



**DEPARTMENTAL MANAGEMENT
ACCOUNTING SYSTEM
(DMAS)
TRAINING MANUAL**

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Table of Contents

Table of Contents	2
Introduction	3
Goals and Objectives	3
DMAS vs. FRS	4
Sign On	5
DMAS Main Menu	6
Account Menu	7
Account Summary	8
Open Commitments	10
Account Transactions	11
Department Menu	13
Purchasing Menu	14
Soft Encumbrances	15
Enter Soft Encumbrances	15
View/Delete Soft Encumbrances	15
Sponsored Award Menu	16
Report Distribution System	17
Controller's Office	19

Introduction

How to view account summaries for subsidiary and general ledger accounts, account transactions by month for more than a decade, account detail for a specific sub-object, purchase orders, invoices and create Soft Encumbrances. All this and more will be covered in our training session along with this manual.

The purpose of this manual is to aid departmental administrators in understanding and utilizing the Departmental Management Accounting System (DMAS). DMAS is in part the web version of the University's Financial Records System (FRS). **The system is updated real time and the same USER ID and PASSWORD is used for DMAS as for FRS.** The system currently contains 15 years (1995 – 2009) of summary and detail transaction history. The web address is <https://dmas.ir.miami.edu/DMAS/signon.asp>.

Goals and Objectives

The goal of the session is to help participants develop or enhance their skills in utilizing DMAS as a management tool.


Objectives – By completion of this session, participants will be able to:

- List and describe the various DMAS menus.
- Demonstrate appropriate use of the various DMAS menus.
- Outline a plan to apply DMAS screens to assist in the management function of their departments such as account reconciliation, transactions – audit trails, downloads, projections, forecasts and comparative analysis.

DMAS vs. FRS

DMAS	FRS
Real Time Balances	Real Time Balances
WEB based application	PIDMS based application
10 + fiscal years of account summary	Two year account summary
10 + fiscal years of account detail by month	One month account detail
Sponsored accounts end date calendar	Browse screen for sponsored awards ended
Viewing capabilities of documents: purchase orders, requisitions, invoices, check information and imaged DEGA transactions (i.e. check requisitions and Business Expense Reimbursement Forms – BERF’s).	Limited viewing capabilities of purchase orders, requisitions, invoices and check information.
Ability to enter and view Soft Encumbrances.	No Soft Encumbrance Capabilities.

Sign On

		Signon		
Search	Calendar	Directory	News	UM Home

Please be advised that PIDMS and TIDMS are reserved on Sundays for maintenance. If you find you will need to use PIDMS or TIDMS on a Sunday please call the scheduler at 284-3691 no later than Thursday. Thank you for your cooperation.

Enter your IDMS User ID and Keyword.

User ID:	<input type="text"/>
Keyword:	<input type="text"/>
<input type="button" value="Signon"/>	

The information available through this system is the sole property of the University of Miami. All information obtained will be kept confidential, and may not be modified, copied, disclosed, or made available to others without prior written consent from the [Data Custodian](#) responsible for that information.

Problems with this page? Email [Information Technology](#).
Problems signing on?
Call Security & Control at (305) 284-5992.
Need access? Click [here](#).

Access and information contained within are protected by [UM Policy](#) and applicable laws.

DMAS sign-on screen: Type your USER ID and KEYWORD (password) and press <ENTER> or click SIGNON.

The USER ID and Keyword are the same as for FRS. Also the Keyword will not appear on the screen. For security access to FRS and DMAS see the Controller's web site at www.miami.edu/controller under Forms selection.

NOTE: Access to Business Systems

Access to FRS and DMAS is requested separately from Purchasing, Human Resources, Sponsored Programs Systems, Report Distribution System (RDS), etc. For each subsystem, you must contact the appropriate data custodian. Please visit the appropriate web sites for more information on access to the particular system you need.

DMAS Main Menu

		<i>DMAS Main Menu</i>		
Search	Calendar	Directory	News	UM Home


Accounts	Sponsored Awards
Departments	Responsible Person
Purchasing	IDR
Report Distribution	Controller's Office
Soft Encumbrances	FRS Bulletin Board
Electronic Signatures	Sponsored Billing
Alternative Funding	Accounts Payable
Change Password	Logoff

[Account Menu](#)	[Sponsored Award Menu](#)	[Sponsored Billing Menu](#)	[Department Menu](#)	[Responsible Person Menu](#)
[IDR Menu](#)	[Purchasing Menu](#)	[Soft Encumbrance Menu](#)	[Electronic Signatures](#)	[Accounts Payable](#)
[Alternative Funding Menu](#)	[Main Menu](#)	[Logoff](#)		

DMAS Main Menu: Allows you to access the menus listed above to provide you with specific account, departmental, purchasing, on-line interdepartmental requisitions, soft encumbrances, and sponsored program information by placing the pointer on the menu you wish to access and clicking the mouse. As you choose from the different menus, you will be able to access various options within the menus.

Please visit the Controller's web site for accounting information such as Batch References, Sub-Object Code Listings for Revenues and Expenses, Policies and Procedures and Access Forms, Account Create Forms, etc.

Account Menu

					<h2>Account Menu</h2>				
Search		Calendar		Directory		News		UM Home	

Reports by Account Number

1. Enter Account Number: <input type="text"/> and Fiscal Year: 2008	2. Click on report desired:										
	<table border="1"><tr><td>Account Summary</td></tr><tr><td>Open Commitments</td></tr><tr><td>Soft Encumbrances</td></tr><tr><td>Account Attributes</td></tr><tr><td>Account Transactions by Month</td></tr><tr><td>Revenues & Expense Summary (1 line)</td></tr><tr><td>Revenues & Expense Summary (Categories)</td></tr><tr><td>Sponsored Accounts Summarized by Sponsored Budget Categories</td></tr><tr><td>Revenues & Expense Summary (Med School Aggregation)</td></tr><tr><td>Sponsored Award Images</td></tr></table>	Account Summary	Open Commitments	Soft Encumbrances	Account Attributes	Account Transactions by Month	Revenues & Expense Summary (1 line)	Revenues & Expense Summary (Categories)	Sponsored Accounts Summarized by Sponsored Budget Categories	Revenues & Expense Summary (Med School Aggregation)	Sponsored Award Images
Account Summary											
Open Commitments											
Soft Encumbrances											
Account Attributes											
Account Transactions by Month											
Revenues & Expense Summary (1 line)											
Revenues & Expense Summary (Categories)											
Sponsored Accounts Summarized by Sponsored Budget Categories											
Revenues & Expense Summary (Med School Aggregation)											
Sponsored Award Images											

Reports by Account/SubObject:

1. Enter Account Number: <input type="text"/> Sub-Object: <input type="text"/> and Fiscal Year: 2008	2. Click on report desired:	
	<table border="1"><tr><td>Account Detail</td></tr></table>	Account Detail
Account Detail		

| [Account Menu](#) | [Sponsored Award Menu](#) | [Sponsored Billing Menu](#) | [Department Menu](#) | [Responsible Person Menu](#) | [IDR Menu](#) | [Purchasing Menu](#) | [Soft Encumbrance Menu](#) | [Electronic Signatures](#) | [Accounts Payable](#) | [Alternative Funding Menu](#) | [Main Menu](#) | [Logoff](#) |

Under this menu you can obtain information using the account number and selecting the fiscal year. You can presently view 14 years of account history and detail information. General ledger and subsidiary ledger accounts are available for viewing in the account menus. *Note: The system defaults to current year*

Subsidiary Ledger (SL) Accounts – record budgets, actual revenues and expenses, commitments or encumbrances. General Ledger (GL) Accounts – record assets, liabilities and fund balances.

Account Summary

Account Summary for 162346 (FY 2008)

TEST ACCOUNT

Responsible Person	Status	Associated GL
Mr. Smith	Open	012346
Department / Sub-Department		
43001-00: OFFICE OF THE CONTROLLER		

						1995	1996	1997	1998	1999
2000	2001	2002	2003	2004	2005	2006	2007	2008		

[Click here](#) to download this information to a spreadsheet.

Subcode	Description	Budget	Actual	Encumbrance	Soft Encumbrance	Balance
1201	PROF&ADMIN PAYROLL	92,622.72	77,185.60	15,437.12	0.00	0.00
1301	NONEXMPT STAFF PAYRO	75,951.00	58,405.95	4,865.23	0.00	12,679.82
1309	NONEX STF-O/T:F/T&P/	0.00	922.42	0.00	0.00	-922.42
1521	HOURLYSTUD/CWS PAYR.	4,000.00	2,848.28	520.00	0.00	631.72
2015	CFB-ADM/STAFF/OTHER	61,529.38	49,962.28	7,410.34	0.00	4,156.76
3218	CLERICAL SUPPLIES	2,200.00	254.15	0.00	0.00	1,945.85
3225	TECHNICAL SUPPLIES	0.00	267.63	0.00	0.00	-267.63
3611	EMPL.DOMEST.TRAVEL	3,000.00	1,665.67	0.00	0.00	1,334.33
3621	GDS/SRVCES PRSNL USE	200.00	0.00	0.00	0.00	200.00
3625	ENTERTAIN-OTHER	0.00	46.59	0.00	0.00	-46.59
3711	HOSP. OUT-PATIENT	0.00	0.00	0.00	0.00	0.00
3721	FREIGHT	0.00	0.00	80.00	0.00	-80.00
3748	MISCELLANEOUS EXP.	500.00	0.00	0.00	0.00	500.00
3811	OTHER OUTSIDE SVCS.	0.00	0.00	410.00	0.00	-410.00
3814	POSTAGE	0.00	2.08	0.00	0.00	-2.08
3851	MONTHLY-DATA CIRCUIT	4,200.00	4,565.71	357.20	0.00	-722.91
3852	MONTHLY-LINES & SETS	5,150.00	4,391.35	388.25	0.00	370.40
3855	LONG DISTANCE CHARGE	0.00	104.55	0.00	0.00	-104.55
3856	ONE-TIME VOICE LABOR	0.00	180.25	0.00	0.00	-180.25
3857	ONE-TIME DATA LABOR	0.00	647.85	0.00	0.00	-647.85

Account Summary

3858	MONTHLY-VOICE MAIL	500.00	453.20	41.20	0.00	5.60
3877	MOBILE PHONES	4,560.00	2,474.53	0.00	0.00	2,085.47
4111	COMPSVCS-UM-INFSYS	0.00	50,046.27	0.00	0.00	-50,046.27
4210	UM TEMP SVCS NON-SPO	0.00	379.86	0.00	0.00	-379.86
4232	PHOTO I.D. SERVICES	0.00	15.50	0.00	0.00	-15.50
4313	DUPLICATING SERVICES	3,000.00	2,873.64	0.00	0.00	126.36
Totals:		257,413.10	257,693.36	29,509.34	0.00	-29,789.60

Enter new account number: 162346 and/or Fiscal Year: 2008

- | [Account Summary](#) | [Open Commitments](#) | [Soft Encumbrances](#) | [Account Attributes](#) | [Account Transactions by Month*](#) |
- | [Sponsored Award Images](#) | [Revenues & Expense Summary \(1 line\)](#) | [Revenues & Expense Summary \(Categories\)](#) |
- | [Revenues & Expense Summary \(Med School Aggregation\)](#) |

|  [View Image of Account Create Form](#) |

* Accounts with a large number of transactions may be slow in loading, and may even be inaccessible during peak hours.

- | [Account Menu](#) | [Sponsored Award Menu](#) | [Sponsored Billing Menu](#) | [Department Menu](#) | [Responsible Person Menu](#) |
- | [IDR Menu](#) | [Purchasing Menu](#) | [Soft Encumbrance Menu](#) | [Electronic Signatures](#) | [Accounts Payable](#) |
- | [Alternative Funding Menu](#) | [Main Menu](#) | [Logoff](#) |


The columns above show sub-object code and description, budget amount, actual amount, encumbrances, soft encumbrances and the account balance (by sub-object and in total at the bottom). The summary information is available for the years displayed. If you want to see a detail history for a specific object code, click on the object code, and the system will take you to the account detail screen. You can select to see the current information or any detail within the years displayed.

Open Commitments

Open Commitments for 162346 (FY 2005) TEST ACCOUNT

Subcode	Description/Vendor	Date	Document	Original	Liquidated	Adjustments	Current
1201		06/01/04	1743316	37,421.28	31,184.40	0.00	6,236.88
1201		06/01/04	1969575	55,201.44	46,001.20	0.00	9,200.24
1301		06/01/04	6859794	21,399.60	17,360.69	1,744.35	2,294.56
1301		06/01/04	7632766	24,049.80	19,613.37	1,865.76	2,570.67
1521		03/31/05	0177341	650.00	0.00	130.00	520.00
2015		06/01/04	1743316	13,658.76	11,382.30	0.00	2,276.46
2015		06/01/04	1969575	20,148.52	16,790.40	0.04	3,358.08
2015		06/01/04	6859794	7,810.85	6,336.65	636.69	837.51
2015		06/01/04	7632766	8,778.17	7,158.88	681.00	938.29
3721	TRAIL AUTO TAG AGENC	06/01/04	R124752	80.00	0.00	0.00	80.00
3811	FURNITURE SYSTEMS PL	06/01/04	P762858	410.00	0.00	0.00	410.00
3851	ENCUMBRANCE	03/31/05	JEK0013	1,234.86	0.00	1,234.86	0.00
3851	ENCUMBRANCE	04/30/05	JEL0013	357.20	0.00	0.00	357.20
3852	ENCUMBRANCE	03/31/05	JEK0013	776.50	0.00	776.50	0.00
3852	ENCUMBRANCE	04/30/05	JEL0013	388.25	0.00	0.00	388.25
3858	ENCUMBRANCE	03/31/05	JEK0013	82.40	0.00	82.40	0.00
3858	ENCUMBRANCE	04/30/05	JEL0013	41.20	0.00	0.00	41.20
Totals:				192,488.83	155,827.89	7,151.60	29,509.34

Enter new account number: 162346 and/or Fiscal Year:

- | [Account Summary](#) | [Open Commitments](#) | [Soft Encumbrances](#) | [Account Attributes](#) | [Account Transactions by Month*](#) |
- | [Sponsored Award Images](#) | [Revenues & Expense Summary \(1 line\)](#) | [Revenues & Expense Summary \(Categories\)](#) |
- | [Revenues & Expense Summary \(Med School Aggregation\)](#) |
- |  [View Image of Account Create Form](#) |

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This screen allows you to view the open commitments for your account displaying the original encumbrance, any liquidations and/or adjustments to encumbrances, and the current balance. You can also view purchase order data.

Click on the purchase order number under the document column heading to view the purchase order on-line. You can view account detail by clicking on the sub-code. **Note: You need access to the Purchasing system to be able to view the purchase order on-line. Access to FRS allows you to view the account and its commitments. Access to Purchasing allows you to view detail on the purchase order.**

Account Transactions

Account Transactions for 162346 (FY 2005)

Processing Month: 04

TEST ACCOUNT

Responsible Person	Status	Associated GL
Mr. Smith	Open	012346
Department / Sub-Department		
43001-00: OFFICE OF THE CONTROLLER		


1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
2000	2001	2002	2003	2004	2005					

JUN (06)	JUL (07)	AUG (08)	SEP (09)	OCT (10)	NOV (11)
DEC (12)	JAN (01)	FEB (02)	MAR (03)	APR (04)	MAY (05)

[Click here](#) to download this information to a spreadsheet.


Sub Object	TC	Description	Date	Ref 1	Ref 2	Batch #	Offset Account	Ind	Amount	
3225	060	DELL 1700 LASER PRIN	04/26/05	709016	APR-05	BMS621	161687-3879		262.63	
3225	060	6' USB CALBE	04/26/05	709016	APR-05	BMS621	161687-3879		5.00	
3851	050	REVERSALS	03/31/05	JEK0013		CTXR34		C	-	1,234.86
3851	050	ENCUMBRANCE	04/30/05	JEL0013		CTXA91		D	357.20	
3851	069	MONTHLY-DATA CIRCUIT	04/30/05	JEL0013		CTXA92		N	357.20	
3852	050	REVERSALS	03/31/05	JEK0013		CTXR34		C	-776.50	
3852	050	ENCUMBRANCE	04/30/05	JEL0013		CTXA91		D	388.25	
3852	069	MONTHLY-LINES & SETS	04/30/05	JEL0013		CTXA92		N	388.25	
3855	061	CONTROLLER'S	03/31/05	JEK0030		CTXB63	110810-3855	N	13.14	
3858	050	REVERSALS	03/31/05	JEK0013		CTXR34		C	-82.40	
3858	050	ENCUMBRANCE	04/30/05	JEL0013		CTXA91		D	41.20	

Account Transactions

3858	06	MONTHLY-VOICE MAIL	04/30/05	JEL0013		CTXA92		N	41.20	
3877	06	NEXTEL COMMUNICATION	04/11/05	P051715	357458416-037	APD615	011307-2100	F	179.37	
4111	06	COMPUTER SVC6130A	04/20/05	JEL0009		BILA47	110029-4111	N	4,064.25	
4313	06	DUPLICATING 13349	04/25/05		0000000	DUPA19		N	222.00	
4313	06	DUPLICATING 13349	04/25/05		01061 0	DUPA19		N	159.15	
4313	06	DUPLICATING 13349	04/25/05		0157510	DUPA19		N	272.49	
Total Budget (02X):									0.00	
Total Actual (03X, 04X, 06X):									5,964.68	
Original Encumbrance and Adjustments (05X):									-1,307.11	

Your security profile allows you to view salary information. [Include Salary Information.](#)

Enter new account number: 162346 **and/or Fiscal Year:**


- | [Account Summary](#) | [Open Commitments](#) | [Soft Encumbrances](#) | [Account Attributes](#) | [Account Transactions by Month*](#) |
- | [Sponsored Award Images](#) | [Revenues & Expense Summary \(1 line\)](#) | [Revenues & Expense Summary \(Categories\)](#) |
- | [Revenues & Expense Summary \(Med School Aggregation\)](#) |
- |  [View Image of Account Create Form](#) |

* Accounts with a large number of transactions may be slow in loading, and may even be inaccessible during peak hours.

- | [Account Menu](#) | [Sponsored Award Menu](#) | [Sponsored Billing Menu](#) | [Department Menu](#) | [Responsible Person Menu](#) |
- | [IDR Menu](#) | [Purchasing Menu](#) | [Soft Encumbrance Menu](#) | [Electronic Signatures](#) | [Accounts Payable](#) |
- | [Alternative Funding Menu](#) | [Main Menu](#) | [Logoff](#) |

Note: The user has the ability to download the account information onto an Excel spreadsheet from this menu. This is available in the Account Menu for Account Summary, Account Attributes and the Revenue & Expense summaries. Also account detail is available for GL and SL accounts. **In addition, the user may view the imaged check requisition, BERF and invoice if there is a barrel next to the transaction amount.**

Department Menu

		Department Menu		
Search	Calendar	Directory	News	UM Home
Sub-Department				
<p>1. Select desired Sub-Department and Fiscal Year</p> <p>OFFICE OF THE CONTROLLER (43001-00) <input type="button" value="v"/> Fiscal Year: 2008</p> <p>Filter by first letter of name: Clear A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> <p style="text-align: center;">- or -</p> <p>Type any part of name or number to filter:</p> <p><input type="text"/> <input type="checkbox"/> Case-sensitive</p> <p style="text-align: center;">Sort: Numeric Alpha </p>				
2. Click on report desired:				
Account List		Accounts in Overdraft		
Sponsored Accounts in Overdraft		Faculty Sponsored Productivity		
Division Sponsored Productivity		Purchasing Documents		
EDI Orders		Salary Coverage (%)		
Salary Coverage (Color)				
Executive Division	Business Unit/School	Department	Sub-Department	

Under this menu you can obtain information on a departmental or sub-departmental level by entering the organizational code and then selecting from the options listed in 2 above.

- Account list shows you the responsible person, status and available balance.
- Accounts in overdraft show non-sponsored and sponsored accounts in overdraft in order of descending balance.
- Faculty/Division Sponsored Productivity allows you to view proposals submitted versus awards received.
- Purchasing Documents allows users to view purchase orders and requisitions.
- EDI Orders allows users to view departmental electronic data interchange transactions. For example Federal Express Orders can be accessed via this selection.
- Salary Coverage allows users to view by faculty and staff member, by month, % of salary to be charged to an account for the balance of the fiscal year.

Purchasing Menu

		<h2>Purchasing Menu</h2>		
Search	Calendar	Directory	News	UM Home

Reports by Document Number

<p>Enter Document Number: <input style="width: 50px;" type="text"/></p> <p> <input type="radio"/> Requisition <input type="radio"/> Purchase Order <input type="radio"/> Future Standing Order Bottom of Form </p>	<p>Click on report desired:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Document Inquiry</td></tr> <tr><td>Invoices</td></tr> <tr><td>Encumbrances</td></tr> </table>	Document Inquiry	Invoices	Encumbrances	
Document Inquiry					
Invoices					
Encumbrances					
Document Lookup	Invoice Lookup	FedEx Tracking	List by Department	List by Document Types	Vendor Information
List by Buyer					

Purchasing Information

<table border="1" style="width: 100%;"> <tr><td>Buyer Codes</td></tr> <tr><td>Document Types</td></tr> </table>	Buyer Codes	Document Types	<table border="1" style="width: 100%;"> <tr><td>Policies & Procedures</td></tr> </table>	Policies & Procedures
Buyer Codes				
Document Types				
Policies & Procedures				

[Account Menu](#) | [Sponsored Award Menu](#) | [Sponsored Billing Menu](#) | [Department Menu](#) | [Responsible Person Menu](#) | [IDR Menu](#) | [Purchasing Menu](#) | [Soft Encumbrance Menu](#) | [Electronic Signatures](#) | [Accounts Payable](#) | [Alternative Funding Menu](#) | [Main Menu](#) | [Logoff](#)

1. Reports by Document Number – from this menu you can enter the document number (purchase order or requisition number) and choose from the following reports: (Purchasing documents are linked to the web image viewer)
 - Document Inquiry to view a specific purchase order.
 - Browse Invoices to search for a specific invoice under the purchase order selected.
 - Browse Encumbrances for the specific purchase order selected.
2. Invoice Reports – this menu option is useful when viewing invoices in a Master Purchase Order. You can input the PO#, invoice #, account # and sub-object code and view the invoice content for the document specified.
3. FedEx Tracking Reports – You can view FedEx documents by selecting the FedEx PO, FedEx invoice or individual air bill.

Soft Encumbrances

	<h2>Soft Encumbrances</h2>			
Search	Calendar	Directory	News	UM Home

Enter Soft Encumbrances	View/Delete Soft Encumbrances
-----------------------------------------	-----------------------------------------------

[Account Menu](#)	[Sponsored Award Menu](#)	[Sponsored Billing Menu](#)	[Department Menu](#)	[Responsible Person Menu](#)
[IDR Menu](#)	[Purchasing Menu](#)	[Soft Encumbrance Menu](#)	[Electronic Signatures](#)	[Accounts Payable](#)
[Alternative Funding Menu](#)	[Main Menu](#)	[Logoff](#)		

Enter Soft Encumbrances

System allows departmental personnel to enter soft encumbrance on-line. (NOTE: There is no automatic deletion of soft encumbrances yet. Use option below to delete).

View/Delete Soft Encumbrances

This menu allows you to view previously entered soft encumbrances or delete previously entered soft encumbrances.

These soft encumbrances will not be shown on FRS screens or Report 90s because they are not valid transactions in our official University Financial Records System.

Sponsored Award Menu

		<h2>Sponsored Award Menu</h2>		
Search	Calendar	Directory	News	UM Home

Reports by Sponsored Award Number

1. Enter Award Number or Master Account Number: <input type="text"/>	2. Click on the report desired: Award Summary Accounts for an Award
-------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------

Reports by Proposal Number

1. Enter Proposal Number: <input type="text"/>	2. Click on the report desired: Proposal Information
---------------------------------------------------	-------------------------------------------------------------------------

Sponsored Account End Date Calendar

Select new department/month:

Year: 2008 Month:

- The Sponsored Award Menu lets you obtain the award summary information, list of accounts for an award and view proposal information.
- The award summary screen combines financial information for all accounts in an award showing budget, actual, encumbrances, soft encumbrances and balance available.
- Accounts for an award option lists all accounts for an award and shows the principal investigator, account number and balance available.
- Proposal Information allows you to view the status, sponsor, date submitted, start/end date, indirect cost rate and cost share amount.

Report Distribution System

REPORT DISTRIBUTION SYSTEM



RDS INFORMATION	FORMS & GUIDES	REPORTS ON RDS	UM LISTSERV	UM Wide Information
---------------------------------	------------------------------------	--------------------------------	-----------------------------	-------------------------------------

- ▶ [Sign-up for RDS](#)
- ▶ [My Password Change/Create/Forgotten](#)
- ▶ [RDS Information](#)
- ▶ [New RDS Users](#)
- ▶ [Online Tutorial](#)
- ▶ [Training Schedules](#)
- ▶ [Help & FAQ](#)
- ▶ [Forms & Guides](#)
- ▶ [EOS Software](#)
- ▶ [EOS/PC New Users](#)
- ▶ [Reports on RDS](#)
- ▶ [UM Listserv](#)
- ▶ [Local Printing](#)
- ▶ [RDS Staff](#)
- ▶ [Desktop Support](#)
- ▶ [Document Management](#)

This is the RDS login. Please click on the login button below and enter your RDS User ID and password.

 [RESET or RETRIEVE PASSWORD](#)

 [CHANGE or CREATE PASSWORD](#)

Users of RDS must change their password, for security purposes, every 90 days.

The **Report Distribution System (RDS)** is an application that distributes reports from the University's main computer to users through their PC's (*view [model](#)*). using Netscape or IE browsers, however, *it is recommended to use Internet Explorer 5+ or Netscape 6+ for better results.* **RDS** will contain most of the reports currently produced by Information Technology. It will not include items printed on special forms or items that use mailers. Reports will be on-line for different lengths of time based on University Policy and departmental needs. Information on RDS is considered confidential. There are two methods of access to **RDS**.

(1) The first is through the University Intranet, using Netscape or Microsoft Explorer web browsers (version 5.0 or newer recommended). The reports accessed through the Intranet are designed to replace printed reports. Some of the advantages associated with this system are: viewing reports on the user's PC immediately after production, time savings in paper handling, filing and retrieval as well as less space needed for filing. There is no charge for access, software license, installation or maintenance.

(2) The second type of access is through the ***EOS Client Server Software***. This software can be installed by web download from Information Technology in the user's PC. There is a one-time charge of \$500 per PC, covering the cost of the software license, and an annual charge of \$80 for maintenance and upgrades to the software. This software is best run on Windows 95 but there is a Windows 3.x version available. There is currently no Apple version available. This type of report access will allow the transfer of reports from the system to your PC to be used with other applications like Microsoft word, Excel or Access.

Hardware recommended for the RDS Client Server Software is a Pentium PC processor, Windows 95 or NT with 16 megabytes or more. The system must be connected to the University of Miami backbone or through a PPP connection. Reports are most legible using a 15 inch or larger monitor. If you have questions about RDS please contact **RDS Staff**.

The RDS system as it relates to DMAS allows you to view the Report 90s on-line. Labor Distribution and Salary Encumbrance reports are also available. The advantage of having access to RDS reports is that you can view the R90s a day in advance of the distribution date for departments that are still on paper. **Also, UM has gone Green!**

Controllers Office

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UM Home > **Controller's Office**

The University of Miami Controller's Office has two locations. The Main Office is located at 1507 Levante Avenue, Coral Gables, FL, 33124-1422 (the internal address is Max Orovitz Building, 2nd Floor, Coral Gables, Loc. 1422). On the Medical Campus the Sponsored Programs Office is located at 1611 NW 12th Avenue, The Institute Building, 3rd Floor, Miami, FL, 33136-1005 (the internal address is The Institute Building, 3rd Floor, Medical Campus, R-45).

MISSION STATEMENT

To maintain the accounting records of the University, to provide accurate and timely financial reporting, to ensure the protection of University assets by establishing and maintaining adequate internal controls, to provide training and communication to all areas of the University as it pertains to the accounting and internal control functions.

The Controller's Office consists of the following departments:

- Controller
- Accounting and User Training and Support
- Cost Studies
- Financial Reporting
- General Accounting
- FRS System
- Property Accounting
- Sponsored Programs
- Document Management

Controller's Office

This is the Controller's website from which you may access the information listed on the left-hand column. For example: under the selection "Accounting Information" you can access the Batch Reference Listing and explanations of Revenue and Expense sub-codes. In addition, you can access University policies and guidelines on-line, obtain fiscal year end information and closing schedule and training information.

Thank you for reviewing this DMAS presentation and I hope you found it helpful. If you have any questions, please contact Martha Arocha at (305) 284-6148.