COP16- Expenses Outside the Budget Period (Non-Payroll, Post Period and Pre Award Spending)

Summary
Below are some of the main elements of the Expenses Outside the Budget Period (Non-Payroll) page:

- Click to display Pre-Award Expenses
- Click to display Post-Award Expenses
- Click to highlight a row
- Changes view to include or exclude Transferred/Justified transactions
- Click to view comments added during Transfer/Justify process
- Click to download to Excel
- Navigate to Transfer/Justify popup
- Status of the transaction

v. 02.13.2014
**Purpose**

The purpose of the Expenses Outside the Budget Period (Non-Payroll) page allows the department to transfer or justify all non-payroll expenses that hit outside of the budget period. This page lists all expenses that hit the ledger before or after the budget period start and end dates. Page should appear blank if there are no expenses outside of the budget period. EFM uses this page to review transfers or justifications that the department provided.

The Expenses Outside the Budget Period (Non-Payroll) consists of two radio selection buttons and a corresponding grid:

![Expenses Outside Period - Non Payroll](image)

**Screen Group**

The Expenses Outside the Budget Period (Non-Payroll) page can be accessed two ways:

1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Expenses Outside Period- Non Payroll

![Fund Details](image)

2. User can click on the Fund Details Tab and select Expenses Outside Period- Non Payroll from the Overview page.

![Overview](image)
Screen View

The Expenses Outside the Budget Period (Non-Payroll) page is visible to all. The screen consists of two radio buttons (green box) and either a Post-Award Spending or a Pre-Award Spending grid, depending on the selection of the radio buttons.

Pre-Award Spending Label:

Pre-Award Spending is any non-payroll expense with an effective date that is less than the budget start date. Some sponsors allow a window for pre-award spending (typically 90 days). Users have the availability to enter the pre-award spending window under the Admin tab.

The Pre-Award Spending Label is the sum of the expenses that have been transferred off the fund, justified, or requires review for expenses that hit before the budget period start date. User is to select the Pre-Award Spending radio button for this selection.
Post Period Spending Label:
The Post Period Spending Label is the sum of expenses that have been transferred off the fund, justified, or requires review for expenses that hit after the budget period end date. This label is the default selection.

Expenses Outside Period - Non Payroll

Check Box for T/J Expenses:
When this checkbox, “Include Justified and Transferred Transactions,” is clicked, PAMS should display all expenses, regardless of the status. When the box is not selected, PAMS will only display expenses that have a “needs review” status. The default selection for this box is checked.

Example: T/J Box selected:

Example: T/J Box not selected:
**Pre-Award/ Post-Award Spending Grids**

The grids house all expenses that are either pre or post-award spending. The grid has 12 columns: Sub, Object, Title, Description, Account, CC, Doc Date, Effective Date, Expense, Status, Comments, Transfer or Justify. The information for this grid is pulled from the general ledger. The following columns are sortable in ascending or descending order: Sub, Object, Title, Description, Account, CC, Doc Date, Effective Date and Expense.

**Expense:** Column will sort by absolute value.

**Status:** The Status column displays the status of the individual expense. If this expense changed status on a different page, the new status should be reflected here.

If a status is a “Justified” status, it will like to the Review Transactions page. These statuses are: Justified-Pend EFM Appvl, Justified- EFM Approved, Justified- EFM Rejected.

If a status is a “Transferred” status, it will like to the Review Transactions page. These statuses are: Transfer-Submitted to GL, Transfer-Pend Processing, Transfer-Rejected, Transferred, Partial.

All “Pending” statuses will not be linked.

The statuses on this page for “Needs Review” and “Transferred/Justified” are defined by the chart below. If a Go or Review button appear, these transactions are considered “Needs Review.” If the Go or Review button does not appear, these transactions are considered “Transferred/Justified.”

<table>
<thead>
<tr>
<th>Status</th>
<th>Home Linked Depts</th>
<th>EFM Owns COP</th>
<th>Edit?</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Go</td>
<td>Go</td>
<td>-</td>
<td>Black</td>
</tr>
<tr>
<td>Justified-Pend EFM Appvl</td>
<td>-</td>
<td>Review</td>
<td>Edit</td>
<td>Blue</td>
</tr>
<tr>
<td>Justified- EFM Rejected</td>
<td>Go (Redo)</td>
<td>-</td>
<td>Edit</td>
<td>Blue</td>
</tr>
<tr>
<td>Justified- EFM Approved</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Blue</td>
</tr>
<tr>
<td>Transfer-Pend EFM Appvl</td>
<td>-</td>
<td>Review^</td>
<td>-</td>
<td>Blue</td>
</tr>
<tr>
<td>Transfer-Submitted to GL</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Blue</td>
</tr>
<tr>
<td>Transfer-Pend Processing</td>
<td>-</td>
<td>Review^^</td>
<td>Edit</td>
<td>Blue</td>
</tr>
<tr>
<td>Transferred</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Blue</td>
</tr>
<tr>
<td>Transfer-Rejected</td>
<td>Go (Redo)</td>
<td>-</td>
<td>Edit</td>
<td>Blue</td>
</tr>
<tr>
<td>Partial*</td>
<td>Combo</td>
<td>Combo</td>
<td>Edit</td>
<td>Blue</td>
</tr>
</tbody>
</table>

^should only apply to F&A on FAUs- does not invoke the T/J button but approves journal and sends to GL

^^ Review required by EFM for Additional Cost Transfers only

*Partial transactions will show a button based on the combination of statuses. The buttons that should appear for these transactions is based on the hierarchy: Go, Review, Edit and Blank.

**Review Button for EFM:**

- If EFM approves the justification, the Expense Status will say “Justified- EFM Approved” and the Review button will disappear.
- If EFM rejects the justification, the Expense Status will say “Justified-EFM Rejected,” and the Review button will disappear.

**Go Button:** EFM gets this button when the department did not provide a transfer or justification for that expense. The Go Button will only appear for the Pending Statuses. If EFM completes the transfer request or provides a justification on the department’s behalf, the Go button will disappear and the Expense status will say either “Transfer-Submitted to the GL,” “Transfer-Pend Processing” or “Justified-EFM Approved.”

**Comments:** If the dept transfers/justifies an expense, a comment will be added. The comment icon will be displayed any time a comment is associated with said expense. If the user clicks the comment icon, it will take them to the comments page where they will be able to view all comments for said expense. If the user exports the grid to Excel, only the last comment entered will be exported.

**Page Status**

**Department Page Status:**
- The page status will be Dept Review if there are still action items on this page.
- The page status will be Dept Complete once all actions have been taken care of and there are no action buttons. For this page, all actions must be completed for Pre-award and Post-period expenses before the page status can be marked as Dept Complete.
- If there are no expenses for pre and/or post award expenses, the grid should display, “None found.” A status of “None Found” will be considered “Dept Complete” since there will be no action buttons.

**EFM Page Status:**
- The page status will be EFM Review if there are still action buttons on this page (Go and Review).
- The page status will be EFM Complete once all actions have been taken (and there are no action buttons) and none of the transactions have a rejected status.
- The page status will be EFM Reject once all actions have been taken (and there are no action buttons) and at least one of the transactions has a rejected status.

**Report Generation**
The page can be sent to excel. When the page is sent to Excel, only the last comment for each transaction will be displayed in the Comments column. If comments have not been entered for this expense, the field will remain blank.

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