

COP35- COP Approval: Comments and Routing (pop up)

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Purpose

This page allows the approver to enter comments for the next approver. If the COP is rejected, the user will have to pick the next reviewer (if more than one).

The popup consists of three screens that are based on whether or not the COP is approved, rejected or if it is a linked COP.



Screen Group

The Comments and Routing pop up page can be accessed only through the Fund Balance and Approvals page by clicking the Go Button in the "Actions to Take" section.

Account	CC	Appropriation	Expenses	Overdraft Transfer	Remaining Balance(TC)
441587	TR	\$175,000.00	\$171,445.82	\$0.00	\$3,554.18
444040	CT	\$140,000.00	\$135,990.58	(\$2,000.00)	\$0.00
441406	JR	\$70,000.00	\$74,478.24	(\$1,600.00)	\$0.00
445200	AB	\$85,000.00	\$81,520.20	\$0.00	\$3,479.80
GRAND TOTAL			\$463,442.82	(\$3,600.00)	\$7,033.98

The Fund Balance and Approvals page can be accessed three ways:

1. User can click on the Closeout Tab, hover over the Expenditure review sub tab and select Fund Balance and Approvals.

2. User can click on the Closeout Tab and select Fund Balance and Approvals from the Overview page.

	Appropriation	Expenditures	Encumbrances & Memo-Items	OL Balance	Pending OL Paid
Direct Expenses	\$238,500.00	\$236,865.71	\$0.00	\$3,474.29	\$566.6
F&A (y)	\$14,500.00	\$18,865.26	\$0.00	(\$4,365.26)	\$827.6
Subtotal	\$254,000.00	\$254,950.97	\$0.00	\$890.97	\$827.2
119Box	\$40,000.00	\$44,453.93	\$0.00	\$1,548.02	\$1,268.0
Total	\$300,000.00	\$299,404.93	\$0.00	\$895.05	\$1,172.0

3. User can access the Fund Balance and Approvals page through the link on the F&A Reconciliation page.



Screen View

The Comments and Routing pop up is visible to all. The screen consists of multiple screens which vary based on whether or not the user approves (green box) or rejects (red box) the COP and if the COP is linked (blue box):

Routing Messages

- If a user approves the COP (Home, Linked and EFM) “Route the Approved Closeout Packet to: xxxxx” will be displayed.
- If a user rejects the COP (Home, Linked EFM) “Route the Rejected Closeout Packet to: xxxxx” will be displayed.
- If the Home dept sends the packet back to the Linked Dept, “Route linked Closeout Packet to: xxxxx” will be displayed.
- When the last user for the Linked Dept approves the COP, “Closeout Packet will be locked from editing” will be displayed.
- When the last user in EFM approves the COP, “Closeout Packet will be locked from editing” will be displayed.

The PI will not appear on the list of users that the COP can be submitted to. A user must be selected before the submit button will appear.

Threshold

In the Fund Maintenance section, Depts enter a Threshold amount ranging from \$100-500. When the Home Department sends the Approved COP to EFM, the Total Remaining Balance from the last Home Dept user approved is noted. This figure is tracked against the Total Remaining Balance for the COP.

Anytime the difference between these two figures is over the threshold, EFM cannot approve the packet. They must send it back to the Home Dept.

Approvals History	Approval Comments:
Dept Preparer ()::	Approved by () on 06/05/2011, amount: \$10,433.98
Dept Approver ()::	Approved by () on 08/08/2011, 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
Home Dept Preparer ()::	Approved by () on 09/11/2011, amount: \$10,433.98
Home Dept Approver ()::	Approved by () on 10/11/2011, amount: \$10,433.98
Home Dept Approver ()::	Approved by () on 09/12/2011, amount: \$10,433.98
Home Dept Approver ()::	Approved by () on 08/12/2011, amount: \$10,433.98
EFM Preparer ()::	<input type="button" value="Reject"/>
EFM Approver ()::	

COP Rejection

Home: If a user from the Home packet rejects the Home COP, any Home Dept user (Preparer or Approver) that has approved the Home COP will appear in the list.

Linked: If a user from a Linked packet rejects the Linked packet, any Linked Dept user that has approved the Linked COP will appear in the list.

EFM: If the EFM Preparer rejects the COP, the Home Dept Preparer will appear. If an EFM Approver rejects the COP, any user in EFM that has approved the COP will appear.

COP Approval

Home:

If a user from the Home dept approves the COP, any other user from the Home Dept that has not approved the COP will appear in the list.

If a user from the Home dept approves the COP and all other Home Dept users have also approved the COP, and they are within the threshold, the EFM Preparer will appear in the list.

If a user from the Home Dept approves the COP, all other Home Dept users have approved but one or more users are not within the threshold, all Home Dept users that are not within the threshold will appear.

Linked:

If a user from the Linked Dept approves the Linked Cop, any other user from the Linked Dept that has to approved will appear in the list.

If a user from the Linked Dept approves the Cop, all other Linked Dept users have approved, and they are within the threshold, no name will appear in the list (it is automatically routed back to the current Home down).

If a user from the Linked Dept approves the COP, all other Linked Dept users have approved, but one or more linked users are not within the threshold, all Linked Depts users that are not within the threshold will appear.

EFM:

If a user from EFM approves the COP, any other user from EFM that has not approved will appear in the list.

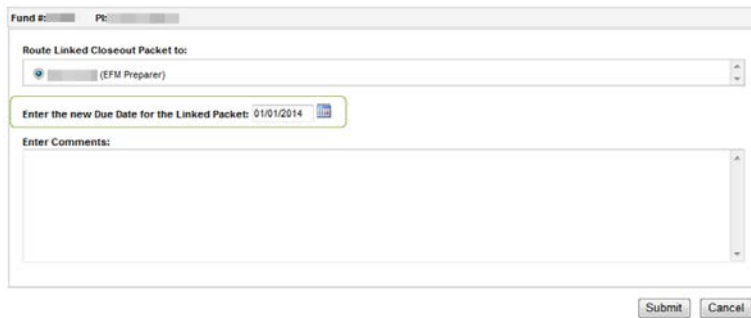
If a user from EFM approves the COP, and all other EFM users have approved, no name will appear in the list.

COP Route to Linked

If a user from the Home packet routes aback a Linked COP, the Linked Preparer will appear in the list.

If a user from the Home packet routes back to a linked COP, Section C will appear.

Section C: Due Date



The screenshot shows a web form with the following elements:

- Fields for 'Fund #' and 'P:' at the top.
- A dropdown menu labeled 'Route Linked Closeout Packet to:' with '(EFM Preparer)' selected.
- A date field labeled 'Enter the new Due Date for the Linked Packet:' with the value '01/01/2014' and a calendar icon.
- A text area labeled 'Enter Comments:'.
- 'Submit' and 'Cancel' buttons at the bottom right.

- Section C will only appear if the Home routes a linked COP back to the Linked Dept.
 - 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.

Section D: Enter Comments

This text box will always appear. Text is not required if the COP is approved. If the COP is rejected, the entered text will appear in the COP Approval Comments popup on the COP: Fund Balance and Approvals page.

Report Generation

The page cannot be sent to Excel.

Page Access

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