Summary
Below are some of the main elements of the Unallowable and Warning Codes page:
Purpose

Certain object codes are considered unallowable or warning items based on federal regulations. The purpose of the Unallowable and Warning Codes page is for the dept to transfer or justify all expenses that are charged under these object codes. The page will list all expenses that hit an unallowable or warning object code. The Unallowable and Warning Codes page consists of two radio button selections and a grid:

Screen Group

The Unallowable and Warning Codes page can be accessed three ways:

1. From the Closeout Overview page: user clicks the link titled Unallowable/Warning Codes under the Expenditure Review:
2. From the Menu Bar: User navigates to the Closeout Tab and selects Unallowable/Warning Codes under the Financial Summary Tab

![Unallowable/Warning Codes Screen View](image)

3. From another page: User can access the Unallowable/Warning Codes page if they are already on the Expenses Outside Period- Payroll page and click the hyperlink on the right hand side:

![Unallowable & Warning Codes Page](image)

**Screen View**

The Unallowable and Warning Codes page is visible to all. The screen consists of a two radio button selections (green box) and grids that correspond with the radio buttons (red box):
Unallowable Object Code Label:
The Unallowable Object Code label displays the sum of expenses that need review and also the sum of the expenses that are Transferred plus Justified statuses. This is the default selection.

Warning Object Code Label:
The Warning Object Code label displays the sum of the expenses that need review and the sum of the expenses that are in Transferred plus Justified statuses.

Checkbox for T/J Expenses:
When this checkbox is clicked, PAMS should display all expenses, regardless of status. When the box is unchecked, PAMS should only display expenses that have a “needs review” status. The default is to have the box checked.
“Needs Review/Transferred/Justified” Statuses

The statuses on this page for “Needs Review” and “Transferred/Justified” are determined by the owner of the COP and are defined below. Anytime a Go or Review button appears, that is a Needs Review status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Home Linked Depts Owns COP</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-EMF Rejected</td>
<td>Go (Redo)</td>
<td>-</td>
<td>Edit</td>
<td>Blue</td>
</tr>
<tr>
<td>Justified-EMF 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>Combo</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.

Grid

| Description: the description is pulled from the general ledger. |
| Expense Amount: If user sorts on expense amount, sort by absolute value. |
| Status: Displays the status on the individual expense. All statuses can be viewed in the glossary. If this expense changed status on a different page, the new status should be reflected here. The status for all credits should be listed as “Transferred.” All other expenses should be marked as “Pending.” |
| Status Links: |
If a status is a “Justified” status, link to the Review Transactions page. The “Justified” statuses are:

- Justified-Pend EFM Appvl
- Justified-EFM Approved
- Justified-EFM Rejected

If status is a “Transferred” status, link to the Review Transactions page. The “Transferred” statuses are:

- Transfer-Pend EFM Appvl
- Transfer-Rejected
- Transfer-Pend Processing
- Transfer-Submitted to GL
- Transferred
- Partial

All status that are “Pending” should not be linked

**Comments:** If the department transfers/justifies an expense, a comment will be added. This icon should be displayed any time a comment is associated with that expense. When the user clicks on this icon, it will take them to the comments page where they can see all the comments. When the comments are sent to excel, only the last comment will be displayed.

**Action Buttons**

**Dept Transfer or Justify:** The action button to transfer or justify should appear if an expense is in any of the following statuses: Pending, Justified-EFM Rejected, Transfer-Rejected

**Review button for EFM:** EFM gets this button when the department has requested a transfer or provided a justification in which EFM needs to review. The review button will appear when the transactions have the following statuses: Justified-Pend EFM Appvl,

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

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

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

**Expense Statuses:** The statuses change based on actions performed on a different screen.

EFM Complete Statuses (no button) are for the following statuses:
• Justified-EFM Approved
• Transfer-Submitted to the GL
• Transfer-Pend Processing
• Transferred

EFM “Review” Statuses (Review button) are:
• Justified-Pend EFM Appvl

EFM “T/J” Status (Go button) is:
• Pending

EFM “Reject” Statuses (no button) are:
• Justified-EFM Rejected
• Transfer-Rejected

Debt Page Status: The page status will be Dept Review if there are still action buttons on this page. The page status will be Dept Complete once all actions have been taken and there are no action buttons. For this page, all actions must be completed for warning and unallowable expenses before the page status can be marked as Dept Complete. If there are no warning and unallowable expenses, the grid should display, “None Found.” A status of “None Found” should 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). This page status will be EFM Complete once all actions have been taken (there are no action buttons) and none of the transactions have a rejected status. The page status will be EFM Rejected once all actions have been taken (there are no action buttons) and at least one of the transactions has a rejected status.

Unallowable Object Codes
The following non-payroll Object Codes should be flagged as Unallowable. Any expense under this object code, regardless of when it hit the ledger should be listed here.

3130, 3135, 3165, 3195, 3212, 3214, 3215, 3220, 3233, 3240, 3242, 3243, 3245, 3246, 3247, 3248, 3249, 3293, 3307, 3308, 3395, 3397, 3398, 3399, 3405, 3419, 3420, 3430, 3450, 3470, 3472, 3473, 3474, 3475, 3477, 3495, 3505, 3540, 3610, 3611, 3613, 3614, 3616, 3617, 3620, 3621, 3623, 3624, 3626, 3630, 3631, 3633, 3634, 3635, 3636, 3670, 3675, 3698, 3699, 3750, 3788, 3800, 3809, 3810, 3819, 3820, 3829, 3840, 3849, 3850, 3851, 3860, 3869, 3870, 3875, 3879, 3900, 3901, 3902, 3905, 3906, 3907, 3909, 3910, 3912, 3913, 3914, 3915, 3916, 3917, 3918, 3991, 3992, 4010, 4060, 4360, 4565, 4585, 4830, 4995, 4996, 5210, 5220, 5230, 5250, 5260, 5270, 5275, 5285, 5805, 7223, 7232, 7233, 7234, 7239, 7267, 7301, 7304, 7305, 7306, 7308, 7309, 7510, 7900, 8090, 8092, 8094, 8095, 8096, 8098, 8195, 8196, 8197, 8198, 8199, 9121, 9122, 9210, 9213, 9214, 9220, 9230, 9235, 9700, 9740, 9750, 9760, 9801, 9802, 9803, 9804, 9805, 9981, 9982
**Warning Object Codes**
The following non-payroll Object Codes should be flagged as Warning. Any expense under this code, regardless of when it hit the ledger, should be listed here.

3185, 3265, 3285, 3340, 3385, 3390, 3440, 3532, 3565, 3612, 3615, 3622, 3625, 3632, 4000, 4002, 4003, 4004, 4005, 4006, 4007, 4025, 4070, 4075, 4380, 4390, 4410, 4440, 4525, 4560, 4700, 4705, 4706, 4760, 4850, 4930, 5900, 5901, 5910, 5915, 5916, 5920, 5921, 5925, 5926, 5930, 5931, 5935, 5936, 6010, 6030, 6200, 6300, 7350, 7400, 7500, 7905, 8160, 9100, 9101, 9102, 9103, 9104, 9105, 9106, 9107, 9108, 9109, 9110, 9111, 9112, 9113, 9114, 9116, 9117, 9118, 9119, 9120, 9200, 9311, 9312, 9313, 9314, 9315, 9321, 9322, 9323, 9324, 9325, 9401, 9402, 9403, 9404, 9405, 9501, 9502, 9503, 9504, 9505, 9800

**Report Generation**
This page can be exported to Excel. When the page is sent to Excel, the last comment entered will be displayed instead of the Comments icon. If there are not any comments, the field will remain blank.

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