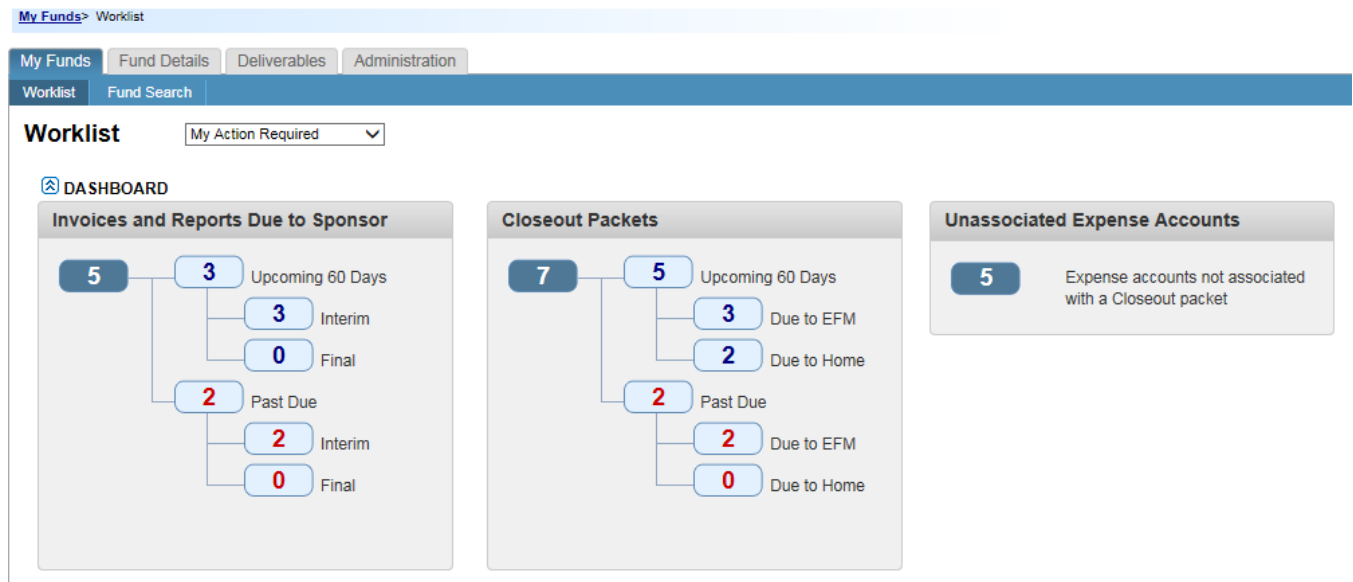


## Work05– Department Worklist

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### Purpose

The purpose of Department Worklist screen is to provide users with a “task list”, and it is the first screen the user sees when they log into PAMS:



**Worklist** My Action Required

**DASHBOARD**

Section	Category	Count
Invoices and Reports Due to Sponsor	Upcoming 60 Days	3
	Interim	3
	Final	0
	Past Due	2
	Interim	2
	Final	0
Closeout Packets	Upcoming 60 Days	5
	Due to EFM	3
	Due to Home	2
	Past Due	2
	Due to EFM	2
	Due to Home	0
Unassociated Expense Accounts	Expense accounts not associated with a Closeout packet	5

## Screen View

Users have the option of three views: My Action Required, My Responsibility, and My Team's Responsibility. These three views can be accessed by using the dropdown at the top of the page:

The screenshot shows the 'My Funds > Worklist' interface. At the top, there are tabs for 'My Funds', 'Fund Details', 'Deliverables', and 'Administration'. Below these is a sub-header with 'Worklist' and 'Fund Search'. The main content area is titled 'Worklist' and has a dropdown menu set to 'My Action Required'. Underneath is a 'DASHBOARD' section with three panels:

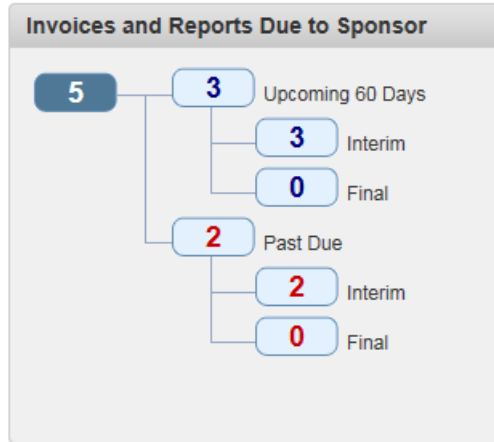
- Invoices and Reports Due to Sponsor:** A total of 5 items. Breakdown: 3 Upcoming 60 Days (3 Interim, 0 Final), 2 Past Due (2 Interim, 0 Final).
- Closeout Packets:** A total of 7 items. Breakdown: 5 Upcoming 60 Days (3 Due to EFM, 2 Due to Home), 2 Past Due (2 Due to EFM, 0 Due to Home).
- Unassociated Expense Accounts:** 5 items. Description: Expense accounts not associated with a Closeout packet.

The default selection for the screen will be My Action Required. The View drop-down affects all categories on this page as follows:

1. If the user chooses the My Action Required view, they will only see deliverables and closeout packets that they currently own.
2. If the user chooses the My Responsibility Individual view, they will only see deliverables and closeout packets that are assigned to them.
3. If the user chooses the My Team's Responsibility Team view, they will see all of the deliverables and closeout packets for their team (cluster population). This view is only available for user's with the access of Department Administrator.

## Invoices and Reports Due to Sponsor

This section of the Worklist Page displays the number of financial reports and invoices that require action.



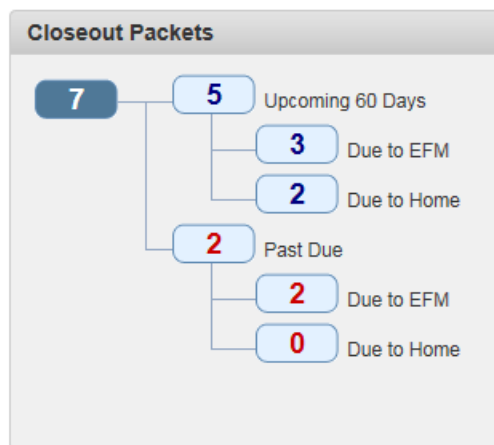
For the department view, this will only include financial reports and invoices with a status of “Pending Dept Action.”

The financial reports and invoices are categorized in this section as follows:

1. **Upcoming 60 Days:** Any deliverable that has a due date to the sponsor within 60 days of today, and the status is Pending Dept Action.
2. **Past Due:** Any deliverable that has a due date to the sponsor before today, and the status is Pending Dept Action.

## Closeout Packets

This section of the Worklist Page displays the number closeout packets that require action.



The closeout packets are categorized in this section as follows:

3. **Upcoming 60 Days:** Any closeout packet that has a due date to EFM or Home within 60 days of today, and the status is either COP Not Started or COP In Process.

- Past Due:** Any closeout packet that has a due date to EFM or Home before today, and the status is either COP Not Started or COP In Process.

## Unassociated Expense Accounts

This worklist provides department users with information regarding accounts that are not currently associated to closeout packets. When an account is listed, the Home Department Administrator must associate it to a closeout packet via the COP Management Grid (see Quick Guide titled “COP Management Grid (Department)”). Updating the COP Management Grid is required to maintain an accurate Closeout Packet Worklist.

**Unassociated Expense Accounts**

5

Expense accounts not associated with a Closeout packet

## Navigation

If users click on any of the links on the Worklist page, a results grid will appear.

Click to download to Excel

**My Action Required > Closeout Packets**  
As of 03/10/2016 01:26:44 PM

Award Snapshot	Fund Number	COP Due Date	Status	Sponsor Award #	Dept Owner	EFM Owner	Date Routed to Current Owner	Home PI	Home Dept Code	Home Dept	Account PI	Account Dept Code	Account Dept Name	Project Start Date	Project End Date	Sponsor Name	Process COP Option
	55555	11/18/15	COP In Process	SF987CBA	R. Rebekah		05/02/2015	PI Donna	1001	Royce Hall	PI Tracey			07/01/14	09/30/15	Sports Foundation	UploadRAPIDinPAMS
	55555	11/30/15	COP In Process	SF987CBA	P. Amy			PI Donna	1001	Royce Hall	PI Donna			07/01/14	09/30/15	Sports Foundation	UploadRAPIDinPAMS
	11111	03/31/18	COP Not Started	SP30 CA09335	P. Adam			PI Bruin	1000	Murphy Hall	PI Bruin			01/01/13	12/31/17	NIH	UploadRAPIDinPortal
	22222	04/30/16	COP Not Started	AF0148524	P. Ben			PI Carol	1001	Royce Hall	PI Carol			04/01/14	03/31/16	Arts Foundation	UploadRAPIDinPortal
	44444	10/19/15	COP Not Started	SF122A3K	P. Tyler			PI Susan	1000	Murphy Hall	PI Mark			01/01/14	09/30/15	Science Foundation	CompleteCOPinPAMS
	44444	10/31/15	COP Not Started	SF122A3K	P. Diane			PI Susan	1000	Murphy Hall	PI Susan			01/01/14	09/30/15	Science Foundation	CompleteCOPinPAMS
	33333	11/15/15	COP Not Started	PC123ZYX	P. Tyler			PI Mark	1000	Murphy Hall	PI Mark			09/01/14	10/31/15	The Pharmaceutical C...	UploadRAPIDinPAMS

Click to highlight a row

The columns displayed in the **Invoices and Reports Due to Sponsor** grid are as follows:

**Award Snapshot:** This hyperlink will take users to the ORA Portal to view the snapshot of the award

**Fund number:** The fund number assigned to the award

**Sponsor Due Date:** due date of the financial deliverable to the sponsor based on the terms and conditions of the award

**Deliverable Status:** The status of the deliverable. The available options are: COP Not Started, COP In Process, Deliverable Not Started, Deliverable In Process, Deliverable Approved, Deliverable Submitted, Submitted-Revised, Reviewed Not Submitted, Completed, and Pending Dept Action

**Sponsor Award Number:** The award number issued by the sponsor

**Sponsor Name:** The name of the sponsor

**PI Name:** The name of the Principal Investigator assigned to the fund

**Dept Fund Manager:** The name of the Department Preparer assigned to the award. A name will only be displayed if the Deliverable Status is "Pending Department Action"

**EFM Accountant:** The name of the EFM Accountant assigned to the award or the name of the person who submitted the deliverable to the sponsor

**Category:** The category assigned to the deliverable based on the terms and conditions of the award. The available values are: Financial Report, Invoice, Invoice Milestone, ARRA Quarterly, Autopayment, and Internal Closing

**Type:** The type assigned to the deliverable based on the terms and conditions of the award. The available values are: Interim, Not Final, Final for Budget Period, and Final

**Project Start Date:** The start date of the project based on the terms and conditions of the award

**Project End Date:** The end date of the project based on the terms and conditions of the award

**Budget Start Date:** The start date of the most recently awarded budget period

**Budget End Date:** The end date of the most recently awarded budget period

**Dept Code:** The administering department code

**Dept Name:** The administering department name

The columns displayed in the **Closeout Packet** grid are as follows:

**Award Snapshot:** This hyperlink will take users to the ORA Portal to view the snapshot of the award

**Fund Number:** The fund number assigned to the award

**COP Due Date:** The due date of the closeout packet. This is the due date based on the owner that is logged in. Home and Linked departments will see their due date, and EFM will see their due date.

**Status:** The status of the closeout packet. The available values are: COP Not Started, COP In Process, and COP Locked

**Sponsor Award Number:** The award number issued by the sponsor

**Dept Owner:** The name of the department user who currently owns the closeout packet. This field will be blank if EFM owns the packet.

**EFM Owner:** The name of the EFM user who currently owns the closeout packet. This field will be blank if the department owns the packet.

**Date Routed to Current Owner:** The date the closeout packet was created and/or the date the packet was routed to the current owner of the packet

**Home PI:** The Principal Investigator managing the award

**Home Dept Code:** The administering department code of the award

**Account PI:** The managing Investigator of the closeout packet

**Account Dept Code:** The administering department code of the closeout packet

**Account Department Name:** the name of the administering department of the closeout packet

**Project Start Date:** The start date of the project based on the terms and conditions of the award

**Project End Date:** The end date of the project based on the terms and conditions of the award

**Sponsor Name:** The name of the sponsor

**Process COP Option:** Column should display the Process COP option from the Fund Attributes page. The possible values are Complete in PAMS or Upload RAPID COP thru PAMS

The columns displayed in the **Unassociated Expense Accounts** grid are as follows:

**Award Snapshot:** Link to the Award Snapshot in the ORA Portal

**Account and Cost Center:** Any account and/or cost center with any financial activity that PAMS cannot automatically associate to a Closeout Packet

**Managing PI:** Name of the Managing PI from the AC table in OASIS

**Department Code & Name of Account:** Department information associated with the account & cost center on the Account/Fund Table

**Fund Department Code & Name:** Department information associated with the fund on the Fund Table

**Fund PI:** PI Name associated with the fund on the Fund Table

**Process COP Option:** The way in which the closeout packet should be submitted using PAMS

## **Considerations for the Unassociated Expense Accounts Worklist**

An account will appear on the worklist for the cluster associated with the fund department code regardless of the department code of the account.

Example: Account 111112-BB will appear on the worklist for the cluster containing department code 1001 – Royce Hall even if the department code of the account 1000 – Murphy Hall is within another cluster

**Unassociated Expense Accounts**

As of 04/07/2017 11:18:37 AM

Award Snapshot	Fund Number	Account Number	Cost Center	Managing PI	Department Code of Account	Department Name of Account	Fund Department Code	Fund Department Name	Fund PI	Sponsor Name	Sponsor Award #	Project Start Date	Project End Date	Process COP Option
	11111	111112	BB		1000	Murphy Hall	1000	Murphy Hall	Bruin	NIH	5P30 CA09335	01/01/13	12/31/17	Complete COP in PAMS
	22222	111112	BB		1000	Murphy Hall	1001	Royce Hall	Carol	ARTS FOUNDATION	AF0148524	04/01/14	03/31/16	Upload RAPID COP through PAMS
	33333	444441	MM		1000	Murphy Hall	1000	Murphy Hall	Mark	THE PHARMACEUTICAL COMPANY	PC123ZYX	09/01/04	10/31/15	Upload RAPID COP through PAMS
	44444	444441	MM		1000	Murphy Hall	1000	Murphy Hall	Susan	SCIENCE FOUNDATION	SF1Z2A3K	01/01/14	09/30/16	Upload RAPID COP through PAMS
	44444	123456	ST		1000	Murphy Hall	1000	Murphy Hall	Susan	SCIENCE FOUNDATION	SF1Z2A3K	01/01/14	09/30/16	Upload RAPID COP through PAMS

## Page Access

This page is viewable to all department users.