# Invoice Document Creation

What are Invoices?

ePM Invoices are used to record actual expenses incurred by the project. The invoice will inherit the schedule of values from the contract and all approved contract modifications. Vendors will access the user interface and select the appropriate contract. ePM will provide the approved schedule of values based on executed contracts and modifications and the Vendor will enter the amount or percent complete per line item. Through automated workflow the Vendor and Project Manager will pass a "pencil copy" of the invoice back and forth until the Project Manager accepts the invoice. Upon acceptance automatic notifications will go to the vendor (for information only), and to the Contracting Officer (for approval). After approval by the Contracting Officer the Budget Analyst receives notification to log the invoice into Pegasys and release payment.

Who Will Use This?

√ Construction Manager

√ Project Manager

Steps to Create an Invoice Document

1. Log into ePM as a user with the Invoice Creator security role, navigate to your project, then to PM Tools > Contract Management > Invoices. The Invoices document register appears on the right side of the screen.
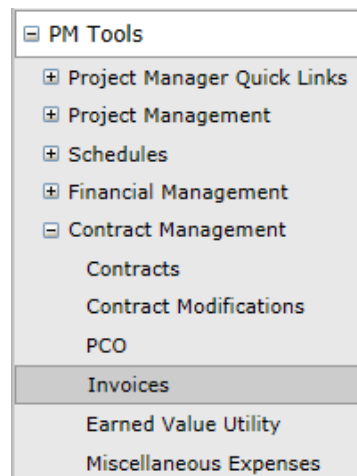
2. Click the 'New' button. A two step wizard launches. The first dialog requires you to select the original contract to which this invoice is associated. Click the magnifying glass
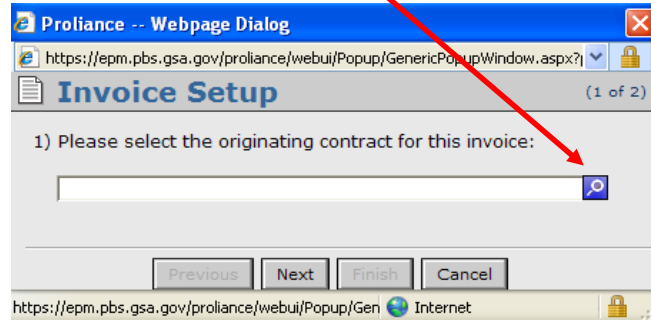
3. Select a contract, then click 'OK'
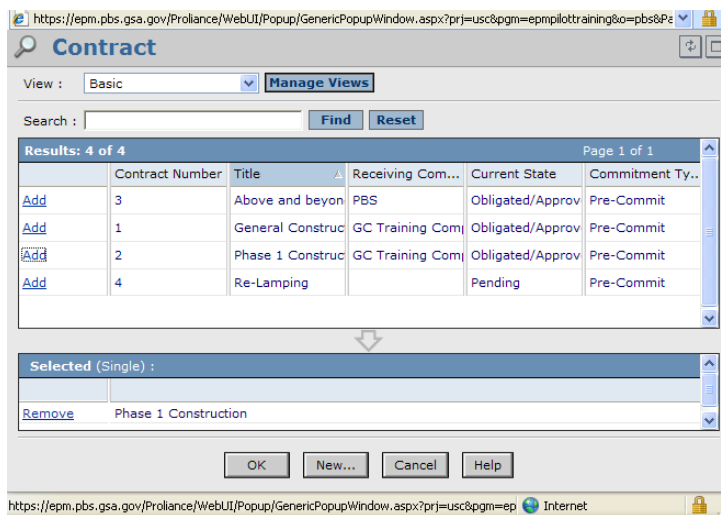
4. The Invoice Setup screen will display the chosen contract. Click 'Next'. The last Invoice Setup screen displays, highlighting the Invoice document template which will be used to create the new Invoice. Click Finish.
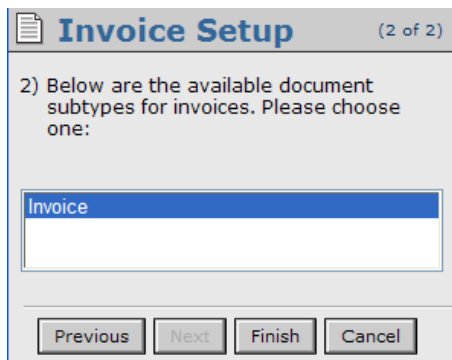
5. On the 'Main' page, enter the Invoice Number, Title (as Contractor Type-Type of Services-Phase-Month Year), Cost Period, and Draft Invoice Date.

Notes:

- The '**Originating Contract'** field displays a link back to the contract. The link is 'live' if your security permissions allow read access to contracts.
- The '**Contract Parties'** section autopopulates with information entered on the originating contract.
- **Cost Periods** are monthly periods and align with GSA's fiscal year periods. Cost period is to match the billing period.

| Field	Description
Draft Invoice Date:	Date the Invoice is created
Billing Start Date:	Start date of work being invoiced
Billing End Date:	End date of work being invoiced
Received Date:	Date invoice received
Due Date:	Date by which invoice must be paid
Released for Payment Date:	Autopopulated by ePM
Approved Date:	Autopopulated by ePM

6. On the Line Items page, although the page has a large amount of data, all that needs to be entered is either a percent in the 'This Invoice General Pct' field or a dollar amount in the 'This Invoice General Amt' field
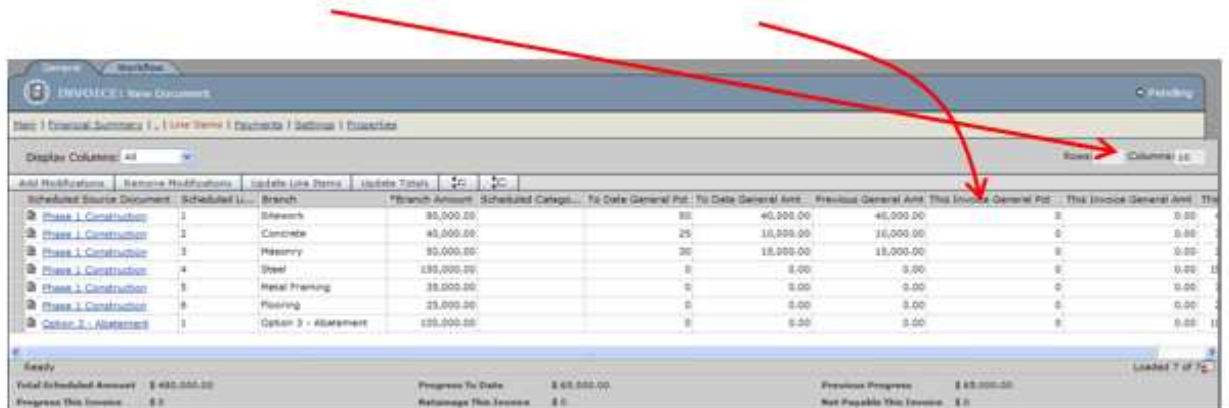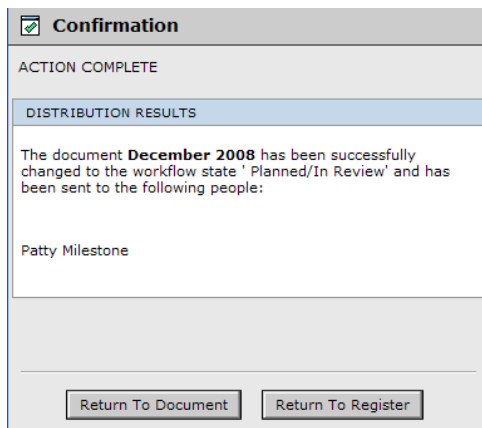

Execute Workflow to set the Invoice to Planned/In Review:

7. Click the yellow workflow button labeled 'Submit for Planning/Review', 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. Since these fields are editable, additional users can be notified or copied, a custom message can be added, and priority and the due date can be changed
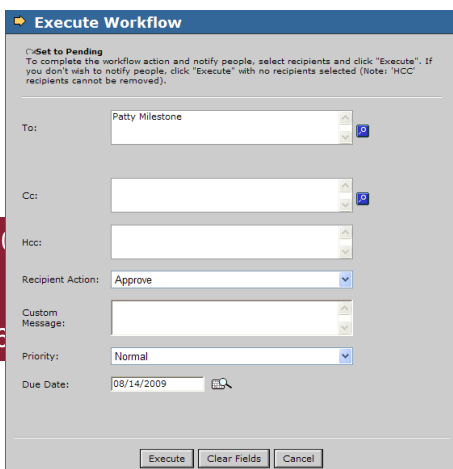
8. Click 'Execute'. If successful, ePM displays an 'Action Complete' message showing to whom notification has been sent. You now have the choice of returning to the Invoice Document itself or to the Register which shows all Invoice documents on this project.

For instructions on approving an Invoice Document, refer to the Quick Reference Guide titled "Approving an Invoice Document".

Tips

√ Required fields are marked with an asterisk.

√ Use the 'Forward' button if collaboration required from other users.

√ Values on the **Settings** page (such as ACR Columns) are read only.

√ Click on the **Activity Log** tab to view the audit trail of the document.

√ Clicking the online help button. Provides generic help related to invoices, NOT for the specific uses of GSA's invoice documents.

√ It is NOT necessary to enter a value in the 'Number' field. Invoices are automatically numbered sequentially when created during the import process.

√ Click on the **CostSummary** page throughout the approval process to view the assignment of invoice (actual) dollars to various ACR columns.

√ Required fields are marked with an asterisk.

√ For additional help and support, contact your GSA Regional Point of Contact:

√ It is pertinent to input and approve invoices in order of completion.