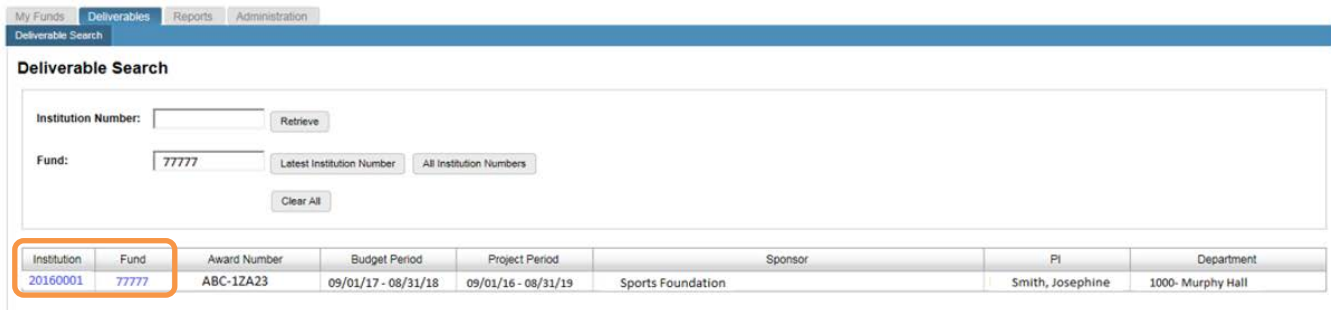


Deliverable List

The Deliverable List page contains a list of financial deliverables associated with Institution Number or Fund selected on the Deliverable Search Page. Users can use the Deliverable List to see information for each deliverable including the status of the deliverable and any comments. Users can also obtain copies of financial deliverables already submitted to the sponsor.

The Deliverable List page can only be accessed by clicking on one of the hyperlinks on the Deliverable Search page. This page is visible to all users who sees results on the Deliverable Search page. Documents will be restricted further based on a user's role.



Deliverable Search

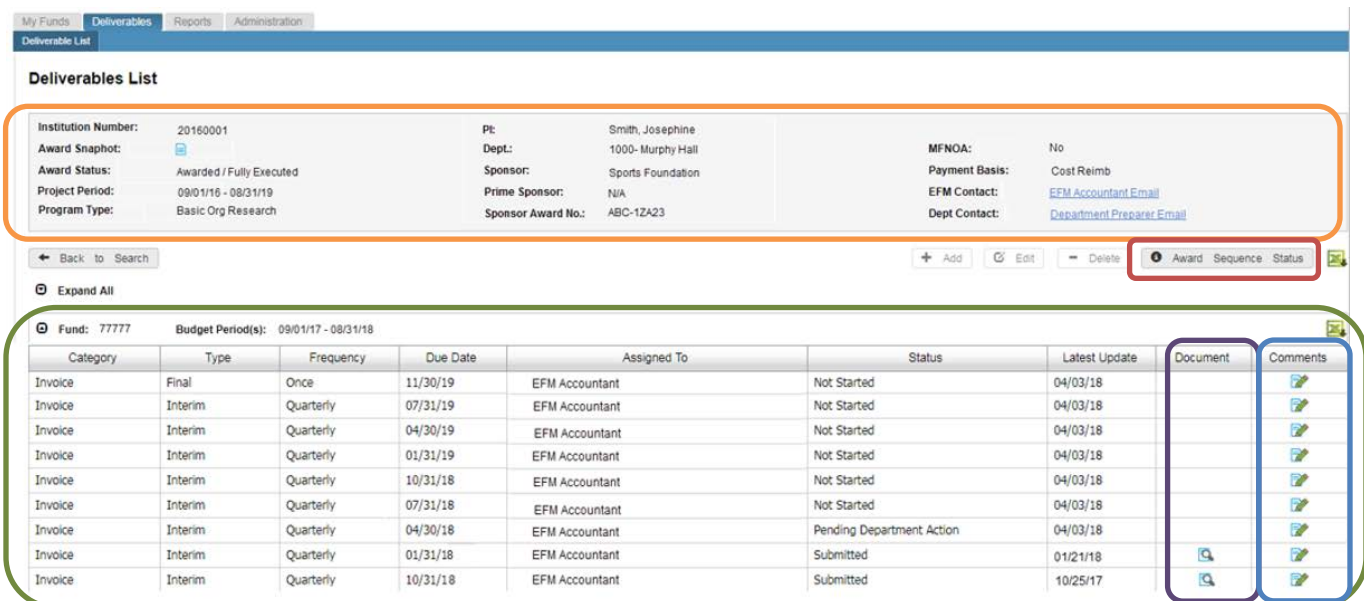
Institution Number: Retrieve

Fund: Latest Institution Number All Institution Numbers

Clear All

Institution	Fund	Award Number	Budget Period	Project Period	Sponsor	PI	Department
20160001	77777	ABC-1ZA23	09/01/17 - 08/31/18	09/01/16 - 08/31/19	Sports Foundation	Smith, Josephine	1000- Murphy Hall

The page consists of an Institution Number header (orange box), Award Sequence Status (red box), Fund grid (green box), link to Document popup to view copies of financial deliverables submitted (purple box), and link to the Comment popup (blue box).



Deliverables List

Institution Number: 20160001 PI: Smith, Josephine
 Award Snapshot: Dept.: 1000- Murphy Hall MFNOA: No
 Award Status: Awarded / Fully Executed Sponsor: Sports Foundation Payment Basis: Cost Reimb
 Project Period: 09/01/16 - 08/31/19 Prime Sponsor: N/A EFM Contact: [EFM Accountant Email](#)
 Program Type: Basic Org Research Sponsor Award No.: ABC-1ZA23 Dept Contact: [Department Preparer Email](#)

← Back to Search + Add Edit - Delete Award Sequence Status

Expand All

Fund: 77777 Budget Period(s): 09/01/17 - 08/31/18

Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18		
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17		

Header

A header will appear at the top of the page and contains demographic information for the award.

The following demographic information will be displayed:

Institution Number: Institution Number located on the Award Snapshot

Award Snapshot Icon: Hyperlink to the ORA Portal to view the Award Snapshot

Award Status: Award status

Project Period: Start and end dates of the project based as reflected on the Award Snapshot

Program Type: Type of sponsored project activity

PI: Name of the Principal Investigator assigned to the fund

Dept.: Name of the administering department

Sponsor: Name of the sponsor

Prime Sponsor: Name of the prime sponsor for any flow thru awards

Sponsor Award No.: Award number issued by the sponsor

MFNOA: If an award is “MFNOA- No” then the award is subject to Single Fund Number and one fund will be associated. If an award is “MFNOA- Yes” then the award is exempt from Single Fund Number and it will have multiple funds associated.

Payment Basis: Specifies how the award will be paid

EFM Contact: Name of the current EFM contact

Dept Contact: Name of the Dept. contact. This information is pulled from the Assignments page and lists the preparer for the Department and/or PI (based on assignment structure)

Award Sequence Status

The award sequence status icon is located under the Header.



The screenshot shows a web interface with a navigation bar at the top containing 'My Funds', 'Deliverables', 'Reports', and 'Administration'. Below the navigation bar is a 'Deliverable List' section. The main content area displays a table of award details for Institution Number 20160001. The details are organized into three columns:

Institution Number: 20160001	PI: Smith, Josephine	MFNOA: No
Award Snapshot: 	Dept.: 1000- Murphy Hall	Payment Basis: Cost Reimb
Award Status: Awarded / Fully Executed	Sponsor: Sports Foundation	EFM Contact: EFM Accountant Email
Project Period: 09/01/16 - 08/31/19	Prime Sponsor: N/A	Dept Contact: Department Preparer Email
Program Type: Basic Org Research	Sponsor Award No.: ABC-12A23	

At the bottom of the table, there is a row of action buttons: '+ Add', 'Edit', '- Delete', and 'Award Sequence Status'. The 'Award Sequence Status' button is highlighted with a red box and contains a small icon.

Clicking this icon will generate a popup which will contain Award Sequence information from the PATS system.

Award Sequence Status ✕					
Fund	Period Start	Period End	Type	Status	Total
77777	09/01/16	08/31/17	New	Awarded/Fully Executed	50,000.00
77777	09/01/17	08/31/18	Continuation	Awarded/Fully Executed	50,000.00

Close

Fund Grid

A Fund grid will be displayed for each fund listed on the page. This grid contains a list of the financial deliverables due for the associated fund.

Fund: 77777 Budget Period(s): 09/01/17 - 08/31/18									
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments	
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18			
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18			
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18			
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17			

The following information will be displayed for each result:

Category: Category of the financial deliverable*

Type: Type of the financial deliverable*

Frequency: How often the financial deliverable is due*

Due Date: Due date to the sponsor

Assigned To: Name of EFM Accountant assigned to the financial deliverable

Status: Current status of the financial deliverable*

Latest Update: Most recent date the financial deliverable was updated

Document: Hyperlink to view documents

Comments: Hyperlink to view comments

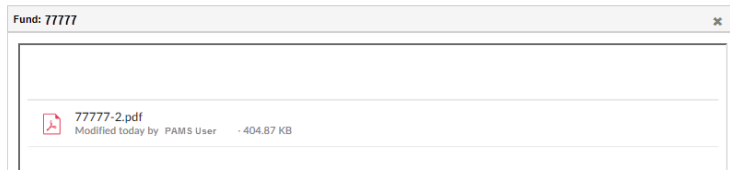
*For more information please see the Financial Deliverable and Closeout Packet Values Quick Guide

Viewing Documents

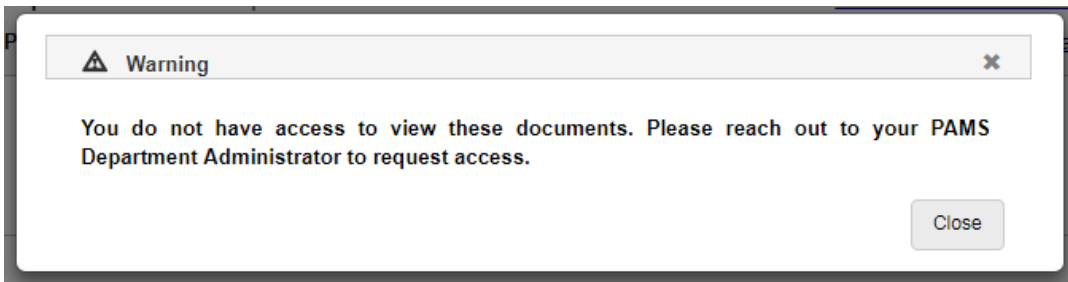
The icon that appears in the Document column will route users to the Document popup to view copies of the financial deliverables which have been completed and/or submitted to the sponsor.

Fund: 77777		Budget Period(s): 09/01/17 - 08/31/18						
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18		
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17		

After clicking the icon, a list of documents will appear. To view a document click on its name.



When the icon is clicked, users that do not have access to view the documents will receive a warning message. Users should reach out to their PAMS Department Administrator, who can be found on the Personnel page.



Viewing Comments

To view comments for a deliverable, click on the icon in the Comments column. Users can view a history of all changes made to the financial deliverable, along with any comments added by users.

Fund: 77777		Budget Period(s): 09/01/17 - 08/31/18						
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18		
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17		

Deliverable Comments			
Institution Number: 20160001		Fund: 77777	Budget Period: 09/01/17-08/31/18
Date	User Name	Comment Type	Comments
04/03/18 2:00 PM	EFM Accountant	User	Reached out to Department Fund Manager, John Smith, and requested the sponsor specific invoice template to be completed and returned to EFM by 04/20/2018 for review and submission
04/03/18 2:00 PM	EFM Accountant	Workflow	Modified Status to Pending Department Action
09/01/17 10:00 AM	EFM Accountant	System	Deliverable Created: Category: Invoice, Type: Interim, Frequency: Quarterly, Due Date: 04/30/18, Assigned To: Accountant Central Office Staff

Cancel

The grid contains the following information:

Date: Date and time comment was added

User Name: Name of user took action

Comment Type: Grouping assigned to the comment

User: A comment entered manually by a user



For financial deliverables in a “Pending Department Action” status the information needed from the department will be listed as a user comment

Workflow/ System: Action taken by the user to modify financial attributes of a financial deliverable

Comments: Comment entered by the user or a summary of actions taken on the deliverable