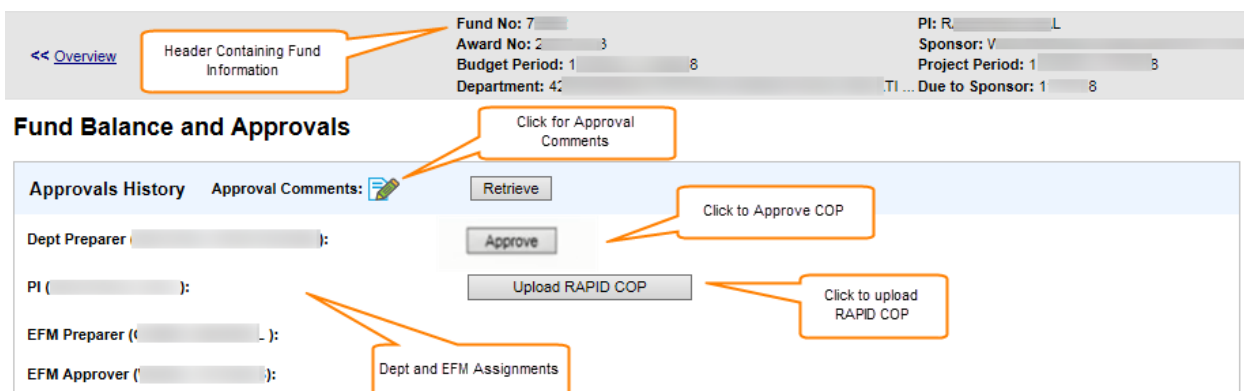


## COP Approval: Fund Balance and Approvals

### Summary

The COP Approval: Fund Balance and Approvals screen allows users Upload and approve/reject/route COP. Below are some of the main elements of the Fund Balance and Approvals page:



The screenshot shows the 'Fund Balance and Approvals' interface. At the top, there is a header with fund information: Fund No: 7, Award No: 2, Budget Period: 1, Department: 4, PI: R, Sponsor: V, Project Period: 1, and Due to Sponsor: 1. Below this is the 'Fund Balance and Approvals' section. It includes an 'Approvals History' tab, an 'Approval Comments' field with a 'Retrieve' button, and a 'Dept Preparer' field. There are three main action buttons: 'Approve' (with callout 'Click for Approval Comments'), 'Upload RAPID COP' (with callout 'Click to upload RAPID COP'), and 'Approve COP' (with callout 'Click to Approve COP'). A callout 'Dept and EFM Assignments' points to the 'Dept Preparer' field. A 'PI' field is also visible.

### Screen Group

The Fund Balance and Approvals page is visible to all users.

The Fund Balance and Approvals page can be accessed by clicking the Fund Balance and Approvals link on the Overview page.



The screenshot shows the 'Fund Overview' page. The top navigation bar includes 'My Funds', 'Fund Details', 'Deliverables', 'Reports', and 'Administration'. The 'Fund Details' section is active, showing 'Overview', 'Financial Summary', 'Expenditure Review', and 'Review'. The 'Fund Overview' section displays 'Fund No:', 'Award No:', 'Budget Period:', and 'Department:'. Below this is the 'Expenditure Review' section, which includes a 'Fund Balance and Approvals' link highlighted in yellow. A 'Status Legend' at the bottom indicates 'Department Complete' (green checkmark) and 'Department Review' (red square).

## Approvals History

Approvals History	Approval Comments: 
Dept Preparer ( )::	Approved by ( ) or
Dept Approver ( )::	Approved by ( )
Dept Approver ( )::	Approved by ( ) on
Dept Approver ( )::	Approved by ( )
PI ( )::	Pending Approval
Home Dept Preparer ( )::	Pending Approval
Home Dept Approver ( )::	
Home Dept Approver ( )::	
Home Dept Approver ( )::	
EFM Preparer ( )::	
EFM Approver ( )::	

**Approver Title and Name:** The individuals that must approve the COP will be listed in the Dept and EFM assignments. There must be at least one Dept Preparer/Reviewer, one EFM Preparer/Approver, and the PI for all packets.

**Required Approvals:** All Department and EFM approvals are required for the Home Dept before EFM can review the deliverable. The PI approval is required for the Home dept before EFM can send the final deliverable to the sponsor. The Dept and PI approvals for Linked accounts are not required (the linked packet will be routed to the home once all Linked users have approved, or once their review window expires).

**Action Buttons:** Action buttons will only appear for that users name when they are editor of the COP. Department Approvers, EFM Preparer and EFM Approver will see two buttons: Approve and Reject.

If a Dept preparer/reviewer is in Review Mode for the linked accounts, they will see one button: Route back to the Linked Dept.

Approvals History	Approval Comments: 
Dept Preparer ( )::	Approved by ( ) on 06/05/2011, amount: \$10,433.98
Dept Approver ( )::	Approved by ( ) on 06/08/2011, amount: \$10,433.98
Dept Approver ( )::	Approved by ( ) on 08/09/2011, amount: \$10,433.98
Dept Approver ( )::	Approved by ( ) on 08/10/2011, amount: \$10,433.98
PI ( )::	Approved by ( ) on 08/12/2011, amount: \$10,433.98
EFM Preparer ( )::	<input type="button" value="Approve"/> <input type="button" value="Reject"/>
EFM Approver ( )::	

**Approve Button:** If a user clicks the Approve button, the COP Approval: Comments and routing popup will appear. If the user clicks Cancel from this popup, their approval will not be saved and the same button will appear. If the user clicks Submit from this popup, the COP will be routed to the specified user on the popup. If the last approver has just approved the main COP, the packet will be considered locked.

**Reject Button:** If a user clicks the Reject button, the COP Approval: Comments and routing popup will appear. If the user clicks Cancel from this popup, their rejection will not be saved and the same buttons will appear.

**Route back to Linked Dept Button:** This button is only accessible through Review Mode when a Home approver is reviewing the linked COP.

If the user clicks the Route back to Linked Dept button, the COP Approval: Comments and the routing popup will appear.

If the Home dept routes the COP back to the Linked Dept, they have the option of changing the Due Date for the Linked (this is the window of expiration for the linked Dept). If the original window has not passed, this date will appear in the date field. If the original window has passed, the default due date will be 2 calendar days from today. This date is writeable by the Home User.

#### **Approval Status:**

Once a user approves the COP, the following approval status should appear: Approved by [First, Last] on mm/dd/yyyy amount. This includes clicking the Approval button, as well as uploading the PI's approval.

If a user rejects the packet, the following approval status should appear next to the name of the user that rejected, "Rejected COP on mm/dd/yyyy."

If a user from the Home dept routes back a Linked COP from Review Mode, the Linked dept will see "Routed back by [First Last] on mm/dd/yyyy."

For all users that are not the editor/approver, these users will see the following for the current editor/approver "Pending Approval."

If EFM follows the Fund Closeout Procedure and retrieves a closeout packet, users will see "Retrieved by EFM" and the name of the user that retrieved it and the date.