Prov5– Deliverable List

Summary
Below are some of the main elements of the Deliverable List page:

Purpose
The Deliverable List page is the main page located under the Deliverables Tab. It shows all of the financial deliverables per fund number. All other pages in the Deliverables tab link to this page.

v. 03.11.2016
**Screen Group**

The Deliverable List page can only been accessed through the Deliverables Tab. The user is to click the Deliverables tab, input a fund number (if needed) and then the Deliverable List page will appear.

**Screen View**

The screen consists of the fund information (green box) and the Report and Invoice Schedules grid (orange box).
This page will display all Deliverables associated with this fund number.

**Navigation from Deliverables Tab:** If the user navigates to this page by clicking on the Deliverables tab, the user will need to select a fund number. The Get Fund button will appear on the main page. Users can select any fund they have access to. Once the user selects a fund, the Deliverable List will be displayed.

**Header:** Once the user navigates to the Deliverable list page, the header will appear at the top of the page.

**Reports and Invoices Grid**

PAMS will display the grid below for the fund number selected. If there are no schedules created, only the Create New Deliverables Schedule for Reports and Invoices will appear.
Create New Deliverable Schedule: This button will always appear on the page once a fund is selected. If the user clicks on this button, they will navigate to the Deliverable Schedule popup.

Edit Schedule: PAMS will display the Deliverable Schedule ID number. If the user clicks on the schedule number, they will navigate to the Deliverable Schedule Popup and the schedule they clicked on will be the default schedule.

Due Date: Due date of the Deliverable.

Invoice Number: The invoice number will only appear for Categories “Invoice” and “Invoice Milestone”. For each Deliverable Schedule, the Invoice Number will start at Number 1. Users can update the Invoice number of any Deliverable in the schedule on the Deliverable Attributes page. If the user manually updates an Invoice number, all subsequent invoice numbers in the schedule will be updated as well. The invoice number will default to 1 + the previous invoice number in the schedule. If the next invoice number has already been used the system will increment until a number that has not been used be found. The invoice number will lock when the preparer clicks the approve button.

Category: Category for that Deliverable Schedule. The available values are: Financial Report, ARRA Quarterly, Invoice, Invoice Milestone, Auto Payment, and Internal Closing.

Type: Type for that Deliverable. The available values for Type are: Interim, Not Final, Final, Final for the Budget Period.

Frequency: The frequency of the Deliverable Schedule. The available values are: Annual, Quarterly, Monthly, Once.

Owner: The EFM Accountant assigned to that Deliverable.

Submitted Date: The date of the status on the Deliverable changed to Submitted, Review not Submitted or Completed.

Edit Status: Clicking this button will take users to the Update Status and Comments Popup.

Delete: Only EFM and ORDM users can click the Delete button. The button will only appear for Interim and Not Final Deliverables that has one of the followings statuses: Deliverable Not Started. If the user clicks the delete button, they will receive a warning message before the Deliverable is deleted. The user can click Cancel to stop the deletion.

Approved Deliverable: Users can click on this icon to view and upload documents.

Page Access
This page is visible to all, however only EFM and ORDM have permission to click certain buttons.