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 been 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.

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).

![Deliverable List page screenshot](image-url)
**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)

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**Award Sequence Status**
The award sequence status icon is located under the Header.

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

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.
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.
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