OAKS

• Today • Tomorrow • Together •

# OAKS Capital Improvements (CI)

## Purchase Order-Voucher Quick Help

# Agenda

- Contracting
- Paying the Bills

# Contracting

- The Owner Financial group is responsible for creating Purchase Order for each Agreement, Contract, and Miscellaneous Commit, in there own financial system of record(OAKS FIN)
- Once created it will then be **recorded** in OAKS CI

# Professional Services Agreements/Contracts

# Roles & Responsibilities

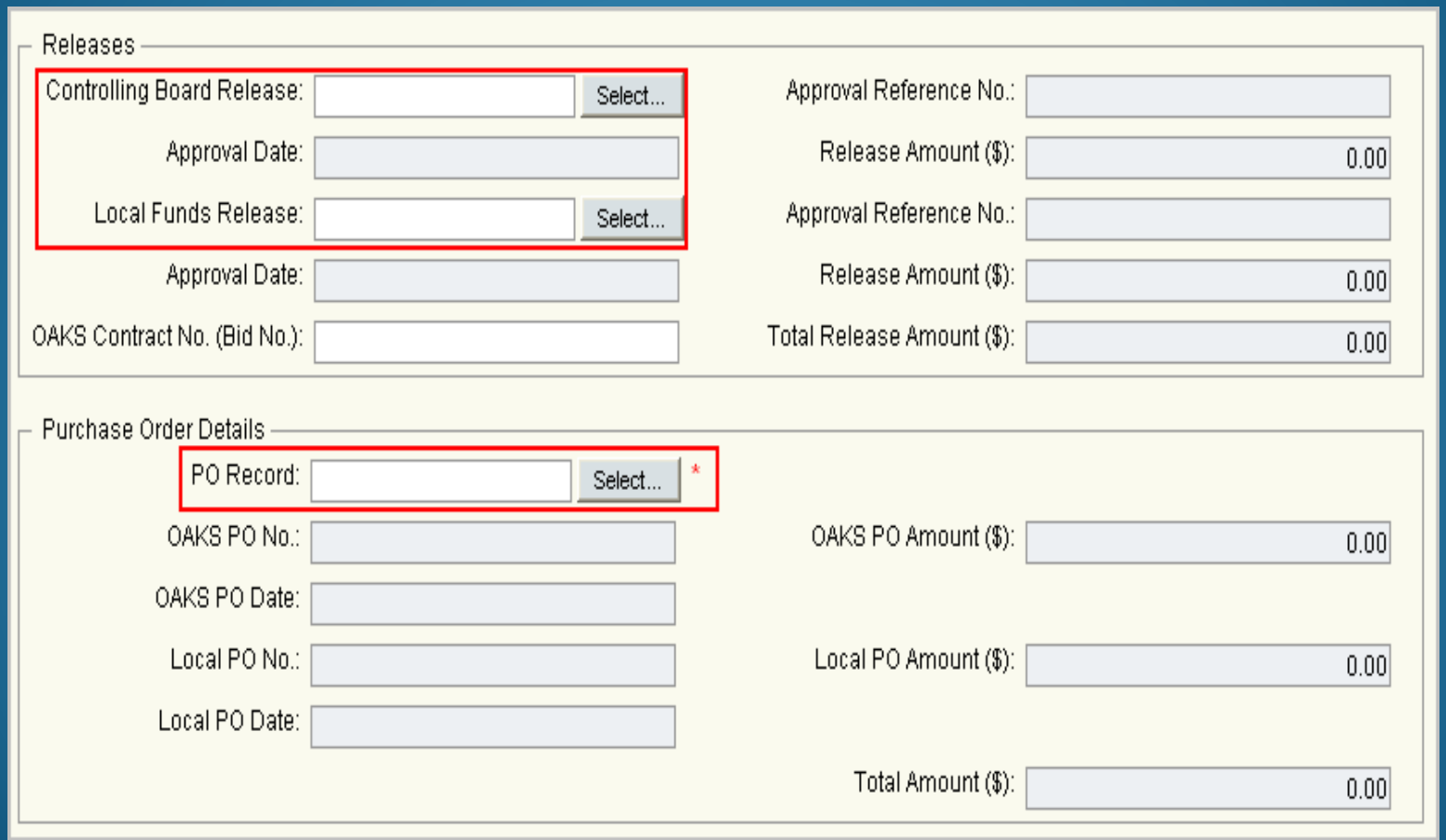
- Owner Financial/Project Manager or Planner
  - Receives the Agreement in there Task list in OAKS CI
  - Obtains a purchase order for the Agreement/Contract and records the purchase order information
  - Approves the Agreement and signs the Agreement document

# Owner Signature and Funding Approval

- The Purchase Order related to this Agreement is initially entered in the Purchase Order business process.
- Purchase Order information is required in this step to forward the Agreement to the Contracting Authority for execution.

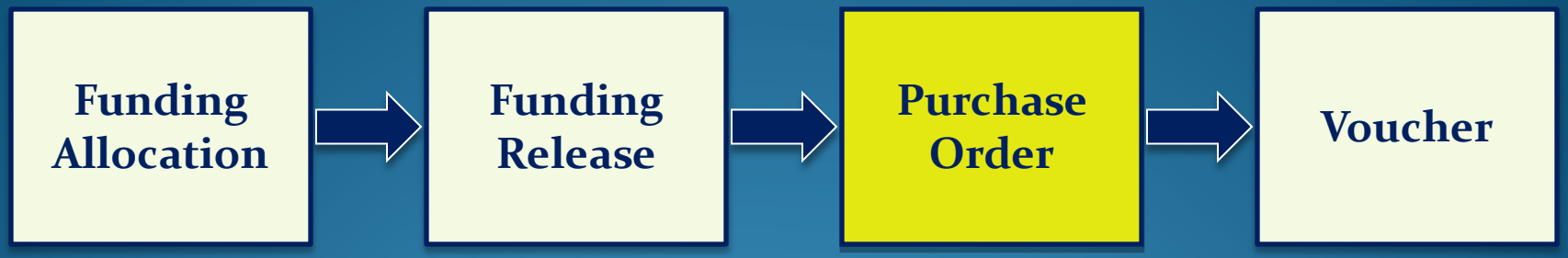
# Recording the PO

- Select the Fund Release used to fund this Agreement.
- Select the PO Record.



# Purchase Orders

# Funding Continuum Rule




- You cannot record a PO in OAKS CI until the Funds have been allocated and released.
  - Fund allocation must precede fund release
  - Fund release must precede purchase order
  - Purchase order must precede voucher

# Purchase Order Purpose

- The Purchase Order business process records purchase orders made in both OAKS FIN and any local accounting systems related to the project.
- Purchase order records are accrued on the OAKS CI Fund Sheet to maintain a correct balance of Funds encumbered by the project.

# Manual Recording

- The Purchase Order BP must first be entered into your financial system of record, you are only recording this information into OAKSCI

# Roles

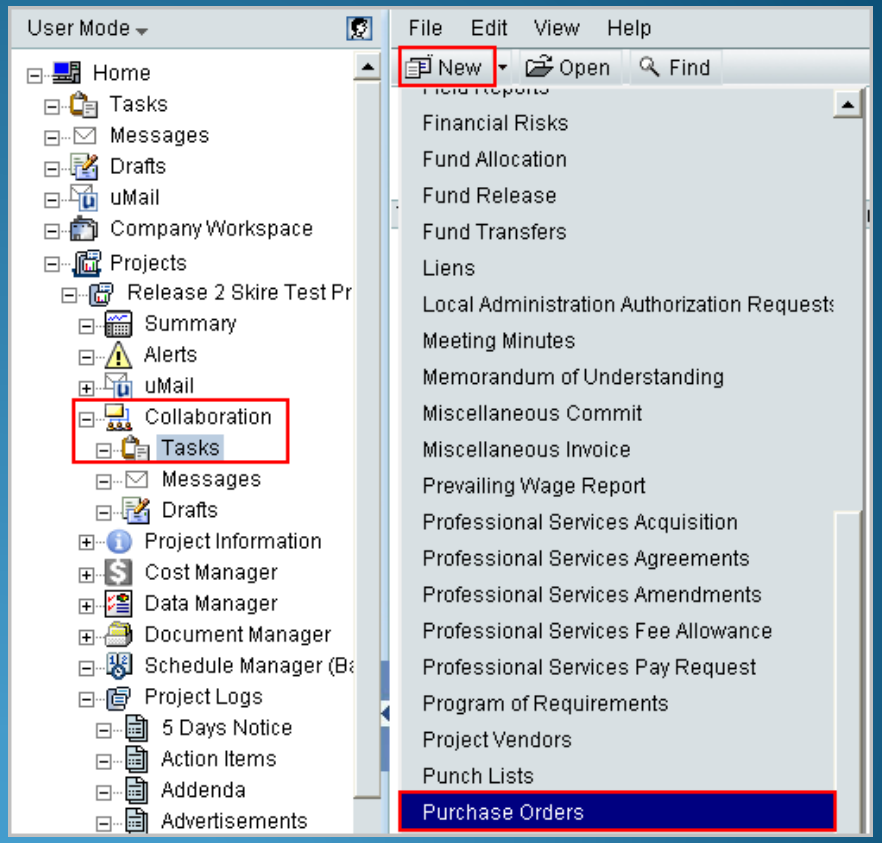
- Creator creates and updates the purchase order record. (Project Coordinator, Contract Administrator, or Owner Financial)

# Creating a New Purchase Order

- Purchase orders are created directly in OAKS FIN or in the local accounting system.
- After the PO is dispatched, the PO information must be manually entered into OAKS CI to be available for reference by other business processes.

# Create a New Purchase Order Record

- In Oaks CI navigate to:
  > Projects
  > Collaboration
  > Tasks
- Click New
- Select Purchase Orders



# Create a New Purchase Order Record

- Complete the General Block – Required fields are indicated by a red *
- Do not use a status of "Approved" as this is only used for integration with OAKS FIN.
- The PO must be in "Dispatched" status to link to other business processes

# Purchase Order Details

- Enter Line Item amount before you enter an amount in this block.

PO Details

NOTE: Please enter line item amount ($) before entering amount ($) on the upper form (The OAKS PO Date is required for OAKS Integration).

| | | | |
|---|---|---|---|
| OAKS PO No.: | OSU01-00000000123 | OAKS PO Amount ($): | 51,800.00 |
| OAKS PO Date: | 10/06/2009 05:00 PM Loca | | |
| Date Dispatched: | | | |
| Local PO No.: | | Local PO Amount ($): | 0.00 |
| Local PO Date: | | | |
| Date Dispatched: | | | |
| | | Total Amount ($): | 51,800.00 |
| | | Line Item Total ($): | 51,800.00 |
| | | Difference ($): | 0.00 |

# Fund the PO

https://oaksci.dev.ohio.gov/?model=upo&a=form.0&b=upo&id=878&sou...

File Edit View Help

Finish Editing | Save | Spelling... | Add Attachment

General | Purchase Orders

PO Distribution Lines

Show Currency in: Transaction Currency

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

| No. | Fund Code | Fund Name | System of Record | Amount |
|---|---|---|---|---|
| 001 | OSD-State-Approp-CAP777-OSD-0 | Administrative Building Fund | OAKS-FIN | 51,800.00 |

**Select Add:**
**Detail Line Item**

Detail Line Item
Summary Line Item

py | Import | Remove | Find

Total Amount: $ 51,800.00

Attachments (0) | Linked Records (0) | General Comments | Linked uMails (0)

# Fund the PO

https://oaksci.dev.ohio.gov/?a=form.0&id=0&...

Spelling... | Attach | Delete Line Item

**Purchase Orders Line Item:**

General

Fund Code: Select...

Fund Name:

Short Description:

Amount ($):

Financial System of Record: -Select-

Notes:

Distribution Line

Location Code:

Account: -Select-

Appropriation Line Item:

Fund Code:

Department:

Project Number:

Attachments (0)

OK | Cancel

Fund Code

https://oaksci.dev.ohio.gov/?allocated_funds=...

Fund Picker - Current View: All

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

| Fund Code | Fund Name | Agency |
|---|---|---|
| AGR-State-Approp-C70013-AGR601000-2710B | Agriculture Funding | AGR |
| DAS-Federal-Approp-0-Federal-F1234 | Federal | DAS |
| DNR-State-Approp-ALI603-Parks-SAT | Renovations at SAT Lodge | DNR |
| DNR-State-Approp-CAP801-Parks-Cap | DNR General Renovations | DNR |
| DOT-State-Approp-779491-DOT197120-4991B | DOT CO Facilities | DOT |
| DRC-State-Approp-C501U0-DRC101110-1001B | CCI Re-entry Center | DRC |
| KSU-Local-Approp-100150-CCI-6100 | CCI | KSU |
| KSU-State-Approp-C27000-KSU01-18B01 | Kent Basic Renovations | KSU |
| OSD-State-Approp-CAP777-OSD-0 | Administrative Building Fund | OSD |
| OSU-Federal-Grants-123456-ORG`-PRG | Federal Matching Grant | OSU |
| OSU-Local-Gifts-0-54140-0 | OAKS CI Victory Fund 2 | OSU |
| OSU-Local-Gifts-0-ORG15-0 | OAKS CI Victory Fund | OSU |
| OSU-State-Approp-CAP099-OSU1000000-180B1 | OSU Basic Renovations | OSU |
| OSU-State-Approp-CAP600-OSU1000000-200B3 | ALI Fund | OSU |
| OSU-State-Approp-CAP700-OSU1000000-200C3 | OSU New ALI | OSU |
| OSU-State-Approp-CAP800-OSU1000000-200D3 | Journalism Roof Replacement | OSU |

OK | Cancel

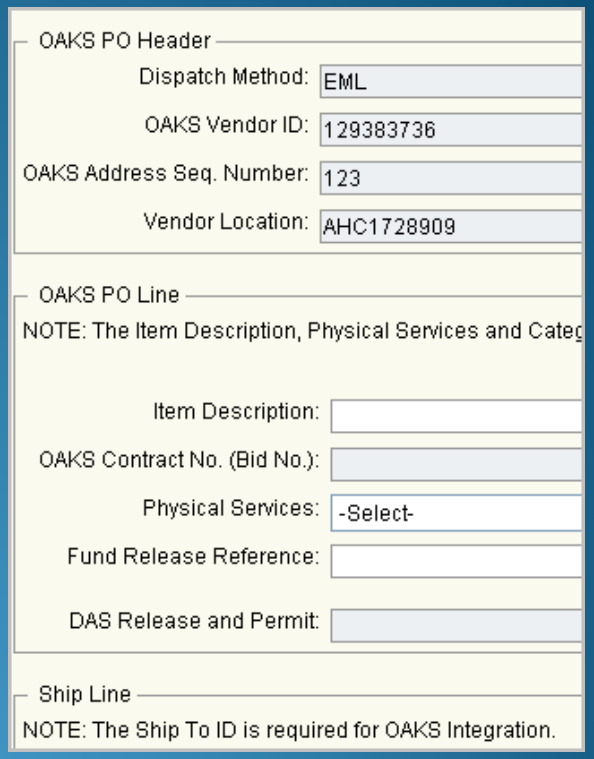
Select Fund Code and enter required fields

# Use the Correct Fund Code

- In addition to completing the upper form, line items are added to define the fund code from which this purchase order is drawn.
- Be careful to select the correct fund code for the contract from all of the fund codes displayed!
  - Only funds released to the project will be displayed
  - Split funding is supported by inclusion of two line items

# Finish the PO

- The OAKS PO Header, OAKS PO Line and Ship Line blocks are only used for integration; they can be left blank.
- Click Finish Editing to exit the record.
- Click OK on the save notification message.

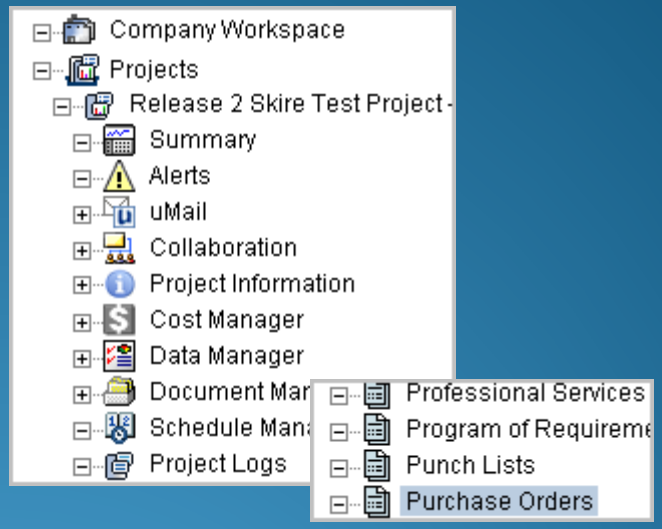


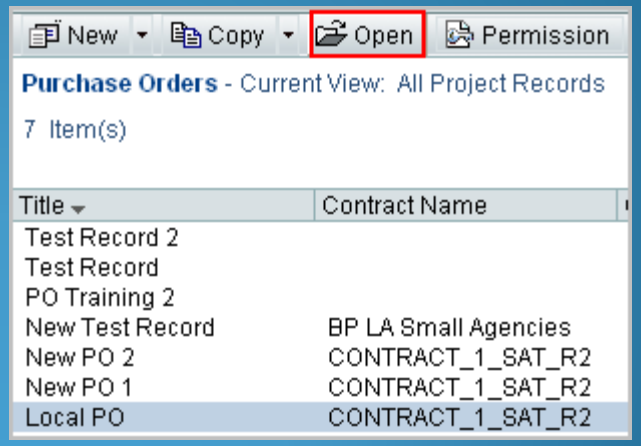
# Modifying the Purchase Order Record

- Reasons to modify the PO record include:
  - Updating the record status to record activity in the accounting system of record
  - Correcting errors

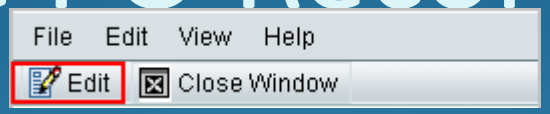
# Modify the PO Record

- In Oaks CI navigate to:
  > Projects
  > Project Logs
  > Purchase Orders
- Open the purchase order record.
  - Select the record.
  - Click Open, or double-click the record.

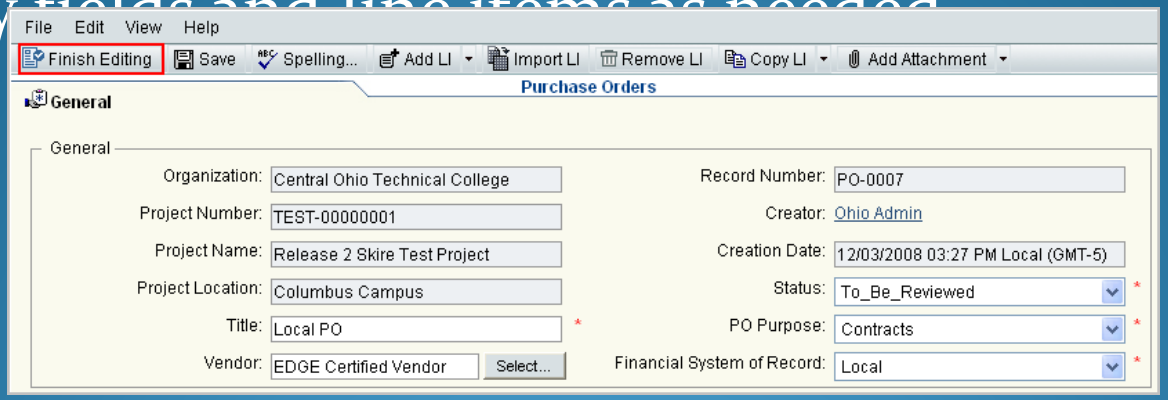


# Modify the PO Record




- Click Edit.
- Modify fields and line items as needed.




- Click Finish Editing.
- Click OK on the saved notification.

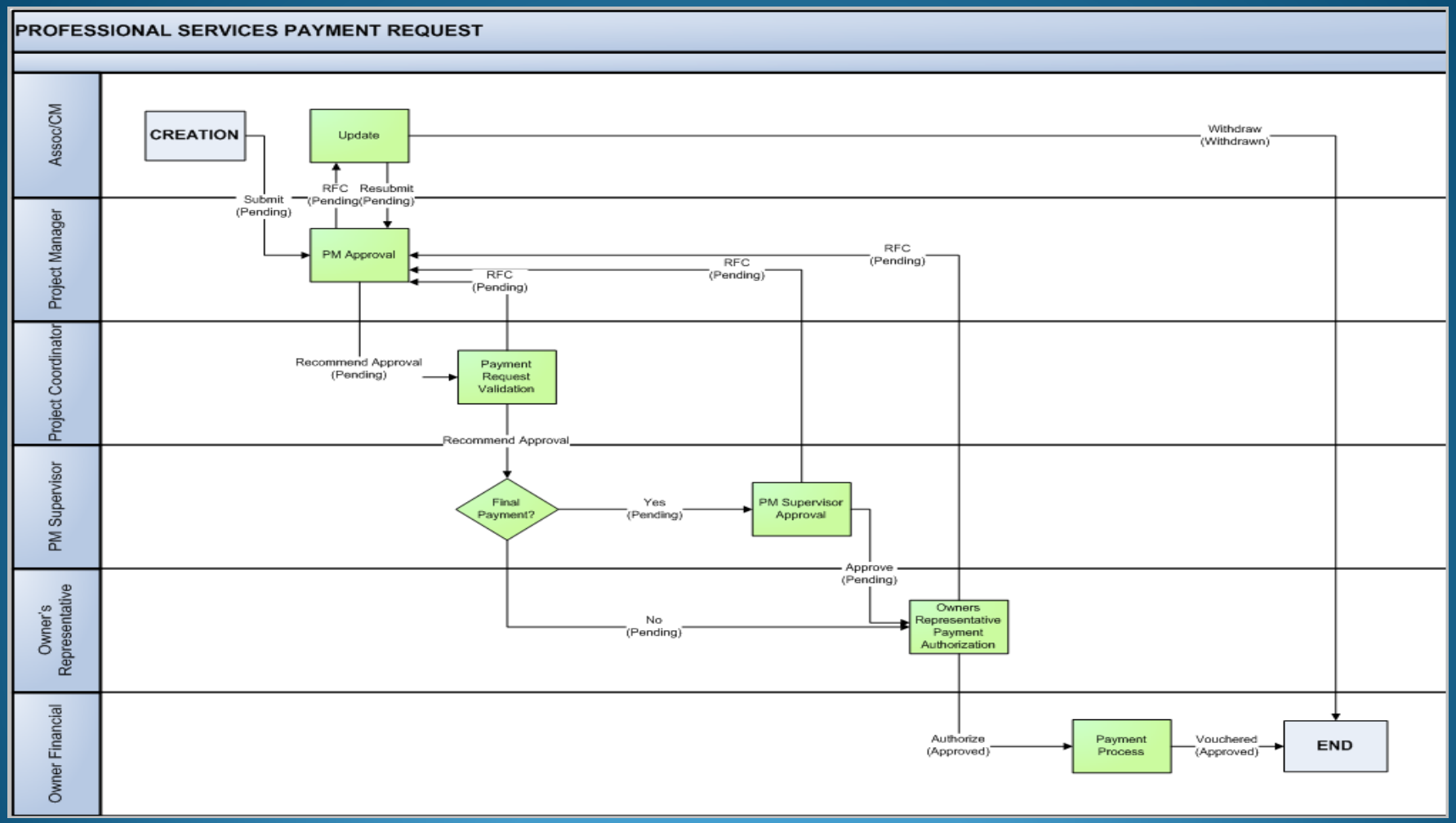
# When All Else Fails

***Read The Help File!***

# Any Questions?

# Paying the Bills

# Professional Services Pay Request


PROFESSIONAL SERVICES PAYMENT REQUEST
Assoc/CM
Project Manager
Project Coordinator
PM Supervisor
Owner's Representative
Owner Financial
CREATION
Update
Withdraw (Withdrawn)
Submit (Pending)
RFC (Pending)
Resubmit (Pending)
PM Approval
RFC (Pending)
RFC (Pending)
RFC (Pending)
Recommend Approval (Pending)
Payment Request Validation
Recommend Approval
Final Payment?
Yes (Pending)
PM Supervisor Approval
Approve (Pending)
No (Pending)
Owners Representative Payment Authorization
Authorize (Approved)
Payment Process
Vouchered (Approved)
END

# Roles & Responsibilities

- Professional Services Provider
  - Creates the pay request
  - Submits the record to the Project Manager
  - Provides clarification and updates as requested

- Project Manager (PM)
  - Reviews and approves the payment request
  - Requests clarification if needed

# 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 if needed
  - Sends the record to the Owner for payment

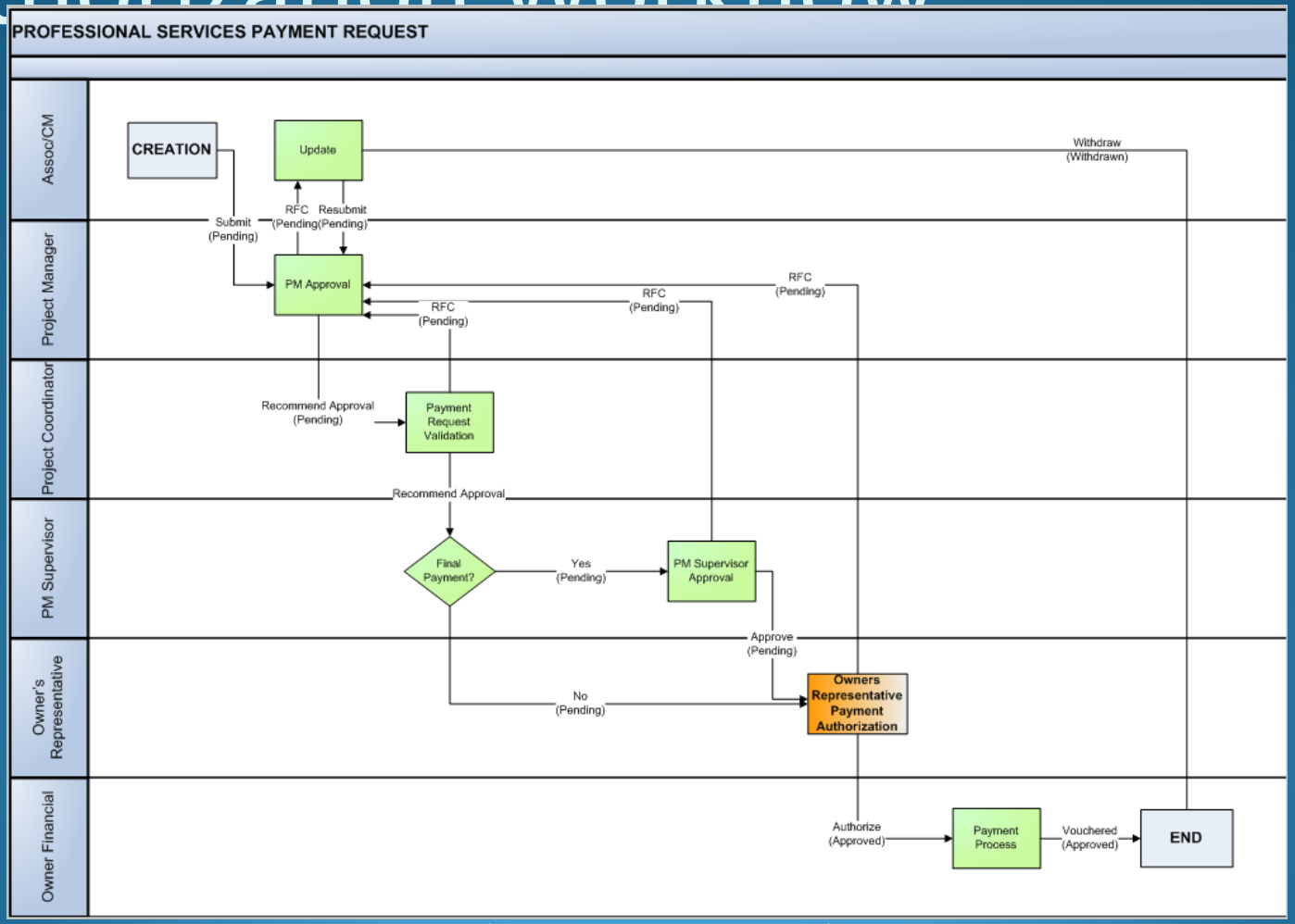
# Roles & Responsibilities

- Project Manager Supervisor
  - Receives this record from the Project Coordinator when this is the final payment
  - Requests clarification if needed
  - Approves the final pay request

# Roles & Responsibilities

- Owner's Representative
  - Authorizes and initiates payment procedures
  - Requests clarification if needed
- Owner's Financial
  - Creates the payment voucher to pay the request
  - Records the voucher information in OAKS CI

# Owner's Rep. Payment Authorization Workflow

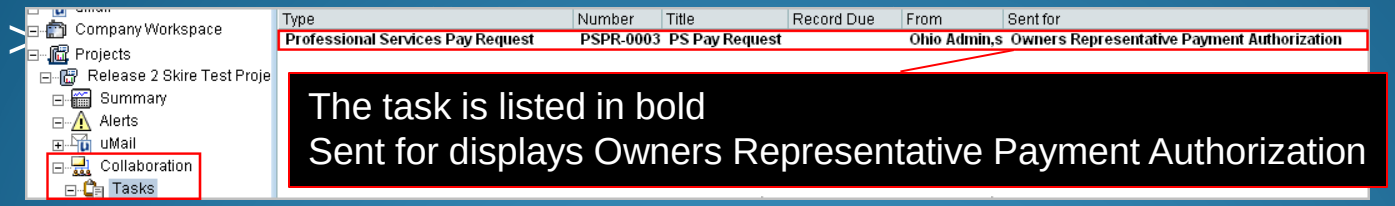


# Owner's Representative Payment Authorization Step

- 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:

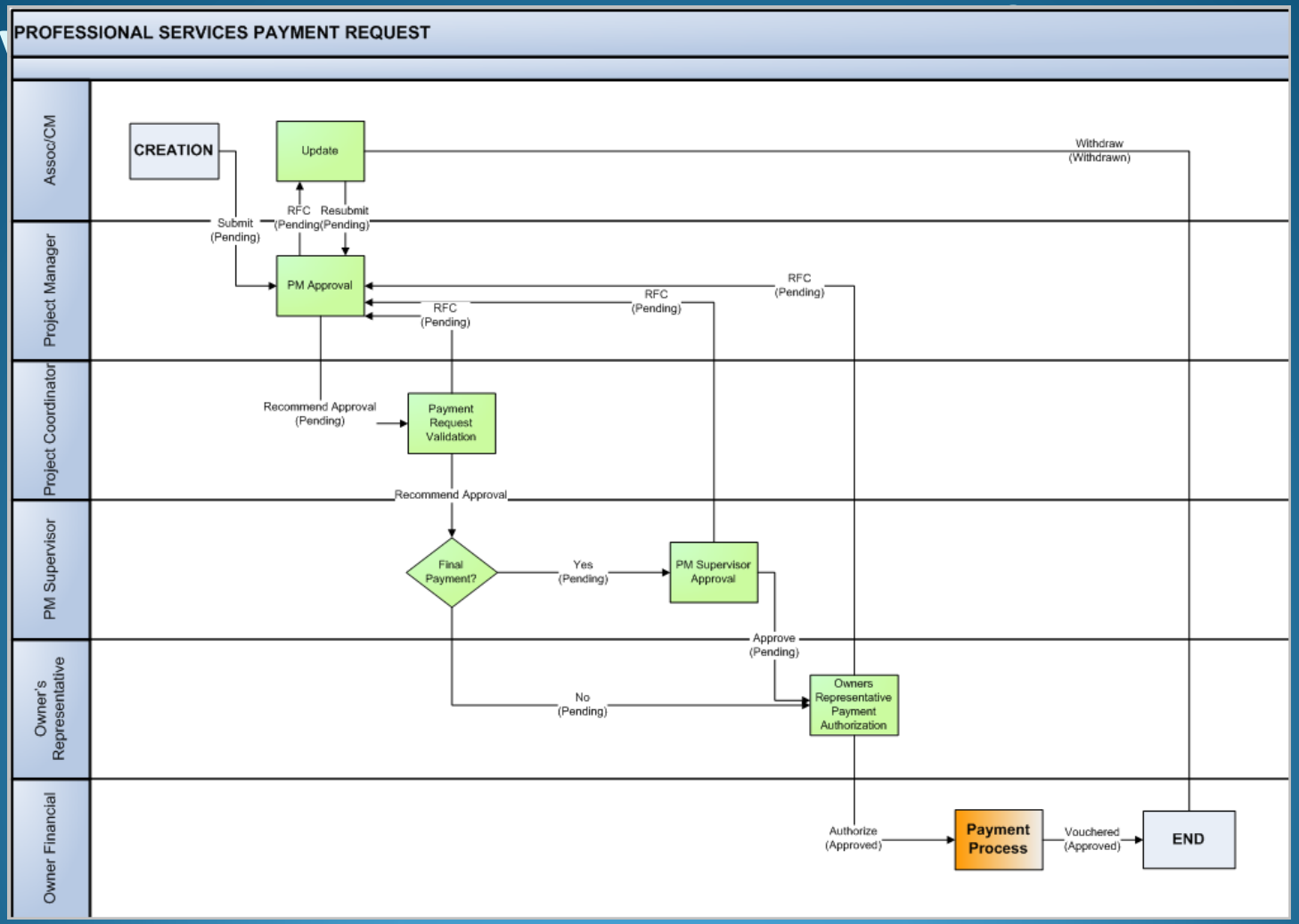



- Open the PS Pay Request record.
  - The form is displayed and all fields are read-only
  - Record status is Pending
- Read any Task Notes or General Comments
- Click Accept Task.

# 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

# Pa


PROFESSIONAL SERVICES PAYMENT REQUEST
Assoc/CM
Project Manager
Project Coordinator
PM Supervisor
Owner's Representative
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RFC (Pending)
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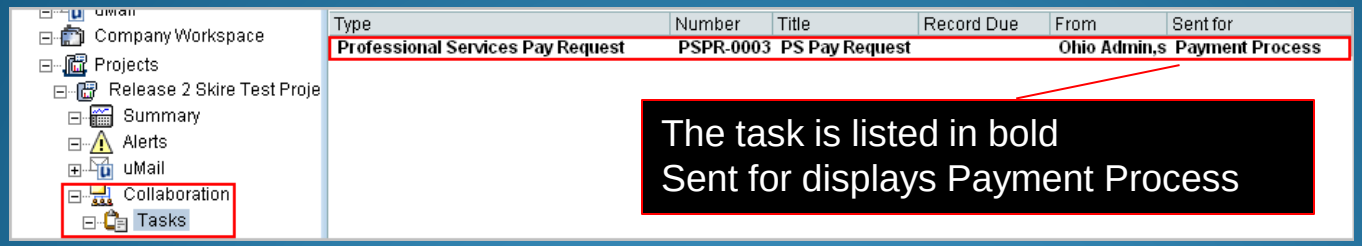
Yes (Pending)
PM Supervisor Approval
Approve (Pending)
No (Pending)
Owners Representative Payment Authorization
Authorize (Approved)
Payment Process
Vouchered (Approved)
END

# Payment Process Step

- Owner's Financial staff
  - Creates the voucher to pay the professional services provider's pay request In OAKS FIN or local accounting system
  - Enters the Voucher information in the OAKS CI Voucher BP to maintain the project Fund Sheet
  - Links Voucher record to the Pay Request record

# Open the Record

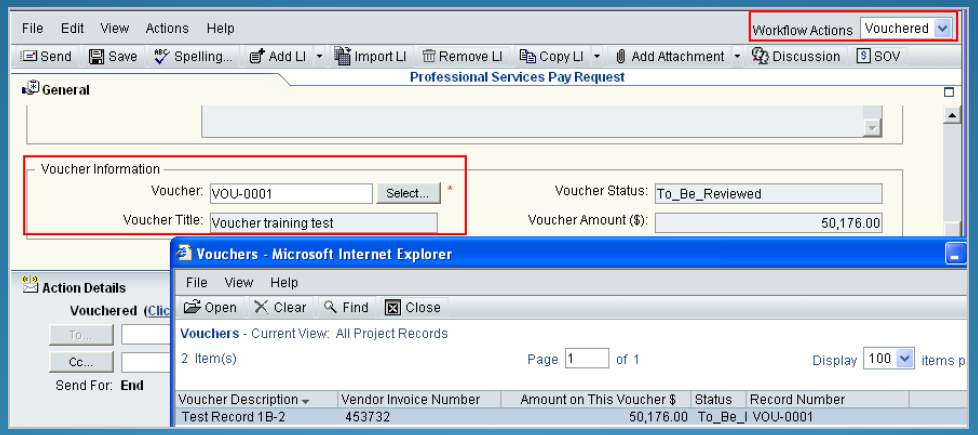
- In Oaks CI navigate to:




- 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.

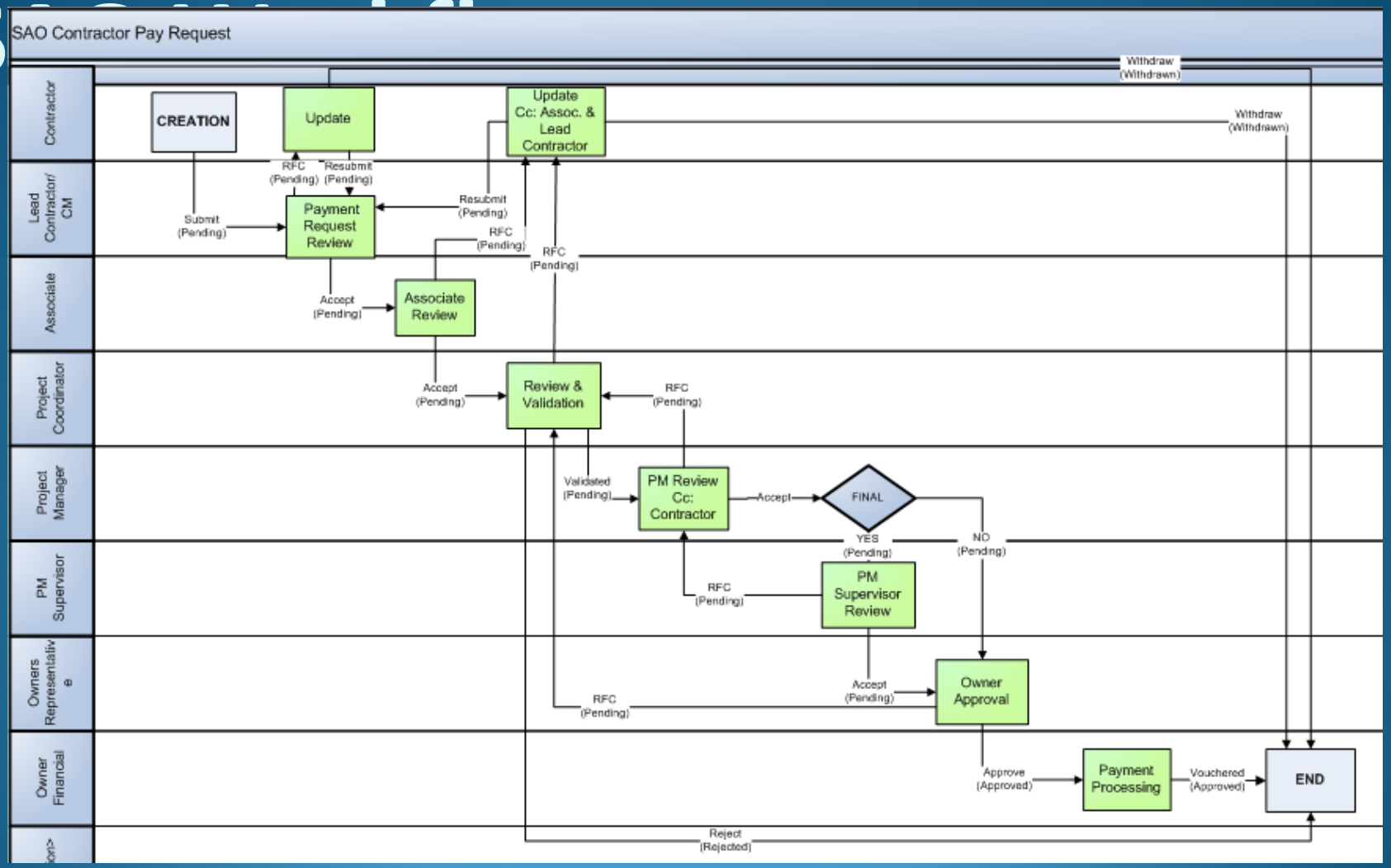



- Select the workflow action Vouchered.
- Click Send to send the record to the End step.

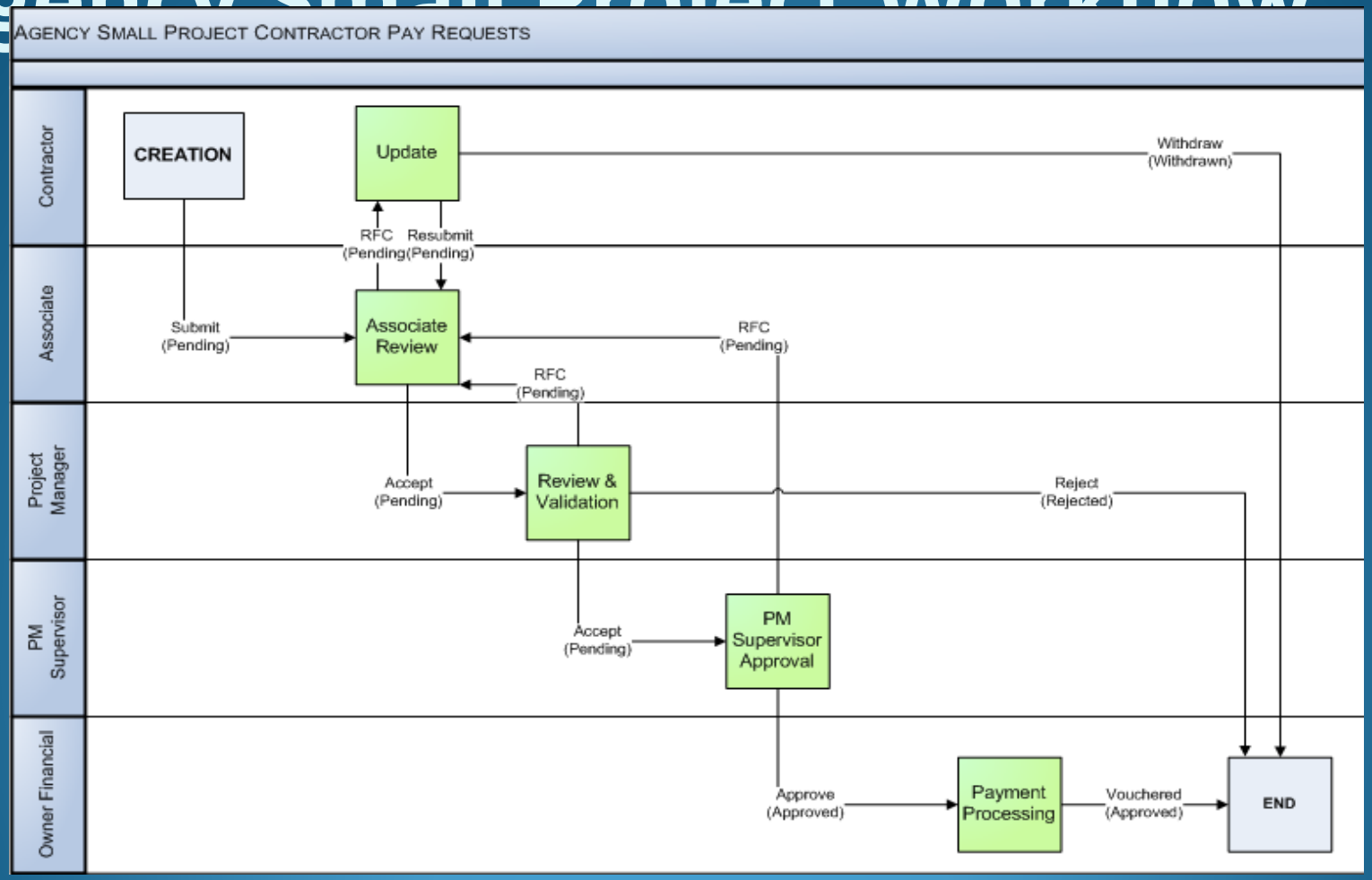
# Any Questions?

# Contractor Pay Requests

# S


SAO Contractor Pay Request
Contractor
Lead Contractor/ CM
Associate
Project Coordinator
Project Manager
PM Supervisor
Owners Representativ e
Owner Financial
CREATION
Update
Update Cc: Assoc. & Lead Contractor
Withdraw (Withdrawn)
Withdraw (Withdrawn)
RFC (Pending)
Resubmit (Pending)
Submit (Pending)
Payment Request Review
Resubmit (Pending)
RFC (Pending)
RFC (Pending)
Accept (Pending)
Associate Review
Accept (Pending)
Review & Validation
RFC (Pending)
Validated (Pending)
PM Review Cc: Contractor
Accept
FINAL
YES (Pending)
NO (Pending)
RFC (Pending)
PM Supervisor Review
Accept (Pending)
Owner Approval
RFC (Pending)
Approve (Approved)
Payment Processing
Vouchered (Approved)
END
Reject (Rejected)

# Agency Small Project Workflow



# Roles & Responsibilities

- Contractor
  - Creates the Request for Payment record
  - Provides clarifications and updates to the Request for Payment record
- Construction Manager/Lead Contractor
  - Reviews and recommends approval of the Request for Payment record
- Prevailing Wage Coordinator
  - Reviews pay request to check compliance with prevailing wage regulations

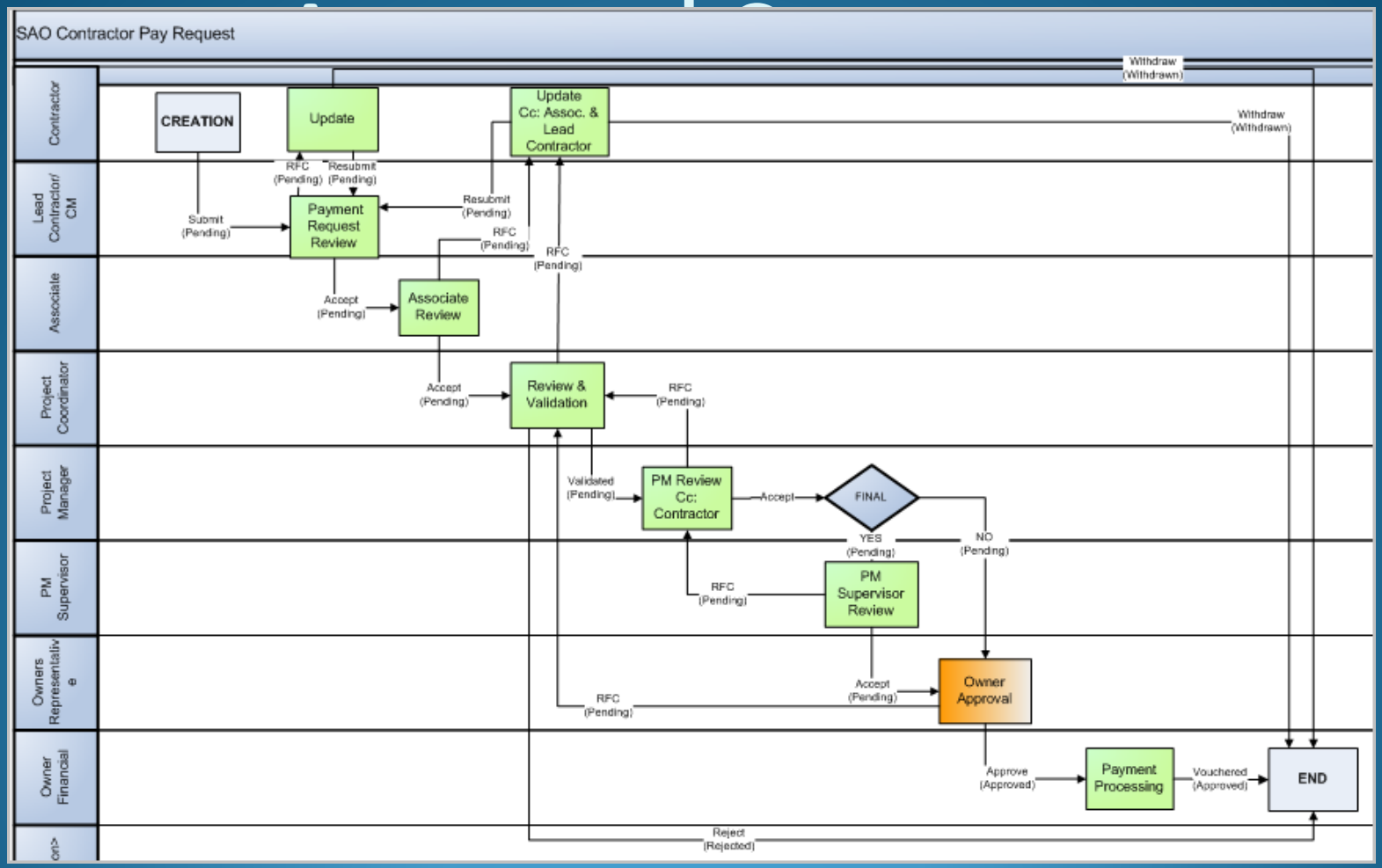
# Roles & Responsibilities

- Project Coordinator
  - Reviews and validates the Request for Payment record
- Project Manager
  - Reviews and approves the Request for Payment record
- Project Manager Supervisor
  - Approves the final Request for Payment record

# Roles & Responsibilities

- Owner's Representative approves the pay request
- Project Accountant/Owner Financial
  - Determines the source of funding (state or local funding)
  - Creates the voucher to process the Request for Payment

# O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RFC (Pending)
RFC (Pending)
Accept (Pending)
Associate Review
Accept (Pending)
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RFC (Pending)
Validated (Pending)
PM Review Cc: Contractor
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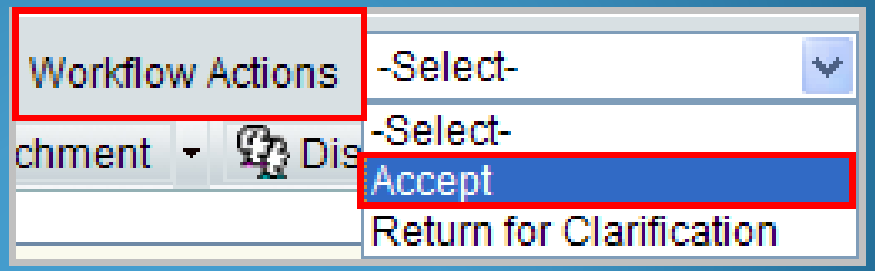
FINAL
YES (Pending)
NO (Pending)
RFC (Pending)
PM Supervisor Review
Accept (Pending)
Owner Approval
RFC (Pending)
Approve (Approved)
Payment Processing
Vouchered (Approved)
END
Reject (Rejected)

# Owner Approval

- Owner Representative
  - Reviews and approves the Contractor's Pay Request
  - May request clarification or revisions if necessary
  - Performed by PM Supervisor in Small Agency workflow and by the Owner Rep in the SAO workflow

# Complete Owner Approval Step

- Review the Contractor Pay Request record.
- Review Attachment(s)
- Record is read-only, RFC if changes needed
- Select workflow action:
  - Approve
  - Return for Clarification
- Click Send.



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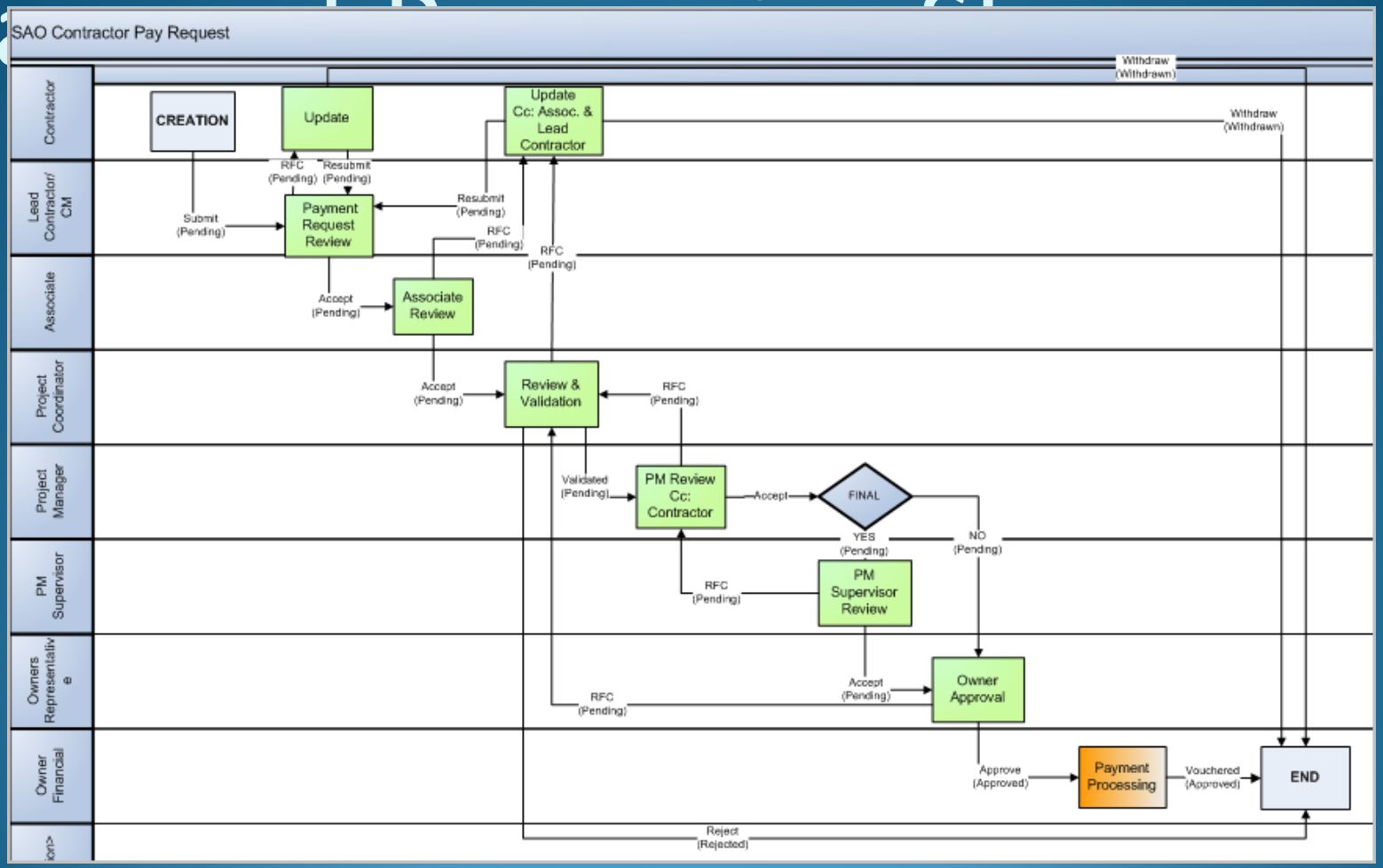
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Resubmit (Pending)
RFC (Pending)
RFC (Pending)
Accept (Pending)
Associate Review
Accept (Pending)
Review & Validation
RFC (Pending)
Validated (Pending)
PM Review Cc: Contractor
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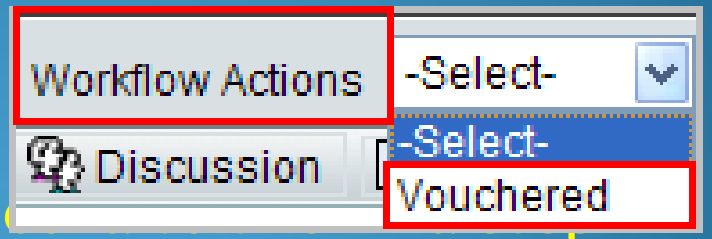
FINAL
YES (Pending)
NO (Pending)
RFC (Pending)
PM Supervisor Review
Accept (Pending)
Owner Approval
RFC (Pending)
Approve (Approved)
Payment Processing
Vouchered (Approved)
END
Reject (Rejected)

# Payment Processing Step

- Owner Financial
  - Creates the voucher to pay the Contractor Pay Request in OAKS FIN or local accounting system
  - 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
  - Vouchers must also be entered into OAKS CI so they can be selected on the pay request at this time

# Complete the Payment Processing Step

- Open the Contractor Pay Request record
- Click Accept Task
- In the Voucher Information block select the correct voucher
- Select the workflow action Vouchered




- Click Send to send the re

# Questions?

# Vouchers

# Voucher Purpose

- The Voucher business process records voucher transactions made in both OAKS FIN and any local accounting systems related to the project.
- Voucher records are accrued on the OAKS CI fund sheet to maintain a correct balance of expenditures and P.O. Balance on the project.

# Roles

- Creator creates and updates the Voucher record (Project Coordinator, Contract Administrator, or Owner Financial)

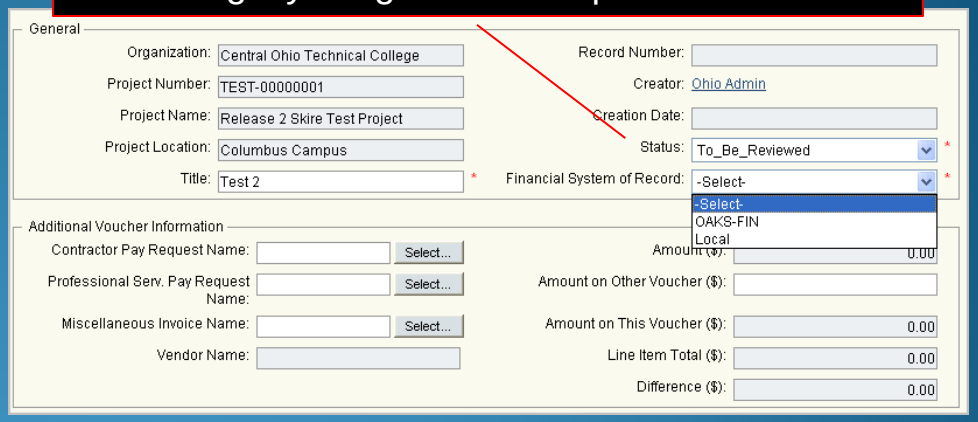
# Creating a New Voucher Manually

- OAKS CI can record the results of a voucher created in OAKS FIN or another local accounting system.
- Manual recording of vouchers will update the Fund Sheet.

# Voucher Upper Form

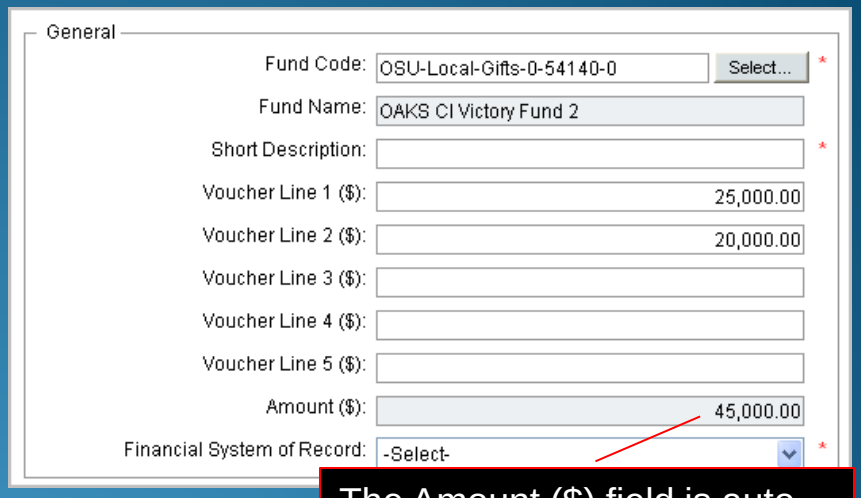
- Voucher status should be "PAID"

Do not select 'Approved' because this will initiate a once-nightly integration attempt on this record.



# Add a Line Item

- Select a Financial System of Record.
- Distribution Line is used by OAKS FIN integration and is not required here.




The Amount ($) field is auto-populated with the sum of the Voucher Line amounts.

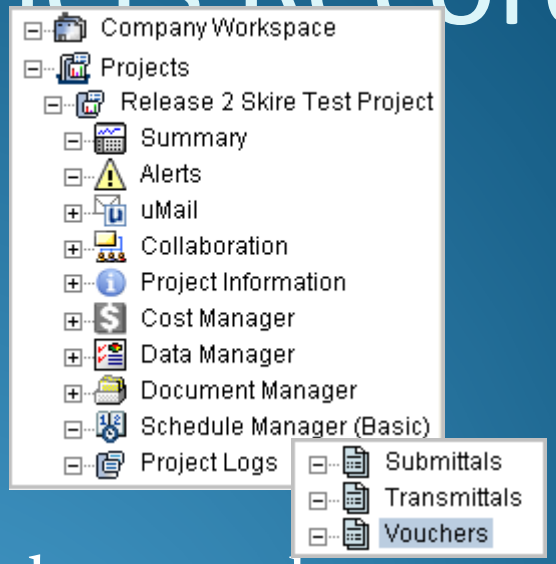
# Use the Correct Fund Code

- In addition to completing the upper form, line items are added to define the fund code from where this voucher is drawn.

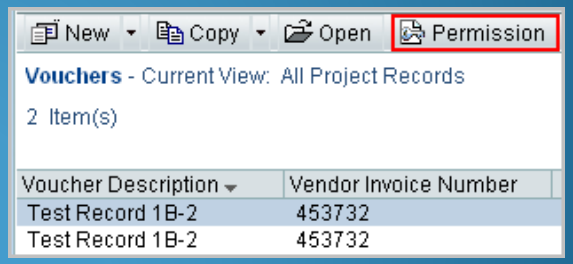
- Be careful to select the correct fund code for the line item from all of the fund codes displayed!

# Updating the Vouchers Record

- Open the voucher record.
  - > OAKS CI
  - > Projects
  - > Project Logs
  - > Vouchers
  - > Voucher record




- Permissions are required to edit the record.
- The creator can grant permissions to other project users through Permission.

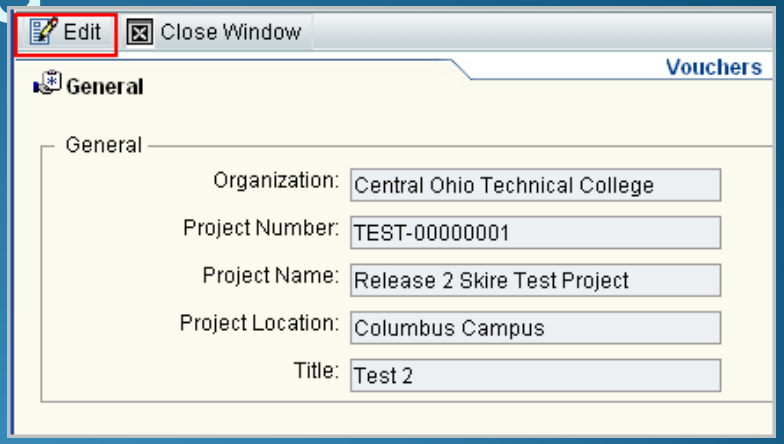


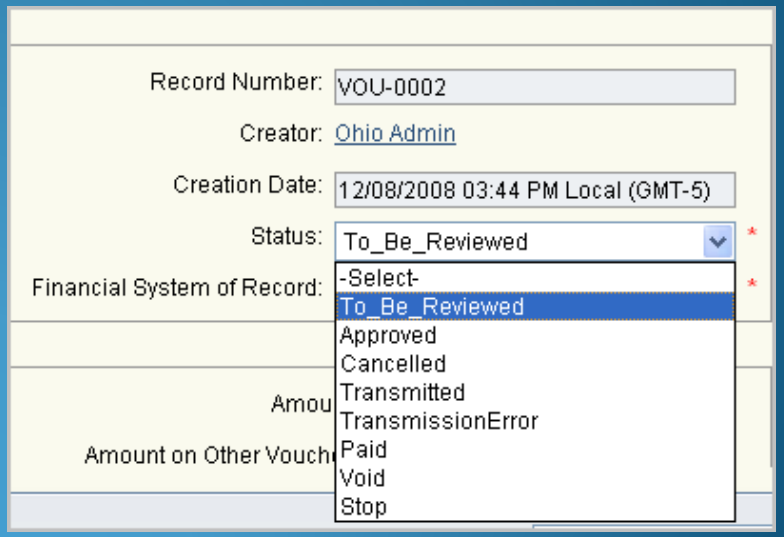
# Review the Voucher

- At this point, all data has been entered.
- A second person can open the record and review the information prior to sending it to integration.
- The reviewer must have been granted permission to modify the record.
- Once the creator is satisfied that the record is correct, change the Status to Approved to send the record to OAKS FIN.

# Modify the Record

- The voucher record opens as read-only.
- Click Edit to open the record for editing.
- Change the status to the appropriate status.
- Other fields can be modified as necessary.
- Click Finish Editing to save changes.



# Any Questions?

# Thank you!

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