Getting Started

UMS User’s Guide

Department of Pediatrics
University of Utah Health Sciences Center
Getting Started

Logging on to Citrix
- Go to the Peds Intranet site and click on hyperlinks
- Click on “Applications Portal”.
- Log on with your uNID and Network password.

Logging on to UMS
- Once logged on to Citrix, click on the UMS tab
- Click the UMS icon
- Log in with your uNID. Your initial password is also your uNID.

Changing your password
- Once logged in to UMS, go to “Edit”, then “Password”.
- Enter your current password.
- Enter your new password twice.
- If you forget your password, email Adam Faler to have it reset.

Setting up your default settings
- Go to “Edit”, then “Your Defaults and Properties”.
- Enter the information on the different tabs to streamline UMS for you.
  - Addresses: At a minimum, set up a default contact address.
  - Freight: Ignore.
  - Miscellaneous: Select the options you would like.
    - Click “Default documents to “route back to creator”.
  - Invoicing: Ignore.
  - Affiliate: Set to UTAH.
  - Sales Tax: Ignore.
  - Personnel Funding: Ignore.
  - Colors: Pick your favorite color scheme.
  - Suggestions: Please email any suggestions to Adam Faler.

You are now ready to use UMS!
Entering a Procurement Document

In UMS, campus orders, limited purchase orders, payment requests, purchase card transactions and purchase requisitions are all called Procurement Documents.

Open a new procurement document

- Go to “Procurement”, then “Procurement Input”.
- The last document viewed will appear.
- Click on “Add”
  - If the transaction is re-occurring or similar to previous procurements, it is extremely helpful and time saving to “Add”, “Base on Current” at this stage.
- Select type of procurement document
  - Campus Order: For purchases made within the University (Bookstore, Printing Services)
  - Payment Request (formerly Check Request): For purchases made to vendors. Accounts Payable will send a check.
  - Facilities and Eng Request: NA
  - L.P. Check: Limited use. This can be used for some purchases under $1,000 that need to be paid in less than two weeks.
  - Limited P.O.: For payments to outside vendors. Often used for orders placed over the phone.
  - Misc. Transaction: Federal Express, Mailing Bureau, Library charges, Telecommunications etc.
  - Purchase Card: Print out receipt for binder.
  - Purchase Requisition: For large purchases, advertising, and blanket purchase orders.

Enter information

- Reference number and date will fill in automatically.
  - Edit if necessary. Always ensure date in UMS matches date of transaction in CIS management reports for reconciliation purposes. Match reference number in UMS to reference number in CIS management reports when possible and use consistent numbering when reference number is created (this makes it easier to search and find related transactions).
- Fill in the following fields
Main screen and Purchase Items tab
- Vendor (required): If your vendor is not listed, email UMS Division contact to have it added.
- Order/Inv number (optional): This will print on the check stub.
- Organization (required): Division.
- Person Resp. (required): Select the name of the person responsible for the chart field to which the procurement is being charged (usually PI).
- Memo (required): Shows on the financial statements.
- Add Item (required): Item(s) being purchased.
  - Description, Quantity, $/Unit (required)
- Add Funding (required):
  - Center (required): Activity or project to be charged.
  - COA (Chart of Account) Obj (required): Account code for type of purchase.
  - Tags (required*)
    - Used for tracking purposes.

Addresses tab (required)
- Click “Your Defaults” button to load in your address.
- If you have not set up a default contact address, enter that information manually.

Approvals tab (division specific)
- Add any other users that should review document.
- Make sure that “Route the document back to the creator upon approval” is checked.

Routing tab (if applicable)

Notes tab (if applicable)
- Notes that print on the form (required): Include any information that the vendor or Accounts Payable needs to know. For business meals include number of people, names of people (if <10), date and location of meal, detailed purpose of meal.
- Attachments (optional): List paper attachments that go with the procurement document.
- Notes for internal use (required)
List any problems or comments associated with purchase. These notes will be visible to everyone with access to the document.

Date stamp (required) when creating or editing procurement document.

- More tab (some items required)
  - Vendors tab (ignore)
  - Mission Codes tab (required)
    - Choose one of the universal mission codes
      - Clinical
      - Education
      - Research
      - Service
      - Unallocated
      - Recruitment
  - Attachments tab (mostly required): Attach electronic documents to the record: PDF, Word and Excel files.
    - Use lowest quality/dpi that is viewable to save storage space.
    - Backup should include copy of original source documents and include date, amount, description and approval (if applicable). Delete duplicates.
    - No backup is needed for some hospital/other charges, including: division postage, interest charges, F+A. (Ask your Manager or Financial Analyst if you are unsure)
  - Links tab (optional): Link to other related UMS documents.
- Click “Save and Close”.

Travel Procurement

Travel procurement entry is similar to other procurement. Some things to remember when entering travel procurement:

- Create Travel Procurement document in UMS when Travel # is generated through travel office. Add expenses (and applicable backup) as they occur to aid in timely UMS reconciliation.
• “Ref Num” is auto generated. Make sure that you modify to match reference number generated by travel. (Example: TR00176423)
• “Vendor”: usually “Travel Office University on-site”
• “Traveler”: manually enter in field if not available on drop-down menu.
• “Travel Items” tab:
  o “Add Item”: all travel costs (whether paid through the travel office or not) should be entered on one line in this field.
  o “Add Funding”: only charges that hit the CIS management reports should be entered here and they should be entered as they appear on the “Trip Report” (document available through the Travel Office) under “Payments.” These are the items and amounts that are reconciled in management reports. Usually the two (Item and Funding) totals will balance, but not always.
• Travel Backup
  Include only:
  • final “Trip Report”
  • “Final Reimbursement” (with applicable backup)
  • “Early Reimbursement” (if applicable)
  • Remember to always use lowest quality/dpi that is viewable to save storage space. DO NOT duplicate backup or include unnecessary information.

Approval and Submission Process

After you have saved and closed the procurement document, it enters the approval process.
• Goes to the inbox of any user added to the routing list.
• Approved and rejected documents returned to your inbox.
  ▪ Rejected documents: check the notes, make corrections, and resubmit.
    • Approved documents: print out, attach supporting documentation, and obtain required signatures.
      o Division specific on who prints out document for signature.
Locating Procurement Documents

- Go to “Procurement”, then “Procurement Input”.
- The last document viewed will appear.
- Click on “Filter”
  - Clear old search criteria by clicking “Reset”.
  - Select search criteria.
  - Click “Create Data Set”.
- All items that match your criteria will appear in a box.
  - Click once on a line to browse the items. The procurement screen will be behind the search results box.
  - Double-click to select an item and close the search box.
- If you need to make changes, click “Edit”.
- If you need to create a new document based on the current document, click the ▼ next to the “Add” button.