

OAKS CI

Capital Improvements (Management System)

Create Application for Payment

District and Building Level Access

The screenshot shows the Oracle Primavera Unifier web interface. The browser address bar displays 'Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer'. The user is identified as 'Shauna Hooks (Last login: 09/25/2013 02:02 PM)'. The navigation menu includes 'Home', 'Company Workspace', 'Projects', and 'School Facilities'. The 'School Facilities' tab is active, and a red arrow points to it. A red-bordered box with blue text reads 'District and Building Level Project Access'. The interface includes a 'User Mode' section, a 'File Edit View Help' menu, and a 'Tasks or New uMails:' table.

Number	Name	Tasks	uMails	Company Name
OCI-130101	School Facilities Training 1	28 Total, 24 New, 2 Late	3 New	Ohio School Facilities
OCI-130007	UAT 8 Rel 1 - Eaton	4 Total, 1 New, 3 Late		Ohio School Facilities
OCI-130006	UAT 7 Rel 1 - Deaf and Blind	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130005	UAT 6 Rel 1 - Louisville	1 Total, 1 New, 0 Late		Ohio School Facilities
OCI-130003	UAT 2 Rel 1 - Dayton STEM	4 Total, 3 New, 0 Late		Ohio School Facilities
OCI-130002	UAT 5 Rel 1 - Toronto	4 Total, 4 New, 0 Late		Ohio School Facilities

District Access

If you are an OA, AE or Cxa your application will be created in the district project

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

The screenshot shows a web browser window with the URL <https://oaksci.training.osfc.ohio.gov>. The user is logged in as Shauna Hooks. The application is titled "School Facilities" and has a navigation menu with "Home", "Company Workspace", "Projects", and "School Facilities". The "Projects" menu is active, and the "District Project" view is selected. The main content area displays a table of district projects with the following data:

District Project Identifier	District	OAKS Code	Setup Date	Status
Brookfield-LSD-TRU-CFAP-2007	Brookfield Local SD	SFC-	09/25/2013	Active
Lancaster-CSD-FAI-ENP-2012	Lancaster City SD	SFC-130322	09/16/2013	Active
Napoleon-CSD-	Napoleon Area City SD	SFC-120306	09/16/2013	Active
National Trail-LSD-1990 Lookback-1-20	National Trail Local SD	SFC-130316	09/16/2013	Active
South-Western-CSD-FRA-CFAP-2012	South-Western City SD	SFC-130315	09/16/2013	Active

Building Access

If you are the CMR/DB or Trade Contractor your application will be created in the building project

Building Project View will allow you building Level Access

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

The screenshot shows the Primavera Unifier web application interface. The browser address bar displays the URL: `Unifier@https://oaksci.training.osfc.ohio.gov`. The user is logged in as Shauna Hooks (Last login: 10/08/2013 09:21 AM). The navigation menu includes: Home, Company Workspace, Projects, and School Facilities. The current view is 'Building Project'. The table below shows the list of building projects.

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

Building/District Project Home Page

The screenshot displays the Primavera Unifier web application. The browser title is 'Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer'. The user is 'Shauna Hooks' with a last login of '10/08/2013 09:21 AM'. The application is in 'User Mode' and shows the 'Central Elementary - Home' project page. The navigation menu on the left includes: Alerts, uMail, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Logs, and Reports. The main content area is divided into sections: 'Summary' (Image placeholder), 'Items Requiring Your Attention' (Tasks: 0, New 0; Messages: 0 New; Draft Records: 0 New; uMails: 0 New), 'Details' (Number: SFC-130322.02; Name: Central Elementary; Description: New Elementary School; Administrator: Steve Mayo; Currency: United States Dollar (USD); Status: Active; Email: 1015-; Address: oaksci@soccemsmtp.em.ohio.gov), and 'Links' (Ohio Facilities Construction, Ohio School Facilities Com).

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 documents to attach, you must first upload them to document manager prior to creating your Application for Payment. To do this please follow the next few slides

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 'Mauna 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, and File Transfer Option. A red arrow points to the 'File Transfer Option' dropdown menu, which is currently set to 'Intermediate'. Below these settings are sections for 'Business Processes', 'Document Manager - Project', and 'Document Manager - Company', each with a list of checkboxes for various tasks.

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

Building/Project Home Page

The screenshot shows the Primavera Unifier web application interface. The browser title is "Unifier@https://oaksci.training.osfc.ohio.gov - Windows Internet Explorer". The user is identified as "Shauna Hooks (Last login: 10/08/2013 09:21 AM)". The application is running on the "Central Elementary" page, which is part of the "School Facilities" project under the "Lancaster-CSD-FAI-ENP-2012" project.

The interface includes a navigation menu on the left with the following items:

- Central Elementary - Home
- Alerts
- uMail
- Collaboration
- Information
- Cost Manager
- Data Manager
- Document Manager
- Logs
- Reports

The main content area is titled "Central Elementary - Home" and contains several sections:

- Summary**: Includes an "Image" placeholder and "Items Requiring Your Attention" with the following data:

Tasks:	0, New 0, Late 0
Messages:	0 New
Draft Records:	0 New
uMails:	0 New
- Details**: Provides project information:

Number:	SFC-130322.02
Name:	Central Elementary
Description:	New Elementary School
Administrat:	Steve Mayo
or:	
Currency:	United States Dollar (USD)
Status:	Active
Email:	1015-
Address:	oaksci@soccemsmtp.em.ohio.gov
- Links**: Includes links to "Ohio Facilities Construction Commission" and "Ohio School Facilities Commission".

- Click Document Manager
- Documents

File Upload

(a) Choose folder

(b) Click Upload

io.gov/ - Unifier@https://oaksci.training.ohio.gov - Windows Internet Explorer
12/09/2009 - Shauna Hooks

ome Company Workspace Projects

User Mode

File Edit View Help

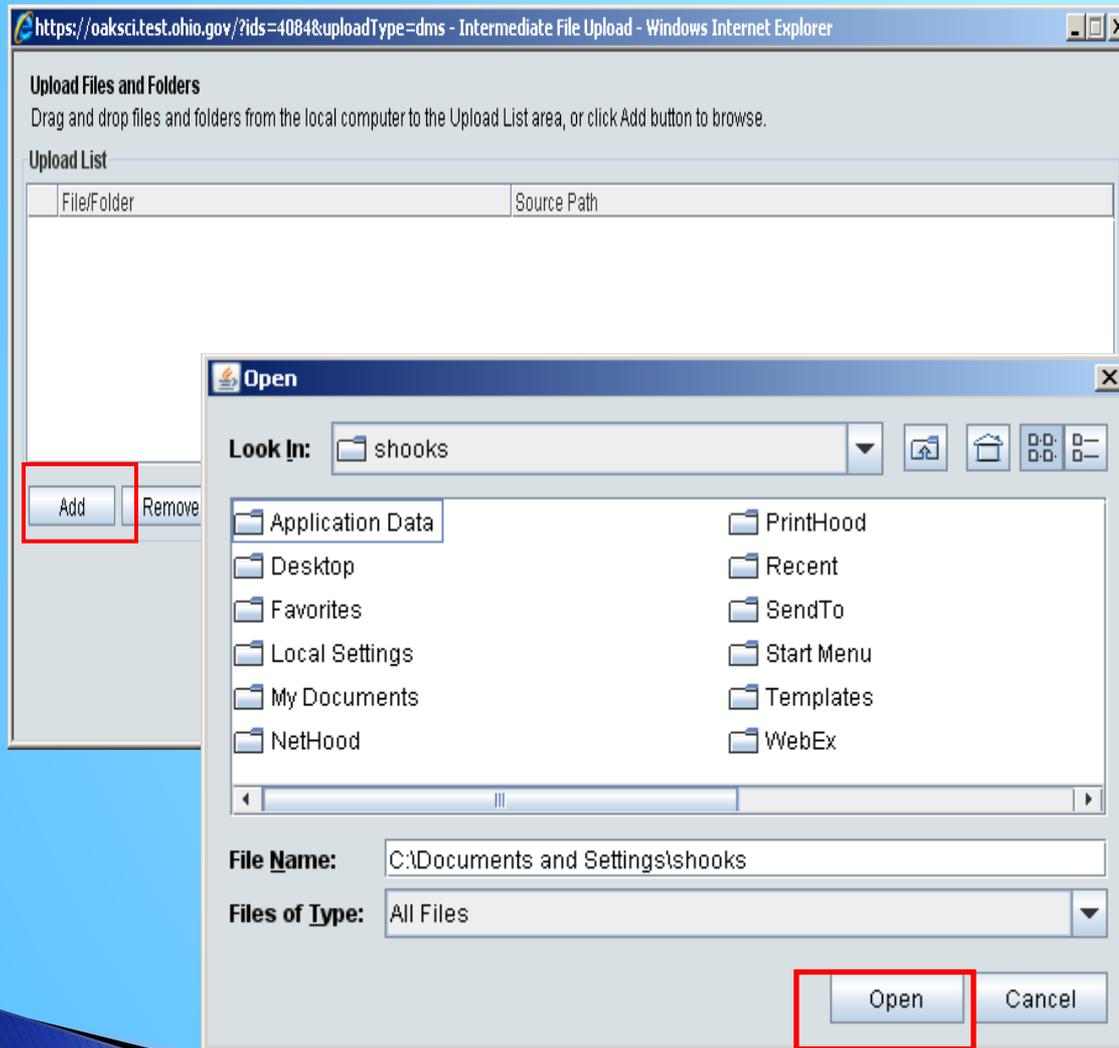
New Open Find Upload Download Delete Check Out Comments Permissions Properties

Current Phase

Arch - Current View: All
20 Item(s)

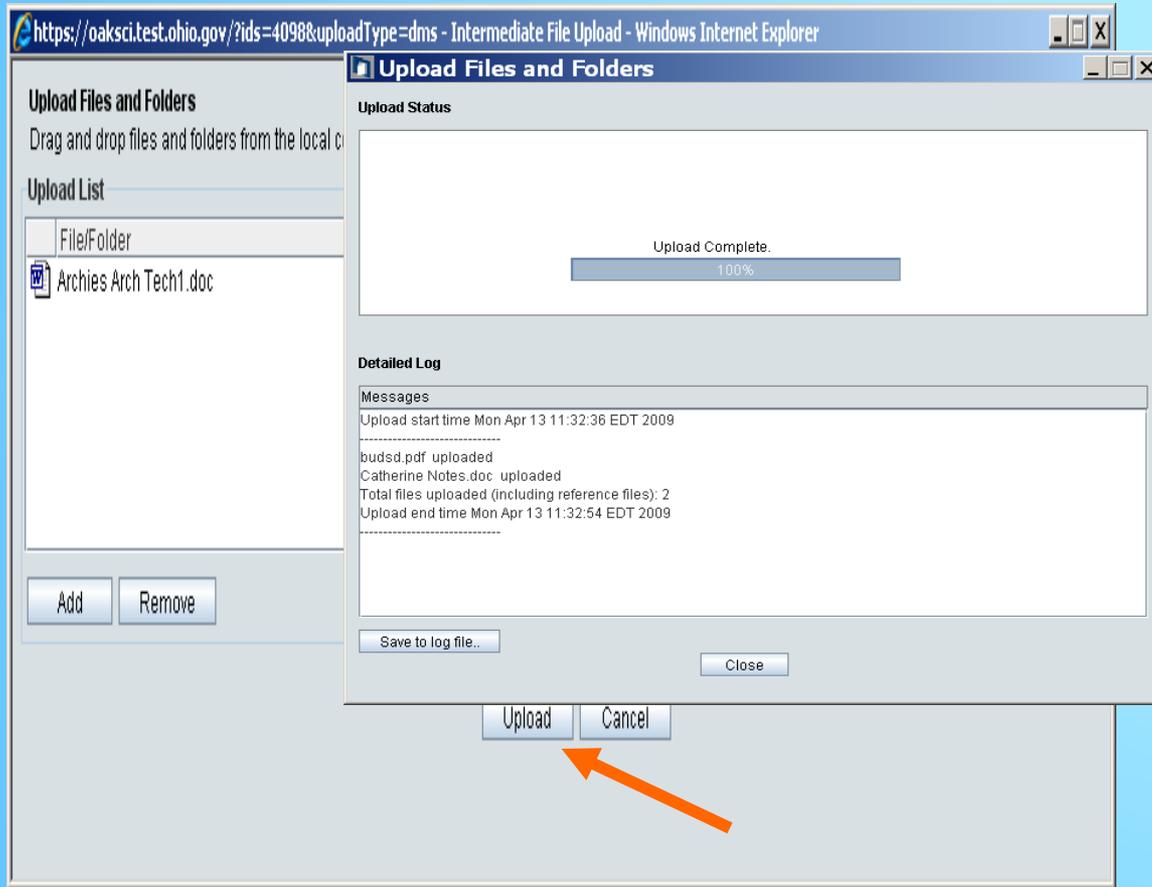
	Ref	BP	Name	Size	Upload Date	Owner	Title
			A-1CONFORMED.pdf	397 KB	03/13/2008	Oaks Student 1	
			A1-1.pdf	561 KB	03/13/2008	Oaks Student 1	
			A2-1.pdf	708 KB	03/13/2008	Oaks Student 1	
			A2-2.pdf	1017 KB	03/13/2008	Oaks Student 1	
			A3-1.pdf	443 KB	03/13/2008	Oaks Student 1	
			A4-1.pdf	539 KB	03/13/2008	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



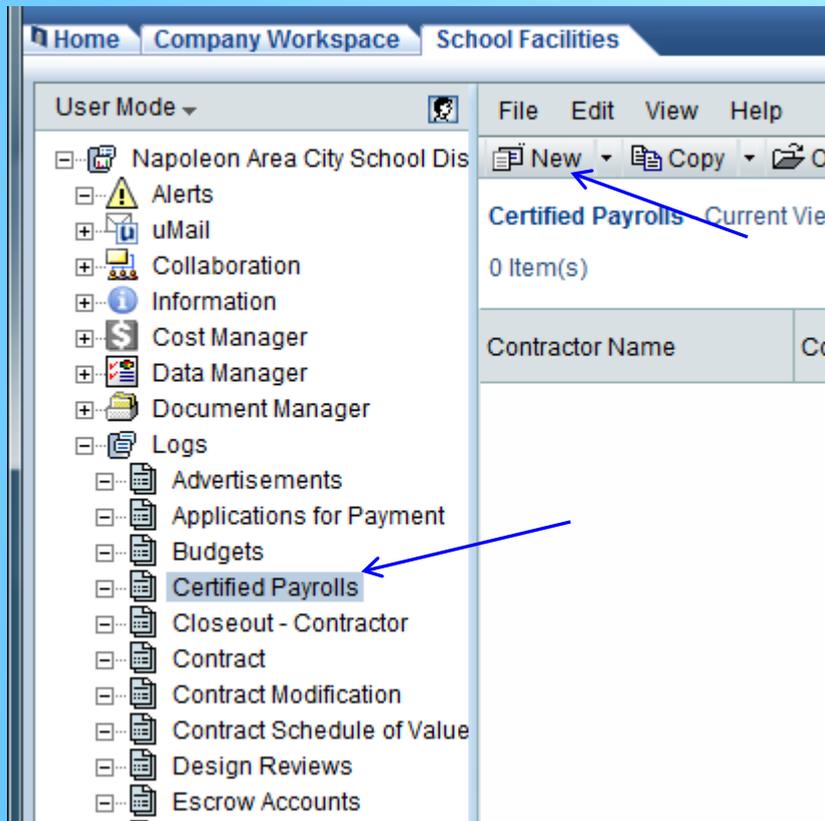
- ▶ Document or folder is populated into Upload list
- ▶ Click Upload
- ▶ Box will pop up indicating the upload is Complete

Create a New Record

The screenshot shows a software application window titled 'Central Elementary - Home'. The interface includes a menu bar (File, Edit, View, Help) and a navigation tree on the left. The 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 'Document Manager' in the tree. The main area is divided into two sections: 'Summary' and 'Details'. The 'Details' section contains the following information:

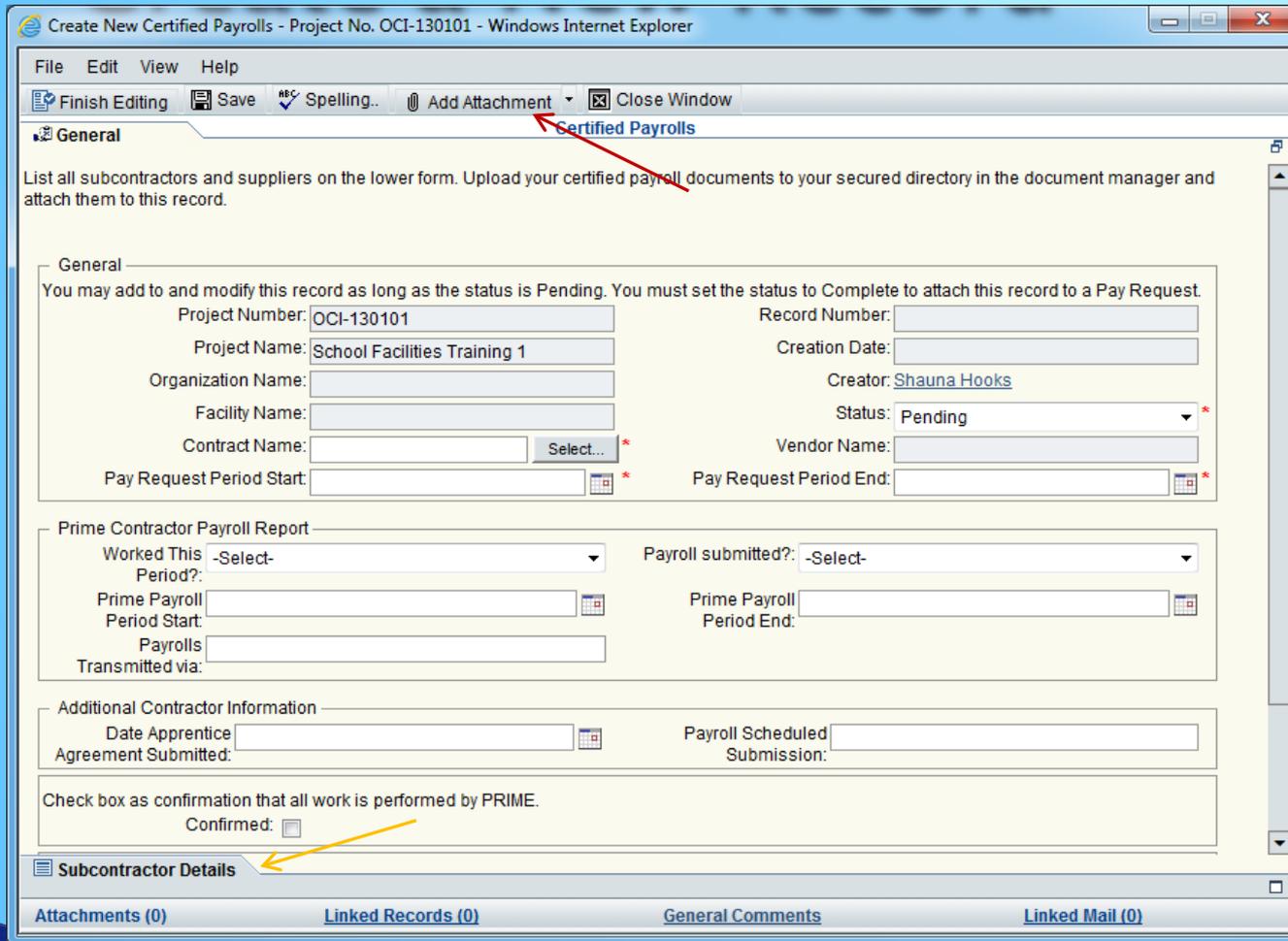
Number:	SFC-130322.02
Name:	Central Elementary
Description:	New Elementary School
Administrator:	Steve Mayo
Currency:	United States Dollar (USD)
Status:	Active
Email Address:	1015-oaksci@soccemsmtp.em.ohio.gov

Create a New Record



Note to Contractor:
If you are the Trade Contractor on the project, prior to creating a new Application For Payment, a Certified Payroll record must be completed
Review slides 14-16

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)

- Complete all applicable areas

- 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

Subcontractor Details

Current View: All

0 Item(s)

No.	Subcontractor Name	Utilized This Period?	Pa	SU
-----	--------------------	-----------------------	----	----

Subcontractor Name: Nelson Stark Company Select...

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 L

Projected Start Date: 11/15/2009 05:00 PM L

Actual Start Date: 12/01/2009 05:00 PM L

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

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

The screenshot shows a software application window with the following components:

- Navigation Pane (Left):** A tree view containing various categories such as Projects (Standard), UAT 5 Rel 1 - Toronto - Home, Summary, Alerts, Mail, Mailbox, Collaboration, Information, Cost Manager, Data Manager, Document Manager, Logs, Action Items, Applications for Payment (highlighted with a blue arrow), 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 Interpretation, Subcontractor/Supplier D, Submittals, Vouchers, and Reports.
- Menu Bar (Top):** Includes 'File', 'Edit', 'View', and 'Help'. The 'File' menu is open, showing options like 'New', 'Copy', 'Open', 'Find', 'Filtered By', and 'Import'. A blue arrow points to the 'New' button.
- Main Content Area:** Displays 'Applications for Payment - Current View: All'. It shows '1 item(s)' and 'Page 1 of 1'. A table with the following data is visible:

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

- ▶ 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

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

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

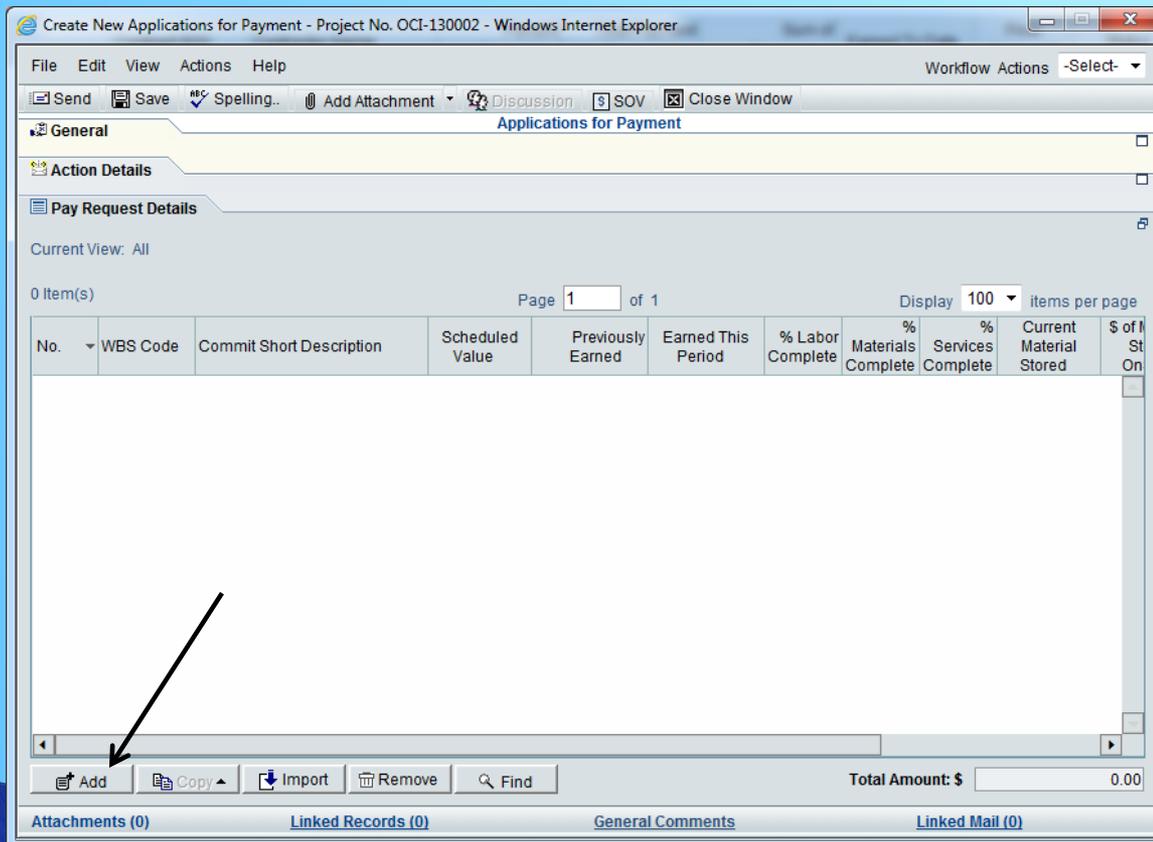
Action Details

[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
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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 this 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 Staç		
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 Reimbursat
16,795.35	0.00	0.00	0.00	
16,795.35	0.00	0.00	0.00	
16,795.35	0.00	0.00	0.00	
16,795.35	0.00	0.00	0.00	
16,795.32	0.00	0.00	0.00	
16,795.32	0.00	0.00	0.00	
172,752.00	0.00	0.00	0.00	
14,395.96	0.00	0.00	0.00	
191,549.76	0.00	0.00	0.00	
355,735.26	0.00	0.00	0.00	
4,999.98	0.00	0.00	0.00	
2,800.02	0.00	0.00	0.00	
5,599.98	0.00	0.00	0.00	
1,399.98	50.00	0.00	0.00	
700.02	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
16,795.35	0.00	0.00	0.00	0.00	0.00	0.00
16,795.35	0.00	0.00	0.00	0.00	0.00	0.00
16,795.35	0.00	0.00	0.00	0.00	0.00	0.00
16,795.35	0.00	0.00	0.00	0.00	0.00	0.00
16,795.32	0.00	0.00	0.00	0.00	0.00	0.00
16,795.32	0.00	0.00	0.00	0.00	0.00	0.00
172,752.00	0.00	0.00	0.00	0.00	0.00	0.00
14,395.96	0.00	0.00	0.00	0.00	0.00	0.00
191,549.76	0.00	0.00	0.00	0.00	0.00	0.00
355,735.26	0.00	0.00	0.00	0.00	0.00	0.00
4,999.98	0.00	0.00	0.00	0.00	0.00	0.00
2,800.02	0.00	0.00	0.00	0.00	0.00	0.00
5,599.98	0.00	0.00	0.00	0.00	0.00	0.00
1,399.98	50.00	0.00	0.00	0.00	0.00	0.00
700.02	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

s 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: 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	

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

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

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	

Total Amount: \$ 0.00

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

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.