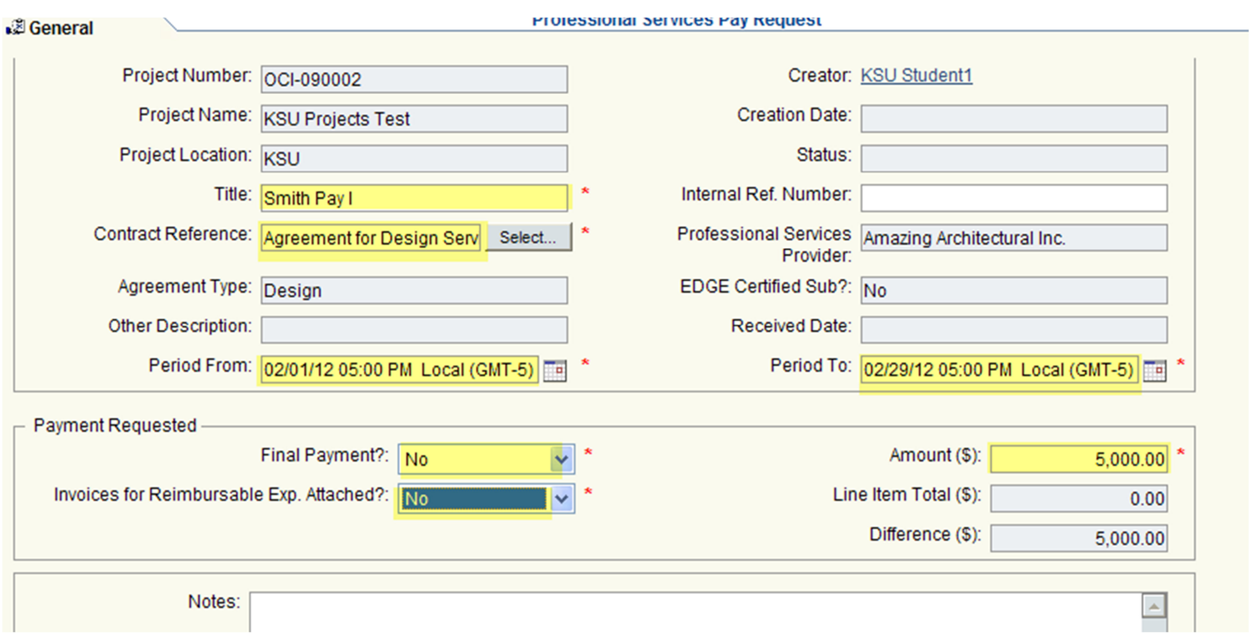
OFFICE OF THE UNIVERSITY ARCHITECT

PROFESSIONAL SERVICES PAY REQUEST PROCEDURE IN OAKSCI

If you have any reimbursable expenses, you need to upload them now so that you can attach to the Pay Request. Make sure you keep track of where you stored them in Document Manager.

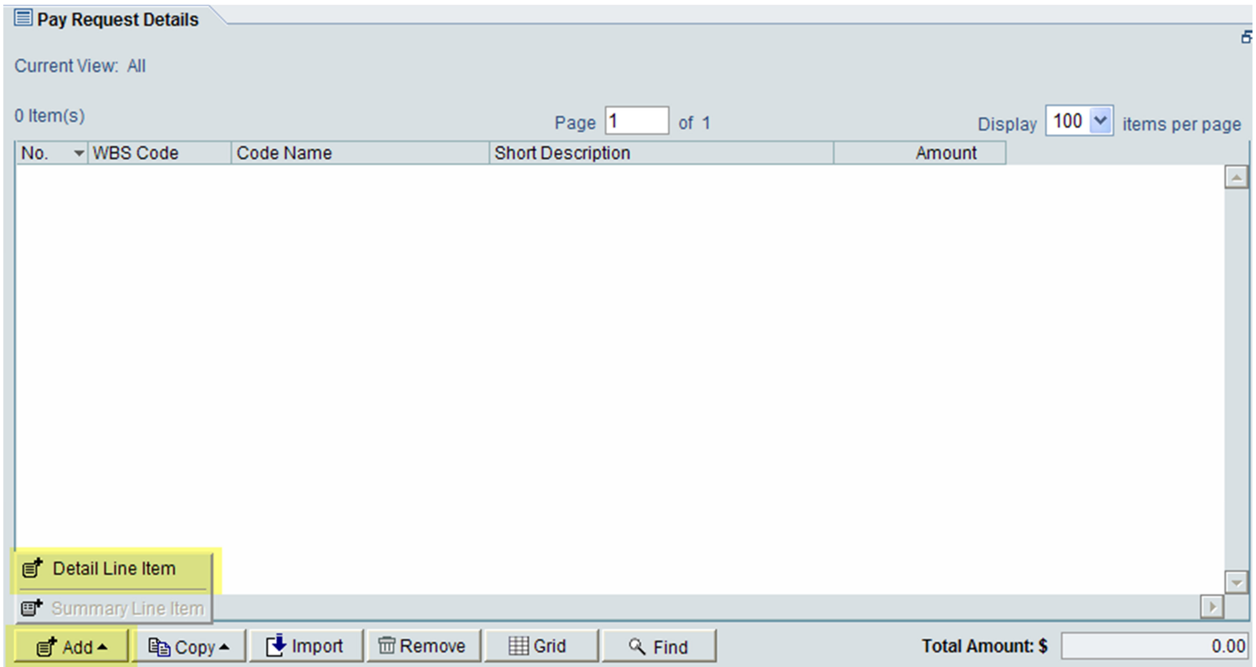
Step One: Start Pay Request – General Section:

- Go to Logs – Professional Services Pay Request – Select New. Click on the word General to make this section bigger.
- For the title, use your company's name, and Pay # X. (Smith Pay #1)
- At Contract Reference, click the Select button and then double click on the company name.
- Period From and Period To: Fill in the "To" and "From" dates for the billing.
- Final Payment? – Select Yes or No.
- Invoices for Reimbursable Exp. Attached? Select Yes or No.
- Fill in the amount you are billing on the Amount line. Until you fill in the bottom portion of the pay request, there will be an amount on the Difference line.

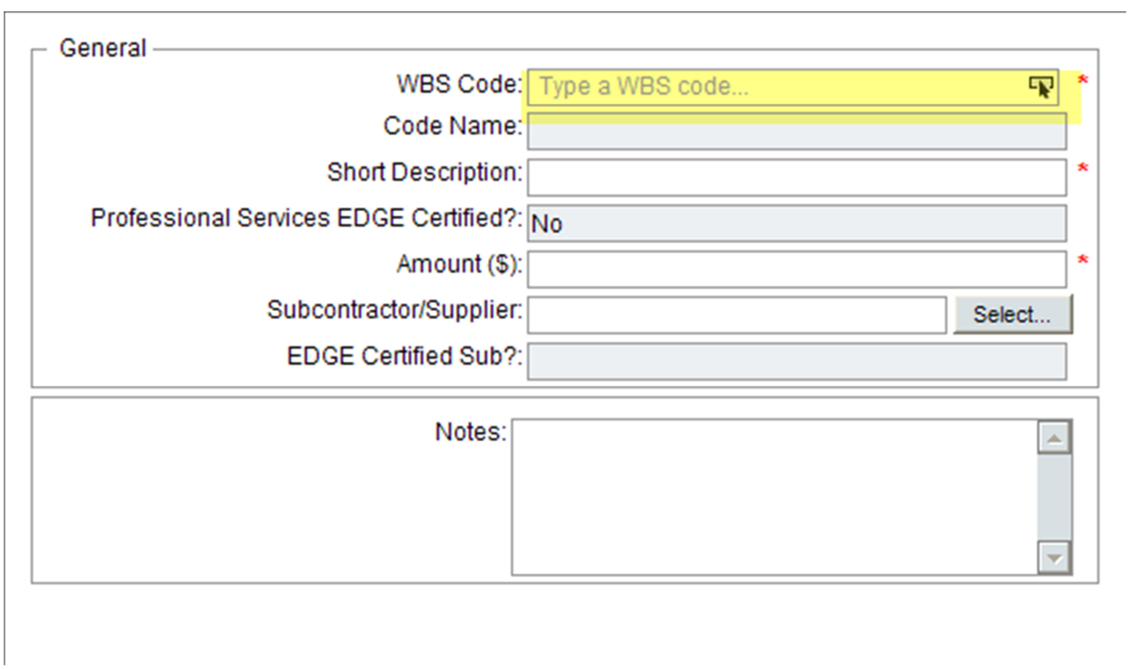


Step Two: Go to Pay Request Details (bottom of screen)

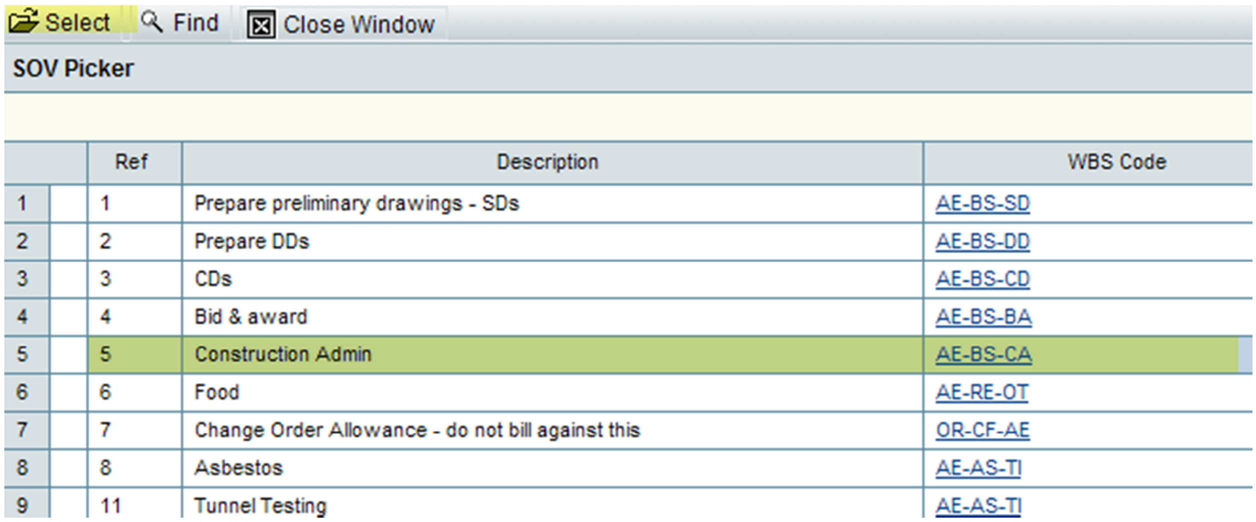
- Click on the words Pay Request Details to make this section larger.
- Click on Add – Detail Line Item.



- A new box appears. Click on the WBS Code line.

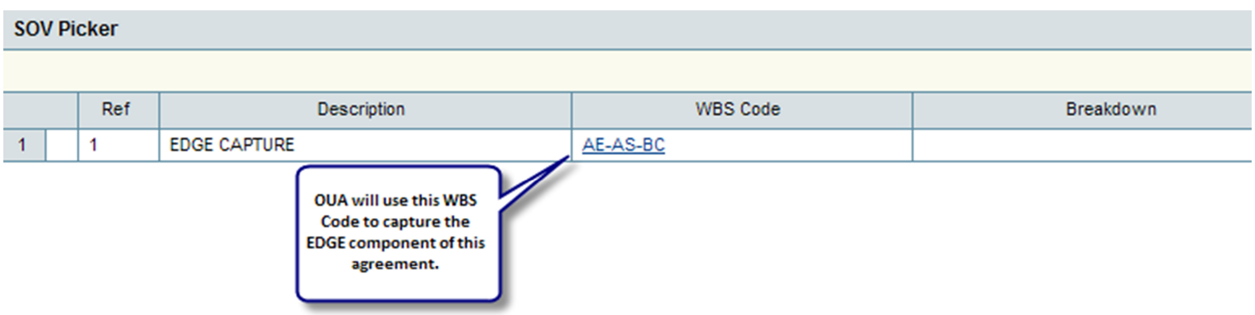


- ➢ Once you click on the WBS Code line, a new box appears with your Schedule of Values. You must pick one line at a time.
- ➢ Highlight a line, and then hit the Select button.

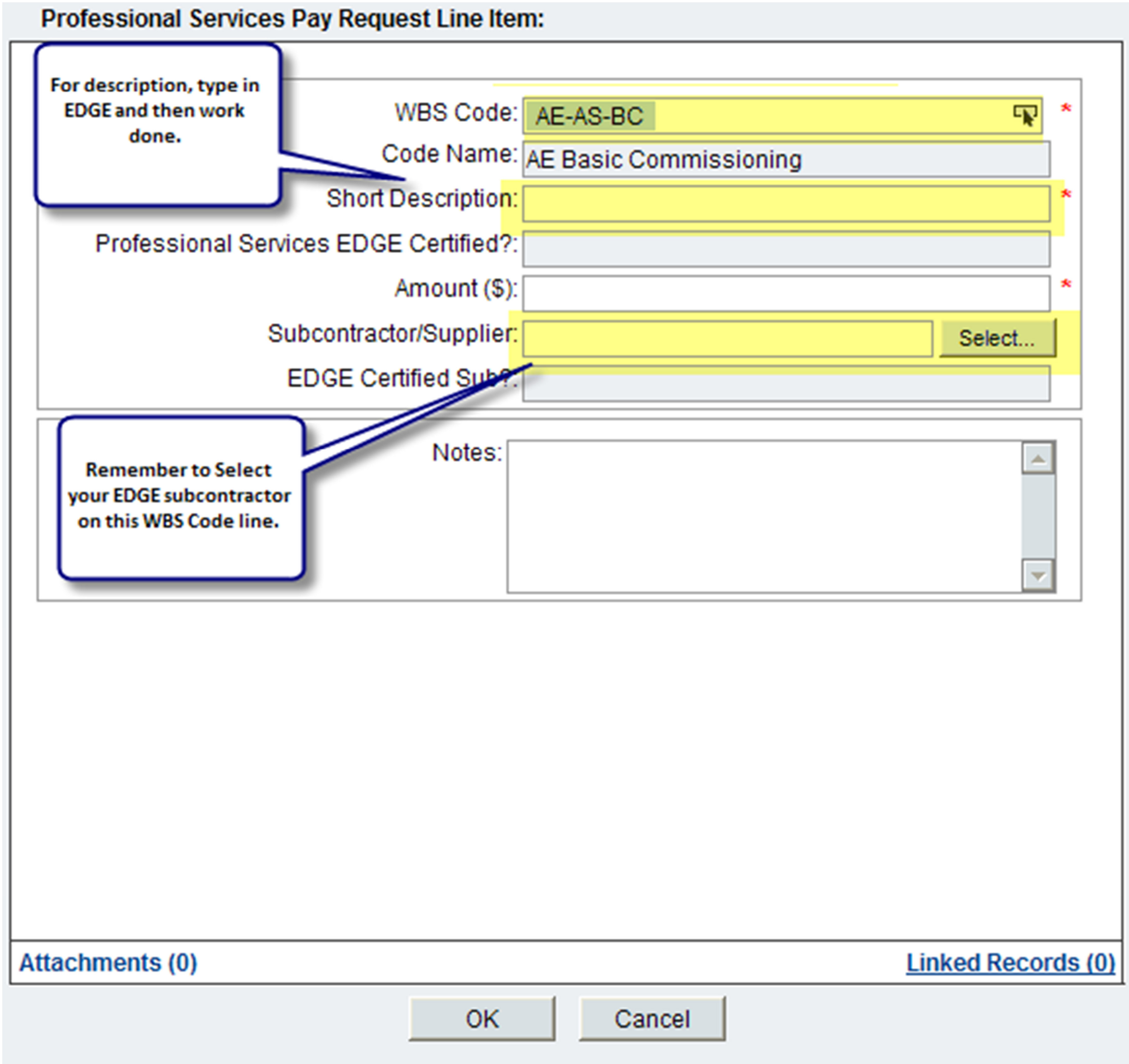

Select Find Close Window

SOV Picker

		Ref	Description	WBS Code
1		1	Prepare preliminary drawings - SDs	AE-BS-SD
2		2	Prepare DDs	AE-BS-DD
3		3	CDs	AE-BS-CD
4		4	Bid & award	AE-BS-BA
5		5	Construction Admin	AE-BS-CA
6		6	Food	AE-RE-OT
7		7	Change Order Allowance - do not bill against this	OR-CF-AE
8		8	Asbestos	AE-AS-TI
9		11	Tunnel Testing	AE-AS-TI


SOV Picker

		Ref	Description	WBS Code	Breakdown
1		1	EDGE CAPTURE	AE-AS-BC	



- For Short Description, type in a small explanation of billing. If this line is your EDGE subcontractor, please add that to the description.
- Put a dollar amount in the Amount Line.
- Once all lines have been completed, hit the OK button at the bottom of this box.
- Continue adding lines until you have billed for the entire billing period.

NOTE: OUA will be using the AE-AS-BC WBS code to capture EDGE on a professional service agreement.

Step Three: Click on the word "General" again.

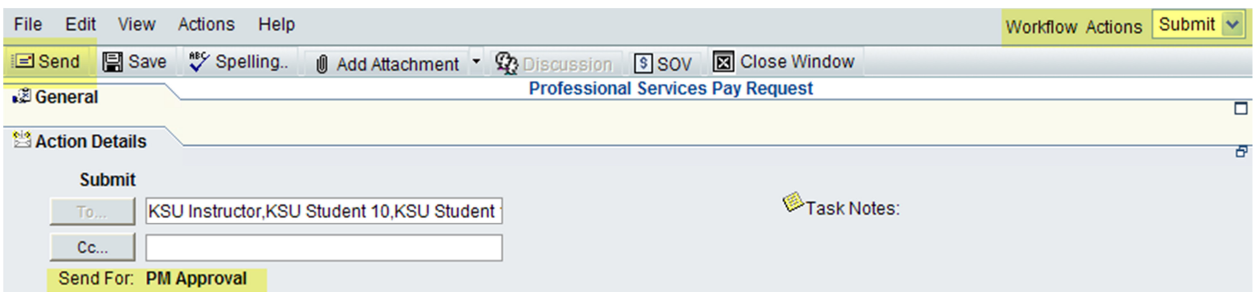
- The Amount line and the Line Item total should match (there is a 0 in the Difference line).

Step Four: Add attachment for Reimbursable Expenses (if needed)

- Click on the Add Attachment button, then Unifier folder. Find your document(s) and highlight them and click the OK button.
- Check at the bottom of this Pay Request and next to the word Attachments, you should see the number of documents you have attached.

Step Five: Send this to the Project Manager for approval.

- Workflow Action will be Submit, and then go to the far left of the screen and hit the Send button. (If you click on the Action Details box, and make it big, before you send, you will see where the document is going next.



- You will see a Notification box appear letting you know that the Pay Request has been submitted successfully. Click the OK button.

Step Six: The Project Manager will Review.

- The Project Manager will Accept the task.
- Project Manager will fill in the date they received the Pay Request.
- They will check that the billing is correct and up-to-date.
- If they are not happy with this, the Workflow Action will be Return for Clarification and it will go back to the Associate for correction.
- If the Project Manager approves, then the Workflow Action will be Recommend Approval and the Pay Request goes to the Project Coordinator (OUA Accounting).

Step Seven: The Project Coordinator will Review.

- OUA Accounting will Accept the task.
- They will fill in the Associate's company name, check to see if reimbursable expenses are being billed and check that there are proper attachments if needed.

- If everything is okay, then Workflow Action will be Recommend Approval and it will go to the Director for approval.

Step Eight: The Director will Review.

- The Director will Accept the task.
- They will review and if they are okay, the Workflow Action will be Authorize and it will go back to OAU Accounting for payment processing.

Step Nine: OUA Accounting will process for payment.

- Accounting will Accept the task. Move this screen over so that a Voucher can be created.
- Accounting will create a Voucher and once complete will go back to the Pay Request and enter this Voucher number in the required field.
- Workflow Action will be Vouchered.
- Accounting will re-open the Pay Request and click on File – Print Preview – HTML. Take the check mark off of Line Item List and click OK.
- Once the copy of the pay request has printed, Accounting will then highlight the Company Name, the PO number and the Pay Request Amount and send this to Accounts Payable for payment processing.

Special Note:

If at any time anyone needs to explain, or send a message, they will click on the **General Comments** at the bottom of the screen and then click the Add button. Once the comments have been added, close the window and you will come back to the pay request. A small head appears next to the General Comments and if someone responds another head will appear.