

Invoice Approval

What are Invoices?

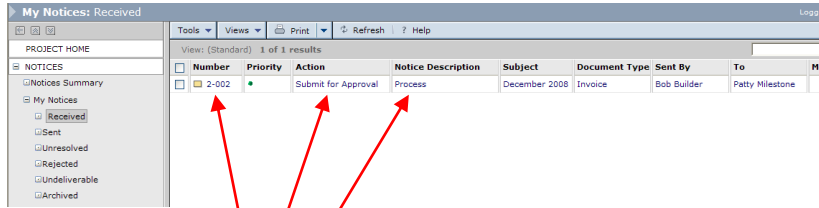
ePM Invoices are used to record actual expenses incurred by the project. The invoice will inherit the schedule of values from the contract and all approved contract modifications. Vendors will access the user interface and select the appropriate contract. ePM will provide the approved schedule of values 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.



- 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.

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

Scheduled Source Document	Scheduled U...	Branch	Branch Amount	Scheduled Catego...	To Date General Pct	To Date General Amt	Previous General Amt	This Invoice General Pct	This Invoice General Amt
Phase 1 Construction	1	Sitework	80,000.00		50	40,000.00	40,000.00	0	0.00
Phase 1 Construction	2	Concrete	40,000.00		25	10,000.00	10,000.00	0	0.00
Phase 1 Construction	3	Masonry	50,000.00		30	15,000.00	15,000.00	0	0.00
Phase 1 Construction	4	Steel	150,000.00		0	0.00	0.00	0	0.00
Phase 1 Construction	5	Metal Framing	35,000.00		0	0.00	0.00	0	0.00
Phase 1 Construction	6	Flooring	25,000.00		0	0.00	0.00	0	0.00
Option 3 - Abatement	1	Option 3 - Abatement	100,000.00		0	0.00	0.00	0	0.00

Ready	Total Scheduled Amount	\$ 480,000.00	Progress To Date	\$ 65,000.00	Previous Progress	\$ 65,000.00
	Progress This Invoice	\$ 0	Retainage This Invoice	\$ 0	Net Payable This Invoice	\$ 0

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

The screenshot shows the 'INVOICE: December 2008 (2-002)' page. The status is 'Planned/In Review'. The page has tabs for General, Holds, Workflow, Activity Log, and Attachments. Below the navigation bar are links for Main, Financial Summary, Line Items, Payments, Settings, and 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:

- 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.

The 'Execute Workflow' dialog box is shown. It has a title bar and a main area with the following fields:

- Submit for Approval
- To: Patty Milestone
- Cc: (empty)
- Hcc: (empty)
- Recipient Action: Obligate/Approve
- Custom Message: (empty)
- Priority: Normal
- Due Date: 08/24/2009

Buttons at the bottom: Execute, Clear Fields, Cancel.

- 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:
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