



ePM Quick Reference Guide #032

Funding Document Approval

WHAT IS...

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: Reimbursable 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 the creation of Funding Documents. For instructions on approving Funding Documents, refer to the guide titled "Funding Document Approval".

WHO USES...

- Project Manager
- Budget Analyst
- Contracting Officer

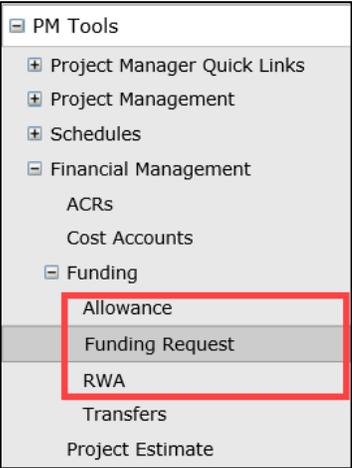
HOW TO...

APPROVE A FUNDING DOCUMENT

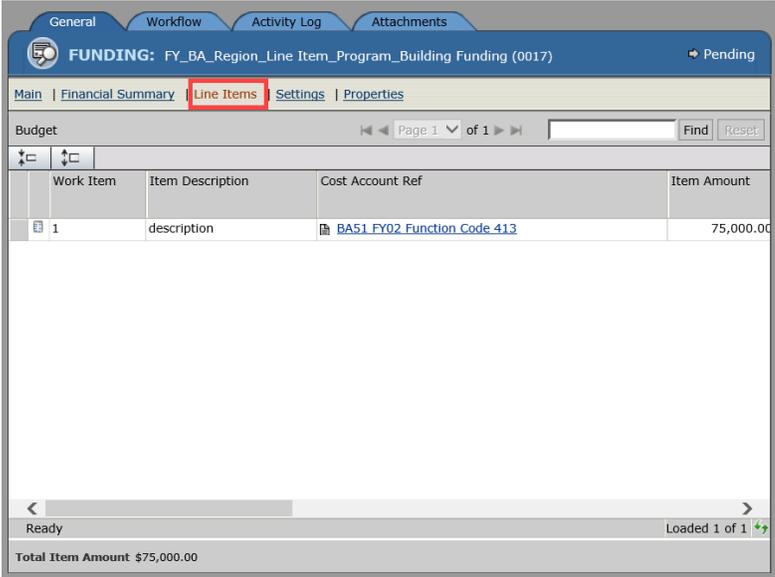
1. Log into ePM as a user with permissions to create Funding documents. Then navigate to the appropriate project.
2. Click PM Tools> Financial Management > Funding > Allowance/Funding Request/RWA. Click the funding document type to open the document register.

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- 3. The register appears on the right side of the screen. Click the Document Number or Title to open the document.
- 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.

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BUDGET/COST VARIANCE

Current Variance (AC=E-V)	(75,000.00)
Projected Variance [Project ETPC - Projected Cost at Completion] (AD=J-V)	0.00

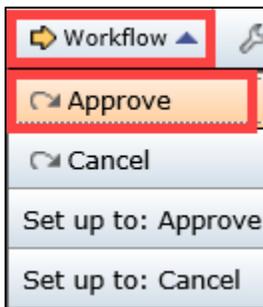
BUDGET SUMMARY

Allowed Funding (A)	0.00
Funding Redistribution (C)	0.00
Total Funding Received (E = A+B+C+D)	0.00
Pending Funding (F)	75,000.00
Pending Funding Redistribution (H)	0.00
Total Pending Funding (I=F+G+H)	75,000.00
Project ETPC (J=E+I)	75,000.00

COST SUMMARY

Original Obligations (K)	0.00
Approved Changes (L)	0.00
Adjudicated Changes (M)	0.00
Current Obligations (O=K+L+M+N)	0.00
Commitments (P)	0.00
UnObligated Balance (Q)	75,000.00
Planned Obligations (R)	0.00
PCOs (S)	0.00
Projected Cost to Complete (U=P+Q+R+S+T)	75,000.00
Projected Cost at Completion (V=O+U)	75,000.00

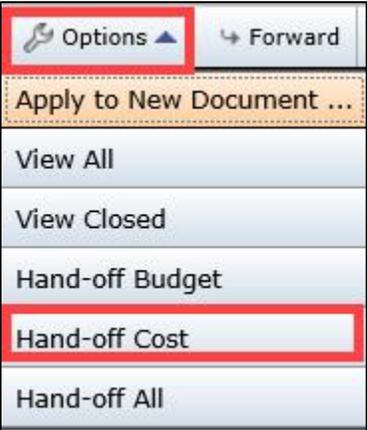
- If the data is correct and the document is ready for approval, click the 'Approve' button at the top of the page.



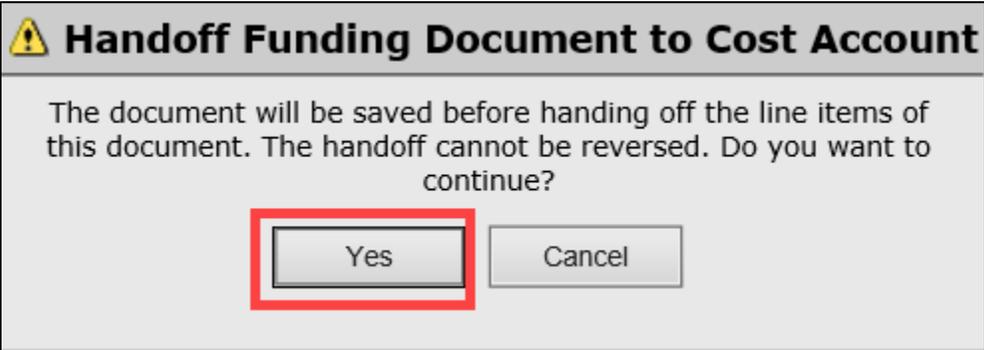
- The Execute Workflow dialog box appears. Click the 'Execute' button to complete the workflow and approve the Funding document. A confirmation dialog appears after successful execution of workflow. Click the 'Return to Document' button.
- Click Options drop down menu and select "Hand-Off Cost".

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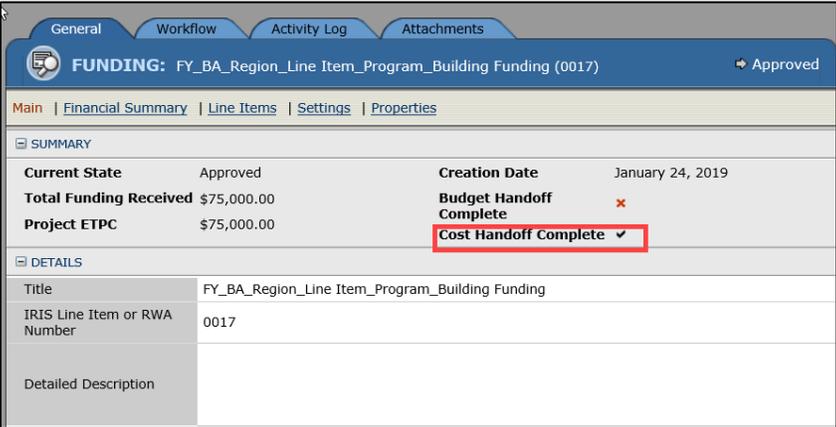


9. A popup window will appear. Click the Yes button to complete the handoff.



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.

10. The only confirmation of a successful handoff is a checkmark in the Summary section of the Funding document.





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REFERENCES

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

- QRG 01 – Navigating ePM
- QRG 02 – Using the ePM Address Book