



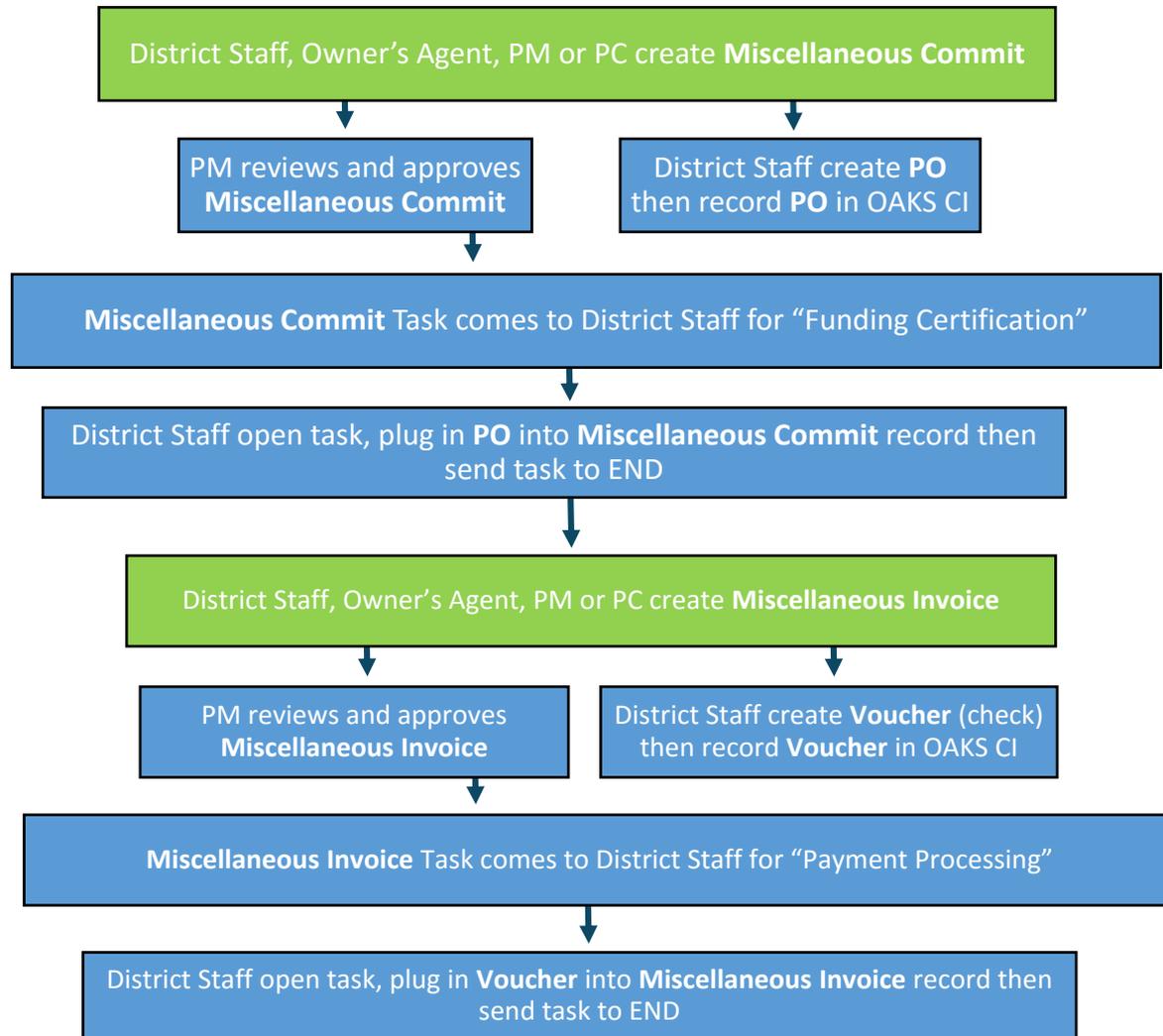
Handling Miscellaneous Expenses K-12 Cloud

Miscellaneous Expenses

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

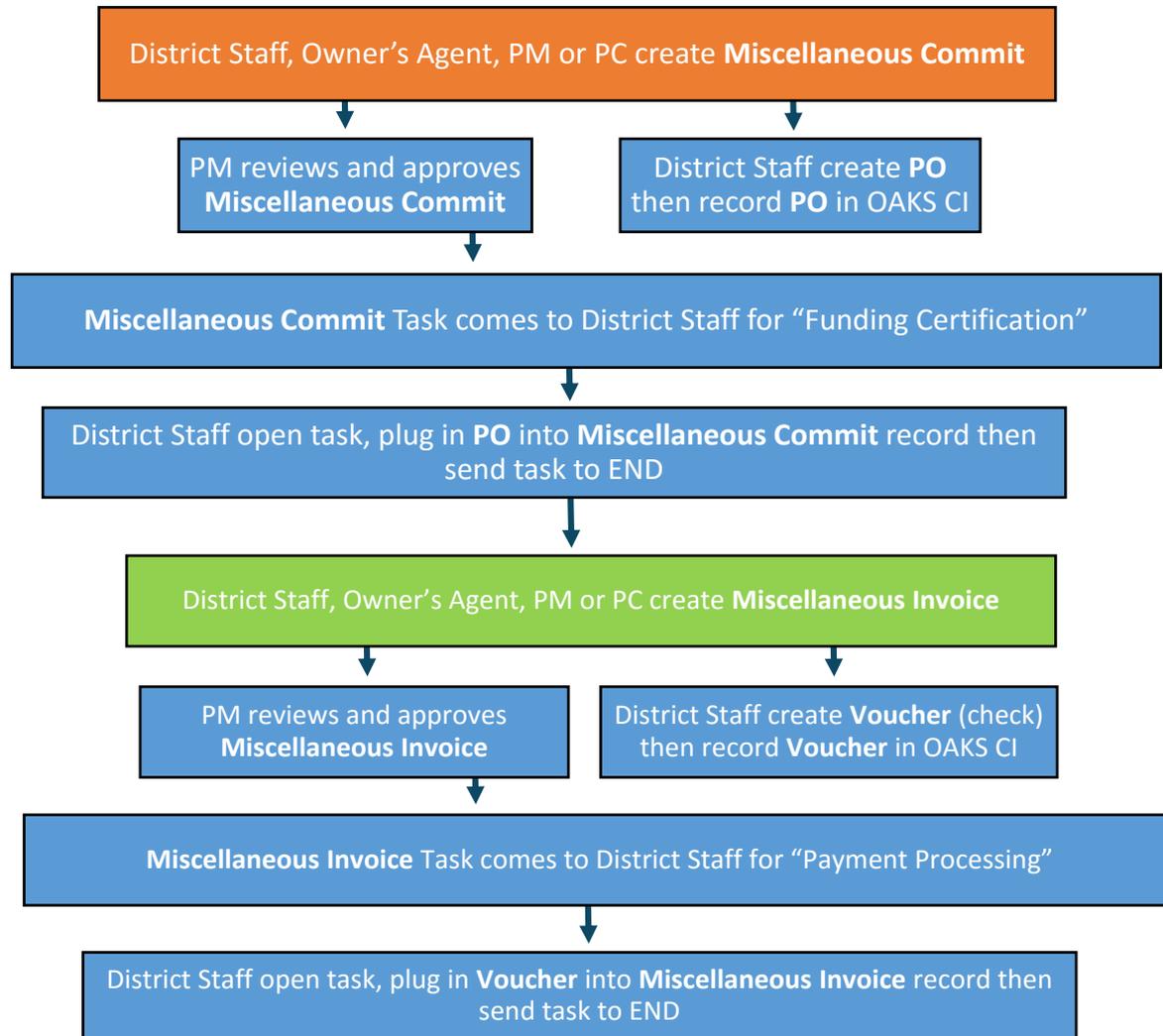
- ▶ **Miscellaneous Commit:** Acts as a contract in OAKS CI for vendors whom will not hold a contract in OAKS CI (e.g. utility supplier). The commit must have a supporting Purchase Order recorded in OAKS CI
- ▶ **Miscellaneous Invoice:** Acts as an application for payment in order to pull money from the Miscellaneous Commit (e.g. Invoice from the Utility Supplier). The Miscellaneous Invoice must have a supporting Voucher recorded in OAKS CI
- ▶ **Miscellaneous Change Order:** This workflow will allow the user to update the Miscellaneous Commit due to changes in amount

District Process



Miscellaneous Commits and Purchase Orders

District Process



Creating a Miscellaneous Commit

▶ To create your Miscellaneous Commit in Oaks CI navigate to:

- ▶ Logs -> Miscellaneous Commit K-12
- ▶ Click Create

The screenshot shows the Oracle Primavera Unifier (Development) interface. The breadcrumb navigation is 'School Facilities > OAKS CI District...'. The left sidebar menu has 'Logs' circled in red. A red arrow points from the text 'Logs -> Miscellaneous Commit K-12' to the 'Miscellaneous Commit K12' item in the sidebar. The 'Create' button in the top right of the 'Miscellaneous Commit K12' view is also circled in red. The main content area displays a table of miscellaneous commitments.

Title
Brendas Bash
Katie's Temp. Electric
Temp Electric
Katie's Temporary Water Services
Tim Buschur
Connie Rose
Tom Sommer
Katie's temporary internet
test
Katie's Electric Company

Total: 10

Add Information

- ▶ Click the General tab to expand the upper form

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General Miscellaneous Commit K12

General

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: [Katie Tuttle](#)

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status:

Action Details

Submit

To... Archana Atrey, Barbara Taylor, Bill Schwertfage

Cc... Archana Atrey, Barbara Taylor, Bill Schwertfage

Send For: Approval

Task Notes:

Line Item List

Current View: All

0 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Share (\$)	Associated Building
-----	----------	-----------	-------------------	--------	-------------	----------------	---------------------

Add Copy Import Remove Grid Find Show Filtered Total Amount Total Amount: \$0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Add Information

- ▶ Complete information in the General section
 - ▶ Required information is marked with a red *
- ▶ Enter Amount in Additional Information

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

Miscellaneous Commit K12

General

General

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: [Katie Tuttle](#)

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status:

Title: Katie's Temp. Electric *

Vendor: Select... EDGE Certified Prime?: No *

Vendor Name: Katie's Electric Company * Prevailing Wage: No

Description

Description: To provide temporary electrical services for the project.

Additional Information

Amount (\$):	\$1,500.00 *
Line Item Total (\$):	\$0.00
Difference (\$):	\$1,500.00
Total LFI Share (\$):	\$0.00

Action Details

Line Item List

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

Add Line Items

- ▶ Click the “Line Item List” tab to add line items

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General Miscellaneous Commit K12

General

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status:

Title: Katie's Temp. Electric *

Vendor: Select... EDGE Certified Prime?: No *

Vendor Name: Katie's Electric Company * Prevailing Wage: No *

Description

Description: To provide temporary electrical services for the project.

Additional Information

Amount (\$): \$1,500.00 *

Line Item Total (\$): \$0.00

Difference (\$): \$1,500.00

Total LFI Share (\$): \$0.00

Action Details

Line Item List

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

Add Line Items

- ▶ Click Add to begin adding line item information
- ▶ Click the arrow next to WBS Code to select an appropriate code

The screenshot displays a web application interface for creating a new miscellaneous commit. The main window, titled "Create New Miscellaneous Commit K12 - Project No. SFC-080001", shows a "Line Item List" section with an "Add" button circled in red. A modal window titled "Line Item - Google Chrome" is open, showing the "Miscellaneous Commit K12 Line Item" form. The "WBS Code" field in the "General" section is highlighted with a red circle and an arrow pointing to it. The form includes fields for "Code Name", "Short Description", "Amount (\$)", "LFI Percent", "Subcontractor/Supplier", "Description", "District", and "Associated Building". The "Details" section includes fields for "EDGE Certified Prime Contractor?" and "EDGE Certified Sub?". The "Add" button in the main window is also circled in red.

Choose WBS Code

- ▶ Click Collapse to simplify the list

The screenshot shows two overlapping browser windows. The background window displays a 'Select WBS Code' interface with a list of codes and their corresponding items. The foreground window shows a similar interface but with a 'Collapse' button circled in red and an arrow pointing to it. Below the foreground window, a detailed list of WBS codes and items is visible.

WBS Code	WBS Item
1 PA-00-00	Property Acquisition Summary
5 RM-00-00	Relocation and Moving Summary
10 OR-00-00	Owner Expense Summary
30 AE-00-00	Professional Design Summary
62 CM-00-00	Construction Management Summary
90 CMR-00-00	Construction Manager at Risk Summary
109 DB-00-00	Design-Build Summary
136 CE-00-00	Construction Execution Summary
225 Cx-00-00	Commissioning Summary
247 FE-00-00	F F and E Summary
258 ES-00-00	Energy Services Summary
OR-OT-00	OR Other Expense Budget
OR-OT-BC	OR Basic Commissioning
OR-OT-TI	OR Tests and Inspections
OR-OT-SU	OR Site Surveying Services
OR-OT-GT	OR Geotechnical Investigation
OR-OT-EN	OR Environmental Survey
OR-OT-PF	OR Partnering Facilitation
OR-OT-OT	OR Other Expense
OR-CF-00	Owner Contingency Fund
OR-CF-BE	Owner Contingency Fund Budget
OR-CF-OC	Owner Contingency Fund
OR-CF-AE	AE Change Order Allowance

Choose WBS Code

- ▶ Choose a WBS code by clicking the plus sign then highlighting the appropriate WBS code
 - ▶ **Note:** If you don't know which WBS code to choose, consult with your Project Coordinator or Project Manager
- ▶ Click Select

The image displays two side-by-side screenshots of a web browser window titled "WBS Picker - Google Chrome". Both windows show a table with columns for "WBS Code" and "WBS Item".

The left window shows a table with the following data:

	WBS Code	
1	PA-00-00	Property Ac
5	RM-00-00	Relocation
10	OR-00-00	Owner Exp
30	AE-00-00	Professiona
62	CM-00-00	Constructio
90	CMR-00-00	Constructio
109	DB-00-00	Design-Bui
136	CE-00-00	Constructio
225	Cx-00-00	Commissio
247	FE-00-00	CF and E S
258	ES-00-00	Energy Ser

The right window shows a table with the following data:

	WBS Code	WBS Item
1	PA-00-00	Property Acquisition Summary
5	RM-00-00	Relocation and Moving Summary
10	OR-00-00	Owner Expense Summary
11	OR-OR-00	Owner Expense General
13	OR-PL-00	OR Planning Expense Summary
16	OR-OT-00	OR Other Expense General
17	OR-OT-BE	OR Other Expense Budget
18	OR-OT-BC	OR Basic Commissioning
19	OR-OT-TI	OR Tests and Inspections
20	OR-OT-SU	OR Site Surveying Services
21	OR-OT-GT	OR Geotechnical Investigation
22	OR-OT-EN	OR Environmental Survey
23	OR-OT-PF	OR Partnering Facilitation
24	OR-OT-OT	OR Other Expense
25	OR-CF-00	Owner Contingency Fund
30	AE-00-00	Professional Design Summary
62	CM-00-00	Construction Management Summary
90	CMR-00-00	Construction Manager at Risk Summary
109	DB-00-00	Design-Build Summary

A red arrow points from the "10" in the left window to the "24" in the right window. In the right window, the row for "24 OR-OT-OT" is highlighted in blue.

Add Line Items

- ▶ WBS Code will populate
- ▶ Add a short description, Amount, LFI Percent (if necessary)
- ▶ Add any additional information
- ▶ To add another line, click “Save & Add New”
- ▶ To finish, click “Save & Close”

Line Item - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0

Spelling... Attach Delete Line Item

Miscellaneous Commit K12 Line Item:

General

WBS Code: OR-OT-OT *

Code Name: OR Other Expense

Short Description: Temp. Electrical Services *

Amount (\$): \$1,500.00

LFI Percent: 3.5

Subcontractor/Supplier: Select...

Description:

District: Oak Hills Local SD

Associated Building: Select...

Details

EDGE Certified Prime Contractor?: No

EDGE Certified Sub?:

Attachments (0) Linked Records (0)

Save & Close Save & Add New Cancel

Miscellaneous Commit

- ▶ Line Item will be populated in the Line Item List
- ▶ Total Amount is reflected below

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General Miscellaneous Commit K12

Action Details

Line Item List

Current View: All

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Share (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electrical Services	\$1,500.00	3.5	\$52.50	

Add Copy Import Remove Grid Find Show Filtered Total Amount Total Amount: \$1,500.00

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

Miscellaneous Commit

- ▶ Line Item total populates in the upper form
- ▶ **Difference should always be \$0**

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions: Submit | Send | Save | Spelling... | Add Attachment | Discussion | Cash Flow | Close Window

Miscellaneous Commit K12

General

Facility Name: Status:

Title: *

Vendor: EDGE Certified Prime?: *

Vendor Name: * Prevailing Wage:

Description

Description:

Additional Information

Amount (\$):	<input type="text" value="\$1,500.00"/> *
Line Item Total (\$):	<input type="text" value="\$1,500.00"/>
Difference (\$):	<input type="text" value="\$0.00"/>
Total LFI Share (\$):	<input type="text" value="\$52.50"/>

Notes:

Action Details

Line Item List

Attachments (0) | [Linked Records \(0\)](#) | [General Comments](#) | [Linked Mail \(0\)](#)

Complete the Record

- ▶ Add attachments if necessary
- ▶ Then, click Action Details tab

Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome

Secure | https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling... **Add Attachment** Discussion Cash Flow Close Window

General Miscellaneous Commit K12

Facility Name: Status:

Title: *

Vendor: Select... EDGE Certified Prime?: *

Vendor Name: * Prevailing Wage:

Description

Description:

Additional Information

Amount (\$): *

Line Item Total (\$):

Difference (\$):

Action Details

Line Item List

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Complete the Record

- ▶ Verify Workflow Action
- ▶ Notice the Action details pane populates with recipient of the record
- ▶ Click Send

The screenshot shows a web browser window titled "Create New Miscellaneous Commit K12 - Project No. SFC-080001 - Google Chrome". The address bar shows the URL: [https://ohio-dev-unifier.oracleindustry.com/.../process/new?fromMasterLog=1&wftemplate_id=2961&module_name=umck&project_ic](https://ohio-dev-unifier.oracleindustry.com/...). The browser's menu bar includes "File", "Edit", "View", "Actions", and "Help". The toolbar contains "Workflow Actions", "Submit", "Send", "Save", "Spelling..", "Add Attachment", "Discussion", "Cash Flow", and "Close Window".

The "General" tab is active, showing the following form fields:

- Facility Name:
- Title: *
- Vendor:
- Vendor Name: *
- Status:
- EDGE Certified Prime?: *
- Prevailing Wage:

The "Action Details" tab is active, showing the following information:

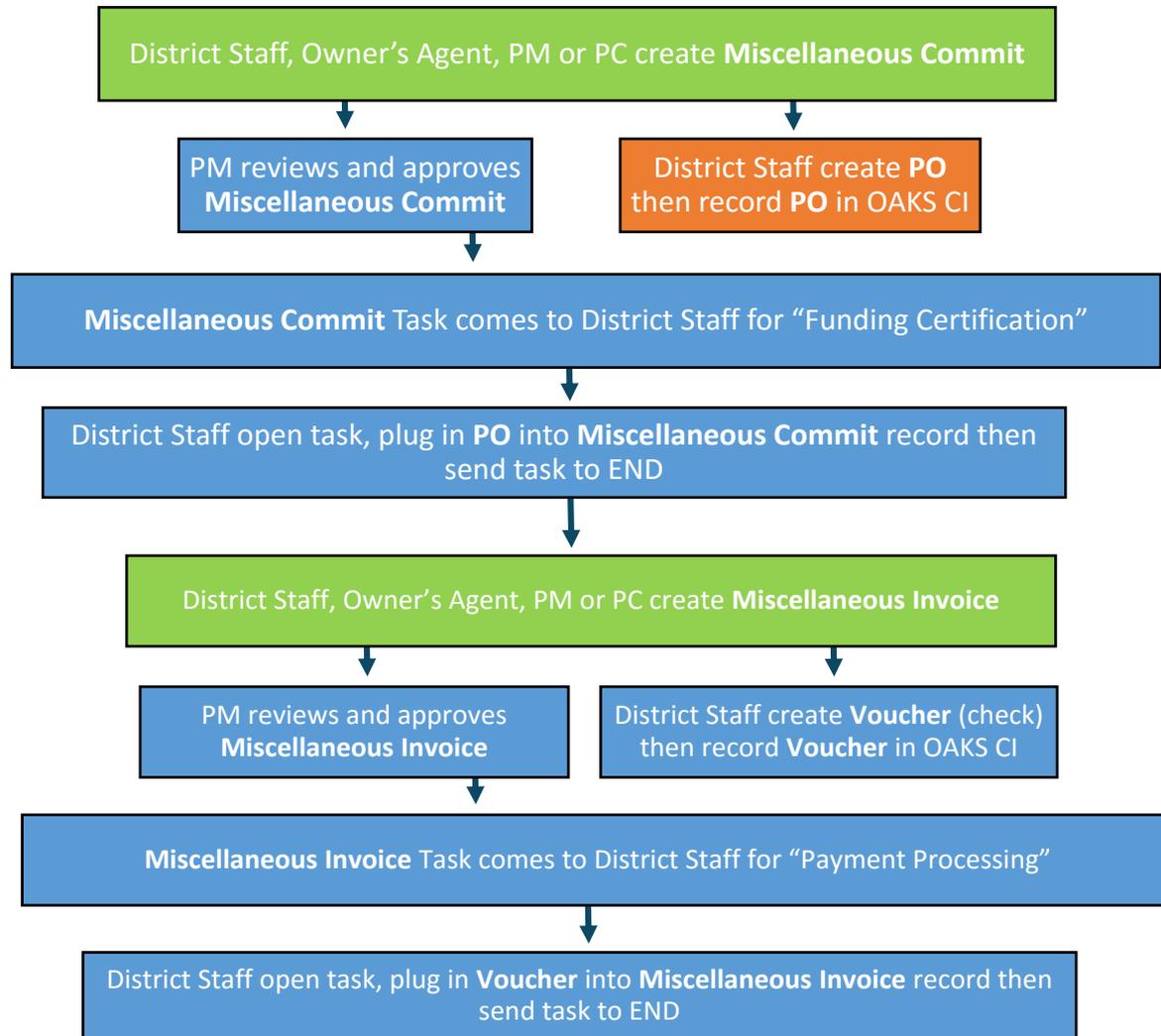
- Submit
- To...:
- Cc...:
- Send For:
- Task Notes:

The "Line Item List" tab is active, showing a table with 1 item(s):

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Share (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electrical Services	\$1,500.00	3.5	\$52.50	

At the bottom of the page, there are links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

District Process



**Now: Create the Purchase
Order in your own financial
system of record**

Next: Record your PO in OAKS CI

- ▶ **For Miscellaneous Commits:**

- ▶ When the Miscellaneous Commit reaches the “Funding Certification” step and you receive a task, you will create your Purchase Order in your financial system then record it in OAKS CI

- ▶ **For Contracts and Change Orders:**

- ▶ When the contract or change order reaches the DocuSign step in OAKS CI, you will receive a notification that you have been copied on the record.
- ▶ When you receive that notification, you will create your Purchase Order in your own financial system, **then** log into OAKS CI and record the Purchase Order

Recording a Purchase Order

- ▶ To record your Purchase Order in Oaks CI navigate to:
 - ▶ Logs -> Purchase Orders K-12
 - ▶ Click Create

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes the Oracle logo, the text 'PRIMAVERA Unifier (Development)', and a breadcrumb trail: 'School Facilities > OAKS CI District...'. A left-hand navigation menu is open, listing various categories such as 'Cost Manager', 'Data Manager', 'Document Manager', and 'Logs'. The 'Logs' item is circled in red. Below it, a list of sub-items is shown, with 'Purchase Orders K12' highlighted in red and a red arrow pointing to it from the text on the left. To the right of the menu, the main content area displays 'Purchase Orders K12' with a '+ Create' button circled in red. Below the button is a table with a 'Title' column containing several entries: 'brendas bash', 'Katie's Temp. Electric', 'Temp Electric', 'Katie's Temporary Water Services', 'CTL OA contract Purchase Order', 'Dynamex Test 03', and 'Dynamex Test'. At the bottom right of the table, it says 'Total: 7'.

Record a Purchase Order

- ▶ Complete the General block
- ▶ All required fields are marked with a Red *
- ▶ The PO must be in “Dispatched” status
- ▶ Select PO Purpose
- ▶ Under PO Type select the appropriate record type (**only pick one**) then click select to choose your record

The screenshot shows the Oracle purchase order creation interface. The main window is titled "Purchase Orders K12 - Morris Test - Project No. SFC-080001.01 - Google Chrome". The URL is <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=upok&a=form.0&b=upok&id=4&source=cost&>. The interface is divided into several sections:

- General:** Contains fields for Project Number (SFC-080001.01), Project Name (Oak Hills Local Building Project), School District, Facility Name, Title (Morris Test), Vendor Name (Steve's Electrical Contracting), Record Number (PO-002), Creator (Moenique Morris), and Creation Date (07/22/2015 09:42 AM (UTC-8)).
- PO Type:** Contains a note "NOTE: Only pick one PO TYPE per record." and fields for Contract Name (Morris Test), Change Order Name, Miscellaneous Commit Name, and Miscellaneous Change Order Name. Each field has a "Select..." button. The Contract Name field is highlighted with a red box and a red arrow pointing to the "Select..." button.
- PO Details:** Contains fields for OAKS PO No. (Test 1) and OAKS PO Amount (\$) (\$350,000.00).
- Amounts:** Contains four fields for Amount (\$): \$350,000.00, \$0.00, \$0.00, and \$0.00.

The "Status" dropdown menu is set to "Dispatched" and is marked with a red asterisk. The "PO Purpose" dropdown menu is set to "Contracts" and is also marked with a red asterisk. The "Title" field is also marked with a red asterisk.

A second window titled "Contract K12 - Google Chrome" is open in the foreground, showing a table of contract records. The table has the following data:

Contract No.	Contractor Name	Title	Original Contract Completion Date
123456	Joe General Contractor	Test Contract 3	
072215	Joe General Contractor	Test - CMR	
001	Steve's Electrical Contracting	Morris Test	

Record a Purchase Order

- ▶ In the PO Details section- Ensure you plug in the Purchase Order number into the Record. Choose OAKS or District for financial system used.
- ▶ Do **NOT** plug in the PO amount yet!!
- ▶ Under Notification you can choose to notify additional users
- ▶ Attach any necessary documentation

Create New Purchase Orders K12 - Project No. SFC-080001.01 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=upok&a=form.0&b=upok&bpsvsm

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Purchase Orders K12

PO Details

OAKS PO No.: 58475

PO Date:

Date Dispatched:

Financial System of Record: -Select-
-Select-
OAKS FIN
Local

Notes:

OAKS PO Amount (\$): ~~\$0.00~~ **Not Yet!**

Total Amount (\$): \$0.00

Line Item Total (\$): \$0.00

Difference (\$): \$0.00

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: Purchase Orders

Publish Path: Purchase Orders/58475

Notification

Notify Additional Users/Groups: Select...

PO Distribution Lines

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

User/Group Picker - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/share/project/picker_usergroup?UserGroupPickerId=picker_name

Find List Names from: Oak Hills Local Building Proje Show By: Users/Groups

Users/Groups - Current View: All

33 Item(s) Page 1 of 1 Display 100 Items Per Page

Name	Company
A_E	
All Project Users	
Barbara Taylor	State of Ohio
CM-R	
Chief of Projects	
Commissioning Agent	
Consultant	

Add View Profile Members

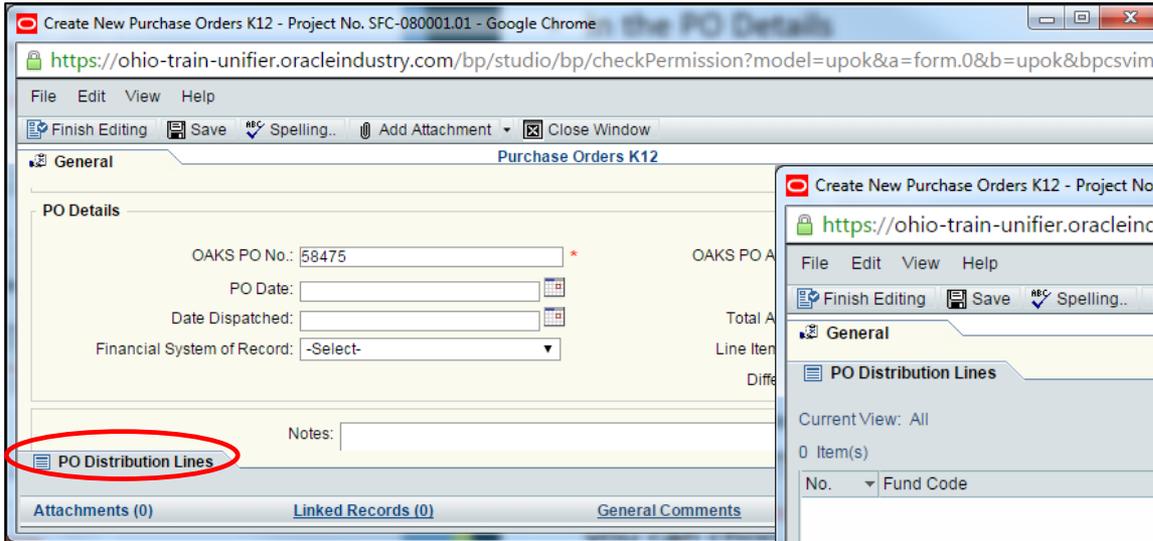
Selected Users/Groups

Name

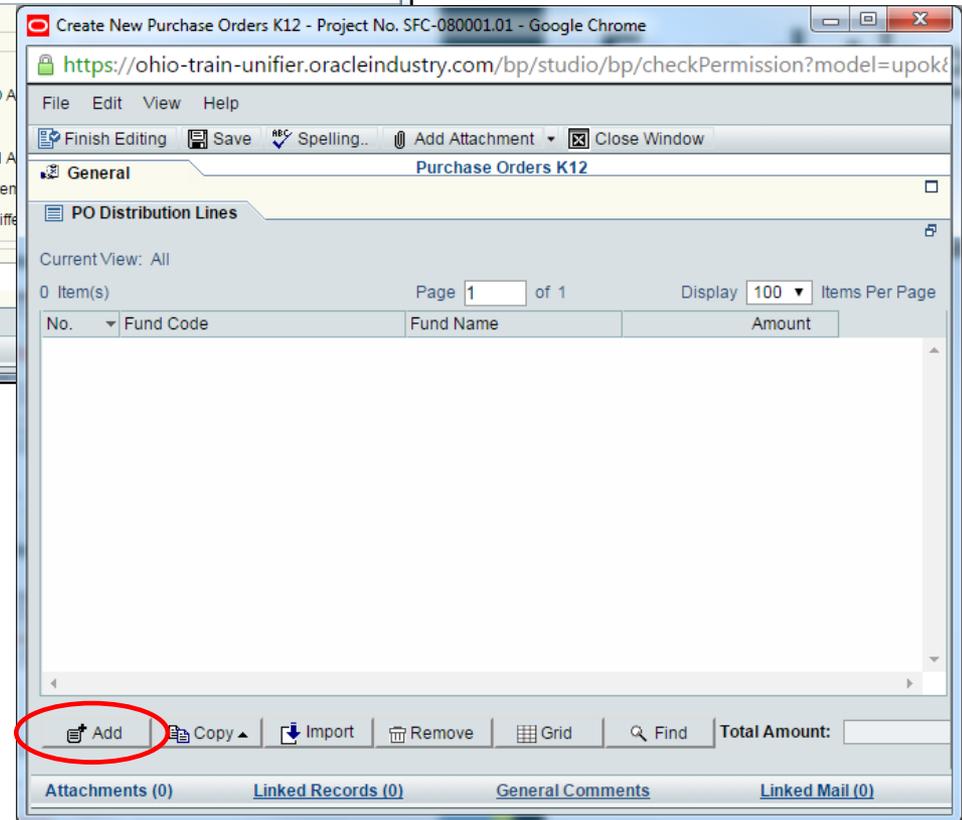
OK Remove Cancel

Fund the PO

- ▶ Click the PO Distribution Lines Tab



- ▶ Click Add



Fund the PO

- ▶ Click Select to choose the appropriate fund code
 - ▶ **Note: If you do not see any funds to choose from, call OAKS CI**
- ▶ Enter a Short Description and Dollar Amount
- ▶ When finished entering information, click OK

Line Item - Google Chrome
https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/database/itemo

Purchase Orders K12 Line Item:

General

Fund Code: OCI-Other-TestFund-0-OCI-1

Fund Name: OCI Test Fund

Short Description: Supplies *

Amount (\$): \$350,000.00 *

Notes:

Hidden

Tab Name:

Attachments (0) [Linked Record](#)

Fund Code - Google Chrome
https://ohio-train-unifier.oracleindustry.com/bp/fsm/company/funding/listvie

Open Find Close Window

Fund Code - Current View: All
2 Item(s) Page 1 of 1 Display 100 Items Per Page

Fund Code	Fund Name	Agency
OCI-Other-TestFund-0-OCI-1	OCI Test Fund	OCI
SFC-State-Approp-C23014-SFC100000-8950B	Classroom FACilities Assistance Prog	SFC

Fund the PO

- ▶ When all lines are added, your lines will show up in the PO Distribution Lines tab

The screenshot shows a web browser window titled "Purchase Orders K12 - Test PO - Project No. SFC-080001.01 - Google Chrome". The address bar shows the URL: <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=upok&a=form.0&b=upok&srcid>. The browser window displays the "Purchase Orders K12" application interface. The "PO Distribution Lines" tab is selected, showing a table with two items. The table has columns for "No.", "Fund Code", "Fund Name", and "Amount". The total amount is displayed as \$500,000.00. The interface also includes a menu bar, a toolbar with options like "Add", "Copy", "Import", "Remove", "Grid", and "Find", and a footer with links for "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

No.	Fund Code	Fund Name	Amount
002	SFC-State-Approp-C23014-SFC100000-8950B	Classroom Facilities Assista	\$250,000.00
001	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$250,000.00

Total Amount: \$500,000.00

Finish the PO

- ▶ Go back to the upper form by clicking the General tab
- ▶ **Now, type in the dollar amount of your PO that you entered into the Line Item**
- ▶ **The difference should be \$0**
- ▶ Click Finish Editing

Purchase Orders K12 - Test PO - Project No. SFC-080001.01 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=upok&a=form.0&b=upok&srcid

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Purchase Orders K12

PO Details

OAKS PO No.: 58475

PO Date: [Calendar Icon]

Date Dispatched: [Calendar Icon]

Financial System of Record: OAKS FIN

OAKS PO Amount (\$): \$500,000.00

Total Amount (\$): \$500,000.00

Line Item Total (\$): \$500,000.00

Difference (\$): \$0.00

Notes:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: Purchase Orders

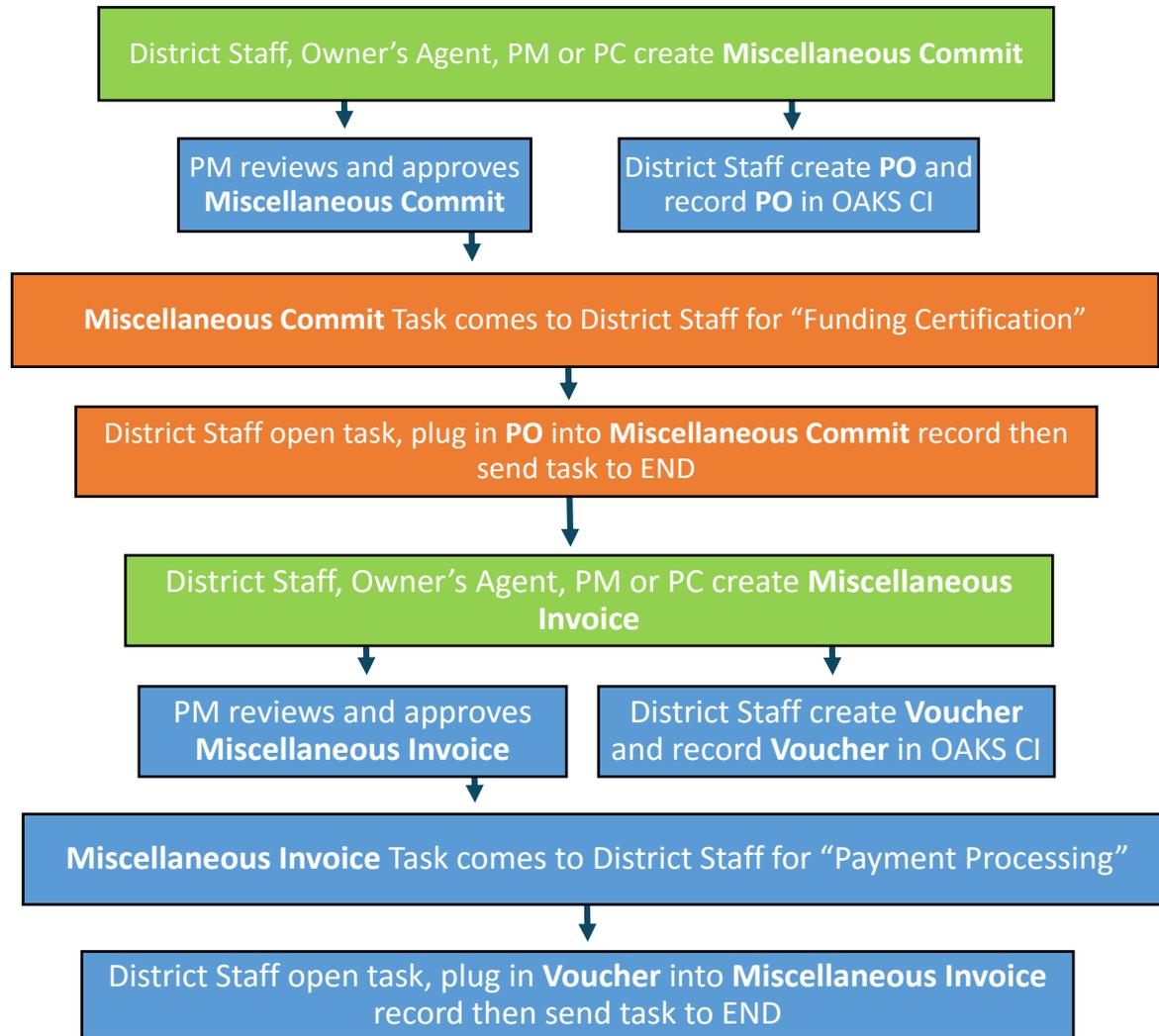
Publish Path: Purchase Orders/58475

Notification

PO Distribution Lines

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

District Process



**Now: Add the Purchase Order
to the Miscellaneous Commit
record**

Email Task Notification

- ▶ You will receive an email notification that you have a Miscellaneous Commit task awaiting **“Funding Certification”**
- ▶ Click the **“Unifier Login”** button to access your task

Wed 3/22/2017 2:10 PM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>
Miscellaneous Commit K12 MC-0003 is sent to you for Funding Certification.

To: Tuttle, Katie

If there are problems with how this message is displayed, click here to view it in a web browser.

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

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

Miscellaneous Commit K12 MC-0003 is sent to you for Funding Certification.

From :	Katie Tuttle
Sent For :	Funding Certification

Source Name :	OAKS CI District Training Project 1
Record No :	Miscellaneous Commit K12 MC-0003
Title :	Katie's temporary internet

Unifier Login

For Oracle technical assistance <http://www.oracle.com/us/support>

Task Location

- ▶ You can also find your task under “Tasks” in the dark gray menu on the left hand side of your screen
- ▶ You can click the Gear icon to open

The screenshot shows the Oracle Primavera Unifier interface. The top navigation bar includes the Oracle logo, the application name 'PRIMAVERA Unifier (Development)', and the user name 'Katie Tuttle'. Below the navigation bar, there are tabs for 'School Facilities', 'OAKS CI Distric...', and 'Oak Hills Local ...'. The left sidebar contains a dark gray menu with various options, including 'Tasks', which is highlighted with a red box. A red arrow points from the 'Tasks' menu item to a specific task row in the main table. The table has columns for 'Origin', 'Business Process', 'Record Number', 'Title', 'Record Due', 'From', and 'Sent for'. The task row is highlighted with a red box and contains the following information:

Origin	Business Process	Record Number	Title	Record Due	From	Sent for
OAKS CI District Trai...	Miscellaneous Co...	MC-0011	Katie's Temp. Ele...		Katie Tuttle,soo	Funding Certificatir
OAKS CI District Trai...	Contract Schedul...	SOV-007	OA SOV		Katie Tuttle,soo	Validation
OAKS CI District Trai...	Contract Schedul...	SOV-006	CxA SOV		Katie Tuttle,soo	Validation
OAKS CI District Trai...	Contract Schedul...	SOV-005	AE SOV		Katie Tuttle,soo	Update
OAKS CI District Trai...	Contract K12	CON-009	Dis. SOV Templa...		Archana Atrey,soo	PM Review
OAKS CI District Trai...	Miscellaneous Co...	MC-0007	Katie's Temporary...		Katie Tuttle,soo	Approval
OAKS CI District Trai...	Contract Modificat...	CM-0002	test		Katie Tuttle,soo	Resolution Creati...
OAKS CI District Trai...	Contract Schedul...	SOV-004	AE SOV		Katie Tuttle,soo	PM Approval
OAKS CI District Trai...	Subcontractor/Su...	SMSD003	Sam's Consultants		Katie Tuttle,soo	Declaration Review
OAKS CI District Trai...	Subcontractor/Su...	SMSD002	Katie's Consulting		Katie Tuttle,soo	Declaration Review
OAKS CI District Trai...	Applications for P...	PR-0006	Architect Pay Re...		Rita Nichols,soo	Payment Process.
OAKS CI District Trai...	Miscellaneous Inv...	MI-0001	Katie's Electric In...		Katie Tuttle,soo	PM Approval

Total: 16

Task Action

- ▶ Click Accept Task to begin work on your Task

Miscellaneous Commit K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=187383&parent_id=0&viewOnly=0&project_id=1084&__ure 110%

File Edit View Actions Help

Accept Task Decline Task Cash Flow Review Close Window

Miscellaneous Commit K12

General

Project Number: SFC-080001 Record Number: MC-0011
Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle
Organization Name: OAKS CI District Training Project - 1 Creation Date: 06/26/2017 08:36 AM (UTC-8)
Facility Name: Status: Accepted

Task Details

From: [Katie Tuttle](#) Task Due Date: Task Notes (0)
To: [District Treasurer](#) Task Status: [Not Started](#) [Workflow Progress](#)
Cc:
Sent For: **Funding Certification**

Line Item List

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Share (\$)	Associated Bu
001	OR-OT-OT	OR Other Expense	Temp. Electrical Services	\$1,500.00	3.5	\$52.50	

Grid Find Show Filtered Total Amount **Total Amount:** \$1,500.00

[Attachments \(0\)](#) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Add the PO

- ▶ Click the General Tab to expand
- ▶ Scroll down to the Purchase Order Details section

Miscellaneous Commit K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=187383&model=umck&project_id=1084&initiateBP=&bulkautoaccept=&fromRe 110%

File Edit View Actions Help

Workflow Actions -Select- Send Save Spelling.. Add Attachment Discussion Cash Flow Review Close Window

General Miscellaneous Commit K12

Purchase Order Details

PO 1 Number:	<input type="text"/>	Select...	PO 1 Amount (\$):	<input type="text"/>	\$0.00	
PO 2 Number:	<input type="text"/>	Select...	PO 2 Amount (\$):	<input type="text"/>	\$0.00	
PO 3 Number:	<input type="text"/>	Select...	PO 3 Amount (\$):	<input type="text"/>	\$0.00	
PO 4 Number:	<input type="text"/>	Select...	PO 4 Amount (\$):	<input type="text"/>	\$0.00	
PO 5 Number:	<input type="text"/>	Select...	PO 5 Amount (\$):	<input type="text"/>	\$0.00	
				Total Amount (\$):	<input type="text"/>	\$0.00

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

Publish Path:

Action Details

Line Item List

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

Add the PO

- ▶ Click the Select button to choose the appropriate Purchase Order

The screenshot shows a web application interface for 'Miscellaneous Commit K12'. The main window has a title bar 'Miscellaneous Commit K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox' and a URL 'https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=187383&model=umck&project_id=1084&initiateBP=&bulkautoaccept=&fromRe'. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with icons for Send, Save, Spelling, Add Attachment, Discussion, Cash Flow, Review, and Close Window. The main content area is divided into sections: 'General', 'Purchase Order Details', 'Document Publishing', 'Action Details', 'Line Item List', 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'. The 'Purchase Order Details' section contains five rows, each with a text input field for a PO number and a 'Select...' button. The first row, 'PO 1 Number:', is highlighted with a red box, and a red arrow points from the 'Select...' button to a secondary window. This secondary window, titled 'Purchase Orders K12 - Google Chrome', shows a table of purchase orders. The table has columns for 'Item(s)', 'Title', 'PO Number', 'Total Amount (\$)', and 'Contract Name'. The first row of data shows 'PO #1' with a PO Number of '987654' and a Total Amount of '0.00'.

Purchase Order Details

PO 1 Number:

PO 2 Number:

PO 3 Number:

PO 4 Number:

PO 5 Number:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Pu

Publish Path:

Purchase Orders K12 - Current View: All Project Records

Item(s)	Title	PO Number	Total Amount (\$)	Contract Name
PO #1		987654	0.00	

Add the PO

- ▶ Purchase Order will populate in purchase order details

The screenshot shows a web browser window with the title 'Miscellaneous Commit K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox'. The address bar shows the URL: https://ohio-dev-unifier.oracleindustry.com/bp/process/task/open?task_id=187383&model=umck&project_id=1084&initiateBP=&bulkautoaccept=&fromRe. The browser window has a menu bar with 'File', 'Edit', 'View', 'Actions', and 'Help'. Below the menu bar is a toolbar with various icons and labels: 'Workflow Actions', '-Select-', 'Send', 'Save', 'Spelling..', 'Add Attachment', 'Discussion', 'Cash Flow', 'Review', and 'Close Window'. The main content area is titled 'Miscellaneous Commit K12' and has a 'General' tab selected. Under the 'General' tab, there is a section for 'Purchase Order Details'. This section contains five rows of input fields for PO numbers and their corresponding amounts. The first row is highlighted with a red box, and a red arrow points to the 'Select...' button next to the PO 1 Number field. The PO 1 Number is '345667'. The PO 1 Amount (\$) is '\$5,000.00'. The other PO numbers are empty, and their amounts are '\$0.00'. The Total Amount (\$) is '\$5,000.00'. Below the 'Purchase Order Details' section is a 'Document Publishing' section. It contains a text box for 'Publish Path' with the value 'Misc Commits - Invoices/Katie's Electric Company'. At the bottom of the page, there are four tabs: 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'. The 'Linked Records (0)' tab is currently selected.

PO Number	PO Amount (\$)
PO 1 Number: 345667	PO 1 Amount (\$): \$5,000.00
PO 2 Number:	PO 2 Amount (\$): \$0.00
PO 3 Number:	PO 3 Amount (\$): \$0.00
PO 4 Number:	PO 4 Amount (\$): \$0.00
PO 5 Number:	PO 5 Amount (\$): \$0.00
Total Amount (\$): \$5,000.00	

End the Record

- ▶ Once the PO is added, the District Treasurer will end the record
- ▶ Select Workflow Action: Approve
- ▶ Click Send

Miscellaneous Commit K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev.unifier.oracleindustry.com/bp/process/task/open?task_id=187383&model=umck&project_id=1084&initiateBP=&bulkautoaccept=&fromRe 110%

File Edit View Actions Help

Workflow Actions Approve Save Spelling.. Add Attachment Discussion Cash Flow Review Close Window

Miscellaneous Commit K12

General

Purchase Order Details

PO 1 Number: 345667 Select... PO 1 Amount (\$): \$5,000.00

PO 2 Number: PO 2 Amount (\$):

Action Details

Approve [Click here to view latest content](#)

To...

Cc...

Send For: End

Task Notes:

[Workflow Progress](#)

Line Item List

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI Percent	LFI Share (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electrical Services	\$1,500.00	3.5	\$52.50	

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

You have now successfully:



Created a Miscellaneous Commit



Recorded a PO in OAKS CI



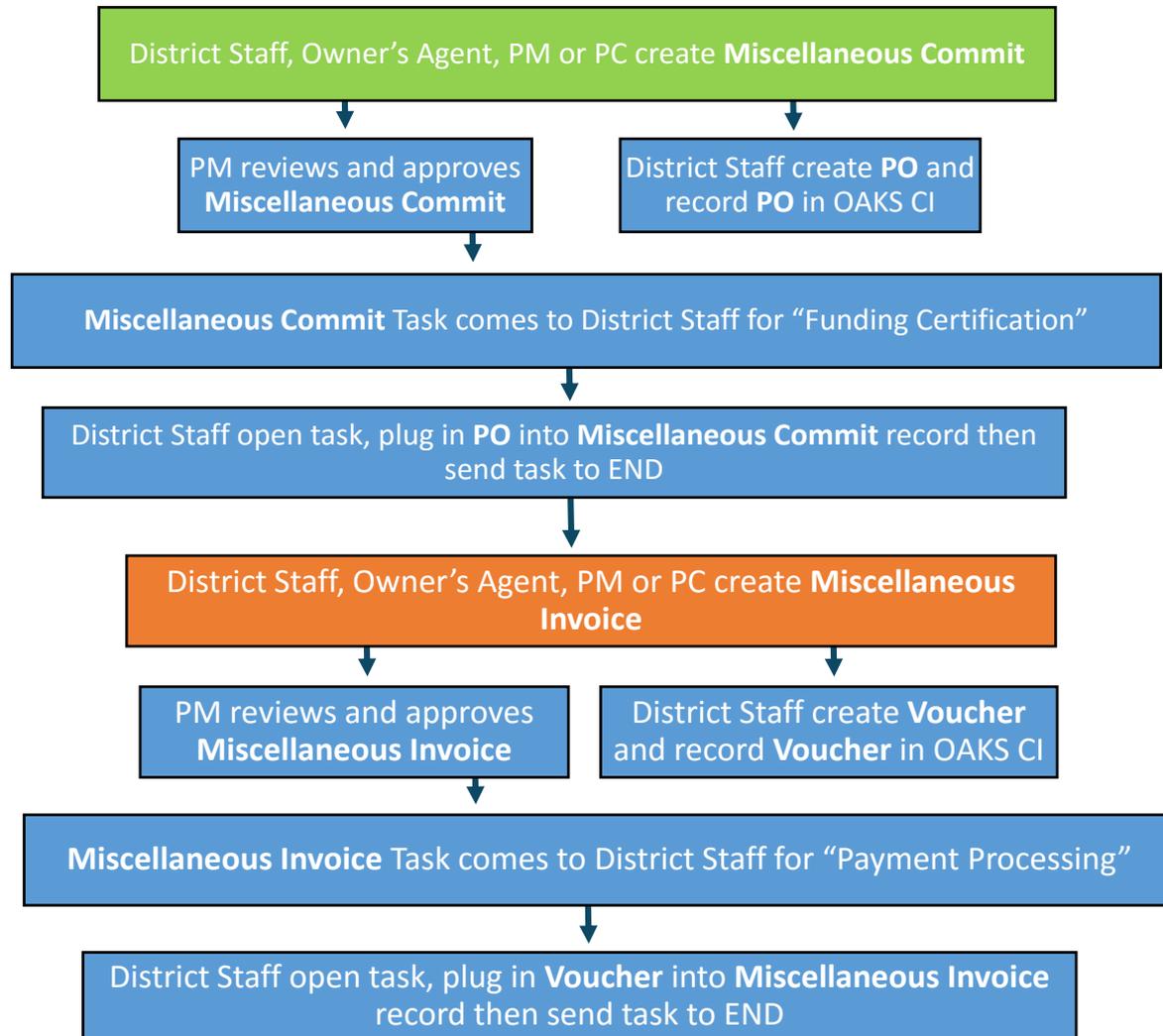
Added the PO to the Miscellaneous Commit

What's Next?

- ▶ Once the Miscellaneous Commit record has been created and funded with a Purchase Order, a **Miscellaneous Invoice** can be created.

Miscellaneous Invoices and Vouchers

District Process



Creating a Miscellaneous Invoice

▶ To record your Miscellaneous Invoice in Oaks CI navigate to:

- ▶ Logs -> Miscellaneous Invoice K-12
- ▶ Click Create

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar includes 'School Facilities', 'OAKS CI Distric...', and 'Oak Hills Local ...'. The left sidebar menu is expanded to show 'Logs', which is circled in red. Below 'Logs', the 'Miscellaneous Invoice K12' option is highlighted with a red bar. A red arrow points from the text 'Click Create' to this option. On the right side, the 'Miscellaneous Invoice K12' page is visible, featuring a '+ Create' button circled in red and an 'Actions' dropdown menu. Below the button, a table with the header 'Title' contains one entry: 'Katie's Electric Invoice#1'. At the bottom right, a 'Total: 1' indicator is present.

Add Information

- ▶ Click the General tab to expand the upper form

Create New Miscellaneous Invoice K12 - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2971&module_name=umik&project_id=1084&__uref= 110%

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice K12

General

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: [Katie Tuttle](#)

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status:

Action Details

Submit

To... Task Notes:

Cc...

Send For: **PM Approval**

Miscellaneous Invoice Det...

Current View: All

0 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Building
-----	----------	-----------	-------------------	--------	-------	------------------	---------------------

Show Filtered Total Amount **Total Amount:**

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Add Information

- ▶ Complete information in the General tab
 - ▶ Required information is marked with a red *
- ▶ Enter Amount in Invoice Information Information

Create New Miscellaneous Invoice K12 - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2971&module_name=umik&project_id=1084&__uref= 110%

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion SOV Close Window

General

Miscellaneous Invoice K12

General

Project Number:	SFC-080001	Record Number:	
Project Name:	OAKS CI District Training Project 1	Creator:	Katie Tuttle
Organization Name:	OAKS CI District Training Project - 1	Creation Date:	
Facility Name:		Status:	
Title:	Katie's Temp. Electric *		
Contract Reference:	MC-0011 Select... *	Original Commit Amount (\$):	\$1,500.00
Commit Title:	Katie's Temp. Electric		
Vendor Name:	Katie's Electric Company	EDGE Certified Prime?:	No
Prevailing Wage:	No	Final Payment:	No

Invoice Information

Invoice No.:	123456 *	Amount (\$):	\$1,500.00 *
Invoice Date:	06/22/2017 05:00 PM (UTC-8) *		
Internal Ref. Number:			
		Line Item Total (\$):	\$0.00
		Difference (\$):	\$1,500.00
		Total LFI Share (\$):	\$0.00

Action Details

Miscellaneous Invoice Det...

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

Add Line Items

- ▶ Click the “Miscellaneous Invoice Details” tab to add line items

Create New Miscellaneous Invoice K12 - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/new?fromMasterLog=1&wftemplate_id=2971&module_name=umik&project_id=1084&__uref= 110%

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion SOV Close Window

Miscellaneous Invoice K12

General

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: [Katie Tuttle](#)

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status:

Title: Katie's Temp. Electric *

Contract Reference: MC-0011 Select... * Original Commit Amount (\$): \$1,500.00

Commit Title: Katie's Temp. Electric

Vendor Name: Katie's Electric Company EDGE Certified Prime?: No

Prevailing Wage: No Final Payment: No

Invoice Information

Invoice No.: 123456 * Amount (\$): \$1,500.00 *

Invoice Date: 06/22/2017 05:00 PM (UTC-8) *

Internal Ref. Number:

Line Item Total (\$): \$0.00

Difference (\$): \$1,500.00

Total LFI Share (\$): \$0.00

Action Details

Miscellaneous Invoice Det...

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

Add Line Items

- ▶ Click Add to begin adding line item information
- ▶ Click the arrow next to WBS Code to select an appropriate code

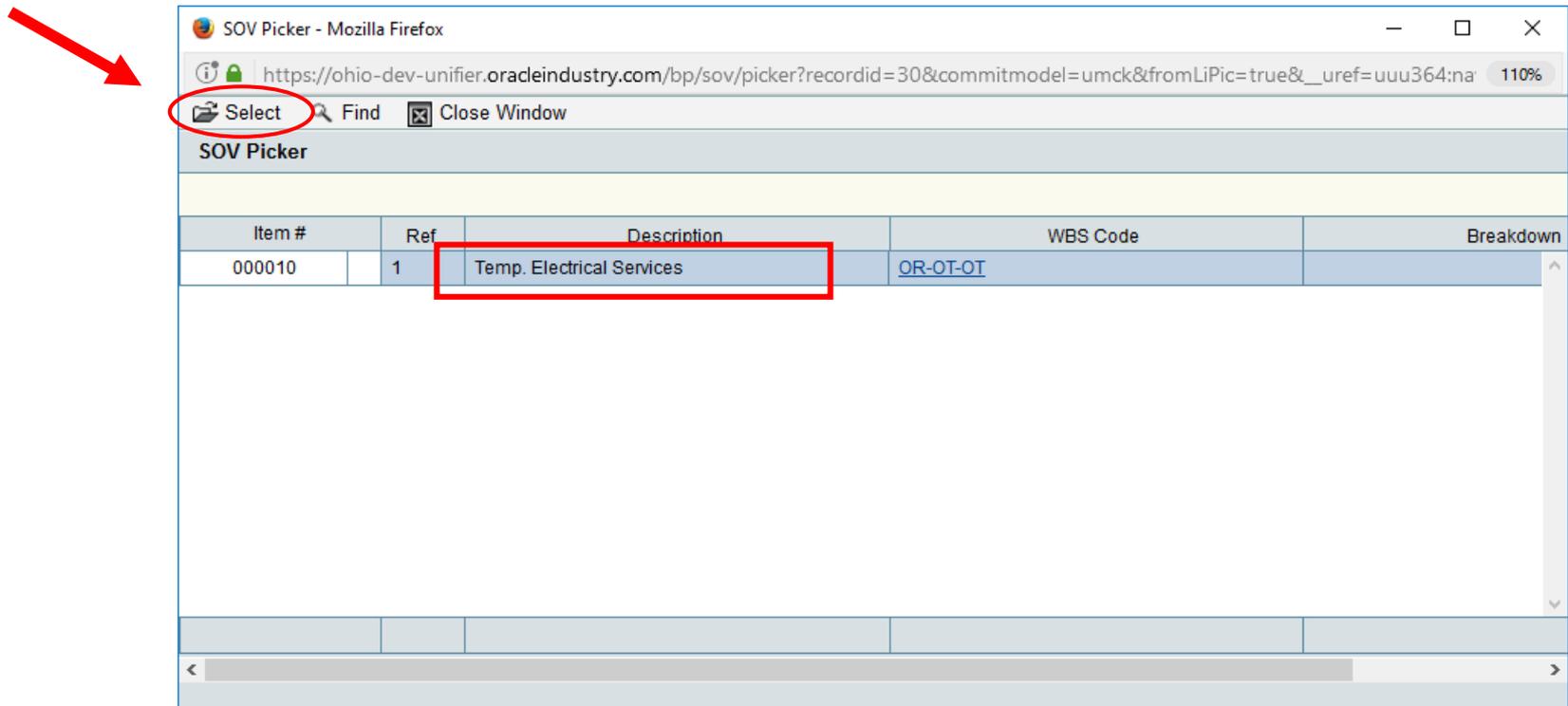
The screenshot displays the Oracle Fusion Middleware interface for creating a new miscellaneous invoice. The main window, titled "Miscellaneous Invoice K12", shows a table with columns for "No.", "WBS Code", and "Code Name". The "Add" button at the bottom left is circled in red. A modal window titled "Miscellaneous Invoice K12 Line Item" is open, showing a "WBS Code" field with a dropdown arrow also circled in red. A red arrow points from the "Add" button to the modal, and another red arrow points from the dropdown arrow to the "WBS Code" field.

The modal window contains the following fields:

- General
 - WBS Code: Type a WBS code... (dropdown arrow circled in red)
 - Code Name: [Text Field]
 - Short Description: [Text Field]
 - Amount (\$): [Text Field] \$0.00
 - LFI Percent: [Text Field] 0
 - Subcontractor/Supplier: [Text Field] Select...
 - District: Talawanda City SD (dropdown)
 - Associated Building: [Text Field] Select...
- Details
 - EDGE Certified Prime: Yes
 - Contractor?: [Text Field]
 - EDGE Certified Sub?: [Text Field]
 - LFI Portion (\$): [Text Field] \$0.00

Add Line Items

- ▶ Highlight the appropriate reference line (from the Miscellaneous Commit)
- ▶ Click Select



The screenshot shows the SOV Picker application in Mozilla Firefox. The browser's address bar contains the URL: https://ohio-dev-unifier.oracleindustry.com/bp/sov/picker?recordid=30&commitmodel=umck&fromLiPic=true&__uref=uuu364:na. The 'Select' button is circled in red, and a red arrow points to it from the left. Below the browser window, a table displays the SOV Picker data. The table has columns for Item #, Ref, Description, WBS Code, and Breakdown. The first row is highlighted with a red box, showing Item # 000010, Ref 1, Description Temp. Electrical Services, and WBS Code OR-OT-OT.

Item #	Ref	Description	WBS Code	Breakdown
000010	1	Temp. Electrical Services	OR-OT-OT	

Add Line Items

- ▶ WBS Code will populate
- ▶ Add a short description, Amount, LFI Percent (if necessary)
- ▶ Add any additional information
- ▶ To finish, click “Save & Close”

Line Item - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/cost/itemopen?a=form.0&id=5

Spelling... Attach Delete Line Item

Miscellaneous Invoice K12 Line Item:

General

WBS Code: OR-OT-OT *

Code Name: OR Other Expense

Short Description: Temp. Electric *

Amount (\$): \$1,500.00 *

LFI Percent: 3.5

Subcontractor/Supplier: Select...

District: Oak Hills Local SD

Associated Building: Select...

Details

EDGE Certified Prime Contractor?: No

EDGE Certified Sub?:

LFI Portion (\$): \$52.50

Attachments (0) Linked Records (0)

Save & Close Cancel << >>

Miscellaneous Invoice

- ▶ Line Item will be populated in the Line Item List
- ▶ Total Amount is reflected below

Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oradeindustry.com/bp/process/task/opendraft?task_id=187393&id=6788&sourceId=0&project_id=1084&fromdraftlog=true 110%

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion SOV Close Window

Miscellaneous Invoice K12

General

Action Details

Miscellaneous Invoice Det...

Current View: All

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electric	\$1,500.00	3.5	\$52.50	

Add Copy Import Remove Grid Find Show Filtered Total Amount **Total Amount:** \$1,500.00

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

Miscellaneous Invoice

- ▶ Line Item total populates in the upper form
- ▶ **Difference should always be \$0**

Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=187393&id=6788&sourceId=0&project_id=1084&fromdraftlog= 110%

File Edit View Actions Help

Workflow Actions Submit Send Save Spelling.. Add Attachment Discussion SOV Close Window

General Miscellaneous Invoice K12

Invoice Information

Invoice No.: 123456 *

Invoice Date: 06/22/2017 05:00 PM (UTC-8) *

Internal Ref. Number:

Amount (\$):	\$1,500.00 *
Line Item Total (\$):	\$1,500.00
Difference (\$):	\$0.00
Total LFI Share (\$):	\$52.50

Notes:

Document Publishing

Action Details

Miscellaneous Invoice Det...

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

Complete the Record

- ▶ Add necessary attachments
- ▶ Click Action Details tab

The screenshot shows a web browser window with the title 'Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox'. The address bar contains the URL: https://ohio-dev-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=187393&id=6788&sourceId=0&project_id=1084&fromdraftlog=. The browser's menu bar includes 'File', 'Edit', 'View', 'Actions', and 'Help'. Below the menu bar is a toolbar with 'Workflow Actions', 'Submit', 'Send', 'Save', 'Spelling..', 'Add Attachment' (circled in red), 'Discussion', 'SOV', and 'Close Window'. The main content area is titled 'Miscellaneous Invoice K12' and has a 'General' tab selected. Under 'General', there is an 'Invoice Information' section with the following fields: 'Invoice No.: 123456', 'Amount (\$): \$1,500.00', 'Invoice Date: 06/22/2017 05:00 PM (UTC-8)', and 'Internal Ref. Number:'. To the right of these fields are summary rows: 'Line Item Total (\$): \$1,500.00', 'Difference (\$): \$0.00', and 'Total LFI Share (\$): \$52.50'. Below the invoice information is a 'Notes:' section with a large empty text area. At the bottom of the page, there is a 'Document Publishing' section with a tab labeled 'Action Details' (circled in red and pointed to by a red arrow). Other tabs include 'Miscellaneous Invoice Det...'. At the very bottom, there are four links: 'Attachments (0)', 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

Complete the Record

- ▶ Verify Workflow Action
- ▶ Notice the Action details pane populates with recipient of the record
- ▶ Click Send

Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/process/task/...openraft?task_id=187393&id=6788&sourceId=0&project_id=1084&fromdraftlog= 110%

File Edit View Actions Help

Workflow Actions | Submit | Send | Save | Spelling.. | Add Attachment | Discussion | SOV | Close Window

General Miscellaneous Invoice K12

Action Details

Submit

To... Archana Atrey, Barbara Taylor, Bill Schwertfager,

Cc... Archana Atrey, Barbara Taylor, Bill Schwertfager,

Send For: PM Approval

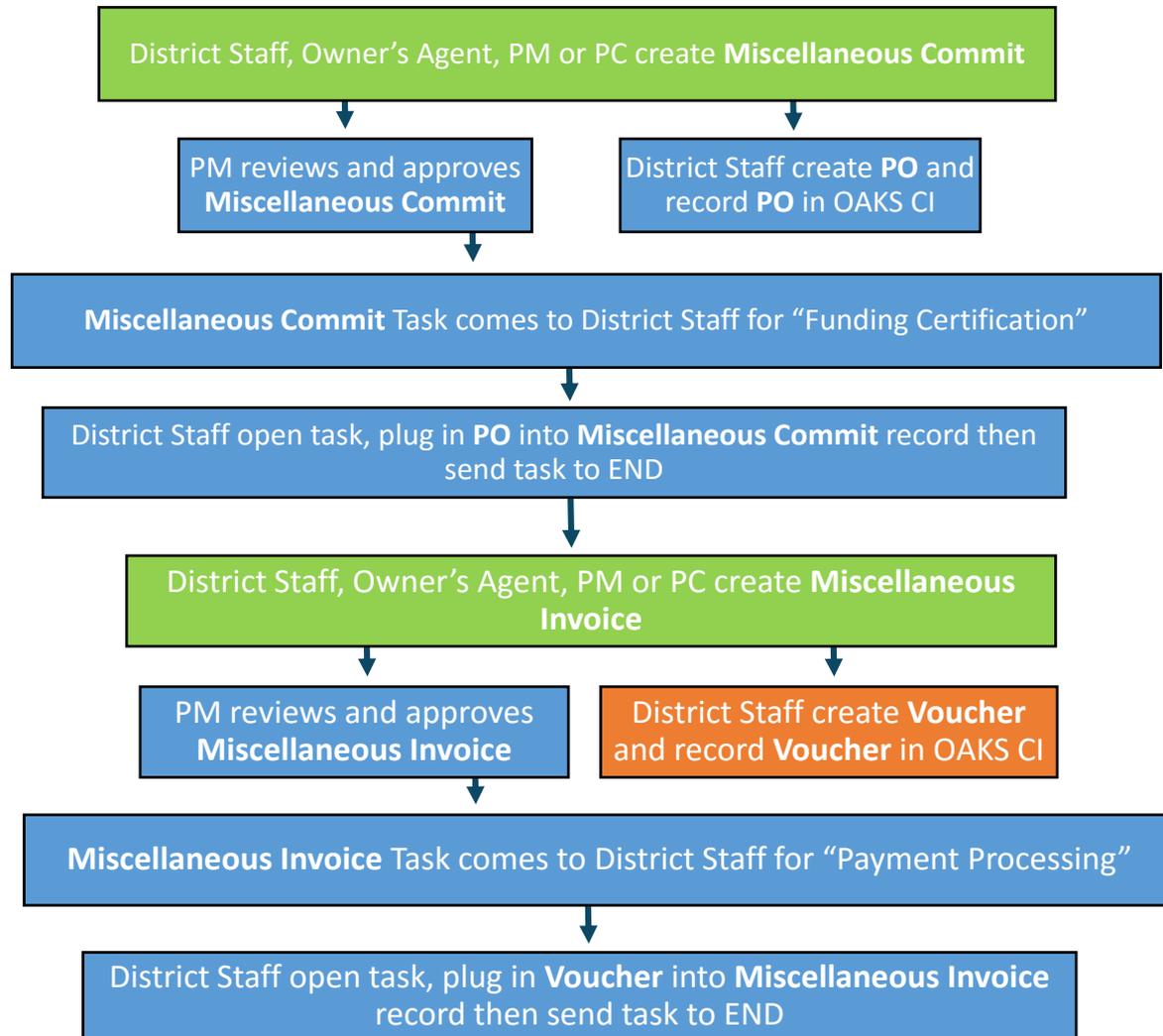
Task Notes:

Workflow Progress

Miscellaneous Invoice Det...

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

District Process



**Now: 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 Create

The screenshot displays the Oracle Primavera Unifier (Development) interface. The top navigation bar includes 'School Facilities', 'OAKS CI Distric...', and 'Oak Hills Local'. A sidebar menu on the left is open, with 'Logs' highlighted by a red circle. Below 'Logs', the menu items are listed, and 'Vouchers K12' is highlighted at the bottom. A red arrow points from the 'Vouchers K12' menu item towards the main content area. In the main content area, the 'Vouchers K12' page is visible, with a '+ Create' button circled in red. Below the button is a table with columns 'Payment ID' and 'Ver'. The table contains three rows of data: (12345, Dyn), (, Dyn), and (009000, Dyn). At the bottom right of the table, it says 'Total: 3'.

Payment ID	Ver
12345	Dyn
	Dyn
009000	Dyn

Voucher Upper Form

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

Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimport

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers K12

General

Record the payment voucher or check used to pay the invoice selected below. This record can be edited when required. Attachments can be uploaded from your desktop. Click 'Finish Editing' to save the record. NOTE: This BP does not generate payments, that must be done in your financial system of record.

Project Number: SFC-080001 Record Number:

Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name:

Title: Pay Application 1 *

Status: Paid *

Payment Purpose: Application for Payment *

Financial System of Record: District

Select the one invoice paid by this voucher from one of the next four blocks. The other blocks are left blank. Only one invoice may be tied to this voucher.

Application for Payment

Select the Application for Payment to Voucher. Only one invoice may be paid on this voucher

Pay Request Name: Select... * Pay Request Amount (\$): \$0.00

Labor Payment Requested: \$0.00 Material Payment Requested: \$0.00

LFI Portion (\$): \$0.00 Project Fund Portion (\$): \$0.00

Contract Retainage

Select a Contractor Pay Request to Voucher for Retainage Escrow.

Voucher Distribution Lin...

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

Voucher Upper Form

- ▶ Plug in the Appropriate Application for Payment

The screenshot shows a web browser window titled "Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome". The URL is <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimp>. The page title is "Vouchers K12".

The main form is titled "General" and contains the following fields:

- Project Number: SFC-080001
- Project Name: OAKS CI District Training Project 1
- Organization Name: OAKS CI District Training Project - 1
- Facility Name: (empty)
- Title: Pay Application 1 *

Below these fields is a section for "Application for Payment". It contains a dropdown menu for "Pay Request Name" with the value "03 District Training PF" selected. A red box highlights this dropdown, and a red arrow points from it to the "Applications for Payment K12" picker window.

The picker window is titled "Applications for Payment K12 - Google Chrome" and shows a table of records:

Title	Contract SOV	Contractor Name	Percent Complete
03 District Training PR 02	03 District Training	Dynamix Engineering	
03 District Training PR 01	03 District Training	Dynamix Engineering	
SFC-080001-02-01 PR 1	SFC-080001-02-0	Dynamix Engineering	

At the bottom of the main form, there are several fields for payment details:

- Pay Request Amount (\$): \$20,000.00
- Labor Payment Requested: \$20,000.00
- Material Payment Requested: \$0.00
- LFI Portion (\$): \$0.00
- Project Fund Portion (\$): \$20,000.00

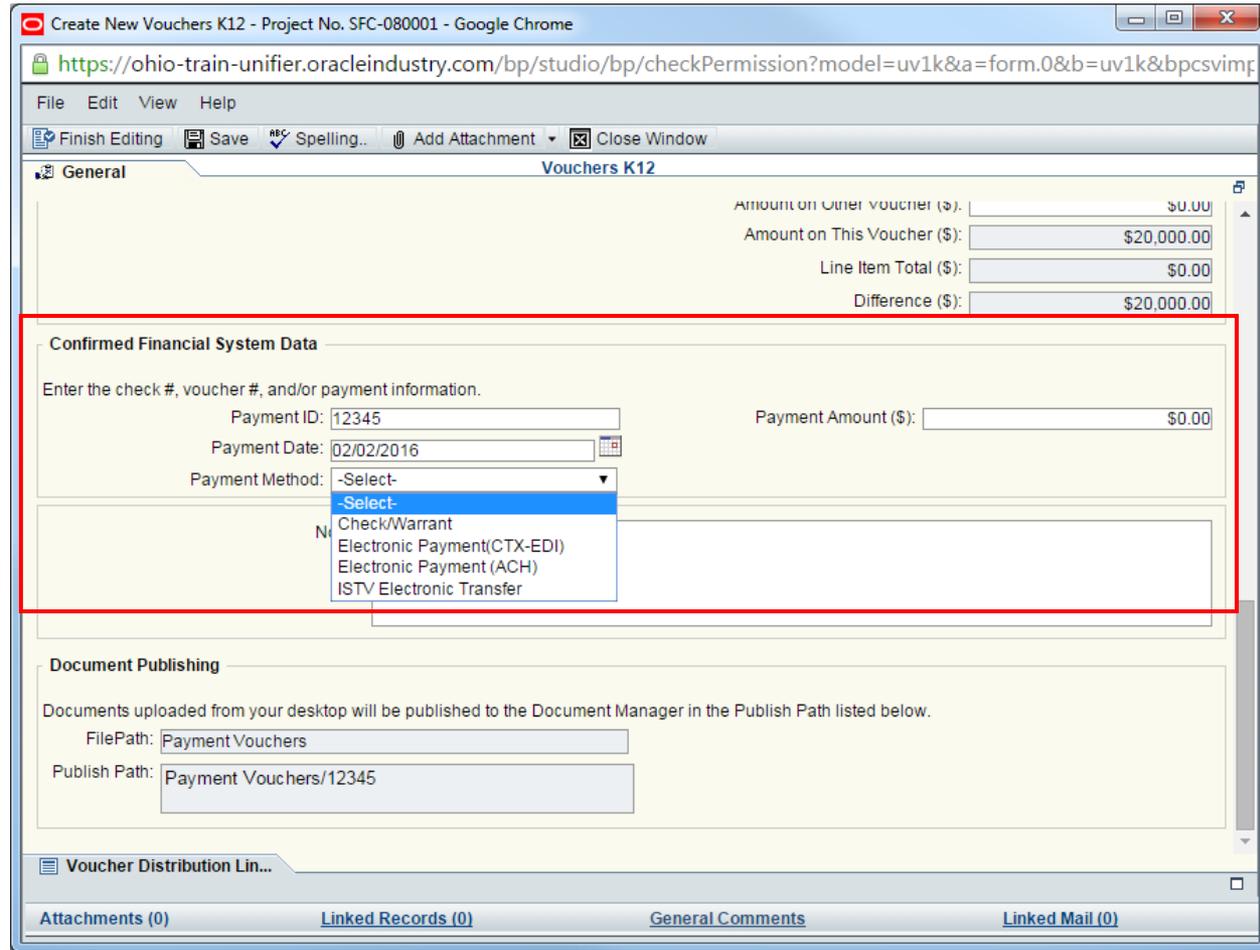
The bottom of the page has navigation links: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Financial System Data

- ▶ Scroll down to the Confirmed Financial System Data Section

▶ Plug in: 

- ▶ Voucher ID number (Check #)
- ▶ Payment Date
- ▶ Payment Method
- ▶ Payment Amount



Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

<https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimf>

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General Vouchers K12

Amount on Other voucher (\$): \$0.00

Amount on This Voucher (\$): \$20,000.00

Line Item Total (\$): \$0.00

Difference (\$): \$20,000.00

Confirmed Financial System Data

Enter the check #, voucher #, and/or payment information.

Payment ID: 12345 Payment Amount (\$): \$0.00

Payment Date: 02/02/2016

Payment Method: -Select-

- Select-
- Check/Warrant
- Electronic Payment(CTX-EDI)
- Electronic Payment (ACH)
- ISTV Electronic Transfer

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: Payment Vouchers

Publish Path: Payment Vouchers/12345

Voucher Distribution Lin...

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

Voucher Distribution Lines

- ▶ Click- Voucher Distribution Lines Tab

Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimp

File Edit View Help

Finish Editing Save Spelling.. Add Attachment Close Window

General **Vouchers K12**

Amount on Other Voucher (\$): \$0.00
Amount on This Voucher (\$): \$20,000.00
Line Item Total (\$): \$0.00
Difference (\$): \$20,000.00

Confirmed Financial System Data

Enter the check #, voucher #, and/or payment information.

Payment ID: 12345 Payment Amount (\$): \$0.00
Payment Date: 02/02/2016
Payment Method: -Select-

Notes:

Document Publishing

Documents uploaded from your desktop will be published to the Document Manager in the Publish Path listed below.

FilePath: Payment Vouchers
Publish Path: Payment Vouchers/12345

Voucher Distribution Lin...

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Voucher Distribution Lines

- ▶ Click Add

The screenshot shows the Oracle Financials interface for creating new vouchers. The browser window title is "Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome". The URL is <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimp>. The page title is "Vouchers K12". The "Voucher Distribution Lin..." section is active, showing a table with columns for No., Fund Code, Fund Name, Amount, and PO Number. The table is currently empty. A red arrow points to the "Add" button in the bottom toolbar, which is circled in red. The total amount is \$0.00.

No.	Fund Code	Fund Name	Amount	PO Number
-----	-----------	-----------	--------	-----------

Current View: All
0 Item(s) Page 1 of 1 Display 100 Items Per Page

Add Copy Import Remove Grid Find Total Amount: \$0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Add a Line Item

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

Line Item - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/database/itemopen?a

Vouchers K12 Line Item:

General

Fund Code: OCI-Other-TestFund-0-OCI-1 *

Fund Name: OCI Test Fund

Short Description: Test Fund *

Amount (\$): \$5,000.00 *

Financial System of Record: -Select-

PO Reference

Enter the PO reference for this line item.

OAKS PO No.:

OAKS PO No.: OAKS PO Amount (\$): \$0.00

Notes:

Attachments (0) [Linked Records \(0\)](#)

Fund Code - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/fsm/compai

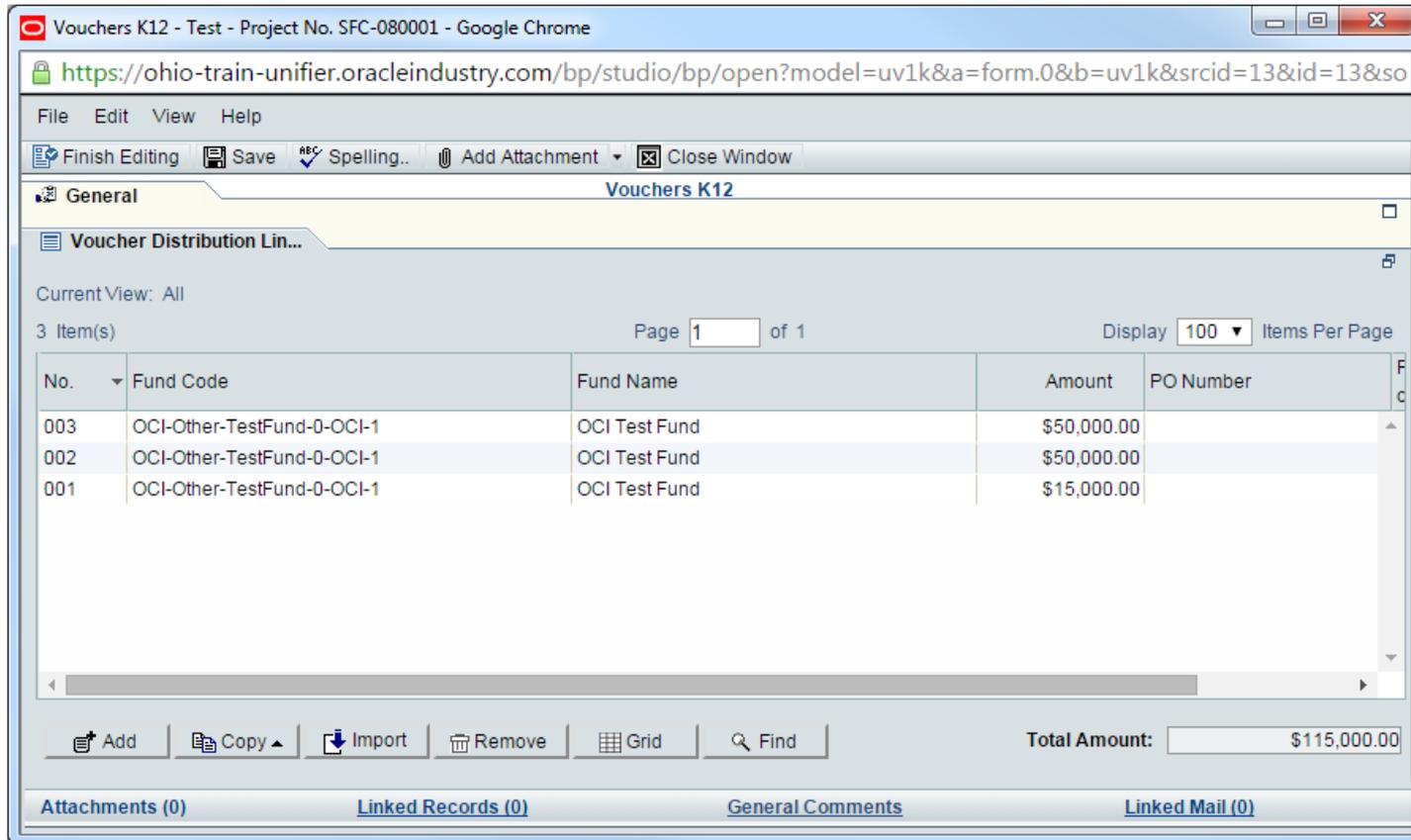
Fund Code - Current View: All

1 Item(s) Page 1 of 1 Display 100 Items Per Page

Fund Code	Fund Name
OCI-Other-TestFund-0-OCI-1	OCI Test Fund

Add a Line Item

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



The screenshot shows a web browser window titled "Vouchers K12 - Test - Project No. SFC-080001 - Google Chrome". The address bar shows the URL: <https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/open?model=uv1k&a=form.0&b=uv1k&srcid=13&id=13&so>. The browser's menu bar includes File, Edit, View, and Help. The toolbar contains buttons for Finish Editing, Save, Spelling, Add Attachment, and Close Window. The main content area is titled "Vouchers K12" and has a "General" tab selected. Below it, the "Voucher Distribution Lin..." tab is active. The current view is set to "All". The page shows 3 item(s) on page 1 of 1, with a display of 100 items per page. A table displays the following data:

No.	Fund Code	Fund Name	Amount	PO Number
003	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$50,000.00	
002	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$50,000.00	
001	OCI-Other-TestFund-0-OCI-1	OCI Test Fund	\$15,000.00	

At the bottom of the interface, there are buttons for Add, Copy, Import, Remove, Grid, and Find. A "Total Amount:" field shows \$115,000.00. Below the table, there are links for Attachments (0), Linked Records (0), General Comments, and Linked Mail (0).

Finish Editing

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

Create New Vouchers K12 - Project No. SFC-080001 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/studio/bp/checkPermission?model=uv1k&a=form.0&b=uv1k&bpcsvimf

File Edit View Help

Finish Editing Save Spelling Add Attachment Close Window

General Vouchers K12

General

Record the payment voucher or check used to pay the invoice selected below. This record can be edited when required. Attachments can be uploaded from your desktop. Click 'Finish Editing' to save the record. NOTE: This BP does not generate payments, that must be done in your financial system of record.

Project Number: SFC-080001 Record Number: VOU-0003

Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle

Organization Name: OAKS CI District Training Project - 1 Creation Date:

Facility Name: Status: Paid

Title: Pay Application 1 Payment Purpose: Application for Payment

Financial System of Record: -Select-

Select the one invoice paid by this voucher from one of the next four blocks. The other blocks are left blank. Only one invoice may be tied to this voucher.

Application for Payment

Select the Application for Payment to Voucher. Only one invoice may be paid on this voucher

Pay Request Name: 03 District Training PF Select... Pay Request Amount (\$): \$20,000.00

Labor Payment Requested: \$20,000.00 Material Payment Requested: \$0.00

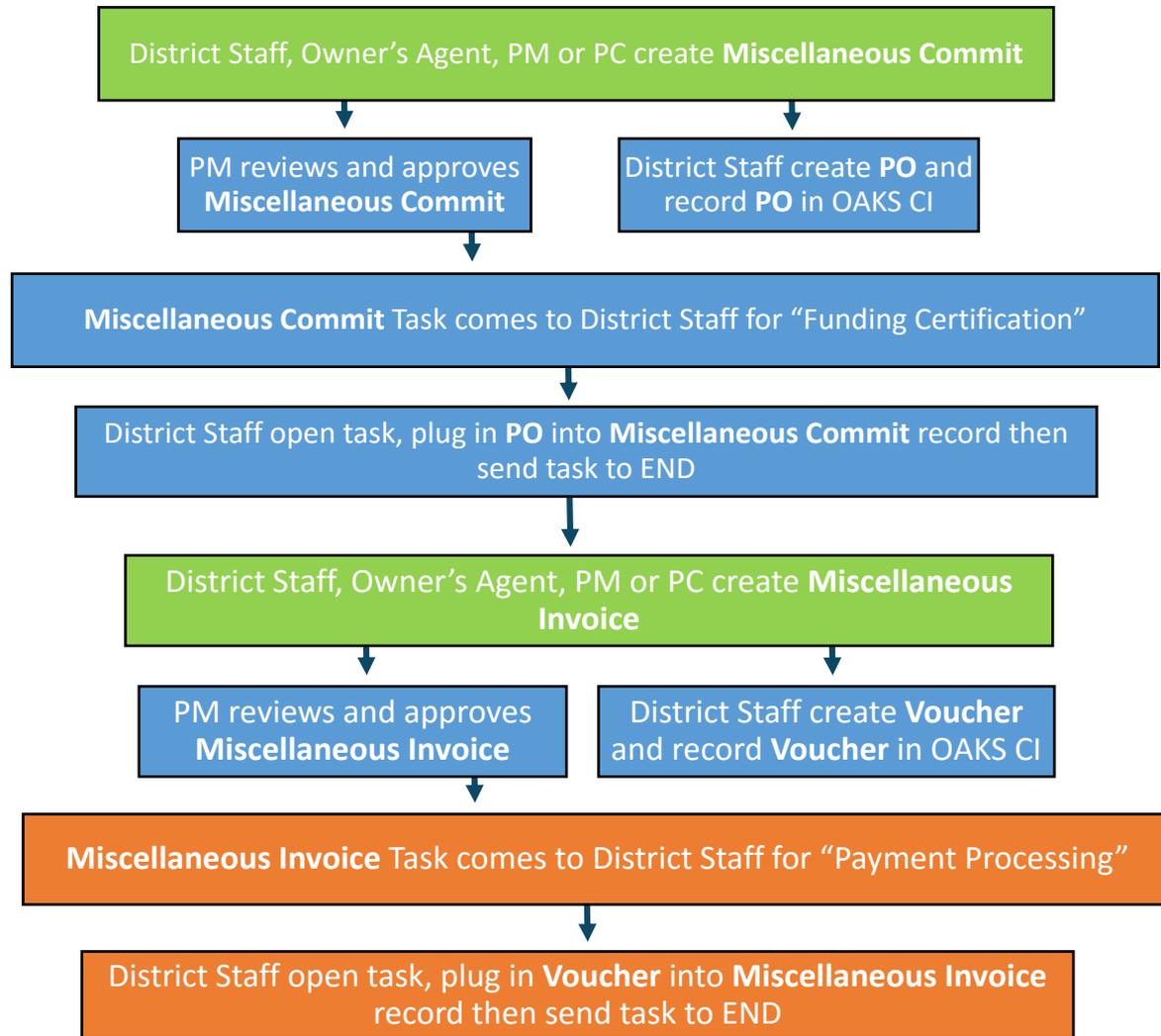
LFI Portion (\$): \$0.00 Project Fund Portion (\$): \$20,000.00

Contract Retainage

Voucher Distribution Lin...

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

District Process



**Now: Add the Voucher to the
Miscellaneous Invoice record**

Receive an Email

- ▶ The District Treasurer will receive an email notification that they have a **Miscellaneous Invoice** sent to them for **Payment Processing**
- ▶ Click the “Unifier Login” button to access your task

Tue 5/23/2017 10:08 AM

Unifier - Katie Tuttle,soo <unifier_notifications@oracle.com>
Miscellaneous Invoice K12 MI-0001 is sent to you for Payment Processing.

To: Tuttle, Katie

If there are problems with how this message is displayed, click here to view it in a web browser.

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

Project/Shell: Brown-LSD-CAR-ENP-2012

Miscellaneous Invoice K12 MI-0001 is sent to you for Payment Processing.

From : Katie Tuttle
Sent For : Payment Processing

Source Name : Brown-LSD-CAR-ENP-2012
Record No : Miscellaneous Invoice K12 MI-0001
Title : Inspection Fee

Unifier Login

For Oracle technical assistance <http://www.oracle.com/us/support>

Task Location

- ▶ You can also find your task under “Tasks” in the dark gray menu on the left hand side of your screen
- ▶ You can click the Gear icon to open

The screenshot displays the Oracle Primavera Unifier interface. The left sidebar contains a dark gray menu with the 'Tasks' option highlighted by a red box. A red arrow points from this menu item to the first row of a task list table. This row is also highlighted with a red box and contains a gear icon, a dropdown arrow, and the following text: 'OAKS CI District Tra...', 'Miscellaneous Co...', 'MC-0011', 'Katie's Temp. Ele...', 'Record Due', 'Katie Tuttle,soo', and 'Funding Certificat...'. The table has columns for Origin, Business Process, Record Number, Title, Record Due, From, and Sent for. The total number of tasks is 16.

Origin	Business Process	Record Number	Title	Record Due	From	Sent for
OAKS CI District Tra...	Miscellaneous Co...	MC-0011	Katie's Temp. Ele...		Katie Tuttle,soo	Funding Certificat...
OAKS CI District Tra...	Contract Schedul...	SOV-007	OA SOV		Katie Tuttle,soo	Validation
OAKS CI District Tra...	Contract Schedul...	SOV-006	CxA SOV		Katie Tuttle,soo	Validation
OAKS CI District Tra...	Contract Schedul...	SOV-005	AE SOV		Katie Tuttle,soo	Update
OAKS CI District Tra...	Contract K12	CON-009	Dis. SOV Templa...		Archana Atrey,soo	PM Review
OAKS CI District Tra...	Miscellaneous Co...	MC-0007	Katie's Temporary...		Katie Tuttle,soo	Approval
OAKS CI District Tra...	Contract Modificat...	CM-0002	test		Katie Tuttle,soo	Resolution Creati...
OAKS CI District Tra...	Contract Schedul...	SOV-004	AE SOV		Katie Tuttle,soo	PM Approval
OAKS CI District Tra...	Subcontractor/Su...	SMSD003	Sam's Consultants		Katie Tuttle,soo	Declaration Review
OAKS CI District Tra...	Subcontractor/Su...	SMSD002	Katie's Consulting		Katie Tuttle,soo	Declaration Review
OAKS CI District Tra...	Applications for P...	PR-0006	Architect Pay Re...		Rita Nichols,soo	Payment Process...
OAKS CI District Tra...	Miscellaneous Inv...	MI-0001	Katie's Electric In...		Katie Tuttle,soo	PM Approval

Task Action

- ▶ Click Accept Task to begin work on your task

Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox

https://ohio-dev-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=4&model=umik&fromcostlog=1&project_id=1084&nfl=0&_uref=uuu965: 110%

File Edit View Actions Help

Accept Task Decline Task SOV Review Close Window

General Miscellaneous Invoice K12

General

Project Number: SFC-080001 Record Number: MI-0002
Project Name: OAKS CI District Training Project 1 Creator: Katie Tuttle
Organization Name: OAKS CI District Training Project - 1 Creation Date: 06/26/2017 09:05 AM (UTC-8)
Facility Name: Status: Accepted

Task Details

From: Katie Tuttle Task Due Date:
To: Owner Financial:Archana Atrey: More... Task Status: Not Started
Cc:
Sent For: Payment Processing

Miscellaneous Invoice Det...

Current View: All Show Currency in: Transaction Currency

1 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electric	\$1,500.00	3.5	\$52.50	

Grid Find Show Filtered Total Amount Total Amount: \$1,500.00

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

Complete Payment Processing Step

- ▶ Click the General Tab
- ▶ Scroll to the Payment Information section
- ▶ Click Select next to Voucher and choose the Appropriate Voucher

The screenshot displays the Oracle Fusion Financials interface for processing a payment. The main window is titled 'Miscellaneous Invoice K12 - Katie's Temp. Electric - Project No. SFC-080001 - Mozilla Firefox'. The 'Payment Information' section is highlighted, showing a 'Voucher' dropdown menu with a 'Select...' button. A red box highlights this area, and a red arrow points to a secondary window titled 'Vouchers K12 - Mozilla Firefox'. This window shows a table of available vouchers for selection.

Payment ID	Vendor Name	Amount (\$)	Title
200047	American Electric Power	9,343.47	AEP
TEst_Shiva	Osborn Engineering	17,668.74	Test 2
asoentuh	Osborn Engineering	0.00	Brown- New K-
	FMD Architects Inc.	17,900.00	Survey and Site
1234	Osborn Engineering	17,668.74	test1
	FMD Architects Inc.	17,900.00	Survey and Site

Complete Payment Processing Step

- ▶ Verify Voucher input
- ▶ Choose Workflow Action: Vouchered
- ▶ Click Send

The screenshot displays the Oracle Fusion Financials interface for processing a Miscellaneous Invoice. The 'Workflow Actions' dropdown menu is open, showing 'Vouchered' as the selected action. The 'Send' button is highlighted in red. The 'Voucher' field contains the value '1234569', and the 'Payment Amount (\$)' is set to '\$1,500.00'. The 'Action Details' section shows the action 'Vouchered' and 'Send For: End'. The 'Miscellaneous Invoice Det...' table shows one item with a total amount of \$1,500.00.

No.	WBS Code	Code Name	Short Description	Amount	LFI %	LFI Portion (\$)	Associated Building
001	OR-OT-OT	OR Other Expense	Temp. Electric	\$1,500.00	3.5	\$52.50	

You have now successfully:



Created a Miscellaneous Invoice



Recorded a Voucher in OAKS CI



Added the Voucher to the Miscellaneous Invoice

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211