



Approve Facility Assessor Pay Request

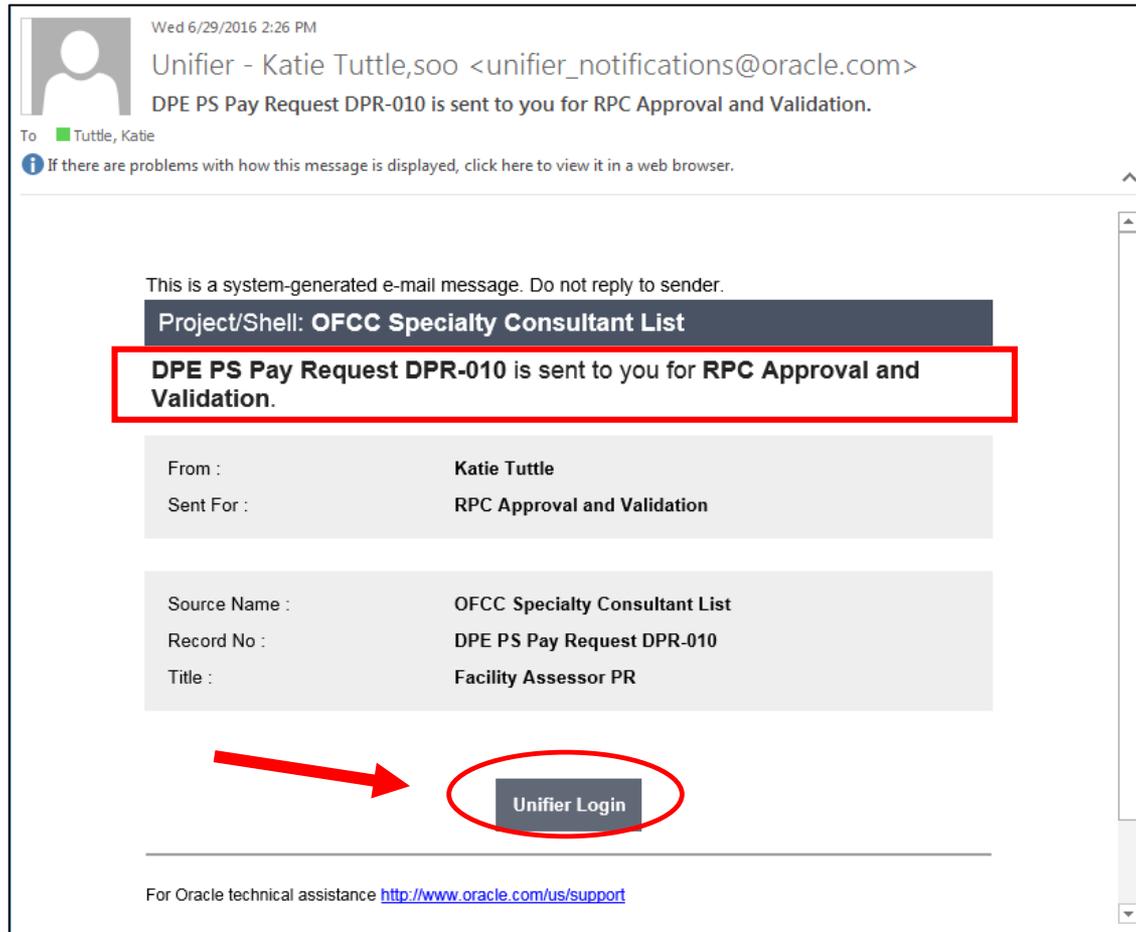
RPC Consultants

Workflow

Created by: Facility Assessor → Submitted to: RPC Approval
→ Sent to: Assessor Update (if necessary) → Sent to: OFCC
Planner Approval → Sent to: OFCC Fiscal for Review → Sent
to: OFCC for Payment Process

Receive an Email

- ▶ You will receive an email notification that you have a DPE PS Pay Request for Review
- ▶ Click the link provided to access the Task



Task Action

- ▶ Click “Accept Task” button

The screenshot shows a web browser window with the following content:

- Browser Title:** DPE PS Pay Request - Facility Assessor PR - Project No. SFC-130888 - Google Chrome
- URL:** https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=161216&viewOnly=0&project_id=0&_uref=...
- Navigation Bar:** File Edit View Actions Help. Buttons: Accept Task (circled in red), Decline Task, SOV, Close Window.
- General Tab:**
 - Organization: [Empty]
 - Project Number: SFC-130888
 - Project Name: OFCC Specialty Consultant List
 - Project Location: OFCC
 - Record Number: DPR-010
 - Creator: Katie Tuttle
 - Creation Date: 06/29/2016 11:26 AM (UTC-8)
 - Status: Pending
- Task Details Tab:**
 - From: Katie Tuttle
 - To: Katie Tuttle
 - Cc: [Empty]
 - Sent For: RPC Approval and Validation
 - Task Due Date: [Empty]
 - Task Status: Not Started
 - Task Notes (0)
 - Workflow Progress
- Pay Request Details Tab:**
 - Current View: All
 - Show Currency in: Transaction Currency
 - 1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	SOV Reference Number	WBS Code	District	Service Category	Short Description	Amount	% Billed
001	3	CS-FA-OT	Champion Local SD	Facility Assessment	facility assessment	\$5,000.00	

Total Amount: \$5,000.00
- Footer:** Attachments (0), Linked Records (0), General Comments, Linked Mail (0)

Review the Record

- ▶ Review the Upper and Lower forms of the Pay Request

DPE PS Pay Request - Facility Assessor PR - Project No. SFC-130888 - Google Chrome

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=161216&model=udppr&project_id=1040&ini

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General DPE PS Pay Request

Review the pay request to confirm the work has been properly completed. Select the appropriate work flow action and click Send.

General

Organization: Record Number: DPR-010

Project Number: SFC-130888 Creator: Katie Tuttle

Project Name: OFCC Specialty Consultant List Creation Date: 06/29/2016 11:26 AM (UTC-8)

Project Location: OFCC Status: Pending

Title: Facility Assessor PR Internal Ref. Number:

Contract Reference: Harrison Planning Group - Facilities Asses

Agreement Type: Other

Other Description:

Period From: 06/01/2016 05:00 PM (UTC-8)

Payment Requested

Final Payment?: No

Invoices for Reimbursable Exp. Attached?:

Action Details

Pay Request Details

Attachments (0) [Linked Records \(0\)](#)

DPE PS Pay Request - Facility Assessor PR - Project No. SFC-130888 - Google Chrome

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=161216&model=udppr&project_id=1040&ini

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion SOV Close Window

General DPE PS Pay Request

Action Details

Pay Request Details

Current view: All Show Currency in: Transaction Currency

Page 1 of 1 Display 100 Items Per Page

No.	SOV Reference Number	WBS Code	District	Service Category	Short Description	Amount	% Billed
001	3	CS-FA-OT	Champion Local SD	Facility Assessment	facility assessment	\$5,000.00	

Add Copy Import Remove Grid Find

Total Amount: \$5,000.00

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

Approve the Pay Request

- ▶ If everything on the Pay Request record is correct, choose the Workflow Action: Approve
- ▶ Click the “To” box to choose the Planner you need to send the record to

The screenshot displays a web browser window titled "DPE PS Pay Request - Facility Assessor PR - Project No. SFC-130888 - Google Chrome". The URL is https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=161216&model=udopr&project_id=1040&ini. The page shows a "Workflow Actions" dropdown menu with "Approve" selected. A "User/Group Picker" dialog box is open, showing a list of users and groups. The "To..." field in the "Action Details" section is highlighted with a red circle, and a red arrow points to it from the "Approve" button. The "User/Group Picker" dialog box shows a list of users and groups, with "Katie Tuttle" selected. The "Send For:" field is set to "Planner Approval".

Workflow Actions:

- Approve
- Approve
- Return for Clarification

User/Group Picker - Google Chrome

Find

C Specialty Consultant Li Show By: Users/Groups

Users/Groups - Current View: All

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

Name	Company
Consultant Student9	State of Ohio
Gatekeeper	
Katie Tuttle	State of Ohio
Shauna Hooks	State of Ohio

Add View Profile Members

Selected Users/Groups

Name

Action Details

Approve (Click here to view latest content)

To...

Cc...

Send For: Planner Approval

Pay Request Details

Current View: All

1 Item(s)

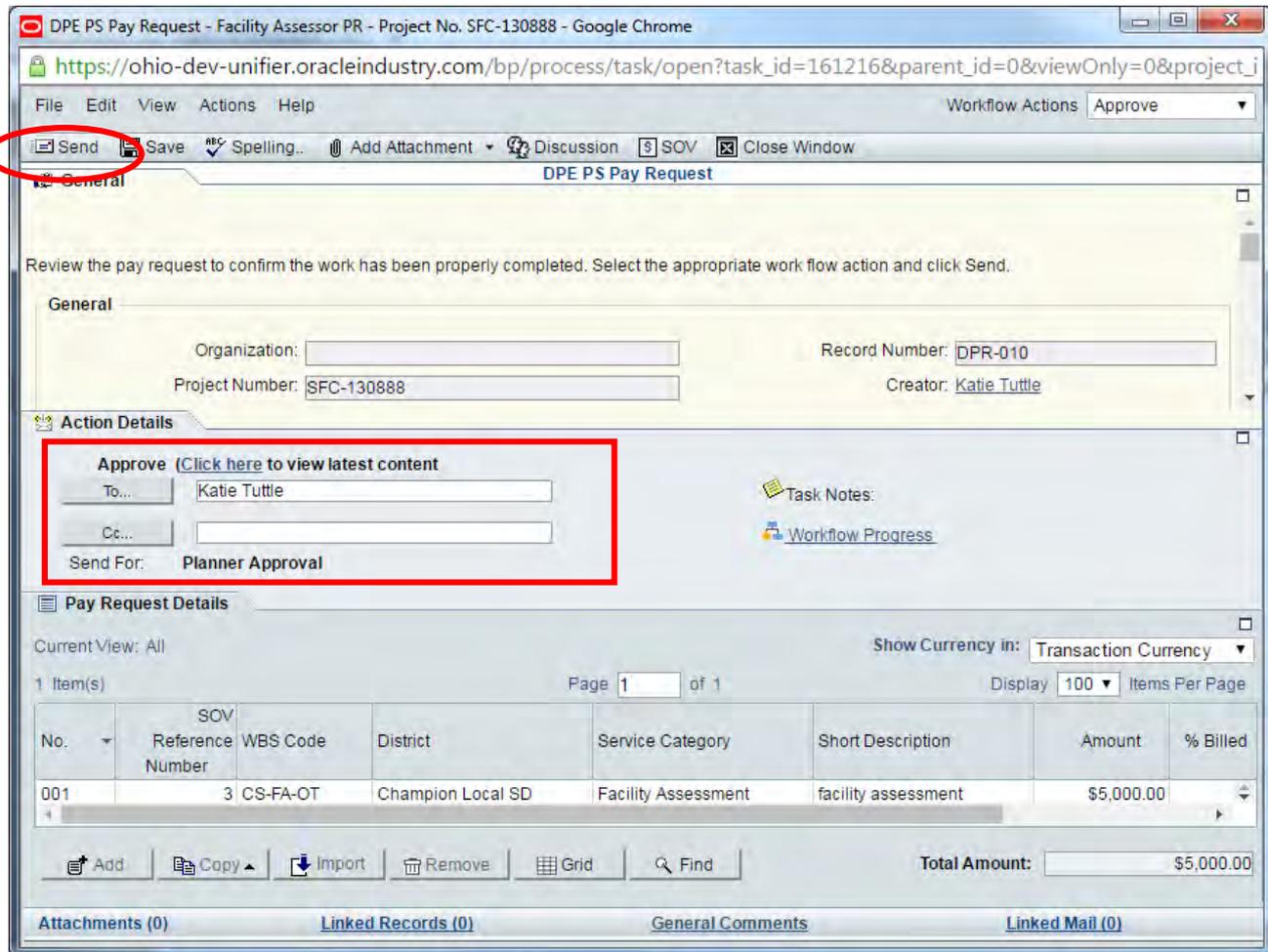
No.	SOV Reference Number	WBS Code	District

Add Copy Import

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

Send the Pay Request

- ▶ The “To” box will populate with the recipient of the record
- ▶ Click Send



DPE PS Pay Request - Facility Assessor PR - Project No. SFC-130888 - Google Chrome

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=161216&parent_id=0&viewOnly=0&project_i

File Edit View Actions Help Workflow Actions Approve

Send Save Spelling... Add Attachment Discussion SOV Close Window

DPE PS Pay Request

General

Review the pay request to confirm the work has been properly completed. Select the appropriate work flow action and click Send.

General

Organization: Record Number: DPR-010
Project Number: SFC-130888 Creator: Katie Tuttle

Action Details

Approve [Click here to view latest content](#)

To... Katie Tuttle

Cc...

Send For: Planner Approval

Task Notes:
Workflow Progress

Pay Request Details

Current View: All Show Currency in: Transaction Currency

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

No.	SOV Reference Number	WBS Code	District	Service Category	Short Description	Amount	% Billed
001	3	CS-FA-OT	Champion Local SD	Facility Assessment	facility assessment	\$5,000.00	

Add Copy Import Remove Grid Find Total Amount: \$5,000.00

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

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211