

Using the ePM Contracts and Contract Modifications OBA

What is the Contracts and Contract Mods OBA?

The Contracts and Contract Modifications (Mods) Office Business Application (OBA) allows entering new and update existing contracts and contract modifications using an Excel spreadsheet that will in turn create the ePM records.

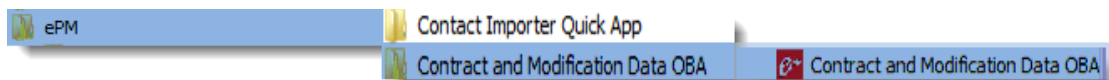
Who Will Use This?

- ✓ Construction Manager
- ✓ Project Manager
- ✓ General Contractor
- ✓ GSA Contracting Officer
- ✓ Vendors (Pending SOV)

Entering Contracts and Contract Mods using the OBA

1. Open the Contracts and Contract Modifications OBA by going to Start | Programs | ePM | Contract and Contract Modification Data OBA | Select Contract and Contract Modification Data OBA.

HINT A shortcut to the OBA program can be created in the computer desktop..



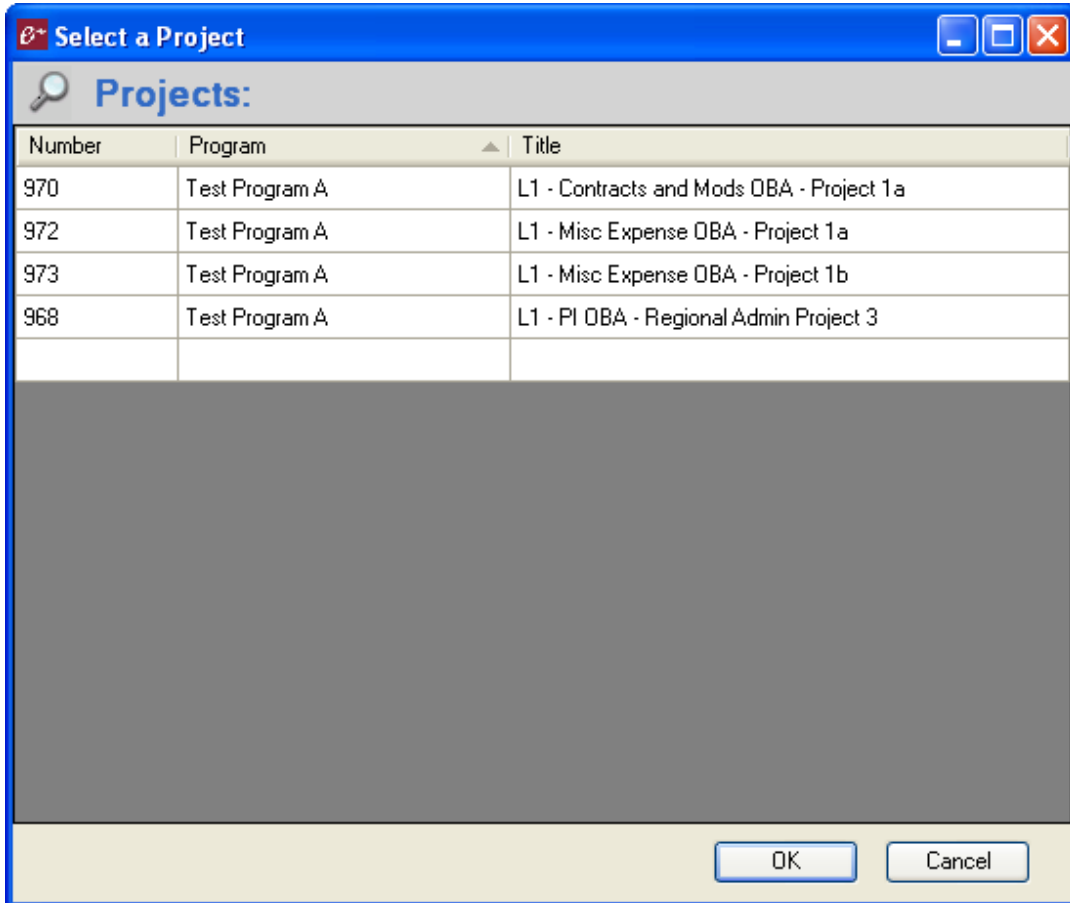
This will open the application in Excel and prompt users to login to ePM. Enter ePM User Name and Password. Click OK.

The image shows a login dialog box titled 'ePM Electronic Project Management'. It contains the following fields and values:

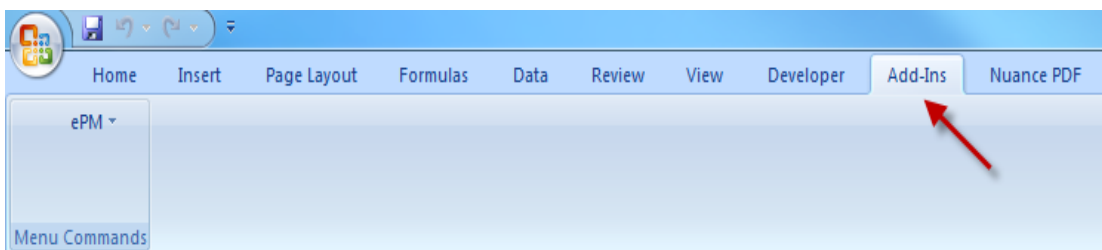
Host Name:	<input type="text" value="https://epm.pbs.gsa.gov/proliance"/>
Org:	<input type="text" value="pbs"/>
Username:	<input type="text" value="fredbloggs"/>
Password:	<input type="password"/>

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

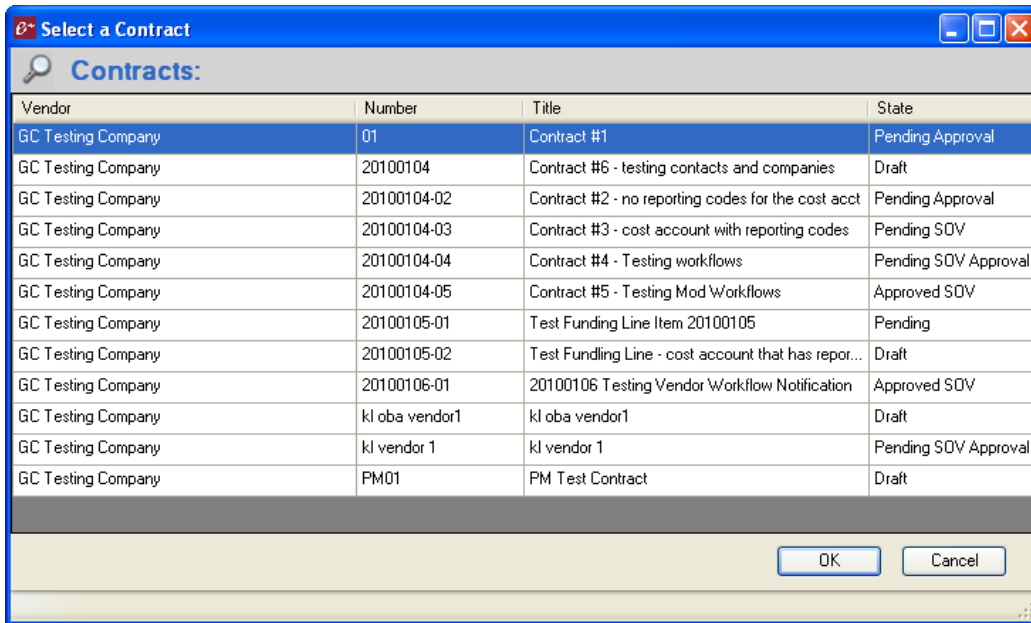
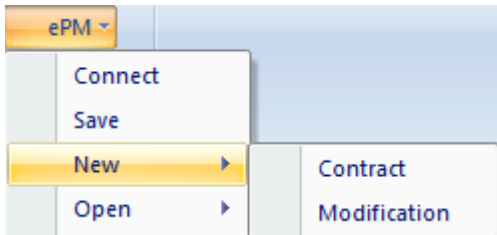
- Once logged into ePM, the system will then generate a list of available Projects based upon security access.



- Select the Project whose contracts or contracts modifications will be created or updated. Click OK.
- The Excel window will now be accessible. Click the Add-Ins tab of the Worksheet.



- Select an action of either New or Open from the ePM drop down menu to continue. *User can either create or update a Contract or Contract Modification.*



When updating a Contract or Contract Modification, ePM will open a selection screen to select the record to be updated. Click OK after making the selection.

If New > Modification is chosen, then a Contract selection screen will also appear to select the Contract to which the new Modification will be linked to.



Contract and Modification Data								
General Information								
Project:	[U1 - Contracts and Mods OBA - Project 1a]		Title:	[]	Date Entered:	[]		
			Number:	[]	Current State:	[]		
Procuring Office:	[]	Vendor Company:	[]	Award Date:	[]			
Procuring Contact:	[]	Vendor Contact:	[]	Notice to Proceed Date:	[]			
Contractor Type:	[]	Planned Obligation Period:	[]	Contract Expiration Date:	[]			
			Contract Classification:	[]				
Description:	[]							
Notes:	[]							
Pegasys Document Number:	[]							
Total Amount:	\$0.00							
Schedule of Values								
Item Number *	Item Description	Amount *	Cost Account *	Building ID	CSI Code	Shell/TI	Linked Funding Line Item	Linked Funding Line Description
		\$0.00						

6. Enter the following header information for the Contract or Contract Modification:
 - a. Project *(this will default in based upon the project selected)*
 - b. Title *
 - c. Number *
 - d. Date Entered *(this will default in automatically based upon the source contract creation date. If this is a new docoument the field will be blank.)*
 - e. Current State *(this will default in automatically based upon the current state of the document. If this is a new document the field will be blank.)*
 - f. Procuring Office * *(dropdown selection)*
 - g. Procuring Contact * *(dropdown selection)*
 - h. Vendor Company * *(dropdown selection)*
 - i. Vendor Contact * *(dropdown selection)*
 - j. Award Date
 - k. Notice to Proceed Date
 - l. Contractor Type *(dropdown selection)*
 - m. Planned Obligation Period *(dropdown selection)*
 - n. Contract Expiration Date
 - o. Contract Classification *(dropdown selection)*
 - p. Description
 - q. Notes
 - r. Pegasus Document Number
 - s. Total Amount *(this is a calculated field based upon the total amount of the line items entered in the Schedule of Values below.)*

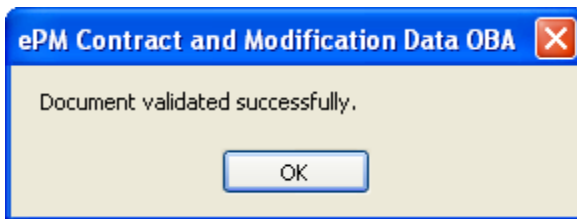
Note: Entry fields marked with an asterisk (*) represent required entry fields.

Excel will automatically add an additional row when adding mulitple line items in the lower grid.

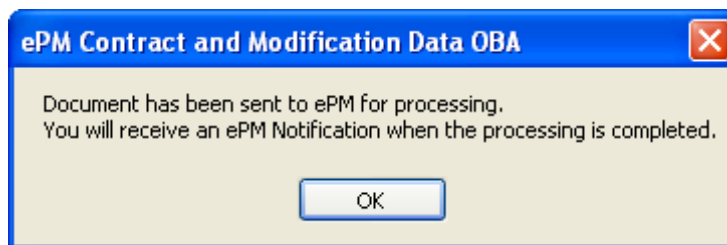


7. Enter the following detailed line item information for the Contract or Contract Modification:
 - a. CLIN # (Number) *
 - b. Description
 - c. Amount *
 - d. Cost Account * (dropdown selection)
 - e. Building ID (dropdown selection)
 - f. CSI Code (dropdown selection)
 - g. Shell/TI (dropdown selection)
 - h. Linked Funding Line Item (this will default in automatically based upon the Cost Account selected – first line found in data set. Verify the proper funding line was selected.)
 - i. Linked Funding Line Item Description (this will default in automatically based upon the Cost Account selected – first line found in data set. Verify the proper funding line was selected.)
 - j. Item Notes
 - k. Task

8. Click on the ePM > Options menu selection and Validate the document. A confirmation message will display notifying that it validated successfully. Click OK to return to the document.



9. Click Save in the ePM Menu to Save the document. A confirmation message will appear notifying that the document is being processed and sent to ePM.



10. Click OK to return to the document. The OBA can be closed without interrupting the processing of these documents in ePM.

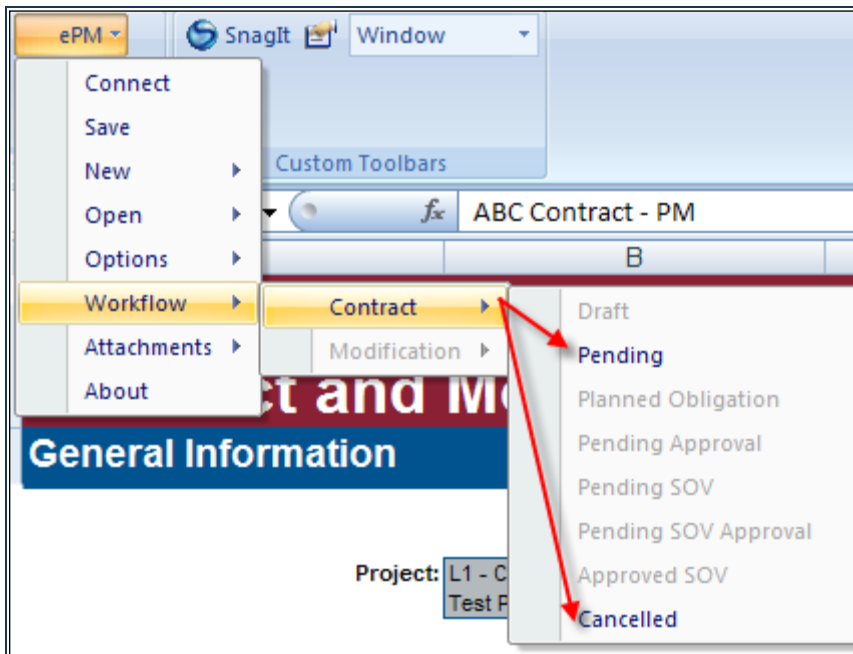
11. Click OK to return to the document. As an option, close Excel and continue processing the Contract and Contract Modification documents in ePM.

Note: Some common validation errors include:

- Missing Shell/TI – Check ReportingCode3Type LU has correct values
- Linked Funding Line Item – Ensure Cost Account/Line Item combo is funded properly

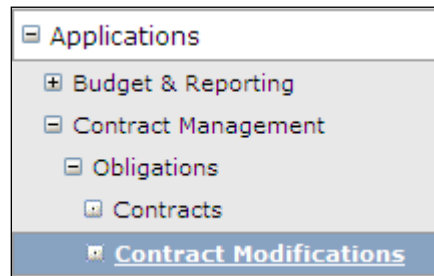
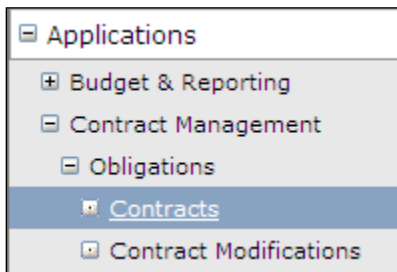
12. Users with the appropriate permissions can use the Contract and Modification OBA to workflow Contract and Contract Modification documents.

From the ePM menu, select Workflow > Contract (or Modification) > select workflow state



Verifying Contract and Contract Modifications records in ePM

1. Login to ePM and select one of the Projects where Contracts or Contract Modifications were created.
2. Select Contracts or Contract Modifications under the Contract Management > Obligations drop down menu. The records will be listed in the register. Click on the desired contract or contract modification record line item to open the document for review.



The screenshot shows the ePM interface for 'Contract Management: Contracts'. The breadcrumb trail is 'Home > Projects > L1 - Contracts and Mods OBA - Project 1a'. The user is logged in as 'Test GSA PM1 (PBS)'. The interface includes a toolbar with 'New', 'Delete', 'Print', 'Refresh', and 'Help' buttons. A 'View' dropdown is set to 'Standard'. The main area displays a table with 13 items. The table columns are: Contract Nu..., Title, Current State, Date Entered, Revised Am..., and Invoicing Li... The table contains the following data:

Contract Nu...	Title	Current State	Date Entered	Revised Am...	Invoicing Li...
<input type="checkbox"/> 20100106-01	20100106 Testing V...	Approved SOV	06-Jan-2010	124,000.00	85,000.00
<input type="checkbox"/> 01	Contract #1	Pending Approval	18-Dec-2009	75,000,000.00	75,000,000.00
<input type="checkbox"/> 20100104-02	Contract #2 - no res	Pending Approval	04-Jan-2010	650,000.00	650,000.00
<input type="checkbox"/> 20100104-03	Contract #3 - cost a	Pending SOV	04-Jan-2010	10,000,000.00	10,000,000.00
<input type="checkbox"/> 20100104-04	Contract #4 - Testin	Pending SOV Appro	04-Jan-2010	45,000.00	45,000.00
<input type="checkbox"/> 20100104-05	Contract #5 - Testin	Approved SOV	04-Jan-2010	70,000.00	55,000.00
<input type="checkbox"/> 20100104	Contract #6 - testin	Draft	04-Jan-2010	15.00	15.00
<input type="checkbox"/> 001	Expense Log	Approved	15-Dec-2009	0.00	0.00
<input type="checkbox"/> kl oba vendor1	kl oba vendor1	Draft	26-Jan-2010	22.00	22.00
<input type="checkbox"/> kl vendor 1	kl vendor 1	Pending SOV Appro	05-Jan-2010	33.00	33.00



ePM Quick Reference Guide #061

- The Main Page will contain the header information entered into the Contract and Contract Modifications OBA Excel sheet, such as the Title and Vendor.

SUMMARY	
Current State	Pending Approval
Title	Contract #1
Contract Number	01
Holds Against	0
Vendor	GC Testing Company
Procuring Office	PBS
Date Entered	18-Dec-2009
Invoicing Allowed	✓
Invoicing Limit	\$75,000,000.00
Payments Allowed	✗
Contract Currency	USD
BCM Integration Enabled	✓
Book Type	Closed

	Substantial	Days to Contractual	Days to Financial



ePM Quick Reference Guide #061

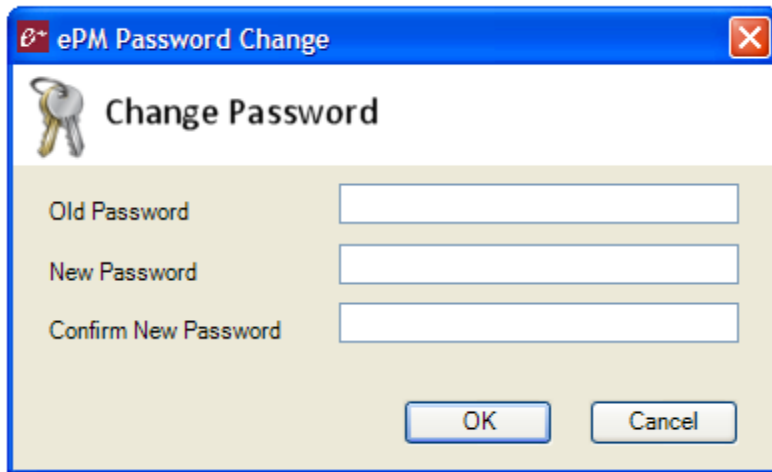
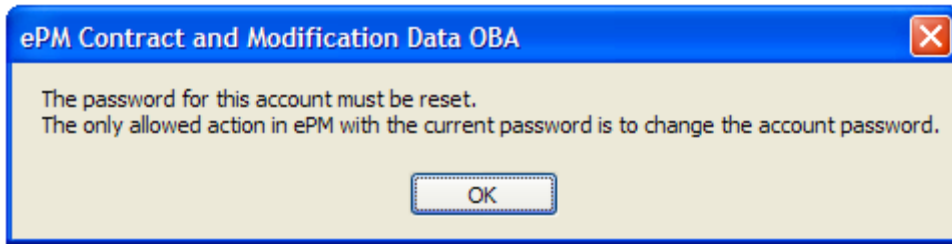
- The Schedule of Values page will contain all of the detailed line items entered into the lower grid of the Contract and Contract Modifications OBA Excel sheet. *If multiple line items were entered, the Contract or Contract Modification will contain multiple line items that match up to the information entered.*

Line Number	Description	*Scheduled Amount	ACR Column in Approved State	Exempt From Retainage	Current Invoiced Amt	Current Balance	Item Notes
1	Item Description	75,000,000...				0.0075,000,000...	Item Notes

*Line Number	Item Description	*Cost Account	*Amount	*ACR Colu...	Building ID	CSI Code
1	Item Description	221----	75,000,000...	Commitment		

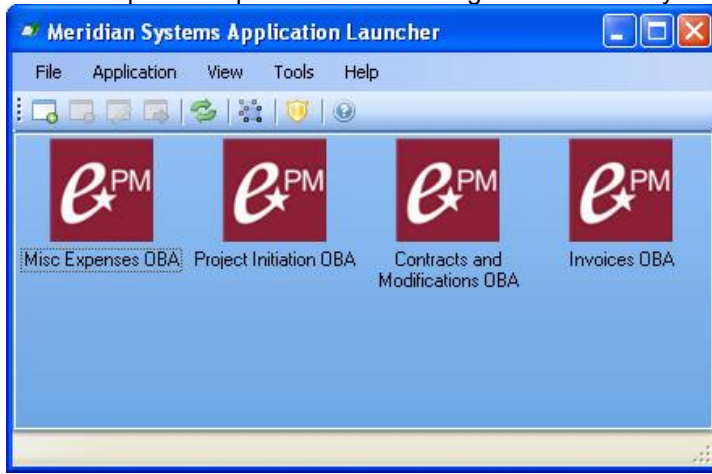
Tips

- ✓ When presented with password update requests such as noted in the sample below, the password by clicking OK and entering the appropriate data in ePM Password Change dialog box.



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- ✓ Save the Contracts and Contract Modifications spreadsheet and continue working on it. The user will be prompted to log into ePM again when the spreadsheet is opened
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- ✓ Enter new Contracts and Contract Modifications or update existing records using this OBA.
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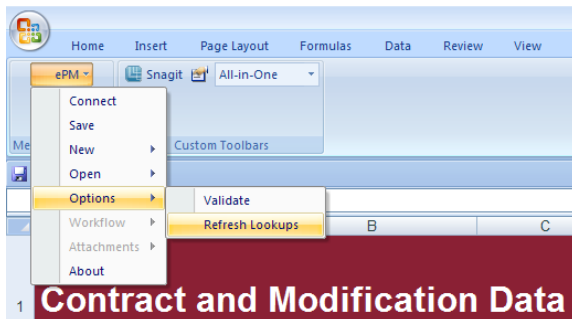
- ✓ Use and open multiple ePM OBAs using the Meridian Systems Application Launcher tool.



- ✓ Clicking the online help button provides generic help related to Contracts and Contract Modifications, NOT for the specific uses of GSA's documents.

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

- ✓ To Refresh the Contracts and Modifications lookups, this can be done through the OBA..
After users have logged in click ePM > Options > Refresh Lookups. After a brief moment, the lookups stored on machine will now be updated with the latest versions in ePM.



- ✓ For additional help and support, contact the local ePM Regional Point of Contact.