



# Miscellaneous Expenditures

## K-12 Legacy

# Miscellaneous Expenditures

We are currently using 3 miscellaneous expense business processes within OAKS CI:

- ▶ **Miscellaneous Commit:** Acts as a contract in OAKS CI for vendors whom will not hold a contract in OAKS CI (e.g. utility supplier). The commit must have a supporting Purchase Order recorded in OAKS CI
- ▶ **Miscellaneous Invoice:** 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
- ▶ **Miscellaneous Change Order:** This workflow will allow the user to update the Miscellaneous Commit due to changes in amount

# Miscellaneous Commit

- Acts as a contract for vendors whom will not hold a Contract in OAKS CI. Must be supported with a Purchase Order.

District Treasurer, Owner Financial, Project Manager, OA, AE or Project Coordinator:

Creates Miscellaneous Commit

**Submit to:**

**Project Manager**, automatic carbon copy to OA if applicable

**Project Manager:**

Reviews Record

**Submit to:**

**School District** for Funding Certification

**School District Staff:**

- a) Review the record for accuracy
- b) Create Purchase Order in own Financial System of Record
- c) Record the PO in OAKS CI
- d) Plug PO into Misc. Commit Record

**Submit to:**

**End Step**

**School District Staff:** For more information about recording a PO and plugging it into a Misc. Commit, see the Purchase Order Job Aid on our Website

# Miscellaneous Invoice

- Used to support payments made against a Misc. Commit. Must be supported by a Voucher.

District Treasurer, Owner  
Financial, Project Manager,  
OA, AE or Project  
Coordinator:

**Creates Miscellaneous  
Invoice**

**Submit to:**

**Project Manager**, automatic  
carbon copy to OA if applicable

**Project  
Manager:**

**Reviews and  
Approves Request**

**Submit to:**

**School District** for  
Payment Processing

**School District Staff:**

a) Review the record for  
accuracy

b) Create Voucher in  
own Financial System of  
Record

c) Record the Voucher  
in OAKS CI

d) Plug Voucher into  
Misc. Invoice

**Submit to:**

**End Step**

**School District Staff:** For more  
information about recording a Voucher  
and plugging it into a Misc. Invoice, see  
the Voucher Job Aid on our Website

# Miscellaneous Change Order

- Allows the user to change the amount of a Misc. Commit.

District Treasurer, Owner Financial,  
Project Manager, OA, AE or Project  
Coordinator:

Creates Miscellaneous Change Order

**Submit to:**

District Treasurer or Owner Financial

School District Staff:

a) Provide Funding  
Certification

b) Plug in appropriate PO into  
Change Order

**Submit to:**

End Step, automatic carbon  
copy to OA

# Miscellaneous Expenditures FAQs

1q) How do we handle Misc. Commits that span several buildings?

1a) The Misc. Commit record will be created in the District Project along with the supporting purchase order.

2q) Do we have to have a vendor created in OAKS CI in order to create a Misc. Commit?

2a) No, the field is currently open to allow for manual input.

3q) Can we add LFI information to the Misc. Commit?

3a) Yes, the LFI information will be added to the lower form of the Misc. Commit record.

4q) How will supporting documentation be attached to the Misc. Commit, Invoice or Change Order?

4a) The supporting documentation will be attached directly to the record from the user's desktop.

5q) How do I find out how to create a Misc. Commit in OAKS CI?

5a) There is a step by step job aid posted to the OFCC website.

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

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