



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

The screenshot shows the Oracle Primavera Unifier interface. The top bar displays 'ORACLE PRIMAVERA Unifier'. Below it, there are browser tabs for 'Home', 'Talawanda-CSD...', and 'Brown-LSD-CAR...'. The main interface is divided into a left sidebar and a main content area. The sidebar contains a 'User' section with 'Admin' selected, and a 'Document Manager' section with 'Logs' circled in red. The main content area shows a 'File' menu with 'New' circled in red. Below the menu, there is a table titled 'Miscellaneous Invoice K12 - Current View' with 24 items. The table has columns for 'Title' and 'Ven'. The items listed include 'Inspection Fee', 'National Road Utility Supply', 'AEP Permanent Power', 'aep', 'RNL Fire Systems', 'PMC Inv#2633946', 'Relocate utility pole', 'Builders Risk', 'Coral Road Gas Line Relocation', 'Ohio EPA', 'Org Meeting', and 'Relocate utility pole'.

Title	Ven
Inspection Fee	Stat
National Road Utility Supply	Nati
AEP Permanent Power	Ame
aep	Ame
RNL Fire Systems	RNL
PMC Inv#2633946	PMC
Relocate utility pole	Fr
Builders Risk	Unk
Coral Road Gas Line Relocation	Col
Ohio EPA	OH
Org Meeting	Proj
Relocate utility pole	Fr
Relocate utility pole	Fr
Inspection Fee	Stat
National Road Utility Supply	Nati
AEP Permanent Power xxx	Ame
aep	Ame
RNL Fire Systems	RNL
PMC Inv#2633946	PMC
Relocate utility pole	Fr
Builders Risk	Unk
Coral Road Gas Line Relocation	Col
Ohio EPA	OH
Org Meeting	Proj

Add Information

- ▶ Click the General tab to expand the upper form

Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice K12

General

Project Number: OCI-140363.01 Record Number:

Project Name: Talawanda- Kramer Elementary Creator: [Katie Tuttle](#)

Organization Name: Talawanda CSD Creation Date:

Facility Name: Kramer Elementary (Talawanda) Status:

Action Details

Create New Miscellaneous Invoice K12

To...

Cc...

Send For:

Task Notes:

Miscellaneous Invoice Det...

Current View: All

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

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Builder
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Add Copy Import Remove Grid Find

Total Amount: \$0.00

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

Add Information

- ▶ Complete information in the upper form
 - ▶ Required information is marked with a red *
- ▶ Enter Amount in Invoice Information Information

Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome

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File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice K12

General

Project Number: OCI-140363.01 Record Number:

Project Name: Talawanda- Kramer Elementary Creator: Katie Tuttle

Organization Name: Talawanda CSD Creation Date:

Facility Name: Kramer Elementary (Talawanda) Status:

Title: Test Invoice *

Contract Reference: Misc. Commit Test Select.. * Original Commit Amount (\$): \$4,500.00

Vendor Name: Robertson Construction Services, Inc. EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment: No

Invoice Information

Invoice No.: 123456 * Amount (\$): \$4,500.00 *

Invoice Date: 05/03/2016 05:00 PM (UTC-8) *

Internal Ref. Number:

Line Item Total (\$): \$0.00

Difference (\$): \$4,500.00

Total LFI Share (\$): \$0.00

Action Details

Miscellaneous Invoice Det...

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

Add Line Items

- ▶ Click the “Miscellaneous Invoice Details” tab to add line items

The screenshot displays the Oracle Unifier web application interface for creating a new miscellaneous invoice. The browser window title is "Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome". The URL is "https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvimport=false". The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar is a toolbar with icons for "Send", "Save", "Spelling...", "Add Attachment", "Discussion", "SOV", and "Close Window". The main content area is titled "Miscellaneous Invoice K12" and is divided into several sections:

- General**: Contains fields for Project Number (OCI-140363.01), Record Number, Project Name (Talawanda- Kramer Elementary), Creator (Katie Tuttle), Organization Name (Talawanda CSD), Creation Date, Facility Name (Kramer Elementary (Talawanda)), Status, Title (Test Invoice), Contract Reference (Misc. Commit Test), Original Commit Amount (\$4,500.00), Vendor Name (Robertson Construction Services, Inc), EDGE Certified Prime? (Yes), Prevailing Wage (N/A), and Final Payment (No).
- Invoice Information**: Contains fields for Invoice No. (123456), Amount (\$) (\$4,500.00), Invoice Date (05/03/2016 05:00 PM (UTC-8)), Internal Ref. Number, Line Item Total (\$) (\$0.00), Difference (\$) (\$4,500.00), and Total LFI Share (\$) (\$0.00).
- Action Details**: Contains a tab labeled "Miscellaneous Invoice Det..." which is circled in red. A red arrow points to this tab.

At the bottom of the page, there are four links: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

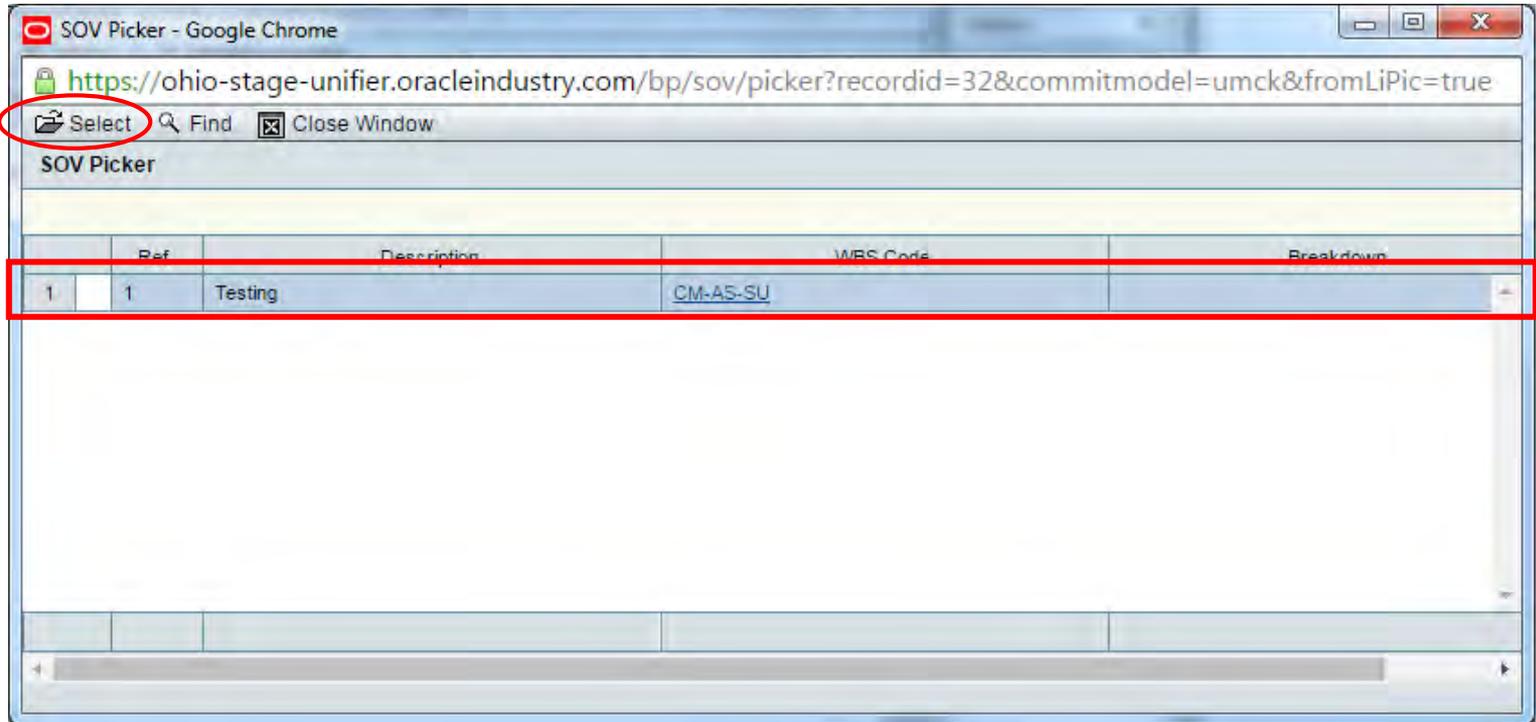
Add Line Items

- ▶ Click Add to begin adding line item information
- ▶ Click the arrow next to WBS Code to select an appropriate code

The screenshot displays the Oracle Primavera Unifier interface. The main window, titled "Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01", shows a table with columns "No.", "WBS Code", and "Code Name". The "Add" button is circled in red. A modal window titled "Miscellaneous Invoice K12 Line Item" is open, showing a form with fields for "WBS Code", "Code Name", "Short Description", "Amount (\$)", "LFI Percent", "Subcontractor/Supplier", "District", and "Associated Building". The "WBS Code" field has a dropdown arrow circled in red, with a red arrow pointing to it from the right. The "Details" section includes fields for "EDGE Certified Prime Contractor?", "EDGE Certified Sub?", and "LFI Portion (\$)".

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

Line Item - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=for

Spelling... Attach X Delete Line Item

Miscellaneous Invoice K12 Line Item:

General

WBS Code:

Code Name:

Short Description:

Amount (\$):

LFI Percent:

Subcontractor/Supplier:

District:

Associated Building:

Details

EDGE Certified Prime Contractor?:

EDGE Certified Sub?:

LFI Portion (\$):

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

Miscellaneous Invoice

- ▶ Line Item will be populated in the Line Item List
- ▶ Total Amount is reflected below

The screenshot displays a web browser window titled "Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome". The URL is https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvgimport=false. The page shows a form for creating a "Miscellaneous Invoice K12". The form has several tabs: "General", "Action Details", and "Miscellaneous Invoice Det...". The "General" tab is active. Below the tabs, there is a table with one item. The table has columns: "No.", "WBS Code", "Code Name", "Short Description", "Amount", "LFI %", "LFI Portion (\$)", and "Associated Building". The single row in the table is highlighted with a red border and contains the following data:

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Building
001	CM-AS-SU	CM Site Surveying Services	Testing	\$4,500.00	0	\$0.00	

At the bottom right of the form, there is a "Total Amount:" field with a value of "\$4,500.00", which is also highlighted with a red border. Below the table, there are several buttons: "Add", "Copy", "Import", "Remove", "Grid", and "Find". At the very bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Miscellaneous Invoice

- ▶ Line Item total populates in the upper form
- ▶ **Difference should always be \$0**

Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Miscellaneous Invoice K12

General

Project Name: Talawanda- Kramer Elementary Creator: Katie Tuttle
Organization Name: Talawanda CSD Creation Date:
Facility Name: Kramer Elementary (Talawanda) Status:
Title: Test Invoice *
Contract Reference: Misc. Commit Test Select... * Original Commit Amount (\$): \$4,500.00
Vendor Name: Robertson Construction Services, Inc. EDGE Certified Prime?: Yes
Prevailing Wage: N/A Final Payment: No

Invoice Information

Invoice No.: 123456 * Amount (\$): \$4,500.00 *
Invoice Date: 05/03/2016 05:00 PM (UTC-8) *
Internal Ref. Number:

Line Item Total (\$):	\$4,500.00
Difference (\$):	\$0.00
Total LFI Share (\$):	\$0.00

Action Details

Miscellaneous Invoice Det...

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

Complete the Record

- ▶ Add necessary attachments
- ▶ Click Action Details tab

Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome

https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvimport=false

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice K12

Project Name: Talawanda- Kramer Elementary Creator: Katie Tuttle

Organization Name: Talawanda CSD Creation Date:

Facility Name: Kramer Elementary (Talawanda) Status:

Title: Test Invoice *

Contract Reference: Misc. Commit Test Select... * Original Commit Amount (\$): \$4,500.00

Vendor Name: Robertson Construction Services, Inc. EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment: No

Invoice Information

Invoice No.: 123456 * Amount (\$): \$4,500.00 *

Invoice Date: 05/03/2016 05:00 PM (UTC-8) *

Internal Ref. Number:

Line Item Total (\$): \$4,500.00

Difference (\$): \$0.00

Total LFI Share (\$): \$0.00

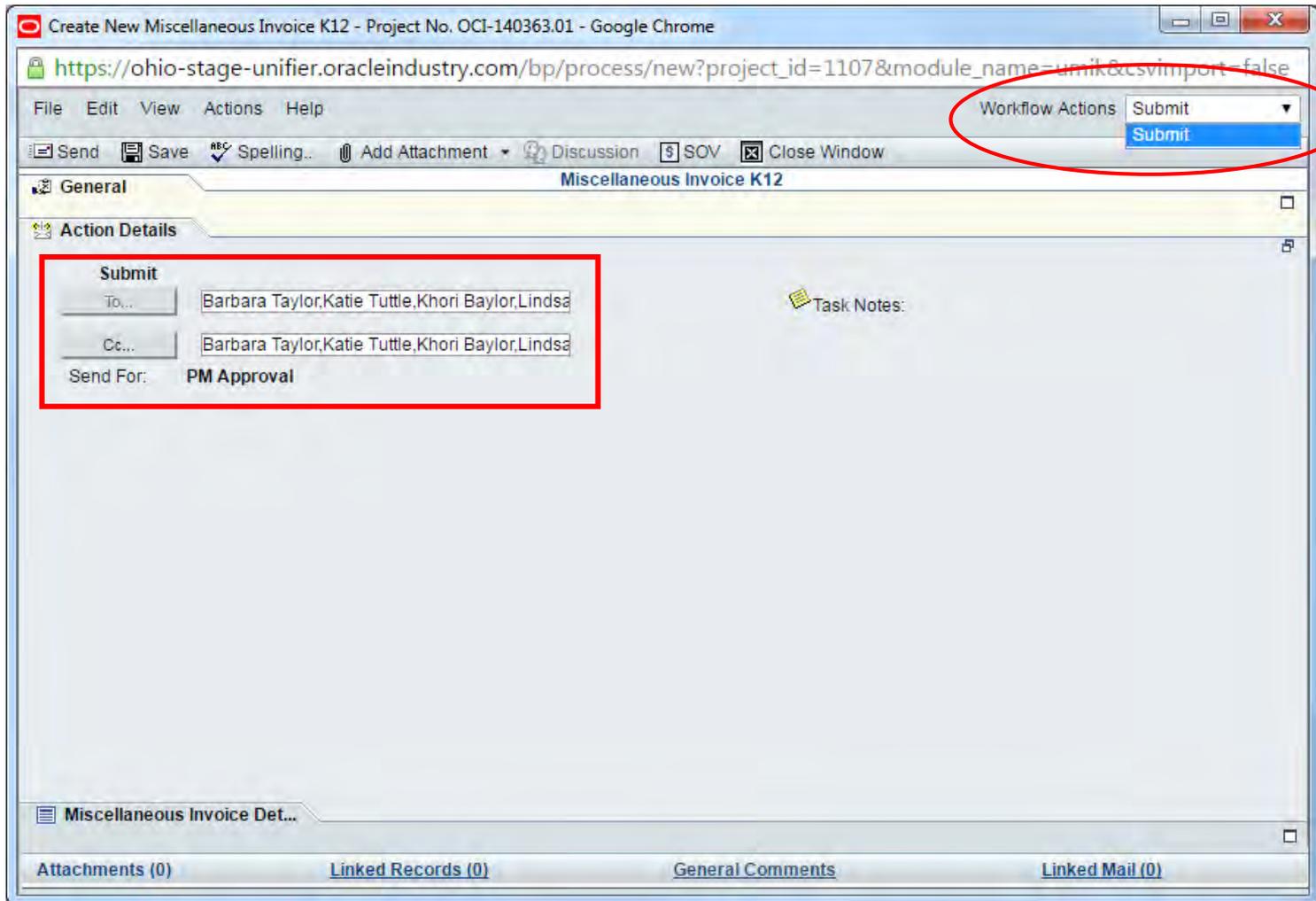
Action Details

Miscellaneous Invoice Det...

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

Complete the Record

- ▶ Choose a Workflow Action
- ▶ Notice the Action details pane populates with recipient of the record



Send the Record

- ▶ Click Send

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

- Page Title:** Create New Miscellaneous Invoice K12 - Project No. OCI-140363.01 - Google Chrome
- URL:** https://ohio-stage-unifier.oracleindustry.com/bp/process/new?project_id=1107&module_name=umik&csvimport=false
- Toolbar:** File, Edit, View, Actions, Help. Workflow Actions: Submit. Buttons: Send (circled in red), Save, Spelling, Add Attachment, Discussion, SOV, Close Window.
- General Section:**
 - Project Name: Talawanda- Kramer Elementary
 - Organization Name: Talawanda CSD
 - Facility Name: Kramer Elementary (Talawanda)
 - Title: Test Invoice *
 - Contract Reference: Misc. Commit Test Select... *
 - Creator: Katie Tuttle
 - Creation Date: [Empty]
 - Status: [Empty]
 - Original Commit Amount (\$): \$4,500.00
- Action Details Section:**
 - Submit
 - To: Barbara Taylor, Katie Tuttle, Khori Baylor, Lindsa
 - Cc: Barbara Taylor, Katie Tuttle, Khori Baylor, Lindsa
 - Send For: PM Approval
 - Task Notes: [Empty]
- Miscellaneous Invoice Det... Section:**
 - Current View: All
 - 1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Builder
001	CM-AS-SU	CM Site Surveying Services	Testing	\$4,500.00	0	\$0.00	
- Footer:** Attachments (0) | [Linked Records \(0\)](#) | [General Comments](#) | [Linked Mail \(0\)](#)

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

614.644.2211