COP40- Expenses Outside the Budget Period (Payroll, Post Period and Pre Award Spending)

Summary
Below are some of the main elements of the Expenses Outside the Budget Period (Payroll) page:
**Purpose**

The purpose of the Expenses Outside the Budget Period (Payroll) page is to allow the department to transfer or justify all payroll expenses that hit outside of the budget period. This page lists all expenses that hit the ledger before or after the budget period start and end dates. Page should appear blank if there are no expenses outside of the budget period. EFM uses this page to review transfers or justifications that the department provided.

The Expenses Outside the Budget Period (Payroll) consists of two radio selection buttons and a corresponding grid:

1. User can click on the Fund Details Tab, hover over the Expenditure review sub tab and select Expenses Outside Period- Payroll
2. User can click on the Fund Details Tab and select Expenses Outside Period- Payroll from the Overview page.

Screen View
The Expenses Outside the Budget Period (Payroll) page is visible to all. The screen consists of two radio buttons (green box) and either a Post-Award Spending or a Pre-Award Spending grid, depending on the selection of the radio buttons.

Pre-Award Spending Label:
Pre-Award Spending is the sum of paid amount/gross expenses that have been transferred off the fund, justified or requires review for expenses that hit before the budget period start date. The label displays the sum of
expenses that need review (red) and the sum of expenses in the Transferred plus Justified statuses. Pre award expenses are defined as any expense where the earn date for the expense is less than (<) the budget start date.

**Expenses Outside Period - Payroll**

Post Period Spending Label:
The Post Period Spending label is the sum of paid amount/gross expenses that have been transferred off the fund, justified or requires review for expenses that hit after the budget period end date. The label displays the sum of expenses that need review and the sum of expenses in Transferred and/or Justified statuses. Post period expenses are defined as any expenses where the earn date for the expense is greater than (>) the budget end date. This will be the default selection for the page.

**Expenses Outside Period - Payroll**

Check Box for T/J Expenses:
When this checkbox, “Include Justified and Transferred Transactions,” is clicked, PAMS should display all expenses, regardless of the status. When the box is not selected, PAMS will only display expenses that have a “needs review” status. The default selection for this box is checked.

**Example: T/J Box selected:**

**Example: T/J Box not selected:**
Expense Statuses
The status on this page for “Needs Review” and “Transferred/Justified” are defined as:

- **Department:**
  - Needs Review:
    - Pending
    - Justified-EFM Rejected
    - Transfer-Rejected
  - Transferred or Justified
    - Justified-Pend EFM Appvl
    - Justified-EFM Approved
    - Transfer-Pend Processing
    - Transferred

- **EFM:**
  - Needs Review:
    - Pending
    - Justified-Pend EFM Appvl
  - Transferred or Justified
    - Justified-EFM Approved
    - Justified-EFM Rejected
    - Transfer- Rejected
    - Transfer-Pend Processing
    - Transferred

Pre-Award/ Post-Award Spending Grids
The grids house all payroll expenses that are either pre or post-award spending for subs 00, 01, 02 and 06. All other transactions under these subs will appear on the Expenses Outside the Budget Period (Non-Payroll) page.

The grid has 12 columns: Sub, Object, Title, Description, Account, CC, Doc Date, Effective Date, Expense, Status, Comments, Transfer or Justify. The information for the following columns is from the Payroll Ledger: Sub, Employee, DOS Earning Code, Account, CC, Eff. Date, Earn Date, Paid Amount/Gross and Total Benefits.

**Expense:** Column will sort by absolute value.
**Status:** The Status column displays the status of the individual expense. If this expense changed status on a different page, the new status should be reflected here.

**Pre Award Spending:** Some sponsors allow a window for pre-award spending (typically 90 days). Users have the ability to enter the pre-award spending window under Admin. PAMS should check Admin to see if a window is entered before displaying the pre-award expenses.

- Payroll expenses (subs 00, 01, 02, 06) with an earn date in this window should be marked as “Justified-Pend EFM Appvl” under the status column.
- The explanation saved for the Justification for payroll transactions should be “Pre-award spending allowable per sponsor.”
  - i.e.: if the window listed in Admin is 90 days, they would apply for all expenses where the budget start date-90< earn date of the expense < budget start date” for payroll charges
- PAMS should display all expenses with an effective date that are outside the window. The status should be marked as “Pending” and a button should appear under the Action column.
  - i.e.: if the window listed in Admin is 90 days, this would apply to all expenses where the “earn date < budget end date-90”
  - i.e.: If a fund started 10/1/10, and they had a 30 day pre-award spending window, any expense prior to 8/31/10 should be marked as “Pending” and a button should appear under the Action column.

**Post-Award Spending:** Post-Award spending is any expense with an effective date that is greater than the budget end date.

- The Expenses Outside the Budget Period (Payroll) lists all payroll expenses (subs 00, 01, 02, 06) that have an earn date less than or equal to the budget end date should be marked as “Justified-Pend EFM Appvl” under the status column.
  - The explanations saved for the justification should be “Payroll charges for work completed during the budget period.”

**Status Links:**

If a status is a “Justified” status, it will link to the Review Transactions page. The “Justified” statuses are:

- Justified-Pend EFM Appvl
- Justified- EFM Approved
- Justified- EFM Rejected

If a status is a “Transferred” status, it will link to the Review Transactions page. The “Transferred” statuses are:

- Transfer-Pend Processing
- Transfer-Rejected
- Transferred

All status that are Pending should not be linked.

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**Comments:** If the dept transfers/justifies an expense, a comment will be added. The comment icon will be displayed any time a comment is associated with said expense. If the user clicks the comment icon, it will take them to the comments page where they will be able to view all comments for said expense. If the user exports the grid to Excel, only the last comment entered will be exported.

**Review Button for EFM:** EFM gets this button when the department has requested a transfer or provided a justification in which EFM needs to review. The review button will appear then the transaction has the status of Justified-Pend EFM Appvl. Clicking the review button will take the user to a popup to either approve or reject.

- If EFM approves the justification, the Expense status will say “Justified-EFM Approved” and then the Review button disappears.
- If EFM rejects the transfer request, the Expense Status will say “Justified-EFM Rejected” and then the Review button disappears.

**Go Button for EFM:** EFM gets this button when the department did not approve a transfer or justification for that expense. The Go button will only appear when a transaction has a status of Pending. If EFM completes the transfer request or provides a justification on the department’s behalf, the Go button will disappear and the Expense status will say either “Transfer-Pend Processing” or “Justified-EFM Approved.”

**Expense Statuses for EFM:** The statuses changed based on actions performed on a different screen.

- EFM Complete Statuses (no button):
  - Justified-EFM Approved
  - Transfer-Pend Processing
  - Transferred
- EFM “Review” Statuses (Review button) are:
  - Justified-Pend EFM Appvl
- EFM “T/J” Status (Go button) is:
  - Pending
- EFM “Reject” Statuses (no button) are:
  - Justified- EFM Rejected
  - Transfer-Rejected

**Page Status**

**Department Page Status:**

- The page status will be Dept Review if there are still action items on this page.
- The page status will be Dept Complete once all actions have been taken care of and there are no action buttons. For this page, all actions must be completed for Pre-award and Post-period expenses before the page status can be marked as Dept Complete.
- If there are no expenses for pre and/or post award expenses, the grid should display, “None found.” A status of “None Found” will be considered “Dept Complete” since there will be no action buttons.
**EFM Page Status:**

- The page status will be EFM Review if there are still action buttons on this page (Go and Review).
- The page status will be EFM Complete once all actions have been taken (and there are no action buttons) and none of the transactions have a rejected status.
- The page status will be EFM Reject once all actions have been taken (and there are no action buttons) and at least one of the transactions has a rejected status.

**Report Generation**

The page can be sent to Excel. When the page is sent to Excel, only the last comment for each transaction will be displayed in the Comments column. If comments have not been entered for this expense, the field will remain blank.

**Page Access**

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