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
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

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.