

Receiving Report

What is the Receiving Report?

A Receiving Report rolls up the details of a payment application from the invoice (GSA SF 184) to summarize the invoice item amounts per accounting string. The Receiving report displays data from both the Project Properties and Invoice document.

The report is automated with the ePM workflow engine. As an invoice is transitioned from the **In Review** state to the **Pending Approval** state, an integrated procedure with the ePM Message Bus occurs running and attaching a **184 Form Report** and **Receiving Report** to the attachments tab of the Invoice. The reports are attached in PDF format and can be viewed using your local Adobe or PDF viewer.

Required Prerequisite:

Reference QRG.024 Invoice Creation

Who Will Use This?

✓ Construction Manager

Project Manager

Who Will View This Report?

✓ Construction Manager

✓ Project Manager

✓ Contracting Officer

✓ Budget Analysts



Steps to run this report

1. Log into ePM as a Invoice Reviewer security role (Project Manager) using the Organization, User Name, and Password provided by your system administrator.



- 2. Select **Projects** workspace and select **Enter Project** from the project register.
- 3. Navigate to Applications/Contract Management/Obligations/Invoices to view the Invoices Register.



-OR -

Navigate to the Notices register and lauch an Invoice that requires your approval. Click on My Notices, and Received. Your Notices register displays, showing the Invoice document that requires your approval.



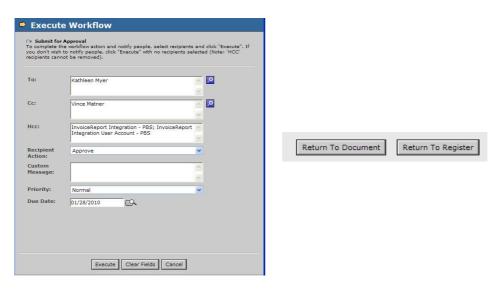
4. Open or launch the Invoice document that is in the **In Review** state and requires **Submit For Approval** action to submit to **Pending Approval**.



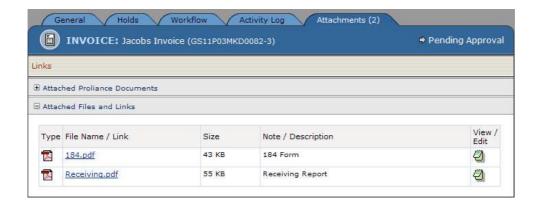


Steps to run this report, cont.

5. Select the Workflow action button, **Submit For Approval** and **Execute** to process workflow. In this workflow step, a **Hcc**: notice will be sent to the **ePM Message Bus** with instructions to print the **Receiving Report** and upload it to the **Attachments** tab in PDF format.



NOTE: The Attachments tab will receive two attachments containing two reports in PDF format; **184 Form** and **Receiving** Report. See *QRG_54 184 FormReport* to view this report purpose and processes.



- 6. Select the **Attachments tab** and click on the **Receiving.pdf** file to launch the report for review.
- 7. To Approve an invoice, see QRG25_Invoice Approval.



Sample Report View



Receiving Report Payment Information

ePM Project Number: 71

Project Name: Herbert C Hoover Building - Systems Renovation Project PCN/Line Item: 53562476

PCN/Line Item: 53562476
Contract Number: 20100114-01
Progress Payment Number: 20100114-01-04
Total This Progress Payment: \$112,000.00

ACCOUNTING STRING	AVAILABLE \$	DISBURSE	REMAINING
2010.4420.11.P0540001.PG51.PGH30.PG111.11.RIL00281.DC0013ZZ.045	\$1,505,000.00	\$105,000.00	\$1,400,000.00
2010.4420.11.P0540001.PG51.PGH30.PG511.25.RIL00282.IL0236FC.045	\$45,000.00	\$5,000.00	\$40,000.00
2010.4420.11.P0540001.PG51.PGH30.PG511.26.RIL00282.IL0236FC.045	\$35,000.00	\$2,000.00	\$33,000.00
		\$112,000,00	

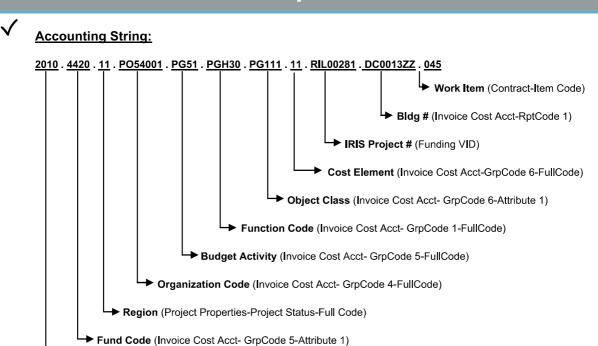
Please refer all questions to: Anthony Mondy

Date: 1/18/2010





Tips



Fiscal Year (Invoice Cost Acct- GrpCode 3-FullCode)

Tips, cont.

Data Mapping:

Report Sections – ePM Documents

Report Section	ePM Document	
Report Header	Project Properties, Contract, Invoices	
Accounting String	Contracts, Invoices, Cost Accounts, Project Properties	
Available	Calculation: Contracts, Invoices;	
	This is calculated as the Balance to Invoice amount from SOV	
	line + ThisInvoiceNetPayable Amt from Invoice line	
Disburse	Invoice; "ThisInvoiceNetPayableAmt"	
Remaining	Invoice; This is calculated as the difference of the Available \$ -	
-	Disburse amt per line	

