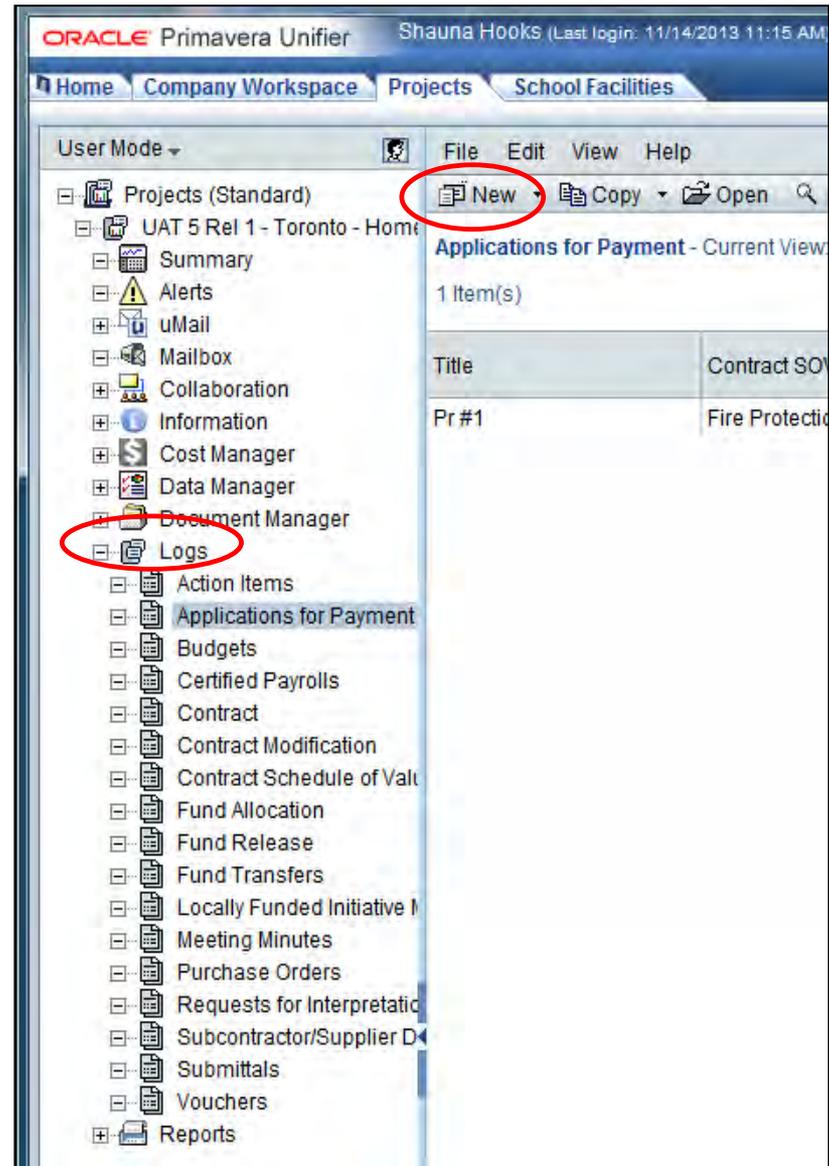




Application for Payment (A/E, CxA, OA) K-12 Legacy

Application for Payment Creation

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Application for Payment
 - ▶ Click New
 - ▶ Select Workflow



Complete General Block

- ▶ All fields marked with a red * are required
- ▶ Fill out any additional information

Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Applications for Payment

General

Complete the General, Certified Payroll, and Previous Pay Request blocks; then complete the Pay Request Details on the lower form by clicking Add.

General

Project Name: UAT 5 Rel 1 - Toronto Record Number:

Project Number: OCI-130002 Creator: [Shauna Hooks](#)

Organization Name: Toronto City School District Creation Date:

Facility Name: High School-Toronto Status:

Title: *

Contract Reference: Select... *

Final Payment?: -Select- *

Request Date:

Vendor Name:

EDGE Certified Prime?:

Retainage Release Requested?: No

Period From: *

Period To: *

Internal Ref. Number: AE Approval Date:

Certified Payroll

Create a Certified Payroll record containing all data associated with this pay request and set the status to Complete. Select the record here.

Certified Payroll: Select...

Pay Request Period Start: Pay Request Period End:

Previous Pay Request

Select your most recent, approved pay request. For first pay request leave blank.

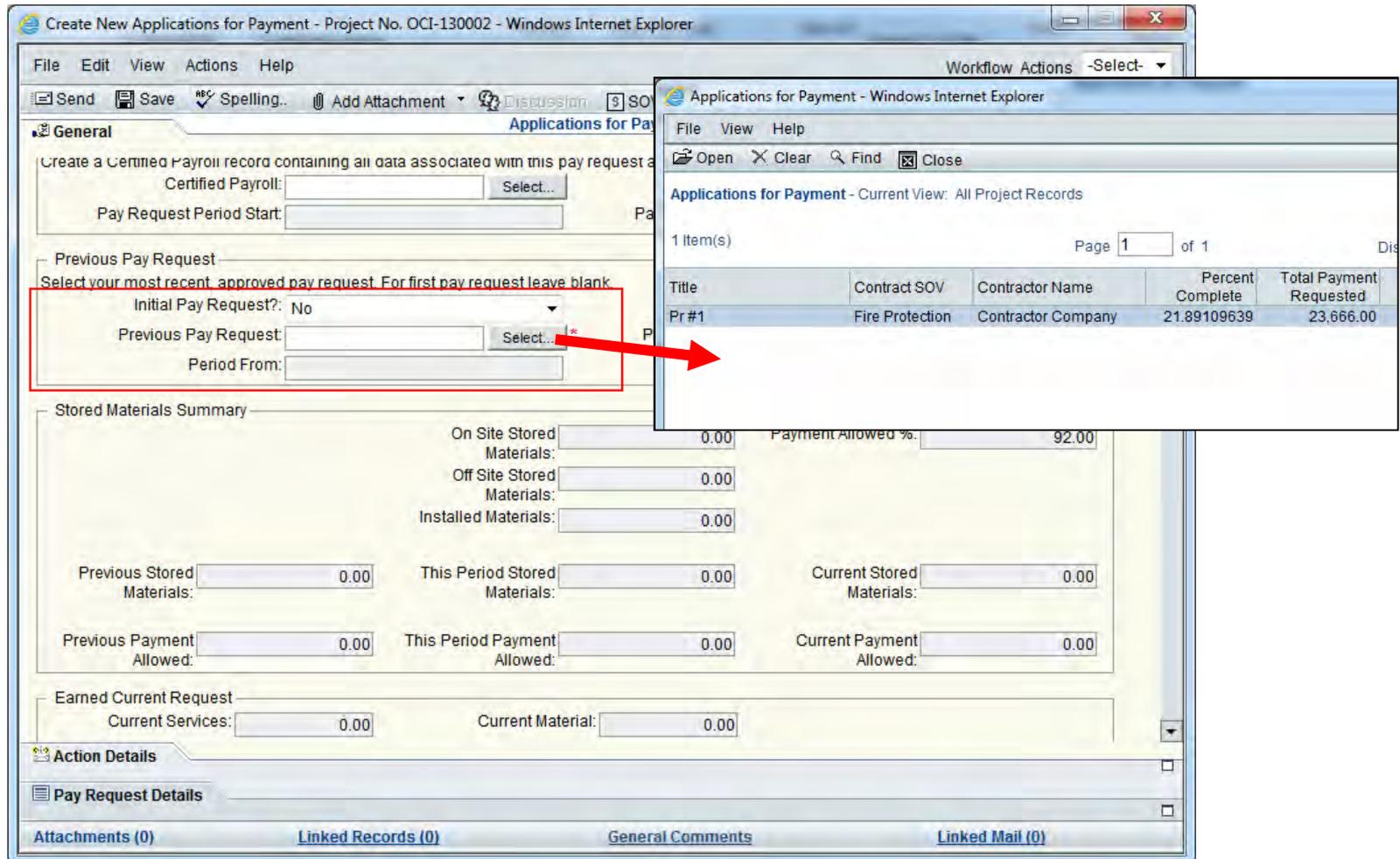
Action Details

Pay Request Details

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

Previous Pay Request

- ▶ Select whether this is the initial pay request
- ▶ If not, click select to choose previous pay request. **Very Important!**



The screenshot shows a web application window titled "Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer". The main window has a menu bar (File, Edit, View, Actions, Help) and a toolbar (Send, Save, Spelling, Add Attachment, Discussion, SO). The "General" tab is active, showing a form for creating a new application. The "Previous Pay Request" section is highlighted with a red box and contains the following fields:

- Initial Pay Request?: No
- Previous Pay Request: [Dropdown Menu] Select... *
- Period From: [Text Field]

A red arrow points from the "Select..." button to an inset window titled "Applications for Payment - Windows Internet Explorer". This inset window shows a table of previous pay requests:

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested
Pr #1	Fire Protection	Contractor Company	21.89109639	23,666.00

The main window also includes sections for "Stored Materials Summary" (On Site Stored Materials: 0.00, Off Site Stored Materials: 0.00, Installed Materials: 0.00), "Previous Stored Materials" (0.00), "This Period Stored Materials" (0.00), "Current Stored Materials" (0.00), "Previous Payment Allowed" (0.00), "This Period Payment Allowed" (0.00), "Current Payment Allowed" (0.00), "Earned Current Request" (Current Services: 0.00, Current Material: 0.00), and "Action Details" (Pay Request Details). At the bottom, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Review SOV

- ▶ Prior to adding lines to your pay request, you may want to view the remaining balance on your SOV (Schedule of Values)
- ▶ Click SOV at the top of your window

Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment

Action Details

Pay Request Details

Current View: All

0 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	Current Material Stored	\$ of M St On
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Total Amount: \$ 0.00

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

Review SOV

- ▶ This allows you to look at the Scheduled Value and Commits Remaining Balance for each of the line items on your SOV
- ▶ You can also export the SOV to Excel by clicking Export and choosing the Summary Schedule of Values Sheet

Schedule of Values- (Base Record: CSOV-04) - Internet Explorer
https://oaksci.dev.osfc.ohio.gov/bp/psov/view/processing?docid=0&recordid=130

File Edit View
Export Import Rows Split Fund Assignment

Summary Schedule of Values Sheet

Breakdowns Currency: United States Dollar (USD)

Ref.	WBS Item	WBS Code	Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete	Material
1	Insurance	CE-01-IN		\$500.00	\$0.00	\$0.00	\$100.00	
2	Bond	CE-01-SB		\$800.00	\$800.00	\$0.00	\$0.00	
3	Setup Shed	CE-01-MBL		\$700.00	\$700.00	\$0.00	\$0.00	
4	Shed	CE-01-MBM		\$500.00	\$40.00	\$0.00	\$0.00	
5	Earthwork	CE-SI-31L		\$1,500.00	\$1,200.00	\$20.00	\$0.00	
6	Equipment Rental	CE-SI-31M		\$1,200.00	\$960.00	\$0.00	\$20.00	
7	Concrete Foundation	CE-FC-03L		\$8,000.00	\$8,000.00	\$0.00	\$0.00	
8	Foundation Material	CE-FC-03M		\$4,200.00	\$4,200.00	\$0.00	\$0.00	
9	Block/Stone Walls	CE-FC-04L		\$5,500.00	\$5,500.00	\$0.00	\$0.00	
10	Wall Materials	CE-FC-04M		\$4,100.00	\$4,100.00	\$0.00	\$0.00	
11	Paint	CE-FC-07L		\$500.00	\$500.00	\$0.00	\$0.00	
12	Paint	CE-FC-07M		\$0.00	\$0.00	\$0.00	\$0.00	
Total \$				\$27,500.00	\$26,000.00	\$20.00	\$120.00	

javascript:psovsheetExport('summary') Apply OK Close

Review SOV

- ▶ This is how your SOV will look in Excel
- ▶ **Note:** This file is for reference only. It cannot be re-imported into OAKS CI

Summary_Schedule_of_Value_Sheet (6) - Excel

Column: All

Note: This file is for reference only. The contents of this file cannot be modified and re-imported into the Schedule of Value Sheet.

Line Item	WBS Item	WBS Code Breakdown	Scheduled Value	Commits Remaining Balance	% Labor Complete	% Materials Complete
4	1 Insurance	CE-01-IN	\$500.00	\$0.00	\$0.00	\$100.00
6	2 Bond	CE-01-SB	\$800.00	\$800.00	\$0.00	\$0.00
7	3 Setup Shed	CE-01-MBL	\$700.00	\$700.00	\$0.00	\$0.00
8	4 Shed	CE-01-MBM	\$500.00	\$40.00	\$0.00	\$0.00
9	5 Earthwork	CE-SI-31L	\$1,500.00	\$1,200.00	\$20.00	\$0.00
10	6 Equipment Rental	CE-SI-31M	\$1,200.00	\$960.00	\$0.00	\$20.00
11	7 Concrete Foundation	CE-FC-03L	\$8,000.00	\$8,000.00	\$0.00	\$0.00
12	8 Foundation Material	CE-FC-03M	\$4,200.00	\$4,200.00	\$0.00	\$0.00
13	9 Block/Stone Walls	CE-FC-04L	\$5,500.00	\$5,500.00	\$0.00	\$0.00
14	10 Wall Materials	CE-FC-04M	\$4,100.00	\$4,100.00	\$0.00	\$0.00
15	11 Paint	CE-FC-07L	\$500.00	\$500.00	\$0.00	\$0.00
16	12 Paint	CE-FC-07M	\$0.00	\$0.00	\$0.00	\$0.00

Add Line Items

- ▶ Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested
- ▶ Click on the **Pay Request Details** Tab
- ▶ Click Add

Create New Applications for Payment - Project No. OCI-130002 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment

Action Details

Pay Request Details

Current View: All

0 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	Current Material Stored	\$ of St On
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Add Copy Import Remove Find Total Amount: \$ 0.00

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

Add Line Items

- ▶ Enter a short description

Line Items - Windows Internet Explorer

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

Ref.	WBS Code *	WBS Item	Short Description *	Subcontract
001	CM-BS-PV	Program Verification Stage		
002	CM-BS-SD	Schematic Design Stage		
003	CM-BS-DD	Design Development		
004	CM-BS-CD	Construction Document Stag		
005	CM-BS-BA	Bidding & Award		
006	AE-BS-CN	Conformed Documents		
007	CM-BS-CA	Construction Stage		
008	CM-BS-CL	Closeout Deliverables		
009	CM-BS-PX	Preconstruction Services		
010	CM-BS-CA	Construction Services		
011	CM-RE-OT	Office Equipment		
012	CM-RE-OT	Office Supplies		
013	CM-RE-OT	Telephones		
014	CM-RE-OT	Postage and Shipping		
015	CM-RE-OT	Miscellaneous		

Total

OK Cancel

Add Line Items

- ▶ Enter a short description
 - ▶ Enter the % complete in the % Services Complete column
- OR**
- ▶ For a DPE or Reimbursable enter the **dollar amount** under the DPE or Reimbursable Column

Line Items - Internet Explorer
https://oaksci.dev.osfc.ohio.gov/bp/studio/bp/cost/opengrid?pref=ucsov&unit_price_check=16&from=&strModifiedRows=&model=ucpr&printable=5&colID=5177&Isize=0&refid=16&content_id=418&edit_form=1&budgetId=9&forSessionId=ucpr_5177_CDE5C339700736

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

Ref.	SOV Reference Number	WBS Code *	Description	Short Description *	Subcontractor/Supplier	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursables(\$)	Material
001		1 CM-BS-SD	Monterey Pre-Construction			30,188.55	0.00	0.00	0.00	0.00	0.00
002		2 CM-BS-CA	Monterey Construction			51,751.80	0.00	0.00	0.00	0.00	0.00
003		3 CM-BS-CL	Monterey Closeout			4,321.65	0.00	0.00	0.00	0.00	0.00
004		4 CM-BS-PX	Monterey PC(Andrew Marti)			1,970.00	0.00	0.00	0.00	0.00	0.00
005		5 CM-BS-PX	Monterey PC(Dale Weber)E			6,962.00	0.00	0.00	0.00	0.00	0.00
006		6 CM-BS-PX	Monterey PC(Jennifer Perie)	Services		307.00	0.00	0.00	75.00	0.00	0.00
007		7 CM-BS-PX	Monterey PC(Jim Jones) S			1,708.00	0.00	0.00	0.00	0.00	0.00
008		8 CM-BS-PX	Monterey PC(Kelly Jones)E			3,323.00	0.00	0.00	0.00	0.00	0.00
009		9 CM-BS-PX	Monterey PC(Michael Chris)			7,139.00	0.00	0.00	0.00	0.00	0.00
010		10 CM-BS-PX	Monterey PC(Rob Minshall)			9,618.00	0.00	0.00	0.00	0.00	0.00
011		11 CM-BS-PX	Monterey PC(Dale Weber)E			9,072.00	0.00	0.00	0.00	0.00	0.00
012		12 CM-BS-PX	Monterey PC(Suren Manoh)			651.00	0.00	0.00	0.00	0.00	0.00
013		13 CM-BS-PX	Monterey PC(Tom Drerup)E	DPE		4,970.00	0.00	0.00	0.00	50.00	0.00
014		14 CM-BS-PX	Monterey PC(Tony Ruscilli)			4,584.00	0.00	0.00	0.00	0.00	0.00
015		15 CM-BS-PX	Monterey C(Bill Mullet)Proj			19,431.00	0.00	0.00	0.00	0.00	0.00
016		16 CM-BS-PX	Monterey C(Bill Kamb)Supp			32,876.00	0.00	0.00	0.00	0.00	0.00
017		17 CM-BS-PX	Monterey C(Carrie Schick)E			3,863.00	0.00	0.00	0.00	0.00	0.00
018		18 CM-BS-PX	Monterey C(Jennifer Perie)			108.00	0.00	0.00	0.00	0.00	0.00
Total		0				244,532.00	0.00	0.00	75.00	50.00	

OK Cancel

Add Line Items

- ▶ Continue Adding Line Items
 - ▶ Line item information displays in the Pay Request Details
 - ▶ Continue to enter line items as necessary

Current View: All

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(\$)	Current Material Stored
002	CM-BS-PX	Monterey PC(Tom Drerup)Progr	4,970.00	0.00	50.00	0.00	0.00	0.00	50.00	0.
001	CM-BS-PX	Monterey PC(Jennifer Perie)Proj	307.00	0.00	230.25	0.00	0.00	75.00	0.00	0.

Total Amount: \$ 280.25

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

Add Attachments

- ▶ **Note:** Documents must first be uploaded to Document Manager
- ▶ To add any additional documentation
 - ▶ Click Add Attachment
 - ▶ Choose Unifier Folder and locate your documents
 - ▶ Click Open then Click OK

Current View: All

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned Th Period
002	CM-BS-PX	Monterey PC(Tom Drerup)Progr	4,970.00	0.00	50.00
001	CM-BS-PX	Monterey PC(Jennifer Perie)Proj	307.00	0.00	230.25

2 Item(s) Page 1 of 1

Total Amount: \$ 280.25

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

Submit Record

- ▶ Attachments populate at the bottom of your record
- ▶ Choose Workflow Action Submit
- ▶ Action Details will auto-populate the “to” field
- ▶ Click Send

Workflow Actions **Submit**

Send Save Spelling... Add Attachment Discussion SOV Close Window

General

Complete the General, Certified Payroll, and Previous Pay Request blocks; then complete the Pay Request Details on the lower form by clicking Add.

General

Project Name: South-Western-CSD-FRA-CFAP-2012 Record Number:

Project Number: SFC-130300 Creator: Rita Nichols

Organization Name: South-Western City School District IRN Creation Date:

Facility Name: Prairie Norton Existing Elementary Status:

Action Details

Submit

To: Angie Carder, Kaylie Ruff, OSFC All, OSFC PC,

Co:

Send For: Review and Validation

Task Notes:

Pay Request Details

Current View: All

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(\$)	Current Material Stored
002	CM-BS-PX	Monterey PC(Tom Drerup)Progr	4,970.00	0.00	50.00	0.00	0.00	0.00	50.00	0.
001	CM-BS-PX	Monterey PC(Jennifer Perie)Proj	307.00	0.00	230.25	0.00	0.00	75.00	0.00	0.

Total Amount: \$ 280.25

Attachments (1) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211