POST-AWARD MANAGEMENT SYSTEM (PAMS) FOR MSOs

Revised September 20, 2016

What is PAMS?
The Post Award Management System (PAMS) is a central web-based system that provides campus administrators with tools to facilitate effective and efficient financial management of sponsored awards from the start to the closing of funds. PAMS displays near real-time data from the financial system in a post award context for fund managers to review, edit, and approve financial activities on-line. PAMS allows fund managers to communicate the status of financial activities and financial deliverables in real time within a single system.

For more information, go to PAMS Homepage

Steps to Approve RAPID Closeout Packets (COPs) in PAMS

1. You will receive an automated email from PAMS once your Fund Manager uploads the COP in PAMS and routes to you for approval.
2. Log into PAMS: https://pams.research.ucla.edu/
3. Click “Fund Details” tab
4. Enter Fund # under “Get Fund” & click Go
5. Default view is “Fund Overview”
6. Click “Fund Balance and Approvals” under “Expenditure Review” in the bottom center of the page
   a. Your name should be listed next to Dept Approver directly below Preparer
7. Click “RAPID COP has been Uploaded” to open and review Excel RAPID COP & Certification page uploaded by Preparer/FM
8. If everything looks good, click on Approve and forward to final Departmental Reviewer Raellen Man.
   a. If not, route back to preparer to correct.

---

Rujanuruks, Catherine

<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:Noreply@research.ucla.edu">Noreply@research.ucla.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent:</td>
<td>Thursday, September 08, 2016 4:46 PM</td>
</tr>
<tr>
<td>To:</td>
<td>Rujanuruks, Catherine</td>
</tr>
<tr>
<td>Subject:</td>
<td>Closeout Packet Action Required: 31048-BRUIN</td>
</tr>
</tbody>
</table>

Dear Catherine,

Closeout packet 31048-BRUIN has been routed to you and requires your action. Please log into PAMS https://pams.research.ucla.edu and take the necessary actions.

This notice has been generated automatically based on the status of Closeout Packets. Please contact PAMS Help if you have any questions.

PAMS Help
PAMSHelp@research.ucla.edu
310-794-0008
## Fund Overview

### Financial Summary

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>Expenditures</th>
<th>Encumbrances &amp; Memo-Liens</th>
<th>GL Balance</th>
<th>Pending GL Posting</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Expenses</td>
<td>$100,000.00</td>
<td>$98,437.00</td>
<td>$0.00</td>
<td>$1,563.00</td>
<td>-</td>
</tr>
<tr>
<td>F&amp;A (10%)</td>
<td>$0.00</td>
<td>$9,043.73</td>
<td>$0.00</td>
<td>($9,043.73)</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$100,000.00</td>
<td>$99,490.73</td>
<td>$0.00</td>
<td>$519.27</td>
<td>-</td>
</tr>
<tr>
<td>11898x</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$519.27</td>
</tr>
<tr>
<td>Total</td>
<td>$100,000.00</td>
<td>$99,490.73</td>
<td>$0.00</td>
<td>$519.27</td>
<td>-</td>
</tr>
</tbody>
</table>

### Expenditure Review

- Fund Balance and Approvals

### Fund Balance and Approvals

**Dept Preparer**: (RUJANURUKS, CATHERINE YEE)
**Dept Approver**: (Bruin, MSO Joseph)
**Dept Approver**: (MNL, RAELLEN GARIFE)

**PI**: BOYLE, NOEL GERARD)
**EFM Preparer**: (WONG, TIFFANI S)
**EFM Approver**: (KIM, MARIA FRANCHE SCA DEL MUNDO)

- [RAPID COP has been Uploaded]