Miscellaneous Expenditures
K-12 Cloud

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:

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