Summary
Below are some of the main elements of the F&A Rate, Period and Exclusions Popup:
Purpose
The F&A Rate, Period and Exclusions Popup allows users to update the rate, period, and exclusions for the F&A calculation or enter a lump sum transfer amount on the F&A Reconciliation Page. Below is a sample screenshot of the popup:

Screen Group
The popup is accessed from the F&A Reconciliation page (see Quick Guide for COP24 F&A Reconciliation). To open the popup, click the Update Rate, Period and Exclusions Button:
Account/CC Selection

When the popup is opened, the first screen displays the Account/CC Selection dropdown:

Once the user selects the Account/CC, the popup will display the Grids and editable fields:
**F&A Rate, Periods and Exclusions Popup:**

The popup contains following sections:

**Adjust Rate, Base, Period and Exclusions Grid:**

By selecting the **Adjust Rate, Base, Period and Exclusions Radio Button** (blue box, above), the **F&A Table Grid** below will become editable (red box, above).

**The F&A Table Grid** allows users to edit the rate and period for the selected FAU. All fields are editable except for the rate associated with the Current month. The grid displays the following:
F&A Rate – PAMS will display all of the associated F&A rates for the FAU.

Period From and Period To – PAMS will display the period start, as inception, and end date, as current, for each associated F&A rate listed in the grid.

Edit – By clicking the Edit field next to a rate, the user can edit the line:

Once the Edit field has been clicked, the line’s fields will become editable:
The first ledger month that the FAU has an expense will be labeled Inception. This will only appear under Period From drop-down.

The current open ledger month will be labeled Current. This will only appear in the Period To drop-down.

If the user hovers over “Current” the following tooltip will appear: “To updated the current F&A rate, contact EFM”. If the user updates the Period From and Period To, they cannot update the F&A unless all periods between Inception and current have been entered, and the ledger months for different rates do not overlap.

Once any changes are made, the user clicks Done to save the changes, or Cancel.

If the user clicks the Remove button, the particular line will disappear. Since users cannot adjust the Current F&A rate in PAMS, the Remove button will not appear for the Current rate:

If the user clicks the Add F&A Rate button (blue box, above), the below screen will appear:
Users can enter the **F&A Rate**, **Period From** and **Period To** fields (red box, above), then click the **OK Button** (blue box, above) to add the new line to the grid.

The **Exclusions Table** (red box, below), allows users to update the exclusions for the selected FAU:

The **Exclusions Table** contains the following:

**Object Code and Object Title** – PAMS will display the object code and associated object title that is excluded from the F&A calculation (this is based on the F&A base code).

**Amount** – PAMS will display the sum of the direct cost expenses on the ledger that have hit this object code. This includes expenses from the open month, but not any adjustments that have been entered in PAMS.

**Remove Button** – Allows users to remove an exclusion. If the user clicks the Remove button, they will be taken to the Remove Item warning message popup.

**Add Object Code Button** – Clicking the Add Object Code Button opens the following screen:
By entering a valid Object Code, then clicking Go, the user can select and add a new object code line. Only the Object Code field is editable in this grid. Once the user enters the Object Code and clicks the Add button, PAMS will populate the Object Code Title and Amount and a new blank row will appear at the bottom of the grid.

Enter awarded lump sum F&A amount:

If the user selects this option, a free form text box will become editable. Users will enter the total amount of F&A that should be charged to this FAU:

If the user navigated to this page previously and entered a lump sum amount in the free form box, that amount will be pre-populated if the user navigates to this page again.

Explanation Screen:
Once any of the above changes are completed, the user will click the **Next Button** and be brought to the **Explanation Screen:**

Once the **Explanation for the change** is entered in the text field (blue box, above), the user clicks **Save Changes** (red box, above) to complete the popup. Any changes made will then be reflected under the notes section on the F&A Reconciliation on FAU(s) page.

**Report Generation**
No reports can be generated from the popup screens.

**Page Access**
This page is viewable to all.