

# ePM Quick Reference Guide #024

## Invoice Document Creation

### WHAT IS . . .

ePM invoices are used to record actual expenses incurred by the project. The invoice will inherit the schedule of values (SOV) from the contract and all approved contract modifications.

Vendors will access the user interface and select the appropriate contract. ePM will provide the approved SOV 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 USES . . .

- GSA Project Manager
- Construction Manager
- General Contractor/Design-Build Contractor
- Contracting Officer and Staff
- Architect/Engineer and Staff

### NEEDED DOCUMENTS

- Receiving Report
- SF184, SF184A, SF184B
- AIA Forms
- Updated Schedule of Values

### HOW TO . . .

See screenshots within this document for additional information.

#### A. LOG INTO EPM FROM INSIDE THE GSA NETWORK (INCLUDING VPN)

1. Using Internet Explorer, go to the [ePM Portal](#).
2. Click on ePM.

#### B. LOG INTO EPM FROM OUTSIDE THE GSA NETWORK

1. Using Internet Explorer, go to the [ePM Portal](#).
2. Click on ePM.
3. Enter your GSA User ID (Example Format: firstmlast).

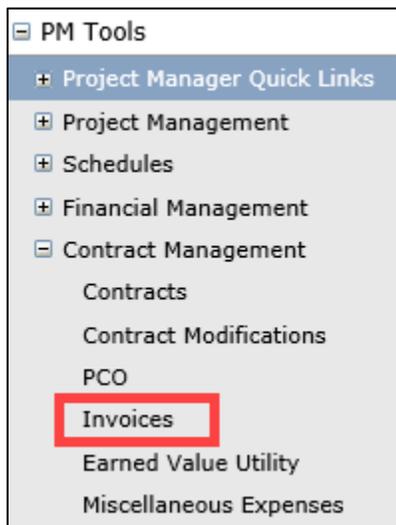
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4. Click 'Submit'.
5. Select the delivery method for your temporary registration code.
6. Click Submit.
7. Enter the four digit registration code provided.
8. Click Submit
9. Enter your Active Directory password.
10. Click Submit.

### C. CREATE A NEW INVOICE

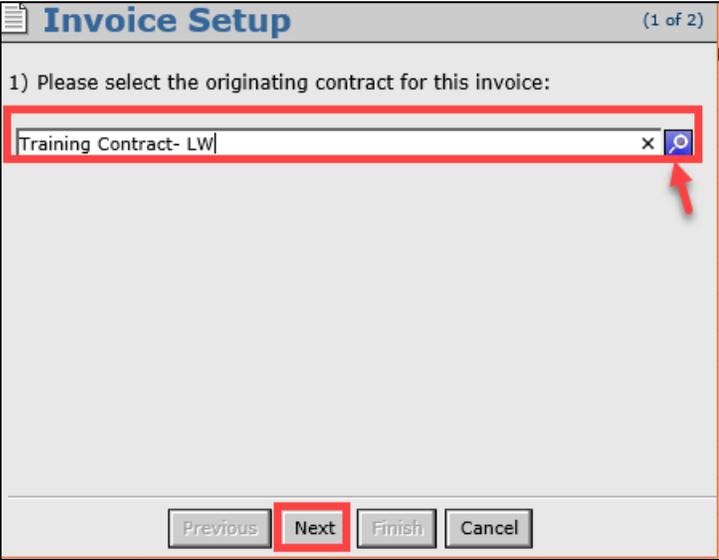
1. Navigate to your project, then to PM Tools > Contract Management > Invoices. The Invoices document register appears on the right side of the screen.



2. Click 'New.' A two-step wizard launches. The first dialog requires you to select the original contract to which this invoice is associated. Click the magnifying glass.
3. Select a contract by clicking 'Add' next to the contract, then click 'OK'.

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4. The Invoice Setup screen will display the chosen contract. Click 'Next'.
5. The last Invoice Setup screen displays, highlighting the Invoice document template which will be used to create the new Invoice. Click 'Finish.'
6. On the 'Main' page, enter the Vendor Invoice Number, Title (as Contractor Type-Type of Services-Phase-Month Year), Cost Period, and Draft Invoice Date, Billing Start Date, and Billing End Date.
7. On the Line Items page, although the page has a large amount of data, all that needs to be entered is either a percent in the 'This Invoice General Pct' field or a dollar amount in the 'This Invoice General Amt' field.

This Invoice General Pct	This Invoice General Amt
0	0.00
0	0.00

8. If a modification needs to be added to the invoice, on the line items page click 'Add Modifications.'

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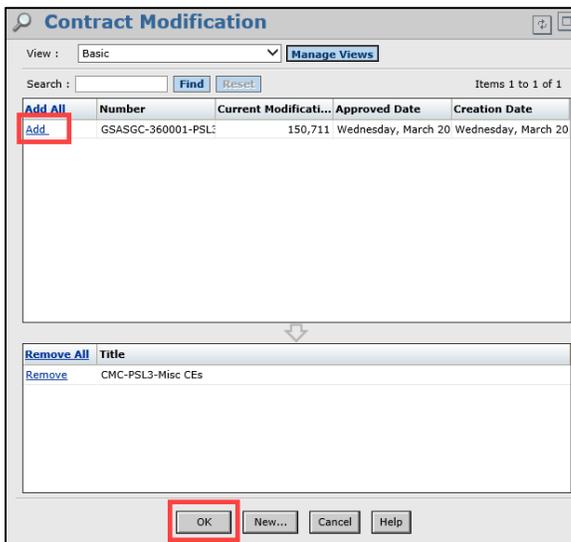
**INVOICE: New Document**

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

Display Columns: All

Retainage Options		Add Modifications	Remove Modifications	Update Line Items	Update Totals			
Contract	Contract	Previous	Previous	Previous	Previous	Previous	Previous	This Invoice
OV General	SOV Stored	General Amt	Stored Amt	Total Amt	Retainage	Retainage	Retainage	General Pct
Retainage	Material				General Amt	Stored Amt	Total Amt	
t	Retainage							
Pct	Pct							
0	0	3,135,531.00	0.00	3,135,531.00	3,000.00	0.00	3,000.00	
0	0	243,747.00	0.00	243,747.00	0.00	0.00	0.00	

9. A dialog box will pop up, then click 'Add' for each modification that needs to be added to the invoice.



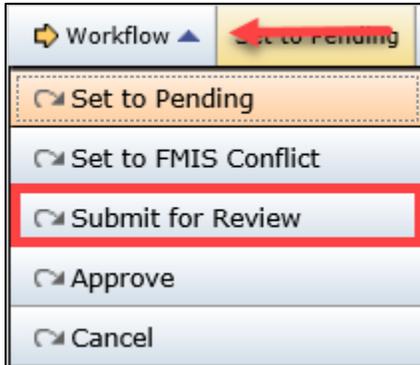
10. Enter an amount as either a percent in the 'This Invoice General Pct' field or a dollar amount in the 'This Invoice General Amt' field for each line displayed.
11. Attach a copy of supporting documentation. Click the 'Attach' (paperclip) button for the prompt to find and select the file(s) to attach. Multiple files can be selected.



12. Click 'Workflow' at the top of the screen and select 'Submit for Review'. An 'Execute Workflow' dialog box displays, showing who will receive a notice to approve the document (the 'To' box), who will be copied (the 'Cc' box), what action the recipient should take, the message the recipient will see when notified, the priority of this process, and the date the subsequent action is due. Since these fields are editable, additional users can be notified or copied, a custom message can be added, and priority and the due date can be changed.

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13. Click 'Execute'. If successful, ePM displays an 'Action Complete' message showing to whom notification has been sent. You now have the choice of returning to the Invoice Document itself or to the Register which shows all Invoice documents on this project.

### Notes

- The '**Originating Contract**' field displays a link back to the contract. The link is 'live' if your security permissions allow read access to contracts.
- The '**Contract Parties**' section autopopulates with information entered on the originating contract.
- **Cost Periods** are monthly periods and align with GSA's fiscal year periods. Cost period is to match the billing period.

<u>Field</u>	<u>Description</u>
<b>Draft Invoice Date:</b>	Date the Invoice is created
<b>Billing Start Date:</b>	Start date of work being invoiced
<b>Billing End Date:</b>	End date of work being invoiced
<b>Received Date:</b>	Date invoice received
<b>Due Date:</b>	Date by which invoice must be paid
<b>Approved Date:</b>	Autopopulated by ePM upon approval in ePM

## REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the [ePM Portal](#).

- QRG 20 - Contract Creation
- QRG 21 - Contract Approval
- QRG 22 - Contract Modification Creation
- QRG 23 - Contract Modification Approval
- QRG 25 - Invoice Approval