



Record and Apply Voucher Agency/Higher-Ed

Vouchers

- ▶ Used to Support:
 - ▶ **Pay Request** (Contractor and Professional Services)
 - ▶ **Miscellaneous Invoice:** Acts as an application for payment in order to pull money from the Misc. Commit.

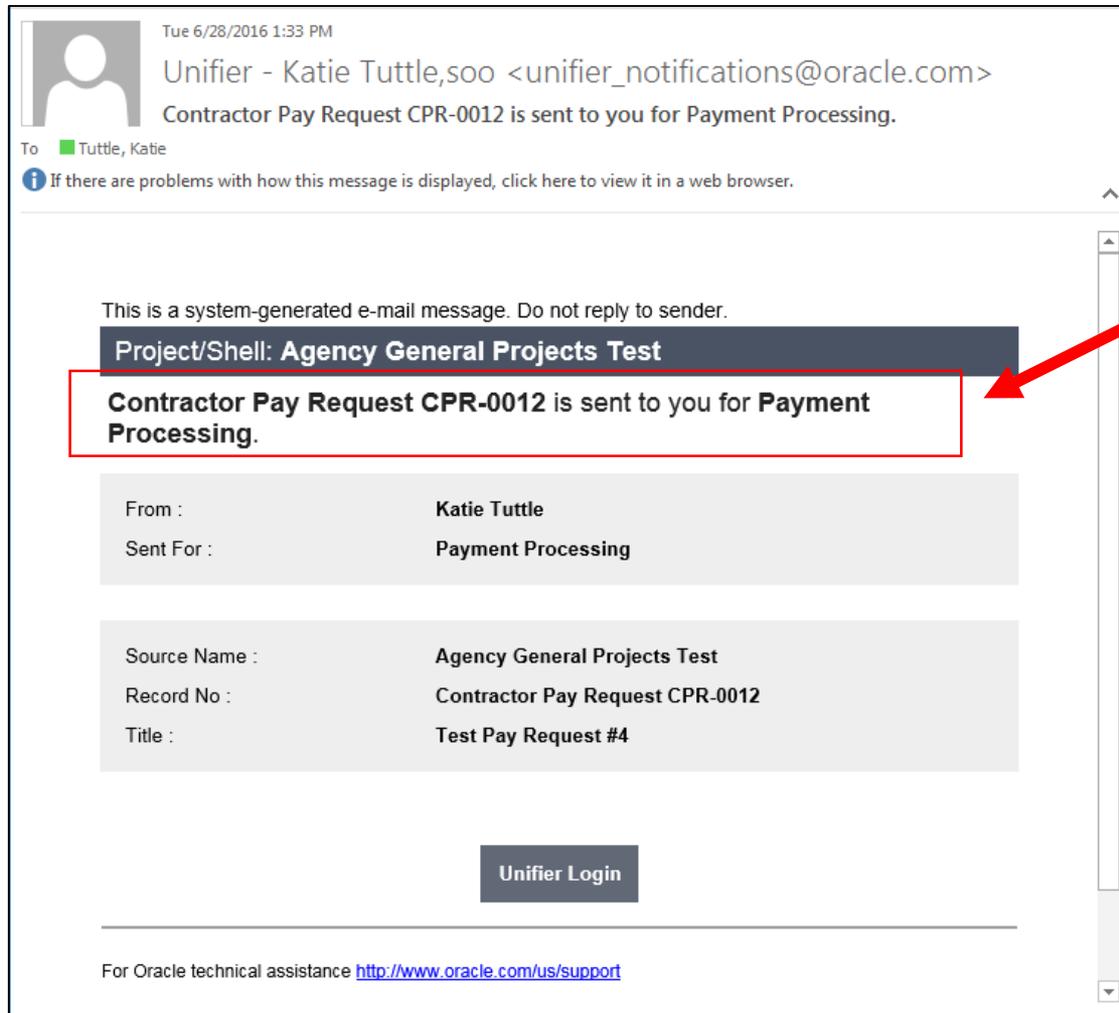
Pay Request and Voucher

Pay Requests Workflow Process

- ▶ As the **Owner Financial** representative you will:
 - ▶ Create a Voucher (check) in your own financial system of record
 - ▶ Create a **Voucher** Record in OAKS CI
 - ▶ Pull the **Voucher** Record into the Pay Request
- ▶ **You will be vouchering these two types of Pay Requests:**
- ▶ Contractor Pay Request
 - ▶ 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 voucher, you will receive an email notification from OAKS CI



Access Your Project

- ▶ The quickest and easiest way to access your project is to type your project name or number into the navigation bar on your Cross Project Homepage

The screenshot displays the Oracle Primavera Unifier web application interface. At the top, the Oracle logo and 'PRIMAVERA Unifier' are visible on the left, and 'Proxy for Katie Tuttle' with navigation icons and a 'Sign Out' link are on the right. Below the header, there are browser tabs for 'Home', 'Campus Resear...', 'Northcoast Beh...', and 'New Exhibition ...'. The main content area shows a search bar with 'dnr' entered. Below the search bar, a 'Matched Locations' table lists various projects. The table has three columns: ID, Project Name, and Agency/Department. The project 'DNR-150005 Punderson SP Water System Improvements' is highlighted. To the right of the table, there is a sidebar titled 'Items Requiring Your Attention:' with links for 'Tasks: 21 Total, 6 New, 5 Late', 'Messages: 4 New', 'Draft Records: 23 New', and 'uMails: 0 New'. At the bottom of the table, there is a 'Key Locations' section.

ID	Project Name	Agency/Department
DNR-140070	South State Park Cottage Renovation - South	/Agency/Department of Natural Resources
DNR-140071	South State Park Campgrounds Renovation-South	/Agency/Department of Natural Resources
DNR-140059	Punderson Manor Electrical and HVAC Upgrades	/Agency/Department of Natural Resources
DNR-140072	Little Miami Trail Restoration	/Agency/Department of Natural Resources
DNR-150005	Punderson SP Water System Improvements	/Agency/Department of Natural Resources
DNR-150007	Hueston Woods SP Wastewater System Improvements Phas...	/Agency/Department of Natural Resources
DNR-150031	DNR Mine Training Facility	/Agency/Department of Natural Resources
DNR-150050	Hocking Hills Roof Replacement and Pool Repairs	/Agency/Department of Natural Resources
DNR-150055	Mohican Lodge Roof & Ext. Renovations	/Agency/Department of Natural Resources
DNR-090020	Lonz Winery Renovations	/Agency/Department of Natural Resources

Task Action

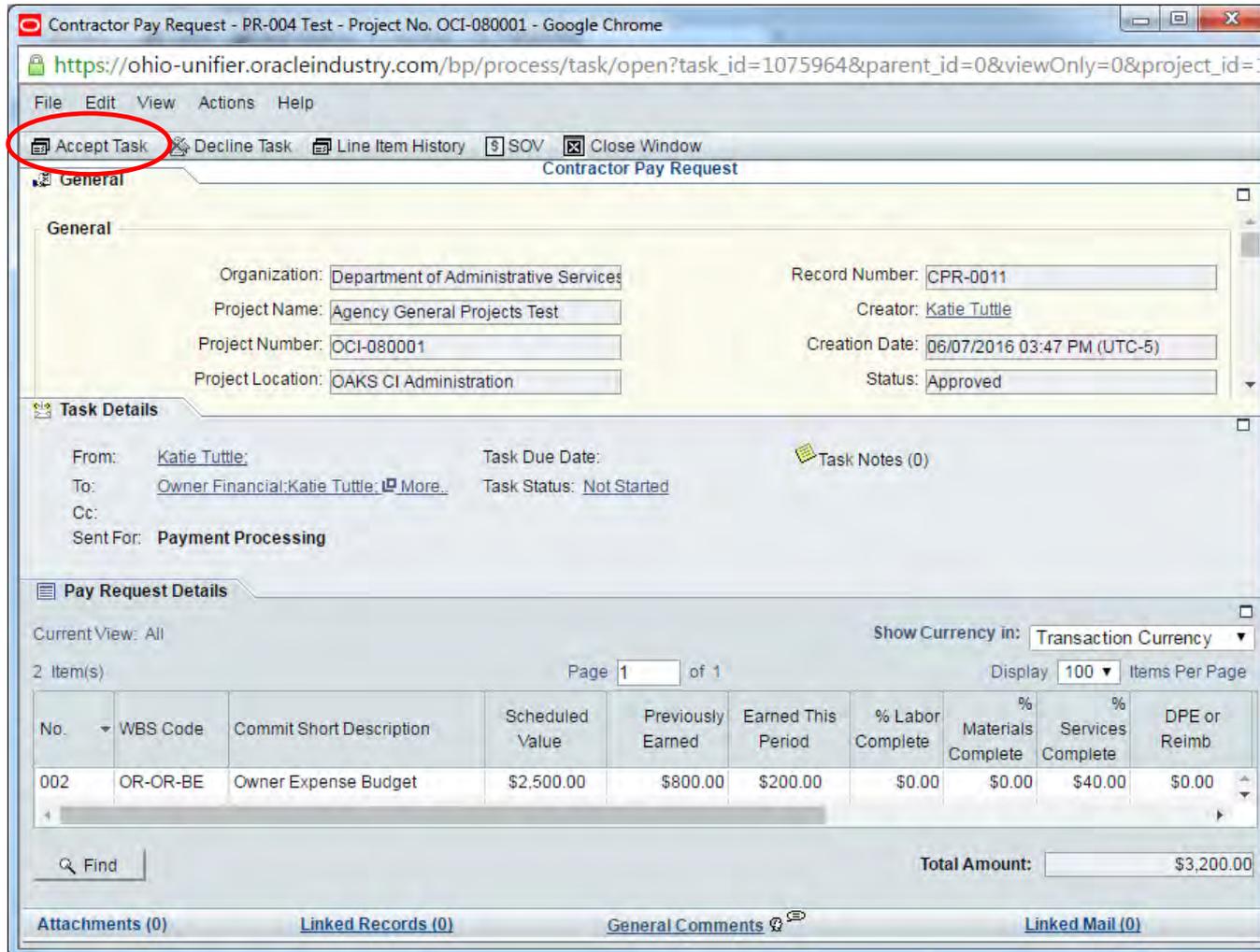
- ▶ To review and approve the Pay Request:
 - ▶ Navigation to: Collaboration -> Tasks
 - ▶ Double-click your Task to open

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes the Oracle logo, the text 'PRIMAVERA Unifier', and user information 'Proxy for Katie Tuttle'. Below the navigation bar, there are several tabs for different projects: 'Agency General...', 'Campus Resear...', 'Northcoast Beh...', and 'New Exhibition...'. The main content area displays a list of tasks under the heading 'Tasks - Current View: All'. The list has 21 items. The first item, 'Contractor Pay Request' with ID 'CPR-0012', is highlighted with a red box. A red arrow points to the 'Payment Processing' task in the 'Sent for' column of this row. The table columns are: Type, Number, Title, Record Due, From, Sent for, and Task Due.

Type	Number	Title	Record Due	From	Sent for	Task Due
Contractor Pay Request	CPR-0012	Test Pay Request		Katie Tuttle,soo	Payment Processing	
Change Order	CO-0014	CO Test		Katie Tuttle,soo	Proposal Creation	
Design Reviews	DR-0005			Katie Tuttle,soo	Initial Review	06/30/2016
Change Order	CO-0013	Test Proposal Req		Katie Tuttle,SOO	PM Review	
Contractor Pay Request	CPR-0011	PR-004 Test		Katie Tuttle,soo	Payment Processing	
Professional Services Agreements	Agree-0014	Agreement #3		Katie Tuttle,soo	Acknowledgement	
Professional Services Agreements	Agree-0013	Test Agreement #2		Katie Tuttle,soo	Update	
Contract	CON-0002	C Test		Rita Nichols, soo	Notice of Intent To Award	
Request for Interpretations	RFI-00010	Request #1		Katie Tuttle,soo	Response Acceptance	03/24/2016*
Subcontractor/Supplier Declaration	SSD-0009	Consultant SMSD		Katie Tuttle,soo	Declaration Review	
Request for Interpretations	RFI-00009	RFI Test 8		Katie Tuttle,soo	Response Acceptance	02/02/2016*
Submittals	SUB-0016	Test Submittal		Katie Tuttle,soo	Associate Review	02/04/2016*
Professional Services Amendments	Amend-0005	Amendment #1		Katie Tuttle,soo	Amendment Proposal Review	
Request for Interpretations	RFI-00008	RFI Test 5		Katie Tuttle,soo	Response Acceptance	01/13/2016*
Professional Services Pay Request	PSPR-0008	Tuesday Test		Katie Tuttle,soo	Payment Process	

Task Action

- ▶ Click Accept Task to begin work on your task



The screenshot shows a web browser window titled "Contractor Pay Request - PR-004 Test - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=1075964&parent_id=0&viewOnly=0&project_id=:. The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar, there are several action buttons: "Accept Task" (circled in red with a red arrow pointing to it), "Decline Task", "Line Item History", "SOV", and "Close Window". The main content area is divided into sections: "General", "Task Details", and "Pay Request Details".

General

Organization: Department of Administrative Services
Project Name: Agency General Projects Test
Project Number: OCI-080001
Project Location: OAKS CI Administration

Record Number: CPR-0011
Creator: Katie Tuttle
Creation Date: 06/07/2016 03:47 PM (UTC-5)
Status: Approved

Task Details

From: Katie Tuttle; Task Due Date:
To: Owner Financial:Katie Tuttle; More...; Task Status: Not Started
Cc:
Sent For: Payment Processing

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
002	OR-OR-BE	Owner Expense Budget	\$2,500.00	\$800.00	\$200.00	\$0.00	\$0.00	\$40.00	\$0.00

Find Total Amount: \$3,200.00

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

Payment Processing

- ▶ Click General Tab to expand upper form
- ▶ Review the **Total Requested** field. This is the amount you will use to create your Voucher (check)
- ▶ Click Save
- ▶ Close Record
- ▶ **Now, you must create the Voucher (check) in your own financial system of record.**

Contractor Pay Request - PR-004 Test - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=1075964&model=ucpr&project_id=1003&initiate

File Edit View Actions Help Workflow Actions -Select-

Save Spelling.. Add Attachment Discussion SOV Close Window

General Contractor Pay Request

Payment Requested

Voucher the Labor Payment Requested and Material Payment Requested from the bottom line of this block.

Earned for Labor:	\$49,000.00	Earned for Materials:	\$0.00		
Withheld from Labor:	\$3,840.00	Withheld from Material:	\$0.00		
Previous Payments Labor:	\$42,200.00	Previous Payment Material:	\$0.00	Previous Payments:	\$42,200.00
Escrowed Payments Labor:	\$0.00	Escrowed Payments Material:	\$0.00		
Labor Payment Requested:	\$2,960.00	Material Payment Requested:	\$0.00	Total Requested:	\$2,960.00

Retainage Check Requested

If amount is entered, a letter requesting a retainage check has been sent to the owner.

Retainage Check Requested (\$): \$0.00

Purchase Order Information

Contract PO No.:	0000000000	Contract PO Amount (\$):	\$30,000.00	Amount Applied (\$):	\$0.00
OAKS:		OAKS:			
Contract PO No.:		Contract PO Amount (\$):	\$0.00	Amount Applied (\$):	\$0.00
Local:		Local:			

Action Details

Pay Request Details

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

Recording a New Voucher Record in OAKS CI

▶ To record your Voucher in Oaks CI navigate to:

- ▶ Logs -> Vouchers
- ▶ Click New

The screenshot shows the Oracle Primavera Unifier web application. The browser address bar displays the URL: https://ohio-unifier.oracleindustry.com/bp/g/nav/index?_url. The page header includes the Oracle and Primavera logos and the text 'Unifier'. Below the header, there are several tabs for different projects: 'Agency General...', 'Campus Resear...', 'Northcoast Beh...', and 'New Exhibition'. A search bar labeled 'Navigate To...' is present. The main content area is divided into two panes. The left pane is a navigation menu with a dark background and white text. It lists various categories such as 'Fund Release', 'Fund Transfers', 'Logs', '72 Hour Notice', 'Action Items', 'Advertisements', 'Budget - Initial', 'Budget - Revisions', 'Change Order', 'Closeout - Contractor', 'Closeout - Professional S...', 'Contract', 'Contract Schedule of Valu...', 'Contractor Evaluation', 'Program of Requirements', 'Punch Lists', 'Purchase Orders', 'Request for Interpretations', 'Request for Qualifications', 'Schedule Approvals', 'Subcontractor/Supplier D...', 'Submittals', 'Transmittals', 'Vouchers', and 'Warranties'. The 'Logs' and 'Vouchers' items are circled in red. A red arrow points from the 'Vouchers' item in the left pane towards the right pane. The right pane has a light background and contains a menu with 'File', 'Edit', 'View', and 'Help'. The 'New' option is circled in red. Below the menu, there is a table titled 'Vouchers - Current View: All' with 15 items. The table has two columns: 'Title' and 'Vendor Name'. The table content is as follows:

Title	Vendor Name
Contractor Pay Request 001	OCI Test General
M Test	OCI Migration Inc
Testing	OCI Test General
Cloud Migration Test	OCI Test General
Test	OCI Test General
Test	OCI Test General
Voucher Title	OCI Test General
d	
OCI Test	OCI Test General
fasfd	OCI Test General
OCI Test PR 1	OCI Test General
jflkjflka	OCI Test General
2test	OCI Test General
1test	OCI Test General
test #2	OCI Test General

Voucher Upper Form

- ▶ Title the Record
- ▶ Set the Record Status to **Paid**
- ▶ Choose Financial System of Record

Create New Vouchers - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

General Vouchers

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

Title: Contractor Pay Request 001

Status: Paid

Financial System of Record: OAKS-FIN

Contractor Pay Request

Select a Contractor Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed. Only one invoice may be paid on this voucher.

Financial System of Record: District

Contractor Pay Request Name: Select... Pay Request Amount (\$): \$0.00

Labor Payment Requested: \$0.00 Material Payment Requested: \$0.00

Contract Retainage

Select a Contractor Pay Request to Voucher for Retainage Escrow. Retainage amount will be transferred to this voucher.

Contractor Pay Request: Select... Retainage Amount: \$0.00

Lien Amount

Select a Lien to Voucher for Lien Escrow.

Lien: Select... Lien Amount: \$0.00

Voucher Distribution Lin...

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

Voucher Upper Form

- ▶ Plug in the Appropriate Pay Request by clicking Select
 - ▶ Contractor Pay Request or Professional Services

The screenshot shows the 'Create New Vouchers' form in Oracle Unifier. The 'Contractor Pay Request' section is highlighted with a red box, and a red arrow points to the 'Select...' button. An inset window shows a 'Contractor Pay Request' picker window with a table of records.

Contractor Pay Request Section:

Select a Contractor Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed. Only one invoice may be paid on this voucher

Contractor Pay Request Name: PR-004 Test Pay Request Amount (\$): \$2,960.00

Labor Payment Requested: \$2,960.00 Material Payment Requested: \$0.00

Contract Retainage Section:

Select a Contractor Pay Request to Voucher for Retainage Escrow. Retainage amount will be transferred to the Retainage Escrow account.

Contractor Pay Request:

Lien Amount Section:

Select a Lien to Voucher for Lien Escrow.

Lien:

Professional Services Pay Request Section:

Select a Professional Services Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed.

Professional Serv. Pay Request Name:

DPE PS Pay Request Section:

Select a DPS Professional Services Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed.

DPE Professional Serv. Pay Request Name:

Contractor Pay Request - Current View: All Project Records

Title	Contract SOV	Contractor Name	Percent Complete
PR-004 Test	Testing	OCI Test General	78.04878049
Test 2	Testing	OCI Test General	0
Testing	Testing	OCI Test General	0
Cloud Migration Test	Contract sov test	OCI Test General	24.9037037
Pay Request test	General Trades Ph	OCI Test General	0
OCI Test General PR 2	General Trades Ph	OCI Test General	5
OCI Test General PR 1	General Trades Ph	OCI Test General	3.7

Plug in Appropriate PO

- ▶ Scroll down to Voucher Line 1

- ▶ Plug in:
 - ▶ OAKS PO Name
 - ▶ Payment Amount

Create New Vouchers - Project No. OCI-080001 - Google Chrome

<https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&>

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers

Voucher Line 1

Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block

OAKS PO Name 1:	<input type="text" value="PO Test 2"/> <input type="button" value="Select..."/>	Amount (\$):	<input type="text" value="\$3,500.00"/>
PO Number 1:	<input type="text"/>	Line Item Total (\$):	<input type="text" value="\$0.00"/>
Local PO No.:	<input type="text"/>	Difference (\$):	<input type="text" value="\$3,500.00"/>

Voucher Details

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID:	<input type="text" value="123456789"/>	Local Voucher ID:	<input type="text"/>
OAKS Payment Date:	<input type="text" value="06/13/2016 05:00 PM (UTC-5)"/>	Local Payment Date:	<input type="text"/>
OAKS Payment Method:	<input type="text" value="Electronic Payment (EFT)"/>	Local Payment Method:	<input type="text" value="-Select-"/>
OAKS Payment Amount (\$):	<input type="text" value="\$2,960.00"/>	Local Payment Amount (\$):	<input type="text" value="0"/>

Voucher Line 2

OAKS PO Name 2:	<input type="text"/> <input type="button" value="Select..."/>	Amount (\$):	<input type="text" value="\$0.00"/>
PO Number 2:	<input type="text"/>	Line Item Total (\$):	<input type="text" value="\$0.00"/>
Local PO No.:	<input type="text"/>	Difference (\$):	<input type="text" value="\$0.00"/>

Voucher Line 3

Voucher Distribution Lin...

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

Enter Voucher Details

- ▶ Scroll down to the Voucher Details section

- ▶ Plug in:
 - ▶ Voucher ID number (Check #)
 - ▶ Payment Date
 - ▶ Payment Method
 - ▶ Payment Amount

Create New Vouchers - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers

Voucher Line 1

Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block

OAKS PO Name 1: PO Test 2 Select... Amount (\$): \$3,500.00

PO Number 1: Line Item Total (\$): \$0.00

Local PO No.: Difference (\$): \$3,500.00

Voucher Details

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID: 123456789 Local Voucher ID:

OAKS Payment Date: 06/13/2016 05:00 PM (UTC-5) Local Payment Date:

OAKS Payment Method: Electronic Payment (EFT) Local Payment Method: -Select-

OAKS Payment Amount (\$): \$2,960.00 Local Payment Amount (\$):

Voucher Line 2

OAKS PO Name 2: Select... Amount (\$): \$0.00

PO Number 2: Line Item Total (\$): \$0.00

Local PO No.: Difference (\$): \$0.00

Voucher Line 3

Voucher Distribution Lin...

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

Voucher Distribution Lines

- ▶ Click- Voucher Distribution Lines Tab

Vouchers - Contractor Pay Request 001 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1&a=form.0&b=uv1&id=17795&source=cost&prc

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General **Vouchers**

Voucher Line 1

Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block

OAKS PO Name 1:	<input type="text" value="PO Test 2"/> <input type="button" value="Select..."/>	Amount (\$):	<input type="text" value="\$3,500.00"/>
PO Number 1:	<input type="text" value="852741"/>	Line Item Total (\$):	<input type="text" value="\$0.00"/>
Local PO No.:	<input type="text"/>	Difference (\$):	<input type="text" value="\$3,500.00"/>

Voucher Details

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID:	<input type="text" value="123456789"/>	Local Voucher ID:	<input type="text"/>
OAKS Payment Date:	<input type="text" value="06/13/2016 05:00 PM (UTC-5)"/>	Local Payment Date:	<input type="text"/>
OAKS Payment Method:	<input type="text" value="Electronic Payment (EFT)"/>	Local Payment Method:	<input type="text" value="-Select-"/>
OAKS Payment Amount (\$):	<input type="text" value="\$2,960.00"/>	Local Payment Amount (\$):	<input type="text" value="\$0.00"/>

Voucher Line 2

OAKS PO Name 2:	<input type="text"/> <input type="button" value="Select..."/>	Amount (\$):	<input type="text" value="\$0.00"/>
PO Number 2:	<input type="text"/>	Line Item Total (\$):	<input type="text" value="\$0.00"/>
Local PO No.:	<input type="text"/>	Difference (\$):	<input type="text" value="\$0.00"/>

Voucher Distribution Lin...

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

Voucher Distribution Lines

- ▶ Click Add

Vouchers - Contractor Pay Request 001 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1&a=form.0&b=uv1&id=17795&source=cost&prc

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers

Voucher Distribution Lin...

Current View: All Show Currency in: Transaction Currency

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

No.	Fund Code	Fund Name	Financial System of Record	Amount
-----	-----------	-----------	----------------------------	--------

Add Copy Import Remove Grid Find Total Amount: \$0.00

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

Add a Line Item

- ▶ Select a Fund Code
- ▶ Add a Short Description and Dollar Amount
- ▶ Plug in OAKS PO no.
- ▶ Click OK

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

Vouchers Line Item:

General

Fund Code: OCI-Other-TestFund-0-OCI-1 *

Fund Name: OCI Test Money

Short Description: Test Fund *

Voucher Line 1 (\$): \$3,500.00

Voucher Line 2 (\$): \$0.00

Voucher Line 3 (\$): \$0.00

Voucher Line 4 (\$): \$0.00

Voucher Line 5 (\$): \$0.00

Amount (\$): \$3,500.00

Financial System of Record: OAKS-FIN

PO Reference

Enter the PO reference for this line item on all split-funded vouchers

OAKS PO No.: 852741

OAKS PO No.: 852741 OAKS PO Amount: \$3,500.00 (\$):

Local PO No.: Local PO Amount: \$0.00

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

Fund Code - Google Chrome
https://ohio-train-unifier.oracleindustry.com/bp/fsm/compai

Fund Code - Current View: All
1 Item(s) Page 1 of 1 Display 100 Items Per Page

Fund Code	Fund Name
OCI-Other-TestFund-0-OCI-1	OCI Test Fund

Add a Line Item

- ▶ Your line(s) will show in the Voucher Distribution Lines tab

The screenshot displays the Oracle Voucher Distribution Lines interface. The browser window title is "Vouchers - Contractor Pay Request 001 - Project No. OCI-080001 - Google Chrome". The URL is <https://ohio-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1&a=form.0&b=uv1&id=17795&source=cost&prc>. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with options like Finish Editing, Save, Spelling, Add Attachment, and Close Window. The main content area is titled "Vouchers" and contains a "Voucher Distribution Lin..." tab. Below the tab, there are controls for "Current View: All", "Show Currency in: Transaction Currency", "Page 1 of 1", and "Display 100 Items Per Page". A table with the following columns is shown: No., Fund Code, Fund Name, Financial System of Record, and Amount. The table contains one row, which is highlighted with a red border:

No.	Fund Code	Fund Name	Financial System of Record	Amount
001	OCI-Other-TestFund-0-OCI-1	OCI Test Money	OAKS-FIN	\$3,500.00

At the bottom of the interface, there is a toolbar with buttons for Add, Copy, Import, Remove, Grid, and Find. A "Total Amount:" field shows "\$3,500.00". At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Finish Editing

- ▶ Attach any additional documentation, if necessary.
- ▶ Click Finish Editing
- ▶ Your Voucher Record has now been recorded

The screenshot shows the Oracle Vouchers application interface. The browser window title is "Vouchers - Contractor Pay Request 001 - Project No. OCI-080001 - Google Chrome". The URL is "https://ohio-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1&a=form.0&b=uv1&id=17795&source=cost&prc". The application has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar, there are several buttons: "Finish Editing" (circled in red), "Save", "Spelling" (with a red 'x' icon), "Add Attachment" (circled in red), and "Close Window". The main content area is titled "Vouchers" and contains a "Voucher Line 1" section. It includes a text area for "Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block". Below this, there are input fields for "OAKS PO Name 1" (with a "Select..." button), "PO Number 1" (containing "852741"), and "Local PO No.". To the right, there are fields for "Amount (\$)" (containing "\$3,500.00"), "Line Item Total (\$)" (containing "\$3,500.00"), and "Difference (\$)" (containing "\$0.00"). Below the voucher details, there is a "Voucher Distribution Lin..." section. It shows a table with one item. The table has columns for "No.", "Fund Code", "Fund Name", "Financial System of Record", and "Amount". The data row shows "001", "OCI-Other-TestFund-0-OCI-1", "OCI Test Money", "OAKS-FIN", and "\$3,500.00". At the bottom of the application, there is a toolbar with buttons for "Add", "Copy", "Import", "Remove", "Grid", and "Find". A "Total Amount:" field shows "\$3,500.00". At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Complete Payment Processing

- ▶ To take action on your Task navigate to:
 - ▶ Collaboration
 - ▶ Tasks
- ▶ Double-click the Application for Payment to open

The screenshot displays the Oracle Primavera Unifier web interface. The left sidebar contains a navigation menu with 'Tasks' highlighted by a red circle. The main content area shows a table of tasks. The first row is highlighted with a red box, and a red arrow points to the 'Payment Processing' status in the 'Sent for' column.

Type	Number	Title	Record Due	From	Sent for	Task Due
Contractor Pay Request	CPR-0012	Test Pay Request		Katie Tuttle,soo	Payment Processing	
Change Order	CO-0014	CO Test		Katie Tuttle,soo	Proposal Creation	
Design Reviews	DR-0005			Katie Tuttle,soo	Initial Review	06/30/2016
Change Order	CO-0013	Test Proposal Req		Katie Tuttle,SOO	PM Review	
Contractor Pay Request	CPR-0011	PR-004 Test		Katie Tuttle,soo	Payment Processing	
Professional Services Agreements	Agree-0014	Agreement#3		Katie Tuttle,soo	Acknowledgement	
Professional Services Agreements	Agree-0013	Test Agreement#2		Katie Tuttle,soo	Update	
Contract	CON-0002	C Test		Rita Nichols, soo	Notice of Intent To Award	
Request for Interpretations	RFI-00010	Request #1		Katie Tuttle,soo	Response Acceptance	03/24/2016
Subcontractor/Supplier Declaration	SSD-0009	Consultant SMSD		Katie Tuttle,soo	Declaration Review	
Request for Interpretations	RFI-00009	RFI Test 8		Katie Tuttle,soo	Response Acceptance	02/02/2016
Submittals	SUB-0016	Test Submittal		Katie Tuttle,soo	Associate Review	02/04/2016
Professional Services Amendments	Amend-0005	Amendment #1		Katie Tuttle,soo	Amendment Proposal Review	
Request for Interpretations	RFI-00008	RFI Test 5		Katie Tuttle,soo	Response Acceptance	01/13/2016
Professional Services Pay Request	PSPR-0008	Tuesday Test		Katie Tuttle,soo	Payment Process	

Complete Payment Processing

- ▶ Click “Accept Task” button

Contractor Pay Request - Test Pay Request #4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=1084477&parent_id=0&viewOnly=0&project_id=...

File Edit View Actions Help

Accept Task Decline Task Line Item History SOV Close Window

Contractor Pay Request

General

Organization: Department of Administrative Services Record Number: CPR-0012
Project Name: Agency General Projects Test Creator: Katie Tuttle
Project Number: OCI-080001 Creation Date: 06/28/2016 01:08 PM (UTC-5)
Project Location: OAKS CI Administration Status: Approved

Task Details

From: Katie Tuttle; Task Due Date: Task Notes (0)
To: Owner Financial; Katie Tuttle; More... Task Status: Not Started Workflow Progress
Cc:
Sent For: Payment Processing

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
002	CE-FC-03L	labor -concrete 3	\$2,000.00	\$0.00	\$400.00	\$20.00	\$0.00	\$0.00	\$0.00

Find Total Amount: \$1,600.00

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

Complete Payment Processing Step

- ▶ Scroll to the bottom of the Task
- ▶ Click Select next to Voucher and choose the Appropriate Voucher

The screenshot shows a web browser window titled "Contractor Pay Request - Test Pay Request #4 - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=1084477&model=ucpr&project_id=1003&initiate. The page displays a "Contractor Pay Request" form with sections for "Voucher Information" and "Contract Balance".

In the "Voucher Information" section, there are two rows of input fields:

- OAKS Voucher: OAKS Voucher ID: OAKS Payment Amount (\$):
- Local Voucher: Local Voucher ID: Local Payment Amount (\$):

A red box highlights the "Select..." buttons, and a red arrow points from the "Select..." button in the OAKS Voucher row to a smaller browser window titled "Vouchers - Google Chrome".

The "Vouchers" window shows a table of available vouchers:

Title	Vendor Name	Voucher Description
Contractor Pay Request 001	OCI Test General	PR-004 Test
M Test	OCI Migration Inc	Migration 1
Testing	OCI Test General	Testing
Cloud Migration Test	OCI Test General	Cloud Migration Test
Test	OCI Test General	Misc. Inv
Voucher Title	OCI Test General	PR #4
d		
OCI Test	OCI Test General	OCI Test General PR 2
OCI Test PR 1	OCI Test General	OCI Test General PR 1

Complete Payment Processing Step

- ▶ Go to the upper right hand corner of the Task
- ▶ Choose Workflow Action: Vouchered
- ▶ Click Send

The screenshot displays the 'Contractor Pay Request' interface. The top toolbar includes a 'Send' button (highlighted with a red arrow) and a 'Workflow Actions' dropdown menu (highlighted with a red circle) currently set to 'Vouchered'. The main content area is divided into several sections:

- Voucher Information:** Fields for OAKS Voucher (You-0014), OAKS Voucher ID (123456789), OAKS Payment Amount (\$2,960.00), Local Voucher, Local Voucher ID, and Local Payment Amount (\$0.00).
- Action Details:** A 'Vouchered' status with a link to view latest content, 'To...' and 'Cc...' email fields, and a 'Send For: End' field.
- Pay Request Details:** A table showing 2 items with columns for No., WBS Code, Commit Short Description, Scheduled Value, Previously Earned, Earned This Period, % Labor Complete, % Materials Complete, % Services Complete, and DPE or Reimb.

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb
002	CE-FC-03L	labor-concrete 3	\$2,000.00	\$0.00	\$400.00	20.00	\$0.00	\$0.00	\$0.00

At the bottom, there are buttons for 'Add', 'Copy', 'Import', and 'Remove', along with a 'Find' search box. A 'Total Amount' field shows \$1,600.00. The footer includes links for 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211