

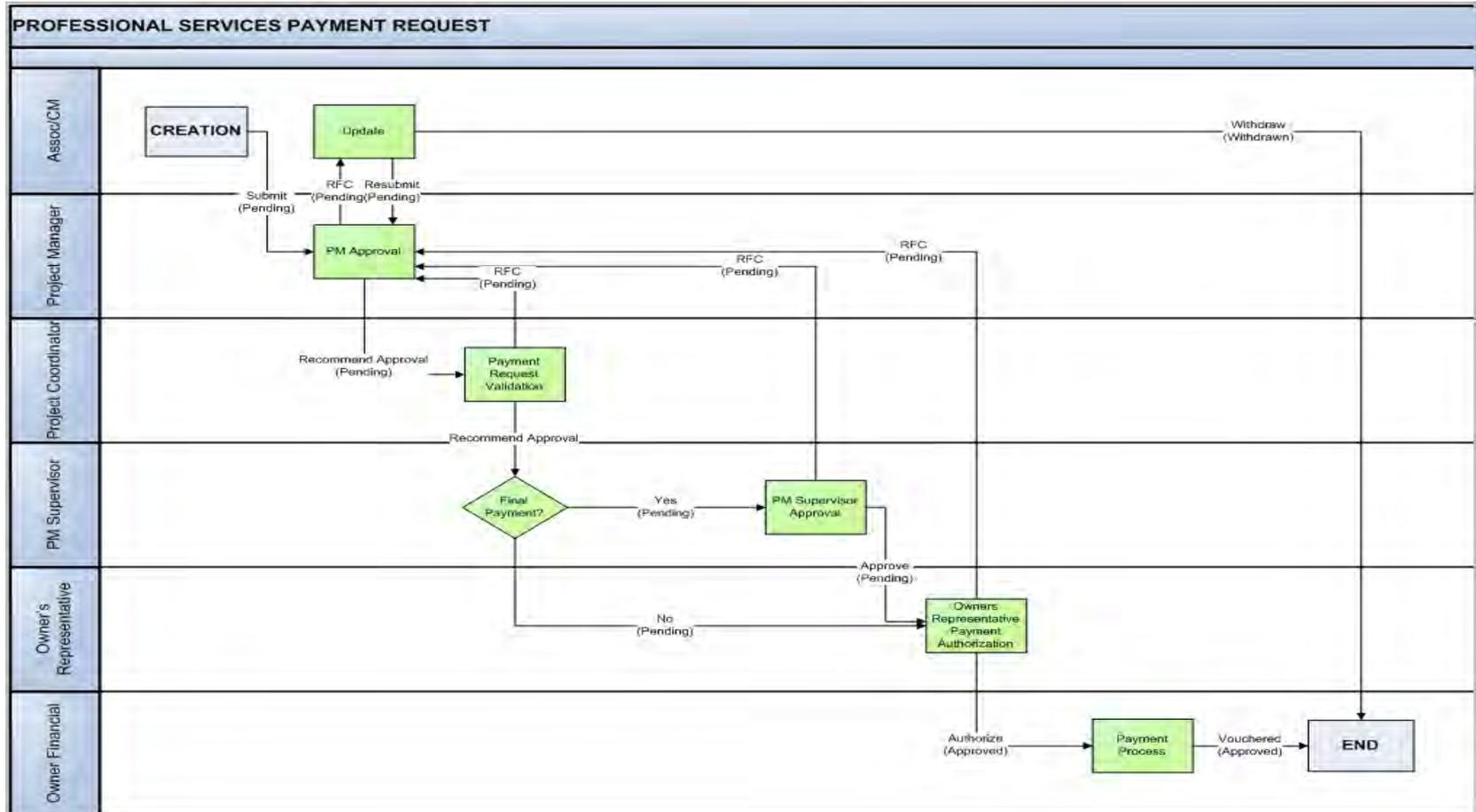


Professional Services (PS) Pay Request

Purpose

- ▶ 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

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
- ▶ 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
- ▶ 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 Step

- ▶ Professional Services Provider:
 - ▶ Creates the Professional Services Pay Request
 - ▶ Submits the Request for Approval

PS Pay Request Creation

- ▶ In Oaks CI navigate to:
 - ▶ Logs -> Professional Services Pay Request
 - ▶ Click New
 - ▶ Select Workflow

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes 'Company Workspace', 'OFCC Specialty C...', 'Fire Alarm Upgrad...', 'SOCC Cooling To...', and 'Agency General P...'. The left sidebar contains a tree view with 'Logs' selected and circled in red. A red arrow points from the 'New' button in the top menu to the 'Professional Services Pay Request' item in the sidebar. The main content area displays a table of 'Professional Services Pay Request' items.

Title	Agreement Name	Provider
Migration 1	Migration 2	OCI Migration Inc
PR #4	Agreement w internal a/e	OCI Test General
pr#3	test#2	OCI Test General
PR#2	test#2	OCI Test General
PR #1	test#2	OCI Test General

Complete General Block

- ▶ Enter the required fields *
- ▶ Enter the Title
- ▶ Select Contract Reference (Contract Trade Name and the Pay Requests Application #)
- ▶ Select Period From (period covered by current payment request)
- ▶ Select Period To

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=929646&id=108501&sourceId=0&project_id

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test 4 Internal Ref. Number:

Contract Reference: Test Agreement Select... Professional Services Provider: OCI Test General

Agreement Type: Design EDGE Certified Sub?: Yes

Other Description: Received Date:

Period From: 12/01/2015 05:00 PM (UTC-8) Period To: 12/31/2016 05:00 PM (UTC-8)

Payment Requested

Final Payment?: No Amount (\$): \$3,000.00

Invoices for Reimbursable Exp. Attached?: No Line Item Total (\$): \$0.00

Difference (\$): \$3,000.00

Notes:

Action Details

Pay Request Details

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

Complete Payment Requested Block

- ▶ Enter the required * fields
 - ▶ Final Payment
 - ▶ Select Yes if this is the final pay request for this agreement
 - ▶ Invoices for Reimbursable Exp. Attached?
 - ▶ Select Yes if invoices are attached
 - ▶ Amount (\$)
 - ▶ Enter the amount of the current payment request

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

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File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

Professional Services Pay Request

General

General

Organization: Department of Administrative Service Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test 4 * Internal Ref. Number:

Contract Reference: Test Agreement Select... * Professional Services Provider: OCI Test General

Agreement Type: Design EDGE Certified Sub?: Yes

Other Description: Received Date:

Period From: 12/01/2015 05:00 PM (UTC-8) * Period To: 12/31/2016 05:00 PM (UTC-8) *

Payment Requested

Final Payment?: No * Amount (\$): \$3,000.00 *

Invoices for Reimbursable Exp. Attached?: No * Line Item Total (\$): \$0.00

Difference (\$): \$3,000.00

Notes:

Action Details

Pay Request Details

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

Add Notes

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

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

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File Edit View Actions Help Workflow Actions -Select-

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Professional Services Pay Request

General

Project Number: OCI-080001 Creator: Kate Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test 4 * Internal Ref. Number:

Contract Reference: Test Agreement Select... * Professional Services Provider: OCI Test General

Agreement Type: Design EDGE Certified Sub?: Yes

Other Description: Received Date:

Period From: 12/01/2015 05:00 PM (UTC-8) * Period To: 12/31/2016 05:00 PM (UTC-8) *

Payment Requested

Final Payment?: No * Amount (\$): \$3,000.00 *

Invoices for Reimbursable Exp. Attached?: No * Line Item Total (\$): \$0.00

Difference (\$): \$3,000.00

Notes:

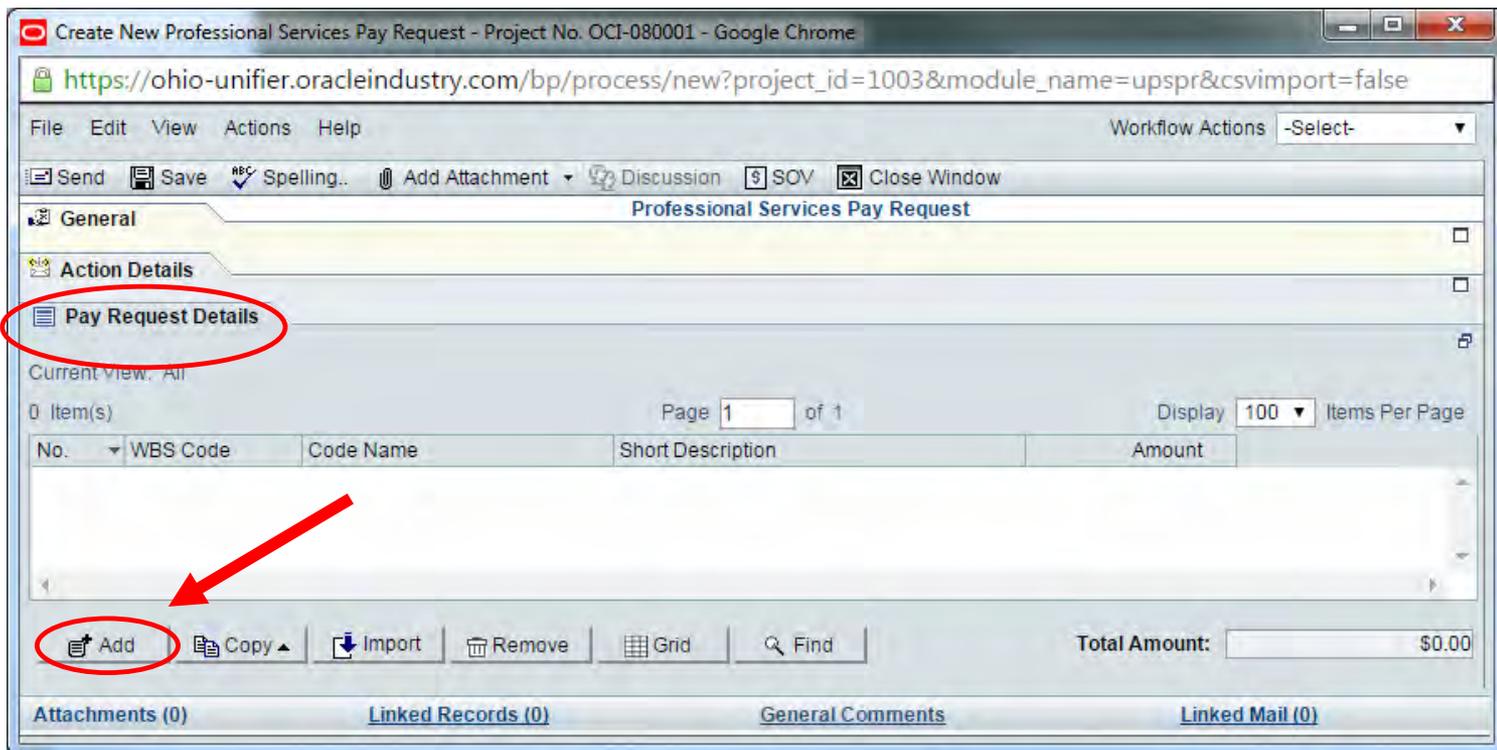
Action Details

Pay Request Details

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

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
- ▶ Click on the Pay Request Detail Tab
- ▶ Click Add



Add Line Items

- ▶ Click on the arrow next to WBS Code
- ▶ Choose the appropriate WBS Code and click Select
- ▶ Enter a Short Description and the Amount
- ▶ Click OK

Line Item - Google Chrome
https://ohio-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form

Professional Services Pay Request Line Item:

General

WBS Code: AE-BS-SD

Code Name: AE Schematic Design Services

Short Description: Schematic Design Services

Professional Services EDGE Certified?: Yes

Amount (\$): \$1,500.00

Subcontractor/Supplier: EDGE Contracting Services

EDGE Certified Sub?: Yes

Notes:

Attachments (0) [Linked Records](#)

OK Cancel

SOV Picker - Google Chrome
https://ohio-unifier.oracleindustry.com/bp/sov/picker?recordid=747&commi

Select Find Close Window

SOV Picker

	Ref	Description	WBS Code
1	1	Schematic	AE-BS-SD
2	2	Design	AE-BS-DD
3	3	Construction	AE-BS-CA
4	4	additional services	AE-AS-BE
5	5	reimbursables	AE-RE-BE
6	6	allowances	OR-CF-AE

Add Line Items

- ▶ Continue Adding Line Items
 - ▶ Line item information displays in the Pay Request Details
 - ▶ Continue to enter line items as necessary
 - ▶ Ensure that the dollar amount entered in the top of the form matches the dollar amount in the lower form

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=929646&id=108501&sourceId=0&project_id

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

Payment Requested

Final Payment?: No *

Invoices for Reimbursable Exp. Attached?: No *

Amount (\$): \$3,000.00 *

Line Item Total (\$): \$3,000.00

Difference (\$): \$0.00

Notes:

Action Details

Create New Professional Services Pay Request

To: []

Cc: []

Send For:

Task Notes:

Pay Request Details

Current View: All

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount
002	AE-BS-SD	AE Schematic Design Services	More Schematic Design Services	\$1,500.00
001	AE-BS-SD	AE Schematic Design Services	Schematic Design Services	\$1,500.00

Add Copy Import Remove Grid Find

Total Amount: \$3,000.00

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

Add Attachments

- ▶ Upload all documents to Document Manager prior to attaching documents to PS Pay Request record
- ▶ Click Add Attachment
- ▶ Choose Unifier Folder and locate your documents
- ▶ Select File and click OK

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=

File Edit View Actions Help

Send Save Spelling.. Add Attachment Discussion SOV Close Win Services Pay Request

General

Payment Requested

Final Payment?: No

Invoices for Reimbursable Exp. Attached?: No

Notes:

Action Details

Create New Professional Services Pay Request

To: []

Cc: []

Send For:

Pay Request Details

Current View: All

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount
002	AE-BS-SD	AE Schematic Design Services	More Schematic Design Services	\$1,500.00
001	AE-BS-SD	AE Schematic Design Services	Schematic Design Services	\$1,500.00

Add Copy Import Remove Grid Find

Total Amount: \$3,000.00

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

Select Files - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/dm/file_picker?showCopyComments=true&pick

Current Phase

Documents - Current View: All

10 Item(s) Page 1 of 1 Display 100 Items Per Page

	Ref.	BP	Name	Size	Upload Date
0000 Construction			0400 Post Construction		
			0500 Extra Services		
			0600 Budget		
			Test Uploads		
			Test doc 5.docx	13 KB	12/03/2014
			test.docx	10 KB	04/16/2010

Copy Comments

OK Cancel

Submit Record

- ▶ Choose Workflow Action Submit
- ▶ Action Details will auto-populate the “to” field
- ▶ Click Send

Professional Services Pay Request - Test 4 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=929646&id=108501&sourceid=00project_id

File Edit View Actions Help

Workflow Actions Submit

Submit

Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Professional Services Pay Request

Payment Requested

Final Payment?: No * Amount (\$): \$3,000.00 *

Invoices for Reimbursable Exp. Attached?: No * Line Item Total (\$): \$3,000.00

Difference (\$): \$0.00

Notes:

Action Details

Submit

To... Katie Tuttle, Moenique Morris, Rita Nichols, Sara...

Cc...

Send For: PM Approval

Task Notes:

Pay Request Details

Current View: All

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount
002	AE-BS-SD	AE Schematic Design Services	More Schematic Design Services	\$1,500.00
001	AE-BS-SD	AE Schematic Design Services	Schematic Design Services	\$1,500.00

Add Copy Import Remove Grid Find

Total Amount: \$3,000.00

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

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

Finishing the Pay Request Process

- ▶ After PM review, the record will follow this process:
 - ▶ Sent for update (If necessary)
 - ▶ Validated by the Project Coordinator
 - ▶ Payment Authorized by the Owner's Representative
 - ▶ Payment Processed by the Owner Financial

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 addition 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

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211