

1. View Read Only

Current View Read-only process has been enhanced to allow “account-owning” department to effectively communicate with the “home” department prior to completion of Pre Review.

Home Department Options:

- During the normal progression of Pre Review, the Pre Reviewer may come upon an effort form displaying a  icon. This indicates that although this is your employee, there is an account on this form that is owned by another department.

Compliant State University
Reporting Period: 123105

This Effort Form has a K-Award. The K-Award is identified with **K**. Accounts related to K-Award are identified with **sub-k**.

Pre Review Effort Form

Name: Williams, Carter	Employee ID: 124552222	Title: Research Technician, Sr
SubDept: 61570	Division: SC	Title Code: 04

[View Previously Certified Effort Statements](#)

Commitment	Payroll	Accounts	Cost Transfer	Cost Sharing	Total \$	Total %
Sponsored Accounts						
75%	\$8,373.47	75% 61570-350 K LL	\$ 100.00 1%	\$ 0.00 0%	\$8,473.47	76%
15%	\$1,674.68	15% 61570-67920 CA 86438	\$ -100.00 -1%	\$ 0.00 0%	\$1,574.68	14%
90%	\$10,048.15	90%	Total Sponsored Accounts	\$0.00 0%	\$10,048.15	90%
Non-Sponsored Accounts						
	\$1,116.46	10% 24880-2332 EIGHTH FLO	\$ 0.00 0%	\$ 0.00 0%	\$1,116.46	10%
	\$1,116.46	10%	Total Non-Sponsored Accounts	\$0.00 0%	\$1,116.46	10%
	\$11,164.61	100%	Grand Total	\$0.00 0%	\$11,164.61	100%

Notes:
Maximum 796 characters

- By clicking on the icon, the Pre Reviewer can see if any comments have been posted by the “account-owning” department’s Department Coordinator. Any comments posted will assist with the Pre Review process.

Account-owning Department Options:

- Upon log in, the Department Coordinator will see in the Status Box the number of forms from other departments that have charges on accounts owned by the user’s domain – it will be the account-owning department’s responsibility to review these forms and provide any feedback to the home department if any changes are necessary. When the user clicks on the number, the list with all forms will appear in alphabetical order.

Departmental Coordinator
Ford, Michael

You have logged in as a Departmental Coordinator. You have access to the options as specified in the menu on the left side of the screen.

- To view or update your personal profile, click [here](#).
- To view the departments you are in charge of, click [here](#).
- To view a glossary of terms common to the system, click [here](#).

Completion Status: 0% for Current Reporting Period

Total **0 out of 124** forms completed; **124** pending Pre Review; **0** pending Certification; **0** pending Post Review. 0 forms delinquent.

Total 30 forms outside of home department.

	STATUS / MY TO DO		
	Pre Review	Post Review	
	Pending	Pending	Pending Certification
Current Period (083107)	71	0	7
Prior Periods	0	0	0

- When accessed, the Department Coordinator is presented with the account name, the account owning department number and department name. For any account that is owned by your department, Click on the  icon.

Compliant State University Reporting Period: 123107 (07/01/2007 - 12/31/2007)									
Read Only Effort Form									
Name: Liu, Herminine		Employee ID: 674532222			Title: Research Associate				
SubDept: 54240		Division: SC			Title Code: 01				
Payroll	Accounts		Cost Transfer	Cost Sharing	Total \$	Total %			
Sponsored Accounts									
\$6,634.61	54% 61390-63690	GENE PROJ (61390 - Internal Medicine) 	\$0.00	0%	\$0.00	0%	\$6,634.61	54%	
\$6,634.61	54%		Total Sponsored Accounts:	\$0.00	0%	\$0.00	0%	\$6,634.61	54%
Non-Sponsored Accounts									
\$5,749.99	46% 61390-05160	MED GENERA (61390 - Internal Medicine) 	\$0.00	0%	\$0.00	0%	\$5,749.99	46%	
\$5,749.99	46%		Total Non-Sponsored Accounts:	\$0.00	0%	\$0.00	0%	\$5,749.99	46%
\$12,384.60	100%		Grand Total:	\$0.00	0%	\$0.00	0%	\$12,384.60	100%

Exit Form Notify Help

- A Notes box will be available where the user can post approval or comments (undeletable) communication to "Home" Pre Reviewer and submit. Once submitted, the DC from the home department can view the notes and comments for consideration when performing the Pre Review function.

Comments

Account ID: 61390-63690

Account Description: GENE PROJ

Form Home Department: 54240

Account Owning Department: 61390 - Internal Medicine

Comments: