Summary

Below are some of the main elements of the Subawards page:
Purpose
The purpose of the Subawards page is to allow the user to review all subaward activity on the fund. This page will list all individual subawards.

The Subawards page consists of two grids (see below). The second grid appears when the user selects a row from the first grid:

Screen Group
The Subwards page can be accessed three ways:
1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Subawards:

![Subawards Page](image)

2. User can click on the Subawards hyperlink located on the COP Overview page:

![Fund Overview](image)

3. User can click on the forward link located on the Administrative Salaries page:

![Administrative Salaries](image)

**Screen View**

The Subawards page is visible to all. The screen consists of two grids (red and green boxes).
Subawards Grid
The Subawards grid consists of 12 columns: Institution, Trans Ref GL, Budget, Expenses, Pend GL Posting, Amount to be Liquidated, Remaining Encumbrance, Process or Liquidate, Final Invoice, Comments, Status, and Remove.

When the user first navigates to the page, nothing in the top grid is selected and the second grid is not visible. The grid is not sortable. Grid will not paginate if there are 0-5 subawards listed on the page. Grid will paginate if there are more than 5 subawards and it will display 5 on each page. User cannot select more than one line in the Subaward grid at a time.

The Subawards grid will display MCA subawards that hit the 1198xx account and non-MCA subawards that hit 7300 and -7310. Only the Home Dept and EFM will see the MCA subawards. Linked Departments will not see any MCA subawards.

Page Status:
If the Dept owns the COP, the page status will be Dept Review if there are any “Go” buttons on the subaward grid. The page status will be Dept Complete once all “Go” buttons disappear.

If EFM owns the COP, the Page Status will be EFM review if there are any “Go” or “Review” buttons. Page status will be EFM Complete once all “Go” and “Review” buttons disappear.

Institution: This is the name of the Institution on the Purchase Order (PO). For Multi Campus Awards (MCA), this is the name of the UC institution. MCAs are not listed in Purchasing, so the Institution name will be the name listed on the ledger.

Trans Ref GL: This is the Trans Ref GL number (aka PO number). For MCA, this will be a User Defined Field that does not tie to a specific institution name.
**Budget:** This is the budget from Purchasing (current amount of the PO). For MCAs, PAMS will not be able to get the budget amount. PAMS will default to $0.00. The user will have to click the Go Button (takes user to Update Encumbrance page) and manually enter it in. If the user enters a new subaward that is not in Purchasing from the Add Subawards popup, the budget will equal the amount entered by the user. Once this sub is executed in Purchasing, the budget in Purchasing will be displayed.

**Expenses:** This is the total expenses that have hit the general ledger for that Trans Ref GL or MCA.

**Pend GL Posting:** This is the amount of an outstanding invoice(s). When user clicks “Go”, user can enter an adjustment amount on the Update Encumbrance page. Once the subaward expense for this adjustment hits the ledger, the adjustment amount should be reduced by the amount of the expense.

**Process to Liquidated:** The Go and Review buttons will take user to Update Encumbrance page. The Go and Review buttons will appear for the following users when the subaward has the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Home and Linked Depts</th>
<th>EFM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Go</td>
<td>Go</td>
</tr>
<tr>
<td>Justified-Pend EFM Appvl</td>
<td>-</td>
<td>Review</td>
</tr>
<tr>
<td>Justified-EFM Rejected</td>
<td>Go</td>
<td>-</td>
</tr>
<tr>
<td>Justified-EFM Approved</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer-Rejected</td>
<td>Go</td>
<td>-</td>
</tr>
<tr>
<td>Transferred</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Partial</td>
<td>-</td>
<td>Review</td>
</tr>
</tbody>
</table>

**Final Invoice:** The user may use the Paperclip icon to upload the Final Invoice document or view a document that was previously uploaded. The icon will not appear until the user completes the T/J popup.

**Comments:** If the dept enters an adjustment or liquidates the 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 comment page where they can see all comments. When this comment is sent to Excel, the last comment entered should be exported, not the icon. In the Comments popup, the Institution Name should be listed under “Comments For.” The Budget should be listed under “Amount.”

**Status:**

The Status should be a link to the Review Transactions page for the following statuses:

- Partial
- Transfer-Pend Processing
- Transferred
- Transfer Rejected

The Status should be a link to the Review Transactions page for the following statuses:

- Justified-Pend EFM Appvl
- Justified-E FM Rejected
- Justified- EFM Approved

When the user navigates to this page and there is a subaward where the Remaining Encumbrance is not $0, status will be “Pending” and a Go button will appear. When the user first navigates to the page and there is a subaward where the Remaining Encumbrance, Pending GL Posting, and Amount to be Liquidated are $0, the status should be Justified-Pend EFM Appvl. If the encumbrance has a status of Transfer-Pend Processing, the status will update to Transferred once this expense hits the ledger. If the Remaining Encumbrance was $0 and then changes due to an adjustment to the budget or expenses, the status of the expense will go back to Pending.

Add/New Subaward: There is an Add+ button. This is a button to the Add Subaward page. Allows user to enter invoice information for a subaward that does not appear on this page (see COP22_Subawards Popup).

Remove: If users add a new Subaward using the Add/New Subaward button, the Remove button should appear under the Remove column. If users click the Remove button, the added subaward will be removed from the page and will no longer appear.

Expense Detail Grid

The second grid, Expense Detail, appears on the Subaward page once a subaward institution row is selected from the main Subawards grid. The grid takes on the Name of the Institution.

The grid consists of 11 sortable columns: Trans Ref GL, Sub, Object, Account, CC, Sub-Object Title, Trans Doc Date, Trans Eff Date, Description, Expense and Encumbrance. The grid will paginate and will display 20 rows on each page. All of the grid fields come from the general ledger. Each line from the ledger will be listed in this grid (i.e. - do not sum the ledger lines). If there are no expenses associated with the subaward selected from the Subaward grid, the Expense Detail will display “None Found.”

Trans Ref GL: This is the Trans Ref GL number (aka PO number). MCAs will not have a Trans Ref GL number.

Sub: This is the Sub code

Object: This is the Object code.

Account: This is the Account number.

CC: This is the Cost Center.

Sub-Object Title: This is the title for the Sub-Object.
Trans Doc Date: This is the Transaction Document Date.

Trans Eff Date: This is the Transaction Effective Date.

Description: This is the description for the transaction.

Expense: This is the expense amount for the transaction.

Encumbrance: This is the encumbrance amount.

Grand Total: Will display the total for all transactions, not just the transactions displayed on that page.

Report Generation
The page can be sent to excel. Excel will display the highlighted row from the Subaward table, and the associated Expense Detail for that Subaward. Both tables will be exported to excel. When sent to Excel, the last comment entered will be displayed instead of the Comment icon. If comments have not been entered for this expense, this field will remain blank.

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