



Vouchers

K-12 Cloud

How will I use a Voucher?

Voucher Purpose

- ▶ Used to Support:
 - ▶ **Application for Payment**
 - ▶ **Miscellaneous Invoice:** Acts as an application for payment in order to pull money from the Misc. Commit.

Miscellaneous Invoices

- ▶ Acts as an application for payment in order to pull money from the Miscellaneous Commit. (e.g. Invoice for Utility Expenses)
- ▶ 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**

Application for Payment and Voucher

Application for Payment

– Workflow Process (Building Level)

Created by: **Contractor** → Submitted to: **A/E Review** → Sent to: **Owner's Agent (Building Level)** → Sent to: **Project Coordinator** → Sent to: **PM Review** → **DISTRICT REP (District Approval)** → **OWNER FINANCIAL (Payment Processing)**

- ▶ District Approval (District Rep)
 - ▶ Review upper form and lower form of the record
 - ▶ Review the Fund Distribution blocks
 - ▶ Submit to the Owner Financial or District Treasurer for Payment Processing

- ▶ Payment Processing (District Treasurer)
 - ▶ District staff member will:
 - ▶ Create a Voucher (check) in their own financial system of record
 - ▶ Create a **Voucher** Record in OAKS CI
 - ▶ Pull the **Voucher** Record into the Application for Payment

District Approval Step

Receive an Email

- ▶ The District Representative will receive an email notification that they have an **Application for Payment** sent to them for **District Approval**

Fri 6/24/2016 8:46 AM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>
Applications for Payment K12 PR-0008 is sent to you for District Approval.

To: Tuttle, Katie

If there are problems with how this message is displayed, click here to view it in a web browser.

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: Brown - New K-12 Second Chance

Applications for Payment K12 PR-0008 is sent to you for District Approval.

From :	Katie Tuttle
Sent For :	District Approval

Source Name :	Brown - New K-12 Second Chance
Record No :	Applications for Payment K12 PR-0008
Title :	Test PR 5

[Unifier Login](#)

For Oracle technical assistance <http://www.oracle.com/us/support>

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 shows the Oracle Primavera Unifier interface. The top navigation bar includes the Oracle logo, 'PRIMAVERA Unifier', and the user name 'Katie Tuttle'. Below the navigation bar, there are browser tabs for 'Home', 'Talawanda-CSD...', and 'Brown - New K-...'. The search bar contains 'oci'. The search results are displayed in a table under 'Matched Locations'.

OCI ID	Location Name	Path
OCI-120001	Agency General Functional Training	/Agency/OAKS CI Training
OCI-150011.01	Unit Test Building 1	/School Facilities/UnitTest-LSD-FRA-CFAP-2015
OCI-150041	Brown-LSD-CAR-ENP-2012	/School Facilities
OCI-150041.02	Brown - New K-12	/School Facilities/Brown-LSD-CAR-ENP-2012
OCI-150041.03	Brown - New K-12 Second Chance	/School Facilities/Brown-LSD-CAR-ENP-2012
OCI-140363	Talawanda-CSD-BUT-CFAP-1-2013	/School Facilities
OCI-140363.01	Talawanda- Kramer Elementary	/Sc ... 013

Below the search results, there is a 'Key Locations' section and a 'Tasks or New uMails:' summary table.

Project Number	Name	Tasks	uMails	Company Name
OCI-150041.03	Brown - New K-12 Second Chance	4 Total, 3 New, 0 Late		State of Ohio
OCI-150041.02	Brown - New K-12	3 Total, 2 New, 0 Late		State of Ohio
OCI-150041	Brown-LSD-CAR-ENP-2012	1 Total, 1 New, 0 Late		State of Ohio
OCI-150011.01	Unit Test Building 1	1 Total, 0 New, 0 Late		State of Ohio
OCI-140363.01	Talawanda- Kramer Elementary	10 Total, 3 New, 0 Late		State of Ohio

On the right side of the interface, there is a summary of 'Items Requiring Your Attention':

- Tasks: 19 Total, 9 New
- Messages: 3 New
- Draft Records: 19 New
- uMails: 0 New

Task Action

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

The screenshot shows the Oracle Primavera Unifier web interface. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this is a breadcrumb trail: 'Home > Talawanda-CSD... > Brown - New K-...'. The main content area is titled 'Tasks - Current View: All' and displays a table with 4 items. The 'Collaboration' menu item in the left sidebar is circled in red. A red arrow points to the first row of the table, 'Applications for Payment K12'.

Type	Number	Title	Re Du	From	Sent for	Task
Applications for Payment K12	PR-0008	Test PR		Katie Tuttle,so	District Approval	
Subcontractor/Supplier Declaration	SMSD-002	SMSD		Katie Tuttle,so	AE Declaration Review	
Contract Modification K12	CM-0002	Test Pr		Katie Tuttle,so	Proposal Creation	
Contract K12	CON-001	SOV Te		Barbara Taylor	Notice To Commence Se	

Task Action

- ▶ Click Accept Task to begin work on your Task

Applications for Payment - Application for Payment 005 Summary - Project No. SFC-140349.05 - Windows Internet Explorer

File Edit View Actions Help

Accept Task Decline Task Line Item History SOV Close Window

General Applications for Payment

General

Project Name: Bowman Primary Elementary - Renovate Record Number: PR-0005
 Project Number: SFC-140349.05 Creator: Khori Baylor
 Organization Name: Lebanon CSD Creation Date: 11/03/2015 04:37 PM Local (GMT-5)
 Facility Name: Bowman Primary Elementary - Renovate Status: Pending
 Title: Application for Payment 005 Summary Request Date:

Task Details

From: Paul Motvinski Task Due Date: Task Notes (0)
 To: District Rep: Eric Solzing Task Status: Not Started
 Cc:
 Sent For: District Approval

Pay Request Details

Current View: All Show Currency in: Transaction Currency

17 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(\$)	Current Material Stored
017	CE-D30-23M	HVAC - Equipment	594.70	0.00	594.70	0.00	100.00	0.00	0.00	0.00
016	CE-C20-09M	Change Conc. S to VET	4,666.02	0.00	4,666.02	0.00	100.00	0.00	0.00	0.00
015	CE-C20-09L	Change Conc. S to VET	1,604.88	0.00	1,604.88	100.00	0.00	0.00	0.00	0.00
014	CE-C20-09M	Change Conc. S to VET	1,295.05	0.00	1,295.05	100.00	0.00	0.00	0.00	0.00

Find Total Amount: \$ 22,363.14

Attachments (2) Linked Records (0) General Comments Linked Mail (0)

School District Approval

- ▶ District Rep or District Treasurer:
 - ▶ Review the Application for Payment
 - ▶ Review Funding Distribution

Click the General Tab to expand upper form

Applications for Payment - Pay App 4 - October 2015 - Project No. SFC-150369.01 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Approve

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment

Payment Requested

Enter Previous Payment fields by copying the Sum of Labor Payments and Sum of Material Payments from the previous pay request.

Earned for Labor:	677,163.23	Earned for Materials:	42,958.76		
Withheld from Labor:	35,215.26	Withheld from Material:	0.00		
Previous Payments Labor:	105,127.42	Previous Payment Material:	0.00	Previous Payments:	105,127.42
Escrowed Payments Labor:	0.00	Escrowed Payments Material:	0.00		
Labor Payment Requested:	536,820.55	Material Payment Requested:	42,958.76	Total Requested:	579,779.31

Fund Distribution

Update the distribution of retainage, liens, liquidated damages, and other withholds in this block.

Earned To Date (\$):	720,121.99	Earned To Date LFI Portion (\$):	28,457.50	Earned To Date Project Fund (\$):	691,664.49
Previous Payments (\$):	105,127.42	Previous Payments from LFI (\$):	0.00	Previous Payments from Project Fund (\$):	105,127.42
Withheld This Period (\$):	35,215.26	Withheld from LFI (\$):	1,391.62	Withheld from Project Funds (\$):	33,823.64
Total Requested (\$):	579,779.31	LFI Portion (\$):	27,065.88	Project Fund Portion (\$):	552,713.43
		Sum of LFI Paid (\$):	27,065.88	Sum of Project Fund Paid (\$):	657,840.85

Action Details

Pay Request Details

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

School District Approval

- ▶ Choose Workflow Action
- ▶ Click Send
- ▶ Record will now go to District Treasurer for Payment Processing

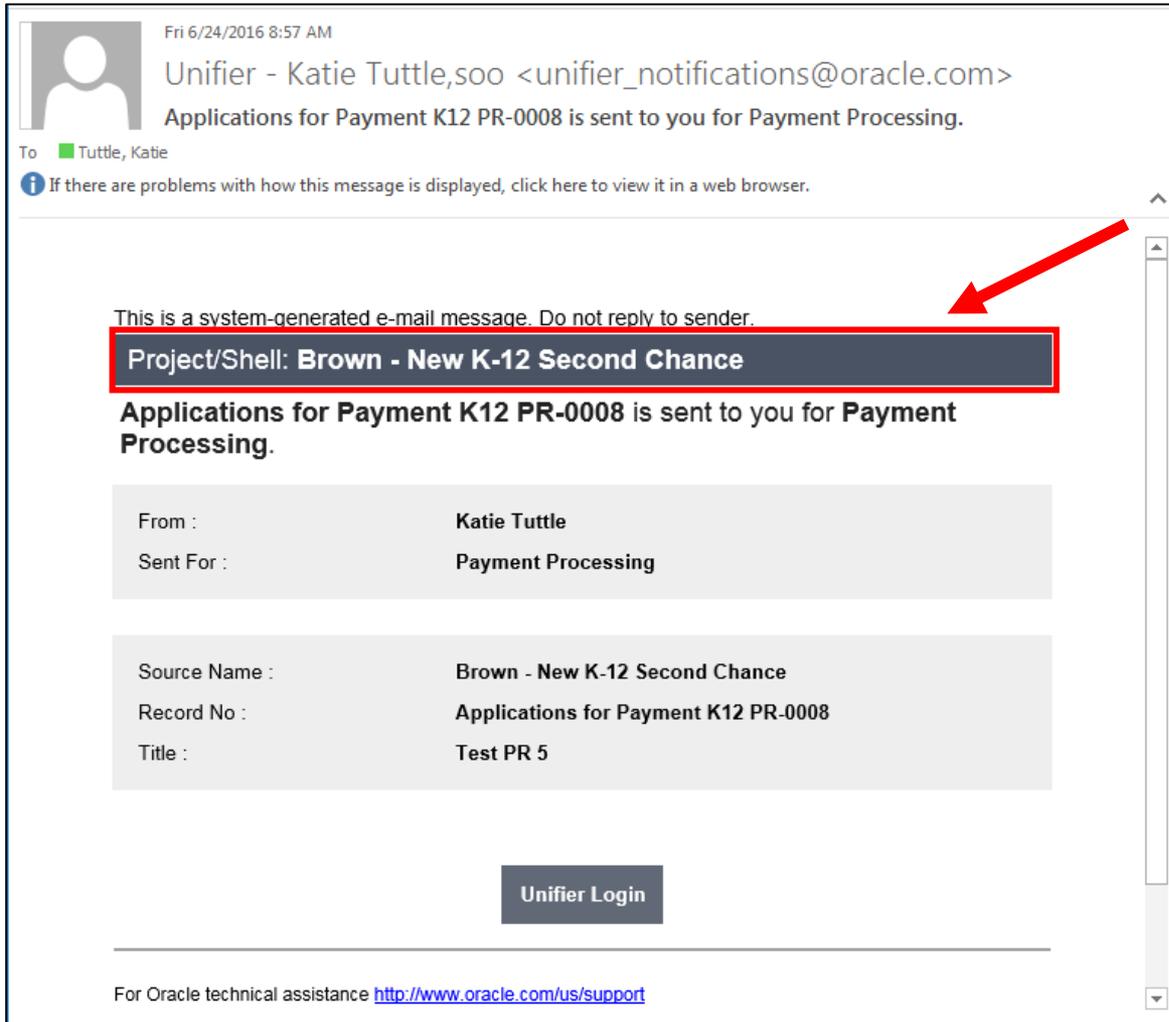
The screenshot shows a web application window titled 'Applications for Payment - Application for Payment 005 Summary - Project No. SFC-140349.05 - Windows Internet Explorer'. The interface includes a menu bar with 'File', 'Edit', 'View', 'Actions', and 'Help'. A 'Send' button is circled in red, with a red arrow pointing to it. The 'Workflow Actions' dropdown menu is also circled in red, showing options: 'Approve', 'Approve', and 'Return for Clarification'. Below the menu, the 'General' section contains fields for Project Name, Project Number, Organization Name, Facility Name, Record Number, Creator, Creation Date, and Status. The 'Action Details' section shows an 'Approve' button, a 'To:' field with 'Eric Sotzing, District Treasurer', a 'Cc...' field, and a 'Send For:' field with 'Payment Processing', which is also circled in red with a red arrow. The 'Pay Request Details' section shows a table with 17 items, including HVAC equipment and change conc. S to VET. The total amount is \$22,363.14.

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb(\$)	Current Material Stored
017	CE-D30-23M	HVAC - Equipment	594.70	0.00	594.70	0.00	100.00	0.00	0.00	0.0
016	CE-C20-09M	Change Conc. S to VET	4,666.02	0.00	4,666.02	0.00	100.00	0.00	0.00	0.0

Payment Processing Step

Receive an Email

- ▶ The District Treasurer will receive an email notification that they have an **Application for Payment** sent to them for **Payment Processing**



Fri 6/24/2016 8:57 AM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>
Applications for Payment K12 PR-0008 is sent to you for Payment Processing.

To:  Tuttle, Katie

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This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: Brown - New K-12 Second Chance

Applications for Payment K12 PR-0008 is sent to you for Payment Processing.

From : Katie Tuttle
Sent For : Payment Processing

Source Name : Brown - New K-12 Second Chance
Record No : Applications for Payment K12 PR-0008
Title : Test PR 5

[Unifier Login](#)

For Oracle technical assistance <http://www.oracle.com/us/support>

Access Your Project

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The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes the Oracle logo, 'PRIMAVERA Unifier', and the user name 'Katie Tuttle'. Below the navigation bar, there are browser tabs for 'Home', 'Talawanda-CSD...', and 'Brown - New K-...'. The search bar contains 'oci'. A dropdown menu titled 'Matched Locations' is open, showing a list of project locations. The selected location is 'OCI-150041.02 Brown - New K-12'. Below this, there is a 'Key Locations' section and a table titled 'Tasks or New uMails:'.

Project Number	Name	Tasks	uMails	Company Name
OCI-150041.03	Brown - New K-12 Second Chance	4 Total, 3 New, 0 Late		State of Ohio
OCI-150041.02	Brown - New K-12	3 Total, 2 New, 0 Late		State of Ohio
OCI-150041	Brown-LSD-CAR-ENP-2012	1 Total, 1 New, 0 Late		State of Ohio
OCI-150011.01	Unit Test Building 1	1 Total, 0 New, 0 Late		State of Ohio
OCI-140363.01	Talawanda- Kramer Elementary	10 Total, 3 New, 0 Late		State of Ohio

On the right side of the interface, there is a section titled 'Items Requiring Your Attention' with the following summary:

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 - ▶ Collaboration
 - ▶ Tasks
- ▶ Double-click the Application for Payment to open

The screenshot displays the Oracle Primavera Unifier web application interface. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this, there are browser tabs and a breadcrumb trail: 'Home > Talawanda-CSD... > Brown - New K...'. The main interface is divided into a left sidebar and a main content area. The sidebar contains a 'User' section with a red circle around the 'Collaboration' link, and a 'Tasks' section. The main content area shows a 'Tasks' list with the following data:

Type	Number	Title	Re Du	From	Sent for	Task Due
Applications for Payment K12	PR-0008	Test PR		Katie Tuttle,so	Payment Processing	
Subcontractor/Supplier Declaration	SMSD-002	SMSD		Katie Tuttle,so	AE Declaration Review	
Contract Modification K12	CM-0002	Test Pr		Katie Tuttle,so	Proposal Creation	
Contract K12	CON-001	SOV Te		Barbara Taylor	Notice To Commence Se	

Task Action

- ▶ Click Accept Task to begin work on your task

The screenshot displays a web browser window titled 'Applications for Payment - Application for Payment 003 - Project No. SFC-140349.05 - Windows Internet Explorer'. The 'Accept Task' button in the top menu is circled in red, with a red arrow pointing to it. The main content area is divided into several sections:

- General:** Contains fields for Project Name (Bowman Primary Elementary - Renovation), Project Number (SFC-140349.05), Organization Name (Lebanon CSD), Facility Name (Bowman Primary Elementary - Renovation), Record Number (PR-0003), Creator (Justin Conger), Creation Date (07/15/2015 08:35 PM Local (GMT-5)), Status (Approved), and Request Date.
- Task Details:** Shows 'From: Eric Sotzing', 'To: District Treasurer Eric Sotzing', 'Sent For: Payment Processing', 'Task Due Date', 'Task Status: Not Started', and 'Task Notes (0)'.
- Pay Request Details:** Includes a table with 123 items, a 'Find' search box, and a 'Total Amount: \$ 1,243,304.02'.

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb(\$)	Current Material Stored
123	CE-Z7070-SE	Bond & Insurance	36,500.00	7,515.35	28,984.65	0.00	0.00	100.00	0.00	0.00
122	CE-Z10-OTL	Progress Meeting Attendance	18,280.00	9,140.00	5,484.00	80.00	0.00	0.00	0.00	0.00
121	CE-Z10-OTL	Daily Cleanup	2,250.00	1,125.00	675.00	80.00	0.00	0.00	0.00	0.00

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.**

Applications for Payment - Stiles - New Pay Application #1 - Project No. SFC-130315.22 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Save Spelling... Add Attachment Discussion SOV Close Window

General Applications for Payment

Payment Requested

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

Earned for Labor:	66,106.80	Earned for Materials:	652,017.48
Withheld from Labor:	5,288.54	Withheld from Material:	0.00
Previous Payments Labor:	0.00	Previous Payment Material:	0.00
Escrowed Payments Labor:	0.00	Escrowed Payments Material:	0.00

Labor Payment Requested: 60,818.26 Material Payment Requested: 652,017.48 **Total Requested: 712,835.74**

LFI Portion (\$): 47,403.57 Project Fund Portion (\$): 665,432.17

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

PO Number 1:	1412512	PO 1 Amount (\$):	13,261,470.00	PO 1 Amount Applied (\$):	0.00
PO Number 2:		PO 2 Amount (\$):	0.00	PO 2 Amount Applied (\$):	0.00
PO Number 3:		PO 3 Amount (\$):	0.00	PO 3 Amount Applied (\$):	0.00
PO Number 4:		PO 4 Amount (\$):	0.00	PO 4 Amount Applied (\$):	0.00

Action Details

Pay Request Details

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

Creating a New Voucher Record

- ▶ To record your Voucher in Oaks CI navigate to:
 - ▶ Logs -> Vouchers K-12
 - ▶ Click New

The screenshot displays the Oracle Primavera Unifier web application interface. The top navigation bar includes the Oracle logo, the application name 'PRIMAVERA Unifier', and the user name 'Katie Tuttle'. Below this is a browser window with 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 a red underline and an 'Admin' section with a red circle around the 'New' button. The 'Admin' section is expanded, showing a list of menu items. A red circle highlights the 'Logs' item, and a red arrow points from the text 'Click New' in the list to the 'New' button in the sidebar. The main content area shows a table titled 'Vouchers K12 - Current View: All' with 3 items. The table has columns for 'Payment ID' and 'Vendor Name'. The first row shows 'American Electric Power', and the second and third rows show 'FMD Architects Inc.'.

Payment ID	Vendor Name
	American Electric Power
	FMD Architects Inc.
	FMD Architects Inc.

Voucher Upper Form

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

Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form,0&b=uv1k&bpcsvimport

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

Vouchers K12

General

Record the payment voucher or check used to pay the invoice selected below. This record can be edited when required. Attachments can be uploaded from your desktop. Click 'Finish Editing' to save the record. NOTE: This BP does not generate payments, that must be done in your financial system of record.

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status: Paid

Title: Pay Application 1 Payment Purpose: Application for Payment

Financial System of Record: District

Select the one invoice paid by this voucher from one of the next four blocks. The other blocks are left blank. Only one invoice may be tied to this voucher.

Application for Payment

Select the Application for Payment to Voucher. Only one invoice may be paid on this voucher

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

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

LFI Portion (\$): \$0.00 Project Fund Portion (\$): \$0.00

Contract Retainage

Select a Contractor Pay Request to Voucher for Retainage Escrow.

Voucher Distribution Lin...

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

Voucher Upper Form

- ▶ Plug in the Appropriate Application for Payment

The screenshot shows the 'Create New Vouchers K12' web form in Google Chrome. The form is titled 'Vouchers K12' and is in the 'General' tab. The 'General' section contains the following fields:

- Project Number: SFC-080001
- Project Name: OAKS CI District Training Project 1
- Organization Name: OAKS CI District Training Project - 1
- Facility Name: (empty)
- Title: Pay Application 1

The 'Application for Payment' section contains the following fields:

- Pay Request Name: 03 District Training PR (highlighted with a red box and a red arrow pointing to the picker window)
- Pay Request Amount (\$): \$20,000.00
- Labor Payment Requested: \$20,000.00
- LFI Portion (\$): \$0.00
- Material Payment Requested: \$0.00
- Project Fund Portion (\$): \$20,000.00

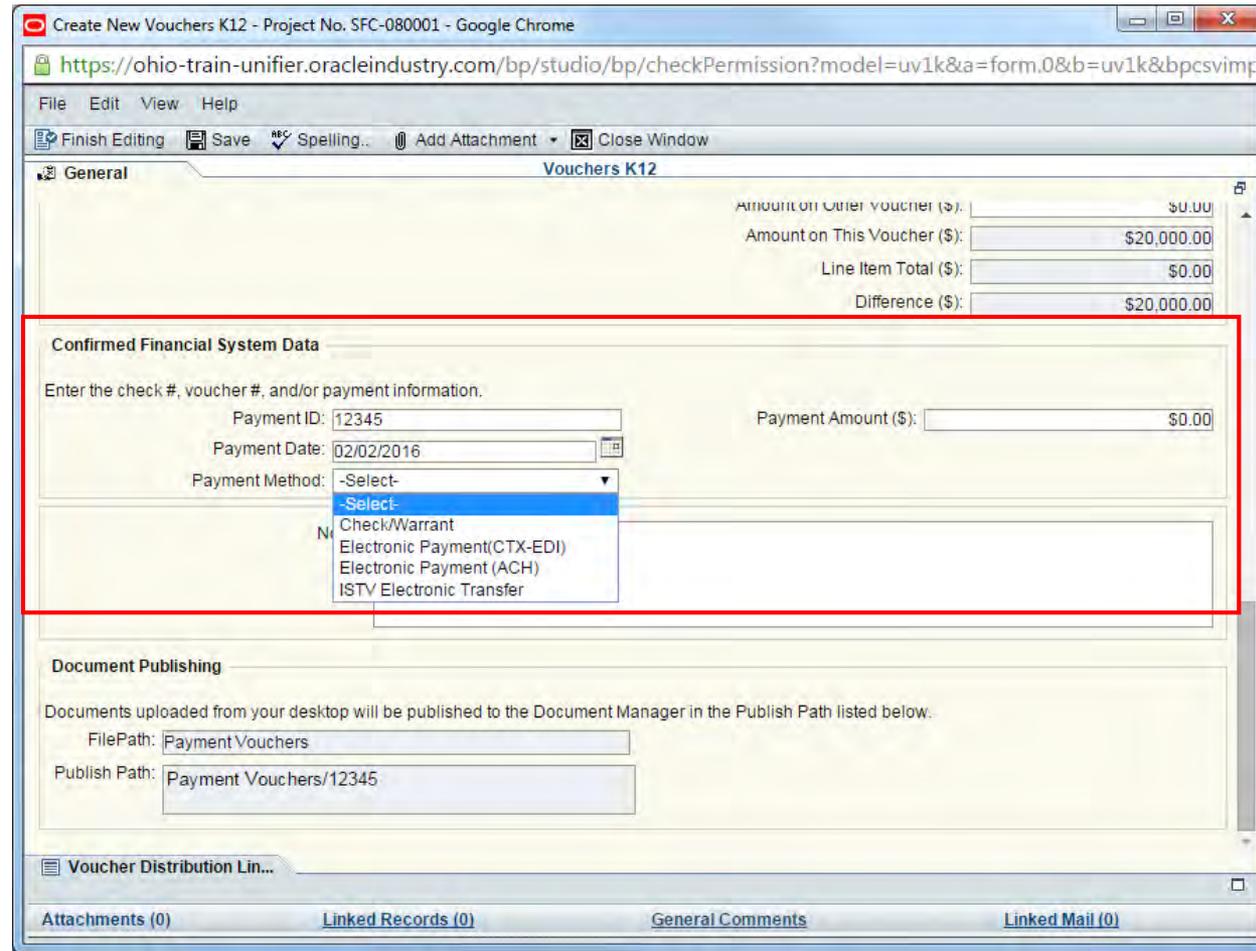
The 'Applications for Payment K12' picker window is overlaid on the right side of the form. It shows a table of applications for payment:

Title	Contract SOV	Contractor Name	Percent Complete
03 District Training PR 02	03 District Training	Dynamix Engineering	
03 District Training PR 01	03 District Training	Dynamix Engineering	
SFC-080001-02-01 PR 1	SFC-080001-02-0	Dynamix Engineering	

The bottom of the form shows navigation links: Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

Financial System Data

- ▶ Scroll down to the Confirmed Financial System Data Section
- ▶ Plug in: 
 - ▶ Voucher ID number (Check #)
 - ▶ Payment Date
 - ▶ Payment Method
 - ▶ Payment Amount



Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimf

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers K12

Amount on Other voucher (\$): \$0.00

Amount on This Voucher (\$): \$20,000.00

Line Item Total (\$): \$0.00

Difference (\$): \$20,000.00

Confirmed Financial System Data

Enter the check #, voucher #, and/or payment information.

Payment ID: 12345 Payment Amount (\$): \$0.00

Payment Date: 02/02/2016

Payment Method: -Select-

- Select-
- Check/Warrant
- Electronic Payment(CTX-EDI)
- Electronic Payment (ACH)
- ISTV Electronic Transfer

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: Payment Vouchers

Publish Path: Payment Vouchers/12345

Voucher Distribution Lin...

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

Voucher Distribution Lines

- ▶ Click- Voucher Distribution Lines Tab

The screenshot shows a web browser window titled "Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome". The URL is <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimp>. The browser's menu bar includes "File", "Edit", "View", and "Help". The toolbar contains "Finish Editing", "Save", "Spelling..", "Add Attachment", and "Close Window".

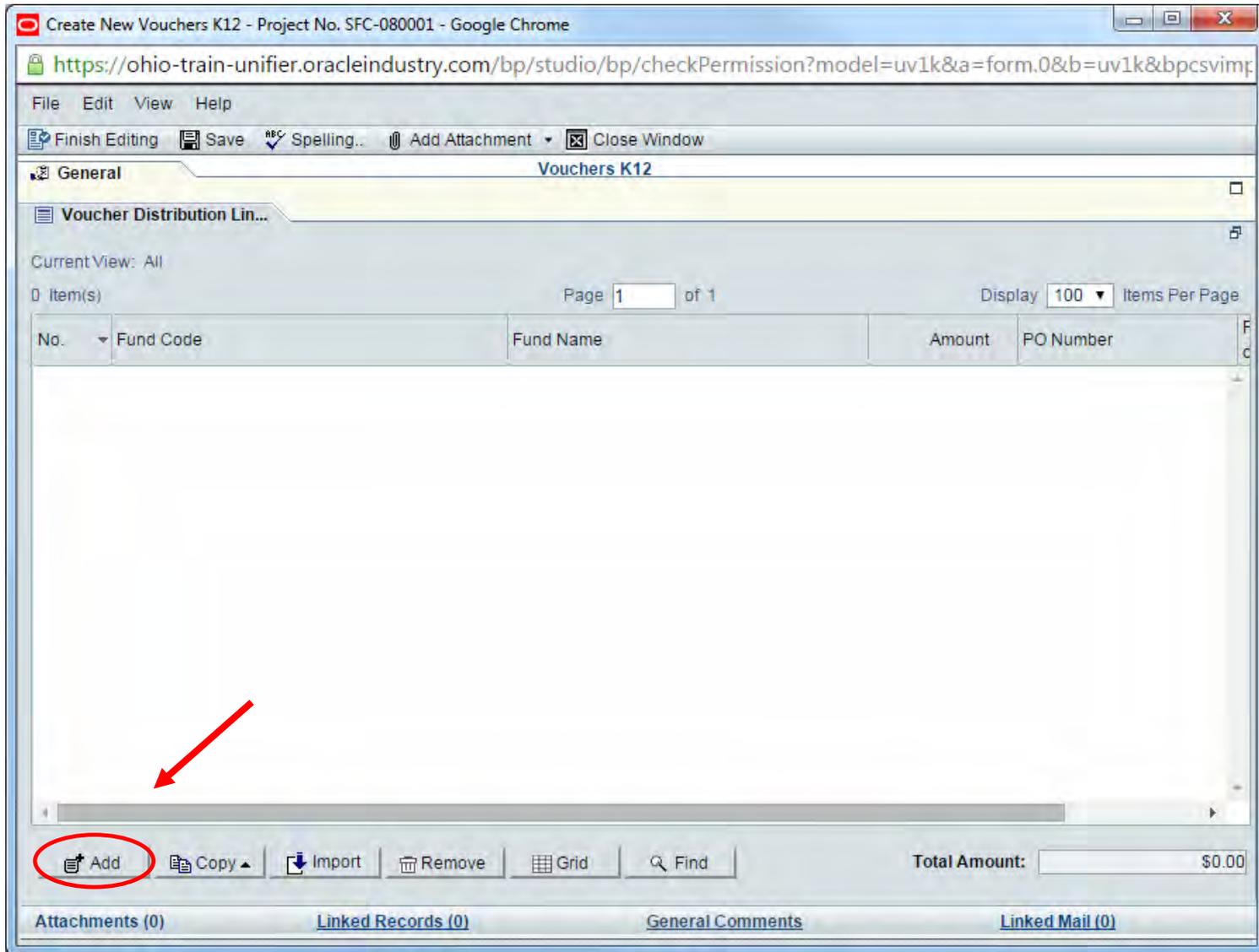
The main content area is titled "Vouchers K12" and has a "General" tab selected. It contains several sections:

- Amounts:** A table with four rows: "Amount on Other voucher (\$):" with value "\$0.00", "Amount on This Voucher (\$):" with value "\$20,000.00", "Line Item Total (\$):" with value "\$0.00", and "Difference (\$):" with value "\$20,000.00".
- Confirmed Financial System Data:** A section with the instruction "Enter the check #, voucher #, and/or payment information." It includes fields for "Payment ID:" (value: 12345), "Payment Date:" (value: 02/02/2016), "Payment Method:" (value: -Select-), and "Payment Amount (\$):" (value: \$0.00).
- Notes:** A large empty text area.
- Document Publishing:** A section with the instruction "Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below." It includes fields for "FilePath:" (value: Payment Vouchers) and "Publish Path:" (value: Payment Vouchers/12345).

At the bottom of the form, there are four tabs: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)". The "Voucher Distribution Lin..." tab is circled in red, and a red arrow points to it from the left.

Voucher Distribution Lines

- ▶ Click Add



Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvim

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers K12

Voucher Distribution Lin...

Current View: All

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

No.	Fund Code	Fund Name	Amount	PO Number
-----	-----------	-----------	--------	-----------

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
- ▶ Click OK

Line Item - Google Chrome

<https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/database/itemopen?a>

Spelling... Attach Delete Line Item

Vouchers K12 Line Item:

General

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

Fund Name: OCI Test Fund

Short Description: Test Fund *

Amount (\$): \$5,000.00 *

Financial System of Record: -Select-

PO Reference

Enter the PO reference for this line item.

OAKS PO No.: Select...

OAKS PO No.: OAKS PO Amount: \$0.00 (\$):

Notes:

Attachments (0) Linked Records (0)

OK Cancel

Fund Code - Google Chrome

<https://ohio-train-unifier.oracleindustry.com/bp/fsm/compai>

Open Find Close Window

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

- ▶ All of your lines will show in the Voucher Distribution Lines tab

The screenshot shows a web browser window titled "Vouchers K12 - Test - Project No. SFC-080001 - Google Chrome". The address bar contains the URL: <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1k&a=form.0&b=uv1k&srcid=13&id=13&so>. The application 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 K12" and has a tab for "Voucher Distribution Lin...". Below the tab, it indicates "Current View: All" and "3 Item(s)". The table below shows the distribution lines:

No.	Fund Code	Fund Name	Amount	PO Number
003	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$50,000.00	
002	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$50,000.00	
001	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$15,000.00	

At the bottom of the interface, there is a toolbar with icons for Add, Copy, Import, Remove, Grid, and Find. A "Total Amount:" field displays "\$115,000.00". Below the toolbar 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 created

Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimj

File Edit View Help

Finish Editing Save Spelling Add Attachment Close Window

General Vouchers K12

General

Record the payment voucher or check used to pay the invoice selected below. This record can be edited when required. Attachments can be uploaded from your desktop. Click 'Finish Editing' to save the record. NOTE: This BP does not generate payments, that must be done in your financial system of record.

Project Number:	SFC-080001	Record Number:	VOU-0003
Project Name:	OAKS CI District Training Project 1	Creator:	Katie Tuttle
Organization Name:	OAKS CI District Training Project - 1	Creation Date:	
Facility Name:		Status:	Paid
Title:	Pay Application 1	Payment Purpose:	Application for Payment
		Financial System of Record:	-Select-

Select the one invoice paid by this voucher from one of the next four blocks. The other blocks are left blank. Only one invoice may be tied to this voucher.

Application for Payment

Select the Application for Payment to Voucher. Only one invoice may be paid on this voucher

Pay Request Name:	03 District Training PR	Pay Request Amount (\$):	\$20,000.00
Labor Payment Requested:	\$20,000.00	Material Payment Requested:	\$0.00
LFI Portion (\$):	\$0.00	Project Fund Portion (\$):	\$20,000.00

Contract Retainage

Voucher Distribution Lin...

Attachments (0) Linked Records (0) General Comments 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 application interface. The top navigation bar includes the Oracle logo and the text 'PRIMAVERA Unifier'. Below this, there are browser tabs for 'Home', 'Talawanda-CSD...', and 'Brown - New K...'. The main content area shows a breadcrumb trail: 'School Facilities > Brown-LSD-CA.. > Brown - New K...'. A left-hand navigation pane is visible, with the 'Collaboration' menu item circled in red. The main workspace displays a 'Tasks' list with the following data:

Type	Number	Title	Re Du	From	Sent for	Task Due
Applications for Payment K12	PR-0008	Test PR		Katie Tuttle,so	Payment Processing	
Subcontractor/Supplier Declaration	SMSD-002	SMSD		Katie Tuttle,so	AE Declaration Review	
Contract Modification K12	CM-0002	Test Pr		Katie Tuttle,so	Proposal Creation	
Contract K12	CON-001	SOV Te		Barbara Taylor	Notice To Commence Se	

Complete Payment Processing Step

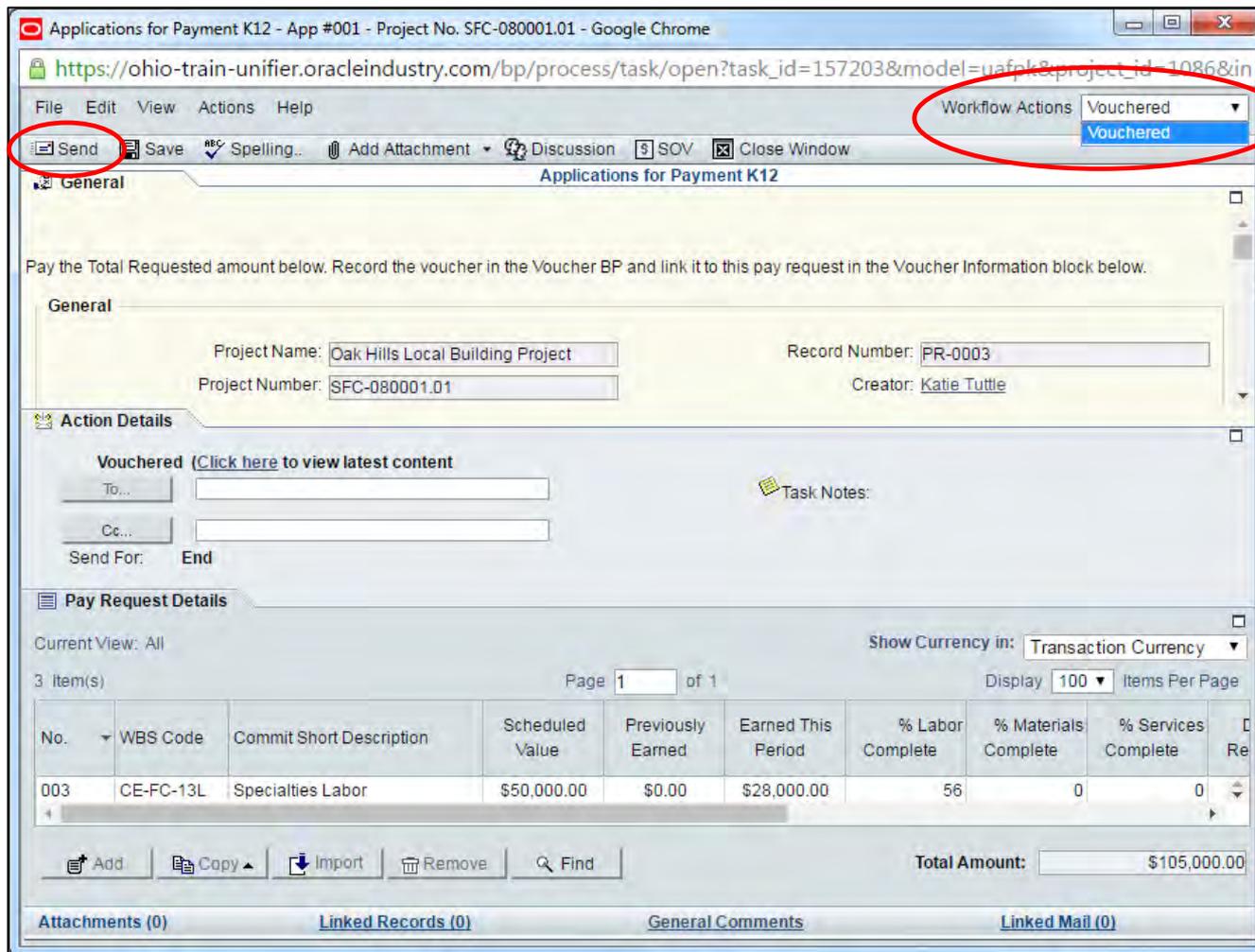
- ▶ Scroll to the bottom of the Task
- ▶ Click Select next to Voucher and choose the Appropriate Voucher

The screenshot displays the Oracle Applications for Payment K12 interface. The main window shows the 'Purchase Order Information' section with five PO entries. The 'Voucher Information' section has five voucher entries, with the first one containing the text 'test' and a 'Select...' button highlighted by a red box. A red arrow points from this button to a smaller 'Vouchers K12' picker window. This picker window shows a table of available vouchers.

Payment ID	Vendor Name	Amount (\$)	Title
12345	Dynamix Engineering	20,000.00	Pay Application
	Dynamix Engineering	115,000.00	Test
009000	Dynamix Engineering	30,000.00	test

Complete Payment Processing Step

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



The screenshot shows the Oracle Applications for Payment K12 interface. The browser title is "Applications for Payment K12 - App #001 - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=157203&model=uafpk&project_id=1086&in. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with buttons for Send, Save, Spelling, Add Attachment, Discussion, SOV, and Close Window. The "Send" button is highlighted with a red arrow. The "Workflow Actions" dropdown menu is also highlighted with a red circle and set to "Vouchered".

The main content area is titled "Applications for Payment K12" and contains the following sections:

- General**: Pay the Total Requested amount below. Record the voucher in the Voucher BP and link it to this pay request in the Voucher Information block below.
 - Project Name: Oak Hills Local Building Project
 - Record Number: PR-0003
 - Project Number: SFC-080001.01
 - Creator: Katie Tuttle
- Action Details**: Vouchered (Click here to view latest content). Includes fields for To... and Cc... and a Send For: End button.
- Pay Request Details**: Current View: All. Show Currency in: Transaction Currency. 3 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	Re
003	CE-FC-13L	Specialties Labor	\$50,000.00	\$0.00	\$28,000.00	56	0	0	

Total Amount: \$105,000.00

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

Questions?

Please contact OAKS CI Support Desk:

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