Purpose

This page allows users to reconcile their final balance for the COP and indicate where the balance will go (to another fund, to the sponsor, etc.). If the fund is in Overdraft, the Dept will provide departmental funds to cover the overage. Home departments will also approve the Linked COPs balance review on this page if the link was in deficit.

The popup consists of a FAU balance grid with multiple screens that vary based on whether or not the fund has a balance or a deficit.
Screen Group
The Balance Review pop up page can be accessed only through the Fund Balance and Approvals page by clicking the Go Button in the “Actions to Take” section.

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 Fund Details 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 Balance Review pop up is visible to all. The screen consists of multiple screens which vary based on whether or not the fund has a balance or deficit.

**Section A1: FAU Balance Detail Grid**

![FAU Balance Detail Grid](image)

The fields are not sortable.

Each FAU is a separate line.

All FAUs should be displayed for that COP. Linked COPs will only see the associated Linked FAUs. Home COPs, with or without Linked Accounts, will see all FAUs on the fund.

If COP is a Home packet with Linked Accounts, the Home FAUs will be highlighted in blue.

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

**CC**: Lists all CCs for the associated COP

**Appropriation**: Displays the Total Appropriation on the GL for that FAU

**Expenses**: Expenses displayed are calculated as follows: [GL Expenses] + [Adjustments in PAMS] – [Overdraft Transfer Amount]

**Overdraft Transfer**: 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. The overdraft should appear as a negative in the grid.

**Remaining Balance (TC) Formula:** This amount is calculated as follows:  
\[
\text{[Appropriation]} - \text{[Expenses*]} - \text{[Overdraft Transfer]}
\]

**Section A2: FAU Balance Detail- Deficit**

This grid will appear with Home Packets with linked accounts; at least one of the Linked accounts processed a lump sum OD transfer.

The fields are not sortable. User cannot highlight any rows.

Each FAU is a separate line. All FAUs should be displayed for that COP. Home COPs, with or without Linked Accounts, will see all FAUs on the fund. The Home FAUs will be highlighted in blue.

**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:** Users have an 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. The overdraft should appear as a negative in the grid. If the user clicks the edit link and then chooses Yes from the drop-down for Process OD?, the user can then edit the Overdraft Transfer.
The user cannot enter an amount that is greater than the current Overdraft transfer.
The user cannot enter a negative amount for the overdraft transfer.

**Process OD?**

When the first navigates to this page, the field will be blank.

When the user clicks the Edit button, a drop-down will appear in the field, allowing the user to select Yes or No.

- If the user clicks “Yes” the amount entered for the Overdraft Transfer will be saved.
  - Once the user clicks Update, Yes will now appear for this column.
- If the user clicks “No” from the drop-down, the Overdraft Transfer amount will change to $0.
  - Once the user clicks Update, No will appear in this column.
**Edit/Cancel**: The edit link will appear for all FAUs that have an “Overdraft Transfer” entered. Once the user clicks the Edit link, the Yes/No drop-down under “Process OD?” and “Overdraft Transfer” will be saved in the grid. If the user clicks the Cancel link, they will return to the Balance Review page and the grid will not be editable. Any changes that were made will not be saved.

**Note**: Users cannot proceed to the following section until they have clicked on the Edit link for each FAU with an overdraft and chosen Yes or No from the drop-down box.

**Section B2: Fund Deficit**
This option appears only if The Total Remaining Balance has a deficit (less than $0). This cannot be determined until all FAUs with a deficit have a Yes or No for Process OD?.

**FAU Options**: An FAU must be entered to complete the lump sum overdraft.

Fund Nickname: Users have the option of entering Favorite FAUs in fund management. If FAUs are entered in fund management, then it will appear under the “Fund Nickname” drop-down for that user. If a favorite is picked from the list, the Fund #, Account, and CC will be populated with this information. Populated text boxes should not be writeable.

Manual Entry: if the user does not want to pick a favorite FAU, they can manually enter this information in the Account, CC and Fund number text boxes.
Validation: Once an FAU is entered, PAMS must validate the Fund number. If the FAU combination does not exist, the user must get an error that the transfer will not be processed. If the account/CC combination exists, but it is not linked to the fund, the user will get a message that they must contract EFM to link the account before processing the transfer. If either error occurs, the user will not be able to submit the lump sum overdraft transfer.

Amount: The amount will default to the Total Remaining Balance overdraft. This field is editable. If the user edits this field, they cannot enter a number that is greater than the total overdraft.

Add Button: Department may decided to move the overdraft to multiple FAUs. If this is the case, they will use the Add button to create new rows. When the user selects the Add button, another complete row will appear. The fund nickname, account, cc, and fund number will be blank and are writeable.

Section B1: Fund Balance Grid
This grid will appear if the Total Remaining Balance has a balance (amount greater than $0). This cannot be determined until all FAUs with a deficit have a Yes or No response for Process OD?

Return Balance:
• If the user selects this option, they will be returning the balance back to the Sponsor.
• For LOC funds, no additional journals or information is needed.
• For non-LOC funds, if we have received cash less than or equal to final expenditures, no additional journals or information is needed.
• For non-LOC funds, we have received cash greater than final expenditures, PAMS will queue a refund check request.

**Request Carry Forward:** If the user selects this option, the department will ask OCGA to contract the sponsor to request a carry forward.

“Does this award have an automatic carry forward?” should appear as soon as the user selects this option.
A Yes/No radio button will appear under the question. If this fund has automatic carry forward listed in fund maintenance, the radio button will default to Yes. If the fund does not have automatic carry forward, the following screen will appear:

Qualified to Transfer under Policy 913:
If the user chooses this option, the Account-CC Dropdown, Account, CC, fund and amount line will appear.

**Account-CC Dropdown, Account, CC:** The user has two options to choose the Account-CC:

1. The Account-CC Dropdown will list all of the FAUs on fund number 69970 that the current user has access to.

2. The Account and CC fields are writable and the user has the option to type in the Account and CC.

The default for the Account and CC fields should be blank. If the user selects an Account-CC from the Dropdown and then inputs an Account and CC in the writable fields the writable fields should be used and the Dropdown disregarded.

**Fund Number:** All P913 transfers go to the fund, so the fund number is not editable.

**Amount:** The amount will default to the Total Remaining Balance (TC) for the COP. This field is not editable.

**4 Questions:** When the user selects the Qualifies to transfer under Policy913, the 4 questions will also appear. Text is required for all four questions before the user can move to the next section.

**5th Question:** If the total Remaining Balance (TC) is greater than or equal to 25% of the Total Appropriation, the 5th question will appear. Users cannot proceed to the next section until a document is uploaded for the Question 5.

**Other/Split Balance:** users will choose this option if the other 4 listed above do not apply to the fund. No additional information is needed from the user to move to the next section. Text will be required in the next section when it is chosen.
Section C: Comments for all Packets
This section will appear once all requirements are fulfilled for the previous sections. If the fund balance is $0, the user will skip the previous section and proceed directly to me. The user can enter comments that will be viewable on the COP Approval: Fund Balance and Approvals page. The Comments box requires text when the Other/Split radio button is chosen. For all other cases, this comments box is optional.

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.