• Today • Tomorrow • Together •

OAKS Capital Improvements (CI)

Create a Voucher and Apply to Application for Payment , Misc. Invoice or Contract Modification

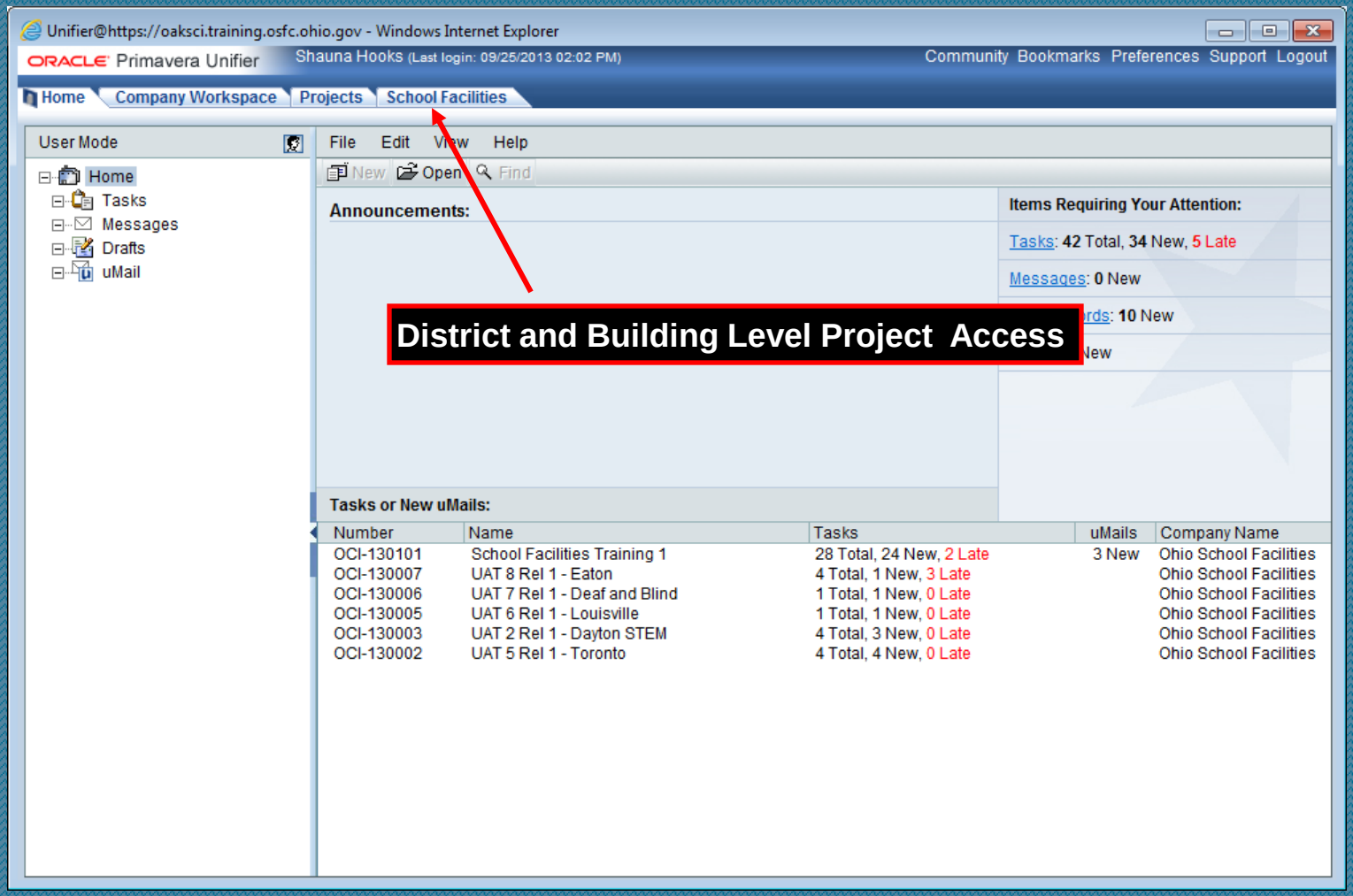
Application for Payment or other Task

Task's

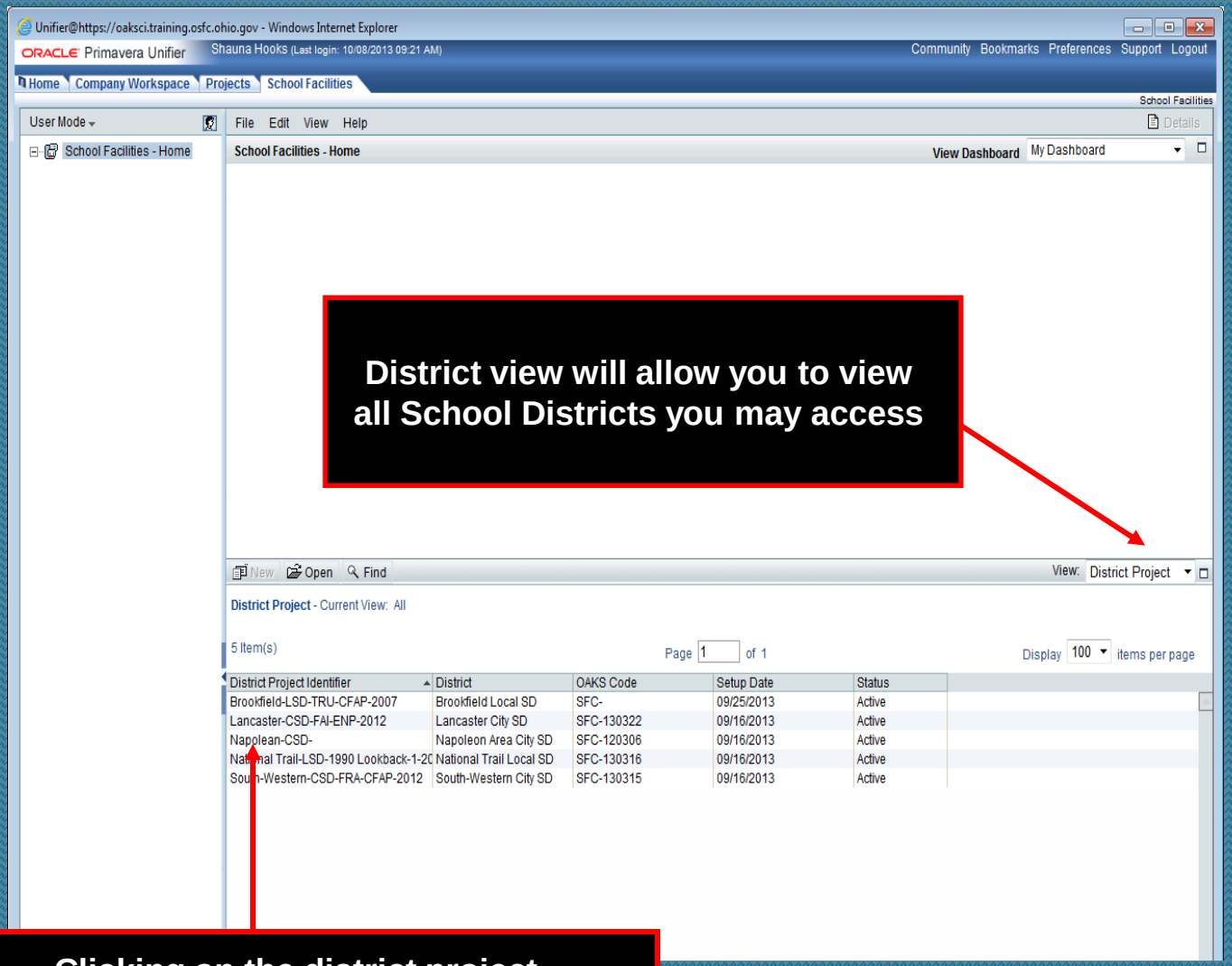
- The District Treasurer or Owner Financial will receive a Task notification indicating that a:
  - Application for Payment
  - Or Miscellaneous Invoice or Contract Modification

Is awaiting Funding

District and Building Level Access



District Access



District view will allow you to view all School Districts you may access

Clicking on the district project will take you to it's home page

Building Access

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

ORACLE Primavera Unifier | Shauna Hooks (Last login: 10/08/2013 09:21 AM) | Community Bookmarks Preferences Support Logout

Home | Company Workspace | Projects | School Facilities

School Facilities

User Mode | File Edit View Help | Details

School Facilities - Home

School Facilities - Home | View Dashboard | My Dashboard

Building Project View will allow you building Level Access

New | Open | Find | View: Building Project

Building Project - Current View: All

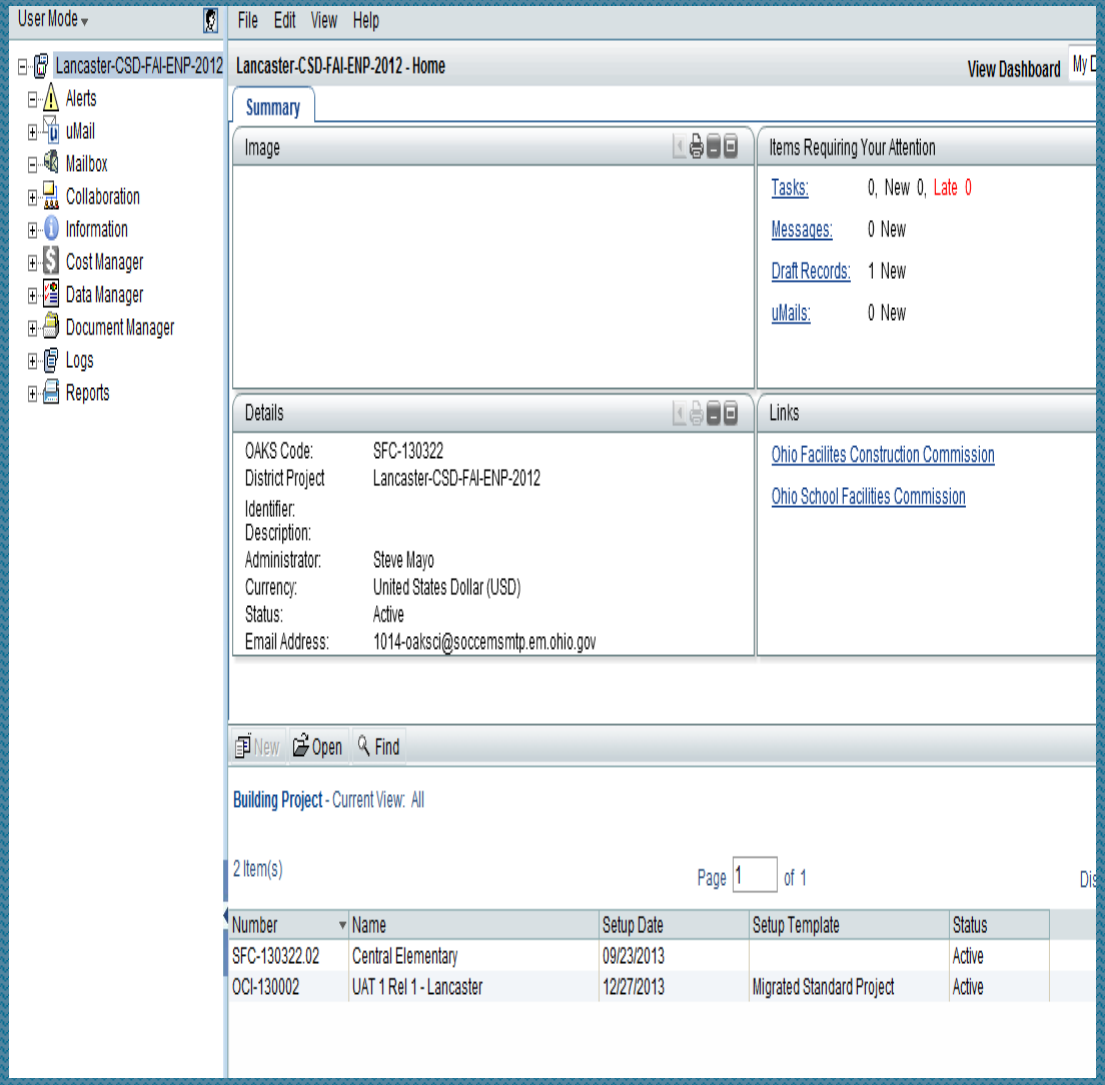
4 Item(s) | Page 1 of 1 | Display 100 items per page

Number	Name	Setup Date	Status
SFC-130322.02	Central Elementary	09/23/2013	Active
SFC-130315.17	Prairie Norton Elementary	09/20/2013	Active
SFC-120306.6	Napoleon Area City School District	09/19/2013	Active
SFC-??????.01	Brookfield K-12	09/25/2013	Active

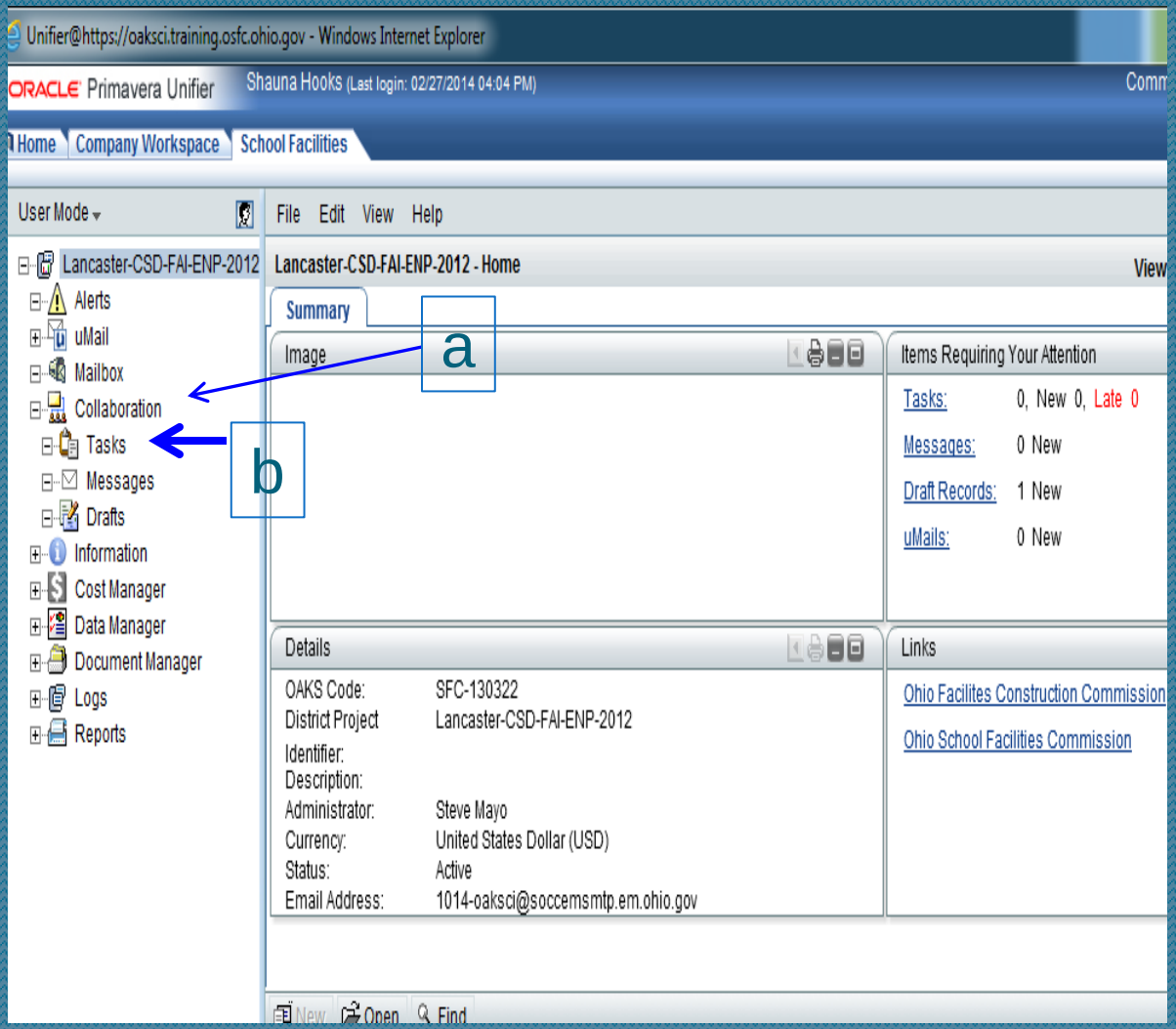
Clicking on the building/project will take you to it's home page

Task Action

- Log into your District or building where the Task is currently pending



Building/District Project Home Page



- Click Collaboration
- Click Tasks

Task Acceptance

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

ORACLE Primavera Unifier Shauna Hooks (Last login: 02/28/2014 03:42 PM) Community Bookmarks Preferenc

Home | Company Workspace | School Facilities

School Facilities > OAKS CI Distri

User Mode

- OAKS CI District Training Proje
  - Alerts
  - uMail
  - Mailbox
  - Collaboration
    - Tasks
    - Messages
    - Drafts
  - Information
  - Cost Manager
  - Data Manager
    - Project Milestone
    - Project Vendors
  - Document Manager
  - Logs
    - Applications for Payment
    - Budgets
    - Closeout - Professional Se
    - Contract

File Edit View Help

New Open Bulk Actions Find Filtered By

Tasks - Current View: All

1 Item(s) Page 1 of 1 Display 100

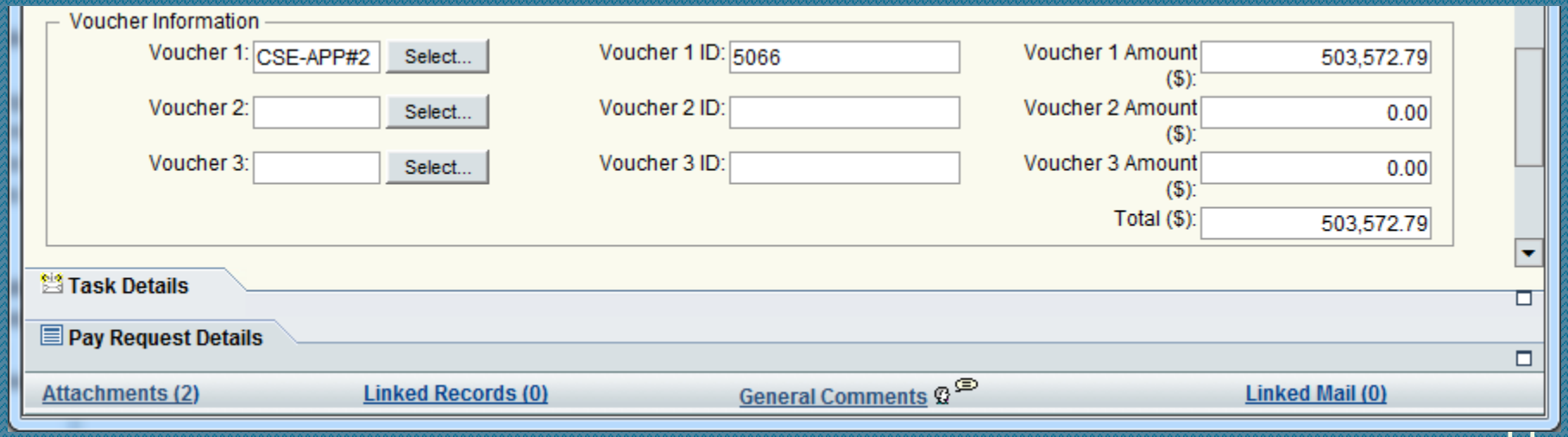
Type	Number	Title	Record Due	From	Sent for	Task Due	Received	Workflow Name
Contract	CON-002	HooksRimer Archi		Shauna Hooks	Resolution Creation and Funding		03/03/2014	PS Agreement v1.

Payment Processing Step

- Owner Financial or District Treasurer
  - Creates the voucher to pay the Pay Request in their local accounting system
  - Regardless of where they are created, all vouchers must be recorded in the OAKS CI Voucher BP
  - **Page 13 (Voucher Recording) (must be done first)**

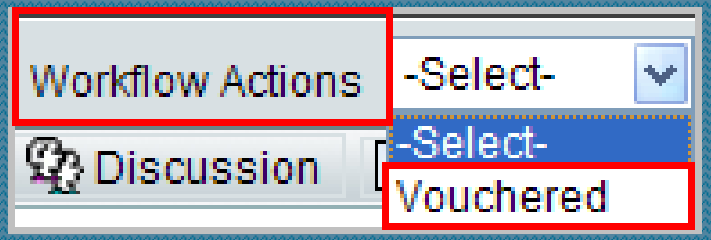
Complete the Payment Processing Step

- Open the Pay Request record
- Click Accept Task
- Scroll to bottom of Task , click Select next to Voucher and pull in Voucher



Complete the Payment Processing Step

- Go to upper right hand corner of Task and choose the Work Flow action Vouchered



- Click Send in upper left hand corner

Vouchers

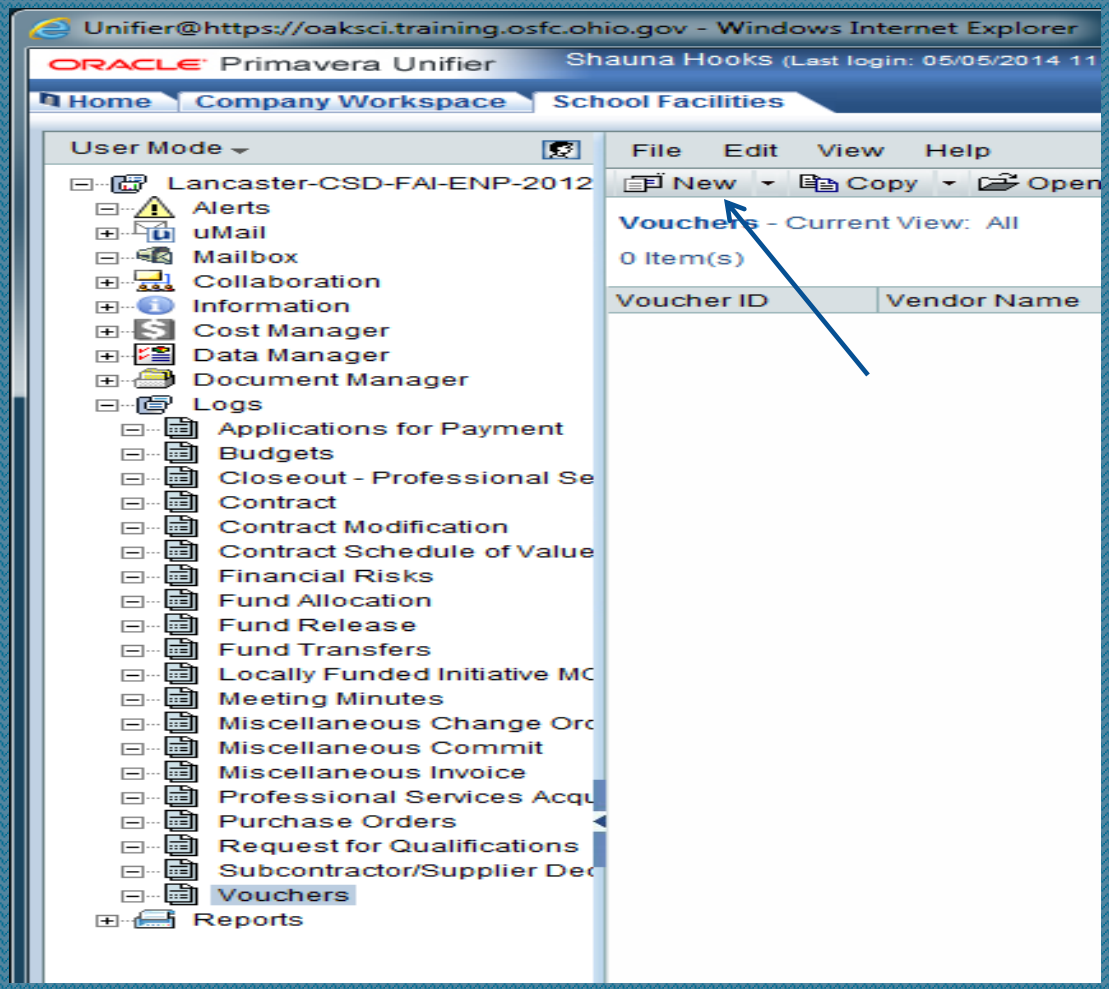
Voucher Purpose

- The Voucher business process records voucher transactions made in the district accounting systems related to the project.

Recording a New Voucher

- Log into your district or building level project where the task is housed
- Click Logs on the left, then click Vouchers
- Go to top of page and click New

Recording a New Voucher



Voucher Upper Form

- Title the record
- Set the record Status as "Paid"
- Choose Financial System of record

Create New Vouchers - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Help

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

General | Vouchers

General

Project Number: SFC-130322
Project Name: Lancaster-CSD-FAI-ENP-2012
Organization Name: Lancaster City School District
Facility Name: North Elementary School
Title: Contractor Pay App. 1 *

Record Number:
Creator: Shauna Hooks
Creation Date:
Status: Paid *
Financial System of Record: District

Select the one invoice paid by this voucher from one of the next four blocks. The other blocks are left blank. Only one invoice may be tied to this voucher.

Contractor Pay Request

Select a Contractor Pay Request to Voucher. Only one invoice may be paid on this voucher

Contractor Pay Request Name: Pay Request 01 West | Select...
Labor Payment Requested: 373,692.76
LFI Portion ($): 57,361.84

Contractor Pay Request Amount ($): 373,692.76
Material Payment Requested:
Project Fund Portion ($): 316,330.92

Contract Retainage

Select a Contractor Pay Request to Voucher for Retainage Escrow.

Pay Request Select: | Select...
Retainage Amount:

Lien Amount

Select a Lien to Voucher for Lien Escrow.

Miscellaneous Invoice

Voucher Distribution Line

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

Voucher Upper Form

- Read notes in the lower form, Go to appropriate area and plug in appropriate application type

Create New Vouchers - Project No. SFC-130322 - Windows Internet Explorer

File Edit View Help

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

General | Vouchers

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Project Number: SFC-130322
Project Name: Lancaster-CSD-FAI-ENP-2012
Organization Name: Lancaster City School District
Facility Name: North Elementary School
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Financial System Data

- Scroll down to the Confirmed Financial System Data
- Plug in Voucher id number and payment amount.

Create New Vouchers - Project No. OCI-080001 - Windows Internet Explorer

File Edit View Help

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

General | Vouchers

Local PO No.: | Difference ($): 0.00

Voucher Line 4

OAKS PO Name 4: Select... | Amount ($):

OAKS PO No.: | Line Item Total ($): 0.00

Local PO No.: | Difference ($): 0.00

Voucher Line 5

OAKS PO Name 5: Select... | Amount ($):

OAKS PO No.: | Line Item Total ($): 0.00

Local PO No.: | Difference ($): 0.00

Confirmed Financial System Data

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID: | Local Voucher ID:

OAKS Payment Date: | Local Payment Date:

OAKS Payment Method: -Select- | Local Payment Method: -Select-

OAKS Payment Amount ($): | Local Payment Amount ($):

Error Handling

Errors:

Voucher Distribution Line

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

Financial System Data

- Click – Voucher Distribution tab

Create New Vouchers - Project No. OCI-080001 - Windows Internet Explorer

File Edit View Help

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

General | Vouchers

Local PO No.: | Difference ($): 0.00

Voucher Line 4

OAKS PO Name 4: Select... | Amount ($):

OAKS PO No.: | Line Item Total ($): 0.00

Local PO No.: | Difference ($): 0.00

Voucher Line 5

OAKS PO Name 5: Select... | Amount ($):

OAKS PO No.: | Line Item Total ($): 0.00

Local PO No.: | Difference ($): 0.00

Confirmed Financial System Data

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID: | Local Voucher ID:

OAKS Payment Date: | Local Payment Date:

OAKS Payment Method: -Select- | Local Payment Method: -Select-

OAKS Payment Amount ($): | Local Payment Amount ($):

Error Handling

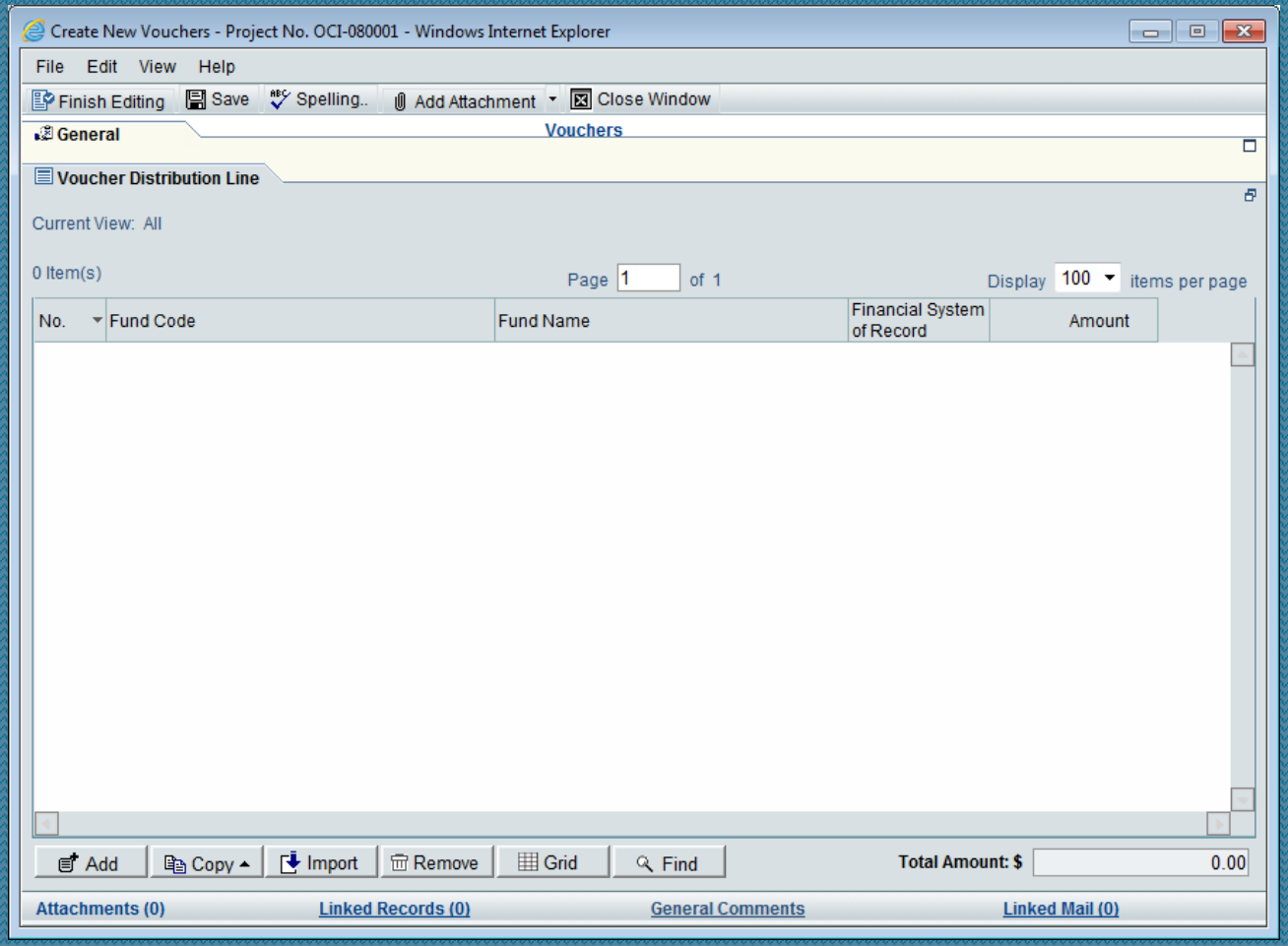
Errors:

Voucher Distribution Line

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

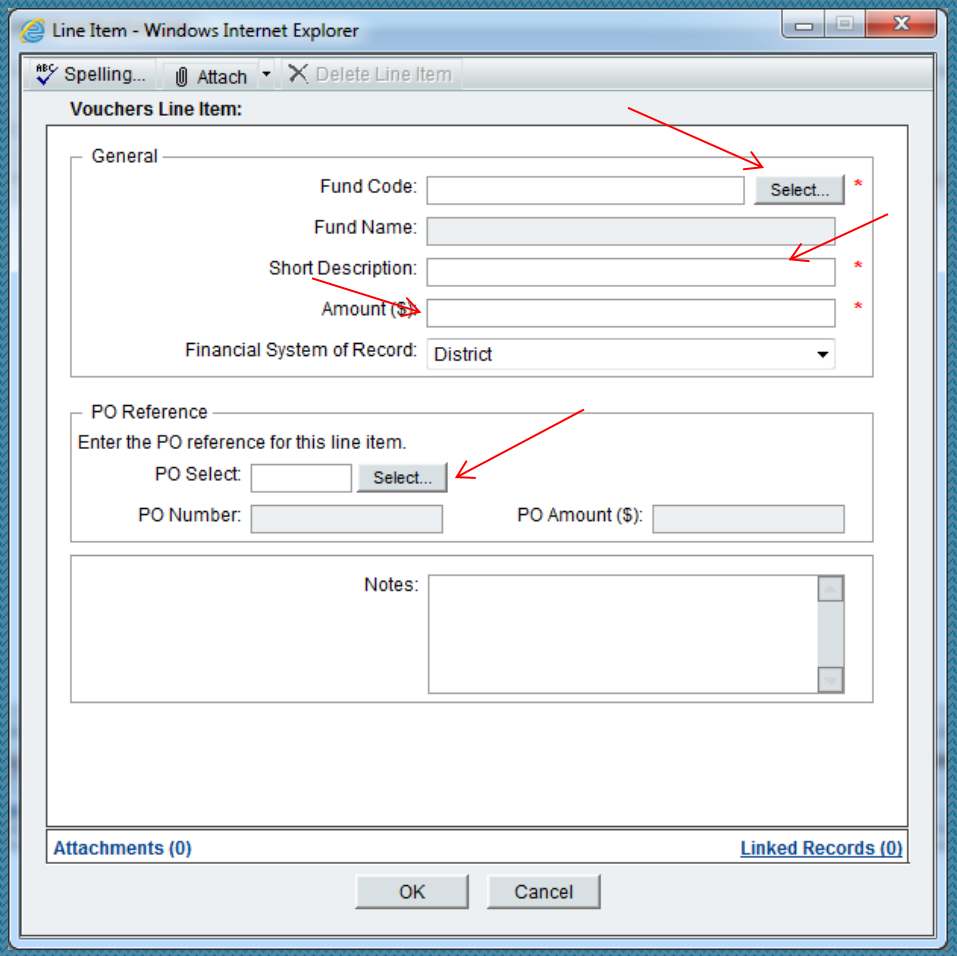
Financial System Data

- Click Add



Add a Line Item

- Select a Fund Code
- Add a short description
- Plug in the dollar amount.
- Choose the Financial System of Record
- Click Select next to PO Plug in appropriate PO
- Click OK



Finish Editing

- Go to top of screen and click Finish Editing

Vouchers - Voucher Title - Project No. OCI-080001 - Windows Internet Explorer

File Edit View Help

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

General | Vouchers

General

Organization: Department of Administrative Servic

Project Number: OCI-080001

Project Name: Agency General Projects Test

Project Location: OAKS CI Administration

Title: Voucher Title *

Record Number: Vou-0008

Creator: Shauna Hooks

Creation Date: 06/04/2012 10:28 AM Local (GMT-5)

Status: Paid *

Financial System of Record: OAKS-FIN *

Contractor Pay Request

Select a Contractor Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed. Only one invoice may be paid on this voucher

Contractor Pay Request Name: | Select | Contractor Pay Request | 0.00

Voucher Distribution Line

Questions?

- Call or Email the OAKS CI Support Desk
  - 614.644.2211
  - oaksci@ofcc.ohio.gov