

PROFESSIONAL SERVICES PAY APPLICATION: VENDOR

Process Description

Provides for submission, review, and approval of Pay Apps for Professional Service contracts

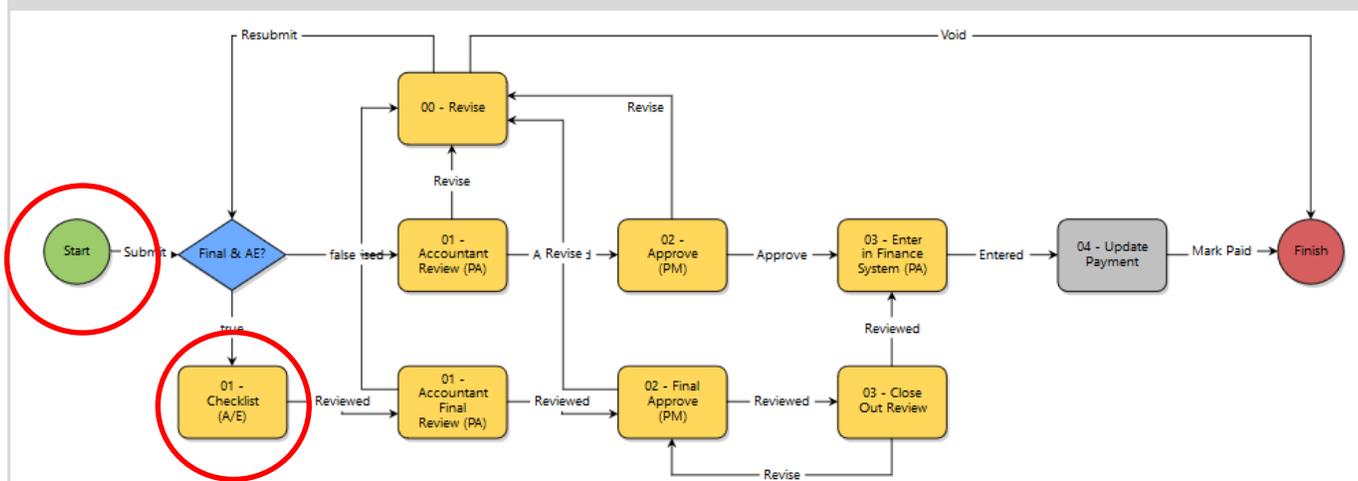
Roles That can Start the Process

Architect/Engineer (AE), Criteria AE (CAE), OSU Project Accountant (PA), OSU Project Manager (PM)

Process Participants

A/E, CAE, PM, PA, OSU Closeout Coordinator (CC)

Workflow Diagram



Initiation of Process

Note: All line items must be approved via the “SOV Update” process prior to being invoiced.

1. Open needed **Project**
2. Click the **Processes** link in the left-hand menu
3. Click the **Start Process** button
4. Click the **Professional Services Pay App (PPA)** link
5. **Is This the Final Payment?** click **Yes** or **No**
6. Attach support documentation
7. Select a **Commitment** -The **Invoice Items** grid displays below with commitment details
8. In the **Invoice Items** grid, enter the amount to be invoiced for each line within the **Invoice Amount** column
9. Click the **Submit** button

Commitment Item #	Description	Budget Line Item	Current Commitment	Invoiced To Date	Retained To Date	Remaining to be Invoiced	Invoice Amount	Retention %
001	Design	01-0110	0.00	0.00	0.00	0.00	0.00	0.00%
002	SD	01-0110	7,000.00	5,000.00	0.00	2,000.00	500.00	0.00%
003	Bid Documents	01-0110	5,000.00	1,000.00	0.00	4,000.00	2,000.00	0.00%
004	Additional Services	01-0110	22,700.00	1,000.00	0.00	21,700.00	0.00	0.00%
005	CD	01-0110	2,000.00	0.00	0.00	2,000.00	0.00	0.00%
Total			36,700.00	7,000.00	0.00	29,700.00	2,500.00	

Checklist (AE)

Note: This step is only used for “Final” Pay Apps

1. Open the process
2. Ensure the required items have been completed per the checklist on the screen
3. Attach Additional **Service Documentation** and **Reimbursable Receipts**

Details | Comments (0) | Attached Documents (0) | Attached Processes (0) | Attached Forms (0) | Attached To (0) | Attached Viewpoints (0)

Final Payment Checklist

Is this the Final Payment?: Yes

Additional Service Documentation: ?

Reimbursable Receipts: ?

Commitment Invoice Details

4. Review and make changes to the **Invoice Items** grid if necessary (see example grid above)
5. Select **Reviewed** from the drop-down and click **Take Action**

Additional Process Steps

OSU performs the steps of Accountant Review (PA) through Update Payment.

Finish

The process is complete. The vendor receives payment.