Miscellaneous Invoice

K-12 Cloud

Purpose and Procedure

‣ Acts as an application for payment in order to pull money from the Miscellaneous Commit.

‣ The Miscellaneous Invoice must have a supporting Voucher recorded in OAKS CI

‣ The record can be created by the following people: A/E, District Treasurer, Project Coordinator (PC), Project Manager (PM), District Rep, Owner's Agent (OA), Owner Financial

‣ Workflow:

Creation → Sent to: PM Approval → Sent to: Update (if necessary) → Sent to: Owner Financial for Payment Processing

Creating a Miscellaneous Invoice

‣ To record your Miscellaneous Invoice in Oaks CI navigate to:

  ‣ Logs -> Miscellaneous Invoice K-12

  ‣ Click New

Add Information

‣ Click the General tab to expand the upper form

Add Information

‣ Complete information in the upper form

  ‣ Required information is marked with a red *

‣ Enter Amount in Invoice Information Information

Add Line Items
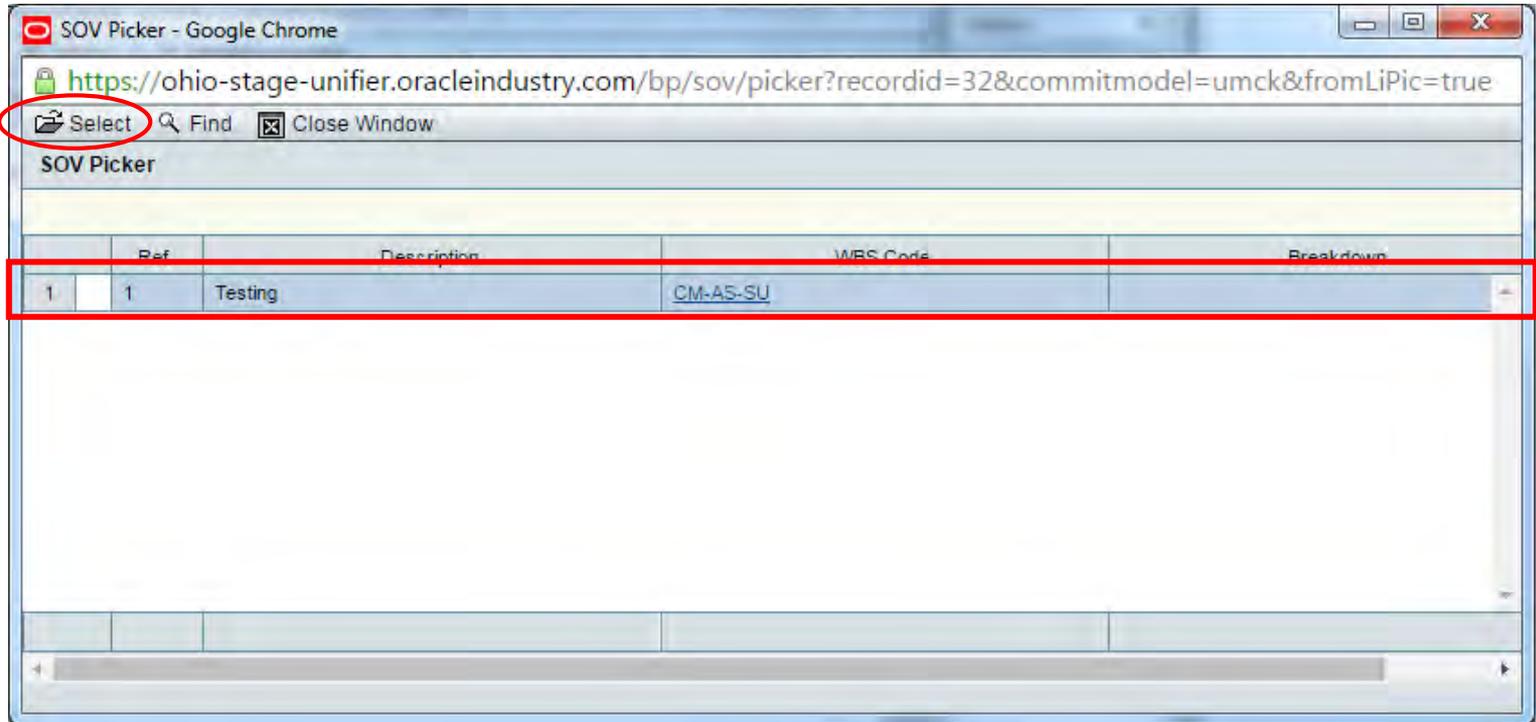
‣ Click the "Miscellaneous Invoice Details" tab to add line items

Add Line Items

‣ Click Add to begin adding line item information

‣ Click the arrow next to WBS Code to select an appropriate code

Add Line Items

‣ Highlight the appropriate reference line (from the Miscellaneous Commit)
‣ Click Select

Add Line Items

‣ WBS Code will populate

‣ Add a short description, Amount, LFI Percent (if necessary)

‣ Add any additional information

‣ Click OK

Miscellaneous Invoice

‣ Line Item will be populated in the Line Item List

‣ Total Amount is reflected below

Miscellaneous Invoice

‣ Line Item total populates in the upper form

‣ **Difference should always be $0**

Complete the Record

‣ Add necessary attachments
‣ Click Action Details tab

Complete the Record

‣ Choose a Workflow Action
‣ Notice the Action details pane populates with recipient of the record
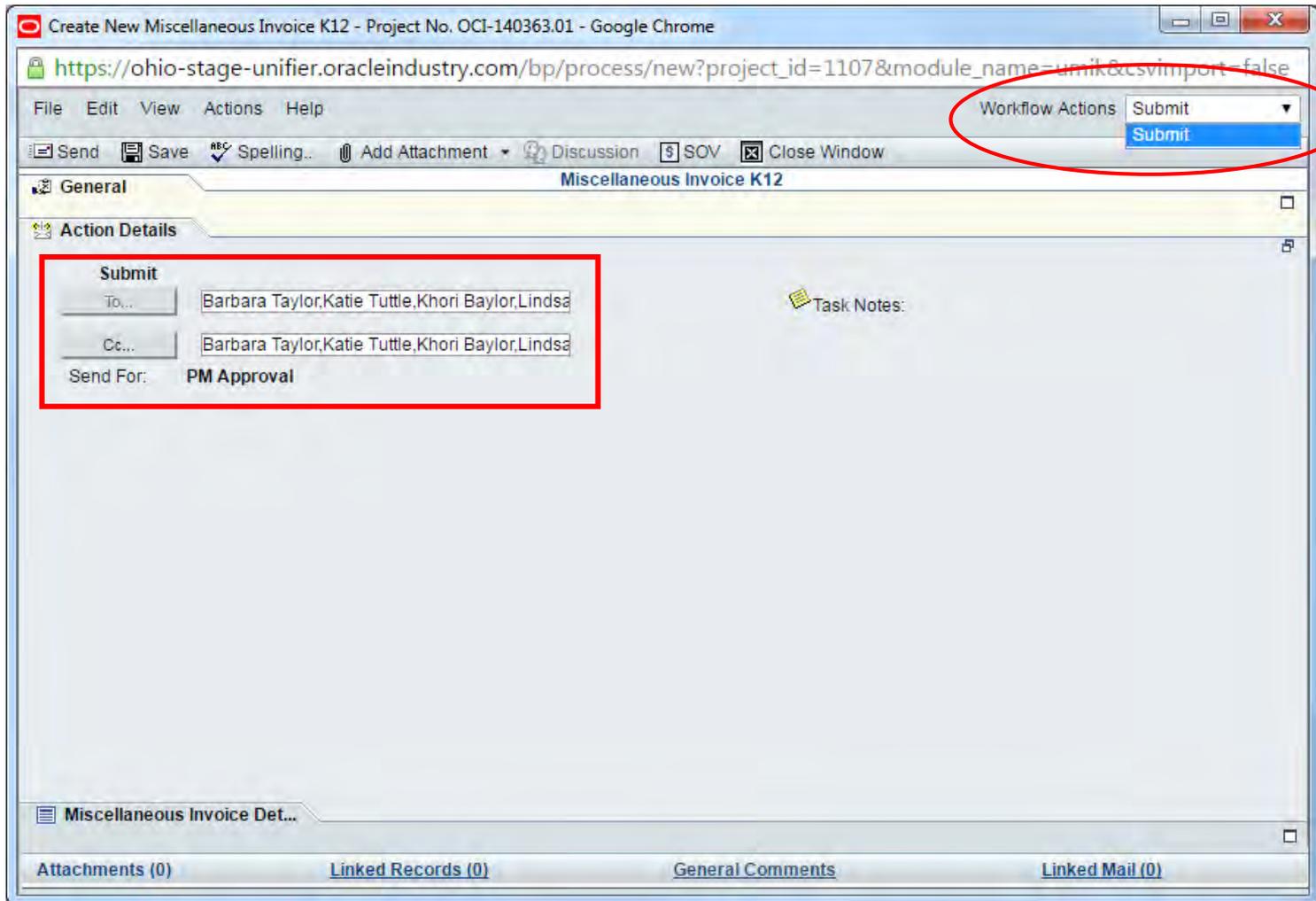
Send the Record

‣ Click Send

What's Next?

‣ A Voucher (check) must now be created in your own financial system of record

‣ The Voucher (check) must be recorded in OAKS CI to support the Miscellaneous Invoice

‣ The Voucher will be added to the Miscellaneous Invoice Record at the "Payment Processing" step

‣ For more information on creating Vouchers, please refer to the Job Aid on our website, ofcc.ohio.gov

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

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