OAKS
Capital Improvements

OFCC
OHIO FACILITIES CONSTRUCTION COMMISSION

Lien/Escrow

Topics

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Lien Record – Creation in OAKS CI

Browser Information

- When using the OAKS CI system, we recommend using **Google Chrome** or **Mozilla Firefox**. These browsers will give you the best user experience in the system.

Navigate to OAKS CI

- Navigate to this URL: https://ohio-unifier.oracleindustry.com/bluedoor
- Enter your assigned Username and Password
- Click “Sign In”

Note: Please ensure that your pop-up blocker is disabled for this site

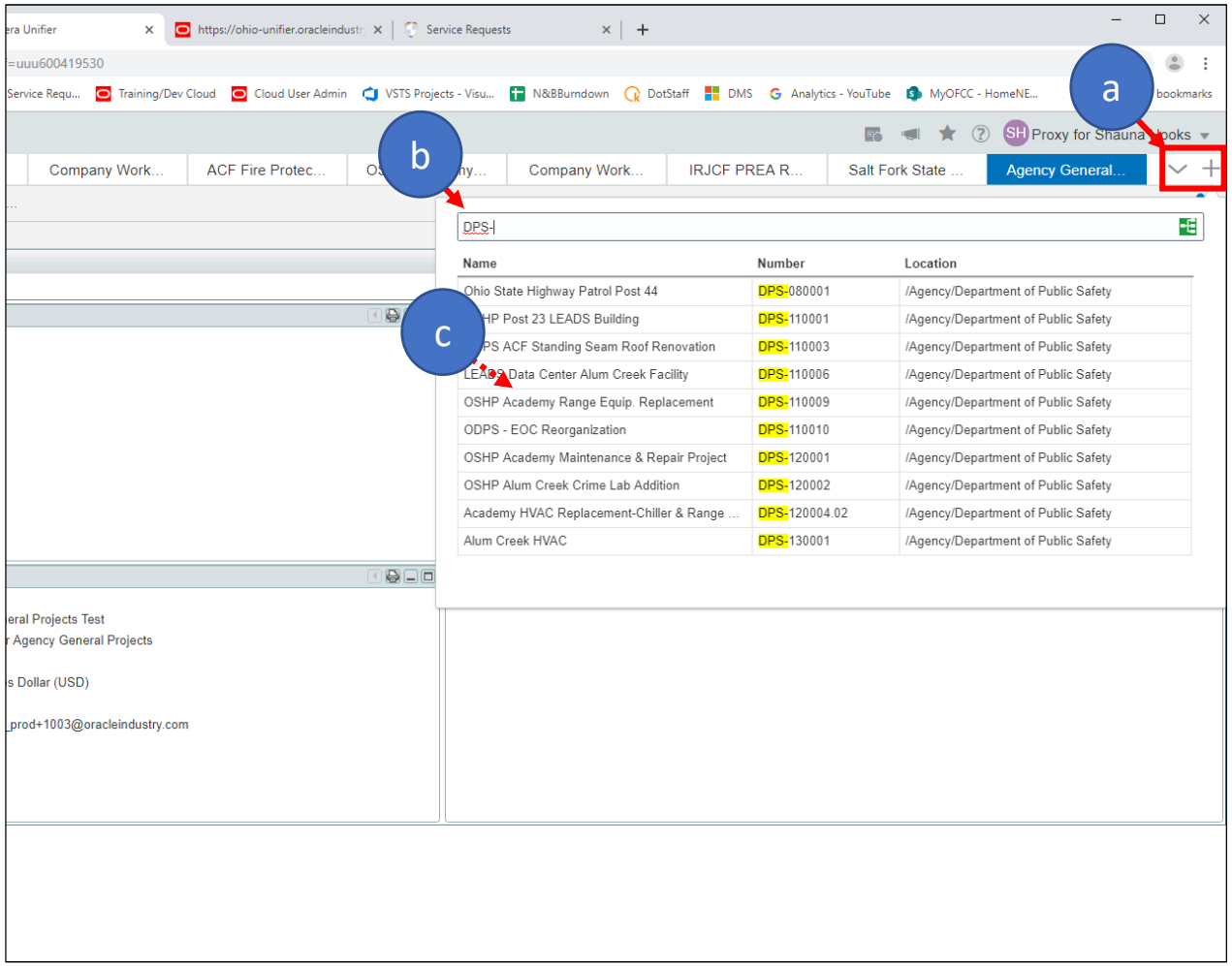
Lien Creation

- After logging in:

  a. Click + sign

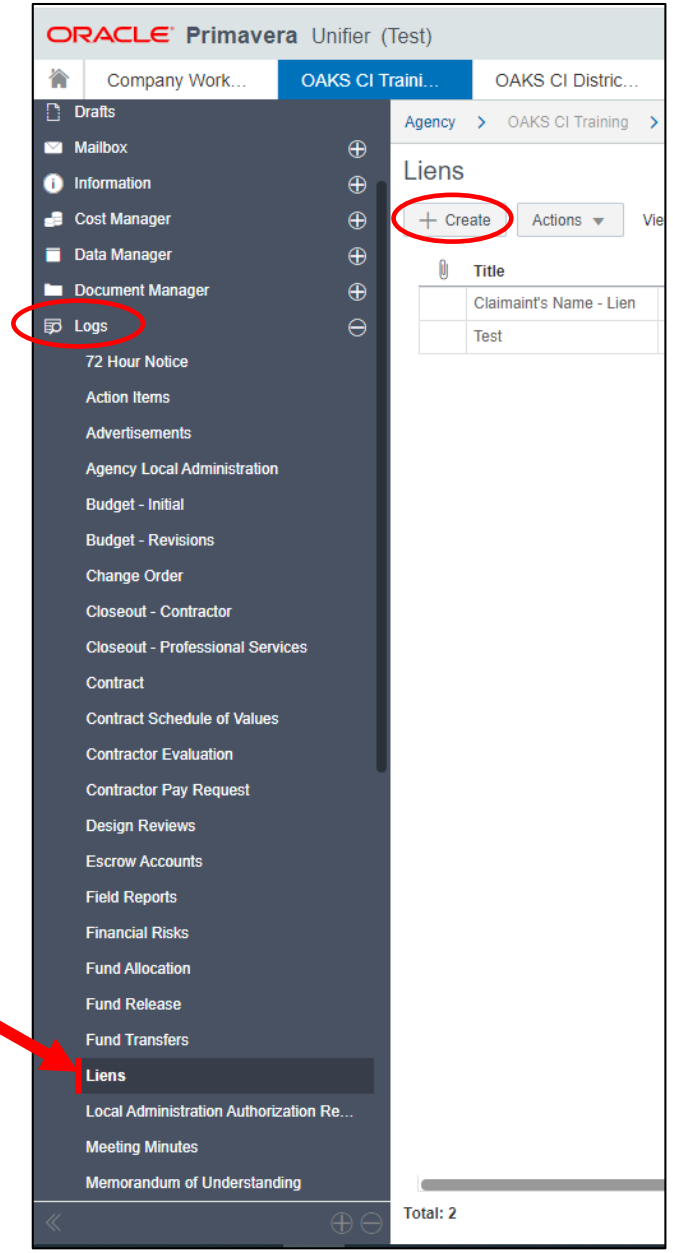
  b. Type project name or number in search bar

  c. Click appropriate project to open



Lien Creation

- In OAKS CI navigate to:
  - Logs -> Liens
  - Click **Create**



Lien Creation

a) Enter **Title**

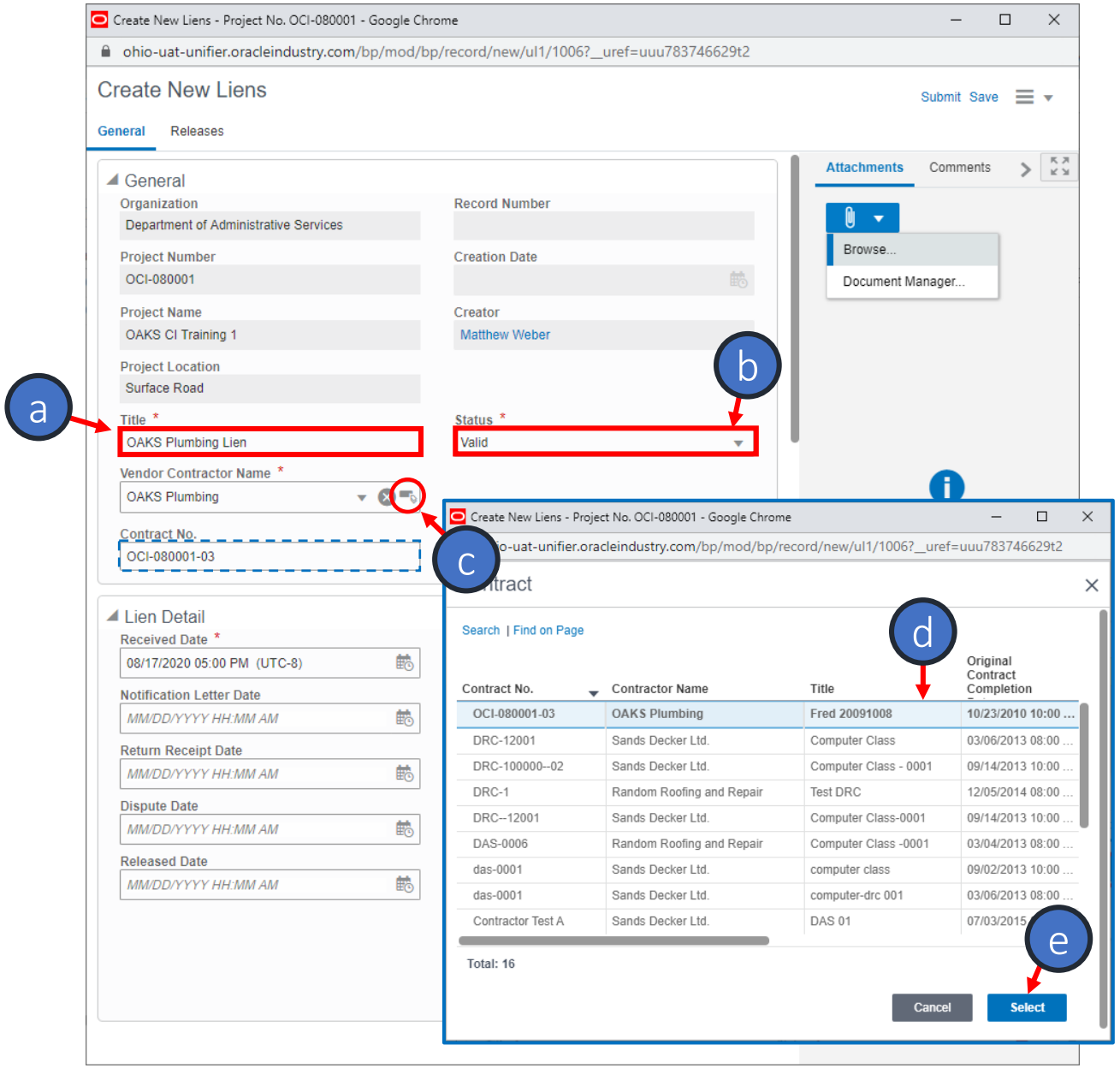
b) Change **Status** field to **Valid**

c) Click **Select** button for **Vendor Contractor Name**

d) A new window will appear; Choose **Contract** for lien

e) Click **Select**

- **Contract No.** will auto-populate

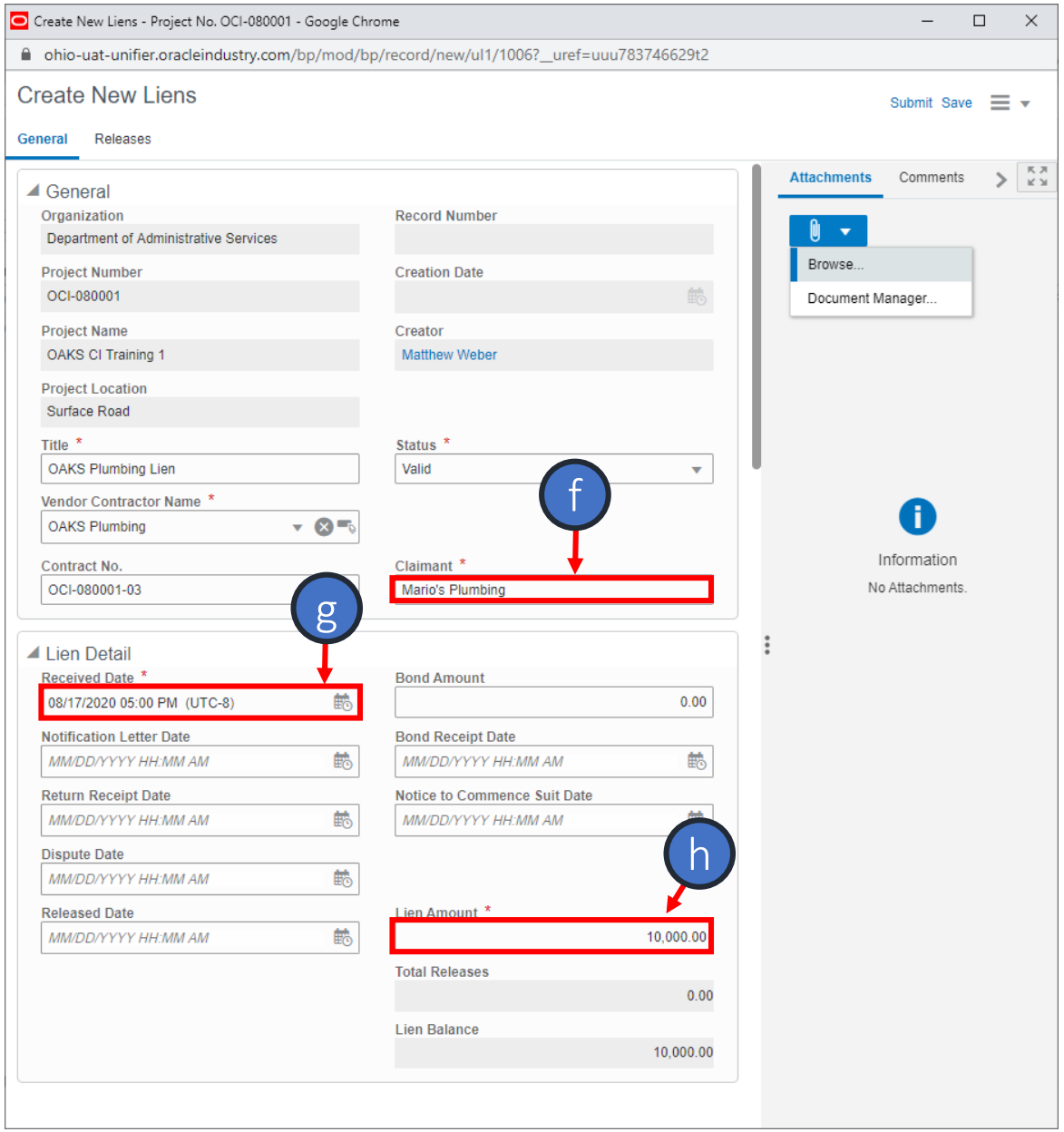


Lien Creation

f) Enter lien Claimant's name

g) Enter received date for lien

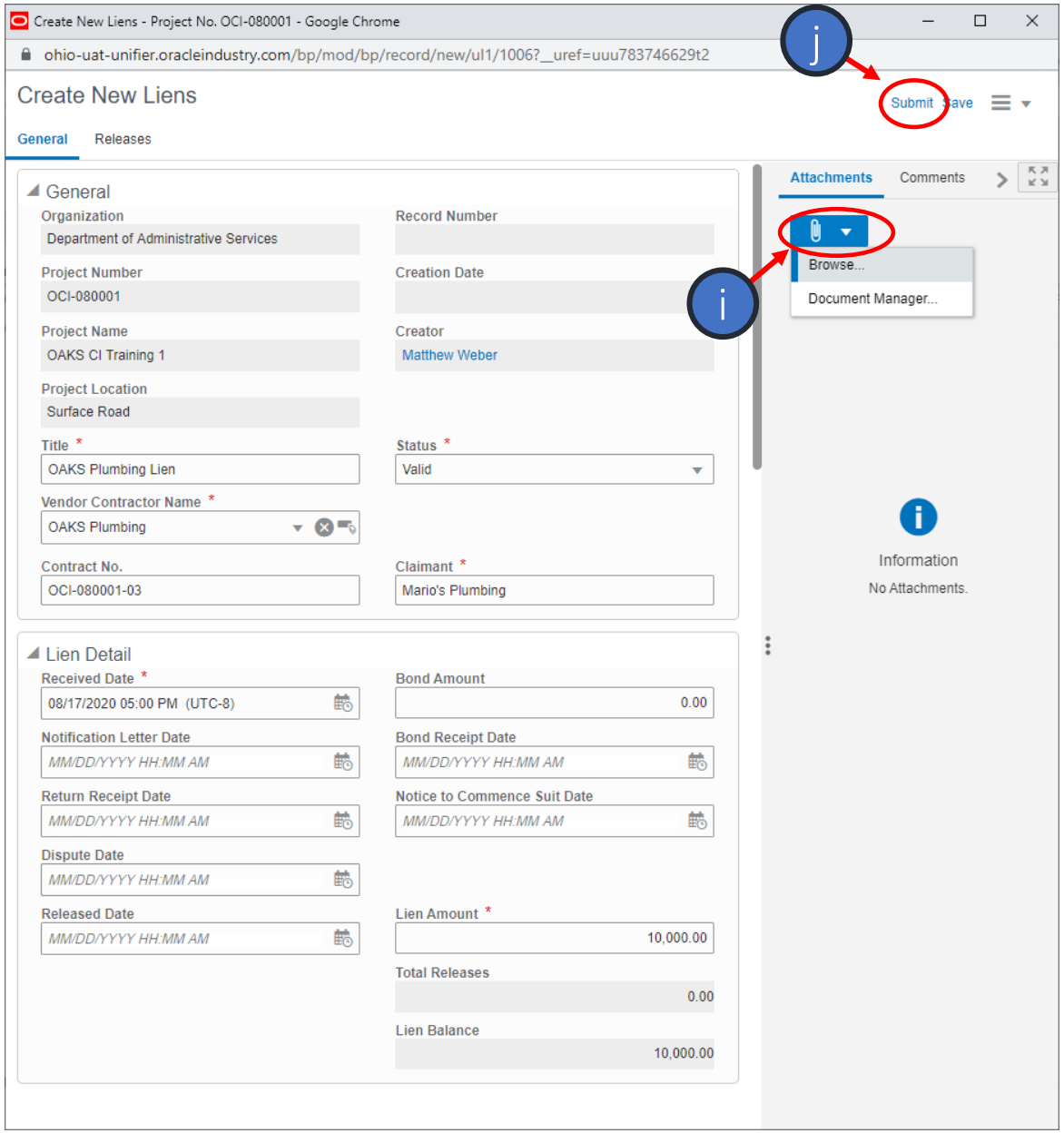
h) Enter lien amount



Lien Creation

i) Attach a copy of the lien to the record

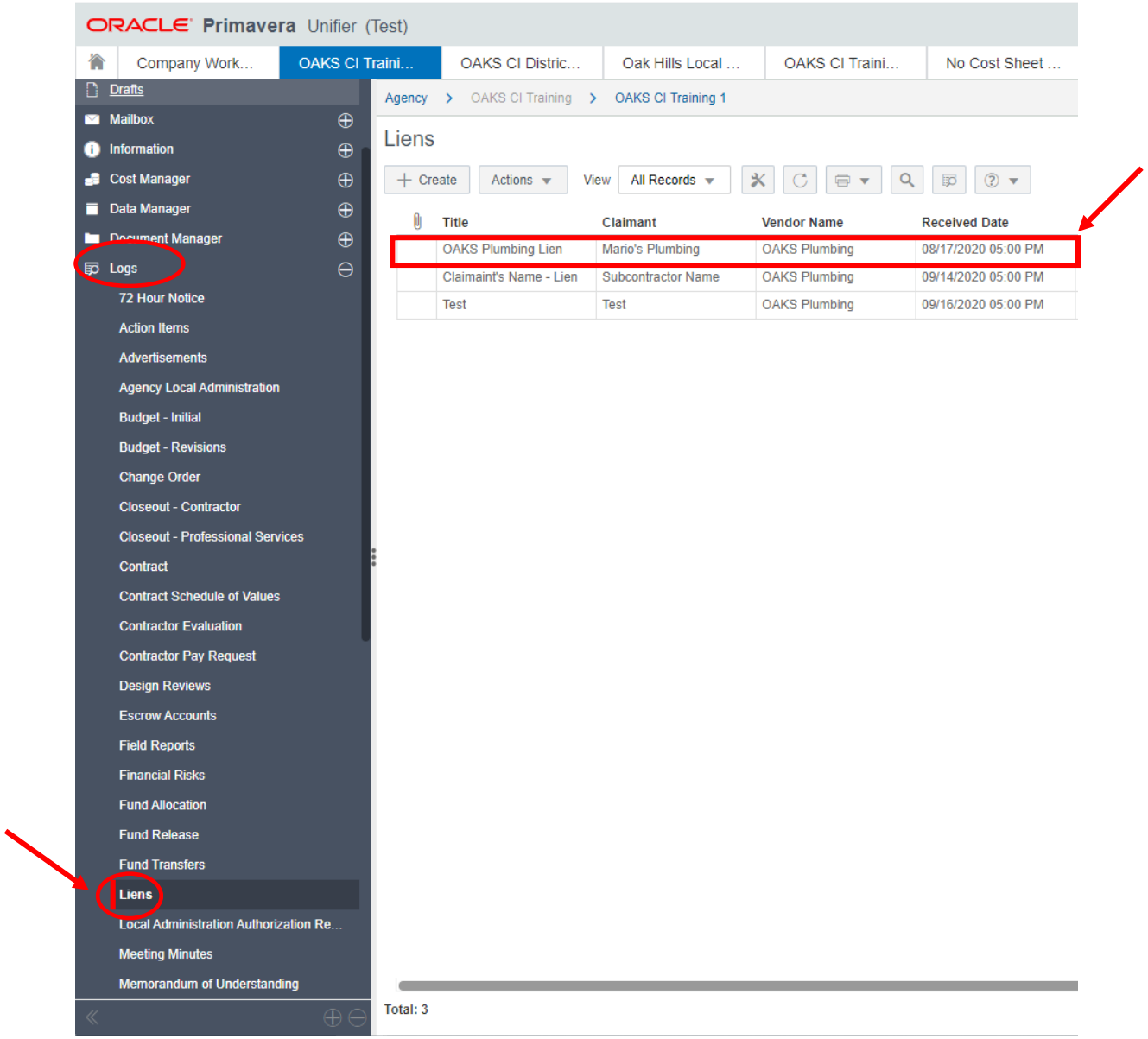
j) Click **Submit**



Lien Record – Edit in OAKS CI

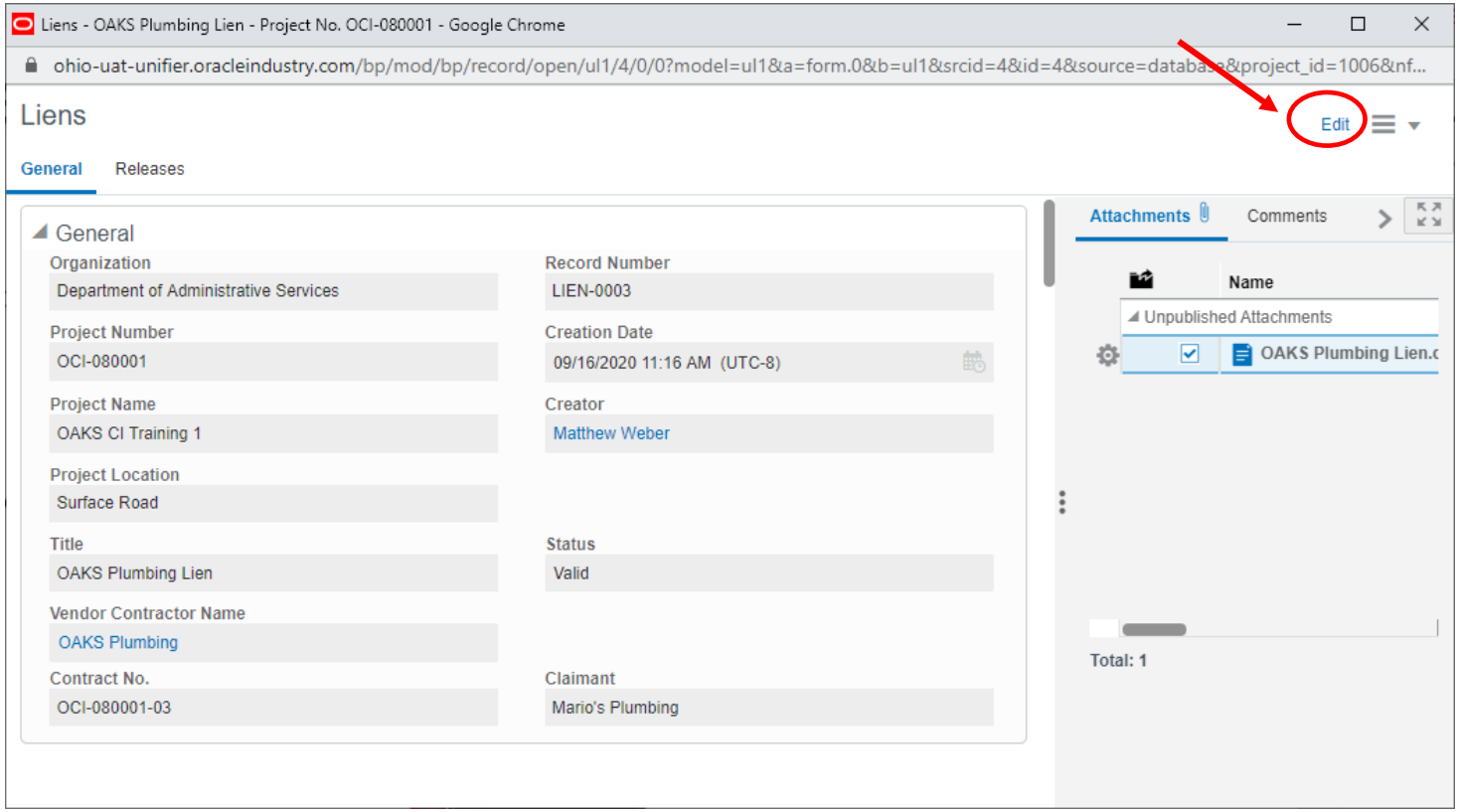
Edit Lien

- When new information is ready to be entered into the record, return to OAKS CI, log into the Project:
  - Open **Logs**
  - Select the **Liens** BP
  - Choose the Lien to open



Edit Lien

- To update the record
  - Click the **Edit** button



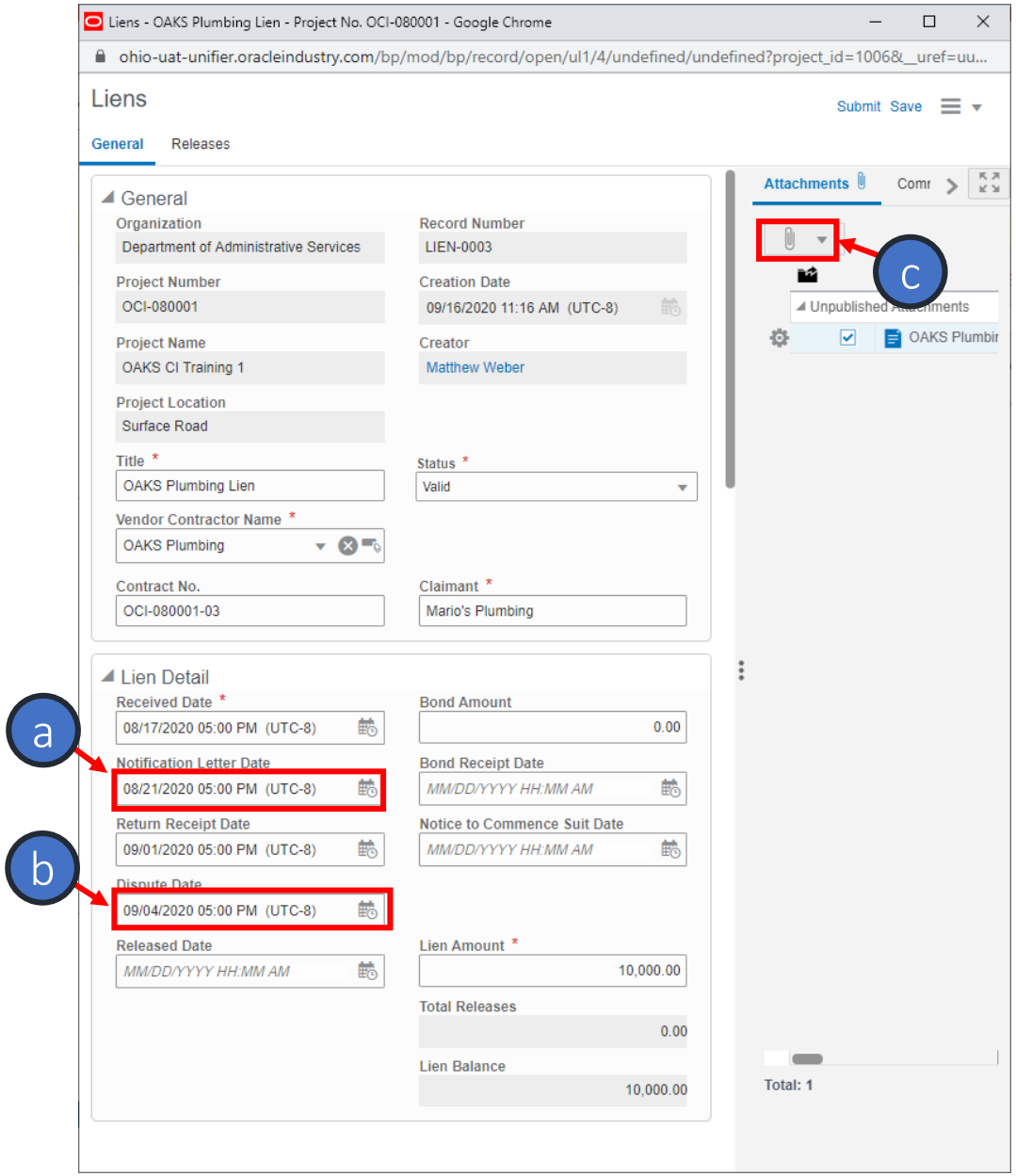
Edit Lien

Once notifications have been sent to appropriate parties:

a) Enter the date under **Notification Letter Date**

b) If the Contractor responds to notification with a dispute, enter the **Dispute Date**

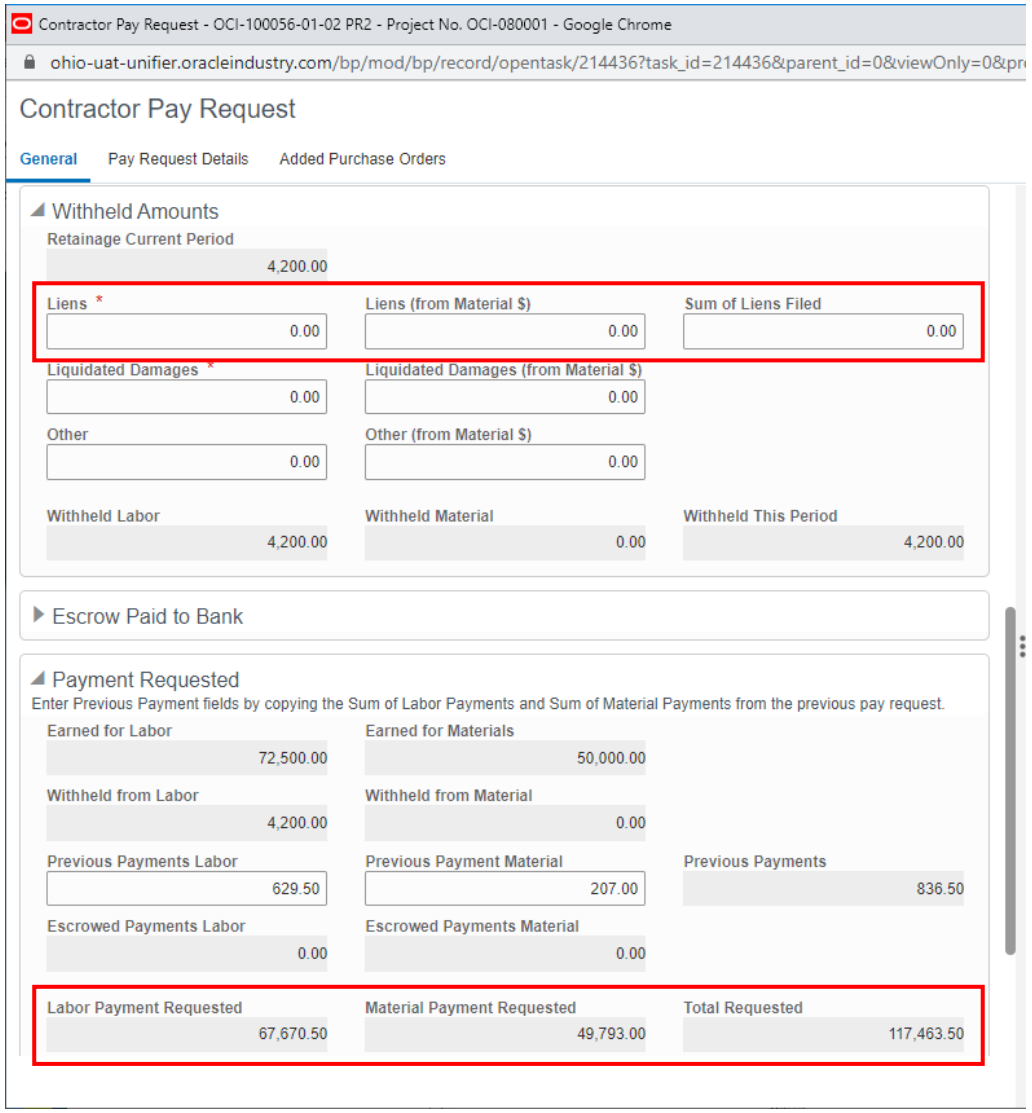
c) Attach any letters sent or received to the record



Pay Request received (PC)

Pay Request – PC Review Step

- Check the Lien BP to make sure there are no liens on the contractor.
- If there are liens listed for the contractor, total the amount of the liens and enter in the field “Sum of Liens Filled” in the Withheld Amount section of the pay request.
- Enter the sum of the liens as labor and materials in the fields “Liens” and “Liens (from Material)” to decrease the amount of the payment. The amounts you enter as labor and material cannot decrease the amount of the “Labor Payment Requested” and “Material Payment Requested” fields to a negative number.



Escrow Request Letter (PC)

- Once amount withheld is determined, PC sends notification to Agency Finance Office requesting a warrant be prepared payable to Prime Contractor c/o Escrow Bank.

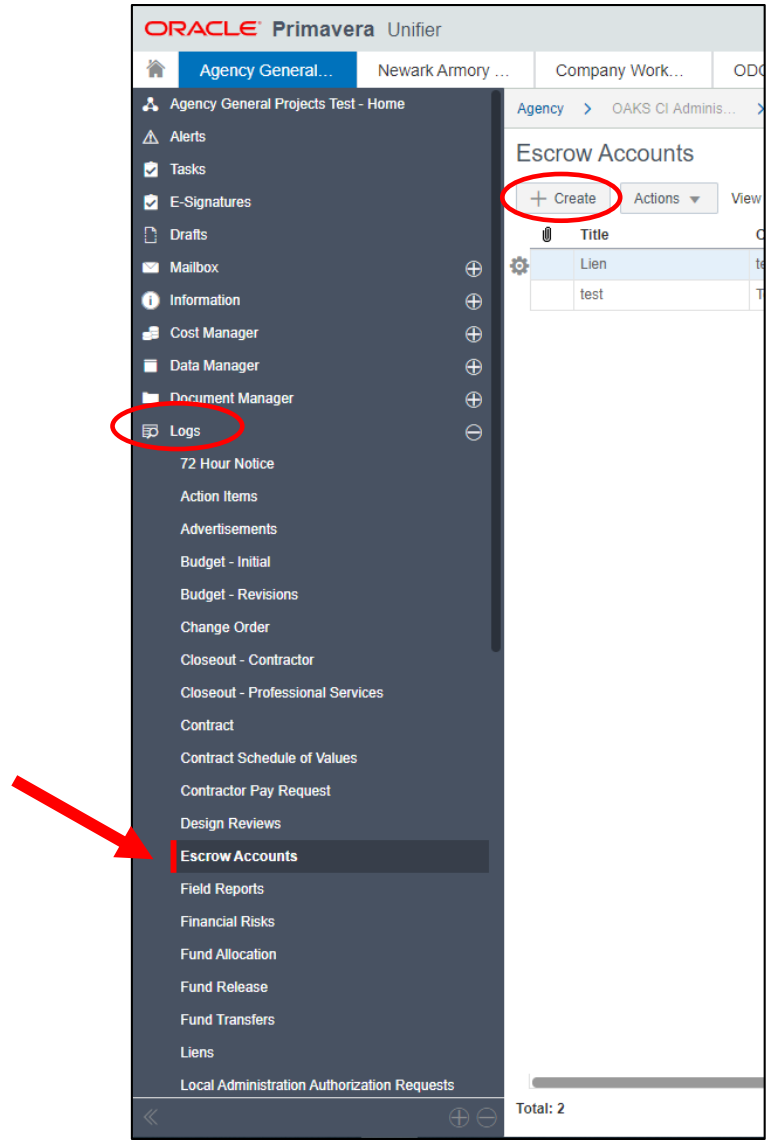
To: Agency Finance Office

Please issue a warrant for deposit in an escrow account. For this matter prepare a warrant in the amount of $xxxxx (xxxxxxxxxxxxx/100) in favor of "Principle Contractor c/o Escrow Bank" to be deposited in an escrow account pursuant to the Affidavit of Claim filed by (subcontractor). Depending on the circumstances of the pay application and the Affidavit of Claim, the amount of the check warrant deposited in escrow may be less than the amount of the Affidavit of Claim amount.

Escrow – Create

Escrow Record Creation

- In OAKS CI navigate to:
  - Logs -> Escrow
  - Click **Create**

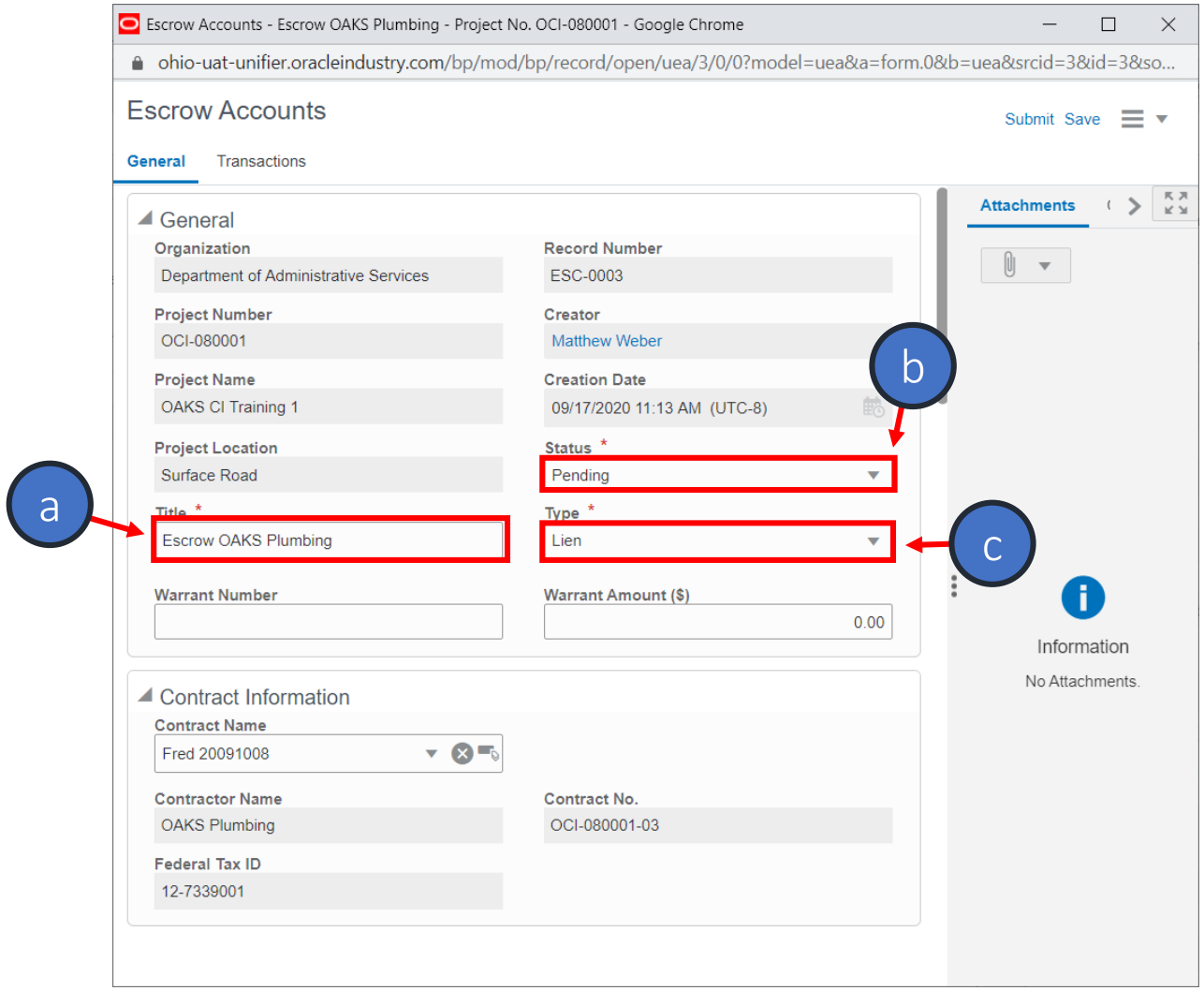


Escrow Record Creation

a) Enter **Title**

b) Change **Status** field to **Pending**

c) Select **Lien** for the **Type** field

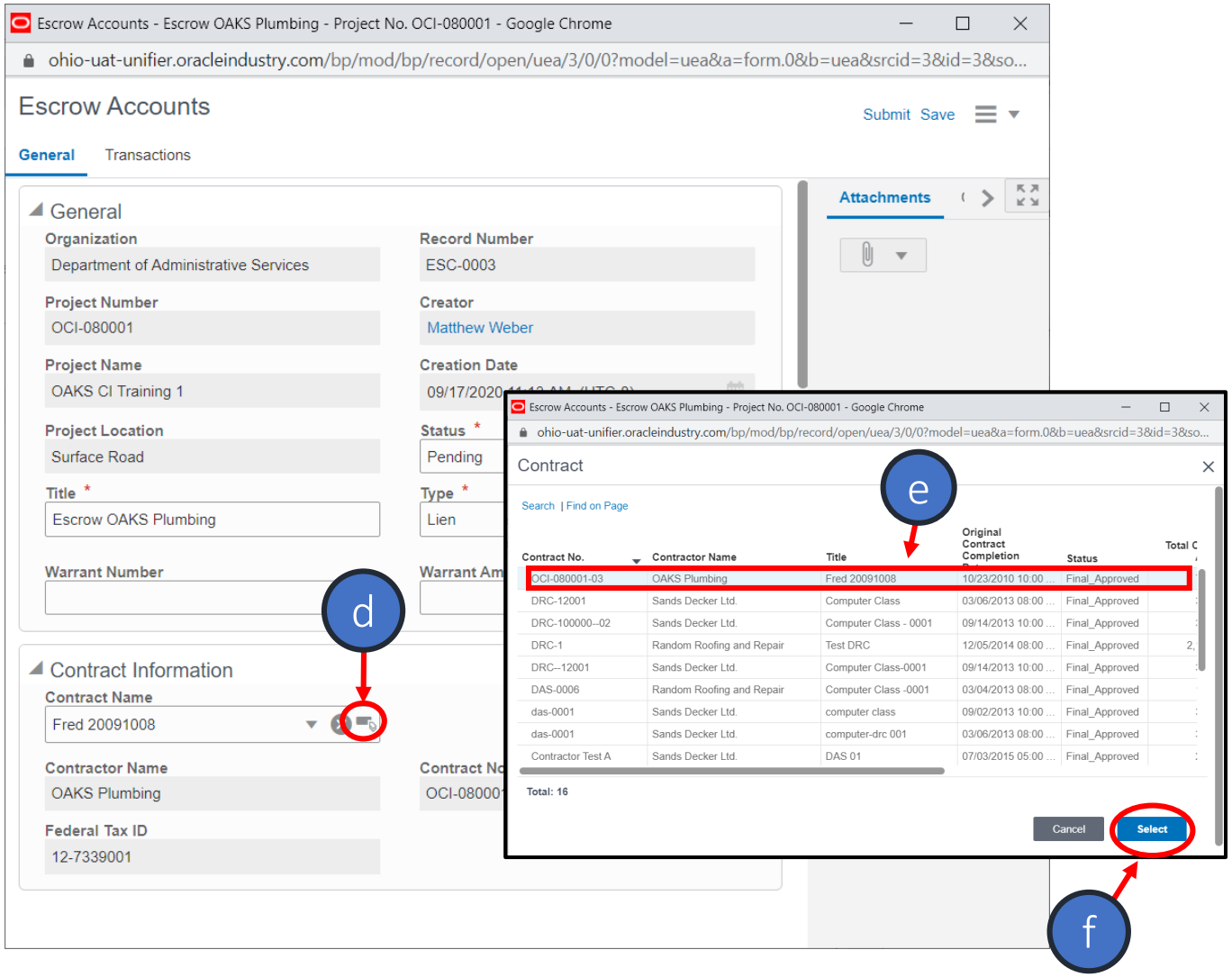


Escrow Record Creation

d) Click **Select** button next to Contract Name

e) Choose **Contract** from new window

f) Click **Select**

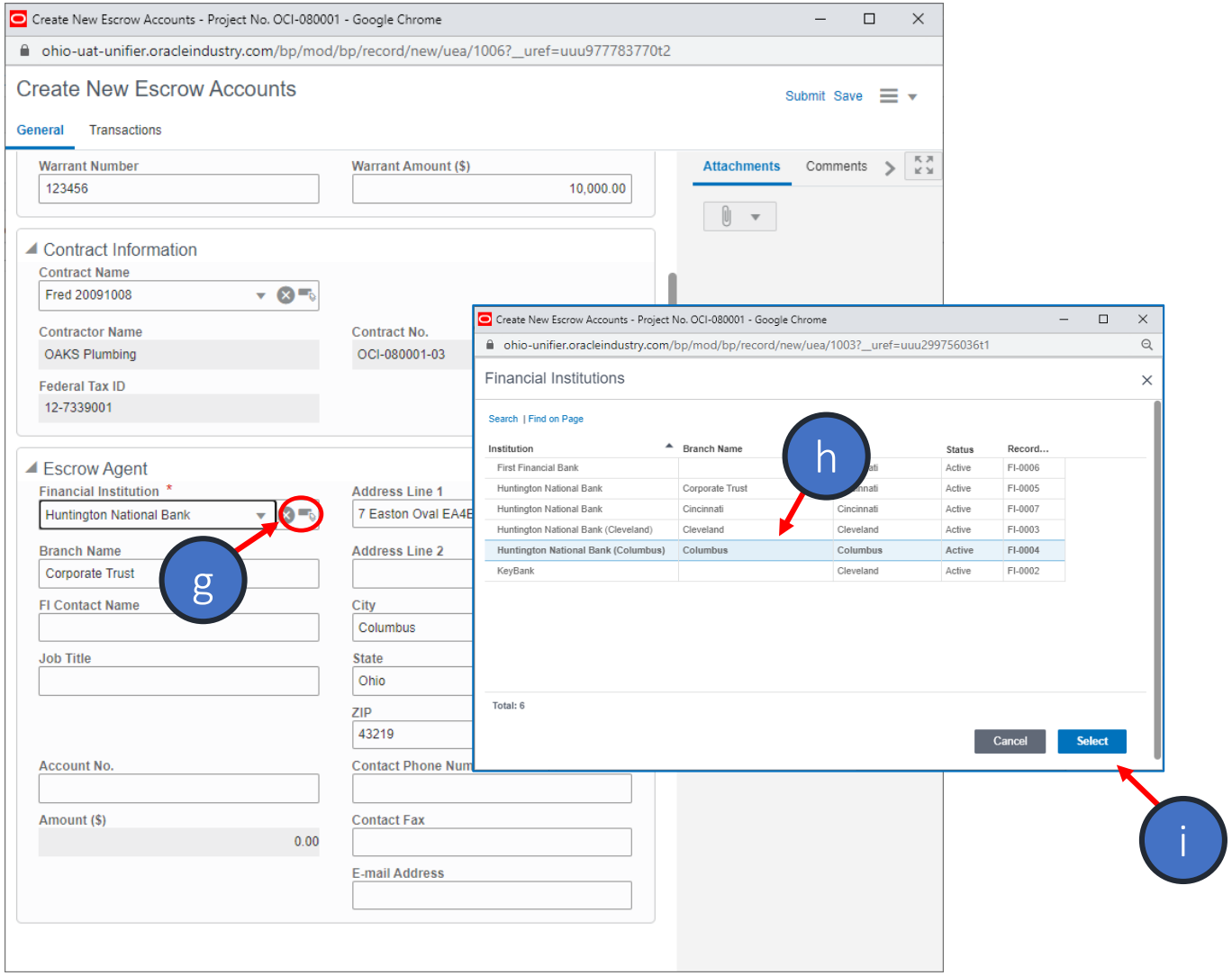


Escrow Record Creation

g) Click the **Select** button next to **Financial Institution**

h) A new window will appear. Choose the appropriate financial institution from the list.

i) Click **Select**



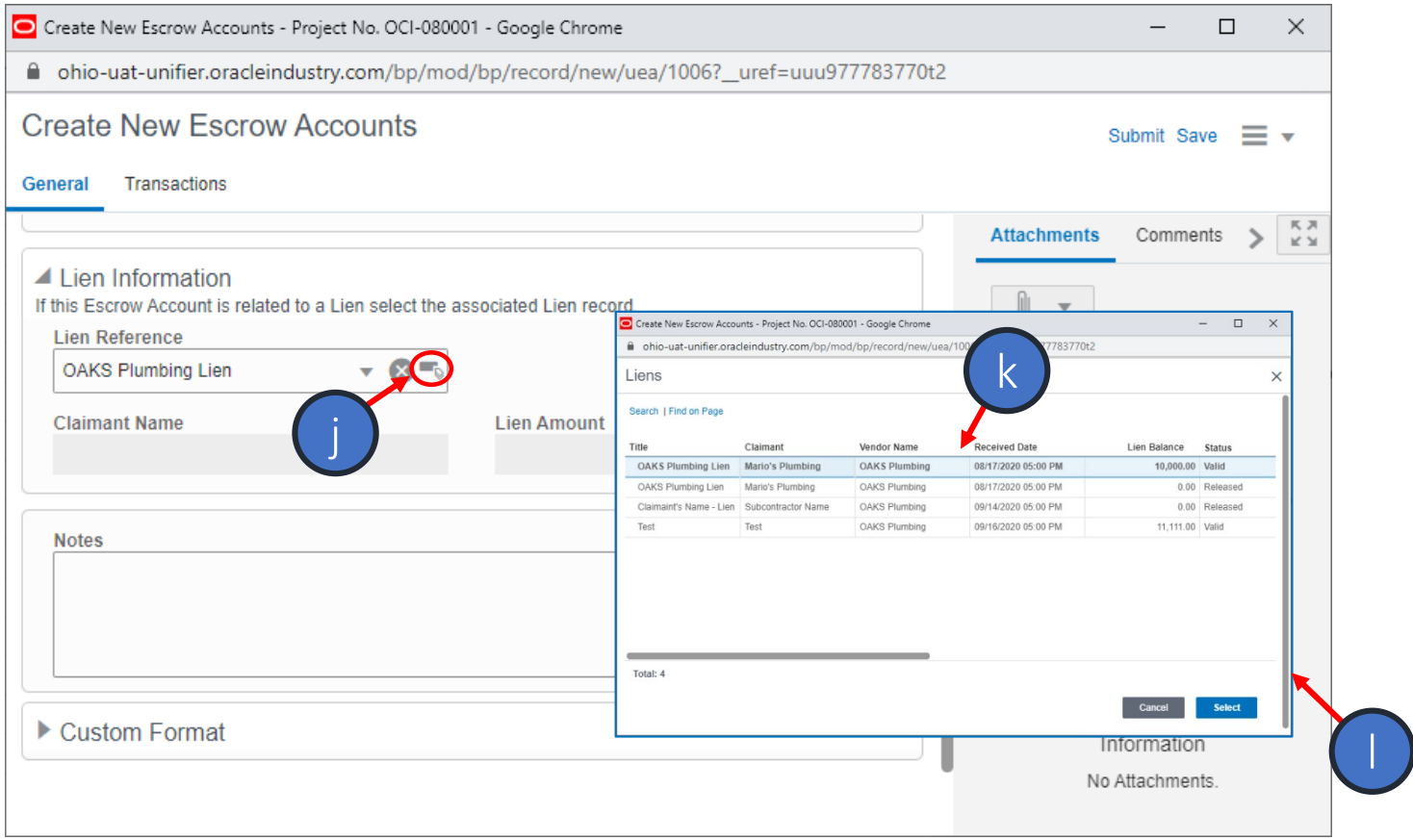
Escrow Record Creation

- Scroll down to the **Lien Information** section

j) Click the **Select** button next to **Lien Reference**

k) A new window will appear. Choose the appropriate Lien from the list.

l) Click **Select**



Escrow Record Creation

a) Click the **Transactions** tab

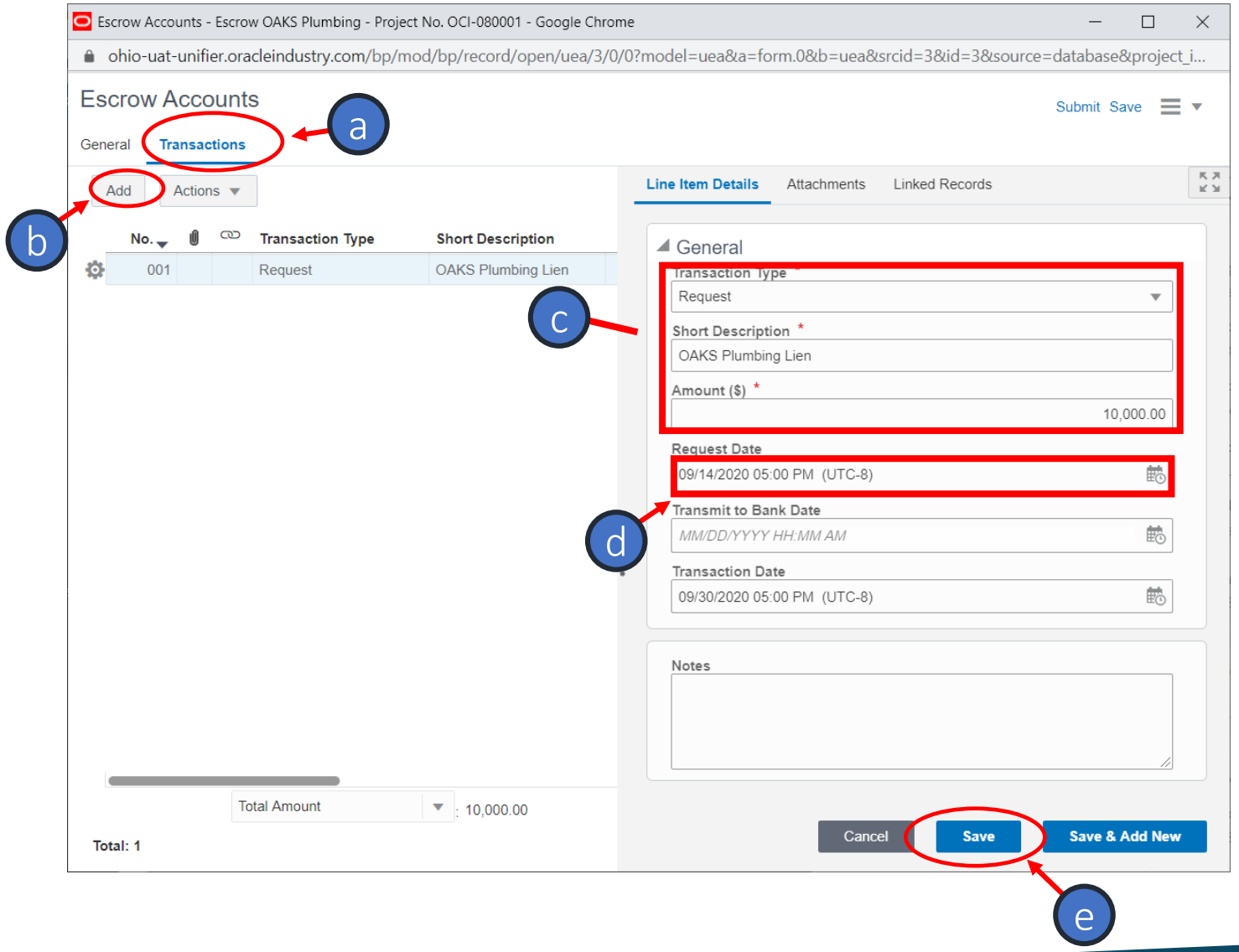
b) Click the **Add** button

c) Enter required information *

- Select **Transaction Type**: Request
- Enter a **Short Description**
- Enter **transaction Amount**
- Attach a copy of the request.

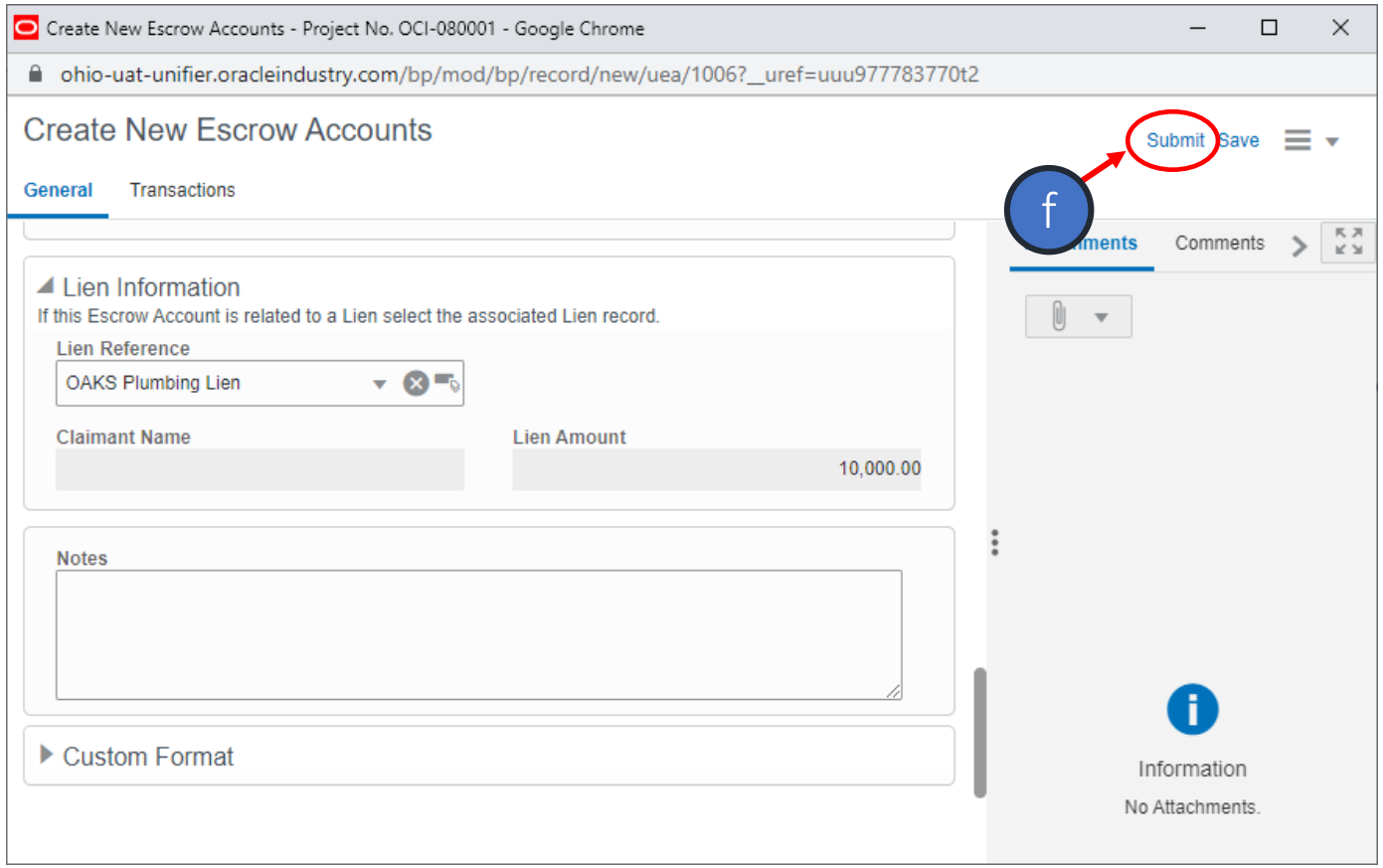
d) Enter **Request Date**

e) Click **Save** or **Save & Add New**



Escrow Record Creation

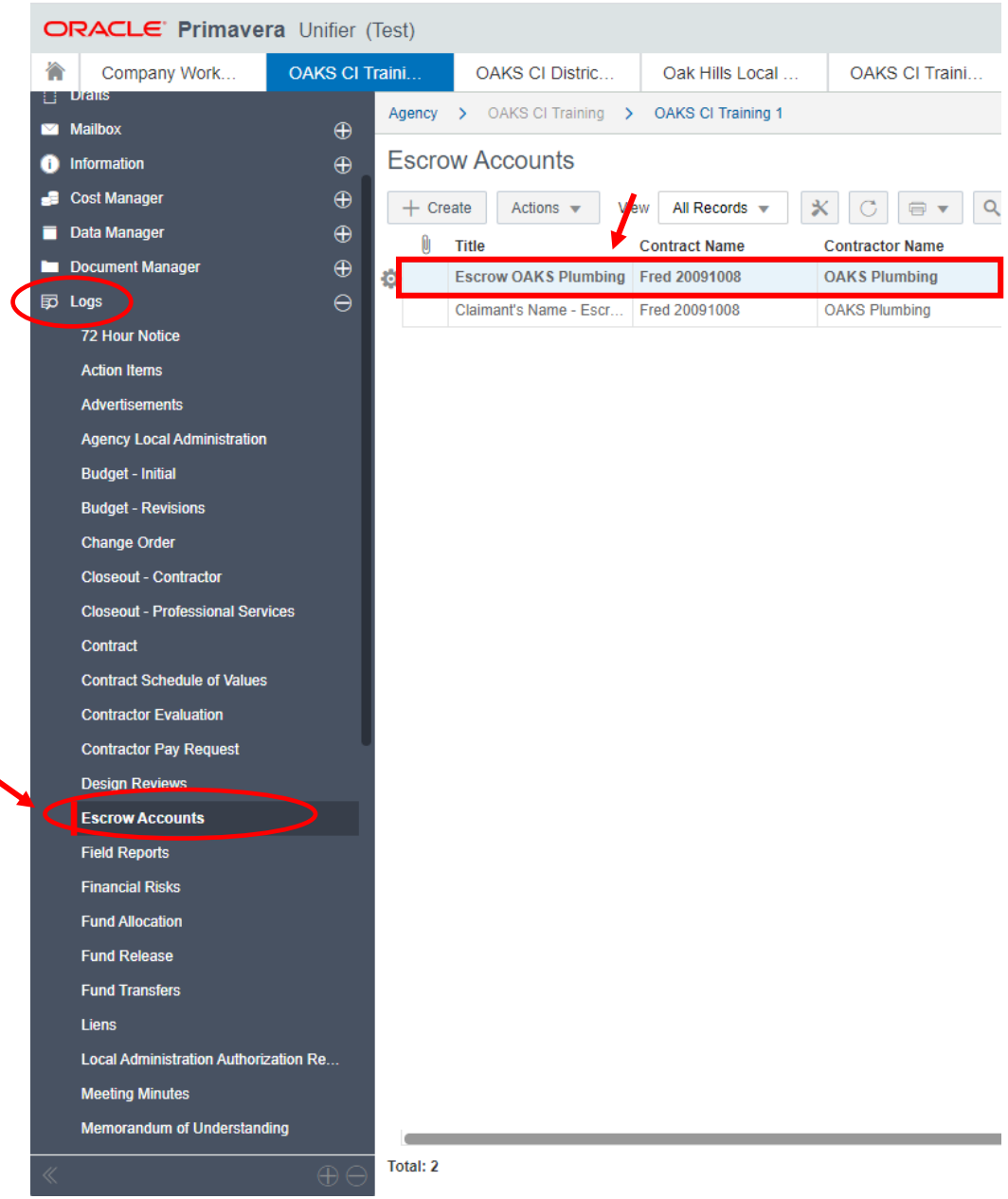
f) Click the **Submit** button



Escrow – Received and Deposited

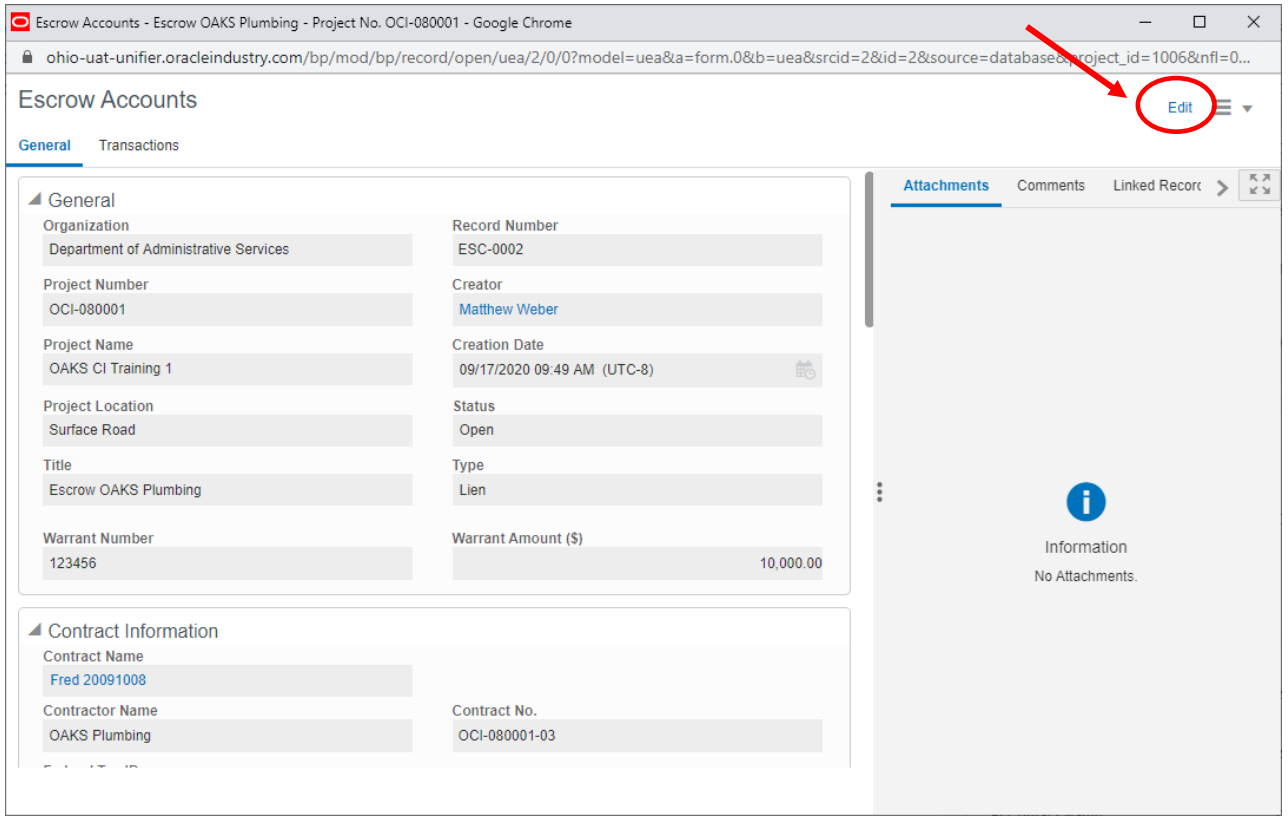
Edit Escrow Record

- When the escrow warrant is ready to be deposited, return to OAKS CI
  - Open **Logs**
  - Select the **Escrow** BP
  - Choose the Lien to open



Edit Escrow Record

- To begin working on the record again, click the **Edit** button

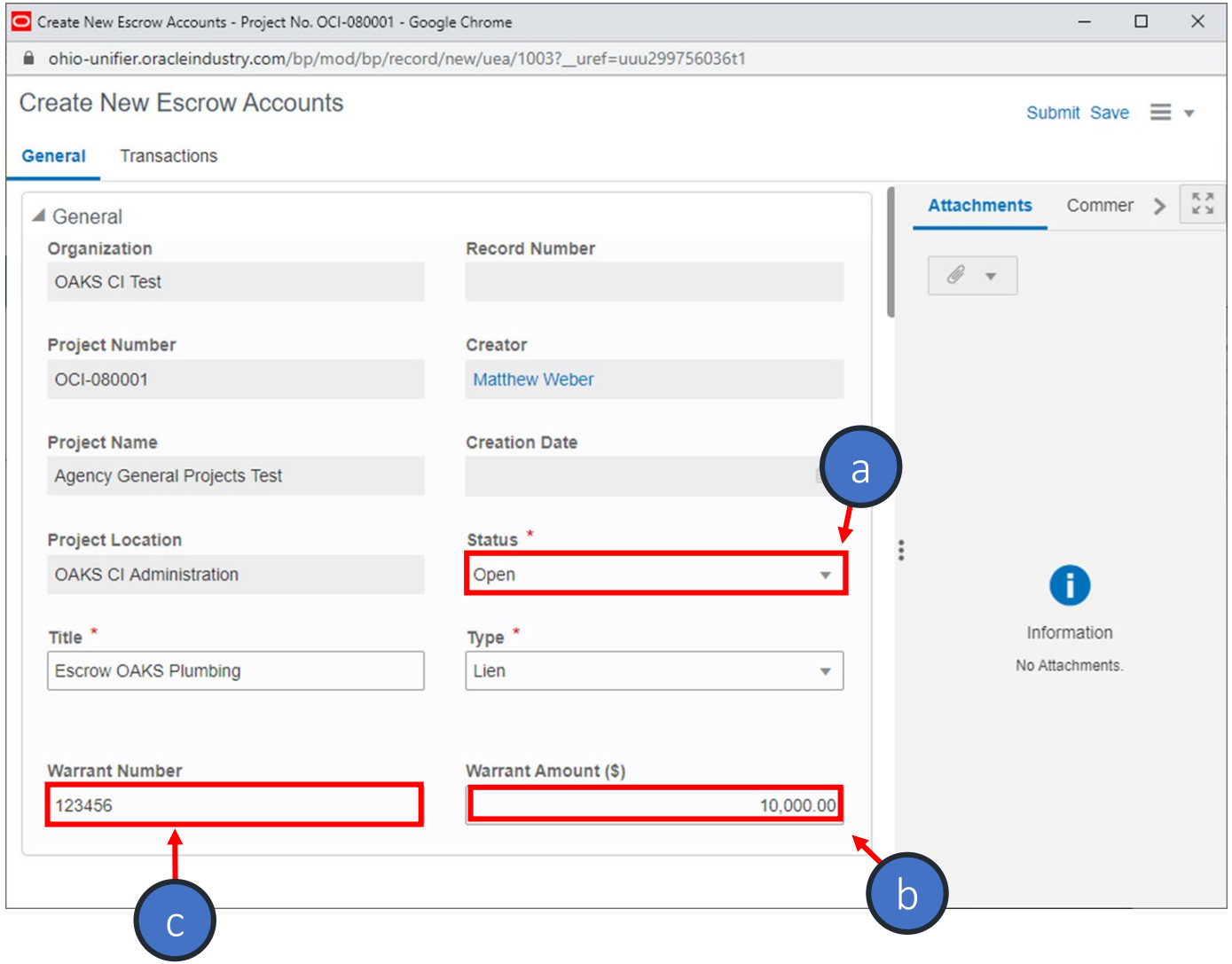


Edit Escrow Record

a) Change **Status** field to **Open**

b) Enter **Warrant Amount**

c) Enter **Warrant Number**



Escrow Transactions

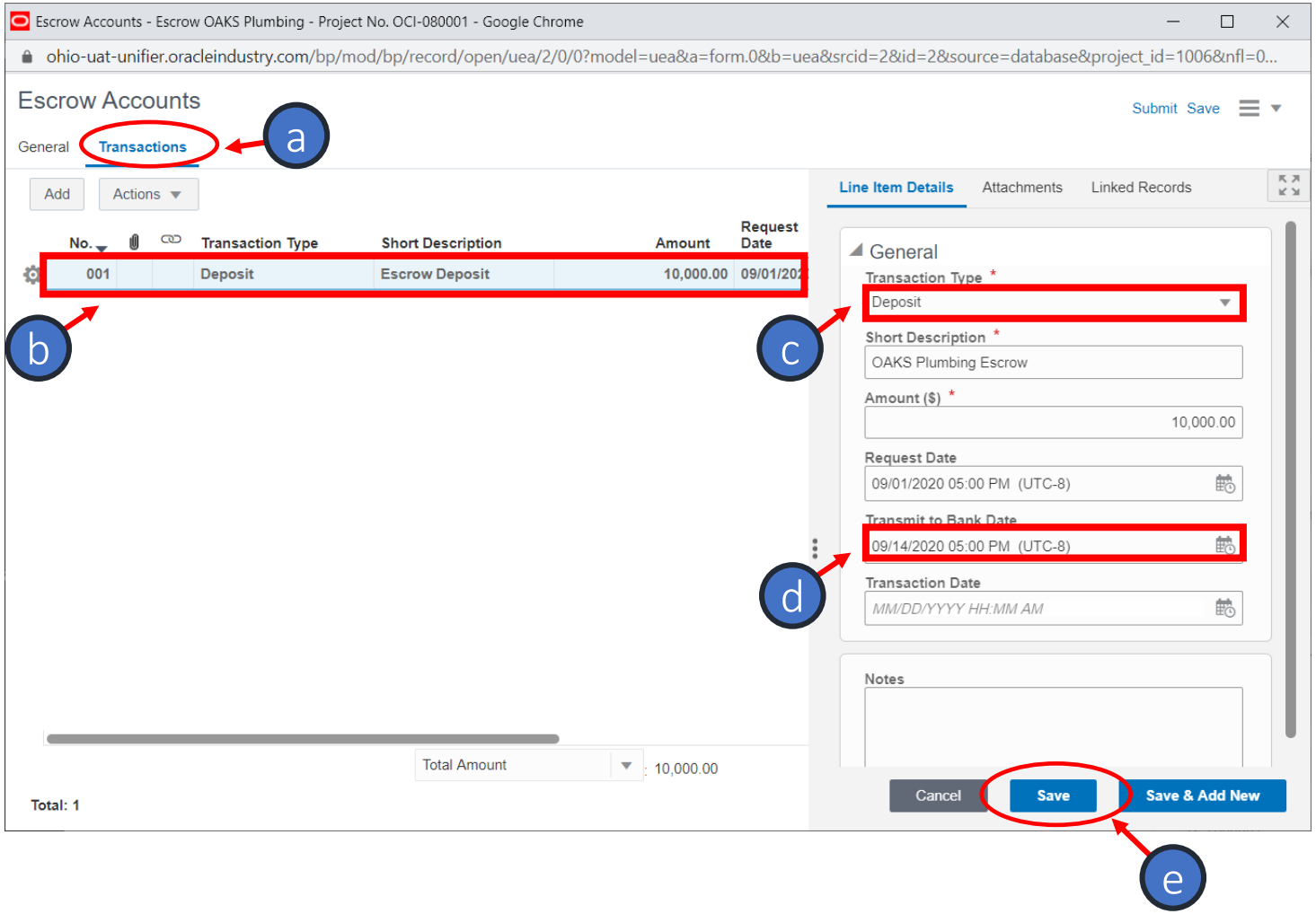
a) Click the **Transactions** tab

b) Open the existing Transaction

c) Change Transaction Type: Deposit

d) Enter Transmit to Bank Date

e) Click Save

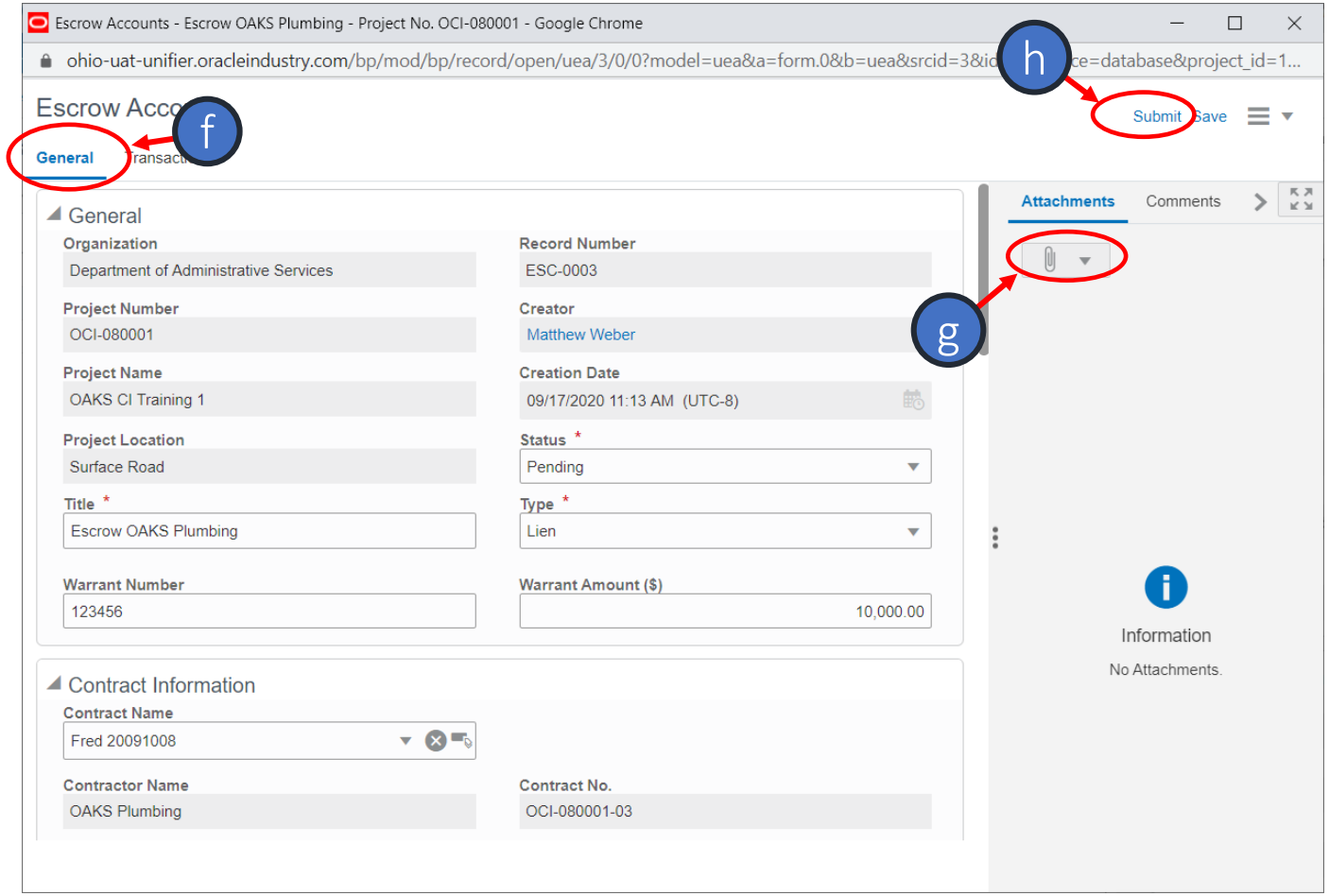


Edit Escrow Record

f) Return to the **General** tab

g) Attach a copy of the warrant and any other documentation such as a copy of the deposit cover letter in the Attachments section.

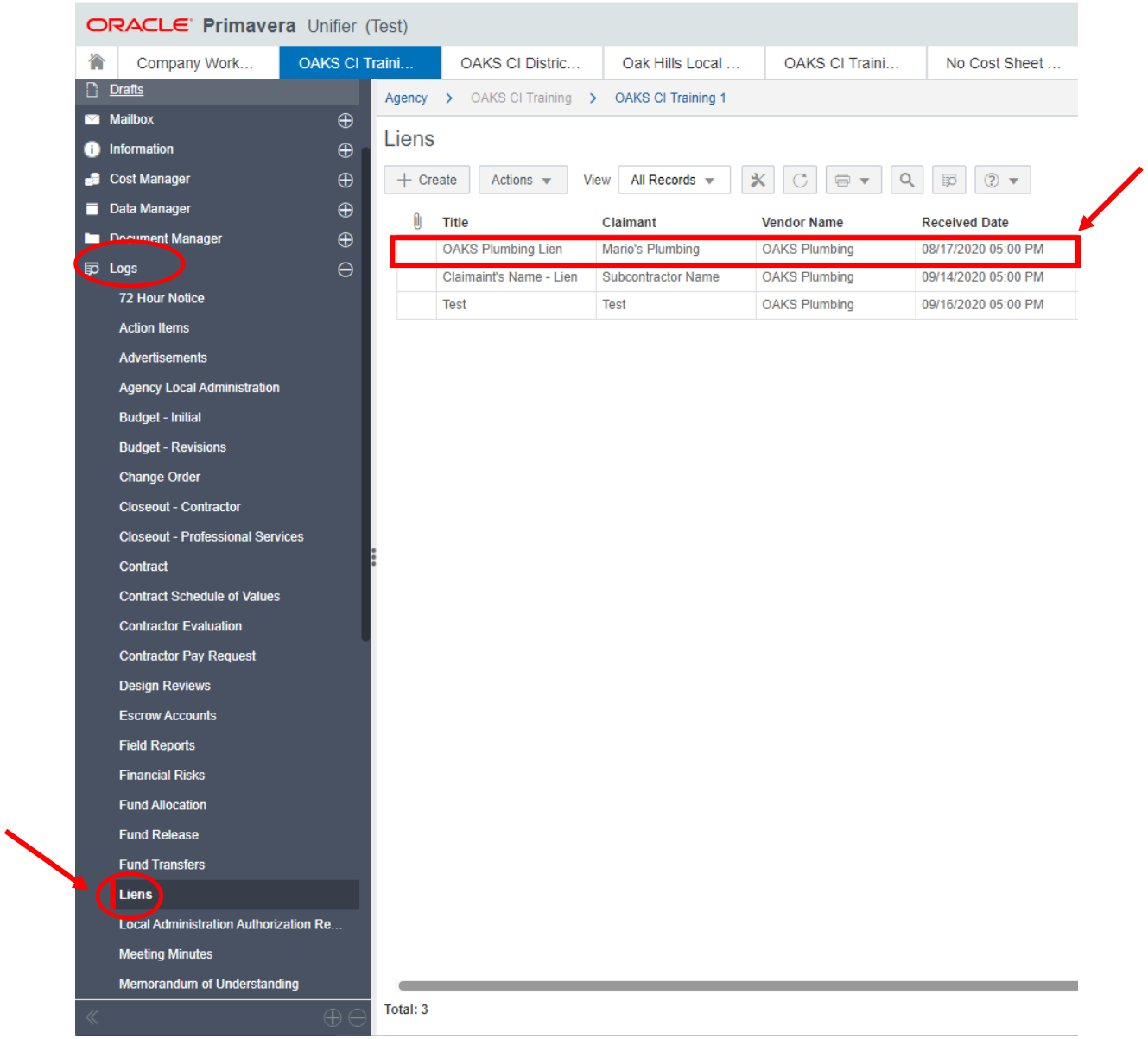
h) Click Submit



Lien – Release

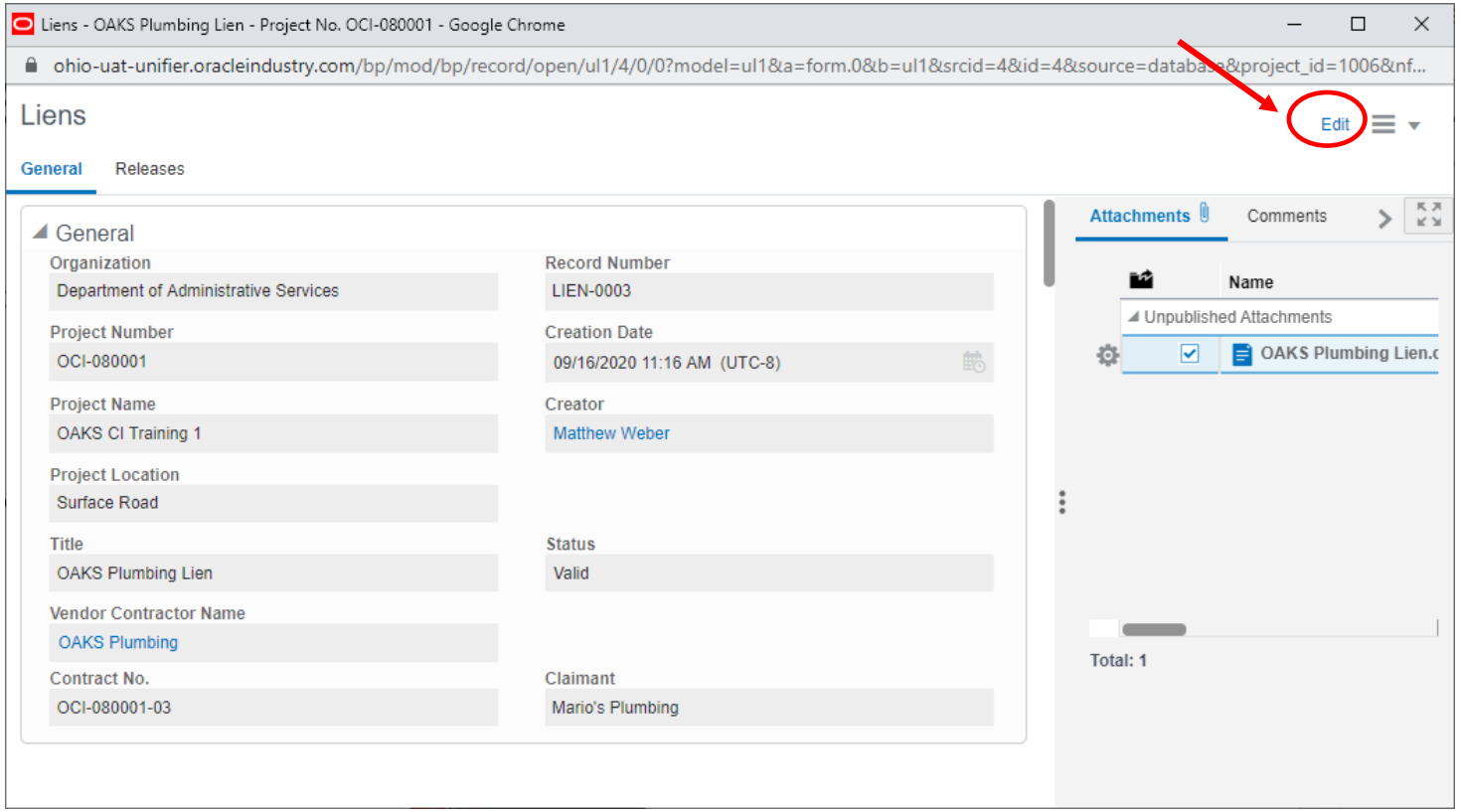
Release Lien

- When new information is ready to be entered into the record, return to OAKS CI
  - Open **Logs**
  - Select the **Liens** BP
  - Choose the Lien to open



Release Lien

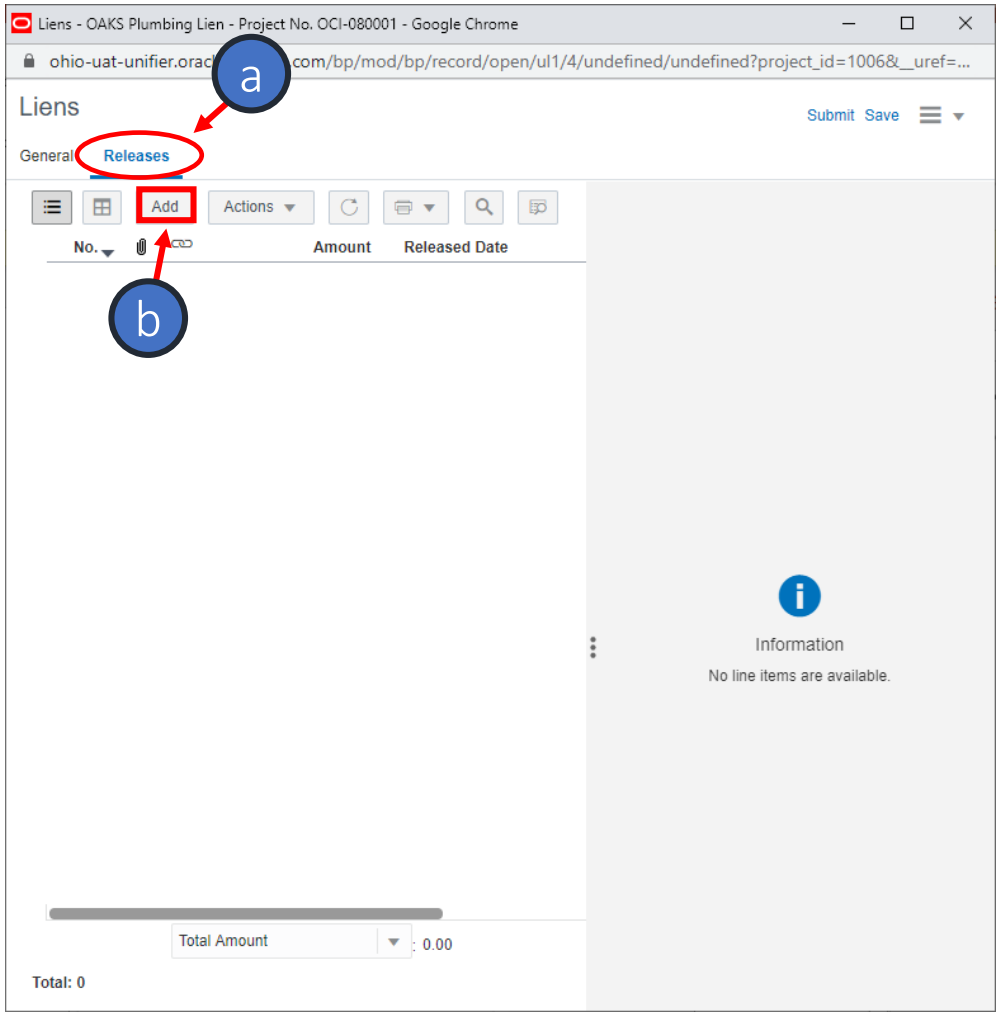
- To begin working on the record again, click the **Edit** button



Release Lien

a) If the lien has been partially or fully released, open the **Releases** tab

b) Click **Add**

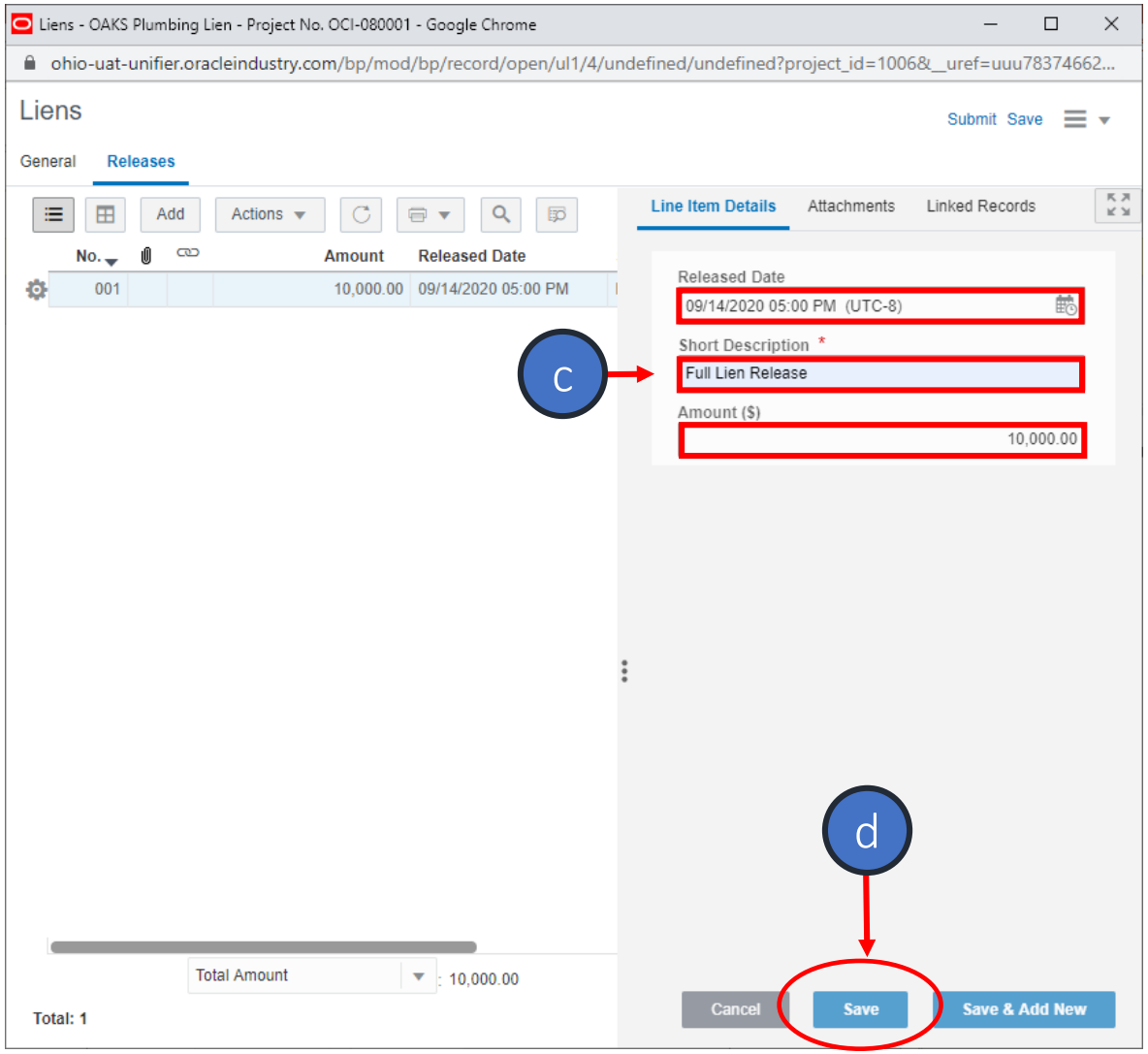


Release Lien

c) Enter Line Item Details:

- Released Date
- Short Description
- Amount released

d) Click Save



Release Lien

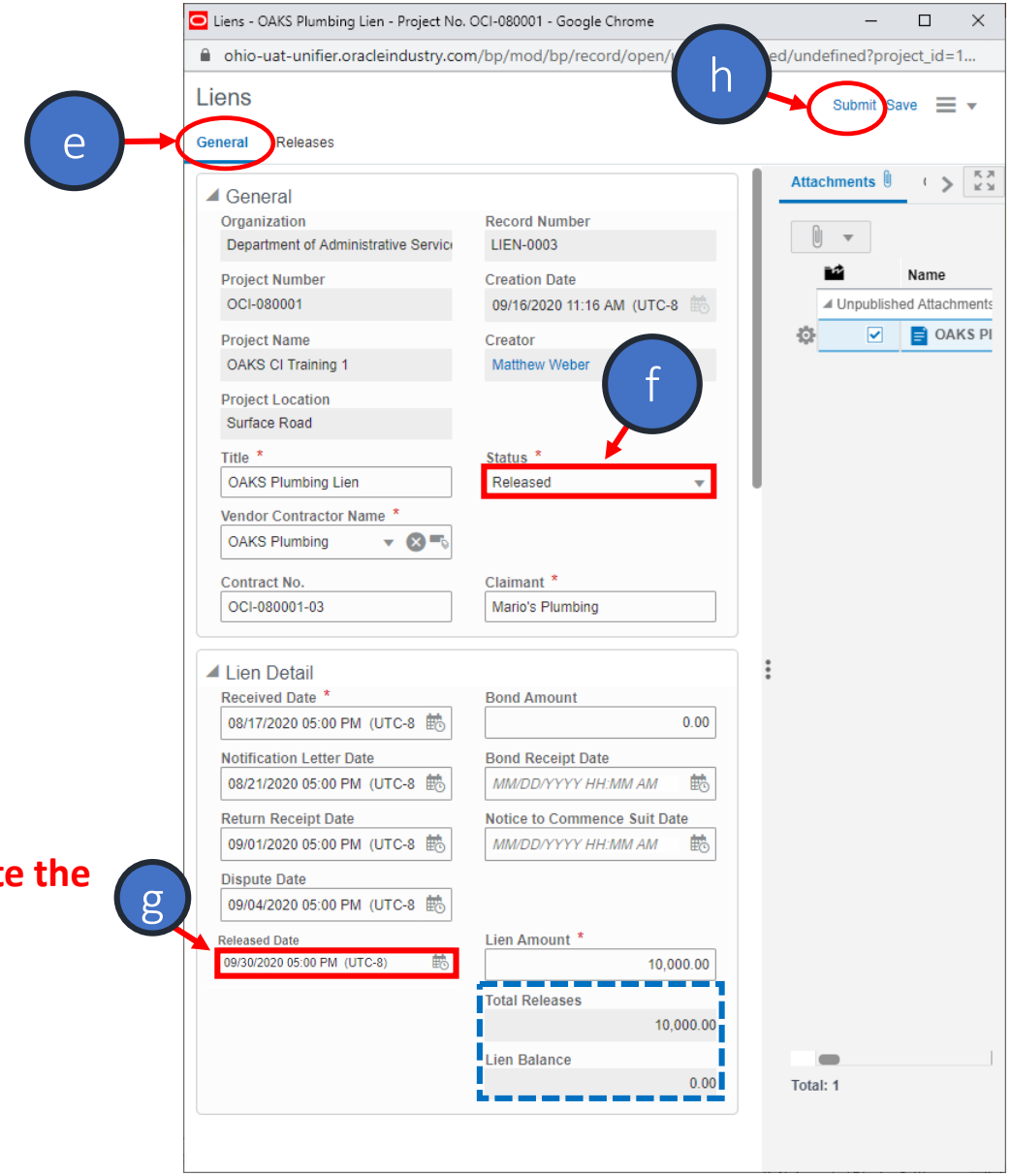
e) Click **General** to return to the General Tab

f) When the lien is fully released, and the Lien Balance is $0.00, change the Status to **Released**

g) Enter **Released Date**

h) When edits to the record are complete, click **Save and Submit**

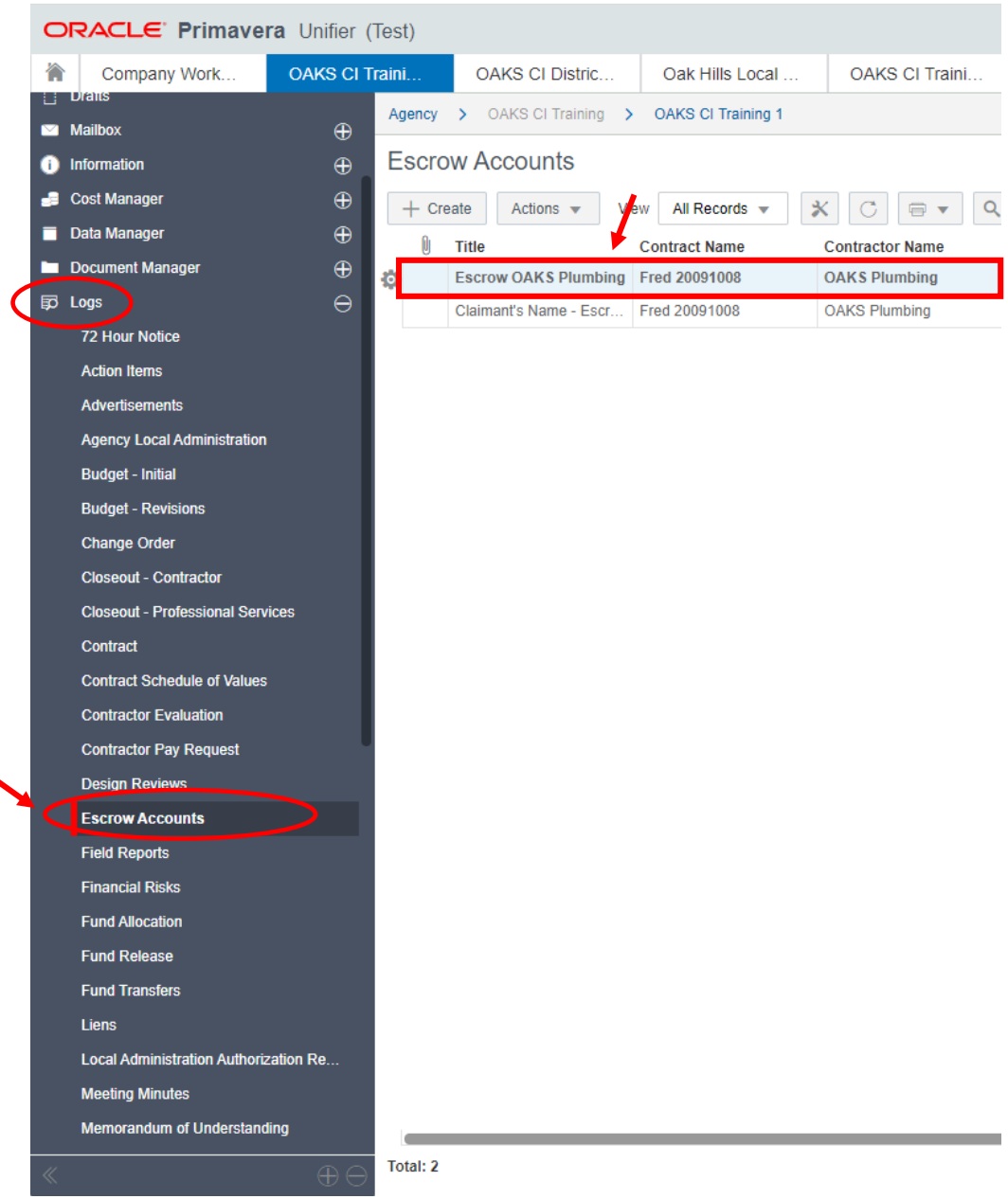
- **Once the Status is marked Released, clicking Submit will complete the record. You will be able to view the record, but editing will be disabled.**



Escrow – Released

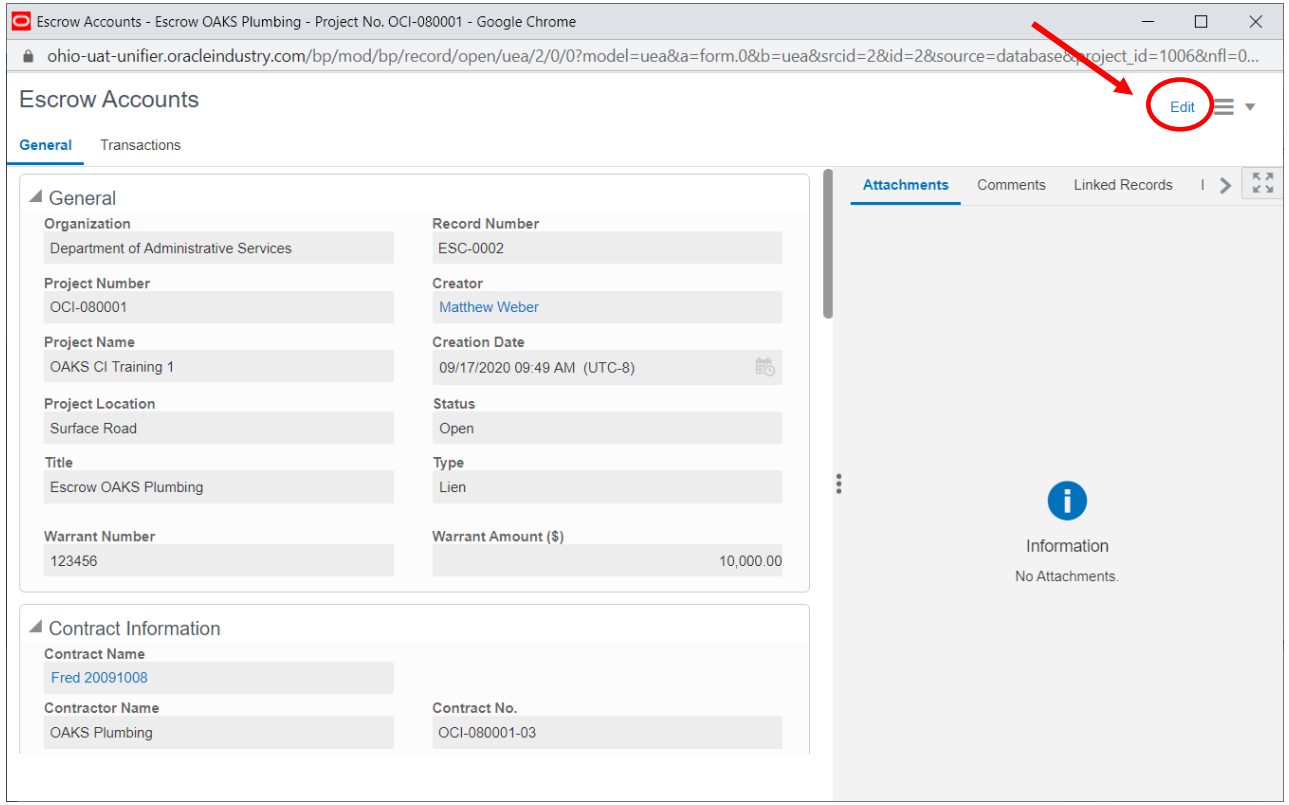
Edit Escrow Record

- When the Lien has been released, return to OAKS CI
  - Open **Logs**
  - Select the **Escrow** BP
  - Choose the Lien to open



Edit Escrow Record

- To begin working on the record again, click the **Edit** button



Escrow Transactions

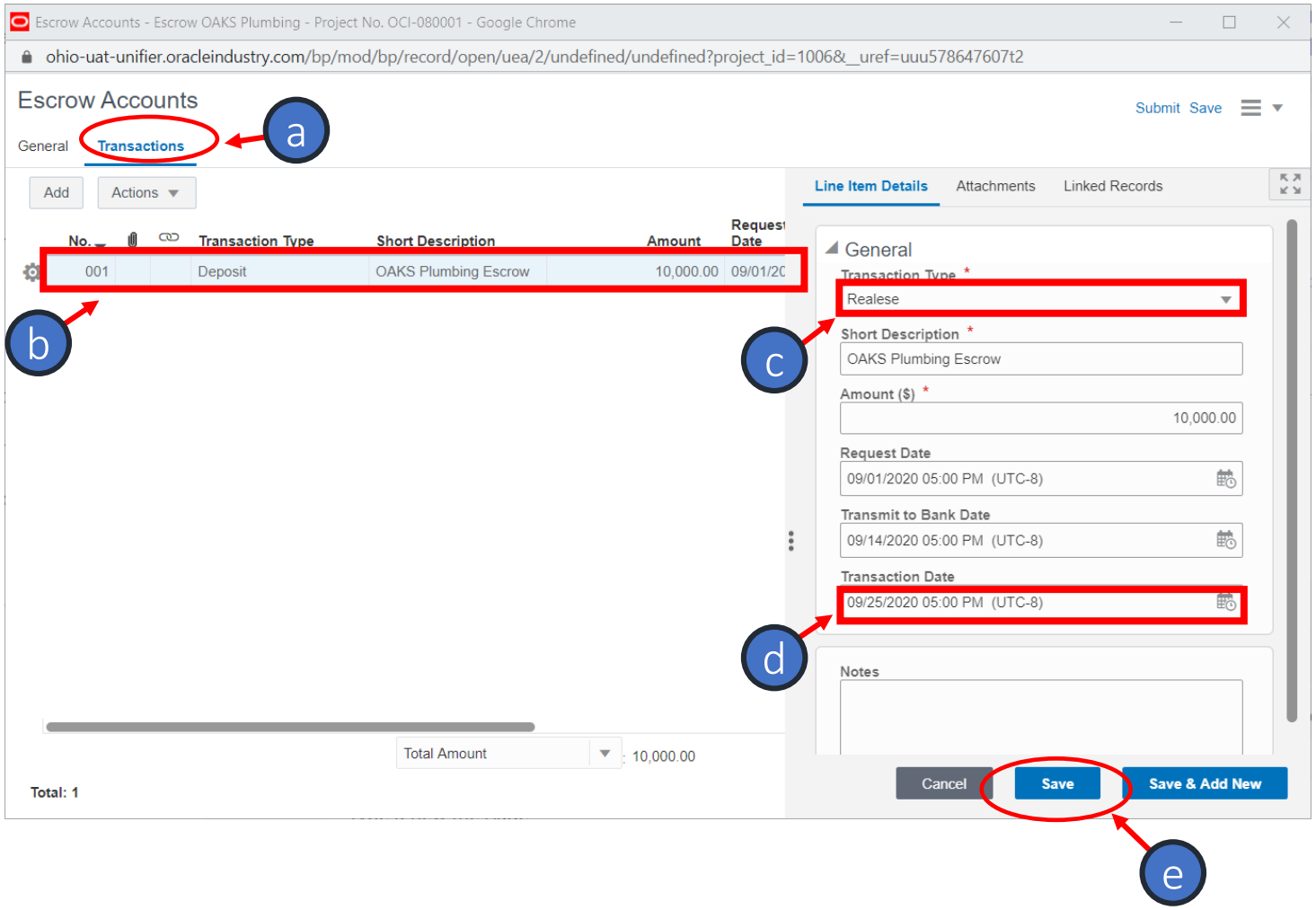
a) Click the **Transactions** tab

b) Open the existing Transaction

c) Change Transaction Type: **Release**

d) Enter **Transaction Date**

e) Click **Save**



Edit Escrow Record

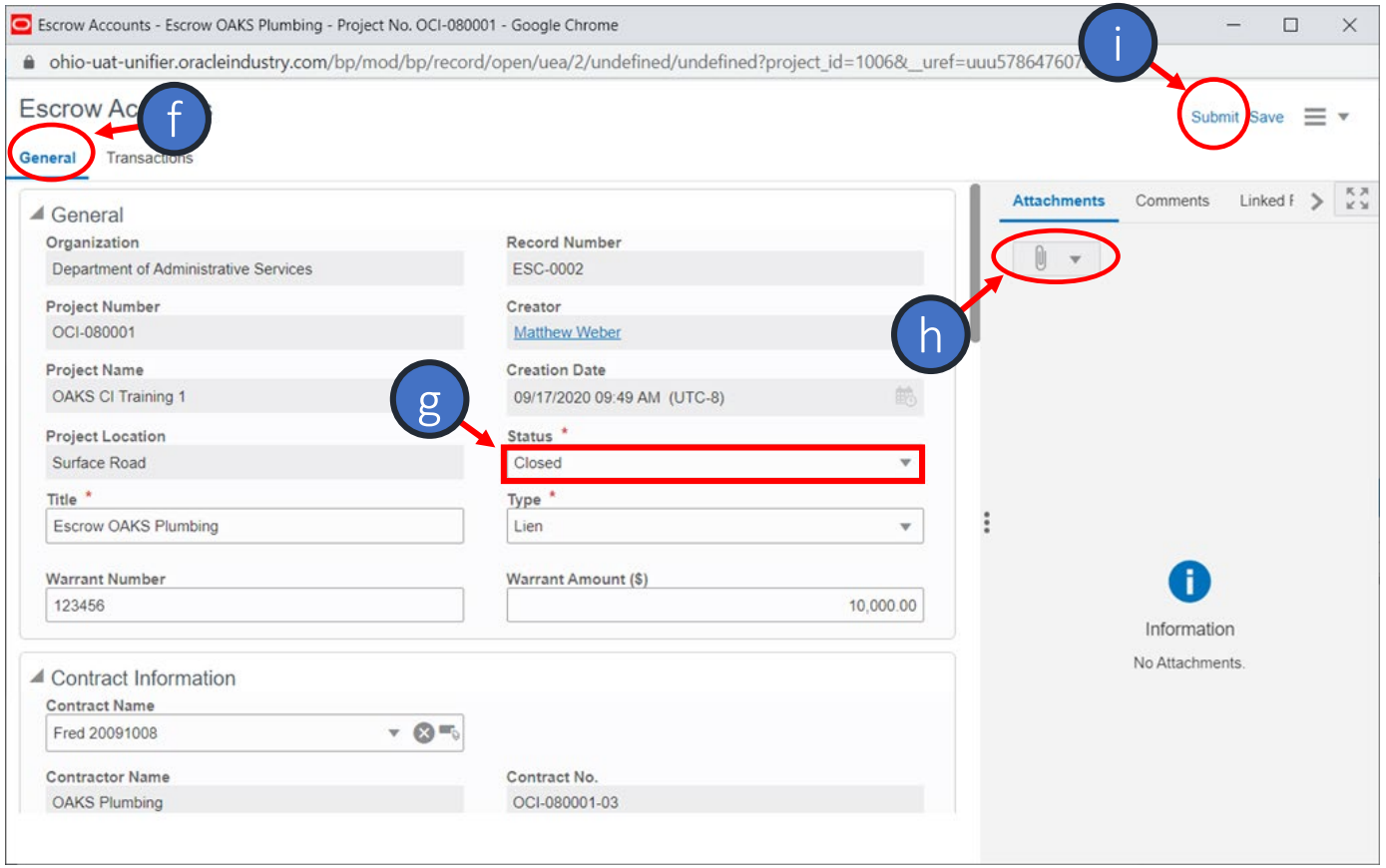
f) Return to the **General** tab

g) Change Status to **Closed**

h) Add documentation to the record in the **Attachments** section

i) Click **Submit**

You will no longer be able to edit the record after Submitting with the Status set to Closed



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211