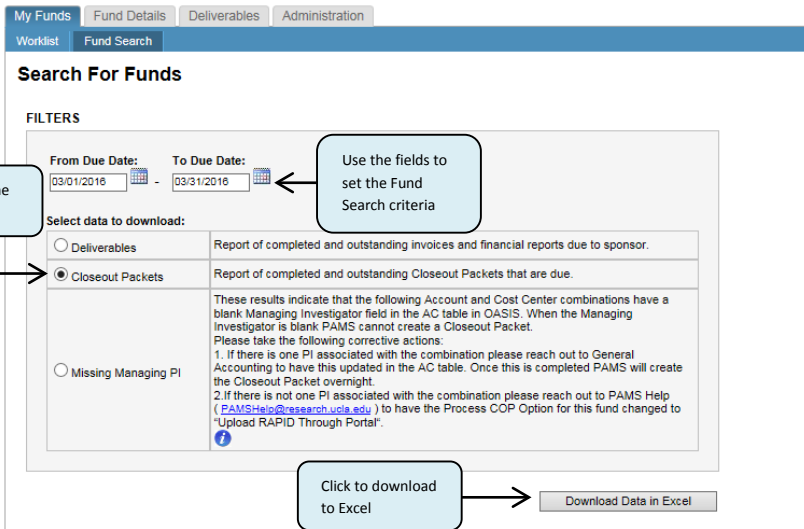


Work07– Fund Search

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Summary

Below are some of the main elements of the Fund Search page:



The screenshot shows the 'Search For Funds' interface. At the top, there are navigation tabs: 'My Funds', 'Fund Details', 'Deliverables', and 'Administration'. Below these is a 'Worklist' tab with 'Fund Search' selected. The main heading is 'Search For Funds'. Underneath is a 'FILTERS' section containing two date pickers: 'From Due Date:' (set to 03/01/2016) and 'To Due Date:' (set to 03/31/2016). A callout box points to these date pickers with the text 'Use the fields to set the Fund Search criteria'. Below the date pickers is a 'Select data to download:' section with three radio button options: 'Deliverables' (with description: 'Report of completed and outstanding invoices and financial reports due to sponsor.'), 'Closeout Packets' (selected, with description: 'Report of completed and outstanding Closeout Packets that are due.'), and 'Missing Managing PI' (with a detailed error message about blank Managing Investigator fields). A callout box points to the 'Closeout Packets' option with the text 'Click to clear the search criteria'. At the bottom right of the filters section is a 'Download Data in Excel' button, with a callout box pointing to it that says 'Click to download to Excel'.

Purpose

The purpose of Worklist Fund Search screen is to allow users to search and filter the funds in their population. A sample screenshot is shown below:

My Funds Fund Details Deliverables Administration

Worklist Fund Search

Search For Funds

FILTERS

From Due Date: 03/01/2016 To Due Date: 03/31/2016

Select data to download:

Deliverables Report of completed and outstanding invoices and financial reports due to sponsor.

Closeout Packets Report of completed and outstanding Closeout Packets that are due.

Missing Managing PI These results indicate that the following Account and Cost Center combinations have a blank Managing Investigator field in the AC table in OASIS. When the Managing Investigator is blank PAMS cannot create a Closeout Packet. Please take the following corrective actions:
 1. If there is one PI associated with the combination please reach out to General Accounting to have this updated in the AC table. Once this is completed PAMS will create the Closeout Packet overnight.
 2. If there is not one PI associated with the combination please reach out to PAMS Help (PAMSHelp@research.ucla.edu) to have the Process COP Option for this fund changed to "Upload RAPID Through Portal".

Download Data in Excel

Screen Group

The Fund Search page is accessed:

1. By clicking the **My Funds** in the top menu (red box, below), and then clicking the **Fund Search** (green box, below):

My Funds Fund Details Deliverables Administration

Worklist Fund Search

Search For Funds

FILTERS

From Due Date: 03/01/2016 To Due Date: 03/31/2016

Select data to download:

Deliverables Report of completed and outstanding invoices and financial reports due to sponsor.

Closeout Packets Report of completed and outstanding Closeout Packets that are due.

Missing Managing PI These results indicate that the following Account and Cost Center combinations have a blank Managing Investigator field in the AC table in OASIS. When the Managing Investigator is blank PAMS cannot create a Closeout Packet. Please take the following corrective actions:
 1. If there is one PI associated with the combination please reach out to General Accounting to have this updated in the AC table. Once this is completed PAMS will create the Closeout Packet overnight.
 2. If there is not one PI associated with the combination please reach out to PAMS Help (PAMSHelp@research.ucla.edu) to have the Process COP Option for this fund changed to "Upload RAPID Through Portal".

Download Data in Excel

Fund Search

The Fund Search screen contains the following fields and features:

Due Date: This allows the user to search by the due date of the deliverable or COP. 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. The default due dates are set to the current calendar month.

Select data to download: These radio buttons allow the user to select the report in which they wish to view

Download Data in Excel: When this button is clicked, an excel will open that contains the report requested

Excel Download:

When the user clicks the **Download Data in Excel** button after filling in the desired filter fields, an excel workbook will open.

Packet Search Results

From Due Date: 03/01/2016
To Due Date: 04/30/2016
As of 03/10/2016

Fund Number	COP Due Date	Status	Sponsor Award #	Dept Owner	EFM Owner	Date Routed to Current Owner	Home PI

If a user filters on items that do not exist, a blank grid will appear. The grid will only show results for the deliverables and closeout packets that the user has access to.

The columns displayed in the **Deliverables** workbook are as follows:

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** workbook are as follows:

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 **Missing Managing PI** workbook are as follows:

Account: Account number

Cost Center: Cost Center

Dept Name: Name of the department assigned to the Account in OASIS

Dept Code: Dept Code assigned to the Account in OASIS

Page Access

This page is viewable to all users that have a worklist.