



Record and Apply Voucher

Agency/Higher-Ed



Vouchers

- ▶ Used to Support:
 - ▶ **Pay Request** (Contractor and Professional Services)
 - ▶ Miscellaneous Invoice: Acts as an application for payment in order to pull money from the Misc. Commit.



Pay Request and Voucher



Pay Requests Workflow Process

- ▶ As the **Owner Financial** representative you will:
 - ▶ Create a Voucher (check) in your own financial system of record
 - ▶ Create a **Voucher** Record in OAKS CI
 - ▶ Pull the **Voucher** Record into the Pay Request
- ▶ You will be vouchering these two types of Pay Requests:
 - ▶ **Contractor Pay Request** Created by: **Contractor** → Submitted to: **Associate (A/E) Review** → Sent to: **PC Review and Validation** → Sent to: **PM Review** → Sent to: **PM Supervisor Review** → Sent to: **Owner Approval** → Sent to: **Owner for Payment Processing**
 - ▶ **Professional Services Pay Request** Created by: **Associate (A/E)** → Submitted to: **PM Approval** → Sent to: **PC for Payment Request Validation** → Sent to: **PM Supervisor Approval** → Sent to: **Owner Approval** → Sent to: **Owner for Payment Processing**

The following slides are an example from the Professional Services Pay Request workflow:



Payment Processing (Owner Financial)

- ▶ 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

Professional Services Pay Request PSPR-0015 is sent to you for Payment Process.

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

Source Name : **Agency General Projects Test**
Record No : **Professional Services Pay Request PSPR-0015**
Title : **Matt's Consulting Inc. OCI-00081_PR1**

[Unifier Login](#)



Task Action (Owner Financial)

- ▶ Click Accept Task

The screenshot shows a web browser window displaying a 'Professional Services Pay Request' task. The browser's address bar shows the URL: `ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2608178?task_id=2608178&parent_id=0&viewOnly=0&project_id=1003&model=upspr&_uref=uuu1...`. The page title is 'Professional Services Pay Request'. In the top right corner, there are buttons for 'Accept', 'Decline', and a menu icon. A red arrow points to the 'Accept' button. Below the title, there are tabs for 'General', 'Pay Request Details', 'Added Purchase Orders', and 'Voucher'. The 'General' tab is active. The main content area is divided into two sections: 'Task Details' and 'General'. The 'Task Details' section includes fields for 'From' (Matthew Weber), 'To' (Archana Atrey; Matthew Weber; Rita Nichols; Shauna Hooks; Steve Mayo; Owner Financial), and 'Sent For' (Payment Process). The 'General' section includes fields for 'Organization' (OAKS CI Test), 'Record Number' (PSPR-0015), 'Project Number' (OCI-080001), 'Creator' (Matthew Weber), 'Project Name' (Agency General Projects Test), and 'Creation Date' (04/27/2020 08:46 AM (UTC-5)). On the right side, there is a sidebar with tabs for 'Attachments', 'Comments', 'Linked Records', and 'Linked Mai'. The 'Attachments' tab is active, showing a table of 'Published Attachments' with one entry: 'C110-01-2019-MAR-AE_...'. At the bottom of the sidebar, it says 'Total: 1'. The browser's address bar at the bottom shows the URL: `ohio-unifier.oracleindustry.com/bp/mod/bp/record/.../2608178...`.



Payment Processing (Owner Financial)

- ▶ Review information in the General tab

Professional Services Pay Request - Matt's Consulting Inc. OCI-00081_PR1 - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2608178/undefined/undefined?_uref=uuu131277555t1

Professional Services Pay Request

Send Save

General Pay Request Details Added Purchase Orders Voucher

General

Organization OAKS CI Test	Record Number PSPR-0015
Project Number OCI-080001	Creator Matthew Weber
Project Name Agency General Projects Test	Creation Date 04/27/2020 08:46 AM (UTC-5)
Project Location OAKS CI Administration	Status Approved
Title Matt's Consulting Inc. OCI-00081_PR1	Internal Ref. Number
Contract Reference OCI General 080001-02	Professional Services Provider OCI Test General
Agreement Type Design	EDGE Certified? No
Other Description	Received Date 04/27/2020 08:46 AM (UTC-5)

Attachments Comments Li

Published Attachments

C110-01-2019-MAR-AE_...

Total: 1



Payment Processing – Create Voucher (Owner Financial)

- a) Open the Voucher tab
- b) Click Create

The image displays two overlapping screenshots of the Oracle Financials 'Professional Services Pay Request' interface. The top screenshot shows the 'General' tab selected, with the 'Voucher' tab highlighted by a red circle and labeled 'a'. The bottom screenshot shows the 'Voucher' tab selected, with the '+ Create' button highlighted by a red circle and labeled 'b'. The interface includes a left-hand navigation pane with 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 Inc. OCI-00081_PR1), Contract Reference (OCI General 080001-02), Agreement Type (Design), and Other Description. The main area shows a table with columns for Title, Vendor Name, Voucher Description, Amount (\$), Status, OAKS Vou..., and Local. The total amount is displayed as 'Total: 0' at the bottom.



Payment Processing (Owner Financial) Record Voucher

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

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_request_bp/20265/3?__uref=uuu131277555t1

Create New Vouchers Submit Save

General Voucher Distribution Line

General

Organization	Record Number
OAKS CI Test	
Project Number	Creator
OCI-080001	Matthew Weber
Project Name	Creation Date
Agency General Projects Test	
Project Location	
OAKS CI Administration	

Title *

Status *

Financial System of Record *

Attachments Comments Linked Rt

Information
No Attachments.



Payment Processing (Owner Financial)

- ▶ Scroll down the General tab using the slider
- ▶ Pay request details should be populated

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_req...

Create New Vouchers Submit Save

General Voucher Distribution Line

Select a Professional Services Pay Request to Voucher. Supporting data from Project Vendor can be updated if needed.

Professional Serv. Pay Request Name	Professional Services Pay Request Amount (\$)
Matt's Consulting Inc. OCI-00081_...	25,000.00

▶ DPE PS Pay Request

Select a Miscellaneous Invoice to Voucher. Supporting data from Project Vendor can be updated if needed.

Miscellaneous Invoice Name	Miscellaneous Invoice Amount (\$)
Type a Title...	0.00

Select a Miscellaneous Expense Record to Voucher.

Miscellaneous Expense Name	Miscellaneous Expense Amount (\$)
Type a Title...	0.00

Vendor Name	Amount (\$)
OCI Test General	25,000.00
Amount on Other Voucher (\$)	0.00
Amount on This Voucher (\$)	25,000.00
Line Item Total (\$)	0.00
Difference (\$)	25,000.00



Payment Processing (Owner Financial)

- a) Scroll down to Voucher Line 1
- b) Click the button to choose **OAKS PO Name**
- c) Highlight appropriate PO
- d) Click **Select**

The screenshot displays the 'Create New Vouchers' interface. The 'Voucher Line 1' section is highlighted with a red box and contains the following fields:

- OAKS PO Name 1: (with a magnifying glass icon and a red circle 'b' pointing to it)
- Amount (\$):
- OAKS PO No.:
- System Total (\$):
- Local PO No.:
- Difference (\$):

The 'Voucher Details' section contains the following fields:

- OAKS Voucher ID:
- Local Voucher ID: (with a red circle 'c' pointing to it)
- OAKS Payment Date: (with a calendar icon)
- Local Payment Date: (with a calendar icon)
- OAKS Payment Method: (with a dropdown arrow)
- Local Payment Method: (with a dropdown arrow)
- OAKS Payment Amount (\$):
- Local Payment Amount (\$):

The 'Purchase Orders' modal window is open, showing a table of purchase orders. A red circle 'd' points to the 'Select' button at the bottom right of the modal.

Title	Contract Name	OAKS P...	Local P...	Total Am...
OCI Test PO - mmw	mmw-test new workflow			176,000.00
Local Admin Fees	Local Admin Fees	0009877		5,000.00
Consultant List Fees	Consultant List Fees	12345567		5,000.00
Test PO - Brett	Test - GeneralTest Agreement #2	12345		1,000.00
PO #2				0.00
PO #1	Test - General	12345		0.00
PO Test 2	Test - General	852741		3,500.00
PO Test 1	C Testtest#2			0.00
My Company PO1	Migration 2	0009998888		0.00
Testing	Test Agreement			4,000.00
Agreement 5 (Louis and Clark Arch)	SAO Agency	1234567888		0.00
Purchase order test				0.00
Test	Test			0.00
Total: 14				



Payment Processing (Owner Financial)

e) Enter PO Amount

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_req...

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 (\$)
OCI Test PO - mmw	25,000.00
OAKS PO No.	Line Item Total (\$)
	0.00
Local PO No.	Difference (\$)
	25,000.00

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

OAKS Voucher ID	Local Voucher ID
OAKS Payment Date	Local Payment Date
MM/DD/YYYY HH:MM AM	MM/DD/YYYY HH:MM AM
OAKS Payment Method	Local Payment Method
Select	Select
OAKS Payment Amount (\$)	Local Payment Amount (\$)
0.00	0.00



Payment Processing (Owner Financial)

f) In the Voucher Details Section Enter:

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

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_req...

Create New Vouchers

Submit Save

General Voucher Distribution Line

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

OAKS PO Name 1	Amount (\$)
OCI Test PO - mmw	25,000.00
OAKS PO No.	Line Item Total (\$)
	0.00
Local PO No.	Difference (\$)
	25,000.00

Voucher Details

OAKS Voucher Number should be 8 digits ex: 00005678

OAKS Voucher ID	Local Voucher ID
01234569	
OAKS Payment Date	Local Payment Date
04/28/2020 05:00 PM (UTC-5)	MM/DD/YYYY HH:MM AM
OAKS Payment Method	Local Payment Method
Electronic Payment (EFT)	Select
OAKS Payment Amount (\$)	Local Payment Amount (\$)
25,000.00	0.00



Payment Processing (Owner Financial)

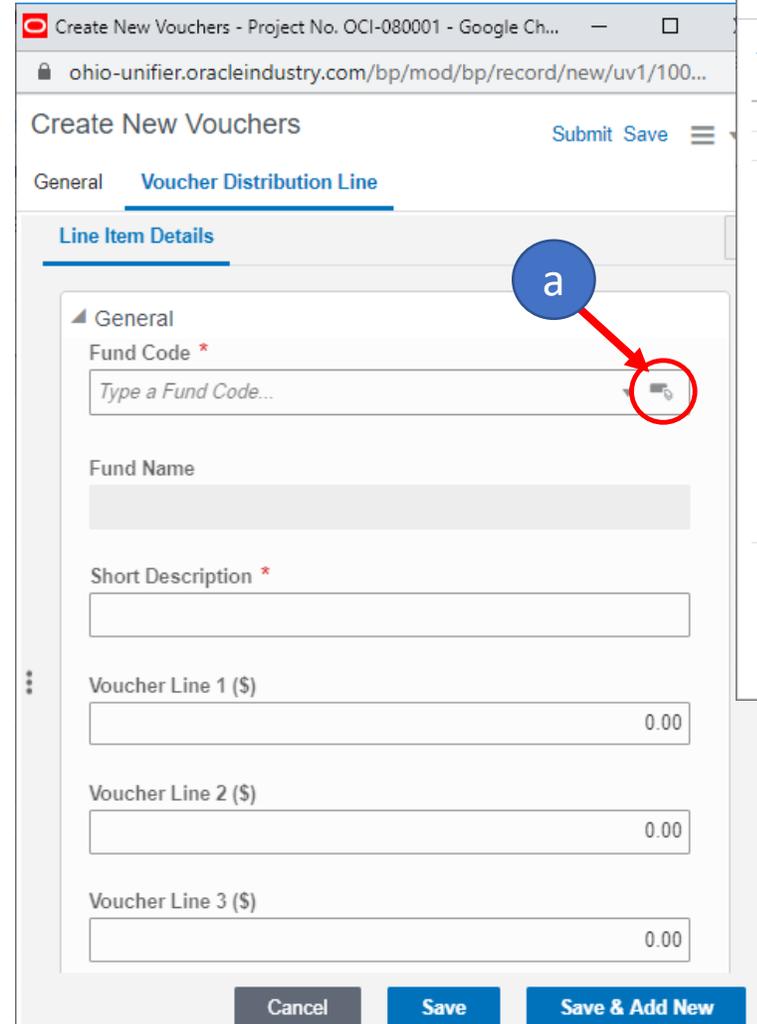
- ▶ Open **Voucher Distribution Lines** tab
- ▶ Click **Add**

The screenshot displays the 'Create New Vouchers' interface in Google Chrome. The browser address bar shows the URL: ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_req... The page title is 'Create New Vouchers'. The 'General' tab is active, and the 'Voucher Distribution Line' sub-tab is selected and circled in red. A red arrow points to this sub-tab. Below the tabs, there are input fields for 'OAKS PO Name 1' (OCI Test PO - mmw), 'OAKS PO No.', and 'Local PO No.'. The 'Voucher Details' section includes fields for 'OAKS Voucher ID' (01234569), 'OAKS Payment Date' (04/28/2020 05:00 PM (UTC-5)), 'OAKS Payment Method' (Electronic Payment (EFT)), and 'OAKS Payment Amount (\$)' (25,000.00). At the bottom, there is a 'Total: 0' and a 'Total Amount' dropdown set to 0.00. A red arrow points to the 'Add' button in the 'Voucher Distribution Line' sub-tab. An information message on the right states: 'Details of the line item is not available. Select a line item to view the details.'



Payment Processing (Owner Financial)

- a) Click the button to select a Fund Code
- b) Highlight a Fund Code
- c) Click **Select**



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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/100...

Create New Vouchers

Submit Save

General **Voucher Distribution Line**

Line Item Details

General

Fund Code *
Type a Fund Code... 

Fund Name

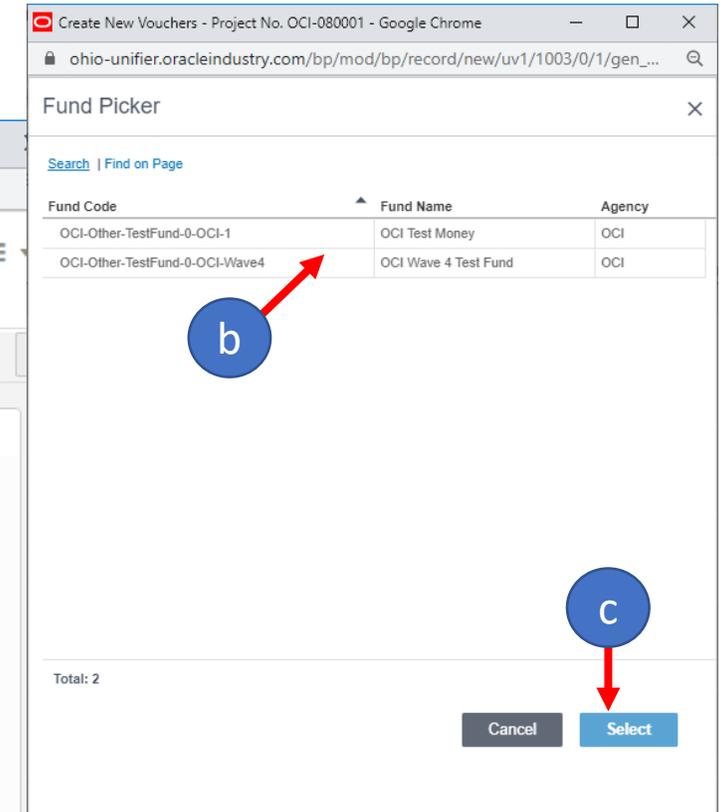
Short Description *

Voucher Line 1 (\$) 0.00

Voucher Line 2 (\$) 0.00

Voucher Line 3 (\$) 0.00

Cancel Save Save & Add New



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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_...

Fund Picker

Search | Find on Page

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

Total: 2

Cancel Select



Payment Processing (Owner Financial)

- d) Enter Short Description and amount
- e) Click **Save** or **Save & Add New** to add additional funding lines

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...". The page title is "Create New Vouchers" with a "Submit Save" button. The "General" tab is selected, and the "Voucher Distribution Line" section is active. Under "Line Item Details", the "General" section is expanded. The "Fund Code" is "OCI-Other-TestFund-0-OCI-1" and the "Fund Name" is "OCI Test Money". The "Short Description" field is highlighted with a red box and contains "Test Fund". The "Voucher Line 1 (\$)" field contains "25,000.00". Below it are fields for "Voucher Line 2 (\$)", "Voucher Line 3 (\$)", "Voucher Line 4 (\$)", and "Voucher Line 5 (\$)", all with "0.00" values. At the bottom, there are "Cancel", "Save", and "Save & Add New" buttons. A blue circle with the letter 'd' points to the "Short Description" field, and another blue circle with the letter 'e' points to the "Save" and "Save & Add New" buttons, which are also circled in red.



Payment Processing (Owner Financial)

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

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/uv1/1003/0/1/gen_prof_ser_pay_request_bp/20165/3?_uref=uuu131...

Create New Vouchers

General **Voucher Distribution Line**

Line Item Details Attachments Linked Records

No.	Fund Code	Fund
001	OCI-Other-TestFund-0-OCI-1	OCI

Total: 1

Total Amount: 25,000.00

Cancel Save Save & Add New



Payment Processing (Owner Financial)

- a) Return to the **General** tab
- b) Scroll down to the **Voucher Information** section
- c) Click the button to select previously recorded **Voucher**
- d) Highlight **Voucher**
- e) Click **Select**

The screenshot shows the Oracle Financials Professional Services Pay Request interface. The browser address bar indicates the URL: `ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2608178/undefined/undefined?__uref=uuu131...`. The page title is "Professional Services Pay Request".

Annotations and actions:

- a**: A red circle highlights the "General" tab in the top navigation bar.
- b**: A blue circle highlights the "Attachments" section on the right side of the page.
- c**: A red circle highlights a button with a magnifying glass icon in the "Voucher Information" section, used for selecting a previously recorded voucher.
- d**: A red circle highlights a row in the "Vouchers" table, specifically the row for "PSPR OCI-080001 MW2".
- e**: A red circle highlights the "Select" button at the bottom right of the "Vouchers" table.

The "Vouchers" table contains the following data:

Title	Vendor Name	Voucher Description	Amount (\$)	Status	OAKS V
PSPR OCI-080001 MW2	OCI Test General	Matt's Consulting Inc. O...	25,000.00	Paid	0123456
PSPR OCI-080001 MW1	OCI Test General	Matt's Consulting OCI-0...	146,000.00	Paid	0123456
Local Admin Fees	Ohio Facilities Construction Com...	Local Admin Fees	5,000.00	Paid	000899E
test			0.00	Paid	
Test Voucher	OCI Test GeneralOCI Test General	OCI Test General PR 2...	5,378.00	Paid	1234567
Contractor Pay Request 001	OCI Test General	PR-004 Test	2,960.00	Paid	1234567
M Test	OCI Migration Inc	Migration 1	400.00	Paid	
Testing	OCI Test General	Testing	0.00	Paid	
Cloud Migration Test	OCI Test General	Cloud Migration Test	6,508.00	Paid	0000122
Test	OCI Test General	Misc. Inv	50.00	Paid	
Voucher Title	OCI Test General	PR #4	2,500.00	Paid	0000454
d			0.00	Paid	
OCI Test	OCI Test General	OCI Test General PR.2	378.00	Paid	
OCI Test PR 1	OCI Test General	OCI Test General PR 1	1,098.00	Paid	
jfkjka	OCI Test General	PR #1	1,600.00	Paid	
2test	OCI Test General	pr#3	2,900.00	Approved	
1test	OCI Test General	PR#2	8,300.00	Approved	
test #2	OCI Test General	PR #1	1,600.00	Approved	



Payment Processing (Owner Financial)

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

Professional Services Pay Request - Matt's Consulting Inc. OCI-00081_PR1 - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2608178/undefined/undefined?__uref=uuu13127755...

Professional Services Pay Request

Send Save

General Pay Request Details Added Purchase Orders Voucher

OAKS PO.5 No.	OAKS PO.5 Amount (\$)	Amount Applied (\$)
<input type="text"/>	0.00	0.00
Local PO.5 No.	Local PO.5 Amount (\$)	Amount Applied (\$)
<input type="text"/>	0.00	0.00

Pay Request Amount: 25,000.00

Total Applied (\$): 0.00

Difference (\$): 25,000.00

Voucher Information

Voucher *
OCI Test General

Voucher Title: PSPR OCI-080001 MW2
Voucher Amount (\$): 25,000.00

Attachments: Published Attachments
C110-01-2019-MAR-AE_...

Total: 1



Payment Processing (Owner Financial)

- ▶ Verify Workflow Action
- ▶ Click **Send**
- ▶ This will end the Professional Services Pay Request Workflow

Professional Services Pay Request - Matt's Consulting Inc. OCI-00081_PR1 - Project No. OCI-080001 - Google Chrome

ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2608178/undefined/undefined?__uref=uuu13127755...

Professional Services Pay Request

Workflow Action Details

General Pay Request

OAKS PO.5 No. []

Local PO.5 No. []

Voucher Information

Voucher * OCI Test Genera

Voucher Title PSPR OCI-0800

Action Details

Workflow Actions * Vouchered

Send For End

CC

Start typing for suggestions...

Cancel Send



Questions?

Please contact OAKS CI Support Desk:

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