

Departmental Management System, DMS, is a commitment accounting system that provides the capability to more efficiently answer “How much do I have available to spend?” A key objective of the system is to leverage electronic processing and workflow to automate encumbrance creation and reconcile those encumbrances.

Encumbrances represent outstanding commitments where a central process has been initiated to expend funds but expenses have not yet been recorded in the general ledger, or where future expenditure is known or proposed but central process has not been initiated.

DMS is designed to **streamline departmental review of GL transactions** by providing a central portal for viewing transactions and completing monthly ledger signoff. It is intended to make your analysis of transactions more efficient by highlighting “**exception scenarios**,” i.e. instances where an actual did not match an encumbrance in DMS.

DMS Web-Application – <https://webapp.mis.vanderbilt.edu/eve>



① Transaction Review

- Central portal for viewing transactions, navigating to related details and supporting documentation where available, and completing monthly ledger sign off
- Designed to streamline your departmental review of general ledger (GL) transactions by highlighting “exception” scenarios where an actual does not match and encumbrance in DMS
- Automated reconciliation of system generated and manual encumbrances using GL transaction data

② Budget

- View and maintain project budgets at the center/account level
- Maintain budget end dates at the center level
- Automated update of center/account level budgets with general ledger budget data

③ Labor Encumbrances

- System generated labor encumbrances of committed personnel actions of transactions as created in HR Peoplesoft
- Labor encumbered at the pay period level
- Automated update as changes are processed in ePAC
- Capability to input manual encumbrances for Labor transactions such as those processed via an Additional Pay Form

④ Non Labor & Other Encumbrances

- System generated encumbrances of procurement transactions as created in APPO Peoplesoft
- Capability to input manual encumbrances for Non Labor & Other transactions such as travel, check requests, and animal care per diem

⑤ Business Objects Reporting (DMS Universe)

- Links to Business Objects InfoView–<https://prodreports3.mis.vanderbilt.edu> Login with VUNetID, ePassword. Authentication - select **Windows AD**.
- Categories View is recommended to locate reports (Folders View is the typical default for InfoView). PDF is preferred format for printing. Options exist to download to Excel, PDF, or CSV. Report Categories are:
 - **Center Remaining Balance** (includes Center Trend and Status Summary reports)
 - **Effort** (includes I275, Salary, and Effort reports)
 - **Encumbrance Management** (includes Outstanding Encumbrances, Encumbrance Detail, Encumbrance Notifications, and DMS Stipend End Date reports)
 - **Forecasting** (includes reports from Planned features in DMS)
 - **Transaction Review** (includes printer friendly Summary and Worklist Transaction Review reports and Archive Transactions reports)

Current Departmental Function	DMS Privilege Recommendations
Departmental Administrator, Administrative Officer, or Business Officer	Encumbrance Departmental Administrator and Transaction Review Verification
Initiates labor transactions (e.g. position and job changes)	Encumbrance Initiator (with labor attribute)
Initiates non labor transactions (e.g. purchase orders, check requests, travel)	Encumbrance Initiator (with non labor attribute)
Manages center budgets	Encumbrance Initiator (with budget attribute)
Reviews monthly ledger transactions (labor only)	DMS Labor Transactions Reviewer
Reviews monthly ledger transactions (non labor only)	DMS Non Labor Transactions Reviewer
Reviews monthly ledger transactions (revenue and balance sheet only)	DMS Revenue & Balance Sheet Transactions Reviewer
Signs off on month ledger review at the center/account period level	Transaction Review Verification
Generates financial status reports for faculty	(1) Assignment in DMS universe, (2) Transaction Review Verification, eDog Viewer and/or Waldo