



# Vouchers

## K-12 Legacy

# Vouchers

- ▶ Vouchers

- ▶ Used to Support:

- ▶ **Application for Payment**

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

# **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

# Tasks

- ▶ The District Treasurer or Owner Financial will receive a Task notification via email indicating that one of the following Business Processes is **Awaiting Funding**:
  - ▶ Application for Payment
  - ▶ Miscellaneous Invoice

# District Approval Step

# District and Building Level Access

The screenshot shows the Primavera Unifier web interface. The user is logged in as Shauna Hooks. The 'School Facilities' project is selected. The 'View' menu is highlighted with a red arrow. A red box contains the text 'District and Building Level Project Access'. The 'Tasks or New uMails' table is visible below.

Number	Name	Tasks	uMails	Company Name
OCI-130101	School Facilities Training 1	28 Total, 24 New, 2 Late	3 New	Ohio School Facilities
OCI-130007	UAT 8 Rel 1 - Eaton	4 Total, 1 New, 3 Late		Ohio School Facilities
OCI-130006	UAT 7 Rel 1 - Deaf and Blind	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130005	UAT 6 Rel 1 - Louisville	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130003	UAT 2 Rel 1 - Dayton STEM	4 Total, 3 New, 0 Late		Ohio School Facilities
OCI-130002	UAT 5 Rel 1 - Toronto	4 Total, 4 New, 0 Late		Ohio School Facilities

# District Level Access

The screenshot shows the Primavera Unifier interface for School Facilities. The browser address bar indicates the user is logged in as Shauna Hooks. The interface includes a navigation menu with 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The main content area displays a 'District Project' view with a table of 5 items. A red callout box points to the 'View: District Project' dropdown, stating: 'District view will allow you to view all School Districts you may access'. Another red callout box points to a row in the table, stating: 'Double Clicking the District will take you to the district homepage'.

District Project Identifier	District	OAKS Code	Setup Date	Status
Brookfield-LSD-TRU-CFAP-2007	Brookfield Local SD	SFC-	09/25/2013	Active
Lancaster-CSD-FAI-ENP-2012	Lancaster City SD	SFC-130322	09/16/2013	Active
Napoleon-CSD-	Napoleon Area City SD	SFC-120306	09/16/2013	Active
National Trail-LSD-1990 Lookback-1-20	National Trail Local SD	SFC-130316	09/16/2013	Active
South-Western-CSD-FRA-CFAP-2012	South-Western City SD	SFC-130315	09/16/2013	Active

# Building Level Access

The screenshot shows the Primavera Unifier web application interface. The browser address bar indicates the user is logged in as Shauna Hooks. The application has a navigation menu with 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The 'School Facilities' section is active, showing a 'School Facilities - Home' page. A red box highlights the 'Building Project' view, which displays a table of building projects. A second red box highlights the table, with an arrow pointing to the first row, indicating that double-clicking a project will take the user to its homepage.

Building Project view will allow you to view all School Districts you may access

View: Building Project

Building Project - Current View: All

4 Item(s) Page 1 of 1 Display 100 items per page

Number	Name	Setup Date	Status
SFC-130322.02	Central Elementary	09/23/2013	Active
SFC-130315.17	Prairie Norton Elementary	09/20/2013	Active
SFC-120306.6	Napoleon Area City School District	09/19/2013	Active
SFC-???????.01	Brookfield K-12	09/25/2013	Active

Double Clicking the Building project will take you to the Building project's homepage

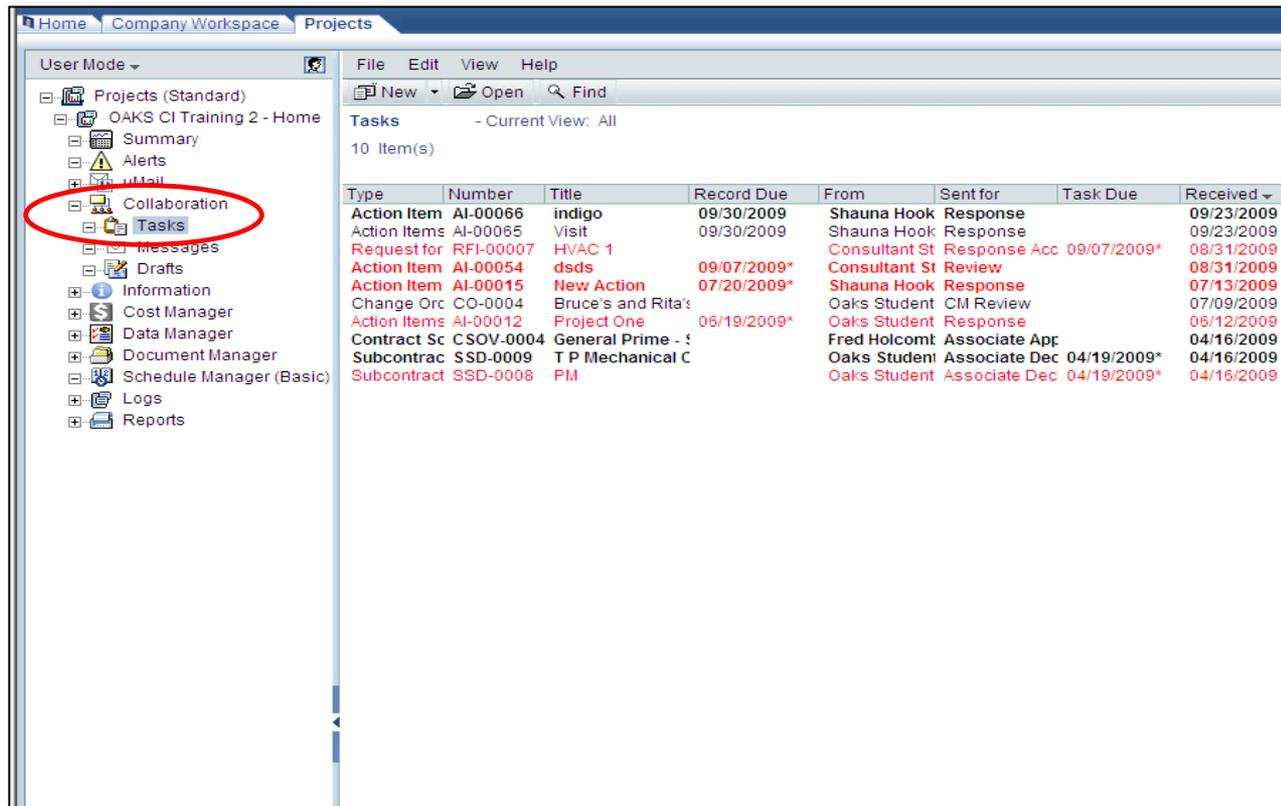
# Building Project Home Page

Most work is completed in 3 areas:

- Collaboration-** Your Work
- Document Manager-** Your supporting documentation
- Logs-** Where records are housed and created

# Task Action

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



The screenshot shows a software interface with a left sidebar and a main content area. The sidebar contains a tree view of folders, with 'Tasks' highlighted by a red circle. The main content area displays a table of tasks.

Type	Number	Title	Record Due	From	Sent for	Task Due	Received
Action Item	AI-00066	indigo	09/30/2009	Shauna Hook	Response		09/23/2009
Action Items	AI-00065	Visit	09/30/2009	Shauna Hook	Response		09/23/2009
Request for	RFI-00007	HVAC 1		Consultant St	Response Acc	09/07/2009*	08/31/2009
Action Item	AI-00054	dsds	09/07/2009*	Consultant St	Review		08/31/2009
Action Item	AI-00015	New Action	07/20/2009*	Shauna Hook	Response		07/13/2009
Change Orc	CO-0004	Bruce's and Rita's		Oaks Student	CM Review		07/09/2009
Action Items	AI-00012	Project One	06/19/2009*	Oaks Student	Response		06/12/2009
Contract Sc	C SOV-0004	General Prime - ?		Fred Holcomt	Associate App		04/16/2009
Subcontract	SSD-0009	T P Mechanical C		Oaks Student	Associate Dec	04/19/2009*	04/16/2009
Subcontract	SSD-0008	PM		Oaks Student	Associate Dec	04/19/2009*	04/16/2009

# 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 - Renov 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 - Renov 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	1,395.05	0.00	1,395.05	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 'Workflow Actions' dropdown menu is open, showing 'Approve', 'Approve', and 'Return for Clarification'. A red arrow points to the 'Send' button in the menu bar. Another red arrow points to the 'Approve' option in the dropdown menu. 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 and a 'Send For: Payment Processing' field. The 'Pay Request Details' section shows a table with 17 items and a total amount of \$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

# District and Building Level Access

The screenshot shows the Primavera Unifier web interface. The user is logged in as Shauna Hooks. The 'School Facilities' project is selected. The 'View' menu is highlighted with a red arrow. A red box contains the text 'District and Building Level Project Access'.

**Tasks or New uMails:**

Number	Name	Tasks	uMails	Company Name
OCI-130101	School Facilities Training 1	28 Total, 24 New, 2 Late	3 New	Ohio School Facilities
OCI-130007	UAT 8 Rel 1 - Eaton	4 Total, 1 New, 3 Late		Ohio School Facilities
OCI-130006	UAT 7 Rel 1 - Deaf and Blind	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130005	UAT 6 Rel 1 - Louisville	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130003	UAT 2 Rel 1 - Dayton STEM	4 Total, 3 New, 0 Late		Ohio School Facilities
OCI-130002	UAT 5 Rel 1 - Toronto	4 Total, 4 New, 0 Late		Ohio School Facilities

# District Level Access

The screenshot shows the Primavera Unifier interface for School Facilities. The main content area displays a table of district projects. A red callout box with blue text points to the 'District Project' view selector, stating: "District view will allow you to view all School Districts you may access". Another red callout box with blue text points to a row in the table, stating: "Double Clicking the District will take you to the district homepage".

**District Project - Current View: All**

5 Item(s) Page 1 of 1 Display 100 items per page

District Project Identifier	District	OAKS Code	Setup Date	Status
Brookfield-LSD-TRU-CFAP-2007	Brookfield Local SD	SFC-	09/25/2013	Active
Lancaster-CSD-FAI-ENP-2012	Lancaster City SD	SFC-130322	09/16/2013	Active
Napoleon-CSD-	Napoleon Area City SD	SFC-120306	09/16/2013	Active
National Trail-LSD-1990 Lookback-1-20	National Trail Local SD	SFC-130316	09/16/2013	Active
South-Western-CSD-FRA-CFAP-2012	South-Western City SD	SFC-130315	09/16/2013	Active

# Building Level Access

The screenshot shows the Primavera Unifier web application interface. The browser address bar indicates the user is logged in as Shauna Hooks. The application has a navigation menu with 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The 'School Facilities' section is active, showing a 'School Facilities - Home' page. A red box highlights the 'Building Project' view, with an arrow pointing to the table below. The table lists four building projects with columns for Number, Name, Setup Date, and Status.

Building Project view will allow you to view all School Districts you may access

Number	Name	Setup Date	Status
SFC-130322.02	Central Elementary	09/23/2013	Active
SFC-130315.17	Prairie Norton Elementary	09/20/2013	Active
SFC-120306.6	Napoleon Area City School District	09/19/2013	Active
SFC-???????.01	Brookfield K-12	09/25/2013	Active

Double Clicking the Building project will take you to the Building project's homepage

# Building Project Home Page

Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer

ORACLE Primavera Unifier Shauna Hooks (Last login: 10/08/2013 09:21 AM) Community Bookmarks Preferences Support Logout

Home Company Workspace Projects School Facilities

School Facilities > Lancaster-CSD-FAI-ENP-2012 > Central Elementary

User Mode

File Edit View Help

Central Elementary - Home View Dashboard My Dashboard

Summary

Image

Details

Number: SFC-130322.02  
Name: Central Elementary  
Description: New Elementary School  
Administrat: Steve Mayo  
or:  
Currency: United States Dollar (USD)  
Status: Active  
Email: 1015-  
Address: oaksci@soccemsmtp.em.ohio.gov

Most work is completed in 3 areas:

- Collaboration-** Your Work
- Document Manager-** Your supporting documentation
- Logs-** Where records are housed and created

# Task Action

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

The screenshot shows a software application window titled 'Projects' with a 'Company Workspace' tab. The left sidebar contains a tree view of folders, with 'Collaboration' and 'Tasks' highlighted by a red circle. The main area displays a table of tasks.

Type	Number	Title	Record Due	From	Sent for	Task Due	Received
Action Item	AI-00066	indigo	09/30/2009	Shauna Hook	Response		09/23/2009
Action Items	AI-00065	Visit	09/30/2009	Shauna Hook	Response		09/23/2009
Request for	RFI-00007	HVAC 1		Consultant St	Response Acc	09/07/2009*	08/31/2009
Action Item	AI-00054	dsds	09/07/2009*	Consultant St	Review		08/31/2009
Action Item	AI-00015	New Action	07/20/2009*	Shauna Hook	Response		07/13/2009
Change Orc	CO-0004	Bruce's and Rita's		Oaks Student	CM Review		07/09/2009
Action Items	AI-00012	Project One	06/19/2009*	Oaks Student	Response		06/12/2009
Contract Sc	CSOV-0004	General Prime - !		Fred Holcomt	Associate App		04/16/2009
Subcontrac	SSD-0009	T P Mechanical C		Oaks Student	Associate Dec	04/19/2009*	04/16/2009
Subcontract	SSD-0008	PM		Oaks Student	Associate Dec	04/19/2009*	04/16/2009

# Task Action

- ▶ Click Accept Task to begin work on your task

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

- Menu Bar:** File, Edit, View, Actions, Help. A red circle highlights the 'Accept Task' button.
- General Tab:** Applications for Payment. Fields include Project Name (Bowman Primary Elementary - Renova), Record Number (PR-0003), Project Number (SFC-140349.05), Creator (Justin Conger), Organization Name (Lebanon CSD), Creation Date (07/15/2015 08:35 PM Local (GMT-5)), Facility Name (Bowman Primary Elementary - Renova), Status (Approved), and Request Date.
- Task Details Tab:** From: Eric Sotzing; To: District Treasurer Eric Sotzing; Sent For: Payment Processing; Task Due Date; Task Status: Not Started; Task Notes (0).
- Pay Request Details Tab:** Current View: All; Show Currency in: Transaction Currency; 123 Item(s); Page 1 of 1; Display 100 items per page.
- Table:**

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
100	CE-Z10-OTL	Cleaning & Waste Management	5,500.00	2,750.00	1,650.00	80.00	0.00	0.00	0.00	0.00

**Total Amount: \$ 1,243,304.02**

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

# 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.**

The screenshot shows the 'Applications for Payment' web form. The 'General' tab is selected. The 'Payment Requested' section contains the following data:

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	<b>Total Requested:</b>	<b>712,835.74</b>
		LFI Portion (\$):	47,403.57	Project Fund Portion (\$):	665,432.17

The 'Retainage Check Requested' section shows: Retainage Check Requested (\$) = 0.00.

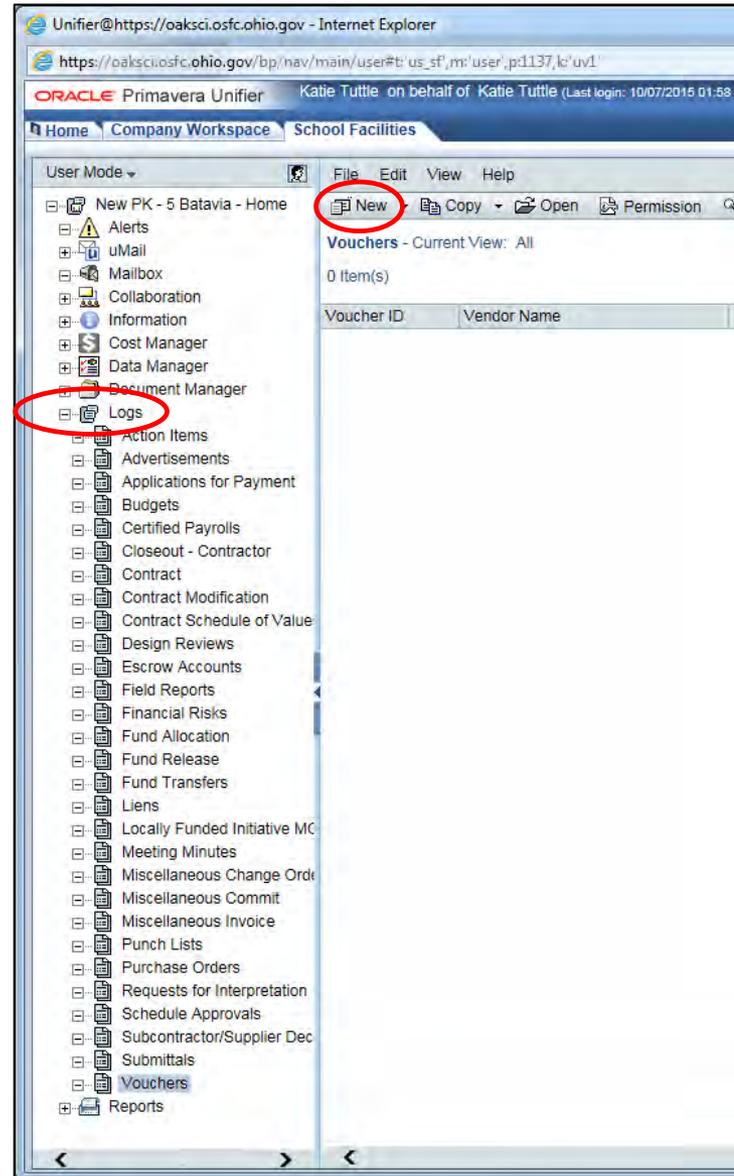
The 'Purchase Order Information' section shows:

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

The 'Action Details' section shows 'Pay Request Details'.

# Creating a New Voucher Record

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



# Voucher Upper Form

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

Create New Vouchers - Project No. SFC-130336 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\_id=1121

File Edit View Help

Finish Editing Save Spelling Add Attachment Close Window

**General** **Vouchers**

General

Project Number: SFC-130336 Record Number:

Project Name: Batavia-LSD-CLE-ENP-2012 Creator: Michael Ashmore

Organization Name: Batavia LSD Creation Date:

Facility Name: Batavia Local SD

Title: Test Voucher \*

Status: Paid \*

Voucher 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 (\$):

Labor Payment Requested:

Material Payment Requested:

LFI Portion (\$):

Project Fund Portion (\$):

Contract Retainage

Select a Contractor Pay Request to Voucher for Retainage Escrow.

Pay Request Select:  Select

Retainage Amount:

Lien Amount

Select a Lien to Voucher for Lien Escrow.

Lien Reference:  Select

Lien Amount:

Miscellaneous Invoice

Select a Miscellaneous Invoice to Voucher.

**Voucher Distribution Line**

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

# Voucher Upper Form

- ▶ Plug in the Appropriate Application for Payment

The screenshot displays a web browser window titled "Create New Vouchers - Project No. SFC-130336 - Internet Explorer". The URL is [https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\\_id=1121](https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project_id=1121). The page title is "Vouchers K12".

The main form is titled "General" and 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

Below these fields is a section titled "Application for Payment" with the instruction: "Select the Application for Payment to Voucher. Only one invoice may be paid on this voucher".

The "Pay Request Name" dropdown menu is highlighted with a red box and contains the text "03 District Training PR". A red arrow points from this dropdown to the "Applications for Payment" pop-up window.

The "Applications for Payment" pop-up window is titled "Applications for Payment - Internet Explorer" and shows a table of records:

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	

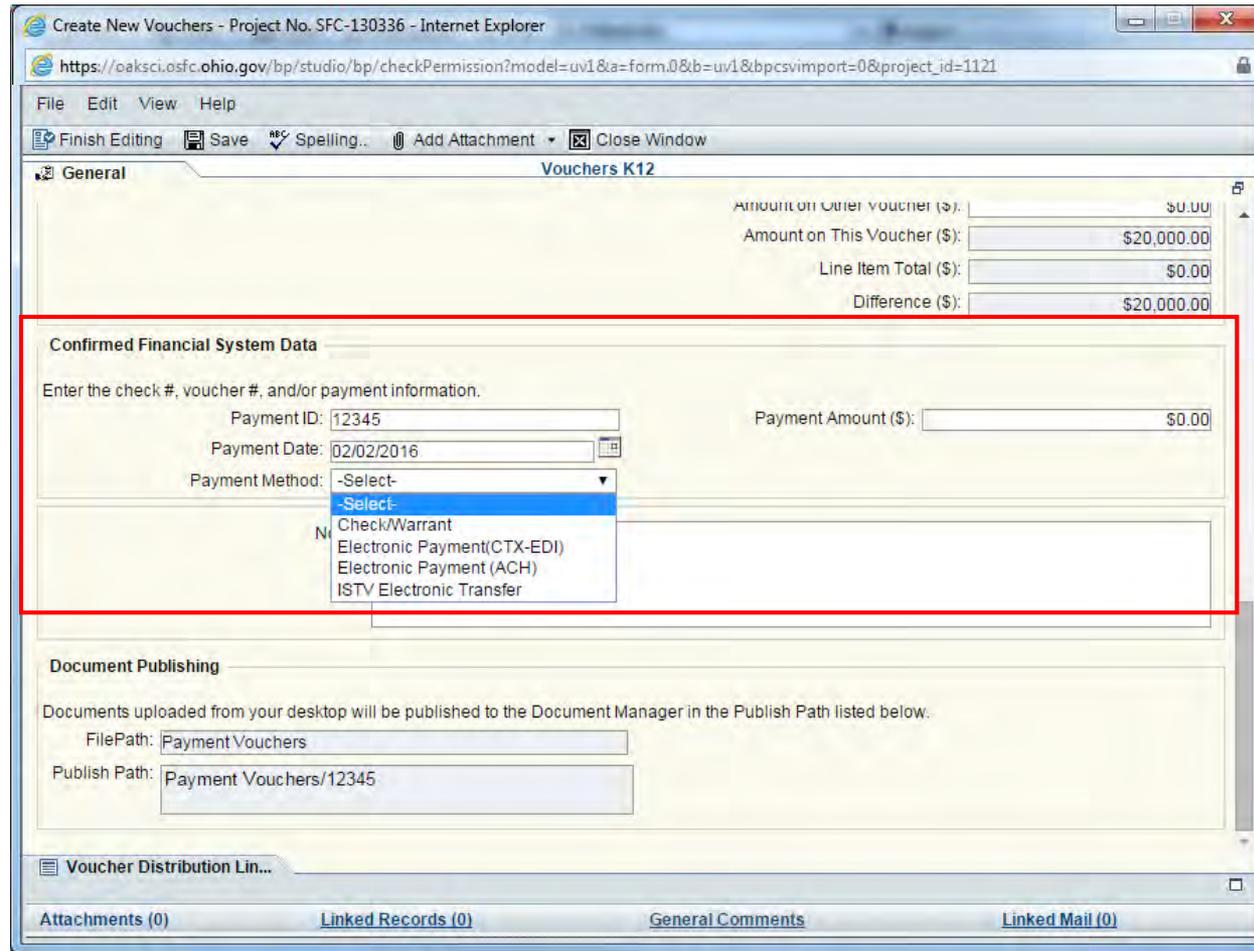
At the bottom of the main form, there are several input fields:

- Labor Payment Requested: \$20,000.00
- LFI Portion (\$): \$0.00
- Pay Request Amount (\$): \$20,000.00
- Material Payment Requested: \$0.00
- Project Fund Portion (\$): \$20,000.00

The bottom of the page 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 - Project No. SFC-130336 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\_id=1121

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-

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 - Project No. SFC-130336 - Internet Explorer". The address bar shows the URL: [https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\\_id=1121](https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project_id=1121). The browser menu includes File, Edit, View, and Help. The toolbar contains icons for Finish Editing, Save, Spelling, Add Attachment, and Close Window.

The main content area is titled "Vouchers K12" and is divided into several sections:

- General**: Contains a summary table with the following data:

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**: Includes a prompt "Enter the check #, voucher #, and/or payment information." and fields for Payment ID (12345), Payment Date (02/02/2016), Payment Method (-Select-), and Payment Amount (\$0.00).
- Notes**: A large empty text area.
- Document Publishing**: Includes a prompt "Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below." and fields for File Path (Payment Vouchers) and Publish Path (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 - Project No. SFC-130336 - Internet Explorer

https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\_id=1121

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

The image shows two overlapping browser windows. The main window, titled 'Line Item - Internet Explorer', displays a form for adding a line item. The 'General' section contains the following fields:

- Fund Code: OCI-Other-TestFund-0-OCI-1 (with a 'Select...' button next to it)
- Fund Name: OCI Test Fund
- Short Description: Test Fund
- Amount (\$): \$5,000.00
- Financial System of Record: -Select-

The 'PO Reference' section includes:

- OAKS PO No.: (with a 'Select...' button)
- OAKS PO Amount (\$): \$0.00

At the bottom of the form, there is a 'Notes' text area, 'Attachments (0)', and 'Linked Records (0)' sections. The 'OK' button is circled in red.

The smaller window, titled 'Fund Code - Internet Explorer', shows a list of fund codes. The current view is 'All', and there is 1 item(s) on page 1 of 1. The display is set to 100 items per page. The list contains one entry:

Fund Code	Fund Name
OCI-Other-TestFund-0-OCI-1	OCI Test Fund

A red arrow points from the 'Select...' button in the 'Fund Code' field of the main window to the 'OCI-Other-TestFund-0-OCI-1' entry in the smaller window.

# Add a Line Item

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

The screenshot shows a web browser window titled "Create New Vouchers - Project No. SFC-130336 - Internet Explorer". The address bar shows the URL: [https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project\\_id=1121](https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpcsvimport=0&project_id=1121). The page title is "Vouchers K12".

The "Voucher Distribution Lin..." tab is active, showing a table with 3 items. The table has the following columns: No., Fund Code, Fund Name, Amount, and PO Number. The data is as follows:

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 window, there is a toolbar with buttons for "Add", "Copy", "Import", "Remove", "Grid", and "Find". To the right of the toolbar, the "Total Amount:" is displayed as "\$115,000.00". Below the toolbar, there 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

Browser Title: Create New Vouchers - Project No. SFC-130336 - Internet Explorer  
URL: https://oaksci.osfc.ohio.gov/bp/studio/bp/checkPermission?model=uv1&a=form.0&b=uv1&bpsvimport=0&project\_id=1121

Menu: File Edit View Help

Buttons: Finish Editing Save Spelling Add Attachment Close Window

Section: 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

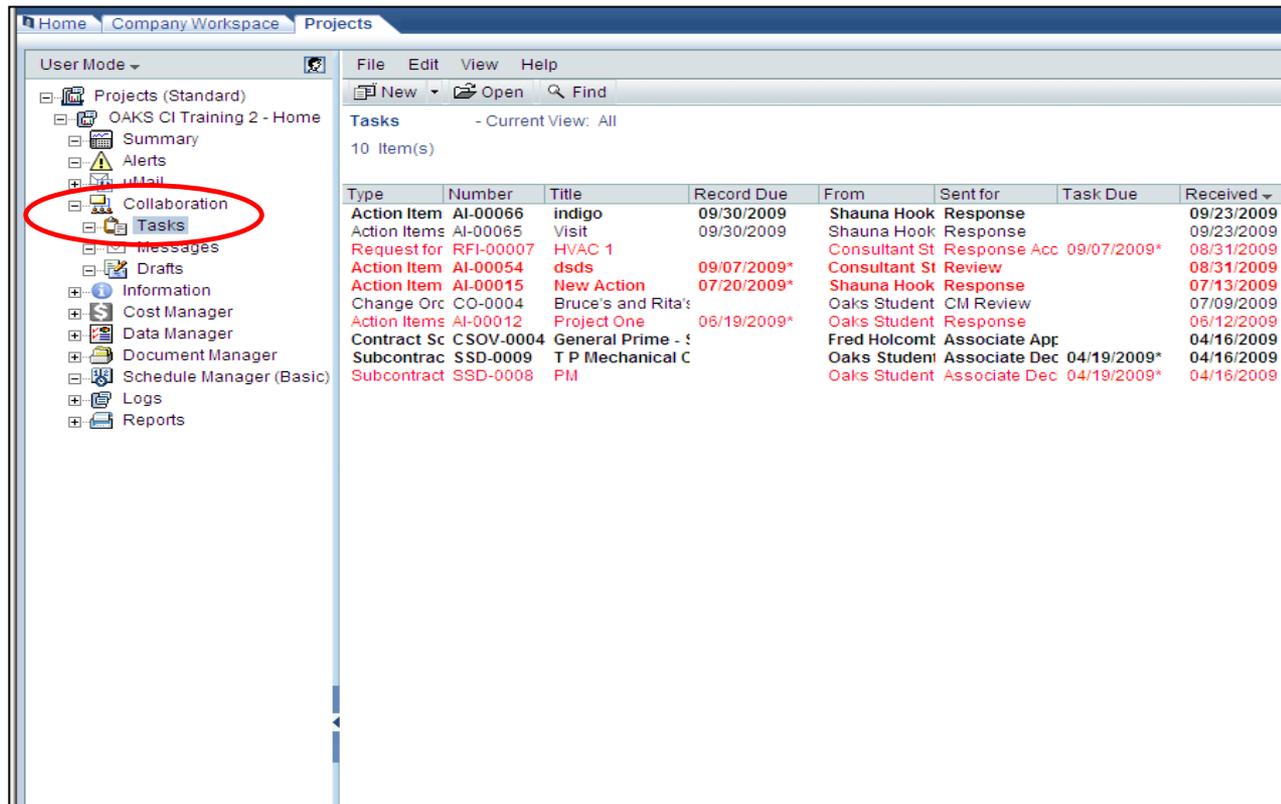
Contract Retainage

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 shows a software application window titled 'Projects' with a 'Company Workspace' tab. The left sidebar contains a tree view of folders, with 'Collaboration' and 'Tasks' highlighted by a red circle. The main area displays a table of tasks.

Type	Number	Title	Record Due	From	Sent for	Task Due	Received
Action Item	AI-00066	indigo	09/30/2009	Shauna Hook	Response		09/23/2009
Action Items	AI-00065	Visit	09/30/2009	Shauna Hook	Response		09/23/2009
Request for	RFI-00007	HVAC 1		Consultant St	Response Acc	09/07/2009*	08/31/2009
Action Item	AI-00054	dsds	09/07/2009*	Consultant St	Review		08/31/2009
Action Item	AI-00015	New Action	07/20/2009*	Shauna Hook	Response		07/13/2009
Change Orc	CO-0004	Bruce's and Rita's		Oaks Student	CM Review		07/09/2009
Action Items	AI-00012	Project One	06/19/2009*	Oaks Student	Response		06/12/2009
Contract Sc	CSOV-0004	General Prime - !		Fred Holcomt	Associate App		04/16/2009
Subcontract	SSD-0009	T P Mechanical C		Oaks Student	Associate Dec	04/19/2009*	04/16/2009
Subcontract	SSD-0008	PM		Oaks Student	Associate Dec	04/19/2009*	04/16/2009

# Complete Payment Processing Step

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

The screenshot displays a web application interface for 'Applications for Payment K12'. The main window shows 'Purchase Order Information' and 'Voucher Information'. A red box highlights the 'Select...' button next to 'Voucher 1: test', with a red arrow pointing to it. Below the main window, a 'Vouchers' pop-up window is open, showing a table of voucher records.

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

Applications for Payment - CSE-App 02 - Project No. SFC-130322.04 - Windows Internet Explorer

File Edit View Actions Help

Workflow Actions: Vouchered

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment K12

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.

General

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)

To...  
Cc...  
Send For: End

Task Notes:

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:

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

614.644.2211