

Funding Document Approval

What is a Funding Document?

A funding document enables creation and distribution of multiple budget allocations to multiple cost accounts. The focus of a funding document is on the budget, as represented by budget allowance. Three different Funding documents can be created in ePM:

- Allowance: grants Funding appropriated from congress and being held by Central Office to be used by the project
- Funding Request: requesting funds from the regional budget be given to a project
- RWA: Reimbursable Work Authorization-funds provided by another agency to perform some or all of the work on a project

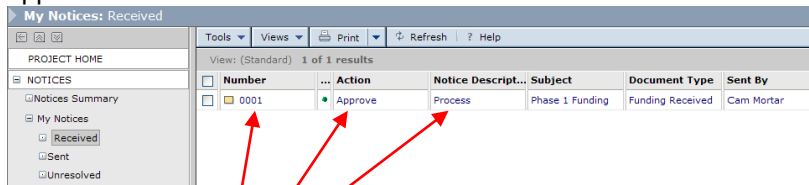
While ePM will track the appropriated and authorized amounts it is the sum of allowances, funding requests (form 49), and RWAs that the project team will manage against. Create a funding document for each allowance, funding request or RWA on a project. Break down the amounts on these documents to a minimum of a cost account and optionally a Building ID, CSI Code, and Shell/TI spaces. This guide covers Funding Document approval. For instructions on creating Funding Documents, refer to the guide titled "Funding Document Creation".

Who Will Use This?

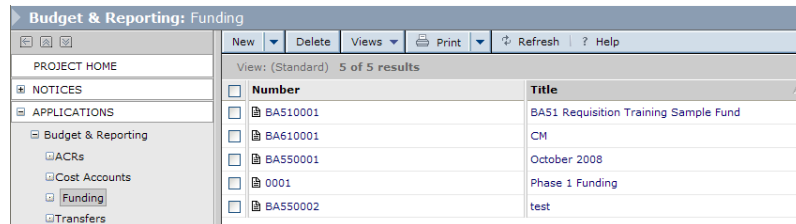
- ✓ Construction Manager
- ✓ Project Manager

Steps to Approve a Funding Document

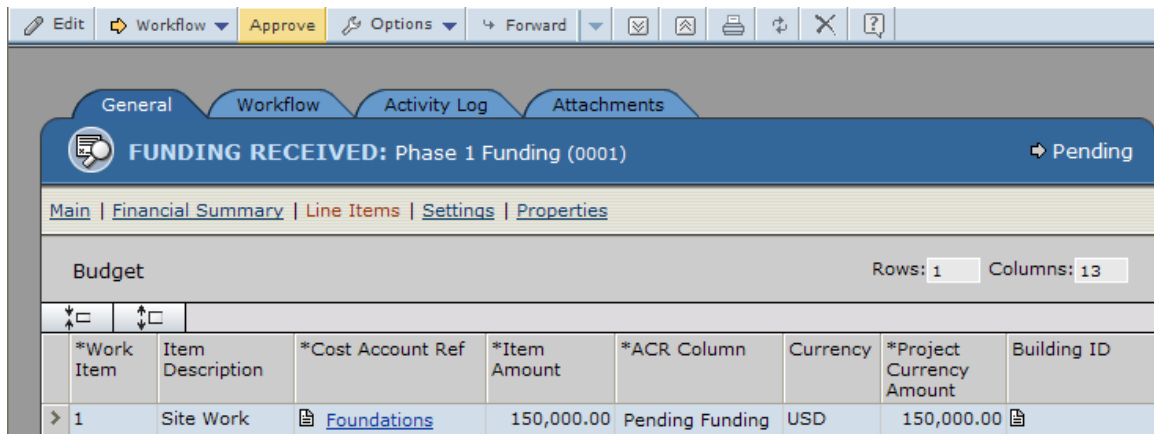
1. Log into ePM as user with permission to approve Funding documents, then navigate to your project.
2. Navigate to your Notices register by clicking on the Notices section, then My Notices, and Received. Your Notices register displays, showing the Funding document that requires your approval.



3. Click on any of the hyperlinks for the document to open it. To access the document another way, on the Navigation Pane on the left side of the screen, click Applications> Budget & Reporting> Funding. The Funding document register appears on the right side of the screen. Click the Document Number or Title to open it.



4. The Funding document opens showing the Main page. Click on the Line Items page to see individual parts of the total funding for the project.



- Click on the Financial Summary page to view all funding line items as a single sum.

BUDGET/COST VARIANCE

Current Variance (Total Funding Received - Projected Cost to Complete)	(150,000.00)
Projected Variance (Projected Funding - Projected Cost at Completion)	0

BUDGET SUMMARY

Original Funding Received	0
Approved Funding Changes	0
Funding Redistribution	0
Proceed Budget	0
Total Funding Received	0
Pending Funding	150,000.00
Pending Changes	0
Pending Funding Redistribution	0
Total Pending Funding	150,000.00
Projected Funding	150,000.00

COST SUMMARY

Original Obligations	0
Approved Changes	0
Proceed Costs	0
Setoff Orders	0
Current Obligations	0
Commitments	0
Estimated Costs	150,000.00
Planned Obligations	0
Reservations	0
Unassigned Reserves	0
Projected Cost to Complete	150,000.00
Projected Cost at Completion	150,000.00

Recipient Action:
 Approve
Sent By:
 Cam Mortar
To:
 Patty Milestone
Due:
Message:

- If the data is correct and the document is ready for approval, click the 'Approve' button at the top of the page. The Execute Workflow dialog box appears. Click the 'Execute' button to complete the workflow and approve the Funding document. A confirmation dialog appears after successful execution of workflow.

Confirmation

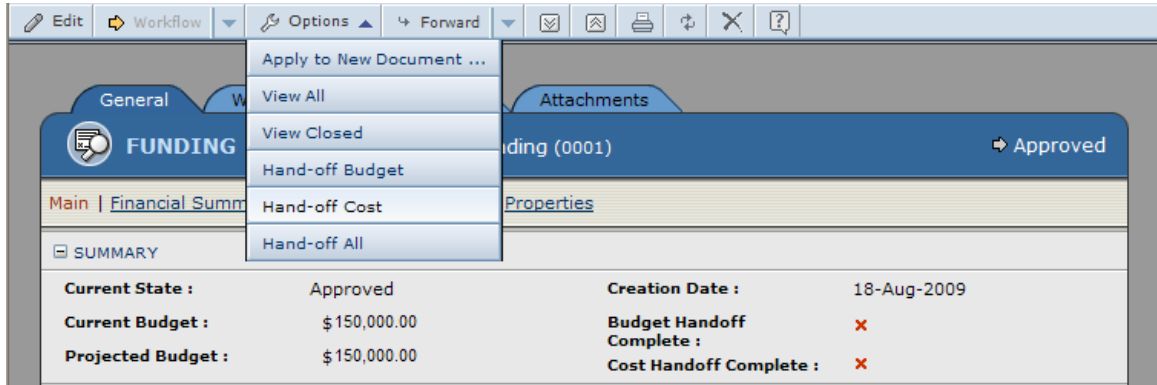
ACTION COMPLETE

DISTRIBUTION RESULTS

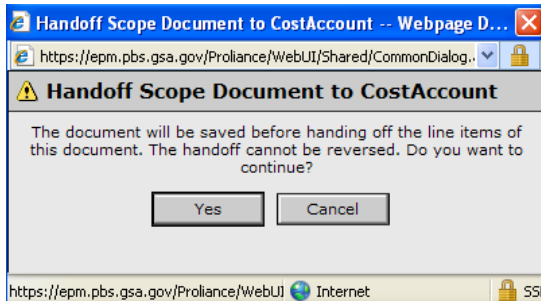
The document **Phase 1 Funding** has been successfully changed to the workflow state 'Approved'.

Return To Document Return To Register

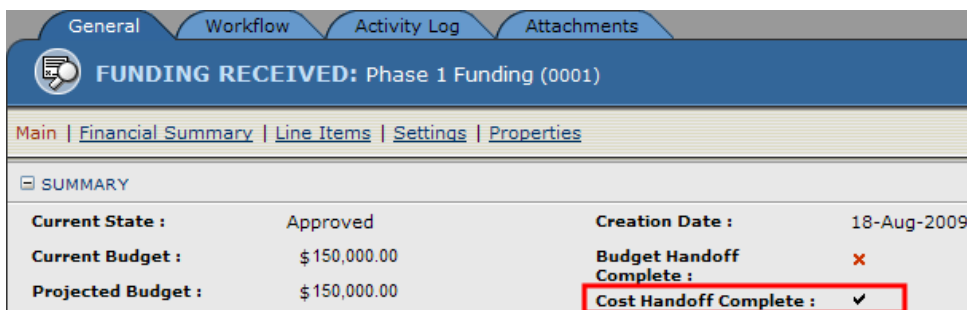
- Click the 'Return to Document' button. As soon as a Funding document is approved, dollars must be set up in the cost components of the individual cost account allocations that make up the funding. This process, called *handing off*, is done from the Funding document itself.
- On the Approved Funding document, click the arrow next to the 'Options' button, then select 'Hand-Off Cost'.



- A confirmation dialog displays reminding you that the hand-off process CANNOT be reversed. Click 'Yes' to complete the handoff.



- The only confirmation of a successful handoff is a checkmark in the Summary section of the Funding document.




Tips


- ✓ Required fields are marked with an asterisk.

 - ✓ Use the 'Forward' button if collaboration required from other users.

 - ✓ Values on the **Financial Summary and Settings** pages are read only.

 - ✓ Clicking the online help button  provides generic help related to budgets, NOT for the specific uses of GSA's Funding documents.

 - ✓ Click on the **Financial Summary** page throughout the workflow process to view the assignment of Funding dollars to various ACR columns.

 - ✓ To explode or collapse sections in a document, click on the double headed arrow buttons:


 - ✓ Notices with yellow icons require action; blue means a document was forwarded; white means you were cc'd.

 - ✓ For additional help and support, contact your GSA Regional Point of Contact:
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