Summary
Below are some of the main elements of the Expenses Outside the Review Transactions page:

Purpose
The purpose of the Review Transactions page is to summarize and bring in all expense items with a “Transferred” of “Justified” status from the various closeout pages and pull in all expenses that have hit the

COP32- Review Transactions

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General Ledger since the EFM supervisor approved the Closeout Packet. The page allows the user to filter/sort, review, and/or edit expense items. A sample screenshot of the page is show below:

Screen Group
The Review Transactions page can be accessed in the following ways:

1. User can click on the Fund Details Tab, hover over the Review sub tab and select Transactions:

2. User can click on the Fund Details Tab and select Transactions from the Overview page:
Screen View

The Review Transactions page is visible to all. The screen consists of a Status Filter (green box), and a Results Grid (red box):

Status Filter

This drop down is used to filter the Results Grid to display transactions with only the status that is selected:
When the user first opens the page, the drop down will default to “All”, and the grid will display results for all statuses.

The dropdown contains the following selections/statuses:

- All
- Pending
- Outstanding Transactions
- Justified-Pend EFM Appvl
- Justified-EFM Rejected
- Justified-EFM Approved
- Transfer-Pend EFM Appvl
- Transfer-Rejected
- Transfer-Pend Processing
- Transfer-Submitted to GL
- Transferred
- Partial

**Review Transactions Results Grid**

The Review Transactions Results Grid will display all expense items with a “Transferred” or “Justified” status from the various closeout pages. The grid’s results can be limited to a particular status by selecting that status in the Status Filter. The grid is show below:

<table>
<thead>
<tr>
<th>Page</th>
<th>Name</th>
<th>Item</th>
<th>Status</th>
<th>Subcategory</th>
<th>Date</th>
<th>Description</th>
<th>Transfer Period</th>
<th>Total Amount</th>
<th>Elements</th>
<th>Referred To</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The grid contains the following fields:

**Page:** This field displays hyperlinks to the name of the closeout Expenditure Review page that the expense can be found on. When the user clicks on the hyperlink, PAMS will take that user to that Expenditure Review page. If the expense appears on more than one page, both pages will be listed here.

**Sub-category:** This field will display the sub-category (sub-page) within an Expenditure Review page. For example, the Sub-categories for Expenses Outside the Budget Period are “Pre-Award Spending” and “Post Period Spending”.

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**Sub-Object:** This field displays the Sub and Object code of the expense.

**Title:** This field displays the exact title of the Sub-Object code that shows on the Financial System.

**Account-CC:** This field displays the Account and CC associated with the expense.

**Doc Date:** This field displays the Doc Date associated with the expense.

**Eff Date:** This field displays the Effective Date of the expense.

**Earn Date:** This field will show the Earn Date for salary and benefits expenses (sub codes 00, 01, 02, 06 from the payroll system) that have an associated Earn Date.

**Description:** This field will display the description of the expense.

**Transfer To FAU:** On the T/J page for that expense, the user will enter the FAU that the expense is being transferred to. PAMS will show that FAU in this field.

**Amount:** This field displays the amount of the Expense.

**Status:** This field displays the current Status of the expense.

**Comments:** Once clicked, the Comments Page will pop up to show the full comments for the expense.

**Supporting Docs:** The Paperclip Icon will be available for every expense item. By clicking this icon, PAMS will take the user to an upload page that gives directions to upload a document. Once a document is uploaded, the Document Icon will be displayed. Clicking this icon will show the uploaded document.

**Transfer or Justify:** The Edit Button will take the user to the T/J page for that particular expense item, except when the adjustment is from the Additional Cost Transfers page, Subawards page, Encumbrance and Memo Liens page. If the adjustment is from the Additional Cost Transfers page, and the user clicks “Edit”, PAMS will take the user to the Additional Transfers page to make changes. The Edit button can only be clicked if the user owns the COP. Once the user is in the T/J page, he/she can make updates to the comments, edit the Transfer to FAU, or change the status of the expense from Transfers status to Justified status. If the Comment was edited, this updated comment will show on this Cost Transfers page. If the adjustment is from the Subawards page, and the user clicks “Edit”, PAMS will take the user to the Subawards and Encumbrances Popup to make changes. If the adjustment is from the Encumbrances and Memo Liens page, and the user clicks “Edit”, PAMS will take the user to the Subawards and Encumbrances Popup to make changes.

**Rules for Action buttons depend on Transfers Status:**

- **Transfer-Pend EFM Appvl:** If User has edit rights, he/she will have an Edit button.
  - Except for F&A Reconciliation on FAUs, user will not have Edit button because there is no T/J page for F&A Reconciliation on FAUs.
- **Transfer-Rejected:** If User has edit rights, he/she will have an Edit button.
- **Transfer-Pend Processing:** If User has edit rights, he/she will have an Edit button.

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• **Transfer-Submitted to GL:** No Edit buttons, as transfer has been submitted to the Financial System for overnight processing.

• **Transferred:** No Edit buttons, as transfer has been processed to the GL.

• **Partial:** If User has edit rights, he/she will have an Edit button.

• **Justified-Pend EFM Appvl:** If User owns the COP, he/she will see an Edit button.

• **Justified-EFM Rejected:** If User owns the COP, he/she will see an Edit button.

• **Justified-EFM Approved:** Dept will never see an Edit button for this status.

• **Outstanding Transactions:** All transactions that have not processed when the EFM Supervisor approved the COP. These are transactions with the following Statuses:
  
  o Pending
  o Justified-EFM Rejected
  o Transfer-Rejected
  o Justified-Pend EFM Appvl
  o Transfer-Pend EFM Appvl
  o Transfer-Submitted to GL
  o Transfer-Pend Processing
  o Partial (If one of the above statuses is included in the Partial) For Partial transactions, action buttons will appear for the parent and child records.

**Report Generation**

The Results Grid can be sent to Excel by clicking the Excel icon in the upper right of the grid.

**Page Access**

The page is viewable to all users.