Funding Document Creation

What is a Funding Document?

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

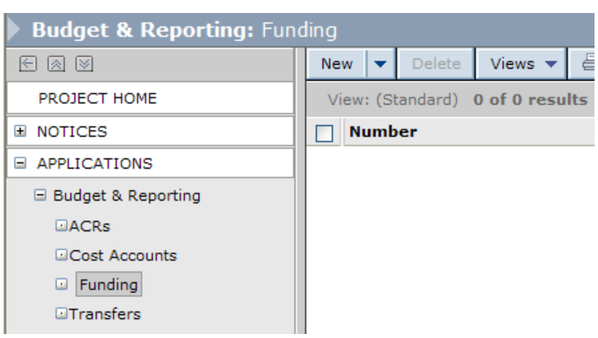
While ePM will track the appropriated and authorized amounts it is the sum of allowances, funding requests (form 49), and RWAs that the project team will manage against. Create a funding document for each allowance, funding request or RWA on a project. Break down the amounts on these documents to a minimum 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 Will Use This?

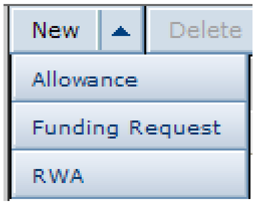
- ✓ Construction Manager
- ✓ Project Manager

Steps to Create a New Funding Document

1. Log into ePM with security permission that includes the role ‘Funding Creator’, then navigate to the appropriate project.
2. On the Navigation Pane on the left side of the screen, click Applications> Budget & Reporting> Funding. The Funding document register appears on the right side of the screen.

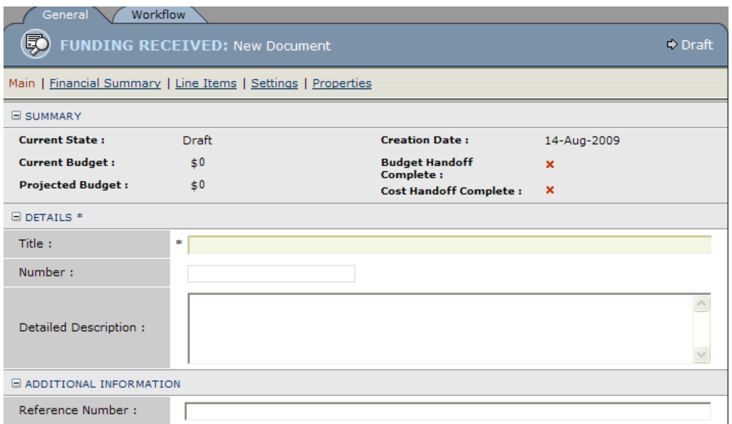


3. Click the arrow next to the New button, then select the type of Funding document you wish to create.

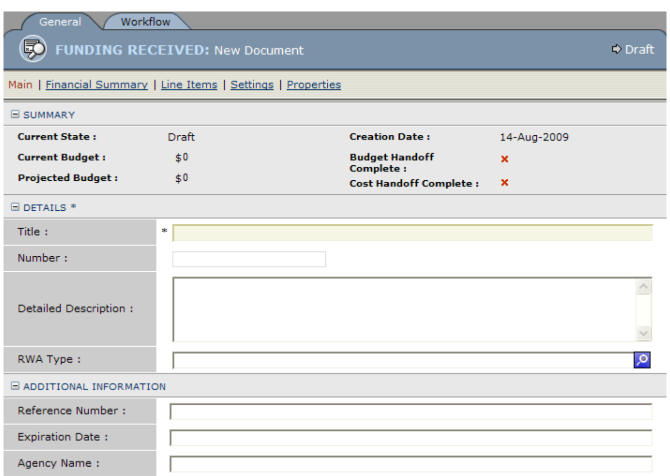


A blank Funding document displays.

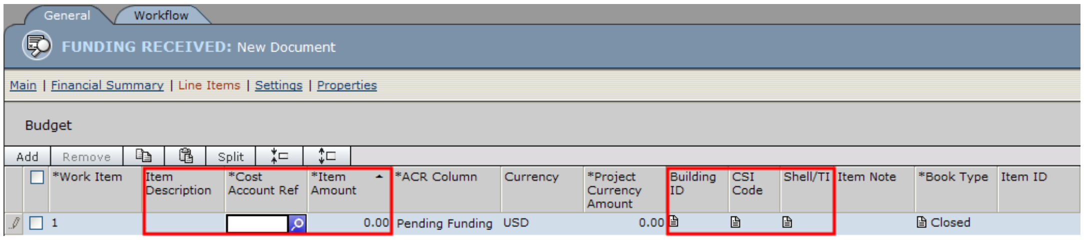
4. For Allowance and Funding Request documents, in the Details section of the Main page, enter a Title and description for the document. In the Additional Information section, enter an ASID number in the Reference Number field.



For an RWA, select the RWA Type from the lookup list by clicking on the magnifying glass to the right of the field. In the Additional Information section, enter the RWA number in the Reference Number field, an Expiration Date, and an Agency Name.



5. Click on the Line Items page to enter the amount of funding received, broken down by individual Cost Accounts. Click the 'Add' button to create a blank line.



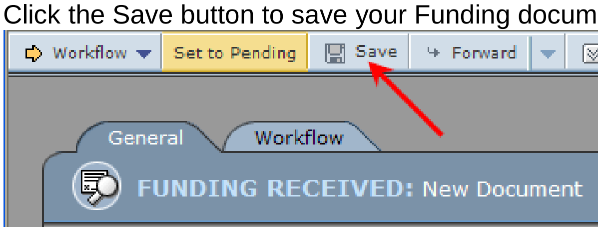
6. Enter an Item Description (2010 Design Work, Phase 1 Concrete Slab, etc).

7. Click in the 'Cost Account Ref' field, then click the magnifying glass and select a Cost Account from the displayed list.

8. Enter an amount in the 'Item Amount' field

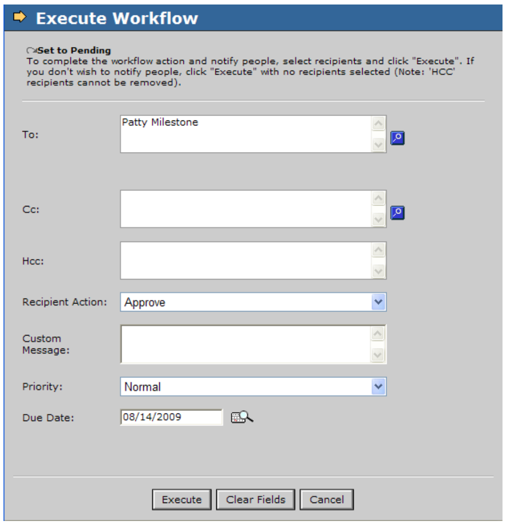
9. If you want to associate a Building ID, CSI Code or Shell/TI identification for a particular line item, simply click in the field, then click the magnifying glass and choose the appropriate value

10. Click the Save button to save your Funding document

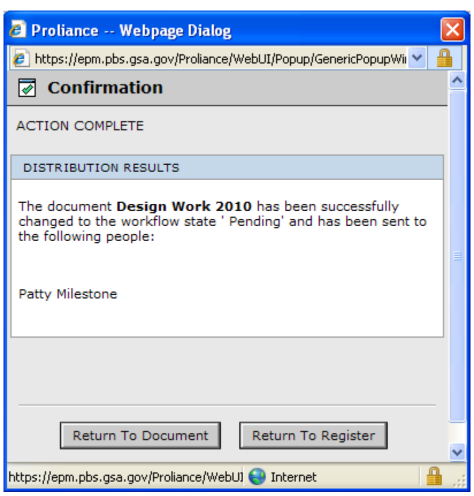


Execute Workflow to Set a Funding Document to Pending:

1. Click the yellow workflow button labeled ‘Set to Pending’, found at the top of the screen. 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. These fields are editable- additional users can be notified or copied, the custom message, priority and due date can be changed



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

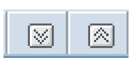


For instructions on approving a Funding Document, refer to the Quick Reference Guide titled “Funding Document Approval”.

Tips

- ✓ Required fields are marked with an asterisk.
- ✓ Use the ‘Forward’ button if collaboration required from other users.
- ✓ Click on the **Activity Log** tab to view the audit trail of the document.
- ✓ Clicking the online help button provides generic help related to Funding Documents, NOT for the specific uses of GSA’s Funding documents.

- ✓ To explode or collapse sections in a document, click on the double headed arrow buttons:



- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means you were cc’d.
- ✓ For additional help and support, contact your GSA Regional Point of Contact: