Summary

Below are some of the main elements of the Additional Cost Transfers page:

Purpose

The purpose of the Additional Cost Transfers page is for users to view and edit any Non-Salary adjustments that have not been accounted for in the PAMS balance. These are adjustments that will hit the ledger in the future but were not identified in any of the Expenditure Review pages. The page consists of two radio buttons and a grid:
Screen Group

The Additional Cost Transfers page can be accessed three ways:

1. From the Fund Details Overview page: user clicks the link titled Additional Cost Transfers under the Expenditure Review:

   **Expenditure Review**
   - Expenses Outside Period - Non Payroll
   - Expenses Outside Period - Payroll
   - Unallowable/Warning Codes
   - Administrative Salaries
   - Subawards
   - Encumbrances & Memo-Liens
   - Salary Over the Cap
   - Additional Cost Transfers
     - Cost Share
     - F&A Reconciliation
     - Fund Balance and Approvals

   Status Legend: ✔ Department Complete    ■ Department Review

2. From the Menu Bar: User navigates to the Fund Details Tab and selects Additional Cost Transfers under the Expenditure Review tab:
3. From another page: User can access the Additional Cost Transfers page if they are already on the Salary Over the Cap page and click the hyperlink on the right hand side:

Screen View
The Additional Cost Transfers page is visible to all. The page consists of two radio buttons (red box) and a grid (green box):

Radio Buttons
Non-Salary (F&A Projected): This is a radio button that the user selects in order to add a direct cost Non-Salary adjustment.
Salary Adjustment (Benefits, Insurance, TIF, Leave and F&A projected): This is a radio button that the user selects in order to add a direct cost Salary adjustment.

If the user navigates to the adjustment popup when the Non-Salary radio button is selected, the Non-Salary input field will appear. If the user navigates to the adjustment popup when the Salary radio button is selected, the Salary input fields will appear.

Non-Salary Adjustment Grid
The Non-Salary Adjustment grid consists of 11 columns: Account-CC, Sub, Obj, Sub-Obj Title, Direct Amount, Est F&A Amount, Comments, Supporting Docs, Status, Action and Remove.

The grid will list all adjustment items entered on the adjustment popup. The grid is not sortable. User can highlight or select a row in the grid.

Account, CC, Sub, Object: Entered by user on the adjustment popup.

Sub-Object Title: PAMS will show the Sub-Object Title is associated with the sub-object code combination.

Est. F&A Amount: PAMS will auto-calculate the estimated F&A that is associated with the Direct Cost Amount of the expense that the user entered. PAMS calculates estimated F&A based on the FAU’s current F&A rate and applicable Sub-Object codes. If the Sub-Object is excluded from F&A for that particular fund, PAMS will show $0.00 for Est F&A Amount.

Comment: To see full comments, user will click the comment icon, which will open a popup that sows full comments. If comments have not been entered, the icon will not appear in the grid.
Supporting Docs: User can click the Upload Icon in order to upload supporting documents for that Additional Transfers item. PAMS will provide a button to remove the attachment. Users can click on the pdf icon to view uploaded documents.

Status: For all Additional Transfers that were added onto this grid, PAMS will give each a status of “Transfer-Pend Processing.” Once this Additional Transfers item hits the GL, PAMS will change the Status from “Transfer-Pend Processing” to “Transferred.” This item will then be removed from this Additional Transfers page, because the Status is no longer “Transfer-Pend Processing.” The “Transfer-Pend Processing” status should be a link. If the user clicks on the link, they will be taken to the Review Transactions page and “Transfer-Pend Processing” will be selected from the drop-down on that page.

Remove and Edit: For each item, the Dept Users will have a Remove or Edit button. Buttons will only appear if the user has edit rights.

Remove: By clicking this button, the item will be deleted from this list. If the user clicks the Remove button, they will navigate to the Remove Item warning message. If the user clicks Remove, the selected item will be removed. If the user clicks Cancel, the selected item will not be removed.

Edit: By clicking this button, the user will go to the adjustment popup, where the data in all fields will be populated. From there, the User can go to any of the fields to make changes. Once the User saves changes to the popup widow, the updates will be reflected here.

Review: The review button will appear for EFM only when the adjustment has not been approved yet. When EFM clicks on this button, they will be taken to the adjustment Popup. Once EFM takes an action on the adjustment popup (Approve, Edit, or Remove) they will no longer see a Review button on this page. This cell will be blank. If EFM navigates to the adjustment popup and clicks Cancel, the Review button will still appear. If EFM adds a new adjustment transaction, PAMS will also consider this transaction to be Approved (EFM will not see a review button).

Salary Adjustment Grid
The Salary Adjustment grid consists of 11 columns: Account-CC, Sub, Sub Title, Employee Name, Direct Amount, Est F&A Amount, Comments, Supporting Docs, Status, Action and Remove. This grid will list all items entered on the adjustment popup. The grid is not sortable. User can highlight or select a row in the grid.

Account, CC, Sub: Entered by user on the adjustment popup.
**Sub:** For every salary item (Sub code 00, 01, 02, 05, 07) that was entered, PAMS will calculate the associated Benefits (Sub06) and TIF & General Liability (Sub 03). PAMS will break out the associated Benefits, TIF & General Liability in the grid. In Sub Title, PAMS will display “TIF” and “General Liability” for the Sub 03 breakdown with a line for each. In Sub Title, PAMS will display “Employee Benefits” and “Leave” for the Sub 06 breakdown with a line for each.

**Employee Benefits:** In Sub, PAMS will display 06 for the Sub. In Sub Title, PAMS will display “Employee benefits.” In comment, PAMS will display “Associated benefits.”

**TIF and General Liability:** In sub, PAMS will display 03 for the Sub. In Sub Title, PAMS will display “TIF” and “General Liability”. There will be one line for each. In Comment, PAMS will display “Associated TIF” for TIF line and “Associated Insurance” for the General Liability Line.

**Formula for TIF:** The formula for TIF is based on $40.75 per FTE. PAMS will calculate the amount of TIF that will hit the fund, based on the percent of salary in the transfer (i.e. An employee makes $10,000 in salary each month. If the transfer is for $5000, this is 50% of their monthly salary. PAMS will display $20.36 for the Associated TIF charges ($40.75 * .5))

**Formula for Insurance:** The formula for insurance will be based off a percentate of the Employee’s salary, based on what has hit in the past. Insurance is not always applicable for all employees and may be $0 for some (i.e. An employee makes $10,000 in salary and $500 in insurance each month. If the transfer is for $5,000, this is 50% of their monthly salary. PAMS will calculate 50% of the total insurance, and display $250 for the Associated Insurance). The object codes for General Liability are 3380, 3385, and 3390.

**Sub Title:** PAMS will display the Sub Title associated with each sub code. This is based on the sub-title from the GL.

**Employee Name:** PAMS will show Employee Name in the grid: Last, First.

**Est. F&A Amount:** PAMS will auto-calculate the estimated F&A that is associated with the Direct Cost Amount of the expense that the user entered. PAMS will also calculate and display the Est. F&A based on the FAU’s current F&A rate and applicable Sub-Object codes. If the Sub-Object is excluded from F&A for that particular fund, PMAS will show $0.00 for Est F&A Amount.

**Comment:** To see full comments, the user will click the comment icon, which will open a popup that shows full comments. For the 06 Employee Benefits portion, PAMS will provide auto-comment “Associated Benefits.” For the 03 Supplies and Expenses, PAMS will provide auto-comment “Associated TIF and Insurance.” If comments have not been entered, the icon will not appear in the grid.

**Supporting Docs:** The user can click the Upload icon in order to upload supporting documents for that Additional Transfers item. PAMS will provide a button to remove the attachment. User can click on the pdf icon to view uploaded documents.
**Status:** For all Additional Transfers that were added onto this grid, PAMS will give each a Status of “Transfer-Pend Processing.” Once this Additional Transfer item hits the GL, PAMS will change the Status from “Transfer-Pend Processing” to “Transferred.” This item will then be removed from this Additional Transfers page because the Status is no longer “Transfer-Pend Processing.” The “Transfer-Pend Processing” status should be a link. If the user clicks on the link, they will be taken to the Review Transactions page and “Transfer-Pend Processing” will be selected from the drop-down on that page.

**Edit or Remove:** For each item, Dept users will have a Remove or Edit button. The button will only appear only if the user has edit rights.

  **Remove:** By clicking this button, the user will navigate to the Remove Item warning message. If the user clicks Remove, the selected item will be removed. If the user clicks Cancel, the selected item will not be removed.

  **Edit:** By clicking this button, the user will go to the adjustment popup, where the data in all fields will be populated. From there, the User can go to any of the fields to make changes. Once the User saves changes to the popup window, the updates will be reflected here.

**Review:** The review button will appear for EFM only when the transaction has not been approved. If EFM adds the adjustment, the Review button does not need to appear. When EFM clicks on this button, they will be taken to the Adjustment Popup. Once EFM takes an action on the adjustment popup (Approve, Edit or Remove) they will no longer see a Review button on this page. This cell will be blank. If EFM navigates to the adjustment popup and clicks Cancel, the Review button will still appear. If EFM adds a new adjustment transaction, PAMS will also consider this transaction to be Approved (EFM will not see a review button).

**Report Generation**

The page can be sent 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**

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