



# Miscellaneous Expense

Agency/Higher Ed

# Topics

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# Miscellaneous Expense

Workflow Steps:



*Click the boxes to navigate directly to each section*

# Create Miscellaneous Expense

(OFCC Fiscal Officer)



# Create Miscellaneous Expense

1. Click **Logs** to expand
2. Select the **Miscellaneous Expenses** BP
3. Click **Create**

The screenshot shows the Primavera Unifier web interface. The browser address bar displays the URL: ohio-unifier.oracleindustry.com/bp/route/1/i-umeah?\_uref=uuu804994425. The page title is ORACLE Primavera Unifier. The navigation menu on the left is expanded, showing various business process (BP) options. A red box highlights the 'Logs' option in the menu, with a blue circle containing the number '1' and a red arrow pointing to it. Another red box highlights the 'Miscellaneous Expenses' option in the menu, with a blue circle containing the number '2' and a red arrow pointing to it. The main content area displays the 'Miscellaneous Expenses' table. A red box highlights the '+ Create' button, with a blue circle containing the number '3' and a red arrow pointing to it. The table has columns for 'Title' and 'Vendor Name'. The table contains 6 rows of data, with a 'Total: 6' label at the bottom right.

Title	Vendor Name
Te...	Zenith Systems, LLC
M...	Zenith Systems, LLC
Ad...	Ohio Facilities Construc.
fee3	Ohio Facilities Construc.
M2	OFCC
Misc.	Ohio Facilities Construc.



# Complete General Tab

Fill out required information in the **General** tab:

- Enter **Title**
- Click the **Select** button to choose “Ohio Facilities Construction Commission”
- Highlight Vendor Record
- Click **Select**
- Add the appropriate **Invoice Number**

*If Vendor Record is not available, follow instructions on the next slide*

The screenshot shows the 'Create New Miscellaneous Expenses' form in the 'General' tab. The form fields are as follows:

- Organization: OAKS CI Test
- Project Number: OCI-080001
- Project Name: Agency General Projects Test
- Title: OFC-000081 Consultant List Fee
- Vendor: Ohio Facilities Construction Co... (selected)
- Vendor Name: Ohio Facilities Construction Commission
- Vendor Legal Name: Ohio Facilities Construction Commission
- Invoice No.: 1239

The 'Project Vendors' dialog box is open, showing a table of vendors. The row for 'Ohio Facilities Construction Commission' is highlighted. The 'Select' button is visible at the bottom right of the dialog.

OAKS Business Unit	Vendor Name	OAKS Ven...	Local Ven...	City	Status
SFC01	ENC Type Encumbrances	ENC		Columbus	Active
SOC01	Fanning/Howey Associations, Inc.			Dublin	Active
OCI01	OCI Migration Inc			Columbus	Active
OCI01	OCI Test General	000079990	12	Columbus	Active
SFC01	Ohio Facilities Construction Com...	SFC01		Columbus	
SFC01	Ohio Facilities Construction Com...	SFC01		Columbus	
SFC01	Ohio Facilities Construction Com...	SFC01		Columbus	Active
YSU01	Zenith Systems, LLC	009999	09008080	Bedford Heights	Active



# Complete General Tab

Fill out required information in the **General** tab:

- f) If the OFCC Vendor Record is not available, type “Ohio Facilities Construction Commission” into the **Vendor Name** field
- g) Add the appropriate **Invoice Number**

Create New Miscellaneous Expenses - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/323236?\_uref=uuu55675046t1

Create New Miscellaneous Expenses Send Save

**General** Standard

**General**

This BP records a Miscellaneous Expense against the project's funds and sends it to the Project Manager to review. Attach the necessary backup documentation to the record using Add Attachment.

Organization	Record Number
OAKS CI Test	
Project Number	Creator
OCI-080001	Matthew Weber
Project Name	Creation Date
Agency General Projects Test	
	Status
Title *	
OFC-000081 Consultant List Fee	
Vendor	EDGE Certified Prime?
Ohio Facilities Construction Co...	No
Vendor Name *	
Ohio Facilities Construction Commission	
Vendor Legal Name	Invoice No.
Ohio Facilities Construction Commission	1239

Attachments Co >

Information  
No Attachments.



# Complete General Tab

- g) Scroll down to the **Cost Summary** section
- h) Enter the appropriate **Amount (\$)**

Create New Miscellaneous Expenses - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/umeah/1003/253359?\_uref=uuu804994425t1

### Create New Miscellaneous Expenses

Send Save

General Standard

Description

Cost Summary

Amount (\$)	2,000.00
Line Item Total (\$)	0.00
Difference (\$)	2,000.00

Notes

Notes

Attach

Information  
No Attachments.



# Complete Record

- i) Add **Attachments** if necessary
- j) Add [Comments](#) if necessary
- k) When the record is ready to move forward, click **Send**

*For instructions on adding comments, follow the link above then return to this slide*

The screenshot shows a web browser window titled "Create New Miscellaneous Expenses - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/umeah/1003/253359?\_uref=uuu55005046t1". The page title is "Create New Miscellaneous Expenses". There are two tabs: "General" (selected) and "Standard".

The "General" tab contains a "Cost Summary" section with the following fields:

Amount (\$)	2,000.00
Line Item Total (\$)	0.00
Difference (\$)	2,000.00

Below the "Cost Summary" is a "Notes" section with a text area.

On the right side, there are three tabs: "Attachments" (selected), "Comments", and "Linked Record". The "Attachments" tab shows a red dashed box around a plus icon and a dropdown arrow. The "Comments" tab is also highlighted with a red dashed box. The "Linked Record" tab is visible but not selected.

At the top right, there are "Send" and "Save" buttons. The "Send" button is circled in red. There are three blue circular callouts with letters: 'i' points to the plus icon in the Attachments tab, 'j' points to the "Comments" tab, and 'k' points to the "Send" button.



# Send Record

- ▶ Verify the **Workflow Action**
  - ▶ If record is ready to move forward to **PM Review and Approve**:
    - ▶ Select **Submit**
    - ▶ Click **Send**

The screenshot shows a web browser window titled "Create New Miscellaneous Expenses - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/umeah/1003/253359?\_uref=uuu804994425t1". The main content is a "Workflow Action Details" dialog box. The dialog has a "General" tab selected. Under "Action Details", the "Workflow Actions" dropdown is set to "Submit" (highlighted with a red box). The "Send For" field is set to "PM Review and Approve". The "To" field contains a list of names: "Archana Atrey;Matthew Weber;Rita Nichols;Shauna Hooks;Steve Mayo;Project Manager". The "CC" field is empty with a placeholder "Start typing for suggestions...". Under "Due Date Details", the "Task Due Date" field is empty. A message icon (i) is displayed with the text "Task Due Date is not available". At the bottom right, there are "Cancel" and "Send" buttons, with a red arrow pointing to the "Send" button.

# PM Review and Approve



# Receive Task – PM Review and Approve

- ▶ PM receives 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: Agency General Projects Test**

**Miscellaneous Expenses ME-0007 is sent to you for PM Review and Approve.**

From : Matthew Weber  
Sent For : PM Review and Approve

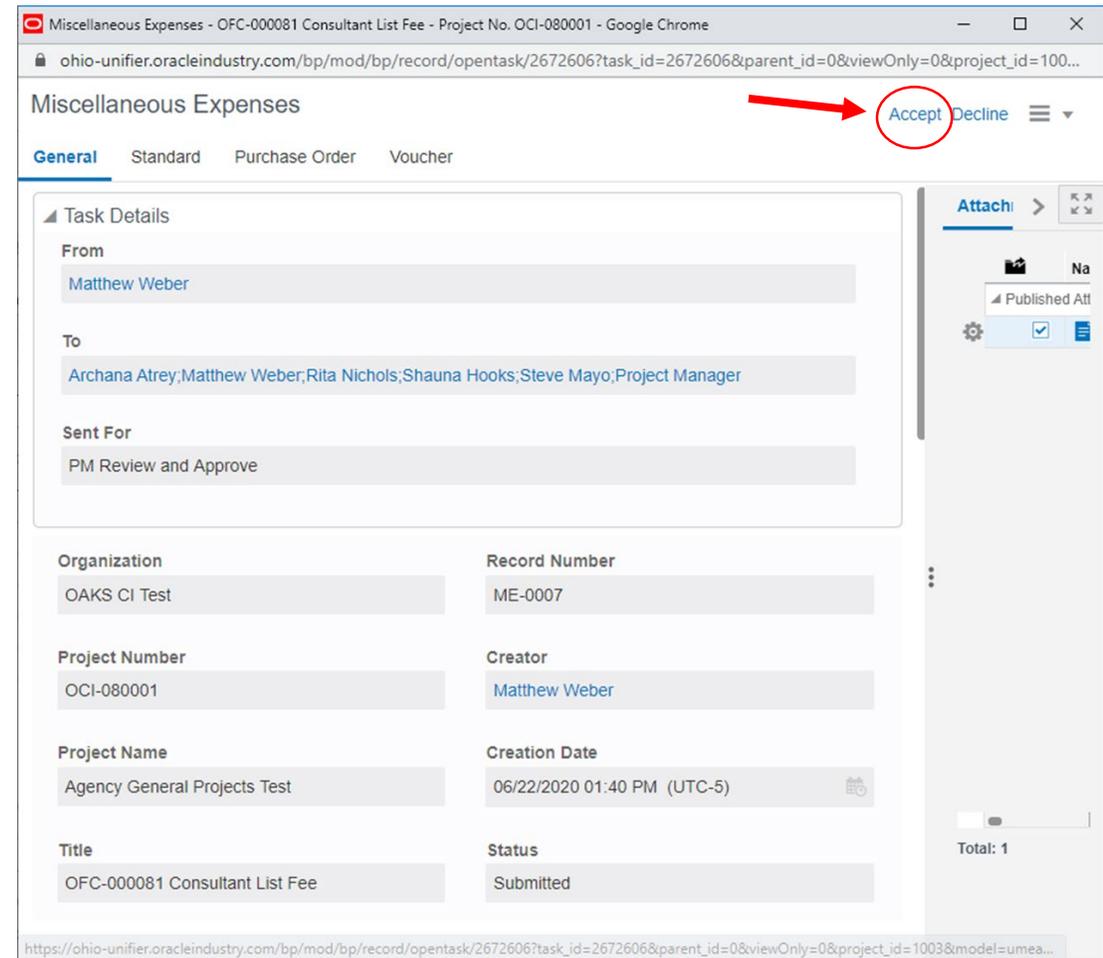
Source Name : Agency General Projects Test  
Record No : Miscellaneous Expenses ME-0007  
Title : OFC-000081 Consultant List Fee

[Unifier Login](#)



# Accept Task – PM Review and Approve

- ▶ Click **Accept** to begin work on the record



Miscellaneous Expenses

Accept Decline

General Standard Purchase Order Voucher

Task Details

From: Matthew Weber

To: Archana Atrey; Matthew Weber; Rita Nichols; Shauna Hooks; Steve Mayo; Project Manager

Sent For: PM Review and Approve

Organization	Record Number
OAKS CI Test	ME-0007
Project Number	Creator
OCI-080001	Matthew Weber
Project Name	Creation Date
Agency General Projects Test	06/22/2020 01:40 PM (UTC-5)
Title	Status
OFC-000081 Consultant List Fee	Submitted

Total: 1



# PM Review and Approve

- a) Review information in the General tab, scrolling down as necessary
- b) Review any Attachments

The screenshot shows the Oracle PM Review and Approve interface for a Miscellaneous Expense record. The browser address bar indicates the URL: ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672606/undefined/undefined?\_\_uref=uuu804994425t1. The page title is "Miscellaneous Expenses". The "General" tab is selected, and the "Standard" sub-tab is active. The "Attachments" section is circled in red, and a blue circle with the letter "b" points to it. A blue circle with the letter "a" is positioned to the left of the main form, with a red bracket indicating the area covered by step a). The form contains the following information:

General	
The Miscellaneous Expense has been submitted for your Review and Approval. Review the record and take the 'Accept' workflow action for payment processing or the 'Return for Clarification' workflow action.	
Organization	Record Number
OAKS CI Test	ME-0007
Project Number	Creator
OCI-080001	Matthew Weber
Project Name	Creation Date
Agency General Projects Test	06/22/2020 01:40 PM (UTC-5)
Title	Status
OFC-000081 Consultant List Fee	Submitted
Vendor	EDGE Certified Prime?
Ohio Facilities Construction Commission	No
Vendor Name	
Ohio Facilities Construction Commission	
Vendor Legal Name	Invoice No.
Tester	

The "Attachments" section on the right shows a list of published attachments, including "Test doc1". The "Total: 1" indicator is visible at the bottom right of the attachments list.



# PM Review and Approve

- ▶ If comments are needed, click the [Comments](#) tab to add them to the record
- ▶ If the record has been reviewed and is ready to move forward, click **Send**

*For instructions on adding comments, follow the link above then return to this slide*

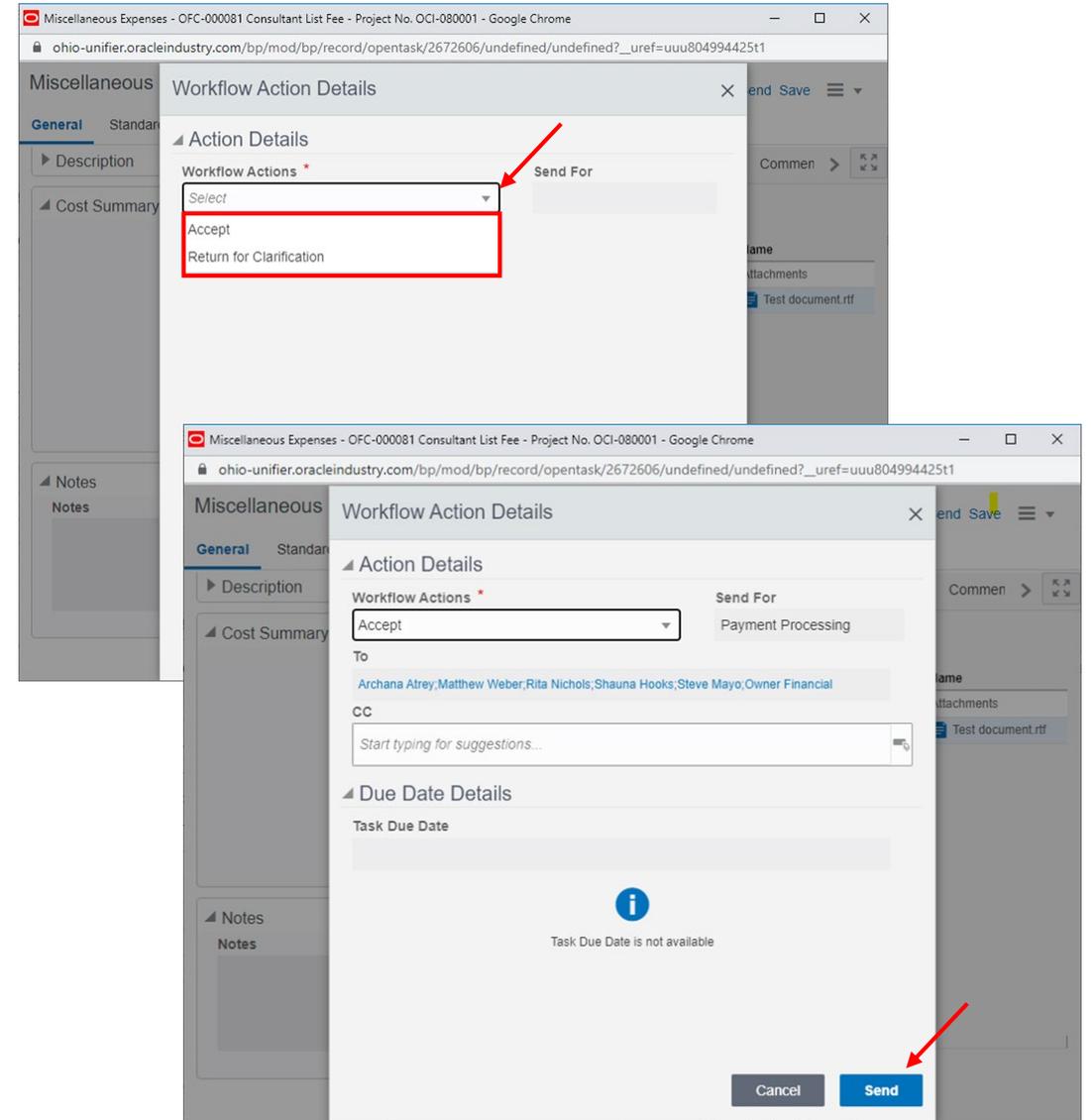
The screenshot shows a web browser window with the URL `ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672606/undefined/undefined?__uref=uuu804994425t1`. The page title is "Miscellaneous Expenses". In the top right corner, there are buttons for "Send" (circled in red), "Save", and a menu icon. Below the title, there are tabs for "General" and "Standard". The main content area is divided into sections: "Description", "Cost Summary", and "Notes". The "Cost Summary" section contains a table with the following data:

Amount (\$)	
2,000.00	
Line Item Total (\$)	0.00
Difference (\$)	2,000.00

The "Notes" section is currently empty. On the right side, there is a sidebar with tabs for "Attachments" and "Comments". The "Comments" tab is highlighted with a red box and a red arrow pointing to it from a blue circle labeled 'C'. The "Attachments" tab shows a list of attachments, including "Test document.rtf". At the bottom of the sidebar, it says "Total: 1". A blue circle labeled 'd' is in the top right corner of the browser window, and a red arrow points from it to the "Send" button.

# Send Record

- ▶ Select the **Workflow Action**
  - ▶ If record is correct and ready to move forward to Payment Processing:
    - ▶ Choose **Accept**
    - ▶ Click **Send**
  - ▶ If record must be returned for Update:
    - ▶ Choose **Return for Clarification**
    - ▶ Add a General Comment. See [General Comments](#) section for instructions.
    - ▶ Click **Send**



# Payment Processing

## (Owner Financial)



# Receive Task

- ▶ Owner Financial receives 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: Agency General Projects Test**

**Miscellaneous Expenses ME-0007 is sent to you for Payment Processing.**

From : Matthew Weber  
Sent For : Payment Processing

Source Name : Agency General Projects Test  
Record No : Miscellaneous Expenses ME-0007  
Title : OFC-000081 Consultant List Fee

[Unifier Login](#)



# Accept Task

- ▶ Click **Accept** to begin work on the record

The screenshot shows a web browser window with the title 'Miscellaneous Expenses - OFC-000081 Consultant List Fee - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672657?\_uref=uuu442598412t1'. The page title is 'Miscellaneous Expenses'. There are tabs for 'General', 'Standard', 'Purchase Order', and 'Voucher'. The 'General' tab is active. The 'Task Details' section includes: 'From: Matthew Weber', 'To: Archana Atrey;Matthew Weber;Rita Nichols;Shauna Hooks;Steve Mayo;Owner Financial', and 'Sent For: Payment Processing'. Below this, there are fields for 'Organization: OAKS CI Test', 'Record Number: ME-0007', 'Project Number: OCI-080001', and 'Creator: Matthew Weber'. On the right side, there is an 'Attachments' section with a table showing one attachment: 'Test document.rtf'. The 'Accept' button is circled in red, and a red arrow points to it from the right. The 'Decline' button is also visible next to it. The bottom right corner of the page shows 'Total: 1'.



# Add Cost Code and Fund Codes

- ▶ Click the **Standard** tab to add the Cost Code and Fund Codes to the record

Miscellaneous Expenses - OFC-000081 Consultant List Fee - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672657/undefined/undefined?\_\_uref=uuu442598412t1

### Miscellaneous Expenses

Send Save

**General** Standard Purchase Order Voucher

**General**

The Miscellaneous Expense has been approved for payment. Enter the Cost Code (OR-OT-OT) and Fund Codes on the Standard Tab, then pay the amount requested. Select the Purchase Order tab to create a Purchase Order Record. Select the Voucher tab to create a Voucher Record. Once complete choose the workflow action ' Paid' to close the record.

<b>Organization</b>	<b>Record Number</b>
OAKS CI Test	ME-0007
<b>Project Number</b>	<b>Creator</b>
OCI-080001	Matthew Weber
<b>Project Name</b>	<b>Creation Date</b>
Agency General Projects Test	06/22/2020 01:40 PM (UTC-5)
<b>Title</b>	<b>Status</b>
OFC-000081 Consultant List Fee	Expense_Approved
<b>Vendor</b>	<b>EDGE Certified Prime?</b>
Zenith Systems, LLC	No

**Attachments** Comr

Published Attachments

Test document.rtf

Total: 1



# Add Cost Code and Fund Codes

- a) Click **Add**
- b) Click the **Select** button in the WBS Code field

The screenshot shows the Oracle Miscellaneous Expenses form. The browser title is "Miscellaneous Expenses - OFC-000081 Consultant List Fee - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672657/undefined/undefined?\_uref=uuu442598412t1". The form has tabs for "General", "Standard", "Purchase Order", and "Voucher". The "Standard" tab is active. In the "Standard" tab, there is an "Add" button circled in red and labeled with a blue circle 'a'. Below the "Add" button is a table with columns "No.", "WBS Code", "Code Name", and "Short Description". The table is currently empty. To the right of the table is a "Line Item Details" panel. In this panel, the "WBS Code" field is set to "OR-OT-OT" and has a "Select" button circled in red and labeled with a blue circle 'b'. Other fields in the "Line Item Details" panel include "Code Name" (OR Other Expense), "Short Description" (Other Expense), "Fund Code" (OCI-Other-TestFund-0-OCI-1), and "Amount (\$)" (2,000.00). At the bottom of the form, there is a "Total Amount" field showing "0.00" and a "Total: 0" label. At the bottom right of the "Line Item Details" panel, there are "Cancel", "Save", and "Save & Add New" buttons.



# Add Cost Code and Fund Codes

- c) Click **Collapse**
- d) Expand **OR-00-00**
- e) Select **OR-OT-OT**
- f) Click **Select**

The image displays three sequential screenshots of the 'CBS Picker' interface in a web browser, illustrating the steps to add a cost code and fund code. The interface is titled 'CBS Picker' and shows a list of CBS Codes and their corresponding CBS Names.

**Step 1 (Left Screenshot):** The 'CBS Code' list is expanded to show sub-codes. A red circle labeled 'c' highlights the 'Collapse' icon (a minus sign) in the top right corner of the picker. A red circle labeled 'd' highlights the 'OR-00-00' code in the list.

**Step 2 (Middle Screenshot):** The 'OR-00-00' code is selected, and its sub-codes are expanded. A red circle labeled 'e' highlights the 'OR-OT-OT' code in the list.

**Step 3 (Right Screenshot):** The 'OR-OT-OT' code is selected, and its corresponding CBS Name, 'OR Other Expense', is visible. A red circle labeled 'f' highlights the 'Select' button at the bottom right of the picker. The 'Cancel' button is also visible next to it.

CBS Code	CBS Name
OR-PL-00	OR Planning Expense Summary
OR-OT-00	OR Other Expense General
OR-OT-BC	OR Basic Commissioning
OR-OT-BE	OR Other Expense Budget
OR-OT-BF	OR Bond Financing Expense
OR-OT-EN	OR Environmental Survey
OR-OT-GT	OR Geotechnical Investigation
OR-OT-HM	OR Hazardous Materials Survey
OR-OT-LD	OR LEED Documentation Services
OR-OT-MV	OR Measurement and Verification
OR-OT-OT	OR Other Expense
OR-OT-PF	OR Partnering Facilitation
OR-OT-SU	OR Site Surveying Services



# Add Cost Code and Fund Codes

- g) Add a **Short Description**
- h) Click **Select** next to Fund Code
- i) Choose the **Fund Code**
- j) Click **Select**

The screenshot shows the 'Miscellaneous Expenses' form in Oracle Financials. The 'Fund Picker' modal is open, displaying a table of fund codes. The first row is highlighted with a red box, and a blue callout 'i' points to it. The 'Short Description' field in the main form is highlighted with a red box, and a blue callout 'g' points to it. The 'Fund Code' dropdown in the main form is highlighted with a red box, and a blue callout 'h' points to it. The 'Select' button in the 'Fund Picker' modal is highlighted with a red box, and a blue callout 'j' points to it.

Fund Code	Fund Name	Agency
OCI-Other-TestFund-0-OCI-1	OCI Test Money	OCI
OCI-Other-TestFund-0-OCI-Wave4	OCI Wave 4 Test Fund	OCI

Code Name  
OR Other Expense

Short Description \*  
Other Expense

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

Amount (\$)  
2,000.00

Total: 0

Total Amount : 0.00



# Record Purchase Order

- a) Click the **Purchase Order** tab
- b) If the PO has already been recorded in OAKS CI and tied the Miscellaneous Expense, verify that it appears under the Purchase Order tab. Once verified, skip ahead to the [Voucher Instructions](#) section.
- c) If the Purchase Order has not been recorded yet, click **Create**

The screenshot shows the 'Miscellaneous Expenses' page in Oracle Fusion. The 'Purchase Order' tab is selected and circled in red. A blue circle with the letter 'a' is positioned over the 'Purchase Order' tab. The 'General' section is expanded, showing details for the Miscellaneous Expense record, including Organization (OAKS CI Test), Project Number (OCI-080001), Project Name (Agency General Projects Test), Title (OFC-000081 Consultant List Fee), and Vendor (Ohio Facilities Construction Commission). The Record Number is ME-0007 and the Status is Expense\_Approved. A blue circle with the letter 'b' is positioned over the 'Expense\_Approved' status.

The screenshot shows the 'Miscellaneous Expenses' page in Oracle Fusion, specifically the 'Purchase Order' tab. The '+ Create' button is circled in red. A blue circle with the letter 'c' is positioned over the '+ Create' button. Below the button, a table lists the purchase order details:

Title	Contract Name	OAKS P...	Local P...
OFCC Consultant List Fee		0000123456	

The table row is highlighted with a red border. At the bottom of the page, it shows 'Total: 1'.



# Record Purchase Order

d) Fill out or select the required fields including:

- ▶ **Title**
- ▶ **Status -> Dispatched**
- ▶ **PO Purpose -> OFCC Fees**
- ▶ **Financial System of Record -> (Select appropriate system)**

The screenshot shows a web browser window titled 'Create New Purchase Orders - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upo1/1003/0/1/gen\_misc\_expense\_name\_bp/26/3?\_uref=uuu6...'. The page title is 'Create New Purchase Orders' with 'Submit Save' and a menu icon. The 'General' tab is selected, showing 'PO Distribution Lines'. The form is divided into two columns. The left column contains: Organization (OAKS CI Test), Project Number (OCI-080001), Project Name (Agency General Projects Test), Project Location (OAKS CI Administration), Title (OFCC Consultant List Fee), and Vendor (Ohio Facilities Construction Commission). The right column contains: Record Number, Creator (Matthew Weber), Creation Date, Status (Dispatched), PO Purpose (OFCC Fees), Financial System of Record (OAKS FIN), and Change Status (Select). A blue circle with the letter 'd' has red arrows pointing to the 'Title' and 'Status' fields. A red box highlights the 'Status', 'PO Purpose', and 'Financial System of Record' fields.

Field	Value
Organization	OAKS CI Test
Record Number	
Project Number	OCI-080001
Creator	Matthew Weber
Project Name	Agency General Projects Test
Creation Date	
Project Location	OAKS CI Administration
Title *	OFCC Consultant List Fee
Status *	Dispatched
PO Purpose *	OFCC Fees
Financial System of Record *	OAKS FIN
Vendor *	Ohio Facilities Construction Commission
Change Status	Select



# Record Purchase Order

- e) Click the **Select** button next to the Vendor field
- f) Choose **Ohio Facilities Construction Commission** \*
- g) Click the **Select** button

\* If there is no active Vendor for the Ohio Facilities Construction Commission, follow the instructions in the [Create Project Vendor](#) section of this document, then return to this slide.

The screenshot shows the 'Create New Purchase Orders' interface. The main form includes the following fields:

- Organization: OAKS CI Test
- Project Number: OCI-080001
- Project Name: Agency General Projects Test
- Project Location: OAKS CI Administration
- Title: OFCC Consultant List Fee
- Vendor: Ohio Facilities Construction Commission (with a 'Select' button next to it)
- PO Purpose: OFCC Fees
- Financial System of Record: OAKS FIN
- Change Status: Select

The 'Project Vendors' modal window displays the following table:

OAKS Business Unit	Vendor Name	OAKS Ven...	Local Ven...	City	Status
SFC01	ENC Type Encumbrances	ENC		Columbus	Active
SOC01	Fanning/Howey Associations, Inc.			Dublin	Active
OCI01	OCI Migration Inc			Columbus	Active
OCI01	OCI Test General	0000079990	12	Columbus	Active
SFC01	Ohio Facilities Construction C...	SFC01		Columbus	Active
YU01	Zenith Systems, LLC	009999	09008080	Bedford Heights	Active

Annotations on the screenshot:

- Circle 'e' points to the 'Select' button next to the Vendor field in the main form.
- Circle 'f' points to the 'Ohio Facilities Construction Commission' vendor in the modal table.
- Circle 'g' points to the 'Select' button at the bottom right of the modal.



# Record Purchase Order

- h) Click PO Distribution Lines tab to add Fund Codes

The screenshot shows a web browser window titled "Create New Purchase Orders - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upo1/1003/0/1/gen\_misc\_expense\_name\_bp/26/3?\_\_uref=uuu6...". The page title is "Create New Purchase Orders". There are "Submit" and "Save" buttons in the top right corner. Below the title, there are two tabs: "General" and "PO Distribution Lines". The "PO Distribution Lines" tab is circled in red, and a blue circle with the letter "h" is next to it, with a red arrow pointing to the tab. The form content is as follows:

<b>General</b>	
<b>Organization</b>	<b>Record Number</b>
OAKS CI Test	
<b>Project Number</b>	<b>Creator</b>
OCI-080001	Matthew Weber
<b>Project Name</b>	<b>Creation Date</b>
Agency General Projects Test	
<b>Project Location</b>	<b>Status *</b>
OAKS CI Administration	Dispatched
<b>Title *</b>	<b>PO Purpose *</b>
OFCC Consultant List Fee	OFCC Fees
<b>Vendor *</b>	<b>Financial System of Record *</b>
Ohio Facilities Construction Commission	OAKS FIN
	<b>Change Status</b>
	Select



# Record Purchase Order

- i) Click the **Select** button next to the Fund Code field
- j) Select the Fund Code
- k) Click the **Select** button
- l) Fill out required fields:
  - ▶ Short Description
  - ▶ Amount (\$)
  - ▶ Financial System of Record
- m) Click the **Save** button

The screenshot shows the 'Create New Purchase Orders' application. The 'Fund Picker' dialog is open, displaying a table of fund options:

Fund Code	Fund Name	Agency
OCI-Other-TestFund-0-OCI-1	OCI Test Money	OCI
OCI-Other-TestFund-0-OCI-Wave4	OCI Wave 4 Test Fund	OCI

The 'Line Item Details' form is also visible, with the following fields highlighted:

- Fund Code:** OCI-Other-TestFund-0-OCI-1 (Selected)
- Fund Name:** OCI Test Money
- Short Description:** OFCC Test Funds
- Amount (\$):** 2,000.00
- Financial System of Record:** OAKS FIN

The 'Save' button is highlighted in the bottom right corner of the 'Line Item Details' form.



# Record Purchase Order

The added line item will display on the record

n) Click the **General** tab to add the PO Details

001 | OCI-Other-TestFund-0-OCI-1 | OCI Test Money

Total: 1

Total Amount: 2,000.00



# Record Purchase Order

- ▶ Scroll down to **PO Details Section**
- o) Enter the **OAKS PO Number** (from your financial system of record), **OAKS PO Amount**, **OAKS PO Date**, and **Date Dispatched**
- p) Click the **Submit** button to complete the PO
  - ▶ (This closes the window and returns to the Miscellaneous Expense record)

Create New Purchase Orders - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upo1/1003/0/1/gen\_misc\_expense\_name\_bp/26/3?\_ure...

Create New Purchase Orders

General PO Distribution Lines

PO Details  
The OAKS PO No. should be a 10 digit number ex. 0000007825

OAKS PO No.	OAKS PO Amount (\$)
0000123456	2,000.00
OAKS PO Date	
06/01/2020 05:00 PM (UTC-5)	
Date Dispatched	
06/02/2020 05:00 PM (UTC-5)	
Created by Integration	
N/A	
Local PO No.	Local PO Amount (\$)
	0.00
Local PO Date	
MM/DD/YYYY HH:MM AM	
Date Dispatched	
MM/DD/YYYY HH:MM AM	
Total Amount (\$)	2,000.00
Line Item Total (\$)	2,000.00
Difference (\$)	0.00



# Record Voucher

- a) Click the **Voucher** tab
- b) If the Voucher has already been recorded in OAKS CI and tied the Miscellaneous Expense, verify that it appears appear under the Voucher tab. Once verified, skip ahead to the [Send Record](#) section.
- c) If the Voucher has not been recorded yet, click the **Create** button

The image consists of two screenshots from the Oracle OAKS CI interface, illustrating the steps to record a voucher.

The top screenshot shows the 'Miscellaneous Expenses' page with the 'Voucher' tab selected. A blue circle labeled 'a' highlights the 'Voucher' tab, and a red circle highlights the 'Voucher' tab in the navigation menu. The table below shows one entry: 'OFCC Consultant List Fee'.

The bottom screenshot shows the 'Miscellaneous Expenses' page with the 'Voucher' tab selected. A blue circle labeled 'c' highlights the '+ Create' button. A red circle highlights the '+ Create' button. A red box highlights the table below, which contains one entry: 'OFCC Test Fee' with Vendor Name 'Ohio Facilities Construction Com...'. A blue circle labeled 'b' points to the table area.

Title	Vendor Name	Voucher Description
OFCC Test Fee	Ohio Facilities Construction Com...	



# Record Voucher

## d) Complete required fields in the **General** tab

- ▶ Enter Title
- ▶ Select Status -> Paid
- ▶ Select Financial System of Record

d

Create New Vouchers - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen\_misc\_expense\_name\_bp/26/4?\_\_uref=uuu6328399...

Create New Vouchers Submit Save

**General** Voucher Distribution Line

**General**

Organization: OAKS CI Test

Record Number: [Empty]

Project Number: OCI-080001

Creator: Matthew Weber

Project Name: Agency General Projects Test

Creation Date: [Empty]

Project Location: OAKS CI Administration

Title \*: OFCC Test Fee

Status \*: Paid

Financial System of Record \*: OAKS FIN

**Attachments** Comm >

Information  
No Attachments.



# Record Voucher

Scroll down to **Voucher Line 1**

- e) Click the **Select** button next to OAKS PO Name
- f) Choose the appropriate PO
- g) Click the **Select** button

The screenshot shows the 'Create New Vouchers' application. The main form is titled 'Create New Vouchers' and has tabs for 'General' and 'Voucher Distribution Line'. The 'Voucher Line 1' section is active, showing a dropdown for 'OAKS PO Name 1' with 'OFCC Consultant List Fee' selected. Below this are fields for 'OAKS PO No.' (0000123456), 'Local PO No.', 'Amount (\$)', 'Line Item Total (\$)', and 'Difference (\$)'. The 'Voucher Details' section includes fields for 'OAKS Voucher ID' (00005678), 'Local Voucher ID', 'OAKS Payment Date' (06/01/2020 05:00 PM (UTC-5)), 'Local Payment Date', 'OAKS Payment Method' (ISTV Electronic Transfer), 'Local Payment Method' (Select), 'OAKS Payment Amount (\$)' (2,000.00), and 'Local Payment Amount (\$)' (0.00). A 'Purchase Orders' pop-up window is open, showing a table of purchase orders with columns for Title, Contract Name, OAKS P..., Local P..., Total Am..., and Status. The table lists various POs like 'OFCC ACC Fee', 'OCI Test PO - mmw', 'Local Admin Fees', etc. A 'Select' button is visible at the bottom of the pop-up window. Annotations include a blue circle 'f' pointing to a search icon in the pop-up, a blue circle 'e' pointing to a 'Select' button in the main form, and a blue circle 'g' pointing to a 'Select' button in the pop-up. A red circle highlights a dropdown arrow in the 'OAKS PO Name 1' field.



# Record Voucher

h) Enter **Voucher Details**  
(from your financial  
system of record):

- ▶ OAKS Voucher ID
- ▶ OAKS Payment Date
- ▶ OAKS Payment Method
- ▶ OAKS Payment Amount

h

Create New Vouchers - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen\_misc\_expense\_name\_bp/26/4?\_uref=uuu6328399...

### Create New Vouchers

Submit Save

General Voucher Distribution Line

#### Voucher Line 1

Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block

OAKS PO Name 1	Amount (\$)
OFCC ACC Fee	0.00
OAKS PO No.	Line Item Total (\$)
0000123456	0.00
Local PO No.	Difference (\$)
	0.00

#### Voucher Details

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID	Local Voucher ID
00005678	
OAKS Payment Date	Local Payment Date
06/01/2020 05:00 PM (UTC-5)	MM/DD/YYYY HH:MM AM
OAKS Payment Method	Local Payment Method
ISTV Electronic Transfer	Select
OAKS Payment Amount (\$)	Local Payment Amount (\$)
2,000.00	0.00

Attachments >

Information  
No Attachments.



# Record Voucher

- i) When the Voucher is complete, click **Submit**

The screenshot shows a web browser window titled "Create New Vouchers - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen\_misc...". The page title is "Create New Vouchers". In the top right corner, there are buttons for "Submit" (circled in red) and "Save". A blue circle with a white "i" icon is positioned over the "Submit" button, with a red arrow pointing to it. Below the "Submit" button is a blue circle with a white "i" icon. The form is divided into two main sections: "Voucher Line 1" and "Voucher Details".

**Voucher Line 1**  
Enter the PO this voucher will be paid from. More lines are available after the Voucher Details block

OAKS PO Name 1	Amount (\$)
OFCC ACC Fee	0.00
OAKS PO No. 0000123456	Line Item Total (\$) 0.00
Local PO No.	Difference (\$) 0.00

**Voucher Details**  
OAKS Voucher Number should be 8 digits ex: 00005678

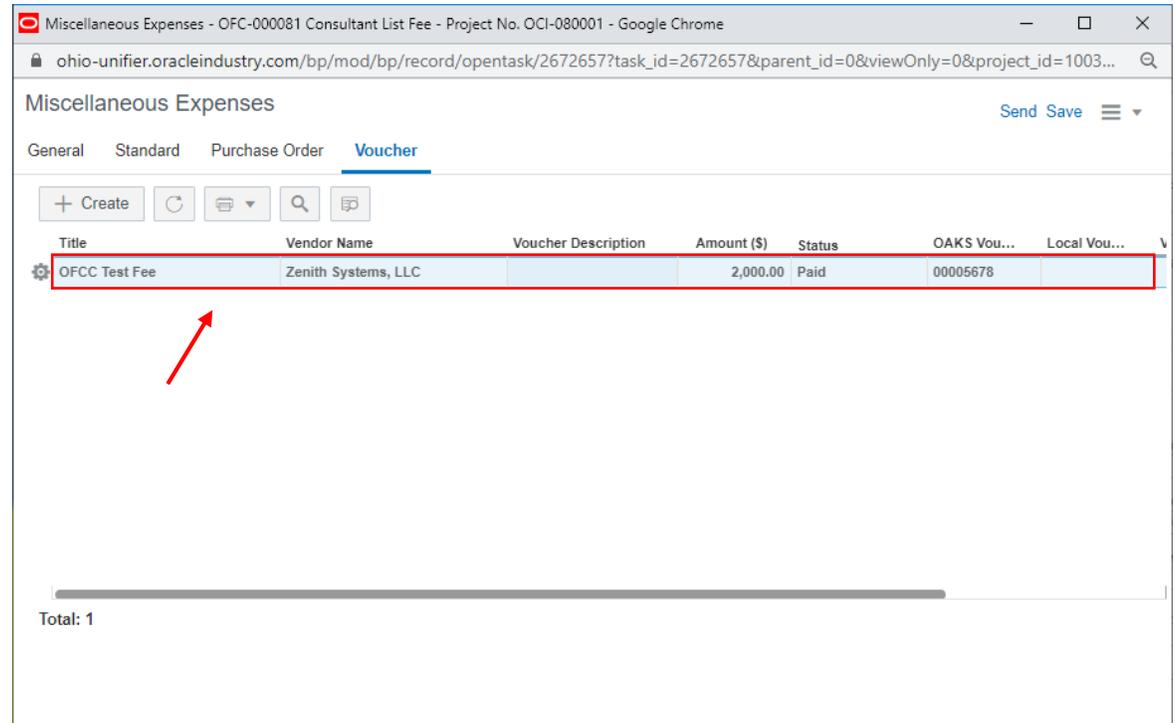
OAKS Voucher ID 00005678	Local Voucher ID
OAKS Payment Date 06/01/2020 05:00 PM (UTC-5)	Local Payment Date MM/DD/YYYY HH.MM AM
OAKS Payment Method ISTV Electronic Transfer	Local Payment Method Select
OAKS Payment Amount (\$) 2,000.00	Local Payment Amount (\$) 0.00

On the right side of the form, there is an "Attachments" section with a plus icon and a minus icon. Below it, there is an "Information" section with a blue circle containing a white "i" icon and the text "Information No Attachments."



# Record Voucher

- ▶ The window will close and the Voucher will be attached to the record



Miscellaneous Expenses - OFC-000081 Consultant List Fee - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672657?task\_id=2672657&parent\_id=0&viewOnly=0&project\_id=1003...

Miscellaneous Expenses [Send Save](#) ☰

General Standard Purchase Order **Voucher**

+ Create ↻ ☰ 🔍 💬

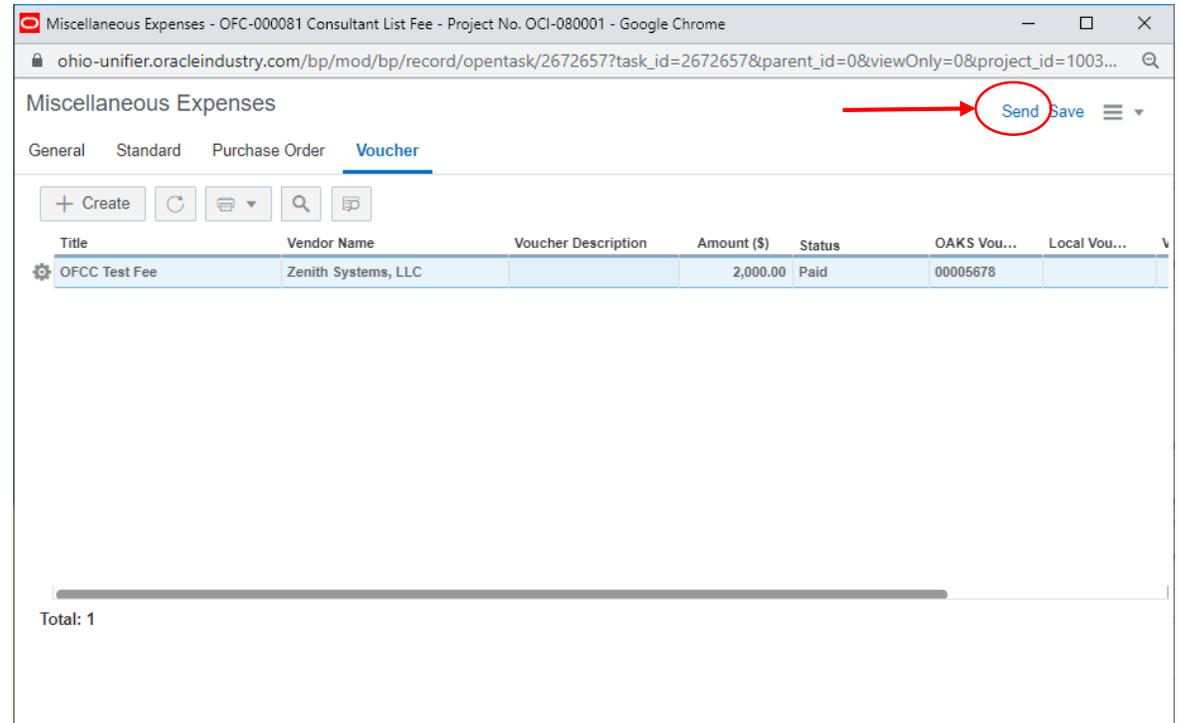
Title	Vendor Name	Voucher Description	Amount (\$)	Status	OAKS Vou...	Local Vou...
OFCC Test Fee	Zenith Systems, LLC		2,000.00	Paid	00005678	

Total: 1



# Send Record

- ▶ When the all steps have been completed and the record is ready to move forward, click **Send**



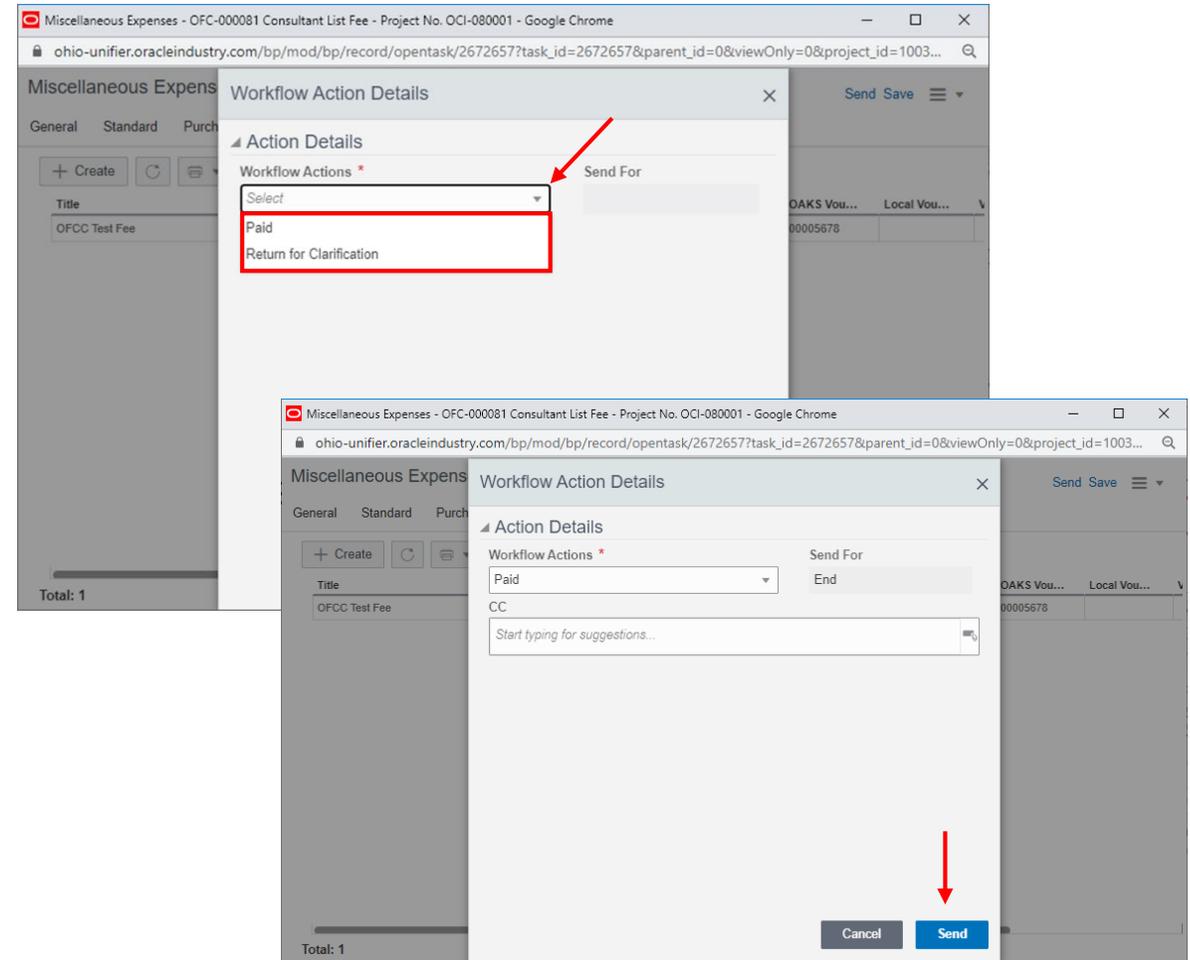
The screenshot shows a web browser window with the title 'Miscellaneous Expenses - OFC-000081 Consultant List Fee - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2672657?task\_id=2672657&parent\_id=0&viewOnly=0&project\_id=1003...'. The page title is 'Miscellaneous Expenses'. There are tabs for 'General', 'Standard', 'Purchase Order', and 'Voucher'. A red arrow points to a 'Send' button in the top right corner, which is circled in red. Below the tabs, there are buttons for '+ Create', a refresh icon, a dropdown menu, a search icon, and a chat icon. A table with the following columns is displayed: Title, Vendor Name, Voucher Description, Amount (\$), Status, OAKS Vou..., and Local Vou... The table contains one record: OFCC Test Fee, Zenith Systems, LLC, (blank), 2,000.00, Paid, 00005678. At the bottom left, it says 'Total: 1'.

Title	Vendor Name	Voucher Description	Amount (\$)	Status	OAKS Vou...	Local Vou...
OFCC Test Fee	Zenith Systems, LLC		2,000.00	Paid	00005678	



# Send Record

- ▶ Select the **Workflow Action**
  - ▶ If record is complete:
    - ▶ Choose **Paid**
    - ▶ Click **Send**
  - ▶ If record must be returned for Update:
    - ▶ Choose **Return for Clarification**
    - ▶ Add a General Comment. See [General Comments](#) section for instructions.
    - ▶ Click **Send**



# Add OFCC Vendor to Project

1. Click **Data Manager** to expand
2. Select the **Project Vendors** BP
3. Click **Create**

The screenshot shows the Primavera Unifier web interface. The breadcrumb trail is: Agency > OAKS CI Training > OAKS CI Training 1. The main content area is titled "Project Vendors" and contains a table with columns "OAKS Business Unit" and "Vendor Name". The table lists several vendors, including "Matt's Vendor", "OAKS Plumbing", "Random Roofing and Repa", and "Sands Decker Ltd.". A red box highlights the "+ Create" button in the top right of the table area. A red box highlights the "Data Manager" menu item in the left sidebar, with a blue circle containing the number "1" and an arrow pointing to it. Another red box highlights the "Project Vendors" menu item in the left sidebar, with a blue circle containing the number "2" and an arrow pointing to it. A third red box highlights the "Project Vendors" menu item in the left sidebar, with a blue circle containing the number "3" and an arrow pointing to it.

OAKS Business Unit	Vendor Name
DOT01	Matt's Vendor
MUN01	OAKS Plumbing
DOT01	OAKS Plumbing
DOT01	Random Roofing and Repa
DOT01	Sands Decker Ltd.



# Add OFCC Vendor to Project

1. Click the **Select** button in the **Vendor** field

Create New Project Vendors - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/new/upv/1006?\_uref=uuu340620086t

Create New Project Vendors

General Address

Organization

OAKS Business Unit

Project Number  
OCI-080001

Project Name  
OAKS CI Training 1

Project Location  
Surface Road

Vendor \*  
Type a Vendor Name...

Record Number

Creator  
Matthew Weber

Creation Date

Status \*  
Select

Vendor Name

President / CEO

Vendor Legal Name

2. Click the **Search** button

3. Enter your OAKS Business Unit and "Ohio Facilities"

Create New Project Vendors - Project No. DOT-190017 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upv/3331?\_uref=uuu505862365t4

Organization Vendors

Search Find on Page

OAKS Business Unit	Vendor Name	OAKS Ven...	Local Ven...
DOT01	Ohio Facilities Construction Commission	SFC01	

Search

Record

OAKS Business Unit  
contains DOT

Organization  
contains

Vendor Name  
contains Ohio Facilities

Clear Apply

4. Choose the Vendor

5. Click the **Select** button

Create New Project Vendors - Project No. DOT-190017 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upv/3331?\_uref=uuu505862365t4

Organization Vendors

Search Find on Page

OAKS Business Unit	Vendor Name	OAKS Ven...	Local Ven...
DOT01	Ohio Facilities Construction Commission	SFC01	

Search Total: 1 Cancel Search

Cancel Select



# Add OFCC Vendor to Project

- ▶ Fields will auto-fill. If you see any information that appears incorrect, please contact the [OAKS CI Help Desk](#)

6. Change the **Status** field to **Active**

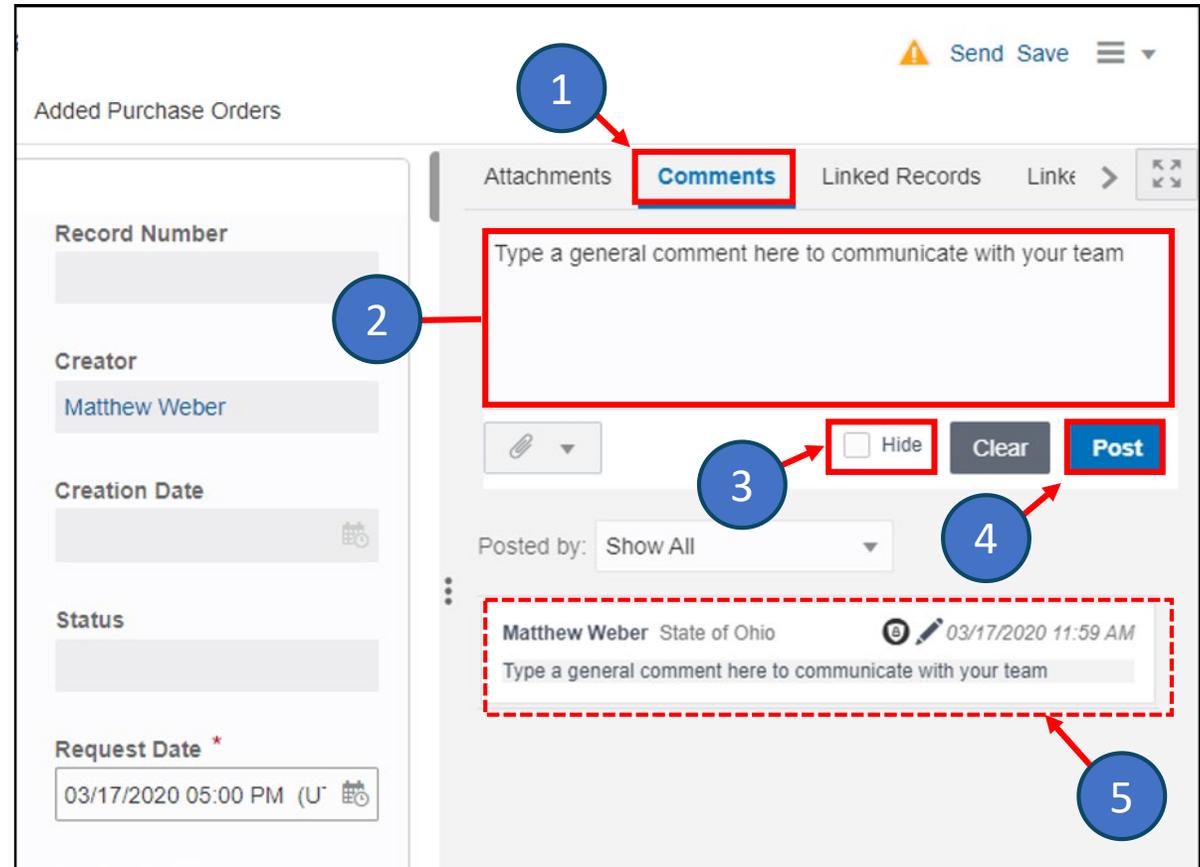
7. Click **Submit**



# Adding Comments

- ▶ Comments are a good way to communicate with team members about a specific record

- 1 Click the **Comments** tab located in the right pane of the record
- 2 Type your comment in the **Text Box**
- 3 **Important:** uncheck **Hide** to make the comment visible to everyone working in the record
- 4 Click the **Post** button
- 5 Your comment will be added to the record and display below



# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

614.644.2211

