K-12 Vouchers

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Vouchers

- Vouchers
  - Used to Support:
    - **Application for Payment**
    - Miscellaneous Invoice: Acts as an application for payment in order to pull money from the Misc. Commit.

Application for Payment and Voucher

Application for Payment – Workflow Process Overview

Created by: Contractor → Submitted to: A/E Review → Sent to: Owner's Agent (Building Level)→ Sent to: Project Coordinator → Sent to: PM Review → **DISTRICT REP (District Approval)** → **OWNER FINANCIAL (Payment Processing)**

- District Approval
  - Review upper form and lower form of the record
  - Review the Fund Distribution blocks
  - Submit to the Owner Financial or District Treasurer for Payment Processing

- Payment Processing
  - District staff member will:
    - Create a Voucher (check) in their own financial system of record
    - Create a **Voucher** Record in OAKS CI
    - Pull the **Voucher** Record into the Application for Payment

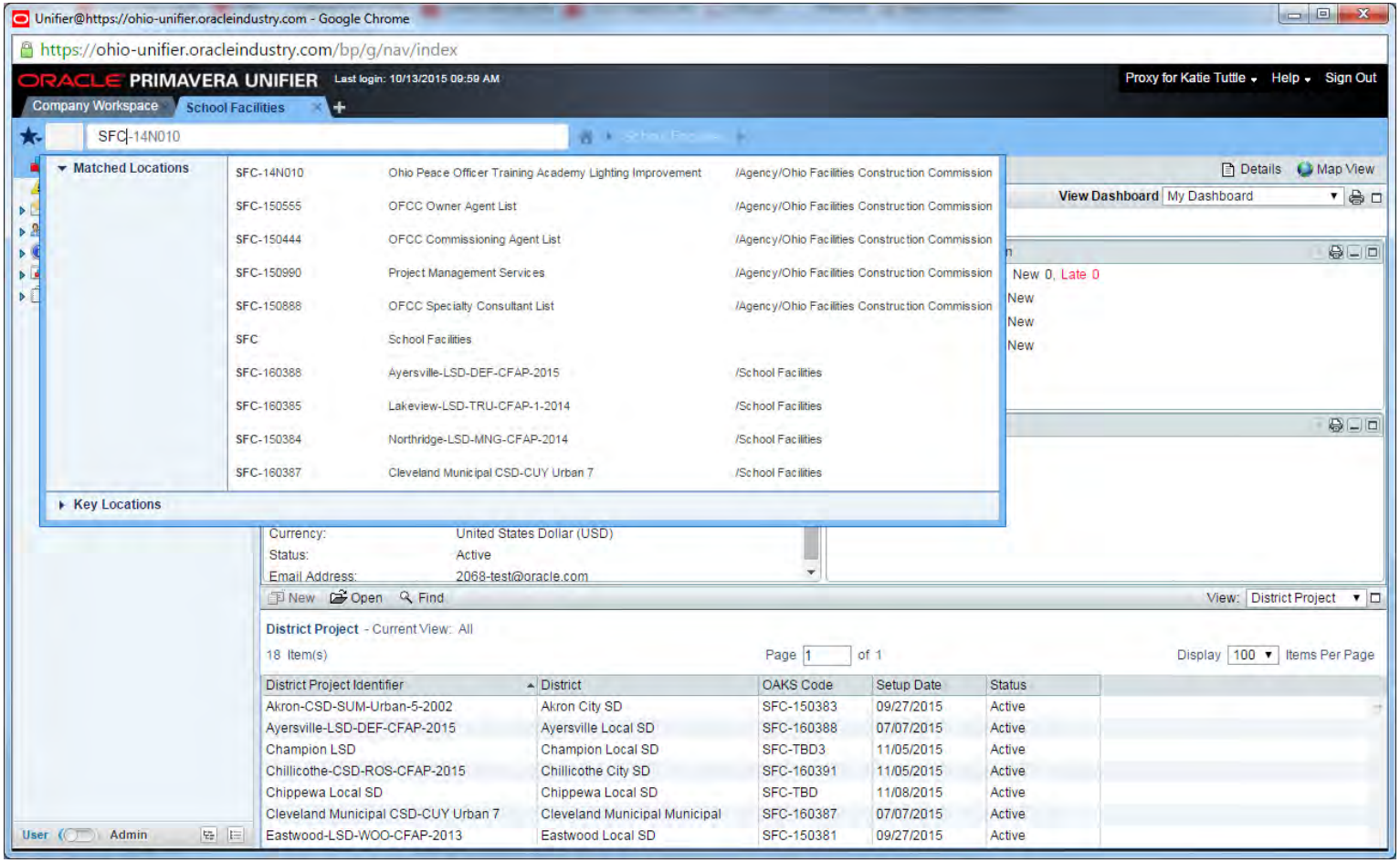
Tasks

- The District Treasurer or Owner Financial will receive a Task notification via email indicating that one of the following Business Processes is **Awaiting Funding**:
  - Application for Payment
  - Miscellaneous Invoice

District Approval Step

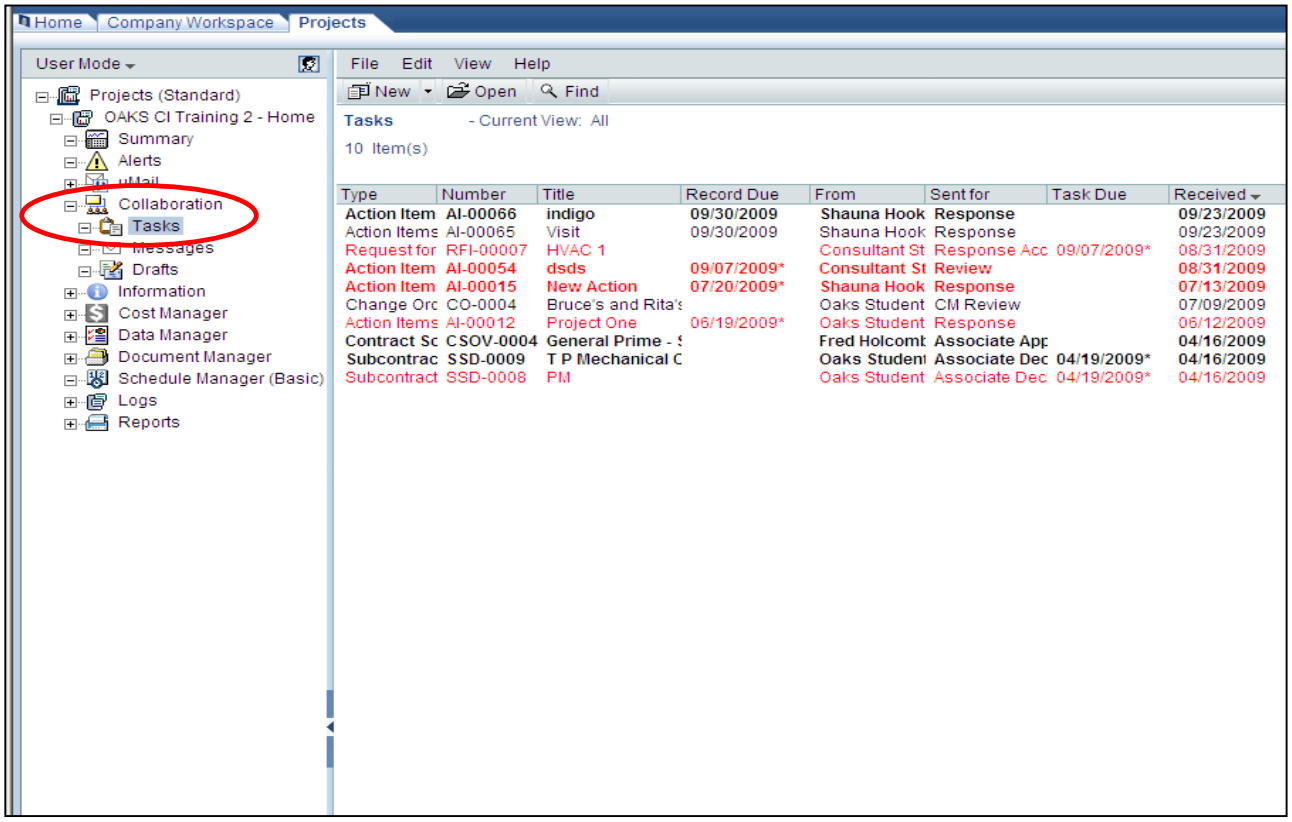
Access Your Project

- The quickest and easiest way to access your project is to type your project name or number into the navigation bar on your Cross Project Homepage



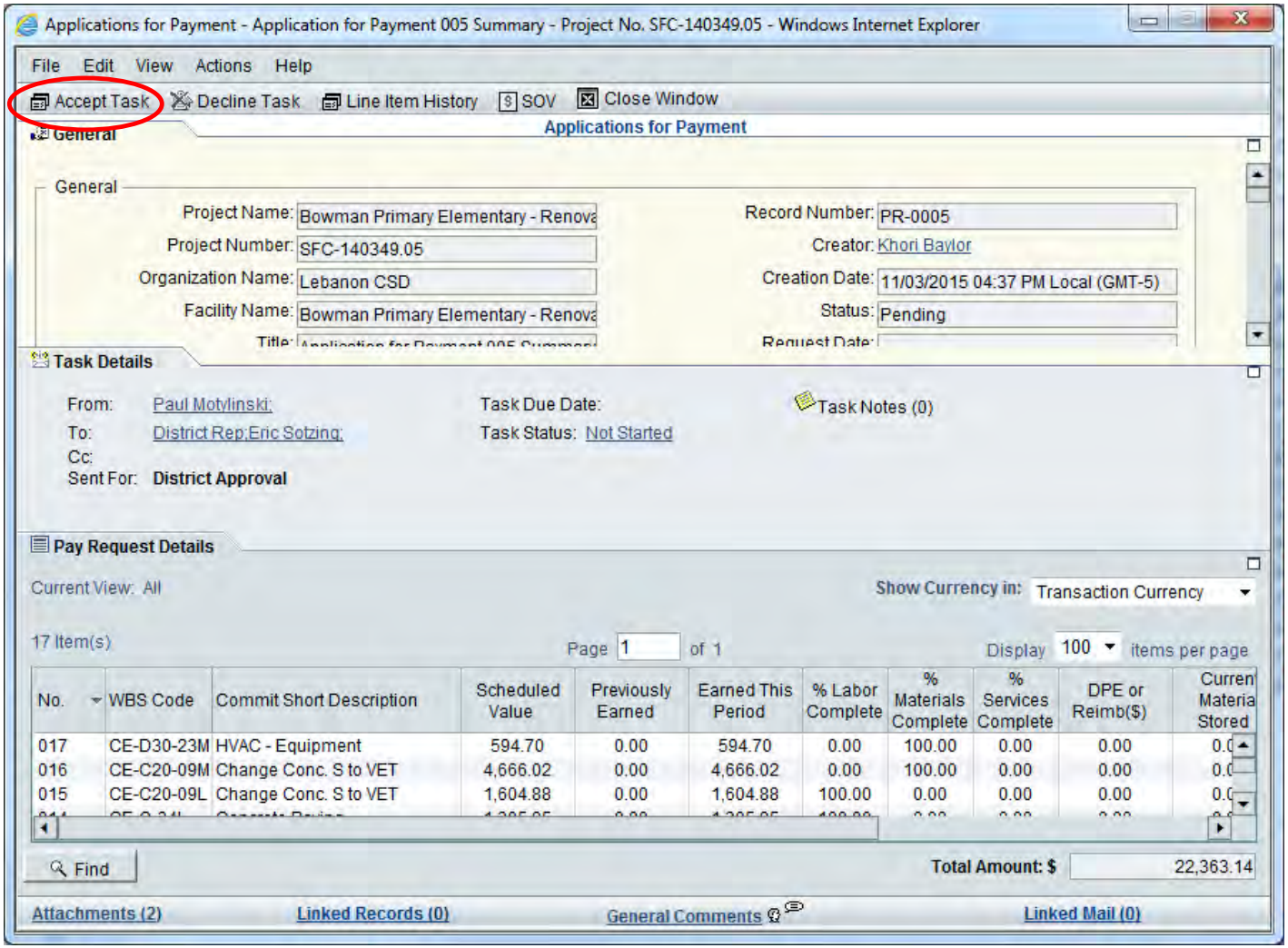
Task Action

- To take action on your Task navigate to:
  - Collaboration
  - Tasks
- Double-click the Application for Payment to open



Task Action

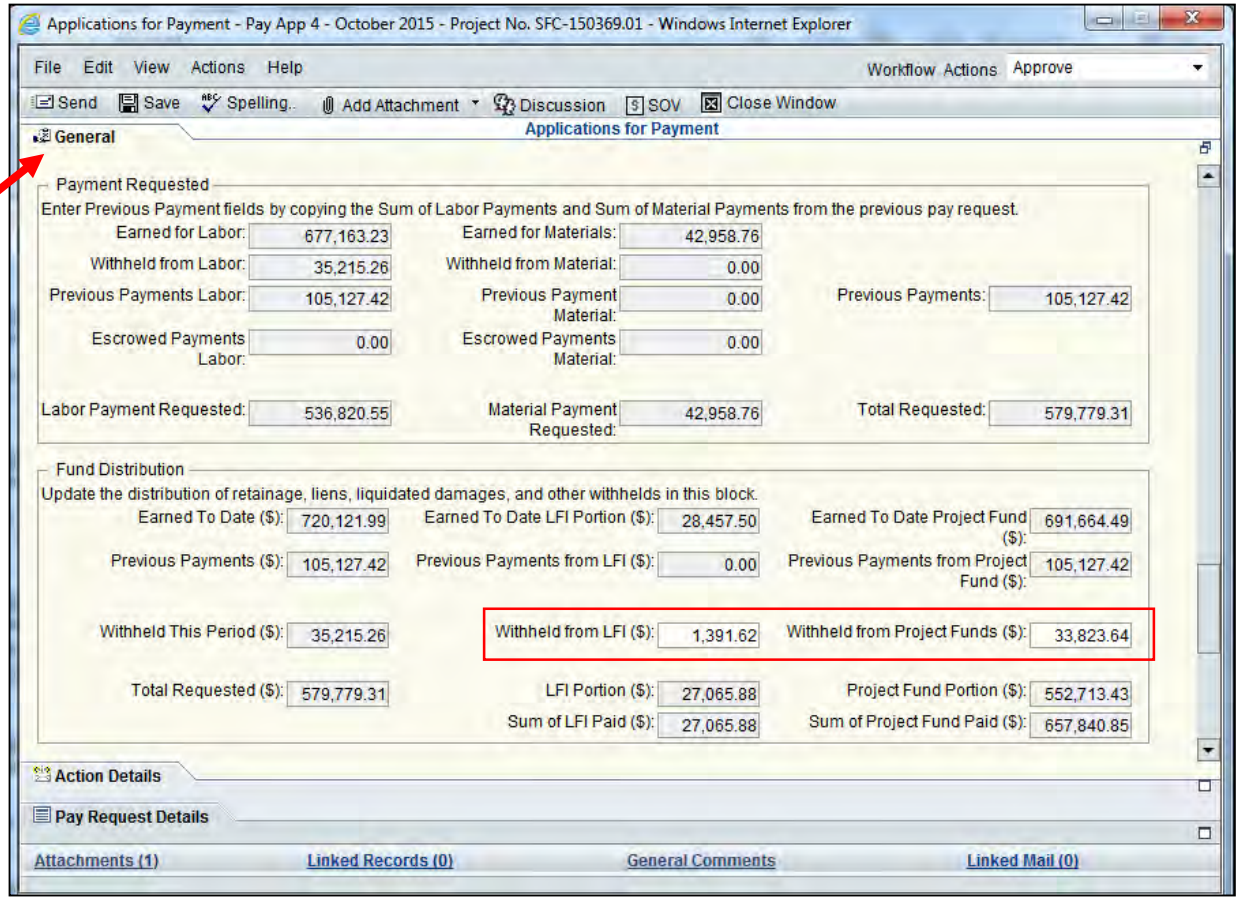
- Click Accept Task to begin work on your Task



School District Approval

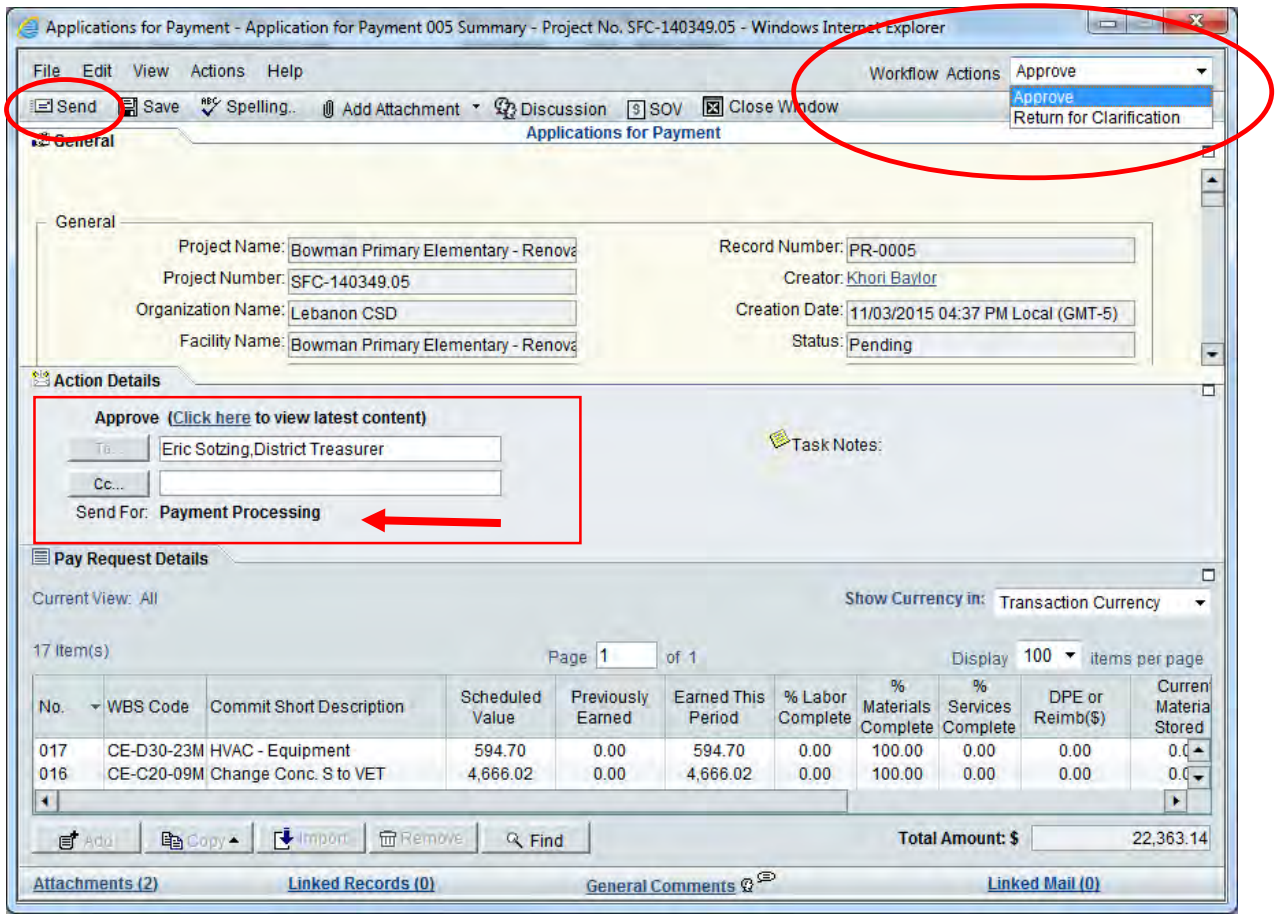
- District Rep or District Treasurer:
  - Review the Application for Payment
  - Review Funding Distribution

Click the General Tab to expand upper form



School District Approval

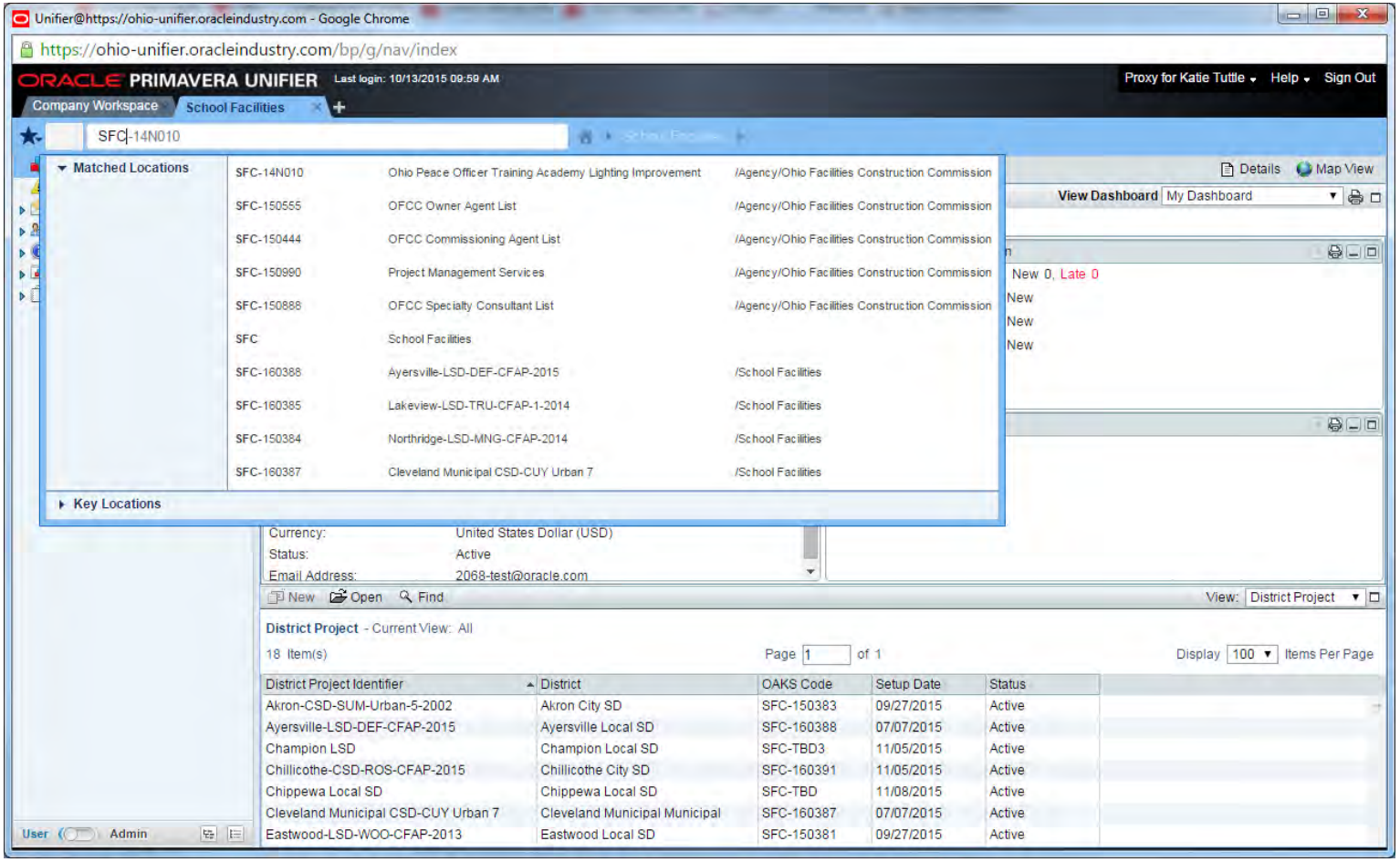
- Choose Workflow Action
- Click Send
- Record will now go to District Treasurer for Payment Processing



Payment Processing Step

Access Your Project

- The quickest and easiest way to access your project is to type your project name or number into the navigation bar on your Cross Project Homepage



Task Action

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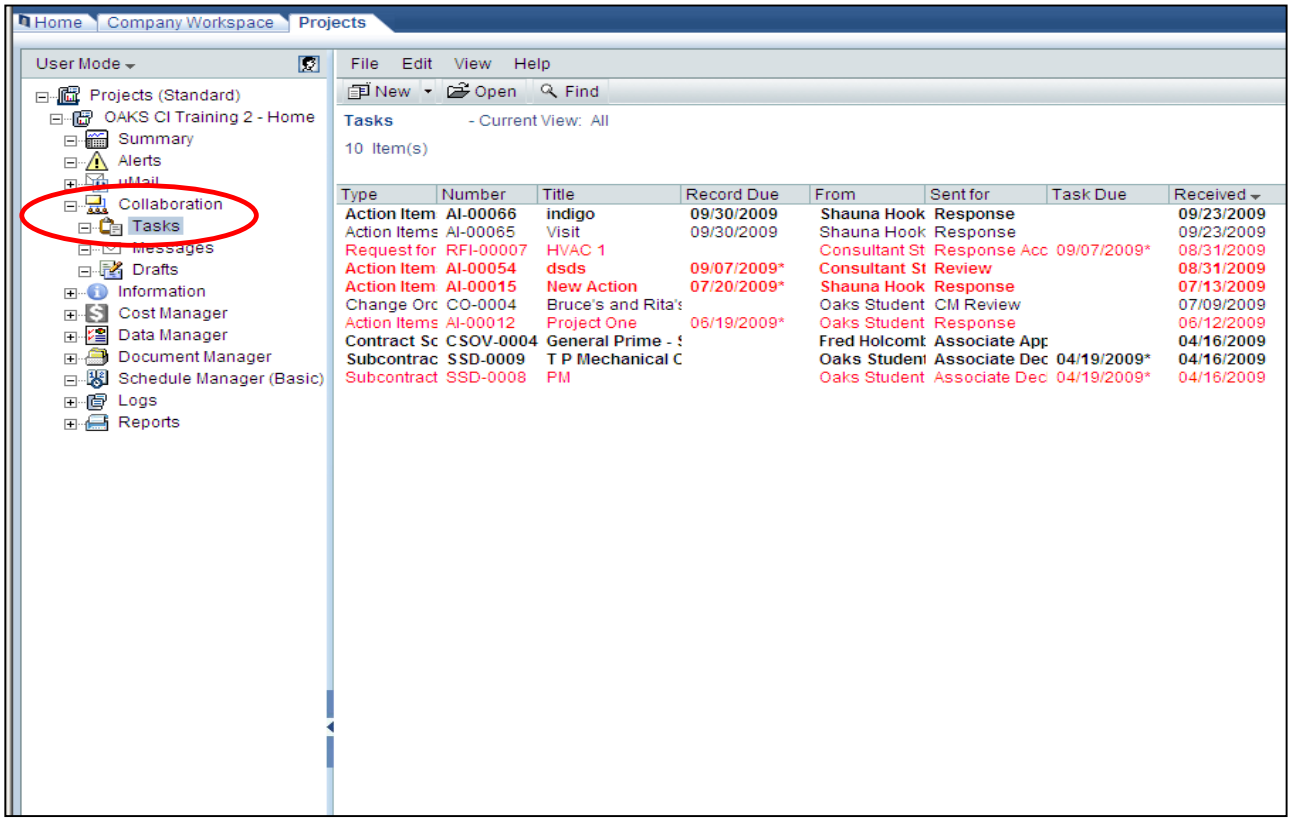
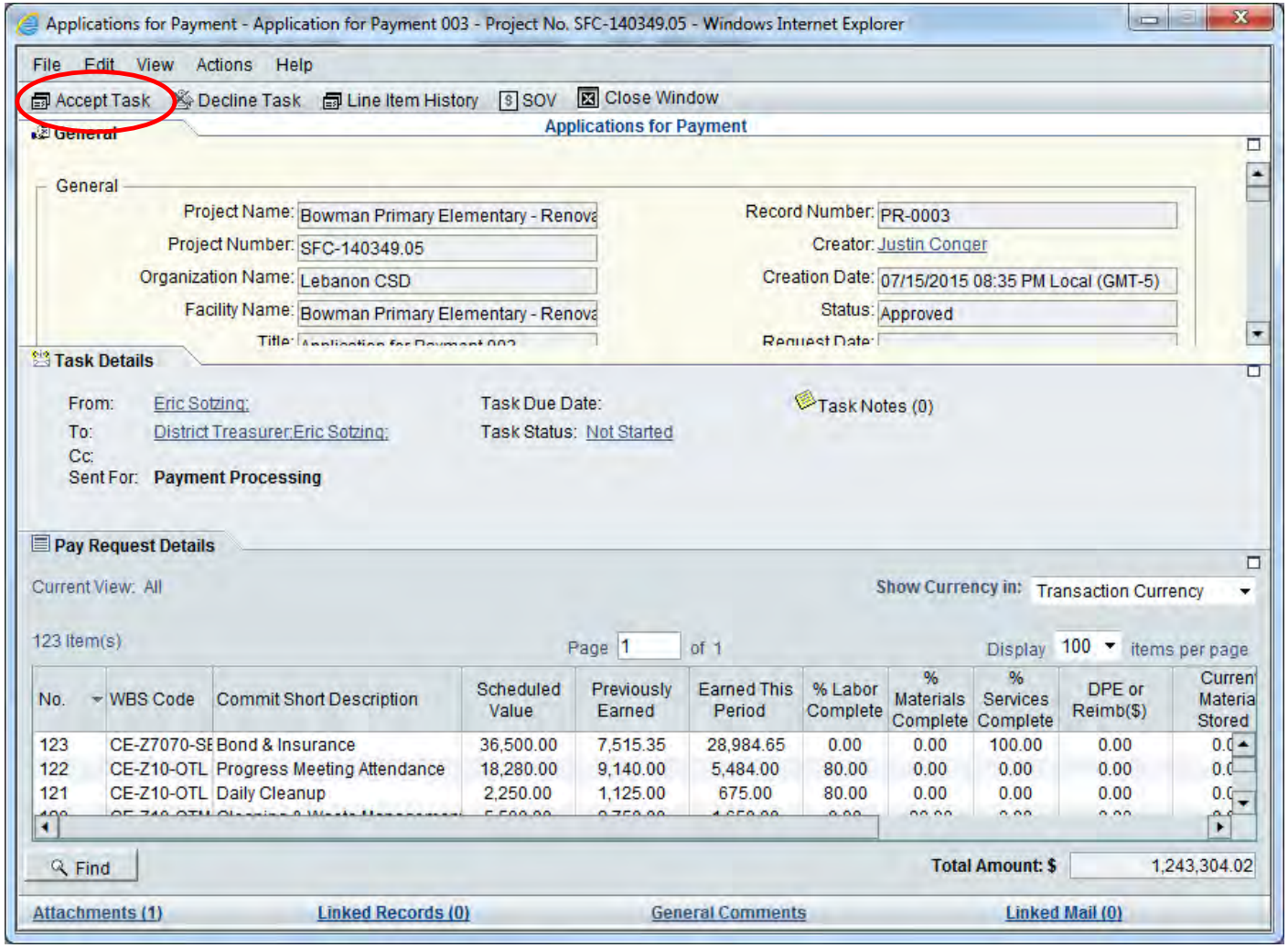


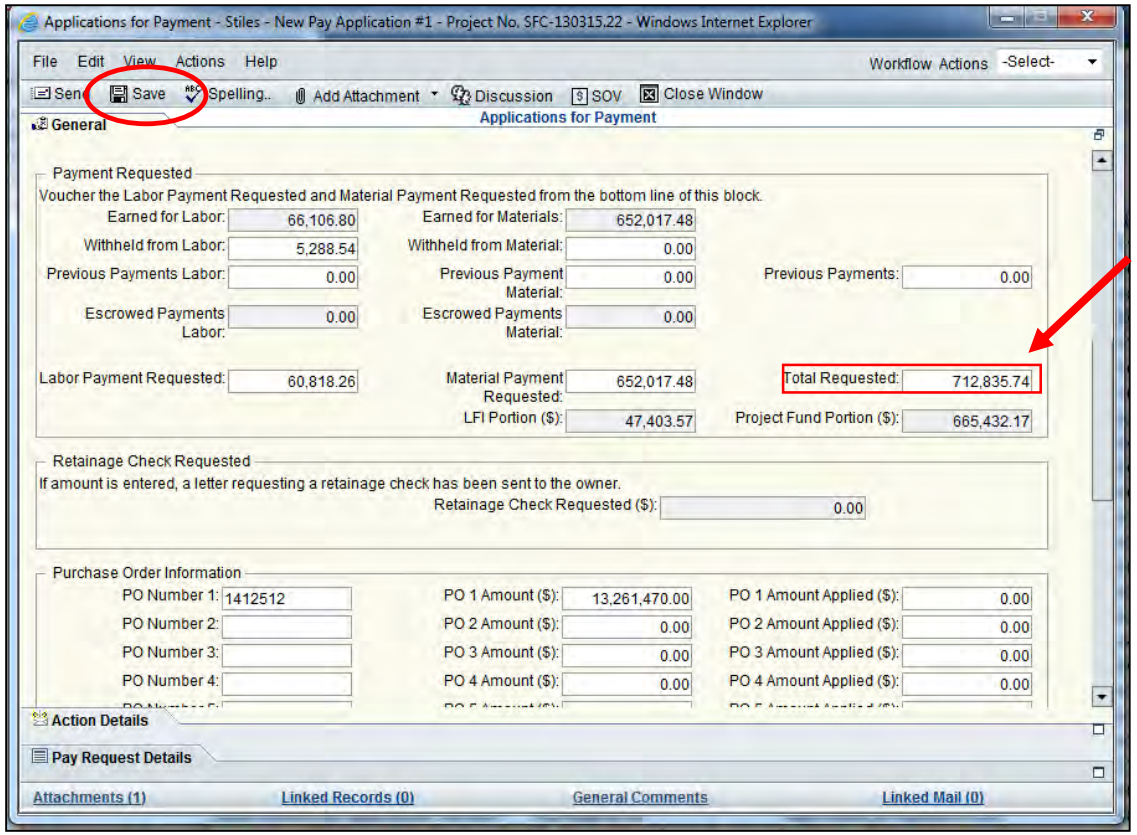
Task Action

- Click Accept Task to begin work on your task



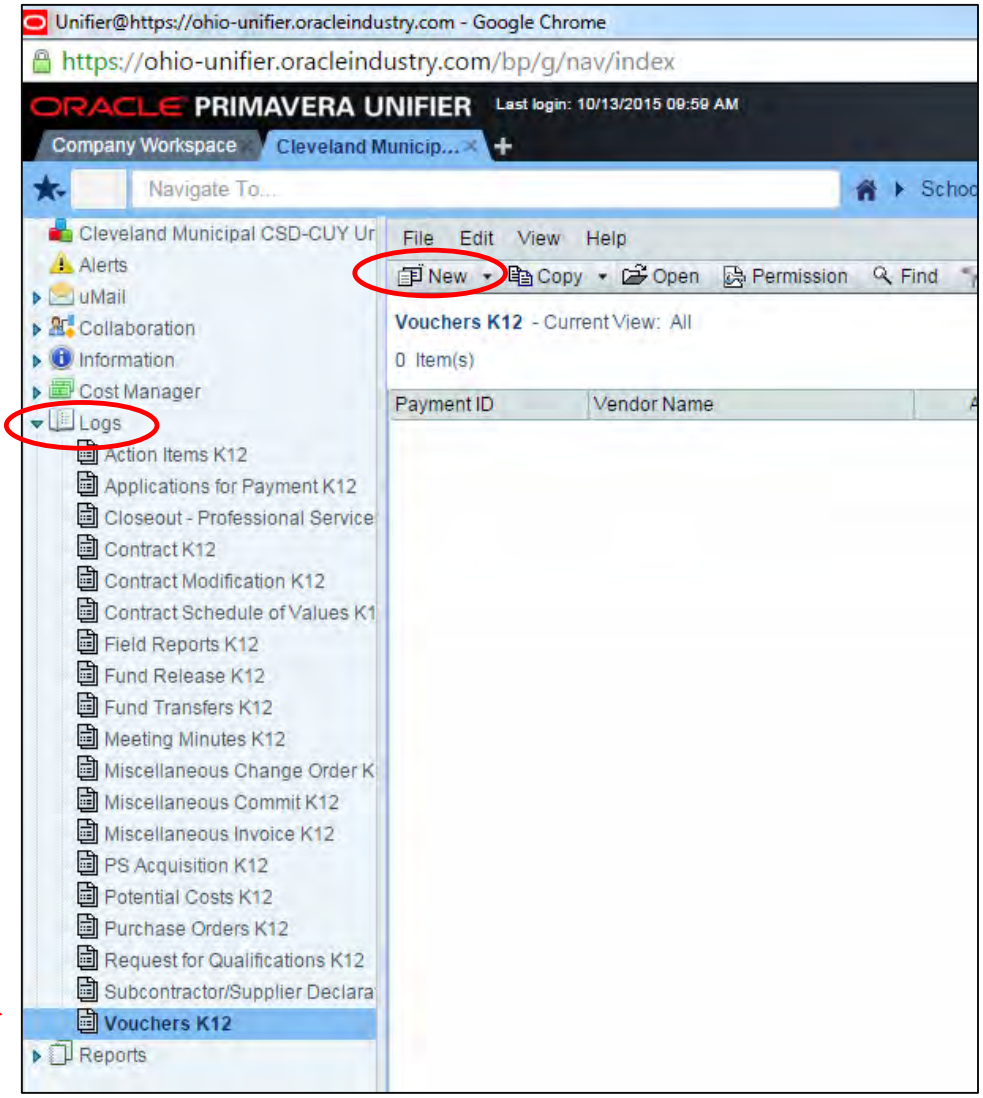
Payment Processing

- Click General Tab to expand upper form
- Review the **Total Requested** field. This is the amount you will use to create your Voucher (check)
- Click Save
- Close Record
- **Now, you must create the Voucher (check) in your own financial system of record.**



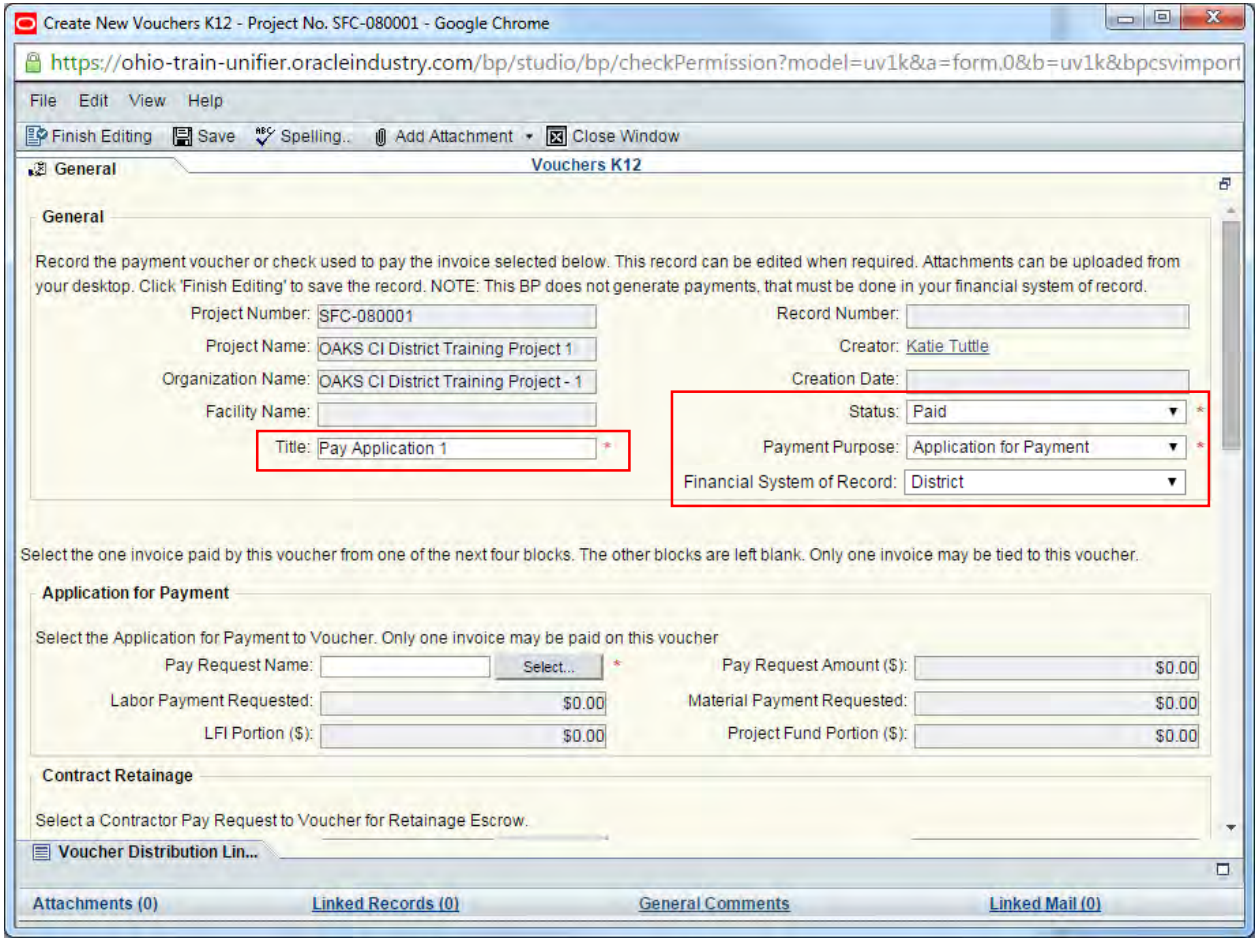
Creating a New Voucher Record

- To record your Voucher in Oaks CI navigate to:
  - Logs -> Vouchers K-12
  - Click New



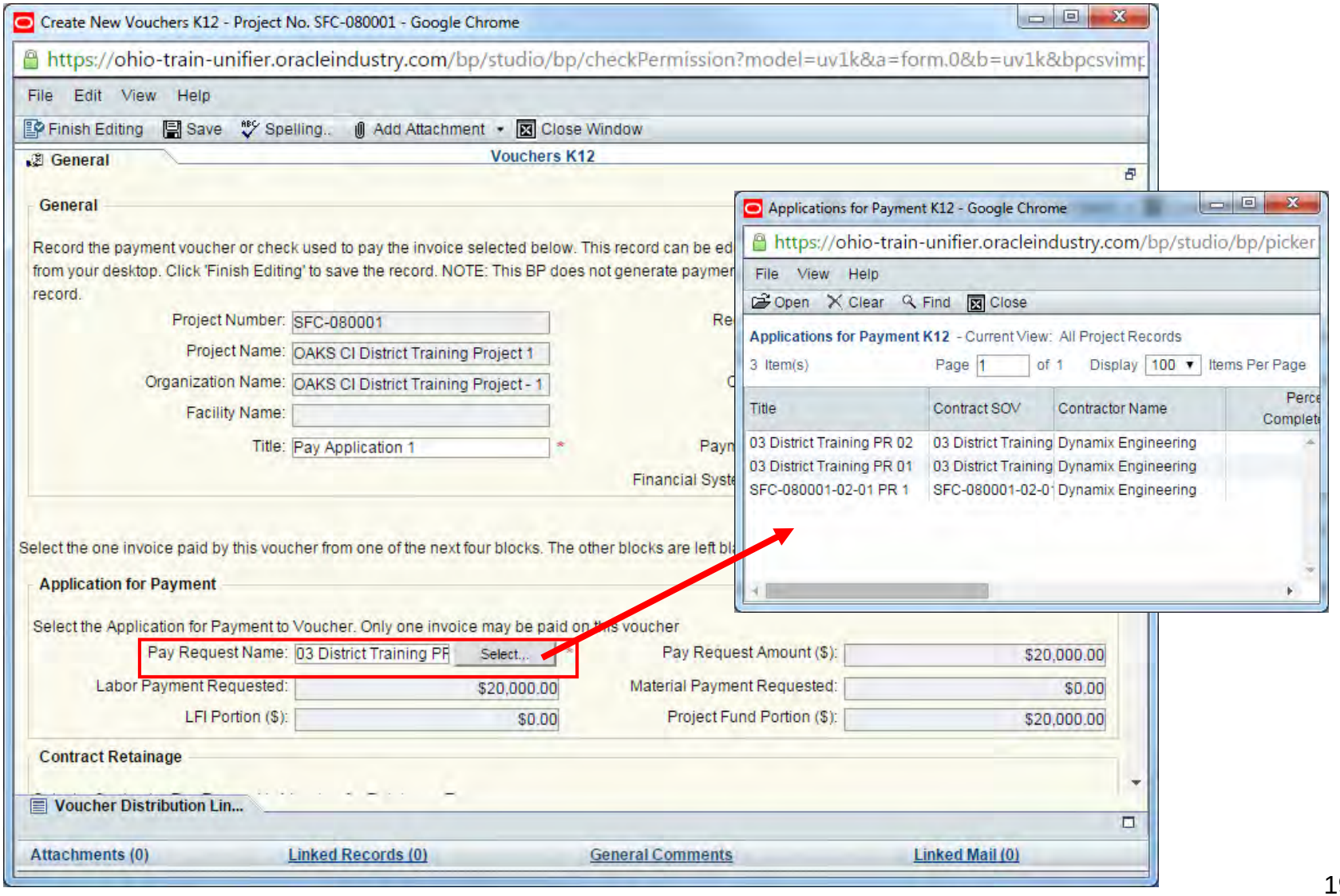
Voucher Upper Form

- Title the Record
- **Set the Record Status to Paid**
- Choose Payment Purpose
- Choose Financial System of Record



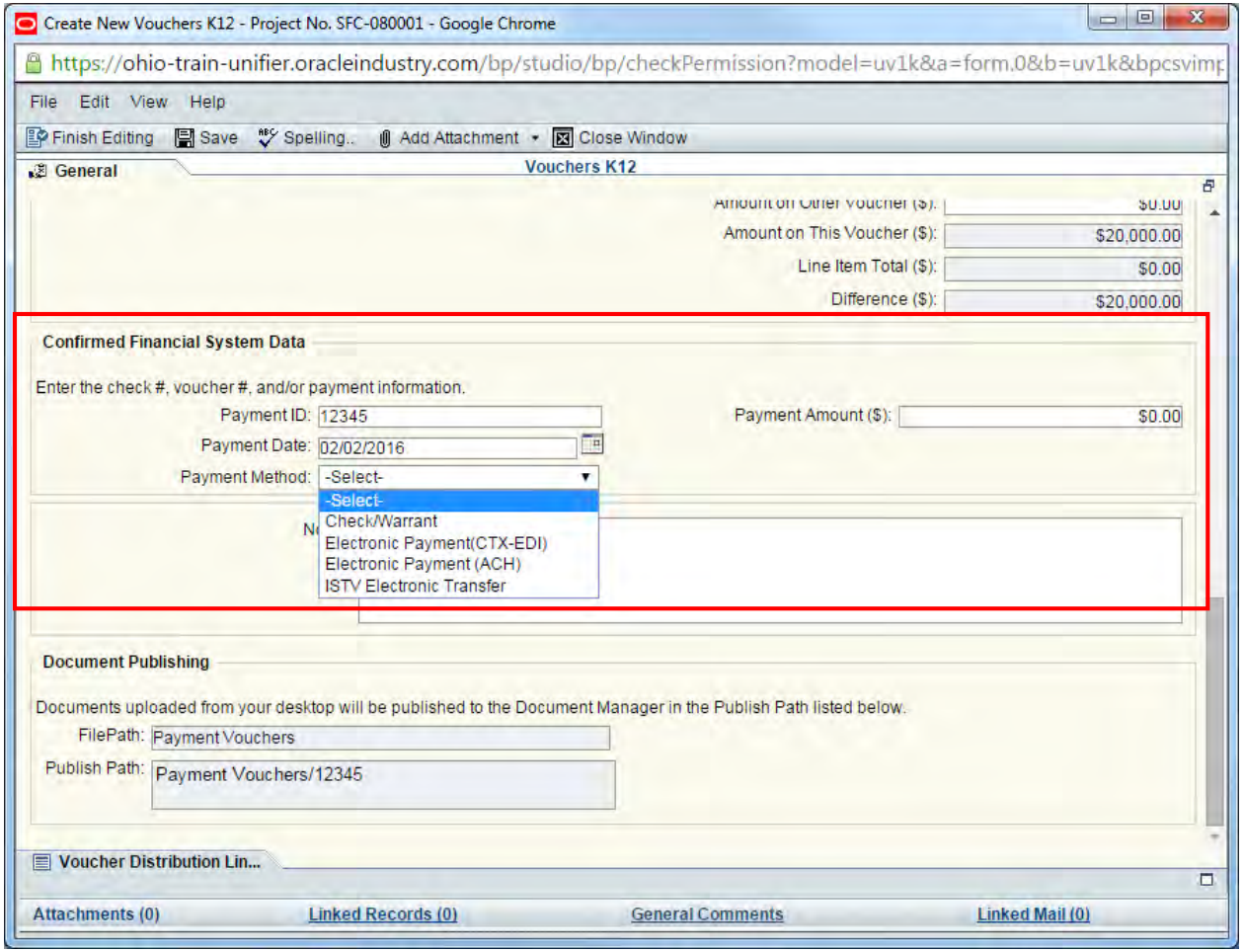
Voucher Upper Form

- Plug in the Appropriate Application for Payment



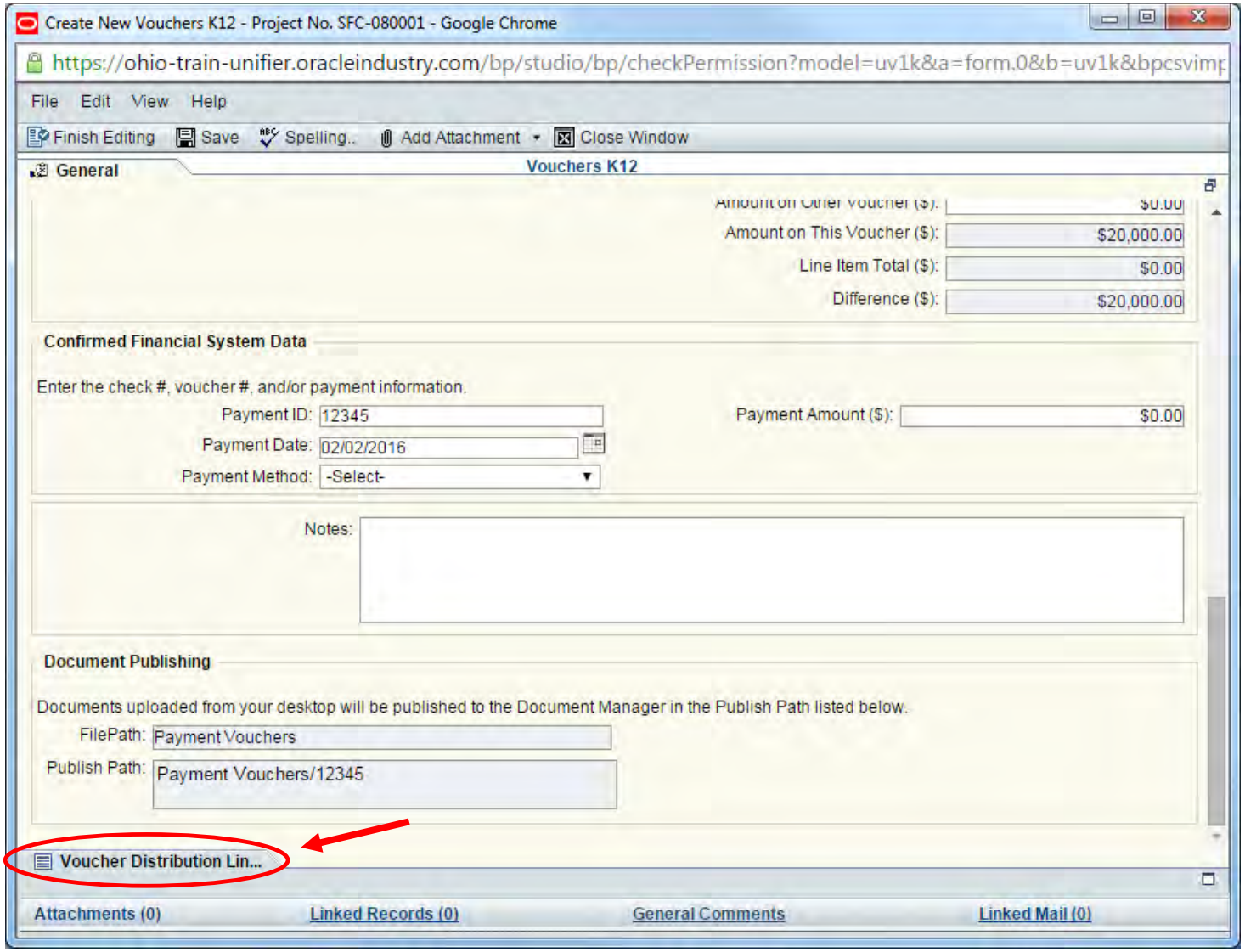
Financial System Data

- Scroll down to the Confirmed Financial System Data Section
- Plug in:
  - Voucher ID number (Check #)
  - Payment Date
  - Payment Method
  - Payment Amount



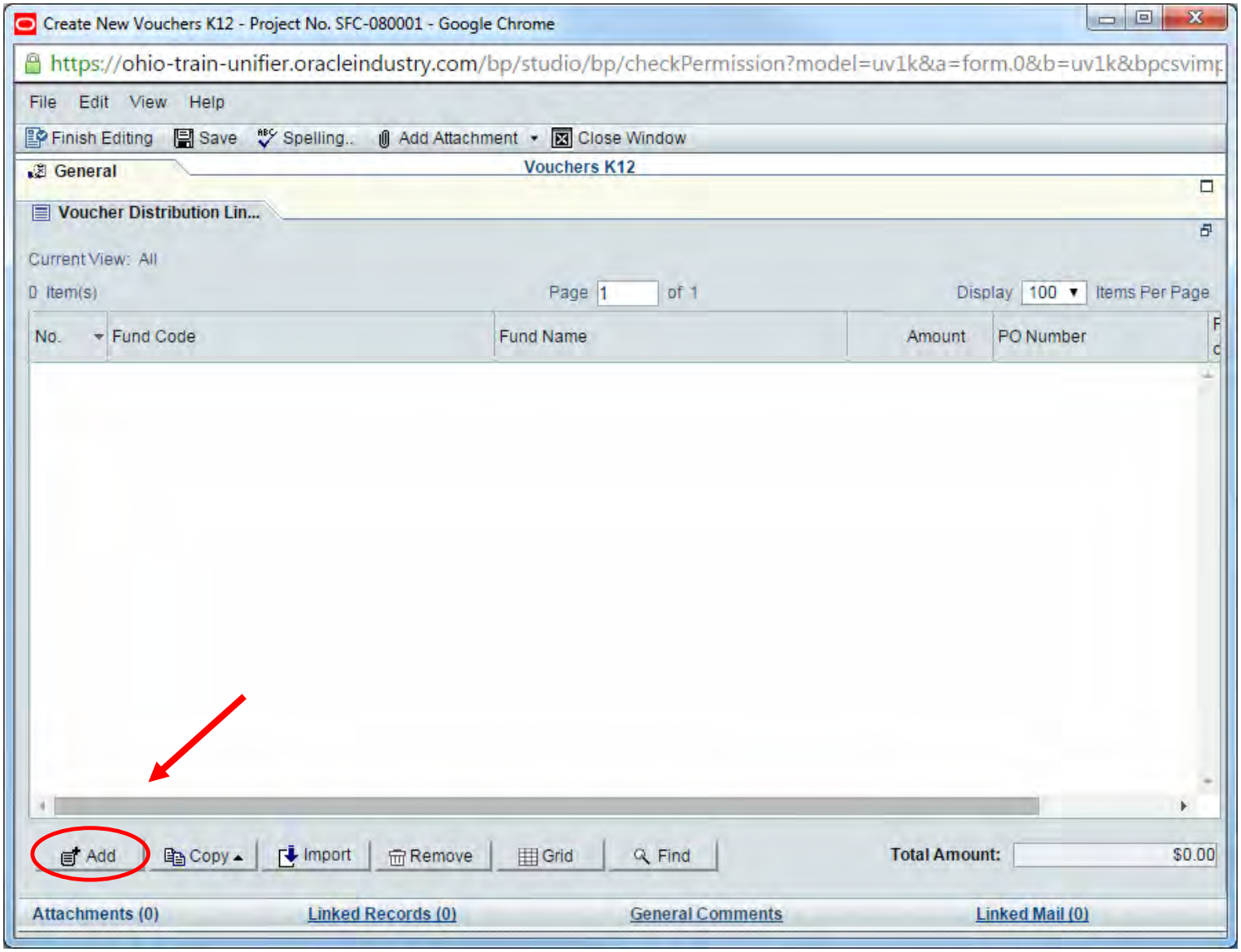
Voucher Distribution Lines

- Click- Voucher Distribution Lines Tab



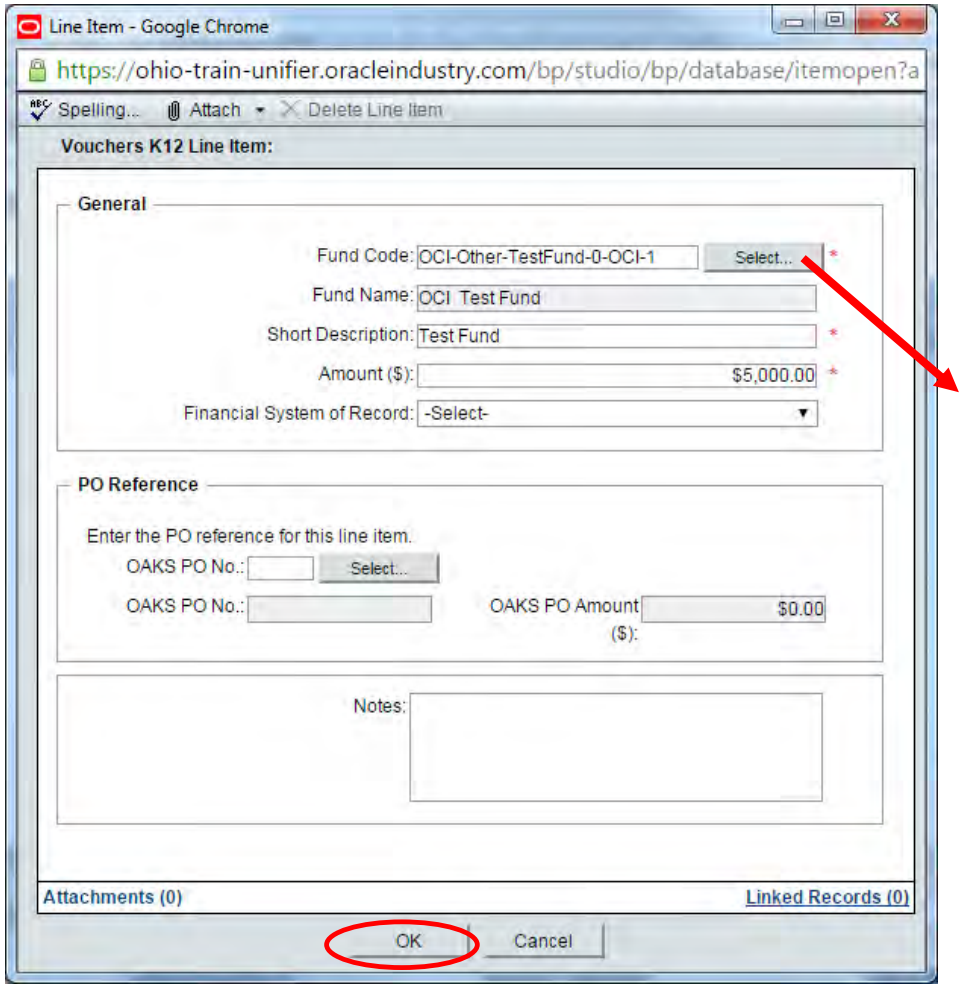
Voucher Distribution Lines

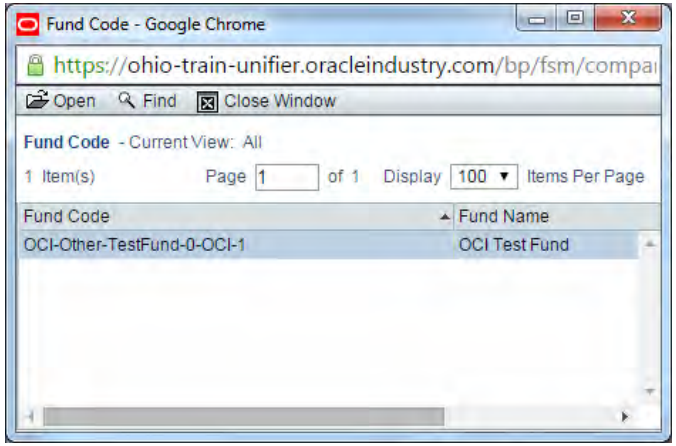
- Click Add



Add a Line Item

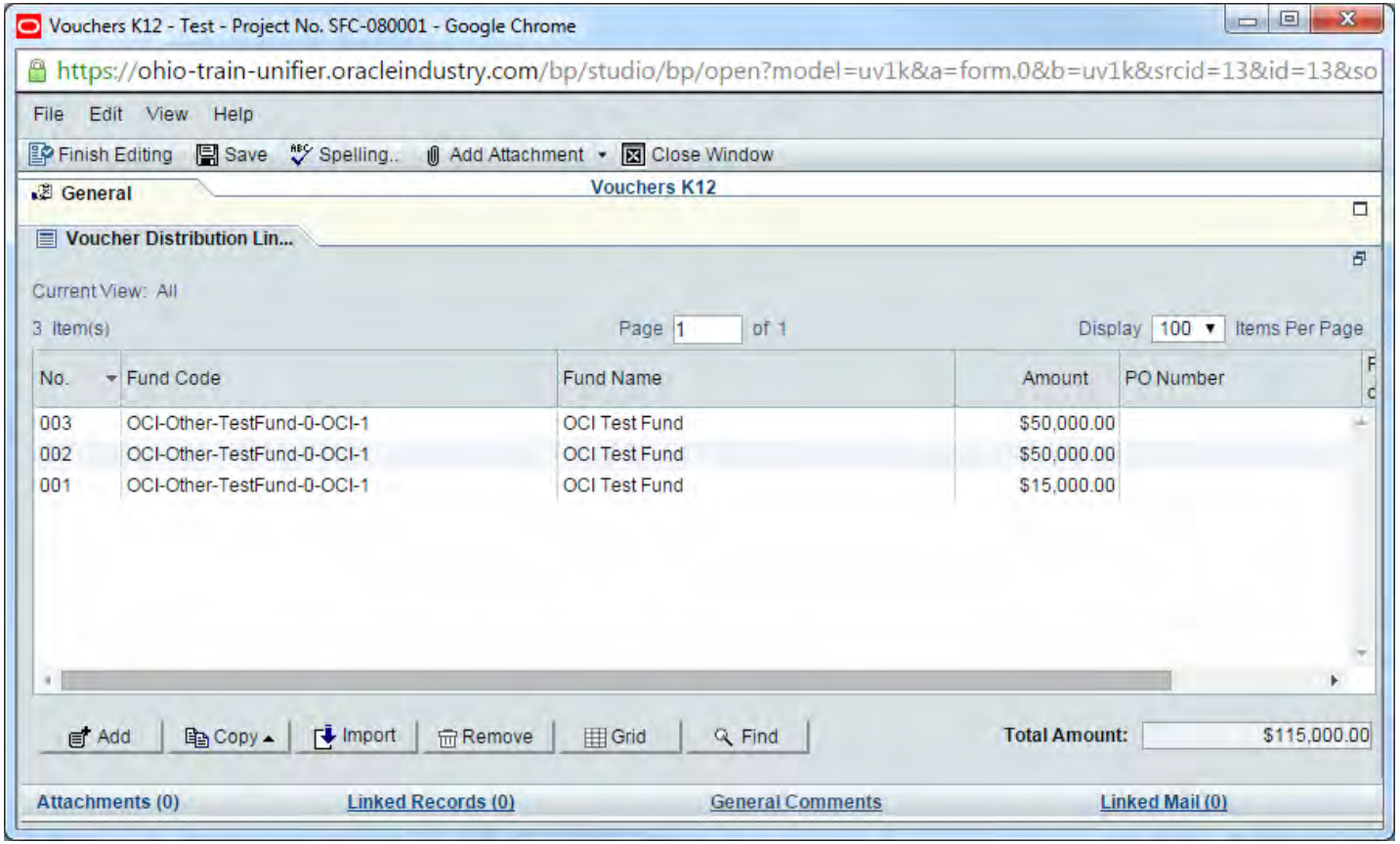
- Select a Fund Code
- Add a Short Description and Dollar Amount
- Click OK





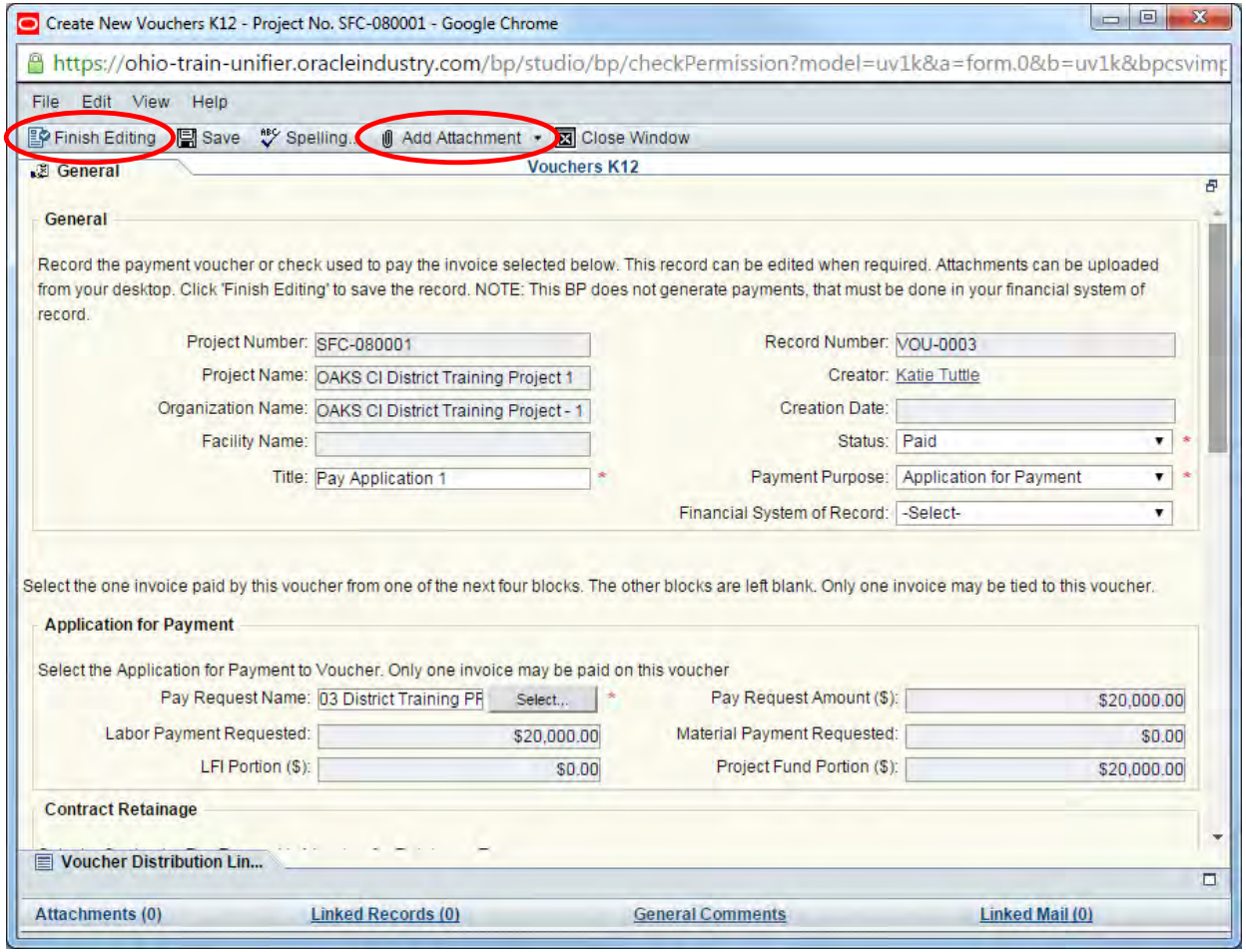
Add a Line Item

- All of your lines will show in the Voucher Distribution Lines tab



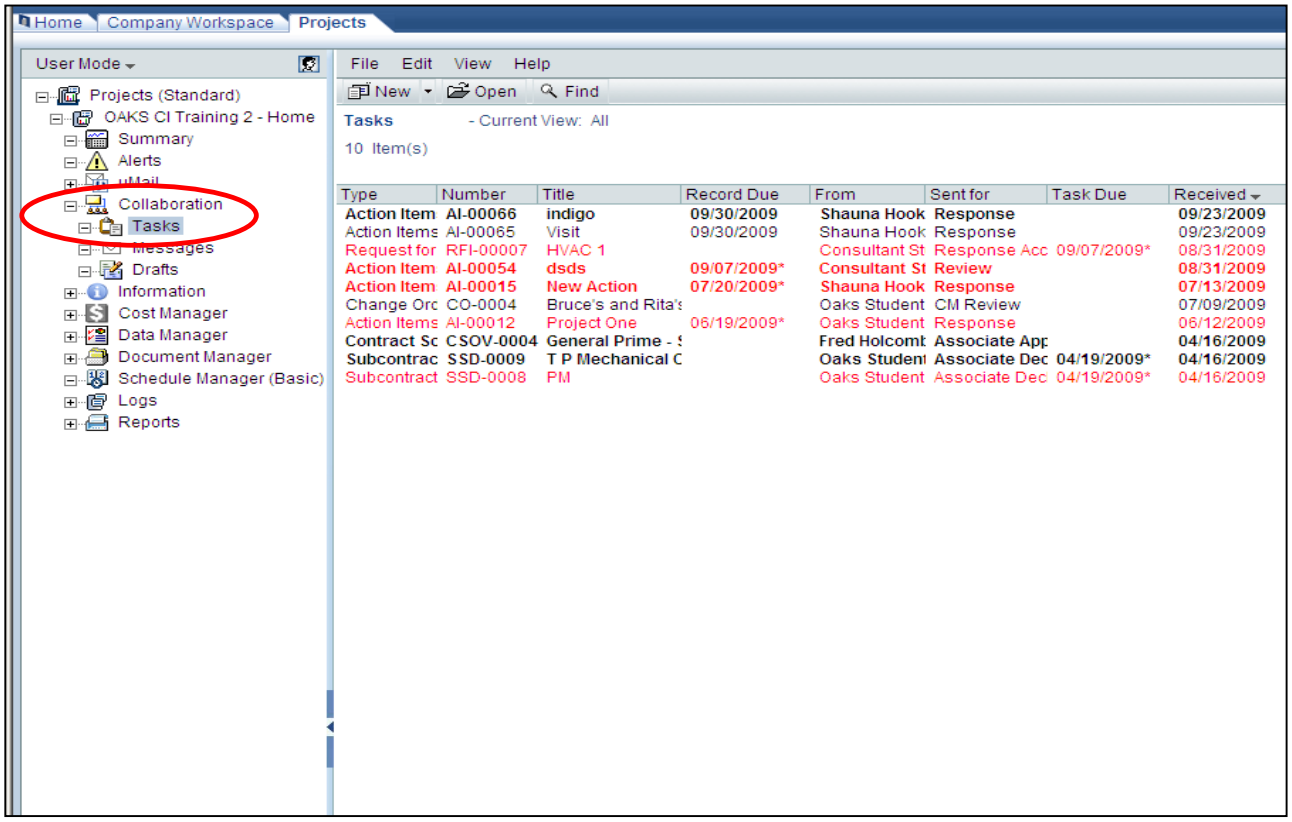
Finish Editing

- Attach any additional documentation, if necessary.
- Click Finish Editing
- Your Voucher Record has now been created



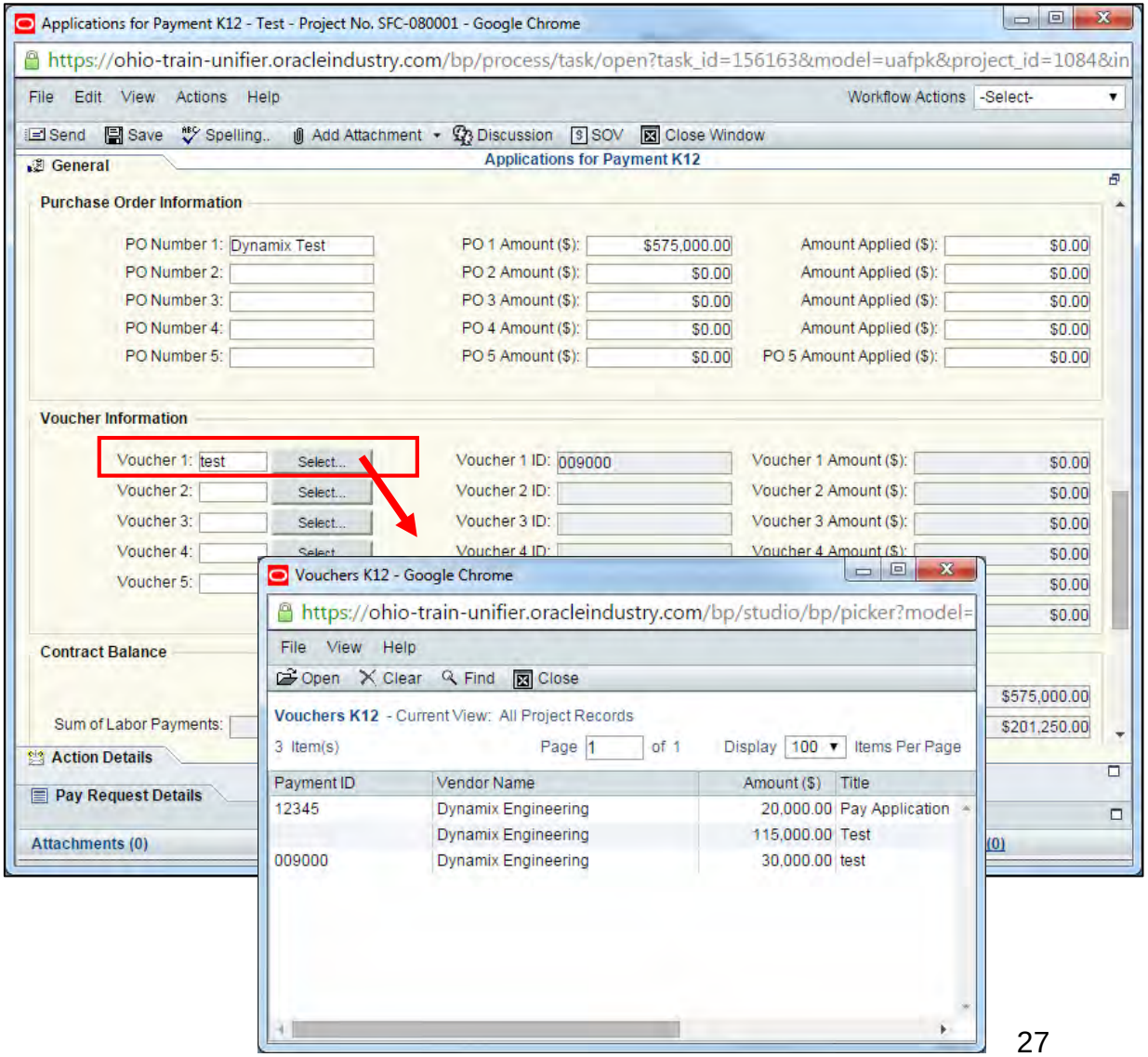
Complete Payment Processing

- To take action on your Task navigate to:
  - Collaboration
  - Tasks
- Double-click the Application for Payment to open



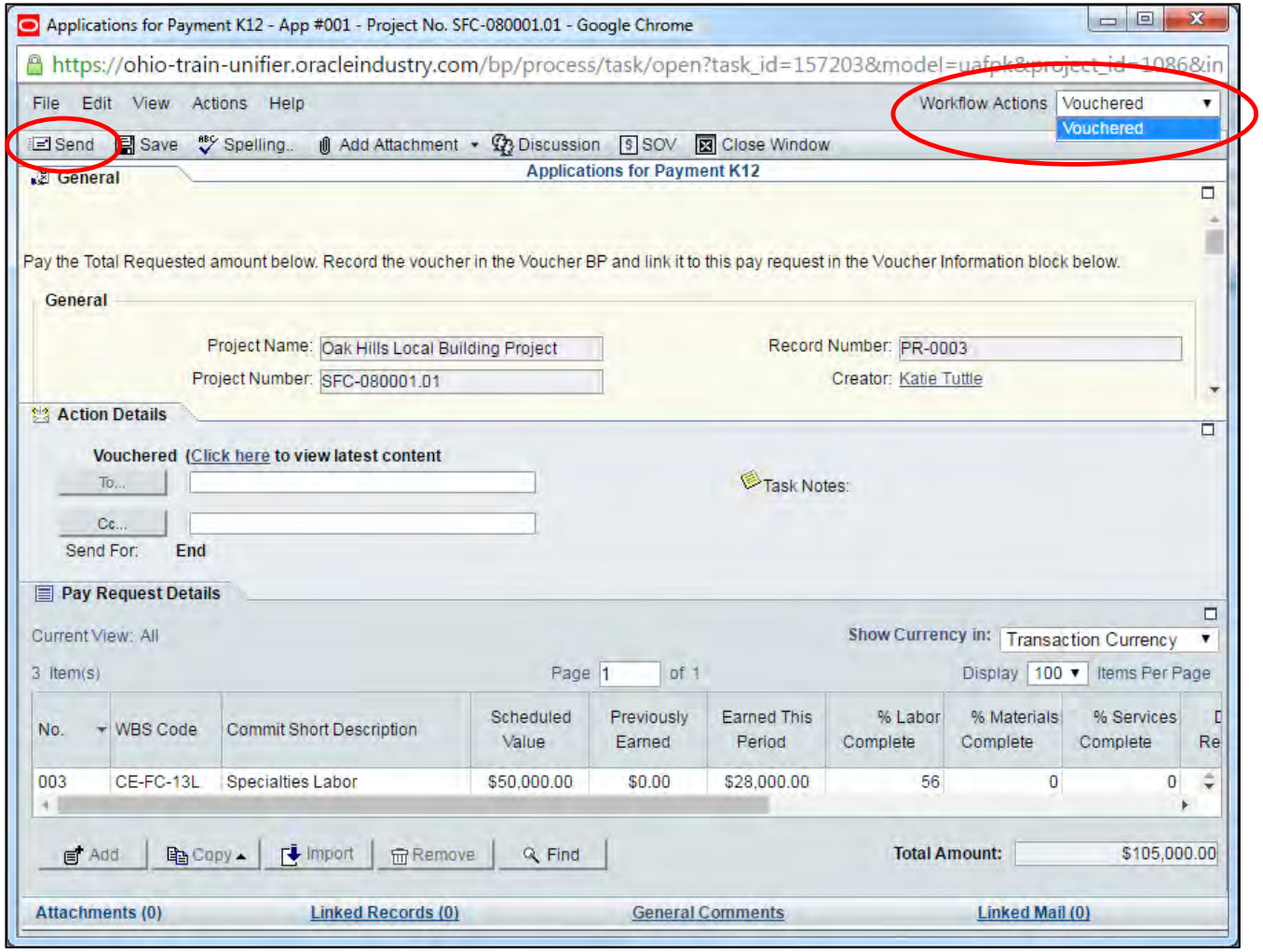
Complete Payment Processing Step

- Scroll to the bottom of the Task
- Click Select next to Voucher and choose the Appropriate Voucher



Complete Payment Processing Step

- Go to the upper right hand corner of the Task
- Choose Workflow Action: Vouchered
- Click Send



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211