

Using the ePM Misc Expenses OBA

What is the ePM Misc Expenses OBA?

The Misc Expenses Office Business Application (OBA) allows you to enter miscellaneous expenses across multiple projects within a program. The entry is done using a basic Excel spreadsheet that is linked to ePM. The system will then automatically create miscellaneous expense records in ePM to represent the expenses entered. This application would be useful for entering small expenses to a project, ones that do not require a contract. Project Managers can use this tool to reconcile their monthly credit card statements and have their expenses created for the various items purchased for their projects.

IMPORTANT: Be sure the Miscellaneous Expense Contract is setup with the Title, "Expense Log". The Misc Expense OBA will only display projects in the "Project Title" list that contain this title from a document created from Contracts|Expense Log doc sub type.

Who Will Use This?

- ✓ Construction Manager
- ✓ Project Manager
- ✓ GSA Contracting Officer
- ✓ GSA Budget Analyst

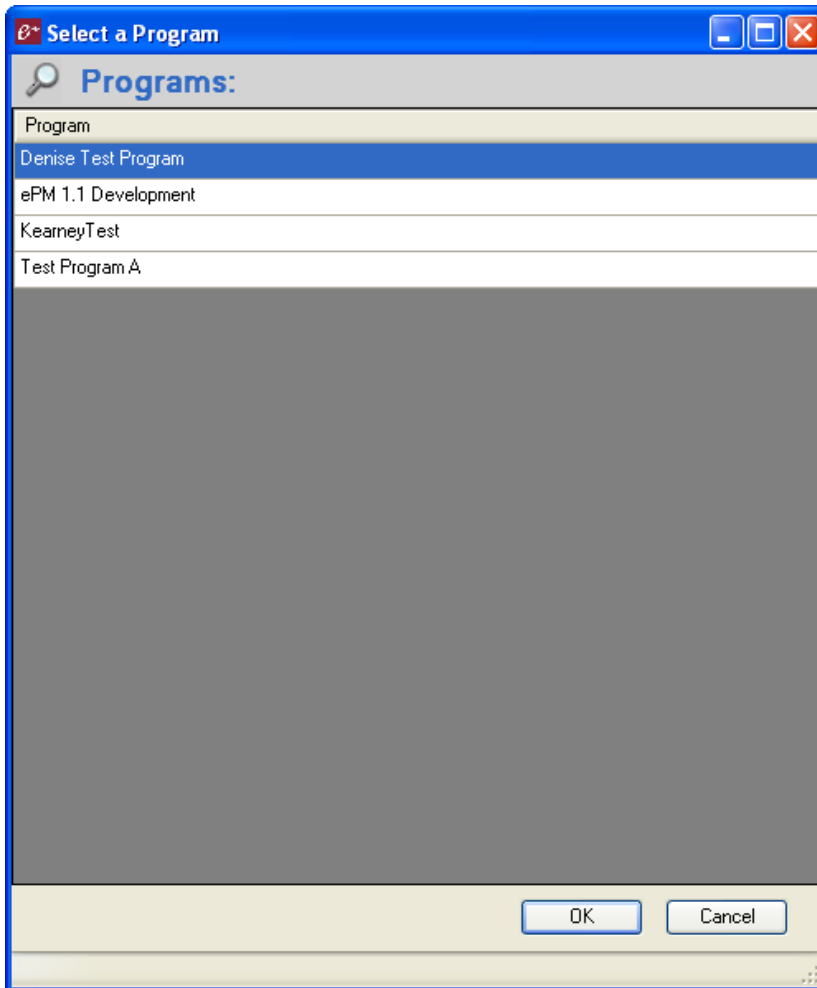
Entering Misc Expenses using the OBA

1. Open the Misc Expenses OBA by going to Start – Programs – ePM – Misc Expenses OBA – Select Misc Expenses OBA. *HINT* You can also create a shortcut to the OBA program.



2. This will open the application in Excel and prompt you to login to ePM. Enter your ePM User Name and Password. Click OK.

- Once logged into ePM the system will then generate a list of available programs based upon your security access.



- Select the Program you want to enter expenses into. Click OK.
- The Excel window will now be accessible. You can enter expenses for multiple projects within the same program. The system will automatically group line items for like projects and create one new miscellaneous expense record per project per responsible party.

Misc Expenses						
General Information						
Total Amount: \$0.00		Misc Expense Document Title: *				
Line Items						
Item Number	Project Title *	Responsible Party *	Line Item Description *	Amount *	Cost Account *	Linked Funding Line *
9						
10						
11						
12						
13						
14						
15						
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19						
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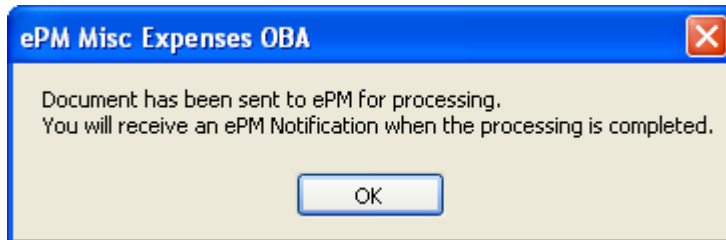
6. Enter the following information for each Misc Expense item:
 - a. Misc Expense Document Title *
 - b. Misc Expense Document Date *
 - c. Project Title * (*dropdown selection*)
 - d. Responsible Party * (*dropdown selection*)
 - e. Line Item Description *
 - f. Amount *
 - g. Cost Account * (*dropdown selection*)
 - h. Linked Funding Line * (*dropdown selection*)
 - i. Expense Date
 - j. Notes
 - k. Misc Expense Vendor
 - l. Reference Number (PX)

Note: Column headings marked with an asterisk (*) represent required entry fields.

Excel will automatically add an additional row when adding multiple line items.

7. Save your Excel spreadsheet. This can be helpful too when entering expenses as you go. You can refer back to your previously created spreadsheet.
8. The workflow options are now available under the Add-Ins tab – ePM dropdown menu. You can Submit to Pending or Submit to Approved depending on your security rights. Once you have completed the workflow steps, the misc expense records will be created in ePM.

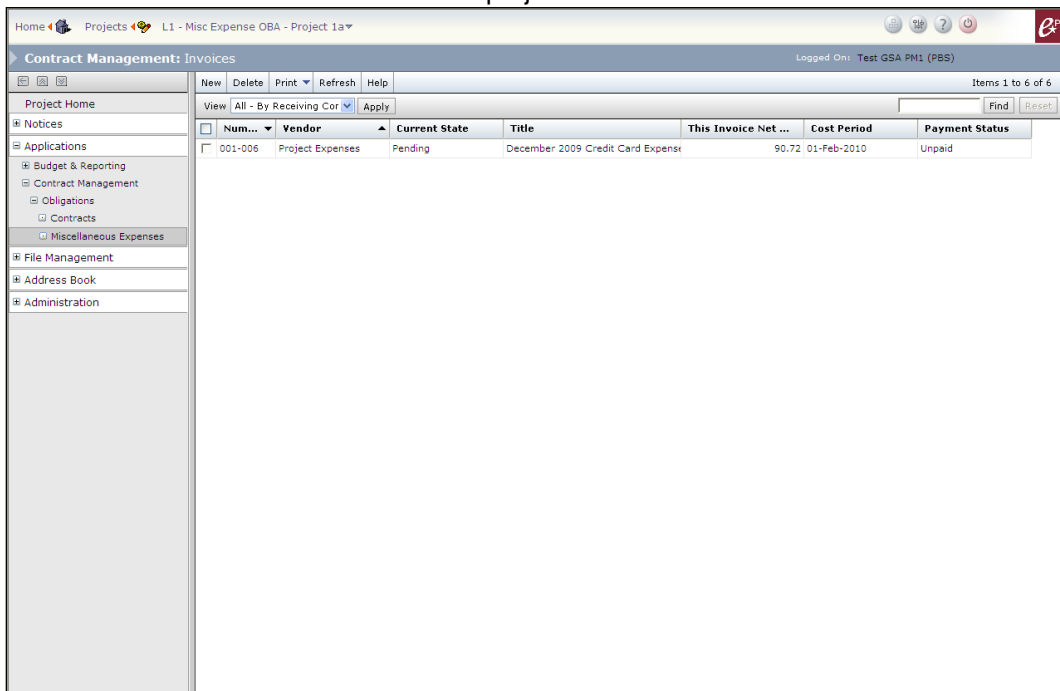
- You will get a confirmation message in Excel letting you know you completed the workflow process.



- Click OK to return to the document. You can close Excel and now continue processing the Misc Expense documents in ePM.

Verifying Misc Expense records in ePM

- Log into ePM and select one of the projects you entered Misc Expenses against.
- Select Misc Expenses under the Cost Menu – Obligations drop down menu. The records will be listed in the register. Click on the desired misc expense record line item to open the document for review. Note that line items for the same project will be combined into one ePM record.



- If the document is still in a Pending state, you can make additional edits and then Approve it. If the document has already been Approved, it is only available to review.
- The Main Page will contain the header information entered into the OBA, such as the Document Title and Document Date.

SUMMARY	
Current State	Pending
Title	December 2009 Credit Card Expenses
Number	001 - 006
Originating Contract	Expense Log
Holds Against	0
Document Date	01-Feb-2010
This Invoice Net Payable Amt	\$90.72
Contract Currency	USD
Sequence Number	6

DETAILS	
Current State	Pending
Number	001 - 006
Title	December 2009 Credit Card Expenses
Originating Contract	Expense Log
Sequence Number	6
Cost Period	Feb-2010 (02/01/2010 to 02/28/2010)
Approved By	
Released By	

- The Line Items page will contain all of the detail entered into the OBA. If multiple line items in the Excel sheet were for the same project, they will be combined into one ePM record.



ePM Quick Reference Guide #62

Workflow Options Forward

General Holds Workflow Activity Log Attachments

MISCELLANEOUS EXPENSE: December 2009 Credit Card Expenses (001-006) Pending

Main | Financial Summary | Line Items | Payments | Settings | Properties

Display Columns: All Rows: 2 Columns: 5

Line Number	Description	ACR Column in Approved State	*Scheduled Amount	Item Notes
1	Office Supplies		25.37	
2	Janitorial Supplies		65.35	

Ready Page 1 of 1

Total Sched. Amount: 90.72 Retainage: \$ 0 Net Amount: \$ 90.72

COST ACCOUNT ALLOCATION GRID:

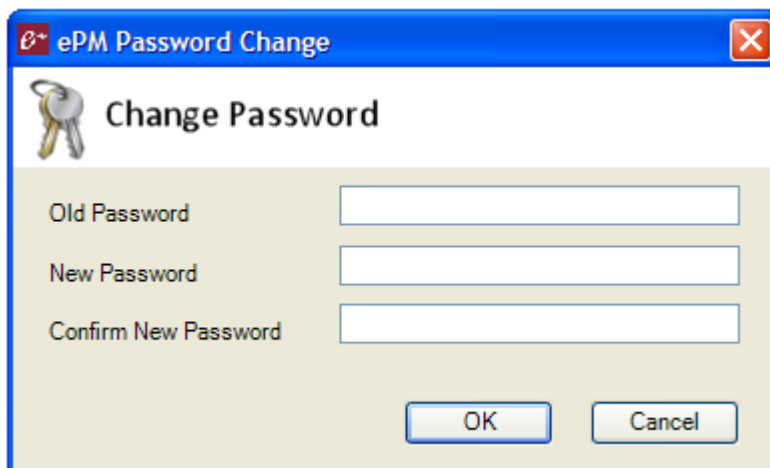
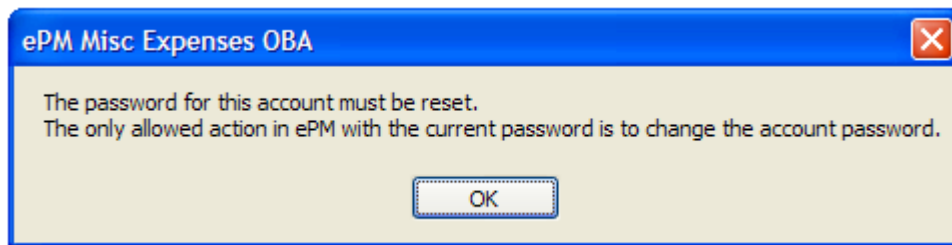
*Line Numbe	Item Description	*Cost Account	Advanced Code	*Amount	*ACR Column	Building ID	CSI Code	Shell/
1	Office Supplies	Miscellaneous Expen...		25.37	Commitment	Building ID		

Ready Page 1 of 1

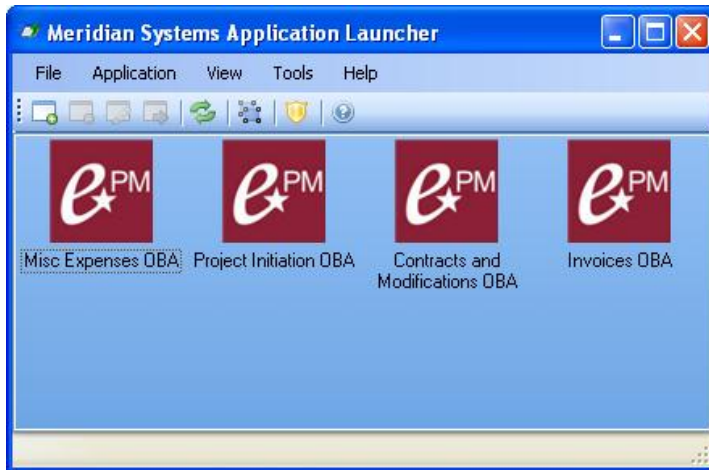


Tips

- ✓ When presented with password update requests such as noted in the sample below, you can update your password by clicking OK and entering the appropriate data in ePM Password Change dialog box.



- ✓ You can save your Misc Expenses spreadsheet and continue working on it. You will be prompted to log into ePM again when you open the spreadsheet.
- ✓ You can enter Misc Expenses across multiple projects within the same program from one spreadsheet. The system will automatically group them together by project for you.
- ✓ You can create Invoices against Misc Expense records in ePM.
- ✓ You can use and open multiple ePM OBAs using the Meridian Systems Application Launcher tool.



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



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



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