

ePM Quick Reference Guide #025

Invoice Approval

WHAT IS . . .

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 USES . . .

- GSA Project Manager
- Construction Manager
- General Contractor/Design-Build Contractor
- Contracting Officer 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).
4. Click 'Submit.'

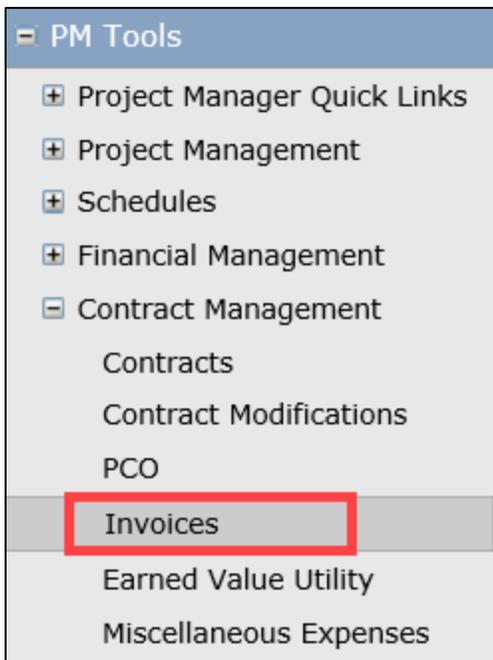
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5. Select the delivery method for your temporary registration code.
6. Click 'Submit.'
7. Enter the four digit registration code provided.
8. Click 'Submit.'
9. Enter your Active Directory password.
10. Click 'Submit.'

C. APPROVE AN 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. Open the Invoice that needs to be approved by clicking anywhere on the line. The Invoice document opens showing the Main page.
3. Click on the Line Items page to see individual invoice items.

Main Financial Summary Line Items Payments Settings Properties				
Display Columns: All <input type="button" value="v"/>				
Page 1 of 1 <input type="button" value="Find"/> <input type="button" value="Reset"/>				
Branch Amount	Branch	Scheduled Line Number	Scheduled Source Document	To Date General Pct
5,500,000.00	Base Award	0001	Training Contract- LW	107.00965...
350,750.00	Option 1	0002	Training Contract- LW	79.493086...

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- Click on the Financial Summary page to view information on the contract, modification(s) and invoice. Note: This information can also be viewed at the bottom of the Line Items page.

COMMITMENT SUMMARY	To Date	Previous	This Invoice
Approved Base Contract Amount	\$5,850,750.00		
Approved Additions	\$0.00	\$0.00	\$0.00
Approved Deductions	\$0.00	\$0.00	\$0.00
Approved Total Contract Amount	\$5,850,750.00		
Amount Awaiting Approval	\$0.00		
Invoice Against	\$5,850,750.00		

INVOICED SUMMARY	To Date	Previous	This Invoice
Progress			
General Work	\$6,164,353.00	\$3,379,278.00	\$2,785,075.00
Stored Material	\$0.00	\$0.00	\$0.00
Total Progress	\$6,164,353.00	\$3,379,278.00	\$2,785,075.00
Retainage			
General Work	\$3,000.00	\$3,000.00	\$0.00
Stored Material	\$0.00	\$0.00	\$0.00
Total Retainage	\$3,000.00	\$3,000.00	\$0.00
Total			
Before Non-Committing Taxes	\$6,161,353.00	\$3,376,278.00	\$2,785,075.00
Non-Committing Tax Summary	\$0.00	\$0.00	\$0.00
After Non-Committing Taxes	\$6,161,353.00	\$3,376,278.00	\$2,785,075.00
Balance Due	(\$313,603.00)		

- If the data is correct, the necessary documents are attached, and the document is ready for approval, click 'Submit for Approval' at the top of the page. The Execute Workflow dialog box appears. Click 'Execute' to complete the workflow and approve the Funding document. A confirmation dialog appears after successful execution of workflow.
- To approve an invoice, simply repeat steps 1 through 6 while logged in as a user with the Invoice Approver Security Role. 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.

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 24 - Invoice Creation