amount
- ▶ Click OK

Line Item - Google Chrome  
https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form

Professional Services Pay Request Line Item:

General

WBS Code: AE-BS-SD

Code Name: AE Schematic Design Services

Short Description: Schematic Design Services

Professional Services EDGE Certified?: Yes

Amount (\$): \$1,500.00

Subcontractor/Supplier: EDGE Contracting Services

EDGE Certified Sub?: Yes

Notes:

Attachments (0) Linked Records

OK Cancel

SOV Picker - Google Chrome  
https://ohio-unifier.oracleindustry.com/bp/sov/picker?recordid=747&commi

Select Find Close Window

SOV Picker

	Ref	Description	WBS Code
1	1	Schematic	AE-BS-SD
2	2	Design	AE-BS-DD
3	3	Construction	AE-BS-CA
4	4	additional services	AE-AS-BE
5	5	reimbursables	AE-RE-BE
6	6	allowances	OR-CF-AE

# Add Line Items

- ▶ Continue Adding Line Items
  - ▶ Line item information displays in the Pay Request Details
  - ▶ Continue to enter line items as necessary
  - ▶ Ensure that the dollar amount entered in the top of the form matches the dollar amount in the lower form

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 -Select-

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)

# Add Attachments

- ▶ Upload all documents to Document Manager prior to attaching documents to PS Pay Request record
- ▶ Click Add Attachment
- ▶ Choose Unifier Folder and locate your documents
- ▶ Select File and click OK

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

[https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task\\_id=](https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=)

File Edit View Actions Help

Send Save Spelling.. Add Attachment Discussion SOV Close Win Services Pay Request

General

Payment Requested

Final Payment?: No

Invoices for Reimbursable Exp. Attached?: No

Notes:

Action Details

Create New Professional Services Pay Request

To: [ ]

Cc: [ ]

Send For: [ ]

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

Total Amount: \$3,000.00

Add Copy Import Remove Grid Find

**Attachments (1)** [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Select Files - Google Chrome

[https://ohio-unifier.oracleindustry.com/bp/dm/file\\_picker?showCopyComments=true&pick](https://ohio-unifier.oracleindustry.com/bp/dm/file_picker?showCopyComments=true&pick)

Current Phase

Documents

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

Ref.	BP	Name	Size	Upload Date
		0000 Construction		
		0400 Post Construction		
		0500 Extra Services		
		0600 Budget		
		Test Uploads		
		Test doc 5.docx	13 KB	12/03/2014
		test.docx	10 KB	04/16/2010

Copy Comments

OK Cancel

# Submit Record

- ▶ Choose Workflow Action Submit
- ▶ Action Details will auto-populate the “to” field
- ▶ Click Send

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=00project\_id

File Edit View Actions Help

Workflow Actions Submit

Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

Payment Requested

Final Payment?: No \* Amount (\$): \$3,000.00 \*

Invoices for Reimbursable Exp. Attached?: No \* Line Item Total (\$): \$3,000.00

Difference (\$): \$0.00

Notes:

Action Details

Submit

To... Katie Tuttle, Moenique Morris, Rita Nichols, Sara...

Cc...

Send For: PM Approval

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

Total Amount: \$3,000.00

Add Copy Import Remove Grid Find

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

# PM Approval Step

- ▶ **Project Manager:**
  - ▶ Enters the date received
  - ▶ Reviews the pay request to determine if it accurately reflects work completed to date
  - ▶ Can request clarification and update from the Professional Services Provider or approve the pay request and submit it to the Project Coordinator for further processing

# Finishing the Pay Request Process

- ▶ After PM review, the record will follow this process:
  - ▶ Sent for update (If necessary)
  - ▶ Validated by the Project Coordinator
  - ▶ Payment Authorized by the Owner's Representative
  - ▶ Payment Processed by the Owner Financial

# Note on Final Pay Request

- ▶ If the Professional Services Provider initiates a final pay request and the PM or PM Supervisor changes the final pay request status from Yes to No to keep the contract open for further business as an amendment or payment of addition change order fees:
  - ▶ The final payment amount may be processed for services completed to date
  - ▶ The record will indicate completed status
  - ▶ A subsequent payment record can be initiated to include additional services or adjustments

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211