

## Document updated 8/6/2014 based on Meeting with PM's and PM Supervisors:

Misc. Expenditure records are used to identify project funds spent outside of the Contract's that are currently identified in OAKS CI.

We are currently utilizing 3 miscellaneous expense business processes within OAKS CI:

Misc. Commit – act's as a contract in OAKS CI for vendors whom will not hold a contract in OAKS CI, the commit must have a supporting Purchase Order recorded in OAKS CI.

Misc. Invoice – acts as an application for payment in order to pull money from the Misc. Commit, the Misc. Invoice must have a supporting Voucher recorded in OAKS CI.

Misc. Change Order – this workflow will allow the user to update the Misc. Commit due to changes in amount.

Frequently Asked Questions:

1a) How do we handle Misc. Commits that span several buildings?

1b) The Misc. Commit record will be created in the District Project along with the supporting purchase order

\*OAKS CI will add a field within the Misc. Commit record which will allow the creator to identify which buildings are being impacted for reporting purposes (this feature is not yet available).

2a) Do we have to have a vendor created in OAKS CI in order to create a Misc. Commit?

2b) No, the field is currently open to allow for manual input.

3a) Can we add LFI information to the Misc. Commit?

3b) Yes, the LFI information will be added to the lower form of the Misc. Commit record

4a) How will supporting documentation be attached to the Misc. Commit, Invoice or Change Order?

4b) The supporting documentation will be attached directly to the record from the user's desktop the user will **not** be required to upload the document to document manager first this will happen **automatically**

5a) How do I find out how to create a Misc. Commit in OAKS CI?

5b) There is a step by step job aid posted to the OFCC website under the OAKS CI tab or call 614.644.2211 for assistance

The below identifies the individual steps involved the 3 workflows, please see pages 3-5 to view the action taken during each step.

## Workflows:

**Misc. Commit with Review** – (a purchase order must be recorded in OAKS CI to support commit)

Workflow Steps:

**Creation**- District Rep, Owner Financial, District Treasurer, Project Coordinator, Project Manager, A/E and OA, for any purchases made by OFCC such as RFQ Publishing (**Jill Hoobler will send the information to the Project Coordinator for record creation**)

**Approve**- Project Manager (the OA will receive an automatic carbon copy of record)

**Funding Certification**- District Treasurer, Owner Financial

End

**Misc. Invoice** - (a voucher must be recorded in OAKS CI to support invoice)

Workflow Steps:

**Creation**- District Rep, District Treasurer, Owner Financial, Owner's Agent, Project Manager

**PM Approval**- Project Manager (the OA will receive an automatic carbon copy of record)

**Payment Processing**- Owner Financial

End

**Misc. Change Order**

Workflow Steps:

**Creation**- District Rep, District Treasurer, Owner Financial, Project Coordinator, Project Manager

**Funding Certification**- District Treasurer, Owner Financial (the OA will receive an automatic carbon copy of record)

End

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Misc. Commit will act as a Contract for Vendors whom will not hold a Contract in OAKS CI

Step 3 has two parts, once District has reviewed the Misc. Commit record, close it, create the purchase in financial system of record then record the Purchase in OAKS CI, go back Task (the Misc. Commit and plug in the Purchase Order

Misc Commit created by : District Treasurer, District Owner Financial , Project Manager, OA, AE or Project Coordinator

Submit to : **Project Manager** automatic carbon copy to OA if applicable

Project Manager reviews and approves request

Submit to: **School District** for Funding Certification

School District Staff:

- a) Review the record for accuracy
- b) Create a Purchase Order in Financial system of record
- c) Record the PO in OAKS CI
- d) Plug PO into Misc Commit record

Submit to : **End Step**

Misc. Invoice- used to support payments made against a Misc. Commit, it must have a Voucher created to support it

Step 3 has two parts, once District has reviewed the Misc. Invoice record, close it, create the voucher in financial system of record then record the Purchase in OAKS CI, go back to Task (the Misc. Invoice and plug in the Voucher

Misc Invoice created by:  
District Treasurer, District Owner Financial , Project Manager, OA, AE or Project Coordinator

Submit to : **Project Manager**  
automatic carbon copy to OA if applicable

Project Manager reviews and approves request

Submit to: **School District** for Payment Processing

School District Staff:

- a) Review the Misc. Invoice record
- b) Create a Voucher in Financial system of record
- c) Record the Voucher in OAKS CI
- d) Plug Voucher into Msc. Invoice

Submit to : **End Step**

Misc. Change Order-  
allows the user to  
change the amount of  
a Misc. Commit

Misc Change Order created by: District  
Treasurer, District Owner Financial ,  
Project Manager or Project Coordinator  
Submit to : **District Treasurer or Owner  
Financial**

District staff will provide funding  
certification:  
Plug appropriate PO in to Change Order  
Submit to : **End Step** automatic carbon  
copy to OA