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: Reimbersable 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?

√ Project Manager

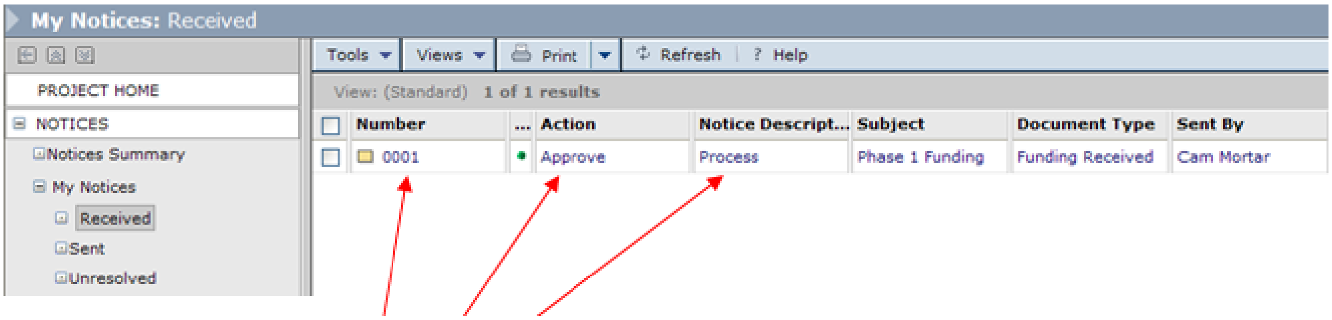
√ Contracting Officer

√ Budget Analyst

Steps to Approve a Funding Document

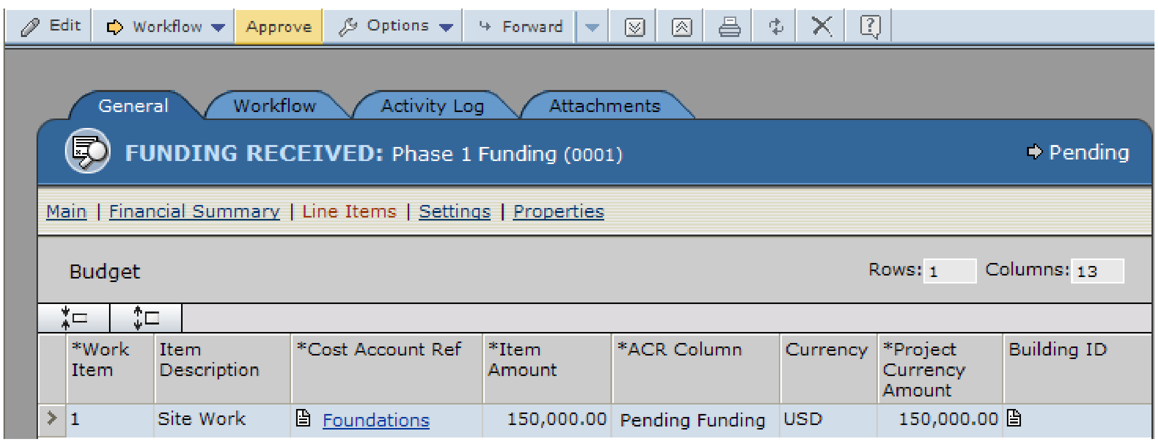
1. Log into ePM as user with permission to approve Funding documents, then navigate to a project.

2. Navigate to the Notices register by clicking on the Notices section, then My Notices, and Received. The Notices register displays, showing the Funding document that requires approval.



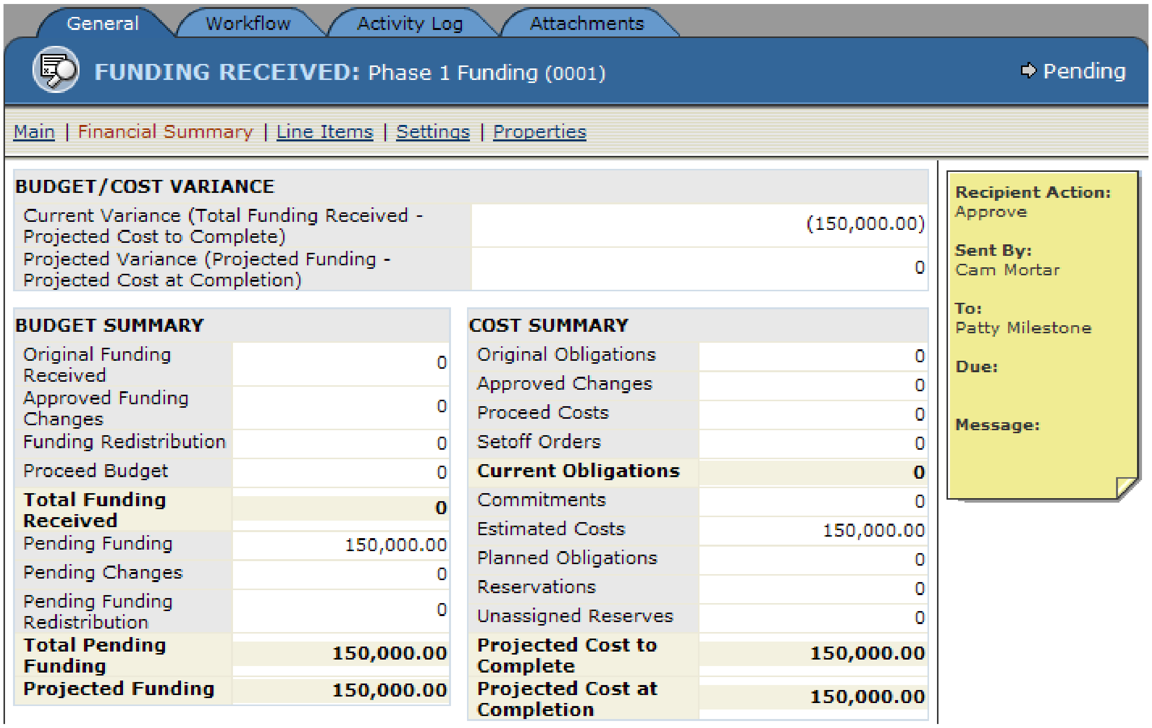
3. Click on any of the hyperlinks for the document to open it. To access the document another way, on the Navigation Pane on the left side of the screen, click PM Tools> Finacial Management > Funding > Allowance/Funding Request/RWA. The document register appears on the right side of the screen. Click 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.

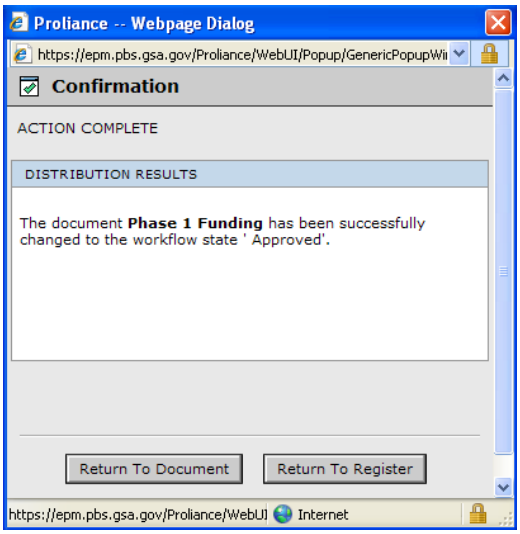


5. Click on the Financial Summary page to view all funding line items as a single sum.

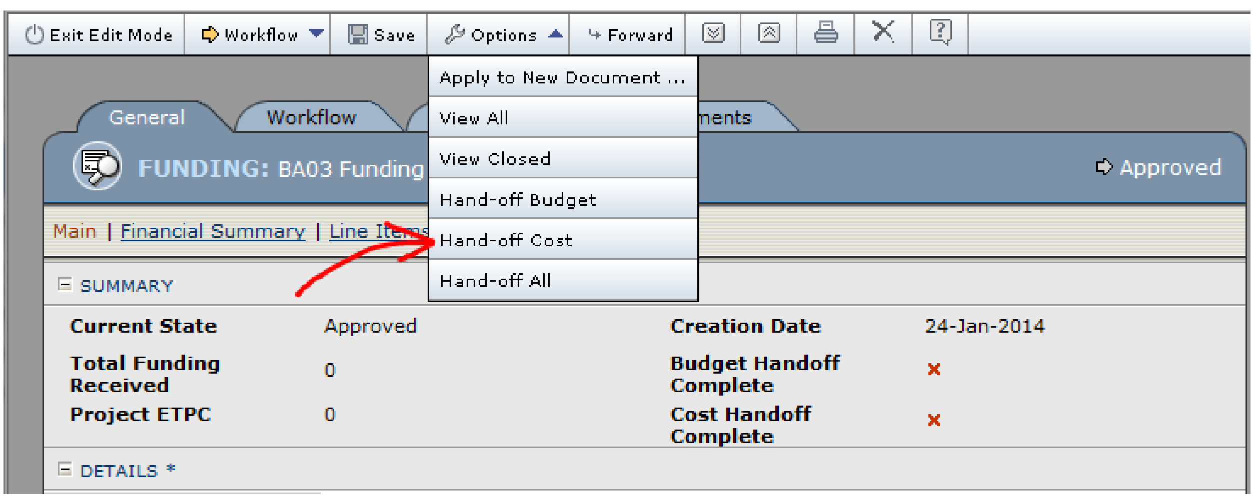
6.



6. 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. Click the ‘Return to Document’ button.

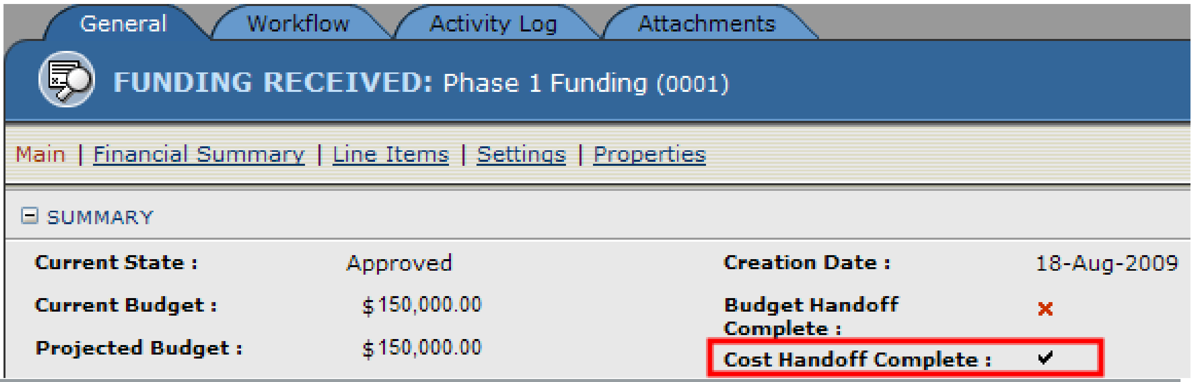


7. Click Options drop down menu and select “Hand-Off Cost”.



IMPORTANT:
NEVER hand off the Budget. Doing so will cause your Allowed Funding to double in the ACR. Hand off COST ONLY. Once the cost hand-off is complete, there is no turning back. The Funding document will be permanently locked from editing.

8. 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.

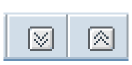
√ Use the ‘Forward’ button if collaboration required from other users.

√ 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 user was cc’d.

√ For additional help and support, contact the ePM Regional Point of Contact: