



## UMS Release Notes

Version 4.44

December 22, 2005

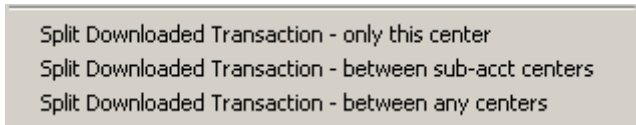
**NOTE:** Please be aware that these changes have been implemented in version 4.44 or later. To determine if your UMS implementation has been updated, please select the About option from the UMS Help menu. If your version is prior to the version listed in these release notes, please contact your internal support staff for a timeframe on the implementation of the latest release.

## Automatching

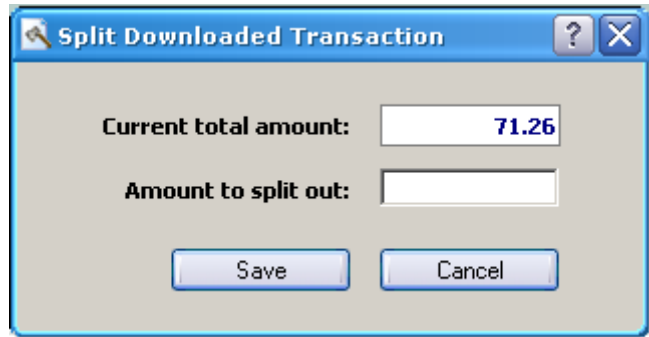
The following lists only those features which are new to Automatching. For a detailed description of Automatching, please see the Reconciliation Through Automatching document that was sent with the release notes.

- **Splitting Transactions:** Downloaded SOR transactions can be split out into different transactions in the same center, split into transaction between sub centers, and split into transactions among various centers.
  - Right click on the transaction to display the options for splitting transactions.

Status	Date	Ref Num	COA Object	Payee/Description	Expended
New	Aug 30, 04	M000	820 POSTAGE	MAIL	71.26



- Select **Only This Center** to divide the transaction into several downloaded SOR transactions. The Split Downloaded Transaction dialog box will be displayed. Enter the amount to be split out and click **Save**. The new transaction will be displayed under the original and both lines will have a hatchet displayed beside them to indicate they have been split.



Status	Date	Ref Num	COA Object	Payee/Description	Expended
New	Aug 30, 04	M000	820 POSTAGE	MAIL	50.00
New	Aug 30, 04	M000	820 POSTAGE	MAIL	21.26

- Select **Between Sub-Acct Centers** to divide the transaction between subcenters. The Split Downloaded Transaction dialog box will be displayed. A line will be added to the grid when Add Split is clicked. Click the ellipses in the Center field and select the sub center(s) to which the transaction should be split. Click in the COA field to select the COA to which the new transaction will be assigned. Type the amount of the new transaction into the Amount field. The new transaction will be displayed under the original (and in the designated sub center) and both lines will have a hatchet displayed beside them to indicate they have been split.

- Select **Between Any Centers** to divide the transaction between subcenters. The Split Downloaded Transaction dialog box will be displayed. A line will be added to the grid when Add Split is clicked. Click the ellipses in the Center field and select the center(s) to which the transaction should be split. Click in the COA field to select the COA to which the new transaction will be assigned. Type the amount of the new transaction into the Amount field. The new transaction will be displayed in the center to which it was assigned. Both transactions will have a hatchet displayed beside them to indicate they have been split.

**Split Downloaded Transaction**

Center: 45 - MINOR      COA Object: 820 POSTAGE      Amount: 71.26

Current Download:

Select Split Centers

Center	COA Object	Amount

Add Split    Delete      Remaining: 71.26      Save    Cancel

- To view the information for the original transaction (before it was split) click on the original line or any of the split lines. An information bubble with original transaction information will be displayed.

	This is a split transaction
Date of Split:	May 31, 2005
Original Amount:	71.26
Original Center:	45 - MINOR
Original COA:	820 - POSTAGE

## Center Input/Center Query

### Center Reports

- **Center Financials Report:** This is the report displayed when the Print button is clicked on the Center Input screen. It lists basic financial information about the selected center. This report has been updated to include a spending budget (if one exists) and any commitments made through Commitment Management. The addition of these figures will more accurately reflect the financial status of the center.
- **Balance Forward:** If a balance forward is present on a center, it will be reflected in the reports titled: Center Cash Statement with Balance Forward, Income and Expense Detail with Balance Forward, and Income and Expense Summary with Balance Forward. These reports are still available without the balance forward being included in the calculations.
- **Budget Center Financials Listing:** This report has been updated to include a spending budget (if one exists) and any commitments made through Commitment Management. The addition of these figures will more accurately reflect the financial status of the center.

### Funding History

- **Print Funding History:** Funding line history can be viewed by right clicking on any funding line in the following documents: Procurement, Travel, Personnel Funding, and Outside System Reconciliation. The screen that is displayed can be printed by clicking the Print button.

### A/R (Invoicing, Payments, and Cash Receipts)

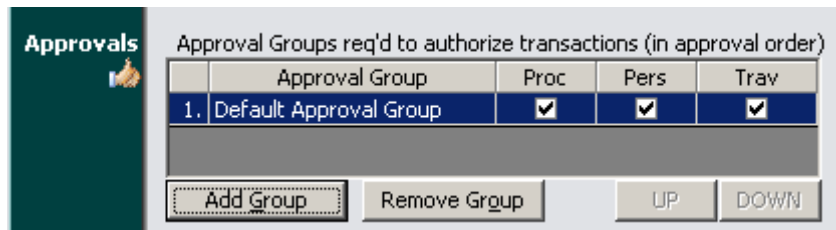
- **Expense Accounts on Invoices:** Expense COA objects can be selected for use on Invoices. To select an expense COA object check the Allow Exp checkbox. All Income and Expense COA objects will be shown in the selection list. All invoices done to an expense COA object will show as a credit to an expense account (a negative number) on the Center Input screen.
- **Invoice Printing:** When the Print button is clicked, there is an option to print either an Invoice or an Invoice Statement. The invoice is what has always been printed—the basic information that is on the form and is suitable for distribution to a customer. The Invoice Statement would most likely be used for internal purposes. It displays all payments and adjustments that have been made to that particular invoice.
- **Cash Receipts Find Box:** The Receipt # is now a column in the find box. All data in the find box can be sorted by receipt # and this column is searchable.

## Dropshift

To learn more about the new UMS reporting tool, see the document entitled DropShift that was sent with the release notes.

## Approval Groups

- Center Input:** When approval groups are added to the Center Edit screen, three checkboxes will appear. Approval groups can be tailored to only appear on certain types of documents. Check Proc to use the group on Procurement documents. Check Pers to use the group on Personnel Funding documents. Check Trav to use the group on Travel documents. The approval group will only be used when the center is placed on the indicated document types.



## Inbox

- Right Click Options:** Approvals can be completed by right clicking on any lines in the inbox and selecting Approve Selection. This will approve the document and remove it from the inbox.

Type	Reference	Created	Entered By
Personnel	Kelly Martin	Nov 23, 04	B Smith
Procurement	RQ00061	Dec 29, 04	B Smith
Procurement	RQ00006	Nov 21, 04	B Smith
Procurement	RQ00072	Feb 21, 05	B Smith
Personnel	Bob Stevens	Feb 21, 05	B Smith
Procurement	RQ00081	Mar 08, 05	B Smith
Procurement	RQ00082	Mar 08, 05	B Smith
Procurement	PO000032	Mar 08	Open Selection
Procurement	PO000026	Jan 24	Approve Selected
Procurement	RQ00128	Sep 07, 05	B Smith
Procurement	RQ00129	Sep 07, 05	B Smith

Routing can be completed by right clicking on any lines in the inbox and selecting Complete Selection. This will complete the document and remove it from the inbox.

Documents routed specifically to you (or to your group)

Type	Reference	Created	Entered By
Blanket Master	RQ00010	Nov 29, 04	B Smith
Invoice	0000002431	May 05, 05	
Procurement	RQ00089	Aug 15, 05	B Smith
Procurement	RQ00091	Aug 23, 05	B Smith
Procurement	RQ00090	Aug 17, 05	B Smith
Procurement	RQ00097	Aug 29, 05	B Smith
Travel	TR000012	Aug 29, 05	B
Personnel	Mark Hill	Sep 30, 02	B

Open Selection  
Complete Selected

## UMS/SOR Synchronization

- Personnel Input:** UMS information on the Personnel Input form can be synchronized with data from the system of record for the most accurate information possible. To have this ability in the Personnel Input screen, users will need the Sync to SOR right in User Security.

Permissions | Affiliate Security


Master Payroll Permission

View payroll data

No Permission

Partial Permission

Full Permission



- Void
- Edit Approve
- Budget Center on the Fly
- Link To Position Budgeting
- Adjust
- Post Adjustment
- Contracts
- Personnel Input Form
  - View
  - Add
  - Edit
  - Delete
  - Synchronize with SOR
- Personnel Review Form
- Personnel Rollover Form

Once the user has this right, a Not In Synch stamp will appear on any personnel input records that have differences between the UMS record and SOR record—one or more of the tracked fields differs between the two systems.

**Personnel Detail View**

Add Edit Delete Print Find Who Close Help

**Dr. Benui L Fraklom**

SSN 123-45-6789  
 Birthdate August 13, 2002  
 Gender Male  
 Marital Not Single  
 Race Other  
 Citizen United States  
 Degree(s) D.O.  
 Spouse  
 Hire Date October 10, 2000  
 Release Date August 08, 2002  
 Work Relationship Agency Time Card Employee

Big State University  
 Hospital  
 Pediatrics  
 Gastroenterology/Nutritio

Primary Affiliate TAFF  
 Terminated No  
 This is UMS User  
 This is Vendor

Funding Information  Include Inactive

Aff	Begin Date	End Date	Pay Type	Pay Cycle	Pay Rate	Annualized	Modified
TAFF	Jul 01, 2002	Jun 30, 2003	Unclassified	Annually	2,500.00	2,500.00	2,500.00
SAFF	Jul 01, 2003	Aug 31, 2003	Holiday	Hourly	48.00	99,840.00	19,968.00
SAFF	Jul 01, 2003	Aug 31, 2003	On-Call Rat	Hourly	5.00	10,400.00	1,040.00
SAFF	Jul 01, 2003	Aug 31, 2003	Ben Hrs	Hourly	38.00	79,040.00	79,040.00

Quick Filter  
 Organization: Big State University  
 Big State University and Below  
 Only at the Big State University level  
 Include Terminated Personnel  
 Include Records Created by Me  
 Refresh View Defaults

Address Telephone Contacts ID & Proxies Notes & Position DropShift

**Home Address**  
 1st & 2nd East West Street  
 Charleston, SC USA 29407

**Work Address**  
 #1 Ashley Ave  
 Dorchester, SC 29437  
 USA  
 email: benuif@msj.net

Click the SOR button to see the UMS information and the SOR information compared side by side.

Choose how data is retrieved:

- SSN, or
- Employee ID

Map using  
 Government ID  
 Employee ID

Select system for comparison

SOR	Update	Last Update
GEAC		Jun 27, '05 21:49:22
UMA		Jun 27, '05 21:44:00
FRD		Jun 27, '05 21:44:17
HSF		Jun 27, '05 21:44:51

Choose which SOR

Orange backgrounds show discrepancies which can be synchronized automatically

UMS Record		Synchronizing UMS	
SSN	123-45-6789	123-45-6789	
Employee ID	93706-TF	93706-TF	
Last Name	Fraklom	Franklin	
First Name	Benui	BENUI	
Middle	L	L	
Prefix	Dr.	DR.	
Suffix			
Date of Birth	Aug 13, 2002	AUG 13, 2002	
Sex	M	M	
Race	Other	OTHER	
Work Role	Agency Time Card Employee	AGENCY TIME CARD EMPLOYEE	
Hire Date	Oct 10, 2000	OCT 10, 2000	
Terminated	No	NO	
Release Date	Aug 08, 2002	AUG 08, 2002	
Degrees	D.O.	D.O.	
Citizenship	United States	UNITED STATES	
Work Phone			
Work Mobile			
Work Pager 1			
Home Phone			
Marital Status	Not Single	NOT SINGLE	
Spouse Name			
Pos Class			
Annual Salary	2,500.00	4,441.00	
Modified Sal.	2,500.00	4,441.00	
Home Address	1st & 2nd East West Street	1ST & 2ND EAST WEST STREET	

Blue backgrounds show discrepancies which cannot be synched automatically

Fields with blue background cannot be synchronized

Print

Close

Several actions can be taken at this point:

**Dr. Benui L. Fraklom**

Map using  
 Government ID  
 Employee ID

**UMS Record**

Home Address 1st & 2nd East West Street

Home City Charleston  
Home State SC  
Home Country USA  
Home Zip 29407

Work Address #1 Ashley Ave

Work City Dorchester  
Work State SC  
Work Country USA  
Work Zip 29437  
Work eMail benuif@msj.net

Emr. Contact 1 Mrs Benui Fraklom  
Relationship Mother  
Home Phone 843-555-4781  
Work Phone 299-9292  
Alt. Phone 933-9393

Emr. Contact 2  
Relationship  
Home Phone  
Work Phone  
Alt. Phone

Remarks Benui speaks no English

Select system for comparison

SOR	Update	Last Update
GEAC		Jun 27, '05 21:49:22
UMA	<input type="button" value="Update"/>	Jun 27, '05 21:44:00
FRD		Jun 27, '05 21:44:17
HSF		Jun 27, '05 21:44:51

1ST & 2ND EAST WEST STREET

CHARLESTON  
SC  
USA  
29407

#1 ASHLEY AVE

DORCHESTER  
SC  
USA  
29437  
BENUIF@MSJ.NET

MRS BENUI FRAKLOM  
MOTHER  
843-555-4781  
299-9292  
933-9393

Fields with blue background cannot be synchronized

Additional actions can be taken by right clicking on a field that appears in orange:

Synchronize UMS data one field at a time rather than synchronizing all fields

Dr. Benui L. Fraklom

Map using  
 Government ID  
 Employee ID

UMS Record

SOR	Update	Last Update
GEAC		Jun 27, '05 21:49:22
UMA		Jun 27, '05 21:44:00
FRD		Jun 27, '05 21:44:17
HSF		Jun 27, '05 21:44:51

SSN 123-45-6789  
Employee ID 93706-TF  
Last Name Fraklom  
First Name Benui  
Middle L  
Prefix Dr.  
Suffix  
Date of Birth Aug 13, 2000  
Sex M  
Race Other  
Work Role Agency Time Card Employee  
Hire Date Oct 10, 2000  
Terminated No  
Release Date Aug 08, 2002  
Degrees D.O.  
Citizenship United States  
Work Phone  
Work Mobile  
Work Pager 1  
Home Phone  
Marital Status Not Single  
Spouse Name  
Pos Class  
Annual Salary 2,500.00  
Modified Sal. 2,500.00  
Home Address 1st & 2nd East West Street

123-45-6789  
93706-TF  
Franklin

OTHER  
AGENCY TIME CARD EMPLOYEE  
OCT 10, 2000  
NO  
AUG 08, 2002  
D.O.  
UNITED STATES

NOT SINGLE

4,441.00  
4,441.00

1ST & 2ND EAST WEST STREET

Fields with blue background cannot be synchronized

Create a "System of Record Update Request" when UMS is correct and the SOR needs to be updated

Selecting a different SOR will change both the UMS and SOR data that is displayed:

SOR	Update	Last Update
GEAC	Update	Jun 28, '05 00:33:06
UMA		Jun 27, '05 22:00:18
FRD		Jun 27, '05 22:00:35
HSF		Jun 27, '05 22:01:09

UMS Record	Record
SSN 123-45-6789	123-45-6789
Employee ID AA-6793706	AA-6793706
Last Name Fraklom	Franklin
First Name Benui	BENUI
Middle L.	L.
Prefix Dr.	DR.
Suffix	
Date of Birth August 13, 1962	AUGUST 13, 1962
Sex Male	MALE
Race Other	OTHER
Work Role Agency Time Card Employee	AGENCY TIME CARD EMPLOYEE
Hire Date Oct 10, 2000	OCT 10, 2000
Terminated YES	YES
Release Date Aug 08, 2002	AUG 08, 2002
Degrees D.O., Phd.	D.O., PHD.
Citizenship United States	UNITED STATES
Work Phone 792-6392	792-6392
Work Mobile 990-6382	990-6382
Work Pager 1 846-8392	846-8392
Home Phone 556-8492	556-8492
Marital Status Not Single	NOT SINGLE
Spouse Name	
Pos Class ADMIN ASSISTANT II	ADMIN ASSISTANT II
Annual Salary 191,780.00	193,721.00
Modified Sal. 102,548.00	104,489.00
Home Address 12 Eastwest St.	12 EASTWEST ST.

Selecting a different system will not only show the data from that system, but will cause payroll data from that system as recorded in UMS to be displayed

Clicking the "Update" button for a specific system will generate a request for an electronic update of data from that system, ensuring that the most up-to-date information is available. The time of the last update is displayed.

Once the records have been synched, some differences will be seen on the comparison:

When the user synchronizes data using the button or the right-click, the data is updated in UMS immediately. The record is recorded as having been altered by the user who synchronized.

The background of the affected fields goes back to white.

Salary and a few other fields will not be automatically synchronized. This data must be synchronized manually through payroll action requests or personnel funding changes in UMS.

**Compare to Systems-of-Record**

Dr. Benui L. Fraklom

Map using  
 Government ID  
 Employee ID

**UMS Record**

Select system for comparison		
SOR	Update	Last Update
GEAC		Jun 28, '05 00:33:06
UMA		Jun 27, '05 22:00:18
FRD		Jun 27, '05 22:00:35
HSF		Jun 27, '05 22:01:09

SSN	123-45-6789	123-45-6789
Employee ID	AA-6793706	AA-6793706
Last Name	Franklin	Franklin
First Name	Benui	BENUI
Middle	L.	L.
Prefix	Dr.	DR.
Suffix		
Date of Birth	August 13, 1962	AUGUST 13, 1962
Sex	Male	MALE
Race	Other	OTHER
Work Role	Agency Time Card Employee	AGENCY TIME CARD EMPLOYEE
Hire Date	Oct 10, 2000	OCT 10, 2000
Terminated	YES	YES
Release Date	Aug 08, 2002	AUG 08, 2002
Degrees	D.O., Phd.	D.O., PHD.
Citizenship	United States	UNITED STATES
Work Phone	792-6392	792-6392
Work Mobile	990-6382	990-6382
Work Pager 1	846-8392	846-8392
Home Phone	556-8492	556-8492
Marital Status	Not Single	NOT SINGLE
Spouse Name		
Pos Class	ADMIN ASSISTANT II	ADMIN ASSISTANT II
Annual Salary	191,780.00	193,721.00
Modified Sal.	102,548.00	104,489.00
Home Address	12 Eastwest St.	12 EASTWEST ST.

Fields with blue background cannot be synchronized