OAKS

• Today • Tomorrow • Together •

Professional Services

Pay Request's

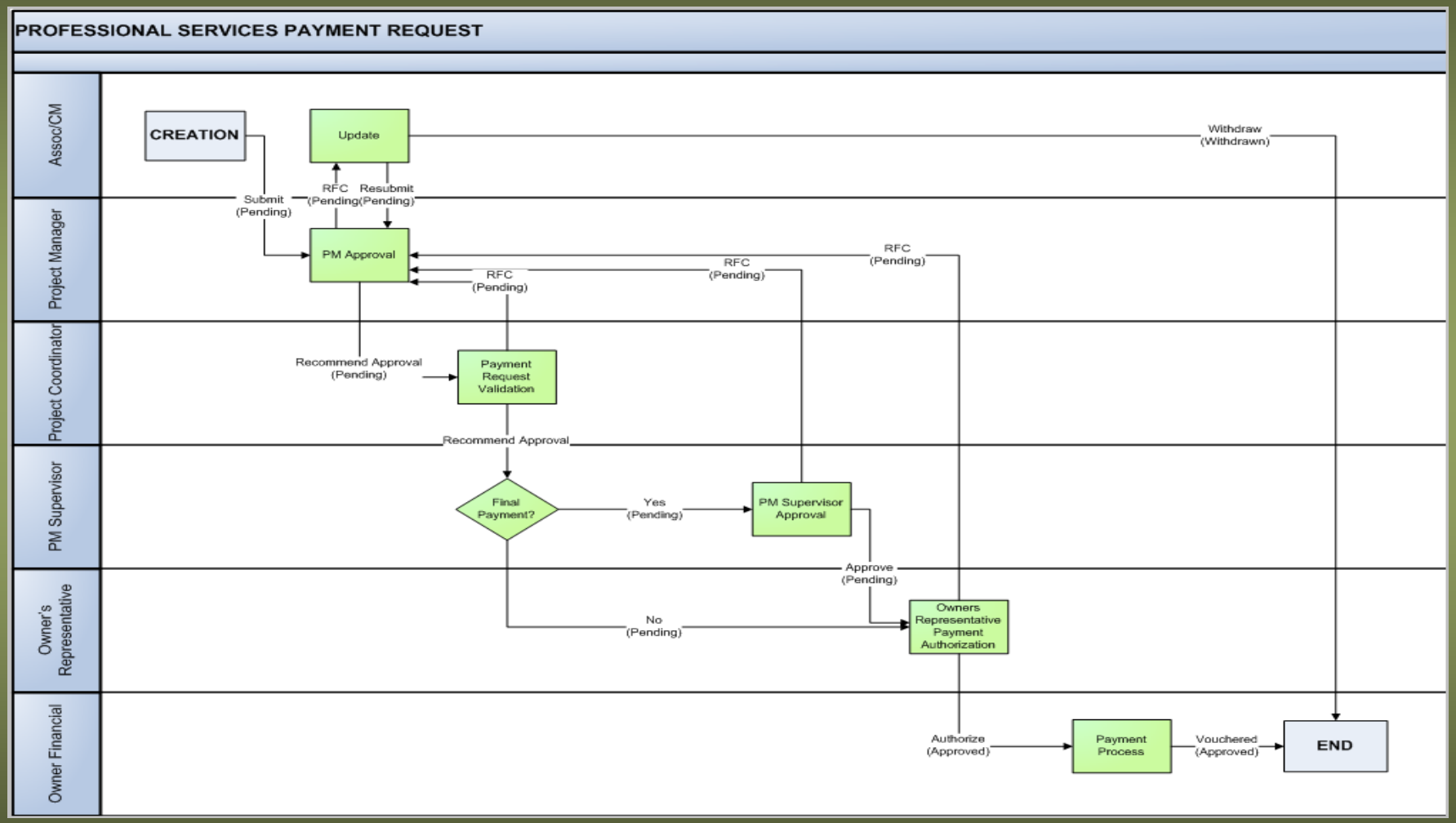
OAKS Capital Improvements (CI)

Professional Services Pay Request

Purpose

- The Professional Services Pay Request Business Process:
  - Provides for the submission, review, and approval of interim or final payment requests for services completed by the provider
  - References and relates directly to the schedule of values (SOV) Line Item amounts as outlined in the Professional Service Provider's Agreement

PS Pay Request Workflow



Roles & Responsibilities

- Professional Services Provider
  - Creates the pay request record
  - Submits the record to the Project Manager
  - Provides clarification and updates as requested
  - Can also withdraw the payment request
- Project Manager (PM)
  - Reviews the payment request record
  - Requests clarification
  - Updates
  - Recommends approval

Roles & Responsibilities

- Project Coordinator
  - Reviews and confirms that the mechanics of the pay request are accurate
  - Ensures that all necessary information and forms are present
  - Requests clarification and updates from the Project Manager
  - Sends the record to the Owner for payment

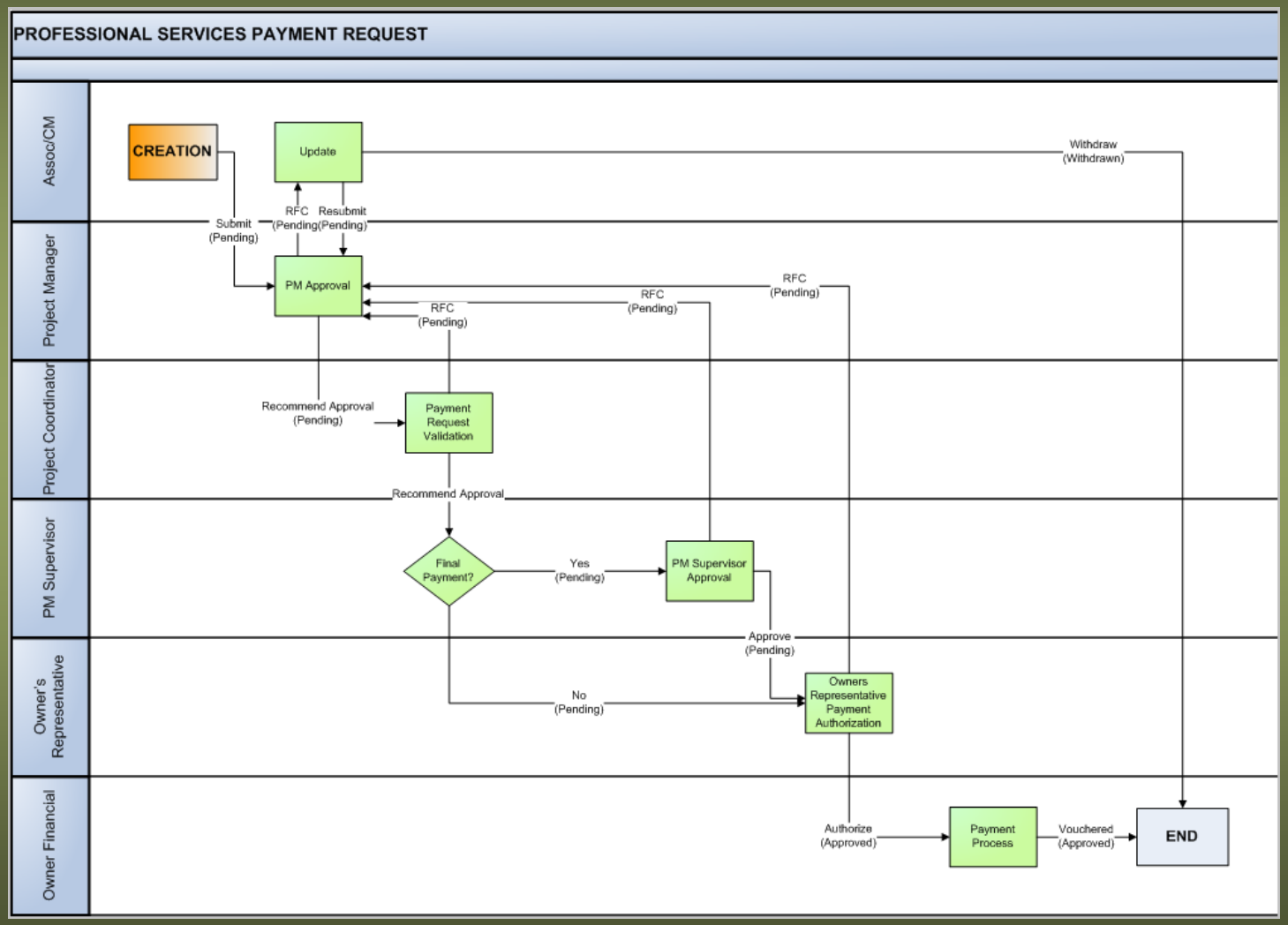
Roles & Responsibilities

- Project Manager Supervisor
  - Receives this record from the Project Coordinator when this is the final payment
  - Requests clarification and updates from the Project Manager
  - Forwards the final payment to the Owner for payment once it has been approved

Roles & Responsibilities

- Owner's Representative
  - Authorizes and initiates payment procedures
  - Requests clarification or updates from the Project Manager
- Owner's Financial
  - Creates the payment voucher to pay the request
  - Records the voucher information in OAKS CI if it was created manually

Creation Workflow

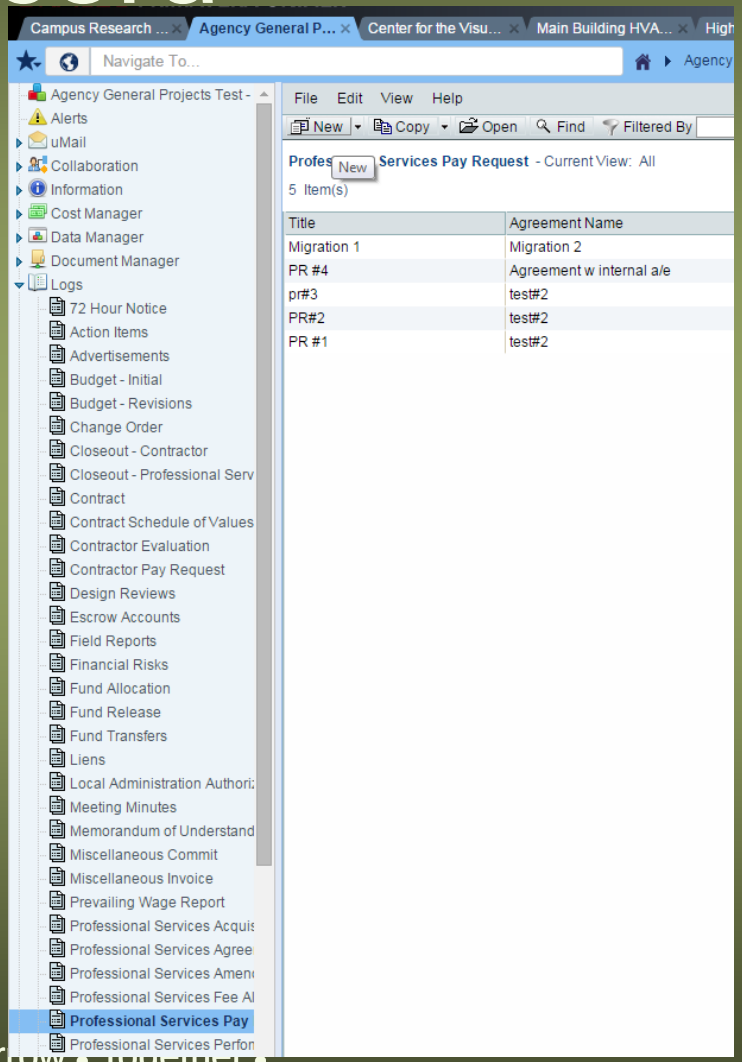


Creation Step

- Professional Services Provider
  - Creates the Professional Services Pay Request
  - Submits the request for approval

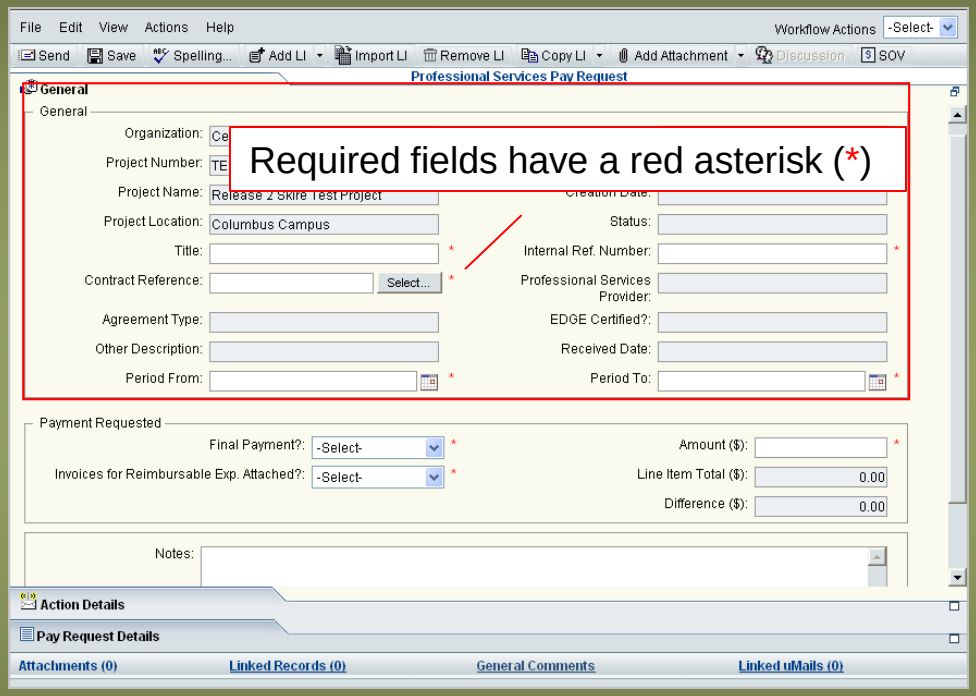
Create a New PS Pay Request Record

- In Oaks CI navigate to:
  - Your Project
  - Click Logs
  - Professional Services Pay Request
  - Click New



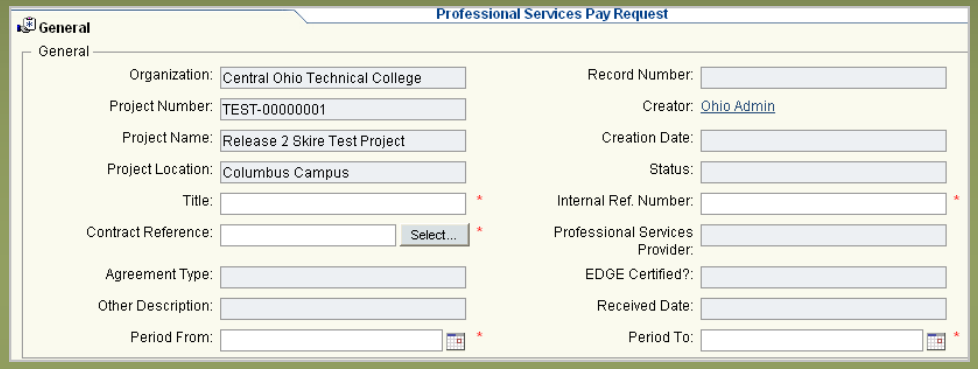
Complete the General Block

- Title
  - Enter provider company's name and pay request number
- Contract Reference
  - Select the agreement related to this pay request



Complete the General Block

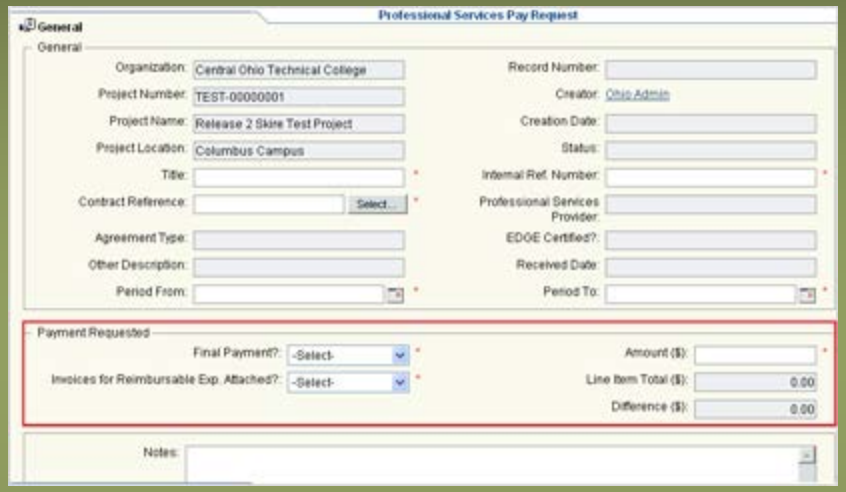
- Internal Ref. Number
  - Enter the provider's internal reference number for this pay request



- Period From
  - Select the beginning date for the payment request
- Period To
  - Select the end date for the payment request

Complete the Payment Requested Block

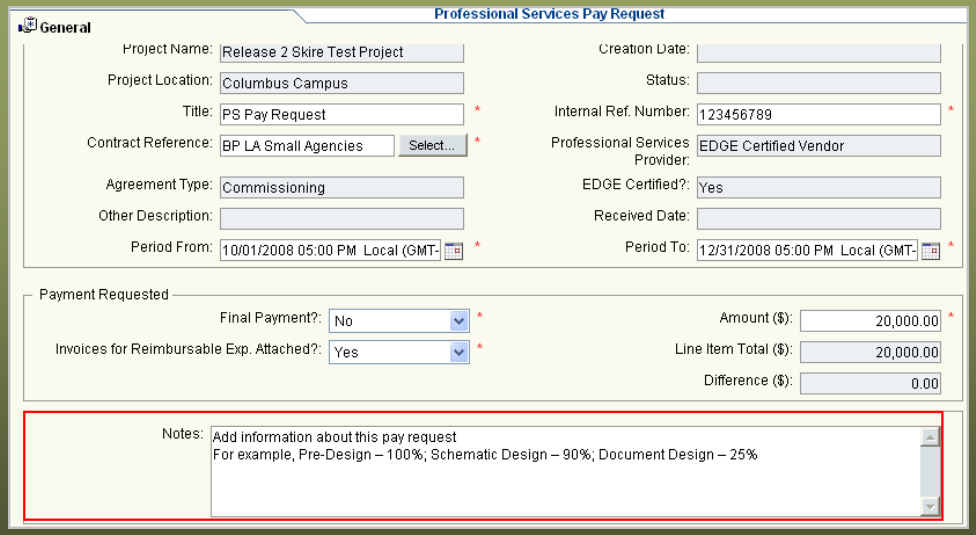
- Final Payment
  - Select Yes if this is the final pay request for this agreement (follows a different workflow)
  - Otherwise select No



- Invoices for Reimbursable Exp. Attached?*
  - Select Yes if invoices are attached
- Amount ($)
  - Enter the amount of the current payment request

Add Notes

- To aid the next person in the workflow process, add information about this pay request, e.g.:
  - Pre-Design – 100%
  - Schematic Design – 90%
  - Document Design – 25%

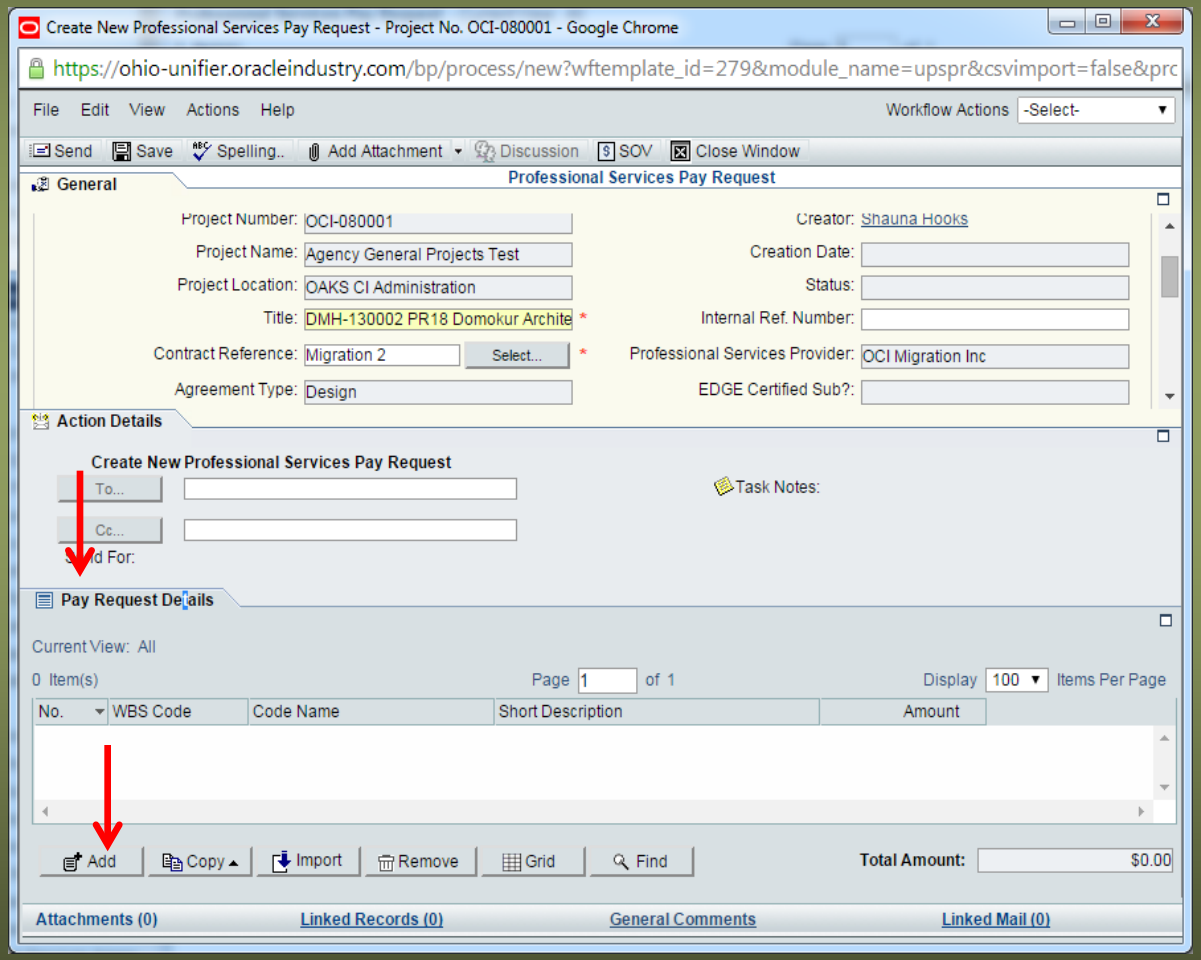


Add Line Items

- Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested

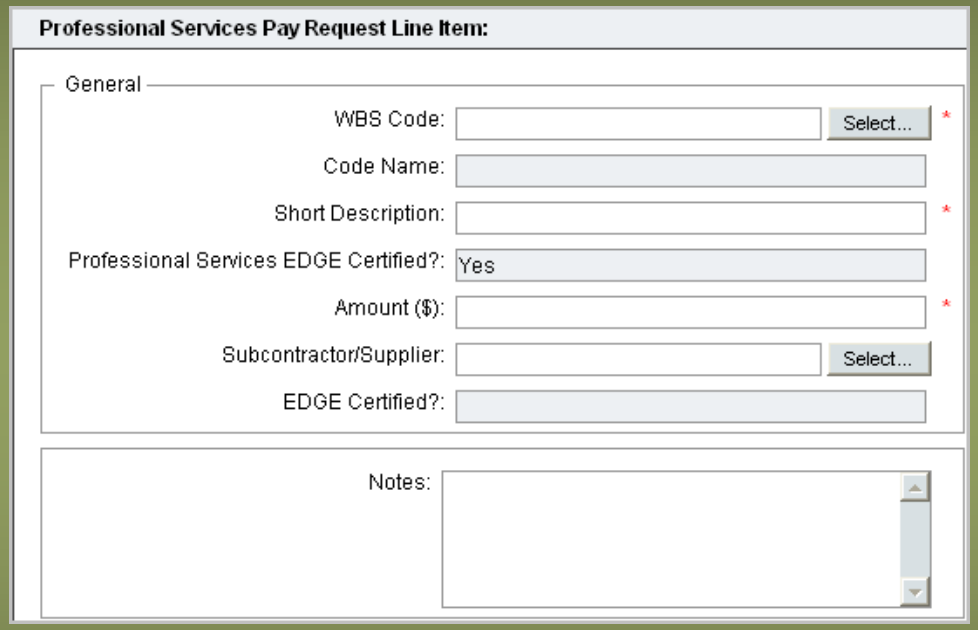
Add Line Items

- Click Pay Request Details
- Click Add



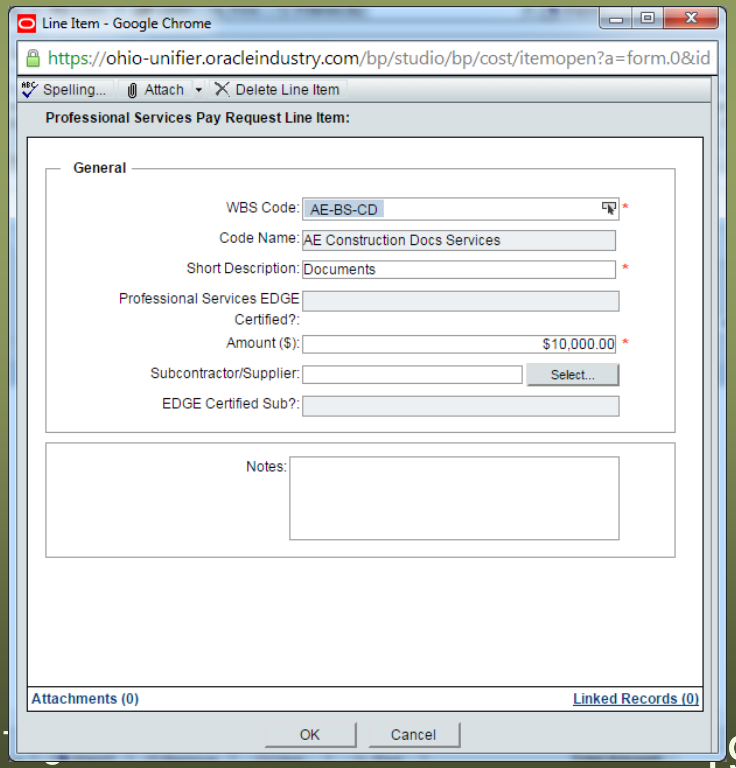
Complete Line Items

- WBS Code
  - Corresponds to SOV item for this pay request
- Short Description
  - E.g., % complete estimate, note on deliverables due
- Amount Due ($)
  - Corresponds to each WBS code for this pay request



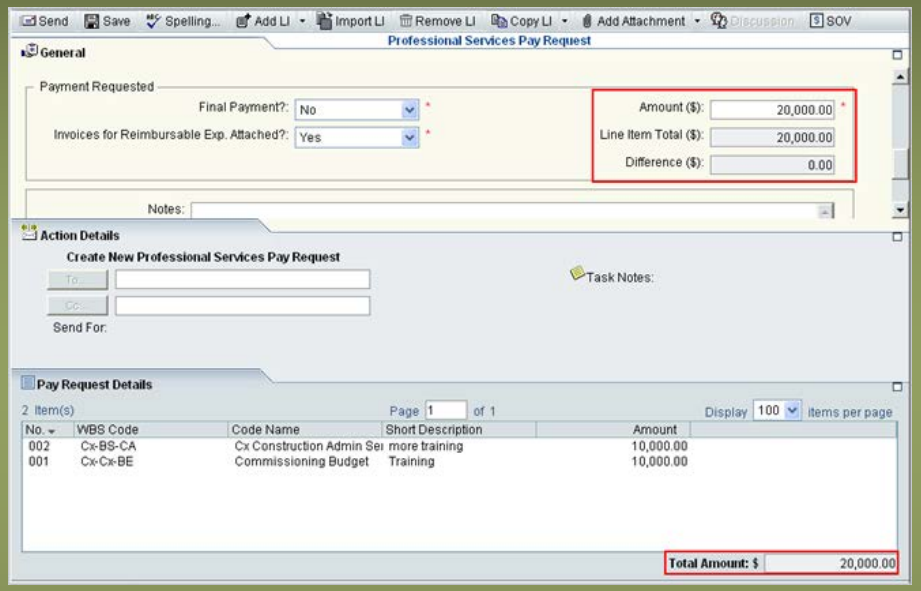
Complete Line Items

- Subcontractor/Supplier
  - Consultant or subcontractor who constituted part of all the EDGE participation on this Agreement and performed all or part of the work
- Notes
  - Optional field
  - Click OK



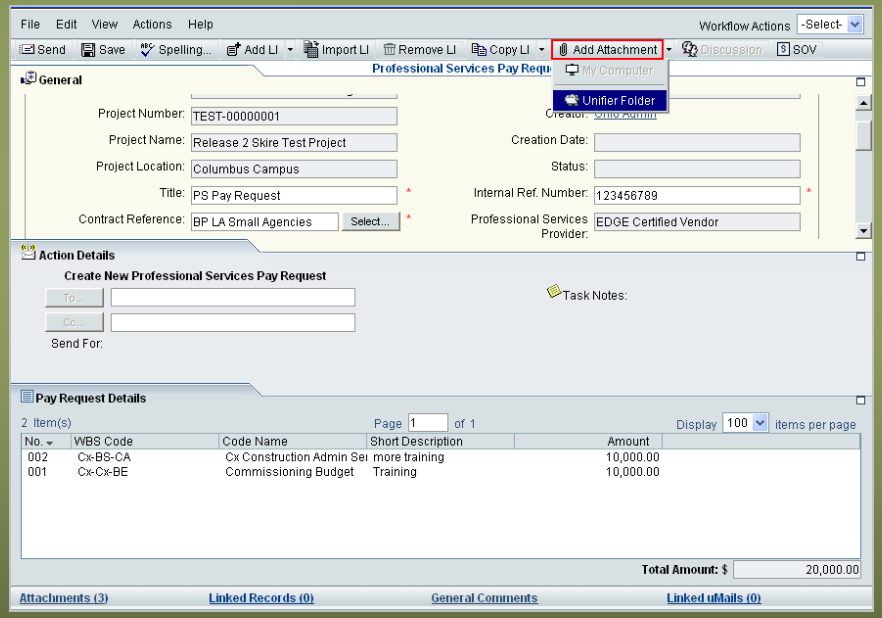
Complete Line Items

- Line item information appears in the Pay Request Details pane.
  - Continue to add lines as necessary
  - Ensure that the dollar amount entered in the top of the form matches the dollar amount in the lower form



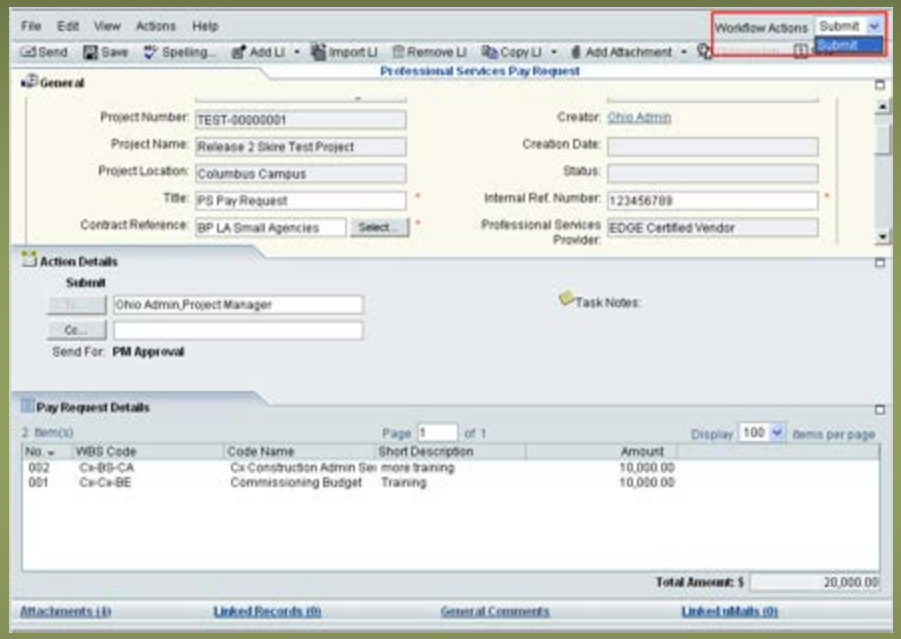
Add Attachments

- Upload backup documentation to Document Manager and attach document to the PS Pay Request.
  - E.g., a scan of an invoice for reimbursable expenses
- Click Add Attachments.
- Locate folder in which desired file exists.
- Select file and click OK.

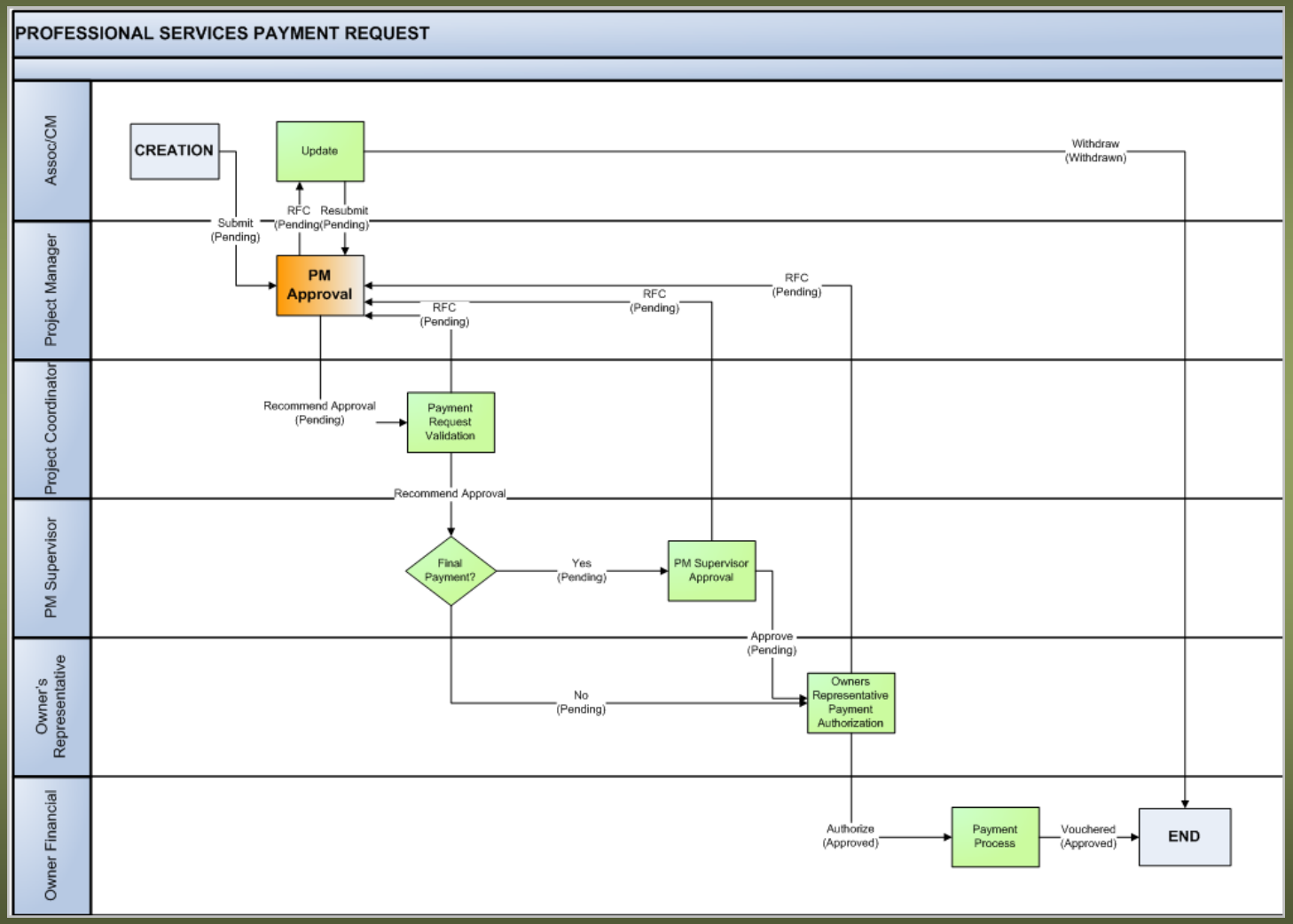


Submit Record

- Select the workflow action Submit when all entries are performed.
- Action Details reflect:
  - Next step in workflow
  - Auto-population of record routing
  - Available Cc...
- Click Send.
- Click OK on the submission notification.



PM Approval Workflow

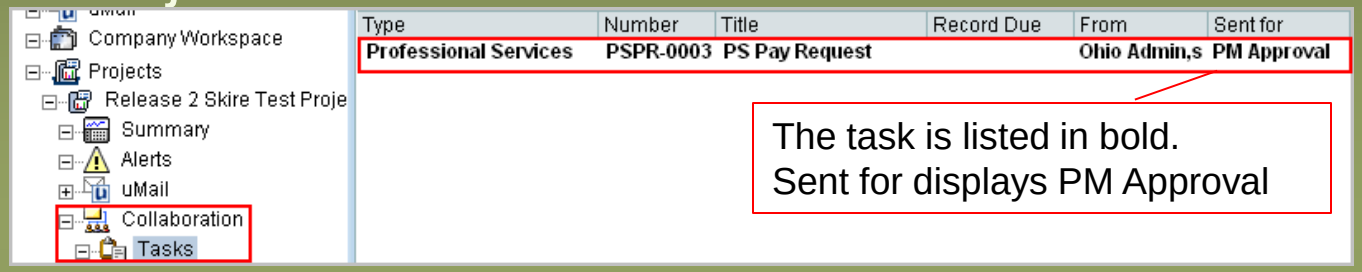


PM Approval Step

- Project Manager
  - Enters the date received
  - Reviews the pay request to determine if it accurately reflects work completed to date
  - Can request clarification and update from the Professional Services Provider or approve the pay request and submit it to the Project Coordinator for further processing

Open the Record

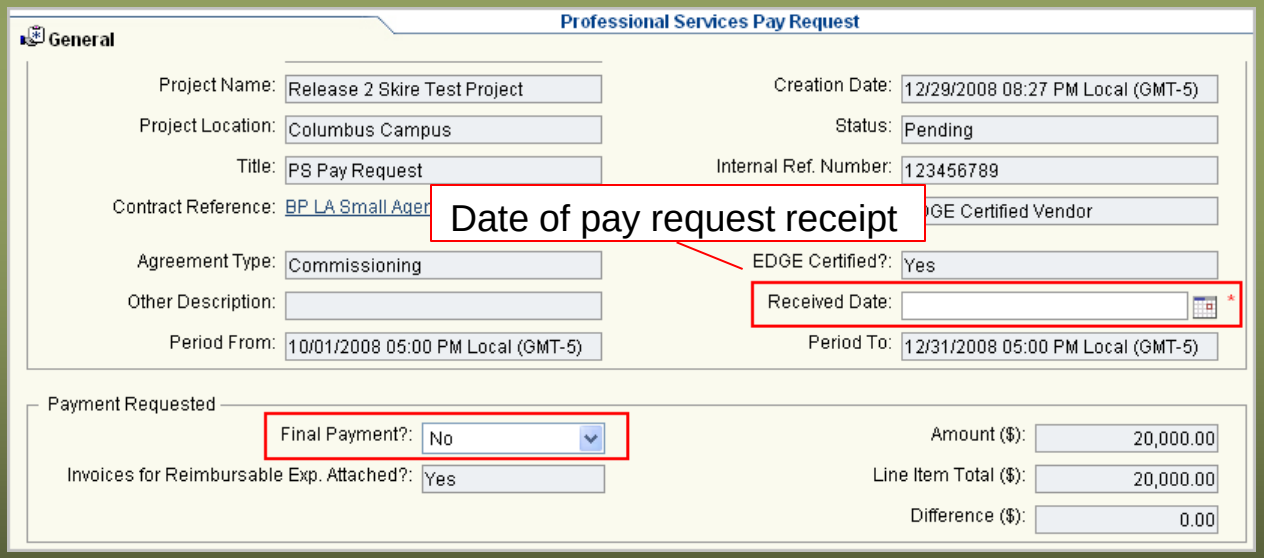
- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks



- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Click Accept Task.
- Review the Professional Services Pay Request.

Review Pay Request

- Enter Received Date.
- Verify whether the current pay request is a final or not (Yes or No).

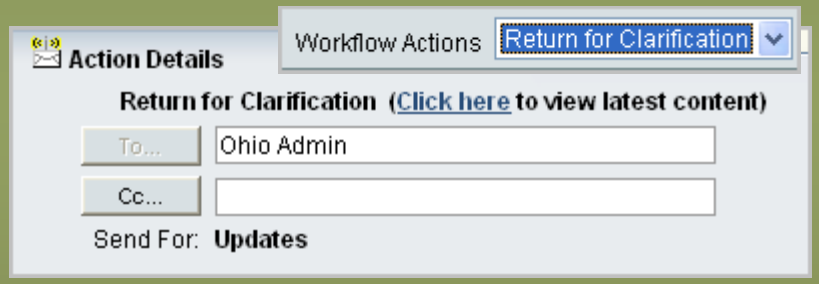


Note on Final Pay Request

- If the Professional Services Provider initiates a final pay request, and the PM or PM Supervisor changes the final pay request status from Yes to No to keep the contract open for further business as an amendment or payment of additional change order fees,
  - The final payment amount may be processed for services completed to date
  - The record will indicate completed status
  - A subsequent payment record can be initiated to include additional services or adjustments

Submit the PS Pay Request Record

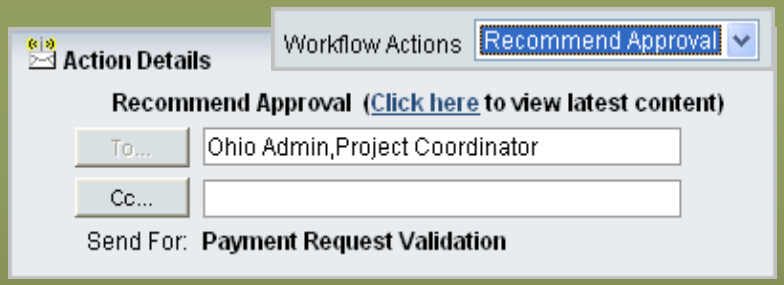
- Select the appropriate workflow action.
  - Return for Clarification sends the record to the Update step (as noted in the Action Details section)



  - Task Notes and/or General Comments may be added to explain Return for Clarification
    - Task Notes will only be visible on the next workflow step.
    - General Comments become a permanent part of the record and are visible on all future steps.

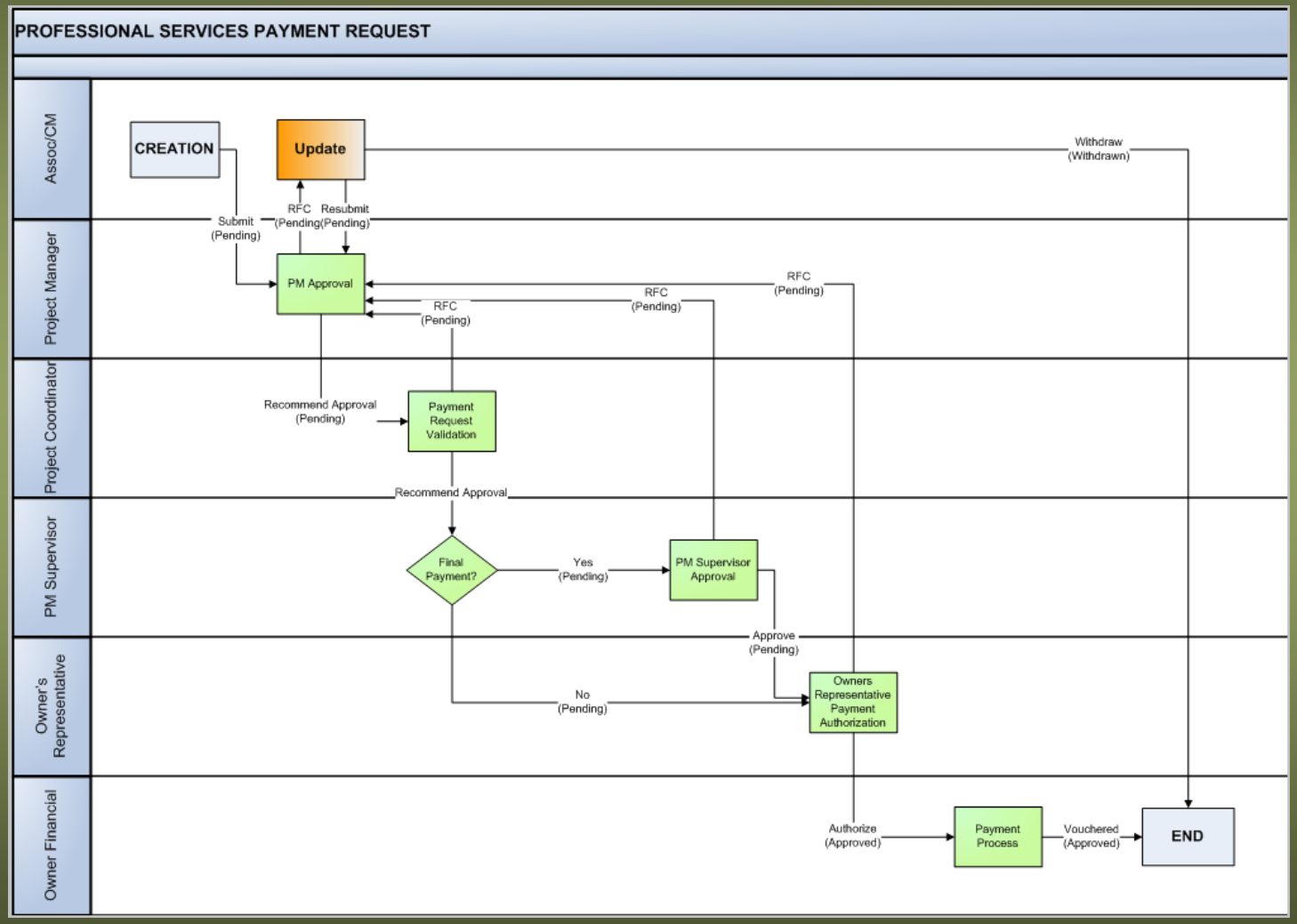
Submit the PS Pay Request Record

- Select the appropriate workflow action.
  - Recommend Approval sends the record to the Payment Request Validation step (as noted in the Action Details section)



- Click Send and click OK on the submission notification.

Update Workflow

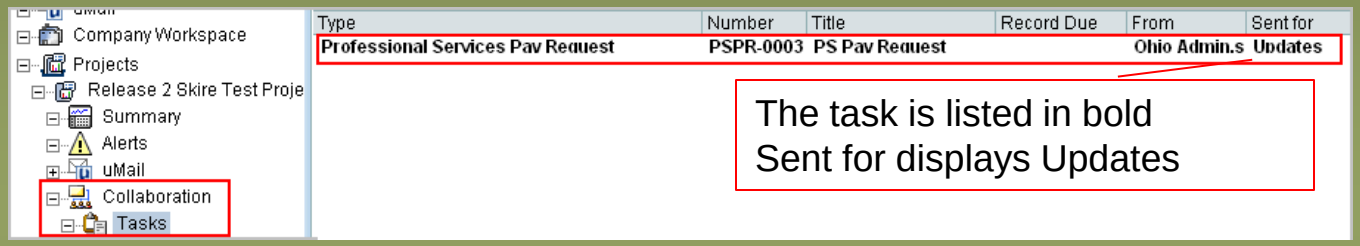


Update Step

- Project Manager
  - If the PM cannot approve the pay request as submitted, they may return the pay request to the Professional Service Provider for corrections.
- Professional Services Provider
  - Furnishes updates and clarifications
  - Returns the record to the PM
- NOTE: the reviewer may communicate requests by using Task Notes or General Comments.
  - Task Notes are viewable prior to accepting the task
  - General Comments are permanent

Open the Record

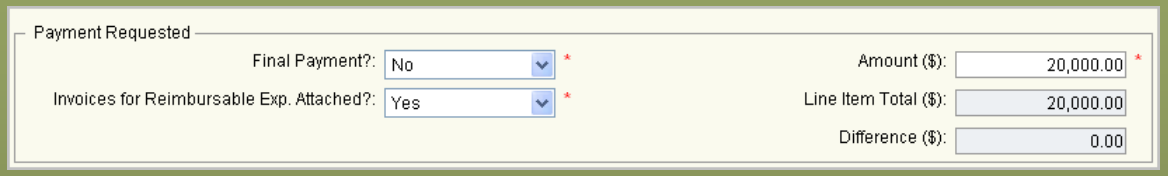
- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks



- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Read any Task Notes or General Comments
- Click Accept Task.

Update Record

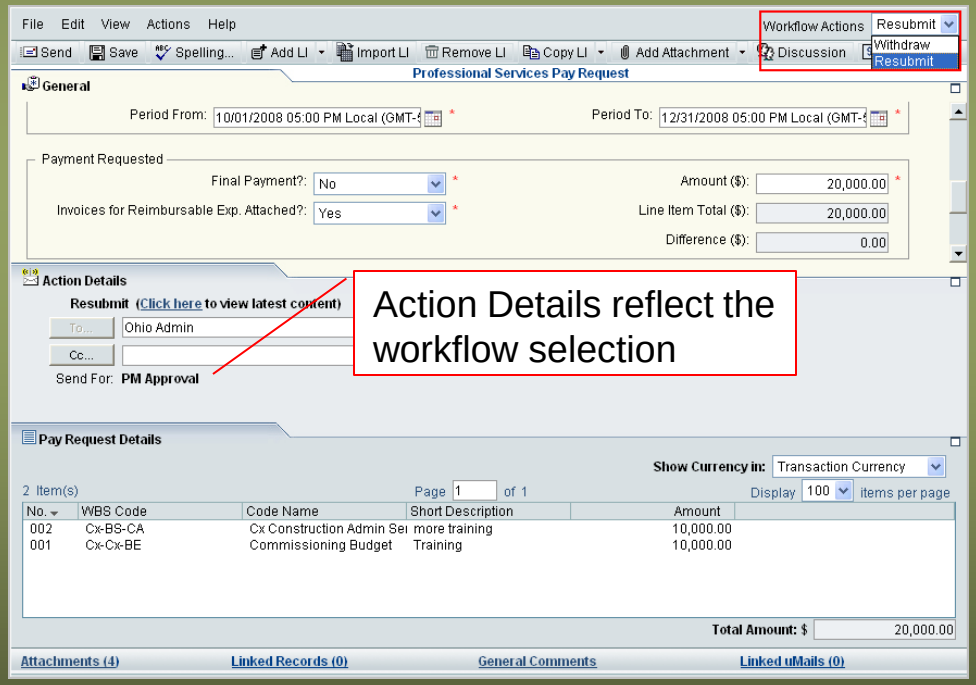
- Updates can be made to any fields that were provided in the Creation step.
- Additions or deletions can be made in the Pay Request Details line items as needed.



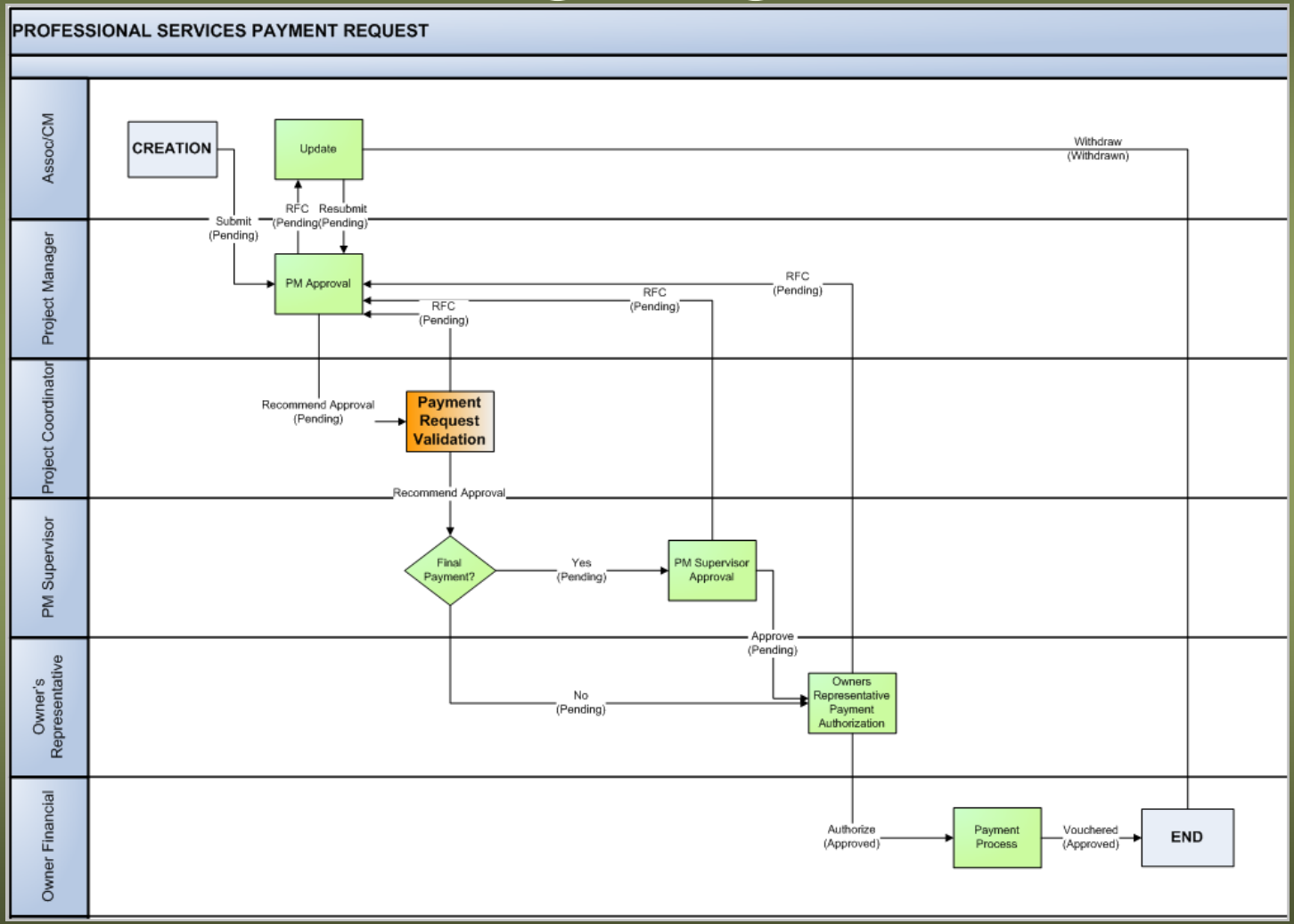
- Notes can be sent to the PM using Task Notes or General Comments.

Submit Record

- After corrections are performed, select the appropriate workflow action.
  - Resubmit returns the record to the PM Approval step
  - Withdraw sends the record to the End step
- Click Send.



Payment Request Validation Workflow

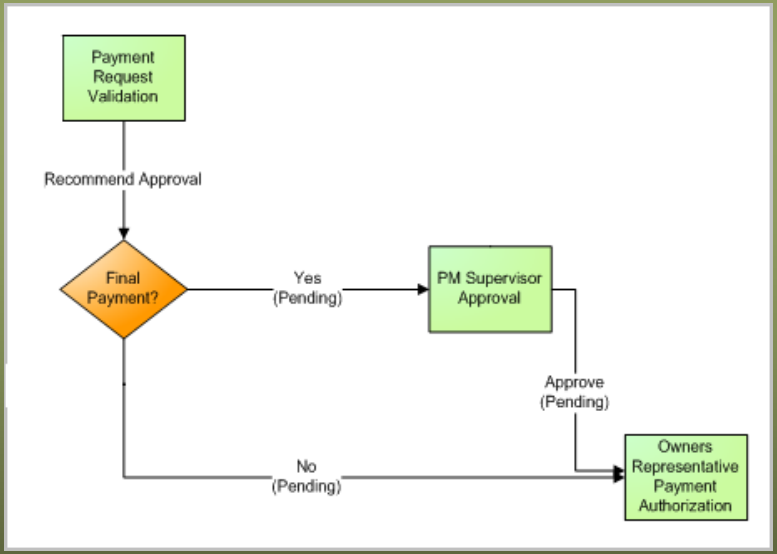


Payment Request Validation Step

- Project Coordinator
  - Reviews and validates the pay request and ensures that all necessary information and forms are present
  - May request clarification or updates from the Project Manager or recommend approval

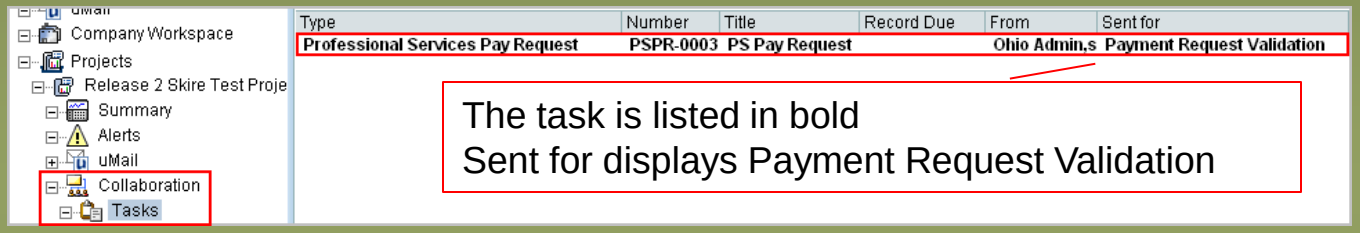
Conditional Routing

- Following validation, the work flow is conditionally routed based on Final Payment selection in the Payment Requested block.
  - "Yes" sends the record to the PM Supervisor Approval step
  - "No" sends the record to the Owner's Representative Payment Authorization step



Open the Record

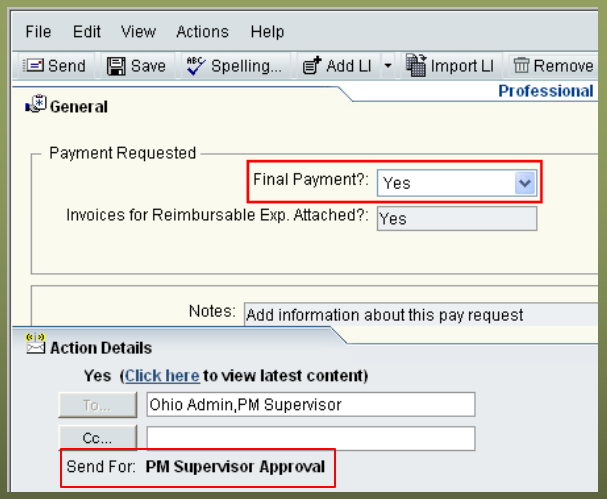
- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks

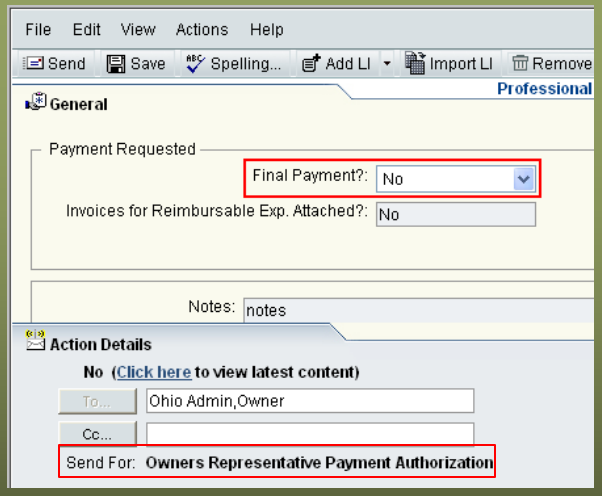


- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Read any Task Notes or General Comments
- Click Accept Task.

Submit the Record

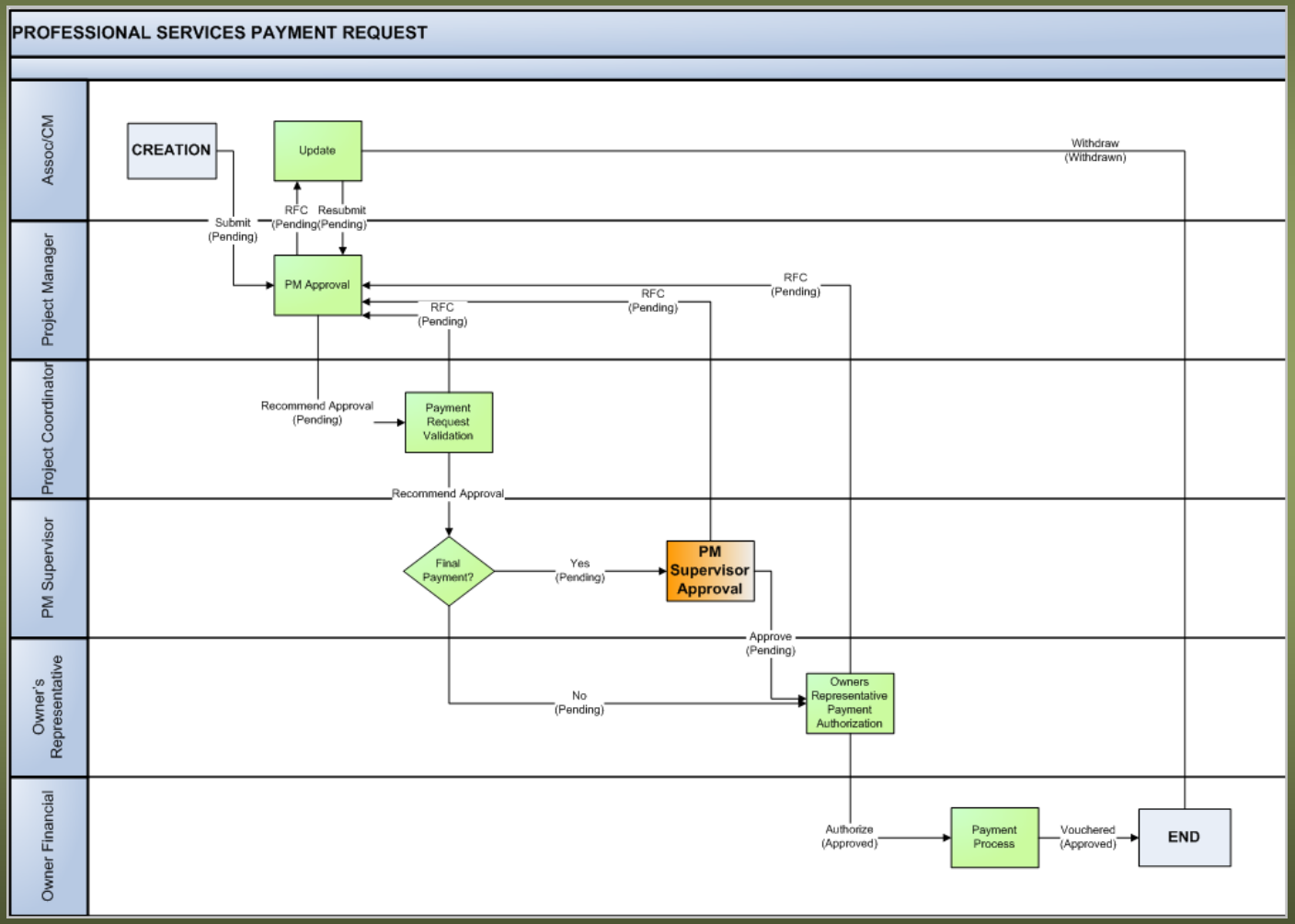
- Select either Return for Clarification or Recommend Approval in Workflow Actions.
- The Action Details section reflects the routing based upon Final Payment selection.





- Click Send to send the record to the next step.

PM Supervisor Approval Workflow

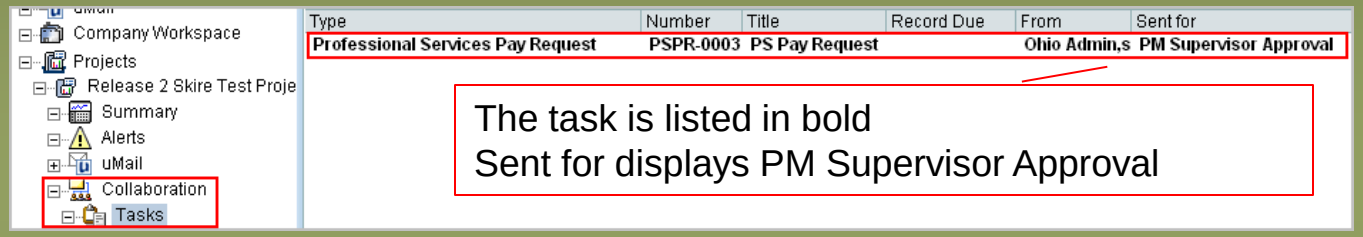


PM Supervisor Approval Step

- Project Manager Supervisor
  - Reviews the final pay request for completeness and either approves the request or returns it for further clarification and updates from the Project Manager.
  - If all of the information has been provided and is acceptable, the Project Manager Supervisor approves the record and sends it to the Owner's Representative for payment authorization.

Open the Record

- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks



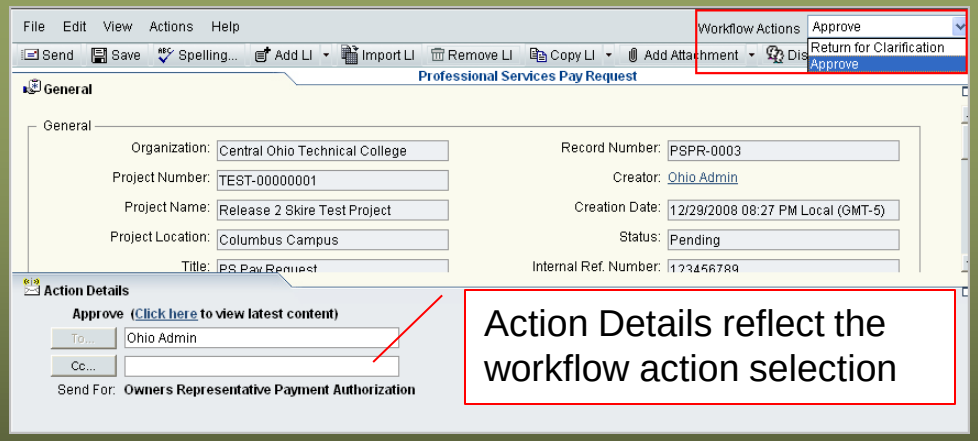
- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Read any Task Notes or General Comments.
- Click Accept Task.

Review the PS Pay Request

- Review the Professional Services Pay Request and confirm:
  - All work on the project is done
  - The State has received completed As Built drawing prior to authorizing the final payment
- Add Task Notes or General Comments as needed.

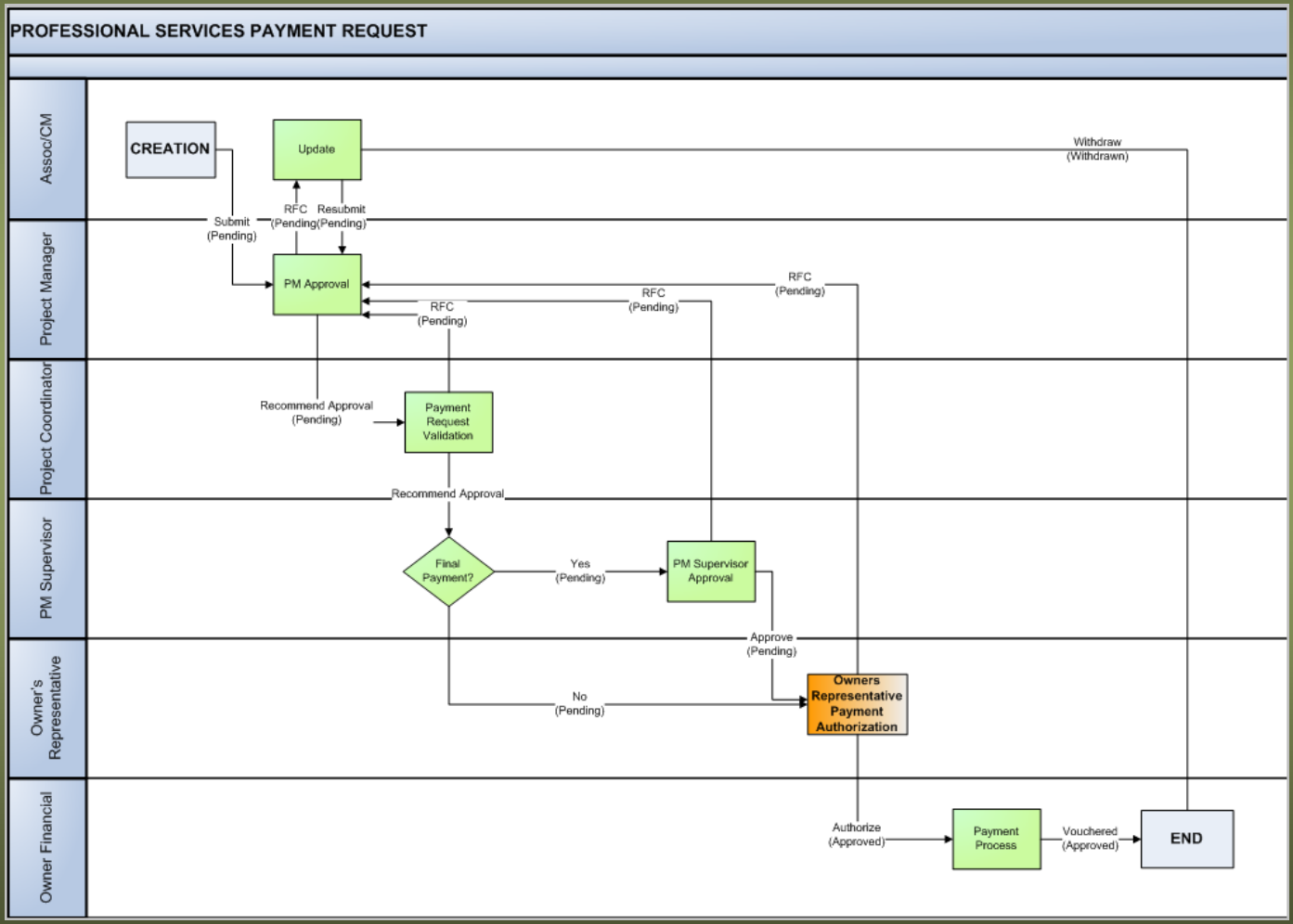
Submit the Record

- Select the workflow action.
  - Return for Clarification returns the record to the PM Approval step where the record can be re-submitted
  - Approve advances the record to the Owner's Representative Payment Authorization step



- Click Send to send the record to the next step.

Owner's Rep. Payment Authorization Workflow

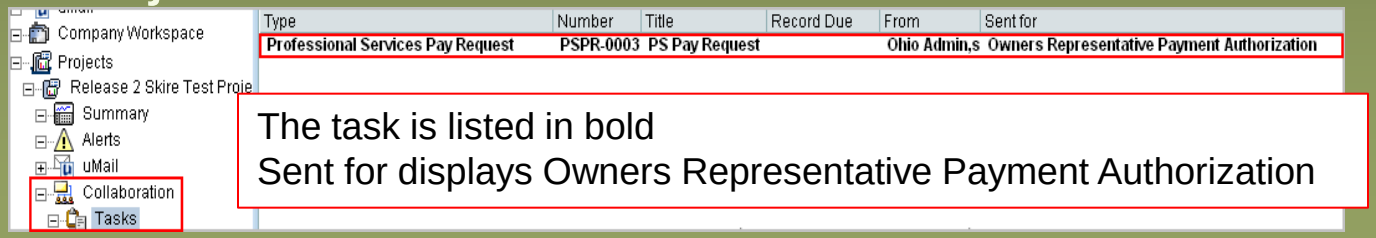


Owner's Representative Payment Authorization Step

- Owner's Representative
  - Reviews all pay requests
  - May request further clarification and updates from the Project Manager
  - Authorizes the payment

Open the Record

- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks

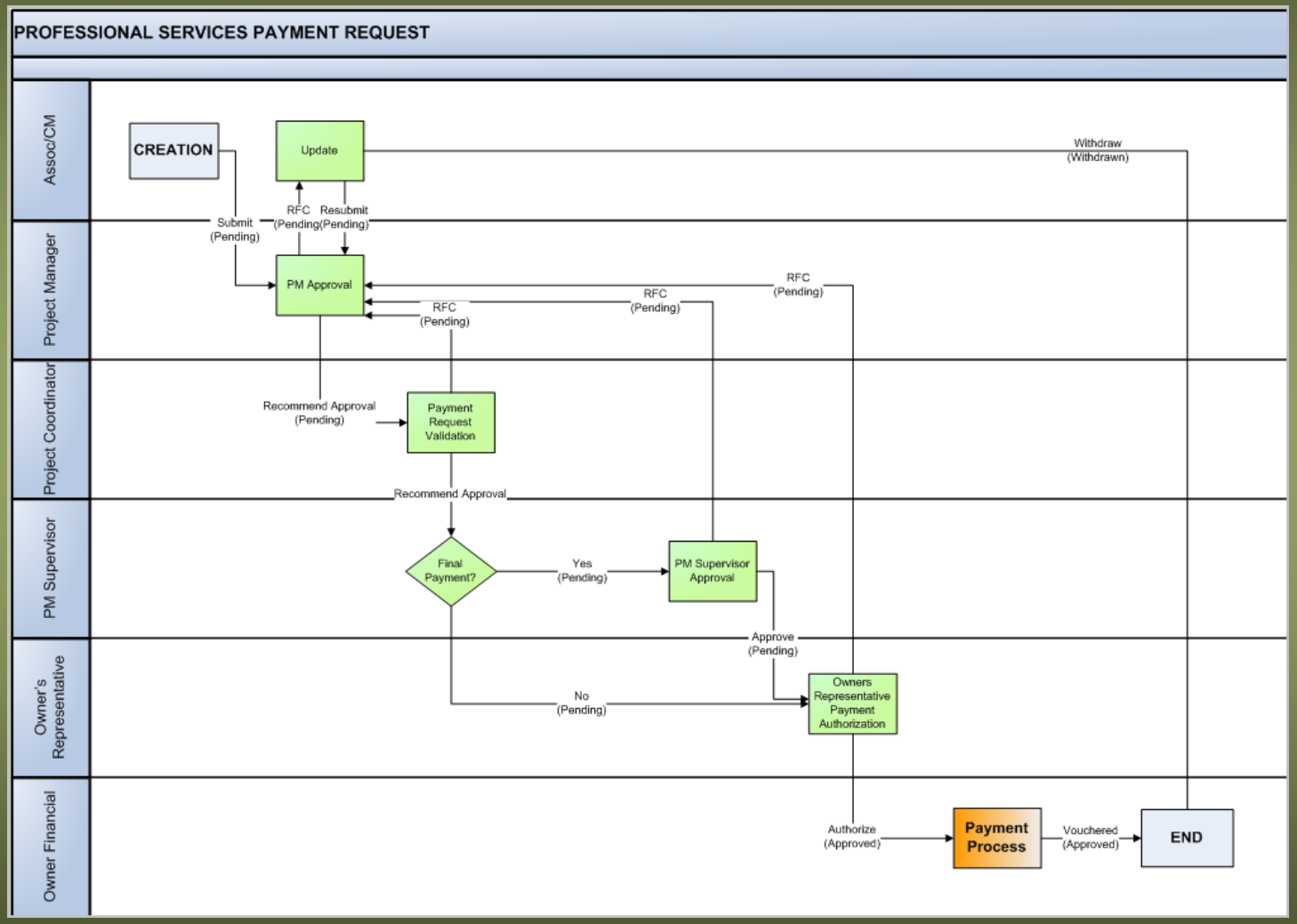


- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Read any Task Notes or General Comments
- Click Accept Task.

Authorize Payment

- Review the PS Pay Request record.
- Select the workflow action.
  - Return for Clarification returns the record to the PM at the PM Approval step where the record must pass through the approval chain a second time
  - Authorize advances the record to the payment process

Payment Process Workflow

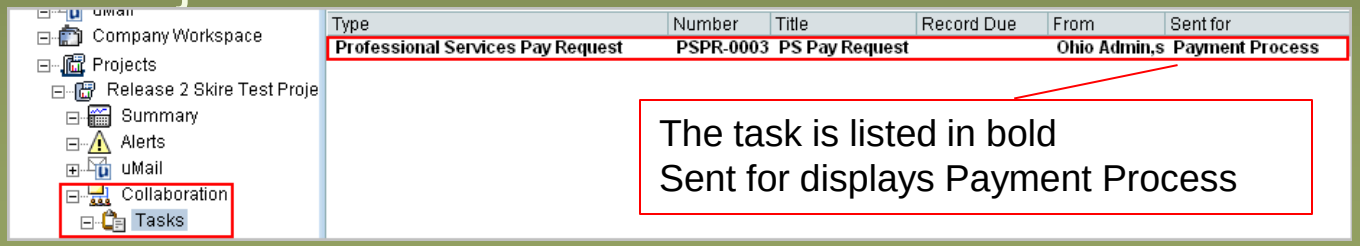


Payment Process Step

- Owner's Financial staff
  - Creates the voucher to pay the professional services provider's pay request
  - Vouchers can be created in OAKS CI (see the Voucher BP) or directly in the Financial System of Record
  - Regardless of where they are created, all vouchers must be entered in the OAKS CI Voucher BP in order to maintain the project Fund Sheet

Open the Record

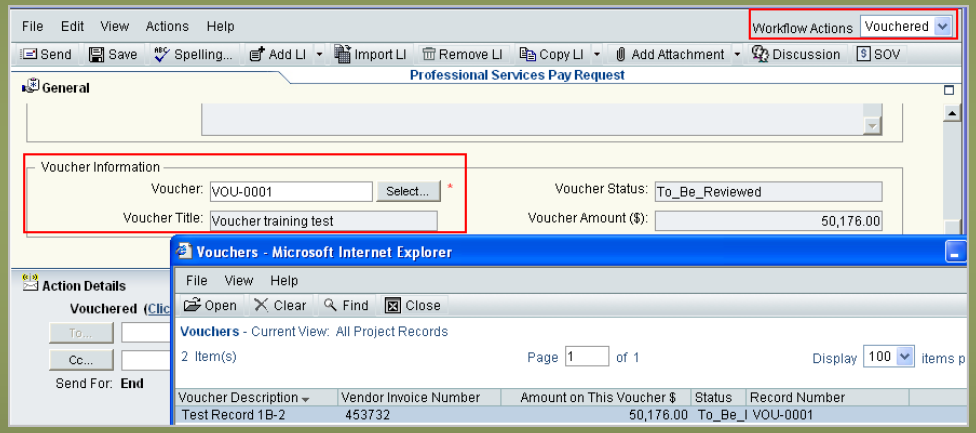
- In Oaks CI navigate to:
  > Projects > Collaboration > Tasks



- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Approved
- Click Accept Task.

Create and Submit Voucher

- In the Voucher Information block select the correct voucher.



- Select the workflow action Vouchered.
- Click Send to send the record to the End step.