COP22- Add Subaward Popup

Summary
Below are some of the main elements of the Add Subaward Popup:

Purpose
If a subaward does not appear on the Subaward page, the user can use the Add Subaward Popup to add subaward information.

The Add Subaward Popup is located on the Subaward page and consists of one popup:
Screen Group
The Add Subaward Pop 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:

2. User can click on the Fund Details Tab and select Subawards from the Overview page:
3. User can click on the forward link located on the Administrative Salaries page:

**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 Add+ button (green box):

**Add Subaward Popup**

The Add Subaward Pop allows the user to input a subaward that is not currently shown on the grid.

**Institution Name**: User selects Institution Name from dropdown box. Once the user types in three characters, AJAX will display the list of possible institutions. This list is defined by the vendors listed in the Purchasing system.

**Pending GL Posting**: User enters amount. PAMS default amount is $0.00.
**Sub Code:** If the Institution is an MCA (UC Campus) the sub code will default to 16 and the object code will default to 7000. These fields will not be writeable. PAMS will display the appropriate sub and object code based on the F&A charges that have already hit for that sub.

**Add Line:** This button will create another Adjustment line (in case the user wants to enter multiple invoices).

**Total:** PAMS will sum up all Pending GL Posting amounts.

**Attach Invoice:** User clicks the Paperclip icon to upload Final Invoice documents. The name of the document should be a link to view the actual document. The screen will show the name of the person who uploaded the document and the date.

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

**Comments:** Comments are required.

**Submit:** Button appears after Required Fields (Institution Name, Adjustment, Sub, Object, and Comments) are filled in. PAMS will process the information and generate a line on the main Subaward page.

**Cancel:** Clicking this button will cancel the popup and direct the user back to the main Subawards page.

**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.