COP33- COP Approval: Fund Balance and Approvals

Summary
Below are some of the main elements of the Fund Balance and Approvals page:

- Click to open Balance Review Popup
- Click to upload supporting documents
- Click to view comments
- Click to review Warning Items
- Click to Approve the Closeout Packet
- Click to reject the Closeout Packet
- Click to Upload PI Approval

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**Purpose**

The COP Approval: Fund Balance and Approvals screen allows users to approve/reject/route COP. It shows the overview of fund balance and outstanding “needs reviews” items.

The screen consists of a Fund Balance and Approvals grid, an Actions to Take section, a Warnings section and an Approvals History section.

**Screen Group**

The Fund Balance and Approvals page can be accessed three ways:

1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Fund Balance and Approvals.
2. User can click on the Closeout Tab and select Fund Balance and Approvals from the Overview page.

3. User can access the Fund Balance and Approvals page through the link on the F&A Reconciliation page.
Screen View
The Fund Balance and Approvals page is visible to all. The screen consists of a grid (green box), an Action to Take section (red box), a Warnings section (blue box) and an Approvals History box (orange box).

Fund Balance and Approvals Grid

For both EFM and Home, all FAUs on the fund should be displayed. For Linked, only the FAUs associated with the Linked COP will be displayed. Home FAUs will be listed first, followed by the Linked (sorted by Account and then CC). If the packet is a Home COP with Linked acct packets, all Home FAUs will be highlighted in the grid. If the Home packet does not have linked accts, the Home FAUs will not be highlighted.

**Account:** List all accounts for the associated COP.

**CC:** List all CCs for the associated COP.

**Appropriation:** Display the Total Appropriation on the GL for that FAU.
**Overdraft Transfer:** On the COP Approval: Balance Review page, users have the option of processing a lump sum Overdraft Transfer if their FAU/fund is in overdraft. If the user picks this option, the overdraft transfer amount (direct plus indirect) will be displayed here for the associated FAU. The overdraft amount should have a tooltip that shows the breakdown of direct and indirect expenses by FAU. The overdraft should appear as a negative in the grid.

**Actions to Take**

**Balance Description:** The Balance Description will update based on the user’s actions on the Balance Review page. If the Users have not completed the Balance Review page yet, the description should say “Complete Balance Review”

<table>
<thead>
<tr>
<th>Actions To Take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Balance Review</td>
</tr>
</tbody>
</table>

If the user chooses Return Balance from the Balance Review page, the description should say, “Remaining Balance will be returned to the Sponsor.”

If the user chooses Request Carry Forward from the Balance Review page, the description should say, “PI is requesting Carry Forward of Remaining Balance.”

If the user chooses Qualifies to transfer under Policy 913 from the Balance Review page, the description should say “P913 request has been made. If approved, the remaining balance will be moved to aaaa/cc/fffff, according to the UC Policy.”

If the user chooses Other/Split Balance from the Balance Review page, the description should say, “Balance will split. See Comment below for additional details.”

If the user completes an Overdraft Transfer from the Balance Review page, the description should say, “Overdraft will be transferred to aaaaa-cc-ffftttt.”

If the COP is a linked packet and the total for the linked FAUs has a balance, the description should say “Remaining balance will be added to the balance for the Home department.” This refers to the total balance.

**Go/Update Action Button:** Button takes user to the Balance review page. If the COP Approval: Balance Review page has not been completed, but button will say “Go.” If the COP Approval: Balance Review page has been completed, the button will say “Update.” Action buttons are only clickable if the current user is an editor or approver.
If the COP is a Home packet with Linked Accts, the Approve button will not appear until all Linked COPs have been approved or the Linked Acct window has expired. If a COP is a Linked Packet and the total for the Linked FAUs has a balance, the Action button will not appear and the Linked users will not go to the Balance Review page.

**Username and Date:** Once a user completes the Balance Review page, their username and the date completed will appear. The most recent user and associated date should be displayed here.

**Supporting Docs:** For some options on the Balance Review page, users can upload supporting documents. If docs are uploaded, they should appear here.

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**Comments:** users have the option to enter Comments on the Balance Review page. If comments are entered, the Comments icon will appear. If the user clicks on this icon, they will go to the Comments pop-up window.

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**Warnings**

**Attention Icon:** If the user does not have any additional items to review, Section C (Actions to Take) will not appear. If the user clicks on this icon, they will be directed to the COP Approval: Warning popup.
Approver Title and Name: The individuals that must approve the COP will be listed in Dept and EFM maintenance. There must be at least one Dept Preparer/Reviewer, one EFM Preparer/Approver, and the PI for all packets.

Required Approvals: All Department and EFM approvals are required for the Home Dept before EFM can review the deliverable. The PI approval is required for the Home dept before EFM can send the final deliverable to the sponsor. The Dept and PI approvals for Linked accounts are not required (the linked packet will be routed to the home once all Linked users have approved, or once their review window expires).

Action Buttons: Action buttons will only appear for that users name when they are editor of the COP. The Upload PI approval button will always appear, regardless of the packet owner or individual has approved. The Dept Preparer will only see the Approve button.
Department Approvers, EFM Preparer and EFM Approver will see two buttons: Approve and Reject.

If a Dept preparer/reviewer is in Review Mode for the linked accounts, they will see one button: Route back to the Linked Dept.

**Approve Button:** If a user clicks the Approve button, the COP Approval: Comments and routing popup will appear. If the user clicks Cancel from this popup, their approval will not be saved and the same button will appear. If the user clicks Submit from this popup, the COP will be routed to the specified user on the popup. If the last approver has just approved the main COP, the packet will be considered lock.

If the EFM Preparer owns the COP and the current PAMS Total Remaining balance is outside the Dept Threshold, the Approve button will not appear.

When a Dept user approves the COP, PAMS will look at the other dept approvals. If any of the other dept approvals are outside the threshold, the COP will be routed to that user. When the last dept approver approves the COP and sends the COP to EFM, this user’s approval statement should be bolded. If the COP comes back to the dept (EFM rejected the COP) nothing will be bolded in the dept until they send it back to EFM.

All final Transfer of Funds and Financial Journals will be sent to the Financial System once the final EFM Approver has approved the COP.

**Reject Button:** If a user clicks the Reject button, the COP Approval: Comments and routing popup will appear. If the user clicks Cancel from this popup, their rejection will not be saved and the same buttons will appear. If the user clicks Submit from this popup, the COP will be routed to the approver that was picked by the current editor. If the Approve button does not appear for the EFM Preparer, the following notes should be added as a tooltip to the Reject button “Financial exceeds the dept threshold. Must return the packet back to the Dept.”

**Route back to Linked Dept Button:** This button is only accessible through Review Mode when a Home approver is reviewing the linked COP.

If the user clicks the Route back to Linked Dept button, the COP Approval: Comments and the routing popup will appear. If the user clicks Cancel from this popup, their routing will not be saved and the same button will appear. If the user clicks Submit from the popup, the packet will be routed to the approver that was picked by the current editor.
If the Home dept routes the COP back to the Linked Dept, they have the option of changing the Due Date for the Linked (this is the window of expiration for the linked Dept). If the original window has not passed, this date will appear in the date field. If the original window has passed, the default due date will be 2 calendar days from today. This date is writeable by the Home User.

**Approval Status:**

Once a user approves the COP, the following approval status should appear: Approved by [First, Last] on mm/dd/yyyy amount. This includes clicking the Approval button, as well as uploading the PI’s approval.

If a user rejects the packet, the following approval status should appear next to the name of the user that rejected, “Rejected COP on mm/dd/yyyy.”

If a user from the Home dept routes back a Linked COP from Review Mode, the Linked dept will see “Routed back by [First Last] on mm/dd/yyyy.”

For all users that are not the editor/approver, these users will see the following for the current editor/approver “Pending Approval.”

All users have the ability to click on the attached PI Approval.

**Linked COP expiration Window:** All Linked Cops are due to the Home dept 12 calendar days before the Home COP is due to EFM. IF the Linked COP due date expires and there are Linked users that have not approved the COP, the Linked users will lose all edit rights. The Linked COP will be “routed” to the Home dept. Linked COP users will not see any action buttons. For all Linked COP approvers that did not approve the COP before the expiration window, the Approval Status should say “Automatically routed to Home on mm/dd/yyyy.”

**Approval Comments:**

When users route the packet (from approval or rejection) comments are added. All comments should be listed above the Approvals. If the user clicks on the comments icon, the Comments popup page will appear will all Comments associated with Approvals.

**PI Approvals:** Upload PI Approval Button is always available even without any dept approvals. Home users cannot click the Upload PI Approval button for Linked COPs when they are in review mode. When packet owner is Dept, PI signature page balance is the current remaining balance amount. When the packet owner is EFM, PI signature page balance is the latest dept number when passed to EFM.

**Report Generation**

The page cannot be sent to Excel.

**Page Access**

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

v. 02.25.2014