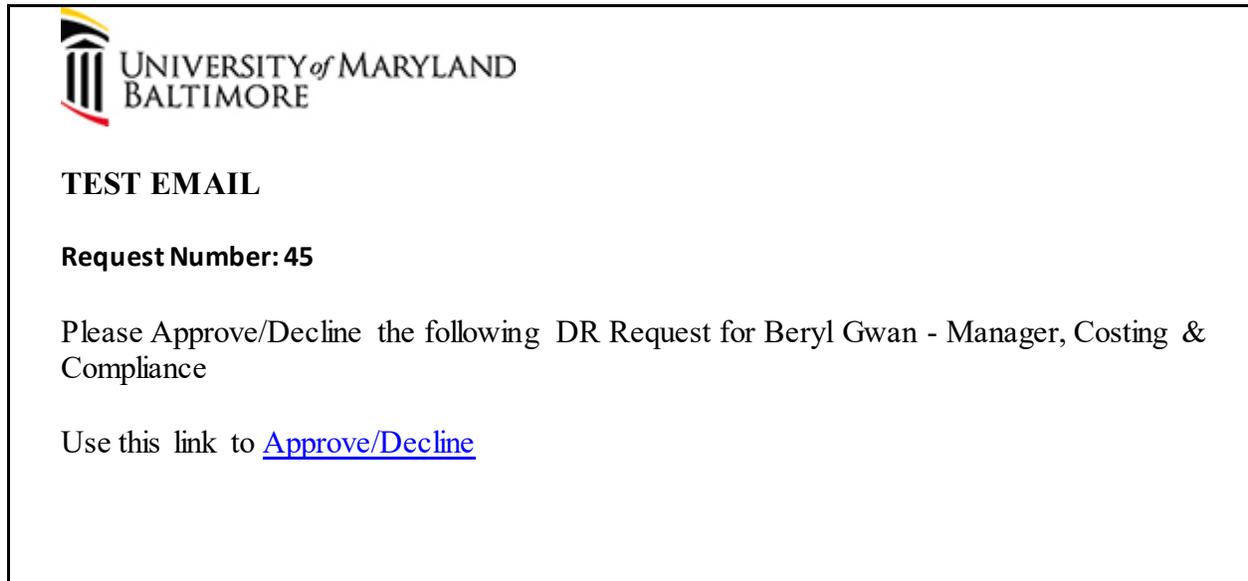


PI Approval cheat sheet:

- **The PI will receive an email with subject line:** Direct Retro PI Approval Needed.
- **The body of the email will be:**



 UNIVERSITY of MARYLAND
BALTIMORE

TEST EMAIL

Request Number: 45

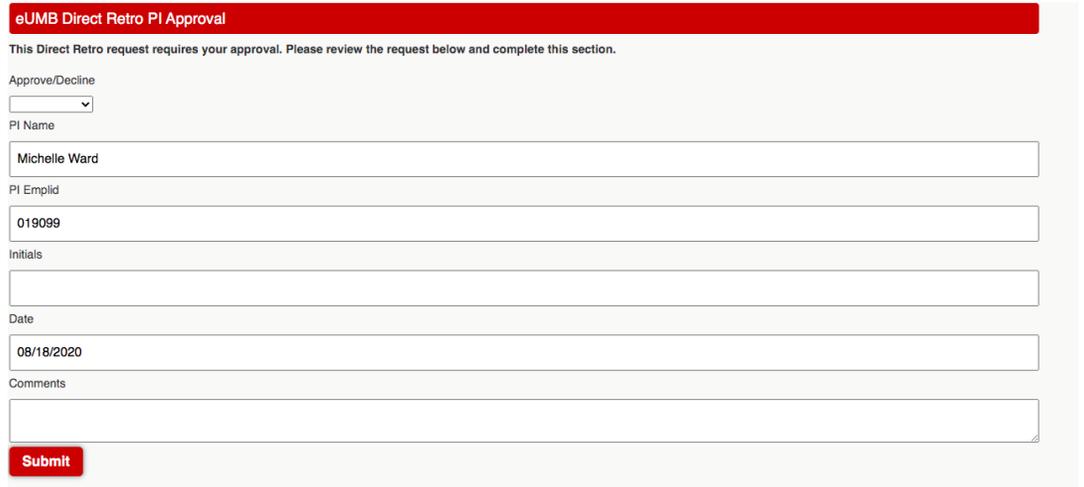
Please Approve/Decline the following DR Request for Beryl Gwan - Manager, Costing & Compliance

Use this link to [Approve/Decline](#)

- **The PI will click on the link [Approve/Decline](#) which will take them to the database. They will use their single sign on to access the form.**

The top part of the screen is where the PI will:

- **Approve/Decline** – select from the dropdown menu
- **Enter their initials** - as proof of review
- **Provide a comment if necessary** – under comments
- **Then submit** – then click submit



eUMB Direct Retro PI Approval

This Direct Retro request requires your approval. Please review the request below and complete this section.

Approve/Decline

PI Name

PI Emplid

Initials

Date

Comments

Submit

The bottom portion provides the details of the request:

- **Request for** – the employee name, Dept. Name, the preparer, the preparer’s email and phone number.
- **Fiscal Year and Pay periods**
- **Credit and Debit Quantum Account Combo and HRMS codes**
- **The explanations for the cost transfer.**
- **Uploaded Documents.**

Request For

Employee Name: **Tracy Nguyen - Accountant I**
 Dept Name: **Spon Proj Acctng & Compliance**
 Prepared By: **Michelle Ward**
 Preparer Email: **michelle.ward@umaryland.edu**
 Preparer Phone: **410 706 2904**

Fiscal Year and Pay Periods

Fiscal Year	2020		
From Pay Period(FY-PP)	20-14	To Pay Period(FY-PP)	20-26

Use **Period XX-27** for dates after period end date of XX-26 thru 06/30/XX

Archived - Is there an effort form related to this request and is it archived? You will be able to upload archived letters later in this form.
 Answer: **No**

Certified - Is there a certified effort form related to this request?
 Answer: **No**

Certifier Employed - Is certifier active employer?
 Answer: **Yes**

Credit Quantum Account Combo and HRMS Code

NONSPON (From):

HRMS Combo Code	Source	Org	Function	Purpose
N/A				

SPON (From):

HRMS Combo Code	Org	Proj ID	Award Funding Source	Funding Type	Purpose
5000004736	09106000	10022313	EXT	345-C&G State & Local Federal Prime	

Debit Quantum Account Combo and HRMS Code

NONSPON (To):

All cost transfers must include an explanation. This explanation should address the following three questions:

1. Why the chartstring being charged is appropriate.*

abc

2. How the amount being transferred was determined.*

xyz

3. Why the charging was not correct on the original posting. An explanation merely stating that the transfer was made "to correct error" or "to transfer to correct project" is not sufficient.*

123

Enter Debit Account Combo Owner who will approve this request (Enter name below)*

Chris Raab - Manager, Web Development (25530031)

Debit Account Combo Owner Department

CITS Operations

Additional Approval - For Transfers Over 90 Days From Original Transaction

Reason over 90 days late:

789 test

PI Certification - enter PI name below (enter last name or first name and last name or emplid)

Michelle Ward - Dir, Sponsored Proj Acctg & Co (91850089)

Comments

Request Comments: testing to see PI approval screen

Uploaded Files:

Uploaded Documents

DR - workflow chart.docx

- Once submitted they will get the following message.

eUMB Direct Retro

eUMB Direct Retro Form

Thank you. Your response was received successfully.