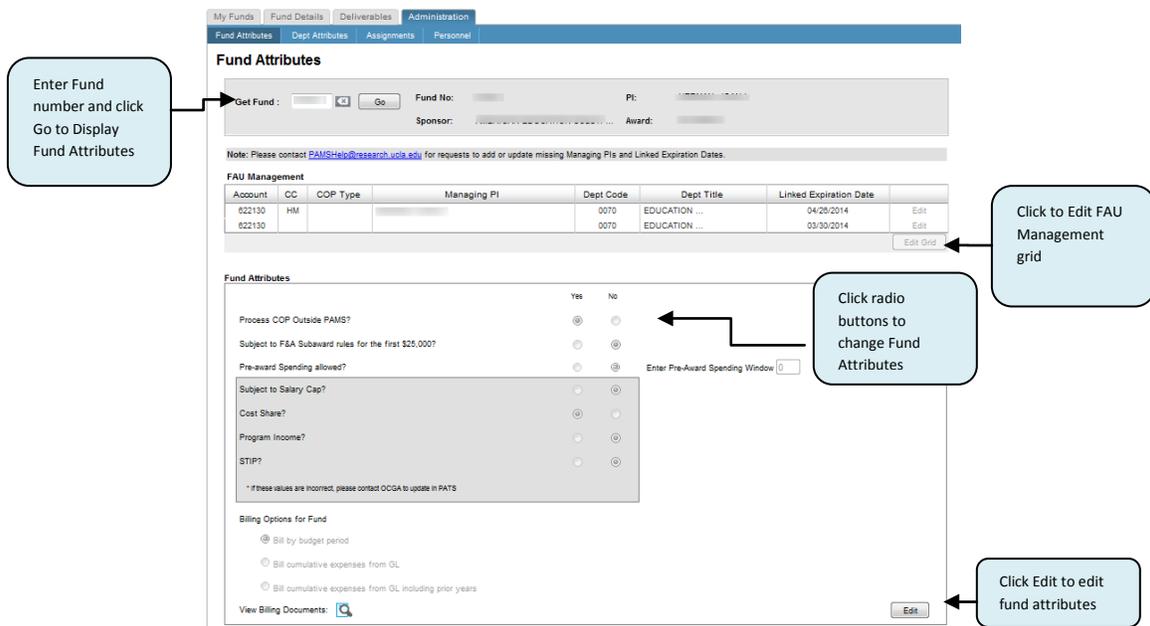


## Admin07 – Fund Attributes

Summary.....	1
Purpose.....	2
Screen Group.....	2
Screen View.....	2
Get Fund Section:.....	3
FAU Management Grid.....	4
Fund Attributes Section.....	5
Report Generation.....	6
Page Access.....	6

### Summary

Below are some of the main elements of the Fund Attributes page:



The screenshot shows the 'Fund Attributes' page in the PAMS system. It includes a search section for 'Get Fund', a table for 'FAU Management', and a section for 'Fund Attributes' with various checkboxes and radio buttons. Callout boxes provide instructions on how to interact with these elements:

- Enter Fund number and click Go to Display Fund Attributes:** Points to the 'Get Fund' search input and 'Go' button.
- Click to Edit FAU Management grid:** Points to the 'Edit Grid' button at the bottom right of the FAU Management table.
- Click radio buttons to change Fund Attributes:** Points to the radio buttons for 'Process COP Outside PAMS?' and 'Subject to F&A Subaward rules for the first \$25,000?'.
- Click Edit to edit fund attributes:** Points to the 'Edit' button at the bottom right of the Fund Attributes section.

## Purpose

The purpose of the Fund Attributes page is to allow department and EFM users to manage the attributes of their funds that affect the COP. A sample of the Fund Attributes page is shown below:

The screenshot shows the 'Fund Attributes' page. At the top, there are navigation tabs: 'My Funds', 'Fund Details', 'Deliverables', and 'Administration'. Below these, there are sub-tabs: 'Fund Attributes', 'Dept Attributes', 'Assignments', and 'Personnel'. The 'Fund Attributes' sub-tab is active.

Search fields include: 'Get Fund:' with a search icon and 'Go' button; 'Fund No:', 'PI:', 'Sponsor:', and 'Award:'.

A note states: 'Please contact [PAIS-Help@research.upla.edu](mailto:PAIS-Help@research.upla.edu) for requests to add or update missing Managing PIs and Linked Expiration Dates.'

The 'FAU Management' section contains a table:

Account	CC	COP Type	Managing PI	Dept Code	Dept Title	Linked Expiration Date	
822130	HML			0070	EDUCATION ...	04/28/2014	Edit
822130				0070	EDUCATION ...	03/30/2014	Edit

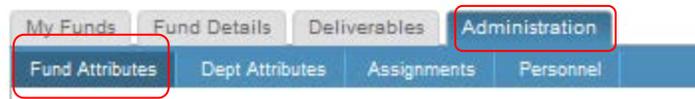
Below the table is an 'Edit Grid' button.

The 'Fund Attributes' section is a form with the following fields:

- Process COP Outside PAMS? (Yes/No radio buttons)
- Subject to F&A Subaward rules for the first \$25,000? (Yes/No radio buttons)
- Pre-award Spending allowed? (Yes/No radio buttons) with an 'Enter Pre-Award Spending Window' field.
- Subject to Salary Cap? (Yes/No radio buttons)
- Cost Share? (Yes/No radio buttons)
- Program Income? (Yes/No radio buttons)
- STIP? (Yes/No radio buttons)
- A note: '\* If these values are incorrect, please contact OCGA to update in P&S'
- Billing Options for Fund: (Bill by budget period, Bill cumulative expenses from GL, Bill cumulative expenses from GL including prior years)
- View Billing Documents: [icon]
- Edit button

## Screen Group

The Fund Attributes page is located under the Administration Tab, which can be accessed using the top menu in PAMS:



## Screen View

The Fund Attributes page is visible to all. The screen consists of three sections:

### Get Fund Section:

The screenshot shows the 'Get Fund Section' of the 'Fund Attributes' page. It includes the same navigation tabs as the previous screenshot. The search fields are: 'Get Fund:' with a search icon and 'Go' button; 'Fund No:', 'PI:', 'Sponsor:', and 'Award:'.

### FAU Management Grid:

FAU Management							
Account	CC	COP Type	Managing PI	Dept Code	Dept Title	Linked Expiration Date	
622130	HM			0070	EDUCATION ...	04/26/2014	Edit
622130				0070	EDUCATION ...	03/30/2014	Edit

[Edit Grid](#)

### Fund Attributes Section:

[Edit Grid](#)

**Fund Attributes**

	Yes	No
Process COP Outside PAMS?	<input type="radio"/>	<input type="radio"/>
Subject to F&A Subaward rules for the first \$25,000?	<input type="radio"/>	<input type="radio"/>
Pre-award Spending allowed?	<input type="radio"/>	<input checked="" type="radio"/>
Subject to Salary Cap?	<input type="radio"/>	<input type="radio"/>
Cost Share?	<input type="radio"/>	<input type="radio"/>
Program Income?	<input type="radio"/>	<input type="radio"/>
STIP?	<input type="radio"/>	<input type="radio"/>

\* If these values are incorrect, please contact OCGA to update in PATS

**Billing Options for Fund**

Bill by budget period

Bill cumulative expenses from GL

Bill cumulative expenses from GL including prior years

Enter Pre-Award Spending Window

View Billing Documents: [🔍](#)

[Edit](#)

### Get Fund Section:

When users first navigate to the Fund Attributes page, they will need to pick a fund number. Users can select any fund that they have access to, and once the user selects a fund and clicks Go, the Fund Attributes will be displayed.

#### Fund Attributes

Get Fund :  [✕](#) [Go](#)

Closed Funds

Users have the option of checking the **Closed Funds** box, though the default selection for this box will be unchecked:

#### Fund Attributes

Get Fund :  [✕](#) [Go](#)

Closed Funds

If this box is checked, PAMS will search for all fund numbers (including closed funds) that match. If closed funds are found that match, the Pick Historical Funds popup will appear, allowing the user to select closed funds to view.

If the Closed Funds box is left unchecked, PAMS will open the current fund number (users will not go to the Pick Historical Funds popup in this case).

**Note:** The fund search will only return the FAUs that each user can view (i.e. Home/EFM users will see the master packet FAUs, and linked users will see the linked packet FAUs).

## FAU Management Grid

Once a Fund is selected, the FAU Management Grid will appear: The grid will list all account/CC combinations linked to the fund:



Account	CC	COP Type	Managing PI	Dept Code	Dept Title	Linked Expiration Date	Edit
822130	HM			0070	EDUCATION ...	04/26/2014	Edit
022130				0070	EDUCATION ...	03/30/2014	Edit

The Grid displays the following:

**Account and CC:** The grid will list all account/CC's linked to the fund.

**COP Type:** PAMS will display whether the packet is Home or Linked.

**Managing PI:** If a Managing PI is listed in the GA database, the name from the database will appear here. If the Managing PI field is blank in the GA database and a user has manually entered an Employee ID, this will be displayed. If the Managing PI fields is blank in the GA database and a user has not entered anything manually, this field will appear blank. Users cannot enter an Employee ID for the Mangaging PI if a name exists in the GA database.

**Dept Code and Dept Title:** Lists the code and title for that FAU.

**Linked Expiration Date:** An expiration date will be listed for all Linked COPs. The default date is 12 days before the due date of the Home packet. If users change the linked expiration date, they cannot choose a date that is less than the default. If users change the linked expiration date for an FAU, and there are multiple FAUs tied to that one linked COP, all linked expiration dates will update.

### Edit Grid Button:

Users can click the Edit Grid Button to update the Managing PI and the linked expiration due date.

Once the Edit Grid Button is clicked, the grid will display an active Edit button for each Linked Packet.

The Edit button will only appear if the Department is the Owner of the COP. Once the user clicks on the Edit button, the linked expiration window and Managing PI fields may be edited for that row.

If the Managing PI exists for this account/cc combination in the GA database, this field will not be editable. If the Managing PI does not exist for this account/cc combination in the GA database, this field is editable, even if a value was previously entered by a user. If the field is editable, users can enter the Employee ID.

Users can enter any due date for the linked expiration window as long as it is not in the past, or before the original due date for the linked departments. If a linked user clicks the Edit button, they can only edit the Managing PI. They cannot edit the Linked Expiration Window.

A **Done Button** and a **Cancel Button** will also appear. If the user clicks the Done button, any changes made will be saved on the main screen. If the user clicks the Cancel button, any changes made will not be saved on the main screen.

## Fund Attributes Section

The Fund Attributes section appears below the FAU Grid, and it allows users to manage the attributes of the selected fund by clicking the Edit button:

Fund Attributes

	Yes	No	
Process COP Outside PAMS?	<input type="radio"/>	<input checked="" type="radio"/>	
Subject to F&A Subaward rules for the first \$25,000?	<input checked="" type="radio"/>	<input type="radio"/>	
Subject to Salary Cap?	<input checked="" type="radio"/>	<input type="radio"/>	
Policy 913?	<input type="radio"/>	<input checked="" type="radio"/>	
Pre-award Spending allowed?	<input type="radio"/>	<input checked="" type="radio"/>	Enter Pre-Award Spending Window <input type="text" value="10"/>
Automatic Carry Forward?	<input checked="" type="radio"/>	<input type="radio"/>	
Cost Share?	<input type="radio"/>	<input checked="" type="radio"/>	
Program Income?	<input type="radio"/>	<input checked="" type="radio"/>	
STIP?	<input type="radio"/>	<input checked="" type="radio"/>	

\*\* if these values are incorrect, please contact OCGA to update in PATS

Billing Options for Fund

Bill by budget period

Bill cumulative expenses from GL

Bill cumulative expenses from GL including prior years

View Billing Documents: [📄](#)

If a user clicks the Edit button, a Save Changes and Cancel button will appear in its place. Users can change the radio button selections for all values that do not live in PATS. If the user clicks Save Changes, all changes made will be reflected on the Fund Attributes page. If a user clicks the Cancel button, any changes made will not be saved.

The attributes that can be changed are as follows:

**Process COP Outside PAMS?:** The default selection will be No. If Yes is selected, PAMS will not create a closeout packet for this fund. The final provision will still exist under the Provisions tab, but there will not be an associated COP under the Closeout tab. The COP will be completed outside of PAMS.

**Subject to F&A Subaward rules for the first \$25,000?:** PAMS will read the value listed in PATS. If the user would like to update this value, they would have to update PATS.

**Pre-award Spending allowed? (and Spending Window field):** The Default selection is No. If the user clicks Yes, the Spending Window box will be editable. The default value in the box is 0 days. If a user clicks Yes and enters a number of days, PAMS will auto Justify all pre-award expenses that fall within this window. These auto-justified expenses will still appear on the pre-award spending page of the COP, but will be automatically justified. The status of these will update to "Justified-Pend EFM Appvl". The status will only change for those

transactions that are in a “needs review” status. The value listed in the Justification drop-down will be “Other”, and the comments entered for the Justification will say, “Pre-Award spending allowable per sponsor”.

**Cost Share?:** PAMS will read the value listed in PATS for this question. If users would like to update this value, they will have to update in PATS, not PAMS. If this value is Yes, the Cost Share page will appear for the COP. If this value is No, the Cost Share page will not appear for the COP.

**Program Income?:** PAMS will read the value listed in PATS for this question. If users would like to update this value, they will have to update in PATS, not PAMS.

**STIP?:** PAMS will read the value listed in PATS for this question. If users would like to update this value, they will have to update in PATS, not PAMS.

**Edit Button:** if a user clicks the Edit button, a Save Changes and Cancel button will appear in its place. If a user clicks the Edit button, they can change the radio button for all values that do not live in PATS. Users cannot click the edit button if the COP is “locked”. Only owners of the Close Out Packet can click the Edit button.

**Billing Options for Fund:** A radio button must be selected for each fund. The selections are:

1. **Bill by budget period:** If users select this radio button, only the current budget period expenses and appropriation (plus any manual adjustments made by the user) will be included on the invoice (i.e. if we are in year 3 of a 5 year award, only expenses for year 3 will be included on the deliverable).
2. **Bill cumulative expenses from the GL:** This is the default selection. If users choose this option, PAMS will bill all expenses on the GL, including adjustments.
3. **Bill cumulative expenses from GL, including prior years:** If users select this radio button, the cumulative expenses on the GL, plus manually entered expenses from prior years (plus any manual adjustments made by the user) will be included on the invoice.

**View billing documents:** This button will appear for the following radio button selections: Bill by Budget Period or Bill cumulative expenses from GL, including prior years. The document uploaded will be the file uploaded at conversion with the prior years or previously billed budget periods. These files are only viewable by EFM. These files cannot be deleted or replaced.

## Report Generation

No reports are available for this page.

## Page Access

The Fund Attributes page is viewable to all.