



Miscellaneous Invoice

K-12 Legacy

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 Purchase Order in Oaks CI navigate to:
 - ▶ Logs -> Miscellaneous Invoice
 - ▶ Click New

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays 'Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer'. The user is logged in as 'Shauna Hooks' with a last login of '08/11/2014 02:08 PM'. The interface includes a navigation menu with 'Home', 'Company Workspace', and 'School Facilities'. The main content area shows a tree view of documents under 'Lancaster-CSD-FAI-ENP-20'. The 'Logs' folder is highlighted with a red circle. The 'New' button in the top toolbar is also circled in red. A red arrow points from the 'Miscellaneous Invoice' folder in the tree view to the 'New' button. The right pane displays a table of 'Miscellaneous Invoice' items.

Title	Vendor Name
Sidewalk Repairs	Jackson Concrete
Sidewalk Repairs	Jackson Concrete
Victor - Signs	Victor's signs
Victor - Signs	Victor's signs
MI Test 1	Schorr Architects, I

Add Information

- ▶ Click the General tab to expand the upper form

Windows Internet Explorer window: Create New Miscellaneous Invoice - Project No. SFC-130322

Workflow Actions: -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: [Shauna Hooks](#)

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title:

Action Details

Create New Miscellaneous Invoice

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 Percent	LFI Portion
-----	----------	-----------	-------------------	--------	-------------	-------------

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

Windows Internet Explorer - Create New Miscellaneous Invoice - Project No. SFC-130322

File Edit View Actions Help Workflow Actions -Select-

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

Miscellaneous Invoice

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: Shauna Hooks

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title: Ground samples *

Contract Reference: Landscaping Select... * Original Commit Amount (\$): 15,000.00

Vendor Name: Jackson Lawns EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment:

Invoice Information

Invoice No.: 3456789 * Invoice Date: 08/11/2014 05:00 PM Local (GMT) *

Internal Ref. Number:

Amount (\$): 2,500.00 *

Line Item Total (\$): 0.00

Difference (\$): 2,500.00

Total LFI Share (\$): 0.00

Notes:

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

Create New Miscellaneous Invoice - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: Shauna Hooks

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title: Ground samples *

Contract Reference: Landscaping Select... * Original Commit Amount (\$): 15,000.00

Vendor Name: Jackson Lawns EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment:

Invoice Information

Invoice No.: 3456789 * Invoice Date: 08/11/2014 05:00 PM Local (GMT) *

Internal Ref. Number:

Amount (\$): 2,500.00 *

Line Item Total (\$): 0.00

Difference (\$): 2,500.00

Total LFI Share (\$): 0.00

Notes:

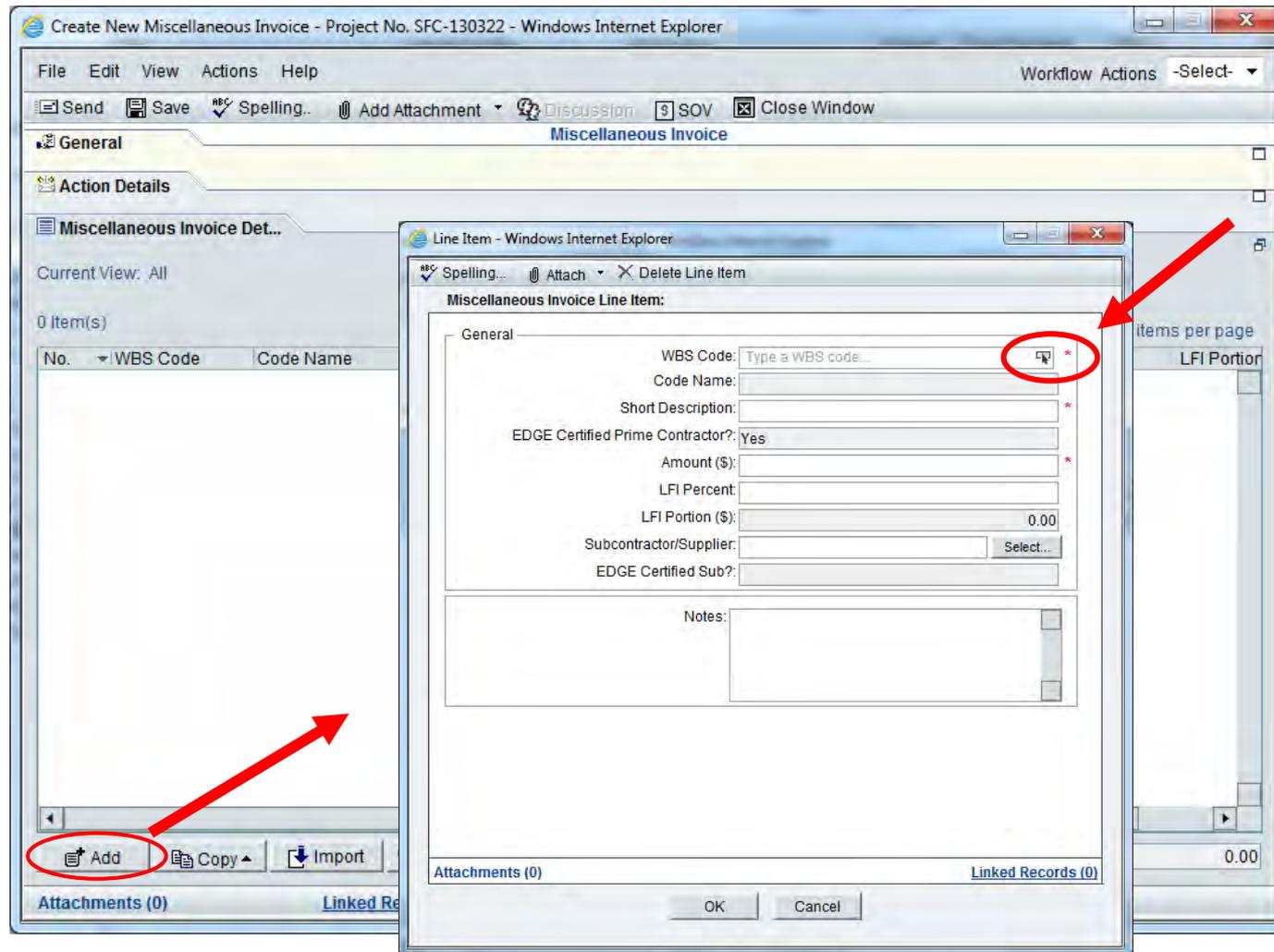
Action Details

Miscellaneous Invoice Det...

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

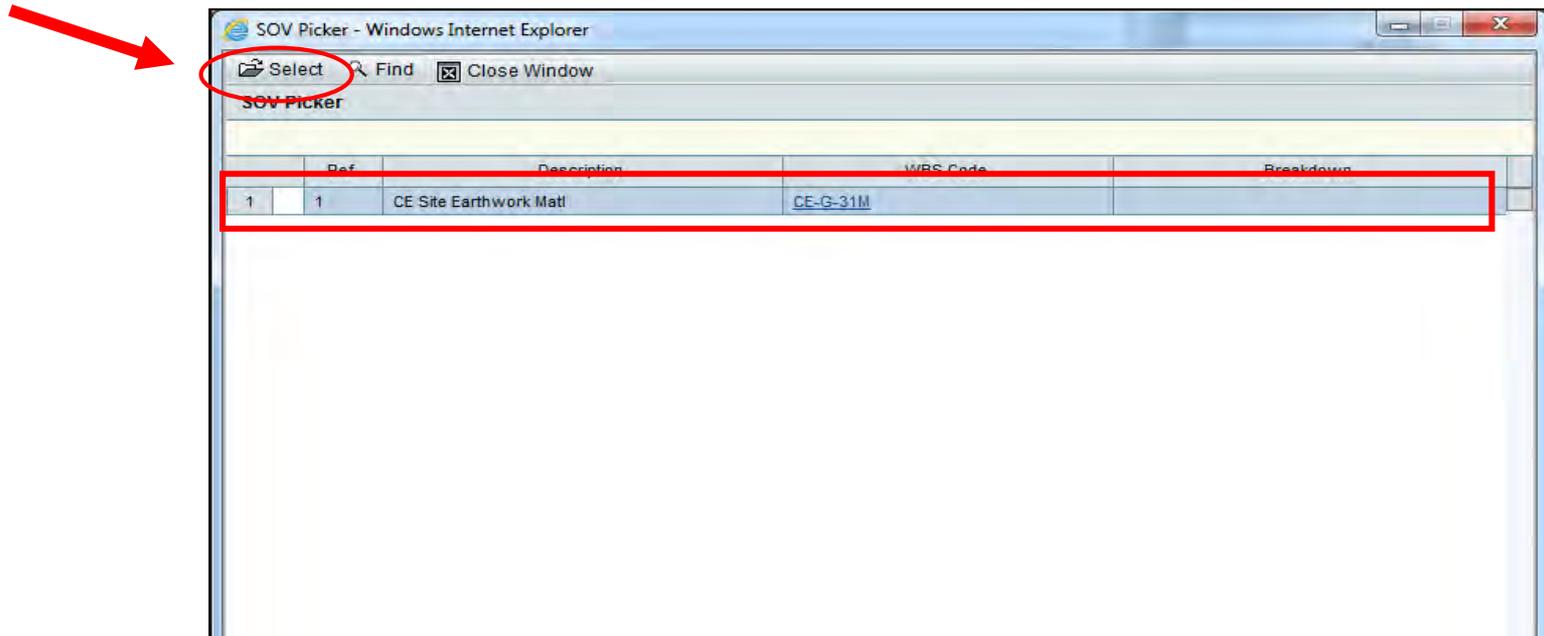
Add Line Items

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



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

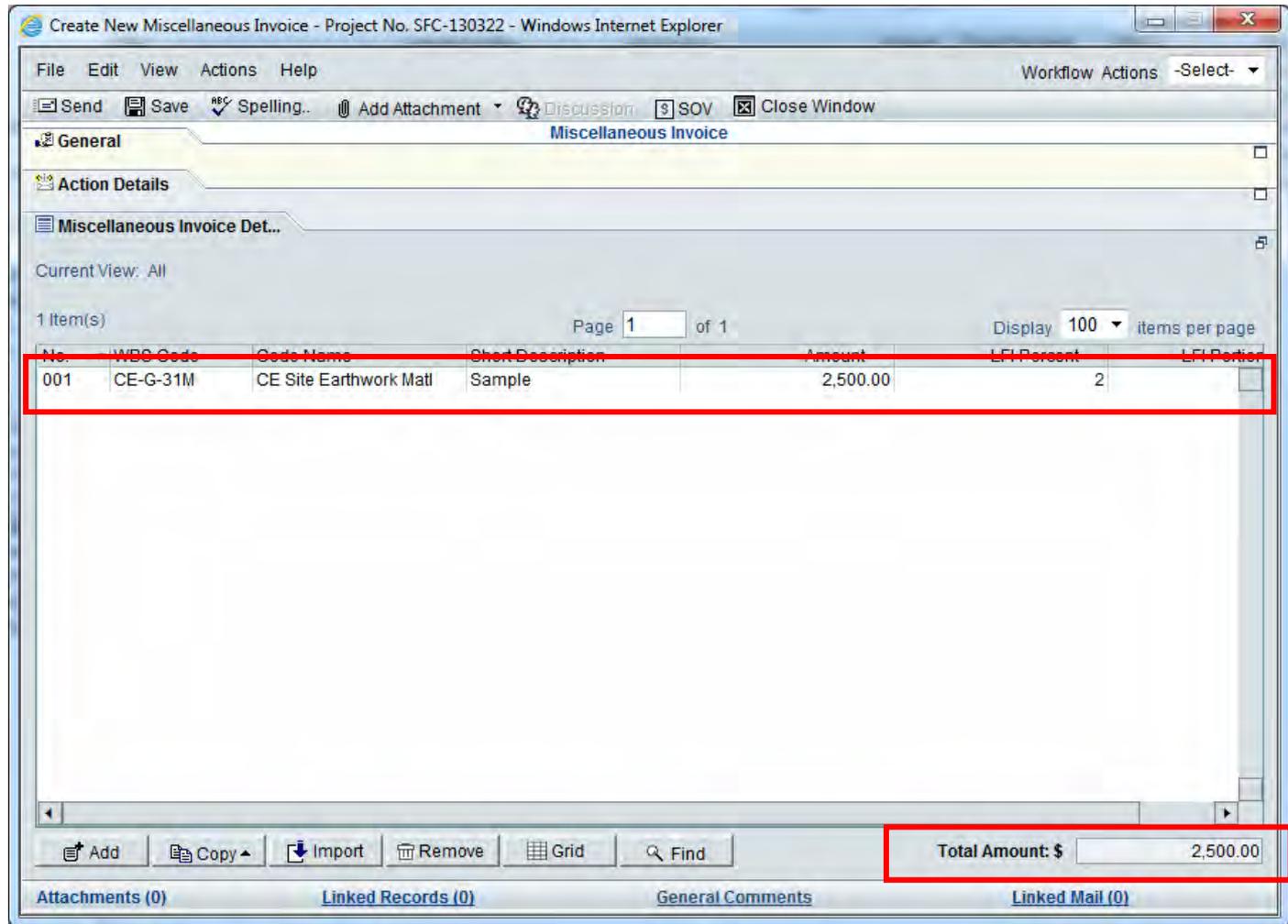
The screenshot shows a web browser window titled "Line Item - Windows Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a form titled "Miscellaneous Invoice Line Item:". The form has a "General" section with the following fields:

- WBS Code: CE-G-31M *
- Code Name: CE Site Earthwork Matl
- Short Description: Sample *
- EDGE Certified Prime Contractor?: Yes
- Amount (\$): 2,500.00 *
- LFI Percent: 2
- LFI Portion (\$): 50.00
- Subcontractor/Supplier: Select...
- EDGE Certified Sub?:

Below the form fields is a "Notes:" text area. At the bottom of the browser window, there are links for "Attachments (0)" and "Linked Records (0)", and "OK" and "Cancel" buttons.

Miscellaneous Invoice

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



1 Item(s)

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Portion
001	CE-G-31M	CE Site Earthwork Matl	Sample	2,500.00	2	

Total Amount: \$ 2,500.00

Miscellaneous Invoice

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

Create New Miscellaneous Invoice - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: Shauna Hooks

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title: Ground samples *

Contract Reference: Landscaping Select... * Original Commit Amount (\$): 15,000.00

Vendor Name: Jackson Lawns EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment:

Invoice Information

Invoice No.: 3456789 * Invoice Date: 08/11/2014 05:00 PM Local (GMT-) *

Internal Ref. Number:

Amount (\$):	2,500.00 *
Line Item Total (\$):	2,500.00
Difference (\$):	0.00
Total LFI Share (\$):	50.00

Notes:

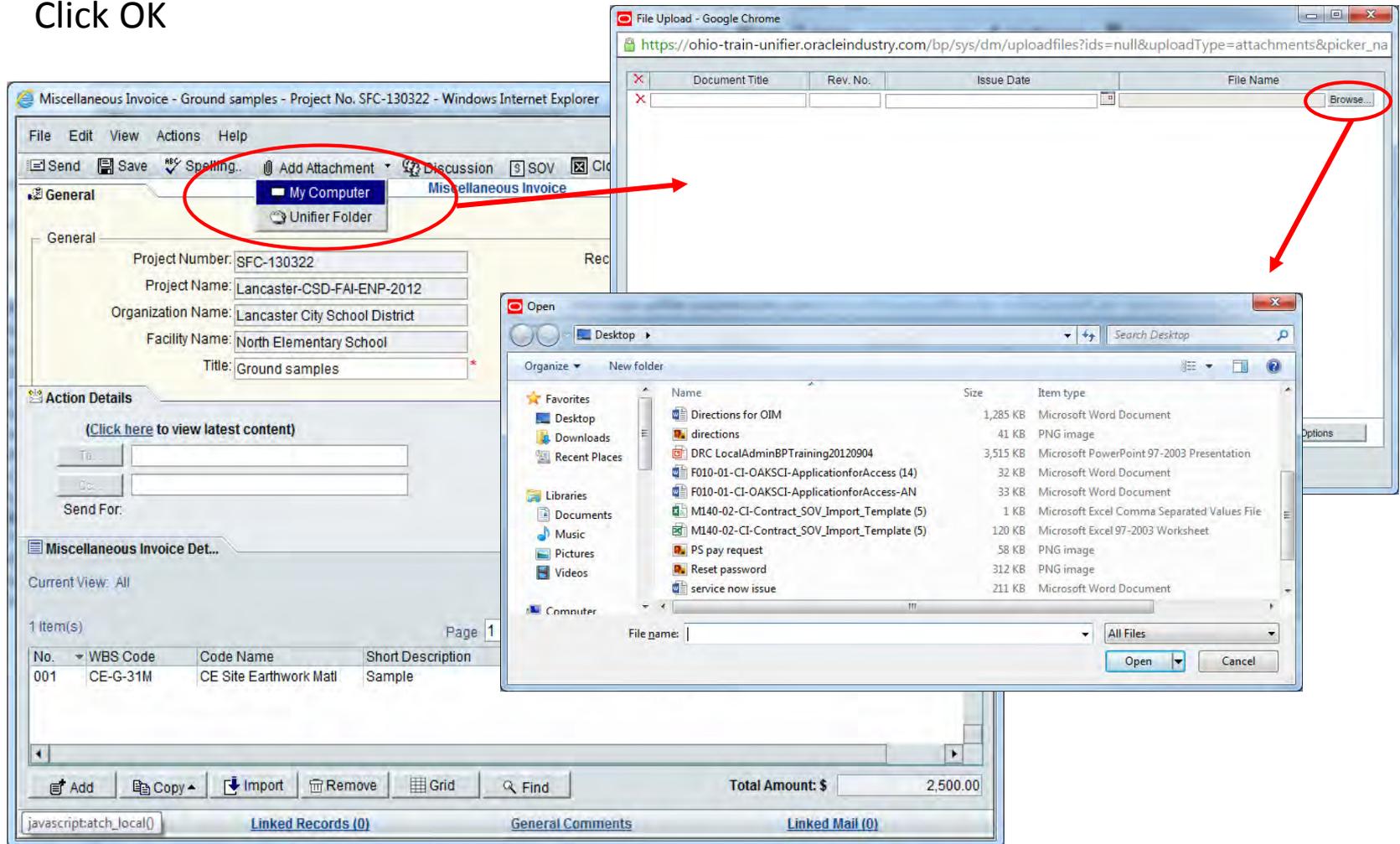
Action Details

Miscellaneous Invoice Det...

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

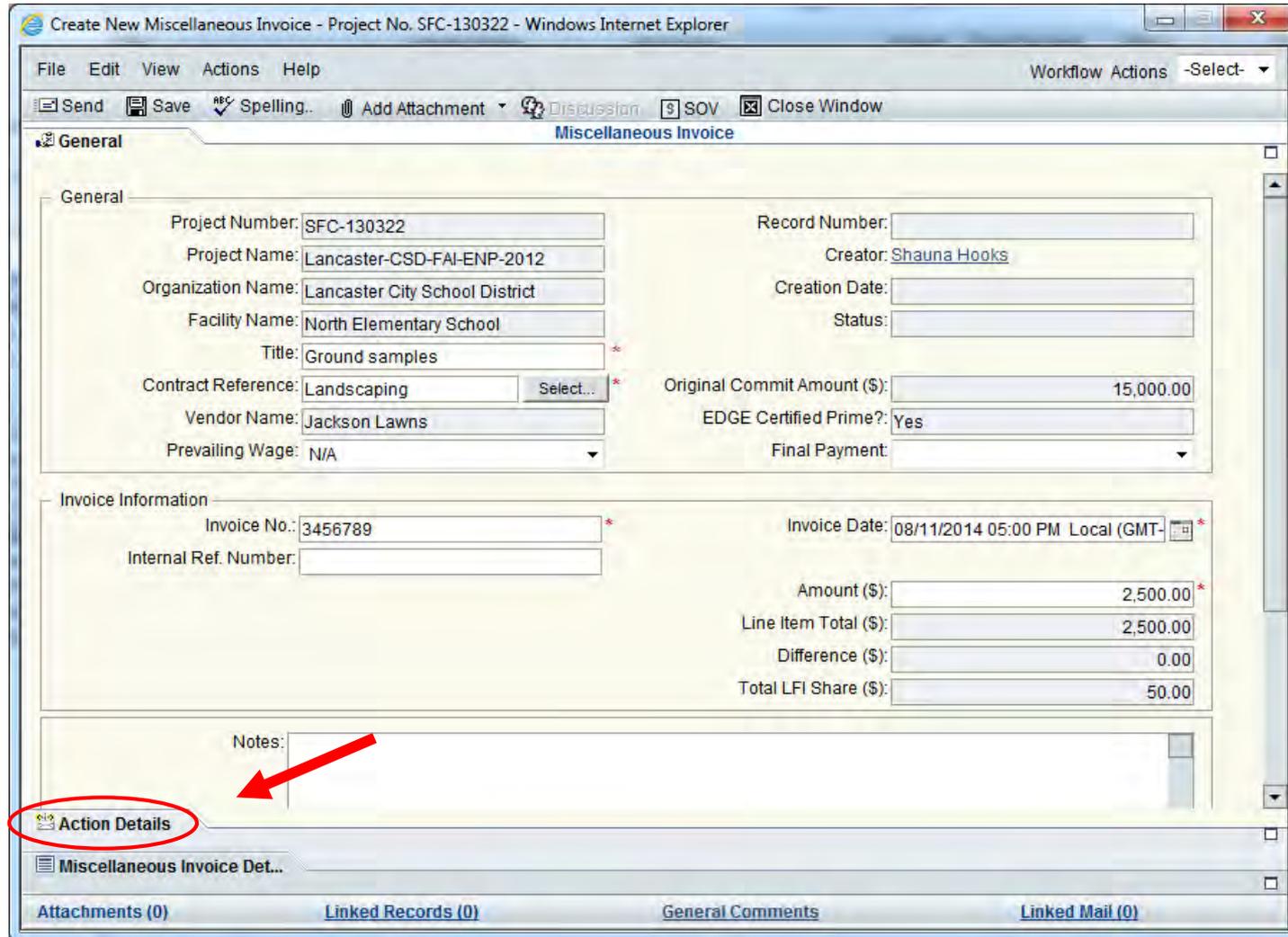
Add Attachments

- ▶ Attach necessary documents by clicking Add Attachment and choose My Computer
- ▶ Click Browse in the File Upload Window
- ▶ Choose a document from your computer and click open
- ▶ Click OK



Complete the Record

- ▶ Click Action Details tab



Windows Internet Explorer

Create New Miscellaneous Invoice - Project No. SFC-130322

File Edit View Actions Help

Workflow Actions -Select-

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

General Miscellaneous Invoice

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: Shauna Hooks

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title: Ground samples *

Contract Reference: Landscaping Select... * Original Commit Amount (\$): 15,000.00

Vendor Name: Jackson Lawns EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment:

Invoice Information

Invoice No.: 3456789 * Invoice Date: 08/11/2014 05:00 PM Local (GMT) *

Internal Ref. Number:

Amount (\$): 2,500.00 *

Line Item Total (\$): 2,500.00

Difference (\$): 0.00

Total LFI Share (\$): 50.00

Notes:

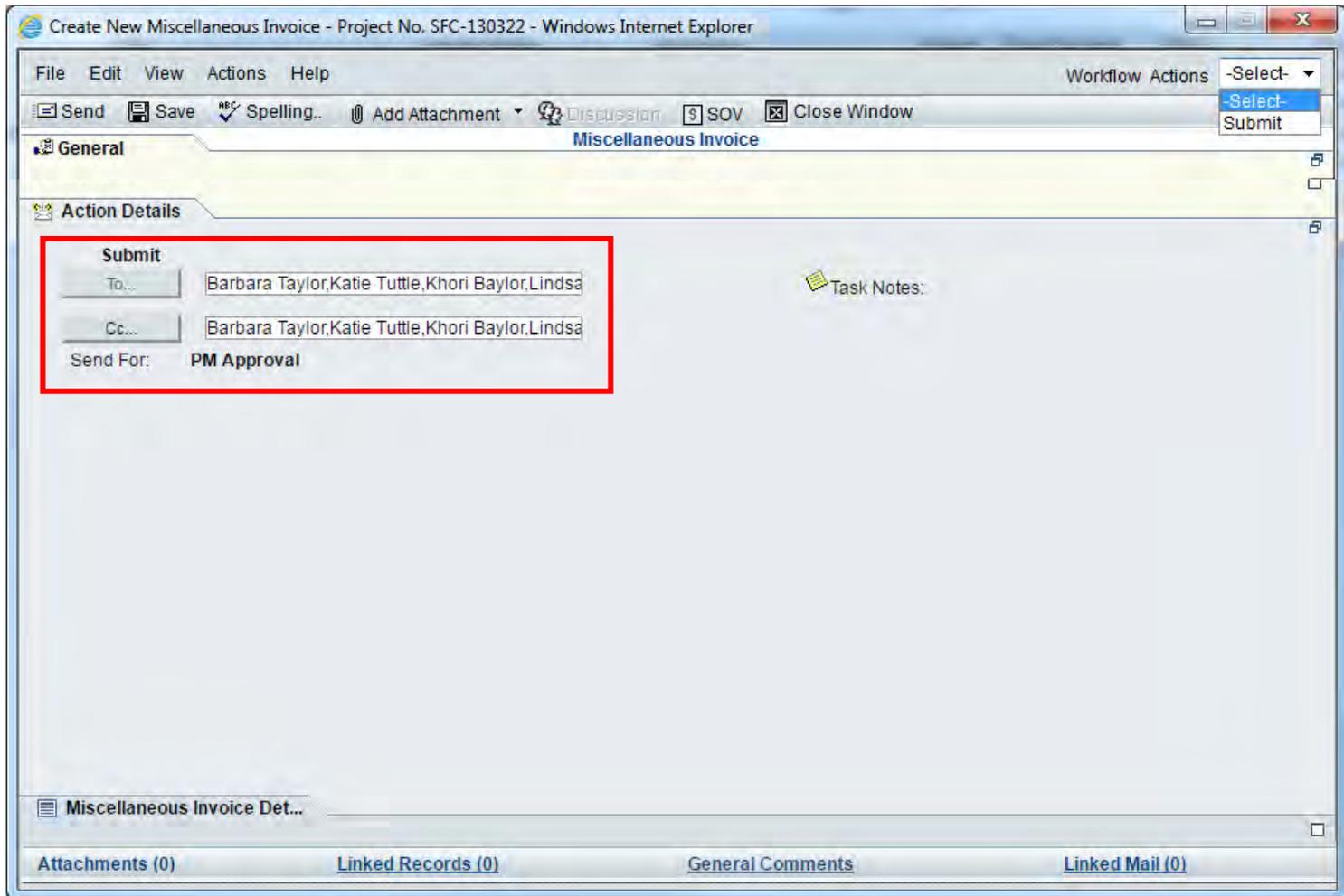
Action Details

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

Create New Miscellaneous Invoice - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Actions Help Workflow Actions Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Miscellaneous Invoice K12

General

General

Project Number: SFC-130322 Record Number:

Project Name: Lancaster-CSD-FAI-ENP-2012 Creator: Shauna Hooks

Organization Name: Lancaster City School District Creation Date:

Facility Name: North Elementary School Status:

Title: Ground samples *

Contract Reference: Landscaping Select... * Original Commit Amount (\$): 15,000.00

Vendor Name: Jackson Lawns EDGE Certified Prime?: Yes

Prevailing Wage: N/A Final Payment:

Invoice Information

Invoice No.: 3456789 * Invoice Date: 08/11/2014 05:00 PM Local (GMT) *

Internal Ref. Number:

Amount (\$): 2,500.00 *

Line Item Total (\$): 2,500.00

Difference (\$): 0.00

Total LFI Share (\$): 50.00

Notes:

Action Details

Miscellaneous Invoice Det...

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