

# OAKS CI

## Capital Improvements (Management System)

Create Contractor Pay Request

# Project Access

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Company Workspace', and 'Projects'. The 'Projects' tab is selected, indicated by a red arrow. Below the navigation bar is a menu with 'File', 'Edit', 'View', and 'Help'. A sidebar on the left contains icons for 'Home', 'Tasks', 'Messages', 'Drafts', and 'uMail'. The main content area displays an announcement titled 'Welcome to OAKS-CI' with the text 'This is the Development Environment for OAKS-CI'. A red box highlights the text 'Project Access' in the main content area. To the right, there is a section titled 'Items Requiring Your Attention:' with links for 'Tasks: 104 Total, 91 New, 14 Late', 'Messages: 37 New', 'Draft Records: 30 New', and 'uMails: 2 New'. At the bottom, there is a table titled 'Tasks or New uMails:' with columns for 'Number', 'Name', 'Tasks', 'uMails', and 'Company Name'.

Number	Name	Tasks	uMails	Company Name
SAT-120002	SAT 7 CM-R Test Project	7 Total, 7 New, 0 Late		State of Ohio
SAT-110002	Energy Capital Project	2 Total, 2 New, 0 Late		State of Ohio
SAT-080003	SAT 1 Release 2	67 Total, 57 New, 13 Late	1 New	State of Ohio
SAO-070999	SAO Pre-certified Consultant List	2 Total, 0 New, 0 Late		State of Ohio
RTP-100001	Ritas Test Project	15 Total, 14 New, 1 Late	1 New	State of Ohio
KSU-08S001	Renovation for Communication Studies	2 Total, 2 New, 0 Late		State of Ohio
DRC-081013	Re-entry Center (Integration Testing)	5 Total, 5 New, 0 Late		State of Ohio
DOT-090002	Holmes County Maintenance Facility	1 Total, 1 New, 0 Late		State of Ohio
DOT-050114	Clinton County Maintenance Facility	3 Total, 3 New, 0 Late		State of Ohio

# Double Click on Project

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

ORACLE Primavera Unifier Shauna Hooks (Last login: 03/17/2014 10:05 AM)

Home Company Workspace **Projects**

User Mode ▾

File Edit View Help

New Open Find

Projects - Current View: All

18 Item(s) Page 1 of 1

Number	Project Name	Company Name	Status	Asset Name
SAT-120002	SAT 7 CM-R Test Project	State of Ohio	Active	
SAT-110002	Energy Capital Project	State of Ohio	Active	
SAT-080003	SAT 1 Release 2	State of Ohio	Active	
SAT-080002	SAT and UAT Release 2 Implementation Project	State of Ohio	Active	
SAO-090002	SAO Holmes County Maintenance Facility Consult	State of Ohio	Active	
SAO-090001	SAO Athens County Maintenance Facility Consult	State of Ohio	Active	
SAO-080001	SAO Clinton County Maintenance Facility Consult	State of Ohio	Active	
SAO-070999	SAO Pre-certified Consultant List	State of Ohio	Active	
RTP-100001	Ritas Test Project	State of Ohio	Active	
OSD-050040	Mechanical System Improvements	State of Ohio	Active	
OCI-130888	OSFC Consultant List Demo	State of Ohio	Active	
KSU-08S001	Renovation for Communication Studies	State of Ohio	Active	
EXP-090001	Sheep and Swine Barn Renovations	State of Ohio	Active	
DRC-081013	Re-entry Center (Integration Testing)	State of Ohio	Active	
DOT-090002	Holmes County Maintenance Facility	State of Ohio	Active	
DOT-090001	Athens County Maintenance Facility	State of Ohio	Active	
DOT-050114	Clinton County Maintenance Facility	State of Ohio	Active	
DAS-090999	Consultant List	State of Ohio	Active	

# Project Home Page

The screenshot shows the Primavera Unifier interface in a Windows Internet Explorer browser. The browser address bar shows 'Unifier@https://oaksci.training.osfc.ohio.gov'. The page title is 'ORACLE Primavera Unifier' and the user is 'Shauna Hooks (Last login: 10/08/2013 09:21 AM)'. The navigation tabs include 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The main content area is titled 'Central Elementary - Home' and features a 'Summary' tab. The 'Summary' tab is divided into several sections: 'Image', 'Items Requiring Your Attention', 'Details', and 'Links'. The 'Items Requiring Your Attention' section shows a table with columns for 'Tasks', 'Messages', 'Draft Records', and 'uMails', all with counts of 0. The 'Details' section provides project information: Number: SFC-130322.02, Name: Central Elementary, Description: New Elementary School, Administrator: Steve Mayo, Currency: United States Dollar (USD), Status: Active, Email: 1015-, and Address: oaksci@soccemsmtp.em.ohio.gov. The 'Links' section contains two links: 'Ohio Facilities Construction' and 'Ohio School Facilities Construction'. A left-hand navigation pane shows a tree view of the project structure, including 'Alerts', 'uMail', 'Collaboration', 'Information', 'Cost Manager', 'Data Manager', 'Document Manager', 'Logs', and 'Reports'. Blue arrows point from the 'Collaboration', 'Document Manager', and 'Logs' items in the navigation pane to the corresponding text boxes on the right.

Most work is completed in 3 Areas

Collaboration—Your Work—your Task's, Messages and Drafts

Document Manager—Your supporting documentation

Logs— Where records are housed and created

If you have certified payrolls, you must first upload them to document manager prior to creating your Pay Request. **Slides 6-10**

# Before Uploading to Document Manager

The image shows a screenshot of a web application interface at the top and a Windows Internet Explorer Options dialog box below it. The web application header includes the user name 'auna Hooks (Last login: 11/14/2013 10:32 AM)' and navigation links for 'Community', 'Bookmarks', 'Preferences', and 'Support'. A red arrow points to the 'Preferences' link. The Internet Explorer Options dialog box is open to the 'Options' tab, showing settings for Time Zone, Date Format, Viewer Option, File Transfer Option, and Email Subscription. A red arrow points to the 'File Transfer Option' dropdown menu, which is currently set to 'Intermediate'. Below this, there are sections for 'Business Processes', 'Document Manager - Project', and 'Document Manager - Company', each with several checked options.

- –Click on Preferences (upper right of screen)
- - Click Options
- -Change File Transfer Option to Basic

# Project Home Page

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

RACLE Primavera Unifier Shauna Hooks (Last login: 03/17/2014 10:05 AM) Community

Home Company Workspace Projects

User Mode

File Edit View Help

Projects (Standard)

SAO Clinton County Maintenance

- Summary
- Alerts
- uMail
- Collaboration
- Information
- Cost Manager
- Data Manager
- Document Manager
- Documents
- Unpublished Documents
- Logs
- Reports

Current Phase

Documents - Current View: All

7 Item(s) Page 1 of 1

Ref	BP	Name	Size	Upload Date	Owner	Title
		0000 Concept Development			Fred Holcomb	
		0100 Acquisition			Fred Holcomb	
		0200 Design			Fred Holcomb	
		0300 Construction			Fred Holcomb	
		0400 Post Construction			Fred Holcomb	
		0500 Extra Services			Fred Holcomb	
		0600 Budget			Fred Holcomb	

- Click Document Manager

- Documents

# File Upload

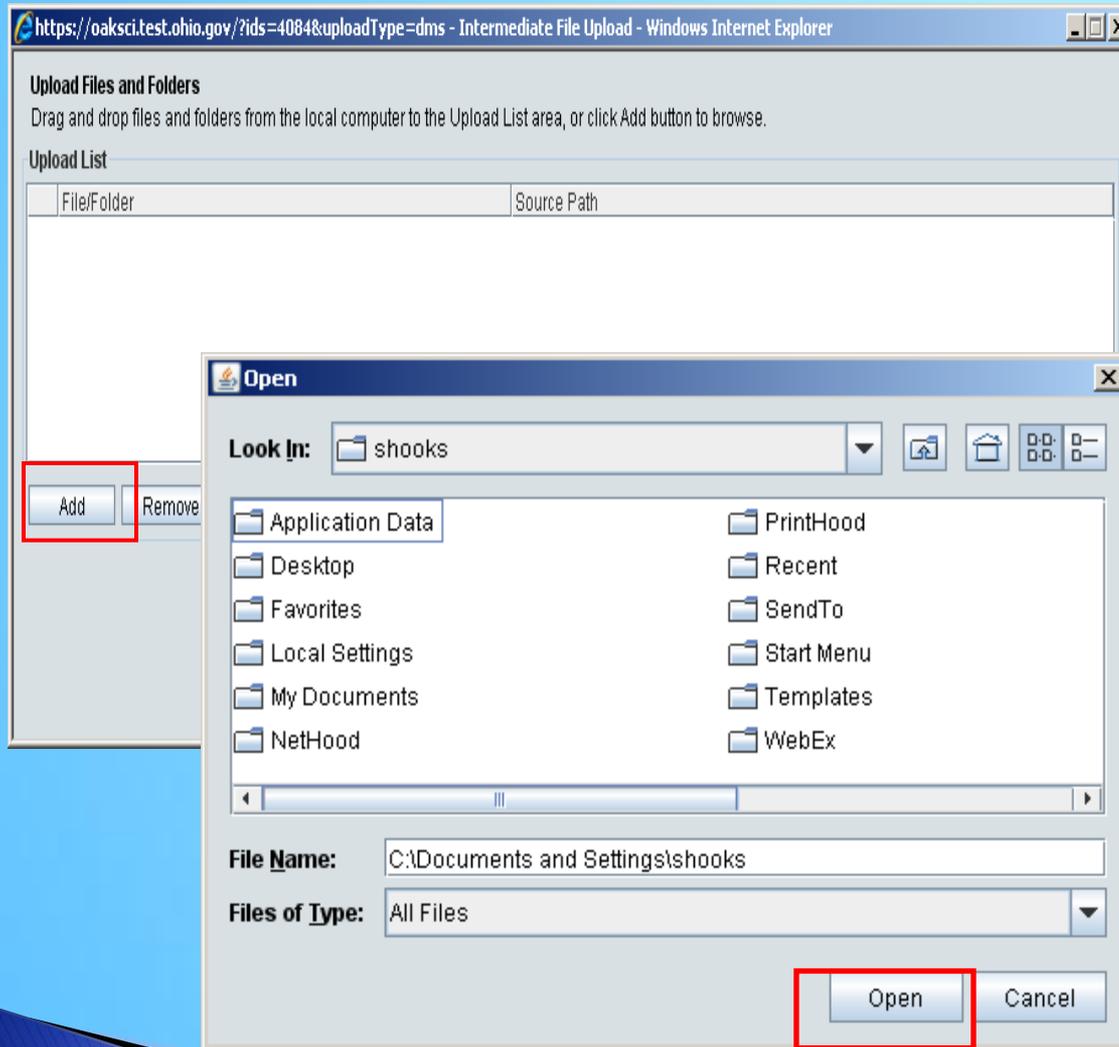
(a) Choose folder

(b) Click Upload

The screenshot displays a web application interface for file management. The browser address bar shows the URL 'https://oaksci.training.ohio.gov'. The interface includes a navigation menu on the left, a file tree in the center, and a file list on the right. The 'Arch' folder is selected in the file tree, and the 'Upload' button is highlighted in the toolbar.

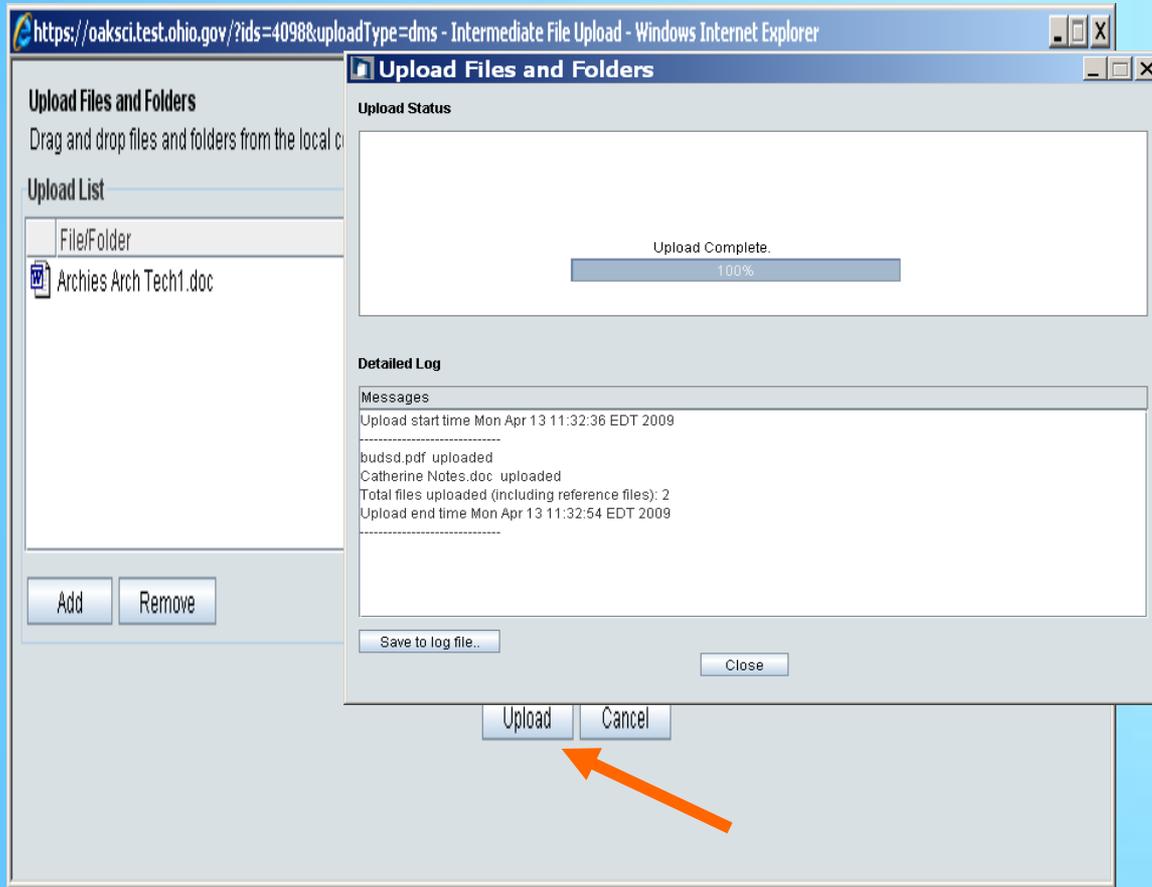
Ref	BP	Name	Size	Upload Date	Owner	Title
		A-1CONFORMED.pdf	397 KB	03/13/2008	Oaks Student 1	
		A1-1.pdf	561 KB	03/13/2008	Oaks Student 1	
		A2-1.pdf	708 KB	03/13/2008	Oaks Student 1	
		A2-2.pdf	1017 KB	03/13/2008	Oaks Student 1	
		A3-1.pdf	443 KB	03/13/2008	Oaks Student 1	
		A4-1.pdf	539 KB	03/13/2008	Oaks Student 1	
		A5-1.pdf	327 KB	03/13/2008	Oaks Student 1	
		A5-2.pdf	448 KB	03/13/2008	Oaks Student 1	
		A7-1.pdf	415 KB	03/13/2008	Oaks Student 1	
		A8-1.pdf	622 KB	03/13/2008	Oaks Student 1	
		A9-1.pdf	377 KB	03/13/2008	Oaks Student 1	

# File Upload



- ▶ Click Add
- ▶ Choose document or folder to upload
- ▶ Click Open

# File Upload



- ▶ Document or folder is populated into Upload list
- ▶ Click Upload
- ▶ Box will pop up indicating the upload is Complete

# Create a New Record

The screenshot shows a software application window titled "Central Elementary - Home". The interface includes a navigation tree on the left and a main content area on the right. The navigation tree lists various categories such as Alerts, uMail, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Logs, Advertisements, Applications for Payment, Budgets, Certified Payrolls, Closeout - Contractor, Contract, Contract Modification, Contract Schedule of Value, Design Reviews, Escrow Accounts, Field Reports, Financial Risks, Fund Allocation, Fund Release, Fund Transfers, Liens, Locally Funded Initiative MO, Meeting Minutes, Miscellaneous Change Ord, Miscellaneous Commit, Miscellaneous Invoice, Punch Lists, Purchase Orders, Requests for Interpretation, Subcontractor/Supplier Dec, Submittals, and Vouchers. A blue arrow points to the "Logs" item in the navigation tree. The main content area is divided into two sections: "Summary" and "Details". The "Summary" section contains an "Image" placeholder. The "Details" section displays the following information:

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

# Create a New Record

The screenshot shows a software interface with a navigation pane on the left and a main content area on the right. The navigation pane lists various project-related items, with 'Prevailing Wage Report' highlighted. The main content area displays a table with the following columns: Contract SOV Name, Contractor Name, Pay Request Period Start, Pay Request Period End, Status, and Record No. The table is currently empty, showing '0 Item(s)'. A blue arrow points to 'Unpublished Documents' in the navigation pane, and another blue arrow points to 'Prevailing Wage Report'.

Contract SOV Name	Contractor Name	Pay Request Period Start	Pay Request Period End	Status	Record No.
0 Item(s)					

**Note to Contractor:**  
If you are the Trade Contractor on the project, prior to creating a new Pay Request, a Prevailing Wage Record must be created  
**Review slides 13-16**

# Create a Prevailing Wage Report

Create New Certified Payrolls - Project No. OCI-130101 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

**General** Certified Payrolls

List all subcontractors and suppliers on the lower form. Upload your certified payroll documents to your secured directory in the document manager and attach them to this record.

**General**

You may add to and modify this record as long as the status is Pending. You must set the status to Complete to attach this record to a Pay Request.

Project Number: OCI-130101 Record Number: [ ]

Project Name: School Facilities Training 1 Creation Date: [ ]

Organization Name: [ ] Creator: Shauna Hooks

Facility Name: [ ] Status: Pending \*

Contract Name: [ Select... ] \* Vendor Name: [ ]

Pay Request Period Start: [ ] \* Pay Request Period End: [ ] \*

**Prime Contractor Payroll Report**

Worked This Period?: -Select- Payroll submitted?: -Select-

Prime Payroll Period Start: [ ] Prime Payroll Period End: [ ]

Payrolls Transmitted via: [ ]

**Additional Contractor Information**

Date Apprentice Agreement Submitted: [ ] Payroll Scheduled Submission: [ ]

Check box as confirmation that all work is performed by PRIME.

Confirmed:

**Subcontractor Details**

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

- Complete all applicable areas, every field with an \* is mandatory

- Attach supporting documents to record by clicking Add Attachment

- Click Subcontractor Details to add any Subcontractor/Suppliers to be paid this pay period

# Create a Certified Payroll report

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

General Certified Payrolls

Subcontractor Details

Current View: All

0 Item(s)

No.	Subcontractor Name	Utilized This Period?	Payroll Submitted?
-----	--------------------	-----------------------	--------------------

Subcontractor Name: Nelson Stark Company

Utilized This Period?: Yes

Payroll submitted?: Yes

Subcontractor Payroll Period Start: 12/01/2009 05:00 PM Local (GMT-5)

Subcontractor Payroll Period End: 01/01/2010 05:00 PM Local (GMT-5)

Short Description: concrete paving

Notes:

Additional EDGE Information

Award Date: 11/07/2010 05:00 PM Local (GMT-5)

Projected Start Date: 11/15/2009 05:00 PM Local (GMT-5)

Actual Start Date: 12/01/2009 05:00 PM Local (GMT-5)

Projected End Date:

Actual End Date:

Additional Subcontractor Information

Apprentice Agreement:

Payroll Scheduled:

Attachments (0)

OK Cancel

Add Copy Import Remove Grid Find

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

- Click Add

- Fill in information as appropriate

- Add additional lines as necessary

- Click General tab when complete

# Create a Certified Payroll report

Create New Certified Payrolls - Project No. OCI-130101 - Windows Internet Explorer

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

**General** Certified Payrolls

List all subcontractors and suppliers on the lower form. Upload your certified payroll documents to your secured directory in the document manager and attach them to this record.

**General**

You may add to and modify this record as long as the status is Pending. You must set the status to Complete to attach this record to a Pay Request.

Project Number:	OCI-130101	Record Number:	
Project Name:	School Facilities Training 1	Creation Date:	
Organization Name:		Creator:	Shauna Hooks
Facility Name:		Status:	Pending
Contract Name:	Select...*	Vendor Name:	
Pay Request Period Start:		Pay Request Period End:	

**Prime Contractor Payroll Report**

Worked This Period?:	-Select-	Payroll submitted?:	-Select-
Prime Payroll Period Start:		Prime Payroll Period End:	
Payrolls Transmitted via:			

**Additional Contractor Information**

Date Apprentice Agreement Submitted:		Payroll Scheduled Submission:	
--------------------------------------	--	-------------------------------	--

Check box as confirmation that all work is performed by PRIME.  
Confirmed:

**Subcontractor Details**

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

-Change the Status to Complete

-Click Finish Editing

# Create Application For Payment

User Mode ▾

File Edit View Help

New Copy Open Find Filtered By Import

Applications for Payment - Current View: All

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

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested	Sum of Payments	Earned To Date	Final Payment?	Status	Record Number
Pr #1	Fire Protection	Contractor Company	21.89109639	23,666.00	23,666.00	29,750.00	No	Approved	PR-0001

Projects (Standard)

- UAT 5 Rel 1 - Toronto - Home
  - Summary
  - Alerts
  - uMail
  - Mailbox
  - Collaboration
  - Information
  - Cost Manager
  - Data Manager
  - Document Manager
  - Logs
    - Action Items
    - Applications for Payment**
    - Budgets
    - Certified Payrolls
    - Contract
    - Contract Modification
    - Contract Schedule of Val
    - Fund Allocation
    - Fund Release
    - Fund Transfers
    - Locally Funded Initiative
    - Meeting Minutes
    - Purchase Orders
    - Requests for Interpretatic
    - Subcontractor/Supplier D
    - Submittals
    - Vouchers
    - Reports

- ▶ Click:
  - Logs
  - Application for Payment
  - New

# Create Application For Payment

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

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...\*

Request Date:

Final Payment?: -Select-\* 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)

- ▶ Click:
  - General Tab
  - Plug in all applicable fields (\* fields are mandatory)
  - Click Select next to Certified Payroll, plug in certified payroll record (if applicable)

# Create Application For Payment

▶ Click:

- Scroll down side of page
- Click arrow down next to: Initial Pay Request? answer Yes/No
- If No, click Select next to Previous Pay request and select

Applications for Payment - Current View: All Project Records

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

Title	Contract SOV	Contractor Name	Percent Complete	Total Payment Requested	Sum of Payments	Earned To Date	
Pr #1	Fire Protection	Contractor Company	21.89109639	23,666.00	23,666.00	29,750.00	0.00

# Create Application For Payment

- ▶ Click:
  - Pay Request Details tab

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**

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.

Initial Pay Request?: No

Previous Pay Request:  [Select...](#) \* Previous PR Contractor:

Period From:  Period To:

**Stored Materials Summary**

On Site Stored Materials:	<input type="text"/> 0.00	Payment Allowed %:	<input type="text"/> 92.00
Off Site Stored Materials:	<input type="text"/> 0.00		
Installed Materials:	<input type="text"/> 0.00		
Previous Stored Materials:	<input type="text"/> 0.00	This Period Stored Materials:	<input type="text"/> 0.00
		Current Stored Materials:	<input type="text"/> 0.00
Previous Payment Allowed:	<input type="text"/> 0.00	This Period Payment Allowed:	<input type="text"/> 0.00
		Current Payment Allowed:	<input type="text"/> 0.00

**Earned Current Request**

Current Services:  0.00 Current Material:  0.00

**Action Details**

**Pay Request Details**

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

# Create Application For Payment

- ▶ 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
-----	----------	--------------------------	-----------------	-------------------	--------------------	------------------	----------------------	---------------------	-------------------------	-------------

Add Copy Import Remove Find Total Amount: \$ 0.00

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

# Create Application For Payment

## NOTE:

Ensure that the columns you are using are appropriate for the service, labor, material provided. If the line is for DPE or a Reimbursable a dollar value NOT A PERCENTAGE should be plugged in

# Create Application For Payment

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

1 - type in short description of work or name of person if the line is for DPE

# Create Application For Payment

Line Items - Windows Internet Explorer

Split Cancel Row Changes

Line Items Page 1 of 1 Display 100

Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursab
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00
<a href="#">172,752.00</a>	0.00	0.00	0.00	0.00
<a href="#">14,395.96</a>	0.00	0.00	0.00	0.00
<a href="#">191,549.76</a>	0.00	0.00	0.00	0.00
<a href="#">355,735.26</a>	0.00	0.00	0.00	0.00
<a href="#">4,999.98</a>	0.00	0.00	0.00	0.00
<a href="#">2,800.02</a>	0.00	0.00	0.00	0.00
<a href="#">5,599.98</a>	0.00	0.00	0.00	0.00
<a href="#">1,399.98</a>	50.00	0.00	0.00	0.00
<a href="#">700.02</a>	0.00	0.00	0.00	0.00
850,705.00	50.00	0.00	0.00	0.00

OK Cancel

2- scroll right

If you are requesting payment for a line identified as Labor, Material or Services type in a percentage, it is very important that you choose the correct column

# Create Application For Payment

Line Items - Windows Internet Explorer

Split X Cancel Row Changes

Line Items Page 1 of 1 Display 100 items per page

Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimbursables(\$)	Material Stored OnSite	This Material Sto
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.35</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">16,795.32</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">172,752.00</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">14,395.96</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">191,549.76</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">355,735.26</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">4,999.98</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">2,800.02</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">5,599.98</a>	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">1,399.98</a>	50.00	0.00	0.00	0.00	0.00	0.00
<a href="#">700.02</a>	0.00	0.00	0.00	0.00	0.00	0.00
850,705.00	50.00	0.00	0.00	0.00	0.00	0.00

OK Cancel

If you are requesting payment for DPE or Reimbursable you will type a DOLLAR amount in this column ONLY , do not plug in any other dollars or percentages



# Create Application For Payment

for Payment - Pay Application 1 - Project No. SFC-130315 - Windows Internet Explorer

View Actions Help Workflow Actions -Select-

Save Spelling.. Add Attachment Discussion SOV Close Window

Applications for Payment

ails

st Details

All

Page 1 of 1 Display 100 items per page

S Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb(\$)	Current Material Stored
BS-CD	CD	119,000.00	0.00	41,650.00	0.00	0.00	35.00	0.00	0.00
BS-CN	CONF DOC SVC	11,900.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BS-PV	Pre-Design	29,750.00	0.00	10,412.50	0.00	0.00	35.00	0.00	0.00

Copy Import Remove Find Total Amount: \$ 53,062.50

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

Sample of a completed lower form

# Create Application For Payment

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

File Edit View Actions Help Workflow Actions -Select-  
-Select-  
Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Applications for Payment

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:  State:

Action Details

Create New Applications for Payment

To...

Cc...

Send For:

Task Notes:

Pay Request Details

Current View: All

1 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 I St On
001	CE-FS-22M	Underground Piping (Pool LFI)	14,000.00	7,000.00	0.00	0.00	50.00	0.00	0.00	

Add Copy Import Remove Find Total Amount: \$ 0.00

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

## ▶ To Save record:

- Click Save
- and Close
- When you are ready to retrieve your application for payment:

Log into your Project

- > Click Collaboration
- > Click Drafts (view page 5)

# Create Application For Payment

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

File Edit View Actions Help Workflow Actions -Select-  
-Select- Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Applications for Payment

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:  Status:

Action Details

Create New Applications for Payment

To:   
Cc:   
Send For:

Task Notes:

Pay Request Details

Current View: All

1 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
001	CE-FS-22M	Underground Piping (Pool LFI)	14,000.00	7,000.00	0.00	0.00	50.00	0.00	0.00	

Add Copy Import Remove Find Total Amount: \$ 0.00

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

- ▶ Once Complete:
  - Choose Workflow action in upper right hand corner
  - Click Send in upper left hand corner

# Create Application For Payment

## IMPORTANT NOTICE:

- ▶ There has been an issue with saved pay applications disappearing from Drafts. Our advice to you is once you have completed the application submit it to the A/E and have them return it to you, this will help you avoid losing the data. We are currently working with ORACLE to resolve this issue.