OAKS
Capital Improvements

Record Voucher

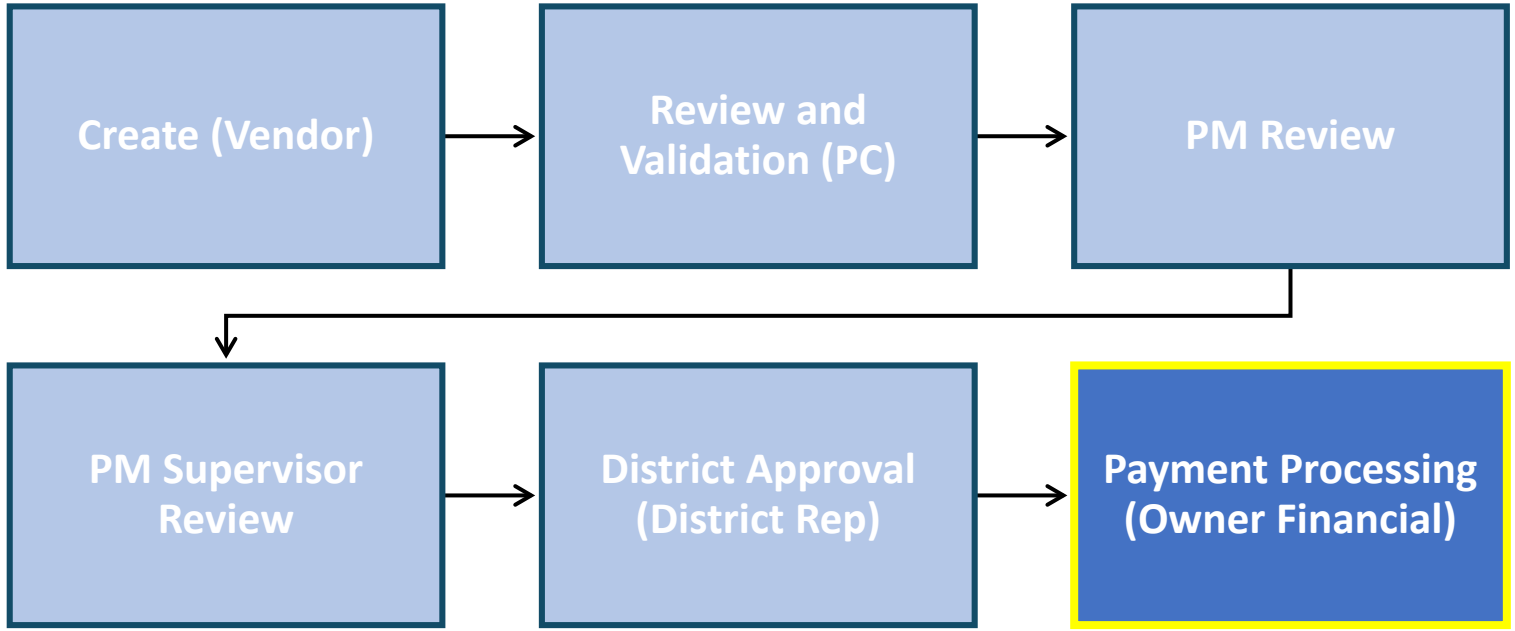
K12

Record Voucher in Application for Payment K12 Process

District Treasurer

Application for Payment

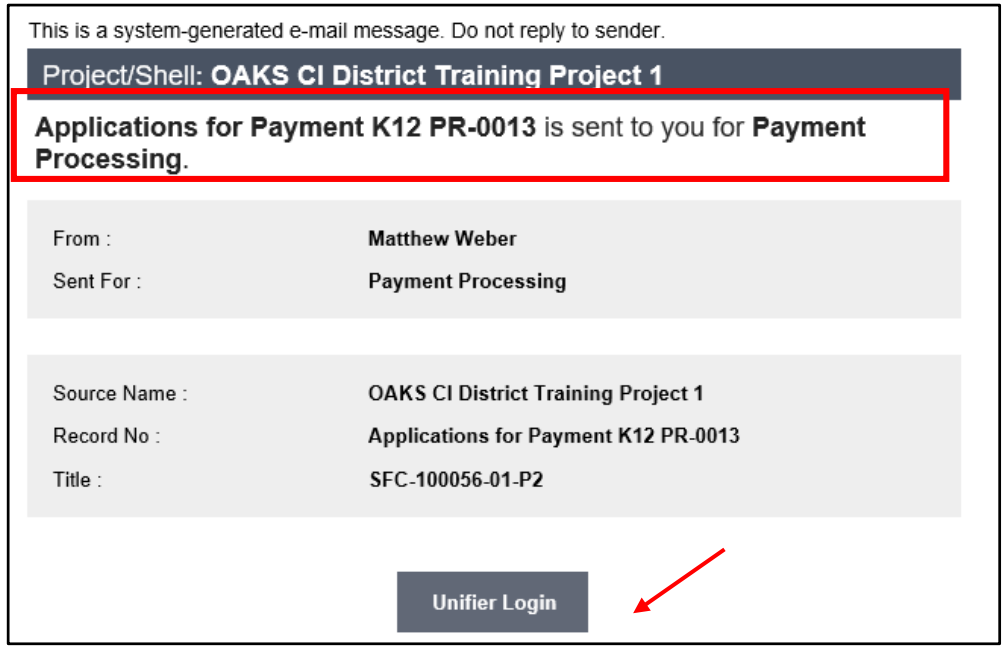
- Workflow Steps



Payment Processing
(District Treasurer)

Payment Processing

- When the District Approval step is complete, the District Treasurer will receive an Email
- Click on the “Unifier Login” button to access the task


This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: **OAKS CI District Training Project 1**

Applications for Payment K12 PR-0013 is sent to you for **Payment Processing**.

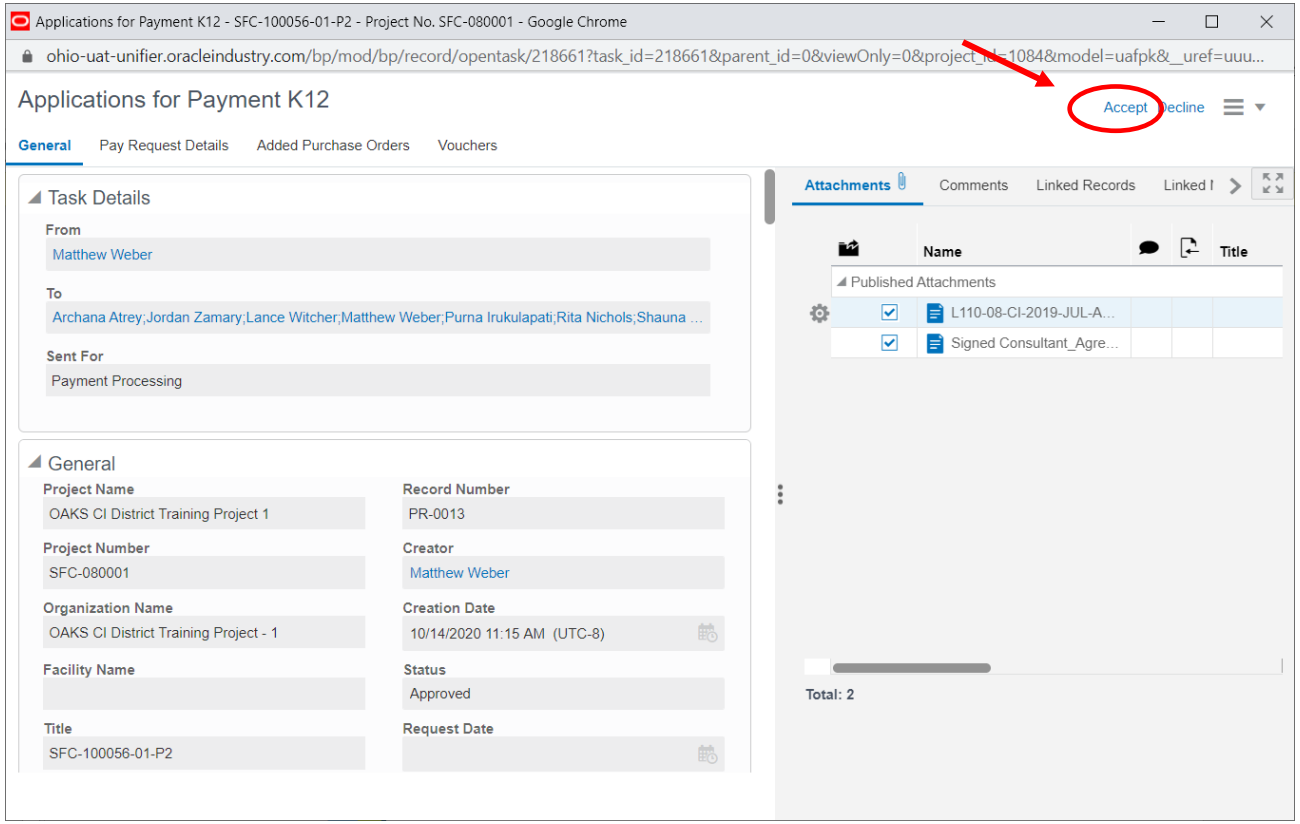
From :	**Matthew Weber**
Sent For :	**Payment Processing**

Source Name :	**OAKS CI District Training Project 1**
Record No :	**Applications for Payment K12 PR-0013**
Title :	**SFC-100056-01-P2**

Unifier Login

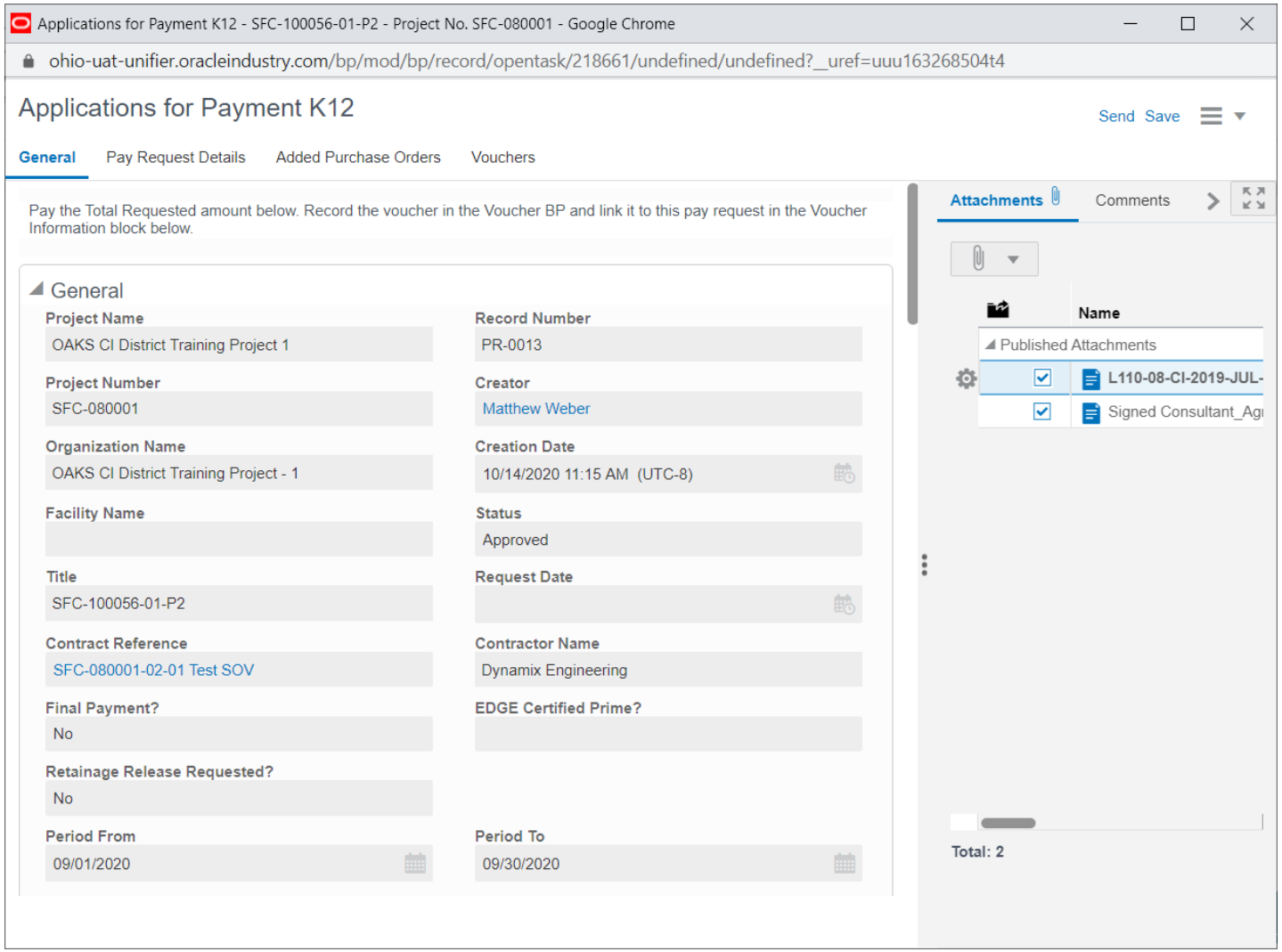
Accept Task

- To begin work on the record, click **Accept**



Payment Processing

- Review information in the General tab



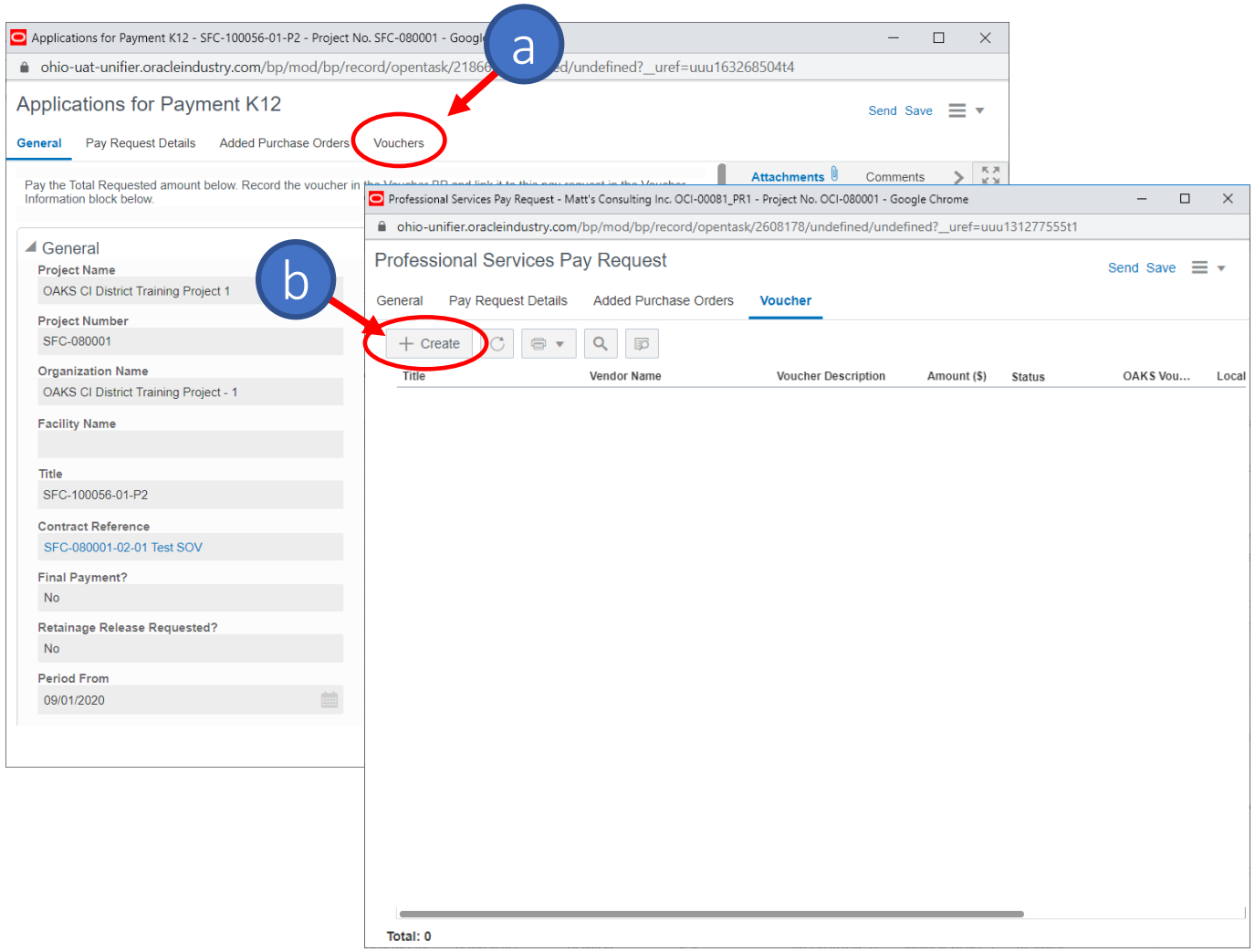
Record Voucher

- As the **District Treasurer** representative you will:
  - **Create the Voucher (check) in your own financial system of record**
  - Record a Voucher Record in OAKS CI
  - Pull the Voucher Record into the Application for Payment

Payment Processing – Record Voucher

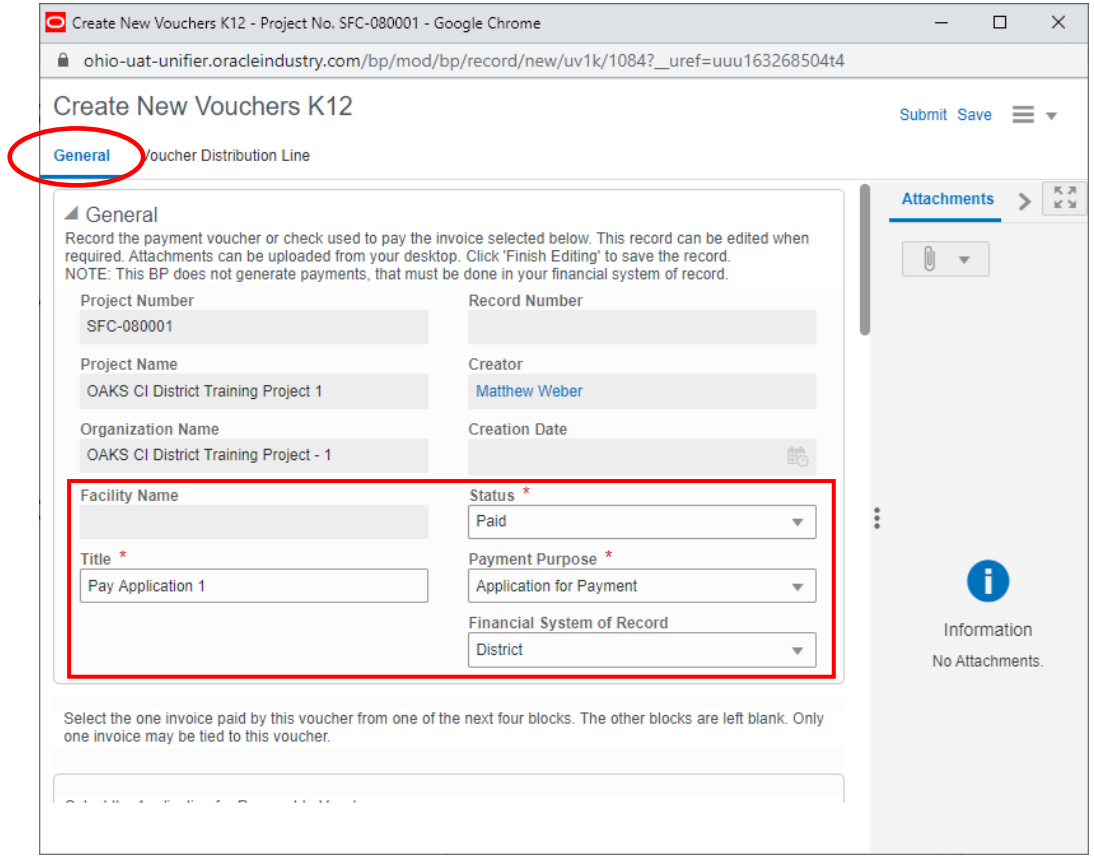
a) Open the Voucher tab

b) Click Create



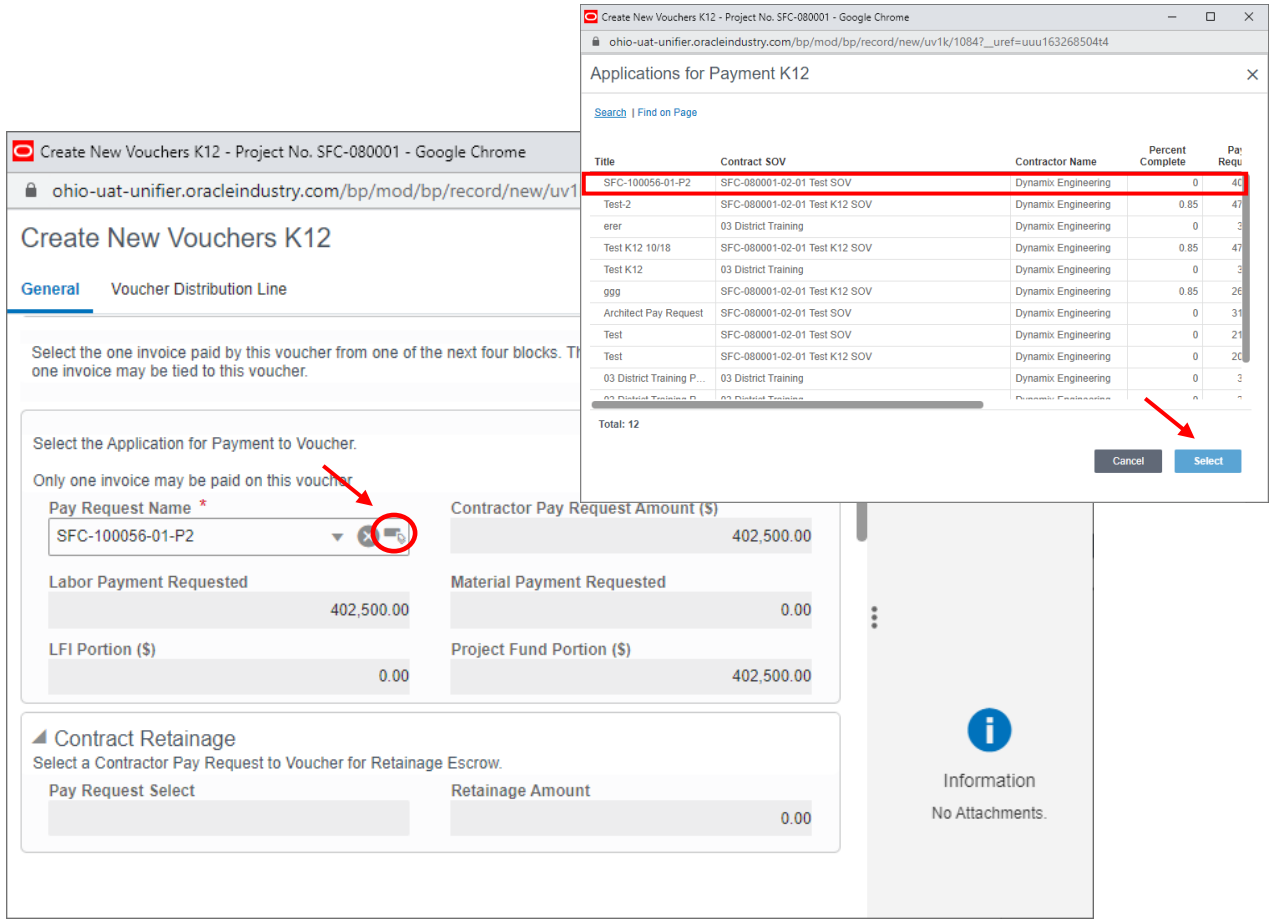
Payment Processing – Record Voucher

- Under the General tab:
  - Title the Record
  - Set the Record Status to: **Paid**
  - Choose Financial System of Record



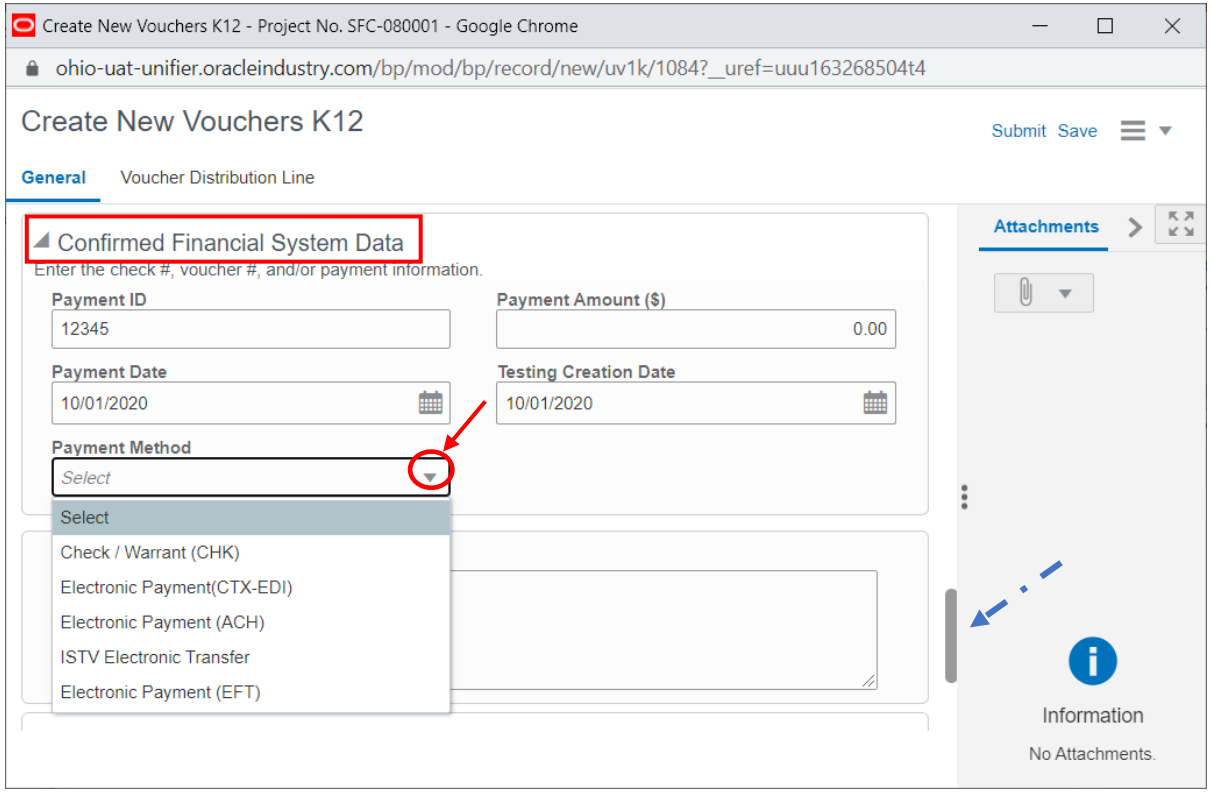
Payment Processing – Record Voucher

- Scroll down the General tab using the slider
- Select the appropriate **Pay Request Name**



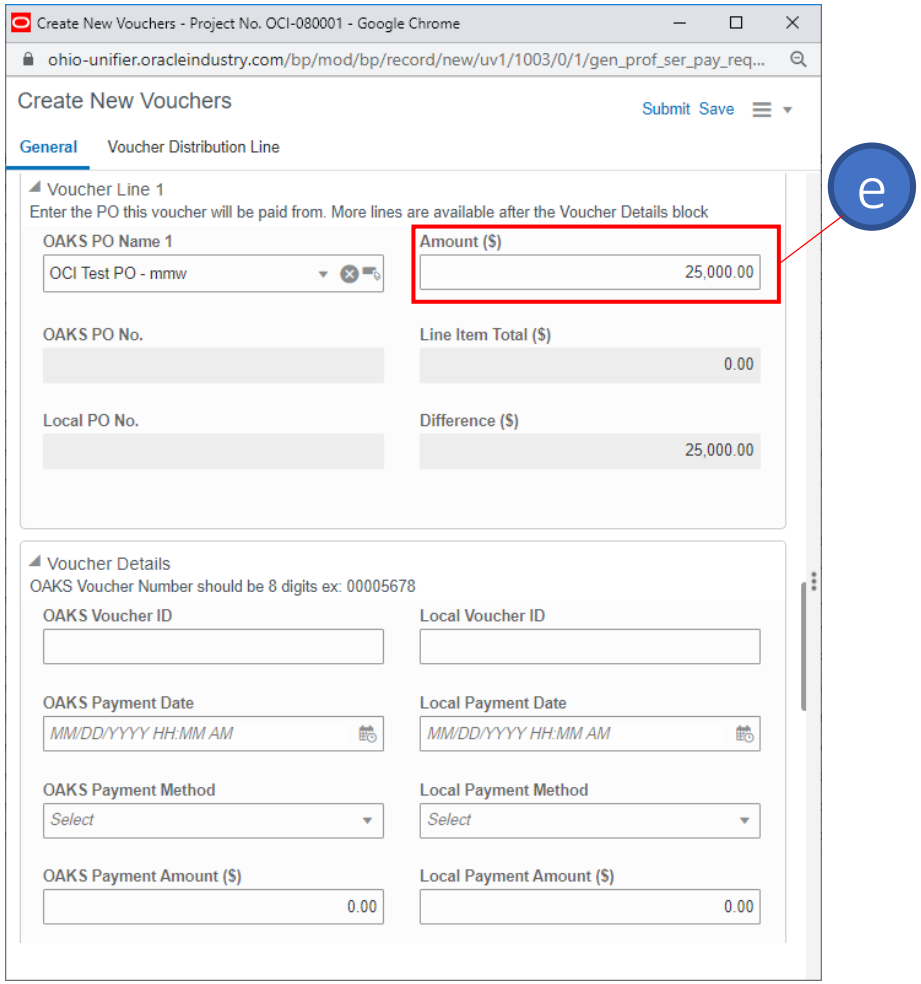
Payment Processing – Record Voucher

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



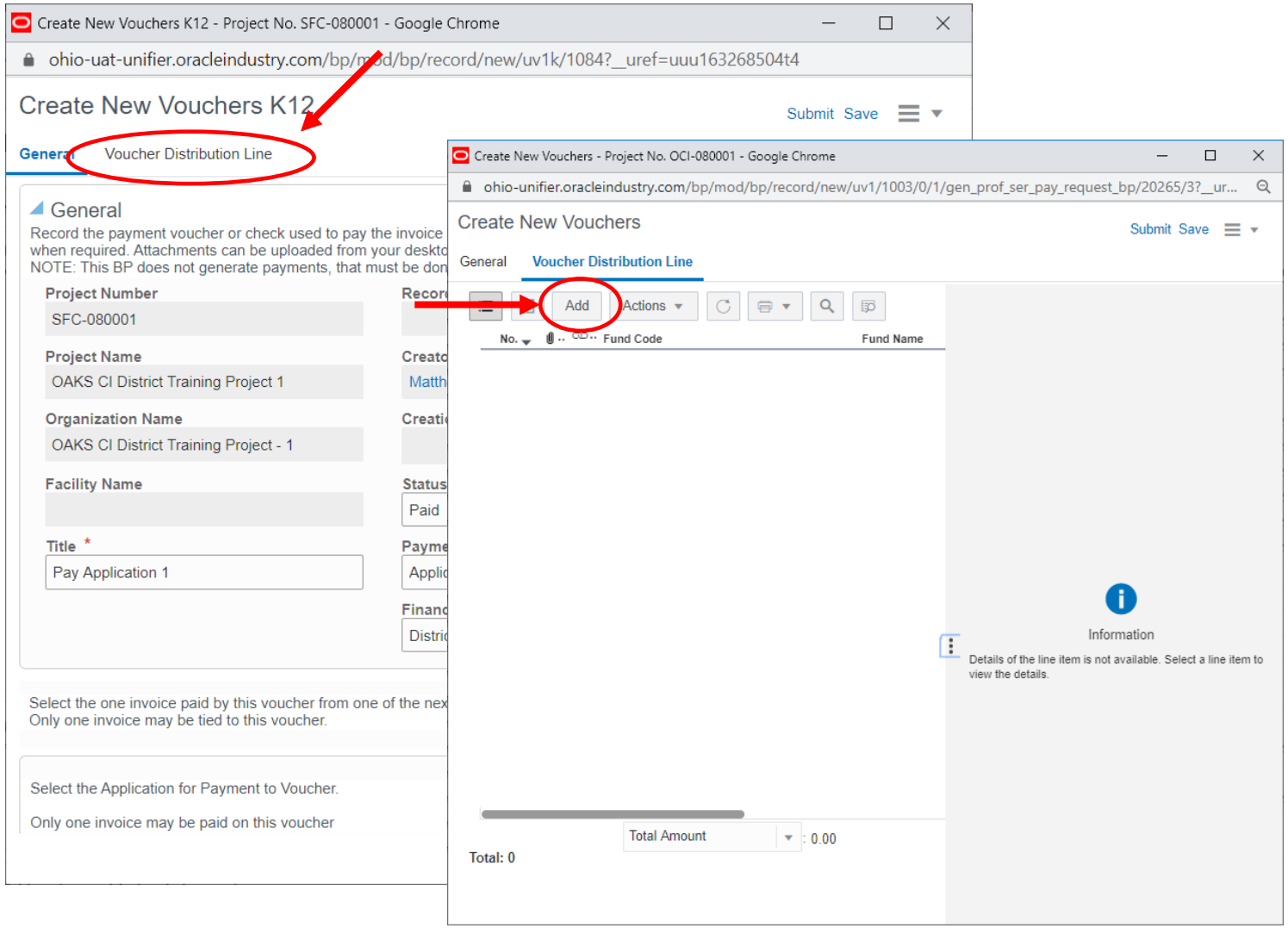
Payment Processing (Owner Financial)

e) Enter PO Amount



Payment Processing – Record Voucher

- Open **Voucher Distribution Lines** tab
- Click **Add**

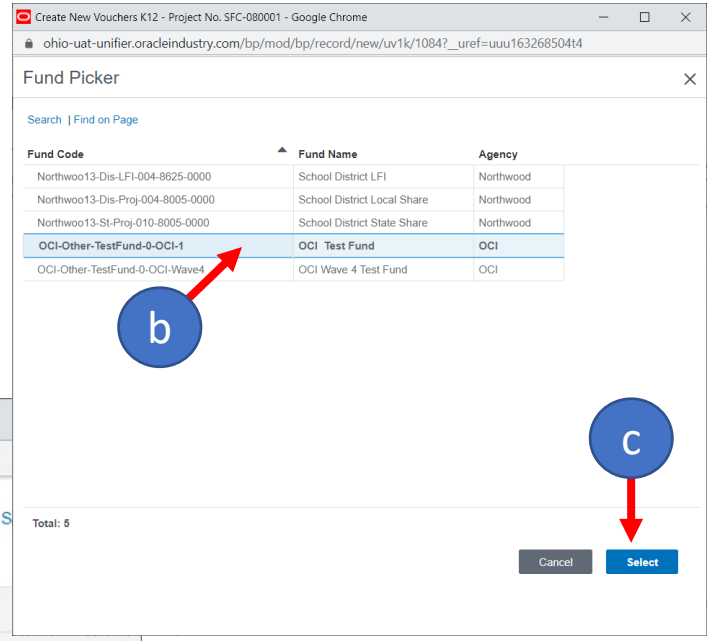


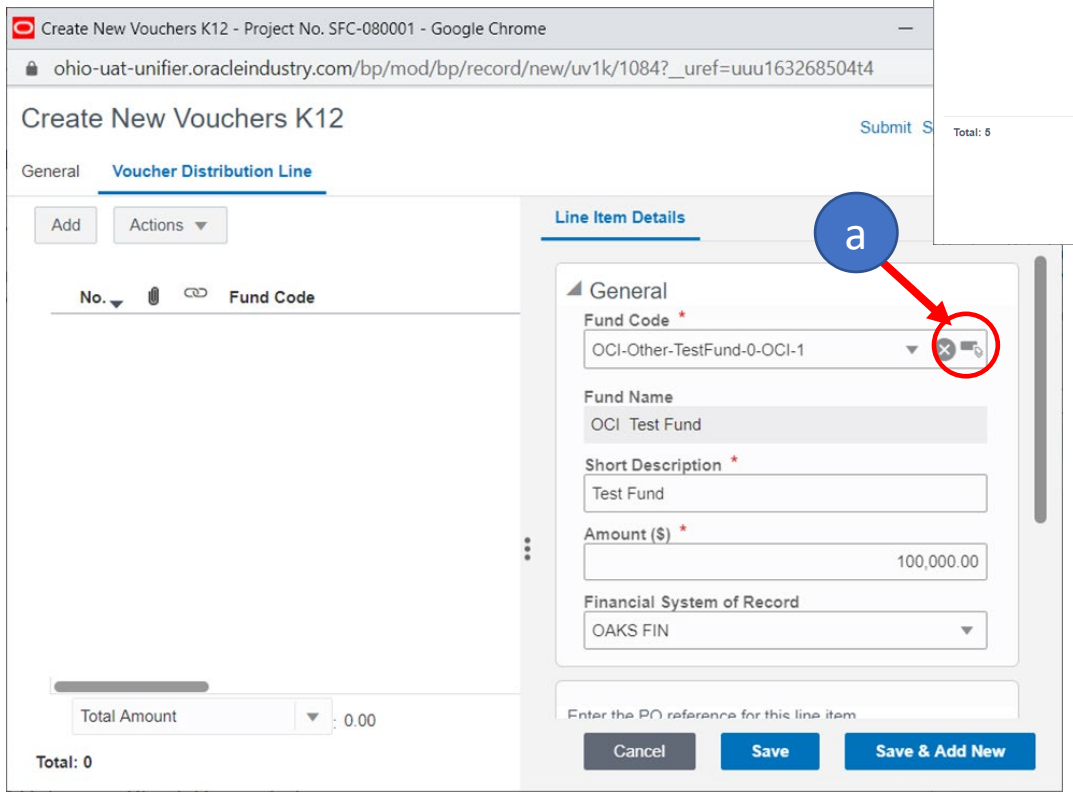
Payment Processing – Record Voucher

a) Click the button to select a Fund Code

b) Highlight a Fund Code

c) Click **Select**

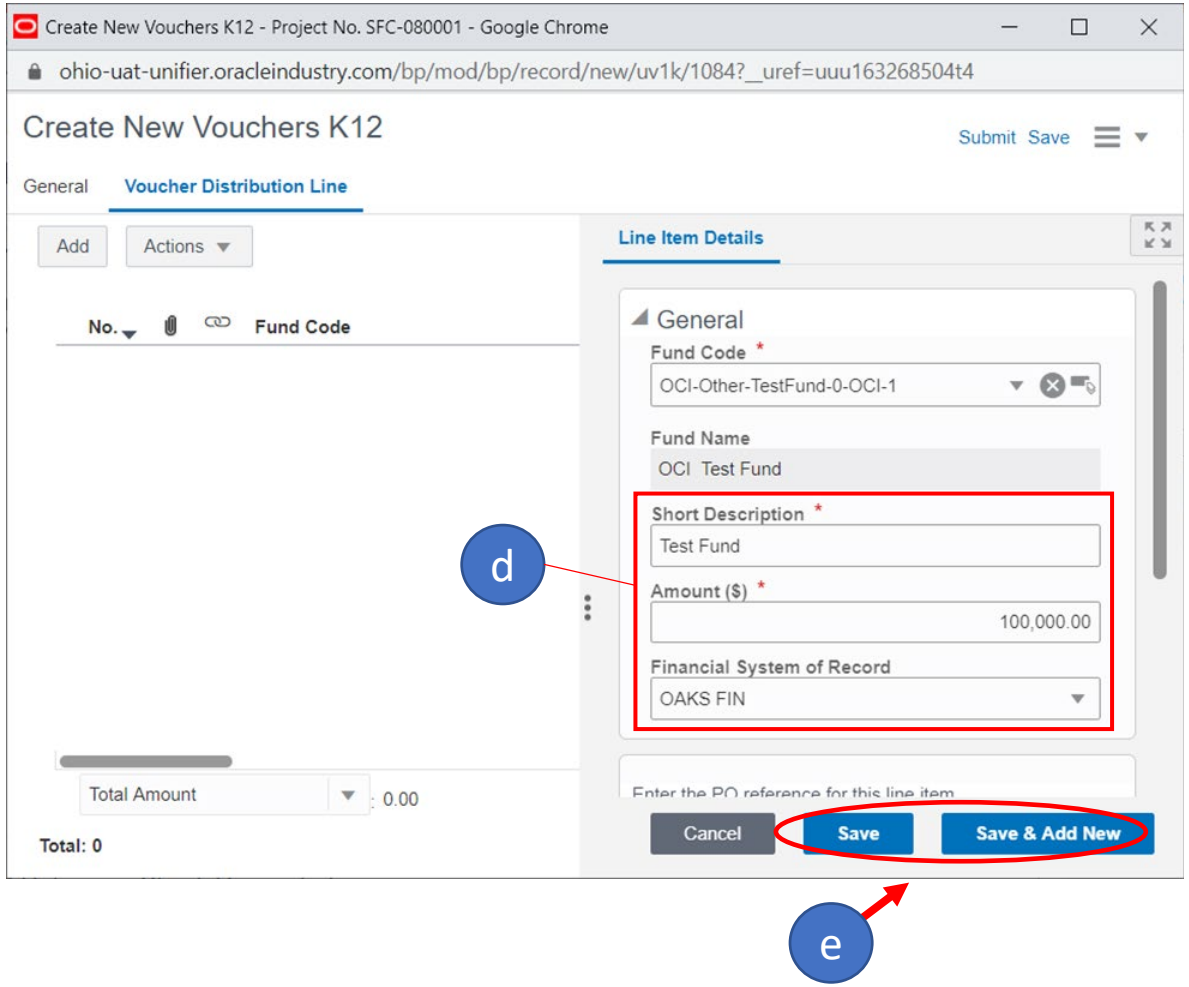




Payment Processing – Record Voucher

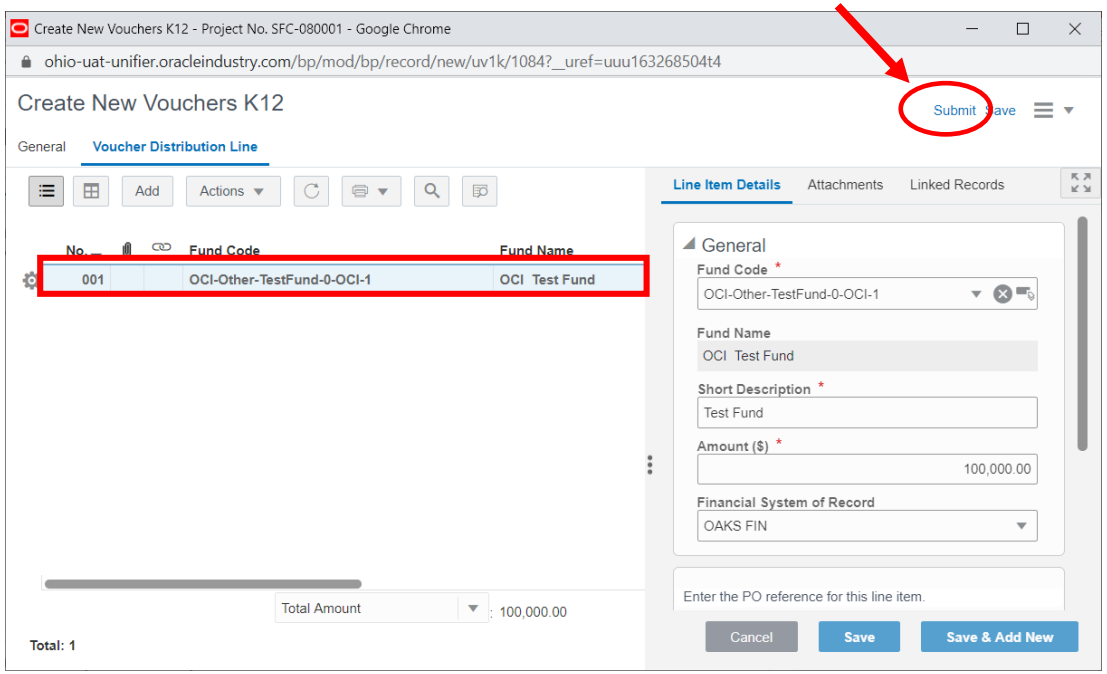
d) Add a Short Description, enter Dollar Amount, and select Financial System of Record

e) Click Save or Save & Add New



Payment Processing – Record Voucher

- Your line(s) will show in the Voucher Distribution Lines tab
- Click **Submit** to finish recording the voucher



Payment Processing – Add Voucher

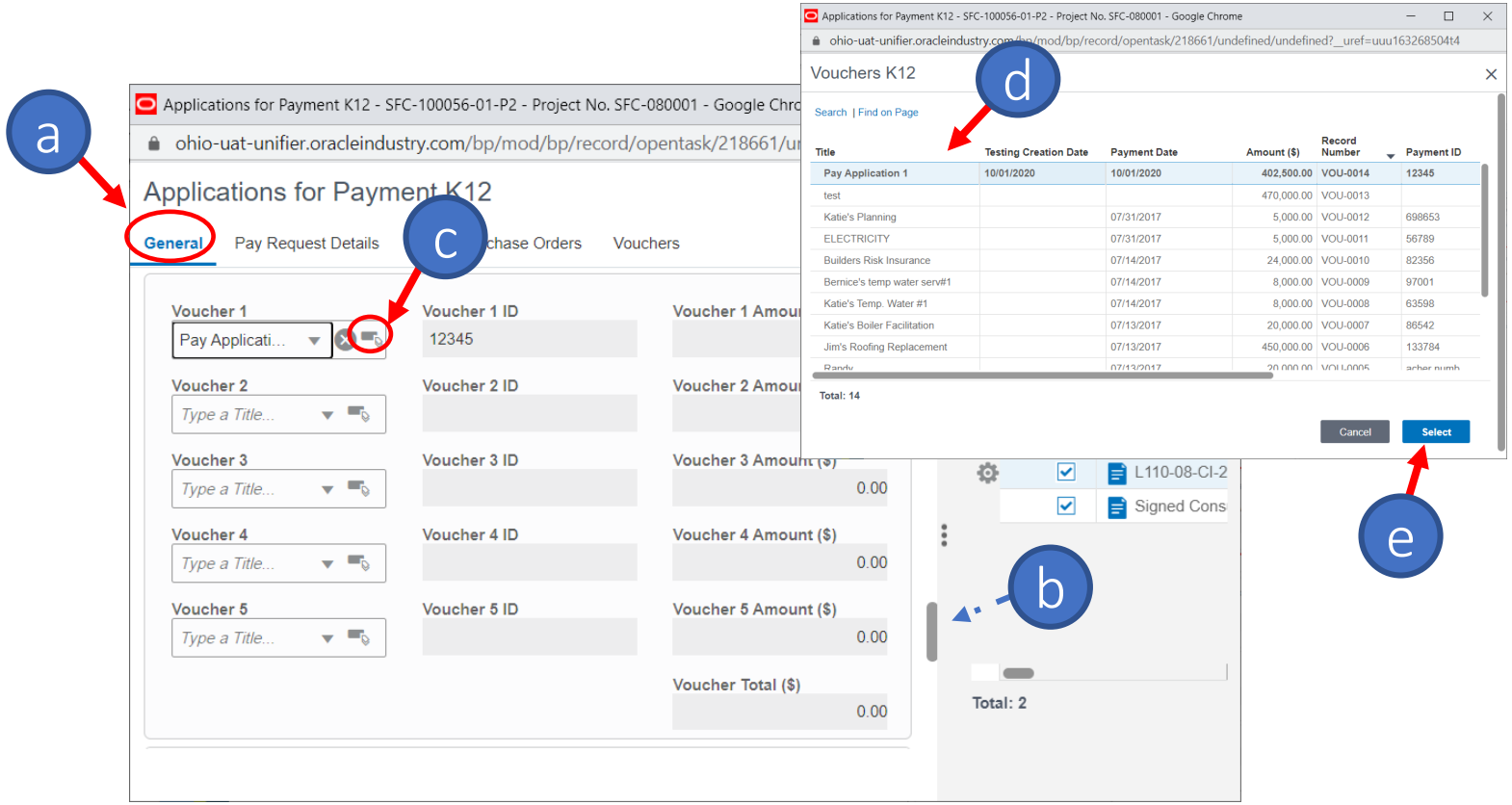
a) Return to the **General** tab

b) Scroll down to the **Voucher Information** section

c) Click the button to select previously recorded **Voucher**

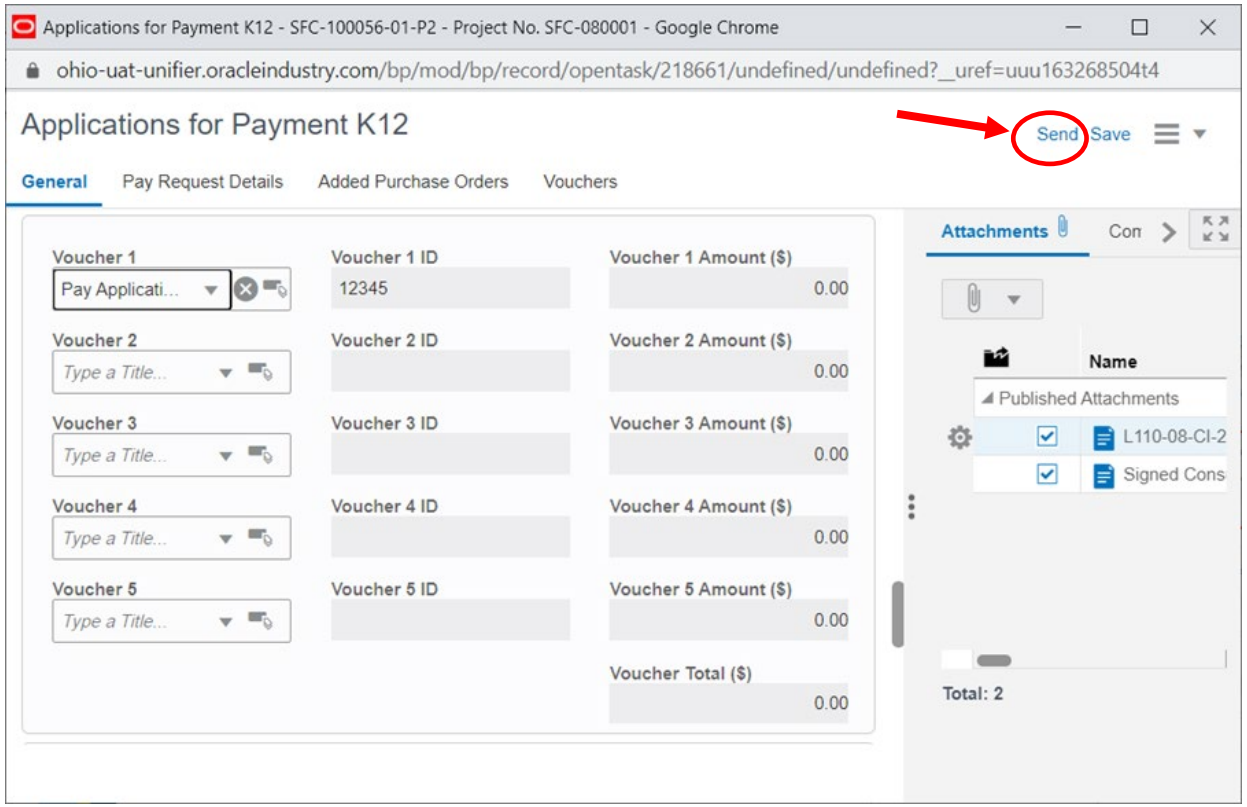
d) Highlight **Voucher**

e) Click **Select**



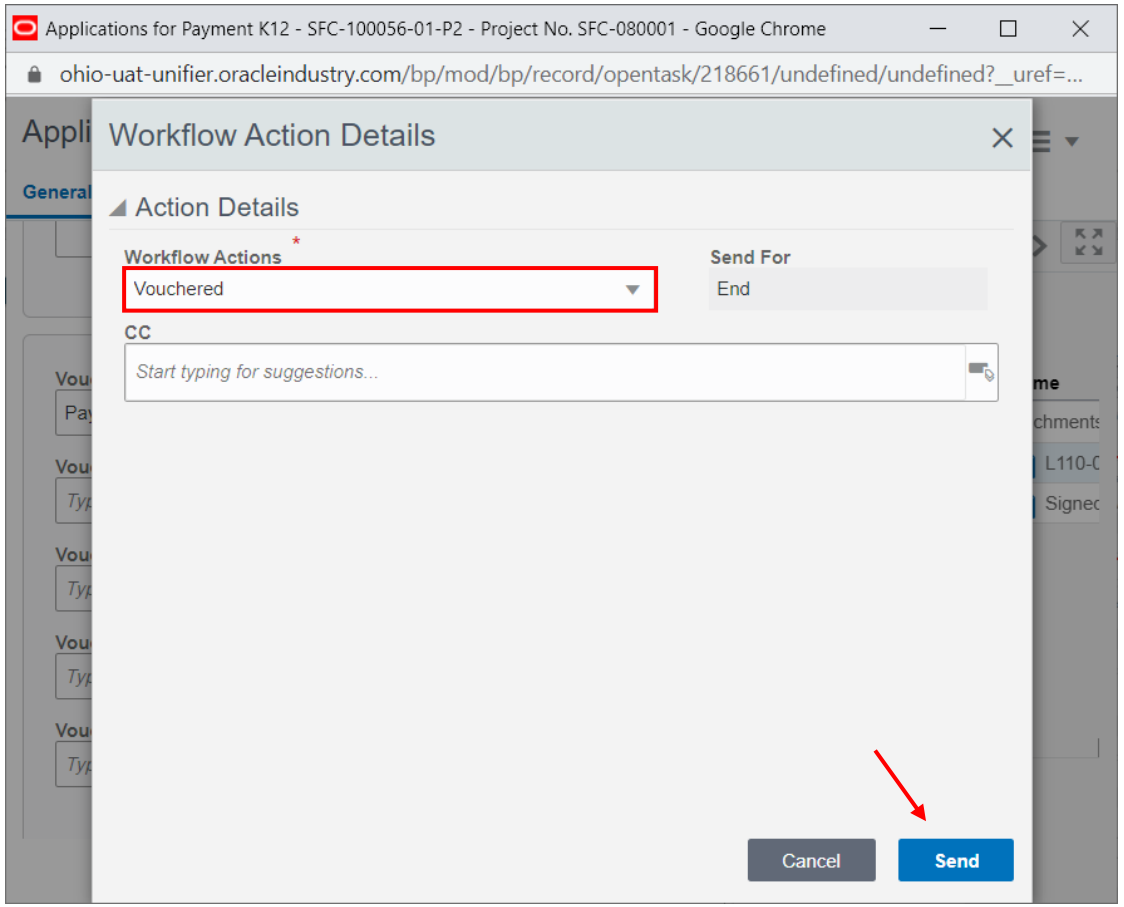
Payment Processing – Send Record

- When the record is ready to move forward, click **Send**



Payment Processing – Send Record

- Verify Workflow Action
- Click **Send**
- This will end the Application for Payment Workflow



Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211