



Approve Facility Assessor Pay Request

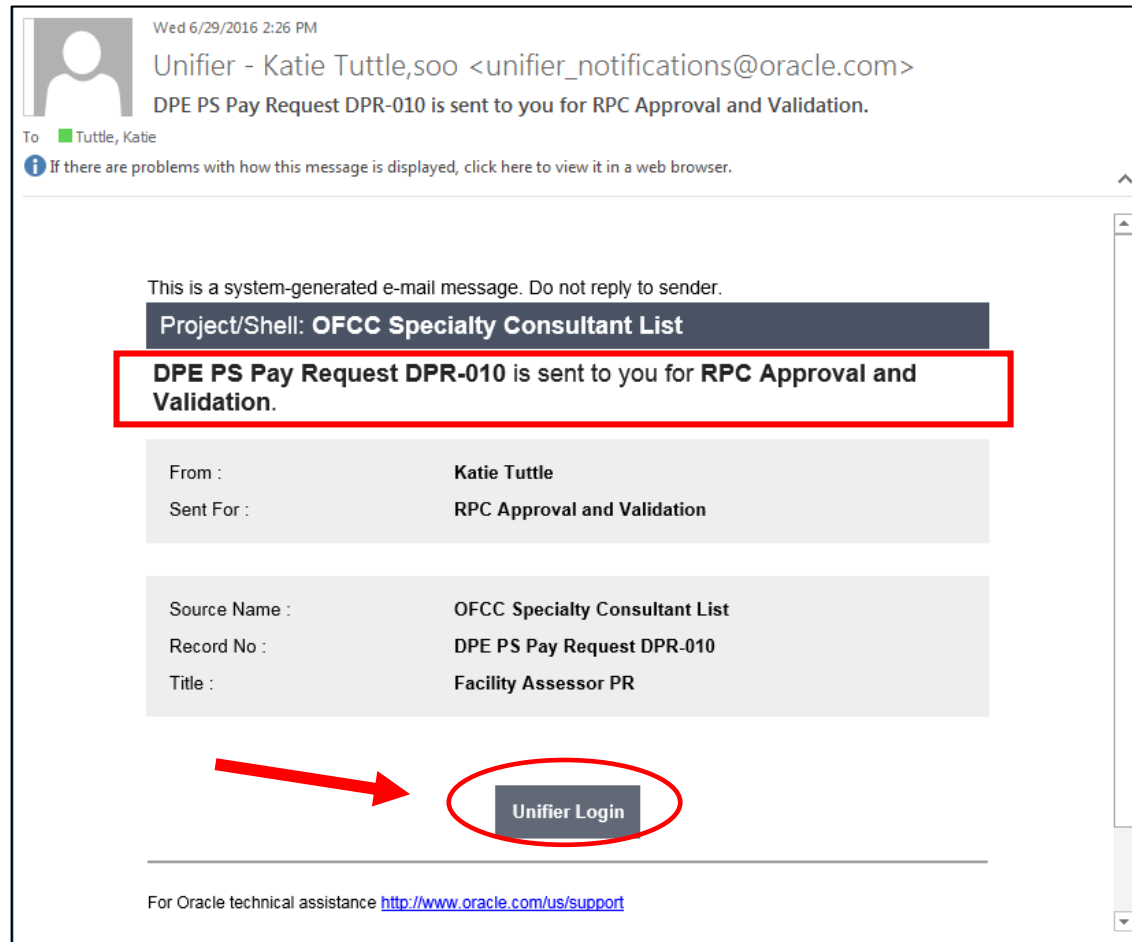
RPC Consultants

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 Access

- ▶ When in the system, click on Tasks, then click the Gear icon next to the task to open it

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar includes the Oracle logo, the application name 'PRIMAVERA Unifier (Development)', and the user name 'Katie Tuttle'. The breadcrumb trail shows the path: Agency > Ohio Facilities Co... > OFCC Specialty... The left sidebar contains a navigation menu with items such as Alerts, Tasks (circled in red), Notifications, Drafts, uMail, Information, Cost Manager, Data Manager, Document Manager, Logs, and Reports. The main content area is titled 'Tasks' and features a table with columns for Origin, Business Process, Record Number, and Title. Two tasks are listed: 'OFCC Specialty Con... PE PS Pay Req...' with Record Number 'DPR-010' and Title 'Harrison Planning...', and 'OFCC Spec... Work Assignments' with Record Number 'WA-0019' and Title 'Educational Plann...'. A context menu is open for the second task, listing options: Open, Accept, Decline, Undo Accept, Print - HTML..., Print - PDF..., and Print - Custom... The 'Open' option is highlighted with a red box and a red arrow. The right sidebar shows 'Record Details' for the selected task, including fields for Organization, Project Number, Project Name, Title, Requested By, Status, Agreement, Contract Reference, Vendor Name, and Service Category.

Origin	Business Process	Record Number	Title
OFCC Specialty Con...	PE PS Pay Req...	DPR-010	Harrison Planning...
OFCC Spec... Work Assignments	Work Assignments	WA-0019	Educational Plann...

Field	Value
Organization	Ohio Facilities Construction Commission
Record Number	WA-0019
Project Number	SFC-130888
Creator	Katie Tuttle
Project Name	OFCC Specialty Consultant List
Creation Date	07/05/2017 08:35 AM (UTC-8)
Title	Educational Planning FY18
Requested By	Status Pending

Task Action

- ▶ Click “Accept Task” button

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

- Browser Title:** DPE PS Pay Request - Trotwood Madison 65% - Project No. SFC-130888 - Google Chrome
- URL:** https://ohio-stage-unifier.oracleindustry.com/bp/process/task/open?task_id=161823&parent_id=0&viewOnly=0&project_id=104
- Navigation Bar:** File Edit View Actions Help. Buttons include Accept Task (circled in red), Decline Task, SOV, Review, and Close Window.
- General Tab:** Organization: Ohio Facilities Construction Commission; Record Number: DPR-011; Project Number: SFC-130888; Creator: Katie Tuttle; Project Name: OFCC Specialty Consultant List; Creation Date: 07/05/2017 09:31 AM (UTC-8); Project Location: OFCC; Status: Pending.
- Task Details:** From: Katie Tuttle; To: Katie Tuttle; Task Due Date; Task Status: Not Started; Sent For: RPC Approval and Validation.
- Pay Request Details:** Current View: All; Show Currency in: Transaction Currency; 1 Item(s); Page 1 of 1; Display 100 Items Per Page.
- Table:**

No.	SOV Reference Number	WBS Code	District	Service Category	Short Description	Amount	% Billed
001	6	CS-FA-OT	Alliance City SD	Facility Assessment	Facility Assessment	\$3,000.00	

Grid Find Show Filtered Total Amount Total Amount: \$3,000.00

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

Review the Record

- ▶ Review the Upper (general) and Lower (Pay Request Details) forms of the Pay Request

The screenshot displays two overlapping browser windows from Google Chrome. The top window shows the 'General' tab of the 'DPE PS Pay Request' form. The bottom window shows the 'Pay Request Details' tab of the same form, which includes a table of items.

General Form Fields:

- Organization: Ohio Facilities Constru
- Project Number: SFC-130888
- Project Name: OFCC Specialty Consu
- Project Location: OFCC
- Title: Trotwood Madison 65%
- Contract Reference: Harrison Planning Gro
- Agreement Type: Other
- Other Description:
- Period From: 11/24/2014 09:00 AM

Pay Request Details Table:

No.	SOV Reference Number	WBS Code	District	Service Category	Short Description	Amount	% Billed	Item Quantity
001	6	CS-FA-OT	Alliance City SD	Facility Assessment	Facility Assessment	\$3,000.00	100	1

Summary: Total Amount: \$3,000.00

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211