Invoice Approval

What are Invoices?

ePM Invoices are used to record actual expenses incurred by the project. The invoice will inherit the schedule of values from the contract and all approved contract modifications. Vendors will access the user interface and select the appropriate contract. ePM will provide the approved schedule of values based on executed contracts and modifications and the Vendor will enter the amount or percent complete per line item. Through automated workflow the Vendor and Project Manager will pass a "pencil copy" of the invoice back and forth until the Project Manager accepts the invoice. Upon acceptance automatic notifications will go to the vendor (for information only), and to the Contracting Officer (for approval). After approval by the Contracting Officer the Budget Analyst receives notification to log the invoice into Pegasys and release payment.

Who Will Use This?

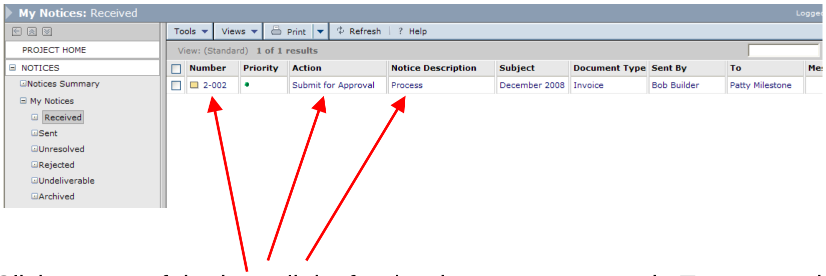
√ Construction Manager

√ Project Manager

Steps to Approve an Invoice Document

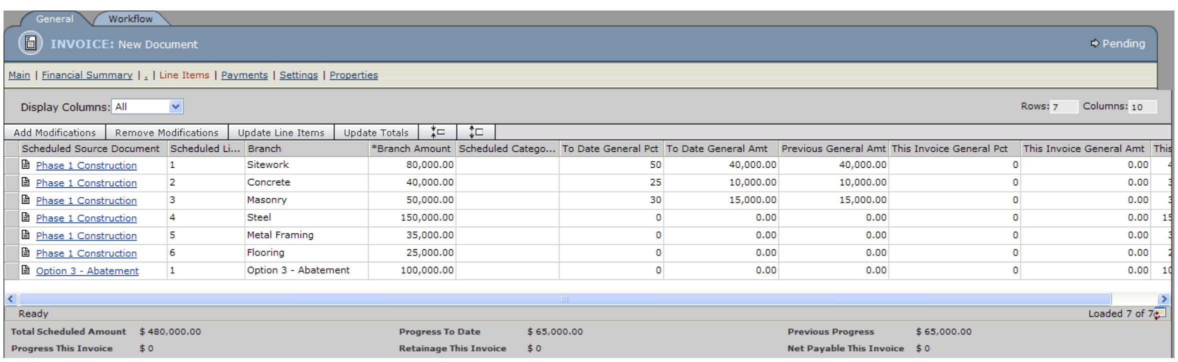
1. Log into ePM as a user with the Invoice Reviewer security role, and navigate to your project.

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.

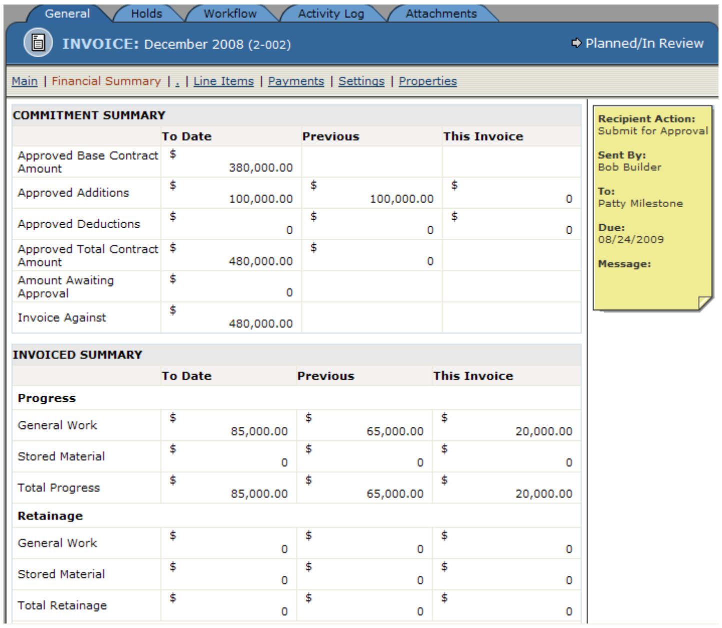


3. Click on any of the hyperlinks for the document to open it. To access the document another way, on the Navigation Pane on the left side of the screen, click PM Tools > Contract Management > Invoices. The Invoice document register appears on the right side of the screen. Click the Vendor Invoice Number or Title to open it.

4. The Invoice document opens showing the Main page. Click on the Line Items page to see individual invoice items.



5. Click on the Financial Summary page to view information on the contract, modification(s) and invoice


General | Holds | Workflow | Activity Log | Attachments

INVOICE: December 2008 (2-002) — Planned/In Review

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

COMMITMENT SUMMARY

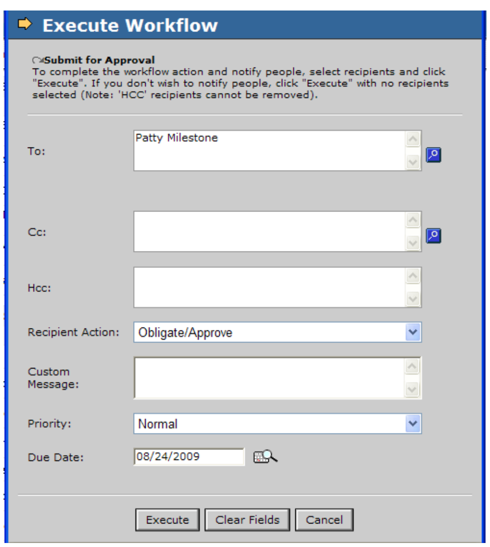
	To Date	Previous	This Invoice
Approved Base Contract Amount	$ 380,000.00		
Approved Additions	$ 100,000.00	$ 100,000.00	$ 0
Approved Deductions	$ 0	$ 0	$ 0
Approved Total Contract Amount	$ 480,000.00	$ 0	
Amount Awaiting Approval	$ 0		
Invoice Against	$ 480,000.00		

INVOICED SUMMARY

	To Date	Previous	This Invoice
Progress			
General Work	$ 85,000.00	$ 65,000.00	$ 20,000.00
Stored Material	$ 0	$ 0	$ 0
Total Progress	$ 85,000.00	$ 65,000.00	$ 20,000.00
Retainage			
General Work	$ 0	$ 0	$ 0
Stored Material	$ 0	$ 0	$ 0
Total Retainage	$ 0	$ 0	$ 0

Recipient Action: Submit for Approval
Sent By: Bob Builder
To: Patty Milestone
Due: 08/24/2009
Message:

6. If the data is correct and the document is ready for approval, click the ‘Submit for Approval’ 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.



7. To approve an invoice, simply repeat steps 1 through 6 while logged in as a user with the Invoice Approver security role.

Tips

- √ Required fields are marked with an asterisk.
- √ Use the 'Forward' button if collaboration required from other users.
- √ Values on the **Settings** page (such as ACR Columns) are read only.
- √ Click on the **Activity Log** tab to view the audit trail of the document.
- √ Clicking the online help button provides generic help related to invoices, NOT for the specific uses of GSA's invoice documents.
- √ Click on the **Cost Summary** page throughout the approval process to view the assignment of invoice (actual) dollars to various ACR columns.
- √ Required fields are marked with an asterisk.
- √ For additional help and support, contact your GSA Regional Point of Contact: