COP26– Comments Popup Box

Purpose
The Comments Popup Box allows users to read all comments tied to a specific transaction.
**Screen Group**
The Comments Popup Box can be found throughout the Fund Details section in PAMS. If the user finds a Comments Icon on a screen, the user can click said icon to view the Comments. The Comments Popup Box can be found on the following pages: Non-Payroll Transfer or Justify (T/J), EFM Review Page, Update Encumbrance, Add Subaward and Additional Cost Transfers.

**Screen View**
The Comments Popup Box is visible to all. It consists of a header (green box) and a grid (red box). The header contains fund information as well as information regarding the individual item you are looking up (such as an expense). The grid contains three columns: username, date and comment.

![Comments Popup Box](image)

**Comments Popup Box Header:**
The header lists the transaction label, the amount of the transaction and the status of the current transaction for the expense that the user clicked to navigate to this page.

The header is read only.
Comments Popup Box Grid:

Username:

- Tooltip will show the full username if it does not fit in the grid.
- The Grid should include all comments associated with the transactions. The comments are entered on the following pages by both EFM and the departments:
  - Non-Payroll Transfer or Justify (T/J)
  - EFM Review Page
  - Update Encumbrance
  - Add Subaward
  - Additional Transfers
- The grid will show the full comment.
- The grid will show the last 10 comments in descending order by comment date.
- If the user clicks close, they will be taken back to the page that they were previously on.

Report Generation

This page cannot be sent to Excel.

Page Access

The Salary over the Cap page is viewable to: EFM Director, Dept Sr Fund Manager, Dept Admin, Dept Fund Manager, EFM Fund Manager and the EFM Supervisor.