**ePM Quick Reference Guide #133**

**ePM Naming Conventions**

**WHAT IS...**

The below naming convention is the accepted standard across all ePM Projects. Adhering to this standard provides consistency in data and reporting nationally for GSA. If you have questions or comments about this standard please reach out to your Regional System Administrator or Regional Coordinator.

**TYPES...**

| A. PROJECT NAME | Format: State-City-BuildingName-ProjectName-SubLocation  
| Example: CA-Los Angeles-Reagan CH-Upgrade Doors-2nd Floor |
| B. COST ACCOUNT | Format: Function Code #-description- BA##  
| Example: 413-Construction- BA55 |
| C. FUNDING DOCUMENT | Format: FY_BA##_Region_Line_Item_Program_Building Name  
| Example: 2012_BA55_R11_RWA# or ASID#_Energy_Winder |
| D. CONTRACTS | Format: Contractor Type-Vendor Name- Type of Service-Phase  
| Example: GC-James G Davis-Construction-Phase 1  
| Note: You can add other information at the end of the naming convention (i.e. Contract Number) |
| E. CONTRACT MODIFICATIONS | Format: Contractor Type-Vendor Name- Type of Service-Phase  
| Example: GC-James G Davis-Construction-Phase 1  
| Note: You can add other information at the end of the naming convention (i.e. Contract Number) |
| F. INVOICES | Format: Contractor Type-Type of Services-Phase-Month Year  
| Example: GC-Construction- Phase 1- Jan 2012  
| Note: You can add other information at the end of the naming convention (i.e. Invoice Number) |
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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