COP09- Closeout Packet Overview

Summary
Below are some of the main elements of the Closeout Overview page:

- Enter fund code here and click Go
- Click Hyperlinks to navigate to each page
- Red box indicates page needs review, Green box indicates page is complete
- Use radio buttons to view Home and Linked Accounts or Home Only
- Click to open Review mode for Linked accounts

v. 02.25.2014
Purpose
The Closeout Packet Overview page is an overview of the progress of the closeout packet, and the first page that the department is directed to when they start the closeout process. It provides a quick overview of the sections in the COP that require review from the department and current financial status of the fund.

Screen Group
The COP Overview can be access by clicking the Fund Details Tab:

Screen View
The Closeout Packet Overview page is visible to all. The screen consist of a Financial Summary grid (red box) and three columns of linked pages (green boxes):
For a Linked Home Account, the screen consists of a Financial Summary grid (red box), 3 columns of linked pages (green boxes) and a linked account column (orange box):

**Financial Summary Grid**

The Financial Summary Grid appears on every Closeout Packet Overview page and corresponds to the fund you are searching. The grid consists of eight columns: Appropriation, Expenditures, GL Balance, Pending GL Posting, Current Balance, Pending Review, Estimated Balance and five rows: Directed Expenses, F&A(%), Subtotal, 1199xx and Total.

**GL Balance:** This number is the same as the GL balance on the ledger.

**Pending GL Posting:** This should display the sum of expenses that have been indicated as an adjustment but has not hit the ledger yet. This is the sum of expenses on the Journal Transfers page that are under the bucket, Transfer-Pend EFM Appvl, Transfer-Submitted to GL and Trasnfer-Pend Processing (including F&A).

**Pending Review:** This should sum all expenses that have a status of Pending (including F&A). The Pending statuses for the department are: Pending, Justified-EFM Rejected, Transfer Rejected.

**Direct Expenses:** Sum all expenses for subs 00-09 for all expenses FAUs associated with the COP. Do not include overhead.
**F&A**: Sum all expenses for 9H for all FAUs associated with the COP. Always display this row, even if the F&A rate is 0% and there are $0 on the fund.

**1189xx**: If a 119800 or 119850 account is linked to the fund, show the total expenses on this row. If a 1198xx account is not linked to the fund, display this row. Do not display this row for Linked COPs. Can be a combination of STIP, Carry forward, IRR payments and cash receipts. PAMS will display the budget, expense, encumbrance and memo-lien as a lump sum amount.

**Links**

**Links**: In the reference below, a link that does not appear will not be viewable by the user (if the award does not have cost share, the cost share link will not appear).

**Page Status**: For pages with a status, the page should be green if the page status is Dept Complete, EFM Reject or EFM Complete. The page should be red if the page status is Dept Review or EFM review. All links should go to the specified page, unless noted below. All links should go to the specified page, unless noted below.

**Hyperlinks**:

- Summary by Sub, GL Detail-Summary, and GL Detail-Transactions should always link to the page.

- Payroll by person: this link should always be active
- Expenses Outside the Budget Period (Payroll and Non-payroll): these links should always be active.
- Unallowable/Warning Codes: this link should always be active.
- Administrative Salaries: this link should always be active.
• Subawards: link should always go to the subaward page. If there is an MCA associated with the fund, it should appear under the Home COP.
• Encumbrances and Memo-Liens: This link should always be active.
• Salary Over the Cap: This link should always be active.
• Additional Cost Transfers: This link should always be active.
• Cost Share: If this fund has Cost share, this link should be active for the Home department and EFM. If this fund does not have Cost share, this link should not appear. This link will not appear for Linked COPs. A fund is considered to have Cost Share if:
  o User indicated “Yes” for Cost Share in Admin
  o The Cost Share checkbox in PATS is checked
• F&A Reconciliation: link should always go to the F&A page
• Fund Balance and Approval: this link should always appear
• Review Transactions: this link should always be active.
• Review linked accounts: If the COP is for the Home Dept and the fund has linked accounts, this link should be active. Otherwise, the link will not appear. This link does not appear for EFM.
  o Should list all linked COPs associated with the Home fund number
  o Linked COPs should be listed by PI Last Name- Dept Code, Dept Name
  o Linked COPs should be ordered alphabetically by PI Last Name
  o Full title (PI Last name, Dept Code, Dept Name) will be truncated after 50 characters
  o All linked COP links should take the user to the linked COP Overview page
  o At this point, the user will be leaving the Home COP and viewing the Linked COP
  o The linked COP will not be viewable in the multi-fund panel. The Home COP will still be the active fund listed on the multi-fund panel

Page Status
The status will either be:

Department Users:

• Department Complete- green
• Department Review- red

EFM Users:

• EFM Reject- green
• EFM Review- red

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If the selected fund is a Home COP then the Closeout Overview screen should only show the links that apply the Home COP.

If the selected fund is a linked COP then the Closeout Overview screen should only show the links that apply the Linked COP.

If the selected funds is for EFM, then the Closeout Overview screen should show the links that apply to the main COP.

<table>
<thead>
<tr>
<th>Closeout Group</th>
<th>Applies to Home COP</th>
<th>Applies to Linked COP</th>
<th>Applies to EFM COP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Summary</td>
<td>Summary by Sub</td>
<td>Summary by Sub</td>
<td>Summary by Sub</td>
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<tr>
<td>Financial Summary</td>
<td>General Detail Summary</td>
<td>General Detail Summary</td>
<td>General Detail Summary</td>
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<tr>
<td>Financial Summary</td>
<td>General Detail Transactions</td>
<td>General Detail Transactions</td>
<td>General Detail Transactions</td>
</tr>
<tr>
<td>Financial Summary</td>
<td>Payroll by Person</td>
<td>Payroll by Person</td>
<td>Payroll by Person</td>
</tr>
<tr>
<td>Expenditure Review</td>
<td>Expenses Outside the Budget Period (Non-Payroll)</td>
<td>Expenses Outside the Budget Period (Non-Payroll)</td>
<td>Expenses Outside the Budget Period (Non-Payroll)</td>
</tr>
<tr>
<td>Expenditure Review</td>
<td>Expenses Outside the Budget Period (Payroll)</td>
<td>Expenses Outside the Budget Period (Payroll)</td>
<td>Expenses Outside the Budget Period (Payroll)</td>
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<tr>
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<td>Unallowable/Warning Codes</td>
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<tr>
<td>Expenditure Review</td>
<td>Administrative Salaries</td>
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<td>Subawards</td>
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<td>Encumbrances and Memo-Liens</td>
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<tr>
<td>Expenditure Review</td>
<td>Salary over the Cap</td>
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<tr>
<td>Expenditure Review</td>
<td>Additional Transfers</td>
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<tr>
<td>Expenditure Review</td>
<td>Cost Share**</td>
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<td>Expenditure Review</td>
<td>F &amp; A Reconciliation</td>
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<tr>
<td>Expenditure Review</td>
<td>Fund Balance and Approvals</td>
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<tr>
<td>Review</td>
<td>Review Transactions</td>
<td>Review Transactions</td>
<td>Review Transactions</td>
</tr>
<tr>
<td>Review Linked Accounts</td>
<td>All links under this group</td>
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<td>All links under this group</td>
</tr>
</tbody>
</table>

**Report Generation**
The page cannot be exported to Excel.

**Page Access**
The Dept Attributes page is viewable to: EFM Director, Dept Sr fund Manager, Dept Admin, Dept Fund Manager, EFM Fund Manager and the EFM Supervisor.