COP Management Grid (Department)

Purpose
The COP Management Grid allows department users to create and manage closeout packets associated with a fund. Closeout packets displayed on this page will need to be completed and submitted to the appropriate party, either the Home Department or EFM, to capture allowable and applicable expenses for the Final financial deliverable. Closeout packets displayed on this page will also appear in the Department’s Worklist.

Below are some of the main elements of the COP Management Grid:
Considerations

All workflow in PAMS related to the ability to process and submit a closeout packet is determined by this page. In order for users to successfully submit closeout packets to the Home Department or EFM, closeout packets listed in the COP Management Grid must be correct. As updates are being made to the grid, ensure that the Department Administrators and/or Fund Managers are aware of changes being made so that there are no interruptions with current work completed in PAMS.

Assignments:

PAMS will determine the correct preparer and reviewer(s) assigned to a closeout packet based on the PI and department code referenced in the Packet column. In some cases this may be a different PI than is listed in the Managing PI Column.

The Packet PI and Managing PI may be different if a user has edited the grid and determined an account belonging to one Managing PI actually belongs in a closeout packet with a different PI. One example of why this may occur is because the Managing PI has left the university and the PI in the Packet column is assuming responsibility for the work performed.

Example: The Packet is associated to PI Carol while the Managing PI is PI Donna

Fund Attributes

Assignments Page:
Fund Balance and Approvals Page:

Worklist:
PAMS will automatically add the closeout packets to the appropriate user’s worklists as indicated by the assignments above.

COP Management Grid
The Fund Attributes page is located under the Administration Tab:
Once a Fund is selected, the COP Management Grid will appear listing all closeout packets that appear on the fund.

**Elements of the Page:**

**Packet:** Information in this column represents the department code and Principal Investigator assigned to the closeout packet. Assignments will be based on the information in this column.

**Fund Attributes**

<table>
<thead>
<tr>
<th>Packet Type</th>
<th>Packet</th>
<th>Account</th>
<th>CC</th>
<th>Managing PI</th>
<th>Dept Code</th>
<th>Dept Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>1003-Mark</td>
<td>444444</td>
<td>MM</td>
<td>Mark</td>
<td>1000</td>
<td>Murphy Hall</td>
</tr>
<tr>
<td>Linked</td>
<td>1001-Carol</td>
<td>222222</td>
<td>CO</td>
<td>Carol</td>
<td>1001</td>
<td>Royce Hall</td>
</tr>
<tr>
<td>Linked</td>
<td>1003-Kalin</td>
<td>111111</td>
<td>BI</td>
<td>Brain</td>
<td>1000</td>
<td>Murphy Hall</td>
</tr>
<tr>
<td></td>
<td>444441</td>
<td>MM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Packet Type:** PAMS will display whether the packet is a Home or Linked packet
- **Account and CC:** Any account and cost center linked to the fund that has had any financial activity throughout the life of the fund
- **Managing PI:** The name of the Managing PI from the AC table in OASIS associated with the account and cost center

**Dept. Code and Dept. Title:** The department code and associated department title from the Account/Fund table in OASIS for the account and cost center
Edit Grid Button:

Users can click the Edit Grid Button to update the account and closeout packet associations.

Once the Edit Grid Button is clicked, the grid will display an active Edit button for each closeout.

Automatic Closeout Packet Creation:

PAMS will automatically create closeout packets for the fund based on the following criteria:

1. A Home closeout packet will be created for all funds based on the Managing PI and department code in the Fund Table.
2. Any account(s) with the same Managing PI and department code as listed in the Fund Table will be associated with the home closeout packet.

3. Any account(s) with financial activity with a different Managing PI and/or department code as the Fund Table will be listed as linked closeout packets.

4. Any account with financial activity, without a Managing PI, will be listed and not automatically associated to a closeout packet. This means that the expense account will need to be associated to a
closeout packet, either Home or linked, by the Home Department Administrator so that all expenses are captured in the closeout packet appropriately.
When COP Management Grid Requires Updating:
In most cases, closeout packets created by PAMS will accurately represent the closeout packets on the fund and the page will not need to be updated by the Home Department Administrator.

Common scenarios when updating is required by the Home Department Administrator:

1. Department does not utilize cost centers or only utilizes operational cost centers
   ⇒ Proceed to How to Associate an Account to a Closeout Packet
2. The account has a Missing Managing PI in the Account/Cost Center table in OASIS
   ⇒ Proceed to How to Associate an Account to a Closeout Packet
3. The Link PI does not have an account and cost center on the fund
   ⇒ Proceed to How to Create a New Closeout Packet then How to Associate an Account to a Closeout Packet

Important! Only EFM users are allowed to update the Home closeout packet

If any of the following occur, contact EFM to update the COP Management Grid:

1. A Snapshot change has occurred which changed one or more of the following:
   a. Home Department PI
   b. Home Department Code
**How to Create a New Linked Closeout Packet**

The following steps should be followed when a new Linked closeout packet needs to be created.

**Example:** Create a closeout packet for PI Bruin

1. Click the Create New Packet button

2. Enter the Employee ID Number of the Managing PI of the packet

3. Click Verify PI UID

4. Verify the name appearing is correct
5. Enter the department code of the packet

6. Click Save Changes
The closeout packet will now appear on the grid without any accounts or cost centers associated.

Step #2 of this process includes associating expense accounts to the closeout packet created. Please follow the steps below under How to Associate an Account to a Closeout Packet.
How to Associate an Account to a Closeout Packet

The following steps should be used to associate accounts to closeout packets:

1. All accounts listed in red are unassociated accounts and must be associated to a closeout packet.
2. Accounts already associated to a closeout packet can be re-associated to other packets at any time.

Only accounts with the same department code can be associated to the same closeout packet.

Example 1: Associate unassociated account 111112-BB to a Linked closeout packet.

1. Click the Edit button next to the expense account you want to associate.
2. Select the packet you want the expense account to be associated with

3. Click Save Changes

4. Expense account 111112-BB will now be associated with a Linked packet

Example 2: Associate expense account 111111-BB to the Home closeout packet
1. Click the Edit button next to the expense account you want to re-associate

2. Select the packet you want the expense account to be associated with
3. Click Save Changes

4. Expense account 111111-BB will now be associated with the Home packet

**Tip:** Re-associating an Account will not automatically remove the closeout packet the expense account was previously associated with, in this example 1000-Bruin

**Step# 3** of this process includes deleting the previously existing closeout packet. To do this, follow the steps under How to Delete a Closeout Packet.
How to Delete a Closeout Packet

Only linked closeout packets without any expense accounts can be deleted.

⚠️ The only packets available for deletion will have the remove button next to them

Example: Remove Packet 1000 – Bruin

1. Click the Remove button

![Fund Attributes](image1)

2. Click Save Changes in the confirmation popup

![Are you sure you want to delete this empty packet?](image2)

3. Closeout packet will be removed from the grid

![Fund Attributes](image3)
If the closeout packet that requires deleting has expense accounts associated to it, these expense accounts need to be associated to other packets prior to deleting the packet (please see How to create a new Linked Closeout Packet and/or How to Associate an Account to a Closeout Packet).
COP Management Grid Highlights

- It’s important that closeout packets are correctly reflected in the grid to ensure all accounts are accurately captured in the appropriate closeout packets. This will allow the correct Fund Managers access to their closeout packets and the worklist will be accurate for all Department users.
- Prompt updates to the grid are required to facilitate the timely submission of the closeout packets to the Home Department and/or EFM.
- Link department users should work with their Home Department Administrator to ensure their closeout packets reflect the correct accounts. As updates are being made to the grid, ensure that the Department Administrators and/or Fund Managers are aware of changes being made so that there are no interruptions with current work completed in PAMS.