COP21- Update Subaward/Encumbrance Popup

Summary
Below are some of the main elements of Update Subaward/Encumbrance Popup:

Purpose

Screen Group

Screen View

Update Subaward/Encumbrance Popup

Review Subawards (EFM)

Report Generation

Page Access
Purpose

The purpose for this popup is for the user to use this page to make updates/changes to Budget (for MCAs only; user cannot adjust Budget for subawards with Trans Ref GL number), Liquidated Amount, Attach Invoice and Comments.

The Update Subaward/Encumbrance Popup is located on the Subaward page. It can be located by clicking the “Go” button under the Process or Liquidated column:

Screen Group

The Update Subaward/Encumbrance Popup page can be accessed through the Subawards page, which can be accessed three ways:
1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Subawards. User will be taken to the Subawards page. To access the popup, user needs to click the go button:

![Screen View]

2. User can click on the Subawards hyperlink on the COP Overview page. User will be taken to the Subawards page. To access the popup, user needs to click the go button.

3. User can click on the forward link located on the Administrative Salaries page. User will be taken to the Subawards page. To access the popup, user needs to click the go button.

**Screen View**
The Add Subaward Popup page is visible to all. The screen consists of a grid (red box) which can be accessed by click the “Go” button under the Process and Liquidate column (green box), which is hidden when the popup opens:
Update Subaward/Encumbrance Popup

**Budget:** For MCA, the budget will be blank and the user enters the budget amount for that MCA manually. For MCAs, this is a required field. For non-MCA subawards and all encumbrances, the budget from the Purchasing system will be displayed. This field will be grayed out and the user cannot update. For subawards that were entered manually by the user, the adjustment amount that was entered previously will be displayed. This field is write-able.

**Liquidated Amount:** user enters amount. PAMS default is $0. The Dept must contact Purchasing to liquidate amount entered. Shows up only if dept enters a value for Liquated Amount.

**Pend GL Posting:** user enters amount. PAMS default is $0.

- **Sub:** User will pick a sub code from the drop-down box. If user enters an adjustment value, Sub code becomes a required field. If the institution is an MCA (UC Campus) the sub code will default to 16.

- **Object:** user enters object code for subcontract invoice. If user enters an adjustment value, the Object code becomes a required field. If the Institution is an MCA (UC Campus) the object code will default to 7000. These fields will not be writeable.

**Remaining Amount:** Four lines will appear for the Pend GL Posting expenses.

**Supporting Docs:** Add Supporting Docs icon should always appear.

**Add Comments:** Comments are optional.

**Submit:** Button appears only when Remaining Amount =$0.00 and all required fields have been completed.

**Cancel:** To cancel page and go back to main Subawards page.

**Review Subawards (EFM)**

If EFM navigates to this page via the Review button, all fields listed above will appear as read-only.

Only the last comment entered will appear in the Comments section. An additional Add Comments box will appear for EFM to enter comments.

EFM will see an Approve, Reject and Cancel button. If the status was Justified-Pend EFM Appvl and EFM clicks the Approve button, the status will update to Justified-EFM Approved. If the Status was Justified-Pend EFM Appvl and EFM clicks the Reject button, the status will update to Justified-Pend Processing. If the status was
Partial, the status will update accordingly. If EFM clicks Cancel, they will return to the previous page with no change.

**Report Generation**
The page cannot be sent to Excel.

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