New DMS Budget/Invoice/Work Order Reference Guide

Budgets

1. Click on 'Budgets' tab
2. Click 'View'
3. Use drop-down list to choose Building Budget you would like to review
4. Note that the projects are listed in alphabetical order. You may sort in other ways by clicking on the column headings
5. The 'Budget' column indicates the original budget amount. It will indicate '$0.00' if the project was created sometime during the year
6. 'The 'Available Amt' column indicates the remaining balance in that project account (original budget +/- funding transfers and invoices paid)
7. Click on Project Name to review information about the Project Budget (FAS#, budget, amount available, description, 33 digit account, funding and approvals)
8. Click on 'Available Amt' to see invoices paid and fund transfers against this project account
9. Note that all detailed data from Paradox may not have transferred over to the new System, though the project account balance should be correct

FY12 Working Budget (for annual routine maintenance budget accounts only – Remember to use Optima for all project requests)

1. Click on 'Budgets' tab
2. Click on 'Future Inactive Budgets'
3. Click on 'FY12 Working Budget'
4. Use drop-down menu to choose building budget you would like to work on
5. Click on project name to update data into appropriate fields (Bolded fields are required)
6. Create new projects by choosing 'Create New Project' in drop-down menu and click 'Go'
7. Enter all data into appropriate fields (Bolded fields are required)
8. Delete projects by selecting appropriate project and choosing 'Delete Selected Projects' and click 'Go'

Invoice Payment Process

1. Click on 'Invoices' tab
2. Click on 'Create New Invoice'
3. Enter all data from invoice into appropriate field (Bolded fields are required)
4. Assign funding account in 'Project Information' section. You may split fund the invoice by clicking on 'Add Another Project to Invoice'
5. Click 'Save'
6. Add additional invoices using above steps

When ready to submit a Field Batch to Michelle

1. Click on 'Invoices'
2. Check off all invoices that you would like to batch and submit to Michelle
3. Choose 'Submit all Invoices for Approval' from the drop-down menu
4. Click 'Go'
5. Click 'OK' in pop-up window asking 'Submit all unapproved invoices for approval?'
6. Either click on 'View Coversheets' button at bottom of screen, or click where indicated in green update box at top (‘1 Invoice has been submitted for approval. Click here to view and print the coversheet’)
7. Print Batch Coversheet and submit to Michelle as usual

Projects

1. Click on 'Projects' tab
2. Click on 'Create New Project'
3. Enter all data into appropriate fields (Bolded fields are required)
4. Unless requesting Contingency Funds (in which case leave Funding Information blank), assign project account in 'Funding Information' section. You may split fund the project by clicking on 'Add Another Funding Project'
5. Click 'Save'
6. You can check status of request and review past request by choosing 'Show my Projects' in the drop-down menu

Redistributions

1. Click on 'Projects' tab
2. Click on 'Redistribute Funds'
3. Enter all data into appropriate fields (Bolded fields are required)
4. Click 'Save'
5. You can check status of request and review past request by choosing 'Show my Redistributions' in the drop-down menu