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”.

- **Project Manager**
- **Budget Analyst**
- **Contracting Officer**

**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.
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.
6. If the data is correct and the document is ready for approval, click the ‘Approve’ button at the top of the page.

7. 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.

8. Click Options drop down menu and select “Hand-Off Cost”.
9. A popup window will appear. Click the Yes button to complete the handoff.

**Handoff Funding Document to Cost Account**

The document will be saved before handing off the line items of this document. The handoff cannot be reversed. Do you want to continue?

![Yes button highlighted]

**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.
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