



Professional Pay Request Create



Purpose & Procedure

- ▶ Provides for the submission, review, and approval of interim or final payment requests for services completed by the provider
- ▶ References and relates directly to the schedule of values (SOV) line item amounts as outlined in the Professional Service Provider's Agreement



Professional Services Pay Request Creation (A/E)

▶ Log into OAKS CI

a. Click + sign

b. Type project name or number in search bar

c. Click appropriate project to open

The screenshot shows a web browser window with the URL <https://ohio-unifier.oracleindustri...>. The page displays a search interface for projects. A search bar at the top contains the text "DPS". Below the search bar, a dropdown menu is open, showing a list of projects. The table below is a representation of the data shown in the screenshot:

Name	Number	Location
Ohio State Highway Patrol Post 44	DPS:080001	/Agency/Department of Public Safety
OSHP Post 23 LEADS Building	DPS:110001	/Agency/Department of Public Safety
ODPS ACF Standing Seam Roof Renovation	DPS:110003	/Agency/Department of Public Safety
LEADS Data Center Alum Creek Facility	DPS:110006	/Agency/Department of Public Safety
OSHP Academy Range Equip. Replacement	DPS:110009	/Agency/Department of Public Safety
ODPS - EOC Reorganization	DPS:110010	/Agency/Department of Public Safety
OSHP Academy Maintenance & Repair Project	DPS:120001	/Agency/Department of Public Safety
OSHP Alum Creek Crime Lab Addition	DPS:120002	/Agency/Department of Public Safety
Academy HVAC Replacement-Chiller & Range ...	DPS:120004.02	/Agency/Department of Public Safety
Alum Creek HVAC	DPS:130001	/Agency/Department of Public Safety



Professional Services Pay Request – Create (A/E)

- ▶ In OAKS CI navigate to:
 - ▶ Logs -> **Professional Services Pay Request**
 - ▶ Click **Create**

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a navigation menu with 'Logs' circled in red. A red arrow points to 'Professional Services Pay Request' in the menu. The main content area shows the 'Professional Services Pay Request' page with a '+ Create' button circled in red. Below the menu is a table with columns 'Title' and 'Agreement Name'.

Title	Agreement Name
Tuesday Test	CI Agreement
Test vendor name change	Test Agreement
Test PS Pay Request	CI Agreement
test 8	CI Agreement
test	Agreement w int
test	Agreement #3
Test	Agreement #3
pr#3	test#2
PR#2	test#2
PR #4	Agreement w int
PR #1	test#2
Migration 1	Migration 2



Professional Services Pay Request – Create (A/E)

- a) Enter the required * fields in the General section
- ▶ Enter the Title
 - ▶ Select Contract Reference
 - ▶ Select Period From and Period To

a

Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upspr/1003/279?_uref=uuu184516673t1

Create New Professional Services Pay Request

Send Save

General Pay Request Details

General

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

Status

Title *
Matt's Consulting OCI-00081_PR1

Internal Ref. Number

Contract Reference *
mmw-test new workflow

Professional Services Provider
OCI Test General

Agreement Type
Design

EDGE Certified?
No

Other Description

Received Date

Period From *
04/01/2020 05:00 PM (UTC-5)

Period To *
04/30/2020 05:00 PM (UTC-5)

Payment Requested

Final Payment? *
Select

Amount (\$) *
0.00

Invoices for Reimbursable Exp. Attached? *
Select

Line Item Total (\$)
0.00

Difference (\$)
0.00



Professional Services Pay Request – Create (A/E)

b) Enter the required * fields in the Payment Requested section

- ▶ Final Payment
 - ▶ Select Yes if this is the final pay request for this agreement
- ▶ Invoices for Reimbursable Exp. Attached?
 - ▶ Select Yes if invoices are attached
- ▶ Amount (\$)
 - ▶ Enter the amount of the current payment request

Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upspr/1003/279?_uref=uuu184516673t1

Create New Professional Services Pay Request

Send Save

General Pay Request Details

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
Status: [Empty]
Title *: Matt's Consulting OCI-00081_PR1
Internal Ref. Number: [Empty]
Contract Reference *: mmw-test new workflow
Professional Services Provider: OCI Test General
Agreement Type: Design
EDGE Certified?: No
Other Description: [Empty]
Received Date: [Empty]
Period From *: 04/01/2020 05:00 PM (UTC-5)
Period To *: 04/30/2020 05:00 PM (UTC-5)

Payment Requested

Final Payment? *: No
Amount (\$) *: 25,000.00
Invoices for Reimbursable Exp. Attached? *: No
Line Item Total (\$) : 0.00
Difference (\$) : 25,000.00



Professional Services Pay Request – Create (A/E)

- ▶ Prior to adding lines to your pay request, you may want to view the remaining balance on your SOV (Schedule of Values)
 - ▶ Click the Menu at the top right of the record and select **SOV**

Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upspr/1003/279?__uref=uuu184516673t1

Create New Professional Services Pay Request

Send Save 

General Pay Request Details

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

Status: [Empty]

Title *: Matt's Consulting OCI-00081_PR1

Internal Ref. Number: [Empty]

Contract Reference *: mmw-test new workflow

Professional Services Provider: OCI Test General

Agreement Type: Design

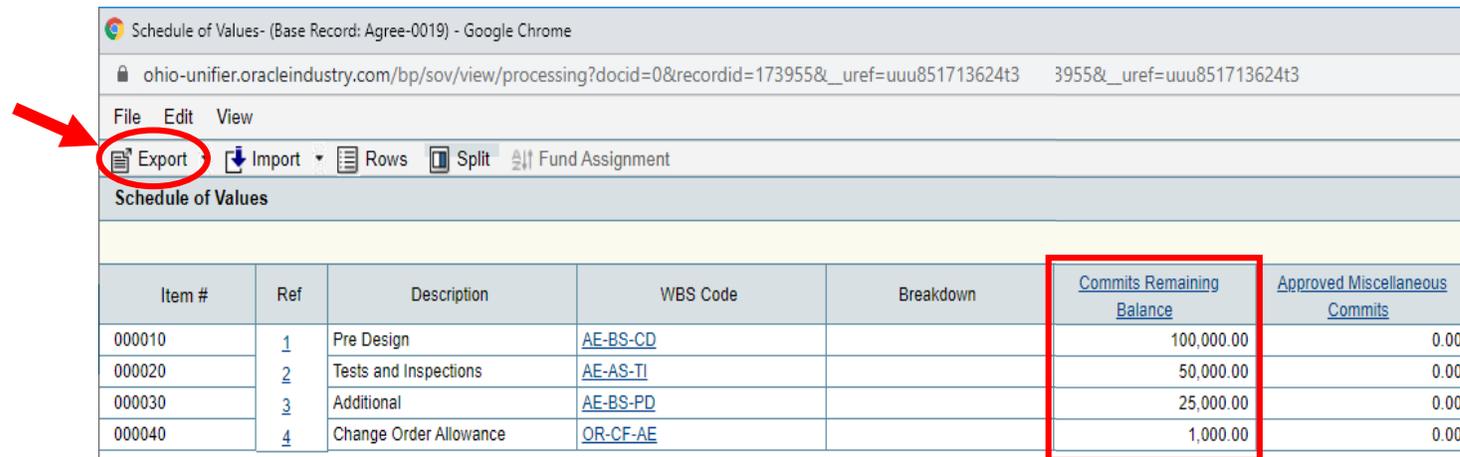
EDGE Certified?: No

Other Description: [Empty]

Received Date: [Empty]

Professional Services Pay Request – Create (A/E)

- ▶ This allows you to look at the Scheduled Value and Commits Remaining Balance for each of the line items on your SOV (you may need to scroll to the right to find the column)
- ▶ You can also export the SOV to Excel by clicking Export and choosing the Summary Schedule of Values Sheet



Screenshot of a web browser showing a Schedule of Values (SOV) table. The browser address bar shows the URL: ohio-unifier.oracleindustry.com/bp/sov/view/processing?docid=0&recordid=173955&_uref=uuu851713624t3. The browser title is "Schedule of Values- (Base Record: Agree-0019) - Google Chrome". The browser menu bar shows "File Edit View". The browser toolbar shows "Export", "Import", "Rows", "Split", and "Fund Assignment". The "Export" button is circled in red, and a red arrow points to it. The "Schedule of Values" table is displayed below the toolbar. The table has columns: "Item #", "Ref", "Description", "WBS Code", "Breakdown", "Commits Remaining Balance", and "Approved Miscellaneous Commits". The "Commits Remaining Balance" and "Approved Miscellaneous Commits" columns are highlighted with a red box.

Item #	Ref	Description	WBS Code	Breakdown	Commits Remaining Balance	Approved Miscellaneous Commits
000010	1	Pre Design	AE-BS-CD		100,000.00	0.00
000020	2	Tests and Inspections	AE-AS-TI		50,000.00	0.00
000030	3	Additional	AE-BS-PD		25,000.00	0.00
000040	4	Change Order Allowance	OR-CF-AE		1,000.00	0.00

Professional Services Pay Request – Create (A/E)

- ▶ This is how your SOV will look in Excel
- ▶ **Note:** This file is for reference only. It cannot be re-imported into OAKS CI.

Column: All

Note: This file is for reference only. The contents of this file cannot be modified and re-imported into the Schedule of Value Sheet.

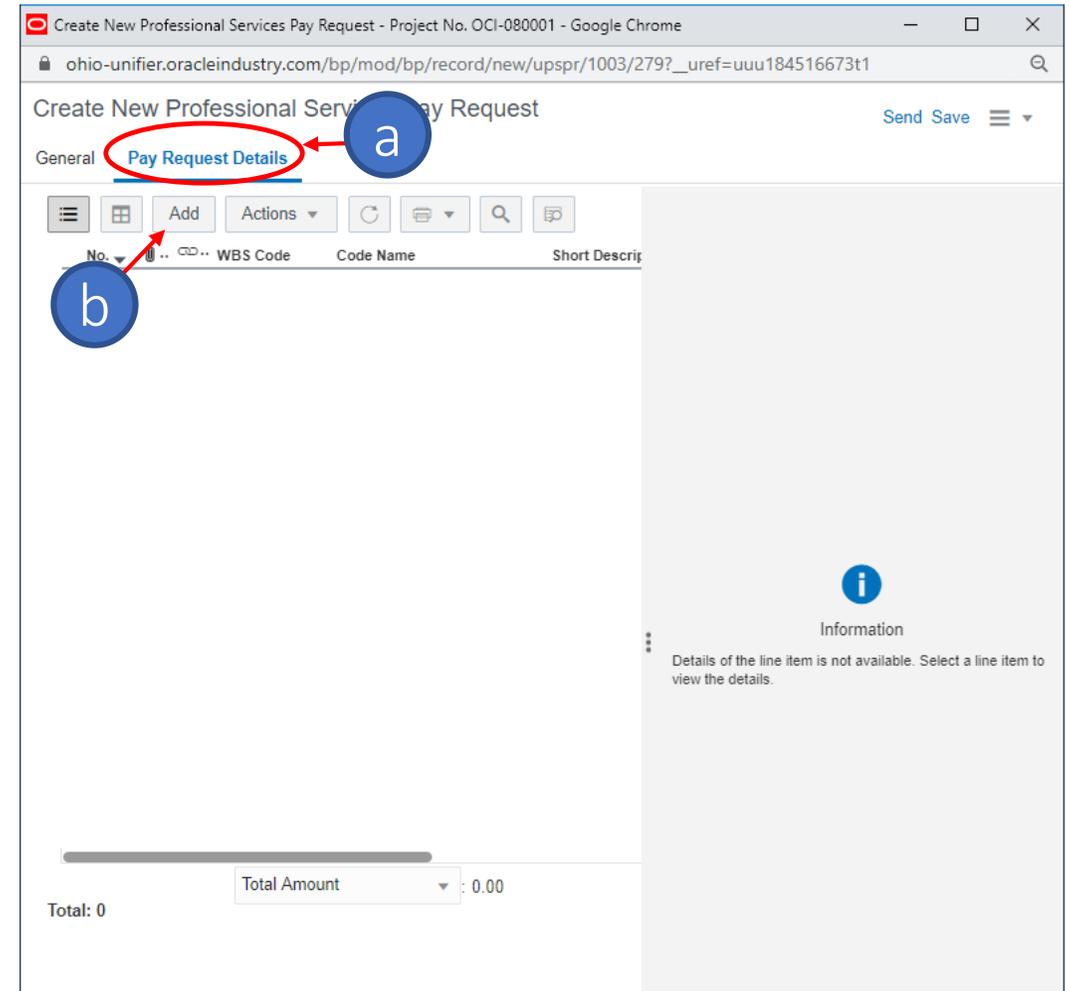
Ref	Description	WBS Code Breakdown	Pending	Pending	Approved Professional	Approved Amended	Total	Approved Pending	Commits Remaining
1	Pre Design	AE-BS-CD	0	0	100,000.00	0	100,000.00	0	100,000.00
2	Tests and Inspections	AE-AS-TI	0	0	50,000.00	0	50,000.00	0	50,000.00
3	Additional	AE-BS-PD	0	0	25,000.00	0	25,000.00	0	25,000.00
4	Change Order Allowance	OR-CF-AE	0	0	1,000.00	0	1,000.00	0	1,000.00



Professional Services Pay Request – Create (A/E)

- ▶ Enter a line item corresponding to each item on the Schedule of Values (SOV) from the agreement for which payment is requested

- a) Open the Pay Request Details tab
- b) Click the Add button



Professional Services Pay Request – Create (A/E)

- c) Click on the arrow next to WBS Code
- d) Choose the appropriate line item
- e) Enter a Short Description and the Amount
- f) To add additional lines, click **Save & Add New**, otherwise click **Save**

The screenshot shows the 'Create New Professional Services Pay Request' interface. The main form is titled 'Line Item Details' and includes the following fields:

- WBS Code: AE-BS-CD
- Code Name: AE Construction Docs Services
- Short Description: Services
- Professional Services EDGE Certified?: No
- Amount (\$): 10,000.00
- Subcontractor/Supplier: Type a Subcontractor/Supplier...
- EDGE Certified?:
- Subcontractor/Supplier Name:
- Notes:

The 'SOV Picker' modal window is open, displaying a table of line items:

Item #	Ref	Description	CBS Code
000010	1	Pre Design	AE-BS-CD
000020	2	Tests and Inspections	AE-AS-TI
000030	3	Additional	AE-BS-PD
000040	4	Change Order Allowance	OR-CF-AE
000050	5	Additional Services	AE-AS-BE

Red circles and arrows labeled 'c' through 'f' indicate the steps described in the list to the left:

- c) Arrow pointing to the dropdown arrow next to the WBS Code field.
- d) Arrow pointing to the 'Pre Design' row in the SOV Picker table.
- e) Arrows pointing to the 'Services' text in the Short Description field and the '10,000.00' value in the Amount field.
- f) Arrow pointing to the 'Save & Add New' button at the bottom of the form.



Professional Services Pay Request – Create (A/E)

- g) Once all lines have been added, the Line Item information will display
- h) Note the Total Amount field at the bottom of the record

The screenshot displays the 'Create New Professional Services Pay Request' interface. The main table shows the following data:

No.	WBS Code	Code Name	Short Description
003	AE-AS-BE	AE Additional Services Bu...	Additional Services
002	AE-AS-TI	AE Tests and Inspections	Inspections
001	AE-BS-CD	AE Construction Docs Services	Services

At the bottom of the record, the 'Total Amount' field is displayed as 25,000.00.



Professional Services Pay Request – Create (A/E)

- ▶ Open the General tab and scroll down to the Payment Requested Section
- ▶ Ensure that the Total Amount displayed from the Pay Request Details tab equals the Amount entered in the Payment Requested section, and the Difference equals \$0.00

Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/upspr/1003/279?_uref=uuu184516673t1

Create New Professional Services Pay Request

Send Save

General Pay Request Details

▶ General

▶ **Payment Requested**

Final Payment? *
No

Amount (\$) *
25,000.00

Invoices for Reimbursable Exp. Attached? *
No

Line Item Total (\$)
25,000.00

Difference (\$)
0.00

Attachments

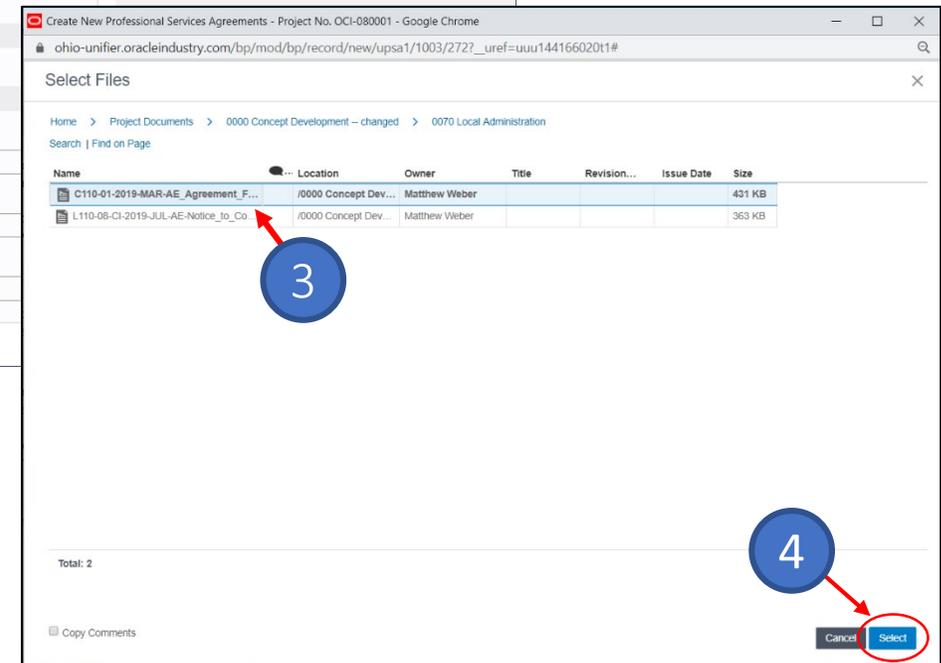
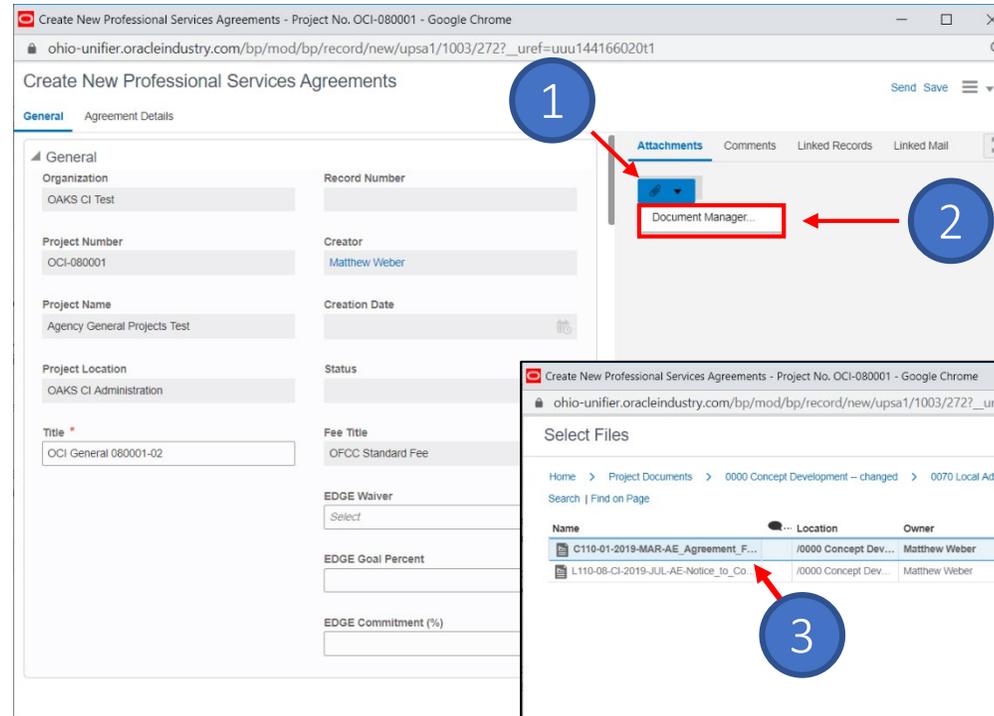
Information
No Attachments



Professional Services Pay Request – Attach Supporting Documentation

Upload all documents to [Document Manager](#) prior to attaching documents

- 1) Under the **Attachments** tab on the right side of the record, click the attachments button
- 2) Choose **Document Manager**
- 3) Navigate to the folder where the document is stored; select the document you wish to attach
- 4) Click **Select**



Professional Services Pay Request – Create (A/E)

The Document Manager screen will close:

The added attachment(s) will be updated and display under the Attachments tab

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

The screenshot shows a web browser window titled "Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/312376/1?_uref=uuu418648075t1#". The page title is "Create New Professional Services Pay Request". There are "Send" and "Save" buttons, with a red arrow pointing to the "Send" button. The "General" tab is selected, showing fields for Organization (OAKS CI Test), Project Number (OCI-080001), Project Name (Agency General Projects Test), Project Location (OAKS CI Administration), Title (Matt's Consulting OCI-00081_PI), and Contract Reference (mmw-test new wor...). The "Attachments" tab is also visible, showing a list of published attachments, with one attachment "C110-01-2019-MAR-AE..." highlighted by a red box.



Professional Services Pay Request – Create (A/E)

- ▶ Verify Workflow Action
- ▶ Click **Send**
- ▶ The record will now go to PM Approval

The screenshot shows a web browser window titled "Create New Professional Services Pay Request - Project No. OCI-080001 - Google Chrome". The URL is "ohio-unifier.oracleindustry.com/bp/mod/bp/record/opendraft/312376/1?_uref=uuu418648075t1#". The main form is titled "Create New P" and has a "General" tab selected. A "Workflow Action Details" dialog box is open, showing the following details:

- Action Details**
 - Workflow Actions *: **Submit** (highlighted with a red box)
 - Send For: PM Approval
 - To: Archana Atrey; Matthew Weber; Rita Nichols; Shauna Hooks; Steve Mayo; Project Manager
 - CC: Start typing for suggestions...
- Due Date Details**
 - Task Due Date: [Empty field]

At the bottom of the dialog box, there is a message: "Task Due Date is not available". Below this message are two buttons: "Cancel" and "Send". A red arrow points to the "Send" button.

Questions?

Please contact OAKS CI Support Desk:

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