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 deliverables and NCE/CF requests per fund number. All other pages in the Deliverables tab link to this page.
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), an option to access Closed Funds (red box) the Report and Invoice Schedules grid (orange box) and the NCE/CF Requests grid (blue 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.

**Navigation from a Fund:** Users can navigate to this page by selecting a fund number on the Fund Search page under the Worklist Tab. If the user navigates here via the Fund Search page, the Get Fund will be populated with the fund number selected on the Fund Search page. The user will see the Deliverable list for that fund.

**Include Historical Funds Checkbox:** The default selection for this is unchecked. If this box is checked, PAMS will search for all fund numbers, including closed funds, which match this criterion. Users will navigate to the Pick Historical Fund Popup. If this box is unchecked, PAMS will open the current fund number and users will not navigate to the Pick Historical Fund Popup.
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 and Auto Payment.

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

Template: The template for that Deliverable.

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

Owner: The EFM Accountant assigned to that Deliverable.
**Status:** The status of the Deliverable. If the Deliverable is Final, there is a NCTE or Carry Forward request with a status of Pending and the Final Report on Hold? Box is unchecked; there will be an indicator on this status to show there is a Pending Request.

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

**Report Figures:** The total dollar amount “billed” for that Deliverable. If the “COP Processed Outside PAMS” flag is checked, the Report Figures for all Deliverables with a type of “Final” should say “Not Evaluated.”

**Edit:** Only EFM and ORDM can click on the Edit button. They do not have to be the packet owner to click the button. The edit button should appear at all times, regardless of the status.

**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.

**PAMS Deliverable:** This will appear once financial figures are available for the Deliverable. For Interim and Not Final Deliverables, financial figures are available once the general ledger closes for the associated billing period. For Final Deliverables, financial figures are available once all users (excluding the PI) have approved the COP. If the user clicks on this icon, they will navigate to the Review Deliverable Page. Only EFM and ORDM users can click this icon. To trigger the deliverable to move to a “Deliverable in Process” Status, the preparer must click on PAMS Deliverable. For Invoice, Financial Report, and Report ARRA Quarterly, the Ledger being open is a second trigger. For all deliverable types, the PAMS Deliverable Icon will not be clickable for the following templates: None, Internal. For deliverable type of Final only, the PAMS Deliverable Icon will not be clickable if the Process Outside of PAMS Flag is marked Yes. The PAMS Deliverable icon will only be available for the Department after the Approve button has been clicked by the EFM Preparer.

**Approved Deliverable:** Users can click on this icon to view and upload documents. The Approved Deliverable is not available to view until the EFM Fund Manager clicks the approve button on the Review Deliverable Page. For all deliverable types, the Approved deliverable icon will not be clickable for the following templates: None, Internal. For deliverable type of Final only, the Approved Deliverable icon will only be available after the status has been changed to Deliverable Submitted for awards where the Process Outside of PAMS flag is marked Yes. The Approved Deliverable icon will be available for all other templates after the Approve button on the Review Deliverable page has been clicked.

### NCE/Carry Forward Request Grid

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Date of Request</th>
<th>Request Amount</th>
<th>Status</th>
<th>Date of Sponsor Response</th>
<th>Final Report on Hold?</th>
<th>Comments</th>
<th>Supporting Documents</th>
<th>Edit Request</th>
<th>Delete Request</th>
<th>Extra Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCTE Amendment</td>
<td>1/1/2012</td>
<td>$122.45</td>
<td>Approved</td>
<td>04/17/2013</td>
<td>True</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carry Forward</td>
<td>1/31/2012</td>
<td>$222.45</td>
<td>Pending</td>
<td>04/17/2013</td>
<td>True</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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This selection will list any NCE or Carry Forward requests for this fund. All information for this section is pulled directly from the Approvals section in PATS. All requests for the award will be pulled in, not just the most recent. For the purpose of the date recalculation in the NCE or Carry Forward should be associated with the Final or Final for the Budget Period Deliverable with the closest Due Date within 6 months of the Date of the Sponsor Request.

**Date Requested, Reponses Date:** These fields will be pulled directly from the PATS Approvals Section.

**Request Type, Status, Reference Field and NCE Denial Date:** These fields will be pulled directly from PATS Approvals Section.

**Report Generation**
This page can be sent to Excel.

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