COP10- Sum by Sub

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Summary
Below are some of the main elements of the Payroll By Person page:

Click to view both Home and Linked Accounts
Click to view Home account only
Click to export page to Excel
Click hyperlinks to view associated expense detail pages
Purpose
The purpose of the Sum by Sub page is to provide the user with a summary of their COP for each sub code.

Screen Group
The Sum by Sub page can be accessed two ways:

1. By clicking the Fund Details Tab and going to the hyperlink under the Financial Summary column:

2. By clicking the Fund Details, hovering over the Financial Summary sub-tab and selecting Summary by Sub:
Screen View

The Sum by Sub page is visible to all. The screen of a grid (red box) and an option to export to Excel. If the screen is a Home Linked account, there will be two radio buttons (blue box) give the user the option of choosing to view for either the Home or Linked account.

Radio buttons for Home & Linked Accounts

These two radio buttons are only viewable by the Home department for funds that also have linked accounts. It will not appear for other owners or EFM). The financial summary grid will update accounting to which toggle button option is selected. Home and Linked Accounts will be the default option when the user navigates to this page.

- Home and Linked Accounts: This view will show the financials of the entire COP in aggregate.
- Home Only: This view will show the financials of the Home COP only.
Financial Summary Grid

The grid consists of 10 columns: Sub, Description, Appropriation, Expenditures, GL Balance, Pending GL Posting, Current Balance, Pending Review and Estimated Balance. It also has the grand total for each column as well as the Direct and Indirect Balance listed.

Encumbrances and Memo-Liens: This column adds the Encumbrance and the Memo-lien balance from the GL.

Total Direct: Sums up the direct costs

F&A: Display the associated F&A rate for that COP. If the packet has multiple FAUs with different F&A rates, list all. If multiple F&A rates are associated with a fund, display two rates on the screen, separated by a comma and append ... to the tail end to denote that more F&A rates still exist.

Sub Total: The total of the Direct Expense and the F&A. If a 1198xx Account is not linked to the fund, this row will not be displayed. This row will not be displayed for Linked COPs.

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

Appropriation: Appropriation the expense accounts from the GL

Pending GL Posting: Sum of all expenses in the following status:

- Transfer-Pend EFM Appvl
• Transfer-Pend Processing
• Transfer-Submitted to GL

Pending Review:
• Pending
• Transfer-Rejected
• Justified- EFM Rejected

Dependencies
The figures in the grid update accordingly as the user selects different options from the FAU drop-down.

Subcodes 00-9H should always appear, regardless of whether there is an expense.

1198xx and Subtotal should not appear for Linked COPs.

1198xx and Subtotal should appear for the Home and EFM COPs only when the 198xx account is linked to the fund.

Report Generation
The page can 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.