COP17- Transfer/Justify Non-Payroll

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Summary
Below are some of the main elements of the Transfer/Justify Non-Payroll popup:

Select Transfer or Justify only the expense you selected the Action

Select Transfer or Justify all “needs review” expenses with the same Object Code as the expense you selected the Action button for

Select Partial Amount to enter an amount in the free form text box. You cannot enter a value that is higher than the expense that was clicked on. You will have to continue to Transfer or Justify additional partial amounts until the total amount equals the

Select Transfer or Justify all pending non-payroll expenses that occurred in the section that you selected the Action button for

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**Purpose**
The Transfer/Justify Non-Payroll popup screen allows users to transfer non-payroll expenses (all sub codes except for 00, 01, 02) to another fund, or to justify why that expense is allowable on the fund being closed. Several screens in the COP will link to this page. For the Home Dept, this page will allow the department to T or J any non-payroll expense on the Home FAU(s). Linked accounts will also be allowed to T or J any non-payroll expense on the linked FAU(s). Once the Final Linked Dept approver approves the Linked COP, or the linked dept deadline has passed, the Home dept can justify expenses on the Linked FAU(s). They cannot Transfer for the Linked Accts expenses.

A sample view of the first page of the popup is shown below:

![Popup Screen](image)

**Screen Group**
The Transfer/Justify Non-Payroll popup screen is accessed by clicking an active **Go Button** next to an expense that needs review on a COP page:

![Screen Group](image)

**Screen View**
The Transfer/Justify Non-Payroll popup screen page is visible to all. The popup consists of several pages/views that will be explained in the sections below.
Section A – Expense Grid:
When the user first opens the Popup, the first page will display an expense grid that will show the expense item that the user chose when they clicked the Go button.

If the user navigates to the popup by pressing the Go Button from any page other than the UCLA F&A Reconciliation on Subawards page, the below grid will be displayed:

If the user navigates to the popup by pressing the Go Button on the UCLA F&A Reconciliation on Subawards page, the below grid will be displayed:

All adjustments for F&A reconciliation on subawards will be aggregated into the two lines.

Section B - Apply To Selection Fields:
Below is the expense grid on the first page of the popup, the user will see the Apply To Selection fields.

If the user navigated to the popup by pressing the Go Button from any page other than the UCLA F&A Reconciliation on Subawards page, the following Selection Fields will be displayed:
If the user navigates to the popup by pressing the Go Button on the UCLA F&A Reconciliation on Subawards page, the following Selection Fields will be displayed:

Users must choose one of the radio buttons to move forward. The options are:

**This Expense Only:** This should be selected if the user wants to T or J only the expense in which the user selected the Action button for.

**All Expenses for this Object Code:** This should be selected if the user wants to T or J all “needs review” expenses with the same Object Code as the expense in which the user selected the Action button.

**All Pending Expenses for Expenses Outside Budget Period Non Payroll:** This should be selected if the user wants to T or J all pending non-payroll expenses that occurred outside the budget period.

**Partial Amount:** If the user selects Partial Amount, they will need to enter an amount in the free form text box. Users cannot enter a value that is higher than the expense that was clicked on. If the user chooses Partial Amount and enters a value that is less than the amount of the original expense, they will have to continue to T or J additional partial amounts until the total amount equals the total expense. Users will not be allowed to Submit the T or J until this is completed.

**NOTE:** If the user navigated to the popup by pressing the Go Button on the UCLA F&A Reconciliation on Subawards page, only **This Expense Only** and **Partial Amount** selections will be displayed.
Section C – Justify Screens:

Once the user makes an Apply To selection and clicks the Next Button, the below screen will appear:

The user will have the option of selecting either the Justify or Transfer Radio Button. If the Justify Button is selected, the screen will display the Justify fields below:

The user will then choose a Justification Reason using the dropdown box:

This is a list of set justifications. They are as follows:

- Specifically used for the direct benefit of project
- Used for the project during budget period; processed outside budget period
- TIF consistently applied as allowable direct cost
- Specifically allowed by the sponsor
- Transaction Reversed-has posted to the GL
- Other

Once the user selects a justification, they should enter an **Explanation for the Justification** in the text box below:

![Explanation text box]

If the user has chosen “Other”, they will be required to enter the explanation in the text box before they can proceed.

Once the Justification Reason and the Explanation has been entered, the user clicks the **Next Button** to proceed to the below screen:

![Justification Reason and Explanation]

By clicking the Upload Icon, the user can upload any Supporting Documentation for the justification:

![Upload Icon]

Clicking the Upload Icon will open the below screen, which will display all uploaded documents for the selected expense:
The user can then upload a new document by clicking the Upload Document button, which will open a screen which enables them to browse and select the document to upload:

Once the user has uploaded any required documents, they will click the Submit button to submit the justification:

Note: If the Home or Linked Dept submits a justification, the status for all of the expenses affected will change to “Justified-Pend EFM Appvl” on all pages where that expense appears. If EFM submits a justification, the status for all of the expenses affected will change to “Justified-EFM Approved”.

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Section D – Transfer Screens:
Once the user makes an **Apply To** selection and clicks the **Next Button**, the below screen will appear:

![Image of Transfer Screen]

The user will have the option of selecting either the Justify or Transfer Radio Button. If the **Transfer Button** is selected, the screen will display the Select Transfer Option dropdown shown below:

![Image of Select Transfer Option Dropdown]

If the user chooses “**Process Done Outside PAMS**”, PAMS will not send a journal to the GL. A comments field will appear:

![Image of Comments Field]

The user must enter comments explaining the transfer, then click Next to proceed.
If the user selects “Process Journal through PAMS”, the below fields/questions will display:

![Image of PAMS interface]

The fields/questions are as follows:

**Fund Nickname**: Users have the option of entering Favorite FAUs in fund management. If FAU(s) are entered in fund management, then it will always appear under the “Fund Nickname” drop-down box for that user. EFM will be able to see the same “Fund Nickname” drop-down box that the department user sees. If a favorite is picked from this list, the Fund #, Account, and CC will be populated with this information. If the user navigated to this page from F&A Reconciliation on Subawards, the Fund Nickname drop-down will be grayed out.

**Manual Entry**: If the user does not want to pick a favorite FAU, they can manually enter this information in the Account, CC, and Fund text boxes. Once an FAU is entered, PAMS must validate the Fund number. If the FAU combination does not exist, the user will get an error that the transfer will not be processed. If the account/CC combination exists, but it is not linked to the fund, the user will get a message that they must contact EFM to link the account before processing the transfer. If either error occurs, the user will not be able to submit the transfer. If the user navigated to this page from F&A Reconciliation on Subawards, the current Account, CC, and Fund for the transfer will be populated.

**Transfer Questions**: Users must answer 5 questions. If the user is answering the 5 questions and the cost transfer is late, the user must answer a 6th question.

1. **Why is this transfer being made?**
2. **Why was the original in error?**
3. **Who approved the transfer?**
4. **How does the expense benefit the new fund charged?**
5. **What steps have been taken to prevent this reoccurrence?**

If the transfer falls under one of the following criteria, they must also answer the 6th question: The doc date of the expense is greater than 120 days from today - OR - the doc date of the expense is greater than 90 days after the budget end date. The 6th question is:

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6. Explain the delay in transfer >120 days after the original transaction date?

**NOTE:** Once the fields are completed and the Transfer is submitted, the status of the expense will change as follows:

- If the transfer is pushed to the ledger, the status of the expense should update to “Transfer-Submitted to GL.”
- If EFM submits a transfer, the transfer is pushed to the ledger, therefore the status of the expense should be updated to “Transfer-Submitted to GL.”
- If the transfer is not pushed to the ledger (the user chooses the option “Process Journal Outside PAMS” from the transfer dropdown) the status of the expense will be “Transfer-Pend Processing.”
- If the transfer is routed to EFM, the status should change to “Transfer-Pend EFM Appvl.”

**Section E – Submit Screens:**

Once all of the fields/questions have been filled on the Transfer or Justify Screens, the user clicks the Next Button to proceed to the below screen(s):

For **Justifications:**
For Transfers:

The Submit Screens can contain the following elements:

**Additional Comments**: The user may enter additional comments in this text box.

**Attach Supporting Documentation**: By clicking the Upload Icon (paperclip), the user can upload any required supporting documentation.

**Warning**: If a department user selects the “Justify” toggle button, the submit screen will display the following message near the Submit button, “By clicking Submit, I hereby certify that the department has maintained proper supporting documents to ensure that the expenditure is reasonable, allowable, and allocable.” The warning will appear any time the user Justifies an expense; even if the user chooses Partial or Remaining Amount. The User Warning will not appear for EFM users.

**Next Button**: If a user selects “Partial” from the Apply To section, they will continue to T/J until they have completed the full dollar amount. The Next Button will take the user to the next set of T/J screens. Once the user T/Js the full expense amount, the Next button will be replaced by the Submit button. If the user chooses any other option besides “Partial” from the Apply To section, the Next button will not appear.

**Submit Button**: The submit button will appear once all required fields have been completed. If the user is transferring an expense, the Submit button will not appear until a valid FAU is entered for the transfer. If the user submits a transfer, PAMS will complete a check to make sure the user has authorization to submit the transfer.

**Cancel Button**: If the user clicks the Cancel button, they will return to the last COP page.

**Section F – EFM Review Screen:**
EFM users can review transfers and justifications by clicking the **Review Button** next to an expense in a COP page:
Clicking the Review Button will open the popup below:

![Review Popup Screen](image-url)

The Review Popup screen contains the following fields:

**Review Comments:** The EFM user will be able to enter comments in this text box.

**Approve Button:** The Approve button will allow the EFM user to approve the Justification that the Department user provided for the expense. Once this button is clicked, PAMS will process the Approve action, and takes the user to the COP page that they were on when the clicked on the Review button.

**Reject Button:** The Reject button will allow the EFM user to reject the Justification that the Department user provided for the expense. Once this button is clicked, PAMS will process the Reject action, and takes the user to the COP page that they were on when the clicked on the Review button.

**Close Button:** If the user clicks this button, PAMS will exit the pop-up and return to the last COP page.

**Previous:** Clicking this link will take user to the prior transaction for a Partial expense T/J page that still needs review. This allows the user to cycle through each piece of the partial.

**Next:** Clicking this link will take user to the next transaction for a partial expense. This allows the user page through each piece of the partial. This button will not appear once all pieces of the partial have been reviewed.

**Transactions for Review:** PAMS will show the EFM user page the number of transactions that still appear in the Partial.

**Note:** If the EFM user clicks the Approve button for the justification, the status of the expense should be updated to “Justified-EFM Approved”. If the EFM user clicks the Reject button for the justification, the status of the expense should be updated to “Justified-EFM Rejected”. If the Close button is clicked before an action is
taken on that expense, the status of the expense does not change. If EFM approves or rejects a transaction that had a status of Partial, the expense will still say Partial when the user returns to the COP page.

**Report Generation**

No reports can be generated from these popup screens.

**Page Access**

This T/J Non-Payroll popup is viewable to: Dept Admin, Dept Sr fund Manager, Dept Fund Manager, EFM Director, EFM Supervisor and EFM Fund Manager. Access to the Review screens is limited to EFM users. Authorization to Submit a Transfer or Justification may be limited to certain users.